

THE GAMBIA  
SOCIAL SECURITY AND HOUSING FINANCE  
CORPORATION  
(SSHFC)



Human Resource Management System  
(HRMS)

System User Guide

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## Introduction

The Human Resource Management System (HRMS) is a system designed to assist management take decisions that relate to workers.

## Who benefits from The Human Resource Management System

- Members of Management
- Human Resource Management Personnels
- Information Technology Officials
- Employees Registered With Social Security And Housing Finance Corporation

## System Input

- Employment Application
- Leave Application
- Performance Appraisal
- Intern Evaluation
- Payroll Update(s)
- Training Application
- Excuse Off-Duty Application
- Loan Application(s)
- Overtime Pay Application
- Staff Registration
- Medical Form(s)
- Payroll Data Sources

## Required Information For Full Time Workers' Registration

- Taxpayer Identification Number (TIN)
- Appropriately assigned Staff Salary Grade
- Appropriately assigned Staff Income Tax
- Appointment Letter containing
  - name
  - department
  - basic grade
  - allowances
  - staff number
- Bank Details comprising of
  - bank name
  - basic bank account number
  - account number

## Required Information For Temporary Workers' Registration

- Name
- Basic Pay
- Transport Allowance
- Residency
- Gross Pay

## Required Information For Interns' Registration

- Name
- Basic Allowance
- Transport Allowance
- Gross Pay

## System Output

- Staff Profile
- Credit Union
- Detailed Payroll
- Loan Summary
- Charge Allowance
- Payroll Summary
- Income Tax(es)
- Exportable Reports
- Net Salary By Department(s)
- Pay Slips
- FPS Contributions
- Bank Schedules
- Payroll Abstract
- Active Staff
- NPF Contributions
- Leave Analysis
- Staff Loan Profile
- List of Employees By Department(s)
- Payroll Tracker
- Monthly Allowance
- View Loan Details
- Acting Allowance
- Inactive Staff
- Staff Club(s)
- Net Comparison
- Overtime
- Staff Medical Profile
- Performance Analysis
- Allowances and Deductions Profile
- Detailed Payroll by Department(s)
- Exports By Department(s)
- List of All Employees
- Breakdown Of All Deduction(s)
- Basic Salary By Department(s)
- Report of Grades and Department
- Gross Salary by Department

## Allowable Human Resource Postings

- Loans
  - building loan
  - vehicle loan
  - personal loan
  - interest free vehicle insurance loan
  - interest free one-by-six loan
  - interest free educational loan
  - interest free miscellaneous loan
  - furniture loan
  - appliance loan
- Allowances
  - charge allowance
  - acting allowance
  - professional allowance
  - transport allowance
  - residential allowance
  - confidential allowance
  - heavy duty allowance
  - risk allowance
  - project allowance

## Connected Systems

- Attendance and Access Control Management System
- Electronic Records Management System
- Payroll

## Minimum Browser Requirements for The Human Resource Management System

The Human Resource Management System is designed with minimal expectations from a user's browser. A user will require the latest version of any browser with JavaScript enabled.

## Accessing The Web Application

Type <http://ssmistest.com/admin> in your address bar as shown in Figure .

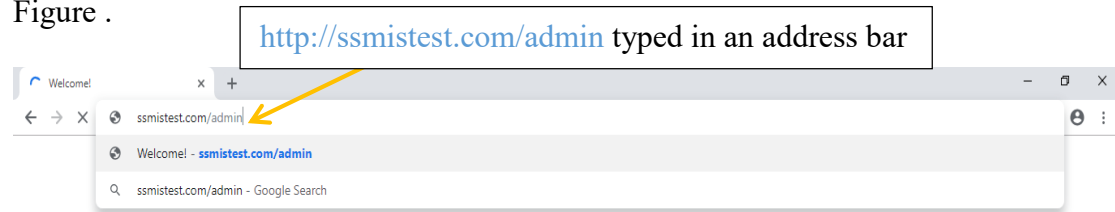


Figure 1

When the right address is entered, a SIGN IN page is displayed as shown in Figure

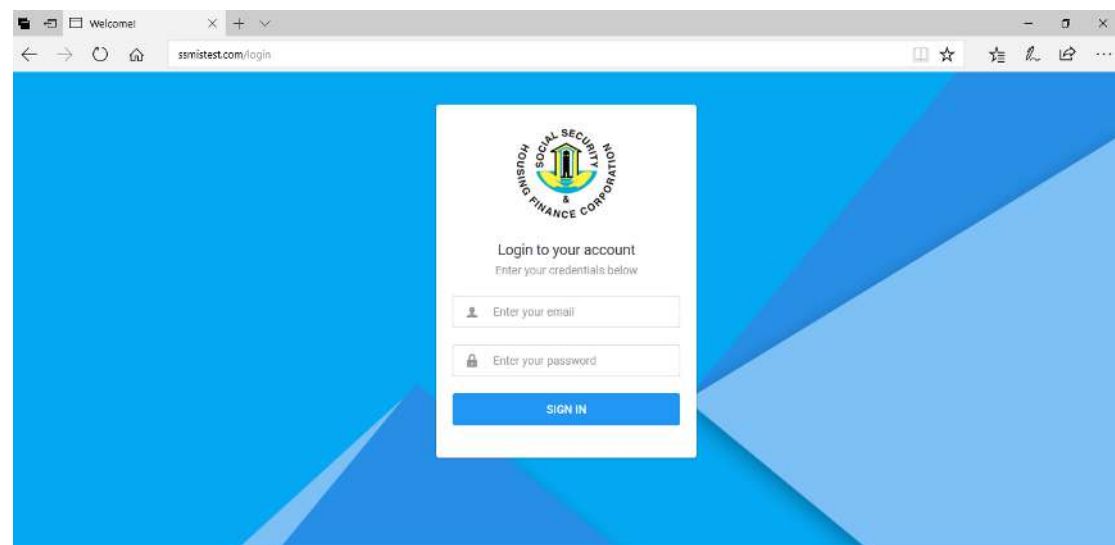


Figure 2

SIGN IN page

## Navigating The System's Web User Interface

Users must have been set up as employees.

Users must have been provided with email addresses and a default password.

Users are required to change the default password and create unique easy to remember passwords using a combination of letters, numbers and symbols upon a first successful login/sign in to enable them login to their accounts subsequently.

Login to your account by filling the sign in form with your email address and password and clicking on the SIGN IN button as shown in Figure

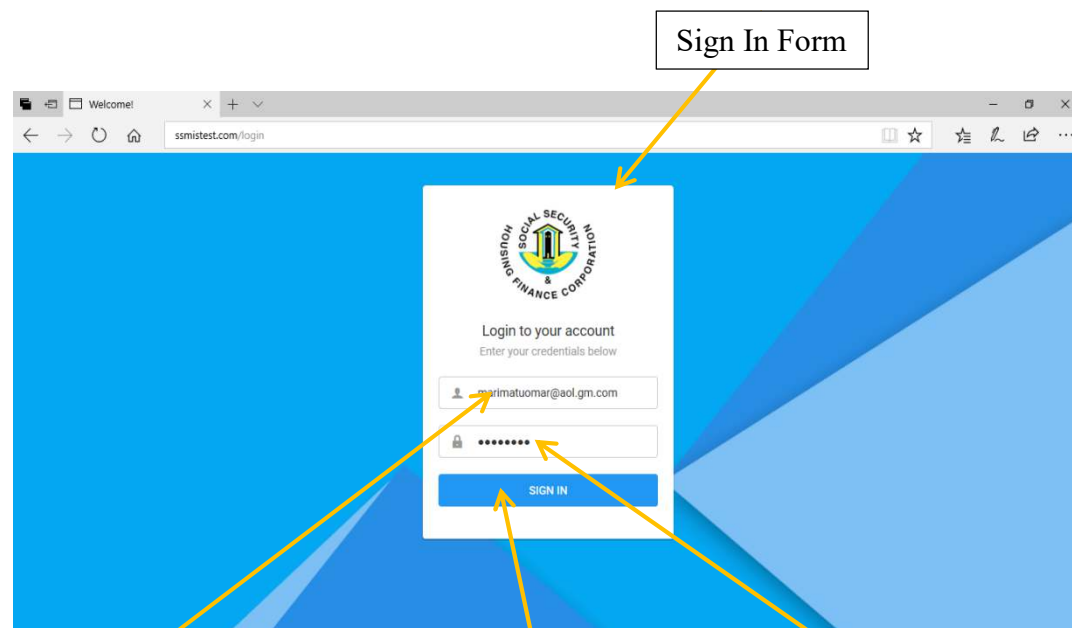


Figure 3

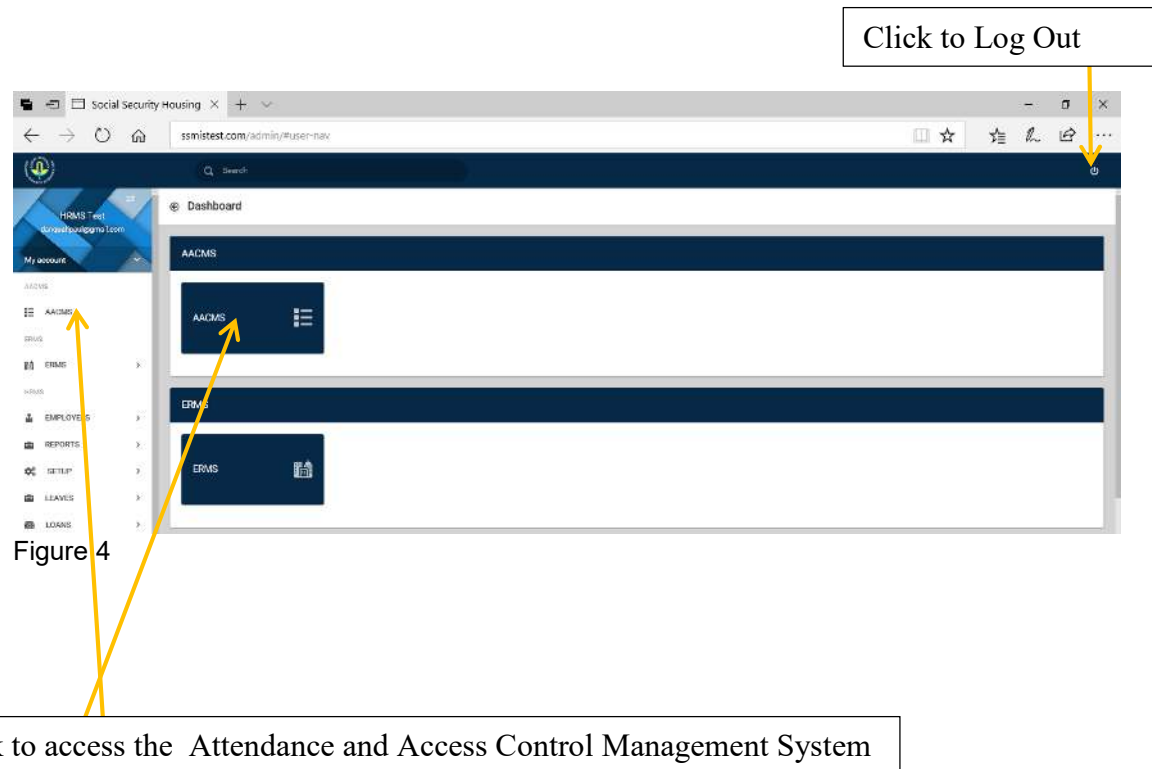
Enter Email Address Here

Click to Sign In/Log In

Enter Password Here

Upon a successful sign in, a dashboard is displayed as shown in Figure

## Working With The Attendance and Access Control Management System

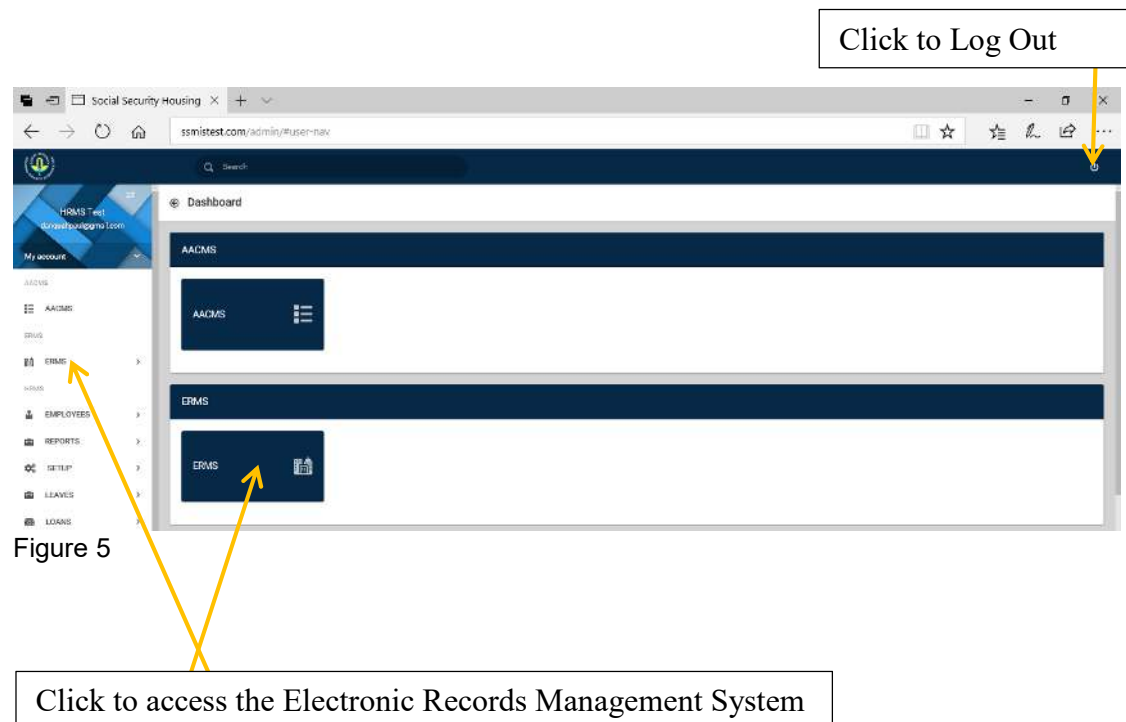


Please refer to the Attendance and Access Control Management System's user manual for details on how to navigate the Attendance and Access Control Management System's user interface.

Type in an address bar/Click <https://sshfc.github.io/docs/1.3/aacms> to access a softcopy of the Attendance and Access Control Management System



## Working With The Electronic Records Management System



Please refer to the Electronic Records Management System's user manual for details on how to navigate the Electronic Records Management System's user interface.

The Human Resource Management System’s Setup

Upon a successful sign in, click to access/view/edit/add/delete HR arrangements.

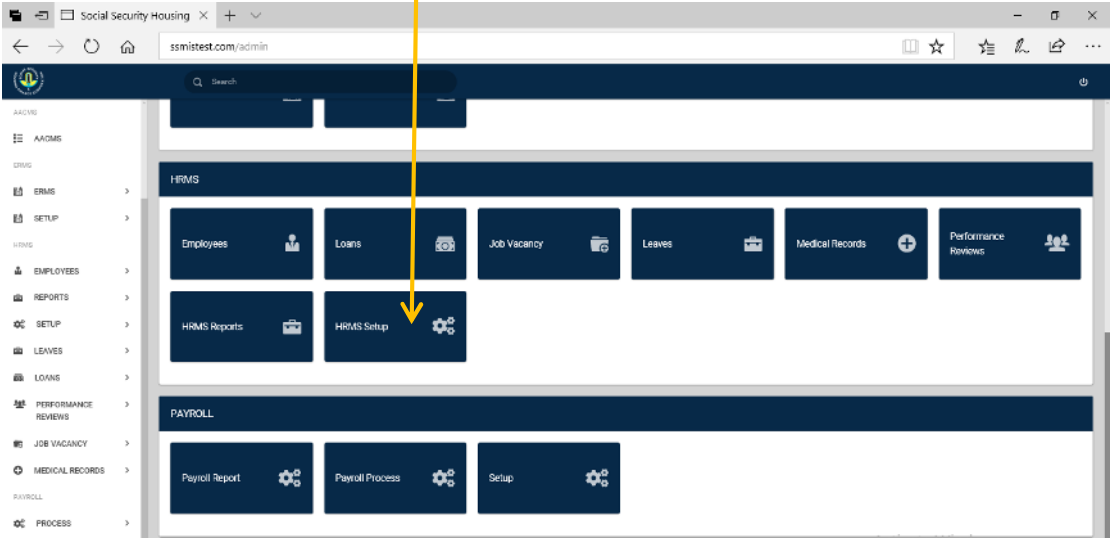


Figure 6

A page containing all human resource arrangements is displayed as shown in Figure

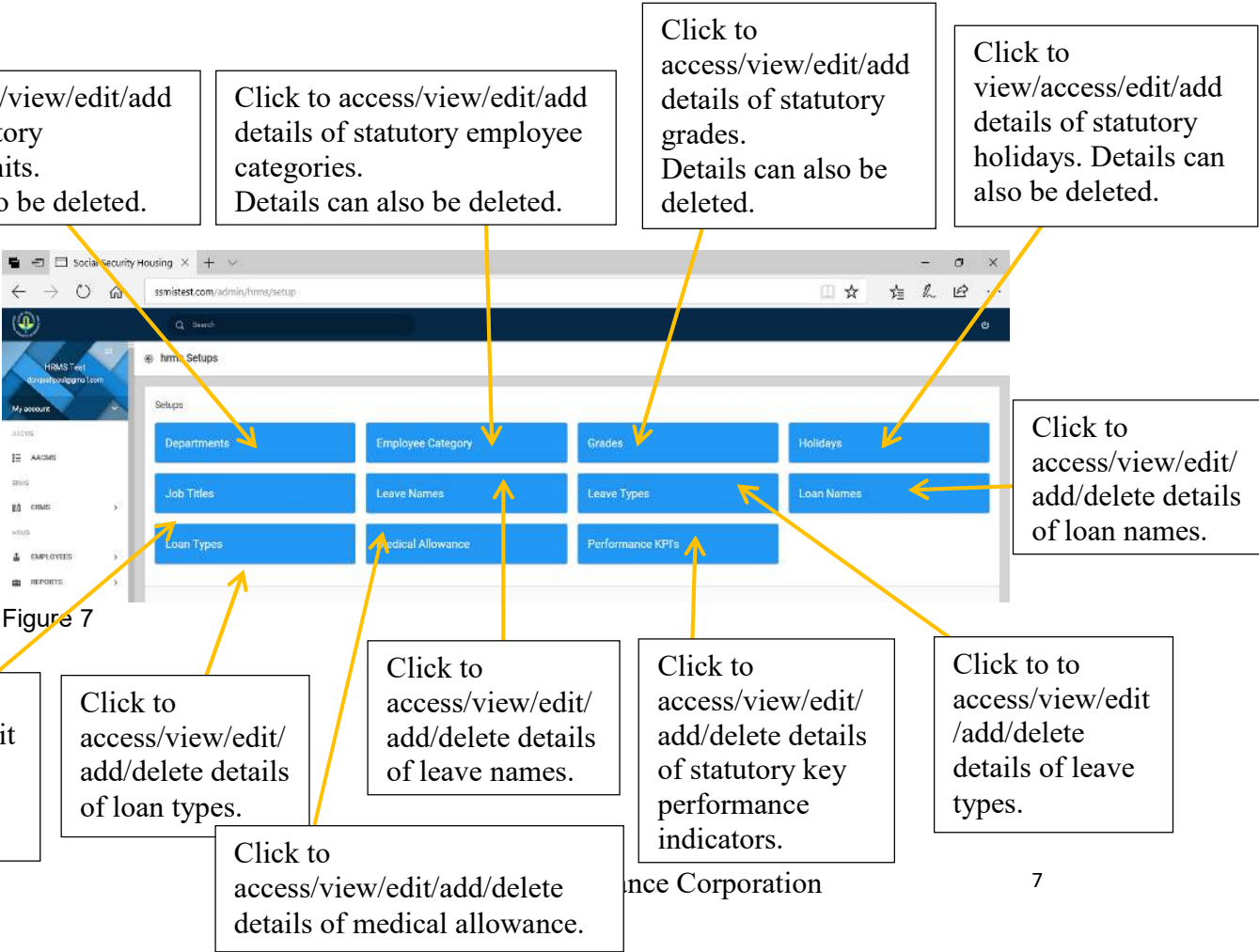


Figure 7

- **Departments**

Clicking on the departments button to access/view/edit/add/delete details of statutory departments/units opens a table as shown in Figure .

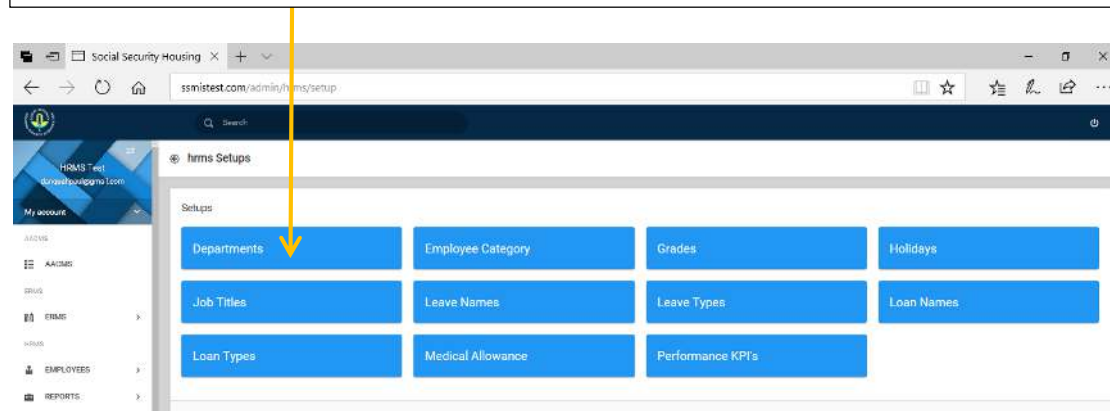


Figure 8

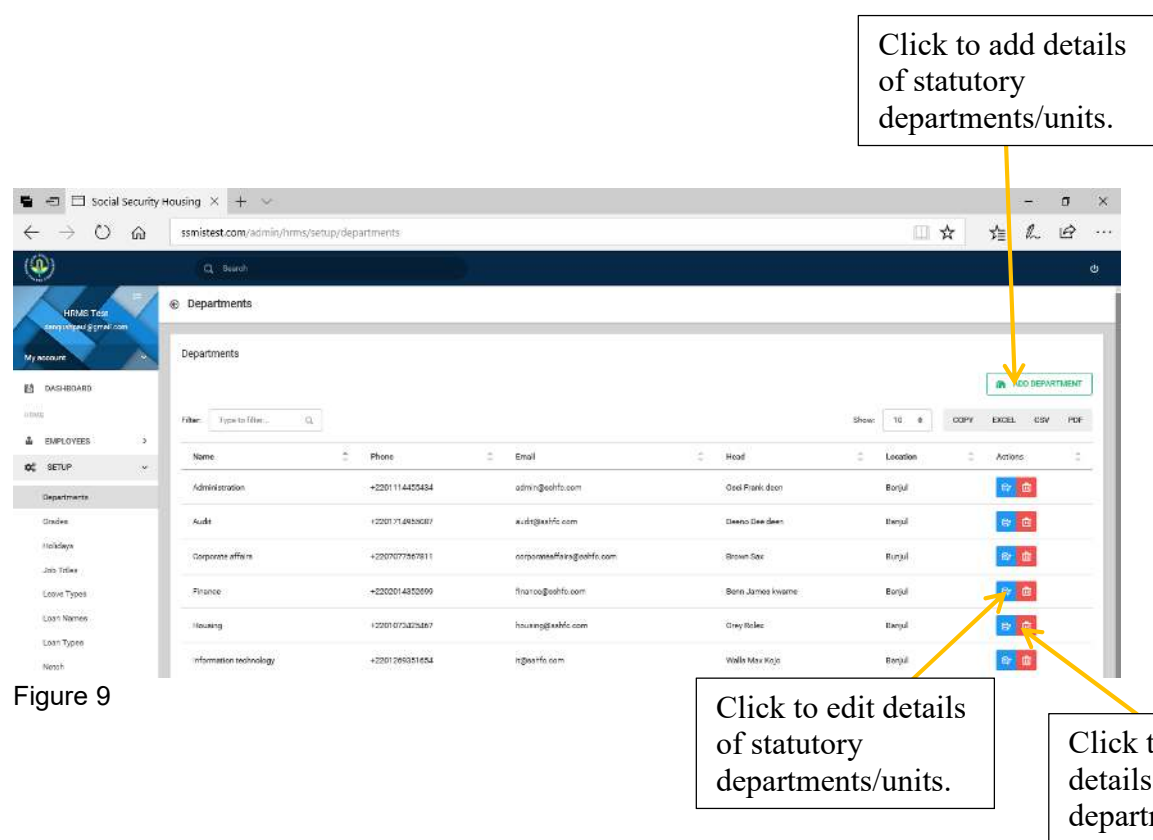


Figure 9

Clicking to add/edit details of statutory departments/units opens a form as shown in Figure .

When adding/editing a department's details,

information for fields marked with \* must be provided

The screenshot shows a web browser window with the URL `ssmistest.com/admin/hrms/setup/newDepartment`. The page title is "Add Departments". On the left is a sidebar menu with options: DASHBOARD, EMPLOYEES, SETUP, LOANS, and JOB VACANCY. The main content area contains a form with the following fields: "Name\*" (text input), "Phone\*" (text input), "Location\*" (text input), "Head\*" (dropdown menu with "Select an option"), "Email\*" (text input), and "Description\*" (text area). At the bottom right of the form are two buttons: "BACK TO LIST" and "SUBMIT".

Figure 10

Click to return to list without submitting added/edited information.

Click to submit an edited/added department's detail.

## Filtering And Exporting Department Details

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download details of departments as Excel files.

Allows users download details of departments as PDF files.

Allows users download details of departments as Comma Separated Values files.

Type the name of a department/first few letters of a department's name/the name of a head of department/first few letters of the name of a department's head/a department's assigned email address/first few characters of a department's assigned email address/a department's location/first few letters of a department's location/a department's assigned phone number/first few characters of a department's assigned phone number to search details of a department.

The screenshot shows the 'Departments' page in the HRMS Setup. The page has a sidebar with navigation links: DASHBOARD, EMPLOYEES, SETUP, and a sub-menu for SETUP including Departments, Grades, Holidays, Job Titles, Leave Types, Loan Names, and Loan Types. The main content area displays a table of departments with columns: Name, Phone, Email, Head, Location, and Actions. The table lists three departments: Administration, Finance, and Housing. Above the table is a search filter labeled 'Filter' with a dropdown menu set to 'In'. To the right of the table, there are buttons for 'ADD DEPARTMENT', 'COPY', 'EXCEL', 'PDF', and 'CSV'. A dropdown menu is open next to the 'SHOW' button, showing options for 10, 25, 50, and 100 rows. Arrows from the text boxes point to these specific UI elements: the search filter, the 'SHOW' dropdown, the 'COPY' button, the 'EXCEL' button, the 'PDF' button, and the 'CSV' button.

Name	Phone	Email	Head	Location	Actions
Administration	+2201114455434	admin@sshfco.com	Col Frank doon	Banjul	[Copy] [Excel] [PDF] [CSV]
Finance	+2202012352969	finance@sshfco.com	Benet James Iovonne	Banjul	[Copy] [Excel] [PDF] [CSV]
Housing	+2201075475467	housing@sshfco.com	Grey Riley	Banjul	[Copy] [Excel] [PDF] [CSV]
Information technology	+2201265951554	it@sshfco.com	Wallo Max Kijo	Banjul	[Copy] [Excel] [PDF] [CSV]

Figure 11

- **Employee Category**

Clicking on the employee category button to access/view/edit/add/delete details of statutory employee categories opens a table as shown in Figure .

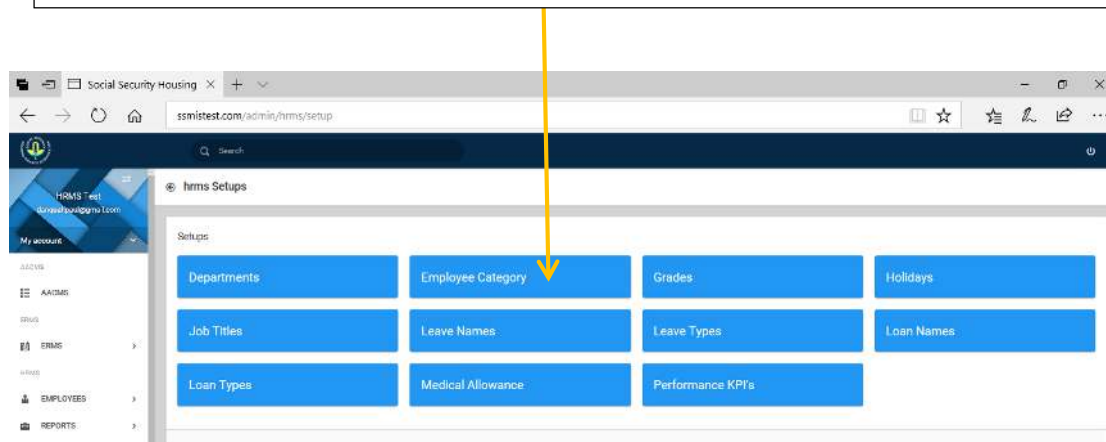


Figure 12

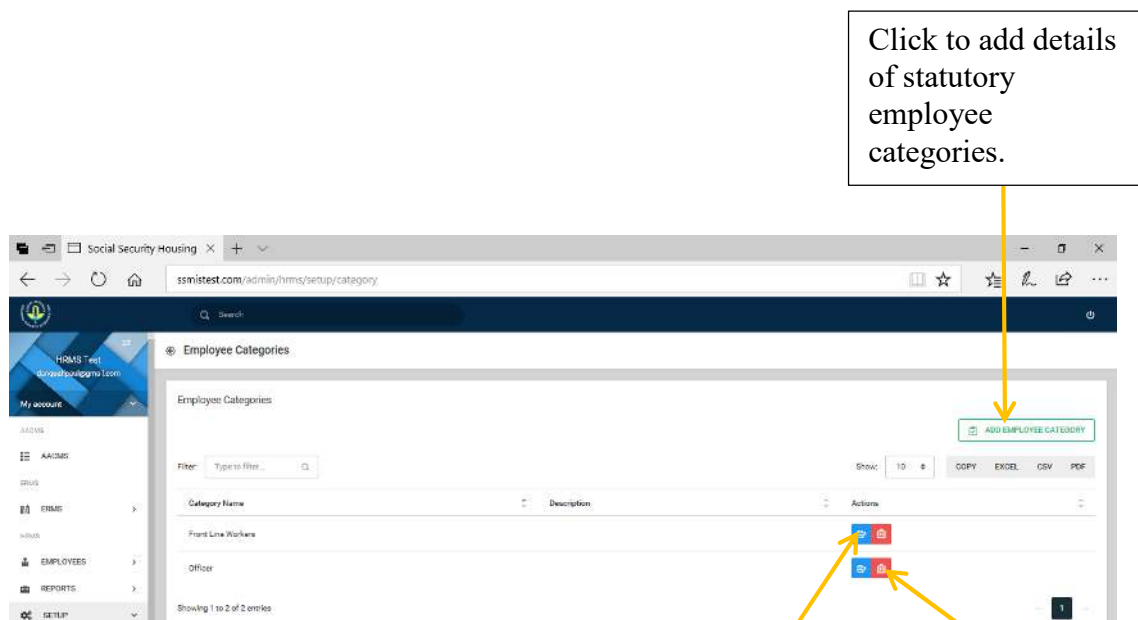


Figure 13

Clicking to add/edit details of statutory employee categories open

Click to edit details of statutory employee categories.

Click to delete details of statutory employee categories.

a form as shown in Figure .  
When adding/editing details of an employee category,  
information for fields marked with \* must be provided.

The screenshot shows a web browser window with the URL `ssmtest.com/admin/hrms/setup/newCategory`. The page title is "Employee Categories". The main content area is titled "Add Employee Category" and contains two input fields: "Name\*" and "Description". The "Name\*" field is required, as indicated by the asterisk. Below the input fields are two buttons: "BACK TO LIST" and "SUBMIT".

Figure 14

Click to return to list without  
submitting added/edited  
information.

Click to  
submit details  
of an  
edited/added  
employee  
category.

## Filtering And Exporting Details Of Employee Categories

The screenshot displays the 'Employee Categories' page in a web application. The page includes a sidebar with navigation links (HOME, ACCOUNTS, GROUPS, EMPLOYEES, REPORTS) and a main content area. The main area has a search bar, a table with columns 'Category Name' and 'Description', and an 'Actions' column. A dropdown menu is open for the 'Show' button, displaying options: 10, 25, 50, and 100. The 'Export' button is also visible, with a dropdown menu showing options: COPY, EXCEL, CSV, and PDF. The page status at the bottom indicates 'Showing 1 to 1 of 1 entries (filtered from total entries)'.

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download details of employee categories as Excel files.

Allows users download details of employee categories as PDF files.

Allows users download details of employee categories as Comma Separated Values files.

Type an employee category name/an employee category description/first few letters of an employee category name/first few letters of an employee category description to search details of employee categories.

Figure 15



- **Grades**

Clicking on the grades button to access/view/edit/add/delete details of statutory grades open a table as shown in Figure .

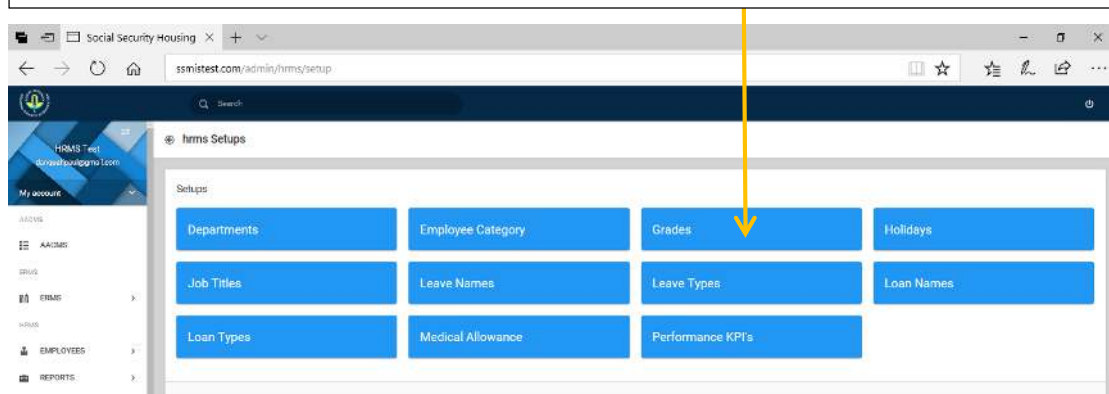


Figure 16

Click to  
add  
employee  
grade.

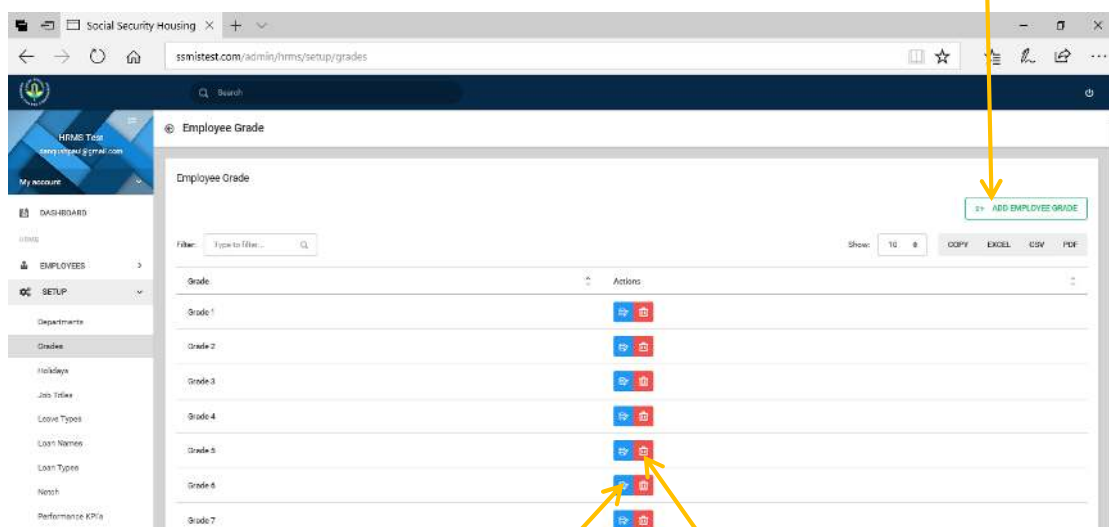


Figure 17

Click to  
edit  
employee  
grade.

Click to  
delete  
employee  
grade.

Clicking to add/edit employee grades  
open a form as shown in Figure .

When adding/editing employee grades,  
information for fields marked with \* must be provided.

The screenshot shows a web browser window with the URL 'ssmtest.com/admin/hrms/setup/newGrade'. The page title is 'Add Employee Grade'. On the left is a sidebar with a logo and navigation links: 'My Account', 'DASHBOARD', 'EMPLOYEES', and 'SETUP'. The main content area has a heading 'Add Employee Grade' and a form with a single text input field labeled 'Grade Number\*'. At the bottom right of the form are two buttons: 'BACK TO LIST' and 'SUBMIT'.

Figure 18

Click to return to list without  
submitting added/edited  
information.

Click to  
submit an  
edited/added  
employee  
grade.

## Filtering And Exporting Information On Employee Grades

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download employee grades as an Excel file.

Allows users download employee grades as a PDF file.

Allows users download employee grades as a Comma Separated Values file.

Type a grade number to search.

The screenshot shows a web application interface for managing employee grades. The left sidebar contains a navigation menu with options like DASHBOARD, EMPLOYEES, and SETUP. The main content area is titled 'Employee Grade' and features a search bar, a table of grade levels (Grade 1 to Grade 7), and a table of actions (Add, Edit, Delete). A dropdown menu is open for the 'Show' column, displaying options for 10, 25, 50, and 100 rows. The 'EXPORT' button is also visible, with a tooltip indicating it allows downloading grades as a Comma Separated Values file. The 'COPY' button is also visible, with a tooltip indicating it allows copying displayed rows to the clipboard. The 'EXCEL' button is also visible, with a tooltip indicating it allows downloading grades as an Excel file. The 'PDF' button is also visible, with a tooltip indicating it allows downloading grades as a PDF file. The 'ADD EMPLOYEE GRADE' button is also visible.

Figure 19

- **Holidays**

Clicking on the holidays button to access/view/edit/add/delete details of statutory holidays open a table as shown in Figure .

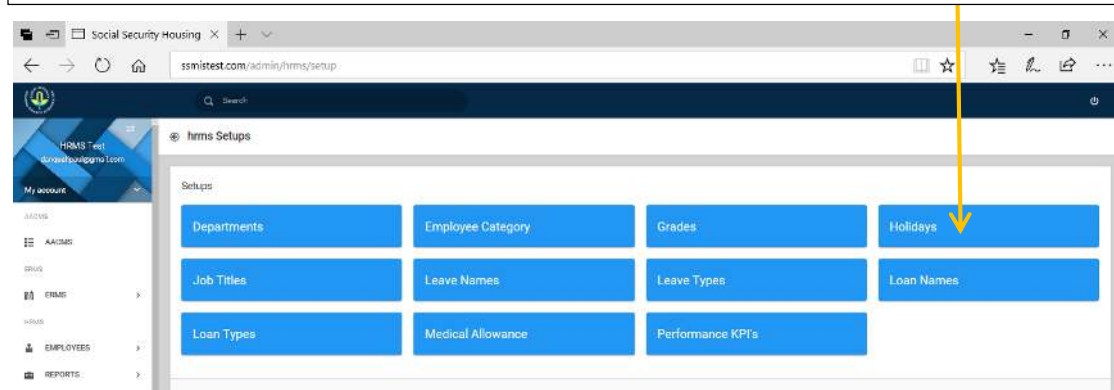


Figure 20

Click to add details of a new statutory holiday.

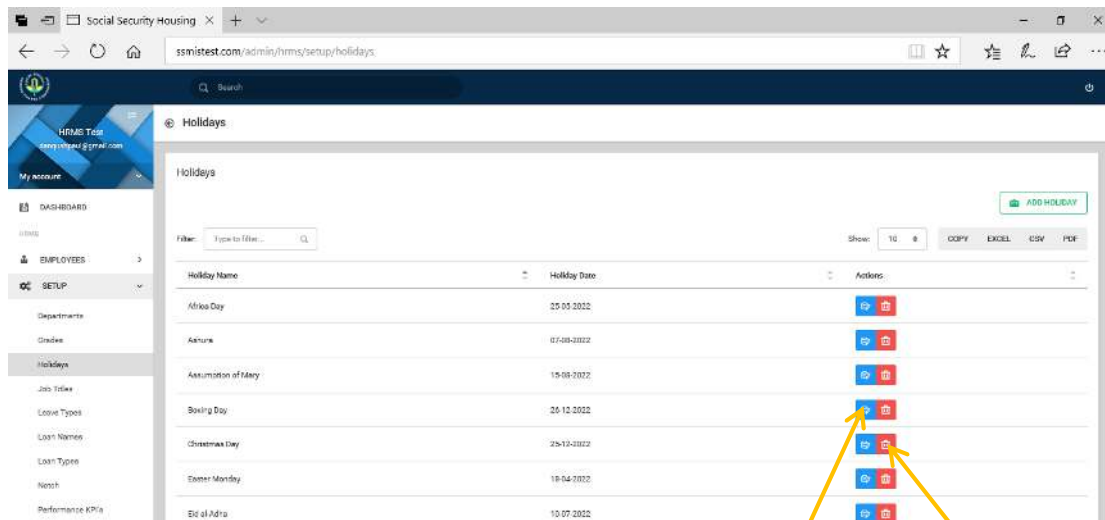


Figure 21

Click to edit details of a statutory holiday.

Click to delete details of a statutory holiday.

Clicking to add/edit details of statutory holidays open a form as shown in Figure .

When adding/editing details of statutory holidays, information for fields marked with \* must be provided.

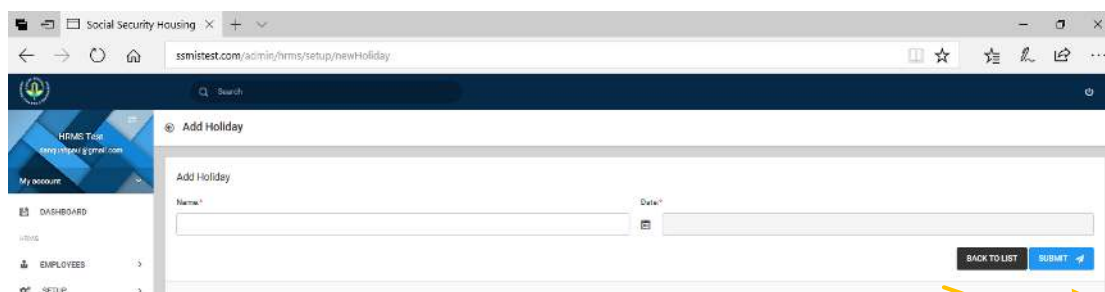


Figure 22

Click to return to list without submitting added/edited information.

Click to submit details of an edited/added statutory holiday.

Filtering And Exporting Information On Statutory Holidays

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download details of a statutory holidays as an Excel file.

Allows users download details of a statutory holidays as a PDF file.

Allows users download details of a statutory

Type the name of a statutory holiday/first few letters of the name of a statutory holiday/date of a statutory holiday to search for its

Soci Corporation

The screenshot shows the 'Holidays' management interface. It includes a search bar, a table of holidays, and action buttons for filtering, copying, and exporting. Annotations with yellow arrows point to specific features: a dropdown menu for row counts (10, 20, 100), a 'COPY' button, an 'EXCEL' export button, a 'PDF' export button, a search input field, and a text box for holiday details.

Holiday Name	Holiday Date	Actions
Eid al Adha	10-07-2022	[Filter] [Copy] [Excel] [PDF]
Eid al Fitr	02-08-2022	[Filter] [Copy] [Excel] [PDF]

Showing 1 to 2 of 2 entries (Filtered from 13 total entries)

Figure 23

- **Job Titles**

Clicking on the job titles button to access/view/edit/add/delete details of job titles open a table as shown in Figure .

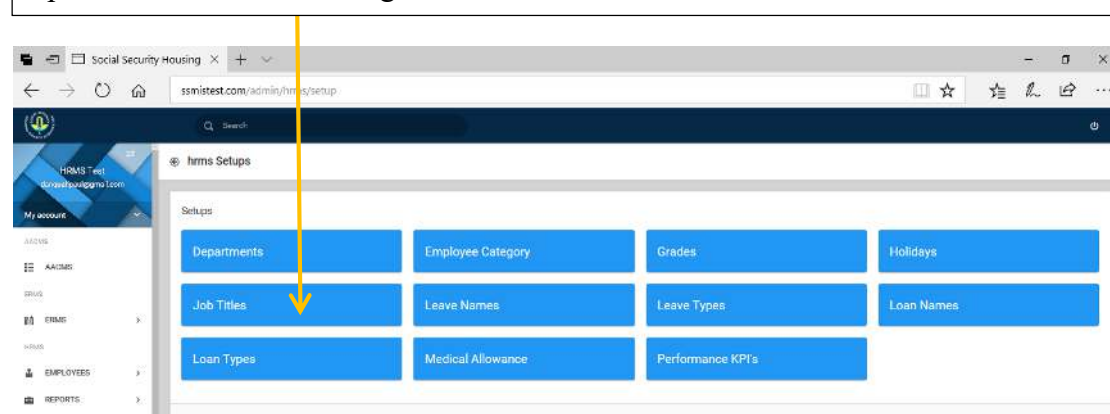


Figure 24

Click to add details of a new job title.

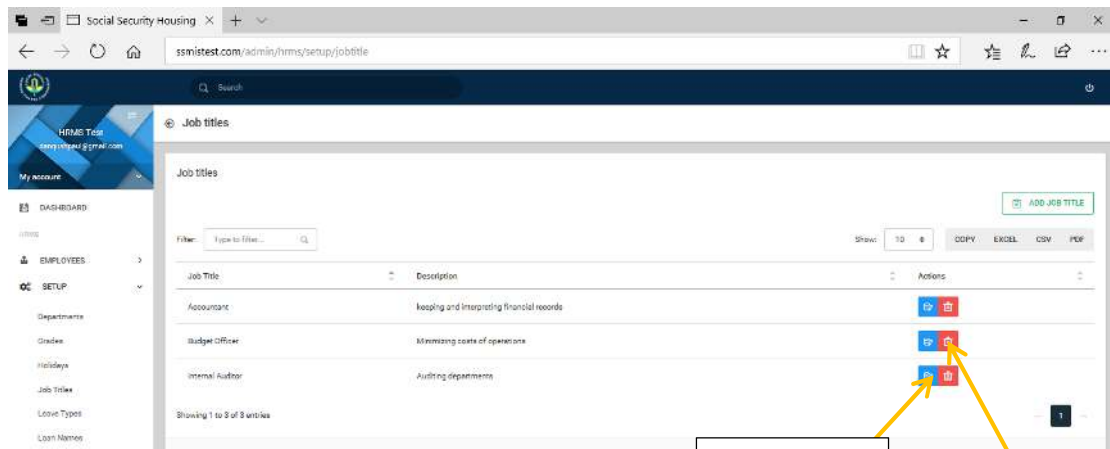


Figure 25

Click to  
edit details  
of job  
titles.

Click to  
delete  
details of  
job titles.

Clicking to add/edit details of job titles  
open a form as shown in Figure .

When adding/editing details of job titles,  
information for fields marked with \* must be provided.

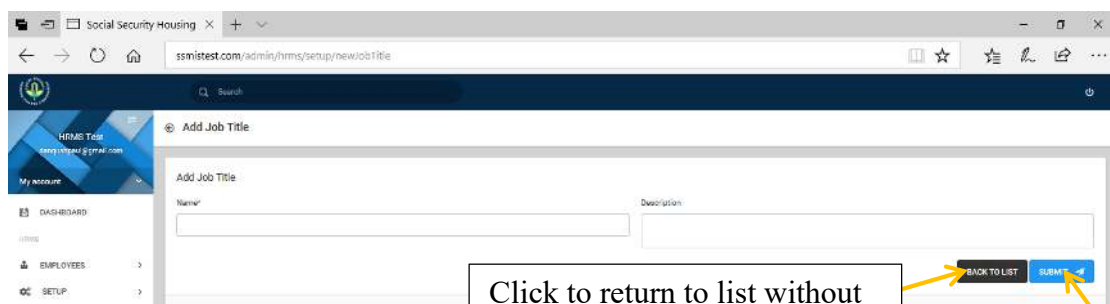
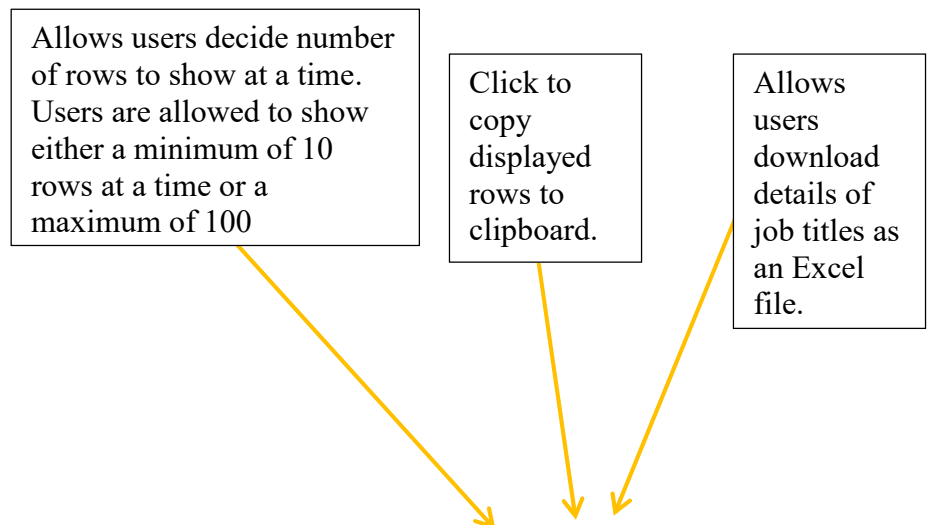


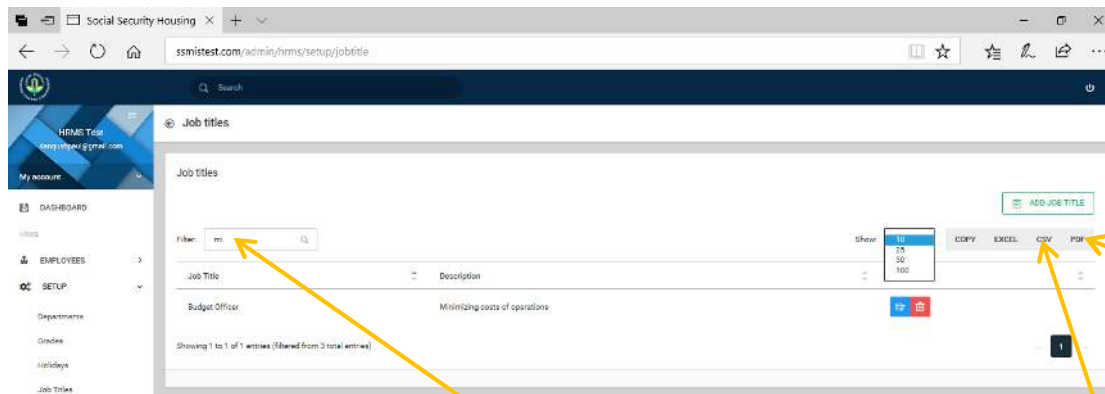
Figure 26

Click to return to list without  
submitting added/edited  
information.

Click to  
submit details  
of an  
edited/added  
job title.



**Filtering And Exporting Information On Job Titles**



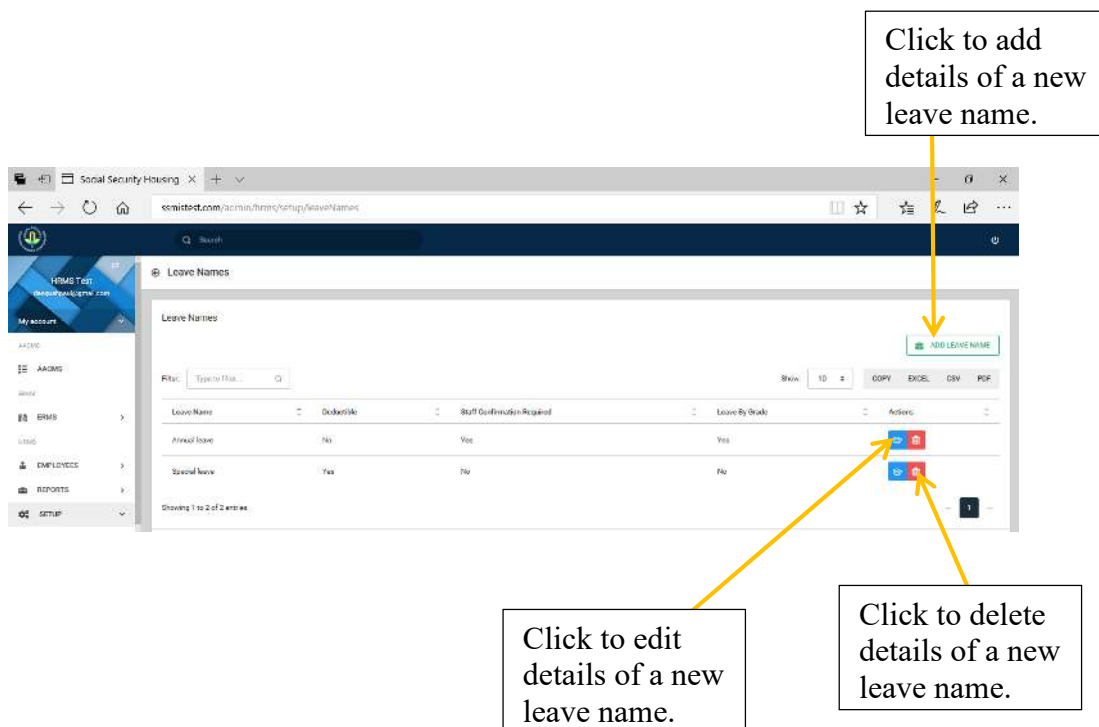
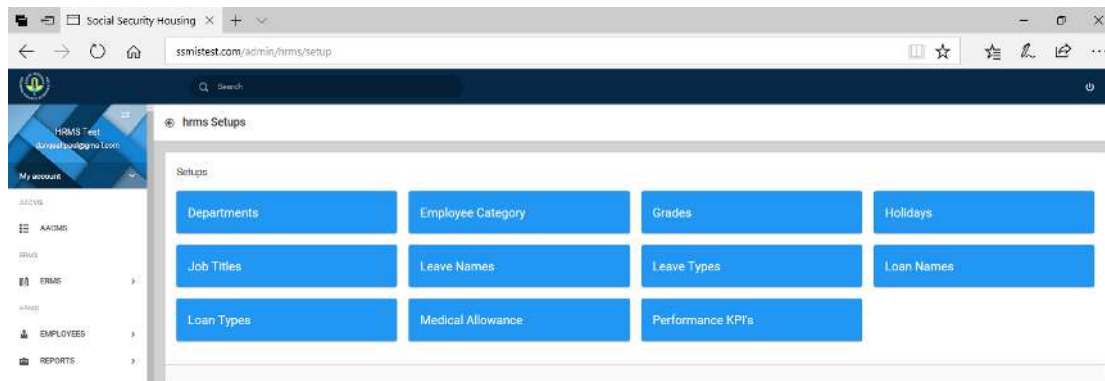
Allows users download details of job titles as a PDF file.

Type a job title/ first few letters of a job title/a job description/first few letters of a job description to search for a job title.

Allows users download details of job titles as a Comma Separated Values file.

- **Leave Names**

Clicking on the leave names button to access/view/edit/add/delete details of leave names open a table as shown in Figure .



Clicking to add/edit details of leave names open a form as shown in Figure .  
When adding/editing details of leave names, information for fields marked with \* must be provided.

Click to return to list without submitting added/edited information.

Click to submit details of an edited/added leave name.

**Filtering And Exporting Information On Leave Names**

The screenshot shows the 'Leave Names' page in the HRMS system. The page includes a search bar, a table of leave names, and a 'SHOW' dropdown menu. The table has columns for 'Leave Name', 'Deductible', 'Staff Confirmation Required', and 'Leave By Grade'. The 'SHOW' dropdown menu is open, showing options for 10, 25, 50, and 100 rows. The 'EXPORT' button is also visible, with options for EXCEL, CSV, and PDF.

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download details of leave names as an Excel

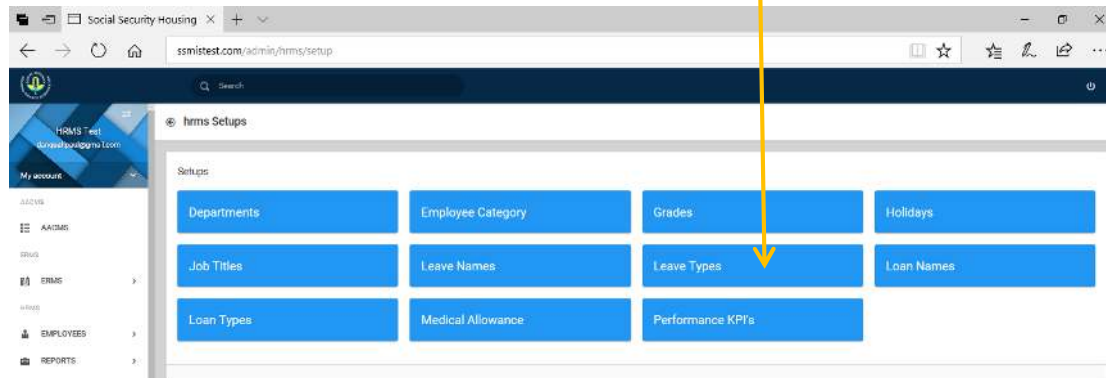
Allows users download details of leave names as a PDF file.

Allows users download details of leave names as a Comma Separated Values file.

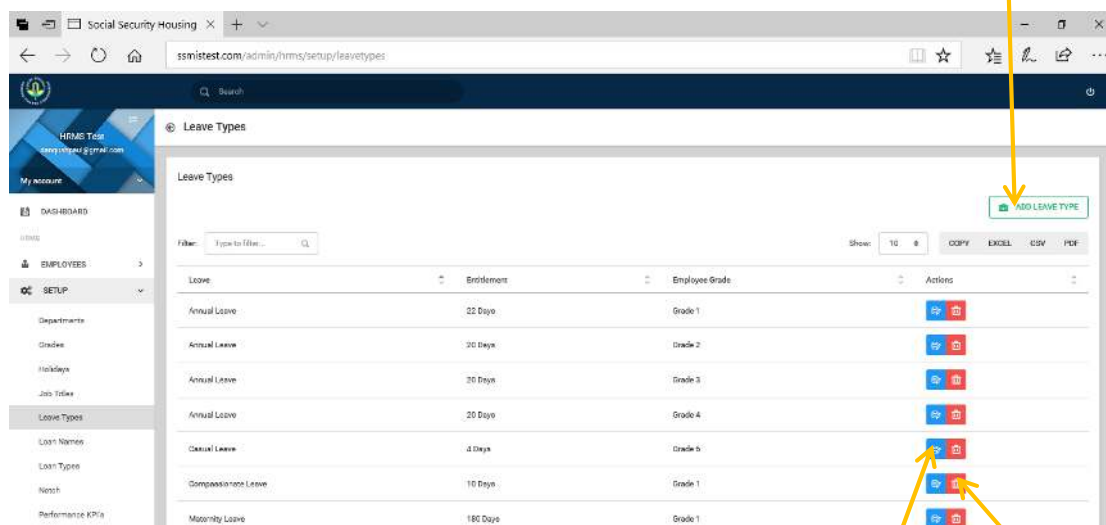
Type a leave name/first few letters of a leave name to search details of a leave name.

- **Leave Types**

Clicking on the leave types button to access/view/edit/add/delete details of leave types open a table as shown in Figure .



Click to add details of a new leave type.



Click to edit details of a leave type.

Click to delete details of a leave type.

Clicking to add/edit details of a leave type opens a form as shown in Figure .

When adding/editing details of a leave type, information for fields marked with \* must be provided.

The screenshot shows a web browser window with the URL `ssmitest.com/admin/hrms/setup/newLeaveTypes`. The page title is "Add Leave Type". On the left is a sidebar menu with options: DASHBOARD, EMPLOYEES, SETUP, and LOANS. The main content area contains the "Add Leave Type" form with the following fields:

- Name\***: A text input field with a dropdown arrow, currently showing "Select an Option".
- Grade\***: A text input field with a dropdown arrow, currently showing "Select an option".
- Days Entitled\***: A text input field.

At the bottom right of the form are two buttons: "BACK TO LIST" (black) and "SUBMIT" (blue). Yellow arrows point from these buttons to callout boxes below the form.

Click to return to list without submitting added/edited information.

Click to submit details of an edited/added leave type.

## Filtering And Exporting Leave Types

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download details of leave types as an Excel file.

Allows users download details of leave types as a PDF file.

Allows users download details of leave types as a Comma Separated Values file.

Type in a type of leave/first few letters of a type of leave/days entitled for a type of leave/employee grade to search details of leave types.

The screenshot shows the 'Leave Types' management page in the HRMS system. The interface includes a sidebar with navigation options like Dashboard, Employees, Setup, Departments, Grades, Holidays, and Job Titles. The main content area displays a table of leave types with columns for Leave, Entitlement, and Employee Grade. A search filter is present at the top of the table. Annotations with arrows point to specific features: a dropdown menu for row selection (10, 20, 50, 100), a 'COPY' button, an 'EXCEL' button, a 'PDF' button, a 'CSV' button, and the search filter input field.

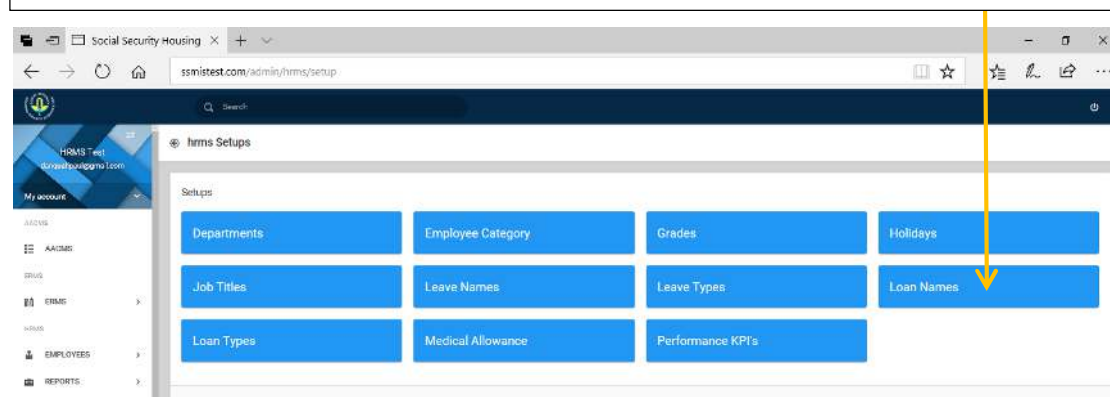
Leave	Entitlement	Employee Grade
Casual Leave	4 Days	Grade 6
Study Leave	1401 Days	Grade 1

(Showing 1 to 2 of 2 entries (filtered from 11 total entries))

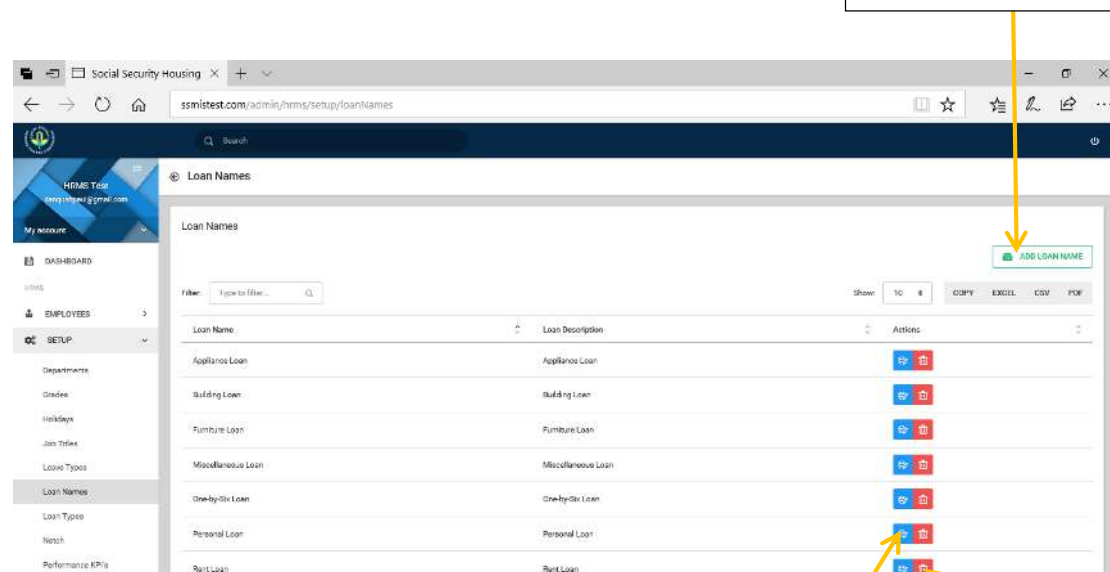


- **Loan Names**

Clicking on the loan names button to access/view/edit/add/delete details of loan names open a table as shown in Figure .



Click to add details of a new loan name.

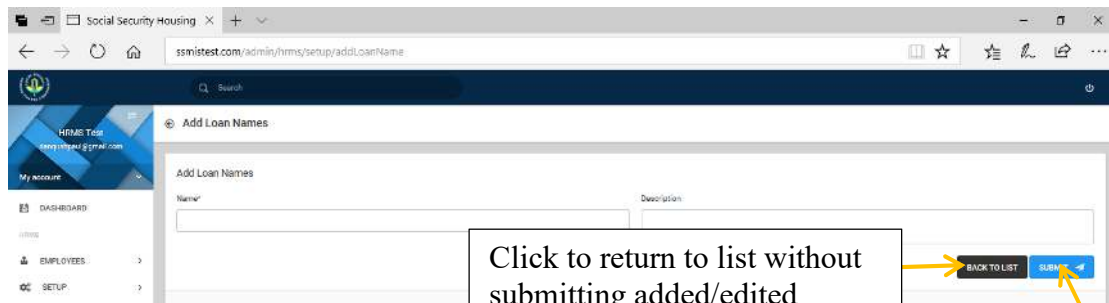


Click to edit details of a loan name.

Click to delete details of a loan name.

Clicking to add/edit details of loan names open a form as shown in Figure .

When adding/editing details of loan names, information for fields marked with \* must be provided.



Click to return to list without submitting added/edited information.

Click to submit details of an edited/added loan name.

**Filtering And Exporting Information On Loan Names**

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download details of loan names as an Excel file.

Allows users download details of loan names as a PDF file.

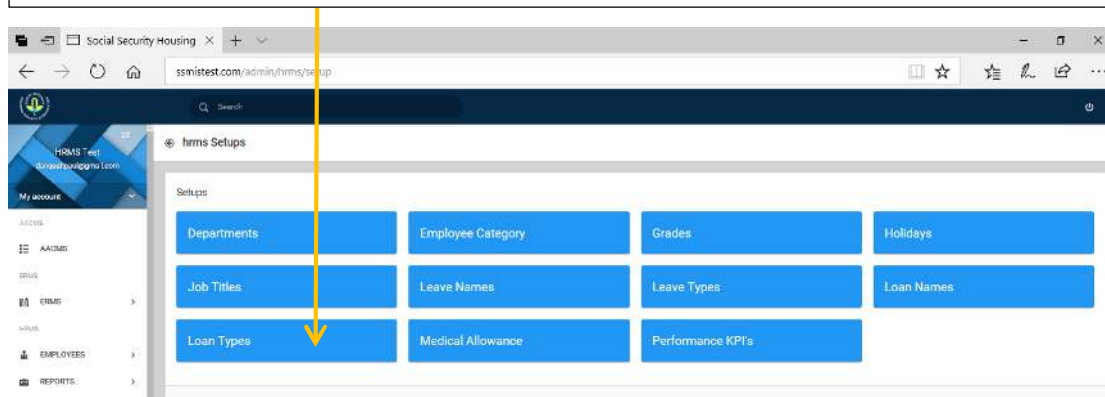
Allows users download details of loan names as a Comma Separated Values file.

Type a loan name/first few letters of a loan name/a loan description to search details of a loan name.

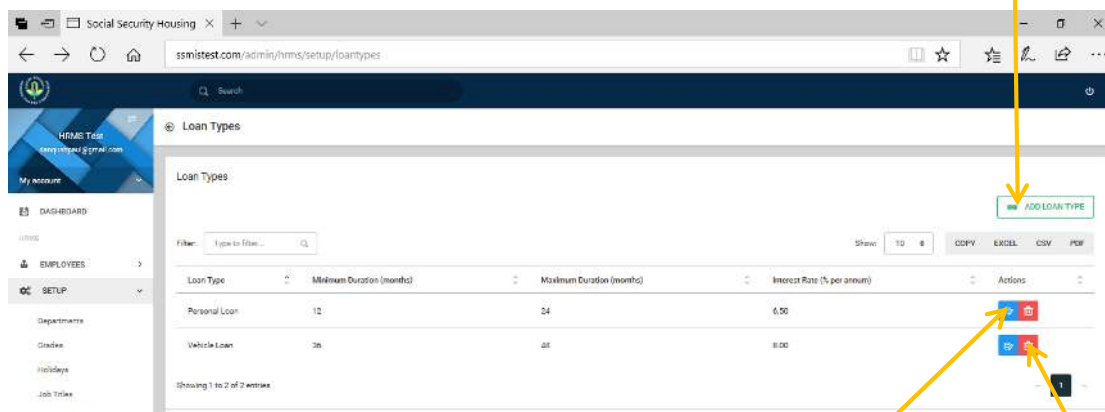
Loan Name	Loan Description
Furniture Loan	Furniture Loan
Personal Loan	Personal Loan
Rent Loan	Rent Loan
Vehicle Insurance Loan	Vehicle Insurance Loan

- **Loan Types**

Clicking on the loans types button to access/view/edit/add/delete details of loan types open a table as shown in Figure .



Click to add details of a new loan type.



Click to edit details of a loan type.

Click to delete details of a loan type.

Clicking to add/edit details of loan types open a form as shown in Figure .

When adding/editing details of loan types, information for fields marked with \* must be provided.

The screenshot shows a web browser window with the URL `ssmistest.com/admin/hrms/setup/newLoanTypes`. The page title is "Add Loan Type". The form contains the following fields:

- Name: A dropdown menu with "Select an option".
- Interval Rate: A text input field.
- Minimum Duration (months): A text input field.
- Maximum Duration (months): A text input field.
- Loan Deductibility Status: A dropdown menu with "Select an option".

At the bottom right of the form, there are two buttons: "BACK TO LIST" (highlighted with a yellow arrow) and "SUBMIT" (highlighted with a yellow arrow). A callout box points to the "BACK TO LIST" button with the text: "Click to return to list without submitting added/edited information."

Click to submit details of an edited/added loan type.

## Filtering And Exporting Information On Loan Types

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download details of loan types as a Excel file.

Allows users download details of loan types as a PDF file.

Type a loan name/first few letters of a loan name/minimum duration in months/maximum duration in months/interest rate in percentage per anum to search details of loan types.

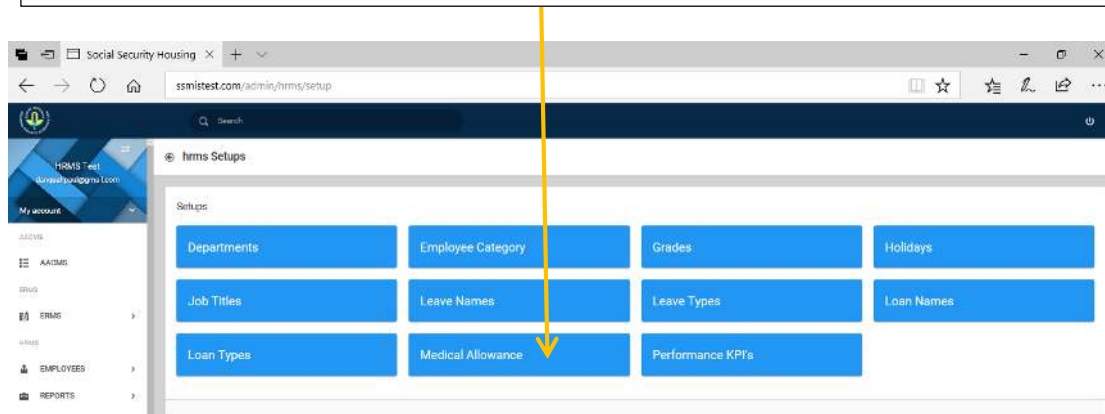
Allows users download details of loan types as a Comma Separated Values file.

The screenshot shows a web application interface for managing loan types. The browser address bar displays 'ssmistest.com/admin/hrms/setup/loantypes'. The left sidebar contains navigation links: 'My account', 'DASHBOARD', 'EMPLOYEES', 'SETUP', 'Departments', 'Grades', and 'Holidays'. The main content area is titled 'Loan Types' and features a search filter with the letter 'P' entered. Below the filter is a table with columns: 'Loan Type', 'Minimum Duration (months)', 'Maximum Duration (months)', 'Interest Rate (% per annum)', and 'Actions'. A single row is visible: 'Personal Loan' with values 12, 24, and 6.00. The table footer indicates 'Showing 1 to 1 of 1 entries (filtered from 2 total entries)'. On the right side of the table, there are buttons for 'ADD LOAN TYPE', 'COPY', 'EXCEL', 'CSV', and 'PDF'. A dropdown menu is open next to the 'SHOW' button, displaying options: 10, 25, 50, and 100. Yellow arrows point from the callout boxes to these specific UI elements.

Loan Type	Minimum Duration (months)	Maximum Duration (months)	Interest Rate (% per annum)	Actions
Personal Loan	12	24	6.00	[Icons]

- **Medical Allowance**

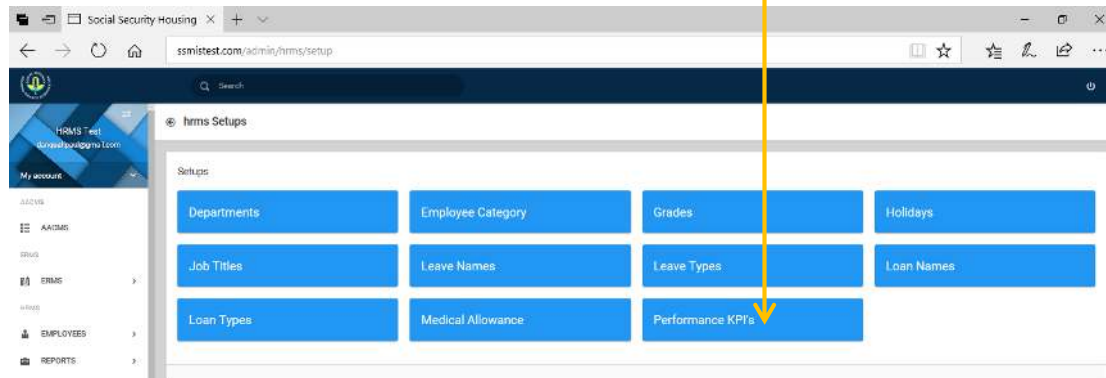
Clicking on the medical allowance button to access/view/edit details of medical allowances open a table as shown in Figure .



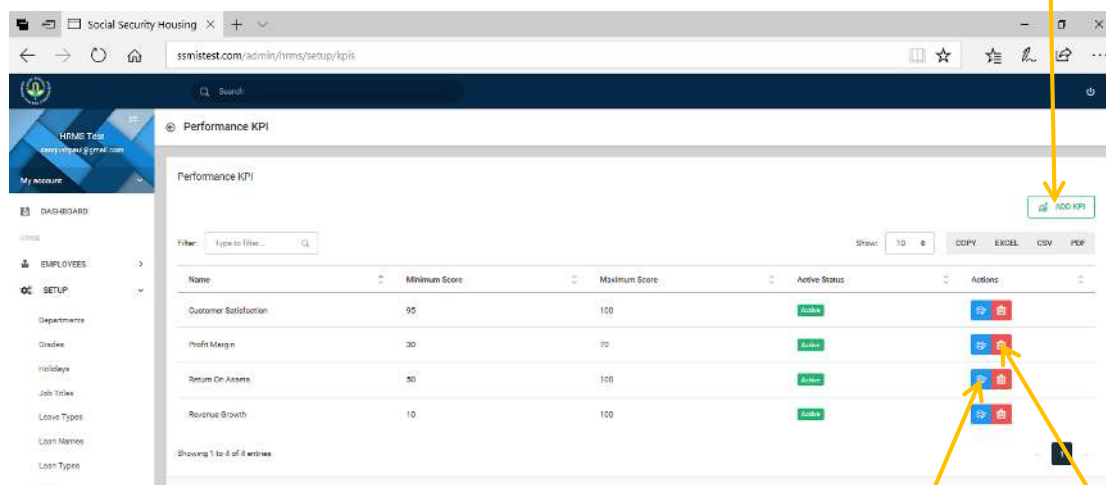
Click to  
edit  
medical  
allowance  
limit.

## ● Performance KPIs

Clicking on the Performance KPIs button to access/view/edit/add/delete details of key performance indicators open a table as shown in Figure .



Click to add details of a new statutory key performance indicator.



Click to edit details of statutory key performance indicators.

Click to delete details of key performance indicators.

Clicking to add/edit details of key performance indicators open a form as shown in Figure .

When adding/editing details of key performance indicators, information for fields marked with \* must be provided.



The screenshot shows a web browser window with the URL `ssmtest.com/admin/hrms/setup/addkpi`. The page title is "Add KPI". On the left is a sidebar menu with options: DASHBOARD, EMPLOYEES, SETUP, LOANS, and JOB VACANCY. The main content area contains the "Add KPI" form with the following fields:

- Name:
- Active Status:
- Minimum Score:
- Maximum Score:
- Notes:

At the bottom right of the form are two buttons: "BACK TO LIST" and "SUBMIT".

Click to return to list without submitting added/edited information.

Click to submit details of an edited/added key performance indicator.

## Filtering And Exporting Information On Key Performance Indexes

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download details of key performance indicators as Excel files.

Allows users download details of key performance indicators as PDF files.

Allows users download details of key performance indicators as a Comma Separated Values file.

Type the name of a key performance indicator/first few letters of the name of a key performance indicator/a minimum score/a maximum score to search for key performance indicators.

The screenshot shows a web application interface for managing Key Performance Indicators (KPIs). The browser address bar shows 'ssmtest.com/admin/hrms/setup/kpis'. The left sidebar contains navigation links: 'My account', 'DASHBOARD', 'EMPLOYEES', and 'SETUP' (with sub-links for Department, Grades, Holidays, Job Titles, and Leave Types). The main content area is titled 'Performance KPI' and features a search filter, a table of KPIs, and export options. The table has columns for Name, Minimum Score, Maximum Score, Active Status, and Actions. Two KPIs are listed: 'Return On Assets' and 'Revenue Growth'. The 'Show' dropdown menu is open, displaying options for 10, 25, 50, and 100 rows. The 'Actions' column for each KPI includes icons for PDF, CSV, and EXCEL exports, as well as a 'COPY' button. A 'ADD KPI' button is located at the top right of the table.

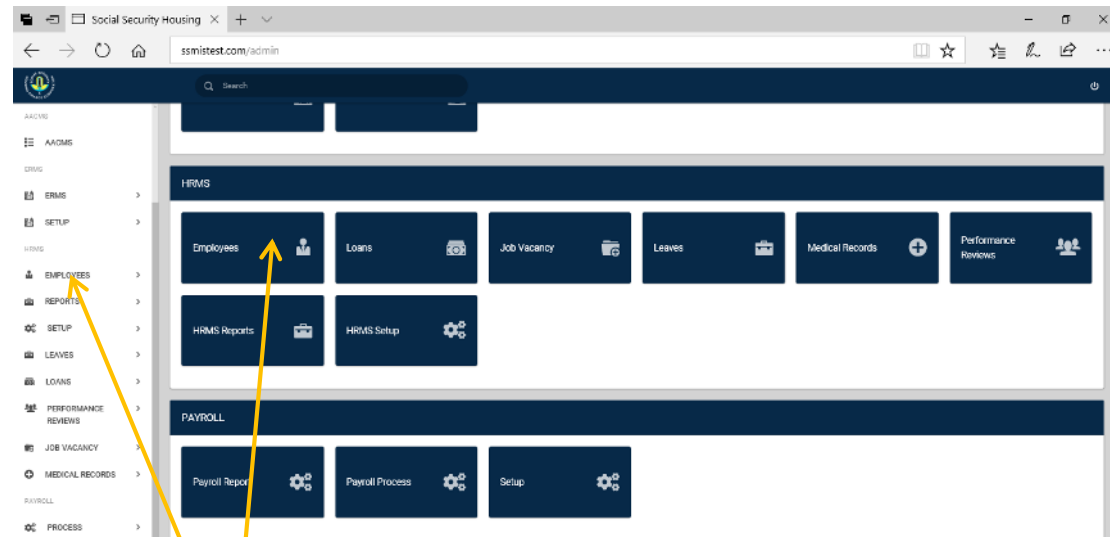
Name	Minimum Score	Maximum Score	Active Status	Actions
Return On Assets	50	100	Active	[PDF] [CSV] [EXCEL] [COPY]
Revenue Growth	10	100	Active	[PDF] [CSV] [EXCEL] [COPY]

Showing 1 to 2 of 2 entries (Filtered from 2 total entries)

## Employee Registration

### Registering An Employee

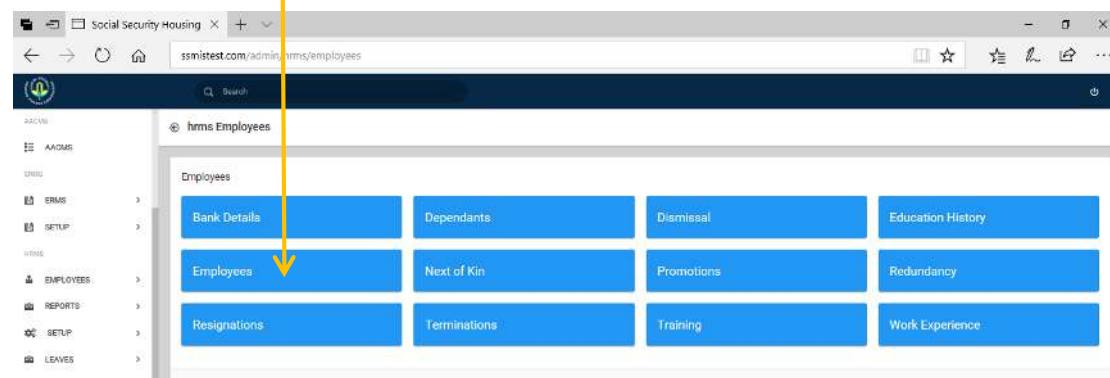
Upon a successful sign in, a dashboard is displayed as shown in Figure .



click to register an employee

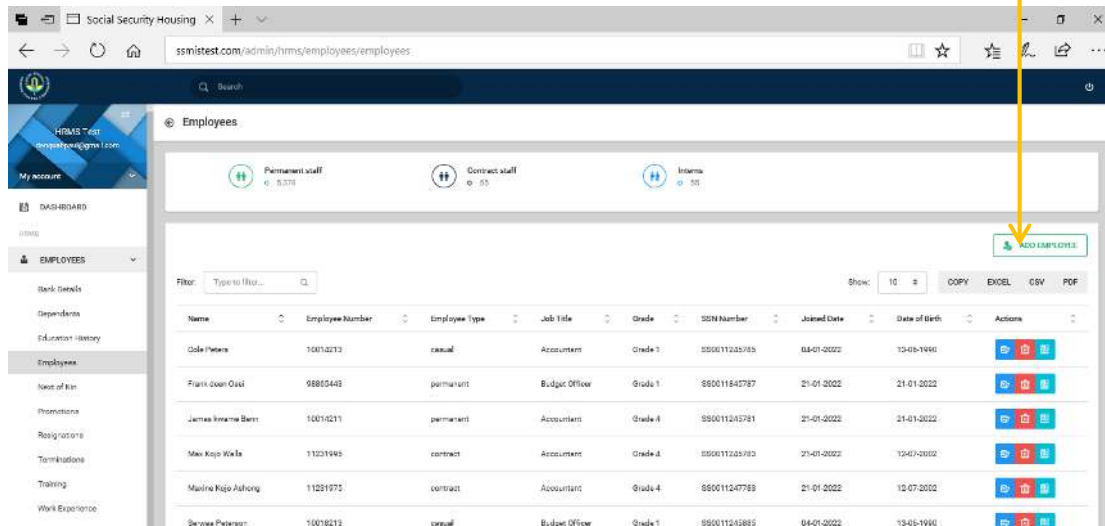
A page is displayed as shown in Figure

click to register an employee



A page is displayed as shown in Figure

click to register (add) an employee



Clicking to register (add) an employee opens a form as shown in Figure .  
When registering/adding an employee, information for fields marked with \* must be provided.

The screenshot shows the 'newEmployee' form. It contains several fields with asterisks indicating required information: Department\*, Job Title\*, Grade\*, SSN Number\*, Active Status\*, Employee Category\*, Date of Employment\*, Commencement Date\*, Photo\*, Confirmation Date\*, and Contract End Date\*. There are dropdown menus for Department, Job Title, Grade, and Employee Category. Text input fields are provided for SSN Number, Date of Employment, Commencement Date, Confirmation Date, and Contract End Date. A 'Photo\*' field has a 'Choose file' button and a 'BROWSE' button. At the bottom right, there are 'BACK TO LIST' and 'SUBMIT' buttons. Yellow arrows point from the text boxes below to the 'BROWSE' button, the 'BACK TO LIST' button, and the 'SUBMIT' button.

Click to upload an employee's image.  
The image must have been saved in JPEG format.

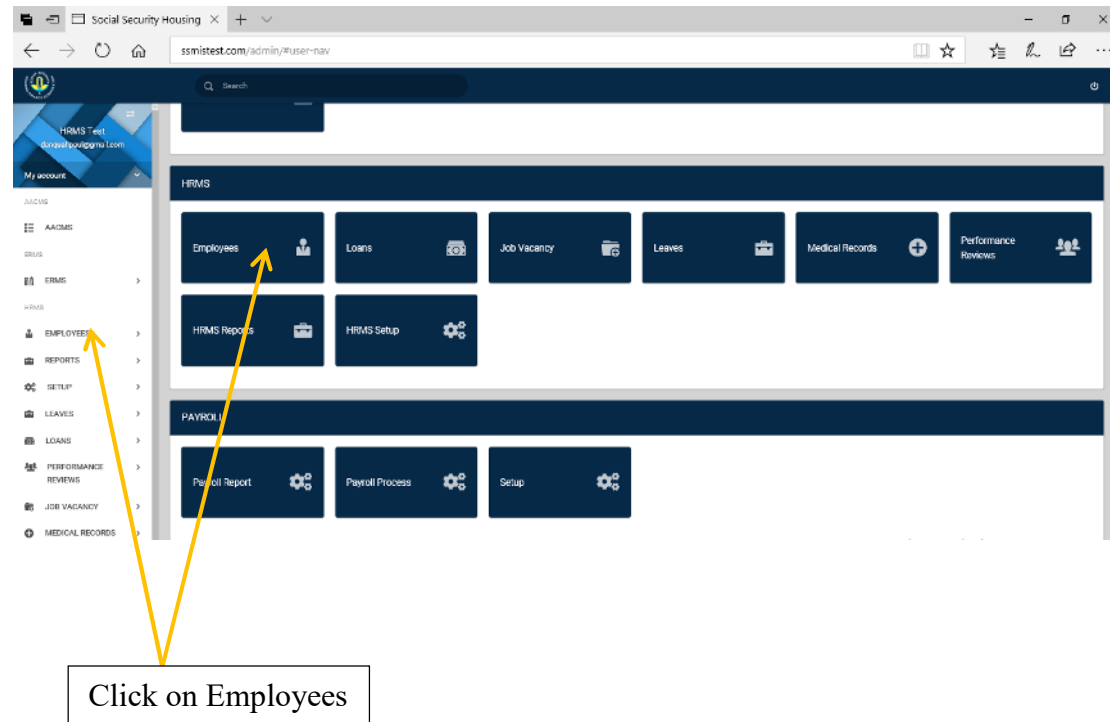
Click to return to list without submitting added information.

Click to submit information of a registered employee.

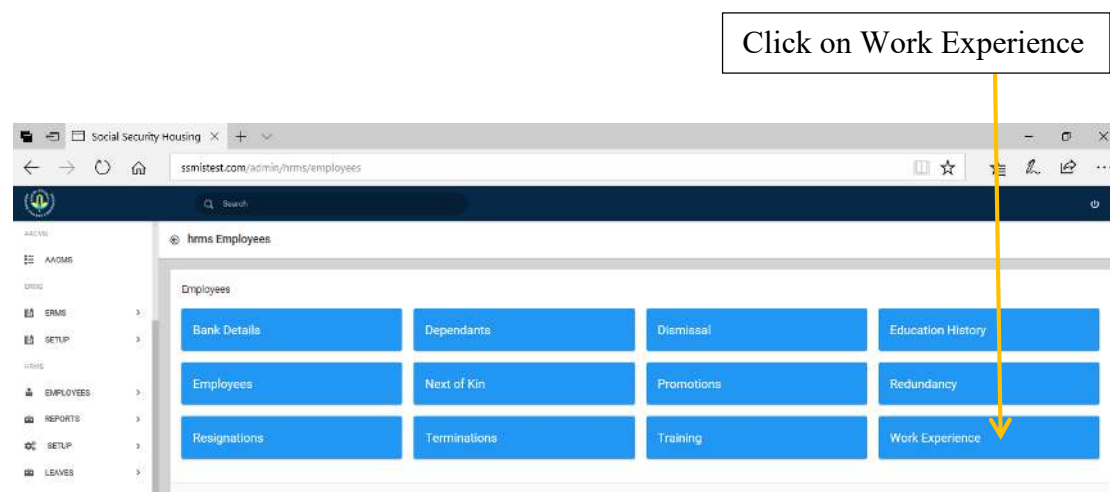
## Work Experience

### Adding/Editing/Deleting Details Of A Registered Employee's Work Experience

Upon a successful sign in/login, a dashboard is displayed as shown in Figure below



A page is displayed as shown in Figure















A page is displayed as shown in Figure

Click to add details of an employee's work experience.

Employee Work Experience Details

Filter: Type to filter

Show: TO COPY EXCEL CSV PDF

Employee	Organization/Company	Role	Start Date	End Date	Actions
Brown Sax	Central Bank of The Gambia	Teller	01-02-2009	21-09-2019	  
Gray Boles	Gambia Postal Services Corporation	Messenger	01-09-1998	31-09-2018	  
Geel Frank deen	SuGam Company Limited	Chief Technology Officer	15-11-2020	31-09-2020	  
Petera Cole	Gambia Telecommunications Cellular Company	Senior Network Engineer	15-05-2002	31-12-2010	  

Showing 1 to 4 of 4 entries

Click to edit details of an employee's work experience.

Click to delete details of an employee's work experience.

Clicking to add/edit an employee's work experience details opens a form as shown in Figure .  
When adding/editing an employee's work experience details, information for fields marked with \* must be provided.

The screenshot shows a web browser window with the URL `ssmtest.com/admin/hrms/employees/addexperience`. The page title is "Add Employee Work Experience Details". The form contains the following fields:

- Company/Organization Name\*
- Position\*
- Start Date\*
- End Date\*
- Employee Name\* (dropdown menu with "Select an option")
- Job Description\*

At the bottom right of the form are two buttons: "BACK TO LIST" and "SUBMIT".

Click to return to list without submitting added/edited information.

Click to submit an edited/added detail on an employee's work experience.

## Filtering And Exporting Employees' Work Experience Details

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download details of employees' work experience as Excel files.

Allows users download details of employees' work experience as PDF files.

Allows users download details of employees' work experience as Comma Separated Values files.

Type an employee's name/first few letters of an employee's name/an organization's name/first few letters of an organization's name/a role/first few letters of a role/a date to search for an employee's work experience.

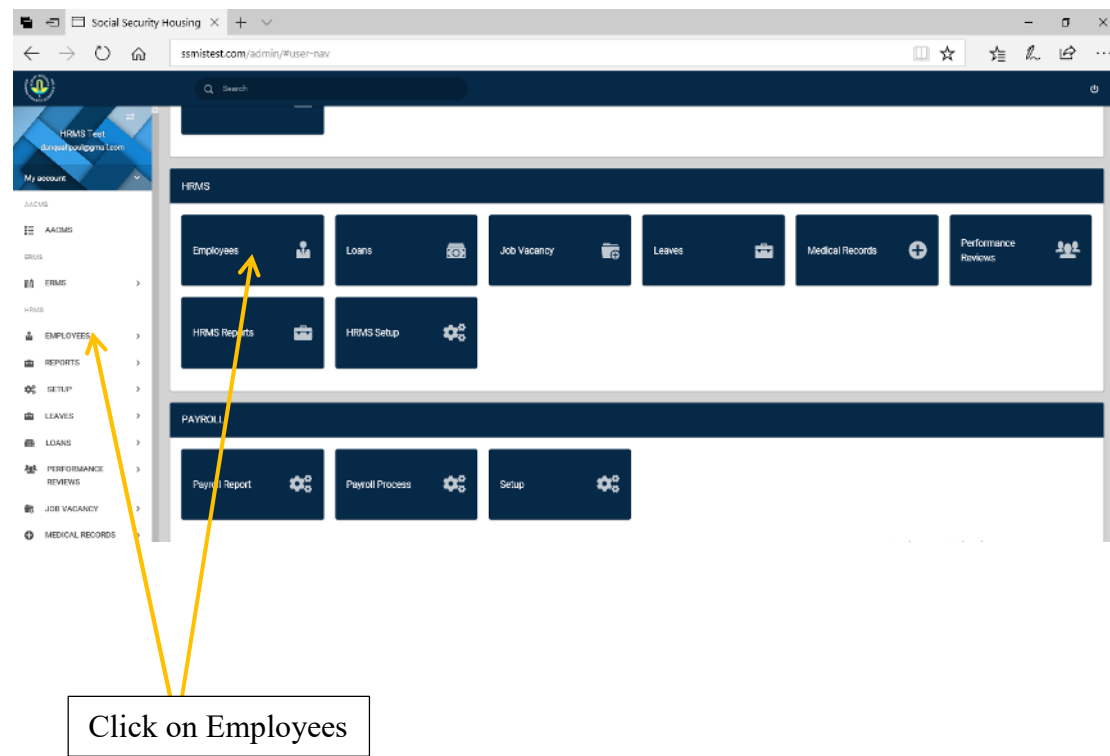
Employee	Organization/Company	Role	Start Date	End Date
Brown Bai	Central Bank of The Gambia	Teller	01-02-2009	21-09-2019
Devi Francis deen	Sutton Company Limited	Chief Technology Officer	15-11-2020	31-03-2020
Peters Cole	Gambia Telecommunications Cellular Company	Senior Network Engineer	15-05-2002	31-12-2010



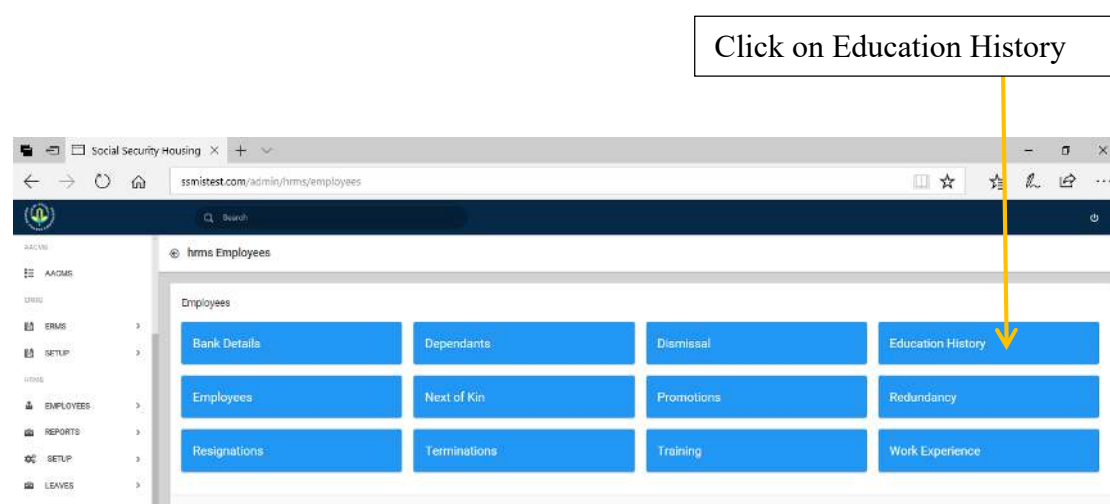
## Education

### Adding/Editing/Deleting Details Of A Registered Employee's Education

Upon a successful sign in, a dashboard is displayed as shown in Figure .



A page is displayed as shown in Figure



A page is displayed as shown in Figure

The screenshot shows the 'Employee Education Details' page in the HRMS system. The page includes a sidebar with navigation options like 'DASHBOARD', 'EMPLOYEES', 'Bank Details', 'Dependants', 'Education History', 'Employees', and 'Next of Kin'. The main content area displays a table of employee education records. Above the table, there is a filter input, a 'Show' dropdown set to '10', and buttons for 'COPY', 'EXCEL', 'CSV', and 'PDF'. A green button labeled 'ADD EMPLOYEE EDUCATION' is located at the top right. The table has columns for 'Employee', 'Institution', 'Qualification', 'Start date', 'End date', and 'Actions'. Three rows of data are visible, each with edit (pencil icon) and delete (trash icon) buttons in the 'Actions' column. Three callout boxes with arrows point to these buttons: one to the 'ADD EMPLOYEE EDUCATION' button, and two to the edit and delete buttons in the first row of the table.

Click to add details of an employee's education.

Click to edit details of an employee's education.

Click to delete details of an employee's education.

Employee	Institution	Qualification	Start date	End date	Actions
Osei Frank deen	University of The Gambia	Bachelor of Commerce and Accountancy	14-08-2017	03-06-2021	[Edit] [Delete]
Peterson Serwaa	Harvard University	Doctor of Philosophy	03-08-2012	02-06-2016	[Edit] [Delete]
Walls Max Kojo	Michigan State University	BA Communication	29-03-2022	29-03-2022	[Edit] [Delete]

Showing 1 to 3 of 3 entries

Clicking to add/edit an employee's education details opens a form as shown in Figure .  
When adding/editing an employee's education details, information for fields marked with \* must be provided.

The screenshot shows a web browser window with the URL `ssmtest.com/admin/hrms/employees/addEducation`. The page title is "Add Employee Education Details". The form contains the following fields:

- Institution Name\*
- Qualification\*
- Major\*
- GPA\*
- Start Date\*
- End Date\*
- Employee Name\* (Select an option)

At the bottom right of the form are two buttons: "BACK TO LIST" and "SUBMIT".

Click to return to list without submitting added/edited information.

Click to submit an edited/added employee's education details.

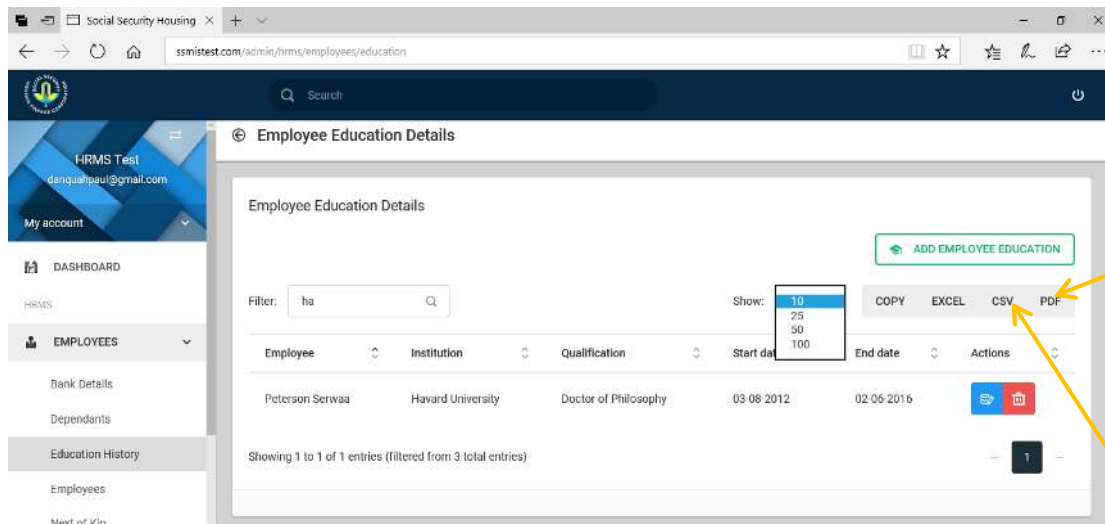
### Filtering And Exporting Employees' Education Details

Type a qualification/an employee's name/first few letters of an employee's name/first few letters of a qualification to search education details.

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

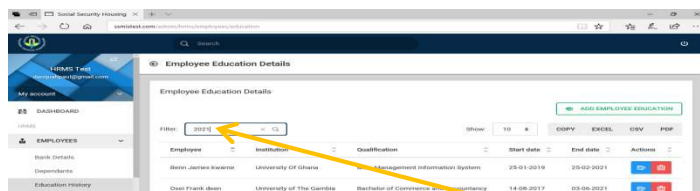
Click to copy displayed rows to clipboard.

Allows users download employees' education details as Excel files.



Allows users download employees' education details as PDF files.

Allows users download employees' education details as Comma Separated Values files.

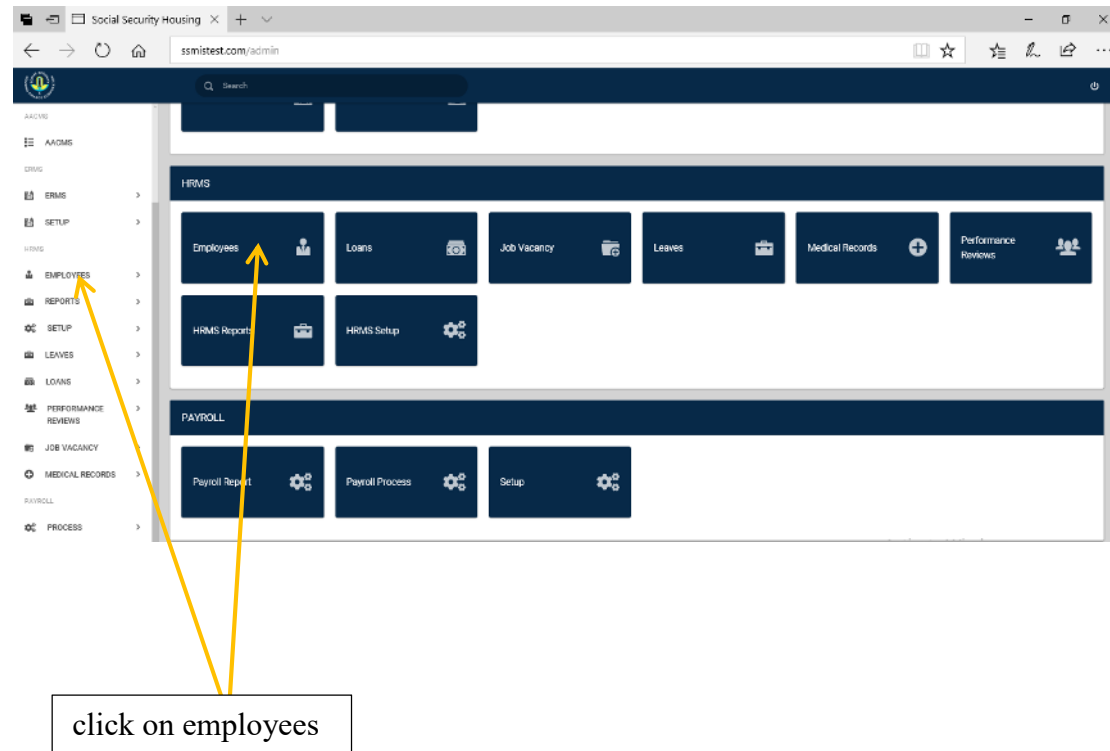


Employees' education details can also be filtered by dates/months/years.

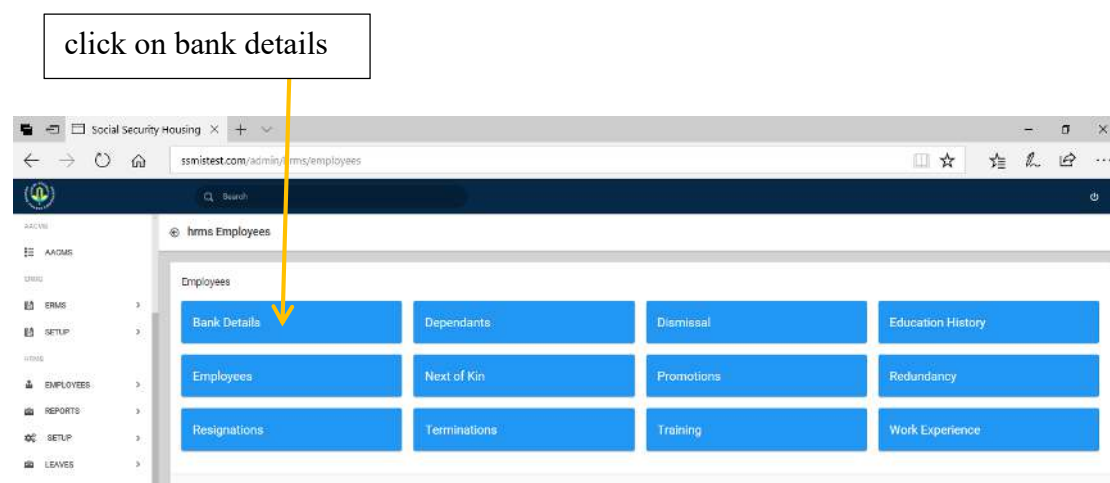
## Bank Details

### Adding/Editing/Deleting Details Of A Registered Employee's Bank Details

Upon a successful sign in, a dashboard is displayed as shown in Figure .



A page is displayed as shown in Figure



A page is displayed as shown in Figure

Click to add an employee's bank details.

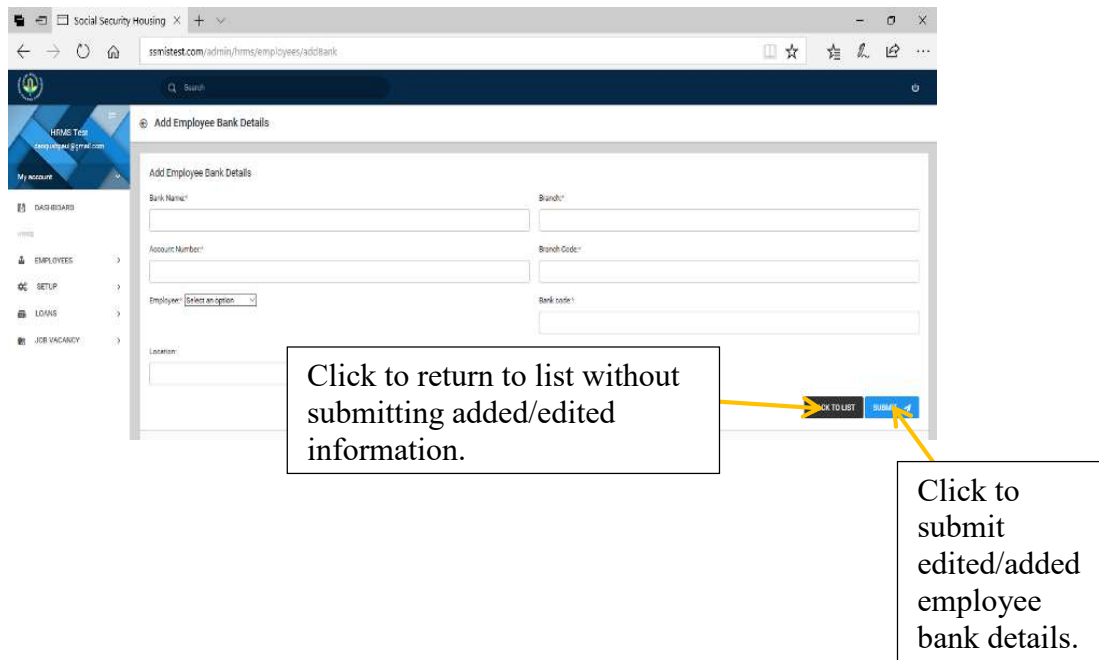
Click to edit an employee's bank details.

Click to delete an employee's bank details.

The screenshot displays the 'Employee Bank Details' page. The left sidebar shows the navigation menu with 'EMPLOYEES' selected. The main content area has a title 'Employee Bank Details' and a table with the following data:

Name	Branch	Account Number	Employee	Location	Actions
Dala Bank	IPS	10472420424843	Deemo Dee deen	Kokomiernie	[Edit] [Delete]
EcoBank	Kasos	10472628424843	Peters Cole	Dansoman	[Edit] [Delete]
EcoBank	Kasos	10472612124843	Ashong Maxine Kojo	Dansoman	[Edit] [Delete]

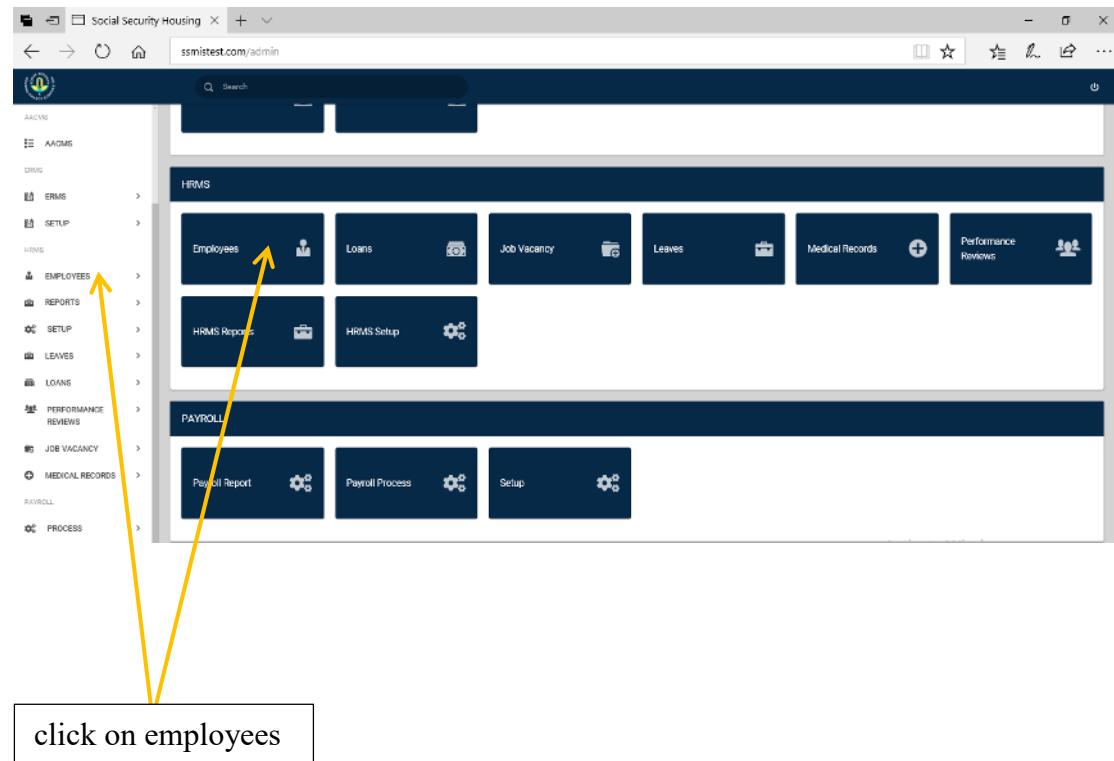
Clicking to add/edit an employee's bank details opens a form as shown in Figure .  
When adding/editing an employee's bank details, information for fields marked with \* must be provided.



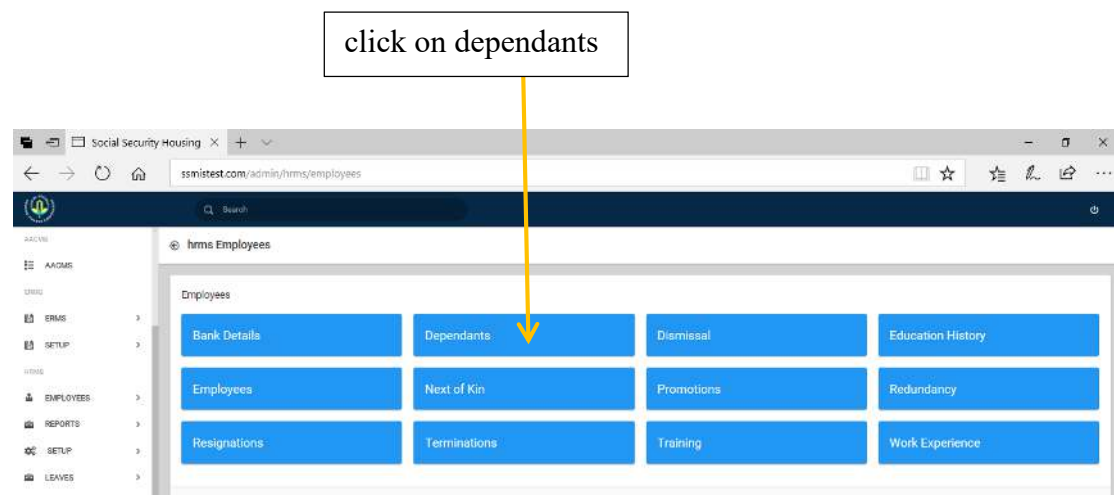
## Dependants

### Adding/Editing/Deleting Details Of A Registered Employee's Dependants

Upon a successful sign in, a dashboard is displayed as shown in Figure .



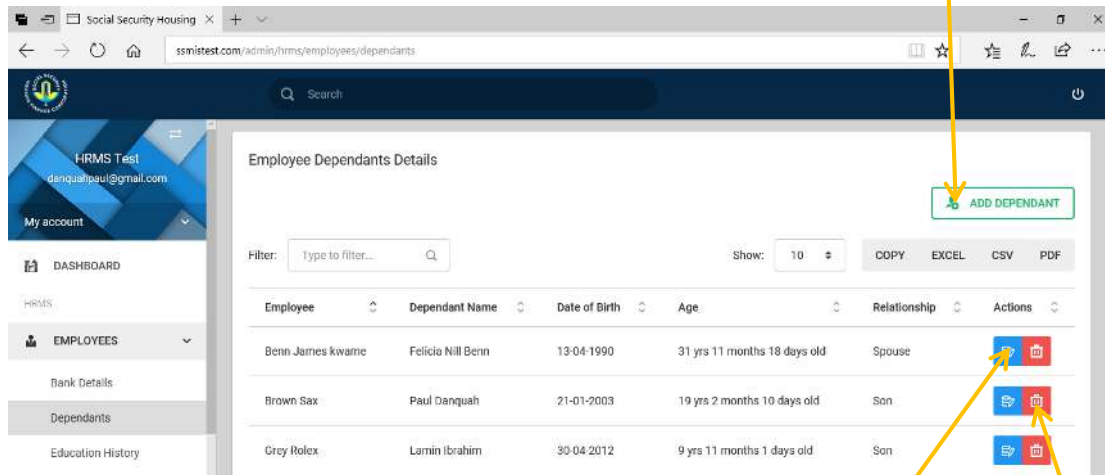
A page is displayed as shown in Figure



A page is displayed as shown in Figure



Click to add an employee's dependant's details.



Click to edit an employee's dependant's details.

Click to delete an employee's dependant's details.

Clicking to add/edit an employee's dependant's details open a form as shown in Figure .

When adding/editing an employee's dependant's details, information for fields marked with \* must be provided.

The screenshot shows a web browser window with the URL `ssmtest.com/admin/finance/employees/addDependant`. The page title is "Add Employee Dependant Details". The form contains the following fields:

- Dependent Name\*
- Date of Birth\*
- Gender\*
- Relationship\*
- Dependent's Employee\* (dropdown menu)
- Address\*
- Occupation\*
- Date of Marriage (if spouse)

At the bottom right of the form, there are two buttons: "BACK TO LIST" and "SUBMIT".

Click to return to list without submitting added/edited information.

Click to submit edited/added employee dependant's details.

## Filtering And Exporting Employees' Dependants' Details

Type relationship/first few letters of relationship/a dependant's name/an employee's name/first few letters of an employee's name/first few letters of a dependant's name to search dependant's details.

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download employees' dependants' details as Excel files.

The screenshot shows the 'Employee Dependants Details' page in the HRMS. The left sidebar contains navigation links: DASHBOARD, HRMS, EMPLOYEES (selected), Bank Details, Dependants, Education History, Employees, and Next of Kin. The main content area has a search bar with 'S' entered. Below the search bar is a table with columns: Employee, Dependant Name, Date of Birth, Age, Relationship, and Actions. The table lists three dependants: Benn James kwame (Felicia Nill Benn, 13-04-1990, 31 yrs 11 months 18 days old, Spouse), Brown Sax (Paul Danguah, 21-01-2003, 19 yrs 2 months 10 days old, Son), and Grey Rolex (Lamin Ibrahim, 30-04-2012, 9 yrs 11 months 1 days old, Son). Above the table, there are buttons for 'ADD DEPENDANT', 'COPY', 'EXCEL', 'CSV', and 'PDF'. A dropdown menu for 'Show:' is open, showing options 10, 25, 50, and 100.

Allows users download employees' dependants' details as PDF files.

Allows users download employees' dependants' details as Comma Separated Values files.

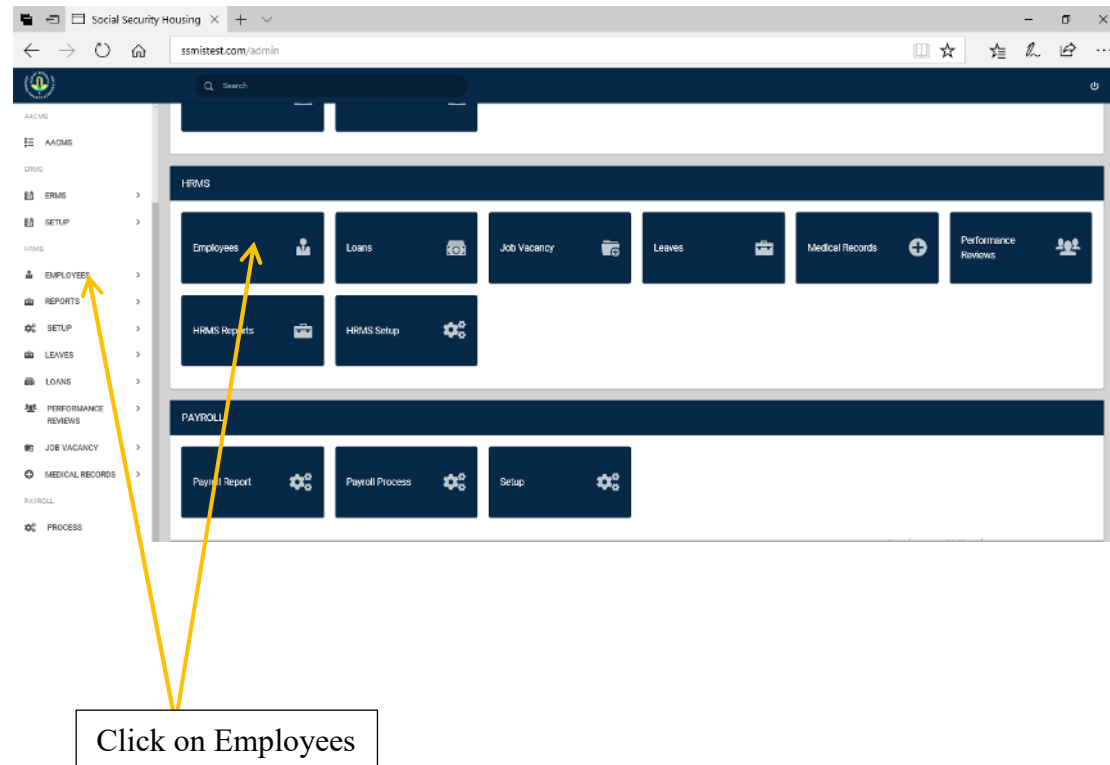
Employees' dependants' details can also be filtered by age.

This screenshot shows the same 'Employee Dependants Details' page, but the 'Filter:' dropdown is now set to '10 yrs'. The table displays only three dependants, all of whom are 10 years old or younger: Densio Dew deen (James Saah, 09-03-2012, 10 yrs 0 months 22 days old, Son), Grey Rolex (Lamin Ibrahim, 30-04-2012, 10 yrs 0 months 17 days old, Son), and Peters Cole (Mary Denso, 13-03-2012, 10 yrs 0 months 18 days old, Daughter).

## Next Of Kin

### Adding/Editing/Deleting Details Of A Registered Employee's Next of Kin

Upon a successful sign in, a dashboard is displayed as shown in Figure .



A page is displayed as shown in Figure















A page is displayed as shown in Figure

The screenshot shows the 'Employee Next of kin' page in the HRMS system. The page includes a sidebar with navigation options like 'DASHBOARD', 'EMPLOYEES', and 'Next of Kin'. The main content area displays a table of employee next of kin records. A callout box points to the 'ADD EMPLOYEE NEXT OF KIN' button, another points to the 'Edit' icon (pencil) in the 'Actions' column, and a third points to the 'Delete' icon (trash) in the 'Actions' column.

Click to add details of an employee's next of kin.

Click to edit details of an employee's next of kin.

Click to delete details of an employee's next of kin.

Employee	Next of Kin	Relationship	Mobile Phone	Actions
Adhoni Maxine Kijjo	Colostine Oessey	Mother	+2205745712376	 
Bern James Bwema	James Naema Bern	Son	+2201657357123	 
Brown Sax	Jeff Klemadu	Nephew	+2206510571237	 
Deano Oes doan	Denia Deano	Son	+2206870571237	 
Gray Raleu	Alay Abubakar	Father	+2201623435072	 
Peters Cole	Amanda Bala Cole	Sister	+2206500001237	 

Clicking to add/edit an employee's next of kin's details opens a form as shown in Figure 26.  
When adding/editing an employee's next of kin's details, information for fields marked with \* must be provided.

SSMTEST.COM

Search

My account

HOME TIME

companyname@gmail.com

DASHBOARD

EMPLOYEES

SETUP

LOANS

JOB VACANCY

Add Employee Next of Kin

Name\*

Relationship\*

Mobile Phone\*

Address\*

Employee Name\* Select an option

BACK TO LIST

SUBMIT

Click to return to list without submitting added/edited information.

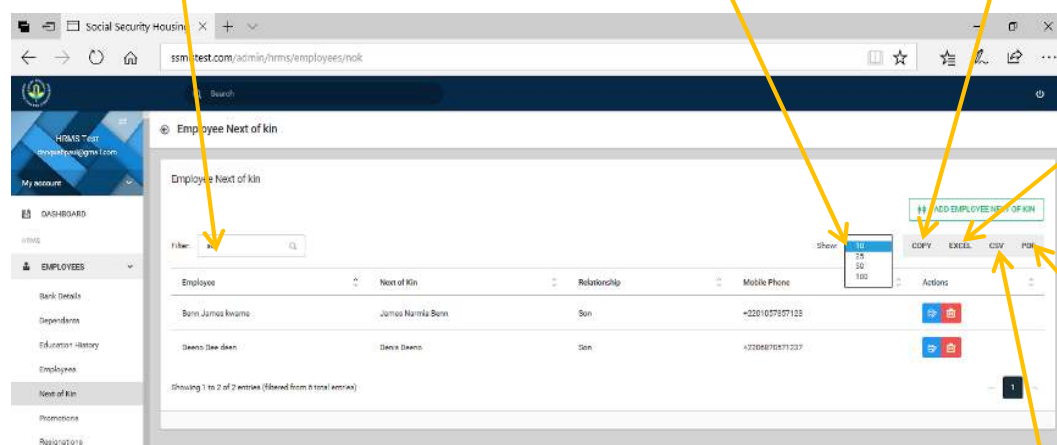
Click to submit an edited/added employee's next of kin details.

## Filtering And Exporting Employees' Next Of Kin Details

Type an employee's name/first few letters of an employee's name/dependent's relationship with employee/first few letters of dependent's relationship with employee/name of next of kin/first few letters of name of next of kin to search for information on employees' next of kin.

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

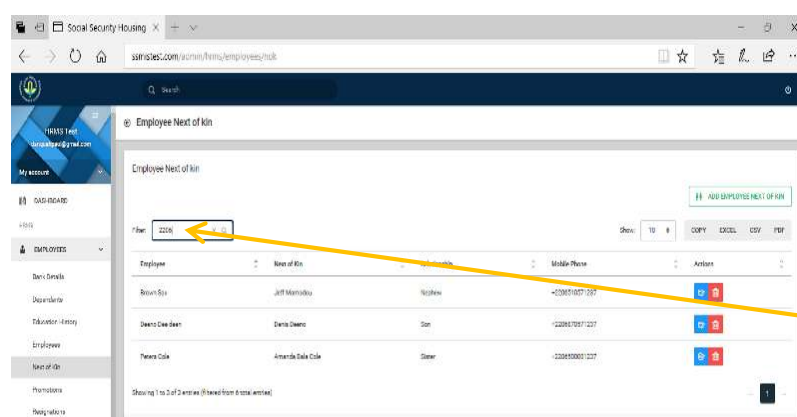
Click to copy displayed rows to clipboard.



Allows users download employees' next of kin's details as Excel files.

Allows users download employees' next of kin's details as PDF files.

Allows users download employees' next of kin's details as Comma Separated Values files.



Next of kin details can also be filtered by mobile phone numbers.

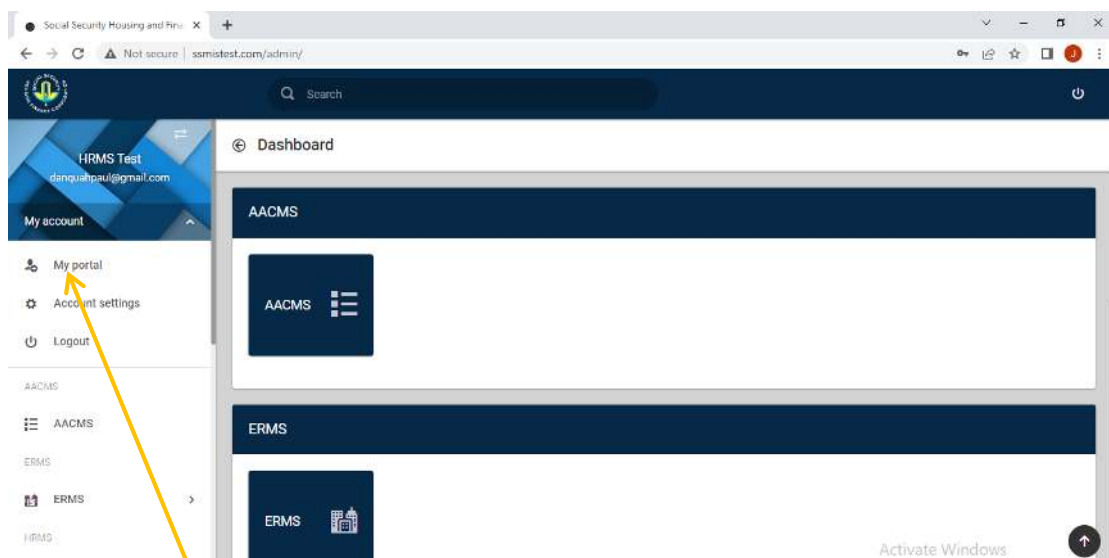
## Performance Reviews

Upon a successful sign in, a dashboard is displayed as shown in Figure .



Click the arrow to see a drop down list.

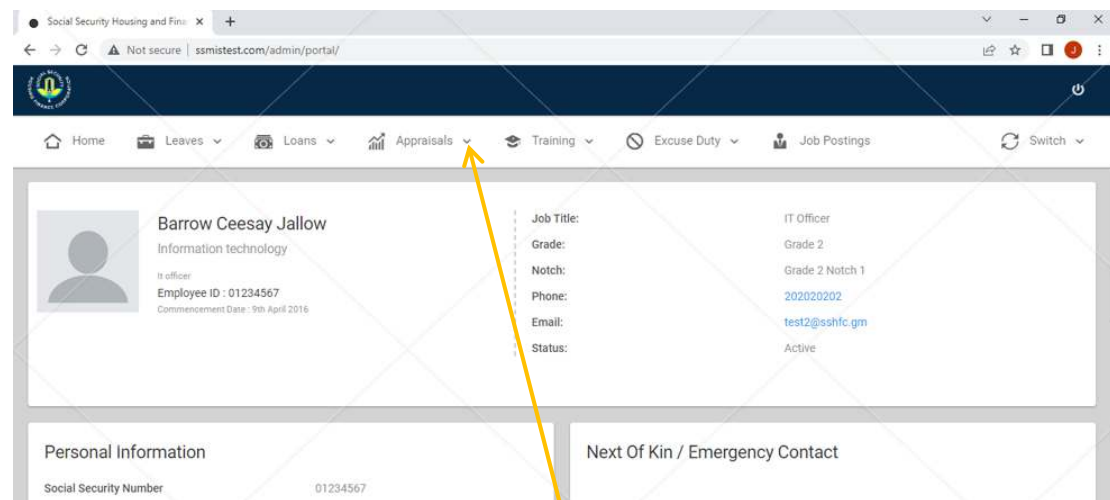
A drop down list shows as displayed in Figure



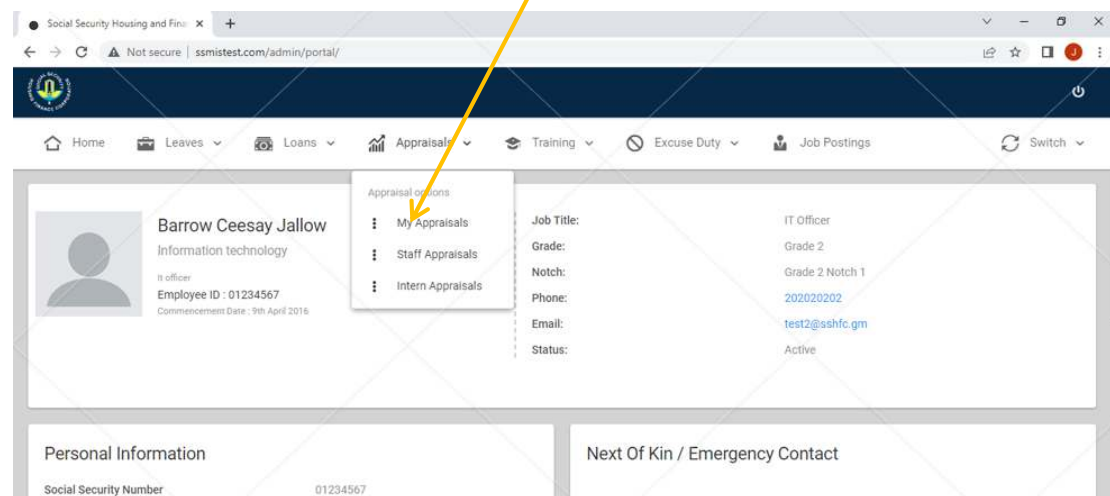
Click to access your portal as an employee.



A page is displayed as shown in Figure .



Click add/view/export details of your appraisal.



A page is displayed as shown in Figure .

## Adding, Filtering And Exporting Your Performance Reviews

The screenshot shows the 'Performance Review' section of the HRM system. It includes a search filter, a table of reviews, and export options. Callouts provide detailed instructions for each feature:

- Type in an appraisal period to search.** Points to the 'Filter' input field.
- Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100** Points to the 'Show' dropdown menu.
- Click to copy displayed rows to clipboard.** Points to the 'COPY' button.
- Allows employees download performance review details as Excel files.** Points to the 'EXCEL' button.
- Click to add new appraisal.** Points to the '+ NEW APPRAISAL' button.
- Allows employees download performance review details as PDF files.** Points to the 'PDF' button.
- Allows employees download performance review details as Comma Separated Values files.** Points to the 'CSV' button.

Appraisal Period	Date Started	Appraisal Status	Actions
2021	10-04-2022	Unassigned	

Showing 1 to 1 of 1 entries


Clicking to add details of an appraisal open a form as shown in Figure .

When adding an appraisal, information for fields marked with \* must be provided.

Yahoo Mail

Social Security Housing and Finance

Not secure | ssmidtest.com/admin/portal/addAppraisal



Home

Leaves

Loans

Appraisals

Training

Excuse Duty

Job Postings

Switch

### Appraisal KPI's

Key Performance Indicator	Min Score	Max Score	Review Score	
1 <input type="text"/>	dedication to work	1	5	<input type="text"/>
2 <input type="text"/>	IT Staff KPI	1	10	<input type="text"/>
KPI Total Score			<input type="text"/>	

### Employee Review

Appraisal Period:\*

Supervisor's Name:\*

Activate Windows

## Applications

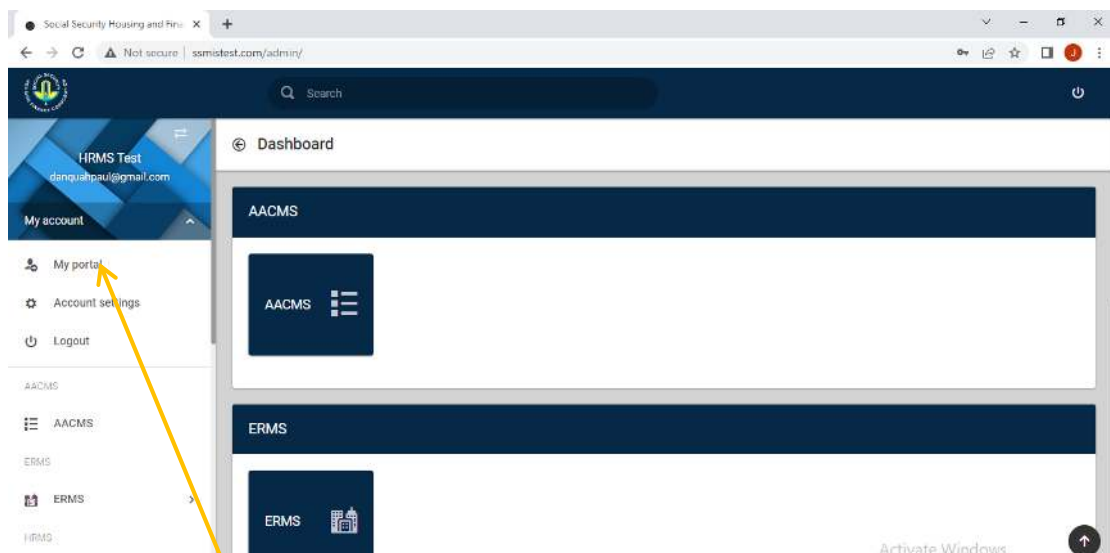
- **Loan Applications**

Upon a successful sign in, a dashboard is displayed as shown in Figure .



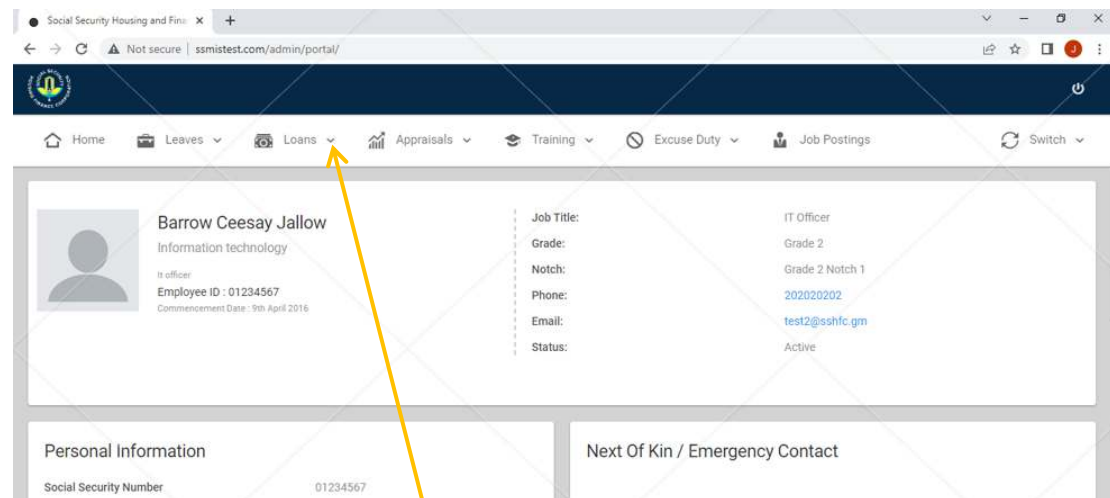
Click the arrow to see a drop down list.

A drop down list shows as displayed in Figure

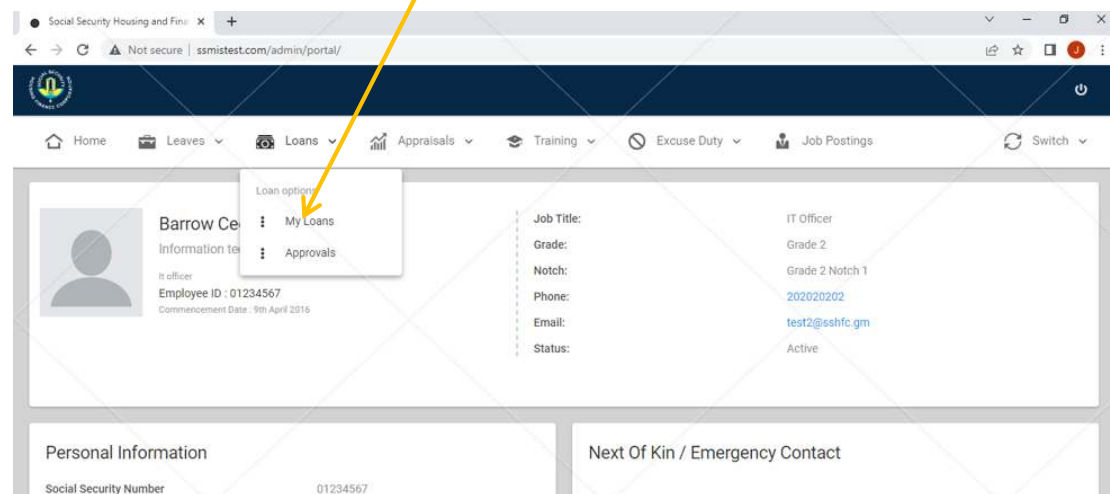


Click to access your portal as an employee.

A page is displayed as shown in Figure .

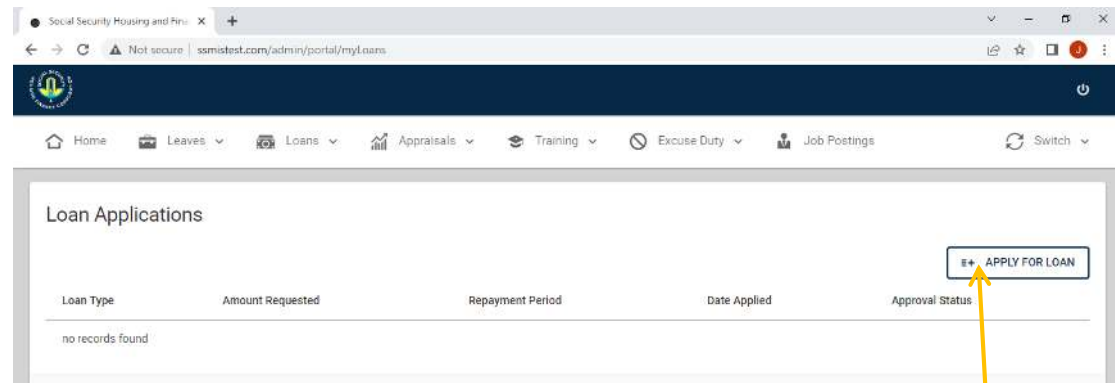


Click to apply for your loan.



A page is displayed as shown in Figure .

## Applying For Loans



Click to  
apply for a  
loan

Clicking to apply for a loan opens a form as shown in Figure .  
When filling out the form,  
information for fields marked with \* must be provided.

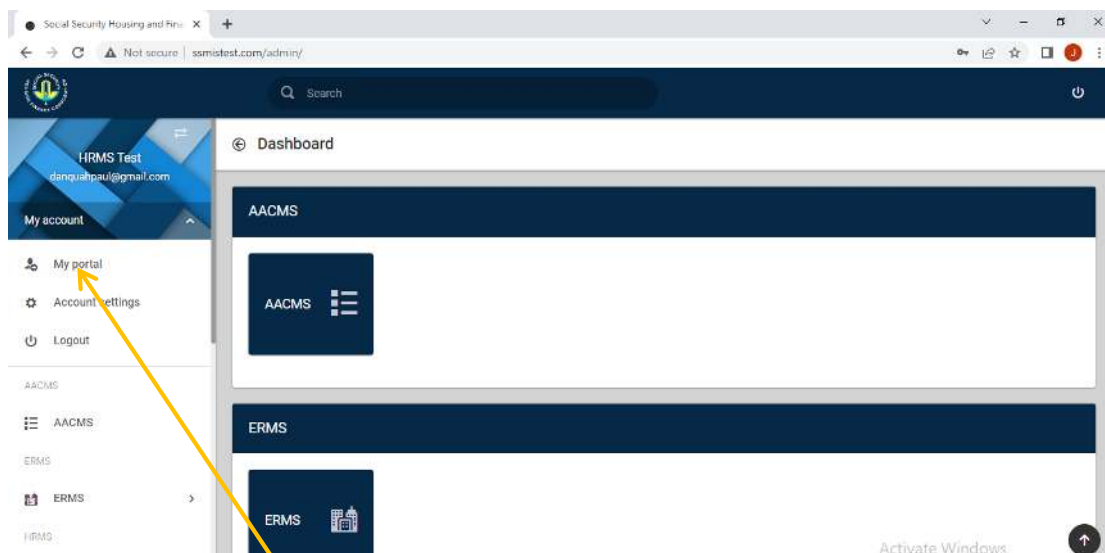
- **Leave Applications**

Upon a successful sign in, a dashboard is displayed as shown in Figure .



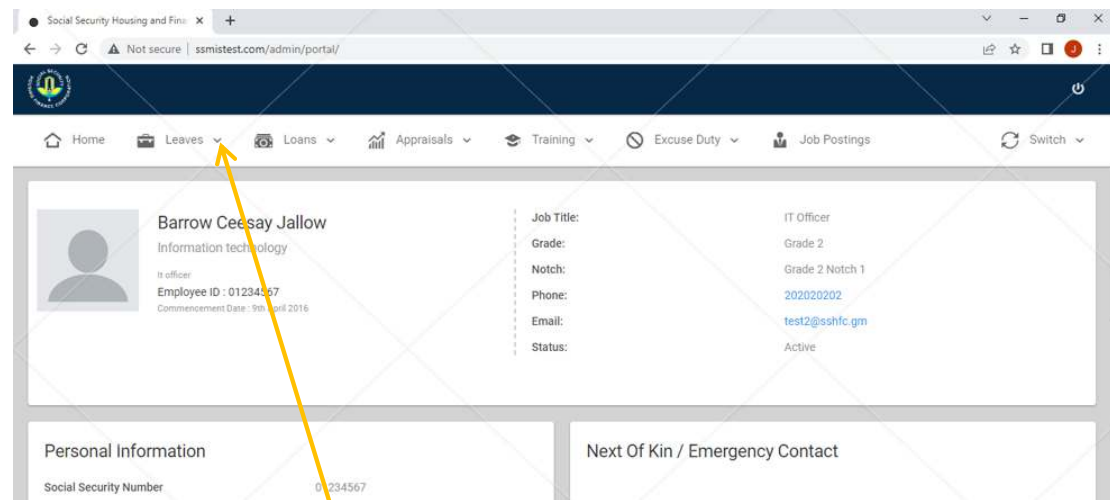
Click the arrow to see a drop down list.

A drop down list shows as displayed in Figure

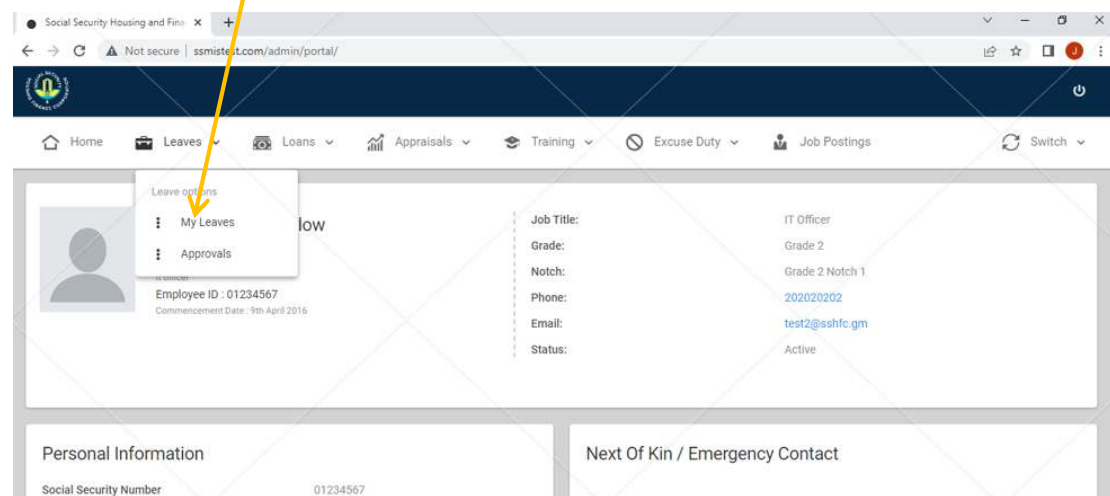


Click to access your portal as an employee.

A page is displayed as shown in Figure .



Click to apply for your leave.



A page is displayed as shown in Figure .



**Applying For Leaves, Filtering And Exporting Information On Your Leaves**

Type in a leave type/first few letters of a leave type/a leave start date/a leave end date/leave days to check approved status.

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Click to apply for leave.

Allows users download leave details as Excel files.

Allows users download leave details as PDF files.

Allows users download leave details as Comma Separated Values files.

The screenshot shows a web application interface for managing leaves. At the top, there are four summary cards: 'REMAINING/ENTITLEMENT (DAYS)' with a value of 10/20, 'DEFERRED/ARRAARS (DAYS)' with 0/0, 'PENDING APPROVAL (DAYS)' with 10, and 'BRANITH (DAYS)' with 0. Below these is a 'Leaves Applied' section. It features a search filter with the text 'an', a 'Show:' dropdown menu currently set to '10' (with options 10, 25, 50, 100), and an 'APPLY FOR LEAVE' button. To the right of the table are buttons for 'COPY', 'EXCEL', 'CSV', and 'PDF'. A table with columns 'Start Date', 'End Date', 'Leave Type', 'Leave Days', and 'Approval Status' is displayed, showing one entry: '01-06-2022', '14-06-2022', 'Annual leave', '10', and 'Pending'.

Leave Request Form

Leave Type\*  
Select an Option

Days Requested\*  
0

Start Date\*  
14-06-2022

Supervisor\*  
Select an option

Notes

CLOSE SUBMIT

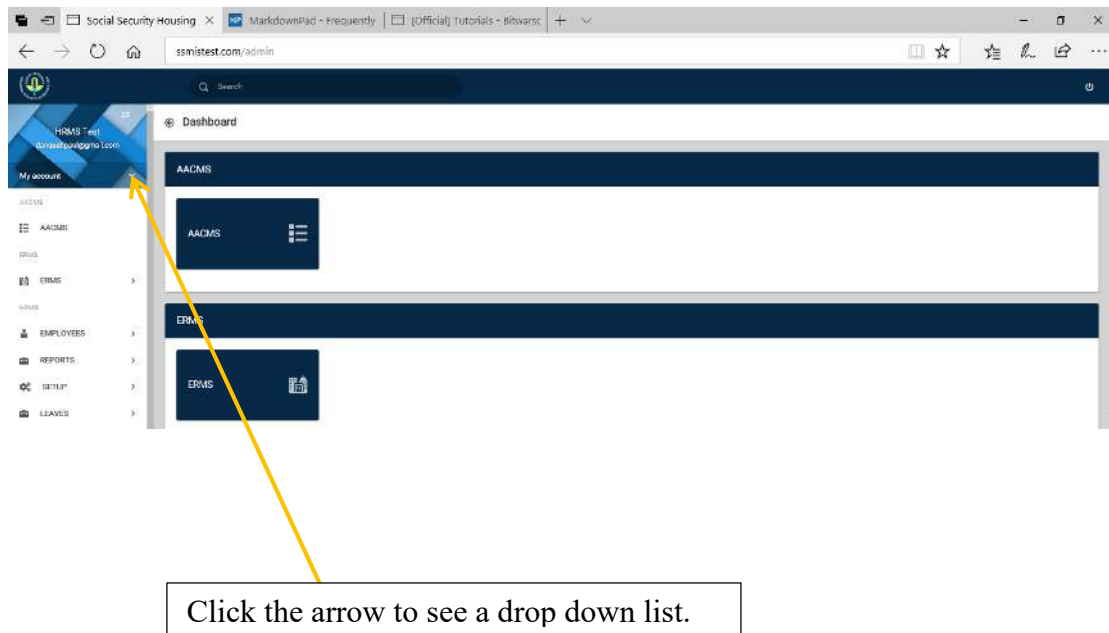
Click to submit request.

Click to close form without submitting request.

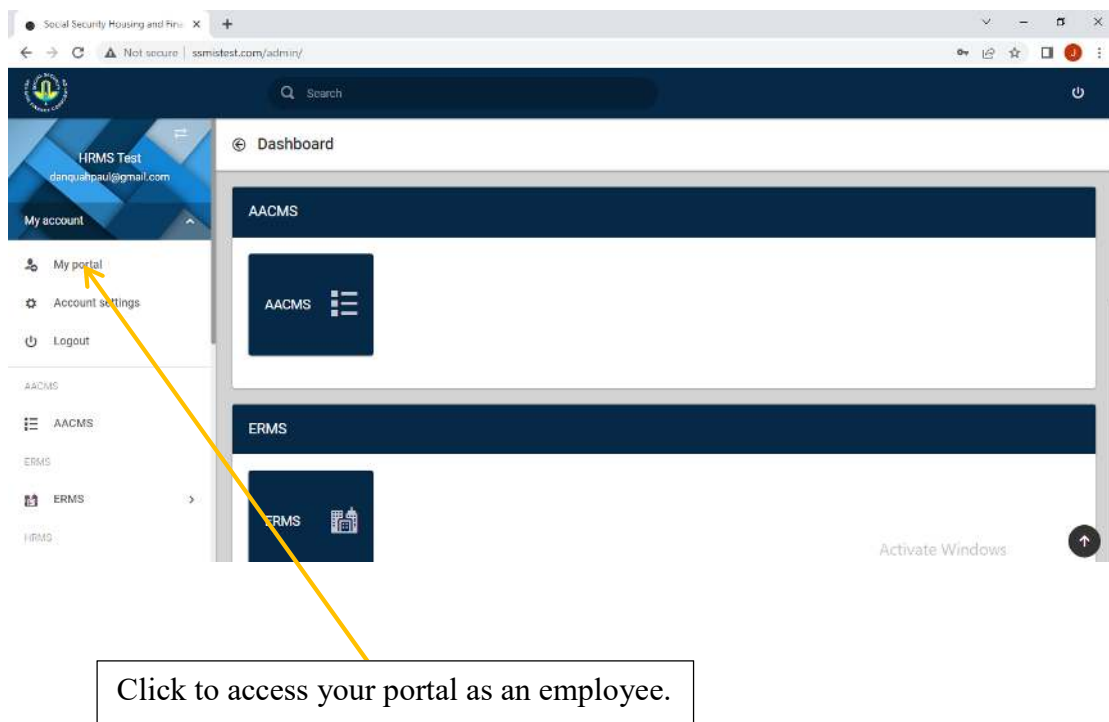
Start Date	End Date	Leave Type	Leave Days	Approval Status
01-06-2022	14-06-2022	Annual leave	10	Pending

- **Applying For Training**

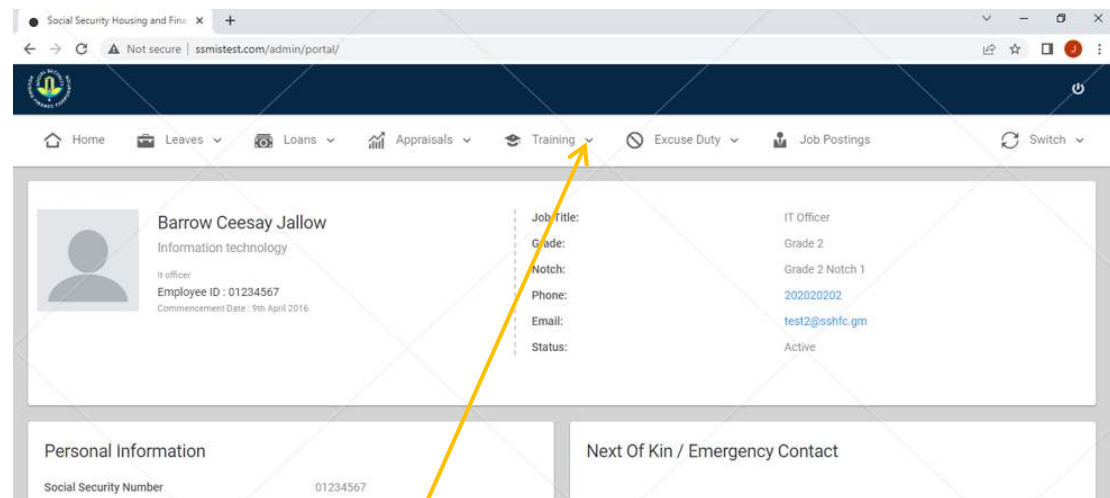
Upon a successful sign in, a dashboard is displayed as shown in Figure .



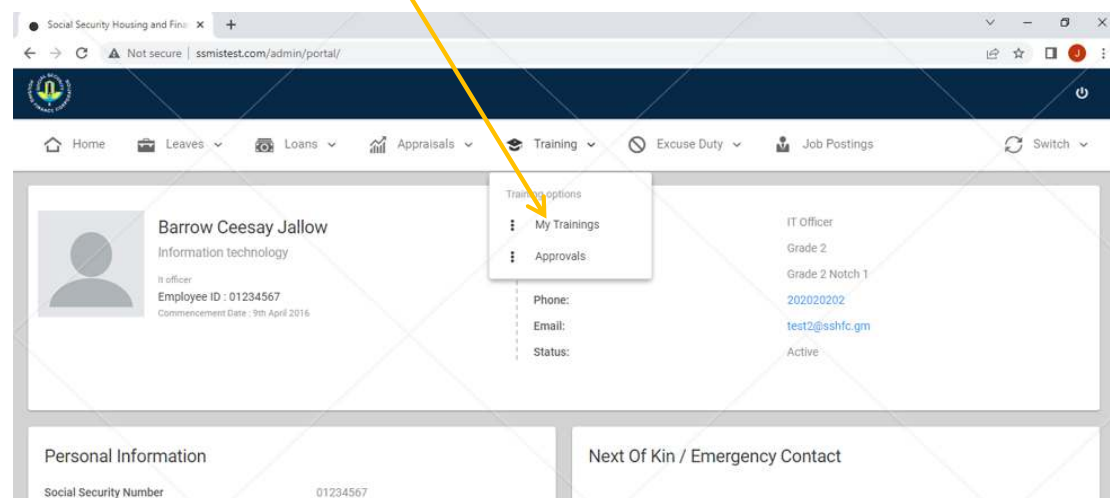
A drop down list shows as displayed in Figure



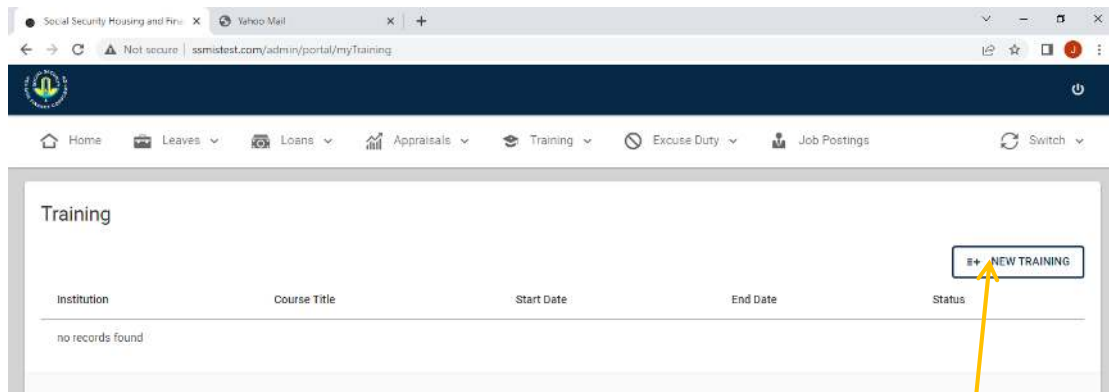
A page is displayed as shown in Figure .



Click to apply for a training.



A page is displayed as shown in Figure .



Click to  
add new  
training.

Clicking to apply for training opens a form as shown in Figure .  
When filling out the form,  
information for fields marked with \* must be provided.

A screenshot of the 'Training Application' form. The form is titled 'Training Application' and has a close button (X) in the top right corner. It contains several fields with red asterisks indicating required information: Sponsorship, Supervisor/Section Head (a dropdown menu), University/College/Institution, Course Title, Country (a dropdown menu), Address, Major, Minor, Start Date (with a calendar icon), and End Date (with a calendar icon). There are also 'CLOSE' and 'SUBMIT' buttons at the bottom. A yellow arrow points from the 'NEW TRAINING' button in the previous screenshot to the 'SUBMIT' button in this form.

Click to  
close form  
without  
submitting  
an  
application.

Click to  
submit  
details of  
intended  
training.

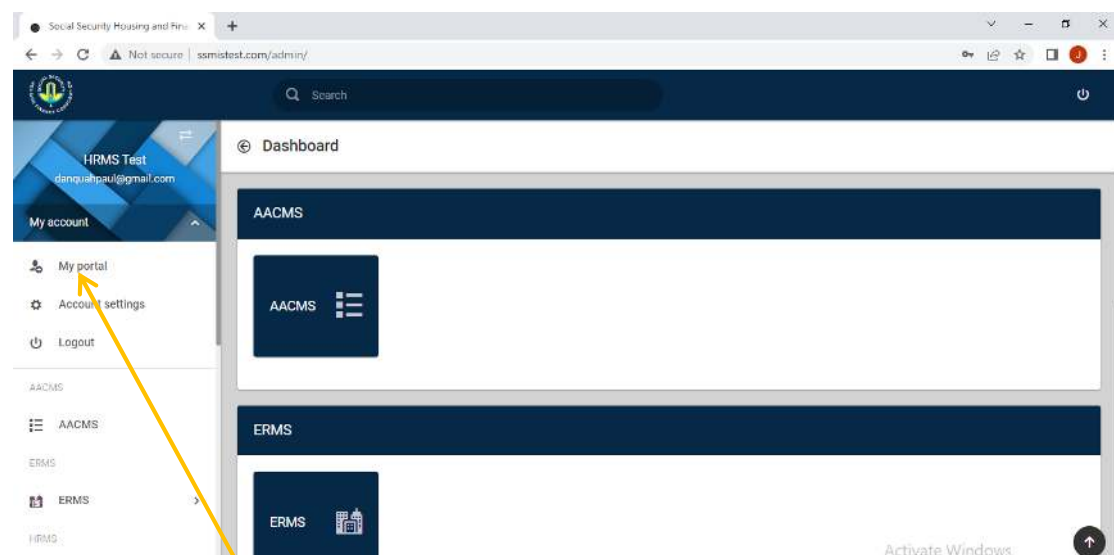
- **Applying For An Excuse Duty**

Upon a successful sign in, a dashboard is displayed as shown in Figure .



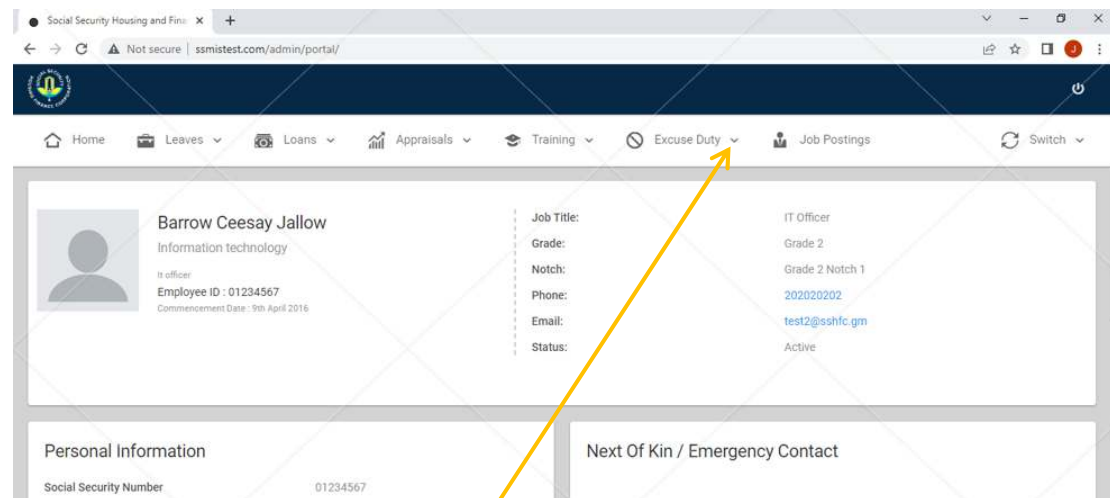
Click the arrow to see a drop down list.

A drop down list shows as displayed in Figure

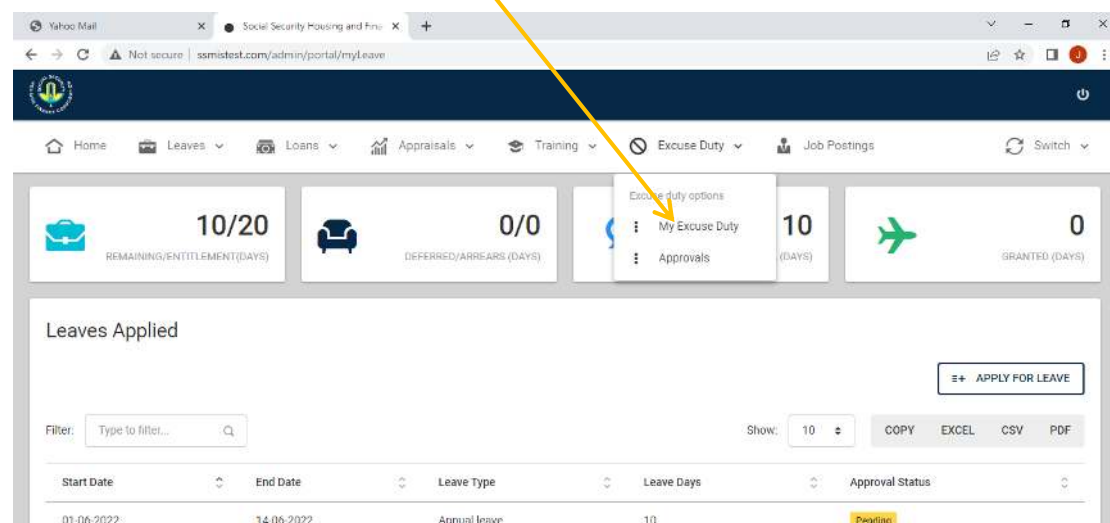


Click to access your portal as an employee.

A page is displayed as shown in Figure .



Click to apply for an excuse duty.



A page is displayed as shown in Figure .

## Applying For An Excuse Duty, Filtering And Exporting Information On Your Excuse Duties

The screenshot shows the 'Excuse Duty' application interface. The browser address bar displays 'ssmidtest.com/admin/portal/myExDuty'. The navigation menu includes Home, Leaves, Loans, Appraisals, Training, Excuse Duty, and Job Postings. The main content area is titled 'Excuse Duty' and features a search filter, a table of records, and export options.

**Callouts:**

- Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100** (points to the 'Show' dropdown menu).
- Click to copy displayed rows to clipboard.** (points to the 'COPY' button).
- Click to apply for an excuse duty.** (points to the 'APPLY FOR EXCUSE DUTY' button).
- Allows users download details of excuse duties as Excel files.** (points to the 'EXCEL' button).
- Allows users download details of excuse duties as PDF files.** (points to the 'PDF' button).
- Allows users download details of excuse duties as Comma Separated Values files.** (points to the 'CSV' button).
- Type a date/number of hours to search for an excuse duty.** (points to the 'Filter' input field).

**Table Data:**

Date	Start Time	End Time	Number of Hours	Approval Status
11-04-2022	08:00 AM	11:00 AM	Three	Pending



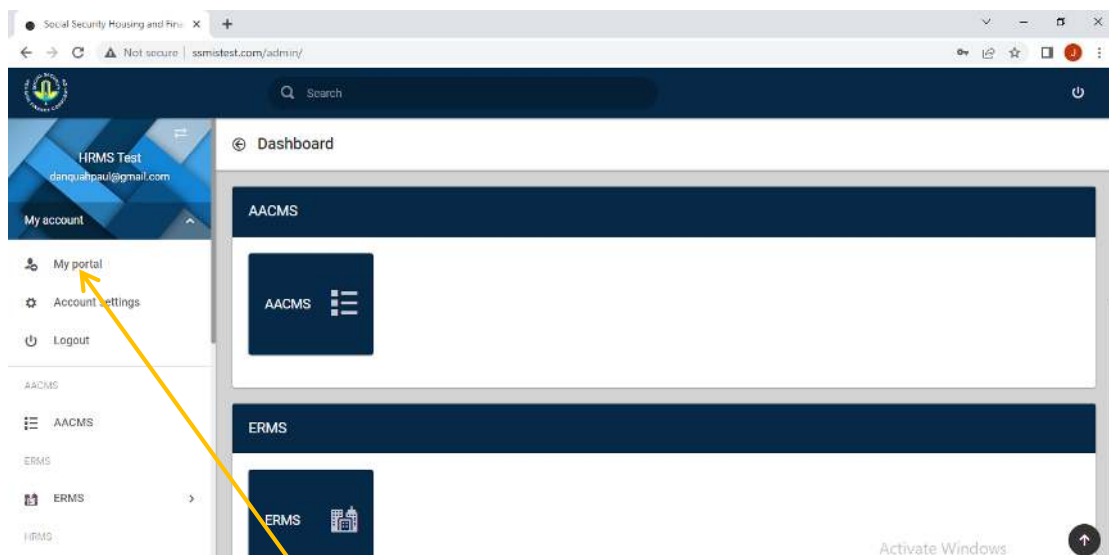
## Job Postings

Upon a successful sign in/login, a dashboard is displayed as shown in Figure below



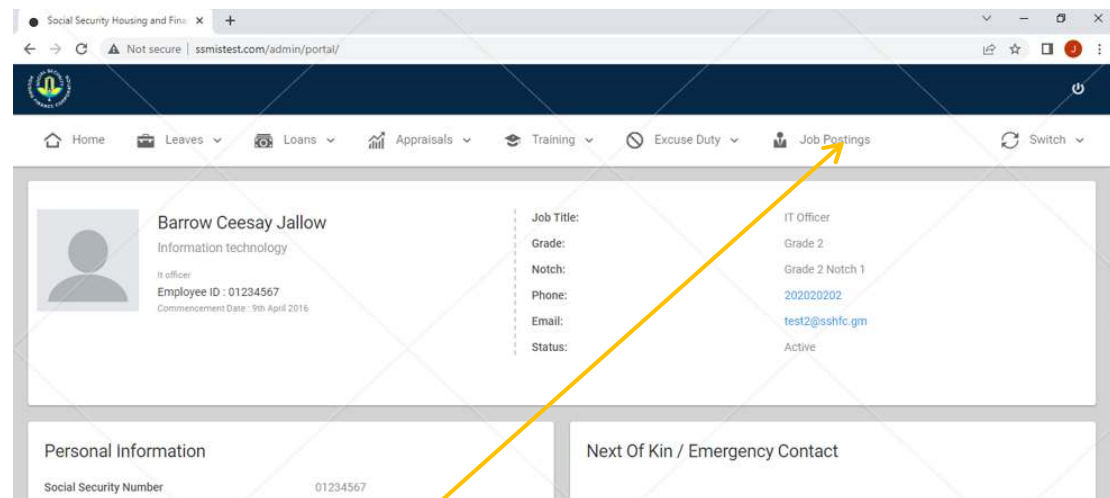
Click the arrow to see a drop down list.

A drop down list shows as displayed in Figure



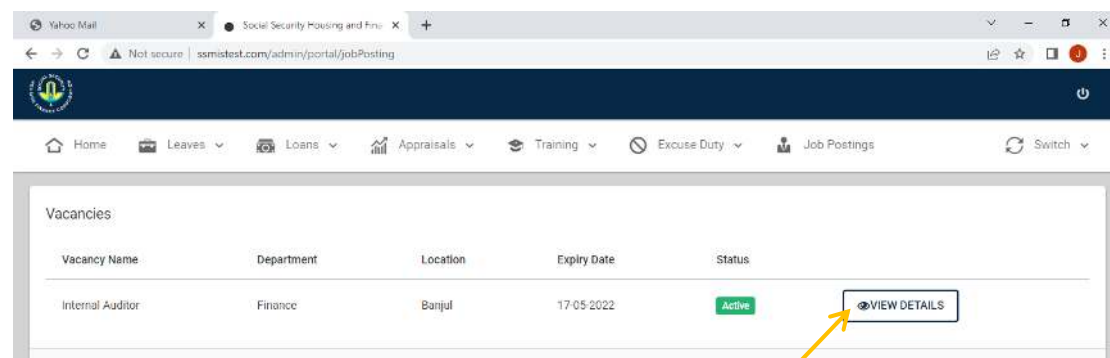
Click to access your portal as an employee.

A page is displayed as shown in Figure .



Click to view a job posting.

A page showing posted jobs is displayed as shown in Figure .

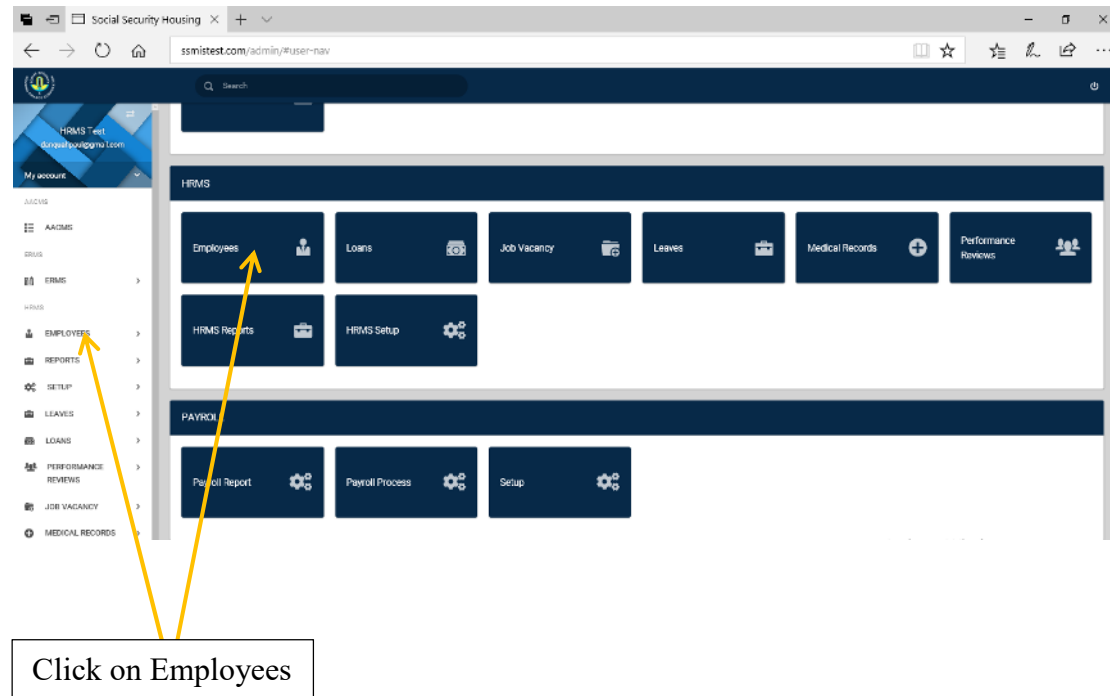


Click to view details of a job posting.

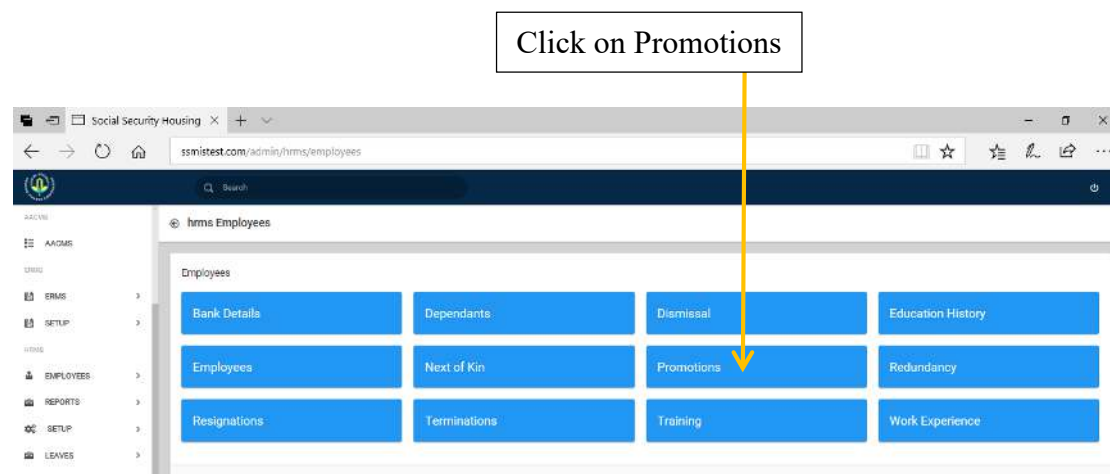
## Promotion

### Adding/Editing/Deleting Details Of An Employee's Promotion

Upon a successful sign in, a dashboard is displayed as shown in Figure .



A page is displayed as shown in Figure



A page is displayed as shown in Figure

The screenshot shows the 'Employee Promotion' page in the HRMS system. The page includes a sidebar with navigation links, a search bar, and a table of promotions. Three callouts with arrows point to specific buttons:

- Click to add details of an employee's promotion.** (Points to the 'ADD EMPLOYEE PROMOTION' button)
- Click to edit details of an employee's promotion.** (Points to the edit icon in the 'Actions' column)
- Click to delete details of an employee's promotion.** (Points to the delete icon in the 'Actions' column)

Promoted Employee	Department	Promotion From	Promotion To	Promotion Date	Actions
Brown Sam	Finance	Grade 1	Grade 3	21-03-2022	[Edit] [Delete]
Peters Cole	Audit	Grade 1	Grade 2	28-03-2022	[Edit] [Delete]
Wyle Max Hugo	Housing	Grade 4	Grade 5	29-03-2022	[Edit] [Delete]

Clicking to add/edit an employee's promotion details opens a form as shown in Figure .  
When adding/editing an employee's promotion details, information for fields marked with \* must be provided.

SSMTEST.COM/admin/hrms/employees/addPromotion

HRMS Test  
admin@ssmtest.com

My account

DASHBOARD

EMPLOYEES

SETUP

LOANS

JOB VACANCY

Add Employee Promotion

Promotion Employee: Select an option

Promotion From: Select an option

Promotion To: Select an option

Promotion Date: Select an option

Promotion Notes:

BACK TO LIST SUBMIT

Click to submit an edited/added employee's promotion details.

Click to return to list without submitting added/edited information.

**Filtering And Exporting Details Of A Registered Employee's Promotion**

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download details of employees' promotions as Excel files.

Allows users download details of employees' promotions as PDF files.

Allows users download details of employees' promotions as Comma Separated Values files.

Type a promoted employee's name/ first few letters of a promoted employee's name/a department's name/first few letters of a department's name/an employee's promotion date/the grade an employee is/was to search information on an employee's promotion.

The screenshot shows the 'Employee Promotion' page in a web application. The interface includes a sidebar with navigation links like 'DASHBOARD', 'EMPLOYEES', 'Bank Details', 'Dependents', 'Education History', and 'Employees'. The main content area has a search bar labeled 'Filter:' and a table of promotion records. The table has columns: 'Promoted Employee', 'Department', 'Promotion From', 'Promotion To', and 'Promotion Date'. One record is visible for 'W/s Max Kige' in the 'Housing' department, promoted from 'Grade 4' to 'Grade 5' on '29-03-2022'. Below the table, it says 'Showing 1 to 1 of 1 entries (filter 1 from 2 total entries)'. On the right side of the table, there are buttons for 'ADD EMPLOYEE PROMOTION', 'COPY', 'EXCEL', 'CSV', and 'PDF'. A dropdown menu is open next to the 'SHOW' button, displaying options for 10, 25, 50, and 100 rows. Yellow arrows point from the callout boxes to these specific UI elements.

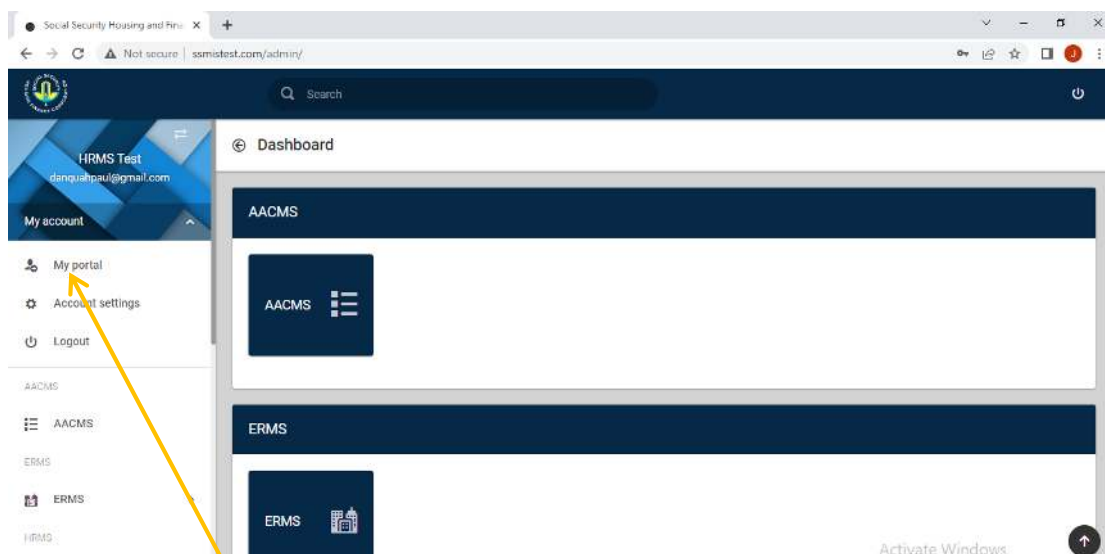
## Checking Application/Request Statuses

Upon a successful sign in/login, a dashboard is displayed as shown in Figure below



Click the arrow to see a drop down list.

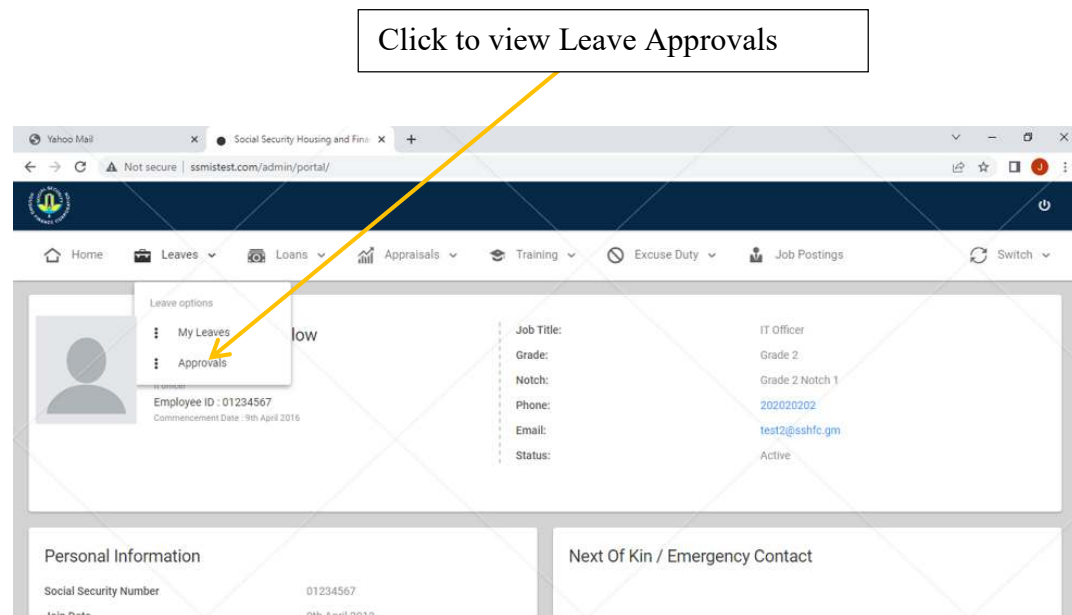
A drop down list shows as displayed in Figure



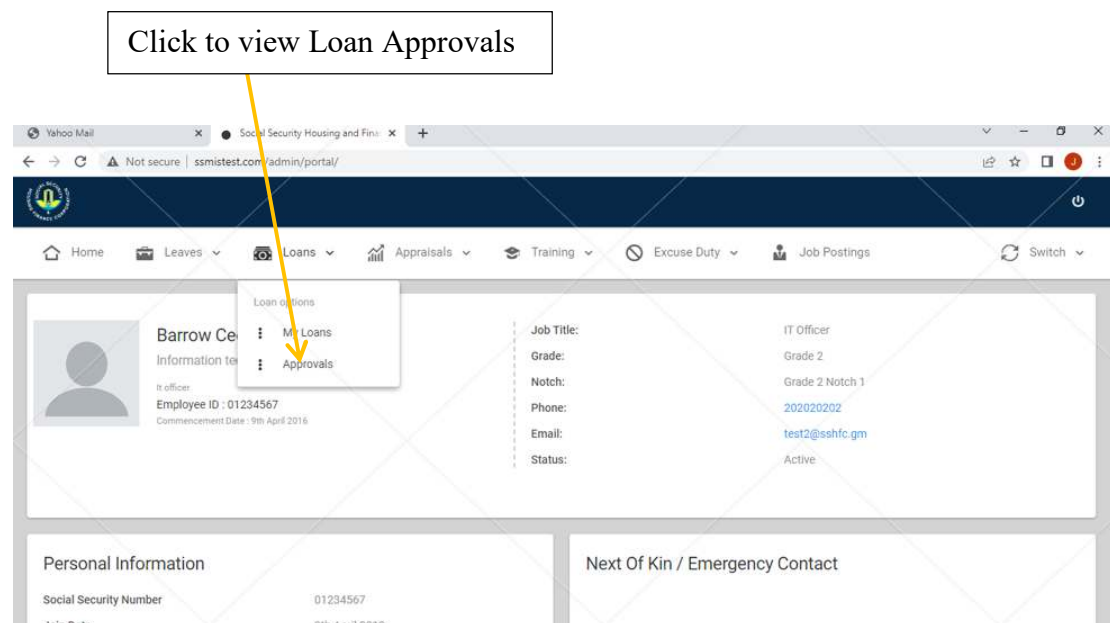
Click to access your portal as an employee.

A page is displayed as shown in Figure .

- **Leave Approvals**



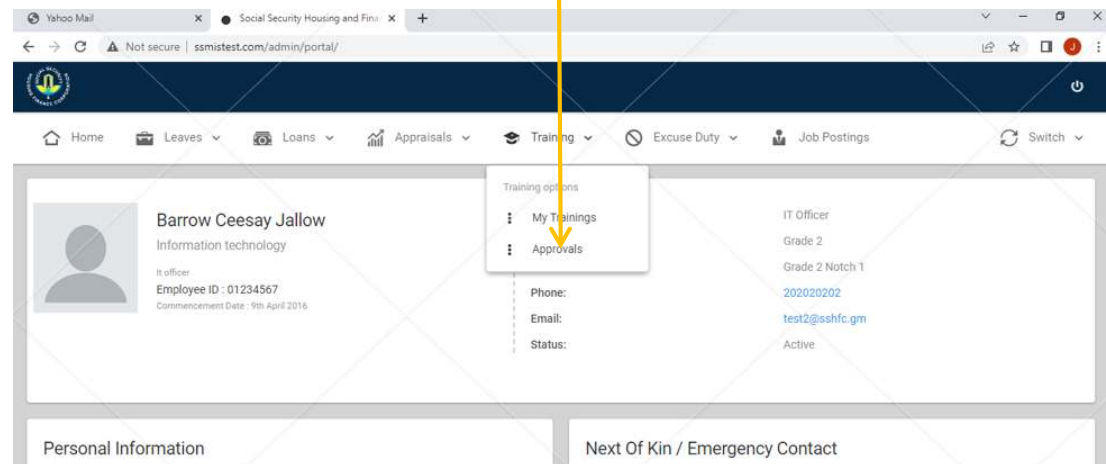
- **Loan Approvals**





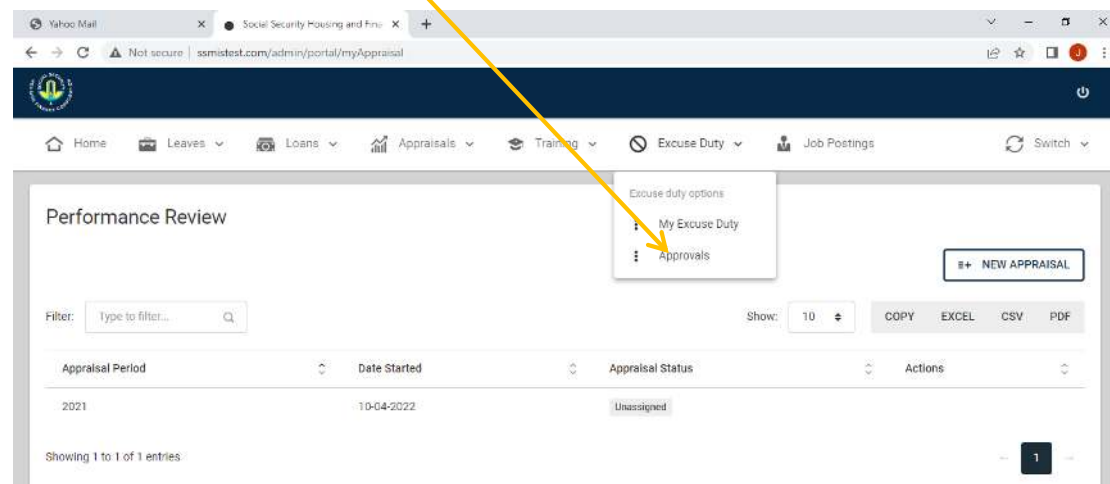
- **Training Approvals**

Click to view Training Approvals



- **Excuse Duty Approvals**

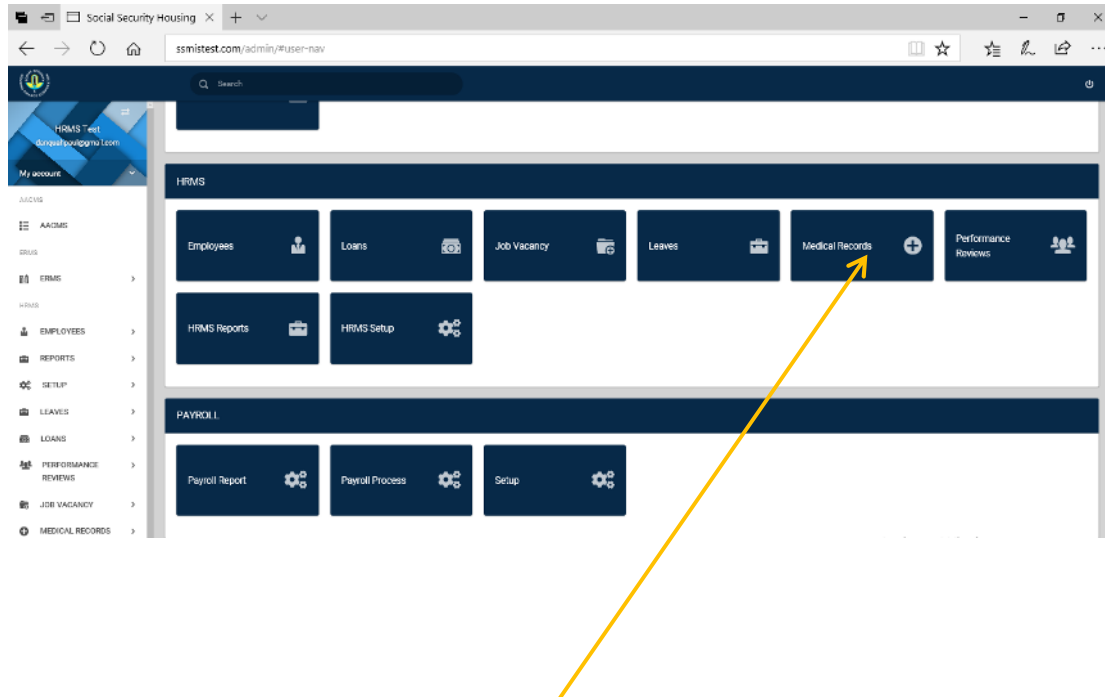
Click to view Excuse Duty Approvals



## Medical Records

### Adding/Editing/Deleting Details Of An Employee's Medical Records

Upon a successful sign in, a dashboard is displayed as shown in Figure .





Click to access/view/edit/add/delete details of medical records of registered employees.

A page containing all medical records is displayed as shown in Figure .

Click to add new medical records.

The screenshot shows the 'Medical Records' page in the HRMS Test application. The page has a sidebar with navigation links: My account, AACMS, ERMS, and EMPLOYEES. The main content area is titled 'Medical Records' and contains a table of medical records. A green button labeled 'ADD MEDICAL RECORD' is located at the top right of the table. Below the table, there are two callout boxes with arrows pointing to the 'Actions' column of the table. The first callout box says 'Click to edit new medical records.' and points to a blue icon. The second callout box says 'Click to delete new medical records.' and points to a red icon.

Employee Name	Beneficiary	Medical Facility	Medication Cost	Service Cost	Medical Date From	Medical Date To	Actions
Barrow Jallow Ceesay	Barrow Jallow Ceesay	Edward Francis Diagnostic Centre	GMD 270.00	GMD 54.00	04-04-2022	08-04-2022	 

Click to edit new medical records.

Click to delete new medical records.

**Filtering And Exporting Information On An Employee's Medical Records**

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download details of medical records as an Excel file.

Allows users download details of medical records as a PDF file.

Allows users download details of medical records as a Comma Separated Values file.

Type an employee's name/first few letters of an employee's name/beneficiary's name/first few letters of a beneficiary's name/name of medical facility visited/first few letters of name of medical facility visited/medical cost/service cost/start or end date(s) of medical care to search records.

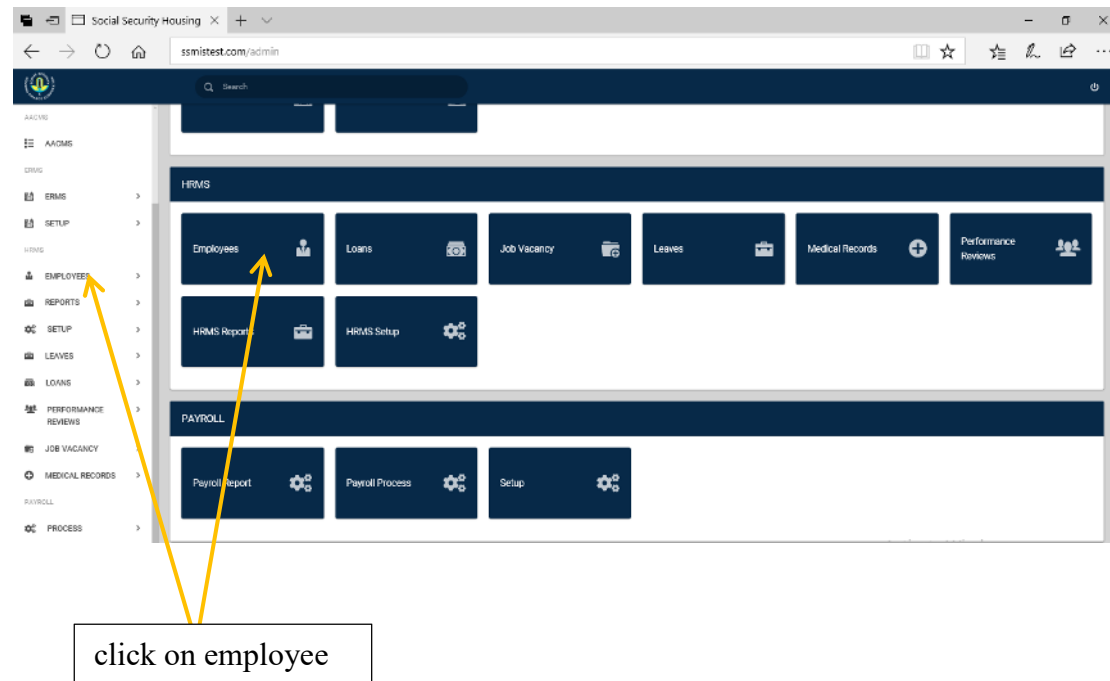
The screenshot shows the 'Medical Records' page in the HRMS system. The page includes a search bar, a table of medical records, and export options. The table has columns for Employee Name, Beneficiary, Medical Facility, Medication Cost, Service Cost, Medical Date To, and Actions. The 'Show' dropdown is set to 10, and the 'Filter' input contains 'barr'. The 'Actions' column has icons for COPY, EXCEL, CSV, and PDF.

Employee Name	Beneficiary	Medical Facility	Medication Cost	Service Cost	Medical Date To	Actions
Barrow Jallow Ceesay	Barrow Jallow Ceesay	Edward Francis Diagnostic Centre	GMD 270.00	GMD 54.00	04-04-2022 08-04-2022	

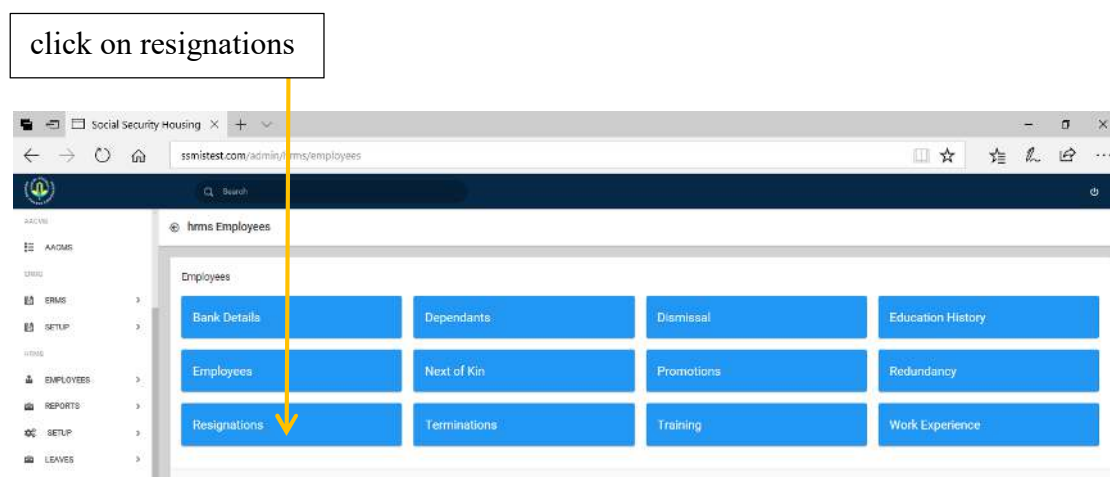
## Ending Appointments

- **Resignations**

Upon a successful sign in, a dashboard is displayed as shown in Figure



A page is displayed as shown in Figure



A page is displayed as shown in Figure

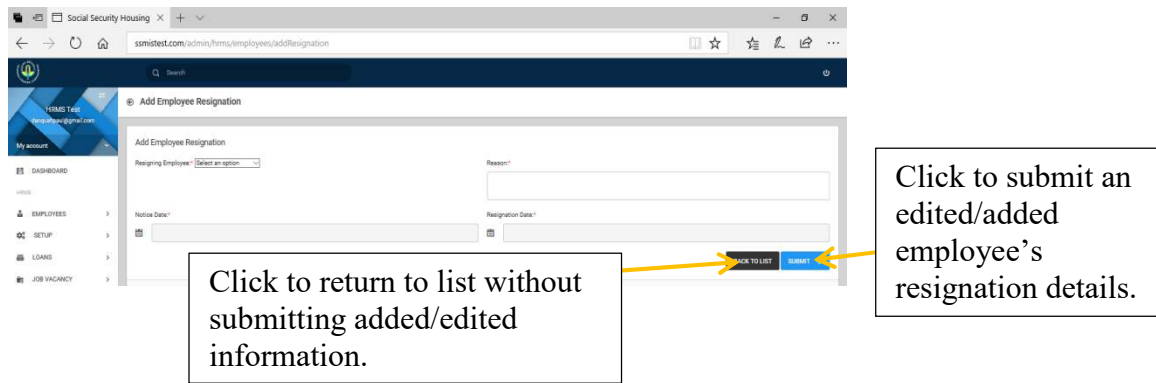
The screenshot displays the 'Employee Resignation' management page. The interface includes a sidebar with navigation options like 'EMPLOYEES', 'Resignations', 'Terminations', and 'Training'. The main content area features a table with columns for 'Resigning Employee', 'Department', 'Reason', 'Notice Date', and 'Resignation Date'. Three rows of data are visible, each with an 'Actions' column containing icons for adding, editing, and deleting records. Callout boxes provide instructions: 'Click to add details of an employee's resignation.' points to the '+ ADD EMPLOYEE RESIGNATION' button; 'Click to edit details of an employee's resignation.' points to the edit icon; and 'Click to delete details of an employee's resignation.' points to the delete icon.

Click to add details of an employee's resignation.

Click to edit details of an employee's resignation.

Click to delete details of an employee's resignation.

Clicking to add/edit an employee's resignation details opens a form as shown in Figure . When adding/editing an employee's resignation details, information for fields marked with \* must be provided.



**Filtering And Exporting Employees' Resignation Details**

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download details of employees' resignations as Excel files.

Allows users download details of employees' resignations as PDF files.

Allows users download details of employees' resignations as Comma Separated Values files.

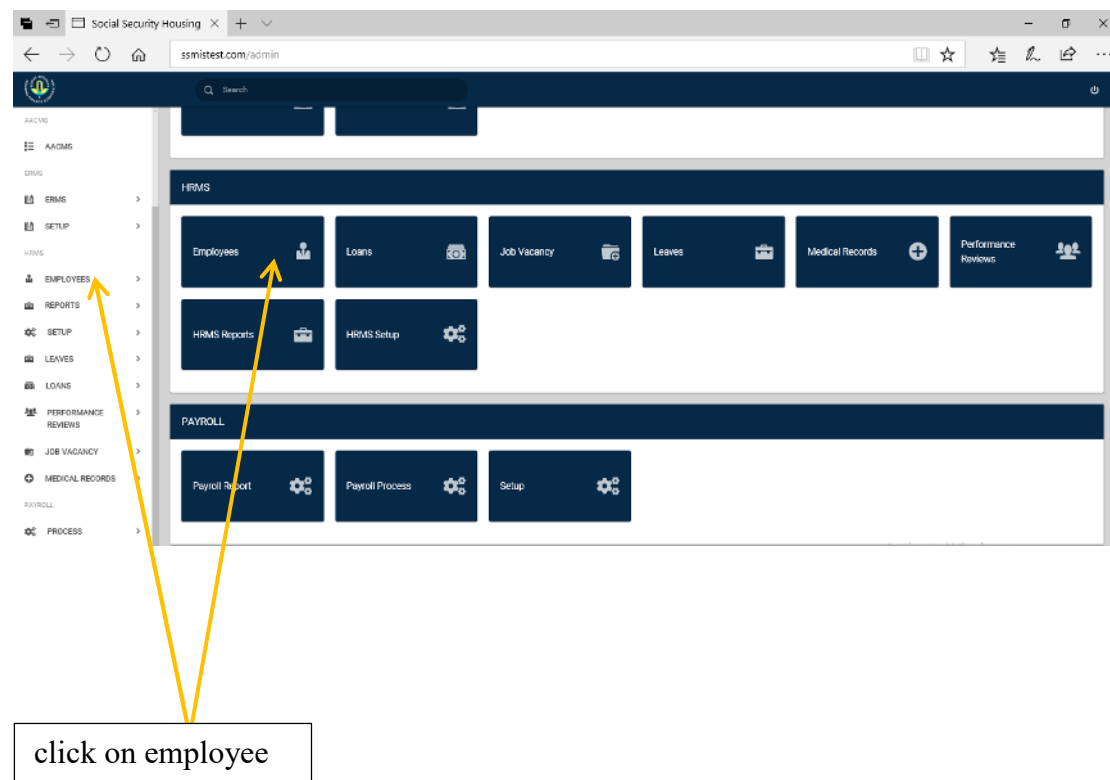
Type a resigning employee's name/first few letters of a resigning employee's name/a resigning employee's department's name/first few letters of a resigning employee's department's name/an employee's reason for resigning/first few letters of an employee's reason for resigning/the date an employee resigned/the date an employee served a notice of resignation to search information on an employee who has resigned.

The screenshot shows a web application interface for managing employee resignations. The browser address bar indicates the URL is `ssmistest.com/admin/hrms/employees/resignation`. The page title is "Employee Resignation". On the left is a sidebar menu with options like "Dashboard", "Employees", "Bank Details", "Dependents", "Education History", "Employee", "List of Resignations", "Promotions", and "Resignations". The main content area has a "Filter" input field with the text "Info" and a search icon. Below the filter is a table with columns: "Resigning Employee", "Department", "Reason", "Notice Date", "Resignation Date", and "Actions". A single row is visible with the following data: "Deeno Dee doon", "Information Technology", "Career Change", "31-03-2022", "31-03-2022". Below the table, it says "Showing 1 to 1 of 1 entries (filtered from 3 total entries)". To the right of the table, there are buttons for "ADD EMPLOYEE RESIGNATION", "COPY", "EXCEL", "PDF", and "PRINT". A dropdown menu is open next to the "Show" button, displaying options: "10", "20", "50", and "100".

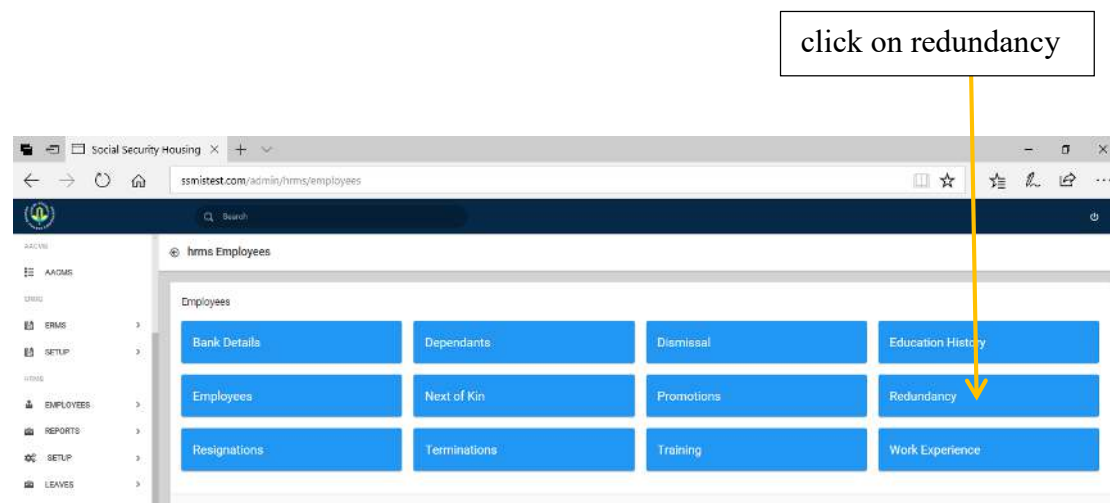


- **Redundancy**

Upon a successful sign in, a dashboard is displayed as shown in Figure



A page is displayed as shown in Figure



A page is displayed as shown in Figure

**Adding/Editing/Deleting Details Of An Employee's Redundancy**

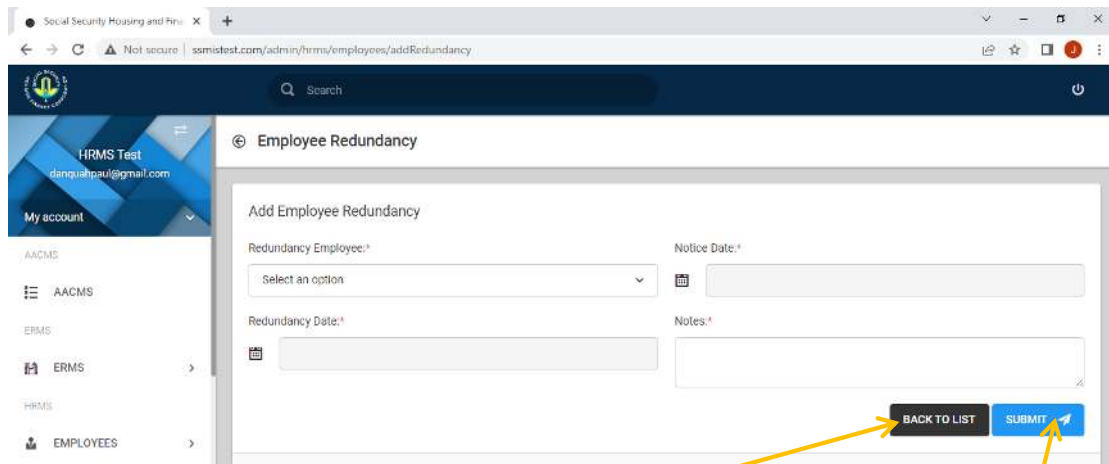
The screenshot shows the 'Employee Redundancy' page in the HRMS. The left sidebar contains navigation links for 'My account', 'AACMS', 'ERMS', and 'EMPLOYEES'. The main content area has a header 'Employee Redundancy' and a table with columns: 'Redundancy Employee', 'Notice Date', 'Redundancy Date', and 'Actions'. A single entry for 'Dean James' is shown with dates '30-03-2022' and '29-04-2022'. Above the table is a filter box and a 'Show: 10' dropdown. To the right of the table are buttons for 'COPY', 'EXCEL', 'CSV', and 'PDF'. A green button labeled 'ADD EMPLOYEE REDUNDANCY' is at the top right. Three callout boxes with arrows point to the interface: one to the 'ADD EMPLOYEE REDUNDANCY' button, and two to the 'Actions' column of the table (one to the edit icon, one to the delete icon).

Click to add details of an employee's redundancy.

Click to edit details of an employee's redundancy.

Click to delete details of an employee's redundancy.

Clicking to add/edit an employee's redundancy details opens a form as shown in Figure .  
When adding/editing an employee's redundancy details, information for fields marked with \* must be provided.



The screenshot shows a web browser window with the URL `ssmistest.com/admin/hrms/employees/addRedundancy`. The page title is "Employee Redundancy". On the left is a sidebar menu with "My account" and a list of modules: AACMS, ERMS, HRMS, and EMPLOYEES. The main content area is titled "Add Employee Redundancy" and contains the following fields:

- Redundancy Employee:\***: A dropdown menu with the text "Select an option".
- Notice Date:\***: A date input field.
- Redundancy Date:\***: A date input field.
- Notes:\***: A text area for additional information.

At the bottom right of the form are two buttons: "BACK TO LIST" and "SUBMIT". Yellow arrows point from these buttons to explanatory text boxes below the form.

Click to return to list without submitting added/edited information.

Click to submit an edited/added employee redundancy details.

## Filtering And Exporting Employees' Redundancy Details

Allows users decide number of rows to show at a time.  
Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

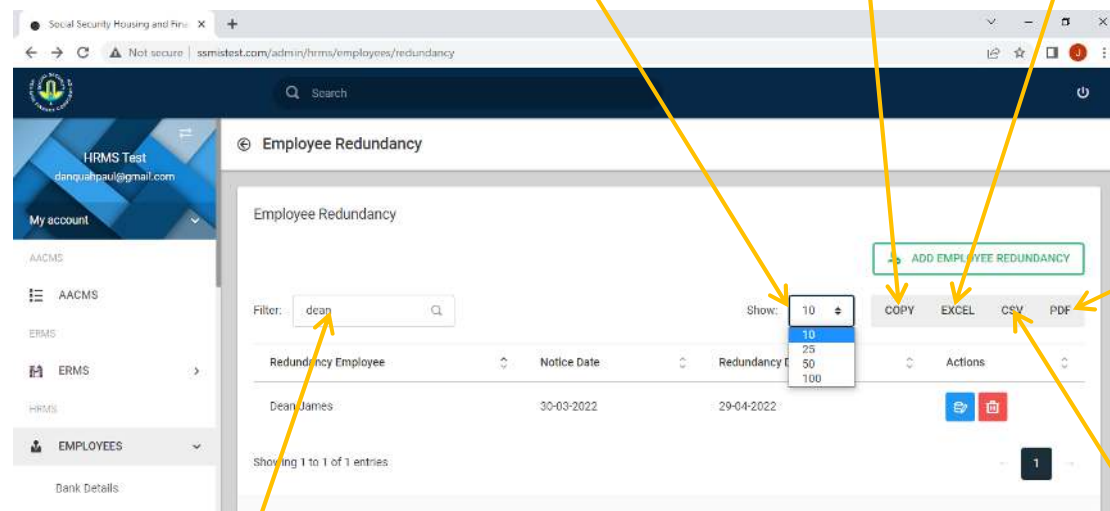
Click to  
copy  
displayed  
rows to  
clipboard.

Allows users download details of redundant employees as Excel files.

Allows users download details of redundant employees as PDF files.

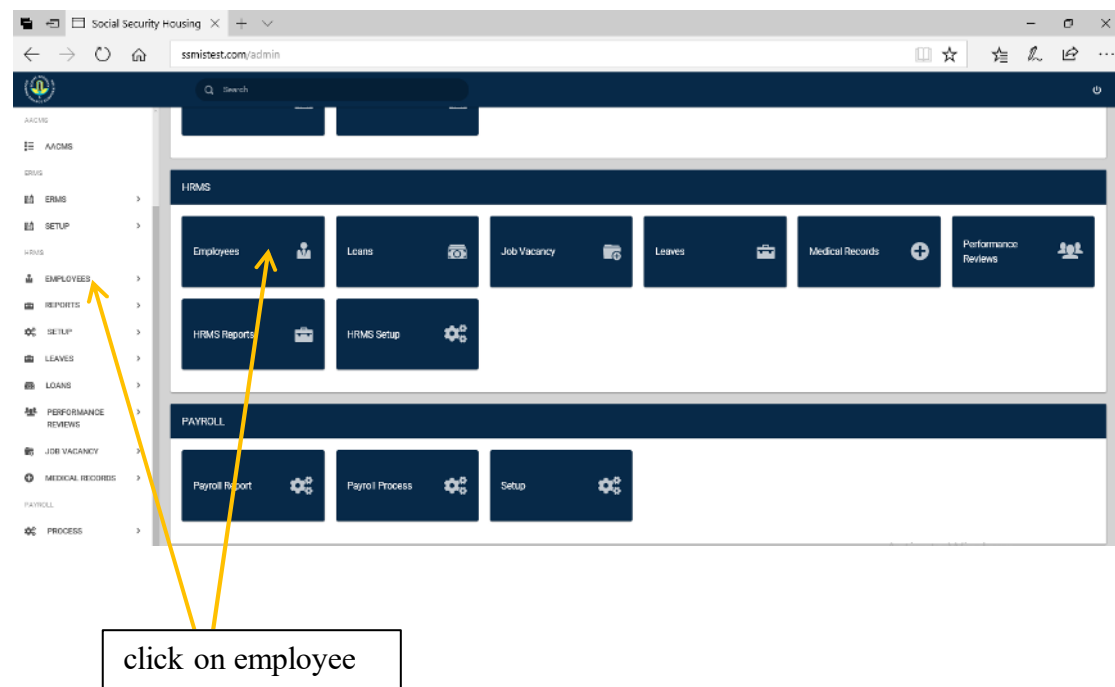
Allows users download details of redundant employees as Comma Separated Values files.

Type a redundant employee's name/first few letters of a redundant employee's name//the date an employee was notified of pending redundancy/the date an employee's redundancy became effective to search information on a redundant employee.



- **Terminations**

Upon a successful sign in, a dashboard is displayed as shown in Figure



A page is displayed as shown in Figure



A page is displayed as shown in Figure

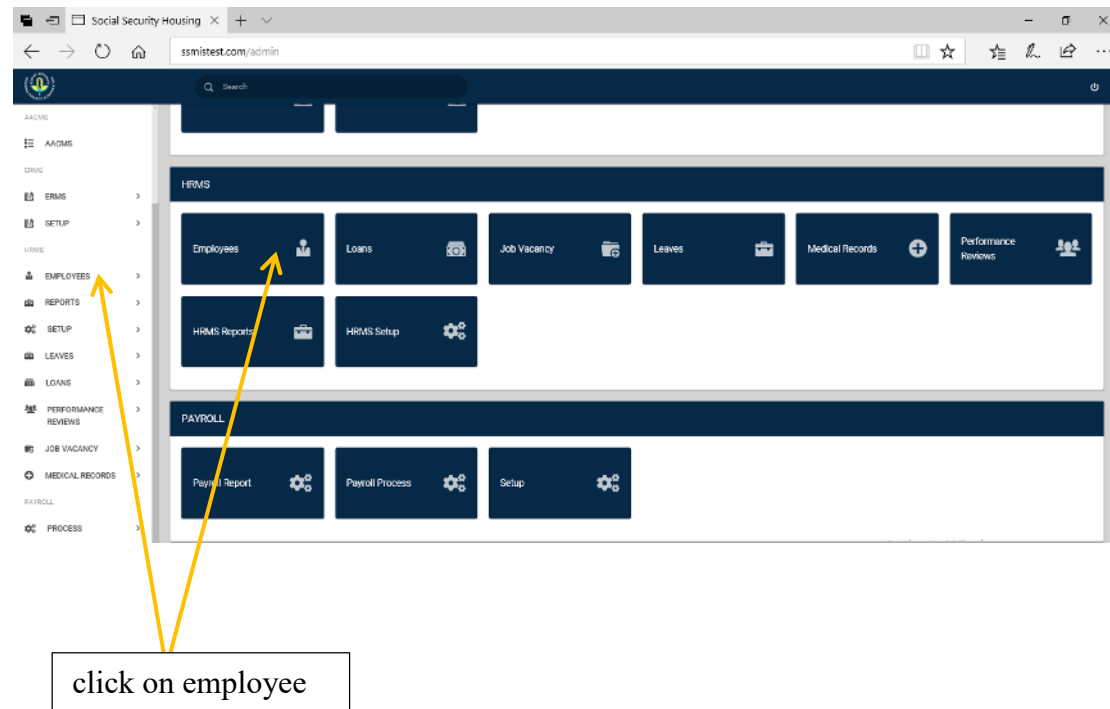




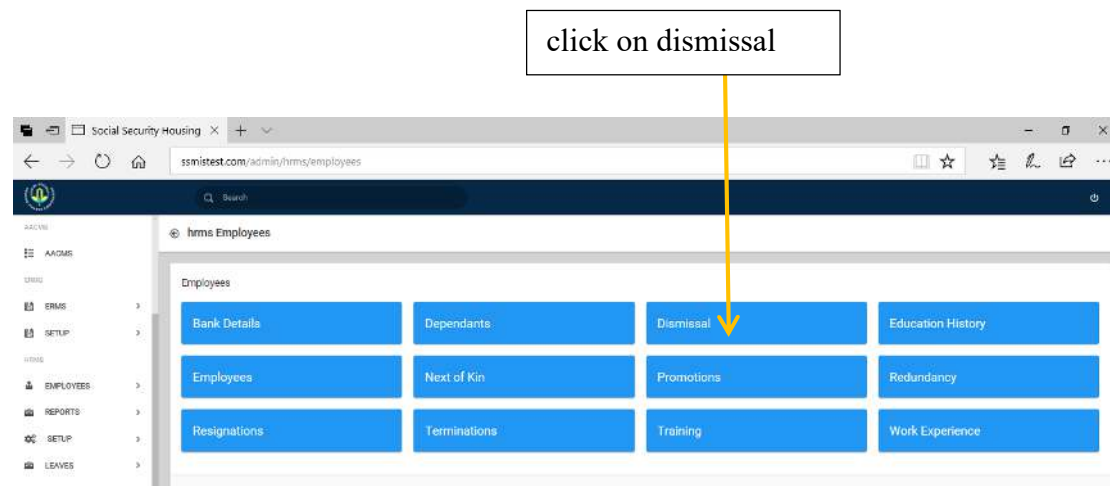
- **Dismissal**



Upon a successful sign in, a dashboard is displayed as shown in Figure



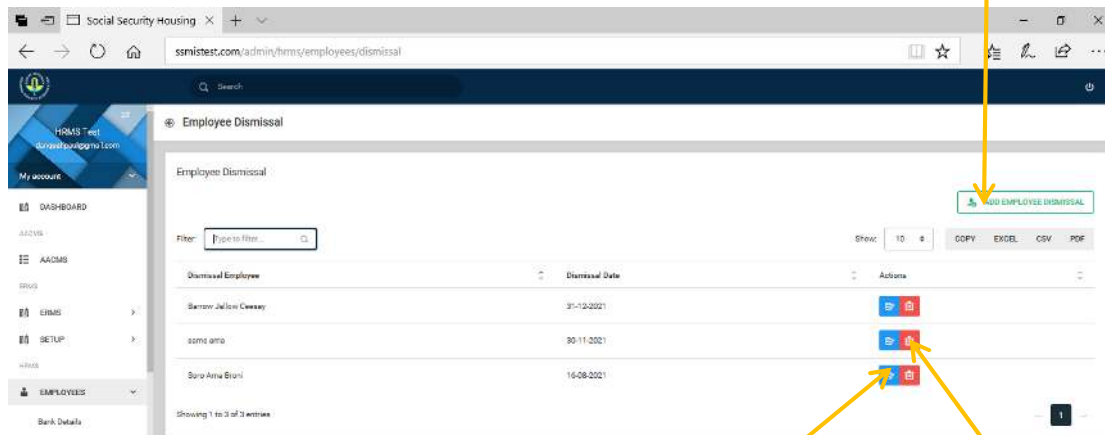
A page is displayed as shown in Figure



A page is displayed as shown in Figure

### **Adding/Editing/Deleting Details Of A Dismissed Employee**

Click to add details of an employee's dismissal.

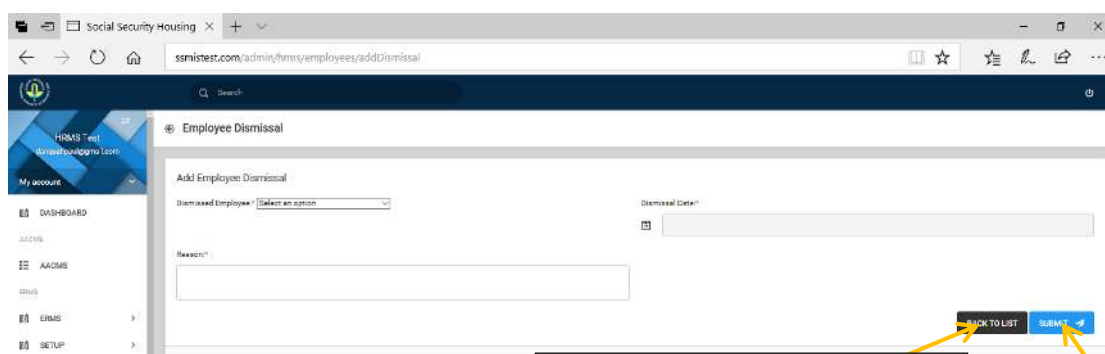


Click to edit details of an employee's dismissal.

Click to delete details of an employee's dismissal.

Clicking to add/edit details of a dismissed employee opens a form as shown in Figure .

When adding/editing details of a dismissed employee, information for fields marked with \* must be provided.



Click to return to list without submitting added/edited information.

Click to submit edited/added dismissed employee detail(s).

**Filtering And Exporting Details Of Dismissed Employees**

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download employees' dismissal details as Excel files.

Allows users download employees' dismissal details as PDF files.

Allows users download employees' dismissal details as Comma Separated Values files.

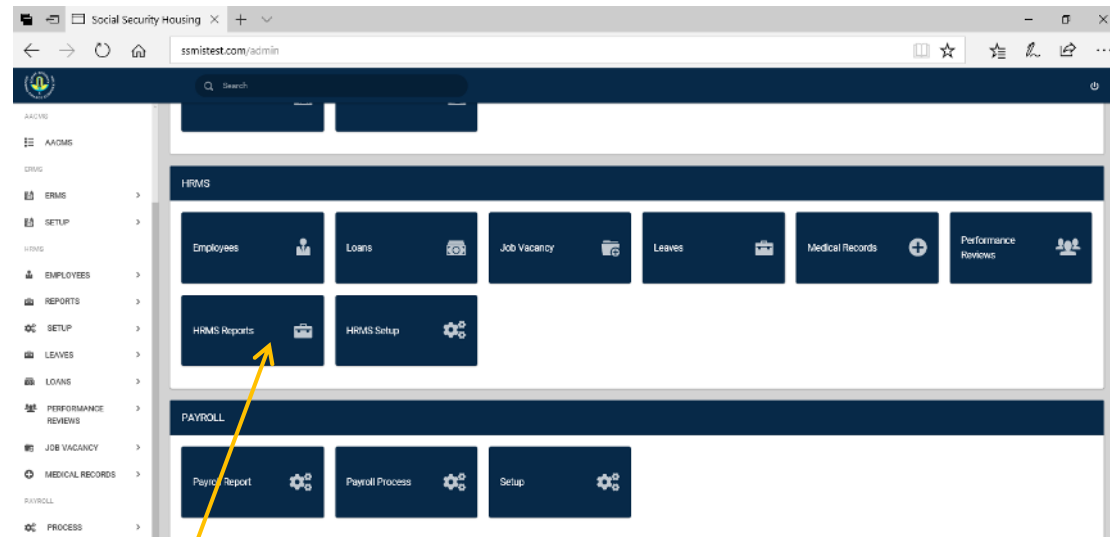
Type a dismissed employee's name/first few letters of a dismissed employee's name/date of an employee's dismissal to search for dismissed employees.

The screenshot shows the 'Employee Dismissal' page in a web application. The interface includes a sidebar with navigation links (DASHBOARD, ACCOUNTS, ACCOUNTS, GROUPS, EMPLOYEES) and a main content area. The main content area has a search bar labeled 'Filter' with the text 'and' entered. Below the search bar is a table with columns 'Dismissal Employee' and 'Dismissal Date'. The table contains two rows: 'BARTIS MTH' with date '30-11-2021' and 'Boro Ama Boro' with date '16-08-2021'. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries (Filtered from 3 total entries)'. On the right side of the table, there is a dropdown menu for 'Show' with options '25', '50', '100'. Below the dropdown are buttons for 'COPY', 'EXCEL', 'CSV', and 'PDF'. A callout box points to the 'Filter' search bar, explaining that users can type a dismissed employee's name or date to search. Another callout box points to the 'Show' dropdown, explaining that users can decide the number of rows to show (minimum 10, maximum 100). A third callout box points to the 'COPY' button, explaining that clicking it copies the displayed rows to the clipboard. A fourth callout box points to the 'EXCEL' button, explaining that it allows users to download dismissal details as Excel files. A fifth callout box points to the 'PDF' button, explaining that it allows users to download dismissal details as PDF files. A sixth callout box points to the 'CSV' button, explaining that it allows users to download dismissal details as Comma Separated Values files.

## Generating Human Resource Reports

- **Reports On Employees**

Upon a successful sign in, a dashboard is displayed as shown in Figure



Click on HRMS Reports

A page is displayed as shown in Figure



A page is displayed as shown in Figure

When filling out the form, information for fields marked with \* must be provided.

HRMS Test  
dangwahpaul@gmail.com

My account

AACMS

ERMS

HRMS

EMPLOYEES

REPORTS

Employees Reports

Employees

Staff Number

Last Name

Active Status\*

Grade\*

Gender

Department

Marital Status

Employment Type\*

Employ From

Employ To

Commence From

Commence To

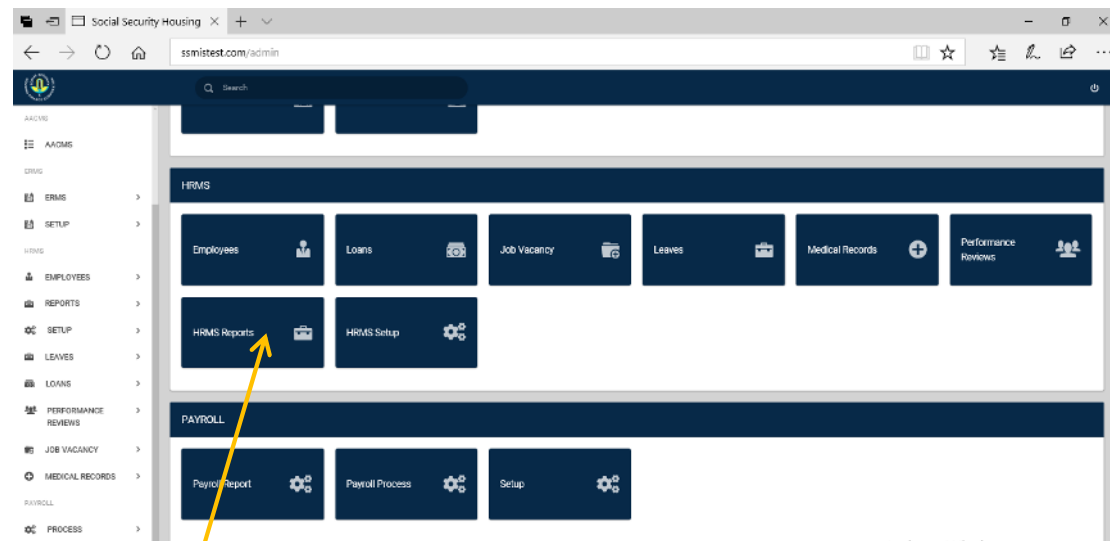
SEARCH

First Name	Middle Name	Last Name	Employee Number	Employee Type	Job Title	Grade	SSN Number	Commencement Date	Date of Birth	Department	Marital Status
------------	-------------	-----------	-----------------	---------------	-----------	-------	------------	-------------------	---------------	------------	----------------

Click on search to generate the specified report

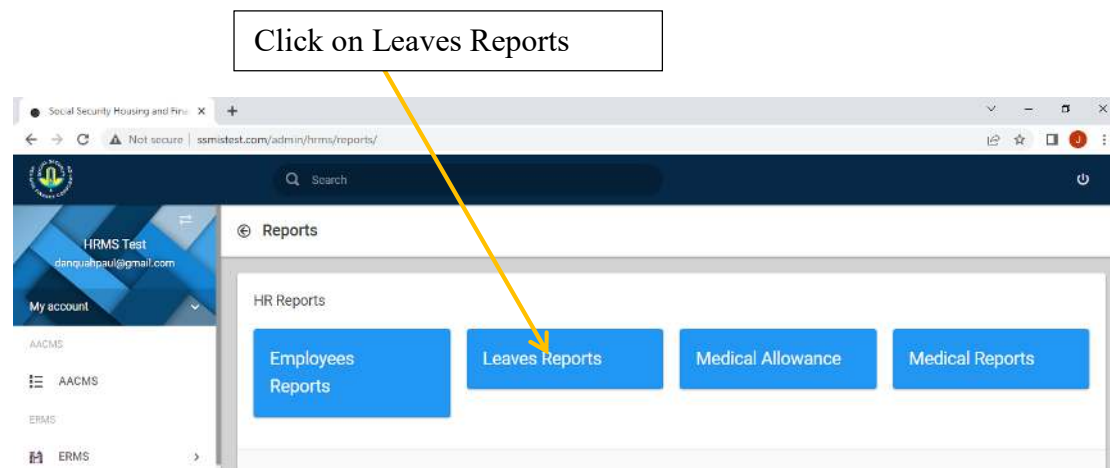
- **Reports On Leaves**

Upon a successful sign in, a dashboard is displayed as shown in Figure



Click on HRMS Reports

A page is displayed as shown in Figure



Click on Leaves Reports

A page is displayed as shown in Figure

When filling out the form, information for fields marked with \* must be provided.

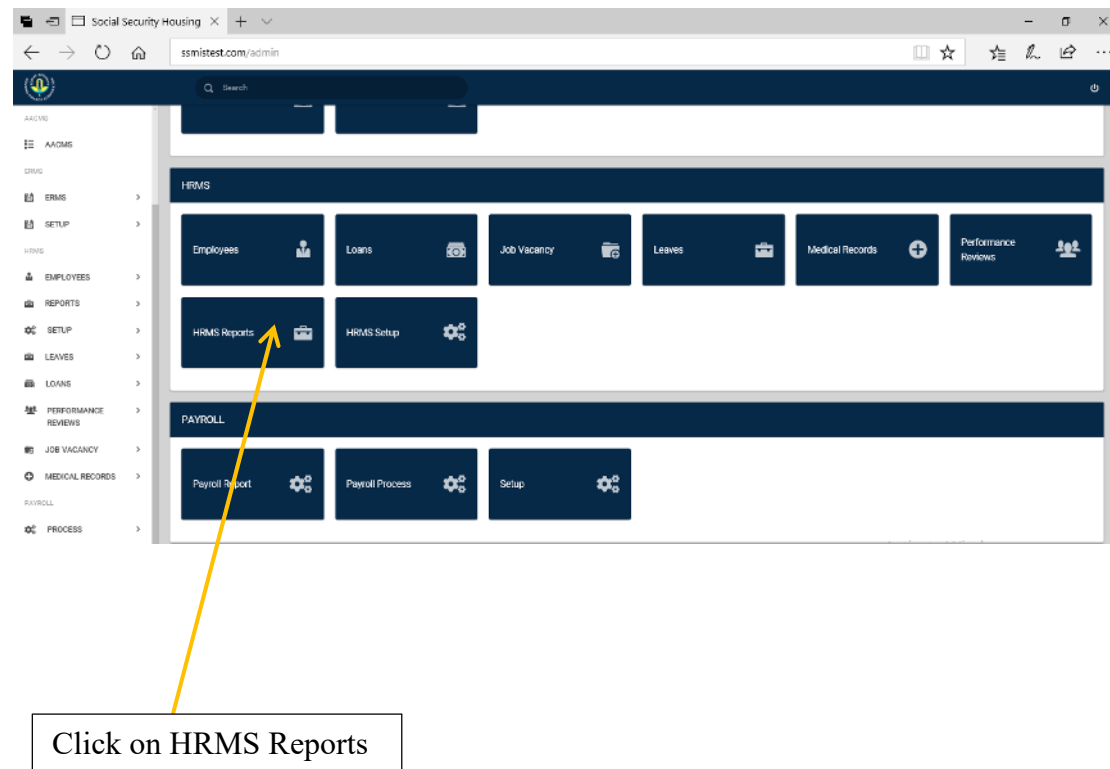
Click on search to generate the specified report

The screenshot displays the HRMS Test interface. The left sidebar contains the user profile 'HRMS Test' with email 'danguihpaul@gmail.com' and a 'My account' dropdown. Below this are menu items for AACMS, ERMS, HRMS, and EMPLOYEES. The main content area is titled 'Leaves' and features a search form with the following fields: 'Staff Number' (text input), 'Leave Type\*' (dropdown menu), 'Leave Status' (dropdown menu), 'From' (text input), and 'To' (text input). A green 'SEARCH' button is positioned to the right of these fields. Below the search form is a table with the following columns: Employee, Leave Name, From, To, No of Days, Balance, Year, Supervisor Status, HOD Status, HR Status, and Status. The table currently displays 'no records found'.

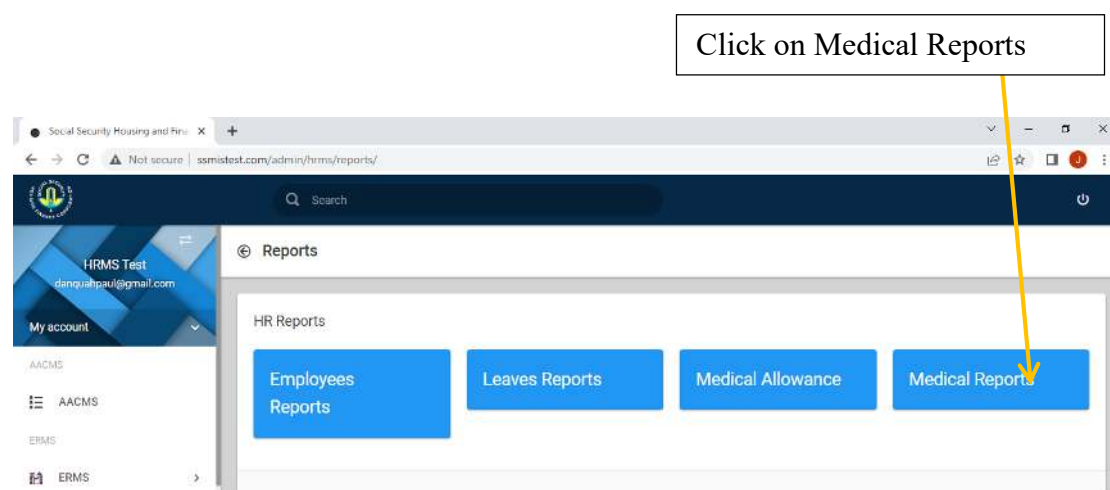
Employee	Leave Name	From	To	No of Days	Balance	Year	Supervisor Status	HOD Status	HR Status	Status
no records found										

- **Medical Reports**

Upon a successful sign in, a dashboard is displayed as shown in Figure



A page is displayed as shown in Figure



A page is displayed as shown in Figure



When filling out the form, information for fields marked with \* must be provided.

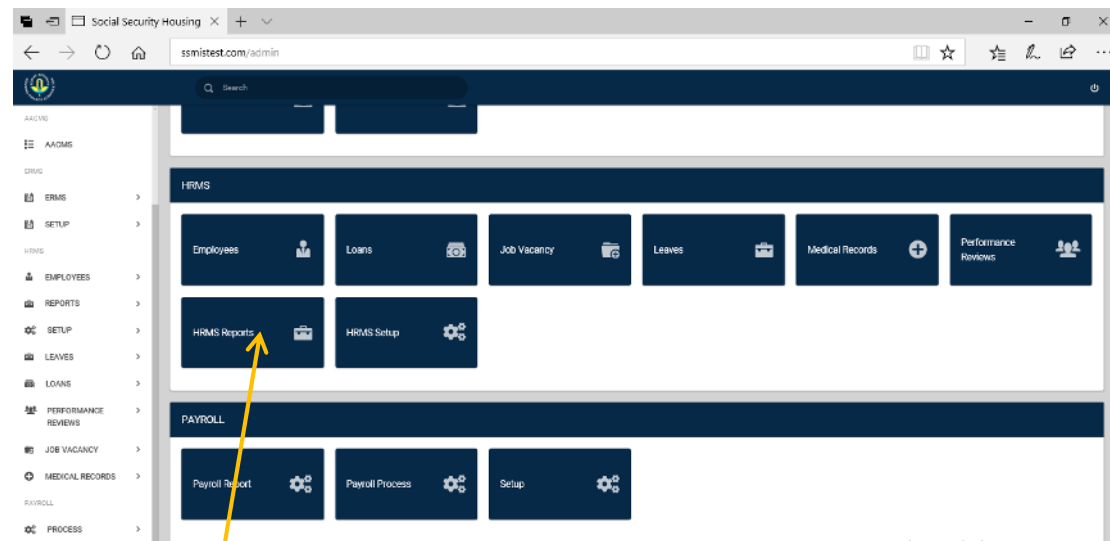
Click on search to generate the specified report

The screenshot shows a web browser window with the URL `ssmtest.com/admin/hrms/reports/medicalAllowance`. The page title is "Medical Records". On the left is a sidebar with a logo and navigation links: "My account", "AACMS", "ERMS", and "HRMS". The main content area has a search form with two input fields: "Staff Number" and "Year\*", and a dropdown menu labeled "Select an opt...". A green "SEARCH" button is to the right of these fields. Below the form is a table with the following headers: "Employee Name", "Employee Number", "Department", "Grade", "Amount Spent", and "Balance Remaining". The table body contains the text "no records found".

Employee Name	Employee Number	Department	Grade	Amount Spent	Balance Remaining
no records found					

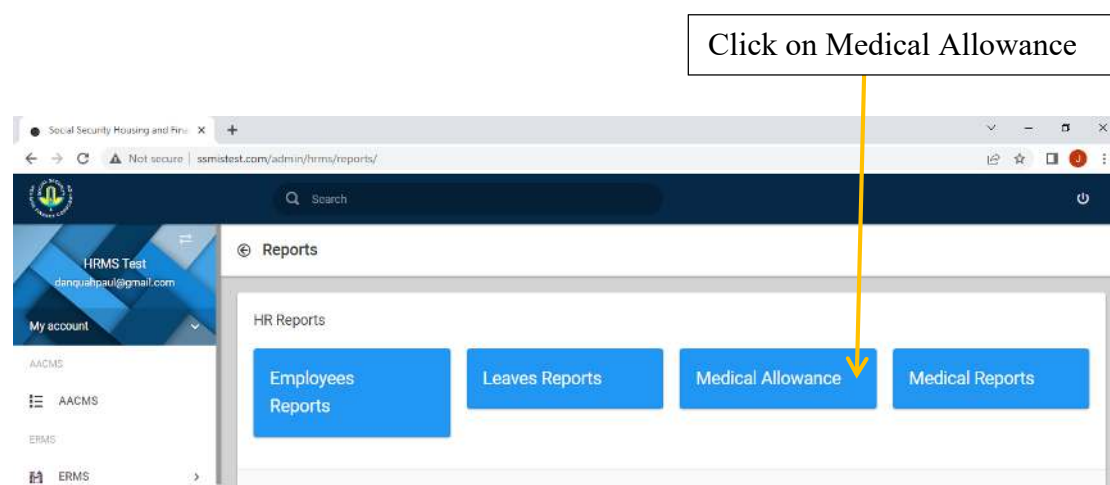
- **Medical Allowances**

Upon a successful sign in, a dashboard is displayed as shown in Figure



Click on HRMS Reports

A page is displayed as shown in Figure



Click on Medical Allowance

A page is displayed as shown in Figure

When filling out the form, information for fields marked with \* must be provided.

Click on search to generate the specified report

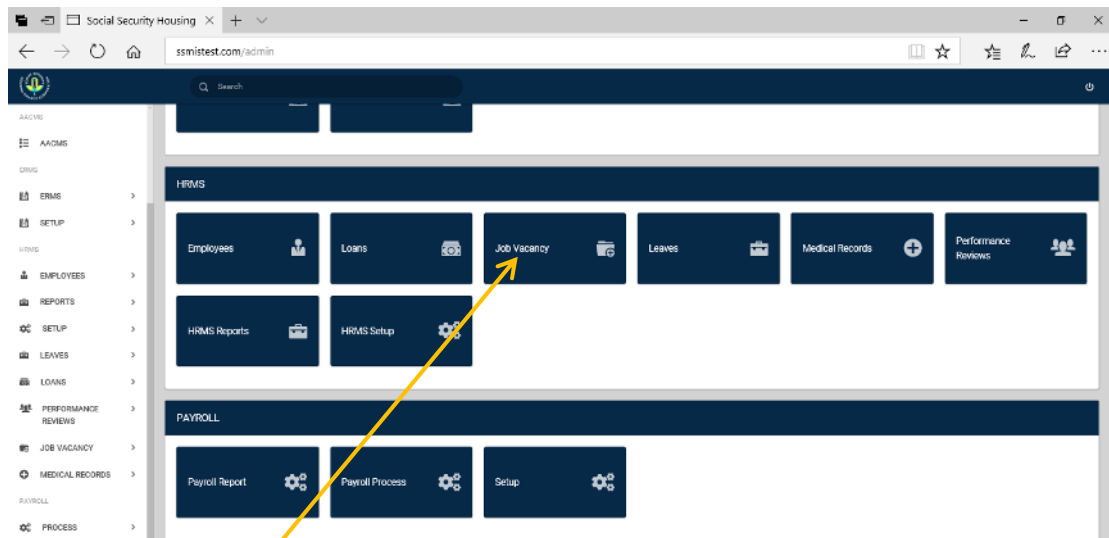
The screenshot displays the 'Medical Records' report page in the HRMS system. The page includes a search form with the following elements:

- A text input field labeled 'Staff Number'.
- A dropdown menu labeled 'Select an opt...' with 'Year\*' selected.
- A green 'SEARCH' button.

Below the search form, there is a table with the following columns: Employee Name, Employee Number, Department, Grade, Amount Spent, and Balance Remaining. The table currently displays 'no records found'.

## Job Vacancies

Upon a successful sign in, a dashboard is displayed as shown in Figure



Click on Job Vacancy

A page is displayed as shown in Figure

**Adding/Editing/Deleting Details Of Job Vacancies**

The screenshot shows the 'Job Vacancies' management page in the HRMS system. The interface includes a sidebar with navigation links (AACMS, ERMS, HRMS, EMPLOYEES, REPORTS) and a main content area. The main area has a search bar, a table of job vacancies, and action buttons. Annotations with arrows point to specific elements:

- Click to add a new job vacancy.** Points to the 'ADD VACANCY' button.
- Click to view job applications.** Points to the 'VIEW APPLICATIONS' button.
- Click to edit a job vacancy.** Points to the edit icon (pencil).
- Click to delete a job vacancy.** Points to the delete icon (trash).

Job Title	Department	Expiry Date	Job Type	Status	Applicants	Actions
Internal Auditor	Finance	17-05-2022	Permanent	Active		

Showing 1 to 1 of 1 entries

Clicking to add/edit job vacancies open a form as shown in Figure .  
When adding/editing job vacancies, information for fields marked with \* must be provided.

The screenshot shows the 'Add Job Vacancy' form in the HRMS system. The form includes the following fields:

- Title\*
- Department\*
- Number of Vacancies\*
- Location\*
- Vacancy Start Date\*
- Vacancy End Date\*
- Vacancy Type\*
- Status\*
- Grade\* (Select an option)
- Minimum Qualification
- Years of Experience
- Age Limit\*
- Description\*

At the bottom right of the form, there are two buttons: 'GO TO LIST' and 'SUBMIT'.

Click to return to list without submitting added/edited information.

Click to submit details of an edited/added job vacancy.

## Viewing Job Applications

The screenshot shows the 'Applicants' page in the HRMS system. The page displays a table with the following columns:

Name	Qualification	Gender	Apply Date	Status	Resume	Actions
no records found						

**Filtering And Exporting Details Of Job Vacancies**

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100

Click to copy displayed rows to clipboard.

Allows users download details of job vacancies as an Excel file.

Allows users download details of job vacancies as a PDF file.

Allows users download details of job vacancies as a Comma Separated Values file.

Type a job vacancy title/first few letters of a job vacancy title/job type/ department to search for vacancy

The screenshot shows the 'Job Vacancies' page in the HRMS system. The page includes a sidebar with navigation links (AACMS, ERMS, HRMS, EMPLOYEES, REPORTS, RETIRE) and a main content area. The main content area has a search filter, a table of job vacancies, and export options. The table has columns for Job Title, Department, Expiry Date, Job Type, Status, and Actions. The Actions column includes buttons for 'VIEW APPLICANTS', 'COPY', 'EXCEL', 'CSV', and 'PDF'. The 'Show' dropdown menu is open, showing options for 10, 25, 50, and 100 rows. The 'COPY' button is highlighted. The 'EXCEL', 'CSV', and 'PDF' buttons are also visible. The 'ADD VACANCY' button is at the top right. The 'Filter' input field is on the left. The 'Showing 1 to 1 of 1 entries' text is at the bottom of the table.