













ATTENDANCE SOFTWARE

USER GUIDE

USER GUIDE

Contents

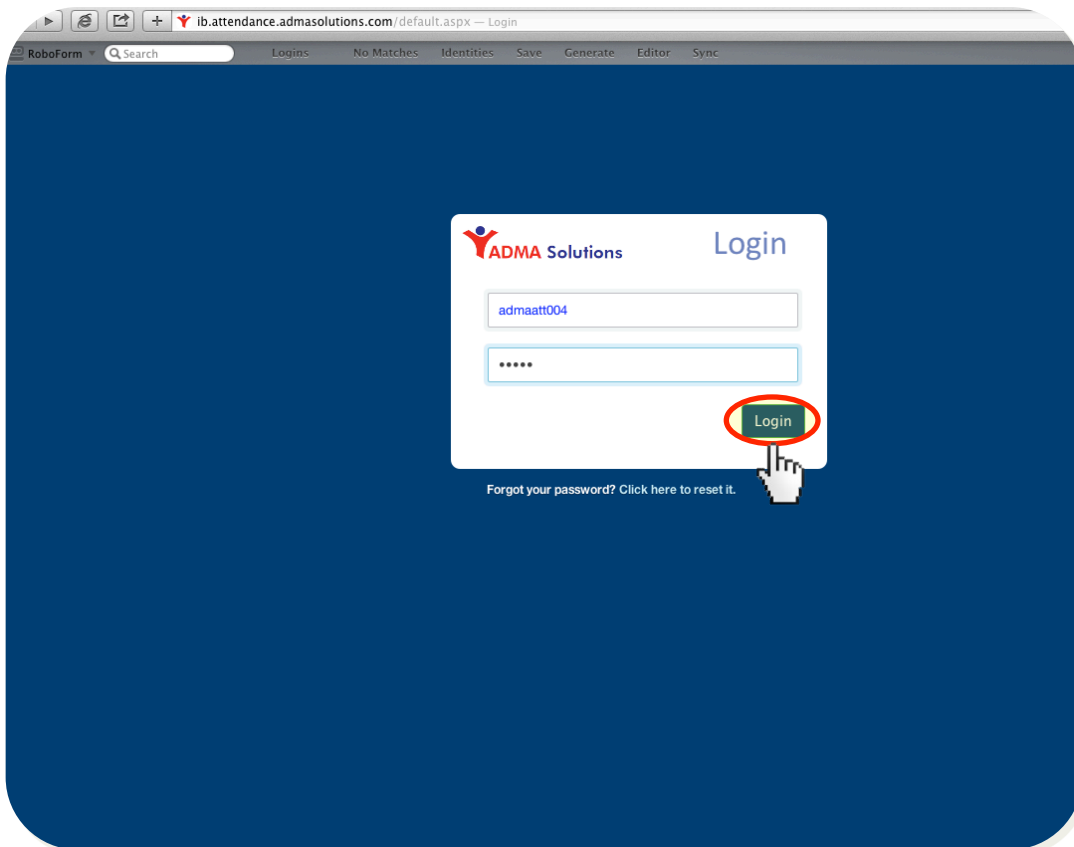
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Login to your Account

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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.

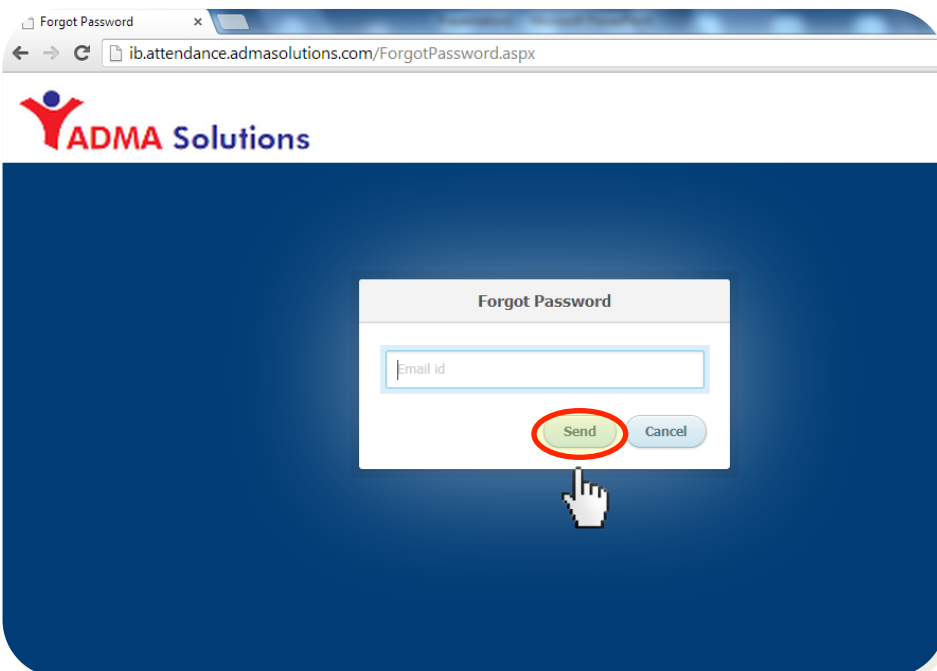
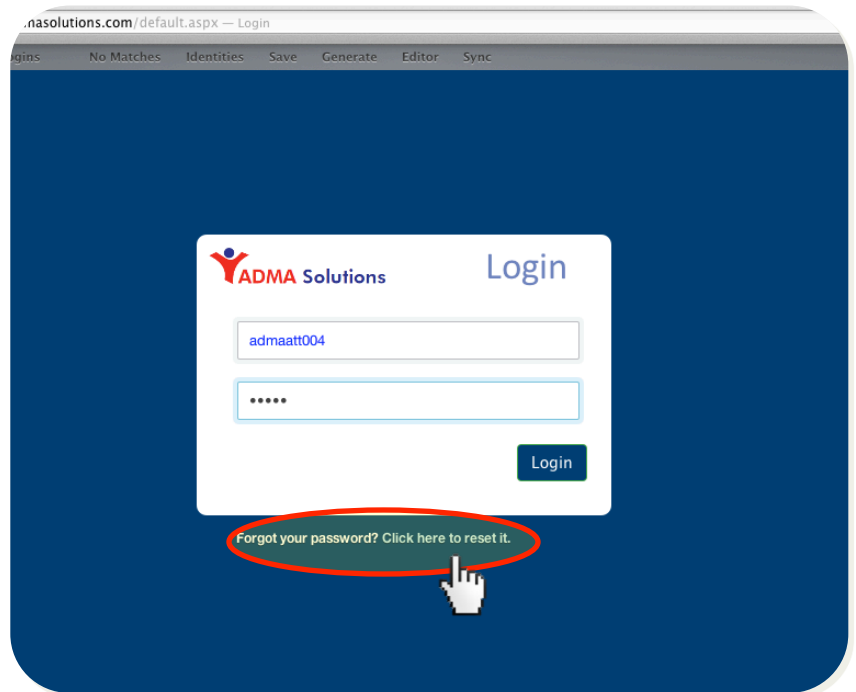


Enter your username and Password. Once entered, click "Login" (Ensure "CAPS lock" is OFF)

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.



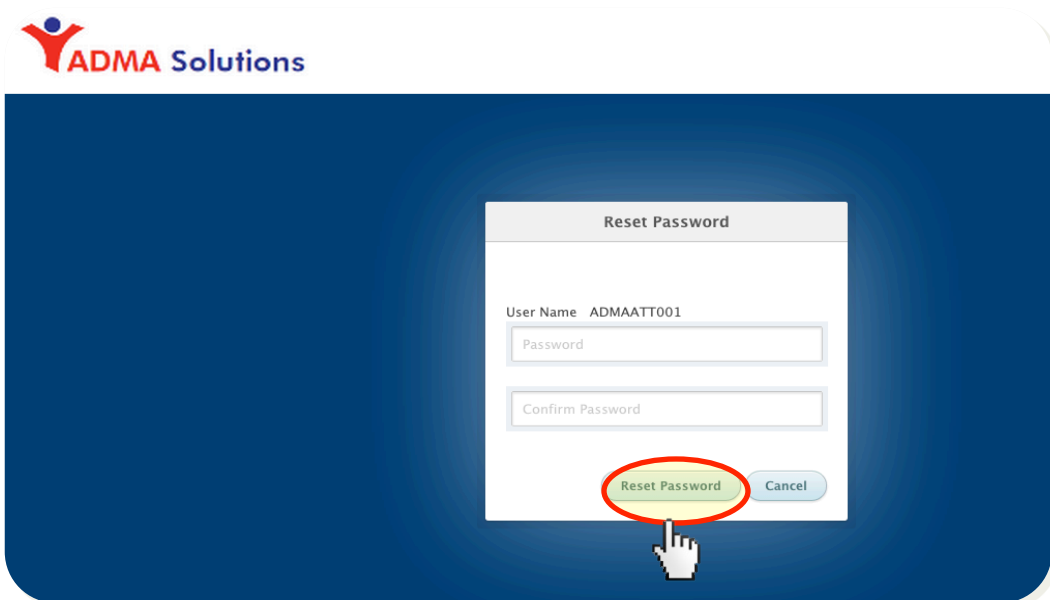
A page requesting your official email ID will appear. Enter the email ID and click "Send". An Email will be sent to the email id entered. Close the browser and go to your Inbox.

Continued...

Changing Your Password

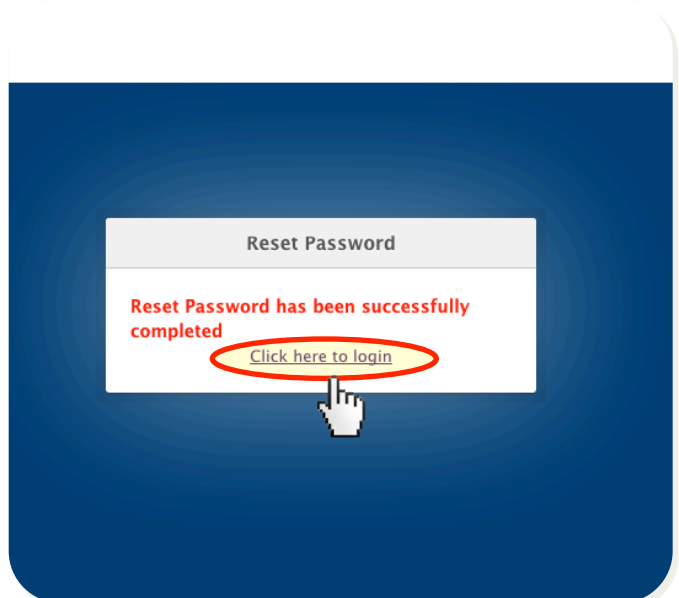
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Look for an Email from " hrservices.india@admasolutions.com ". Open the email and click on the link provided. You will be redirected to a page where you would be requested to enter the new password of your choice and then reconfirm the same.



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

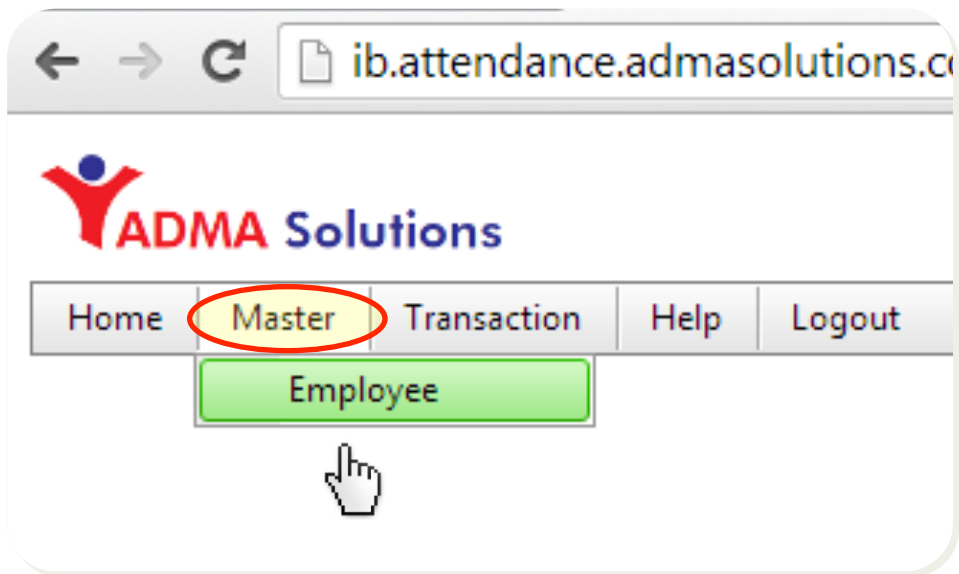
You should now receive a message stating "Reset Password has been Successfully Completed". Click on "Click here to Login". The Login page will appear. Please login using your User ID and newly reset Password.




View Team's Personal and Official Information

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



ADMA Solutions

Welcome : Satish Kumar

HomeMasterTransactionHelpLogout

View Employee Details

View

Manager Name Select Clear Filters

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

[Back](#)

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*	INFO00000005/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)



Upload Image

Designation*	SR. EXECUTIVE
Cost Centre/Department	Human Resource
Product	HR
Sub-Product	Recruitment
Division	ADMA1
Region	NORTH1

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
Bank Account No.	1111111111
Bank Branch Address	New Delhi
IFSC Code	ICICI111111

PAN*	ASLPN6629T
PF No.	DL-23746/21099
ESIC No.	123456789012
UAN No.	1234567890

PERSONAL DETAILS

Father/Spouse Name	Amit Sharma
Date of Birth	01/01/1984
Residence Address	Moti Nagar, New Delhi- 110018
Permanent Address	Moti Nagar, New Delhi- 110018
Mobile No.	9811111111

Email Id	nehasharma@gmail.com
Emergency Contact No.	999921000
Blood Group	A1 Negative (A1 -ve)
Marital Status	Single
Educational Details	Graduate


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)

[Back](#)

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.

ADMA Solutions

Welcome : Satish Kumar

HomeMasterTransactionHelpLogout

View Employee Details

View

Manager Name


GOVIND SINGH (ADMAATT002)

GOVIND SINGH (ADMAATT002)

Clear Filters

Select	Employee Name	Employee Code	Ma
<input type="checkbox"/>	Kumud Kant Pandey	ADMA106	GO
<input type="checkbox"/>	Madhuri Garg Aggarwal	ADMA108	GO
<input type="checkbox"/>	Rahul	ADMA110	GO

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

ADMA Solutions

Welcome : Satish Kumar

HomeMasterTransactionHelpLogout

View Employee Details

View

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

[Back](#)

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



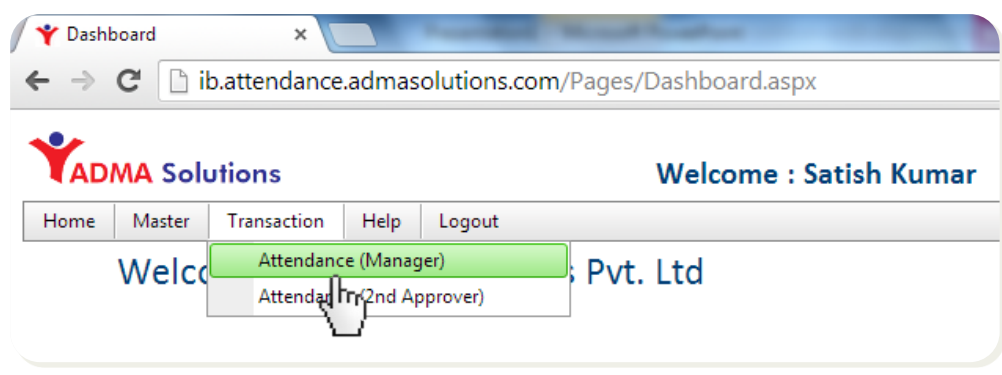
+91 11 26156003

+91 11 26156000

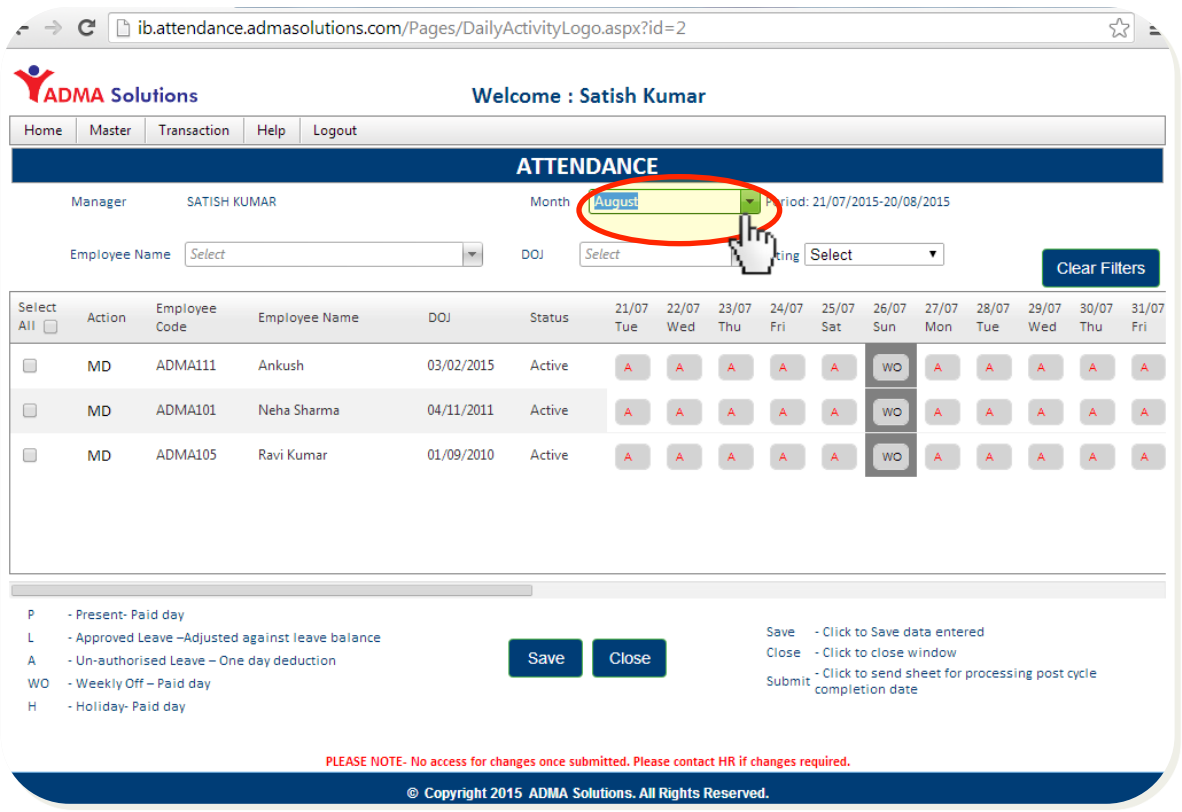
Marking Attendance

[Back](#)

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.




Marking Attendance

[Back](#)

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

Select

DOJ

Select

Select	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	A	A	A
<input type="checkbox"/>	MD	ADMA101	Neha Sharma	04/11/2011	Active	A	A	A
<input type="checkbox"/>	MD	ADMA105	Ravi Kumar	01/09/2010	Active	A	A	A

P - Present- Paid day

L - Approved Leave –Adjusted against leave balance

A - Un-authorized 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

[Back](#)

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

AR

MonthAugust

Period: 21/07/2015-20/08/2015

DOJSelect

SortingSelect

Employee Name	DOJ	Status	21/07 Tue	22/07 Wed	23/07 Thu	24/07 Fri	25/07 Sat	26/07 Sun	27/ 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

ive balance
tion

Save

Close

Save

Close

Submit

- Click to Save data entered

- Click to close window

- Click to send sheet for proc

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

AR

MonthAugust

Period: 21/07/2015-20/08/2015

DOJSelect

SortingSelect

Employee Name	DOJ	Status	21/07 Tue	22/07 Wed	23/07 Thu	24/07 Fri	25/07 Sat	26/07 Sun	27/ 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

ive balance
tion

Save

Close

Data Updated Successfully.

Save

Close

Submit

- Click to Save data entered

- Click to close window

- Click to send sheet for proc

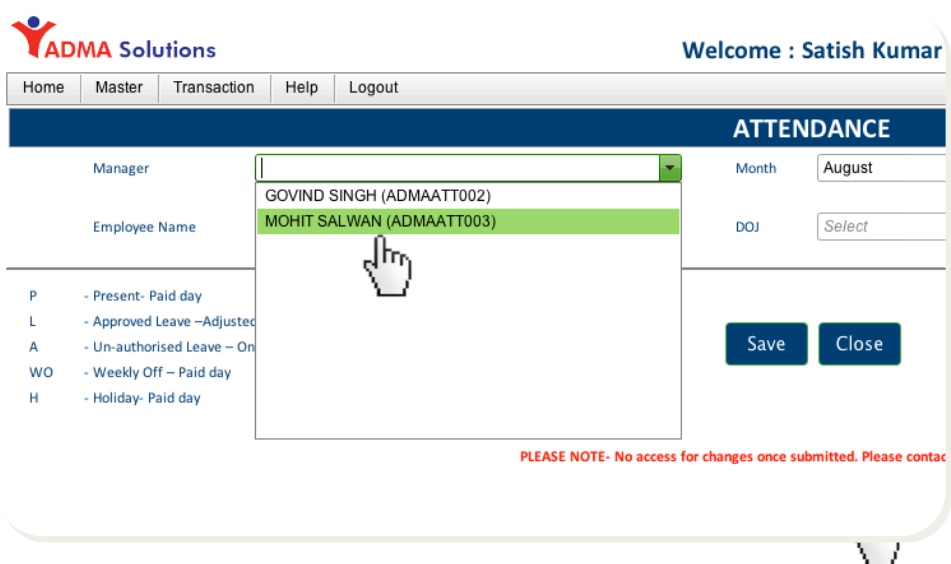
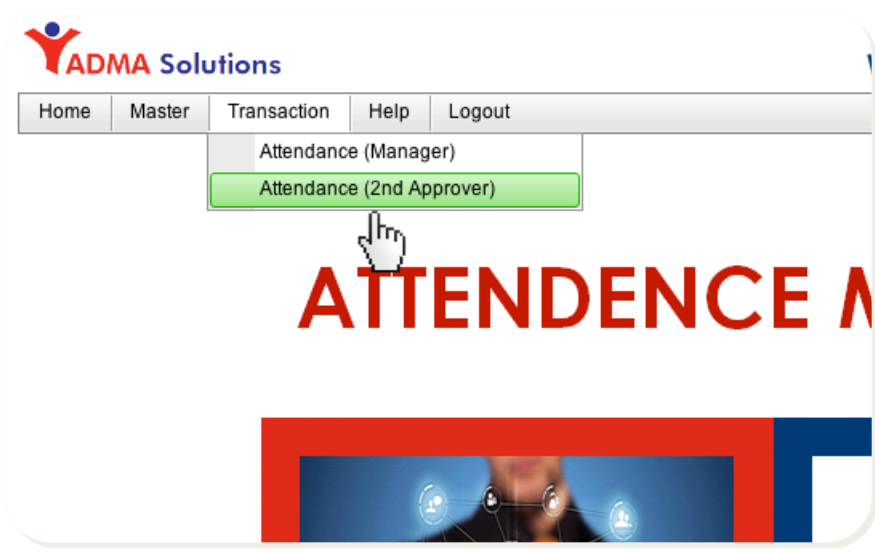
PLEASE NOTE- No access for changes once submitted. Please contact HR if changes required.

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

Marking Attendance
(2nd Approver)

[Back](#)

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

[Back](#)

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

ADMA Solutions

Welcome : Satish Kumar

HomeMasterTransactionHelpLogout

ATTENDANCE

ManagerSATISH KUMARMonthAugustPeriod: 21/07/2015-20/08/2015

Employee NameSelectDOJSelectSortingSelectClear Filters

	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 Availd	Leave C/F	Deduction	Pay Days
	P	P	P	WO	P	P	P	L	P	P	WO	P	P	P	P	1	1	0	0	31
	P	P	P	WO	P	P	P	P	A	A	WO	P	P	P	P	2.5	0	2.5	2	29
	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	2.5	0	2.5	0	31

P - Present- Paid day

L - Approved Leave –Adjusted against leave balance

A - Un-authorized Leave – One day deduction

WO - Weekly Off – Paid day

H - Holiday- Paid day

SaveClose

Save - Click to Save data entered

Close - Click to close window

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

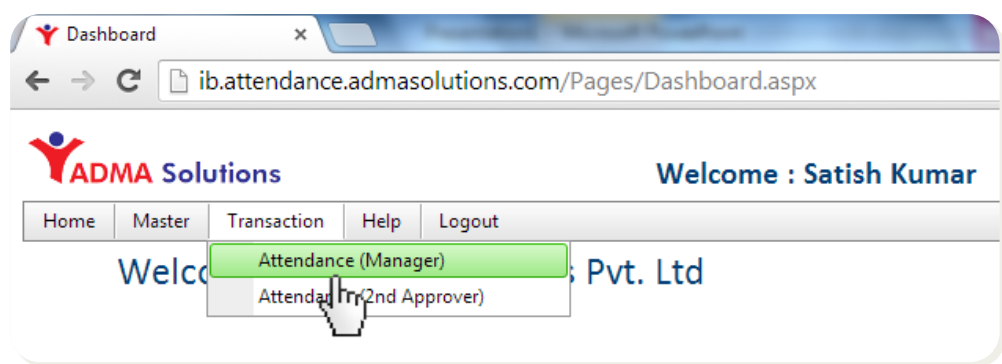
PLEASE NOTE- No access for changes once submitted. Please contact HR if changes required.

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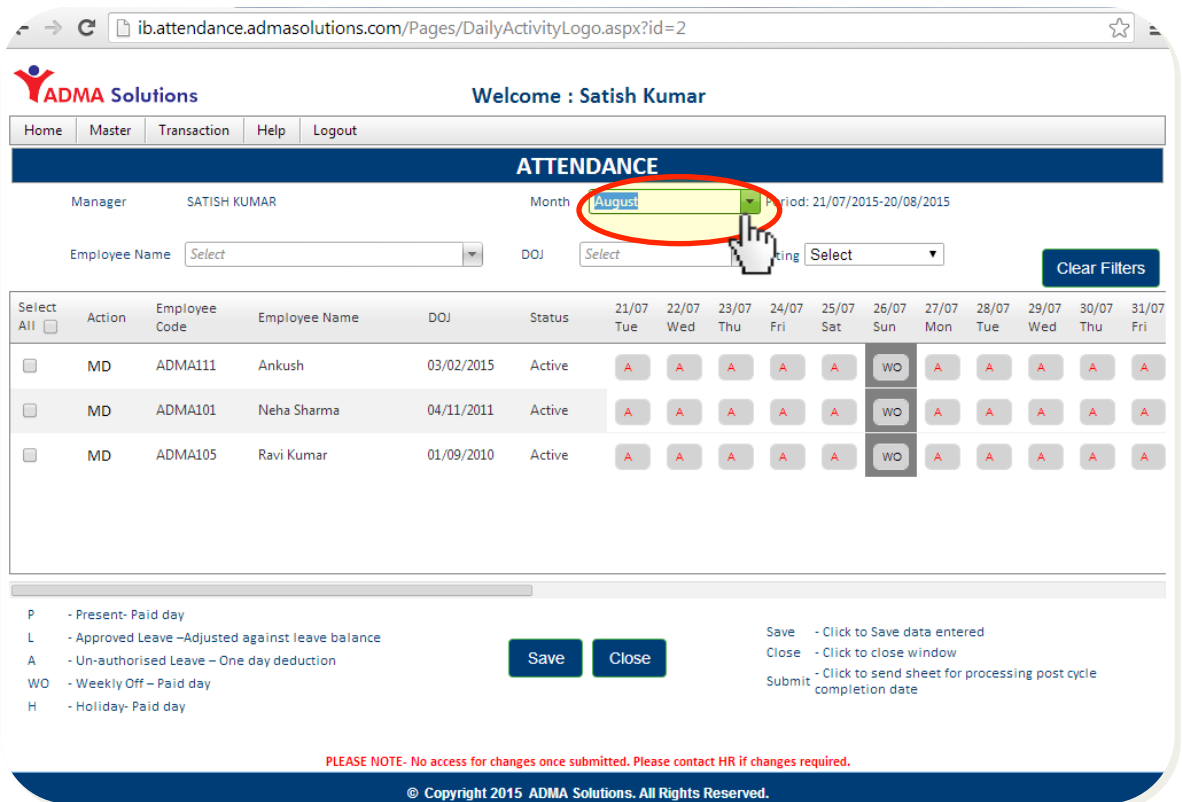
Edit Employees Status

[Back](#)

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.



Edit Employees Status

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Unlock an employee by ticking the check box.

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

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

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

MASTER DETAILS

Employee Code

Designation

Status

Start Date of Salary Cycle

21/07/2015

Employee Status*

NOT JOINED

Select

NOT JOINED

RESIGNED

TERMINATED

ACTIVE

Employee Name

Date of Joining

Location

End date of Salary Cycle

20/08/2015

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.

Change Status to – Not Joined

MASTER DETAILS

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*	<input type="text" value="NOT JOINED"/>		

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 joiner process. Please contact ADMA HR for the same.

Change Status to – Resigned

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

MASTER DETAILS

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

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*	Select
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

Change Status to – Resigned (Contd.)



Master Transaction Help Logout

http://ib.attendance.admasolutions.com
Enter DOR

OK

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

Save Submit Close

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

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...

Change Status – Resigned to Active

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

MASTER DETAILS

Employee Code

ADMA103

Designation

EXECUTIVE

Status

Select

NOT JOINED

RESIGNED

TERMINATED

ACTIVE

Start Date of Salary Cycle

Employee Status*

DOR*

15

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*

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.

Continued... 20

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*	<div> ✓ Select NOT JOINED RESIGNED TERMINATED ACTIVE </div>		

Save Submit 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*	TERMINATED		


Submit 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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 **Welcome : Satish Kumar**

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ATTENDANCE

Manager: SATISH KUMAR Month: Period: 21/06/2015-20/07/2015

Employee Name: DOJ: Sorting: [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	01/07 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](#)

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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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

[Back](#)

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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