

S. No	VYKO HR - ATTENDANCE MODULE - TECHNICAL ISSUES – 15th May 2025	Remarks
1	Modifying leave balance access to be given to HR (eg. If any employee resigns we need to make his leave balance as 0, so that we can reduce/ reset his leave balance to only one leave per month,as per policy)	Dalvkot assured that it will be completed by 21st May, 2025
2	Daily attendance & working duration calculation. To ensure that all employees put in a minimum of 8 hours of work (Non-teaching) and 7 hours (Teaching staff) (mail attached)	Dalvkot assured that it will be completed by 29 th May, 2025
3	Out punches for night shift / 12 Hrs shift is still not reflecting in VYKO attendance, hence, showing absent for the day.	Dalvkot to check and come back by 19th May, 2025
4	Even after approval by HOD, sometimes it shows as pending in level 1/ level 2 etc, thus LOP happens for the employee and the employee starts blasting HR dept , as he has already received the mail saying his leave application is accepted.	Dalvkot assured they they will correct this issue by 19th May, 2025
5	Sometimes, the entire campus attendance will show absent for everyone (Eg. 17th April, 2025)	Dalvkot assured this will never happen again
6	Even after punching, the attendance shows absent, which is causing a havoc among employees and HR department is flooded with 150-200 letters every month for attendance regularization. Biometrics data (ESSL) has to flow to VYKO seamlessly. But, this has become manual (Cron JOB) and has multiple issues and the server will be down making the process much more complex.	Dalvkot mentioned that the CRON job (pulling of data from ESSL to VYKO server) sometimes has issues and that's the reason it shows absent. They assured it will never happen again
7	PG data is not reflecting separately in the master data.	Dalvkot assured that it will be rectified by 19th May, 2025
8	New joiner shift code option is not reflecting after creating employee master, we are uploading through the Excel sheets	Dalvkot assured that it will be completed by 20th May, 2025
9	Unable to provide individual employee attendance report.	Dalvkot assured that it will be completed by 19th May, 2025
10	Frequent OTP issues, HODs are asking for OTP to be removed, eg. Last month Principal's office, they were not getting OTP.	Dalvkot assured that it will be rectified by 20th May, 2025
11	No control over week-offs., Nursing Incharges are uploading any number of weekoffs, sometimes even 9-11 are getting uploaded in a month . There has to be control on no. of weekoffs. Hence, not more than 5 weekoffs in a month should be allowed to be uploaded.	Dalvkot assured that it will be rectified by 23rd May, 2025

12	Restriction of shift upload on or before 24th of every month, for the period of 21st - 20th of payroll month, as Incharges are changing the shifts till last moment of payroll	Dalvkot assured that it will be rectified by 23rd May, 2025
13	Super specialists leave error – SL & CL were shown for these doctors eg. Dr. Praveen Mathew & Dr. Vijay Sarathi.	Dalvkot admitted the error and said they will take care of it immediately

RL
21/5/25
15:20

P. Kanika
21/5/25