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1. INTRODUCTION

1.1 Background

1.2 Objective

1.3 Motivation

1.4 Features

2. BASIC OPERATIONS

The entire WS-TECH HRM Software program is web-based. To launch the software, you need an Internet or intranet connection and the software URL. Please get in touch with the concerned department with the URL of the software and your login information. A web browser is required on your device (Desktop, Laptop, Table or any other smart device have an internet browser and network connectivity). Download the most recent versions of Firefox, Mozilla, or Google Chrome if you don't already have one for better viewing. You can also use Microsoft Edge, Safari, or Opera.



Figure: Popular Internet Browser Suitable for the Application

2.2 Login:

By entering the URL into the address bar of your web browser, you must first open the application. If everything is entered correctly, you will see a screen similar to the one below for login. If you enter the right credentials, the active user will view the welcome screen; if not, you will see an error message explaining what went wrong.

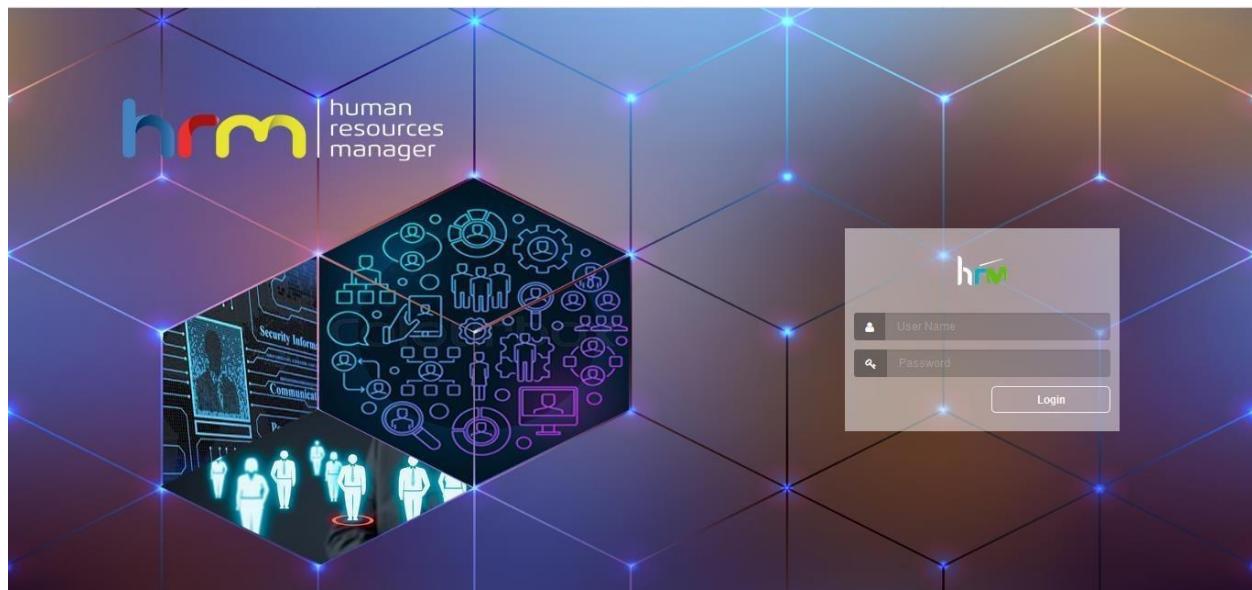


Figure: Login

Steps to follow:

- Open Internet Browser
- Type the Correct Software URL
- Type Your Username
- Type Password
- Click on Login Button

Attention:

- ❖ Need Network Connection.
- ❖ Must have Access Rights
- ❖ Must be an Active User
- ❖ Username and Password are case sensitive.

2.3:Logout:

Any application must have the ability to log out, which is one of the key operations. You should log out of the Software each time you are finished using

it to prevent misuse. It is a security measure to guard against people mishandling their identification. Clicking the Logout button, which is located at the bottom of the left menu, will complete the process extremely easy.

The screenshot below shows where the menu's logout button is located.

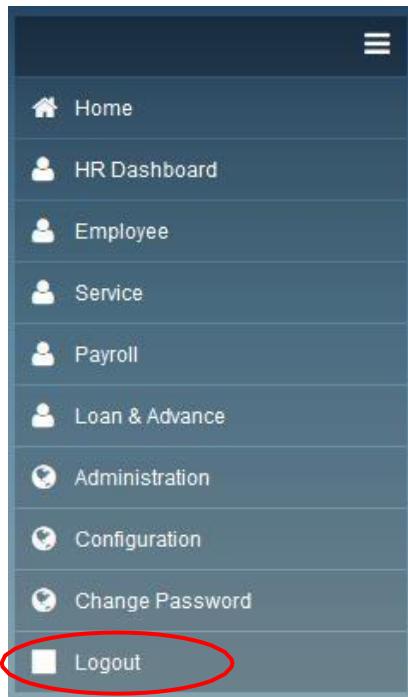
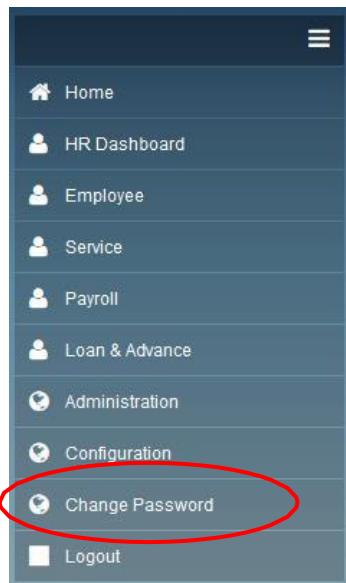


Figure: Logout

2.4:Change Password:

Any program must have a key page where you may change your password. After logging in for the first time using the default password provided, you should change it and save it. After logging in, use the left-side menu to navigate and then follow the instructions to change the password. The following screen will appear after you click the Change Password link.



A screenshot of a password change form. It has three input fields: 'Old Password', 'New Password', and 'Retype New Password'. Below the fields is a large 'UPDATE PASSWORD' button.

Figure: Change Password

Follow these steps:

- Click on Change Password (From Left Menu)
- Enter Current Password (Old Password)
- Type New Password (New Password)
- Type New Password Again (Retype New Password)
- Click on Update Password

Attention:

- ❖ Passwords are Case Sensitive.
- ❖ Password length must be between 4 to 20.

2.5:Dashboard:

One of the fundamental modules for the user, manager, and admin is the dashboard. Here, individuals can monitor their status dynamically and locate key connections that they frequently use to carry out different actions.

In this Software, we've 8 Dashboards. They are:

1. Employee Management Dashboard
2. Service Management Dashboard
3. Payroll Management Dashboard
4. Tax Management Dashboard
5. Provident Fund
6. Benefit
7. Training
8. Attendance and Leave

2.5.1 Employee Self Management Dashboard

Employee Self Service Dashboard the core page which will load after login. Every user has this dashboard to view and operate. Outlook of the Employee Self Service Dashboard is similar to the below figure:

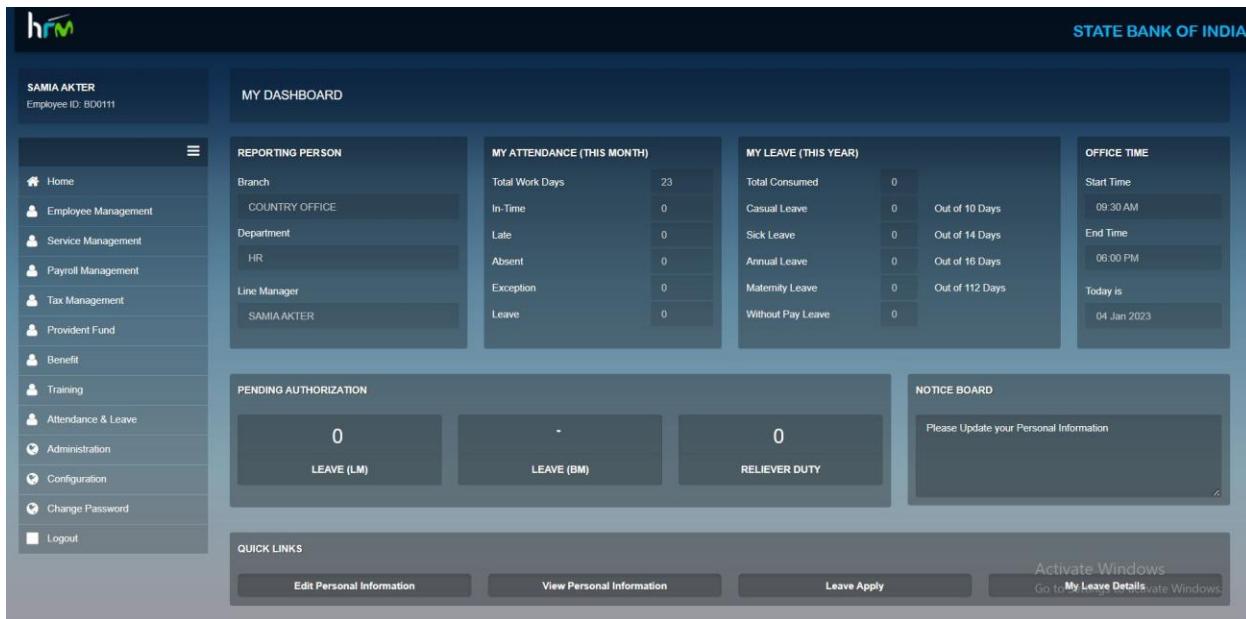


Figure: Employee Self Management Dashboard

The Employee Self Service dashboard has 3 parts.

1. Reporting Person:

1st Panel shows reporting information including the user's Job Location, Department and Line Manager. 2nd Panel shows User's Current Month's Attendance Information. 3rd Panel shows User's Current Year's Leave Positioning Information. The 4th Panel shows Office Time Schedule and Current Day's Date.

2. Pending Authorization:

1st Panel shows Authorization Indications for the logged in User. If any authorization Pending for the user, it will indicate dynamically. 2nd part shows the Office Notice published by the HR Department.

3. Quick Link Panels:

Quick Link Panels:

This is a Quick Link Panel, Links that are suitable for the user are placed here. It can vary based on user role and rights.

2.5.2 Administration Dashboard:

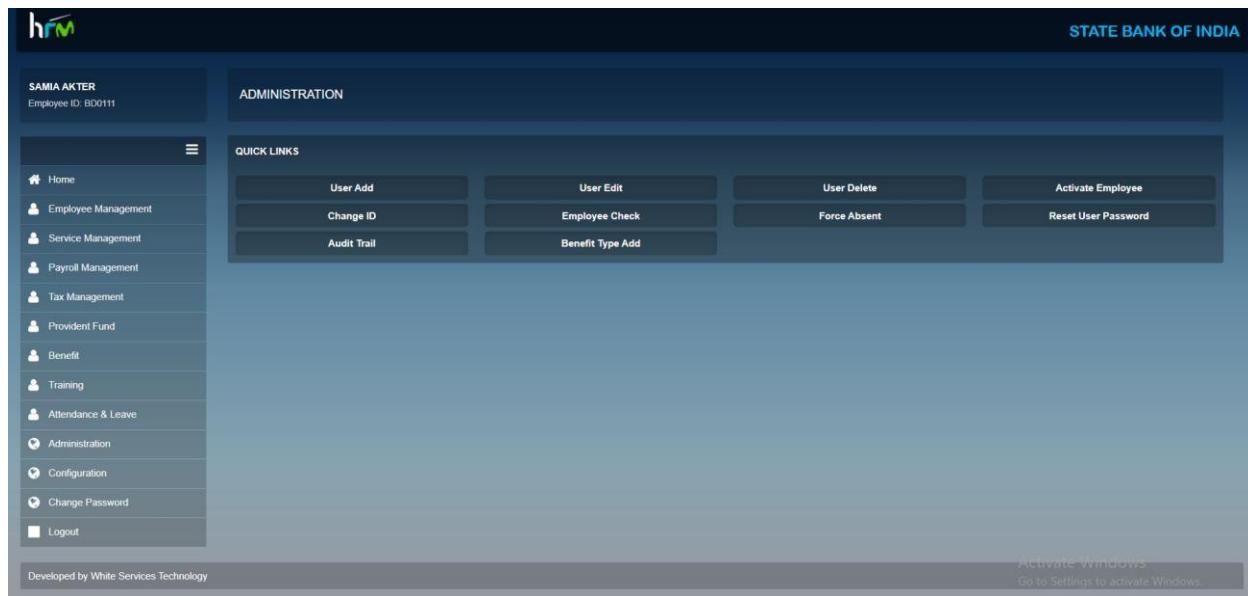


Figure: Administrable Dashboard

Only the admin can edit this dashboard .

2.5.3 Configuration Dashboard:

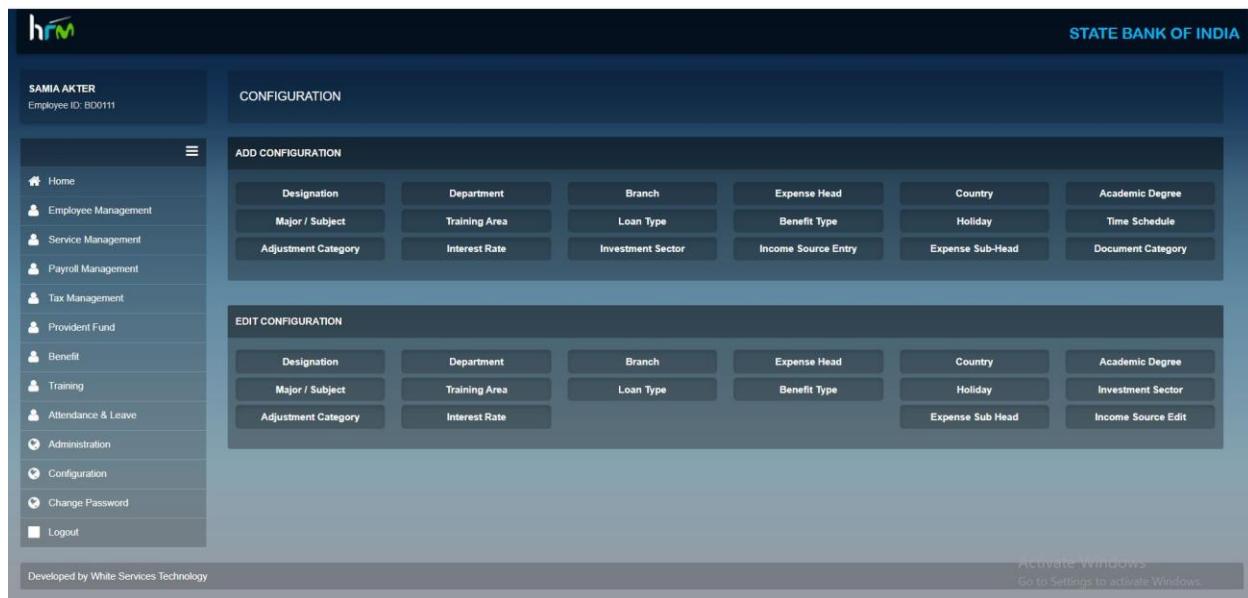


Figure: Configuration Dashboard

There are two sections in this dashboard.

1. Add Configuration:

Only admin can add configuration as department, designation, Benefit type, loan type, holiday etc.

2. Edit Configuration:

Department, designation, Benefit type, Loan type, Holiday, etc. settings can only be changed by the admin.

3 Employee Management Dashboard:

There are four sections in this dashboard.

- ✓ Employee Count
- ✓ Operations
- ✓ Related Reports and
- ✓ Official Letters

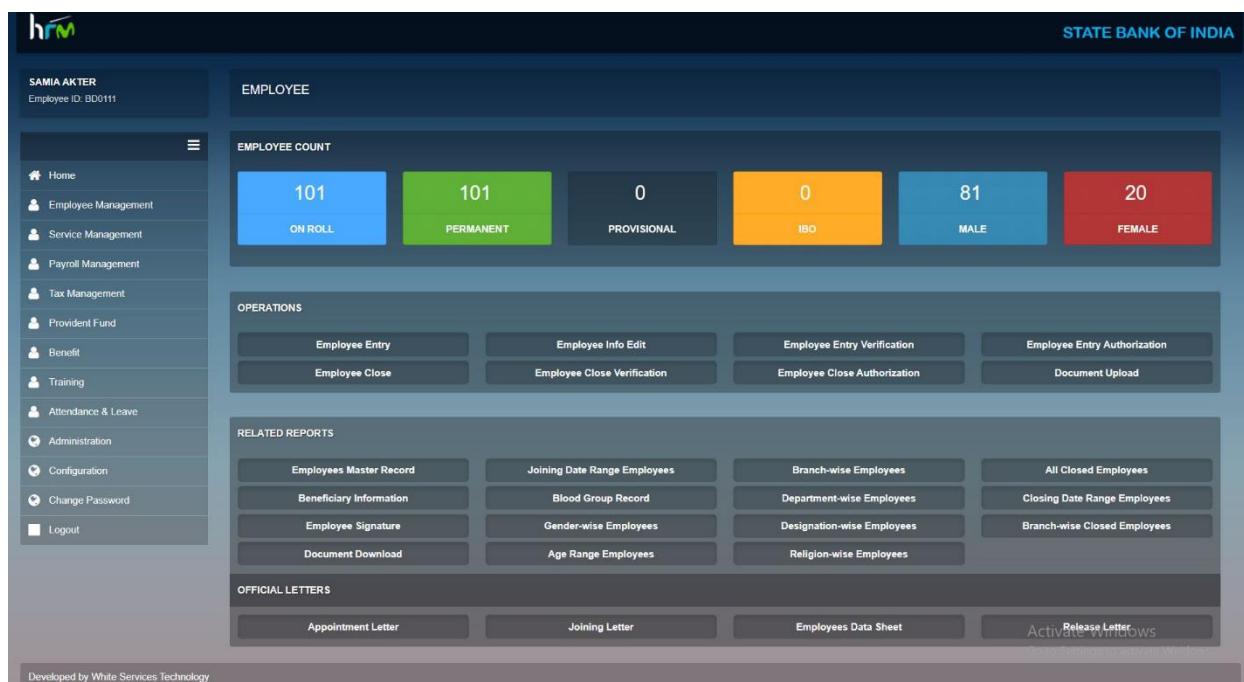


Figure: Employee Management Dashboard

3.1 Employee Count

It displays the number of dynamic employees broken down into 6 groups, including On Roll, Permanent, Provisional, IBO, Male, and Female.



Figure: Employee Count

3.2 Operations

It displays the operations with links for hiring new employees, updating, verifying, and authenticating information, uploading documents, etc.



Figure: Employee Operations

3.2.1 Employee Entry

There are two main phases needed to finish the Employee Enrollment operation. The "Basic Information" Part must first be completed before moving on to the "Service Information" Part, which must also be completed. Complete all required fields, click the Save Basic Information button, and a confirmation message will be displayed.

The figure shows the 'NEW EMPLOYEE ADD' form under the 'EMPLOYEE MANAGEMENT' section. The form is divided into two main sections: 'BASIC INFORMATION' and 'SERVICE INFORMATION'.

BASIC INFORMATION:

Employee Name	Employee Name (In Bangla)	Father's Name	Mother's Name
Gender	Marital Status	Date of Birth	Nationality
Blood Group	Religion	NID No.	Passport No.

SERVICE INFORMATION:

Employee ID	Designation	Department	Branch
Line Manager	Job Category	Job Sub-Category	Probationary Period
Joining Date	Confirmation Date	Service End Date	PF Enroll Date
2023-01-03		2023-01-03	2023-01-03
			SELECT

Buttons:

- Save Basic Information (green button at the bottom right)
- Save Service Information (green button at the bottom right)

Figure: Employee Entry

Page navigation:

HR Dashboard (Left Menu) > Employee Management > Employee Entry(Operations)

Steps to follow:

- Click on Employee (From Left Menu or Dashboard)
- Click on Employee Entry (Direct)
- Complete the Basic Information Form.
- Click on Save Basic Information.
- Complete the Service Information Form.
- Click on Save Service Information.
- Confirmation Message will Popup.
- Other Information panels will be visible.

Attention:

- ❖ All mandatory fields marked with 
- ❖ Must have valid NID and Passport No.
- ❖ Data must be entered accurately.

3.2.1.1 Basic Information

In the Basic Information area, review and update any necessary information. Click the Save Personal Information option once the review is complete. Regarding the operation of updating basic information, a confirmation message will be received.

3.2.1.2 Service Information

You can provide details about employee service in this section. You need to fill out the following information: Employee ID, Designation, Joining Date, Probationary Period (ex. 2 months, 3 months, etc.), Line Manager Name, Job Category, etc. After finishing, select Save Basic Information from the menu. Regarding the operation to update your family details, you will receive a confirmation message.

3.2.2 Employee Info Edit

It is possible to update employee details. Only Admin can edit employee information.

Steps follow to navigate this page:

HR Dashboard (Left Menu) > Employee Management > Employee Info Edit(Operations)

Enter the Employee ID that you want to change to complete the Employee Update process. To view the employment details and photos (If any), click the Load button.

You will now have three parts:

1. Update the photo
2. Update the basic information, and
3. Update the other information.

Find the dashboard from the below screenshot:

The screenshot displays the 'Edit Employee' interface. At the top, the 'STATE BANK OF INDIA' logo is visible. On the left, a sidebar shows the user's name 'SAMIA AKTER' and 'Employee ID: BD0111'. The main content area has two tabs: 'EDIT EMPLOYEE' and 'EDIT EMPLOYEE'. Below these are two sections: 'Employee Details' and 'BASIC INFORMATION'. The 'Employee Details' section contains a 'LOAD' button and a placeholder for 'Change Photo'. The 'BASIC INFORMATION' section contains various input fields for personal details like Employee Name, Father's Name, Mother's Name, Gender, Marital Status, Date of Birth, Nationality, Blood Group, Religion, NID Number, Passport No, Line Manager, Department Head, Special Designation, Increment Month, Joining Date, Confirm Date, and Service End Date. A footer at the bottom includes a 'Activate Windows' link and a 'PERSONAL INFORMATION SAVE' button.

Figure: Employee Edit

3.2.2.1 Change photo

To update the employee's photo, click Change Photo and choose a photo from your drive. The image must be in JPEG format with a 300px maximum height and width and a 300kb maximum file size.

3.2.2.2 Basic Information

In the Basic Information area, review and update any necessary information. Click the Save Personal Information option once the review is complete. Regarding the operation of updating basic information, a confirmation message will be received.

The screenshot shows a form titled 'BASIC INFORMATION' with the following fields:

- Employee Name: Input field containing a placeholder 'I'.
- Employee Name (In Bangla): Input field.
- Father's Name: Input field.
- Mother's Name: Input field.
- Gender: Select dropdown menu showing 'SELECT'.
- Marital Status: Select dropdown menu showing 'SELECT'.
- Date of Birth: Input field.
- Nationality: Select dropdown menu showing 'CANADIAN'.
- Blood Group: Select dropdown menu showing 'SELECT'.
- Religion: Select dropdown menu showing 'SELECT'.
- NID Number: Input field.
- Passport No: Input field.
- Line Manager: Select dropdown menu showing 'SELECT'.
- Department Head: Select dropdown menu showing 'SELECT'.
- Special Designation: Input field.
- Increment Month: Select dropdown menu showing 'SELECT'.
- Joining Date: Input field.
- Confirm Date: Input field.
- Service End Date: Input field.

A green button at the bottom right is labeled 'PERSONAL INFORMATION SAVE'.

Figure: Employee Basic Info Edit

3.2.2.3 Other Information

Family, academic, career, and other information is covered in this section.

The screenshot shows a form titled 'OTHERS INFOMRATION' with the following buttons:

Family Information	Academic Information	Job Experience	Contact Information
Training Information	Professional Information	Beneficiary Information	Reference Information

Figure: Employee Other Information Edit

3.2.2.3.1 Family Information

This section allows you to change the related information to the employee's family. Two sections of family information are presented:

1. Details about the spouse and
2. Information on children.

You can make the required modifications to update Spouse Information. The right information should be added after deleting the outdated data to update the Children's information. Additionally, you can add new child details from this page. After the upgrade is complete, click the Save button. Regarding the operation to update your family details, you will receive a confirmation message.

The screenshot shows a dark-themed user interface for managing family information. At the top, there is a header labeled 'FAMILY INFORMATION'. Below it, under 'SPOUSE INFORMATION', there are four input fields: 'Spouse Name' (with a blacked-out placeholder), 'Spouse NID/Passport No.' (with a blacked-out placeholder), 'Marriage Date' (with a blacked-out placeholder), and 'Spouse Date of Birth' (with a blacked-out placeholder). Under 'CHILD INFORMATION', there are three input fields: 'Children Name' (with a blacked-out placeholder), 'Gender' (with a dropdown menu showing 'SELECT'), and 'Children Date of Birth' (with a blacked-out placeholder). To the right of the gender dropdown is a blue 'ADD' button. At the bottom right of the form is a large green 'SAVE' button.

Figure: Family Information

3.2.2.3.2 Academic Information

You can edit the educational information for an employee in this section. From here, you can update or add new educational data regarding an employee. In order academic data, by filling out the form and clicking the Add to Grid option, you can delete the data you want to update and add the proper information. Click the Save button once the upgrade is complete. An updated operation confirmation message will be given to you.

The screenshot shows a dark-themed user interface for managing academic information. At the top, there is a header labeled 'ACADEMIC INFORMATION'. Below it, there are five input fields arranged in two rows: 'Degree' (with a dropdown menu), 'Institution Name' (with a blacked-out placeholder), and 'Group / Subject' (with a blacked-out placeholder) in the first row; 'Passing Year' (with a blacked-out placeholder) and 'Result' (with a blacked-out placeholder) in the second row. To the right of the 'Result' field is a blue 'ADD' button. At the bottom right of the form is a large green 'SAVE' button.

Figure: Academic Information

3.2.2.3.3 Job Experiences

You can edit the information about the employee's prior employment in this section. From here, you may also update or add fresh experience data regarding an employee. If you want to edit the information about your job experience, delete the relevant data, fill out the form with the updated data, and then click the Add to Grid option. Click the Save button once the upgrade is complete. An updated operation confirmation message will be given to you.

The screenshot displays a user interface titled "JOB EXPERIENCE INFORMATION". At the top, there are four input fields: "Service From", "Service To", "Job Title", and "Organization Name", each with a corresponding redacted address. Below these is a field for "Organization Address". In the center, there is a blue "ADD" button. At the bottom right, there is a green "SAVE" button. The entire interface has a dark background with light-colored text and buttons.

Figure: Job Experiences

3.2.2.3.4 Contact Information

You can change the three sections of the contact information in this area. There are three sections:

- Current address
- Permanent address, and
- Emergency contact information.

After updating the fields, press the Save button. A statement opposing your operation is visible.

CONTACT INFORMATION

Present Address		Permanent Address	
Country	District (If Bangladeshi)	Country	District (If Bangladeshi)
CANADA	SELECT	CANADA	SELECT
Contact Number (Mobile)	Email Address	Emergency Contact Person	Relationship
Emergency Contact No.	Address	SAVE	

Figure: Contact Information

3.2.2.3.5 Training Information

You can change the employee's training information in this section. From here, you can also update or add new training data related to an employee.

By deleting the data you wish to edit and adding the right information by filling out the form and pressing the Add to Grid button, you can adjust training information. Click the Save button once the upgrade is complete. A confirmation message for the upgrade procedure will be sent to you.

TRAINING INFORMATION

Training Title	Institute Name	Year
ADD		
SAVE TRAINING		

Figure: Training Information

3.2.2.3.6 Professional Information

You can change an employee's professional information in this section. From this page, you may easily update or add new professional information about

an employee. Professional information can be updated by deleting the information you want to edit and adding the right information by filling out the form and clicking the Add to Grid button. Click the Save button once the upgrade is complete. A confirmation message for the upgrade procedure will be sent to you.

The screenshot shows a dark-themed form titled 'PROFESSIONAL INFORMATION'. It contains four input fields: 'Issue Authority' (with a redacted value), 'Certification No / ID' (with a redacted value), 'Certification Title' (with a redacted value), 'Issue Date' (with a redacted value), and 'Expire Date' (with a redacted value). Below these fields are two buttons: 'ADD' (in a white box) and 'SUBMIT' (in a green box).

Figure: Professional Information

3.2.2.3.4 Beneficiary Information

You can amend the beneficiary information for the Employee in this Section. After updating the fields, press the Save button. A message is displayed in response to your operation.

Figure: Employee Entry

The screenshot shows a dark-themed form titled 'BENEFICIARY INFORMATION'. It contains four input fields: 'Beneficiary Name' (with a redacted value), 'Relationship' (with a dropdown menu showing 'FATHER'), 'Mobile No' (with a redacted value), and 'Address' (with a redacted value). At the bottom right is a green 'SAVE BENEFICIARY' button.

Figure: Beneficiary Information

3.2.2.3.5 Reference Information

You can update the employee's reference information in this section. Click the Save button after making any necessary changes to the fields. Against your operation, you can observe a message.

BENEFICIARY INFORMATION

Type	Name	Designation	Mobile No
SELECT			
Organization Name	Address	<input type="button" value="SUBMIT"/> <input type="button" value="SAVE REFERENCE"/>	

Figure: Reference Information

3.2.3 Employee Entry Verification

The Pending Concern field should be filled out if you want to verify any employee's information. When you press the LOAD DATA button, all the essential data is automatically shown. Any information can then be edited after that.

Navigation steps:

HR Dashboard (Left Menu) > Employee Management > Employee Entry Verification (Operations)

To complete, click the Verify button. From the screenshot below, locate the dashboard:

EMPLOYEE VERIFICATION

Pending Concern

EMPLOYEE INFOMRATION

Employee No	Employee Name	Father's Name	Mother's Name
Designation	Department	Branch	Joining Date

FIXED PAYROLL INFOMRATION

Basic Salary	House Rent	Tiffin Allowance	Conveyance	JAIBB / DAIBB	Bank PF Contribution
0	0	0	0	0	0
Income Tax	PF Deduction	Initial Salary	Total Earning	Total Deduction	Total Take Home
0	0	0	0	0	0

Figure: Employee Entry Verification

3.2.4 Employee Entry Authorization

To navigate this page:

HR Dashboard (Left Menu) > Employee Management > Employee Entry Authorization (Operations)

Enter the Pending Concern if you want to authorize the update of any employee's information. All relevant information is instantly displayed as you click the LOAD DATA button. You can then edit any information after that. Finally, click the Authorize button to complete. View the dashboard in the following screenshot:

Figure: Employee Entry Authentication

3.2.5 Employee Close

To navigate this page:

HR Dashboard (Left Menu) > Employee Management > Employee Close(Operations)

Close employees' information is presented in this section. Information relevant to your employee id will be displayed instantly as you enter it. The appropriate reason and date should be entered. Press the Save button after entering the

necessary information in the forms. You receive a message in response to your action. View the dashboard in the following screenshot:

The screenshot shows the 'EMPLOYEE CLOSE' form within the HRM system. The top right corner displays 'STATE BANK OF INDIA'. On the left, a vertical navigation menu lists various modules: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The current user is identified as 'SAMIA AKTER' with Employee ID 'BD0111'. The main form has three sections: 'EMPLOYEE ID' (containing '1'), 'EMPLOYEE DETAILS' (containing 'AB', 'JUNIOR OFFICER', 'ACCOUNTS DEPARTMENT', and 'DHAKA BRANCH BRANCH'), and 'REMARKS' (an empty text area). A dropdown menu under 'CLOSE REASON' shows 'RESIGN'. The date '03-Jan-2023' is selected under 'APPLICABLE FROM'. A blue 'SAVE' button is located at the bottom right. The footer includes a 'Developed by White Services Technology' link and an 'Activate Windows' notice.

Figure: Employee Close

3.2.6 Employee Close Verification

To navigate this page:

HR Dashboard (Left Menu) > Employee Management > Employee Close Verification(Operations)

If you need to verify the information of a close employee, enter pending concerns so that relevant employees are displayed immediately. The time and reason should be specified. After entering the relevant information in the forms, click the Save button. A message is presented in response to your activity. View the dashboard by clicking on the following image:

The screenshot shows the hrm software interface. At the top left is the logo 'hrm'. At the top right is the text 'STATE BANK OF INDIA'. The main header 'EMPLOYEE CLOSE' is centered above a form. On the left is a vertical navigation menu with items like Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The central form has sections for 'Pending Concern' (with a dropdown menu 'SELECT'), 'CLOSE REASON' (a text input field), 'APPLICABLE FROM' (a date input field), 'EMPLOYEE DETAILS' (a large grayed-out area), and 'REMARKS' (a large grayed-out area). A blue 'SAVE' button is at the bottom right. The footer contains the text 'Developed by White Services Technology' and 'Activate Windows Go to Settings to activate Windows'.

Figure: Employee Close Verification

3.2.7 Employee Close Authorization

To navigate this page:

HR Dashboard (Left Menu) > Employee Management > Employee Close Authorization(Operations)

Enter pending concerns so that the employees' relevant details will be presented instantly if you need to authenticate that close employee's information. It is important to specify the date and the proper cause. Once you've filled out the forms with the relevant information, click Approve. If you want to discard the modifications, click Discard. You receive a message in response to your action. View the dashboard by clicking on the following image:

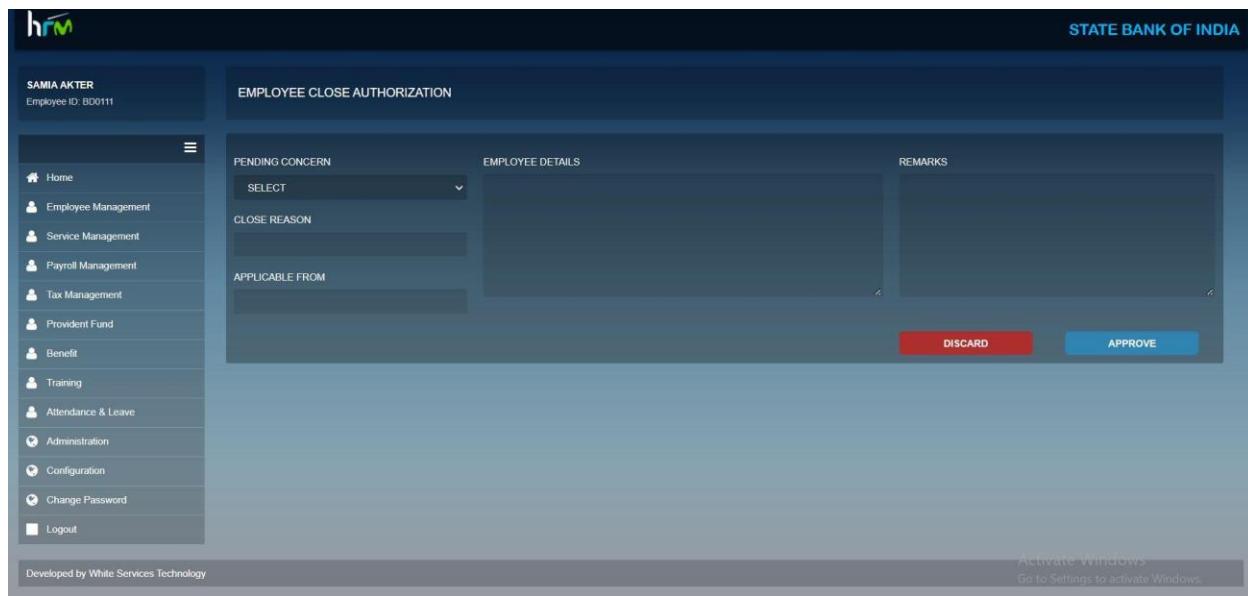


Figure: Employee Close Authentication

3.2.8 Document Upload

To navigate this page:

HR Dashboard (Left Menu) > Employee Management > Document Upload (Operations)

This section allows you to upload files or pictures. The appropriate employee information will automatically display once you enter the employee id. You should upload the appropriate file after defining the document category, such as "picture," "document," or "signature." Once the forms have been filled out completely, click the Upload button.

View the dashboard by clicking on the following image:

Figure: Employee Document Upload

3.3 Related Reports

These links go to a variety of reports. All employee-related details that are relevant to this section can be found here.



Figure: Related Report

3.3.1 Employee Master Record

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management > Employees Master Record(Related Reports)

In this section, you will see employees' master records. Since the records on this page are dynamically generated based on the user's search and the text that is most relevant to your landing page or domain, you are targeted toward relevant searches. When you click the export button, Excel will open

and display this page. You will now see data that looks similar to the figure below.

EMPLOYEES MASTER DATA											
Drag a column header here to group by that column											
BRANCH	EMP ID	EMPLOYEE NAME	FATHER NAME	MOTHER NAME	GENDER	NATIONALITY	NID	TAX TYPE	RELIGION	DATE OF BIRTH	MARITAL
COUNTRY OFFICE	BD0034	MAKSUDUR RAHMAN	MD. MURSHED AHMED	MRS. HALIMA AHMED	MALE	BANGLADESHI	2693625690239	MALE	ISLAM	4/9/1981	MARRIED
COUNTRY OFFICE	BD0020	KAMAL KISHORE DAS	MR. ABUNINDRO KISHORE DAS	MRS. ANJULI RANI DAS	MALE	BANGLADESHI	2693622415538	MALE	HINDU	8/1/1979	MARRIED

Figure: Employee Master Record

3.3.2 Branch-wise Employee

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management > Branch-wise Employees(Related Reports)

This section contains a description of branch-wise closed employee records. You must specify the branch name. Now, you should see information on these active employees that resembles the illustration below.

The PDF, Xlsx, or even a basic image file can be downloaded since this page is not dynamic.

The screenshot shows the HRM system interface. On the left, a sidebar menu includes Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main area displays 'BRANCH WISE ACTIVE EMPLOYEES INFORMATION' for 'COUNTRY OFFICE'. A 'LOAD REPORT' button is present. The report title is 'STATE BANK OF INDIA Human Resource Department, Country Office'. It specifies 'BRANCH-WISE EMPLOYEES INFORMATION' and 'BRANCH: COUNTRY OFFICE'. The data table has columns: Sl.no, Employee ID, Employee Name, Designation, Department, Branch, Gender, and Mobile No. The data shows 13 entries of employee BD0034, all named MAKSUDUR RAHMAN, working in Accounts, male, with various mobile numbers. The report is page 1 of 110.

Sl.no	Employee ID	Employee Name	Designation	Department	Branch	Gender	Mobile No.
1	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office	MALE	1920221999
2	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office	MALE	01858114244
3	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office	MALE	181902934
4	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office	MALE	1841241111
5	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office	MALE	01911059003
6	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office	MALE	1911402380
7	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office	MALE	01975682582
8	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office	MALE	01715057882
9	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office	MALE	1818393367
10	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office	MALE	01818950167
11	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office	MALE	01777652410
12	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office	MALE	01754068269
13	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office	MALE	01717147484

Figure: Branch Wise Employee

3.3.3 Joining Date Range Employee

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management > Branch-wise Employees(Related Reports)

This section contains a description of joining date-wise active employee records. You must specify the dates. Now, you should see information on these active employees that resembles the illustration below.

The PDF, Xlsx, or even a basic image file can be downloaded since this page is not dynamic.

The screenshot shows the hrm software interface. On the left, there is a vertical navigation menu with the following items: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main content area is titled "JOINING DATE WISE ACTIVE EMPLOYEE INFORMATION". It has "FROM DATE" set to "2023-01-04" and "TO DATE" set to "2023-01-04". Below these fields is a "LOAD REPORT" button. To the right of the report area is a watermark for "STATE BANK OF INDIA Human Resource Department, Country Office" and the SBI Bangladesh Operations logo. The report itself is titled "JOINING DATE WISE EMPLOYEES INFORMATION" and specifies the date range "04.01.2023 - 04.01.2023". It includes a table header with columns: SL #, Employee ID, Employee Name, Designation, Department, Branch, Joining Date, and Confirm Date. The table body is currently empty.

Figure: Joining Date Range Employee

3.3.4 All Closed Employee

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management > All Closed Employees(Related Reports)

In this section, you will see closed employee records. Since the records on this page are dynamically generated based on the user's search and the text that is most relevant to your landing page or domain, you are targeted toward relevant searches. When you click the export button, Excel will open and display this page. You will now see data that looks similar to the figure below.

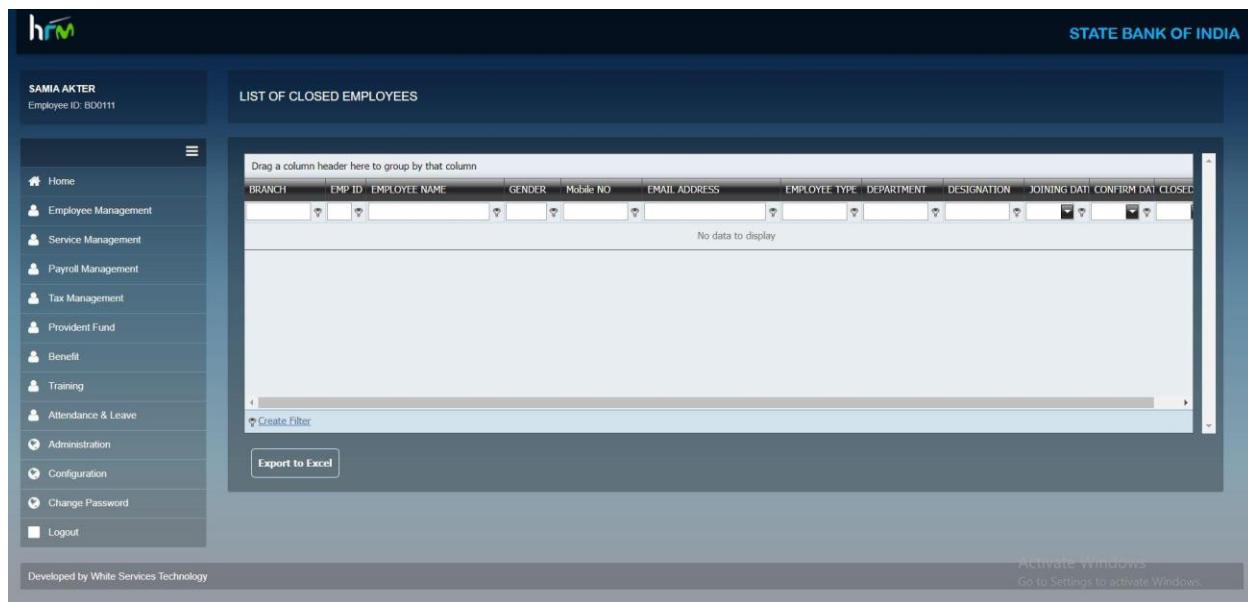


Figure: All Closed Employee

3.3.5 Beneficiary Information

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management > Beneficiary information(Related Reports)

In this section, you will see beneficiary records. Since the records on this page are dynamically generated based on the user's search and the text that is most relevant to your landing page or domain, you are targeted toward relevant searches. When you click the export button, Excel will open and display this page. You will now see data that looks similar to the figure below.

The screenshot shows the hrm software interface. At the top left is the logo 'hrm'. At the top right is the text 'STATE BANK OF INDIA'. On the left is a vertical navigation menu with items: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main content area is titled 'NOMINEE INFORMATION' and contains a table with the following data:

Employee ID	Employee Name	Designation	Beneficiary Name	Relation	Address	Mobile_No
BD0116	BISWAJIT SAHA	JUNIOR OFFICER	SANKARI SAHA	MOTHER	SHASHIKAR, DASAR, MADARIPUR	1925468367

Below the table are buttons for 'Create Filter' and 'Export to Excel'. At the bottom right of the main area is a message: 'Activate Windows' and 'Go to Settings to activate Windows.' At the bottom left of the main area is the text 'Developed by White Services Technology'.

Figure: Beneficiary Information

3.3.6 Blood Group Record

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management >Blood Group Record(Related Reports)

This section contains a description of blood group-wise active employee records. You must specify the blood group. Now, you should see information on these active employees that resembles the illustration below.

The PDF, Xlsx, or even a basic image file can be downloaded since this page is not dynamic.

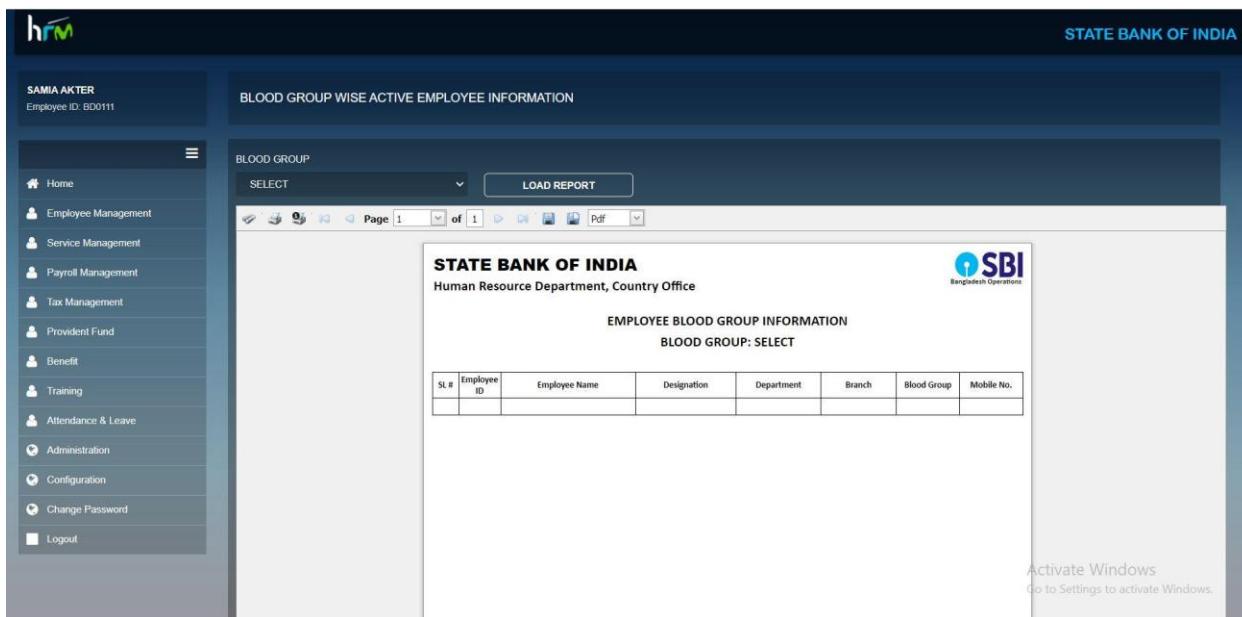


Figure: Blood Group Report

3.3.7 Department-wise Employee

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management >Blood Group Record(Related Reports)

This section contains a description of blood department-wise active employee records. You must specify the department name. Now, you should see information on these active employees that resembles the illustration below.

The PDF, Xlsx, or even a basic image file can be downloaded since this page is not dynamic.

The screenshot shows the hrm software interface. On the left, there is a navigation menu with various options like Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main area displays a report titled 'DEPARTMENT WISE ACTIVE EMPLOYEES INFORMATION' for the 'HR' department. The report includes a header for 'STATE BANK OF INDIA Human Resource Department, Country Office' and 'SBI Bangladesh Operations'. It has sections for 'DEPARTMENT-WISE EMPLOYEES INFORMATION' and 'DEPARTMENT: HR'. Below this is a table with 13 rows of data, each representing an employee record with columns for Sl. #, Employee ID, Employee Name, Designation, Department, Branch, Gender, and Mobile No.

Sl. #	Employee ID	Employee Name	Designation	Department	Branch	Gender	Mobile No.
1	BD0111	SAMIA AKTER	Officer	Hr	Country Office	FEMALE	1920221599
2	BD0111	SAMIA AKTER	Officer	Hr	Country Office	FEMALE	01858114244
3	BD0111	SAMIA AKTER	Officer	Hr	Country Office	FEMALE	1819002934
4	BD0111	SAMIA AKTER	Officer	Hr	Country Office	FEMALE	1841241111
5	BD0111	SAMIA AKTER	Officer	Hr	Country Office	FEMALE	01911099003
6	BD0111	SAMIA AKTER	Officer	Hr	Country Office	FEMALE	1911402360
7	BD0111	SAMIA AKTER	Officer	Hr	Country Office	FEMALE	01975682592
8	BD0111	SAMIA AKTER	Officer	Hr	Country Office	FEMALE	01715057882
9	BD0111	SAMIA AKTER	Officer	Hr	Country Office	FEMALE	1818395367
10	BD0111	SAMIA AKTER	Officer	Hr	Country Office	FEMALE	01818990167
11	BD0111	SAMIA AKTER	Officer	Hr	Country Office	FEMALE	01772652410
12	BD0111	SAMIA AKTER	Officer	Hr	Country Office	FEMALE	01754068269
13	BD0111	SAMIA AKTER	Officer	Hr	Country Office	FEMALE	01717147484

Figure: Department wise Employee Report

3.3.8 Closing Date Range Employee

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management > Closing Date Range Employees(Related Reports)

In this section, you will see closed employees with date duration records. Since the records on this page are dynamically generated based on the user's search and the text that is most relevant to your landing page or domain, you are targeted toward relevant searches. When you click the export button, Excel will open and display this page. You will now see data that looks similar to the figure below.

The screenshot shows the 'LIST OF CLOSED EMPLOYEES' report. The report table has columns for BRANCH, EMP ID, EMPLOYEE NAME, GENDER, Mobile NO, EMAIL ADDRESS, EMPLOYEE TYPE, DEPARTMENT, DESIGNATION, JOINING DATE, CONFIRM DATE, and CLOSED. A message 'No data to display' is shown below the table. Below the table are 'Create Filter' and 'Export to Excel' buttons. The left sidebar contains a navigation menu with various HR-related modules. The top right corner features the 'STATE BANK OF INDIA' logo.

Figure: Closing date wise Employee Report

3.3.9 Employee Signature

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management > Employee Signature (Related Reports)

3.3.10 Gender Date Range Employee

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management > Gender-wise Employees(Related Reports)

This section contains a description of gender-wise active employee records. You must specify the dates. Now, you should see information on these active employees that resembles the illustration below.

The PDF, Xlsx, or even a basic image file can be downloaded since this page is not dynamic.

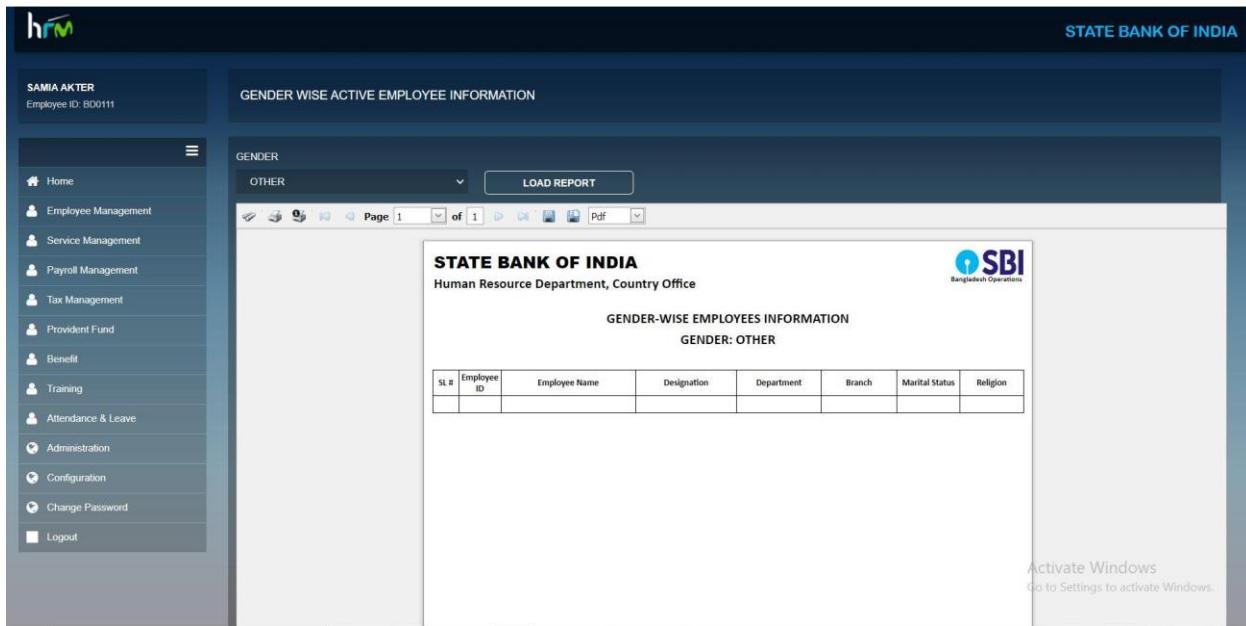


Figure: Gender wise Employee Report

3.3.11 Designation-wise Employee

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management > Designation-wise Employees(Related Reports)

This section contains a description of designation-wise active employee records. You must specify the designation. Now, you should see information on these active employees that resemble the illustration below.

The PDF, Xlsx, or even a basic image file can be downloaded since this page is not dynamic.

The screenshot shows the HRM software interface. On the left, there's a sidebar with a logo and a user profile for 'SAMIA AKTER' (Employee ID: BD0111). The main area is titled 'DESIGNATION WISE ACTIVE EMPLOYEE INFORMATION' with a dropdown menu set to 'AVP'. Below this is a report header for 'STATE BANK OF INDIA Human Resource Department, Country Office' featuring the SBI logo. The report title is 'DESIGNATION-WISE EMPLOYEES INFORMATION' and the designation is specified as 'AVP'. A table lists 13 employees, all named 'KAMAL KISHORE DAS', with details like Employee ID (BD00020), Designation (Avp), Department (Credit), Branch (Country Office), Gender (Male), and Mobile No. (e.g., 192021599, 01858114244, etc.). At the bottom right of the report area, there's a watermark for 'Activate Windows'.

Sl. #	Employee ID	Employee Name	Designation	Department	Branch	Gender	Mobile No.
1	BD00020	KAMAL KISHORE DAS	Avp	Credit	Country Office	MALE	192021599
2	BD00020	KAMAL KISHORE DAS	Avp	Credit	Country Office	MALE	01858114244
3	BD00020	KAMAL KISHORE DAS	Avp	Credit	Country Office	MALE	181902934
4	BD00020	KAMAL KISHORE DAS	Avp	Credit	Country Office	MALE	1841241111
5	BD00020	KAMAL KISHORE DAS	Avp	Credit	Country Office	MALE	01911059003
6	BD00020	KAMAL KISHORE DAS	Avp	Credit	Country Office	MALE	1911402360
7	BD00020	KAMAL KISHORE DAS	Avp	Credit	Country Office	MALE	01975682582
8	BD00020	KAMAL KISHORE DAS	Avp	Credit	Country Office	MALE	01715057882
9	BD00020	KAMAL KISHORE DAS	Avp	Credit	Country Office	MALE	1818393367
10	BD00020	KAMAL KISHORE DAS	Avp	Credit	Country Office	MALE	01818950167
11	BD00020	KAMAL KISHORE DAS	Avp	Credit	Country Office	MALE	01727652410
12	BD00020	KAMAL KISHORE DAS	Avp	Credit	Country Office	MALE	01754068269
13	BD00020	KAMAL KISHORE DAS	Avp	Credit	Country Office	MALE	01717147484

Figure: Designation wise Employees Report

3.3.12 Branch-wise Employee

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management > Designation-wise Employees (Related Reports)

This section contains a description of branch-wise active employee records. You must specify the branch name. Now, you should see information on these active employees that resemble the illustration below.

The PDF, Xlsx, or even a basic image file can be downloaded since this page is not dynamic.

The screenshot shows the hrm software interface. On the left, there is a vertical navigation menu with the following items:

- Home
- Employee Management
- Service Management
- Payroll Management
- Tax Management
- Provident Fund
- Benefit
- Training
- Attendance & Leave
- Administration
- Configuration
- Change Password
- Logout

The main content area has a header "STATE BANK OF INDIA" and a sub-header "BRANCH WISE CLOSED EMPLOYEES INFORMATION". Below this, there is a dropdown menu for "COUNTRY OFFICE" and a "LOAD REPORT" button. The report itself is titled "STATE BANK OF INDIA Human Resource Department, Country Office" and includes the SBI logo. It is titled "BRANCH-WISE CLOSED EMPLOYEES INFORMATION" and specifies "BRANCH: COUNTRY OFFICE". The report table has columns: SL #, Employee ID, Employee Name, Designation, Department, Branch, Gender, and Mobile No. The data shows 13 entries for KRIPA NATH DEY, all listed as Officer in Accounts department at the Country Office, with various mobile numbers.

Figure: Branch wise close Employee Report

3.3.13 Document Download

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management > Document Download(Related Reports)

3.3.14 Age Range Employee

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management > Age Range Employees (Related Reports)

This section contains a description of age-wise active employee records. You must specify the age range. Now, you should see information on these active employees that resembles the illustration below.

The PDF, Xlsx, or even a basic image file can be downloaded since this page is not dynamic.

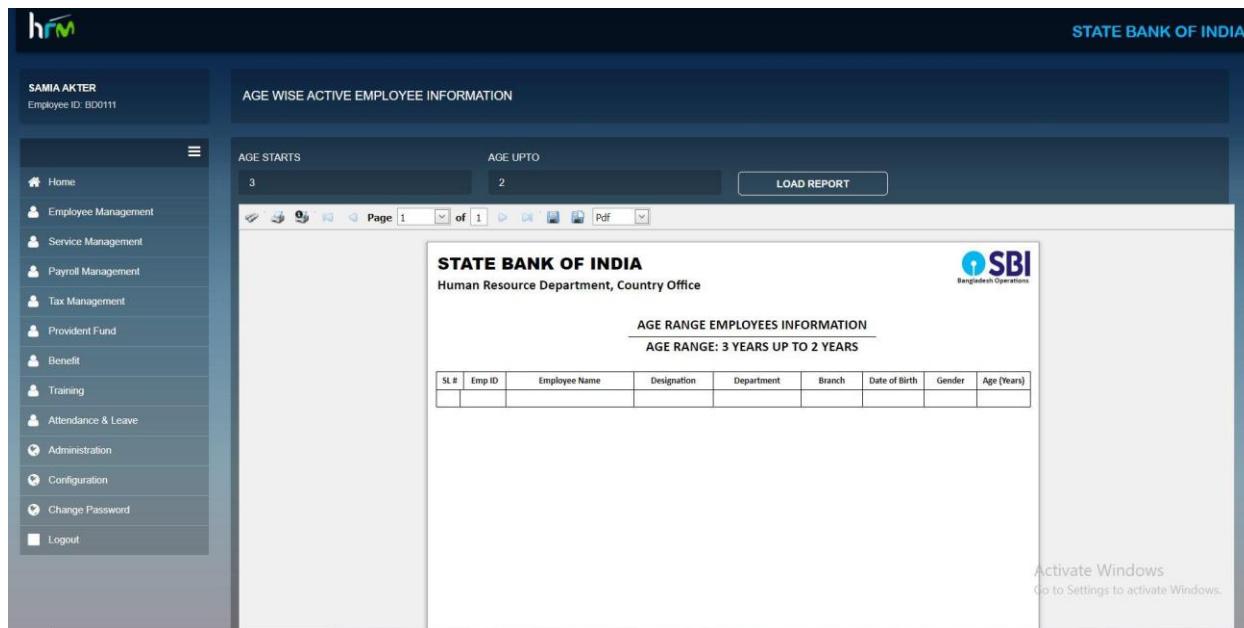


Figure: Age wise Employee Report

3.3.11 Designation-wise Employee

Page navigation options include:

HR Dashboard (Left Menu) > Employee Management > Religion-wise Employees(Related Reports)

This section contains religion-wise active employee records. You must specify the religion. Now, you should see the information on these active employees that resembles the illustration below.

The PDF, Xlsx, or even a basic image file can be downloaded since this page is not dynamic.

STATE BANK OF INDIA

RELIGION WISE ACTIVE EMPLOYEE INFORMATION

RELIGION: ISLAM

STATE BANK OF INDIA
Human Resource Department, Country Office

SBI
Bangladesh Operations

RELIGION-WISE EMPLOYEES INFORMATION
RELIGION: ISLAM

Sl. #	Employee ID	Employee Name	Designation	Department	Branch
1	B00034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office
2	B00060	KAZI MAHAMUDUL ISLAM	Senior Principal Officer	Operations	Dhaka Branch
3	B00018	FEROOUS ARA	Executive Officer	Forex	Dhaka Branch
4	B00012	TOUSIF AHMED KHAN	Principal Officer	Operations	Country Office
5	B00068	MD. HASHANUR RAHMAN	Officer	Forex	Dhaka Branch
6	B00071	DILRUBA AKTER	Principal Officer	Remittance	Dhaka Branch
7	B00083	RASHED MAHBOOB	Officer	Forex	Dhaka Branch
8	B00096	SANJIDA SULTANA	Officer	General Banking	Dhaka Branch
9	B09010	MAIN UDDIN	Junior Messenger	Messenger	Dhaka Branch
10	B00006	MD. ABDULLAH AL FAROOQ	Fayp	Compliance	Country Office
11	B00022	AMIRUL ISLAM	Senior Principal Officer	General Banking	Dhaka Branch
12	B00062	MIRZA RUBAYET HOSSAIN	Principal Officer	Branch Head	Khulna Branch
13	B00017	GOLAM MORSHED	Executive Officer	General Banking	Dhaka Branch

Activate Windows
Go to Settings to activate Windows.

Figure: Religion wise Employee Report

3.4 Official Letters

Here, you may access all official letters relating to this section. a joining letter, an appointment letter, an employee datasheet, and a release letter, for instance.

OFFICIAL LETTERS

Appointment Letter **Joining Letter** **Employees Data Sheet** **Release Letter**

Activate Windows

Figure: Official Letters

4 Service Management Dashboard

There are four sections in this dashboard.

- ✓ Pending Authorization
- ✓ Operations
- ✓ Related Reports and
- ✓ Official Letters

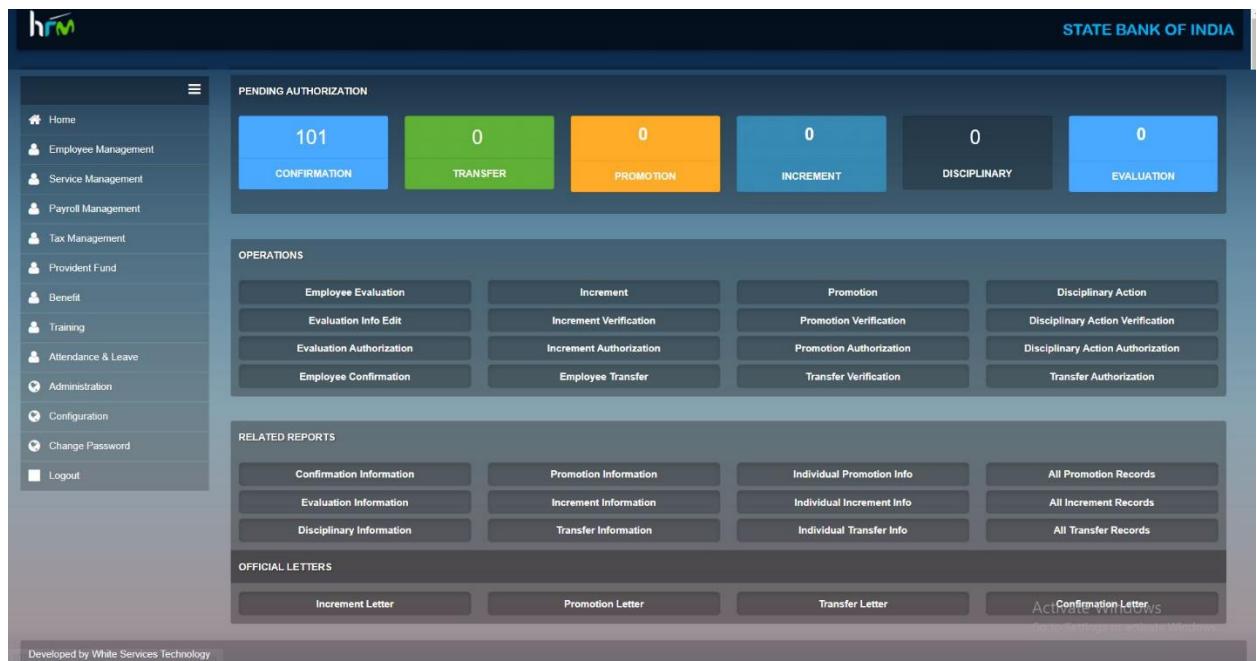


Figure: Service Management Dashboard

4.1 Pending Authorization

It indicates the Pending Authorization Status of various operations for HR. Employee Confirmation, Promotion, Increment, Transfer, Probation, Evaluation, and Disciplinary are all managed by this service management module.



Figure: Pending Authorization

4.2 Operations

It shows the operations having links to manage to add, update, authorize, and verify employee evaluation, Promotion, Increment, Contract, Transfer, and Disciplinary.



Figure: Service Operations

4.2.1 employee Confirmation

Job Confirmation is one of the important tasks for HR. To complete the Job confirmation for Probationary employees, please navigate the page:

HR Dashboard (Left Menu) > Service (Quick Links) > Employee Confirmation

In this system, you do not need to memorize which employee's probationary period has expired. All the expired probationary employees will be loaded on Employee Name. You need to select Confirmation Status, and set Reference Number and Confirmation Date.

The screenshot shows the 'PROBATIONARY EMPLOYEE JOB CONFIRMATION' screen. On the left, a sidebar lists various HR functions: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main area displays employee details for 'PALASH CHANDRA SARKAR' (Principal Officer, Operations Department, Dhaka Branch Branch). It includes fields for 'Employee name', 'Confirmation Status' (set to 'CONFIRMATION'), 'Employee Details', 'Remarks' (empty), 'Appointment No.', 'PF Own Account No.', 'PF Bank Account No.', 'Reference No.', and 'Confirmation Date' (set to '2023-01-03'). A green 'SUBMIT' button is located at the bottom right. The top right corner of the screen shows 'STATE BANK OF INDIA'. The bottom right corner has a watermark: 'Activate Windows Go to Settings to activate Windows.'

Figure: Employee Confirmation

Steps to follow:

- Select Employee Name
- Select Confirmation Status
- Enter Reference no and Confirmation Date
- Type anything else on the Remarks field

- Enter Appointment No. , PF Own Account No., and PF Bank Account No.
- Click on Submit Button
- Confirmation Message will be Visible

Attention:

After Approve, data will be updated on the system. You can generate a Transfer Letter after this step.

4.2.2 Employee Transfer

One of the important operations for HR is employee transfers. HR can transfer several employees at once through this component. Please use the page's navigation to accomplish this operation:

HR Dashboard (Left Menu) > Service Management > Employee Transfer

Transferring employees is now fairly simple. Just match the Employee ID with the Employee. Choose New Department, Branch, or Supervisor, and then add to the list after entering Release & Joining Dates. This allows you to add and transfer several workers at once.

Figure: Employee Transfer

Steps to follow:

- Select Employee Name and details by entering Employee ID.
- Select Department, Branch
- Enter the line manager's id and his details.
- Type anything else on the Remarks field
- Click on Submit Button to Complete the Operation
- Confirmation Message will be Visible

Attention:

- ❖ Must enter the correct employee and line manager id
- ❖ After submitting, this data needs to be authorized from Transfer Authorization. Otherwise will not impact the System

4.2.3 Transfer Authentication

Employee Transfer needs to be authorized by the assigned personnel to impact the system. To complete the Transfer Authorization, please navigate to the page:

HR Dashboard (Left Menu) > Service Management > Transfer Authentication

The screenshot shows the HR Dashboard interface. On the left, there is a vertical navigation menu with various modules like Home, Employee Management, Service Management, etc. The current user is SAMIA AKTER (Employee ID: 800111). The main content area is titled 'TRANSFER AUTHORIZATION'. It has sections for 'Pending Concern' (with a dropdown menu showing 'SELECT'), 'TRANSFER INFORMATION' (with fields for Employee Name, Present Branch, Present Department, Present Designation, Employee No, New Branch, New Department, Transfer Date, Old Supervisor, Transfer Remarks, Verification Remarks, New Supervisor Name, and Authorization Remarks), and a large text area at the bottom. The top right corner of the screen displays 'STATE BANK OF INDIA'. At the bottom, there is a footer with links for 'Activate Windows' and 'Go to Settings to activate Windows'. The bottom left corner shows 'Developed by White Services Technology'.

Figure: Employee Transfer Authentication

Attention:

After Approve, data will be updated on the system. You can generate a Transfer Letter after this step.

4.2.4 Transfer Verification

Employee Transfer needs to be verified by the assigned personnel to impact the system. You need to specify the pending concern. To find the Transfer Authorization, please navigate to the page:

HR Dashboard (Left Menu) > Service Management > Transfer Verification

The screenshot shows the HR Dashboard interface. On the left, there is a vertical navigation menu with various options like Home, Employee Management, Service Management, Payroll Management, etc. The main content area is titled 'TRANSFER VERIFICATION'. It has two sections: 'Pending Concern' (with a dropdown menu set to 'SELECT') and 'TRANSFER INFORMATION'. The 'TRANSFER INFORMATION' section contains several input fields: Employee Name, Present Branch, Present Department, Present Designation; Employee No, New Branch, New Department, Transfer Date; Old Supervisor, New Supervisor Name, Transfer Remarks; and Verification Remarks. At the bottom right of the page, there is a watermark that says 'Activate Windows' and 'Go to Settings to activate Windows.'

Figure: Employee Transfer Verification

4.2.5 Employee Promotion

Employee Promotion is one of the key operations for HR. To find this operation, please navigate to the page:

HR Dashboard (Left Menu) > Service Management > Promotion(Operations)

The screenshot displays the 'PROMOTION ENTRY' module of the hrm software. On the left, a sidebar lists various management functions. The main panel is titled 'PROMOTION ENTRY' and contains two sets of salary information tables. The first table, 'PRESENT SALARY INFORMATION', includes fields for Basic Salary, House Rent, Tiffin, JAIBB_DAIBB, Bank PF, and Conveyance, along with Income Tax, PF Deduction, Total Earnings, Total Deduction, and Total Take Home. The second table, 'PROMOTED SALARY INFORMATION', includes similar fields but adds JAIBB_DAIBB, Bank PF, Conveyance, Income Tax, PF Deduction, Total Earnings, Total Deduction, Total Take Home, and Increment Amount. At the bottom right are 'CALCULATE' and 'SAVE' buttons.

Figure: Employee Promotion

Employee Promotion has 2 types of Operations:

- Present salary information and
- Promoted salary information.

Steps to follow:

- Enter the employee id.
- Select promoted designation so that promoted salary information will be shown and you may change data.
- Click the Calculate button to calculate Bank PF, Total Earnings, total deduction, and total take home.
- Click the Save button to save the changes.

4.2.6 Employee Promotion verification

The employee id should be filled out if you want to verify any employee's promotion information.

Navigation steps:

HR Dashboard (Left Menu) > Service Management > Promotion Verification(Operations)

To complete, click the Verify button. If you want to discard the modifications, click Discard. From the screens locate the dashboard:

The screenshot shows the 'PROMOTION VERIFY' screen. On the left is a sidebar with a user profile (SAMIA AKTER, Employee ID: BD0111) and a menu with options like Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main area has sections for 'Employee Details' (Employee ID dropdown, Applicable Date, Previous Take Home, Promoted Designation) and 'INCREMENTED SALARY INFORMATION' (Basic Salary, House Rent, Tiffin, JAIBB DAIBB, Bank PF, Conveyance, Income Tax, PF Deduction, Total Earnings, Total Deduction, Total Take Home, Increment Amount). At the bottom are 'DISCARD' and 'VERIFY' buttons. A footer note says 'Activate Windows Go to Settings to activate Windows.'

Figure: Employee Promotion Verification

4.2.7 Employee Promotion Authentication

To navigate this page:

HR Dashboard (Left Menu) > Service Management > Promotion Authorization(Operations)

Enter the employee id so that the employee's relevant details will be presented instantly if you need to authenticate that employee's promotion information. It is important to specify the date and promoted designation. Once you've filled out the forms with the relevant information, click Approve. If you want to discard the modifications, click Discard. You receive a message in response to your action. View the dashboard by clicking on the following image:

SAMIA AKTER
Employee ID: BD0111

PROMOTION AUTHORIZATION

Employee ID: SELECT

Applicable Date: 03-01-2023

Employee Details: Previous Take Home, Promoted Designation

INCREMENTED SALARY INFORMATION

Basic Salary	House Rent	Tiffin	JAIBB_DAIBB	Bank PF	Conveyance
Income Tax	PF Deduction	Total Earnings	Total Deduction	Total Take Home	Increment Amount

DISCARD APPROVED

Developed by White Services Technology

Activate Windows
Go to Settings to activate Windows.

Figure: Employee Promotion Authentication

4.2.8 Increment

Employee Increment is one of the key operations for HR. To find this operation, please navigate the page to:

HR Dashboard (Left Menu) > Service Management > increment (Operations)

SAMIA AKTER
Employee ID: BD0111

SALARY INCREMENT

Employee ID: SELECT

Applicable Date: 03-01-2023

Employee Details

PRESSENT SALARY INFORMATION

Basic Salary	House Rent	Tiffin	JAIBB_DAIBB	Bank PF	Conveyance
Income Tax	PF Deduction	Total Earnings	Total Deduction	Total Take Home	

INCREMENT SALARY INFORMATION

Basic Salary	House Rent	Tiffin	JAIBB_DAIBB	Bank PF	Conveyance
Income Tax	PF Deduction	Total Earnings	Total Deduction	Total Take Home	Increment Amount

CALCULATE SAVE

Developed by White Services Technology

Activate Windows
Go to Settings to activate Windows.

Figure: Increment Salary

Employee Promotion has 2 types of Operations:

- Present salary information and
- Increment salary information.

Steps to follow:

- Enter the employee id.
- Change Increment salary information
- Click the Calculate button to calculate Bank PF, Total Earnings, total deduction, and total take home.
- Click the Save button to save the changes.

4.2.9 Employee Increment Verification

The employee id should be filled out if you want to verify any employee's promotion information. You should enter the increment amount.

Navigation steps:

**HR Dashboard (Left Menu) > Service Management > increment
Verification(Operations)**

To complete, click the Verify button. If you want to discard the modifications, click Discard. From the screenshot below, locate the dashboard:

SALARY INCREMENT VERIFY

Employee ID: SELECT

Applicable Date:

Employee Details

Previous Take Home

Increment Amount

INCREMENTED SALARY INFORMATION

Basic Salary	House Rent	Tiffin	JAIBB_DAIBB	Bank PF	Conveyance

Income Tax	PF Deduction	Total Earnings	Total Deduction	Total Take Home

DISCARD VERIFY

Developed by White Services Technology

Activate Windows
Go to Settings to activate Windows.

Figure: Salary Increment Verification

4.2.10 Employee Increment Authentication

To navigate this page:

HR Dashboard (Left Menu) > Service Management > increment Authorization(Operations)

Enter the employee id so that the employee's relevant details will be presented instantly if you need to authenticate that employee's promotion information. It is important to specify the date and promoted designation. Once you've filled out the forms with the relevant information, click Approve. If you want to discard the modifications, click Discard. You receive a message in response to your action. View the dashboard by clicking on the following image:

The screenshot shows the 'SALARY INCREMENT AUTHORIZATION' page. At the top left, the user information 'SAMIA AKTER Employee ID: BD0111' is displayed. On the far right, the 'STATE BANK OF INDIA' logo is visible. The left sidebar contains a navigation menu with items like Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main content area has sections for 'Employee Details' (Employee ID dropdown set to 'SELECT', Applicable Date), 'Previous Take Home' (Increment Amount dropdown), and 'INCREMENTED SALARY INFORMATION' (Basic Salary, House Rent, Tiffin, JAIBB_DAIBB, Bank PF, Conveyance, Income Tax, PF Deduction, Total Earnings, Total Deduction, Total Take Home). At the bottom right are 'DISCARD' and 'APPROVE' buttons. A watermark 'Activate Windows Go to Settings to activate Windows.' is at the bottom right.

Figure: Salary Increment Authentication

4.2.11 Employee Evaluation

Employee Evaluation is one of the key operations for HR. To complete this operation, please navigate the page to:

HR Dashboard (Left Menu) > Service Management > Employee Evaluation (Operations)

The screenshot shows the 'PERFORMANCE EVALUATION' page. At the top left, the user information 'SAMIA AKTER Employee ID: BD0111' is displayed. On the far right, the 'STATE BANK OF INDIA' logo is visible. The left sidebar contains a navigation menu with items like Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main content area has sections for 'EMPLOYEE ID' (dropdown set to 'SELECT'), 'EMPLOYEE DETAILS' (dropdown set to 'SELECT'), 'REMARKS' (text area), and 'PERFORMANCE GRADE' (dropdown set to 'SELECT'). At the bottom right is a 'SAVE' button. A watermark 'Activate Windows Go to Settings to activate Windows.' is at the bottom right.

Figure: Employee Evaluation

Steps to follow:

- Enter the employee id.
- Select Performance grade
- Add remarks
- Click the Save button to save the changes.

Attention:

- ❖ Mandatory fields are specified as 
- ❖ Select the proper performance grade.

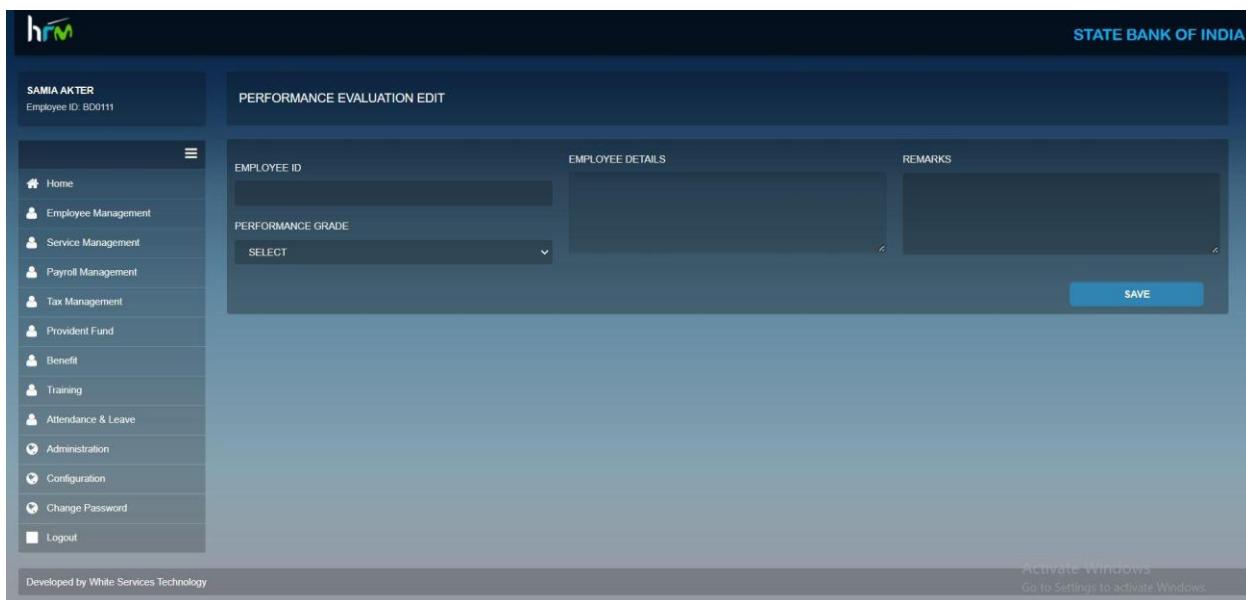
4.2.12 Evaluation Info Edit

The employee id should be filled out if you want to update any employee's performance information. You may make any changes.

Navigation steps:

HR Dashboard (Left Menu) > Service Management > Evaluation Info Edit (Operations)

To complete, click the Verify button. If you want to discard the modifications, click Discard. From the screenshot below, locate the dashboard:



The screenshot shows the HR Dashboard interface. On the left, there is a vertical navigation menu with the following items: Home, Employee Management, Service Management (which is selected), Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The user is logged in as SAMIA AKTER, Employee ID: BD0111. The main content area is titled "PERFORMANCE EVALUATION EDIT". It contains three input fields: "EMPLOYEE ID" (with value BD0111), "PERFORMANCE GRADE" (with dropdown value "SELECT"), and "REMARKS" (an empty text area). At the bottom right of the form is a blue "SAVE" button. The top right corner of the screen displays "STATE BANK OF INDIA". The bottom of the screen has a footer with the text "Developed by White Services Technology" and "Activate Windows Go to Settings to activate Windows".

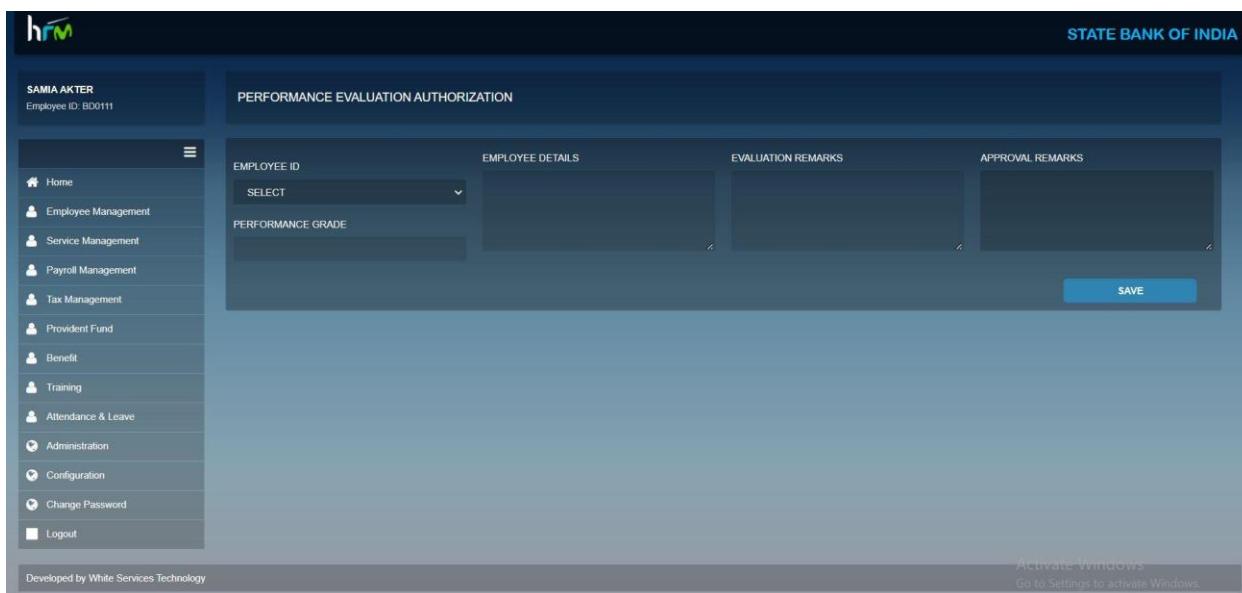
Figure: Evaluation Edit

4.2.13 Evaluation Authentication

To navigate this page:

HR Dashboard (Left Menu) > Service Management > Evaluation Authorization (Operations)

Enter the employee id so that the employee's relevant details will be presented instantly if you need to authenticate that employee's promotion information. Once you've filled out the forms with the relevant information, click Save. You receive a message in response to your action. View the dashboard by clicking on the following image:

*Figure: Evaluation Verification*

4.2.14 Disciplinary Actions

Employee Disciplinary Tracking is one of the important jobs for HR. To complete this operation, please navigate to the page:

HR Dashboard (Left Menu) > Service Management > Disciplinary Actions (Operations)

Select Employee Name from the dropdown, and information will be loaded automatically. Select Incident Type, Date, Action recommended, and action date. Type Incident and Action in detail.

The screenshot shows a web-based HR management system. At the top left is the 'hrm' logo. At the top right is the 'STATE BANK OF INDIA' logo. The main header reads 'DISCIPLINARY ACTION FORM'. On the left, a sidebar menu lists various modules: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The current user is 'SAMIA AKTER' with Employee ID 'BD0111'. The main form area contains fields for Employee Name (dropdown, currently 'SELECT'), Designation (text input), Department (text input), Branch (text input), Type of Incident (dropdown, currently 'SELECT'), Incident Date (text input '2023-01-03'), Action Recommended (dropdown, currently 'SELECT'), Action Date (text input '2023-01-03'), Incident Details (text area), and Action Details (text area). A green 'SUBMIT' button is at the bottom right. A watermark 'Activate Windows Go to Settings to activate Windows' is visible in the background.

Figure: Disciplinary Action Form

Steps to Follow:

- Select Employee name from the dropdown
- Select incident type, date, action, and action date.
- Enter Incident and Action Details.
- Click on Submit Button to Complete the Operation.
- Confirmation Message will be Visible.

Attention:

After Submit, this data needed to be authorized from Disciplinary Action Authorization. Otherwise will not impact the System.

4.2.15 Disciplinary Actions Authorization

Disciplinary action needed to be authorized by the assigned personnel to impact the system. To complete the Disciplinary Action Authorization, please navigate to the page:

HR Dashboard (Left Menu) > Service Management > Disciplinary Action Authorization (Operations)

The Employees Name will be automatically loaded on the Pending Concern dropdown. Just Select employees enter the remarks and click on the Approve button for Accept or Discard button for Discard.

The screenshot shows the 'DISCIPLINARY ACTION AUTHORIZE' page. On the left, a sidebar lists various HR modules: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The current user is SAMIA AKTER, Employee ID: 800111. The main form has sections for Pending Concern (dropdown menu), Employee name, Designation, Department, Branch, Type of Incident, Incident Date, Action Recommended, Action Date, Incident Details, Action Details, Verify Remarks, and Authorization Remarks. At the bottom are 'DISCARD' and 'APPROVE' buttons. A watermark for 'STATE BANK OF INDIA' is visible at the top right. A note at the bottom right says 'Activate Windows Go to Settings to activate Windows.'

Figure: Disciplinary Action Authorization

Steps to Follow:

- Select Employee Name from Pending Concern
- Enter Remarks
- Click on Approve / Discard Button
- Confirmation Message will be Visible

Attention:

After Approve, data will be updated on the system.

4.2.16 Disciplinary Actions Verification

Disciplinary action needed to be verified. To find the Disciplinary Action Verification, please navigate to the page:

HR Dashboard (Left Menu) > Service Management > Disciplinary Action Verification (Operations)

The Employees Name will be automatically loaded on the Pending Concern dropdown. Just Select employees enter the remarks and click on the Approve button for Accept or Discard button for Discard.

Figure: Disciplinary Action Verification

4.3 Related Reports

A wide range of reports is linked here. You can find all service-related information here, which is related to this section.

RELATED REPORTS			
Confirmation Information	Promotion Information	Individual Promotion Info	All Promotion Records
Evaluation Information	Increment Information	Individual Increment Info	All Increment Records
Disciplinary Information	Transfer Information	Individual Transfer Info	All Transfer Records

Figure: Service Related Reports

4.3.1 Confirmation Information

To navigate this page:

HR Dashboard (Left Menu) > Service Management > Confirmation Information (Related Reports)

This section contains a description of confirmation records. You must specify the report type and duration of the dates. Now, you should see information on these active employees that resembles the illustration below.

The PDF, Xlsx, or even a basic image file can be downloaded since this page is not dynamic.

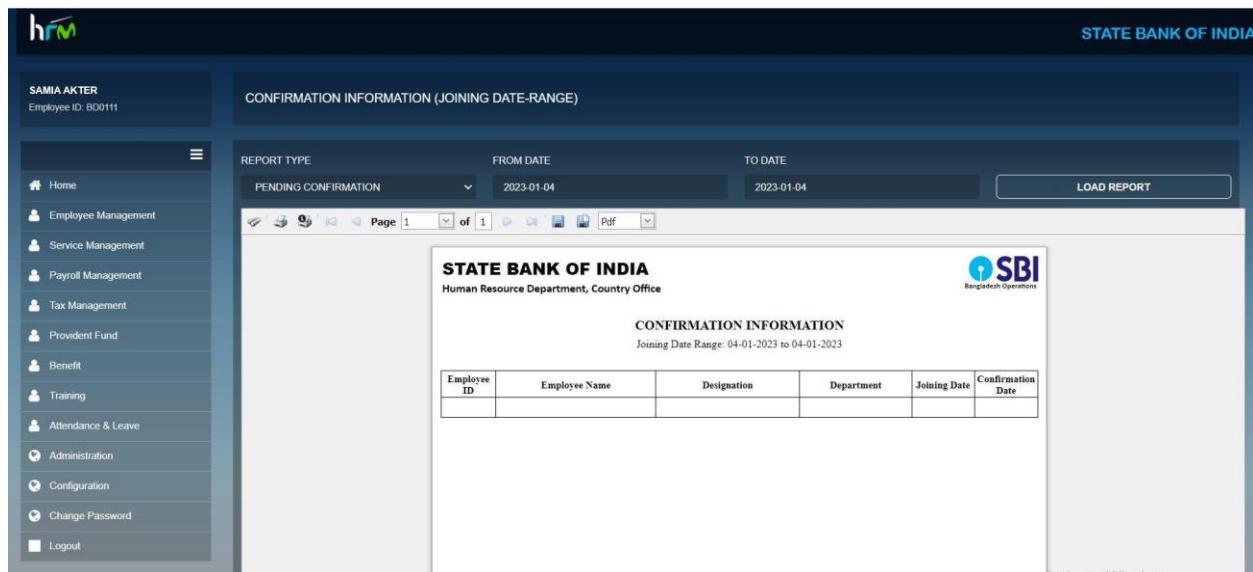


Figure: Confirmation Letters

4.3.2 Evaluation Information

To navigate this page:

HR Dashboard (Left Menu) > Service Management > Evaluation Information(Related Reports)

This section contains a description of Employee evaluation records. You must specify the start and end dates. Now, you should see information on these active employees that resembles the illustration below.

The PDF, Xlsx, or even a basic image file can be downloaded since this page is not dynamic.

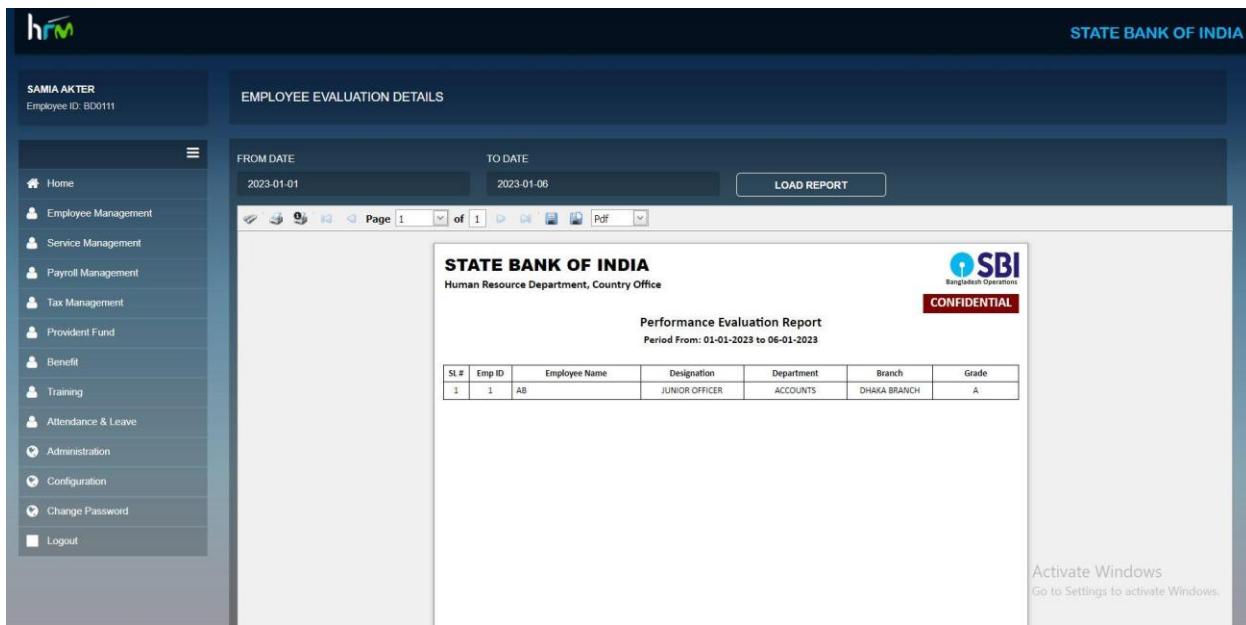


Figure: Employee Evaluation

4.3.3 Disciplinary Information

To navigate this page:

HR Dashboard (Left Menu) > Service Management > Disciplinary Information(Related Reports)

This section contains a description of Employee evaluation records. You must specify the start and end dates. Now, you should see information on these active employees that resembles the illustration below.

The PDF, Xlsx, or even a basic image file can be downloaded since this page is not dynamic.

4.3.4 Promotion Information

To navigate this page:

HR Dashboard (Left Menu) > Service Management > Promotion Information (Related Reports)

This section contains a description of promotion information. As long as they're done appropriately, this dynamic page is an excellent method to complement your current text advertising search. When you click the export button, Excel will open and display this page. The Employee ID, name, designation,

department, promotion date, verifier, and authorizer name are now displayed in the image below.

Employee ID	Name_EN	Designation	Department	Branch	Promotion Date	Verify By	Authorize By
BD0020	KAMAL KISHORE DAS	AVP	CREDIT	COUNTRY OFFICE	10/3/2021	MITHLA KHASTAGIR	KAMAL KISHORE DAS
BD0026	SANITT CHANDRA LODH	JAVP	OPERATIONS	COUNTRY OFFICE	6/1/2022	SAMIA AKTER	SANITT CHANDRA LODH
BD0012	TOUSIF AHMED KHAN	PRINCIPAL OFFICER	OPERATIONS	COUNTRY OFFICE	10/3/2021	MITHLA KHASTAGIR	TOUSIF AHMED KHAN
BD0037	BIPUL GHOSH	PRINCIPAL OFFICER	OBU	OBU CHITTAGONG	10/3/2021	MITHLA KHASTAGIR	BIPUL GHOSH
BD0054	NILUTPAL DAS	PRINCIPAL OFFICER	CREDIT	COUNTRY OFFICE	10/3/2021	MITHLA KHASTAGIR	NILUTPAL DAS
	NARAYAN			COUNTRY			NARAYAN

Figure: Promotion Information

4.3.5 Increment Information

To navigate this page:

HR Dashboard (Left Menu) > Service Management > Increment Information (Related Reports)

This section contains a description of increment information. As long as they're done appropriately, this dynamic page is an excellent method to complement your current text advertising search. When you click the export button, Excel will open and display this page. The Employee ID, name, designation, department, promotion date, verifier, and authorizer name are now displayed in the image below.

Employee ID	Name_EN	Designation	Department	Branch	Increment Date	Verify By	Authorize By
BD0034	MAKSUDUR RAHMAN	SAVP	ACCOUNTS	COUNTRY OFFICE	1/30/2022	MITHLA KHASTAGIR	MAKSUDUR RAHMAN
BD0020	KAMAL KISHORE DAS	AVP	CREDIT	COUNTRY OFFICE	1/30/2022	MITHLA KHASTAGIR	KAMAL KISHORE DAS
BD0026	SANJIT CHANDRA LODH	JAVP	OPERATIONS	COUNTRY OFFICE	1/30/2022	MITHLA KHASTAGIR	SANJIT CHANDRA LODH
BD0060	KAZI MAHAMUDUL ISLAM	SENIOR PRINCIPAL OFFICER	OPERATIONS	DHAKA BRANCH	1/30/2022	MITHLA KHASTAGIR	KAZI MAHAMUDUL ISLAM
BD0012	TOUSIF AHMED KHAN	PRINCIPAL OFFICER	OPERATIONS	COUNTRY OFFICE	1/30/2022	MITHLA KHASTAGIR	TOUSIF AHMED KHAN

Developed by White Services Technology Activate Windows
Go to Settings to activate Windows.

Figure: Increment Information

4.3.6 Transfer Information

To navigate this page:

HR Dashboard (Left Menu) > Service Management > Transfer Information(Related Reports)

This section contains a description of Employee transfer records. You must specify the start and end dates. Now, you should see information on these active employees that resembles the illustration below.

The PDF, Xlsx, or even a basic image file can be downloaded since this page is not dynamic.

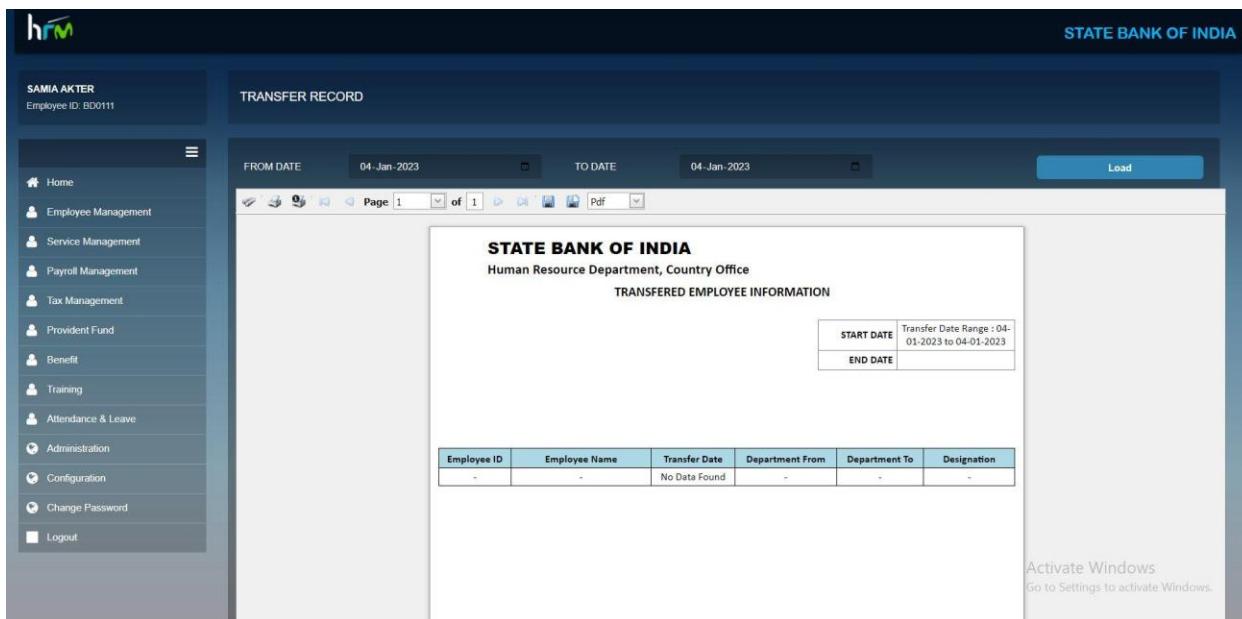


Figure: Transfer Information

4.3.7 Individual Promotion Information:

To navigate this page:

HR Dashboard (Left Menu) > Service Management > Individual Promotion Information(Related Reports)

4.3.8 Individual Increment Information:

To navigate this page:

HR Dashboard (Left Menu) > Service Management > Individual Increment Information(Related Reports)

4.3.9 Individual Transfer Information:

To navigate this page:

HR Dashboard (Left Menu) > Service Management > Individual Transfer Information(Related Reports)

4.3.10 All Increment Records:

To navigate this page:

HR Dashboard (Left Menu) > Service Management > All Incement Records(Related Reports)

4.3.11 All Transfer Records:

To navigate this page:

HR Dashboard (Left Menu) > Service Management > All Transfer Records(Related Reports)

4.4 Official Letters

Here, you may access all official letters relating to this section. Increment letter, promotion letter, transfer letter, and confirmation letter, for instance.



Figure: Service Official Letters

5. Payroll Management Dashboard

There are four sections in this dashboard.

- ✓ Payroll Status(This month)
- ✓ Operations and
- ✓ Related Reports

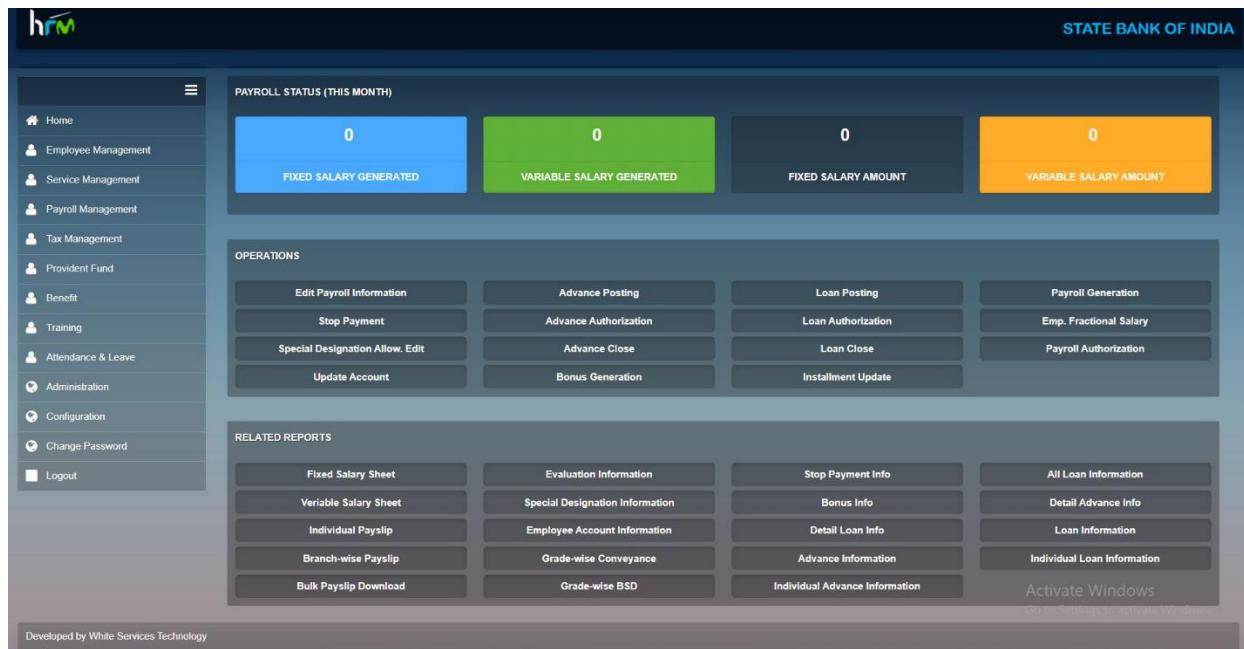


Figure: Payroll Management Dashboard

5.1 Payroll Status

It indicates the Payroll Status of various operations for HR. Fixed Salary generated, variable salary generated, Fixed Salary amount, and variable salary amount are all managed by this service management module.

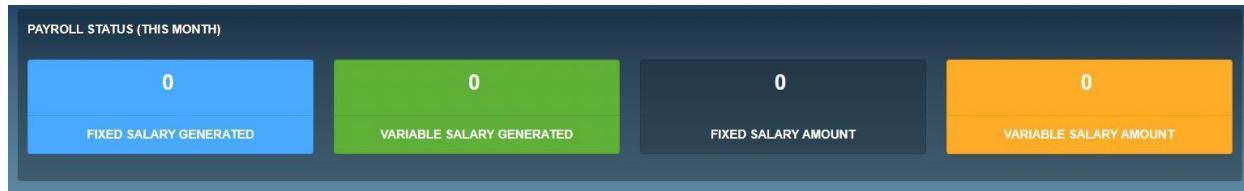


Figure: Payroll Status

5.2 Operations

It shows the operations having links to manage to add, update, authorize, and verify payroll information, Loan information, bonus gen, generation, etc.



Figure: Payroll Operation

5.2.1 Edit Payroll information:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Edit Payroll information(Operations)

Payroll data can only be modified by Admin. Enter the employee id to get the employee's pertinent information right away. You must enter the number for both the allowance and salary accounts. To ensure that all payroll information is automatically displayed. After making any adjustments, click the calculate button to determine your total take-home pay, earnings, and deductions.

The screenshot shows the 'Edit Payroll' interface. On the left is a sidebar with navigation links: Home, Employee Management, Service Management, Payroll Management (selected), Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main area has a header 'EDIT PAYROLL'. It displays employee details for 'Employee ID: 1' (AB JUNIOR OFFICER ACCOUNTS). Below this is a 'PAYROLL INFORMATION' section with various allowance and deduction fields. At the bottom are 'CALCULATE' and 'SUBMIT' buttons.

Figure: Edit Payroll

Attention:

- Mandatory fields are specified as ******
- Enter data correctly.

5.2.2 Stop Payment:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Stop Payment(Operations)

Payroll can only be stopped by Admin. Enter the employee id to get the employee's pertinent information right away. The month and year should be entered. Clicking the Submit button after completing all the fields will save your changes.

The screenshot shows the HRM software interface. At the top left is the hrm logo. At the top right is the text 'STATE BANK OF INDIA'. On the left is a vertical navigation menu with items: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The current user is listed as 'SAMIA AKTER Employee ID: BD0111'. The main content area has a header 'PAYMENT STOP' with a sub-instruction 'Apply this after Final Salary Generation. It will be revoked if Salary Re-Generate'. Below this are three input fields: 'Employee ID' (containing '1'), 'Select Month' (containing 'Select'), and 'Select Year' (containing 'Select'). Underneath these is a section titled 'Employee Details' with the text 'AB JUNIOR OFFICER, ACCOUNTS DEPARTMENT'. At the bottom right of the main area is a green 'SUBMIT' button. At the bottom left is the text 'Developed by White Services Technology'. At the bottom right is a message 'Activate Windows Go to Settings to activate Windows.'

Figure: Stop Payroll

5.2.3 Special Designation Allow:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Special Designation Allow(Operations)

Special designations cannot be changed except by Admin. A special designation should be chosen. Add the previous and current amounts. To save

the changes, after completing all the fields, click the Submit button.

Special Designation	Old Amount	New Amount
CPC HEAD	2500	10000

Figure: Special Designation allow

5.2.4 Update Account:

Only the admin can update the account.

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Update Account(Operations)

Figure: Update Account

Steps to follow:

- Enter Employee id
- Click on the Load Employee button
- Update Bank, allowance, PF bank, and own cont. no. (if needed)
- Click on the Submit button to save the changes.

Attention:

- Fill up the Mandatory fields.
- Enter the account numbers correctly.

5.2.5 Advance Posting:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Advance Posting(Operations)

Figure:Advance Positioning

Steps to follow:

- Enter Employee id
- Click on the Load Employee button
- Click on the Search Employee button to see all the employees' information.

- Select Advance for option.
- Enter the advance amount, date and ref. no.
- Enter the installment number and amount.
- You can also put some remarks.
- Click on the Submit button to save the changes.

Attention:

- Fill up the Mandatory fields.
- Enter the account numbers correctly.

5.2.6 Bonus Generation:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Bonus Generation(Operations)

Steps to follow:

- Select Branch name.
- Select the bonus reason and Year.
- Click on the Generate button to generate the slip.

SL #	Emp ID	Employee Name	Designation	Department	Amount	Account No.
1	BD0034	MAKSUDUR RAHMAN	SAVP	ACCOUNTS	92000.00	05120116820001
2	BD0121	RAQIB AL RASHID	SAVP	COMPLIANCE	85000.00	05120705110001
3	BD0020	KAMAL KISHORE DAS	AVP	CREDIT	81400.00	05420004620001
4	BD0035	NARAYAN CHANDRA SARKER	AVP	OPERATIONS	78200.00	05120131220001
5	BD0024	SANJIT CHANDRA LODH	AVP	OPERATIONS	70000.00	05120020920001
6	BD0032	SURAJIT CHAKRABORTY	AVP	IT	70000.00	05220042920001
7	BD0006	MD. ABDULLAH AL FAROOQ	FAVP	COMPLIANCE	65850.00	05420191420001
8	BD0013	JOYANTA SARKER	FAVP	CREDIT	71550.00	05110188820001
9	BD0023	SHANTONU SARKAR	FAVP	OPERATIONS	65850.00	05120024720002
10	BD0044	ANUJAN CHAKRABORTY	FAVP	TREASURY	65850.00	05620001420001
11	BD0012	TOUSIF AHMED KHAN	PRINCIPAL OFFICER	OPERATIONS	46500.00	0511087720001
12	BD0050	SAURAV BHOWMIK	PRINCIPAL OFFICER	TREASURY	46500.00	05120309710001
13	BD0049	SWARUP CHAKRABORTY	PRINCIPAL OFFICER	TREASURY	44000.00	05120309820001
14	BD0054	NILUTPAL DAS	PRINCIPAL OFFICER	CREDIT	46500.00	05420199020002
15	BD0065	TAMANNA RIFAT	EXECUTIVE OFFICER	IT	36500.00	05120334720001

Figure: Bonus Generation

Attention:

- Mandatory fields are specified as **
- Enter the account numbers correctly.

5.2.7 Loan Posting:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Loan Posting(Operations)

The screenshot shows the HRM software interface. On the left, there's a vertical sidebar with a navigation menu. The menu items include Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. Above the sidebar, it says 'SAMIA AKTER' and 'Employee ID: BD0111'. The main area is titled 'LOAN POSTING'. It has a form with several input fields: 'Employee ID' (with value '1'), 'Load Employee' button, 'AB JUNIOR OFFICER ACCOUNTS DEPARTMENT' (which is a placeholder or a note), 'Search Employee' button, 'LOAN POSTING INFORMATION' section with dropdowns for 'Loan Against' (Please Select) and 'Loan Type' (SELECT), and text input fields for 'Loan Date', 'Loan Ref. No.', 'Loan Amount', 'Installment Amount', 'Installment Number', and 'Remarks'. At the bottom right of the form is a large green 'SUBMIT' button. The top right of the screen says 'STATE BANK OF INDIA'. The bottom of the screen says 'Developed by White Services Technology'.

Figure:Loan Positioning

For posting loan steps to follow:

- Enter Employee id
- Enter Advance id.
- Click on the Load Employee button
- Click on the Search Employee button to see all the employees' information.
- Select Loan against option.
- Select the Loan type.
- Enter the loan amount and date.
- Enter the installment amount and number.
- You may enter some remarks.
- Click on the Submit button to save the changes.

Attention:

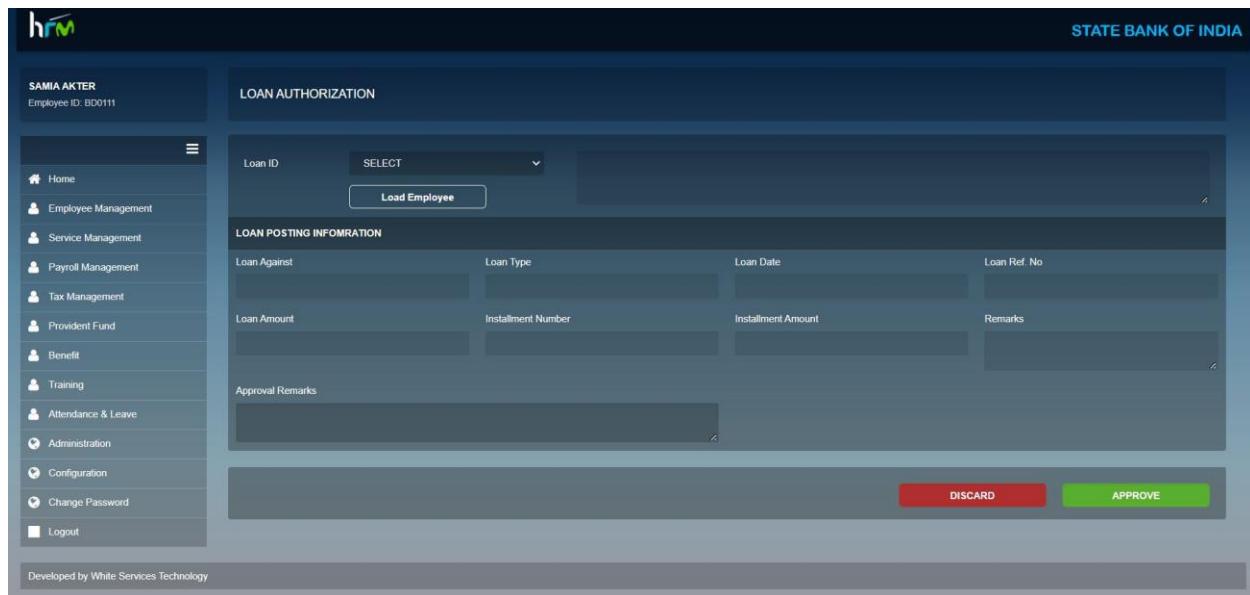
- Fill up the Mandatory fields.
- Enter the account numbers correctly.

5.2.8 Loan Authorization:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Loan Authorization(Operations)

Enter the Loan Id so that the employee's relevant details will be presented instantly if you need to authenticate that employee's loan posting information. Once you've filled out the forms with the relevant information, click Approved. If you want to discard the modifications, click Discard. You receive a message in response to your action. View the dashboard by clicking on the following image:



The screenshot shows the HRM software interface. At the top left is the hrm logo. At the top right is the text "STATE BANK OF INDIA". On the left is a vertical navigation menu with items: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The current user is listed as "SAMIA AKTER Employee ID: BD0111". The main content area is titled "LOAN AUTHORIZATION". It has a "Loan ID" dropdown set to "SELECT" with a "Load Employee" button. Below this is a section titled "LOAN POSTING INFORMATION" with fields for "Loan Against", "Loan Type", "Loan Date", and "Loan Ref. No". There are also fields for "Loan Amount", "Installment Number", "Installment Amount", and "Remarks". A "Approval Remarks" text area is present. At the bottom are "DISCARD" and "APPROVE" buttons. The footer of the page says "Developed by White Services Technology".

Figure:Loan Authorization

5.2.9 Loan Close:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Loan Close(Operations)

The screenshot shows the 'LOAN CLOSE' page of the hrm software. The top navigation bar displays 'STATE BANK OF INDIA'. On the left, a sidebar lists various menu items: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main content area is titled 'LOAN CLOSE'. It contains fields for 'EMPLOYEE ID' (1) and 'LOAN ID' (AB), which is described as 'JUNIOR OFFICER, ACCOUNTS DEPARTMENT DHAKA BRANCH BRANCH'. Below these, there is a section for 'LOAN POSTING INFORMATION' with fields for 'Loan Date' (2023-01-04), 'Loan Amount', 'Paid Amount', and a 'Close Date' field. At the bottom right of the form is a green 'SUBMIT' button.

Figure:Loan Close

For posting loan steps to follow:

- Enter Employee id
- Enter Loan id.
- Enter Loan and paid amount.
- Select the Loan date and closing date.
- Click on the Submit button to save the changes.

Attention:

- ❖ Fill up the Mandatory fields.
- ❖ Enter the data correctly.

5.2.10 Installment Update:

Only the admin can update installment information.

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Installment Update(Operations)

Figure:Update Installment

For posting loan steps to follow:

- Enter Employee id
- Select Operation type.
- Select Month and Year.
- Click on the Load Information button
- Click on the Search Employee button to see all the employees' information.
- Select Loan against option.
- Select the Loan type.
- Enter the loan amount and date.
- Enter the installment amount and number.
- You may enter some remarks.
- Click on the Submit button to save the changes.

5.2.11 Payroll Generation:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Payroll Generation(Operations)

The screenshot shows the hrm software interface. At the top left is the logo 'hrm'. At the top right is the text 'STATE BANK OF INDIA'. On the far right of the header is a small white icon. The main title 'MONTHLY BRANCH-WISE PAYROLL GENERATION' is centered above a form. The form has three dropdown menus: 'Select Month' (set to January), 'Select Year' (set to 2022), and 'Branch' (set to DHAKA BRANCH). To the right of the dropdowns is a green 'Save' button. On the left side of the screen is a vertical navigation menu with the following items: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. Below the navigation menu is a message 'Developed by White Services Technology'. The bottom of the screen has a dark grey footer bar.

Figure:Payroll Generation

To generate monthly payroll steps to follow:

- Select Month and Year.
- Select Branch Name.
- Click on the Save button to save changes.

5.2.12 Emp. Fractional Salary:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Emp. Fractional Salary(Operations)

SAMIA AKTER
Employee ID: BD0111

EMPLOYEE FRACTIONAL SALARY GENERATION
Please Generate Monthly Salary First

Employee ID: 1 LOAD DATA

Payment Days: Select Month: Select Year:

PRESENT SALARY INFORMATION

Basic Salary	House Rent	Tiffin	JAIBB_DAIBB	Bank PF	Conveyance
Development	Special	Income Tax	Loan Deduction	Advance Deduction	PF Deduction

SAVE

Developed by White Services Technology

Figure:Fractional Salary Generation

fractional salary steps to follow:

- Enter Employee id.
- Select Payment days, Month and Year.
- Click on the Loan Data button to see present salary information.
- Click on the Save button to save the changes.

5.2.13 Payroll Authorization:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Payroll Authorization(Operations)

Select the month and Year so that the Salary Generated for the Branches will be presented instantly if you need to authenticate that employee's loan posting information. Once you've filled out the forms with the relevant information, click approved. If you want to discard the modifications, click Discard. You receive a message in response to your action. View the dashboard by clicking on the following image:

SAMIA AKTER
Employee ID: BD0111

PAYROLL AUTHORIZATION

Select Month: February

Select Year: 2022

Salary Generated for the Branches

AUTHORIZE

Developed by White Services Technology

Figure:Payroll Authorization

5.2.15 Advance Close:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Advance close (Operations)

SAMIA AKTER
Employee ID: BD0111

ADVANCE CLOSE

EMPLOYEE ID: 1 AB JUNIOR OFFICER, ACCOUNTS DEPARTMENT DHAKA BRANCH BRANCH

Advance ID:

LOAN POSTING INFORMATION

Advance Date	Advance Amount	Paid Amount	Close Date
			2023-01-04

SUBMIT

Developed by White Services Technology

For closing advance steps to follow:

- Enter Employee id
- Enter Advance id.
- Click on the Load Employee button
- Click on the Search Employee button to see all the employees' information.
- Select Advance for option.
- Enter the advance and paid amount.
- Enter the advance date and close date.
- Click on the Submit button to save the changes.

Attention:

- Fill up the Mandatory fields.
- Enter the account numbers correctly.

5.3 Related Reports

A wide range of reports is linked here. You can find all payroll-related information here, which is related to this section.



Figure:Report of Payroll Management

5.3.1 Fixed Salary Sheet:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Fixed Salary Sheet (Related Reports)

Information regarding fixed salary made with points is provided in this area. The LOAD button should be chosen after choosing an employee id. Now, information will appear that reflects the figure below: Date, Particulars, Loan Amount, Payout, and Balance Name, Designation, Date of Joining, Increment, Bank PF, Income TAX, Total Deduction, Net Payable, Account Number etc. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

STATE BANK OF INDIA

SAMIA AKTER
Employee ID: BD0111

FIXED SALARY SHEET

Select Month: January Select Year: 2022 Branch: COUNTRY OFFICE LOAD REPORT

MONTHLY FIXED SALARY SHEET
For the Month of JANUARY - 2022

BRANCH COUNTRY OFFICE

For Control :
Country Head, Bangladesh

Employee Details

SL	Name	Designation	Date of Joining	Increment Month	Basic	House Rent	Bank PF Contrl.	Tiffin Allowanc e	Conveyanc e	Car Allowanc e	Janmru/IBB Allowanc e	Document Allow.	Gross Salary	Festival Advance	Housing Loan	Car Loan	Pf Both	Income TAX	Total Deduction	Credits Net Payable	
1	SUJIT CHAKRABORTY	JUNIOR MESSENGER	Jun 19, 2011	JANUARY	11500.00	5500.00	1150.00	1500.00	0.00	0.00	0.00	0.00	21650.00	0.00	0.00	0.00	2300.00	0.00	2300.00	19350.00	
2	UTPAL CHANDRA DAS	JUNIOR MESSENGER	Nov 1, 2015	JANUARY	9500.00	5500.00	950.00	1500.00	0.00	0.00	0.00	0.00	19450.00	0.00	0.00	0.00	1900.00	0.00	1900.00	17550.00	
			TOTAL AMOUNT			21000.00	11000.00	2100.00	3000.00	0.00	0.00	0.00	0.00	41100.00	0.00	0.00	0.00	4200.00	0.00	4200.00	36900.00

Sir,
We confirm that the income tax deducted from the staff fixed salary as per local laws.

Prepared by : Checked & Recommended by : Recommended : Sanctioned :

Manager HR Department (C.O.) SAVP (OPS) Head of IT / HR HRMD, Country Office
Date of Disbursement :

Figure:Fixed Salary Sheet

5.3.2 Variable Salary Sheet:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Variable Salary Sheet (Related Reports)

Information regarding variable salary made with points is provided in this area. The LOAD button should be chosen after choosing an employee id. Now, information will appear that reflects the figure below: Date,Particulars,Loan Amount,Payout, and Balance Name,Designation,Date of Joining,Increment,Bank PF,Income TAX,Total Deduction,Net Payable,Account Number etc. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

STATE BANK OF INDIA

SAMIA AKTER
Employee ID: BD0111

FIXED SALARY SHEET

Select Month: January Select Year: 2022 Branch: COUNTRY OFFICE LOAD REPORT

SBI
BANGLADESH OPERATIONS

MONTHLY FIXED SALARY SHEET
For the Month of JANUARY - 2022

BRANCH COUNTRY OFFICE

SL	Name	Designation	Date of Joining	Increment Month	Basic	House Rent	Bank PF Contrl.	Tiffin Allowanc e	Conveyanc e	Car Allow. IBB Allowanc e	Documentat ion Allow.	Gross Salary	Festival Advance	Housing Loan	Car Loan	PF Both	Income TAX	Total Deduction	Net Payable		
																				Fixed Salary Details	
1	SUJIT CHAKRABORTY	JUNIOR MESSENGER	Jun 19, 2011	JANUARY	11500.00	5500.00	1150.00	1500.00	0.00	0.00	0.00	0.00	21650.00	0.00	0.00	0.00	2300.00	0.00	2300.00	19350.00	
2	UTPAL CHANDRA DAS	JUNIOR MESSENGER	Nov 1, 2015	JANUARY	9500.00	5500.00	950.00	1500.00	0.00	0.00	0.00	0.00	19450.00	0.00	0.00	0.00	1900.00	0.00	1900.00	17550.00	
			TOTAL AMOUNT			21000.00	11000.00	2100.00	3000.00	0.00	0.00	0.00	0.00	41100.00	0.00	0.00	0.00	4200.00	0.00	4200.00	36900.00

Sir,
We confirm that the income tax deducted from the staff fixed salary as per local laws.

Prepared by : Checked & Recommended by : Recommended : Sanctioned :

Manager
HR Department (C.O.)
Date of Disbursement :

SACVP (OPS)
Country Office

Head of IT / HR

HRMD, Country Office

Figure: Variable Salary Sheet

5.3.3 Individual Pay slip:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Individual Payslip (Related Reports)

5.3.4 Branch wise pay slip:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Branch wise pay slip(Related Reports)

5.3.5 Bulk Pay slip Download:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Bulk Payslip Download (Related Reports)

Information regarding bulk payslip made with points is provided in this area. The LOAD button should be chosen after choosing an employee id. Now, information will appear that reflects the figure below: Date,Particulars,Loan Amount,Payout, and Balance Name,Designation,Date of Joining,Increment,Bank PF,Income TAX,Total Deduction,Net Payable,Account Number etc. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

5.3.6 Evaluation Information:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Evaluation Information (Related Reports)

Information regarding evaluation made with points is provided in this area. The LOAD button should be chosen after choosing an employee id. Now, information will appear that reflects the figure below: Date,Particulars,Loan Amount,Payout, and Balance Name,Designation,Date of Joining,Increment,Bank PF,Income TAX,Total Deduction,Net Payable,Account Number etc. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

SL.#	Emp ID	Employee Name	Designation	Department	Branch	Grade
1	1	A8	JUNIOR OFFICER	ACCOUNTS	DHAKA BRANCH	A

Figure:Evaluation Information

5.3.7 Special Designation Information:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Special Designation Information (Related Reports)

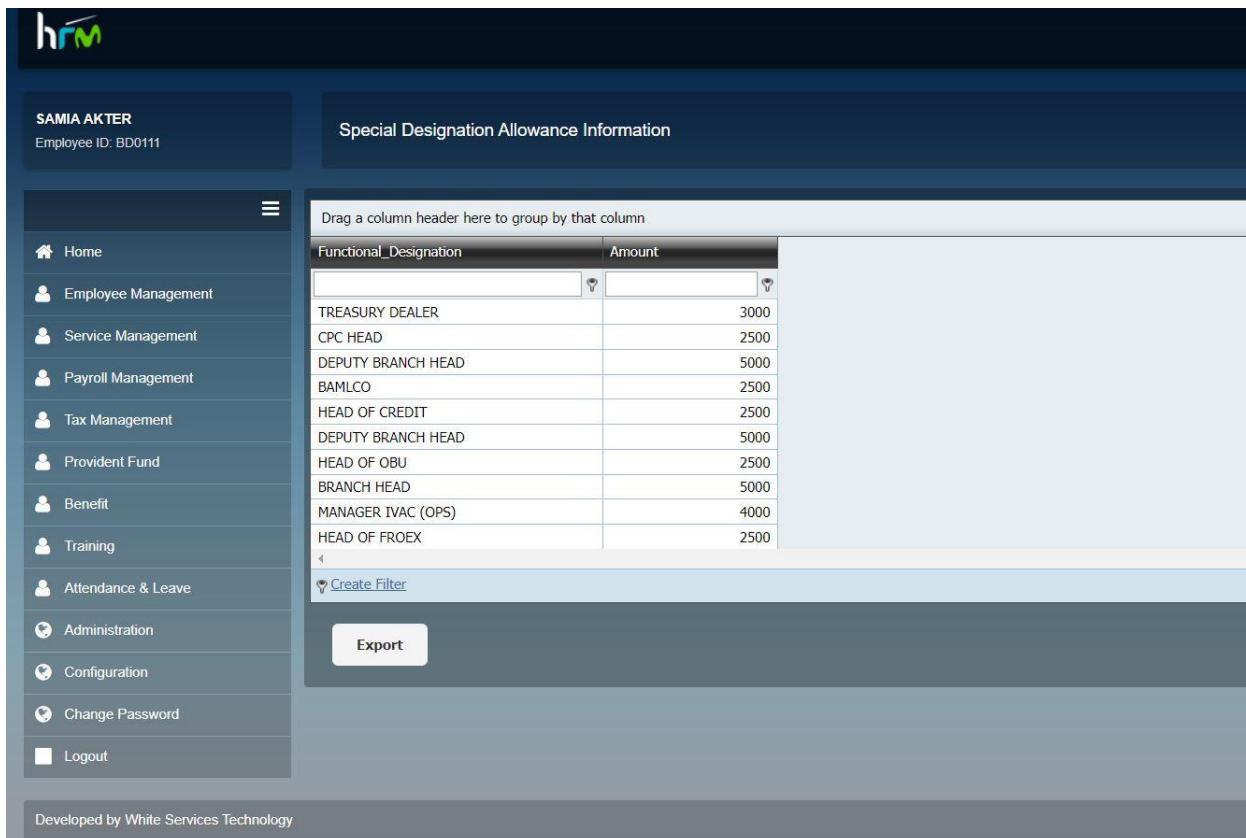
Special Designation records can be found in this section. This page is dynamic, so every time you conduct a search, relativity will check for documents that currently match the parameters. The Excel spreadsheet that opens when you click the export button on this page. You may now see the Functional_Designation,Amount that corresponds to in the figure below.

5.3.8 Employee Account Information:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Employee Account Information (Related Reports)

Employee Account records can be found in this section. This page is dynamic, so every time you conduct a search, relativity will check for documents that currently match the parameters. The Excel spreadsheet that opens when you click the export button on this page. You may now see the Emp ID, Name, Designation, Department, Branch, Bank Account No., Allowance Account No. that corresponds to in the figure below.



The screenshot shows a web-based application interface for managing employee account information. On the left, there is a vertical navigation menu with icons and labels for Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main content area has a header "Special Designation Allowance Information". Below the header is a table with two columns: "Functional_Designation" and "Amount". The table contains the following data:

Functional_Designation	Amount
TREASURY DEALER	3000
CPC HEAD	2500
DEPUTY BRANCH HEAD	5000
BAMLCO	2500
HEAD OF CREDIT	2500
DEPUTY BRANCH HEAD	5000
HEAD OF OBU	2500
BRANCH HEAD	5000
MANAGER IVAC (OPS)	4000
HEAD OF FROEX	2500

At the bottom of the table, there is a "Create Filter" link and an "Export" button.

Figure:Employee Account Information

5.3.9 Grade wise Conveyance:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Grade wise Conveyance (Related Reports)

Grade wise employee records can be found in this section. This page is dynamic, so every time you conduct a search, relativity will check for documents that currently match the parameters. The Excel spreadsheet that opens when you click the export button on this page. You may now see the Designation,Grade,Amount that corresponds to in the figure below.

Designation	Grade	Amount
JUNIOR MESSENGER	AAA	2500
SENIOR MESSENGER	AAA	2600
RECORD KEEPER CUM CASH CLERK	AAA	2750
JUNIOR OFFICER	AAA	6000
OFFICER	AAA	8000
SENIOR OFFICER	AAA	9000

Figure:Grade Wise Conveyance

5.3.10 Stop Payment Info:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Stop Payment Info (Related Reports)

Stop payment records can be found in this section. This page is dynamic, so every time you conduct a search, relativity will check for documents that currently match the parameters. The Excel spreadsheet that opens when you click the export button on this page. You may now see the Emp

ID,Name,Designation,Department,Branch,that corresponds to in the figure below.

5.3.11 Bonus Info:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Bonus Info (Related Reports)

Information regarding bonus made with points is provided in this area. The LOAD button should be chosen after choosing branch name ,bonus reason and years. Now, information will appear that reflects the figure below: Emp ID,Employee Name,Designation,Department,Amount,Account No.. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

The screenshot shows the HRM software's 'BONUS GENERATION' report. At the top, there are dropdown menus for 'Branch' (set to 'COUNTRY OFFICE'), 'Bonus For' (set to 'EID BONUS'), and 'Year' (set to '2022'). A green 'GENERATE' button is to the right. Below the header, there's a toolbar with icons for print, search, and export. The main area contains a table titled 'BONUS INFORMATION' with the following data:

SL #	Emp ID	Employee Name	Designation	Department	Amount	Account No.
1	BD0034	MAKSUDUR RAHMAN	SAVP	ACCOUNTS	92000.00	05120116820001
2	BD0021	RAJIB AL RASHID	SAVP	COMPLIANCE	85000.00	05120705110201
3	BD0020	KAMAL KISHORE DAS	AVP	CREDIT	81400.00	05420004620001
4	BD0035	NARAYAN CHANDRA SARKER	AVP	OPERATIONS	78200.00	05120131220201
5	BD0026	SANJIT CHANDRA LODH	JAVP	OPERATIONS	70000.00	05120020920001
6	BD0032	SURAJIT CHAKRABORTY	JAVP	IT	70000.00	05220042920201
7	BD0006	MD. ABDULLAH AL FAROOQ	FAVP	COMPLIANCE	65850.00	05420151420001
8	BD0013	JOYANTA SARKER	FAVP	CREDIT	71550.00	05110388820001
9	BD0023	SHANTONU SARKAR	FAVP	OPERATIONS	65850.00	051200472002
10	BD0044	ANJAN CHAKRABORTY	FAVP	TREASURY	65850.00	05620000420201
11	BD0012	TOUSIF AHMED KHAN	PRINCIPAL OFFICER	OPERATIONS	46500.00	05110187720001
12	BD0050	SAURAV BHOWMIK	PRINCIPAL OFFICER	TREASURY	46500.00	05120309710001
13	BD0049	SWARUP CHAKRABORTY	PRINCIPAL OFFICER	TREASURY	44000.00	05120309820201
14	BD0054	NILUPAL DAS	PRINCIPAL OFFICER	CREDIT	46500.00	05420199020202

Figure:Bonus Information

5.3.12 Detail Loan Info:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Detail Loan Info (Related Reports)

Information regarding loans made with points is provided in this area. The LOAD button should be chosen after choosing the branch name . Now, information will appear that reflects the figure below: Emp ID,Employee

Name,Designation,Department,Advance For,Advance Taken date,Last Ins. Date,EMI No,EMI Value,Amount,Payout,Balance. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

The screenshot shows a software interface for managing employee loans. At the top left is the 'hrm' logo. On the right, it says 'STATE BANK OF INDIA'. The top navigation bar includes 'SAMIA AKTER' and 'Employee ID: BD0111'. A left sidebar lists various management modules: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main content area is titled 'DETAILS LOAN INFO' and contains a table with the following data:

Emp ID	Employee Name	Department	Designation	Branch	Approval Date of	Advance Type	Adv. Amount	Installment Size
BD0033	KOWSHIK PALIT	CASH	EXECUTIVE OFFICER	CHITTAGONG BRANCH	2022-02-24	FESTIVAL	34400	8
BD0016	SUMA RANI DATTA	OPERATIONS	SENIOR PRINCIPAL OFFICER	CHITTAGONG BRANCH	2022-02-24	FESTIVAL	30600	6
BD9006	MIR HOSSAIN	MESSENDER	SENIOR MESSENGER	CHITTAGONG BRANCH	2022-04-20	FESTIVAL	14000	8
BD0089	KAZI MOHAMMAD YUSUF	CREDIT	OFFICER	COUNTRY OFFICE	2022-07-24	FESTIVAL	27000	10
BD0034	MAKSUDUR RAHMAN	ACCOUNTS	SAVP	COUNTRY OFFICE	2022-07-24	FESTIVAL	92000	10

Below the table are buttons for 'Create Filter' and 'Export'.

Figure:Details Loan Information

5.3.13 Advance Information:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Advance Information(Related Reports)

Advanced information can be found in this section. This page is dynamic, so every time you conduct a search, relativity will check for documents that currently match the parameters. The Excel spreadsheet that opens when you click the export button on this page. You may now see the Emp ID,Name,Designation,Department,Advance type,amount, etc.,that corresponds to in the figure below.

The screenshot shows the hrm software interface. On the left, there is a vertical navigation menu with items like Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main area is titled 'DETAILS ADVANCE REPORT' and shows a report for 'COUNTRY OFFICE'. The report header includes the SBI logo and the text 'BANGLADESH OPERATIONS'. The table has a title 'ADVANCE INFORMATION' and columns for Status (Open), Report Date (04-01-2023), and Branch (COUNTRY OFFICE). The table lists 9 rows of advance information for different employees.

ADVANCE INFORMATION												
		Status	Open									
		Report Date	04-01-2023									
		Branch	COUNTRY OFFICE									
SL #	Emp ID	Employee Name	Designation	Department	Advance For	Advance Taken date	Last Ins. Date	EMI No	EMI Value	Amount	Payout	Balance
1	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Festival	24-07-2022	30-04-2023	10	92000.00	92000	36800.00	55200.00
2	BD0035	NARAVAN CHANDRA SARKER	Avp	Operations	Festival	25-10-2022	30-07-2023	10	78000.00	78000	15600.00	62400.00
3	BD0026	SANJIT CHANDRA LODH	Javp	Operations	Festival	24-07-2022	30-04-2023	10	65000.00	65000	27000.00	38000.00
4	BD0032	SURAJIT CHAKRABORTY	Javp	IT	Festival	25-10-2022	30-07-2023	10	70000.00	70000	14000.00	56000.00
5	BD0023	SHANTONU SARKAR	Fayp	Operations	Festival	25-10-2022	30-07-2023	10	65000.00	65000	13000.00	52000.00
6	BD0012	TOUSIF AHMED KHAN	Principal Officer	Operations	Festival	24-07-2022	30-04-2023	10	46000.00	46000	18400.00	27600.00
7	BD0089	KAZI MOHAMMAD YUSUF	Officer	Credit	Festival	24-07-2022	30-04-2023	10	27000.00	27000	10800.00	16200.00
8	BD9009	SUIT CHAKRABORTY	Junior Messenger	Messenger	Festival	25-10-2022	30-07-2023	10	15000.00	15000	3000.00	12000.00
9	BD9011	UTPAL CHANDRA DAS	Junior Messenger	Messenger	Festival	25-10-2022	30-07-2023	10	13500.00	13500	2700.00	10800.00

Figure:Advance Information

5.3.14 Individual Advance Information:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Individual Advance Information (Related Reports)

5.3.15 All loan Information:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >All loan Information (Related Reports)

All loan records can be found in this section. This page is dynamic, so every time you conduct a search, relativity will check for documents that currently match the parameters. The Excel spreadsheet that opens when you click the export button on this page. You may now see the Employee ID,Loan_Id,Reference No.,Apply Date,Loan Against,Amount,Type,Employee Name,that corresponds to in the figure below.

The screenshot shows the hrm software interface. On the left, there is a vertical navigation menu with the following items:

- SAMIA AKTER (Employee ID: BD0111)
- Home
- Employee Management
- Service Management
- Payroll Management
- Tax Management
- Provident Fund
- Benefit
- Training
- Attendance & Leave
- Administration
- Configuration
- Change Password
- Logout

The main content area is titled "DETAILS LOAN REPORT". It shows a "Branch" dropdown set to "DHAKA BRANCH" and a "LOAD REPORT" button. Below this is a toolbar with icons for Print, Refresh, Save, Page Number, and PDF. The page number is "Page 1 of 1".

In the center, there is a logo for "SBI BANGLADESH OPERATIONS". To its right is a table titled "LOAN INFORMATION". The table has three rows of data:

		LOAN INFORMATION									
		Status	Open								
		Report Date	04-01-2023								
		Branch	DHAKA BRANCH								

Below the table is a detailed loan information table:

SL.#	Emp ID	Employee Name	Designation	Department	Loan Type	Loan Against	Loan Taken Date	Last Ins. Date	EMI No	EMI Value	Loan Amount	Payout	Balance
1	BD0005	PANKAJ KUMAR SIKDER	Savp	Operations	Housing	Salary	11-07-2012	11-03-2026	165	23446.44	3868861.94	5572192.74	-1703520.80
2	BD0060	KAZI MAHAMUDUL ISLAM	Senior Principal Officer	Operations	Housing	Salary	16-07-2017	16-06-2032	180	22222.22	4000000.00	1274779.80	2725220.20
3	BD0007	TUSHAR BASU	Principal Officer	Forex	Housing	Salary	31-12-2011	30-11-2031	240	8333.33	2000000.00	1564491.50	435508.50

Figure:All Loan

5.3.16 Detail Advance Information:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management > Detail Advance Information (Related Reports)

Information regarding loans made with points is provided in this area. The LOAD button should be chosen after choosing the branch name . Now, information will appear that reflects the figure below: Emp ID,Employee Name,Designation,Department,Advance For,Advance Taken date,Last Ins. Date,EMI No,EMI Value,Amount,Payout,Balance. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

The screenshot shows the hrm software interface. On the left, there is a navigation menu with items like Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main area is titled 'DETAILS ADVANCE REPORT' and shows a report for 'COUNTRY OFFICE'. The report header includes the SBI Bangladesh Operations logo. The table below the header is titled 'ADVANCE INFORMATION' and has columns for Status (Open), Report Date (04-01-2023), and Branch (COUNTRY OFFICE). The data table contains 9 rows of employee advance information.

SL #	Emp ID	Employee Name	Designation	Department	Advance For	Advance Taken date	Last Ins. Date	EMI No	EMI Value	Amount	Payout	Balance
1	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Festival	24-07-2022	30-04-2023	10	92000.00	92000	36800.00	55200.00
2	BD0035	NARAVAN CHANDRA	Avp	Operations	Festival	25-10-2022	30-07-2023	10	7800.00	78000	15600.00	62400.00
3	BD0026	SANJIT CHANDRA LODH	Javp	Operations	Festival	24-07-2022	30-04-2023	10	6500.00	65000	27000.00	38000.00
4	BD0032	SURAJIT CHAKRABORTY	Javp	IT	Festival	25-10-2022	30-07-2023	10	7000.00	70000	14000.00	56000.00
5	BD0023	SHANTONU SARKAR	Fayp	Operations	Festival	25-10-2022	30-07-2023	10	6500.00	65000	13000.00	52000.00
6	BD0012	TOUSIF AHMED KHAN	Principal Officer	Operations	Festival	24-07-2022	30-04-2023	10	4600.00	46000	18400.00	27600.00
7	BD0089	KAZI MOHAMMAD YUSUF	Officer	Credit	Festival	24-07-2022	30-04-2023	10	27000.00	27000	10800.00	16200.00
8	BD9009	SUIT CHAKRABORTY	Junior Messenger	Messenger	Festival	25-10-2022	30-07-2023	10	1500.00	15000	3000.00	12000.00
9	BD9011	UTPAL CHANDRA DAS	Junior Messenger	Messenger	Festival	25-10-2022	30-07-2023	10	1350.00	13500	2700.00	10800.00

Figure:Details Advance Information

5.3.14 Loan Information:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Loan Information(Related Reports)

Loan information can be found in this section. This page is dynamic, so every time you conduct a search, relativity will check for documents that currently match the parameters. The Excel spreadsheet that opens when you click the export button on this page. You may now see the Emp ID,Name,Designation,Department, and all loan information.,that corresponds to in the figure below.

The screenshot shows the HRM system interface. On the left, a sidebar menu lists various HR functions: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The current user is SAMIA AKTER (Employee ID: BD0111). The main content area is titled "DETAILS LOAN INFO". It displays a grid of loan records for employee PANKAJ KUMAR SIKDER. The columns include Emp_Id, Employee Name, Department, Designation, Branch, Loan_Id, Loan_Against, Loan_Amount, Loan_Apply_Date, Loan_Taken_Date, and Instalment. All entries show the same details: Employee Name: PANKAJ KUMAR SIKDER, Department: OPERATIONS, Designation: SAVP, Branch: DHAKA BRANCH, Loan_Id: 20221, Loan_Against: Salary, Loan_Amount: 3868661.94, Loan_Apply_Date: 2012-07-11, Loan_Taken_Date: 2012-07-11, and Instalment: 165. A "Create Filter" button is available at the bottom of the grid, and an "Export" button is located below the grid.

Figure:Loan Information

5.3.14 Individual Loan Information:

To navigate this page:

HR Dashboard (Left Menu) > Payroll Management >Individual Loan Information (Related Reports)

Information regarding individual loans made with points is provided in this area. The LOAD button should be chosen after choosing an employee id.

Now, information will appear that reflects the figure below:

Date,Particulars,Loan Amount,Payout, and Balance. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

The screenshot shows the HRM system interface. The left sidebar is identical to the previous screenshot. The main content area is titled "INDIVIDUAL LOAN REPORT". It features a search bar for "Employee ID" with the value "1" and a "LOAD REPORT" button. Below the search bar is a toolbar with icons for back, forward, search, and print, followed by "Page 1 of 1" and "Pdf". The main content area contains the "SBI BANGLADESH OPERATIONS" logo. To its right is a table titled "EMPLOYEE LOAN INFORMATION" with the following data:

Employee No	1
Employee Name	AB
Designation	JUNIOR OFFICER
Department	ACCOUNTS
Branch	DHAKA BRANCH

Below this is another table with columns "Date", "Particulars", "Loan Amount", "Payout", and "Balance". The "TOTAL BALANCE AGAINST LOAN/S" row shows a balance of 0. At the bottom of the report area, there is a link "TOTAL BALANCE AGAINST LOAN/S".

Figure:Information Loan Information

6 Tax Management Dashboard:

There are three sections in this dashboard.

- ✓ This Financial Year
- ✓ Operations and
- ✓ Related Reports

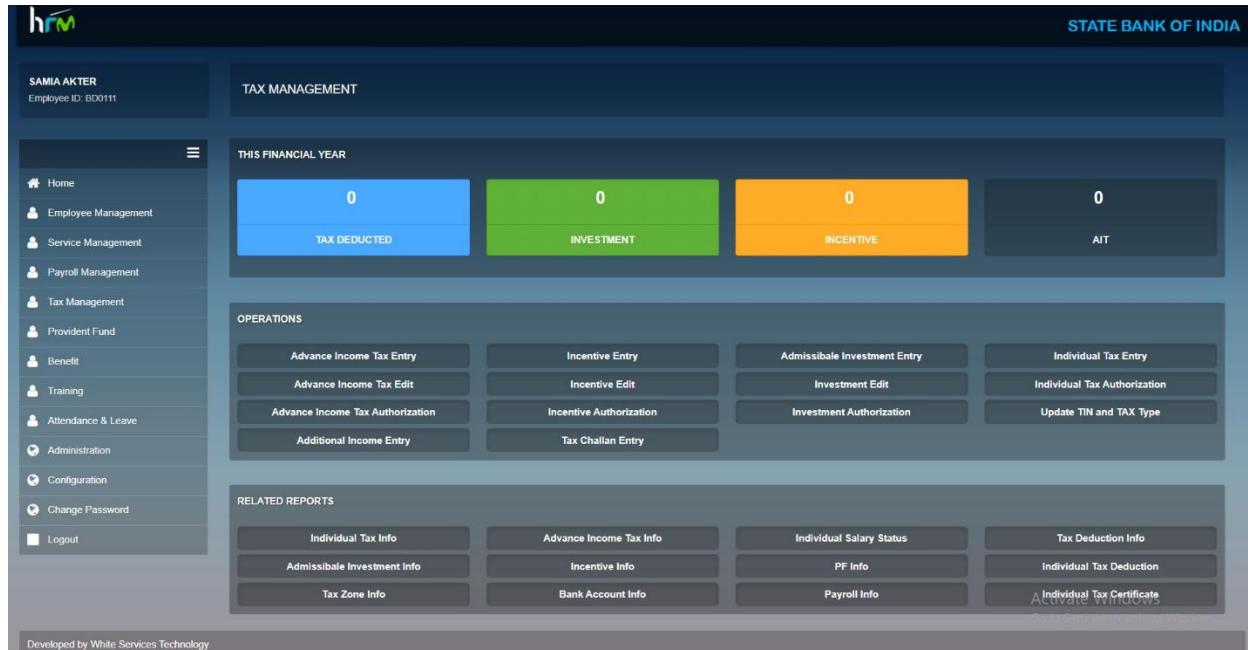


Figure: Tax Management Dashboard

6.1 Financial Year

It indicates the Pending Authorization Status of various operations for HR. Tax deduction, investment, and incentives are all managed by this service management module.

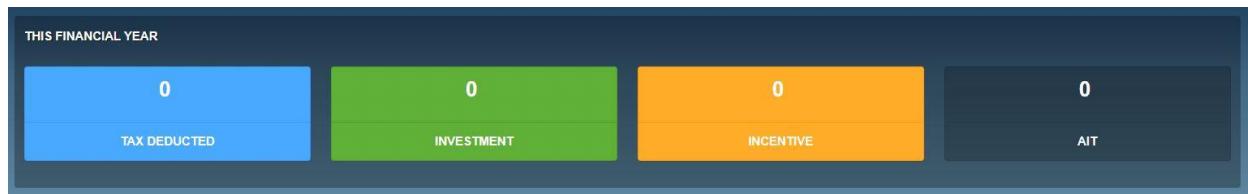


Figure: Financial Year

6.2 Operations

It shows the operations having links to manage to add, update, authorize, and verify tax information.



Figure: Tax Operation

6.2.1 Advance Income Tax Entry:

To navigate this page:

HR Dashboard (Left Menu) > Tax Management >Advance Income Tax Entry (Operations)

For adding advance Income tax loan steps to follow:

- Enter Employee id
- Click on Load Employee Button.
- Enter Amount.
- Click on the Submit button to save the changes.

The screenshot shows the 'ADVANCE INCOME TAX ENTRY' form. On the left is a vertical navigation menu with the following items:

- Home
- Employee Management
- Service Management
- Payroll Management
- Tax Management
- Provident Fund
- Benefit
- Training
- Attendance & Leave
- Administration
- Configuration
- Change Password
- Logout

The main form area has the following fields:

Employee Id	LOAD EMPLOYEE	Employee Name	Designation	Department	Branch
1	LOAD EMPLOYEE	AB	JUNIOR OFFICER	ACCOUNTS	DHAKA BRANCH
Amount	Income Tax Date	04-Jan-2023			

At the bottom right of the form is a blue 'SUBMIT' button.

Figure: Advance Income Tax Entry

Attention:

- Fill up the Mandatory fields.

- Enter the amount correctly.

6.2.2 Advance Income Tax Edit:

6.2.3 Advance Income Tax Authorization:

6.2.4 Additional Income Entry:

To navigate this page:

HR Dashboard (Left Menu) > Tax Management >Additional Income Entry(Operations)

For adding additional income steps to follow:

- Enter Employee id
- Click on Load Employee Button.
- Select Financial Year.
- Select Income source and description.
- Enter the amount of income.
- Click on the Submit button to save the changes.

The screenshot shows the hrm software interface. At the top left is the user profile 'SAMIA AKTER Employee ID: BD0111'. At the top right is the 'STATE BANK OF INDIA' logo. The left sidebar contains a navigation menu with items like Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main content area has a header 'ADDITIONAL INCOME ENTRY'. It includes a 'Employee ID' input field with value '1' and a 'Load Employee' button. To the right, it displays employee details: 'AB, JUNIOR OFFICER, ACCOUNTS Department, DHAKA BRANCH'. Below this is another 'ADDITIONAL INCOME ENTRY' section with dropdown menus for 'Select FY' (2020-2021), 'Source' (SAVINGS), 'Description' (INTEREST ON DPS/FDR/STD/ANY OTHER), and an 'Amount' input field. A large green 'SUBMIT' button is at the bottom right. The footer contains the text 'Developed by White Services Technology' and 'Activate Windows Go to Settings to activate Windows.'

Figure: Additional Income Entry

Attention:

- Fill up the Mandatory fields.
- Enter the amount correctly.

6.2.5 Incentive Entry:

To navigate this page:

HR Dashboard (Left Menu) > Tax Management >Incentive Entry(Operations)

For adding incentive steps to follow:

- Enter Employee id
- Click on Load Employee Button.
- Enter Amount.
- Click on the Submit button to save the changes.

The screenshot shows the 'INCENTIVE ENTRY' module. On the left, a sidebar lists various HR functions: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main area is titled 'INCENTIVE ENTRY'. It contains the following data:

Employee Id	LOAD EMPLOYEE
1	
Employee Name	Designation
AB	JUNIOR OFFICER
Amount	Income Tax Date
	04-Jan-2023
SUBMIT	

At the bottom right, there's a message: 'Activate Windows Go to Settings to activate Windows.'

Figure: Incentive Entry

Attention:

- Fill up the Mandatory fields.
- Enter the amount correctly.

6.2.6 incentive Edit:**6.2.7 incentive Authorization:****6.2.8 Tax Challan Entry:**

To navigate this page:

HR Dashboard (Left Menu) > Tax Management > Tax Challan Entry(Operations)

For adding tax challan steps to follow:

- Select the financial year and month.
- Select the Bank name and corresponding branch name.
- Enter the Challan no and amount and select the date.
- Click on the Submit button to save the changes.

The screenshot shows the 'TAX CHALLAN ENTRY' form. On the left, there's a sidebar with a user profile for 'SAMIA AKTER' and a list of menu items including Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. At the bottom of the sidebar, it says 'Developed by White Services Technology'. The main form has sections for 'Select FY' (dropdown set to 2021-2022), 'Select Month' (dropdown set to March), 'Challan No.' (text input field), 'Challan Date' (date input field set to 04-Jan-2023), 'Bank Name' (dropdown set to Agrani Bank), 'Branch Name' (text input field), and 'Challan Amount' (text input field). A green 'SUBMIT' button is located at the bottom right of the form area. The top right corner of the screen shows 'STATE BANK OF INDIA'.

Figure: Tax Challan Entry

Attention:

- Fill up the Mandatory fields.
- Enter the Challan no and amount correctly.

6.2.9 Admissible Investment Entry:

To navigate this page:

HR Dashboard (Left Menu) > Tax Management > Admissible Investment Entry(Operations)

For adding admissible investment steps to follow:

- Enter Employee id
- Click on Load Employee Button.
- Select Investment Sector and date.

- Enter Amount.
- Click on the Add Button.
- Click on the Submit button to save the changes.

The screenshot shows the 'ADMISSIBALE INVESTMENT ENTRY' page. The employee details entered are:

Employee Id	Employee Name	Designation	Department	Branch
1	AB	JUNIOR OFFICER	ACCOUNTS	DHAKA BRANCH

The investment sector is set to 'SELECT'. The amount and investment date fields are empty. There are 'ADD' and 'SUBMIT' buttons at the bottom. The left sidebar lists various HR modules, and the top right corner shows 'STATE BANK OF INDIA'.

Figure: Admissible Investment Entry

Attention:

- Fill up the Mandatory fields.
- Enter the amount and investment sector correctly.

6.2.10 Investment Authorization:

6.2.11 Individual Tax Entry:

To navigate this page:

HR Dashboard (Left Menu) > Tax Management >Individual Tax Entry(Operations)

For adding individual tax steps to follow:

- Select the financial year.
- Enter Employee id.
- Click on the Load button.
- Enter TIN no,account no.
- Enter last year's acknowledgement no.

- You can find all tax information here.
- Click on the Submit button to save the changes.

Figure: Individual Tax Entry

Attention:

- Fill up the Mandatory fields.
- Enter the TIN no and Account No. correctly.

6.2.12 Investment Tax Authorization:

6.2.13 Update TIN and Tax Type:

6.3 Related Reports

A wide range of reports is linked here. You can find all benefit-related information here, which is related to this section.



Figure: Tax Reports

7. Provident Fund Dashboard

There are two sections in this dashboard.

- ✓ Operations and
- ✓ Related Reports

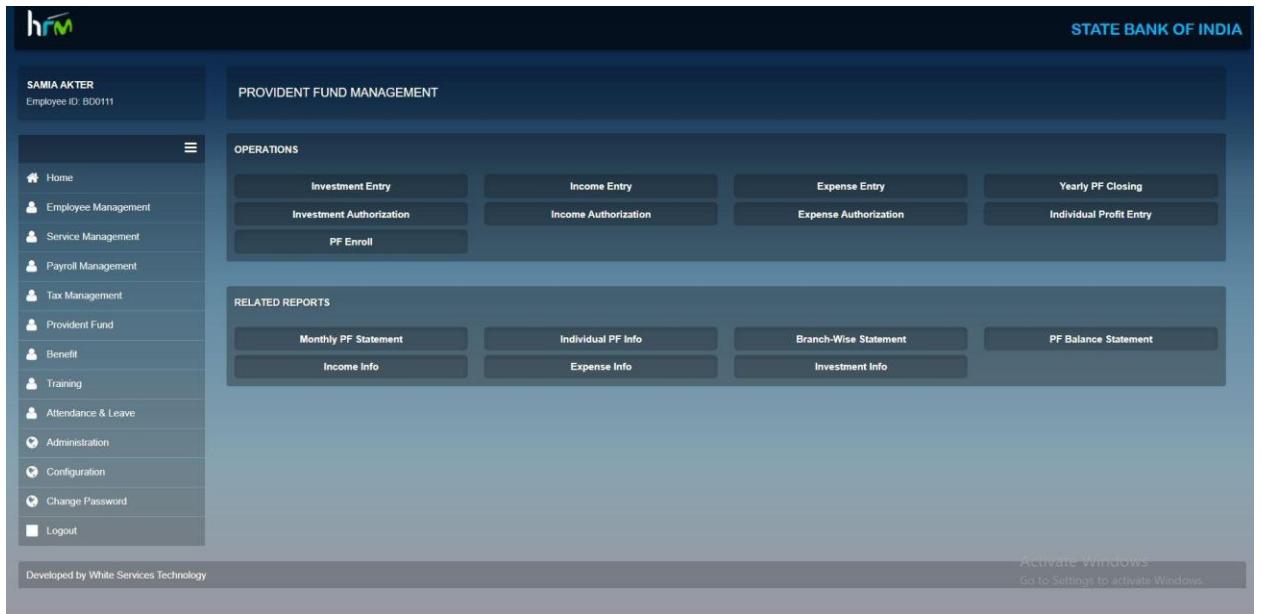


Figure3: Provident Fund Dashboard

7.1 Operations

It shows the operations having links to manage to add, update, authorize, and verify income and expense information.



Figure: Provident Fund Operations

7.1.1 Investment Entry:

To navigate the page:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) > Investment Entry (Operations)

STATE BANK OF INDIA

SAMIA AKTER
Employee ID: BD0111

INVESTMENT ENTRY

Investment Type: SANCHAYAPATRA

Title:

Invested To:

Investment Amount:

Investment Date:

Maturity Date:

Rate (In Percentage):

Notes:

SUBMIT

Developed by White Services Technology

Activate Windows
Go to Settings to activate Windows.

Figure: Investment Entry

The investment entry uses this option.

1. Decide on the type of investment first, such as sanchayapatra, treasury bonds, etc.
2. Next, type the investment's title.
3. Type the date and investment amount.
4. Enter the maturity date and provide a percentage-based interest rate.
5. You can also write brief notes.
6. Following the conclusion of each step to complete, click the SAVE button.

Attention:

- ❖ Mandatory fields are specified as ******
- ❖ Must enter data correctly.

7.1.2 Investment Authentication:

Investment needed to be authorized by the assigned personnel to impact the system. To complete the Investment Authorization, please navigate to the page:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) > Investment Authorization (Operations)

The screenshot shows the HRM system interface. On the left, there is a vertical navigation menu with various options like Home, Employee Management, Service Management, etc. The current user is SAMIA AKTER, Employee ID: BD0111. The main content area is titled 'INVESTMENT AUTHORIZATION'. It has a form with fields for 'Pending Concern' (dropdown), 'Investment Type' (dropdown), 'Title' (text input), 'Invested To' (text input), 'Investment Amount' (text input), 'Investment Date' (date input), 'Maturity Date' (date input), 'Rate (In Percentage)' (text input), and 'Notes' (text area). A blue 'Load' button is located above the input fields. At the bottom right of the form is a blue 'SUBMIT' button. The top right corner of the screen displays 'STATE BANK OF INDIA'. The bottom right corner shows a watermark: 'Activate Windows' and 'Go to Settings to activate Windows.'

Figure: Investment Authorization

Steps to Follow:

- Select Pending Concern
- Click on Load Button
- Make changes (if needed) and click on the SUBMIT button.
- Confirmation Message will be Visible

Attention:

After Approve, data will be updated on the system.

7.1.3 Income Entry:

To navigate the page:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) > Income Entry (Operations)

The screenshot shows the hrm software interface. At the top left is the logo 'hrm'. At the top right is the text 'STATE BANK OF INDIA'. On the left is a vertical navigation menu with the following items: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The current user is listed as 'SAMIA AKTER' with Employee ID 'BD0111'. The main content area is titled 'INCOME ENTRY'. It contains fields for 'Interest Type' (set to 'Interest on Sanchayapatra Account'), 'Interest Date', 'Amount', 'Reference Number', and a 'Notes' text area. A blue 'SUBMIT' button is at the bottom right. The bottom of the screen has a footer with 'Developed by White Services Technology' and a note 'Go to Settings to activate Windows.'

Figure: Income Entry

The income entry uses this option.

1. Decide on the type of interest first, such as a sanchayapatra account, savings account, and FDR account.
2. Next, type the investment's date.
3. Type the date and investment amount.
4. Enter the amount and reference number.
5. You can also write brief notes.
6. Following the conclusion of each step to complete, click the SAVE button.

Attention:

- ❖ Mandatory fields are specified as ******
- ❖ Must enter data correctly.

7.1.4 Income Authentication:

Income needed to be authorized by the assigned personnel to impact the system. To complete the Income Authorization, please navigate to the page:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) > Income Authorization (Operations)

The screenshot shows the HRM system's Income Authorization module. The main header is 'INCOME AUTHORIZATION'. On the left, there's a sidebar with a user profile for 'SAMIA AKTER' (Employee ID: BD0111) and a navigation menu with various HR functions. The main form area contains fields for 'Pending Concern' (with a dropdown and a 'Load' button), 'Interest Type' (dropdown), 'Interest Date' (text input), 'Amount' (text input), 'Reference Number' (text input), 'Notes' (text area), and 'Authorization Remarks' (text area). At the bottom right are 'DISCARD' and 'APPROVE' buttons. A watermark for 'STATE BANK OF INDIA' is visible in the top right. The bottom of the screen shows a message about activating Windows.

Figure: Income Authorization

Steps to Follow:

- Select Pending Concern
- Click on Load Button
- Make changes (if needed) and Click on the Approve button for Accept or Discard button for Discard.
- Confirmation Message will be Visible

Attention:

After Approve, data will be updated on the system.

7.1.5 Expense Entry:

To navigate the page:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) > Expense Entry (Operations)

The screenshot shows the HRM software interface. At the top left is the hrm logo. At the top right is the text "STATE BANK OF INDIA". On the left is a vertical navigation menu with the following items: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The current user is listed as "SAMIA AKTER Employee ID: BD0111". The main content area is titled "EXPENSE ENTRY". It contains several input fields: "Expense Category" (dropdown, currently "Please Select"), "Expense Date" (text input), "Payment Type" (dropdown, currently "Please Select"), "Payment Amount" (text input), and "Payment To" (text input). Below these are two large text areas: "Payment Description" and "Notes". At the bottom right of the form is a blue "SUBMIT" button. At the bottom of the screen, there is a footer bar with the text "Developed by White Services Technology" on the left and "Activate Windows Go to Settings to activate Windows." on the right.

Figure: Expense Entry

The income entry uses this option.

1. Decide on the type of expense first, such as audit fees, bank charges, and TDS on interest income.
2. Next, type the expense's date.
3. Select payment type e.g. cash, pay order, etc.
4. Type the investment amount and description.
5. You can also write brief notes.
6. Following the conclusion of each step to complete, click the SUBMIT button.

Attention:

- ❖ Mandatory fields are specified as **
- ❖ Must enter data correctly.

7.1.6 Expense Authentication:

The expense needed to be authorized by the assigned personnel to impact the system. To complete the Expense Authorization, please navigate to the page:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) > Expense Authorization (Operations)

The screenshot shows the HRM software interface. On the left, there is a vertical navigation menu with the following items: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The user is logged in as SAMIA AKTER, Employee ID: BD0111. The main content area is titled "EXPENSE AUTHORIZATION". It features a "Pending Concern" dropdown menu with a "Load" button. Below it are fields for "Expense Category", "Expense Date", "Payment Type", "Payment Amount", and "Payment To". There are also sections for "Payment Description", "Notes", and "Approval Remarks". At the bottom right is a large blue "SUBMIT" button. The top right corner of the interface displays "STATE BANK OF INDIA". A watermark at the bottom right says "Activate Windows Go to Settings to activate Windows".

Figure: Expense Authorization

Steps to Follow:

- Select Pending Concern
- Click on Load Button
- Make changes (if needed) and Click on the Approve button for Accept or Discard button for Discard.
- Confirmation Message will be Visible

Attention:

After Approve, data will be updated on the system.

7.1.7 Individual Profit Entry:

Navigation steps:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) > Individual Profit Entry (Operations)

7.1.7 PF Enroll:

Navigation steps:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) >PF Enroll (Operations)

The screenshot shows the HRM system's PF Enroll interface. On the left, a sidebar lists various HR modules. The main form is titled 'PF ENROLL' and contains fields for employee name (dropdown set to ANIK DHAR), employee details (ANIK DHAR, SENIOR EXECUTIVE, IT DEPARTMENT, COUNTRY OFFICE BRANCH), and PF index number (two input fields for PF Own Account No. and PF Bank Account No.). A green 'SUBMIT' button is at the bottom right. The top right corner features the 'STATE BANK OF INDIA' logo, and the bottom right corner has a watermark for activating Windows.

Figure: PF Enroll

Steps to Follow:

- Select the employee name
- Type PF index no, own account no. and bank account no.
- Following the conclusion of each step to complete, click the SUBMIT button.

7.2 Related Reports

A wide range of reports is linked here. You can find all provident fund-related information here, which is related to this section.

7.2.1 Monthly PF Statement:

Navigation steps:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) >**Monthly PF Statement**(Related Reports)

7.2.2 Income Info:

Navigation steps:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) >**Income Info**(Related Reports)

Records of income are included in this section. You are targeted toward relevant searches since the records on this page are dynamically generated based on the user's search and the text that is most appropriate to your landing page or domain. This page will appear in Excel after pressing the export option. You will now see the income id, date, type, and amount to look similar to the figure below.

7.2.3 Individual PF Info:

Navigation steps:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) >**Individual PF Info**(Related Reports)

A description of individual PF can be found in this section. The Employee id, name, and financial year must be specified. The net income is calculated by taking the total income and subtracting all expenses. The information on income should now appear as cash received, card received, mobile pay received, points redeemed, and costs that mirror the image below. We can download this page as a pdf, Xlsx, or even as a simple image file because it is not dynamic.

7.2.4 Expense Info:

Navigation steps:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) >**Expense Info**(Related Reports)

Records of expenses are included in this section. You are targeted toward relevant searches since the records on this page are dynamically generated

based on the user's search and the text that is most appropriate to your landing page or domain. This page will appear in Excel after pressing the export option. You will now see the expense id, date, type, and amount to look similar to the figure below.

7.2.5 Branch-wise Statement:

Navigation steps:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) >**Branch-wise Statement** (Related Reports)

7.2.6 Investment Info:

Navigation steps:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) >**Investment Info** (Related Reports)

Records of investment are included in this section. You are targeted toward relevant searches since the records on this page are dynamically generated based on the user's search and the text that is most appropriate to your landing page or domain. This page will appear in Excel after pressing the export option. You will now see the investment id, date, type, and amount to similar to the figure below.

7.2.7 PF Balance Statement:

Navigation steps:

HR Dashboard (Left Menu) > Provident Fund (Quick Links) >**PF Balance Statement** (Related Reports)

A description of the PF balance statement can be found in this section. The branch name and financial year must be specified. The net income is calculated by taking the total income and subtracting all expenses. The information on income should now appear as cash received, card received, mobile pay received, points redeemed, and costs that mirror the image below. We can download this page as a pdf, Xlsx, or even as a simple image file because it is not dynamic.

8. Benefit Dashboard

There are two sections in this dashboard.

- ✓ Operations and
- ✓ Related Reports

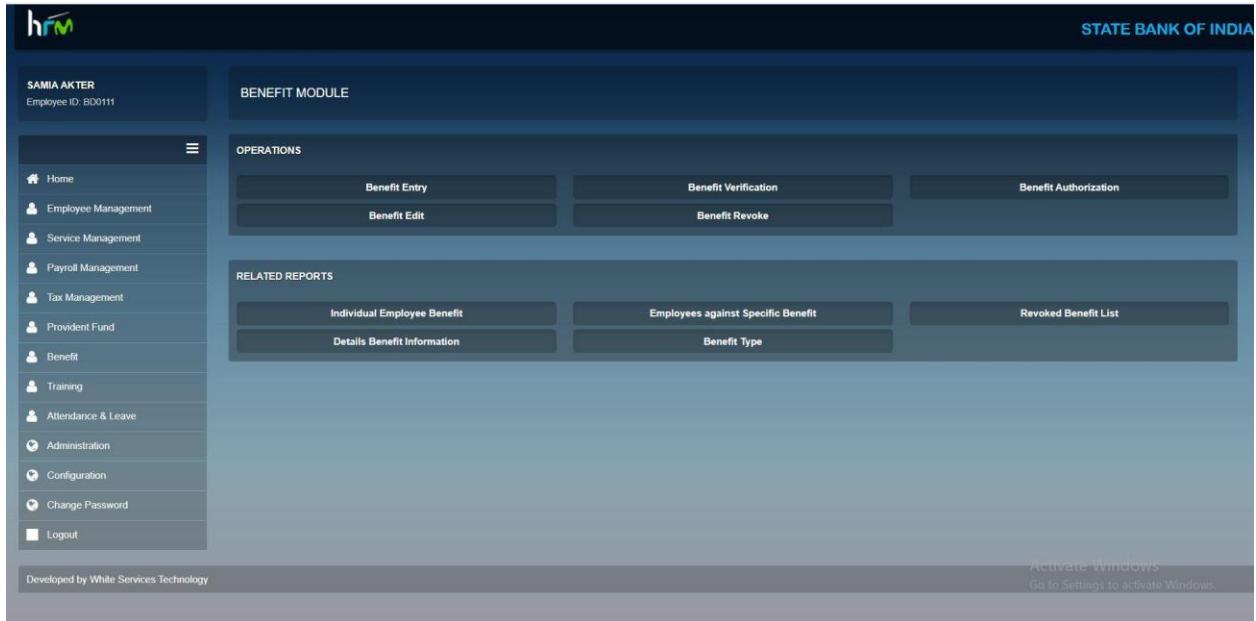


Figure: Benefit Dashboard

8.1 Operations

It shows the operations having links to manage to add, update, authorize, verify and revoke benefit information.



Figure: Benefit Operation

8.1.1 Benefit Entry

To find this operation, please navigate the page to:

HR Dashboard (Left Menu) > Benefit >Benefit Entry (Operations)

SAMIA AKTER
Employee ID: BD0111

BENEFIT ENTRY

Employee ID: 1
Employee Details:
EMPLOYEE NAME : AB
DESIGNATION : JUNIOR OFFICER
DEPARTMENT : ACCOUNTS

LOAD

INFOMRATION

Benefit ID	Benefit Type	Title	Returnable
B234	Test		YES

Benefit Details
Remarks

SAVE

Activate Windows
Go to Settings to activate Windows.

Figure: Benefit Entry

Steps to follow:

- Enter the employee id.
- Select Benefit type.
- Select if the benefit is returnable or not.
- Type the benefit title and details.
- Write remarks.
- Click the SAVE button to save the changes.

Attention:

- ❖ Must enter benefit title and put remarks
- ❖ You should enter data accurately.

8.1.2 Benefit Verification:

The employee id should be filled out if you want to verify any employee's benefit information. You should enter the pending concern and click on the LOAD button so that employee information will automatically be loaded.

Navigation steps:

HR Dashboard (Left Menu) > Benefit >Benefit Verification (Operations)

To complete, click the AUTHORIZE button. If you want to discard the modifications, click DISCARD. From the screenshot below, locate the dashboard:

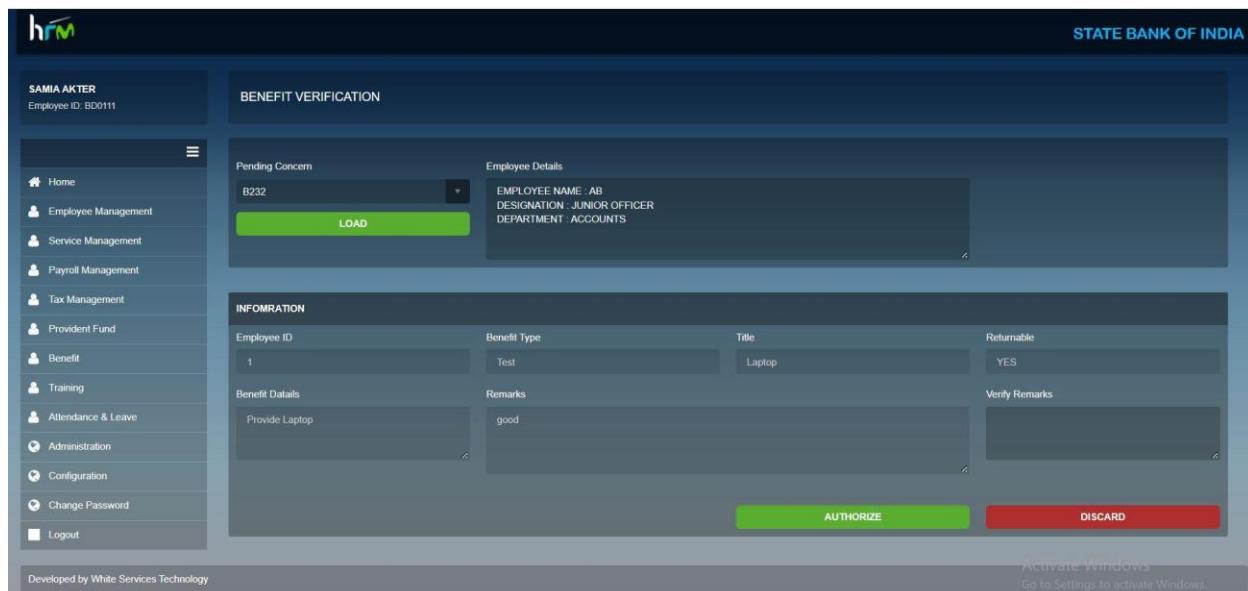


Figure: Benefit Verification

8.1.3 Benefit Authorization:

To navigate this page:

HR Dashboard (Left Menu) > Benefit >Benefit Authorization (Operations)

Enter the pending concern and click on the LOAD button so that the employee's relevant details will be presented instantly if you need to authenticate that employee's benefit information. Once you've filled out the forms with the relevant information, click Authorize. If you want to discard the modifications, click Discard. You receive a message in response to your action. View the dashboard by clicking on the following image:

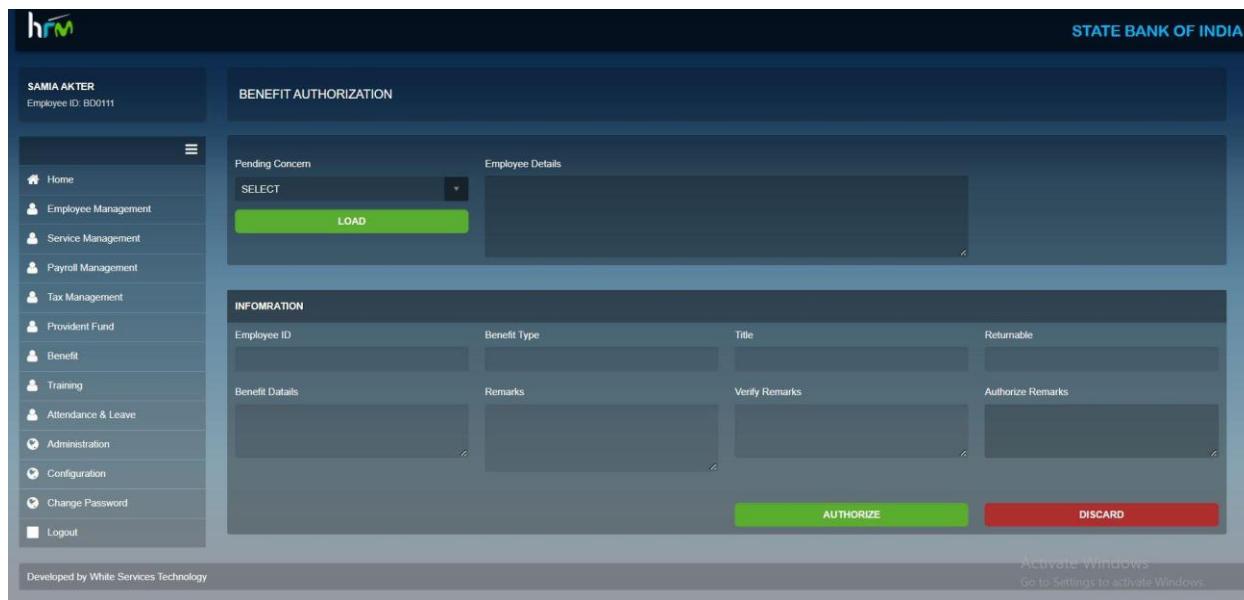


Figure: Benefit Authorization

8.1.4 Benefit Edit:

To navigate this page:

HR Dashboard (Left Menu) > Benefit >Benefit Edit (Operations)

Only admin can edit benefit information. If you want to change any information about a benefit then you should enter the benefit id. When you click the LOAD button, all of the required information is displayed automatically. After that, you can change the data. Finally, press the SAVE button to complete the process.

The screenshot below shows the dashboard:

The screenshot shows the 'Benefit Edit' page of the HRM system. At the top left is the 'hrm' logo and the user information 'SAMIA AKTER Employee ID: BD0111'. At the top right is the 'STATE BANK OF INDIA' logo. On the left is a vertical navigation menu with items: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main content area has a title 'BENEFIT EDIT'. It contains two sections: 'Benefit ID' (B232) and 'Benefit Details' (Provide Laptop). Below these are sections for 'INFORMATION' (Employee ID: 1, Benefit Type: Test, Title: Laptop, Returnable: YES), 'Employee Details' (EMPLOYEE NAME: AB, DESIGNATION: JUNIOR OFFICER, DEPARTMENT: ACCOUNTS), and 'Remarks' (good). A green 'LOAD' button is between the Benefit ID and Benefit Details sections. A green 'SAVE' button is at the bottom right. A watermark 'Activate Windows Go to Settings to activate Windows.' is visible at the bottom right.

Figure: Benefit Edit

8.1.4 Benefit Revoke:

To navigate this page:

HR Dashboard (Left Menu) > Benefit >Benefit Revoke (Operations)

If you want to revoke any information about a benefit then you should enter the benefit id. When you click the LOAD button, all of the required information is displayed automatically. After that, you can change the data. Finally, press the SAVE button to complete the process.

The screenshot below shows the dashboard:

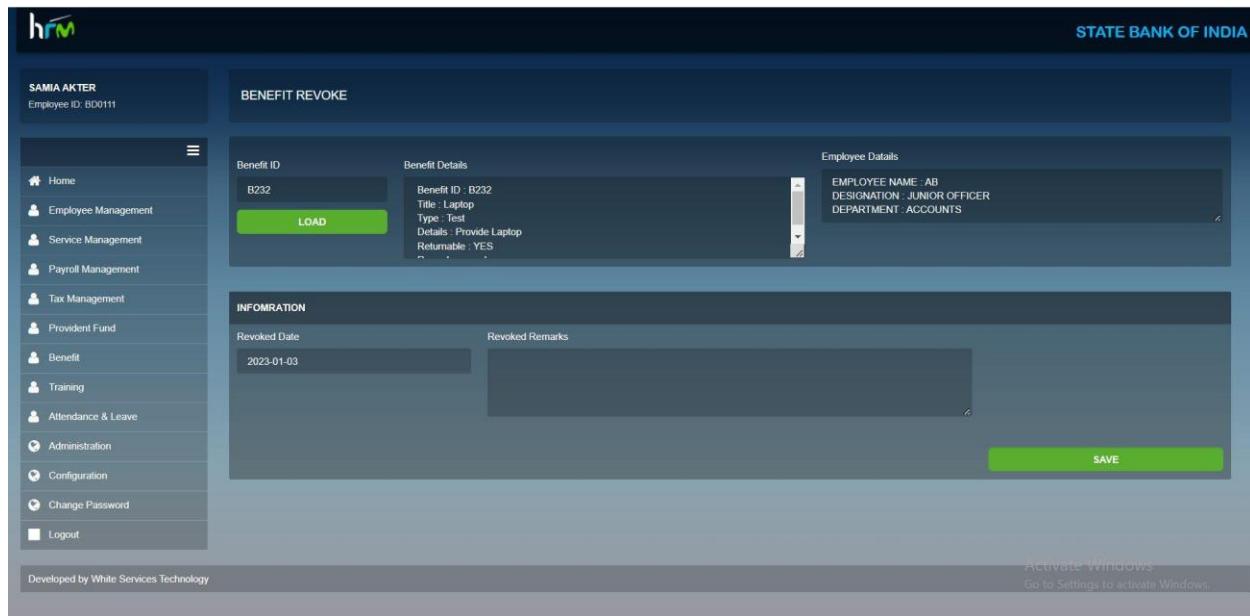


Figure: Benefit Revoke

8.2 Related Reports

A wide range of reports is linked here. You can find all benefit-related information here, which is related to this section.



Figure: Benefit Related Report

8.2.1 Individual Employee Benefit

Navigation steps:

HR Dashboard (Left Menu) > Benefit > Individual Employee Benefit (Related Reports)

Information regarding individual employee benefits made with points is provided in this area. The LOAD button should be chosen after choosing an employee id. Now, information will appear that reflects the figure below: Benefit ID, Type, Title, and description. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

The screenshot shows the 'BENEFIT DETAILS' section of the hrm software. On the left, a vertical menu lists various HR modules: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main content area displays a table with one row of data. The columns are: Emp_ID, Name_EN, Benefit Type, Benefit ID, Title, Details, Returnable, Remarks, Designation, Department, Branch, Verified By, and Verify_1. The data in the table is as follows:

Emp_ID	Name_EN	Benefit Type	Benefit ID	Title	Details	Returnable	Remarks	Designation	Department	Branch	Verified By	Verify_1
BD0071	DILRUBA AKTER	Test	B222	Test Title 1	tgyrtyt	NO	yrttyrty	PRINCIPAL OFFICER	REMITTANCE	DHAKA BRANCH	SAMIA AKTER	9/28/2023

Below the table, there is a 'Create Filter' button and an 'Export' button. The top right corner of the interface shows the 'STATE BANK OF INDIA' logo.

Figure: Individual Employee Benefit

8.2.2 Details Benefit Information

Navigation steps:

HR Dashboard (Left Menu) > Benefit >Details Benefit Information (Related Reports)

Benefits are included in this section. You are targeted toward relevant searches since the records on this page are dynamically generated based on the user's search and the text that is most appropriate to your landing page or domain. This page will appear in Excel after pressing the export option. You will now see the Employee ID, Name, Department, Benefit ID, Type, Title, description, Authorize date, etc. to take services to look similar to the figure below.

The screenshot shows the hrm software interface. On the left, a vertical navigation menu lists various HR modules: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The current user is listed as SAMIA AKTER, Employee ID: BD0111. The main content area is titled "BENEFIT WISE EMPLOYEE'S INFORMATION". It features a dropdown menu for "Benefit Type" set to "Test" with a "LOAD" button below it. Below this is a table titled "BENEFIT WISE EMPLOYEE INFORMATION" with the following data:

SL	Employee ID	Name	Designation	Department	Date	Benefit ID	Type	Title	Description	Remarks	Returnable
1	BD0071	DILRUBA AKTER	PRINCIPAL OFFICER	REMITTANCE	2022-09-28	B222	Test	Test Title	tgyrtyt	yrtyrty	YES

At the bottom right of the main window, there is a watermark for "STATE BANK OF INDIA Human Resource Department, Country Office" and the SBI logo. A message at the bottom right says "Activate Window" and "Go to Settings to activate Windows".

Figure: Benefit Details

8.2.3 Employees against Specific Benefit

Navigation steps:

HR Dashboard (Left Menu) > Benefit >Employees against Specific Benefit (Related Reports)

Information regarding individual benefits made with points is provided in this area. The LOAD button should be chosen after choosing an employee id. Now, information will appear that reflects the figure below: Employee ID, Name, Designation, Department, Date, and Benefit ID, Type, Title, and, description and is returnable or not. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

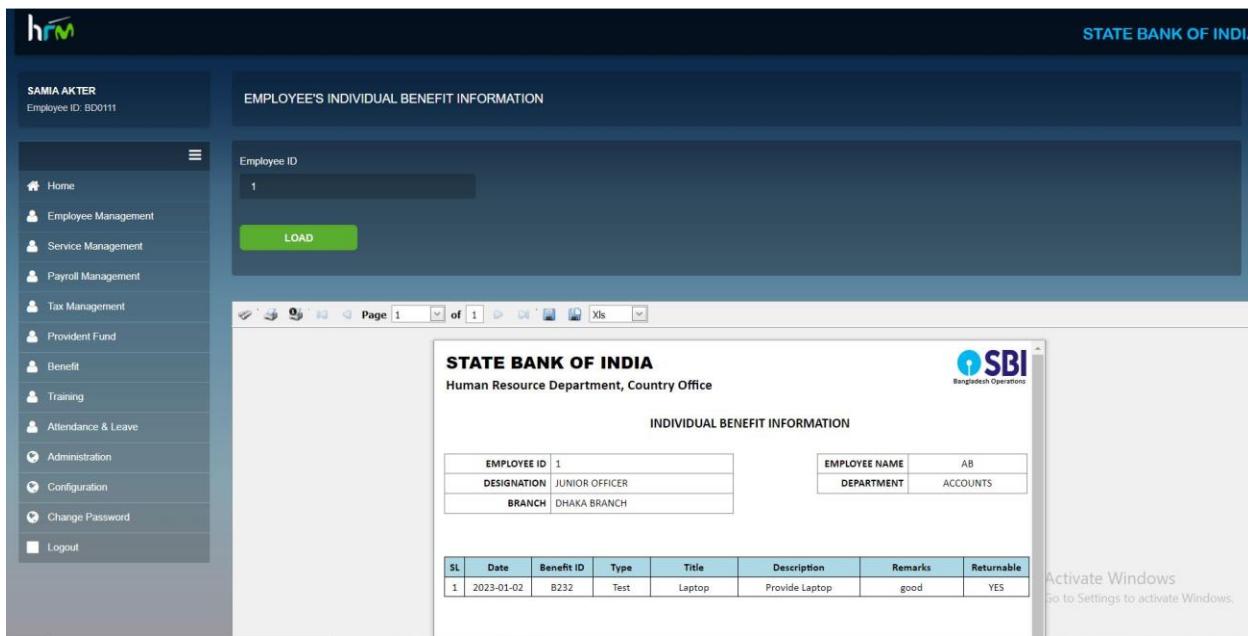


Figure: Individual Benefit information

8.2.4 Benefit Type

Navigation steps:

HR Dashboard (Left Menu) > Benefit >Benefit Type (Related Reports)

Types of benefits are included in this section. You are targeted toward relevant searches since the records on this page are dynamically generated based on the user's search and the text that is most appropriate to your landing page or domain. This page will appear in Excel after pressing the export option. You will now see the Benefit ID, and its Type to take services to look similar to the figure below.

The screenshot shows the hrm software interface. At the top left is the logo 'hrm'. At the top right is the text 'white.services TECHNOLOGY'. The main header bar has the title 'BENEFIT TYPE'. On the left, there is a vertical navigation menu with the following items: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main content area displays a table titled 'BENEFIT TYPE' with one row of data. The table has two columns: 'Ben_ID' and 'Ben_Type'. The data row shows '1' in the Ben_ID column and 'Test' in the Ben_Type column. Below the table is a link 'Create Filter'. At the bottom of the screen, a footer bar says 'Developed by White Services Technology'.

Figure: Benefit Type

8.2.5 Revoked Benefit List

Navigation steps:

HR Dashboard (Left Menu) > Benefit >Revoked Benefit List (Related Reports)

Revoked benefits are included in this section. You are targeted toward relevant searches since the records on this page are dynamically generated based on the user's search and the text that is most appropriate to your landing page or domain. This page will appear in Excel after pressing the export option. You will now see the Employee ID, Name, Department, Benefit ID, Type, Title, description, Revoked date, etc. to take services to look similar to the figure below.

BENEFIT REVOKED LIST

BRANCH	EMPLOYEE ID	EMPLOYEE NAME	DEPARTMENT	DESIGNATION	Benefit No.	Title	Details	Type	Returnable	Remarks	Verified By
DHAKA BRANCH	BD0071	DILRUBA AKTER	REMITTANCE	PRINCIPAL OFFICER	B222	Test Title 1	tgytgyt	Test	NO	yrtyty	SAMIA AKTER
DHAKA BRANCH	1	AB	ACCOUNTS	JUNIOR OFFICER	B232	Laptop	Provide Laptop	Test	YES	good	

Drag a column header here to group by that column

Create Filter

Developed by White Services Technology

Activate Windows
Go to Settings to activate Windows.

Figure: Benefit Revoke

9.Training Dashboard

There are two sections in this dashboard.

- ✓ Operations and
- ✓ Related Reports

TRAINING

OPERATIONS

Training Entry Enroll Employee for Training Training Authorization

Training Edit

RELATED REPORTS

Individual Training Info Date range wise Training Info Training List

Individual Cost wise Individual Training Individual Training wise Employee List

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Activate Windows
Go to Settings to activate Windows.

Figure: Training Dashboard

9.1 Operations

It shows the operations having links to manage to add, update, authorize, and verify training information.



Figure: Training Operation

9.1.1 Training Entry

To find this operation, please navigate the page to:

HR Dashboard (Left Menu) > Training >Training Entry (Operations)

A screenshot of the HRM software interface showing the 'NEW TRAINING ENTRY' form. On the left, there's a vertical sidebar with a user profile for 'SAMIA AKTER' (Employee ID: BD0111) and a navigation menu with options like Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main area is titled 'NEW TRAINING ENTRY' and contains several input fields: 'Training Area' (dropdown), 'Training Title' (text input), 'Institute Name' (dropdown), 'Duration (In Days)' (text input with value '5'), 'Cost' (text input), and 'Details' (text area). At the bottom right of the form is a green 'Save' button. The top right corner of the screen shows the 'STATE BANK OF INDIA' logo. The bottom of the screen has a footer with 'Developed by White Services Technology' and a watermark for 'Activate Windows Go to Settings to activate Windows.'

Figure: Training Entry

Steps to follow:

- Enter the training area and title.
- Enter institute name and details.
- Select the duration of training days.
- Enter the cost of training

→ Click the SAVE button to save the changes.

Attention:

- ❖ Mandatory fields are specified as 
- ❖ Must enter data correctly.

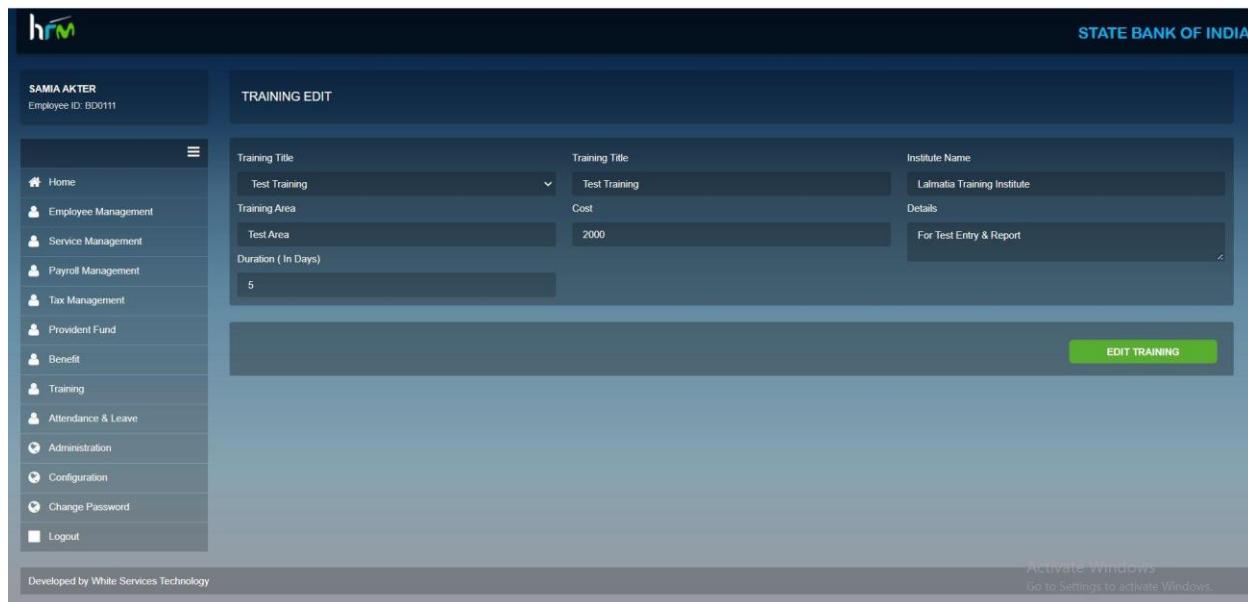
9.1.2 Training Edit:

To navigate this page:

HR Dashboard (Left Menu) > Training >Training Edit (Operations)

Only Admin can edit benefit information. If you want to change any information about training then you should enter the title of the training. So, all of the required information is displayed automatically. After that, you can change the data. Finally, press the EDIT TRAINING to complete the process.

The screenshot below shows the dashboard:



The screenshot shows the 'TRAINING EDIT' screen of the HRM software. The left sidebar contains a navigation menu with options like Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The top right corner displays the 'STATE BANK OF INDIA' logo. The main content area is titled 'TRAINING EDIT' and contains a form for editing training details. The form includes fields for 'Training Title' (dropdown with 'Test Training'), 'Training Area' (dropdown with 'Test Area'), 'Duration (In Days)' (text input with '5'), 'Cost' (text input with '2000'), 'Institute Name' (dropdown with 'Lalmata Training Institute'), 'Details' (dropdown with 'For Test Entry & Report'), and an 'EDIT TRAINING' button. At the bottom right of the main area, there is a watermark that says 'Activate Windows Go to Settings to activate Windows.'. At the bottom left of the main area, it says 'Developed by White Services Technology'.

Figure: Training Edit

9.1.3 Training Authorization:

To navigate this page:

HR Dashboard (Left Menu) > Training >Training Authorization (Operations)

Enter the pending concern so that the employee's relevant details will be presented instantly if you need to authenticate that employee's benefit information. Once you've filled out the forms with the relevant information, click Approved. If you want to discard the modifications, click Discard. You receive a message in response to your action. View the dashboard by clicking on the following image:

The screenshot shows the HR Dashboard with the user logged in as SAMIA AKTER (Employee ID: BD0111). The main content area is titled 'TRAINING AUTHORIZATION'. It displays a form with the following data:

Pending Concern	Employee Name	Designation	Department	Branch
T232	AKANTAROY	SENIOR EXECUTIVE	CREDIT	COUNTRY OFFICE
Training Title	Training Area	Training Start Date	Training End Date	
Test Training				
Training Details	Authorization Remarks			
For Test Entry & Report				

At the bottom right are two buttons: 'DISCARD' and 'APPROVED'.

Figure: Training Authentication

9.1.4 Enroll Employee for Training:

To navigate this page:

HR Dashboard (Left Menu) > Training >Enroll Employee for Training (Operations)

Only Admin can enroll employees for training. Enter the title of the training so that the employee's training relevant details will be presented instantly. Enter the employee's name so that the relevant details about the individual will be displayed immediately. Once you've filled out the forms with the relevant

information, click Add to Grid so that all the information is loaded automatically. After that click on the SAVE button to save the changes. You receive a message in response to your action. View the dashboard by clicking on the following image:

The screenshot shows the 'ENROLL EMPLOYEE' page. On the left is a sidebar with a user profile for 'SAMIA AKTER' (Employee ID: BD0111) and a navigation menu with items like Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main content area has sections for 'Training Title' (dropdown set to 'Test Training'), 'Training Area' (dropdown set to 'Test Area'), 'Institute Name' (dropdown set to 'Lalmata Training Institute'), 'Employee Name' (dropdown set to 'SELECT'), 'Start Date' (set to '03-Jan-2023'), and 'End Date' (set to '03-Jan-2023'). A large text area labeled 'Training Details' contains the text 'For Test Entry & Report'. At the bottom are 'Add to Grid' and 'SAVE' buttons. A watermark for 'STATE BANK OF INDIA' is in the top right. A note at the bottom right says 'Activate Windows' and 'Go to Settings to activate Windows.'

Figure: Enroll Employee

9.2 Related Reports

A wide range of reports is linked here. You can find all training-related information here, which is related to this section.



Figure: Training Related Reports

9.2.1 Individual Training Info:

Navigation steps:

HR Dashboard (Left Menu) > Training >Individual Training Info (Related Reports)

Information regarding individual training made with points is provided in this area. The LOAD button should be chosen after choosing the employee id and year. Now, information will appear that reflects the figure below: Period From, Period To, Training Type, Training Title, and Training Place. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

The screenshot shows the HRM software interface. On the left, there is a navigation menu with various options like Home, Employee Management, Service Management, etc. The current user is SAMIA AKTER, Employee ID: BD0111. The main content area is titled 'INDIVIDUAL TRAINING INFORMATION'. It has fields for 'EMPLOYEE ID' (set to 1) and 'YEAR' (set to 2019), with a 'LOAD' button. Below these are standard browser controls for navigating through the page. The main content area displays the 'STATE BANK OF INDIA' logo and 'Human Resource Department, Country Office'. A table titled 'EMPLOYEE TRAINING INFORMATION' provides specific details for Employee No 1, AB, JUNIOR OFFICER, ACCOUNTS, and DHAKA BRANCH. At the bottom, there is a table with columns for SL, Period From, Period To, Training Type, Training Title, and Training Place, which is currently empty. A watermark at the bottom right says 'Activate Windows Go to Settings to activate Windows.'

Figure: Individual Training Info

9.2.2 Individual cost wise Individual Training:

Navigation steps:

HR Dashboard (Left Menu) > Training >Individual cost wise Individual Training (Related Reports)

Information regarding cost-wise training made with points is provided in this area. The LOAD button should be chosen after choosing the branch name and year. Now, information will appear that reflects the figure below: Period From, Period To, Training Type, Training Title, Training Cost, and Total Training Cost against Employee. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

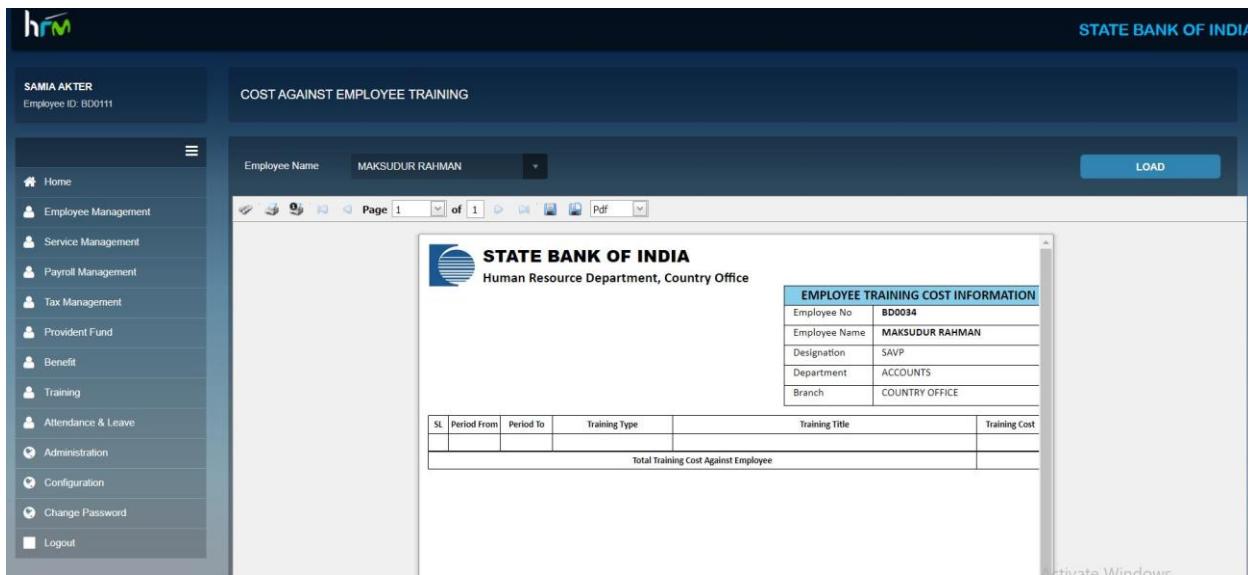


Figure: Cost wise Individual Training

9.2.3 Date range-wise Training Info:

Navigation steps:

HR Dashboard (Left Menu) > Training >Date range wise Training Info (Related Reports)

Information regarding date-wise training made with points is provided in this area. The LOAD button should be chosen after choosing the branch name and year. Now, information will appear that reflects the figure below: Emp ID, Employee Name, Designation, Department, Branch, Training Title, Training Area, Institution, Period From, Period To, and Duration. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture

file.

The screenshot shows a web-based HR management system interface for the State Bank of India. At the top left is the 'hrm' logo. On the top right, it says 'STATE BANK OF INDIA'. The top navigation bar includes 'DATE RANGE WISE TRAINING REPORT', 'Year' (set to 2022), 'BRANCH' (set to ALL), and a 'LOAD REPORT' button. Below this is a toolbar with icons for print, refresh, and PDF export. The main content area has a header 'STATE BANK OF INDIA Human Resource Department, Country Office'. It features a table titled 'EMPLOYEE TRAINING INFORMATION' with columns for Date Range, Branch, Employee Name, Designation, Department, Branch, Training Title, Training Area, Institution, Period From, Period To, and Duration. A single row is shown with 'Date Range' as 'xrTableCell4' and 'Branch' as 'xrTableCell29'. The left sidebar contains a navigation menu with items like Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The user's details 'SAMIA AKTER' and 'Employee ID: BD0111' are displayed at the top left of the sidebar.

Figure: Date range wise Training

9.2.4 Individual Training wise Employee List:

Navigation steps:

HR Dashboard (Left Menu) > Training >Individual Training wise Employee List (Related Reports)

Information regarding individual training-wise employees made with points is provided in this area. The LOAD button should be chosen after choosing the name of the training. Now, information will appear that reflects the figure below: Branch, Emp. No., Employee Name, Designation, Department, Period From, and Period To. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

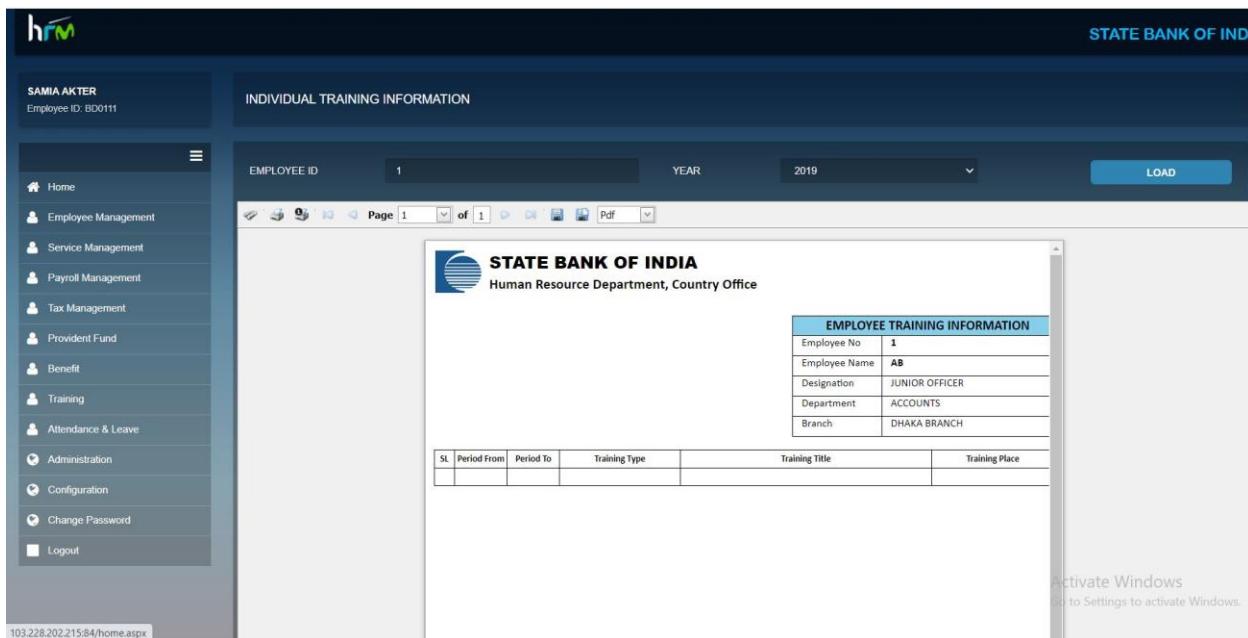


Figure: Individual Training wise Employee List

9.2.5 Training List:

Navigation steps:

HR Dashboard (Left Menu) > Training >Training List (Related Reports)

This section contains a list of training. As long as they're done appropriately, this dynamic page is an incredible method to complement your current text advertisement search. Excel spreadsheet that appears after you click this page's export option. You now see the information shown in the image below for the Institute, Training Area, Details, Title, Cost, and Duration.

Institute	Training_Area	Details	Title	Cost	Duration
Lalmatia Training Institute	Test Area	For Test Entry & Report	Test Training	2000	5
IBCX Primax	Test Area 2	For Test Entry & Report	Test Training 2	3000	50

[Create Filter](#)

[Export to Excel](#)

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Figure: Training List

10. Attendance and Leave Dashboard

There are three sections in this dashboard.

- ✓ Today's Status
- ✓ Operations and
- ✓ Related Reports

STATE BANK OF INDIA

SAMIA AKTER
Employee ID: BD0111

ATTENDANCE & LEAVE

TODAY'S STATUS

0 IN-TIME	0 LATE	0 ABSENT	0 ON LEAVE	1 LEAVE AUTH.
--------------	-----------	-------------	---------------	------------------

OPERATIONS

Download Attendance	Leave Posting (HR)	Leave Duty Approve	Leave (LM) Approve	Leave (BM) Approve	Leave (HR) Approval	Leave Cancel	Leave Posting (MYSELF)
---------------------	--------------------	--------------------	--------------------	--------------------	---------------------	--------------	------------------------

RELATED REPORTS

Daily Attendance	Monthly Attendance	Branch-wise Attendance Information	Individual Attendance
Date-wise Leave Information	Branch-wise Leave Information	Individual Leave Information	Detail Leave Information
Leave Summary Information			

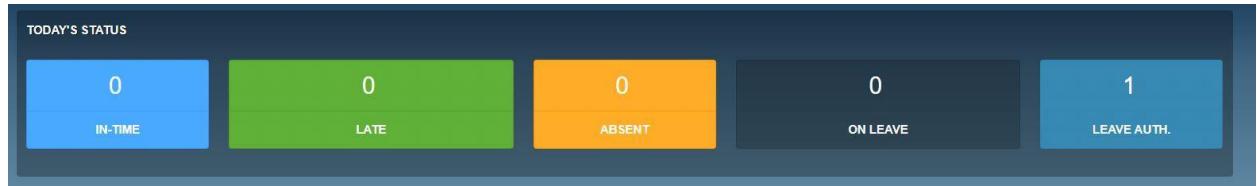
Activate Windows
Go to Settings to activate Windows.

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Figure: Attendance and Leave Dashboard

10.1 Today's Status

It displays the number of dynamic employees broken down into 5 groups, including In Time, Late, Absent, On Leave, and Leave Auth.

*Figure: Today's Status*

10.2 Operations

It shows the operations having links to manage to download attendance, Branch manager (BM), Line manager (LM), HR leave approval, canceling leave, etc.

*Figure: Attendance and Leave Operations*

10.2.1 Leave Duty Approval:

To navigate this page:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE > Leave Duty Approval (Operations)

Only the admin can approve additional duties. Enter the pending concern so that the employee's relevant details will be presented instantly. Once you've filled out the forms with the relevant information, click Approved. If you want to discard the modifications, click Discard. You receive a message in response to your action. View the dashboard by clicking on the following image:

SAMIA AKTER
Employee ID: BD0111

ADDITIONAL DUTY APPROVAL

Pending Concern
SELECT

Employee ID Employee Name Designation Department

Leave Category Leave Type Leave From Leave To

Total Leave Days On Leave Contact No Leave Apply Date Approval Remarks
SELECT

Leave Remarks

DISCARD APPROVE

STATE BANK OF INDIA

Activate Windows
Go to Settings to activate Windows.

Figure: Leave Duty approval

10.2.2 Leave (BM) Approval:

To navigate this page:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE > Leave (BM) Approval (Operations)

Only the admin can approve leaves for the Branch Manager. Enter the pending concern so that the relevant details will be presented instantly. Once you've filled out the forms with the relevant information, click approve. If you want to discard the modifications, click Discard. You receive a message in response to your action. View the dashboard by clicking on the following image:

STATE BANK OF INDIA

SAMIA AKTER
Employee ID: BD0111

LEAVE APPROVAL (BRANCH MANAGER)

Pending Concern
SELECT

Employee ID Employee Name Designation Department

Leave Category Leave Type Leave From Leave To

Total Leave Days Leave Balance Leave Apply Date On Leave Contact No

Leave Remarks Duty Approval Remarks LM Approval Remarks Approval Remarks
Please Select

DISCARD APPROVE

Figure: Leave Duty (BM) approval

10.2.3 Leave (LM) Approval:

To navigate this page:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE > Leave (LM) Approval (Operations)

Only the admin can approve leaves for the Line Manager. Enter the pending concern so that the relevant details will be presented instantly. Once you've filled out the forms with the relevant information, click approve .If you want to discard the modifications, click Discard. You receive a message in response to your action. View the dashboard by clicking on the following image:

The screenshot shows the 'Leave Approval (Line Manager)' section of the HRM software. The main area contains a form with the following fields:

- Pending Concern: A dropdown menu set to 'SELECT'.
- Employee ID: [Input field]
- Employee Name: [Input field]
- Designation: [Input field]
- Department: [Input field]
- Leave Category: [Input field]
- Leave Type: [Input field]
- Leave From: [Input field]
- Leave To: [Input field]
- Total Leave Days: [Input field]
- Leave Balance: [Input field]
- Leave Apply Date: [Input field]
- On Leave Contact No: [Input field]
- Leave Remarks: [Text area]
- Duty Approval Remarks: [Text area]
- Approval Remarks: A dropdown menu set to 'Please Select'.

At the bottom of the form are two buttons: 'DISCARD' (red) and 'APPROVE' (green). A watermark 'Activate Windows' is visible across the page.

Figure: Leave Duty (LM) approval

10.2.4 Leave (HR) Approval:

To navigate this page:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE > Leave (HR) Approval (Operations)

Only the admin can approve leaves for tR. Enter the pending concern so that the relevant details will be presented instantly. Once you've filled out the forms with the relevant information, click approve If you want to discard the modifications, click Discard. You receive a message in response to your action. View the dashboard by clicking on the following image:

SAMIA AKTER
Employee ID: BD0111

LEAVE APPROVAL (HR)

Pending Concern

Employee ID	Employee Name	Designation	Department
Leave Category	Leave Type	Leave From	Leave To
Total Leave Days	Leave Balance	Leave Apply Date	On Leave Contact No
Leave Remarks	Duty Approval Remarks	Line Manager Remarks	Branch Manager Remarks
Approval Remarks			
<input type="button" value="Please Select"/>			

Activate Windows
Go to Settings to activate Windows.

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Figure: Leave Duty (HR) approval

10.2.5 Leave Positioning (HR)

To find this operation, please navigate the page to:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE > Leave Positioning (HR) (Operations)

SAMIA AKTER
Employee ID: BD0111

DIRECT LEAVE ENTRY (HR)

Apply For

MYSELF

Employee ID	Employee Name	Department	Designation
BD0111	SAMIA AKTER	HR	OFFICER
Leave Category	Leave Type	Leave From	Leave To
SELECT	SELECT	2023-01-03	2023-01-03
Total Days	Leave Balance	Duty Shift To	On Leave Contact No
1		SELECT	
Leave Remarks	Shifted Person's Details	Address	
<input type="button" value="SUBMIT"/>			

Activate Windows
Go to Settings to activate Windows.

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Figure: Leave Positioning (HR)

Steps to follow:

- Select Apply.
- Enter Employee id.
- Select Leave Category.
- Select Leave Type.
- Select the name of whom you want to shift duty
- Enter the address
- Write remarks.
- Click the Submit button to save the changes.

Attention:

- ❖ Mandatory fields are specified as 
- ❖ Must enter data correctly.

10.2.5 Leave Positioning (Myself)

To find this operation, please navigate the page to:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE > Leave Positioning (Myself) (Operations)

The screenshot shows the 'Leave Entry (Myself)' module of the hrm software. The main form has the following data:

Employee ID	Employee Name	Department	Designation
BD0111	SAMIA AKTER	HR	OFFICER

Leave Category: SELECT | Leave Type: SELECT | Leave Form: 2023-01-03 | Leave To: 2023-01-03

Total Days: 1 | Leave Balance: | Duty Shift To: SELECT | On Leave Contact No: 01883422738

Leave Remarks: | Shifted Person's Details: | Address: |

Sidebar (Left):

- Home
- Employee Management
- Service Management
- Payroll Management
- Tax Management
- Provident Fund
- Benefit
- Training
- Attendance & Leave
- Administration
- Configuration
- Change Password
- Logout

Bottom Right: Activate Windows
Go to Settings to activate Windows.

Figure: Leave Positioning (Myself)

Steps to follow:

- Select Leave Category.
- Select Leave Type.
- Select Leave duration.
- Select the name of whom you want to shift duty
- Enter the address
- Write remarks.
- Click the Submit button to save the changes.

Attention:

- ❖ Mandatory fields are specified as ******
- ❖ Must enter data correctly.

10.2.6 Document Download

To find this operation, please navigate the page to:

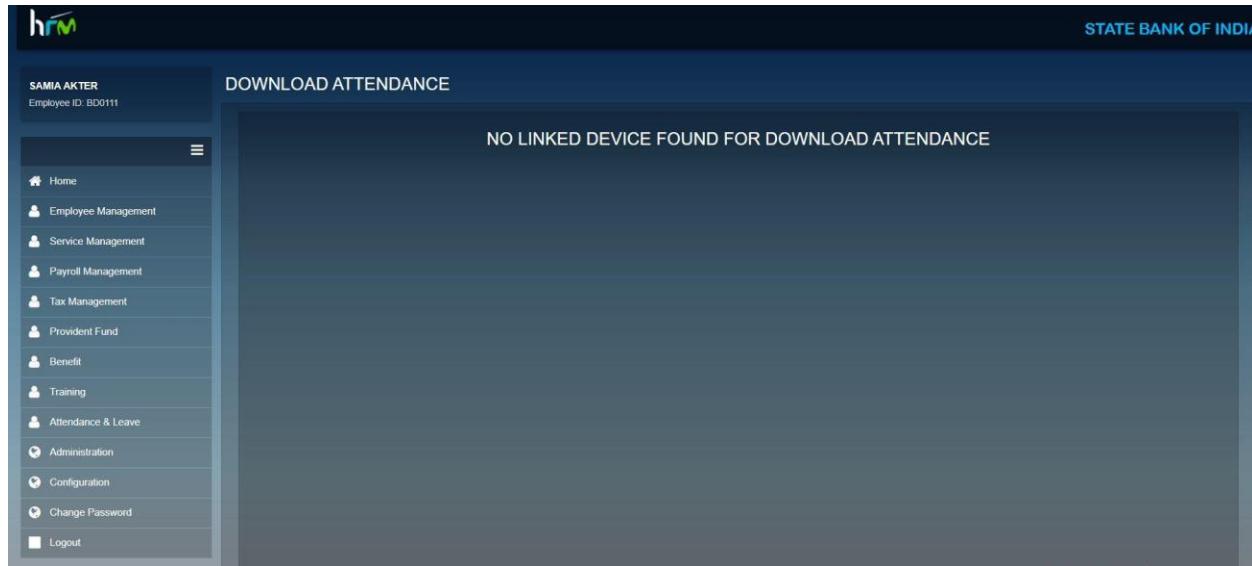
HR Dashboard (Left Menu) > ATTENDANCE & LEAVE > Document Download (Operations)

Figure: Document Download

Steps to follow:

- Select date
- Click on Upload Button to upload the document.

A device needed to be linked for downloading the attendance. Once a device is linked then an attendance sheet will be generated and you can also download the document.

Attention:

- ❖ Upload the document carefully.

10.3 Related Reports

A wide range of reports is linked here. You can find all training-related information here, which is related to this section.



Figure: Related Report for Attendance and Leave

10.3.1 Daily Attendance:

Navigation steps:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE >Daily Attendance(Related Reports)

Information regarding daily attendance made with points is provided in this area. The LOAD button should be chosen after choosing a report type, branch, department, and date. Now, information will appear that reflects the figure below: MP ID, Employee Name, Designation, Department, Entry, and Exit Status. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

Figure: Daily Attendance

10.3.2 Date-wise Leave Information:

Navigation steps:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE >Date-wise Leave Information(Related Reports)

Information regarding daily attendance made with points is provided in this area. The LOAD button should be chosen after choosing dates. Now, information will appear that reflects the figure below: EMP ID, Employee Name, Designation, Department, Entry, and Exit Status. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

The screenshot shows the HR Dashboard interface. On the left, there is a vertical navigation menu with various options like Home, Employee Management, Service Management, etc. The current user is SAMIA AKTER, Employee ID: BD0111. The main content area is titled 'DATE RANGE WISE LEAVE REPORT'. It has input fields for 'From Date' (2023-01-04) and 'To Date' (2023-01-04), and a 'Load' button. Below these is a table with the following columns: Emp. Id, Employee Name, Designation, Department, Branch, Leave Type, Leave Category, Leave From, Leave To, and Total Leave. A single row is present with the message 'No Data Found'. The header of the table also says 'DATE RANGE WISE LEAVE REPORT'. There is a watermark for 'STATE BANK OF INDIA' and 'SBI Bangladesh Operations' in the background. A small note at the bottom right says 'Activate Windows Go to Settings to activate Windows.'

Figure: Date wise Leave Information

10.3.3 Leave Summary Information:

Navigation steps:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE >Leave Summary Information(Related Reports)

Information regarding leave made with points is provided in this area. The LOAD button should be chosen after choosing a branch, and date. Now, information will appear that reflects the figure below: Emp ID, Employee Name, Designation, Casual Sick, Maternity, Without Pay, Paternity, Privilege, and Mandatory. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

BRANCH	EMP ID	EMPLOYEE NAME	EMPLOYEE TYPE	DEPARTMENT	DESIGNATION	LEAVE NO	FROM DATE	TO DATE	LEAVE CATEGORY	LEAVE TYPE	DUTY APPR.
COUNTRY OFFICE	BD0111	SAMIA AKTER	Confirmed	HR	OFFICER	L22111231	2022-09-07	2022-09-07	CASUAL LEAVE	HALF DAY	Approved

Drag a column header here to group by that column

Create Filter

Export to Excel

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Activate Windows
Go to Settings to activate Windows.

Figure: Leave Summary

10.3.4 Monthly Attendance:

Navigation steps:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE >Monthly Attendance(Related Reports)

Information regarding monthly attendance made with points is provided in this area. The LOAD button should be chosen after choosing a report type, branch, department, and date. Now, information will appear that reflects the figure below: Date, EMP ID, Employee Name, Designation, Department and Entry, and Exit Status. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

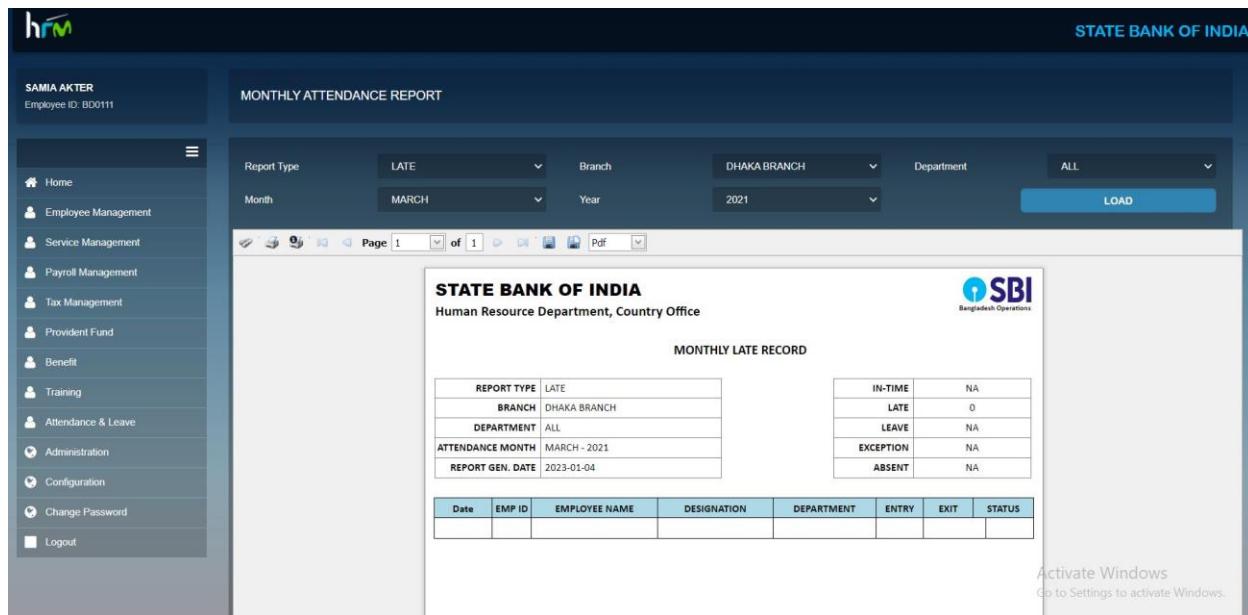


Figure: Monthly Attendance

10.3.5 Branch-wise Leave Information:

Navigation steps:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE >Branch-wise Leave Information(Related Reports)

10.3.6 Individual Leave Information:

Navigation steps:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE >Individual Leave Information(Related Reports)

Information regarding monthly attendance made with points is provided in this area. The LOAD button should be chosen after choosing an employee id and date. Now, information will appear that reflects the figure below: Leave Date, Total Days, Leave Category, Leave Type, Duty Shift To, and Leave Remarks. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

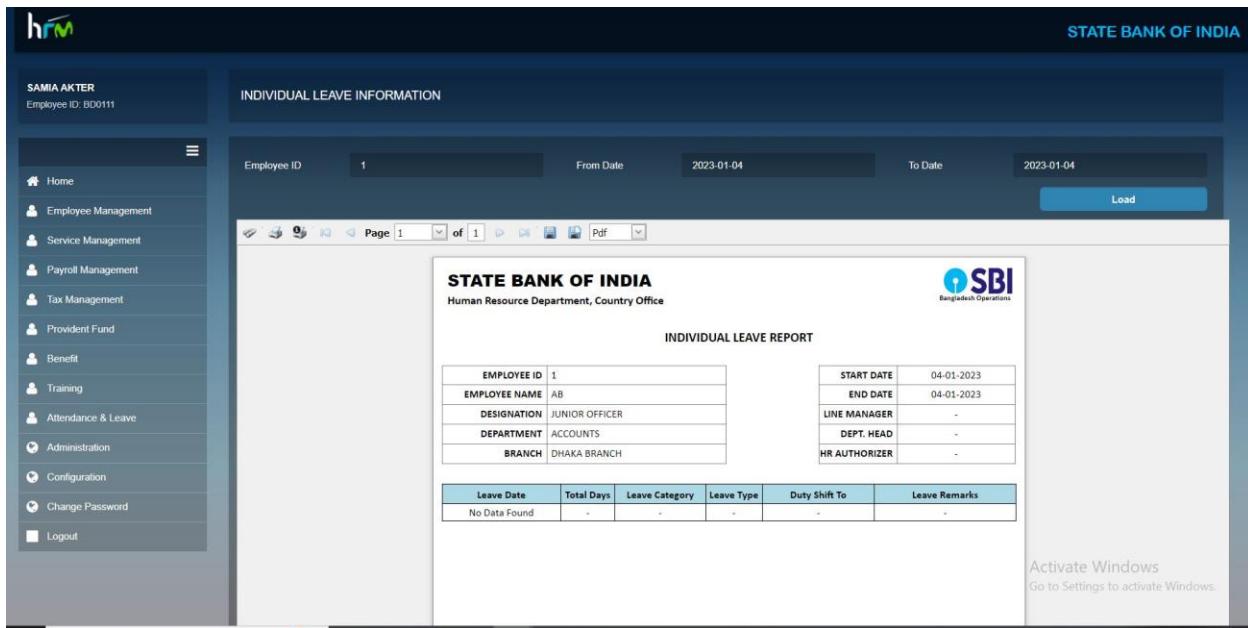


Figure: Individual Leave Info

10.3.7 Individual Attendance:

Navigation steps:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE >Individual Attendance(Related Reports)

Information regarding individual attendance made with points is provided in this area. The LOAD button should be chosen after choosing Report Type, IN-Time, Employee ID, From Date, and To Date. Now, information will appear that reflects the figure below: Date, Day, Entry Time, Exit Time, and Status. This page is not dynamic, therefore you can download a PDF, Xlsx, or simply a simple picture file.

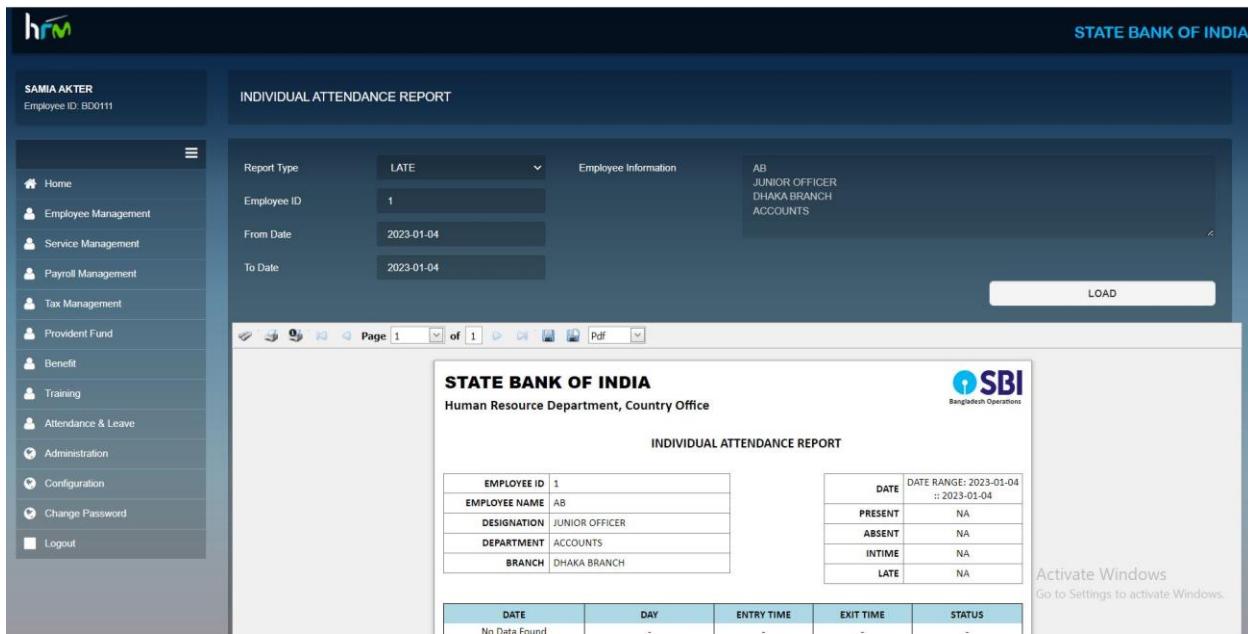


Figure: Individual Attendance

10.3.8 Detail Leave Information:

Navigation steps:

HR Dashboard (Left Menu) > ATTENDANCE & LEAVE >Detail Leave Information(Related Reports)

This section contains daily leave reports. Relativity will look for documents that currently match the criteria each time you run a search on this page because it is dynamic. This page will appear in Excel once you click the export button. Branch, EMP ID, Employee Name, Employee Type, Department, Designation, Leave No, From Date, To Date, Leave Category, Leave Type, Duty Approval, Branch Approval, HR Approval, Leave Status, Remarks that related to the figure below are now visible.

The screenshot shows the hrm software interface. At the top left is the logo 'hrm'. At the top right is the text 'STATE BANK OF INDIA'. On the far right, there is a watermark-like text 'Activate Windows' and 'Go to Settings to activate Windows.' A sidebar on the left lists various menu items: Home, Employee Management, Service Management, Payroll Management, Tax Management, Provident Fund, Benefit, Training, Attendance & Leave, Administration, Configuration, Change Password, and Logout. The main content area is titled 'LEAVE RECORDS' and contains a table with one row of data. The table columns are: BRANCH, EMP ID, EMPLOYEE NAME, EMPLOYEE TYPE, DEPARTMENT, DESIGNATION, LEAVE NO, FROM DATE, TO DATE, LEAVE CATEGORY, LEAVE TYPE, and DUTY APPR. The data in the table is: COUNTRY OFFICE, BD0111, SAMIA AKTER, Confirmed, HR, OFFICER, L22111231, 2022-09-07, 2022-09-07, CASUAL LEAVE, HALF DAY, Approved. Below the table are buttons for 'Create Filter' and 'Export to Excel'. At the bottom left of the main area is the text 'Developed by White Services Technology'. At the bottom right is a watermark for 'Activate Windows'.

BRANCH	EMP ID	EMPLOYEE NAME	EMPLOYEE TYPE	DEPARTMENT	DESIGNATION	LEAVE NO	FROM DATE	TO DATE	LEAVE CATEGORY	LEAVE TYPE	DUTY APPR.
COUNTRY OFFICE	BD0111	SAMIA AKTER	Confirmed	HR	OFFICER	L22111231	2022-09-07	2022-09-07	CASUAL LEAVE	HALF DAY	Approved

Figure: Detail Leave info