THE GAMBIA
SOCIAL SECURITY AND HOUSING FINANCE CORPORATION
(SSHFC)

Human Resource Management System

(HRMS)

System User Guide

Table Of Contents

Bank Details		
Adding/Editing/Deleting Details Of A Registered Employee's Bank Details		
Filtering And Exporting Details Of A Registered Employee's Bank Details		
Dependants		
Adding/Editing/Deleting Details Of A Registered Employee's Dependants		
Filtering And Exporting Details Of A Registered Employee's Dependants		
Next of Kin		
Adding/Editing/Deleting Details Of A Registered Employee's Next of Kin		
Filtering And Exporting Details Of A Registered Employee's Next of Kin		
Performance Reviews		
Adding, Filtering And Exporting Registered Employee Performance Reviews		
Applications		
Loan Applications		
Leave Applications		
Applying For Training		
Applying For An Excuse Duty		
Job Postings		
Promotion		
Adding/Editing/Deleting Details Of A Registered Employee's Promotion		
Filtering And Exporting Details Of A Registered Employee's Promotion		
Checking Application/Request Statuses		
Leave Approvals		
Loan Approvals		
Training Approvals		
Excuse Duty Approvals		
Medical Records		
Adding/Editing/Deleting Details Of A Registered Employee's Medical Records		
Filtering And Exporting Details Of A Registered Employee's Medical Records		
Ending Appointments		
Adding/Editing/Deleting Details Of An Employee's Resignation		
Filtering And Exporting Employees' Resignation Details		
Adding/Editing/Deleting Details Of An Employee's Redundancy		
Filtering And Exporting Employees' Redundancy Details		
Adding/Editing/Deleting Details Of A Contracted Employee's Termination		
Filtering And Exporting Contracted Employee's Termination Details		
Adding/Editing/Deleting Details Of A Registered Employee's Dismissal		
Filtering And Exporting Details Of A Registered Employee's Dismissal		
Reports		
Generating Reports On Employees		
Generating Reports On Leaves		
Generating Medical Reports		
Generating Reports On Medical Allowances		
Job Vacancies		
Adding/Editing/Deleting Details Of Job Vacancies		
Viewing Job Applications		
Filtering And Exporting Details Of Job Vacancies		

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 .

http://ssmistest.com/admin typed in an address bar

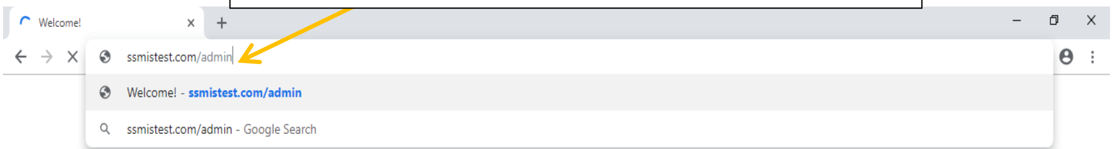


Figure 1

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

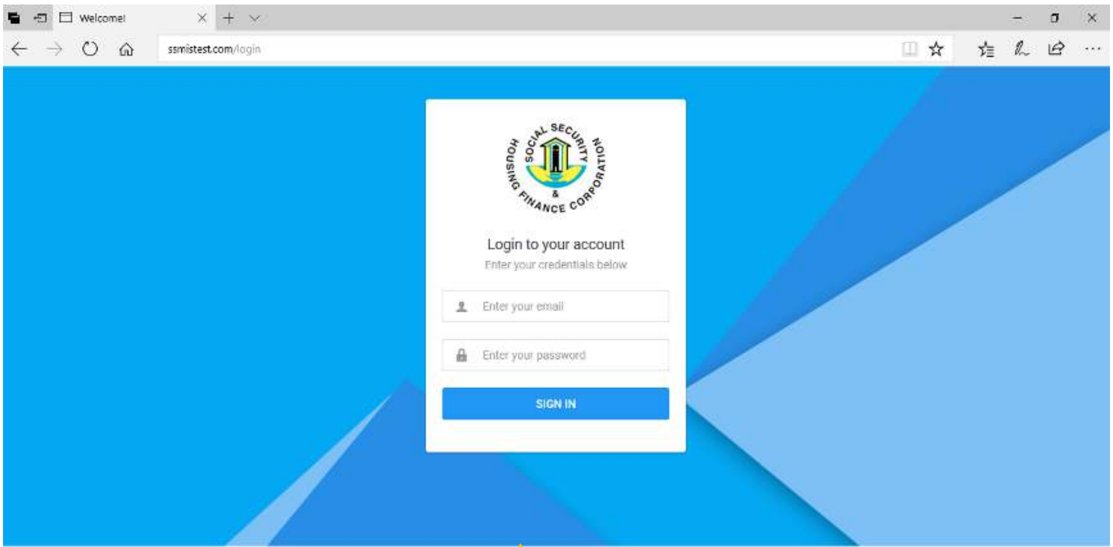


Figure 2

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

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

Working With The Attendance and Access Control Management System

Click to Log Out

Figure 4

Click to access 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

Click to Log Out

Figure 5

Click to access 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.

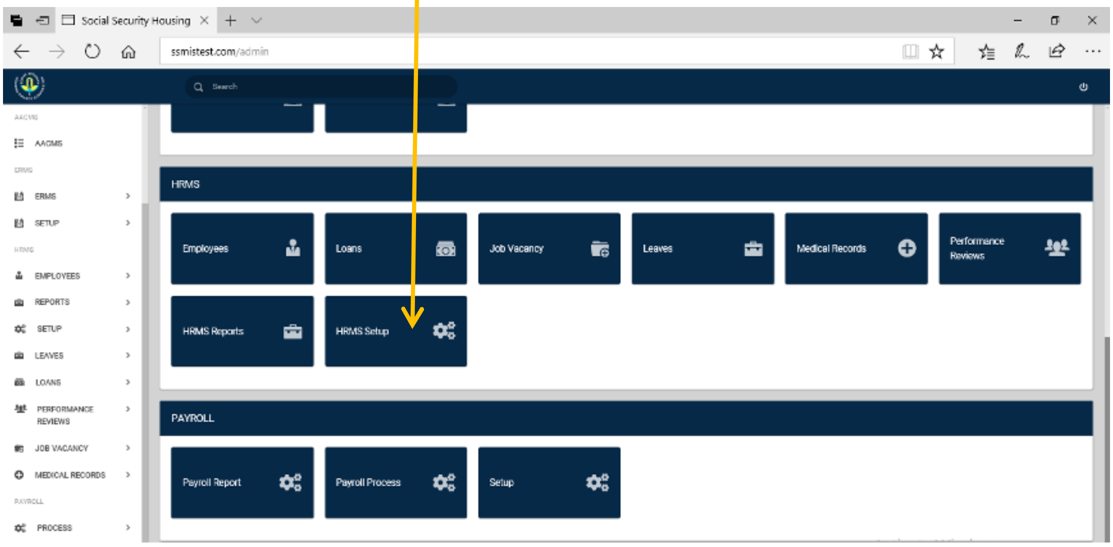


Figure 6

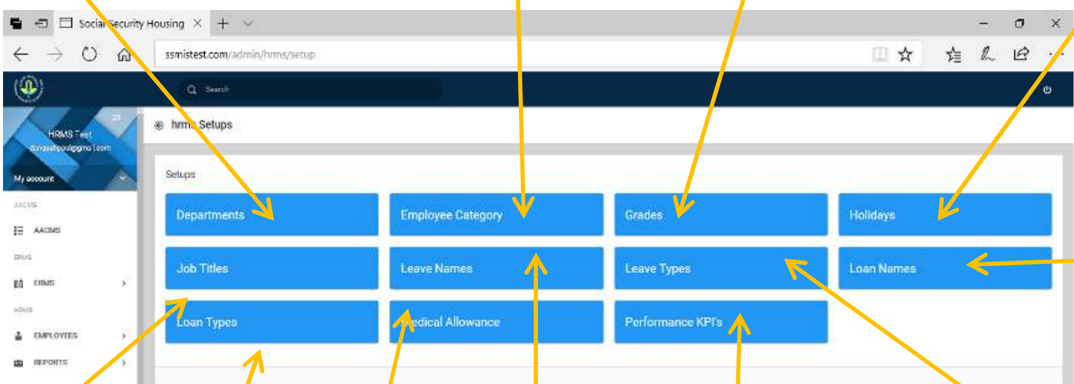
A page containing all human resource arrangements is displayed as shown in Figure

Click to access/view/edit/add details of statutory departments/units. Details can also be deleted.

Click to access/view/edit/add details of statutory employee categories. Details can also be deleted.

Click to access/view/edit/add details of statutory grades. Details can also be deleted.

Click to view/access/edit/add details of statutory holidays. Details can also be deleted.



Click to access/view/edit/ add/delete details of loan names.

Figure 7

Click to access/view/edit /add/delete details of job titles.

Click to access/view/edit/ add/delete details of loan types.

Click to access/view/edit/ add/delete details of leave names.

Click to access/view/edit/ add/delete details of statutory key performance indicators.

Click to to access/view/edit /add/delete details of leave types.

Click to access/view/edit/add/delete details of medical allowance.

- **Departments**

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

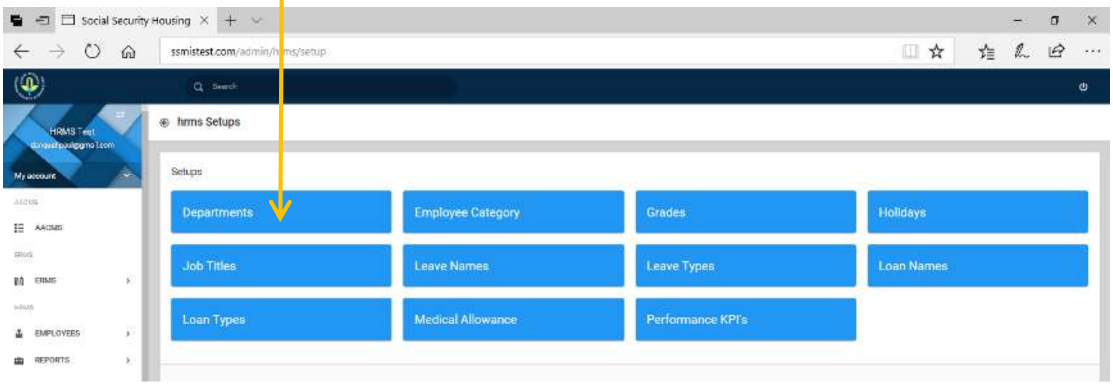


Figure 8

Click to add details of statutory departments/units.

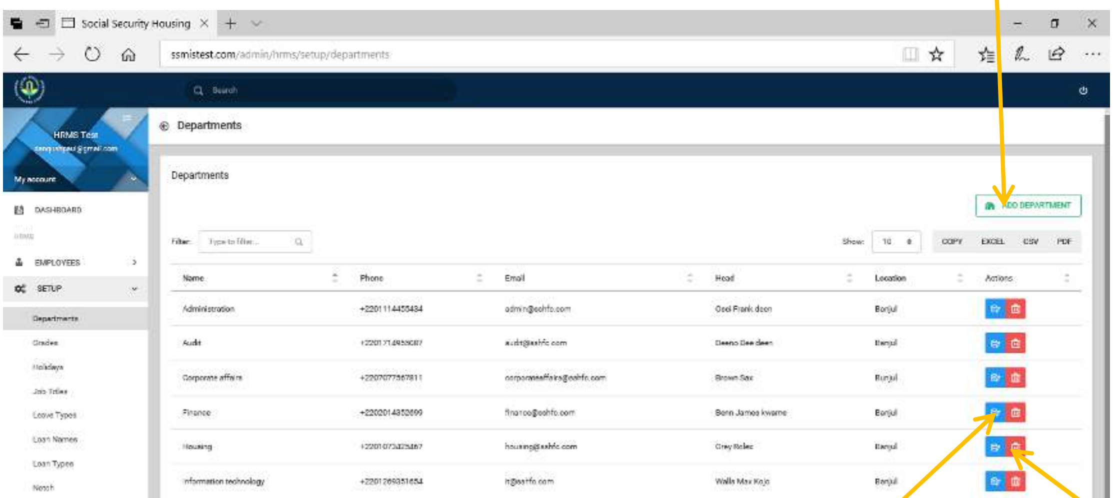


Figure 9

Click to edit details of statutory departments/units.

Click to delete details of statutory departments/units.

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

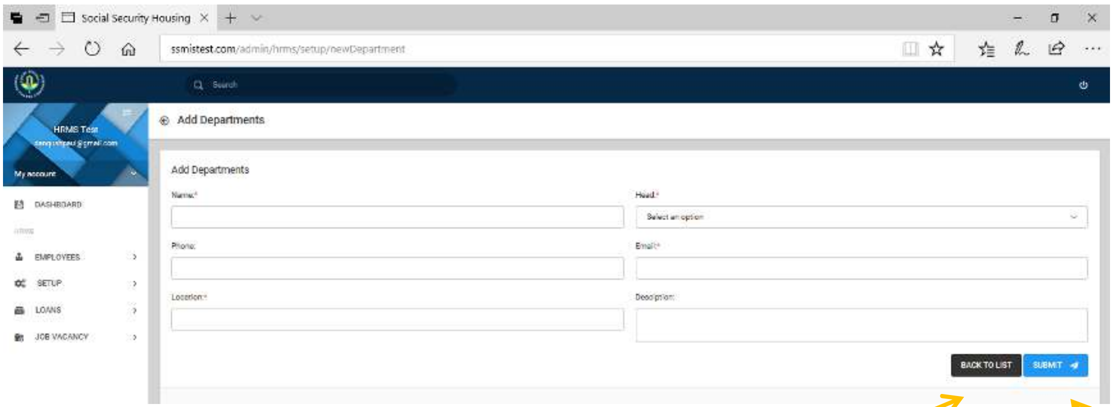


Figure 10

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

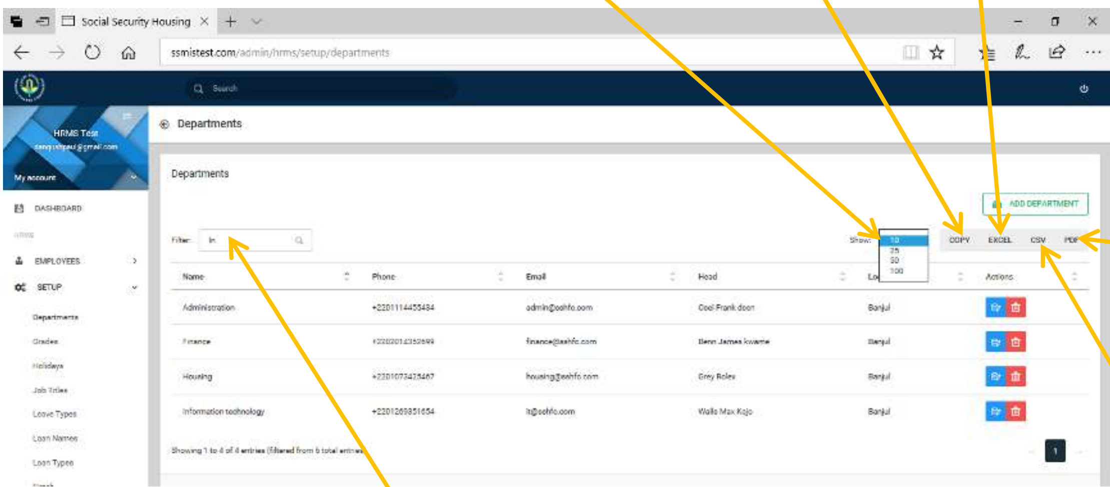
Click to submit an edited/added department's detail.

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.

Figure 11

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.

- **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 .

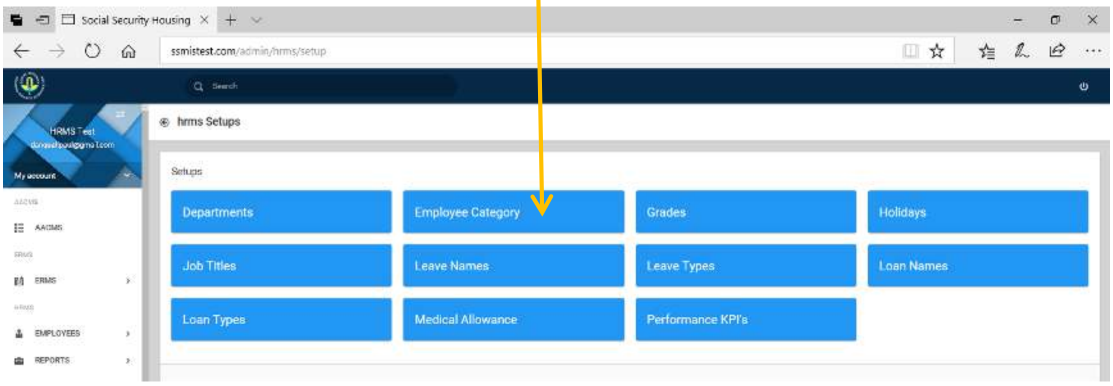


Figure 12

Click to add details of statutory employee categories.

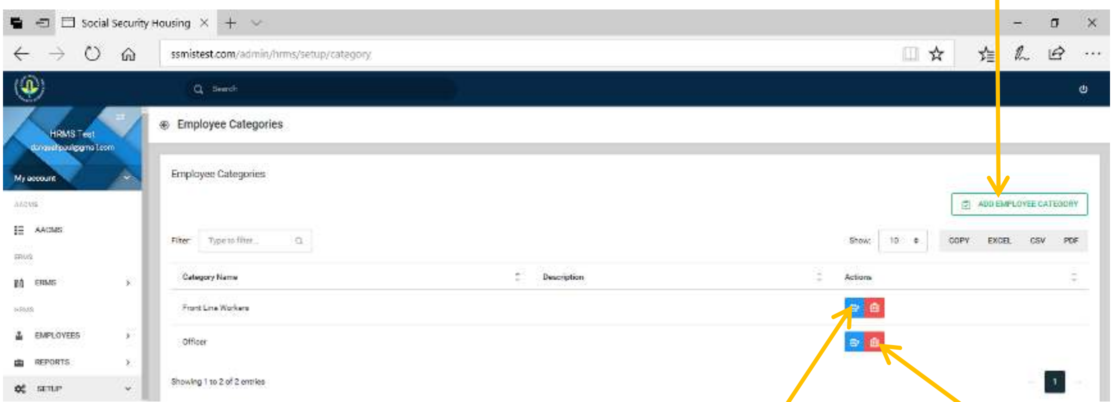


Figure 13

Click to edit details of statutory employee categories.

Click to delete details of statutory employee categories.

Clicking to add/edit details of statutory employee categories open

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

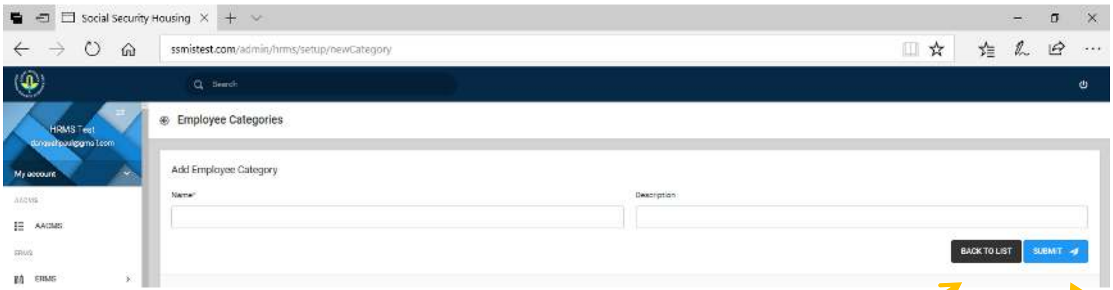


Figure 14

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

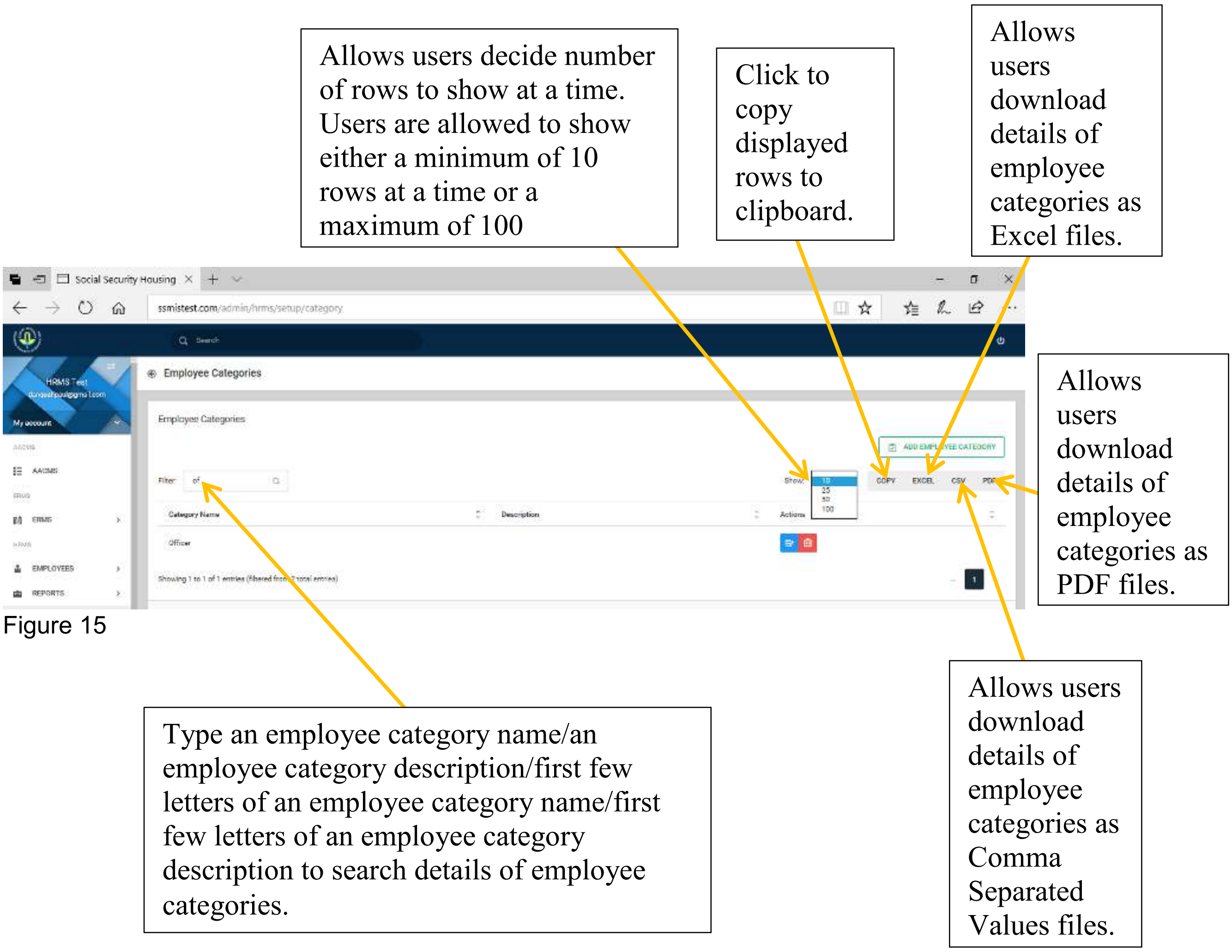


Figure 15

- **Grades**

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

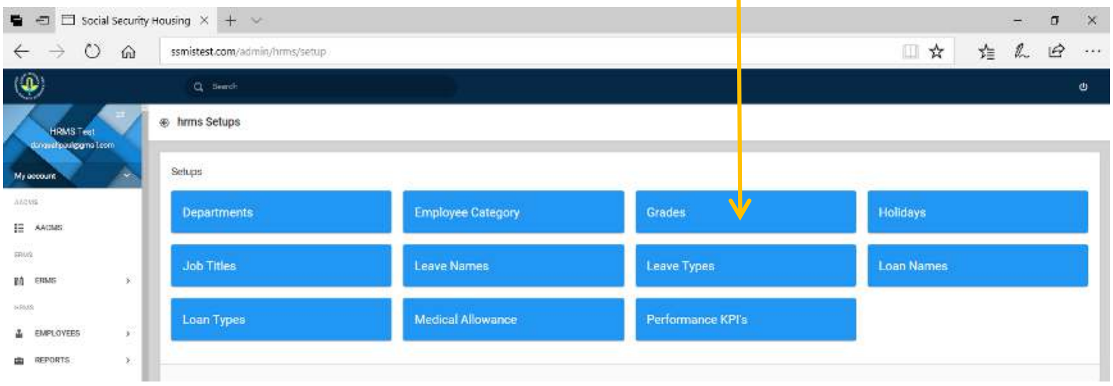


Figure 16

Click to add employee grade.

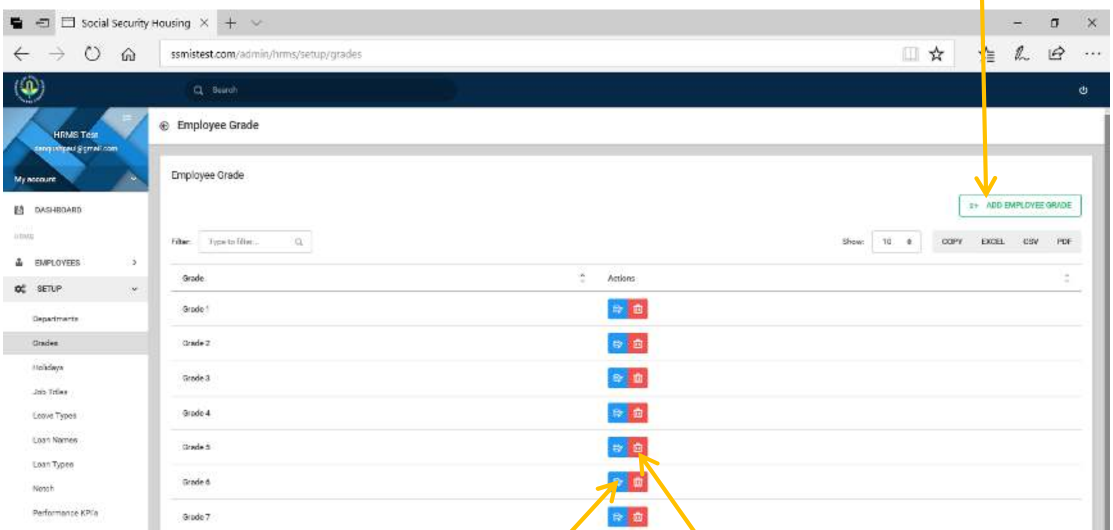


Figure 17

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.

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

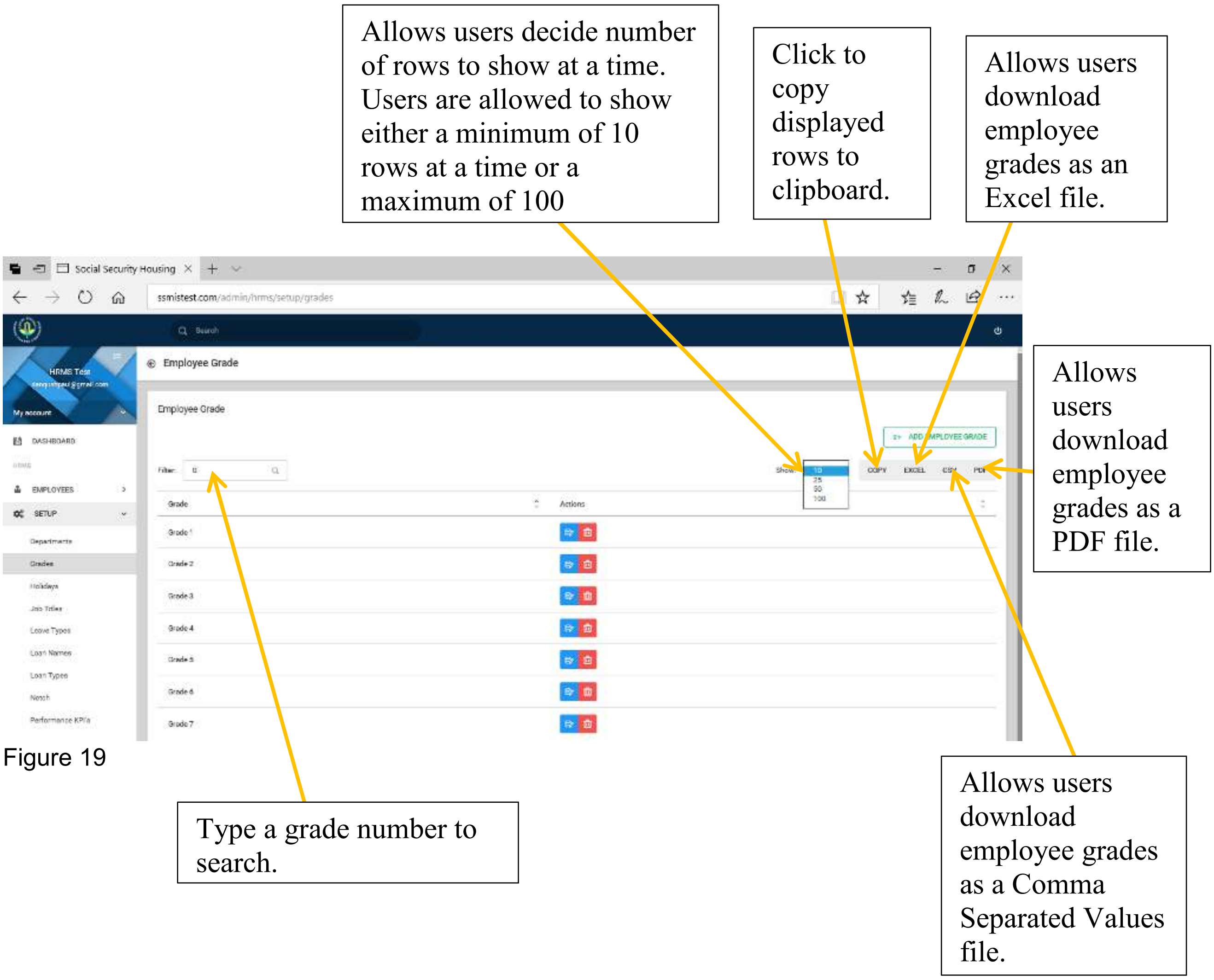


Figure 19

- **Holidays**

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

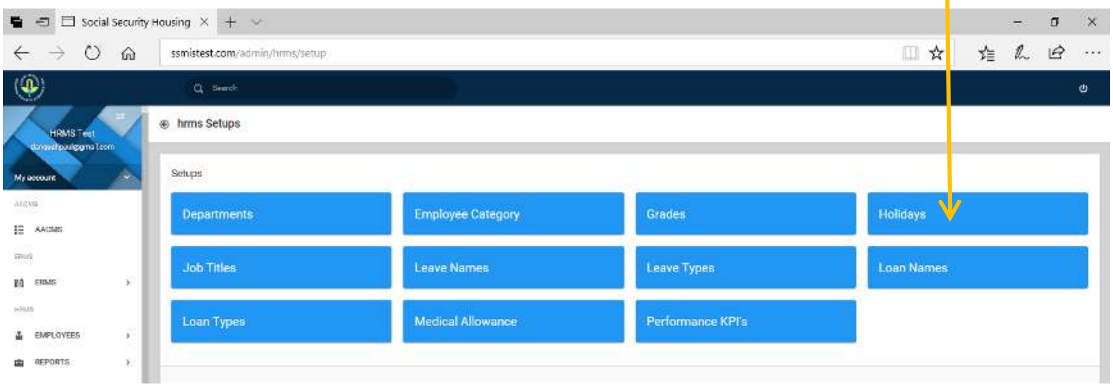


Figure 20

Click to add details of a new statutory holiday.

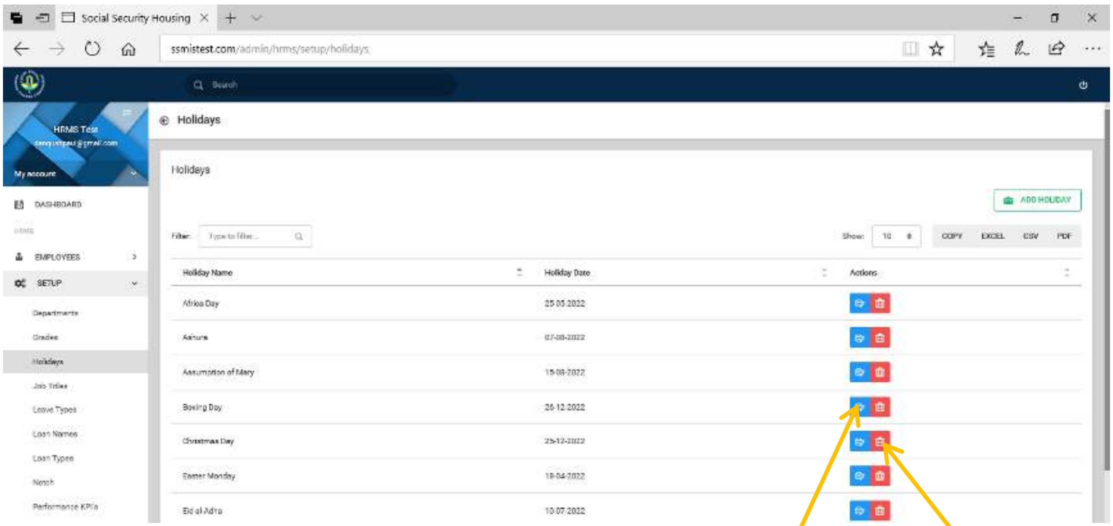


Figure 21

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.

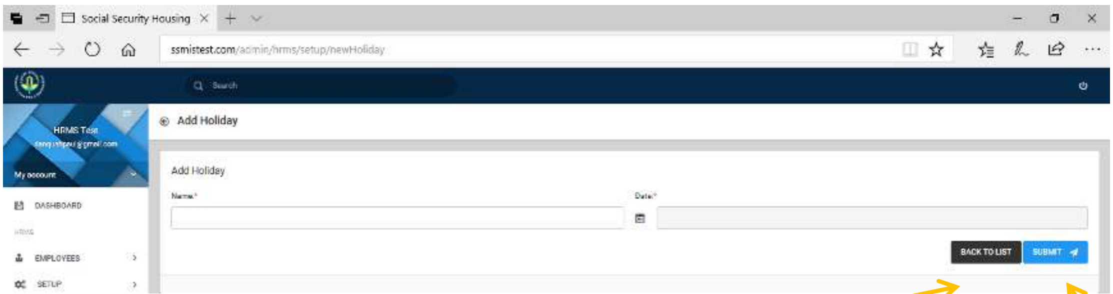


Figure 22

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.

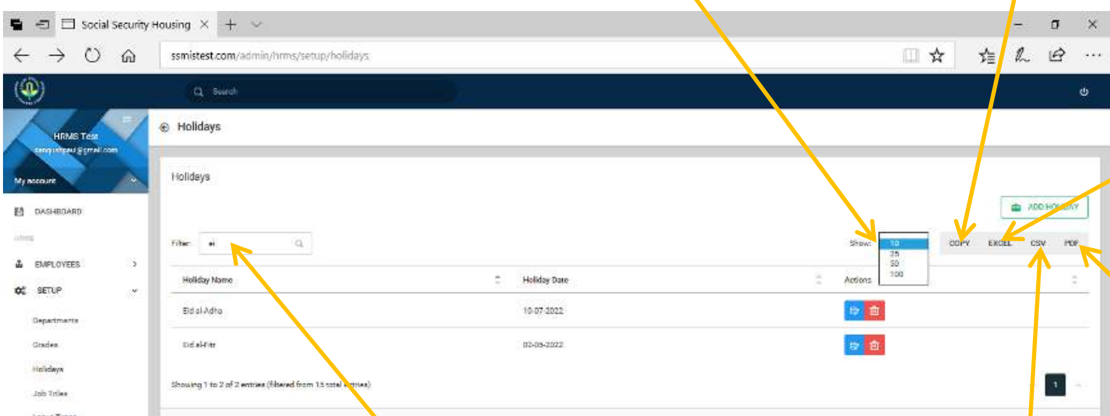


Figure 23

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

Type the name of a statutory holiday/first few letters of the name of a statutory holiday/date of a statutory

Allows users download details of a

- **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 .

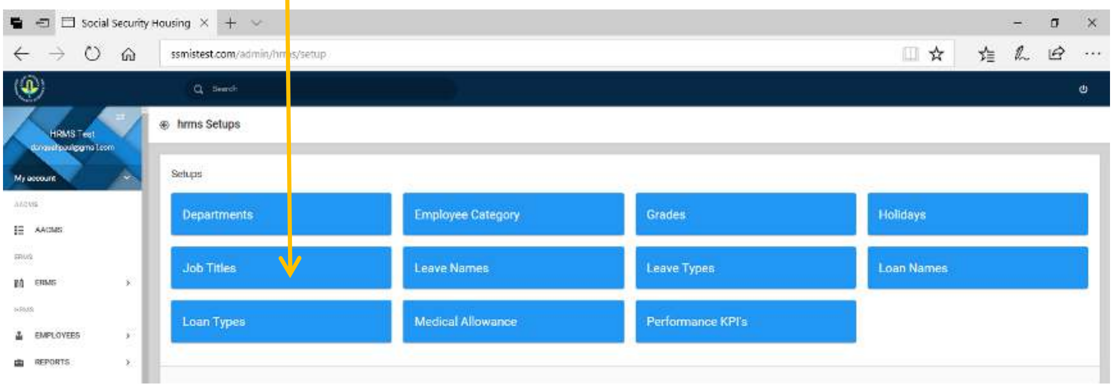


Figure 24

Click to add details of a new job title.

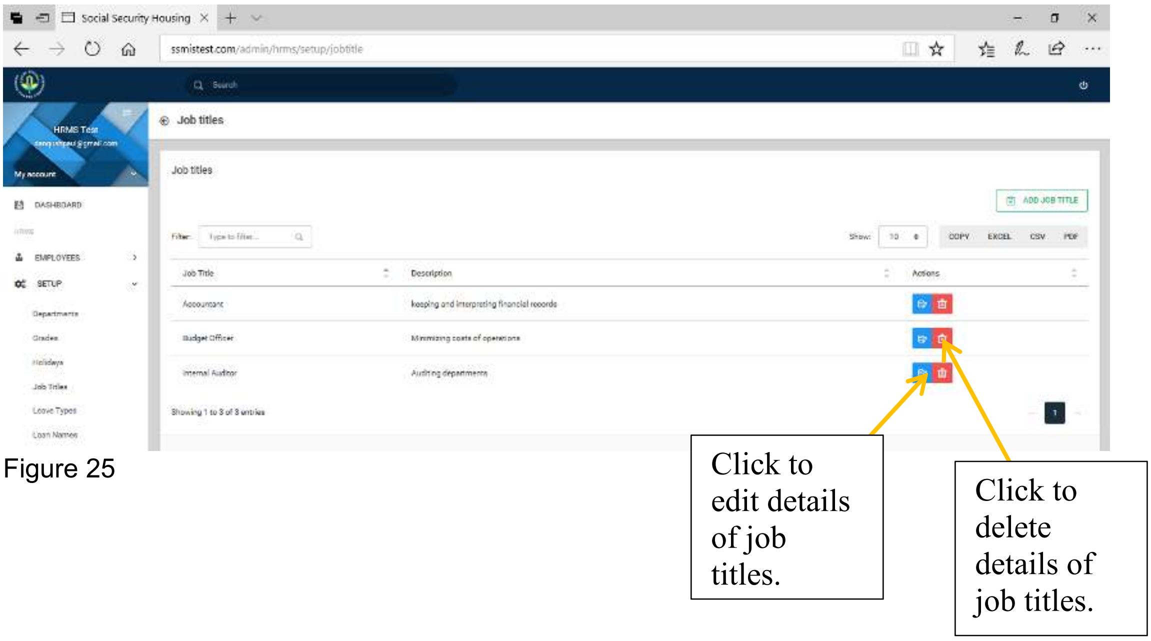


Figure 25

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.

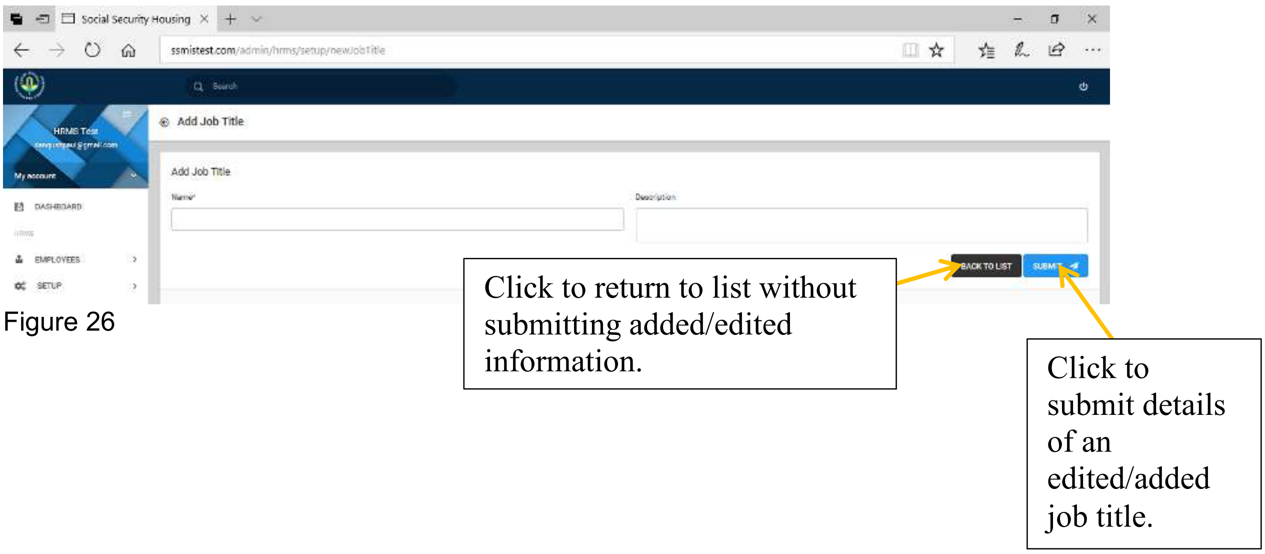


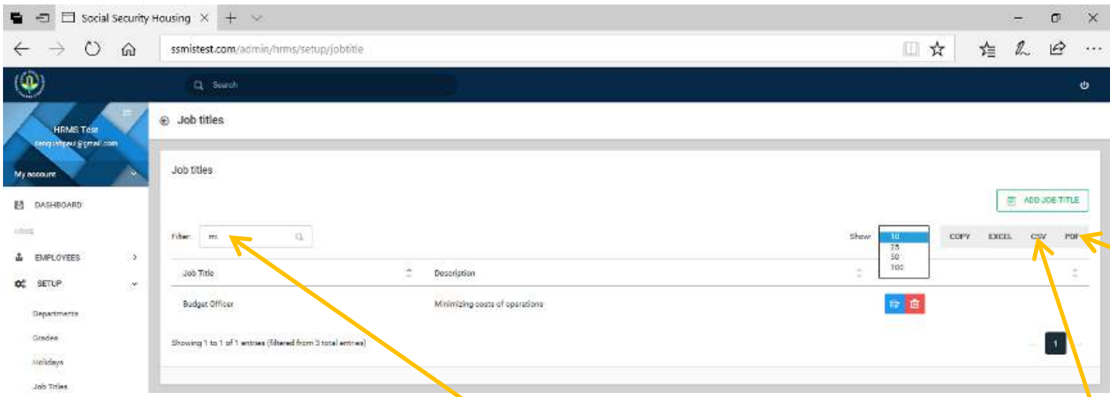
Figure 26

Filtering And Exporting Information On Job Titles

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 titles as an Excel file.



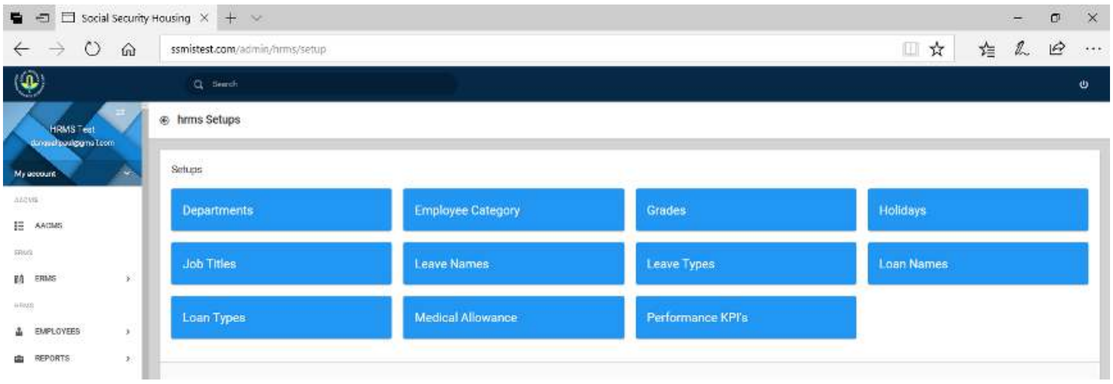
Allows users download details of job titles as a PDF file.

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.

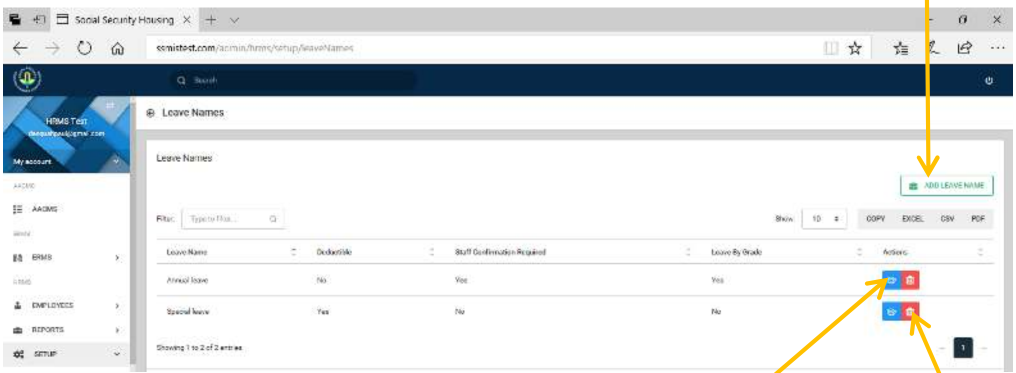
Allows users download details of job titles as a Comma Separated Values file.

- **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 .



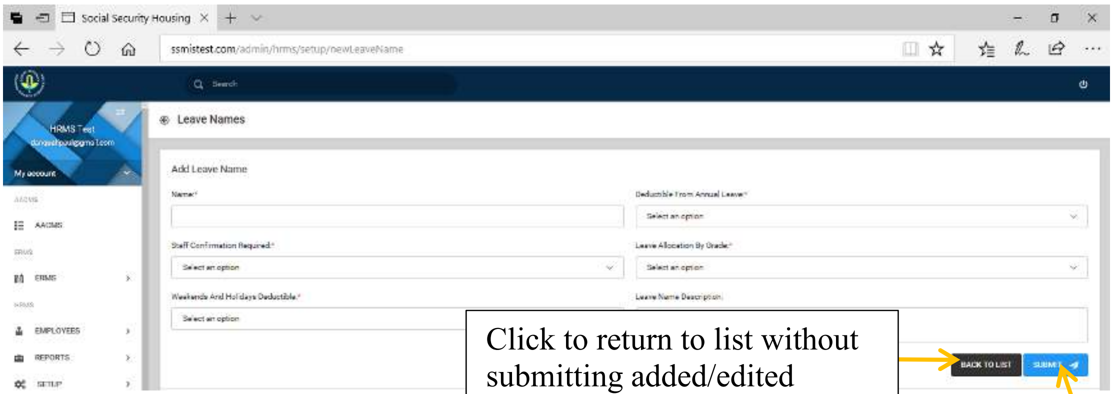
Click to add details of a new leave name.



Click to edit details of a new leave name.

Click to delete details of a new leave name.

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.

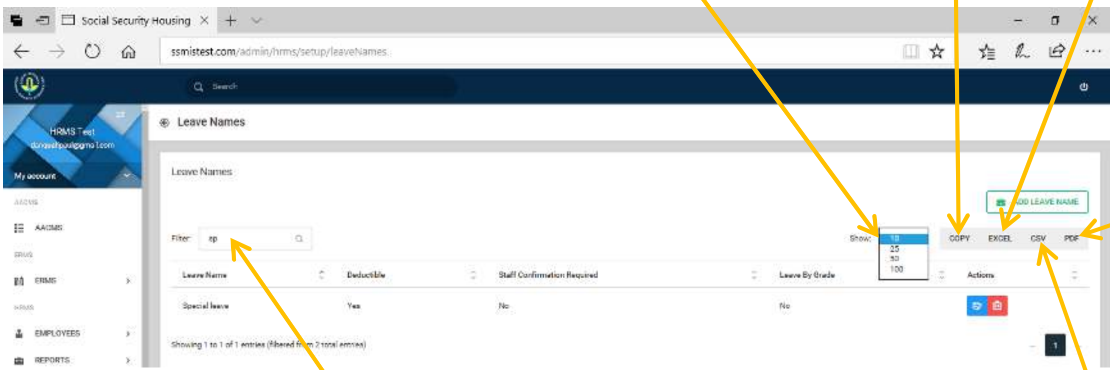
Filtering And Exporting Information On Leave Names

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.

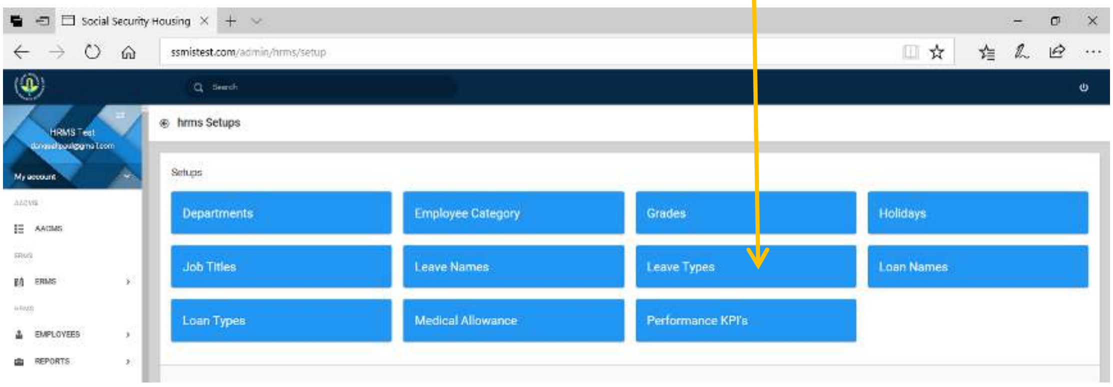


Type a leave name/first few letters of a leave name to search details of a leave name.

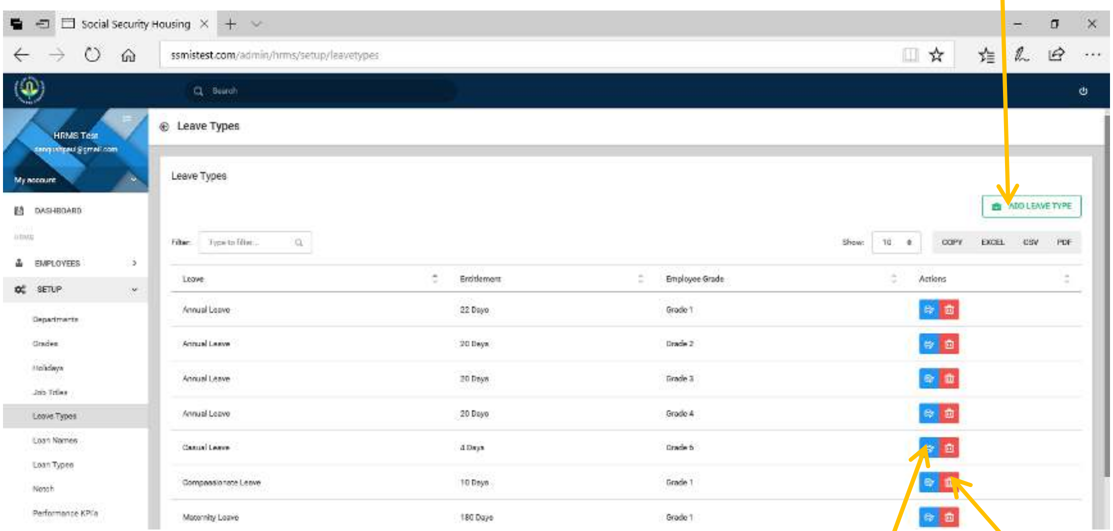
Allows users download details of leave names as a Comma Separated Values file.

- **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 .



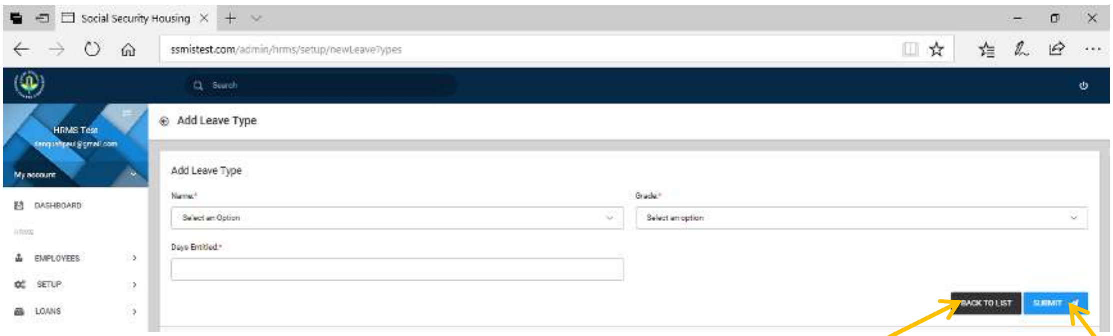
Click to add details of a new leave type.



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.



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

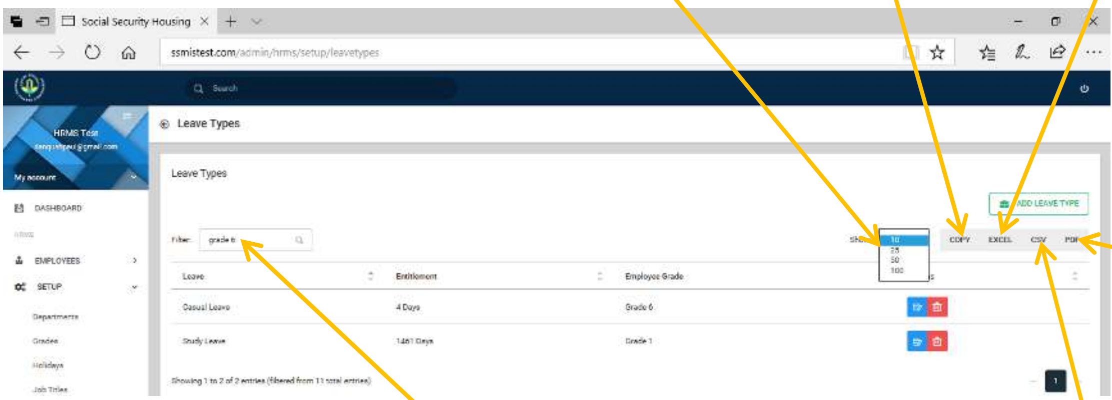
Click to submit details of an edited/added leave type.

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.



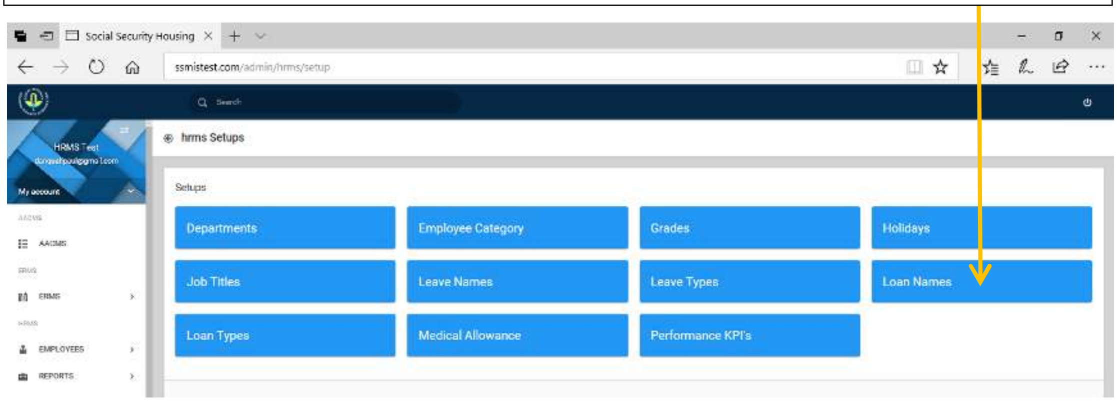
Allows users download details of leave types as a PDF file.

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

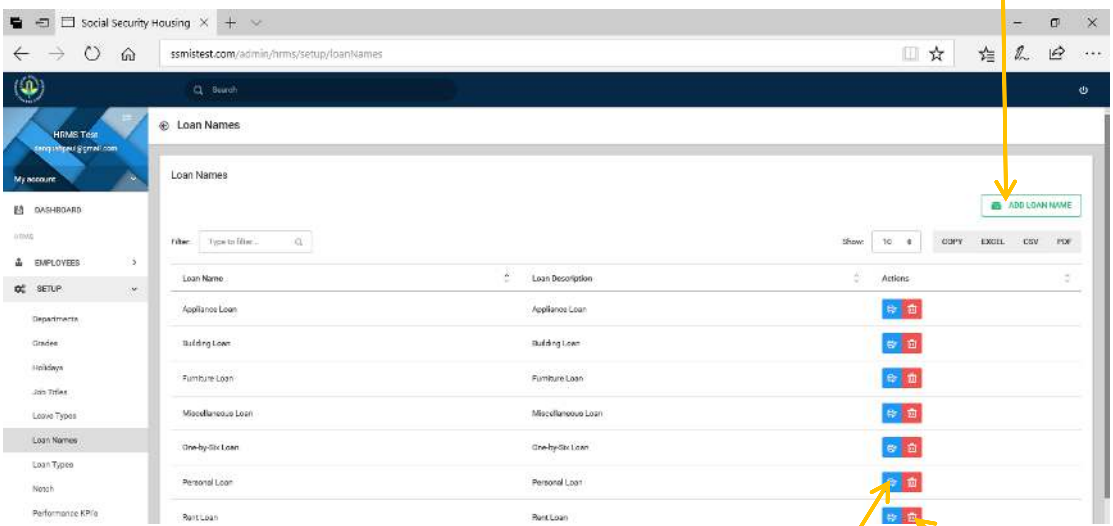
Type in a type of leave/first few letters of a type of leave/days entitled for a type of leave/employee grade to search details of leave types.

- **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 .



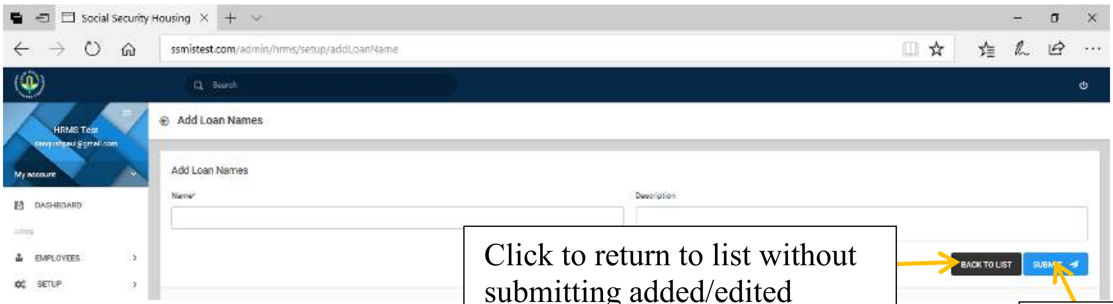
Click to add details of a new loan name.



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.

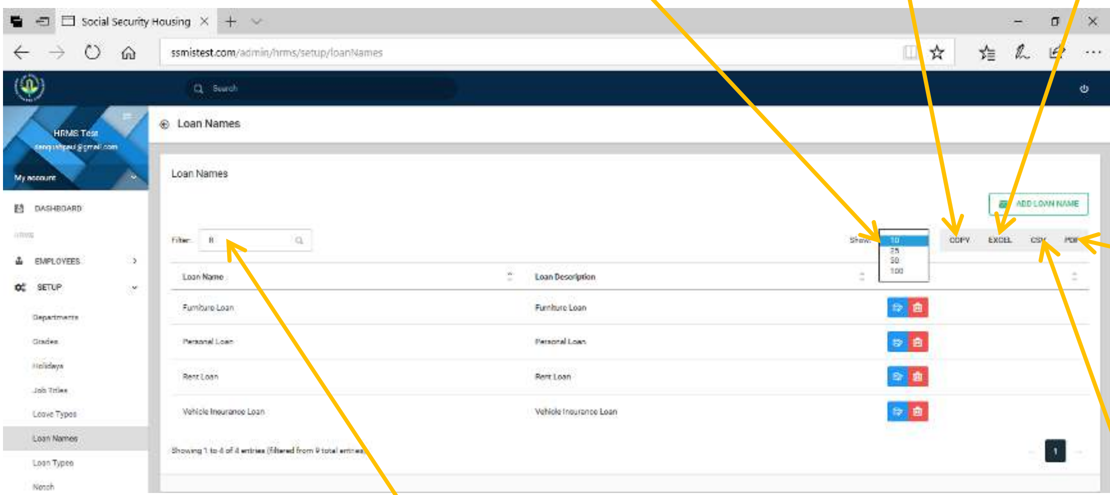
Click to submit details of an edited/added loan name.

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.



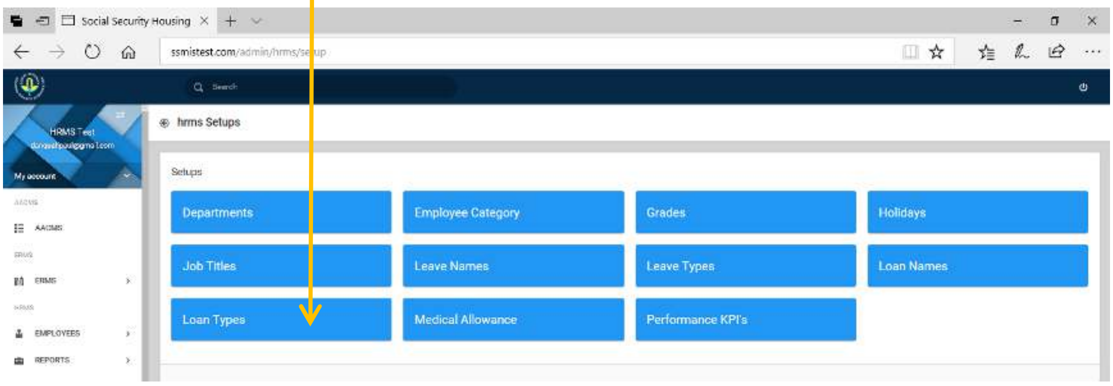
Allows users download details of loan names as a PDF file.

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

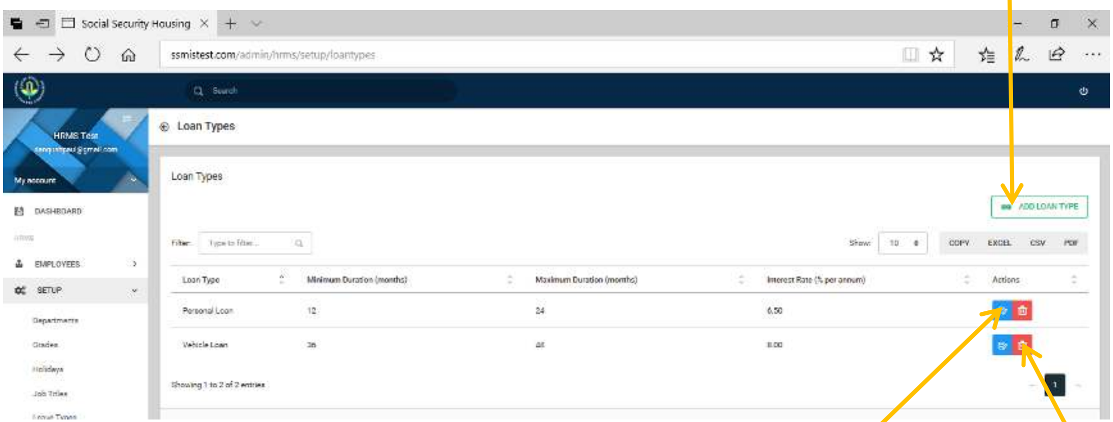
Allows users download details of loan names as a Comma Separated Values file.

- **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 .



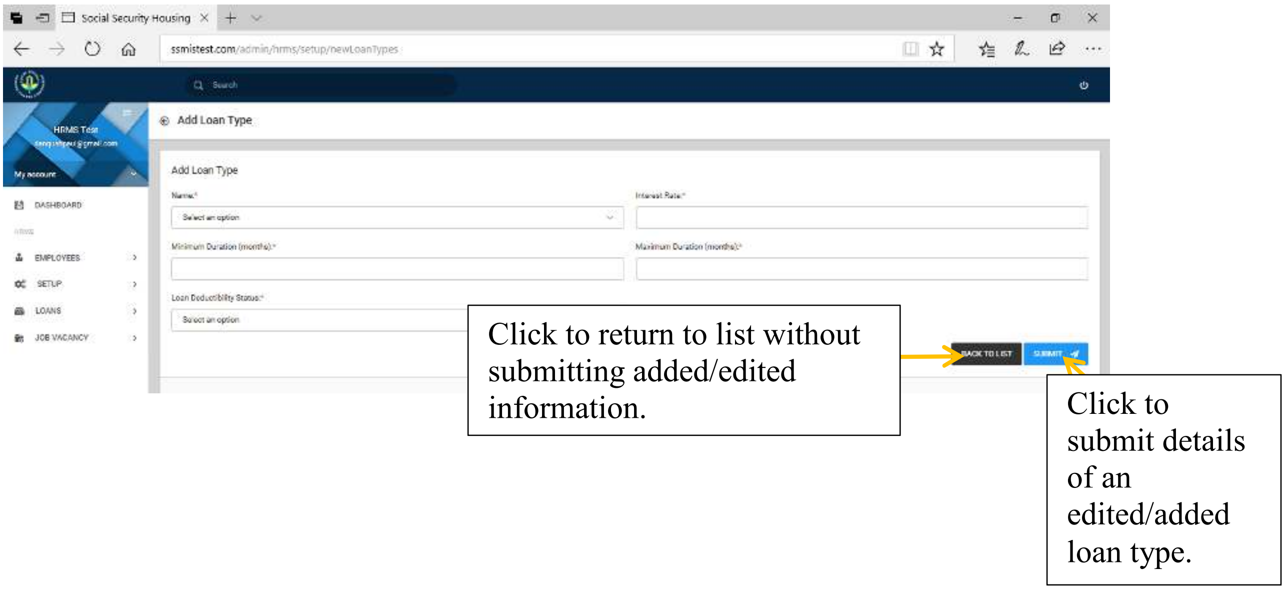
Click to add details of a new loan type.



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.


Social Security Housing
ssmistest.com/admin/hrms/setup/newLoanTypes
Add Loan Type
HRMS Test
My account
DASHBOARD
EMPLOYEES
SETUP
LOANS
JOB VACANCY
Add Loan Type
Name:*
Select an option
Interest Rate:*
Minimum Duration (months):*
Maximum Duration (months):*
Loan Deductibility Status:*
Select an option
BACK TO LIST
SUBMIT
Click to return to list without submitting added/edited information.
Click to submit details of an edited/added loan type.

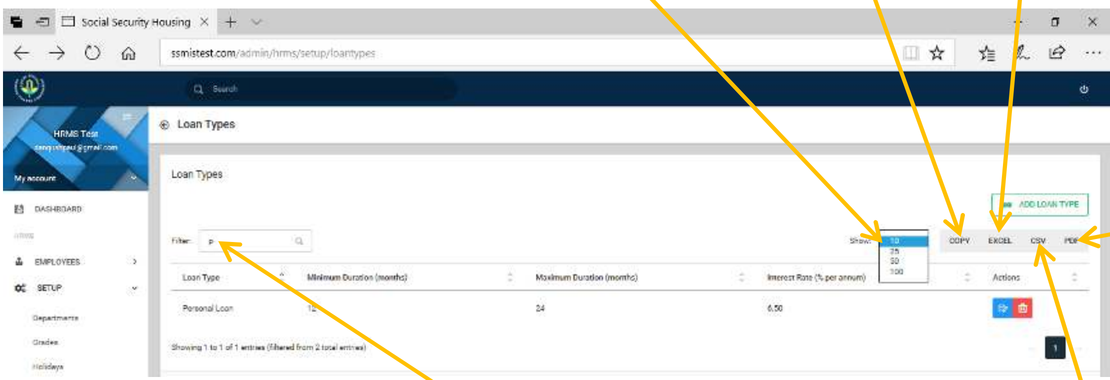
Filtering And Exporting Information On Loan Types

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.

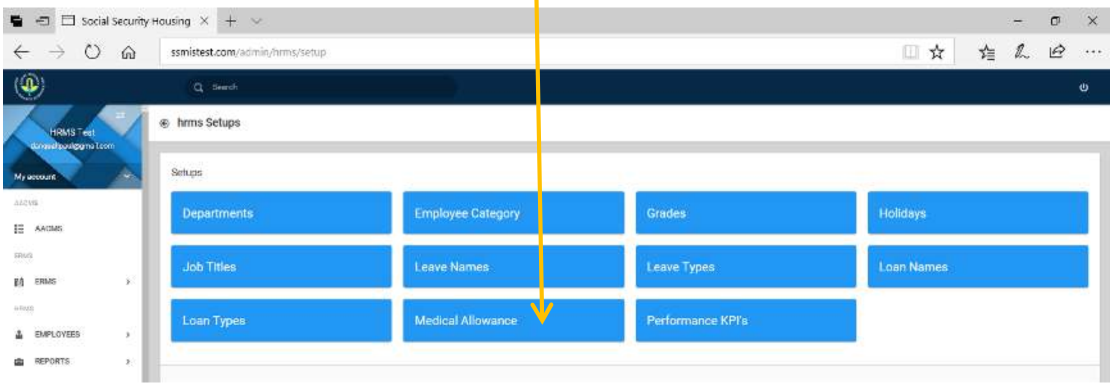


Type a loan name/first few letters of a loan name/minimum duration in months/maximum duration in months/interest rate in percentage per anum to search details of loan types.

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

- **Medical Allowance**

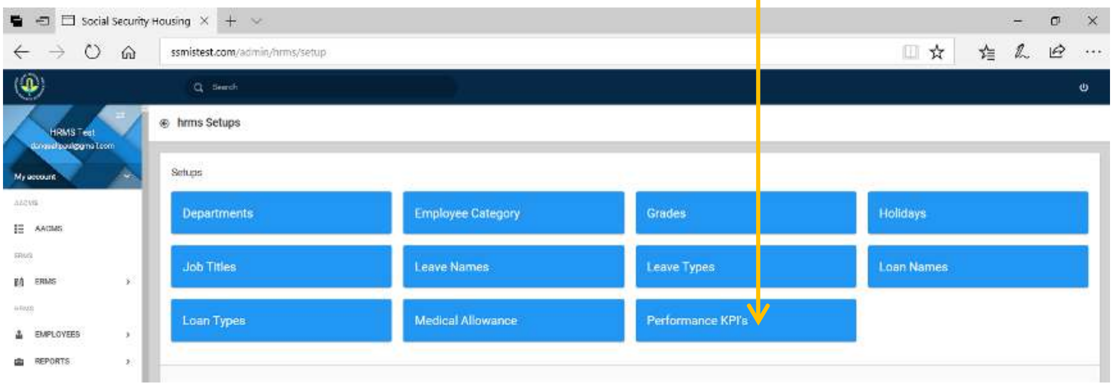
Clicking on the medical allowance button to access/view/edit details of medical allowances open a table as shown in Figure .



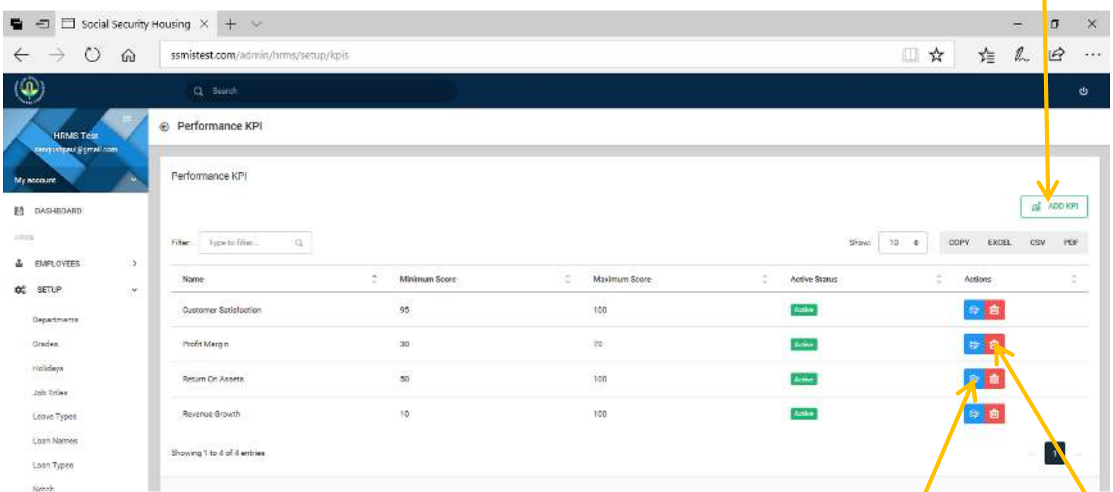
Click to edit medical allowance limit.

- **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 .



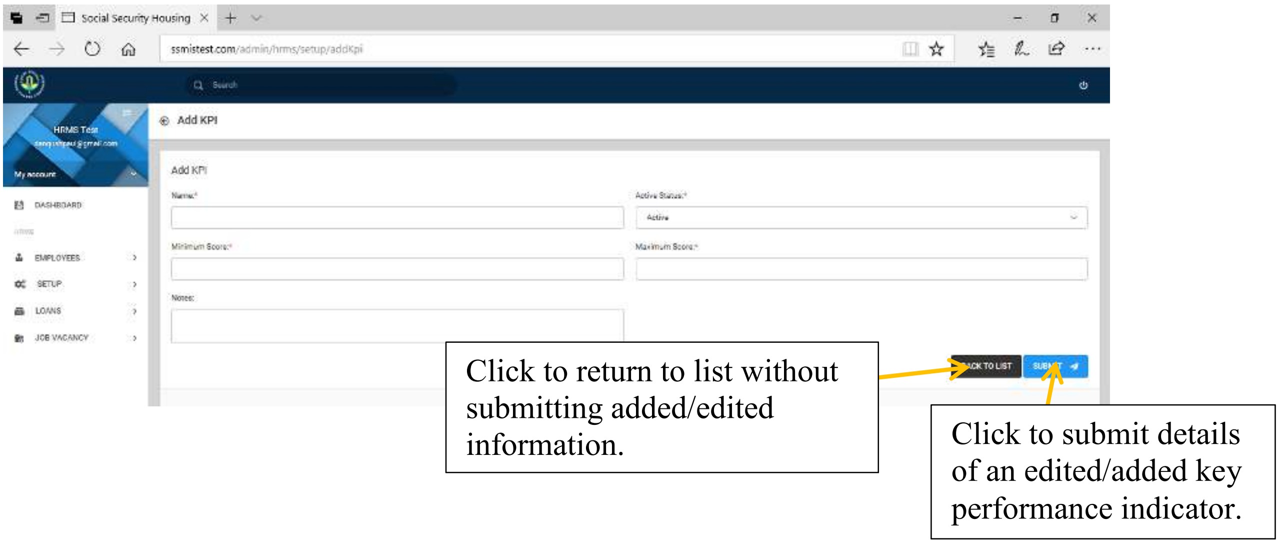
Click to add details of a new statutory key performance indicator.



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.

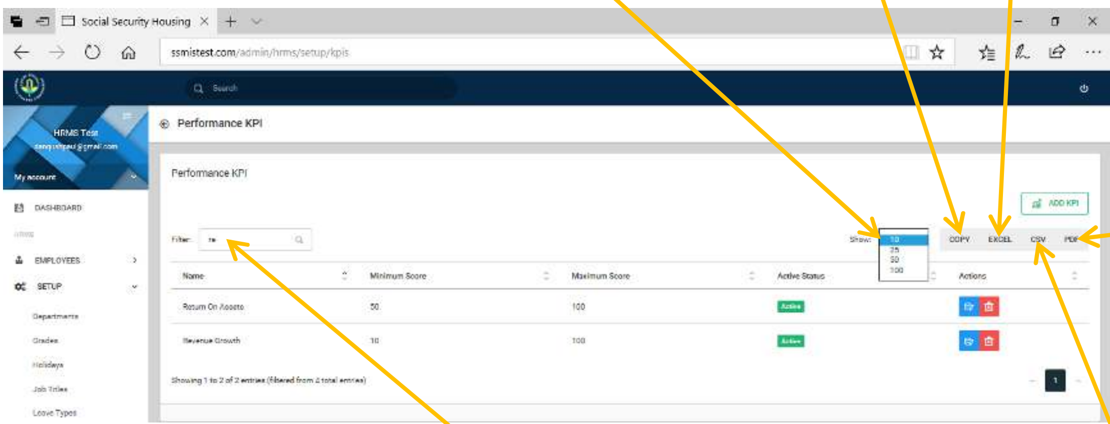

Social Security Housing
Add KPI
Add KPI
Name:*
Active Status:*
Active
Minimum Score:*
Maximum Score:*
Notes:
DASHBOARD
EMPLOYEES
SETUP
LOANS
JOB VACANCY
HRMS Test
My account
Click to return to list without submitting added/edited information.
Click to submit details of an edited/added key performance 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.

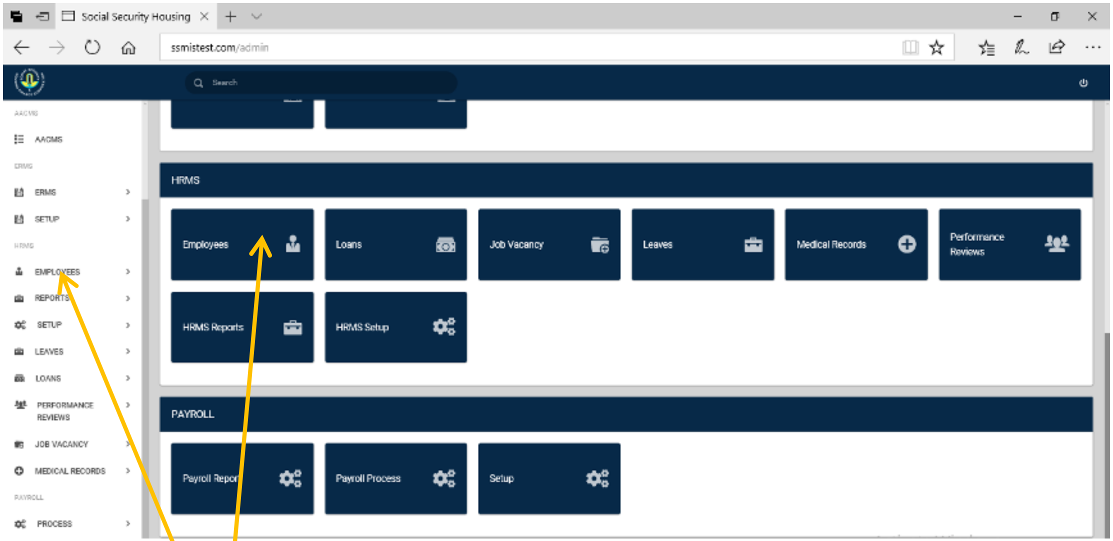
Type the name of a key performance indicator/first few letters of the name of a key performance indicator/a minimum score/a maximum score to search for key performance indicators.

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

Employee Registration

Registering An Employee

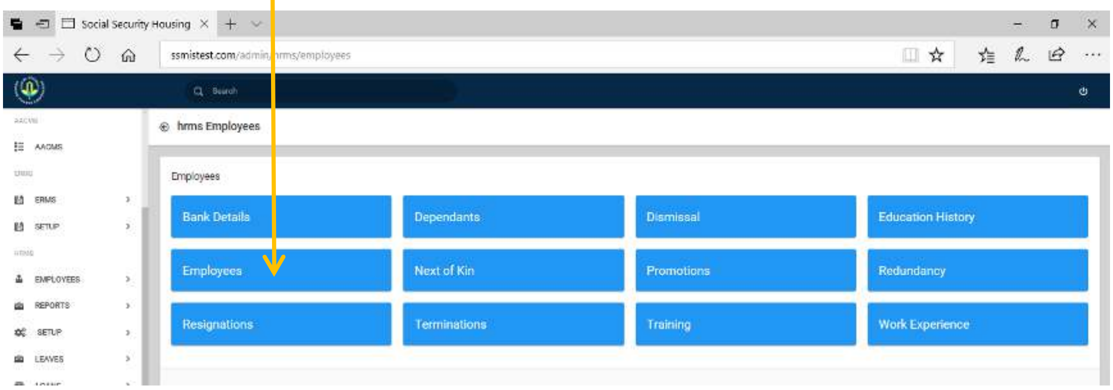
Upon a successful sign in, a dashboard is displayed as shown in Figure .



click to register an employee

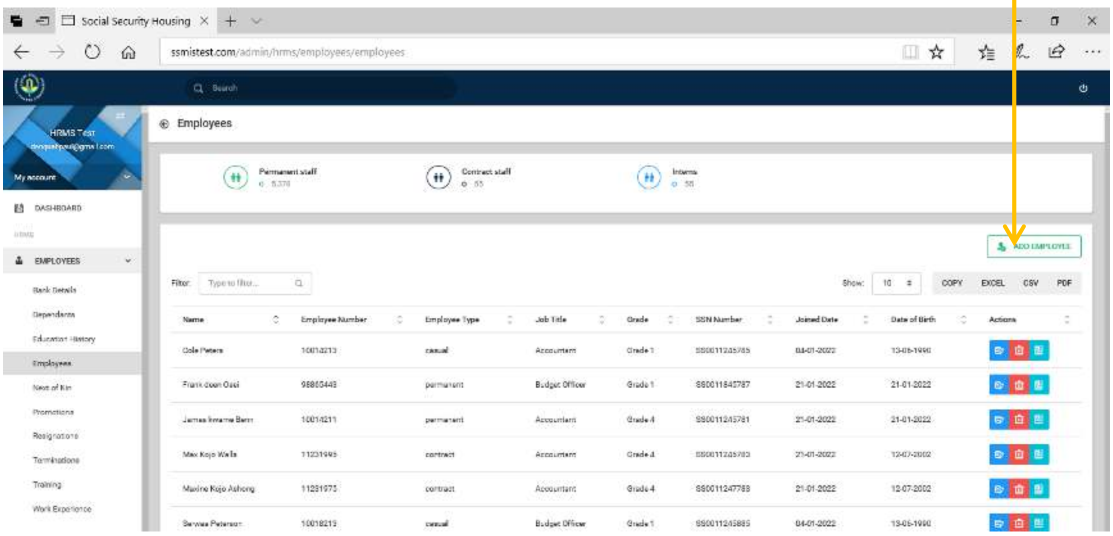
A page is displayed as shown in Figure

click to register an employee

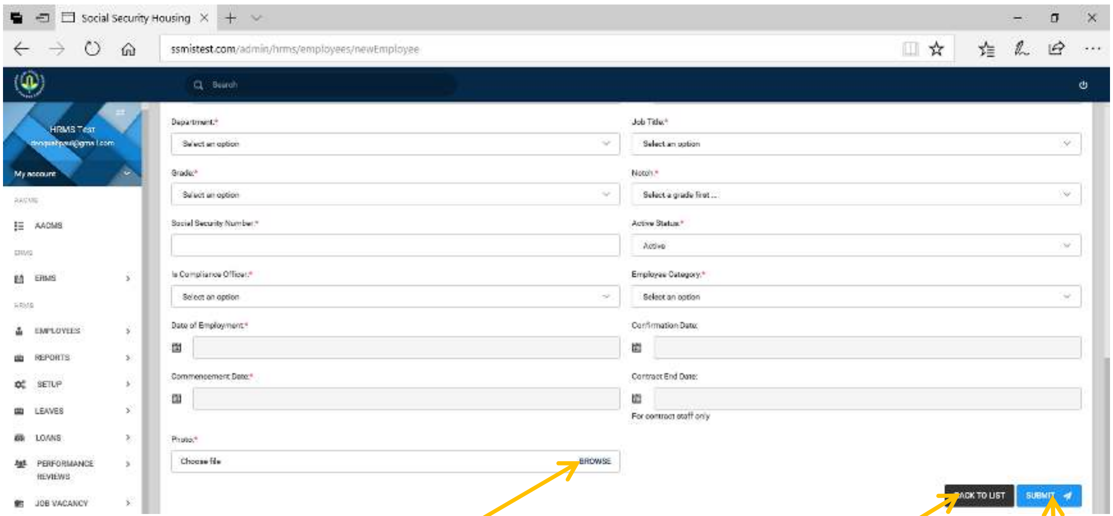


A page is displayed as shown in Figure

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.



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

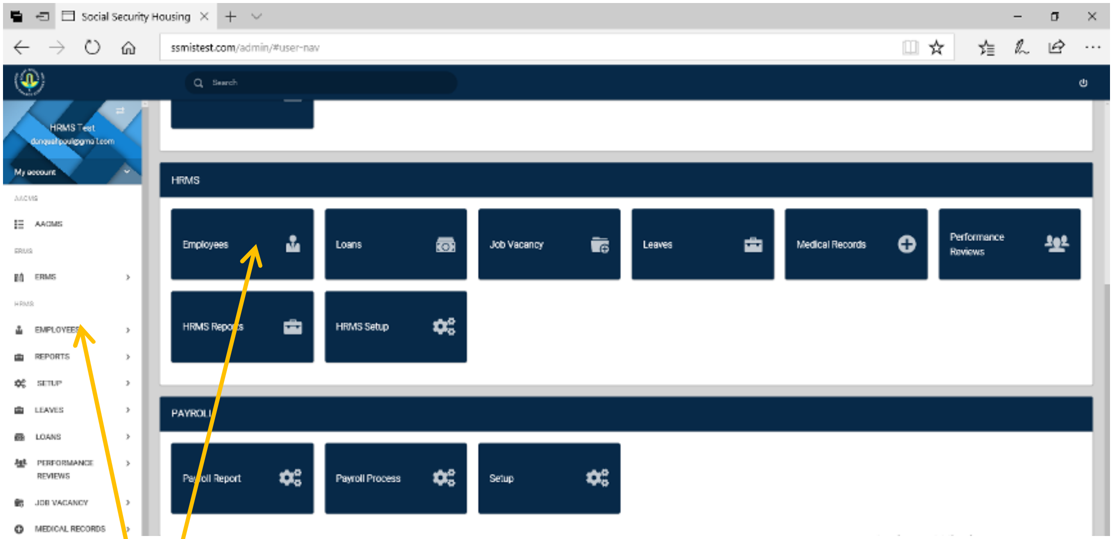
Click to return to list without submitting added information.

Click to submit information of a registered employee.

Work Experience

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

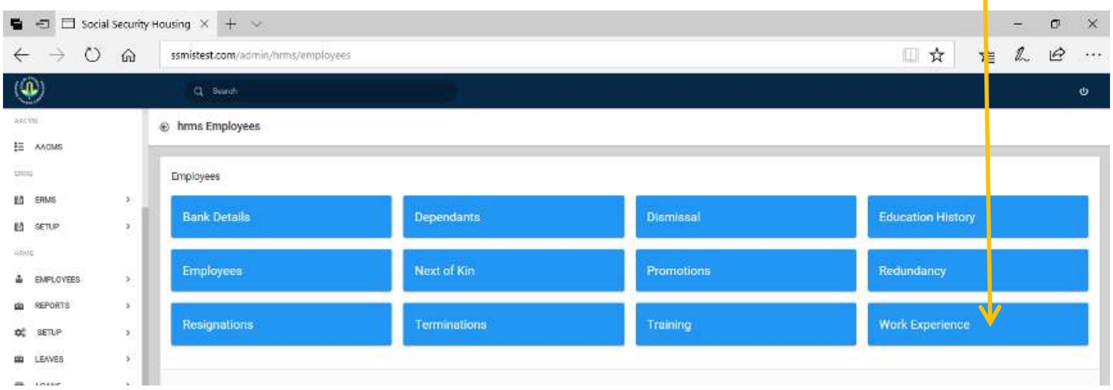
Upon a successful sign in/login, a dashboard is displayed as shown in Figure below



Click on Employees

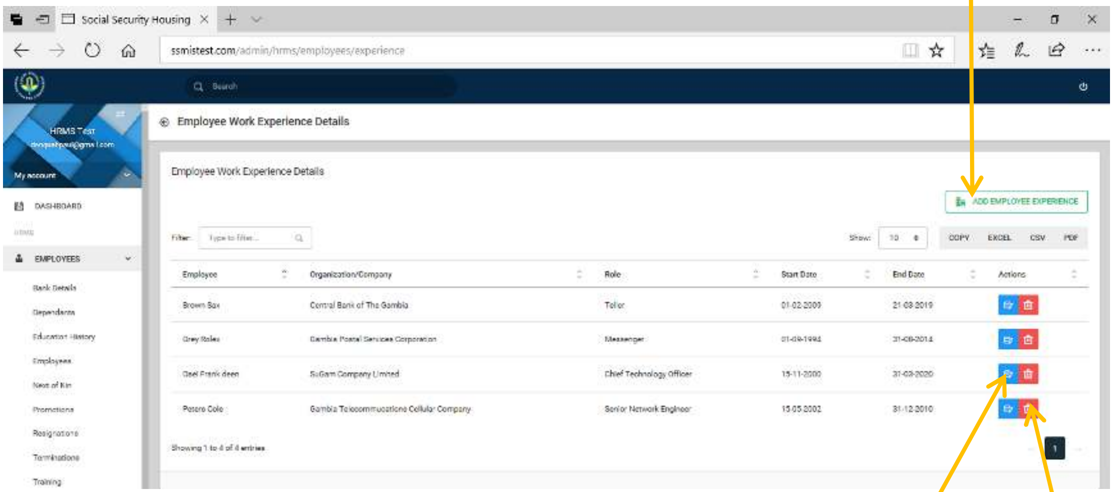
A page is displayed as shown in Figure

Click on Work Experience



A page is displayed as shown in Figure

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

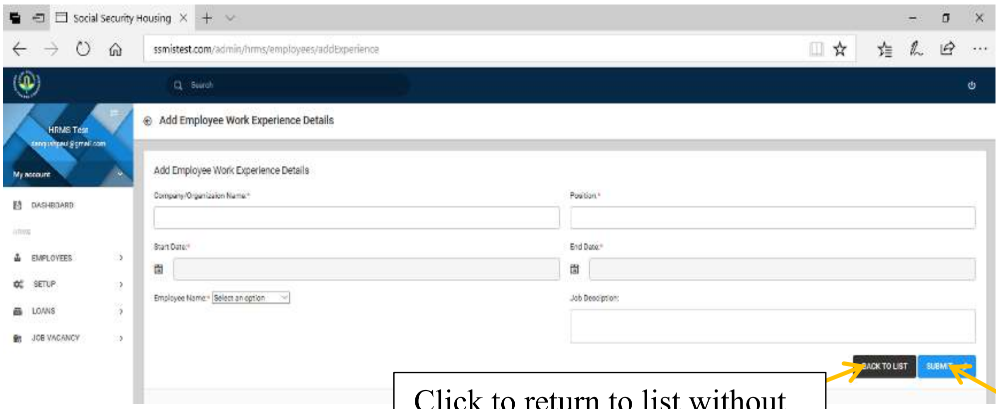


Click to edit details of an employee's work experience.

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.



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

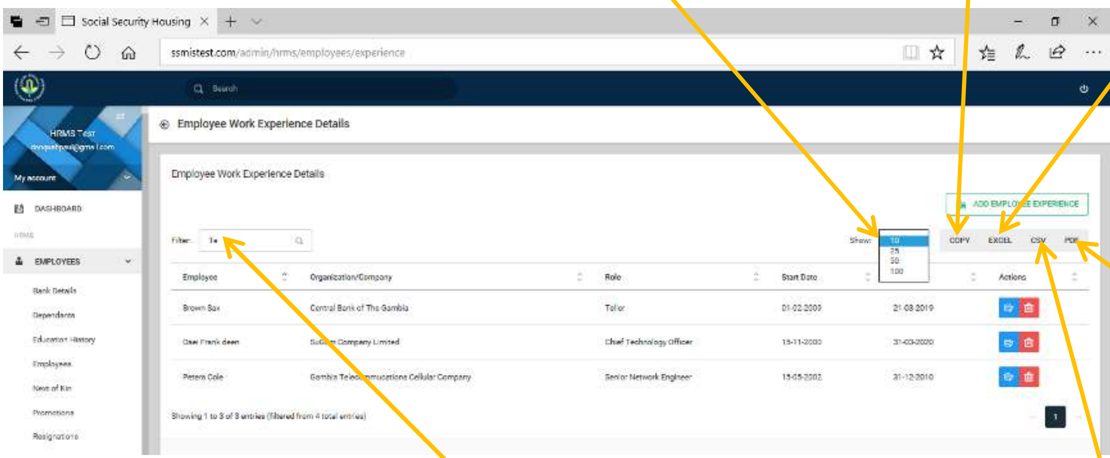
Click to submit an edited/added detail on an employee's work experience.

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.

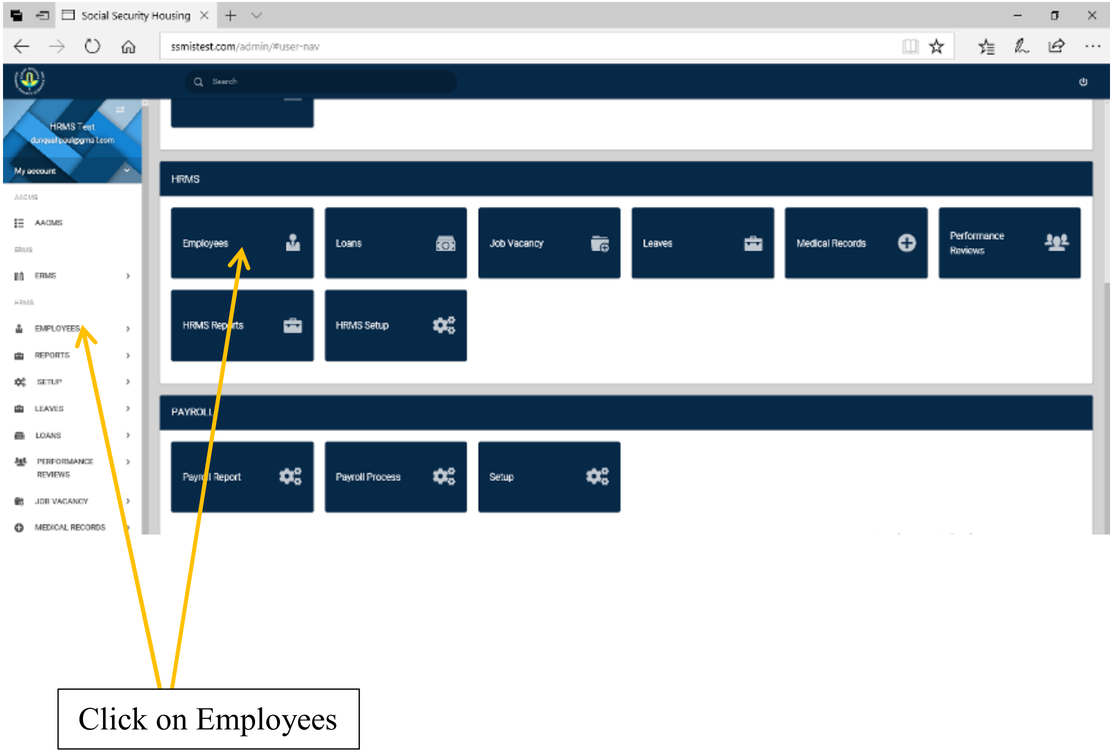
Type an employee's name/first few letters of an employee's name/an organization's name/first few letters of an organization's name/a role/first few letters of a role/a date to search for an employee's work experience.

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

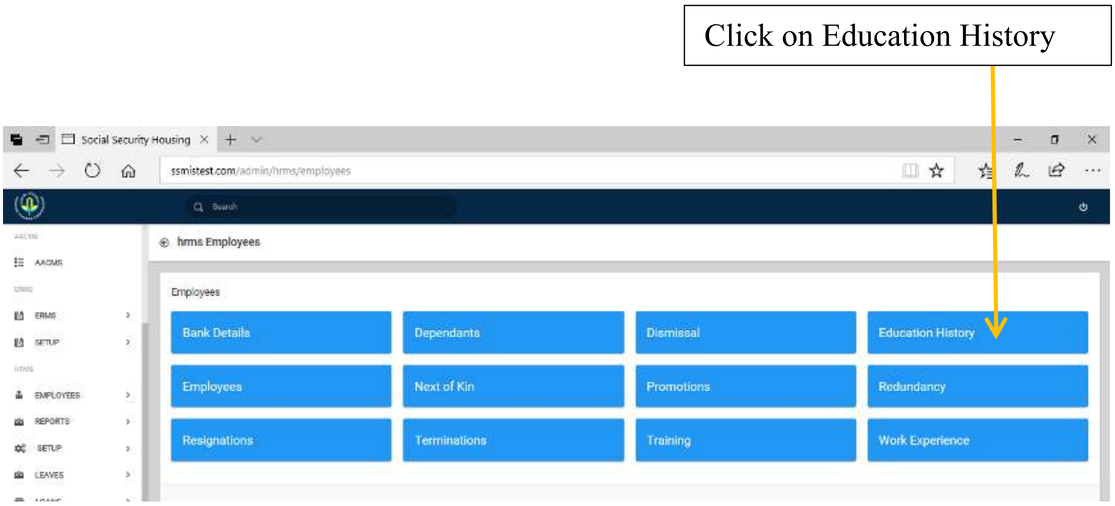
Education

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

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

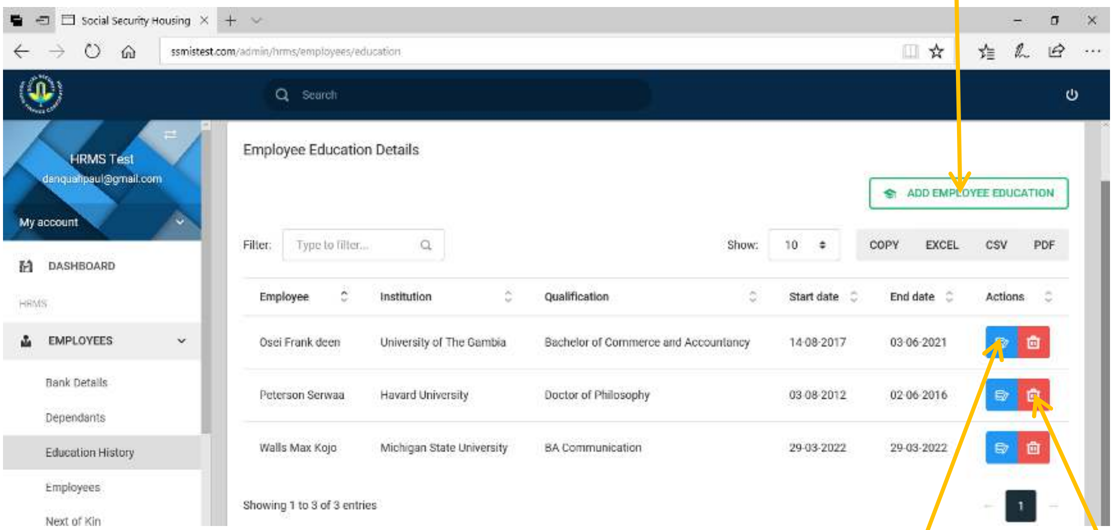


A page is displayed as shown in Figure



A page is displayed as shown in Figure

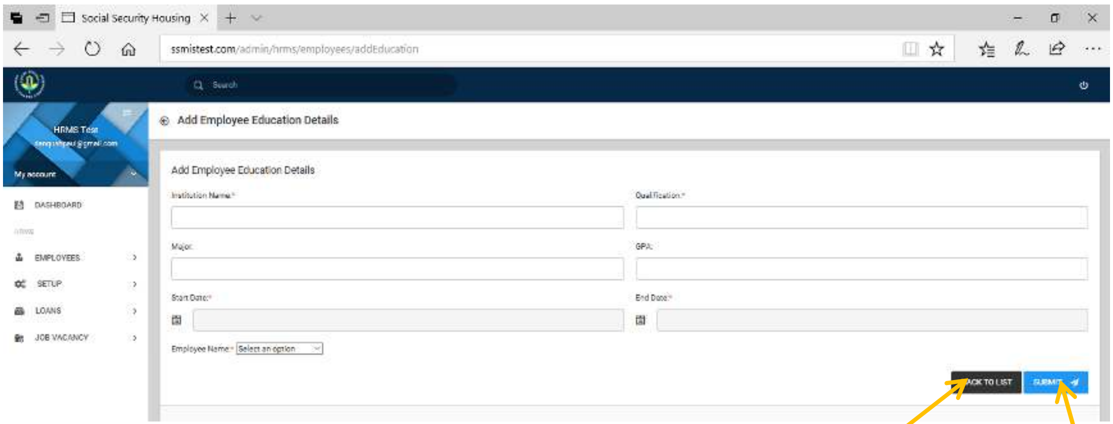
Click to add details of an employee's education.



Click to edit details of an employee's education.

Click to delete details of an employee's education.

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.



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

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

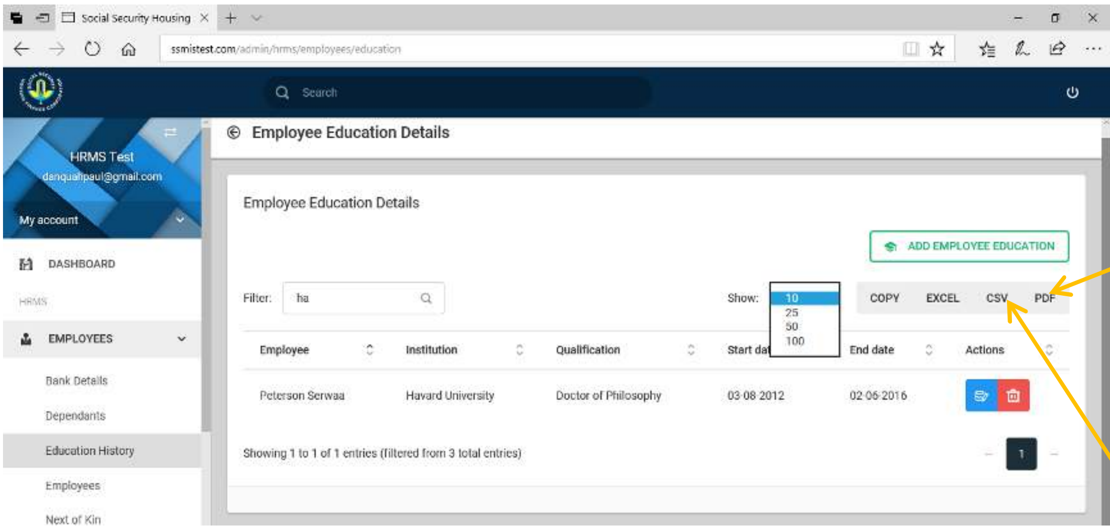
Filtering And Exporting Employees' Education Details

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

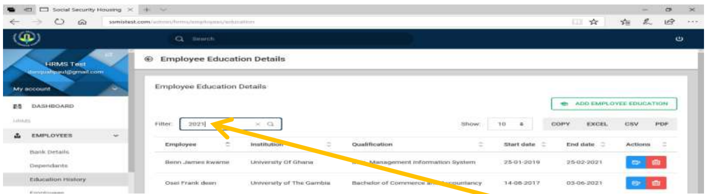
Click to copy displayed rows to clipboard.

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.

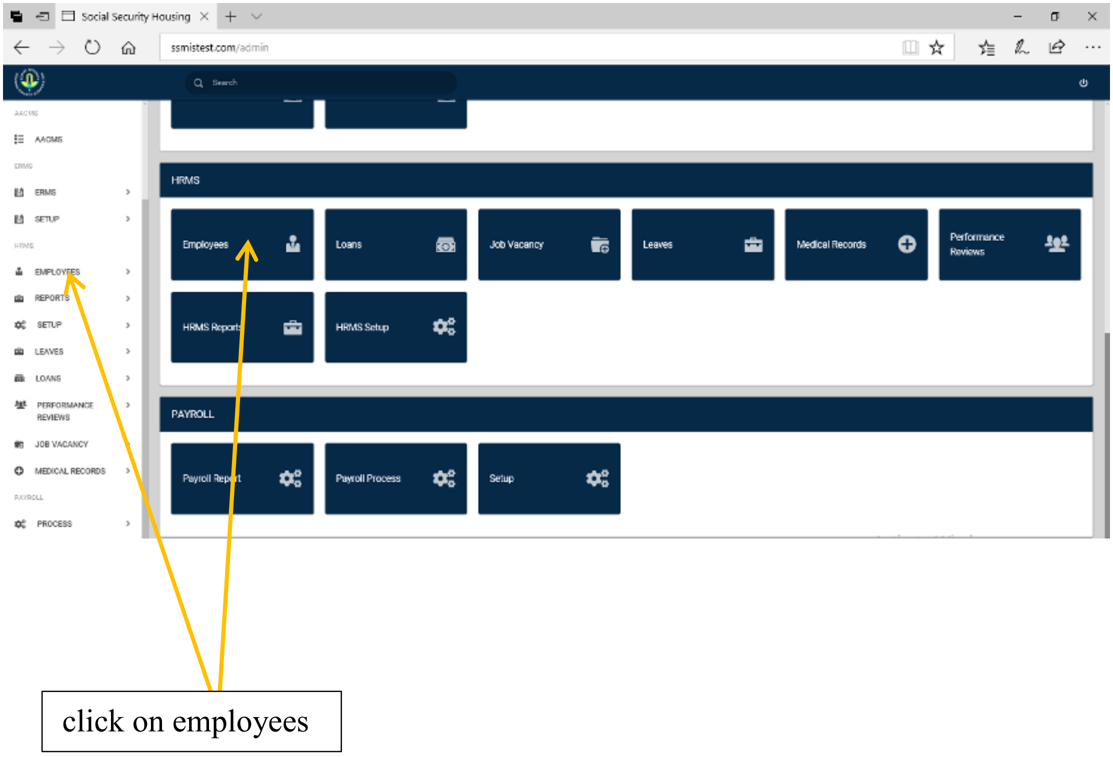


Employees' education details can also be filtered by dates/months/years.

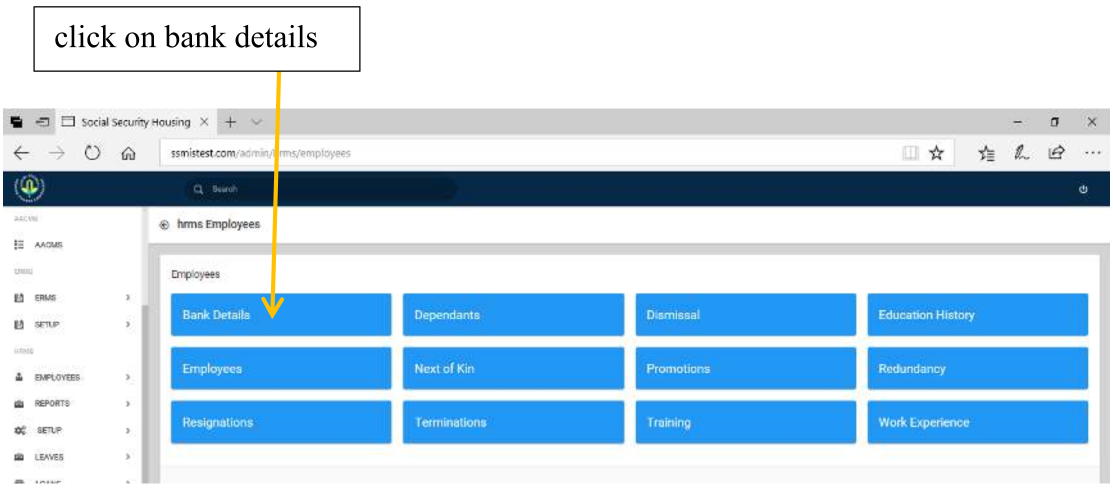
Bank Details

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

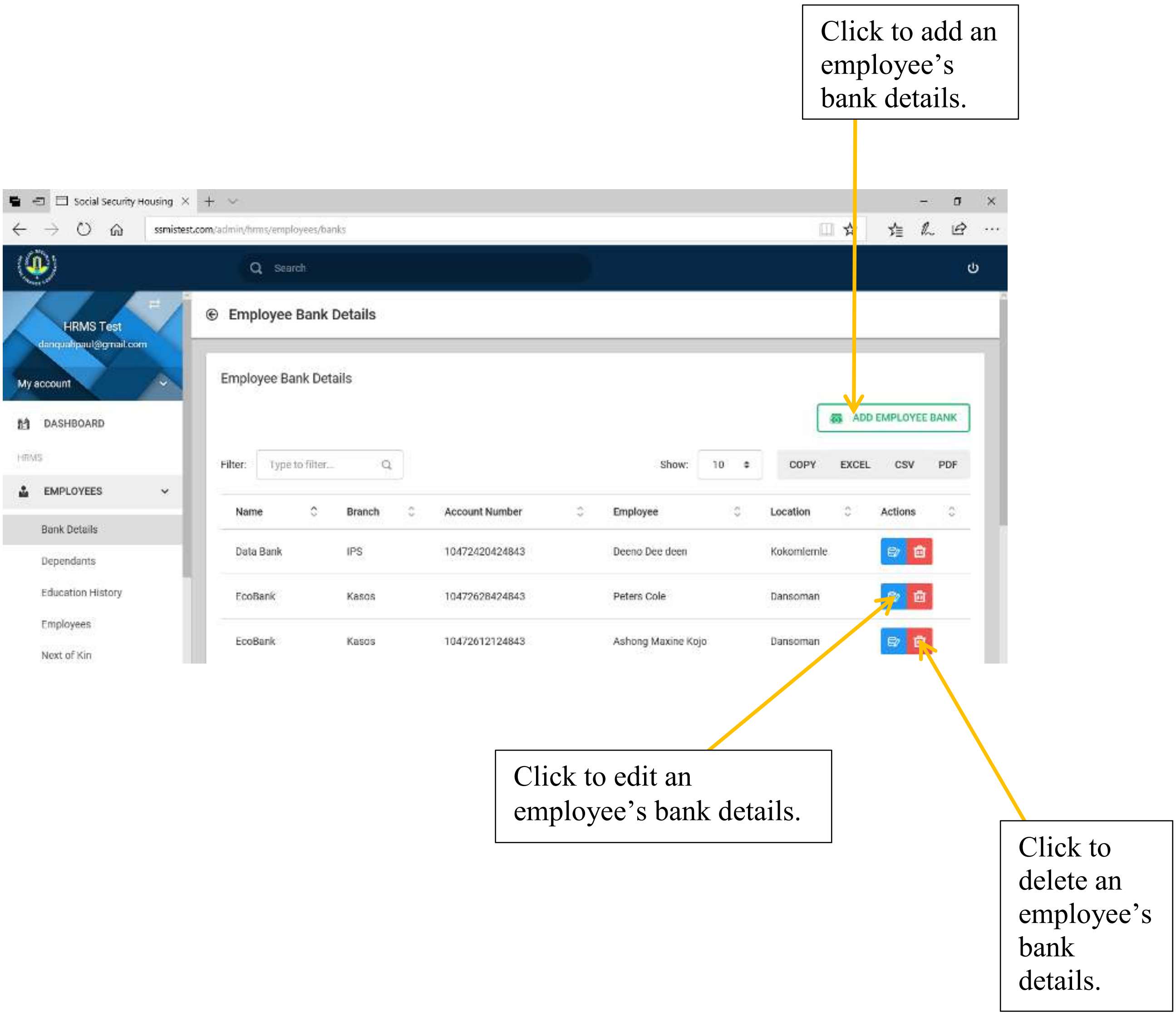
Upon a successful sign in, a dashboard is displayed as shown in Figure .



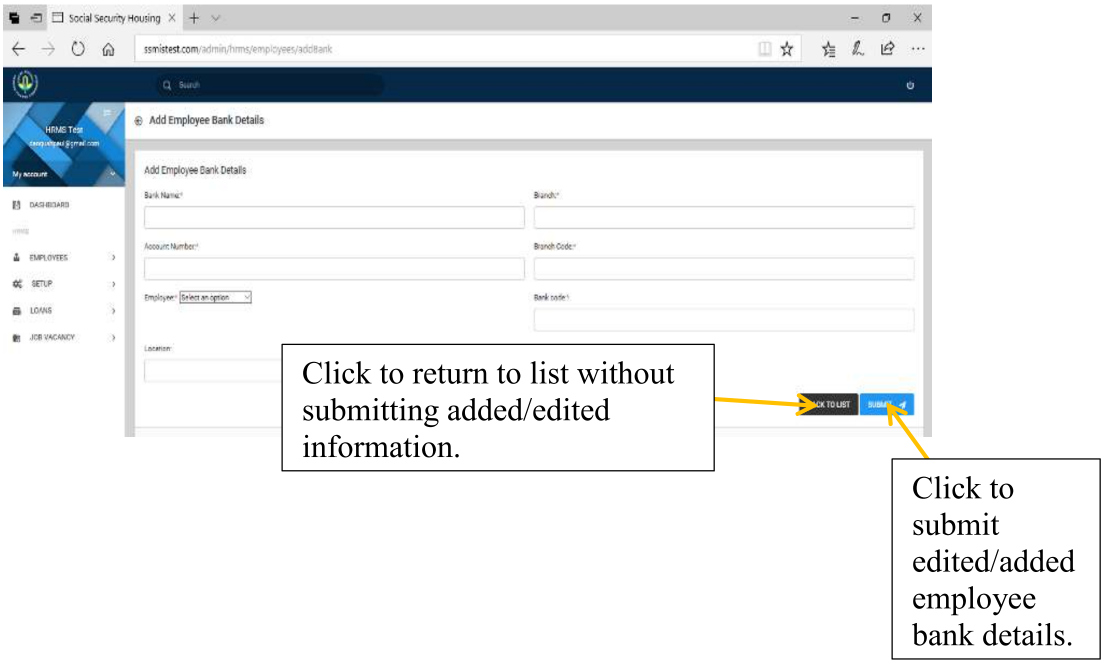
A page is displayed as shown in Figure



A page is displayed as shown in Figure



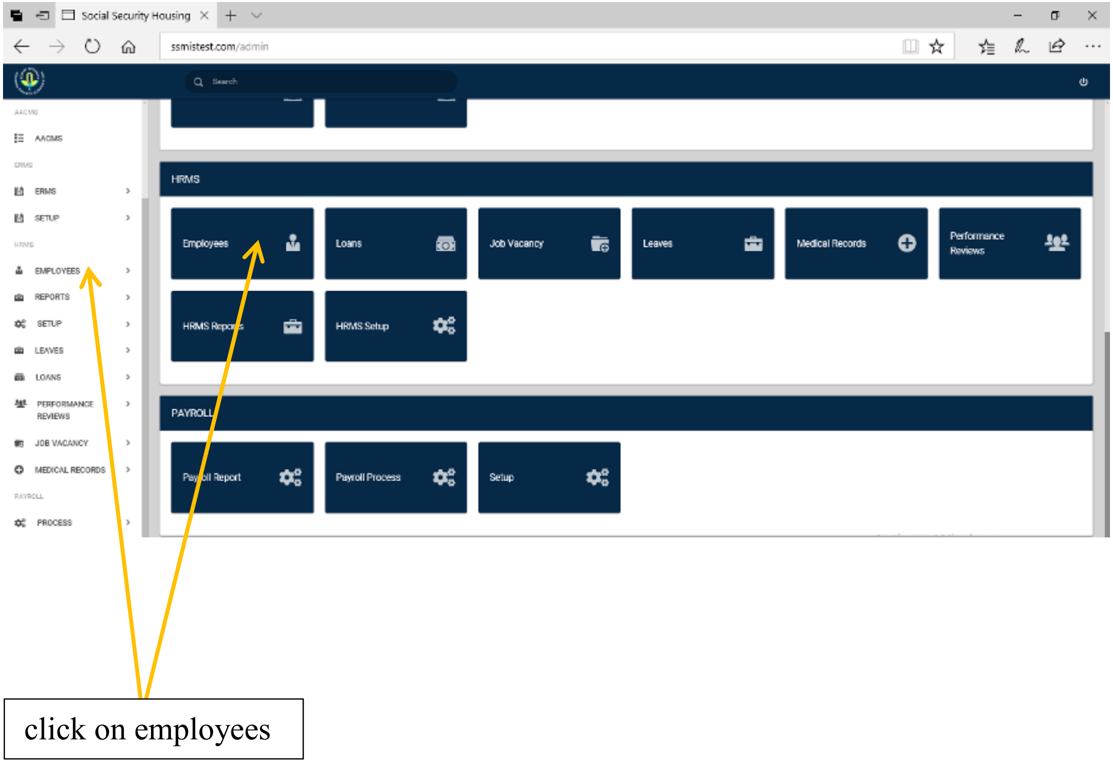
Clicking to add/edit an employee’s bank details
opens a form as shown in Figure .
When adding/editing an employee’s bank details,
information for fields marked with * must be provided.


Social Security Housing
Add Employee Bank Details
Add Employee Bank Details
Bank Name*
Branch*
Account Number*
Branch Code*
Employee* Select an option
Bank code*
Location
DASHBOARD
EMPLOYEES
SETUP
LOANS
JOB VACANCY
Click to return to list without submitting added/edited information.
Click to submit edited/added employee bank details.

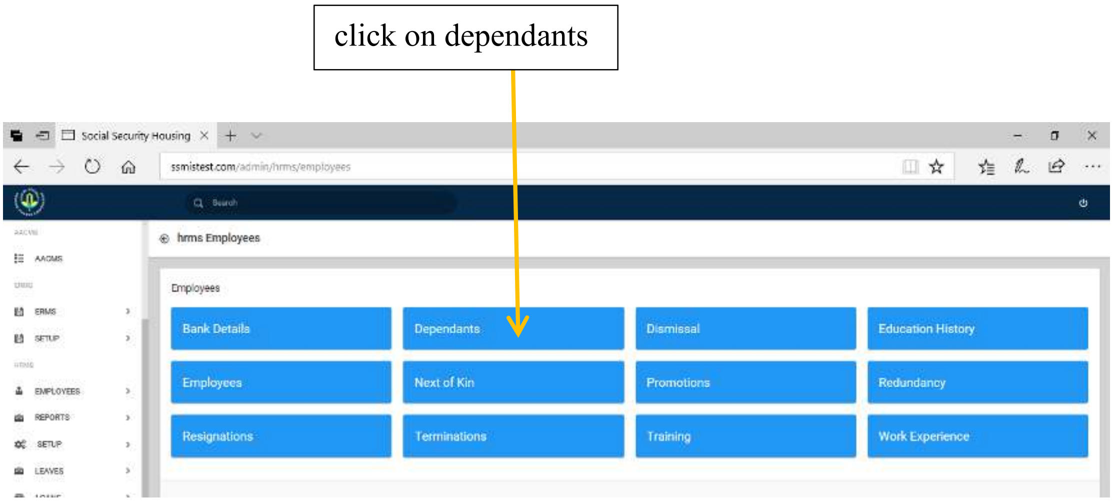
Dependants

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

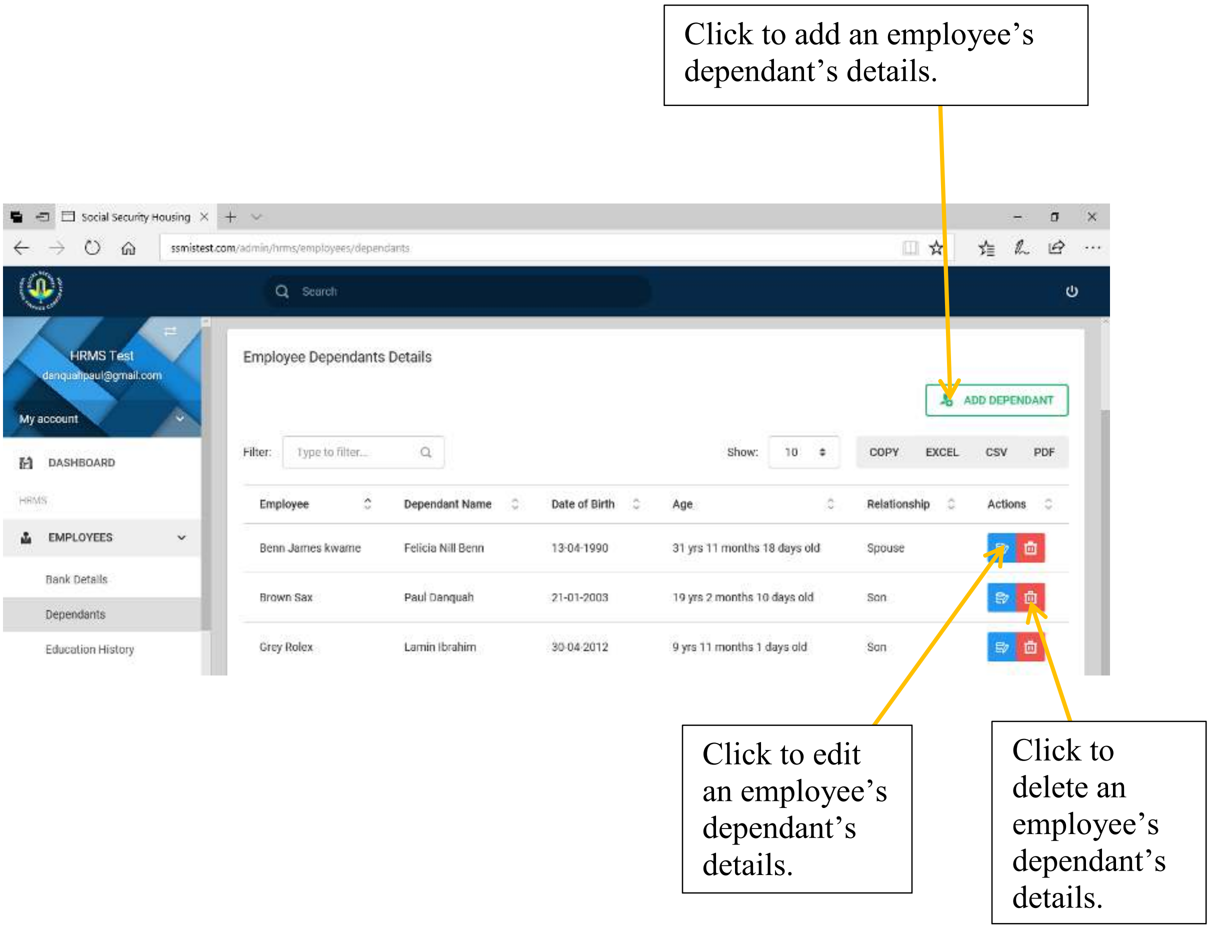
Upon a successful sign in, a dashboard is displayed as shown in Figure .



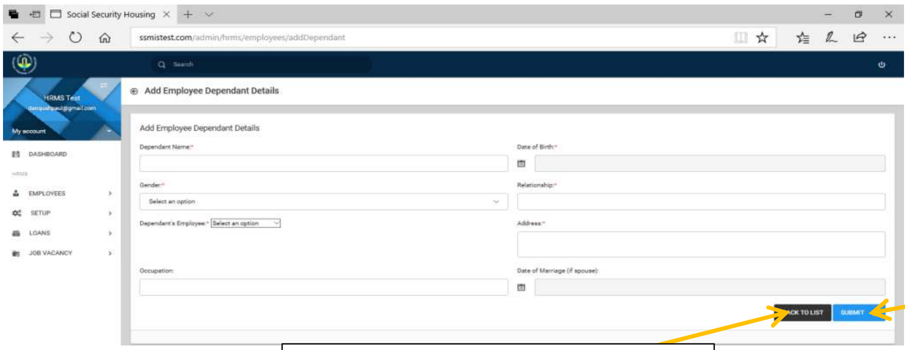
A page is displayed as shown in Figure



A page is displayed as shown in Figure



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.



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

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

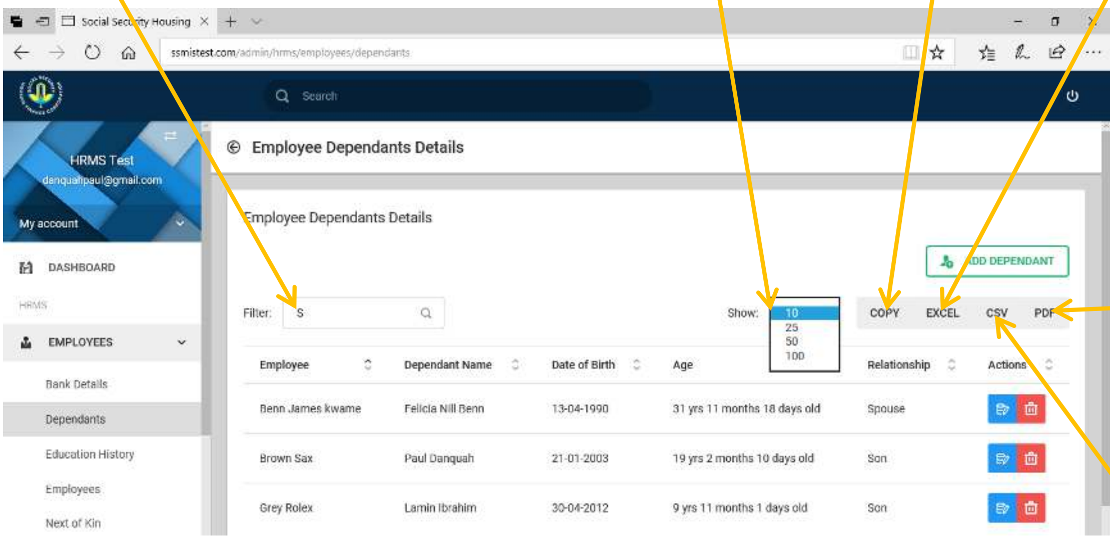
Filtering And Exporting Employees' Dependants' Details

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.

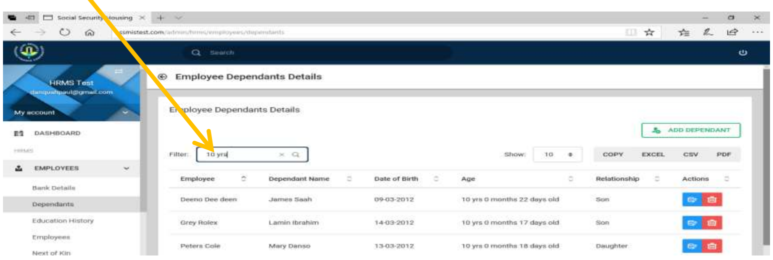
Allows users download employees' dependants' details as Excel files.



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

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

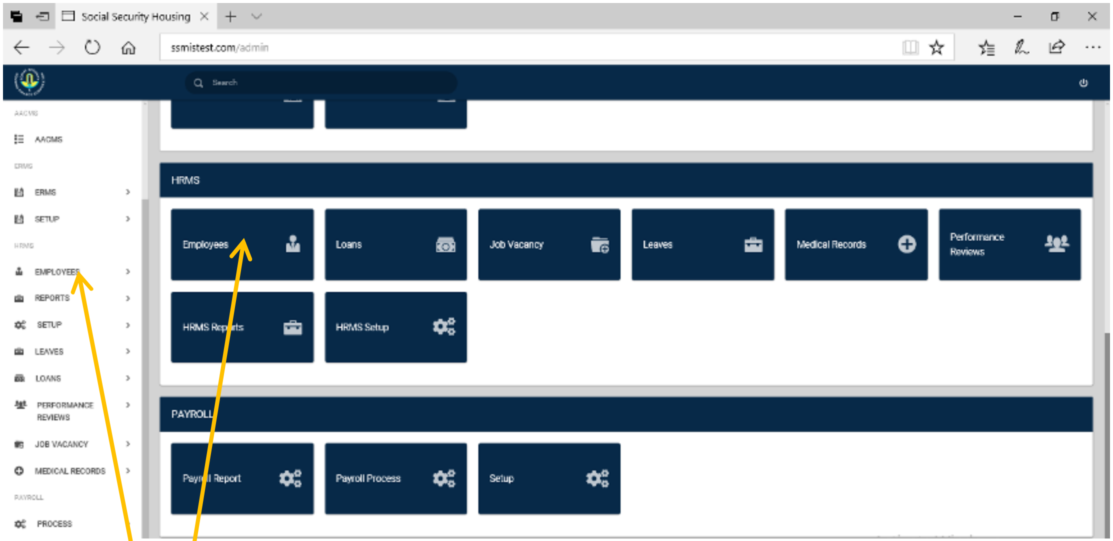
Employees' dependants' details can also be filtered by age.



Next Of Kin

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

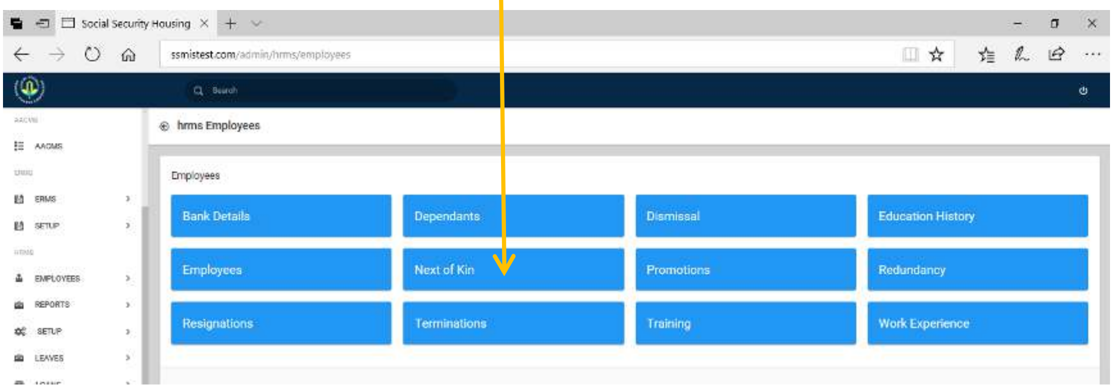
Upon a successful sign in, a dashboard is displayed as shown in Figure .



Click on Employees

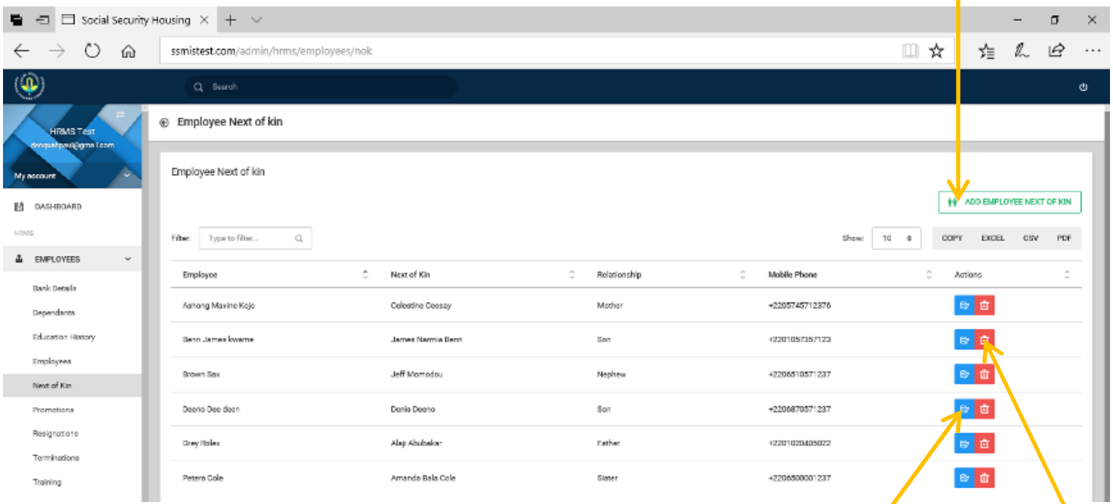
A page is displayed as shown in Figure

Click on Next of Kin



A page is displayed as shown in Figure

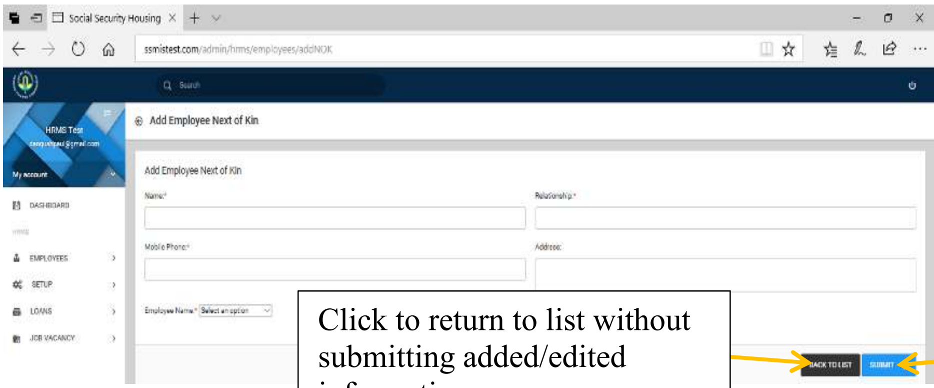
Click to add details of an employee’s next of kin.



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

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

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.



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

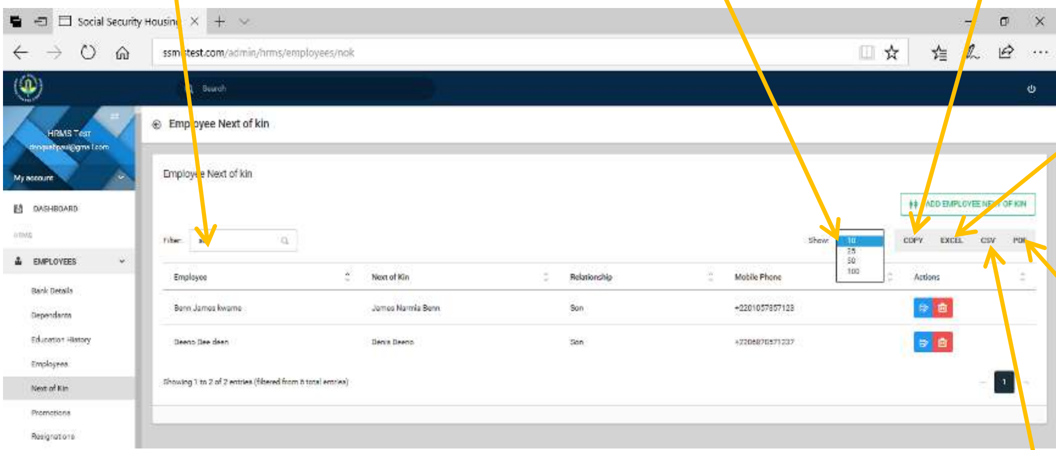
Click to submit an edited/added employee's next of kin details.

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

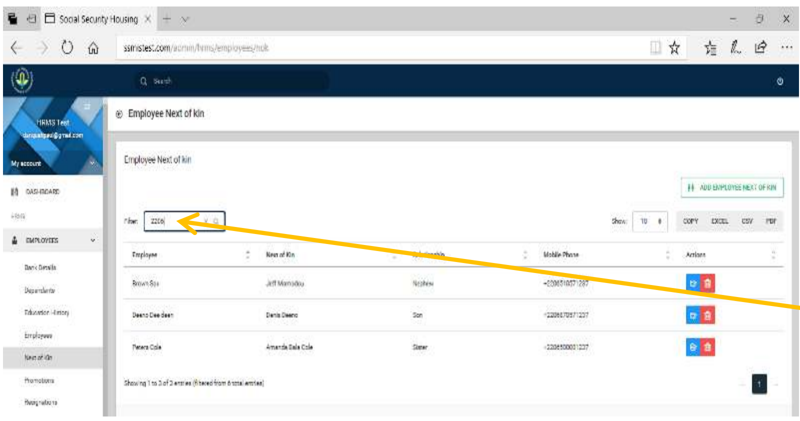
Click to copy displayed rows to clipboard.



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

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

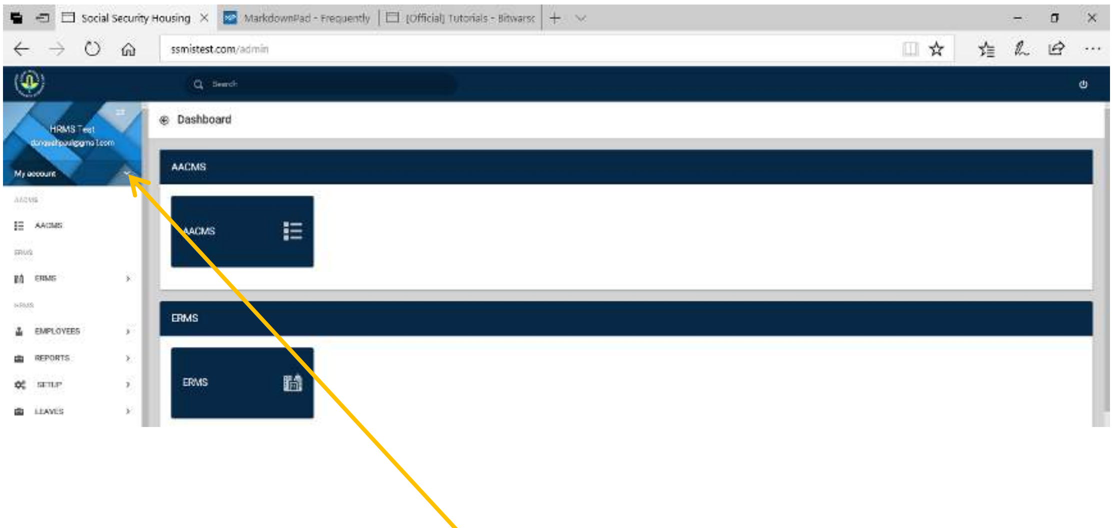
Allows users download employees' next of kin's details as Comma Separated Values files.



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

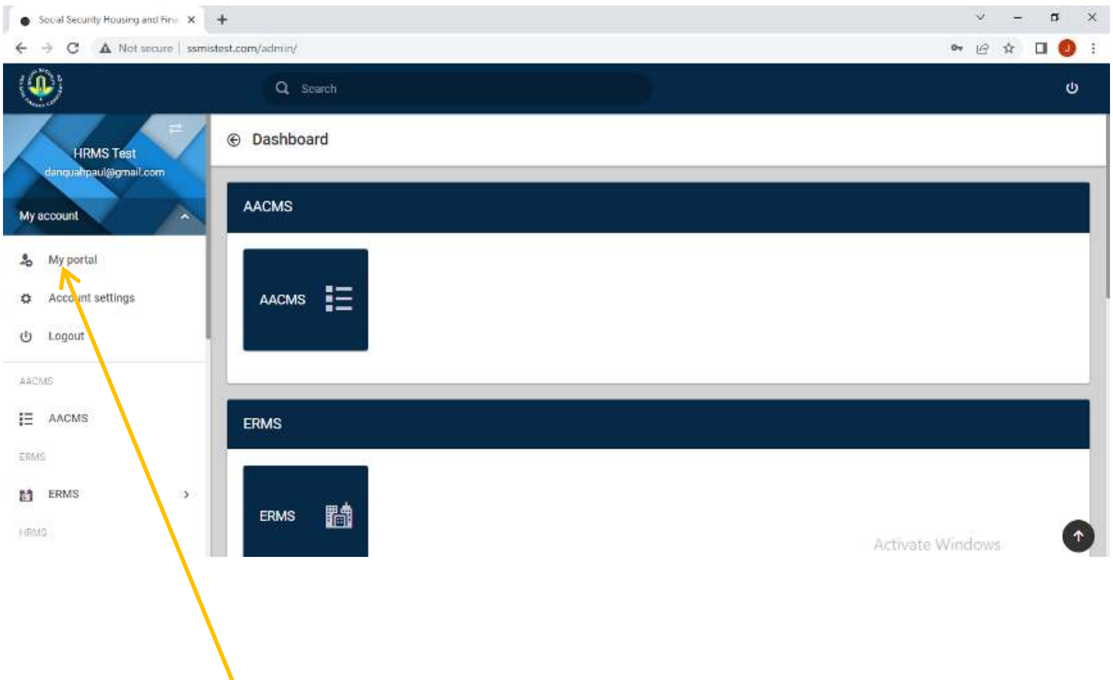
Performance Reviews

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



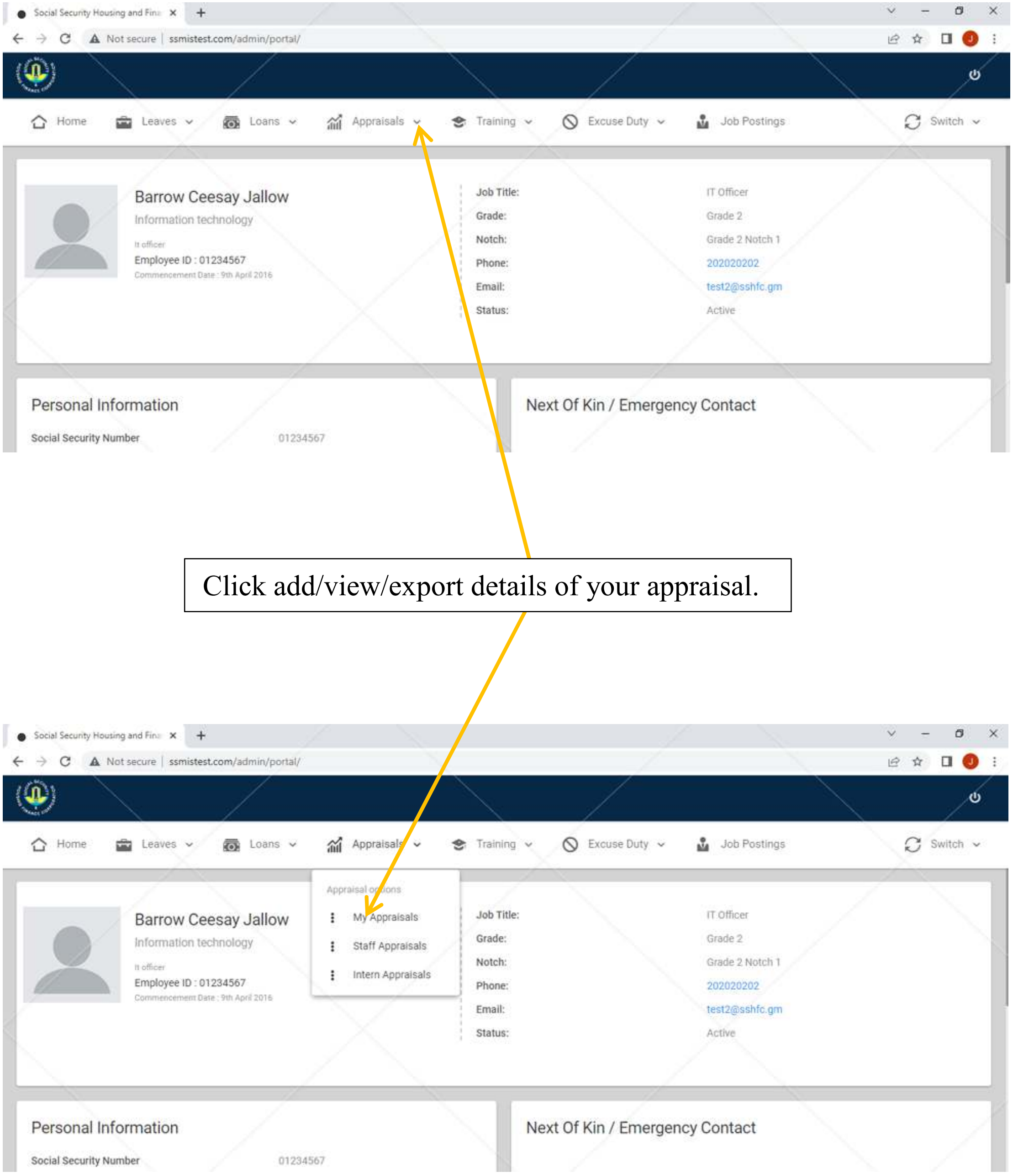
Click the arrow to see a drop down list.

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 .



A page is displayed as shown in Figure .

Adding, Filtering And Exporting Your Performance Reviews

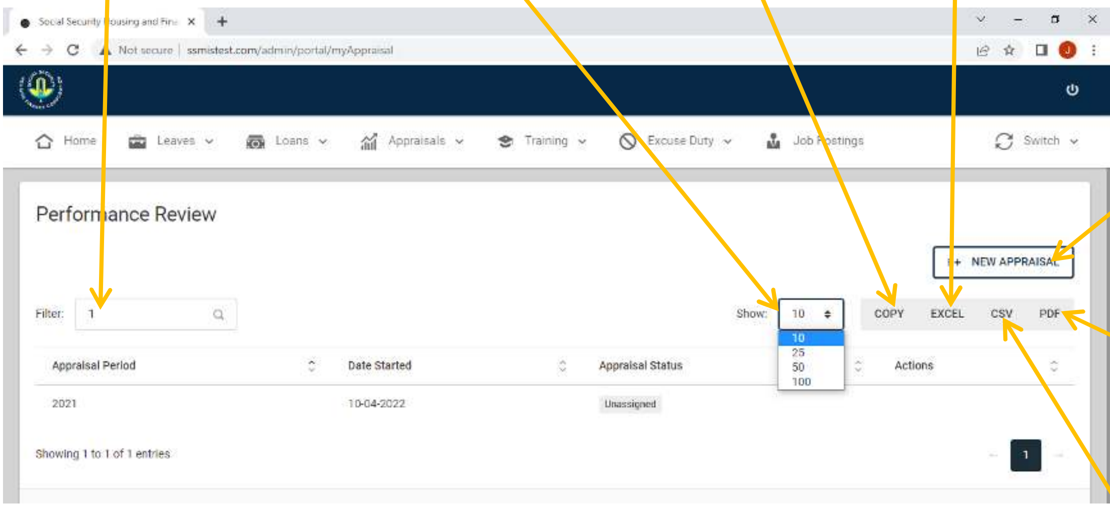
Type in an appraisal period to search.

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 employees download performance review details as Excel files.

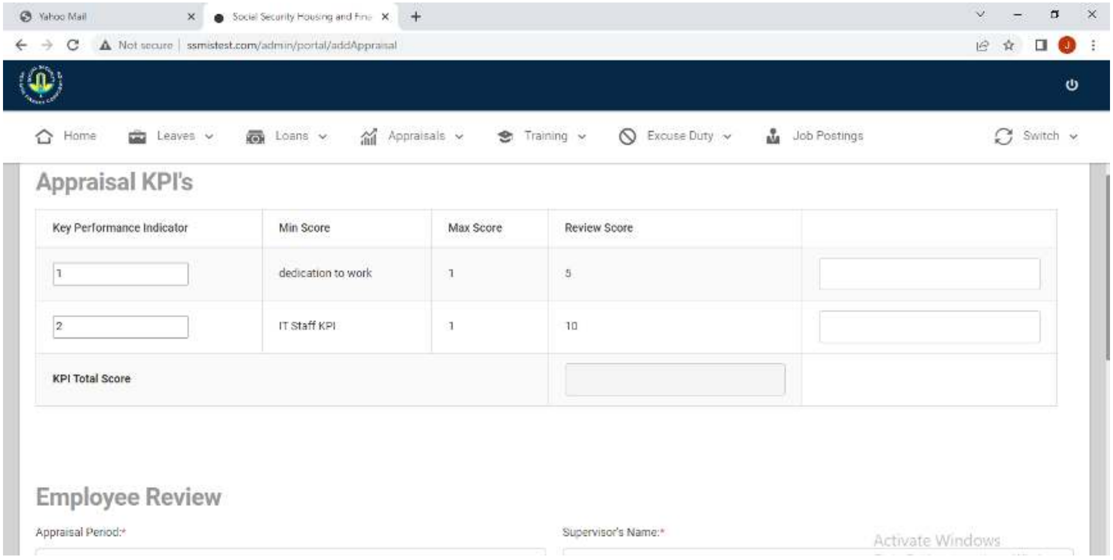
Click to add new appraisal.



Allows employees download performance review details as PDF files.

Allows employees download performance review details as Comma Separated Values files.

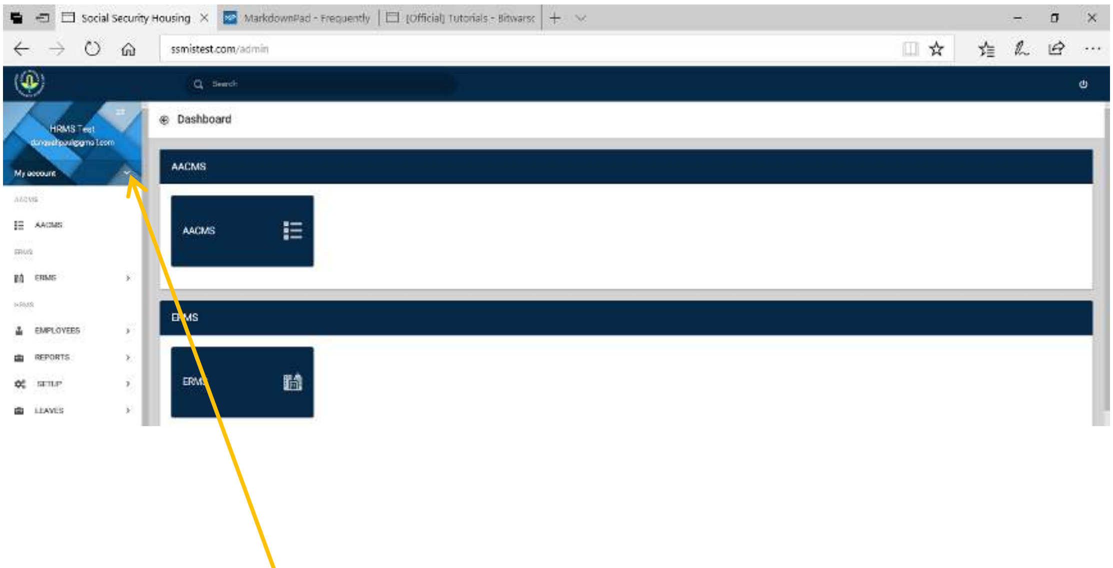
Clicking to add details of an appraisal
open a form as shown in Figure .
When adding an appraisal,
information for fields marked with * must be provided.


Yahoo Mail
Social Security Housing and Fina
Not secure | ssmistest.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
dedication to work
1
5
2
IT Staff KPI
1
10
KPI Total Score
Employee Review
Appraisal Period:*
Supervisor's Name:*
Activate Windows

Applications

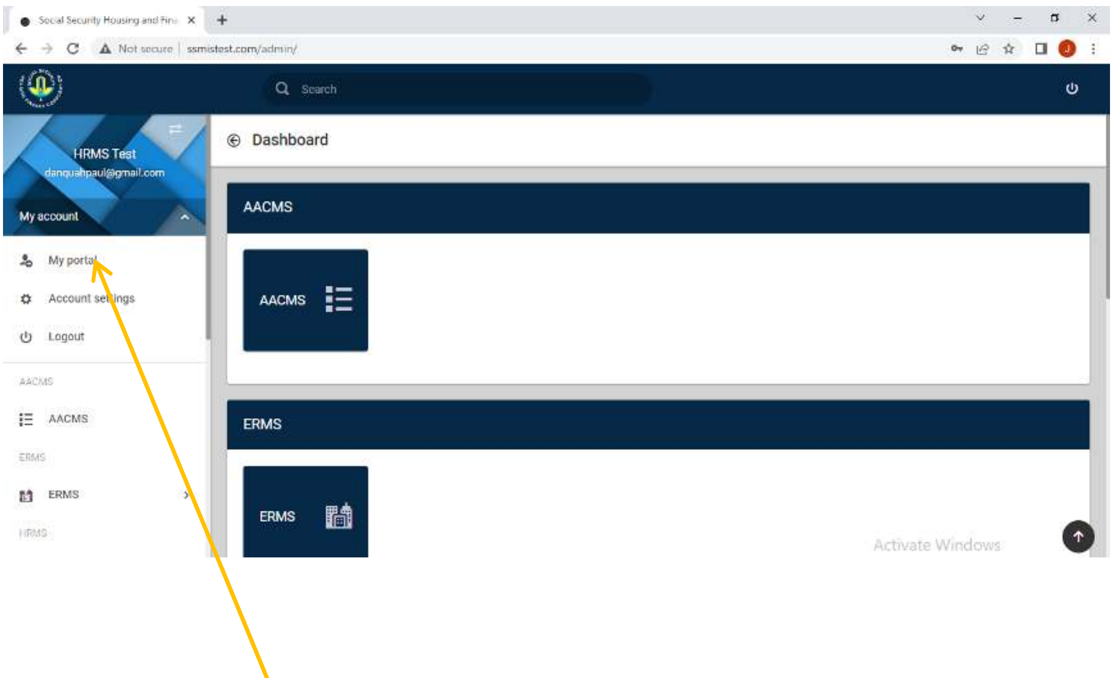
- **Loan Applications**

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



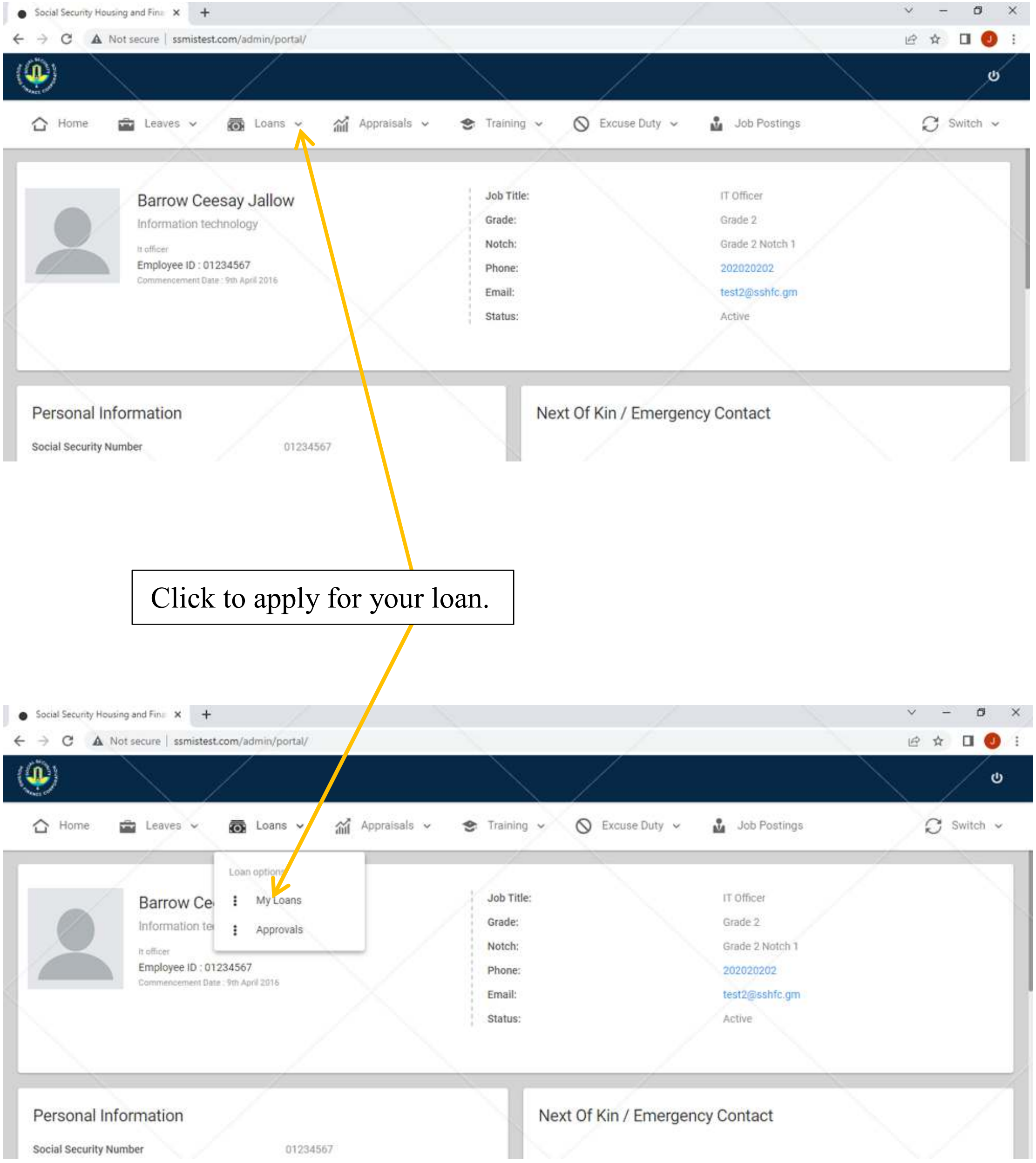
Click the arrow to see a drop down list.

A drop down list shows as displayed in Figure



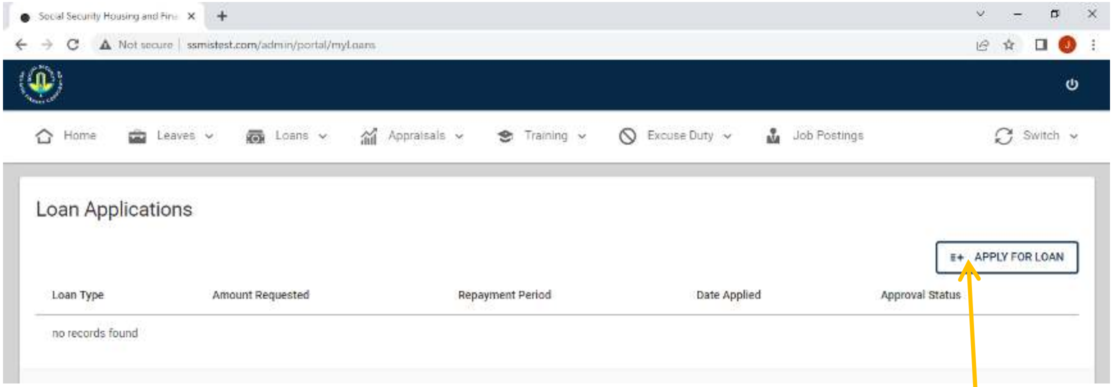
Click to access your portal as an employee.

A page is displayed as shown in Figure .



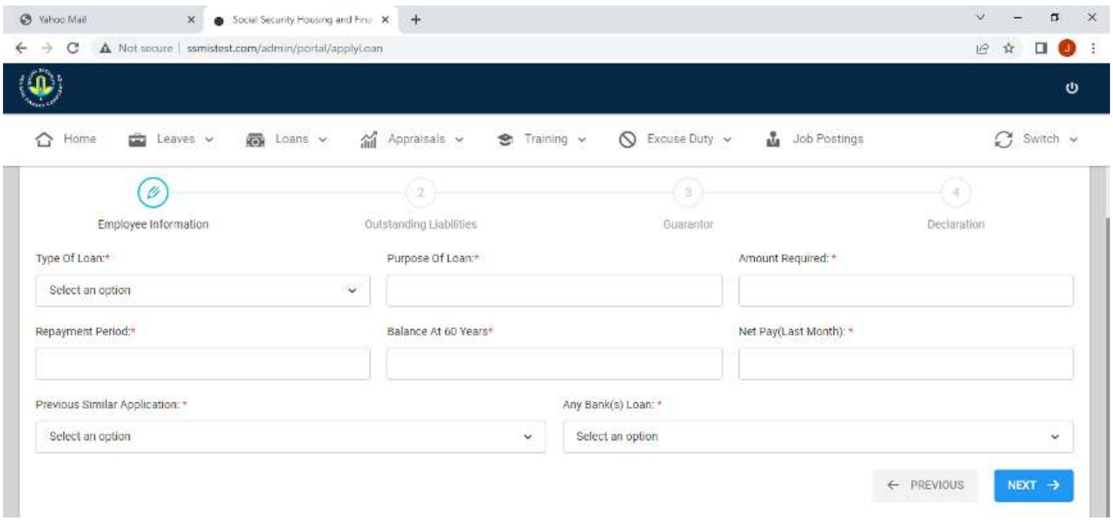
A page is displayed as shown in Figure .

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.

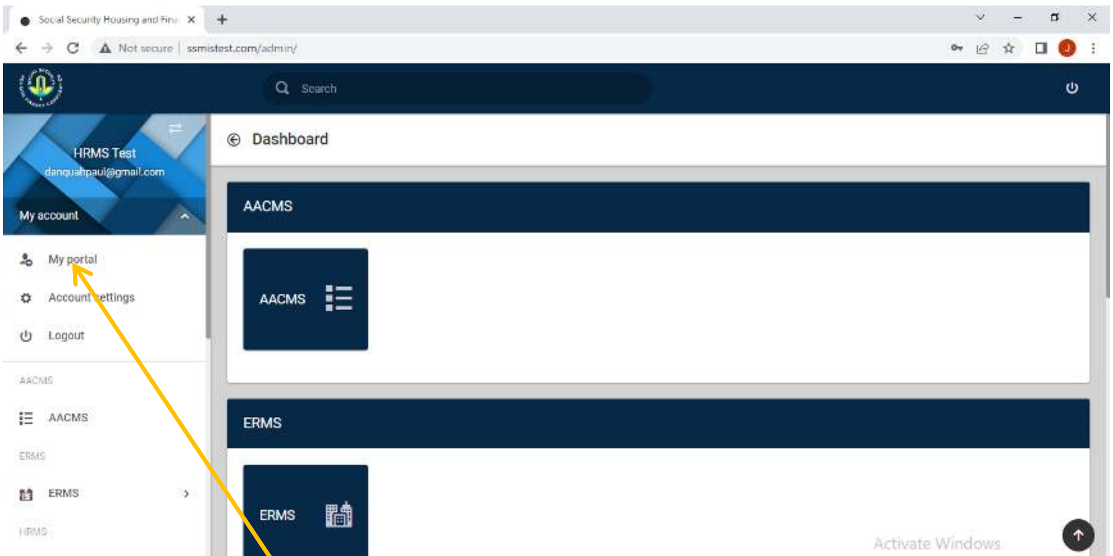


- **Leave Applications**

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

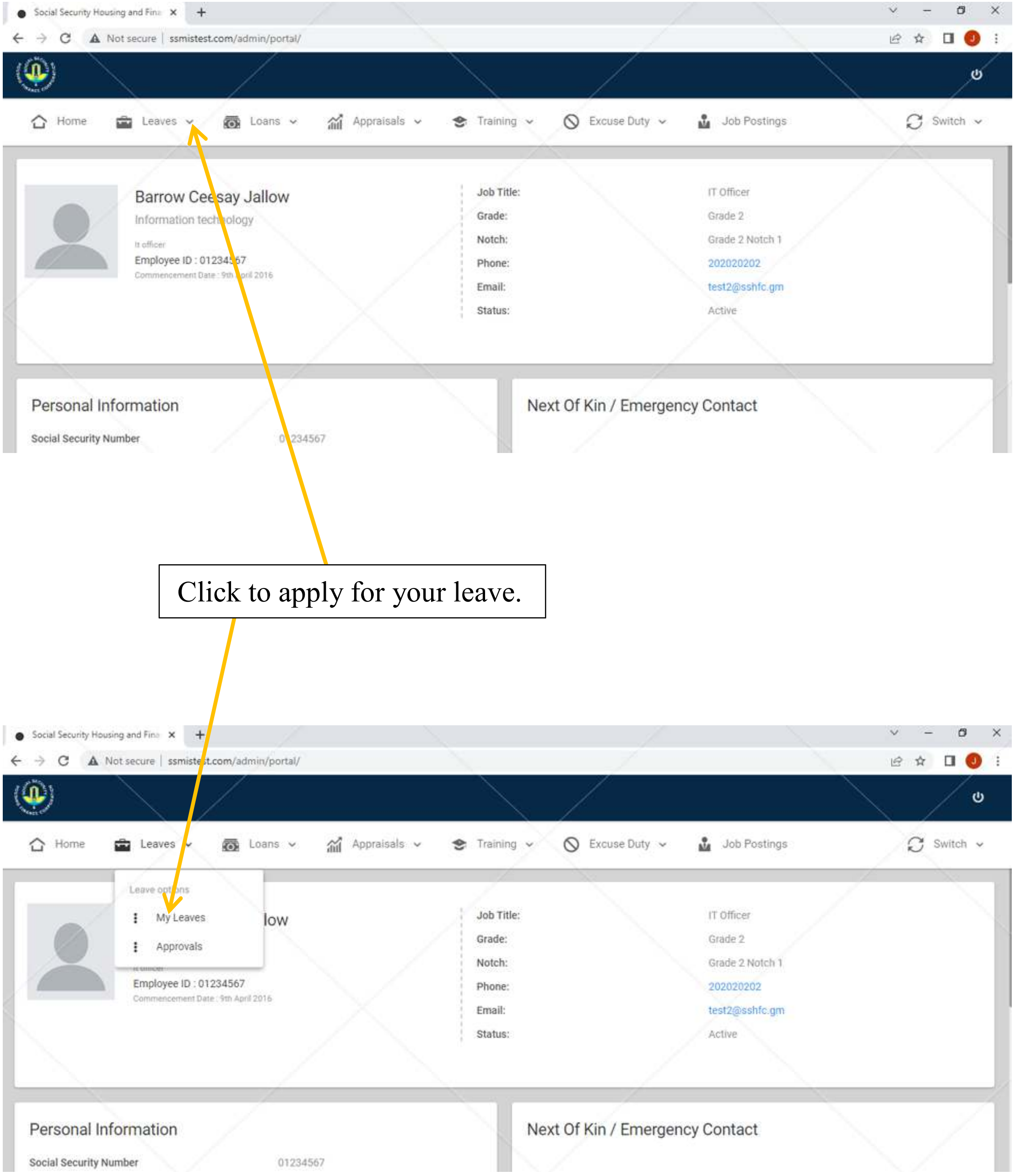
Click the arrow to see a drop down list.

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 .



A page is displayed as shown in Figure .

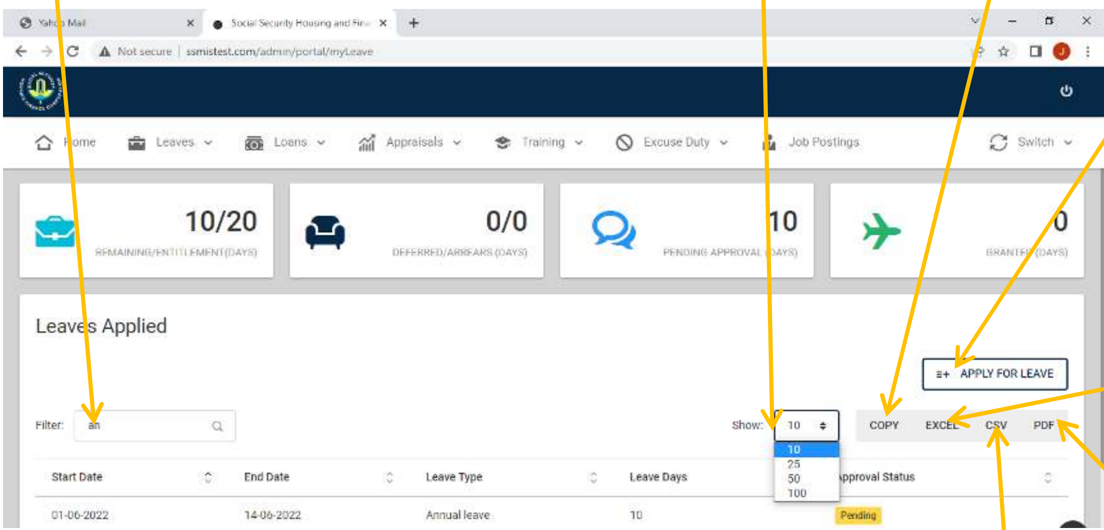
Applying For Leaves, Filtering And Exporting Information On Your Leaves

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

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.

Click to copy displayed rows to clipboard.

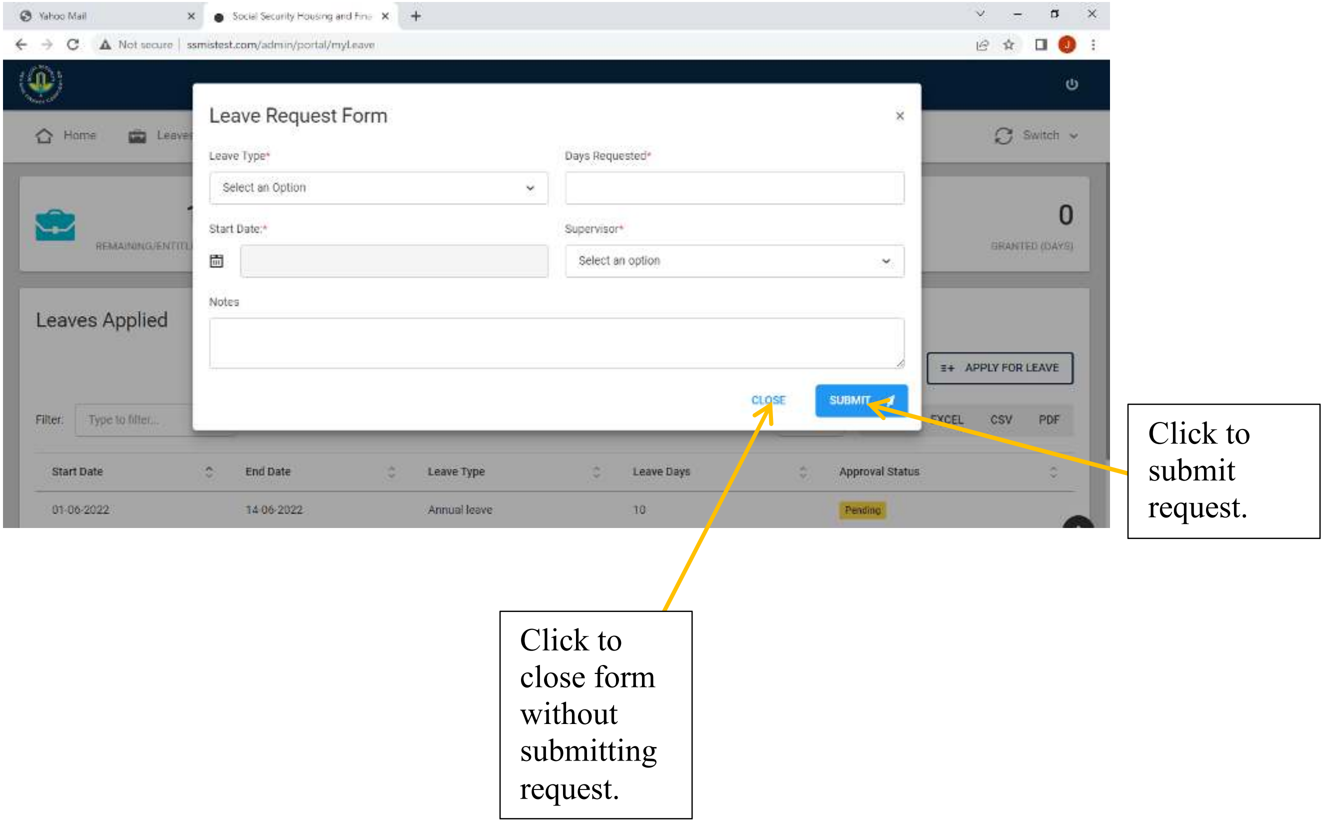
Click to apply for leave.



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.

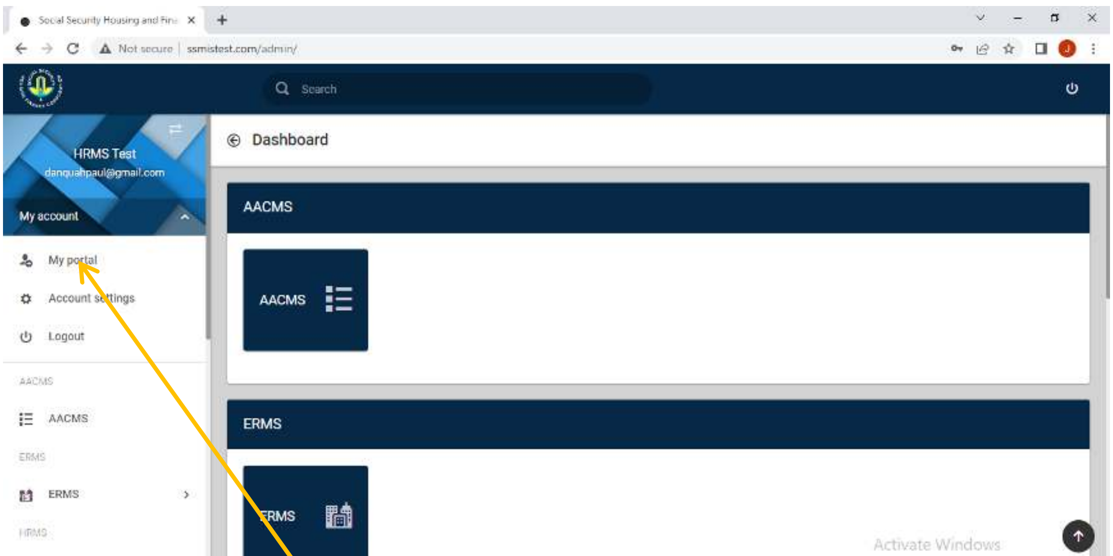

Leave Request Form
Leave Type*
Select an Option
Days Requested*
Start Date:*
Supervisor*
Select an option
Notes
CLOSE
SUBMIT
Leaves Applied
APPLY FOR LEAVE
Start Date
End Date
Leave Type
Leave Days
Approval Status
01-06-2022
14-06-2022
Annual leave
10
Pending
Click to submit request.
Click to close form without submitting request.

- **Applying For Training**

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

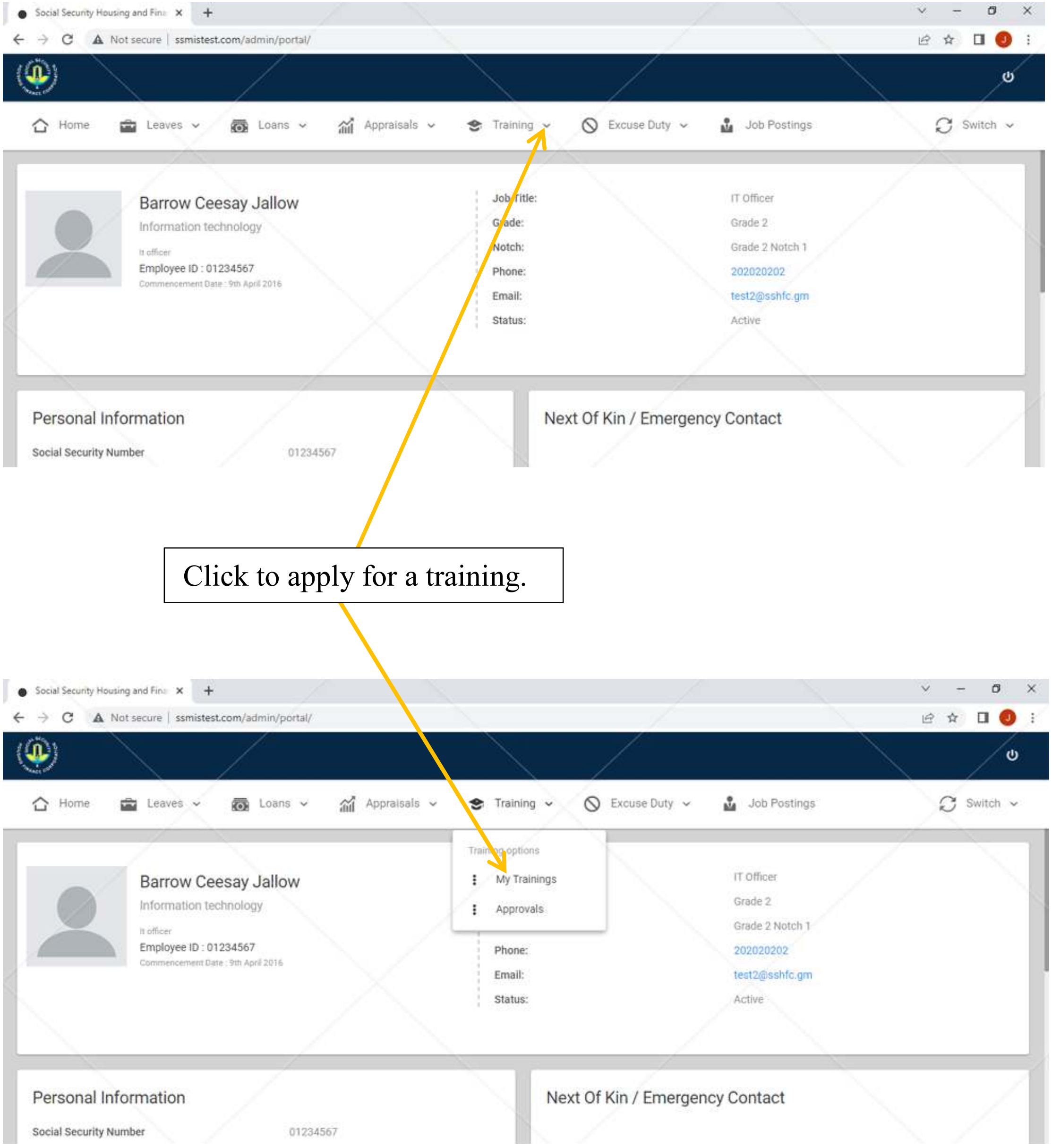
Click the arrow to see a drop down list.

A drop down list shows as displayed in Figure

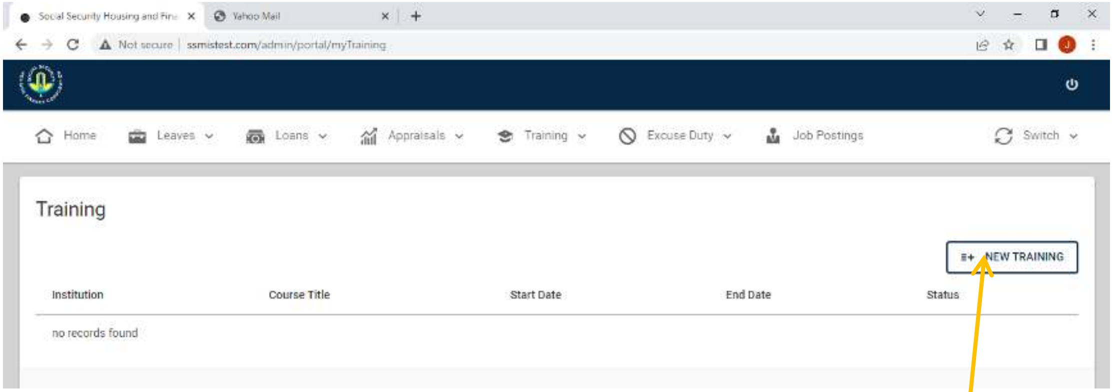


Click to access your portal as an employee.

A page is displayed as shown in Figure .

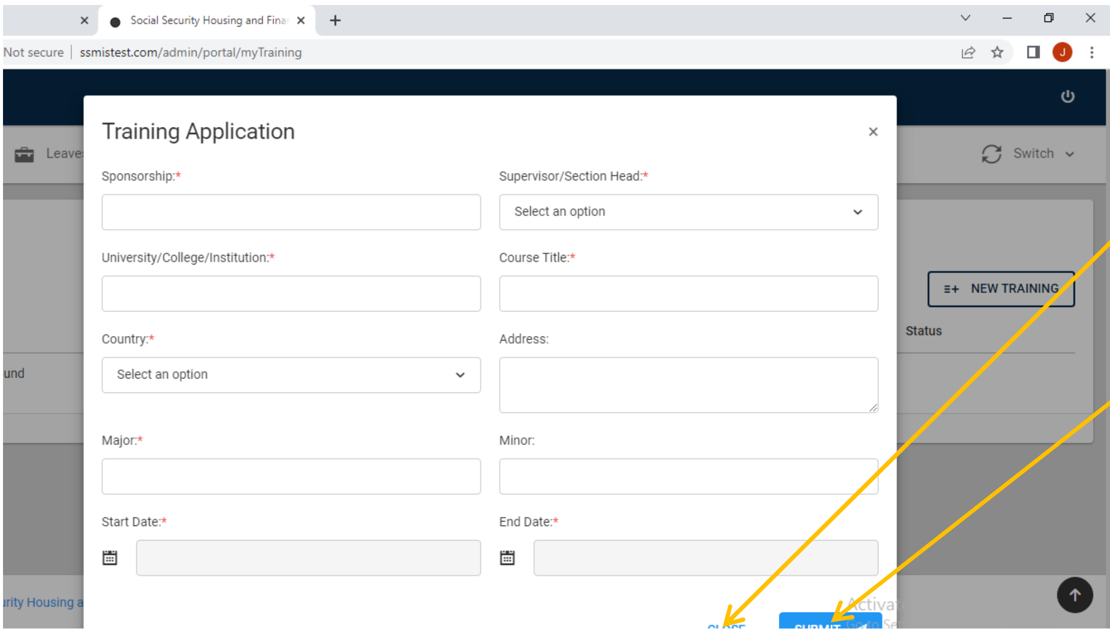


A page is displayed as shown in Figure .



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.



Click to close form without submitting an application.

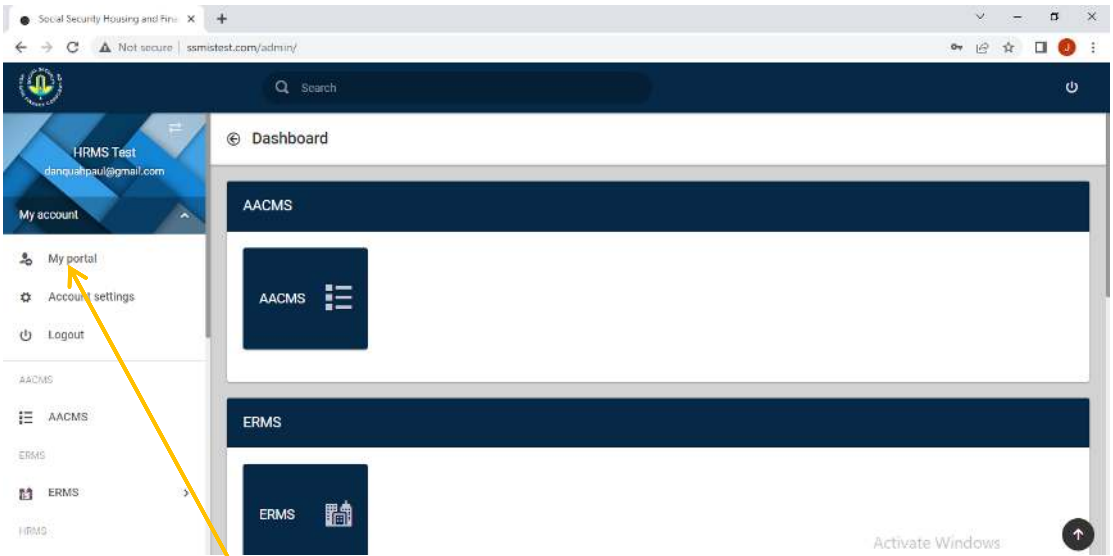
Click to submit details of intended training.

- **Applying For An Excuse Duty**

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

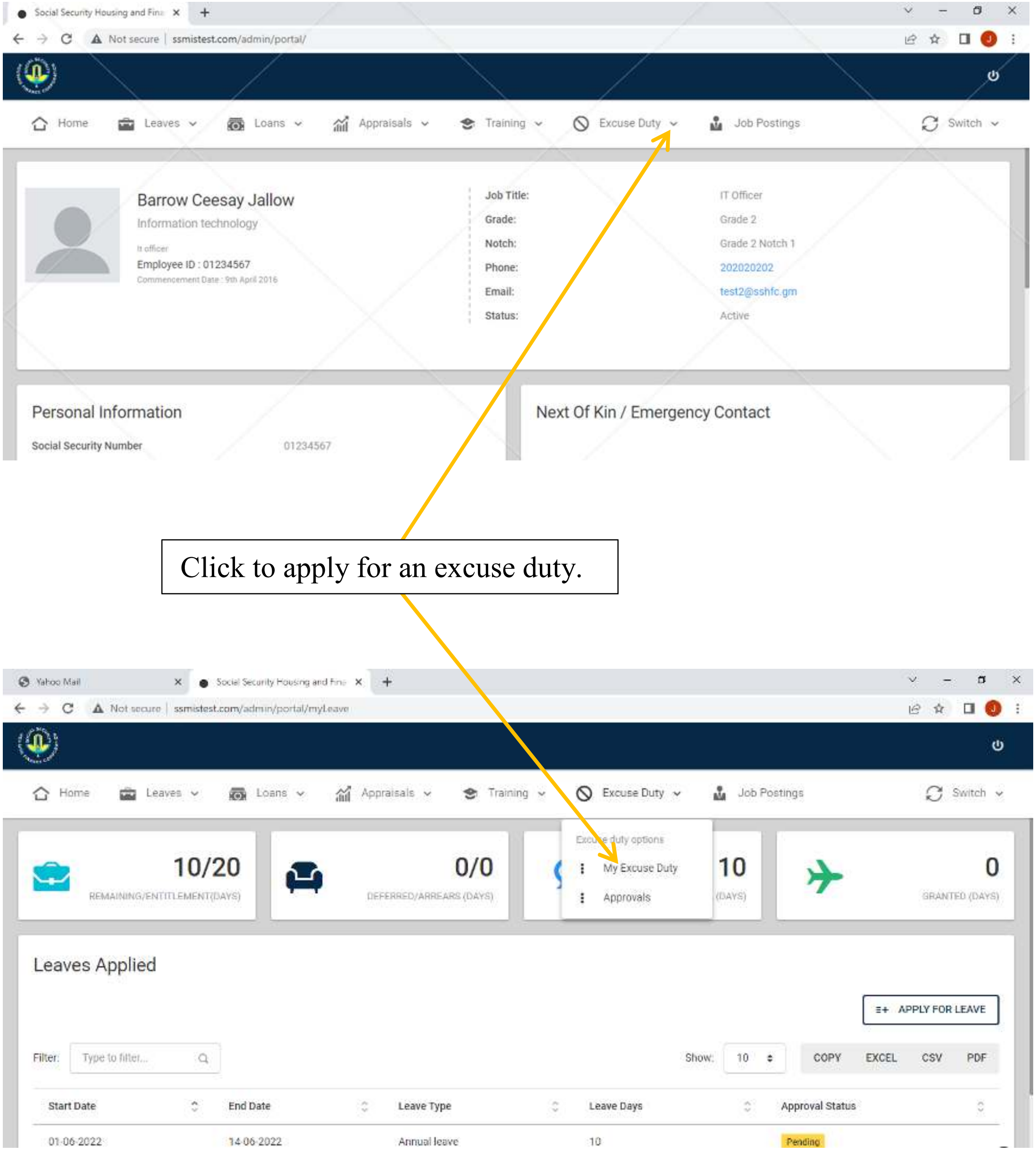
Click the arrow to see a drop down list.

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 .



A page is displayed as shown in Figure .

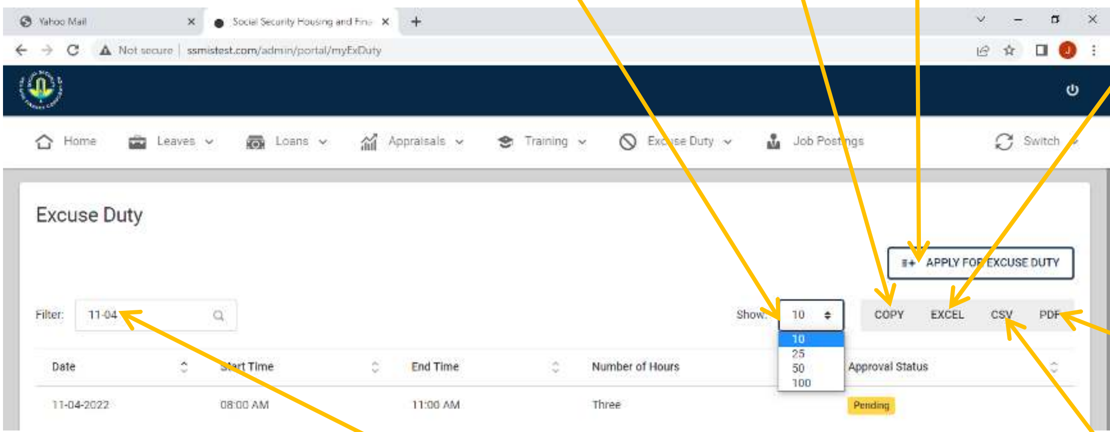
Applying For An Excuse Duty, Filtering And Exporting Information On Your Excuse Duties

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 an excuse duty.

Allows users download details of excuse duties as Excel files.



Allows users download details of excuse duties as PDF files.

Type a date/number of hours to search for an excuse duty.

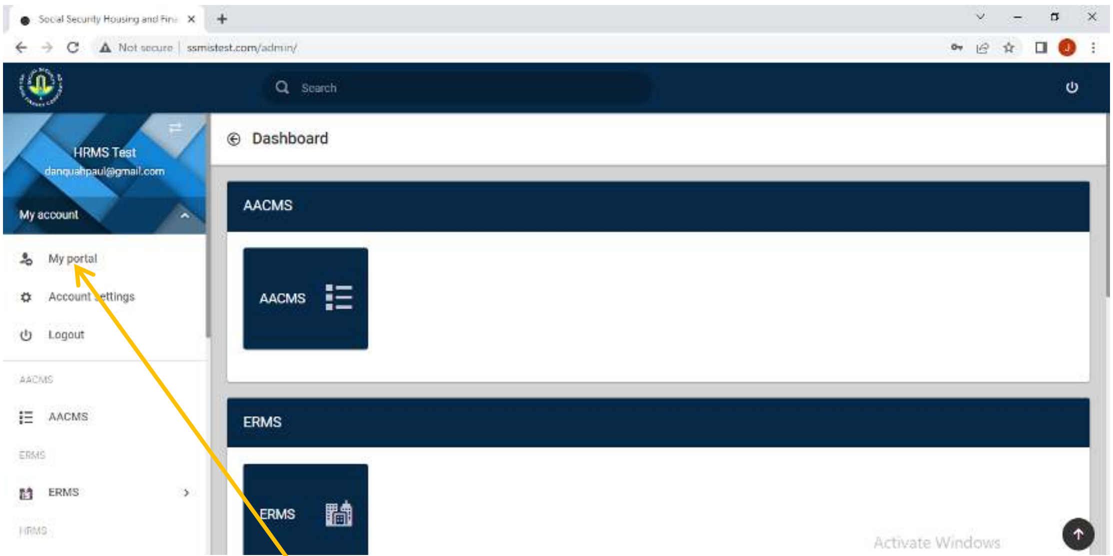
Allows users download details of excuse duties as Comma Separated Values files.

Job Postings

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

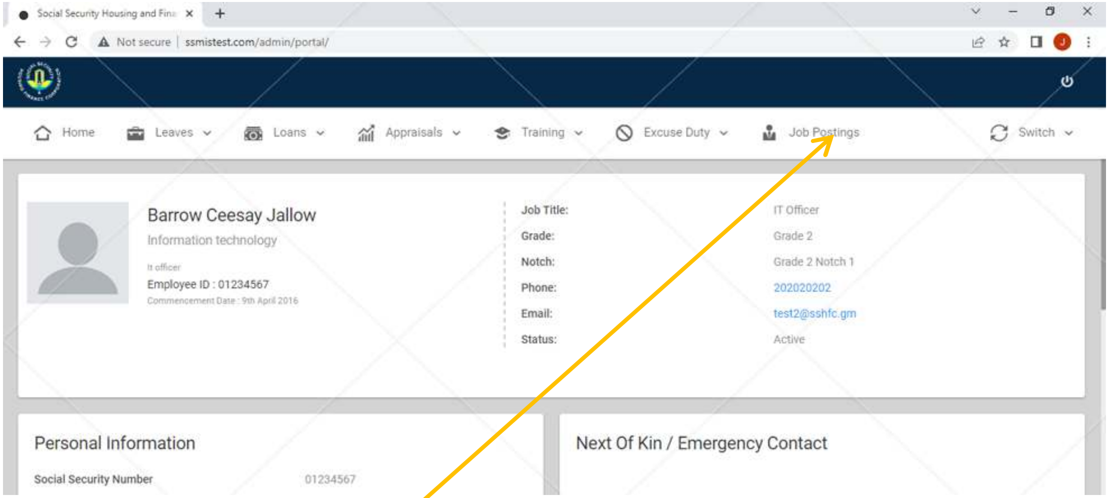
Click the arrow to see a drop down list.

A drop down list shows as displayed in Figure



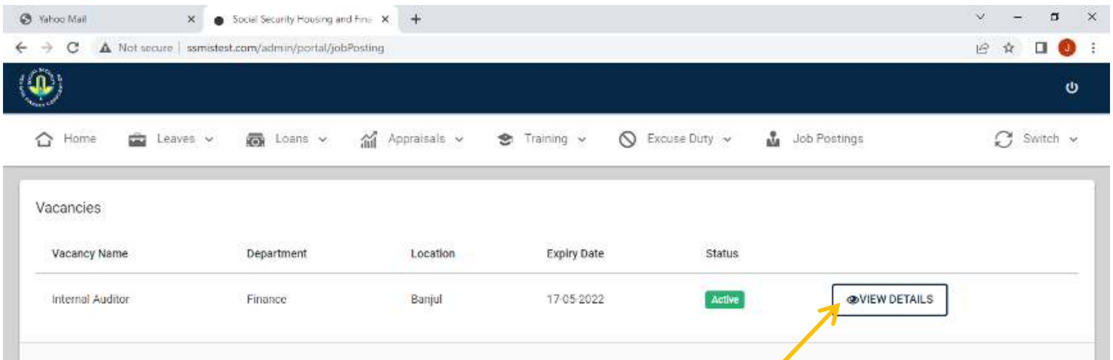
Click to access your portal as an employee.

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 .

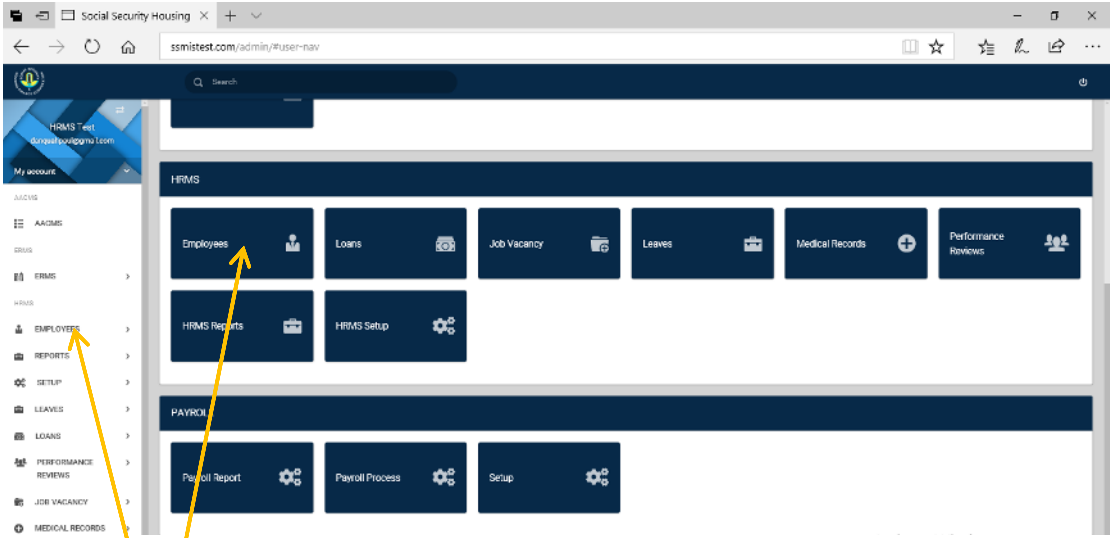


Click to view details of a job posting.

Promotion

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

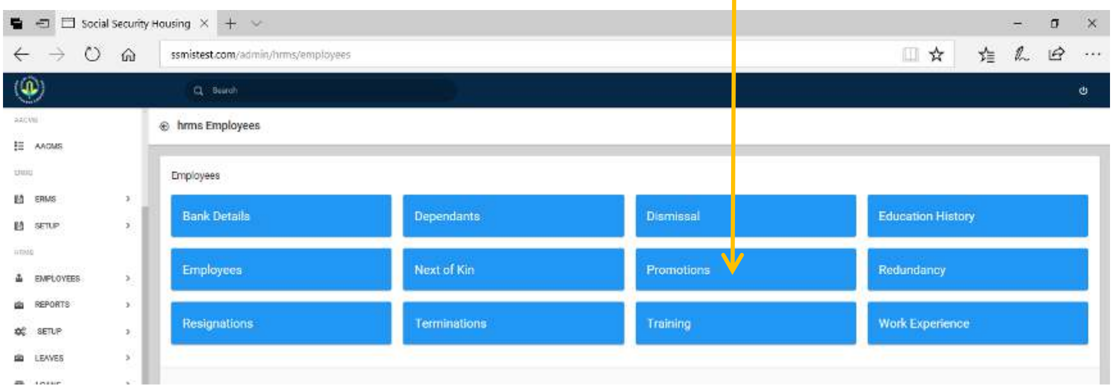
Upon a successful sign in, a dashboard is displayed as shown in Figure .



Click on Employees

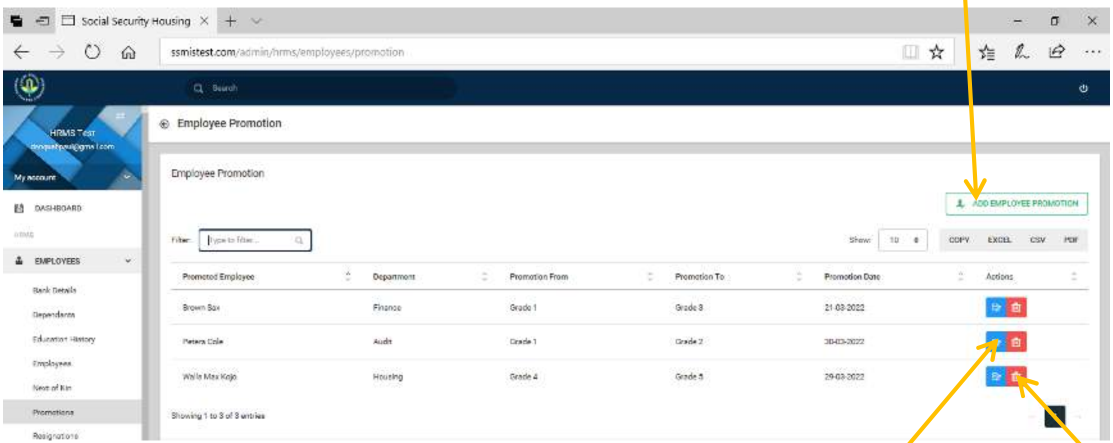
A page is displayed as shown in Figure

Click on Promotions



A page is displayed as shown in Figure

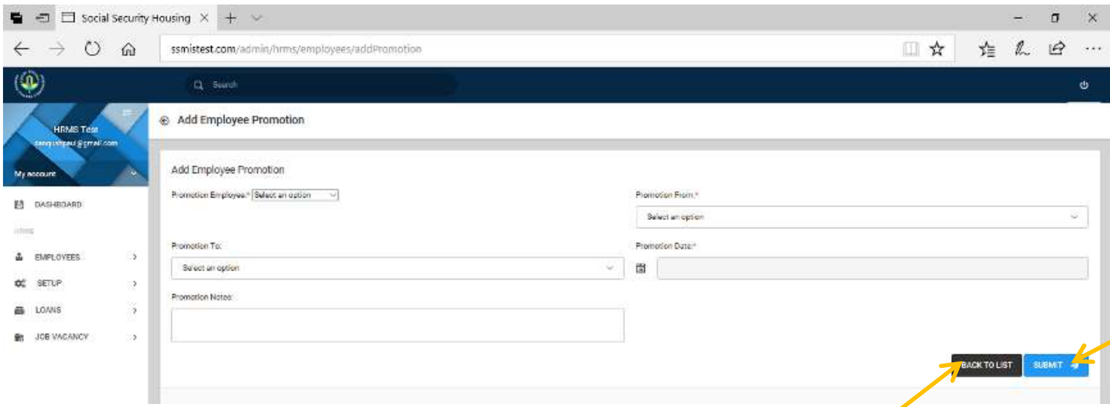
Click to add details of an employee’s promotion.



Click to edit details of an employee’s promotion.

Click to delete details of an employee’s promotion.

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.



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

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

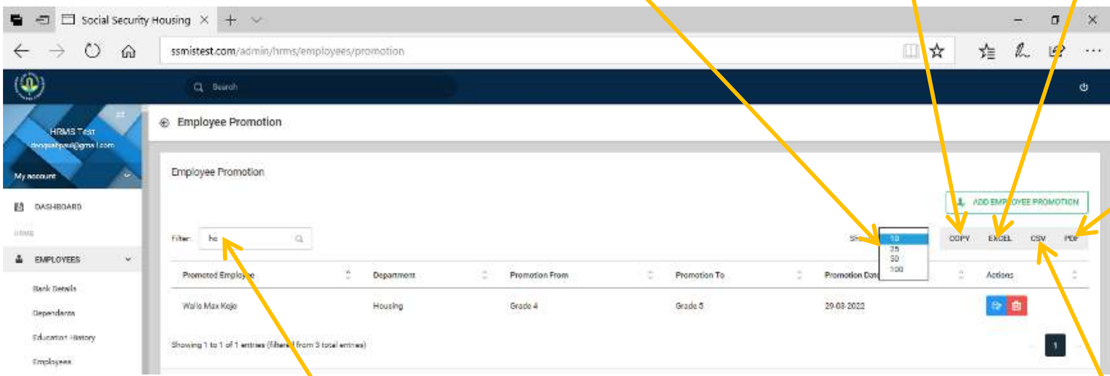
Filtering And Exporting Details Of A Registered Employee's Promotion

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.

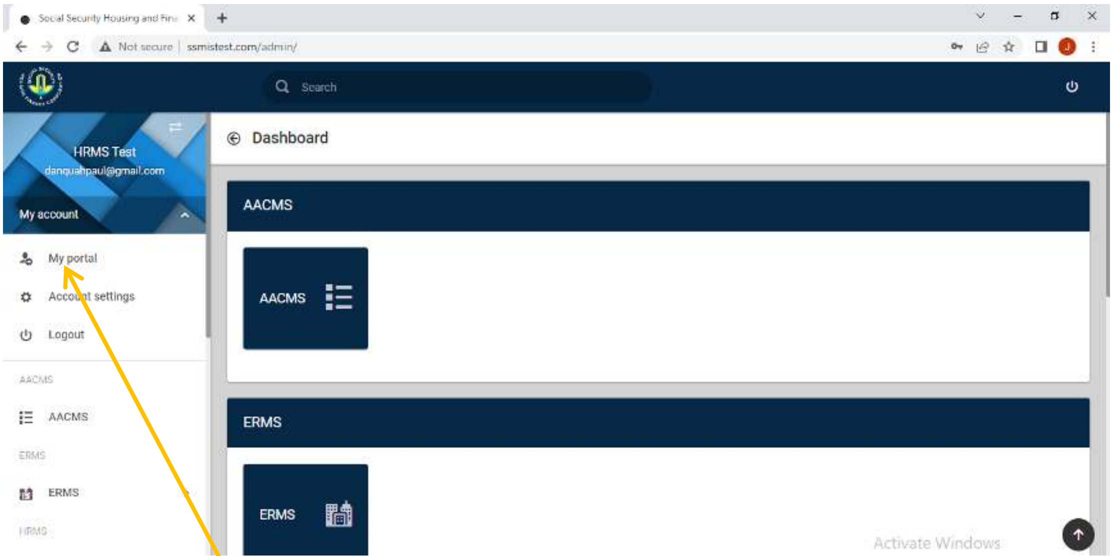
Type a promoted employee's name/ first few letters of a promoted employee's name/a department's name/first few letters of a department's name/an employee's promotion date/the grade an employee is/was to search information on an employee's promotion.

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

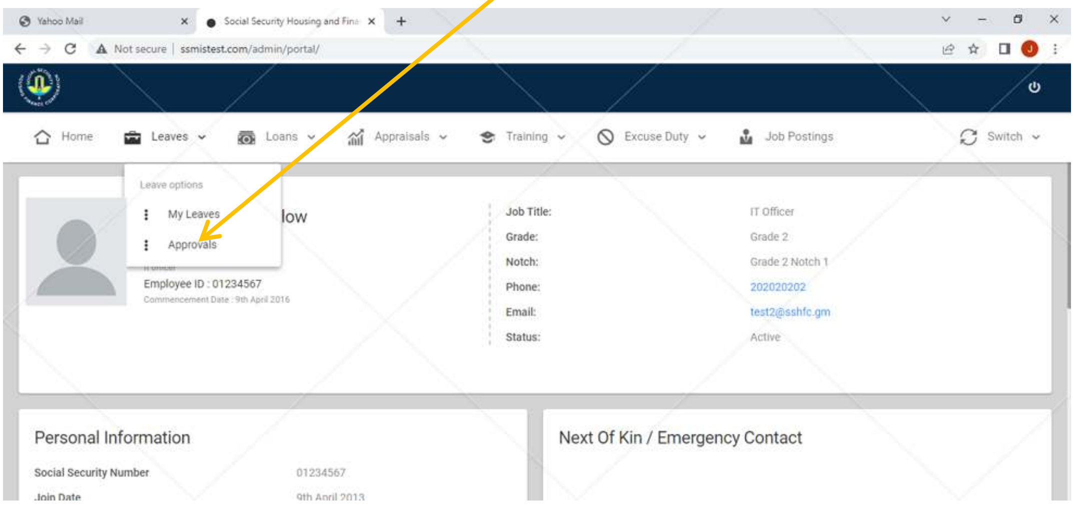


Click to access your portal as an employee.

A page is displayed as shown in Figure .

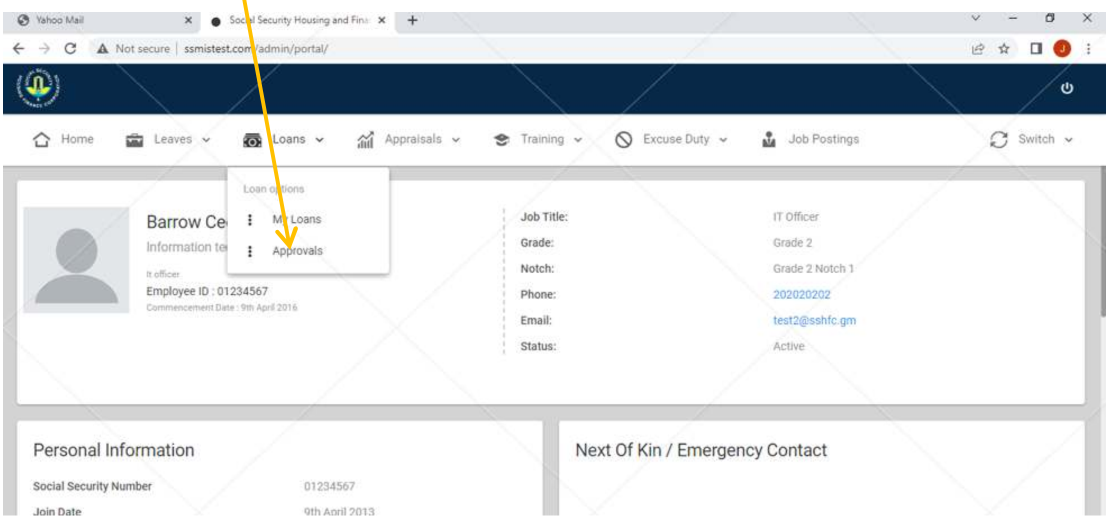
- **Leave Approvals**

Click to view Leave Approvals



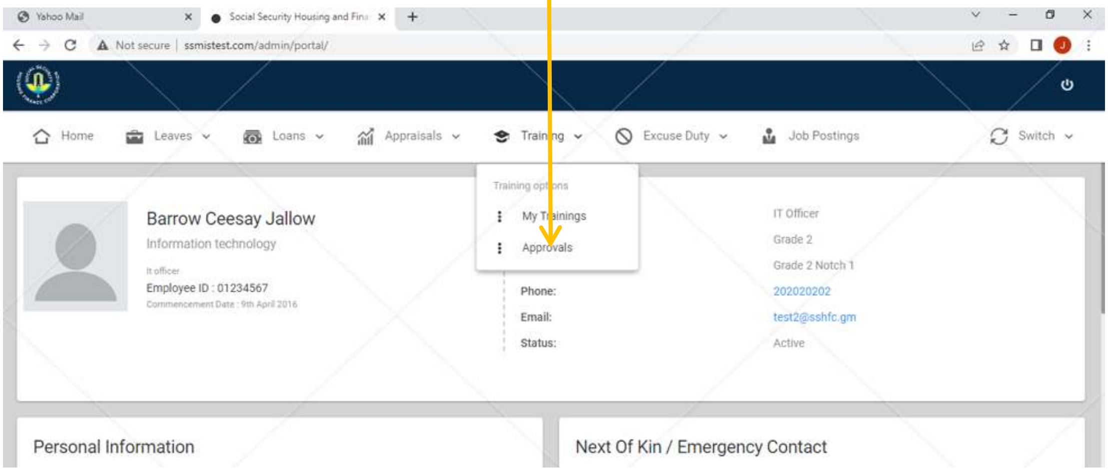
- **Loan Approvals**

Click to view Loan Approvals



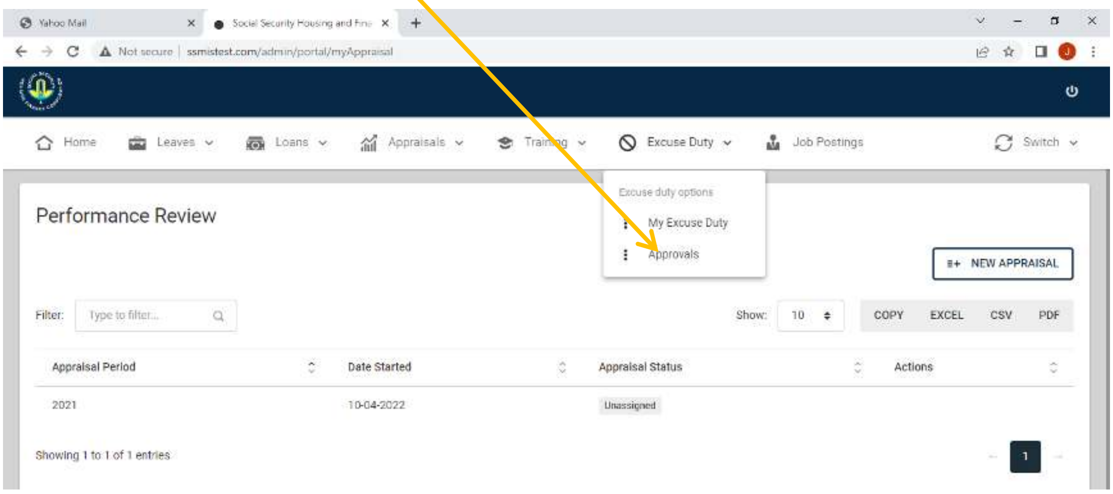
- **Training Approvals**

Click to view Training Approvals



- **Excuse Duty Approvals**

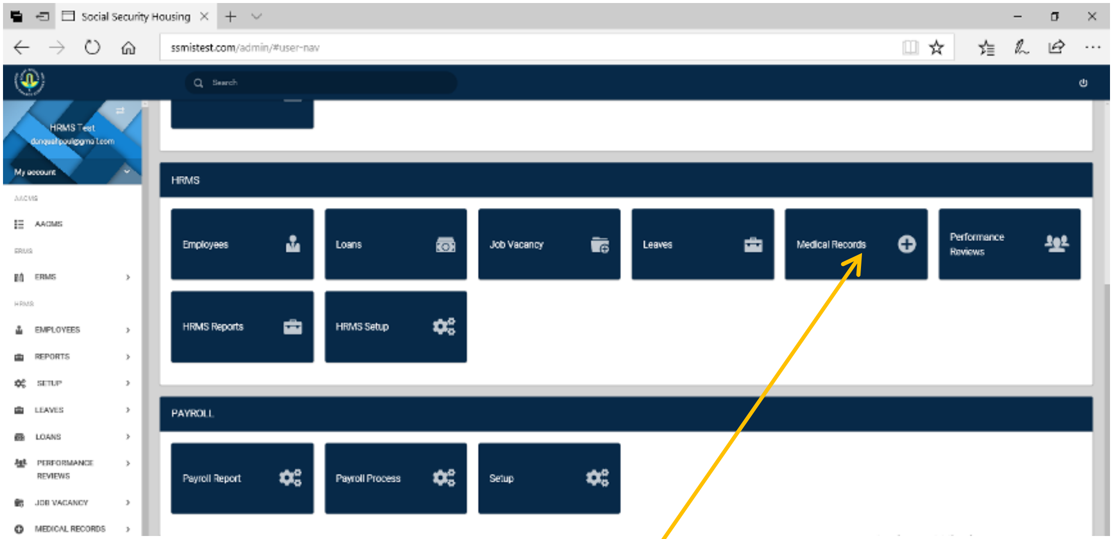
Click to view Excuse Duty Approvals



Medical Records

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

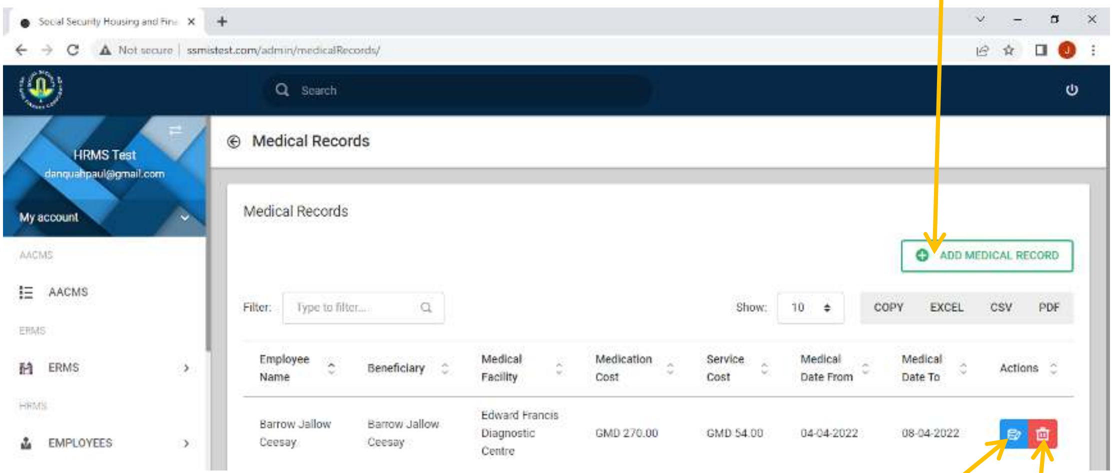
Upon a successful sign in, a dashboard is displayed as shown in Figure .



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.



Click to edit new medical records.

Click to delete new medical records.

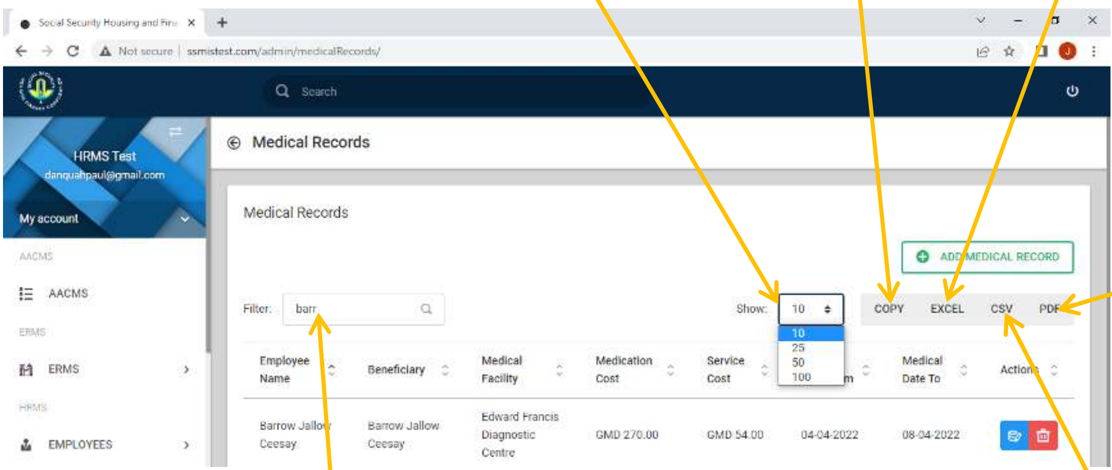
Filtering And Exporting Information On An Employee's Medical Records

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.



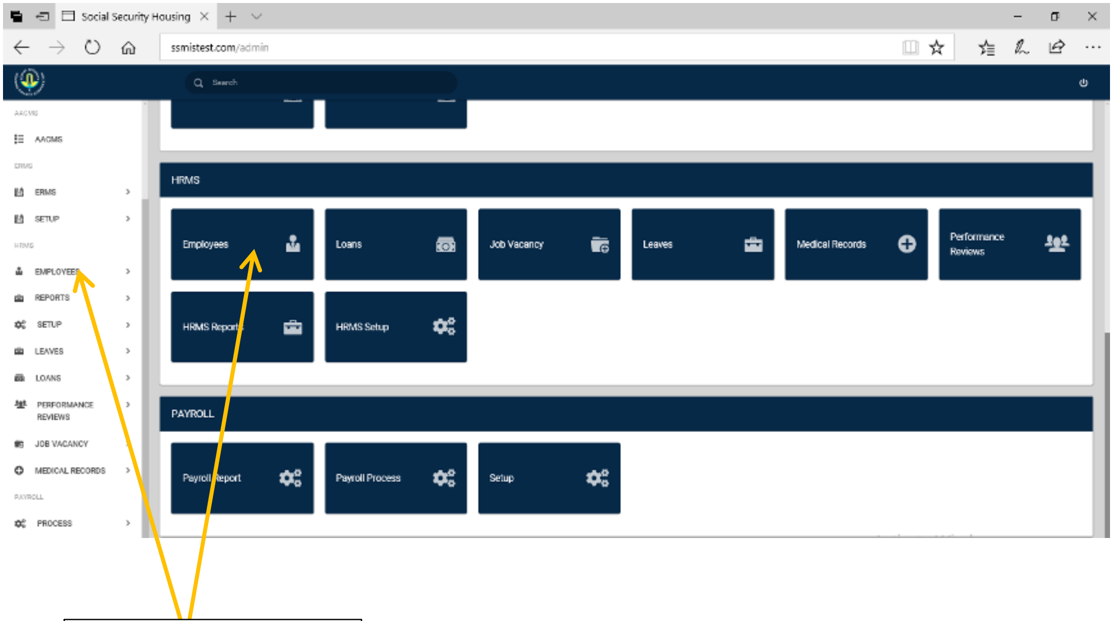
Allows users download details of medical records a Comma Separated Values file.

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.

Ending Appointments

- **Resignations**

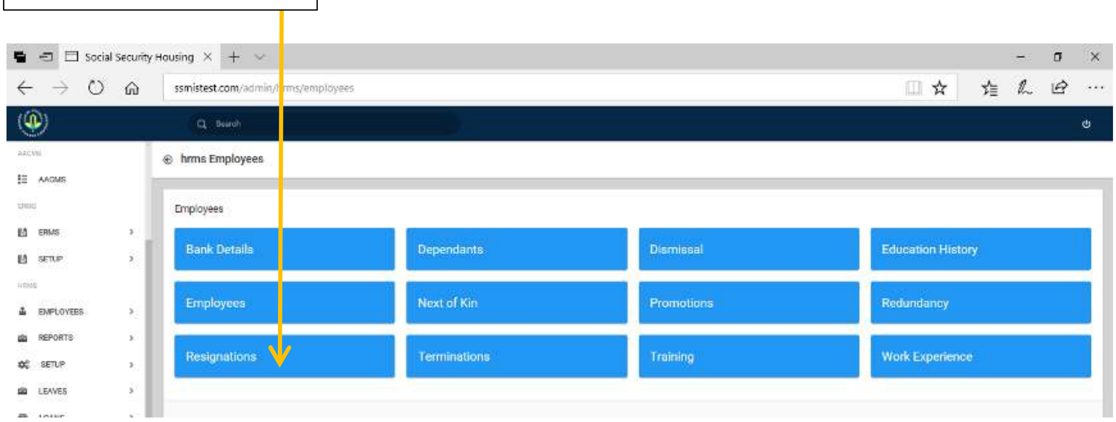
Upon a successful sign in, a dashboard is displayed as shown in Figure



click on employee

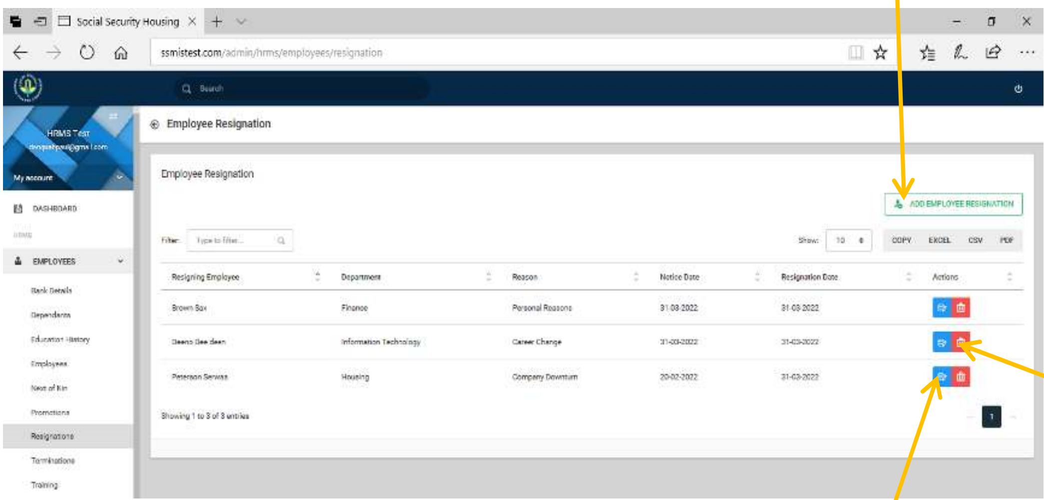
A page is displayed as shown in Figure

click on resignations



A page is displayed as shown in Figure

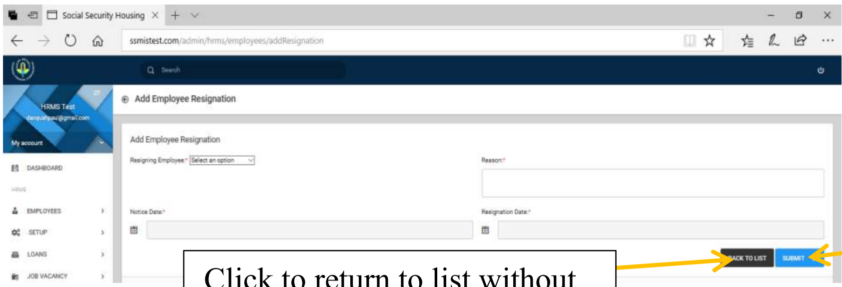
Click to add details of an employee's resignation.



Click to delete details of an employee's resignation.

Click to edit 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.



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

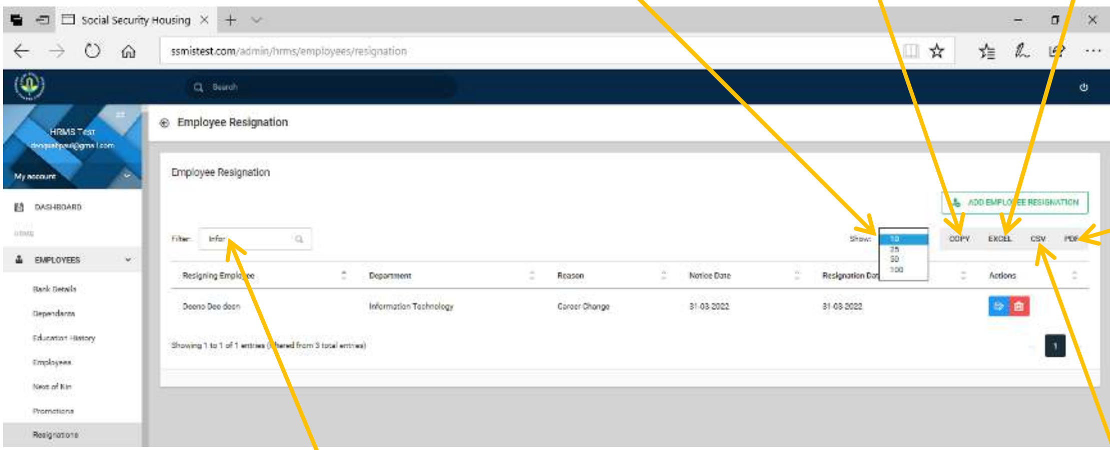
Click to return to list without submitting added/edited information.

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.

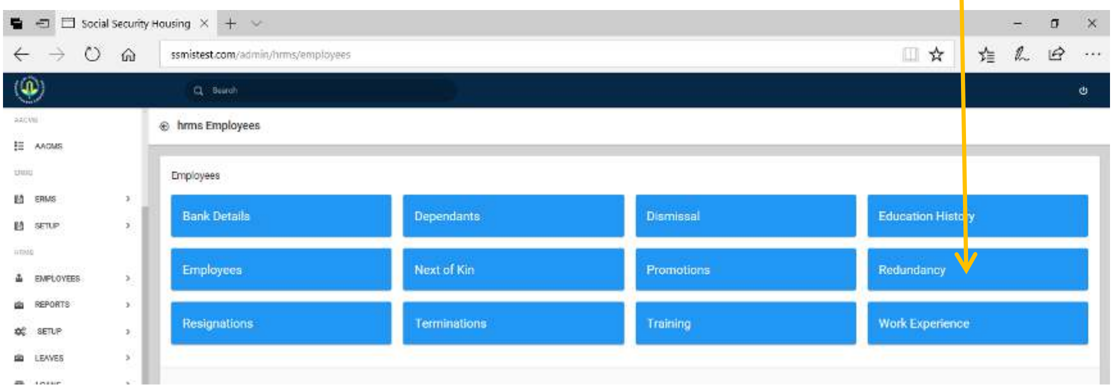
- **Redundancy**

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

click on employee

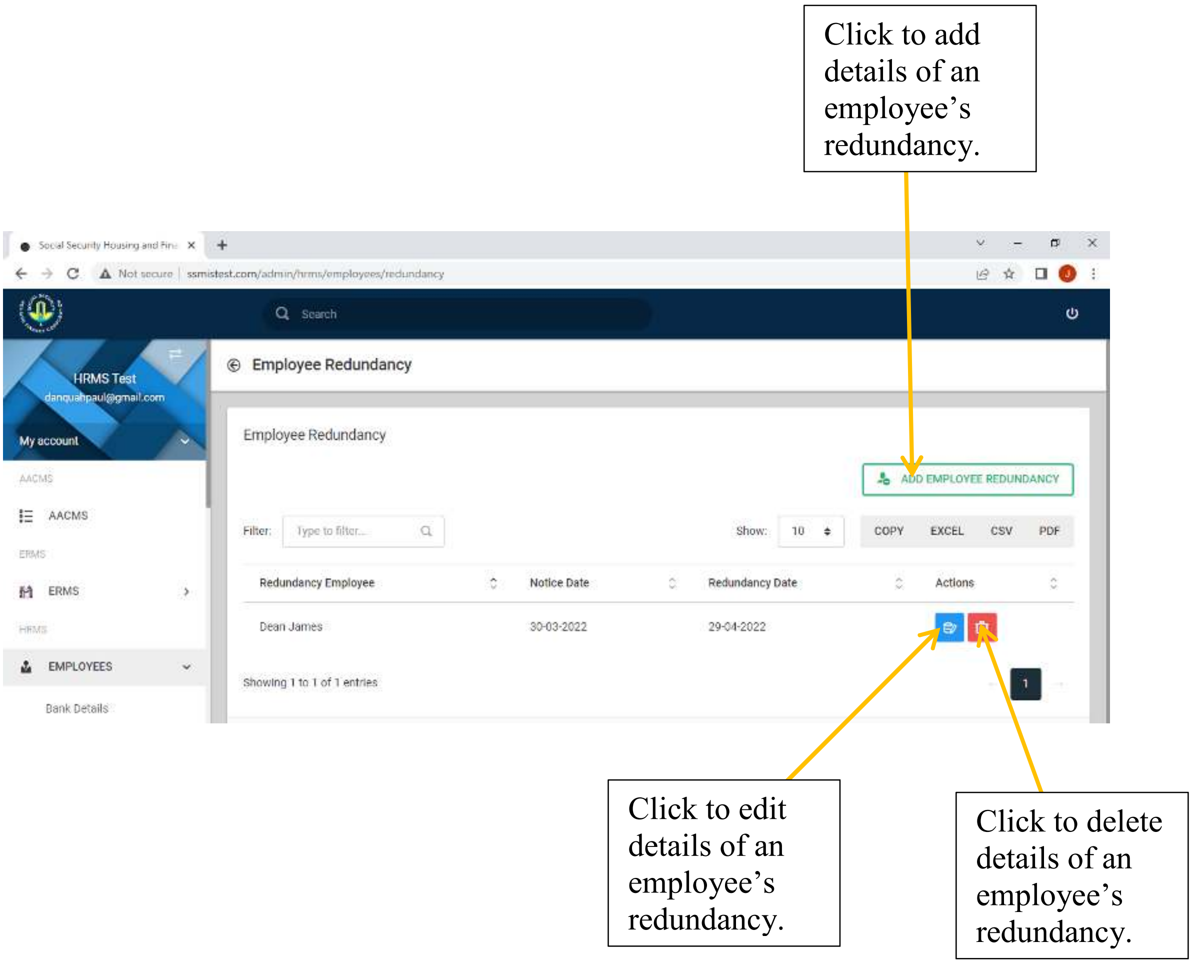
A page is displayed as shown in Figure

click on redundancy

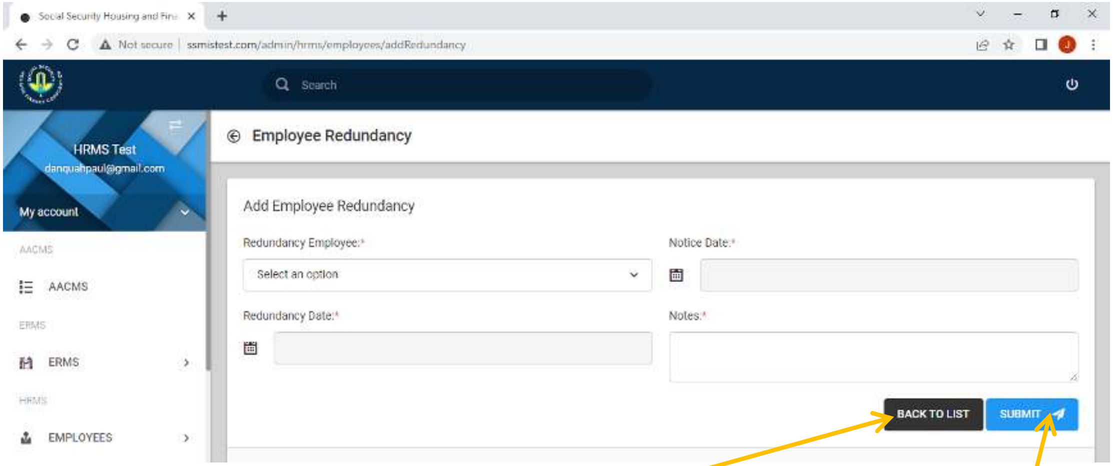


A page is displayed as shown in Figure

Adding/Editing/Deleting 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.



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

Click to submit an edited/added employee redundancy details.

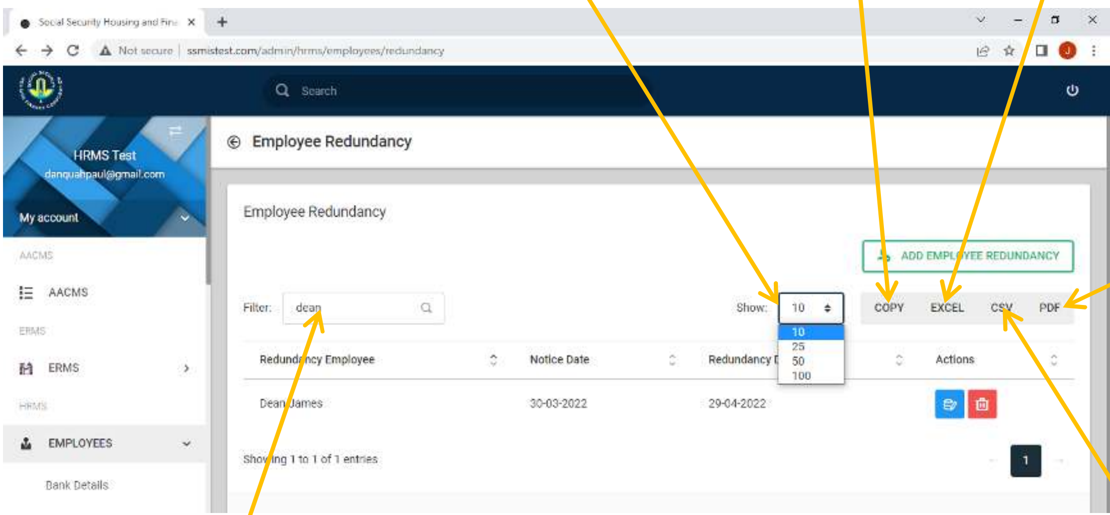
Filtering And Exporting Employees' Redundancy Details

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.

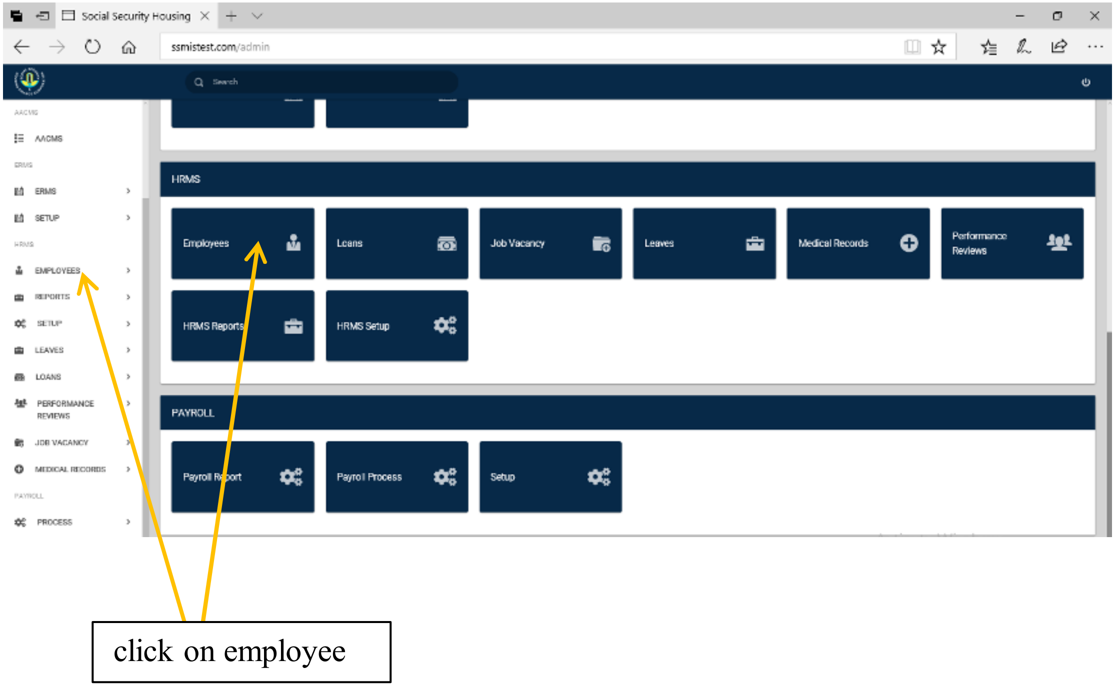


Allows users download details of redundant employees as Comma Separated Values files.

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

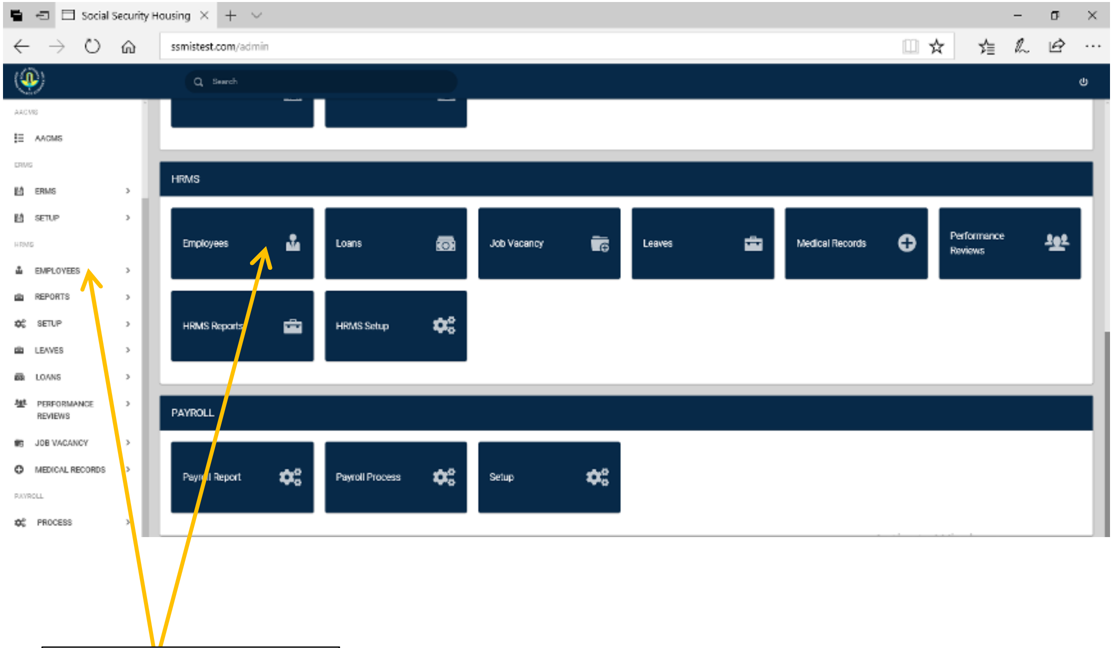


A page is displayed as shown in Figure

A page is displayed as shown in Figure

- **Dismissal**

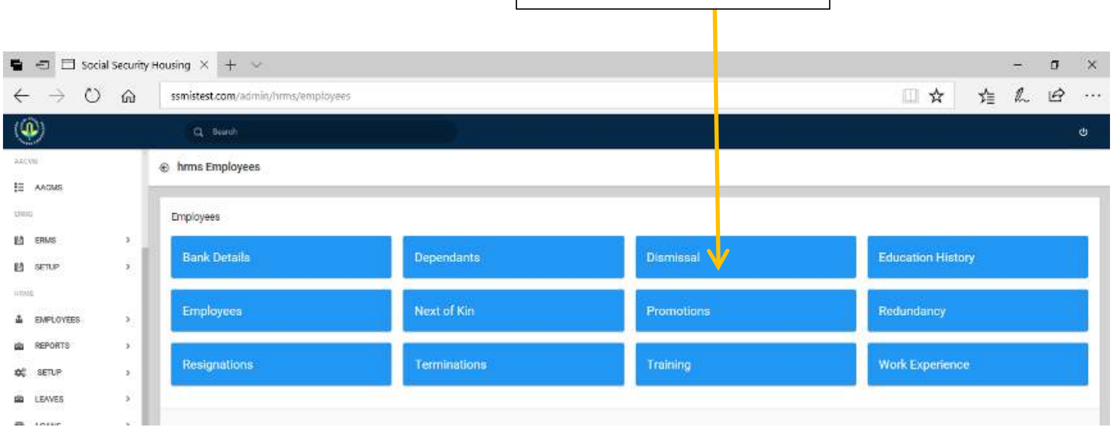
Upon a successful sign in, a dashboard is displayed as shown in Figure



click on employee

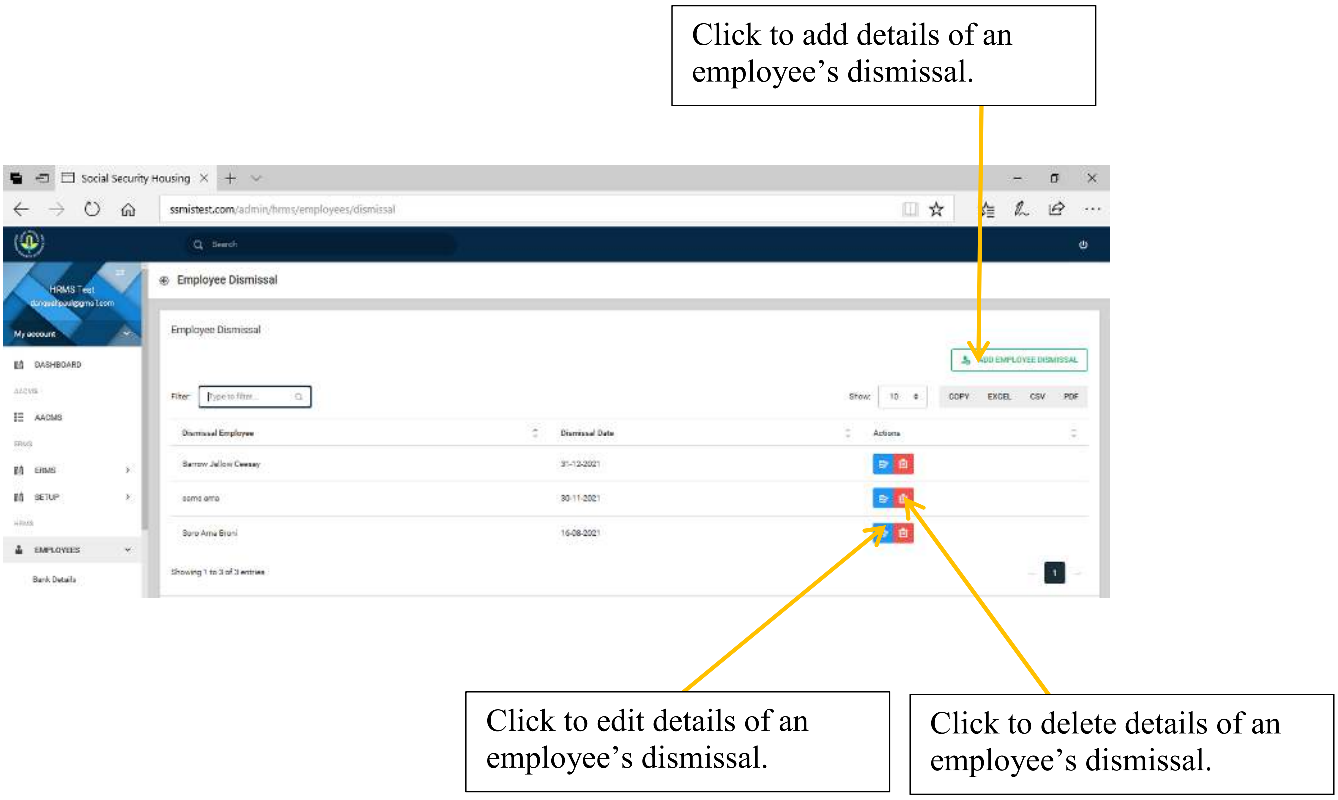
A page is displayed as shown in Figure

click on dismissal

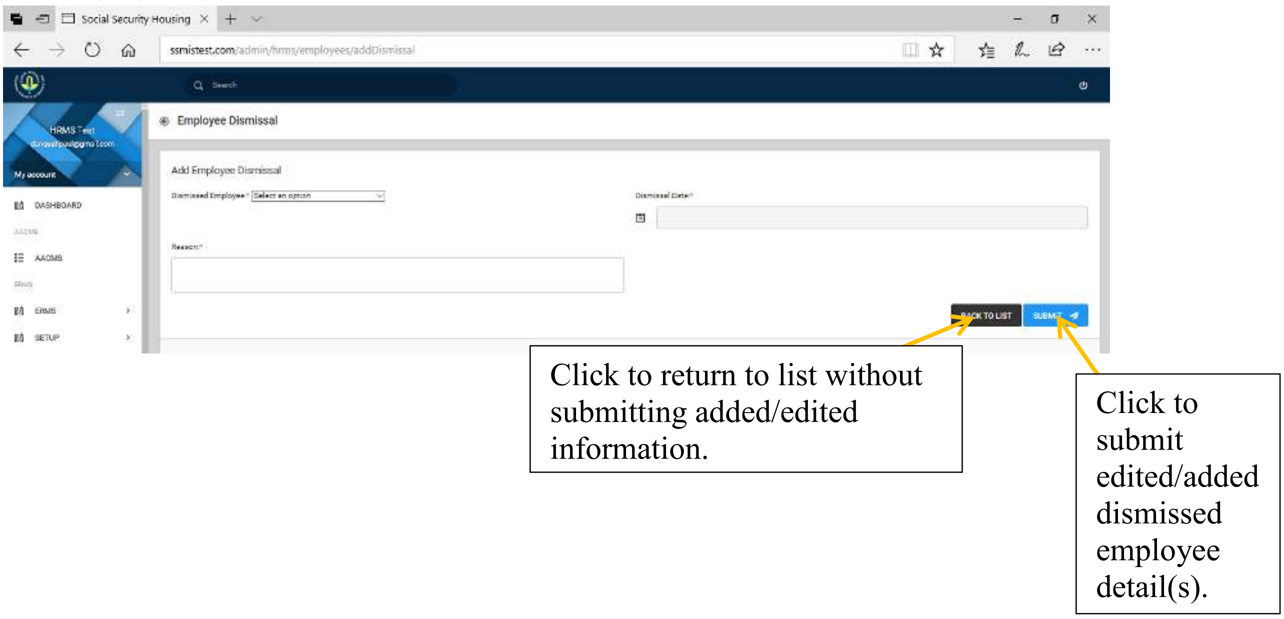


A page is displayed as shown in Figure

Adding/Editing/Deleting Details Of A Dismissed Employee



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.

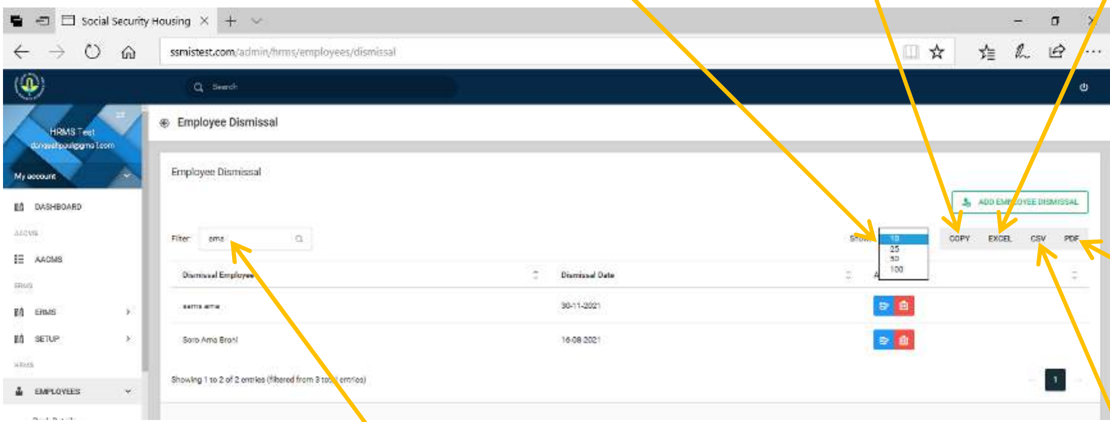


Filtering And Exporting Details Of Dismissed Employees

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.

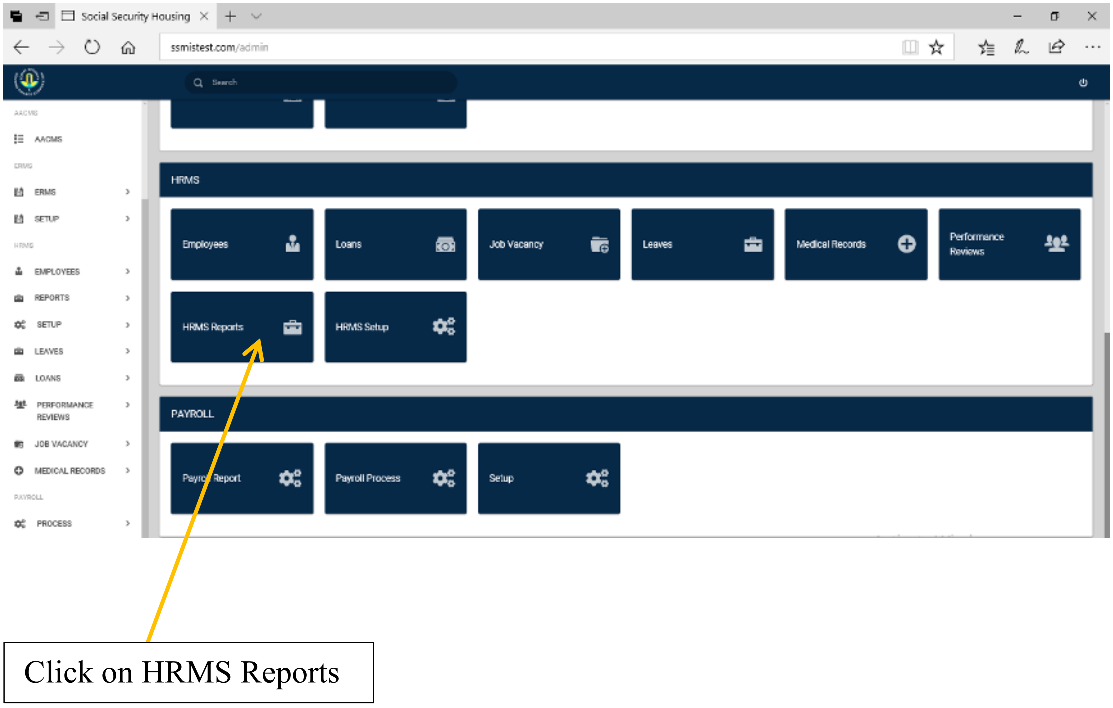
Allows users download employees' dismissal details as Comma Separated Values files.

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.

Generating Human Resource Reports

- **Reports On Employees**

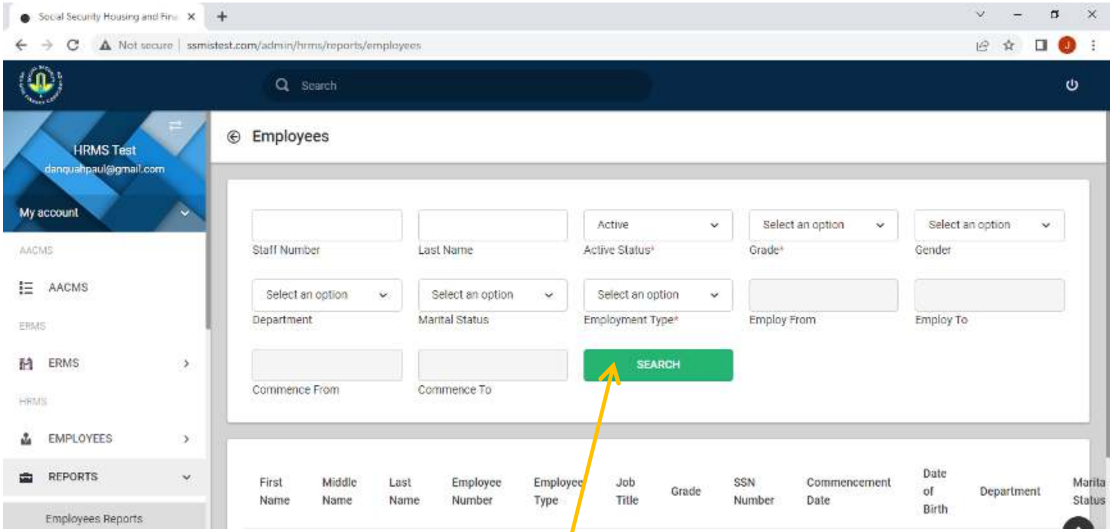
Upon a successful sign in, a dashboard is displayed as shown in Figure



A page is displayed as shown in Figure

A page is displayed as shown in Figure

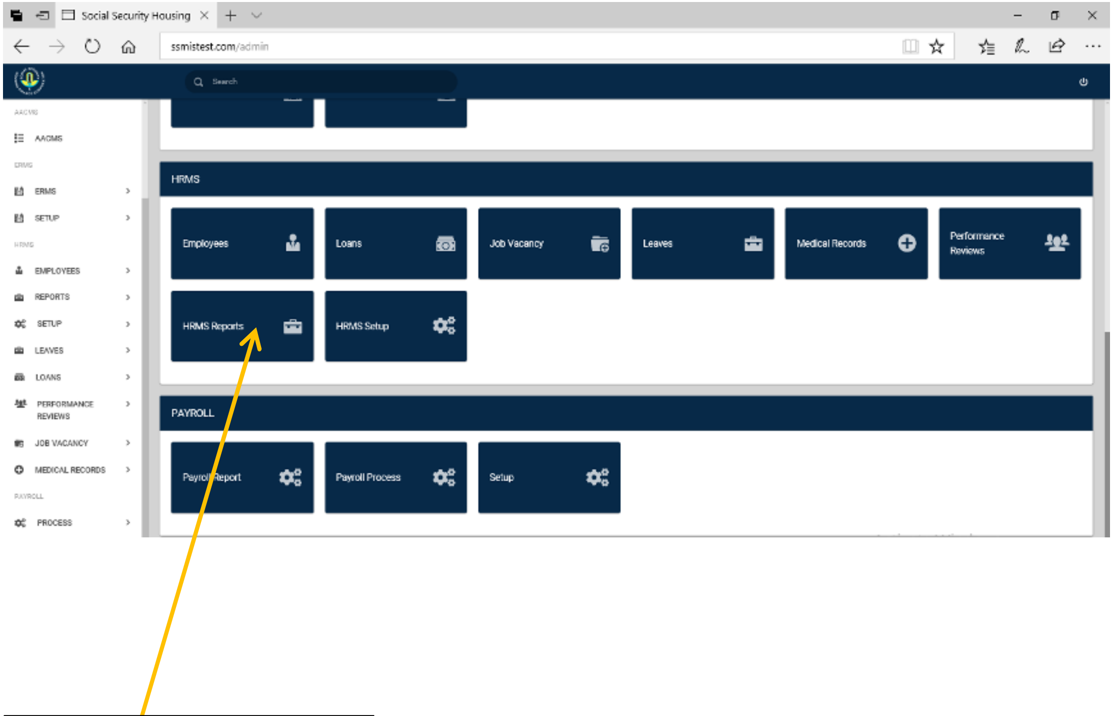
When filling out the form, information for fields marked with * must be provided.



Click on search to generate the specified report

- **Reports On Leaves**

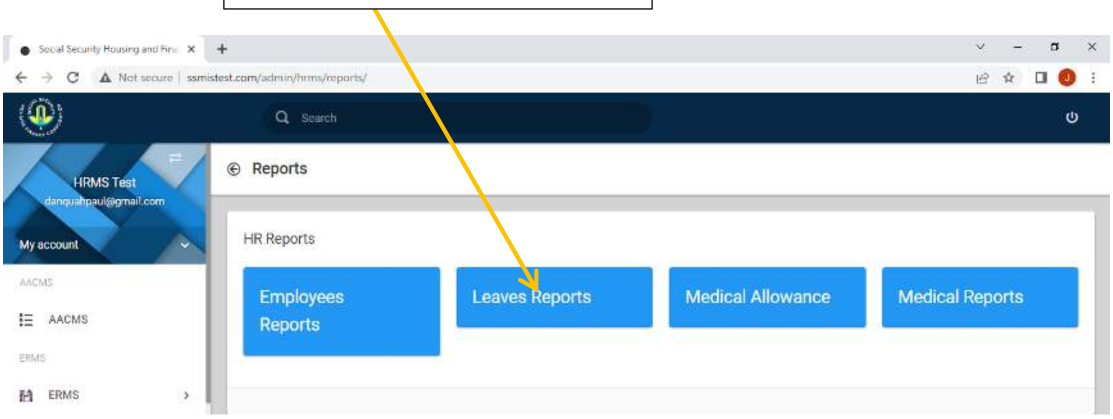
Upon a successful sign in, a dashboard is displayed as shown in Figure



Click on HRMS Reports

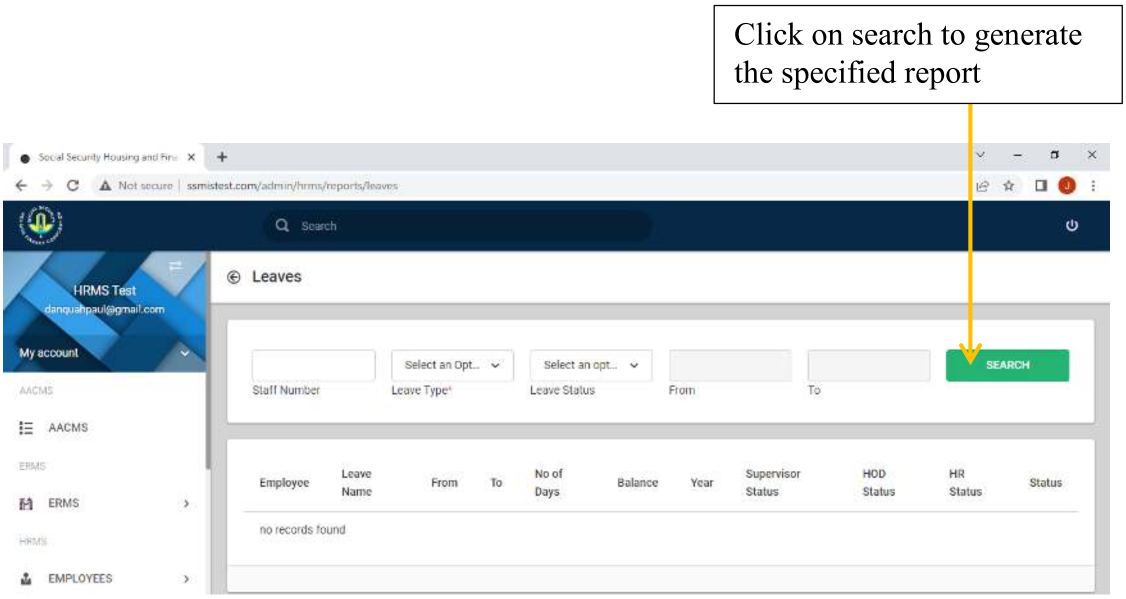
A page is displayed as shown in Figure

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.



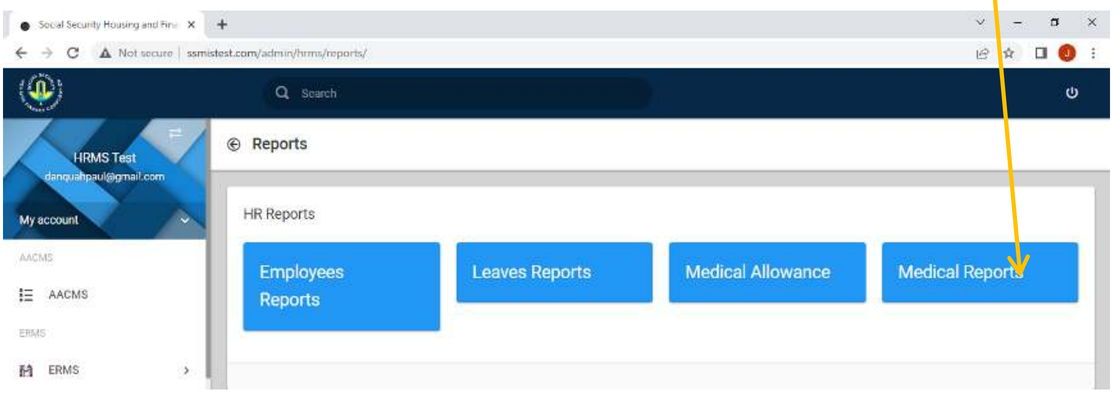
- **Medical Reports**

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

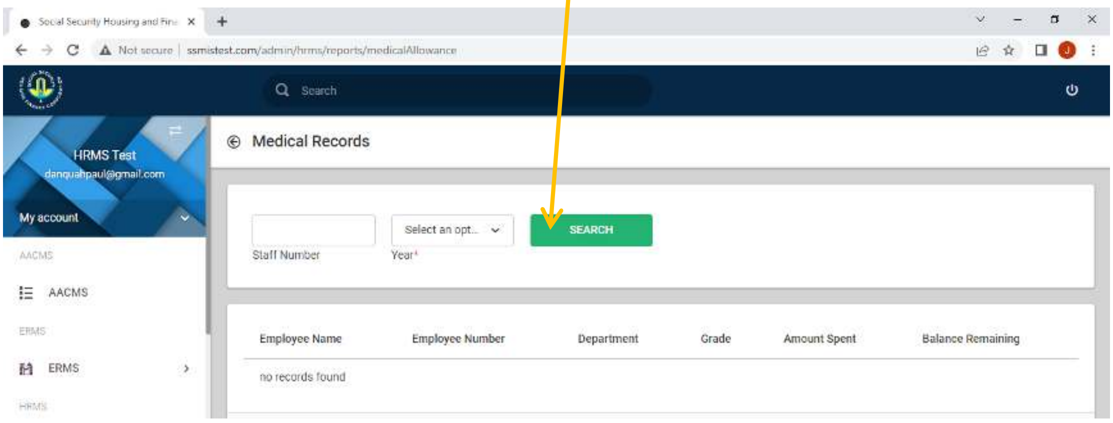
Click on Medical Reports



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



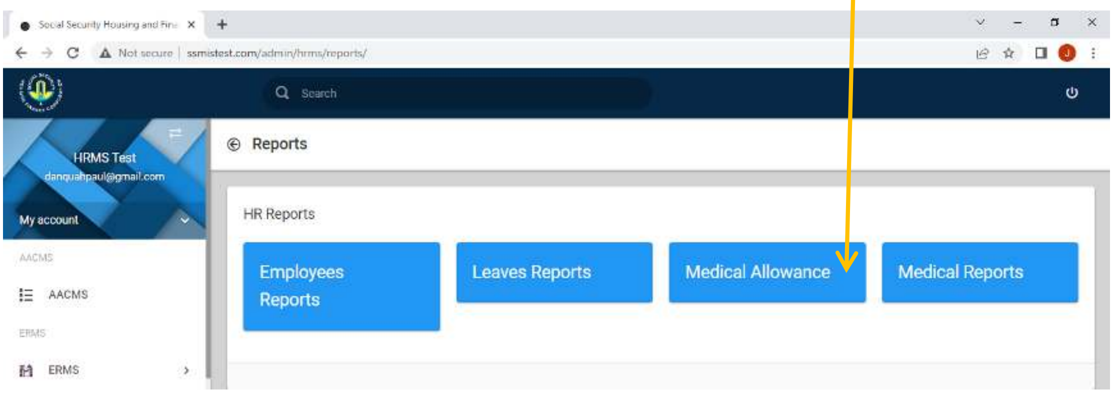
- **Medical Allowances**

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

Click on HRMS Reports

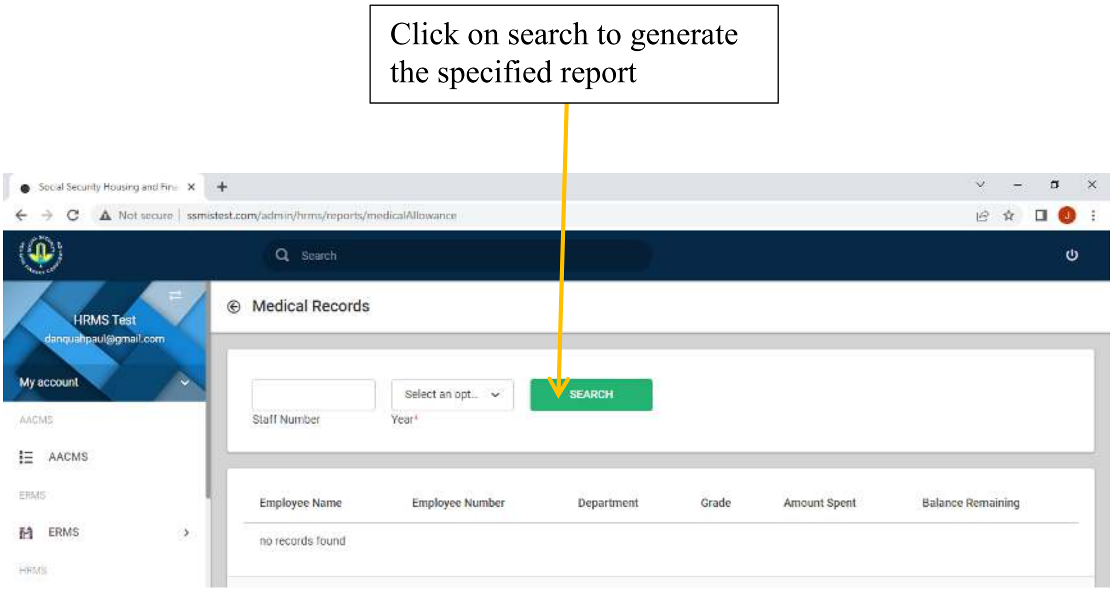
A page is displayed as shown in Figure

Click on Medical Allowance



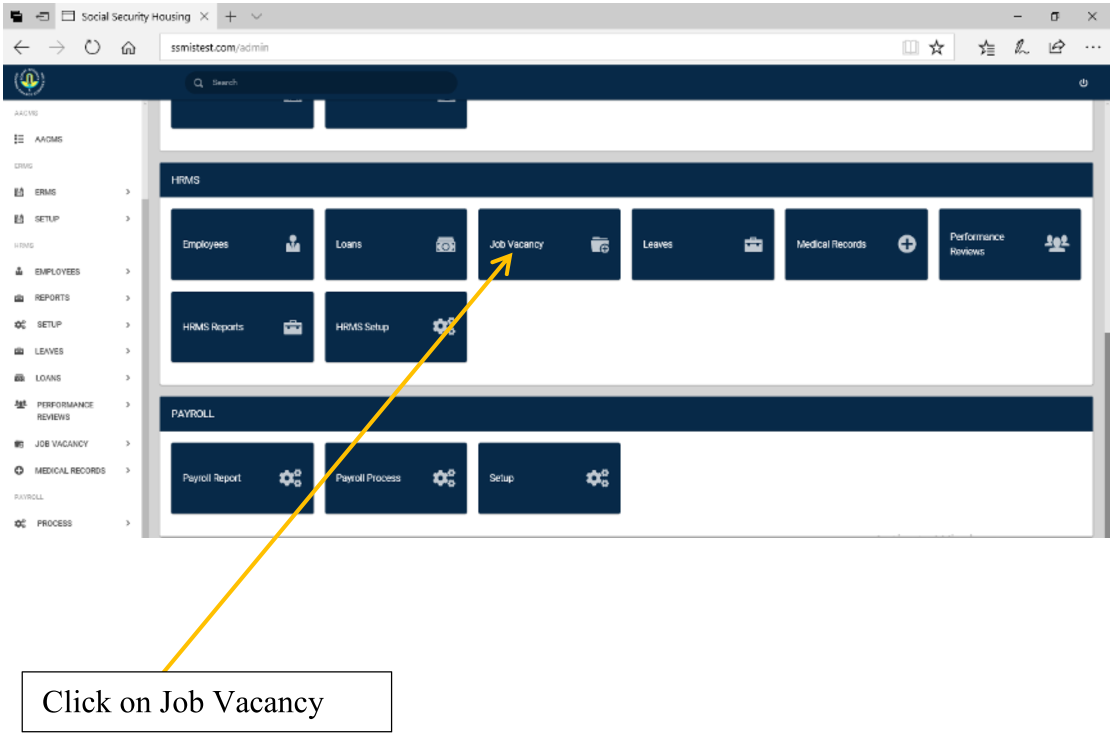
A page is displayed as shown in Figure

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



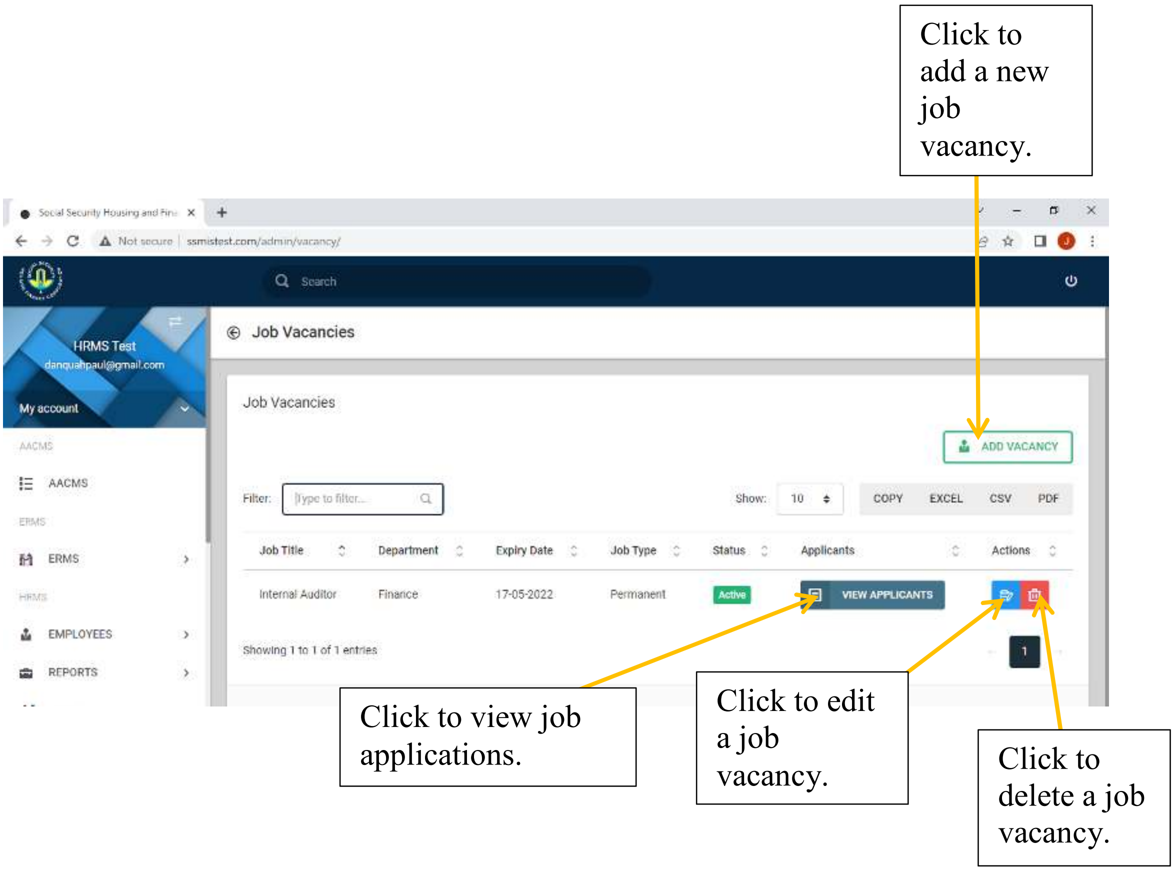
Job Vacancies

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

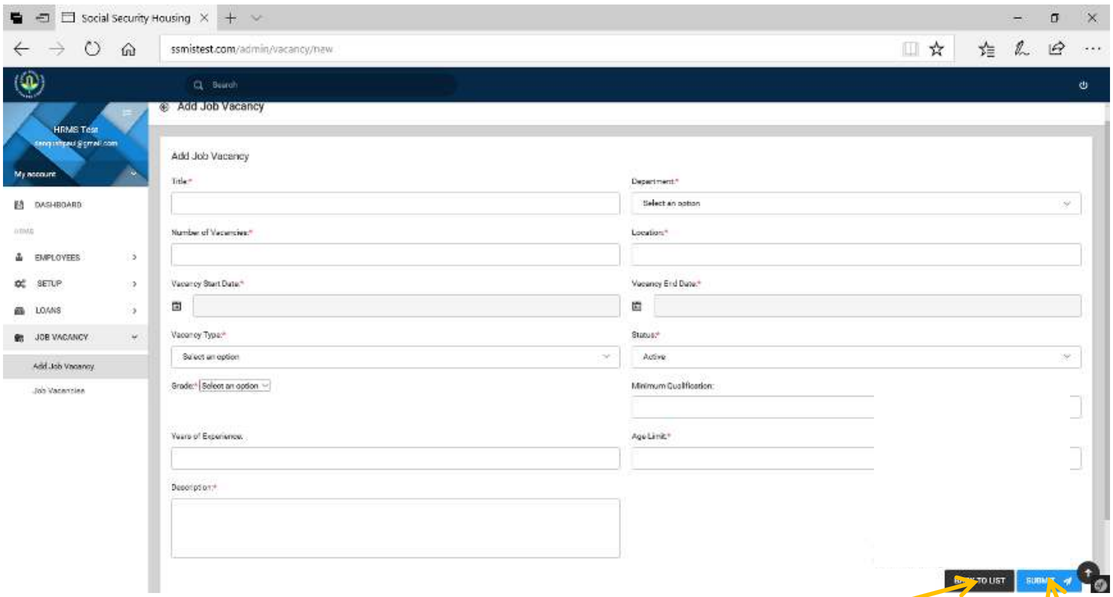


A page is displayed as shown in Figure

Adding/Editing/Deleting Details Of Job Vacancies



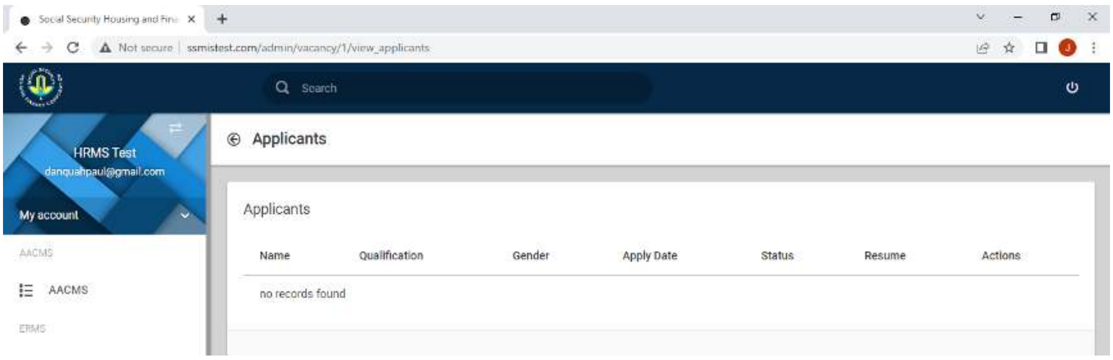
Clicking to add/edit job vacancies
open a form as shown in Figure .
When adding/editing job vacancies,
information for fields marked with * must be provided.



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

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

Viewing Job Applications

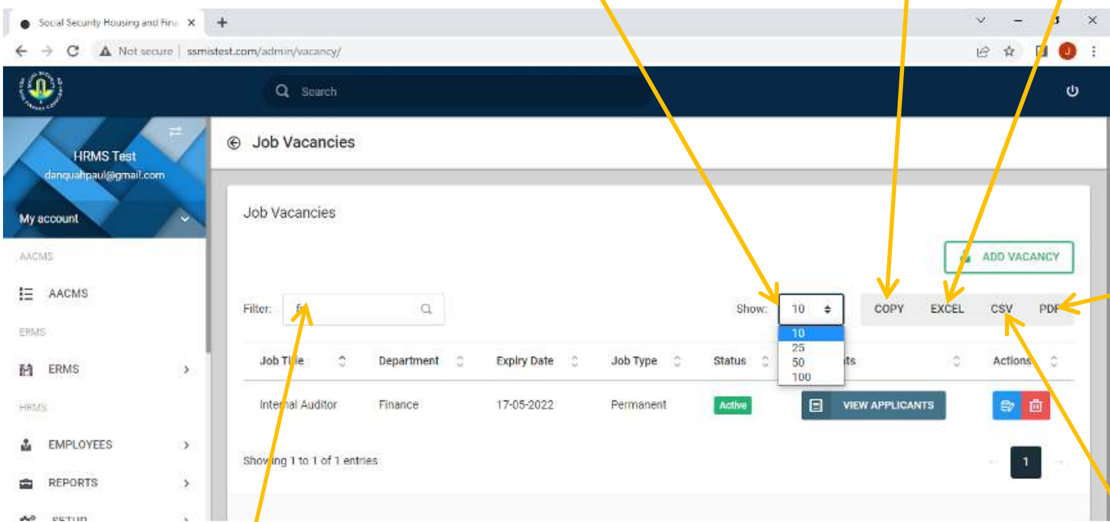


Filtering And Exporting Details Of Job Vacancies

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.

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

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