

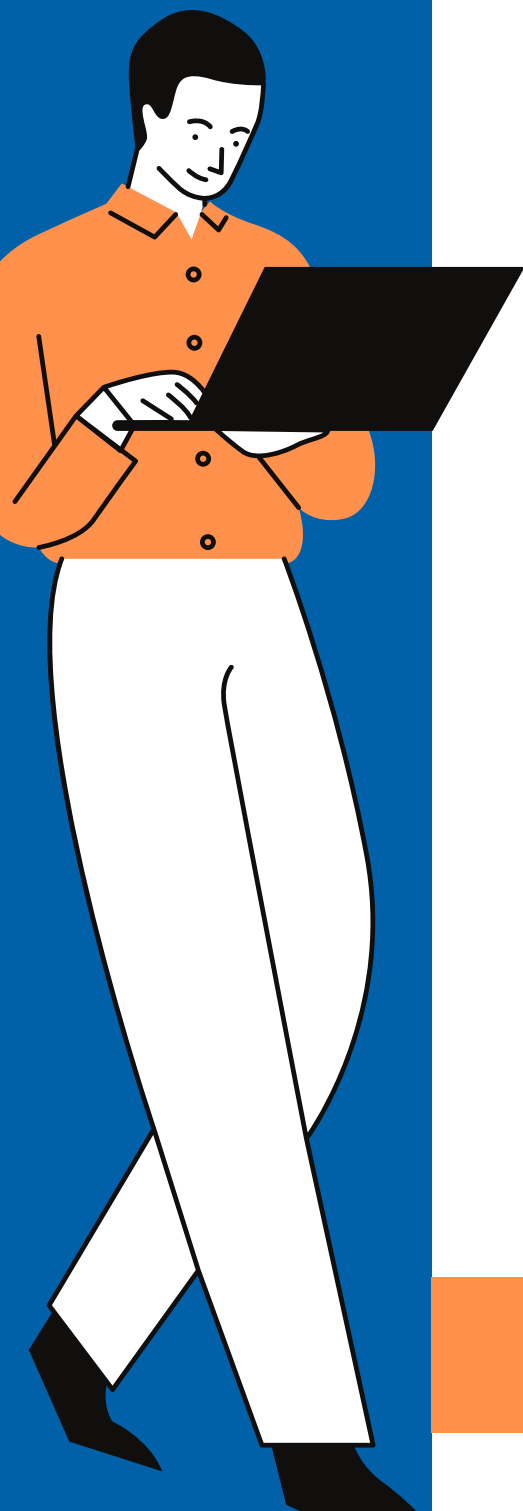
# Employee ESS Handbook

WELCOME TO VIDYALANKAR

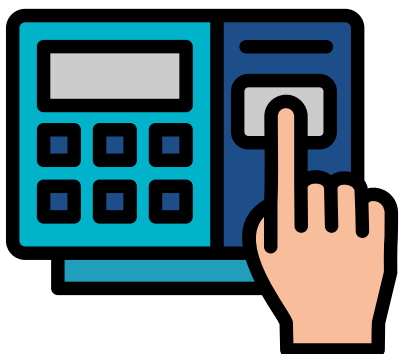


# Table Of Contents

|                             |    |
|-----------------------------|----|
| Track Daily Punch-In Time   | 01 |
| Check Attendance on ESS     | 02 |
| Apply Leave                 | 03 |
| Apply Manual Attendance     | 04 |
| Apply Out Door on ESS       | 05 |
| Apply Comp Off hours on ESS | 06 |
| Apply Comp Off on ESS       | 07 |
| Change password             | 08 |
| Check Holiday List          | 09 |
| Check Employee details      | 10 |



# How to Track Daily Punch-In Time



## Step 1: Check Biometric Machine

1

- Check your **login time** on the **biometric machine** while punching.

## Step 2: Check ESS Portal

- Open the **ESS portal** and log in using your credentials.
- Link (For Head Office):**  
<http://192.168.15.99:100/ESS/Login.aspx>
- Link (For Centers):**  
<http://182.75.88.214:100/ESS/Login.aspx>
- Verify your punch-in time** in the **top-right corner** after 1 hour of punching in.



vertexsystems

Welcome, Pooja Badadhe  
Today's In Time 10:39 AM [Home]

2

TimeTrack-Web (ESS) --> Home

| Attendance Reports | Pending Applications | Pending Cancelled Applications | Today's Head Count | Future Head Count      |
|--------------------|----------------------|--------------------------------|--------------------|------------------------|
| Leave              | Leave 0              | Leave 0                        | Present 0          | Select Date 28/05/2026 |
| Manual Attendance  | Out Door 0           | Out Door 0                     | Late (Present) 1   | Present (approx) 1     |
| Out Door           | Manual Entry 0       | Manual Entry 0                 | Absent 0           | On Leave 0             |
| Comp Off           | Comp Off 0           | Comp Off 0                     | On Leave 0         | On Out Door 0          |
| Shift Schedule     | Comp Off Hours 0     | Comp Off 0                     | On Out Door 0      | On CompOff 0           |
| Short Leave        | LWP 0                | LWP 0                          | On WeekOff 0       | On WeekOff 0           |
| LWP                | Short Leave 0        | Short Leave 0                  | On Holiday 0       | On Holiday 0           |
| Others             |                      |                                | Total 1            | Total 1                |

Message Box

Label



## Step 3: Contact HR, if Not Visible

- If the current day's login time is not visible in the ESS portal due to any technical issue, please **contact HR** to verify/know your punch-in details.

Email ID - [hrd@vidyalankar.org](mailto:hrd@vidyalankar.org)

Contact No. - 022 4232 1014/1015



# How to Check Attendance on ESS

1

**Attendance Reports**

- Self
- Immediate Reportees
- All Reportees
- Attendance Report
- Time Card Chart Reportees

**Leave**

- Manual Attendance
- Out Door
- Comp Off
- Shift Schedule

**Attendance --> Time Card For Self**

From Date: 01/05/2026  
To Date: 29/05/2026

☐ Late Coming ☐ Early Going ☐ Absent

☐ Work Hours From: 00 : 00 To: 00 : 00

**Show Time Card**

## Step 1: Go to Attendance Reports

- Log in to the **ESS Portal**.
- Click on **Attendance Reports** from the dashboard.
- Select **Self**.

## Step 2: Select Date Range

- Choose the **required date range/month**.
- Click on **Show Time Card**.

**Attendance Reports**

- Leave
- Manual Attendance
- Out Door
- Comp Off
- Shift Schedule
- Short Leave
- LWP
- Others

**Attendance --> Time Card For Self**

From Date: 01/05/2026  
To Date: 29/05/2026

☐ Late Coming ☐ Early Going ☐ Absent

☐ Work Hours From: 00 : 00 To: 00 : 00

**Show Time Card**

## Step 3: Verify Attendance Records

- Check the **Attendance summary** and ensure absent count is zero if present throughout the month.
- Apply for **Manual Attendance** in case of **missed punches**.
- Apply **leave** in ESS for leave days.
- Verify **login/logout** entries.
- Check attendance **Status & Remarks**.

**Employee Name and ID - 3300 - Pooja Badadhe**

Present - 22.5 Absent - 0.5 WeekOff - 4 Holiday - 1  
Out Door - 0 CompOff - 0 LWP - 0 Casual Leave - 0  
Maternity Leave - 0 Short leave - 0 Earned Leave - 0

**Total Working Hours :- 194:18 | Late Coming Hours :- | Early Going Hours :-**

| Date       | Week Day  | Shift | Login | Logout | Late | Early | Working | Total   | Status | Remark           | Shift | Shift |
|------------|-----------|-------|-------|--------|------|-------|---------|---------|--------|------------------|-------|-------|
|            |           |       |       |        | by   | By    | Hours   | Working |        |                  | Start | End   |
| 01/05/2026 | Friday    | F     | 00:00 | 00:00  | -    | -     | -       | -       | HH     | Holiday          | 04:00 | 23:59 |
| 02/05/2026 | Saturday  | F     | 10:49 | 19:20  | -    | -     | -       | 08:31   | PP     | Full Day Present | 04:00 | 23:59 |
| 03/05/2026 | Sunday    | F     | 00:00 | 00:00  | -    | -     | -       | -       | WW     | WeekOff          | 04:00 | 23:59 |
| 04/05/2026 | Monday    | F     | 10:48 | 19:19  | -    | -     | -       | 08:31   | PP     | Full Day Present | 04:00 | 23:59 |
| 05/05/2026 | Tuesday   | F     | 10:39 | 19:09  | -    | -     | -       | 08:30   | PP     | Full Day Present | 04:00 | 23:59 |
| 06/05/2026 | Wednesday | F     | 10:43 | 19:13  | -    | -     | -       | 08:30   | PP     | Full Day Present | 04:00 | 23:59 |

## Step 4: View Legends

- Refer to **View Legends** to understand attendance status and remarks.

**Attendance --> Time Card For Self**

From Date: 01/05/2026  
To Date: 29/05/2026

☐ Late Coming ☐ Early Going ☐ Absent

☐ Work Hours From: 00 : 00 To: 00 : 00

**Show Time Card**

**Shift Details**

**View Legends**

| Legend Character | Legend Description |
|------------------|--------------------|
| P                | Present            |
| A                | Absent             |
| W                | WeekOff            |
| H                | Holiday            |
| O                | Out Door           |

**Employee Name and ID - 3300 - Pooja Badadhe**

Present - 22.5 Absent - 0.5 WeekOff - 4 Holiday - 1  
Out Door - 0 CompOff - 0 LWP - 0 Casual Leave - 0  
Maternity Leave - 0 Short leave - 0 Earned Leave - 0

**Total Working Hours :- 194:18 | Late Coming Hours :- | Early Going Hours :-**



# How to Apply Leave on ESS

Attendance Reports

Leave

→ Self

→ Recommending/Sanctioning 0

→ Cancelling Leave 0

→ Leave Balance For Reportee

Manual Attendance

Out Door

Comp Off

Shift Schedule

Short Leave

LWP

Others

Leave --> Application for Self

AUTHORITIES

Recommender: Aditi Subhedar

Sanctioner: Aditi Subhedar

LEAVE DETAILS

Leave Type

2

Select

i

LEAVE DURATION

☒ Full day

☐ First half

☐ Second half

☐ Multiple days

LEAVE REASON

LEAVE DATES

Date

3

Submit Leave Application

☐ Continue with the leave

## Step 1: Go to Leave Section

- Log in to the **ESS Portal**.
- Click on **Leave** from the dashboard.
- Select **Self**.

## Step 2: Select Leave Details

- Select the **leave type** from the dropdown
- Select the **leave duration**
- Enter the **leave date/date range** and mention the **reason** for leave.

## Step 3: Submit Leave Application

- Click on **Submit Leave application** to complete the leave application process.

# How to Apply Manual Attendance on ESS

**Attendance Reports**

Leave

**Manual Attendance**

→ Self

→ Recommending/Sanctioning 0

→ Cancelling Attendance 0

Out Door

Comp Off

Shift Schedule

Short Leave

LWP

Others

**Manual Attendance --> Application for Self**

**AUTHORITIES**

Recommender: Aditi Subhedar

Sanctioner: Aditi Subhedar

**MANUAL ENTRY DETAILS**

Select Date **2** 28/05/2026

**Attendance Details for Selected Date**

|             |       |           |       |
|-------------|-------|-----------|-------|
| Shift       | F     | Status    | PP    |
| Login       | 10:39 | Logout    | 19:09 |
| Late        | -     | Early     | -     |
| Working Hrs | 08:30 | Extra Hrs | -     |

Select Shift **F** (04:00 To 23:59)

In Time(24'Clock) **10 : 39**

Out Time(24'Clock) **19 : 09** ☐ Next day Punch

Reason **Forgot IN & OUT Punch**

Remark

**3** **Submit Manual Application**

## Step 1: Go to Manual Attendance Section

- Log in to the **ESS Portal**.
- Click on **Manual Attendance** from the dashboard.
- Select **Self**.

## Step 2: Fill Missed punch Details

- **Select the date** for which the punch-in or punch-out entry was missed.
- Enter the **missing punch-in or punch-out time**.
- **Verify both in & out punch** before submitting application
- Select the **reason** from dropdown & enter remarks

## Step 3: Submit Manual Application

- Click on **Submit Manual application** to complete the manual application process.



# How to Apply Out Door on ESS

**Attendance Reports**

Leave

Manual Attendance

**Out Door**

→ Self

→ Recommending/Sanctioning 0

→ Cancelling OD 0

Comp Off

Shift Schedule

Short Leave

LWP

Others

**Out Door Duty --> Application for Self**

**AUTHORITIES**

Recommender: Aditi Subhedar

Sanctioner: Aditi Subhedar

**OD DURATION**

☒ Full single day

☐ First half of day

☐ Second half of day

☐ Multiple days

☐ Intermediate

**OD REASON**

**OD DATES**

Date 29/05/2026

OD Start Time (24'Clock): 00 00

OD End Time (24'Clock): 00 00

☐ Select if out punch is on next day

**3** Submit Od Application

## Step 1: Go to the Out Door Section

- Log in to the **ESS Portal**
- Click on **Out Door** from the dashboard
- Select **Self**

## Step 2: Fill in the Out Door Details

- Select the **Out Door Duration** (Full Day, First Half, Second Half, or Multiple Days, as applicable).
- Select the **OD Reason**.
- Select the **OD Date**.
- Enter the **OD Start Time and OD End Time**.
- Verify all the details before submitting the application.

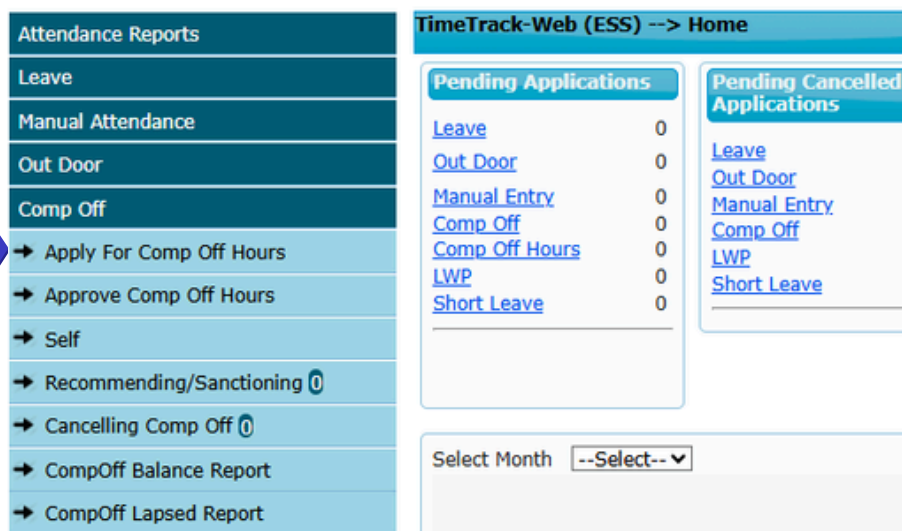
## Step 3: Submit the Out Door Application

- Click **Submit OD Application** to complete and submit your request.



# How to Apply Comp Off hrs on ESS

(Note: Comp Off is a two-step process: First, apply for Comp Off Hours. Once approved and credited, you can apply to avail the Comp Off.)



The screenshot shows the 'TimeTrack-Web (ESS) --> Home' dashboard. On the left is a navigation menu with items: Attendance Reports, Leave, Manual Attendance, Out Door, and Comp Off. The 'Comp Off' item is highlighted with a blue arrow labeled '1'. Below it are links: Apply For Comp Off Hours, Approve Comp Off Hours, Self, Recommending/Sanctioning (0), Cancelling Comp Off (0), CompOff Balance Report, and CompOff Lapsed Report. The main content area has two panels: 'Pending Applications' and 'Pending Cancelled Applications'. The 'Pending Applications' panel lists: Leave (0), Out Door (0), Manual Entry (0), Comp Off (0), Comp Off Hours (0), LWP (0), and Short Leave (0). The 'Pending Cancelled Applications' panel lists: Leave, Out Door, Manual Entry, Comp Off, LWP, and Short Leave. At the bottom, there is a 'Select Month' dropdown menu.

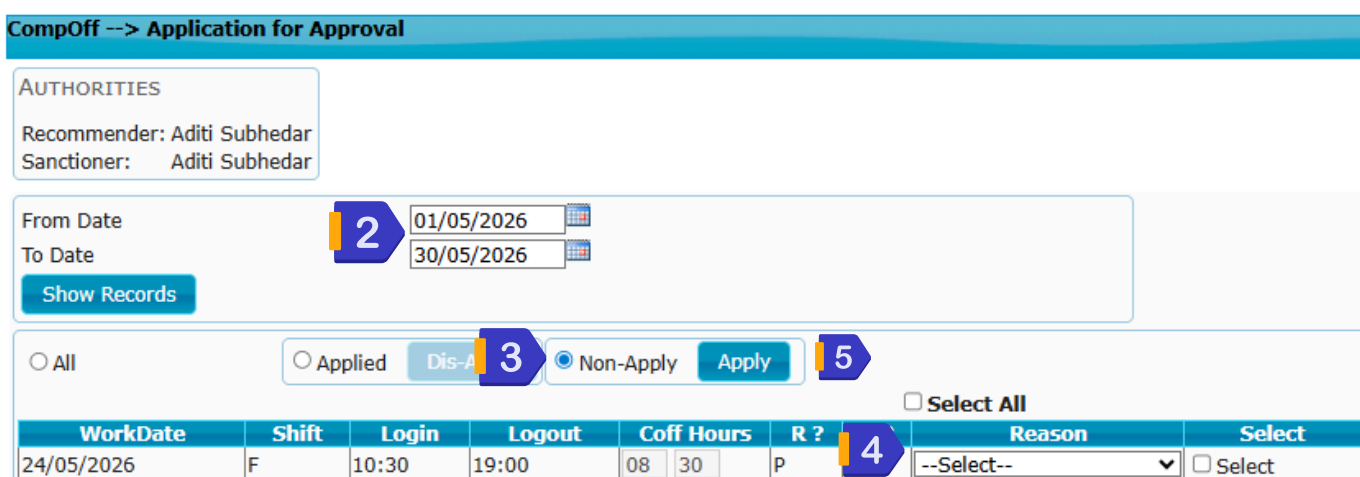
## Part 1: Apply for Comp Off Hours

### Step 1: Go to Comp Off Section

- Log in to the **ESS Portal** using your credentials.
- Click on **Comp Off** from the dashboard.
- Select **Apply for Comp Off Hrs**.

### Step 2: Submit Comp Off Hours Request

- Select the **month range** for which you worked on a weekly off or public holiday.
- Click **Show Records**.
- Click on **Non Apply**
- Select the **reason** and **tick Select**.
- Click on **Apply**.



The screenshot shows the 'CompOff --> Application for Approval' form. At the top, it says 'AUTHORITIES' with 'Recommender: Aditi Subhedar' and 'Sanctioner: Aditi Subhedar'. Below this are 'From Date' and 'To Date' fields with a calendar icon. A blue arrow labeled '2' points to the 'From Date' field, which contains '01/05/2026'. The 'To Date' field contains '30/05/2026'. There is a 'Show Records' button. Below the date fields are radio buttons for 'All', 'Applied', 'Dis-A', 'Non-Applied', and 'Apply'. A blue arrow labeled '3' points to the 'Non-Applied' radio button. A blue arrow labeled '5' points to the 'Apply' button. Below the radio buttons is a 'Select All' checkbox. At the bottom is a table with columns: WorkDate, Shift, Login, Logout, Coff Hours, R ?, Reason, and Select. A blue arrow labeled '4' points to the 'Reason' column. The first row of the table shows: 24/05/2026, F, 10:30, 19:00, 08 30, P, --Select--, and a 'Select' checkbox.

### Step 3: Get Approval

- Ask your **Reporting Officer (RO)** to approve the request.
- **Comp Off credit** will be added after approval.





# How to Apply Comp Off on ESS

(Note: Comp Off is a two-step process: First, apply for Comp Off Hours. Once approved and credited, you can apply to avail the Comp Off.)

## Part 2: Avail Comp Off

### Step 1: Go to Comp Off Section

- Click on **Comp Off** from the dashboard.
- Select **Self**.

### Step 2: Apply for Comp Off

- Select the **date** on which you wish to avail Comp Off.
- For a **half-day** Comp Off, tick the **Half Day** Comp Off option.
- Enter the **reason**.

### Step 3: Submit Comp off Application

- Click on **Submit application** to complete the Comp off application process.



# How to Change password of ESS:

## Step 1: Go to Others Section

- Click on **Others** from the dashboard.
- Select **Change Password**.

Attendance Reports

Leave

Manual Attendance

Out Door

Comp Off

Shift Schedule

Short Leave

LWP

Others

→ Change Password

→ Employee Details

→ Holiday List

→ Delegate Responsibility

→ On Field Employees Approval

### Step 2: Change Password

- Input **Old** Password
- Input **New** Password & confirm password
- Click on **Change password** to submit request

### Step 3: Forgot Password?

- **Contact HR** to **reset** your password

### Time Track Web ESS

#### Change Password

- New password should be of minimum 6 characters.  
- Type your Old Password once.  
- Type your New Password twice.

Employee Code : 3300

2 Old Password :

New Password :

Confirm Password :

3

# How to Check Holiday list on ESS:

## Step 1: Go to Others Section

- Click on **Others** from the dashboard.
- Select **Holiday List**. The holiday list for the current year will be displayed.

Attendance Reports

Leave

Manual Attendance

Out Door

Comp Off

Shift Schedule

Short Leave

LWP

Others

→ Change Password

→ Employee Details

→ Holiday List

→ Delegate Responsibility

→ On Field Employees Approval

### Others --> Holiday List

| Date                        | Holiday Name         | Optional Holiday? |
|-----------------------------|----------------------|-------------------|
| Monday, 26 January 2026     | Republic Day         | -                 |
| Tuesday, 03 March 2026      | Holi (Dhulivandan)   | -                 |
| Friday, 01 May 2026         | Maharashtra Day      | -                 |
| Saturday, 15 August 2026    | Independence Day     | -                 |
| Friday, 25 September 2026   | Anant Chaturdashi    | -                 |
| Friday, 02 October 2026     | Gandhi Jayanti       | -                 |
| Sunday, 08 November 2026    | Diwali (Laxmi Pujan) | -                 |
| Wednesday, 11 November 2026 | Diwali (Bhau Beej)   | -                 |



# How to Check employee details:

## Step 1: Go to Others Section

- Click on **Others** from the dashboard.
- Select **Employee details**.

Attendance Reports

Leave

Manual Attendance

Out Door

Comp Off

Shift Schedule

Short Leave

LWP

Others

→ Change Password

→ Employee Details

→ Holiday List

→ Delegate Responsibility

→ On Field Employees Approval

Others --> Employee Information

2

Employee Details

Masters Assigned

Authorities Details

Group Assigned

Employee Photo :-

Employee Code :- 3300

Employee Name :- Pooja Badadhe

Card No. :- 3300

Shift Group. :- Flexi Shift

Shift :- F

Shift Mode :- Flexi

Gender :- F

Designation :-

Swipe Rank :- Two Swipe

E-Mail ID :-

Contact No. :-

Shift Uploader :-

Pan No :-

Bank Acc No :-

ESIC No :-

Driving License No :-

MobileApp :- No

Address :-

Joining Date :- 13/06/2024

Birth Date :- 11/08/1993

Confirmation Date :- 13/12/2024

Religion :- -

Blood Group :- NA

Ad User Id :-

Asset No :-

TransitTime :- -

Addhar No :-

PF No :-

Passport No :-

Voter Card No :-

## Step 2: Check Employee Details

- **Review the employee information** displayed in the tabs at the top.
- Verify details such as your **Employee Code, Name, Department, Designation, Joining Date, Contact Information** and other personal details.
- Ensure all the information is accurate.

## Step 3: Report Any Discrepancies

- If you find any incorrect or missing information, contact the **HR Department** to have your details updated.

