

# Reports

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# Payroll Overview

## Payment Advice Report

Reports > Payment Advice Report

Filter By: March 2025

Include Emp Details  Net Pay greater than 0  Show rounded values

	TP / Org Emp Code	Employee Name	Date of Joining	Date Of Birth	ESI Number	Date of Leaving	Designation	Department	Job Type	Unit Parameter Name	PAN Card	PF Nu
<input type="checkbox"/>	TP2377	Satish Kumar	01-Jan-24	03-Mar-87	Request For ESIC		Senior Software Tester	TEST DEPT	Contractual			

1. **Payment Advice Report** - In this section, you can access detailed payroll reports once attendance is approved and salary structures are included. This report helps you manage, review, and export payment details for each employee in your organisation.

## CTC Report

Reports > CTC Report

Include Employee Details

Employee Name	TP / Org Emp Code	Gross Earning	Net Pay
Abhishek sharma	TP15364	23,224.25	20,880.67
Disha Singh	TP20662	50,000.00	50,000.00
Manoj Kumar	TP 1234	50,000.00	50,000.00
Sanjeev Kumar	TP19729	81,383.33	79,583.33
vinay	TP21341	700,000.00	630,000.00
Tara singh	TP19489	47,400.00	44,850.00
Satish Kumar	TP2377	46,477.48	44,646.48
Sakshi	ORG7588	50,000.00	50,000.00
Roshita	TP20621	100,000.00	100,000.00

2. **CTC Report** -

This report displays the calculated Cost to Company (CTC) for each employee. You can filter the report based on employee name, organizational unit, designation, and department for a more focused view.

## Employee Pay Summary Report

Reports > Employee Pay Summary

Filter By:

#	<input type="checkbox"/>	TP / Org Emp Code	Employee Name	Salary Month	Department	Designation	Job Type	Unit Parameter Name	Action	Independent Contractors Invoice
1	<input type="checkbox"/>	TP15364	Abhishek sharma	Mar-2025	TEST DEPT	Software Tester Level 1	Contractual			
2	<input type="checkbox"/>	128	Rajat Sharma	Mar-2025	Division One	HR One	Independent Contractors			
3	<input type="checkbox"/>	ORG7588	Sakshi	Mar-2025	Division One	HR One	Independent Contractors			

### 3. Employee Pay Summary -

In this section, you can view and manage employee pay slips.

## Liability Report

Reports > Liability Report

Filter By:

Include Employee Details

TP / Org Emp Code	Employee Name	Gross Earning	Gross Deduction	Net Pay
TP2047	Jogindra Singh	5,000.00	10.00	4,990.00
TP2050	Jogindra Singh	0.00	-5,000.00	5,000.00
TP2050	Jogindra Singh	5,000.00	1,147.50	3,852.50
TP2377	Satish Kumar	5,000.00	0.00	5,000.00
ORG7588	Sakshi	69,428.57	10,694.29	58,734.29
128	Rajat Sharma	55,000.00	550.00	54,450.00
127	Ishita Adhikari	5,000.00	37.50	4,962.50
TP7510	Raju	5,000.00	37.50	4,962.50
AKAL 100	jitendra kumar	-140,110.00	4.06	-140,114.06

#### 4. Payroll Liability Summary -

This section gives you a detailed overview of all financial liabilities towards employees.

#### Disbursement Report

[Reports](#) > Disbursement Rep

Filter By: March 2025 Q Summary Details More Filters

Include Employee Details Download Print Refresh Show Fields

TP / Org Emp Code	Employee Name	Gross Earning	Gross Deduction	Net Pay	Bank Account	IFSC Code	Bank Name	Branch
TP2047	Jogindra Singh	5,000.00	10.00	4,990.00	40161025058	SBIN0062250	State Bank of India	ALL INDIA AYURVEDIC SANSTHAN DELHI DELHI
TP2050	Jogindra Singh	5,000.00	-3,852.50	8,852.50	40161025058	SBIN0062250	State Bank of India	ALL INDIA AYURVEDIC SANSTHAN DELHI DELHI
TP2377	Satish Kumar	5,000.00	0.00	5,000.00	40161025058	SBIN0062250	State Bank of India	ALL INDIA AYURVEDIC SANSTHAN DELHI DELHI

#### 5. Disbursement Report -

This section allows you to view all the disbursement amounts that are yet to be processed. You

can easily filter data by selecting Month and Year, and refine your search further using the More

Filter options such as Employee Name, Designation, Department, and Organization Unit.

# Attendance Reports

1.

## Check-In/Check-Out Report

Reports > Check-In/Check-Out Re

Sr. No.	TPCode	Employee Code	Employee Name	Designation	Source	Check In Time	Check Out Time	Total Hours	Shift
1	TP8523	AKAL 100	jitendra kumar	new Designation	Mobile	09:47	09:48	00:00:56	shift 1
2	TP20662		Disha Singh	Tech	Mobile	12:27	12:32	00:05:03	shift 1

### 1. Check-In/Check Out Report -

This report provides a comprehensive view of employees' check-in and check-out details along with total working hours. It includes fields like TP Code, Employee Code, Employee Name, Designation, Source, Check In Time, Check Out Time, Total Hours, Shift Name, Auto Assign Shift, Night Shift, Break, Department, Organisation Unit, Geofence Name, and an Action column (used to reprocess and sync the record if data is not displayed).

## Biometric Punch Logs

Report > Biometric Pui

Att txn #	Employee Code(ORC)	Employee Name	Designation	Punch Date	Punch Time	Device Serial No	Synced Status	In/Ou
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## 2. Biometric Punch Logs -

The Biometric Punch Logs section provides a detailed view of employee punch-in and punch-out records captured through biometric devices. It allows accurate tracking of attendance and helps in verifying working hours and sync status for each record.

### In Time/Out Time Details Report

[Home](#) > [In Time/Out Time Details Report](#)

Month-Year		March	2025	Total Records: 4													Export as ▾	Search ▾
Employee Name	Designation	Date	1	2	3	4	5	6	7	8	9	10	11	12				
Ishita Adhikari (TP6961)	Software tester Level 3	Check In	00:00	00:00	00:00	10:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
		Check Out	00:00	00:00	00:00	07:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
		Total Time	00:00	00:00	00:00	09:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
Jasmeet Singh (TP16067)	Solutions Architect	Check In	00:00	00:00	00:00	00:00	00:00	00:00	09:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
		Check Out	00:00	00:00	00:00	00:00	00:00	00:00	07:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
		Total Time	00:00	00:00	00:00	00:00	00:00	00:00	10:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	

## 3. Monthly In time Out Time Report -

The Monthly In Time and Out Time Report provides a comprehensive view of employees' daily check-in and check-out times for a selected month. It helps in tracking attendance patterns and total working hours for each employee throughout the month.

[Attendance Muster roll \[ March 2025 \]](#)

[reports](#) / [Attendance Muster](#)

										Search ▾	Sync WO   Ho	
Search Employee(s)										Total : 12		
Employee	Employee Code	DOJ	DOL	Department	Designation	Organization Unit	Job Type	Status	Mar 1 Sat		Mar 2 Sun	
									Shift	Status	Shift	Status
Abhishek sharma	TP15364	07/01/2025		TEST DEPT	Software Tester Level 1	test, JTI	Contractual	Approved		PP		PP
Ishita Adhikari	127	10/10/2023		TEST DEPT	Software tester Level 3	Kumaon Org	Contractual	Approved		PP		PP
Jasmeet Singh	Akal Information Sys	01/09/2024	18/03/2025	EAS	Solutions Architect		Contractual	Approved		AA		AA
jitendra kumar	AKAL 100	30/08/2024		ac	new Designation		Contractual	Approved		WO		WO
Manoj Kumar	TP 1234	01/09/2024		TEST DEPT	Software Tester Level 1	Unit One	Independent Contractors	Approved		AA		AA

#### 4. Attendance Muster Roll -

The Attendance Muster Roll offers a detailed monthly overview of employee attendance, clearly showing the number of days present, leave types taken, paid days, and any loss of pay. Filters

allow you to search by employee name, month and year, status (Yet to Mark, Marked, Verified),

attendance status (Present, Absent, Leave, Overtime), as well as organizational unit, department,

and designation.

#### Tagged/Untagged Report

[Reports](#) > Tagged/Untagged

Employee(s)	Status	All	Geo Fence Location	All
Total Employees: 16		Total Tagged: 2		Total Untagged :14
#	Emp. Code	Employee Name	Designation	Geo Fence Location
1	TP20623	Nalin Kumar mavi	N/A	
2	TP7510	Raju	Software Tester level 2	
3	TP19489	Tara singh	Senior Software Tester	
4	TP20621	Roshita	Tech	
5	TP6963	Sakshi	HR One	Kumaon Org, New Unit
6	TP2377	Satish Kumar	Senior Software Tester	
7	TP21341	vinay	Consultant	
8	TP6961	Ishita Adhikari	Software tester Level 3	

#### 5. Tagged/Untagged -

The Tagged and Untagged Report allows you to track employees who have been mapped

(or not) to geofencing locations within the organization. You can search for specific

Employee present/absent status [ [March 2025](#) ]

[Reports](#) > Employee present/absent

															<a href="#">More Filter</a>
Search Employee(s)															<b>Total : 12</b>
Employee(s)   DOJ-DOL   Dept.   Desig.	Job Type	Status	Paid Days	Loss of Pay	Mar 1 Sat	Mar 2 Sun	Mar 3 Mon	Mar 4 Tue	Mar 5 Wed	Mar 6 Thu	Mar 7 Fri	Mar 8 Sat	Mar 9 Sun	Mar 10 Mon	
Abhishek sharma (TP15364) 07/01/2025 TEST DEPT   Software Tester Level 1 test, JTI	Contractual	Approved	30	0	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	
Ishita Adhikari (127) 10/10/2023 TEST DEPT   Software tester Level 3 Kumaon Org	Contractual	Approved	26	0	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	
Jasmeet Singh (Akai Information Sys) 01/09/2024 - 18/03/2025 EAS   Solutions Architect	Contractual	Approved	5	0	AA	AA	AA	AA	AA	LL-PL	PP	AA	AA	AA	

## 6. Employee Present/Absent Status -

The Employee Present/Absent Status Report provides a comprehensive view of employee attendance status for a selected month. It includes a set of search filters that allow you to refine results by employee name, month and year, attendance status (Present, Leave, Absent), status (Yet to Mark, Marked, Verified), as well as organization unit, department, and designation.

### Missed Punch Report

[Reports](#) > Missed Punch R

#	Employee Name	Attendance Date	Assign Shift	Status	Intime	OutTime	Working hrs
1	Disha Singh []	03/04/2025	shift 1 [09:00-18:00]	Single Punch	16:12:00	00:00:00	

## 7. Missed Punch Report -

The Missed Punch Report provides details of employees who have missing punch entries for the selected month. You can filter the report by month and year, and also search by employee name to quickly locate specific records.

# Statutory Reports

Filter By : February 2025

Search Employee(s)  Include Employee Details [Process](#) [Show Fields](#)

TP / Org Emp Code	Gross Wages	EPF Wages	EPS Wages	EDLI Wages	EPF Contri Remitted	EPS Contri Remitted	VPF
AKAL 100	201665	85233.73	15000	15000	10228.05	1249.5	0
TP15364	31533	15000	15000	15000	1800	1249.5	0
TP19729	2713	1388.89	1388.89	1388.89	166.7	115.72	0

## 1. EPF Summary Report -

EPF Summary Report provides a comprehensive view of EPF and EPS wages along with their respective contribution details. You can filter the report by selecting a specific month and year, and also search for employees directly using the search bar.

Filter By : March 2025

Search Employee(s)  Include Employee Details [Show Fields](#)

TP / Org Emp Code	Gross Wages	EPF Wages	EPS Wages	EDLI Wages	EPF Contri Remitted	EPS CONTRI Remitted	VPF
TP15364	25669	15244	15000	15000	1829	1250	0

## 2. EPF - ECR Report -

EPF-ECR Report provides a detailed view of the EPF data that has been processed through the EPF Summary section. This report helps you verify and download statutory compliance records for EPF filings.

Filter By : April 2025

Search Employee(s)  Include Employee Details [Process](#) [Show Fields](#)

TP / Org Emp Code	IP Number	IP Contribution
TP19489	Request For ESIC	356

## 3. ESI Summary -

ESI Summary Report provides a consolidated view of employee-wise ESI (IP) contributions for a

selected period. It enables you to track statutory deductions aligned with ESI regulations.

Filter By: March 2025

Include Employee Details [Show Fields](#)

TP / Org Emp Code	IP Number	IP Contribution
TP2050	Request For ESIC	38
127	Request For ESIC	38
TP7510	Request For ESIC	38
TP15364	Request For ESIC	121
Akal Information Sys	Request For ESIC	38
TP19489	Request For ESIC	38

#### 4. ESIC Return Report -

ESIC Return Report displays the finalized ESI contribution data processed through the ESI Summary section. This report serves as a statutory return document, providing key details of employee contributions for the selected month.

Filter By: March 2025

S.No	TP / Org Emp Code	Member Name	Account-2	Account-21	Total Admin Charges
1	AKAL 100	jitendra kumar	-312.42	-312.42	-624.84
2	TP15364	Abhishek sharma	76.22	75	151.22
3	TP19729	Sanjeev Kumar	60.28	60.28	120.56

#### 5.Account 21 Report -

The Account 21 Report provides a detailed view of the admin charges applied for each employee.

# Leave Reports

1.


[Search](#)

Employee Name	Leave type	Type	Reason	From date	To date	Leave Days	Status
<a href="#">AS</a> Abhishek sharma [ TP15364]	Privileged Leave	Paid	test	23-Apr-2025	24-Apr-2025	2 Day (s)	Pending
<a href="#">AA</a> Annupritta [ TP20622]	Medical Leave	Paid	hdhddo	16-Apr-2025	17-Apr-2025	2 Day (s)	Approved

## Applied Leaves Report -

Applied Leaves Report provides a comprehensive overview of the types of leaves taken by employees, along with their current status.

[Search Employee](#) **Total: 16**

Employee Name	Casual Leave	Earned Leave	Medical Leave	Privileged Leave	Restricted Holiday	Unpaid Leave	Maternity Leave
 Satish Kumar [ TP2377 ]	N/A	N/A	N/A	6.0	N/A	N/A	N/A
<a href="#">IA</a> Ishita Adhikari [ 127 ]	N/A	N/A	N/A	6.0	N/A	N/A	182
<a href="#">RS</a> Rajat Sharma [ 128 ]	N/A	N/A	N/A	6.0	N/A	N/A	N/A


## 2. Employee Leave Balance -

Employee Leave Balance Report provides a detailed view of the remaining leave balance for each employee across all applicable leave types.

### Leave Taken and Balance

[Reports](#) > Leave Taken and Balance

[Search](#) **Total: 16**

Employee	Casual Leave		Earned Leave		Medical Leave		Privileged Leave		Rest
	Taken	Balance	Taken	Balance	Taken	Balance	Taken	Balance	Taken
 Satish Kumar [TP2377]	N/A	N/A	N/A	N/A	N/A	N/A	0.0	6.0	N/A
<a href="#">IA</a> Ishita Adhikari [127]	N/A	N/A	N/A	N/A	N/A	N/A	0.0	6.0	N/A
<a href="#">RS</a> Rajat Sharma [128]	N/A	N/A	N/A	N/A	N/A	N/A	0.0	6.0	N/A
<a href="#">SS</a> Sakshi [ORG7588]	N/A	N/A	N/A	N/A	N/A	N/A	0.0	6.0	N/A
<a href="#">RR</a> Raju [TP7510]	N/A	N/A	N/A	N/A	N/A	N/A	0.0	6.0	N/A
<a href="#">TK</a> jitendra kumar [AKAL 100]	N/A	N/A	N/A	N/A	N/A	N/A	0.0	6.0	N/A

### 3. **Leave Taken and Balance** -

Leave Taken and Balance Report offers a comprehensive overview of the leaves taken and remaining for each employee across various leave types.

# Declarations & Investments

1.

TP / Org Emp Code  
 All

**Financial Year**  
 2025-2026

**Filter By:-**  All  Tax Report

S.No	Action	Employee Name	TP / Org Emp Code	PAN Card	Fields	Apr	May	Jun	Jul	Aug	Se
1	<a href="#">View Tax</a>	Satish Kumar	TP2377		Gross Earning	46477	46477	46477	46477	46477	46
					Gross Deductions	0	0	0	0	0	0
					Other Deductions	0	0	0	0	0	0
					Other Ledger Arrears	0	0	0	0	0	0
					Other Ledger Deductions	0	0	0	0	0	0
					Gross	46477	46477	46477	46477	46477	46
					Net Pay	46477	46477	46477	46477	46477	46
					TDS	0	0	0	0	0	0
					Paid Days	0	0	0	0	0	0
					Voucher	0	0	0	0	0	0
2	<a href="#">View Tax</a>	Sakshi	ORG7588		Gross Earning	50000	50000	50000	50000	50000	50
					Gross Deductions	0	0	0	0	0	0

## Investment Declaration Report -

This report provides a detailed view of employees' declared investments and their impact on tax projections. It enables HR and payroll administrators to manage and verify tax-related declarations made by employees throughout the financial year.

## Proof Of Investment

[Reports](#) > [Proof Of Investment](#)

TP / Org Emp Code  
 All

**Financial Year**  
 2024-2025

Include Employee Details

S.NO	Document	Employee Name	TP / Org Emp Code	Financial Year
1	<a href="#">View Tax</a>	jitendra kumar	AKAL 100	2024-2025

## 2. Proof of Investment Report -

This section enables HR or finance personnel to review, verify, and take action on investment proofs submitted by employees. This module supports a structured verification process and provides flexible filtering and export options for ease of use.

# ESIC & UAN Reports

## ESIC Flag Report

[Reports](#) > ESIC Flag Report

Not Generated  Generated

S.NO	TP / Org Emp Code	Employee Name	Date of Birth	Gender	Mobile	Email	ESIC Number	Dispensary Address
1	TP15364	Abhishek sharma	12/01/2000	Male	9716453668	11dummy11@gmail.com	<input type="text" value="Enter ESIC Number"/>	<input type="text" value="Dispensary Address"/>
2	127	Ishita Adhikari	07/05/1996	Female	7447068471		<input type="text" value="Enter ESIC Number"/>	<input type="text" value="Dispensary Address"/>
3	TP19489	Tara singh	09/03/2000	Male	9569734648		<input type="text" value="Enter ESIC Number"/>	<input type="text" value="Dispensary Address"/>
4	TP7510	Raju	05/07/2006	Male	6267174320	chandramohanitpo@gmail.com	<input type="text" value="Enter ESIC Number"/>	<input type="text" value="Dispensary Address"/>

1. ESIC Flag Report - The ESIC Flag Report provides details related to the Employee State Insurance Corporation (ESIC) for employees. A search bar is available at the top to search for employees by name.

## UAN Flag Report

[Reports](#) > UAN Flag Rep

Not Generated  Generated

#	TP / Org Emp Code	Employee Name	Date of Birth	Gender	Mobile	Email	UAN Number	Date of Joining
1	TP7510	Raju	05/07/2006	Male	6267174320	chandramohanitpo@gmail.com	<input type="text" value="Enter UAN Number"/>	01/05/2024
2	TP19489	Tara singh	09/03/2000	Male	9569734648		<input type="text" value="Enter UAN Number"/>	01/01/2025
3	TP2377	Satish Kumar	03/03/1987	Male	7500710781	jogindra.singh+81@akalinfo.com	<input type="text" value="Enter UAN Number"/>	01/01/2024
4	127	Ishita Adhikari	07/05/1996	Female	7447068471		<input type="text" value="Enter UAN Number"/>	10/10/2023
5	TP15364	Abhishek sharma	12/01/2000	Male	9716453668	11dummy11@gmail.com	<input type="text" value="Enter UAN Number"/>	07/01/2025
6	TP19729	Sanjeev Kumar	12/04/2000	Male	9773986965		<input type="text" value="Enter UAN Number"/>	01/01/2025
7	AKAL 100	jitendra kumar	30/12/2006	Male	8744867567	jitendra.kumar@akalinfo.com	<input type="text" value="Enter UAN Number"/>	30/08/2024

## 2. UAN Flag Report -

The UAN Flag Report provides a centralized view of Universal Account Number (UAN) details for employees. At the top, there's a search bar that allows you to search employees by name.