



Powered by

TimeWatch
Presence Perfect

The ETimeWatch is a complete solution for an enterprise that assimilates different packages or systems designed for an enterprise or organization to carry out different tasks in to a single system and thus provides a very sophisticated but simple and efficient, easy to use system for a complex set of task being done at the enterprise.

Topics:

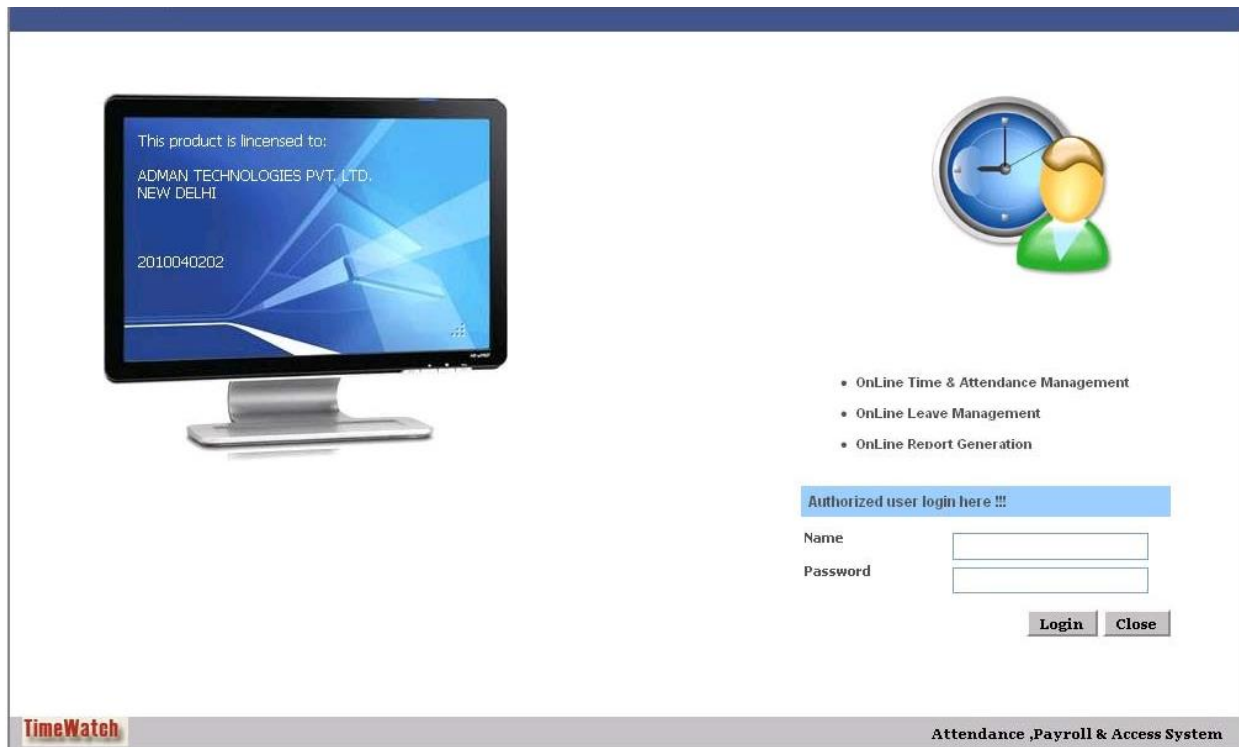
User Management

Leave Management

Roster Management

User Level Login:

An ETimeWatch user can view & apply for a leave. To view his/her attendance he/she has to login on web portal with user name & password.

Login Window

Any employee high or low - level authority such as Admin, HOD, TM, etc. or employee can view their attendance detail.

To view own attendance, follow the steps given below:

1. On the Menu bar Click on:

Attendance -> View

User can see his/ her attendance daily, monthly, weekly by selecting date range.

The screenshot displays the 'Attendance View' window for user GURMEET SINGH. It includes a date range selector (01/09/2012 to 10/09/2012) and 'View' and 'Cancel' buttons. Below this is a summary table of attendance statistics:

Present	0	Absent	7.5
Leave	0	Late	0
W. Off	2.5	Holiday	0

Below the summary is a detailed daily attendance log table:

Day	DATE	ROSTER TIME	IN TIME	OUT TIME	LATE	HOURS WORKED	STATUS
Sat	01/09/2012	09:30					A
Sun	02/09/2012						WO
Mon	03/09/2012	09:30					A
Tue	04/09/2012	09:30					A
Wed	05/09/2012	09:30					A
Thu	06/09/2012	09:30					A
Fri	07/09/2012	09:30					A
Sat	08/09/2012						A
Sun	09/09/2012						WO
Mon	10/09/2012						MIS

The interface also shows a 'Home' button at the top left, a 'TimeWatch' logo at the bottom left, and the date and time '10-09-2012, 11:54:14 AM' and 'Attendance & Access System' at the bottom right.

Applying For Leave:

An ETimeWatch user can apply for leave. To apply for a leave user has to follow following steps.

- Login on ETimeWatch portal
- Click on Leave Apply window
- Following window will appear

Home

Leave Application

PayCode:

Name: **GURMEET SINGH**

Date From:

Date To:

Duration: Full Day First Half Second Half

Leave:

Balance

Account	CL	EL	COF	BDL
Opening Balance				
Consumed Leaves				
Current Balance				

Remarks:

Leave Request Status

Delete	Request Date	Leave Code	Leave From	Leave To	Days	Leaves	Duration	User Remarks	Stage1 Status	Stage1 Remarks	Stage2 Status	Stage2 Remarks

TimeWatch
10-09-2012, 12:01:06 PM
Attendance & Access System

- Select date range for leave
- Select Leave Duration
- Select Leave Type
- Enter reason for leave & click on apply button.

After clicking on apply button leave application will be sent to his/ her HOD's for approval & user & HOD's will receive a mail for the same.

HOD (Head of Department):

A HOD can perform following task on ETimeWatch.

- Attendance View
- Leave Approval
- Roster Management

To view attendance of his/ her subordinate HD has to perform following task.

- Login with user name & password
- Select attendance view option
- Select employee & date range & Click on view button.

Home Main Transaction DataProcess Leave Management Reports Employee Uploading

Attendance View

Attendance Status of: SUNIL MISHRA - 10240

Employee: SUNIL MISHRA - 10240
 Date From: KRISHAN MOHAN KUMAR - 10289
 SUNIL KUMAR - 10287

View Cancel

Present	5.5	Absent	2
Leave	0	Late	0
W. Off	2.5	Holiday	0

Day	DATE	ROSTER TIME	IN TIME	OUT TIME	LATE	HOURS WORKED	STATUS
Sat	01/09/2012	09:30	09:16	13:45		04.29	P
Sun	02/09/2012						WO
Mon	03/09/2012	09:30	09:50	13:48		03.58	H_OD
Tue	04/09/2012	09:30	09:33	18:33		09.00	P
Wed	05/09/2012	09:30	09:27	18:31		09.04	P
Thu	06/09/2012	09:30	09:14				MIS
Fri	07/09/2012	09:30	09:27				MIS
Sat	08/09/2012						A
Sun	09/09/2012						WO
Mon	10/09/2012						MIS

TimeWatch 10-09-2012, 12:31:02 PM Attendance & Access System

To approve leave a HOD has to perform following task.

- Select Leave Approval option
- All pending leave application will be shown there
- Put remarks & click on approve or reject button.

Home Main Transaction DataProcess Leave Management Reports Employee Uploading

Leave Approval

user type: HOD Change Password Logout

Leave Report Approve Reject Cancel

Select	V. No	Pay Code	Apply Date	Employee	Leave	Date From	Date To	Duration	Days	Reason	Remarks

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A HOD can see leave balance & leave records by clicking on Leave Report button.

To upload roster of his/ her subordinate follow the following steps.

- Select Roster Upload option
- Download the roster format
- Fill the necessary details
- Brows excel sheet from location
- Click on Upload Button

How to Mark Attendance:



Put the finger on fingerprint scanner of biometric device. The device will show the User Id & User Name on screen & greet with

“Thank you”