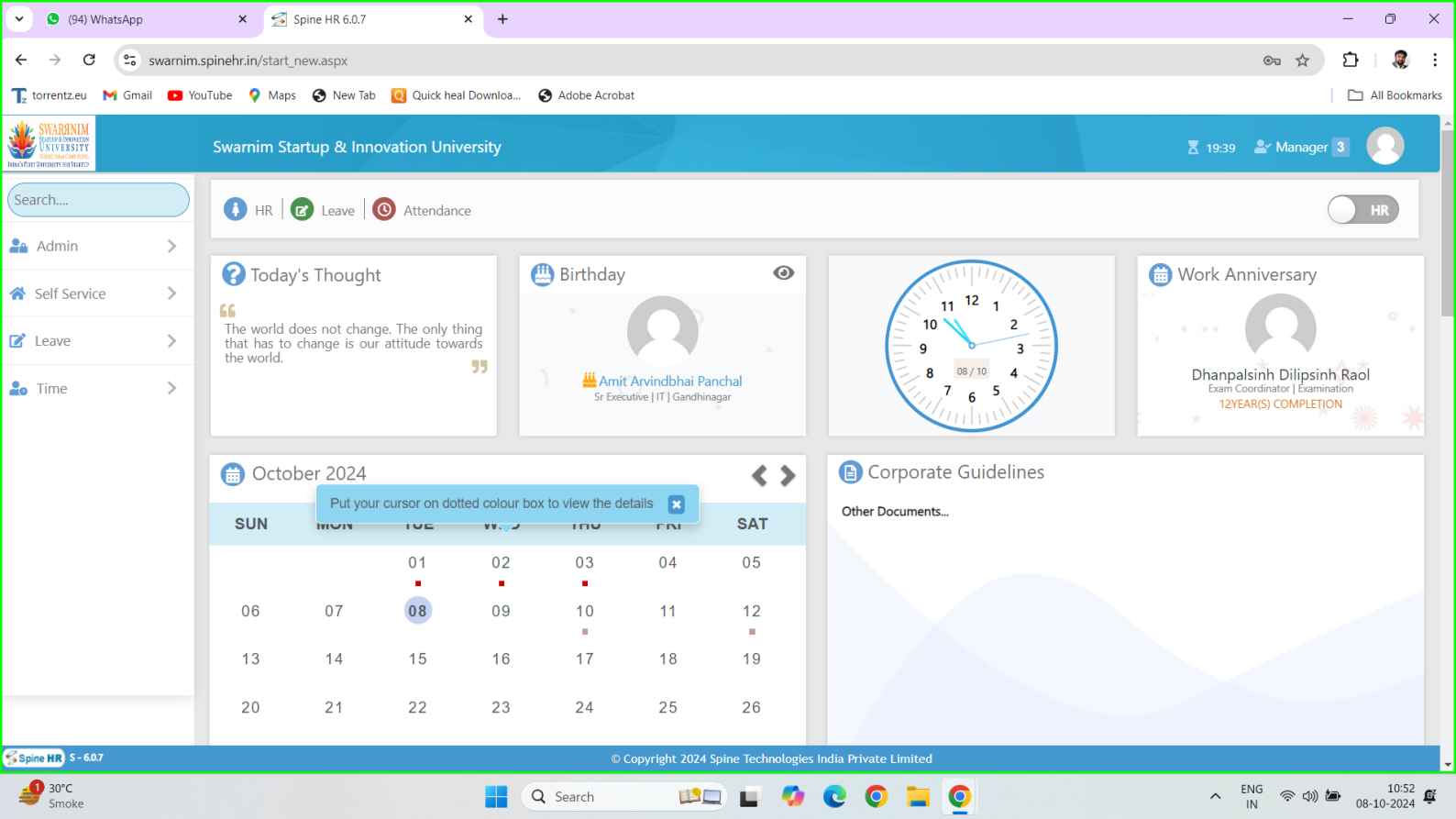




Search....

HR Leave Attendance

HR

Admin

Self Service

Leave

Time

Today's Thought

The world does not change. The only thing that has to change is our attitude towards the world.

Birthday

Amit Arvindbhai Panchal
Sr Executive | IT | Gandhinagar



Work Anniversary

Dhanpalsinh Dilipsinh Rao
Exam Coordinator | Examination
12YEAR(S) COMPLETION

October 2024

SUN	MON	TUE	WED	THU	FRI	SAT
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Corporate Guidelines

Other Documents...

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Events and Announcements

Details Not Available

Notification

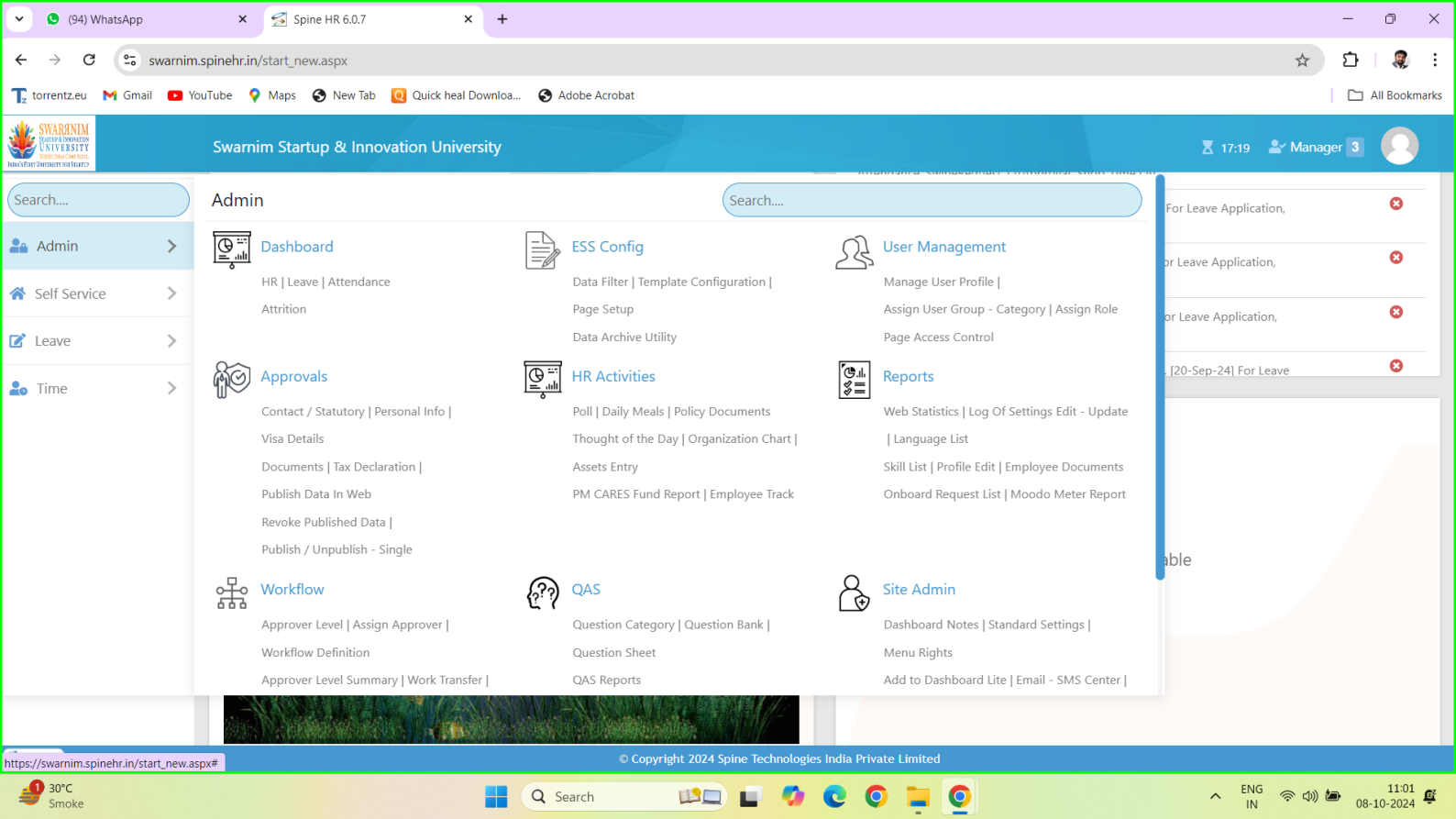
Clear All

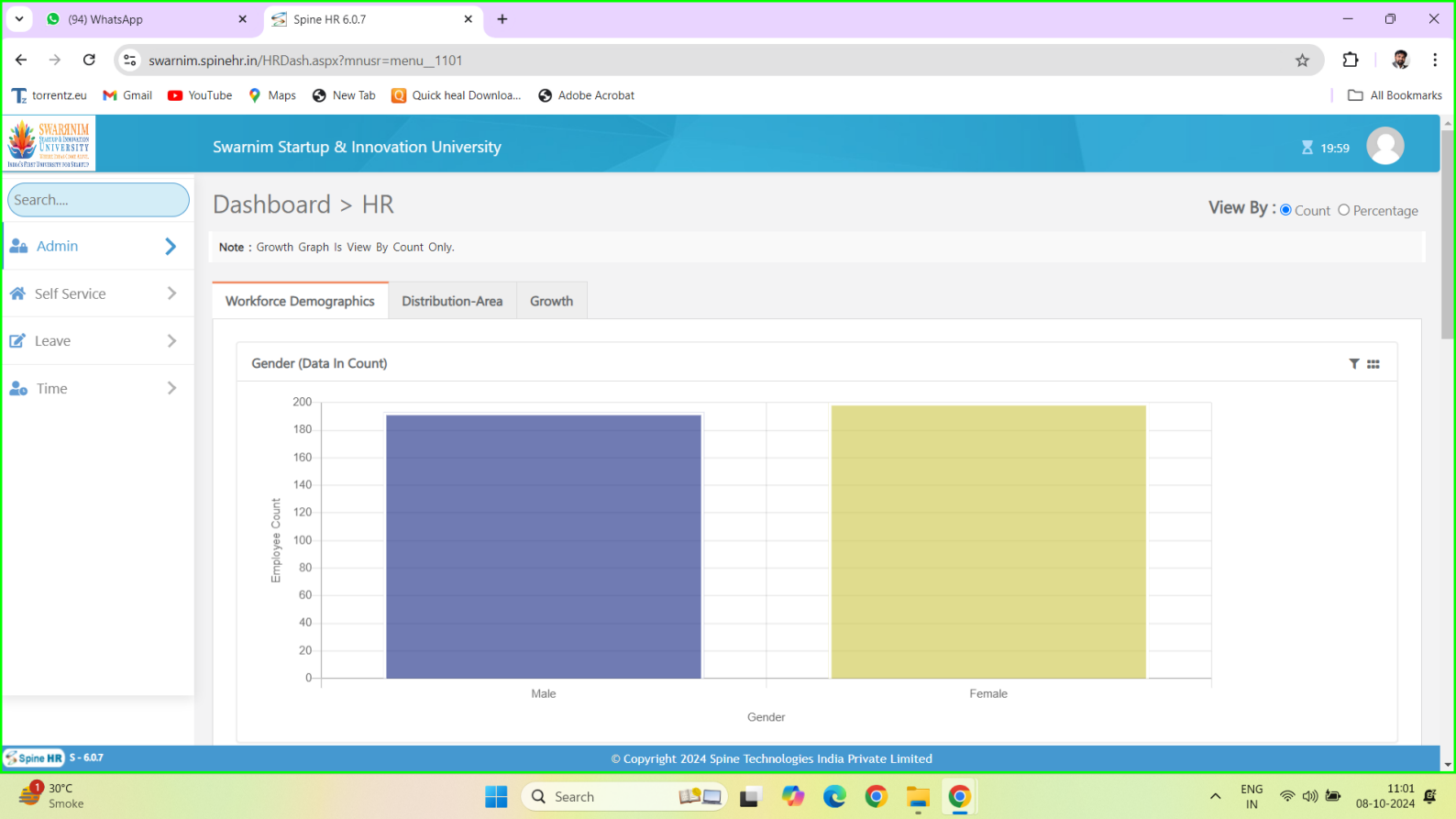
- | | |
|---|---|
| Yogita Babubhai Ribadiya-1675 Added In Your Team. [04-Oct-24] For Leave Application, Attendance, SwipeRequest, OTApproval, Short Time Off |  |
| Avinash Patel-1672 Added In Your Team. [24-Sep-24] For Leave Application, Attendance, SwipeRequest, OTApproval, Short Time Off |  |
| Avinash Patel-1672 Added In Your Team. [24-Sep-24] For Leave Application, Attendance, SwipeRequest, OTApproval, Short Time Off |  |
| Tapas Raval-1580 Added In Your Team. [23-Sep-24] For Leave Application, Attendance, SwipeRequest, OTApproval, Short Time Off |  |
| Ashish Vyas-1671 Added In Your Team. [21-Sep-24] For Leave Application, Attendance, SwipeRequest, OTApproval, Short Time Off |  |
| Darshan Dilipkumar Gupta-1669 Added In Your Team. [20-Sep-24] For |  |

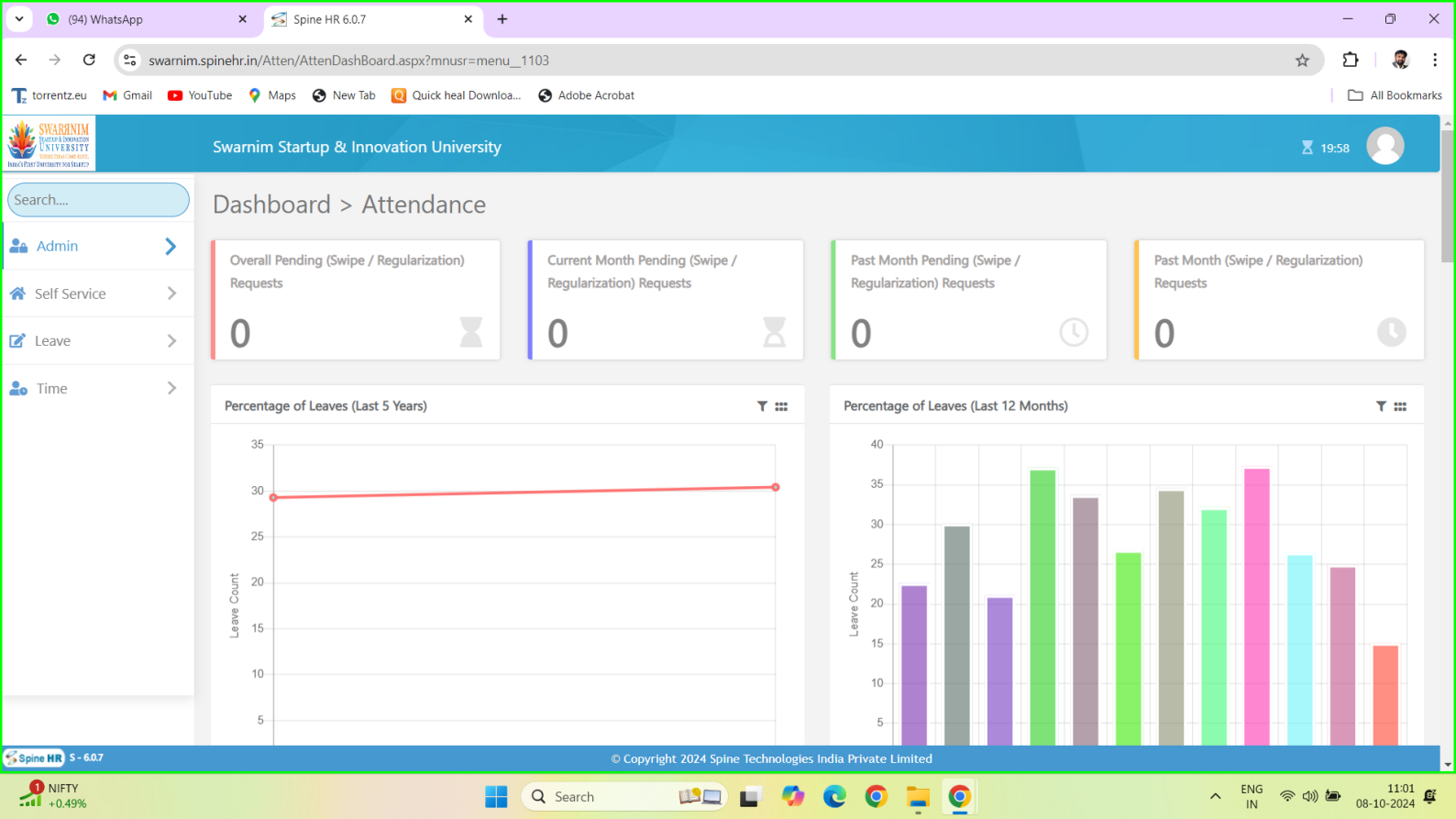
 Image for the Day



 Poll of the Day







ESS Config > Data Filter

Show Leave Details From	January	▼	2022	▼
Show Loan Details From	January	▼	2022	▼
Show Reimbursements Details From	January	▼	2022	▼
Show Salary Payslip From	January	▼	2022	▼
Show Salary Summary From	January	▼	2022	▼
Show IncomeTax Projection From	January	▼	2022	▼

Note: Following Data Filter will be applicable only on list view.

Show Leave Adjustment/Encashment Details From January ▼ 2023 ▼

Show Assets Entry From January ▼ ▼

Show Expense Details From January ▼ 2022 ▼

(94) WhatsApp

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swarnim.spinehr.in/ADM/EditFieldSelection.aspx?mnusr=menu__1202

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BRIDGING THE GAP BETWEEN EDUCATION AND INDUSTRY

Swarnim Startup & Innovation University

19:54

Search....

Admin

Self Service

Leave

Time

ESS Config > Template Configuration

Select Page : Contact Details

Available fields :

Father's Name

Spouse Name

Marital Status

PAN Number

Children (For CED)

Alt.Email

Bank A/c Number

UAN No

City Name

District Name

State Name

pincode

Personal Phone No.

Selected Fields :

Aadhar No.

Local Address 1

Local Address 2

Local Address 3

Local Address 4

Residence Tel No.

Permanent Address 1

Permanent Address 2

Permanent Address 3

Permanent Address 4

Office Tel No.

Extension Tel No.

Mobile Tel No.

E-Mail

Permanent PinCode

Save

Cancel

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31°C

Smoke

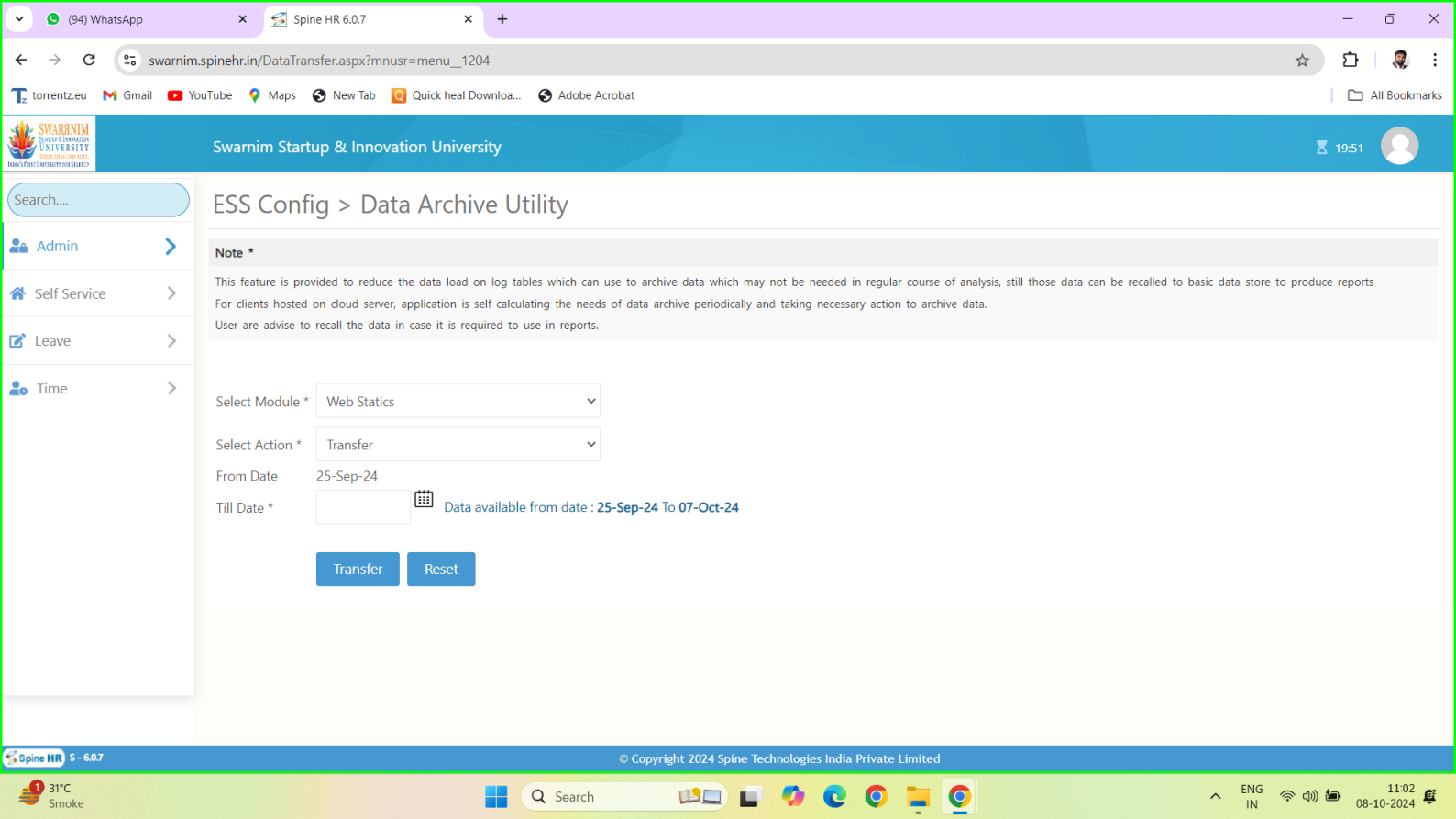
Search

ENG

IN

11:02

08-10-2024



- Search....
-  Admin

>
-  Self Service

>
-  Leave

>
-  Time

>

ESS Config > Data Archive Utility

Note *

This feature is provided to reduce the data load on log tables which can use to archive data which may not be needed in regular course of analysis, still those data can be recalled to basic data store to produce reports For clients hosted on cloud server, application is self calculating the needs of data archive periodically and taking necessary action to archive data.

User are advise to recall the data in case it is required to use in reports.

Select Module *

Web Statics

▼

Select Action *

Transfer

▼

From Date

25-Sep-24

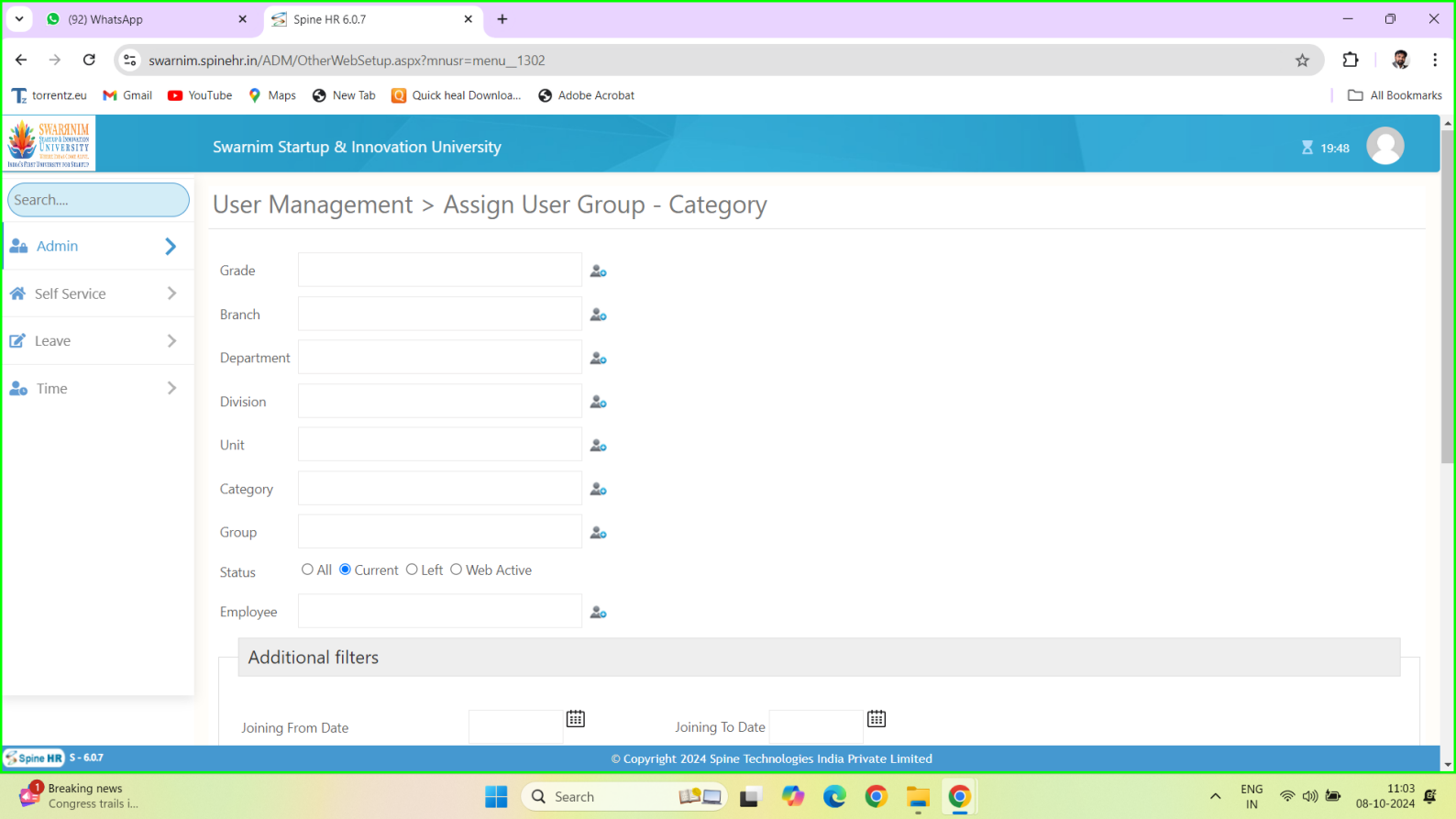
Till Date *

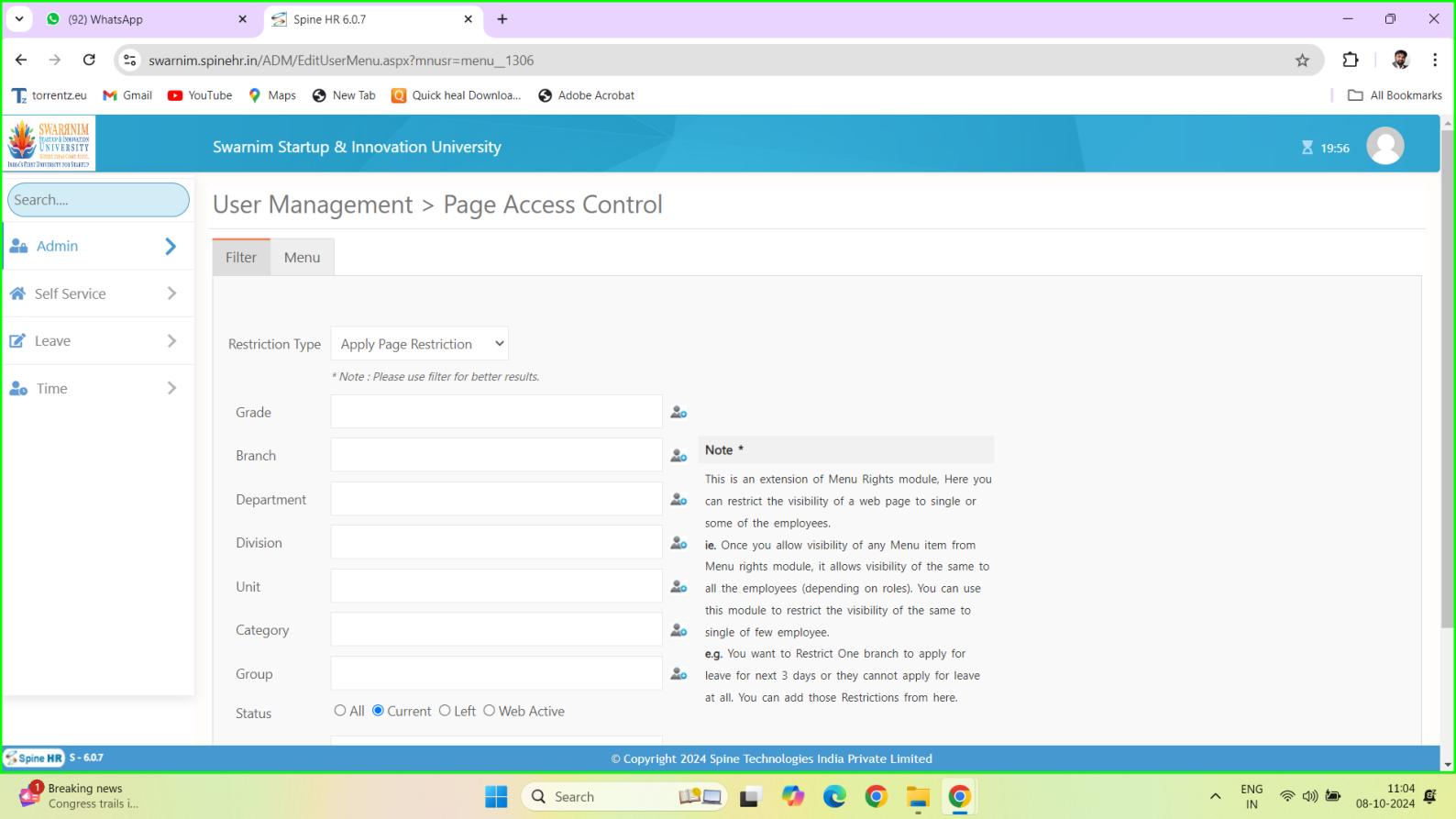
📅

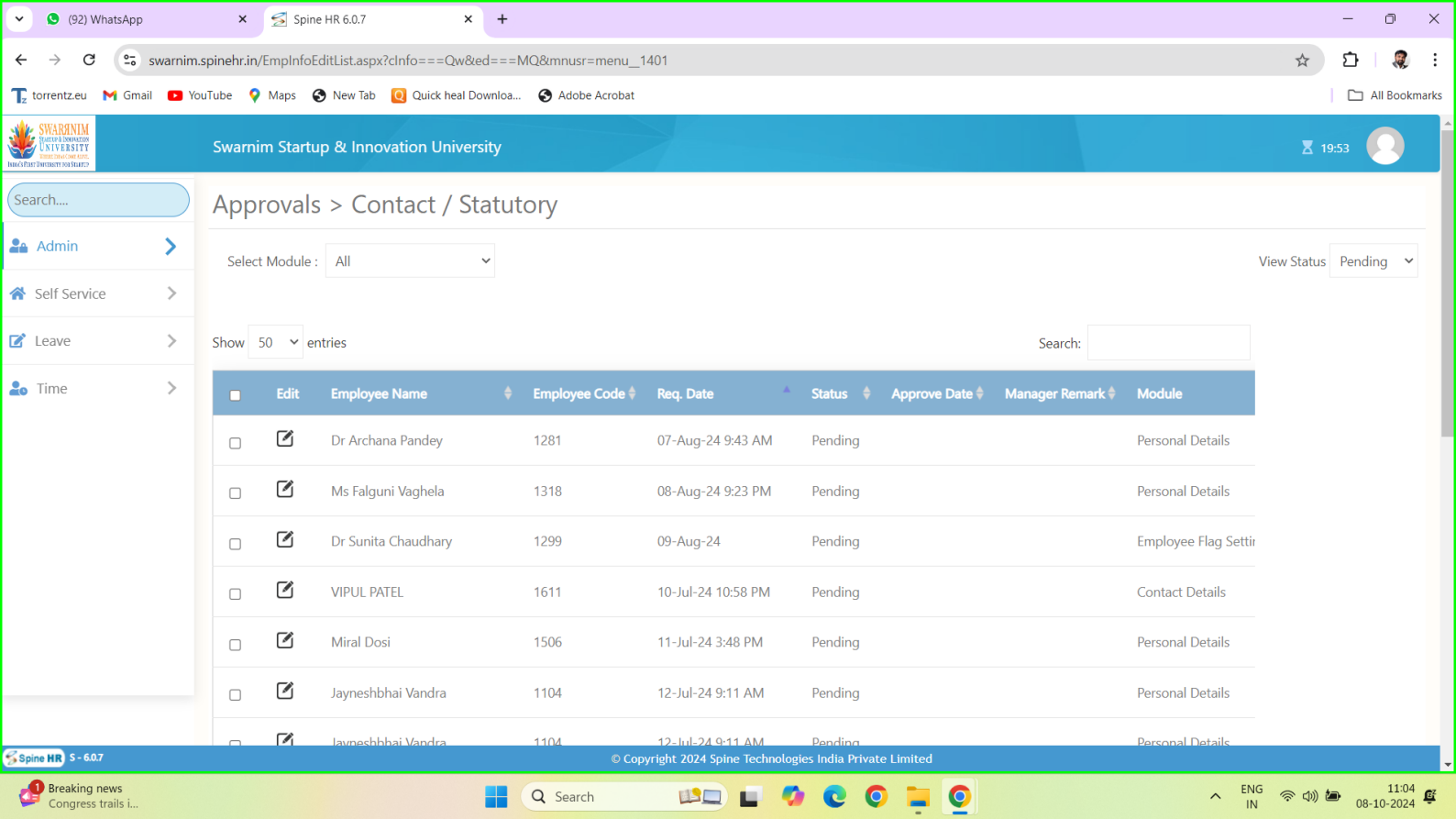
Data available from date : 25-Sep-24 To 07-Oct-24

Transfer

Reset







- Search....
-  Admin

 Self Service

 Leave

 Time

Approvals > Contact / Statutory

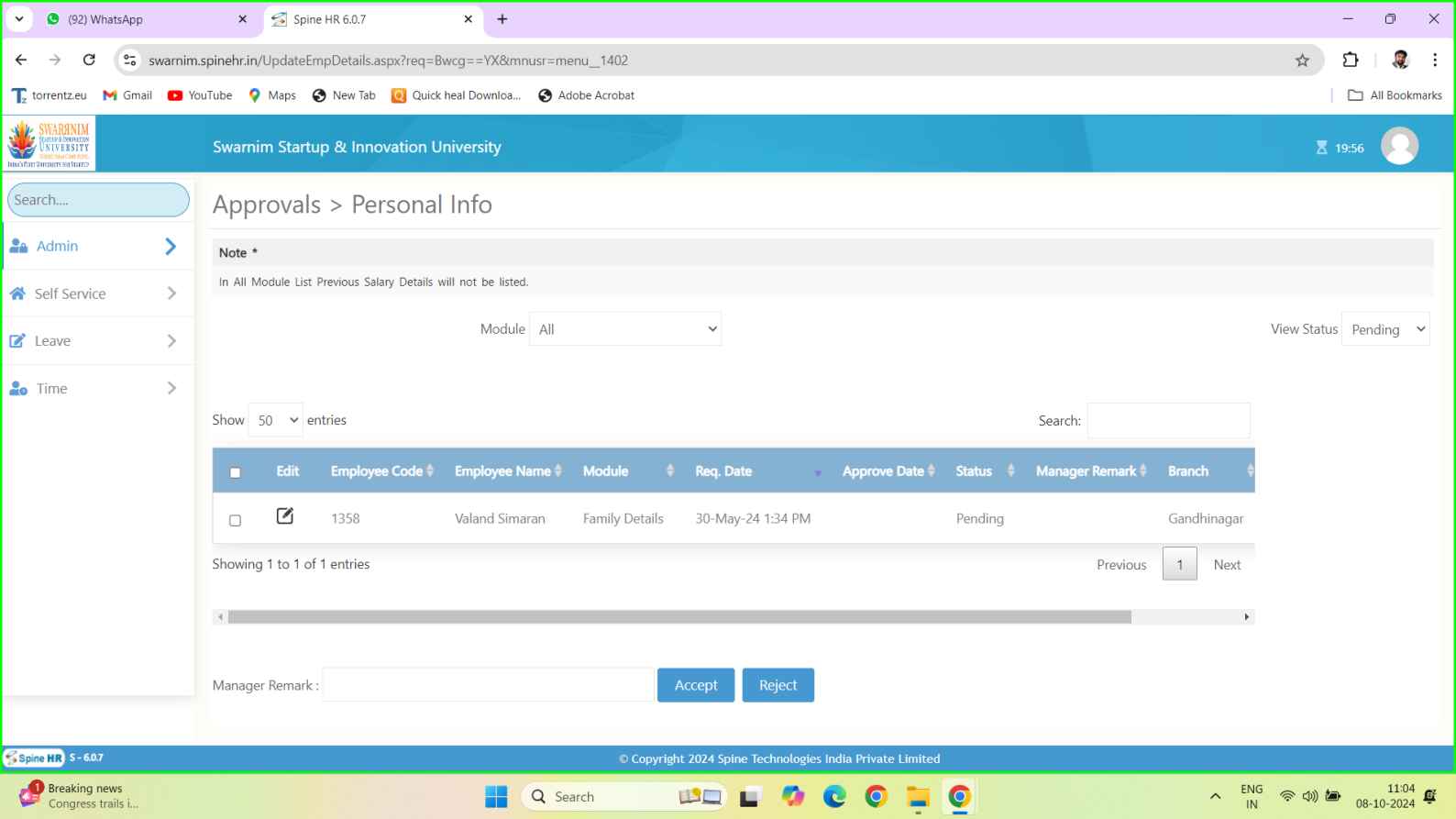
Select Module : All

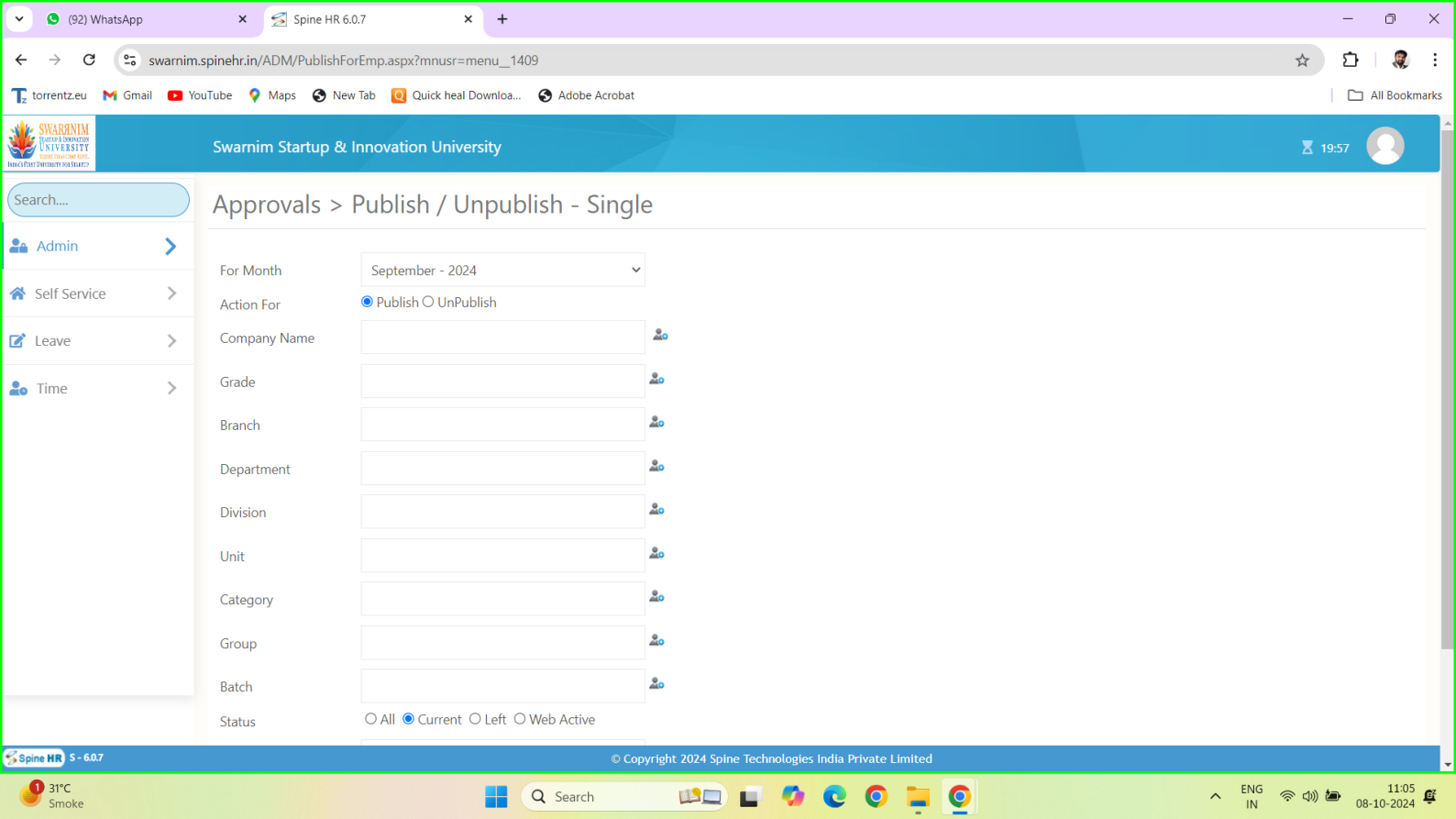
View Status Pending

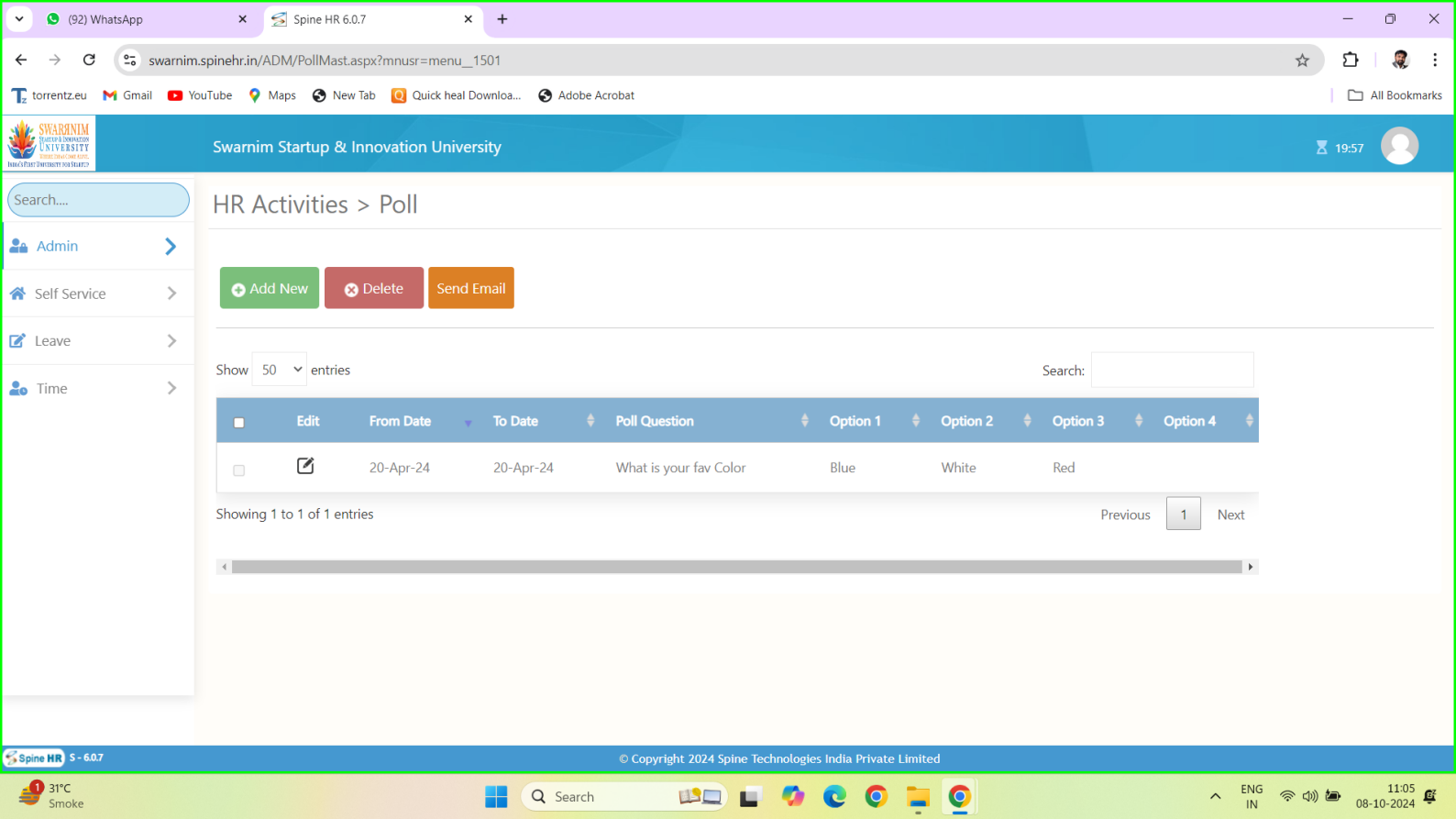
Show 50 entries

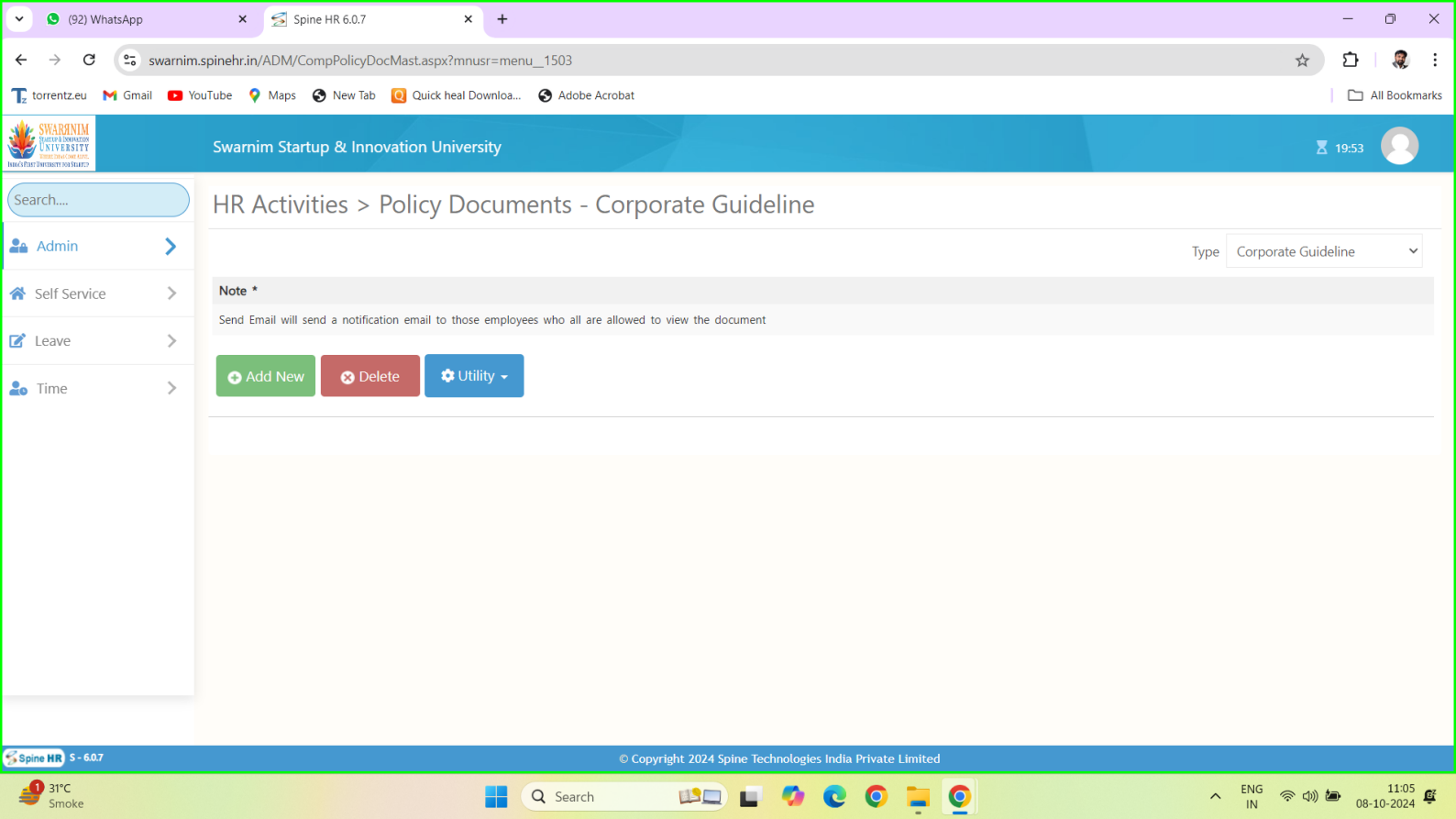
Search:

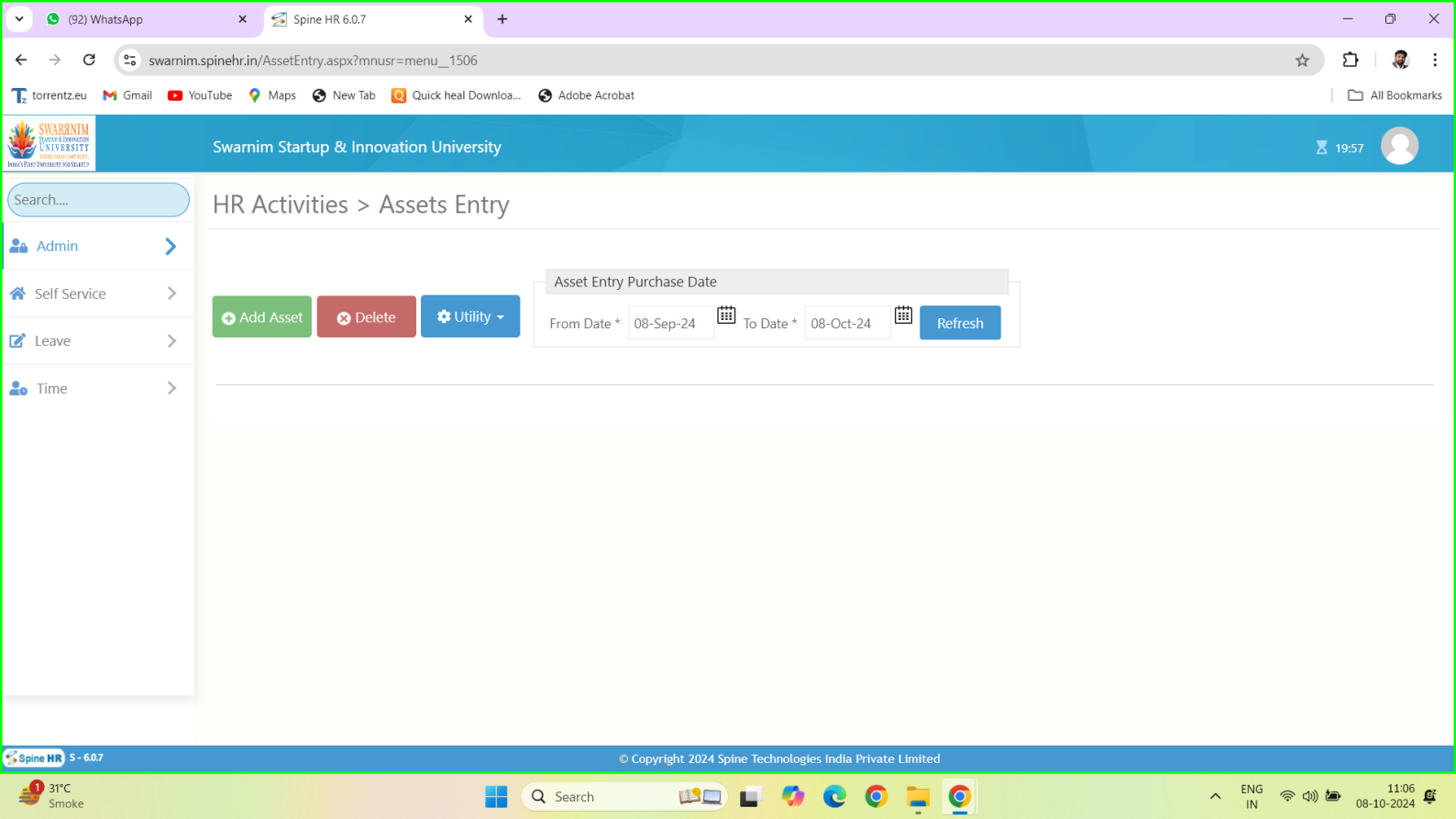
☐	Edit	Employee Name	Employee Code	Req. Date	Status	Approve Date	Manager Remark	Module
☐		Dr Archana Pandey	1281	07-Aug-24 9:43 AM	Pending			Personal Details
☐		Ms Falguni Vaghela	1318	08-Aug-24 9:23 PM	Pending			Personal Details
☐		Dr Sunita Chaudhary	1299	09-Aug-24	Pending			Employee Flag Settir
☐		VIPUL PATEL	1611	10-Jul-24 10:58 PM	Pending			Contact Details
☐		Miral Dosi	1506	11-Jul-24 3:48 PM	Pending			Personal Details
☐		Jayneshbhai Vandra	1104	12-Jul-24 9:11 AM	Pending			Personal Details
☐		Jayneshbhai Vandra	1104	12-Jul-24 9:11 AM	Pending			Personal Details











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swarnim.spinehr.in/ADM/PMCARESFundReport.aspx?mnusr=menu_1507

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Search....

Admin

Self Service

Leave

Time

HR Activities > PM CARES Fund Report

From Month Year

Oct

To Month Year

Oct

Company Name

Grade

Branch

Department

Division

Unit

Category

Group

Status

All

Current

Left

Web Active

Employee

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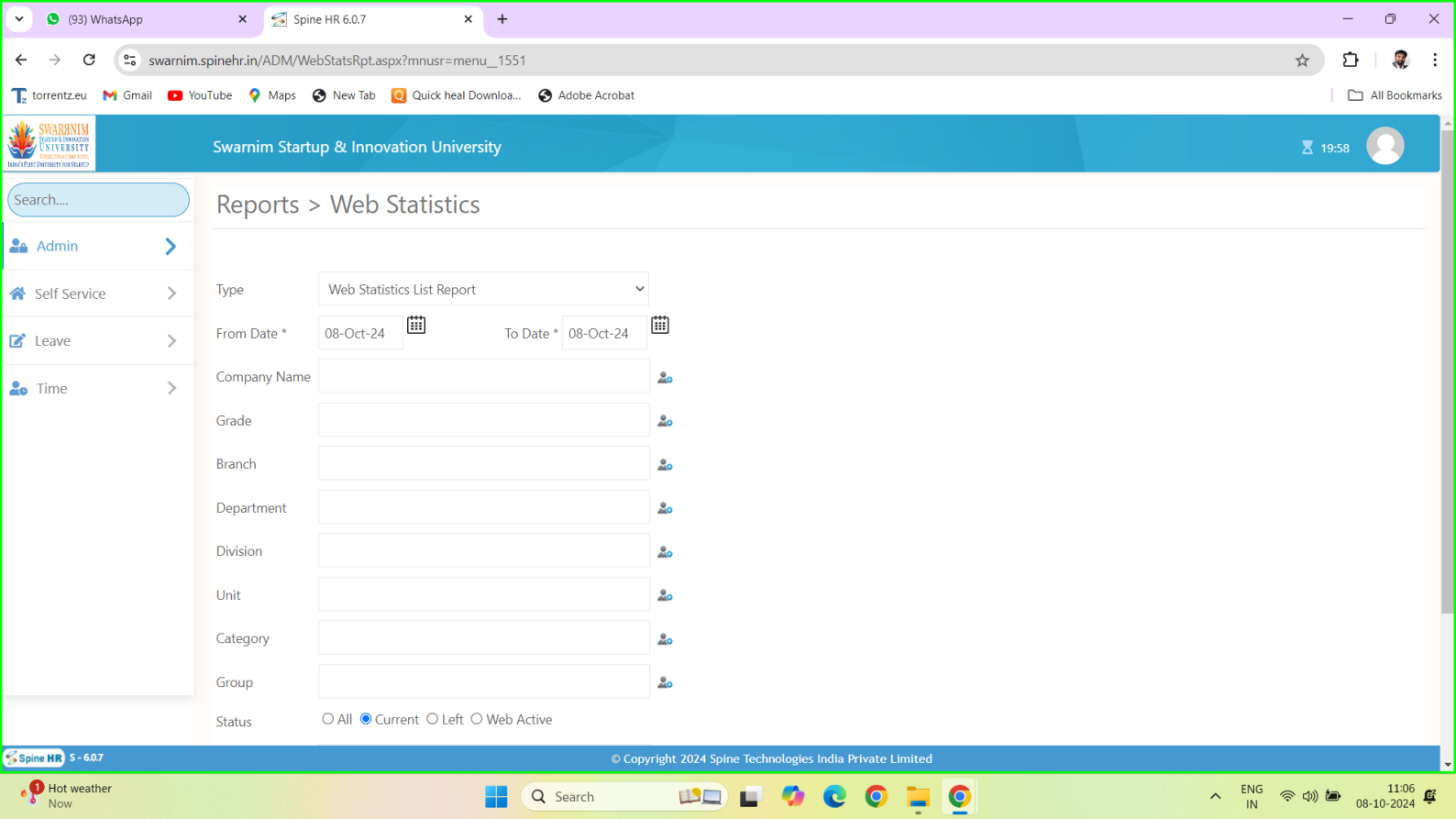
Smoke

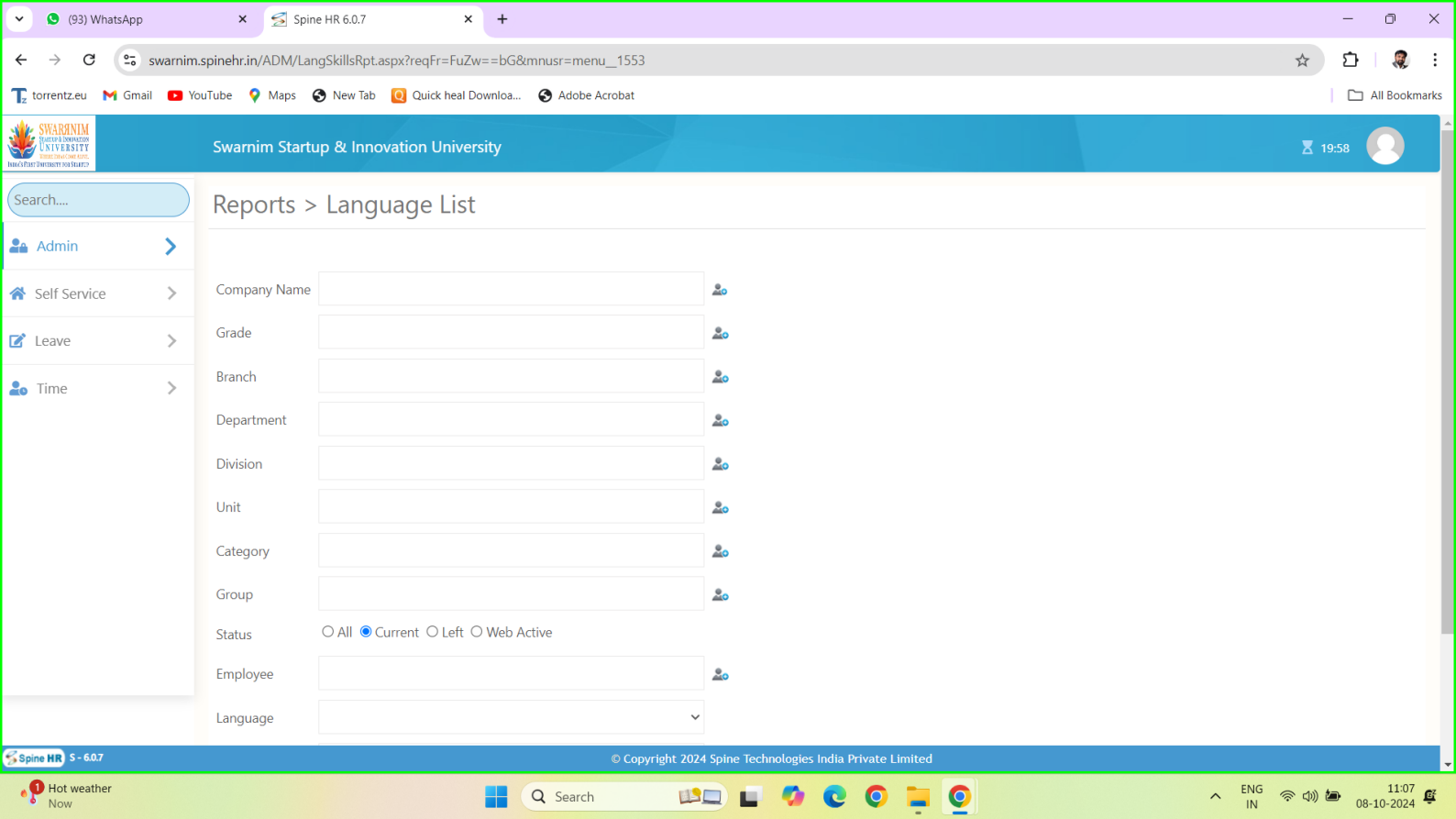
ENG

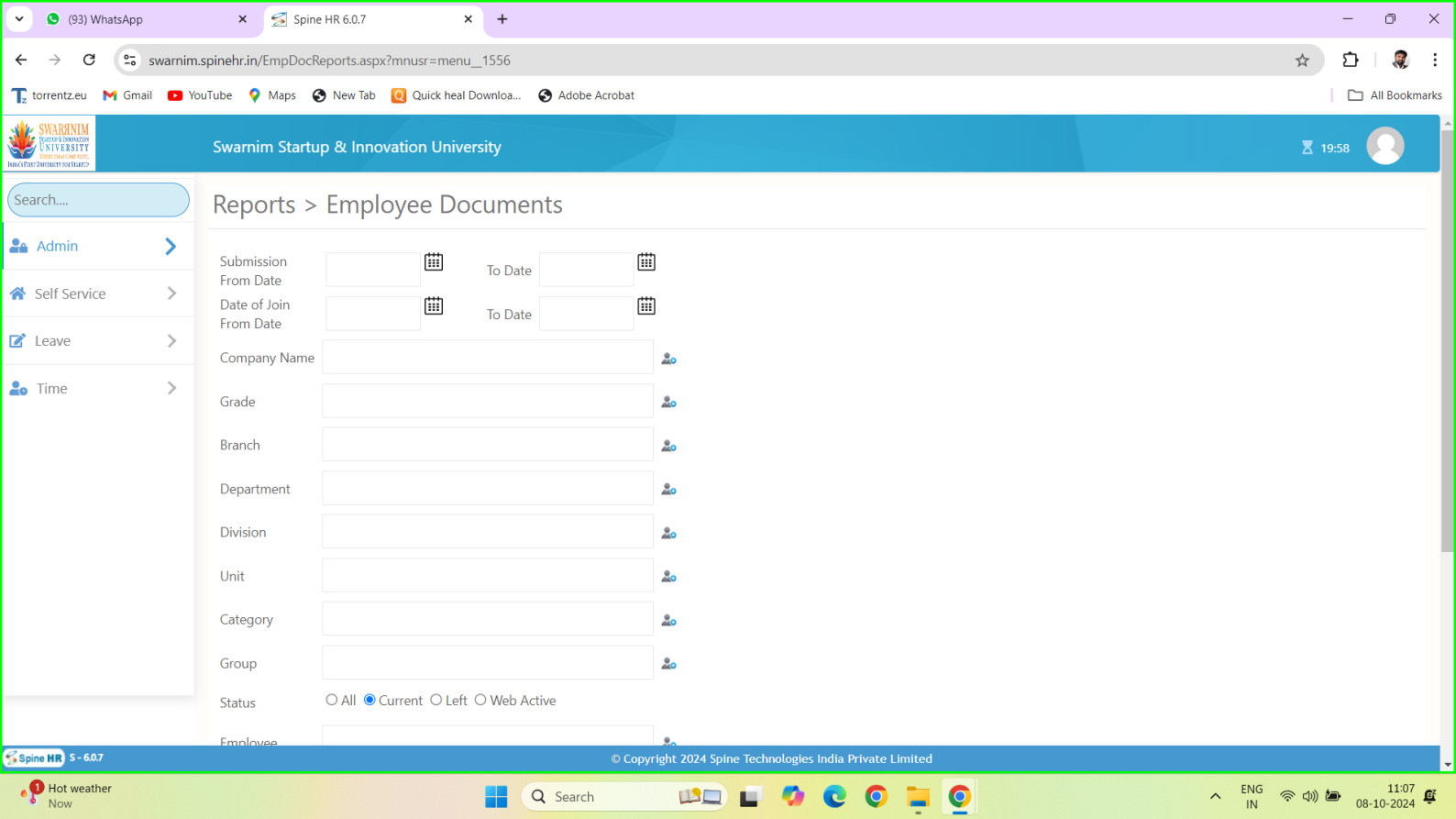
IN

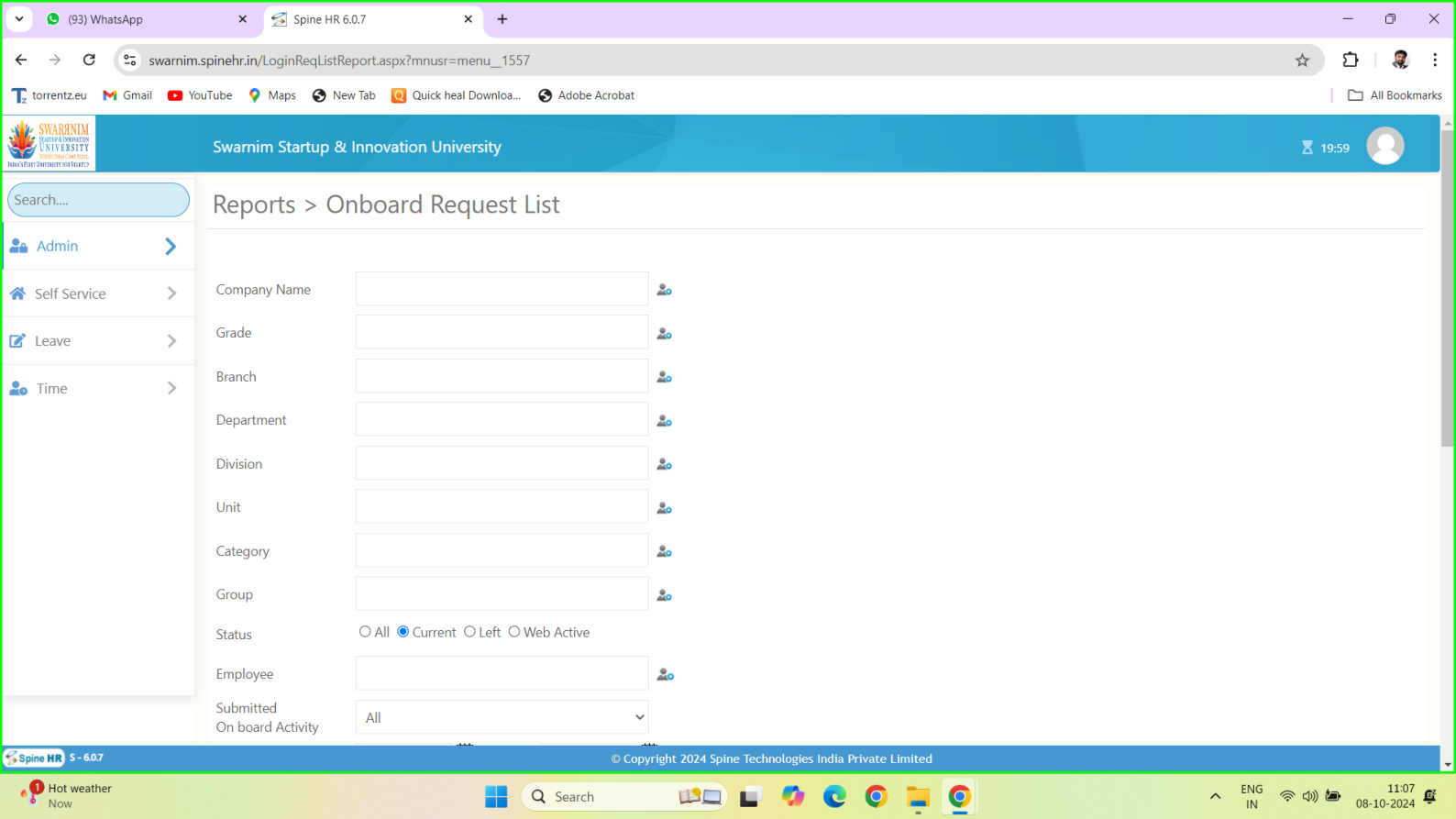
11:06

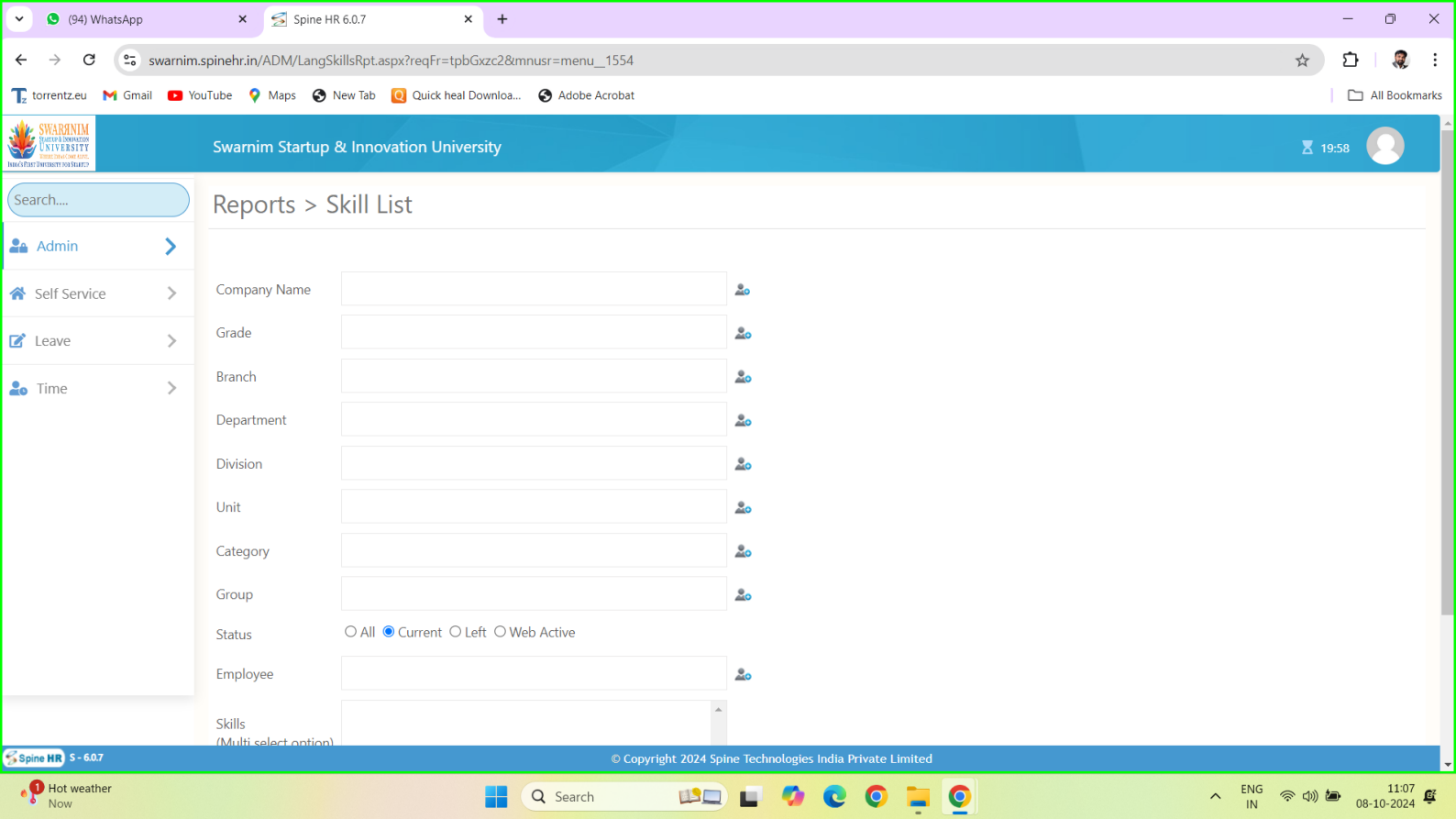
08-10-2024



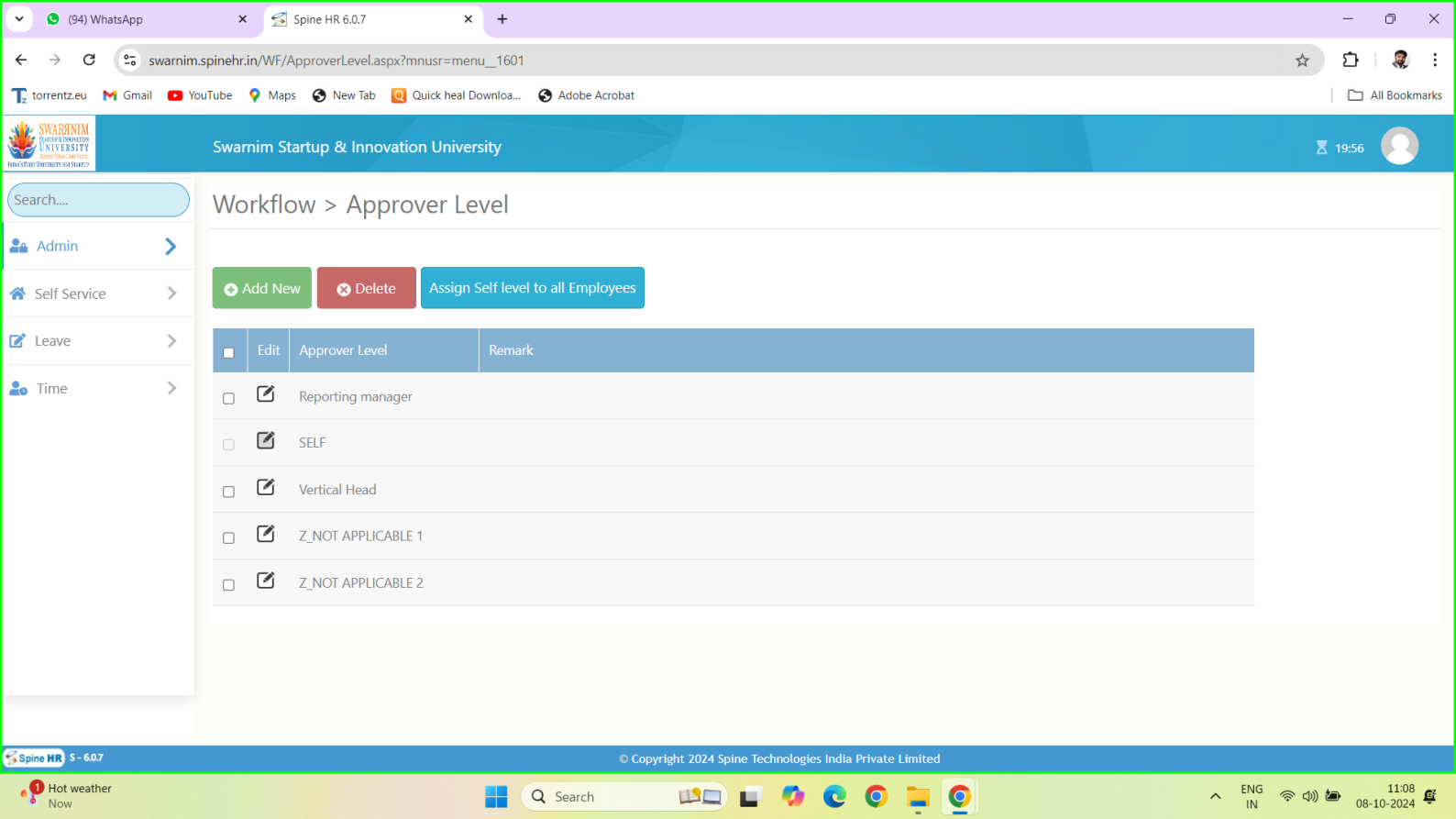


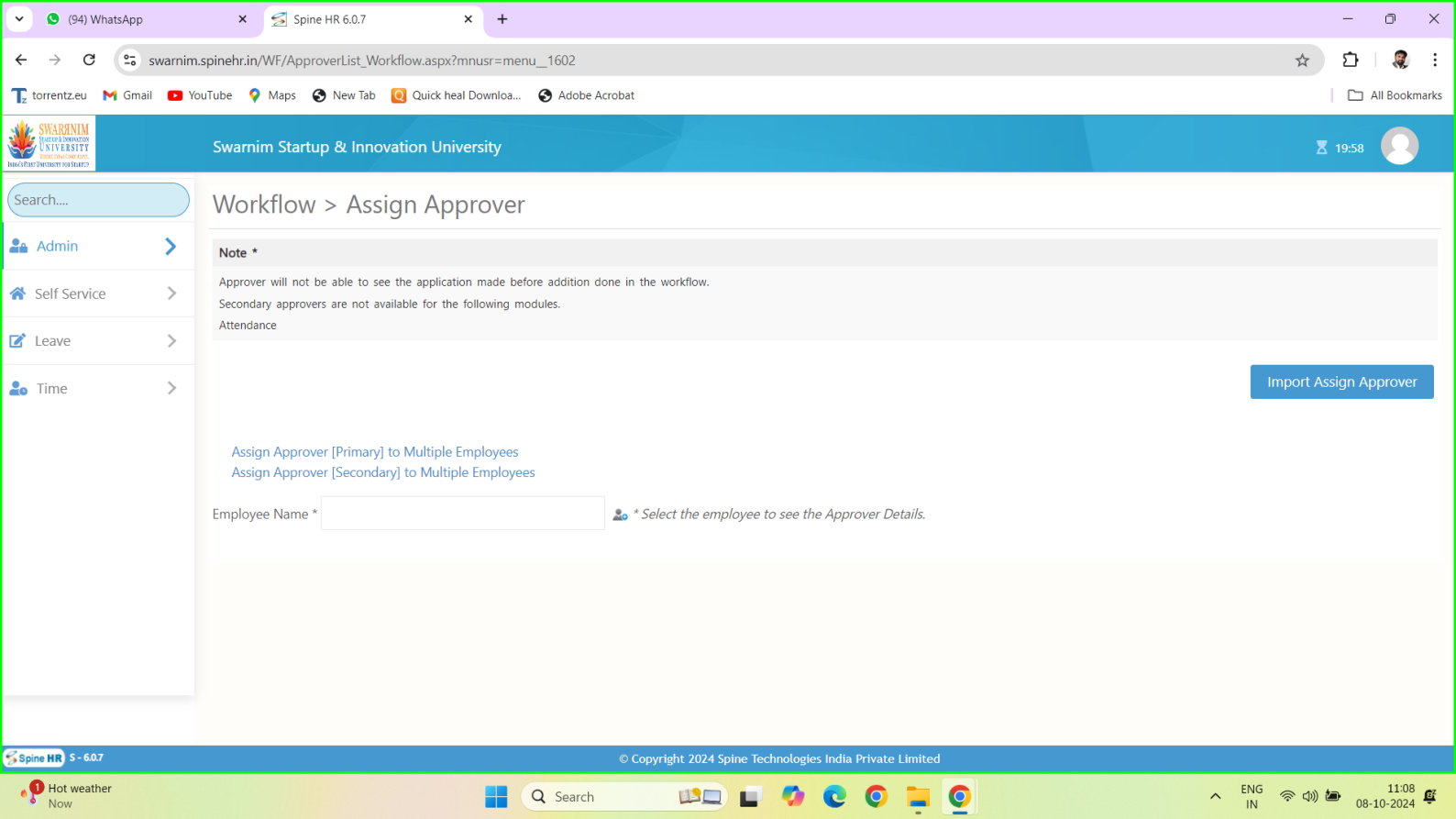


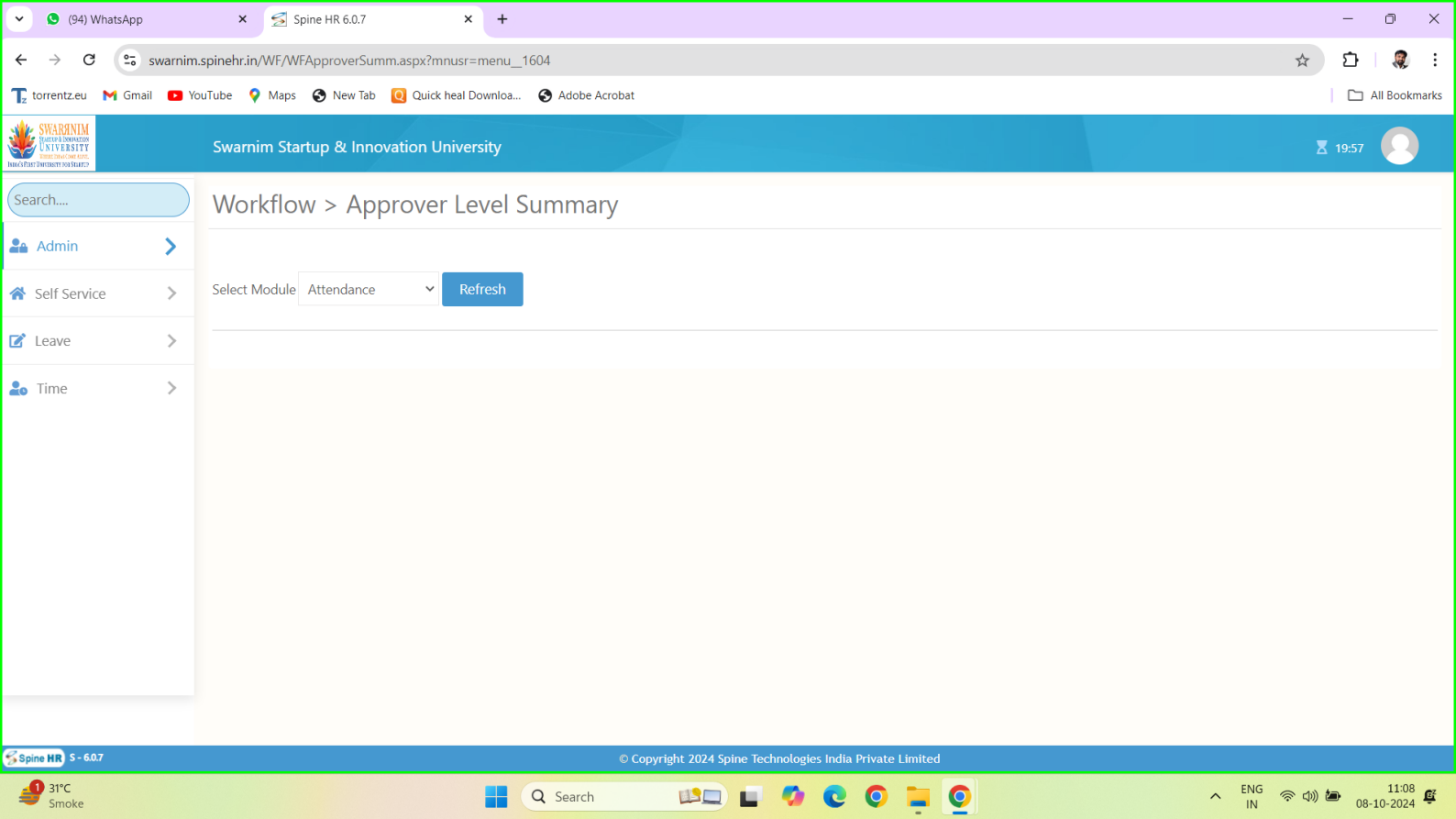


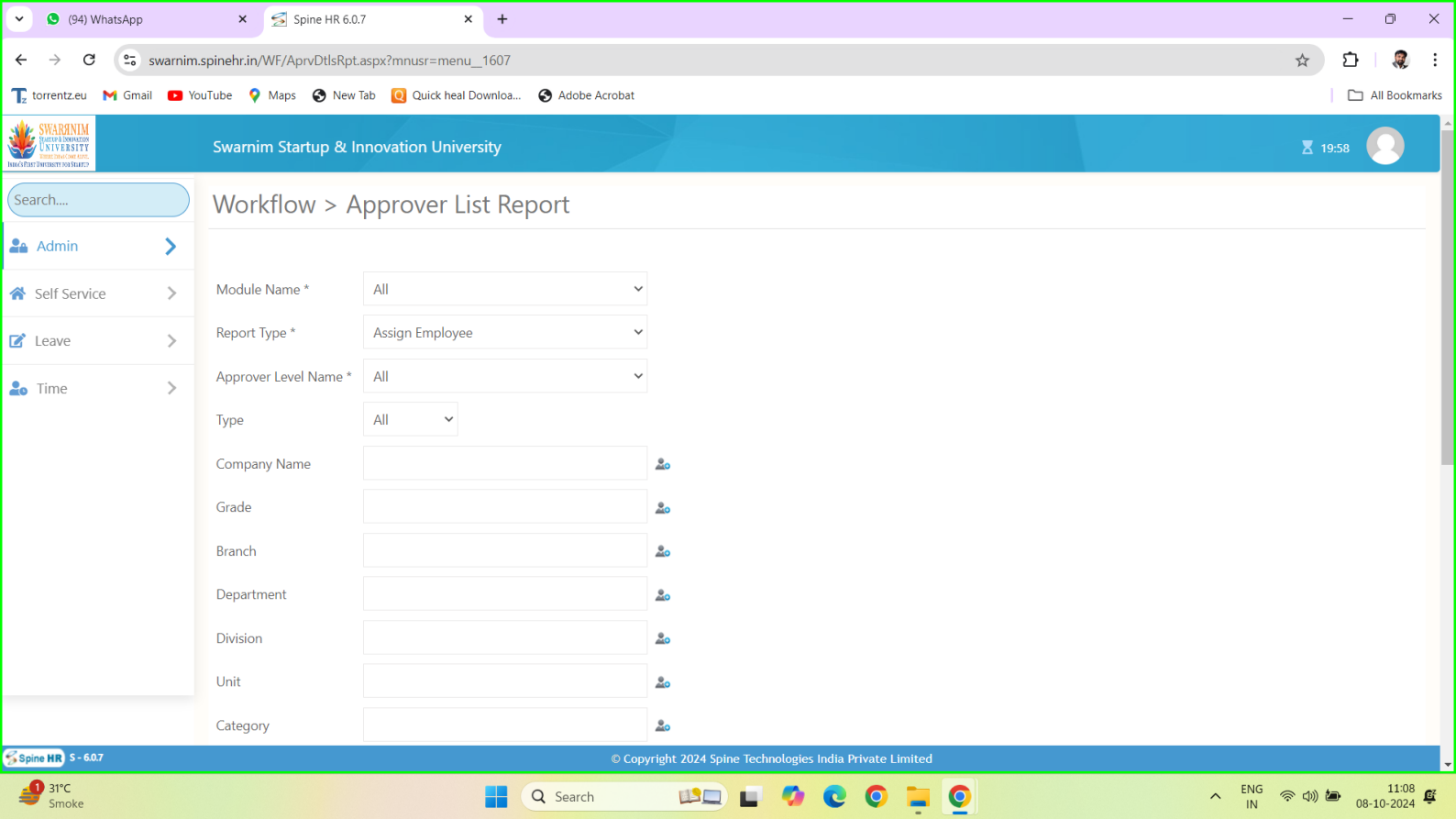


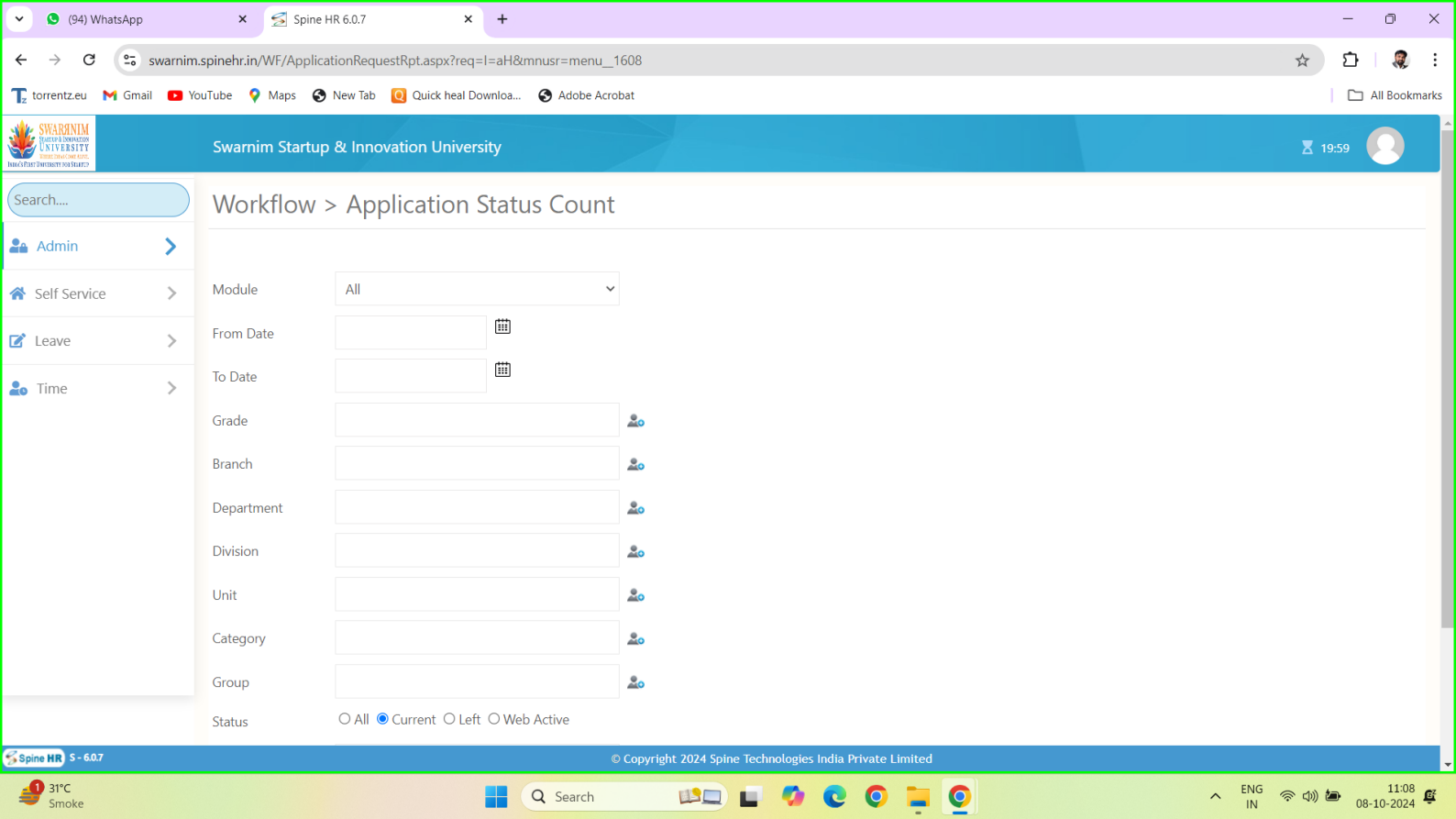


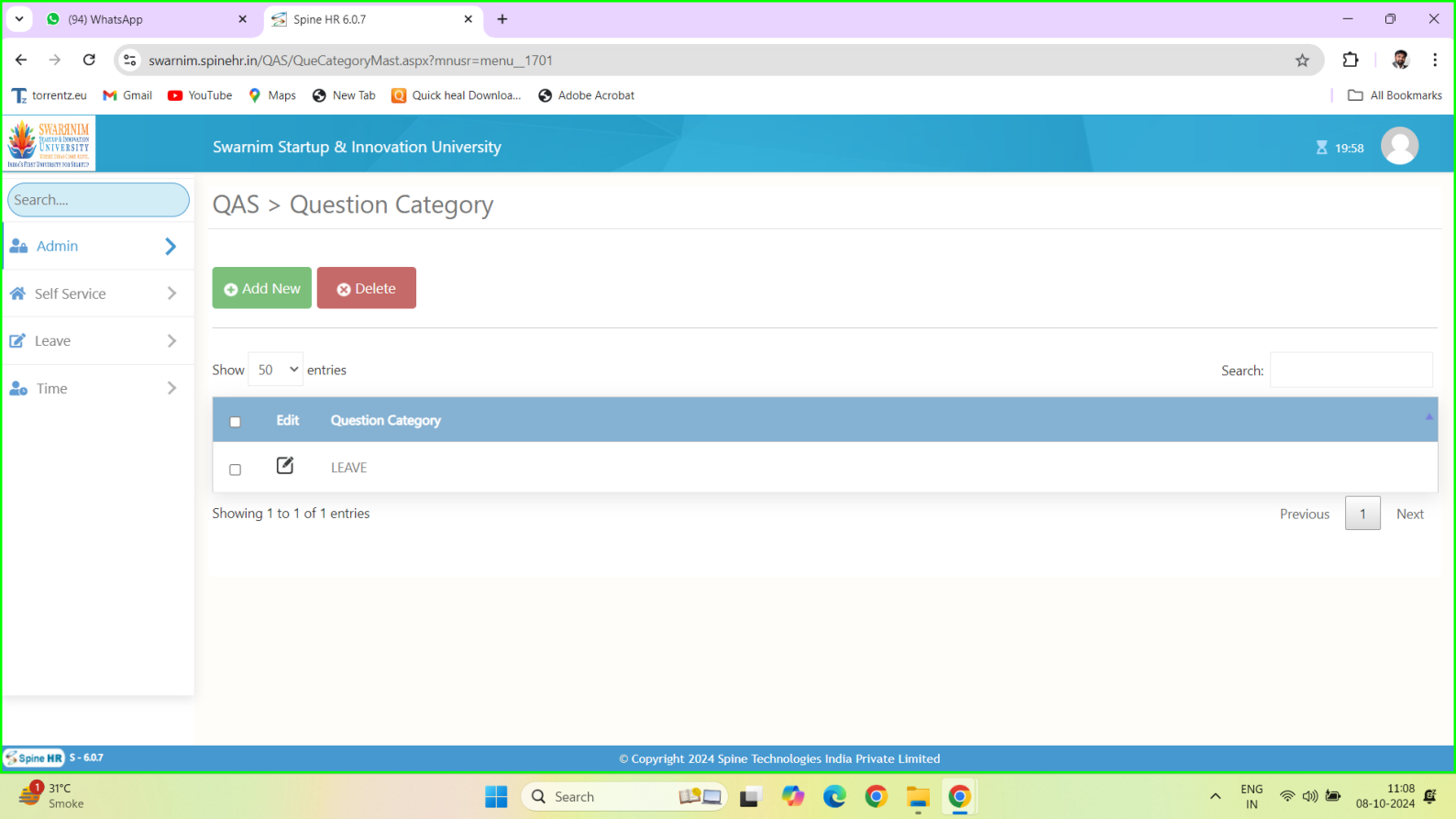


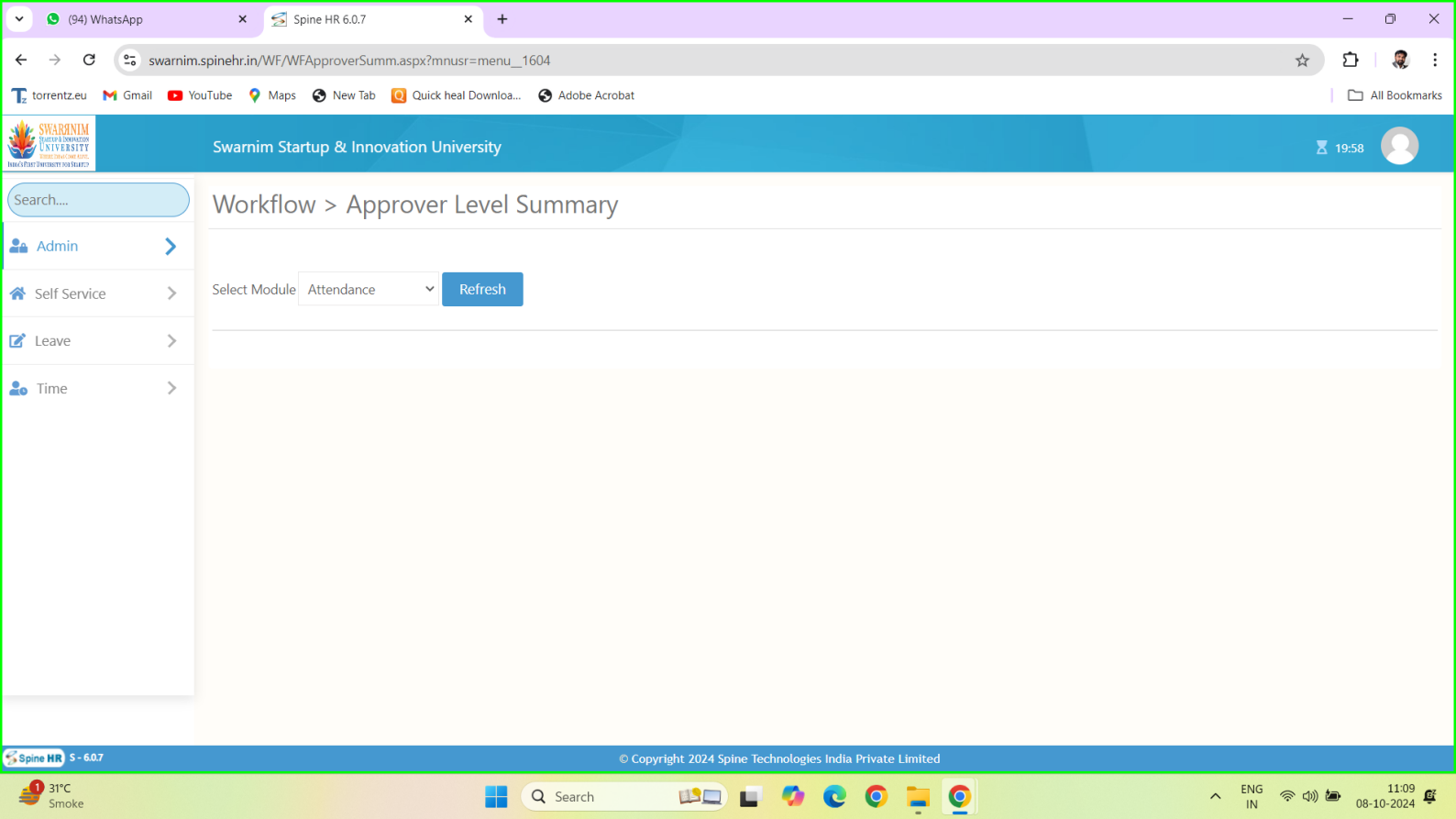


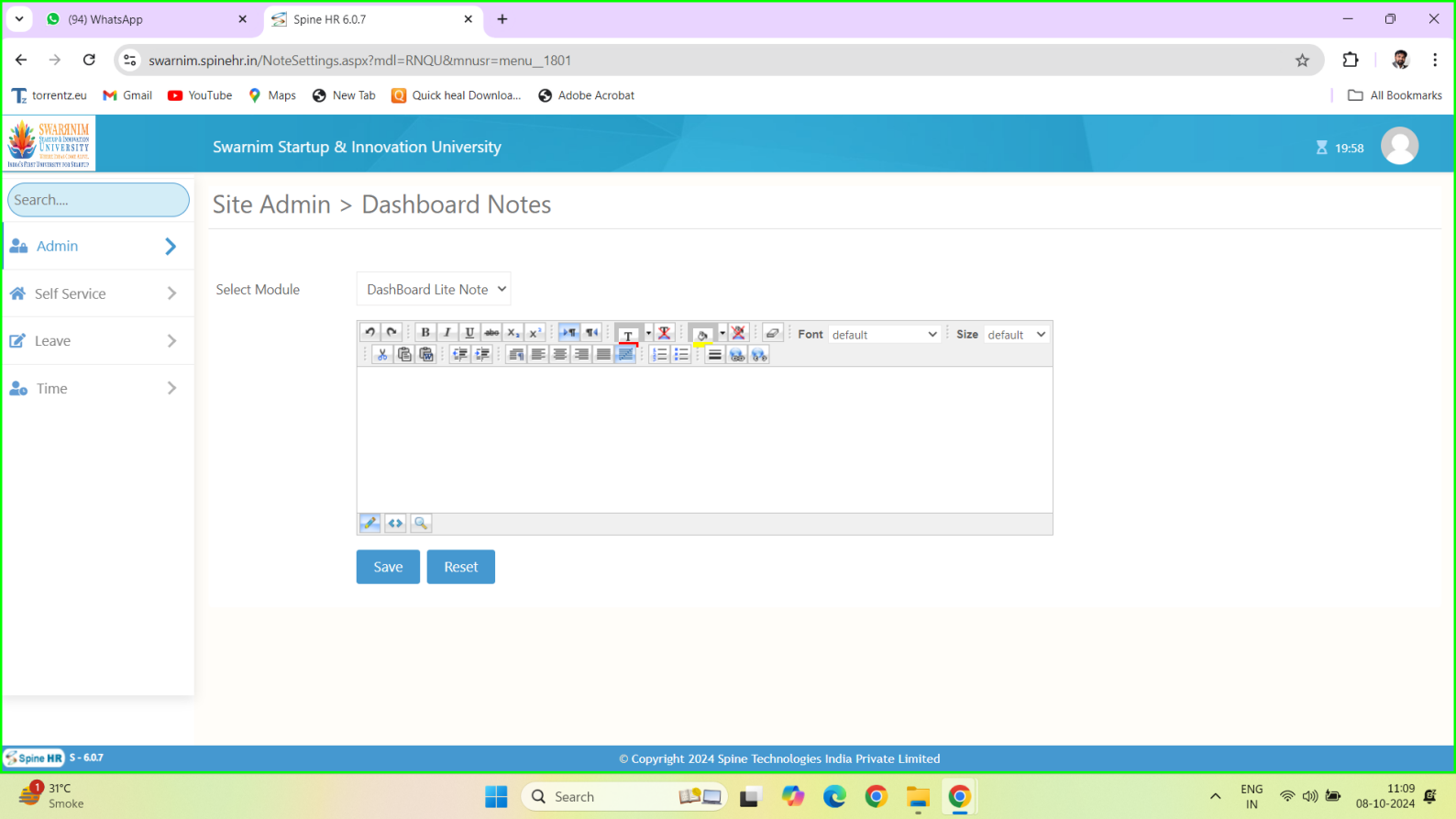


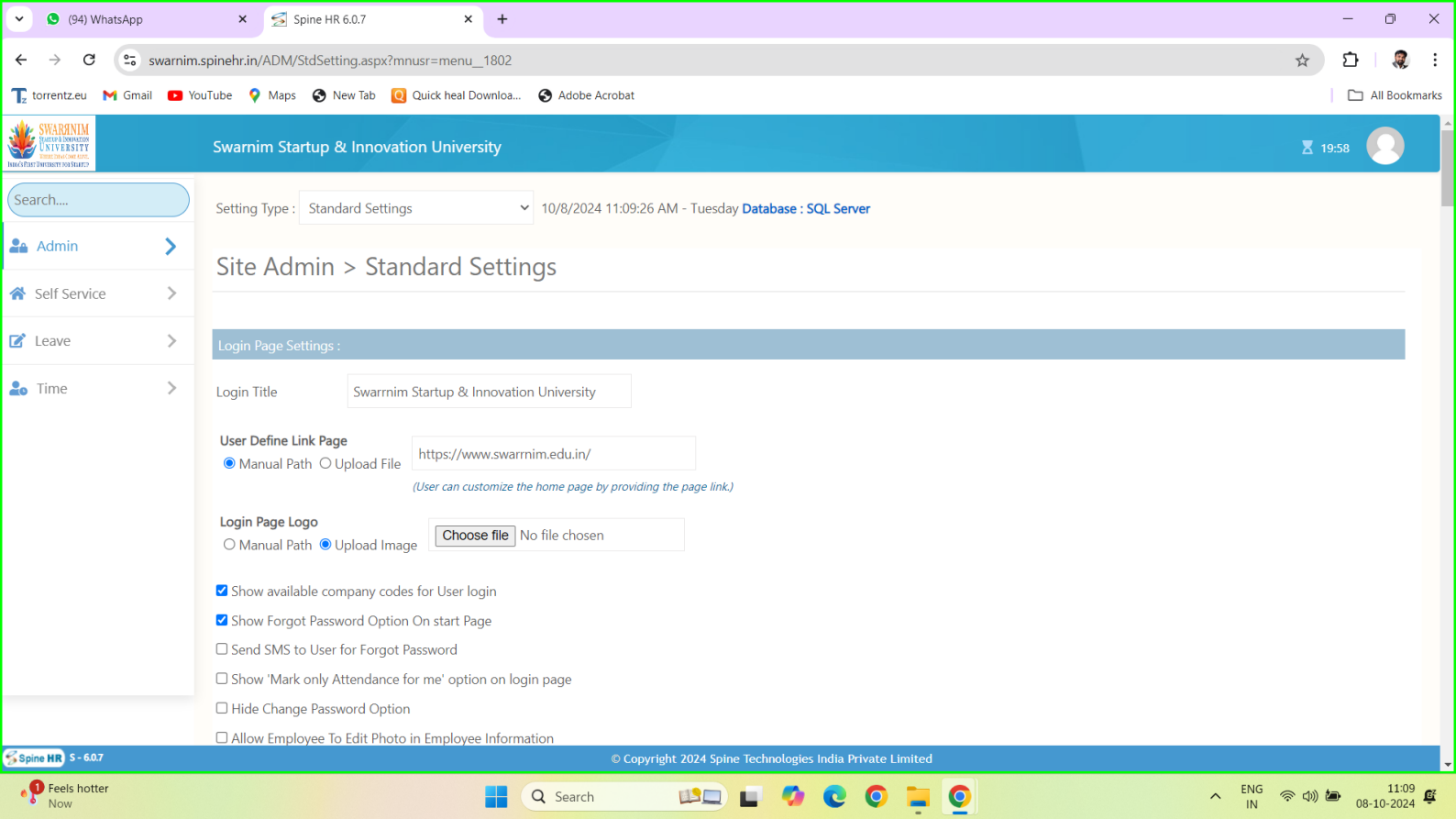


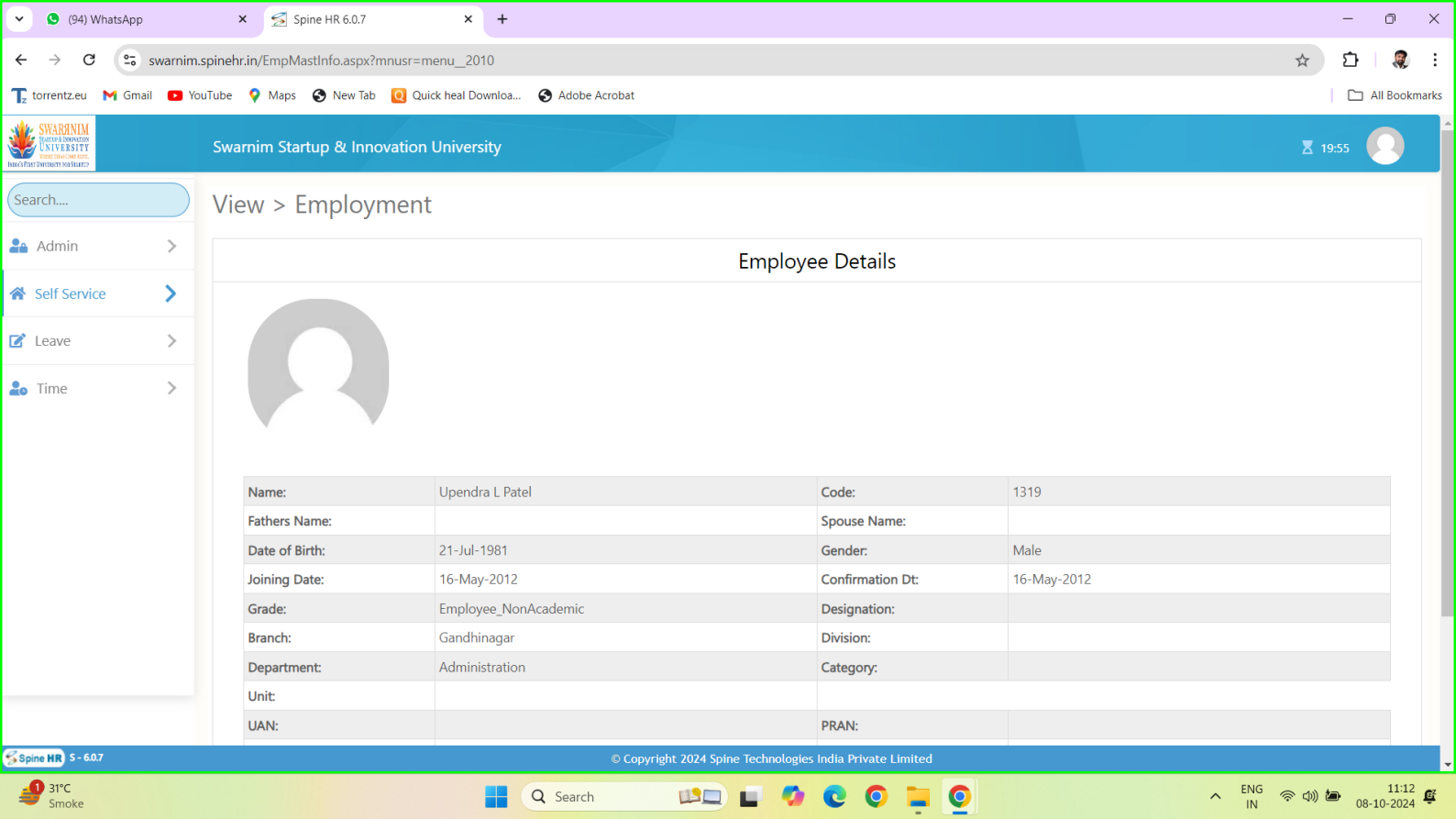


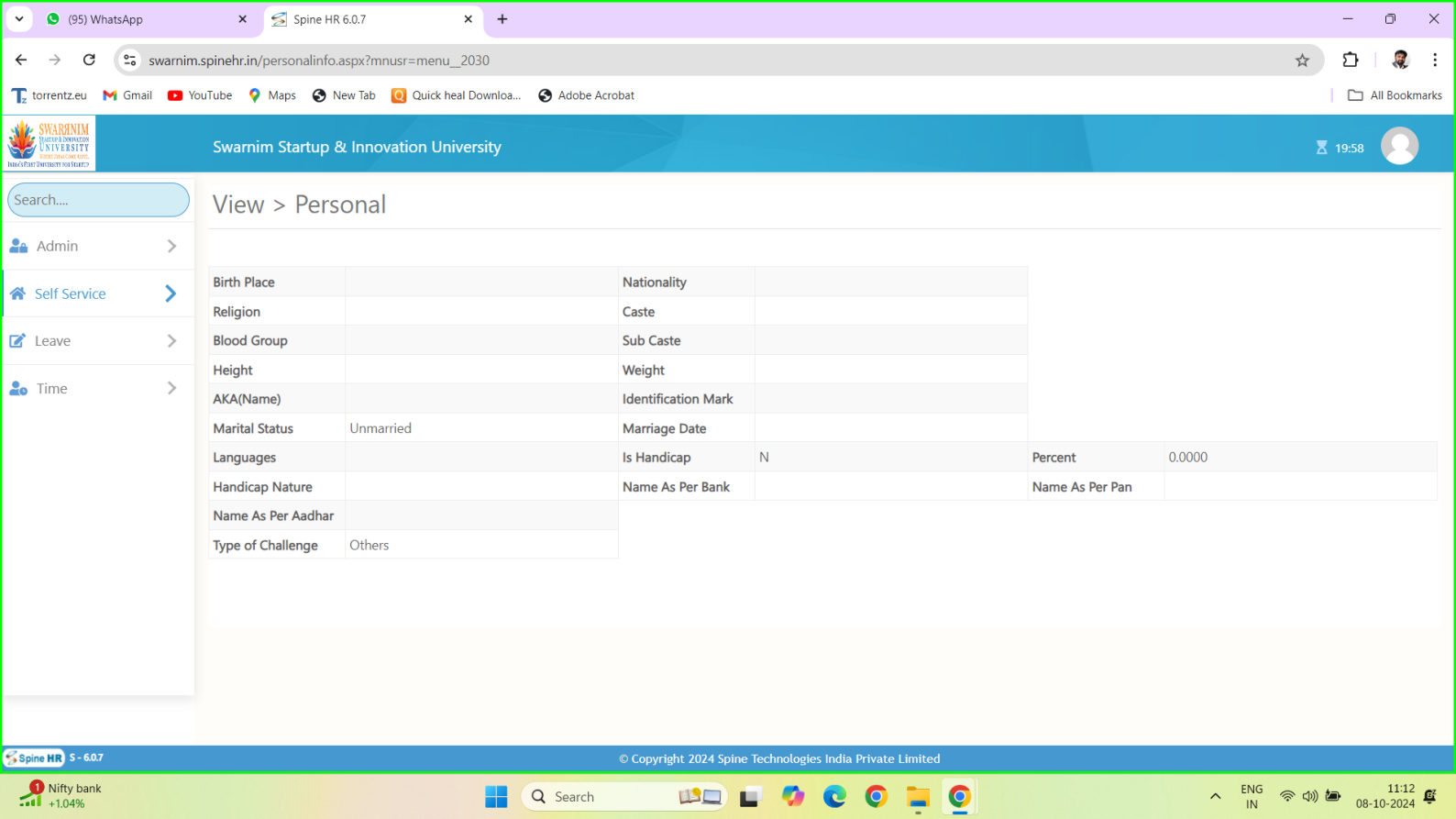












Search....

- 👤 Admin

>
- 🏠 Self Service

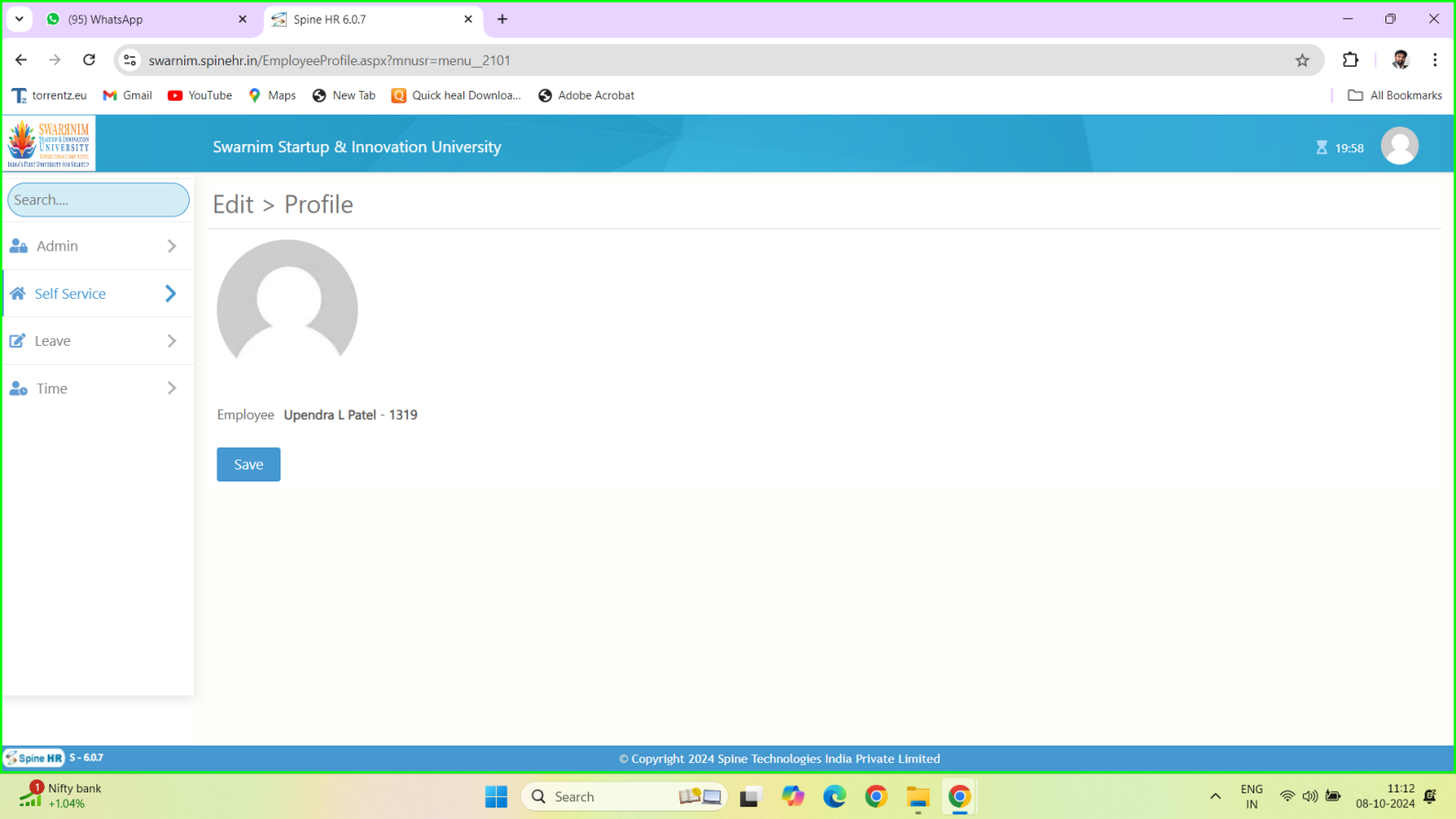
>
- 📄 Leave

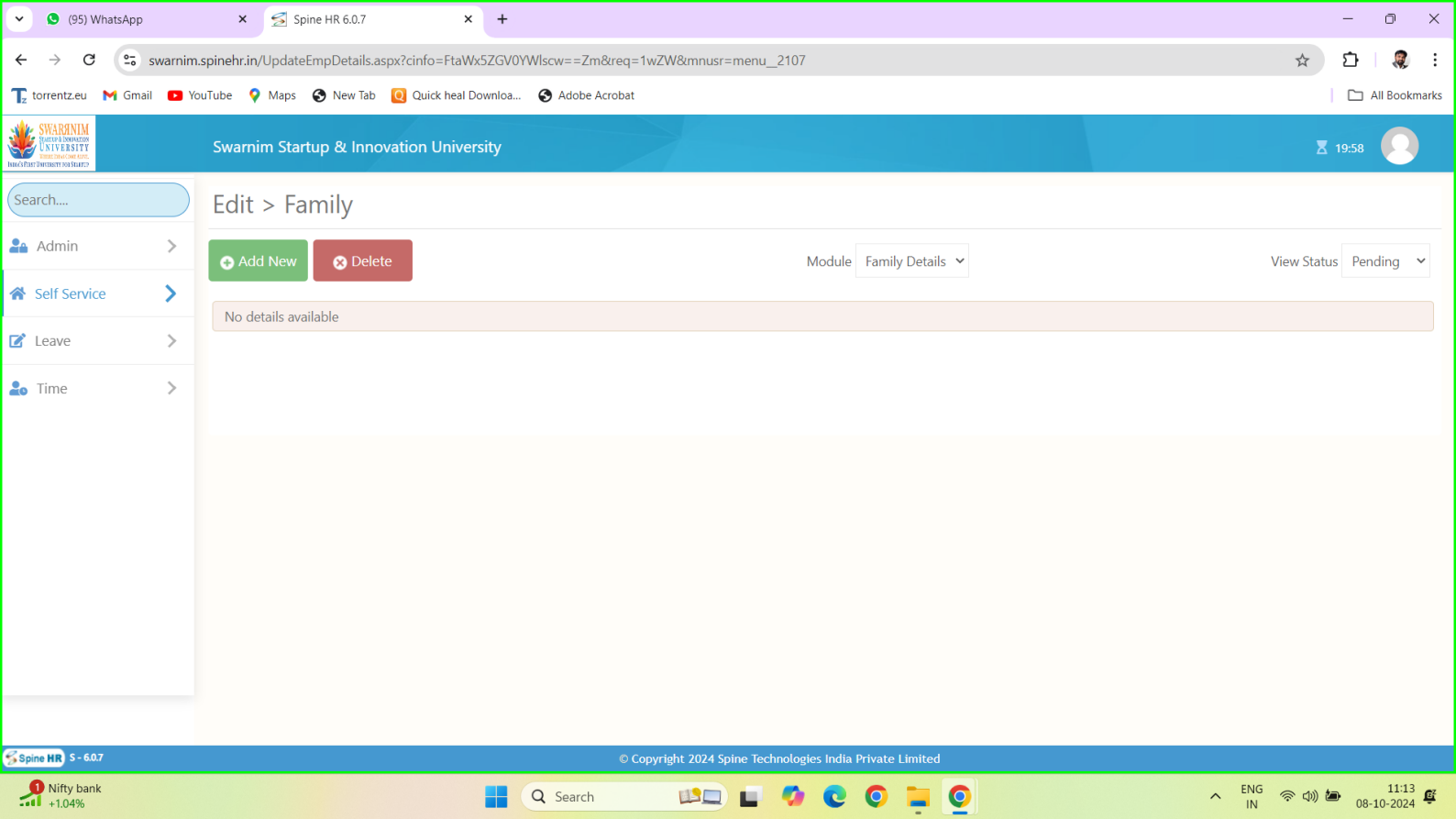
>
- 👤 Time

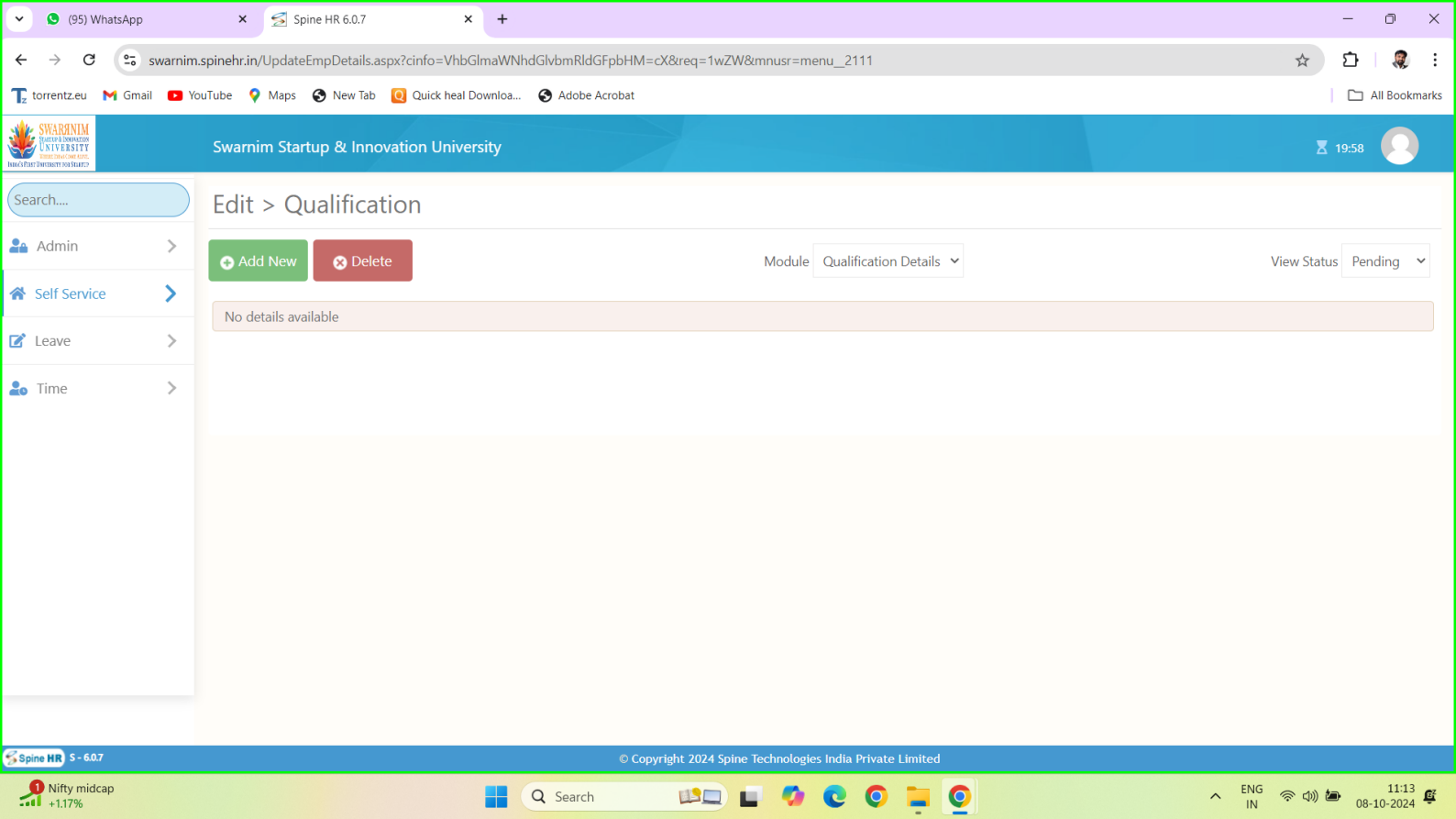
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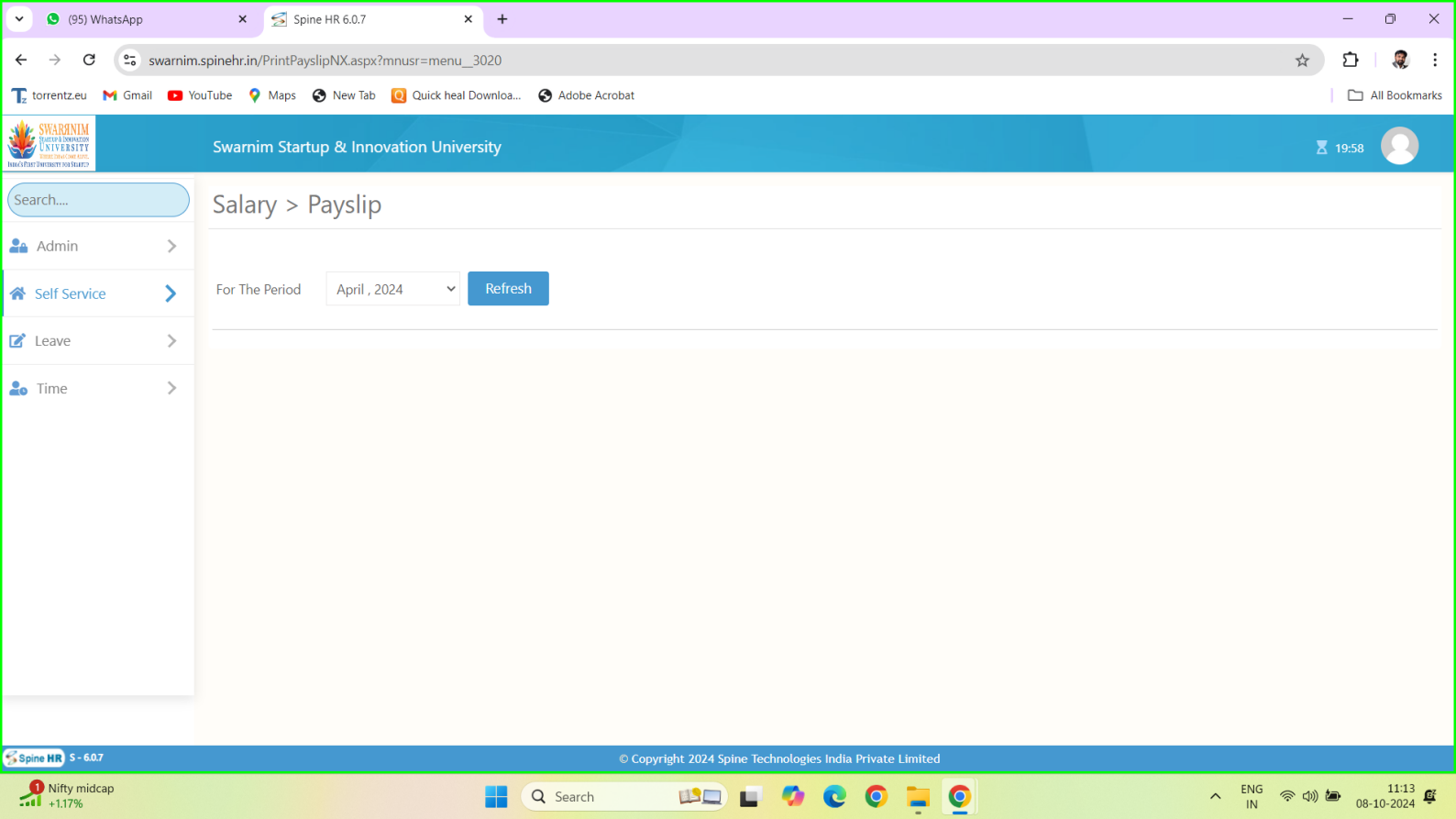
View > Personal

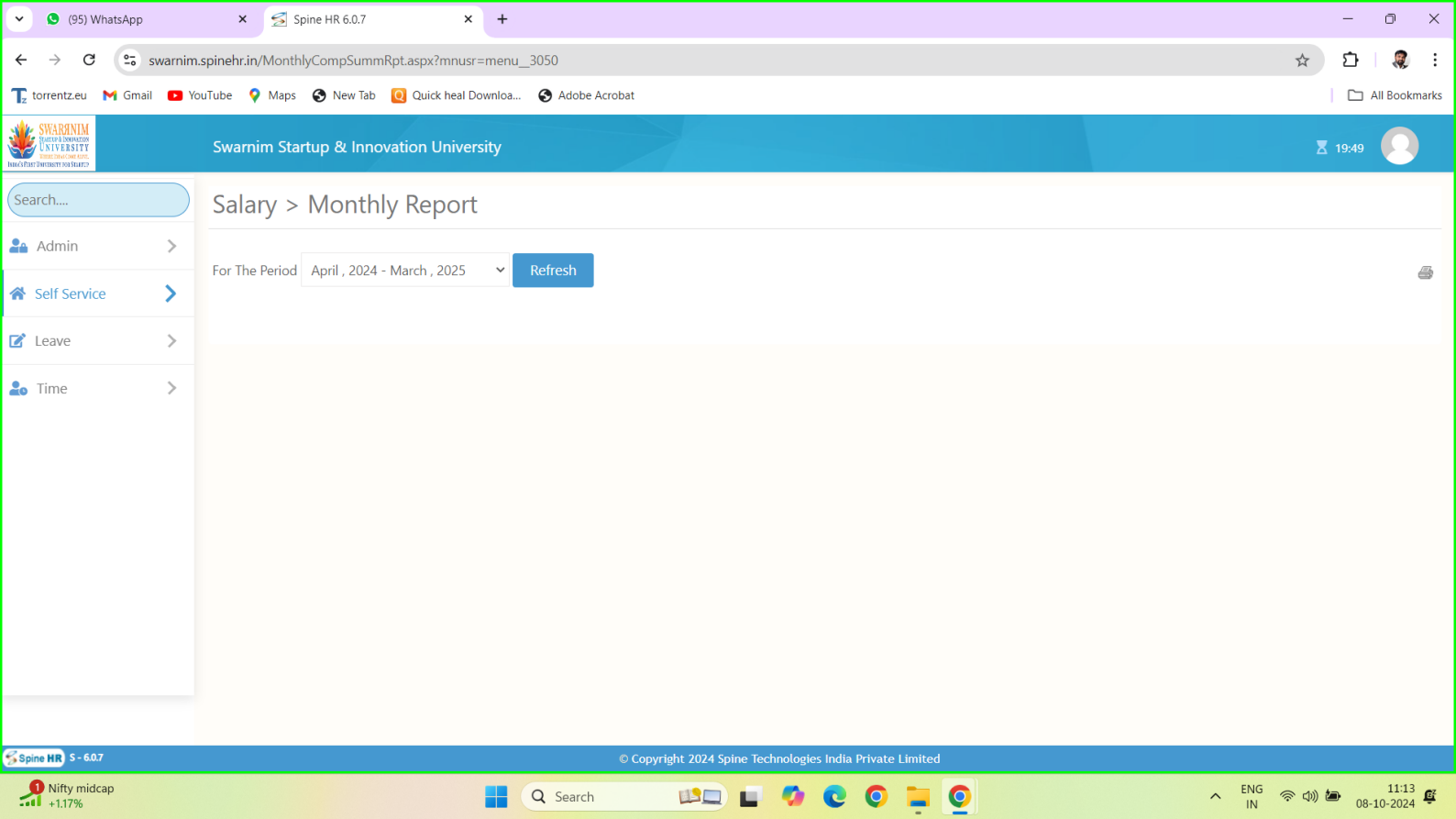
Birth Place		Nationality	
Religion		Caste	
Blood Group		Sub Caste	
Height		Weight	
AKA(Name)		Identification Mark	
Marital Status	Unmarried	Marriage Date	
Languages		Is Handicap	N
Handicap Nature		Name As Per Bank	
Name As Per Aadhar		Name As Per Pan	
Type of Challenge	Others		

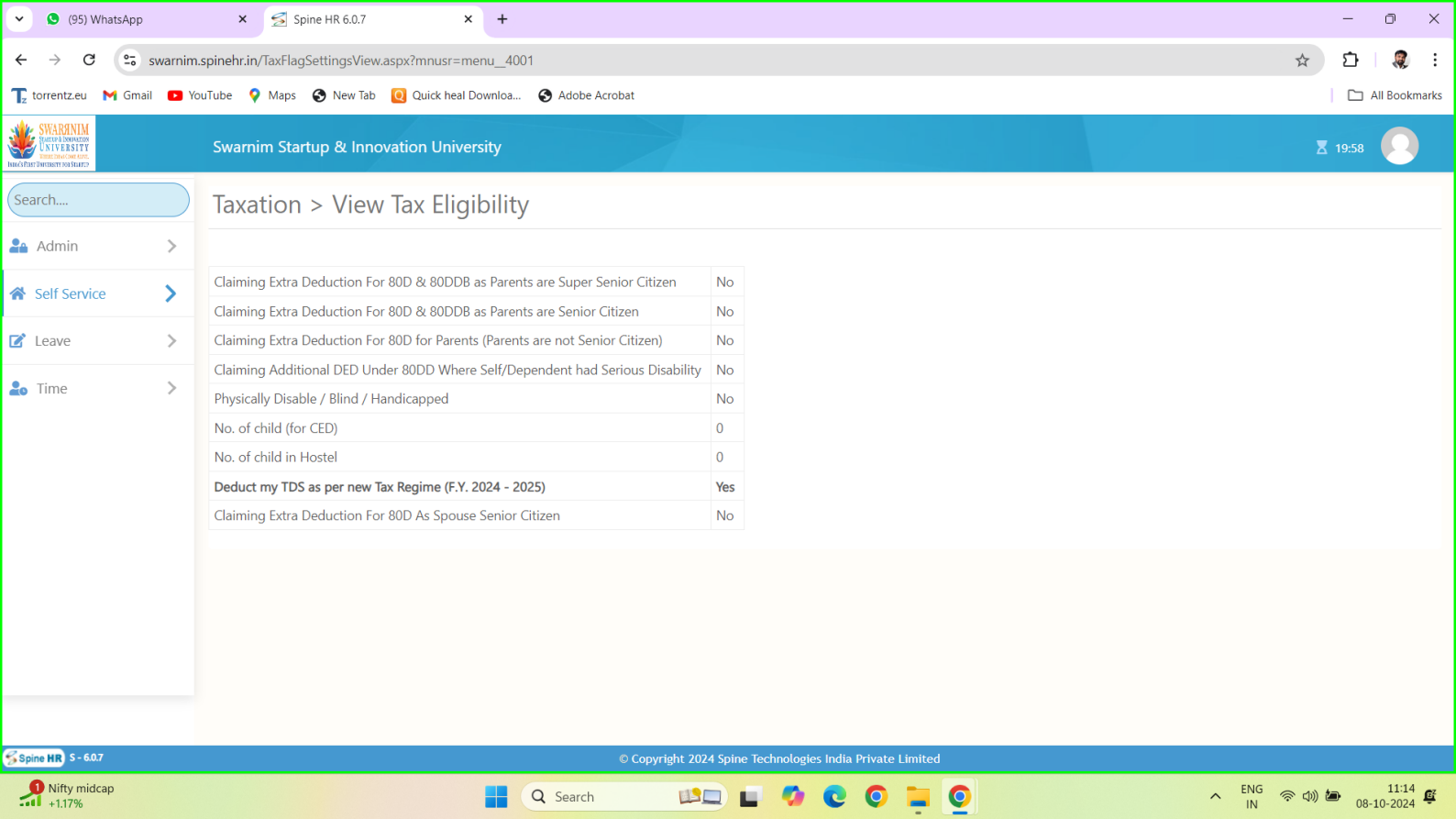




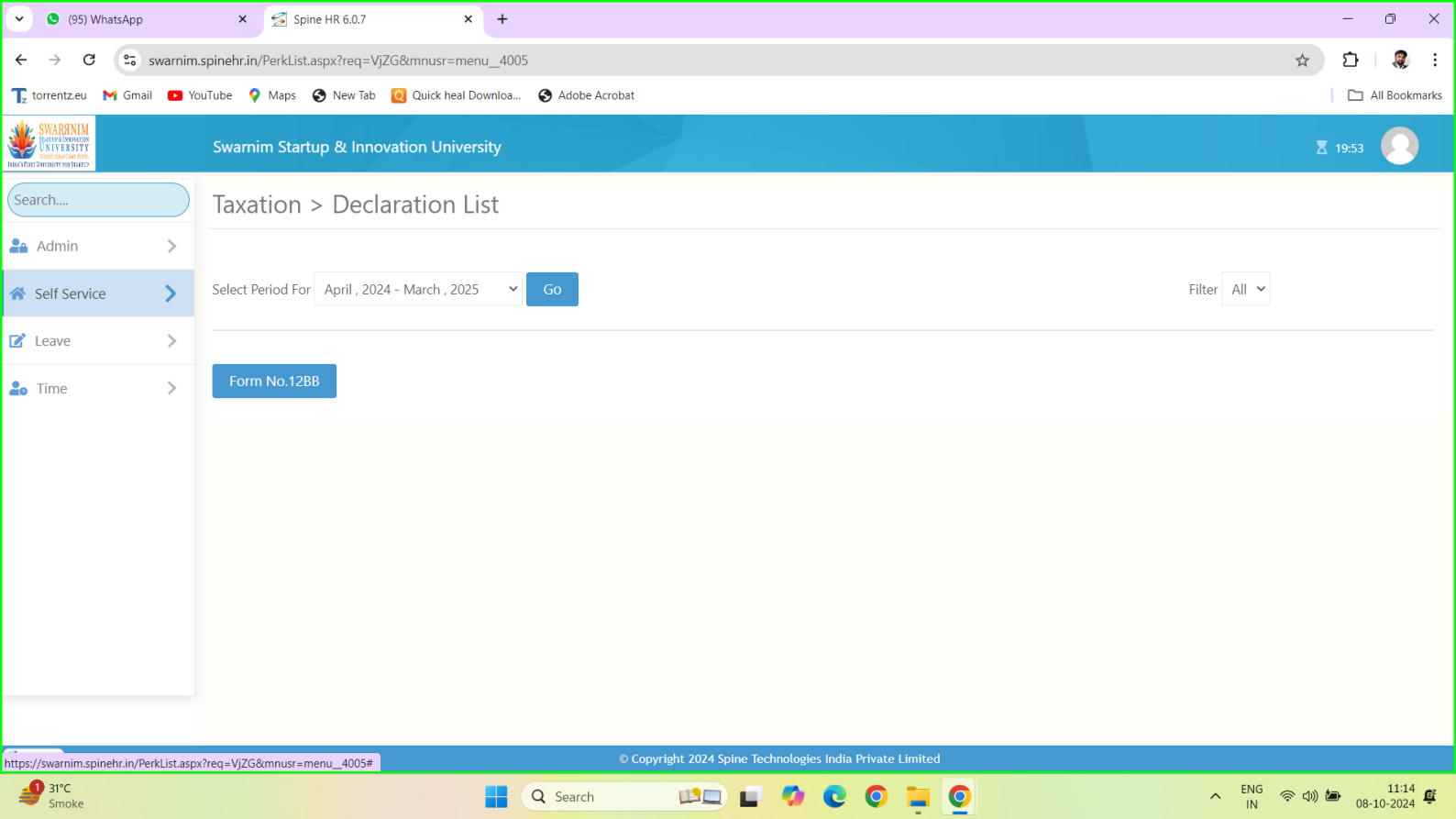








Taxation > View Tax Eligibility	
Claiming Extra Deduction For 80D & 80DDB as Parents are Super Senior Citizen	No
Claiming Extra Deduction For 80D & 80DDB as Parents are Senior Citizen	No
Claiming Extra Deduction For 80D for Parents (Parents are not Senior Citizen)	No
Claiming Additional DED Under 80DD Where Self/Dependent had Serious Disability	No
Physically Disable / Blind / Handicapped	No
No. of child (for CED)	0
No. of child in Hostel	0
Deduct my TDS as per new Tax Regime (F.Y. 2024 - 2025)	Yes
Claiming Extra Deduction For 80D As Spouse Senior Citizen	No



Taxation > Submit Tax Declaration - Sheet

Note *

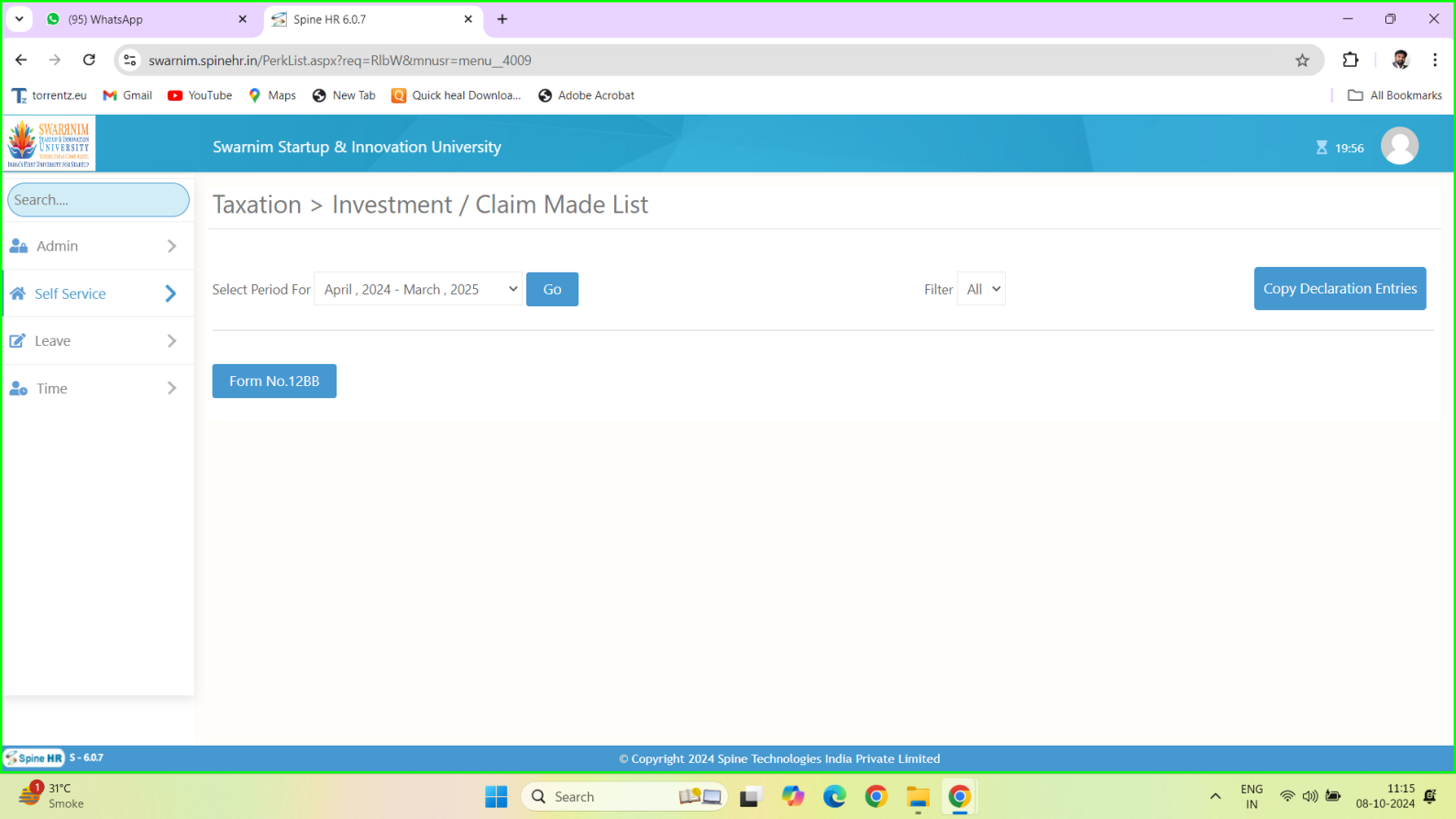
I undertake to submit all the necessary proof of investments as stated above as per the company's policy. The proof provided represents costs/expenses that were actually incurred. I will furnish additional information that may be required or requested by the company as it relates to supporting the tax declarations. In the event of non-submission of supporting documentation, I hereby agree to pay by cheque to the Company any shortfall on Tax/Penalty the Company has paid to the Income Tax authorities in this regard.

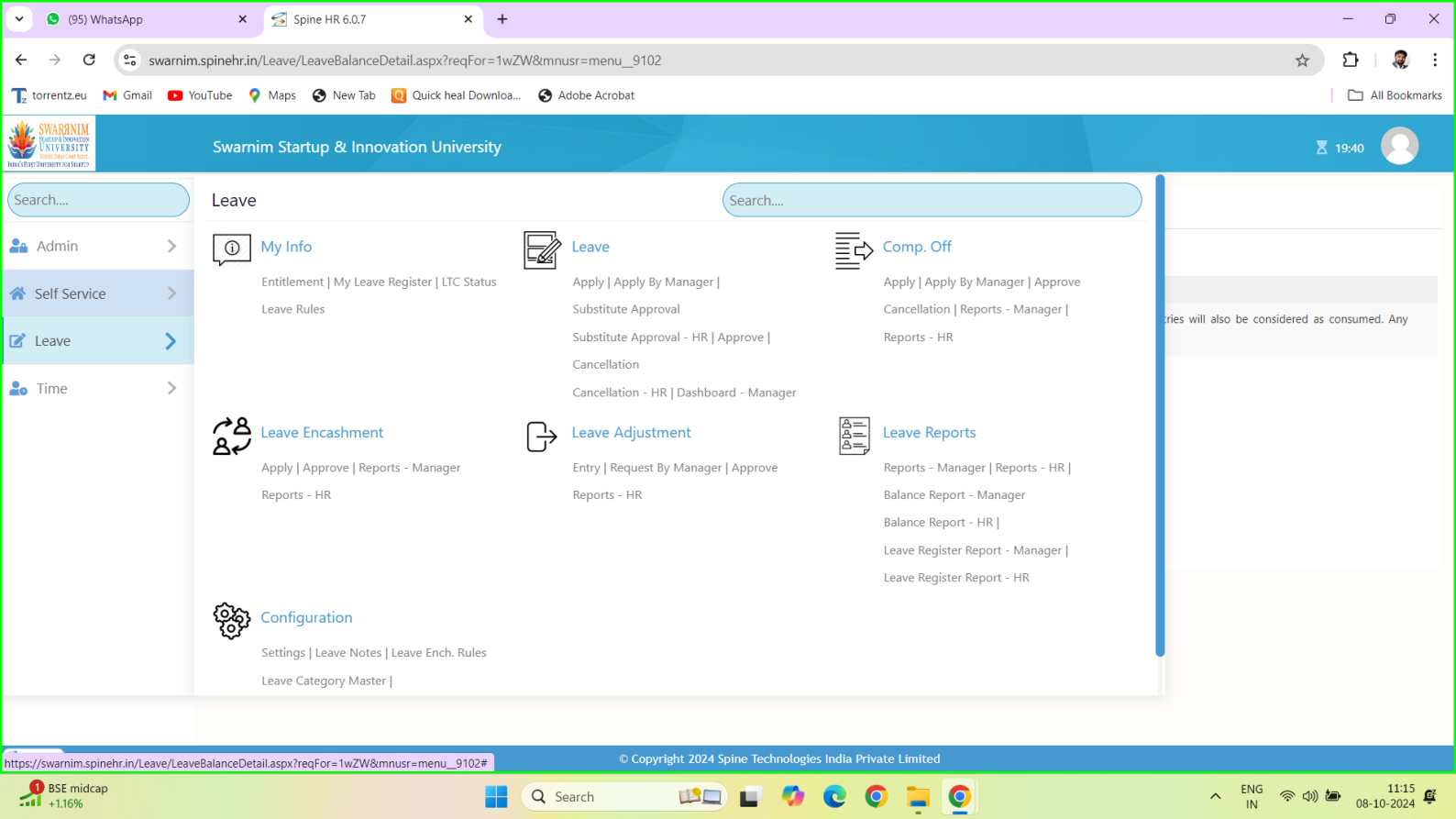
* Entries allowed for current financial year only. (2024 - 2025)

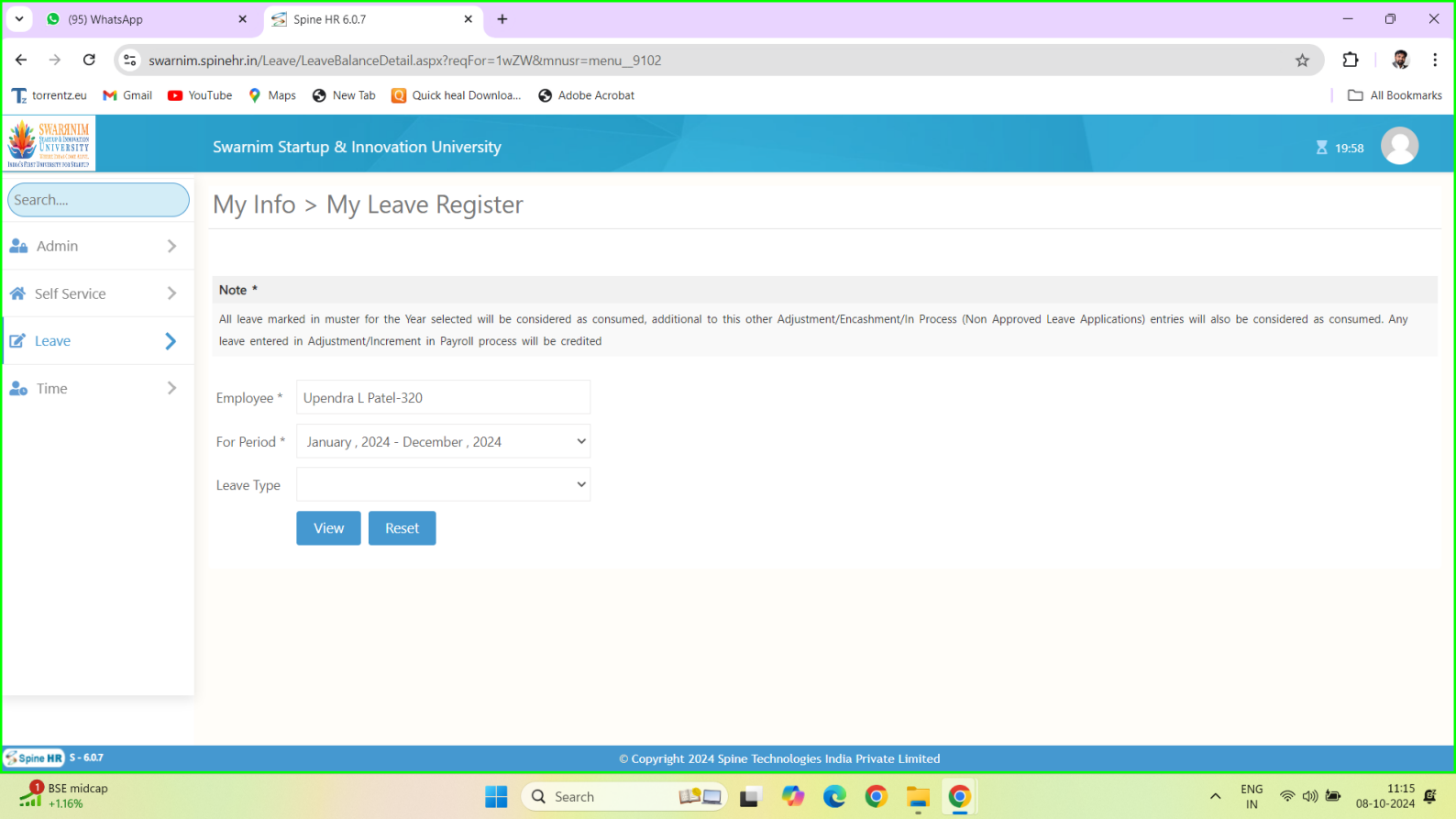
	Investment Description	Maximum Limit	Section	Narration	Amount	
1.	Medicaid Premium	25000	80-D	Medicaid Premium	0	
	(A) Deduction U/S 80D-Paid For Parents	25000	80-D	Deduction U/S 80D	0	
2.	Interest Paid On Housing Loan ☐ House been let out	200000	24(1)(vi)	Interest Paid On Housing Loan	0	

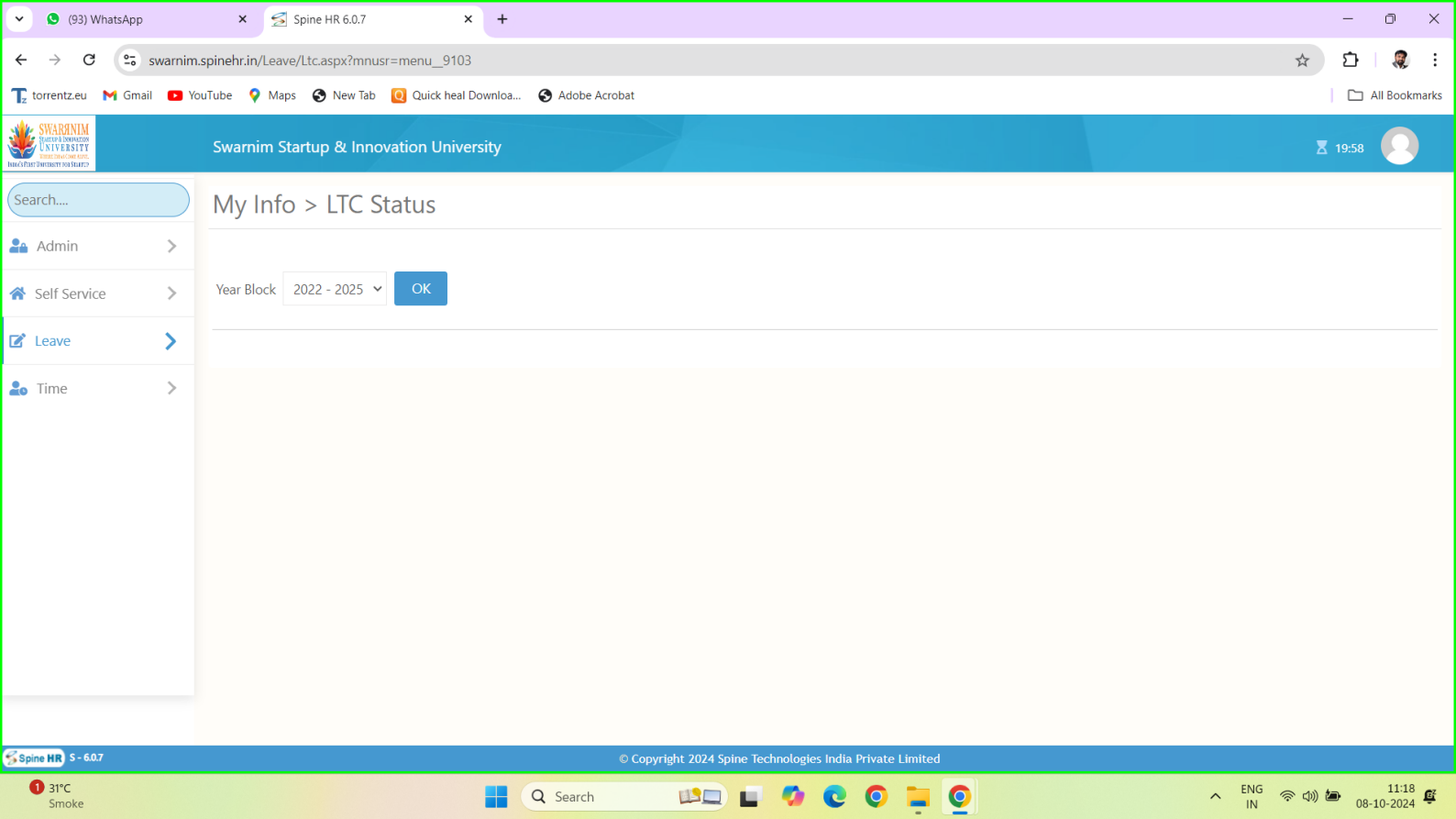
Lender

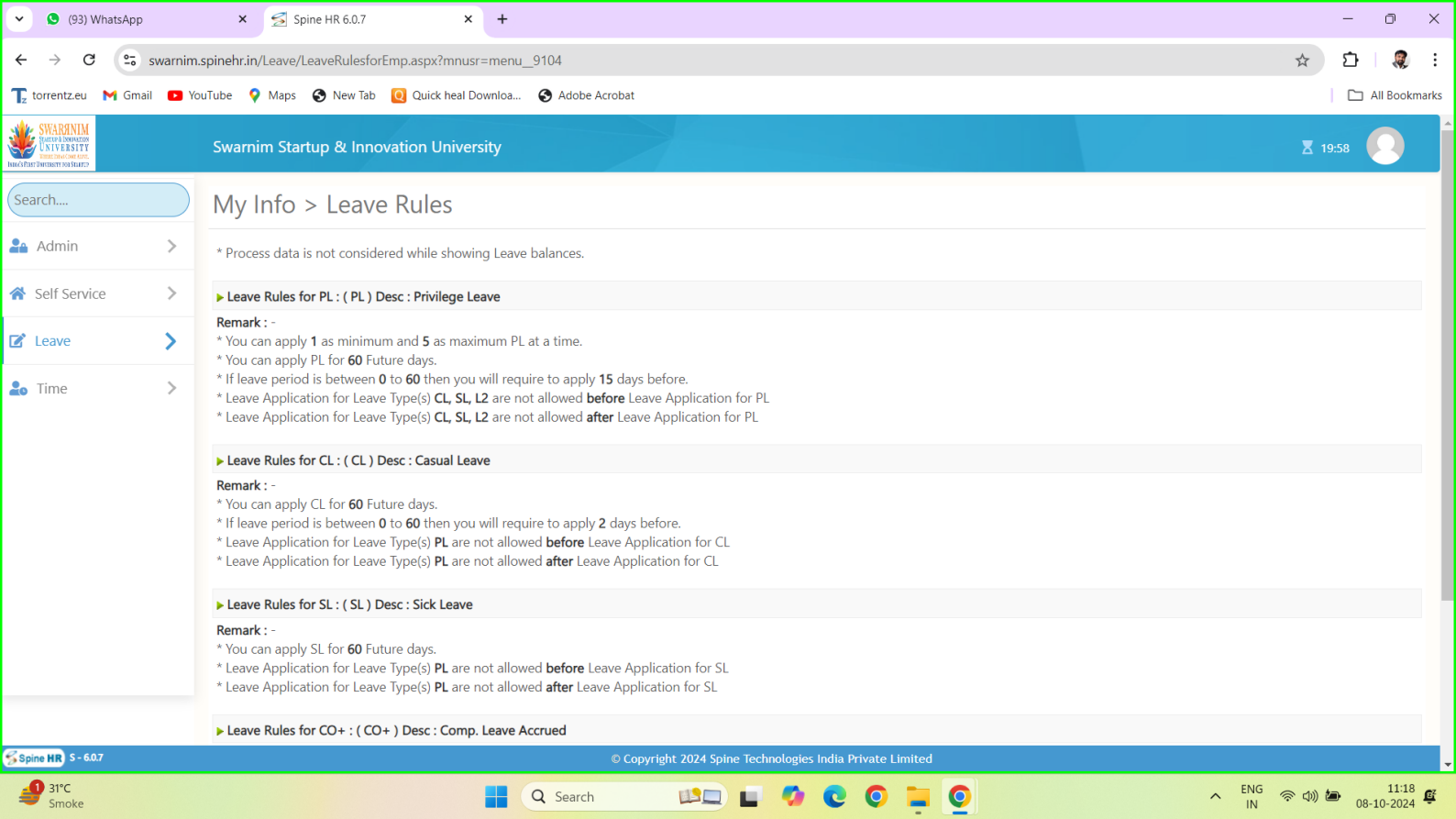
Name		Address Line 1	
PAN		Address Line 2	
		City	
		State	

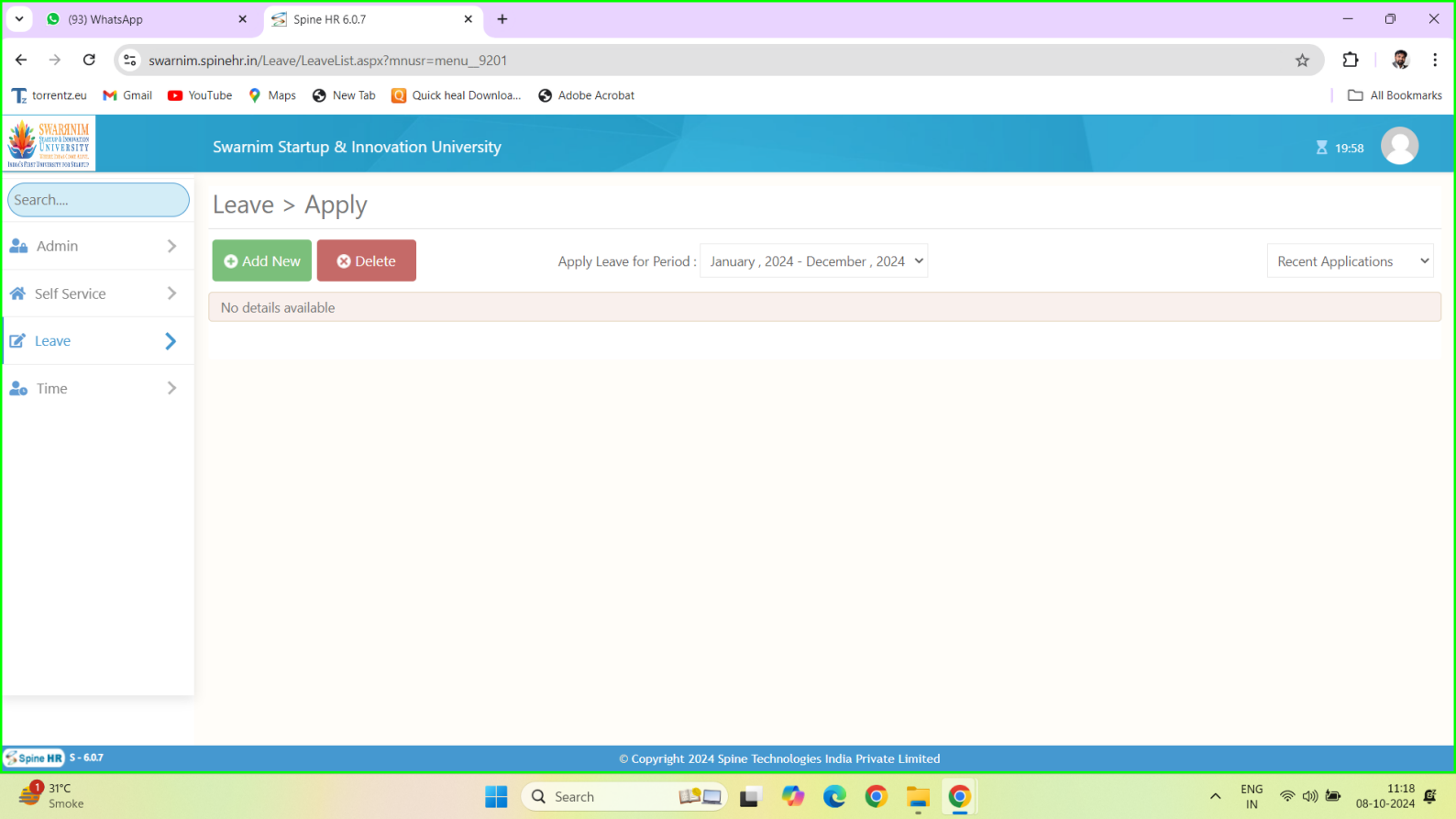


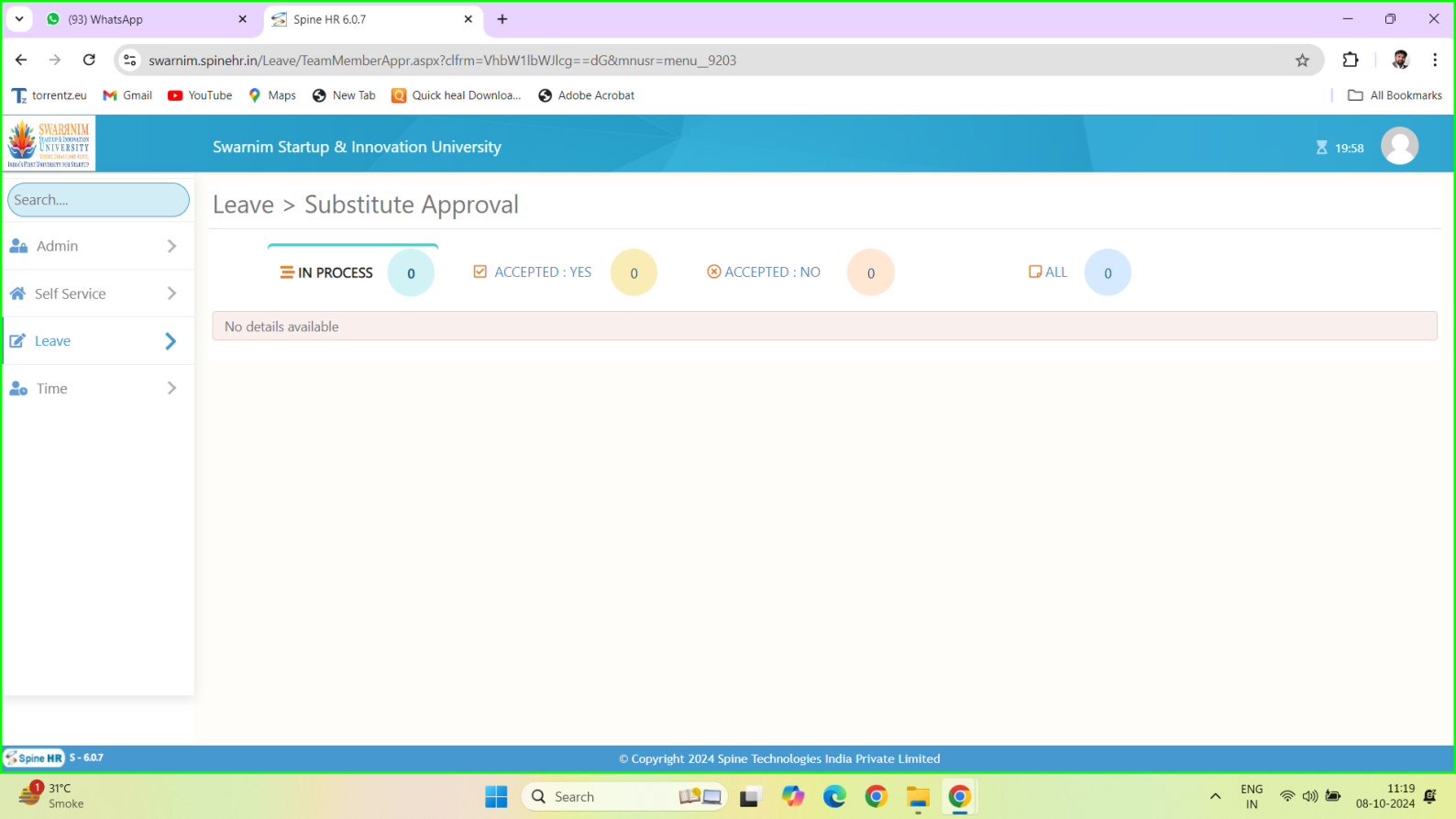












Leave > Cancellation - HR

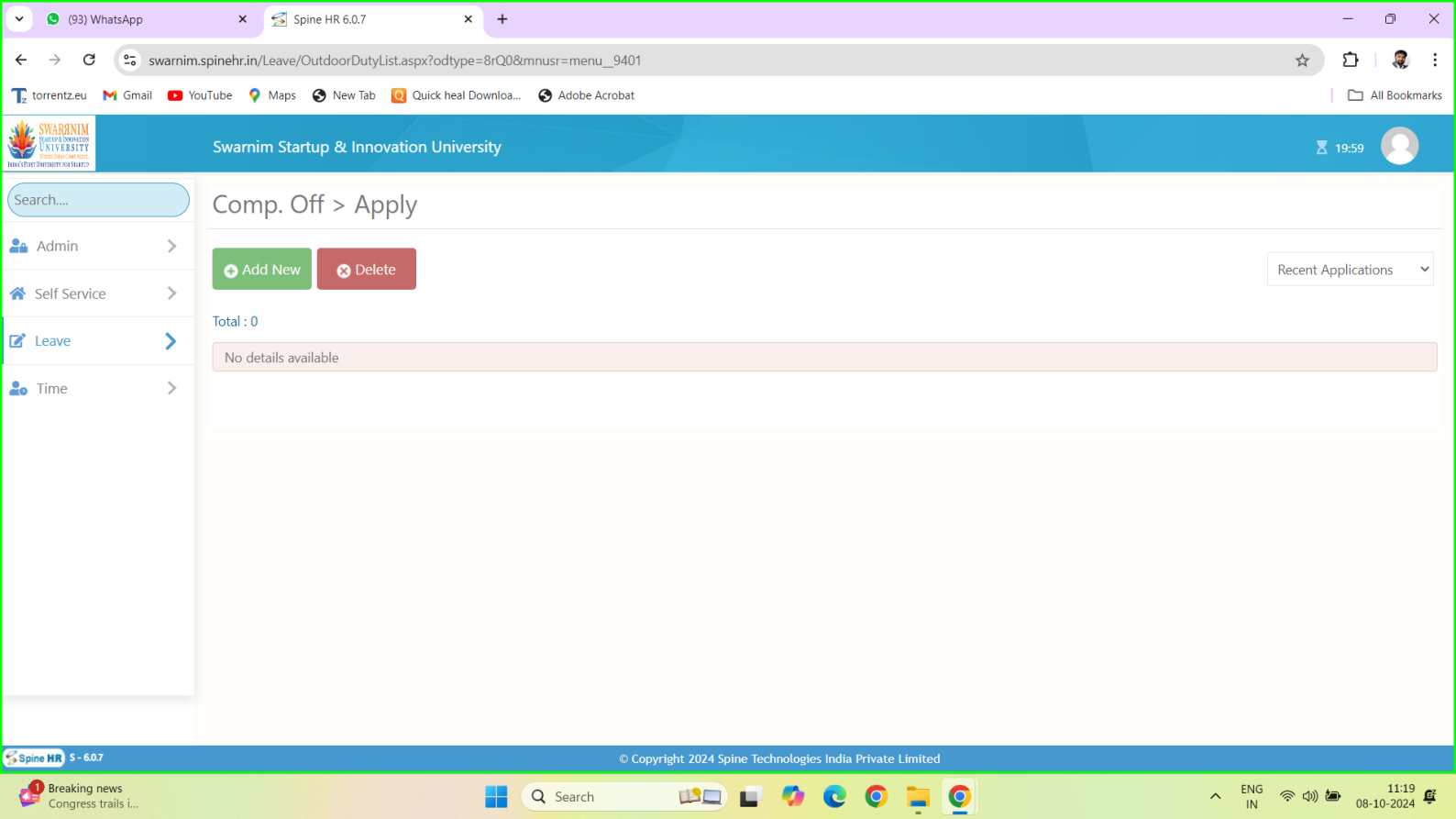
Note *

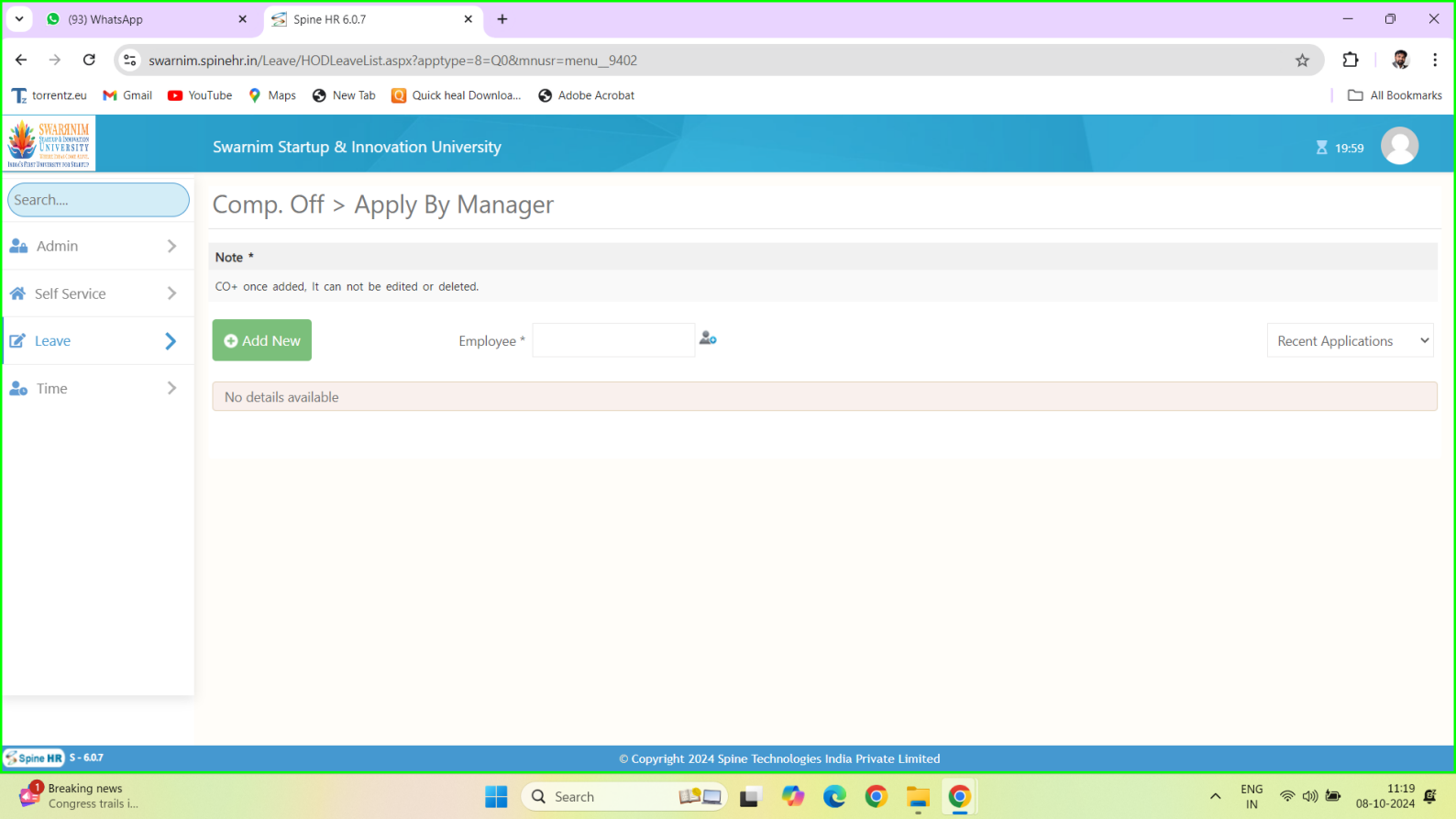
It will not display approved leaves older than **6 months** (Comparison will be done from application From date).

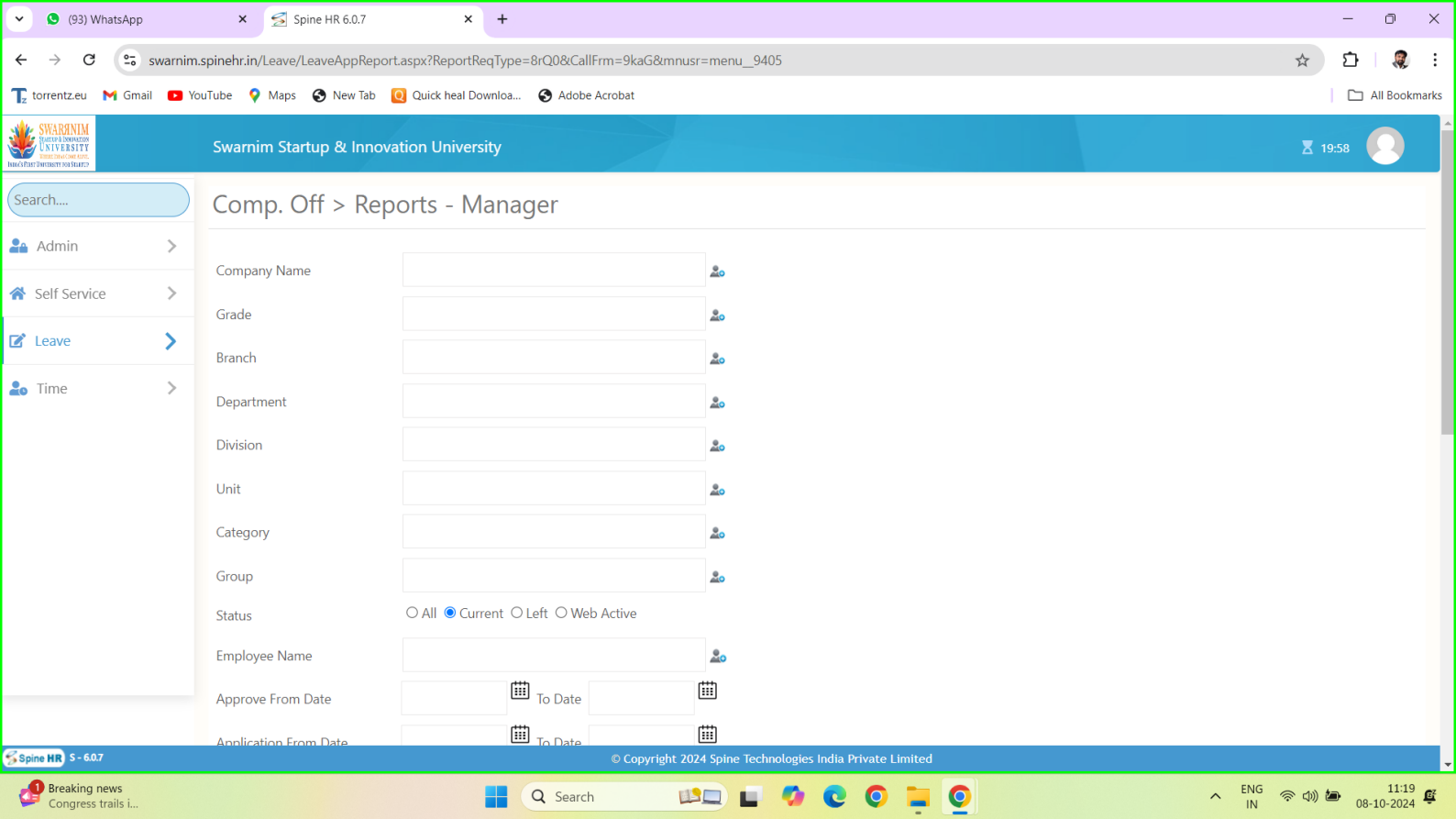
Filter Data Remark Cancel Leave

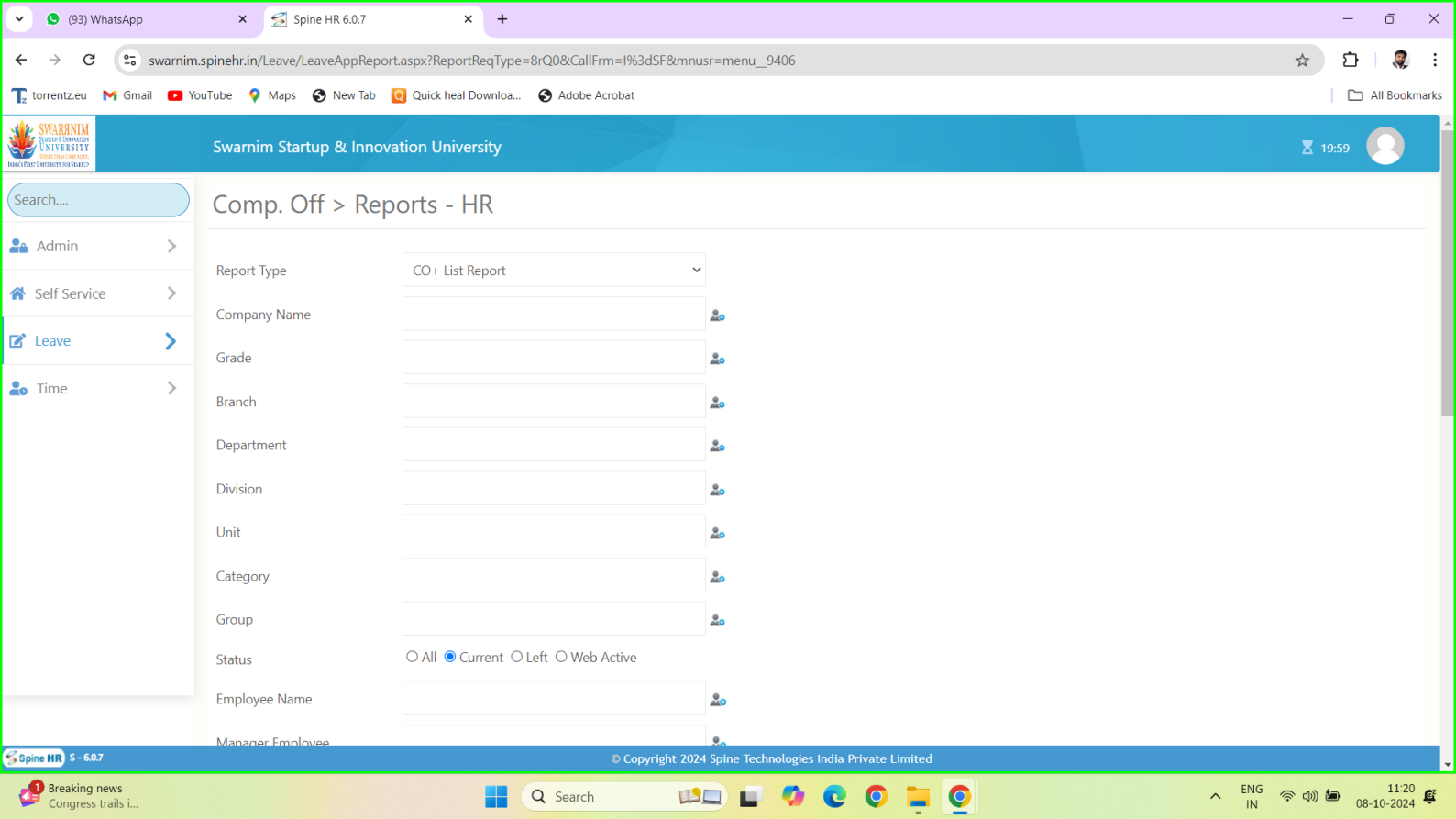
☐ Display future leaves for leaving Employee(s)

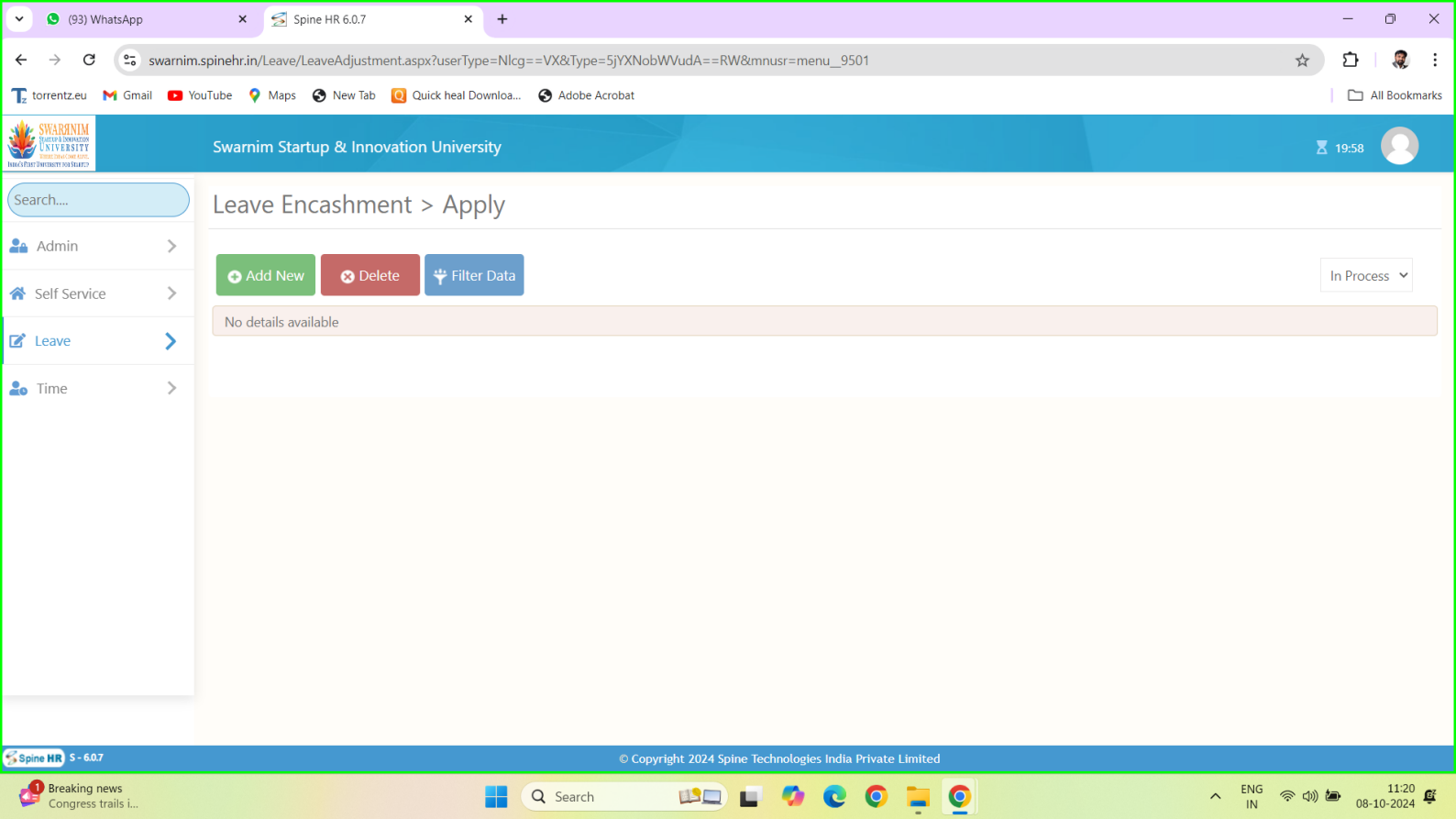
☐	App. Id	Employee Code	Employee Name	From Date	To Date	Apply Days	Remarks	Admin Feedback	Approve Date	App Type
☐	9206	1192	Mittal Arviindbhai Patel	22-Oct-24 Tue	22-Oct-24 Tue	1.0	Personal work adjusted by me	Approved	01-Oct-24	PL
☐	9205	1192	Mittal Arviindbhai Patel	21-Oct-24 Mon	21-Oct-24 Mon	1.0	Personal work adjusted by me	Approve	01-Oct-24	PL
☐	9042	1396	Jiten Girishkumar Thakkar	14-Oct-24 Mon	15-Oct-24 Tue	2.0	Personal work		13-Sep-24	PL
☐	9127	1050	Abhishek Shrikrishnabhai Chourasiya	14-Oct-24 Mon	17-Oct-24 Thu	4.0	Going to MP for Legal Purposes.		17-Sep-24	PL
☐	9118	1085	Milan Bharatbhai	14-Oct-24	18-Oct-24	5.0	Family function at home		18-Sep-24	PL

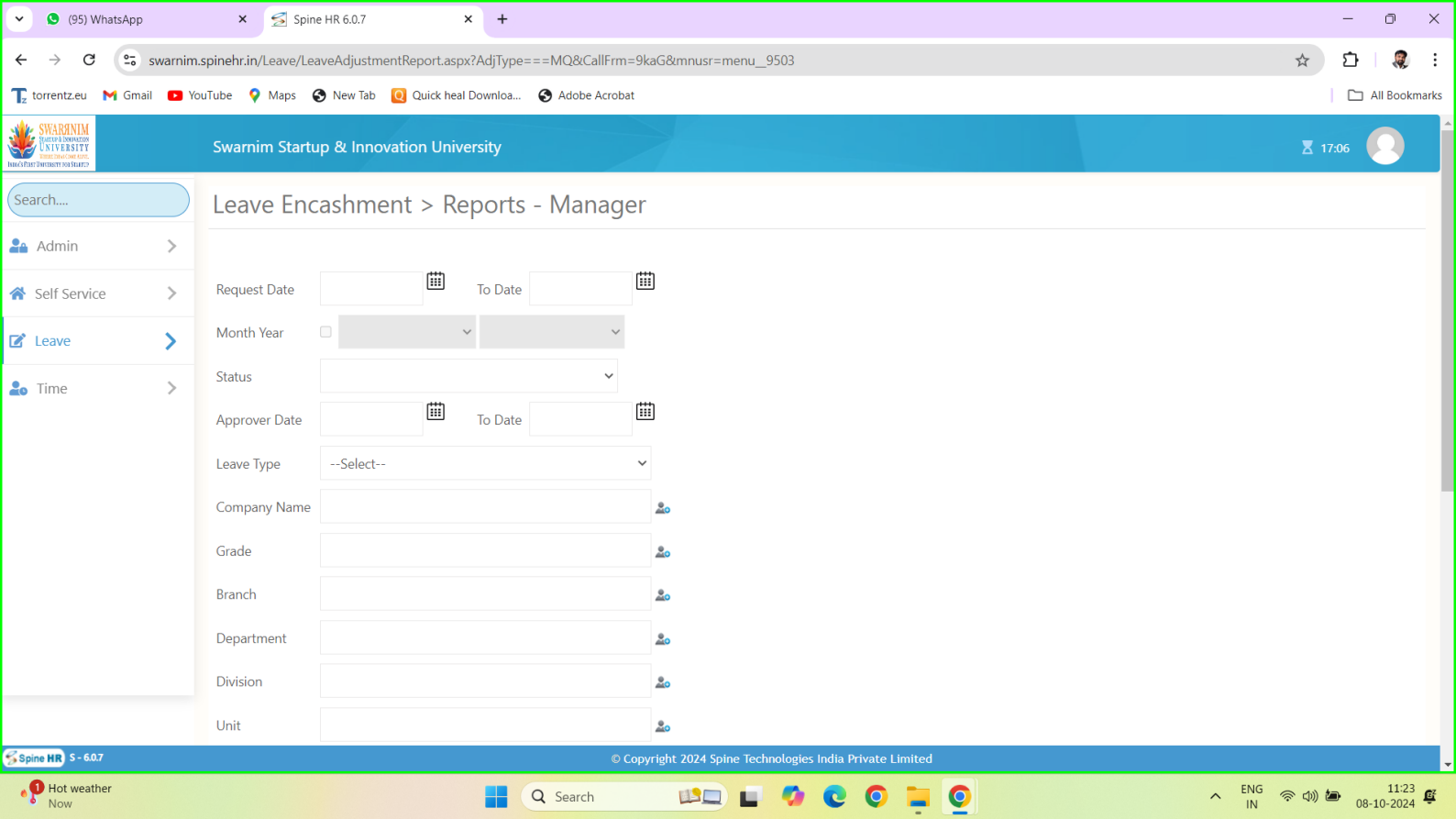


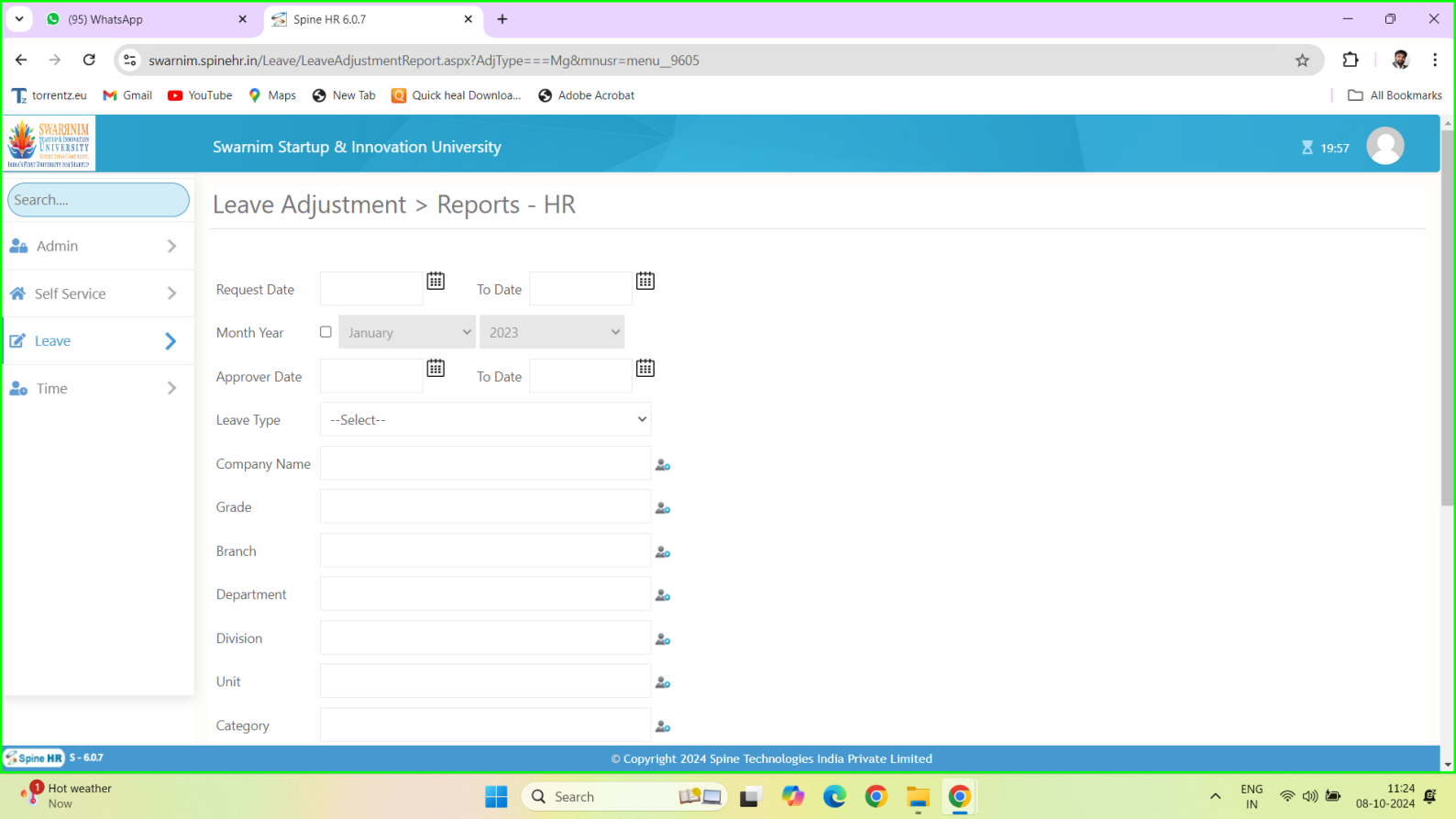


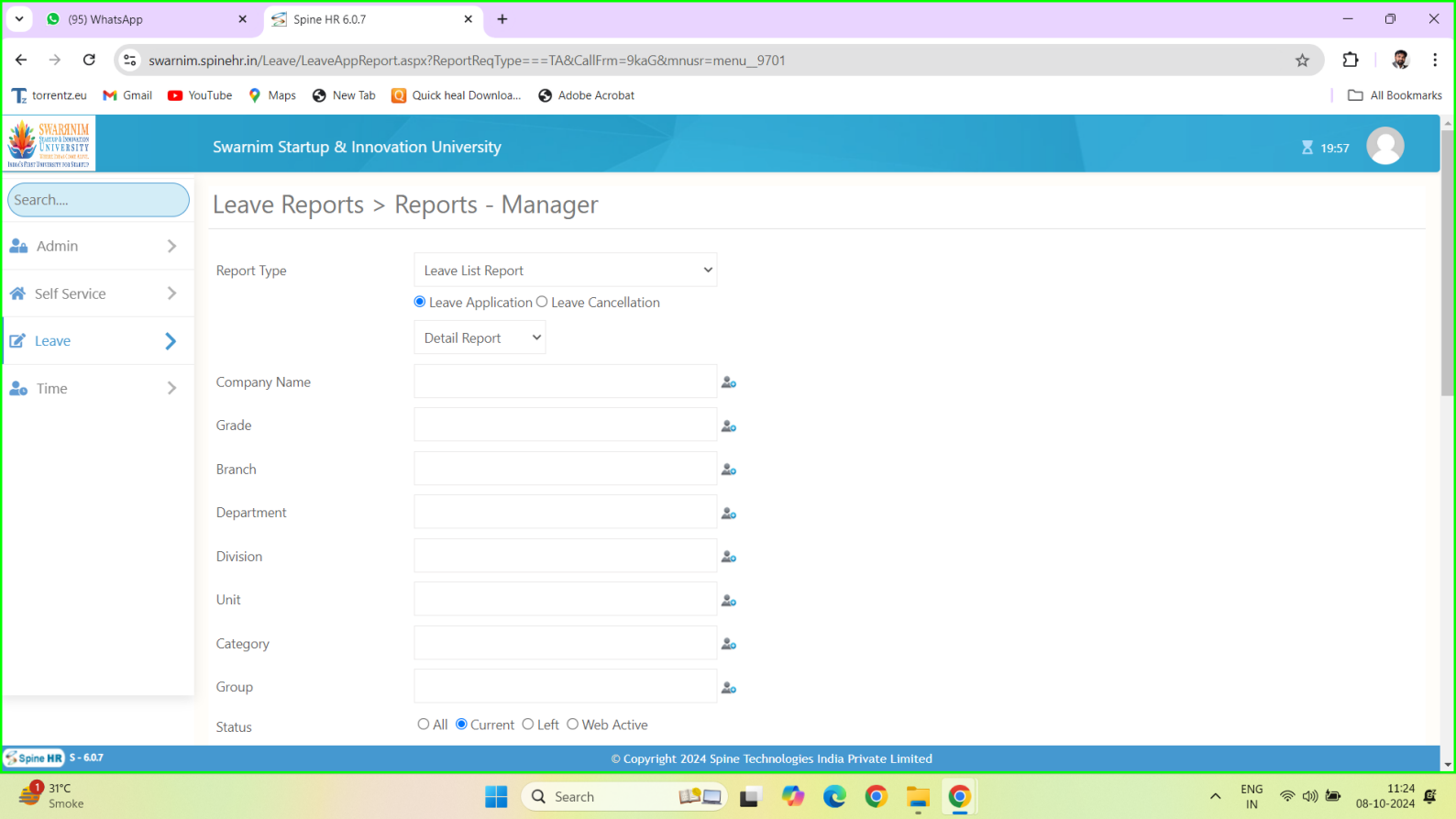


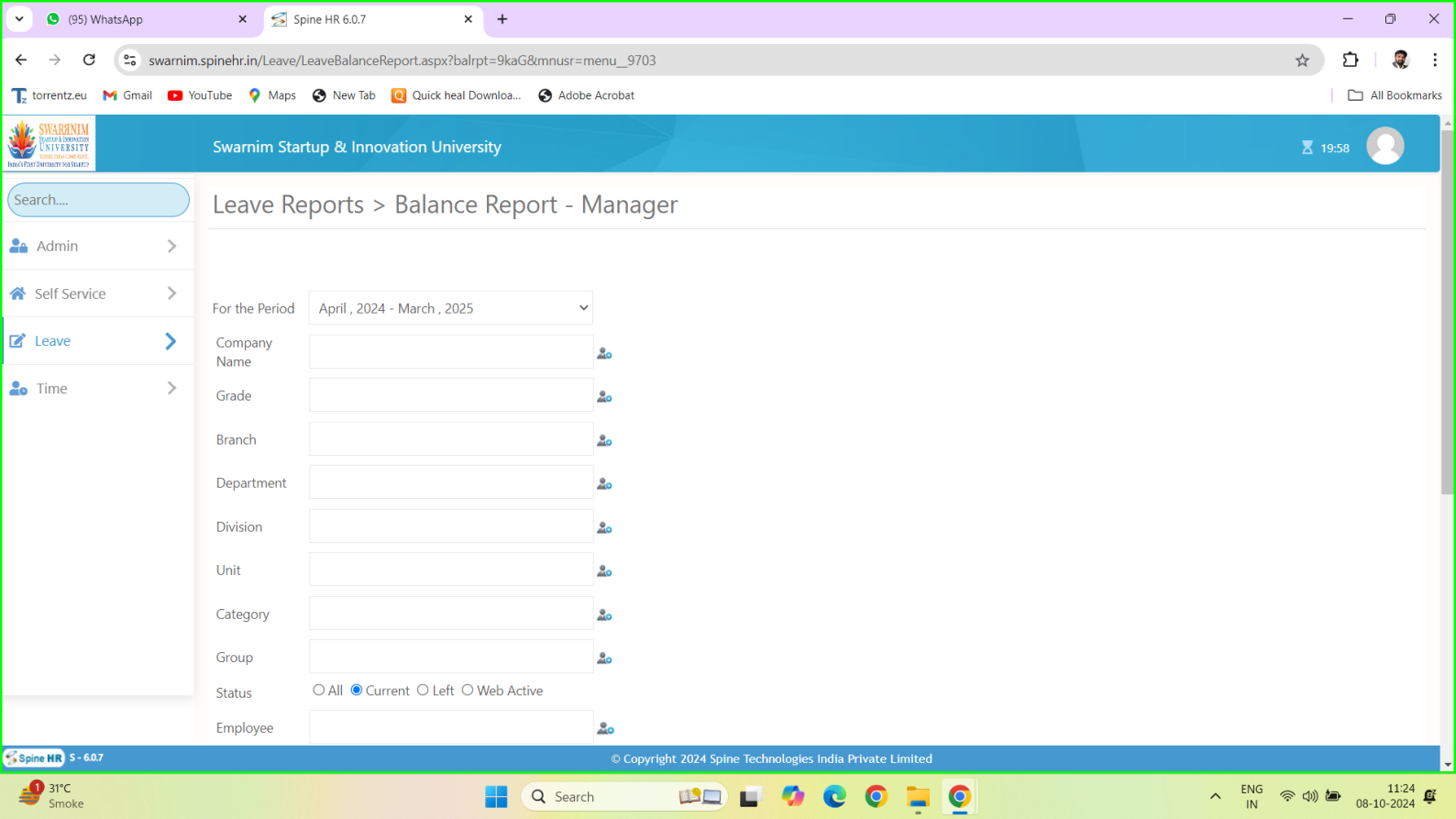


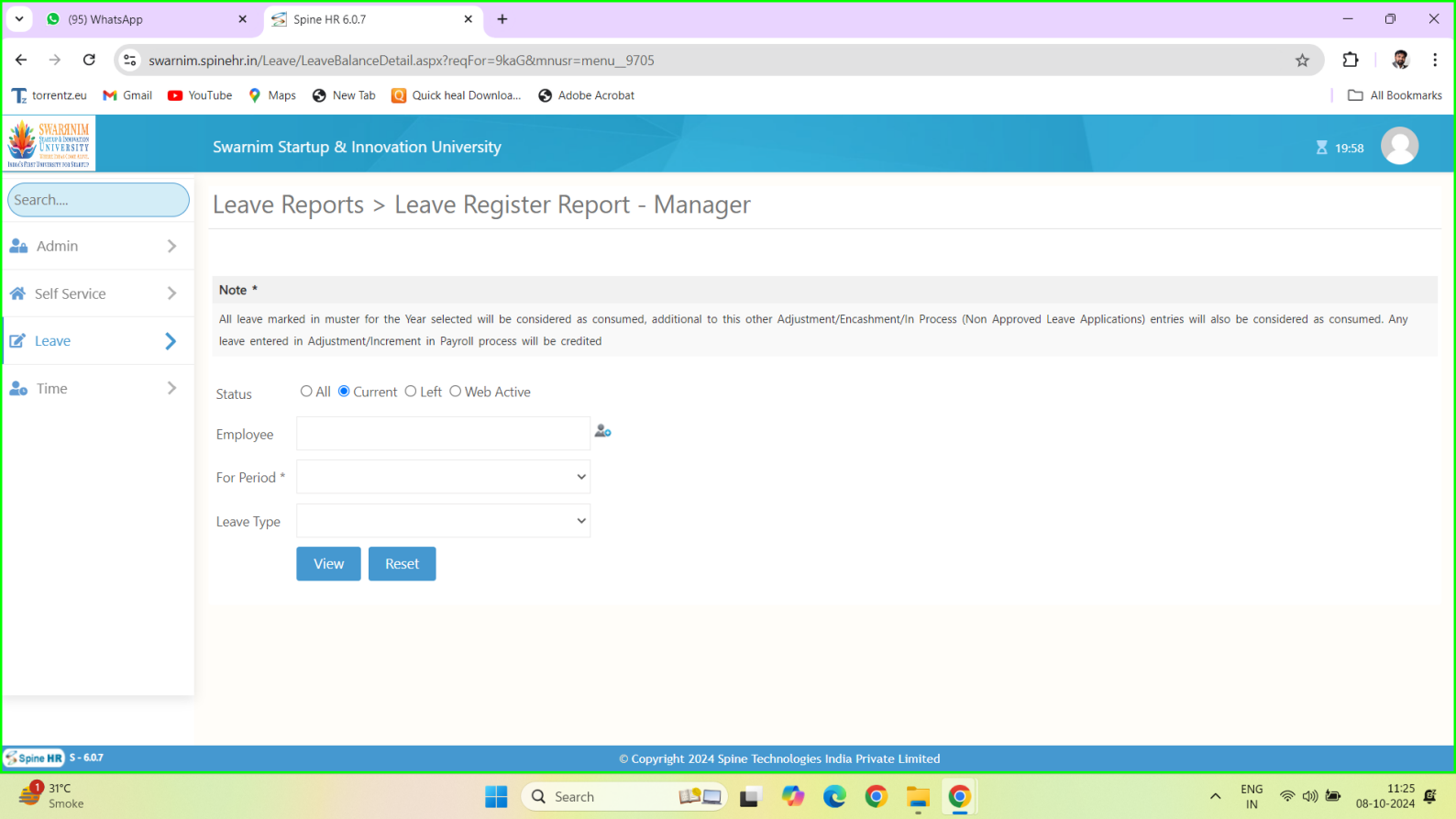


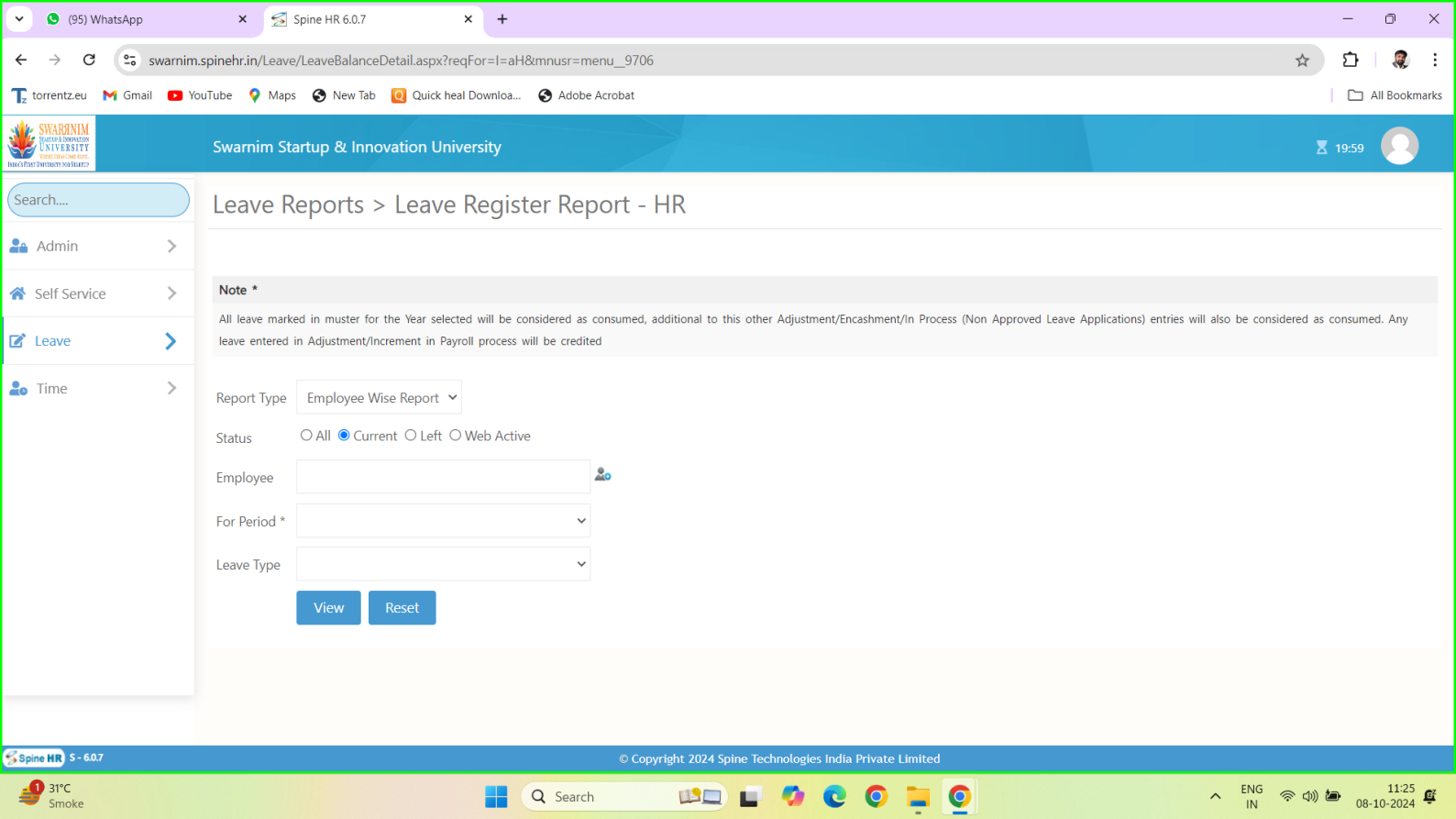


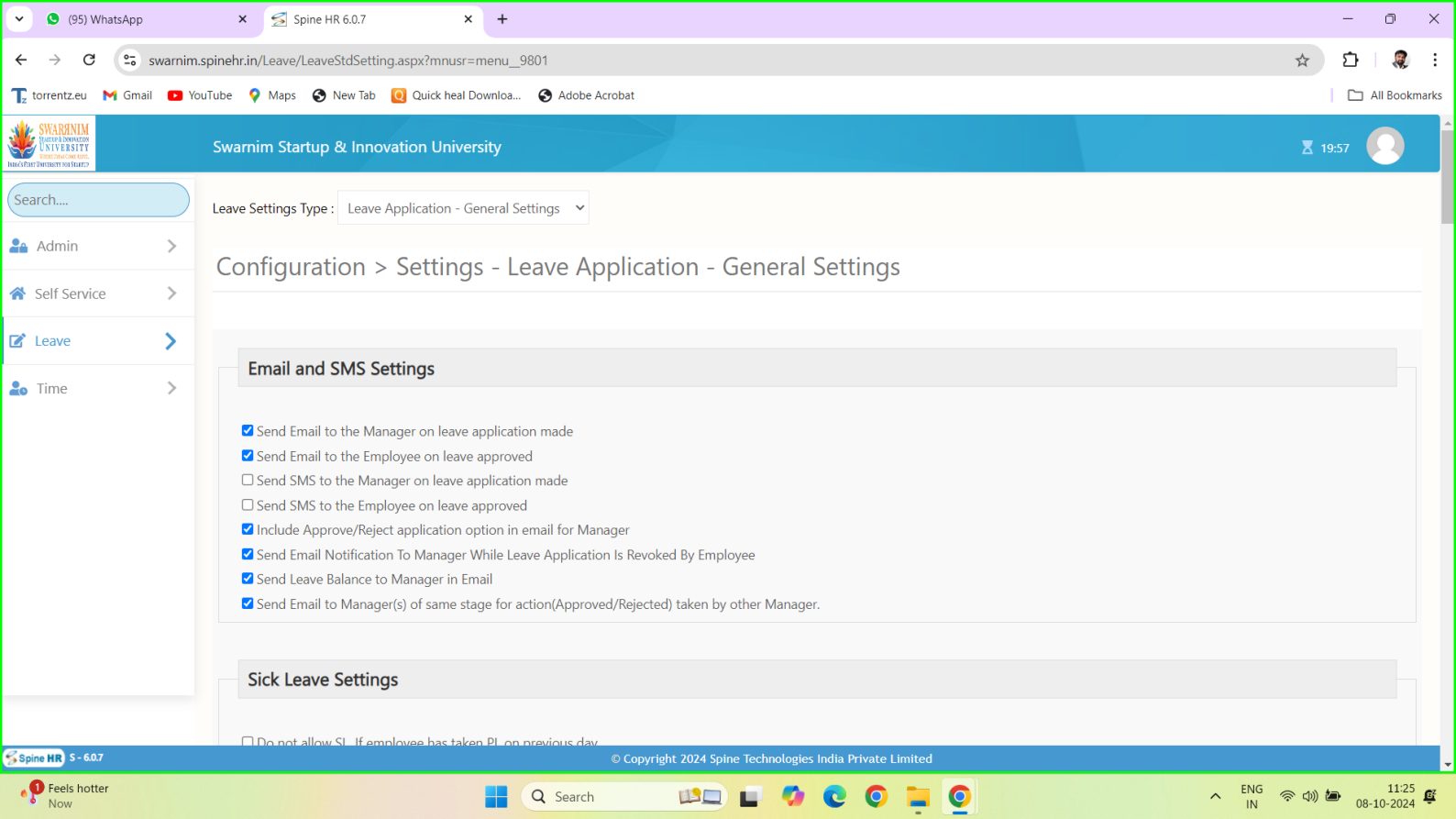












Search....

- Admin
- Self Service
- Leave
- Time

Leave Settings Type : Leave Application - General Settings

Configuration > Settings - Leave Application - General Settings

Email and SMS Settings

- ☒ Send Email to the Manager on leave application made
- ☒ Send Email to the Employee on leave approved
- ☐ Send SMS to the Manager on leave application made
- ☐ Send SMS to the Employee on leave approved
- ☒ Include Approve/Reject application option in email for Manager
- ☒ Send Email Notification To Manager While Leave Application Is Revoked By Employee
- ☒ Send Leave Balance to Manager in Email
- ☒ Send Email to Manager(s) of same stage for action(Approved/Rejected) taken by other Manager.

Sick Leave Settings

- ☐ Do not allow SL If employee has taken PL on previous day

(95) WhatsApp

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19:16

Search....

Admin

Self Service

Leave

Time

Time

Define

Attendance

Swipe

Shift

Shift Roster

Attendance Reports

Shift Definition | Holiday Master | Attendance Type Publish Holiday Calendar | Card Punch Setup | Weekly Off Swipe Request Category | Attendance Group | OT Category

My Attendance | View Attendance - Manager | View Attendance - HR Dashboard - Manager | Daily Attendance - Manager | Monthly Attendance - Manager Monthly Attendance - HR | Muster Generation - Manager | Muster Generation - HR Import Daily Attendance

Approve Swipe | Approve Fence | Approve Mobile Swipe - Manager Approve Mobile Swipe - HR | Mobile Swipe Report - Manager | Mobile Swipe Report - HR Reports - Manager | Reports - HR

Roster - Manager | Roster - HR Bulk Transfer By Manager Transfer By HR | Reports - Manager | Reports - HR

Create | Roster Plan | Implement Roster Allocation to Employee | Generation Roster | Roster Extension Delete Roster | Reports | Import Roster Import Roster - Manager

Continuous Absent List Report | Muster Report Writer | Muster Report Writer - Manager Muster Report Writer Grouping | Muster Report Writer Grouping - Manager |

Do not allow SL If employee has taken PL on previous day

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Define > Shift Definition

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Show 50 ▾ entries

Search:

☐	Edit	Shift Code	In Time	Out Time	Cutoff Time	In Cutoff Time	Out Cutoff Time
☐		01	9:00 AM	4:00 PM	7:00 AM	08-Oct-24 07:01 AM	09-Oct-24 07:00 AM
☐		02	10:00 AM	5:00 PM	7:00 AM	08-Oct-24 07:01 AM	09-Oct-24 07:00 AM
☐		03	10:00 AM	4:00 PM	7:00 AM	08-Oct-24 07:01 AM	09-Oct-24 07:00 AM
☐		04	8:00 PM	8:00 AM	7:00 PM	08-Oct-24 07:01 PM	09-Oct-24 07:00 PM
☐		05	9:30 AM	6:00 PM	7:00 AM	08-Oct-24 07:01 AM	09-Oct-24 07:00 AM

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Define > Attendance Type

+ Add New

x Delete

Show 50 entries

Search:

	Edit	Color	User Type	Spine Type	Description	Color Code
☐			ABS	ABS	Absent	#CC0000
☐			CL	CL	Casual Leave	#FFFF66
☐			CO+	CO+	Comp. Leave Accrued	#AECBFF
☐			CO-	CO-	Comp. Leave Enjoy	#C0B09A
☐			DP	DP	Day Present	#00CC00
☐			EO	EO	Extra Ordinary	#FF758A
☐			L2	L2	L2 Leave	16763822

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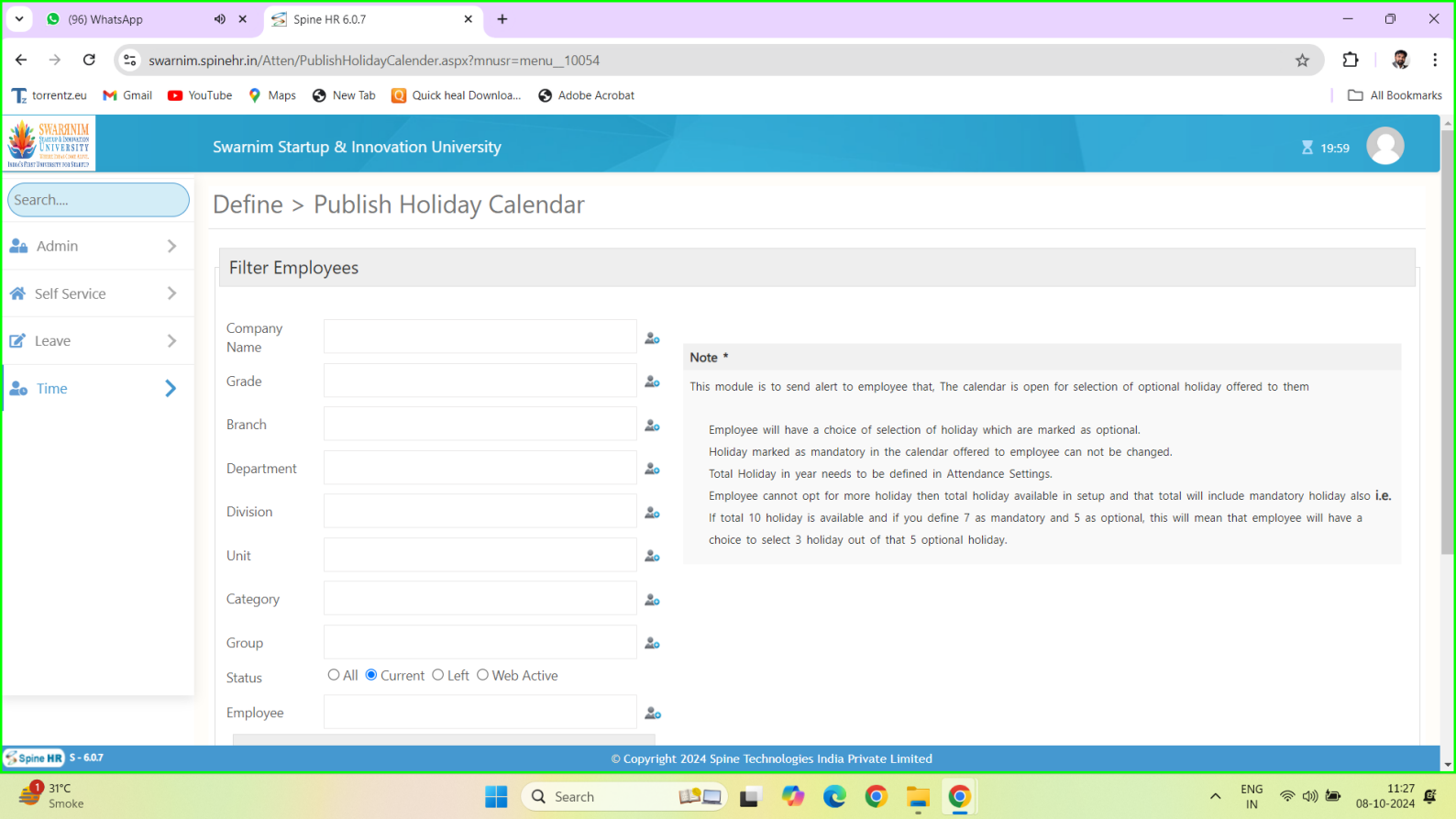
Smoke

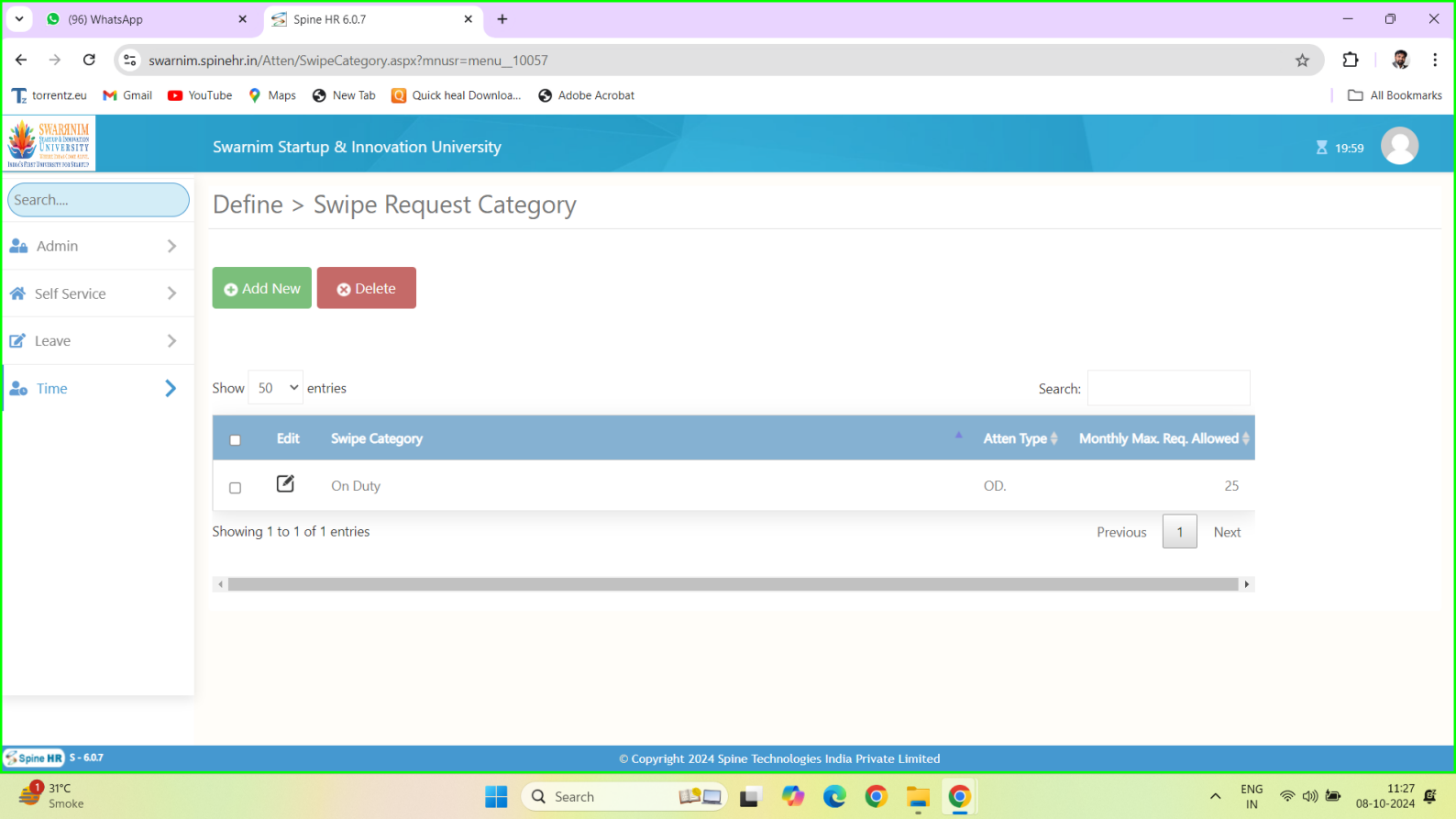
ENG

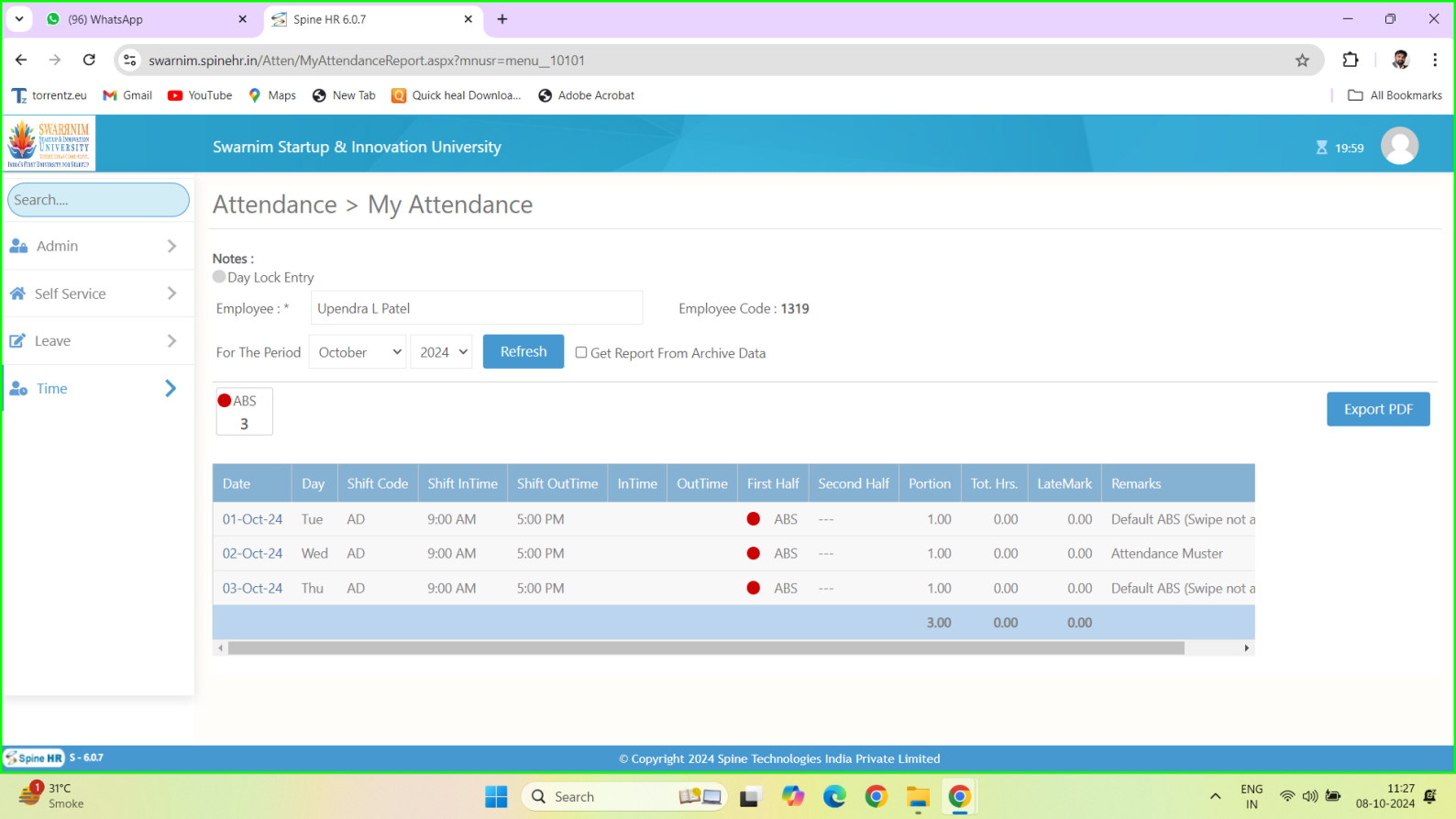
IN

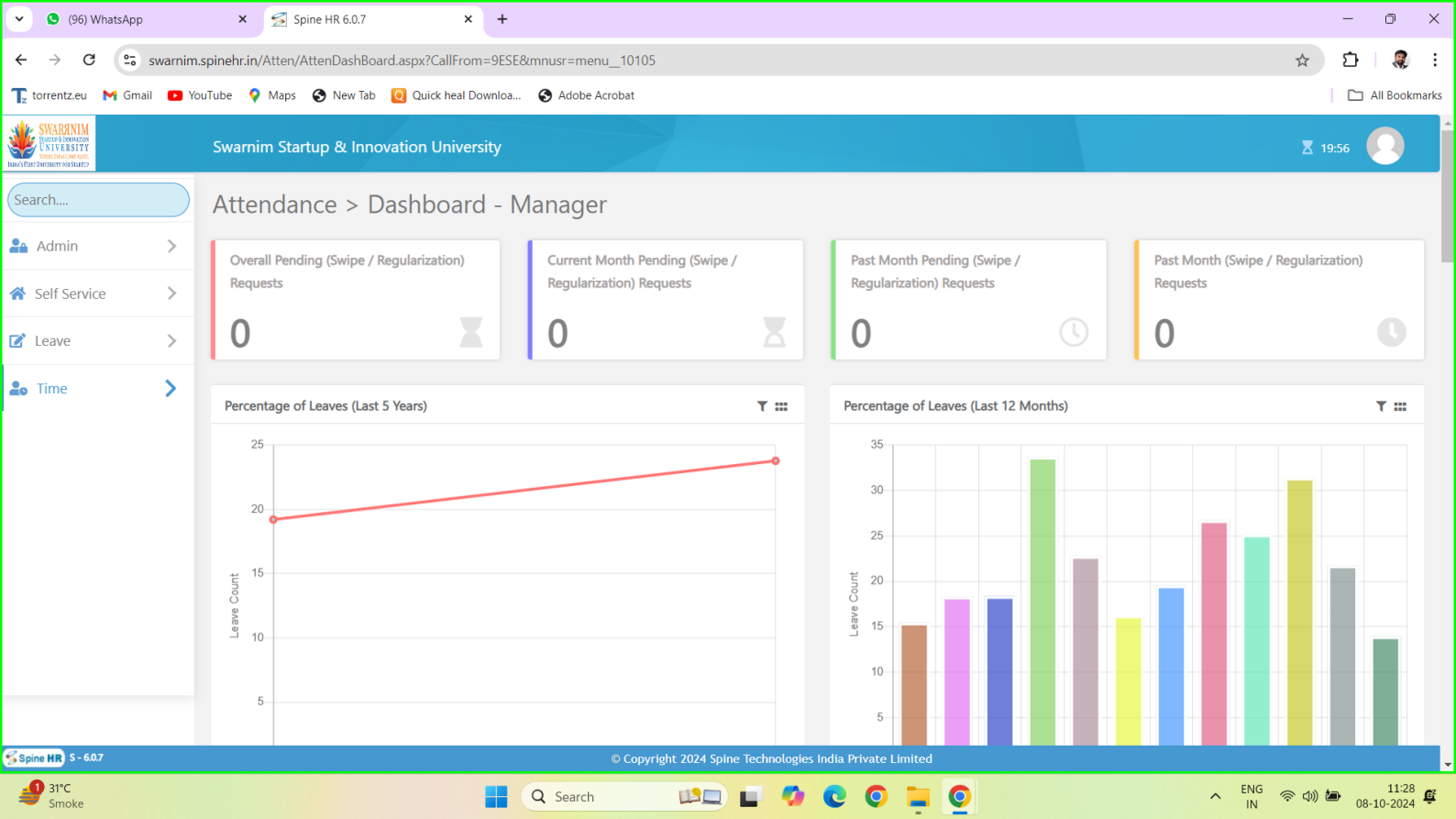
11:27

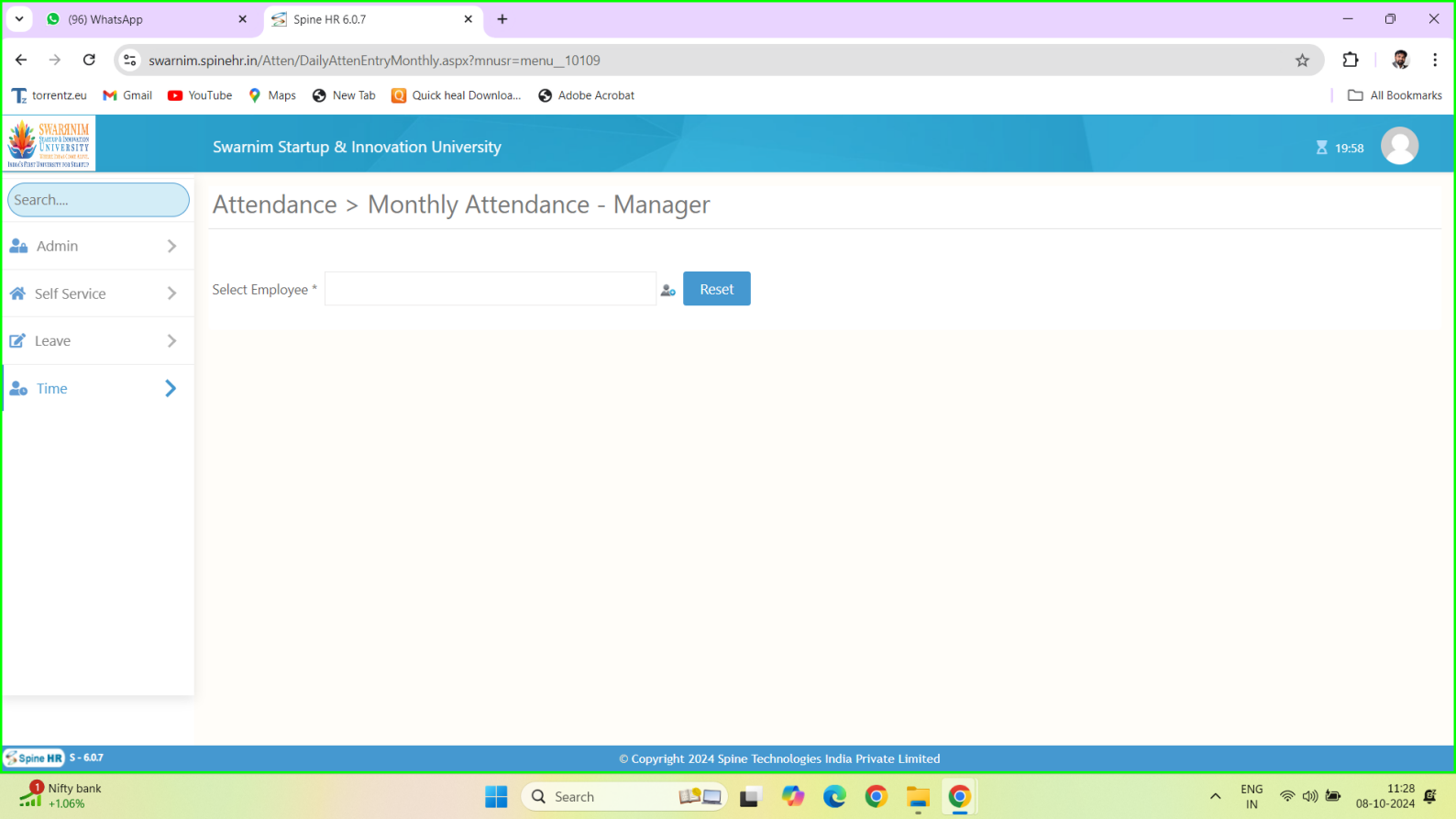
08-10-2024

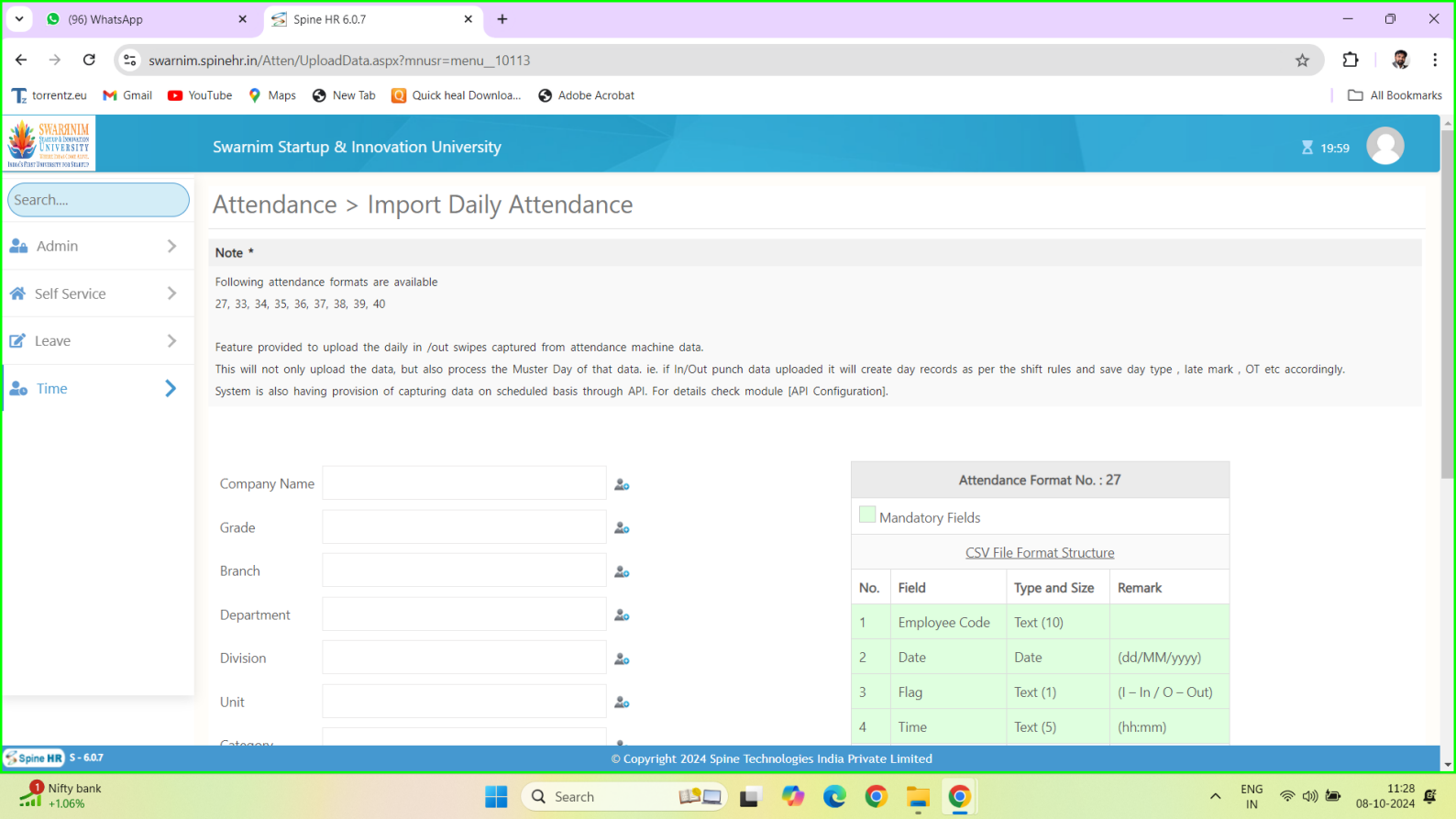












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Self Service >

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Time >

Note *

Following attendance formats are available
27, 33, 34, 35, 36, 37, 38, 39, 40

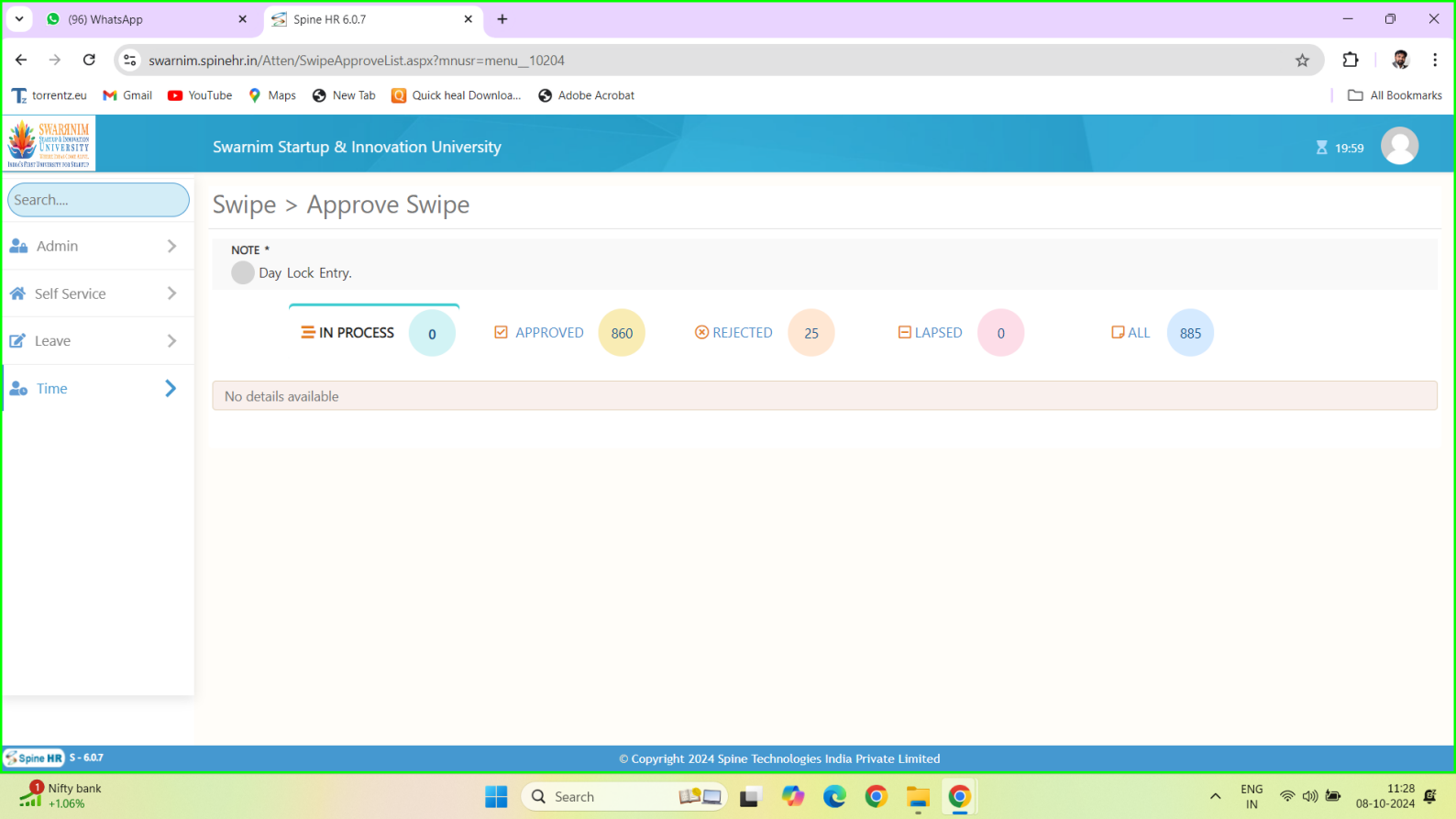
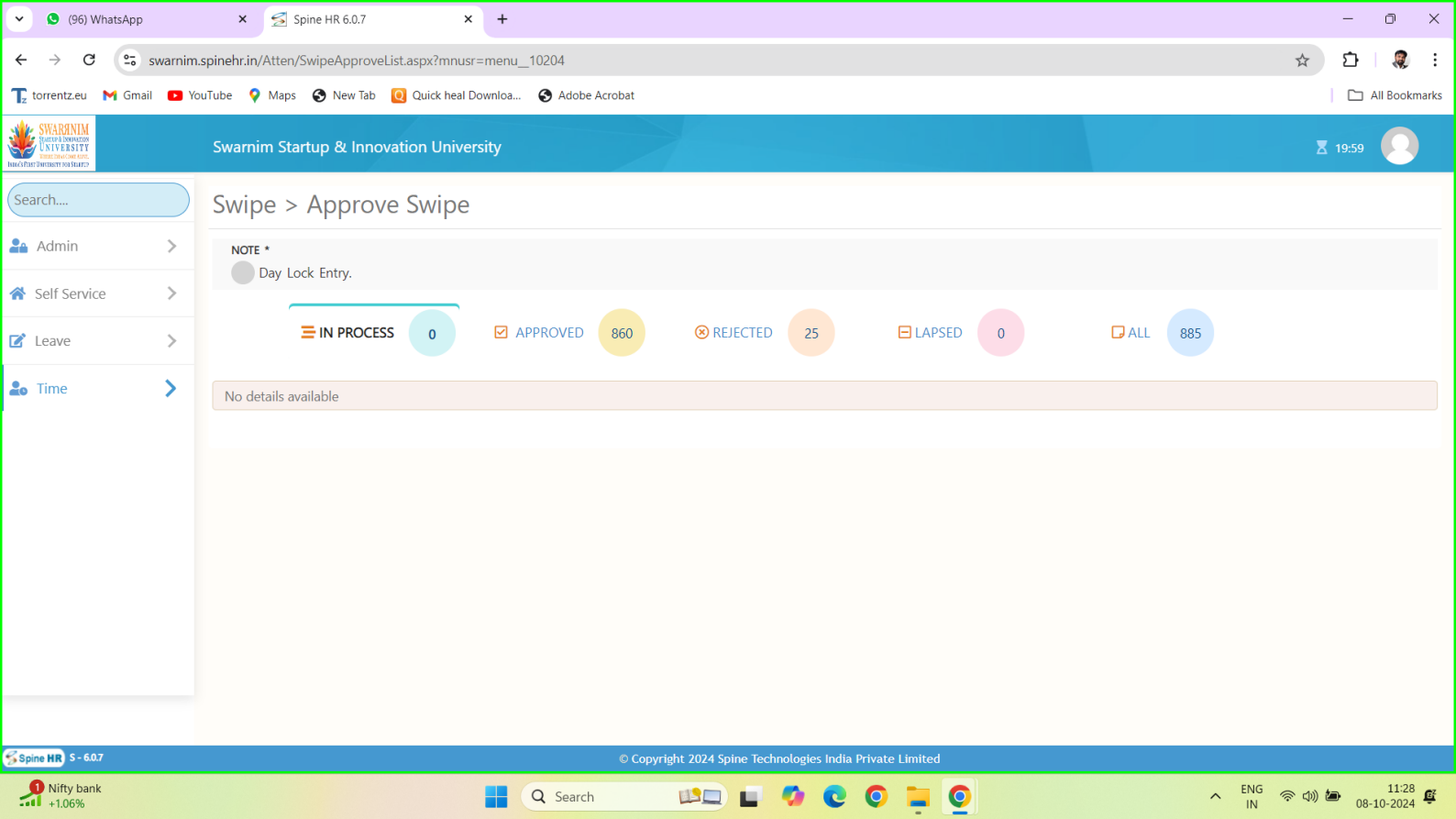
Feature provided to upload the daily in /out swipes captured from attendance machine data.

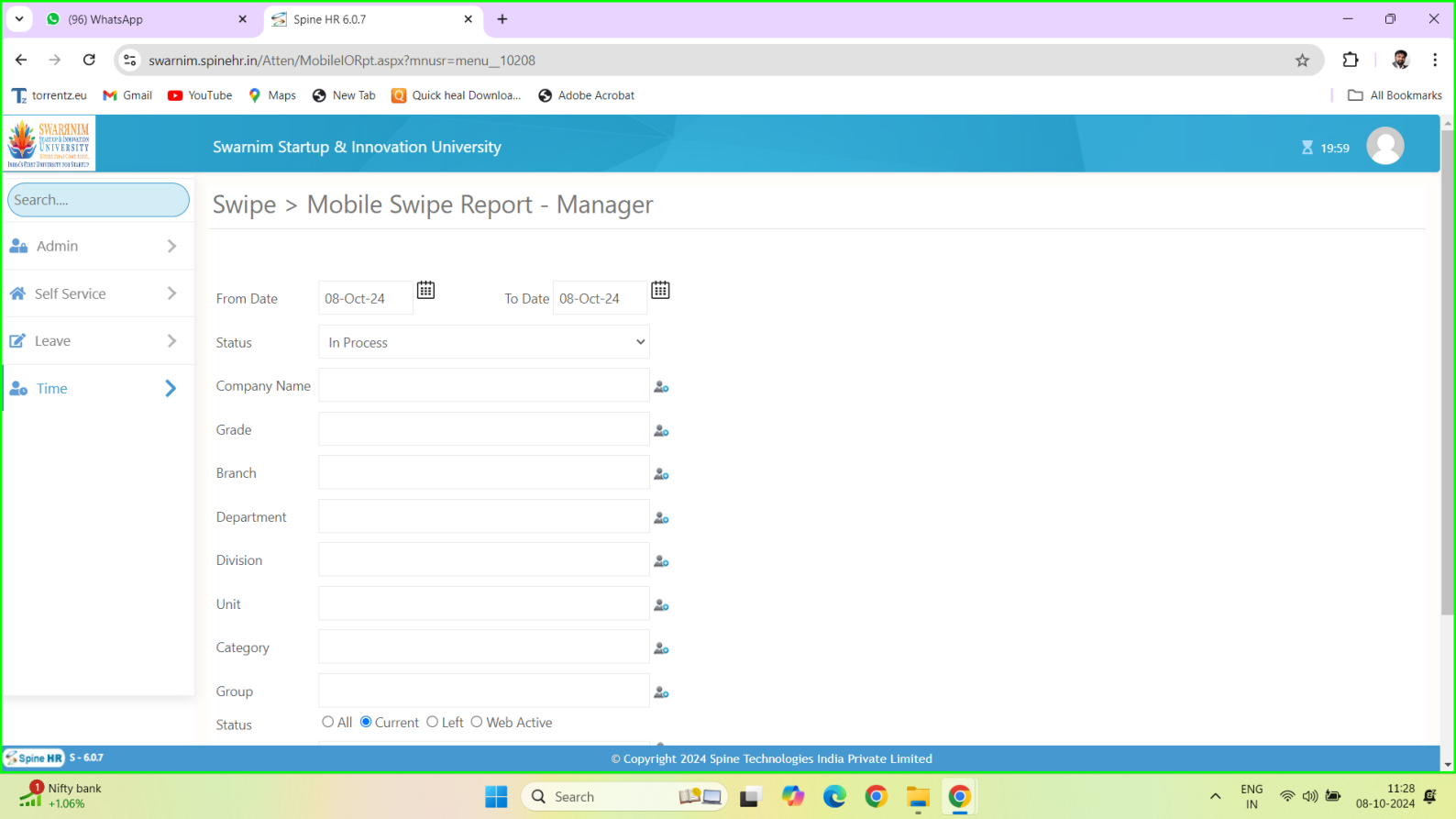
This will not only upload the data, but also process the Muster Day of that data. ie. if In/Out punch data uploaded it will create day records as per the shift rules and save day type , late mark , OT etc accordingly.
System is also having provision of capturing data on scheduled basis through API. For details check module [API Configuration].

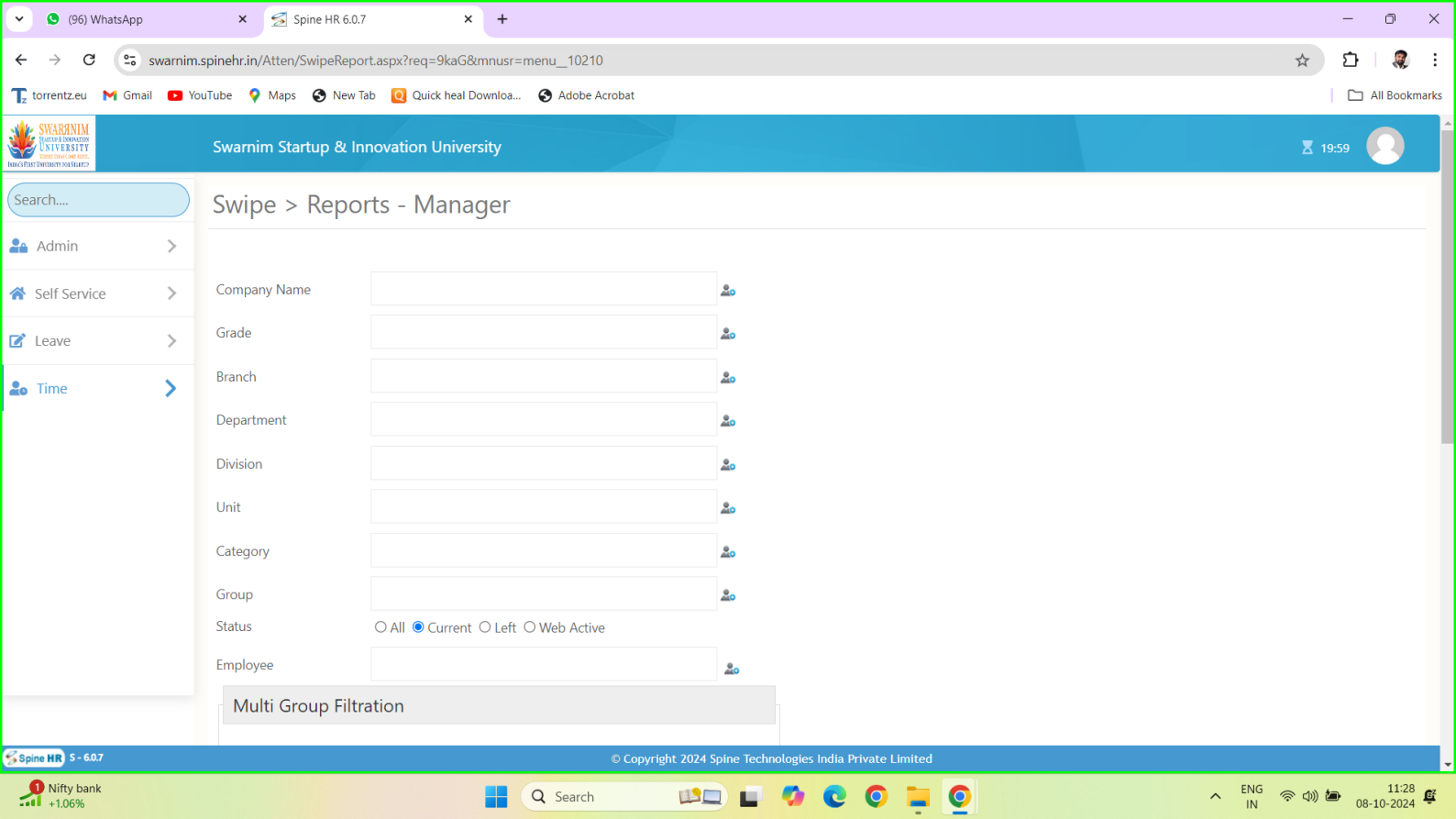
Company Name Grade Branch Department Division Unit Category **Attendance Format No. : 27**☐ Mandatory FieldsCSV File Format Structure

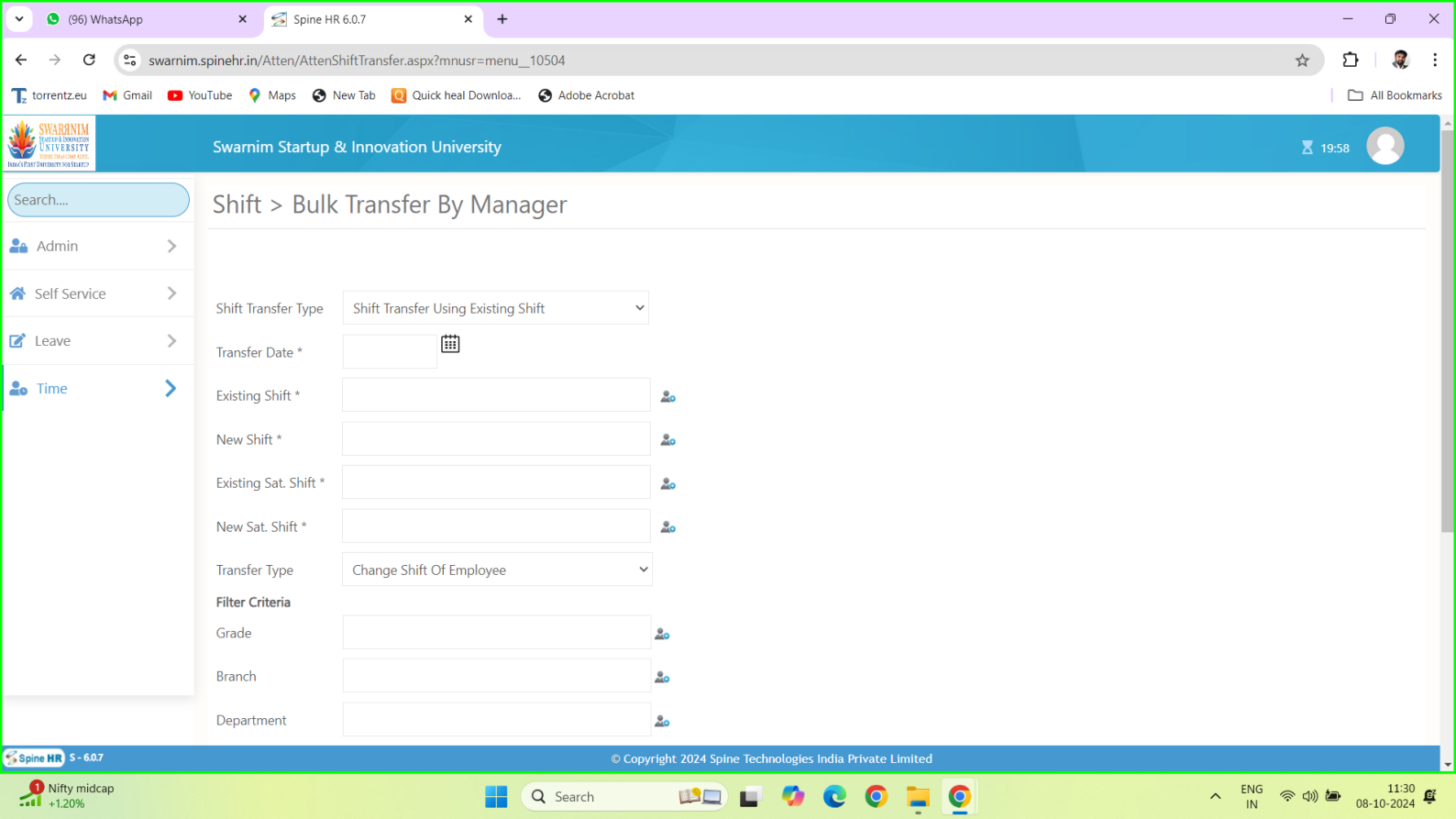
No.	Field	Type and Size	Remark
1	Employee Code	Text (10)	
2	Date	Date	(dd/MM/yyyy)
3	Flag	Text (1)	(I – In / O – Out)
4	Time	Text (5)	(hh:mm)

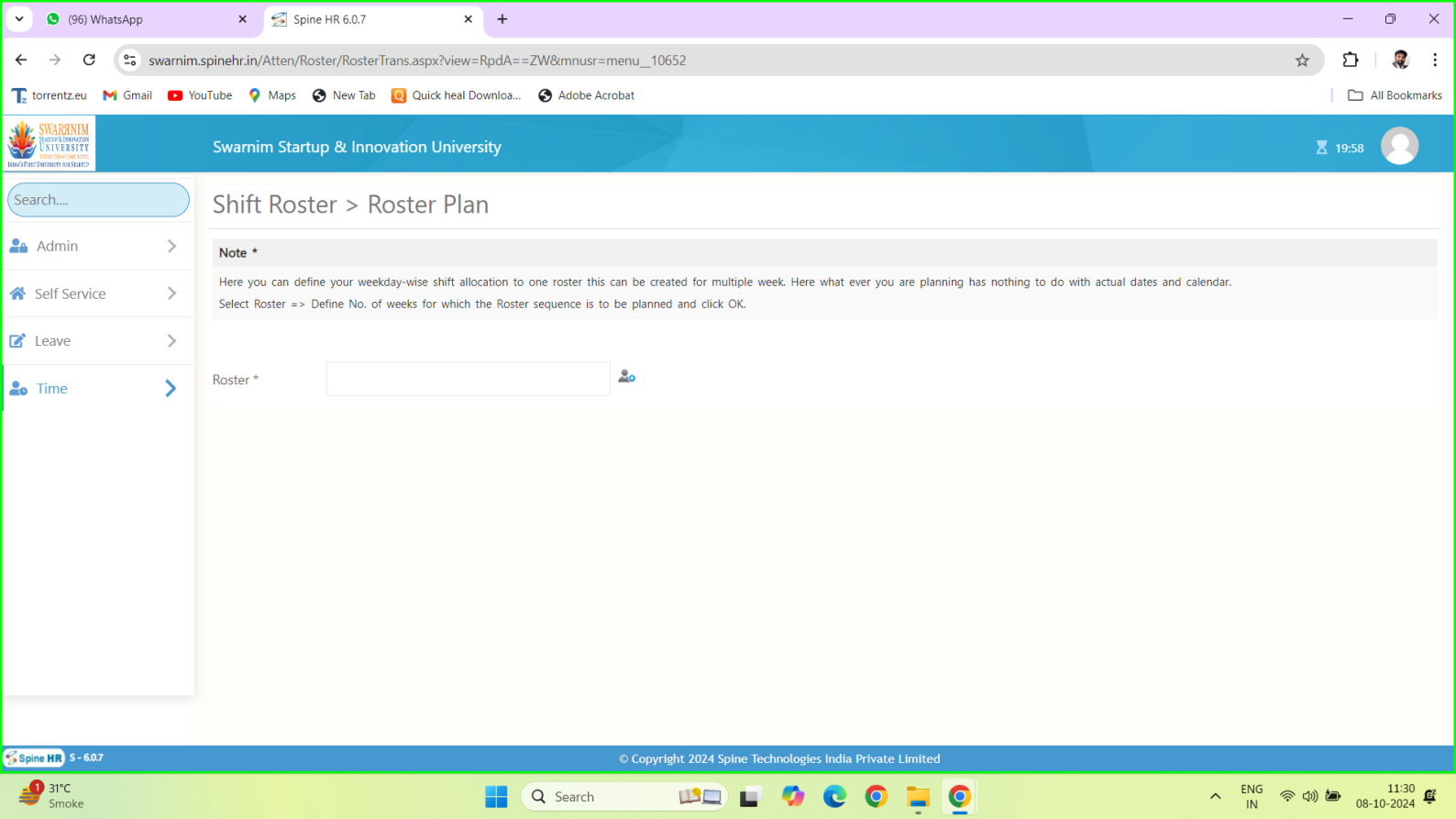


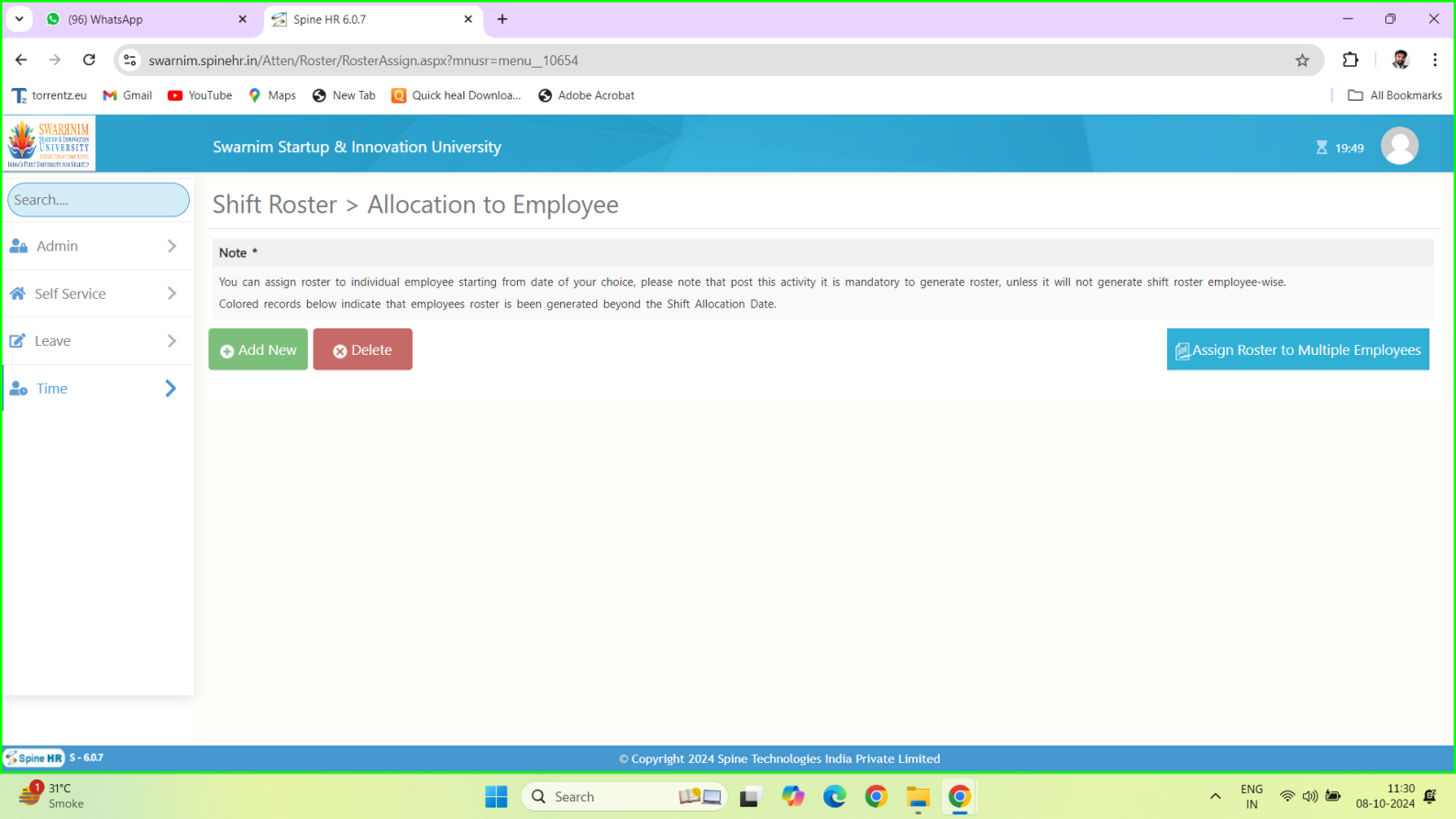


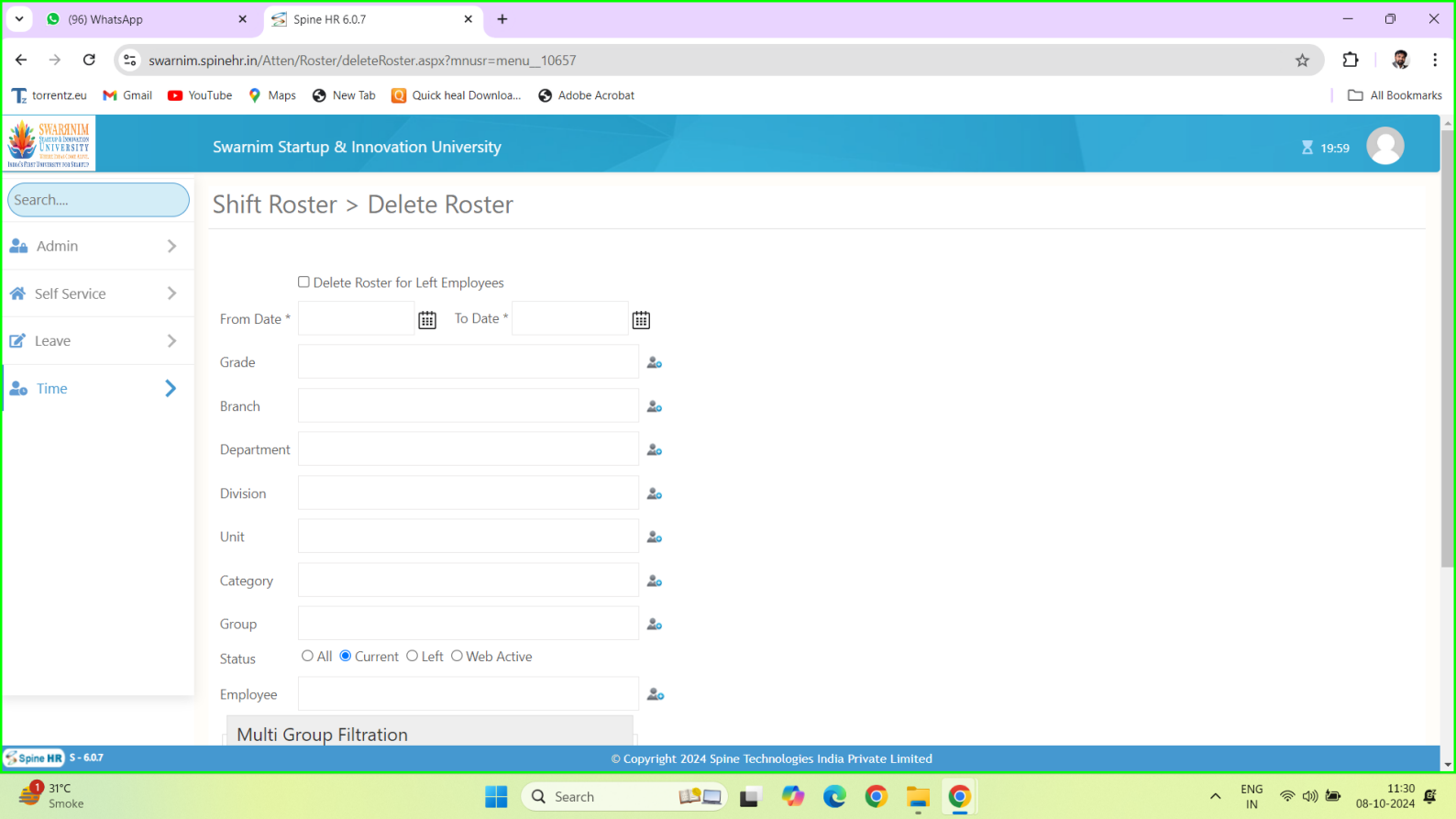


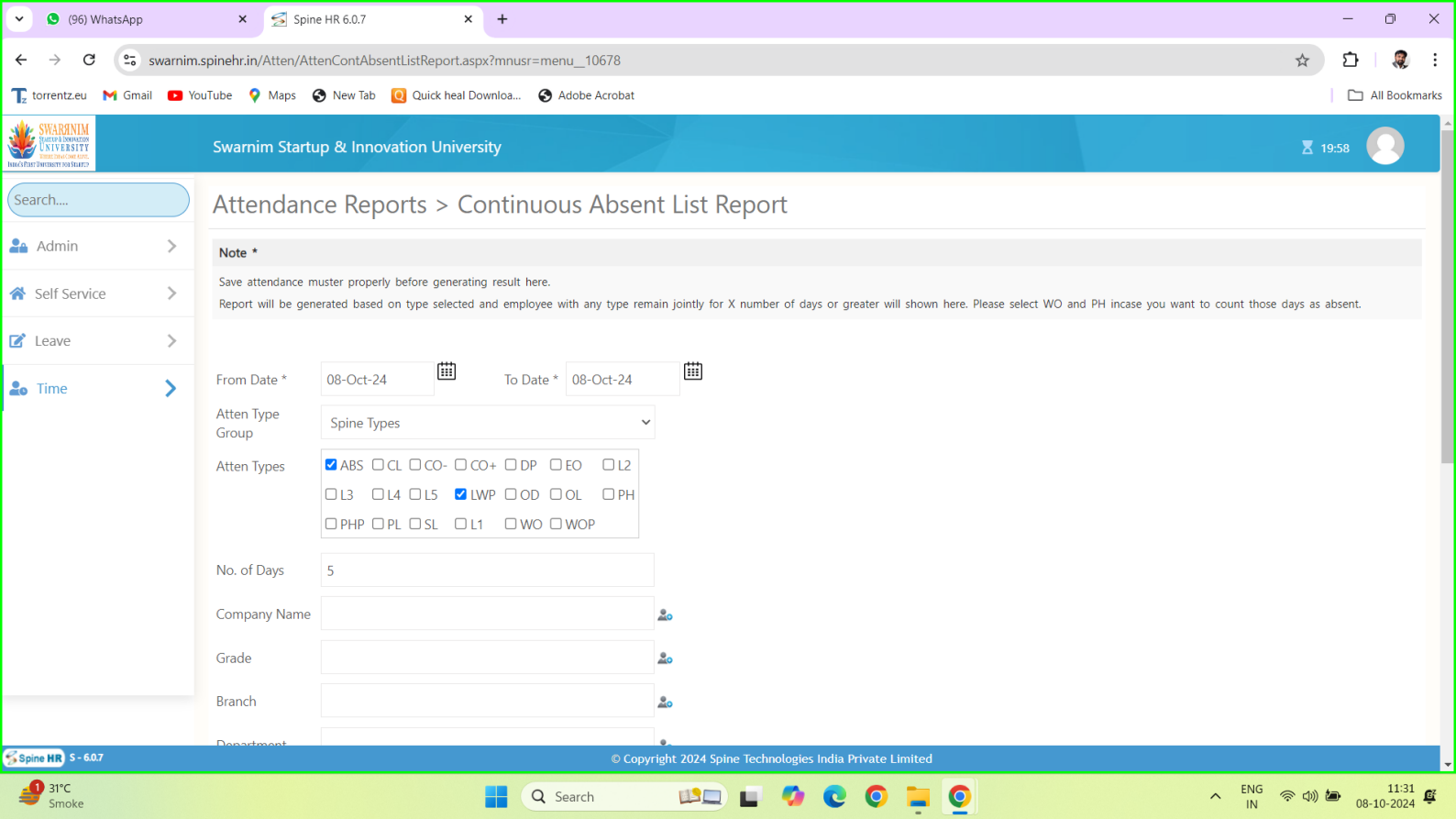












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Attendance Reports > Muster Report Writer

Note *

Find the description for the abbreviation used below.
SPST=Spine-Daytype; PRST=User-daytype; SHFT=shift-code; SHIFT IN=shift-intime; SHIFT OUT=shift-outtime;
COFF=CutoffTime; F-DAY=shift-hr-fullday; H-DAY=shift-hr-fullday; ARRV=intime; DEPT=outtime; WORK=tot hr worked;
LATE=late in; EARL=early going by; EXTR=extra our;OT=over time; LT=lost time; E-HRS=Effective Hrs; LateMark=latemark;

Settings File

Selection for Row

☐ Gender

☐ Grade

☐ Branch

☐ Department

☐ Designation

☐ Division

☐ Unit

☐ Category

☐ Group

From Date *

01-Oct-24

To Date *

31-Oct-24

Gender

Shift Code

Atten Type Group

Spine Types

Atten Types

☐ ABS☐ CL☐ CO-☐ CO+☐ DP☐ EO☐ L2

☐ L3☐ L4☐ L5☐ LWP☐ OD☐ OL☐ PH

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Attendance Reports > Muster Report Writer Grouping

Note *

Find the description for the abbreviation used below.
SPST=Spine-Daytype; PRST=User-daytype; SHFT=shift-code; SHIFT IN=shift-intime; SHIFT OUT=shift-outtime;
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LATE=late in; EARL=early going by; EXTR=extra our;OT=over time; LT=lost time; E-HRS=Effective Hrs; LateMark=latemark;

Settings File

Select Grouping

Selection for Row

☐ Gender

☐ Grade

☐ Branch

☐ Department

☐ Designation

☐ Division

☐ Unit

☐ Category

☐ Group

From Date *

01-Oct-24

To Date *

31-Oct-24

Gender

Shift Code

Atten Type Group

Spine Types

Atten Tyoes

☐ ABS

☐ CL

☐ CO-

☐ CO+

☐ DP

☐ EO

☐ L2

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