

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