

# 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

Check-In: 2      Check-Out: 2

### 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 Id	Employee Code(ORG)	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.

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