

ID	Type	Name	Designation	Department	School	Joining Date	Total Working Days	Present Days	Holidays	Absent
Total Late (Days)	Late Deduction (Count Days)	Leave taken	Total Leave (Late+Leave)	Pre leave Balance	Current Leave Stock	Unpaid Leave	New Joining / Maternity Joining Adjustment	OT	Total Payable Days	Remarks
Total working days	Attendance for the month									
Present day	Employee present days count									
Holidays	Every month holidays count									
Absent	Employee absent days count									
Total late	Employee total late dayes count within a month									
Late deduction	Total late days /3 [9/3 (per late day count) = 1]									
Leave taken	Total leave taken by employee									
Total Leave deduction	Total late deduction + Total Leave taken									
Pre leave balance	Previous month leave balance or total leave balance									
Current leave stock	Remaining leave balace [13-12 =14]									
Unpaid Leave	if.14= any (-) figure then show the value in this 16 Colum									
New joining/Maternity joining Adjustment	If any employee rejoin or new join then this current month given them ma									
Per day salary	Total Gross salary/30									
Total payable days	(Present days + Holidays + Total late days + Total leave taken) - (absen									
OT	Overtime amount add									