

# HUMAN RESOURCE INFORMATION SYSTEM

## Administration

### 1 References File

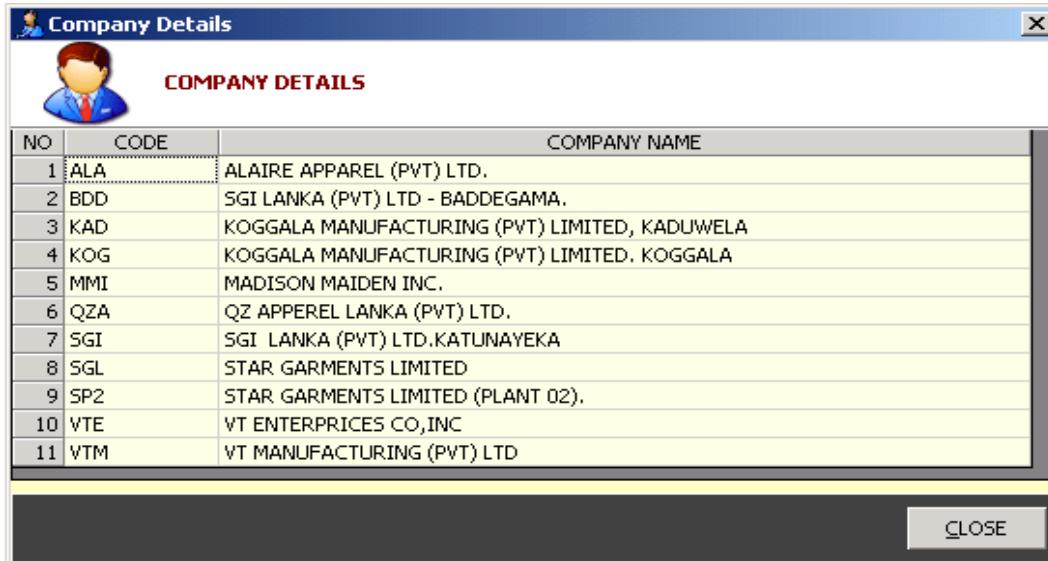
This menu item views all types of reference files related to the Human resources system.

Menu path:

- HRIS
- Administration
- Reference Files

#### 1.1 Company

This **Company reference file** is used to view all company names & company codes of Star Garments group.



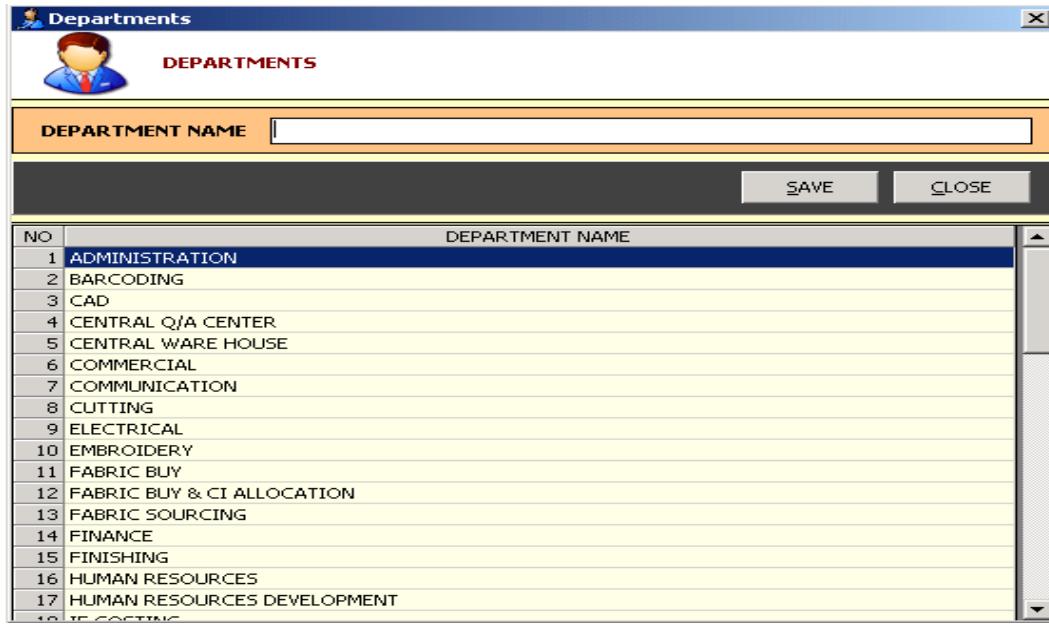
The screenshot shows a Windows application window titled "Company Details". The window has a blue header bar with the title and a close button. Below the header is a toolbar featuring a person icon and the text "COMPANY DETAILS". The main area is a table with two columns: "NO" and "CODE" on the left, and "COMPANY NAME" on the right. The table contains 11 rows of data. At the bottom of the window is a dark grey footer bar with a "CLOSE" button.

NO	CODE	COMPANY NAME
1	ALA	ALAIRES APPAREL (PVT) LTD.
2	BDD	SGI LANKA (PVT) LTD - BADDEGAMA,
3	KAD	KOGGALA MANUFACTURING (PVT) LIMITED, KADUWELA
4	KOG	KOGGALA MANUFACTURING (PVT) LIMITED, KOGGALA
5	MMI	MADISON MAIDEN INC.
6	QZA	QZ APPEREL LANKA (PVT) LTD.
7	SGI	SGI LANKA (PVT) LTD.KATUNAYEKA
8	SGL	STAR GARMENTS LIMITED
9	SP2	STAR GARMENTS LIMITED (PLANT 02).
10	VTE	VT ENTERPRICES CO,INC
11	VTM	VT MANUFACTURING (PVT) LTD

- Factory code
- Factory company name

## 1.2 Department

This **Department reference file** is used to add New Department to HRIS master file & view all Departments of Star Garments group.



- Input the New Department Name.
- Press “Save” button to add it in to the list.

## 1.3 Department Heads

This **Department heads file** is used to add department heads to the HRIS master file & view all Departments heads of Star Garments groups.

The screenshot shows a software window titled "DEPARTMENT MANAGERS". At the top, there are fields for "DEPARTMENT" (dropdown menu) and "MANAGER" (dropdown menu). Below these are "SAVE" and "CLOSE" buttons. A large table lists 16 managers, each with a checkbox column labeled "LEAVE". The table has columns for "NO", "MANAGER NAME", and "LEAVE". The managers listed are:

NO	MANAGER NAME	LEAVE
1	A ASHOK KUMAR	<input checked="" type="checkbox"/>
2	ACHINI NIMESHA GHANI JAYAWARDENA	<input type="checkbox"/>
3	ADIKARI MUDIYANSELAGE NIMALKA BRIGHT	<input type="checkbox"/>
4	ALAVALA DEVAGE RAJINDRA PUNYAJITH ARIYASINGHE	<input type="checkbox"/>
5	ALUTH GEDARA UPUL KUMARASINGHE	<input type="checkbox"/>
6	AMAARAH ESHAN KAMBOJ	<input type="checkbox"/>
7	AMARATHUNGA ARACHCHIGE PRIYANKA PADMASIRI AMARATHUNGA	<input type="checkbox"/>
8	AMARATHUNGE ARACHCHIGE RUSIRU CHINTHAKA PERERA	<input type="checkbox"/>
9	ANANDA RAJESHWARA BANDARA DOMBAGOLLE	<input type="checkbox"/>
10	ANNE SHARMALEE DE ALWIS	<input type="checkbox"/>
11	ANTHONAN ARACHCHIGE DON AJITH NELSON	<input type="checkbox"/>
12	ARACHCHIGE JERAM CHANDANA JERAM	<input checked="" type="checkbox"/>
13	ARIYAWASAM HARISCHANDRA ALAHAKOON MUDIYANSELAGE SALIYA NALIN ALAHAKOON	<input type="checkbox"/>
14	ARUMUGAM SUKUMARAN	<input type="checkbox"/>
15	ARUNA MATHIESHA MAHAMALAGE	<input type="checkbox"/>
16	ASGIRIYE GEDARA DON DAMINDA ROSHAN ANTON	<input type="checkbox"/>

At the bottom right of the table area is a button labeled "On LEAVE".

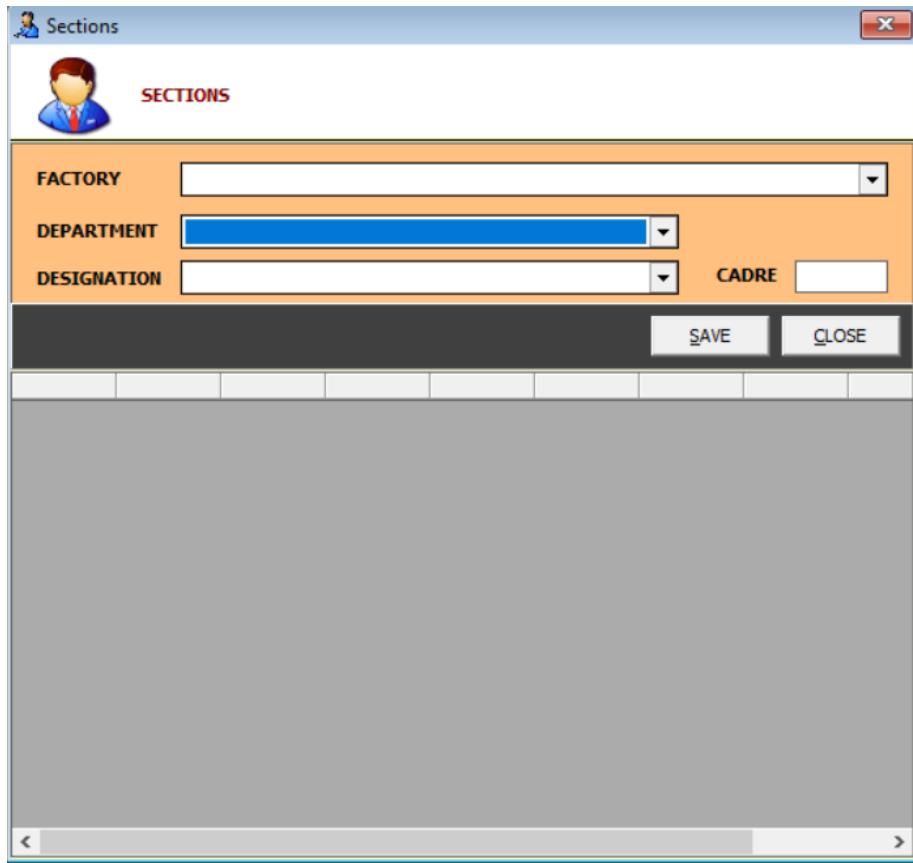
- Input the Department Name & Manager name & Manager's email.
- Press the save button to add it in to the list.

## 1.5 Department Location

The screenshot shows a software window titled "DEPARTMENT MANAGERS". At the top, there are fields for "FACTORY" (dropdown menu), "DEPARTMENT" (dropdown menu), and "MANAGER" (dropdown menu). There is also a "Common" checkbox. Below these are "SAVE" and "CLOSE" buttons. A large table lists 16 departments, each with a checkbox column labeled "Common". The table has columns for "NO", "DEPARTMENT", and "MANAGER NAME". The departments listed are:

NO	DEPARTMENT	MANAGER NAME	Common
1	HUMAN RESOURCES	A ASHOK KUMAR	<input checked="" type="checkbox"/>
2	MERCHANDISING	A ASHOK KUMAR	<input type="checkbox"/>
3	SAMPLE ROOM - 1	A ASHOK KUMAR	<input type="checkbox"/>
4	SALES	ACHINI NIMESHA GHANI JAYAWARDENA	<input type="checkbox"/>
5	WORKSTUDY	ADIKARI MUDIYANSELAGE NIMALKA BRIGHT	<input type="checkbox"/>
6	SEWING	ALAVALA DEVAGE RAJINDRA PUNYAJITH ARIYASINGHE	<input type="checkbox"/>
7	FINANCE	ALUTH GEDARA UPUL KUMARASINGHE	<input type="checkbox"/>
8	MERCHANDISING	AMAARAH ESHAN KAMBOJ	<input type="checkbox"/>
9	HUMAN RESOURCES	AMARATHUNGA ARACHCHIGE PRIYANKA PADMASIRI AMARATHUNGA	<input type="checkbox"/>
10	METERIAL CONTROLLING	AMARATHUNGE ARACHCHIGE RUSIRU CHINTHAKA PERERA	<input type="checkbox"/>
11	ADMINISTRATION	ANANDA RAJESHWARA BANDARA DOMBAGOLLE	<input type="checkbox"/>
12	INFORMATION TECHNOLOGY	ANNE SHARMALEE DE ALWIS	<input type="checkbox"/>
13	FINISHING	ANTHONAN ARACHCHIGE DON AJITH NELSON	<input type="checkbox"/>
14	QUALITY	ARACHCHIGE JERAM CHANDANA JERAM	<input type="checkbox"/>
15	SEWING	ARIYAWASAM HARISCHANDRA ALAHAKOON MUDIYANSELAGE SALI	<input type="checkbox"/>
16	ADMINISTRATION	ADILMUGAM CHUKKUMADAN	<input type="checkbox"/>

## 1.6 Department Carder



- Factory name
- Department
- Designation
- Carder

## 1.7 Sections

This **Section reference file** is used to add New Sections to HRIS master file & view all Sections of Star Garments group.

The screenshot shows a software interface titled 'Sections'. At the top, there is a section labeled 'DEPARTMENT' with a dropdown menu and a 'SECTION' input field. Below this is a toolbar with a checkbox labeled 'Show All Sections', a 'SAVE' button, and a 'CLOSE' button. The main area is a grid table with columns 'NO', 'SECTION', and 'DEPARTMENT'. The data in the table is as follows:

NO	SECTION	DEPARTMENT
2	AUDIT	SEWING
3	AUDIT	FINISHING
4	AUDIT DEPARTMENT	BARCODING
5	AUTO JIG	SEWING
6	B/LEVELING	FINISHING
7	BELT	WASHING
8	BOTTOM LEVELING	SEWING
9	BUNDLING SECTION	CUTTING
10	CENTRAL Q/A CENTER	CENTRAL Q/A CENTER
11	COMMERCIAL	COMMERCIAL
12	COMMUNICATION DEPARTMENT	MERCHANDISING
13	COSTING DEPARTMENT	FINANCE
14	CPU	SEWING
15	CUTTING SECTION	CUTTING
16	DESPATCH	FINISHING
17	ELECTRICAL	MAINTENANCE
18	ELECTRICAL	ELECTRICAL
19	EMPLOYEE DEP.	EMPLOYEE DEP.

- Select the belongs Department of New Section.
- Input new Section name.
- Press “Save” button to save new

## 1.8 Designations

This **Designations reference file** is used to add New Designations to HRIS master file & view all Designations of Company.

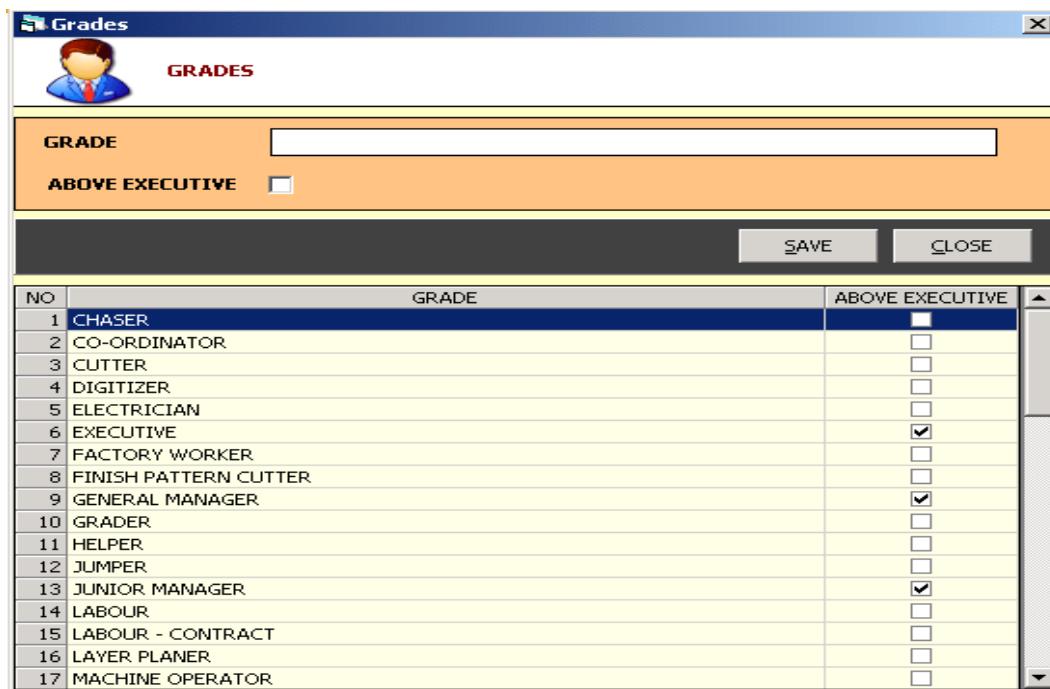
The screenshot shows a software interface titled 'Designations'. At the top, there is a section labeled 'DESIGNATION' with an input field. Below this is a toolbar with a 'SAVE' button and a 'CLOSE' button. The main area is a grid table with columns 'NO' and 'DESIGNATION'. The data in the table is as follows:

NO	DESIGNATION
1	ACCOUNT ASSISTANT
2	ACCOUNTANT
3	ACCOUNTS CLERK
4	ACCOUNTS EXECUTIVE
5	ACCOUNTS REPRESENTATIVE
6	ACR CLERK
7	ADMINISTRATIVE CLERK
8	ANALYST PROGRAMMER
9	AREA MANAGER
10	ASSISTANT MERCHANDISER
11	ASSISTANT PREMISES MAIN.SUPERVISOR
12	ASSISTANT SECURITY INCHARGE
26	BOILER OPERATOR CLASS 1
27	BOILER OPERATOR CLASS 2

- Input new Designation name.
- Press “Save” button to save it as a designation.

## 1.9 Grades

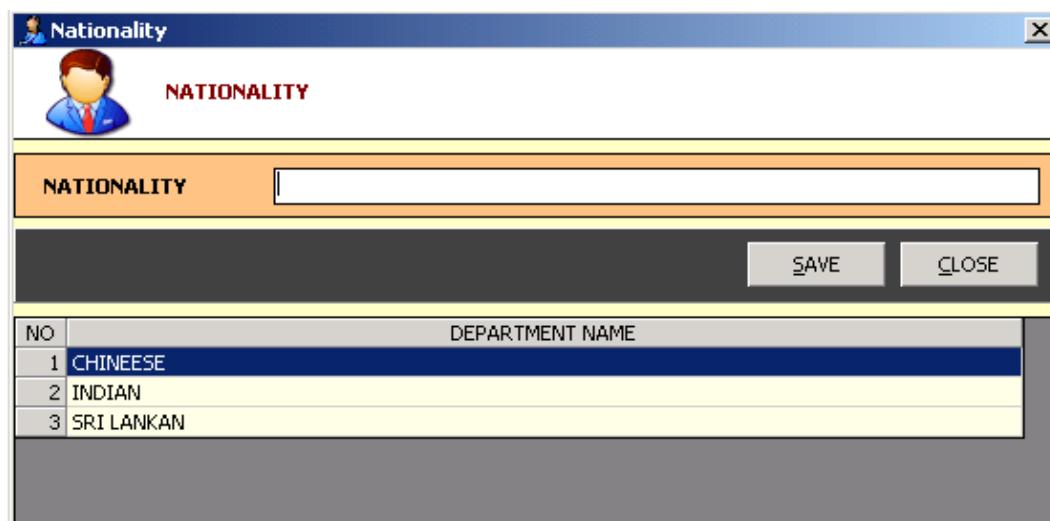
This **Grades reference file** is used to add New Grades to HRIS master file & view all Grades of Company.



- Input new Grade name.
- Tick  this “Above executive” Button for higher grades.
- Press “Save” button to save it as a new grade.

## 1.10 Nationality

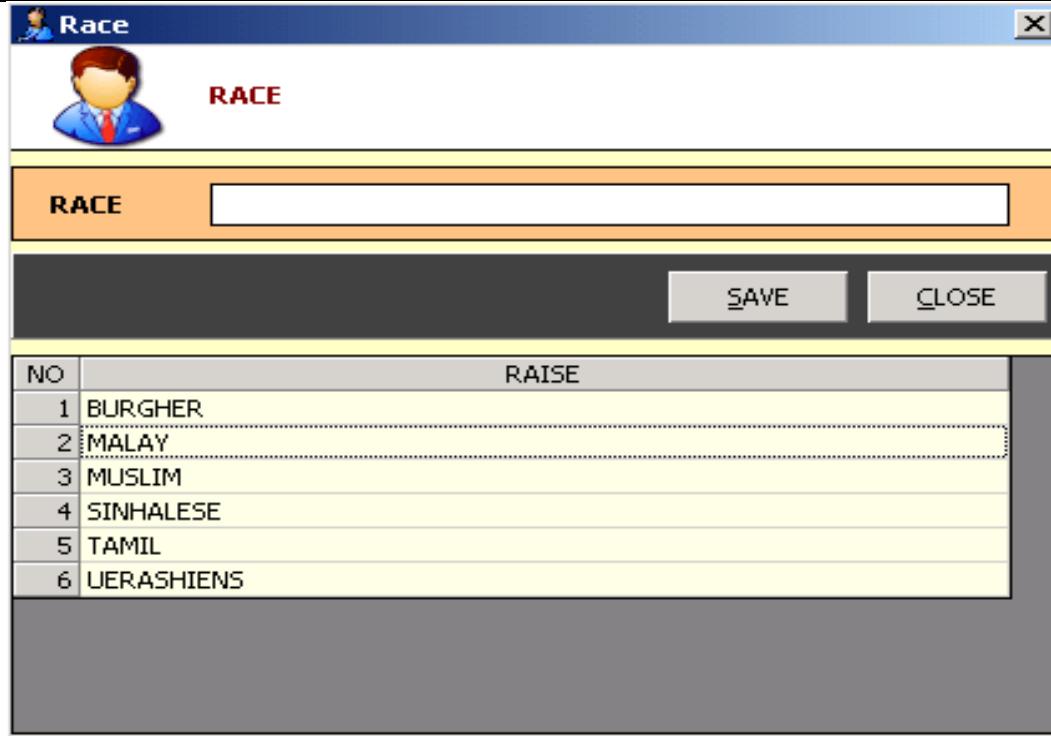
This **Nationality reference file** is used to add New Nationality to HRIS master file & view all Nationalities related to Company employees.



- Input new Nationality name.
- Press “Save” button to save it.

## 1.11 Race

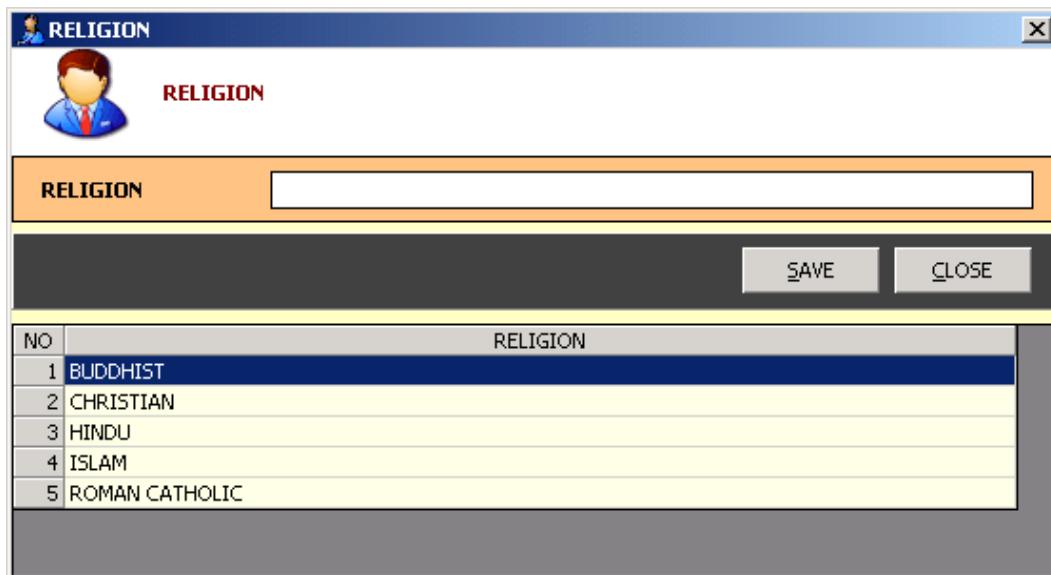
This **Race Reference File** is used to add New Race to HRIS master file & view all races related to Company employees.



- Input new Race name.
- Press “Save” button to save it.

## 1.12 Religion

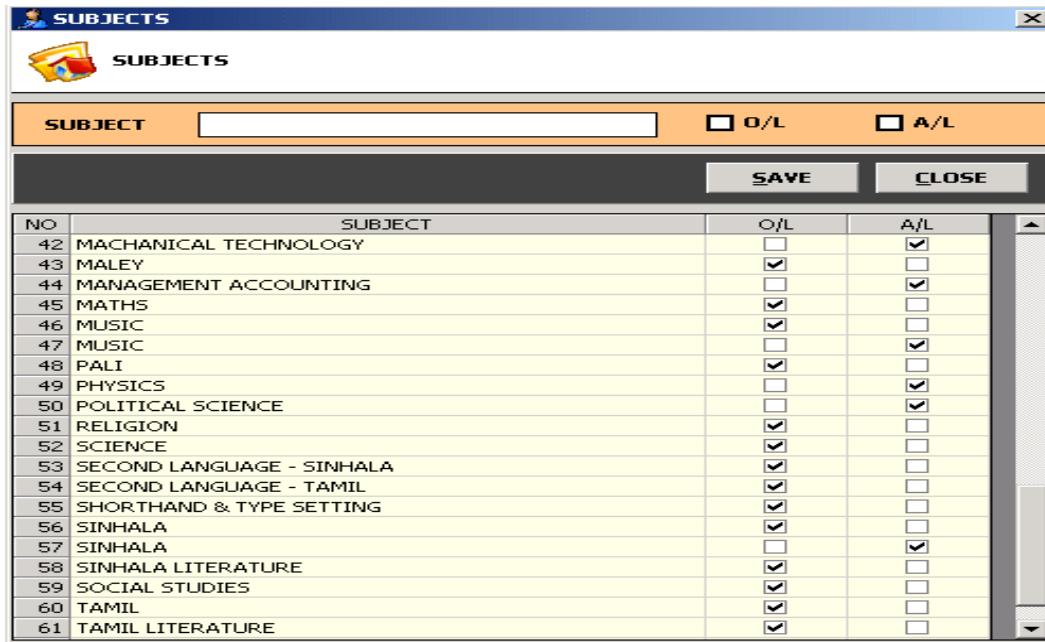
This **Religion Reference File** is used to add Religions to HRIS master file & view all added Religions related to Company employees.



- Input new Religion name.
- Press “Save” button to save it.

## 1.13 Qualification

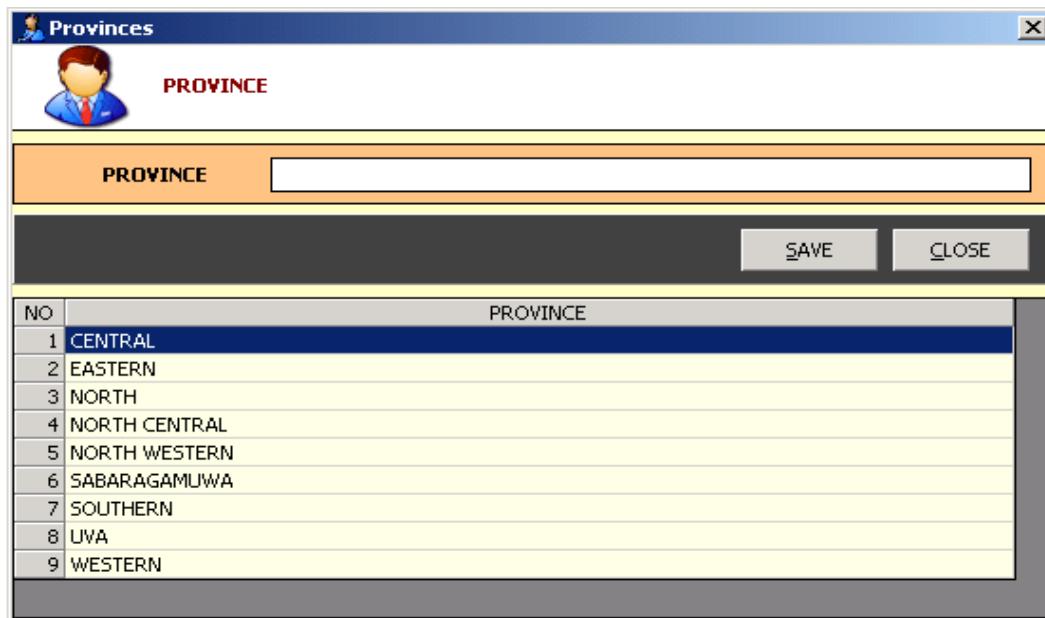
This **Qualification Reference File** is used to add new Subjects to HRIS master file & view all added Subjects in system.



- Input the new subject name.
- Select the Related exam of Subject.
- Press “Save” button to save it.

## 1.14 Province

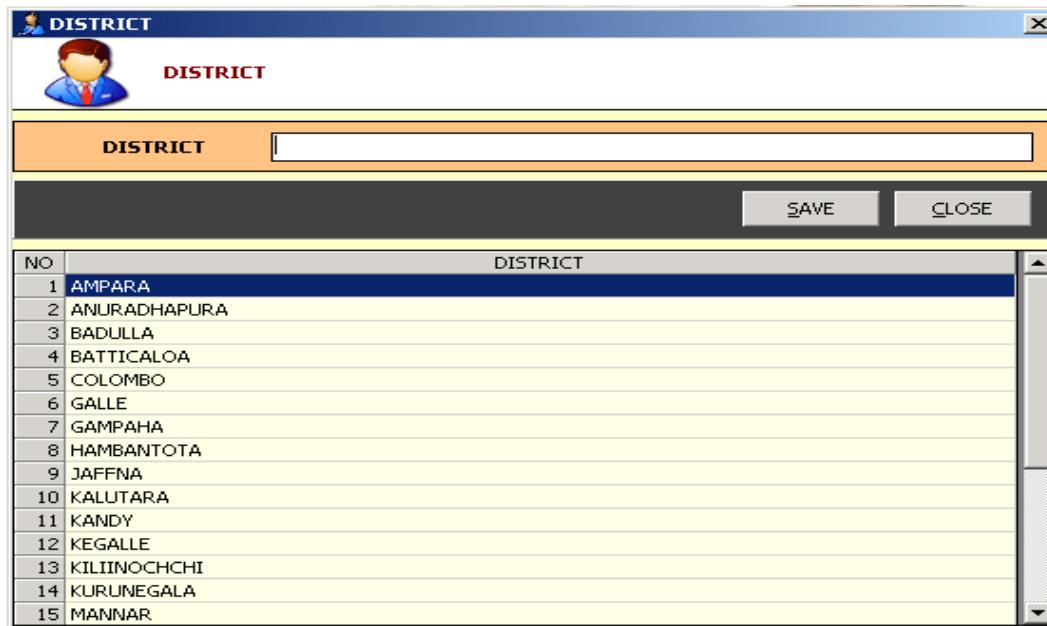
This **Province Reference File** is used to add new Provinces to HRIS master file & view all added Provinces in system.



- Input the new Province name.
- Press “Save” button to save it.

## 1.15 District

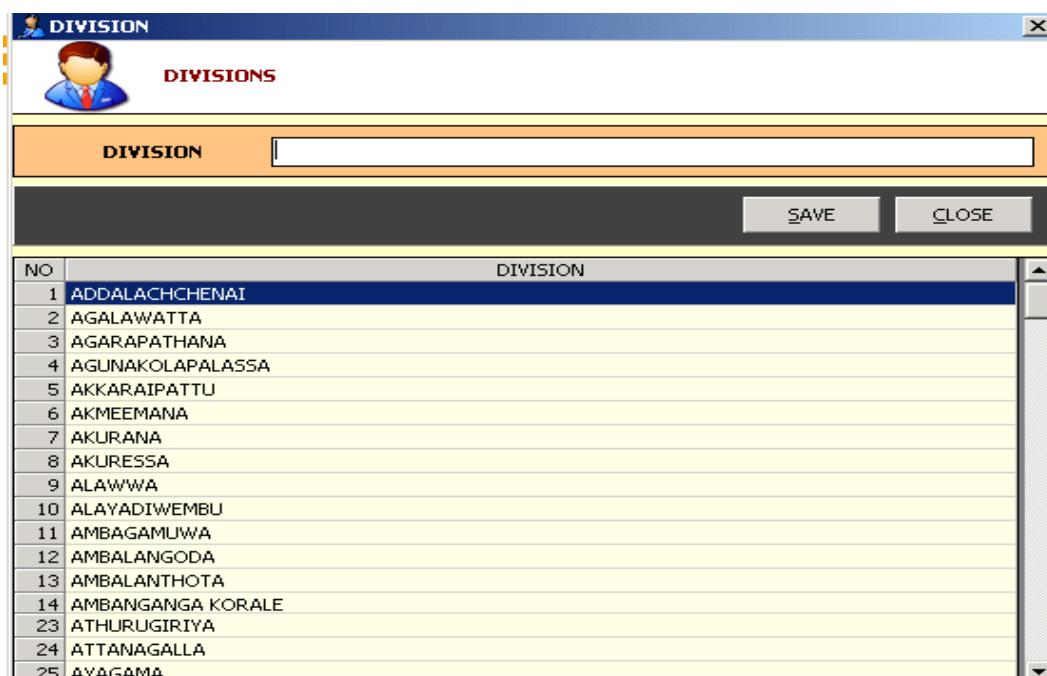
This **District Reference File** is used to add new District to HRIS master file & view all added Districts in system.



- Input the new District name.
- Press “Save” button to save it.

## 1.16 Police Divisions

This **Divisions Reference File** is used to add new Division to HRIS master file & view all added Divisions in system.



- Input the new Division name.

- Press “Save” button to save it.

## 1.17 Electorates

This **Electorates Reference File** is used to add new Electorates to HRIS master file & view all added Electorates in the system.

The screenshot shows a software interface titled "ELECTORATES". At the top, there is a logo of a person in a suit and a red header bar with the word "ELECTORATES". Below this is a toolbar with a dropdown menu labeled "DISTRICT" and a text input field labeled "ELECTORATE". A checkmark box labeled "Show All Electorate" is checked. On the right side of the toolbar are "SAVE" and "CLOSE" buttons. The main area contains a table with two columns: "NO." and "ELECTORATE" on the left, and "DISTRICT" on the right. The table lists 23 entries, each with a number from 1 to 23 followed by the electorate name and its corresponding district. The districts listed are KALUTARA, HAMBANTOTA, GALLE, MATARA, GALLE, AMPARA, PUTTALAM, ANURADHAPURA, ANURADHAPURA, KEGALLE, GAMPAHA, COLOMBO, GALLE, BADULLA, RATNAPURA, GALLE, KALUTARA, BADULLA, BATTICALOA, HAMBANTOTA, GALLE, KALUTARA, and MONERAGALA.

NO.	ELECTORATE	DISTRICT
1	AGALAWATTA	KALUTARA
2	AGUNAKOLAPALASSA	HAMBANTOTA
3	AKMEEMANA	GALLE
4	AKURESSA	MATARA
5	AMBALANGODA	GALLE
6	AMPARA	AMPARA
7	ANAMADUWA	PUTTALAM
8	ANURADHAPURA-E	ANURADHAPURA
9	ANURADHAPURA-W	ANURADHAPURA
10	ARANAYAKE	KEGALLE
11	ATTANAGALLA	GAMPAHA
12	AVISSAWELLA	COLOMBO
13	BADDEGAMA	GALLE
14	BADULLA	BADULLA
15	BALANGODA	RATNAPURA
16	BALAPITIYA	GALLE
17	BANDARAGAMA	KALUTARA
18	BANDARAWELA	BADULLA
19	BATTICALOA	BATTICALOA
20	BELIATTA	HAMBANTOTA
21	BENTARA-ELPITIYA	GALLE
22	BERUWALA	KALUTARA
23	BIBILE	MONERAGALA

- Select the Division name.
- Then input the Electorate name.
- Press “Save” button to save it.

## 1.18 GN Divisions

This **GN Divisions Reference File** is used to add new GN Divisions to HRIS master file & view all added GN Divisions in the system.

The screenshot shows a software interface titled "GN Divisions". At the top, there is a logo of a person in a suit and a red header bar with the word "GN DIVISIONS". Below this is a toolbar with dropdown menus for "PROVINCE" (set to WESTERN), "DISTRICT" (set to GAMPAHA), and "DIVISION" (set to KATANA). A text input field labeled "GN DIVISION" is also present. On the right side of the toolbar are "SAVE" and "CLOSE" buttons. The main area contains a table with four columns: "NO.", "GN DIVISION", "PROVINCE", "DISTRICT", and "DIVISION". The table lists 10 entries, each with a number from 1 to 10 followed by the division name and its corresponding province, district, and division. The divisions listed are ADIKKANDIYA, AIR FORCE CAMP, AKKARA 50, ALAWATHUPITIYA, AMANDOLLWA, AMBALAMMULLA, ANDIAMBALAMA EAST, ANDIAMBALAMA WEST, BAMBUKULIYA, and BANDARAWATTA EAST, all located in the WESTERN province, GAMPAHA district, and KATANA division.

NO.	GN DIVISION	PROVINCE	DISTRICT	DIVISION
1	ADIKKANDIYA	WESTERN	GAMPAHA	KATANA
2	AIR FORCE CAMP	WESTERN	GAMPAHA	KATANA
3	AKKARA 50	WESTERN	GAMPAHA	KATANA
4	ALAWATHUPITIYA	WESTERN	GAMPAHA	KATANA
5	AMANDOLLWA	WESTERN	GAMPAHA	KATANA
6	AMBALAMMULLA	WESTERN	GAMPAHA	KATANA
7	ANDIAMBALAMA EAST	WESTERN	GAMPAHA	KATANA
8	ANDIAMBALAMA WEST	WESTERN	GAMPAHA	KATANA
9	BAMBUKULIYA	WESTERN	GAMPAHA	KATANA
10	BANDARAWATTA EAST	WESTERN	GAMPAHA	KATANA

- Select the Province
- Select relevant District.
- Select the Division
- Then input the GN Division name.
- Press “Save” button to save it.

## 1.19 Sub Sections

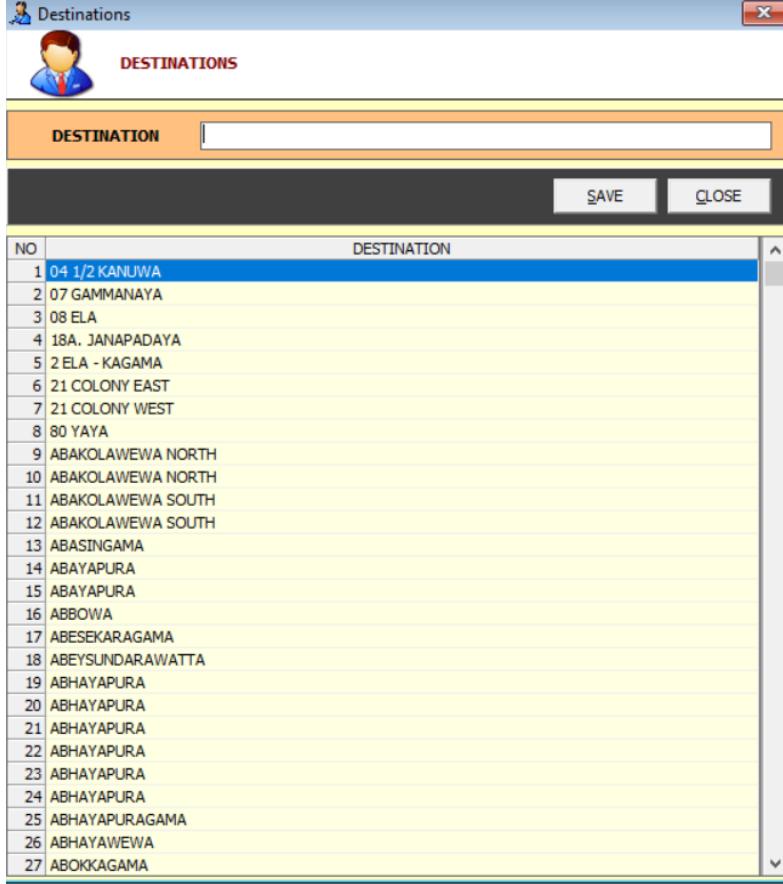
This screen is used to add new Sub sections to the HRIS master file & view all added Sub sections in the system.

NO	SUB SECTION	SECTION	DEPARTME

- Select the Department.
- Select relevant Main Section.
- Then input the Sub Section.
- Press “Save” button to save it.
- By selecting “Show all Section” option user can view all added sub sections.

## 1.20 Destination

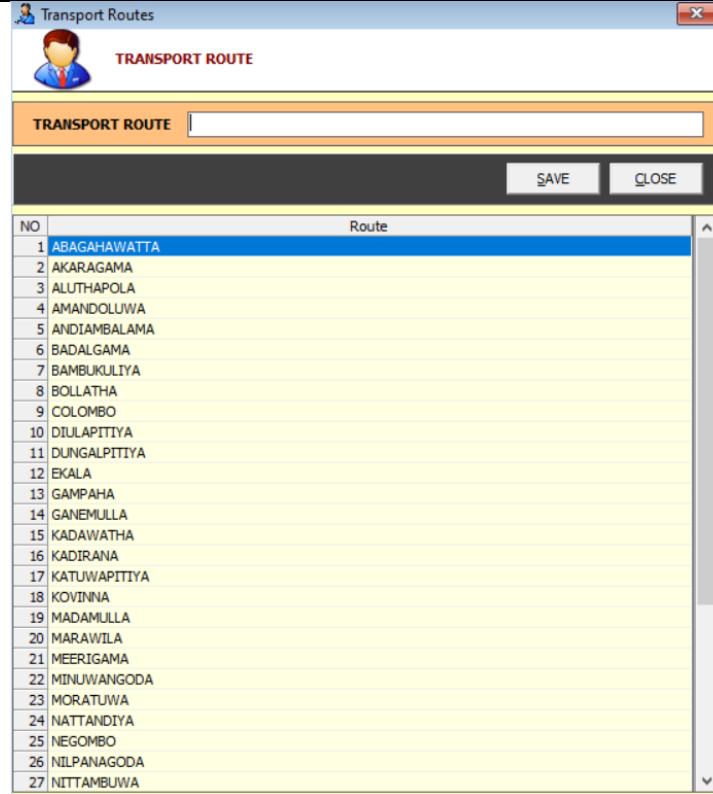
This Screen is used to add destination of the Employee's to the HRIS system



- Select the destination
- Press the save button to save it

## 1.21 Transport Route

This screen is used to add transport route of the employee to the system



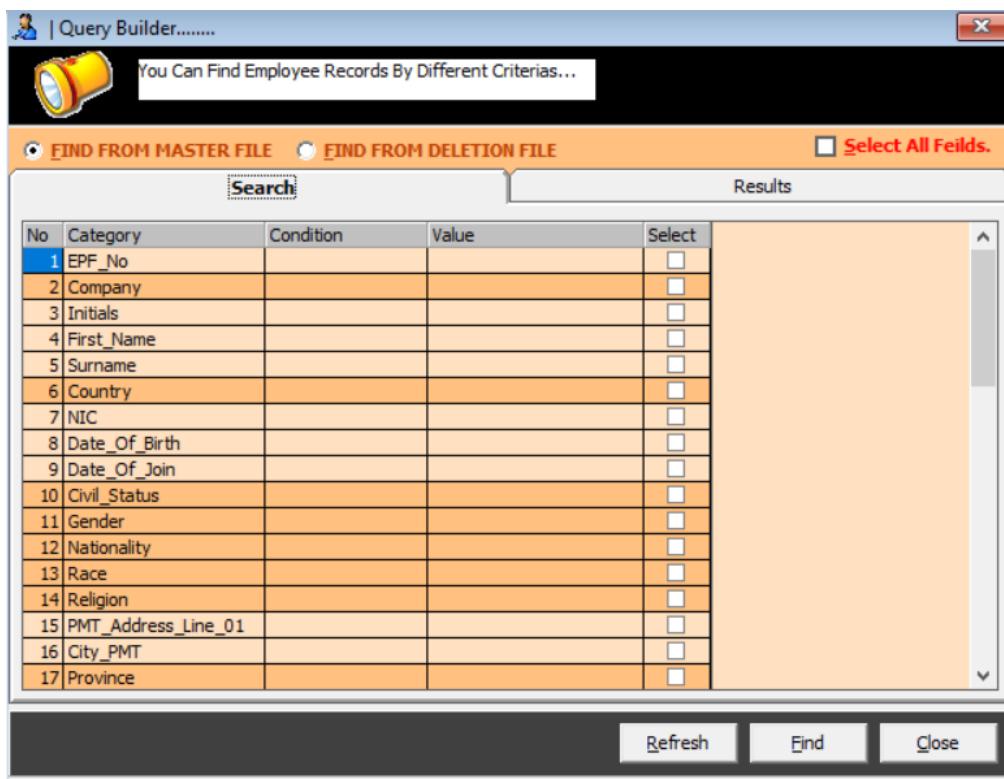
- Select the transport route
- Press save button to save it

## 2 Find

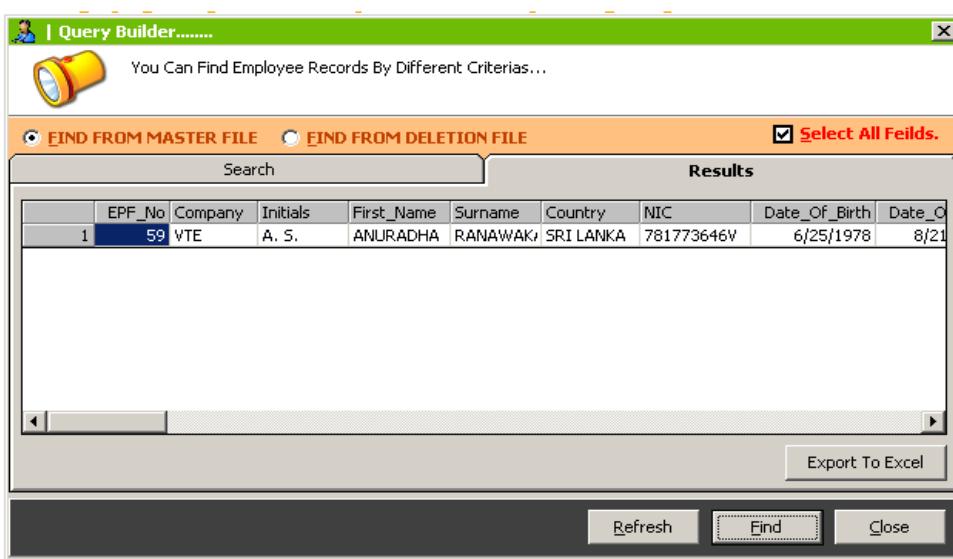
This screen is used to find Employee details by given difference criteria.

2.0

The screen will be displayed as below.



- 2.1 Find from Master file : Select this option to find Active Employee details from Employee Master file.
- 2.2 Find from Deletion File : Select this option to Find Deleted/ Resigned employee Details.
- 2.3 Category : Finding categories will be displayed.
- 2.4 Condition : Select the Condition of selected category.  
(Equal/ Not Equal/ Is less than/ Is greater than/ ect...)
- 2.5 Value : Input or Select the values.
- 2.6 Select : Tick the relevant categories that you want to find.
- 2.7 Select All Fields : By pressing this option, user can tick all categories at once.
- 2.8  : Press “Refresh” button to refresh the screen.
- 2.9  : Press “Close” button to exit the screen.
- 2.10  : Press “Find” button to view search results in “Results” page.

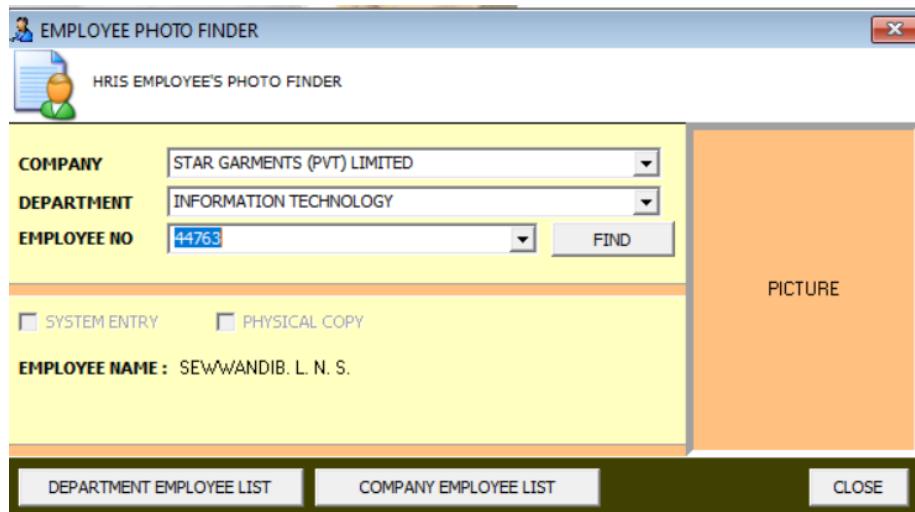


### 3 Photo Finder

This screen is used to find Employee Photo by giving Company/ Section & EPF number.

3.0

The screen will be displayed as below.



3.1

Company : Select the Company from the displayed factory list.

3.2

Department : Select the department from the list.

3.3

Employee No : Select the Employee number form the displayed list.

3.4

**FIND** : Then press “Find” button to view updated photo of Selected employee.

3.5

Picture : The picture will be displayed in this box.

3.6 System entry/ physical entry: Availability of employee information & Employee Photo.

3.7 Employee name : Automatically displayed when select the EPF number.

3.8

**DEPARTMENT EMPLOYEE LIST** : By pressing this button user can view **Photo availability report** of selected section.

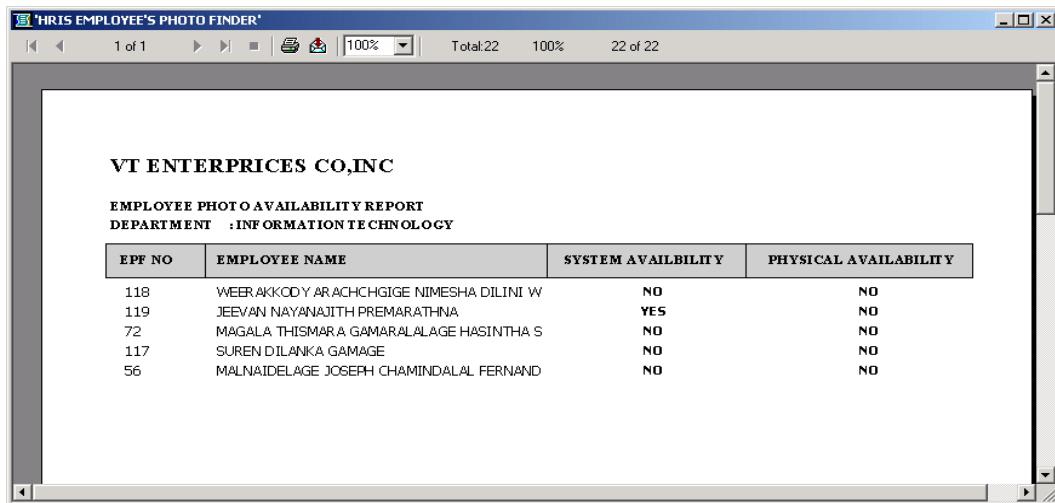
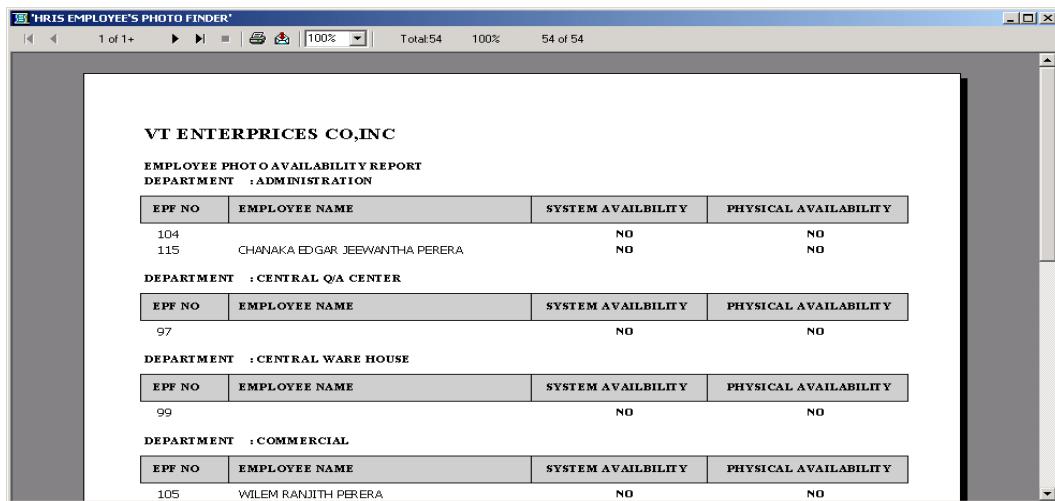
3.9

**COMPANY EMPLOYEE LIST** : By pressing this button user can view **Photo availability report** of selected factory.

3.10

**CLOSE** : Press “Close” button to exit the screen.  
Then message will be displayed as below.



Selected SectionSelected Company

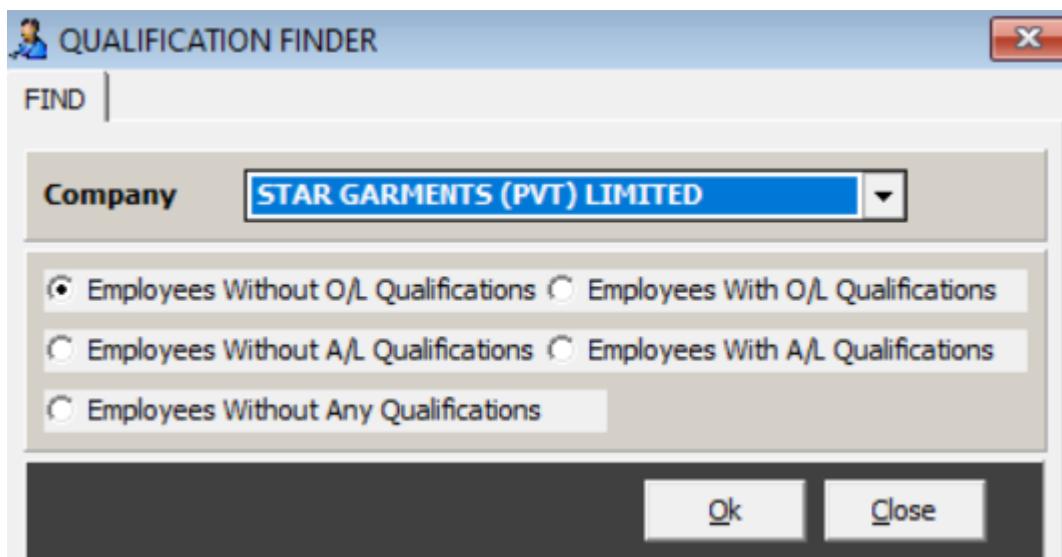
## 4 Qualification Finder

This screen is used to view company wise qualification not updated employee list by given qualification level.

Menu Path:

- HRIS System
- Administration
- Reference File
- Qualification Finder

4.0 The screen will display as below.



4.1 Select the Company from the company list.

4.2 Select each Option & Press “Ok” button to view report as attached below.

### Employees without O/L Qualification

Report Date 11/07/2011  
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EPF	EMPLOYEE NAME	JOIN ON	NIC	DEPARTMENT
571	W. M. R. PERERA	05/07/1979	605143105V	QUALITY
853	R. M. P. MANIKE	04/02/1979	568541421V	SEWING
4948	K. V. V. VEERAVARDANA	06/14/2004	673420512V	MECHANICAL
5182	D. M. H. DIWANANDA	03/17/1986	680440107V	ELECTRICAL
6034	A. R. G. PERERA	10/01/1997	652810586V	MECHANICAL
6689	M. N. S. P. WIJERATNE	01/07/1998	682670215V	FINISHING
7046	T. M. G. S. S. THENNAKOOON	02/10/1997	685440199V	SEWING
7406	P. A. N. DAMMIKA	12/31/2001	618400174X	SEWING
8960	D. T. PATHIRATHNA	01/01/1998	673422179V	CUTTING
9318	P. S. DABARE	08/22/1989	695520514V	SEWING
10484	W. A. W. P. WICKRAMAARCHCHI	01/12/2004	691113000V	SEWING
10645	H. S. SILVA	08/15/1990	675863512V	SEWING
11879	M U A FERNANDO	08/06/2001	681740325V	SEWING
12069	M. F. C. WARSHA	08/07/1991	697944478V	SEWING
12184	D. U. FERNANDO	08/30/1991	780100039V	HUMAN RESOURCES

Employees with O/L Qualification

Report Date 11/07/2011  
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EPF	EMPLOYEE NAME	JOIN ON	NIC	DEPARTMENT
42606	W. M. M. WALESUNDARA	08/08/2011	788432950V	SEWING
42608	J. P. S. D. WIRESINGHE	08/08/2011	805353031V	UP GRADING
42628	K. M. G. MALKANTHI	08/10/2011	955150635V	TRAINNING SCHOOL
42648	K. N. N. MADUSHANI	08/17/2011	915761259V	TRAINNING SCHOOL
42695	W. H. N. R. MADUSHANI	09/05/2011	946431257V	TRAINNING SCHOOL

Employees without A/L Qualification

Report Date 11/07/2011  
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EPF	EMPLOYEE NAME	JOIN ON	NIC	DEPARTMENT
42606	W. M. M. WALESUNDARA	08/08/2011	788432950V	SEWING
42608	J. P. S. D. WIUESINGHE	08/08/2011	805353031V	UP GRADING
42628	K. M. G. MALKANTHI	08/10/2011	955150635V	TRAINNING SCHOOL
42695	W. H. N. R. MADUSHANI	09/05/2011	946431257V	TRAINNING SCHOOL

### Employees with A/L Qualification

Report Date 11/07/2011  
Page No Page 1 of 1

EPF	EMPLOYEE NAME	JOIN ON	NIC	DEPARTMENT
42648	K. N. N. MADUSHANI	08/17/2011	915761259V	TRAINNING SCHOOL

Employees without Any Qualification

STAR GARMENTS LIMITED  
MISSING QUALIFICATION EXCEPTION REPORT  
Employees Without Any Qualifications

Report Date 11/07/2011  
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EPF	EMPLOYEE NAME	JOIN ON	NIC	DEPARTMENT
571	W. M. R. PERERA	05/07/1979	605143105V	QUALITY
853	R. M. P. MANIKE	04/02/1979	568541421V	SEWING
4948	K. V. V. VEERAVARDANA	06/14/2004	673420512V	MECHANICAL
5182	D. M. N. DIWANANDA	03/17/1986	680440107V	ELECTRICAL
6034	A. R. G. PERERA	10/01/1997	652810586V	MECHANICAL
6689	M. M. S. P. WHERATNE	01/07/1998	682670215V	FINISHING
7046	T. M. G. S. S. THENNAKOOON	02/10/1997	685440199V	SEWING
7406	P. A. N. DAMMIKA	12/31/2001	618400174X	SEWING
8960	D. T. PATHIRATHNA	01/01/1998	673422179V	CUTTING
9318	P. S. DABARE	08/22/1989	695520514V	SEWING
10484	W. A. W. P. WICKRAMAARCHCHI	01/12/2004	691113000V	SEWING
10645	H. S. SILVA	08/15/1990	675863512V	SEWING
11879	M U A FERNANDO	08/06/2001	681740325V	SEWING
12069	M. F. C. WARSHA	08/07/1991	697944478V	SEWING

## 5 Change Password

This screen is used change System password.

Menu Path:

- HRIS
- Administration
- Change Password

5.0 The screen will be displayed as below.



- 5.1 Username : User name will be displayed.
- 5.2 Old Password : Input the Old password.
- 5.3 New Password : Input the New Password.
- 5.4 Confirm Pass : Repeat the new password to confirm it.
- 5.5  : Press "Apply" button to apply new system password.
- 5.6  : Press "Cancel" button to exit the screen.

## 6 File Assign to Handler

This screen is used to assign Employee personal files to each HR officers.

### Menu Path:

- HRIS
- Administration
- File Assign to File Handlers

6.0 The screen will be displayed as below.

FILE ASSIGN TO HR OFFICERS	
COMPANY	VENTURA ENTERPRISES
DESIGNATION	IT CLERK
ASSIGN TO	ANOMAP
EPF NO	60
<input type="radio"/> Assign All <input type="radio"/> Assign Un Allocated <input checked="" type="radio"/> Designation Wise <input type="radio"/> EPF Wise	
<input type="button" value="SAVE"/> <input type="button" value="CLOSE"/>	

- 6.1 Company : Select the Company name.
- 6.2 Designation : Select the Designation from designation list.
- 6.3 Assign to : Select the Assigned HR Officer's name.
- 6.4 EPF No : Select the Employee number.
- 6.5 Assign All : By selecting this option, user can assign All employees of selected company to the given HR officer.
- 6.6 Assign un Allocated : By selecting this option, user can assign All unallocated employees of selected company to the given HR officer.
- 6.7 Designation wise : By selecting this option, user can assign All employees of selected company / Designation to the given HR officer.
- 6.8 EPF NO : By selecting this option, user can assign selected Employee to the given HR officer.
- 6.9  : Press "Save" button to save the input details.
- 6.10  : Press "Close" button to exit the screen.

**HRD****Training****7.1 Training Programs**Menu path

- HRD
- Training
- Training programs

ID	PROGRAM	OBJECTIVES	DURATION	COST	CONDUCTED BY	HRD
	PROFESSIONAL QUALIFICATION				<input type="checkbox"/>	
	MASTERS DEGREE				<input type="checkbox"/>	
	DIPLOMA				<input type="checkbox"/>	
	CERTIFICATE COURSE				<input type="checkbox"/>	
	SPECIAL TRAINING				<input type="checkbox"/>	
	MARKETING	IMPROVE CAPABILITIES	60 Hours	1250	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	OTHER					

- 7.1        Program : Program name
- 7.2        Objectives :
- 7.3        Duration :
- 7.4        Cost :
- 7.5        Conducted by :
- 7.6        Hrd :

## Add Training Program

**HRD TRAINING PROGRAMS**

**INHOUSE TRAINING PROGRAMS**

INHOUSE TRAINING PROGRAMS		ADD TRAINING PROGRAMS	
PROGRAM	<input type="text"/>	<input type="checkbox"/> HRD PROGRAMME	
PROGRAMME	<input type="text"/>		
OBJECTIVE's	<input type="text"/>		
ELIGIBLE EMPLOYEES	<input type="text"/>	<input type="button" value="▼"/>	
CO-ORDINATOR	<input type="text"/>		
CONDUCT BY	<input type="text"/>		
DURATION	<input type="text"/>	<input type="text"/>	
COST PER HEAD	<input type="text"/>		
<input type="button" value="REFRESH"/>		<input type="button" value="DELETE"/>	<input type="button" value="SAVE"/>

7.7 Program :

7.8 Programmer :

7.9 Objectives :

7.10 HRD Program :

7.11 Eligible employee :

7.12 Co-Ordinator :

7.13 Conducted by :

7.14 Duration :

7.15 Cost-per head :

7.16  :

7.17  :

7.18  :

## 7.2 Request

### Menu path

- HRD
- Training
- Request

The screenshot shows a Windows application window titled "TRAINING REQUEST". The interface is divided into several sections:

- Left Panel:** Contains input fields for "COMPANY", "EPF NO", "NAME", "DEPT", and "DESIG". Below these are dropdown menus for "TRAINING TYPE" and "TRAINING DESCRIPTION", and another dropdown for "INSTITUTE".
- Right Panel:** A table header "REFERENCE NO" is visible above a grid table with columns "NO", "FACT", "EPF", and "NAME".
- Middle Section:** A large text area labeled "WHAT IS THE IMPROVEMENT YOU WISH TO SEE IN THE PARTICIPANT?" with a "COMMENT" column.
- Bottom Section:** Fields for "REQ. COMPANY", "REQUESTED BY", and "REQUEST DATE" (set to 09/11/2024). Below these are buttons for "Refresh", "Add New", "Update", "Submit", "Print", and "Close".

7.19 Company

7.20 EPF NO

7.21 Name

7.22 Dep

7.23 Desig

7.24 Training Type

7.25 Training Description

7.26 Institute

7.27 Priority

7.28 REFERENCE NO

7.29 REQ. COMPANY

7.30 REQUESTED BY

7.31 [Add New](#)

7.32 REQUEST DATE  
09/11/2024

### 7.3 Approve

#### Menu path

- HRD
- Training
- Approve

**TRAINING APPROVAL**

TRAINING APPROVAL		REFERENCE NO			
COMPANY					
EPF NO	Add	Pick From Analyze			
NAME					
DEPT					
DESIG					
NO	TRAINING TYPE	DESCRIPTION	ST. DATE	DURATION	INSTITUTE
< >					
<b>DESCRIPTION OF TRAINING</b>					
REQ. COMPANY		REQUESTED BY	REQUEST DATE 09/11/2024		
APP. COMPANY		APPROVED BY	APPROVE DATE		
Refresh		Add New	Submit	Approve	Print
APPROVE PAYMENT REPORTS ANALYZE					

7.33 REFERENCE NO 

7.34 Company

7.35 EPF NO

7.36 Name

7.37 Dep

7.38 Desig

7.39 Description of Training

7.40 Req,Company

7.41 Requested by

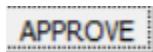
7.42 Requested Date

7.45 App.Company

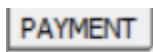
7.46 Approved by

7.47 Approved date

7.48 Add new



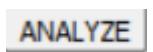
7.49



7.50



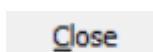
7.51



7.52



7.53



7.54

## Transactions

8 Employee

### 8.1 Personal Data

This screen is used update Employee wise personal/ Appointment/ Qualification& Training details.

#### Menu path:

- HRIS
- Transactions
- Employee
- Personal Data

8.1.1 The “**Personal**” screen will be displayed as below.

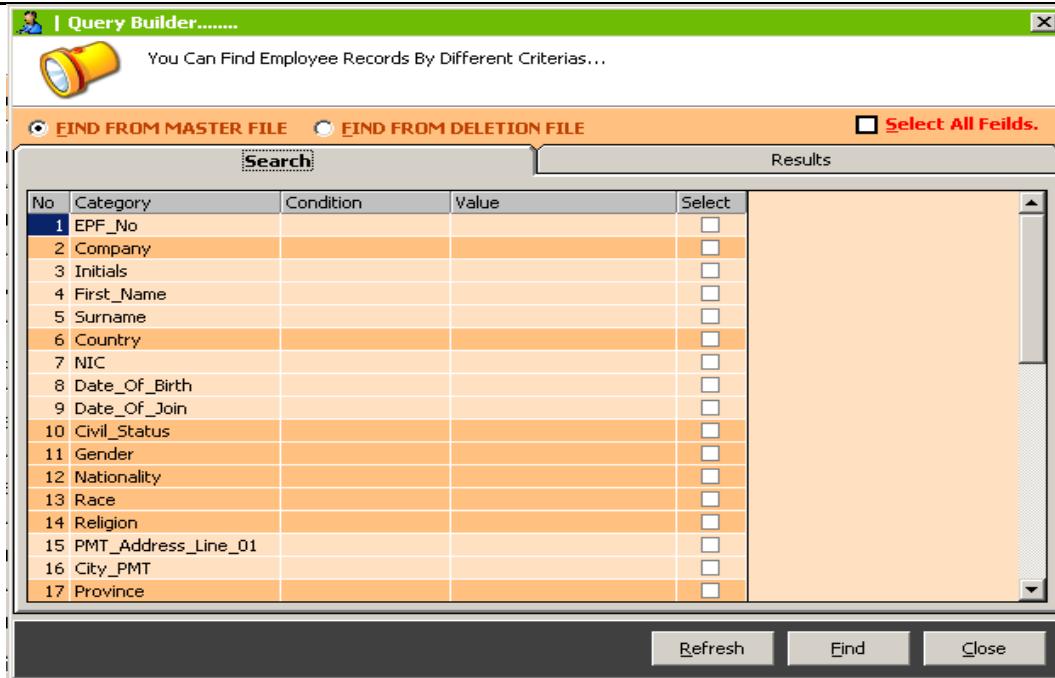
**PERSONNEL DATA**

Company: STAR GARMENTS (PVT) LIMITED EPF #: 44763 Date Of Join: 19/10/2022

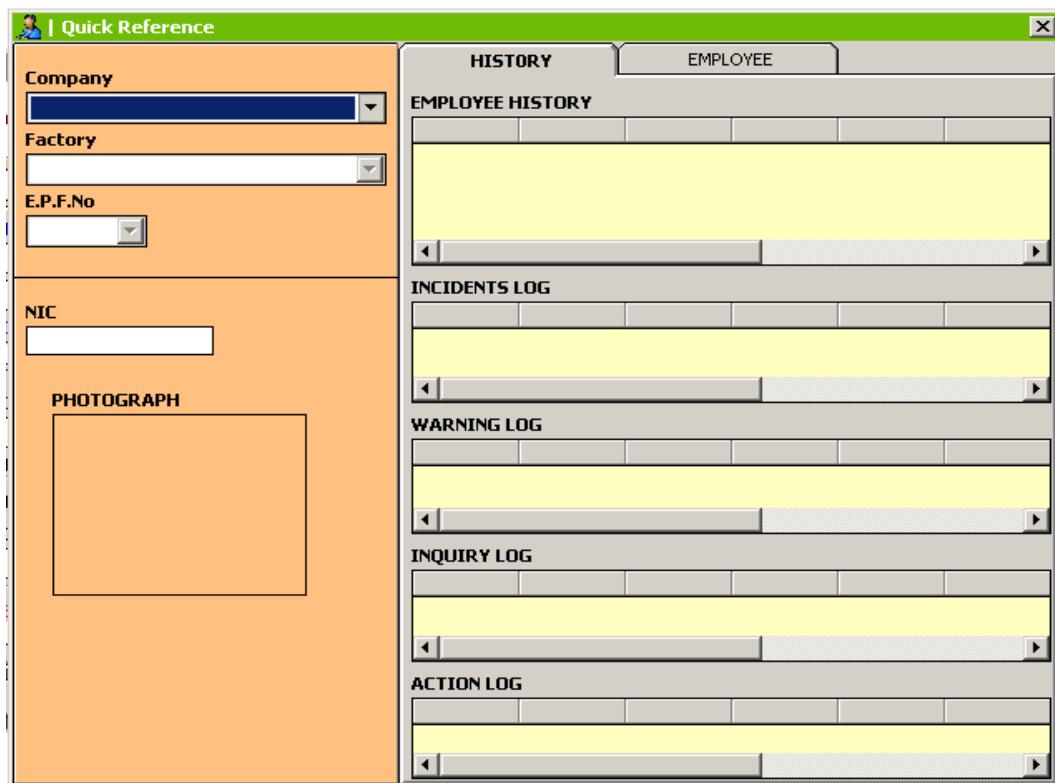
INITIALS	USE NAME	SURNAME	NIC No	DR. LICENCE	DATE OF BIRTH
B. L. N. S.	NIMMI	SEWWANDI	200182400330		19/11/2001
BAMBARAKANDE LIYANAARACHCHIGE NIMMI SAKUNTHALA SEWWANDI					
COUNTRY	CIVIL STATUS	GENDER	NATIONALITY	RACE	RELIGION
SRI LANKA	SINGLE	FEMALE	SRI LANKA	SINHALESE	BUDDHIST
Differently-abled N/A					
<b>PERMENENT ADDRESS</b> NO.266/3, PANDENIYA, RAMBUKA					
CITY	PROVINCE	DISTRICT	ELECTORATE	G.N. DIVISION	
RAKWANA	SABARAGAMUWA	RATNAPURA	KALAWANA	RAMBUKA	
TEL [ HOME ]	TEL [ MOBILE ]	CONTACT NAME	DISTANCE [Km]	POLICE DIVISION	
071-3727080					
<b>TEMPORARY ADDRESS</b> NO.266/3, PANDENIYA, RAMBUKA					
CITY	TEL [ TEMPORARY ]	CONTACT NAME	DISTANCE [Km]		
RAKWANA					
<b>EMERGENCY ADDRESS</b>					
CITY	TEL [ EMERGENCY ]	CONTACT NAME	REMARKS / G.S.CERTIFICATE NO		

REFRESH FIND QUICK SEARCH Contract Employees SAVE PRINT CLOSE

- Company : Select the company.
- EPF # : Input the EPF number.
- Date of Join : Select the Date of join.
- Then fill all the information in this screen.  
**(Initials/ Use name/ Surname/ NIC No/ Driving licence number/ Date of Birth/Full Name/ Country/ Civil status/ Gender/ Nationality/ Race/ Religion/ Blood group/ Permanent Address/ City/ Province/ District/ Electorate/ GN division/ Telephone (home) /Mobile/ Contact name/ Distance/ Police division/ Temporary Address/ Emergency Address/ G.S. Certificate number)**
- **SAVE** : Press “Save” button to save updated information.
- **FIND** : By pressing this button user can view Employee Information Find screen.



- **QUICK SEARCH** : By pressing this button user can get “Quick reference” screen.



- **REFRESH** : Press “Refresh” button to refresh the screen.
- **CLOSE** : Press “Close” button to exit the screen.

**PRINT**

• : Press “Print” button to print personal data. Then report will display as below.

**STAR GARMENTS (PVT) LIMITED****PAYROLL ADDITION FORM**

EPF NUMBER : 44763  
NAME WITH INITIALS : B. L. N. S. SEWWANDI  
FULL NAME : BAMBARAKANDE LIYANAARACHCHIGE NIMMI SAKUNTHALA SEWWANDI  
NIC NUMBER : 200182400330  
DATE OF BIRTH : 2001/11/19  
GENDER : FEMALE  
CIVIL STATUS : SINGLE  
NATIONALITY : SRI LANKAN  
RELIGION : BUDDHIST  
RACE : SINHALESE  
PERMENENT ADDRESS : NO.266/3  
PANDENIYA  
RAMBUKA  
RAKWANA  
SRI LANKA  
POLICE DIVISION :

**Contract Employees**

8.1.2 Then go to the “**Appointment**” screen to update the employment details of employee.

**EMPLOYMENT**

**APPOINTMENT**

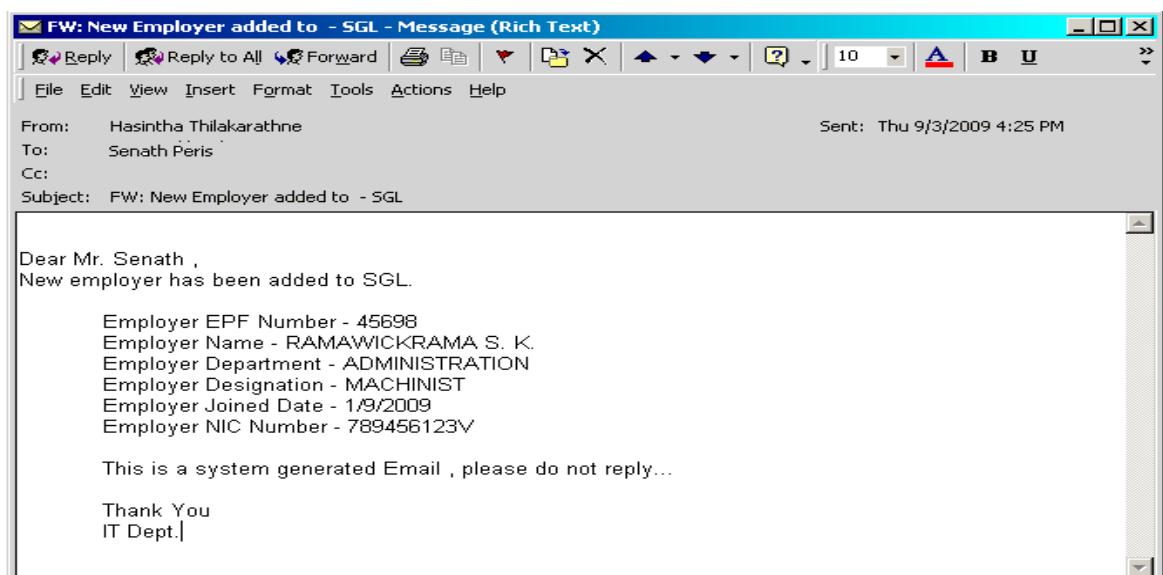
**B. L. N. S. SEWWANDI**

**Company:** STAR GARMENTS (PVT) LIMITED | **EPF #:** 44763 | **Date Of Join:** 19/10/2022

<b>PERSONNEL</b>	<b>DEPARTMENT:</b> INFORMATION TECHNOLOGY   <b>SECTION:</b> IT IMPLEMENTATION   <b>DEPARTMENT HEAD:</b> VINTHURA SILVALAGE RAMITI	<input type="checkbox"/> DEPT HEAD	
	<b>SUB SECTION:</b>		
<b>APPOINTMENT</b>	<b>GRADE:</b> STAFF   <b>DESIGNATION:</b> JUNIOR IT ASSOCIATE   <b>19/10/2022 CADRE:</b> 8.30 - 5.00		
<b>QUALIFICATIONS</b>	<b>PAYEE TAX FILE NUMBER:</b>	<b>TRANSPORT ROUTE:</b>	<b>DESTINATION:</b>
<b>EMPLOYEMENT HISTORY</b>	<b>ORDINENCE CODE:</b> SHOP AND OFFICE   <b>DIRECTION:</b> INDIRECT   <b>RELATE TO:</b> COMM DEF   <b>BOI CATEGORY:</b> NON-BOI	<b>STATUS:</b> ACTIVE	<b>Contract Status:</b>
<b>FAMILY DETAIL</b>	<b>BANK NAME:</b>	<b>ACCOUNT NUMBER:</b>	<b>AFFEDAVIT VALID:</b>
<b>DOCUMENTS</b>	<b>ASSIGN TO:</b> dilnil   <input type="checkbox"/> RE-EMPLOYEMENT	<input type="checkbox"/> GROUP VISITOR	<input type="checkbox"/> MODULAR
<b>TRAINING</b>	<input type="checkbox"/> 10th 10/19/2032   <input type="checkbox"/> 15th 10/19/2037	<b>WORKING FACTORY:</b> STAR GARMENTS (PVT) LIMITED (PLANT 02)	
<b>LEAVE RECORDS</b>			

**Buttons:** REFRESH, FIND, QUICK SEARCH, Contract Employees, SAVE, PRINT, CLOSE

- Fill the following information to the given data field.  
**(Department/ Section/ Sub section/ Grade/ Designation/ Cadre/ Salary/ Payee tax number/ Ordinance Code/ Direction/ Relate to/ BOI Category/ Status/ Assign to/ Re- Employment)**
- Press “Save” button to save updated details
- Then System generated E-mail will be submitted to the payroll department “**Senath Peris**” e mail address with employee information.



8.1.3 Then go to the “**Qualification**” page to update employee educational qualifications.

 | EMPLOYEEMENT

 **QUALIFICATIONS**

B. L. N. S. SEWWANDI

Company	STAR GARMENTS (PVT) LIMITED	EPF #	44763	Date Of Join	19/10/2022																		
<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">PERSONNEL</th> <th style="width: 30%;">NO</th> <th style="width: 20%;">QUALIFICATION</th> <th style="width: 10%;">PICK</th> <th style="width: 20%;">Description</th> <th style="width: 10%;">Year</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>G.C.E. O/L EXAMINATION</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>2017</td> </tr> <tr> <td></td> <td></td> <td>G.C.E A/L EXAMINATION</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>2020</td> </tr> </tbody> </table>						PERSONNEL	NO	QUALIFICATION	PICK	Description	Year			G.C.E. O/L EXAMINATION	<input checked="" type="checkbox"/>		2017			G.C.E A/L EXAMINATION	<input checked="" type="checkbox"/>		2020
PERSONNEL	NO	QUALIFICATION	PICK	Description	Year																		
		G.C.E. O/L EXAMINATION	<input checked="" type="checkbox"/>		2017																		
		G.C.E A/L EXAMINATION	<input checked="" type="checkbox"/>		2020																		
<a href="#" style="margin-right: 20px;">Add New</a> <a href="#">Delete</a>																							

REFRESH
FIND
QUICK SEARCH
Contract Employees
SAVE
PRINT
CLOSE

-  : Press “Add New” button to add new qualification line.
  -  : Use this to delete records
  - Qualification : Click on “Qualification” field to view list of qualifications/ Exams.  
Select the relevant qualification level.
  - Subjects : According to the selected Qualification level, related subjects list will be displayed as below.  
  
Select the year of exam & select the Subjects of exam.  
Then input the Status of each subject.

NO	SUBJECT	STATUS
1	MATHS	C
2	SCIENCE	S
3	ENGLISH	B
4	COMMERCE	C
5	RELIGION	A
6	HEALTH SCIENCE	A
7	HISTORY	B
8	SINHALA	A
9	ENGLISH LITERATURE	S
10		
11		

**CLEAR**    **SET**

- : Press “Set” button to save added details.

## 8.1.4

Then go to the “Employment History” page to update previous employment details of Employee.

EMPLOYEMENT

EMPLOYEMENT HISTORY

B. L. N. S. SEWWANDI

Company: STAR GARMENTS (PVT) LIMITED | EPF #: 44763 | Date Of Join: 19/10/2022

PERSONNEL

APPOINTMENT

QUALIFICATIONS

EMPLOYEMENT HISTORY

FAMILY DETAIL

DOCUMENTS

TRAINING

LEAVE RECORDS

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Employer Name: \_\_\_\_\_

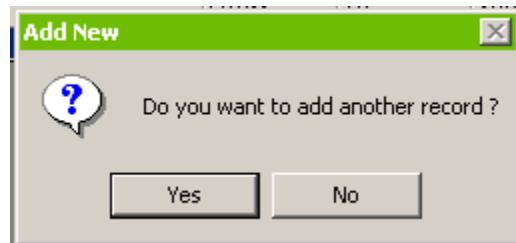
Employer Address: \_\_\_\_\_ Add New

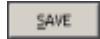
NO | EMPLOYEE | FROM | TO | ADDRESS

REFRESH FIND QUICK SEARCH Contract Employees SAVE PRINT CLOSE

- From Date : Select the Employment started date.
- To date : Select the Employment Finished date.
- Employer Name : Input the Employer Name.
- Employer Address : Input the Employer Address.

-  : Press “add New” button to add given information to the grid.
- Then the message below will display for the new record.



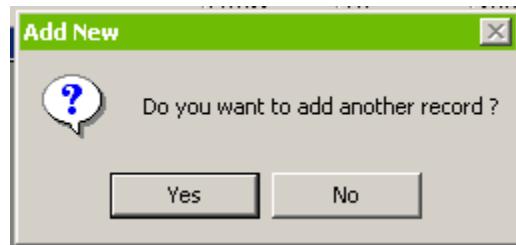
-  : Press “Save” button to save history Employment details.

#### 8.1.5

Then go to the “Family Detail” page to update Family details of Employee.

- Family member : Select each family member from the displayed list.
- Date of birth : Select the date of birth of selected member.

- Category : Select the Status of each member.
- Title : Input the title of member.
- Telephone : Input the telephone number (if available)
- Address : Input the address.
- **Add New** : Press “Add New” button to add given information to the down grid.
- Then below message will display for the new record.

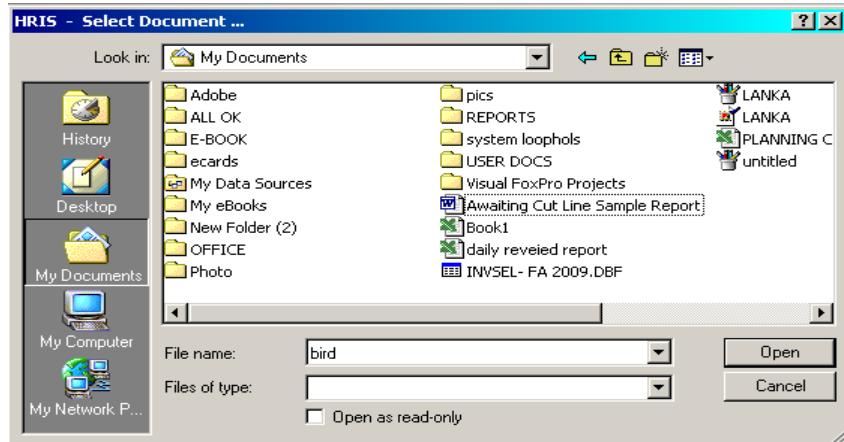


- **SAVE** : Press “Save” button to save given Family details.

#### 8.1.6

Then go to the “Documents” page to update employee related Documents to the HRIS.

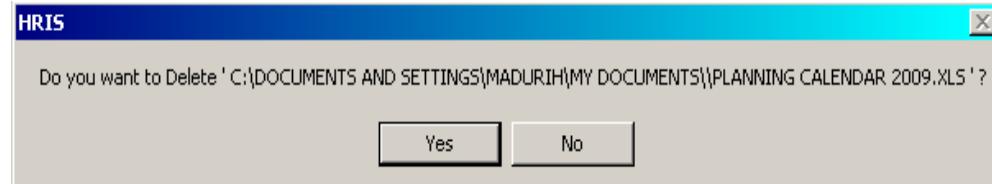
- **Add New Document** : Press “Add New Document” button to add documents for Selected employee. Then a selection window will be displayed.



Select the File & Press “Open” button to view file path in related document screen. Then Press “Save” to save updated documents.

- **Delete Document**

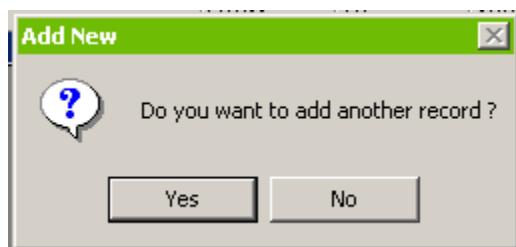
This option is used to delete updated employee documents from the system. Select Company & Employee number. Then related documents will be displayed. Select the Document line & Press “Delete Document” button to delete from the system. Then the message below will be displayed.



- 8.1.7 Then go to the “Training” page to update given Training information to the HRIS.

The screenshot shows the 'TRAINING' section of the HRIS application. The main area contains fields for 'TRAINING TYPE', 'DATE FROM', 'DATE TO', and 'LOCATION'. Below these is a 'DESCRIPTION OF TRAINING' input field with an 'Add New' button. A large grid displays training records with columns: NO, TRAINING TYPE, DATE FROM, DATE TO, LOCATION, and DESCRIPT. At the bottom, there are buttons for REFRESH, FIND, QUICK SEARCH, Contract Employees, SAVE, PRINT, and CLOSE.

- Training Type : Select the Training Type.
- Date from/ To : Select the period.
- Location : Input the Location.
- Description : Input the Description of Training.
- **Add New** : Press “Add New” button to add given information to the down grid.
- Then the message below will display for the new record.



- **SAVE** : Press “Save” button to save given training information.

## 8.1.8

Then go to the **Leave Records** page to update the leaves of the employees

## 8.2 Addition

This screen is used to view addition employee details for the given period.

Menu path:

- HRIS
- Transactions
- Employee
- Addition

8.2.0 The screen will be displayed as below.

NO	JOIN DATE	EPF NO	NAME	NIC	BIRTH	DEPARTMENT	SECTION	DESIGN
1	10/21/2022	532	M. D. L. N. J. FERNANDO	967200930V	8/7/1996	PD SAMPLE KOMA	PD SAMPLE KOMA	PATTEI
2	10/24/2022	533	D. D. I. U. SILVA	931660713V	6/14/1993	DSV SUPPORT	DSV SUPPORT	DATA A
3	10/31/2022	534	W. W. M. S. N. HAPUGASKUMBURA	198153400825	2/3/1981	KSS PRODUCTION	KSS PRODUCTION	SENIOR
4	11/1/2022	539	W. C. MADUSHINI	935340098V	2/3/1993	PD SAMPLE KOMA	PD SAMPLE KOMA	PLANN
5	11/10/2022	633	S. P. L. U. THILAKARATHNE	200109302055	4/2/2001	PD SAMPLE KOMA	PD SAMPLE KOMA	LAYER
6	11/28/2022	540	S. A. H. IROSHIKA	908123905V	11/7/1990	KDS SUPPORT - C	KDS SUPPORT - C	CUSTO
7	12/12/2022	542	G. A. I. A. GANEPOLA	988621587V	12/27/1998	KDS SUPPORT - C	KDS SUPPORT - C	SPECIA
8	12/12/2022	543	H. M. HETTIARACHCHI	916450141V	5/24/1991	KDS SUPPORT - C	KDS SUPPORT - C	SPECIA
9	12/12/2022	546	A. L. BULATHSINGHALA	198261501188	4/24/1982	KDS SUPPORT - C	KDS SUPPORT - C	SPECIA
10	12/12/2022	547	W. M. H. PEIRIS	986863877V	7/4/1998	KDS SUPPORT - C	KDS SUPPORT - C	SPECIA
11	12/12/2022	544	L. K. J. J. RAJAKEEYA	798482700V	12/13/1979	KSS PRODUCTION	KSS PRODUCTION	SENIOR
12	12/12/2022	545	M. NIMESHA	906040654V	12/12/1990	KSS PRODUCTION	KSS PRODUCTION	SENIOR
13	1/2/2023	548	L. K. UDAYANKA	972012297V	7/19/1997	DESIGN AND DEVI	KSS G & A	PRODL

8.2.1 Company : Select the Company.

8.2.2 Join From/ To : Select the Period.



8.2.3 : Press button to view employee list for the given period.

8.2.4 Employee details will be displayed with the following details.

**(Join Date/ EPF No/ Name/ NIC No/ Birthday/ Department/ Section/Designation Grade/ Ordinance/ Direction/ Relativ**

8.2.5 : Press “Print” button to view Addition Employee list for the given period.

<b>STAR GARMENTS GROUP (PVT) LTD</b> <b>REPORT OF PENDING ADDITIONS FROM 10/19/2022 TO 9/11/2024</b>					
EPF NO	EMPLOYEE NAME	NIC NO	DATE JOIN	DATE UPDATE	UPDATE BY
532	M. D. L. N. J. FERNANDO	967200930V	10/21/2022	10/21/2022	dilini1
533	D. D. I. U. SILVA	931660713V	10/24/2022	10/24/2022	ANOMAP
534	W. W. M. S. N. HAPUGASKUMBURA	198153400825	10/31/2022	10/27/2022	ANOMAP
539	W. C. MADUSHINI	935340098V	11/01/2022	11/03/2022	ANOMAP
633	S. P. L. U. THILAKARATHNE	200109302055	11/10/2022	11/10/2022	dilini1
540	S. A. H. IROSHIKA	908123905V	11/28/2022	11/28/2022	ANOMAP
542	G. A. I. A. GANEPOLA	988621587V	12/12/2022	12/09/2022	ANOMAP
543	H. M. HETTIARACHCHI	916450141V	12/12/2022	12/09/2022	ANOMAP
546	A. L. BULATHSINGHALA	198261501188	12/12/2022	12/12/2022	ANOMAP
547	W. M. H. PEIRIS	986863877V	12/12/2022	12/12/2022	ANOMAP
544	L. K. J. J. RAJAKEEYA	798482700V	12/12/2022	12/12/2022	ANOMAP
545	M. NIMESHA	906040654V	12/12/2022	12/12/2022	ANOMAP
548	L. K. UDAYANKA	972012297V	01/02/2023	01/02/2023	ANOMAP
549	P. G. M. KARUNABENA	793013787V	01/03/2023	01/03/2023	ANOMAP
550	C. S. BALASURIYA	900120176V	01/03/2023	01/03/2023	ANOMAP
552	P. A. D. N. DILUKSHI	967092240V	01/04/2023	01/04/2023	ANOMAP
553	A. K. RAMANAYAKE	958051549V	01/04/2023	01/04/2023	ANOMAP
551	D. D. H. DAHANAYAKA	937841426V	01/04/2023	01/04/2023	ANOMAP
556	C. T. R. P. FERNANDO	927680432V	01/16/2023	01/16/2023	ANOMAP
554	D. U. M. SILVA	199076001552	01/16/2023	01/16/2023	ANOMAP
558	T. P. SABARAGAMUWA	805192020V	02/01/2023	02/01/2023	ANOMAP
708	B. D. R. N. BIYANWILA	987663707V	02/01/2023	02/23/2023	ANOMAP
560	K. N. Y. PERERA	200029403137	02/01/2023	02/10/2023	dilini1
550	E. M. U. D. SHUVA	005621270V	02/08/2023	02/08/2023	ANOMAP

8.2.6 : Press “Print” button to view Employee registration list for the EPF.

09-November-2024																																																						
The Assistant Commissioner, Labour Office, Negombo.																																																						
<b>REGISTRATION OF EMPLOYEES - EMPLOYEES PROVIDENT FUND</b>																																																						
<b>EMPLOYEES REGISTRATION NO 13883/B/N</b>																																																						
The prescribed forms 'A', 'B' and 'H' duly completed by the following employees are sent herewith for registration.																																																						
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## 8.3 Promotion

This screen is used to update employee Promotions & Salary increments to the HRIS.

Menu path:

- HRIS
- Transactions
- Employee
- Promotion

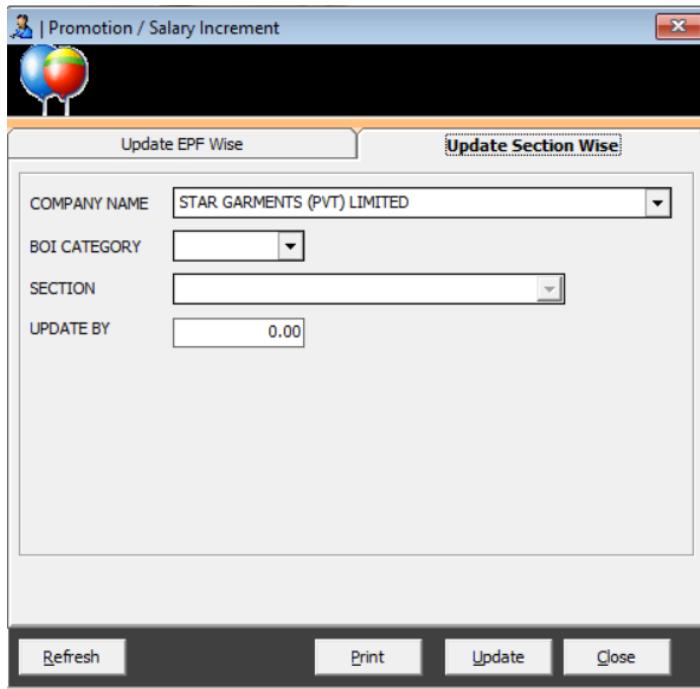
8.3.1 The “Update EPF Wise” screen will be displayed as below.

The screenshot shows the 'Update EPF Wise' window. The window title is 'Promotion / Salary Increment'. There are two tabs at the top: 'Update EPF Wise' (which is selected) and 'Update Section Wise'. The main area contains several input fields and dropdown menus. On the left, there are fields for 'COMPANY NAME' (dropdown), 'NAME WITH INITIALS' (text box), 'CATEGORY' (dropdown), 'FROM GRADE' (dropdown), 'FROM DESIGNATION' (dropdown), and 'EXISTING SALARY' (text box with value '0.00'). On the right, there are fields for 'EPF NO' (dropdown), 'NIC NO' (text box), 'EFFECT FROM' (dropdown), 'TO GRADE' (dropdown), 'TO DESIGNATION' (dropdown), 'INCREMENT' (text box with value '0.00'), and 'NEW SALARY' (text box with value '0.00'). Below these fields is a 'REMARKS' text area. At the bottom of the window are four buttons: 'Refresh' (disabled), 'Print', 'Update', and 'Close'.

- Company Name : Select the Company name.
- EPF No : Select the EPF number.
- Then the following information will be displayed automatically.  
**(Name with initials/ NIC Number / From Grade/ From Designation/ Existing Salary)**
- Category : Select the category of adjustment.  
**(Annual increment/ Transfer / Promotion/Confirm...)**
- Effect From : Select the Effective date.

- From Grade : Select the from grade
- To Grade : Select the To Grade.
- From Designation : Select the from designation
- To Designation : Select the To Designation.
- Existing Salary : Enter the existing salary
- Increment : Input the Increased amount.
- New Salary : New salary will be calculated automatically.
- Remarks : Input the remarks.
- **Update** : Press “Update” button to confirm the adjustment.
- **Refresh** : Press “Refresh” button to refresh the screen.

8.3.2 Go to the “**update section Wise**” screen to update section wise Salary increment at once.



- Company name : Select the Company name.
- BOI Category : Select the BOI Category. (BOI/ Non-BOI)
- Section : Select the Section.
- Update By : Input the increased value.
- **Update** : Press “Update” button to confirm the adjustment.
- **Refresh** : Press “Refresh” button to refresh the screen.

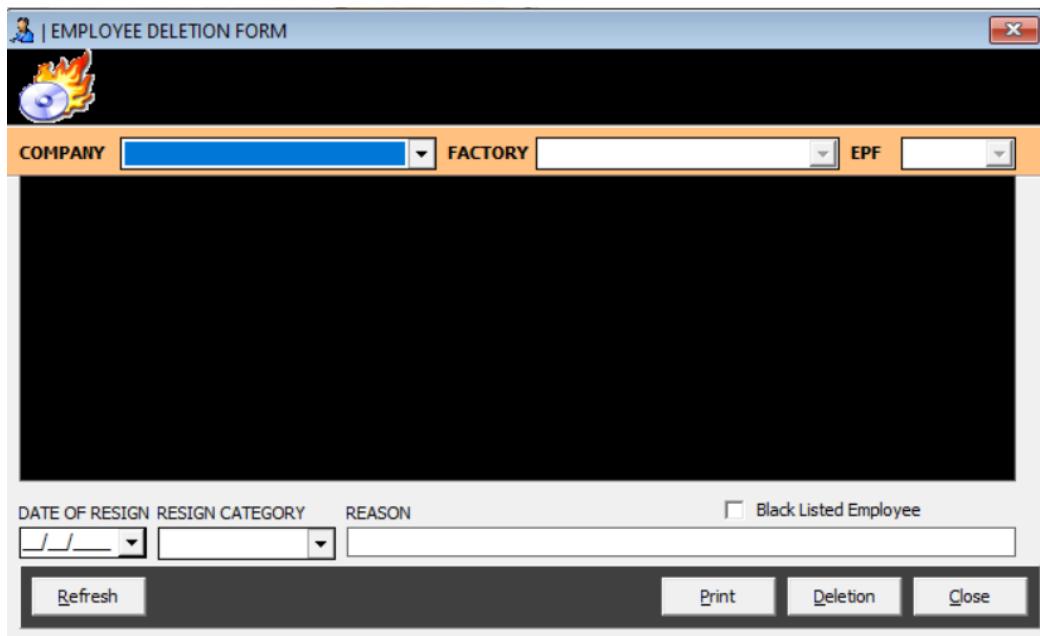
## 8.4 Deletion

This screen is used to delete the resigning employee from the HRIS master file.

Menu path:

- HRIS
- Transactions
- Employee
- Deletion

8.4.0 The screen will be displayed below.



- |       |   |   |
|-------|---|---|
| 8.4.1 | Company   | : Select the Company.   |
| 8.4.2 | Factory   | : Select the factory.   |
| 8.4.3 | EPF   | : Select the Employee number.<br>Then employee details will be displayed on the grid. |
| 8.4.4 | Date of Resign  | : Select the Employee resign date.  |
| 8.4.5 | Resign Category   | : Select the resign Category.   |
| 8.4.6 | Reason  | : Input the Reason.   |
| 8.4.7 | <input checked="" type="checkbox"/> Black Listed Employee | : Tick this option if Employee marked as Black list Employee.                         |
| 8.4.8 | <b>Deletion</b>   | : Press “Deletion” button to confirm the deletion.                                    |
| 8.4.9 | <b>Print</b>  | : Press “Print” button to print Company wise/ EPF wise Employee deletion form.        |

A dialog box titled 'PRINT DELETION FORM' with a close button 'X'. It contains three input fields: 'COMPANY NAME' (dropdown menu), 'FACTORY NAME' (dropdown menu), and 'EPF NUMBER' (dropdown menu). A 'Print' button is located on the right side.

## 8.5 Warning

This screen is used to update warning & inquiry incidence of employees.

Menu path:

- HRIS
- Transactions
- Employee
- Warning

8.5.1 The “Incident” screen will be displayed as below.

The screenshot shows the 'UPDATE WARNINGS FOR EMPLOYEES' window. At the top, it displays 'COMPANY NAME: STAR GARMENTS LIMITED' and 'EPF NO: 15284'. Below this, it shows 'K. A. P.ABEYWEERA @ CUTTING : 651711916W'. On the left, there is a vertical menu with four options: INCIDENT, WARNING, INQUIRY, and ACTION. The 'WARNING' option is selected. In the main area, a message box says 'This Employee Has 1 Incidents.' It contains fields for 'DATE OF INCIDENT' (20/12/2010), 'LEVEL OF INCIDENT' (SERIOUS), and 'INCIDENT REF' (SGL000026). Below these, the 'INCIDENT DESCRIPTION' field contains the value 'LATE WARNING'. At the bottom, there are buttons for 'Refresh', 'Add New', 'Save', 'Confirm', 'Print', and 'Close'.

- Company Name : Select the Company.
- EPF No : Select the Employee number. Name/ Section/ ID number will be displayed automatically.
- Date of incident : Select the Date of Incident.
- Level of Incident : Select the Level of incident.

- Incident Description : Input the Description of incident.
- **Save** : Press “Save” button to save the updated records.
- Incident Ref : Incident Reference number will be generated when you save the records.

## 8.5.2

Then go to the “Warning” screen to update warning details.

REF. INCIDENT				NO OF INCIDENTS	DATE OF INCIDENTS	WARNING REFERENCE
INCIDENT	SGL000026	1 Warning(s) For This Incident		12/20/2010		
INCIDENT DESCRIPTION LATE WARNING						
WARNING						
INQUIRY	DATE OF WARNING	TYPE OF ACTION	WARNING CATEGORY			
	01/12/2011	WRITTEN	LATE ATTENDENCE - 1 ST WARNING			
ACTION	WARNING DESCRIPTION WRITTEN WARNING FOR THIS LATE ATTENDANCE					

Buttons at the bottom: Refresh, Add New, Save, Confirm, Print, Close.

- Ref. incident : Select the incident Reference number.  
Then No of Incident/ Date/incident description will be displayed.
- Date of warning : Select the date of warning.
- Type of warning : Select the Type of warning.  
**(written/ Verbal/ Suspection/ Termination)**
- Warning Category : Select the Warning category.
- Warning Description : Input the Warning description.
- **Save** : Press “Save” button to save updated details.
- Warning Reference : Warning Reference number will be generated when you save the records.

8.5.3

Then go to the “Inquiry” screen to update inquiry details.

- Ref. Incident : Select the incident Reference number.  
Then No of Incident/ Date/incident description will be displayed.
- Date of Inquiry : Select the date of Inquiry
- Inq. Conducted by : Input the Inquiry conducted person.
- External Inquiry : Tick this option if External party involve for inquiry.
- Inquiry Description : Input the Inquiry description.
- **Save** : Press “Save” button to save updated details.
- Inquiry Reference : Inquiry Reference number will be generated when you save the records.

8

.5.4

Then go to the “Action” screen to update action details.

The screenshot shows a software interface titled "I WARNINGS" with a sub-section "UPDATE WARNINGS FOR EMPLOYEES". At the top, there are fields for "COMPANY NAME" (set to "STAR GARMENTS LIMITED") and "EPF NO" (set to "15284"). Below these, a message box displays "K. A. P.ABEYWEERA @ CUTTING : 651711916W". The main area is divided into four sections: "INCIDENT", "WARNING", "INQUIRY", and "ACTION". The "ACTION" section contains fields for "REF INCIDENT" (dropdown menu showing "SGL000026"), "NO OF INCIDENTS" (text box showing "There are No Actions"), "DATE OF INCIDENTS" (dropdown menu showing "12/20/2010"), "ACTION REFERENCE" (dropdown menu), "INCIDENT DESCRIPTION" (text box showing "LATE WARNING"), "ACTION EFFECTS ON" (dropdown menu showing "01/12/2011"), "ACTION DESCRIPTION" (empty text box), and "APPROVED BY" (dropdown menu showing "24022"), "EPF NO" (dropdown menu), and "NAME" (text box showing "P. W. D. S. P.SAPARAMADU @ CENTRAL WARE HOUSE"). At the bottom, there are buttons for "Refresh", "Add New", "Save", "Confirm", "Print", and "Close".

- Ref. Incident : Select the incident Reference number.  
Then No of Incident/ Date/incident description will be displayed.
- Action Effects on : Select the Action effected date.
- Action description : Input the Description of Action.
- Approved by : Select the EPF number of Action approved person.  
Name & the section will be displayed automatically.
- **Save** : Press Save button to save updated.
- Confirm : After save all details user can confirm the inquiry details.

## 8.6 Recall

This screen is used to add Deleted employee to the HRIS active master file.

Menu path:

- HRIS
- Transactions
- Employee
- Recall

8.6.0 The screen will be displayed below.

- 8.6.1 Company : Select the company.
- 8.6.2 EPF : Deleted employee list of selected company will be Displayed.  
Select the EPF number.
- 8.6.3 Then Employee information will be displayed on the down grid.
- 8.6.4 Date of Recall : Input the Date of Recall.
- 8.6.5 Reason : Input the Reason for Recall.
- 8.6.6 **SAVE** : Press “Save” button to remove the EPF from deletion file & add to the Emp. Master file.
- 8.6.7 **CLOSE** : Press “Close” button to exit the screen.

## 9 Process Gate Pass

This screen is used to process Pre passes / Temporary & Permanent BOI passes for new Employee.

### Menu Path:

- HRIS System
- Transactions
- Employee
- Process Gate Pass

9.0 The screen will display as below.

EPF NO.	NAME	GENDER	NIC	PICK
44763	SEWWANDI B. L. N. S.	FEMALE	0182400330	<input type="checkbox"/>

### 9.1 Pre-Pass

This option is used to generate pre pass for newly BOI employee.

- Select the Company.
- Select the Date of Join.
- Press “Process” button to view joined employee list of selected date.

### 9.2 Renew

This option is used to generate temporary passes for new employee.

- Select the Company.
- Input the EPF number.
- Press “Process” button to view information of employee.
- Press “Print” button to view Entry Permit Renewals.

### 9.3 PMT BOI Pass

This option is used to generate PMT BOI Pass.

- Select the Company.
- Input the EPF number.
- Press “Process” button to view information of employee.
- Press “Print” button to view “Application for BOI permit”

## 10 Quick Reference

This screen is used to find Employee information by EPF number & NIC number.

### Menu path:

- HRIS
- Transactions
- Employee
- Quick Reference

10.1 The “History” screen will be displayed as below.

NO	EPF NO	FACT	D.O.B	JOIN DATE	NAME
1	65304	SP2	6/19/1978	7/14/2004	A. A. N. D. JINARATHN

- Company : Select the Company.
- Factory : Select the Factory.
- EPF No : Select the EPF number. Then employee history / Warning/ Inquiry/Action detail will be displayed on the grid.

- NIC number : If not input only NIC number.  
Then employee history / Warning/ Inquiry/Action detail will be displayed.

10.2

Select the “Employee” tab page to view all other information of employee.

**Quick Reference**

Company		EMPLOYEE																											
EPF No	65304	Initials	A. A. N. D. Surname JINARATHNA																										
Factory	STAR GARMENTS LIMITED (PLANT C)	Used Name	JINARATHNA Starting Date 7/14/2004																										
E.P.F.No	65304	Date Of Birth	6/19/1978 N.I.C. No 786712840V																										
NIC	Address NO - 74 KOLUWAL UDAHANTHANNA																												
PHOTOGRAPH																													
<b>Loan Application Details</b> <table border="1"> <thead> <tr> <th>NO</th> <th>EPF NO</th> <th>FACTORY</th> <th>APPLY. NO</th> <th>FIRST INST</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>65304</td> <td>SP2</td> <td>200</td> <td>10/30/2007</td> <td>10000</td> </tr> <tr> <td>2</td> <td>65304</td> <td>SP2</td> <td>582</td> <td>10/30/2009</td> <td>10000</td> </tr> </tbody> </table> <b>Name and Address of person to be contacted an emergency</b> <input type="text"/> <b>Members Of The Employee</b> <table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4"></td> </tr> </table>				NO	EPF NO	FACTORY	APPLY. NO	FIRST INST	AMOUNT	1	65304	SP2	200	10/30/2007	10000	2	65304	SP2	582	10/30/2009	10000								
NO	EPF NO	FACTORY	APPLY. NO	FIRST INST	AMOUNT																								
1	65304	SP2	200	10/30/2007	10000																								
2	65304	SP2	582	10/30/2009	10000																								

- Following data fields will be displayed in this screen.

(EPF/ Initials/ Surname/ used name/ Join date/ Date of Birth/ NIC/  
Address/Department/ Section/ Grade/ Designation/ Loan Application details/  
Contact in emergency/ Member details)

## 11 Update EPF

This screen is used to update EPF information history of employees.

Menu path:

- HRIS
- Transactions
- Update EPF

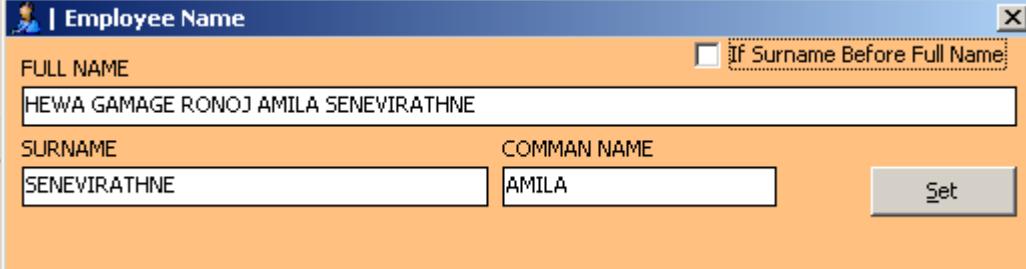
11.0 The screen will be displayed as below.

11.1 Company : Select the company.

11.2 EPF # : Select the EPF number.

11.3 By pressing button, following details will be displayed automatically.  
**(NIC number/ Passport number/ Initials/ Common Name/ Surname/ Full Name/ Address/ City/ Department)**

11.4 By pressing  button, we can reset the employee name & employee address.



**Employee Name**

FULL NAME: HEWA GAMAGE RONOJ AMILA SENEVIRATHNE  
 If Surname Before Full Name

SURNAME: SENEVIRATHNE      COMMON NAME: AMILA

**Set**



**Employee's Address**

ADD.LINE 01: NO: 2  
 ADD.LINE 02: OLD GANNORUWA ROAD  
 ADD.LINE 03:  
 ADD.LINE 04:  
 CITY: PERADENIYA

**SET**

- 11.5 Employer #: Input the employee number.
- 11.6 EPF #: Input the EPF.
- 11.7 Remarks : Input the remarks.
- 11.8  : Press “Save” button to save updated.
- 11.9  : Press “Print All” button to print the all details of employees.
- 11.10  : Press “Print-User Wise” button to print the user wise details.
- 11.11  : Press “Exception” button to

## 12 Transfer

This screen is used for employee transfer requests.

Menu path:

- HRIS
- Transactions
- Transfer

12.0 The screen will be displayed as below.

The screenshot shows the 'EMPLOYEE TRANSFER REQUEST' window. At the top right, there is a 'REFERENCE' field containing 'TR000008'. Below it, the 'TRANSFER TYPE' is set to 'INTER-COMPANY TRANSFER' and the 'REASON OF TRANSFER' is 'NORMAL TRANSFER'. The 'TRANSFER FROM' section includes a 'COMPANY' dropdown set to 'STAR GARMENTS LIMITED', an 'EPF NO' dropdown showing '31052', and a 'NAME' dropdown showing 'M. Y. SEELAWATHI'. The 'FROM DEPARTMENT' is 'CUTTING', 'FROM SECTION' is 'LAYING SECTION', and 'FROM DESIGNATION' is 'HELPER - LAYING'. The 'TRANSFER TO' section has a 'COMPANY' dropdown set to 'STAR GARMENTS LIMITED', an 'EPF NO' dropdown showing '302', and a 'TO DEPARTMENT' dropdown set to 'SAMPLE'. The 'TO SECTION' dropdown is also 'SAMPLE' and the 'TO DESIGNATION' dropdown is 'CUTTER'. In the 'INCREMENT SALARY' section, the current salary is '18,800.00' and the new salary is '16800.00'. The 'EFFECTIVE FROM' date is '10/09/2006' and the 'REMARKS' field contains 'TRANSFER'. At the bottom, there are buttons for 'Refresh', 'View', 'Transfer' (which is highlighted in grey), 'Print', and 'Close'.

- 12.1 Transfer Type : Select the transfer type.
- 12.2 Reason Of Transfer : Select the reason of transfer.
- 12.3 Select the company & EPF number, according to the "**Transfer From**".
- 12.4 Following details will be displayed automatically.  
**(Name/ From Department/ From Section/ From Designation/ Salary)**
- 12.5 Then select the company, EPF number, To Department, To Section & To Designation,  
According to the "**Transfer To**".
- 12.6 **Transfer** : Press "Transfer" button to transfer the request.

12.7

**Print**

- : Press “Print” button to view the employee transfer form.  
Then below report will be displayed.

TRANSFER FROM		TRANSFER TO
COMPANY	:	STAR GARMENTS LIMITED
DEPARTMENT	:	SAMPLE
SECTION	:	SAMPLE
DESIGNATION	:	CUTTER

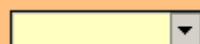
EFFECTS FROM : 10/09/2006  
REMARKS : TRANSFER

TRANSFER APPROVED BY .....

12.8

**View**

- : By pressing “View” button, you can view the reference.

**REFERENCE**

## 13 Welfare Account

### 13.1 Loans

This menu item updates information for Welfare Loan Application form.

#### 13.1.1 Application Form

Menu path:

- HRIS
- Transactions
- Welfare Account
- Loans
- Application Form

13.1.1.0 The “Application Form” screen will be displayed as below.

- This entry screen divides in to 3 sections for data entry.

### 13.1.1.1 Application

To be Updated Applicant's information.

- Company : Select the Loan applicant's Company.
- EPF : Select the Loan applicant's EPF number.
- Name : Loan applicant's name will display automatically.
- Date Joined : Loan applicant's joined date will display when select the company & EPF.
- Loan Amount : Requested Loan Amount default value is 10000 Rs.
- First Installment : Select the First Installment recovery date.
- Installment : Input the Installment amount.
- Installment Basis : Select the Installment Basis  
**Equal** – Recover by equal installment amounts.  
**Other** \_ Recover by different installment amounts.
- No of Installments : If Equal, No of installment for loan will calculate automatically
- Request Date : Select the Loan request date  
 (This date can not be a Future date)
- Reason : Select or enter reason of Loan requisition.
- Remark : Input the Reason in detail.

### 13.1.1.2 Recommendation

To be updated 2 Guarantors & Department Manager's Information.

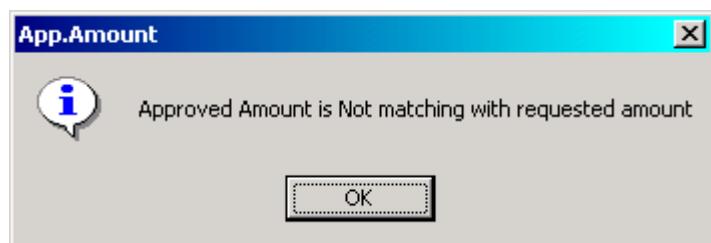
- Company : Select the 2 guarantors & Department Manager's Company.
- EPF No : Select the EPF number of 2 guarantors & Department Manager.
- Name : Names will display by selecting EPF numbers.

- Date : Update the 2 guarantors & Department Manager recommended Date.  
(This date cannot be a former date than request date.)

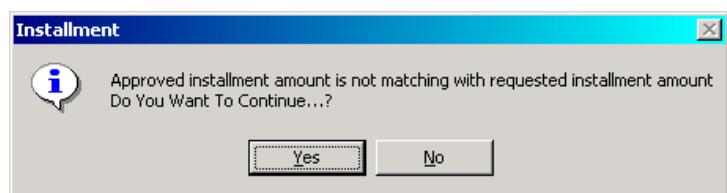
### 13.1.1.3 Approval

To be updated approved W/P Loan information.

- Amount : Input the Approved Loan Amount.  
If Approved amount is different from Requested amount, system will appear the below message.



- First Installment : Select the First Installment recovery date.
- Installment : Input the Installment amount. If Installment amount is different from applicant's requested Installment amount, system will appear below message.



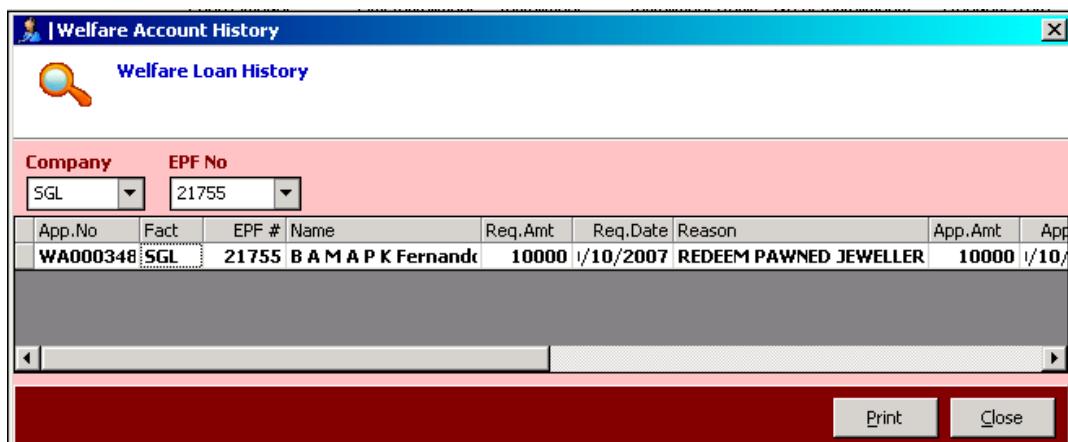
- Installment Basis : Select the Installment Basis  
**Equal** – Recover by equal installment amounts.  
**Other** \_ Recover by different installment amounts
- No of Installments : If equal, No of installment will be auto calculated.  
(It can be change according to the approved Amount & Installment amount.)
- Approved Date : Select the Loan Approved date  
(This date cannot be a former date than request date.)
- Create Plan : Press **Create Plan** button to view Loan Installment Plan based on Approved amount & Installment amount.

## 13.1.1.4 Department / Section / Designation

Selected Employee's Department, Section & Designation will be displayed automatically.

## 13.1.1.5 History

: Press **History** Button to view selected Applicants Loan history.



## 13.1.1.6 Print

: Press Print button to print, W/F Loan Application.

WELFARE LOAN APPLICATION		APP NO : WA000348	
<b>REQUESTION</b>			
EPF No	: 21755		
Name	: B A M A P K Fernando		
Company	: STAR GARMENTS LIMITED.		
Requested Amount	: Rs 10,000.00		
Requested Date	: 09/10/2007		
Reason	: REDEEM PAWNED JEWELLERY		
Approved Amount	: Rs 10,000.00		
Approved Date	: 09/10/2007		
<b>RECOMMANDATION</b>			
Guarantor 01	EPF No	Name	Company
Guarantor 01	27732	B M D J Basnayake	SGL
Guarantor 02	24283	H Palitharathne	SGL
Dept Manager	22387	S A P Weerasinghe	SGL
Voucher No	: 16127		

- 13.1.1.7 Close : Press Close button to exit from this screen.
- 13.1.1.8 Save : Press Save button to update given information.
- 13.1.1.9 Confirm : Press **Confirm** button to confirm the Loan Application.
- 13.1.1.10 Un Confirm : Press this button to Un confirm confirmed applications.  
(User cannot Un confirm after complete TMP voucher creation)
- 13.1.1.11 Print : Press Print button to view welfare Loan Application Form as below.

<b>STAR GARMENTS LTD (PL2).</b>									
Welfare Loan Status		SP2000279							
<b>LOAN REQUESTION</b>									
EPF Number	: 79737	Department	:						
Name	: W A A Wasantha	Designation	:						
Factory	:	Grade	:						
Reason	: HOUSE CONTRUCTION								
Remark	: L								
Amount	Request 10,000.00	Approved 10,000.00	Payout 0.00						
Date	03/04/2008	03/04/2008							
Reference	SP2000279	SP2000279	VANo						
Amount per Inst.	1,000.00	1,000.00							
No Of Inst.	10	10							
<b>RECOMMANDATION</b>									
GUARANTOR 01	EPF 66223	Name M B Priyanthi	Department	Factory SP2	Date 03/04/2008				
GUARANTOR 02	66680	R M W Sadamali		SP2	03/04/2008				
DEPT. MANAGER	76886	W A A Wasantha		SP2	03/04/2008				
<b>LOAN REQUESTION</b>									
Inst. No	Month	App. #	Inst. Amount	Balance Brought Forward	Recovery Amount	Balance Carried Forward	Recovery Date	Paid Category	Remarks
,			1,000.00	0.00	0.00	0.00			

- 13.1.1.12 Refresh : Press “**Refresh**” button to refresh the screen for new entry.
- 13.1.1.13 Close : Press “**Close**” Button to exit from the Loan Application menu.

## 14.1.2 Update Installment

This module is used to update welfare Loans installments recoveries.

Menu path:

- HRIS
- Transactions
- Welfare Account
- Loans
- Update Installment
- Manual

13.1.2.0 Monthly Payroll recovery process updating. The screen will be displayed below.

The screenshot shows a software interface titled "Welfare Account Recovery". At the top, there are dropdown menus for "Company" (SGL), "Payment Category" (PAYROLL), and "Month" (FEB 08). A search bar contains "3,500.00" and a "Find" button. To the right of the search bar is a checkbox labeled "Select All". Below the header is a large grid table with columns: No, EPF No, Name, Loan Given, Loan, Bal B/F, Pick, Recovery, Bal C/F, Bal Ins., and Remarks. The grid lists 15 rows of data. At the bottom of the window are buttons for "Refresh", "Save", "Confirm", "Print", and "Close".

No	EPF No	Name	Loan Given	Loan	Bal B/F	Pick	Recovery	Bal C/F	Bal Ins.	Remarks
1	55 B M P Mendis		5/3/2007	10,000.00	1,000.00	<input checked="" type="checkbox"/>	1,000.00	0.00	3	
2	4727 S F Gabriel		10/3/2007	10,000.00	6,000.00	<input checked="" type="checkbox"/>	1,000.00	5,000.00	5	
3	4948 K V Weerawardena		1/9/2008	10,000.00	9,000.00	<input checked="" type="checkbox"/>	1,500.00	7,500.00	8	
4	5464 M K Silva		12/5/2007	10,000.00	8,000.00	<input type="checkbox"/>	0.00	0.00	8	
5	7582 M R Basnayake		10/4/2007	10,000.00	6,000.00	<input type="checkbox"/>	0.00	0.00	6	
6	10131 M M A C Rubin		6/6/2007	10,000.00	2,000.00	<input type="checkbox"/>	0.00	0.00	3	
7	11300 P C Kusumalatha		6/19/2007	10,000.00	3,000.00	<input type="checkbox"/>	0.00	0.00	3	
8	14157 N S Samarasinghe		1/23/2008	10,000.00	10,000.00	<input type="checkbox"/>	0.00	0.00	10	
9	14737 R D A T Thilakarathna		9/28/2007	10,000.00	6,000.00	<input type="checkbox"/>	0.00	0.00	6	
10	15101 M P W S G Peiris		4/27/2007	10,000.00	6,000.00	<input type="checkbox"/>	0.00	0.00	7	
11	15409 K W D Upali		2/7/2008	10,000.00	10,000.00	<input type="checkbox"/>	0.00	0.00	10	
12	15459 G A V D Perera		3/30/2007	10,000.00	2,000.00	<input type="checkbox"/>	0.00	0.00	5	
13	15459 G A V D Perera		12/14/2007	10,000.00	9,000.00	<input type="checkbox"/>	0.00	0.00	9	
14	15859 B D Perera		7/2/2007	10,000.00	3,000.00	<input type="checkbox"/>	0.00	0.00	3	
15	15885 P W Sudath		6/6/2007	10,000.00	2,000.00	<input type="checkbox"/>	0.00	0.00	3	

- 13.1.2.1 Company : First select the relevant company to update loan Installment.
- 13.1.2.2 Payment Category : Then select the relevant payment Category.  
(Installment updating process will be change according to the selected Payment type.)
- 13.1.2.3 Month : Select the relevant payroll month to update loan installment.
- 13.1.2.4 : Press Find button to view information of given criteria.

## Payment Category Types

1

### Payroll Process

Monthly Payroll recovery process updating.

The screenshot shows a software interface titled "Welfare Account Recovery". At the top, there are dropdown menus for "Company" (ALA), "Payment Category" (PAYROLL), and "Month" (MAR 08). A text input field shows "Recovery Amount" as 4,000.00. A "Find" button is highlighted. To the right, there is a "Select All" checkbox. Below the search area is a large grid table containing 15 rows of loan recovery data. The columns are labeled: No, EPF No, Name, Loan Given, Loan, Bal B/F, Pick, Recovery, Bal C/F, Bal Ins., and Remarks. The data includes various employee names like K A S Kumarasiri, G M S Karunathilake, etc., along with their respective loan details and recovery amounts. At the bottom of the grid are navigation buttons: Refresh, Save, Confirm, Print, and Close.

No	EPF No	Name	Loan Given	Loan	Bal B/F	Pick	Recovery	Bal C/F	Bal Ins.	Remarks
1	8122	K A S Kumarasiri	10/23/2007	10,000.00	7,000.00	<input checked="" type="checkbox"/>	1,000.00	6,000.00	6	
2	8143	G M S Karunathilake	5/3/2007	10,000.00	1,000.00	<input checked="" type="checkbox"/>	1,000.00	0.00	2	
3	8163	H Y Sumithsiri	2/26/2008	10,000.00	10,000.00	<input checked="" type="checkbox"/>	1,000.00	9,000.00	9	
4	8183	W G J S Thennakoon	3/19/2007	10,000.00	6,000.00	<input checked="" type="checkbox"/>	1,000.00	5,000.00	6	
5	8188	P K S R Upakulawansa	8/29/2007	10,000.00	5,000.00	<input type="checkbox"/>	0.00	0.00	5	
6	8208	H Y P Kumara	7/17/2007	10,000.00	3,000.00	<input type="checkbox"/>	0.00	0.00	3	
7	8210	S D Pathinayake	3/6/2008	10,000.00	10,000.00	<input type="checkbox"/>	0.00	0.00	10	
8	8211	E C Jayalath	10/15/2007	10,000.00	6,000.00	<input type="checkbox"/>	0.00	0.00	6	
9	8234	K M J Ranjani	12/5/2007	10,000.00	8,000.00	<input type="checkbox"/>	0.00	0.00	8	
15	8410	J Waduge	12/4/2007	10,000.00	8,000.00	<input type="checkbox"/>	0.00	0.00	8	

- Company : Select the Company.
- Payment Category : Select payment type as “Payroll”.
- Month : Select the relevant payroll month.
- **Find** : Press Find button to view to be recovered Loans information related to given criteria.  
(Data will be displayed as above)
- **Pick** : Select relevant Loan application records by selecting this check box. When selecting each application, Default amount will update as 1000 Rs. also, Balance C/F & Balance installments will be calculated.

(User can be amended this recovery amount & then Balance C/f & Balance installments will be changed according to the recovery amount)

- Recovery Amount : Total value of selected applications will display.
- **Save** : Press Save to update recovery records.
- **Confirm** : Then press Confirm button to confirm saved loan recovery records.
- **Print** : Press Print button to print “Monthly Welfare recovery Status”

2

Re-Computation Process

As required, amend complete recoveries of previous month.

The screenshot shows a software interface titled "Welfare Account Recovery". The top section contains several dropdown menus and input fields: "Company" (SGI), "Payment Category" (RE-COMPUTATION), "Month" (MAR 08), "Recovery Amount" (empty), "Select All" (checkbox), "EPF No" (1049), "Application #" (empty), "Receipt No" (empty), "Date" (empty), and "Reason" (empty). Below these is a table with columns: No, EPF No, Name, Loan Given, Loan, Bal B/F, Pick, Recovery, Bal C/F, Bal Ins., and Remarks. One row is visible: No 1, EPF No 8122, Name K A S Kumarasiri, Loan Given 10/23/2007, Loan 10,000.00, Bal B/F 7,000.00, Pick checked, Recovery 1,000.00, Bal C/F 6,000.00, Bal Ins. 6, Remarks empty. At the bottom are buttons: Refresh, Save, Confirm, Print, and Close.

No	EPF No	Name	Loan Given	Loan	Bal B/F	Pick	Recovery	Bal C/F	Bal Ins.	Remarks
1	8122	K A S Kumarasiri	10/23/2007	10,000.00	7,000.00	<input checked="" type="checkbox"/>	1,000.00	6,000.00	6	

- Company : Select the Company.
- Payment Type : Select payment type as “Re- Computation”.
- Month : Select the relevant payroll month.
- : Then Press Find button.
- EPF No. : Select the relevant EPF number.
- Application # : Select the Loan Application number of selected employees. Then relevant installment data will display.
- : Select Pick check box before amends recovery data.
- Recovery : Type new recovery value in this field. Then Balance C/F & Balance installment will be changed.
- Remarks : Input the Remarks for data amending.
- Date : Select the amended date.
- Reason : Type the reason for amendments.
- : Press Save button to update amendment.
- : Press Confirm to confirm the save changes.

3

Vacated Pay Process

Update information when termination of employment.

**Welfare Account**  
Recovery

Company	Payment Category	Month	Recovery Amount	<input type="checkbox"/> Select All						
SGL	VACATED PAY	DEC 07		<input type="checkbox"/>						
EPF No	Application #	Date	Reason							
33135	SGL000228									
No	EPF No	Name	Loan Given	Loan	Bal B/F	Pick	Recovery	Bal C/F	Bal Ins.	Remarks
1	33135	B S Sampath	12/18/2006	10,000.00	5,000.00	<input checked="" type="checkbox"/>	0.00	4,000.00	1	VACATED PAY
2	33135	B S Sampath	12/18/2006	10,000.00	5,000.00	<input checked="" type="checkbox"/>	0.00	4,000.00	2	VACATED PAY
3	33135	B S Sampath	12/18/2006	10,000.00	5,000.00	<input checked="" type="checkbox"/>	0.00	4,000.00	3	VACATED PAY
4	33135	B S Sampath	12/18/2006	10,000.00	5,000.00	<input checked="" type="checkbox"/>	0.00	4,000.00	4	VACATED PAY
5	33135	B S Sampath	12/18/2006	10,000.00	5,000.00	<input checked="" type="checkbox"/>	0.00	4,000.00	5	VACATED PAY
6	33135	B S Sampath	12/18/2006	10,000.00	5,000.00	<input checked="" type="checkbox"/>	0.00	5,000.00	6	VACATED PAY
7	33135	B S Sampath	12/18/2006	10,000.00	5,000.00	<input checked="" type="checkbox"/>	5,000.00	4,000.00	7	VACATED PAY
8	33135	B S Sampath	12/18/2006	10,000.00	5,000.00	<input checked="" type="checkbox"/>	0.00	4,000.00	8	VACATED PAY
9	33135	B S Sampath	12/18/2006	10,000.00	5,000.00	<input checked="" type="checkbox"/>	0.00	4,000.00	9	VACATED PAY
10	33135	B S Sampath	12/18/2006	10,000.00	5,000.00	<input checked="" type="checkbox"/>	0.00	5,000.00	10	VACATED PAY

**Buttons:** Refresh, Save, Confirm, Print, Close

- Company : Select the company of relevant employee.
- Pay category : Select payment type as “Vacated Pay”.
- Month : Select relevant payroll month.
- Recovery Amount : Total value of selected applications will display.
- **Find** : Press Find button. Then EPF # & Application # fields will Display.
- EPF : Select the EPF number of relevant employee.
- Application : Relevant Application number will display.

4

Re payment Process

**Welfare Account**  
Recovery

Company	Payment Category	Month	Recovery Amount	<input type="checkbox"/> Select All						
SGL	RE-PAYMENT	FEB 08	.00	<input type="checkbox"/>						
EPF No	Application #	Receipt No	Date	Reason						
33136	SGL000166									
No	EPF No	Name	Loan Given	Loan	Bal B/F	Pick	Recovery	Bal C/F	Bal Ins.	Remarks
33136	J A D J Osman66		5/3/2007	10,000.00	0.00	<input type="checkbox"/>	0.00	0.00	1	
33136	J A D J Osman66		5/3/2007	10,000.00	0.00	<input type="checkbox"/>	0.00	0.00	2	
33136	J A D J Osman66		5/3/2007	10,000.00	10,000.00	<input checked="" type="checkbox"/>	1,000.00	7,000.00	3	RE-PAYMENT
33136	J A D J Osman66		5/3/2007	10,000.00	7,000.00	<input checked="" type="checkbox"/>	1,000.00	6,000.00	4	RE-PAYMENT
33136	J A D J Osman66		5/3/2007	10,000.00	6,000.00	<input checked="" type="checkbox"/>	1,000.00	5,000.00	5	RE-PAYMENT
33136	J A D J Osman66		5/3/2007	10,000.00	5,000.00	<input checked="" type="checkbox"/>	1,000.00	4,000.00	6	RE-PAYMENT
33136	J A D J Osman66		5/3/2007	10,000.00	4,000.00	<input checked="" type="checkbox"/>	1,000.00	3,000.00	7	RE-PAYMENT
33136	J A D J Osman66		5/3/2007	10,000.00	3,000.00	<input checked="" type="checkbox"/>	1,000.00	2,000.00	8	RE-PAYMENT
33136	J A D J Osman66		5/3/2007	10,000.00	2,000.00	<input checked="" type="checkbox"/>	1,000.00	1,000.00	9	RE-PAYMENT
33136	J A D J Osman66		5/3/2007	10,000.00	0.00	<input type="checkbox"/>	0.00	0.00	10	

**Buttons:** Refresh, Save, Confirm, Print, Close

### 13.1.3 Loan Transfer

This screen is used to transfer welfare transfer loans from existing employees to another employee.

Menu path:

- HRIS
- Transactions
- Welfare Account
- Loans
- Loan Transfer

13.1.3.0 The screen will be displayed as below.

Ins #	Bal B/F	Recovery	Bal C/F	Category
1	0.00	0.00	0.00	
2	10,000.00	2,000.00	8,000.00	PR
3	8,000.00	1,000.00	7,000.00	PR
4	7,000.00	1,000.00	6,000.00	PR
5	6,000.00	1,000.00	5,000.00	PR
6	5,000.00	1,000.00	4,000.00	PR
7	4,000.00	1,000.00	3,000.00	PR
8	3,000.00	1,000.00	2,000.00	PR
9	2,000.00	1,000.00	1,000.00	PR
10	1,000.00	1,000.00	0.00	PR

- 13.1.3.1 Factory : Select the factory of existing employee.
- 13.1.3.2 .EPF : Select the EPF Number of existing employee
- 13.1.3.3 Name : Then name will be displayed.
- 13.1.3.4 Application # : select the loan application number.
- 13.1.3.5 Then Loan given date, Loan Amount & Balance amount will be displayed automatically. Mean time Loan recovery information plan will display.
- 13.1.3.6 Transfer Fty : Select the Factory of Loan transfer employee.
- 13.1.3.7 EPF : Select the EPF number of Loan transfer employee.

- 13.1.3.8 Name : Then name will be displayed.
- 13.1.3.9 Transfer type : Select the transfer type
- 13.1.3.9 Application # : New Loan application number will be updated.
- 13.1.3.10 Loan amount : Balance Loan amount will display.
- 13.1.3.11 Loan given : Transferred date will be displayed as new Loan given date.
- 13.1.3.12  : Press Transfer” button to update the transferring process.  
When transferring welfare loan to new EPF number, Previous Welfare loan will automatically complete.
- 13.1.3.13  : Press “View” button to view Loan transfer .

## 14 .1.4 Assign To Guarantor

This screen is used to transfer welfare transfer loans from existing employee to another employee.

Menu path:

- HRIS
- Transactions
- Welfare Account
- Loans
- Assign To Guarantor

12.1.4.0 The screen will be displayed as below.

- 12.1.4.1 Company : Select the company.
- 12.1.4.2 EPF NO : Select the EPF NO.
- 12.1.4.3 Loan Application : Select the Loan Application.
- 12.1.4.4 Then following data will be displayed automatically.  
**(Employee Name/ Loan Amount/ Balance Amount/ APP.Date/ Guarantor01/ Guarantor02)**
- 12.1.4.5 Remarks : Input your loan set off remarks in to “Remarks” fields.
- 12.1.4.6 **SAVE** : Press “Save” button to save updated remarks.

12.1.4.7

**CLOSE**

: Press “Close” button exit from the screen.

## 12.1.5 Welfare Reports

This screen is used to view welfare information.

Menu path:

- HRIS
- Transactions
- Welfare Account
- Loans
- Welfare Reports

12.1.5.0 The screen will be displayed as below.

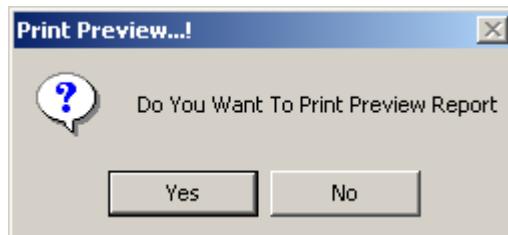


12.1.5.1 Select the report description.

12.1.5.2

**Print**

: Press “Print” button to print the report.  
Then the system will ask “Do you want Print preview”.  
Press “Yes” button to view.



## 12.2 Death Donations

This menu item makes to update information for Death Donation Entry.

### Menu path:

- HRIS
- Transactions
- Welfare Account
- Death Donations

12.2.0 The screen will be displayed as below.

Request						
Company	EPF No	Deceased Person	Amount	Date		
SGL	1600	MOTHER	40,000.00	01/02/2007		
Name	Department					
E M Kamalawathie	-				Designation	
QUALITY SUPERVISOR						

Confirm						
Company	EPF No	Amount	Type	Confirm Date		
SGL	28534	15,000.00	FINAL	01/02/2007		
Name	Department				Designation	
A A S P Arunajith	-					

Issue Funds To						
Company	EPF No	Name	Department			
SGL	1600	E M Kamalawathie	-			
Designation	Issue Date	Remarks				
QUALITY SUPERVISOR	01/12/2007					
Death Certificate No	District	Division				
2748	PUTTALAM	OKARA NIRTH				

History Details						
No	App.No	Req.Date	Deceased Person	Req.Amt	App.Amt	Pay Type
1	DD:000055	1/2/2007	MOTHER	40000.00	15000.00	FINAL
2	DD:000054	1/2/2007	MOTHER	40000.00	25000.00	ADVANCED

- This entry screen divides in to 4 sections for data entry.

### 12.2.1 Request

To be updated information of employee who received D/Donation.

- Company : Select the Request Employee's Company.
- EPF : Select the Request Employee's EPF number.
- Deceased Person : Select the Relationship between employee & deceased person.
- Amount : D/ Donation default value will display as 40,000 Rs.

- Date : Update the D/Donation requested date.
- Name/ Department/ Designation : Requested Employee Name/ Department & Designation will display automatically.

**12.2.2****Confirm**

To be confirmed D/ Donation by employee who responsible from HR.

- Company : Select the confirmed person's Company.
- EPF : Select the confirmed person's EPF number.
- Amount : Input the confirmed D/ Donation Amount.
- Type : Select the payment type.  
Advance - Pay 25,000 Rs. when Inform the Decease.  
Final - Pay Balance 15000Rs. After submit copy of Death Certificate.
- Confirm Date : Update the D/Donation confirmed date.
- Name / Department/ Designation : Donation confirmed person's Name/ Department & Designation will display automatically.

**12.2.3****Issue Funds To**

To be updated employee who get the D/Donation from Cashier.

- Company : Select the Company name of employee who get D/Donation from Cashier.
- EPF : Select the EPF of employee who get D/Donation from Cashier.
- Name / Department/ Designation : Funds received employee's Name/ Department & designation will display automatically.
- Issue Date : Select the Funds Issue date.
- Remarks : Input the remarks if available.
- Death Certificate number : Input the death certificate number for final payment.
- District /Division : Input the requested employee District & division.

## 12.2.4

**History Details**

Saved Death Donation Information will be displayed in this field.

- D/ Donation entry wise saved data will display.
- **Save** : Press “Save” button to save given D/Donation information.
- **Confirm** : Press This button to Confirm saved D/Donation entry.
- **Un-Confirm** : Press this button to un confirm confirmed d/ donation entry.  
(User cannot Un –confirm after create TMP voucher by Cashier)
- **Delete** : Press this button to delete unsaved data.
- **Print** : Press Print button to view “Death Donation Request Form” as below.

<b>Death Donation Request Form</b>		
<b>Date</b>	: 03/07/2008	
<b>To</b>	: MANAGER SYSTEM & CONTROLS	
<b>From</b>	: MANAGER HUMAN RESOURCE -STAR GARMENTS LIMITED.	
<p>The MOTHER of the undermentioned employee has expired. Please Make arrangements to pay Rs.FIFTEEN THOUSAND (in words) 15,000.00/= when she/he calls for same.</p>		
<b>EPF No</b>	<b>Name</b>	<b>Application No</b>
1600	E M Kamalawathie	DD:000055
<p>..... A A S P Arunajith</p>		
<small>Human Resource Information System (HRIS) # Document#</small> <small>Star Garments Limited Issue date: QPR/SOL/MTT Issue No.:01 Issue Date: 09/07/2008</small> <small>QPR/SOL/MTT</small>		

- **Refresh** : Press “Refresh” button to refresh the screen for new entry.



• : Press “Close” button to exit from the screen.

## 12.3 Other Welfare Payments

This menu item makes to update all welfare account payments without Welfare Loans & Death donations.

Menu path:

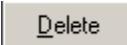
- HRIS
- Transactions
- Welfare Account
- Other Welfare Payments

12.3.0 The screen will be displayed as below.

12.3.1 Expenses Company : Select the Expenses bearing company.

12.3.2 Ref # : Select new Reference number form the list.

This both options  
use only for view  
payment History

- 12.3.3 Company : Select the Company name of employee's who request Funds.
- 12.3.4 EPF # : Select the EPF of employee's who request Funds.
- 12.3.5 Name/ Department/ Designation : Funds request employee's Name/ Department/ Designation will display automatically.
- 12.3.6 Fund Type : Select the Fund type from the displayed pop down list
- 12.3.7 Request Date : Input the fund requested date.
- 12.3.8 Amount : Input the requested Amount.
- 12.3.9 Reason Category : Reason for requesting Funds.
- 12.3.10 Remarks : Input the remarks if available.
- 12.3.11 Company : Select the fund authorized employee's company
- 12.3.12 Authorized by : Select the fund authorized employee's EPF number.
- 12.3.13 Name/ Department/ Designation : Funds authorized employee's Name/ Department/ Designation
- 12.3.14  Save : Press Save button to save given Welfare Payment information.
- 12.3.15  Confirm : Press this button to Confirm Welfare Payment entry.
- 12.3.16  Delete : Press this button to delete unsaved data.
- 12.3.17  Print : Press "Print" button to view "Welfare Payment entry".
- 12.3.18  Refresh : Press "Refresh" button to refresh the screen for new entry.
- 12.3.19  Close : Press "Close" button to exit from the screen.

## 12.4 Re-Imbursement

Cashier uses this screen to create permanent vouchers for re-imbursement money from Welfare Account

Menu path:

- HRIS
- Transactions
- Welfare Account
- Re-Imbursement

12.4.1 The “Create Voucher” screen will be displayed as below.

No	Pick	Company	TMP Voucher No	Amount	TMP Voucher Date	EPF
1	<input checked="" type="checkbox"/>	SP2	14626	10000.00	8/3/2007	66830
2	<input checked="" type="checkbox"/>	MMI	16019	10000.00	8/6/2007	221
3	<input checked="" type="checkbox"/>	MMI	16072	10000.00	8/21/2007	250
4	<input type="checkbox"/>	SGI	16694	10000.00	2/15/2008	9794
5	<input type="checkbox"/>	SGL	16695	10000.00	2/15/2008	35960
6	<input type="checkbox"/>	SGL	16696	10000.00	2/15/2008	32894
7	<input type="checkbox"/>	SGL	16697	10000.00	2/15/2008	15409
8	<input type="checkbox"/>	SGL	16698	10000.00	2/15/2008	36858
9	<input type="checkbox"/>	SGL	16699	10000.00	2/15/2008	33338
10	<input type="checkbox"/>	SGI	16700	10000.00	2/15/2008	687
11	<input type="checkbox"/>	SGL	16701	10000.00	2/15/2008	37935
12	<input type="checkbox"/>	SGL	16702	10000.00	2/15/2008	37608

- Search by : User can search History data by selecting EPF number or TMP Voucher number.
- Company : User can select the relevant Company or All companies vouchers to create permanent vouchers.(Re-Imbursement)
- Date period : Select the relevant date period of selected vouchers. Then Temporary vouchers created but not re-imbursement voucher list will display.
-  : Select the relevant Vouchers by selection this option button.
- Total Amount : Total value of selected vouchers will be calculated.
- Voucher From : Select the Voucher created factory.
- Cancelled Vouchers : Cancelled voucher numbers will display. User can view voucher details by selecting relevant voucher number. (Cancelled vouchers will display in red color)
-  : Press “Create Voucher” button to create re-imbursement for selected TMP vouchers.  
(When create the voucher, a Re- reimbursement number will be created automatically)

## 12.4.2

The “**Confirmation**” screen will be displayed as below.

No	Pick	Company	TMP Vou.No	TMP Vou.Amount	TMP Vou.Date	EPF No	cRemarks
1	<input checked="" type="checkbox"/>	MMI	16019	10000.00	8/6/2007	221	
2	<input checked="" type="checkbox"/>	MMI	16072	10000.00	8/21/2007	250	

- Voucher number : Re-imbursement created, not confirmed voucher numbers will display in this list. Select the relevant voucher number. (Then payment information of selected voucher will display)
- Total Amount : Total value of selected TMP Vouchers will display as below.
- Cheque amount : Total amount will display as Cheque amount.
- Cheque Number : Input the Cheque number in to this field.
- Cheque date : Select the cheque update date.
- Payment From : Payment Related factory will display automatically.
- Bank Acct/ number : Select the Bank Account number of relevant factory.
- Remarks : Input the Remarks if Available.
- Confirm : Press “Confirm” button to confirm to re-imbursement.
- Search by Cheque number : User can view History records of cheques by selecting cheque number from this pop down list.



Cancel

- : User can cancel incorrect vouchers by using this screen. First Remove the Tag of Pick option button (Unselect the pick button) & Press "Cancel" button. Then cancelled vouchers will be moved to the Create Voucher screen as cancelled vouchers.



Print

- : Press "Print" button to view selected "Reimbursement voucher" as below.

WELFARE ACCOUNT			REIMBURSEMENT	
PAY : CASHIER STAR GARMENTS LIMITED.			VOUCHER NO :	WA000056
NO	EPF NO	VOUCHER	Rs.	Rs.
<b>DEATH DONATIONS</b>				
1	S GL	2314	16094	15,000.00
2	S GL	35208	16097	25,000.00
				<b>40,000.00</b>
<b>OTHER - RECOVERABLE</b>				
3	S GL	34114	16086	6,756.00
				<b>6,756.00</b>
<b>TRIP ALLOWANCES</b>				
4	S GL	23734	16074	1,800.00
5	S GL	36145	16093	3,375.00
				<b>5,175.00</b>
<b>WELFARE LOANS</b>				
6	S GL	210	16075	10,000.00
7	S GL	28933	16083	10,000.00
8	S GL	36677	16087	10,000.00
				<b>30,000.00</b>
				<b>81,931.00</b>
<b>EIGHTY-ONE THOUSAND NINE HUNDRED THIRTY-ONE AND ZERO CENTS ONLY being re-imbursement of funds for above payments made by the cashier.</b>				
PREPARED BY		AUTHORIZED BY	SIGNATURE 01	SIGNATURE 02
MADHURIH				

## 12.4.3

The "Set Of Advanced" screen will be displayed as below.  
This screen is used to view Information of created Advance vouchers

**Set Off Advance**

Advance Number	Search By	From	To																																																																																																																
000138	<input checked="" type="radio"/> TMP Voucher <input type="radio"/> EPF <input type="radio"/> Cheque #																																																																																																																		
<table border="1"> <thead> <tr> <th>TMP Vou</th> <th>EPF #</th> <th>Name</th> <th>Application</th> <th>Amount</th> <th>Company</th> <th>Fund Type</th> </tr> </thead> <tbody> <tr><td>16411</td><td>79937</td><td>A R Herath</td><td>SP2000203</td><td>10,000.00</td><td>SP2</td><td>WELFARE LOANS</td></tr> <tr><td>.....</td><td>65005</td><td>R M B S Udani</td><td>.....</td><td>25,000.00</td><td>SP2</td><td>GIFT ADVANCE</td></tr> <tr><td>.....</td><td>2626</td><td>E. PRIYANGIKA</td><td>000008</td><td>750.00</td><td>KOG</td><td>OTHER - UNRECOVER</td></tr> <tr><td>16224</td><td>3</td><td>E. PRIYANGIKA</td><td>000010</td><td>2,500.00</td><td>KOG</td><td>BANNERS</td></tr> <tr><td>.....</td><td>781</td><td>P H R D Rajakaruna</td><td>000012</td><td>2,500.00</td><td>SGL</td><td>BANNERS</td></tr> <tr><td>16222</td><td>8121</td><td>K A S Kumarasiri</td><td>000013</td><td>2,000.00</td><td>ALA</td><td>BONUS ADVANCE</td></tr> <tr><td>.....</td><td>103487</td><td>T D Wijesiriwardene</td><td>000015</td><td>20,286.00</td><td>SGL</td><td>OTHER - UNRECOVER</td></tr> <tr><td>.....</td><td>5108</td><td>P Udugampola</td><td>000016</td><td>750.00</td><td>KOG</td><td>SPECTACLES</td></tr> <tr><td>.....</td><td>23</td><td>P Udugampola</td><td>000017</td><td>895.00</td><td>KOG</td><td>NEWS PAPER BILLS</td></tr> <tr><td>.....</td><td>33889</td><td>R A P A Ranasinghe</td><td>000020</td><td>10,000.51</td><td>SGL</td><td>BANNERS</td></tr> <tr><td>.....</td><td>200000</td><td>OUT SIDER</td><td>000023</td><td>200,000.00</td><td>KOG</td><td>OTHER - RECOVERAB</td></tr> <tr><td>.....</td><td>200000</td><td>T D Wijesiriwardene</td><td>000024</td><td>9,324.20</td><td>SGL</td><td>OTHER - RECOVERAB</td></tr> <tr><td>.....</td><td>332</td><td>P Udugampola</td><td>000025</td><td>750.00</td><td>KOG</td><td>SPECTACLES</td></tr> <tr><td>.....</td><td>200000</td><td>E D Vanderlaan</td><td>000031</td><td>2,898.00</td><td>SGL</td><td>OTHER - UNRECOVER</td></tr> <tr><td>.....</td><td>200000</td><td>OUT SIDER</td><td>000057</td><td>14,490.00</td><td>SGL</td><td>OTHER - UNRECOVER</td></tr> </tbody> </table>				TMP Vou	EPF #	Name	Application	Amount	Company	Fund Type	16411	79937	A R Herath	SP2000203	10,000.00	SP2	WELFARE LOANS	.....	65005	R M B S Udani	.....	25,000.00	SP2	GIFT ADVANCE	.....	2626	E. PRIYANGIKA	000008	750.00	KOG	OTHER - UNRECOVER	16224	3	E. PRIYANGIKA	000010	2,500.00	KOG	BANNERS	.....	781	P H R D Rajakaruna	000012	2,500.00	SGL	BANNERS	16222	8121	K A S Kumarasiri	000013	2,000.00	ALA	BONUS ADVANCE	.....	103487	T D Wijesiriwardene	000015	20,286.00	SGL	OTHER - UNRECOVER	.....	5108	P Udugampola	000016	750.00	KOG	SPECTACLES	.....	23	P Udugampola	000017	895.00	KOG	NEWS PAPER BILLS	.....	33889	R A P A Ranasinghe	000020	10,000.51	SGL	BANNERS	.....	200000	OUT SIDER	000023	200,000.00	KOG	OTHER - RECOVERAB	.....	200000	T D Wijesiriwardene	000024	9,324.20	SGL	OTHER - RECOVERAB	.....	332	P Udugampola	000025	750.00	KOG	SPECTACLES	.....	200000	E D Vanderlaan	000031	2,898.00	SGL	OTHER - UNRECOVER	.....	200000	OUT SIDER	000057	14,490.00	SGL	OTHER - UNRECOVER
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Buttons: Refresh, Create Voucher, Cancel, Confirm, Print, Close.

- Advance number : User can view history information of advance voucher by Selecting Advance number.
- **View All** : User can view created all advance vouchers by pressing this “View All” button.
- Search by : This option is used to search TMP voucher wise/ EPF number wise & Cheque number wise Advance voucher information for given period.

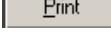
## 12.4.4

The “I.O.U.Payments” screen will be displayed as below.

This screen is used to update cheque details for I.O.U. Payments.

The screenshot shows the 'Welfare Account' application window titled 'Create Voucher'. At the top right, there is a date input field labeled 'Date [mm/dd/yyyy]'. Below the title bar are four buttons: 'Create Voucher', 'Confirmation', 'Set Off Advance' (which has a red arrow pointing to it), and 'I.O.U. Payments'. A blue header bar below these buttons reads 'Update Cheque Details for I.O.U. Payments'. Underneath is a section for 'I.O.U Reference' with a dropdown menu and a 'View All' button. A table lists I.O.U. references with columns for Ref, Date, Fact, Amount, Approved, and Pick. One row is selected with a checked 'Pick' checkbox. Below the table are fields for Total Amount (50000.00), Cheque Amount (50000.00), Cheque No, Cheque Date (03/11/2008), Payments From (KAD), and Bank Account No (1423000001). A 'Remarks' text area is also present. At the bottom are buttons for Refresh, Create Voucher, Cancel, Confirm, Print, and Close.

- **View All** : Press “View All” button to view payment voucher created, Cheque details not updated I.O.U. payment list.
- **Pick** : Select the relevant I.O.U. Reference number to create voucher.
- Total Amount : Selected I.O.U. application’s value will be displayed.
- Check Amount : Selected I.O.U. application’s value will be displayed as cheque value
- Cheque number : Update the cheque number.
- Cheque date : Update the cheque date.
- Payments From : Payment related factory will display.
- Bank Account No. : Select the relevant B/ Account number of selected Factory.
- Remarks : Update the remarks if available.

-  : Press “Create Voucher” button to create voucher number for given I.O.U. payments.
-  : Press Confirm button to confirm created voucher.
-  : User can cancel I.O.U. vouchers by using this button.
-  : Press Print button to view created I.O.U. voucher.

## 12.5 Advances

This screen is used to create advances for welfare payments.

Important of this screen is user can create an advance with selecting multiple fund types.

Menu path:

- HRIS
- Transactions
- Welfare Account
- Advanced

12.5.0 The screen will be displayed as below.

EPF	Name	Application	Amount	Fund	Pick
33525	S T I K Silva	SGL000608	10,000.00	WELFARE LOANS	<input checked="" type="checkbox"/>
34693	A S P Abeysuriya	SGL000378	10,000.00	WELFARE LOANS	<input checked="" type="checkbox"/>
34746	S D W P Kumari	SGL000377	10,000.00	WELFARE LOANS	<input checked="" type="checkbox"/>
15815	M Sirimakanthi	SGL000351	10,000.00	WELFARE LOANS	<input checked="" type="checkbox"/>
31917	W J N Gunaratne	SGL000599	10,000.00	WELFARE LOANS	<input type="checkbox"/>
32158	P G G K Rupasighe	SGL000030	10,000.00	WELFARE LOANS	<input type="checkbox"/>
35423	W D M Upasena	SGL000611	10,000.00	WELFARE LOANS	<input type="checkbox"/>

Selected Welfare Payments for Create Advance

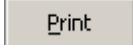
EPF	Name	Application	Amount	Fact	Fund Type
33525	S T I K Silva	SGL000608	10,000.00	SGL	WELFARE LOANS
34693	A S P Abeysuriya	SGL000378	10,000.00	SGL	WELFARE LOANS
15815	M Sirimakanthi	SGL000351	10,000.00	SGL	WELFARE LOANS
34746	S D W P Kumari	SGL000377	10,000.00	SGL	WELFARE LOANS

Total Advance Amount: 40000.00 Cheque No: 214454 Cheque Date: 03/07/2008 Payment Company: SGL Account No: 1250005730

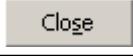
Remarks: \*\*\*\*\*

Buttons: Refresh, Save, Confirm, Cancel, Print, Close

- 12.5.1 Advance Ref. # : Display History records by selecting Advance Ref. Number.
- 12.5.2 Find EPF No : Can find the EPF number form history records by selecting relevant fund type & type the EPF.
- 12.5.3 Company : Select the relevant company
- 12.5.4 Fund type : Select the Fund type from the Pop down list. Pending application list for create advances will display.

- 12.5.5  : Click on Pick Option button to select relevant application records for Advance voucher. (User can select several types of funds & Application for advance voucher)
- 12.5.6 Selected welfare applications for the Advance will be display on the second grid.
- 12.5.7 Total Advance Amount : Total value of Selected applications will display automatically.
- 12.5.8 Cheque No : Input the Cheque number for create advance.
- 12.5.9 Check Date : Select the cheque date.
- 12.5.10 Payment Company : Select the payment company from the list.
- 12.5.11 Account number : Select the relevant Account number for selected company.
- 12.5.12 Remarks : Type the additional details in this field.
- 12.5.13  : Press “Save” button to save Advance information.
- 12.5.14  : Press Confirm button to confirm saved Advance voucher
- 12.5.15  : Press this button to cancel advance.
- 12.5.16  : Press “Print” button to view “Advance Payments” as below.

WELFARE ACCOUNT				ADVANCE
PAY: SGI LANKA (PVT) LTD.KATUNAYEKA				ADVANCE NO : WA000188
				CHEQUE NO : 737427
				CHEQUE DATE : 03/10/2008
NO	EPF NO	AMOUNT		
<u>WELFARE LOANS</u>				
1	SGI 11047	.....	10,000.00	
			<u>10,000.00</u>	
			<u><u>10,000.00</u></u>	
TEN THOUSAND AND ZERO CENTS ONLY being funds issued to cashier in advance to meet above payments.				
PREPARED BY MADHURIH		AUTHORIZED BY .....	SIGNATURE 01 .....	SIGNATURE 02 .....
<b>COPY</b>				

- 12.5.17  : Press “Refresh” button to refresh the screen for new entry.
- 12.5.18  : Press “Close” button to exit from the screen

## 12.6 Temporary Payments

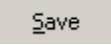
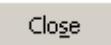
This option is used create temporary vouchers for welfare cashier payments.  
**Note - One temporary voucher can be created only one Welfare payments.**

Menu path:

- HRIS
- Transactions
- Welfare Account
- Temporary Payments

12.6.1 The “Create Voucher” screen will be displayed as below.

- Temporary Voucher No : Voucher number will be systematically create after saved data.  
 (User can view temporary voucher history by entering Voucher Number)
- TPV Company : Select company name that relate to selected payment.
- Date : Current date will display as voucher create date
- Type : Select the Payment Type from the pop down list.
- Ref no : When selecting record, Application number will be displayed as Ref. Number.

- Application Amount : Amount of the payment will be displayed.
- Application Date : Application date will display automatically.
- EPF : Need to select required employee's EPF number.
- Company : Company name of employee who received payment.
- Name : Name of payment received employee will display.
- Issue to Company : When select EPF number, automatically display company of employee who collect the payment.
- Issue to EPF : When select EPF number, automatically display EPF number of employee who collect the payment.
- Issue Name : When select EPF number, automatically display name of employee who collect the payment.
-  Save : Press "Save" button to save temporary Voucher information.
-  Delete : Press this button to delete unsaved data.
-  Print : Press Print button to view "Temporary Payment Voucher".
-  Refresh : Press "Refresh" button to refresh the screen for new entry.
-  Close : Press "Close" button to exit from the screen.

## 12.6.2

The “View Voucher” screen will be displayed as below.

This screen is used to view created temporary vouchers for given date range.

Voucher #	Date	Fund Type	Amount	Company	EPF
16779	3/3/2008	WELFARE LOANS	10,000.00	SGL	
16780	3/3/2008	DEATH DONATIONS	25,000.00	SGL	
16781	3/4/2008	DEATH DONATIONS	25,000.00	SGL	
16782	3/4/2008	DEATH DONATIONS	15,000.00	SGL	
16783	3/5/2008	DEATH DONATIONS	25,000.00	SGL	
16784	3/5/2008	DEATH DONATIONS	15,000.00	SGL	
16785	3/6/2008	DEATH DONATIONS	25,000.00	SGL	
16786	3/6/2008	WELFARE LOANS	10,000.00	SGL	
16787	3/6/2008	WELFARE LOANS	10,000.00	SGL	
16788	3/6/2008	WELFARE LOANS	10,000.00	SGL	
16789	3/8/2008	DEATH DONATIONS	25,000.00	SGL	

- From / To : Select the date period.
- **View** : Press “View” button to view created Temporary vouchers for given date range.

This screen is used to view current status (Comments) of welfare payment by EPF number & Application number.

The screenshot displays two separate search results within the same application window. The top result, where the application number is 55, shows a blue status message: "Application Enterd and Confirmed". The bottom result, where the application number is 150, shows a red status message: "Application Enterd, But Not confirmed....". Both results include dropdown menus for Fund Type (set to DEATH DONATIONS) and Company (set to SGL), and search fields for EPF No or Application No, with the Application No option selected. A "Find" button is present in both sections.

- Fund Type : Select the Fund type of relevant application.
- Company : select the relevant company.
- Search by : select the search option (EPF No / Application number)
- Number : Input the selected EPF / Application number.
- **Find** : Press “Find” button. Then Selected Application/ EPF wise Payment status will display as above.

## 13 Training

### 13.1 Request

This screen is used to update Employee Training details & submit requests for higher authorization.

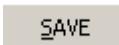
Menu path:

- HRIS
- HRD
- Training
- Request

13.1.0 The screen will be displayed as below.

NO	FACT	EPF	NAME
1	VTE	18	
2	VTE	40	ERANDI DISANAYAKE FINANCE
3	BDD	12	ANANDA KANATHTHE ELECTRI

- 13.1.1 **Add New** : Press “Add New” button to add new training request.
- 13.1.2 Company : Select the company.
- 13.1.3 EPF No : Select the EPF number.
- 13.1.4 By pressing button, employee details will be displayed on the upper grid according to the EPF number. (Name/ Department/Designation)

- 13.1.5 Training Type : Select the training type.
- 13.1.6 Training Description : Input the short description of training.
- 13.1.7 Institute : Select the Institute.
- 13.1.8 Priority : Select the priority period.
- 13.1.9 Performance Gap Observed : Select the performance gap observed by tick “Yes” or “No” option.
- 13.1.10 Performance Gap Is A Result Of : Select the performance gap.  
**(Environmental Factor/ Motivational Factor/ Lack Of Competencies)**
- 13.1.11 Input the reasons for recommending him/her for training.
- 13.1.12 Req. Company : Select the request company.
- 13.1.13 Requested By : Select the requested by.
- 13.1.14 Request Date : Select the request date.
- 13.1.15  : Press “Save” button to save training request.
- 13.1.16 Submit : Press “Submit” button to approve training request.
- 13.1.17  : Press “Print” button to print training request.

## 13.2 Approval

This screen is used to Analyze training requests, Approve the training requests & Create payments for given trainings.

Menu path:

- HRIS
- HRD
- Training
- Approval

### Analyze

13.2.1 Go to the “Analyze” screen to view all received training requests.

By using this screen user can review & update the status for each training requests.

The screenshot shows a Windows application window titled "ANALYZE TRAINING REQUESTS". The main area contains a grid table with 15 rows of training request data. The columns are labeled: NO, REF NO, FACT, EMP NO, DESIGNATION, TRAINING, PRIORITY, LOCATION, and STATUS. The data includes various employee details, training types like "TEST", "EXCELLENCE IN A", "HRD TRAINING", "SHARE POINT 20", etc., and status categories like "NOT ANALYZED", "REQUIRED", and "ALLOCATED". At the bottom of the window, there are buttons for "Refresh", "FILTER BY", "Save", and "Close". Below the window, a horizontal menu bar has buttons for "APPROVE", "PAYMENT", "REPORTS", and "ANALYZE".

NO	REF NO	FACT	EMP NO	DESIGNATION	TRAINING	PRIORITY	LOCATION	STATUS
11	MR000012	VTE	119	EXECUTIVE	TEST	ASAP		NOT ANALYZED
12	MR000013	VTE	52	MIDDLE MANAGER	EXCELLENCE IN A	IMMEDIATE		NOT ANALYZED
13	MR000013	VTE	53	MIDDLE MANAGER	EXCELLENCE IN A	IMMEDIATE		NOT ANALYZED
6	MR000010	VTE	18		HRD TRAINING	IMMEDIATE		REQUIRED
7	MR000010	VTE	41		HRD TRAINING	IMMEDIATE		REQUIRED
8	MR000010	VTE	51		HRD TRAINING	IMMEDIATE		REQUIRED
1	MR000007	VTE	18		SHARE POINT 20	IMMEDIATE	NATIONAL INSTITUTE OF I	ALLOCATED
2	MR000008	SGL	853		SHARE POINT 20	IMMEDIATE		ALLOCATED
9	MR000011	VTE	18		TESTING	IMMEDIATE		NOT ANALYZED
10	MR000011	VTE	40	ACCOUNTS EXECU	TESTING	IMMEDIATE		NOT ANALYZED
3	MR000009	VTE	40	ACCOUNTS EXECU	C# TRAINING	WITHIN A WE		ALLOCATED
4	MR000009	VTE	50	ACCOUNTS CLERK	C# TRAINING	WITHIN A WE		ALLOCATED
5	MR000009	VTE	55	JUNIOR MANAGER	C# TRAINING	WITHIN A WE		REQUIRED

- Select relevant training request
- By using “Filter” option, user can filter data by given criteria.
- Select the Status in “Status” column. (Not Analysis / Analysis /Allocated / Required) (Required – Ready for approval)
- Press “Save” button to save.

- Then move to the “Approval” screen to approve selected training requests.

## Approval

13.2.2 By using this screen user can approve received trainings from “Training request” or direct updated Training requests.

The screenshot shows the 'TRAINING REQUESTS' application interface. At the top, there's a header with a logo, the title 'TRAINING APPROVAL', and a reference number 'TR000015'. On the left, there are input fields for 'COMPANY' (VENTURA ENTERPRISES), 'EPF NO' (55), 'NAME' (MANOJ LASANTHA), 'DEPT' (INFORMATION TECHNOLOGY), and 'DESIG' (JUNIOR MANAGER). Below these is a grid showing training details:

NO	TRAINING TYPE	DESCRIPTION	ST. DATE	DURATION	INSTITUTE
1	UNIVERSITY DEGREE	MASTER DEGREE	04/02/13	2 YEARS	NATIONAL INSTITUTE
2					

Below the grid is a section for 'DESCRIPTION OF TRAINING' with a text area containing 'TEST'. There are buttons for 'Add Line' and 'Delete Line'. Further down, there are sections for 'REQ. COMPANY' (VTE), 'REQUESTED BY' (55, MANOJ LASANTHA), 'REQUEST DATE' (23/01/2013), 'APP. COMPANY' (VTE), 'APPROVED BY' (52, RAMITHA SILVA), and 'APPROVE DATE' (18/02/2013). At the bottom, there are buttons for 'Refresh', 'Add New', 'Save', 'Approve', 'Print', and 'Close', along with tabs for 'APPROVE', 'PAYMENT', 'REPORTS', and 'ANALYZE'.

13.2.2.1  : Press “Add New” button to add new training request to approve.

13.2.2.2 Company : Select the Company.

13.2.2.3 EPF No : Select the Employee Number.  
**Name/ department/ Designation** of selected EPF will be displayed automatically

13.2.2.4 : Press Button to add selected employee information to the grid. (Top right corner of the screen)

NO	NAME	DEPARTM
1	MANOJ LASANTHA	INFORMATION TECHNI

Or

13.2.2.5

**Pick From Analyze**

- : By Pressing this **Pick From Analyze** button, user can pick Training requests from Analyze screen for approval process. Click on the button to view below screen.

TRAINING REQUESTS									
NO	REF NO	FACT	EMP NO	DESIGNATION	TRAINING	PRIORITY	CATIC	STATUS	SELECT
1	MR000010	VTE	18		HRD TRAINING	IMMEDIATE		REQUIRED	<input checked="" type="checkbox"/>
2	MR000010	VTE	41		HRD TRAINING	IMMEDIATE		REQUIRED	<input checked="" type="checkbox"/>
3	MR000010	VTE	51		HRD TRAINING	IMMEDIATE		REQUIRED	<input type="checkbox"/>

NO	REF NO	FACT	EMP NO	NAME	DEPARTMENT	DESIGNATION	TR
1	MR000010	VTE	18				HR
2	MR000010	VTE	41				HR

<b>Refresh</b>	<b>FILTER BY</b>	<b>Pick</b>	<b>Close</b>
----------------	------------------	-------------	--------------

- All requests that mark status as “Required” will be filter & view in this screen.
- Put a Tick in “Select” column to select relevant training requests.
- Selected requests will be move to the down grid.
- Press **Pick** button to pick selected requests to the “Approve” screen.

13.2.2.6

**Add Line**

- : Press “Add Line” button to add new data line to the Down grid.  
Then fill the Training information to each field.

NO	TRAINING TYPE	DESCRIPTION	ST. DATE	DURATION	INSTITUTE
1	UNIVERSITY DEGREE	MASTER DEGREE	04/02/13	2 YEARS	NATIONAL INSTITUTE
2					

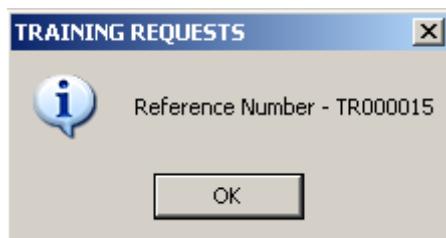
**Add Line** **Delete Line**

- Select Training Type
- Input the training Description
- Select the Start date
- Select the Duration
  
- Select the Institute. Then following screen will be displayed. Select relevant institute from available list or Add new by pressing “Add New” button.



- Select the Category.
- Input the Amount for training.

- 13.2.2.7 **Delete Line** : By pressing “Delete Line” button, user can remove added detail line.
- 13.2.2.8 Description of Training : Input the Training details to this field.
- 13.2.2.9 Request Company/ By/ Date : Select the Requested Company / Person & the Date.
- 13.2.2.10 App. Company/ By/ Date : Select the Approved Company / Person & the Date.
- 13.2.2.11 **Save** : Press “Save” button to save given Training information. Then a Reference number will be generated by the system.



- 13.2.2.12 **Approve** : Press “Approve” button to approve saved training request. Then following message will be displayed.



Press “Yes” to submit approval. & then given message will be displayed.



13.2.2.12

**Print**

- : Press “Print” button to print Training Approval forms  
By reference number.

The screenshot shows a Windows Print Preview window with the following details:

**STAR GARMENTS LTD.** REF. NO : TR000014  
**TRAINING APPROVAL** DATE : 04/05/2013

REQUESTED BY : SGI - 15,704 - KEVIN SILVA	REQ. DATE : 05/04/2013
APPROVED BY : SGI - -	APP. DATE :
INSTITUTE : MICROSOFT CORPORATION	
REMARKS : KMK	

TRAINING TYPE	TRAINING DESCRIPTION	START DATE	DURATION	AMOUNT
SPECIAL TRAINING	JHKJ	04/08/2013	1 HOUR	7,500

**CADRE OF TRAINING**

FACT	EPINNO	NAME	DEPARTMENT	DESIGNATION
VTE	119	JEEVAN PREMARATHNA	INFORMATION TECHNOLOGY	EXECUTIVE
SGI	15,704	KEVIN SILVA	HUMAN RESOURCES DEVELOPMENT	EXECUTIVE

- Then move to the “Training” screen to approve selected training requests.

## Training

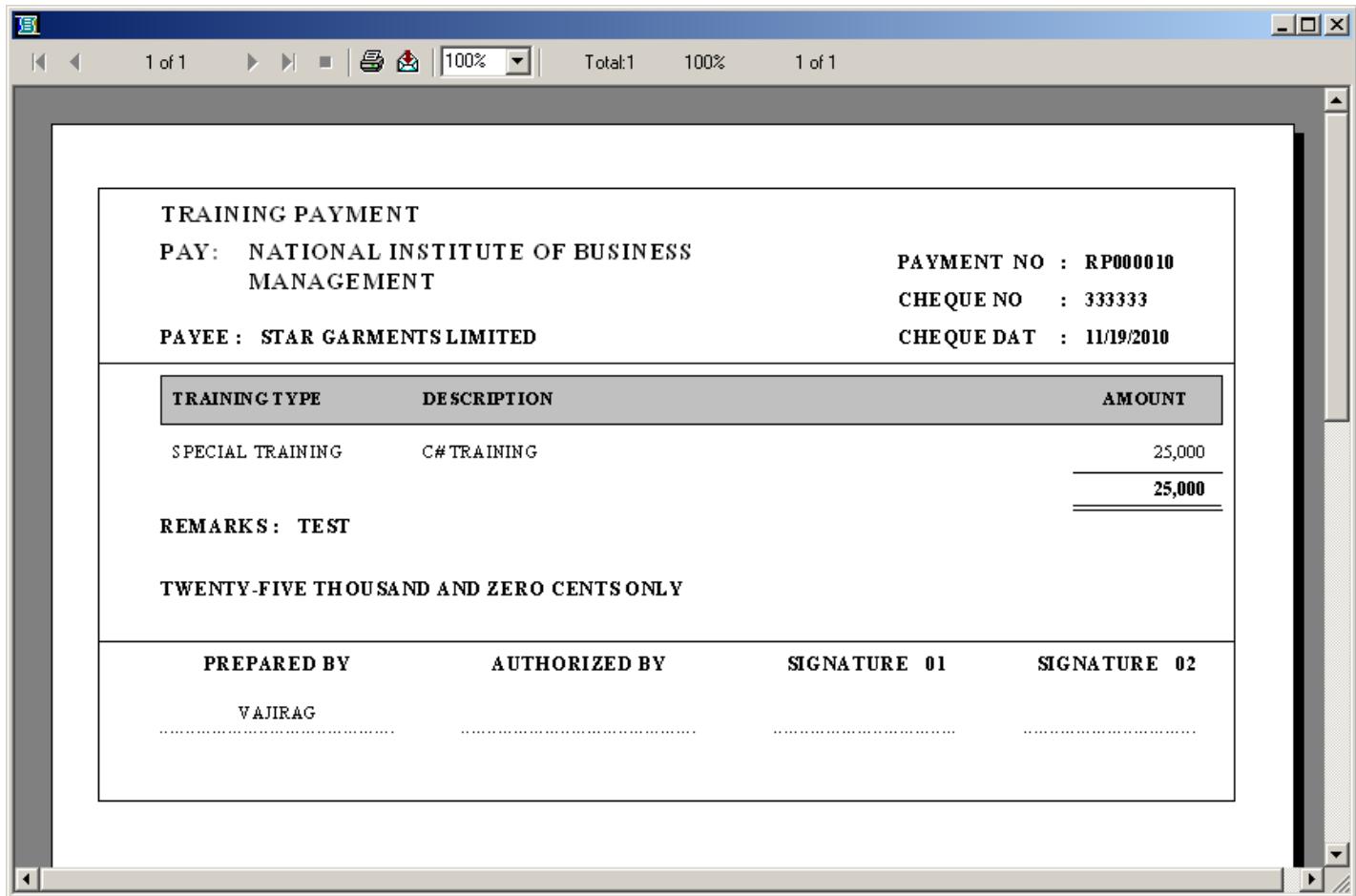
13.2.3 This screen is used to enter the training payment & view the training payment report.

The screen will be displayed as below.

NO	REF. NO	TRAINING TYPE	DESCRIPTION	AMOUNT	SELECT
1	TR000011	SPECIAL TRAINING	SHARE POINT 2010	50000	<input checked="" type="checkbox"/>
2	TR000013	SPECIAL TRAINING	SHARE POINT 2010	5000	<input type="checkbox"/>

- 13.2.3.1 **Add New** : Press “Add New” button to add new training payment.
- 13.2.3.2 Location : Select the location.
- 13.2.3.3 Then training requests will be displayed on the grid relevant to the location with following details.  
**(Reference number/ Training Type/ Description/ Amount/ Select)**
- 13.2.3.4 **SELECT** : Tick relevant training request records by selecting this check box.
- 13.2.3.5 Total Amount : When select each request, total amount will be calculated automatically.
- 13.2.3.6 Cheque No : Input the Cheque number.
- 13.2.3.7 Cheque Date : Select the Cheque date.
- 13.2.3.8 Payment Company : Select the payment company.

- 13.2.3.9 Account No : Select the account number.
- 13.2.3.10 Remarks : Input the remarks.
- 13.2.3.11 **Save** : Press “Save” button to save the given training payment details.
- 13.2.3.12 **Print** : By pressing “Print” button, user can view the training payment report. Then report will be displayed as below.

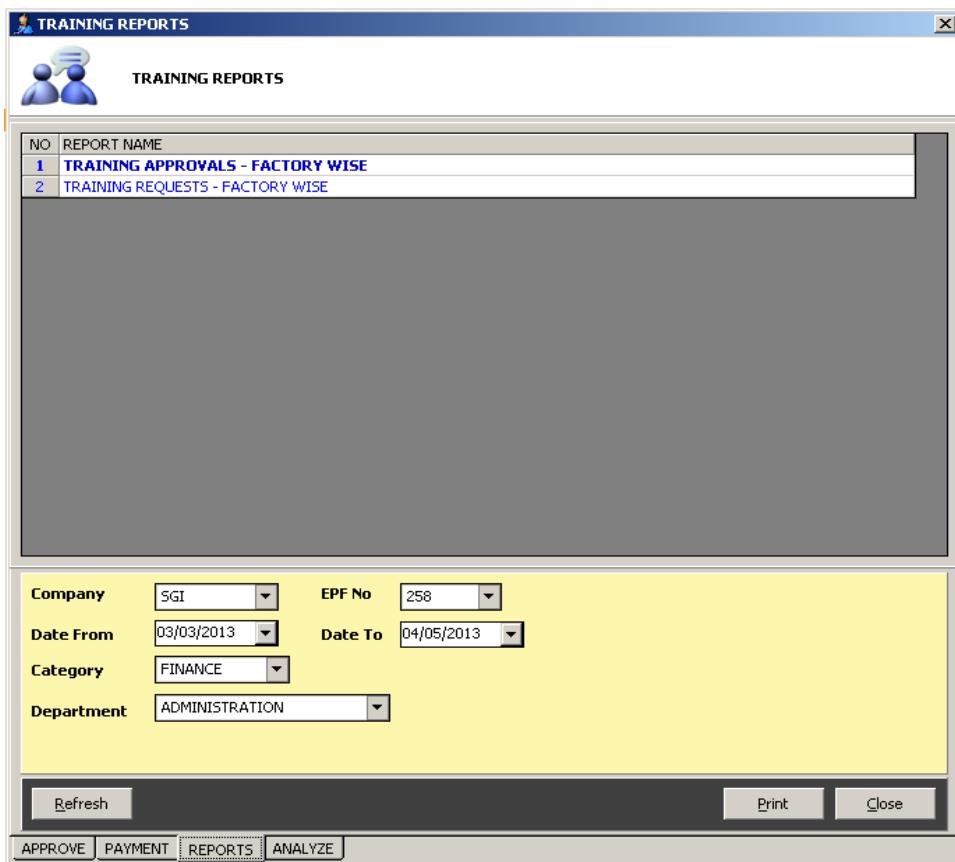


- 13.2.3.13 **Refresh** : Press “Refresh” button to refresh the screen.
- 13.2.3.14 **Close** : Press “Close” button to exit the screen

➤ Then move to the “Reports” screen to approve selected training requests.

## Reports

13.2.4 This screen is used to print the reports for training approvals & training requests.



### 1. Training Approvals – Factory Wise

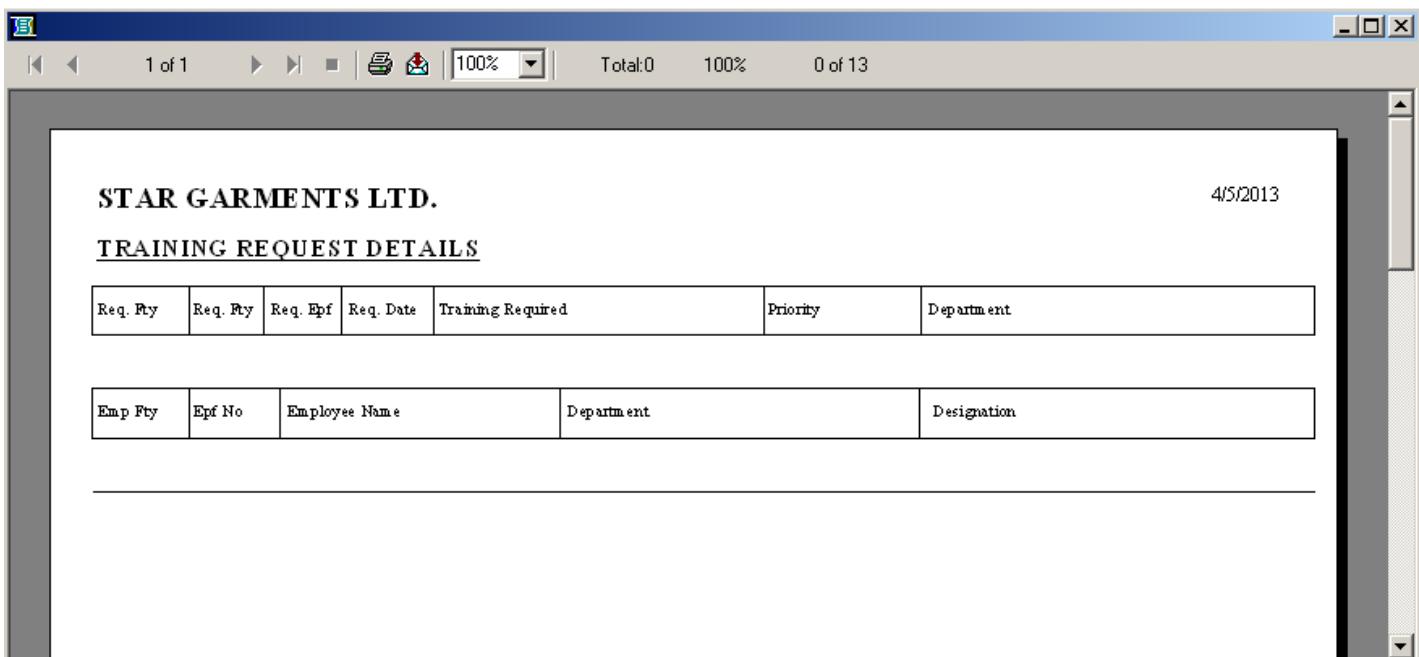
This screen is used to view the factory wise reports for training approvals. The screen will be displayed as below.

- Select the “Training Approvals – Factory Wise”.
- Select the company.
- Select the EPF number.
- Select the date range.
- Select the category (**IT/ Finance/Work study**)
- Select the department.
- By pressing **Print** button, user can view the factory wise reports of Training Approvals.
- Press **Close** button to exit the screen
- Press **Refresh** button to refresh the screen.

## 2. Training Requests – Factory Wise

This screen is used to view the factory wise reports for training requests.

- Select the “Training Requests – Factory Wise”.
- Select the company.
- Select the EPF number.
- Select the date range.
- Select the department.
- Select the priority (ASAP/ Immediate/ Within a week/ Within two weeks)
- By pressing **Print** button, user can view the factory wise reports of Training Approvals. Then report will be displayed as below.



- Press **Close** button to exit the screen.
- Press **Refresh** button to refresh the screen.

## Attendance

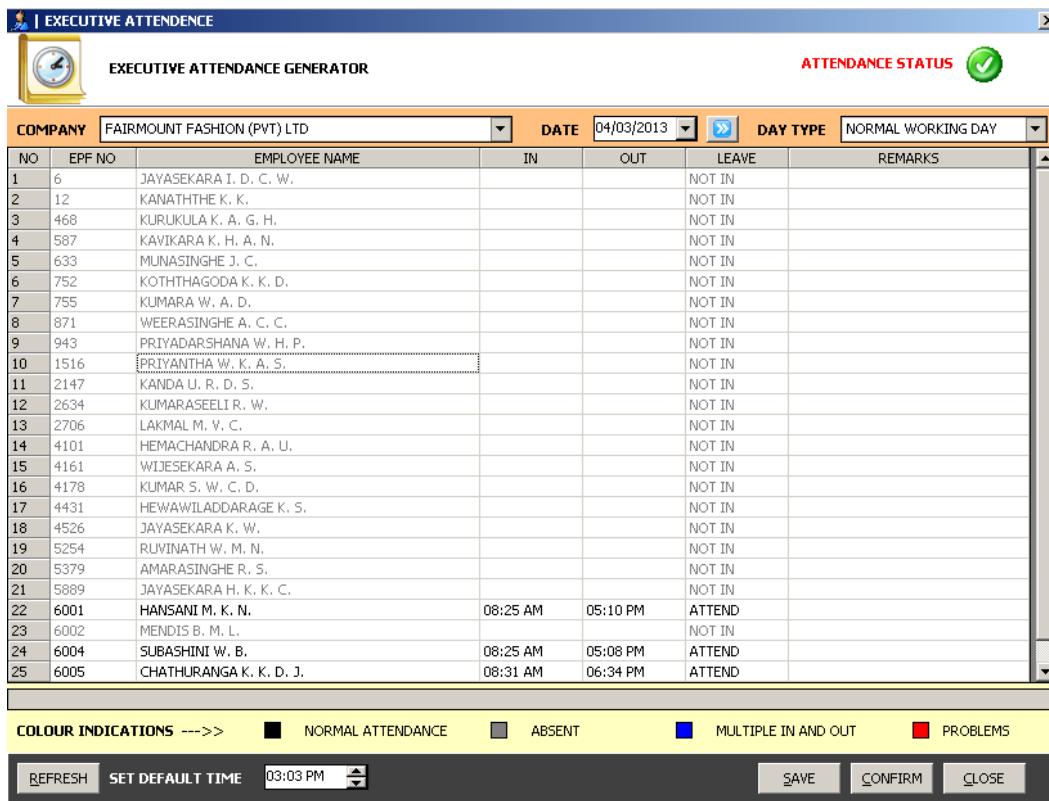
### 14 Executive Attendance

This screen is used to generate the company wise executive attendance.

Menu path:

- HRIS
- Attendance
- Executive Attendance

14.0 The screen will be displayed as below.



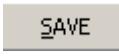
The screenshot shows a software interface titled "EXECUTIVE ATTENDANCE GENERATOR". At the top right, there is a red "ATTENDANCE STATUS" button with a green checkmark. Below the title, there are dropdown menus for "COMPANY" (set to FAIRMOUNT FASHION (PVT) LTD), "DATE" (set to 04/03/2013), "DAY TYPE" (set to NORMAL WORKING DAY), and other filter options. The main area is a grid table with columns: NO, EPF NO, EMPLOYEE NAME, IN, OUT, LEAVE, and REMARKS. The grid lists 25 employees from 1 to 25, with their names and attendance status. At the bottom, there are buttons for "COLOUR INDICATIONS" (with four color-coded boxes: black for normal attendance, grey for absent, blue for multiple in and out, and red for problems), and buttons for "REFRESH", "SET DEFAULT TIME" (with a dropdown menu showing 03:03 PM), "SAVE", "CONFIRM", and "CLOSE".

NO	EPF NO	EMPLOYEE NAME	IN	OUT	LEAVE	REMARKS
1	6	JAYASEKARA I. D. C. W.			NOT IN	
2	12	KANATHTHE K. K.			NOT IN	
3	468	KURUKULA K. A. G. H.			NOT IN	
4	587	KAVIKARA K. H. A. N.			NOT IN	
5	633	MUNASINGHE J. C.			NOT IN	
6	752	KOTHTHAGODA K. K. D.			NOT IN	
7	755	KUMARA W. A. D.			NOT IN	
8	871	WEERASINGHE A. C. C.			NOT IN	
9	943	PRIYADARSHANA W. H. P.			NOT IN	
10	1516	PRIYANTHA W. K. A. S.			NOT IN	
11	2147	KANDA U. R. D. S.			NOT IN	
12	2634	KUMARASEELI R. W.			NOT IN	
13	2706	LAKMAL M. V. C.			NOT IN	
14	4101	HEMACHANDRA R. A. U.			NOT IN	
15	4161	WIJESEKARA A. S.			NOT IN	
16	4178	KUMAR S. W. C. D.			NOT IN	
17	4431	HEWAWILADDARAGE K. S.			NOT IN	
18	4526	JAYASEKARA K. W.			NOT IN	
19	5254	RUVINATH W. M. N.			NOT IN	
20	5379	AMARASINGHE R. S.			NOT IN	
21	5889	JAYASEKARA H. K. K. C.			NOT IN	
22	6001	HANSANI M. K. N.	08:25 AM	05:10 PM	ATTEND	
23	6002	MENDIS B. M. L.			NOT IN	
24	6004	SUBASHINI W. B.	08:25 AM	05:08 PM	ATTEND	
25	6005	CHATHURANGA K. K. D. J.	08:31 AM	06:34 PM	ATTEND	

- 14.1 Company : Select the Company.
- 14.2 Date : Select the Date.
- 14.3  : By pressing this button, executive attendance will be displayed on the grid.
- 14.4 Day Type : Select the Day Type.  
This is used to filter the attendance according to the day type.
- 14.5 Set Default Time : User can set default time.

## 14.6 Color Indications

Black -	Normal Attendance
Gray -	Absent
Blue -	Multiple In & Out
Red -	Problems

- 14.7  : Press “Save” button to save given information.
- 14.8  : Press “Confirm” button to confirm executive attendance.

## 15 Executive Leave

### Menu path:

- HRIS
- Attendance
- Executive Leave

15.1 The “Leave Entry” screen will be displayed as below.

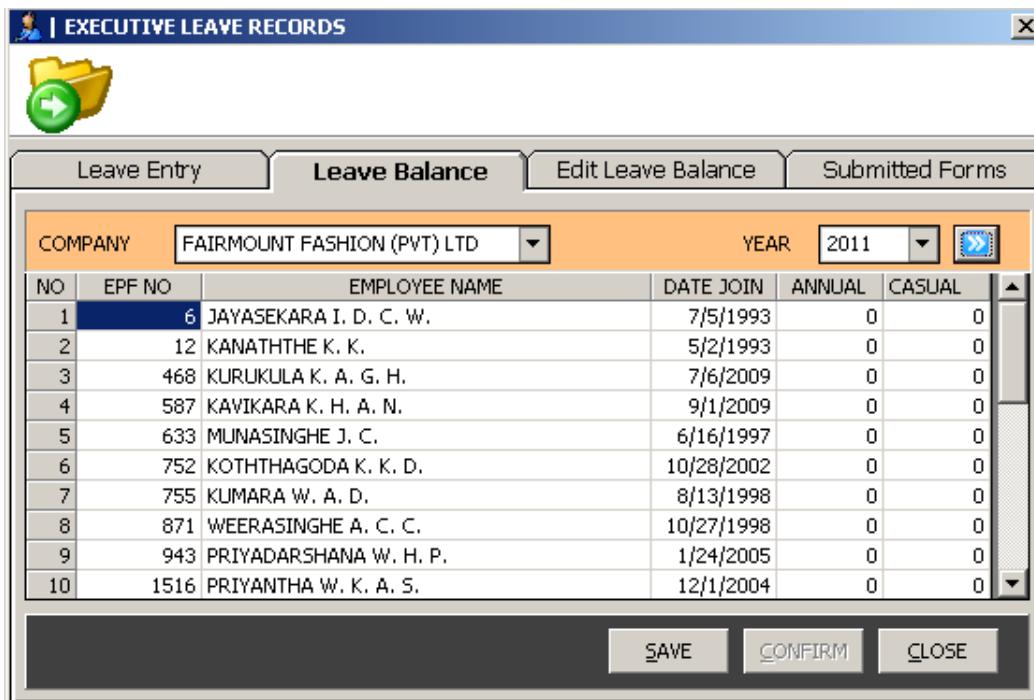
This form is used to generate the company wise executive attendance.

- Company : Select the company.
- Date : Select the date.
- EPF NO : Select the EPF NO.
- : By pressing this button, following information will be displayed on the fields  
**(Employee Name/ Leave Category/ In Time/ Out Time/ New Leave Category)**
- Request Date : Select the request date.
- Year : Select the year.
- Reason : Input the reason.
- : Entitle Casual & Annual leaves will be automatically displayed.

-  : Press “Save” button to save given information.
-  : Press “Confirm” button to confirm the leave entry.

15.2 The “Leave Balance” screen will be displayed as below.

This form is used to view entitle annual & casual leave quantity.

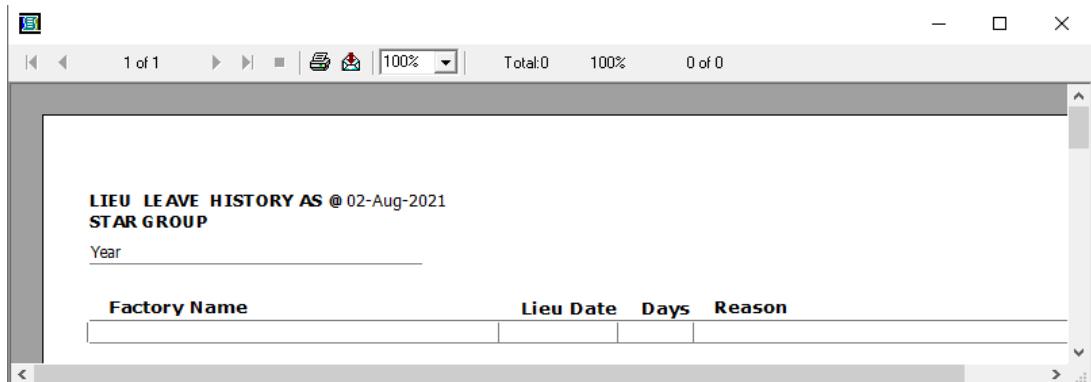


NO	EPF NO	EMPLOYEE NAME	DATE JOIN	ANNUAL	CASUAL
1	6	JAYASEKARA I. D. C. W.	7/5/1993	0	0
2	12	KANATHTHE K. K.	5/2/1993	0	0
3	468	KURUKULA K. A. G. H.	7/6/2009	0	0
4	587	KAVIDARA K. H. A. N.	9/1/2009	0	0
5	633	MUNASINGHE J. C.	6/16/1997	0	0
6	752	KOTHTHAGODA K. K. D.	10/28/2002	0	0
7	755	KUMARA W. A. D.	8/13/1998	0	0
8	871	WEERASINGHE A. C. C.	10/27/1998	0	0
9	943	PRIYADARSHANA W. H. P.	1/24/2005	0	0
10	1516	PRIYANTHA W. K. A. S.	12/1/2004	0	0

- Company : Select the company.
- Year : Select the year.
-  : By pressing this button, following information will be displayed on the fields  
**(Employee Number/ Employee Name/ Date Join/ Annual/ Casual)**
- If you select the relevant line, you can edit annual & casual.
-  : Press “Save” button to save given information.
-  : Press “Confirm” button to confirm the leave balance.

15.3 The “Edit Leave Balance” screen will be displayed as below.

- Company : Select the company.
- EPF NO : Select the EPF NO.
- Year : Select the year.
- : By pressing this button, following information will be displayed on the fields  
**(Employee Name/ Entitled Annual & Casual/ Available Annual & Casual)**
- Then you can edit available annual & casual.
  - ❖ If holidays are added in addition to the normal holidays, they should be included here.

- LIEU Date : Select relevant LIEU date.
  - Number of Days : Input the number of days.
  - Reason : Input the reason.
  
  - **UPDATE LIEU** : By pressing this button, LIEU details update in the system.
  
  -  **PRINT** : By pressing this button, user can get report as below.
- 
- LIEU LEAVE HISTORY AS @ 02-Aug-2021**  
**STAR GROUP**
- | Factory Name | Lieu Date | Days | Reason |
|--------------|-----------|------|--------|
|              |           |      |        |
- Year \_\_\_\_\_
- 
- 
- **SAVE** : Press “Save” button to save given information.

#### 15.4 The “Submitted Forms” screen will be displayed as below.

This form is used to view the company wise annual & casual leaves in time period.

 | EXECUTIVE LEAVE RECORDS X



**Leave Entry      Leave Balance      Edit Leave Balance      Submitted Forms**

COMPANY		STAR GARMENTS (PVT) LIMITED LLI					>
NO	EMPLOYEE NAME	YEAR	LEAVE DATE	LEAVE TYPE	APPLY DATE	SELECT	<
1	RAMITHA SILVA	2018	10/1/2018	FULL DAY	9/28/2018	<input checked="" type="checkbox"/>	>
2	RAMITHA SILVA	2021	4/20/2021	FULL DAY	4/19/2021	<input type="checkbox"/>	
3	VAJIRA GUNASINGHEA	2017	3/18/2017	PROBLEM	3/27/2017	<input type="checkbox"/>	
4	VAJIRA GUNASINGHEA	2017	5/27/2017	PROBLEM	5/30/2017	<input type="checkbox"/>	
5	VAJIRA GUNASINGHEA	2017	10/21/2017	PROBLEM	10/27/2017	<input type="checkbox"/>	
6	VAJIRA GUNASINGHEA	2018	2/17/2018	PROBLEM	2/27/2018	<input type="checkbox"/>	
7	VAJIRA GUNASINGHEA	2018	5/5/2018	PROBLEM	5/15/2018	<input type="checkbox"/>	
8	VAJIRA GUNASINGHEA	2018	5/19/2018	PROBLEM	5/24/2018	<input type="checkbox"/>	
9	VAJIRA GUNASINGHEA	2021	3/31/2021	FULL DAY	3/30/2021	<input type="checkbox"/>	

**VIEW      PRINT      Reject      SAVE      CLOSE**

- Company : Select the company.
-  : By pressing this button, following information will be displayed on the fields.  
**(Employee Number/ Employee Name/ Year/ Leave Date/ Leave Type/ Apply Date)**
-  : Tick on the relevant employee.
-  : Press “Print” button to get executive leave application as Below.

	<b>VENTURA ENTERPRISES</b> <b>EXECUTIVE LEAVE APPLICATION</b>																															
<b>NAME</b> <u>RUWAN ABERATHNE</u>  <b>EPF #</b> <u>240</u>	<b>DEPARTMENT</b> <u>INFORMATION TECHNOLOGY</u>																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">LEAVE CATEGORY</th> <th style="width: 20%;">PREVIOUS YEAR BALANCE</th> <th style="width: 20%;">ENTITLEMENT</th> <th style="width: 20%;">BALANCE AVAILABLE</th> <th style="width: 20%;">NO OF DAYS APPLIED</th> </tr> </thead> <tbody> <tr> <td>ANNUAL</td> <td></td> <td></td> <td>-12.0</td> <td>0.5</td> </tr> <tr> <td>CASUAL</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MATERNITY</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LIEU</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>OTHER</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			LEAVE CATEGORY	PREVIOUS YEAR BALANCE	ENTITLEMENT	BALANCE AVAILABLE	NO OF DAYS APPLIED	ANNUAL			-12.0	0.5	CASUAL					MATERNITY					LIEU					OTHER				
LEAVE CATEGORY	PREVIOUS YEAR BALANCE	ENTITLEMENT	BALANCE AVAILABLE	NO OF DAYS APPLIED																												
ANNUAL			-12.0	0.5																												
CASUAL																																
MATERNITY																																
LIEU																																
OTHER																																
<b>LEAVE APPLIED FROM / ON</b> <u>07/26/2016</u> <b>TO</b> <u>07/26/2016</u> <b>NUMBER OF DAYS ON LEAVE</b> <u>0.5</u> <b>REASON</b> <u>SICK</u> <b>SIGNATURE OF APPLICANT</b> _____ <b>DATE</b> <u>07/30/2016</u> <b>ACTING ARRANGEMENT</b> _____ <b>SIGNATURE</b> _____ <hr/>																																
----- <b>HEAD OF DEPARTMENT</b> ----- <b>DATE</b> -----																																

- **Reject** : Press “Reject” button to reject leave request.
  
- **SAVE** : Press “Save” button to save given information.

## 16 Executive Leave Entry

This screen is used to update Executive leave entry with reasons.

Menu path:

- HRIS
- Attendance
- Executive Leave Entry

16.0 The screen will be displayed as below.

NO	DATE	IN	OUT	LEAVE	APPLY DATE	REASON	
						BALANCE CASUAL	BALANCE ANNUAL
1	1/1/2010	8:52:00 AM	12:29:00 PM	HALF DAY	8/13/2010		
2	1/14/2010	8:34:00 AM	12:56:00 PM	HALF DAY	8/13/2010	SICK	
3	1/26/2010			NOT IN			
4	3/8/2010	12:05:00 PM	6:35:00 PM	HALF DAY		PRESONAL MATTER	
5	4/12/2010			NOT IN			
6	4/16/2010			NOT IN			
7	5/18/2010	9:50:00 AM	1:45:00 PM				
8	5/19/2010			NOT IN	8/12/2010	ADD NEW REASON	
9	5/20/2010			NOT IN			
10	7/19/2010			NOT IN			
11	8/2/2010	10:48:00 AM	3:39:00 PM	PROBLEM			

- 16.1 Company : Select the Company.
- 16.2 EPF Number : Input the Employee EPF Number.
- 16.3 Year : Select the Year.
- 16.4 : Press this button to view Finger printing not correctly updated records of the given EPF.
- 16.5 Leave balance : Entitle Casual & Annual Leave & Balance Leave count will be displayed for the given Employee number.
- 16.6 Leave : Select the Leave Type from the list.  
(Not In/ Half day/ Lieu Leave/ Official)
- 16.7 Apply Date : Select the Leave Apply date.
- 16.8 Reason : Select the reason from the displayed List.  
(Marriage/ personal matter/ Sick....)

- 16.9      Add new reason : If you want to add new reason to the list, select “Add new reason” menu item & then Reason entry will be displayed. Input the new reason & Press “Save” to add it to the reason list.



- 16.10      **SAVE** : Press “Save” to save updated leave entry.

- 16.11      **CONFIRM** : Press “Confirm” button to confirm saved entry.

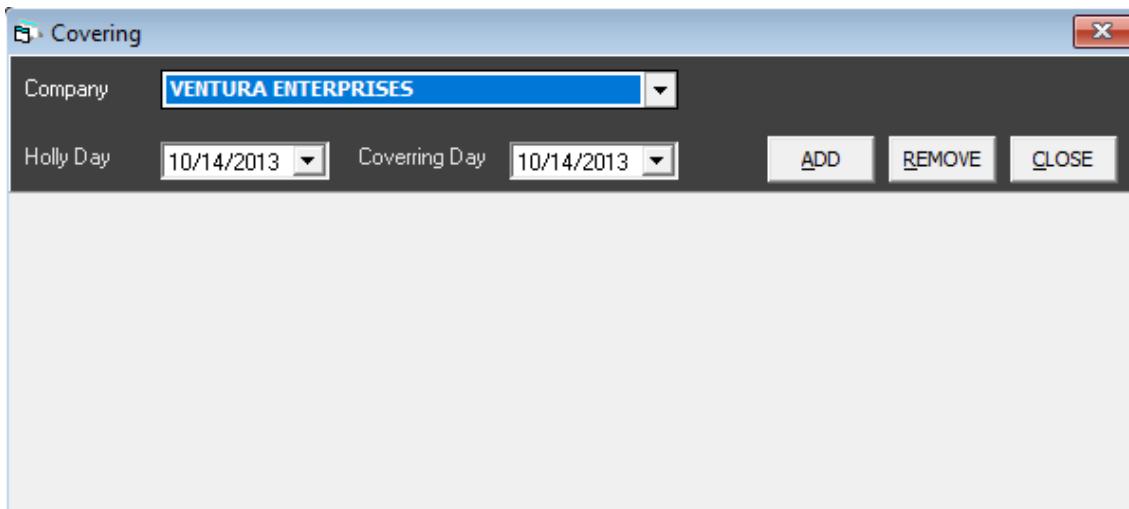
## 17 Covering

This module is used to update covering date in the system.

Menu path:

- HRIS
- Attendance
- Covering

17.1 The “Covering” screen will be displayed as below.



- Company : Select company name.
- Holly Day : Select holly date.
- Covering day : Select covering date.
- **ADD** : Press “Add” button to add covering dates.
- **REMOVE** : Press “Remove” button to remove details.

## 18 Cadre Details

This module is used to update daily production cadre information (Attendance/ Absenteeism/ Maternity leave records) of Star group factories.

Menu path:

- HRIS
- Attendance
- Cadre Details

18.1

The “Cadre Information” screen will be displayed as below.

Input the Factory wise Daily cadre attendance information to this screen.

COMPANY	Budj Cadre	Act Cadre	Prsnt Cadre	M/L	Ab	%	Additon	Deletion
M/O	295	266	239	5	27	8.27	1	0
Helper	36	68	58	0	10	14.71	0	0
Cutting Helper	58	57	52	0	5	8.77	0	0
Cutters & Other	0	0	0	0	0	0	0	0
Finishing	111	119	110	0	9	7.56	0	0
SPM Operators	0	0	0	0	0	0	0	0
<b>Factory</b>	<b>500</b>	<b>510</b>	<b>459</b>	<b>5</b>	<b>51</b>	<b>9.02</b>	<b>1</b>	<b>0</b>

- Company : Select company name.
- Date : Select Current date.
- : Then press this button update last updated Budgeted Cadre & Actual cadre details.
- Category : Production employee categories will display. (**M/O, Helpers/ Cutting Helpers/Cutter & others/ Finishing/ SPM Operators**)
- Budgeted Cadre : Budgeted employee cadre for each category. (This is a fix value & user cannot be change.)
- Actual Cadre : This is the Actual Filled Cadre of each employee category.

- Present Cadre : Input the present cadre of given date.
- Absent : Absent cadre will be updated automatically.  
**(Actual cadre – Present cadre = absenteeism)**
- M/L : Input the Maternity leave employee count.
- % Actual Absent percentage : Will be calculated automatically.  
**(Absenteeism – Maternity leave / Actual Cadre X 100)**
- **SAVE** : Press “Save” button to save updated records.
- **PRINT CURRENT** : Press this “Print Current” button to view updated Cadre Information report as at given date. Then report will display as below.

FAIRMOUNT APPARELS (PVT) LTD CADRE INFO ....					
STAR GROUP CADRE DETAILS AS @ 3/4/2013					
FAIRMOUNT APPARELS (PVT) LTD					
Act Cadre	PrsntCadre	M/L	Ab	%	
M/O	252	225	5	27	<b>8.73</b>
Helper	66	56	0	10	<b>15.15</b>
Cutting Helper	57	52	0	5	<b>8.77</b>
Finishing	119	110	0	9	<b>7.56</b>
<b>Factory</b>	<b>494</b>	<b>443</b>	<b>5</b>	<b>51</b>	<b>9.31</b>

- **REFRESH** : Press “Refresh” button to refresh the screen & ready for new entry.
- **CLOSE** : Press “Close” button to exit from the screen.

18.2

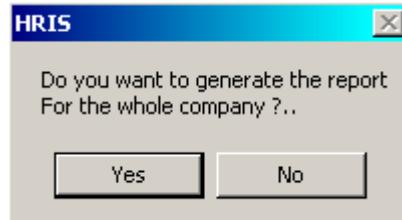
The “Maternity Leave Entry” screen will be displayed as below.

This screen is used to update Daily Maternity leave records of Group Companies.

- Company : Select the Company.
- Emp. Type : Select the Employee type.
- : Then press this button update selected category Employees of company.
- Employee : By pressing this button, employee list will be display. Then select the Employee from the list.
- Start Date : Select the Leave started date.
- Days : 84 days will be calculated to given date. (Fix Value)
- : Then press “Add” button to add employee in to the list. Added information will be displayed with following information.  
**(EPF Number/ Name/ Days/ Leave started date/ End date)**



- **PRINT CURRENT LIST** : This is the option to print updated maternity leave records of selected category or all categories of factory.



If you select “YES” then Maternity leave records for all categories will display as below.

VT ENTERPRISES CO,INC MATERNITY LEAVES .... as @ 8/21/2009					
<u>VT ENTERPRISES CO,INC</u>					
<b>M/O</b>					
<b>Epf</b>	<b>EmpName</b>	<b>Department</b>	<b>Days</b>	<b>Leave Start Date</b>	<b>Leave End Date</b>
18	KUMARA	MERCHANDISING	84	11-Aug-2009	03-Nov-2009
64	SIRISENA	INFORMATION TE	84	01-Aug-2009	24-Oct-2009
118	WEERAKKODY	INFORMATION TE	84	12-Aug-2009	04-Nov-2009
<b>Helper</b>					
<b>Epf</b>	<b>EmpName</b>	<b>Department</b>	<b>Days</b>	<b>Leave Start Date</b>	<b>Leave End Date</b>
9	NONIS	MERCHANDISING	84	11-Aug-2009	03-Nov-2009
<b>Finishing</b>					
<b>Epf</b>	<b>EmpName</b>	<b>Department</b>	<b>Days</b>	<b>Leave Start Date</b>	<b>Leave End Date</b>
40	DISANAYAKE	FINANCE	84	14-Aug-2009	06-Nov-2009
51	MADUSHANKA	FINANCE	84	14-Aug-2009	06-Nov-2009

If you select “No” then Maternity leave records will display for selected Category.

MATERNITY LEAVE as @ 8/21/2009					
<u>VT ENTERPRISES CO,INC</u>					
<b>M/O</b>					
<b>Epf</b>	<b>EmpName</b>	<b>Department</b>	<b>Days</b>	<b>Leave Start Date</b>	<b>Leave End Date</b>
18	KUMARA	MERCHANDISING	84	11-Aug-2009	03-Nov-2009
64	SIRISENA	INFORMATION TE	84	01-Aug-2009	24-Oct-2009
118	WEERAKKODY	INFORMATION TE	84	12-Aug-2009	04-Nov-2009

- Delete : By pressing this “Delete” button user can delete added records.

18.3

The “Reports” screen will be displayed as below.

**CADRE DETAILS**

**CADRE INFORMATION DAILY REPORT**

**CADRE INFORMATION**      **MATERNITY LEAVE**      **REPORTS**      **TRAINING SCHOOL**

<b>CADRE INFO</b>	<b>DAILY CADRE</b>	<b>MATERNITY LEAVE</b>
<input checked="" type="radio"/> DAILY <input type="radio"/> MONTHLY <input type="radio"/> ANNUAL <input type="radio"/> ANY PERIOD	<input type="radio"/> REQUIRED <input type="radio"/> ABSENTEEISM <input type="radio"/> BUDGET VARIANCE <input type="radio"/> BUDGET VARIANCE CUSTM <input type="radio"/> BUDGET VARIANCE CLUSTER <input type="radio"/> BUDGET VARIANCE ALL	<input type="radio"/> MATERNITY LEAVE
<b>DATE RANGE</b>		
DAY : 04/03/2013		
<b>CLOSE</b> <b>PRINT</b>		

**'CADRE INFORMATION DAILY REPORT'**

1 of 1 | Total:36 | 100% | 36 of 36

**DAILY ABSENTEEISM REPORT**  
STAR GROUP CADRE DETAILS AS @ 03/04/2013

PLANT 01					
	Actl Cadre	PrsntCadre	M/LV	Absent	%
M/O	258	243	1	15	5.43
Helper	47	43	0	4	8.51
Cutting Helper	65	62	2	3	1.54
Finishing	110	97	0	13	11.82
<b>Factory</b>	<b>480</b>	<b>445</b>	<b>3</b>	<b>35</b>	<b>6.67</b>

SGI					
	Actl Cadre	PrsntCadre	M/LV	Absent	%
M/O	447	403	2	44	9.40
Helper	71	64	0	7	9.86
Cutting Helper	75	68	0	7	9.33
Finishing	146	131	0	15	10.27
<b>Factory</b>	<b>739</b>	<b>666</b>	<b>2</b>	<b>73</b>	<b>9.61</b>

### • Cadre Information

This report option can print **Daily/ Monthly/ Yearly & Given period Cadre information** for group companies.

Daily : Cadre information for given date. (Select the date)

- Monthly : Cadre information for given month. (Select the month)
- Yearly : Cadre information for selected Year. (Select the Year)
- Any Period : Cadre information for selected period. (Supply the period)

### • Maternity Leave

This report can print Group Maternity Leave records for given period.  
(Select the Period.)

18.4

The “Training School” screen will be displayed as below.

This screen is used to update training school cadre of Group Companies.

**CADRE DETAILS**

CADRE INFORMATION DAILY REPORT

**TRAINING SCHOOL**

FACTORY	M/O	Helper	Cutting Helper	Cutters & Other	Finishing	SPM Operators
SGL	45					

**REFRESH**      **CLOSE**

- Date : Select the date
- Emp. Type : Select the employee type (M/O, Helper...)
- Company : Select the Company
- No of employee : Input the qty of employee.
- **[ADD]** : Press “Add” button, then company wise records will be updated.
- **REFRESH** : Press “Refresh” button to refresh the screen & ready for new entry.

## 19 Executive OT

This screen is used to approve OT request for Executives, Managers.

Menu path:

- HRIS
- Attendance
- Executive OT

19.0 The screen will be displayed as below.

- 19.1 Company : Select the company.
- 19.2 Department : Select the department.
- 19.3 Date Range : Select the date range.
- 19.4 **Get Employees** : By pressing “Get Employees” button, user can add employees’ names on the grid.
- 19.5 **Select** : Then tick on employees & input the reason for get OT.
- 19.6 **Save** : Press “Save” button to save entered details.
- 19.7 **Send for Approval** : Press “Send for Approval” button to send OT for approved.
- 19.8 **Print OT Sheet** : Press “Print OT Sheet” button to print the OT sheet.

19.9

**Confirm**

: Press “Confirm” button to confirm the OT.

## 20 Meal Allowance

This screen is used to add meal allowance details.

Menu Path:

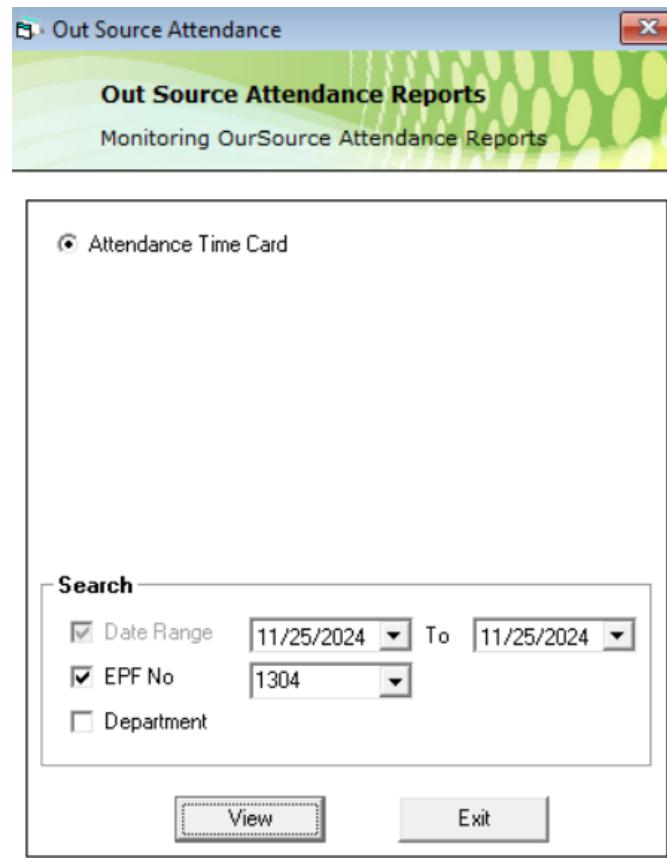
- HRIS
- Attendance
- Meal allowance

20.1 The screen will be displayed as below.

- Company : Select the company name.
- Employee : Select the EPF number.
- Date : Select the date.
- Days : Input the number of days.
- **SAVE** : Press “Save” button to save given information.

## 21 Outsource Attendance

This screen is used to calculate the outsource employees OT



- Put a tick on attendance time card
- Select the date range/EPF no/Department
- Press the view button

## Reports

### 22 All Reports

#### Menu path:

- HRIS
- Reports
- All Reports

#### 22.1 Addition

The screen will be displayed

below.



#### 22.1.1 Report of Re- new Gate pass

- Report Name : Report of Re- new Gate pass.
- Description : This document is send to BOI to request temporary permit for newly join employee.
- Criteria : Company/ Department

EPF No.	Name	Address	Sex	NIC No	Designation	Salary	Whether P. Employee
16074	L. B. W. A. M. MEEWEWA	KOCHCHIKADE	FEMALE	BV 1166	M/O SEWING - S.	10,600.00	
16075	R. L. RANGARA	OMALPE	MALE	933651649V	HELPER - MECHA	9,250.00	

### 22.1.2 Data Collection Form

- Report Name : Data Collection Form  
 Description : Employee Information form of selected EPF number.  
 Criteria : Company/ EPF Number

EPF NO : 41814	DESIGNATION : HELPER
----------------	----------------------

(1) FULL NAME : RATHNAYAKE MUDIYANSE LAE DAMAYANTHI MENIKE RATHNAYAKA  
 (2) NAME WITH INITIALS : R. M. D. M. RATHNAYAKA  
 (3) DATE OF BIRTH : 02/11/1983 (4) NATIONAL ID NO : 835423123V  
 (5) RELIGION : BUDDHIST (6) NATIONALITY : SRILANKAN (7) GENDER : FEMALE  
 (8) SCHOOL ATTEND :  
 (9) EDUCATIONAL QUALIFICATIONS  
 /10 OTHER QUALIFICATIONS / DEPARTMENTAL QUALIFICATIONS

### 22.1.3 Addition Form

- Report Name : Addition Form  
 Description : Employee wise Master file Addition form for Payroll.  
 Criteria : Company/ EPF Number

**STAR GARMENTS LIMITED**  
**PAYROLL ADDITION FORM**  
**ADDITION TO THE MASTER FILE**

SECTION CODE	EPF NO (WITHOUT LEADING ZERO)	JOB CATEGORY												
1 8 16	4 1 8 1 4													
SEX	FEMALE	CIVIL STATUS	SINGLE											
INITIALS	R . M . D . M .													
SURNAME	R A T H N A Y A K A													
DATE OF BIRTH	D D M M Y Y Y Y													
	1 1 0 2 1 9 8 3													

## 22.1.4

Employee Deletion List- Factory Wise

- Report Name : Employee Deletion List – Factory wise
- Description : Deleted Employee list of given factory for selected date range.
- Criteria : Company/ Date Range

EMPLOYEE DELETION LIST - BY FACTORY						
From	01-Oct-2011	To	10-Dec-2011			
EFF	EMPLOYEE NAME	DEPARTMENT	SECTION	DESIGNATION	JOINED	RE
10688	MALAWADELAGE CHANDIRKA SAMANTHI	TRAINING SCHOOL	TRAINING SCHOOL	M/O SEWING - S.S.A.	01/03/2010	0
26444	NAWANAGE RAMALAWATHI FERNANDO	SEWING	SEWING GENERAL	HELPER - SEWING	10/04/1997	1
29941	JAYAWEEAGE JAGATHI PREMASIRI LAL FERNANDO	CENTRAL WARE HOUSE	LOCAL SALE	LABOURER - STORES	10/11/1999	1
30133	AITHTHANAYAKA MUDIYANSELAGE RATHNA SIRI MENIKE	SEWING	GROUND SEWING LINE -1+	M/O SEWING - SKILLED	11/08/1999	0
34430	ALUTH GEDARA JEEWANITHI SARUNIHALA KUMARI	CUTTING	CUTTING SECTION	HELPER - CUTTING	02/03/2004	1
37748	SIRIWARDANA ARAC ECHILAGE JAYANTHA PREMALA	CENTRAL WARE HOUSE	LOCAL SALE	LABOURER - STORES	03/01/2003	1
37884	WALLEGE SAMPATH DANANJAYA SILVA	CENTRAL WARE HOUSE	LOCAL SALE	LABOURER - STORES	03/04/2003	1
37994	RAJAPAKSHI MUDIYANSELAGE SUDALSHI DEEPA MALA THILAKARATNE	SEWING	GROUND SEWING LINE -10	TR.QUALITY CHECKER	03/04/2003	1

## 22.1.5

Employee Addition List- Factory Wise

- Report Name : Employee Addition List – Factory wise
- Description : Joined Employee list of given factory for selected date

range.

Criteria : Company/ Date Range

STAR GARMENTS LIMITED EMPLOYEE ADDITION LIST - BY FACTORY											
EFF	EMPLOYEE NAME	DEPARTMENT	SECTION	DOB	Join Date	RIC	Designation	SEX	DAIS	SALARY	TYPE
49708	WILSON PERERA RORALAGE NADEEKA WEERASEMA	CENTRAL WAREHOUSE	LOCAL SALE	18/17/1987	10/03/2011	8791914135V	LABOURER - STORES	FEMALE	16	9,350.00	T
49709	MEENSHANKA MULUK PRASAD FERNANDO	CENTRAL WAREHOUSE	LOCAL SALE	05/13/1992	10/04/2011	921346296V	LABOURER - STORES	MALE	15	9,350.00	T
49710	WAHASAWADE ARACHCHIGE SAITHA DILSHAN	CENTRAL WAREHOUSE	LOCAL SALE	11/24/1992	10/04/2011	922941048V	LABOURER - STORES	MALE	15	9,350.00	T
49712	GALLAGE JAYANTHA PUSHPA KUNAWARA FERNANDO	CENTRAL WAREHOUSE	LOCAL SALE	10/24/1982	10/04/2011	821954728V	LABOURER - STORES	MALE	15	9,350.00	T
49713	KURUNDAMAGE MALVATHA RANDIMAL PERERA	CENTRAL WAREHOUSE	LOCAL SALE	02/20/1990	10/04/2011	902412756V	LABOURER - STORES	MALE	15	9,350.00	T
49714	MAYARATHNE MUTHTHALAGE SUDESH PRASANNA JAYASEKARA	CENTRAL WAREHOUSE	LOCAL SALE	04/27/1994	10/06/2011	941136075V	LABOURER - STORES	MALE	13	9,350.00	T
49715	WEVALAGE THILAK JANAKA FERNANDO	WELFARE	WELFARE	09/20/1989	10/07/2011	801745495V	LABOURER - WELFARE	MALE	12	9,350.00	T
49716	MANDALAWILLI ACHARAGE JAYAKAPRIYADARSHANA WIJALARATNE	CENTRAL WAREHOUSE	LOCAL SALE	06/17/1990	10/13/2011	901690081V	STORE CLERK - TRAINEE	MALE	2	10,000.00	T
49717	SEELAPPU MUDYANSLAGE CHATHURANGAM MROSHAN DAIRY	CENTRAL WAREHOUSE	LOCAL SALE	09/21/1993	10/20/2011	932653189V	LABOURER - STORES	MALE	1	9,350.00	T
49718	RAMPATHALA DEWALAGE	CENTRAL WAREHOUSE	LOCAL SALE	04/16/1989	10/21/2011	801179191V	LABOURER - STORES	MALE	20	9,350.00	T

## 22.1.6

Employee Transfer List- Factory Wise

Report Name : Employee Transfer List – Factory wise

Description : Transferred Employee list of given factories for selected date range.

Criteria : Company/ Date Range

STAR GARMENTS LIMITED Employee Transfer Listing For The Period From - October 2011 To - 12/10/2011											
TRF ID	DATE	FR EFF	Employee Name	FROM SECTION	TO EFF	FTY	TO SECTION	FROM DESIGNATION	TO DES:	FROM DEPT:	TO DEPT:
1281	10/1/2011	30978	R. T. N. PERERA	HUMAN RESOURCES DEPARTMENT	14605	SGI	HUMAN RESOURCES DEPARTMENT	SENIOR HUMAN RESOURCES CLERK	SENIOR RESOURCE CLERK	ADMINISTRATION	ADMINISTRATION
1282	10/1/2011	35437	A. M. S. PALITHA	ADMINISTRATION	14606	SGI	ADMINISTRATION	PEON - OFFICE	PEON - OFFICE	ADMINISTRATION	ADMINISTRATION
1283	10/1/2011	40621	W. D. I. E. DABARERA	ADMINISTRATION	14607	SGI	ADMINISTRATION	PEON - ADMINISTRATION	PEON - ADMINISTRATION	ADMINISTRATION	ADMINISTRATION
1284	10/1/2011	42508	M. A. M. W. T. PERERA	HUMAN RESOURCES DEPARTMENT	14610	SGI	HUMAN RESOURCES DEPARTMENT	HUMAN RESOURCE CLERK	HUMAN RESOURCE CLERK	COMMUNICATION	COMMUNICATION
1285	10/1/2011	37998	H. M. S. A. SEMASINGHE	COMMUNICATION DEPARTMENT	14609	SGI	COMMUNICATION DEPARTMENT	COMMUNICATION CLERK	COMMUNICATION CLERK	HR DEVELOPMENT	HR DEVELOPMENT
1287	10/1/2011	41893	W. D. B. N. WICKRAMARATHNA	HR DEVELOPMENT	14600	SGI	HR DEVELOPMENT	H.R.D. ASSISTANT	A/C TECH	ADMINISTRATION	ADMINISTRATION
1288	10/1/2011	42196	K. R. S. FERNANDO	ADMINISTRATION	14613	SGI	ADMINISTRATION	ADMINISTRATIVE CLERK	ADMINISTRATIVE CLERK	ADMINISTRATION	ADMINISTRATION
1289	10/1/2011	37771	J. A. N. S. APPUHAMY	HUMAN RESOURCES DEPARTMENT	14614	SGI	HUMAN RESOURCES DEPARTMENT	HUMAN RESOURCE CLERK	HUMAN RESOURCE CLERK	WELFARE	WELFARE
1290	10/1/2011	42351	H. A. W. EKANAYAKE	WELFARE	14618	SGI	WELFARE	CANTEEN HELPER	CANTEEN HELPER	WELFARE	WELFARE
1291	10/1/2011	29269	P. A. ARIVAWATHIE	WELFARE	14615	SGI	WELFARE	LABOURER - WELFARE	LABOURER - WELFARE	WELFARE	WELFARE
1292	10/1/2011	17643	L. H. RAJANI	WELFARE	14616	SGI	WELFARE	LABOURER - WELFARE	LABOURER - WELFARE	WELFARE	WELFARE
1293	10/1/2011	34749	K. R. KRISNAN	WELFARE	14617	SGI	WELFARE	LABOURER - WELFARE	LABOURER - WELFARE	WELFARE	WELFARE

## 22.1.7

Vacated Employee Listing

Report Name : Vacated Employee Listing

**Description** : Vacated employee list with photographs of selected factory & period.

Criteria : Company/ Date Range

**STAR GARMENTS LIMITED**  
**VACATED EMPLOYEES FROM 10/01/2011 TO 12/10/2011**

24664  
557 87 1845V

29941  
78 08 3 15 02V

36430  
8368 13 375 V

367 68  
693 583 055

37 994  
855 84 18 19V

38 987  
83 03 327 58V

38252  
8769 63 043 V

40230  
887 924 82 1

22.1.8

## Employee Incident Summary

## Report Name : Employee Incident Summary

Description : Warning Summary of selected EPF/ Period.

Criteria : Company / EPF/ Date Range/ Department

22,1,9

## Employee Transfer List- Factory Wise (new Format)

Report Name : Employee Transfer List – Factory wise (**new Format**)  
 Description : Factory wise Employee transfer list for given period.  
 Criteria : Company/ Date Range

E.P.F No	Employee Name	Section	Join Date	Designation	Trans Fty
<b>ADMINISTRATION</b>					
35437	A. M. S. PALITHA	ADMINISTRATION	05-Mar-2003	PEON - OFFICE	SGI
40621	W. D. I. E. DABARERA	ADMINISTRATION	09-Aug-2007	PEON - ADMINISTRATION	SGI
42196	K. R. S. FERNANDO	ADMINISTRATION	28-Jul-2008	ADMINISTRATIVE CLERK	SGI
33889	R. A. P. A. RANASINGHE	ADMINISTRATION	01-Jan-2002	SECRETARY	SGI
19804	V. I. D. SILVA	ADMINISTRATION	26-Jun-1995	SECRETARY	SGI
29323	U. O. C. N. M. W. MEEHALA	ADMINISTRATION	01-Mar-1994	SECRETARY	SGI
<b>COMMUNICATION</b>					
37998	H. M. S. A. SEMASINGHE	COMMUNICATION DEPARTMENT	04-May-2005	COMMUNICATION CLERK	SGI
40966	P. K. M. S. NONIS	COMMUNICATION DEPARTMENT	27-Dec-2007	TELEPHONE OPERATOR	SGI
<b>ELECTRICAL</b>					

#### 22.1.10 Section Wise Employee Listing (Finishing Despatch)

Report Name : Employee Transfer List – Factory wise  
 Description : Section wise employee list with photographs.  
 Criteria : Company/ Department



22.1.11

Employee Birthdays

This report generates the list of birthdays of employees according to sort out by the entered month and department.

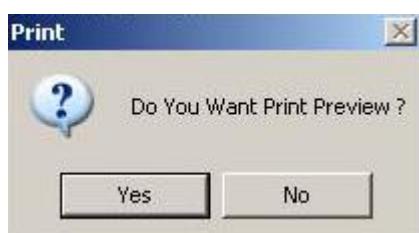
**Inputs**

- Company : The drop down list will displays the company. You have to simply select the company from here.
- Month : The month will displays as numeric values.  
Ex: January → 1  
December → 12  
Then select the month you required.
- Department : Select the department from the drop down list.

**Buttons**

- Refresh : Press refresh button to refresh the window.
- Print : Press Print to print the report.
- Close : Press close to close the window.

- If there are any single employee included according in to the data you have entered the system will displays a message box as bellow.



- Then the system will ask, "Do you want Print preview?"
- Press yes to preview the report.
- Then the system will displays the report as follows.

VENTURA ENTERPRISES  
EMPLOYEE BIRTHDAY LIST - BY FACTORY

Month April

Page 1 of 1

EPF	EMPLOYEE NAME	DEPARTMENT	SECTION	DOB	Join Date	NIC	Designation	SEX
134	LEELWALA ISULI PAMUDIKA HETTIARACHCHI	INFORMATION TECHNOLOGY	SOFTWARE DEVELOPMENT	04/02/1987	04/08/2011	875931717V	II CLERK	FEMALE

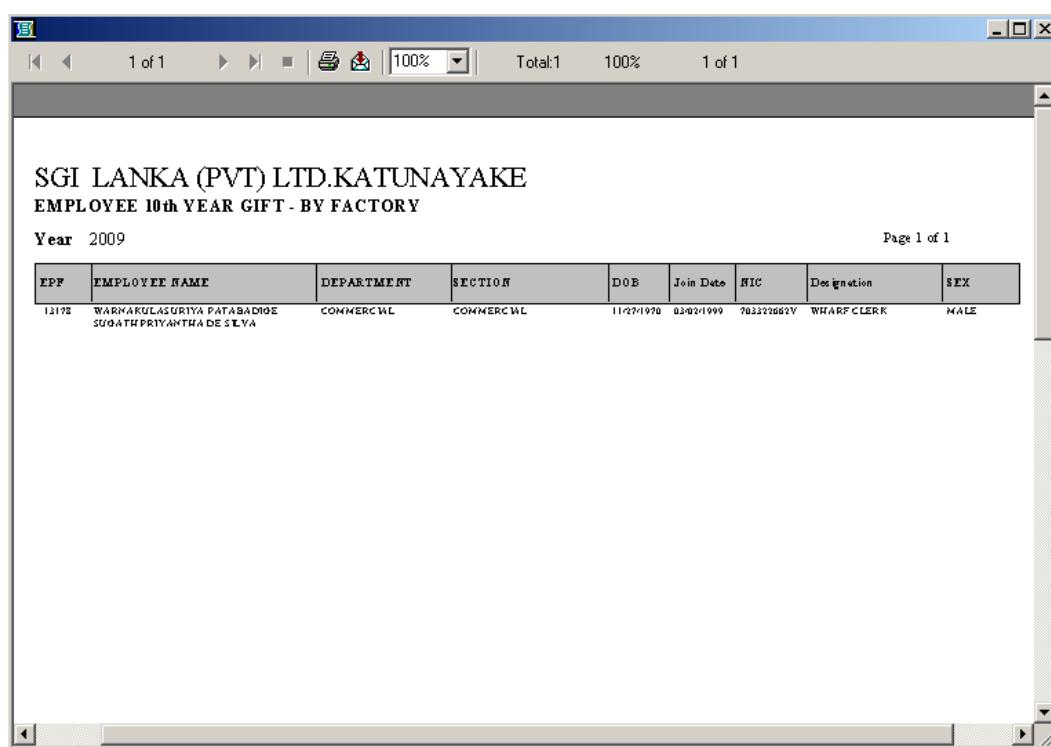
- The report will include the EPF no, Employee name, Department, Section, DOB, Join date, designation and sex.
- If there is no any single record according to the data you have entered then the system will displays "There are no any entries."

22.1.12 Dependant Birthdays

- Company : The drop down list will displays the company. You have to simply select the company from here.
- Month : The month will displays as numeric values.  
Ex: January → 1  
December → 12  
Then select the month you required.
- Date : Select the Date from the drop down list.

22.1.13 10<sup>th</sup> Year Gift

- Company : The drop down list will displays the company. You have to simply select the company from here.
- Month : The month will displays as numeric values.  
Ex: January → 1  
December → 12  
Then select the month you required.
- Department : Select the department from the drop down list.

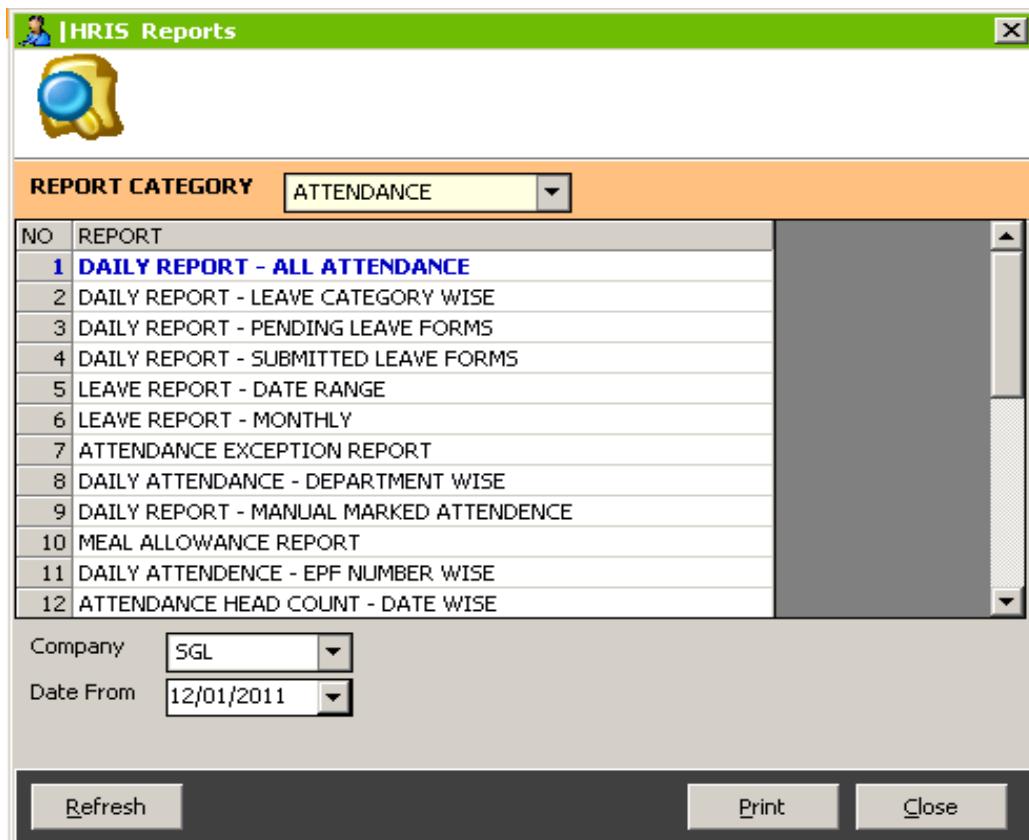


22.1.14      15<sup>th</sup> Year Gift

- Company : The drop down list will displays the company. You have to simply select the company from here.
- Month : The month will displays as numeric values.  
Ex: January → 1  
December → 12  
Then select the month you required.
- Department : Select the department from the drop down list.

## 23.2 Attendance

The screen will be displayed as below.



### 20.2.1 Daily Report – All Attendance

Report Name : Daily Report- All Attendance

Description Company wise Executive attendance of given date.(With Atte. summary)

Criteria : Company/ Date

VENTURA ENTERPRISES REPORT OF DAILY ATTENDANCE 12/01/2011							Page 1 of 1
EPF #	EMPLOYEE NAME	DEPARTMENT	IN	OUT	STATUS	PROBLEM	
40	ERANDI DISANAYAKE	FINANCE	8:22 am	5:06 pm	ATTEND	NO	
43	RUKSHAN FERNANDO	FINANCE	8:26 am	5:09 pm	ATTEND	NO	
51	LAKMAL MADUSHANKA	FINANCE	10:54 am	7:13 pm	HALF DAY	NO	
52	RAMITHA SILVA	INFORMATION TECHNOLOGY			NOT IN	NO	
53	CHAMARA SENEVIRATHNE	INFORMATION TECHNOLOGY	8:03 am	5:36 pm	ATTEND	NO	
55	MANOJ LASANTHA	INFORMATION TECHNOLOGY	8:20 am	6:32 pm	ATTEND	NO	
57	NISHANTHA FERNANDO	INFORMATION TECHNOLOGY	8:25 am	6:35 pm	ATTEND	NO	
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	8:21 am	6:36 pm	ATTEND	NO	
62	AMILA SENEVIRATHNE	INFORMATION TECHNOLOGY	8:33 am	6:36 pm	ATTEND	NO	
63	VAJRA GUNASINGHEA	INFORMATION TECHNOLOGY	8:25 am	6:36 pm	ATTEND	NO	
65	NILANTHA PITALAL	INFORMATION TECHNOLOGY			NOT IN	NO	
66	CHANDIKADHARMAPALA	INFORMATION TECHNOLOGY	8:26 am	6:36 pm	ATTEND	NO	
68	DILSHAN PERERA	INFORMATION TECHNOLOGY	6:52 am	3:56 pm	SHORT LEAVE	NO	
69	CHINTHANA RODRIGO	INFORMATION TECHNOLOGY	8:33 am	6:37 pm	ATTEND	NO	
111	RUWAN PADMASIRI	SAMPLE			NOT IN	NO	
115	CHANAKA PERERA	ADMINISTRATION			NOT IN	NO	
119	JEEVAN PREMARATHNA	INFORMATION TECHNOLOGY			NOT IN	NO	
122	PIUMI PERERA	FINANCE	6:51 am	7:13 pm	ATTEND	NO	
137	OSHADI FERNANDO	INFORMATION TECHNOLOGY	8:22 am	6:32 pm	ATTEND	NO	
154	INDUNIL WIETHILAKE	FINANCE			NOT IN	NO	
<b>DAILY ATTENDANCE SUMMARY</b>							
NO OF .	ATTENDANCE	:	12				
	HALF DAY LEAVE	:	1				
	SHORT LEAVE	:	1				
	NOT IN	:	6				
	PROBLEMS	:	0				
	TOTAL	:	20				

20.2.2

Daily Report – Leave Category wise

Report Name : Daily Report- Leave Category wise

Description : Leave category wise / Company wise Executive attendance of given date.

Criteria : Company/ Date / Category

REPORT OF CATEGORY WISE DAILY ATTENDANCE REPORT				
DATE	CATEGORY	COUNT		
01/01/2014	HALF DAY	38		
EPF #	EMPLOYEE NAME	IN	OUT	Date
8553	ANANDA ALWIS	8:05 am	12:07 pm	1/1/2014
8553	ANANDA ALWIS	12:25 pm	6:36 pm	1/9/2014
8555	RUWAN LAKRUWAN	7:18 am	1:32 pm	1/31/2014
8555	RUWAN LAKRUWAN	8:09 am	12:15 pm	1/1/2014
8556	NISHANTHA NISHANTHA	6:48 am	12:21 pm	1/4/2014
8556	NISHANTHA NISHANTHA	7:16 am	12:14 pm	2/3/2014
8556	NISHANTHA NISHANTHA	6:45 am	12:05 pm	2/6/2014
8556	NISHANTHA NISHANTHA	6:49 am	12:04 pm	1/11/2014
8556	NISHANTHA NISHANTHA	6:47 am	12:05 pm	1/17/2014
8556	NISHANTHA NISHANTHA	6:45 am	12:05 pm	1/25/2014
8556	NISHANTHA NISHANTHA	6:49 am	12:05 pm	1/31/2014
8557	GIHAN KARUNARATHNE	8:32 am	1:25 pm	1/29/2014
8557	GIHAN KARUNARATHNE	8:28 am	2:51 pm	1/15/2014
8557	GIHAN KARUNARATHNE	8:06 am	12:01 pm	1/1/2014
8567	REFAI RAHAMATH	6:52 am	12:55 pm	1/18/2014
8567	REFAI RAHAMATH	7:06 am	12:00 pm	1/14/2014

20. 2.3

Daily Report – Pending Leave Forms

Report Name : Daily Report- Pending Leave Forms

Description : Company / Section wise Pending leave forms for given period.

Criteria : Company/ Date / Department

REPORT OF PENDING LEAVE FORMS					
EFFECTIVE DATE FROM - 11/01/2011 TO - 11/15/2011					
DATE	EFF	EMPLOYEE NAME	IN	OUT	LEAVE TYPE
<b>INFORMATION TECHNOLOGY</b>					
11/01/2011	52	RAMITHA SILVA			NOT IN
11/02/2011	52	RAMITHA SILVA			NOT IN
11/03/2011	52	RAMITHA SILVA			NOT IN
11/04/2011	52	RAMITHA SILVA			NOT IN
11/07/2011	52	RAMITHA SILVA			NOT IN
11/08/2011	52	RAMITHA SILVA			NOT IN
11/09/2011	52	RAMITHA SILVA			NOT IN
11/10/2011	52	RAMITHA SILVA			NOT IN
11/11/2011	52	RAMITHA SILVA			NOT IN
11/14/2011	52	RAMITHA SILVA			NOT IN
11/15/2011	52	RAMITHA SILVA			NOT IN
11/14/2011	55	MANOJ LASANTHA			NOT IN
11/15/2011	55	MANOJ LASANTHA			NOT IN
11/02/2011	65	NILANTHA PIYALAL	7:44 am		PROBLEM
11/01/2011	68	DILSHAN PERERA	8:57 am		PROBLEM
11/01/2011	69	CHINTHANA RODRIGO	8:55 am		PROBLEM

20.2.4

Daily Report – Submitted Leave Forms

- Report Name : Daily Report- Submitted Leave Forms
- Description : Company / Section wise Submitted leave forms for given period.
- Criteria : Company/ Date / Department

EPF	EMPLOYEE NAME	DATE	IN	OUT	LEAVE	REQUEST	CONFIRMED
<b>INFORMATION TECHNOLOGY</b>							
57	NISHANTHA FERNANDO	11/10/2011	8:36 am	12:47 pm	HALF DAY	11/19/2011	11/19/2011
60	KOSALA GUNASEKARA	11/07/2011			NOT IN	11/19/2011	11/19/2011
66	CHANDIKA DHARMAPALA	11/14/2011			NOT IN	11/23/2011	11/23/2011
68	DILSHAN PERERA	11/09/2011			NOT IN	11/16/2011	11/23/2011
69	CHINTHANA RODRIGO	11/03/2011			NOT IN	11/23/2011	11/23/2011
119	EELVAN PREMARATHNA	11/02/2011			NOT IN	11/19/2011	11/19/2011

20.2.5

Leave report – Date range

- Report Name : Leave Report- Date range
- Description : Company / Section wise Leave details for given period.
- Criteria : Company/ Date / Department

**VENTURA ENTERPRISES**

**REPORT OF LEAVE DETAILS**

FROM 11/01/2011 TO 11/15/2011

EPF NO	EMPLOYEE NAME	LEAVE TYPE	IN	OUT	LEAVE SUBMITTED
<b>INFORMATION TECHNOLOGY</b>					
<b>DATE : 11/01/2011</b>					
52	RAMITHA SILVA	NOT IN			NO
68	DILSHAN PERERA	PROBLEM	08:57:00 AM		NO
69	CHINTHANA RODRIGO	PROBLEM	08:55:00 AM		NO
<b>DATE : 11/02/2011</b>					
52	RAMITHA SILVA	NOT IN			NO
65	NILANTHA PIYALAL	PROBLEM	07:44:00 AM		NO
119	JEEVAN PREMARATHNA	NOT IN			YES
137	OSHADI FERNANDO	PROBLEM	08:20:00 AM		NO
<b>DATE : 11/03/2011</b>					
52	RAMITHA SILVA	NOT IN			NO
69	CHINTHANA RODRIGO	NOT IN			YES
<b>DATE : 11/04/2011</b>					

#### 20.2.6 Leave report - Monthly

Report Name : Leave Report – Monthly

Description : EPF wise Leave details for selected month.

Criteria : Company/EPF / Date range

**VENTURA ENTERPRISES**

**REPORT OF MONTHLY LEAVE RECORDS**

EMPLOYEE : 60 / KOSALA GUNASEKARA

PERIOD : 11/1/2011 - 11/30/2011

DATE	LEAVE STATUS	IN	OUT	LEAVE FORM SUBMISSION
11/07/2011	NOT IN			YES
11/28/2011	NOT IN			NO
11/29/2011	NOT IN			NO

#### 20.2.7 Attendance Exception Report

Report Name : Attendance Exception Report

Description : Date wise Executive attendance exception report for selected company.

Criteria : Company / Date range

EFF	EMPLOYEE NAME	DEPARTMENT	CADRE	IN	OUT
<b>11/01/2011</b>					
51	LAKMAL MADUSHANKA	FINANCE	8.30 - 5.00	9:49 am	12:07 pm
53	CHAMARA SENEVIRATHNE	INFORMATION TECHNOLOGY	N/A	9:36 am	8:23 pm
62	AMILA SENEVIRATHNE	INFORMATION TECHNOLOGY	N/A	9:49 am	6:34 pm
68	DILSHAN PERERA	INFORMATION TECHNOLOGY	8.30 - 5.00	8:57 am	
69	CHINTHANA RODRIGO	INFORMATION TECHNOLOGY	8.30 - 5.00	8:55 am	
119	JEEVAN PREMARATHNA	INFORMATION TECHNOLOGY	8.30 - 5.00	8:56 am	5:06 pm
137	OSHADI FERNANDO	INFORMATION TECHNOLOGY	8.30 - 5.00	8:20 am	4:05 pm
<b>11/02/2011</b>					
62	AMILA SENEVIRATHNE	INFORMATION TECHNOLOGY	N/A	9:41 am	4:51 pm
63	VAJIRA GUNASINGHEA	INFORMATION TECHNOLOGY	8.30 - 5.00	9:20 am	4:51 pm
<b>11/03/2011</b>					
51	LAKMAL MADUSHANKA	FINANCE	8.30 - 5.00	11:10 am	6:40 pm
53	CHAMARA SENEVIRATHNE	INFORMATION TECHNOLOGY	N/A	8:26 am	3:04 pm
<b>11/04/2011</b>					

## 20.2.8

Daily Attendance – Department wise

Report Name : Daily Attendance – Department wise  
 Description : Date wise Executive attendance report of given section.  
 Criteria : Company / Date range / Department

EFF	EMPLOYEE NAME	CADRE	IN	OUT
<b>DEPARTMENT : INFORMATION TECHNOLOGY</b>				
<b>11/01/2011</b>				
52	RAMITHA SILVA	N/A		
53	CHAMARA SENEVIRATHNE	N/A	9:36 am	8:23 pm
55	MANOJ LASANTHA	8.30 - 5.00	8:24 am	6:34 pm
57	NISHANTHA FERNANDO	N/A	8:23 am	6:35 pm
60	KOSALA GUNASEKARA	8.30 - 5.00	8:19 am	5:05 pm
62	AMILA SENEVIRATHNE	N/A	9:49 am	6:34 pm
63	VAJIRA GUNASINGHEA	8.30 - 5.00	8:21 am	6:34 pm
65	NILANTHA PIYALAL	N/A	8:34 am	4:56 pm
66	CHANDIKA DHARMAPALA	N/A	8:23 am	6:34 pm
68	DILSHAN PERERA	8.30 - 5.00	8:57 am	
69	CHINTHANA RODRIGO	8.30 - 5.00	8:55 am	
119	JEEVAN PREMARATHNA	8.30 - 5.00	8:56 am	5:06 pm
137	OSHADI FERNANDO	8.30 - 5.00	8:20 am	4:05 pm
<b>11/02/2011</b>				
52	RAMITHA SILVA	N/A		
53	CHAMARA SENEVIRATHNE	N/A	8:23 am	9:47 pm

## 20.2.9

Daily report- Manual Marked attendance

Report Name : Daily report- Manual marked Attendance  
 Description : Date wise Executive manual marked attendance report of

given company

Criteria : Company / Date range

EPF #	EMPLOYEE NAME	DEPARTMENT	IN	OUT	STATUS	PROB	USER
<b>11/1/2011</b>							
122	PIUMI PERERA	FINANCE	8:20 am	5:04 pm	ATTEND	NO	SAMEERAA
137	OSHADI FERNANDO	INFORMATION TECHNOLOGY	8:20 am	4:05 pm	SHORT LEA	NO	SAMEERAA
154	INDUNIL WIETHILAKE	FINANCE	8:25 am	10:03 pm	ATTEND	NO	SAMEERAA
<b>11/5/2011</b>							
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	7:59 am	4:36 pm	ATTEND	NO	KANTHIF

20.2.10 Meal Allowance Report

Report Name : Meal Allowance Report

Description : Section wise Executive meal allowance report of given company

Criteria : Company / Date range

EPF #	Employee Name	Days For MA	Amount	Signature
<b>FINANCE</b>				
40	S. A. D. A. E. DISANAYAKE	19	950.00	-----
43	M. D. R. FERNANDO	19	950.00	-----
51	M. S. L. MADUSHANKA	15	750.00	-----
122	M. P. H. PERERA	19	950.00	-----
<b>Department Total</b>			<b>3,600.00</b>	
<b>INFORMATION TECHNOLOGY</b>				
55	P. W. M. LASANTHA	22	1,100.00	-----

20.2.11 Daily attendance - EPF Number wise

Report Name : Daily Attendance – EPF number wise

Description : Daily attendance report of selected employee / selected period.

Criteria : Company / EPF/ Date range

EPF #	EMPLOYEE NAME	DEPARTMENT	Date	IN	OUT	STATUS
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	10/21/2011	8:22 am	8:48 pm	ATTEND
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	10/22/2011	8:24 am	5:23 pm	ATTEND
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	10/23/2011	8:45 am	3:29 pm	SHORT LEAVE
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	10/24/2011	8:20 am	9:01 pm	ATTEND
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	10/25/2011	8:20 am	9:14 pm	ATTEND
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	10/26/2011	8:22 am	8:42 pm	ATTEND
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	10/27/2011	6:41 am		PROBLEM
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	10/28/2011	2:08 am	6:18 pm	ATTEND
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	10/29/2011	8:26 am	4:48 pm	ATTEND
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	10/30/2011	8:40 am	4:06 pm	SHORT LEAVE
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	10/31/2011	8:22 am	6:28 pm	ATTEND
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	11/1/2011	8:19 am	5:05 pm	ATTEND
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	11/2/2011	8:20 am	6:22 pm	ATTEND
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	11/3/2011	8:27 am	6:35 pm	ATTEND

20.2.12

### Attendance Headcount - Date wise

Report Name : Attendance Headcount – Date wise

Description : Daily attendance headcount report of selected section.

Criteria : Company / Date range / Department

Date	DEPARTMENT	COUNT
10/21/2011	INFORMATION TECHNOLOGY	10
10/22/2011	INFORMATION TECHNOLOGY	10
10/23/2011	INFORMATION TECHNOLOGY	1
10/24/2011	INFORMATION TECHNOLOGY	11
10/25/2011	INFORMATION TECHNOLOGY	12
10/26/2011	INFORMATION TECHNOLOGY	10
10/27/2011	INFORMATION TECHNOLOGY	10
10/28/2011	INFORMATION TECHNOLOGY	12
10/29/2011	INFORMATION TECHNOLOGY	7
10/30/2011	INFORMATION TECHNOLOGY	1
10/31/2011	INFORMATION TECHNOLOGY	11
11/01/2011	INFORMATION TECHNOLOGY	12
11/02/2011	INFORMATION TECHNOLOGY	11

20.2.13

### Employee Listing by Off Time

Report Name : Employee Listing by Off time

Description : Daily executive Off time report of selected section/

Selected period.

Criteria : Company / Date range / Department / Time From &amp; To

EPF NO	NAME	DATE	IN	OUT
<b>DEPARTMENT : INFORMATION TECHNOLOGY</b>				
53	CHAMARA SENEVIRATHNE	11/03/2011	08:26 AM	03:04 PM
55	MANOJ LASANTHA	11/04/2011	08:16 AM	04:53 PM
55	MANOJ LASANTHA	11/07/2011	08:12 AM	04:55 PM
55	MANOJ LASANTHA	11/10/2011	08:07 AM	04:46 PM
57	NISHANTHA FERNANDO	11/02/2011	08:39 AM	04:51 PM
57	NISHANTHA FERNANDO	11/05/2011	09:01 AM	01:04 PM
57	NISHANTHA FERNANDO	11/09/2011	08:49 AM	04:46 PM
57	NISHANTHA FERNANDO	11/10/2011	08:36 AM	12:47 PM
60	KOSALA GUNASEKARA	11/05/2011	07:59 AM	04:36 PM
62	AMILA SENEVIRATHNE	11/02/2011	09:41 AM	04:51 PM
62	AMILA SENEVIRATHNE	11/05/2011	08:21 AM	04:51 PM
62	AMILA SENEVIRATHNE	11/09/2011	08:35 AM	04:50 PM
62	AMILA SENEVIRATHNE	11/10/2011	08:18 AM	04:46 PM
63	VAJIRA GUNASINGHEA	11/02/2011	09:20 AM	04:51 PM
63	VAJIRA GUNASINGHEA	11/09/2011	08:22 AM	04:50 PM
63	VAJIRA GUNASINGHEA	11/10/2011	08:19 AM	04:46 PM

20.2.14

Lieu Leave Payment Dates – EPF Number wise

Report Name : Lieu Leave Payment Dates – EPF Number wise

Description : Lieu leave payment dates of selected company/ selected period.

Criteria : Company / Date range / Selected Dates

EPF #	EMPLOYEE NAME	DEPARTMENT	FL. DAYS	HF DAYS	TOTAL
52	V. S. R. D. SILVA	INFORMATION TECHNOLOGY		1	0.5
53	H. S. C. SENEVIRATHNE	INFORMATION TECHNOLOGY	2		2.0
55	P. W. M. LASANTHA	INFORMATION TECHNOLOGY	4		4.0
57	G. N. A. P. FERNANDO	INFORMATION TECHNOLOGY		4	2.0
60	K. G. K. M. GUNASEKARA	INFORMATION TECHNOLOGY	4		4.0
62	H. R. A. SENEVIRATHNE	INFORMATION TECHNOLOGY	4		4.0
63	D. V. C. GUNASINGHEA	INFORMATION TECHNOLOGY	2	1	2.5
65	A. N. PIYALAL	INFORMATION TECHNOLOGY	5		5.0
66	D. C. N. DHARMAPALA	INFORMATION TECHNOLOGY	3		3.0
68	K. N. D. PERERA	INFORMATION TECHNOLOGY	4		4.0
69	W. B. C. RODRIGO	INFORMATION TECHNOLOGY	4		4.0
119	J. N. PREMARATHNA	INFORMATION TECHNOLOGY	4	1	4.5
122	M. P. H. PERERA	FINANCE	1		1.0
137	F. FERNANDO	INFORMATION TECHNOLOGY		1	1.0

20.2.15

Daily Absence Report – EPF wise

Report Name : Daily Absence Report – EPF wise

Description : Leave category wise absent report of selected EPF & period

Criteria : Company / EPF / Date range / Leave category

The screenshot shows a Windows application window titled "VENTURA ENTERPRISES REPORT OF DAILY ABSENCE REPORT - EPF WISE". It displays a table of employee absences for the period from 09/01/2011 to 10/31/2011. The table has columns: EPF, DATE, DAY, EMPLOYEE NAME, DEPARTMENT, CADRE, IN, OUT, and LEAVE TYPE. Two rows of data are shown:

EPF	DATE	DAY	EMPLOYEE NAME	DEPARTMENT	CADRE	IN	OUT	LEAVE TYPE
119	09/09/2011	FRIDAY	JEEVAN PREMARATHNA	INFORMATION TECHNOLOGY	8.30 - 5.00	NOT IN		
119	10/17/2011	MONDAY	JEEVAN PREMARATHNA	INFORMATION TECHNOLOGY	8.30 - 5.00	NOT IN		

20.2.16

Daily Attendance for Selected dates

Report Name : Daily Attendance for Selected dates

Description : Employee wise attendance detail for selected dates

Criteria : Company / Date range / Selected Date

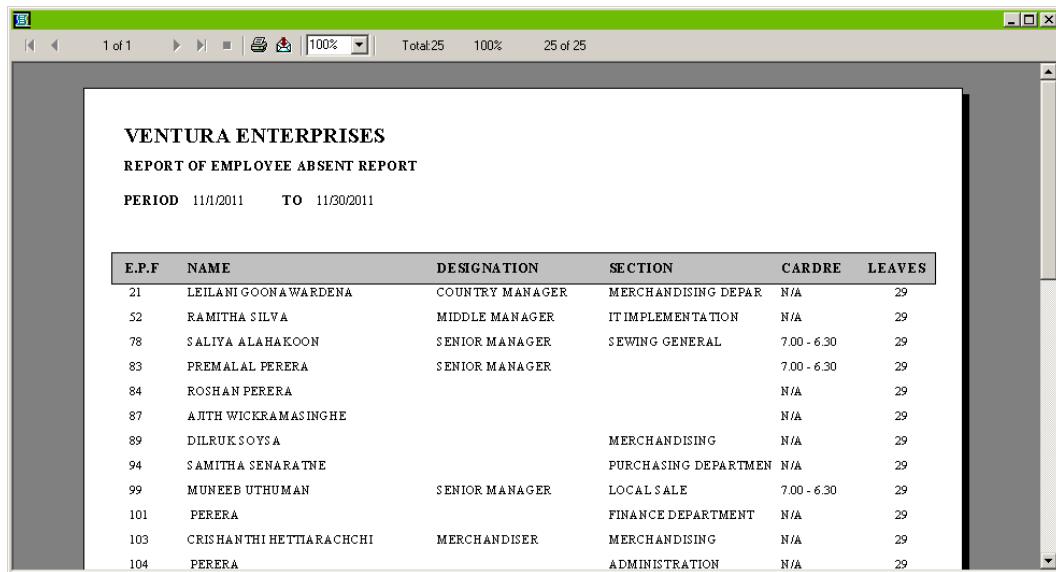
The screenshot shows a Windows application window titled "VENTURA ENTERPRISES ATTENDANCE DETAILS - EPF NO WISE". It displays a table of employee attendance details for the period from 10/01/2011 to 10/31/2011. The table has columns: DATE, EPF, DEPARTMENT, CADRE, IN, and OUT. The table is grouped by employee name (ERANDI DISANAYAKE, RUKSHAN FERNANDO, LAKMAN MADUSHANKA) and shows attendance details for each group.

DATE	EPF	DEPARTMENT	CADRE	IN	OUT
<b>ERANDI DISANAYAKE</b>					
Saturday, October 1, 2011	40	FINANCE	8.30 - 5.00		
Saturday, October 8, 2011	40	FINANCE	8.30 - 5.00		
Saturday, October 15, 2011	40	FINANCE	8.30 - 5.00		
Saturday, October 22, 2011	40	FINANCE	8.30 - 5.00		
Saturday, October 29, 2011	40	FINANCE	8.30 - 5.00		
<b>RUKSHAN FERNANDO</b>					
Saturday, October 1, 2011	43	FINANCE	8.30 - 5.00		
Saturday, October 8, 2011	43	FINANCE	8.30 - 5.00		
Saturday, October 15, 2011	43	FINANCE	8.30 - 5.00		
Saturday, October 22, 2011	43	FINANCE	8.30 - 5.00		
Saturday, October 29, 2011	43	FINANCE	8.30 - 5.00		
<b>LAKMAN MADUSHANKA</b>					
Saturday, October 1, 2011	51	FINANCE	8.30 - 5.00		
Saturday, October 8, 2011	51	FINANCE	8.30 - 5.00		

20.2.17

Employee Absent List

Report Name : Employee Absent List  
 Description : Employee wise Absent list for given Company & date range.  
 Criteria : Company / Date range / No of Dates



E.P.F	NAME	DESIGNATION	SECTION	CARDRE	LEAVES
21	LEILANI GOONAWARDENA	COUNTRY MANAGER	MERCHANDISING DEPAR	N/A	29
52	RAMITHA SILVA	MIDDLE MANAGER	IT IMPLEMENTATION	N/A	29
78	SALIYA ALAHAKOON	SENIOR MANAGER	SEWING GENERAL	7.00 - 6.30	29
83	PREMALAL PERERA	SENIOR MANAGER		7.00 - 6.30	29
84	ROSHAN PERERA			N/A	29
87	AJITH WICKRAMASINGHE			N/A	29
89	DILRUKO SOYSA		MERCHANDISING	N/A	29
94	SAMITHA SENARATNE		PURCHASING DEPARTMEN	N/A	29
99	MUNEEB UTHUMAN	SENIOR MANAGER	LOCAL SALE	7.00 - 6.30	29
101	PERERA		FINANCE DEPARTMENT	N/A	29
103	CRISHANTHI HETTHARACHCHI	MERCHANDISER	MERCHANDISING	N/A	29
104	PERERA		ADMINISTRATION	N/A	29

20.2.18

Employee Attendance Status

Report Name : Employee Attendance status  
 Description : Section wise executive attendance status report  
 Criteria : Company / Date range / Department

EPF	EMPLOYEE NAME	GRADE	NOR_DAYS		SATURDAYS		SUNDAYS		POYABAYS		HOLIDAYS		TOT.DAYS		ABSENT		APPROVED	
			FULL	HALF	FULL	HALF	FULL	HALF	FULL	HALF	FULL	HALF	FULL	HALF	FULL	HALF	F	
52	RAMITHA SILVA	MIDDLE MANAGER													22			
53	CHAMARA SENEVIRATHNE	MIDDLE MANAGER	20												20	2		
55	MANOJ LASANTHA	JUNIOR MANAGER	20	2											22	2		
57	NISHANTHA FERNANDO	EXECUTIVE	22	3											22	3	1	
60	KOSALA GUNASEKARA	EXECUTIVE	19	3	1	1									23	1	3	
62	AMILA SENEVIRATHNE	EXECUTIVE	22	3											25			
63	VAJIRA GUNASINGHEA	EXECUTIVE	22	2											24			
65	NILANTHA PIYALAL	EXECUTIVE	12												12	10		
66	CHANDIKA DHARMAPALA	EXECUTIVE	19	3											22	3	1	
68	DILSHAN PERERA	EXECUTIVE	19	3											22	3	1	
69	CHINTHANA RODRIGO	EXECUTIVE	19	1											20	3	1	
119	JEEVAN PREMARATHNA	EXECUTIVE	20	2											22	2	1	
137	OSHADI FERNANDO	EXECUTIVE	17	1											18	5	1	

20.2.19

Department Attendance report- EPF Wise

Report Name : Department Attendance report- EPF Wise

Description : Employee wise executive attendance report for given period/ Section.

Criteria : Company / Date range / Department

EPF #	EMPLOYEE NAME	DEPARTMENT	Date	IN	OUT	STATUS
<b>DEPARTMENT : INFORMATION TECHNOLOGY</b>						
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/1/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/2/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/3/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/4/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/5/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/6/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/7/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/8/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/9/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/10/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/11/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/12/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/13/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/14/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/15/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/16/2011			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	11/17/2011			NOT IN

20.2.20

Leave Balance Report - Department Wise

Report Name : Leave Balance Report - Department Wise

Description : Section wise Leave balance report of selected section/ Year

Criteria : Company / Year

EPF #	EMPLOYEE NAME	GRADE	ANNUAL		CASUAL		CADRE
			ENTL	BAL	ENTL	BAL	
<b>DEPARTMENT - ADMINISTRATION</b>							
115	CHANAKA PERERA	EXECUTIVE	14.0	14.0	7.0	7.0	N/A
<b>DEPARTMENT - FINANCE</b>							
40	ERANDI DISANAYAKE	EXECUTIVE	14.0	10.0	7.0	0.0	3.30 - 5.0
43	RUKSHAN FERNANDO	EXECUTIVE	14.0	5.0	7.0	0.0	3.30 - 5.0
51	LAKMAL MADUSHANKA	JUNIOR MANAGER	14.0	3.5	7.0	0.0	3.30 - 5.0
122	PIUMI PERERA	EXECUTIVE	14.0	13.5	7.0	0.0	3.30 - 5.0
<b>DEPARTMENT - INFORMATION TECHNOLOGY</b>							
52	RAMITHA SILVA	MIDDLE MANAGER	14.0	14.0	7.0	2.5	N/A
53	CHAMARA SENEVIRATHNE	MIDDLE MANAGER	14.0	0.0	7.0	0.0	N/A
55	MANOJ LASANTHA	JUNIOR MANAGER	14.0	10.5	7.0	0.0	3.30 - 5.0
57	NISHANTHA FERNANDO	EXECUTIVE	14.0	11.5	7.0	0.0	N/A

#### 20.2.21 Leave Balance to Date

Report Name : Leave Balance to date

Description : Employee wise Leave balance report for given as at date.

Criteria : Company / EPF/ As At date/ Department/ Year

EPF #	EMPLOYEE NAME	DEPARTMENT	DATE JOIN	ENTLMENT		TAKEN		BALANCE	
				ANNL	CASL	FULL	HALF	FULL	HALF
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	12/2/2002	14.0	7.0	11	1	9	0.5

#### 20.2.22 Employee Age analysis – Factory Wise

Report Name : Employee Age analysis – Factory Wise

Description : Employees age analysis report of selected Company

Criteria : Company

VENTURA ENTERPRISES  
EMPLOYEE AGE ANALYSIS AS AT - 12/8/2011

PERIOD	COUNT
< 1 MONTHS	0
1 - 3 MONTHS	1
3 - 6 MONTHS	0
6 - 12 MONTHS	4
< 1 YEARS	5
1 - 2 YEARS	3
2 - 3 YEARS	3
3 - 4 YEARS	3
4 - 5 YEARS	4

Page 1 of 2

#### 20.2.23 Employee Age analysis – Star Group

Report Name : Employee Age analysis – Star Group

Description : Company wise Employees age analysis report of Star group

Criteria : -

STAR GROUP  
EMPLOYEE AGE ANALYSIS AS AT - 12/8/2011

PERIOD	NO OF EMPLOYEES									TOTAL	
	S GL	A LA	S P2	K GG	K DW	S GI	B DD	V TM	V TE		Q ZA
< 1 MONTHS	5	1		35	36	74	12	105			268
1 - 3 MONTHS	16	14		33	44	76	41	62	1		287
3 - 6 MONTHS	48	10		26	59	39	30	81			293
6 - 12 MONTHS	92	32		111	180	122	132	207	4		880
< 1 YEAR	161	57		205	319	311	215	455	5		1,728
1 - 2 YEARS	15	12	26	128	126	96	87	155	3		648
2 - 3 YEARS	3	14	31	95	131	87	64	131	3		559
3 - 4 YEARS	21	41	50	80	109	117	80	27	3		528
4 - 5 YEARS	44	18	32	47	77	74	24	386	4		706

#### 20.2.24 Employee Absent Status – Department Wise

Report Name : Employee Absent Status – Department Wise

- Description : Employee wise leave / attendance status report of given section.
- Criteria : Company / Date range / Department

EPF	EMPLOYEE NAME	GRADE	ENTITLEMENT		BALANCE		ABSENT	APPROVED	BALANCE	
			ANUL	CASL	ANUL	CASL			FULL	HALF
52	RAMITHA SILVA	MIDDLE MANAGER	14.0	7.0	14.0	2.5				
53	CHAMARA SENEVIRATHNE	MIDDLE MANAGER	14.0	7.0						
55	MANOJ LASANTHA	JUNIOR MANAGER	14.0	7.0	10.5					
57	NISHANTHA FERNANDO	EXECUTIVE	14.0	7.0	11.5					
60	KOSALA GUNASEKARA	EXECUTIVE	14.0	7.0	9.5					
62	AMILA SENEVIRATHNE	EXECUTIVE	14.0	7.0	11.0					
63	VAJIRA GUNASINGHEA	EXECUTIVE	14.0	7.0	10.0					
65	NILANTHA PIYALAL	EXECUTIVE	14.0	7.0	7.5					
66	CHANDIKADHARMAPALA	EXECUTIVE	14.0	7.0	7.0					
68	DILSHAN PERERA	EXECUTIVE	14.0	7.0	6.5					
69	CHINTHANA RODRIGO	EXECUTIVE	14.0	7.0	4.5					

#### 20.2.25 Daily attendance - Grade wise

- Report Name : Daily attendance – Grade Wise
- Description : Employee wise Attendance report for selected dates & selected Grade.
- Criteria : Company / Date range / Selected dates/ Grade/ Department

EPF #	EMPLOYEE NAME	DEPARTMENT	Date	IN	OUT	STATUS
57	NISHANTHA FERNANDO	INFORMATION TECHNOLOGY	11/2/2011	8:39 am	4:51 pm	ATTEND
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	11/2/2011	8:20 am	6:22 pm	ATTEND
62	AMILA SENEVIRATHNE	INFORMATION TECHNOLOGY	11/2/2011	9:41 am	4:51 pm	SHORT LEAVE
63	VAJIRA GUNASINGHEA	INFORMATION TECHNOLOGY	11/2/2011	9:20 am	4:51 pm	SHORT LEAVE
65	NILANTHA PIYALAL	INFORMATION TECHNOLOGY	11/2/2011	7:44 am		PROBLEM
66	CHANDIKADHARMAPALA	INFORMATION TECHNOLOGY	11/2/2011	8:25 am	4:51 pm	ATTEND
68	DILSHAN PERERA	INFORMATION TECHNOLOGY	11/2/2011	8:30 am	4:50 pm	ATTEND
69	CHINTHANA RODRIGO	INFORMATION TECHNOLOGY	11/2/2011	8:30 am	4:51 pm	ATTEND
119	JEEVAN PREMARATHNA	INFORMATION TECHNOLOGY	11/2/2011			NOT IN
137	OSHADI FERNANDO	INFORMATION TECHNOLOGY	11/2/2011	8:20 am		PROBLEM
57	NISHANTHA FERNANDO	INFORMATION TECHNOLOGY	11/4/2011	8:19 am	5:06 pm	ATTEND
60	KOSALA GUNASEKARA	INFORMATION TECHNOLOGY	11/4/2011	8:17 am	5:06 pm	ATTEND
62	AMILA SENEVIRATHNE	INFORMATION TECHNOLOGY	11/4/2011	8:29 am	5:03 pm	ATTEND
63	VAJIRA GUNASINGHEA	INFORMATION TECHNOLOGY	11/4/2011	8:18 am	6:34 pm	ATTEND
65	NILANTHA PIYALAL	INFORMATION TECHNOLOGY	11/4/2011	6:44 am	4:46 pm	ATTEND
66	CHANDIKADHARMAPALA	INFORMATION TECHNOLOGY	11/4/2011	8:26 am	6:34 pm	ATTEND
68	DILSHAN PERERA	INFORMATION TECHNOLOGY	11/4/2011	8:29 am	5:05 pm	ATTEND
69	CHINTHANA RODRIGO	INFORMATION TECHNOLOGY	11/4/2011	8:25 am	6:37 pm	ATTEND
119	JEEVAN PREMARATHNA	INFORMATION TECHNOLOGY	11/4/2011	8:29 am	5:03 pm	ATTEND
137	OSHADI FERNANDO	INFORMATION TECHNOLOGY	11/4/2011	8:17 am	5:07 pm	ATTEND

#### 20.2.26 Executive Late Attendance

- Report Name : Executive Late Attendance

- Description : Executive late Attendance report for selected section & selected period.
- Criteria : Company / Date range / Department / **Time From**

VENTURA ENTERPRISES  
EXECUTIVE LATE ATTENDANCE DEPARTMENT WISE  
From : 11/1/2011 To : 11/30/2011

EPF NO	NAME	DESIGNATION	DATE	IN	OUT
<b>DEPARTMENT : INFORMATION TECHNOLOGY</b>					
53	CHAMARA SENEVIRATHNE	MIDDLE MANAGER	11/01/2011	09:36 AM	08:23 PM
53	CHAMARA SENEVIRATHNE	MIDDLE MANAGER	11/29/2011	09:23 AM	08:01 PM
57	NISHANTHA FERNANDO	EXECUTIVE	11/05/2011	09:01 AM	01:04 PM
57	NISHANTHA FERNANDO	EXECUTIVE	11/09/2011	08:49 AM	04:46 PM
57	NISHANTHA FERNANDO	EXECUTIVE	11/15/2011	08:48 AM	06:30 PM
57	NISHANTHA FERNANDO	EXECUTIVE	11/17/2011	08:48 AM	05:10 PM
57	NISHANTHA FERNANDO	EXECUTIVE	11/19/2011	09:10 AM	01:11 PM
57	NISHANTHA FERNANDO	EXECUTIVE	11/26/2011	09:11 AM	01:07 PM
62	AMILA SENEVIRATHNE	EXECUTIVE	11/01/2011	09:49 AM	06:34 PM
62	AMILA SENEVIRATHNE	EXECUTIVE	11/02/2011	09:41 AM	04:51 PM
62	AMILA SENEVIRATHNE	EXECUTIVE	11/30/2011	08:52 AM	05:05 PM
63	VAJIRA GUNASINGHEA	EXECUTIVE	11/02/2011	09:20 AM	04:51 PM
65	NILANTHA PIYALAL	EXECUTIVE	11/16/2011	10:00 AM	
66	CHANDIKA DHARMAPALA	EXECUTIVE	11/05/2011	09:02 AM	04:43 PM
66	CHANDIKA DHARMAPALA	EXECUTIVE	11/12/2011	09:04 AM	04:30 PM

#### 20.2.27 Executive Late Attendance – TOT Time

- Report Name : Executive Late Attendance- TOT Time
- Description : Executive late Attendance total dates & minutes report for selected section. (Greater than Selected Time)
- Criteria : Company / Date range / Department / **Time From**

VENTURA ENTERPRISES  
EXECUTIVE LATE ATTENDANCE DEPARTMENT WISE  
From : 11/1/2011 To : 11/30/2011

EPF NO	NAME	DESIGNATION	DATE COUNT	TTL MINS
<b>DEPARTMENT : INFORMATION TECHNOLOGY</b>				
53	CHAMARA SENEVIRATHNE	MIDDLE MANAGER	2	89
57	NISHANTHA FERNANDO	EXECUTIVE	6	77
62	AMILA SENEVIRATHNE	EXECUTIVE	3	127
63	VAJIRA GUNASINGHEA	EXECUTIVE	1	35
65	NILANTHA PIYALAL	EXECUTIVE	1	75
66	CHANDIKA DHARMAPALA	EXECUTIVE	2	36
68	DILSHAN PERERA	EXECUTIVE	3	96
69	CHINTHANA RODRIGO	EXECUTIVE	3	28
119	JEEVAN PREMARATHNA	EXECUTIVE	1	11

#### 20.2.28 Daily Report – Executive No Pay

- Report Name : Daily report – executive no pay.

Description : Executive no pay details for selected company & Selected period.

Criteria : Company/ Date range

VENTURA ENTERPRISES					
REPORT OF NOPAY DETAILS					
EFFECTIVE DATE FROM - 07/01/2021 TO - 08/02/2021					
Page 1 of 1					
DATE	EPF	EMPLOYEE NAME	IN	OUT	LEAVE TYPE
07/01/2021	213	PUBUDU RANASINGHE			NOT IN
07/02/2021	213	PUBUDU RANASINGHE			NOT IN
07/05/2021	213	PUBUDU RANASINGHE			NOT IN
07/06/2021	213	PUBUDU RANASINGHE			NOT IN
07/07/2021	213	PUBUDU RANASINGHE			NOT IN
07/08/2021	213	PUBUDU RANASINGHE			NOT IN
07/09/2021	213	PUBUDU RANASINGHE			NOT IN
07/12/2021	213	PUBUDU RANASINGHE			NOT IN
07/13/2021	213	PUBUDU RANASINGHE			NOT IN
07/14/2021	213	PUBUDU RANASINGHE			NOT IN
07/15/2021	213	PUBUDU RANASINGHE			NOT IN
07/16/2021	213	PUBUDU RANASINGHE			NOT IN
07/19/2021	213	PUBUDU RANASINGHE			NOT IN
07/20/2021	213	PUBUDU RANASINGHE			NOT IN
07/21/2021	213	PUBUDU RANASINGHE			NOT IN
07/22/2021	213	DILINI DANKARATNE			NOT IN

20.2.29

### Daily Attendance – EPF Number wise

Report Name : Daily attendance – EPF number wise

Description : Daily attendance report for selected company, EPF & Selected period.

Criteria : Company/ EPF/ Date range

## Star Garments (PVT) Limited Senior Managers Attendance & Leave Information Report

### Menu Path:

- HRIS
- Report
- All reports

The screen will be displayed as below.

REPORT CATEGORY **ATTENDANCE**

NO	REPORT
24	EMPLOYEE ABSENT STATUS - DEPARTMENT WISE
25	DAILY ATTENDENCE - GRADE WISE
26	EXECUTIVE LATE ATTENDANCE
27	EXECUTIVE LATE ATTENDANCE TOT TIME
28	DAILY REPORT - EXECUTIVE NOPAY
29	DAILY ATTENDENCE - EPF NUMBER WISE (SM)
30	DAILY REPORT - NOPAY (SM)
31	DAILY REPORT - SUBMITTED LEAVE FORMS (SM)
32	DAILY REPORT - PENDING LEAVE FORMS (SM)
33	LEAVE REPORT - DATE RANGE (SM)
34	DAILY REPORT - PENDING LEAVE APPROVALS

**Refresh** **Print** **Close**

### 20.2.29 Daily Attendance – EPF Number wise (SM)

Report Name : Daily attendance – EPF number wise

Description : Daily attendance report for selected company, EPF & Selected period.

Criteria : Company/ EPF/ Date range

VENTURA ENTERPRISES DAILY ATTENDANCE FOR THE PERIOD OF 7/1/2021 TO 7/31/2021						
EPF #	EMPLOYEE NAME	DEPARTMENT	Date	IN	OUT	STATUS
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	7/1/2021	7:05 pm		PROBLEM
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	7/2/2021			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	7/3/2021			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	7/4/2021			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	7/5/2021			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	7/6/2021			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	7/7/2021			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	7/8/2021			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	7/9/2021			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	7/10/2021			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	7/11/2021			NOT IN
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	7/12/2021	8:56 am	5:25 pm	ATTEND
52	RAMITHA SILVA	INFORMATION TECHNOLOGY	7/13/2021			NOT IN

### 20.2.30 Daily Report – No Pay (SM)

Report Name : Daily report – No pay (SM)

Description : No pay details report for selected company, date range & Selected department.

Criteria : Company/ Date range/ Department

DATE	EPF	EMPLOYEE NAME	IN	OUT	LEAVE TYPE
<b>INFORMATION TECHNOLOGY</b>					
03/01/2021	52	RAMITHA SILVA	8:44 am	3:30 pm	HALF DAY
03/04/2021	52	RAMITHA SILVA			NOT IN
03/05/2021	52	RAMITHA SILVA			NOT IN
03/11/2021	52	RAMITHA SILVA			NOT IN
03/12/2021	52	RAMITHA SILVA			NOT IN
03/17/2021	52	RAMITHA SILVA			NOT IN
03/23/2021	52	RAMITHA SILVA			NOT IN
03/25/2021	52	RAMITHA SILVA			NOT IN
# Nopay Days					<u>7.50</u>
03/02/2021	277	CHAMARA SENEVIRATHNE			NOT IN
03/03/2021	277	CHAMARA SENEVIRATHNE			NOT IN
03/04/2021	277	CHAMARA SENEVIRATHNE			NOT IN
03/05/2021	277	CHAMARA SENEVIRATHNE			NOT IN
03/08/2021	277	CHAMARA SENEVIRATHNE			NOT IN
03/09/2021	277	CHAMARA SENEVIRATHNE			NOT IN

### 20.2.31 Daily Report – Submitted Leave Forms (SM)

Report Name : Daily report – submitted leave forms.

Description : Submitted leave forms report for selected company, date Rang & selected department.

Criteria : Company/ Date range/ Department

EPF	EMPLOYEE NAME	DATE	IN	OUT	LEAVE	LEAVE TYP	REQUEST CONFIRMED
<b>INFORMATION TECHNOLOGY</b>							
277	CHAMARA SENEVIRATHNE	03/01/2021			NOT IN	CASUAL	03/01/2021 03/03/2021
277	CHAMARA SENEVIRATHNE	03/31/2021			NOT IN	CASUAL	03/28/2021 05/18/2021

### 20.2.32 Daily Report – Pending Leave Forms (SM)

Report Name : Daily Report – Pending Leave forms (SM)

Description : Pending leave forms report for selected company, date Range & selected department.

Criteria : Company/ Date Range/ Department

**VENTURA ENTERPRISES**  
REPORT OF PENDING LEAVE FORMS  
EFFECTIVE DATE FROM - 03/01/2021 TO - 03/31/2021

Page 1 of 1

DATE	EPF	EMPLOYEE NAME	IN	OUT	LEAVE TYPE
<b>INFORMATION TECHNOLOGY</b>					
03/01/2021	52	RAMITHA SILVA	8:44 am	3:30 pm	HALF DAY
03/04/2021	52	RAMITHA SILVA			NOT IN
03/05/2021	52	RAMITHA SILVA			NOT IN
03/11/2021	52	RAMITHA SILVA			NOT IN
03/12/2021	52	RAMITHA SILVA			NOT IN
03/17/2021	52	RAMITHA SILVA			NOT IN
03/23/2021	52	RAMITHA SILVA			NOT IN
03/25/2021	52	RAMITHA SILVA			NOT IN
03/02/2021	277	CHAMARA SENEVIRATHNE			NOT IN
03/03/2021	277	CHAMARA SENEVIRATHNE			NOT IN
03/04/2021	277	CHAMARA SENEVIRATHNE			NOT IN
03/05/2021	277	CHAMARA SENEVIRATHNE			NOT IN
03/08/2021	277	CHAMARA SENEVIRATHNE			NOT IN
03/09/2021	277	CHAMARA SENEVIRATHNE			NOT IN

### 20.2.33 Leave Report – Date Range (SM)

Report Name : Leave Report – Date Range (SM)

Description : Leave details report for selected company, date range & Selected department.

Criteria : Company/ Date range/ Department

**VENTURA ENTERPRISES**  
REPORT OF LEAVE DETAILS  
FROM 03/01/2021 TO 03/31/2021

Page 1 of 2

EPF NO	EMPLOYEE NAME	LEAVE TYPE	IN	OUT	LEAVE SUBMITTED
<b>INFORMATION TECHNOLOGY</b>					
<b>DATE : 03/01/2021</b>					
52	RAMITHA SILVA	HALF DAY	08:44:00 AM	03:30:00 PM	NO
277	CHAMARA SENEVIRATHNE	NOT IN			YES
<b>DATE : 03/02/2021</b>					
277	CHAMARA SENEVIRATHNE	NOT IN			NO
<b>DATE : 03/03/2021</b>					
277	CHAMARA SENEVIRATHNE	NOT IN			NO

20.2.34

Daily Report – Pending Leave Approvals

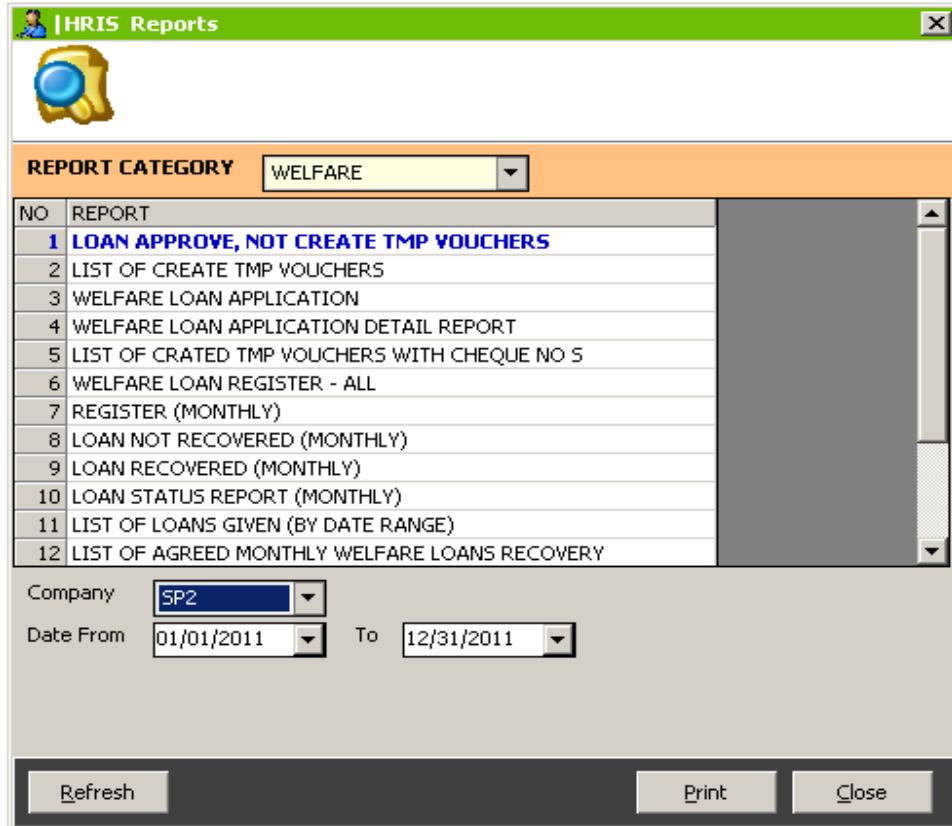
- Report Name : Daily report – pending leave approvals
- Description : Pending leave forms report for selected company, date Range & selected department.
- Criteria : Company/ Date Range/ Department

The screenshot shows a computer window displaying a report titled "VENTURA ENTERPRISES REPORT OF PENDING LEAVE FORMS". The report specifies an effective date range from 05/01/2021 to 06/30/2021. A table below lists employees with their EPF numbers, names, and leave types. The table has columns for DATE, EPF, EMPLOYEE NAME, IN, OUT, and LEAVE TYPE. The data shows four employees: Vajira Gunasinghe (EPF 63), Madhuri Sirisena (EPF 64), Chandika Dharmapala (EPF 66), and Tharanga Sandamali (EPF 274). All entries under the "OUT" column are marked as "NOT IN". The report is page 1 of 1.

DATE	EPF	EMPLOYEE NAME	IN	OUT	LEAVE TYPE
<b>INFORMATION TECHNOLOGY</b>					
06/18/2021	63	VAJIRA GUNASINGHEA		NOT IN	
06/14/2021	64	MADHURI SIRISENA		NOT IN	
05/20/2021	66	CHANDIKA DHARMAPALA		NOT IN	
05/25/2021	274	THARANGA SANDAMALI		NOT IN	

## 20.3 Welfare

The screen will be displayed below.



### 20.3.1 Loan Approve, Not created Tmp Vouchers

Report Name : Loan Approve, Not created Tmp Vouchers

Description : Loan Approved but temporary vouchers not created employee list of

Criteria : Company / Date range

STAR GARMENTS LIMITED (P LIST OF LOANS APPROVED, NOT CREATE TEMPORARY VOUCHERS PERIOD : 01/01/2011 TO 12/31/2011)					
NO	EPF	NAME	DEPARTMENT	APPROVED DATE	LOAN AMOUNT
1	65642	A. A. S. CHANDRARATHNA	FINISHING	08/29/2011	10,000.00
2	79512	K. L. KUMARI	FINISHING	03/25/2011	10,000.00

### 20.3.2 List of create Tmp Vouchers

Report Name : List of create Tmp Vouchers

- Description : Temporary vouchers created loan applicants list of selected company/
- Criteria : Company / Date range

NO	EPF	NAME	DEPARTMENT	APPROVE DATE	APPROVE AMOUNT	VOU. NO	VOU. AMOUNT	VOU. DATE
1	65001	P. G. A. THILAKARATHNA	FINISHING	03/01/2011	10,000.00	20923	10,000.00	03/04/2011
2	65120	H. M. I. PATHMALATHA	SEWING	04/09/2011	10,000.00	21084	10,000.00	04/09/2011
3	65471	K. SUJEEWA	SEWING	10/26/2011	10,000.00	21727	10,000.00	11/07/2011
4	65532	A. G. R. M. S. KUMARI	SEWING	02/25/2011	10,000.00	20906	10,000.00	02/25/2011
5	65590	A. I. PERERA	SEWING	03/01/2011	10,000.00	20925	10,000.00	03/04/2011
6	65598	M. A. P. KUMARA	WELFARE	01/27/2011	10,000.00	20839	10,000.00	02/03/2011
7	65633	N. R. N. FERNANDO	FINISHING	12/05/2011	10,000.00	21844	10,000.00	12/05/2011
8	65682	V. C. RAMMAYA	SEWING	08/23/2011	10,000.00	21456	10,000.00	08/23/2011
9	65719	P. G. D. DAYAWATHI	WELFARE	07/28/2011	10,000.00	21385	10,000.00	08/08/2011
10	65809	K. A. K. I. S. THILAKARATHNA	SEWING	09/27/2011	10,000.00	21634	10,000.00	10/07/2011
11	65883	R. G. S. U. KUMARA	SEWING	03/25/2011	10,000.00	21016	10,000.00	04/05/2011
12	65936	V. C. HARSHANA	FINISHING	09/15/2011	10,000.00	21547	10,000.00	09/15/2011
13	65966	M. L. L. PERERA	SEWING	09/12/2011	10,000.00	21539	10,000.00	09/12/2011
14	65967	N. P. A. P. KUMARA	FINISHING	01/12/2011	10,000.00	20809	10,000.00	01/20/2011
15	66016	S. H. S. KULATHUNGA	SEWING	11/24/2011	10,000.00	21822	10,000.00	12/02/2011
16	66056	M. C. C. A. M. A. T. R. E. X. A.	MANUFACTURING	01/22/2011	10,000.00	20787	10,000.00	01/22/2011

## 20.3.3

Welfare Loan Application

- Report Name : Welfare Loan Application
- Description : Welfare Loan Application of selected employee & Application number..
- Criteria : Company / EPF/ Loan Application number

LOAN REQUESTION

EPF NUMBER : 65001  
 NAME : K. L. R. D. FERNANDO      DEPARTMENT : FINISHING  
 REQ.DATE : 03/01/2011  
 REQ.AMOUNT : Rs 10,000.00  
 REQINST.AMOUNT : Rs 1,000.00  
 NO OF INST. : 10  
 REASON CATEGORY : HOUSE RENOVATION  
 REASON : HOUSE RENOVATION

RECOMMANDATION

## 20.3.4

Welfare Loan Application Detail Report

Report Name : Welfare Loan Application Detail Report

Description : Welfare Loan Application detail report of selected employee & Application

Criteria : Company / EPF/ Loan Application number

**STAR GARMENTS LIMITED (PLANT 02).**

**Welfare Loan Status**

**SP2000360**

**LOAN REQUESTION**

EPF Number	: 65001	Department	: FINISHING
Name	: P.G. A. THILAKARATHNA	Designation	: HELPER - PACKING
Factory	: SP2	Grade	: HELPER
Reason	: HOUSE RENOVATION		
Remark	: HOUSE RENOVATION		

	Request	Approved	Payout
Amount	10,000.00	10,000.00	10,000.00
Date	03/01/2011	03/01/2011	03/04/2011
Reference	SP2000360	SP2000360	20923
Amount per Inst.	1,000.00	1,000.00	
No Of Inst.	10	10	

**RECOMMANDATION**

## 20.3.5

List of Created Tmp Vouchers with Cheque numbers.

Report Name : List of Created Tmp Vouchers with Cheque numbers

Description : List of created temporary vouchers with Cheque detail

Criteria : Date Range

**STAR GARMENTS (PVT) LTD.**

**LIST OF CREATED TEMPORARY VOUCHERS & CHEQUE DETAILS**

**VOUCHER DATE FROM : 01/01/2011 TO 12/31/2011**

TMP VOUCHER	TMP VOU. DATE	TMP VOU. AMOUNT	VOUCHER FOR	COMPANY	EPF	NAME	PMT VOUCHER	AM
20729	01/05/2011	10,000.00	WELFARE LOANS	SGL	29,646.00	R. M. S. RATHNAYAKE		
20730	01/05/2011	10,000.00	WELFARE LOANS	SGL	34,521.00			
20731	01/05/2011	10,000.00	WELFARE LOANS	SGL	35,040.00	J. A. A. RAMYALATHA		
20732	01/05/2011	10,000.00	WELFARE LOANS	SGL	37,550.00	M. M. D. P. MUNASINGHE		
20733	01/05/2011	10,000.00	WELFARE LOANS	SGL	31,051.00	M. S. GEETHIKA		
20734	01/05/2011	10,000.00	WELFARE LOANS	SGL	40,098.00	R. D. N. P. KUMARI		
20735	01/05/2011	10,000.00	WELFARE LOANS	SGL	17,162.00	P. SWARNALATHA		
20736	01/05/2011	10,000.00	WELFARE LOANS	SGL	42,080.00	H. K. A. DILHANI		
20737	01/05/2011	10,000.00	WELFARE LOANS	SGL	30,859.00	E. U. DANAPALA MUDIYANSELAGE		
20738	01/05/2011	10,000.00	WELFARE LOANS	SGL	25,220.00	I. HAPUARACHCHIGE		
20739	01/05/2011	10,000.00	WELFARE LOANS	SGL	39,573.00	I. S. S. FERNANDO		

20.3.6

Welfare Loan Register - All

Report Name : Welfare Loan Register - All

Description : Employee wise Welfare Loan register history of selected company.

Criteria : Company

No	EPF	Name	Department	Loan		Installments		Payout		Status	Recover	Ba
				Requested	Amount	First	No	Amount	Vouche			
1	65001	P. G. A. THILAKARATHNA	FINISHING	03/01/2011	10,000.00	03/02/2011	10	1,000.00	20923	10,000.00	Recoverable	8,000.00
2	65035			02/26/2007	10,000.00	03/02/2007	10	1,000.00	15355	10,000.00	Recoverable	10,000.00
3	65036			04/08/2008	10,000.00	04/09/2008	10	1,000.00	16921	10,000.00	Recoverable	10,000.00
4	65037			11/05/2007	10,000.00	11/02/2007	10	1,000.00	16377	10,000.00	Recoverable	10,000.00
5	65038			06/29/2007	10,000.00	07/02/2007	10	1,000.00	15975	10,000.00	Recoverable	10,000.00
6	65052			07/29/2006	10,000.00	08/02/2006	10	1,000.00			Recoverable	7,479.00
7	65059			06/29/2007	10,000.00	07/02/2007	10	1,000.00	15965	10,000.00	Recoverable	10,000.00
8	65059			11/28/2009	10,000.00	11/30/2009	10	1,000.00	19419	10,000.00	Recoverable	10,000.00
9	65071			01/25/2007	10,000.00	02/26/2007	10	1,000.00	15452	10,000.00	Recoverable	10,000.00
10	65072	R. M. N. K. DISSANAYAKE	SEWING	02/03/2010	10,000.00	02/28/2010	10	1,000.00	19662	10,000.00	Recoverable	10,000.00
11	65079			10/02/2006	10,000.00	10/02/2006	10	1,000.00	15004	10,000.00	Recoverable	10,000.00
12	65083			12/05/2007	10,000.00	12/50/2007	10	1,000.00	16529	10,000.00	Recoverable	8,199.00
13	65092			07/03/2008	10,000.00	07/02/2008	10	1,000.00	17222	10,000.00	Recoverable	10,000.00
14	65108			12/07/2006	10,000.00	01/02/2007	10	1,000.00	15231	10,000.00	Recoverable	10,000.00
15	65112			05/03/2007	10,000.00	05/02/2007	10	1,000.00	15750	10,000.00	Recoverable	10,000.00
16	65112			03/03/2009	10,000.00	03/02/2009	10	1,000.00	18370	10,000.00	Recoverable	10,000.00
17	65119	P. D. GAMAGE	SEWING	12/05/2007	10,000.00	12/02/2007	10	1,000.00	16516	10,000.00	Recoverable	10,000.00
18	65119	P. D. GAMAGE	SEWING	01/06/2010	10,000.00	01/30/2010	10	1,000.00	19570	10,000.00	Recoverable	10,000.00

20.3.7

Register (Monthly)

Report Name : Register (Monthly)

Description : Compnay /Employee wise Welfare loan history registry.

Criteria : Company

No	EPF	Name	Department	Loan		Installments		Payout		Status	Reco	ve
				Requested	Amount	First	No	Amount	Vouche			
1	10			09/01/2008	10,000.00	07/30/2008	10	1,000.00	17455	10,000.00	Recoverable	10,000.0
2	55			09/01/2008	10,000.00	09/30/2008	10	1,000.00	17116	10,000.00	Recoverable	10,000.0
3	55			05/03/2007	10,000.00	05/30/2007	10	1,000.00	15732	10,000.00	Recoverable	10,000.0
4	853	R. M. P. MANIKE	SEWING	09/06/2008	10,000.00	09/30/2008	10	1,000.00	17507	10,000.00	Recoverable	10,000.0
5	853	R. M. P. MANIKE	SEWING	09/01/2009	10,000.00	09/30/2009	10	1,000.00	19062	10,000.00	Recoverable	10,000.0
6	853	R. M. P. MANIKE	SEWING	09/29/2010	10,000.00	09/30/2010	10	1,000.00	20452	10,000.00	Recoverable	10,000.0
7	2767			10/29/2009	10,000.00	10/30/2009	10	1,000.00	19306	10,000.00	Recoverable	10,000.0
8	2884			01/29/2009	10,000.00	01/30/2009	10	1,000.00	18219	10,000.00	Recoverable	0.0
9	3347			06/07/2008	10,000.00	06/30/2008	10	1,000.00	17116	10,000.00	Recoverable	10,000.0
10	3347			11/15/2009	10,000.00	12/30/2006	10	1,000.00	15255	10,000.00	Recoverable	10,000.0
11	4727			11/16/2006	10,000.00	11/30/2006	10	1,000.00	15171	10,000.00	Recoverable	10,000.0
12	4727			10/03/2007	10,000.00	10/30/2007	10	1,000.00	16239	10,000.00	Recoverable	10,000.0
13	4727			10/03/2008	10,000.00	10/30/2008	10	1,000.00	17636	10,000.00	Recoverable	10,000.0
14	4948	K. V. V. VEERAVARDANA	MECHANICAL	01/09/2008	10,000.00	01/29/2008	10	1,000.00	16585	10,000.00	Recoverable	10,000.0
15	4948	K. V. V. VEERAVARDANA	MECHANICAL	01/29/2009	10,000.00	01/30/2009	10	1,000.00	18231	10,000.00	Recoverable	10,000.0
16	4948	K. V. V. VEERAVARDANA	MECHANICAL	04/19/2010	10,000.00	04/30/2010	10	1,000.00	19900	10,000.00	Recoverable	10,000.0
17	5464			12/05/2007	10,000.00	12/30/2007	10	1,000.00	16514	10,000.00	Recoverable	10,000.0
18	5745			02/02/2007	10,000.00	03/30/2007	10	1,000.00	15571	10,000.00	Recoverable	10,000.0
19	6034	A. R. G. PERERA	MECHANICAL	11/22/2006	10,000.00	12/30/2006	10	1,000.00	15194	10,000.00	Recoverable	10,000.0
20	6034	A. R. G. PERERA	MECHANICAL	10/21/2008	10,000.00	10/30/2008	10	1,000.00	17759	10,000.00	Recoverable	10,000.0

20.3.8

Loan not Recovered (Monthly)

Report Name : Loan not recovered (Monthly)

Description : Welfare Loan not recovered list of selected Monthly & Selected Company.

Criteria : Company / Month

No	EPF	Name	Department	Loan		Installments		Payout		
				Requested	Amount	First	No	Amount	Voucher	
1	8960	D. T. PATHIRATHNA	CUTTING	03/14/2011	10,000.00	03/30/2011	10	1,000.00	20981	10,000.00
2	9318	P. S. DABARE	SEWING	08/25/2011	10,000.00	08/30/2011	10	1,000.00	21471	10,000.00
3	10484	W. A. W. P. WICKRAMAARC	SEWING	04/25/2011	10,000.00	04/30/2011	10	1,000.00	21130	10,000.00
4	16143	H. M. G. MALLIKA	SEWING	03/26/2011	10,000.00	03/30/2011	10	1,000.00	21055	10,000.00
5	17643			03/30/2011	10,000.00	03/30/2011	10	1,000.00	21009	10,000.00
6	19881	B. N. R. FERNANDO	SEWING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21775	10,000.00
7	21499	D. M. C. H. MADURAWALAC	SEWING	05/26/2011	10,000.00	05/30/2011	10	1,000.00	21216	10,000.00
8	21984	M. C. KARUNARATNE	SEWING	09/21/2011	10,000.00	09/30/2011	10	1,000.00	21582	10,000.00
9	21998	P. GANTHILE GEDARA	SEWING	10/07/2011	10,000.00	10/30/2011	10	1,000.00	21641	10,000.00
10	23333	R. M. D. FERNANDO	FINISHING	04/26/2011	10,000.00	04/30/2011	10	1,000.00	21129	10,000.00
11	23485	R. M. T. N. D. SILVA	FINISHING	10/22/2011	10,000.00	10/30/2011	10	1,000.00	21700	10,000.00
12	23650	B. G. K. SUBADRA	SEWING	08/25/2011	10,000.00	08/30/2011	10	1,000.00	21472	10,000.00
13	24283	H. PALITHARATNE	MECHANICAL	05/26/2011	10,000.00	05/30/2011	10	1,000.00	21203	10,000.00
14	24490	S. A. S. GUNASEKARA	SEWING	10/22/2011	10,000.00	10/30/2011	10	1,000.00	21710	10,000.00

20.3.9

Loan Recovered (Monthly)

Report Name : Loan recovered (Monthly)

Description : Welfare Loan recovered list of selected Monthly & Selected company.

Criteria :

20.3.10

Loan Recovered (Monthly)

Report Name : Loan recovered (Monthly)

Description : Welfare Loan recovered list of selected Monthly & Selected company.

Criteria :

20.3.11 List of Loan given (By Date range)

Report Name : List of Loan given (By Date range)

Description : Welfare Loan given employee list for selected Company/ date range.

Criteria : Company/ Date range

The screenshot shows a software interface with a title bar "STAR GARMENTS LIMITED" and a subtitle "WELFARE LOANS GIVEN FROM 11/01/2011 TO 11/30/2011". Below this is a table with columns: No, EPF, Name, Department, Loan Requested, Amount, Instalments First, No, Amount, Payout Vouche, Amount, and Status. The data includes 16 rows of employee information and their loan details.

No	EPF	Name	Department	Loan		Instalments			Payout		Status
				Requested	Amount	First	No	Amount	Vouche	Amount	
1	19881	B. N. R. FERNANDO	SEWING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21775	10,000.00	Recoverable
2	32528	M. N. P. JAYASHANTHA	SEWING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21837	10,000.00	Recoverable
3	35070	W. M. WASALA MUDYANSEL	SEWING	11/12/2011	10,000.00	11/30/2011	10	1,000.00	21766	10,000.00	Recoverable
4	35994	A. K. UDAWATTA GE	SEWING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21776	10,000.00	Recoverable
5	36153	S. K. A. SASIKKALA	SEWING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21834	10,000.00	Recoverable
6	36242	B. H. S. P. BAMINA HANNADIG	SEWING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21827	10,000.00	Recoverable
7	37083	I. M. D. S. RATNAYAKE	SEWING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21830	10,000.00	Recoverable
8	37287	D. M. PREMAWATHIE	SEWING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21841	10,000.00	Recoverable
9	38040	N. D. S. EDIRIMUNI	SEWING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21836	10,000.00	Recoverable
10	38068	M. P. P. KUMARI	FINISHING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21845	10,000.00	Recoverable
11	38401	R. SWARNALATHA	SEWING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21826	10,000.00	Recoverable
12	38754	S. S. HETTIARACHCHILAGE	CUTTING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21843	10,000.00	Recoverable
13	38959	K. M. N. PIVATHESA	SEWING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21835	10,000.00	Recoverable
14	39287	D. D. S. SHANTHA	SEWING	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21831	10,000.00	Recoverable
15	39406	B. W. D. S. R. NIMALI	MEDICAL CENTRE	11/23/2011	10,000.00	11/30/2011	10	1,000.00	21846	10,000.00	Recoverable
16	39573	L. S. S. FERNANDO	FINISHING	11/10/2011	10,000.00	11/30/2011	10	1,000.00	21767	10,000.00	Recoverable

20.3.12 List of Agreed Monthly Welfare Loans Recovery

Report Name : List of Agreed Monthly Welfare Loans Recovery

Description : Welfare Loan recovery status for selected month/ Company

Criteria : Company/ Month

The screenshot shows a software interface with a title bar "STAR GARMENTS LIMITED" and a subtitle "MONTHLY LOAN STATUS : November 2011". Below this is a table with columns: NO, EPF, NAME, DEPARTMENT, LOAN PAID, LOAN AMOUNT (Rs), AMOUNT DUE (Rs), BALANCE B / F (Rs), RECOVERY (Rs), and BA. The data includes 17 rows of employee information and their loan details for November 2011.

NO	EPF	NAME	DEPARTMENT	LOAN PAID	LOAN AMOUNT (Rs)	AMOUNT DUE (Rs)	BALANCE B / F (Rs)	RECOVERY (Rs)	BA
1	8960	D. T. PATHIRATHNA	CUTTING	03/14/2011	10,000.00	1,000.00	(18,000.00)	0.00	-1
2	9318	P. S. DABARE	SEWING	08/25/2011	10,000.00	1,000.00	8,000.00	0.00	
3	10484	W. A. W. P. WICKRAMAARCHCHI	SEWING	04/25/2011	10,000.00	1,000.00	(36,000.00)	0.00	-3
4	16143	H. M. G. MALLIKA	SEWING	03/26/2011	10,000.00	1,000.00	(27,000.00)	0.00	-2
5	19881	B. N. R. FERNANDO	SEWING	11/23/2011	10,000.00	1,000.00	10,000.00	0.00	1
6	21499	D. M. C. H. MADURAWALAGE	SEWING	05/26/2011	10,000.00	1,000.00	(25,000.00)	0.00	-2
7	21984	M. C. KARUNARATNE	SEWING	09/21/2011	10,000.00	1,000.00	(21,000.00)	0.00	-2
8	21998	P. GANTHILE GEDARA	SEWING	10/07/2011	10,000.00	1,000.00	(31,000.00)	0.00	-3
9	23333	R. M. D. FERNANDO	FINISHING	04/26/2011	10,000.00	1,000.00	(26,000.00)	0.00	-2
10	23485	R. M. T. N. D. SILVA	FINISHING	10/22/2011	10,000.00	1,000.00	(30,000.00)	0.00	-3
11	23650	B. G. K. SUBADRA	SEWING	08/25/2011	10,000.00	1,000.00	8,000.00	0.00	
12	24283	H. PALITHARATNE	MECHANICAL	05/26/2011	10,000.00	1,000.00	(35,000.00)	0.00	-3
13	24490	S. A. S. GUNASEKARA	SEWING	10/22/2011	10,000.00	1,000.00	(10,000.00)	0.00	-1
14	24873	B. P. LUCKSHMAN	QUALITY ASSURANC	10/22/2011	10,000.00	1,000.00	(30,000.00)	0.00	-3
15	25519	D. L. DALUGODA LIYANAGE	SEWING	08/25/2011	10,000.00	1,000.00	(12,000.00)	0.00	-1
16	25853	P. P. KUSUMALATHA	FINISHING	08/25/2011	10,000.00	1,000.00	8,000.00	0.00	
17	26175	J. A. C. D. K. JAYAKODY	FINISHING	08/11/2011	10,000.00	1,000.00	(23,000.00)	0.00	-2

20.3.13

List of create temporary vouchers, not create permanent vouchers

Report Name : List of create temporary vouchers, not create permanent vouchers

Description : Company wise Temporary vouchers created but permanent vouchers not created list.

Criteria : Company

NO	VOU. NO	EPF	NAME	DEPARTMENT	VOU. AMOUNT	TMP.VOU. DATE
1	1	36109	N. M. I. P. PUSHPAKUMARI	FINISHING	15,000.00	01/25/2007
2	16144	34693	A. S. P. ABEYSURIYA	CUTTING	16,200.00	09/13/2007
3	16258	7582	B. M. A. N. BALASOORIYA		10,000.00	10/09/2007
4	16259	16016	J. A. N. JAYAKODY	SEWING	10,000.00	10/09/2007
5	16262	37233	M. A. D. N. DEVAPRIYA	CUTTING	10,000.00	10/10/2007
6	16276	29691			10,000.00	10/11/2007
7	16279	36214			10,000.00	10/12/2007
8	16280	21457			10,000.00	10/12/2007
9	16282	32734			10,000.00	10/12/2007
10	16297	38181			10,000.00	10/15/2007
11	16299	14615	P. A. ARIYAWATHIE	WELFARE	10,000.00	10/15/2007
12	16300	38590	E. A. D. P. EDIRISINGHE	WELFARE	10,000.00	10/15/2007

20.3.14

List of created Advances, not create temporary vouchers

Report Name : List of created Advances, not create temporary vouchers

Description : Company wise Advances created Temporary vouchers not created list.

Criteria : -

ADV.REF	CHEQUE NO	CHEQUE DAT	AMOUNT	FUND TYPE	FACT	EPF #	APP.AMT
WA000001	669473	09/06/2007	150,000.00	WELFARE LOANS	KOG	938	10,000.00
				WELFARE LOANS	KOG	1186	10,000.00
				WELFARE LOANS	KOG	2627	10,000.00
				WELFARE LOANS	KOG	2996	10,000.00
				WELFARE LOANS	KOG	3936	10,000.00
				WELFARE LOANS	KOG	4188	10,000.00
				WELFARE LOANS	KOG	4409	10,000.00
				WELFARE LOANS	KOG	4822	10,000.00
				WELFARE LOANS	KOG	5347	10,000.00
				WELFARE LOANS	KOG	5575	10,000.00
				WELFARE LOANS	KOG	5655	10,000.00
				WELFARE LOANS	KOG	5773	10,000.00
				WELFARE LOANS	KOG	5815	10,000.00
				WELFARE LOANS	KOG	6009	10,000.00
WA000002	748780	08/17/2007	72,000.00	WELFARE LOANS	KAD	2077	8,000.00
				WELFARE LOANS	KAD	2579	8,000.00
				WELFARE LOANS	KAD	4020	8,000.00
				WELFARE LOANS	KAD	5516	8,000.00
				WELFARE LOANS	KAD	5593	8,000.00
				WELFARE LOANS	KAD	6025	8,000.00
				WELFARE LOANS	KAD	6109	8,000.00

### 20.3.15 List of Advances - Not Confirmed

Report Name : List of Advances - Not Confirmed

Description : List of Advances not confirmed by factory.

Criteria : -

ADV.REF	CHEQUE NO	CHEQUE DAT	AMOUNT	FUND TYPE	FACT	EPF #	APP.AMT
WA000009			20,000.00	WELFARE LOANS	SGL	18566	10,000.00
WA000143	748787	12/18/2007	88,000.00	WELFARE LOANS	SGL	24664	10,000.00
				WELFARE LOANS	KAD	480	8,000.00
				WELFARE LOANS	KAD	1991	8,000.00
				WELFARE LOANS	KAD	2833	8,000.00
				WELFARE LOANS	KAD	3212	8,000.00
				WELFARE LOANS	KAD	4510	8,000.00
				WELFARE LOANS	KAD	6137	8,000.00
				WELFARE LOANS	KAD	6177	8,000.00
				WELFARE LOANS	KAD	6418	8,000.00
				WELFARE LOANS	KAD	6676	8,000.00
				WELFARE LOANS	KAD	6734	8,000.00
				WELFARE LOANS	KAD	6788	8,000.00
WA000158			10,000.00	WELFARE LOANS	MMI	55	10,000.00
WA000172	737418	02/08/2008	390,000.00	WELFARE LOANS	SGI	687	10,000.00
				WELFARE LOANS	SGI	9794	10,000.00
				WELFARE LOANS	SGI	10775	10,000.00
				WELFARE LOANS	SGI	10791	10,000.00
				WELFARE LOANS	SGI	10811	10,000.00

### 20.3.16 Welfare Loan outstanding (Selected Date Range)

Report Name : Welfare Loan outstanding (Selected Date Range)

Description : Welfare Loan status of selected month.

Criteria : Company/ Month

**STAR GARMENTS LIMITED**  
MONTHLY LOAN STATUS : November 2011

NO	EPF	NAME	DEPARTMENT	LOAN PAID	LOAN AMOUNT (Rs)	AMOUNT DUE (Rs)	BALANCE B / F (Rs)	RECOVERY (Rs)	BALANCE C / F (Rs)
1	8960	D. T. PATHIRATHNA	CUTTING	03/14/2011	10,000.00	1,000.00	2,000.00		2,000.00
2	9318	P. S. DABARE	SEWING	08/25/2011	10,000.00	1,000.00	8,000.00		8,000.00
3	10484	W. A. W. P. WICKRAMAARCHCHI	SEWING	04/25/2011	10,000.00	1,000.00	4,000.00		4,000.00
4	16143	H. M. G. MALLIKA	SEWING	03/26/2011	10,000.00	1,000.00	3,000.00		3,000.00
5	17643			03/30/2011	10,000.00	1,000.00	4,000.00		4,000.00
6	18470	S. N. SENARATHNE	CUTTING	01/29/2011	10,000.00		1,000.00		1,000.00
7	19881	B. N. R. FERNANDO	SEWING	11/23/2011	10,000.00	1,000.00	2,000.00		2,000.00
8	20720	L. M. W. Y. KUMARI	SEWING	02/26/2011	10,000.00	1,000.00	2,000.00		2,000.00
9	21499	D. M. C. H. MADURAWALAGE	SEWING	05/26/2011	10,000.00	1,000.00	5,000.00		5,000.00
10	21984	M. C. KARUNARATNE	SEWING	09/21/2011	10,000.00	1,000.00	9,000.00		9,000.00
11	21998	P. GANTHILE GEDARA	SEWING	10/07/2011	10,000.00	1,000.00	9,000.00		9,000.00
12	23332	R. M. D. FERNANDO	FINISHING	04/26/2011	10,000.00	1,000.00	4,000.00		4,000.00
13	23485	R. M. T. N. D. SILVA	FINISHING	10/22/2011	10,000.00	1,000.00			
14	23650	B. G. K. SUBADRA	SEWING	08/25/2011	10,000.00	1,000.00	8,000.00		8,000.00
15	24283	H. PALITHARATNE	MECHANICAL	11/04/2008	4,000.00				
16	24283	H. PALITHARATNE	MECHANICAL	05/26/2011	10,000.00	1,000.00	5,000.00		5,000.00
17	24490	S. A. S. GUNASEKARA	SEWING	10/22/2011	10,000.00	1,000.00			
18	24873	B. P. LUCKSHMAN	QUALITY ASSURANC	10/22/2011	10,000.00	1,000.00			

### 20.3.17 List of Given Death Donation

Report Name : List of Given Death Donation  
 Description : Death Donation given list for selected period/ company.  
 Criteria : Company/ Date Range

**STAR GARMENTS LIMITED**  
PERIOD 11/01/2011 TO 11/30/2011

APPLICATION #	EPF	EMPLOYEE NAME	DECEASED PERSON	TYPE	DATE	AMOUNT
SGL001408	41855	W. R. C. FERNANOD	MOTHER- IN-LAW	ADVANCED	11/08/2011	25,000.00
SGL001409	41855	W. R. C. FERNANOD	MOTHER- IN-LAW	FINAL	11/08/2011	15,000.00
SGL001410	9318	P. S. DABARE	FATHER	ADVANCED	11/09/2011	25,000.00
SGL001411	9318	P. S. DABARE	FATHER	FINAL	11/09/2011	15,000.00
SGL001414	31247	P. G. S. D. RUPASINGHE	FATHER	ADVANCED	11/13/2011	25,000.00
SGL001415	31247	P. G. S. D. RUPASINGHE	FATHER	FINAL	11/13/2011	15,000.00
<b>TOTAL</b>						<b>120,000.00</b>

## 21 Attendance

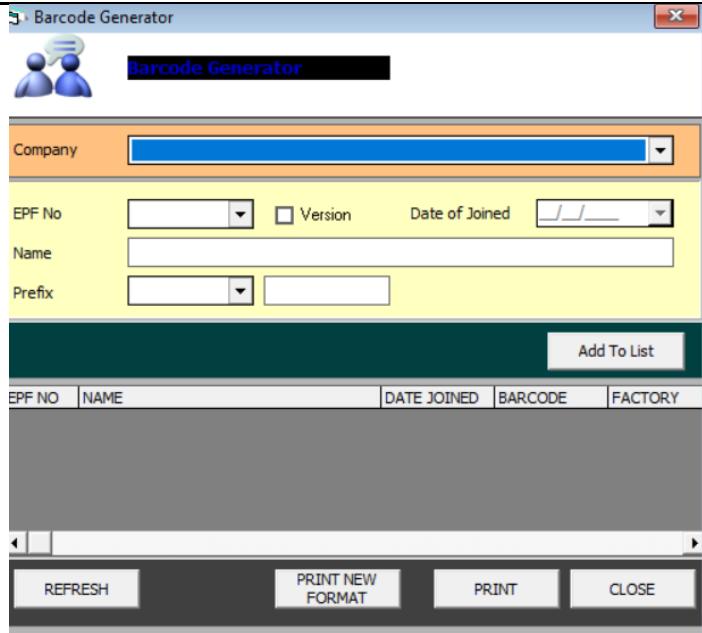
### Menu path:

- HRIS
- Reports
- Attendance

### 21.1 Barcode Printing

This screen is used to print barcode for new employee.

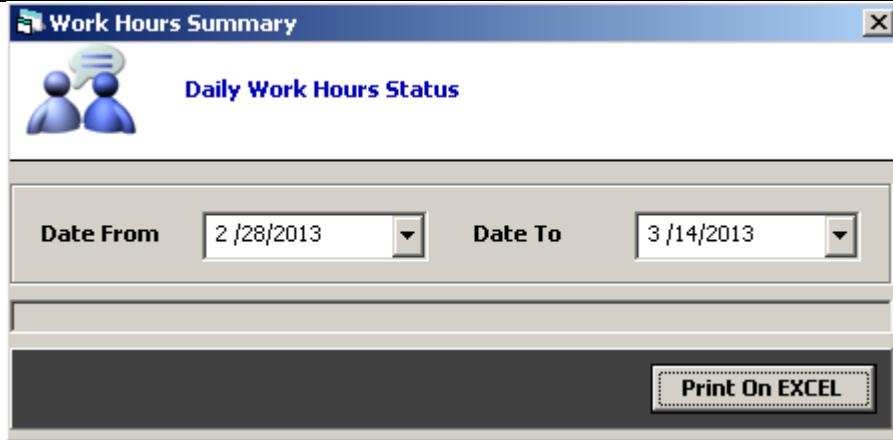
21.1.0        The screen will be displayed as below.



- 21.1.1 Company : Select the Company name.
- 21.1.2 EPF : Select the EPF number.  
Then Date of Join & Name will be displayed automatically.(Put a tick on a version)
- 21.1.3 Prefix : Select the Prefix of employee.
- 21.1.4 **Add To List** : Then press “Add to List” button to add employee name to the down grid.
- 21.1.5 **PRINT** : Press “Print” button to print barcode.

## 21.2 Daily Work Hours Summary

- 21.2.0 The screen will be displayed as below.



- 21.2.1 Date Range : Select the date range.
- 21.2.2 **Print On EXCEL** : Press “Print On Excel” button to view the daily work hours status.

Book1					
A	B	C	D	E	F
1					
2 Total Workers :	0				
3 Total Normal Working Hours :	0				
4 Total OT Working Hours :	0				
5 Total Working Hours :	0				
6 Total Sunday Workers :	0				
7 Total Sunday Working Hours :	0				
8					
9					
10					
11					
12					
13					
14					
15					

## 21.3 Attendance – Non Executive

21.3.1 The “Transfer” screen will be displayed as below.



- Date Range : Select the date range.
- Tick on SGL/ BDD/ KGG/ KDM/ VTM.

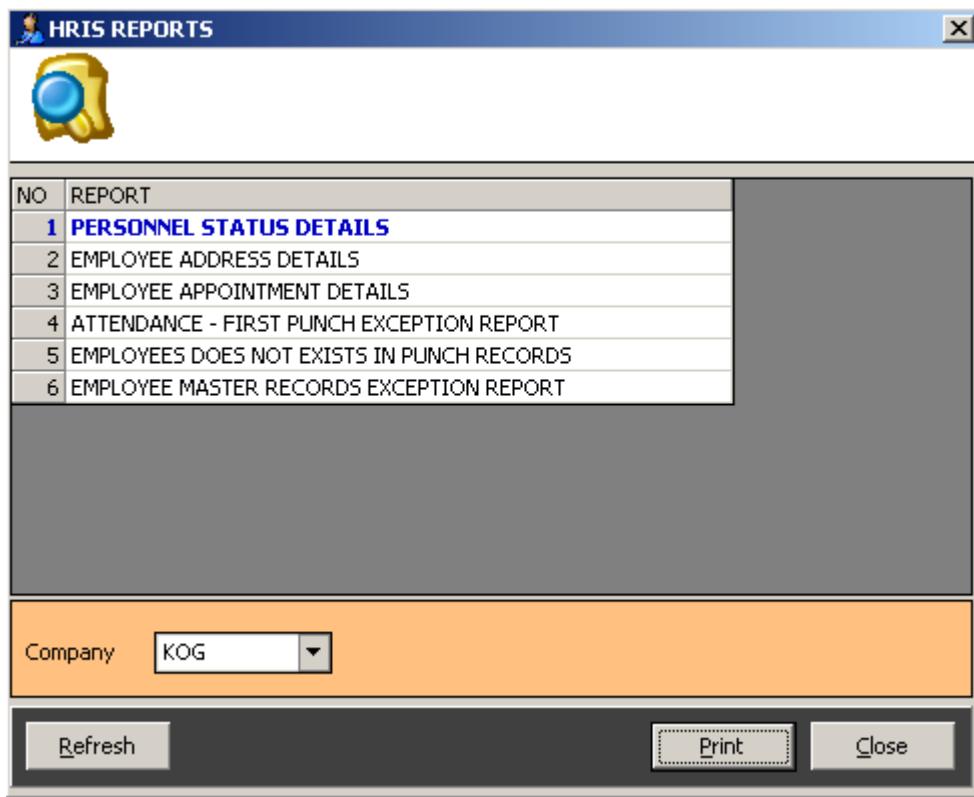
21.3.2 The “Reports” screen will be displayed as below.



- Date Range : Select the date range.
- Press “Print” button to view the factory wise non-executive attendance count

## 22 Exception Reports

The screen will be displayed below.



- Select the report item.  
This report views the mismatches of employee update status of both HRIS & Attendance system.
- Select the Factory code from Company List.
- Press the “Print” button.

### 22.1

#### Personal Status Details

The screenshot shows a printed report window with a header and a table of data. The header includes the company name, date, and page number. The table has columns for Employee Number, Initials, Surname, NIC, D.O.B., Joined On, HR Officer, Entered On, and Entered By. Two rows of data are shown.

Epfn no	Initials	Surname	NIC	D.O.B.	Joined On	HR Officer	Entered On	Entered By
22387	S A P	WEERASINGHE	611460023X	5/25/1961	10/14/1996	ANOMAP	9/18/2008	
39084	B J P S	FERNANDO	813311240V	11/26/1981	11/1/2006		10/27/2011	

22.2

Employee Address Details

STAR GARMENTS LIMITED									Date	3/16/2013
Address Details Status Exception Report									Page No	1
Epfo no	Initials	Distance	Contact	Tel Home	Mobile	Province	District	Electorate		
42778	NO 242/A, WELIVITA ROAD					WESTERN	COLOMBO	KADUWELA		
30523	NO 4484 2ND KURANA, COLOMBO ROAD	7.00		0421413809		WESTERN	COLOMBO	COLOMBO-EAS		
42729	NO 3318, 8C HOOL ROAD, KALUPALU WELA					WESTERN	COLOMBO	COLOMBO-EAS		
42780	4394A, SALANAPALA HIMIMAWATHA, BORELLA					WESTERN	COLOMBO	BORELLA		
42816	321/A, I HEDIGA SKATI WELA, PALLANSENA	15.00			0773014153	WESTERN	GAMPAHA	NEGOMBO		
35933	101/P, HALAGAMA ROAD, PAHALA MADAMPILLA	8.00				WESTERN	GAMPAHA	DIVULAPITIYA		
41214	NO 520, STAR KROSONCE KATTIWELA, DEVIKTHUSA	14.00		0771484034	0714019144	WESTERN	GAMPAHA	KITTANOGALLA		
42179	NO 41/A, JAPADA MAWATHA, DALUWAKOYUWA			0314908010	0772449423	WESTERN	GAMPAHA	NEGOMBO		
39257	NO: 32A, SIANA ROAD, PALAGAHULE EAST	20.00		0773874000	0713398381	WESTERN	GAMPAHA	NEGOMBO		
42188	NO 245, RUR. UDUVAIHITHA ROAD, DADUWAKOYUWA			0314909022		WESTERN	GAMPAHA	NEGOMBO		
31873	NO: 342/1, MARADANA MAWATHA, DALUPOTHA	1.00				WESTERN	GAMPAHA	NEGOMBO		
40768	I-11 BOSKOPURA, DON BONCO LANE, KUDAPADUWA					WESTERN	GAMPAHA	NEGOMBO		
26981	NO: 3, CANEL LANE, CANEL ROAD	7.00		0312233954	0773117401	WESTERN	GAMPAHA	NEGOMBO		
42818	141/DHOBAWALA, UDUGAMPILA					WESTERN	GAMPAHA	MINUWANGOD		
19417	NO: 2A3, PAKARAMA ROAD, KURANA	4.00				WESTERN	GAMPAHA	NEGOMBO		
42657	NO 38, JAHAYA GAMA, BOLAWALANA					WESTERN	GAMPAHA	NEGOMBO		
27578	NO 8/A, RAJINA MAWATHA, 3RD KURANA	7.00		0788844031	0773051444	WESTERN	GAMPAHA	NEGOMBO		
42800	NO 349/C, SUDAKSHANA MAWATHA, KURANA				0724390949	WESTERN	GAMPAHA	KATANA		
37066	NO: 14, ROshan MAWATHA, RAJINA MAWATHA	4.00		0771334370	0779894749	WESTERN	GAMPAHA	NEGOMBO		
39406	NO. 123/B, MADURUKWITA	20.00		0773001134		WESTERN	GAMPAHA	MINUWANGOD		

22.3

Employee Appointment Details

STAR GARMENTS LIMITED									Date	3/16/2013
Appointment Details Status Exception Report									Page No	1
Epfo no	Department	Section	GRADE	DESIGNATION	CADRE	ORDINANCE	DIRECT	BOI CAT	RELATIVE	
39440	STORES		HELPER	HELPER - STORES	7.00 - 6.30	WAGES BOARD	INDIREC T	BOI	PLANT	
42748	STORES		HELPER	HELPER - STORES	7.00 - 6.30	WAGES BOARD	INDIREC T	BOI	COMMAND DEPI.	
42779	STORES		HELPER	HELPER - STORES	7.00 - 6.30	WAGES BOARD	INDIREC T	BOI	COMMAND DEPI.	
42781	STORES		HELPER	HELPER - STORES	7.00 - 6.30	WAGES BOARD	INDIREC T	BOI	COMMAND DEPI.	
42808	STORES		HELPER	HELPER - STORES	7.00 - 6.30	WAGES BOARD	INDIREC T	BOI	COMMAND DEPI.	
42809	STORES		HELPER	HELPER - STORES	7.00 - 6.30	WAGES BOARD	INDIREC T	BOI	COMMAND DEPI.	
39084		LABOUR		LABOURER - STORES	N/A					
37359	STORES		LABOUR	LABOURER - STORES	7.00 - 6.30	WAGES BOARD	INDIREC T	BOI	PLANT	
42817	STORES		CLERK	STORES CLERK - TRAINEE	7.00 - 6.30	SHOP AND OFFICE	INDIREC T	NON-BOI	COMMAND DEPI.	
42803	STORES		STORES CLERK	TRAINEE	7.00 - 6.30	WAGES BOARD	INDIREC T	NON-BOI	COMMAND DEPI.	
42780	STORES		CLERK	STORES CLERK - TRAINEE	7.00 - 6.30	SHOP AND OFFICE	INDIREC T	NON-BOI	COMMAND DEPI.	
42815	STORES		STORES CLERK	STORES CLERK - TRAINEE	7.00 - 6.30	SHOP AND OFFICE	INDIREC T	NON-BOI	COMMAND DEPI.	
42814	STORES		STORES CLERK	STORES CLERK - TRAINEE	7.00 - 6.30	SHOP AND OFFICE	INDIREC T	NON-BOI	COMMAND DEPI.	
41408	STORES		STORES CLERK	STORES CLERK	N/A	SHOP AND OFFICE	INDIREC T	NON-BOI	COMMAND DEPI.	
42130	STORES		STAFF	STORES CLERK	7.00 - 6.30	SHOP AND OFFICE	INDIREC T	NON-BOI	COMMAND DEPI.	
42785	STORES		CLERK	STORES CLERK	7.00 - 6.30	SHOP AND OFFICE	INDIREC T	NON-BOI	COMMAND DEPI.	
41337	SUB C CONTRACT		STORES CLERK	STORES CLERK	7.00 - 6.30	SHOP AND OFFICE	INDIREC T	NON-BOI	COMMAND DEPI.	
27447	WORK STUDY		EXECUTIVE	EXECUTIVE	N/A	SHOP AND OFFICE	INDIREC T	NON-BOI	PLANT	

22.4 Attendance – First Punch Exception Report22.5 Employees Does Not Exist In Punch Records

**STAR GARMENTS LIMITED**

Employees Does Not Exist In Punch Records

Date 3/16/2013  
Page No 1

EPF no	NIC	INITIALS	SURNAME	DATE OF BIRTH	DATE OF JOIN
16411	738133463V	W. A. R.	LALANI	11/8/1973	6/2/2009
39084	813311240V	B J P S	FERNANDO	11/26/1981	11/1/2006
42433	920664504V	Y. P. P.	MADUSANKA	5/26/2011	5/26/2011
42540	910792008V	W. D. H. M.	SILVA	3/19/1991	7/11/2011
42724	932642727V	R. K. D. C.	YUGANTHA	9/20/1993	11/9/2011
42807	906842343V	P. W. E. S.	KARUNARATHNE	7/2/1990	11/22/2012
42808	695731159X	M.	ROSAIRO	3/13/1969	1/4/2013
42809	895701602V	U. V. D.	UPATHIKA	3/10/1989	1/8/2013
42812	956133475V	L. A. I.	ANURUDDIKA	4/22/1995	1/21/2013
42813	737442217V	G. H.	SRIYANI	8/31/1973	1/21/2013
42814	915542700V	M. M. P. G. S.	PODIMANIKE	2/23/1991	1/22/2013
42815	932520400V	M. S. D.	ALWE	9/8/1993	1/23/2013
42816	872072691V	S. M. S.	ROSHAN	7/25/1987	1/23/2013
42817	921543980	W. O. W.	PERERA	6/2/1992	1/23/2013
42818	916873824V	K. R. N. H.	KATHTHOTA	7/5/1991	2/8/2013
42819	893112880V	K. A. S.	LAHIRU	11/6/1989	2/26/2013
42820	896243250V	M. A. H.	FERNANDO	5/3/1989	3/1/2013
42821	897581582V	N. D.	SURANGIKA	9/14/1989	3/1/2013

22.6 Employee Master Records Exception Report

**EMPLOYEE MASTER EXCEPTION REPORT**

Report Date 03/16/2013  
Page No Page 1 of 1

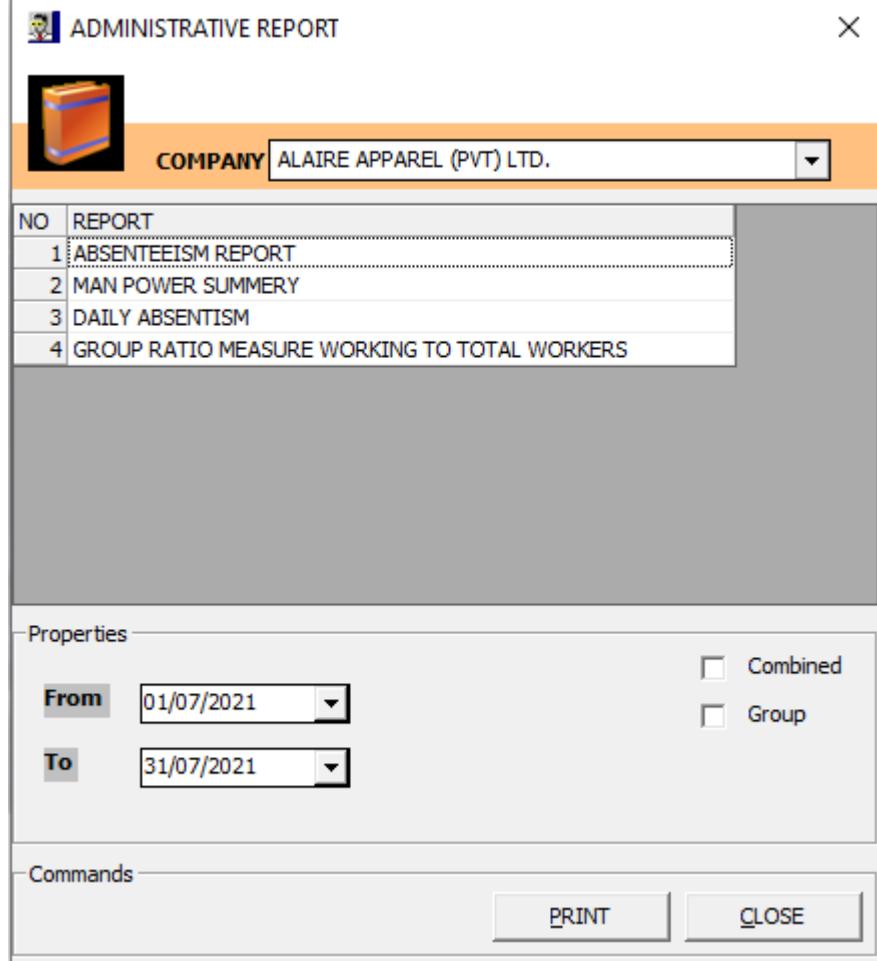
EPF	EMPLOYEE NAME	DATE JOIN	DATE OF BIRTH
FACTORY - SGL			

**EMPLOYEES IN HRIS AND NOT IN ATTENDANCE SYSTEM**

EPF	EMPLOYEE NAME	DATE JOIN	DATE OF BIRTH
16411	W. A. R. LALANI	06/02/2009	11/08/1973
17119	T. M. SILVA	01/31/1994	03/09/1973
28278	H D A P CHAMINDA	02/01/1999	03/16/1976
28634	D . P. N. R. P. C. SUDARSANI	04/23/1999	01/14/1976
32254	D . M. A. D. C. WIJESINGHE	12/21/2000	11/15/1977
37719	W. M. P. MADUSHANI	01/05/2005	09/06/1985
38156	D . C. L. PERERA	06/01/2005	12/03/1979
38666	M. K. K. N. DHARMASIRI	10/24/2005	06/07/1985
39084	B J P S FERNANDO	11/01/2006	11/26/1981
41773	A. H. PIYASIRI	12/02/2002	11/24/1964
42433	V. P. P. MADUSANKA	05/26/2011	05/26/2011
42540	W. D. H. M. SILVA	07/11/2011	03/19/1991
42586	M. P. R. SOMASIRI	07/27/2011	06/02/1992
42682	H. D. HETTIARACHCHI	08/31/2011	02/25/1989
42690	D . M. S. K. DISSANAYAKE	09/01/2011	12/26/1992
42724	R. K. D. C. YUGANTHA	11/09/2011	09/20/1993
42729	A. M. J. APSARA	11/11/2011	02/07/1990
42730	S. K. A. I. SEWWANDI	11/11/2011	05/13/1991

## 23              Administrative Report

The screen will be displayed below.



- Select the company name.
- Select the date range.
- If user wants to get report for combined or group, user can tick combined & group.
- Press “Print” button to get report.

### 23.1 Absenteeism Report

The screenshot shows a printed report titled "ABSENTEEISM REPORT-CUMULATIVE-DATE WISE". The report header includes "CADRE INFORMATION-Absenteeism-%", "PRINTED BY VAJIRAG", "FROM 7/1/2021", and "TO 7/31/2021". The main content is a table with the following data:

DATE	STAR	SGI	KGG	KDW	BDD	VTM	GRUOP
7/1/2021	11.66	11.78	6.24	11.58	77.22	10.61	21.52
7/2/2021	12.58	12.42	4.27	11.24	74.19	10.19	20.82
7/3/2021	12.88	13.28	4.93	11.24	70.56	10.61	20.58
7/4/2021	0.00	0.00	0.00	0.00	0.00	14.74	2.46
7/5/2021	9.51	14.78	5.25	12.95	65.12	10.19	19.63
7/6/2021	9.20	15.20	6.90	13.12	60.48	9.09	19.00
7/7/2021	7.67	16.06	4.93	12.10	58.87	6.75	17.73
7/8/2021	8.59	17.56	4.76	9.20	106.85	8.68	25.94
7/9/2021	13.80	18.63	6.08	9.88	106.85	6.61	26.98
7/10/2021	10.43	17.13	5.09	8.01	59.27	8.68	18.10
7/11/2021	0.00	0.00	0.00	17.38	0.00	0.00	2.90

System	:
Implementation By	: Nishantha Fernando
Implemented On	: 09/29/2011
Hand Over to	: Pubudu Ranasinghe
Documentation Issue date	: 09/29/2011
Version Reference	: 01
Revision date	: