TEERTHANKER MAHAVEER UNIVERSITY



EMPLOY

EE PORTAL

USER MANUAL



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1.LOGIN PAGE.

Fill the User ID and Password then click login for open the portal.





2.PROFILE.

> Click on Profile tab to view the PROFILE.





Branch Code TN	лu	College Code TMU	J	Department Code	D582	
Emp. Type N	ON-TEACH	Emp. Status Not	Confirm			
Personal Inform	ation					
Date Of Birth	13 Jun 1996	Father Name	MAHENDRA SINGH	Mother Name	Kamlesh	
Marital Status	Single	Religion	HINDU	Blood Group	A+	
Voter ID		Aadhar Card	813725199341	UAN No.	101444957034	
Contact Informa	tion					
Mobile No.	9759820747	Phone No	8630561524	Extension		
Emgy. Cont. Perso	on	State	UP	E-Mail	pawankumarpawan2222@gmail.cc	
Emgy. Phone No.	8630561524	Google Site Li	ink			
Address	Saini Electrical, Near C	hamunda Mandir,				
t destatates to s					<i>li</i>	
Administration						
Desig. Code ر	0012	Employment Date	18 Feb 2019	Grade	E1	
HOD/Principal	MU05294	HOD/Principal Nan	ne MANJULA JAIN	Rept. Inch	arge Name MANJULA JAIN	
HOD1		HOD1 Name		PF No.	11267	

3.HR.

> Click on HR to view ATTENDANCE , PUNCH and LEAVE data.



		NKE	R						TMU	
МАН	AVEER UN	IVERSI	TY							
									PAWAN KUMAR SAINI	
PROFILE EXAMI	NATION»	HR»	OTHERS»							
Profile		VIEW AT								
Tiome		PUNCH								
		PUNCH								
General		LEAVE								
		OD / TOU								
Faculty No.	TMU04125	WORK F) TN	IU	Title		MR		
Name	PAWAN KUMA			Name P#	WAN KUMAR SAINI	Gender		Male		
Branch Code	TMU	EXITEO		Code TN	ΙU	Departme	ent Code	D582		
Emp. Type	NON-TEACH	COVID C	ERTIFICATE	atus No	ot Confirm					
Personal Info	rmation									
Date Of Birth	13 Jun 199	6		Father Name	MAHENDRA SINGH	Mothe	er Name	Kamlesh		
Marital Status	Single			Religion	HINDU	Blood	Group	A+		
Voter ID	0			Aadhar Card	813725199341	UAN N	No.	101444957034		
Contact Infor	mation									
Contact mion	mation									

4.VIEW ATTENDANCE.

> Click on HR then VIEW ATTENDANCE for see the Attendance.



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								Р	AWAN KUMAR SAINI
PROFILE	EXAMINATION»	HR»	OTHERS»						
View A	ttendance								
			Month	May 🗸 Ye	ear 2021 🗸 Ge	t Export To Excel			
Date	Week	Day	Shift Time	In Time	Out Time	Working Hour	Late BY	Early BY	Status
01 May 2021	l Saturo	lay	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	PP
02 May 2021	l Sunda	у	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	WO
03 May 2021	l Mond	ау	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	PP
04 May 2021	l Tuesd	ay	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	PP
05 May 2021	l Wedn	esday	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	PP
06 May 2021	l Thurs	day	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	PP
07 May 2021	l Friday		09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	PP
08 May 2021	l Saturo	lay	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	PP
09 May 2021	l Sunda	у	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	WO
10 May 2021	l Mond	ау	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	PP
11 May 2021	l Tuesd	ay	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	PP
12 May 2021	l Wedn	esday	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	PP
13 May 2021	l Thurs	day	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	PP
14 May 2021	l Friday		09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	HD
15 May 2021	l Saturo	lay	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	PP
16 May 2021	l Sunda	у	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	wo
17 May 2021	l Mond	вγ	09:30 - 18:00	00:00	00:00	00:00	0:0	0:0	PP
Empl	oyee ID TMU04125	8					All right reserved	By : Teerthanker	Mahaveer University
		. 🛅	<u> </u>						



5. VIEW PUNCH DATA.

> Click on HR then PUNCH DATA for view the Punch Data.

EIY	a strange											/		
	TMU	TEERTH	IANK	ER								TM	U	
		MAHAVEER	JNIVER	SITY									1 Alexandre	
												PAWAN I	KUMAR	
												SAI	NI	
	PROFILE	EXAMINATION»		OTHERS»										
	Dun ch D	- + -												
	Punch D	ata												
					Month September	✓ Year 2021 ✓	Get Export	To Excel						
	Date			In Time	OutTime		P2	P 3	P4	P5	P6 P7	7 P8	P9	
	01 September	2021		09.27	18:18	09-27	18:18	15					15	
	02 September	2021		09:33	18:26									
	03 September	2021		09:24	18:05									
	04 September	2021		09:25	18:22									
	05 September	2021												
	06 September	2021		09:33	18:06	09:33								
	07 September	2021		09:20	17:02									
	08 September	2021		09:23	18:09									
	09 September	2021		09:22	17:04									
	10 September	2021		09:24	19:41									
	11 September	2021		09:27	18:32									
	12 September	2021												
	13 September	2021		09:28	18:05	09:28								
	14 September	2021		09:05	18:03									
	15 September	2021		09:24	18:03									
	16 September	2021		09:17	18:15									
	17.0	2024		00-14	10.07									



6. LEAVE APPLICATION.

- > Click on HR then LEAVE .
- Select Leave Type.
- ➢ Fill the Leave Application.
- Click on Apply.

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← → C ▲ Not sec	cure portal2.tmu.ac.in/Faculty/Leave.	aspx				* 🔒 :
TMIMT SOCIETY	TEERTH MAHAVEER U	ANKER INIVERSITY			Pawan kumar Saini	A
	PROFILE EXAMINATION»	HR» OTHERS»				
	Leave					
	Leave Application View Leave Status	Leave Application	Note : Approval Autho	rity:1) MANJULA JAIN(TMU05294). 2)) Yes ♥ No Period ([Full-Day)♥) Day Mode - ♥	No Of Leave 0	
		Current leave status Leave Code AL CL CO EL HL MAT ML SCL	Leave Balance 0.00 1.00 2.00 19.00 0.00 0.00 0.00 0.00	Pending Approval 0.00 1.00 0.00 0.00 0.00 0.00 0.00 0.0	Apply	
	Employee ID TMU04125	8		All right reserved	By: Teerthanker Mahaveer University	
	Q 🔟 🦪 👯	🎁 📕 🞻				P P to ENG 08/12/2021

