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

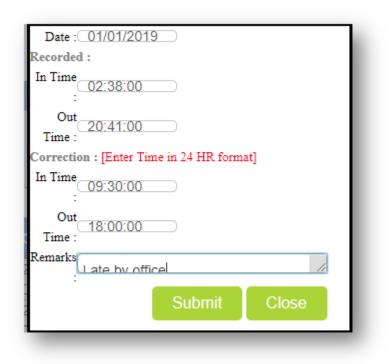
Ø In Month field select the month in which you want to change the time Ø If the user want to change timings of employees in bulk click on Excel Import >> Template >> Enter timings manually in excel sheet, Save and Import.

1 IIII	e Stamp								
	4	Leave Calen	dar Year: 01/04/	2018 - 31/03/20	19 •			Holiday	r.
			-Month : Janua	ry-2019	•		i i i	Week O	a.
	Late occurr	ed days :					Half day week off		
							Time	stamp r	equest
	nport xose File No file chosen mport				E Temp				
Cho	ose File No file chosen			-				Reaction of	Modify
Code	No file chosen	View 🔒	ode/Name	Date			Out Time	Reaction of	Modify Timings
Code 273	No file chosen mport Name Chaitanya Mayur Doshi	View C		-			Out Time	Hours	Timings
Code 273 406	No file chosen	View C	odelName 73-Chaitanya Mayur oshi 73-Chaitanya Mayur	Date 01/01/2019	Day	In Time	Out Time 20:41:00	Hours	Timings
Code 273	No file chosen mport Name Chaitanya Mayur Doshi	View C	ode/Name 73-Chaitanya Mayur oshi	Date 01/01/2019	Day Tuesday	In Time 02:38:00 09:59:00	Out Time 20:41:00	Hours 18.03 10.28	Timings

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**.



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