DS Infoway

First Name Last Name ▾

First Name Last Name

- Dashboard
- User Detail
- Attendance
- Leave Details
- Salary Slip
- Leave Application
- Device Attendance

April 2020 - March 2021 ▾   **Change Financial Year**

12.00	1.00	11.00
Total Leave	Used Leave	Remaining Leave

Calender −

🟥 Leave 🟦 Holiday 🟦 Weekly Off

<   July 2020   >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Upcoming Holidays −

Name	Date
Raksha Bandhan	08/03/2020 - 08/03/2020
Satam / Aatham	08/09/2020 - 08/12/2020
Diwali	11/15/2020 - 11/18/2020
Christmas	12/25/2020 - 12/25/2020

Salary Chart −

14970.67 (April / Months)

Attendance Chart −

🟪 Total Days ⬜ Present Days 🟦 Weekly Off 🟦 Holiday 🟥 Leave

April: 30, 26, 4, 0, 0
May: 31, 26, 5, 0, 0
June: 15, 12, 2, 0, 1

❖ **Dashboard:-**

➢ **Leave Details – Total, Used, Remaining.**

➢ **Calendar – Leave, Holiday, Weekly off**

➢ **Holyday List.**

➢ **Salary Chart**

➢ **Attendance Chart**

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☰ **Dashboard**   User Details

First Name Last Name ▾

User Details

User Details −

Personal Details

First Name	First Name
Middle Name	Middle Name
Last Name	Last Name
Father's Name	Father's Name
Date of Birth	06/15/2000
Gender	Male
Marital Status	Married
Cast	Cast
Photo	

Official Details

Employee Type	Permanent
Department	Business Development
Designation	Project Manager
Employee Grade	A
Join Date	02/01/2020
PF Number	0123456789
Shift	Full Day 10:00 AM - 08:00 PM
Working Days	Monday, Friday, Thursday, Tuesday, Wednesday, Saturday

Contact Details

Country	India
State	Gujarat
City	City
Address	Address
Pin Code	0123456789
Mobile	0123456789
Phone	0123456789
Email	user@dsinfoway.com

Bank Information

Bank Name	Bank Name
Branch Name	Branch Name
Account Name	Account Name
Account Number	0123456789

Employee Documents

Resume	⬇ Download
Offer Letter	⬇ Download
Joining Letter	⬇ Download
Contract Paper	⬇ Download
ID Proof	⬇ Download
Other Document	⬇ Download

❖ **User Details**
  ➢ **Employee - Personal, Official, Contact, Bank, Documents**

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Dashboard   Attendance

First Name Last Name ▾

Attendance

Attendance   −

Month : June 2020

Attendance Information

Total Days : 15

Total Present : 12   **Total Leave :** 1

Total Weekly Off : 2   **Total Holiday :** 0

Total Working Hours : 40.00   **Total Overtime Hours :** 0.00

■ Present ■ Leave ■ Holiday ■ Weekly Off

Date	In Time	Out Time	Working Hours	Overtime Hours	Type	Description
06/16/2020	10:00 PM	08:00 PM	8.00	0.00	Present	
06/17/2020	10:00 PM	08:00 PM	8.00	0.00	Present	
06/18/2020	10:00 PM	08:00 PM	8.00	0.00	Present	
06/19/2020	10:00 PM	08:00 PM	8.00	0.00	Present	
06/20/2020	10:00 PM	08:00 PM	8.00	0.00	Present	
06/21/2020	10:00 PM	08:00 PM	0.00	0.00	Weekly Off	
06/22/2020	10:00 PM	08:00 PM	0.00	0.00	Present	
06/23/2020	10:00 PM	08:00 PM	0.00	0.00	Present	
06/24/2020	10:00 PM	08:00 PM	0.00	0.00	Present	
06/25/2020	10:00 PM	08:00 PM	0.00	0.00	Present	
06/26/2020	10:00 PM	08:00 PM	0.00	0.00	Present	
06/27/2020	10:00 PM	08:00 PM	0.00	0.00	Present	
06/28/2020	10:00 PM	08:00 PM	0.00	0.00	Weekly Off	
06/29/2020	10:00 PM	08:00 PM	0.00	0.00	Present	
06/30/2020	10:00 PM	08:00 PM	0.00	0.00	Leave - 1	Others

❖   **Attendance**

Month Wise Status, Leave, Holyday, Overtime, Working Hour

**❖ Leave Details: Month Wise allowed and used count of leave.**

DS Infoway

☰ 🏠 Dashboard   Leave Details   First Name Last Name ▾

- 🚗 Dashboard
- 👤 User Detail
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- 🖩 Leave Details
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- ☰ Device Attendance

Leave Details

Leave Details   —

Month	Allowed Leave	Used Leave
April - 2020	1	0

❖ **Salary Slip: Export month wise.**

DS Infoway

🏠 Dashboard   Employee Salary Slip

Employee Salary Slip

- 🏠 Dashboard
- 👤 User Detail
- ☰ Attendance
- 📧 Leave Details
- 💰 Salary Slip
- 📇 Leave Application
- ☰ Device Attendance

First Name Last Name ▾

Employee Salary Slip

Employee Salary Slip   —

Month *   April 2020 ▾

◀◀ ◀ | 1 | of 1 ▶ ▶▶   [ ]   Find | Next   💾▾ 🔄

DS Infoway
Demo Address City
Phone : 0123456789

Salary Slip

MN/Year : April / 2020	Total Days : 30	Department : Business Development
Employee No : 1	Name : First Name Middle Name Last Name	PFNo : 0123456789

Particulars	Earning	Particulars	Deduction
Basic	10266.67	Advance	0.00
Special Allowance	2258.67	TDS	5.00
HRA	1848.00	Security Deposit	0.00
Conveyance Allowance	513.33	Professional Tax	200.00
Education Allowance	308.00	Marriage Loan	1666.67
Medical Allowance	616.00		
Leave Travel Allowance	308.00		
Performance Allowance	718.67		
Total	**16837.34**		**1871.67**
Net Payable	**14970.67**		

❖ Leave Application: Status approve / reject and action for apply / update

DS Infoway

☰ 🏠 Dashboard Leave Application

First Name Last Name ▾

Leave Application

Leave Application   **+ Apply Leave Application** **−**

Show [10 ▾] entries   Search: [ ]

Leave Category ▲	Date Range	Leave	Reason	Response	Status	Action
Causal Leave	06/30/2020 - 06/30/2020	2	leave	fergtrtr	Dis Approve By demo@dsinfoway.com	📝
Others	06/30/2020 - 06/30/2020	10	Marriage leave	Marriage leave	Approve By demo@dsinfoway.com	

Showing 1 to 2 of 2 entries   Previous 1 Next

Sidebar:
- 🕑 Dashboard
- 👤 User Detail
- ☰ Attendance
- 🗔 Leave Details
- 💵 Salary Slip
- 🖥 Leave Application
- ☰ Device Attendance

Apply Leave Application – Type, Date, Purpose

DS Infoway

- ☰
- 🏠 Dashboard
- Leave Application
- Apply Leave Application

First Name Last Name ▾

Sidebar
- 🚗 Dashboard
- 👤 User Detail
- ☰ Attendance
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Apply Leave Application

Apply Leave Application −

Employee Name :	**First Name Last Name**
Leaves :	**12 (Total Leaves) - 1 (Used Leaves) = 11 (Left Leaves)**
Leave Category *	Causal Leave ⌄
Start Date - End Date	06/30/2020 - 06/30/2020
Consider Half Leave	☐ Start Date Half Leave ☐ End Date Half Leave
Total Leave *	2
Reason *	leave

Save   Cancel

DS Infoway

- 🗗 Dashboard
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- 🖻 Leave Application
- ☰ Device Attendance

Device Attendance

Device Attendance   —

Month :   April 2020   ▾

🟩 Present   🟥 Leave   🟦 Holiday   🟦 Weekly Off

Date	Attendances	Type	Description
1/4/2020		Present	
2/4/2020		Present	
3/4/2020		Present	
4/4/2020		Present	
5/4/2020		Weekly Off	
6/4/2020		Present	
7/4/2020		Present	
8/4/2020		Present	
9/4/2020		Present	
10/4/2020		Present	
11/4/2020		Present	
12/4/2020		Weekly Off	
13/4/2020		Present	
14/4/2020		Present	
15/4/2020		Present	
16/4/2020		Present	
17/4/2020		Present	
18/4/2020		Present	
19/4/2020		Weekly Off	
20/4/2020		Present	
21/4/2020		Present	
22/4/2020		Present	
23/4/2020		Present	
24/4/2020		Present	
25/4/2020		Present	
26/4/2020		Weekly Off	
27/4/2020		Present	
28/4/2020		Present	
29/4/2020		Present	
30/4/2020		Present	

❖ **Device Attendance**
  ➢ **Month Wise - Present, Leave, Holiday, Weekly off.**

THANKS
DS Infoway Team

Contact Details:

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Service Desk: http://dsinfoway.com/ticket