



COSEC REPORTS

ROSTER MANAGEMENT



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Version 5

Release Date: Nov 24, 2016

Attendance Policy

MATRIX COMSEC PVT LTD

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Attendance Policy

Run by: HR

Date: 14/06/2012

Sr. No.	Code	Name	Default
1	PCY1	Policy 1	Yes
2	PCY2	Policy 2	No

Roster Policy

MATRIX COMSEC PVT LTD

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Policy

Run by: HR

Date : 14/6/2012

Sr. No.	Code	Name	Default
1	PCY1	Policy 1	Yes
2	PCY2	Policy 2	No

Overtime Policy

MATRIX COMSEC PVT. LTD.

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Overtime Policy

Run by:HR

Date:9/16/2016

Policy ID: 1

Default OT Policy

Default :Yes

OT Type	Regular OT 1		Regular OT 2		Full Day OT		Meal OT			Inter Shift OT		
Shift wise	OT Code	MF	OT Code	MF	OT Code	MF	Active	OT Code	MF	Active	OT Code	MF
			1.00		1.00		1.00	N		1.00	N	
Weekly	Weekly OT 1		Weekly OT 2		Max Consecutive Day OT			Rest Period OT				
	OT Code	MF	OT Code	MF	Active	OT Code	MF	Active	OT Code	MF		
		1.00		1.00	N		1.00	N		1.00		

Shift

MATRIX COMSEC PVT LTD

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Shift

Run by: HR

Date : 14/6/2012

Sr. No.	Code	Name	Start Time	End Time	Break Start	Break End	Flexible
1	AD	Admin	09:00	17:00			No
2	RE	Reception	12:00	02:00			No
3	AC	Accounts	07:00	16:00			No
4	MK	Marketing Night1	17:00	02:00			No
5	SL	Sales	18:00	02:00			No
6	DO	Day Off	00:00	00:00			No
7	SA	Sales Afternoon	15:00	23:00			No
8	GS	General Shift	09:00	18:00	13:00	14:00	No

Work Profile

MATRIX COMSEC PVT LTD

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Work Profile

Run by: HR

Date :14/6/2012

Sr. No.	Code	Name	Start Date	Mode	Default
1	PRF1	Profile-1	01/01/2009	Personal	Yes
2	PRF2	Profile-2	01/01/2009	Personal	No

Employment Profile

MATRIX COMSEC PVT. LTD.

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Employment Profile

Run by: HR

Date: 16/09/2016

Sr No	Code	Name	Default
1	SCN1	Contract 1	Yes

Employment Type

MATRIX COMSEC PVT LTD

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Employment Type

Run by: HR

Date : 14/6/2012

Sr. No.	Code	Name	Default
1	EMP1	Full Time	Yes
2	EMP2	Part Time	No
3	EMP3	Casual	No
4	EMP4	Salary	No

Award and Penalty

MATRIX COMSEC PVT LTD

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Award and Penalty

Run by: HR

Date : 14/6/2012

Pay Rate %

Sr. No.	Code	Name	Contract Hours	Non Contract Hours	Default
1	APT1	Award 1	100.00	100.00	Yes
2	APT2	Award 2	200.00	250.00	No

Report Hour Exception

MATRIX COMSEC PVT LTD

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Report Hour Exception

Run by: HR

Date : 14/6/2012

Sr. No.	Code	Name
1	1	Night
2	2	Special Day

Hour Exception

MATRIX COMSEC PVT LTD

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Report Hour Exception

Run by: HR

Date : 14/6/2012

Sr. No.	Code	Name
1	1	Night
2	2	Special Day

Special Day

MATRIX COMSEC PVT LTD

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Special Day

Run by: HR

Date : 14/6/2012

Sr. No.	Code	Name	Start Date	End Date
1	1	Independence Day	15/08/2012	15/08/2012
2	2	Christmas	25/12/2012	25/12/2012
3	3	Labor Day	14/03/2012	16/03/2012
4	4	Memorial Day	18/01/2012	18/01/2012

Wage Level

MATRIX COMSEC PVT LTD

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Wage Level

Run by: HR

Date : 14/6/2012

Sr. No.	Code	Name	Hourly wages	Default
1	AC	Accountant	126.82	No
2	SL	Sales Associate	115.96	No
3	MK	Marketing	116.57	No
4	CD	Developer	124.29	No
5	MK01	Marketing 1	111.74	No
6	SS01	Sales Supervisor	123.99	No
7	SS01	Support	122.58	No
8	MS	Marketing Supervisor	122.58	No
9	CD01	Developer 1	124.64	No

Attendance Report

MATRIX COMSEC PVT LTD

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Attendance Report from 05/06/2012 to 05/06/2012

Run by: HR

Date : 14/6/2012

User ID	Name	Shift	In	Out	Break In	Break Out	Early In	Early Out	Late In	Late Out	OverTime		Work Hrs
											Prior Shift	Post Shift	
Date : 5/6/2012													
22	John	NA	07:14	15:02									07:48
327	Kaushal	NA	07:50										
340	Martinez	NA	07:32	15:52									08:20
342	Faux	NA	08:39	17:41									09:02
348	Raquel	NA	08:35	18:40									10:05
387	Johnny	NA	02:56	22:58									20:02
407	Rahul	NA	09:03	17:28									08:25
487	Christina	NA	15:00	23:04									08:04
488	Patrick	NA	09:24	19:39									10:15
560	Jatin	NA	06:48	15:09									08:21
594	Rohan	NA	07:00	12:30	13:00	15:06							07:36

Authorization Report

MATRIX COMSEC PVT LTD							Page 1 of 1	
Authorization Report from 05/06/2012 to 07/06/2012							Date : 13/06/2012	
Run by: HR								
Date	User		Shift	Actual		Reason	Comment	Authorized By
	ID	Name		Work Hours	Break Hours			
Department: Accounts								
Organization: MATRIX COMSEC PVT LTD								
05/06/2012	407	Rohan	NA	08:25	00:00	Shift not assigned, punch found		System
07/06/2012	407	Rohan	NA	07:59	00:00	Shift not assigned, punch found		System
05/06/2012	799	John	NA	08:02	00:00	Shift not assigned, punch found		System
06/06/2012	799	John	NA	08:43	00:00	Shift not assigned, punch found		System
07/06/2012	799	John	NA	07:59	00:00	Shift not assigned, punch found		System
05/06/2012	893	Harry	NA	00:00	00:00	Shift not assigned, punch found		System
06/06/2012	893	Harry	NA	07:36	00:00	Shift not assigned, punch found		System
07/06/2012	893	Harry	NA	07:36	00:00	Shift not assigned, punch found		System
Department: Administration								
Organization: MATRIX COMSEC PVT LTD								
05/06/2012	22	Paul	NA	07:48	00:00	Shift not assigned, punch found		System
06/06/2012	22	Paul	NA	00:00	00:00	Shift not assigned, punch found		System
07/06/2012	22	Paul	NA	07:30	00:00	Shift not assigned, punch found		System
06/06/2012	330	Ajay	NA	00:00	00:00	Shift not assigned, punch found		System
05/06/2012	488	Jatin	NA	10:15	00:00	Shift not assigned, punch found		System
06/06/2012	488	Jatin	NA	00:00	00:00	Shift not assigned, punch found		System
07/06/2012	488	Jatin	NA	00:00	00:00	Shift not assigned, punch found		System

Budget Report

MATRIX COMSEC PVT LTD

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Budget Report from 02/07/2012 to 08/07/2012

Run by: HR

Date :14/06/2012

Date	Budget		Difference
	Forecasted	Rostered	
Department: Accounts			
02/07/2012	5000.00	2335.56	2664.44
03/07/2012	7000.00	1769.19	5230.81
04/07/2012	6000.00	4500.00	1500.00
05/07/2012	5000.00	2500.00	2500.00
06/07/2012	5000.00	4000.00	1000.00
07/07/2012	6000.00	3000.00	3000.00

Duties by Designation

MATRIX COMSEC PVT LTD					Page 1 of 2
Duties By Designation from 01/06/2012 to 07/06/2012					
Run by: HR				Date : 14/06/2012	
Designation		Shift		User	
Code	Name	Code	Name	ID	Name
Organization: MATRIX COMSEC PVT LTD					
Date 6/1/2012					
1	Marketing	NA	Not Applicable	893	Kaushal
2	Accountant	NA	Not Applicable	799	Charles
3	Sales	NA	Not Applicable	407	Rohan
8	Managing	NA	Not Applicable	488	Rahul
<hr/>					
Date 6/2/2012					
1	Financial	NA	Not Applicable	683	Anthony
10	Operations	NA	Not Applicable	348	Racheal
12	Attendant	NA	Not Applicable	480	Joyce

Forecast Report

MATRIX COMSEC PVT LTD						Page 1 of 1	
Forecast Report from 01/06/2012 to 30/06/2012							
Run by: HR				Date : 22/06/2012			
Date	Designation	No of Staff			No of Hour		
		Rostered	Forecasted	Diff	Rostered	Forecasted	Diff
Department : Admin							
Shift :							
11/06/2012	Accounts	1	2	-1	08:00	16:00	-08:00
12/06/2012	Accounts	1	2	-1	08:00	16:00	-08:00
14/06/2012	Accounts	1	2	-1	08:00	16:00	-08:00
15/06/2012	Accounts	1	2	-1	08:00	16:00	-08:00
16/06/2012	Accounts	1	2	-1	08:00	16:00	-08:00
Shift :							
11/06/2012	Reception	1	2	-1	01:30	03:00	-02:30
12/06/2012	Reception	1	2	-1	01:30	03:00	-02:30
14/06/2012	Reception	1	2	-1	01:30	03:00	-02:30
15/06/2012	Reception	1	2	-1	01:30	03:00	-02:30
16/06/2012	Reception	1	2	-1	01:30	03:00	-02:30

Non-Manned Duties

MATRIX COMSEC PVT LTD		Page 1 of 1	
Non Manned Duties from 07/06/2012 to			
Run by: HR		Date : 18/06/2012	
Shift		Designation	
Code	Name	Code	Name
Department: Human Resource			
Date: 13/06/2012			
GS	General Shift	1	Recruitment
NS	Night Shift	1	Recruitment
Date: 17/06/2012			
GS	General Shift	1	Recruitment
NS	Night Shift	1	Recruitment

Roster Report

MATRIX COMSEC PVT LTD							Page 1 of 1
Roster Report From 05/06/2012 To 07/06/2012							
Run by: HR				Date : 14/06/2012			
		Department		User		Designation	
Date	Code	Name	ID	Name	Code	Name	
Organization :		MATRIX COMSEC PVT LTD					
Shift:							
05/06/2012	3	Administration	22	Paul	5	Human Resource	
06/06/2012	3	Administration	22	Paul	5	Human Resource	
07/06/2012	3	Administration	22	Paul	5	Human Resource	
05/06/2012	16	Accountant	327	Rohan	8	Finance Grade 3	
06/06/2012	16	Accountant	327	Rohan	8	Finance Grade 3	
06/06/2012	3	Administration	330	Jatin	7	General Manager	
06/06/2012	15	Sales	338	John	48	Sales Grade 1	
05/06/2012	16	Sales	340	Mohan	48	Sales Grade 2	
06/06/2012	16	Sales	340	Mohan	48	Sales Grade 2	
07/06/2012	16	Sales	340	Mohan	48	Sales Grade 2	
05/06/2012	18	Marketing	342	Kaushal	50	Marketing Manager	

Shift by Staff

MATRIX COMSEC PVT LTD					Page 1 of 1
Shifts By Staff from 05/06/2012 to 08/06/2012					
Run by: HR				Date : 14/06/2012	
User ID	Name	Shift Name	Start	End Time	Occurence
Organization : MATRIX COMSEC PVT LTD					
22	Paul	Not Applicable	00:00	00:00	3
327	Angel	Not Applicable	00:00	00:00	2
330	Rohan	Not Applicable	00:00	00:00	2
338	Rahul	Not Applicable	00:00	00:00	2
340	Kaushal	Not Applicable	00:00	00:00	4
342	Jatin	Not Applicable	00:00	00:00	3
348	Racheal	Not Applicable	00:00	00:00	1
387	John	Not Applicable	00:00	00:00	3
407	Ted	Not Applicable	00:00	00:00	3
431	Thomas	Not Applicable	00:00	00:00	1
480	Joyce	Not Applicable	00:00	00:00	2
487	Sheldon	Not Applicable	00:00	00:00	3
488	Mohan	Not Applicable	00:00	00:00	4
560	Mary	Not Applicable	00:00	00:00	4
594	Ganesh	Not Applicable	00:00	00:00	4
610	Sam	Not Applicable	00:00	00:00	4
627	Neel	Not Applicable	00:00	00:00	3
634	Melissa	Not Applicable	00:00	00:00	2
644	Rob	Not Applicable	00:00	00:00	3

Shift Coverage

MATRIX COMSEC PVT LTD				Page 1 of 3
Shift Coverage from 01/06/2012 to 14/06/2012				
Run by: HR			Date : 14/06/2012	
Shift Code	Shift Name	Flexible	User ID	Name
Department : Accounts				
GS	General Shift	No	407	Rahul
			799	Mohan
			893	John
Department : Administration				
GS	General Shift	No	22	Paul
			330	Christian
			488	Rob
Department : Sales				
GS	General Shift	No	348	Racheal
			778	Roy
Department : Marketing				
GS	General Shift	No	270	Jatin
			779	Kaushal
			804	Rohan
			805	Ted
			828	Sheldon

User Un-availability

MATRIX COMSEC PVT LTD

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User Unavailability from 13/06/2012 to 28/06/2012

Run by: HR

Date : 14/06/2012

User ID	Start Date	End Date	No of Days	Comments	Status
Organization : MATRIX COMSEC PVT LTD					
22	15/06/2012	17/06/2012	2		Approved
328	19/06/2012	19/06/2012	1		Approved

User by Hour

MATRIX COMSEC PVT LTD

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User By Hour from 01/06/2012 to 25/06/2012

Run by:	HR	Date : 25/06/2012																						
Date	0-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24
Company :	MATRIX COMSEC PVT LTD																							
04/06/2012	0	0	0	0	0	0	0	0	0	12	16	16	16	16	16	16	16	16	0	0	0	0	0	0
05/06/2012	0	0	0	0	0	0	0	0	0	14	14	14	14	14	14	14	14	14	0	0	0	0	0	0
06/06/2012	0	0	0	0	0	0	0	0	0	34	34	34	34	34	34	34	34	34	0	0	0	0	0	0
07/06/2012	0	0	0	0	0	0	0	0	0	22	22	22	22	22	22	22	22	22	0	0	0	0	0	0
08/06/2012	0	0	0	0	0	0	0	0	0	32	32	32	32	32	32	32	32	32	0	0	0	0	0	0
09/06/2012	0	0	0	0	0	0	0	0	0	12	12	12	12	12	12	12	12	12	0	0	0	0	0	0

User Schedule

MATRIX COMSEC PVT LTD

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User Schedule From 01/06/2012 To 14/06/2012

Run by: HR

Date : 14/06/2012

User		Shift Details				Shift Break Details	
ID	Name	Code	Name	Start	End	Start	End
Department: Administration							
Organization: MATRIX COMSEC PVT LTD							
Date: 04/06/2012							
22	Paul	NA	Not Applicable	00:00	00:00	00:00	00:00
488	Mohan	NA	Not Applicable	00:00	00:00	00:00	00:00
Date: 05/06/2012							
22	Paul	NA	Not Applicable	00:00	00:00	00:00	00:00
488	Mohan	NA	Not Applicable	00:00	00:00	00:00	00:00
Date: 06/06/2012							
22	Paul	NA	Not Applicable	00:00	00:00	00:00	00:00
330	Ganesh	NA	Not Applicable	00:00	00:00	00:00	00:00
488	Mohan	NA	Not Applicable	00:00	00:00	00:00	00:00
Date: 07/06/2012							
22	Paul	NA	Not Applicable	00:00	00:00	00:00	00:00
488	Mohan	NA	Not Applicable	00:00	00:00	00:00	00:00
Date: 08/06/2012							
330	Ganesh	NA	Not Applicable	00:00	00:00	00:00	00:00
488	Mohan	NA	Not Applicable	00:00	00:00	00:00	00:00
Date: 12/06/2012							
22	Paul	NA	Not Applicable	00:00	00:00	00:00	00:00
330	Ganesh	NA	Not Applicable	00:00	00:00	00:00	00:00
488	Mohan	NA	Not Applicable	00:00	00:00	00:00	00:00
Date: 13/06/2012							
22	Paul	NA	Not Applicable	00:00	00:00	00:00	00:00
330	Ganesh	NA	Not Applicable	00:00	00:00	00:00	00:00
488	Mohan	NA	Not Applicable	00:00	00:00	00:00	00:00
Department: Accounts							
Organization: MATRIX COMSEC PVT LTD							
Date: 01/06/2012							
778	Roy	NA	Not Applicable	00:00	00:00	00:00	00:00
Date: 02/06/2012							
348	Racheal	NA	Not Applicable	00:00	00:00	00:00	00:00
Date: 03/06/2012							
348	Racheal	NA	Not Applicable	00:00	00:00	00:00	00:00
Date: 04/06/2012							
778	Roy	NA	Not Applicable	00:00	00:00	00:00	00:00
Date: 05/06/2012							
348	Racheal	NA	Not Applicable	00:00	00:00	00:00	00:00

Organization-Wise User Credit/Debit

MATRIX COMSEC PVT LTD								Page 1 of 1
Organization-Wise User Credit/Debit for the Month JUNE-2012								
Run by: HR						Date : 13/06/2012		
Organization : MATRIX COMSEC PVT LTD								
Sr. No.	User ID	Name	Current Account	Discount Level	Previous Due	Current Due	Payment	Outstanding Due
1	1	Kaushal	Post-Paid	Level 1	0.0	313.0	0.0	313.0
2	14	Jatin	Post-Paid	Level 1	0.0	185.0	0.0	185.0
3	25	John	Post-Paid	Level 1	200.0	125.0	0.0	325.0



MATRIX COMSEC PVT LTD

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