

Employee Information System v.1

User's Guide

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Welcome to EIS:
Click the HRIS icon found on your Desktop.

FileSetupUtilitiesReportsHelpAbout

company name

EmployeePayrollCost AnalysisInvoiceInventory

Log In

Log In Details

User Name

rolan

Password

####

Company/Site

CLAVON ENGINEERING

Login

Cancel

Employee Information System

Input User name

Input password

Select Company Name

Click Login

Next Part is Employee Registration (Click Employee->Information)

- Personal Tab = Cater the basic information of Employee such as Employee ID, Name, Gender, Marital, Nationality Religion, Birth Place, Birth date, Hire Date, Place Hire Insert picture of employee.
= Handle importan documents of employee such as (Driver License, Health Card, Passport, VISA, Gate Pass)

Assignment and Reporting Time = Cater information of Employee such as Date started, Status, Company Assign, Position, Category Payroll type, Rate, Ending date, reason for leaving, Transferring of employee and assign time of employee.

Contact & Family History = Cater other information such as contact place, number, business address, email and family history.

Medical & Work History=Cater information about medical records or examination of employee and work history of an employee.

Benefits and Leave = Cater information about benefits and leave of an employee.

PersonalAssignment and Reporting TimeContact and Family HistoryMedical and Work HistoryLeave and Benefits

Employee No:

Last

First

Middle

Gender

Marital

Nationality

Religion

Birth Place

DATE AND STATUS

Birth

12-02-2015

Active

Hire

12-02-2015

Awol

Regular

12-02-2015

Re-Hire

Place Hired

DRIVER'S LICENSE

License No:

Issued On

12-02-2015

Expire (DD-MM-YYYY)

12-02-2015

Place of Issue

upload pic.

<< Click upload pic button for scan license

Age

0 Years 0 Month 0 Days

Service

0 Years 0 Month 0 Days

Position

Company

HEALTH CARD

Card No:

Issued On

12-02-2015

Expire (DD-MM-YYYY)

12-02-2015

Card Name

upload pic.

<< Click upload pic button for scan health card

Sponsor Company

Date of Arrival (DD-MM-YYYY)

12-02-2015

Gate Pass Number

Date of Expire (DD-MM-YYYY)

12-02-2015

PASSPORT

Passport No:

Issued On

12-02-2015

Expire (DD-MM-YYYY)

12-02-2015

Place of Issue

upload pic.

<< Click upload pic button for scan passport

VISA

Visa number

Issued On

12-02-2015

Type

Destination

Expire

12-02-2015

Category

upload pic.

<< Click upload pic button for scan visa

rolan || rolan || Ready

Click this button to search employee

Type Name to search

When done search click Select button to display data in Main window

Search Type

employeeeno	lastname	firstname	middlename
0001	DUMMY	DUMMY	DUM
0006	PRIYANTO	ANANG	
0007	DAN	BAHA KADAYAT	
0008	UMESH	YONJAN	
0010	MAN	BAHADUR TAM...	
0011	HARI	KUMAR RAI	
0012	YEK	BAHADUR MAG...	
0013	TARA	BAHADUR MAG...	
0014	KALE	GALE	
0015	KUL	BAHADUR TAM...	
0016	BHUWAN	CHAULAGAI	
0017	MURUGESAN	SENTIL	

Adding new employee

Click Save to keep information in database

Click Save to keep information in database

Double click the box to add image if there is.

Note: those with X mark are important data to comply (Last name,first name,middle name, Gender, Marital, Nationality, Religion, Birth place, Birth date, Hire date, Place hired)

Other needed information for the employee, some of the field here need an expiration date and it will alert the Higher position if one of these document is near to expire. Settings for alert expiration can be found in the system (Setup->Company)

Click this button to view history or other issued driver license.

Click to clear the field and insert new one.

Click this button to upload scan driver's License Do the same to other document

this field here is automatic.

Note: After adding additional information Click Save button found in the header menu to update/save Information.

Assign employee to company and reporting time

Click here to select position, Please refer to the screenshots below.

Click here to select company

A

Personal | Assignment and Reporting Time | Contact and Family History | Medical and Work History | Leave and Benefits

Date Started	Status	Current Company	Position	Category
12-02-2015	Regular	CLAVON ENGINEERING	NAA PA GHAPUN DIRI PACI	LOCAL
Payroll Type	Rate	End Date	Reason for leaving	
MONTHLIES	1231	12-02-2015		

Transfer To	Project Name	Remarks
Start Date of Transfer (DD-MM-YYYY)	Expiration date (DD-MM-YYYY)	
12-02-2015	12-02-2015	

Reporting Time

Shift From: 02-13-2015 Shift To: 02-13-2015 Total Hours:

Shift Code:

Applicable days: ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Sunday ☒ Thursday ☒ Friday ☒ Saturday

shiftcode	shiftfrom	shifitto	samin	samout	spinin	spmout	shours	mon
to Add new shift code, Please refer to the screenshot below.								

upload work contract

<< Click upload pic button for scan work contract

Select Category

click here to view previous encoded data

shift schedule will take effect input total hours for the shift code

check or uncheck if what days the shift code will apply

this part is if the employee will be transfer to other site.

Select shift code

Click here to add the information.

Click to attach contract for employee

Click to view the attached contract

A Position

Click Select Button to display data in main window

Position

Save | Select | Position Name

Position	number
NAA PA GHAPUN DIRI PACI	4
IT PROGRAMMER	5
SUPERVISOR	6

Input position if not exist then click save

List of position already exist

Save button

B Adding Shift code

Contact and Family History

Personal

Assignment and Reporting Time

Contact and Family History

Medical and Work History

Leave and Benefits

Business

Name

CLAVON ENGINEERING

Telephone Extension

Email

Address

DUBAI

Fax. No.

Web Site

Telephone

Residence

Contact Person

ARNOLD HABWA

Telephone/Mobile

1132123131

Web Site

Relation

Father

Fax. No.

Contact Address

KAGAPE PKANAAN

Email

Employee Address

VALENCIA BUKIDNON

Family History

	dependentid	lastname	firstname	middlename	relation	birthdate
▶	11	THOMPSON	THOMP	THOMP	Father	2/13/2015 8:55 ...
*						

Family History

Save

Select

Clear

Employee ID: 0001

Last

First

Middle

Relation

Birth Date

13-02-2015

Dependent

	dependentid	lastname	firstname	middlename	relation	birthdate
▶	11	THOMPSON	THOMP	THOMP	Father	2/13/2015 8:55 ...
*						

Fill up the fields here for Contact and Business information like (Business name, address, contact person, and email).

To Add Family History Just Right click in this Grid then select Add/Edit.

To delete the existing data Select the Row then Right click and click Delete

Fill up necessary data and click save, this is for family member.
To update the record just double click the highlighted row and click save.

Medical History

Personal

Assignment and Reporting Time

Contact and Family History

Medical and Work History

Leave and Benefits

Medical

	medicalid	datecheck	medtype	physician	result
▶	4	12/22/2014 6:22...	URINE TEST ...	DR. PAGA ...	NEGATIVE TES...
	7	1/8/2015 5:41 PM	LABORATORY ...	DR.ANOTA ...	SINGSING NAKI...
*					

Add/Edit
Delete

To Add Medical History Just Right click in this Grid then select Add/Edit.

To delete the existing data Select the Row then Right click and click Delete

Fill up medical information that the employee is under gone like medical type, physician, date check up and result.

You can also upload the scan medical certificate and then

click save.

To update the record double click the selected row and then click Save.

Medical History

Save

Select

Clear

0001

Medical Type

Physician

Date of Check up

12-13-2015

Result

upload pic.

<< Click upload pic button for scan Medical certificate

	medicalid	datecheck	medtype	physician	result
▶	4	12/22/2014 6:22...	URINE TEST ...	DR. PAGA ...	NEGATIVE TES...
	7	1/8/2015 5:41 PM	LABORATORY ...	DR.ANOTA ...	SINGSING NAKI...

Employment History

To Add Employment History
Just Right click in this Grid
then select Add/Edit.

To delete the existing data
Select the Row then
Right click and click Delete

Fill up Employment History
like range of date, company,
position.

click save.

To update the record double
click or click the select button
of the selected row and then
click Save.

Employment

	id	datefrom	dateto	Company	position	Remarks
	6	2/13/2015 10:13...	2/13/2015 10:13...	HP	MANAGER	LEAVE THE PR...
*						

Add/Edit
Delete

Employment History

0001

Save Select Clear

From 02-13-2015 To 02-13-2015 Company Position Remarks

	educationid	datefrom	dateto	Company	position	Remarks
	6	2/13/2015 10:13...	2/13/2015 10:13...	HP	MANAGER	LEAVE THE PR...

Benefits Encoding

To Add Benefits Right click
and select Add/Edit.

Benefits like medicine or
other benefits that company
will offer.

To delete the existing data
Select the Row then
Right click and click Delete

Fill up Benefits information
like date occur, type of
benefits, Total amount, used
amount. the balance will
display automatically.

click save.

To update the record double
click or click the select button
of the selected row and then
click Save.

Personal Assignment and Reporting Time Contact and Family History Medical and Work History Leave and Benefits

Benefits

	benefitsid	datefrom	dateto	type	amount	used
	2	1/8/2015 4:44 PM	1/8/2015 4:44 PM	MEDICINAL ITE...	100	20

Add/Edit
Delete

Benefits

Employee ID: 0001

Save Select Clear

Date From 08-01-2015 Date To 08-01-2015 Type MEDICINAL ITEM UPDATE AGAIN Amount 100 Used 20 Balance 80

	Benefits ID	Date From	Date To	Benefits Type	Amount	Used	Balance
	2	08/01/2015	08/01/2015	MEDICINAL ITEM UPDATE AGAIN	100	20	80

Leave Encoding

To Add Leave Right click and
select Add/Edit.

Leave allowance can be
given to the employee from
the company during
regularization.

To delete the existing data
Select the Row then
Right click and click Delete

Fill up Leave information like
date occur, type of Leave,
Total amount, used
amount. the balance will
display automatically.

click save.

To update the record double
click or click the select button
of the selected row and then
click Save.

Leave

	lvid	employeeeno	datefrom	dateto	lvtype	dayslv	usedlv
	5	0001	1/8/2015 4:43 PM	1/8/2015 4:43 PM	VACATION LEAVE	20	5

Add/Edit
Delete

Leave

Employee ID: 0001

Save Select Clear

Type VACATION LEAVE Leave 20 Used 5 Balance 15

Date From 08-01-2015 Date To 08-01-2015

	Leave ID	Date From	Date To	Leave Type
	5	08/01/2015	08/01/2015	VACATION LEAVE