



Talent Pull ERP System

Website Manual Version 1.0

Introduction

Talent Pull is a young, dynamic and fastest growing Management Consulting, HR Recruitments, Manpower Outsourcing, Payroll and Statutory Compliance Management and Project Management Service Provider organization driven by knowledge, integrity and performance and committed to customer delight. We are one stop corporate solutions provider company, having headquarter at Chandigarh, India. Our offerings span Management Consulting, HR Solutions, Outsourcing , HR Policies and audit, IR Policies, Implementation of Labour Laws, Compliance Audits, Liaison & PR with Govt. and non-Govt. agencies, etc.

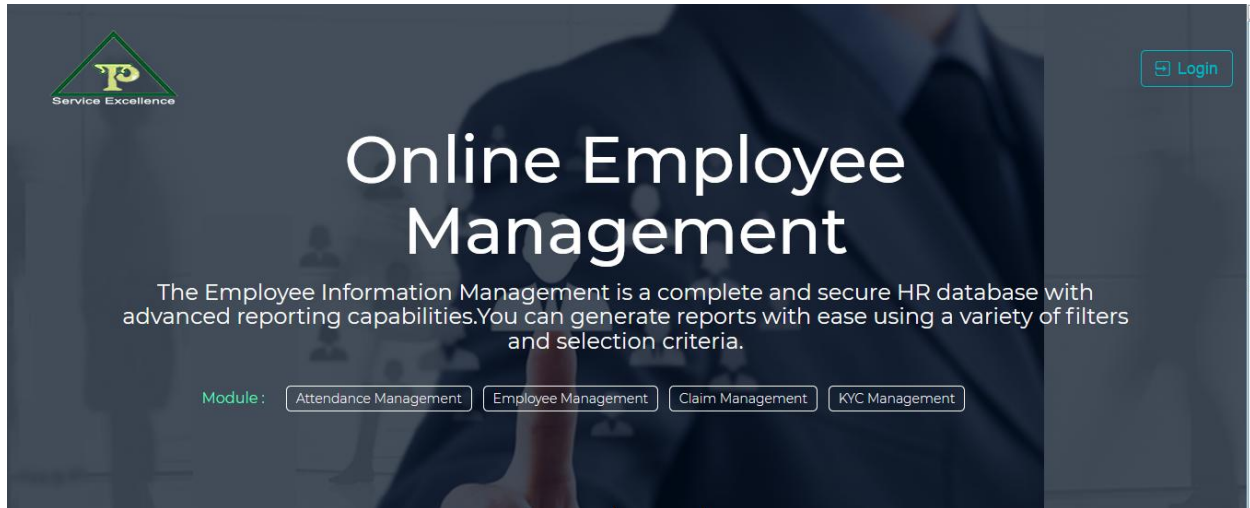
We have host Talent Pull application on Google Play Store as an ERP system and website on a server. Website has following features:

- 1) Attendance Marking
- 2) TA/DA Claim
- 3) KYC Document Upload
- 4) Different Reports
- 5) Employee Management

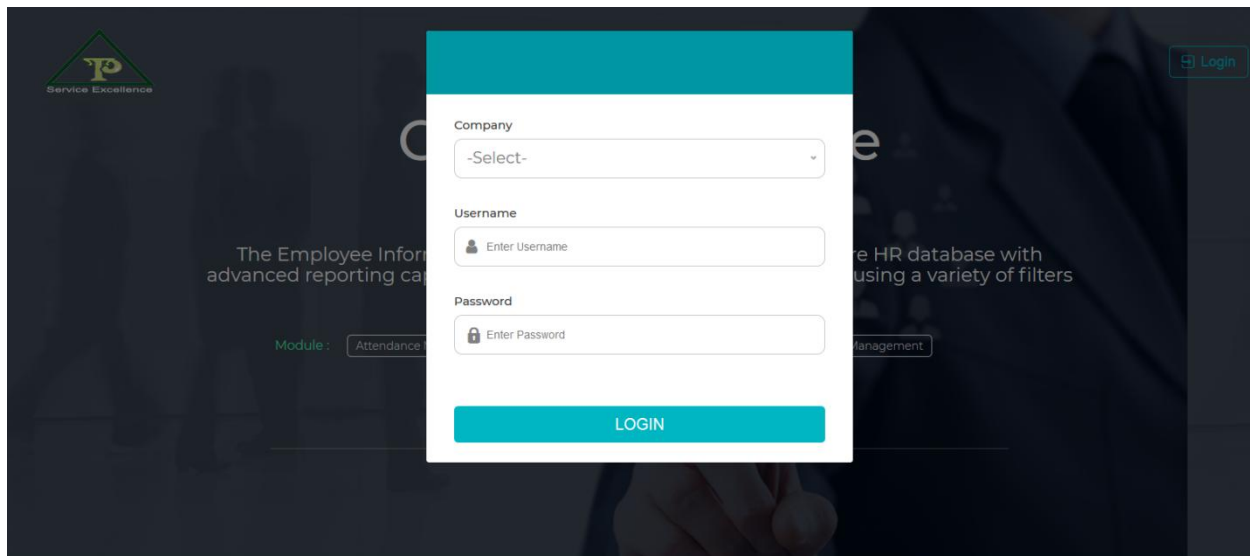
Talent Pull ERP system have 2 modes A) Web B) Android APK

- Administration and Reporting part is on Web.
- Employee and Reporting manager will have Web & Android access for Attendance, TA/DA Claim and KYC doc upload.

Home Screen :



This ERP system support multiple Companies. User and admin both have common login screen. System is builds on right based terminology. After login user view will be created as per right assign to him.



Click on Login button on right side and enter login details like Company, Username and Password. After successful login user redirect to Home page, where user can check his/her profile details and access the various parts like Employee Management, AMS, KYC and TA/DA. Employee can also mark attendance from web portal.

Employee Creation:

Service Excellence

Home | Inbox | Change Password | Logout

Employee Registration

Employee Code *	<input type="text"/>	Company *	<input type="text" value="-Select-"/>
Employee Name Title *	<input type="text" value="-Select-"/>	First Name *	<input type="text"/>
Middle Name	<input type="text"/>	Last Name	<input type="text"/>
Gender *	<input type="text" value="-Select-"/>	Email *	<input type="text"/>
Department *	<input type="text"/>	Sub Department *	<input type="text"/>
State *	<input type="text"/>	District *	<input type="text"/>
City *	<input type="text"/>	Date Of Joining *	<input type="text"/>
Designation *	<input type="text"/>	Company Mobile *	<input type="text"/>
Level	<input type="text"/>	Reporting To *	<input type="text" value="-Select-"/>
Project *	<input type="text"/>	Contract End Date *	<input type="text"/>
User Type *	<input type="text" value="-Select-"/>	CTC *	<input type="text"/>

* Field Are Mandatory.

Save Back Reset

Copyright ©. All rights reserved

Talent Pull HR team will create Employee on web portal with above information. Once employees get created, User can login Web portal by his employee Code.

Attendance Marking:

Menu / Sub Menu

- Employee Management
- AMS
- KYC
- TADA

Mark Attendance

<input type="button" value="PUNCH-IN"/>	<input type="button" value="Last PUNCH-IN Time 19-Dec-2018 09:02"/>
<input type="button" value="PUNCH-OUT"/>	<input type="button" value="Last PUNCH-OUT Time 19-Dec-2018 09:03"/>

User can punch attendance from two sources

1. Android app
2. Web portal

On web portal attendance marked by click on PUNCH-IN and PUNCH-OUT. Attendance is processed on daily basis at 00 hours. System calculate working hour on the basis of first In last out basis.

For ex. employee first punch at 9:00 then 10:30, 4:40 and 6:00 then system will pick 9:00 am punch and 6:00 PM punch to calculate 9 working hours.

Employee Management:

- 1) Account Creation: HR person can use this link to create new account.
- 2) Account Management: HR person can manage Employee from here .
 1. Update Information, 2.reset password 3.reset device ID 4.configure reporting matrix
 5. update master data 6. download employee information pdf version 7. Export employee data .
- 3) Company Creation: HR person can create new company.
- 4) Left Employee: HR person can make left entry from this link for those who left the company.
- 5) My Information: Employee can view and update his/her complete personal information, family details , Bank details, educational details and experience details .
- 6) My Information PDF: Employee Profile in pdf version.
- 7) User Activity Mapping: HR person manageSystem rights of employee here.

The screenshot displays the 'Profile' section of a web portal. At the top, there is a 'Profile' header with a circular icon. Below this, a table lists employee details:

NAME	Kuldeep Chand	Employee Code
Function	IT	Pan No.
Email ID	pooja.shrestha@talentpull.in	Company


Below the profile information is a 'Menu / Sub Menu' section. It features a list of menu items on the left and two main action buttons on the right. The menu items are:

- Employee Management (with a sub-menu icon)
- Account Creation
- Account Management
- Company Creation
- Left Employee
- My Information
- My Information PDF
- User Activity Mapping

The main action buttons on the right are:

- AMS (with a gear icon)
- Last PUNCH-IN Time (with a thumbs-up icon)
- Last PUNCH-OUT Time (with a thumbs-up icon)

1. Account Creation


Home | Inbox | Change Password | Logout

Employee Registration

Employee Code *	<input type="text"/>	Company *	<input type="text" value="-Select-"/>
Employee Name Title *	<input type="text" value="-Select-"/>	First Name *	<input type="text"/>
Middle Name	<input type="text"/>	Last Name	<input type="text"/>
Gender *	<input type="text" value="-Select-"/>	Email *	<input type="text"/>
Department *	<input type="text"/>	Sub Department *	<input type="text"/>
State *	<input type="text"/>	District *	<input type="text"/>
City *	<input type="text"/>	Date Of Joining *	<input type="text" value="12"/>
Designation *	<input type="text"/>	Company Mobile *	<input type="text"/>
Level	<input type="text"/>	Reporting To *	<input type="text" value="-Select-"/>
Project *	<input type="text"/>	Contract End Date *	<input type="text" value="12"/>
User Type *	<input type="text" value="-Select-"/>	CTC *	<input type="text"/>

* Field Are Mandatory.

Copyright ©. All rights reserved


2. Account Management

Employee Reporting

Company
Select Filter Type

Emp Code	Employee Name	Email	Mobile	Location	State	First Reporting	Second Reporting	View
TP/HFCL/0126	Deepak Bagga		9803839013	Phillaur	Phillaur	Pooja Shrestha(TP/0002)		
TP/HFCL/0124	Golu Saini		9906140258	Guru Harsai	Ferozepur	Pooja Shrestha(TP/0002)		
TP/HFCL/0122	Arpit Shukla		8989477370	Amritsar	Amritsar	Pooja Shrestha(TP/0002)		
TP/HFCL/0121	Amit Kumar		9720344737	Khamano	Ludhiana	Pooja Shrestha(TP/0002)		
TP/HFCL/0093	Sahensha SK		7006339735	Guwahati	Guwahati	Pooja Shrestha(TP/0002)		
TP/HFCL/0092	Sumit Kanungo		9658908121	Bhubneshwar	Bhubneshwar	Pooja Shrestha(TP/0002)		
TP/HFCL/0090	Deepak Khandelwal		9571169470	Jaipur	Jaipur	Pooja Shrestha(TP/0002)		
TP/HFCL/0089	Sindhu Sagar Mishra		7080111691	Lucknow	Lucknow	Pooja Shrestha(TP/0002)		
TP/HFCL/0088	Ved Singh Beniwal		9728695833	Bathinda	Bathinda	Pooja Shrestha(TP/0002)		
TP/HFCL/0087	Shivanand Prasad Tiwari		9596944664	Kolkata	Kolkata	Pooja Shrestha(TP/0002)		

2.1 Manage Reporting Manager

Home | Inbox | Change Password | Logout

Employee Reporting

Employee Code:	TP/HFCL/0126	Employee Name:	Deepak Bagga
Email:	-	Mobile:	9803839013

First Reporting:

Second Reporting:

2.2 Update Employee Master Data

Employee Registration

Employee Code *	<input type="text" value="TP/HFCL/0126"/>	Company *	<input type="text" value="TALENT PULL"/>
Employee Name Title *	<input type="text" value="Mr"/>	First Name *	<input type="text" value="Deepak"/>
Middle Name	<input type="text"/>	Last Name	<input type="text" value="Bagga"/>
Gender *	<input type="text" value="Male"/>	Email *	<input type="text"/>
Department *	<input type="text" value="Telecom"/>	Sub Department *	<input type="text" value="Project"/>
State *	<input type="text" value="Punjab"/>	District *	<input type="text" value="Phillaur"/>
City *	<input type="text" value="Phillaur"/>	Date Of Joining *	<input type="text" value="11/1/2018 12:00:00 AM"/>
Designation *	<input type="text" value="Project Engineer"/>	Company Mobile *	<input type="text" value="9803839013"/>
Level *	<input type="text"/>	Project *	<input type="text" value="HFCL Trunkey"/>
User Type *	<input type="text" value="Employee"/>	CTC *	<input type="text" value="400000.00"/>

* Field Are Mandatory.


2.3 Update/View Employee Information

Employee Information

Name:	Deepak Bagga	Employee Code:	TP/HFCL/0126	Designation:	Project Engineer	Band/Level	
Department:	Telecom	Sub Department:	Project	Date Of joining :	01/11/2018	Location	Phillaur

Upload Photo :

Upload Image : No file selected.
* 128 x 128 Recommended Size



(Recent Passport size Photo)

Official Information :

First Name : **Middle Name :** **Last Name :**

(As Written in matric/10th Certificate)

2.4 Reopen Mobile Number for Registration on mobile app.

Employee Reporting

Company: TALENT PULL | Select Filter Type: Employee Code | Search | Back | Export

Emp Code	Employee Name	Email	Reporting	Second Reporting	View	
TP/HFCL/0126	Deepak Bagga		a(TP/0002)			
TP/HFCL/0124	Golu Saini		a(TP/0002)			
TP/HFCL/0122	Arpit Shukla		a(TP/0002)			
TP/HFCL/0121	Amit Kumar	9720544757	Khamhato	Ludhiana	Shrestha(TP/0002)	
TP/HFCL/0093	Sahensha SK	7006339735	Guwahati	Guwahati	Pooja Shrestha(TP/0002)	
TP/HFCL/0092	Sumit Kanungo	9658908121	Bhubneshwar	Bhubneshwar	Pooja Shrestha(TP/0002)	

Employee Reporting


Mobile Number:

Android app develop on a logic that one employee can registered from one device only to prevent proxy attendance. In case employee lost or change his/her mobile or any case where user need re-registration, Hr can re open his/her account for re- registration.

3. New Company Creation

Welcome [Kuldeep Chand](#)

Home | [Inbox](#) | [Change Password](#) | [Logout](#)



Company Creation


Company Name

Company Logo No file selected.

4. Left employee

Welcome [Kuldeep Chand](#)

Home | [Inbox](#) | [Change Password](#) | [Logout](#)



Employee Left Date

Company

Employee Code:

Left Date:

In case employee left the organization or HR want to block any employee. Once Employee left from system then he cannot login again.

5. My Information (Self fill wizard of employee information)

Employee Information

Name: Kuldeep Chand Employee Code: 99129 Designation: Engenier Band/Level F
Department: IT Sub Department: IT Date Of joining : 06/08/2014 Location Mohali

Upload Photo :

Upload Image : No file selected.
* 128 x 128 Recommended Size



(Recent Passport size Photo)

Official Information :

First Name : Middle Name : Last Name :

(As Written in matric/10th Certificate)

Personal Information :

Date Of Birth:

Personal Information :

Date Of Birth: State Of Domicile:

Religion : Blood Group:

PAN No: Official Email Id:

Personal Mail Id 1: Personal Mail Id 2:

Mother Tongue : Aadhar Card No :

Unique Account Number (UAN): ESIC Number:

Languages Known :

	Read	Write	Speak
English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hindi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Punjabi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Address Details :

Note: Please re-fill address in case of modification

Present Address:

Same As Present Address

C/O: Street/House No: / /
2nd Address Line: City:
Tehsil: District:
Postal Code: Landline No:
State: Country Key:
Landmark: Post Office:

Contact Details :

Company Mobile No: Alternate Mobile No:
Emergency Contact Person Name: Emergency Mobile No:
Emergency Contact Person Relation:

Bank Account Information :

Salary Bank Account Details

Bank Name: Account No:
Branch Name: IFSC Code:

Reimbursement Bank Account Details

Bank Name: Account No:
Branch Name: IFSC Code:

Complete detail of employee

Family Details

Dependent Details :No Of Dependents:

Father's Name :

Mr

Father's DOB:

Age

Father's Contact

Mother's Name :

Mrs

Mother's DOB:

Age

Mother's Contact

Marital Status :

Employee Spouse Details :

Name Of Spouse:

Spouse DOB:

Marriage Anniversary :

No Of Children:

Spouse EmailId:

Spouse Contact No:

[Back](#)[Save & Next](#)

Qualification Details

Employee InformationName: Kuldeep Chand
Department: ITEmployee Code: 99129
Sub Department: ITDesignation: Engenier
Date Of joining : 06/08/2014Band/Level F
Location Mohali**Employee Qualification Details :****Note: 10th,12th/Diploma and Degree Qualification are mandatory**

Name Of School/College	Board/University	Degree	Course	From(Year)	To(Year)	% Of marks
<input type="text" value="DAV"/>	<input type="text" value="HP Board Shimla"/>	<input type="text" value="Post Graduation"/>	<input type="text" value="CSE"/>	<input type="text" value="2010"/>	<input type="text" value="2014"/>	<input type="text" value="74"/>
<input type="text" value="DAV"/>	<input type="text" value="HP Board Shimla"/>	<input type="text" value="Graduation"/>	<input type="text" value="CSE"/>	<input type="text" value="2007"/>	<input type="text" value="2010"/>	<input type="text" value="64"/>
<input type="text" value="DAV"/>	<input type="text" value="HP Board Shimla"/>	<input type="text" value="12th"/>	<input type="text" value="Non Medical"/>	<input type="text" value="2006"/>	<input type="text" value="2007"/>	<input type="text" value="61"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Back](#)[Save & Next](#)

Certification Details

Employee InformationName: Kuldeep Chand
Department: ITEmployee Code: 99129
Sub Department: ITDesignation: Engenier
Date Of joining : 06/08/2014Band/Level F
Location Mohali**Note: Employee especially from Technical Background are required to share certification Details.****Employee Certifications Details :**

Certification Type

Certificate Name

Year

[Add](#)

Certificaton Type	Certificaton Name	Certificaton Year	Action
TECH	.net Course	2013	Delete

[Back](#)[Save & Next](#)

Experience Details

Employee Information

Name: Kuldeep Chand Employee Code: 99129 Designation: Engenier Band/Level F
Department: IT Sub Department: IT Date Of joining : 06/08/2014 Location Mohali

Employee Previous Experience Details

Note: Mandatory to fill if Employee have Telecom Experience prior joining QTL.

Experience Years Of Experience

Employer From Date To Date Designation Type Of Industry

Organization	From Date	To Date	Designation	Type Of Industry	Action
QTL	04/10/2014	05/10/2018	S.D.	It-Software/Software Services	Delete

User right Mapping

Employee Name

User Group Mapping

- AMS - Admin Report
- AMS - Admin Report Period Wise
- AMS - Date Wise Attendance
- AMS - Employee Location Report
- AMS - Employee Wise Attendance
- AMS - My Attendance
- Employee Management - Account Creation
- Employee Management - Account Management
- Employee Management - Company Creation
- Employee Management - Left Employee
- Employee Management - My Information
- Employee Management - My Information PDF
- Employee Management - User Activity Mapping
- KYC - KYC Upload
- KYC - KYC Validation
- TA/DA - TA/DA Admin Report
- TA/DA - TA/DA Insertion
- TA/DA - TA/DA MonthWise Report

HR admin can assign or revoke link rights employee as per his roll

Attendance Management System

My attendance

Attendance Management System (AMS)

Leave Balance 18

Date From: 01/12/2018 Date To: 19/12/2018 Search Export Back

Yet to be regularized

Employee Code	Name	Status	Attendance Date	Day	In Time	Out Time	Working Hours	Over Time
99129	Kuldeep Chand	A	01-Dec-2018	Saturday			-	-
99129	Kuldeep Chand	WO	02-Dec-2018	Sunday			-	-
99129	Kuldeep Chand	A	03-Dec-2018	Monday			-	-
99129	Kuldeep Chand	A	04-Dec-2018	Tuesday			-	-
99129	Kuldeep Chand	A	05-Dec-2018	Wednesday			-	-
99129	Kuldeep Chand	A	06-Dec-2018	Thursday			-	-
99129	Kuldeep Chand	MS	13-Dec-2018	Thursday	11:15		-	-

Employee view of attendance history. Red market attendance need to regularize by Reporting manager.

Attendance approval

Reporting manager suppose to regularize team attendance on regular basis for this task he have two links

A) Team att app date wise

B) Team att app employee wise

Attendance status: A-Absent , H-Holiday, L- Leave, PL- paid leave, PL1/2 half paid leave , WO- Week off

A) Team Attendance date wise

Employee Attendance Details

Date To: 13/12/2018 Search Export Back

Employee Code	Name	Attendance Date	Day	Status	In (24 Hrs HH:MM)	Out (24 Hrs HH:MM)	Action Taken
Suraj Diwan	Mr. Suraj Diwan	13-Dec-2018	Thursday	A			-Select-
TP/0011	Ms. BHAGWANTI	13-Dec-2018	Thursday	P			-Select-
TP/0035	Ms. Indu	13-Dec-2018	Thursday	A			A
TP/0044	Ms. Vandana	13-Dec-2018	Thursday	A			L
TP/DHFCL/0340	Mr. Aditya	13-Dec-2018	Thursday	A			P1/2
TP/HFCL/0007	Mr. Arshad Ali	13-Dec-2018	Thursday	A			P
TP/HFCL/0008	Mr. Krishnakant Chourasia	13-Dec-2018	Thursday	A			W/O
TP/HFCL/0009	Mr. Bhanu Pratap	13-Dec-2018	Thursday	A			-Select-
TP/HFCL/0018	Mr. Purnanand	13-Dec-2018	Thursday	A			-Select-
TP/HFCL/0019	Mr. Manish Dubey	13-Dec-2018	Thursday	A			-Select-
TP/HFCL/0021	Mr. Sadanand Kumar	13-Dec-2018	Thursday	A			-Select-
TP/HFCL/0030	Mr. Mohd Asrar	13-Dec-2018	Thursday	A			-Select-
TP/HFCL/0035	Mr. Tuhinangshu Manna	13-Dec-2018	Thursday	A			-Select-
TP/HFCL/0036	Mr. Farooq Ahmad	13-Dec-2018	Thursday	A			-Select-
TP/HFCL/0037	Mr. Jitendra Singh	13-Dec-2018	Thursday	A			-Select-
TP/HFCL/0039	Mr. Twasif Khan	13-Dec-2018	Thursday	A			-Select-


Reporting manager suppose to regularize team attendance on daily basis. This screen facilitate RM to view his complete team attendance on particular date by default it show previous date for selection.

A) Team Attendance Employee wise

Employee Attendance Details							
Year :	2018	Month :	December	Employee :	Manish Kumar Malviya (TP/HFCL/0258)	Export	Back
Employee Code	Name	Attendance Date	Day	Status	In (24 Hrs HH:MM)	Out (24 Hrs HH:MM)	Action Taken
TP/HFCL/0258	Mr. Manish Kumar Malviya	01-Dec-2018	Saturday	P			P
TP/HFCL/0258	Mr. Manish Kumar Malviya	02-Dec-2018	Sunday	W/O			W/O
TP/HFCL/0258	Mr. Manish Kumar Malviya	03-Dec-2018	Monday	P			P
TP/HFCL/0258	Mr. Manish Kumar Malviya	04-Dec-2018	Tuesday	P			P
TP/HFCL/0258	Mr. Manish Kumar Malviya	05-Dec-2018	Wednesday	P			P
TP/HFCL/0258	Mr. Manish Kumar Malviya	06-Dec-2018	Thursday	P			P
TP/HFCL/0258	Mr. Manish Kumar Malviya	13-Dec-2018	Thursday	P			P

If reporting manager is not use to regularize team attendance on daily basis then he can opt the option of Team attendance employee wise. Here RM has to select month and employee, Complete attendance sheet of selected month display here. Now RM can approve monthly attendance of particular employee.

Team location tracking


Home | Inbox | Change Password | Logout

AMS: Employee Attendance Details							
Request Type :	Employee Code Wise	Mohan Kumar Roy (98783)	Date From :	01/01/2019	Date To :	10/01/2019	Search
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> -Select- Employee Code Wise Date Wise </div> <div style="text-align: center;"> <input type="button" value="Export"/> <input type="button" value="Back"/> </div>							
Employee Name	Employee Code	State	Location	Date	Time	Insert Type	Address
Mr. Mohan Kumar Roy	98783	MOHALI	Mohali	02-Jan-2019	11:40:22	APP	Unnamed Road, Phase 8B, Industrial Area, Sector 73, Sahibzada Ajit Singh Nagar, Punjab 140308, India,
Mr. Mohan Kumar Roy	98783	MOHALI	Mohali	02-Jan-2019	11:40:23	APP	Unnamed Road, Phase 8B, Industrial Area, Sector 73, Sahibzada Ajit Singh Nagar, Punjab 140308, India,
Mr. Mohan Kumar Roy	98783	MOHALI	Mohali	02-Jan-2019	12:10:33	APP	Unnamed Road, Phase 8B, Industrial Area, Sector 73, Sahibzada Ajit Singh Nagar, Punjab 140308, India,
Mr. Mohan Kumar Roy	98783	MOHALI	Mohali	04-Jan-2019	10:46:21	APP	Unnamed Road, Phase 8B, Industrial Area, Sector 73, Sahibzada Ajit Singh Nagar, Punjab 140308, India,
Mr. Mohan Kumar Roy	98783	MOHALI	Mohali	04-Jan-2019	10:53:01	APP	Unnamed Road, Phase 8B, Industrial Area, Sector 73, Sahibzada Ajit Singh Nagar, Punjab 140308, India,
Mr. Mohan Kumar Roy	98783	MOHALI	Mohali	04-Jan-2019	12:38:24	APP	Unnamed Road, Phase 8B, Industrial Area, Sector 73, Sahibzada Ajit Singh Nagar, Punjab 140308, India,
Mr. Mohan Kumar Roy	98783	MOHALI	Mohali	04-Jan-2019	16:07:53	APP	Savipan Rana
Mr. Mohan Kumar Roy	98783	MOHALI	Mohali	04-Jan-2019	19:23:58	SYSTEM	
Mr. Mohan Kumar Roy	98783	MOHALI	Mohali	07-Jan-2019	16:14:32	APP	Unnamed Road, Phase 8B, Industrial Area, Sector 73, Sahibzada Ajit Singh Nagar, Punjab 140308, India,
Mr. Mohan Kumar Roy	98783	MOHALI	Mohali	07-Jan-2019	17:57:02	APP	Unnamed Road, Phase 8B, Industrial Area, Sector 73, Sahibzada Ajit Singh Nagar, Punjab 140308, India,
Mr. Mohan Kumar Roy	98783	MOHALI	Mohali	07-Jan-2019	17:57:02	APP	Unnamed Road, Phase 8B, Industrial Area, Sector 73, Sahibzada Ajit Singh Nagar, Punjab 140308, India,

RM can view team location as per punch on mobile app by employee. RM have two option

A) RM can view location report on the basis of employee code wise

B) RM can view Team location report on the basis of date

Admin Report

AMS: Employee Attendance Details

Employee Code : Date From : Date To :


[Search](#) [Export](#) [Back](#)

■ Yet to be Approve

Employee Code	Name	Status	Attendance Date	Day	In Time	Out Time	Working Hours	Over Time
TP/0002	Pooja Shrestha	A	01-Dec-2018	Saturday			-	-
TP/0002	Pooja Shrestha	WO	02-Dec-2018	Sunday			-	-
TP/0002	Pooja Shrestha	A	03-Dec-2018	Monday			-	-
TP/0002	Pooja Shrestha	A	04-Dec-2018	Tuesday			-	-
TP/0002	Pooja Shrestha	A	05-Dec-2018	Wednesday			-	-
TP/0002	Pooja Shrestha	A	06-Dec-2018	Thursday			-	-
TP/0002	Pooja Shrestha	A	13-Dec-2018	Thursday			-	-

HR person can view and download employees' attendance.

Admin report month wise

 Home | [Inbox](#) | [Change Password](#) | [Logout](#)

AMS: Employee Attendance Details

Employee Code: Company: Date From : Date To :

[Search](#) [Export](#) [Back](#)

Abbreviations used: LC-Late Coming | LE-Leave Early | MS-Miss Swap | GP-Grace Period | 4HE-4 Hours Exception | HDP-Half Day Present | A-Absent | P-Present

EMP_CODE	NAME	Level	circle	DOI	Status	01-Jan-2019	02-Jan-2019	03-Jan-2019	04-Jan-2019	05-Jan-2019	06-Jan-2019	07-Jan-2019	08-Jan-2019	09-Jan-2019	10-Jan-2019
98000	Manish Kumar	L2	Punjab	24-Oct-2018	In-Time										
98000	Manish Kumar	L2	Punjab	24-Oct-2018	Out-Time										
98000	Manish Kumar	L2	Punjab	24-Oct-2018	Total-Time				-	-	-	-	-	-	-
98000	Manish Kumar	L2	Punjab	24-Oct-2018	Over-Time				-	-	-	-	-	-	-
98000	Manish Kumar	L2	Punjab	24-Oct-2018	Status				A	A	WO	A	A	A	
98074	Gourav	L1	Punjab	10-Jan-2018	In-Time										
98074	Gourav	L1	Punjab	10-Jan-2018	Out-Time										

HR Admin can view payroll attendance Sheet on GUI and download it in excel format.

Admin Emp location tracking

AMS: Employee Attendance Details

Employee Code: Date From: Date To:

Employee Name	Employee Code	Date	Time	Insert Type	Latitude	Longitude	Address
Ms. Pooja Shrestha	TP/0002	17-Dec-2018	12:45:02	SYSTEM	0	0	
Ms. Pooja Shrestha	TP/0002	17-Dec-2018	19:54:48	APP	30.7511679	76.6552114	Unnamed Road, Swaraj Nagar, Kharar, Punjab 140301, India,
Ms. Pooja Shrestha	TP/0002	18-Dec-2018	09:28:35	APP	30.742243	76.6558618	15, Internal Rd, Sector 4, Main Bazar, Sahibzada Ajit Singh Nagar, Punjab 140301, India,
Ms. Pooja Shrestha	TP/0002	19-Dec-2018	09:25:58	APP	30.743947	76.655852	Chandigarh Rd, Janta Nagar, Kharar, Punjab 140307, India,
Ms. Pooja Shrestha	TP/0002	19-Dec-2018	09:25:59	APP	30.743947	76.655852	Chandigarh Rd, Janta Nagar, Kharar, Punjab 140307, India,

HR person can view employee punches with Latitude, Longitude and Address from where employee marked the attendance.

KYC

KYC module is for employee who can submit his/her E-KYC document for joining formalities for ex. Pan card, Aadhar card ,Driving licence etc .Which will be validate by HR team on web portal.

KYC Upload

Employee KYC

Document Type: Upload File: No file selected.

- Select-
- Aadhar Card
- Bank Passbook
- Cancel Cheque
- Driving Licence
- Highest Qualification
- Matriculation Certificate
- PAN Card
- Passport
- Voter ID Card













Employee will upload details like Aadhar card, PAN card and Driving License etc in pdf or jpg format.

Validate KYC Details

Employee KYC Details

Employee Code: Date From: Date To:

[Search](#) [Export](#) [Back](#)

Employee Code	Name	Status	Insert Date	Document Type	Download Document	Validate/Delete
TP/006	Raj Kumar	OPEN	24-Oct-2018	Aadhar Card		 
TP/006	Raj Kumar	OPEN	01-Nov-2018	PAN Card		 
TP/006	Raj Kumar	OPEN	19-Nov-2018	Driving Licence		 
TP/006	Raj Kumar	OPEN	20-Nov-2018	Bank Passbook		 

HR person has download, validate or reject the KYC details uploaded by employee.

TA/DA

TA/DA module is for Employee TA/DA claim management.

TA/DA Insertion

Employee Claims

Status : From Date : To Date : Claim No. :

Claim Details

Claims on hold Ready for Print Partially Saved

Claim No.	Start Date	Status	Claim Amount	Finance Approved Amount	Pending At	Action
TALENT PULL_12_2018_00000001	18 Dec 2018	Partially Saved				<input type="button" value="View"/> <input type="button" value="Fill NPC"/> <input type="button" value="Delete"/>
TALENT PULL_12_2018_00000001	18 Dec 2018	Partially Saved				<input type="button" value="View"/> <input type="button" value="Fill NPC"/> <input type="button" value="Delete"/>
TALENT PULL_12_2018_00000001	18 Dec 2018	Pending for Approval	6450.00		Mr. Gourav	<input type="button" value="View"/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
TALENT PULL_12_2018_00000001	18 Dec 2018	Partially Saved	525.00			<input type="button" value="View"/> <input type="button" value="Fill NPC"/> <input type="button" value="Delete"/>

Total Requests: Page 1 of 1

This link is for employee to access his TA/DA claims. it has four options

1. Search
2. Export
3. Generate Claim
4. Fill NPC
5. On hold

Search: Employee can search his claims and view the status

Export: Employee can export claim data into excel

Generate Claim: Employee will create new claims by this link. user have two option he can partially save claim for future completion or he can submit claim to Reporting manager.

Fill NPC : In case employee generate a claim as save state. then he have to click fill NPC after search to complete the claim and route it to reporting manager.

On Hold: in case claim route to reporting manager and Reporting manager find some dispute in that claim. Then he can put claim on hold by giving appropriate remarks. On hold claim Show in employee window as red with edit mode. As per RM query employee have to edit his claim and route back to employee.

Generate Claim

Employee TA DA Form					
Employee Name:	Sandeep Kumar	Employee Code:	TP/99999	Department:	IT
Designation:	Software Engineer	Band:	G5	Circle:	Chandigarh
Claim Routing Matrix :					
TA DA Details					
MODE OF TRANSPORT	<input type="text" value="-Select-"/>	Year	<input type="text"/>	Month	<input type="text"/>
DATE	<input type="text"/>	PLACE FROM	<input type="text"/>	PLACE TO	<input type="text"/>
PURPOSE	<input type="text"/>	TOTAL KM	<input type="text"/>	RATE PER KM	<input type="text"/>
AMOUNT	<input type="text"/>	TRAVEL EXPENSE	<input type="text"/>	EMPLOYEE MEAL	<input type="text"/>
LODGING EXPENSE	<input type="text"/>	DA	<input type="text"/>	OTHER EXPENSE	<input type="text"/>
NO OF DOCUMENT	<input type="text"/>	REMARK	<input type="text"/>	FILE UPLOAD	<input type="button" value="Choose Files"/> No file chosen
<input type="button" value="ADD Claim"/>					
TA DA Details					
MODE OF TRANSPORT	<input type="text" value="-Select-"/>	Year	<input type="text"/>	Month	<input type="text"/>
DATE	<input type="text"/>	PLACE FROM	<input type="text"/>	PLACE TO	<input type="text"/>
PURPOSE	<input type="text"/>	TOTAL KM	<input type="text"/>	RATE PER KM	<input type="text"/>
AMOUNT	<input type="text"/>	TRAVEL EXPENSE	<input type="text"/>	EMPLOYEE MEAL	<input type="text"/>
LODGING EXPENSE	<input type="text"/>	DA	<input type="text"/>	OTHER EXPENSE	<input type="text"/>
NO OF DOCUMENT	<input type="text"/>	REMARK	<input type="text"/>	FILE UPLOAD	<input type="button" value="Browse..."/> No files selected.
<input type="button" value="ADD Claim"/>					
					Total
					In Words
<input type="button" value="Final Submit"/>					

After filling the details of TA/DA claim employee can save or route the claim to RM. This claim will be reflected in his reporting manager's inbox.

Reporting manager Inbox

Inbox

Select Filter Type:

Claim No	Claimant	Job Date	Pending At	View
TALENT PULL_12_2018_00000007	Deepak Bagga	Dec 22, 2018	Ms. Pooja Shrestha	<input type="button" value="View"/>

Page 1 of 1

Reporting Manger has to validate the claim, he can approve / reject / ask for information (on-hold) the claim request.

If RM reject the claim then it get closed in system.

If RM approved the claim then PDF get generated and claim appear in yellow at employee claim report. employee have to download the PDF, and attach supporting documents and send them to HR team.

After receiving the claims hard copy HR person approve and reject the claim.

Both Reporting manager and HR can put the claim on hold by asking any question then employee have to un-hold the request by replying the query if needed he will also edit his claim.

4.1 TA/DA admin Report

Employee Claims

Status: From Date: To Date: Claim No.:

Employee Code: Company:

Claim No.	Start Date	Status	Claim Amount	Finance Approved Amount	Pending At	Initiated By	Period	View
TALENT PULL_12_2018_00000001	18 Dec 2018	Partially Saved				Sandeep Kumar(TP/99999)	12-2018	View Details
TALENT PULL_12_2018_00000001	18 Dec 2018	Partially Saved				Sandeep Kumar(TP/99999)	12-2018	View Details
TALENT PULL_12_2018_00000001	18 Dec 2018	Pending for Approval	6450.00		Mr. Gourav	Sandeep Kumar(TP/99999)	11-2018	View Details
TALENT PULL_12_2018_00000001	18 Dec 2018	Partially Saved	525.00			Sandeep Kumar(TP/99999)	12-2018	View Details

HR admin report to view all employee claims. Admin have each claim wise view as well as excel data export

TA/DA month wise report

Employee Claims

Employee Code : Company : TALENT PULL 2018 December

Claim Number	Claim Date	Mode Of Transport	From Location	To Location	Purpose	Total KM	Rate Per KM	Amount	Travel Expense	Meal	Lodging Expense	DA	Other Expense	Remarks
TALENT PULL_12_2018_00000014	12/26/2018 12:00:00 AM	Own Two Wheeler	Mohali	Chd	Tset	10.00	4.00	70.00	10	10.00	10.00	10.00	10.00	remarks
TALENT PULL_12_2018_00000015	12/26/2018 12:00:00 AM	Own Two Wheeler	MOH	CHD	Test	10.00	5.00	70.00	10	10.00	10.00	0.00	0.00	5656
TALENT PULL_12_2018_00000015	12/25/2018 12:00:00 AM	Own Two Wheeler	MOH	CGDS	454664	10.00	5.00	65.00	5	5.00	5.00	5.00	5.00	77
TALENT PULL_12_2018_00000016	12/26/2018 12:00:00 AM	Own Two Wheeler	10	20	4556	5.00	5.00	30.00	5	0.00	0.00	0.00	0.00	7667
TALENT PULL_12_2018_00000018	12/27/2018 12:00:00 AM	Own Two Wheeler	fff	ddd	fdfd	111.00	22.00	2451.00	3	3.00	3.00	3.00	3.00	fff
TALENT PULL_12_2018_00000023	12/27/2018 12:00:00 AM	Own Two Wheeler	A	B	P	10.00	3.00	80.00	10	10.00	10.00	10.00	10.00	REM
TALENT PULL_12_2018_00000023	12/26/2018 12:00:00 AM	Own Two Wheeler	S	D	PP	5.00	10.00	75.00	5	5.00	5.00	5.00	5.00	rrr

Admin can fetch claim on the basis of month or any particular employee. its claim summery report .