

ATTENDANCE SOFTWARE

USER GUIDE

USER GUIDE

Contents

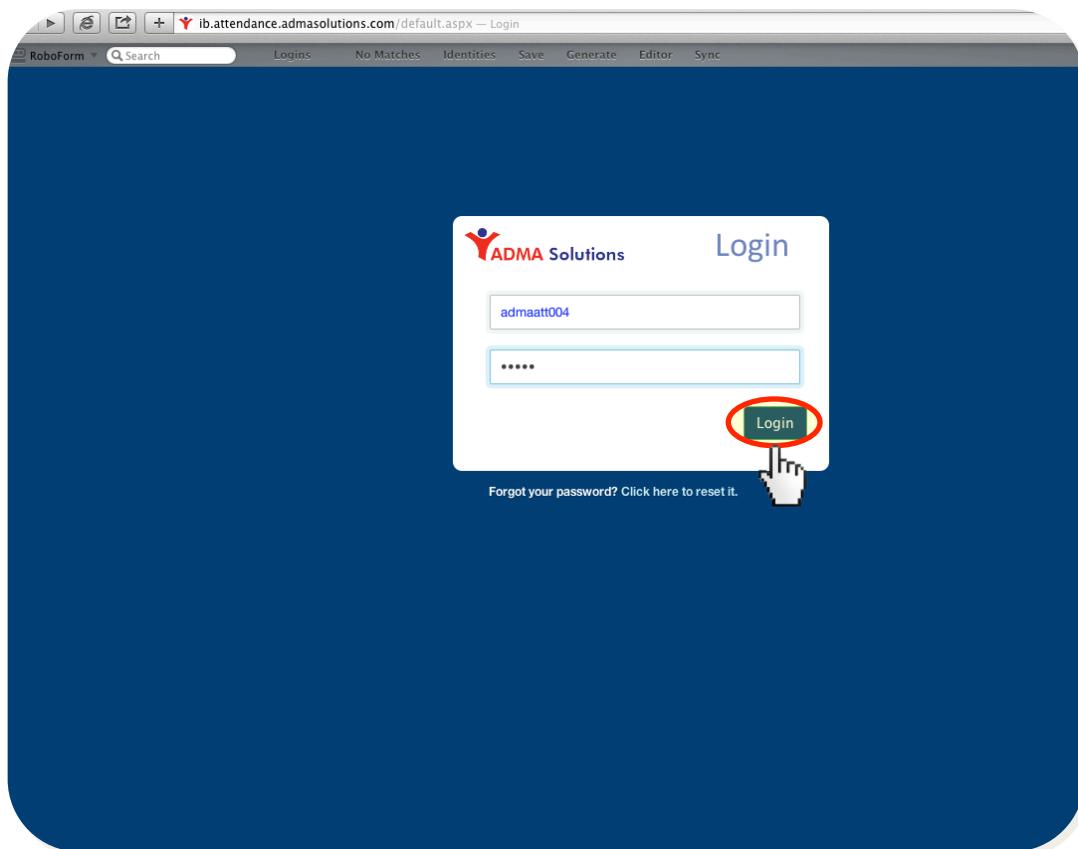
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Login to your Account

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Open a web browser and type in ib.attendance.admasolutions.com in the address bar.

Press enter and you would reach the Login Page.

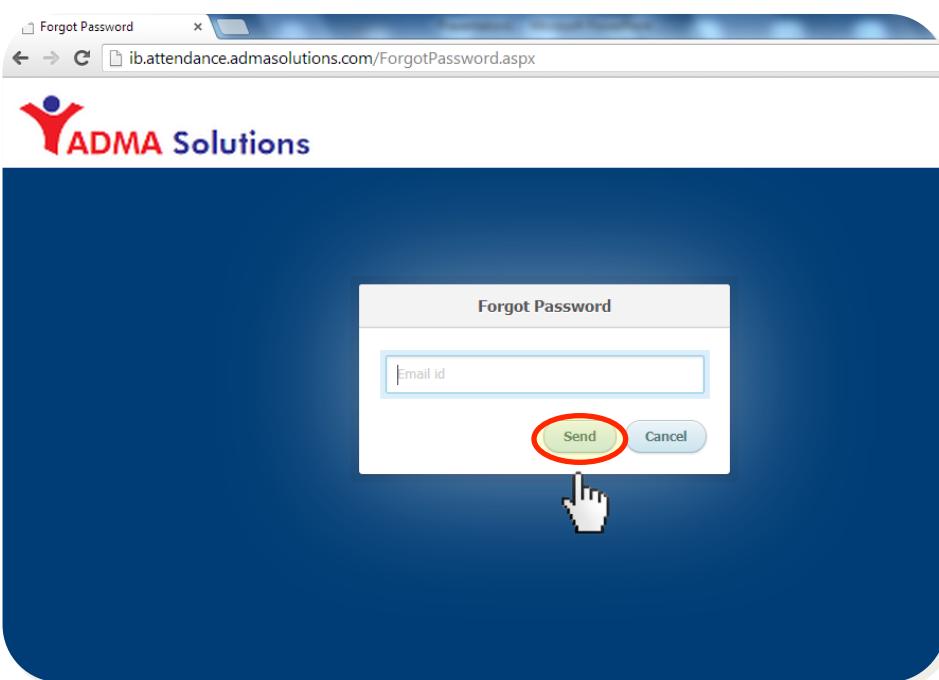
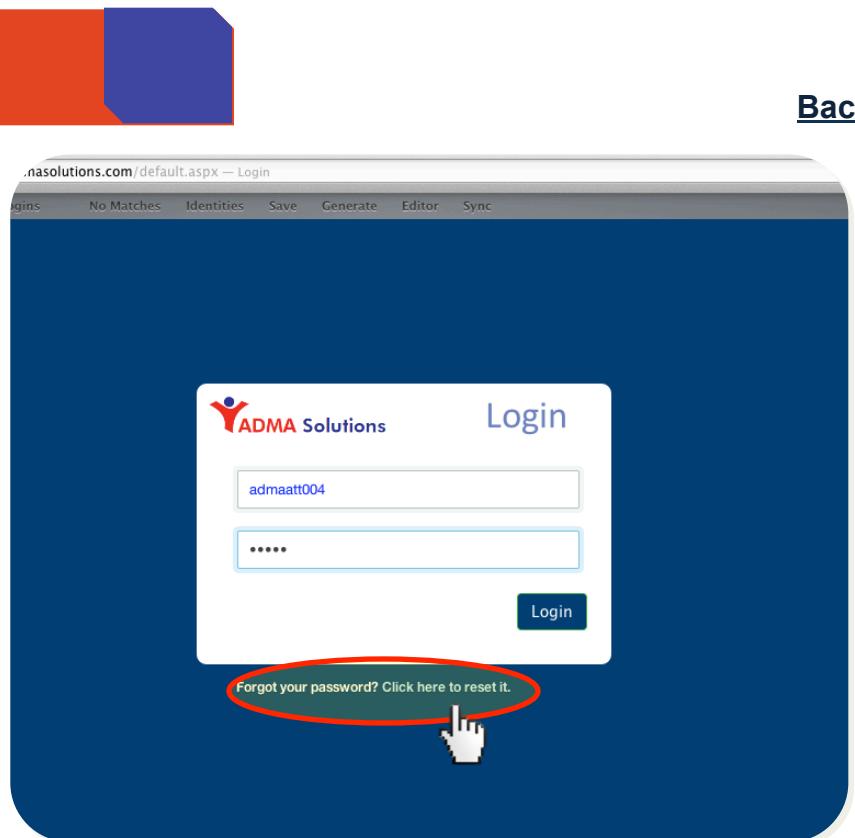


Enter your username and Password. Once entered, click “Login” (Ensure “*CAPS lock*” is OFF)

Changing Your Password

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On the Login Screen, enter your User ID and Click on the "Forgot Your Password? Click here to reset it" option below the Login box.



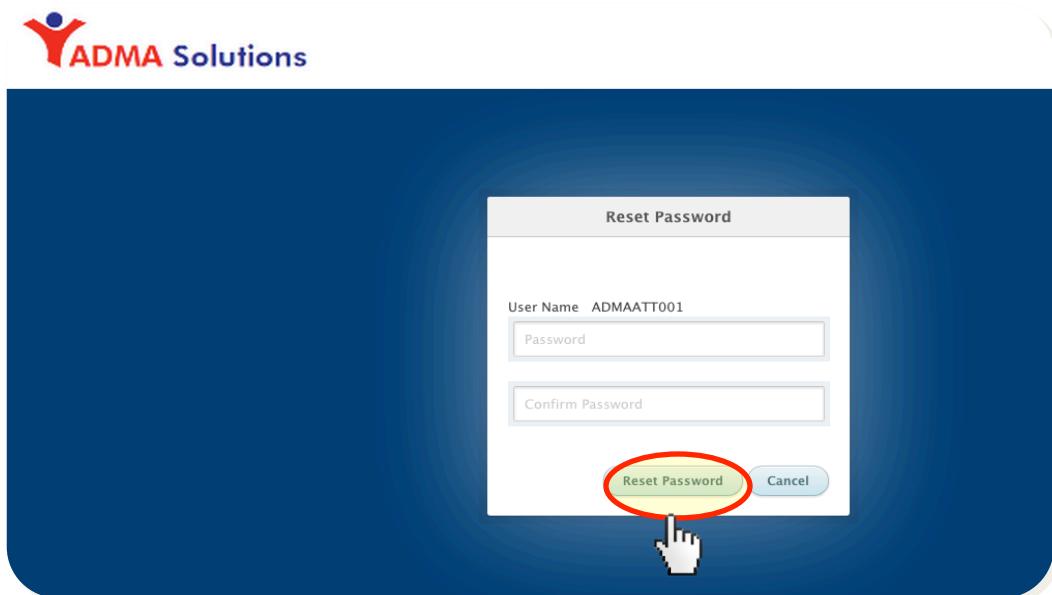
A page requesting your official email ID will appear. Enter the email ID and click "Send". An Email will be sent to the email id entered. Close the browser and go to your Inbox.

Continued...

Changing Your Password

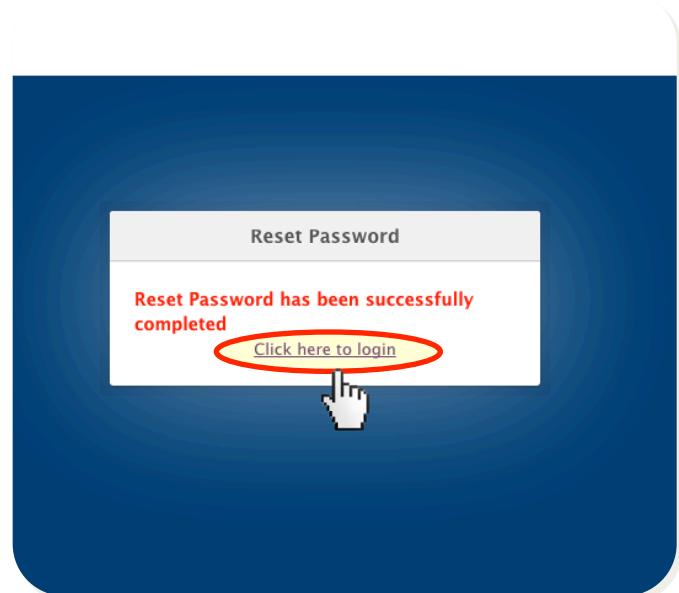
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Look for an Email from "hrservices.india@admasolutions.com". Open the email and click on the link provided. You will be redirected to a page where you would be requested to enter the new password of your choice and then reconfirm the same.



Click the "Reset Password" button once the details have been entered.

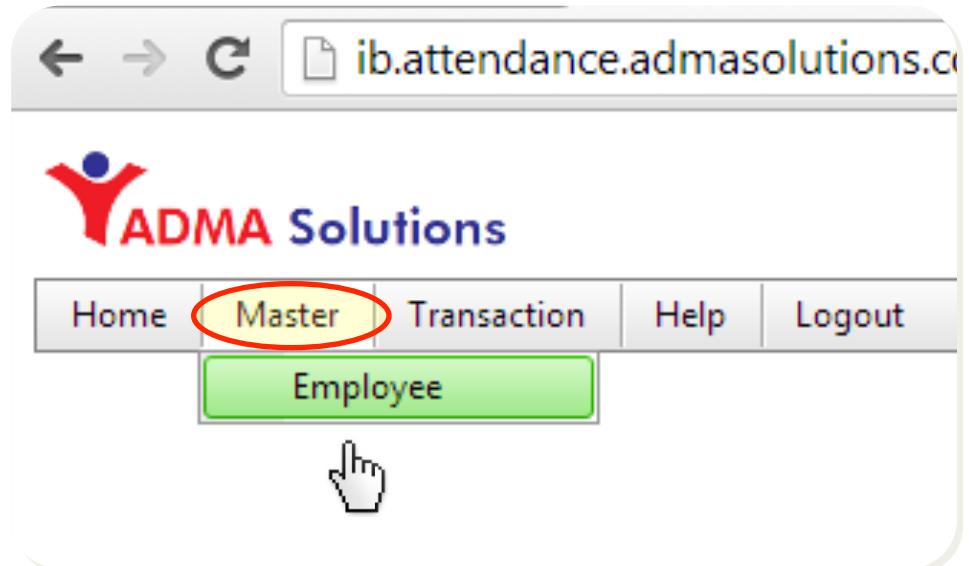
You should now receive a message stating "Reset Password has been Successfully Completed". Click on "Click here to Login". The Login page will appear. Please login using your User ID and newly reset Password.



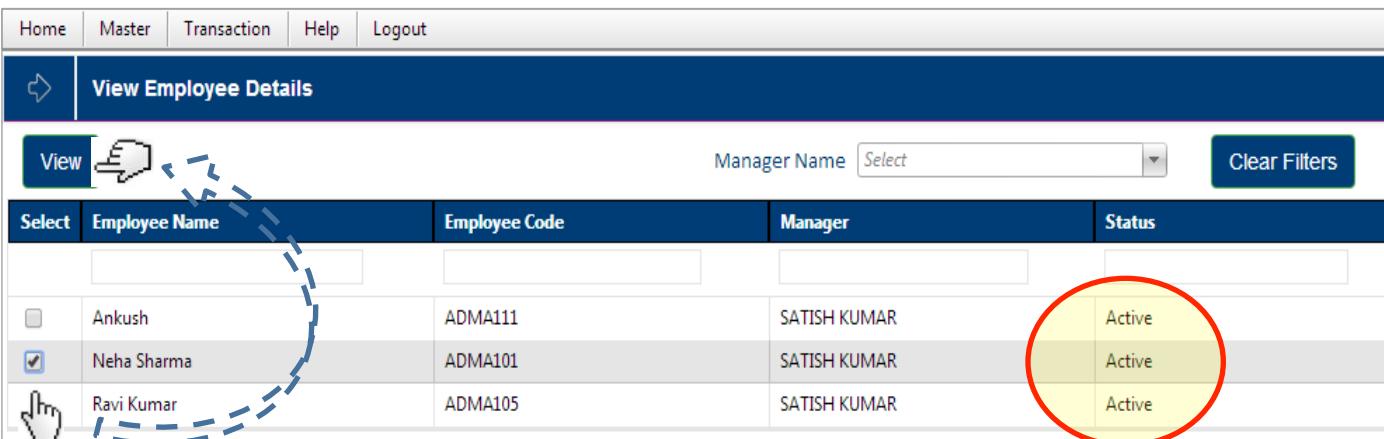
View Team's Personal and Official Information

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On the Home page, click on "Master" and then click "Employee".



Welcome : Satish Kumar



Select	Employee Name	Employee Code	Manager	Status
<input type="checkbox"/>	Ankush	ADMA111	SATISH KUMAR	Active
<input checked="" type="checkbox"/>	Neha Sharma	ADMA101	SATISH KUMAR	Active
<input type="checkbox"/>	Ravi Kumar	ADMA105	SATISH KUMAR	Active

You will now see the "View Employee Details" page. Select the check box of the employee you wish to see the details for and click "View".

You can also view the Employee's Status on this page. The status of employees "Not Joined", "Resigned" or "Terminated" will be viewable only within the same financial year when the status was changed.

View Team's Personal and Official Information

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An "Employee Master" Page will open with the details of the selected employee.

Forgot Password X ADMA - Employee Master X

ib.attendance.admasolutions.com/Pages/EMPMaster.aspx?id=10

ADMA Solutions **Welcome : Satish Kumar**

Home Master Transaction Help Logout

Employee Master

OFFICIAL DETAILS

Employee Code*	ADMA101
VSTS Code*	INFO0000005/RF/C/A12345
Gender	Female
Employee Name*	Neha Sharma
Date of Joining*	04/11/2011
Employee Status	Confirmed
Grade	E4
Manager Name*	SATISH KUMAR (ADMAAT)
Designation*	SR. EXECUTIVE
Cost Centre/Department	Human Resource
Product	HR
Sub-Product	Recruitment
Division	ADMA1
Region	NORTH1

Upload Image [Select File](#)

Official Email Id	neha@admasolutions.com
Office Contact	011-2615 0000
Location*	DEL001
Office Address	25, BASANT LOK , VASANT VIHAR, NEW DELHI 110057
State*	Delhi
Metro/Non Metro	Select

Bank Name ICICI BANK

PAN* ASLPN6629T

Bank Account No. 1111111111

PF No. DL-23746/21099

Bank Branch Address New Delhi

ESIC No. 123456789012

IFSC Code ICICI111111

UAN No. 1234567890

PERSONAL DETAILS

Father/Spouse Name	Amit Sharma	Email Id	nehasharma@gmail.com
Date of Birth	01/01/1984	Emergency Contact No.	999921000
Residence Address	Moti Nagar, New Delhi-110018	Blood Group	A1 Negative (A1 -ve)
Permanent Address	Moti Nagar, New Delhi-110018	Marital Status	Single
Mobile No.	9811111111	Educational Details	Graduate

Close

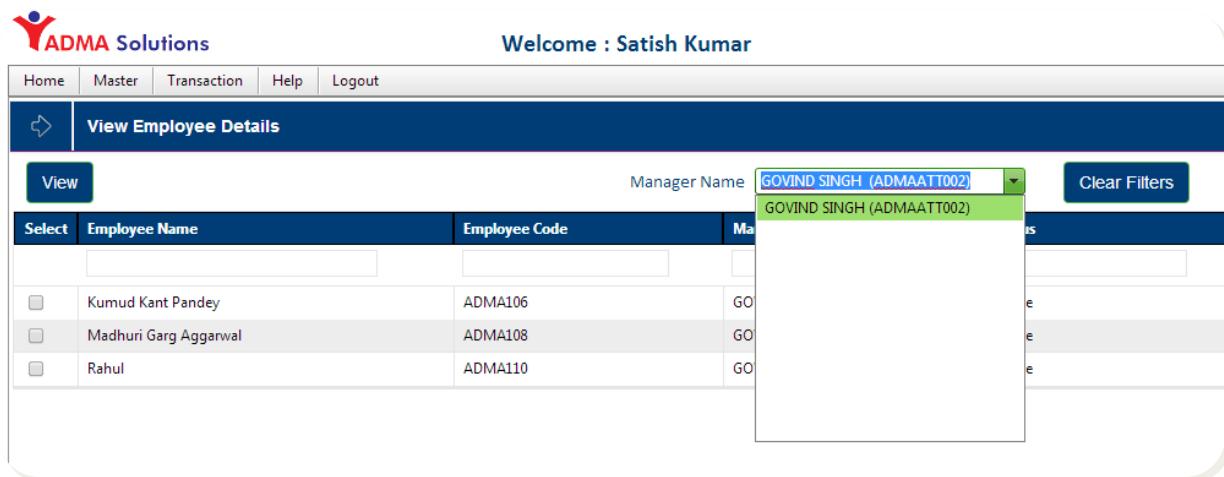


Click "Close" to Exit Screen. The page will redirect to "View Employee Details page", where you could select another if need be.

View Team's Personal and Official Information (2nd Approver)
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Select the Manager's name in the drop down menu on the top right of the screen. Employees under the selected 2nd Approver (Manager) will appear on the screen.

Once on this screen, follow the same process as mentioned in step 2 of the "View Team's Personal and Official Information" to view the employees details.

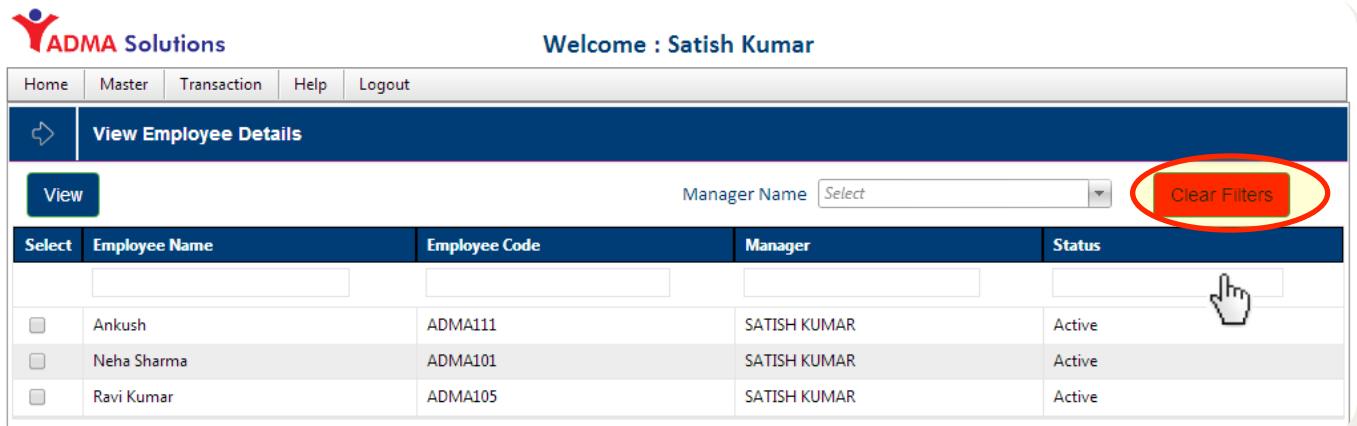


Welcome : Satish Kumar

Manager Name: GOVIND SINGH (ADMAATT002)

Select	Employee Name	Employee Code	Manager	Status
<input type="checkbox"/>	Kumud Kant Pandey	ADMA106	GOVIND SINGH (ADMAATT002)	GO
<input type="checkbox"/>	Madhuri Garg Aggarwal	ADMA108	GOVIND SINGH (ADMAATT002)	GO
<input type="checkbox"/>	Rahul	ADMA110	GOVIND SINGH (ADMAATT002)	GO

Click on "Clear Filters" to go back to the 1st Approver's (Team Manager) employee list.



Welcome : Satish Kumar

Manager Name: Select

Clear Filters

Select	Employee Name	Employee Code	Manager	Status
<input type="checkbox"/>	Ankush	ADMA111	SATISH KUMAR	Active
<input type="checkbox"/>	Neha Sharma	ADMA101	SATISH KUMAR	Active
<input type="checkbox"/>	Ravi Kumar	ADMA105	SATISH KUMAR	Active

Edit Team's Personal and Official Information

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Any changes to the Employees Personal and official Information would require you to contact the administrator.

The Administrator can be contacted via Email or Phone.

Here is the Administrator's Contact Information



hrservices.india@admasolutions.com

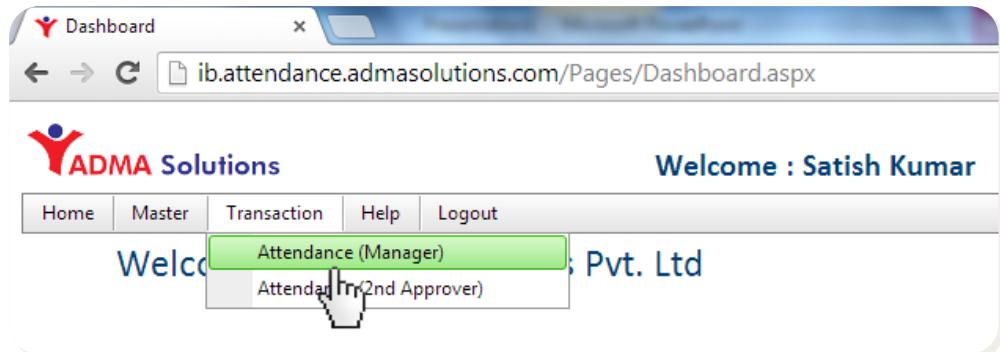


+91 11 26156003
+91 11 26156000

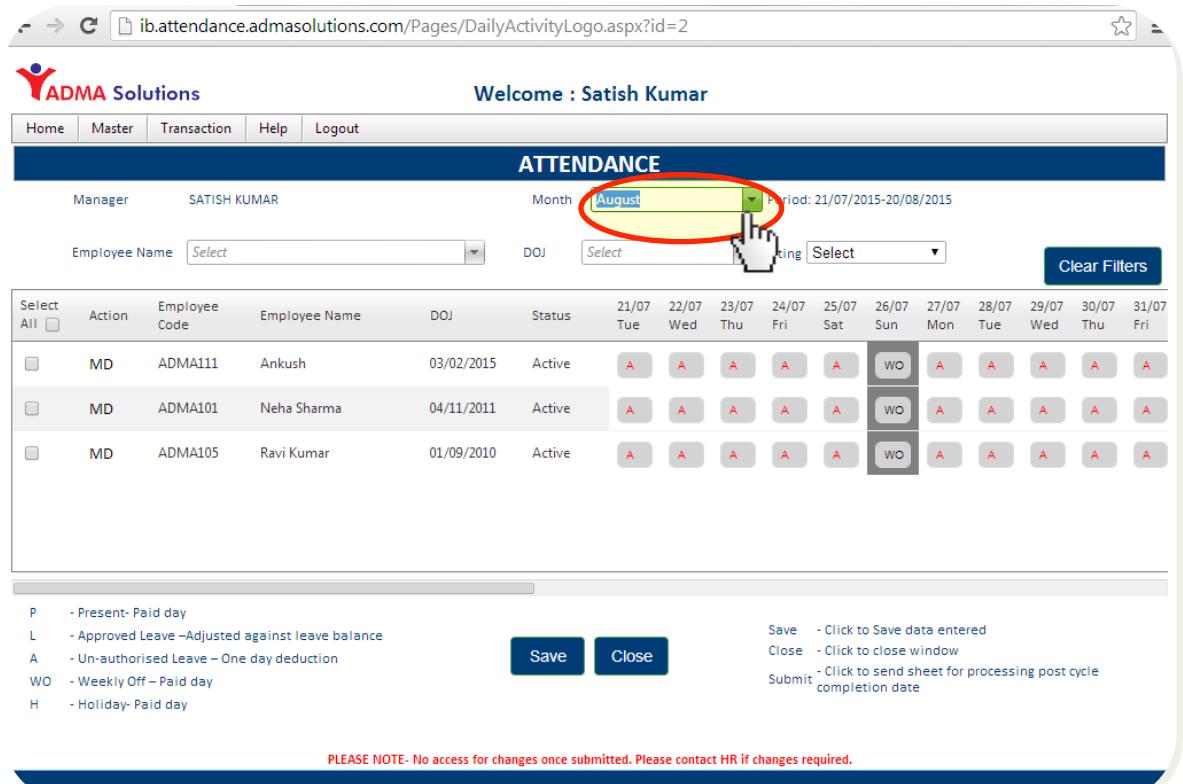
Marking Attendance

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Click on "Transaction" on the Home Page and then click "Attendance (Manager)"



The page will redirect to the Attendance Page. On the Attendance page, select the Month from the drop down placed at the top the screen.



Attendance Page Screenshot:

Manager: SATISH KUMAR

Month: August (highlighted with a red circle)

Employee Name: Select

DOJ: Select

Clear Filters

Select All	Action	Employee Code	Employee Name	DOJ	Status	21/07	22/07	23/07	24/07	25/07	26/07	27/07	28/07	29/07	30/07	31/07
<input type="checkbox"/>	MD	ADMA111	Ankush	03/02/2015	Active	A	A	A	A	A	WO	A	A	A	A	A
<input type="checkbox"/>	MD	ADMA101	Neha Sharma	04/11/2011	Active	A	A	A	A	A	WO	A	A	A	A	A
<input type="checkbox"/>	MD	ADMA105	Ravi Kumar	01/09/2010	Active	A	A	A	A	A	WO	A	A	A	A	A

P - Present- Paid day
 L - Approved Leave -Adjusted against leave balance
 A - Un-authorised Leave - One day deduction
 WO - Weekly Off - Paid day
 H - Holiday- Paid day

Save - Click to Save data entered
 Close - Click to close window
 Submit - Click to send sheet for processing post cycle completion date

PLEASE NOTE- No access for changes once submitted. Please contact HR if changes required.

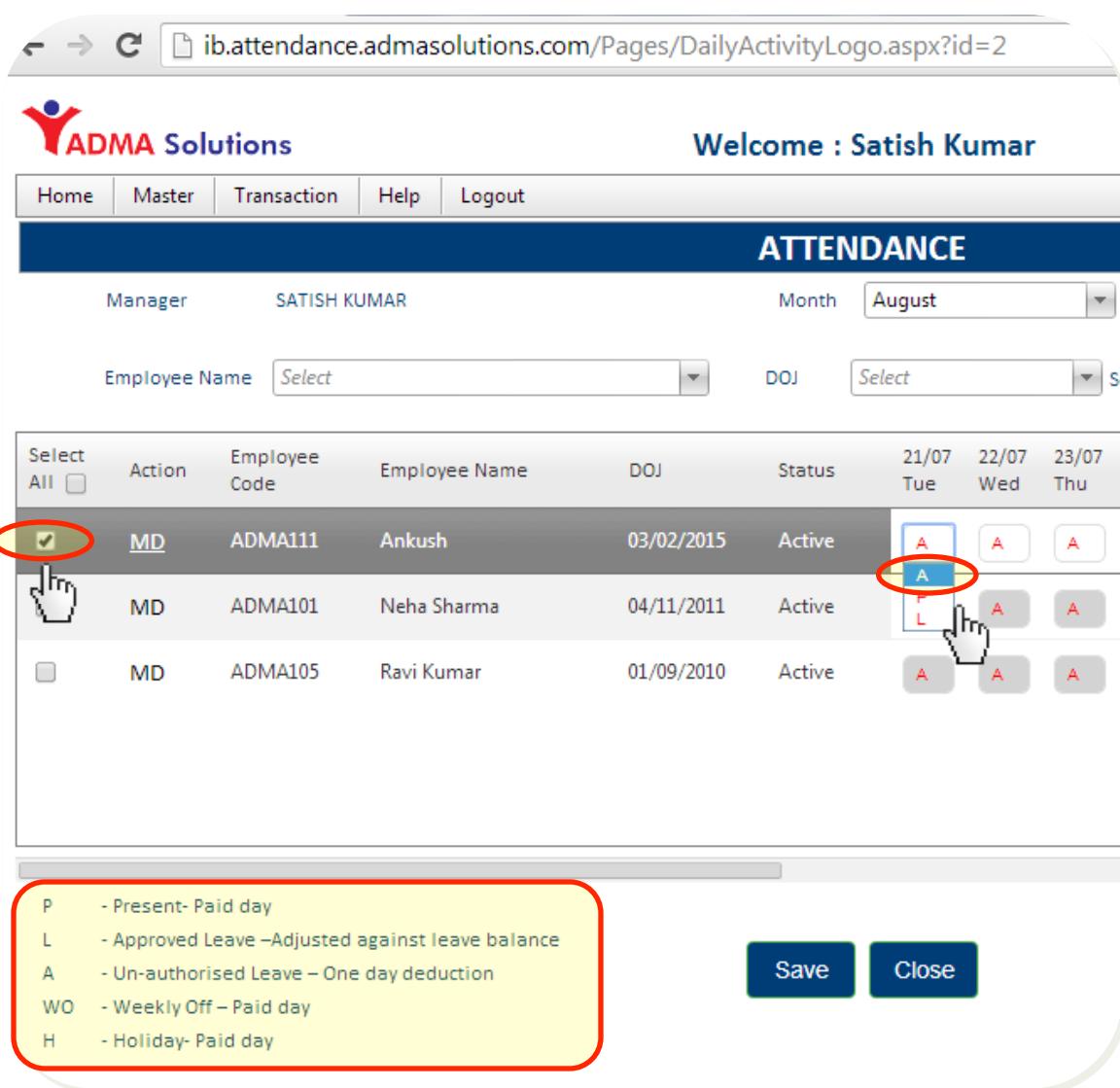
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Continued...

Marking Attendance

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Unlock an employee by ticking the check box.



ib.attendance.admasolutions.com/Pages/DailyActivityLogo.aspx?id=2

ADMA Solutions **Welcome : Satish Kumar**

Home Master Transaction Help Logout

ATTENDANCE

Manager SATISH KUMAR Month August

Employee Name DOJ

Select All <input type="checkbox"/>	Action	Employee Code	Employee Name	DOJ	Status	21/07 Tue	22/07 Wed	23/07 Thu
<input checked="" type="checkbox"/>	MD	ADMA111	Ankush	03/02/2015	Active	<input type="button" value="A"/>	<input type="button" value="A"/>	<input type="button" value="A"/>
	MD	ADMA101	Neha Sharma	04/11/2011	Active	<input type="button" value="A"/>	<input type="button" value="A"/>	<input type="button" value="A"/>
<input type="checkbox"/>	MD	ADMA105	Ravi Kumar	01/09/2010	Active	<input type="button" value="A"/>	<input type="checkbox" value="A"/>	<input type="checkbox" value="A"/>

P - Present- Paid day
L - Approved Leave –Adjusted against leave balance
A - Un-authorised Leave – One day deduction
WO - Weekly Off – Paid day
H - Holiday- Paid day

Save **Close**

Enter the Attendance (As per the legend on the bottom left corner of the screen) using the arrow key for selection and the Tab button to move to the next date.

Continued...

Marking Attendance

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Follow this process for other employees and click "Save" when done. Exiting the screen without clicking "Save" will ignore any changes made.

AR	Month	August							Period: 21/07/2015-20/08/2015	
	DOJ	Select							Sorting	Select
Employee Name	DOJ	Status	21/07 Tue	22/07 Wed	23/07 Thu	24/07 Fri	25/07 Sat	26/07 Sun	27/08 Mo	
Ankush	03/02/2015	Active	P	P	P	P	P	WO	L	
Neha Sharma	04/11/2011	TERMINATED	A	A	NA	NA	NA	NA	NA	
Ravi Kumar	01/09/2010	Active	A	A	A	A	A	WO	A	

Save - Click to Save data entered
 Close - Click to close window
 Submit - Click to send sheet for processing

PLEASE NOTE- No access for changes once submitted. Please contact HR if changes required.

AR	Month	August							Period: 21/07/2015-20/08/2015	
	DOJ	Select							Sorting	Select
Employee Name	DOJ	Status	21/07 Tue	22/07 Wed	23/07 Thu	24/07 Fri	25/07 Sat	26/07 Sun	27/08 Mo	
Ankush	03/02/2015	Active	P	P	P	P	P	WO	L	
Neha Sharma	04/11/2011	TERMINATED	A	A	NA	NA	NA	NA	NA	
Ravi Kumar	01/09/2010	Active	A	A	A	A	A	WO	A	

Data Updated Successfully.

Save - Click to Save data entered
 Close - Click to close window
 Submit - Click to send sheet for processing

PLEASE NOTE- No access for changes once submitted. Please contact HR if changes required.

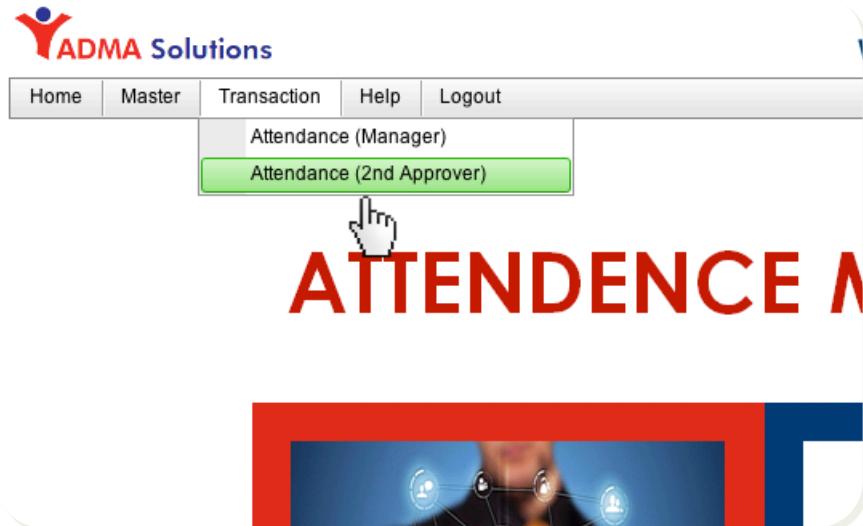
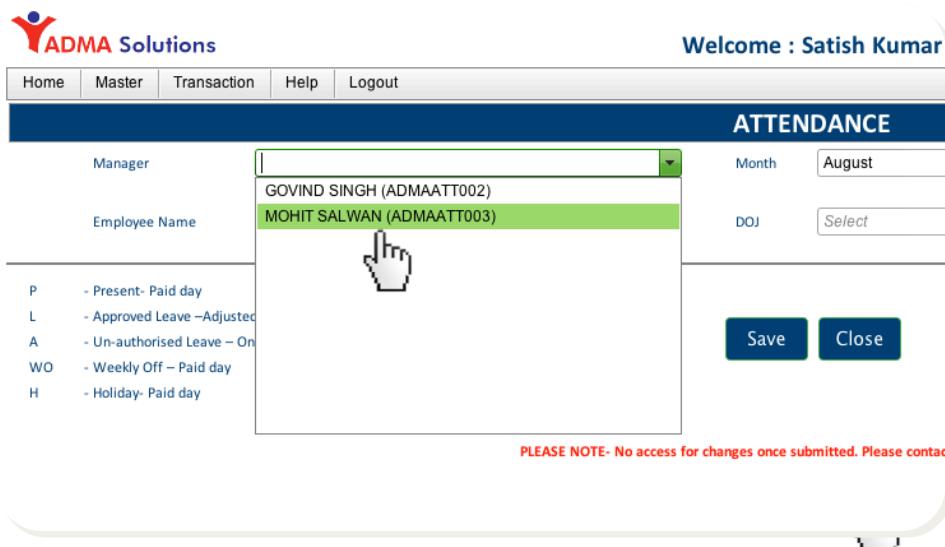
A message "Data Updated Successfully" will appear confirming that the information has been saved.

Continued...

Marking Attendance (2nd Approver)

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Click on "Transaction" on the Home Page and then click "Attendance (2nd Approver)". The page will redirect to the Attendance Page.

On the Attendance page, select the respective Manager whose teams attendance you would want to mark..

Select	Action	Employee Code	Employee Name	DOJ	Status	21/07 Tue
<input type="checkbox"/>	MD	ADMA104	Rahul	14/09/2012	Active	A
<input type="checkbox"/>	MD	ADMA103	Surender Sinari	14/05/2015	Active	A

The employees under the selected Manager will appear.

To mark attendance, follow the same Process as mentioned in "Marking Attendance" guide ([Page11](#)).

Employee Attendance Details

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Scroll to the right of the screen to view the Attendance details and Computation.

ADMA - Attendance

ib.attendance.admasolutions.com/Pages/DailyActivityLogo.aspx?id=2

Welcome : Satish Kumar 

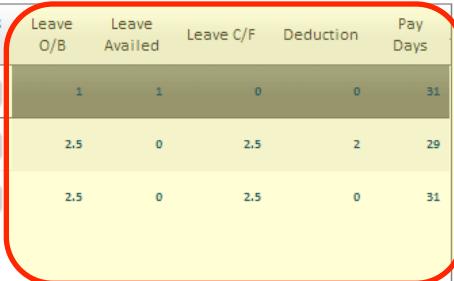
Home Master Transaction Help Logout

ATTENDANCE

Manager SATISH KUMAR Month August Period: 21/07/2015-20/08/2015

Employee Name DOJ Sorting

/08	06/08	07/08	08/08	09/08	10/08	11/08	12/08	13/08	14/08	15/08	16/08	17/08	18/08	19/08	20/08	Leave O/B	Leave Availed	Leave C/F	Deduction	Pay Days
ed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	1	1	0	0	31
	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	2.5	0	2.5	2	29
	P	P	P	WO	P	P	P	P	A	A	WO	P	P	P	P	2.5	0	2.5	0	31
	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P					



P - Present- Paid day
 L - Approved Leave -Adjusted against leave balance
 A - Un-authorised Leave – One day deduction
 WO - Weekly Off – Paid day
 H - Holiday- Paid day

Save - Click to Save data entered
 Close - Click to close window
 Submit - Click to send sheet for processing post cycle completion date

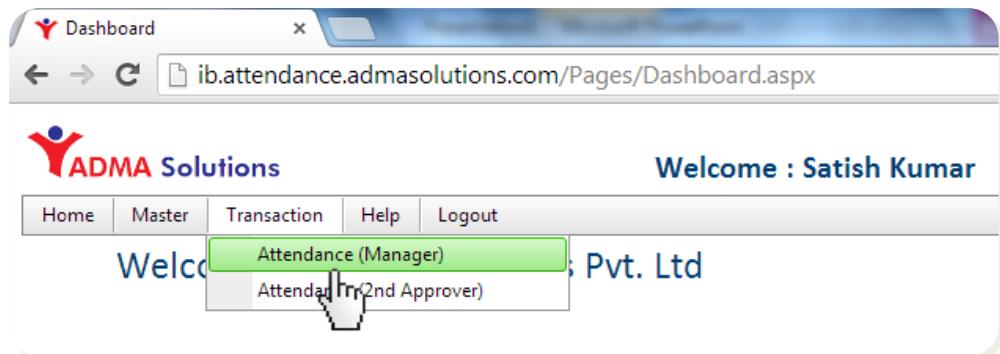
PLEASE NOTE- No access for changes once submitted. Please contact HR if changes required.

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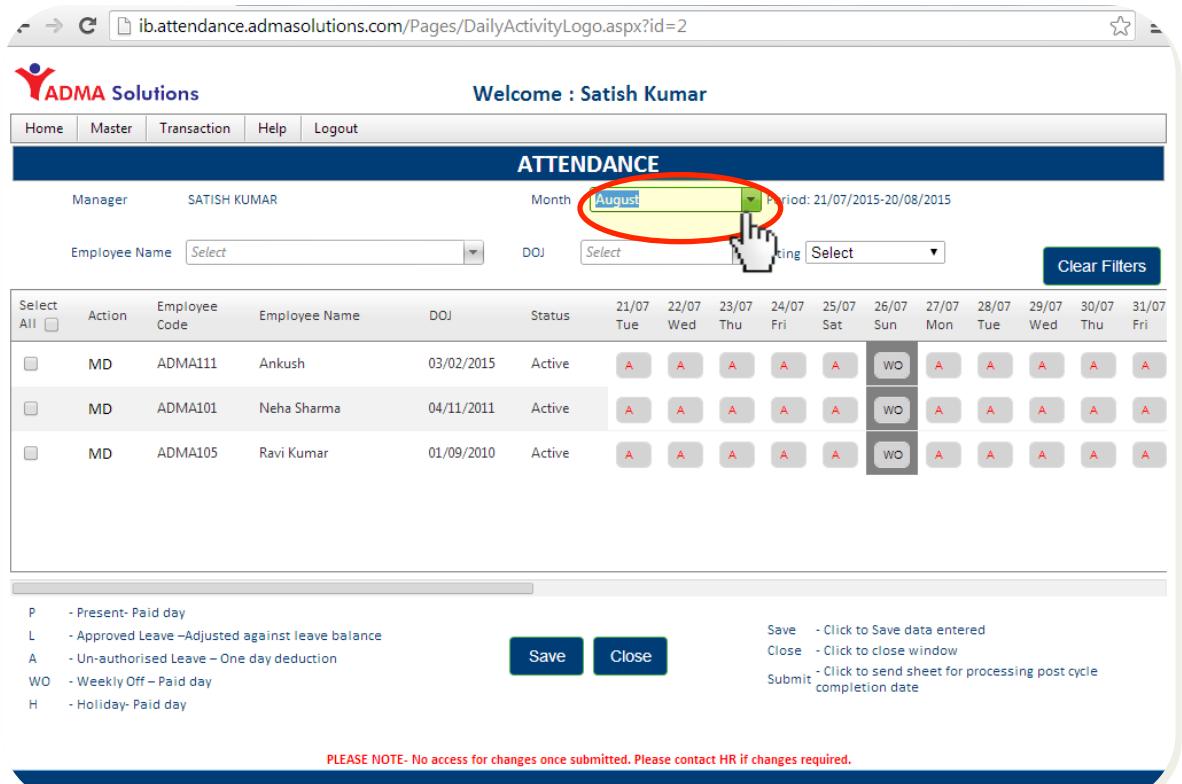
Edit Employees Status

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Click on "Transaction" on the Home Page and then click "Attendance (Manager)"



The page will redirect to the Attendance Page. On the Attendance page, select the Month from the drop down placed at the top the screen.



ib.attendance.admasolutions.com/Pages/DailyActivityLogo.aspx?id=2

Welcome : Satish Kumar

Home | Master | Transaction | Help | Logout

ATTENDANCE

Manager	SATISH KUMAR	Month	August	Period: 21/07/2015-20/08/2015												
Employee Name	Select	DOJ	Select	Filter	Select	Clear Filters										
Select All	Action	Employee Code	Employee Name	DOJ	Status	21/07 Tue	22/07 Wed	23/07 Thu	24/07 Fri	25/07 Sat	26/07 Sun	27/07 Mon	28/07 Tue	29/07 Wed	30/07 Thu	31/07 Fri
<input type="checkbox"/>	MD	ADMA111	Ankush	03/02/2015	Active	A	A	A	A	A	WO	A	A	A	A	A
<input type="checkbox"/>	MD	ADMA101	Neha Sharma	04/11/2011	Active	A	A	A	A	A	WO	A	A	A	A	A
<input type="checkbox"/>	MD	ADMA105	Ravi Kumar	01/09/2010	Active	A	A	A	A	A	WO	A	A	A	A	A

P - Present- Paid day
 L - Approved Leave -Adjusted against leave balance
 A - Un-authorised Leave - One day deduction
 WO - Weekly Off - Paid day
 H - Holiday- Paid day

Save - Click to Save data entered
 Close - Click to close window
 Submit - Click to send sheet for processing post cycle completion date

PLEASE NOTE- No access for changes once submitted. Please contact HR if changes required.

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Continued...

Edit Employees Status

[Back](#)

Unlock an employee by ticking the check box.

Select	Action	Employee Code	Employee Name
<input checked="" type="checkbox"/>	MD	ADMA108	Madhuri Garg Aggan
	MD	ADMA110	Rahul

Click on the “MD” link against the selected Employee.

Select	Action	Employee Code	Employee Name
<input checked="" type="checkbox"/>	MD	ADMA108	Madhuri Garg Aggan
	MD	ADMA110	Rahul

Employee Code

Designation

Status

Start Date of Salary Cycle

Employee Status*

MASTER DETAILS


21/07/2015

20/08/2015

Employee Name
Date of Joining
Location
End date of Salary Cycle

NOT JOINED
Select

Save
Submit
Close

NOT JOINED
RESIGNED
TERMINATED
ACTIVE

Save
Submit
Close

The screen with the “Master Details” will appear .The current status of the selected employee can be changed using the options in the “Employee Status “ drop down list.

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Edit Employees Status

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Change Status to – Not Joined

<u>MASTER DETAILS</u>			
Employee Code	ADMA105	Employee Name	Ravi Kumar
Designation	OFFICE EXECUTIVE	Date of Joining	01/09/2010
Status	Confirmed	Location	
Start Date of Salary Cycle	21/07/2015	End date of Salary Cycle	20/08/2015
Employee Status*	NOT JOINED	Submit	Close



1. After selecting the “Not Joined” option from the list, Click on “Submit”.
2. Once the submit button is pressed then the employee will be instantly removed from the attendance sheet.
3. In the event the same employee needs to be brought back into the system, it will be through the new joinee process. Please contact ADMA HR for the same.

Continued...

Edit Employees Status

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Change Status to – Resigned

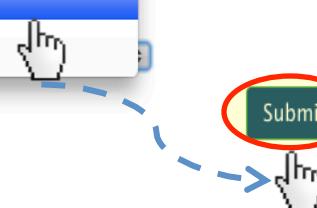
After selecting the “Resigned” option from the list, Click on “Submit”.

MASTER DETAILS

Employee Code	ADMA111	Employee Name	Ankush
Designation	SELECT	Date of Joining	03/02/2015
Status	NOT JOINED	Location	
Start Date of Salary Cycle	RESIGNED	End date of Salary Cycle	20/08/2015
Employee Status*	TERMINATED		
	✓ ACTIVE		

Select
 NOT JOINED
RESIGNED
 TERMINATED
 ✓ ACTIVE

Submit
Close



The page will automatically extend, where a few more details would be required.

MASTER DETAILS

Employee Code	ADMA111	Employee Name	Ankush
Designation	EXECUTIVE	Date of Joining	03/02/2015
Status	Confirmed	Location	
Start Date of Salary Cycle	21/07/2015	End date of Salary Cycle	20/08/2015
Employee Status*	RESIGNED	LWD*	
DOR*		Shortfall of Notice Period	
Notice Period Required	30	Reason for shortfall	
Leave Balance	0.5	Notice Period Waived*	
Leave Encashment*	Select	Reason	
Total Paid Days		Reason	
Other Deduction			
Other Payments			
Net Pay Days			

Save
Submit
Close

Input required
 DOR- Date of Resignation
 LWD- Last Working Day

Continued...

Edit Employees Status

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Change Status to – Resigned (Contd.)



The screenshot shows the ADMA Solutions software interface. On the left, there is a form for editing employee status. The employee code is ADMA111, designation is EXECUTIVE, and the status is currently set to Confirmed. The start date of the salary cycle is 21/07/2015. The employee status is set to RESIGNED. The DOR field is empty. The notice period required is 30 days. The leave balance is 0.5. The leave encashment is set to 'Select'. The total paid days, other deduction, other payments, and net pay days are all empty. On the right, a modal dialog box is open with the URL <http://ib.attendance.admasolutions.com> and the instruction 'Enter DOR'. The DOR field contains '02/08/2015'. Below the dialog are fields for LWD (Last Working Day), which is empty, and the reason for shortfall, which is also empty. There is also a 'Notice Period Waived' field set to 'Select'. At the bottom of the dialog are three buttons: 'Save' (highlighted with a red circle), 'Submit', and 'Close'. A cursor is shown clicking the 'Save' button.

1. Input of "DOR" (Date of Resignation) is mandatory to "Save" the changes to avoid error pop up.
2. DOR will need to be a date within the salary cycle.
3. Employee will be in the system till LWD (Last Working Day) not marked and submitted. LWD can be a date out of the salary cycle month.
4. LWD can be beyond notice period required.
5. The employee cannot be moved out of the system till the LWD is not entered and the "Submit" button has not been pressed.
6. All fields marked "*" are mandatory before Submission.

Continued...

Edit Employees Status

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Change Status – Resigned to Active

The Status can be changed from “Resigned” to “Active” should there be a retention event.

Employee Code ADMA103

Designation EXECUTIVE

Status On Probation

Select
 NOT JOINED
RESIGNED
 TERMINATED
 ACTIVE

Start Date of Salary Cycle

Employee Status*

DOR*

Notice Period Required 15

Leave Balance 0

Leave Encashment*

N

Total Paid Days 40

Other Deduction

0

Other Payments

0

Net Pay Days 0

Employee Name Surender Sinari

Date of Joining 14/05/2015

Location DEL001

End date of Salary Cycle 20/08/2015

LWD*

0

Shortfall of Notice Period

0

Reason for shortfall

Notice Period Waived*

N

Reason

Reason

Save
Submit
Close

Input required
 DOR- Date of Resignation
 LWD- Last Working Day

Also...

1. If a manager needs to edit the DOR, he/she will need to first convert the employee status to “Active” and then mark the employee as resigned with a new DOR, by following the same process as marking an Employee Resigned (Page 18).
2. Once an employee’s resignation has been Submitted. The Employee cannot come back into the system with the same Employment Code. He/she will be considered as a new Joinee.
3. ADMA HR will not process any payment once an employee has been “Saved” as ‘Resigned’ in the system. The dues will be processed as per the full and final process.

Edit Employees Status

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Change Status – Terminated

MASTER DETAILS

Employee Code	ADMA108	Employee Name
Designation	MANAGER	Date of Joining
Status	On Probation	Location
Start Date of Salary Cycle	21/07/2015	End date of Salary Cy
Employee Status*	<input type="button" value="Select"/> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> ✓ Select NOT JOINED RESIGNED TERMINATED ACTIVE </div> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Close"/> 	

Once the option “Terminated” is selected from the list, the “Save” button would no longer be available.

Status change to “Termination” can only be submitted and not saved

MASTER DETAILS

Employee Code	ADMA108	Employee Name	Madhuri Garg Aggarwal
Designation	MANAGER	Date of Joining	25/05/2015
Status	On Probation	Location	
Start Date of Salary Cycle	21/07/2015	End date of Salary Cycle	20/08/2015
Employee Status*	<input type="button" value="Select"/> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> ✓ Select NOT JOINED RESIGNED TERMINATED ACTIVE </div> <input type="button" value="Submit"/> <input type="button" value="Close"/> 		

1. Once the “Submit” button is clicked, the Employee will be considered terminated with immediate effect.
2. The attendance panel for this Employee will freeze in the Month he/she has been terminated.
3. The Terminated Employee's name will not be displayed in the following month's attendance sheet.

The actions post termination will be the same as currently followed.

Submitting the Attendance

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Manager		SATISH KUMAR		Month	July	Period: 21/06/2015-20/07/2015													
Employee Name		Employee Name	DOJ	DOJ	Select	Sorting	Select	Clear Filters											
Select	Action	Employee Code	Employee Name	DOJ	Status	21/06 Sun	22/06 Mon	23/06 Tue	24/06 Wed	25/06 Thu	26/06 Fri	27/06 Sat	28/06 Sun	29/06 Mon	30/06 Tue	01/C Wed			
<input checked="" type="checkbox"/>	MD	ADMA111	Ankush	03/02/2015	RESIGNED	WO	P	P	P	P	P	P	WO	P	P	P			
<input checked="" type="checkbox"/>	MD	ADMA101	Neha Sharma	04/11/2011	Active	WO	P	P	P	P	P	P	WO	P	P	P			
<input checked="" type="checkbox"/>	MD	ADMA105	Ravi Kumar	01/09/2010	Active	WO	P	P	P	P	P	P	WO	P	P	P			

Data updated successfully.

Save Close Submit

PLEASE NOTE- No access for changes once submitted. Please contact HR if changes required.



P - Present- Paid day

L - Approved Leave –Adjusted against leave balance

A - Un-authorised Leave – One day deduction

WO - Weekly Off – Paid day

H - Holiday- Paid day

Save - Click to Save data entered

Close - Click to close window

Submit - Click to send sheet for processing post cycle completion date

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1. The "Submit" button on an attendance sheet will only appear on & after the last day of each cycle
2. All check boxes should be ticked and attendance confirmed before clicking the "Submit" button.
3. Once the submit button is clicked for a cycle, no editing can be done to the attendance for that cycle.
4. Any modifications post submission would require the Manager to contact the ADMA HR Team (*Contact Info on Page 9*). This will need to be done before the salary has been processed for the respective month.

Legend

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DOJ	Date of Joining
P	Present
L	Leave
A	Absent
WO	Weekly Off
H	Holiday
Leave O/B	Leave opening balance- Leave not availed being brought forward to the current cycle + leave entitlement for current Month
Leave Availed	Leave taken during the salary Cycle
Leave C/F	Leave Carry Forward- Leave opening balance less leave availed during the salary cycle
Deductions	Any Absents taken + Any access Leaves taken
MD	MASTER DETAILS- To mark employee as “Not Joined”, “Resigned” or “Terminated”
DOR	Date of Resignation
LWD	Last working day



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