

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:

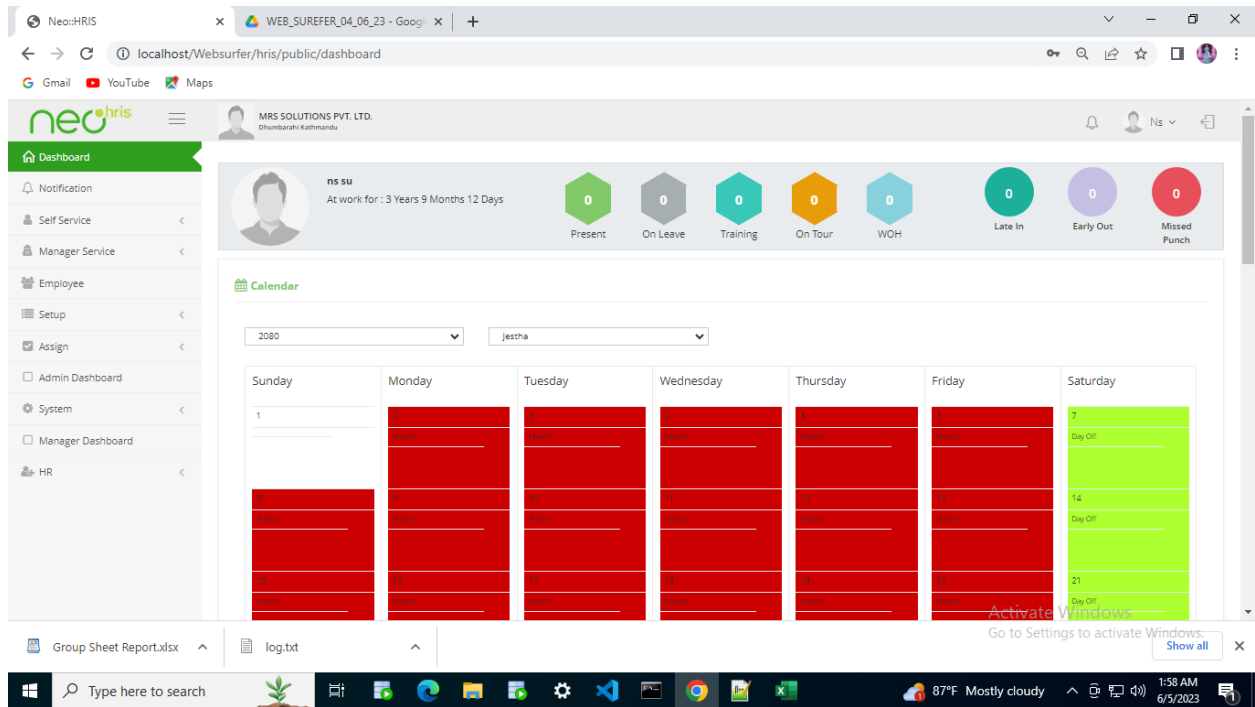
- Automate manual HR tasks to save time and resources.
- Streamline processes such as employee data management, time tracking, leave management, and payroll processing.
- Provide HR professionals with accurate and up-to-date data for informed decision-making.
- Improve communication and collaboration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

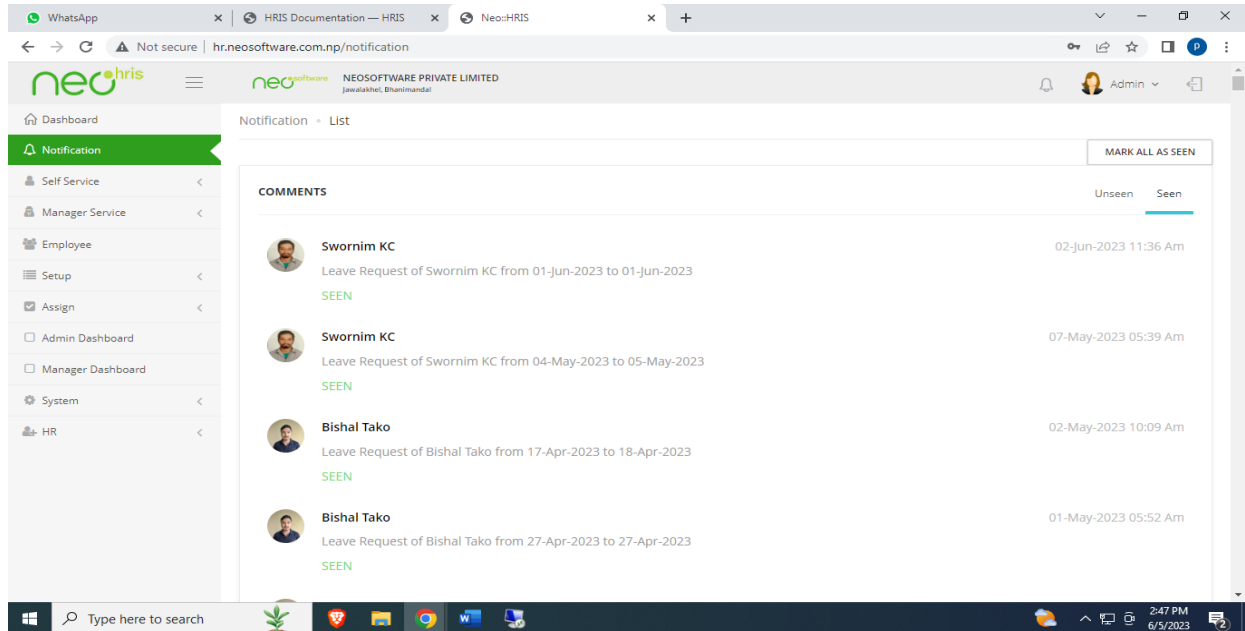
Dashboard

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.



Notification

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



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 displays the NeoHRIS Self Service interface. The user is logged in as 'ns su' from 'MRS SOLUTIONS PVT. LTD.'. The page shows the user's profile details, including personal information, permanent address, temporary address, and emergency contact details. The user is logged in as 'ns su' from 'MRS SOLUTIONS PVT. LTD.'.

Personal Information

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		Mobile No	1111111111
Email Official		Social Activity		Extension Number	
Employee Code		Email Personal		Social Network	

Permanent Address

House No		Ward No		Street Address	
Zone		District		VDC or Municipality	

Temporary Address

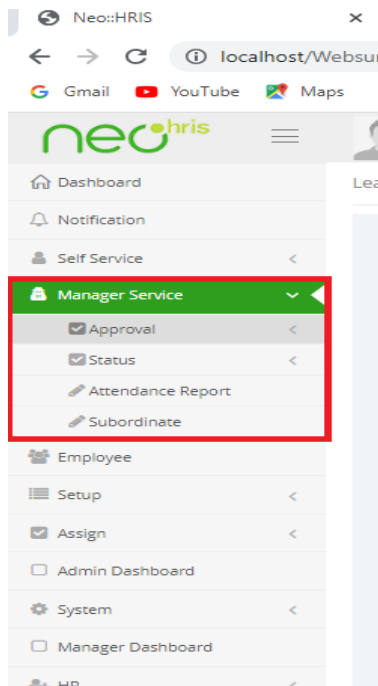
House No		Ward No		Street Address	
Zone		District		VDC or Municipality	

Emergency Contact Details

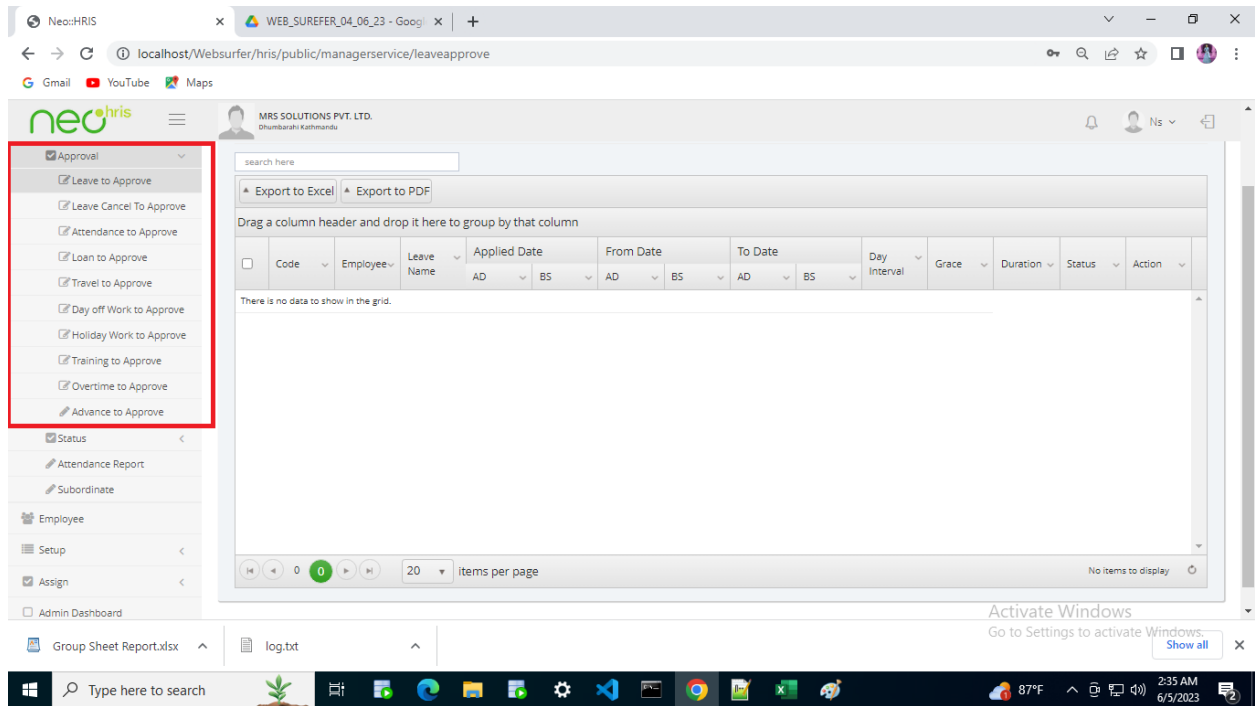
Name		Relationship		Address	
------	--	--------------	--	---------	--

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.

NeoHRIS

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

Appraisal Evaluation

Appraisal Review

Appraisal Final Review

Attendance Report

search here

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

	Em...	Le...	Applied Date		From Date		To Date		Da...	Gr...	Du...	Sta...	Act...
			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	Full Day	-	1	Pending	Q
	Vishma Kumar Karna	Annual Leave	17-Jan-2018	2074-10-03	08-Jan-2018	2074-09-24	11-Jan-2018	2074-09-27	Full Day	-	4	Pending	Q
	Prabin Maharjan	Annual Leave	13-Oct-2017	2074-06-27	13-Nov-2017	2074-07-27	13-Nov-2017	2074-07-27	First Half	-	1	Recommen...	Q
	Prabin Maharjan	Casual Leave	13-Oct-2017	2074-06-27	14-Oct-2017	2074-06-28	16-Oct-2017	2074-06-30	First Half	-	1	Recommen...	Q
	Prabin Maharjan	Annual Leave	13-Oct-2017	2074-06-27	01-Nov-2017	2074-07-15	09-Nov-2017	2074-07-23	First Half	-	7	Recommen...	Q
	Prabin Maharjan	Annual Leave	13-Oct-2017	2074-06-27	13-Nov-2017	2074-07-27	13-Nov-2017	2074-07-27	First Half	-	1	Recommen...	Q
	Prabin Maharjan	Substitute	13-Oct-2017	2074-06-27	24-Nov-2017	2074-08-08	29-Nov-2017	2074-08-13	First Half	-	4	Recommen...	Q
	Ukesh	Annual	09-Oct-2017	2074-06-23	06-Oct-2017	2074-06-20	08-Oct-2017	2074-06-22	Full Day	-	1	Pending	Q

1

2

20

items per page

1 - 20 of 24 items

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 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

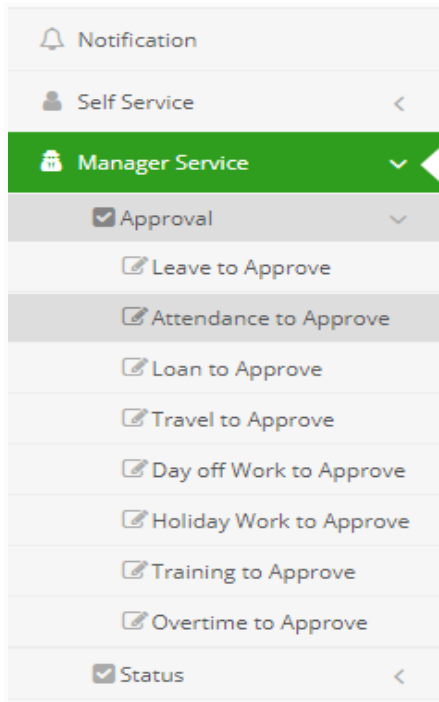
Approving/Rejecting a leave request

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.



Attendance Approval Menu for Managers.

search here

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

<input type="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="button" value="Q"/>
<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="button" value="Q"/>
<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="button" value="Q"/>
<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="button" value="Q"/>
<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="button" value="Q"/>
<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...	<input type="button" value="Q"/>

20 items per page

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 Karn

Requested Date: 25-Aug-2017

Status : Pending

Your Role : Recommender

Approver: Raj Kumar Jha

Attendance Date

22-Aug-2017

2074-05-06

In Time

09 : 15 AM

Out Time *

06 : 50 PM

Total Hour

9.35

In Remarks

Out Remarks

Reason for action

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

TOOLS									
search here									
	Employee	Loan	Requested Date		Loan Date		Requested ...	Your Role	Action
			English	Nepali	English	Nepali			
	Vishma Kumar Karn	Home Plan	07-May-2018	2075-01-24	07-May-2018	2075-01-24	12345	Recommender/Ap...	🔍
	Prabin Maharjan	Test Name2	24-Aug-2017	2074-05-08	30-Aug-2017	2074-05-14	100	Approver	🔍

Page 1 of 1

1 - 2 of 2 items

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.

Dashboard

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

Appraisal Evaluation

Appraisal Review

Appraisal Final Review

Attendance Report

Employee

Setup

Travel Request » List

TOOLS

search here

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

	Empl...	Start Date		To Date		Applied Date		Desti...	Requ...	Requ...	Tran...	Status	Action
	Engl...	Nepali	Engl...	Nepali	Engl...	Nepali							
	Prabin Maharjan	21-SEP-2017	2074-06-05	21-SEP-2017	2074-06-05	20-SEP-2017	2074-06-04	Test One	0	Expense		Recommen...	Q
	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	Q

120 items per page1 - 2 of 2 items

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 2075-02-13 To Date: 29-May-2018 2075-02-15 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


TOOLS

search here

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

	Employee	Requested Date		From Date		To Date		Duration	Your Role	Action
		English	Nepali	English	Nepali	English	Nepali			
	Vishma Kumar Karna	27-May-2018	2075-02-13	27-May-2018	2075-02-13	31-May-2018	2075-02-17	5	Recommender/A...	Q

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 Detail

Employee Name: Vishma Kumar Karna Requested Date: 27-May-2018 Status: Pending

Your Role : Recommender/Approver

From Date: 27-May-2018 2075-02-13 To Date: 31-May-2018 2075-02-17 Duration: 5

Remarks

Reason for action

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.

TOOLS

search here

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...	...	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 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: Health Awareness Day From Date: 07-Jun-2018 2075-02-24 To Date: 07-Jun-2018 2075-02-24

Duration: 1 Remarks:

Recommender Remarks: Approver Remarks:

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.

TOOLS

search here

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			
<input type="checkbox"/>	Ukesh Gaiju	Deploym... Training	Company Contributi...	30-Mar-2017	2073-12-17	31-Mar-2017	2073-12-18	10	14-Oct-2017	2074-06-28	Pending	Recommen...	
<input type="checkbox"/>	Prabin Maharjan	Deploym... Training	Company Contributi...	30-Mar-2017	2073-12-17	31-Mar-2017	2073-12-18	10	11-Oct-2017	2074-06-25	Recommen...	Approver	
<input type="checkbox"/>	Prabin Maharjan	Deploym... Training	Company Contributi...	30-Mar-2017	2073-12-17	31-Mar-2017	2073-12-18	10	18-Sep-2017	2074-06-02	Recommen...	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.

Employee Name: Ukesh Gaiju

Your Role: Recommender/Approver

Recommender: Pramod Poudel

Requested Date: 14-Oct-2017 | 2074-06-28

Approver: Pramod Poudel

Status: Pending

Training Name

Deployment Training

Training Type

Personal

Description

Start Date *

End Date *

Duration

Is Within Company

☒ Yes
☐ 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.

TOOLS


search here

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				
<input type="checkbox"/>	Prabin Maharjan	25-Aug-2017	2074-05-09	23-Aug-2017	2074-05-07	1) 05:52 Am - 08:52 Am	3:0	Approver	
<input type="checkbox"/>	Prabin Maharjan	24-Aug-2017	2074-05-08	14-May-2017	2074-01-31	1) 10:00 Am - 06:00 Pm	8:0	Approver	
<input type="checkbox"/>	Ukesh Gaiju	25-Jun-2017	2074-03-11	08-Jun-2017	2074-02-25	1) 06:22 Pm - 08:22 Pm	2:0	Recommender/...	
<input type="checkbox"/>	Ukesh 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 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

Remarks

Total Hour:

2:0

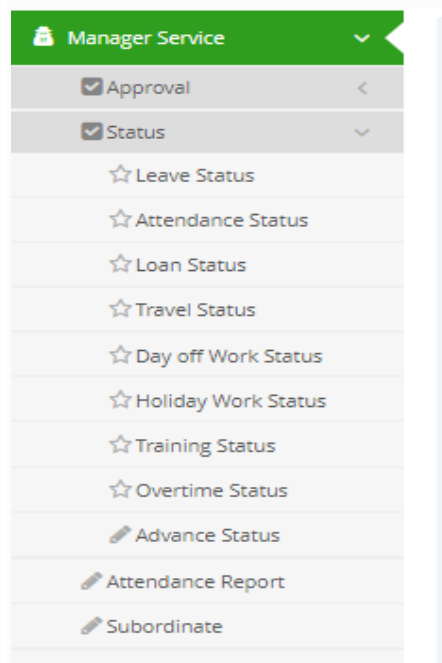
Reason for action

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.

SEARCH

TOOLS

All Company

All Branch

Development

All Designation

All Position

All Service Type

Working

All Employee Type

All Employee

All

All Status

From Date

From Date Nepali

To Date

To Date Nepali

SEARCH

RESET

search here

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	12530	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.

search here

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 Gaiju	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

TOOLS

All Status

From Date

From Date Nepali

To Date

To Date Nepali

RESET

SEARCH

search here

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

	Em...	Start Date		To Date		Applied Date		De...	Re...	Re...	Tr...	Sta...	Acti...
		Eng...	Ne...	Eng...	Ne...	Eng...	Ne...						
<input type="checkbox"/>	Prabin Maharjan	21-SEP-2017	2074-06-05	21-SEP-2017	2074-06-05	20-SEP-2017	2074-06-04	Test One	0	Expense			
<input type="checkbox"/>	Prabin Maharjan	21-SEP-2017	2074-06-05	21-SEP-2017	2074-06-05	20-SEP-2017	2074-06-04	Test One	0	Expense		Recommen...	
<input type="checkbox"/>	Prabin Maharjan	21-SEP-2017	2074-06-05	21-SEP-2017	2074-06-05	20-SEP-2017	2074-06-04	Test One	0	Expense			
<input type="checkbox"/>	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.

search here

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

Empl...	Requested Date		From Date		To Date		Durati...	Your R...	Status	Action
	AD	BS	AD	BS	AD	BS				
Vishma Kumar Karna	27-May-2018	2075-02-13	27-May-2018	2075-02-13	31-May-2018	2075-02-17	5	Recommende...	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.

search here

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	Janal 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	Janal 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	

1

10 items per page
1 - 9 of 9 items

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.

search here

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.

FILTER
 TOOLS

From Date

To Date

☐ Missed-Punch Only

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

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 displays the 'Employee Management' interface. At the top, there is a 'FILTER EMPLOYEES' section with a '+ NEW' button and a 'TOOLS' dropdown. Below this, there are two rows of filter fields: Company, Branch, Department, Designation, Position, Service Type in the first row, and Service Event Type, Employee Type, Gender, Location, Employee in the second row. A 'SEARCH' button and a 'RESET' button are located at the bottom right of the filter section. Below the filter section, there is a search bar labeled 'search here'. Underneath the search bar, there is a message 'Drag a column header and drop it here to group by that column'. Below this message, there is a table with columns: C..., Full Name, Mobile ..., Birth D..., Join Date, Action, Company, Branch, and Department. The table contains two rows of data, both of which are empty, with the text 'There is no data to show in the grid.' displayed in each row.

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 displays the 'Employee Management' interface with the 'Experience' tab selected. The tabs are: General, Family, Identification, Status & Integration, Qualification, Upload Image, Experience, Training, and Add. Information. The 'Experience' tab is highlighted with a green border.

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 *

Check

Blood Group *

Mobile No *

XXXX-XXXX-XXXX

Telephone No

XXXX-XXXXXXX

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 *

XXXX-XXXX-XXXX

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 *

Married

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.

The screenshot shows the 'Identification' tab of an employee form. The form is titled 'Identification Information' and contains two columns of input fields. The left column includes fields for Card No, Bar Code, Driving License No, Driving License Type, Thumb ID, Chart of Account (a dropdown menu), CIT No, and Citizenship Issue Date. The right column includes fields for Retirement Fund ID, Provident Fund No, Driving License Expiry, Passport No, Pan No, Account ID, Citizenship No (marked with an asterisk), Citizenship Issue Place, and Passport Expiry. At the bottom left is a 'PREVIOUS' button with a left arrow, and at the bottom right is a 'SAVE & CONTINUE' button with a right arrow.

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.

The screenshot shows the 'Status Information' and 'Salary Information' tabs of an employee form. The 'Status Information' tab is active and contains two columns of input fields. The left column includes fields for Branch Name, Department Name, Designation Name, Position Name, Service Type Name, Employee Type, Location Name, Functional Type Name, Join Date (with a date range from 18-Sep-2014 to 2071-06-02), Permanent Date, Recommender, Work On Holiday Reward, Salary Group, Tax Base, and Overtime Eligible (radio buttons for Yes and No). The right column includes fields for Salary, Allowance, Salary PF, Dearness Allowance, Previous Salary, Gratuity, Current Salary, Functional Level Name, Contract Expiry Date, Gratuity Date, Approver, Payroll Emp Type, Level Name (marked with an asterisk), and HR Flag (radio buttons for Yes and No). The 'Salary Information' tab is also visible and contains similar fields.

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 +	UNIVERSITY NAME +	PROGRAM NAME +	COURSE NAME +	Rank Type	Rank Value	Passed Year	
Bachelor ▾	Tribhuvan University ▾	Engineering ▾	Computer Engineering ▾	GPA ▾	4	2017	<input type="checkbox"/>
Intermediate ▾	Tribhuvan University ▾	Science ▾	Computer Engineering ▾	Percentage ▾	80	2013	<input type="checkbox"/>
							<input type="button" value="+"/> <input type="button" value="🗑"/>

← 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



Remove file

JPEG

POST

Document Name	File Type	Action
marksheet-scan.pdf	002	<div>DELETE</div>
		<div>ADD</div>

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"/>
					<input type="button" value="+"/> <input type="button" value="🗑"/>

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"/>
				<input type="button" value="+"/> <input type="button" value="🗑"/>

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 Information

Leave Assign

Training Assign

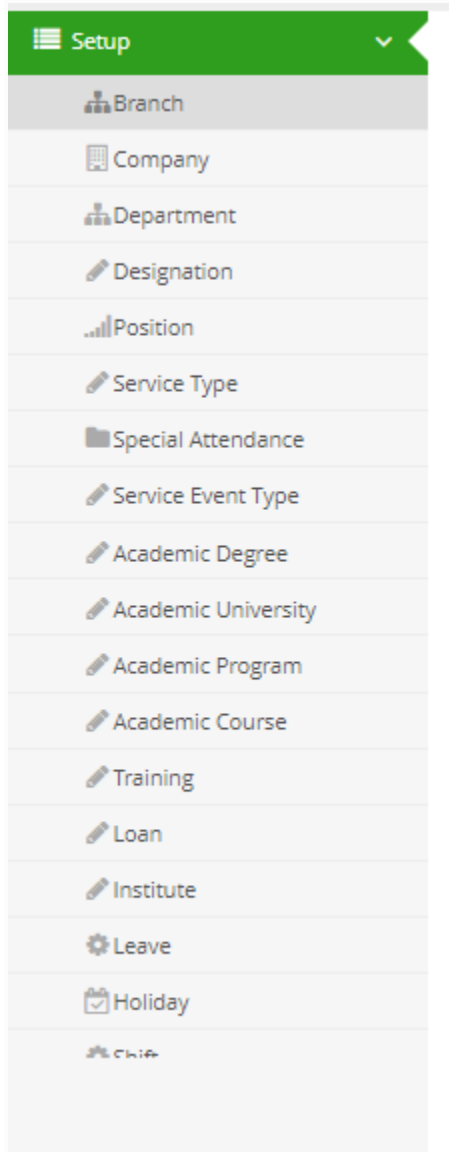
Appraisal Assign

PREVIOUS FINISH

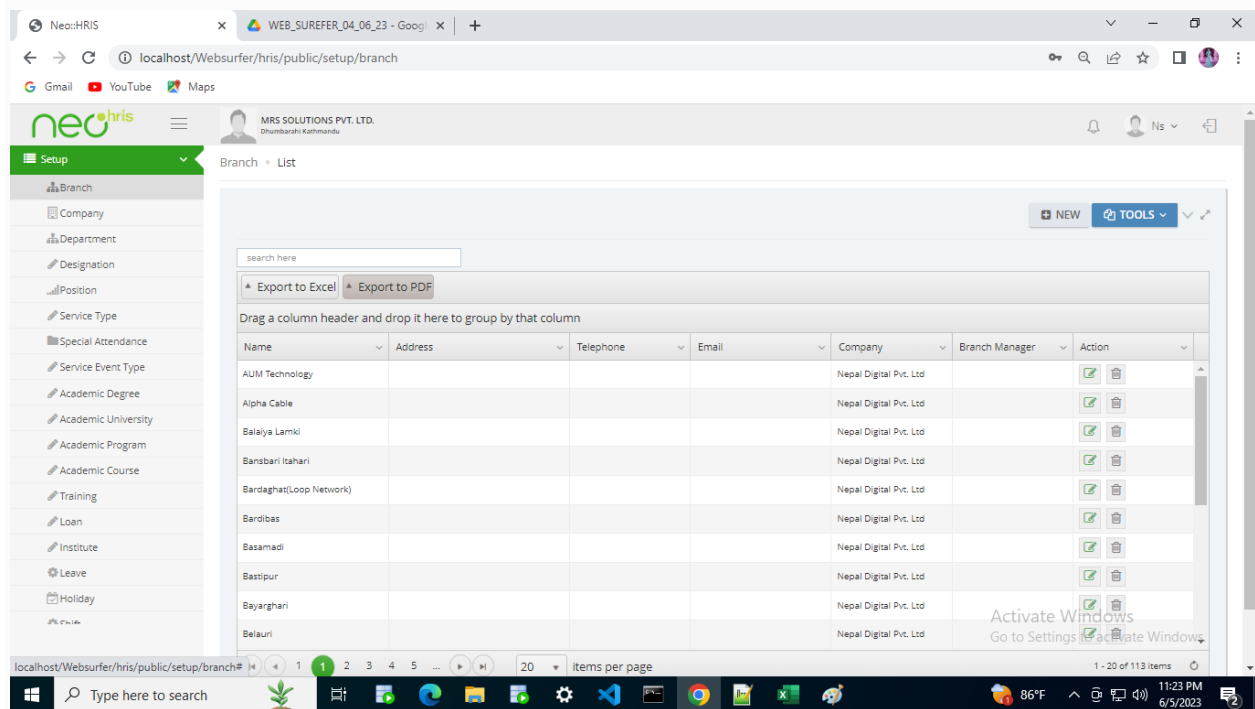
Storing additional info of an employee.

Setup

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

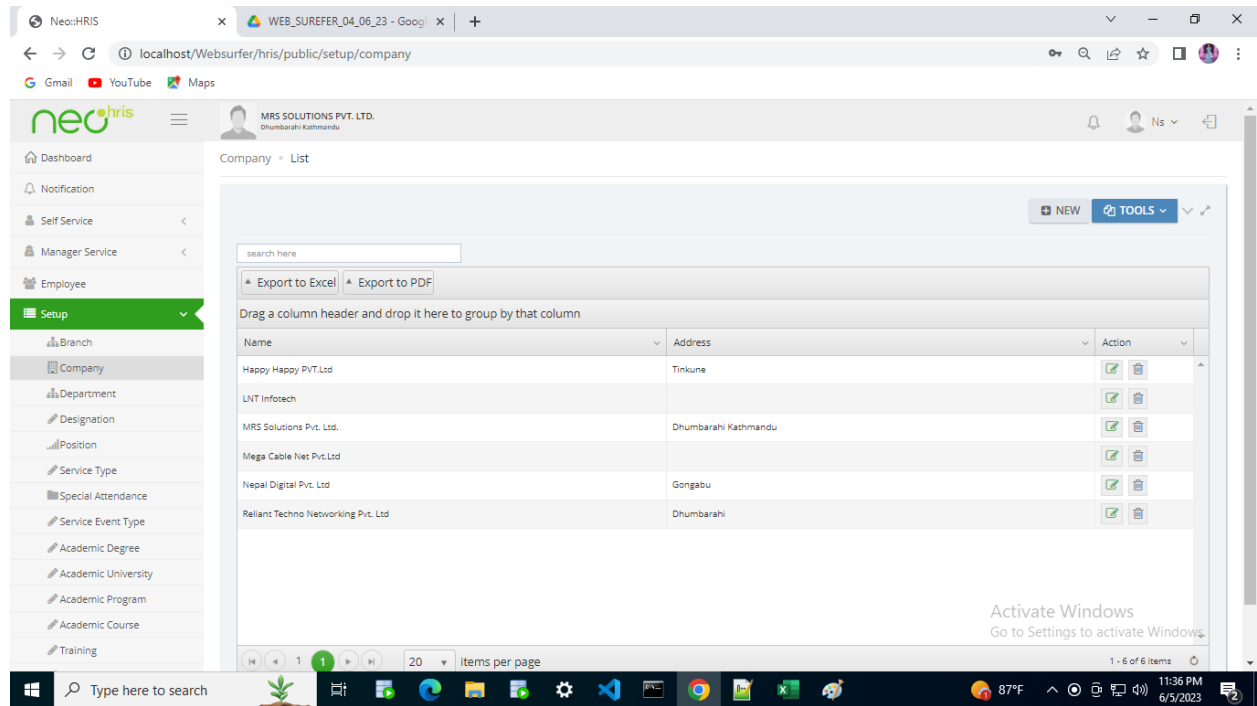



Branch: In the branch setup, we can add new branches and edit the existing branches of the company.



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.

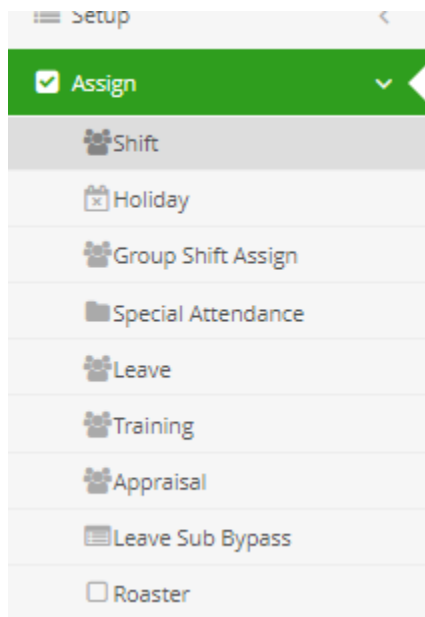
Company: In the company setup, we can add new company and edit the existing company.



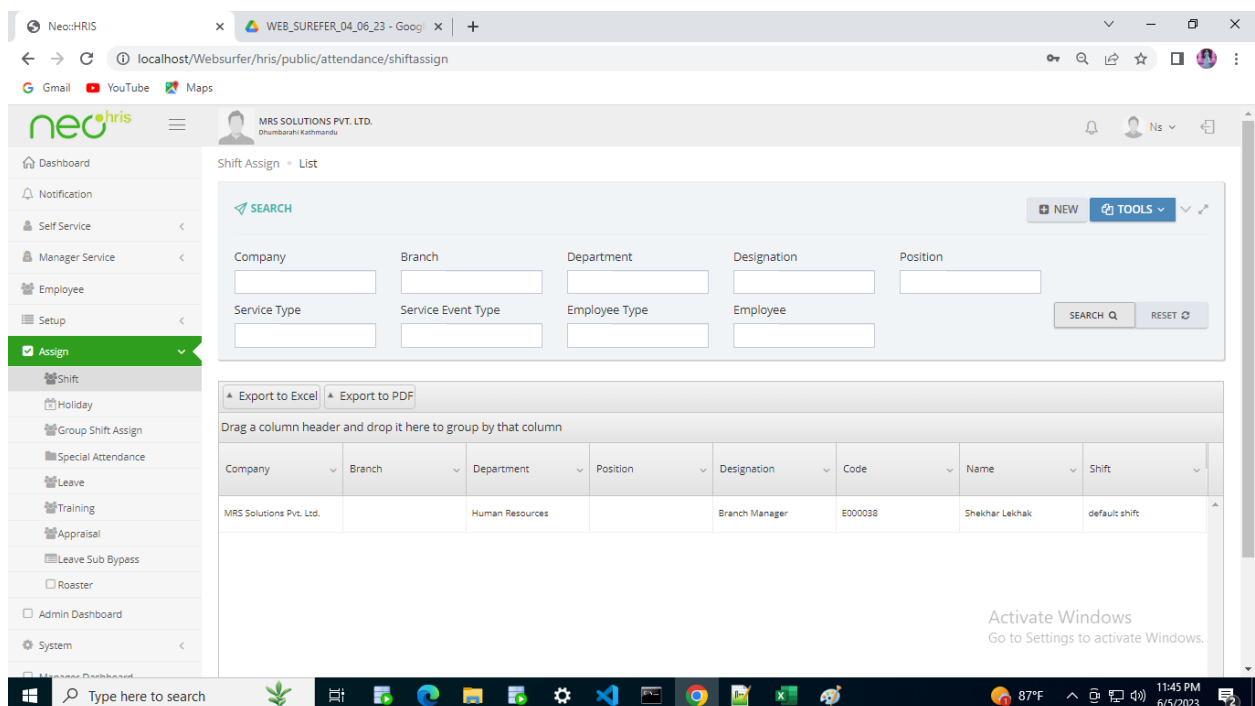
For adding a company, you will have to navigate to the company tab, then click on New button displayed on the top-right section of the screen. Clicking on the  icon you can edit the existing company.

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.



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.

Dashboard

Notification

Self Service

Manager Service

Employee

Setup

Assign

Shift

Holiday

Group Shift Assign

Special Attendance

Leave

Training

Appraisal

Leave Sub Bypass

Roaster

Admin Dashboard

System

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	
Happy Happy PVT.Ltd	Alpha Cable	Technical	E02628	Arjun Rai	Annual Leave		0	3	3	
Happy Happy PVT.Ltd	Alpha Cable	Technical	E02626	Shil Kumar Sharma	Annual Leave		0	3	3	
Happy Happy PVT.Ltd	Alpha Cable	Technical	E02627	Suman Bhandari	Annual Leave		0	3	3	
Happy Happy PVT.Ltd	Alpha Cable	Technical	E02629	Susmita Limbu	Annual Leave		0	3	3	
Happy Happy PVT.Ltd	Bansbari Itahari	Human Resources	E03018	Bijendra Kumar Rai	Annual Leave		0	3	3	
Happy Happy PVT.Ltd	Bansbari Itahari	Human Resources	E02844	Biman Tamang1	Annual Leave		0	3	3	
Happy Happy PVT.Ltd	Bansbari Itahari	Human Resources	E02867	Om Bahadur Katuwal	Annual Leave		0	3	3	
Happy Happy PVT.Ltd	Bansbari Itahari	Human Resources	E02414	Pappu Kumar Mahato	Annual		0	3	3	

0

0

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.

neohris

MRS SOLUTIONS PVT. LTD.

Drumbarahi Kathmandu

Ns

Self Service

Manager Service

Employee

Setup

Assign

Shift

Holiday

Group Shift Assign

Special Attendance

Leave

Training

Appraisal

Leave Sub Bypass

Roaster

Admin Dashboard

System

Manager Dashboard

HR

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

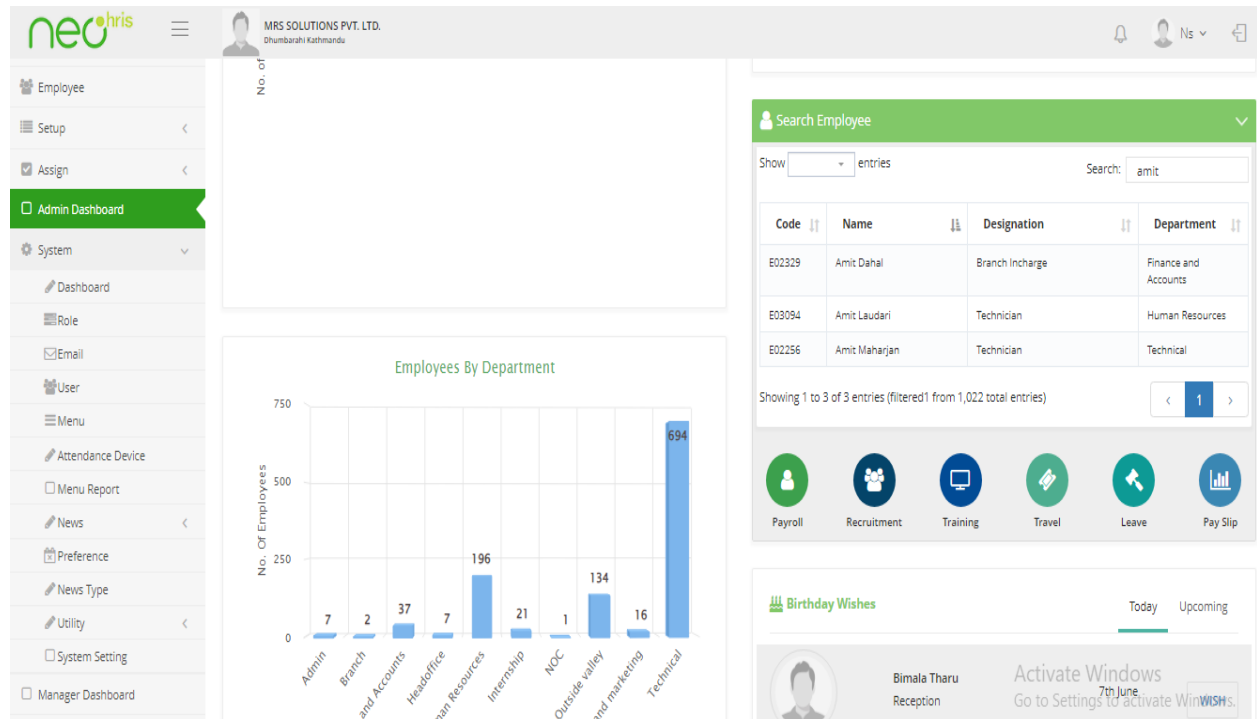
SEARCH Q

search here

ASSIGN

Admin Dashboard

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



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.

Role Setup - List

search here

Export to Excel Export to PDF

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

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

Activate Windows
Go to Settings to activate Windows.

User

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

User Setup - List

search here

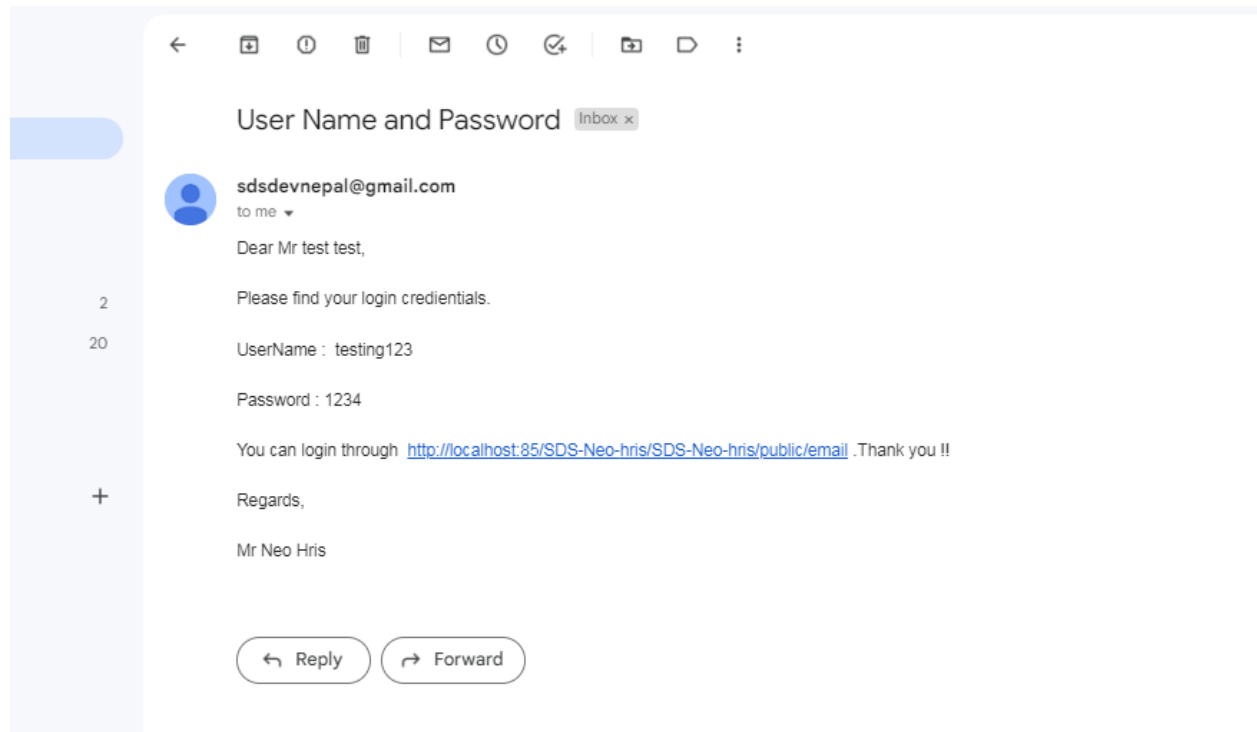
Export to Excel Export to PDF

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

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

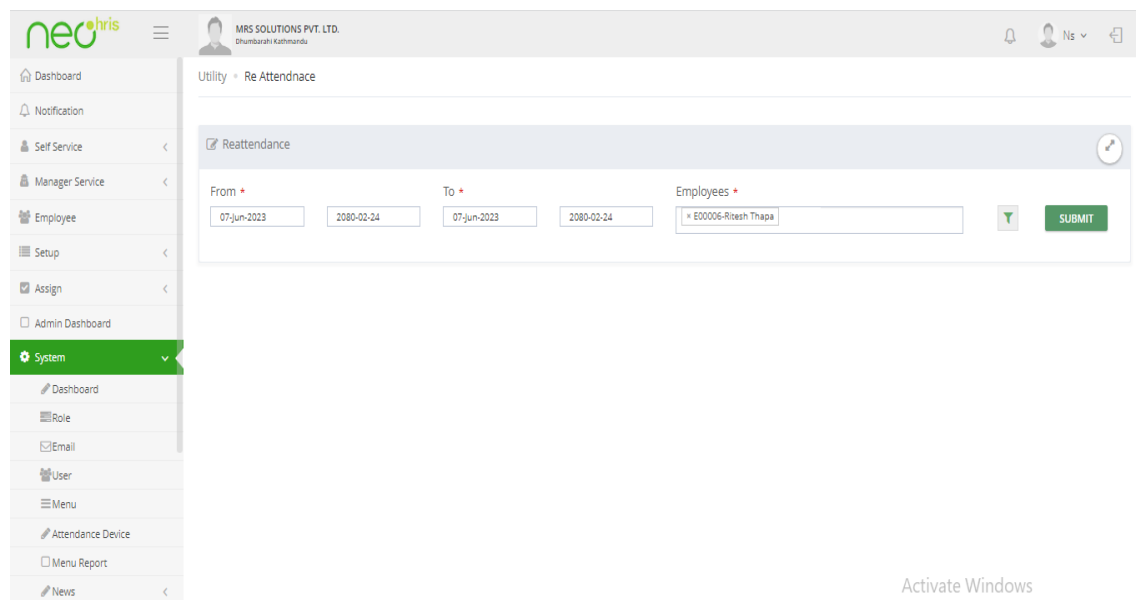
Activate Windows
Go to Settings to activate Windows.

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



UTILITY

Reattendance: Inside of the System module, there is a new feature which is Reattendance, which enables you to perform reattendance of a particular employee if something goes wrong in the attendance data.



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

The screenshot shows the 'System Setting' page in the neoHRIS application. The left sidebar has the 'System' menu item highlighted. The main content area is titled 'Update' and contains the following settings:

- Company Name:** Websurfer Nepal communication system Pvt. Ltd.
- Company Address:** Dhumbarahi Kathmandu
- Company Account No.:** (empty field)
- Allow System Attendance:** ☒ Yes ☐ No
- Late Check In Approval:** ☐ Yes ☒ No
- Allow Account Lock:** ☐ Yes ☒ No
- Account Lock Try Chance:** 50
- Account Lock Try Second:** 50
- Force Password Renew:** ☐ Yes ☒ No
- Force Password Renew In:** 300
- Show Address Book:** ☒ Yes ☐ No
- Notice Type:** ☐ Single ☒ Multiple
- Old Payslip Type:** ☒ Oracle ☐ Mysql ☐ None
- Late Penalty Leave Deduction:** (empty field)
- Enable Previous Month Leave Request:** ☒ Yes ☐ No
- Include Dayoff As Leave:** ☒ Yes ☐ No
- Include Holiday As Leave:** ☒ Yes ☐ No
- First Time Password Renew:** ☒ Yes ☐ No
- Travel Substitute Cycle:** ☐ Yes ☒ No
- Sub Leave Reference:** ☐ Yes ☒ No
- Sub Leave Max Days:** 500
- leave Encash Max Days:** 500

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 'HR' module page in the neoHRIS application. The left sidebar has the 'HR' menu item highlighted. The main content area displays a table with the following columns:

Company	Branch	Code	Employee	Leave	Requested Date	From Date	To Date	Duration	Type	Status	Action
There is no data to show in the grid.											

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 shows the neoHRIS system interface. The top header includes the logo, company name (MRS SOLUTIONS PVT. LTD.), and user profile. The left sidebar contains navigation options: Dashboard, Notification, Self Service, Manager Service, Employee, Setup, Assign, Admin Dashboard, System, and Manager Dashboard. The main area displays a search filter for leave status, a table of leave records, and a sidebar with options like Leave Status, Leave Balance, Leave Apply, Leave Deduction, and Leave Balance(monthly).

Search Filter:

Company	Branch	Department	Designation	Position	Service Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Service Event Type: Employee Type: Functional Type: Employee: Leave: Leave Year:

From Date: From Date Nepali: To Date: To Date Nepali: All Status:

☐ Use Super Power

SEARCH RESET

search here

Export to Excel Export to PDF

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

	Company	Branch	Code	Employee	Leave	Requested Date	From Date	To Date	Duration	Type	Status	Action			
						AD BS	AD BS	AD BS							
<input type="checkbox"/>	MRS Solutions Pvt. Ltd.		E000038	Shekhar Lekhak	Annual Leave	22-May-2023	2080-02-08	22-May-2023	2080-02-08	22-May-2023	2080-02-08	1	Full Day	Approved	<input type="button" value="Q"/>

Activate Windows
Go to Settings to activate Windows

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.

neoHRIS MRS SOLUTIONS PVT. LTD. Chumburath Kathmandu

Attendance - List

FILTER EMPLOYEES [CHECK IN] [CHECK OUT] [NEW] [TOOLS]

Company Branch Department Designation Position Service Type

Service Event Type Employee Type Gender Functional Type Employee Status

From Date(AD) From Date(BS) To Date(AD) To Date(BS) Present Status Filter by

Province

☐ Impact Other Days

SEARCH RESET

search here

Export to Excel Export to PDF

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

	Branch	Code	Employee	Attendance Date	Check In	Check Out	In Remarks	Out Remarks	Status	Shift Details
				AD BS						Name From To
There is no data to show in the grid.										

Attendance Status

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

neoHRIS MRS SOLUTIONS PVT. LTD. Chumburath Kathmandu

Attendance Request Status - List

FILTER EMPLOYEES [TOOLS]

Company Branch Department Designation Position

Service Type Service Event Type Employee Type Functional Type Employee Status

From Date From Date Nepal To Date To Date Nepal

SEARCH RESET

search here

Export to Excel Export to PDF

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

	Company	Branch	Code	Employee	Requested Date	Attendance Date	Check In	Check Out	In Remarks	Out Remarks	Status	Action
					AD BS	AD BS						
There is no data to show in the grid.												

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.

neoHRIS

MRS SOLUTIONS PVT. LTD.
Dharmaraj Kathmandu

Work on Holiday Request - List

SEARCH

TOOLS

Company Branch Department Designation Position

Service Type Service Event Type Employee Type Functional Type Employee Holiday

All Status From Date From Date Nepali To Date To Date Nepali

Use Super Power

SEARCH RESET

search here

Export to Excel Export to PDF

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

Company	Branch	Code	Employee	Holiday	Requested Date	From Date	To Date	Duration	Status	Action
AD	BS	AD	BS	AD	BS	AD	BS	Duration	Status	Action

There is no data to show in the grid.

Activate Windows
Go to Settings to activate Windows.

Calendar Report

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

neoHRIS

MRS SOLUTIONS PVT. LTD.
Dharmaraj Kathmandu

Calendar

January 2020

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Activate Windows
Go to Settings to activate Windows.

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

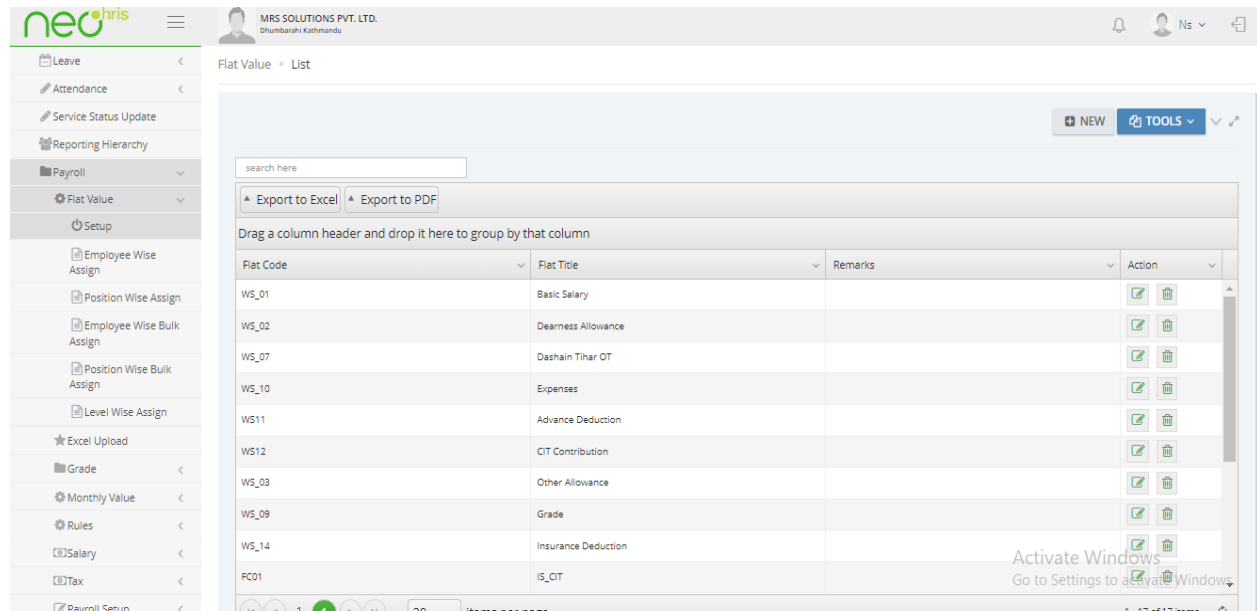
Reporting Hierarchy

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

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.

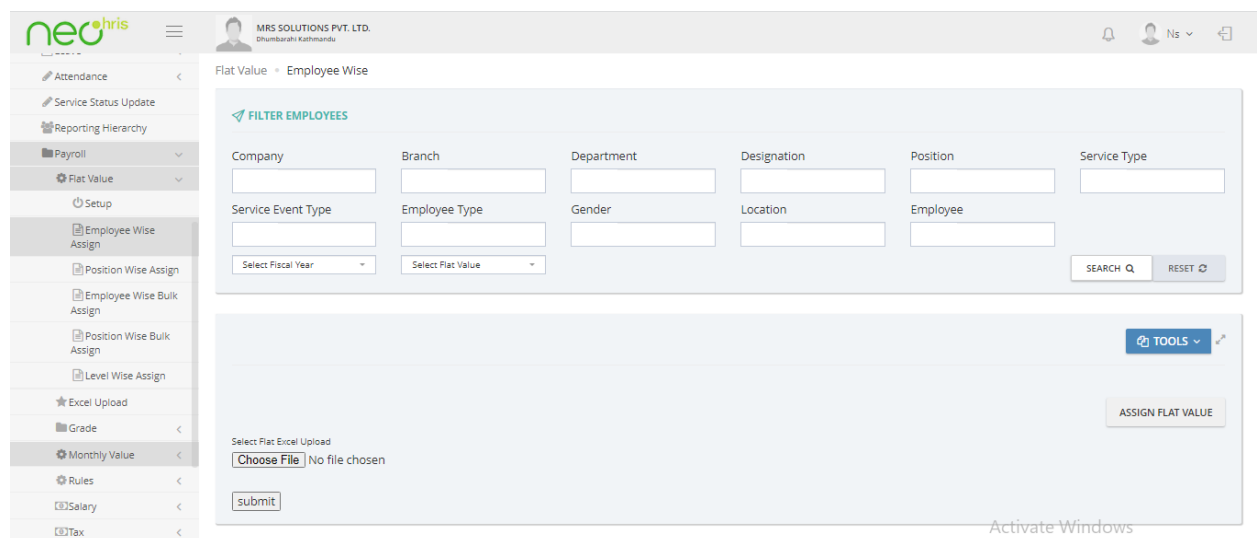
Flat value: Flat value refers to the amount that does not change. Flat value can be the basic salary, dearness allowance of the employee which remains same for a particular period of time.



The screenshot shows the 'Flat Value - List' page in the NeoHRIS system. The left sidebar contains a menu with options like Leave, Attendance, Service Status Update, Reporting Hierarchy, Payroll, Flat Value, Setup, Employee Wise Assign, Position Wise Assign, Employee Wise Bulk Assign, Position Wise Bulk Assign, Level Wise Assign, Excel Upload, Grade, Monthly Value, Rules, Salary, Tax, and Payroll Setup. The main content area has a search bar, 'Export to Excel' and 'Export to PDF' buttons, and a table with columns: Flat Code, Flat Title, Remarks, and Action. The table lists various flat values such as Basic Salary, Dearness Allowance, Dashain Tihar OT, Expenses, Advance Deduction, CIT Contribution, Other Allowance, Grade, Insurance Deduction, and IS_CIT. A 'Tools' button is visible in the top right corner.

Flat Code	Flat Title	Remarks	Action
WS_01	Basic Salary		
WS_02	Dearness Allowance		
WS_07	Dashain Tihar OT		
WS_10	Expenses		
WS11	Advance Deduction		
WS12	CIT Contribution		
WS_03	Other Allowance		
WS_09	Grade		
WS_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.



The screenshot shows the 'Flat Value - Employee Wise' page in the NeoHRIS system. The left sidebar is the same as the previous screenshot. The main content area has a 'FILTER EMPLOYEES' section with dropdowns for Company, Branch, Department, Designation, Position, Service Type, Service Event Type, Employee Type, Gender, Location, and Employee. There are also 'Select Fiscal Year' and 'Select Flat Value' dropdowns. A 'SEARCH' button is present. Below the filter section, there is a 'Select Flat Excel Upload' section with a 'Choose File' button and a 'No file chosen' message. A 'submit' button is at the bottom. A 'Tools' button is in the top right corner, and an 'ASSIGN FLAT VALUE' button is at the bottom right.

2) Excel Upload

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

neoHRIS MRS SOLUTIONS PVT. LTD. Dhumburahi Kathmandu

IMPORT FROM EXCEL

Browse File: No file chosen Effect On: Fiscal Year: Value Type: ☒ Flat Value ☐ Monthly Value ☐ Pay Value Modified Based On: ☐ Official Code ☒ Employee Id

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

ID	NAME	AMOUNT
There is no data to show in the grid.		

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.

neoHRIS MRS SOLUTIONS PVT. LTD. Dhumburahi Kathmandu

IMPORT FROM EXCEL

Browse File: No file chosen Effect On: Fiscal Year: Value Type: ☒ Flat Value ☐ Monthly Value ☐ Pay Value Modified Based On: ☐ Official Code ☒ Employee Id

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

ID	NAME	AMOUNT
There is no data to show in the grid.		

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 salarysheet, 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	Employee Co	Employee Branc	Position	Account N	Muhl	Basic Salary(+)	Dearness Allowance(+)	First July(L)	Last July(L)	Monthly Allowance(+)	SSF 2072(+)	Bonus(+)	Gross Salary(L)	SSF 31(+)	Dashain bOnus(+)	CTC(+)	Cit contribution(-)	Advance	Deduction(-)
7001570	7001570	test test			1170	85900	57200	0	0	29746	17160	0	189306	26538	15600	*****	26000		13000

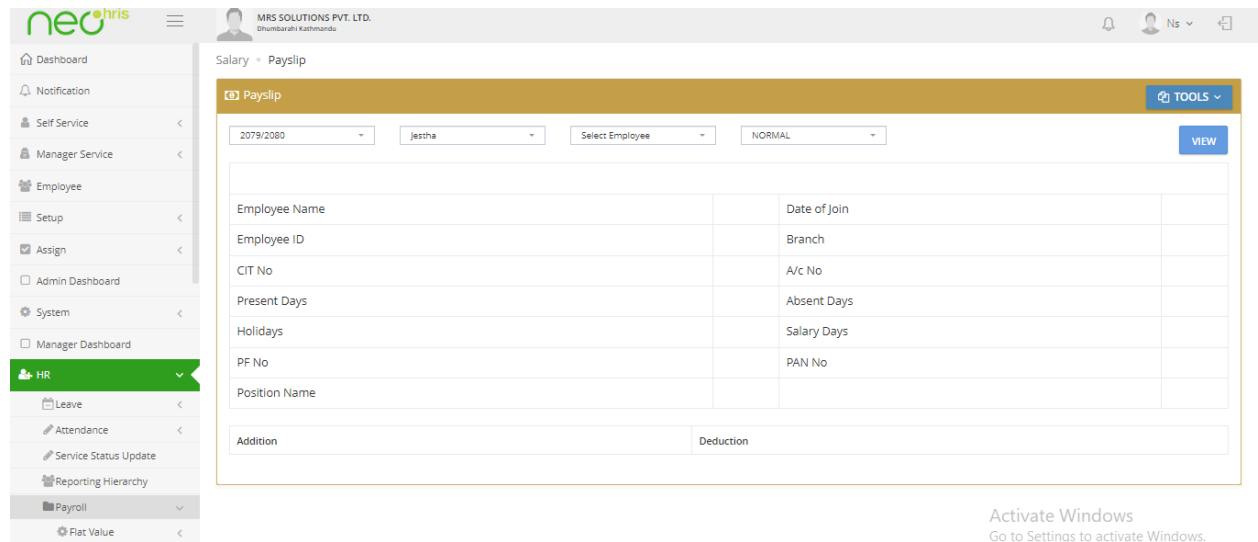
Pay value modified modern

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

Company	Group	Employee	Basic Salar...	Salary Adj...	Dashain B...	New Dash...	Pay Areas	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 PAUDEL						

Payslip:

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



neoHRIS

MRS SOLUTIONS PVT. LTD.
Dhimbarekhi Kathmandu

Salary - Payslip

2079/2080 | jeshtha | Select Employee | NORMAL | VIEW

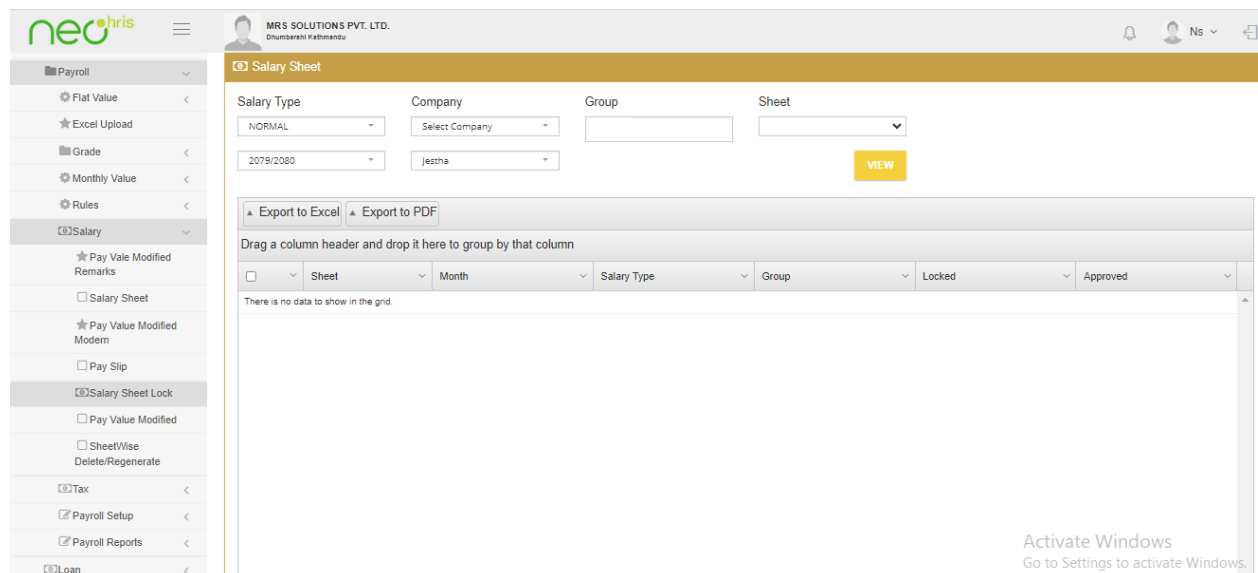
Employee Name	Date of Join
Employee ID	Branch
CIT No	A/c No
Present Days	Absent Days
Holidays	Salary Days
PF No	PAN No
Position Name	

Addition	Deduction
----------	-----------

Activate Windows
Go to Settings to activate Windows.

Salary sheet lock

Salary sheet lock is used to approved 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.



neoHRIS

MRS SOLUTIONS PVT. LTD.
Dhimbarekhi Kathmandu

Salary Sheet

Salary Type | Company | Group | Sheet | VIEW

2079/2080 | jeshtha

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.

Dashboard

Admin Dashboard

Notification

Manager Dashboard

Self Service

My Profile

Holiday List

Leave List

Training List

My Attendance

Leave Apply

Leave Cancel

Attendance Request

Travel Request

Work On Holiday Request

Work On Day off Request

Expense Reimbursement

Search...

SDS Kuponale

VIEW

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		Deduction	
Total Addition:	0.00	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.

Excel Upload

Grade

Monthly Value

Rules

Salary

Pay Vale Modified Remarks

Salary Sheet

Pay Value Modified Modern

Pay Slip

Salary Sheet Lock

Pay Value Modified

SheetWise Delete/Regenerate

Tax

Payroll Setup

Payroll Reports

Loan

Travel

Asset

Report

MRS SOLUTIONS PVT. LTD.

Drumbarani Kathmandu

Salary

TOOLS

Salary Sheet

Salary Type

Company

Group

Sheet

NORMAL

Select Company

2079/2080

Jeshta

VIEW

Export to Excel

Export to PDF

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

	Sheet	Month	Salary Type	Group	Action

There is no data to show in the grid.

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.

Tax Sheet

Company: [] Branch: [] Department: [] Designation: [] Position: [] Service Type: []

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

Fiscal Year: 2079/2080 Month: Jestha From Date: 15-May-2023 Nepali From: 2080-02-01 To Date: 15-Jun-2023 Nepali To Date: 2080-02-32

SEARCH RESET

Export to Excel Export to PDF

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

Employee	Insurance Deduction(-)	PF Contribution 20%(-)	Gratuity Deduction(-)	CIT Contribution(-)	Advance Deduction(-)	1/3 of Salary (-)	Annual Contribution
Basanta Rai	0	4031	1678.9115	0	0	183370.14	0
Nur Haki Miya	0	3300	1374.45	0	0	142463.18	0

Activate Windows
Go to Settings to activate Windows.

Tax slip:

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

Tax Slip

Fiscal Year: 2079/2080 Month: Jestha Employee: E02551-Aakash KC

VIEW

Tax Slip of E02551-Aakash KC for Jestha 2079/2080

Addition	Deduction	Tax
Total: 0	Total: 0	

Activate Windows
Go to Settings to activate Windows.

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
E02600	Basanta Rai	Nadaha	Officer	128238510	1870100000063010			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	Loan Date	Requested Amount	Status
There is no data to show in the grid.								

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.

The screenshot shows the 'EMPLOYEE WISE MONTHLY' report interface in the neoHRIS system. The left sidebar contains a menu with options like Manager Dashboard, HR, Leave, Attendance, Service Status Update, Reporting Hierarchy, Payroll, Loan, Travel, Asset, and Report. The main area features a search bar with filters for Company, Branch, Department (set to Admin), Designation, Position, Service Type, Service Event Type, Employee Type, Gender, Location, Functional Type, and Employee. A 'Fiscal Year' dropdown is set to 2079/2080. Below the search bar are 'Export to Excel' and 'Export to PDF' buttons. A table displays employee data with columns for Code, Employee, and various months (Shrawan, Bhadra, Ashwin) with sub-columns for different leave types (PR, AB, LV, DO, HD, WH, WD). The table lists employees like Ganga Gole, Hirendra Chaudhary, Kaji Neupane Pandey, Sashidhar Bhandari, Mahesh Thapa, and Swopnil Kc.

Resigned or Retired Employee

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

The screenshot shows the 'Resigned or Retired Employees' report interface in the neoHRIS system. The left sidebar contains a menu with options like Employee, Setup, Assign, Admin Dashboard, System, Manager Dashboard, HR, Leave, Attendance, Service Status Update, Reporting Hierarchy, Payroll, Loan, Travel, Asset, Report, Training, Overtime, Employee Service Question, and Advance. The main area features a search bar with filters for Service Event Type, Employee Type, Gender, Functional Type, Employee, and Export Parameters. Below the search bar are 'Export to Excel' and 'Export to PDF' buttons. A table displays employee data with columns for Code, Full Name, Mobile No, Birth Date (AD, BS), Join Date (AD, BS), Action, Company, Branch, Department, Designation, and Position. The table lists employees like Jharana Khadia, Tul Bahadur Gurung, Rakesh Chaudhary, Nabin Bhandari, Rabindra Ramdam, and Tulsi Ram Chaudhary. The bottom of the interface shows a pagination bar with '1' selected, '20' items per page, and a total of '1 - 20 of 56 items'.

HOD Signature

Client's signature

Date signed

