KS Rangasamy
College of Arts and Science
Autonomous Tiruchengode

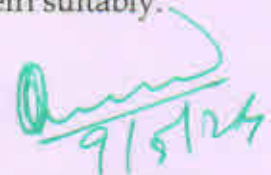Circular No: 92/KSRCAS /2023 – 2024   **Date: 09.05.2024**

CIRCULAR

Sub: LOP and Miss Punching problem in ERP – reg.

It is informed that the following steps should be followed to avoid LOP and Miss Punching problem in ERP.

Please follow these steps accurately:

1. Make it a habit to check your ERP login for biometric attendance every day. Once you punch in and out, it will show up in the ERP within 10 minutes.
2. If you forget to punch in, don't worry too much. Just get your attendance authorized by the Principal via email to the HR division. (This practice is only for two instances a month.)
3. If you run into any issues while logging your attendance, reach out to the principal office right away. You can also drop an email to manager.hr@ksrei.org and cc director.hr@ksrei.org.
4. When you're planning to take leave, be sure to apply for leave using the ERP system at least a day before your leave starts. This gives us enough time to review and approve your request.
5. In emergencies, like sudden illness or a family loss, please apply for leave within two days of your absence. If you don't, the ERP system will mark it as Leave on Loss of Pay (LOP).

HoDs are requested to instruct the Faculty and Staff to use the ERP system suitably.

PRINCIPAL

Copy to: 1. All HoDs
         2. Notice Board
         3. All Directors