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1 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 that has 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

1.1 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.

1.2 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.

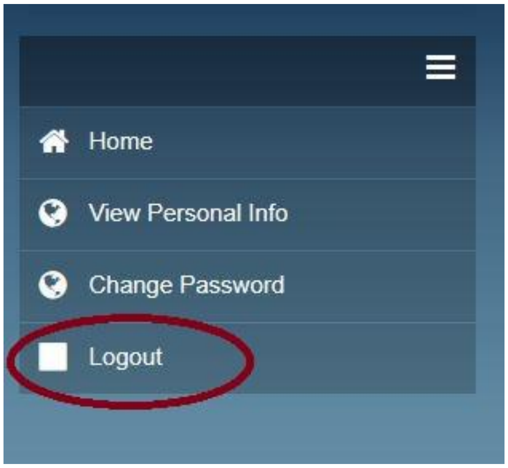


Figure: Logout

1.2 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.

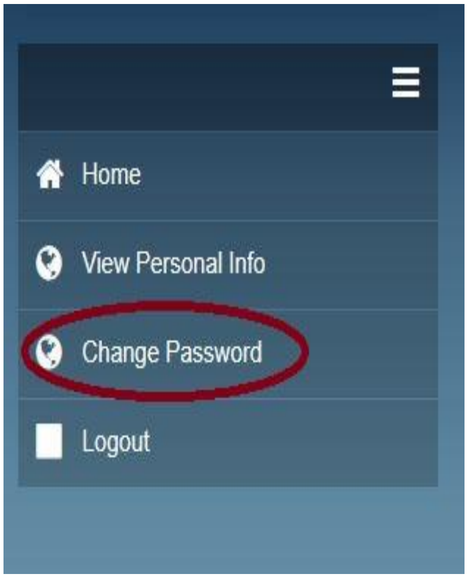


Figure: Change Password

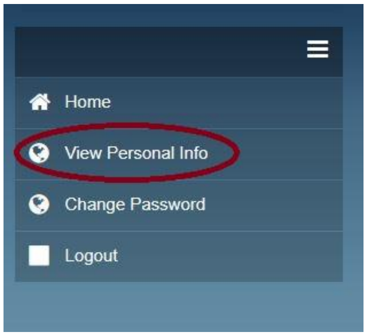
Follow these steps:

- ➔ 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 View Personal Information



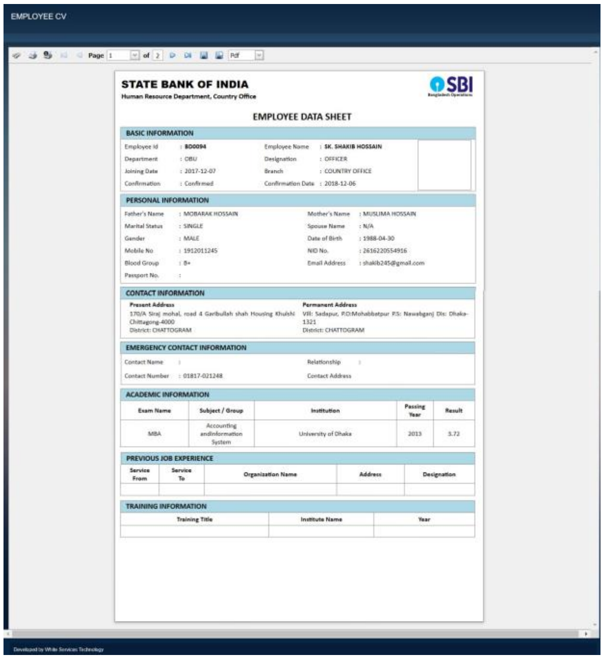


Figure: Employee CV

Go to the left menu and select View Personal Info. Information about the employee, such as basic details, contact details, emergency contacts, academic details, work history, and training details, will be displayed automatically.

3 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:

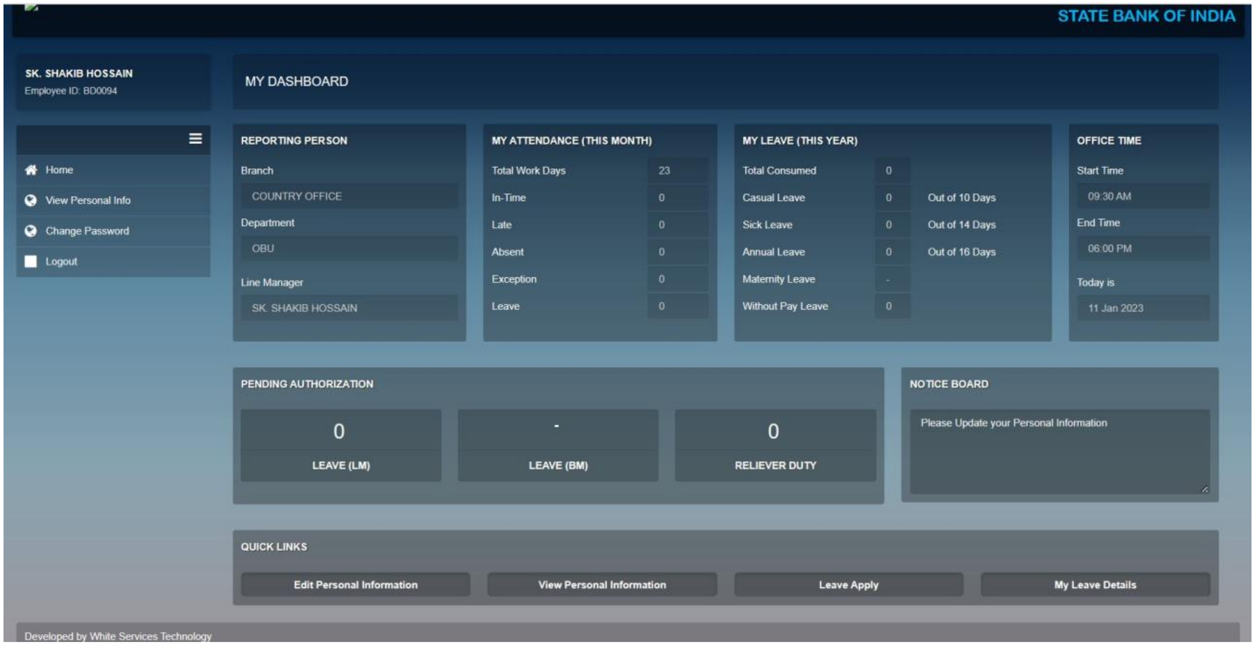


Figure: Employee Self Management Dashboard

The Employee Self Service dashboard has 3 parts.

1. Reporting Person:

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

2. Pending Authorization:

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

3. 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.

3.1 Edit Employee Information

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

Steps follow to navigate this page:

Home (Left Menu) > **Edit Personal Information (Quick Links)**

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.

Find the dashboard from the below screenshot:

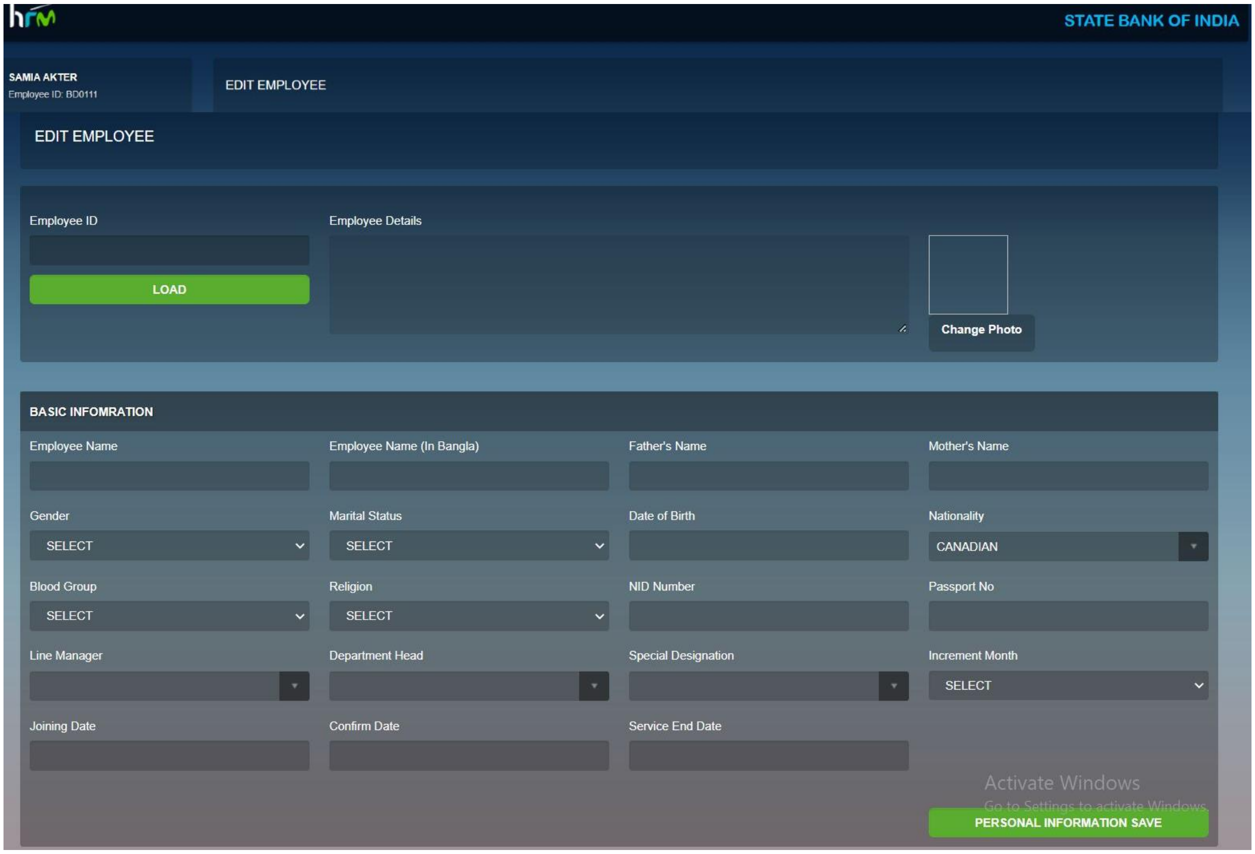


Figure: Employee Edit

You will now have three parts:

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

3.1.1 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.

3.1.2 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.

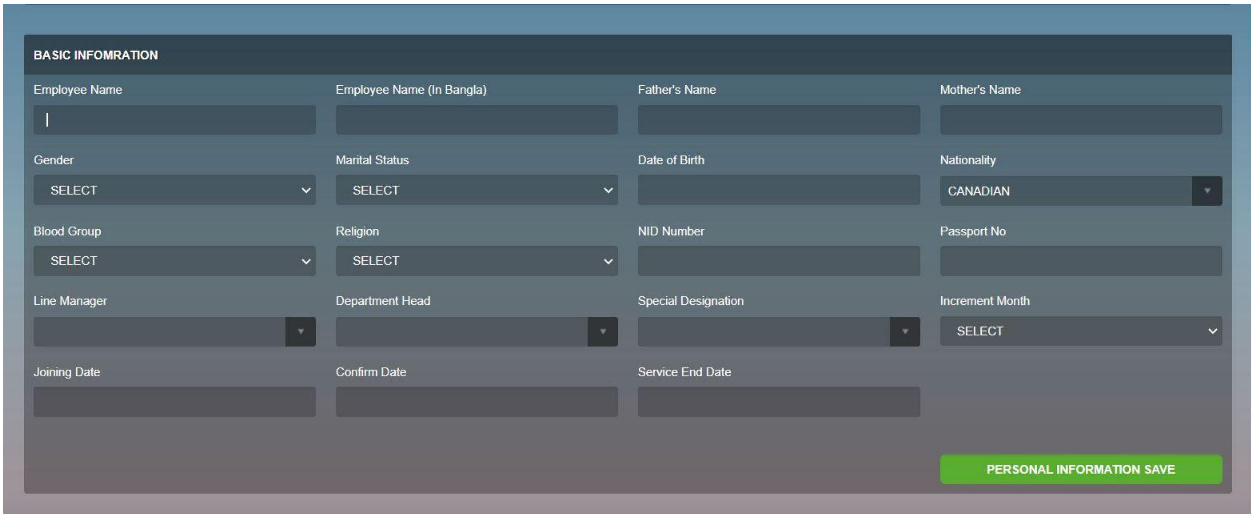


Figure: Employee Basic Info Edit

3.1.3 Other Information

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

Figure: Employee Other Information Edit

3.1.3.1 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.

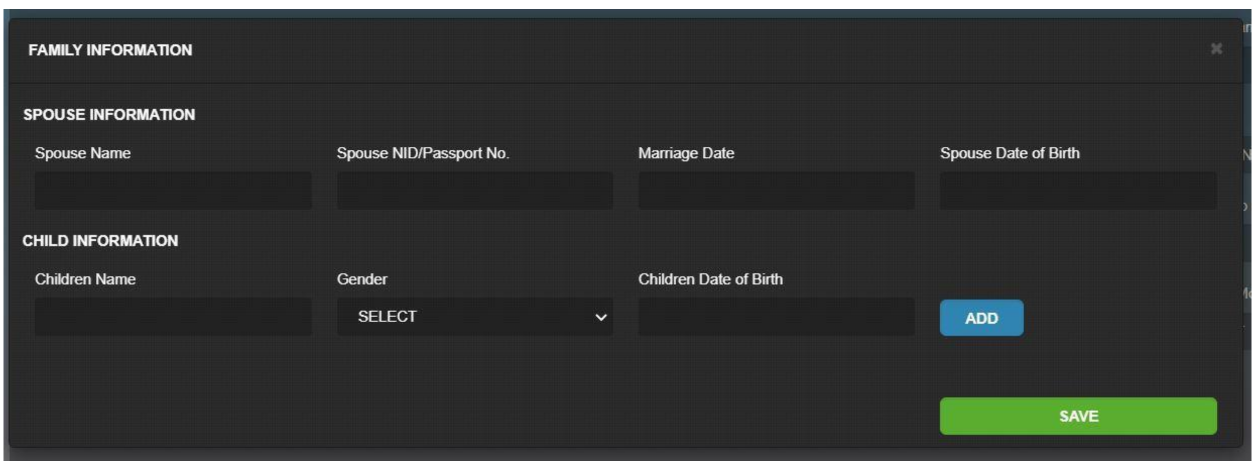


Figure: Family Information

3.1.3.2 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.

Figure: Academic Information

3.1.3.3 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.

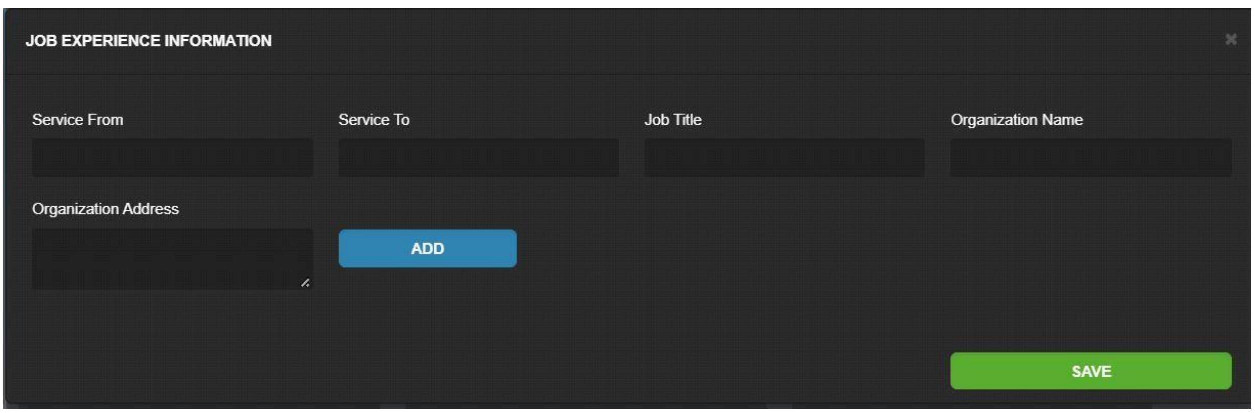


Figure: Job Experiences

3.1.3.4 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.

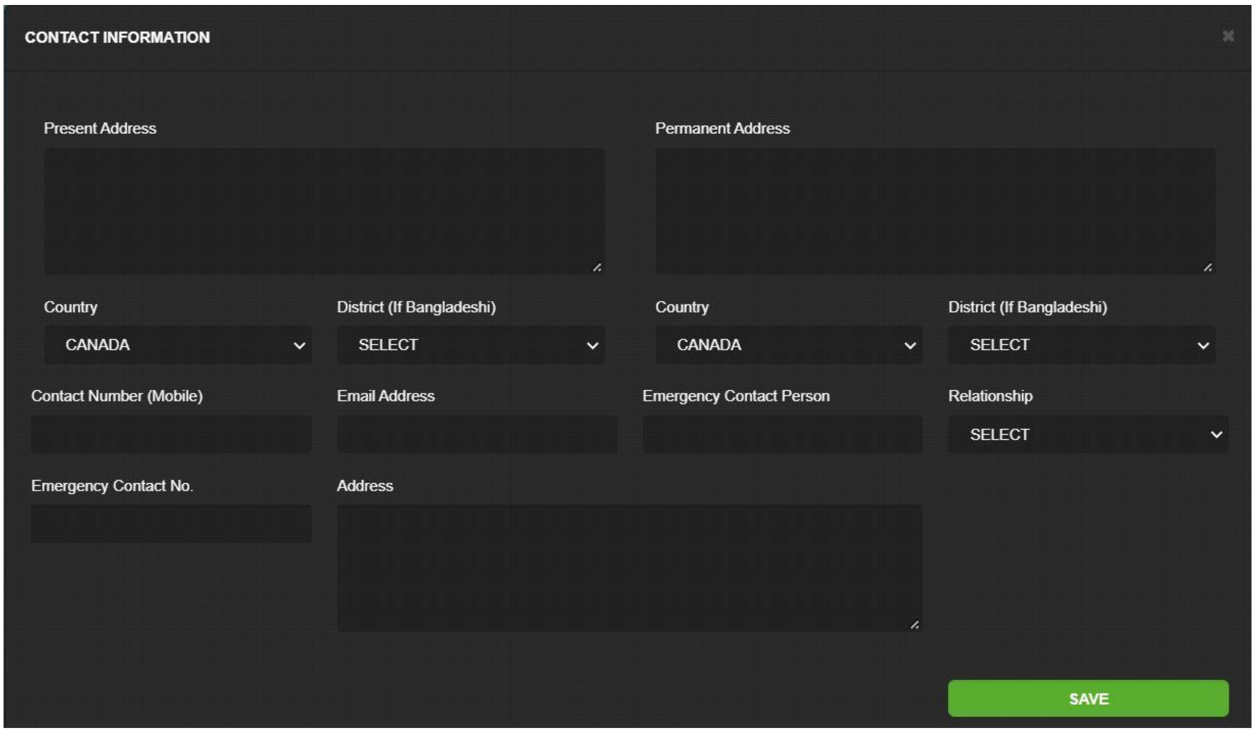


Figure: Contact Information

3.1.3.5 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.

Figure: Training Information

3.1.3.6 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.

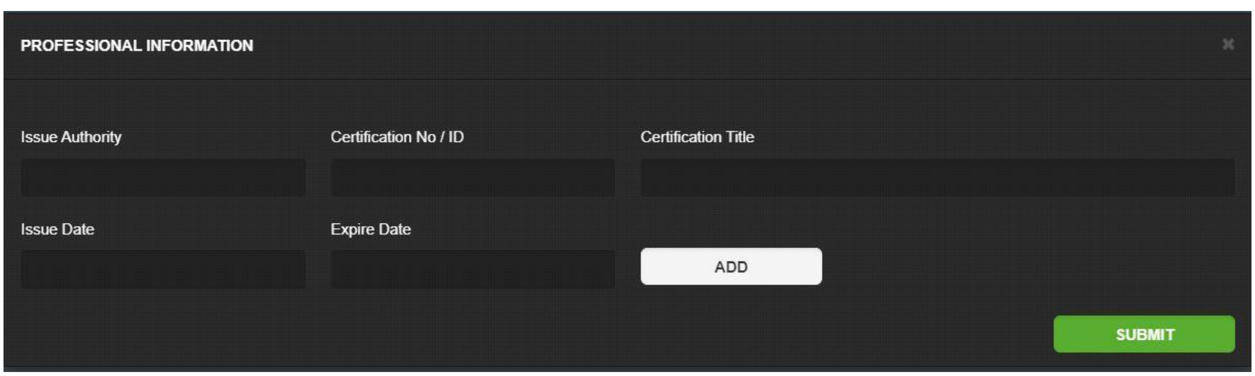


Figure: Professional Information

3.1.3.7 Beneficiary Information

You can correct 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.

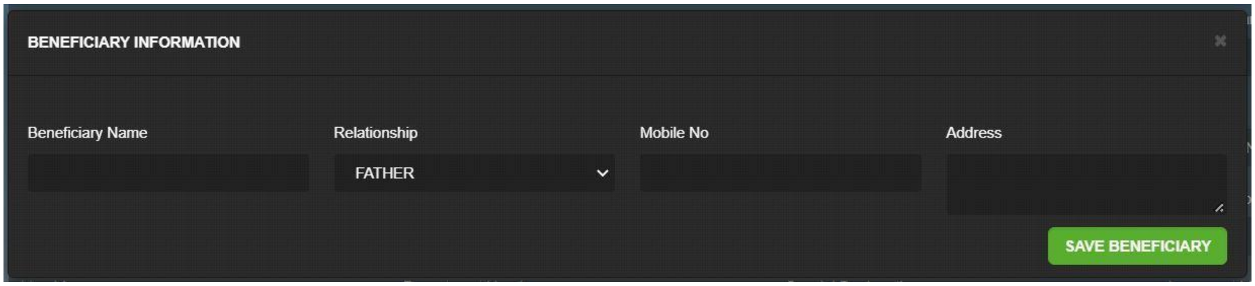


Figure: Beneficiary Information

3.1.3.8 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.

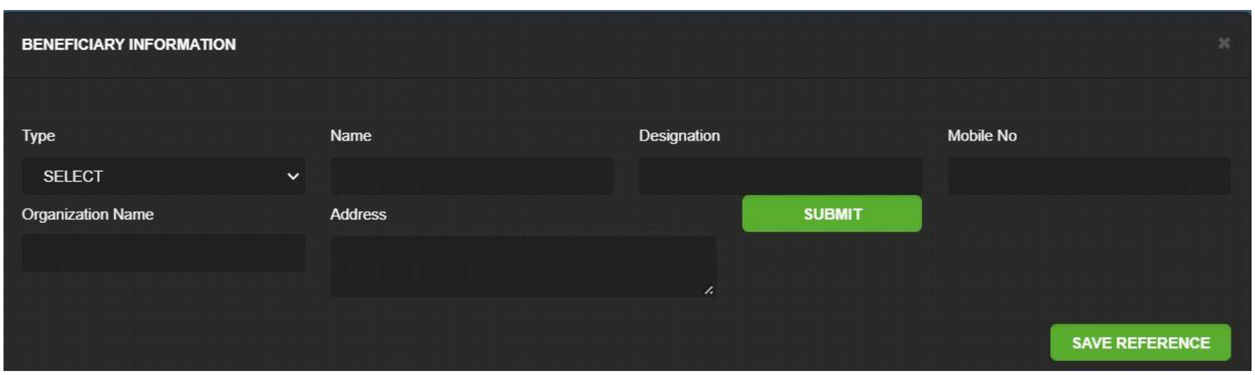


Figure: Reference Information

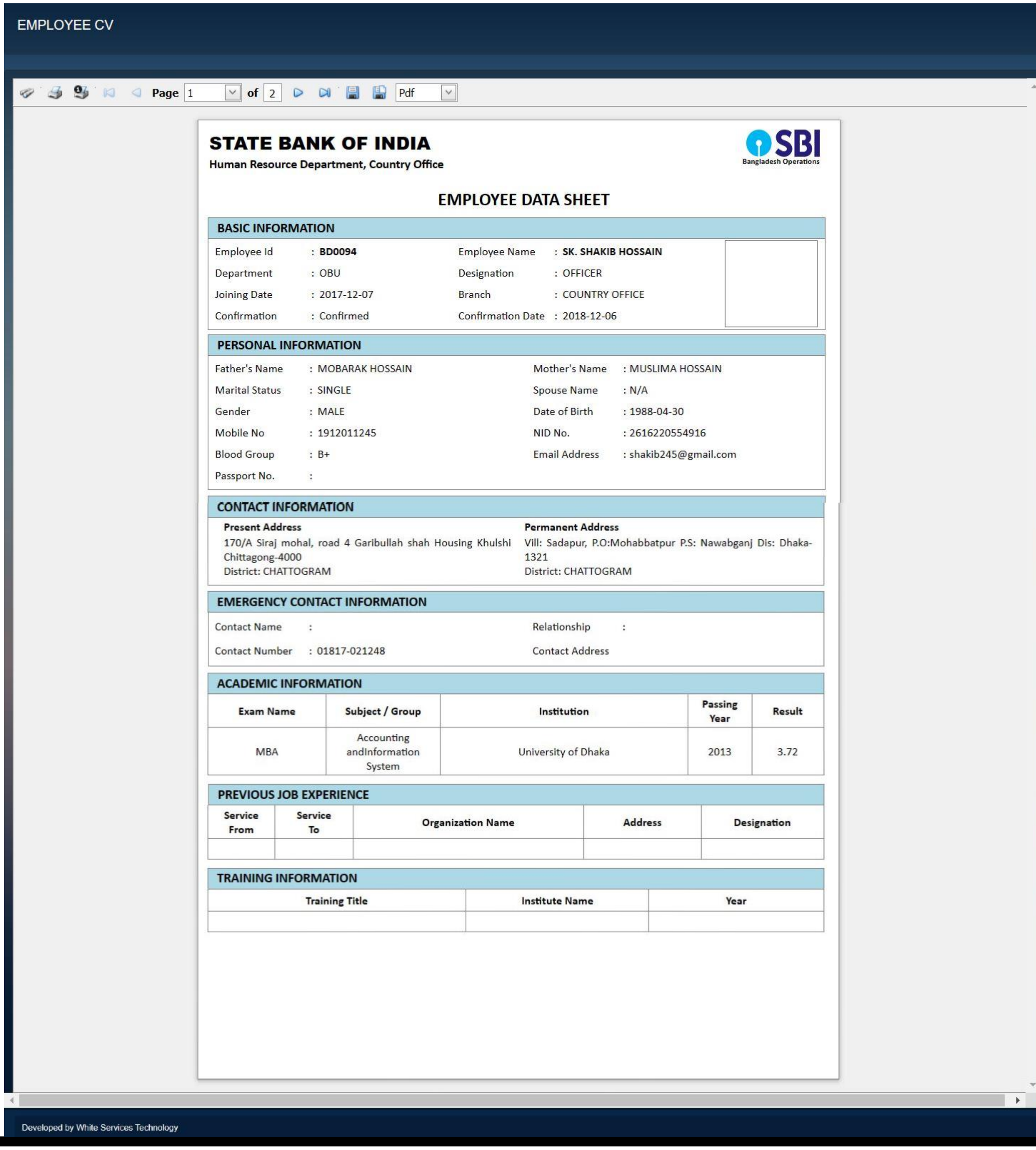
3.2 View Employee Information

This segment will display information about the employee such as basic information, contact information, emergency contacts, academic information, employment history, and training information.

Steps follow to navigate this page:

Home (Left Menu) > **View Personal Information (Quick Links)**

Find the dashboard from the below screenshot:


EMPLOYEE CV

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STATE BANK OF INDIA
Human Resource Department, Country Office

SBI Bangladesh Operations

EMPLOYEE DATA SHEET

BASIC INFORMATION

Employee Id	: BD0094	Employee Name	: SK. SHAKIB HOSSAIN
Department	: OBU	Designation	: OFFICER
Joining Date	: 2017-12-07	Branch	: COUNTRY OFFICE
Confirmation	: Confirmed	Confirmation Date	: 2018-12-06

PERSONAL INFORMATION

Father's Name	: MOBARAK HOSSAIN	Mother's Name	: MUSLIMA HOSSAIN
Marital Status	: SINGLE	Spouse Name	: N/A
Gender	: MALE	Date of Birth	: 1988-04-30
Mobile No	: 1912011245	NID No.	: 2616220554916
Blood Group	: B+	Email Address	: shakib245@gmail.com
Passport No.	:		

CONTACT INFORMATION

Present Address
170/A Siraj mohal, road 4 Garibullah shah Housing Khulshi Chittagong-4000
District: CHATTOGRAM

Permanent Address
Vill: Sadapur, P.O:Mohabbatpur P.S: Nawabganj Dis: Dhaka-1321
District: CHATTOGRAM

EMERGENCY CONTACT INFORMATION

Contact Name	:	Relationship	:
Contact Number	: 01817-021248	Contact Address	

ACADEMIC INFORMATION

Exam Name	Subject / Group	Institution	Passing Year	Result
MBA	Accounting andInformation System	University of Dhaka	2013	3.72

PREVIOUS JOB EXPERIENCE

Service From	Service To	Organization Name	Address	Designation

TRAINING INFORMATION

Training Title	Institute Name	Year

Developed by White Services Technology

Figure: View Employee Details

3.3 Leave Apply

You have the option of applying for a loan.

Follow these steps:

- ➔ Select Leave Category so that Total days and leave balance will be shown automatically.
- ➔ Select Leave Type and the leave duration.
- ➔ Select the name to whom you want to shift the duty and his address.
- ➔ You can write remarks about the reason for leaving.
- ➔ Click on the Submit button to save the changes.

Attention:

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

Steps follow to navigate this page:

Home (Left Menu) > **Leave Apply (Quick Links)**

Find the dashboard from the below screenshot:

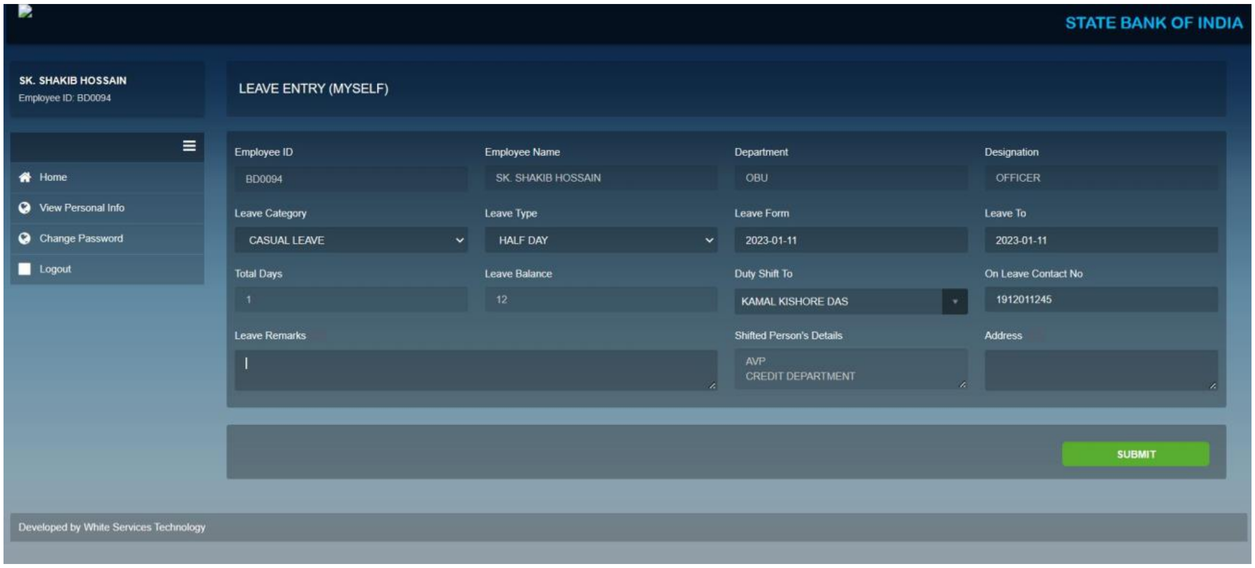

Figure: Apply for Loan

3.4 View Leave Information

This segment will display details about leave such as Leave Date, Total Days, Leave Category, Leave Type, Duty Shift To, and Leave Remarks as well as employee’s personal information.

Steps follow to navigate this page:

Home (Left Menu) > **My Leave Details (Quick Links)**

Find the dashboard from the below screenshot:

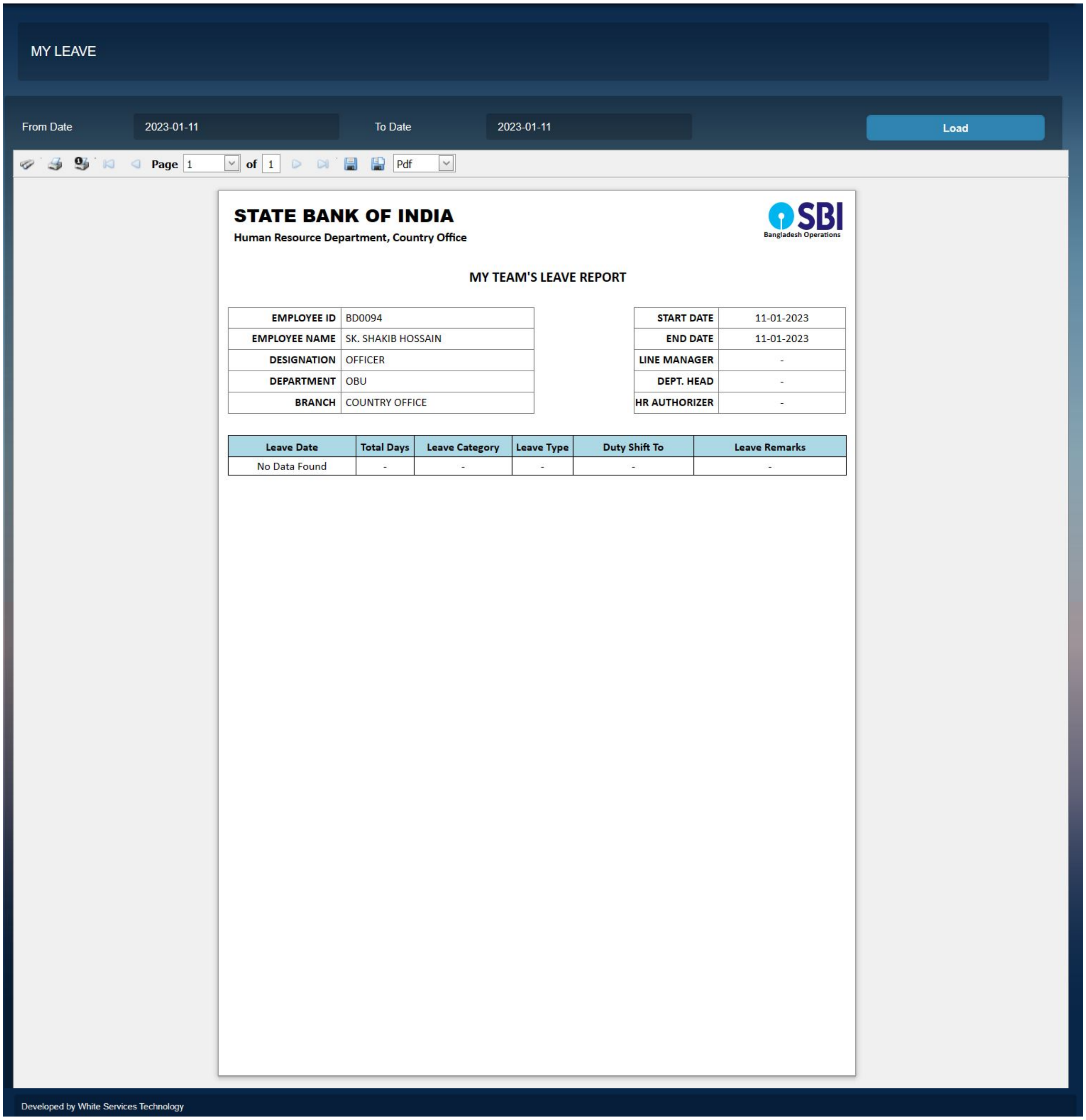

Figure: View Loan Details