Time Stamp Change

Here the user can change his employees in time and out time on behalf of employee, which is already recorded in the application. And employees too can request for change from their ESS login.

Go to **Transaction** >> **Leave/Time Management** >> Click on **Time Stamp Change**

Ø In **Leave Calendar Year** field select the Leave Year
Ø In **Month field** select the month in which you want to change the time
Ø If the user want to change timings of employees in bulk click on **Excel Import >> Template >>** Enter timings manually in excel sheet, Save and **Import**.

Ø Against employee record click on view, to change timings particularly to an employee, it will show the details of Employee in time and out time and click on **Modify Timings** to alter the details**.**
Ø On clicking on **Modify Timings**, a pop up box will display

Ø Modify the timing in this pop up box and click on **Submit**.

Date : 01/01/2019
Recorded :
In Time : 02:38:00

Out Time : 20:41:00
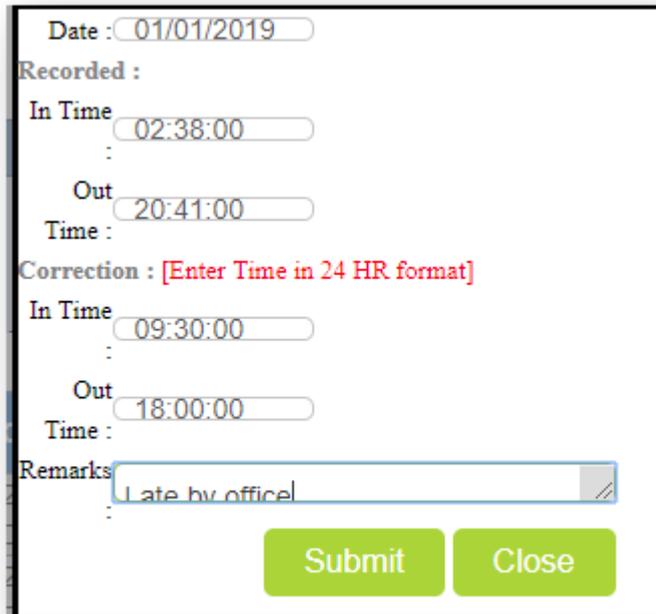
Correction : [Enter Time in 24 HR format]
In Time : 09:30:00

Out Time : 18:00:00

Remarks : Late by office

[Submit] [Close]

Note: The Time Format should be in HH/MM/SS (English UK)