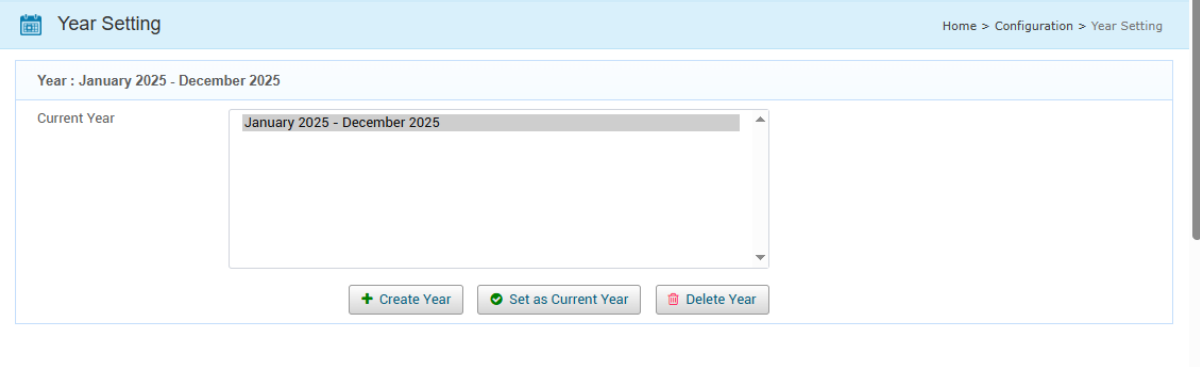


1. How to Configure Year Setting:

Step 1: Login with Valid user name and Password

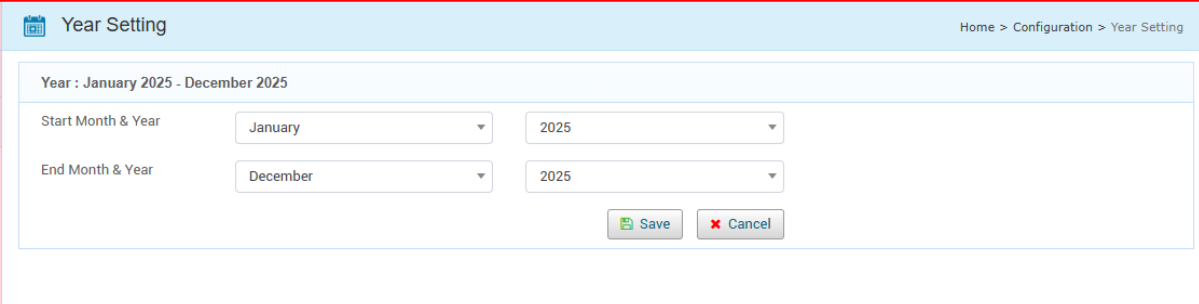
Step 2: Click on the menu **Configuration** → **Year Settings** → **Create Year** , as shown in the below screen shot .



The screenshot shows the 'Year Setting' interface. At the top, there's a header with a calendar icon and the text 'Year Setting', and a breadcrumb trail 'Home > Configuration > Year Setting'. Below the header, a light blue box contains the text 'Year : January 2025 - December 2025'. Underneath, the 'Current Year' section features a dropdown menu currently displaying 'January 2025 - December 2025'. At the bottom of this section are three buttons: '+ Create Year' (with a green plus icon), 'Set as Current Year' (with a green checkmark icon), and 'Delete Year' (with a red trash icon).

Step 3: Select **Start Month & Year** in respective drop downs

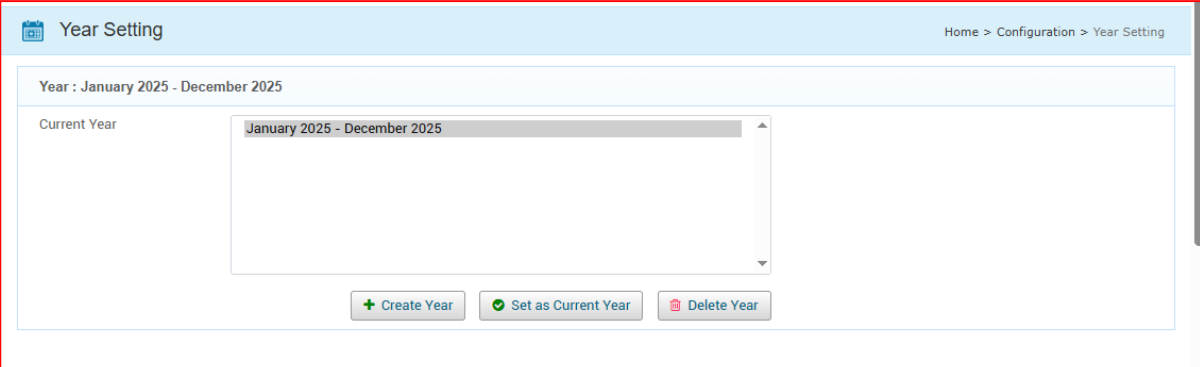
Step 4: Select **End Month & Year** in respective drop downs as shown in the below screen shot.



This screenshot shows the 'Year Setting' form with the 'Start Month & Year' and 'End Month & Year' sections. The 'Start Month & Year' section has two dropdown menus: the first is set to 'January' and the second to '2025'. The 'End Month & Year' section also has two dropdown menus: the first is set to 'December' and the second to '2025'. At the bottom right of the form are 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon) buttons.

Step 5: Click on the Save button to save the Year settings.

Step 6: After save the Year settings, the configured Year settings as shown in the below screen.



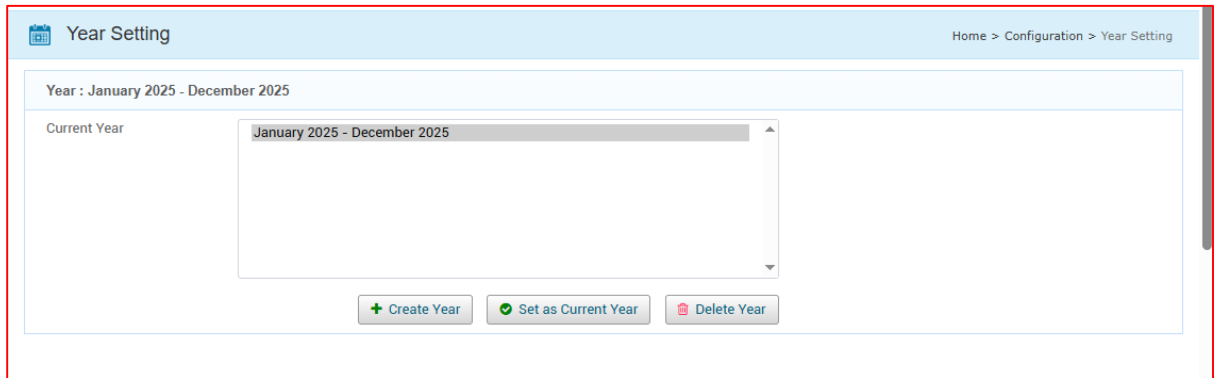
This screenshot shows the 'Year Setting' form after the settings have been saved. It is identical to the first screenshot, showing the 'Year : January 2025 - December 2025' header, the 'Current Year' dropdown menu set to 'January 2025 - December 2025', and the '+ Create Year', 'Set as Current Year', and 'Delete Year' buttons at the bottom.

Set as Current Year:

Note: Time check application by default set the current year when only year displayed in Year settings column.

When More than one Year settings are there kindly follow the below steps

Step 1: Select the desired Year settings in current Year column as shown in the below screen



Step 2 : Click on the Set as current Year button to set the current year.

Delete Year:

Note: we cannot delete currently working year settings

Step 1: Select the desired year settings

Step 2: Click on the Delete Year button to delete the Year settings.

2. How to create an Employee:

Employee Master is used to store personal and official details of the employee in the Organization. The grade and level of employee is defined here based on which the privileges are applied for the employee. The leave policy is also assigned here.

Employee Add

Step 1: Click on the Menu **Employee Management-> Masters -> Employee Master**

Step 2: Employee Add page will be displayed

Step 3: Click **Add** button under Select Employees

Step 4: Employee creation screen will be displayed as follows

Employee Master Home > Employee Management > Masters > Employee Master

Filters

Company: VR Softwares Pvt Ltd Branch: -Select-

Department: -Select- Team: -Select-

Employee Name: Employee Id:

[Advanced Filters](#) [Search](#) [Clear](#)

Total license Emp. Count : 3000 | Added Emp. Count : 11 | Active Emp. Count : 11 | In-Active Emp. Count : 0 | Balance Emp. Count : 2989

[Add](#) [Delete](#) [Bulk Configuration](#) [Field Lists](#) [Import Leave Balance](#) [Export](#)

Enter text to search... Search Clear

Drag a column header here to group by that column

☐	Employee Name	Employee Id	Designation	Employee Status	Email Id	Mobile Number	Contact Address
☐	Femina M	1196	Software Developer	Active	feminafemi206@gmail.com		

Personal Tab

Step 5: Fill the Employee Name. It is a mandatory field.

Step 6: Need to select religion field. For Ex: Hindu, Muslim, Christian or All option.

Step 7: Fill the date of birth and other details if need.

Personal **Official** **Leave Policy** **Payroll Policy** **Others** Mandatory (1 No.)

Employee Name: Maria Middle Name:

Last Name: Father's Name:

Mother's Name: Blood Group:

Date Of Birth: Date Of Birth (As Per Record):

Email Id: Personal Mail Id:

Contact Address: Permanent Address:

Country: -Select- State: -Select-

City: -Select- District:

Phone Number: Mobile Number:

Gender: ☒ Male ☐ Female Marital Status: ☒ Single ☐ Married

Nationality: Religion: All

[Cancel](#) [Next](#)

Official Tab

Step 8: Select the company and its level fields, Company field is a mandatory.

Step 9: Fill the Date of joining field which is mandatory, Date of joining date will be the Effective date for Level field.

Step 10: Fill the Employee ID field which is mandatory, It should be unique.

Step 11: Select user group. For Ex: Super admin, Individual

Step 12. Select Designation which is mandatory field, Designation Effective date and Basic salary effective date will be the joining date only

Step 13: Fill the Employee ID field which is mandatory field. Card No and Employee ID should be same.

Step 14: Select the Reporting To and Leave sanctioning authority field.

Step 15: Reporting To person will the forwarding Person **For ex:** If the employee raising the Leave, permission, on duty, Comp-off means it will be in Pending status and mail triggers to reporting person. Once reporting person approved it will change as Forwarded status.

Step 16: Sanctioning authority person will the Sanctioning Person **For ex:** If the employee raising the Leave, permission, on duty, Comp-off. Once the reporting person approved means mail triggers to Sanctioning person. Once Sanctioning person approved it will change as approved status. The Approved mail will trigger to respective person

Personal	Official	Leave Policy	Payroll Policy	Others	Mandatory (13 No.)
Company	VR Softwares Pvt Ltd		Branch	Softwares	
Department	IT Support		Team	-Select-	
Date Of Joining	02/02/2022		Effective Date For Level	02/02/2022	
Employee Id	AN1138		User Group	-Select- SuperAdmin IndividualUsers	
Designation	Software Developer		+ Add	Effective Date	02/02/2022
Basic Salary			Effective Date	02/02/2022	
Employee Category	Staff		Effective Date	02/02/2022	
Employee Type	Permanent		Effective Date	02/02/2022	
Reporting To	-Select-		Approval Authority	-Select-	
Card No	AN1138		User Name (AD Name)	AN1138	
Previous Experience	0		Transportation	-Select-	
Qualification At The Time Of Joining			Qualification During Employment		
☐ OT Eligible	☐ Compensation Off Eligible	☐ OT-Comp Off Approval			
Hostel	☒ Yes ☐ No	☐ Exclude From Reports			
Flexible Timings	☐ Yes ☒ No				
Mobile Clock In & Clock Out	☐ Enabled ☒ Disabled	SMS Triggering ☐ Enabled ☒ Disabled			
Employee Status	☒ Active ☐ InActive	In Active Date			
Photo [Only bmp, jpeg, gif file format is supported]					
< Back ✖ Cancel > Next					

Leave Policy Tab

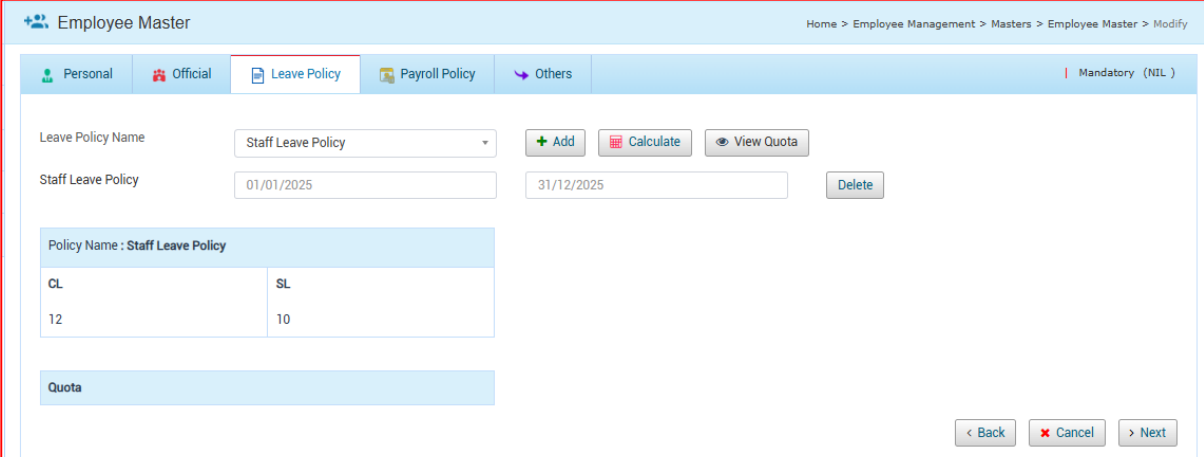
Step 18: Select the Leave policy name which is the mandatory field, Selecting leave policy we have created in leave policy master.

Step 19: Click Add button then only the calendar field will be open.

Step 20: Select the Leave policy from date and To date as current financial year.

Step 21: After that we need to click calculate button. In policy name will display the availed leave details and also we check the same in view quota.

Step 22: Click the Next button



The screenshot shows the 'Employee Master' interface with the 'Leave Policy' tab selected. The breadcrumb trail is 'Home > Employee Management > Masters > Employee Master > Modify'. The 'Leave Policy' tab is active, and the 'Mandatory (NIL)' status is indicated. The form contains the following fields and buttons:

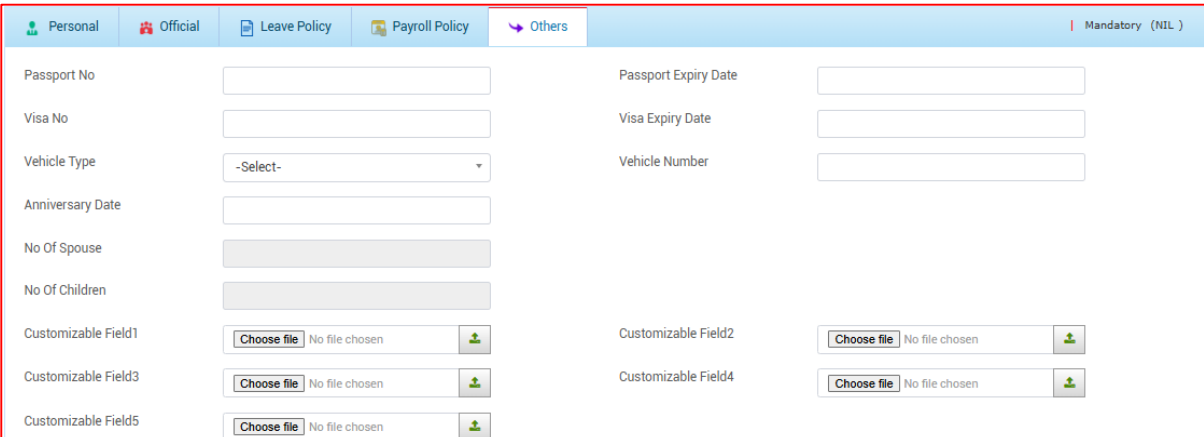
- Leave Policy Name:** A dropdown menu with 'Staff Leave Policy' selected. Buttons: '+ Add', 'Calculate', 'View Quota'.
- Staff Leave Policy:** Two date input fields. The first contains '01/01/2025' and the second contains '31/12/2025'. A 'Delete' button is to the right.
- Policy Name : Staff Leave Policy:** A table with two columns: 'CL' and 'SL'.

CL	SL
12	10
- Quota:** A section header for the quota details.
- Navigation:** '< Back', 'Cancel', and '> Next' buttons at the bottom right.

Others Tab

Step 23: Enter the following details in other tab and save button. The Employee creation will successfully done.

Note: In Time check demo version currently only 5 employees is made to create. This can be changed in such a way that any number of employees can be created during demo version but while viewing only 5 employees can be made to view. After getting license from angler again you show all the created employees



The screenshot shows the 'Employee Master' interface with the 'Others' tab selected. The breadcrumb trail is 'Home > Employee Management > Masters > Employee Master > Modify'. The 'Others' tab is active, and the 'Mandatory (NIL)' status is indicated. The form contains the following fields:

- Passport No:** Text input field.
- Passport Expiry Date:** Date input field.
- Visa No:** Text input field.
- Visa Expiry Date:** Date input field.
- Vehicle Type:** Dropdown menu with '-Select-' selected.
- Vehicle Number:** Text input field.
- Anniversary Date:** Date input field.
- No Of Spouse:** Text input field.
- No Of Children:** Text input field.
- Customizable Field1:** File upload button 'Choose file' and 'No file chosen'.
- Customizable Field2:** File upload button 'Choose file' and 'No file chosen'.
- Customizable Field3:** File upload button 'Choose file' and 'No file chosen'.
- Customizable Field4:** File upload button 'Choose file' and 'No file chosen'.
- Customizable Field5:** File upload button 'Choose file' and 'No file chosen'.

Modify page

Step 1: Click the particular employee link in employee master grid page. The following page will be display.

Step 2: Click modify button. It will allow modifying the employee's details.

Step 3: After modification click save.

3. How to create an Shift:

Preloaded Shift

In the Shift Master screen before creating any shift by the user, the application itself will carry 'No shift' which will be common to all the company. It will work when both the things are not happened

- 1) Employee haven't allocated with any shift
- 2) The Organization of that employee is also not having any default shift

The screenshot shows the 'Shift Master' application interface. At the top, there is a breadcrumb trail: 'Home > Shift Management > Masters > Shift Master'. Below this is a search bar with the text 'Drag a column header here to group by that column'. The main area contains a table with the following columns: Company, Shift Name, Shift Time, Shift Short Name, Shift Type, 24 Hrs Shift, and three action buttons (eye, edit, delete). The table has four rows: a header row with dropdown menus, and three data rows. The first data row is 'No Shift' for 'VR Softwares Pvt Ltd' with a time of '07:00 AM TO 07:00 PM' and short name 'NOS'. The second data row is 'Morning Shift' for 'VR Softwares Pvt Ltd' with a time of '09:00 AM TO 06:00 PM' and short name 'MS'. The third data row is 'Night Shift' for 'VR Softwares Pvt Ltd' with a time of '10:00 PM TO 07:00 AM' and short name 'NS'. The fourth data row is 'Morning Shift 1' for 'VR Softwares Pvt Ltd' with a time of '09:00 AM TO 06:00 PM' and short name 'MS1'. At the bottom left, it says 'Page 1 of 1 (4 items)' with a filter icon and '[1]'. At the bottom right, there is a 'Page size: 20' dropdown and a row of buttons: '+ Add', 'Delete', 'Field Lists', and two icons for export/import.

Company	Shift Name	Shift Time	Shift Short Name	Shift Type	24 Hrs Shift			
	No Shift	07:00 AM TO 07:00 PM	NOS	Function Key	No			
VR Softwares Pvt Ltd	Morning Shift	09:00 AM TO 06:00 PM	MS	Function Key	No			
VR Softwares Pvt Ltd	Night Shift	10:00 PM TO 07:00 AM	NS	Function Key	No			
VR Softwares Pvt Ltd	Morning Shift 1	09:00 AM TO 06:00 PM	MS1	Function Key	No			

Create Shift with Morning Shift Timings

Step 1: Login with Valid user name and Password

Step 2: Click on the menu **Shift Management** → **Masters** → **Shift Master**, as shown in the above screen shot.

Step 3: Click on the Add button the Shift add screen will be displayed as shown below

Step 4: Select the Company enter the organization Shift Name, Shift Short Name.

Step 5: Select the Shift Type either Free scan or Function key

Function Key – In an organization if they are following the punches along with function key press or other key press in the device then they can go for Function Key option.

Example: Employee will press any one of F1/F2/1/2... etc keys first and then he will do the punching

Free scan – In an organization if they are following the punches without pressing any function key or other keys in the device then they can go for Free scan option where the odd punch will be treated as In Punch and even punch will be treated as Out Punch.

Step 6: Fill Shift In and Shift Out time in the appropriate field Shift In and Shift Out

Step 7: Fill Grace Shift In and Grace Shift out time in the appropriate field. Grace Shift In value is given as 00:10 means it will consider as 10 minutes from Shift In Time and similarly same for Shift Out

Step 8: Fill First Half Start Time, First Half End Time, Second Half Start Time and Second Half End Time appropriately

Step 9: After filling the above details First Half Work Hrs Second Half Work Hrs will be calculated and displayed in the appropriate fields

Step 10: Fill the Lunch/Dinner Break Timings the Lunch/Dinner Start Time and End Time, the total hours entered in this field will be deducted from the total worked hours.

For example : 9am to 6pm =9hrs and if the Lunch/Dinner Start Time and End Time carries 1hr means then this 1hr will be reduced from the Total working hours 9hr and the Actual worked hrs will be getting displayed as 8Hrs

Step 11: In the shift you can declare Minimum Extra Time for OT and Maximum Extra Time for OT where Minimum Extra Time will inform how many hrs the employee should work Minimum extra for getting the eligible for OT (overtime) and Maximum Extra Time will inform what will be the Maximum hrs to work in the OT (overtime)

Step 12: Over Time on Working Days: This value will be multiplied with the extra hours worked by the employee

For example: Assume Over Time on Working days = 2 and if employee worked 3hrs extra means this 3 will be multiplied with 2 and Total OT (overtime) will be taken as 6hrs

Shift Master
Home > Shift Management > Masters > Shift Master > Add

Mandatory (9 No.)

General

Company

VR Softwares Pvt Ltd

Default Shift

☐ Yes
☒ No

Straight Shift

☐ Yes

24 Hrs Shift

☐ Yes
☒ No

Shift Name

Morning Shift

Shift Short Name

IMS

Shift Description

Shift Type

☐ Free Scan
☒ Function Key

Shift Timings

Shift In (hh:mm)

09:00 AM

Shift Out (hh:mm)

06:00 PM

Grace Shift In (hh:mm)

00:15

Grace Shift Out (hh:mm)

00:15

First Half Start Time

09:00 AM

First Half End Time

01:00 PM

Second Half Start Time

01:30 PM

Second Half End Time

06:00 PM

First Half Work Hrs

04:00

Hrs

Second Half Work Hrs

04:30

Hrs

Auto Shift Employee - Maximum hours allowed for a day

Break Timings (hh:mm)

Start Time

End Time

Lunch/Dinner Start Time

01:00 PM

End Time

01:30 PM

Start Time

End Time

Over Time

Minimum Extra Time For OT (hh:mm)

Maximum Extra Time For OT (hh:mm)

Over Time On Working Days

Total Working Hours (hh:mm)

08:30

Hrs

Calculate Hours

Save
Back

Modify Shift

Step 1: The Shift details can be modified till the shift is not been allocated to any employee and till the shift is not configured with any Shift Pattern or Shift Roster

Step 2: Click on the shift it will be redirected to the shift details screen and again click modify button

Step 3: Edit the required details and click on save

Delete Shift

Step 1: The Shift details can be Deleted till the shift is not been allocated to any employee and till the shift is not configured with any Shift Pattern or Shift Roster

Step 2: Click on the shift it will be redirected to the shift details screen and again click Delete button

Step 3: Shift will be deleted temporarily and the deletion status will be displayed as True

Step 4: The temporarily deleted shift will not be listed anywhere in the Application

Restore Shift

Step 1: The Temporarily deleted shift can be restored again

Step 2: Select the deleted shift and click Restore button

Step 3: The Temporarily deleted Shift will be restored once again and the Deleted status of that shift will be changed as False

Step 4: Now after restoring the shift, the shift can be accessed in the whole application

4. How to do the Shift Allocation for an Employee:

Shift Allocation Add

Step 1: Click on the Menu **Shift Management -> Transactions -> Shift Allocation**

Step 2: Shift Allocation Add page will be displayed

Step 3: Click **Add** button under Select Employees

Step 4: Employee selection screen will be displayed as follows

Mode of Allocation: ☒ Manual ☐ Import

Employee Selection Mode: ☐ Single ☒ Multiple

[View Allocated](#)

Select Employees: [+ Add](#)

Shift: ☒ Shift ☐ Shift Pattern ☐ Shift Roster

Shift:

Weekly Off Days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Schedule From:

Schedule To:

[Save](#) [Back](#)

Activate Windows
Go to Settings to activate Windows.

Step 5: Select the organization level and click Go, the employees under the selected level will be listed

Select Employee(s)

Filters

Mandatory (1 No.)

Company

VR Softwares Pvt Ltd

Branch

Softwares

Department

IT Support

Team

-Select-

Employee Id

Employee Name

Employee Category

-Select-

Employee Type

-Select-

Religion

All

> Go

Step 6: The employee under the selected level will be listed as shown below

☐	Employee Id	Employee Name
☐	1138	Mani
☐	1196	Femina M
☐	AN1138	Maria

Ok

Step 7: Select the employee (More than one employee is possible) and click Ok as shown below

Shift Allocation

Home > Shift Management > Transaction > Shift Allocation > Add

Mandatory (3 No.)

Mode of Allocation

☒ Manual
 ☐ Import

Employee Selection Mode

☐ Single
 ☒ Multiple

View Allocated

Select Employees

+ Add

☒ Shift
 ☐ Shift Pattern
 ☐ Shift Roster

Shift

-Select-

	Employee Id	Employee Name
Delete	1138	Mani

Step 8: By clicking Ok the employees will be listed as shown below

Step 9: Select the required Shift from the Shift Name drop down value

Step 10: Tick the appropriate weekly off day

Step 11: Select the Schedule From and Schedule To date for the duration the shift need to be allocated for the employees

Step 12: After filling all the data's click save. The Shift will be allocated to all the selected employees for the selected duration as shown below

Mandatory (3 No.)

Mode of Allocation
☒ Manual
☐ Import

Employee Selection Mode
☐ Single
☒ Multiple

Select Employees

Shift
☒ Shift
☐ Shift Pattern
☐ Shift Roster

Shift
MS (09:00 AM - 06:00 PM)

Weekly Off Days
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☒ Sunday

Schedule From
03/09/2025

Schedule To
26/09/2025

	Employee Id	Employee Name
Delete	1138	Mani

Activate Windows
Go to Settings to activate Windows.

4.2 How to View the Employee Shift Allocation Report

Employee Shift Allocation Report

Step 1: Click on the Menu **Shift Management-> Reports -> Emp. Shift Allocation**

Step 2: Employee Shift Allocation Report page will be displayed as shown below.

Employee Shift Allocation Report

Home > Shift Management > Reports > Employee Shift Allocation Report

Filters

Employee Name

Employee Id

Employee Category

Employee Type

Designation

Gender

Report Type

Date Filter

Time Period - From

To

Company

Branch

Department

Team

☒ Shift Allocated
☐ Shift not allocated

☒ Custom
☐ Previous Week
☐ This Week
☐ Previous Month
☐ This Month

Step 3: Select the duration and Company level then click view

Step 4: The Shift allocated details will be displayed in the report as shown below

Shift Allocation Report - Windows Internet Explorer

1 / 1

Main Report

75%

BusinessObjects

Find

SG Industries

Chennai

Shift Allocation Report From 01/04/2014 To 31/03/2015

Sl. No.	Employee Id	Employee Name	Gender	Year	Month	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	SG001	Ashok Balakrishnan	Male	2014	April	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	
				2014	May	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	
				2014	June	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	
				2014	July	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	
				2014	August	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen
				2014	September	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen
				2014	October	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen
				2014	November	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen
				2014	December	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen
				2015	January	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen
				2015	February	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Gen	
				2015	March	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen

4.3 How to Delete the Shift Allocation

Employee Shift Allocation Delete

Step 1: Click on the Menu **Shift Management -> Transactions -> Shift Allocation -> Shift Allocation Delete**

Step 2: Select the Employees and select the Schedule From and Schedule to duration for which the allocated shift need to be deleted

Shift Allocation Delete Home > Shift Management > Transaction > Shift Allocation > Delete

Mandatory (2 No.)

Employee Selection Mode ☐ Single ☒ Multiple

Select Employees

Schedule From

Schedule To

Step 3: Click Delete button the allocated shift of the employees for the selected duration will be deleted

Step 4: Click on the Menu **Reports -> Shift -> Emp. Shift Allocation**

Step 5: Select the employee, duration and click View the allocated shift for the employee will be getting deleted as shown below

Shift Allocation Report - Windows Internet Explorer

1 / 1

75%

Image

SG Industries

Shift Allocation Report From 01/04/2014 To 31/03/2015

Sl. No.	Employee Id	Employee Name	Gender	Year	Month	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	SG001	Ashok Balakrishnan	Male	2014	April	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen
				2014	May	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen
				2014	June	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen
				2014	July	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen
				2014	August	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Off
				2014	September	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Off	Gen	Gen	Gen
				2014	October	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen
				2014	November	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen
				2014	December	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen
				2015	January	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen
				2015	February	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Off	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Gen	Gen
				2015	March																															

5 How To Create Leave Type

In Timecheck application by default we have included 4 different leave types called

1. CL – Casual Leave
2. ML – Maternity Leave
3. EL – Earned Leave
4. SL – Sick Leave

Leave Type Home > Leave & Permission > Leave - Masters > Leave Type

☐	Leave Type	Leave Description			
☐	CL	Casual Leave			
☐	SL	Sick Leave			
☐	ML	Maternity Leave			
☐	EL	Earned Leave			
☐	WFH	Work From Home			
☐	WFO	Work From Office			
☐	PL	Paternity Leave			
☐	COM-L	Commuted Leave			

Add Leave Type

Step 1: Click on the menu **Leave & Permission** → **Masters** → **Leave Type**

Step 2: Click on the menu **Add button**.

Step 3: Enter the Leave Type as ML / CL .

Step 4: Enter the Description for Leave Type

Step 5: Click on the save button To save the Leave Type.

Leave Type

Home > Leave & Permission > Leave - Masters > Leave Type > Add

Mandatory (2 No.)

Leave Type		Count Factor	☐ Yes ☒ No
Leave Description		Employee Type	All
Employee Category	All	Religion	All
Gender	Both		

☐ Pro-rating Required
☐ Document Proof Required

Save

< Back

Modify Leave Type

Step 1 : Click on the menu **Leave & Permission** → **Masters** → **Leave Type**

Step 2 : Click on the **Leave Type** name which you have like to modify.

Step 3 : Click on the **Modify button**.

Step 4 : Modify the values wherever the user want.

Step 5 : Click on the **save button** to save the Modified details.

Delete and Permanent Delete Leave Type

Step 1 : Click on the menu **Leave & Permission** → **Masters** → **Leave Type**

Step 2 : Select the check boxes on the respective **Leave Type** name which you have to like to Delete.

Step 3 : Click on the **Delete button** to delete temporarily.

Step 4 : If the User want permanent delete then click on the **Permanent Delete** button.

Note : The User can't able to delete when the Leave Type involved in transactions.

Restore Leave Type

Note: Restore option has will work with already deleted leave type only.

Step 1: Click on the menu **Leave & Permission** → **Masters** → **Leave Type**

Step 2: Select the check boxes on the respective **Leave Type** name which has been already temporally deleted.

Step 3: Click on the Restore button to restore the deleted Leave type.

6 How To Create Leave Policy

Leave Policy Module is used to define different Leave Policies to different grade of Employees. For e.g., A Particular Leave Type may be applicable only for Managers and not for Staffs. In this case, different Leave Policies has to be created separately for Managers and Staffs.

Leave Policy Creation

Step 1: Click on the menu **Leave & Permission → Masters → Leave/Permission Policy**
Click Add and open the Leave Policy configuration Screen.

Step 2: Fill the Policy Name.

Step 3: Click the Check Boxes to define what are all the **Leave Types** applicable for the Policy

Step 4: Fill **Applicable days /Year** Text Box that is how much days can be availed for the particular Leave Type. This field will be enabled only when Count Factor is set to 'No' for the selected Leave Type in the Leave type Master.

Step 5: Fill Max Days/ Spell Text Box if applicable. (i.e., Maximum number of days can be taken at a time for a particular Leave Type).

Step 6: Fill Min Days/ Spell Text Box if applicable. (i.e., Minimum number of days can be taken at a time for a particular Leave Type).

Step 7: Fill Spells/Year in the Text Box if Applicable. (i.e., Number of spells per year for a particular Leave Type).

Step 8: Choose Yes Radio Button if LOP (Loss Of Pay) is Applicable. If LOP is not applicable, then choose Radio Button No. If LOP is applicable, then fill the Maximum number of LOP that can be taken in Max LOP Text Box.

Step 9: Choose Weekly Off Before or After or Intervening if applicable for a particular Leave Type.

Step 10: Select the Borrow Check Box if Borrowing of Leave from next year is applicable for a particular Leave Type.

Step 11: Select the Carry Over Check Box if Carry Over of Leave is applicable for a particular Leave Type.

Step 12: Fill M.Acc. Days (Maximum number of Accumulated Days) in the Text Box if applicable for a particular Leave Type.

Step 13: Select the Encash Check Box if Encasement for a particular Leave Type is applicable.

Step 14: Fill the Apply. After (Days) Text Box. (i.e after how many days from the date of joining, the particular Leave Type will be applicable to Employee)

Step 15: Fill Calc. Factor Text Box, i.e., Calculation Factor for the particular Leave Type. This field will be enabled only when Count Factor is set to 'Yes' for the selected Leave Type in the Leave Master.

Step 16: Fill Min. Work Days Text Box, i.e., the number of days that an employee should work to get eligible for the particular Leave Type. This field will be enabled only when Count Factor is set to 'Yes' for the selected Leave Type in the Leave Master.

Step 17: Select the Count Factor check boxes whether to include Work Day or Weekly Off or Leave or Holidays to get the Min. Work days. These fields will be enabled only when Count Factor is set to 'Yes' for the selected Leave Type in the Leave Master.

Step 18: Set maximum permission hours per month in hh:mm format in the Max Permission Hours Per Month Text Box. This field will be enabled only when the permission check box is selected.

Step 19: Set maximum number of instances per month in the Max No of Instances per Month Text Box. This field will be enabled only when the permission check box is selected.

Step 20: Maximum Permission Hours per Instance will be automatically calculated based on maximum permission hours per month and maximum number of instances. This field will be enabled only when the check box is selected.

Step 21: Select the Permission Before Leave and Permission After Leave if Applicable. These fields will be enabled only when the permission check box is selected.

Step 22: Select the "Enter Comp off Type" Type option whether the Hour wise or Day wise is applicable. This field will be enabled only when the Comp off Type check box is selected.

Step 23: Enter comp-off validity days, Employee can taken comp-off based on entered days not more than that – Whether if The employee has comp off eligibility

Step 24: Set Minimum Extra hrs for Half day comp off (Example set : 4Hrs) , it will be applicable for comp off eligibility employee while employee creation.

Step 25: Set Maximum Extra hrs for Full day comp off (Example set : 7Hrs) , it will be applicable for comp off eligibility employee while employee creation.

Step 26 : Finally Click Save Button to save the Leave Policy Details

Leave Application ADD

Step 1: Individual Login with Valid user name and Password

Step 2: Click on the Menu **Leave & Permission-> Transactions -> Leave Application**

Step 3: Leave Application Add page will be displayed as shown below

Leave Application

Home > Leave & Permission > Leave - Transaction > Leave Application

Filters

Employee Name

Employee Id

Date Range From

To

Search

Clear

+ Add

+ Import

Drag a column header here to group by that column

Application Date	Employee Id	Employee Name	Duration	Type Of Leave	Status	Reason	
18/07/2025	1010	Hari sandhya h	02/06/2025 To 02/06/2025 - 0.5	CL / Leave	Approved	Leg pain	
18/07/2025	1138	Mani	08/07/2025 To 08/07/2025 - 0.5	CL / Leave	Approved	Second Half Present	
18/07/2025	1010	Hari sandhya h	03/07/2025 To 03/07/2025 - 0.5	CL / Leave	Approved	head pain	
18/07/2025	1010	Hari sandhya h	14/07/2025 To 14/07/2025 - 1.0	CL / Leave	Approved	Fever	

Page 1 of 1 (4 items)

[1]

Page size: 10

Step 4: Click on the Add button the Leave Application add screen will be displayed as shown below

Leave Application

Home > Leave & Permission > Leave - Transaction > Leave Application > Add

Mandatory (10 No.)

Employee Id

1010

Employee Name

Hari sandhya h

Leave Application Year

Current Year

Successive Year

Application Date

26/09/2025 10:54 AM

Leave

From

To

Leave / Restricted Holiday

--Select--

Leave Type

--Select--

Session

--Select--

--Select--

Reason

File Upload

Choose file

No file chosen

Choose the File to be imported
[only Doc,Docx,JPEG,PDF,JPG formats are Supported]
Maximum upload file size is 5MB.

Doc. Proof Name

Number Of Days Applied

Available Leaves

Save

Back

Balance Leave Details

Leave Type	Balance Upto Current Month	Current Year Balance
CL	10.0	10.0
SL	10.0	10.0

LOP Leave Days

Other Details

Restricted Holiday	10
Comp Off Days	0

Step 5: Employee ID and Name are filled automatically with the Logged In Employee.

Step 6: Leave Application Date Label will be automatically filled with Current Date.

Step 7: In Leave, Select From and To date from calendar for leave duration.

Step 7: Select from the Dropdown List whether Leave or Restricted Holiday.

Step 8: Select session First Half or Second Half from the From and To Dropdown Lists.

Step 9: Fill the reason for Leave in the Text Box.

Step 10: Number of days applied will be automatically calculated and displayed based on From and To duration.

Step 11: Remaining Number of Leave will be automatically calculated and displayed in Available leaves.

Step 12: Finally Click Save Button to Save the Leave Application.

Step 13: Raised leave will display in Leave application grid view screen with pending status as shown below: