

Bio metric user manual

- **Muster Master**

- 1. Muster Master List (Access by Level 1 User)**

- Add new employee to muster.
- Transfer employee from muster to other department
- Remove employee from muster.

Surat Municipal Corporation Employee Connect

Master Transaction Biometric System Report Rakesh Balvantil Rana

Muster Master

Filters

1. Select Zone

Zone: Head Quater

2. Select Location Type

Location type: Head Office

3. Select Location/Department

Location / Department: ISD

4. Select Face Enroll

Face Enroll: Yes No

5. Select Finger Enroll

Finger Enroll: Yes No

7. Add Employee To Muster Master

[+ Add Employee](#)

6. Based On filter List Display

Total Not Enrolled Count : 0

Show 10 entries [Export To Excel](#) Search:

#	Employee #	Name	Enrollment		Zone	Location Type	Location / Department		
			Face	Finger					
1	40982	BALAVANTBHAI HIRABHAI PATEL	Yes	Yes	Head Quater	Head Office	ISD	04/07/2019	Action
2	89108	CHETNABAHEN BHAGUBHAI SAILOR	Yes	Yes	Head Quater	Head Office	ISD	01/07/2019	1 Remove 2 Transfer
3	87914	ALPABAHEN JATINKUMAR SARAIYA	Yes	Yes	Head Quater	Head Office	ISD	28/06/2019	Action
4	87402	YUGKUMAR RASIKBHAI SARANG	Yes	Yes	Head Quater	Head Office	ISD	24/06/2019	Action
5	87366	VIKASHKUMAR KHUSHALBHAI PATEL	Yes	Yes	Head Quater	Head Office	ISD	22/06/2019	Action
6	40196	PANNINAKUMARI PRAVINKUMAR RANDIVE	Yes	Yes	Head Quater	Head Office	ISD	01/06/2019	Action
7	42587	DIMPAL RISHI GADWAL	Yes	No	Head Quater	Head Office	ISD	16/04/2019	Action
8	89260	SAGAR NATVARBHAI BABARIYA	Yes	Yes	Head Quater	Head Office	ISD	04/04/2019	Action
9	36622	MANISH ASHOKKUMAR TANKARIA	Yes	Yes	Head Quater	Head Office	ISD	16/03/2019	Action
10	36409	HITENDRA BHANABHAI RANDERI	Yes	Yes	Head Quater	Head Office	ISD	25/01/2019	Action

Showing 1 to 10 of 24 entries Previous **1** 2 3 Next

1. Add employee to muster master (Access by Level 1 User)

Surat Municipal Corporation Employee Connect 37074

Master Transaction Biometric System Report

Muster Master

Search Employee

1. Select BCNT 2. Select ZPCNT 3. Select Designation 4. Enter employee # (optional) 5. Search 7. Transfer selected emp To left side list 8. Select Zone 9. Select Location Type 10. Select location 12. Remove employee form list

BCNT: Central Office ZPCNT: ADD.CITY ENG.EST. - H27? Designation: Municipal Commission Employee #: Employee No. [Search] [Next]

Zone: Head Quarter Location Type: Head Office Location: ISD [Previous]

Emp. No.	Employee Name	Base Location
<input type="checkbox"/>	11332 DIPAKKUMAR CHANDRKANT GANDHI (Additional City Engineer)	EZB - Technical Dept
<input checked="" type="checkbox"/>	12661 ASHISH MAHESHCHANDRA DUBE (Additional City Engineer)	
<input checked="" type="checkbox"/>	13005 DINESHCHANDRA MANILAL JARIWALA (Additional City Engineer)	
<input type="checkbox"/>	13250 DHANSUKHLAL MAGANLAL PATEL (Additional City Engineer)	
<input type="checkbox"/>	14740 KHIYALDAS HIRANAND KHATWANI (Additional City Engineer (Ele./Ele. & Mech.))	
<input type="checkbox"/>	34116 JATINKUMAR MANUBHAI DESAI (Additional City Engineer)	EZA - Technical Dept

6. Display list based on search criteria and select employee

Emp. No.	Employee Name	Base Location
<input checked="" type="checkbox"/>	12661 ASHISH MAHESHCHANDRA DUBE (Additional City Engineer)	Remote
<input checked="" type="checkbox"/>	13005 DINESHCHANDRA MANILAL JARIWALA (Additional City Engineer)	In Office
<input type="checkbox"/>	40982 BALAVANTBHAI HIRABHAI PATEL	In Office
<input type="checkbox"/>	89108 CHETNABAHEN BHAGUBHAI SAILOR	In Office
<input type="checkbox"/>	87914 ALPABAHEN JATINKUMAR SARAIIYA	In Office
<input type="checkbox"/>	87402 YUGKUMAR RASIKBHAI SARANG	In Office
<input type="checkbox"/>	87366 VIKASHKUMAR KHUSHALBHAI PATEL	In Office
<input type="checkbox"/>	40196 PANNINAKUMARI PRAVINKUMAR RANDIVE	In Office
<input type="checkbox"/>	42587 DIMPAL RISHI GADWAL	In Office
<input type="checkbox"/>	89260 SAGAR NATVARBHAI BABARIYA	In Office
<input type="checkbox"/>	36622 MANISH ASHOKKUMAR TANKARIA	In Office

11. Display list based on search 13. Select Base location Type

14. Save employee to muster master 15. Reset Page 16. Back to muster master list

[Save] [Cancel] [Back]

2. Transfer employee to other department (Access by Level 1 User)

Surat Municipal Corporation Employee Connect
 Master Transaction Biometric System Report Rakesh Balvantlal Rana

Filters

Zone: Head Quater Location Type: Head Office

Show 25 entries Export To Excel

#	Employee #	Name	Enrollment		Zone	Location Type	Location / Department	FromDate	Action
			Face	Finger					
1	40982	BALAVANTBHAI HIRABHAI PATEL	Yes	Yes	Head Quater	Head Office	ISD	01/07/2019	Action
2	89108	CHETNABAHEH BHAGUBHAI SAILOR	Yes	Yes	Head Quater	Head Office	ISD	01/07/2019	Action
3	87914	ALPABAHEH JATINKUMAR SARAIYA	Yes	Yes	Head Quater	Head Office	ISD	28/06/2019	Action
4	87402	YUGKUMAR RASIKBHAI SARANG	Yes	Yes	Head Quater	Head Office	ISD	24/06/2019	Action
5	87366	VIKASHKUMAR KHUSHALBHAI PATEL	Yes	Yes	Head Quater	Head Office	ISD	22/06/2019	Action
6	40196	PANNINAKUMARI PRAVINKUMAR RANDIVE	Yes	Yes	Head Quater	Head Office	ISD	01/06/2019	Action
7	42587	DIMPAL RISHI GADWAL	Yes	No	Head Quater	Head Office	ISD	16/04/2019	Action
8	89260	SAGAR NATVARBHAI BABARIYA	Yes	Yes	Head Quater	Head Office	ISD	04/04/2019	Action
9	36622	MANISH ASHOKKUMAR TANKARIA	Yes	Yes	Head Quater	Head Office	ISD	16/03/2019	Action
10	36409	HITENDRA BHANABHAI RANDERI	Yes	Yes	Head Quater	Head Office	ISD	25/01/2019	Action
11	44336	SWATI PRASHANTKUMAR MISTRI	Yes	Yes	Head Quater	Head Office	ISD	16/01/2019	Action
12	45208	DIPAK KISHANBHAI SOLANKI	Yes	Yes	Head Quater	Head Office	ISD	16/01/2019	Action
13	45742	MAYUR MANHARBHAI PATEL	Yes	Yes	Head Quater	Head Office	ISD	16/01/2019	Action

Transfer Employee

1. Based on transfer actin employee detail fill

2. Select

Employee: CHETNABAHEH BHAGUBHAI SAILOR [89108]

3. Select Locatin Type

Zone: Head Quater Location Type: Head Office Location / Department: ISD

4. Select

From Date: 02/07/2019

5. Select

7. Close Form

6. Transfer Employee to selected lpcation

Transfer Employee

- Shift Management (Access by Level 1 User)
 - Add or change Shift Timing and weekly off

Surat Municipal Corporation Employee Connect

Master Transaction Biometric System Report 37074

Employee's Shift

1. Select zone

Zone: Head Quarter

2. Select location type

Location Type: Head Office

3. Select location

Location: ISD

4. Filter employee from list

Search By Employee #: Enter Employee #

5. Change all employee shift

Shift: --Select Shift--

6. Change all employee weekday

Weekday: --Select Week Day--

#	Employee #	Employee Name	From Date	Current Shift	Current Weekly Off	<input type="checkbox"/> Select All	New Shift	New Week off
1	11152	RITA SUNILKUMAR SHAH(First Grade Clerk)	13/03/2019	Administrative Shift		<input checked="" type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
2	11800	KALUSING FATESING SHIKH(Peon)	13/03/2019	Administrative Shift	Sunday	<input checked="" type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
3	22136	SUNILKUMAR RATILAL DESAI(Second Grade Clerk)	13/03/2019	Administrative Shift	Sunday	<input checked="" type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
4	36021	DEVANGKUMAR DILIPKUMAR PATEL(Executive Assistant)	13/03/2019	Administrative Shift	Sunday	<input type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
5	36409	HITENDRA BHANABHAI RANDERI(Second Grade Clerk)	13/03/2019	Administrative Shift	Sunday	<input type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
6	36622	MANISH ASHOKKUMAR TANKARIA(Assistant Engineer (Electronics))	18/03/2019	Administrative Shift	Sunday	<input type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
7	36623	CHITRANG VIJAYKUMAR PARMAR(Assistant Engineer (Electronics))	13/03/2019	Administrative Shift	Sunday	<input type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
8	36655	JIGAR HIRALAL PATEL(Assistant Engineer (Computer))	13/03/2019	Administrative Shift	Sunday	<input type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
9	37074	RAKESH BALVANTLAL RANA(Assistant Engineer (Computer))	13/03/2019	Administrative Shift	Sunday	<input type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
10	37180	MITUL KAMLESHKUMAR PATEL(Assistant Information System Manager)	13/03/2019	Administrative Shift	Sunday	<input type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
11	40196	PANNINAKUMARI PRAVINKUMAR RANDIVE(Third Grade Clerk)	31/05/2019	Administrative Shift	Sunday	<input type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
12	40982	BALAVANTBHAI HIRABHAI PATEL(Peon)	31/05/2019	Administrative Shift	Sunday	<input type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
13	42587	DIMPAL RISHI GADWAL(Peon)	03/06/2018	Administrative Shift	Sunday	<input type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
14	44336	SWATI PRASHANTKUMAR MISTRI(Third Grade Clerk)	13/03/2019	Administrative Shift	Sunday	<input type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday
15	45208	DIPAK KISHANBHAI SOLANKI(Peon)		Administrative Shift	Sunday	<input type="checkbox"/>	Administrative Shift (In: 10:30 Out: 18:10)	Sunday

7. Select employee for add/manage shift

8. Select Shift

9. Select Weekday

10. Save selected employee shift

11. Reset Page

Save
Cancel

- **Leave Entry / Assign Duty (Access by Level 1 User)**

- Enter leave
- Add reason (Duty)
 - Field duty assigned
 - Training
 - Out station duty
 - Meeting at other location
 - Election Duty
 - SMC Program Duty

Leave Entry / Assign Duty

Filters

1. Select Zone: Head Quater
 2. Select Location Type: Head Office
 3. Select location/department: ISD
 4. Select month: July
 5. Select year: 2019
 6. Get leave details
 8. Add leave / assign duty
 Add Leave/Duty

Show 10 entries Export To Excel Export To PDF Search:

#	Employee #	Name	Designation	From Date	To Date	Leave Code	No Of Days	Leave Description	Is From	Is Approved	Modified By	Action
1	11152	RITA SUNILKUMAR SHAH	First Grade Clerk	19/07/2019	19/07/2019	218	0.5	CASUAL LEAVE	Web	No	89137	
2	11152	RITA SUNILKUMAR SHAH	First Grade Clerk	20/07/2019	20/07/2019	218	1	CASUAL LEAVE	Web	No	89137	
3	11800	KALUSING FATESING SHIKH	Peon	04/07/2019	05/07/2019	203	2	COMMUTED LEAVE	Payroll	Yes	99999	
4	11800	KALUSING FATESING SHIKH	Peon	16/07/2019	16/07/2019	299	1	Compensatory Off	Web	No	89137	
5	11800	KALUSING FATESING SHIKH	Peon	19/07/2019	19/07/2019	203	1	COMMUTED LEAVE	Web	No	89137	
6	11800	KALUSING FATESING SHIKH	Peon	20/07/2019	20/07/2019	203	1	COMMUTED LEAVE	Web	No	89137	
7	22136	SUNILKUMAR RATILAL DESAI	Second Grade Clerk	11/07/2019	11/07/2019	0	1	Field duty assigned	Web	No	89137	
8	22136	SUNILKUMAR RATILAL DESAI	Second Grade Clerk	17/07/2019	17/07/2019	219	1	SACTIONAL LEAVE	Web	No	89137	
9	36409	HITENDRA BHANABHAI RANDERI	Second Grade Clerk	06/07/2019	06/07/2019	218	0.5	CASUAL LEAVE	Payroll	Yes	99999	
10	36409	HITENDRA BHANABHAI RANDERI	Second Grade Clerk	09/07/2019	09/07/2019	218	0.5	CASUAL LEAVE	Payroll	Yes	99999	
				Approved:		30.5		Not Approve:		24		

Showing 1 to 10 of 44 entries

Previous 1 2 3 4 5 Next

- Add Leave Entry / Assign Duty (Access by Level 1 User)

The screenshot shows a web application interface with a modal window titled "Add Leave Entry/Assign Duty". The form contains the following fields and sections:

- Employee:** A dropdown menu showing "11800 - KALUSING FATESING SHIKH [Peon]".
- Date:** Two date input fields with "24/07/2019" and "to 24/07/2019".
- Reason:** A dropdown menu showing "On Leave".
- Leave Detail:** A table showing leave types and their actual balances as of July 2019.
- Leave Type:** A dropdown menu showing "CASUAL LEAVE [CL - 218]".
- Full/Half:** A dropdown menu showing "Half Day".
- Remark:** A text input field containing "Half CL".
- Buttons:** "Close" and "Save Leave Entry/Assign Duty".

Numbered callouts (1-8) point to specific elements in the form:

1. Select Employee
2. Select Date range
3. Select Reason
4. Select leave type
5. Select day type
6. enter remarks
7. Save leave entry/ assign duty
8. Close form

Leave Type	Actual Balance As July, 2019
Compensatory Off [C.off.]	0
FESTIVAL LEAVE [FL]	0
SACTIONAL LEAVE [SL]	0
CASUAL LEAVE [CL]	6.5
COMMUTED LEAVE [COM]	69
EARNED LEAVE [EL]	133

- **Monthly Summary**

- 1. Monthly Summary**

- a. Add/Update/Remove leave (for not marked)
 - b. Add/Update/Remove reason (Duty) (for not marked)
 - Check and verify leave data by level 1 user
 - Leave confirmation (Approve leave) at the end of every month by level 2 users.

1. Select zone Zone:
2. Select location type Location Type:
3. Select location Location:
4. Select month Month:
5. Select year Year:
6. Get Monthly summary
10. Approve / Verify Leave Approve Leave

Present
 Holiday
 Approved Leave
 Not Marked
 Missing In or Out Punch
 Half Day Leave or Assign Duty

Head Quarter, Head Office, ISD :- July 2019

8. Export Option
7. Display Monthly Summary
9. Search employee

Employee #	Name	Type	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
87914	ALPABAHEN JATINKUMAR SARAIYA (Third Grade Clerk)	BIO	10:20 18:08	10:30 18:11	10:13 18:10	10:25 18:11	10:21 18:09	10:23 18:09	W off	10:26 18:09	10:23 18:09	10:24 18:10	10:23 18:11	Saturday	W off	10:24 18:09	10:26 18:13	10:25 18:10	10:22 18:09	10:22 18:09	10:22 18:09	W off	10:25 -										
40982	BALAVANTBHAI HIRABHAI PATEL (Peon)	BIO	10:07 18:00	09:47 18:05	09:56 18:03	09:55 17:53	09:29 18:02	10:02 18:01	W off	09:38 18:05	09:38 18:04	10:08 18:02	09:43 18:01	09:30 18:00	Saturday	W off	09:41 18:14	10:06 18:01	09:54 18:00	09:59 18:03	10:08 18:03	09:34 18:00	W off	10:07 -									
89108	CHETNABAHEEN BHAGUBHAI SAILOR (Third Grade Clerk)	BIO	10:29 18:12	10:36 18:09	10:39 18:10	10:37 18:10	10:48 18:09	10:36 18:09	W off	10:17 18:09	10:29 18:09	10:35 18:10	10:36 18:10	10:38 18:10	Saturday	W off	10:47 18:09	CL	10:49 18:09	10:44 18:09	10:48 18:05	10:43 18:09	W off	10:19 -									
36623	CHITRANG VIJAYKUMAR PARMAR (Assistant Engineer (Electronics))	BIO GPS	10:00 19:20	10:07 18:52	10:33 18:52	09:56 18:38	10:09 18:27	10:12 19:16	W off	09:58 20:26	09:56 18:47	10:19 19:21	09:59 18:33	10:14 18:19	Saturday	W off	10:14 19:33	09:58 19:59	10:13 18:50	09:59 19:52	10:16 18:53	10:07 19:21	W off	10:12 -									
36021	DEVANGKUMAR DILIPKUMAR PATEL (Executive Assistant)	BIO GPS	10:00 19:34	10:08 -	09:48 -	12:02 18:33	10:04 18:25	10:04 18:40	W off	10:01 19:16	10:01 18:33	09:49 18:44	10:03 18:51	10:09 19:30	Saturday	W off	10:08 19:06	12:45 18:20	09:57 19:31	10:10 19:04	10:08 19:03	10:25 19:21	W off	09:56 -									
42587	DIMPAL RISHI GADWAL (Peon)	BIO	10:30 18:10	10:37 18:09	10:36 18:10	10:33 18:10	10:35 18:09	10:36 17:32	W off	EL	EL	EL	EL	EL	Saturday	W off	10:28 18:09	09:27 18:10	09:40 17:21	10:32 16:35 16:35	10:30 17:55	10:35 18:10	W off	10:33 -									
45208	DIPAK KISHANBHAI SOLANKI (Peon)	BIO	10:51 18:10	COM	COM	11:54 19:09	11:46 19:00	10:50 18:09	W off	10:47 18:08	10:54 18:08	10:22 18:11	11:43 20:04	11:40 19:33	09:11 16:07	W off	12:18 19:36	COM	COM	COM	11:35 19:15	11:37 20:04	W off	C. Off.									
36409	HITENDRA BHANABHAI RANDERI (Second Grade Clerk)	BIO	10:17 18:11	10:19 18:12	10:14 18:10	10:17 18:10	10:27 18:10	10:16 13:57 CL	W off	10:26 18:10	10:17 13:58 CL	10:22 18:11	10:21 18:10	10:22 18:09	Saturday	W off	SL	10:19 18:11	10:18 18:09	10:18 18:10	10:16 18:07	10:22 18:09	W off	10:13 -									
36655	JIGAR HIRALAL PATEL (Assistant Engineer (Computer))	BIO	10:19 19:19	10:22 18:52	10:08 12:36 18:51	10:23 19:00	09:54 18:19	10:11 18:37	W	-	10:27 18:34	10:25 18:43	10:16 18:36	10:12 18:19	W	10:14 19:04	09:51 18:47	10:10 19:30	10:02 19:04	10:18 19:03		W	10:14 -										



2. Add Leave

Head Quarter, Head Office, ISD :- July 2019

P Present
H Holiday
L Approved Leave
N Not Marked
P Missing In or Out Punch
P Half Day Leave or Assign Duty

[Export To Excel](#)
[Print Summary](#)
[Print Detail](#)

Employee #	Name	Type	1	2	3	4	5	6	18	19	20	21	22	23	24	25	26	27	28	29	30	31
87914	ALPABAHEN JATINKUMAR SARAIYA (Third Grade Clerk)	BIO	10:20 18:08	10:30 18:11	10:13 18:10	10:25 18:11	10:21 18:09	10:23 18:09	10:22 18:09	10:22 18:09	10:22 18:09	W off	10:25 --									
40982	BALAVANTBHAI HIRABHAI PATEL (Peon)	BIO	10:07 18:00	09:47 18:05	09:56 18:03	09:55 17:53	09:29 18:02	10:02 18:01	09:59 18:03	10:08 18:03	09:34 18:00	W off	10:07 --									
89108	CHETNABAHEN BHAGUBHAI SAILOR (Third Grade Clerk)	BIO	10:29 18:12	10:36 18:09	10:39 18:10	10:37 18:10	10:48 18:09	10:36 18:09	10:44 18:09	10:48 18:05	10:43 18:09	W off	10:19 --									
36623	CHITRANG VIJAYKUMAR PARMAR (Assistant Engineer (Electronics))	BIO GPS	10:00 --	10:07 --	10:33 10:10	09:56 --	10:09 --	10:12 --	09:59 19:52	10:16 18:53	10:07 19:21	W off	10:12 --									
36021	DEVANGKUMAR DILIPKUMAR PATEL (Executive Assistant)	BIO GPS	10:00 19:34	10:08 --	09:48 --	12:02 18:33	10:04 18:25	10:04 18:40	10:10 19:04	10:08 19:03	10:25 19:21	W off	09:56 --									
42587	DIMPAL RISHI GADWAL (Peon)	BIO	10:30 18:10	10:37 18:09	10:36 18:10	10:33 18:10	10:35 18:09	10:36 17:32	10:32 16:35	10:30 17:55	10:35 18:10	W off	10:33 --									
45208	DIPAK KISHANBHAI SOLANKI (Peon)	BIO	10:51 18:10	COM	COM	11:54 19:09	11:46 19:00	10:50 18:09	COM	11:35 19:15	11:37 20:04	W off	C.Off.									
36409	HITENDRA BHANABHAI RANDERI (Second Grade Clerk)	BIO	10:17 18:11	10:19 18:12	10:14 18:10	10:17 18:10	10:27 18:10	10:16 13:57 CL	W off	10:19 18:10	10:19 18:00	W off	10:13 18:00									
36655	JIGAR HIRALAL PATEL (Assistant Engineer (Computer))	BIO GPS	10:19 19:19	10:22 18:52	10:08 12:36 18:51	10:23 19:00	09:54 18:19	10:11 18:37	W off	10:14 19:04	09:51 18:47	W off	10:10 19:30	10:02 19:04	10:18 19:03		CL	W off	10:14 --			
11800	KALUSING FATESING SHIKH (Peon)	BIO	11:32 19:43	11:37 19:45	11:34 19:05	COM	COM	11:36 19:21	W off	10:44 18:10	C.Off.	12:05 19:44	11:53 19:44	COM	COM	W off						

Leave Entry/Assign Duty

EmpNo 36409 Date 09/07/2019

Reason: On Leave

Leave Detail

Leave Type	Actual Balance As July, 2019
Compensatory Off [C.off.]	0
COMMUTED LEAVE [COM]	228
SACTIONAL LEAVE [SL]	1
CASUAL LEAVE [CL]	7
FESTIVAL LEAVE [FL]	0
EARNED LEAVE [EL]	300

Leave Type: CASUAL LEAVE [CL - 218] Full/Half: Half Day

Remark: On 2nd half

Buttons: Close, Remove, Update Leave Entry/Assign Duty

1. On Click of employee monthly summary date employee detail fill

2. Select reason based on reason leave balance details fills

3. Select leave type

4. Select leave day type

5. Enter remarks

8. Close form

7. Remove leave entry

6. Save/update leave entry/assign duty

Showing 1 to 10 of 24 entries

Previous 1 2 3 Next

- Add Employee Day Off / Festival Leave

1. Day Off and festival leave list

- a. Add day off and festival leave by level 1 user

- b. Approve day off and festival leave by level 2 users

Surat Municipal Corporation Employee Connect

Master Transaction Biometric System Report Rakesh Balvantil Rana

Employee Day Off & Festival Leave

Filters

1. Select zone

Zone: Head Quater

2. Select location type

Location Type: Head Office

3. Select location

Location Name: ISD

4. Select month

Month: July

5. Select year

Year: 2019

6. Get Dayoff and Festival leave list

Q +Add Day Off

8. Add Day Off / Festival leave

Export To Excel Search:

Employee #	Name	Designation	Working Date	Day Type	Extra Hours	No Of Days	Description	Is Approved	Modified By	Actions
22136	SUNILKUMAR RATILAL DESAI	Second Grade Clerk	21/07/2019	C. Off	06:00	1	Test	No	37074	
11800	KALUSING FATESING SHIKH	Peon	13/07/2019	C. Off	05:00	1	extra work on 2nd saturday	Yes		
45208	DIPAK KISHANBHAI SOLANKI	Peon	13/07/2019	C. Off	07:00	1	Extra work on 2nd saturday	Yes	36021	
Total:				3 [C.Off:- 3, FL:- 0]						

7. Day Off And Festival Leave list

9. Remove day Off / Festival Leave

10. Approve selected employee day off / festival leave

Approve

2. Add Day Off and festival leave

Surat Municipal Corporation Employee Connect

Master Transaction Biometric System Report Rakesh Balvantil Rana

Filters

Zone: Head Quarter Location Type: Head Office

Attendance details

Attendance record not found.

Export To Excel

Employee #	Name	Designation
22136	SUNILKUMAR RATILAL DESAI	Second Grade Clerk
11800	KALUSING FATESING SHIKH	First Grade Clerk
45208	DIPAK KISHANBHAI SOLANKI	First Grade Clerk
Total:		

Year: 2019 +Add Day Off

Days Description Is Approved Modified By Actions

	Test	No	37074	
	extra work on 2nd saturday	Yes	36021	
	Extra work on 2nd saturday	Yes	36021	

1. Select employee

2. Select working date

3. Select day type

4. Select Full/Half Day

6. Enter Extra working hours

7. Enter remarks

8. Save dayoff/ festival leave

9. Close form

Approve

Add Day Off & Festival Leave

Employee: 11800 - KALUSING FATESING SHIKH [First Grade Clerk]

Working Date: 21/07/2019

Day Type: Compensatory Off

Full/Half Day: Full Day

Extra Hours: 06:00

Remark: Enter Remarks

Close Save Day Off

- Movement Register

- 1. Movement register list

- a. Add movement by level 1 user
- b. Approved by level 2 user.

Surat Municipal Corporation Employee Connect

Master Transaction Biometric System Report Rakesh Balvantlal Rana

Employee Movement Register

Filters

1. Select zone: Zone: Head Quater

2. Select location type: Location Type: Head Office

3. Select location: Location Name: ISD

4. Select from date: From Date: 01/05/2019

5. Select to date: To Date: 22/07/2019

6. Get Movement register list: Search: []

9. Add movement register list: +Add Movement Detail

Show 25 entries

Employee	Name	Designation	Date	From Time	UpTo Time	Reason	Approved	Actions
11800	KALUSING FATESING SHIKH	Peon	22/07/2019	01:00	06:00	Test	No	[Edit] [Delete]

Showing 1 to 1 of 1 entries

7. Movement register list

8. Edit detail

10. Approve movement register details

Approve

2. Add movement entry

Surat Municipal Corporation Employee Connect
Rakesh Balvantlal Rana

Master Transaction Biometric System Report

Filters

Zone: Head Quarter Location Type: Head Office

Show 25 entries

Employee	Name	Designation
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Showing 0 to 0 of 0 entries

To Date: 22/07/2019 +Add Movement Detail

Search: Reason Approved Actions Previous Next

Add Employee Detail

1. Select employee
Employee: 11152 - RITA SUNILKUMAR SHAH [First Grade Clerk]

2. Select date
Date: 22/07/2019

3. Select time
Time: 01:00 To 06:00 Time Difference: 300 min

4. Enter reason
Reason: Test

5. save/update movement register entry
Save

6. Close form
Close

Approve

- Shift Schedule

- Schedule shift for date range.

Surat Municipal Corporation Employee Connect

Master Transaction Biometric System Report Rakesh Balvantlal Rana

Schedule Shift For Employee

Filters

Zone 1. Select zone

Head Quater

Location Type 2. Select location type

Head Office

Location Name 3. Select location

ISD

Shift 4. Select shift

Administrative Shift (In: 10:30 Out: 18:10)

Date 5. Select date

01/01/2019 to 22/07/2019

6. Search scheduled shift list

Q

Export To Excel Search:

✓	Employee #	Name	Designation	Shift Name	From Date	To Date	Modified By	Actions
✓	11152	RITA SUNILKUMAR SHAH	First Grade Clerk					
✓	11800	KALUSING FATESING SHIKH	Peon					
✓	22136	SUNILKUMAR RATILAL DESAI	Second Grade Clerk					
✓	36021	DEVANGKUMAR DILIPKUMAR PATEL	Executive Assistant					
✓	36409	HITENDRA BHANABHAI RANDERI	Second Grade Clerk					
✓	36622	MANISH ASHOKKUMAR TANKARIA	Assistant Engineer (Electronics)					
✓	36623	CHITRANG VIJAYKUMAR PARMAR	Assistant Engineer (Electronics)					
✓	36655	JIGAR HIRALAL PATEL	Assistant Engineer (Computer)					
✓	37074	RAKESH BALVANTLAL RANA	Assistant Engineer (Computer)					
✓	37180	MITUL KAMLESHKUMAR PATEL	Assistant Information System Manager					
✓	40196	PANNINAKUMARI PRAVINKUMAR RANDIVE	Third Grade Clerk					
✓	40982	BALAVANTBHAI HIRABHAI PATEL	Peon					

Save Reset