

# EASY TIME PAY

A screenshot of a web-based login interface for AVTech Attendance & Security. At the top left is the AVTech logo, which consists of a globe icon and the text 'AVTech' in white on a red background, with 'ATTENDANCE & SECURITY' in smaller text below it. Below the logo are two input fields: the first contains the text 'etpAdmin' and has a user icon on the right; the second contains a series of dots and has a lock icon on the right. Below these fields is a link that says 'I forgot my password' and a blue button labeled 'Log In'.

Demo:

<http://49.205.182.238:98/>

## INTRODUCTION

- ▶ This is a Web based Application and can be run on cloud or own premises.
- ▶ An auto-process (Windows Service) is running to process the activities from the backend so that software can perform smoothly and there is no need to process the machine data manually for report purpose. Simply user can login the software and generate the attendance daily and monthly report.
- ▶ Attendance Policy, OT Policy, Leave Policy and Holiday Policy are flexible as per Company requirement. There is no any restrictions regarding the policies.
- ▶ Dynamic report options are available in the software so that user can add or remove columns in the report as per their requirements.
- ▶ Employee Self Service facility is available in the software.
- ▶ User can set multiple approval stage for leave and punch regularization called as “Work Flow”.
- ▶ All process related to attendance can be done from a single page of a software.
- ▶ A number of different users can be created with different rights. No restrictions for user creation.
- ▶ Auto code series for employees can be run in the series. Code series can be run according to Admin Choice like Company Wise, Contractor Wise, Department Wise, Location Wise, Category Wise etc.

Demo:

<http://49.205.182.238:98/>

# HOME PAGE

- ▶ When user will login the software the attendance details, leave balance and Holidays of assigned employee code will be shown on the main page.
- ▶ If User having rights of Device status and admin rights then current device status will be shown on the home page.

The screenshot displays the AVTech software interface. At the top, there is a navigation bar with the AVTech logo and a user profile for Mr. Amresh Kumar. Below the navigation bar, there is a search bar and a sidebar menu with options: Self Services, Employee Management, TimeOffice, and Device. The main content area features a calendar for the year 2021, with the month of March selected. The calendar shows attendance status for each day, with March 9th highlighted. To the right of the calendar, there is a detailed view for March 9, 2021, showing the following information:

- MARCH 9, 2021**
- MRG(10:00-18:00)**
- MRG(10:00-18:00)
- In Time: --:--
- Out Time: --:--
- Working Hourse: 00:00
- Status: A
- Over Time: 00:00
- Late Arrival: 00:00
- Early Departure: 00:00

## Holiday

Date	Holiday	Type
01-Jan-2021	New Year	Default
14-Jan-2021	Maraskranti	Optional
14-Jan-2021	Lohari	Optional
26-Jan-2021	Republic Day	National
14-Feb-2021	Valentine Day	Default
21-Feb-2021	TEST HOLIDAY	Default
11-Mar-2021	Maha Shiv Ratri	Optional
30-Mar-2021	Holi	Default

## Leave Balance

Leave	AccrualLeave	ConsumeLeave	BalanceLeave
EL	0	0	0
SRT	0	0	0
OD	0	1	-1
CL	0	1	-1
SL	7	0	7

Date

21-Mar-2021



Get Data

Present 0	Absent 7	Leave 0
WO 12	Holiday 0	Late 0
Early 0	New Join 1	Total 10705
Roster Not Created 10686		

## Device Status

Search



Device Code	Name	IP	Last Connected
A6FE175061663	AVTECH	192.168.0.65	21-Mar-2021 13:41

If User having Admin rights then user can simply download Daily Present, Absent, WO, Leave, Holiday etc. employee list in Excel from the homepage as shown in above images.

Demo:

<http://49.205.182.238:98/>

## Options on Home Page

- ▶ Only Daily Use options are available on Home Page of Software. Rest setting, Import and Report options are available on the Upper Right Hand Side.
- ▶ Due to this option it is not possible to change in any settings of Software by mistaken.

### Action

- Punch Post
- Shift
- Gate Pass
- Leave Post
- Punch Process
- Roster Process

### Policy Details

- Attendance
- Shift
- Holiday
- Leave

Note: Kindly select the date range else till 10th of current month previous month data will also show.

1-Apr-2021~15-Apr-2021  Demo-Mr. Demo1 Demo | Easy Time Pay Solution | Support  [Get Data](#)

**Present 2.00** **Absent 11.00** **Leave 0.00** **Weeklyoff 2.00** **Holiday 0.00** **LateArrival 00:00** **EarlyDeparture 00:00**

Date	Shift	InTime	OutTime	Status	Working	Over Time	Late	Early	Shift Status	Punch Status	Attendance Status
01-Apr-2021	MRG(10:00-18:00)	01-Apr-2021 10:00	01-Apr-2021 18:00	P	07:00	00:00	00:00	00:00	Default	Default	No
02-Apr-2021	MRG(10:00-18:00)	--:--	--:--	A	00:00	00:00	00:00	00:00	Default	Default	No
03-Apr-2021	MRG(10:00-18:00)	--:--	--:--	A	00:00	00:00	00:00	00:00	Default	Default	No
04-Apr-2021	OFF	--:--	--:--	WO	00:00	00:00	00:00	00:00	Default	Default	No
05-Apr-2021	MRG(10:00-18:00)	05-Apr-2021 09:00	05-Apr-2021 18:00	P	07:00	00:00	00:00	00:00	Default	Default	No
06-Apr-2021	MRG(10:00-18:00)	--:--	--:--	A	00:00	00:00	00:00	00:00	Default	Default	No
07-Apr-2021	MRG(10:00-18:00)	--:--	--:--	A	00:00	00:00	00:00	00:00	Default	Default	No
08-Apr-2021	MRG(10:00-18:00)	--:--	--:--	A	00:00	00:00	00:00	00:00	Default	Default	No
09-Apr-2021	MRG(10:00-18:00)	--:--	--:--	A	00:00	00:00	00:00	00:00	Default	Default	No
10-Apr-2021	MRG(10:00-18:00)	--:--	--:--	A	00:00	00:00	00:00	00:00	Default	Default	No
11-Apr-2021	OFF	--:--	--:--	WO	00:00	00:00	00:00	00:00	Default	Default	No
12-Apr-2021	MRG(10:00-18:00)	--:--	--:--	A	00:00	00:00	00:00	00:00	Default	Default	No
13-Apr-2021	MRG(10:00-18:00)	--:--	--:--	A	00:00	00:00	00:00	00:00	Default	Default	No
14-Apr-2021	MRG(10:00-18:00)	--:--	--:--	A	00:00	00:00	00:00	00:00	Default	Default	No
15-Apr-2021	MRG(10:00-18:00)	--:--	--:--	A	00:00	00:00	00:00	00:00	Default	Default	No

- As per above images, all options are available on a single page of the software. Like Punch Post, Shift Changes, Gate Pass Apply, Leave Post, Punch Process, Roster Process and Verification.

Also, which Policy of Attendance, Leave, Holiday and Shift has been applied for that particular employee can be checked.

For Multiple Employees Process you can make a filter and process can be done from the Single Page.

Here, also you can download the policy of filtered employee in excel. The Policy will downloaded as mentioned in below images.

	A	B	C	D	E	F	G	H	I
1	EmployeeID	EmployeeCode	EmployeeName	Company	Department	Designation	Branch	PolicyName	Description
2	1	ETS00000001T	Employee1 Kumar1 Singh1	EasyTimePay Software Solution	Testing	Software Engineer	Kanpur Branch	Time Office	Demo Time Office Policy
3	6	ETP00000002M	Employee6 Kumar6 Singh6	Easy Time Pay Solution	Testing	Senior Software Engineer	Kanpur Branch	Time Office	Demo Time Office Policy
4	8	ETS00000006T	Employee9 Kumar9 Singh9	EasyTimePay Software Solution	Support	Deliver Head	Ghaziabad Branch	Time Office	Demo Time Office Policy
5	9	ETS00000007T	Employee10 Kumar10 Singh10	EasyTimePay Software Solution	Testing	System Analyst	Ghaziabad Branch	Time Office	Demo Time Office Policy
6	11	CMP00000002D	Employee13 Kumar13 Singh13	Company 1	Support	Vice President	Ghaziabad Branch	Time Office	Demo Time Office Policy
7	12	ETS00000008T	Employee14 Kumar14 Singh14	EasyTimePay Software Solution	Support	President	Ghaziabad Branch	Time Office	Demo Time Office Policy
8	14	ETS00000010T	Employee16 Kumar16 Singh16	EasyTimePay Software Solution	Testing	Project Manager	Ghaziabad Branch	Time Office	Demo Time Office Policy
9	15	ETS00000011T	Employee17 Kumar17 Singh17	EasyTimePay Software Solution	Support	Senior Software Engineer	Kanpur Branch	Time Office	Demo Time Office Policy
10	21	CMP00000005D	Employee24 Kumar24 Singh24	Company 1	Support	Trainee Engineer	Ghaziabad Branch	Time Office	Demo Time Office Policy
11	27	ETS00000017T	Employee31 Kumar31 Singh31	EasyTimePay Software Solution	Support	Director	Kanpur Branch	Time Office	Demo Time Office Policy
12	34	CMP00000007D	Employee38 Kumar38 Singh38	Company 1	Support	Project Lead	Ghaziabad Branch	Time Office	Demo Time Office Policy
13	37	CMP00000009D	Employee43 Kumar43 Singh43	Company 1	Testing	Project Manager	Kanpur Branch	Time Office	Demo Time Office Policy
14	40	CMP00000010D	Employee46 Kumar46 Singh46	Company 1	Testing	Project Manager	Ghaziabad Branch	Time Office	Demo Time Office Policy
15	44	CMP00000014D	Employee51 Kumar51 Singh51	Company 1	Testing	President	Ghaziabad Branch	Time Office	Demo Time Office Policy
16	45	CMP00000015D	Employee52 Kumar52 Singh52	Company 1	Testing	Software Engineer	Ghaziabad Branch	Time Office	Demo Time Office Policy
17	46	ETS00000021T	Employee53 Kumar53 Singh53	EasyTimePay Software Solution	Support	Delivery Manager	Kanpur Branch	Time Office	Demo Time Office Policy
18	48	ETS00000023T	Employee55 Kumar55 Singh55	EasyTimePay Software Solution	Testing	Delivery Manager	Ghaziabad Branch	Time Office	Demo Time Office Policy

Filter option in the software is like below images. User can apply filter on any of the component.

The screenshot displays the AVTech software interface. At the top left is the AVTech logo. The top right shows a user profile for 'Super Admin' with a dropdown arrow. A search bar is located on the left side. The main navigation menu on the left includes categories like Self Services, Employee Management, TimeOffice, Attendance Action, Leave, and Device. The central area features an 'Action' menu with options such as Roster, Punch Reprocess, Lock Attendance, Shift Multi Process, Manual Punch, and Verification Process. Below this is a 'Download Policy' section with buttons for Attendance, Leave, and Holiday. A date range selector with 'From' and 'To' fields is positioned above the main content area. A 'Filter Employee' overlay is open on the right, containing a 'Filter' button and a 'Clear' button. The overlay lists various filter criteria: Employee (text input), Company, Sub Company, Department, Sub Department, Branch, Sub Branch, Category, Designation, Grade, Division, Level, Contractor, Employee Type, and Employee Status (with buttons for Confirmed, Probation, and Resigned). A red arrow points to the dropdown arrow in the top right corner of the interface.

Demo:  
<http://49.205.182.238:98/>

# Policy Setup

As mentioned earlier user has no restrictions for apply policy. User can apply different policy for different categorization as per their requirement.

Attendance Policy + Add New

Search:

Name	Description	Setup	Map With Shift	Map on Organization	Edit	Delete
1	1		3 Mapped Out of 5			
TEST			No Mapped			
Test New Policy 1	Test New Policy1		4 Mapped Out of 5	Mapped		
Time Office	Demo Time Office Policy		4 Mapped Out of 5	Mapped		
Time Office 2	Time Office 2		1 Mapped Out of 5	Mapped		

Show  Showing 1 to 5 of 5 Previous **1** Next

In setup option of attendance policy, user can assign different shifts, WO, can run auto shift policy, different OT formula and their round off, COFF policy etc. for those bifurcation, policy has been made.

### Time Office Policy Setup for **Time Office**

General	Time Office	Shift Setup	Punch Setup	Over Time	Cof	Gate Pass
Attendance Policy Based On	<input type="text" value="Punch"/>			Duplicate Check Minute	<input type="text" value="00:05"/>	<input type="button" value="⊙"/>
Max Working Hours Based On	<input type="text" value="In Punch"/>			Punch Required for Attendance	<input type="text" value="Two"/>	<input type="button" value="▼"/>
Attendance Cut off Day	<input type="text" value="Last Date"/>			Is Optimistic	<input type="button" value="No"/>	<input checked="" type="button" value="Yes"/>
Day and Night Working	<input type="button" value="No"/>	<input checked="" type="button" value="Yes"/>		Max AR count in month	<input type="text" value="0"/>	
Max back day for AR	<input type="text" value="0"/>			Max OD count in month	<input type="text" value="0"/>	
Max back day for OD	<input type="text" value="0"/>			Working Hours End On Shift End	<input type="button" value="No"/>	<input type="button" value="Yes"/>
Working With In Out Mode	<input type="button" value="No"/>	<input type="button" value="Yes"/>				
Working Hours Start From Shift Start	<input type="button" value="No"/>	<input checked="" type="button" value="Yes"/>				
Working Hours Round	<input type="text" value="0"/>					

## Time Office Policy Setup for Time Office

General **Time Office** Shift Setup Punch Setup Over Time Cof Gate Pass

Half Day Marking

No Yes

OT or OS

OverTime

Deduct OutWork

No Yes

Is WO Present

No Yes

AWA as AAA

No Yes

AHA as AAA

No Yes

Is Present On second half Mark Half day and Over time after shift end

No Yes

SRT Marking

No Yes

Consider Out Work

No Yes

Is Miss Punch As Absent

No Yes

Is HLD Present

No Yes

Min day to Weekly off as Paid

3

Min day to HoliDay as Paid

0

## Time Office Policy Setup for Time Office

General Time Office **Shift Setup** Punch Setup Over Time Cof Gate Pass

Default Shift

MRG[10:00-18:00]

Allow Auto Shift

No Yes

Early Minute Auto Shift

01:00

Sunday

\* I Week \* II Week \* III Week \* IV Week \* V Week

Tuesday

Thursday

Allow Shift

\* NIT[18:00-08:00] \* MRG[10:00-18:00]

Late Minute Auto Shift

01:00

Saturday

Monday

Wednesday

Friday

## Time Office Policy Setup for **Time Office**

General Time Office Shift Setup Punch Setup **Over Time** Cof Gate Pass

OT Calculation Formula

Deduct OT On HLD   Max OT On HLD

Deduct OT On WO   Max OT On WO

Deduct OT On NHLD   Max OT On NHLD

OT In Minus

OT Round   OT Round Formula

General Round Off

## Time Office Policy Setup for **Time Office**

General Time Office Shift Setup Punch Setup Over Time **Cof** Gate Pass

Min hours for half day COF   Min hours for full day COF

COF Expired Days

	Working Days	Weekly Off	Holiday	National Holiday
OT	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
COF	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

# Mapping of attendance policy based on user requirements.

The screenshot shows the 'Map Policy' dialog box in a software application. The 'Company' dropdown menu is open, displaying a list of options: Select, Sub Company, Designation, Grade, Department, Sub Department, Category, Division, Level, **Company**, and Contractor. The 'Company' option is highlighted in blue. The main area of the dialog contains a list of selected items: Easy Time Pay Solution, EasyTimePay Software Solution, Company 1, Company 2, Imparity Software Solution pvt. ltd., and XYZ Pvt Ltd. There are 'Close' and 'Save' buttons at the bottom right of the dialog. The background shows a table of attendance policies with columns for Name, Designation, and Mapped status.

The screenshot shows the 'Map Policy' dialog box in a software application. The 'Sub Branch' dropdown menu is open, displaying a list of options: Select, Employee Type, Employee Status, **Sub Branch**, and Branch. The 'Sub Branch' option is highlighted in blue. The main area of the dialog contains a list of selected items: Easy Time Pay Solution, EasyTimePay Software Solution, Company 1, Company 2, Imparity Software Solution pvt. ltd., and XYZ Pvt Ltd. There are 'Close' and 'Save' buttons at the bottom right of the dialog. The background shows a table of attendance policies with columns for Name, Designation, and Mapped status.

Demo:

<http://49.205.182.238:98/>

## Leave Master & Leave Policy

- ▶ User can add different Leave Masters in software according to their organization requirements.
- ▶ User can set leave code, leave name, leave type and many different criteria like minimum and maximum how much leave employee can avail in continuous.
- ▶ Maximum how many times and how much leave value an employee can request in a month or year.
- ▶ Particular leave applicable for which gender.
- ▶ In a single software user can run Calendar year and Financial year type of leave for different bifurcations.
- ▶ Same as Attendance Policy, different Leave policies also can be assigned for different company or department or category or branch etc.
- ▶ Monthly and Yearly leave accrual type options are also available in the software.
- ▶ Leave Not clubbing options are available in the software. It means, if any leave is not allowed in continuous with any particular leave then mention that leave in “Not clubbing option”.

Demo:

<http://49.205.182.238:98/>

# Holiday & Policy

- ▶ Here, user can add a number of holidays in the software every year.
- ▶ In Holiday master user have to mention date and holiday name and holiday type i.e Normal, National and optional Holiday.
- ▶ Again user can make different policy and can assign selected number of holidays from holiday list for particular selections.
- ▶ Also, suppose for any policy user has assigning 5 optional holiday but employees can avail any 3 optional holidays then it can be mentioned during the making of policy then user can not apply for more than 3 optional holidays.

## Calendar Setting

Calendar Name	Calendar 2020	Max Optional Holiday Request in Year	<input type="text" value="2"/> Number
Optional Holiday Applicable	<input type="button" value="No"/> <input type="button" value="Yes"/>	ProData date	<input type="text" value="25"/> Day
Optional Holiday According ProData	<input type="button" value="No"/> <input type="button" value="Yes"/>		

## Map Holiday with Calendar

From Date

Date	Holiday	Type	Selected
15/08/2021	Independence Day	National	<input checked="" type="checkbox"/>
11/08/2021	Raksshabandhan	Default	<input checked="" type="checkbox"/>
22/04/2021	Shiv Ratri	Optional	<input checked="" type="checkbox"/>
02/04/2021	good friday	Optional	<input checked="" type="checkbox"/>
29/03/2021	Holi	Default	<input checked="" type="checkbox"/>

Demo:

<http://49.205.182.238:98/>

## Work Group Create & Assign

- ▶ Here, user can create different user groups with different names like Admin, User, Reporting User or any names which is easy for the user.
- ▶ Now, user can map different Company, Department, Branch, category, Grade etc. to particular User group which they have created, as per their requirement. So that, those particular user group can check and work on only mapped bifurcations.
- ▶ Now again user can map limited rights of access to particular User group as per their choice.

### User Group

+ Add New

Search:

Name	Description	Map OU	Map Access Right	Edit	Delete
Admin	System Admin				
Reporting Manager	Reporting Manager				
TEST	TEST				
Time Office	Time Office				
TL	Team Leader				
User	ESS User				

Show  Showing 1 to 6 of 6 Previous **1** Next

## Map Organization for User Group Name :- TEST

### Company

- Easy Time Pay Solution
- EasyTimePay Software Solution
- Company 1
- Company 2
- Imparity Software Solution pvt. ltd.
- XYZ PVT Ltd.

### Department

- Development
- Testing
- Support
- Functional
- Admin
- HR
- Store

### Grade

- A1
- B
- C
- D
- E
- F
- G

### Sub Company

- aaa
- Sub Company 1
- Sub Company 2
- Easy time pay 1
- Easy time pay 2
- Easy Time pay 3
- werwerwer

### Sub Department

- Development
- Development2
- Development3
- Testing
- Testing2
- Testing3
- Support

### Division

- I1
- II
- III
- IV
- V
- VI
- VII

### Designation

- Trainee Engineer
- Software Engineer
- System Analyst
- Programmer Analyst
- Senior Software Engineer
- Project Lead
- Project Manager

### Category

- Staff
- Worker
- Trainee
- Admin
- Admin1
- Contactor
- Employee

### Level

- L01
- L02
- L03
- L04
- L05
- L06

## Menu Access Rights for User Group Name :- TEST

Setup

Operation

Import

Report

- Core
  - Master
  - Server Setup
    - General Setting  Update
- Employee Management
  - Auto Code Series  Update
  - Confirmation Policy  Update
  - Separation Policy  Update
- TimeOffice
  - Attendance
  - Leave
  - Holiday
  - WorkFlow
- User Manage
- Device

Demo:

<http://49.205.182.238:98/>

# Reports

- ▶ Here we have a new options in report that is called “Dynamic Report”.
- ▶ In this report columns can be added or removed as per the requirement of user at client end only.
- ▶ Reports can be generated in PDF and Excel format.



Report Logo

Dynamic Statutory Custom

+ New Report

<b>Daily Performance</b> Daily Performance	<b>Monthly Performance Regi...</b> Monthly Performance Register	<b>Monthly Employee Wise Pe...</b> Monthly Employee Wise Performance	<b>Employee Wise Attendance...</b> Employee Wise Attendance Summary
<b>Yearly Attendance Details</b> Yearly Attendance Details	<b>Master Roll</b> Master Roll		

## Edit Report

Name	Monthly Performance Register	Description	Monthly Performance Register
Report Type	Monthly Performance Register		
Report Condition			

### Columns

Shift Allow
Date Of Joining
Sub Department
Sub Branch
LateArrival
LateArrivalDays
Division
First Half Status
EarlyDeparture

### Selected Columns

Employee Code
Attendance Date
Present
Employee Name
Absent
Shift Attended
Leave
Company
Shift Start Time

User can not only edit the existing report, in fact he can also create the new report with having some conditions like Only Present Report, Overtime report, Late Coming Report etc.

### Edit Report

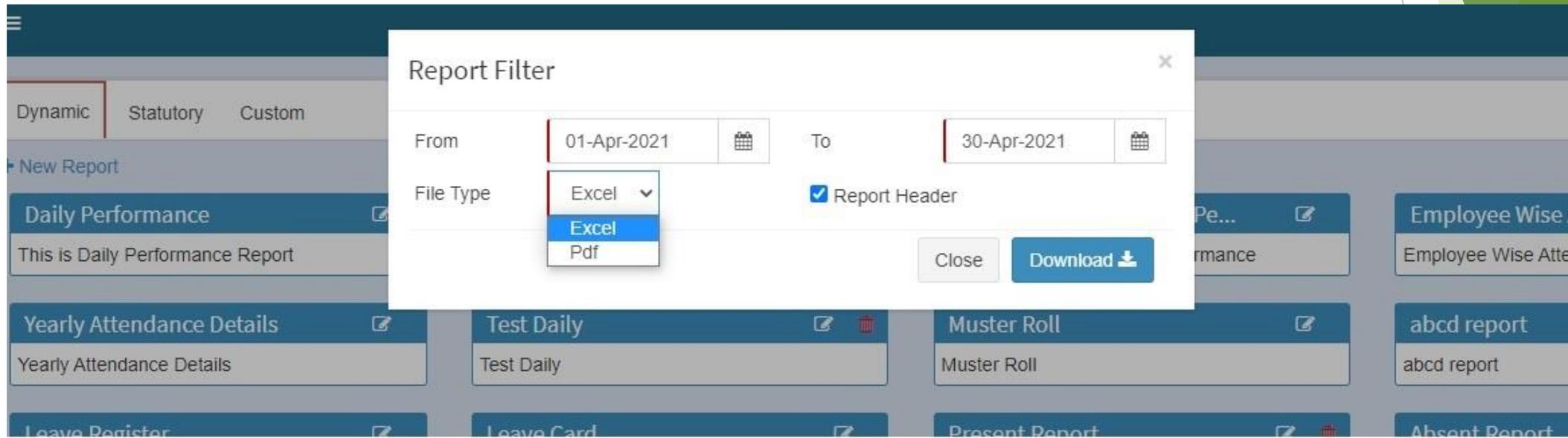
Name	<input type="text" value="Present Report"/>	Description	<input type="text" value="Present Report"/>
Report Type	<input type="text" value="Daily Performance"/>		
Report Condition	<input type="text" value="AR.PRESENTVALUE&gt;=0.5"/>		

Columns	Selected Columns
Shift Allow	Employee Code
Date Of Joining	Attendance Date
Shift Attended	Employee Name
Shift Start Time	Company
Shift End Time	Sub Company
Sub Department	Department
Working Hours	Branch
Sub Branch	Status
OverTime	In Time

Demo:  
<http://49.205.182.238:98/>

Report can generate in PDF and excel.



Demo:

<http://49.205.182.238:98/>

# Import Data

- ▶ User can import data in bulk through excel.
- ▶ Master data can be import in excel like, Company, Department, designation, Category, Branch etc.
- ▶ Employee master can also be import through excel and we can also import inactive employee data in bulk to make employees inactive.
- ▶ Apart from “Run Auto Shift” user can also import shift according to his employee’s roster.
- ▶ Employee’s Leave balance can also be imported through Excel.

## Import Data

Note:- 1. All Column in text format in excel sheet format

2. Excel sheet is xlsx Format

3. Can not change header in excel sheet format

Module	<input type="text" value="Core"/>	Import	<input type="text" value="Select"/>
Import	<input type="button" value="Select file"/>	Action	<input type="text" value="Select"/>

- Select
- Select
- Company
- Department
- Designation
- Grade
- Division
- Category
- Level
- Branch

Demo:  
<http://49.205.182.238:98/>

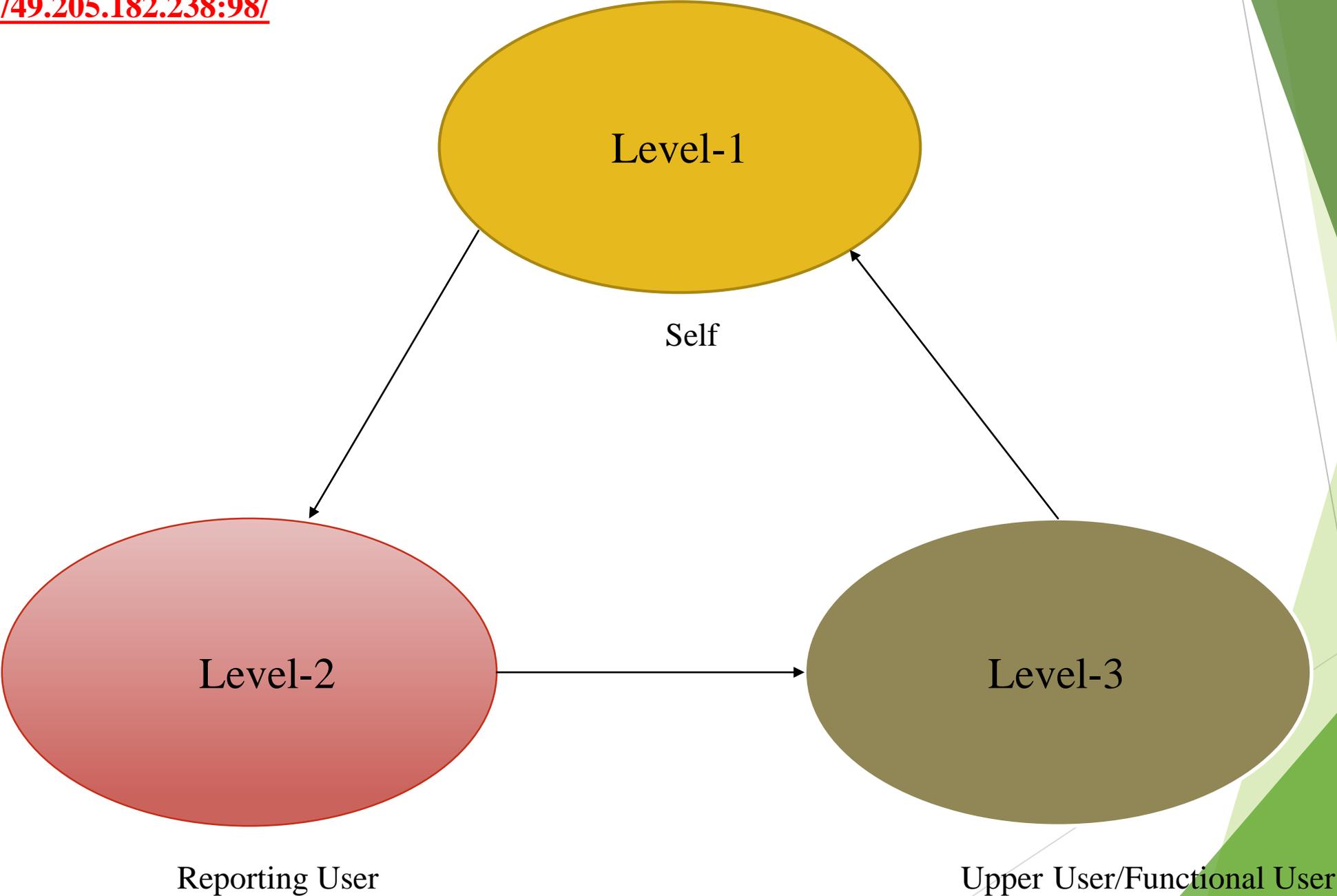
# Employee Self Service

- ▶ Before we start the Employee Self Service (ESS), we have to make the “Workflow”.
- ▶ Again we can define different work flow for different categorization.
- ▶ In Workflow, we will define the “Level of Approval” of requests. Either it is 1 level, 2 level, 3 level or more.

## WorkFlow Rule Setup 3 level

WorkFlow	Leave	Request Type	New Request
WorkFlow Rule Name	3 level	Description	
<span>+</span> <span>-</span>			
Aprover-1	Self	TAT	0 Days Intimation <input type="checkbox"/>
Aprover-2	Reporting Manager	TAT	0 Days Intimation <input type="checkbox"/>
Aprover-3	Upper Manager	TAT	0 Days Intimation <input type="checkbox"/>

Demo:  
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Demo:

<http://49.205.182.238:98/>

The above diagram has 3 level of Approval. Means, if leave is requested at Level 1 then it must be approved at Level 2 and Level 3. Then it will show approved in Level 1 login.

- ▶ If level of Approval is 1 then when user will apply leave or cancel the leave at will automatically approved.
- ▶ Leave Approval and Leave Cancellation process has same process but we can again make different Workflow for Leave Approval and Leave Cancellation, It is not mandatory that same workflow should be run.
- ▶ If Leave request will be Rejected at any level then at will not go at next level.
- ▶ If leave is not approved at previous level then it will not show in next level login.
- ▶ Through Employee Self Service, user can also request for Optional Holiday.
- ▶ Again User can make different workflow for Optional Holiday.
- ▶ Only those optional holiday will show in user ESS login which is assigned to their categorization.
- ▶ And also he can apply for only limited optional holiday ( Limit is mentioned in Holiday Calendar option).
- ▶ Once optional Holiday is approved, then cancellation process is not available.



### Dashboard

- Leave 8
- Leave Cancel
- Optional Holiday
- Punch Regularization
- Punch Regularization Cancel

### Action on Request

Remark:

Close
Reject
Approve

Remark	RequestDate	Status	ActionDate	Info
Aslam Rose[AV0002] Leave-Full Day OD on 08-Mar-2021 test mobo	20-Mar-2021 20:54	Pending		
VED PRAKASH SHARMA[AV0008] Leave-Full Day OD on 17-Apr-2021 H	11-Apr-2021 18:31	Pending		

Get Data

Search:

### Dashb

- Leave
- Leave Ca
- Optional H
- Punch Re
- Punch Re

### Request Flow Details

15-Apr-2021 19:17

**Demo1 Demo[Demo]** Request

Leave Request- Full Day OD on 15-Apr-2021

test

Pending

**Employee5 Kumar5 Singh5[ETP0000001M]** Pending

Pending

**Employee1 Kumar1 Singh1[ETS0000001T]** Pending

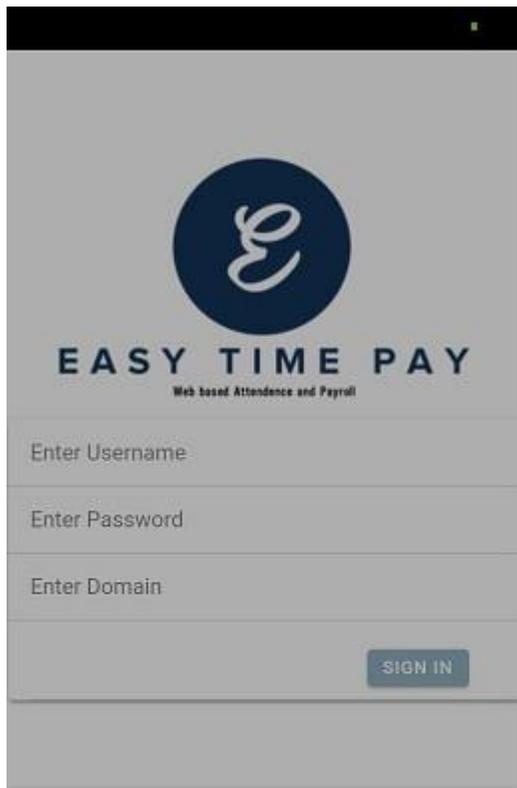
ESS

Pre

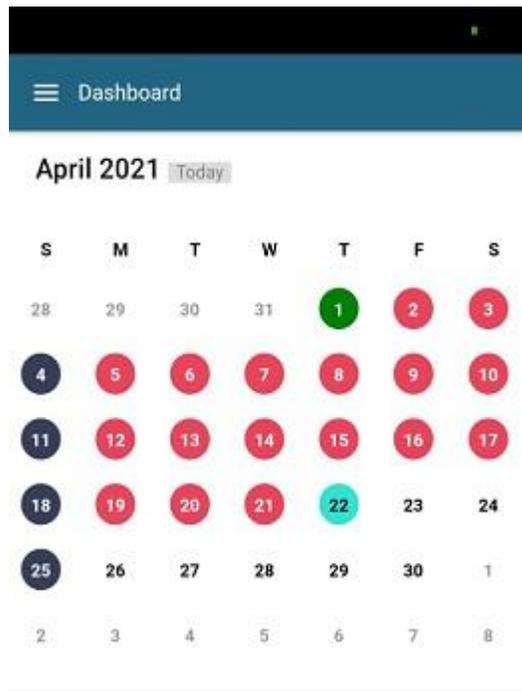
# Mobile Application

- Employee Self Service Application.
- Mobile App with Geo Fencing.
- Advance Leave Management in App.
- Comp-off apply and approval.
- Step by step approval of leave request and leave cancellation.
- Attendance and leave sync from ETP.
- User can login in App through QR code or by enter server domain.
- Reporting user can check reports of their teams.
- Different QR code for different users.





- Options
- By QR Scanner
  - By Manual url
  - Cancel



### Summary Detail

Present:	1	Absent:	24
Early Departure:			00:00
Late Arrival:	00:00	Leave:	0
Holiday:			1

### Request Flow

Amresh Kumar [AV0001] >>

Leave Type  
Please Select Leave Type

From Date

First Half  Second Half

To Date

First Half  Second Half

Reason  
Enter Reason

CANCEL SUBMIT

### My Leave

Filter : Please Select

APPROVED

**Request Detail**  
Full Day OD on 10-Apr-2021

**Requested Date**  
10-Apr-2021 13:02

**Remark**  
test

VIEW DETAILS

USER CANCEL

**Request Detail**  
Full Day OD on 17-Apr-2021

**Requested Date**  
11-Apr-2021 18:31

**Remark**  
H

VIEW DETAILS

APPROVED

**Request Detail**  
Full Day OD on 10-Apr-2021

**Requested Date**  
10-Apr-2021 10:28

**Remark**

# THANK YOU

**EasyTimePay**, a product of **A V Techno Soft India Pvt. Ltd.**

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**Demo Link:**

<http://49.205.182.238:98/>

**Userid:** Demo

**Password:** demo