

# Monthly Status Report (Detailed Work Duration)

Jul 01 2010 To Jul 31 2010

Company: XYZ Soft Solutions

Printed On : Jul 21 2011 22:50

|      |      |     |      |     |     |     |     |      |     |       |      |      |      |      |       |      |       |      |      |      |      |       |      |       |      |      |      |      |       |      |       |
|------|------|-----|------|-----|-----|-----|-----|------|-----|-------|------|------|------|------|-------|------|-------|------|------|------|------|-------|------|-------|------|------|------|------|-------|------|-------|
| Days | 1 Th | 2 F | 3 St | 4 S | 5 M | 6 T | 7 W | 8 Th | 9 F | 10 St | 11 S | 12 M | 13 T | 14 W | 15 Th | 16 F | 17 St | 18 S | 19 M | 20 T | 21 W | 22 Th | 23 F | 24 St | 25 S | 26 M | 27 T | 28 W | 29 Th | 30 F | 31 St |
|------|------|-----|------|-----|-----|-----|-----|------|-----|-------|------|------|------|------|-------|------|-------|------|------|------|------|-------|------|-------|------|------|------|------|-------|------|-------|

Department: Designing

Employee: 16 : Paul Black      Total Duration: 181:33 Hrs. Total OT: 1:00 Hrs. Present: 20.5 Absent: 1.5 WeeklyOff: 9 Holidays: 0 Leaves Taken: 0 Late By Hrs: 10:11 Late By Days: 6 Early By Hrs: 4:37 Early going By Days: 2

| Status   | P     | P     | WO    | WO    | P     | P     | P     | P     | P     | WO    | WO    | P     | P     | P     | P     | P     | WO    | WO    | P     | P     | P     | ½P    | P     | WO    | WO    | P     | A     | P     | P     | P     | WO    |
|----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| InTime   | 13:06 | 12:58 |       |       | 13:04 | 12:31 | 13:45 | 13:00 | 13:16 |       |       | 12:55 | 12:59 | 13:10 | 13:19 | 13:08 |       |       | 13:15 | 13:05 | 13:00 | 21:15 | 12:15 |       |       | 13:17 |       | 13:09 | 13:19 | 13:02 |       |
| OutTime  | 22:27 | 20:12 |       |       | 22:19 | 22:25 | 22:27 | 22:25 | 22:27 |       |       | 22:27 | 22:26 | 22:30 | 22:21 | 22:28 |       |       | 22:29 | 22:30 | 19:09 | 22:22 | 22:22 |       |       | 22:22 |       | 22:26 | 22:26 | 22:21 |       |
| Duration | 9:21  | 7:14  | 00:00 | 00:00 | 9:15  | 9:54  | 8:42  | 9:25  | 9:11  | 00:00 | 00:00 | 9:32  | 9:27  | 8:50  | 9:02  | 9:20  | 00:00 | 00:00 | 9:14  | 8:55  | 6:09  | 1:07  | 10:07 | 00:00 | 00:00 | 9:05  | 00:00 | 9:17  | 9:07  | 9:19  | 00:00 |
| Late By  |       |       |       |       |       |       | 00:45 |       | 00:16 |       |       |       |       |       | 00:19 |       |       |       |       |       |       | 8:15  |       |       |       | 00:17 |       |       | 00:19 |       |       |
| Early By |       | 1:47  |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       | 2:50  |       |       |       |       |       |       |       |       |       |
| OT       |       |       |       |       |       |       |       |       |       |       |       |       |       | 00:30 |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Shift    | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   |       |

Employee: 21 : Ramesh      Total Duration: 160:02 Hrs. Total OT: 2:19 Hrs. Present: 18 Absent: 4 WeeklyOff: 9 Holidays: 0 Leaves Taken: 0 Late By Hrs: 5:24 Late By Days: 7 Early By Hrs: 4:00 Early going By Days: 1

| Status   | P     | P     | WO    | WO    | P     | P     | A     | P     | P     | WO    | WO    | P     | P     | P     | P     | P     | WO    | WO    | P     | P     | P(OD) | A     | A     | WO    | WO    | P     | P     | P     | P     | A     | WO    |
|----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| InTime   | 13:00 | 13:03 |       |       | 12:54 | 13:06 |       | 13:03 | 13:03 |       |       | 12:49 | 13:12 | 13:13 | 13:23 | 13:50 |       |       | 13:12 | 13:22 | 09:00 |       |       |       |       | 13:34 | 13:31 | 13:41 | 15:03 |       |       |
| OutTime  | 22:28 | 22:33 |       |       | 22:10 | 22:24 |       | 22:23 | 22:03 |       |       | 22:26 | 22:07 | 22:30 | 22:21 | 22:25 |       |       | 22:20 | 22:30 | 18:00 |       |       |       |       | 22:23 | 22:22 | 22:46 | 22:09 |       |       |
| Duration | 9:28  | 8:57  | 00:00 | 00:00 | 9:16  | 9:18  | 00:00 | 9:20  | 9:00  | 00:00 | 00:00 | 9:37  | 8:55  | 8:47  | 8:58  | 8:35  | 00:00 | 00:00 | 9:08  | 8:38  | 9:00  | 00:00 | 00:00 | 00:00 | 00:00 | 8:49  | 8:51  | 8:19  | 7:06  | 00:00 | 00:00 |
| Late By  |       |       |       |       |       |       |       |       |       |       |       |       |       |       | 00:23 | 00:50 |       |       |       |       | 00:22 |       |       |       |       | 00:34 | 00:31 | 00:41 | 2:03  |       |       |
| Early By |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       | 4:00  |       |       |       |       |       |       |       |       |       |
| OT       |       | 00:33 |       |       |       |       |       |       |       |       |       |       |       | 00:30 |       |       |       |       |       |       |       | 00:30 |       |       |       |       |       |       | 00:46 |       |       |
| Shift    | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   |       |

Department: Development

Employee: 2 : Kesavan      Total Duration: 184:21 Hrs. Total OT: 29:49 Hrs. Present: 22.5 Absent: 0.5 WeeklyOff: 9 Holidays: 0 Leaves Taken: 0 Late By Hrs: 18:04 Late By Days: 11 Early By Hrs: 4:33 Early going By Days: 2

| Status   | P     | P     | WOP   | WO    | P     | P     | P     | P     | P     | WO    | WO    | P     | P     | P     | P     | P     | WO    | WO    | P     | P     | P     | ½P    | P     | WO    | WO    | P     | P     | P     | P     | P     | WO    |
|----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| InTime   | 03:42 | 14:04 | 12:30 |       | 13:11 | 13:20 | 13:20 | 13:35 | 13:06 |       |       | 12:57 | 16:59 | 12:37 | 13:10 | 13:10 |       |       | 13:33 | 13:23 | 13:27 | 22:24 | 13:10 |       |       | 12:58 | 13:09 | 13:17 | 13:15 | 13:42 |       |
| OutTime  | 23:24 | 20:10 | 19:18 |       | 23:05 | 23:36 | 23:19 | 23:11 | 22:46 |       |       | 23:30 | 22:48 | 22:36 | 23:35 | 23:01 |       |       | 23:21 | 23:22 | 19:15 | 23:16 | 23:32 |       |       | 22:45 | 22:44 | 22:48 | 00:13 | 22:34 |       |
| Duration | 18:18 | 6:06  | 00:00 | 00:00 | 8:49  | 8:40  | 8:40  | 8:25  | 8:54  | 00:00 | 00:00 | 9:03  | 5:01  | 9:23  | 8:50  | 8:50  | 00:00 | 00:00 | 8:27  | 8:37  | 5:48  | 00:01 | 8:50  | 00:00 | 00:00 | 9:02  | 8:51  | 8:43  | 8:45  | 8:18  | 00:00 |
| Late By  |       | 1:04  |       |       |       | 00:20 | 00:20 | 00:35 |       |       |       |       | 3:59  |       |       |       |       |       | 00:33 | 00:23 | 00:27 | 9:24  |       |       |       |       |       | 00:17 |       | 00:42 |       |
| Early By |       | 1:49  |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       | 2:44  |       |       |       |       |       |       |       |       |       |
| OT       | 1:24  |       | 6:48  |       | 1:05  | 1:36  | 1:19  | 1:11  | 00:46 |       |       | 1:30  | 00:48 | 00:36 | 1:35  | 1:01  |       |       | 1:21  | 1:22  |       | 00:51 | 1:32  |       |       | 00:45 | 00:44 | 00:48 | 2:13  | 00:34 |       |
| Shift    | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   | Day   |       |