

Document Management

Template

This document is based on the Neosoftware Human Resource Information System(HRIS) Document version 1.0 template.

Document Review/ Approval

Introduction

Purpose

This document is designed to support the implementation of the HRIS. This document contains current process descriptions and requirements for the purpose of HRIS implementation. The major contents of this document includes process objectives, user requirements and expectations, process description gaps, improvements, major inputs, major output and Key requirements. This document is the outcome of various levels of interactions with Core Team of Fantasy Games.

The objective of the HRIS Implementation Project is as follows:

- Automate manual HR tasks to save time and resources.
- Streamline processes such as employee data management, time tracking, leave management, and payroll processing.
- Provide HR professionals with accurate and up-to-date data for informed decision-making.
- Improve communication and collaboration between HR, managers, and employees.

Modules

1. Dashboard
2. Notification
3. Self Service
4. Manager Service
5. Employee
6. Setup
7. Assign
8. Admin Dashboard
9. Manager Dashboard
10. System
11. HR

Dashboard

The image below displays the format of the dashboard inside which users can see attendance, notice, upcoming holidays, birthday wishes, employees on leave today, employee on travel today, employee hired/left this month.

The screenshot shows the NeoHRIS dashboard interface. On the left is a vertical sidebar with navigation links: Dashboard, Notification, Self Service, Manager Service, Employee, Setup, Assign, Admin Dashboard, System, Manager Dashboard, and HR. The main content area has a header with the user's name (MRS SOLUTIONS PVT. LTD., Dhumbarahi Kathmandu) and a profile picture. Below this is a summary section with a large green hexagon labeled 'Present' (0), followed by 'On Leave' (0), 'Training' (0), 'On Tour' (0), 'WOH' (0), 'Late In' (0), 'Early Out' (0), and 'Missed Punch' (0). A 'Calendar' section shows a weekly grid from Sunday to Saturday. The days are color-coded: red for most days, green for Saturday (Day Off), and yellow for Friday (Day Off). The calendar also includes labels like 'Absent', 'Leave', and 'Holidays'. At the bottom of the dashboard, there are two tabs: 'Group Sheet Report.xlsx' and 'log.txt'. The taskbar at the bottom of the screen shows various open applications and system icons, including a weather widget showing 87°F Mostly cloudy and the date/time 1:58 AM 6/5/2023.

Notification

The image below displays the format of notification inside which users can see leave request, attendance request, overtime request, etc notification.

The screenshot shows a web browser window with the NeoHRIS application open. The URL is hr.neosoftware.com.np/notification. The page title is "Notification - List". On the left, there is a sidebar with a green header bar containing the "Notification" icon. Below it is a list of menu items: Self Service, Manager Service, Employee, Setup, Assign (which is checked), Admin Dashboard, Manager Dashboard, System, and HR. The main content area shows a table titled "COMMENTS" with the following data:

User	Comment	Date
Swornim KC	Leave Request of Swornim KC from 01-Jun-2023 to 01-Jun-2023 SEEN	02-Jun-2023 11:36 Am
Swornim KC	Leave Request of Swornim KC from 04-May-2023 to 05-May-2023 SEEN	07-May-2023 05:39 Am
Bishal Tako	Leave Request of Bishal Tako from 17-Apr-2023 to 18-Apr-2023 SEEN	02-May-2023 10:09 Am
Bishal Tako	Leave Request of Bishal Tako from 27-Apr-2023 to 27-Apr-2023 SEEN	01-May-2023 05:52 Am

At the top right of the main content area, there is a "MARK ALL AS SEEN" button. Below the table, there are two tabs: "Unseen" and "Seen", with "Seen" being the active tab. The bottom of the screen shows the Windows taskbar with various pinned icons and the system tray indicating the date and time as 6/5/2023 at 2:47 PM.

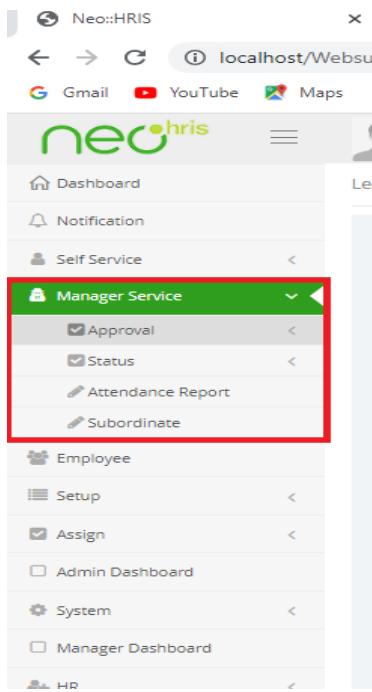
Self Service

In self-service, users can view their profile, holiday list, leave list, travel list, birthday, payroll and can request for attendance, leave, loan, travel, training, overtime. Users can also cancel their leave.

The screenshot shows a web browser window for 'Neohris' on 'localhost/Websurfer/hris/public/selfservice/profile'. The page title is 'Profile - Detail'. On the left, a sidebar menu under 'Self Service' includes options like 'My Profile', 'Leave List', 'Training List', 'Service', 'My Attendance', 'Leave Apply', 'Attendance Request', 'Loan Request', 'Travel Request', 'Training Request', 'Leave Notification', 'Travel Notification', 'Overtime Request', 'Birthday', 'Payroll', and 'Advance Request'. The main content area displays 'Personal Information' with fields for First Name (ns), Middle Name, Last Name (su), Birth Date (01-Oct-2000), Name in Nepali, Gender (Male), Company (MRS Solutions Pvt. Ltd.), Country (Nepal), Religion, Telephone No, Blood Group, Email Official, Social Activity, Employee Code, Email Personal, Extension Number, and Social Network. Below this are sections for 'Permanent Address' and 'Temporary Address', each with House No, Ward No, Street Address, Zone, District, and VDC or Municipality. At the bottom, there's an 'Emergency Contact Details' section and a note about activating Windows. The taskbar at the bottom shows various open applications and system status.

Manager Service

The manager service portal makes it easy to do managerial activities e.g. request approval, status reporting, attendance reports, subordinate etc.



Approval: The approval panel for managers provides an easy way to manage approval process for the managers. The approval requests can range from leave, loan, travel - expense, training overtime, etc.

Leave to Approve: The leave approval portal lets a manager quickly view and approve the leave requests and their status.

Various approval tasks for a Manager

In the leave to approve panel, you are presented with all the requests made by your subordinates. For recommenders, they have the option to recommend/reject the leave requests while the approvers have the ability to approve the requests.

For approving/rejecting a request, click on the icon on right side of a request.

Leave Request » View

leave Request Detail

Employee Name:	Vishma Kumar Karna	Requested Date:	07-May-2018	Total Assigned Days:	10
Your Role :	Recommender\Approver	Status :	Pending	Available Days :	7
Leave	Annual Leave	Start Date	14-May-2018	End Date	14-May-2018
No of Days	1	Remarks			
Reason for action					
APPROVE		REJECT			

Approving/Rejecting a leave request

From this dialog, you can either approve or reject the request. In case where you want to write a note regarding your decision.

Leave Cancel to Approve: In the leave cancel to approve panel, you are presented with all the requests that are canceled by recommenders/approvers. While the manager service have the ability to approve the requests.

Attendance to Approve: In cases where an employee misses an attendance punch/web-punch, they have to request it manually. Once they have made a request, a notification is sent and an entry in the attendance approval panel for the manager is created. A manager needs to approve the attendance request so that the attendance is marked in the database is Present.

For viewing the attendance requests, navigate to Attendance to Approve menu under the Manager Service menu.

Notification

Self Service

Manager Service

- Approval
- Leave to Approve
- Attendance to Approve
- Loan to Approve
- Travel to Approve
- Day off Work to Approve
- Holiday Work to Approve
- Training to Approve
- Overtime to Approve

Status

Attendance Approval Menu for Managers.

search here

Drag a column header and drop it here to group by that column

checkbox	Em...	Date of Attendance		Requested Date		In ...	In ...	Ou...	Ou...	To...	Sta...	Role	Act...
		AD	BS	AD	BS								
<input type="checkbox"/>	Bikalp Kumar Karn	22-Aug-2017	2074-05-06	25-Aug-2017	2074-05-09	09:15 Am		06:50 Pm		9.35	Pending	Recomm...	
<input type="checkbox"/>	Bikalp Kumar Karn	21-Aug-2017	2074-05-05	25-Aug-2017	2074-05-09	09:10 Am		06:30 Pm		9.2	Pending	Recomm...	
<input type="checkbox"/>	Bikalp Kumar Karn	23-Aug-2017	2074-05-07	25-Aug-2017	2074-05-09	09:07 Am		06:40 Pm		9.33	Pending	Recomm...	
<input type="checkbox"/>	Bikalp Kumar Karn	24-Aug-2017	2074-05-08	25-Aug-2017	2074-05-09	09:05 Am		06:07 Pm		9.2	Pending	Recomm...	
<input type="checkbox"/>	Bikalp Kumar Karn	25-Aug-2017	2074-05-09	25-Aug-2017	2074-05-09	09:13 Am		06:07 Pm		8.54	Pending	Recomm...	
<input type="checkbox"/>	Brahmadev Kumar Sahani	14-Feb-2018	2074-11-02	16-Feb-2018	2074-11-04	09:00 Am		06:00 Pm		9	Pending	Recomm...	

items per page 20

1 - 13 of 13 items

Attendance Requests for Managers.

For viewing the details of an attendance request, click on the  icon on the right side of a request.

Attendance Request • View

 Attendance Request 

Employee Name: Bikalp Kumar Karna	Requested Date: 25-Aug-2017	Status : Pending
Your Role : Recommender	Approver: Raj Kumar Jha	
Attendance Date		
<input type="text" value="22-Aug-2017"/>	<input type="text" value="2074-05-06"/>	
In Time	Out Time *	Total Hour
<input type="text" value="09"/> : <input type="text" value="15"/> <input type="text" value="AM"/>	<input type="text" value="06"/> : <input type="text" value="50"/> <input type="text" value="PM"/>	<input type="text" value="9.35"/>
In Remarks	Out Remarks	
<input type="text"/>		
Reason for action		
<input type="text"/>		
APPROVE		REJECT

Approving an attendance request.

Loan to Approve: For viewing the Loan requests, navigate to Loan to Approve menu under the Manager Service menu.

Loan Request • List

<input type="checkbox"/>	Employee	Loan	Requested Date		Loan Date		Requested ...	Your Role	Action
			English	Nepali	English	Nepali			
<input type="checkbox"/>	Vishma Kumar Karna	Home Plan	07-May-2018	2075-01-24	07-May-2018	2075-01-24	12345	Recommender/Ap...	
<input type="checkbox"/>	Prabin Maharjan	Test Name2	24-Aug-2017	2074-05-08	30-Aug-2017	2074-05-14	100	Approver	

 Page 1 of 1 

Loan Requests for Managers.

For viewing the details of a loan request, click on the  icon on right side of the request.

Loan Request > View

Loan Request Detail

Employee Name:	Vishma Kumar Karna	Requested Date:	07-May-2018
Your Role :	Recommender/Approver	Status :	Pending
Loan Name	Request Amount	Loan Date	
Home Plan	12345	07-May-2018	2075-01-24
Reason			
Reason for action			
APPROVE		REJECT	

Approve/Reject an loan request.

Travel to Approve: For viewing the travel requests, navigate to Travel to Approve menu under the Manager Service menu.

Travel Request > List

Drag a column header and drop it here to group by that column													
	Empl...	Start Date Engli... Nepali	To Date Engli... Nepali	Applied Date Engli... Nepali	Desti... Requ... Requ...	Tran... Status	Action						
<input type="checkbox"/>	Prabin Maharjan	21-SEP-2017 2074-06-05	21-SEP-2017 2074-06-05	20-SEP-2017 2074-06-05	Test One 0	Expense	Recommen... 						
<input type="checkbox"/>	Vishma Kumar Karna	27-MAY-2018 2075-02-13	29-MAY-2018 2075-02-15	27-MAY-2018 2075-02-13	Silicon Valley 375000	Advance Aeroplane	Pending 						

Travel requests for Managers.

For viewing the details of a travel request, click on the icon on right side of the request.

Travel Request • View

Travel Request Detail

Employee Name : Vishma Kumar Karna	Requested Date: 27-May-2018	Status : Pending
Recommender : Pramod Poudel	Approver : Pramod Poudel	Your Role: Recommender/Approver
Advance Amount: Rs.375000		
From Date 27-May-2018	To Date 29-May-2018	Purpose Summit of the International Big Data Enterprises
Destination Silicon Valley	Request Amount 375000	Request For Expense
Transport Type Aeroplane	Remarks	
Substitute Employee Vishma Kumar Karna		
Reason for action [From Substitute Employee] Approved		
Reason for action		
Reason for action [From Approver]		
APPROVE		REJECT

Approve/Reject a travel request.

Day Off Work to Approve: For approving the work on day off requests, navigate to the Work on Day Off to Approve menu under Manager Service.

Work on Day-off Request • List

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Employee	Requested Date		From Date		To Date		Duration	Your Role	Action
		English	Nepali	English	Nepali	English	Nepali			
<input checked="" type="checkbox"/>	Vishma Kumar Karna	27-May-2018	2075-02-13	27-May-2018	2075-02-13	31-May-2018	2075-02-17	5	Recommender/A...	

Viewing Work on Day off Requests.

For viewing the details of work on day off request, click on the icon on the right side of the request. Or you can click on the notification to directly see the details of the request.

Work on Day-off Request • View

Work on Day-off Request Detail

Employee Name:	Vishma Kumar Karna	Requested Date:	27-May-2018	Status:	Pending
Your Role :	Recommender/Approver				
From Date	27-May-2018	To Date	31-May-2018	Duration	2075-02-17
Remarks	<input type="text"/>				
Reason for action	<input type="text"/>				
APPROVE			REJECT		

Approve/ Reject work on day off request.

Holiday Work to Approve: For approving the work on holiday requests, you can navigate to Work on Holiday to Approve menu under Manager Service Menu.

Work on Holiday Request • List

PICTURE

Drag a column header and drop it here to group by that column											
	Employee	Holiday	Requested Date		From Date		To Date		Duration	Your Role	A...
			E...	▲	...	▲	E...	▲	...	N...	▲
<input type="checkbox"/>	Vishma Kumar Karna	Health Awareness Day	07-Jun-2018	2075-02-24	07-Jun-2018	2075-02-24	07-Jun-2018	2075-02-24	1	Recommender/Ap...	

Viewing work on holiday Requests.

For viewing the details of a work on holiday request, click on the icon on right side of the request. Or you can click on the notification to directly see the details of the request.

Work on Holiday Request • View

Work on Holiday Request Detail

Employee Name: Vishma Kumar Karna	Recommender: Pramod Poudel	Approver: Pramod Poudel
Your Role: Recommender\Approver	Requested Date: 07-Jun-2018 2075-02-24	Status: Pending
Holiday Name <input type="text" value="Health Awareness Day"/>	From Date <input type="text" value="07-Jun-2018"/>	To Date <input type="text" value="07-Jun-2018"/>
Duration <input type="text" value="1"/>	Remarks <input type="text"/>	
Recommender Remarks <input type="text"/>	Approver Remarks <input type="text"/>	
REJECT		APPROVE

Approve/Reject work on holiday request.

Training to Approve: For approving the training requests, you can navigate to the Training to Approve menu under Manager Service Menu.

Training Request • List

Drag a column header and drop it here to group by that column														
	Em...	Tr...	Type	Start Date		End Date		Du...	Requested Date		Sta...	Role	Act...	
	AD	BS	AD	BS	AD	BS	AD	BS	Sta...	Role	Act...			
<input type="checkbox"/>	Ukesh Gaiju	Deploy... Training	Company Contributi...	30-Mar-2017	2073-12-17	31-Mar-2017	2073-12-18	10	14-Oct-2017	2074-06-28	Pending	Recomm...		
<input type="checkbox"/>	Prabin Maharjan	Deploy... Training	Company Contributi...	30-Mar-2017	2073-12-17	31-Mar-2017	2073-12-18	10	11-Oct-2017	2074-06-25	Recomm...	Approver		
<input type="checkbox"/>	Prabin Maharjan	Deploy... Training	Company Contributi...	30-Mar-2017	2073-12-17	31-Mar-2017	2073-12-18	10	18-Sep-2017	2074-06-02	Recomm...	Approver		

Viewing Training Requests.

For viewing the details of a training request, click on the icon on right side of the request. Or you can click on the notification to directly see the details of the request.

Training Request • View

Training Request Detail

Employee Name: Ukes Gaiju	Recommender: Pramod Poudel	Approver: Pramod Poudel
Your Role: Recommender\Approver	Requested Date: 14-Oct-2017 2074-06-28	Status: Pending
Training Name Deployment Training	Training Type Personal	Description
Start Date *	End Date *	Duration
Is Within Company <input checked="" type="radio"/> Yes <input type="radio"/> No	Remarks	
Recommender Remarks	Approver Remarks	
REJECT		APPROVE

Approving a training request.

Overtime to Approve: For approving the work on holiday requests, you can navigate to Overtime to Approve menu under Manager Service Menu.

Overtime Request • List

Drag a column header and drop it here to group by that column										
	Employee	Requested Date		Overtime Date		Time (Fr...)	Total Hour	Your Role	Action	
		English	Nepali	English	Nepali					
	Prabin Maharjan	25-Aug-2017	2074-05-09	23-Aug-2017	2074-05-07	1) 05:52 Am - 08:52 Am	3:0	Approver		
	Prabin Maharjan	24-Aug-2017	2074-05-08	14-May-2017	2074-01-31	1) 10:00 Am - 06:00 Pm	8:0	Approver		
	Ukes Gaiju	25-Jun-2017	2074-03-11	08-Jun-2017	2074-02-25	1) 06:22 Pm - 08:22 Pm	2:0	Recommender/...		
	Ukes Gaiju	25-Jun-2017	2074-03-11	15-Jun-2017	2074-03-01	1) 05:50 Pm - 07:50 Pm	2:0	Recommender/...		

Viewing Overtime Requests.

For viewing the details of an overtime request, click on the icon on right side of the request. Or you can click on the notification to directly see the details of the request.

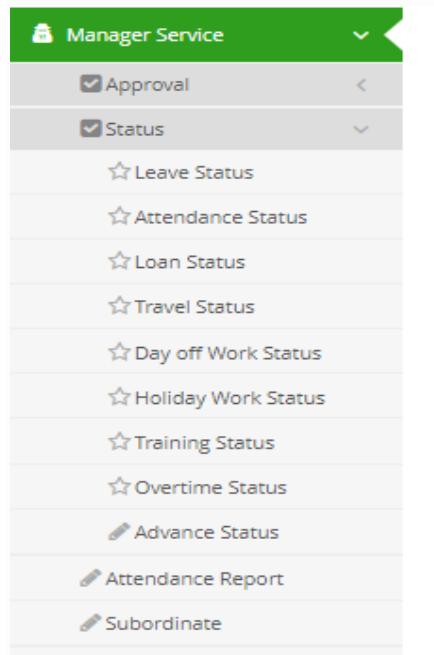
Overtime Request • View

Overtime Request Detail

Employee Name:	Ukesh Gaiju	Requested Date:	25-Jun-2017	Status:	Pending
Your Role :	Recommender\Approver				
Overtime Date *	08-Jun-2017	2074-02-25	Description		
Start Time	06:22 Pm	End Time	08:22 Pm	Total Hour	02:00
				Total Hour:	2:0
Reason for action					
APPROVE			REJECT		

Status: The status portal lets a manager quickly see the request status regarding employees under their management. A manager can quickly go through the requests for attendance, leave, travel, training, overtime, work on holiday, loan, etc. relating to their subordinates.

These reports are similar to what we see in the approval panel, but the approval panel only lists the requests for which there is a decision pending. Once the approval/rejection is done, it doesn't appear in the Approval Panel. They are now moved to the status reports. One can see the request details and historical data in the status reports.



Various status reports on the manager service menu.

Most of the status reports come with a filter bar, that lets the managers quickly filter employees by combining filters for company, branch, department, service status, request status(pending/recommended/approved/rejected), types specific to the requests, date ranges, etc.

Drag a column header and drop it here to group by that column

Employee	Loan	Requested Date		Loan Date		Requested Amo...	Your Role	Status	Action
		AD	BS	AD	BS				
Vishma Kumar Karna	Home Plan	07-May-2018	2075-01-24	07-May-2018	2075-01-24	12345	Recommender/Approver	Pending	
Prabin Maharjan	Home Plan	22-Feb-2018	2074-11-10	26-Feb-2018	2074-11-14	12390	Approver	Pending	

Filtering options are presented in a status report.

Leave Status: The leave request status menu offers quick viewing of the past leave requests made by their subordinates.

Drag a column header and drop it here to group by that column

Empl...	Leave	Requested Date		From Date		To Date		Dura...	Your ...	Status	Action
		AD	BS	AD	BS	AD	BS				
Vishma Kumar Karna	Annual Leave	07-May-2018	2075-01-24	14-May-2018	2075-01-31	14-May-2018	2075-01-31	1	Recommend...	Approved	
Prabin Maharjan	Annual Leave	24-Apr-2018	2075-01-11	27-Apr-2018	2075-01-14	30-Apr-2018	2075-01-17	2	Approver	Pending	
Prabin Maharjan	Annual Leave	18-Apr-2018	2075-01-05	19-Apr-2018	2075-01-06	23-Apr-2018	2075-01-10	5	Approver	Approved	
Vishma Kumar Karna	Casual Leave	26-Feb-2018	2074-11-14	28-Feb-2018	2074-11-16	02-Mar-2018	2074-11-18	3	Recommend...	Rejected	
Vishma Kumar Karna	Annual Leave	17-Jan-2018	2074-10-03	08-Jan-2018	2074-09-24	11-Jan-2018	2074-09-27	4	Recommend...	Approved	
Prabin Maharjan	Annual Leave	16-Oct-2017	2074-06-30	24-Oct-2017	2074-07-07	25-Oct-2017	2074-07-08	2	Approver	Pending	
Prabin Maharjan	Annual Leave	14-Oct-2017	2074-06-28	14-Nov-2017	2074-07-28	14-Nov-2017	2074-07-28	1	Approver	Pending	
Prabin											

A leave status report for managers.

Clicking on the icon opens the confirmation panel, with details about the request. You can also approve a yet unapproved request from this confirmation window.

Attendance Status: The attendance status menu offers quick viewing of the past attendance requests made by their subordinates.

Drag a column header and drop it here to group by that column											
Employee	Requested Date		Attendance Date		Check In	Check Out	Your Role	Status	Action		
	AD	BS	AD	BS							
Ukesh Gajju	20-Jul-2017	2074-04-05	18-Jul-2017	2074-04-03	10:00 Am	07:00 Pm	Recommender/...	Approved			
Prabin Maharjan	24-Aug-2017	2074-05-08	20-Aug-2017	2074-05-04	09:00 Am	06:00 Pm	Approver	Recommended			
Min Prakash Khanal	17-Jul-2017	2074-04-02	16-Jul-2017	2074-04-01	10:21 Am	06:30 Pm	Approver	Approved			
Brahmadev Kumar Sahani	16-Feb-2018	2074-11-04	14-Feb-2018	2074-11-02	09:00 Am	06:00 Pm	Recommender/...	Pending			
Vishma Kumar Karna	04-Aug-2017	2074-04-20	03-Aug-2017	2074-04-19	10:00 Am	05:00 Pm	Recommender/...	Approved			
Rajan Thapa Shrestha	31-Jul-2017	2074-04-16	27-Jul-2017	2074-04-12	09:10 Am	06:10 Pm	Approver	Pending			
Prabin Maharjan	25-Sep-2017	2074-06-09	25-Sep-2017	2074-06-09	10:00 Am	05:00 Pm	Approver	Cancelled			
Vishma Kumar ..	08-Dec-2017	2074-08-22	07-Dec-2017	2074-08-21	09:00 Am	05:05 Pm	Recommender/...	Approved			

An attendance status report for managers.

Clicking on the icon opens the confirmation panel, with details about the request. You can also approve a yet unapproved request from this confirmation window.

Loan Status: The loan status menu offers quick viewing of the past loan requests made by their subordinates.

Drag a column header and drop it here to group by that column											
Employee	Loan	Requested Date		Loan Date		Requested Amo...	Your Role	Status	A...		
		AD	BS	AD	BS						
Vishma Kumar Karna	Home Plan	07-May-2018	2075-01-24	07-May-2018	2075-01-24	12345	Recommender/Approver	Pending			
Prabin Maharjan	Home Plan	22-Feb-2018	2074-11-10	26-Feb-2018	2074-11-14	12530	Approver	Pending			

A loan status report for managers.

Clicking on the icon opens the confirmation panel, with details about the request. You can also approve a yet unapproved request from this confirmation window.

Travel Status: The travel request status menu offers quick viewing of the past travel requests made by their subordinates.

FILTER EMPLOYEES		Travel Requests													
All Status		From Date		From Date Nepali		To Date		To Date Nepali		Actions		Status		Recommender	
Employee Name	ID	Start Date	End Date	Applied Date	Duration	Requester	Approver	Action	Status	Approver	Comments	Comments	Comments	Comments	
Prabin Maharjan	21-SEP-2017	2074-06-05	21-SEP-2017	2074-06-05	20-SEP-2017	2074-06-04	Test One	0	Expense						
Prabin Maharjan	21-SEP-2017	2074-06-05	21-SEP-2017	2074-06-05	20-SEP-2017	2074-06-04	Test One	0	Expense		Recommender				
Prabin Maharjan	21-SEP-2017	2074-06-05	21-SEP-2017	2074-06-05	20-SEP-2017	2074-06-04	Test One	0	Expense						
Prabin Maharjan	21-SEP-2017	2074-06-05	21-SEP-2017	2074-06-05	20-SEP-2017	2074-06-04	Test One	0	Expense		Pending				

A travel status report for managers.

Clicking on the icon opens the confirmation panel, with details about the request. You can also approve a yet unapproved request from this confirmation window.

Day off Work Status: The work on day off status menu offers quick viewing of the past work on day off requests made by their subordinates.

Day Off Requests													
Requested Date		From Date		To Date		Duration		Your Requester		Status		Action	
Employee Name	ID	AD	BS	AD	BS	AD	BS	Duration	Approver	Comments	Comments	Comments	Comments
Vishma Kumar Karna	27-May-2018	2075-02-13	27-May-2018	2075-02-13	31-May-2018	2075-02-17	5	Recommender	Pending				
Prabin Maharjan	22-Feb-2018	2074-11-10	27-Feb-2018	2074-11-15	28-Feb-2018	2074-11-16	2	Approver	Pending				

A work on day off status report for managers.

Clicking on the icon opens the confirmation panel, with details about the request. You can also approve a yet unapproved request from this confirmation window.

Holiday Work Status: Work on Holiday (WOH) status menu offers quick viewing of the past WOH requests made by their subordinates.

Drag a column header and drop it here to group by that column														
Empl...	Holid...	Requested Date		From Date		To Date		Dura...	Your ...	Status	Action			
		AD	BS	AD	BS	AD	BS							
Ukesh Gaiju	Maha Navami	14-Oct-2017	2074-06-28	29-Sep-2017	2074-06-13	29-Sep-2017	2074-06-13	1	Recommend...	Approved				
Ukesh Gaiju	Fulpati	14-Oct-2017	2074-06-28	27-Sep-2017	2074-06-11	27-Sep-2017	2074-06-11	1	Recommend...	Approved				
Prabin Maharjan	Janai Purnima	11-Oct-2017	2074-06-25	28-Jul-2017	2074-04-13	28-Jul-2017	2074-04-13	1	Approver	Pending				
Prabin Maharjan	Ghatashtha...	01-Sep-2017	2074-05-16	21-Sep-2017	2074-06-05	21-Sep-2017	2074-06-05	1	Approver	Approved				
Prabin Maharjan	Maha Navami	24-Aug-2017	2074-05-08	29-Sep-2017	2074-06-13	29-Sep-2017	2074-06-13	1	Approver	Approved				
Prabin Maharjan	Local Election	24-Aug-2017	2074-05-08	14-May-2017	2074-01-31	14-May-2017	2074-01-31	1	Approver	Approved				
Prabin Maharjan	Gowardhan Puja	24-Aug-2017	2074-05-08	20-Oct-2017	2074-07-03	20-Oct-2017	2074-07-03	1	Approver	Cancelled				
Ukesh Gaiju	Janai Purnima	18-Jul-2017	2074-04-03	28-Jul-2017	2074-04-13	28-Jul-2017	2074-04-13	1	Recommend...	Rejected				
Ukesh Gaiju	Local Election	18-Jul-2017	2074-04-03	14-May-2017	2074-01-31	14-May-2017	2074-01-31	1	Recommend...	Approved				

Work on holiday status report for managers.

Clicking on the icon opens the confirmation panel, with details about the request. You can also approve a yet unapproved request from this confirmation window.

Training Status: The training status menu offers quick viewing of the past training requests made by their subordinates.

Drag a column header and drop it here to group by that column														
Em...	Trai...	Type	Start Date		End Date		Dur...	Requested Date		Stat...	Role	Acti...		
			AD	BS	AD	BS		AD	BS					
Ukesh Gaiju	Deployment Training	Company Contribution	30-Mar-2017	2073-12-17	31-Mar-2017	2073-12-18	10	14-Oct-2017	2074-06-28	Pending	Recommen...			
Prabin Maharjan	Deployment Training	Company Contribution	30-Mar-2017	2073-12-17	31-Mar-2017	2073-12-18	10	11-Oct-2017	2074-06-25	Recommen...	Approver			

Training status report for managers.

Clicking on the icon opens the confirmation panel, with details about the request. You can also approve a yet unapproved request from this confirmation window.

Overtime Status: The overtime status menu offers quick viewing of the past training requests made by their subordinates.

Drag a column header and drop it here to group by that column											
Employee	Requested Date		Overtime Date		Time (Fr...)	Total Ho...	Your Role	Status	Action		
	AD	BS	AD	BS							
Prabin Maharjan	25-Aug-2017	2074-05-09	30-Aug-2017	2074-05-14	1) 09:00 Am - 07:00 Pm	10	Approver	Approved			
Prabin Maharjan	24-Aug-2017	2074-05-08	14-May-2017	2074-01-31	1) 10:00 Am - 06:00 Pm	8	Approver	Pending			

Overtime status report for managers.

Clicking on the icon opens the confirmation panel, with details about the request. You can also approve a yet unapproved request from this confirmation window.

Attendance Report: Attendance report for manager provides a quick way to oversee the attendance of employees under their management. A manager may use various filters to see attendance report of their preferred employee/a group.

Attendance Report											
From Date		To Date		Attendance Details							
Employee		Attendance Date		Check In		Check Out		Total Hour		Status	
Employee	English	Nepali	Check In	Date	Check Out	Date	Total Hour	Status	Late In Re...	Early Out ...	
Rabin Khatiwada	03-Jan-2018	2074-09-19	05:37 Pm	03-Jan-2018	05:53 Pm	2074-09-19	8:50	Present[Early Out]			
Subin Manandhar	03-Jan-2018	2074-09-19	05:40 Pm	03-Jan-2018	05:47 Pm	2074-09-19	8:40	Present[Early Out]			
Rajan Thapa Shrestha	03-Jan-2018	2074-09-19	09:05 Am	09:10 Am	05:53 Pm	2074-09-19	8:48	Present[Early Out]			
Subash Adhikari	03-Jan-2018	2074-09-19	09:10 Am	09:12 Am	05:47 Pm	2074-09-19	8:37	Present[Early Out]			
Brahmadev Kumar Sahani	03-Jan-2018	2074-09-19	09:12 Am	09:21 Am	05:45 Pm	2074-09-19	8:33	Present[Early Out]			
Prabin Maharjan	03-Jan-2018	2074-09-19	09:21 Am	09:27 Am	05:37 Pm	2074-09-19	8:16	Present[Early Out]			
Sachin Thapa	03-Jan-2018	2074-09-19	09:27 Am					Present[Missed Punch]			

Attendance report for a Manager

You can use various filters e.g. based on date, employee name, and attendance status (Present, absent, on leave/training, etc). Also, a manager can click missed punch only to see relevant data.

Employee

You can add, edit or delete employee records from the system using the employee tab.

Creating an Employee: For adding an employee, you will have to navigate to the employee tab, then click on New button displayed on the top-right section of the screen.

The screenshot shows the 'FILTER EMPLOYEES' interface. At the top right are buttons for '+ NEW' and 'TOOLS'. Below are six search input fields: Company, Branch, Department, Designation, Position, and Service Type. Underneath these are two rows of two input fields each: Service Event Type, Employee Type, Gender, Location, Employee, and another empty row. At the bottom right are 'SEARCH' and 'RESET' buttons. A search bar labeled 'search here' is at the bottom right. Below the search bar is a grid header with columns: C.., Full Name, Mobile ..., Birth D..., Join Date, Action, Company, Branch, and Department. The grid body displays the message 'There is no data to show in the grid.' in both columns.

Click on the New Button to add a new employee.

Once the add new employee panel opens up, you'll have to fill in the form. Some fields are mandatory (marked with a *) and some are optional. There are multiple tabs presented in the panel, which are to be filled in a serial manner.

The screenshot shows the 'Add New Employee' form with several tabs at the top: General, Family, Identification, Status & Integration, Qualification, Upload Image, Experience, Training, and Add. Information. The 'General' tab is selected, indicated by a green border around its tab indicator. The other tabs are in grey.

Various tabs while adding an employee.

General Info: This section collects the basic details of the employee.

General Family Identification Status & Integration Qualification Upload Image Experience Training Add. Information

Personal Information

Employee Code *	First Name *	Middle Name	Last Name *
Name in Nepali	Gender *	Birth Date *	Birth Date(Nepali)
Country	Religion *	Company *	Blood Group *
Mobile No *	Telephone No	Social Activity	Extension Number
Email Official	Email Personal	Social Network	

Permanent Address

House No	Ward No	Street Address	Zone
District	VDC or Municipality		

Temporary Address

House No	Ward No	Street Address	Zone
District	VDC or Municipality		

Emergency Contact Details

Name	Relationship	Address	Phone No *
------	--------------	---------	------------

[← PREVIOUS](#) [SAVE & CONTINUE →](#)

Adding general info about an employee.

Family Details: This section collects the details related to the family of an employee.

General Family Identification Status & Integration Qualification Upload Image Experience Training Add. Information

Family Information

Father Name	Father Occupation
Grand Father Name	Marital Status *
Spouse Name	Spouse Occupation
Mother Name	Mother Occupation
Grand Mother Name	Spouse Birth Date
Wedding Anniversary	

[← PREVIOUS](#) [SAVE & CONTINUE →](#)

Adding family info about an employee.

Identification: This section collects the identification details related to the employee.

Identification Infoimation

Card No	Retirement Fund ID
Bar Code	Provident Fund No
Driving License No	Driving License Expiry
Driving License Type	Passport No
Thumb ID	Pan No
Chart of Account	Account ID
CIT No	Citizenship No *
Citizenship Issue Date	Citizenship Issue Place
	Passport Expiry

← PREVIOUS SAVE & CONTINUE →

Adding identification info about an employee.

Status & Integration: This section collects info about employee positions in the company, designation, location, salary details, and data about reporting hierarchy.

Status Information

Branch Name	Headoffice	Salary	500
Department Name	Finance and Accounts	Allowance	555
Designation Name	Senior Officer	Salary PF	555
Position Name	Accounts Officer	Dearness Allowance	555
Service Type Name	Permanent	Previous Salary	0
Employee Type	Regular	Gratuity	555
Location Name	Current Salary	
Functional Type Name	Functional Level Name
Join Date *	18-Sep-2014	Contract Expiry Date	18-Mar-2015
Permanent Date		Gratuity Date	
Recommender	Approver
Work On Holiday Reward	Substitute Leave	Payroll Emp Type	NEW
Salary Group	Dont Generate	Level Name *	One
Tax Base	Unmarried	HR Flag	<input type="radio"/> Yes <input checked="" type="radio"/> No

Salary Information

Overtime Eligible	<input type="radio"/> Yes <input checked="" type="radio"/> No
-------------------	---

Status and Integration Tab while adding an employee.

Qualification: This section captures Academic Degrees/Qualifications about an employee. One has to configure academic qualifications parameters in the master setup so that the options for selecting universities/degrees etc. appear in this menu.

General	Family	Identification	Status & Integration	Qualification	Upload Image	Experience	Training	Add. Information
DEGREE NAME + Bachelor Intermediate	UNIVERSITY NAME + Tribhuwan University Tribhuwan University	PROGRAM NAME + Engineering Science	COURSE NAME + Computer Engineering Computer Engineering	Rank Type GPA Percentage	Rank Value 4 80	Passed Year 2017 2013		
<div style="text-align: right;"> + - </div>								
← PREVIOUS SAVE & CONTINUE →								

Adding qualifications details while creating an employee.

Upload Image: This section enables an organization to upload the employee picture along with relevant documents.

General	Family	Identification	Status & Integration	Qualification	Upload Image	Experience	Training	Add. Information							
<div style="border: 1px solid #ccc; padding: 10px; text-align: center;">  Remove file </div>					<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Document Name</th> <th style="width: 30%;">File Type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>marksheet-scan.pdf</td> <td>002</td> <td style="text-align: right;">DELETE</td> </tr> </tbody> </table>	Document Name	File Type	Action	marksheet-scan.pdf	002	DELETE				
Document Name	File Type	Action													
marksheet-scan.pdf	002	DELETE													
<div style="text-align: center;"> ADD </div>															
← PREVIOUS SAVE & CONTINUE →															

Uploading employee profile image and relevant documents.

Experience: This section collects past experiences of an employee.

General Family Identification Status & Integration Qualification Upload Image Experience Training Add. Information

Organization Type	Organization Name	Position	From Date	To Date	
Financial	The Delta Inc.	Senior Financial Analyst	05-Oct-2016	13-Jul-2017	<input type="checkbox"/>
					+ /

[PREVIOUS](#) [SAVE & CONTINUE](#)

Storing past experiences of an employee.

Training: This section collects trainings that an employee has done.

General Family Identification Status & Integration Qualification Upload Image Experience Training Add. Information

Training Name	Description	From Date	To Date	
Financial Accounting	Certification for Enterprise Financial Accounting So	01-Nov-2017	15-Dec-2017	<input checked="" type="checkbox"/>
				+ /

[PREVIOUS](#) [SAVE & CONTINUE](#)

Storing training of an employee.

Additional Information: This lets an organization assign leaves, trainings and appraisal while adding an employee.

General Family Identification Status & Integration Qualification Upload Image Experience Training Add. Information

Additional Infomation

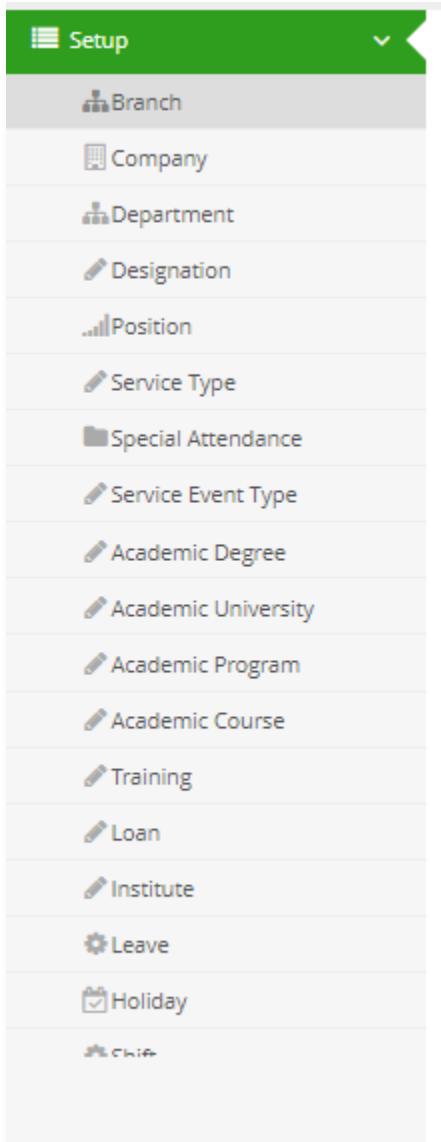
Leave Assign	/
Training Assign	/
Appraisal Assign	/

[PREVIOUS](#) [FINISH >](#)

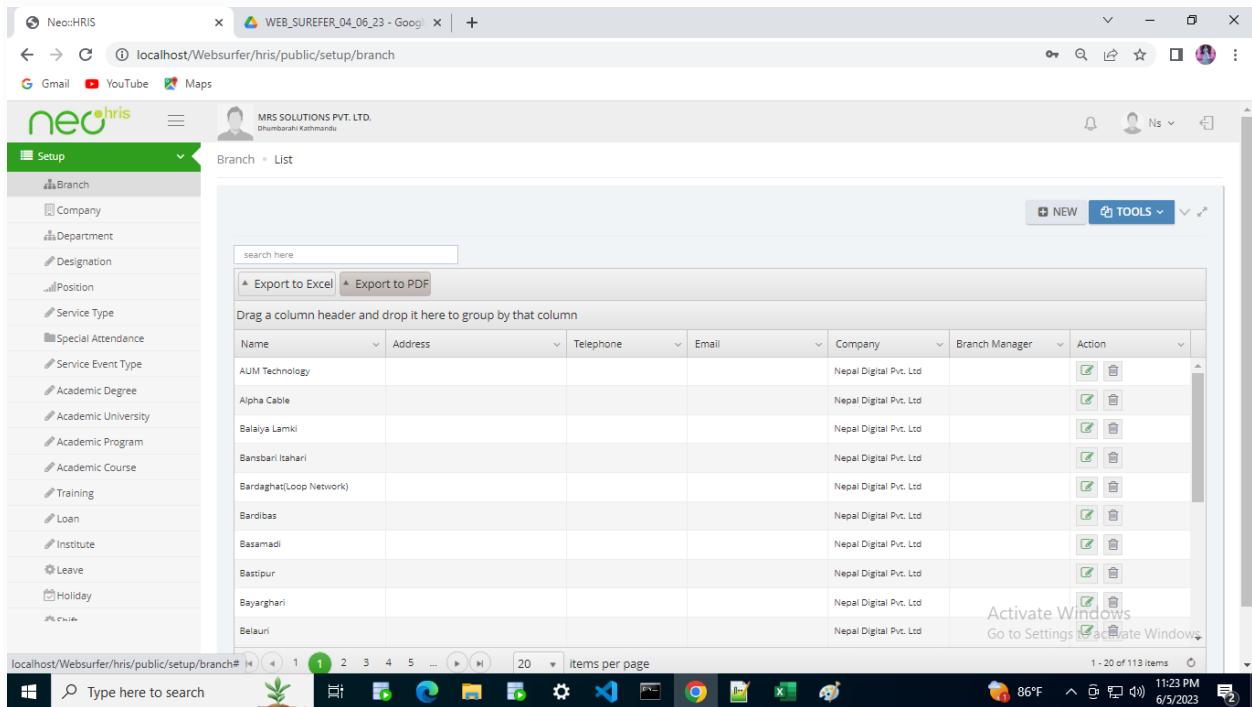
Storing additional info of an employee.

Setup

In the setup module, we can set up branches, departments, designations, positions, service types, training, etc.



Branch: In the branch setup, we can add new branches and edit the existing branches of the company.



The screenshot shows the NeoHRIS software interface. The top navigation bar includes tabs for 'Neohris' and 'WEB_SUREFER_04_06_23 - Google'. Below the navigation bar, there are links for 'Gmail', 'YouTube', and 'Maps'. The main header displays 'MRS SOLUTIONS PVT. LTD.' and 'Dhunbarahi Kathmandu'. On the left, a sidebar menu under 'Setup' is expanded to show various options like 'Branch', 'Company', 'Department', etc. The central area is titled 'Branch - List' and contains a table with columns: Name, Address, Telephone, Email, Company, Branch Manager, and Action. The table lists several branches, all associated with 'Nepal Digital Pvt. Ltd'. The 'Action' column for each row contains icons for edit and delete. At the bottom of the table, there are buttons for 'Export to Excel' and 'Export to PDF'. The status bar at the bottom right shows 'Activate Windows', 'Go to Settings', 'Windows 10 Pro', '86°F', '11:23 PM', '6/5/2023', and a notification icon.

Name	Address	Telephone	Email	Company	Branch Manager	Action
AUM Technology				Nepal Digital Pvt. Ltd		
Alpha Cable				Nepal Digital Pvt. Ltd		
Balaiya Lamki				Nepal Digital Pvt. Ltd		
Bansbari Itahari				Nepal Digital Pvt. Ltd		
Barddahat(Loop Network)				Nepal Digital Pvt. Ltd		
Bardibas				Nepal Digital Pvt. Ltd		
Basamadi				Nepal Digital Pvt. Ltd		
Bastipur				Nepal Digital Pvt. Ltd		
Bayarghali				Nepal Digital Pvt. Ltd		
Belauri				Nepal Digital Pvt. Ltd		

For adding a branch, you will have to navigate to the branch tab, then click on New button displayed on the top-right section of the screen. Clicking on the icon you can edit the existing branch.

Company: In the company setup, we can add new company and edit the existing company.

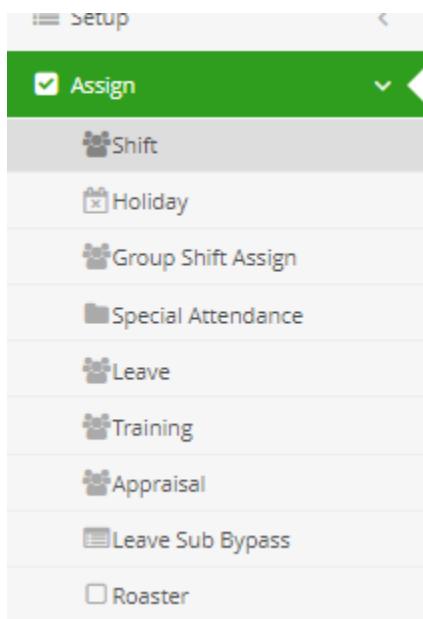
The screenshot shows the NeoHRIS software interface. The left sidebar has a 'Setup' section selected, which includes options like Branch, Company, Department, Designation, Position, Service Type, Special Attendance, Service Event Type, Academic Degree, Academic University, Academic Program, Academic Course, and Training. The main content area is titled 'Company List' and displays a table of companies. The columns are 'Name', 'Address', and 'Action'. The companies listed are Happy Happy PVT.Ltd (Tinkune), LNT Infotech, MRS Solutions Pvt. Ltd. (Dhumbarahi Kathmandu), Mega Cable Net Pvt.Ltd, Nepal Digital Pvt. Ltd (Gongabu), and Reliant Techno Networking Pvt. Ltd (Dhumbarahi). There are 'Edit' and 'Delete' icons in the 'Action' column for each row. At the top right of the main window, there are 'NEW' and 'TOOLS' buttons. Below the table, there are navigation buttons for page number (1), items per page (20), and a search bar. The taskbar at the bottom shows various application icons and the system clock.

Name	Address	Action
Happy Happy PVT.Ltd	Tinkune	
LNT Infotech		
MRS Solutions Pvt. Ltd.	Dhumbarahi Kathmandu	
Mega Cable Net Pvt.Ltd		
Nepal Digital Pvt. Ltd	Gongabu	
Reliant Techno Networking Pvt. Ltd	Dhumbarahi	

For adding a company, you will have to navigate to the company tab, then click on New button displayed on the top-right section of the screen. Clicking on the icon you can edit the existing company.

Assign

The assign module is used for assigning shift, holiday, leave, training, roaster, etc to employees.



Shift: the shift-tab include shift detail of the company.

A screenshot of the "Shift Assign - List" page in the NeoHRIS application. The left sidebar shows the "Assign" module selected, with "Shift" highlighted. The main area has search fields for Company, Branch, Department, Designation, Position, Service Type, Service Event Type, Employee Type, and Employee. Below the search is a table with columns: Company, Branch, Department, Position, Designation, Code, Name, and Shift. One row is visible: MRS Solutions Pvt. Ltd., Human Resources, Branch Manager, E000038, Shekhar Lekhak, and default shift. At the bottom right, there's a message: "Activate Windows Go to Settings to activate Windows." The system tray at the bottom shows the date and time as 6/5/2023 11:45 PM.

Leave Assign: This feature will let you assign leave to your employees such as Annual leave, casual leave and so on. You need to select the employee first and assign leave to them.

Service Event Type: [] Employee Type: [] Gender: [] Location: [] Employee: [] Type: Annual Leave

Leave Year: 2079

SEARCH Q RESET

Company	Branch	Department	Code	Name	Leave	Month	Prev Bal	Total Days	Balance	<input checked="" type="checkbox"/>
Happy Happy PVT.Ltd	Alpha Cable	Technical	E02628	Arjun Rai	Annual Leave		0	3	3	<input checked="" type="checkbox"/>
Happy Happy PVT.Ltd	Alpha Cable	Technical	E02626	Shil Kumar Sharma	Annual Leave		0	3	3	<input checked="" type="checkbox"/>
Happy Happy PVT.Ltd	Alpha Cable	Technical	E02627	Suman Bhandari	Annual Leave		0	3	3	<input checked="" type="checkbox"/>
Happy Happy PVT.Ltd	Alpha Cable	Technical	E02629	Susmita Limbu	Annual Leave		0	3	3	<input checked="" type="checkbox"/>
Happy Happy PVT.Ltd	Bansbari Itahari	Human Resources	E03018	Bijendra Kumar Rai	Annual Leave		0	3	3	<input checked="" type="checkbox"/>
Happy Happy PVT.Ltd	Bansbari Itahari	Human Resources	E02844	Biman Tamang1	Annual Leave		0	3	3	<input checked="" type="checkbox"/>
Happy Happy PVT.Ltd	Bansbari Itahari	Human Resources	E02867	Om Bahadur Katuwal	Annual Leave		0	3	3	<input checked="" type="checkbox"/>
Happy Happy PVT.Ltd	Bansbari Itahari	Human Resources	E02414	Pappu Kumar Mahato	Annual		0	3	3	<input checked="" type="checkbox"/>

Activate Windows
Go to Settings to activate Windows.

ASSIGN

Moreover, You can assign training to employees like you assign leaves to the employees..

Roster: You can create a roster that outlines the work shifts and assign it to the employees.

MRS SOLUTIONS PVT. LTD.
Dhunbarahi Kathmandu

Roster - List

FILTER EMPLOYEES

Company	Branch	Department	Designation	Position
[]	[]	[]	[]	[]
Service Type	Service Event Type	Service Event Type	Employee	
[]	[]	[]	[]	
From Date(AD)	From Date(BS)	To Date(AD)	To Date(BS)	
From Date	From Date Nepali	To Date	To Date Nepali	

RESET SEARCH Q

search here

ASSIGN

Activate Windows
Go to Settings to activate Windows.

Admin Dashboard

The admin dashboard is responsible for overseeing employee attendance and checking the status of employees under the administration.

The screenshot displays the Admin Dashboard interface of the neoHRIS system. On the left, a sidebar menu lists categories like Employee, Setup, Assign, Admin Dashboard (which is selected), System, Role, Email, User, Menu, Attendance Device, News, Preference, News Type, Utility, System Setting, and Manager Dashboard. The main content area features a bar chart titled "Employees By Department" showing the count of employees across various departments. A search bar at the top right allows users to search for employees by name. Below the search bar is a table listing employee details such as code, name, designation, and department. The dashboard also includes sections for birthday wishes and system activation.

Code	Name	Designation	Department
E02239	Amit Dahal	Branch Incharge	Finance and Accounts
E03094	Amit Laudari	Technician	Human Resources
E02256	Amit Maharjan	Technician	Technical

Employees By Department

Department	No. Of Employees
Admin	7
Branch	2
and Accounts	37
Headoffice	7
Human Resources	196
Internship	21
NOC	1
Outside valley	134
nd marketing	16
Technical	694

Search Employee

Show [dropdown] entries Search: amit

Birthday Wishes

Today Upcoming

Bimala Tharu Reception 7th June Activate Windows Go to Settings to activate WinWISH.

System Module

Role

Admin can create the roles and assign it to the employees as per their requirements. He/ She can create role by selecting “New” as given in the picture below.

The screenshot shows the neoHRIS software interface for Role Setup. The left sidebar has a green-highlighted 'System' section containing 'Role'. The main area is titled 'Role Setup - List' and displays a table of roles:

Role	Control	Allow Add	Allow Update	Allow Delete	Remarks	Action
Admin	Full	Yes	Yes	Yes	System Administrator	[Edit, Delete]
General Employee	User Specific	No	No	No	employee	[Edit, Delete]
Branch Incharge	Branch Specific	Yes	Yes	Yes		[Edit, Delete]
MIS role	Company Specific	Yes	Yes	No		[Edit, Delete]
HR Payroll	Company Specific	Yes	Yes	No		[Edit, Delete]
Payroll View Only	Company Specific	Yes	No	No		[Edit, Delete]

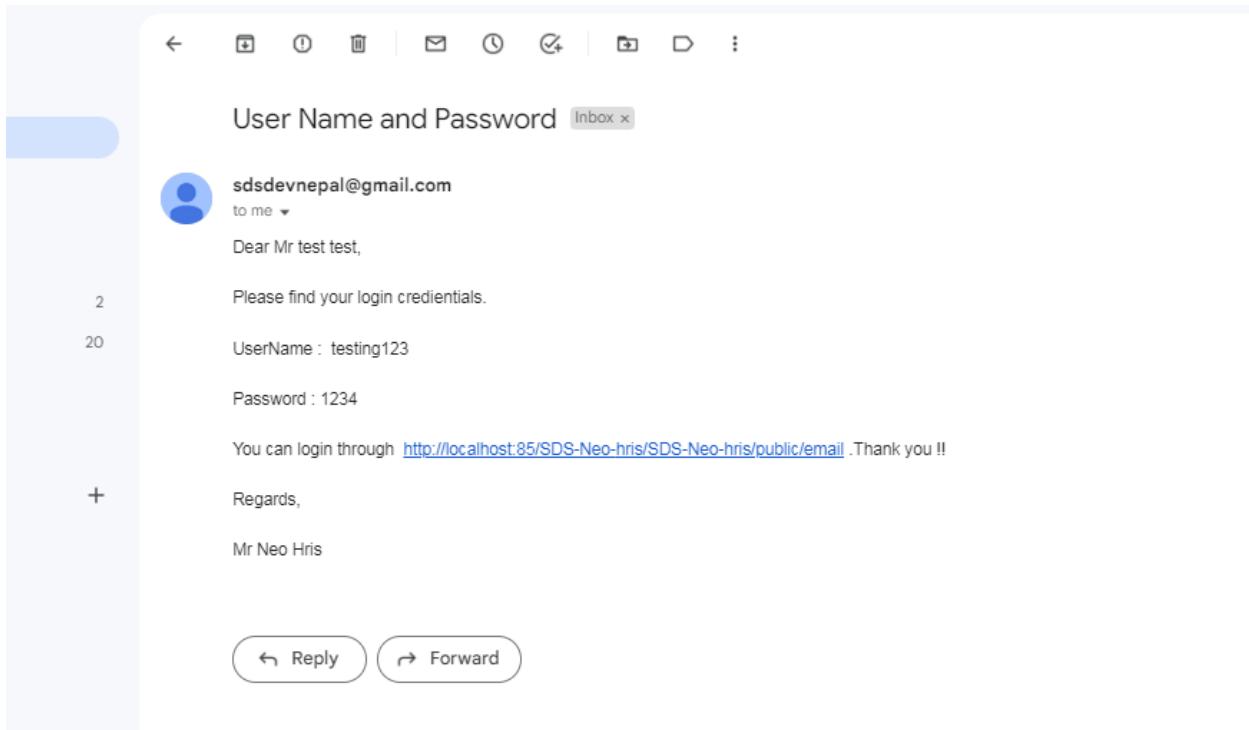
User

Here, Admin can create new users which includes employee's login Id and password to login their individual profile.

The screenshot shows the neoHRIS software interface for User Setup. The left sidebar has a green-highlighted 'System' section containing 'User'. The main area is titled 'User Setup - List' and displays a table of users:

Company	Role	Code	Employee Name	User Name	Status	Action
Happy Happy PVT.Ltd	Branch Incharge	E02765	Buddhi Ram Chaudhary	E02765	Enabled	[Edit, Delete]
Happy Happy PVT.Ltd	Branch Incharge	E02857	Surendra Bahadur Sunuwar	E02857	Enabled	[Edit, Delete]
Happy Happy PVT.Ltd	Branch Incharge	E02769	Bhabana Puri	E02769	Enabled	[Edit, Delete]
Happy Happy PVT.Ltd	Branch Incharge	E02872	Deepak Raj Shrestha	E02872	Enabled	[Edit, Delete]
Happy Happy PVT.Ltd	Branch Incharge	E02982	Sitram Bansikota	E02982	Enabled	[Edit, Delete]
Happy Happy PVT.Ltd	Branch Incharge	E02901	Prakash Parajuli	E02901	Enabled	[Edit, Delete]
Happy Happy PVT.Ltd	Branch Incharge	E02909	Surendra Thapa	E02909	Enabled	[Edit, Delete]
Happy Happy PVT.Ltd	Branch Incharge	E02916	Pralad Parajuli	E02916	Enabled	[Edit, Delete]
Happy Happy PVT.Ltd	Branch Incharge	E02739	Surendra Kumar Shah	E02739	Enabled	[Edit, Delete]
Happy Happy PVT.Ltd	Branch Incharge	E02717	Ruchan Subba	E02717	Enabled	[Edit, Delete]

When setting up new user accounts, login credentials are sent directly to the users' official email addresses via email.



System Setting: Here you can perform customization as per your choice.

The screenshot shows the 'Setting' section under 'System'. It includes fields for Company Name (Websurfer Nepal communication system Pvt. Ltd.), Company Address (Dhumbardi Kathmandu), Company Account No., Allow System Attendance (Yes), Late Check In Approval (No), Account Lock Try Chance (50), Account Lock Try Second (50), Force Password Renew In (300), Show Address Book (Yes), Old Payslip Type (Oracle), Late Penalty Leave Deduction, Notice Type (Single), Enable Previous Month Leave Request (Yes), First Time Password Renew (Yes), Sub Leave Reference (Yes), Sub Leave Max Days (500), and Sub Leave Encash Max Days (50). A note at the bottom says 'Leave Encash Max Days Go to Settings to activate Windows.' and 'Activate Windows'.

HR MODULE

The HR module encompasses various components, including leave management, attendance tracking, payroll processing, loan administration, travel management, and generating reports.

The screenshot shows the 'Leave' section under 'HR'. It features a search bar, export options ('Export to Excel', 'Export to PDF'), and a grid table with columns: Company, Branch, Code, Employee, Leave, Requested Date (AD, BS), From Date (AD, BS), To Date (AD, BS), Duration, Type, Status, and Action. A message at the top says 'Use Super Power' and another at the bottom says 'There is no data to show in the grid.' The bottom right corner has a note 'Activate Windows' and 'Go to Settings to a No items to display ws'.

This module includes the following tabs.

1) Leave

Under this leave feature, Admin/ HR can check the leave status, leave balance and can apply leave on the behalf of employees as well. Similarly, Admin/ HR can check leave report card and can deduct the leave of some employees.

You can take below images for your reference.

This image shows the leave status that are applied by the employees. All approved and rejected leaves are shown here.

The screenshot displays the neoHRIS software interface. On the left, there is a vertical navigation menu with categories like Dashboard, Notification, Self Service, Manager Service, Employee, Setup, Assign, Admin Dashboard, System, and Manager Dashboard. A green bar at the top of the menu indicates the current section: HR, with sub-options: Leave, Leave Status (which is selected), Leave Balance, Leave Apply, Leave Deduction, and Leave Balance(monthly). The main content area has a header with search fields for Company, Branch, Department, Designation, Position, Service Type, Service Event Type, Employee Type, Functional Type, Employee, Leave, and Leave Year (set to 2079). Below the header is a search bar with 'SEARCH' and 'RESET' buttons. A message bar at the bottom says 'Activate Windows' and 'Go to Settings to activate Windows'. The main table displays leave data with columns: Company, Branch, Code, Employee, Leave, Requested Date (AD/BS), From Date (AD/BS), To Date (AD/BS), Duration, Type, Status, and Action. One row is visible: MRS Solutions Pvt. Ltd., E000038, Shekhar Lekhak, Annual Leave, 22-May-2023, 2080-02-08, 22-May-2023, 2080-02-08, 1, Full Day, Approved.

The image below shows the leave balance in the HRIS system.

Leave Apply

Admin/HR can apply leave on the behalf of their employees as well as they can deduct the leave of their employees..

Attendance

HR/Admin has the authority to manage employee attendance as required.

The screenshot shows the neoHRIS software interface for managing employee attendance. The left sidebar navigation includes options like Dashboard, Notification, Self Service, Manager Service, Employee, Setup, Assign, Admin Dashboard, System, Manager Dashboard, HR (selected), Leave, Attendance (selected), Report, Attendance Status, Work On Holiday, Report With Overtime, and Work On Day Off.

The main content area is titled "Attendance > List". It features a "FILTER EMPLOYEES" section with fields for Company, Branch, Department, Designation, Position, Service Type, Service Event Type, Employee Type, Gender, Functional Type, Employee, Status, From Date(AD), To Date(AD), To Date(BS), Present Status, Filter by, Province, and Impact Other Days. Buttons for CHECK IN, CHECK OUT, NEW, and TOOLS are at the top right.

Below the filter is a search bar and buttons for "Export to Excel" and "Export to PDF". A message "There is no data to show in the grid." is displayed. The data grid has columns for Company, Branch, Code, Employee, Attendance Date (AD, BS), Check In, Check Out, In Remarks, Out Remarks, Status, and Action. A tooltip "Shift Details" and "Activate Windows" is visible.

Attendance Status

Admin/ HR can see the attendance status that are applied by the employees. All approved and rejected leaves are shown here.

This screenshot shows the "Attendance Request Status" screen. The left sidebar is identical to the previous one, with HR selected under HR.

The main content area is titled "Attendance Request Status > List". It features a "FILTER EMPLOYEES" section with fields for Company, Branch, Department, Designation, Position, Service Type, Service Event Type, Employee Type, Functional Type, Employee, Status, From Date, To Date Nepali, To Date, To Date Nepali, and a dropdown for Status. Buttons for SEARCH Q, RESET, and TOOLS are at the top right.

Below the filter is a search bar and buttons for "Export to Excel" and "Export to PDF". A message "There is no data to show in the grid." is displayed. The data grid has columns for Company, Branch, Code, Employee, Requested Date (AD, BS), Attendance Date (AD, BS), Check In, Check Out, In Remarks, Out Remarks, Status, and Action. A tooltip "Shift Details" and "Activate Windows" is visible.

Work on Holiday & Work on Day off:

Admin/ HR can check the status of the employees as well as can apply on the behalf of their employees who want to work on holiday. Also, he/she can check the status whether the request has been approved or not.

Calendar Report

Admin/HR can check the attendance report of their employees by searching the name of their employees.

Service Status Update

HR/Admin has the authority to check the service status of the employees such as Regular employee, Retired etc.

The screenshot shows the neo Manager Service application interface. On the left, a sidebar menu is open under the HR section, with 'Service Status Update' selected. The main area displays a grid titled 'Service Status Update' with columns: Code, Name, Event, Date To, Branch, Department, Position, Designation, Service Type, and Action. The grid contains several rows of employee data, including their names, service events like Resignation or Permanent, and their current status (e.g., Country Commercial Director, Regular Employee, Retired). At the top of the grid, there are buttons for 'Export to Excel' and 'Export to PDF'. Below the grid, there are navigation buttons for pages 1 through 20, a dropdown for items per page (set to 20), and a total count of 155 items.

Reporting Hierarchy

Admin/HR can assign the recommender and the approver of the particular employee.

The screenshot shows the neo Manager Service application interface. On the left, a sidebar menu is open under the HR section, with 'Reporting Hierarchy' selected. The main area displays a grid titled 'Reporting Hierarchy' with columns: Company, Branch, Department, Designation, Position, Recommender, Approver, Alt Recm, Alt App, and Action. Above the grid, there is a search bar labeled 'search here' and buttons for 'FILTER EMPLOYEES', 'OVERRIDE', 'GROUP ASSIGN', and 'TOOLS'. The grid itself is currently empty, displaying the message 'There is no data to show in the grid.' At the bottom right of the screen, there is a watermark that says 'Activate Windows' and 'Go to Settings to activate Windows.'

Payroll

The payroll module in the HRIS system contains comprehensive information regarding employee salaries and related details. Payroll consists of Flat value, Excel upload, Payslip and other features.

Flat value: Flat value refers to the amount that does not change. Flat value can be the basic salary, dearness allowance of the employee which remains same for a particular period of time.

Flat Code	Flat Title	Remarks	Action
W5_01	Basic Salary		
W5_02	Dearness Allowance		
W5_07	Dashain Tihar OT		
W5_10	Expenses		
W511	Advance Deduction		
W512	CIT Contribution		
W5_03	Other Allowance		
W5_09	Grade		
W5_14	Insurance Deduction		
FC01	IS_CIT		

Admin/ HR can assign flat value for basic salary, Dearness allowance which will remain same for the particular period of time to the employees. He / She can assign flat value by assigning employees wise, Position wise assign , Employee wise bulk assign or position wise bulk assign.

2) Excel Upload

The Excel Upload features will allow HR to upload the excel sheet in the HRIS system in order to generate the salary of the employees.

The screenshot shows the neoHRIS application interface. On the left, there is a vertical navigation menu with categories like Dashboard, Notification, Self Service, Manager Service, Employee, Setup, Assign, Admin Dashboard, System, Manager Dashboard, and HR. Under HR, the 'Excel Upload' option is selected. At the top right, it says 'MRS SOLUTIONS PVT. LTD. Dhumbbarhi Kathmandu'. The main area is titled 'IMPORT FROM EXCEL'. It has fields for 'Browse File:' (with a 'Choose File' button), 'Effect On' (a dropdown menu), 'Fiscal Year' (a dropdown menu), 'Value Type:' (radio buttons for 'Flat Value' (selected), 'Monthly Value', and 'Pay Value Modified'), and 'Based On:' (radio buttons for 'Official Code' and 'Employee Id'). Below these are 'SUBMIT' and 'EXPORT' buttons ('Export to Excel' and 'Export to PDF'). A message at the bottom says 'Drag a column header and drop it here to group by that column'. A grid table below shows columns for ID, NAME, and AMOUNT, with a note 'There is no data to show in the grid.' On the right side, there is a watermark-like message 'Activate Windows Go to Settings to activate Windows.'

Monthly value assign

Monthly values are dynamic figures that vary from month to month, representing expenses incurred by employees, including travel expenses and other related costs. Admin/ HR can assign the value either manually or by bulk value assign.

This screenshot shows the neoHRIS application interface with a slightly different navigation menu. The 'HR' category is still selected, but the 'Excel Upload' option is now under 'Monthly Value'. The rest of the interface is identical to the previous screenshot, including the 'IMPORT FROM EXCEL' form, export options, and the 'There is no data to show in the grid.' message.

Salary Sheet

Salary Sheet is used to generate the salary of the employee. You can select the employee and can generate the salary of the employees.

After generating the salary sheet, the salary sheet can be exported in Nepali currency in Excel format.

After generating the salary sheet, The salary sheet can be exported in Nepali currency in Excel format.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Employee ID	Employee Name	Employee Branch	Position	Account No.	Multiplier	Basic Salary(+)	Dearness Allowance(+/-)	First July(+/-)	Last July(+/-)	Monthly Allowance(+/-)	SSF 20%(-)	Bonus(+/-)	Gross Salary(+/-)	SSF 31%(-)	Dashain Bonus(+/-)	CTC(+/-)	Contribution(+/-)	Advance Deduction(+/-)	
7001570	7001570	test test				1170	85900	57200	0	0	23146	17160	0	183306	26538	15600	#####	26000	13000

Pay value modified modern

The Pay Value Modified Modern is utilized to update an employee's salary in case of any errors or mistakes.

Company	Group	Employee	Basic Salary	Salary Adj.	Dashain B...	New Dash...	Pay Arrears	Partial Das...
Gurkha Welfare Trust Nepal (GWT(N))	BAGMATI	AASHISH BHATTARAI						
Gurkha Welfare Trust Nepal (GWT(N))	BAGMATI	AKRIT BAIDHYA						
Gurkha Welfare Trust Nepal (GWT(N))	BAGMATI	ANNE SHRESTHA						
Gurkha Welfare Trust Nepal (GWT(N))	BAGMATI	ANU DAHAL						
Gurkha Welfare Trust Nepal (GWT(N))	BAGMATI	BEDU PRASAD RAWAT						
Gurkha Welfare Trust Nepal (GWT(N))	BAGMATI	BHUBNESWARI BHATT						
Gurkha Welfare Trust Nepal (GWT(N))	BAGMATI	BIDDHYA PADEL						
Gurkha Welfare Trust Nepal (GWT(N))								

Payslip:

A Payslip provides a comprehensive view of an employee's overall salary by displaying the breakdown of additions, deductions, and other income taxes.

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Salary - Payslip

Payslip

2079/2080 Jestha Select Employee NORMAL VIEW

Employee Name	Date of Join
Employee ID	Branch
CIT No	A/c No
Present Days	Absent Days
Holidays	Salary Days
PF No	PAN No
Position Name	
Addition	Deduction

Activate Windows
Go to Settings to activate Windows.

Salary sheet lock

Salary sheet lock is used to approve the salary sheet generated by HR/ Admin. Without approving the salary sheet, the pay slip will not be shown. However, The Admin/HR will have rights to view the Payslip.

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Dhumbahali Kathmandu

Salary Sheet

Salary Type Company Group Sheet

NORMAL Select Company

2079/2080 Jestha

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Sheet	Month	Salary Type	Group	Locked	Approved
There is no data to show in the grid.					

Activate Windows
Go to Settings to activate Windows.

After the salary sheet has been approved, the payslips will be sent to all employees via email.

PaySlip of test test for October 2023			
Employee Id	7001570	Employee Name	test test
Marital Status	MARRIED	Department	
PAN No		A/c No	
CIT No		Date of Join	06-DEC-22
Position Name		Designation Name	
Exchange Rate	Rs 130		
Addition		Deduction	
Basic Salary	85,800.00	SSF 31%	26,598.00
Dearness Allowance	57,200.00	Cit contribution	26,000.00
Monthly Allowance	29,146.00	Advance Deduction	13,000.00
SSF 20%	17,160.00	Remuneration Tax	11,510.20
Dashain bOnus	15,600.00		
Total Addition	204906.00	Total Deduction	77108.20
Net Salary	127797.80		

Note: Administrators/HR can access employee's payslips without requiring prior approval.

Also, Employees can see their payslips in both US dollars and Nepali currency in their HRIS profile.

Payslip for August 2023/2024

Employee Id	Employee Name
Marital Status	Department
Present Days	Absent Days
Salary	A/c No
CIT No	Date of Join
Monthly Allowance	PAN No
Position Name	Designation Name
Exchange Rate	
Addition	
Total Addition:	0.00
Deduction	
Total Deduction:	
Net Salary:	0.00

Sheetwise Delete /Regenerate

Admin/ HR can delete and regenerate the sheets if they mistakenly uploaded wrong data of a particular employees.

Salary Sheet

Salary Type	Company	Group	Sheet
NORMAL	Select Company		
2079/2080	Jestha		

TOOLS

Activate Windows
Go to Settings to activate Windows.

Tax sheet:

Tax sheet shows all the detail of the employee including total working days, absent days, basic salary, dearness, income tax as well as it shows the net salary of the employee after deducting Income tax, SST, CIT and so on.

The screenshot shows the 'Tax Sheet' section of the neoHRIS application. The interface includes a sidebar with various HR modules like Payroll Setup, Payroll Reports, and Tax. The main area has fields for Company, Branch, Department, Designation, Position, Service Type, Service Event Type, Employee Type, Gender, Location, and Employee. Below these are dropdowns for Fiscal Year (2079/2080), Month (Jestha), From Date (15-May-2023), To Date (2080-02-01), and Nepali To Date (15-Jun-2023). Buttons for SEARCH and RESET are at the bottom right. A table displays salary details for two employees:

Employee	Insurance Deduction(-)	PF Contribution 20%(-)	Gratuity Deduction(-)	CIT Contribution(-)	Advance Deduction(-)	1/3 of Salary (-)	Annual CI Contribut
Basanta Rai	0	4031	1678.9115	0	0	183370.14	0
Nur Hak Miya	0	3800	1374.45	0	0	142463.18	0

An 'Activate Windows' message is visible at the bottom right.

Tax slip:

Tax slip shows the overall addition and deduction on the salary of employee.

The screenshot shows the 'Taxslip' section of the neoHRIS application. The sidebar includes HR modules like Payroll, System, Manager Dashboard, and Admin Dashboard. The main area shows a summary for employee E02551-Aakash KC for the period 2079/2080, Jestha month. It lists additions and deductions:

Addition	Deduction	Tax
Total: 0	Total: 0	

An 'Activate Windows' message is visible at the bottom right.

Group Sheet

Group sheet is used to show all the details of all the employee with their income details.

Code	Employee	Branch	Position	Pan Number	Account Number	Bank Name	Service	Salary Days	Month Days	Present Days	Absent	Bas Sal
E02602	Nur Hak Miya	Head Office	Officer		0040100001801041			0	32	0	7	165
E02260	Basanta Rai	Nadaha	Officer	128238510	187010000063010			0	32	0	11	201

Loan

Employees can apply for loan via HRIS system. Admin/HR can check the status whether the requests has been approved or not and can apply the loan facility on the behalf of their employees.

Emp. Code	Employee	Loan	Recommender	Approver	Requested Date AD BS	Loan Date AD BS	Requested Amount	Status
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REPORT

Admin/HR can check the data Branch wise, Department wise as well as employee wise. Similarly, He/she can view the leave report and hire report of the company as well.

Code	Employee	Shrawan	Bhadra	Ashwin
E02442	Ganga Gole	0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0
E03030	Harendra Chaudhary	0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0
E03038	Kajol Neupane Pandey	0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0
E03041	Sashidhar Bhandari	0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0
E03043	Manesh Thapa	0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0
E03057	Swarnil KC	0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0

Resigned or Retired Employee

Admin and HR have the ability to access and view information regarding retired and resigned employees.

Code	Full Name	Mobile No.	Birth Date	Join Date	Action	Company	Branch	Department	Designation	Position
E000024	Jharana Khadka	9865878364	20-MAY-2004	00-NOV-2021	2078-07-22	MRS Solutions Pvt. Ltd.			Helper	
E02563	Tul Bahadur Gurung	9866357212	03-APR-2059	00-00-00	17-NOV-2021	Happy Happy PVT.Ltd	Putalibajar, Syangja	Technical	Helper	Officer
E02659	Rakesh Chaudhary	9801068129	01-JAN-2000	2056-09-17	16-DEC-2021	Happy Happy PVT.Ltd	Sukinet	Technical		Officer
E02624	Nabin Bhandari	9801068129	01-JAN-2000	2056-09-17	16-DEC-2021	Happy Happy PVT.Ltd	Panbari	Technical	SUPERVISOR	Officer
E02625	Rabinora Ramdam	9801068129	01-JAN-2000	2056-09-17	16-DEC-2021	Happy Happy PVT.Ltd	Alpha Cable	Technical	Branch Manager	Officer
E02636	Tulsi Ram Chaudhary	9801068129	01-JAN-2000	2056-09-17	16-DEC-2021	Reliant Techno Networking Pvt. Ltd	Balayia Lamki	Technical	Technician	Officer

HOD Signature

Client's signature

Date signed

