Activity by EIC

1. To upload monthly attendance sheet (pdf format) signed by contractor.

    Reward Point and Wages -> Upload monthly attendance from contractor

2. To Assign Attendance, Casual Leave/PH to the contract labour based on their attendance.

    Reward Point and Wages -> Data Entry for Reword Points and Allowances (Present Month)

3. To download coupons for the Contract Labours and Department.
    a. Reward Point and Wages -> Download Labour Coupon Copy
    b. Reward Point and Wages -> Download Coupon Department Copy
4. To see wage calculation and download excel file.
    a. Wages Reports -> Wages Calculation View
5. To Check the payment and PF detail w.r.t system calculated and actual payment/PF paid by contractor:
    1. Update the actual payment/PF paid by contractor
    2. Upload the consolidated bank payment statement & PF statement.

    Wages Reports -> Wages paid by contractor

6. To Forward monthly RA to Finance Department and check the Bill status
    a. Monthly Billing -> Forwarding Monthly Bill to Fin
       (During bill forwarding, reports will be automatically attached such as Attendance sheet, Monthly compiled wage report, Bank statement, PF statement, contractor billing)
    b. Monthly Billing -> View Monthly Billing Status
7. To forward completed work orders for IR Clearance and check the IR status
    a. IR clearance -> Forwarding Work Order for IR Clearance
    b. IR clearance -> View IR Clearance Status
8. To view/download various wage reports.
    a. Wages Reports -> Monthly Compiled Wages Report
    b. Wages Reports -> Differential Wages payment Entry
    c. Wages Reports -> Contractor Billing
    d. Wages Reports -> Workorder Total Wages Report
    e. Wages Reports -> Consolidate Wages Report
    f. Wages Reports -> Financial Year Bonus Report