

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.**

Code	Name	View	Code/Name	Date	Day	In Time	Out Time	Hours	Modify Timings
273	Chaitanya Mayur Doshi		273-Chaitanya Mayur Doshi	01/01/2019	Tuesday	02:38:00	20:41:00	18.03	
406	Sunita Sawant		273-Chaitanya Mayur Doshi	02/01/2019	Wednesday	09:59:00	20:27:00	10.28	
264	Nidhi Thakkar		273-Chaitanya Mayur Doshi	03/01/2019	Thursday	10:10:00	21:14:00	11.04	
266	Mansi Bathiya								

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)