

Sample Report

- Daily Attendance Analysis



ELID SDN BHD
Daily Attendance Analysis

Department: ACCOUNTS to SALES
Employee: 000001 to 000026
Date: 01/04/2008 to 30/04/2008

AB=Absent OL=OnLeave LI=Late In EO=Early Out Inc=Incomplete WH=Total work hour OT=Total Overtime

Date	Weekday	AB	OL	LI	EO	Inc	Short (hours)	WorkDay (hours)		Off day (hours)		RestDay (hours)		Holiday (hours)	
								WH	OT	WH	OT	WH	OT	WH	OT
01/04/2008	Tuesday	0	0	0	2	0	14.67	131.27	0.00	0.00	0.00	0.00	0.00	0.00	
02/04/2008	Wednesday	0	0	0	8	0	16.53	134.40	0.00	0.00	0.00	0.00	0.00	0.00	
03/04/2008	Thursday	0	1	1	0	0	11.93	149.22	0.00	0.00	0.00	0.00	0.00	0.00	
04/04/2008	Friday	0	2	1	0	1	10.98	133.58	0.00	0.00	0.00	0.00	0.00	0.00	
05/04/2008	Saturday	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
06/04/2008	Sunday	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
07/04/2008	Monday	0	2	1	0	0	11.02	151.07	0.00	0.00	0.00	0.00	0.00	0.00	
08/04/2008	Tuesday	0	3	0	0	1	0.00	115.12	0.00	0.00	0.00	0.00	0.00	0.00	
09/04/2008	Wednesday	0	4	1	0	0	10.65	120.08	0.00	0.00	0.00	0.00	0.00	0.00	
10/04/2008	Thursday	0	1	0	0	0	0.00	154.85	0.00	0.00	0.00	0.00	0.00	0.00	
11/04/2008	Friday	0	1	1	0	0	0.62	153.03	0.00	0.00	0.00	0.00	0.00	0.00	
12/04/2008	Saturday	0	0	3	2	1	12.52	0.00	0.00	9.53	0.00	0.00	0.00	0.00	
13/04/2008	Sunday	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
14/04/2008	Monday	0	1	2	0	1	9.12	145.65	0.00	0.00	0.00	0.00	0.00	0.00	
15/04/2008	Tuesday	0	2	2	1	0	12.45	137.68	0.00	0.00	0.00	0.00	0.00	0.00	
16/04/2008	Wednesday	0	1	1	0	0	10.75	154.63	0.00	0.00	0.00	0.00	0.00	0.00	
17/04/2008	Thursday	0	1	0	0	1	0.00	143.67	0.00	0.00	0.00	0.00	0.00	0.00	
18/04/2008	Friday	0	2	0	0	0	0.00	146.77	0.00	0.00	0.00	0.00	0.00	0.00	
19/04/2008	Saturday	0	0	1	1	0	4.63	0.00	0.00	4.87	0.00	0.00	0.00	0.00	
20/04/2008	Sunday	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
21/04/2008	Monday	0	2	0	0	13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
22/04/2008	Tuesday	13	2	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
23/04/2008	Wednesday	13	2	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
24/04/2008	Thursday	13	2	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
25/04/2008	Friday	13	2	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
26/04/2008	Saturday	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
27/04/2008	Sunday	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
28/04/2008	Monday	15	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
29/04/2008	Tuesday	15	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
30/04/2008	Wednesday	15	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL		97	31	14	14	18	125.87	1971.02	0.00	14.40	0.00	0.00	0.00	0.00	

Sample Report

► Monthly Attendance Analysis



ELID SDN BHD Monthly Attendance Analysis

Department: ACCOUNTS to ACCOUNTS
Employee: 000001 to 000013
Date: January 2008 to December 2008

AB=Absent OL=OnLeave LI=Late In EO=Early Out Inc=Incomplete WH=Total work hour OT=Total Overtime

Month	AB	OL	LI	EO	Inc	Short (hours)	WorkDay (hours)		Off day (hours)		RestDay (hours)		Holiday (hours)	
							WH	OT	WH	OT	WH	OT	WH	OT
2008														
January	44	32	8	7	3	47.82	1213.63	0.00	26.55	0.00	0.00	0.00	0.00	0.00
February	39	36	3	6	3	42.40	1014.52	0.00	3.97	0.00	0.00	0.00	0.00	0.00
March	16	32	7	4	3	32.12	1320.48	0.00	4.43	0.00	0.00	0.00	0.00	0.00
April	52	21	11	7	12	87.93	1004.83	0.00	9.87	0.00	0.00	0.00	0.00	0.00
May	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
October	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
November	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December	0	0	0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	151	121	29	24	21	210.27	4553.47	0.00	44.82	0.00	0.00	0.00	0.00	0.00

Sample Report

▶ Daily Attendance Details



ELID SDN BHD
Daily Attendance Details
01/04/2008 , Tuesday

Department: ACCOUNTS to SALES
Employee: 000001 to 000020

Sch=Schedule
WH=Total work hour

In=In Time
OT=Total Overtime

MO=Meal Out
LI=Late In

MI=Meal In
EO=Early Out

Out=Out Time
OT Out=Overtime Out

OT In=Overtime In

Emp. ID	Name	Sch	In	MO	MI	Out	OT In	OT Out	WH (hours)	OT (hours)	LI (hours)	EO (hours)	Remark
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ACCOUNTS

000004	PHUN FOO ON	a	07:41			19:02			10.35	0.00	0.00	0.00	
000012	LIM HUAT CHYE	a	07:36			17:32			8.93	0.00	0.00	0.00	
000013	ONG KIM SONG	a	07:56			17:39			8.72	0.00	0.00	0.00	
000015	KOAY SHIK MIONG	a	07:36			18:21			9.75	0.00	0.00	0.00	

DIRECTOR

000001	LEOW SUN HUAT	a	07:45			18:25			10.67	0.00	0.00	0.00	
000002	STEFAN BLOECHINGER	a	07:32			19:01			10.48	0.00	0.00	0.00	

MARKETING

000005	NANCY SAW LYE IM	a	07:29			17:47			9.30	0.00	0.00	0.00	
000009	CHENG KAH CHEN	a	06:48			10:09			2.35	0.00	0.00	7.35	
000020	CHUI KWAI CHUAN	a	07:52			20:00			11.13	0.00	0.00	0.00	

PERSONNEL

000003	YOON KWAI CHEE	a	07:29			17:43			9.23	0.00	0.00	0.00	
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TOTAL									90.92	0.00	0.00	7.35	
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Sample Report

► Attendance Details by Employee



ELID SDN BHD
Attendance Details By Employee

Date: 01/04/2008 to 20/04/2008

000002 STEFAN BLOECHINGER

Sch=Schedule
WH=Total work hour

In=In Time
OT=Total Overtime

MO=Meal Out
LI=Late In

MI=Meal In
EO=Early Out

Out=Out Time
OT Out=Overtime Out

OT In=Overtime In

Date	Weekday	Sch	In	MO	MI	Out	OT In	OT Out	WH (hours)	OT (hours)	LI (hours)	EO (hours)	Remark
01/04/2008	Tuesday	a	07:32			19:01			10.48	0.00	0.00	0.00	
02/04/2008	Wednesday	a	07:29			17:51			10.37	0.00	0.00	0.00	
03/04/2008	Thursday	a	07:36			18:11			10.58	0.00	0.00	0.00	
04/04/2008	Friday	a	07:25			18:49			11.40	0.00	0.00	0.00	
05/04/2008	Saturday	OFF							0.00	0.00	0.00	0.00	OffDay
06/04/2008	Sunday	OFF							0.00	0.00	0.00	0.00	OffDay
07/04/2008	Monday	a	07:31			18:59			11.47	0.00	0.00	0.00	
08/04/2008	Tuesday	a	07:35			18:51			11.27	0.00	0.00	0.00	
09/04/2008	Wednesday	a	07:45			18:07			10.37	0.00	0.00	0.00	
10/04/2008	Thursday	a	07:25			18:45			11.33	0.00	0.00	0.00	
11/04/2008	Friday	a	07:39			17:38			9.98	0.00	0.00	0.00	
12/04/2008	Saturday	OFF							0.00	0.00	0.00	0.00	OffDay
13/04/2008	Sunday	OFF							0.00	0.00	0.00	0.00	OffDay
14/04/2008	Monday	a	17:05			19:14			2.15	0.00	9.08	0.00	SEMINAR
15/04/2008	Tuesday	a							0.00	0.00	0.00	0.00	SEMINAR
16/04/2008	Wednesday	a	07:42			19:29			11.78	0.00	0.00	0.00	
17/04/2008	Thursday	a	07:38			18:43			11.08	0.00	0.00	0.00	
18/04/2008	Friday	a	07:32			19:13			11.68	0.00	0.00	0.00	
19/04/2008	Saturday	OFF							0.00	0.00	0.00	0.00	OffDay
20/04/2008	Sunday	OFF							0.00	0.00	0.00	0.00	OffDay
TOTAL									133.95	0.00	9.08	0.00	

Sample Report

- Monthly Attendance Details



ELID SDN BHD

Monthly Attendance Details

Month:11/2008

Department: BUSINESS OPERATION DIVISION to CUSTOMER SERVICE DIVISION
Employee: 1111111 to 1199003

Emp. ID	Name	November 2008															
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BUSINESS OPERATION DIVISION

Emp. ID	Name	November 2008																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
1111113	CHOW KEE	In	08:30	08:30	08:30	08:00	08:00	08:30	08:00	08:00	08:00	08:30	08:00	08:30	08:30	08:30	08:00	08:00
		Out	17:35	17:33	17:35	17:35	17:33	17:35	17:33	17:35	17:35	17:33	17:35	17:33	17:33	17:33	17:33	17:33
			17	18	19	20	21	22	23	24	25	26	27	28	29	30		
		In	08:00	08:30	08:00	08:30	08:30	08:00	08:30	08:00	08:30	08:00	08:30	08:00	08:00	08:00	08:00	08:00
Out	17:33	17:35	17:35	17:33	17:33	17:35	17:33	17:33	17:33	17:35	17:35	17:33	17:33	17:33	17:33	17:33	17:33	

CUSTOMER SERVICE DIVISION

Emp. ID	Name	November 2008																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
1111112	CHEE LOONG	In	08:30	08:00	08:30	08:00	08:30	08:00	08:30	08:30	08:00	08:00	08:00	08:30	08:00	08:00	08:00	08:00
		Out	17:35	17:35	17:33	17:35	17:33	17:33	17:35	17:33	17:35	17:33	17:35	17:33	17:33	17:33	17:33	17:33
			17	18	19	20	21	22	23	24	25	26	27	28	29	30		
		In	08:30	08:30	08:00	08:30	08:30	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00
Out	17:35	17:33	17:35	17:33	17:35	17:33	17:35	17:33	17:35	17:33	17:35	17:33	17:33	17:33	17:33	17:33	17:33	
1190099	LEONG LOK KUAN	In	08:30	08:30	08:00	08:00	08:30	08:00	08:30	08:00	08:00	08:00	08:30	08:00	08:00	08:00	08:00	08:00
		Out	17:33	17:35	17:35	17:33	17:35	17:33	17:33	17:33	17:33	17:35	17:33	17:33	17:33	17:35	17:33	17:33
			17	18	19	20	21	22	23	24	25	26	27	28	29	30		
		In	08:00	08:00	08:30	08:00	08:00	08:30	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00
Out	17:33	17:33	17:35	17:35	17:33	17:33	17:33	17:35	17:33	17:35	17:33	17:35	17:33	17:35	17:33	17:35	17:35	
1199003	RATNA DASS	In	08:30	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:30	08:00	08:00	08:00	08:00	08:00	08:00	08:00
		Out	17:35	17:35	17:33	17:33	17:35	17:33	17:33	17:33	17:33	17:35	17:35	17:33	17:33	17:35	17:35	17:33
			17	18	19	20	21	22	23	24	25	26	27	28	29	30		
		In	08:30	08:00	08:00	08:00	08:00	08:00	08:30	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00	08:00
Out	17:35	17:33	17:33	17:33	17:35	17:33	17:33	17:33	17:35	17:33	17:35	17:33	17:33	17:35	17:33	17:33	17:35	

Sample Report

► Lateness Report



ELID SDN BHD
Lateness Report

Department: ACCOUNTS to SALES
Employee: 000001 to 000027
Date: 01/04/2008 to 03/05/2008

In=In Time
WH=Total work hour

Out=Out Time
OT=Total Overtime

OT In=Overtime In
LI=Late In

OT Out=Overtime Out
EO=Early Out

Emp. ID	Name	Date	In	Out	OT In	OT Out	WH (hours)	OT (hours)	LI (hours)	EO (hours)	Remark
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ACCOUNTS

000004	PHUN FOO ON	04/04/2008	18:59				0.00	0.00	10.98	0.00	
		09/04/2008	18:39	18:39			0.00	0.00	10.65	0.00	
		16/04/2008	18:45	18:45			0.00	0.00	10.75	0.00	
000015	KOAY SHIK MIONG	07/04/2008	19:01	19:02			0.02	0.00	11.02	0.00	
000026	MAK PIK LAI	14/04/2008	08:02	17:35			9.55	0.00	0.03	0.00	

DIRECTOR

000001	LEOW SUN HUAT	15/04/2008	17:39	17:39			0.00	0.00	9.65	0.00	
000002	STEFAN BLOECHINGER	14/04/2008	17:05	19:14			2.15	0.00	9.08	0.00	

MARKETING

000005	NANCY SAW LYE IM	03/04/2008	19:56	19:56			0.00	0.00	11.93	0.00	
		11/04/2008	08:37	19:28			10.85	0.00	0.62	0.00	
		12/04/2008	11:03				0.00	0.00	3.05	0.00	
		15/04/2008	08:33	20:26			11.88	0.00	0.55	0.00	
000009	CHENG KAH CHEN	12/04/2008	08:18	13:18			5.00	0.00	0.30	4.20	

PERSONNEL

000003	YOON KWAI CHEE	19/04/2008	09:19	14:11			4.87	0.00	1.32	3.32	
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SOP

000025	ROHAYATI BTE OTHMAN	12/04/2008	08:30	13:02			4.53	0.00	0.50	4.47	
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TOTAL							48.85	0.00	80.43	11.98	
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Sample Report

► Early-Out Report



ELID SDN BHD Early Out Report

Department: ACCOUNTS to SALES
Employee: 000001 to 000023
Date: 01/04/2008 to 03/05/2008

In=In Time
WH=Total work hour

Out=Out Time
OT=Total Overtime

OT In=Overtime In
LI=Late In

OT Out=Overtime Out
EO=Early Out

Emp. ID	Name	Date	In	Out	OT In	OT Out	WH (hours)	OT (hours)	LI (hours)	EO (hours)	Remark
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DIRECTOR

000001	LEOW SUN HUAT	02/04/2008	07:36	16:33			8.95	0.00	0.00	0.95	
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MARKETING

000005	NANCY SAW LYE IM	02/04/2008	07:53	16:14			8.35	0.00	0.00	1.27	
000009	CHENG KAH CHEN	01/04/2008	06:48	10:09			2.35	0.00	0.00	7.35	
		02/04/2008	06:59	16:24			9.42	0.00	0.00	1.10	
		12/04/2008	08:18	13:18			5.00	0.00	0.30	4.20	
000020	CHUI KWAI CHUAN	02/04/2008	07:32	13:12			5.67	0.00	0.00	4.30	

PERSONNEL

000003	YOON KWAI CHEE	02/04/2008	07:28	16:38			9.17	0.00	0.00	0.87	
		19/04/2008	09:19	14:11			4.87	0.00	1.32	3.32	
000023	NORAZIZAH	02/04/2008	07:48	16:39			8.85	0.00	0.00	0.85	

SOP

000022	LIM LAI KIN	02/04/2008	07:31	17:14			9.72	0.00	0.00	0.27	
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SALES

000021	CHEW PET YEE	01/04/2008	07:41	10:11			1.50	0.00	0.00	7.32	
		02/04/2008	07:44	10:34			2.83	0.00	0.00	6.93	
		15/04/2008	07:42	15:15			7.55	0.00	0.00	2.25	

TOTAL							84.22	0.00	1.62	40.97	
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Sample Report

► Incomplete Report



ELID SDN BHD
Incomplete Report

Department: ACCOUNTS to SALES
Employee: 000001 to 000020
Date: 01/04/2008 to 03/05/2008

In=In Time
WH=Total work hour

Out=Out Time
OT=Total Overtime

OT In=Overtime In
LI=Late In

OT Out=OvertimeOut
EO=EarlyOut

Emp. ID	Name	Date	In	Out	OT In	OT Out	WH (hours)	OT (hours)	LI (hours)	EO (hours)	Remark
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ACCOUNTS

000004	PHUN FOO ON	04/04/2008	18:59				0.00	0.00	10.98	0.00	
000012	LIM HUAT CHYE	21/04/2008	07:31				0.00	0.00	0.00	0.00	
000013	ONG KIM SONG	21/04/2008	07:54				0.00	0.00	0.00	0.00	
000015	KOAY SHIK MIONG	21/04/2008	07:20				0.00	0.00	0.00	0.00	

DIRECTOR

000001	LEOW SUN HUAT	14/04/2008	07:41				0.00	0.00	0.00	0.00	
		21/04/2008	07:37				0.00	0.00	0.00	0.00	
000002	STEFAN BLOECHINGER	21/04/2008	07:40				0.00	0.00	0.00	0.00	

MARKETING

000005	NANCY SAW LYE IM	12/04/2008	11:03				0.00	0.00	3.05	0.00	
		21/04/2008	07:37				0.00	0.00	0.00	0.00	
000009	CHENG KAH CHEN	21/04/2008	06:59				0.00	0.00	0.00	0.00	

PERSONNEL

000003	YOON KWAI CHEE	08/04/2008	07:28				0.00	0.00	0.00	0.00	
		17/04/2008	07:26				0.00	0.00	0.00	0.00	
		21/04/2008	07:26				0.00	0.00	0.00	0.00	

TOTAL							0.00	0.00	14.03	0.00	
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Sample Report

► Absenteeism Report



ELID SDN BHD
Absenteeism Report

Department: ACCOUNTS to SALES
Employee: 000001 to 000032
Date: 22/04/2008 to 22/04/2008

Emp. ID	Name	Date	Remark
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ACCOUNTS

000012	LIM HUAT CHYE	22/04/2008	Go to site
000013	ONG KIM SONG	22/04/2008	
000015	KOAY SHIK MIONG	22/04/2008	
000026	MAK PIK LAI	22/04/2008	
000029	CHAN LAI LAI	22/04/2008	
000032	LIEW IVY	22/04/2008	

DIRECTOR

000001	LEOW SUN HUAT	22/04/2008	Go to Seminar
000002	STEFAN BLOECHINGER	22/04/2008	Go to Seminar

MARKETING

000005	NANCY SAW LYE IM	22/04/2008	Go to site
000009	CHENG KAH CHEN	22/04/2008	Go to site

PERSONNEL

000003	YOON KWAI CHEE	22/04/2008	Go to Seminar
000023	NORAZIZAH	22/04/2008	

SOP

000022	LIM LAI KIN	22/04/2008	
000025	ROHAYATI BTE OTHMAN	22/04/2008	
000027	JULIANA LIM	22/04/2008	

SALES

000021	CHEW PEI YEE	22/04/2008	
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Sample Report

► Overtime Report



ELID SDN BHD Overtime Report

Department: ACCOUNTS to SALES
Employee: 000001 to 300035
Date: 01/04/2008 to 04/05/2008

In=In Time
WH=Total work hour

Out=Out Time
OT=Total Overtime

OT In=Overtime In
LI=Late In

OT Out=Overtime Out
EO=Early Out

Emp. ID	Name	Date	In	Out	OT In	OT Out	WH (hours)	OT (hours)	LI (hours)	EO (hours)	Remark
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ACCOUNTS

000033	KIM SHU HENG	01/04/2008	07:42	17:34	18:20	19:55	9.87	1.58	0.00	0.00	
		03/04/2008	07:34		18:00	18:51	0.00	0.85	0.00	0.00	
000058	ZULKIFLI MOHD YUSOF	01/04/2008	07:53	17:55	18:03	19:02	10.03	0.98	0.00	0.00	

MARKETING

000005	NANCY SAW LYE IM	01/04/2008	07:29	17:47	18:03	20:30	10.30	2.45	0.00	0.00	
000020	CHUI KWAI CHUAN	01/04/2008	07:52	17:35	18:04	20:00	9.72	1.93	0.00	0.00	

PERSONNEL

000003	YOON KWAI CHEE	01/04/2008	07:29	17:45	18:00	19:45	10.27	1.75	0.00	0.00	
000023	NORAZIZAH	01/04/2008	07:50	17:31	18:04	19:35	9.68	1.52	0.00	0.00	
000062	CHIN LEE LING	01/04/2008	07:40	17:25	18:04	20:33	9.75	2.48	0.00	0.00	

SOP

000022	LIM LAI KIN	01/04/2008	07:24	17:25	18:00	20:12	10.02	2.20	0.00	0.00	
000025	ROHAYATI BTE OTHMAN	01/04/2008	07:54	17:24	18:30	19:45	9.50	1.25	0.00	0.00	
000027	JULIANA LIM	01/04/2008	07:52	17:30	18:51	22:01	9.63	3.17	0.00	0.00	
000089	POH FOONG KUAM	09/04/2008	07:17		18:01	18:53	0.00	0.87	0.00	0.00	

SALES

000021	CHEW PEI YEE	01/04/2008	07:41	17:55	18:03	21:30	10.23	3.45	0.00	0.00	
000071	CHAN KAN LAI	01/04/2008	08:20	15:15	18:15	19:00	6.92	0.75	0.08	2.00	
000111	CHAN LAI CHING	03/04/2008	07:29		18:05	18:38	0.00	0.55	0.00	0.00	

TOTAL							115.92	25.78	0.08	2.00	
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Sample Report

▶ Edited Attendance Report



ELID SDN BHD
Edited Attendance Report

Department: ACCOUNTS to SALES
Employee: 000001 to 000027
Date: 01/04/2008 to 04/05/2008

In=In Time MO=Meal Out MI=Meal In Out=Out Time OT In=Overtime In OT Out=Overtime Out

Date	Emp. ID	Name	Original							Edited							ModifiedDate
			In	MO	MI	Out	OT In	DT Out	Leave	In	MO	MI	Out	OT In	DT Out	Leave	

DIRECTOR

01/04/08	000001	LEOW SUN HUAT	07:45			18:25				07:45			18:25	18:30	17:45		04/05/2008 23:40
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MARKETING

01/04/08	000005	NANCY SAW LYE IM	07:29			17:47				07:29			17:47	18:03	20:30		04/05/2008 23:42
01/04/08	000020	CHUI KWAI CHUAN	07:52				20:00	20:00		07:52			17:35	18:04	20:00		04/05/2008 23:42

PERSONNEL

01/04/08	000003	YOON KWAI CHEE	07:29			17:43				07:29			17:43	18:00	17:45		04/05/2008 23:41
01/04/08	000003	YOON KWAI CHEE	07:29			17:45	18:00	18:00		07:29			17:45	18:00	19:45		04/05/2008 23:41
01/04/08	000023	NORAZIZAH	07:50			17:31				07:50			17:31	18:04	19:35		04/05/2008 23:43

SOP

01/04/08	000022	LIM LAI KIN	07:24				20:12	20:12		07:24			17:25	18:00	20:12		04/05/2008 23:43
01/04/08	000025	ROHAYATI BTE OTHMAN	07:54				18:30	18:30		07:54			17:24	18:30	19:45		04/05/2008 23:43
01/04/08	000027	JULIANA LIM	07:52				18:51	18:51		07:52			17:30	18:51	22:01		04/05/2008 23:43

SALES

01/04/08	000021	CHEW PEI YEE	07:41							07:41			17:55	18:03	21:30		04/05/2008 23:43
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Sample Report

► Attendance Sheet



ELID SDN BHD
Attendance Sheet
01/04/2008-30/04/2008

Department: ACCOUNTS to SALES
Employee : 000001 to 000049

P: Present

AB: Absent

O: Off day

H: Holiday

Emp. ID	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
000001	LEOW SUN HUAT	P	P	L5	P	O	O	L1	L1	L1	L1	L1	O	O	P	P	P	P	L2	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB
000002	STEFAN BLOECHINGER	P	P	P	P	O	O	P	P	P	P	P	O	O	L2	L2	P	P	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB
000003	YOON KWAI CHEE	P	P	P	P	O	O	P	P	P	P	P	O	O	P	L2	P	P	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB
000004	PHUN FOO ON	P	P	P	P	O	O	P	P	L1	P	P	O	O	P	P	L1	P	P	O	O	L1	L5	L5	L5	L5	O	O	AB	AB	AB
000005	NANCY SAW LYE IM	P	P	P	P	O	O	P	L1	L1	P	P	O	O	P	P	P	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB	
000009	CHENG KAH CHEN	P	P	P	P	O	O	P	P	P	P	P	O	O	P	P	P	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB	
000012	LIM HUAT CHYE	P	P	P	P	O	O	P	P	L5	P	P	O	O	P	P	P	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB	
000013	ONG KIM SONG	P	P	P	L5	O	O	P	P	P	P	O	O	P	P	P	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB		
000015	KOAY SHIK MIONG	P	P	P	P	O	O	L1	P	P	P	P	O	O	P	P	P	P	O	O	P	AB	L5	L5	L5	O	O	AB	AB	AB	
000020	CHUI KWAI CHUAN	P	P	P	L2	O	O	P	P	P	P	P	O	O	P	P	P	P	L5	O	O	L5	L5	AB	AB	AB	O	O	AB	AB	AB
000021	CHEW PEI YEE	P	P	P	P	O	O	P	L1	P	P	P	O	O	P	P	P	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB	
000022	LIM LAI KIN	P	P	P	P	O	O	P	P	P	P	P	O	O	P	P	P	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB	
000023	NORAZIZAH	P	P	P	P	O	O	P	P	P	P	P	O	O	P	P	P	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB	
000025	ROHAYATI BTE OTHMAN	P	P	P	P	O	O	P	P	P	P	P	O	O	P	P	P	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB	
000026	MAK PIK LAI	P	P	P	P	O	O	P	P	P	P	P	O	O	P	P	P	L5	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB
000027	JULIANA LIM	P	P	P	P	O	O	P	P	P	P	P	O	O	L1	L1	L1	L1	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB	
000029	CHAN LAI LAI	P	P	P	P	O	O	P	P	P	P	P	O	O	P	P	L1	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB	
000031	SHAMALA DEVI BALAKRI	P	P	P	P	O	O	P	P	P	P	P	O	O	P	P	P	P	O	O	L1	L1	L1	L1	L1	O	O	AB	AB	AB	
000032	LIEW IVY	P	P	P	P	O	O	P	P	P	P	P	O	O	L1	P	P	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB	
000033	KIM SHU HENG	P	P	P	P	O	O	P	P	P	P	L1	O	O	P	L2	P	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB	
000035	CHONG SOO HACK	P	P	P	P	O	O	P	P	P	P	P	O	O	P	P	P	P	O	O	P	AB	AB	AB	AB	O	O	AB	AB	AB	
000037	YEON CHEE CHOW	P	P	P	P	O	O	P	P	P	P	L1	O	O	P	P	P	P	O	O	L5	AB	AB	AB	AB	O	O	AB	AB	AB	
000039	THAM KIM LIN	L2	L2	P	P	O	O	P	P	L2	P	P	O	O	L1	L2	L1	L1	L1	O	O	P	L1	L1	L1	L1	O	O	AB	AB	AB
000041	KUA LEY YOON	L1	P	P	L2	O	O	P	P	L2	L1	L1	O	O	L1	P	L2	L1	O	O	P	L2	L2	L1	L1	O	O	L3	AB	AB	
000044	KAN OI LAN	P	L1	P	P	O	O	P	P	P	L1	P	O	O	P	P	L2	L5	L5	O	O	L5	L5	L5	L5	L5	O	O	AB	AB	AB
000049	MANIKUMAR	P	P	P	P	O	O	P	P	P	P	P	O	O	P	P	P	P	O	O	L5	AB	AB	AB	AB	O	O	AB	AB	AB	

Sample Report

▶ Meal Time Report

- Able to filter personnel who have exceeded the allotted lunch hour

Meal Time Report

Department: Customer Service To: Sales & Marketing

Employee No: 1001 To: 3060

Name: Azlan To: Winnie Ooi

Card No: 317901 To: 540001

Date: 13/03/2009 To: 13/03/2009

Display total in: minutes hours

Exceed Normal Meal Hour only

Check on the Exceed Normal Meal Only hour checkbox to filter the for particular Employee who have exceed the allotted meal hour.

Sample Report

▶ Meal Time Report



ELID SDN BHD Meal Time Report

Department: ACCOUNTS to SALES
Employee: 000001 to 000020
Date: 01/04/2008 to 01/04/2008

Emp. ID	Name	Date	MealOut	Meal In	TotalMealTime (hours)	Remark
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ACCOUNTS

000004	PHUN FOO ON	01/04/2008	12:31	13:32	1.02	
000012	LIM HUAT CHYE	01/04/2008	12:45	13:45	1.00	
000013	ONG KIM SONG	01/04/2008	12:35	13:34	0.98	
000015	KOAY SHIK MIONG	01/04/2008	12:31	13:32	1.02	

DIRECTOR

000001	LEOW SUN HUAT	01/04/2008	12:35	13:34	0.98	
000002	STEFAN BLOECHINGER	01/04/2008	12:45	13:45	1.00	

MARKETING

000005	NANCY SAW LYE IM	01/04/2008	12:35	13:34	0.98	
000009	CHENG KAH CHEN	01/04/2008	12:31	13:32	1.02	
000020	CHUI KWAI CHUAN	01/04/2008	12:45	13:45	1.00	

PERSONNEL

000003	YOON KWAI CHEE	01/04/2008	12:31	13:32	1.02	
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Sample Report

► Activity Report



ELID SDN BHD Activity Report

Date: 01/04/2008 to 05/04/2008

Date	Emp. ID	Name	Card No.	Time	JobCode	Activity	Clock
01/04/2008	000001	LEOW SUN HUAT	000001	07:45	000	IN	01
01/04/2008	000001	LEOW SUN HUAT	000001	18:25	000	OUT	01
01/04/2008	000002	STEFAN BLOECHINGER	000002	07:32	000	IN	01
01/04/2008	000002	STEFAN BLOECHINGER	000002	19:01	000	OUT	01
01/04/2008	000003	YOON KWAI CHEE	000003	07:29	000	IN	01
01/04/2008	000003	YOON KWAI CHEE	000003	17:43	000	OUT	01
01/04/2008	000004	PHUN FOO ON	000004	07:41	000	IN	01
01/04/2008	000004	PHUN FOO ON	000004	19:02	000	OUT	01
02/04/2008	000001	LEOW SUN HUAT	000001	07:36	000	IN	01
02/04/2008	000001	LEOW SUN HUAT	000001	16:33	000	OUT	01
02/04/2008	000002	STEFAN BLOECHINGER	000002	07:29	000	IN	01
02/04/2008	000002	STEFAN BLOECHINGER	000002	17:51	000	OUT	01
02/04/2008	000003	YOON KWAI CHEE	000003	07:28	000	IN	01
02/04/2008	000003	YOON KWAI CHEE	000003	16:38	000	OUT	01
02/04/2008	000004	PHUN FOO ON	000004	07:37	000	IN	01
02/04/2008	000004	PHUN FOO ON	000004	17:47	000	OUT	01
03/04/2008	000002	STEFAN BLOECHINGER	000002	07:36	000	IN	01
03/04/2008	000002	STEFAN BLOECHINGER	000002	18:11	000	OUT	01
03/04/2008	000003	YOON KWAI CHEE	000003	07:34	000	IN	01
03/04/2008	000003	YOON KWAI CHEE	000003	20:05	000	OUT	01
03/04/2008	000004	PHUN FOO ON	000004	07:52	000	IN	01
03/04/2008	000004	PHUN FOO ON	000004	19:05	000	OUT	01
04/04/2008	000001	LEOW SUN HUAT	000001	07:28	000	IN	01
04/04/2008	000001	LEOW SUN HUAT	000001	18:15	000	OUT	01
04/04/2008	000002	STEFAN BLOECHINGER	000002	07:25	000	IN	01
04/04/2008	000002	STEFAN BLOECHINGER	000002	18:49	002	OUT	01
04/04/2008	000003	YOON KWAI CHEE	000003	07:27	000	IN	01
04/04/2008	000003	YOON KWAI CHEE	000003	18:31	002	OUT	01
04/04/2008	000004	PHUN FOO ON	000004	18:59	000	OUT	01

Sample Report

► Leave Report



ELID SDN BHD

Leave Report

Department: ACCOUNTS to SALES
Employee: 000001 to 000338
Date: 01/04/2008 to 01/04/2008

Emp. ID	Name	Date	Weekday	LeaveType
ACCOUNTS				
000195	CHENG POH POH	01/04/2008	Tuesday	NO PAY LEAVE
A & P				
000085	HOSLINA BT MOHD ARIP	01/04/2008	Tuesday	ANNUAL LEAVE
OTHERS				
000107	ZAIDI B JAMAL	01/04/2008	Tuesday	MEDICAL LEAVE
000318	RUDYELLIES B HARUN	01/04/2008	Tuesday	MEDICAL LEAVE
SALES				
000039	THAM KIM LIN	01/04/2008	Tuesday	ANNUAL LEAVE
000041	KUA LEY VOON	01/04/2008	Tuesday	ADVANCE LEAVE
000071	CHAN KAN LAI	01/04/2008	Tuesday	ADVANCE LEAVE
000092	CHIN SOOK HAN	01/04/2008	Tuesday	ANNUAL LEAVE
000111	CHAN LAI CHING	01/04/2008	Tuesday	ANNUAL LEAVE
000171	LIM CHAI HONG	01/04/2008	Tuesday	ANNUAL LEAVE
000197	KOK SIEW CHENG	01/04/2008	Tuesday	ANNUAL LEAVE

Sample Report

► Individual Duty Calendar



ELID SDN BHD
Individual Duty Calendar
000430 MOHD JAIS

O: Offday

H: Holiday

R: Rest Day

Year	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2008	01	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
2008	02	a	0	0	a	a	a	a	a	0	0	a	a	a	a	0	0	0	a	a	a	a	0	0	a	a	a	a	a	a	a	
2008	03	0	0	a	a	a	a	a	0	0	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	
2008	04	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	f	f	f	f	f	0	0	a	a	a	
2008	05	a	a	0	0	a	a	a	a	f	0	0	a	a	a	a	a	0	0	a	a	a	a	0	0	a	a	a	a	a	0	
2008	06	0	a	a	a	a	a	0	0	a	a	a	a	0	0	a	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	
2008	07	a	a	a	a	0	0	a	a	a	a	a	0	0	a	b	c	d	f	0	0	a	a	a	a	a	0	0	a			

APPENDIX - Schedule

Schedule	In Time	Meal Out	Meal In	Out Time	OverTime In	OverTime Out
a	08:30	12:30	13:30	17:30	18:00	23:00
b	13:00	19:00	20:00	22:00	22:30	00:00

Sample Report

▶ Monthly Duty Calendar



ELID SDN BHD
Monthly Duty Calendar
Month:07/2008

O: Offday

H: Holiday

R: Rest Day

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
ABDUL HADI	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
ANNA CHOO	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
BEH LAY SEE	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
BRENDA GOH HW	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHAN FEILING	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHAN KAN LAI	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHAN LAI CHING	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHAN LAI LAI	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHAN POOI YEE	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHAN SZE TIAN	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHENG KAH CHEN	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHENG POH POH	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHEONG HUEY CH	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHEW KHAI PIN	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHIAYENG YENG	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHINKHIN YEOW	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHIN LEE LING	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHIN SOOK HAN	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHONG MOON WA	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHOO KHAI SIAN	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHUA SUKCHIN	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CHUI KWAI CHUAN	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
CLEANER - MUSLI	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
DAPHNE KUAN	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
GOH YAIN CHEI	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
GWEE CHAI YUEN	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
HOSLINA BT MOHD	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
JULIANA LIM	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
KAN DI LAN	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
KAMTHA	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
KIM SHU HENG	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a
KOAY SHIK MIONG	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a	a	0	0	a	a	a	a

Sample Report

► Department List



ELID SDN BHD Department List

Departmentcode	Description
A&P	A & P
ACC	ACCOUNTS
CS	Customer Service
DIR	DIRECTOR
DL	Delivery
EDP	EDP
HR	Human Resourse
MAR	MARKETING
OPR	Operation
OTH	OTHERS
PER	PERSONNEL
R&D	Research And Development
SALE	SALES
SOP	SOP
TC	Technical Support

Sample Report

► Holiday List



ELID SDN BHD Holiday List

Date	Description
01/01/2008	NEW YEAR'S DAY
10/01/2008	AWALMUHARAM
23/01/2008	THAIPUSAM
07/02/2008	CHINESE NEW YEAR
08/02/2008	CHINESE NEW YEAR
20/03/2008	PROPHET MUHAMAD'S BD
19/05/2008	WESAK DAY
07/06/2008	AGONG'S BDAY
01/09/2008	SUB. 31.08.08 PH
17/09/2008	NUZUL AL QURAN
01/10/2008	HARI RAYAPUASA
02/10/2008	HARI RAYAPUASA
27/10/2008	DEEPAVALI
08/12/2008	HARI RAYA QURBAN
11/12/2008	SELANGOR SULTAN B'DA
25/12/2008	CHRISTMAS DAY
29/12/2008	AWALMUHARAM

Sample Report

► Employee List



ELID SDN BHD Employee List

Department: A & P to Technical Support
Employee: 000001 to 000026

Emp. ID	Card No.	Name	Section	Group
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ACCOUNTS

000004	000004	PHUN FOO ON	M03	G1
000012	000012	LIM HUAT CHYE	A06	G1
000013	000013	ONG KIM SONG	P07	G1
000015	000015	KOAY SHIK MIONG	A06	G1
000026	000026	MAK PIK LAI	A08	G1

DIRECTOR

000001	000001	LEOW SUN HUAT	D01	G1
000002	000002	STEFAN BLOECHINGER	D01	G1

MARKETING

000005	000005	NANCY SAW LYE IM	P04	G0
000009	000009	CHENG KAH CHEN	S05	G0
000020	000020	CHUI KWAI CHUAN	M08	G0

PERSONNEL

000003	000003	YOON KWAI CHEE		G0
000023	000023	NORAZIZAH	A0A	G0

SALES

000021	000021	CHEW PEI YEE	P04	G0
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SOP

000022	000022	LIM LAI KIN	A09	G0
000025	000025	ROHAYATI BTE OTHMAN	A09	G0

Sample Report

- Audit Trail



ELID Sdn Bhd
Audit Trail

Date: 01/03/2007 to 06/06/2007

Date	Time	User ID	Details
01/03/2007	08:30	elid	Login
01/03/2007	09:30	elid	Edit Attendance
01/03/2007	10:25	elid	Clear Transaction
01/03/2007	17:30	elid	LOGOUT
02/03/2007	07:49	elid	Login
02/03/2007	10:22	elid	Add Leave
02/03/2007	10:23	elid	Add Leave
02/03/2007	11:30	elid	Download Template
02/03/2007	11:33	elid	Upload Template
02/03/2007	11:34	elid	Erase Template
02/03/2007	17:45	elid	LOGOUT
03/03/2007	09:00	opr	Login
03/03/2007	14:40	opr	LOGOUT

Sample Report

- Job Tracking Report (By Employee)



ELID SDN BHD
Job Tracking Report By Employee

Date: 01/11/2008 to 21/11/2008

1111111 CHEN NGAN

Date	JobCode	JobDescription	JobStart	Job End	TOTAL
01/11/2008	000	Meeting	08:00	09:00	60
	001	Training	10:00	11:30	90
	002	Testing	14:30	18:00	210
02/11/2008	001	Training	10:00	12:00	120
	002	Testing	14:00	18:00	240
03/11/2008	001	Training	09:00	10:00	60
	002	Testing	15:00	17:00	120
04/11/2008	001	Training	08:00	09:00	60
	001	Training	10:00	12:00	120
	002	Testing	15:00	15:30	30
05/11/2008	001	Training	09:30	10:30	60
	002	Testing	15:30	17:30	120
TOTAL					1290

Sample Report

- Job Tracking Report (By Job Code)



ELID SDN BHD
Job Tracking Report By Job Code

Date: 01/11/2008 to 21/11/2008

001 Training

Date	Emp. ID	Name	JobStart	Job End	TOTAL
01/11/2008	1111111	CHEN NGAN	10:00	11:30	90
	1111112	CHEE LOONG	10:00	11:30	90
	1111113	CHOW KEE	10:00	11:00	60
02/11/2008	1111111	CHEN NGAN	10:00	12:00	120
	1111112	CHEE LOONG	10:30	11:30	60
	1111113	CHOW KEE	11:00	12:00	60
	1190099	LEONG LOK KUAN	11:00	12:00	60
	1199003	RATNA DASS	10:00	12:00	120
03/11/2008	1111111	CHEN NGAN	09:00	10:00	60
	1111112	CHEE LOONG	14:00	14:30	30
04/11/2008	1111111	CHEN NGAN	10:00	12:00	120
	1111111	CHEN NGAN	08:00	09:00	60
05/11/2008	1111111	CHEN NGAN	09:30	10:30	60
TOTAL					990

Sample Report

- Leave Balance

ELID SDN BHD
Leave Balance

Department: NONE to NONE
Employee: 000001 to 041603

Emp. ID	Name	LeaveAllocated	CarryForward	Taken	Balance
NONE					
NONE					
000001	Card2	12	0	0	12
041603	Card1	12	0	0	12