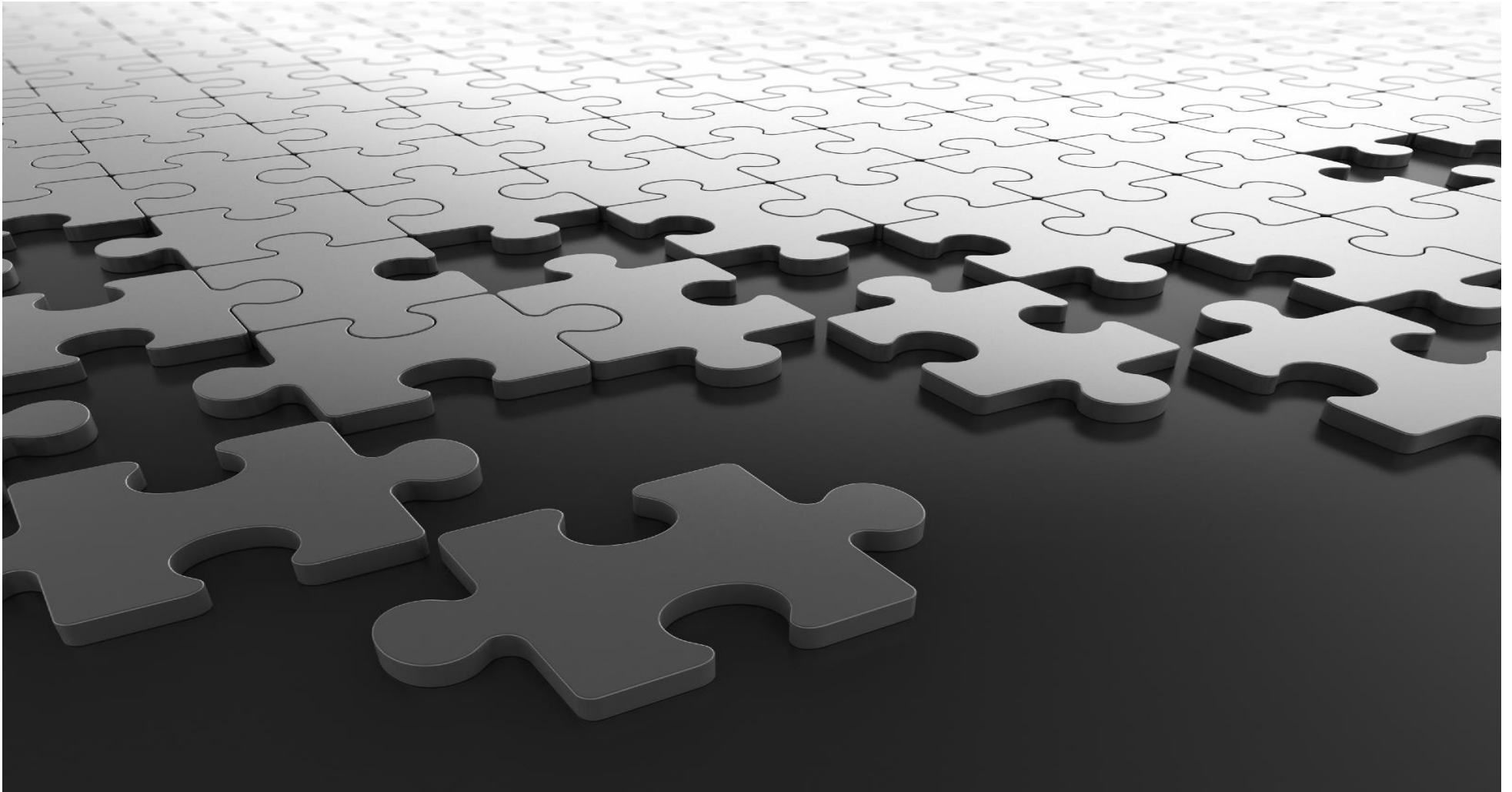


COSEC SAMAY REPORTS



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Version 1

Release Date: May 16, 2014

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User Reports

COSEC SAMAY user reports give vital information to HR about user profile and access detail in an excel format by just a few clicks.

It contains reports like:

- Invalid Events
- User Access Profile
- User Event From
- User Master Information

Invalid Events Report

This report generates a list of invalid events with reasons like Invalid input, time out etc during specified time period.

| MATRIX COMSEC PVT. LTD. | | | |
|--|-------|--------------------------|------------------------|
| Invalid Events from 01/01/2014 to 31/03/2014 | | | |
| Run By: System Admin | | Date:22/04/2014 12:03 PM | |
| Sr No | Time | IN/OUT | Reason |
| 01/01/2014 | | | |
| MATRIX COMSEC PVT. LTD. | | | |
| 1 | 21:04 | IN | Denied ? Invalid Input |
| 2 | 21:04 | IN | Denied ? Invalid Input |
| 3 | 21:04 | IN | Denied ? Invalid Input |
| 4 | 08:22 | IN | Denied ? Invalid Input |
| 5 | 08:22 | IN | Denied ? Invalid Input |
| 6 | 08:22 | IN | Denied ? Invalid Input |
| 7 | 11:10 | IN | Denied ? Invalid Input |
| 8 | 13:35 | IN | Denied ? Invalid Input |
| 9 | 16:44 | IN | Denied ? Time Out |
| 10 | 17:24 | IN | Denied ? Invalid Input |

User Access Profile Report

This report gives an overview about the user's credential enrollment station, their shift pattern with start shift and validity in a simple manner.

| MATRIX COMSEC PVT. LTD. | | | | | | | | | |
|--|----------------|-------------------|---------------|---------------|-------------------------|---------------------------------|----------------------|--------------------|-------------------|
| Organization Wise User Access Profile | | | | | | | | | |
| Run By: System Admin | | | | | | Date:22/04/2014 11:59 AM | | | |
| Sr No. | User ID | User Name | Card 1 | Card 2 | Enrolled Fingers | PIN | Shift Pattern | Start Shift | Valid Till |
| MATRIX COMSEC PVT. LTD. | | | | | | | | | |
| 1 | 001 | Mr Niraj Pandhare | | | 2 | No | Shift pattern1 | GS | |
| 2 | 002 | Mr Jugal Jani | | | 2 | No | Shift pattern1 | GS | |
| 3 | 003 | Ms Palak Shah | | | 2 | No | Shift pattern1 | GS | |
| 4 | 004 | Mrs Dipti Kalgude | | | 2 | No | Shift pattern1 | GS | |
| 5 | 005 | Ms. Ekta Patel | | | 2 | No | Shift pattern1 | GS | |
| 6 | 006 | Mrs Kamini Joshi | | | 2 | No | Shift pattern1 | GS | |

User Event Report

This report generates user wise access events with time and type during the specified time period.

| MATRIX COMSEC PVT. LTD. | | | | | |
|--|---------|-------------------|--------------------------|------|----------|
| User Event from 01/01/2014 00:00 to 22/04/2014 23:59 | | | | | |
| Run By: System Admin | | | Date:22/04/2014 12:04 PM | | |
| Sr No | User ID | Name | Time | Type | Function |
| MATRIX COMSEC PVT. LTD. | | | | | |
| 1 | 001 | Mr Niraj Pandhare | 08:09 | IN | |
| 2 | 001 | Mr Niraj Pandhare | 09:02 | IN | |
| 3 | 001 | Mr Niraj Pandhare | 09:07 | IN | |
| 4 | 001 | Mr Niraj Pandhare | 09:09 | IN | |
| 5 | 001 | Mr Niraj Pandhare | 09:10 | IN | |
| 6 | 001 | Mr Niraj Pandhare | 09:11 | IN | |
| 7 | 001 | Mr Niraj Pandhare | 09:14 | IN | |
| 8 | 001 | Mr Niraj Pandhare | 09:16 | IN | |
| 9 | 001 | Mr Niraj Pandhare | 09:25 | IN | |
| 10 | 001 | Mr Niraj Pandhare | 09:29 | IN | |
| 11 | 001 | Mr Niraj Pandhare | 09:31 | IN | |
| 12 | 001 | Mr Niraj Pandhare | 09:38 | IN | |
| 13 | 001 | Mr Niraj Pandhare | 09:40 | IN | |
| 14 | 001 | Mr Niraj Pandhare | 09:53 | IN | |
| 15 | 001 | Mr Niraj Pandhare | 13:23 | IN | |

User Master Information Report

This report generates organization- wise user's information like user ID, user name, gender, joining date, confirmation date, branch, section, designation, category, address etc in a single report.

| MATRIX COMSEC PVT. LTD. | | | | | | | | | | |
|--|----------------|----------------|---------------|---------------------|--------------------------|---------------|---------------------------------|--------------------|-----------------|----------------|
| Organization Wise User Master Information | | | | | | | | | | |
| Run By: System Admin | | | | | | | Date:22/04/2014 11:54 AM | | | |
| Sr No. | User ID | Name | Gender | Joining Date | Confirmation Date | Branch | Section | Designation | Category | Address |
| MATRIX COMSEC PVT. LTD. | | | | | | | | | | |
| 1 | 5 | Ms. Ekta Patel | F | 1/9/2013 | 1/3/2014 | Makarpura | Section1 | Receptionist | Category1 | Vadodara |
| 2 | 6 | Mr. Pramod Sha | M | 1/5/2013 | 1/1/2014 | Makarpura | Section1 | Engineer | Category1 | Vadodara |
| 3 | 7 | Mr. Ankit Jani | M | 21/10/2013 | 25/04/2014 | Makarpura | Section1 | Executive | Category1 | Vadodara |
| 4 | 8 | Ms Jahnvi More | F | 1/11/2013 | 1/5/2014 | Makarpura | Section1 | Executive | Category1 | Vadodara |
| 5 | 9 | Mr Hemant Pate | M | 1/12/2013 | 1/6/2014 | Makarpura | Section2 | Executive | Category1 | Vadodara |

Time-Attendance Report

Time-Attendance reports are the final output in any Time-Attendance system. With COSEC SAMAY, HR can generate various attendance and leave related reports using various filters in a simple manner. This reports can be exported to payroll software or used for salary processing.

Time-Attendance reports in COSEC SAMAY are divided into:

- Daily Reports
- Monthly Reports
- Leave Reports

Daily Reports

COSEC SAMAY can generate daily time-attendance reports as mentioned below:

- Late-In Report
- Early-In Report
- Early-Out Report
- Absentee Report
- Attendance Report
- Exception Report
- Overstay Report
- Work Hours and Overtime Report
- Grace Time Usage Report

Late-In Report

This report shows a list of employees who reported late during the specified time period.

| Matrix Comsec Pvt. Ltd. | | | | | | | Page 1 of 3 |
|---|---------|-----------------|------------|-------|-----------------------|-------|-------------|
| Organization-Wise Late In from 01/07/2013 to 31/07/2013 | | | | | | | |
| Run by: System Admin | | | | | Date: 7/10/2013 17:30 | | |
| Sr No | User ID | Name | Date | Shift | In | Out | Late By |
| MAKARPURA HO BRANCH | | | | | | | |
| 1 | 1009 | Dipti Rathwa | 16/07/2013 | GS | 09:44 | 19:26 | 00:14 |
| 2 | 1009 | Dipti Rathwa | 17/07/2013 | GS | 09:32 | 19:05 | 00:02 |
| 3 | 1009 | Dipti Rathwa | 18/07/2013 | GS | 09:41 | 19:15 | 00:11 |
| 4 | 1009 | Dipti Rathwa | 29/07/2013 | GS | 09:38 | 14:31 | 00:08 |
| 5 | 1011 | Parika Pandey | 24/07/2013 | GS | 09:44 | 19:18 | 00:14 |
| 6 | 102 | Akshay Sheth | 19/07/2013 | GS | 09:32 | 19:54 | 00:02 |
| 7 | 102 | Akshay Sheth | 22/07/2013 | GS | 09:31 | 19:17 | 00:01 |
| 8 | 1045 | Shubhangini V. | 10/07/2013 | GS | 09:31 | 19:01 | 00:01 |
| 9 | 1074 | Kaushal Kadakia | 23/07/2013 | GS | 09:32 | 19:36 | 00:02 |
| 10 | 1074 | Kaushal Kadakia | 29/07/2013 | GS | 09:33 | 19:32 | 00:03 |
| 11 | 1077 | Anil Tailor | 06/07/2013 | GS | 09:31 | 19:04 | 00:01 |
| 12 | 1077 | Anil Tailor | 10/07/2013 | GS | 09:41 | 19:35 | 00:11 |
| 13 | 1077 | Anil Tailor | 11/07/2013 | GS | 09:32 | 19:31 | 00:02 |
| 14 | 1077 | Anil Tailor | 17/07/2013 | GS | 09:31 | 19:14 | 00:01 |
| 15 | 1086 | Soumen Ray | 11/07/2013 | GS | 11:55 | | 02:25 |

Early-In Report

This report shows a list of employees who came early then official time during the specified time period.

| MATRIX COMSEC PVT. LTD. | | | | | | | |
|--|---------|-------------------|------------|--------------------------|-------|-------|-------------|
| Organization Wise Early-In from 01-12-2013 to 31-12-2013 | | | | | | | |
| Run By: System Admin | | | | Date:01/05/2014 10:53 AM | | | |
| Sr No | User ID | Name | Date | Shift | In | Out | Early In By |
| MATRIX COMSEC PVT. LTD. | | | | | | | |
| 1 | 001 | Mr Niraj Pandhare | 18/12/2013 | S1 | 09:11 | 20:47 | 04:49 |
| 2 | 001 | Mr Niraj Pandhare | 19/12/2013 | S1 | 09:22 | 21:27 | 04:38 |
| 3 | 001 | Mr Niraj Pandhare | 20/12/2013 | S1 | 09:12 | 20:56 | 04:48 |
| 4 | 001 | Mr Niraj Pandhare | 21/12/2013 | S1 | 13:43 | 20:50 | 00:17 |
| 5 | 001 | Mr Niraj Pandhare | 22/12/2013 | S1 | 09:46 | 13:00 | 04:14 |
| 6 | 001 | Mr Niraj Pandhare | 23/12/2013 | S1 | 13:17 | | 00:43 |
| 7 | 001 | Mr Niraj Pandhare | 24/12/2013 | S1 | 09:03 | | 04:57 |
| 8 | 001 | Mr Niraj Pandhare | 25/12/2013 | N1 | 09:53 | 09:20 | 10:07 |
| 9 | 001 | Mr Niraj Pandhare | 29/12/2013 | N1 | 13:46 | 08:55 | 06:14 |
| 10 | 001 | Mr Niraj Pandhare | 31/12/2013 | N1 | 18:32 | 09:31 | 01:28 |
| 11 | 002 | Mr Jugal Jani | 14/12/2013 | GS | 07:41 | 08:25 | 00:19 |
| 12 | 002 | Mr Jugal Jani | 19/12/2013 | S1 | 08:50 | 16:01 | 05:10 |
| 13 | 002 | Mr Jugal Jani | 20/12/2013 | S1 | 08:41 | 15:56 | 04:00 |
| 14 | 002 | Mr Jugal Jani | 21/12/2013 | S1 | 09:14 | 16:05 | 04:46 |
| 15 | 002 | Mr Jugal Jani | 22/12/2013 | S1 | 09:00 | | 05:00 |
| 16 | 002 | Mr Jugal Jani | 23/12/2013 | S1 | 08:50 | 16:04 | 05:10 |
| 17 | 002 | Mr Jugal Jani | 24/12/2013 | S1 | 08:48 | | 05:12 |
| 18 | 002 | Mr Jugal Jani | 25/12/2013 | N1 | 09:08 | 08:40 | 10:52 |

Early-Out Report

This report shows a list of employees who left early then official time during the specified time period.

| Matrix Comsec Pvt. Ltd. | | | | | | | Page 1 of 3 |
|--|----------------|---------------|-------------|--------------|------------------------------|------------|---------------------|
| Organization-Wise Early Out from 01/07/2013 to 31/07/2013 | | | | | | | |
| Run by: System Admin | | | | | Date: 7/10/2013 17:30 | | |
| Sr No | User ID | Name | Date | Shift | In | Out | Early Out By |
| MAKARPURA HO BRANCH | | | | | | | |
| 1 | 1009 | Dipti Rathwa | 16/07/2013 | GS | 09:00 | 05:30 | 0:30 |
| 2 | 1009 | Dipti Rathwa | 17/07/2013 | GS | 09:00 | 05:42 | 0:08 |
| 3 | 1009 | Dipti Rathwa | 18/07/2013 | GS | 09:00 | 05:00 | 1:00 |
| 4 | 1009 | Dipti Rathwa | 29/07/2013 | GS | 09:00 | 04:45 | 1:15 |
| 5 | 1011 | Parika Pandey | 24/07/2013 | GS | 09:00 | 05:58 | 0:02 |
| Sub Total | | | | | | | 2:55 |
| Grand Total | | | | | | | 2:55 |

Absentee Report

This report generates a list of employees who are absent in the organization. It shows the status 1st and 2nd half with reasons.

| MATRIX COMSEC PVT. LTD. | | | | | | |
|--|---------|-------------------|------------|--------------------------|-----------------|-----------------|
| Organization-Wise Absentee from 01-12-2013 12:00:00 AM to 31-12-2013 11:59:00 PM | | | | | | |
| Run By: System Admin | | | | Date:01/05/2014 10:49 AM | | |
| Sr No | User ID | Name | Date | Shift | 1st Half Status | 2nd Half Status |
| MATRIX COMSEC PVT. LTD. | | | | | | |
| 1 | 001 | Mr Niraj Pandhare | 10/12/2013 | | AB | AB |
| 2 | 001 | Mr Niraj Pandhare | 11/12/2013 | GS | AB | IN |
| 3 | 001 | Mr Niraj Pandhare | 13/12/2013 | GS | IN | AB |
| 4 | 001 | Mr Niraj Pandhare | 14/12/2013 | GS | IN | AB |
| 5 | 001 | Mr Niraj Pandhare | 15/12/2013 | GS | AB | AB |
| 6 | 001 | Mr Niraj Pandhare | 16/12/2013 | GS | AB | AB |
| 7 | 001 | Mr Niraj Pandhare | 23/12/2013 | S1 | IN | AB |
| 8 | 001 | Mr Niraj Pandhare | 24/12/2013 | S1 | IN | AB |
| 9 | 001 | Mr Niraj Pandhare | 27/12/2013 | N1 | AB | AB |
| 10 | 002 | Mr Jugal Jani | 11/12/2013 | GS | AB | AB |
| 11 | 002 | Mr Jugal Jani | 14/12/2013 | GS | AB | AB |
| 12 | 002 | Mr Jugal Jani | 15/12/2013 | GS | AB | AB |
| 13 | 002 | Mr Jugal Jani | 16/12/2013 | GS | IN | AB |
| 14 | 002 | Mr Jugal Jani | 18/12/2013 | S1 | AB | AB |
| 15 | 002 | Mr Jugal Jani | 22/12/2013 | S1 | IN | AB |

Attendance Report

This report gives date wise all user's attendance detail with punch time, shift detail, attendance status, late-in, early-out, OT, COFF and total working hours in a simple manner.

| MATRIX COMSEC PVT. LTD. Organization-Wise Attendance from 01-12-2013 12:00:00 AM to 31-12-2013 11:59:00 PM | | | | | | | | | | | | | | | | | | | |
|--|---------|--------------------|------------|-------|-------------|---------------------|----------|----------------------|---------|---------------------|----------|----------------------|----------|----------|---------|-----------|--------------------------|------|----------|
| Run By: System Admin | | | | | | | | | | | | | | | | | Date:01/05/2014 10:50 AM | | |
| Sr. No. | User ID | User Name | Date | Shift | In Time | In Special Function | Out Time | Out Special Function | In Time | In Special Function | Out Time | Out Special Function | 1st Half | 2nd Half | Late In | Early Out | OT | COFF | Work Hrs |
| MATRIX COMSEC PVT. LTD. | | | | | | | | | | | | | | | | | | | |
| 10/12/2013 | | | | | | | | | | | | | | | | | | | |
| 1 | 001 | Mr Niraj Pandhare | 10/12/2013 | | | | | | | | | | AB | AB | 0 | 0 | 0 | 0 | 0:00 |
| 2 | 003 | Dr Palak Shah | 10/12/2013 | | | | | | | | | | AB | AB | 0 | 0 | 0 | 0 | 0:00 |
| 3 | 005 | Ms. Ekta Patel | 10/12/2013 | | | | | | | | | | AB | AB | 0 | 0 | 0 | 0 | 0:00 |
| 4 | 007 | Ms Smruti Engineer | 10/12/2013 | | | | | | | | | | AB | AB | 0 | 0 | 0 | 0 | 0:00 |
| 5 | 010 | Mr Hareesh Shah | 10/12/2013 | | | | | | | | | | AB | AB | 0 | 0 | 0 | 0 | 0:00 |
| 6 | 011 | Mr Mahesh Vankar | 10/12/2013 | | | | | | | | | | AB | AB | 0 | 0 | 0 | 0 | 0:00 |
| 7 | 013 | Darshana Valand | 10/12/2013 | | | | | | | | | | AB | AB | 0 | 0 | 0 | 0 | 0:00 |
| 11/12/2013 | | | | | | | | | | | | | | | | | | | |
| 8 | 013 | Darshana Valand | 11/12/2013 | GS | 06:22:00 PM | | | | | | | | IN | AB | 0 | 0 | 0 | 0 | 0:00 |
| 9 | 011 | Mr Mahesh Vankar | 11/12/2013 | GS | 06:14:00 PM | | 08:30:00 | | | | | | PR | AB | 0 | 0 | 0 | 0 | 2:16 |
| 10 | 012 | Mr Ramesh Sahu | 11/12/2013 | GS | | | | | | | | | AB | AB | 0 | 0 | 0 | 0 | 0:00 |
| 11 | 010 | Mr Hareesh Shah | 11/12/2013 | GS | 06:13:00 PM | | | | | | | | IN | AB | 0 | 0 | 0 | 0 | 0:00 |
| 12 | 009 | Mrs Hiral Patel | 11/12/2013 | GS | | | | | | | | | AB | AB | 0 | 0 | 0 | 0 | 0:00 |
| 13 | 007 | Ms Smruti Engineer | 11/12/2013 | GS | 06:17:00 PM | | 08:38:00 | | | | | | PR | AB | 0 | 0 | 0 | 0 | 2:21 |

Exception Report

This report gives all kinds of punching exceptions with reasons in a given time period.

| MATRIX COMSEC PVT. LTD. | | | | | | | | | | | |
|--|---------|-------------------|------------|-------|------------------------|------------------------|------------------------|-----|----------|----------|--------------------------------|
| Organization-Wise Exception Report from 01-12-2013 12:00:00 AM to 31-12-2013 11:59:00 PM | | | | | | | | | | | |
| Run By: System Admin | | | | | | | | | | | Date:01/05/2014 10:57 AM |
| Sr No | User ID | Name | Date | Shift | In | Out | In | Out | 1st Half | 2nd Half | Reason |
| MATRIX COMSEC PVT. LTD. | | | | | | | | | | | |
| 1 | 001 | Mr Niraj Pandhare | 10/12/2013 | | | | | | AB | AB | No Punches available |
| 2 | 001 | Mr Niraj Pandhare | 11/12/2013 | GS | 11/12/2013 06:10:00 PM | 11/12/2013 07:05:00 PM | 11/12/2013 09:02:00 PM | | AB | IN | Punches are not in In/Out |
| 3 | 001 | Mr Niraj Pandhare | 13/12/2013 | GS | 13/12/2013 08:54:00 AM | | | | IN | AB | Punches are not in In/Out |
| 4 | 001 | Mr Niraj Pandhare | 14/12/2013 | GS | 14/12/2013 09:22:00 AM | | | | IN | AB | Punches are not in In/Out |
| 5 | 001 | Mr Niraj Pandhare | 15/12/2013 | GS | | 15/12/2013 01:53:00 PM | | | AB | AB | Punches are not in In/Out |
| 6 | 001 | Mr Niraj Pandhare | 16/12/2013 | GS | | | | | AB | AB | No Punches available |
| 7 | 001 | Mr Niraj Pandhare | 23/12/2013 | S1 | 23/12/2013 01:17:00 PM | | | | IN | AB | Punches are not in In/Out |
| 8 | 001 | Mr Niraj Pandhare | 24/12/2013 | S1 | 24/12/2013 09:03:00 AM | | | | IN | AB | Punches are not in In/Out |
| 9 | 001 | Mr Niraj Pandhare | 27/12/2013 | N1 | | 28/12/2013 09:02:00 AM | | | AB | AB | Punches are not in In/Out |
| 10 | 002 | Mr Jugal Jani | 11/12/2013 | GS | | | | | AB | AB | No Punches available |
| 11 | 002 | Mr Jugal Jani | 14/12/2013 | GS | 14/12/2013 07:41:00 AM | 14/12/2013 08:25:00 AM | | | AB | AB | Absent due to less working |
| 12 | 002 | Mr Jugal Jani | 15/12/2013 | GS | | | | | AB | AB | No Punches available |
| 13 | 002 | Mr Jugal Jani | 16/12/2013 | GS | 16/12/2013 08:59:00 AM | | | | IN | AB | Punches are not in In/Out |
| 14 | 002 | Mr Jugal Jani | 18/12/2013 | S1 | | | | | AB | AB | No Punches available |
| 15 | 002 | Mr Jugal Jani | 22/12/2013 | S1 | 22/12/2013 09:00:00 AM | | | | IN | AB | Punches are not in In/Out |
| 16 | 002 | Mr Jugal Jani | 24/12/2013 | S1 | 24/12/2013 08:48:00 AM | | | | IN | AB | Punches are not in In/Out Pair |
| 17 | 002 | Mr Jugal Jani | 25/12/2013 | N1 | 25/12/2013 09:08:00 AM | 25/12/2013 04:16:00 PM | 26/12/2013 08:40:00 AM | | PR | IN | Punches are not in In/Out Pair |
| 18 | 003 | Ms Palak Shah | 10/12/2013 | | | | | | AB | AB | No Punches available |
| 19 | 003 | Ms Palak Shah | 11/12/2013 | GS | 11/12/2013 06:15:00 PM | | | | IN | AB | Punches are not in In/Out Pair |
| 20 | 003 | Ms Palak Shah | 12/12/2013 | GS | | | | | AB | AB | No Punches available |

Overstay Report

This report shows the date-wise user's total overstay hours with In and out punch detail.

| MATRIX COMSEC PVT. LTD. | | | | | | | |
|--|---------|-------------------|------------|--------------------------|-------|-------|----------|
| Organization Wise Overstay from 01-12-2013 to 31-12-2013 | | | | | | | |
| Run By: System Admin | | | | Date:01/05/2014 10:54 AM | | | |
| Sr No | User ID | Name | Date | Shift | In | Out | Overstay |
| MATRIX COMSEC PVT. LTD. | | | | | | | |
| 1 | 001 | Mr Niraj Pandhare | 11/12/2013 | GS | 18:10 | 21:02 | 05:05 |
| 2 | 001 | Mr Niraj Pandhare | 12/12/2013 | GS | 08:57 | 21:34 | 07:34 |
| 3 | 001 | Mr Niraj Pandhare | 17/12/2013 | GS | 09:14 | 21:29 | 07:29 |
| 4 | 001 | Mr Niraj Pandhare | 18/12/2013 | S1 | 09:11 | 20:47 | 00:47 |
| 5 | 002 | Mr Jugal Jani | 12/12/2013 | GS | 09:54 | 16:00 | 02:00 |
| 6 | 002 | Mr Jugal Jani | 13/12/2013 | GS | 08:44 | 16:04 | 2:05 |
| 7 | 002 | Mr Jugal Jani | 17/12/2013 | GS | 08:48 | 16:00 | 02:00 |
| Sub Total | | | | | | | 27:00:00 |
| Grand Total | | | | | | | 27:00:00 |

Work-Hours & Overtime Report

This report shows the user-wise total working hours, overtime and COFF hours detail for the complete month.

| MATRIX COMSEC PVT. LTD. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-------|-------|-------|-----|-----|-------|-------|-------|-------|-------|-------|------|-------|-------|-------|-------|-------|-------|-------|--------------------------|-------|
| Organization-Wise Work Hours & Overtime from 01-12-2013 to 31-12-2013 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Run By: System Admin | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Date:01/05/2014 10:55 AM | |
| MATRIX COMSEC PVT. LTD. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| User ID: 001 | 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 | |
| Name: Mr Niraj P | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Total |
| WorkTime | | | | | | | | | | | 00:55 | 12:37 | | | | | 12:15 | 11:36 | 12:05 | 11:44 | 07:07 | 03:14 | | | 22:27 | 10:55 | 10:44 | 18:09 | 11:15 | 13:59 | 159:02 | |
| Overtime | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COFF | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| User ID: 002 | 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 | |
| Name: Mr Jugal J | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Total |
| WorkTime | | | | | | | | | | | | 06:06 | 07:20 | 00:44 | | | 07:12 | | 07:11 | 05:56 | 06:51 | | 07:1 | 07:08 | 16:08 | 15:4 | 16:03 | 18:26 | 15:44 | 16:08 | 153:53 | |
| Overtime | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COFF | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Grace Time Usage Report

This report shows the Grace time Usage of the employees with details like Usage count and total time of the Grace Period.

| MATRIX COMSEC PVT. LTD. | | | | | Page 1 of 3 | |
|---|---------|-----------|------------|-----------------------|-------------|------------|
| Organization-Wise OutGrace Time from 01/07/2013 to 31/07/2013 | | | | | | |
| Run by: System Admin | | | | Date: 7/10/2013 11:00 | | |
| Sr No | User ID | Name | Department | Designation | Usage Count | Total Time |
| Makarpura HO Branch | | | | | | |
| 1 | 1003 | Umesh T | Marketing | Engineer | 2 | 0:10 |
| 2 | 1004 | Kapil S | Finance | Manager | 1 | 0:05 |
| 3 | 1015 | Keval C | HR | Trainee | 2 | 0:10 |
| 4 | 1019 | Shivani S | Marketing | Trainee | 2 | 0:20 |

Monthly Reports

COSEC SAMAY can generate monthly time-attendance reports as mentioned below.

- Absentee Detail Report
- Attendance Summary Report
- Monthly Attendance Report
- Shift Schedule Report
- Leave Transaction Report

Absentee Detail Report

This report generates a list of employees who are absent with dates and total absent days during a particular month.

| MATRIX COMSEC PVT. LTD. | | | | | |
|---|---------|--------------------|-------------------------|---|---------------|
| Organization Wise Absentee Detail For DECEMBER-2013 | | | | | |
| Run By: System Admin | | | | Date:01/05/2014 10:39 AM | |
| Sr No. | User ID | Name | Designation | Absent Days | Total AB Days |
| MATRIX COMSEC PVT. LTD. | | | | | |
| 1 | 001 | Mr Niraj Pandhare | Cheif Executive Officer | 10,11h,13h,14h,15,16,23h,24h,27 | 6.5 |
| 2 | 002 | Mr Jugal Jani | Manager | 11,14,15,16h,18,22h,24h | 5.5 |
| 3 | 003 | Ms Palak Shah | Executive | 10,11h,12,13,14h,15,16,19h,22,26h,27h,28h,29h,30h,31h | 10.5 |
| 4 | 004 | Mrs Dipti Kalgude | Executive | 11,12h,13,14h,15,22,25,26h,27h,28h,29,30h,31h | 9.5 |
| 5 | 005 | Ms. Ekta Patel | Executive | 10,12h,22h | 2 |
| 6 | 006 | Mrs Kamini Joshi | Executive | 11,12h,13h,14,15,18h,20h,21,22,23h,27,28h,29h,30,31h | 11 |
| 7 | 007 | Ms Smruti Engineer | Executive | 10,11h | 1.5 |
| 8 | 008 | Ms. Usha Bhosle | Executive | 11,12,13,14,15,16,24h,27h,29h | 7.5 |
| 9 | 009 | Mrs Hiral Patel | Executive | 11,12h,15,23h | 3 |
| 10 | 010 | Mr Hareesh Shah | Executive | 10,11h,12,13,14h,15,16,17,19h,20h,21,22h,23h,24h | 10.5 |
| 11 | 011 | Mr Mahesh Vankar | Executive | 10,11h,15h,16,22,23h | 4.5 |
| 12 | 012 | Mr Ramesh Sahu | Executive | 11,12,13,14,15,16h,17,21,22,23 | 9.5 |
| 13 | 013 | Darshana Valand | Executive | 10,11h,15,17,18h,20,22h,25h,26h,27h,28h,29h,30h,31h | 9 |

Attendance Summary Report

This report gives a snapshot of user's attendance during a particular month. It shows present, absent, week-off, leave, COFF, overtime and total working hours in a month.

| MATRIX COMSEC PVT. LTD. | | | | | | | | | | | | |
|---|---------|--------------------|-------------------------|------|----|----|-----|------|-----|------|---------------------------------|-----------------|
| Organization Wise Attendance Summary For DECEMBER-2013 | | | | | | | | | | | | |
| Run By: System Admin | | | | | | | | | | | Date:01/05/2014 10:41 AM | |
| Sr No. | User ID | Name | Designation | PR | WO | PH | PL | AB | UL | COFF | OverTime | Total Work Time |
| MATRIX COMSEC PVT. LTD. | | | | | | | | | | | | |
| 1 | 001 | Mr Niraj Pandhare | Cheif Executive Officer | 13.0 | 0 | 0 | 0.0 | 9.0 | 0.0 | | 0:00 | 159:02 |
| 2 | 002 | Mr Jugal Jani | Manager | 13.5 | 0 | 0 | 0.0 | 7.5 | 0.0 | | 0:00 | 153:53 |
| 3 | 003 | Ms Palak Shah | Executive | 10.0 | 0 | 0 | 0.0 | 12.0 | 0.0 | | 0:00 | 97:14 |
| 4 | 004 | Mrs Dipti Kalgude | Executive | 10.0 | 0 | 0 | 0.0 | 11.0 | 0.0 | | 0:00 | 72:07 |
| 5 | 005 | Ms Ekta Patel | Executive | 16.5 | 0 | 0 | 0.0 | 5.5 | 0.0 | | 0:00 | 188:24 |
| 6 | 006 | Mrs Kamini Joshi | Executive | 6.5 | 0 | 0 | 0.0 | 14.5 | 0.0 | | 0:00 | 66:14 |
| 7 | 007 | Ms Smruti Engineer | Executive | 20.0 | 0 | 0 | 0.0 | 2.0 | 0.0 | | 0:00 | 236:40 |
| 8 | 008 | Ms. Usha Bhosle | Executive | 11.5 | 0 | 0 | 0.0 | 9.5 | 0.0 | | 0:00 | 137:19 |
| 9 | 009 | Mrs Hiral Patel | Executive | 16.5 | 0 | 0 | 0.0 | 4.5 | 0.0 | | 0:00 | 167:53 |
| 10 | 010 | Mr Haresh Shah | Executive | 10.0 | 0 | 0 | 0.0 | 12.0 | 0.0 | | 0:00 | 163:46 |
| 11 | 011 | Mr Mahesh Vankar | Executive | 15.5 | 0 | 0 | 0.0 | 6.5 | 0.0 | | 0:00 | 185:55 |
| 12 | 012 | Mr Ramesh Sahu | Executive | 10.5 | 0 | 0 | 0.0 | 10.5 | 0.0 | | 0:00 | 123:44 |
| 13 | 013 | Darshana Valand | Executive | 11.5 | 0 | 0 | 0.0 | 10.5 | 0.0 | | 0:00 | 102:30 |
| Sub Total | | | | | | | | | | | | 1854:41 |
| Grand Total | | | | | | | | | | | | 1854:41 |

Monthly Attendance Report

This report gives a detailed date-wise attendance and shift status of an user during a month.

| MATRIX COMSEC PVT. LTD. | | | | | | | | | | | | | | | | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------------------------|-----|-----|-----|-----|
| Organization Wise Attendance For DECEMBER-2013 | | | | | | | | | | | | | | | | | | | | | | |
| Run By: System Admin | | | | | | | | | | | | | | | | | | Date:22/04/2014 03:47 PM | | | | |
| MATRIX COMSEC PVT. LTD. | | | | | | | | | | | | | | | | | | | | | | |
| User ID: 001 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Name: Mr Niraj P | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue |
| Shift | | GS | GS | GS | GS | GS | GS | GS | S1 | S1 | S1 | S1 | S1 | S1 | S1 | N1 | N1 | N1 | N1 | N1 | N1 | N1 |
| 1st Half Status | AB | AB | PR | IN | IN | AB | AB | PR | PR | PR | PR | PR | PR | IN | IN | PR | PR | AB | PR | PR | PR | PR |
| 2nd Half Status | AB | IN | PR | AB | AB | AB | AB | PR | PR | PR | PR | PR | PR | AB | AB | PR | PR | AB | PR | PR | PR | PR |
| User ID: 002 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Name: Mr Jugal J | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue |
| Shift | | GS | GS | GS | GS | GS | GS | GS | S1 | S1 | S1 | S1 | S1 | S1 | S1 | N1 | N1 | N1 | N1 | N1 | N1 | N1 |
| 1st Half Status | | AB | PR | PR | AB | AB | IN | PR | AB | PR | PR | PR | IN | PR | IN | PR | PR | PR | PR | PR | PR | PR |
| 2nd Half Status | | AB | PR | PR | AB | AB | AB | PR | AB | PR | PR | PR | AB | PR | AB | IN | PR | PR | PR | PR | PR | PR |

Shift Schedule Report

This report gives user-wise shift schedule in a month for better work planning.

| MATRIX COMSEC PVT. LTD. | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| Shift Schedule For DECEMBER-2013 | | | | | | | | | | | | | | | | | | | | | | | |
| Run By: System Admin | | | | | | | | | | | | | | | | | | | | | | | |
| Date:01/05/2014 10:41 AM | | | | | | | | | | | | | | | | | | | | | | | |
| MATRIX COMSEC PVT. LTD. | | | | | | | | | | | | | | | | | | | | | | | |
| User ID: 001 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| Name: Mr Niraj P | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | |
| Shift | | GS | GS | GS | GS | GS | GS | GS | S1 | S1 | S1 | S1 | S1 | S1 | S1 | N1 | N1 | N1 | N1 | N1 | N1 | N1 | |
| User ID: 002 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| Name: Mr Jugal J | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | |
| Shift | | GS | GS | GS | GS | GS | GS | GS | S1 | S1 | S1 | S1 | S1 | S1 | S1 | N1 | N1 | N1 | N1 | N1 | N1 | N1 | |
| User ID: 003 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| Name: Ms Palak S | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | |
| Shift | | GS | GS | GS | GS | GS | GS | GS | S1 | S1 | S1 | S1 | S1 | S1 | S1 | N1 | N1 | N1 | N1 | N1 | N1 | N1 | |
| User ID: 004 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| Name: Mrs Dipti K | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | |
| Shift | | GS | GS | GS | GS | GS | GS | GS | S1 | S1 | S1 | S1 | S1 | S1 | S1 | N1 | N1 | N1 | N1 | N1 | N1 | N1 | |
| User ID: 005 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| Name: Ms. Ekta P | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | |
| Shift | | GS | GS | GS | GS | GS | GS | GS | S1 | S1 | S1 | S1 | S1 | S1 | S1 | N1 | N1 | N1 | N1 | N1 | N1 | N1 | |

Leave Transaction

This report gives leave-wise and user-wise leave balance transaction in a particular month with credit and debit detail.

| MATRIX COMSEC PVT. LTD. | | | | | | Page1 of 5 |
|---------------------------------|------|-----------|------------------|-------|------------|------------|
| Leave Transaction For JULY-2013 | | | | | | |
| Run by: System Admin | | | Date: 15/08/2013 | | 15:30 | |
| Sr No | User | User Name | Days | Hours | Entry Type | Entry Date |
| MATRIX COMSEC PVT. LTD. | | | | | | |
| Leave CL | | | | | | |
| 1 | 1063 | Kishor H | 5 | | Credit | 30/06/2013 |
| 2 | 1064 | Hemangi S | 4 | | Debit | 29/05/2013 |
| 3 | 1065 | Mayuri B | 2 | | Credit | 30/06/2013 |
| 4 | 1066 | Manan | 1 | | Credit | 10/5/2013 |
| 5 | 1067 | Tara S | 7 | | Debit | 11/6/2013 |

Leave Register Report

This report gives user-wise all leave transactions with opening balance, credit, debit, encashed, availed and closing balance during a month.

| MATRIX COMSEC PVT. LTD. | | | | | | | | Page 1 of 21 |
|--|------|-------|-------------|-----------------|-------|----------|---------|--------------|
| Leave Register from JULY-2013 to July-2013 | | | | | | | | |
| Run by: System Admin | | | | Date: 7/10/2013 | | 15:40 | | |
| Sr No | Year | Month | Opening Bal | Credit | Debit | Encashed | Availed | Closing Bal |
| 1063-Kishor Hemnani | | | | | | | | |
| Leave: CL | | | | | | | | |
| 1 | 2013 | JUL | 2.50 | 2.50 | 0.00 | 3.50 | 1.5 | 0.00 |
| Leave: PL | | | | | | | | |
| 2 | 2013 | JUL | 7.50 | 0 | 0 | 0 | 0 | 7.50 |
| 1064-Latha Mehta | | | | | | | | |
| Leave: CL | | | | | | | | |
| 1 | 2013 | JUL | 1.00 | 2.50 | 0.00 | 0 | 3.5 | 0.00 |
| Leave: PL | | | | | | | | |
| 2 | 2013 | JUL | 3.00 | 2.50 | 0.00 | 0 | 5 | 0.50 |



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