

Welcome to Integrate Attendance Management System (IAMS)

NALCO APPLICATIONS नलको NALCO

LOG IN

Please enter your username and password.

Log In

User Name (Last 5 digits of your new personal number): 06728

Password (Initial password is same as your 'My Data' password): [Masked]

Remember me next time.

[Log In](#)

[New User? Register](#)
[Forgot your password?](#)
[Attendance Manual](#)
[PR Initiation Manual](#)
[Users Manual for Leave Applications](#)
[TO and Sys. Admin. Manual](#)

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Back to Home Name: Sudhakar Sahoo Welcome 06728! [Log Out]

Menu

WELCOME TO NALCO APPLICATIONS WEBSITE

- Menu
 - Change Password
 - My Profile
 - Perquisites
 - PF Loans
 - Loans(In beta testing mode)
 - Integrated Attendance System
 - Attendance
 - Attendance Manual
 - PR Initiation Manual
 - Leave
 - Property Returns
 - About

[click here](#) to set second level password for sub application

Last Login was at: 14-03-2016 17:23:25

Email Id: sudhakar.sahoo@nalcindia.co.in [Update](#) (To be used for Password Recovery and Receiving Notifications)

Mobile No: [9437002631](tel:9437002631) [Update](#) (To be used for Receiving Notifications)

My IP Address:80.0.56.158

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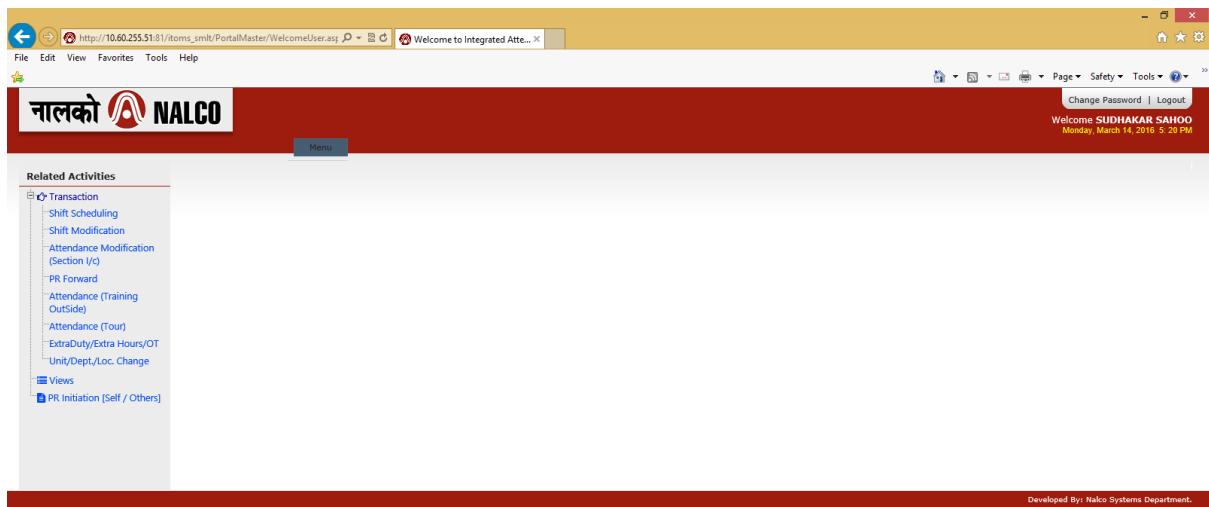
Click Here to Set 2nd Level Password for Specific Application

Click On Attendance.

If You Login has the Role of Section I/c : The Below Menu will Appear .

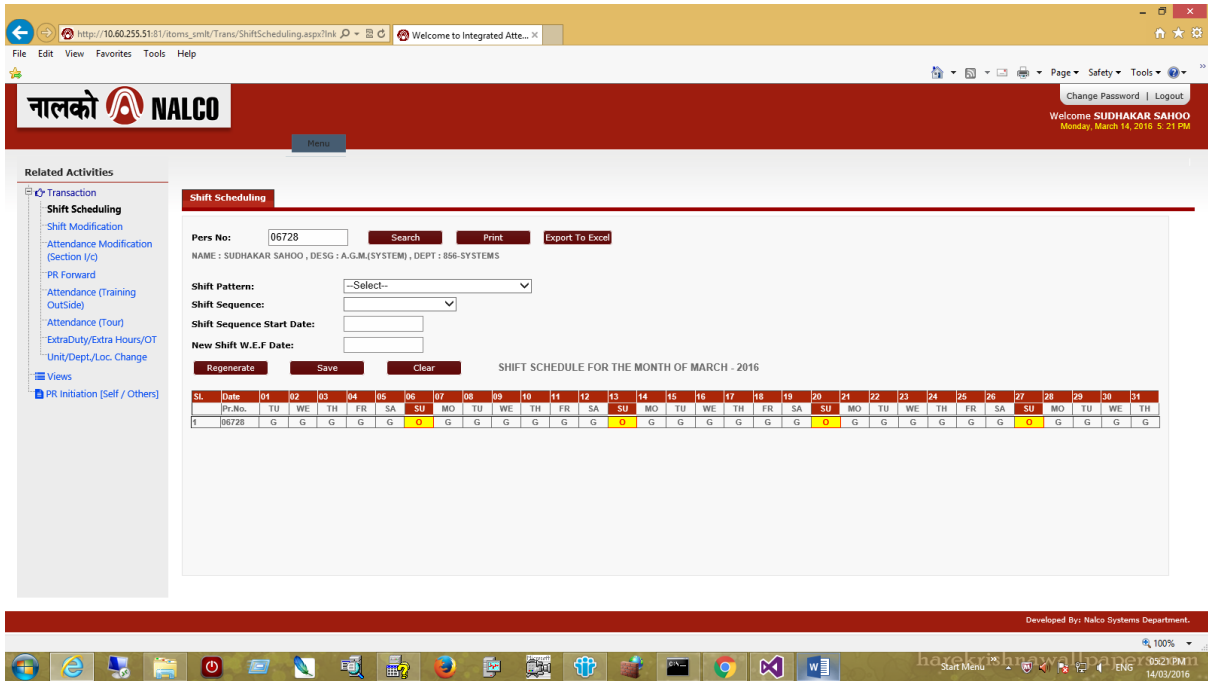
What is my Role as a Section I/c ?

1. Shift Re-Scheduling
2. Shift Modification
3. Attendance Modification (Section –I/c) – Level-I
4. Attendance (Training OutSide)
5. Attendance (Tour)
6. Extra Duty/ Extra Hour / OT
7. Unit/ Dept. /Location Change
8. View (Attendance / Punch Data)
9. PR-Initiation [Self / Others]

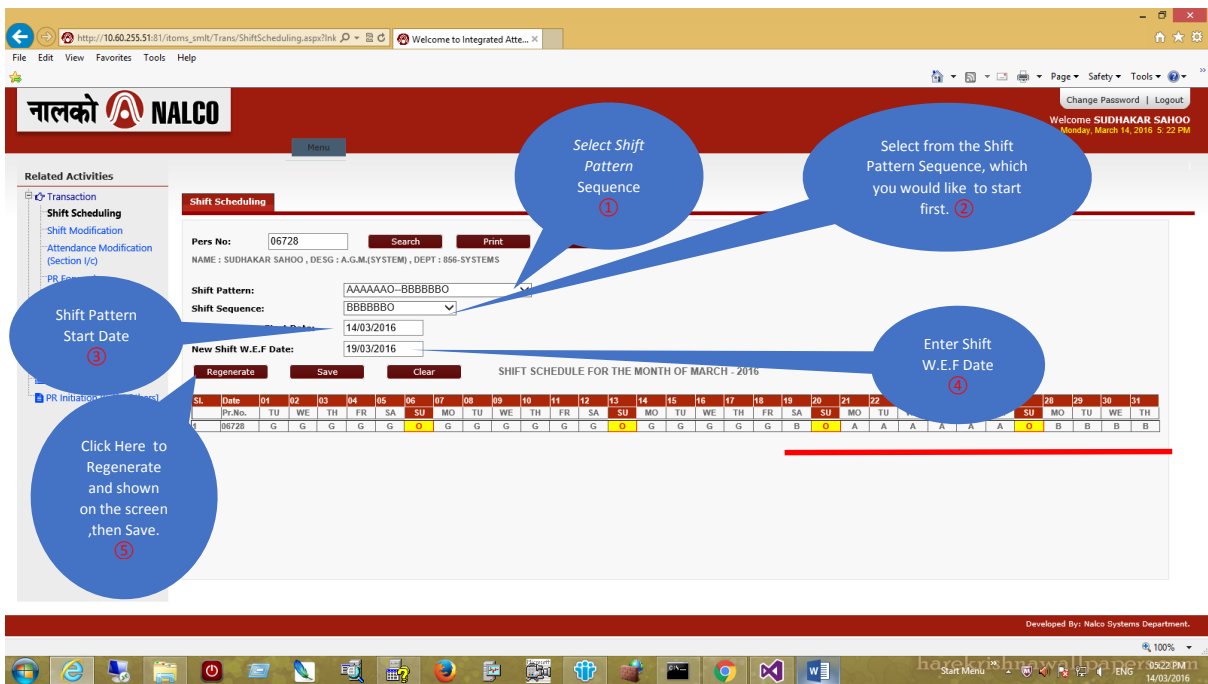


Shift Scheduling

The System is Generating the Shift-Schedule based your last Weekly Off and Shift-Pattern for a month . It is a Auto generated process , the next shift-schedule generation will be on the last week of the current month for the next month. In the mean time , if there is a requirement of shift pattern change for a particular employee in your department , this screen can be used for **Re-Scheduling** of Shift.



Shift Scheduling



Steps to be Followed :

1. Enter PersNo ,then click on search button.
2. Select Shift Pattern ① , then Select from dropdown ② , which shift sequence pattern, you would like to come first from selected Shift Pattern ①.
3. Enter Shift Pattern Start Date.
4. Enter Shift W.E.F Date , the date in which shift sequence ② will be effective.
5. Click on Regenerate button to view based on input data. if generation successful and matching with your requirement save the shift schedule record.

Shift Modification

Enter From Shift Date to Date Range , where you would to change shift before Date.

Pers No: 06842 From Date: 07/03/2016 To Date: 21/03/2016 Search

NAME :- AMARESH KUMAR MAHURI, UNIT :- 1400-SMELTER DIVISION, ANGUL, DEPT :- 856-SYSTEMS

SI No.	Date	Days of the Week	Shift	Modidy Shift	Mododification
1	07/03/2016	Monday	G	--Select--	▼
2	08/03/2016	Tuesday	G	--Select--	▼
3	09/03/2016	Wednesday	G	--Select--	▼
4	10/03/2016	Thursday	G	--Select--	▼
5	11/03/2016	Friday	G	--Select--	▼
6	12/03/2016	Saturday	G	--Select--	▼
7	13/03/2016	Sunday	O	--Select--	▼
8	14/03/2016	Monday	G	--Select--	▼
9	15/03/2016	Tuesday	G	--Select--	▼
10	16/03/2016	Wednesday	G	--Select--	▼
11	17/03/2016	Thursday	G	--Select--	▼
12	18/03/2016	Friday	G	--Select--	▼
13	19/03/2016	Saturday	G	--Select--	▼
14	20/03/2016	Sunday	O	--Select--	▼
15	21/03/2016	Monday	G	--Select--	▼

Past Date , You Can't change Shift.

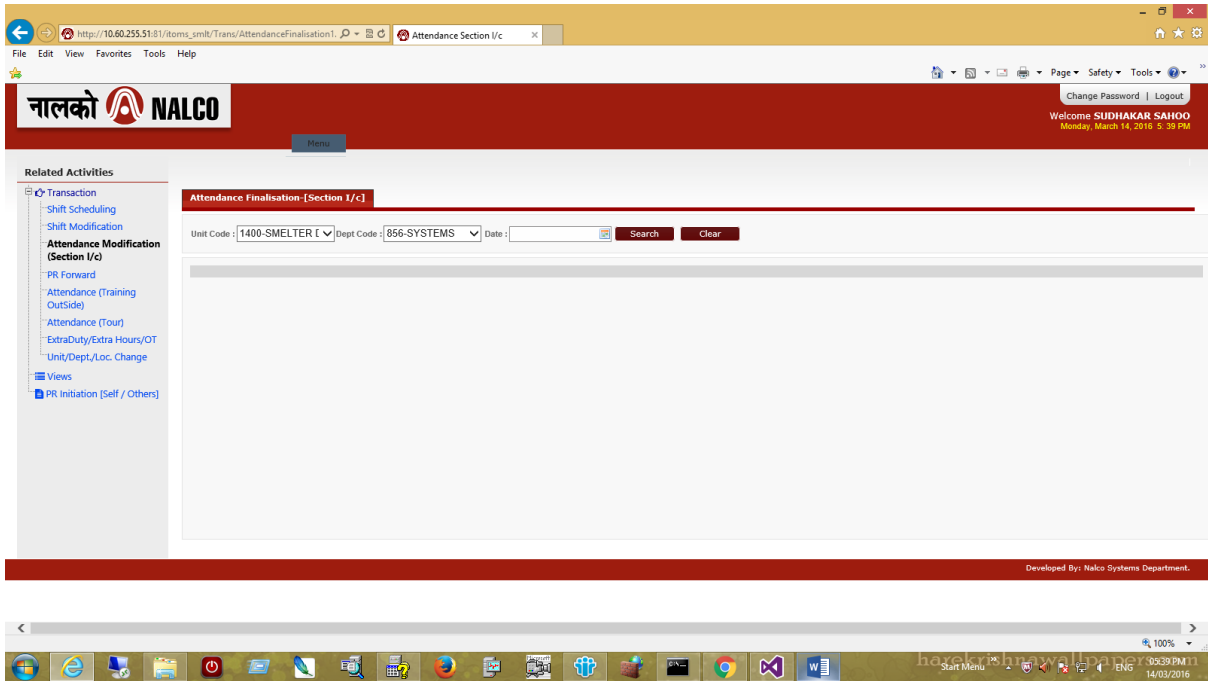
Future Date , You can change Shift and save.

Attendance Modification (Section I/c) Screen

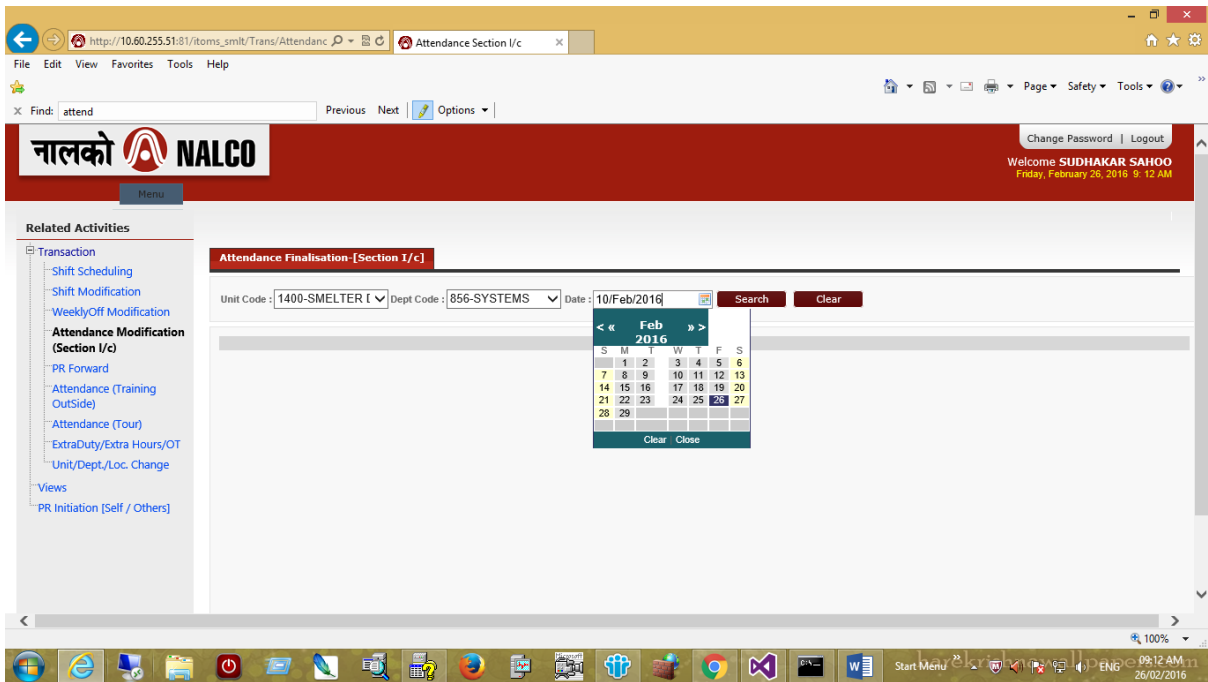
Attendance Finalisation - [Section I/c]

Unit Code : --Select-- Dept Code : Dept Code Date : Search Clear

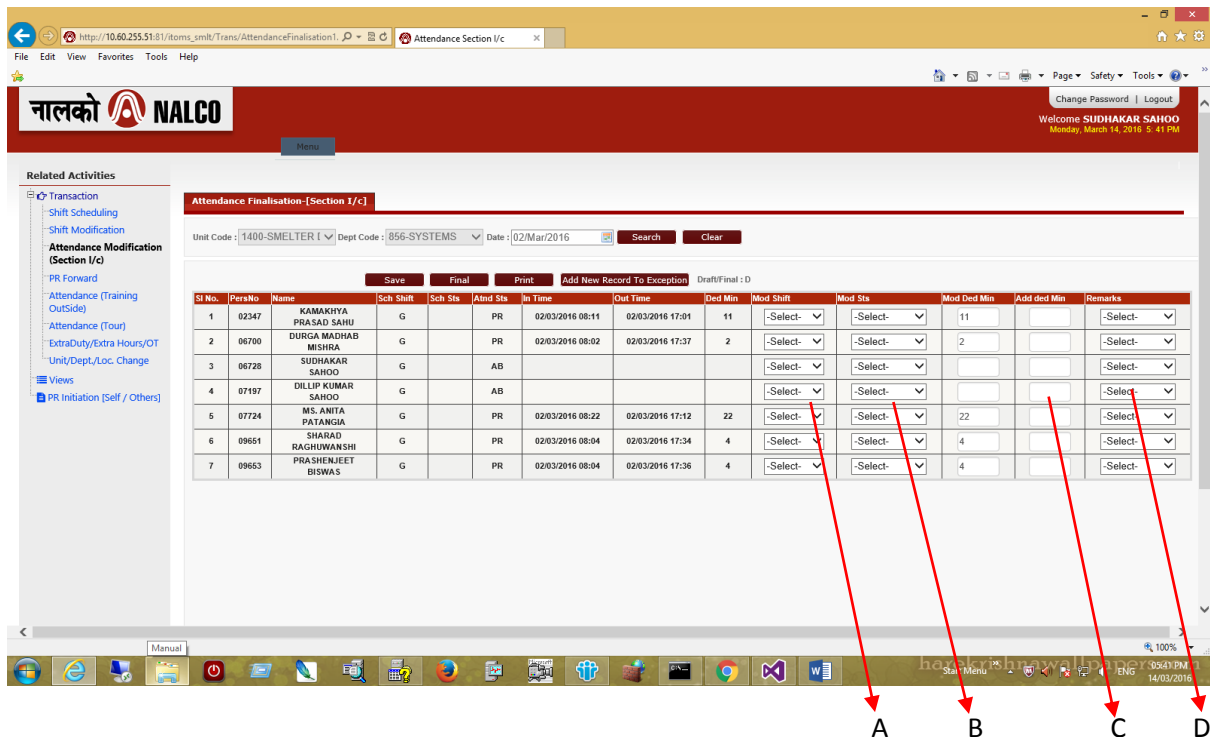
In the above screen, select unit code from 1st drop down menu. Then the following screen appears with the dept. code drop down menu enabled for which Section I/c user is authorized.



Then select dept. code for which you want to do attendance modification. The screen looks like this.



Select the date and click on the search option. The following screen appears.

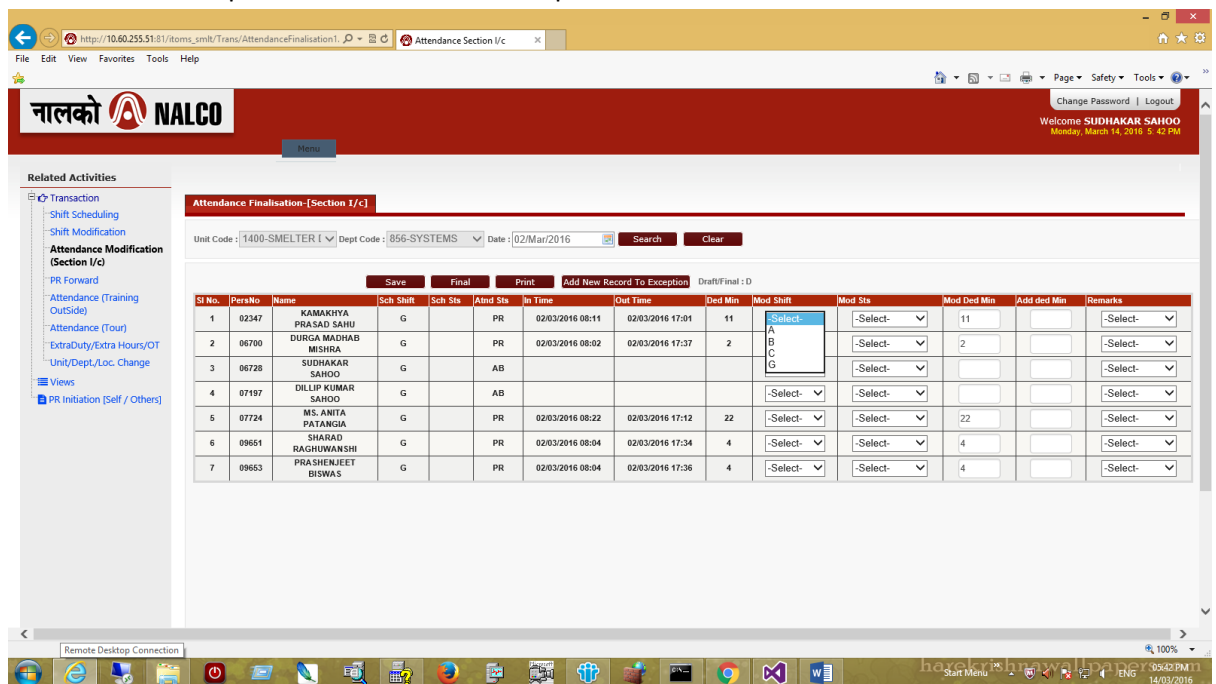


This Screen shows, only exception data. It means, if there is any discrepancy in attendance data. Single Punch , Without Punch , Late In , Early Out , Present in Weekly Off or holidays , etc.

The above screen allows modifications in four fields

- A – Modified Shift
- B – Modified Status
- C - Additional Deduction Hour in Minutes
- D - Remarks

A. Modified Shift Drop down Menu. Select one option.



- B. Modified Status Drop down Menu which gets activated based on shift selected by you.
Select one option.

Attendance Finalisation [Section I/c]

Unit Code : 1400-SMELTER I | Dept Code : 856-SYSTEMS | Date : 02/Mar/2016

SI No.	PersNo.	Name	Sch Shift	Sch Sta	Atnd Sta	In Time	Out Time	Ded Min	Mod Shift	Mod Sta	Mod Ded Min	Add ded Min	Remarks
1	02347	KAMAKHYA PRASAD SAHU	G		PR	02/03/2016 08:11	02/03/2016 17:01	11	-Select-	-Select-			-Select-
2	06700	DURGA MADHAB MISHRA	G		PR	02/03/2016 08:02	02/03/2016 17:37	2	-Select-	-Select-			-Select-
3	06728	SUDHAKAR SAHOO	G		AB				-Select-	-Select-			-Select-
4	07197	DILIP KUMAR SAHOO	G		AB				-Select-	-Select-			-Select-
5	07724	MS. ANITA PATANGIA	G		PR	02/03/2016 08:22	02/03/2016 17:12	22	-Select-	-Select-			-Select-
6	09651	SHARAD RAGHUNANSHI	G		PR	02/03/2016 08:04	02/03/2016 17:34	4	-Select-	-Select-			-Select-
7	09653	PRAHJUNJEET BISWAS	G		PR	02/03/2016 08:04	02/03/2016 17:36	4	-Select-	-Select-			-Select-

Modified Status Drop Down Menu Options:

- Select-
- OD-Official Duty
- WO-Weekly Off
- TR-Tour
- TI-Training In Side
- TO-Training Out Side
- PT-1st Half PR 2nd Half Tour
- TP-1st Half Tour 2nd Half PR
- LT-1st Half CL 2nd Half Tour
- TL-1st Half Tour 2nd Half CL
- PO-1st Half PR 2nd Half Trg. Out
- OP-1st Half Trg. Out 2nd Half PR
- LO-1st Half CL 2nd Half Trg. Out
- OL-1st Half Trg. Out 2nd Half CL
- IP-1st Half Trg. In 2nd Half PR
- PI-1st Half PR 2nd Half Trg. In
- IL-1st Half Trg. In 2nd Half CL
- LI-1st Half CL 2nd Half Trg. In
- PA-1st Half PR 2nd Half AB
- AP-1st Half AB 2nd Half PR
- AT-1st Half AB 2nd Half Tour
- TA-1st Half Tour 2nd Half AB
- AI-1st Half AB 2nd Half Trg. In
- IA-1st Half Trg. In 2nd Half AB
- AO-1st Half AB 2nd Half Trg. Out
- OA-1st Half Trg. Out 2nd Half AB
- AB-Absent

- Modified Status**
- Select-
 - OD-Official Duty
 - WO-Weekly Off
 - TR-Tour
 - TI-Training In Side
 - TO-Training Out Side
 - PT-1st Half PR 2nd Half Tour
 - TP-1st Half Tour 2nd Half PR
 - LT-1st Half CL 2nd Half Tour
 - TL-1st Half Tour 2nd Half CL
 - PO-1st Half PR 2nd Half Trg. Out
 - OP-1st Half Trg. Out 2nd Half PR
 - LO-1st Half CL 2nd Half Trg. Out
 - OL-1st Half Trg. Out 2nd Half CL
 - IP-1st Half Trg. In 2nd Half PR
 - PI-1st Half PR 2nd Half Trg. In
 - IL-1st Half Trg. In 2nd Half CL
 - LI-1st Half CL 2nd Half Trg. In
 - PA-1st Half PR 2nd Half AB
 - AP-1st Half AB 2nd Half PR
 - AT-1st Half AB 2nd Half Tour
 - TA-1st Half Tour 2nd Half AB
 - AI-1st Half AB 2nd Half Trg. In
 - IA-1st Half Trg. In 2nd Half AB
 - AO-1st Half AB 2nd Half Trg. Out
 - OA-1st Half Trg. Out 2nd Half AB
 - AB-Absent

C. Additional deduction in Minutes Field: You can input numeric value if required.

D. Remarks Drop down menu. Select any one option if required.

The screenshot shows the 'Attendance Finalisation - [Section I/c]' page in the NALCO system. The page includes a search bar with filters for Unit Code (1400-SMELTER I), Dept Code (856-SYSTEMS), and Date (02/Mar/2016). Below the search bar is a table with columns for SI No., PersNo., Name, Sch Shift, Sch Sts, Atnd Sts, In Time, Out Time, Ded Min, Mod Shift, Mod Sts, Mod Ded Min, Add ded Min, and Remarks. A dropdown menu is open for the Remarks column of the first row, showing options like 'BADGE READER PROBLEM', 'FORGOT TO PUNCH', and 'PRESENT IN OFFICE'.

SI No.	PersNo.	Name	Sch Shift	Sch Sts	Atnd Sts	In Time	Out Time	Ded Min	Mod Shift	Mod Sts	Mod Ded Min	Add ded Min	Remarks
1	02347	KAMAKHYA PRASAD SAHU	G		PR	02/03/2016 08:11	02/03/2016 17:01	11	-Select-	-Select-	11		-Select-
2	06700	DURGA MADHAB MISHRA	G		PR	02/03/2016 08:02	02/03/2016 17:37	2	-Select-	-Select-	2		-Select-
3	06728	SUDHAKAR SAHOO	G		AB				-Select-	-Select-			-Select-
4	07197	DILIP KUMAR SAHOO	G		AB				-Select-	-Select-			-Select-
5	07724	MS. ANITA PATANGIA	G		PR	02/03/2016 08:22	02/03/2016 17:12	22	-Select-	-Select-	22		-Select-
6	09651	SHARAD RAGHUVANSHI	G		PR	02/03/2016 08:04	02/03/2016 17:34	4	-Select-	-Select-	4		-Select-
7	09653	PRAHENUJEET BISWAS	G		PR	02/03/2016 08:04	02/03/2016 17:36	4	-Select-	-Select-	4		-Select-

Half Day CL related codes are only activated Only in "G" Shift.

After doing the modification Save and make it final for HOD attendance finalization.

PR Forward : [By Section I/c]

The screenshot shows the 'PR Forward' page in the NALCO system. It features a search form with fields for Pers No., From Atnd. Dt., To Atnd. Dt., and Status (set to Pending). Below the search form is a table with columns for Edit, SI No., UnitCd, PersNo, Attend Date, Shift, Mod Shift, Atnd Sts, Draft/Atnd/Finst Sts, Sec I/c-Sts, HOD-Sts, GM-Sts, Req. GM Approval, GM-PersNo, and T.OH-Sts. A single record is shown with status 'Pending'.

Edit	SI No.	UnitCd	PersNo	Attend Date	Shift	Mod Shift	Atnd Sts	Draft/Atnd/Finst Sts	Sec I/c-Sts	HOD-Sts	GM-Sts	Req. GM Approval	GM-PersNo	T.OH-Sts
Select	1	1400	07080	20/01/2016	G	AB	PR	F	Pending					

This screenshot shows the Windows taskbar and system tray area, including icons for various applications and the system clock showing 05:46 PM on 14/03/2016.

Click search Button for Pending PR. Select the record and forward to HOD for Approval.

PR Forward

Pers No : 07080 From Atnd. Dt: To Atnd. Dt: Status : Pending Search

Name--RAJANI SAHU UNIT--SMELTER DIVISION, ANGUL, DEPT--SYSTEMS

Forward Reject Draft

Shift: G Modified Shift:
 Schedule Atnd Status: AB Generated Atnd Status: AB
Office Entry / Exit Date & Time
 Punch Time: 20/01/2016 07:30 AM
 Out Time: 20/01/2016 05:04 PM Enter Out Time:
 Deduction Hr(Min): 0 Modify Status: PR
 PR Initiator-Remark: FORGOT TO PUNCH

Edit	SI No.	UnitCd	PersNo	Attend Date	Shift	Mod Atnd Sta	Mod/Draft/Atnd/Feat-Sta	Sec I/c-Sts	HOD-Sta	GM-Sta	Reg. GM-Approval	GM-PersNo	T.Off-Sts
Select	1400	07080	20/01/2016	G	AB	PR	F	Pending					

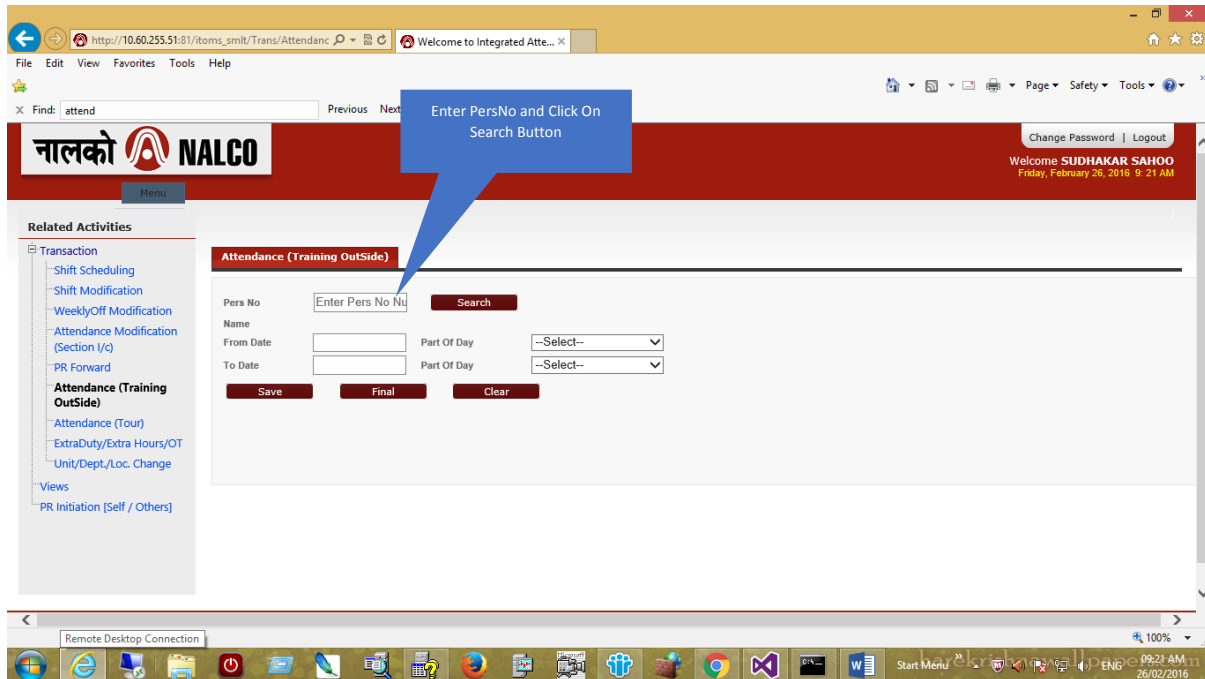
Attendance (Training Outside)

Entered by Section I/c from Department

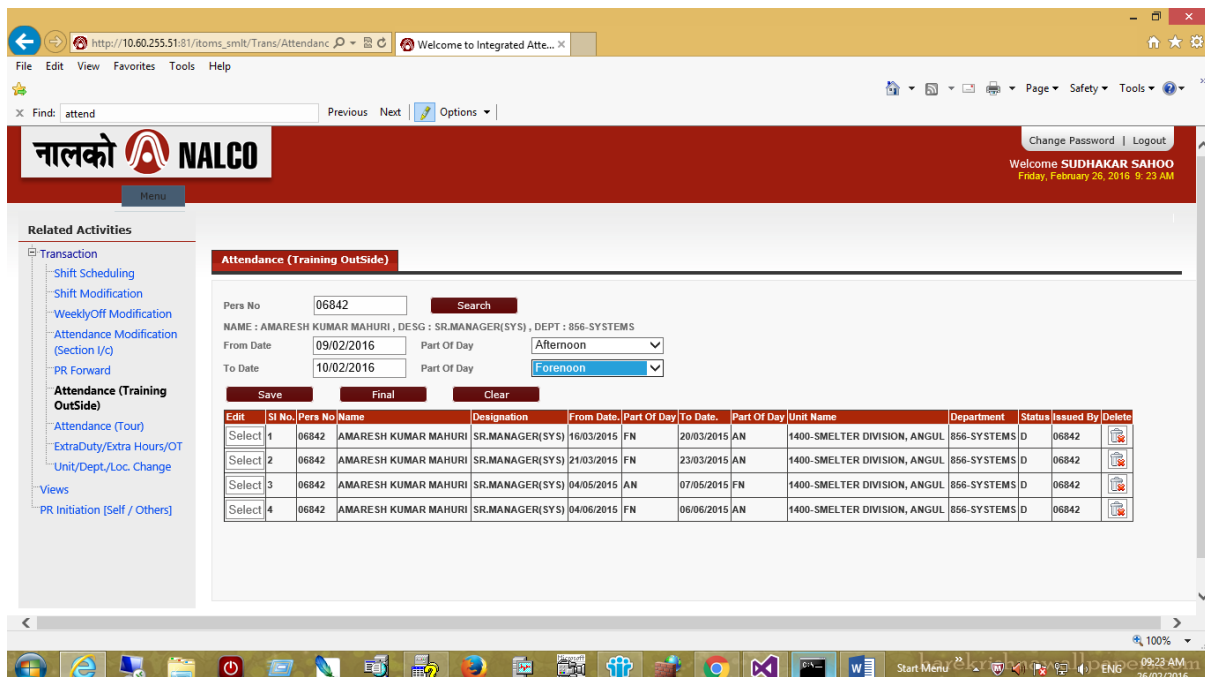
Attendance (Training Outside)

Pers No: Enter Pers No N Search
 Name:
 From Date: Part Of Day: --Select--
 To Date: Part Of Day: --Select--
 Save Final Clear

In the above screen, Section I/c authorized officer can set the attendance of employee who is on training outside for a specified period beforehand. The same data will be reflected in the attendance exception.



This is the advance Attendance data entry screen for Departmental Training Outside employees before attendance date comes.



Enter From Date and Part of the Day (ForeNoon/AfterNoon) , the Employee left the office for training outside starts and To Date , Part of day, then Save the Record.

Attendance (Tour)

Entered By Section I/c from Department .

The screenshot shows the NALCO Attendance (Tour) entry screen. The search form is as follows:

Pers No	<input type="text" value="Enter Pers No N"/>	<input type="button" value="Search"/>
Name		
From Date	<input type="text"/>	Part Of Day <input type="text" value="--Select--"/>
To Date	<input type="text"/>	Part Of Day <input type="text" value="--Select--"/>
<input type="button" value="Save"/> <input type="button" value="Final"/> <input type="button" value="Clear"/>		

In the above screen, Section I/c authorized officer can set the attendance of employee who is on tour for a specified period beforehand.

The screenshot shows the NALCO Attendance (Tour) data entry screen. The search criteria are filled with:

Pers No	06842	<input type="button" value="Search"/>
NAME	AMARESH KUMAR MAHURI , DESG : SR.MANAGER(SYS) , DEPT : 856-SYSTEMS	
From Date	09/02/2016	Part Of Day <input type="text" value="Forenoon"/>
To Date	10/02/2016	Part Of Day <input type="text" value="Afternoon"/>
<input type="button" value="Save"/> <input type="button" value="Final"/> <input type="button" value="Clear"/>		

The resulting attendance data is shown in the following table:

Edit	Sl No	Pers No	Name	Designation	From Date	Part Of Day	To Date	Part Of Day	Unit Name	Department	Status	Issued By	Delete
Select	1	06842	AMARESH KUMAR MAHURI	SR.MANAGER(SYS)	02/03/2015	FN	03/03/2015	AN	1400-SMELTER DIVISION, ANGUL	856-SYSTEMS	D	06842	<input type="button" value="Delete"/>
Select	2	06842	AMARESH KUMAR MAHURI	SR.MANAGER(SYS)	04/03/2015	FN	05/03/2015	AN	1400-SMELTER DIVISION, ANGUL	856-SYSTEMS	D	06842	<input type="button" value="Delete"/>
Select	3	06842	AMARESH KUMAR MAHURI	SR.MANAGER(SYS)	12/03/2015	AN	14/03/2015	FN	1400-SMELTER DIVISION, ANGUL	856-SYSTEMS	F	06842	<input type="button" value="Delete"/>
Select	4	06842	AMARESH KUMAR MAHURI	SR.MANAGER(SYS)	26/03/2015	FN	27/03/2015	FN	1400-SMELTER DIVISION, ANGUL	856-SYSTEMS	D	01892	<input type="button" value="Delete"/>
Select	5	06842	AMARESH KUMAR MAHURI	SR.MANAGER(SYS)	09/02/2016	FN	11/02/2016	FN	1400-SMELTER DIVISION, ANGUL	856-SYSTEMS	D	06842	<input type="button" value="Delete"/>
Select	6	06842	AMARESH KUMAR MAHURI	SR.MANAGER(SYS)	22/02/2016	FN	24/02/2016	AN	1400-SMELTER DIVISION, ANGUL	856-SYSTEMS	D	06842	<input type="button" value="Delete"/>

This is the advance Attendance data entry screen for Departmental Tour employees before attendance date comes.

Extra Duty

Entered by Section I/c from Department.

The screenshot shows a web browser window with the URL `http://10.60.255.51:81/itoms_smil/Trans/ExtraDextr`. The page header includes the NALCO logo and the text "Welcome SUDHAKAR SAHOO Friday, February 26, 2016 9:25 AM". A sidebar on the left lists "Related Activities" such as "Shift Scheduling", "Attendance Finalisation (Section I/c)", and "ExtraDuty/Extra Hours/OT". The main content area is titled "ExtraDuty" and contains a form with the following fields: "Date: 26/02/2016", "Pers No: 06842", and "Duty Type: Extra Duty". Below these are fields for "NAME: AMARESH KUMAR MAHURI", "UNIT: 1400-SMELTER DIVISION, ANGUL", "DEPT.: 856-SYSTEMS", "Shift: G", "Reason: Reliever not repor", and "Duty Hours: 2". There are "Save" and "Final" buttons at the bottom of the form. The footer of the page reads "Developed By :NALCO Systems Department."

Unit/Dept/Loc Change

Entered by Section I/c from Department.

Screen Used for Unit / Department /Location Transfer (Release / Join)

The screenshot shows a web browser window with the URL `http://10.60.255.51:81/itoms_smil/Trans/UnitDeptL`. The page header includes the NALCO logo and the text "Welcome SUDHAKAR SAHOO Friday, February 26, 2016 9:26 AM". A sidebar on the left lists "Related Activities" such as "Attendance Modification (Section I/c)" and "Unit/Dept/Loc Change". The main content area is titled "Unit/Dept/Loc Change" and contains a form with the following fields: "Pers No: 06842", "NAME: AMARESH KUMAR MAHURI", "DESIGNATION: SR.MANAGER(SYS)", "UNIT NAME: 1400-SMELTER DIVISION, ANGUL", and "DEPARTMENT: 856-SYSTEMS". There are radio buttons for "Release" and "Join", a "WEF Date: 10/02/2016" field, and a "AfterNoon" dropdown. Checkboxes for "Unit", "Dept", and "Loc" are all checked. There are "Apply" and "Clear" buttons at the bottom of the form. The footer of the page reads "Developed By :NALCO Systems Department."

Unit/Dept/Loc Change

Screen Used for Unit / Department /Location Transfer (Release / Join)

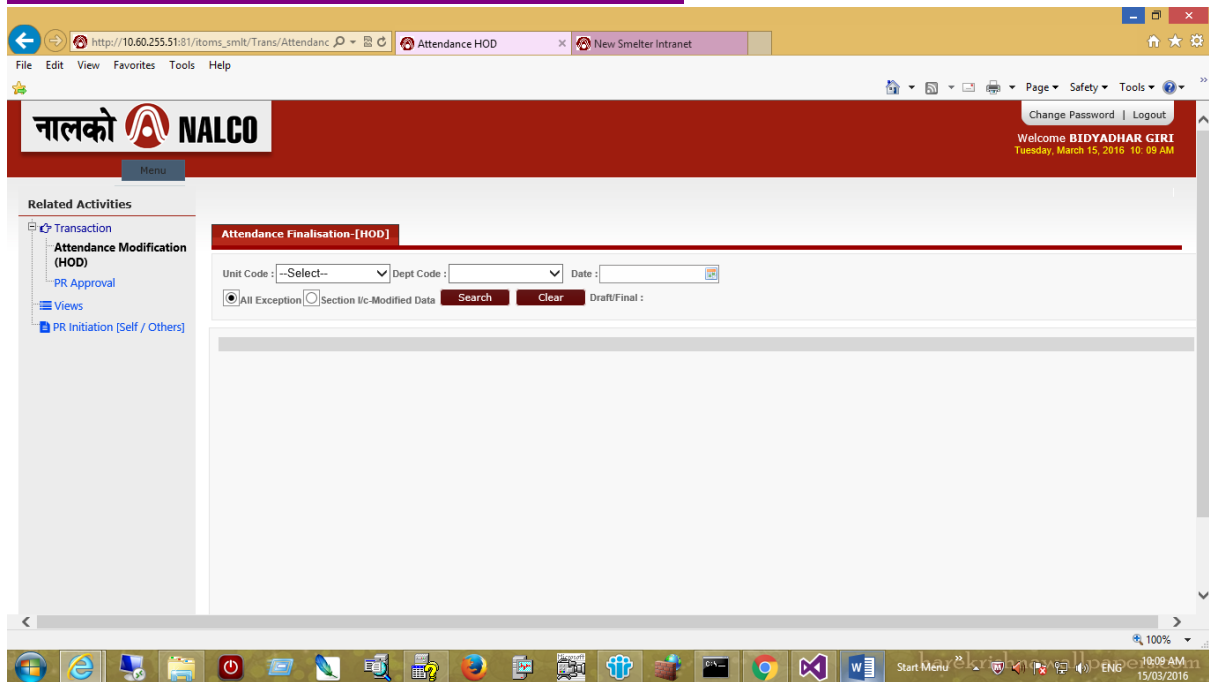
The screenshot displays a web browser window with the URL http://10.60.255.51:81/itoms_smit/Trans/UnitDeptL. The page header features the NALCO logo and navigation links for 'Change Password' and 'Logout'. The user is identified as 'SUDHAKAR SAHOO' on 'Friday, February 26, 2016 9:27 AM'. A left-hand menu lists various activities, with 'Unit/Dept./Loc. Change' selected. The main content area is titled 'Unit/Dept./Loc Change' and contains a search bar for 'Pers No.' (06842). Below the search bar, the user's details are displayed: NAME: AMARESH KUMAR MAHURI, DESIGNATION: SR.MANAGER(SYS), UNIT NAME: 1400-SMELTER DIVISION, ANGUL, DEPARTMENT: 856-SYSTEMS. The form includes radio buttons for 'Release' and 'Join' (selected), a 'WEF Date' of 10/02/2016, and a time selection of 'AfterNoon'. There are also dropdown menus for 'Unit Code' (1400-SMELTER I), 'Dept Code' (856-SYSTEMS), 'In-punch Loc' (A1-ADMN. BUILD), and 'Out-punch Loc' (A1-ADMN. BUILD). 'Apply' and 'Clear' buttons are at the bottom of the form. The Windows taskbar at the bottom shows the system clock as 09:27 AM on 26/02/2016.

If You Login has the Role of HOD : The Below Menu will Appear .

What is my Role as a HOD ?

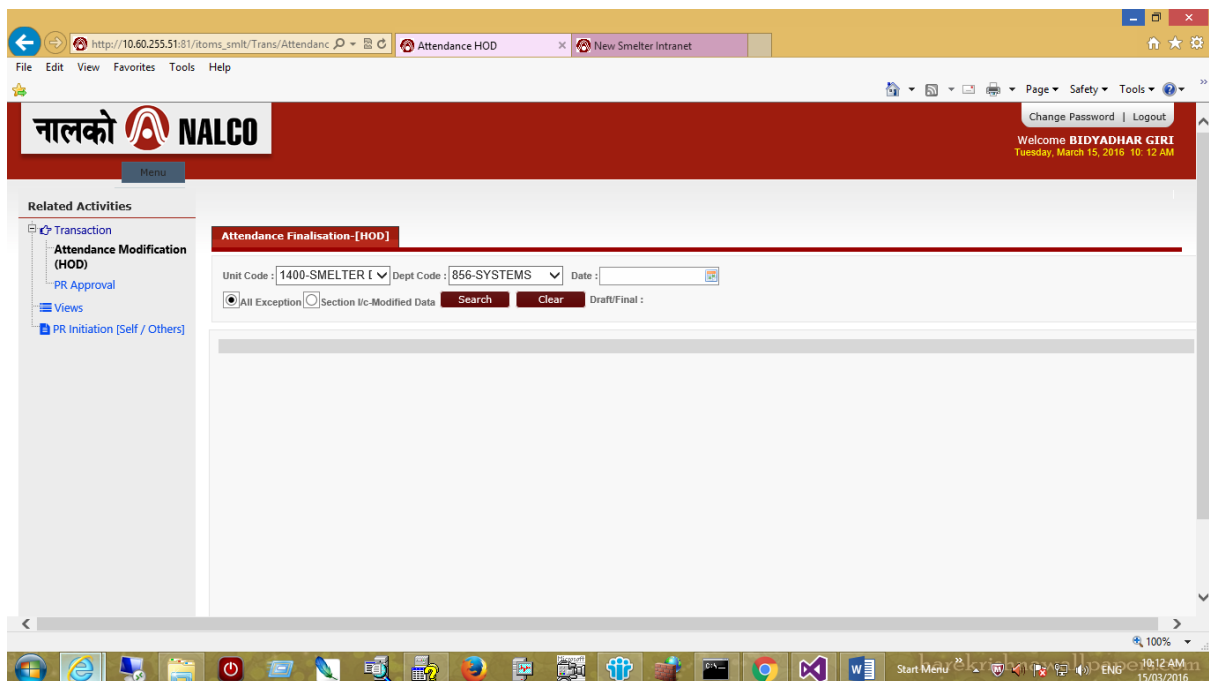
- 1 Attendance Modification (HOD) – Level-II
- 2 PR Approval
- 3 GatePass
- 4 View [Attendance / Punch Data]
- 5 PR – Initiation [Self / Others]

Attendance Modification (HOD) Screen

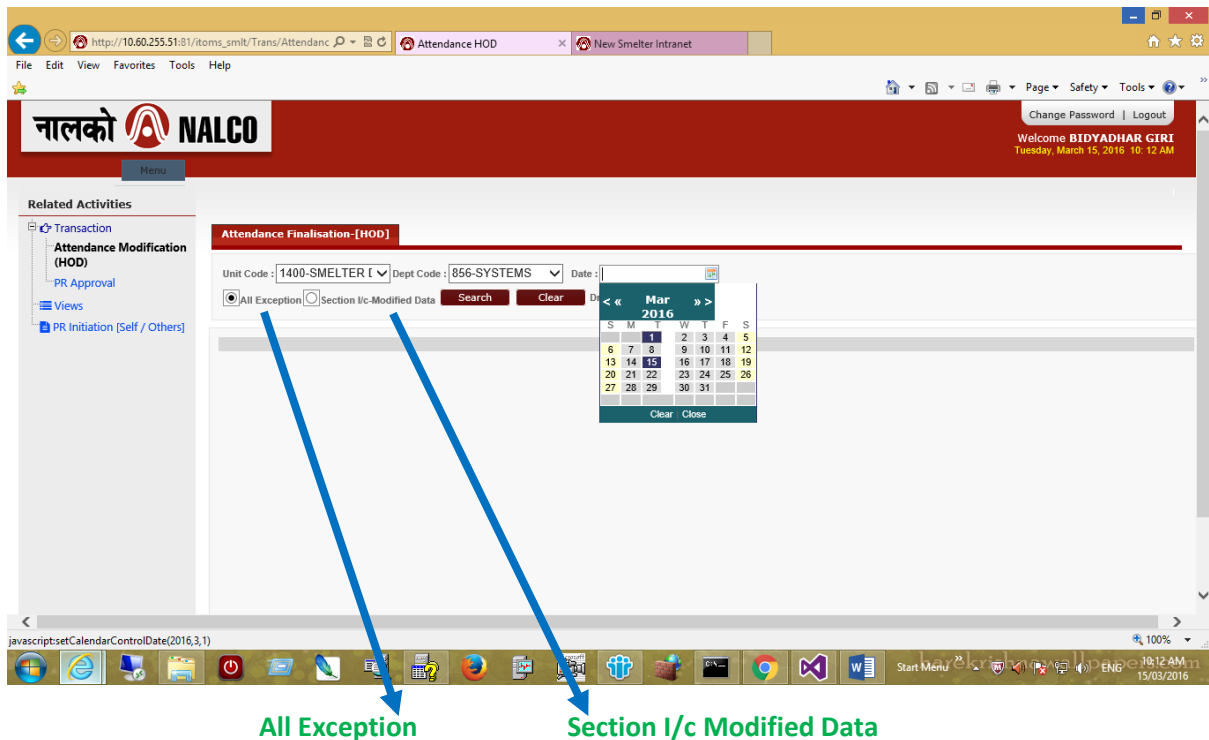


This is the Level-II attendance finalization done by HOD after Section I/c finalization.

In the above screen, select unit code from 1st drop down menu. Then the following screen appears with the dept. code drop down menu enabled for which HOD user is authorized.

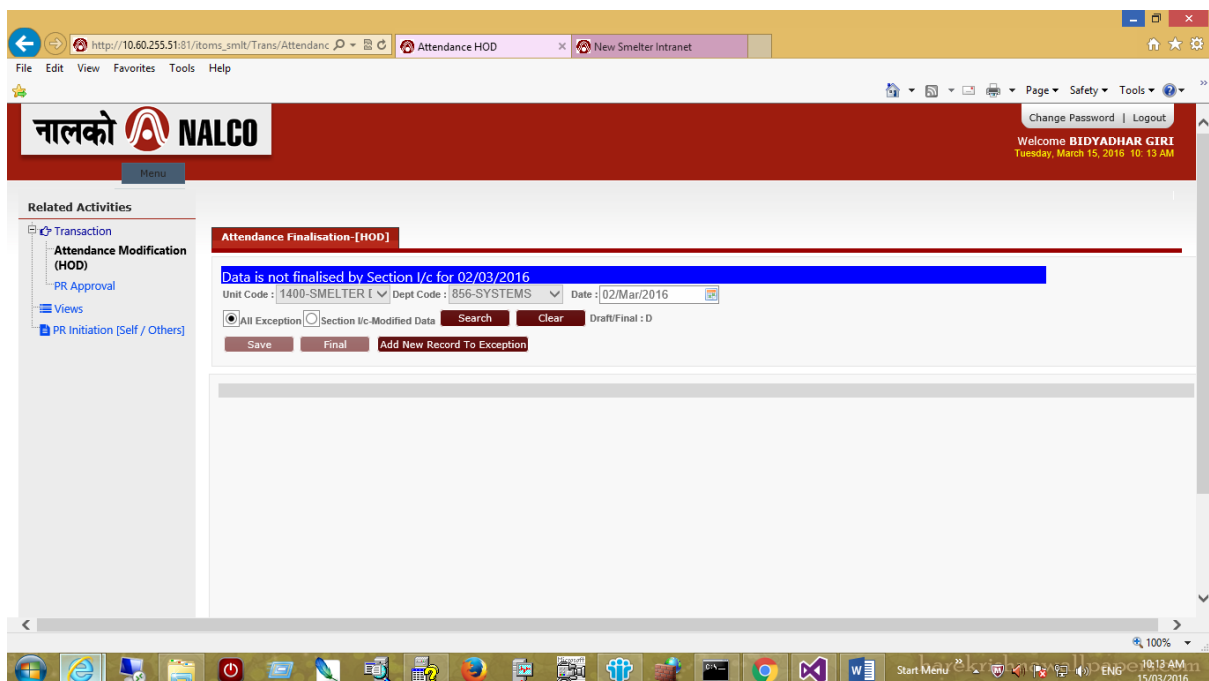


Then select dept. code for which u want to do HOD attendance modifications. The screen looks like this.



Select the date. By default, All Exception Radio Button is enabled. But HOD authorized user can choose from any of the above radio buttons.

On choosing All Exception Radio Button & clicking on search option, the following screen appears if Section I/c authorized user has not yet finalized data for the given date.



On choosing All Exception Radio Button & clicking on search option, the following screen appears if Section I/c authorized user has finalized data for the given date. Three new tabs also appear.

Attendance Finalisation-[HOD]

Unit Code : 1400-SMELTER I Dept Code : 856-SYSTEMS Date : 01/Mar/2016

All Exception Section I/c-Modified Data Search Clear Draft/Final : D

Save Final Add New Record To Exception

SI No.	Person Name	Sch Shift	Sch Sts	Atnd Sts	In Time	Out Time	Ded Min	Mod Shift	Mod Sts	Mod Ded Min	Add ded Min	Remarks
1	KAMAKHYA PRASAD SAHU	G		PR	01/03/2016 08:12	01/03/2016 17:02	12	-Select-	-Select-	12		-Select-
2	SUDHAKAR SAHOO	G		OD				-Select-	-Select-			-Select-
3	AMARESH KUMAR MAHURI	G		PR	01/03/2016 07:45	01/03/2016 13:00	180	-Select-	OD-Official D			-Select-
4	M.S. ALEXHIKA SAHU	G		PR	01/03/2016 08:55	01/03/2016 17:06	55	-Select-	-Select-	55		-Select-
5	DILIP KUMAR SAHOO	G		TR				-Select-	-Select-			-Select-
6	M.S. ANITA PATANGIA	G		PR	01/03/2016 08:38	01/03/2016 17:05	38	-Select-	-Select-	38		-Select-
7	SHUBH RAGHUVANSHI	G		PR	01/03/2016 08:02	01/03/2016 17:21	2	-Select-	-Select-	2		-Select-
8	PRA SHEEJEE BISWAS	G		PR	01/03/2016 08:05	01/03/2016 17:26	5	-Select-	-Select-	5		-Select-

Save Final Add New Record To Exception

Save Final Add New Record To Exception

A B C D

In the above screen, **highlighted data** indicate the records modified Section I/c authorized user.

Non-Highlighted data: Data which are not modified at all.

The above screen allows modifications in four fields

- A – Modified Shift
- B – Modified Status
- C - Additional Deduction Hour in Minutes
- D – Remarks

A. Modified Shift Drop down Menu. Select one option.

Attendance Finalisation-[HOD]

Unit Code : 1400-SMELTER I Dept Code : 856-SYSTEMS Date : 01/Mar/2016

All Exception Section I/c-Modified Data Draft/Final : D

SI No.	PersaNo	Name	Sch Shift	Sch Sts	Atnd Sts	In Time	Out Time	Ded Min	Mod Shift	Mod Sts	Mod Ded Min	Add ded Min	Remarks
1	02347	KAMAKHYA PRA SAD SAHU	G		PR	01/03/2016 08:12	01/03/2016 17:02	12	-Select-	-Select-	12		-Select-
2	06728	SUDHAKAR SAHOO	G		TO				-Select-	-Select-			-Select-
3	06842	AMARESH KUMAR MAHURI	G		PR	01/03/2016 07:45	01/03/2016 13:00	180	-Select-	OD-Official D			-Select-
4	06843	MS. ALEKHIKA SAHU	G		PR	01/03/2016 08:55	01/03/2016 17:06	55	-Select-	-Select-	55		-Select-
5	07197	DILLIP KUMAR SAHOO	G		TR				-Select-	-Select-			-Select-
6	07724	MS. ANITA PATANGIA	G		PR	01/03/2016 08:38	01/03/2016 17:05	38	-Select-	-Select-	38		-Select-
7	09651	SHARAD RAGHUWANSHI	G		PR	01/03/2016 08:02	01/03/2016 17:21	2	-Select-	-Select-	2		-Select-
8	09653	PRA SHENJEET BISWAS	G		PR	01/03/2016 08:05	01/03/2016 17:26	5	-Select-	-Select-	5		-Select-

B. Modified Status Drop down Menu which gets activated based on shift selected by you. Select one option.

Attendance Finalisation-[HOD]

Unit Code : 1400-SMELTER I Dept Code : 856-SYSTEMS Date : 01/Mar/2016

All Exception Section I/c-Modified Data Draft/Final : D

SI No.	PersaNo	Name	Sch Shift	Sch Sts	Atnd Sts	In Time	Out Time	Ded Min	Mod Shift	Mod Sts	Mod Ded Min	Add ded Min	Remarks
1	02347	KAMAKHYA PRA SAD SAHU	G		PR	01/03/2016 08:12	01/03/2016 17:02	12	-Select-	-Select-	12		-Select-
2	06728	SUDHAKAR SAHOO	G		TO				-Select-	-Select-			-Select-
3	06842	AMARESH KUMAR MAHURI	G		PR	01/03/2016 07:45	01/03/2016 13:00	180	-Select-	OD-Official Duty			-Select-
4	06843	MS. ALEKHIKA SAHU	G		PR	01/03/2016 08:55	01/03/2016 17:06	55	-Select-	-Select-	55		-Select-
5	07197	DILLIP KUMAR SAHOO	G		TR				-Select-	-Select-			-Select-
6	07724	MS. ANITA PATANGIA	G		PR	01/03/2016 08:38	01/03/2016 17:05	38	-Select-	-Select-	38		-Select-
7	09651	SHARAD RAGHUWANSHI	G		PR	01/03/2016 08:02	01/03/2016 17:21	2	-Select-	-Select-	2		-Select-
8	09653	PRA SHENJEET BISWAS	G		PR	01/03/2016 08:05	01/03/2016 17:26	5	-Select-	-Select-	5		-Select-

C. Additional deduction in Minutes Field: you can input numeric value if required.

D. Remarks Drop down menu. Select any one option if required.

Attendance Finalisation-[HOD]

Unit Code : 1400-SMELTER I | Dept Code : 856-SYSTEMS | Date : 01/Mar/2016

All Exception Section I/c-Modified Data | Search | Clear | Draft/Final : D

Save | Final | Add New Record To Exception

SI No.	PERSA No.	Name	Sch Shift	Sch Sts	Atnd Sts	In Time	Out Time	Ded Min	Mod Shift	Mod Sts	Mod Ded Min	Add ded Min	Remarks
1	02347	KAMAKHYA PRASAD SAHU	G		PR	01/03/2016 08:12	01/03/2016 17:02	12	-Select-	-Select-	12		-Select-
2	06728	SUDHAKAR SAHOO	G		TO				-Select-	-Select-			-Select-
3	06842	AMARESH KUMAR MAHURI	G		PR	01/03/2016 07:45	01/03/2016 13:00	180	-Select-	OD-Official D			BADGE READER PROBLEM FORGOT TO PUNCH NOT PRESENT IN OFFICE ON OFFICIAL DUTY PRESENT IN OFFICE PUNCHED IN WRONG READER
4	06843	MS. ALEKHIKA SAHU	G		PR	01/03/2016 08:55	01/03/2016 17:06	55	-Select-	-Select-	55		-Select-
5	07197	DILLIP KUMAR SAHOO	G		TR				-Select-	-Select-			-Select-
6	07724	MS. ANITA PATANGIA	G		PR	01/03/2016 08:38	01/03/2016 17:05	38	-Select-	-Select-	38		-Select-
7	09651	SHARAD RAGHUWANSHI	G		PR	01/03/2016 08:02	01/03/2016 17:21	2	-Select-	-Select-	2		-Select-
8	09653	PRA SHENJEET BISWAS	G		PR	01/03/2016 08:05	01/03/2016 17:26	5	-Select-	-Select-	5		-Select-

Half Day CL related codes are activated for "G" Shift and deactivated for "A", "B", "C" Shifts

Do the required modifications and then click on the save button, the following screen appears:

Attendance Finalisation-[HOD]

Record Saved Successfully.

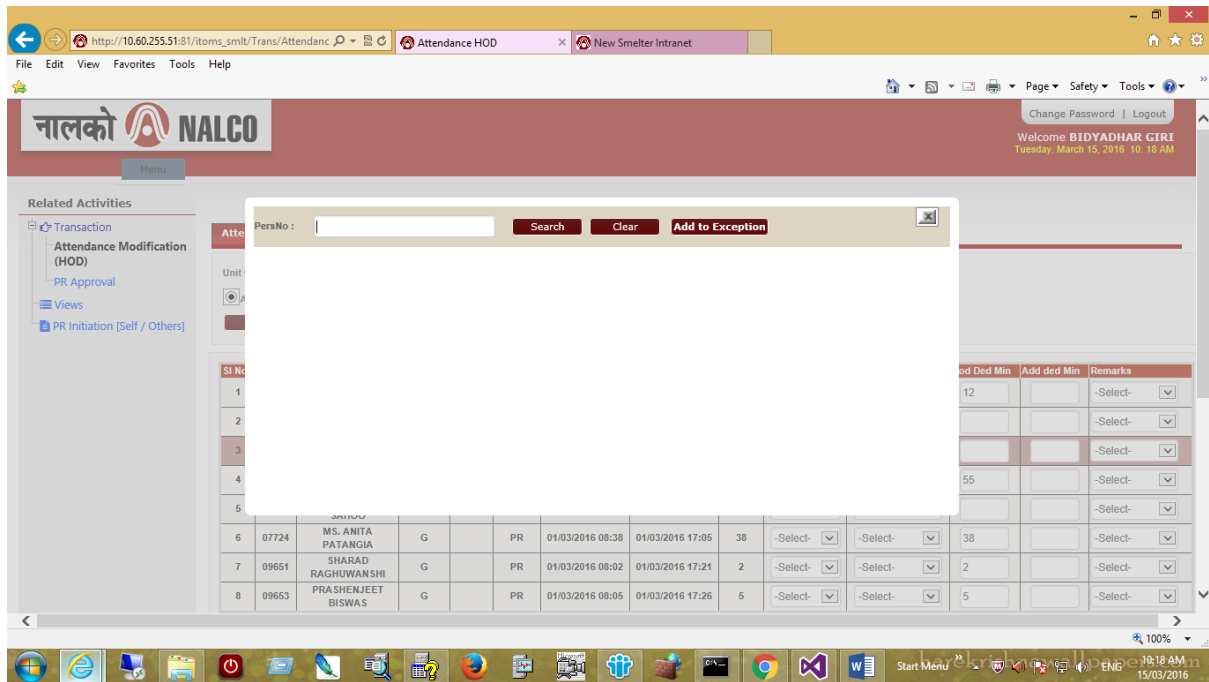
Unit Code : 1400-SMELTER I | Dept Code : 856-SYSTEMS | Date : 01/Mar/2016

All Exception Section I/c-Modified Data | Search | Clear | Draft/Final : D

Save | Final | Add New Record To Exception

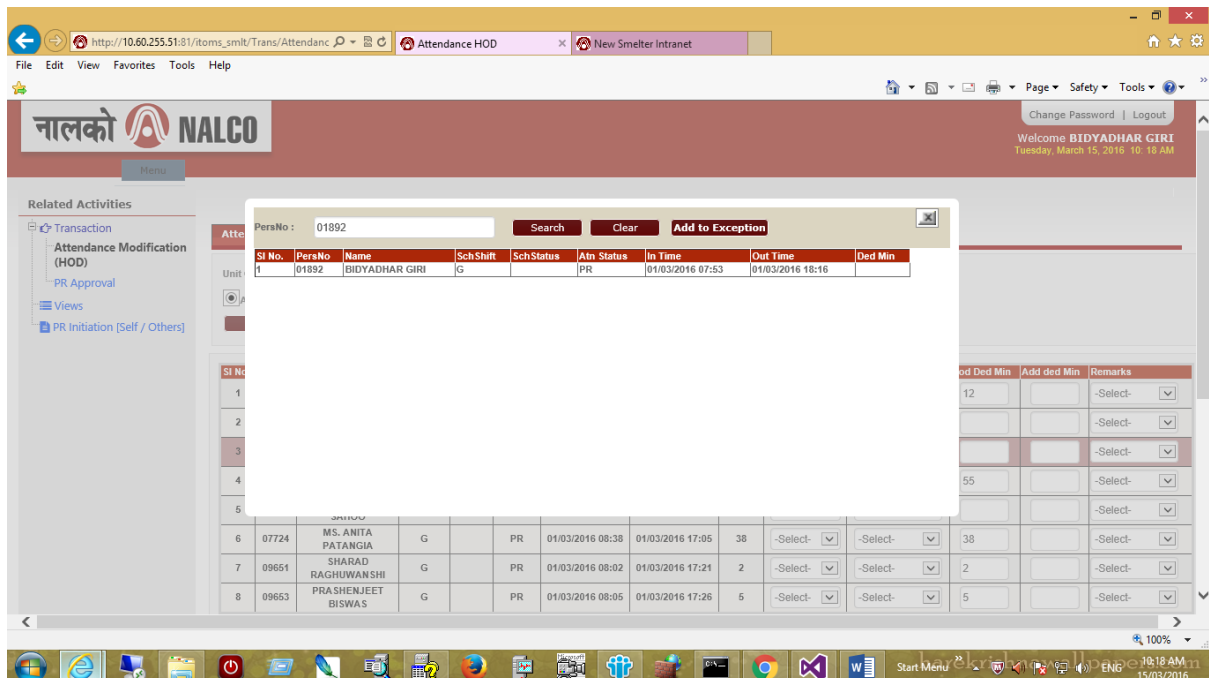
SI No.	PERSA No.	Name	Sch Shift	Sch Sts	Atnd Sts	In Time	Out Time	Ded Min	Mod Shift	Mod Sts	Mod Ded Min	Add ded Min	Remarks
1	02347	KAMAKHYA PRASAD SAHU	G		PR	01/03/2016 08:12	01/03/2016 17:02	12	-Select-	-Select-	12		-Select-
2	06728	SUDHAKAR SAHOO	G		TO				-Select-	-Select-			-Select-
3	06842	AMARESH KUMAR MAHURI	G		PR	01/03/2016 07:45	01/03/2016 13:00	180	-Select-	OD-Official D			-Select-
4	06843	MS. ALEKHIKA SAHU	G		PR	01/03/2016 08:55	01/03/2016 17:06	55	-Select-	-Select-	55		-Select-
5	07197	DILLIP KUMAR SAHOO	G		TR				-Select-	-Select-			-Select-
6	07724	MS. ANITA PATANGIA	G		PR	01/03/2016 08:38	01/03/2016 17:05	38	-Select-	-Select-	38		-Select-
7	09651	SHARAD RAGHUWANSHI	G		PR	01/03/2016 08:02	01/03/2016 17:21	2	-Select-	-Select-	2		-Select-
8	09653	PRA SHENJEET BISWAS	G		PR	01/03/2016 08:05	01/03/2016 17:26	5	-Select-	-Select-	5		-Select-

If the HOD authorized user wants to add any new exception record, he can click on Add new Exception Record Button and the following screen appears:



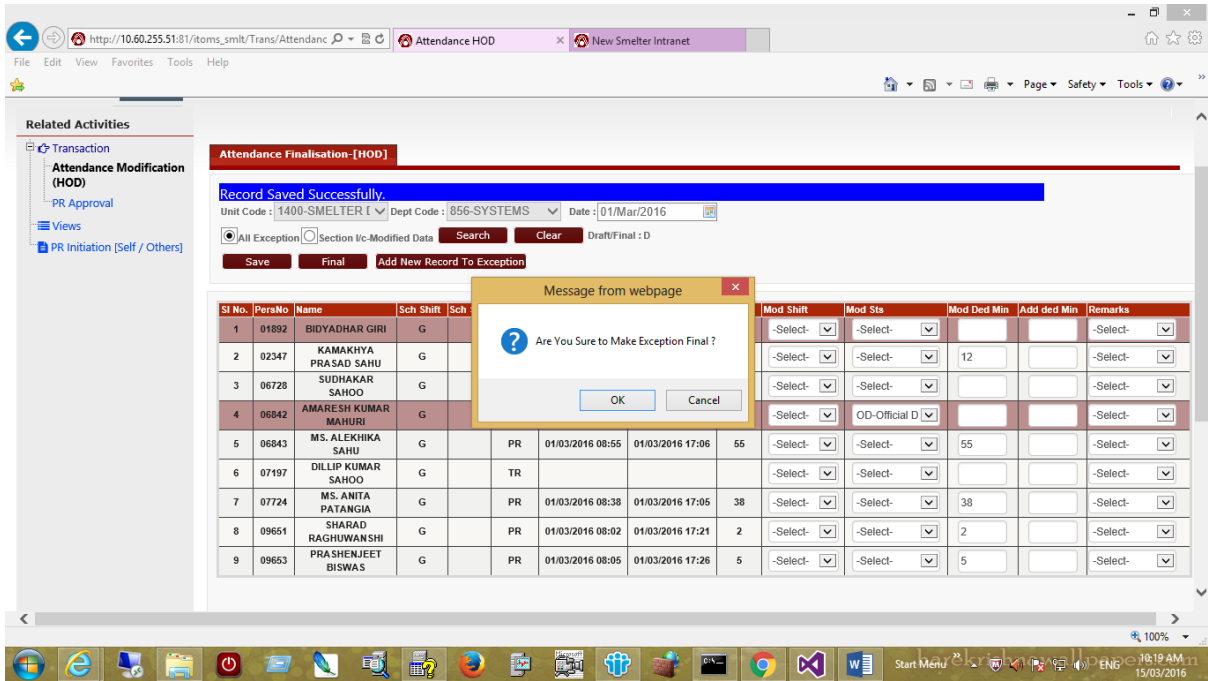
Input the Personal No. for which HOD officer intends to add exception.

If the Personal No. is already present in exception, the following message appears in the pop-up screen:



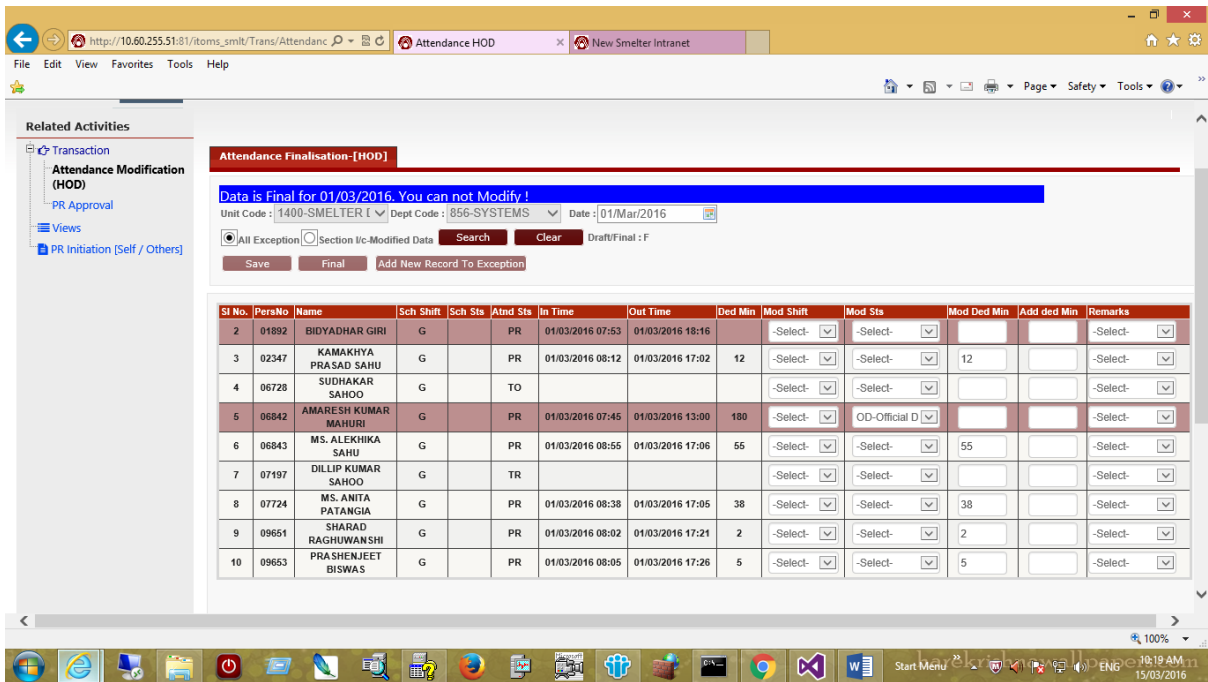
The HOD officer can either enter another Personal No. if he intends to do so or close the pop-up screen by clicking the X Button on the extreme right of the pop-up screen.

If the modifications done are final & do not require any further changes click on the final button, the following screen appears:



In the above screen, U can press cancel if u don't want to make data final.

Pressing OK will make the data final and the following screen will appear:



PR Approval

The screenshot shows the NALCO PR Approval web application. The search form is currently empty, with the following fields: Pers No, From Atnd. Dt, To Atnd. Dt, and Status (set to Pending). A search button is located to the right of the Status dropdown. The left sidebar contains a menu with the following items: Transaction, Attendance Modification (HOD), PR Approval, GatePass, Views, and PR Initiation (Self / Others). The top header displays the NALCO logo and user information: Welcome BIDDYADHAR GIRI, Friday, February 26, 2016 9:30 AM.

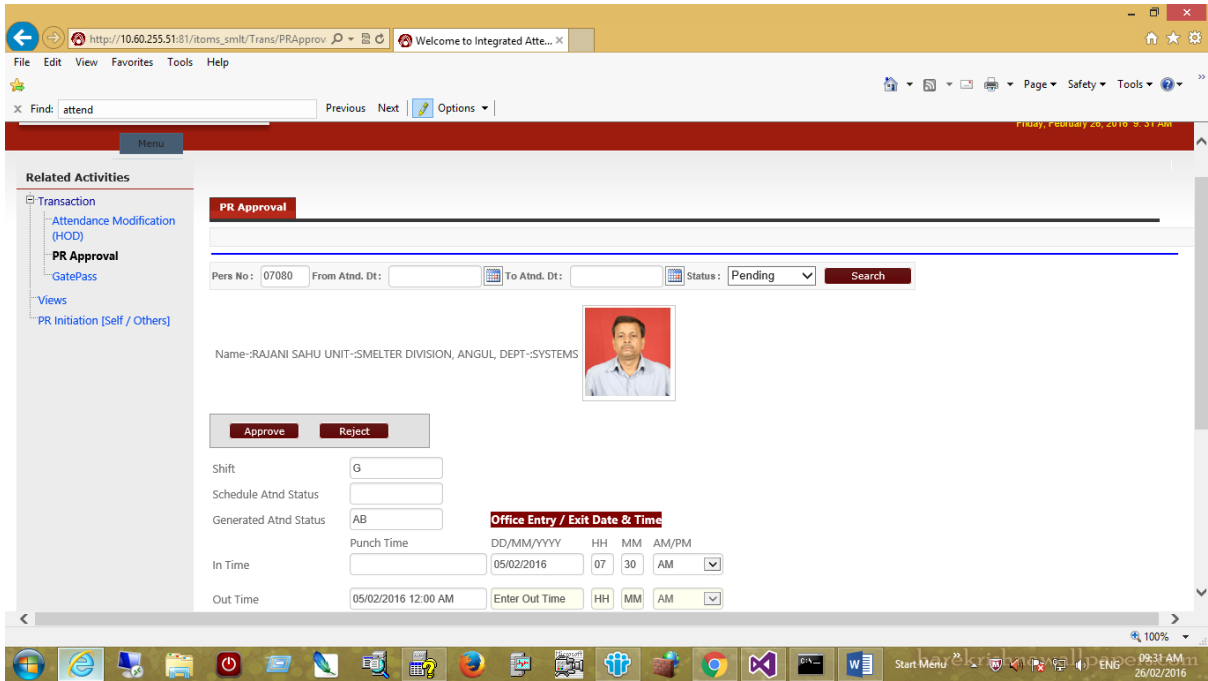
The Above screen is being used for PR Approval done by HOD.

Enter PersNo, From Attendance Date & To Attendance Date and Status then click on search button to get the Record based on input data.

The screenshot shows the NALCO PR Approval web application with search results. The search form is filled with the following values: Pers No: 1400, From Atnd. Dt: 05/02/2016, To Atnd. Dt: 01/02/2016, and Status: Pending. The search results table shows two records, both with Status 'F' and Remarks 'Forwarded'. The left sidebar and top header are the same as in the previous screenshot.

Edit	Sl No.	UnitCd	PersNo	Dept Cd	Attend Date.	Sch. Shift	Mod Shift	Sch-Att-Status	Gen-Att-Status	Status	Sec Iic-Remarks	Req. GM-Approval
Select	1	1400	07080	856	05/02/2016	G			AB	F	Forwarded	
Select	2	1400	07080	856	01/02/2016	G			AB	F	Forwarded	

Select the Record which approver want to view.



He can approve or reject the PR-Initiation.

If Case PR – initiation Requires GMs Approval for **No Punch (Both In and Out) or More than 4-PR initiation done** by the Concerned Employee , HOD will Forward to the Concerned GM for Final Approval .

