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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.

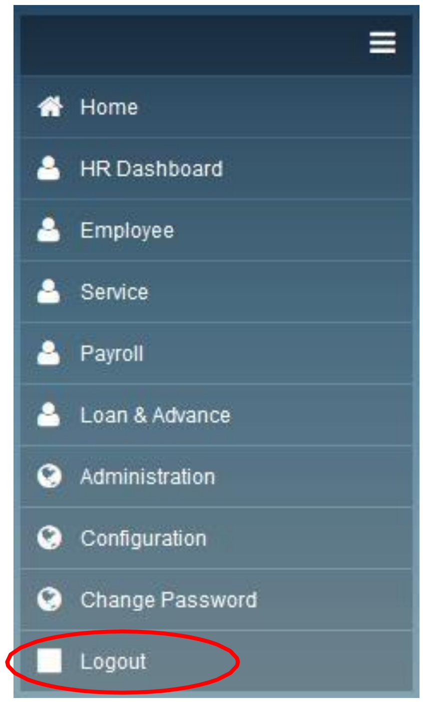


Figure: Logout

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.

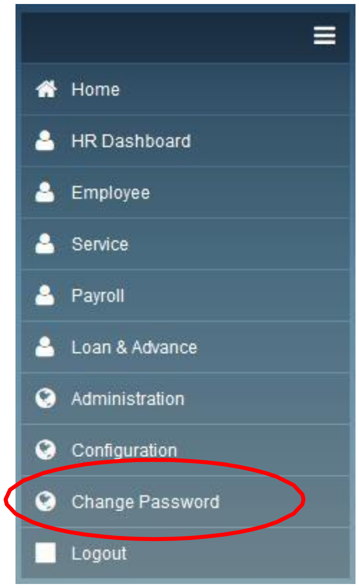


Figure: Change Password

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:

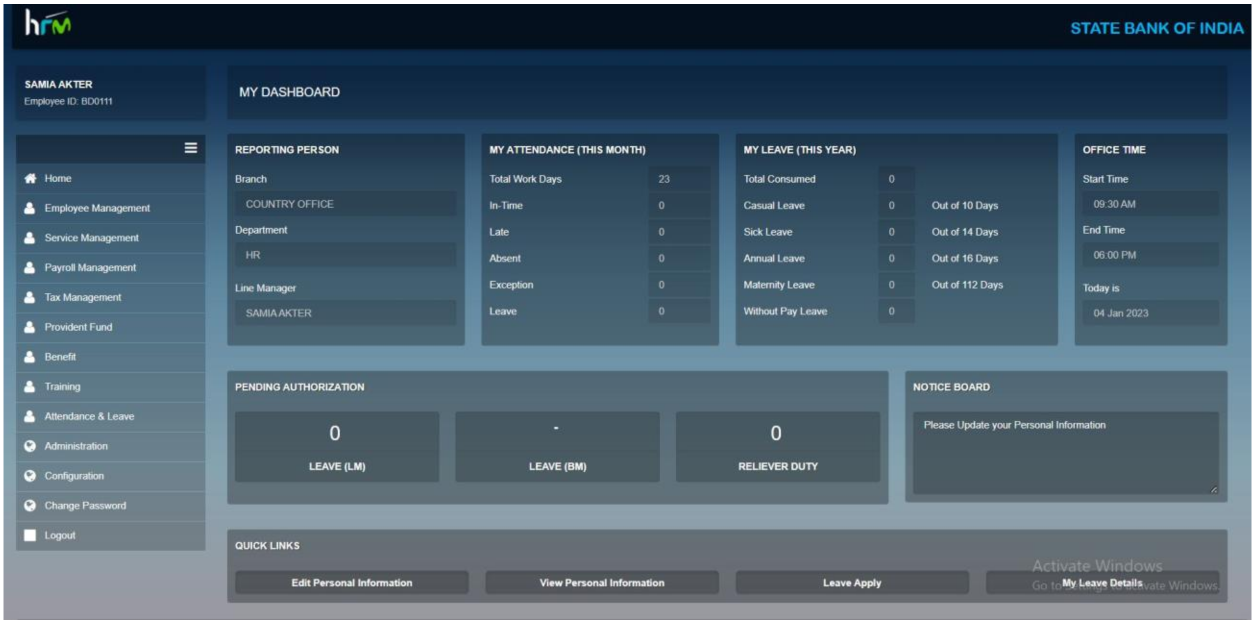


Figure: Employee Self Management Dashboard

The Employee Self Service dashboard has 3 parts.

1. **Reporting Person:**

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:**

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:

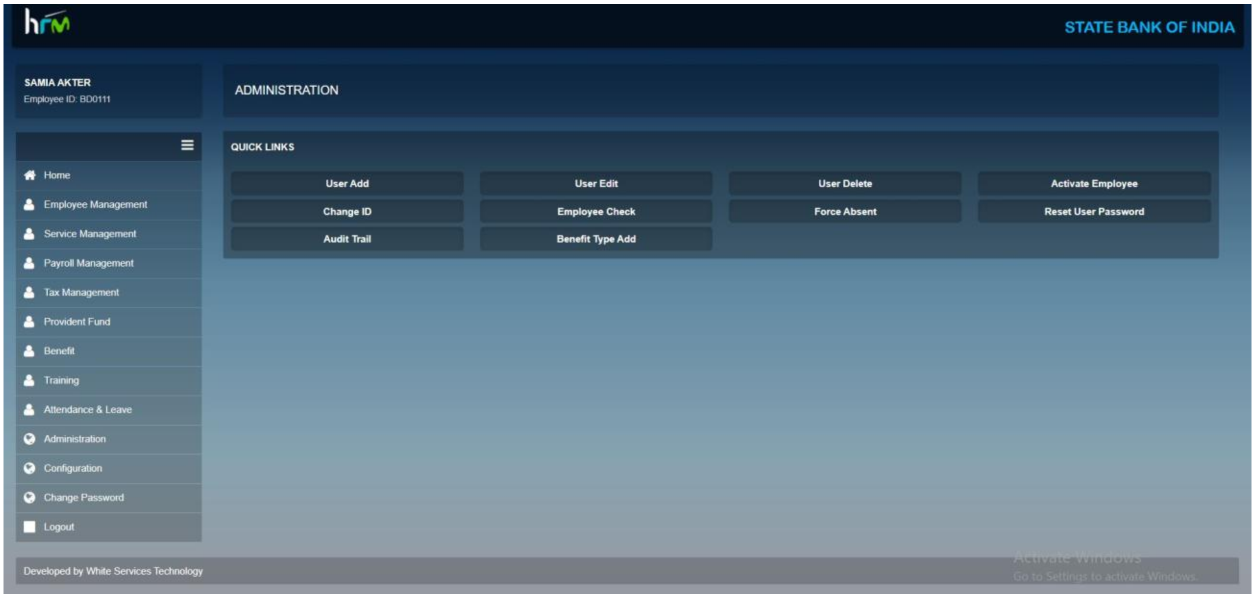


Figure: Administrable Dashboard

Only the admin can edit this dashboard .

2.5.3 Configuration Dashboard:

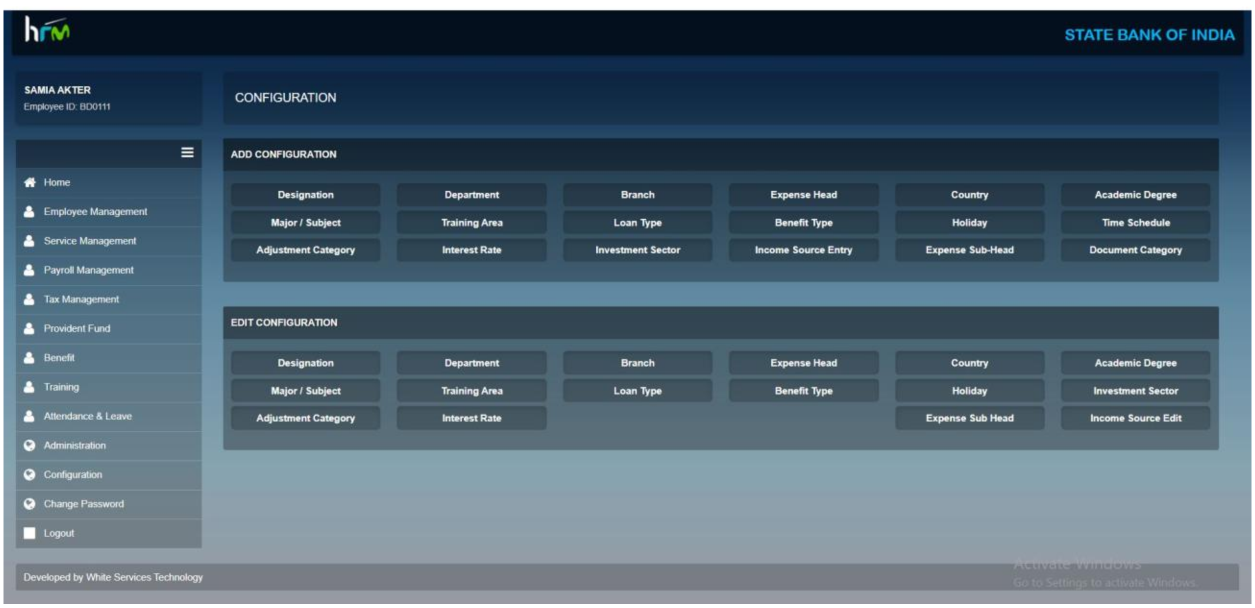


Figure: Configuration Dashboard

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

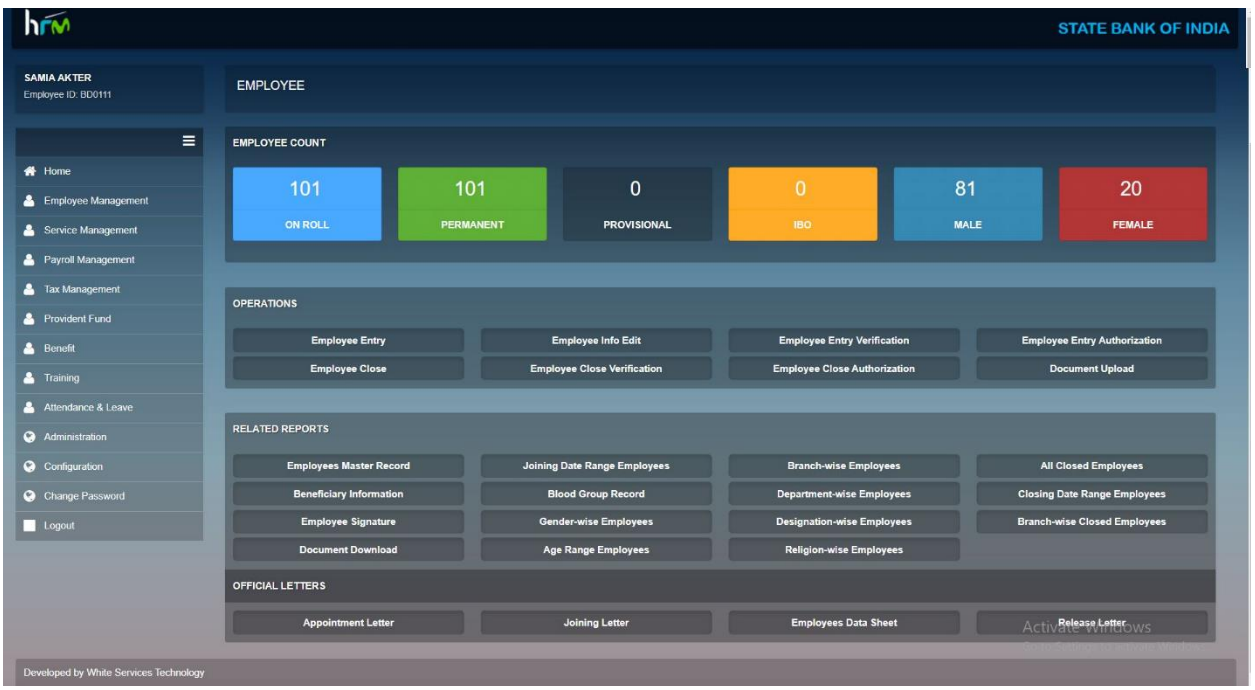


Figure: Employee Management Dashboard

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.

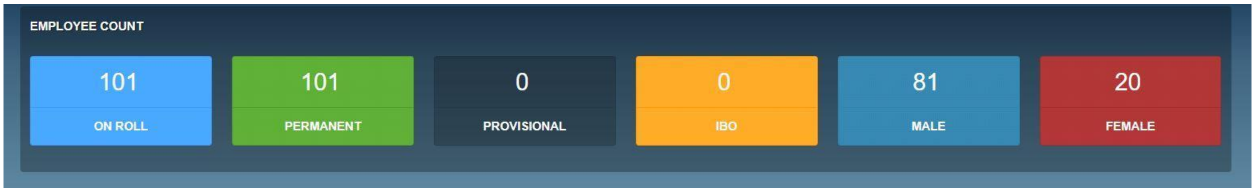


Figure: Employee Count

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.

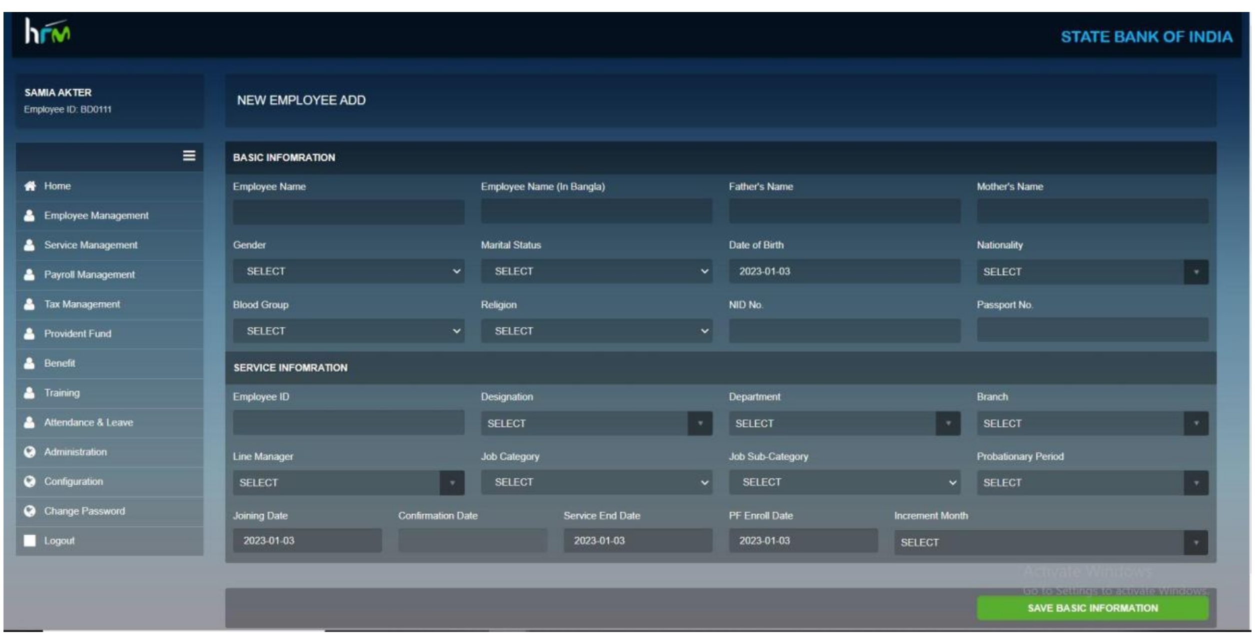


Figure: Employee Entry

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.

3.2.1.2Service 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:

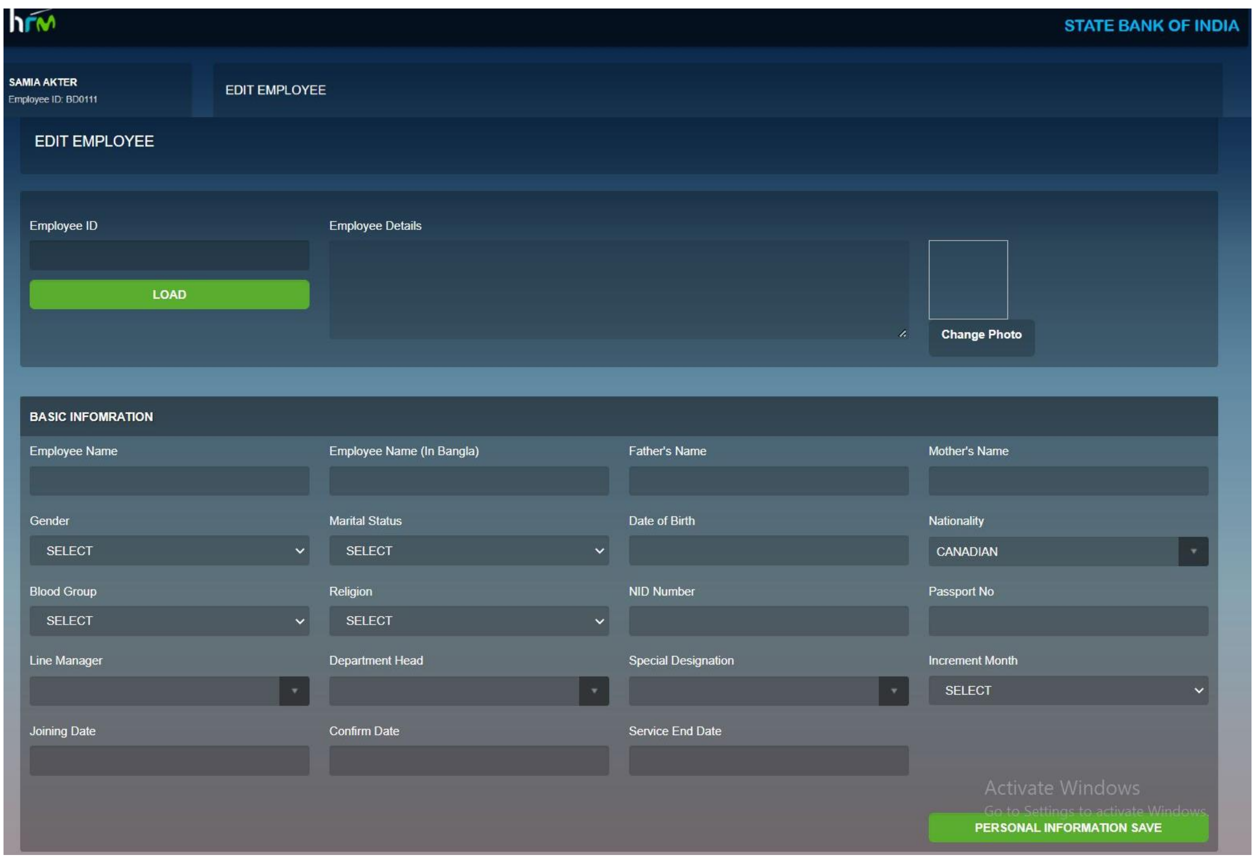


Figure: Employee Edit

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.

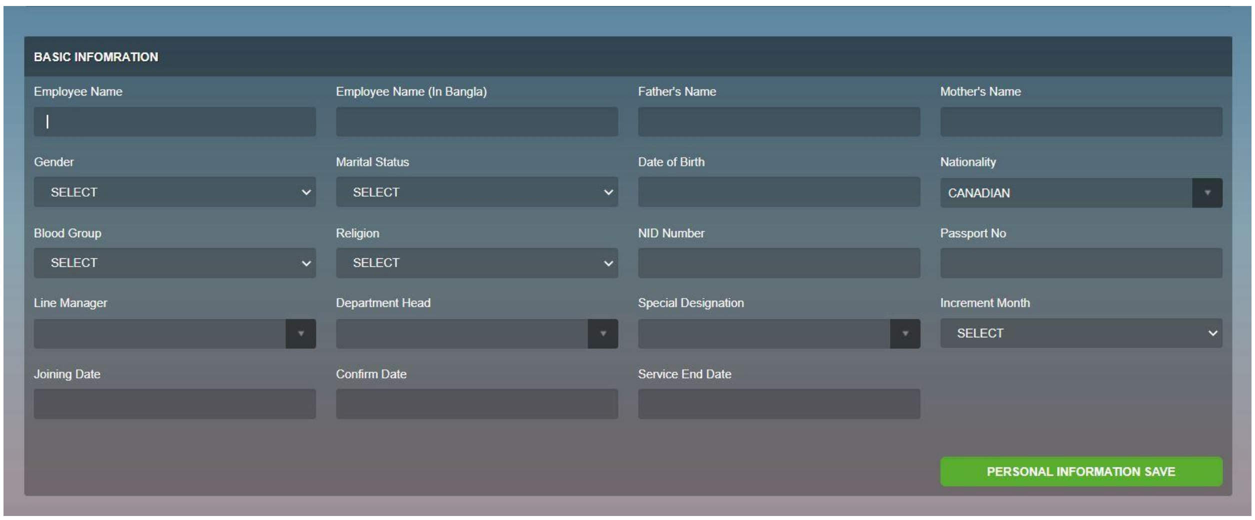


Figure: Employee Basic Info Edit

3.2.2.3 Other Information

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

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.

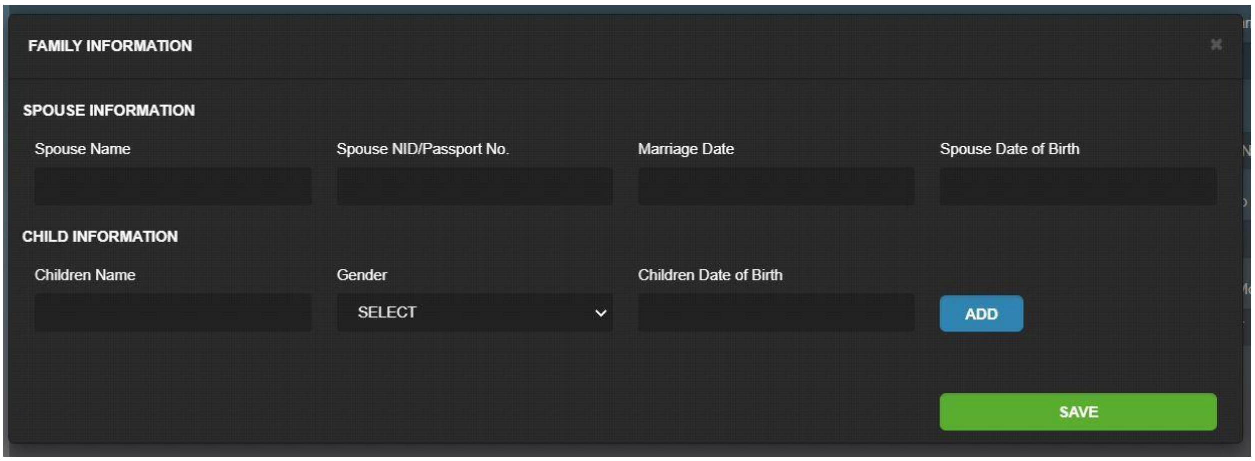


Figure: Family Information

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.

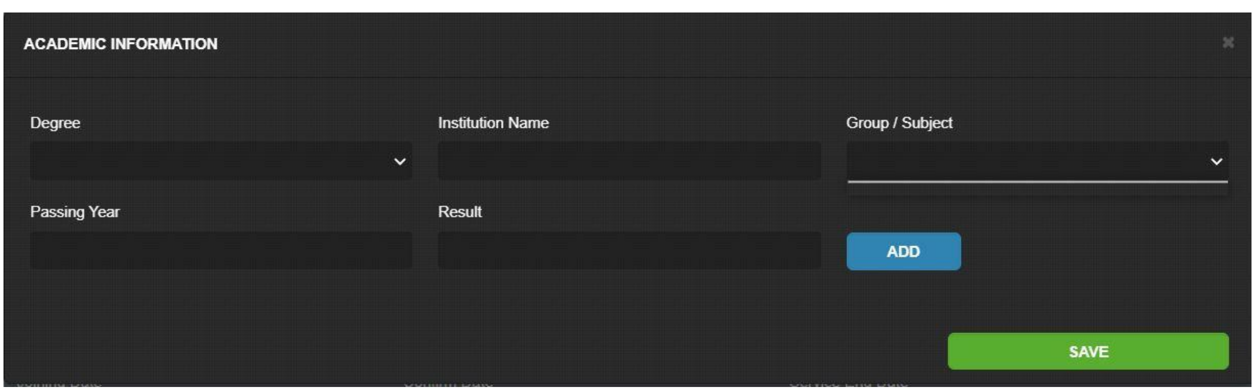


Figure: Academic Information

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.

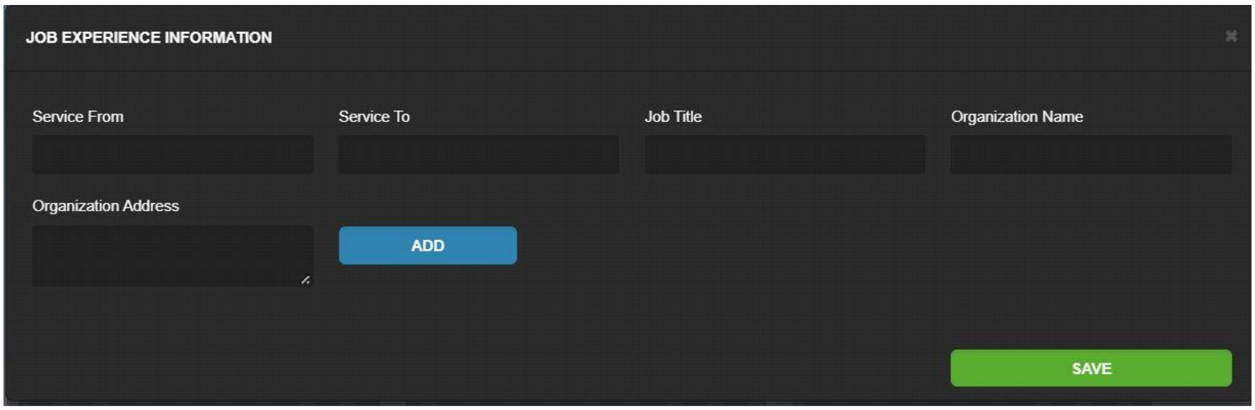


Figure: Job Experiences

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.

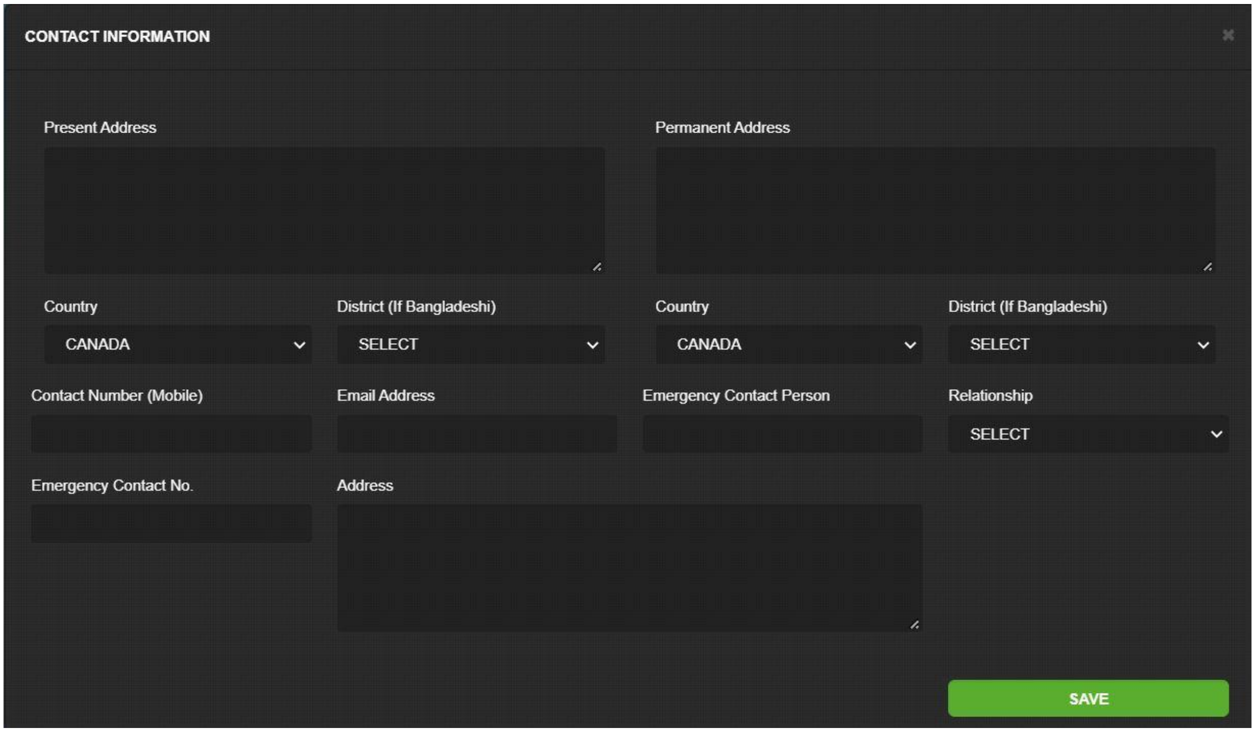


Figure: Contact Information

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.

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.

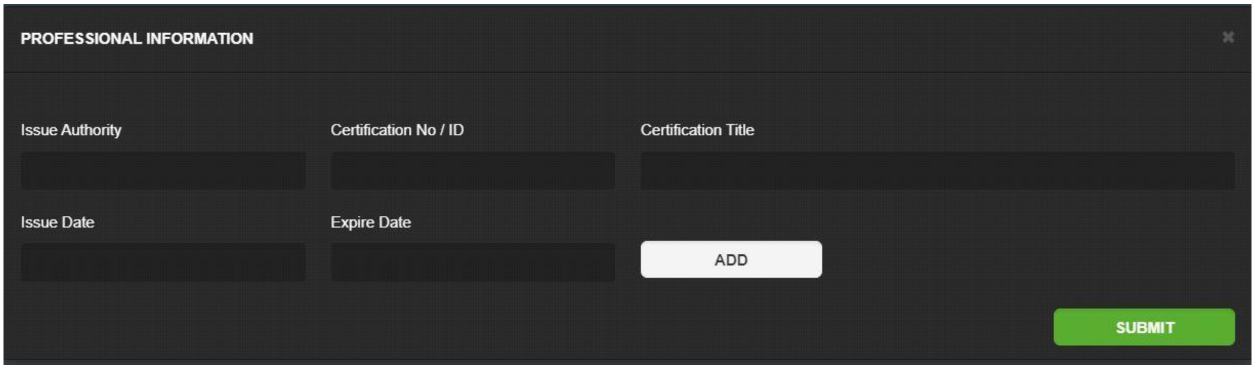


Figure: Professional Information

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

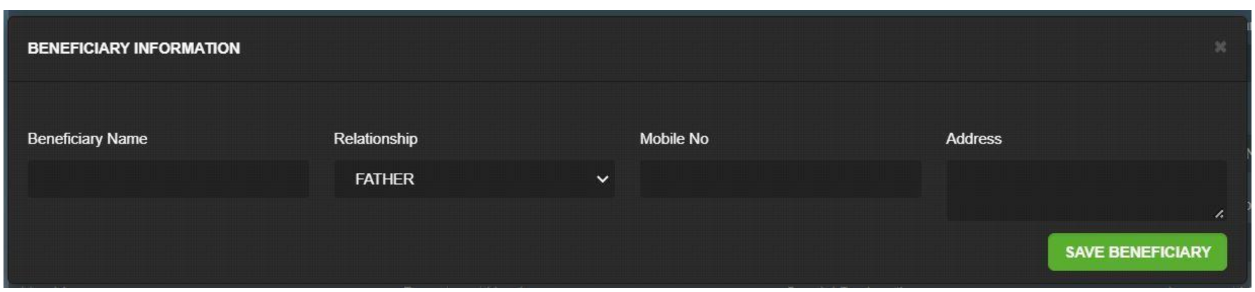


Figure: Beneficiary Information

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.

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:

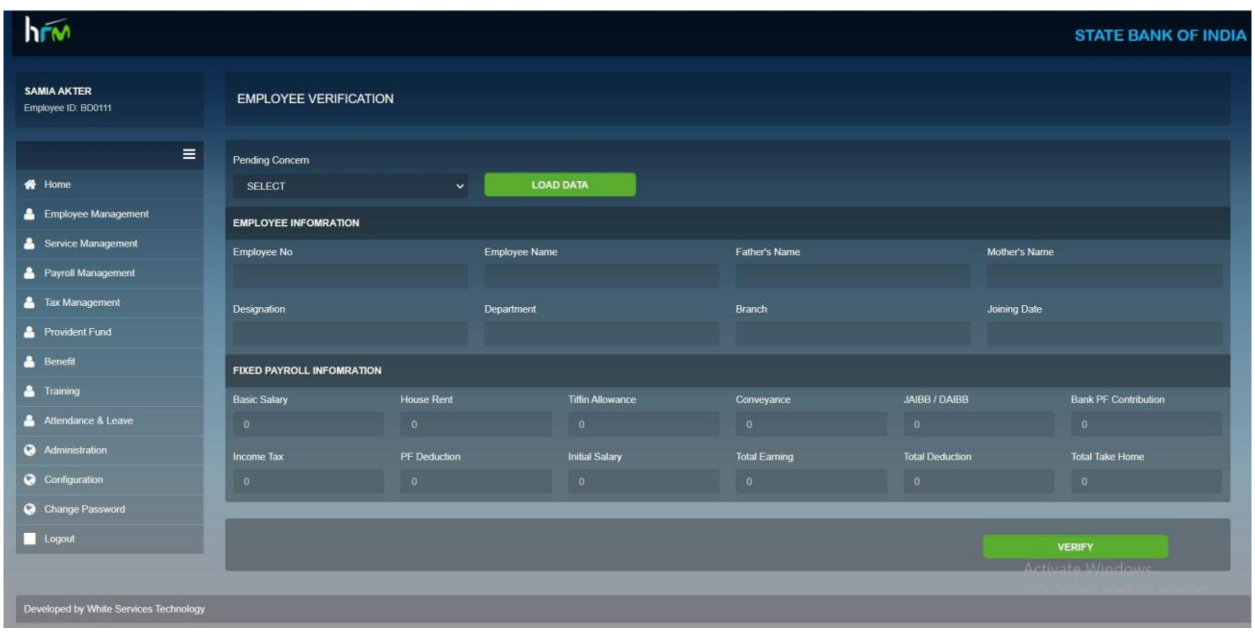


Figure: Employee Entry Verification

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:

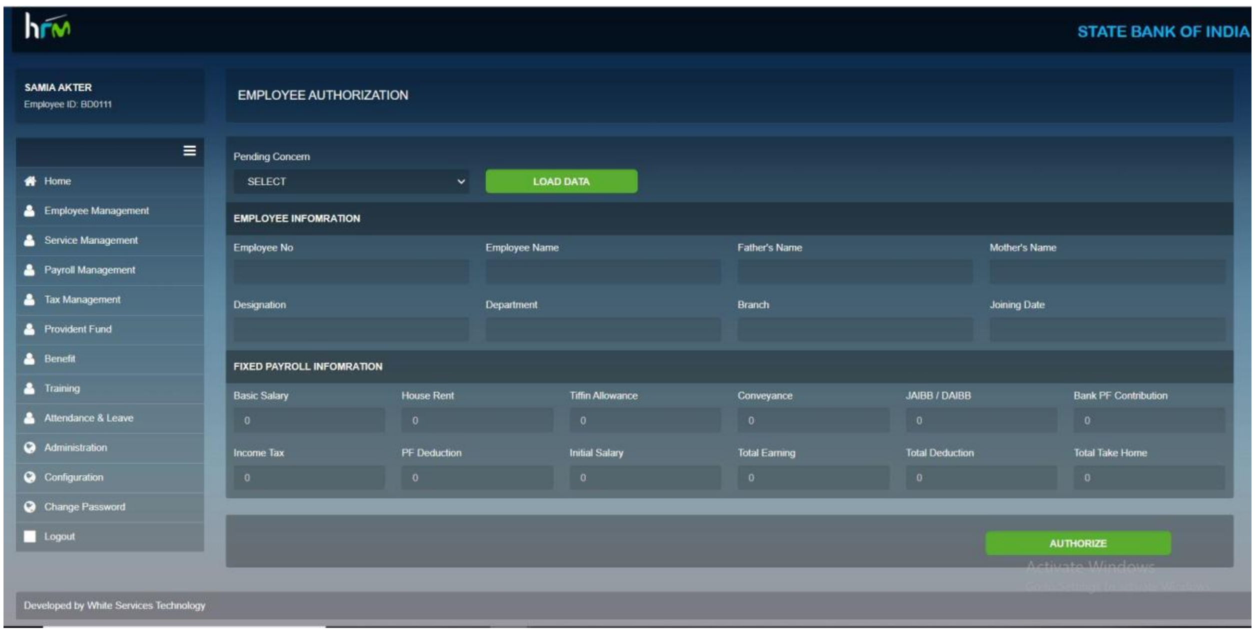


Figure: Employee Entry Authentication

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:

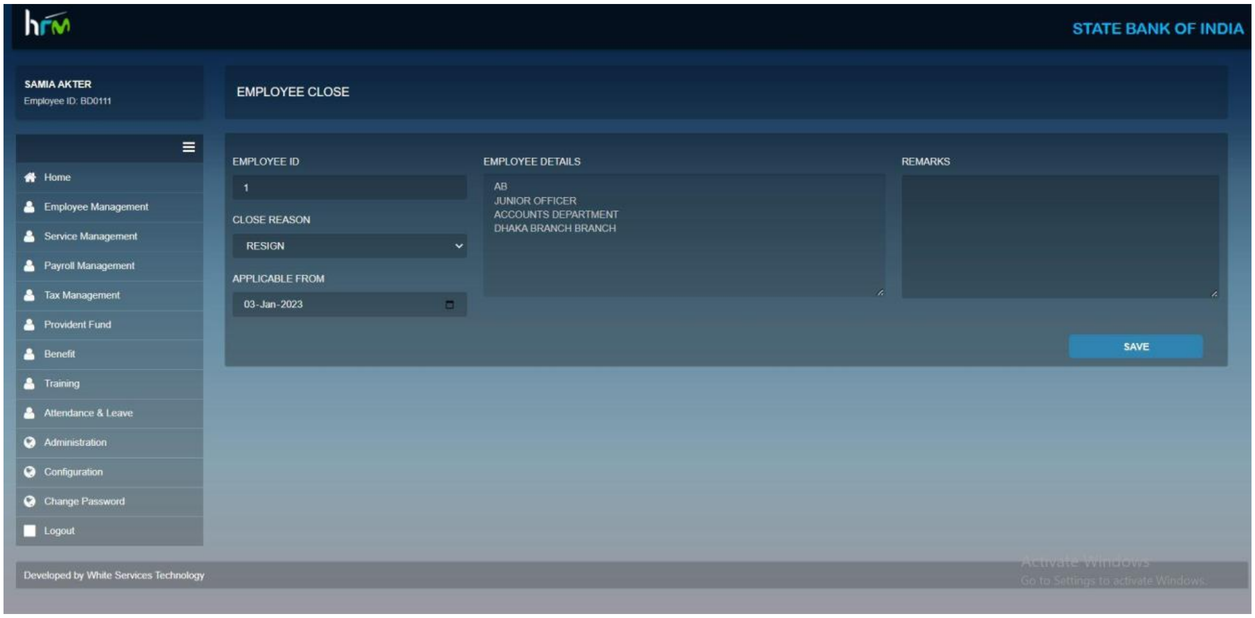


Figure: Employee Close

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:

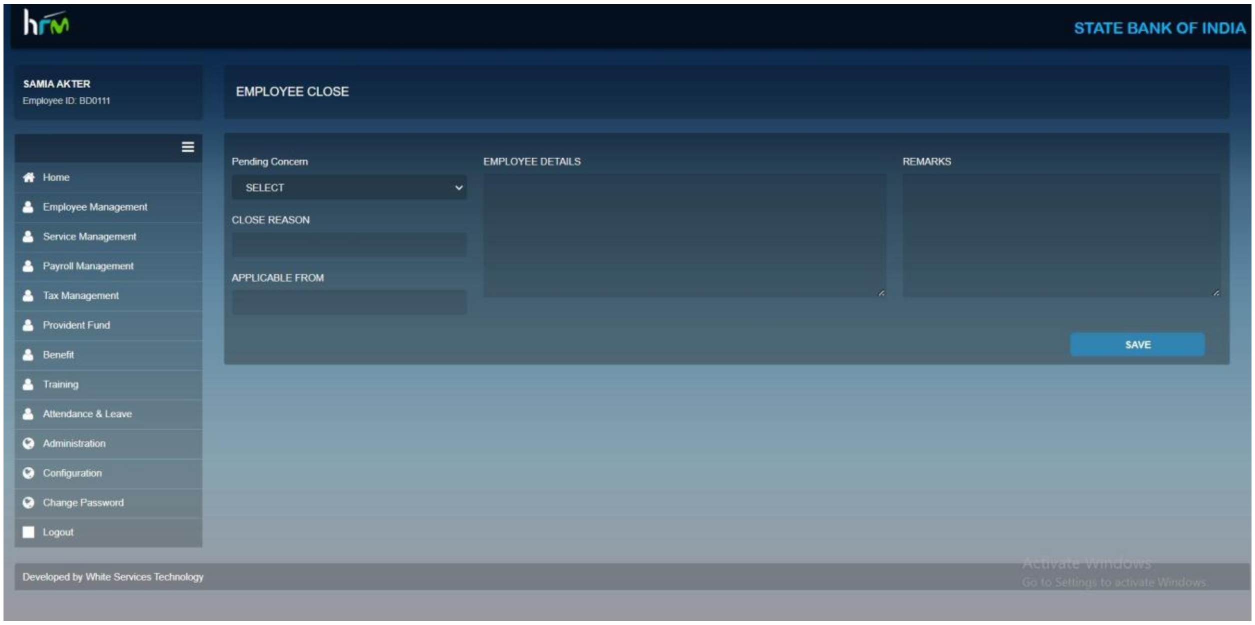


Figure: Employee Close Verification

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:

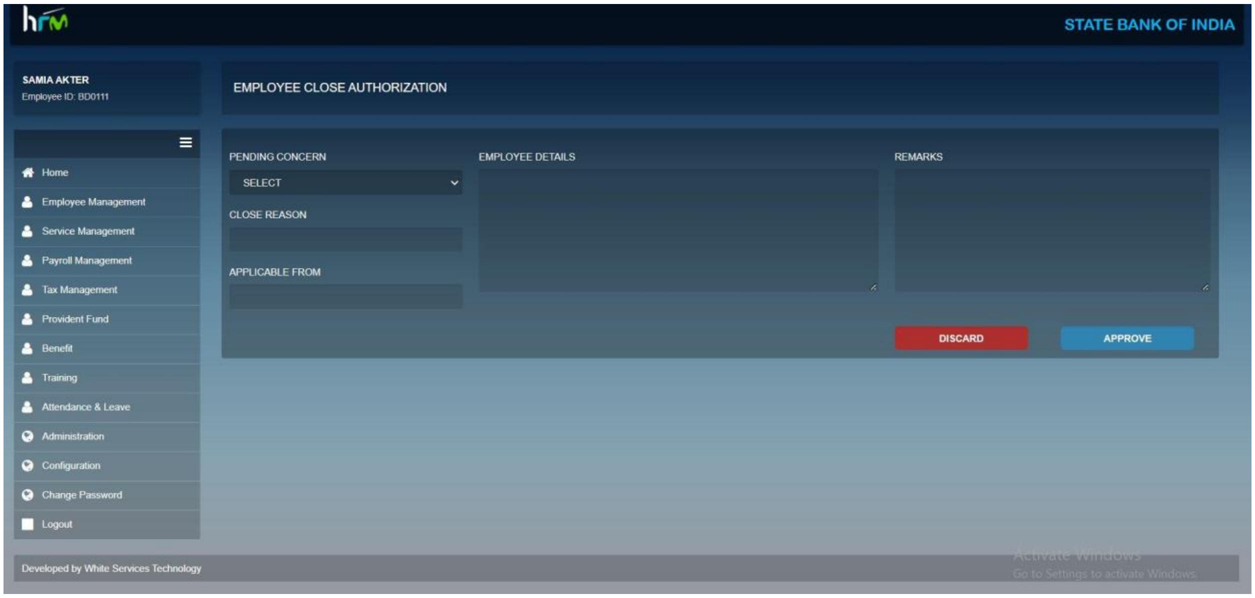


Figure: Employee Close Authentication

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:

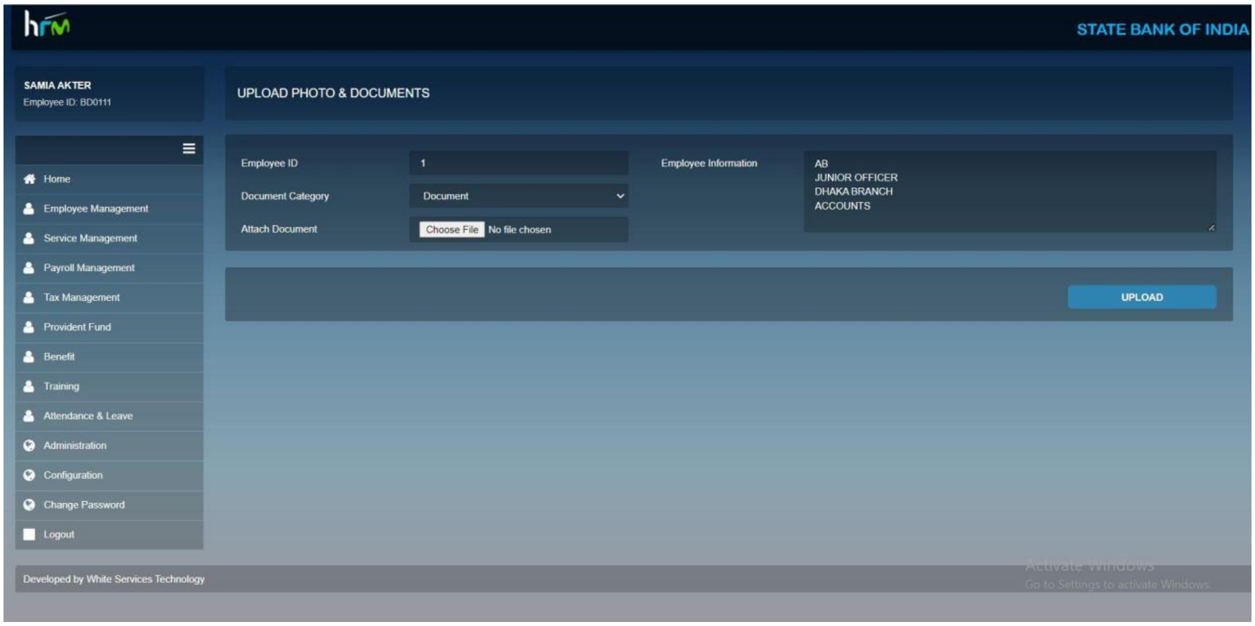


Figure: Employee Document Upload

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.

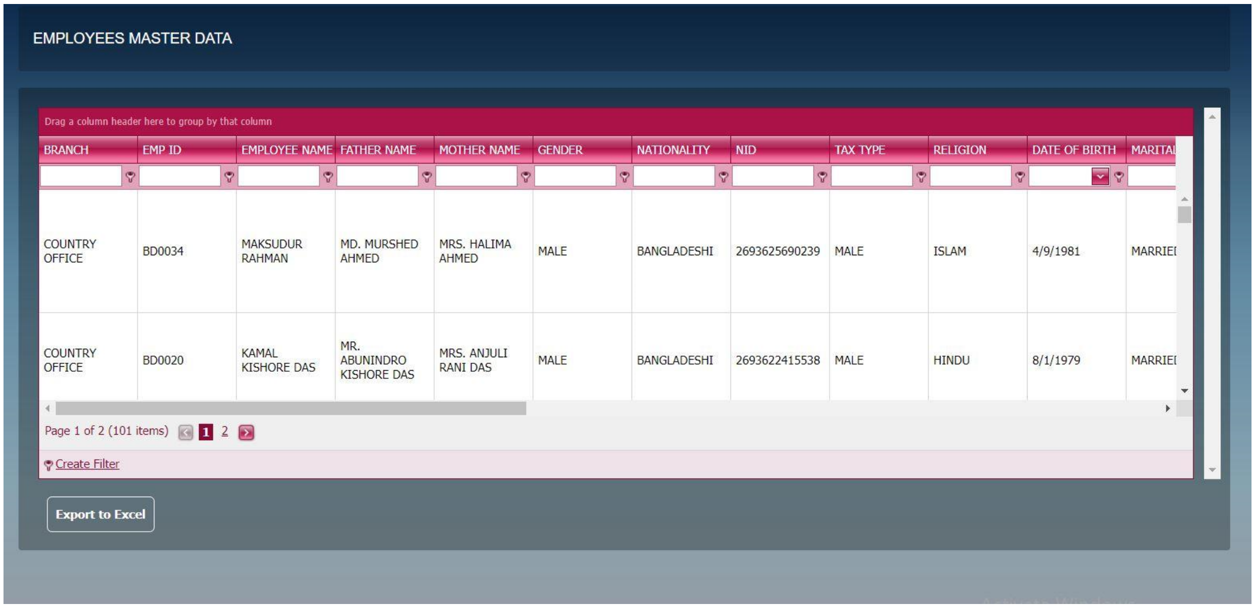


Figure: Employee Master Record

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.

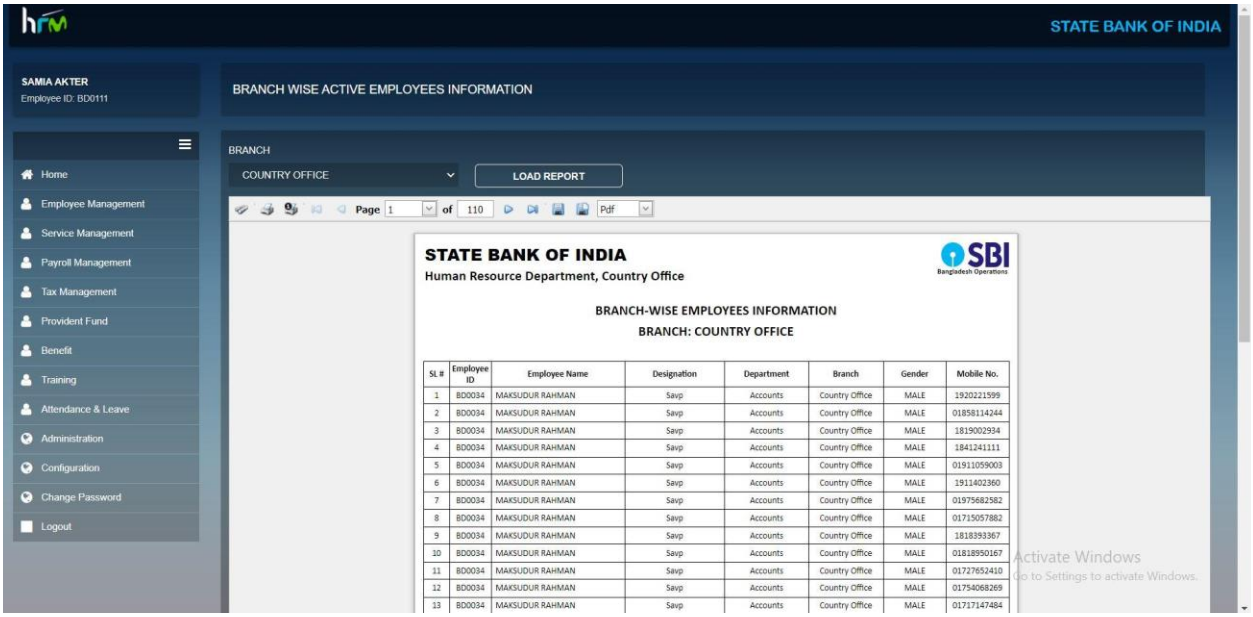


Figure: Branch Wise Employee

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.

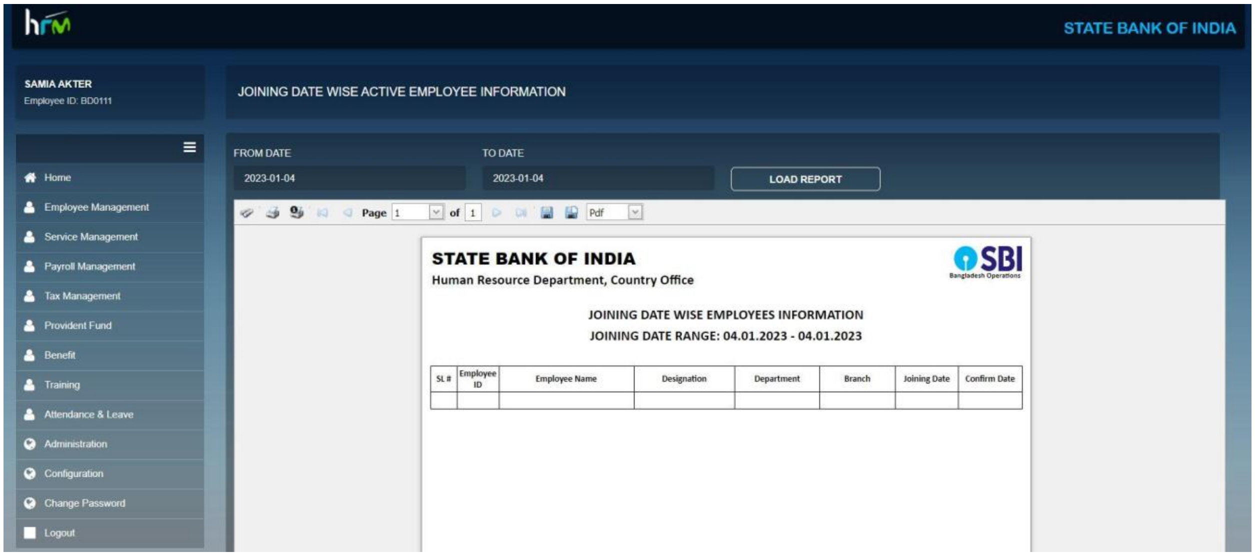


Figure: Joining Date Range Employee

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.

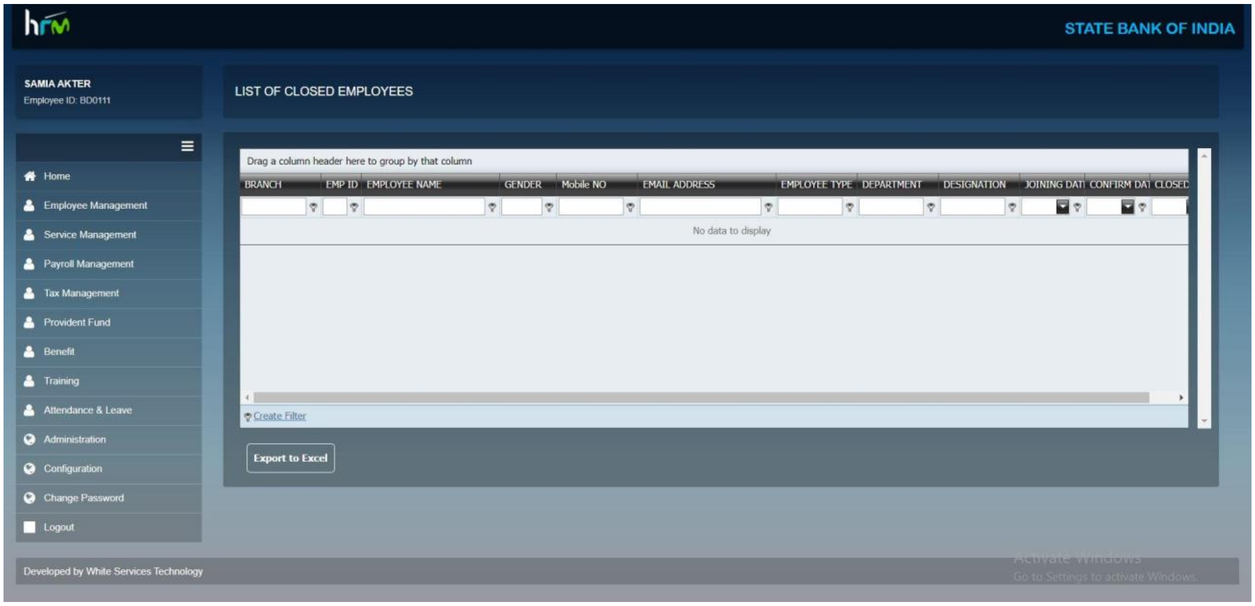


Figure: All Closed Employee

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.

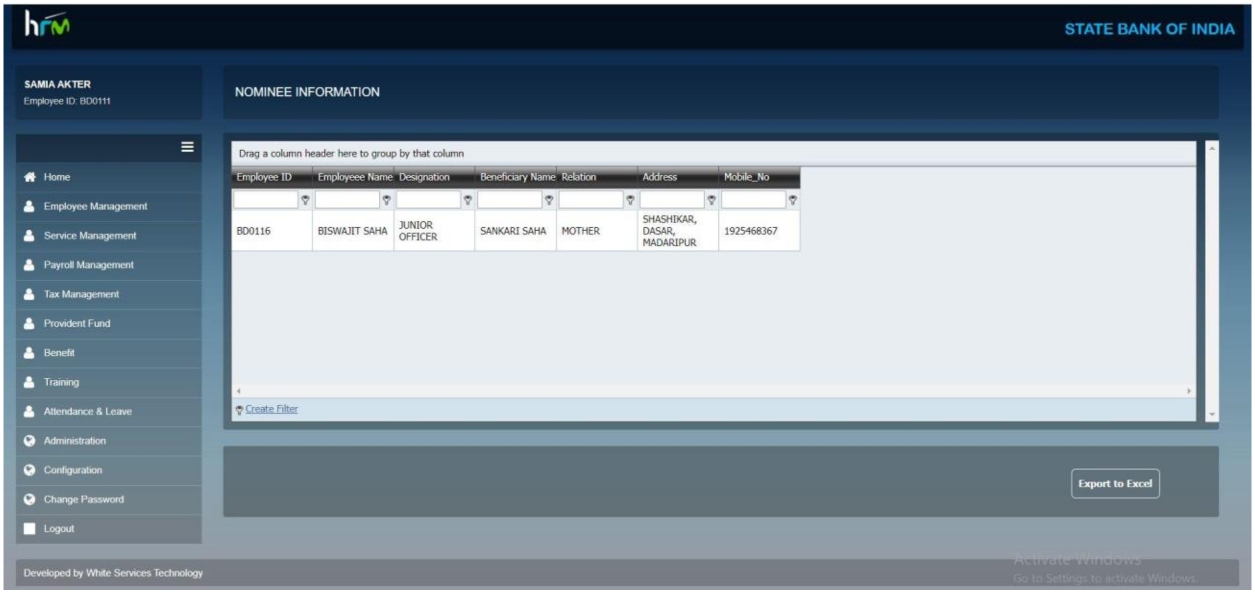


Figure: Beneficiary Information

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.

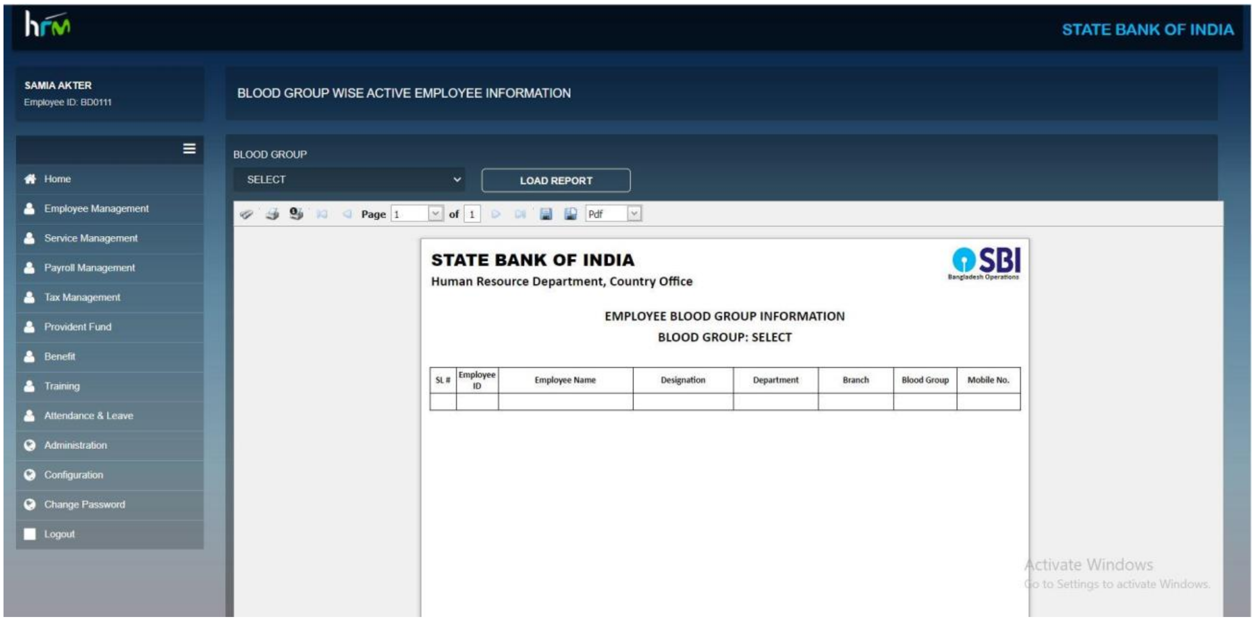


Figure: Blood Group Report

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.

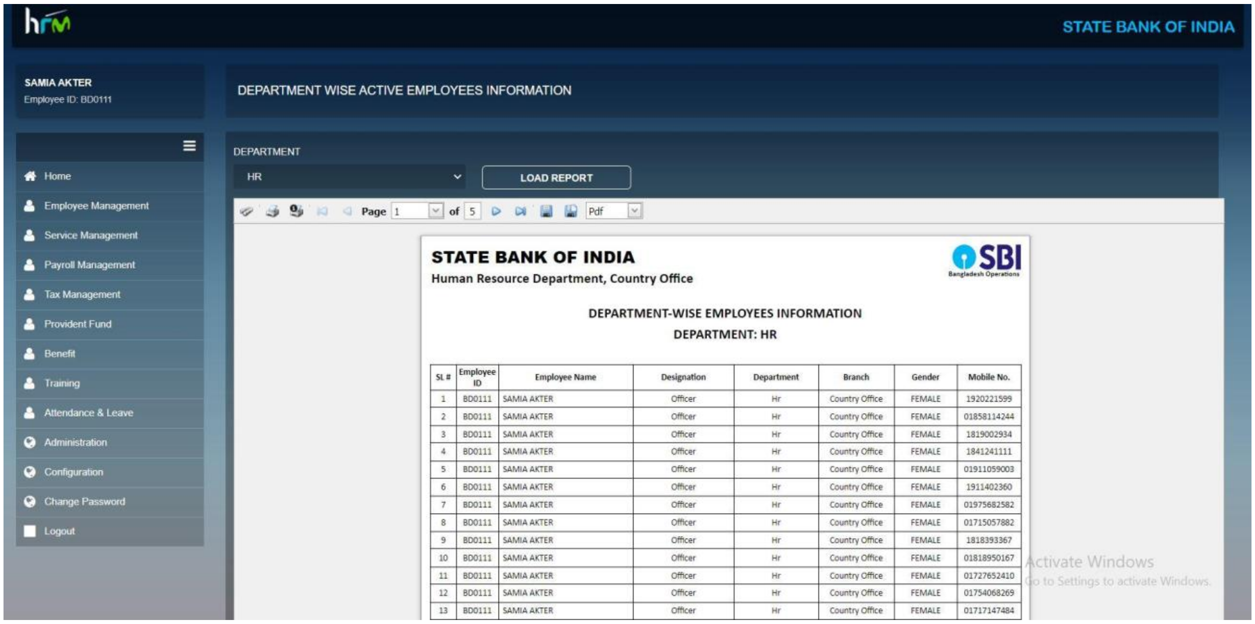


Figure: Department wise Employee Report

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.

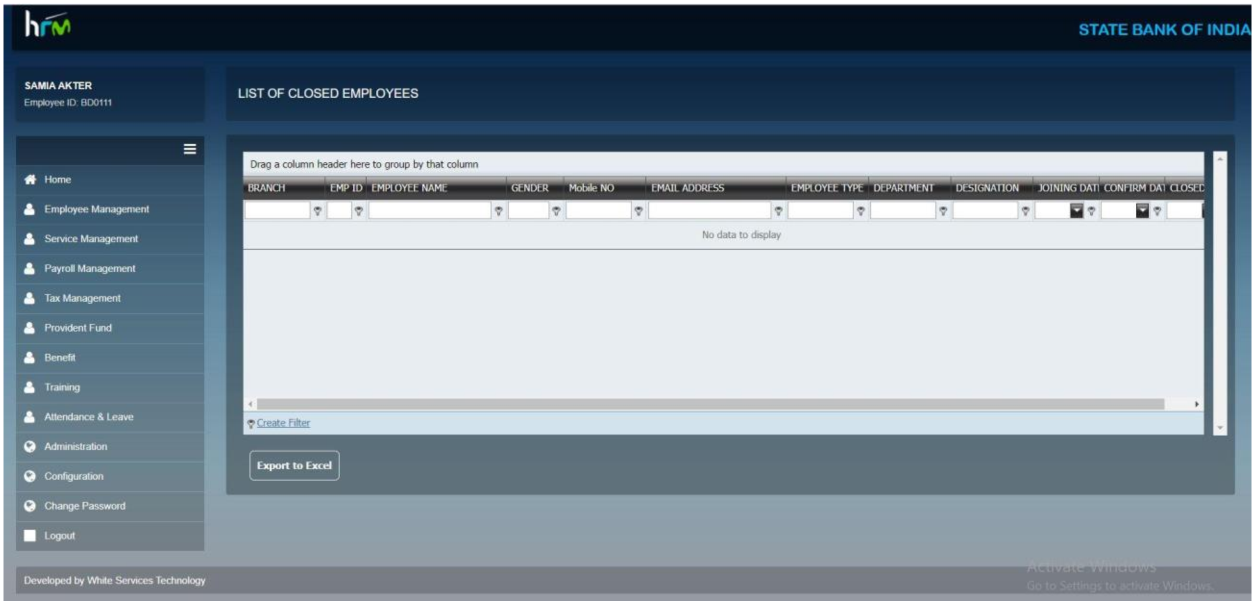


Figure: Closing date wise Employee Report

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.

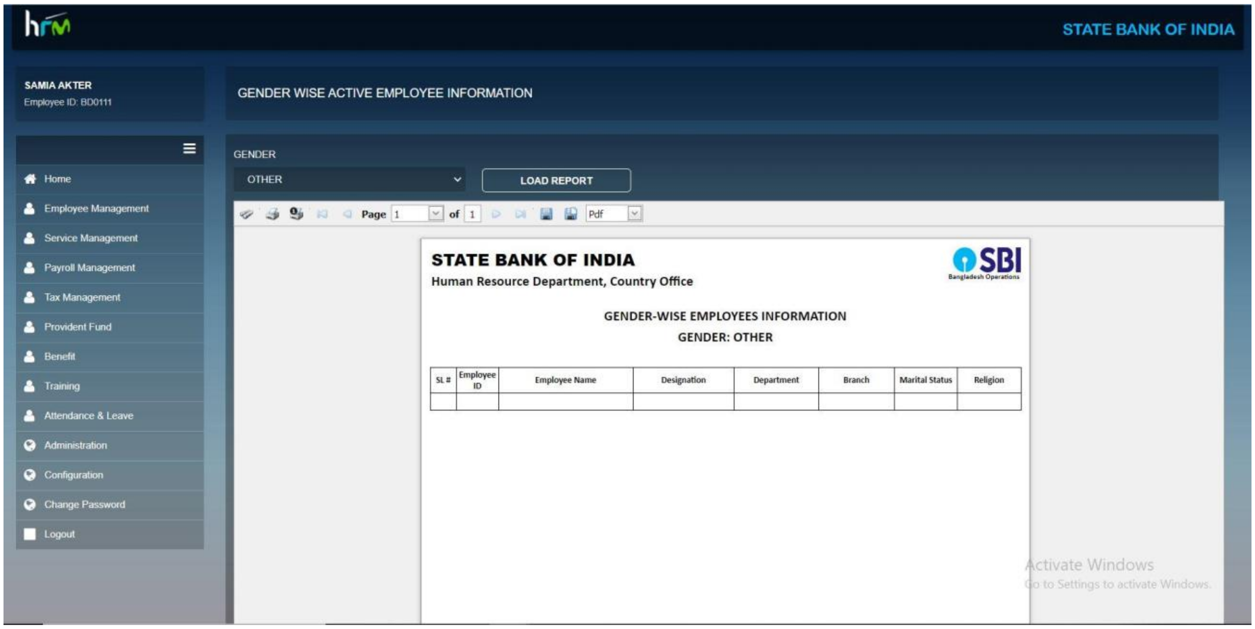


Figure: Gender wise Employee Report

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.

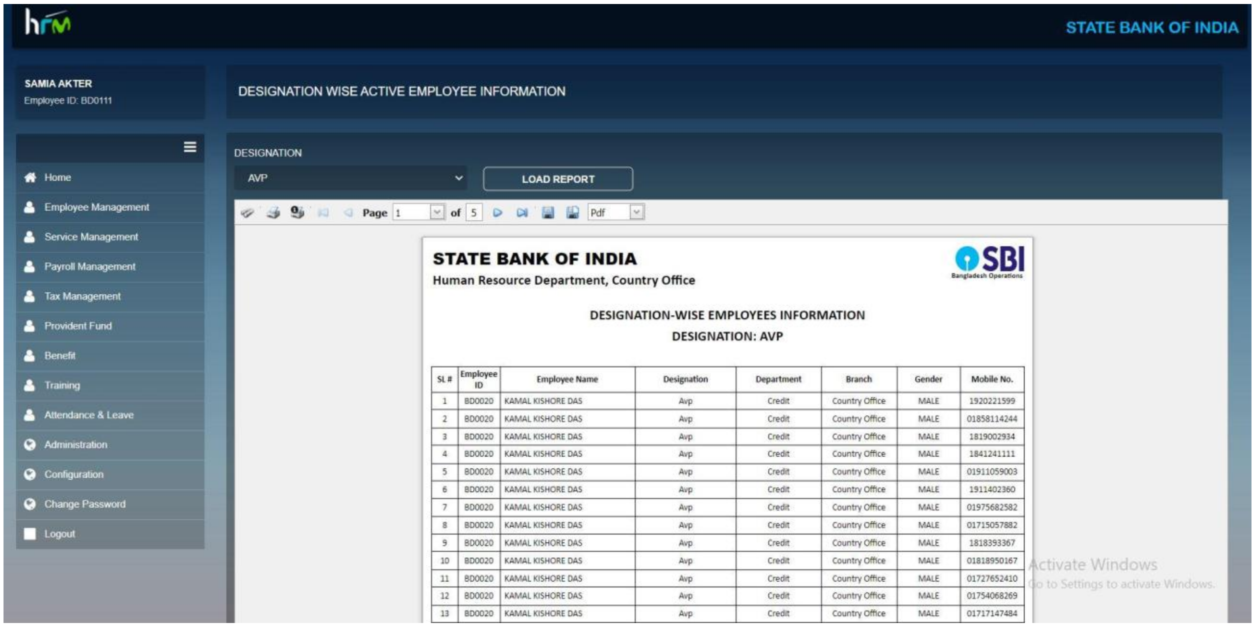


Figure: Designation wise Employees Report

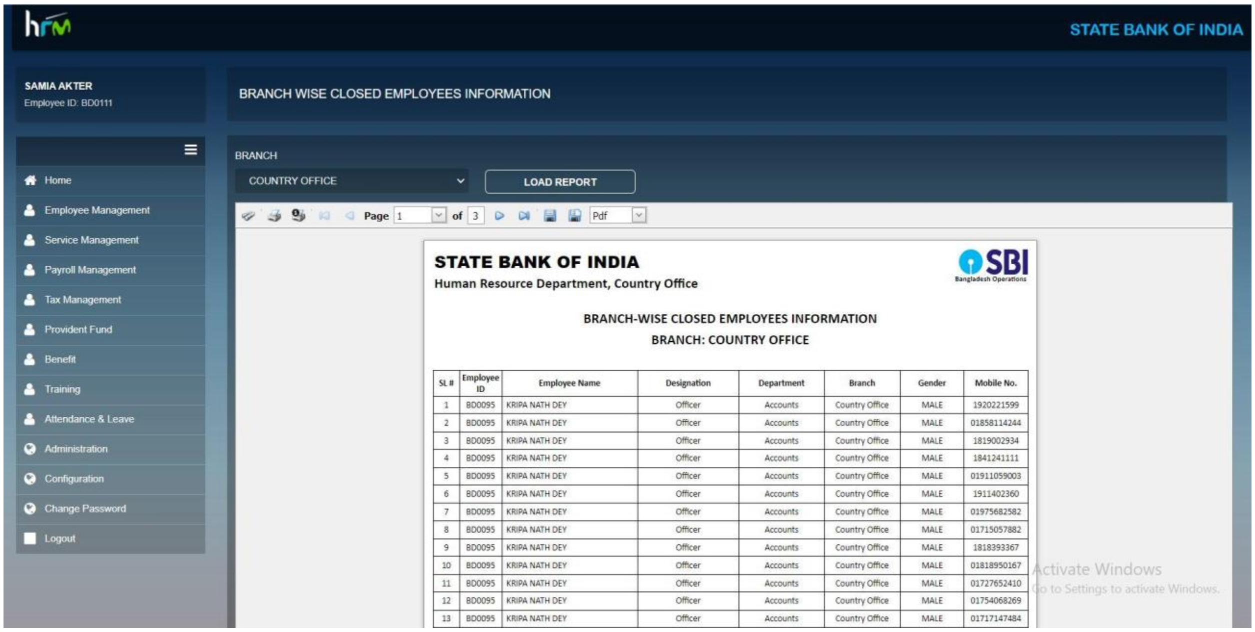
3.3.12 Branch-wise Employee

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.



SL #	Employee ID	Employee Name	Designation	Department	Branch	Gender	Mobile No.
1	BD0095	KRIPA NATH DEY	Officer	Accounts	Country Office	MALE	1920221599
2	BD0095	KRIPA NATH DEY	Officer	Accounts	Country Office	MALE	01858114244
3	BD0095	KRIPA NATH DEY	Officer	Accounts	Country Office	MALE	1819002934
4	BD0095	KRIPA NATH DEY	Officer	Accounts	Country Office	MALE	1841241111
5	BD0095	KRIPA NATH DEY	Officer	Accounts	Country Office	MALE	01911059003
6	BD0095	KRIPA NATH DEY	Officer	Accounts	Country Office	MALE	1911402360
7	BD0095	KRIPA NATH DEY	Officer	Accounts	Country Office	MALE	01975682582
8	BD0095	KRIPA NATH DEY	Officer	Accounts	Country Office	MALE	01715057882
9	BD0095	KRIPA NATH DEY	Officer	Accounts	Country Office	MALE	1818393367
10	BD0095	KRIPA NATH DEY	Officer	Accounts	Country Office	MALE	01818950167
11	BD0095	KRIPA NATH DEY	Officer	Accounts	Country Office	MALE	01727652410
12	BD0095	KRIPA NATH DEY	Officer	Accounts	Country Office	MALE	01754068269
13	BD0095	KRIPA NATH DEY	Officer	Accounts	Country Office	MALE	01717147484

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.

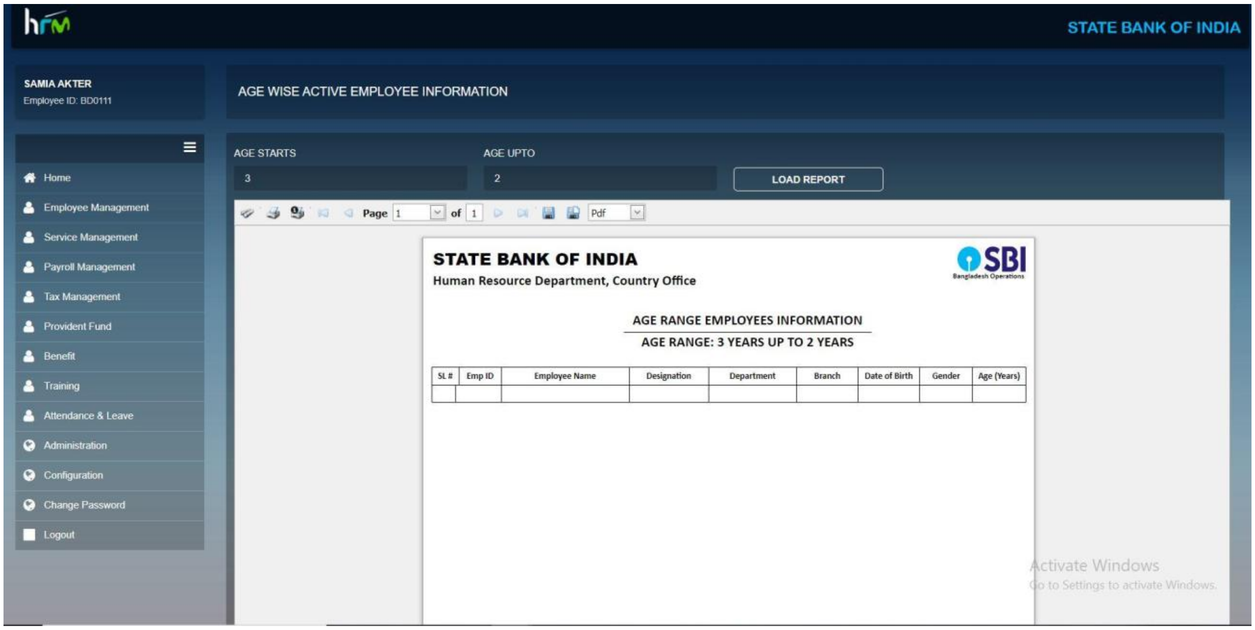


Figure: Age wise Employee Report

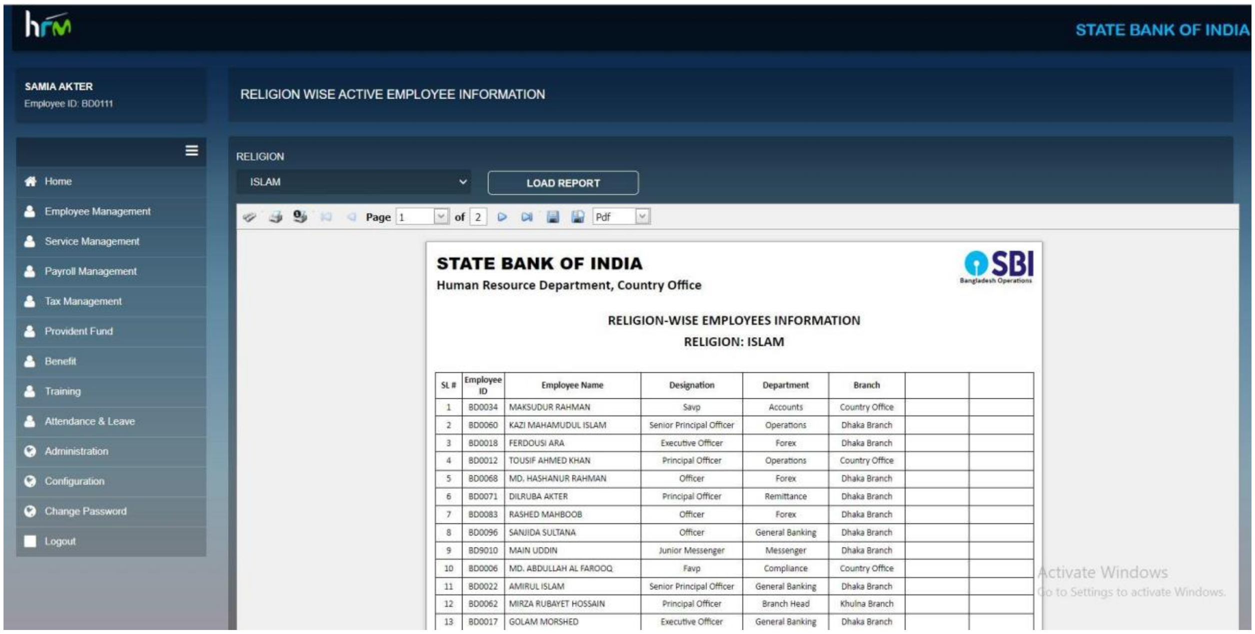
3.3.11 Designation-wise Employee

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.



SL #	Employee ID	Employee Name	Designation	Department	Branch		
1	BD0034	MAKSUDUR RAHMAN	Savp	Accounts	Country Office		
2	BD0060	KAZI MAHAMUDUL ISLAM	Senior Principal Officer	Operations	Dhaka Branch		
3	BD0018	FERDOUSI ARA	Executive Officer	Forex	Dhaka Branch		
4	BD0012	TOUSIF AHMED KHAN	Principal Officer	Operations	Country Office		
5	BD0068	MD. HASHANUR RAHMAN	Officer	Forex	Dhaka Branch		
6	BD0071	DILRUBA AKTER	Principal Officer	Remittance	Dhaka Branch		
7	BD0083	RASHED MAHBOOB	Officer	Forex	Dhaka Branch		
8	BD0096	SANJIDA SULTANA	Officer	General Banking	Dhaka Branch		
9	BD9010	MAIN UDDIN	Junior Messenger	Messenger	Dhaka Branch		
10	BD0006	MD. ABDULLAH AL FAROOQ	Favp	Compliance	Country Office		
11	BD0022	AMIRUL ISLAM	Senior Principal Officer	General Banking	Dhaka Branch		
12	BD0062	MIRZA RUBAYET HOSSAIN	Principal Officer	Branch Head	Khulna Branch		
13	BD0017	GOLAM MORSHED	Executive Officer	General Banking	Dhaka Branch		

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.

Figure: Official Letters

4 Service Management Dashboard

There are four sections in this dashboard.

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

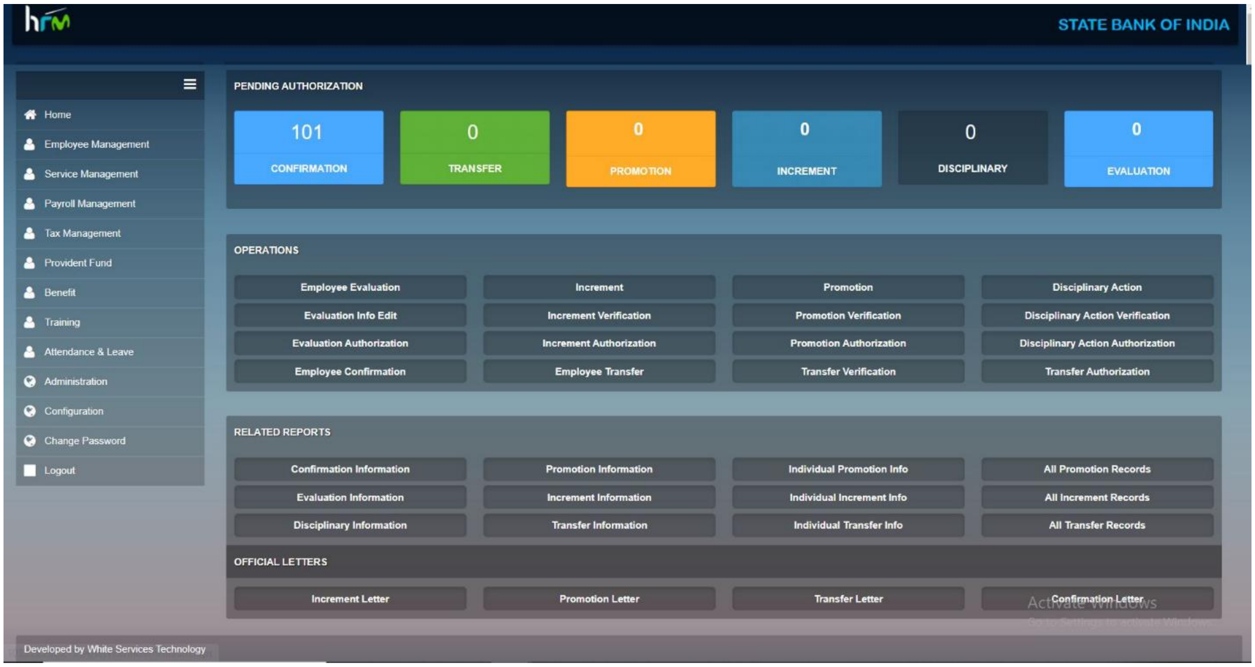


Figure: Service Management Dashboard

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.

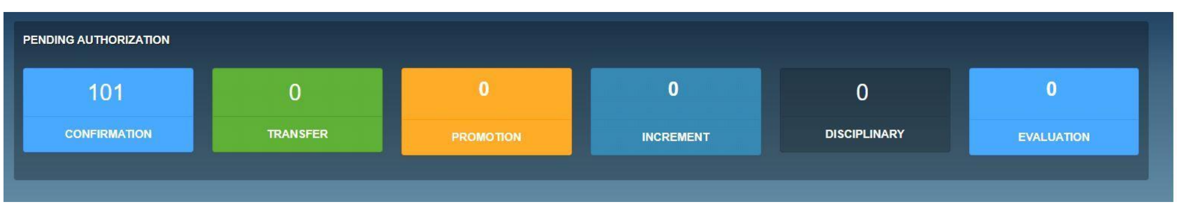


Figure: Pending Authorization

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.

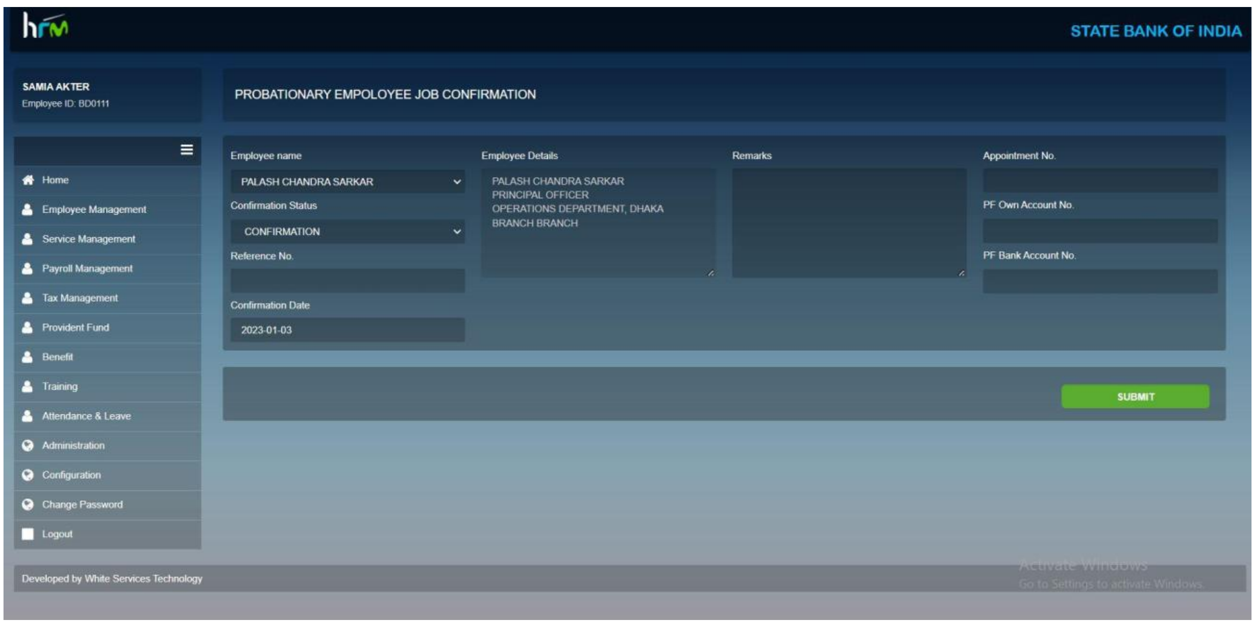


Figure: Employee Confirmation

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.

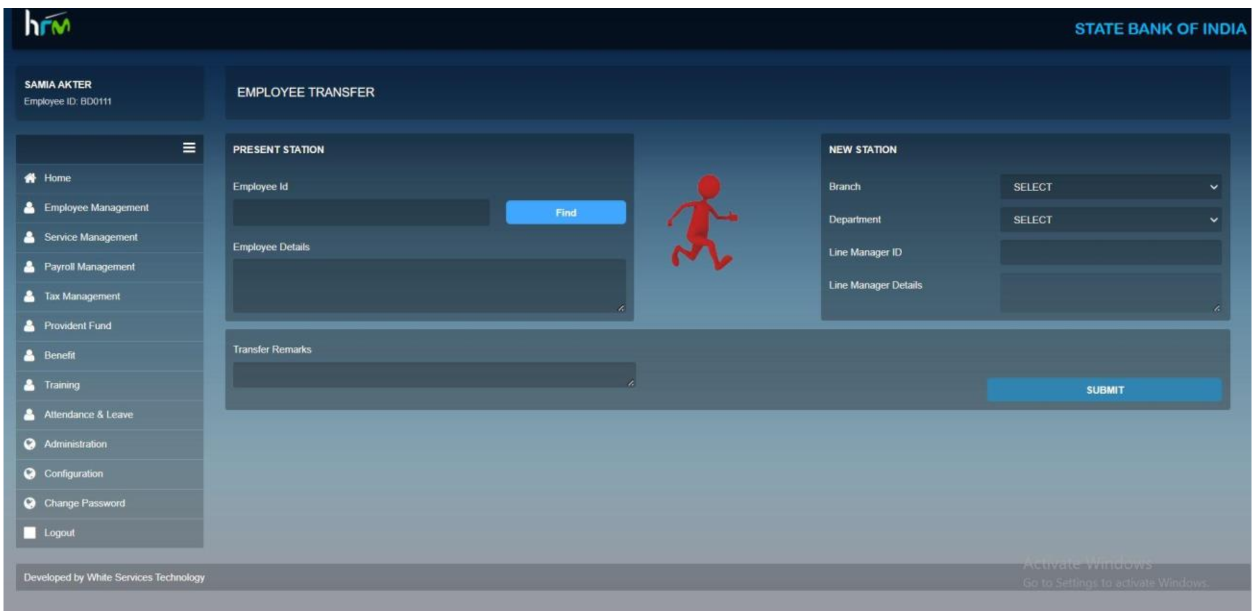


Figure: Employee Transfer

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**

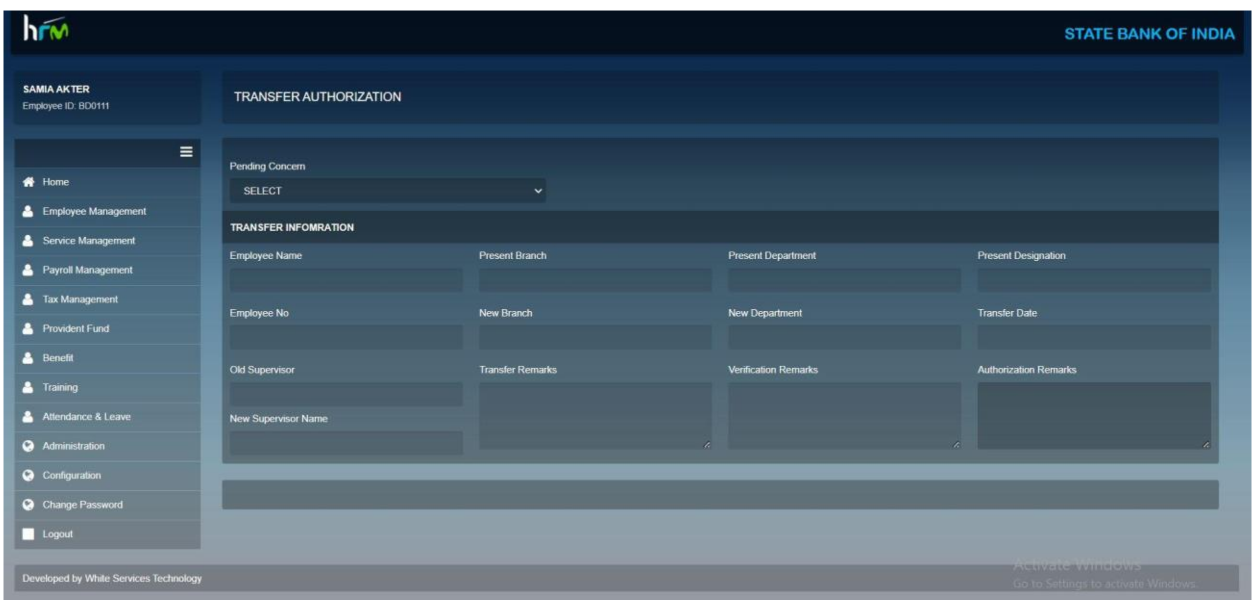


Figure: Employee Transfer Authentication

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**

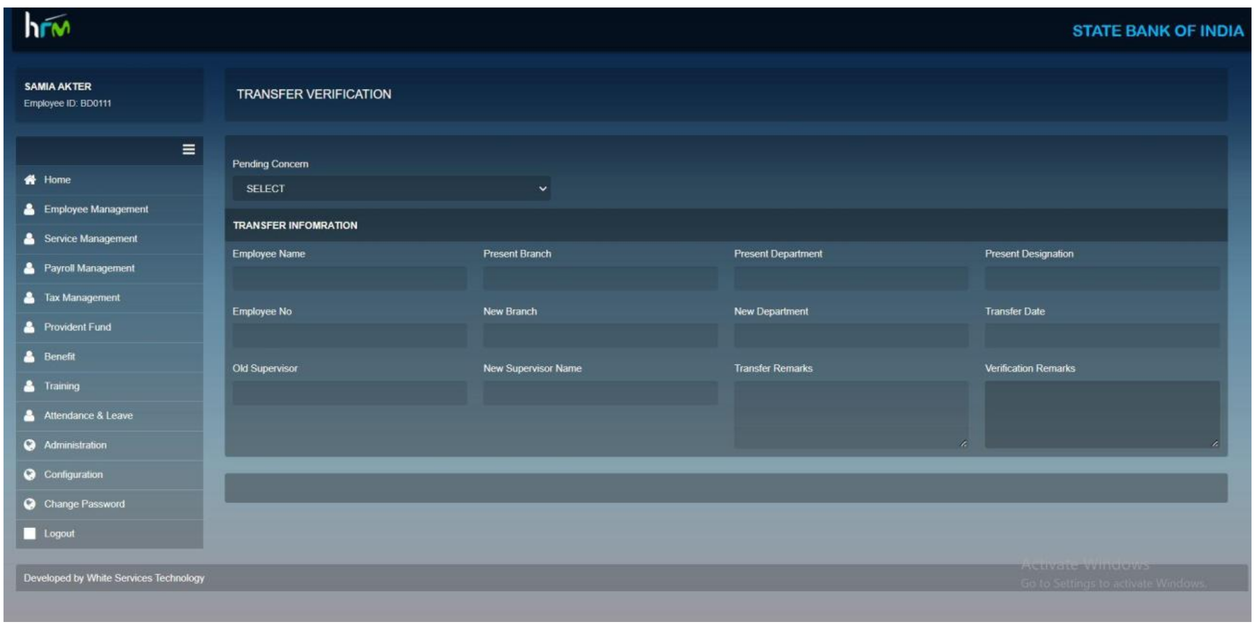


Figure: Employee Transfer Verification

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)

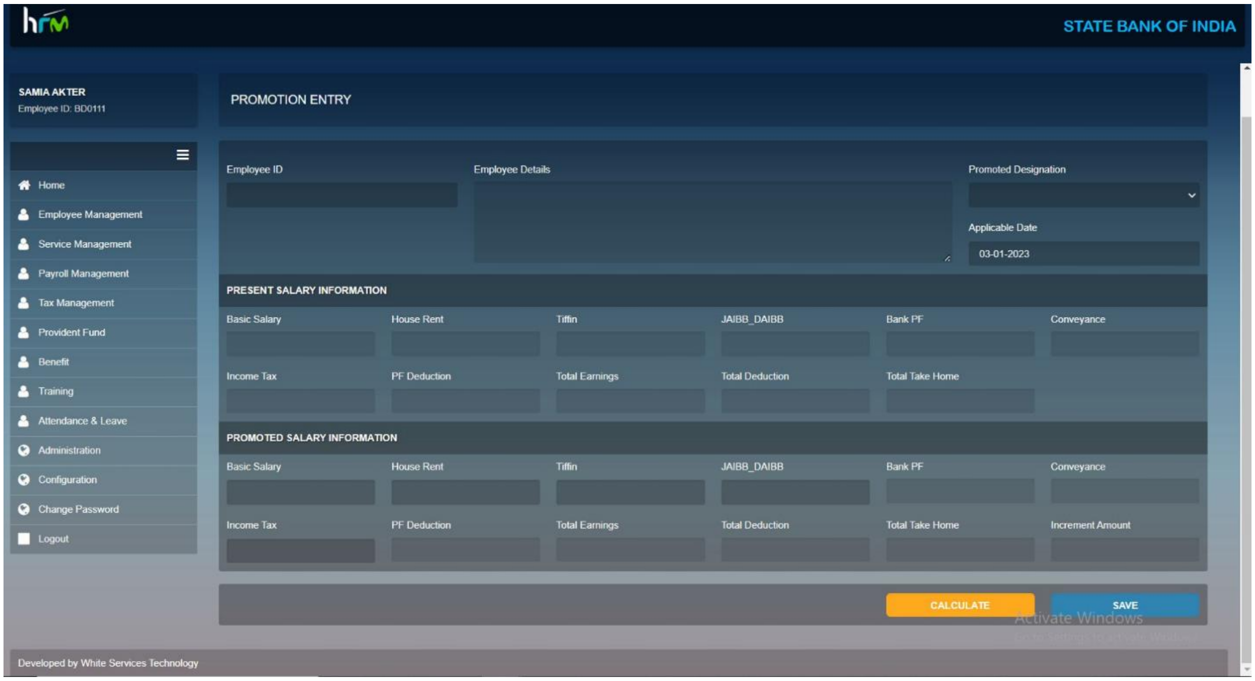


Figure: Employee Promotion

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:

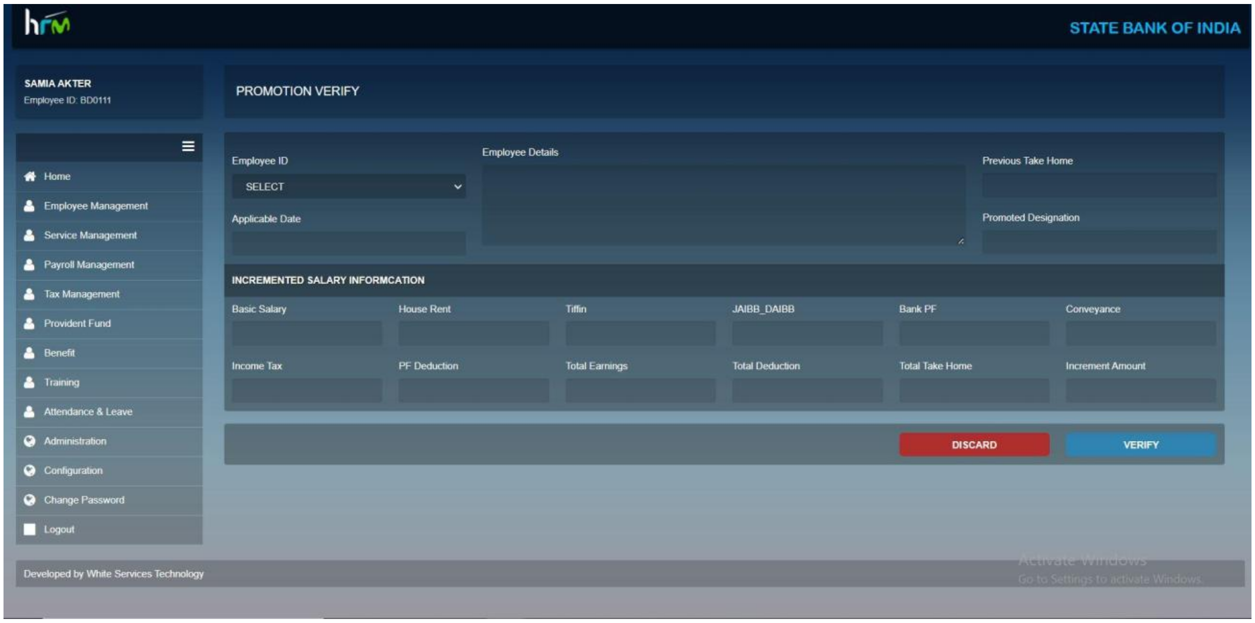


Figure: Employee Promotion Verification

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:

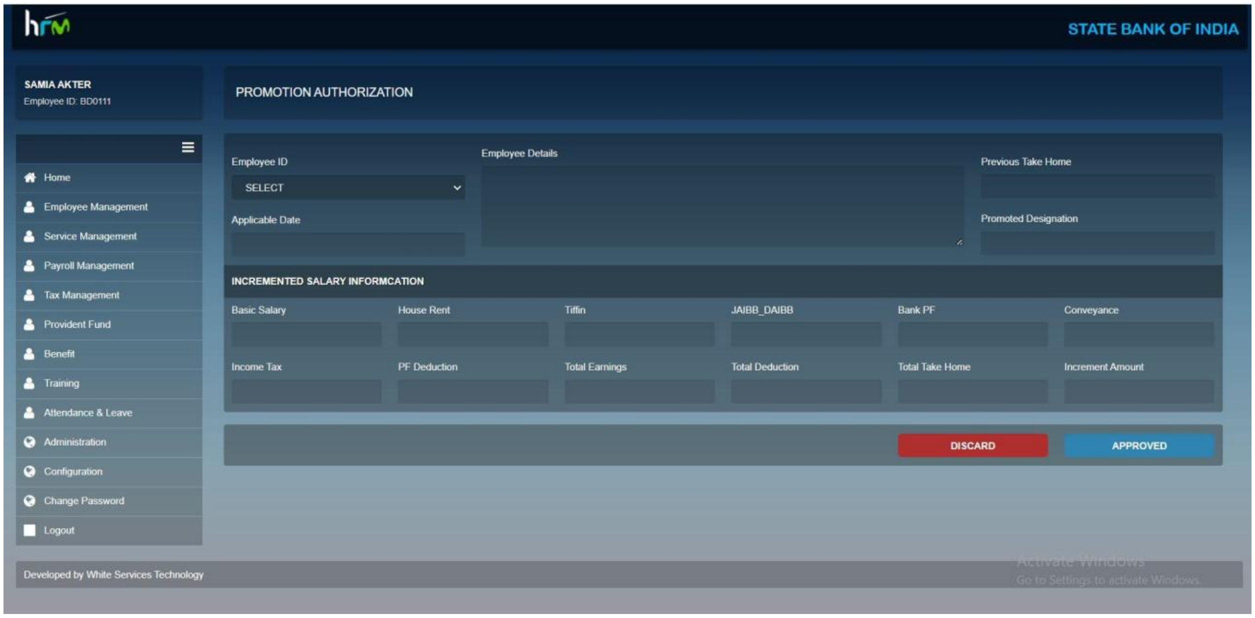


Figure: Employee Promotion Authentication

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)

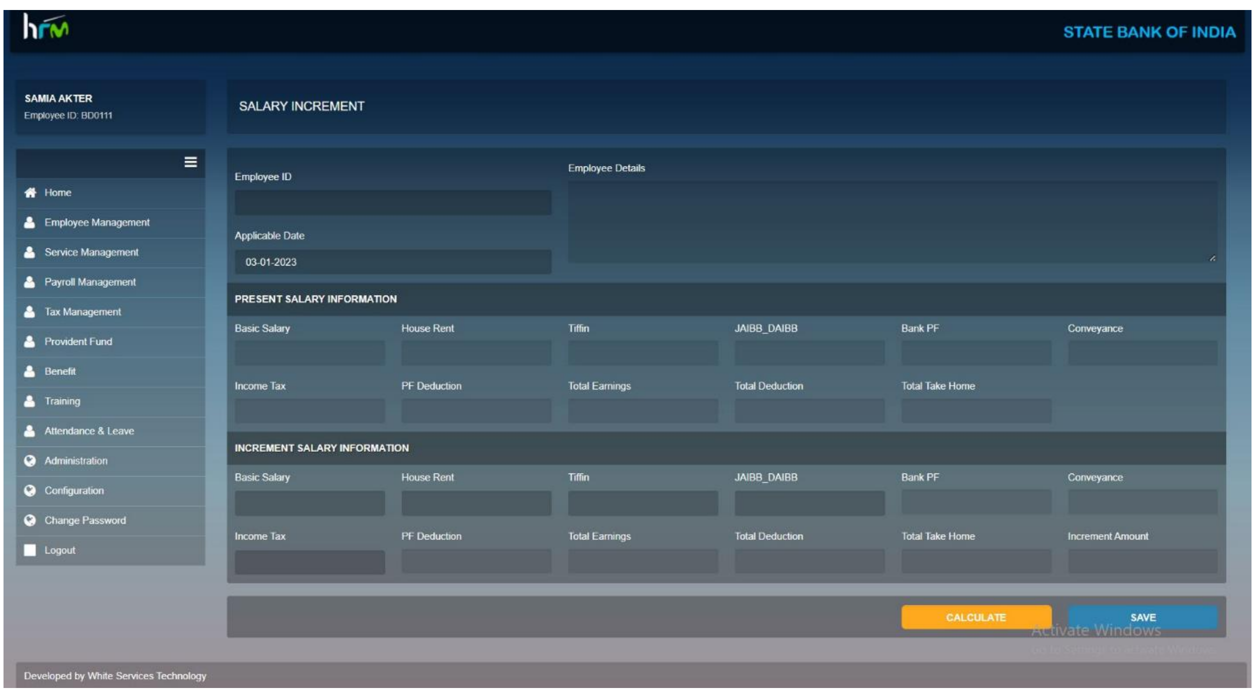


Figure: Increment Salary

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:

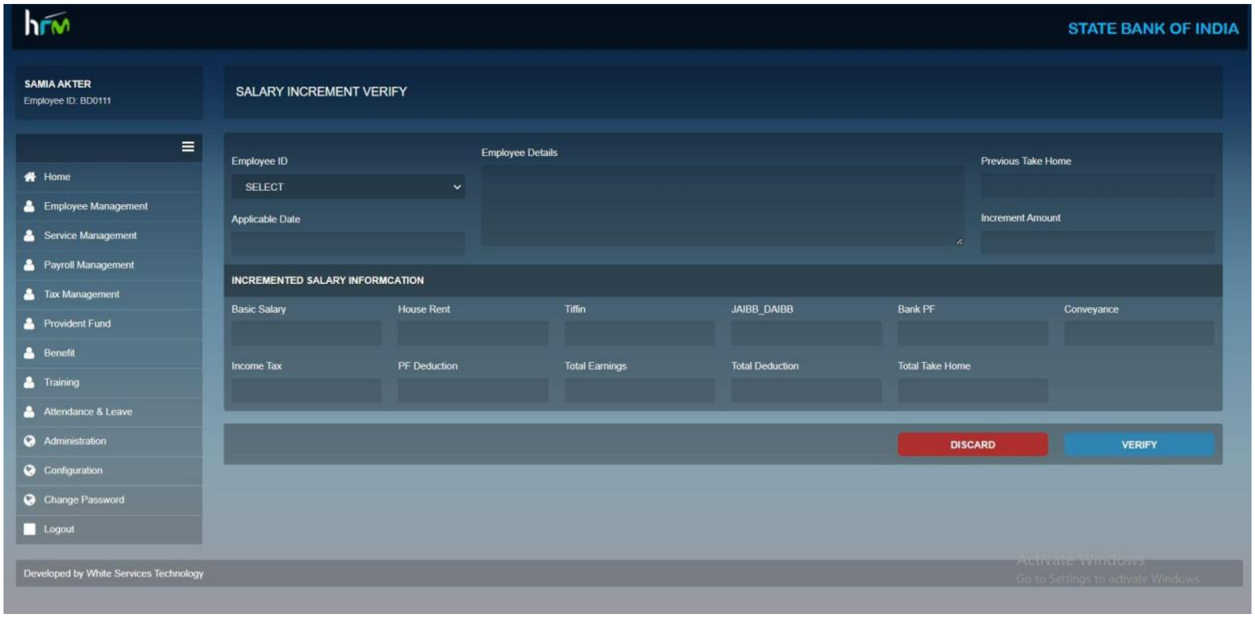


Figure: Salary Increment Verification

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:

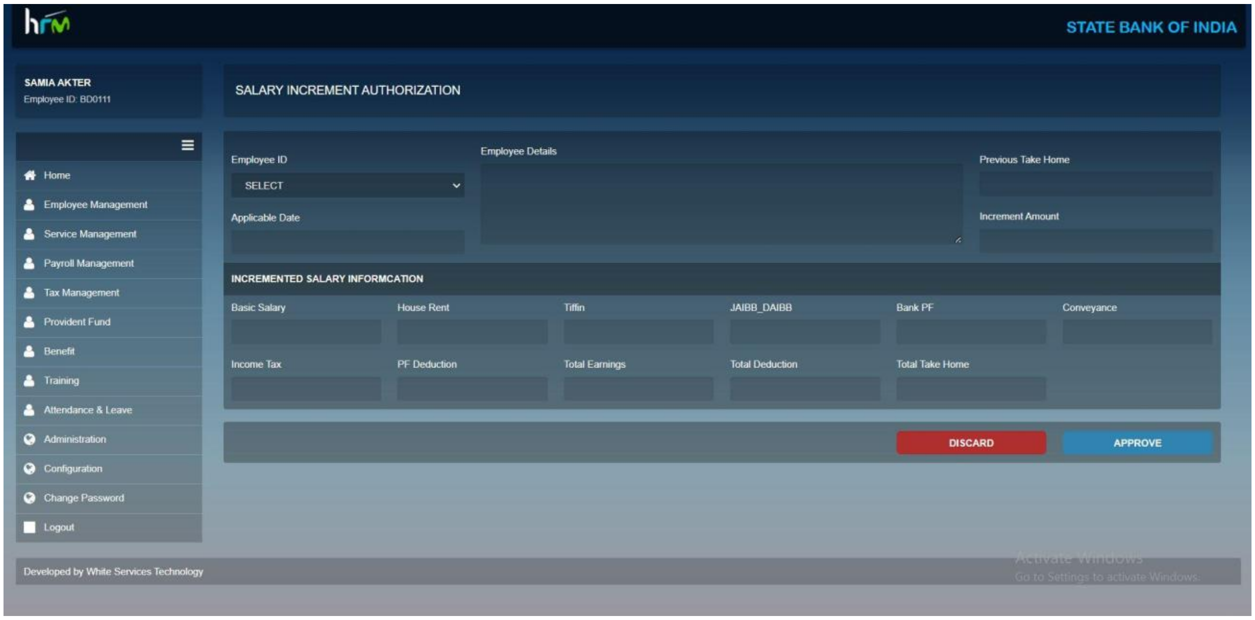


Figure: Salary Increment Authentication

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)

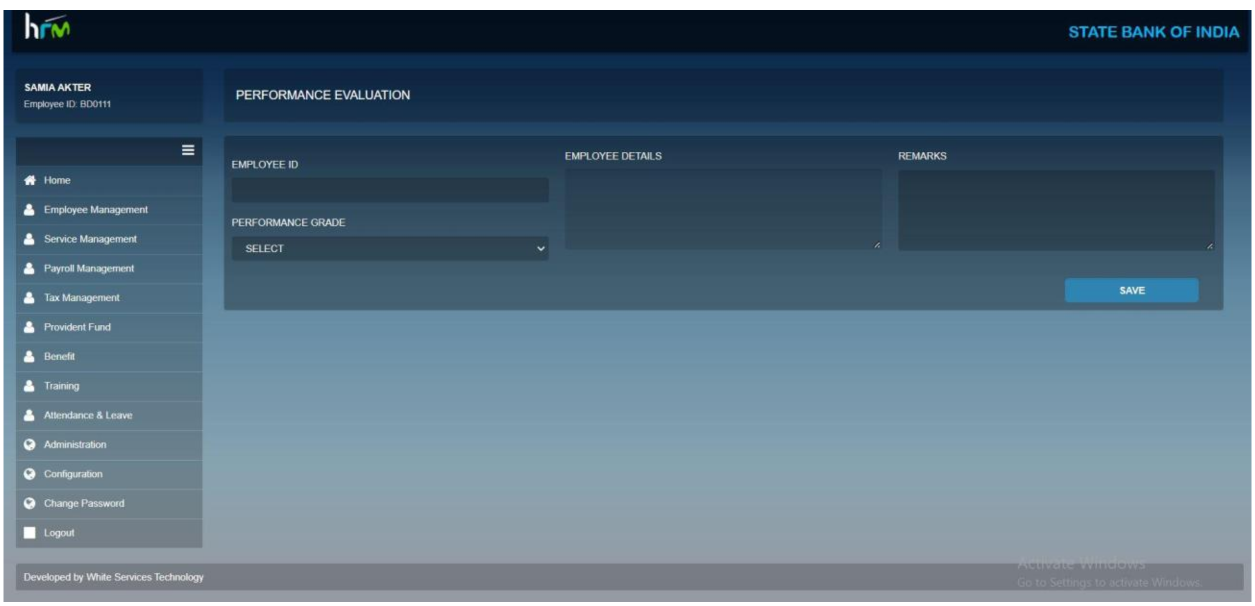


Figure: Employee Evaluation

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:

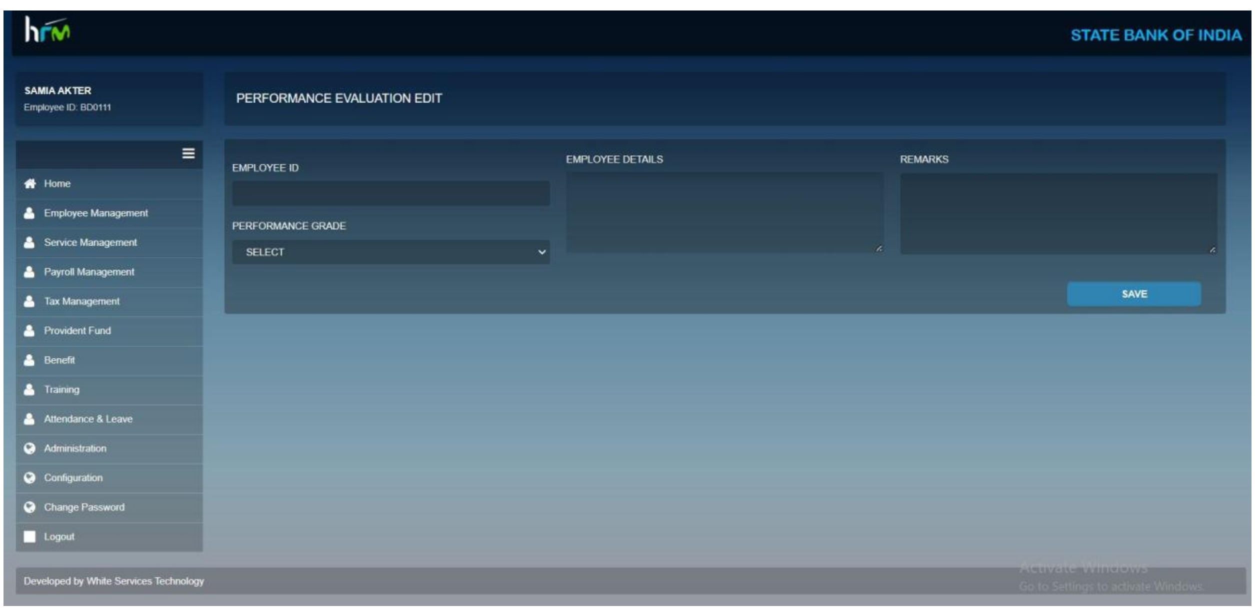


Figure: Evaluation Edit

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:

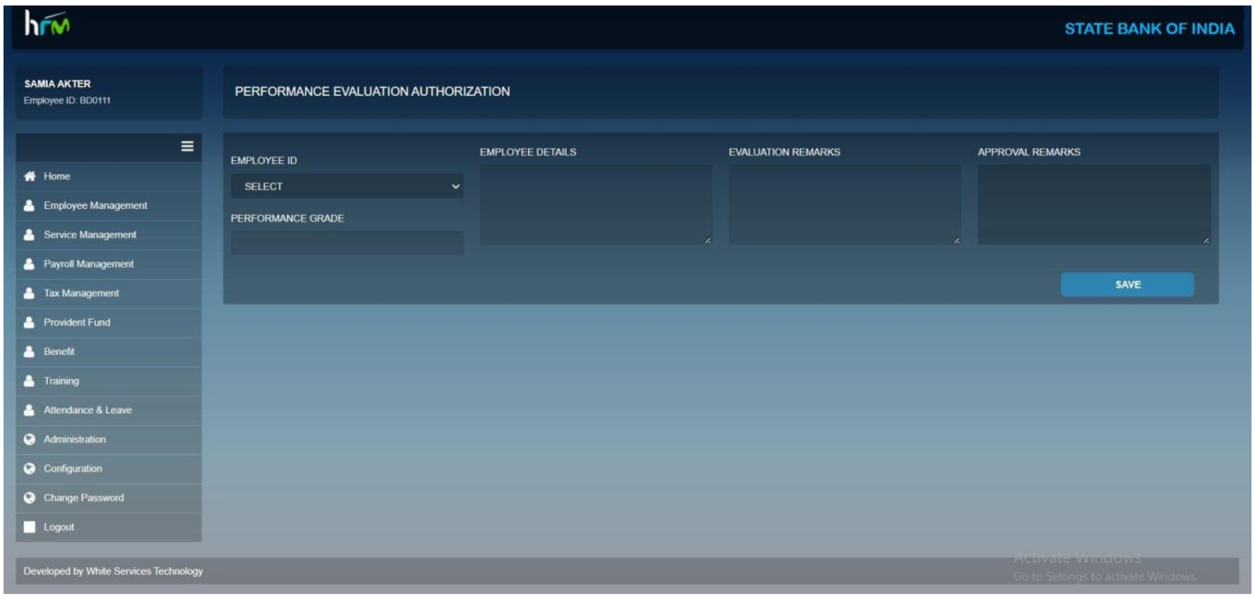


Figure: Evaluation Verification

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 auction date. Type Incident and Action in detail.

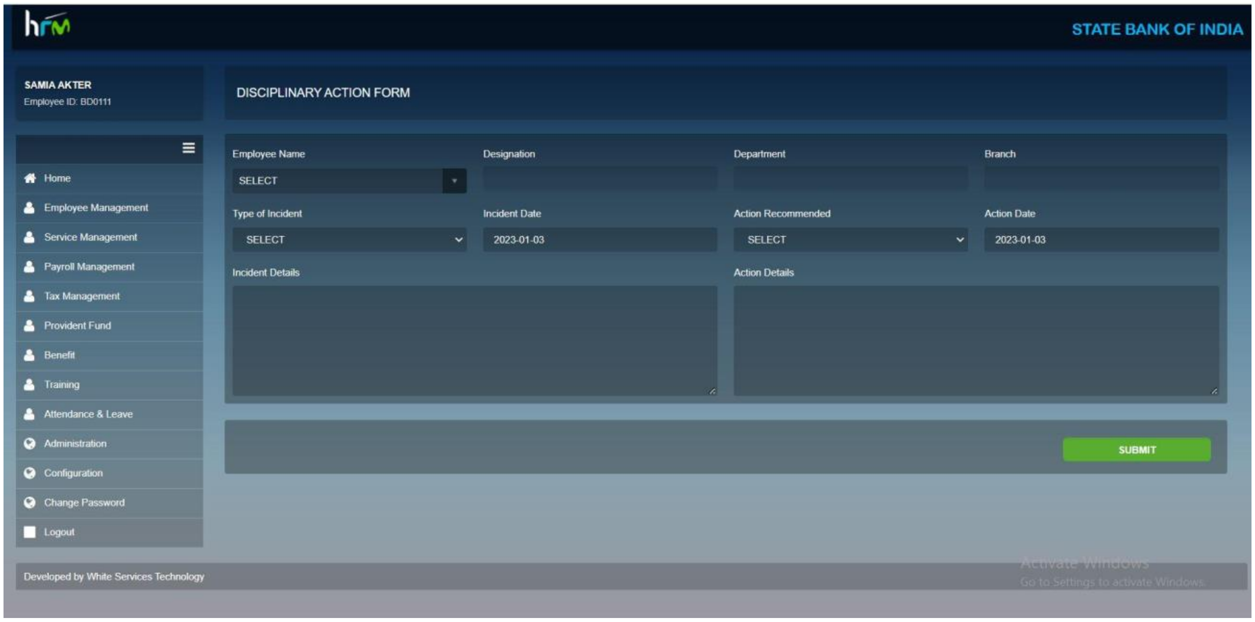


Figure: Disciplinary Action Form

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.

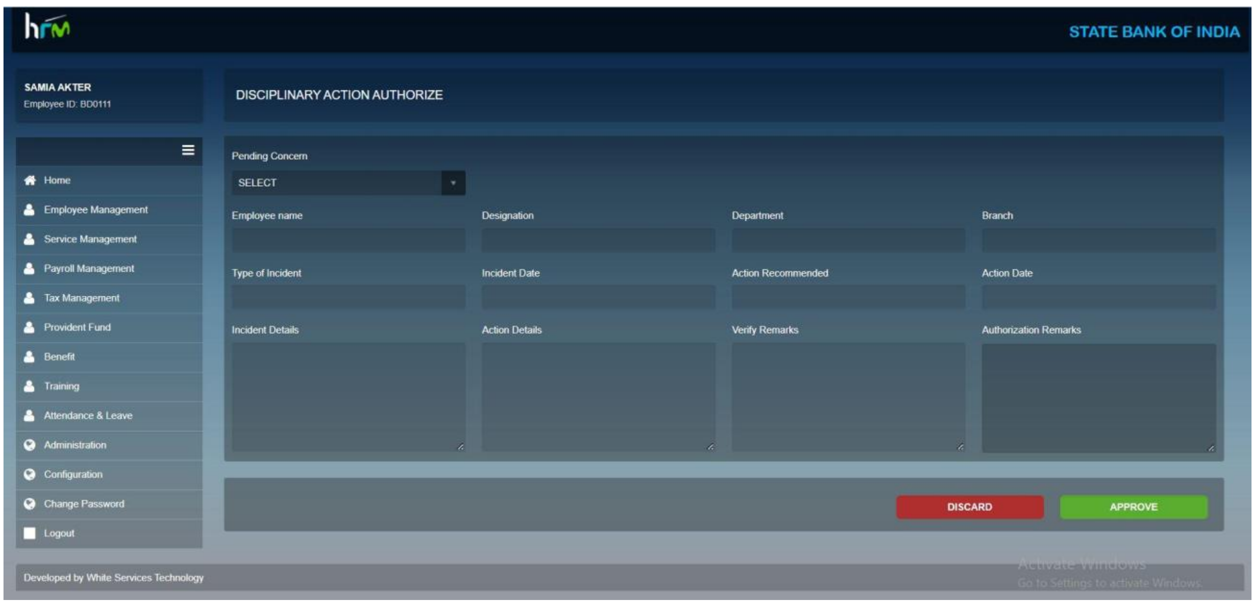


Figure: Disciplinary Action Authorization

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.

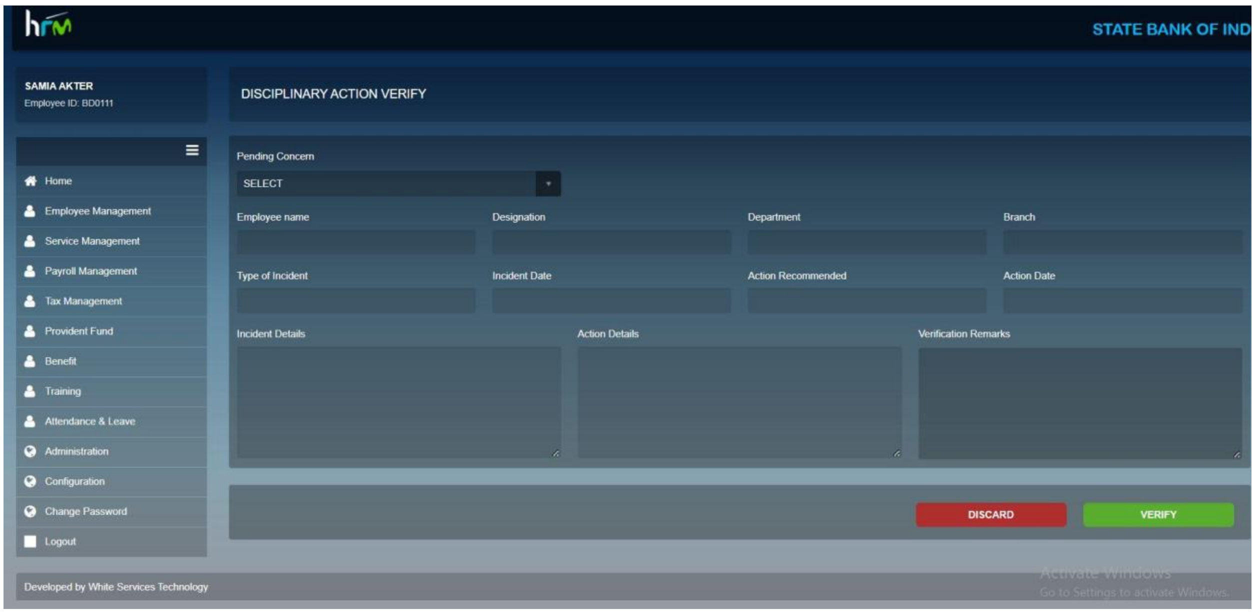


Figure: Disciplinary Action Verification

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.

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.

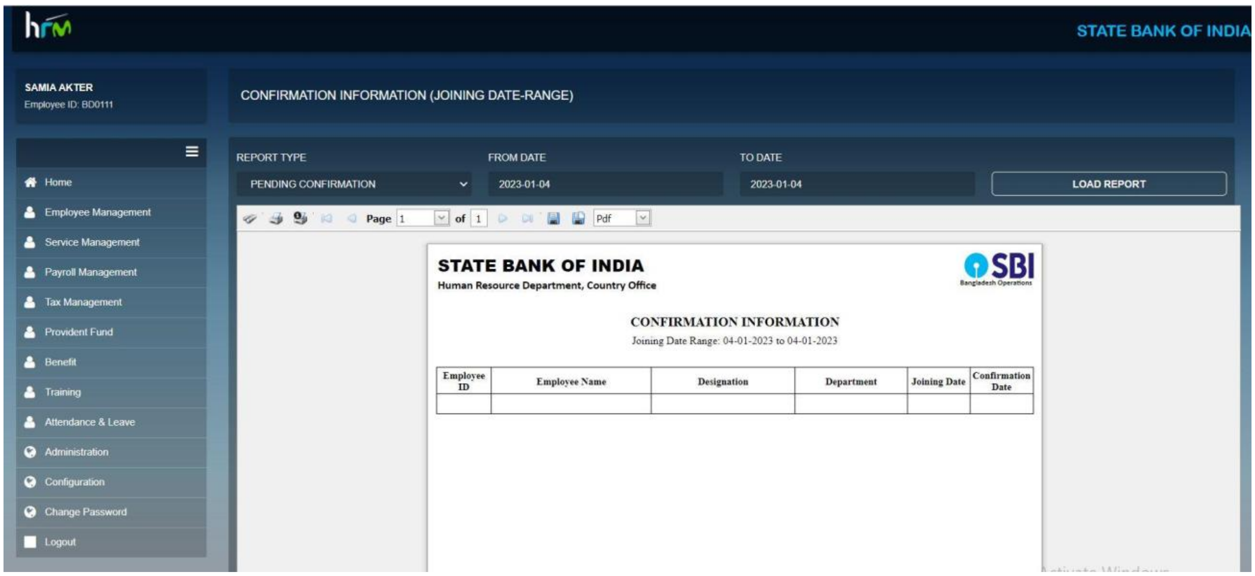


Figure: Confirmation Letters

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.

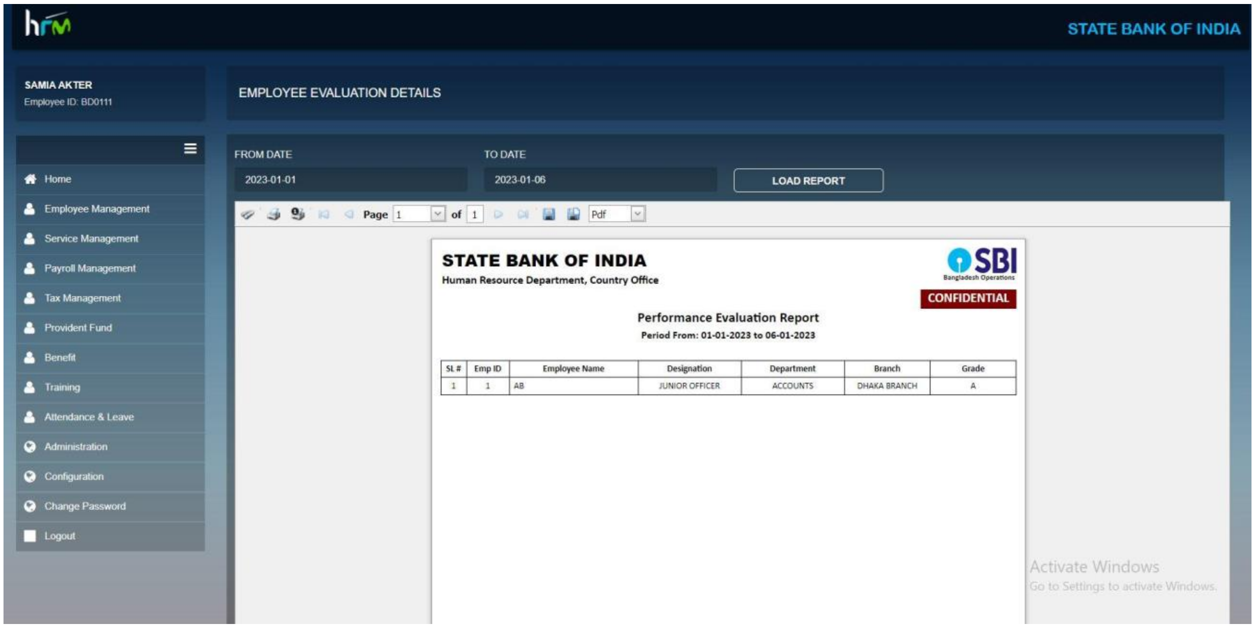


Figure: Employee Evaluation

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.

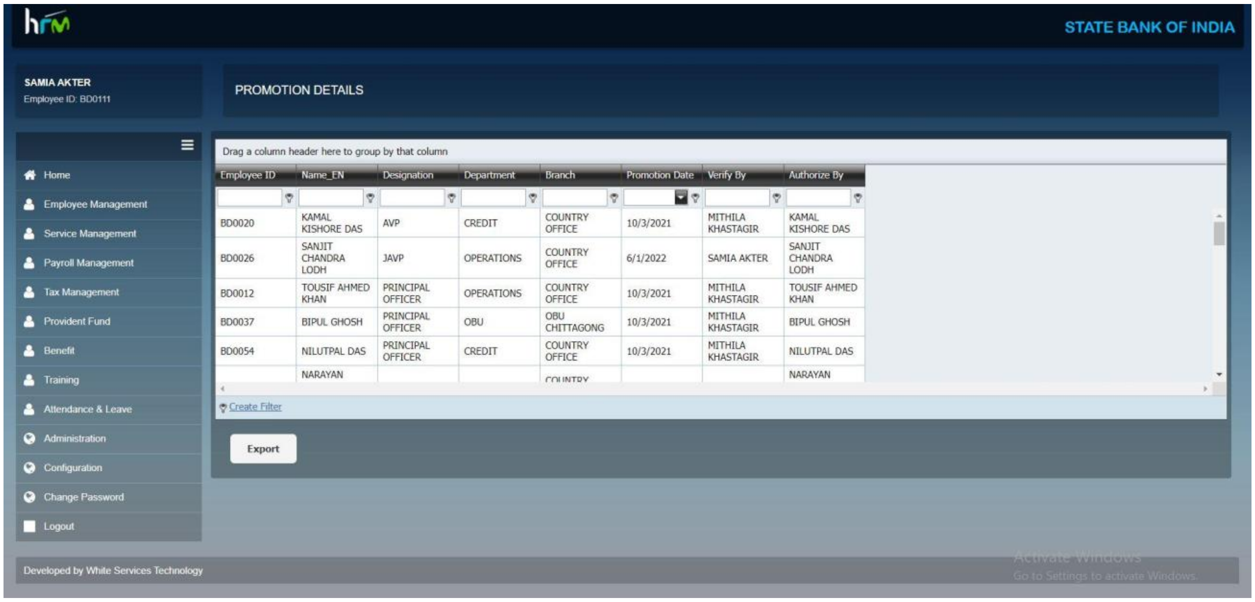


Figure: Promotion Information

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.

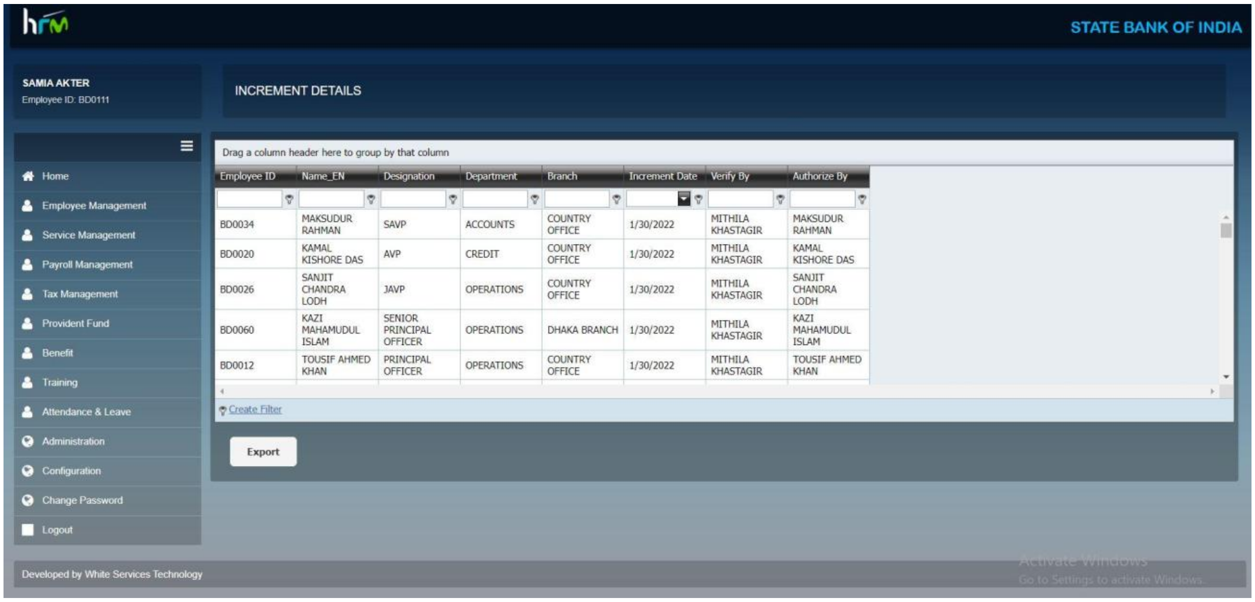


Figure: Increment Information

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.

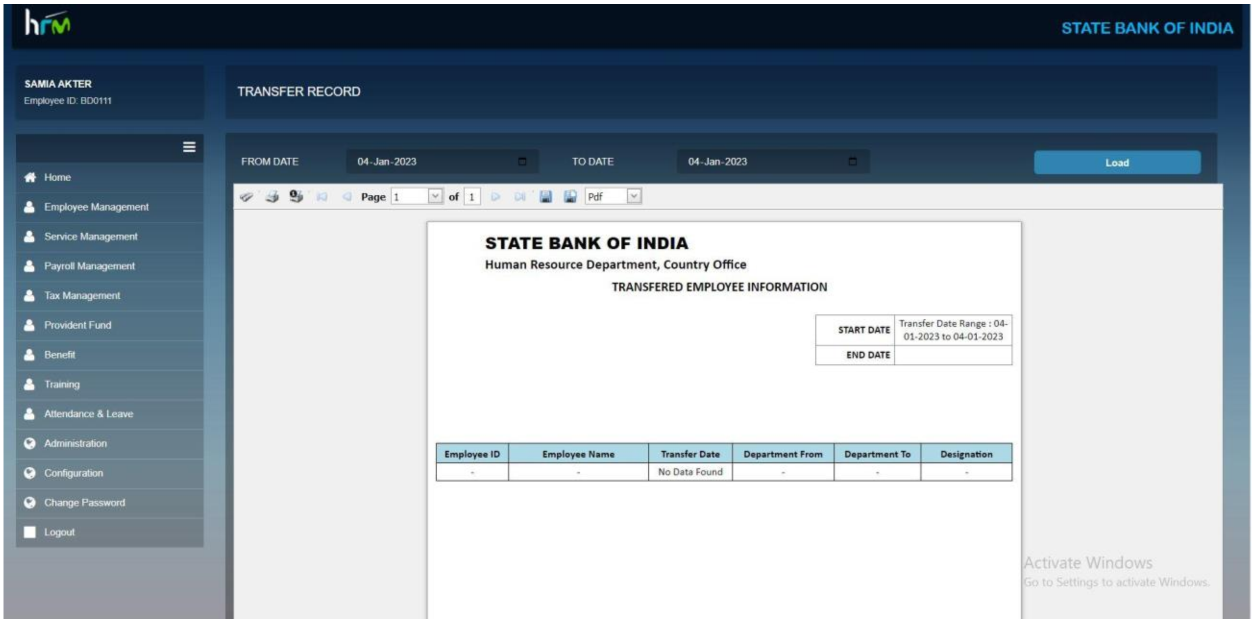


Figure: Transfer Information

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

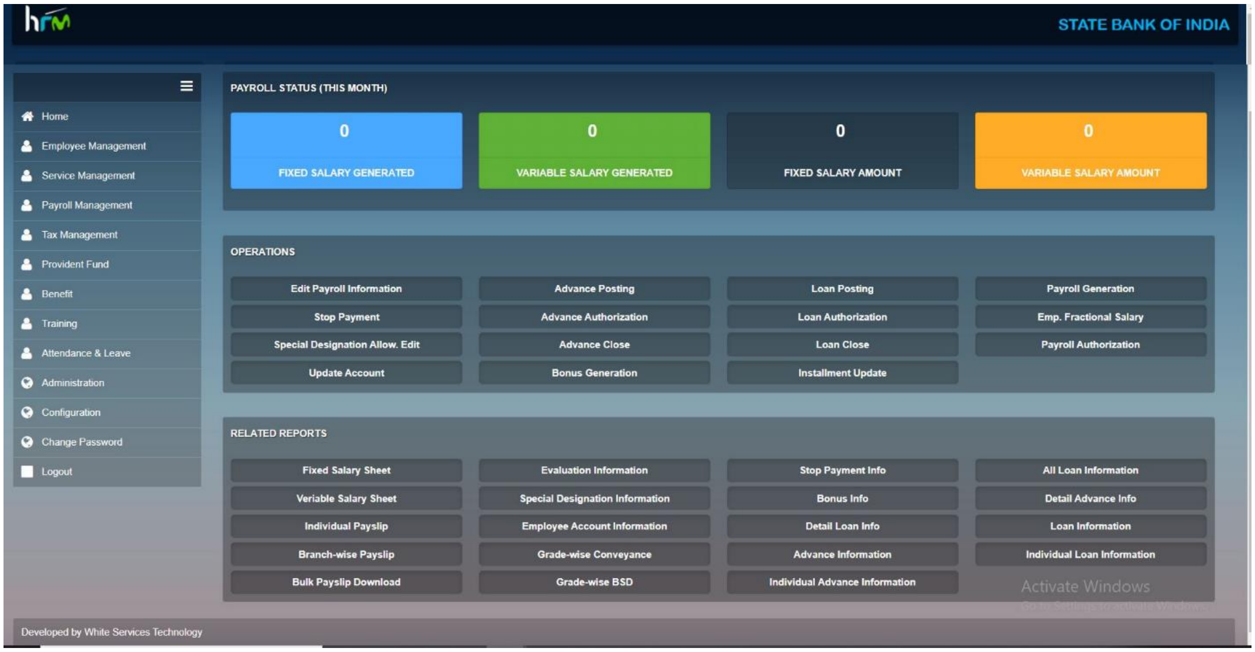


Figure: Payroll Management Dashboard

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.

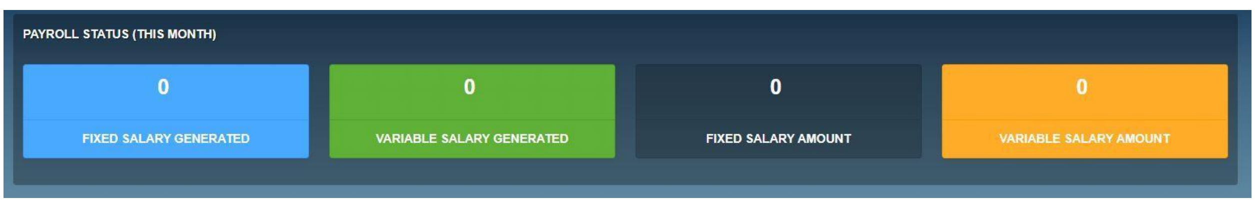


Figure: Payroll Status

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.

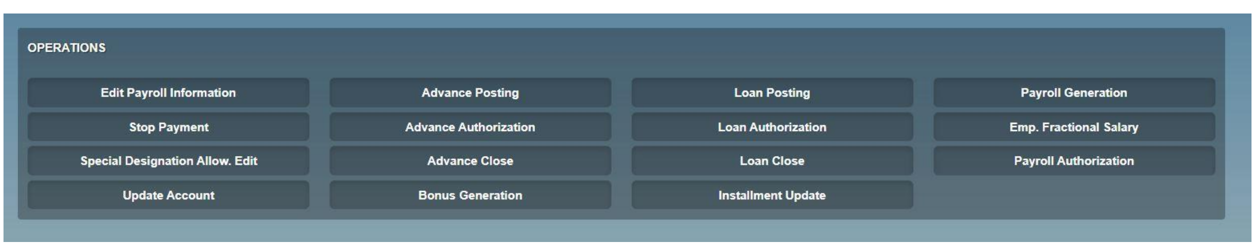


Figure: Payroll Operation

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.

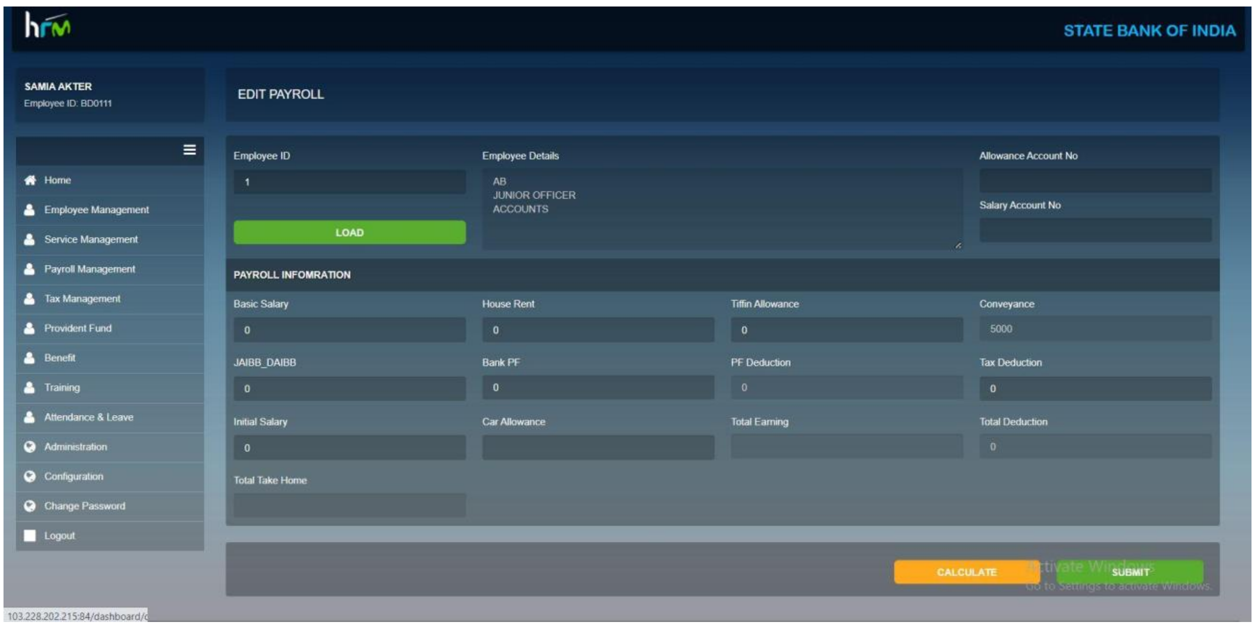


Figure: Edit Payroll

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.

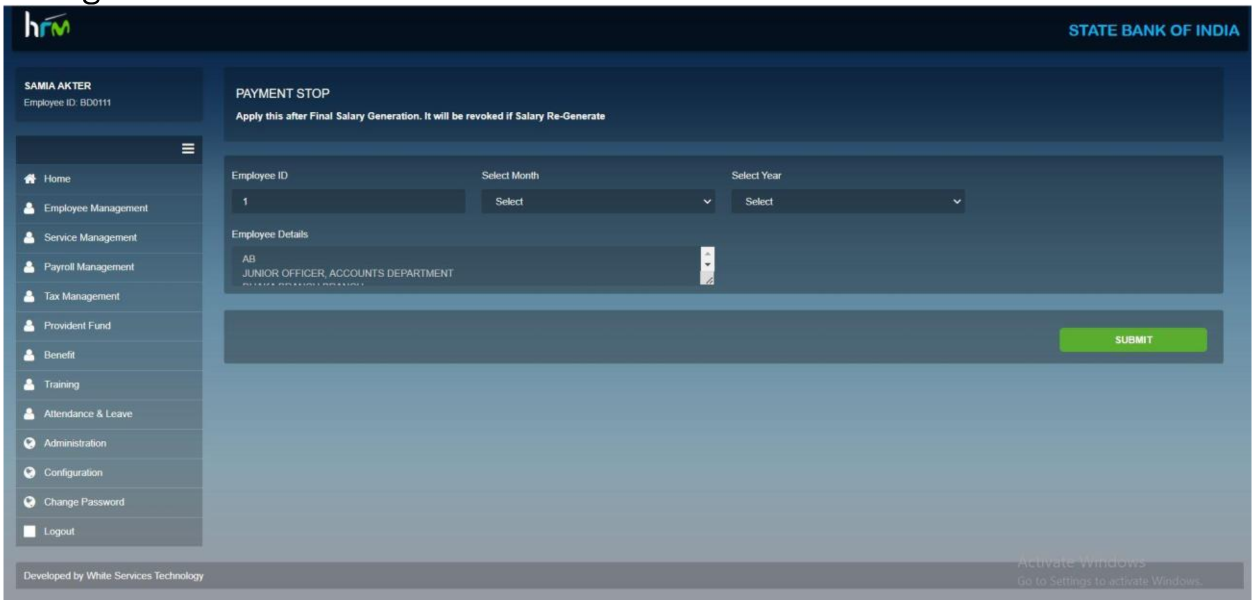


Figure: Stop Payroll

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.

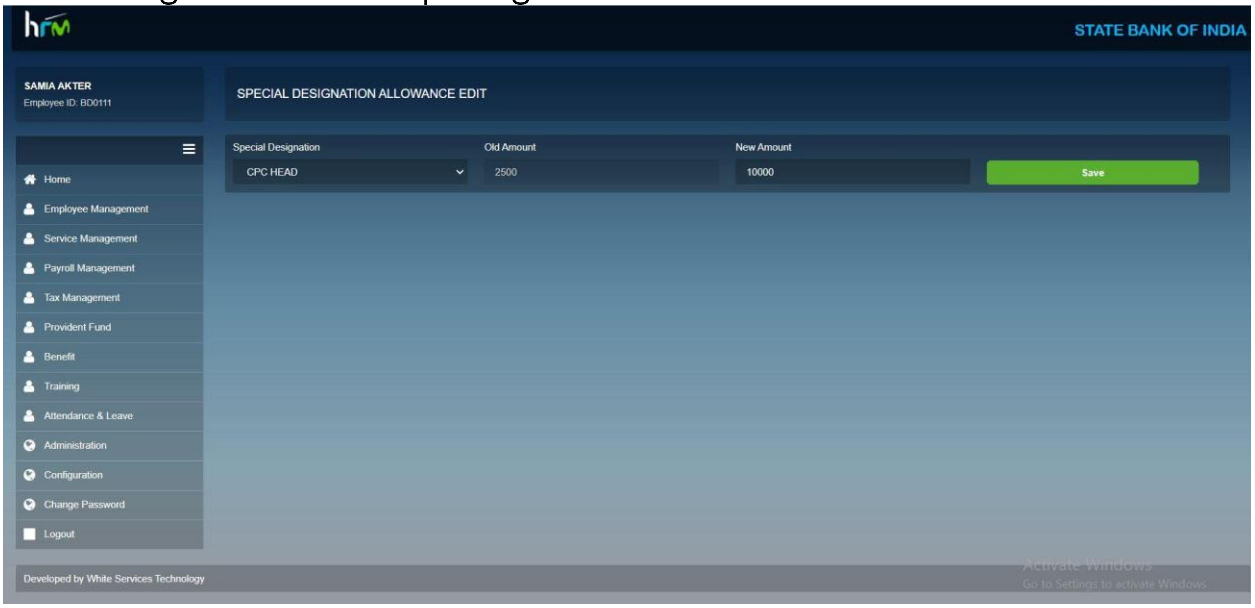


Figure: Special Designation allow

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)

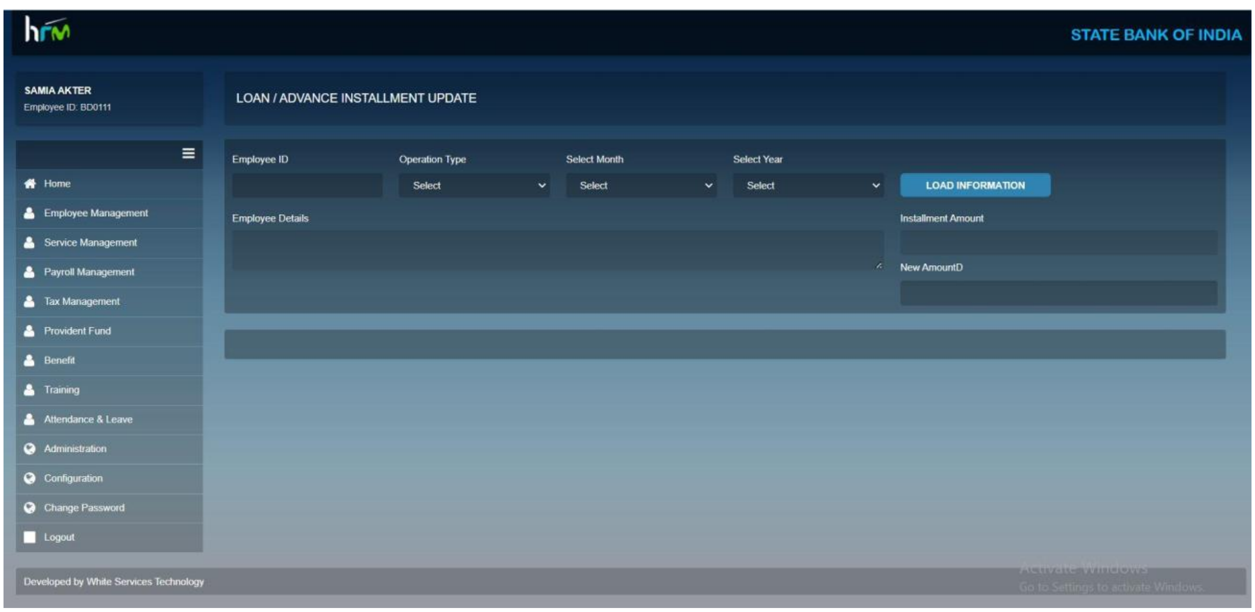


Figure: Update Account

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)

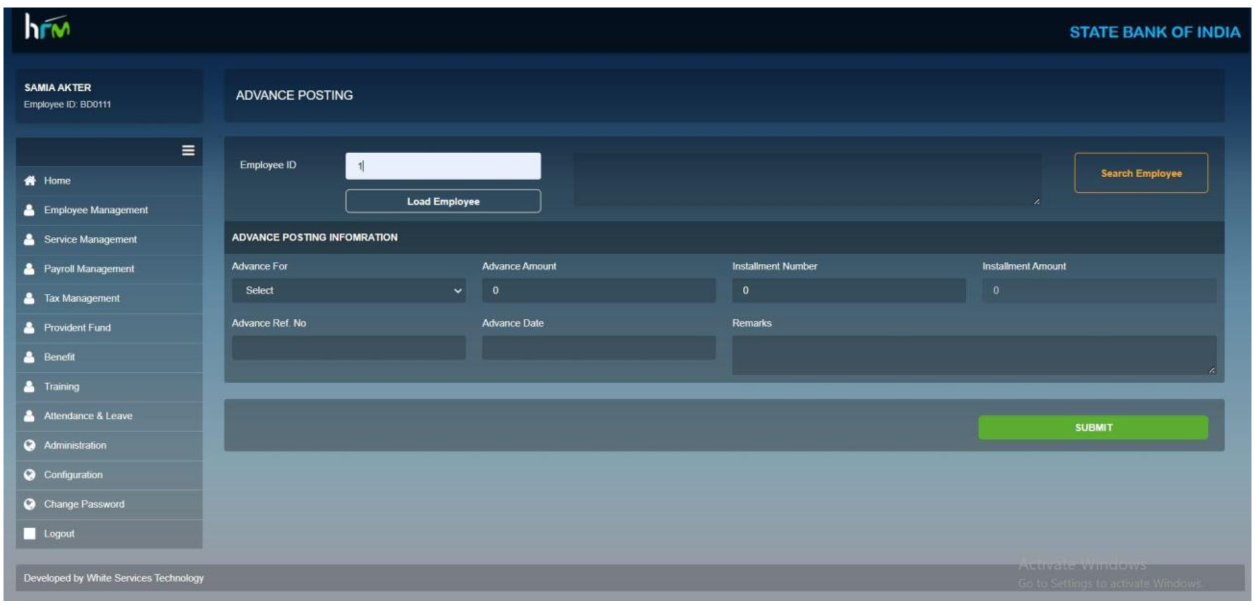


Figure:Advance Positioning

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.

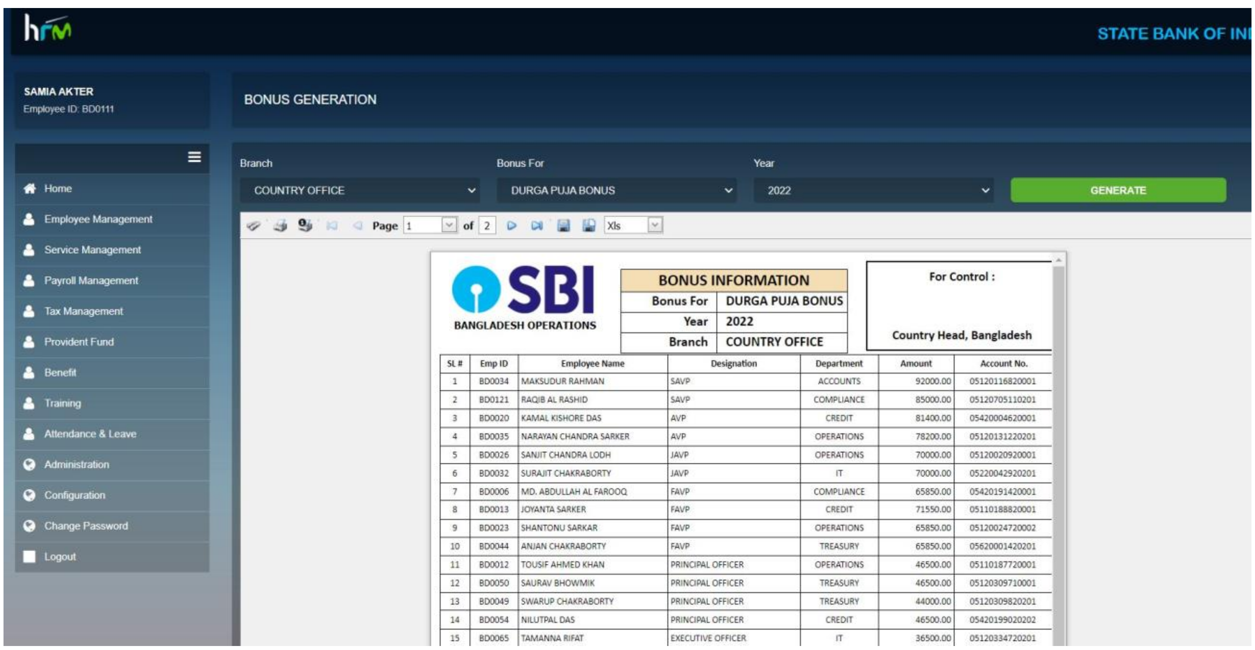
5.2.6 Bonus Generation:

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	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	05420191420001
8	BD0013	JOYANTA SARKER	FAVP	CREDIT	71550.00	05110188820001
9	BD0023	SHANTONU SARKAR	FAVP	OPERATIONS	65850.00	05120024720002
10	BD0044	ANJAN CHAKRABORTY	FAVP	TREASURY	65850.00	05620001420201
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	NILUTPAL DAS	PRINCIPAL OFFICER	CREDIT	46500.00	05420199020202
15	BD0065	TAMANNA RIFAT	EXECUTIVE OFFICER	IT	36500.00	05120334720201

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)

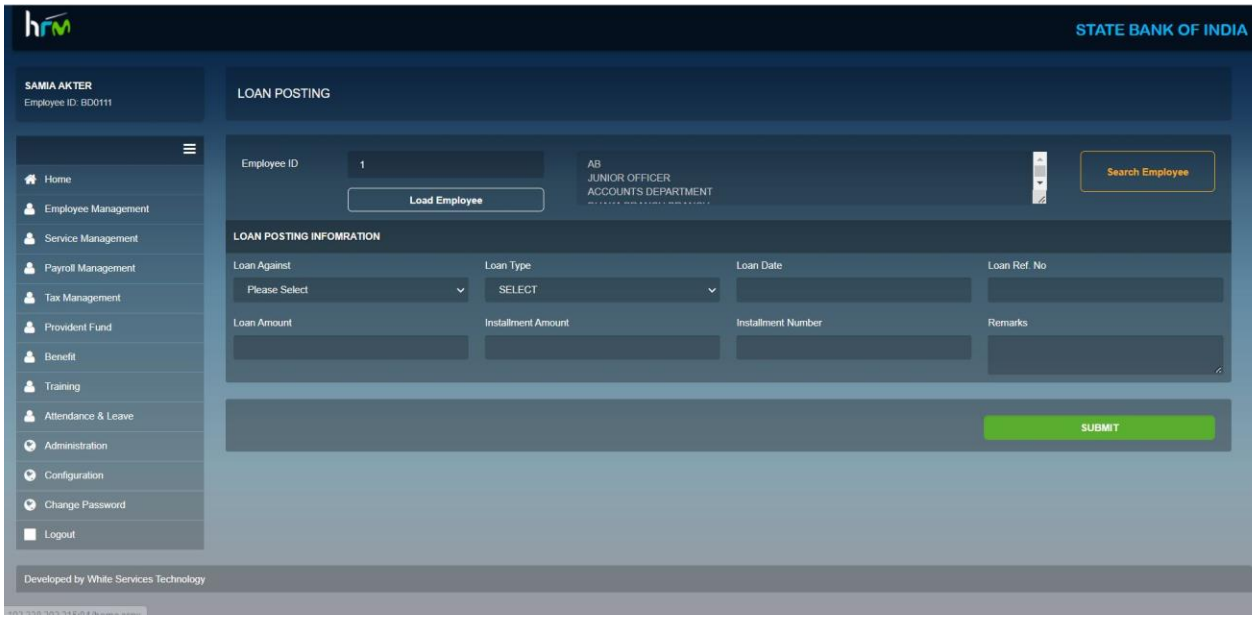


Figure:Loan Positioning

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:

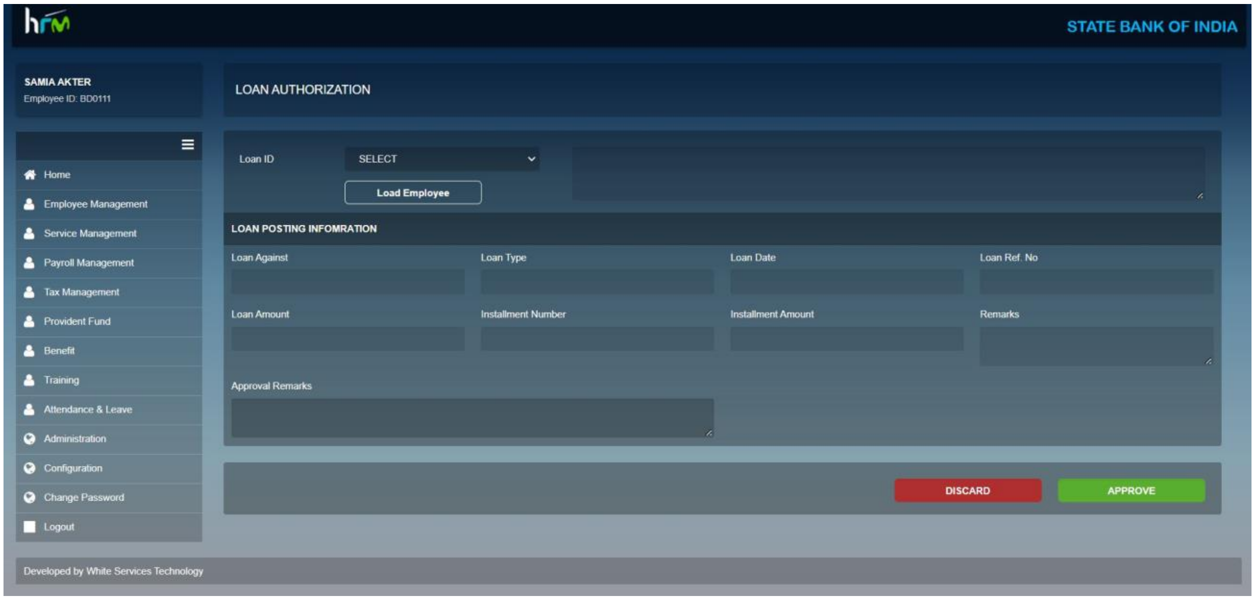


Figure:Loan Authorization

5.2.9 Loan Close:

To navigate this page:

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

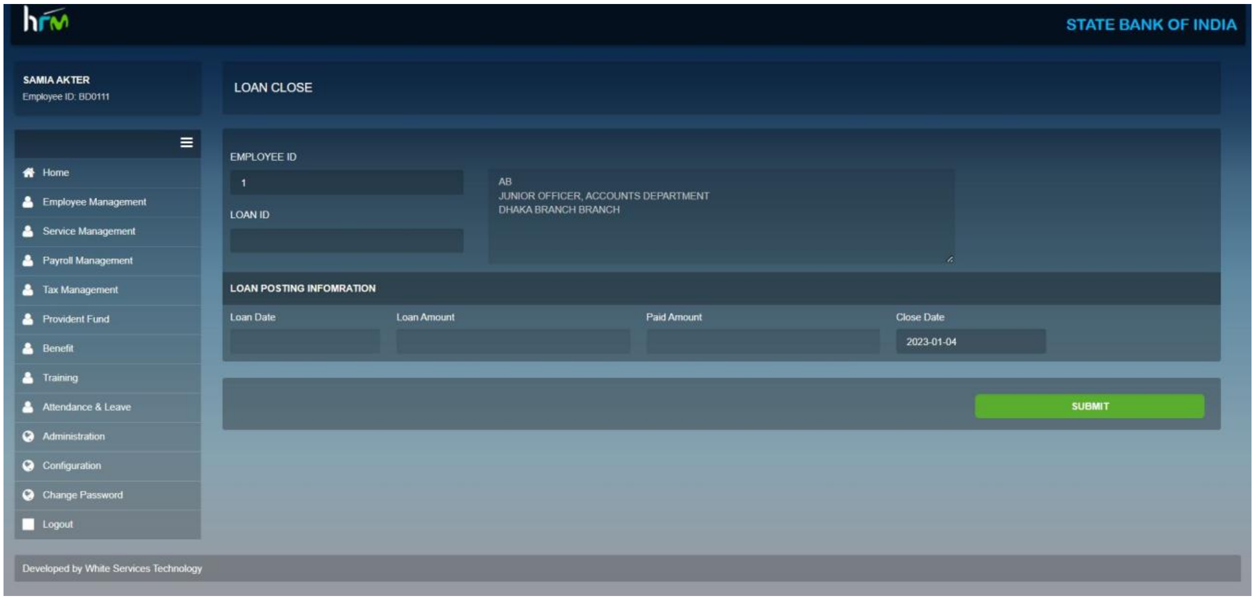


Figure:Loan Close

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)

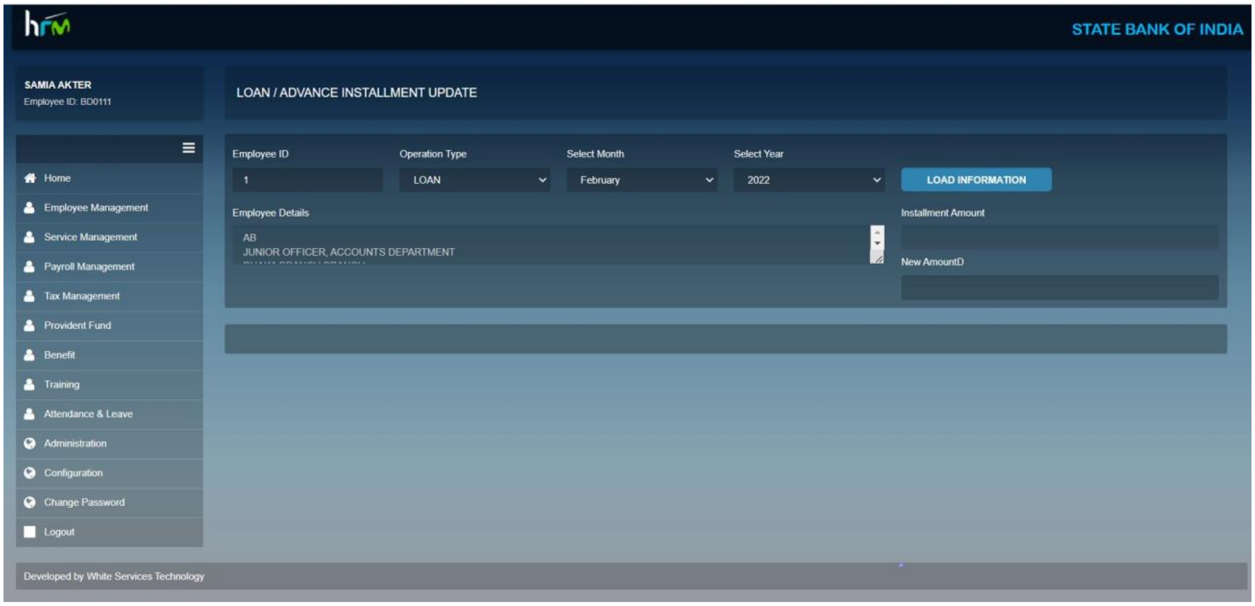


Figure:Update Installment

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)

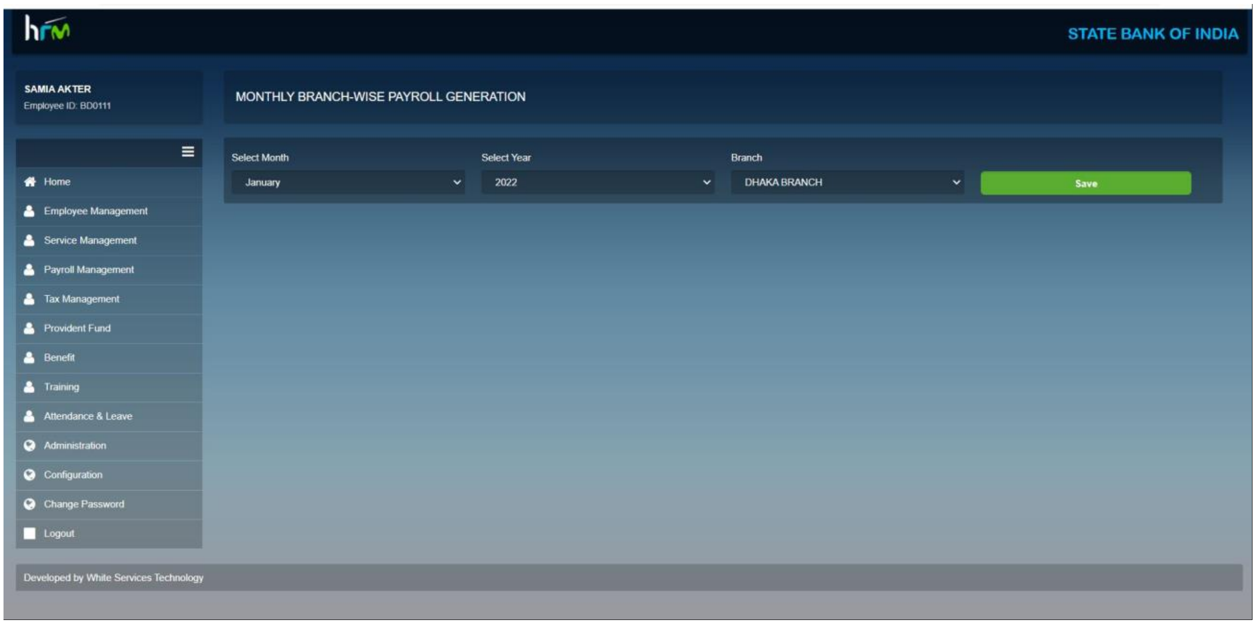


Figure:Payroll Generation

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)

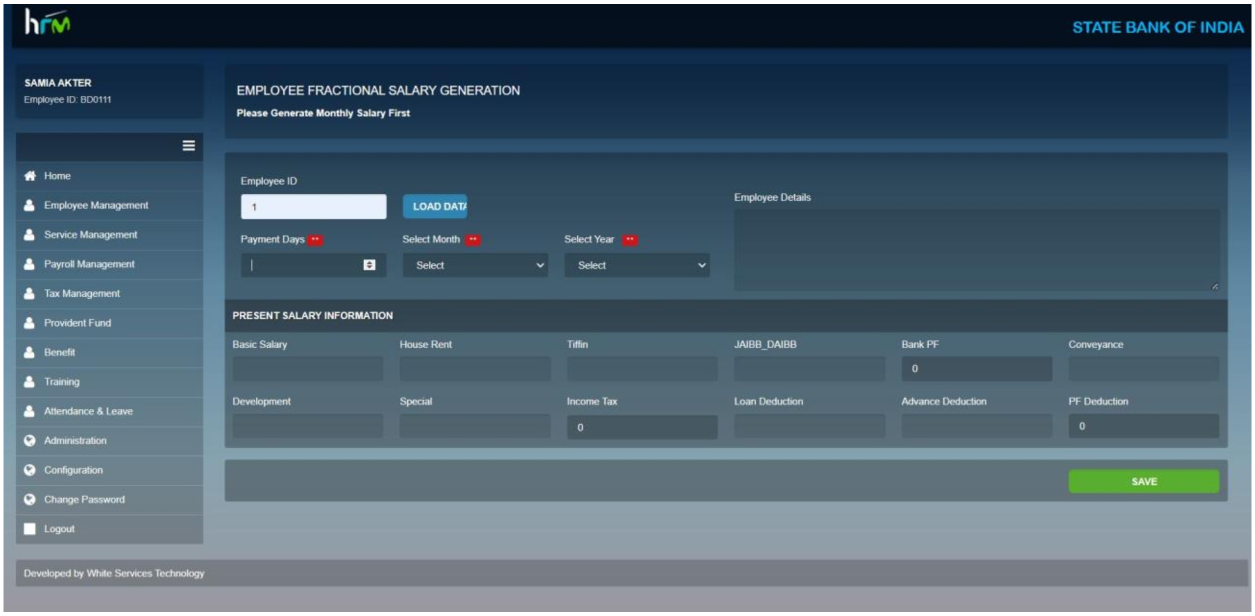


Figure:Fractional Salary Generation

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:

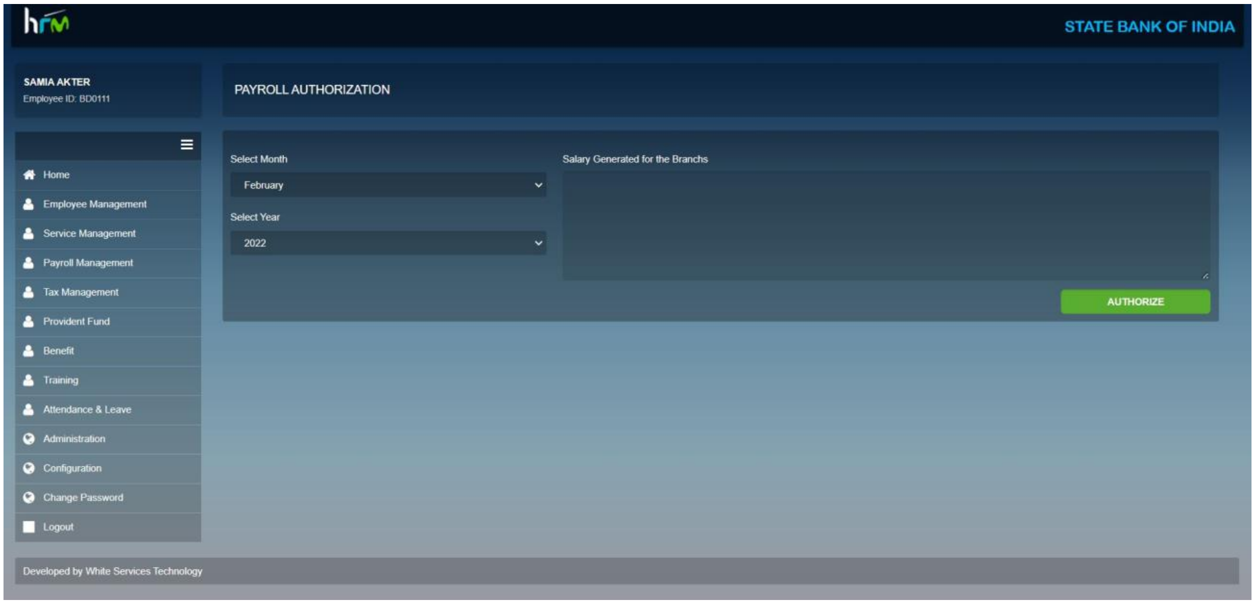
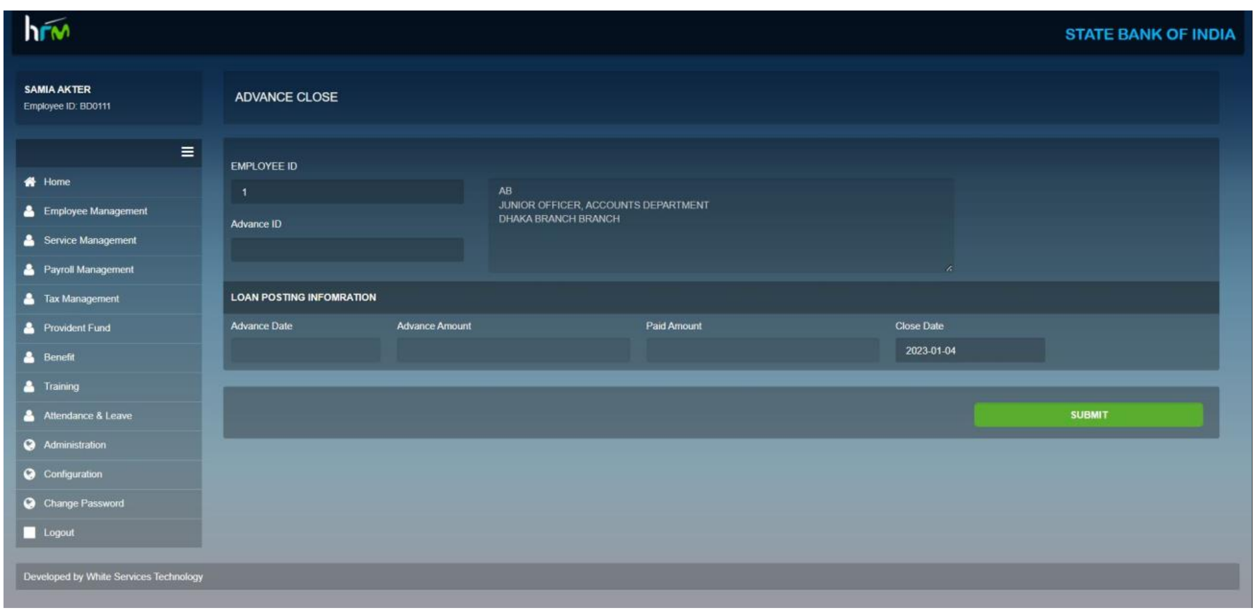


Figure:Payroll Authorization

5.2.15 Advance Close:

To navigate this page:

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



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.

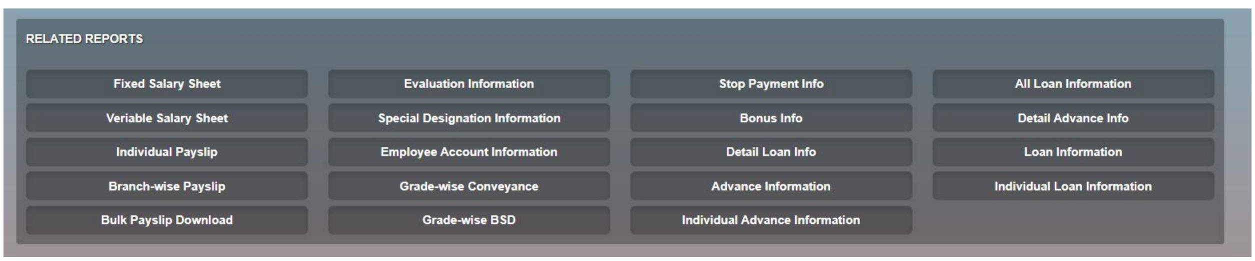


Figure:Report of Payroll Management

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.

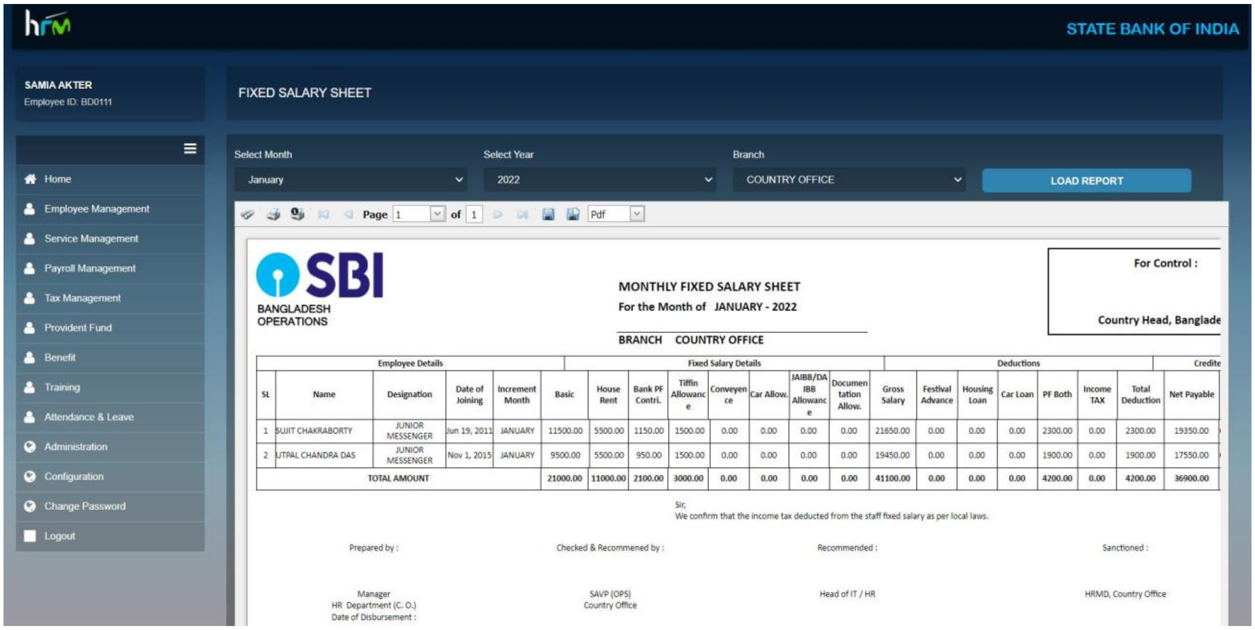


Figure:Fixed Salary Sheet

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.

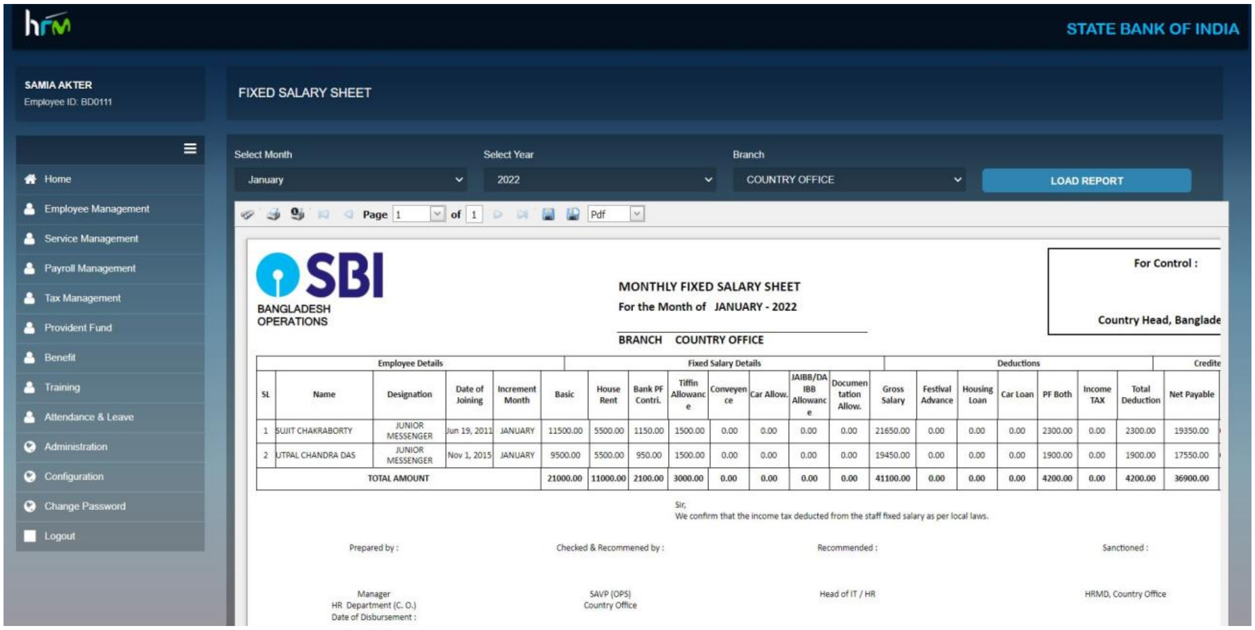


Figure:Variable Salary Sheet

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.

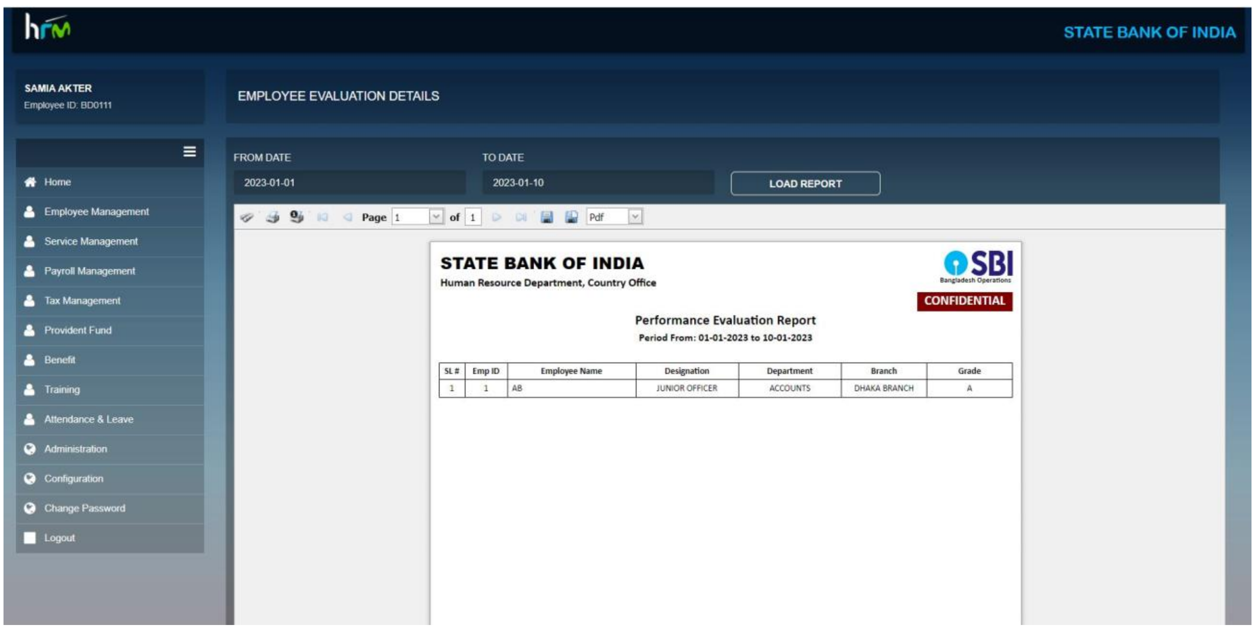


Figure:Evaluation Information

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.

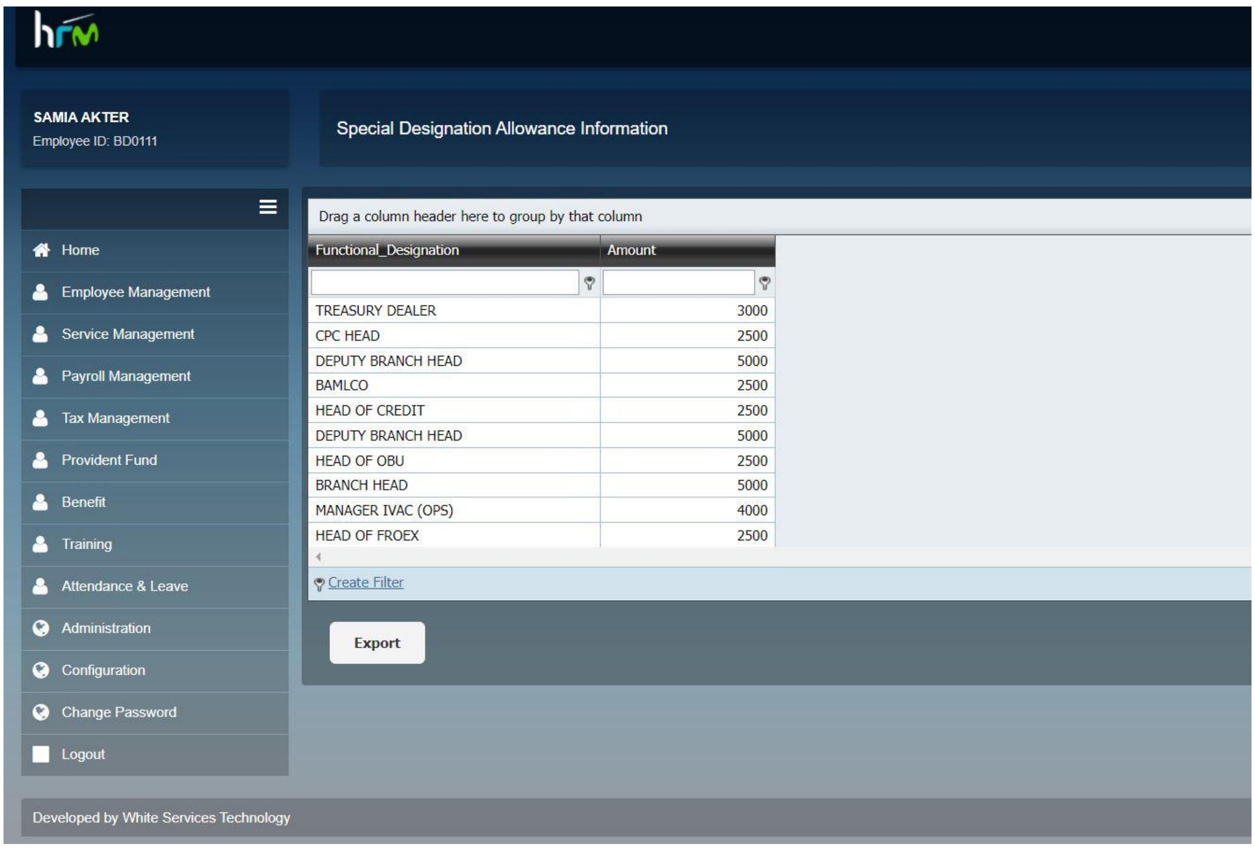


Figure:Employee Account Information

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.

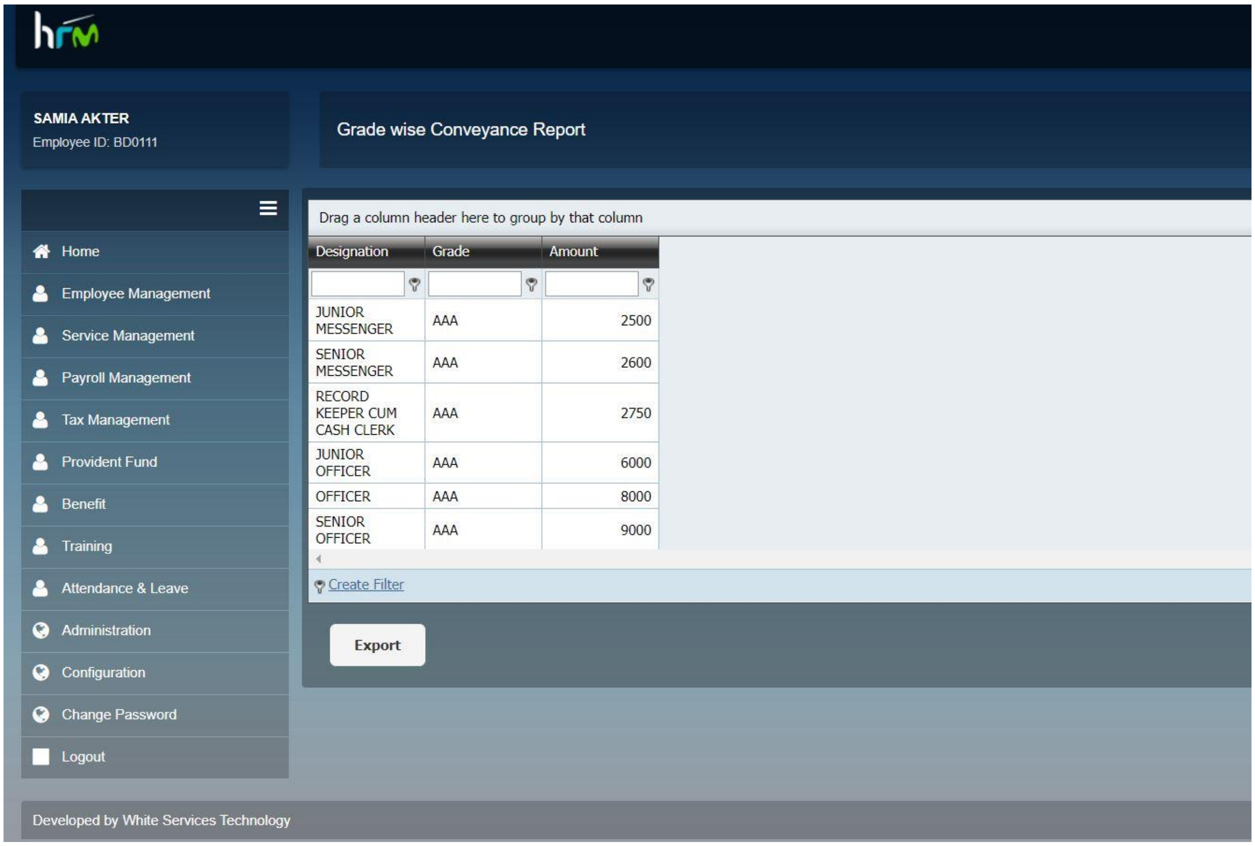


Figure:Grade Wise Conveyance

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.

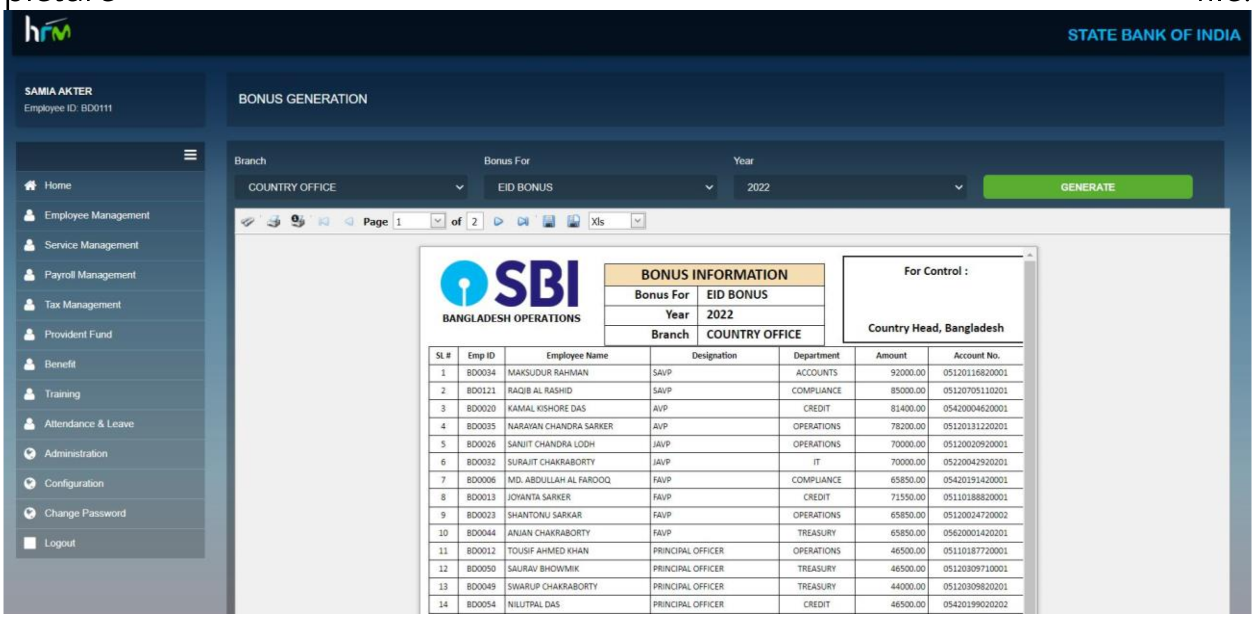


Figure:Bonus Information

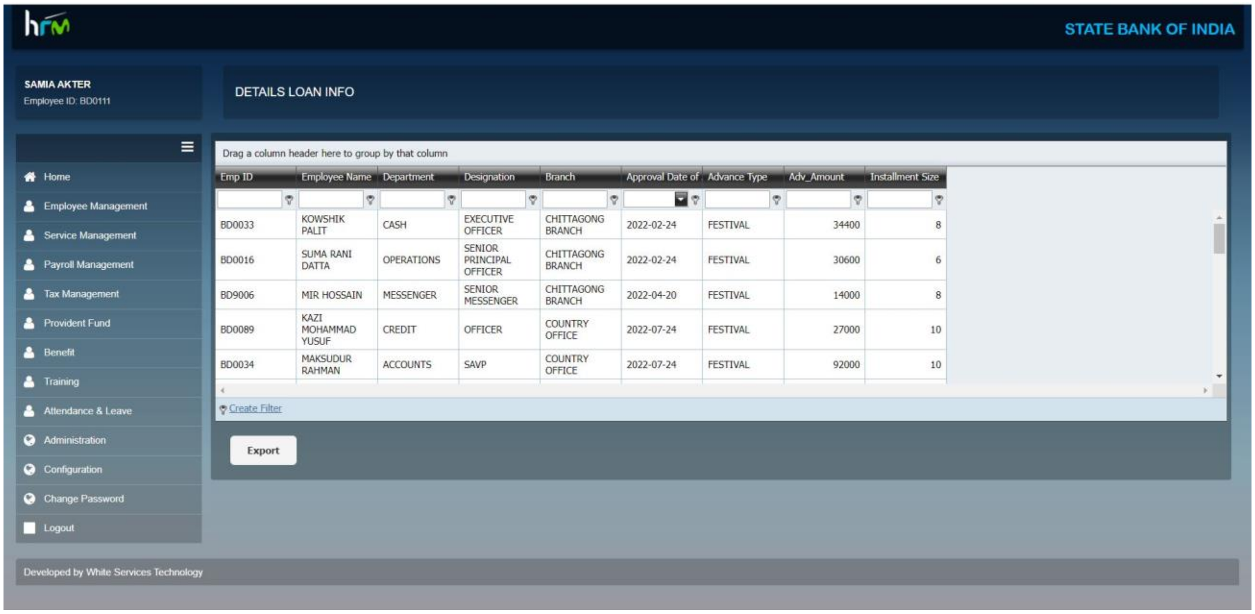
5.3.12 Detail Loan Info:

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.



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	MESSENGER	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

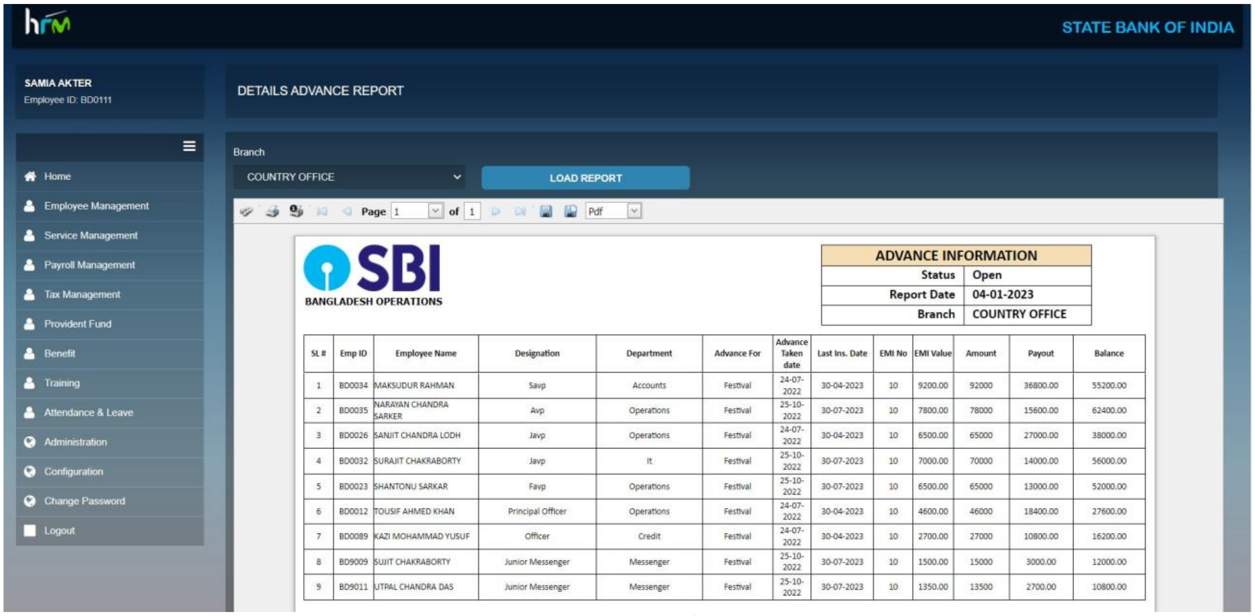
Figure:Details Loan Information

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.



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	9200.00	92000	36800.00	55200.00
2	BD0035	NARAYAN CHANDRA SARKER	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	Favp	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	2700.00	27000	10800.00	16200.00
8	BD9009	SUJIT 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: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.

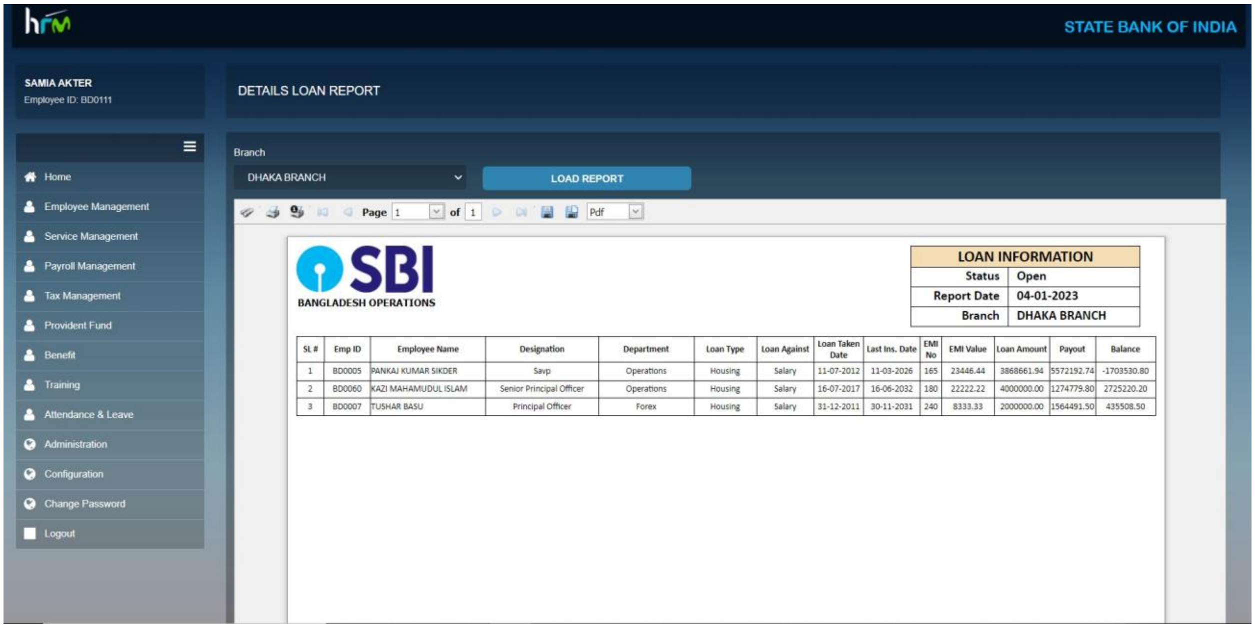


Figure:All Loan

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.

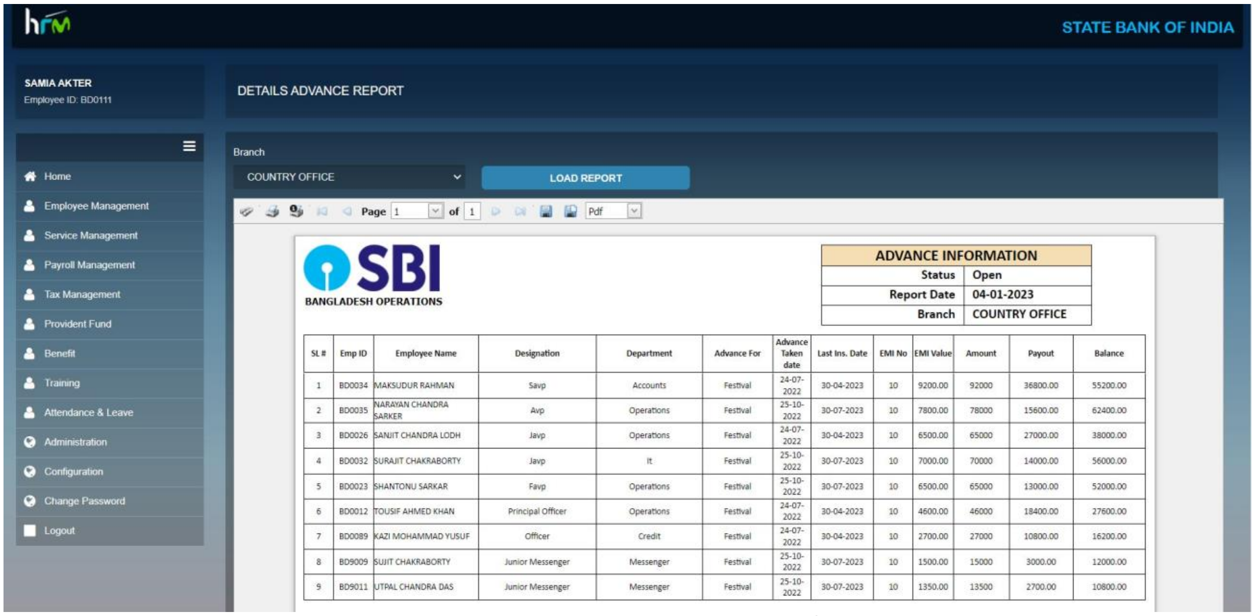


Figure:Details Advance Information

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.

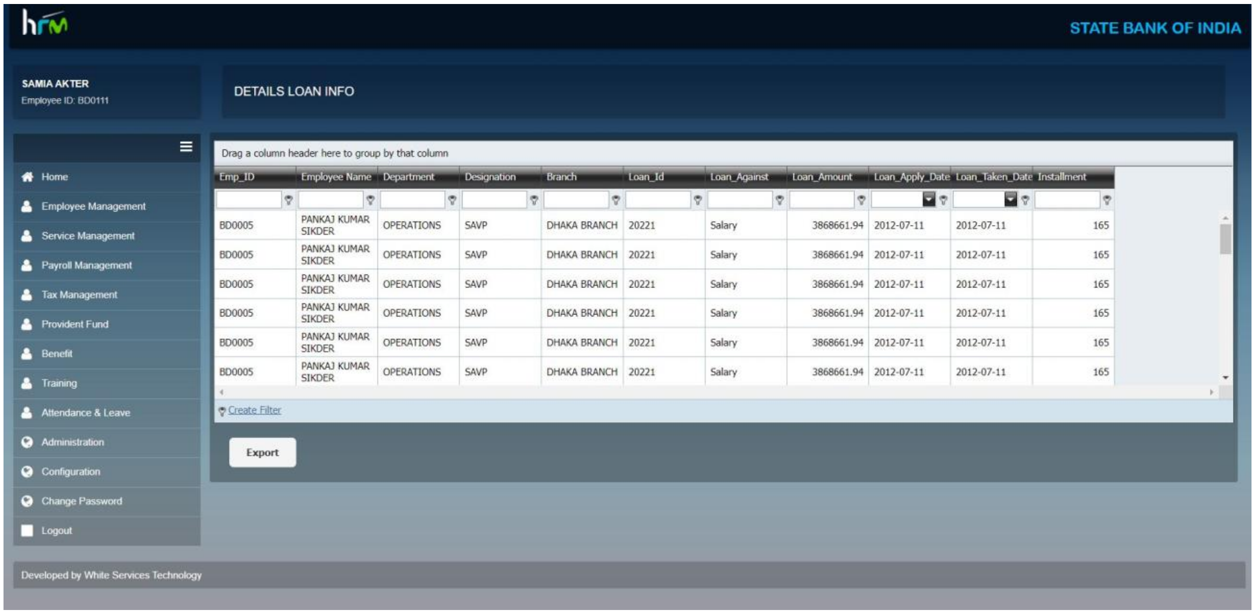


Figure:Loan Information

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.

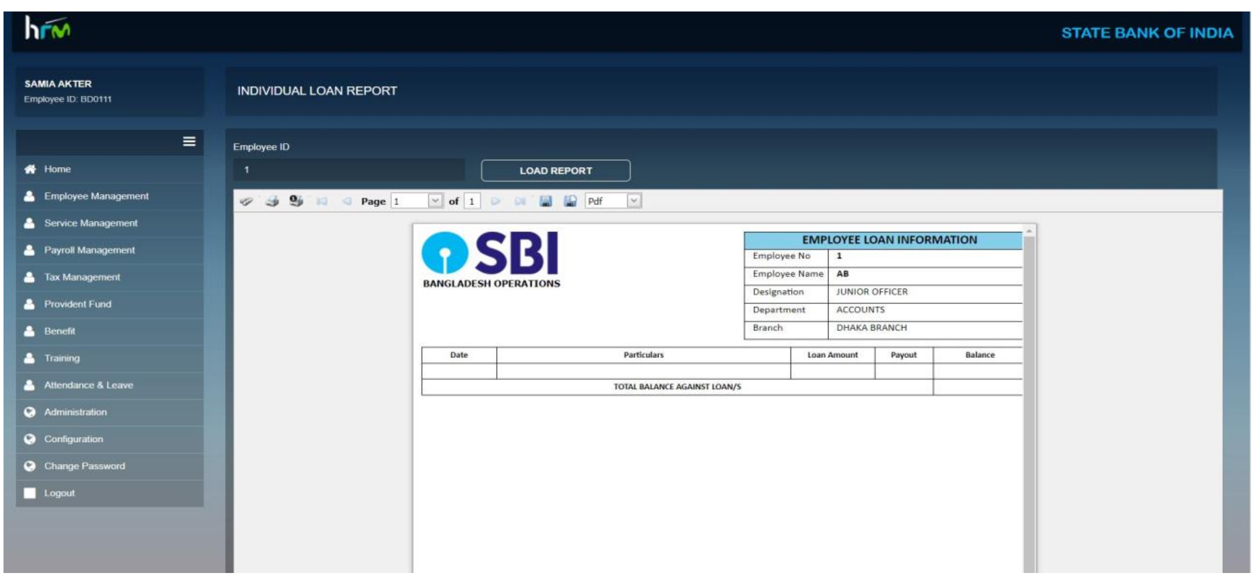


Figure:Information Loan Information

6 Tax Management Dashboard:

There are three sections in this dashboard.

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

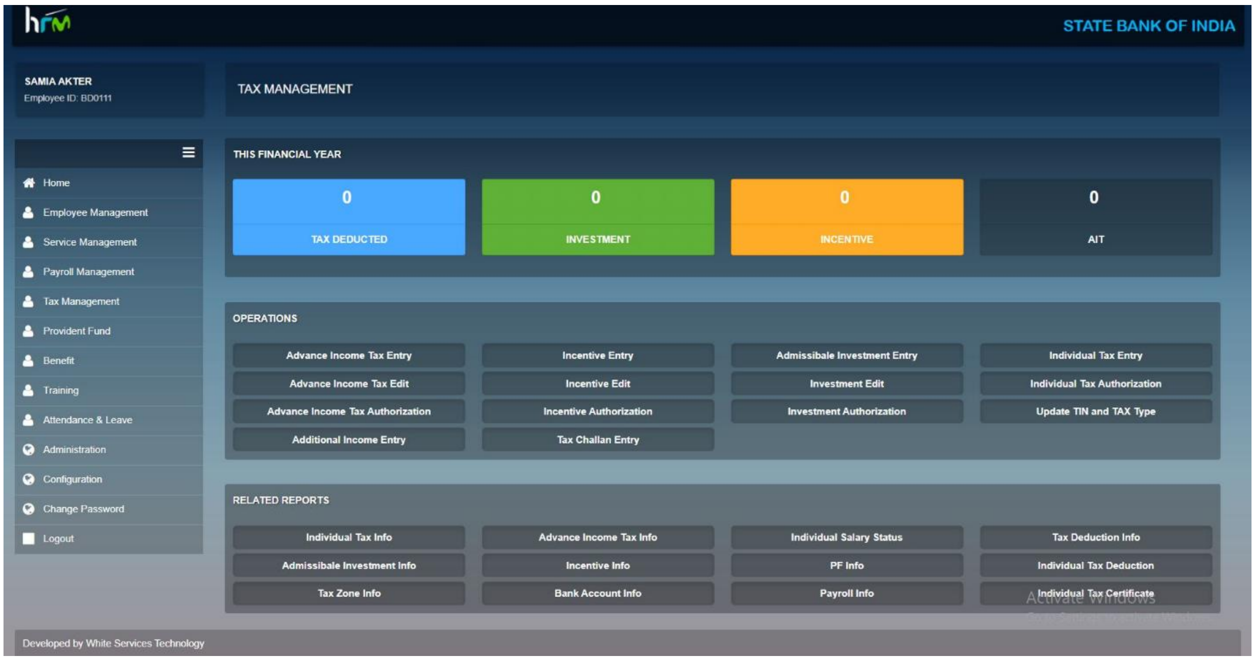


Figure: Tax Management Dashboard

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.

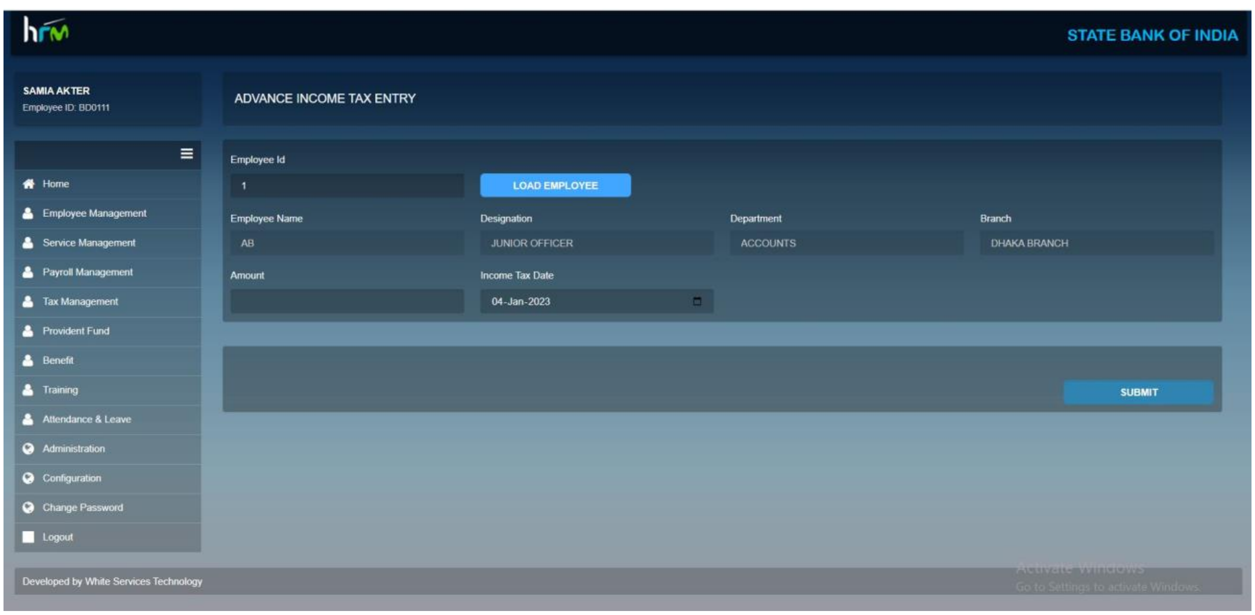


Figure: Advance Income Tax Entry

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.

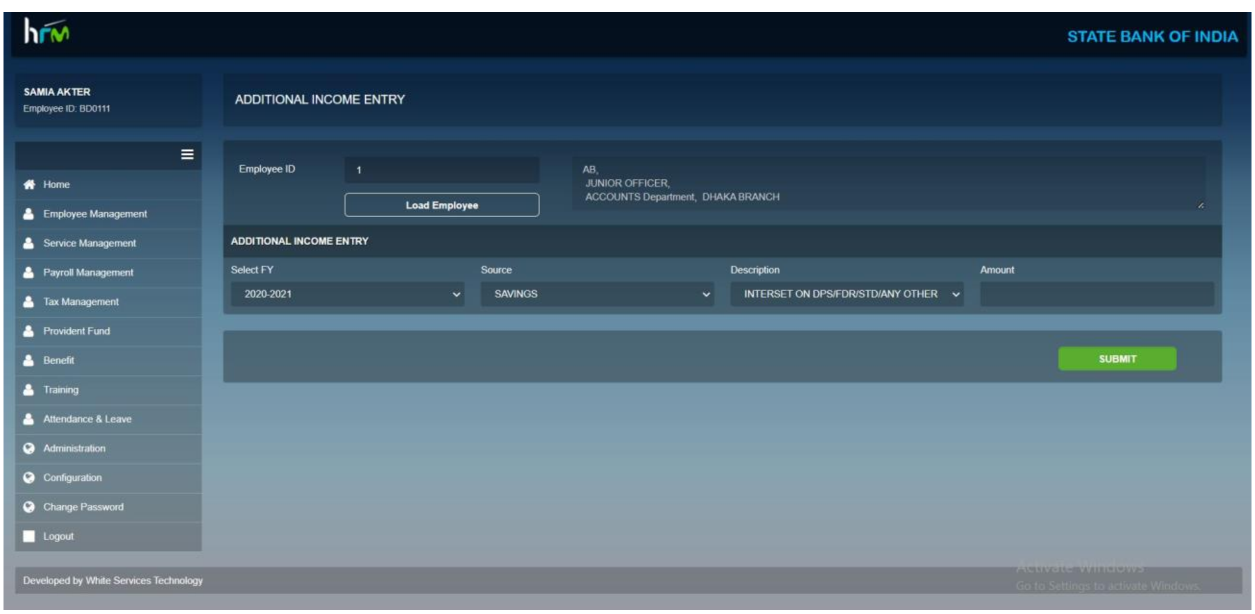


Figure: Additional Income Entry

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.

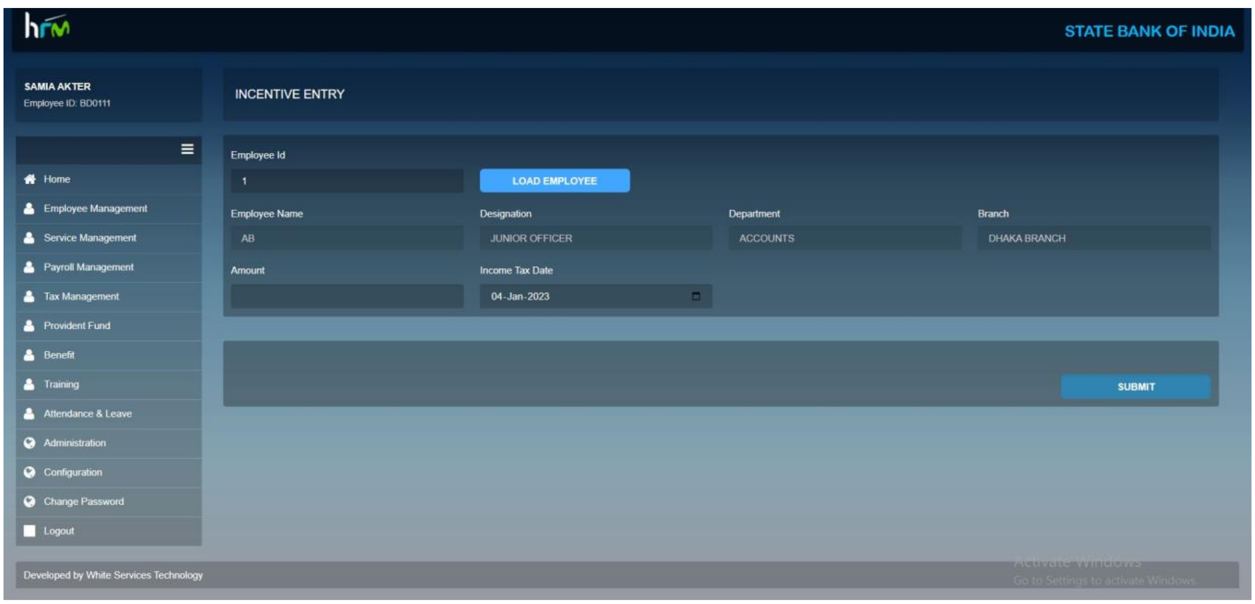


Figure: Incentive Entry

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.

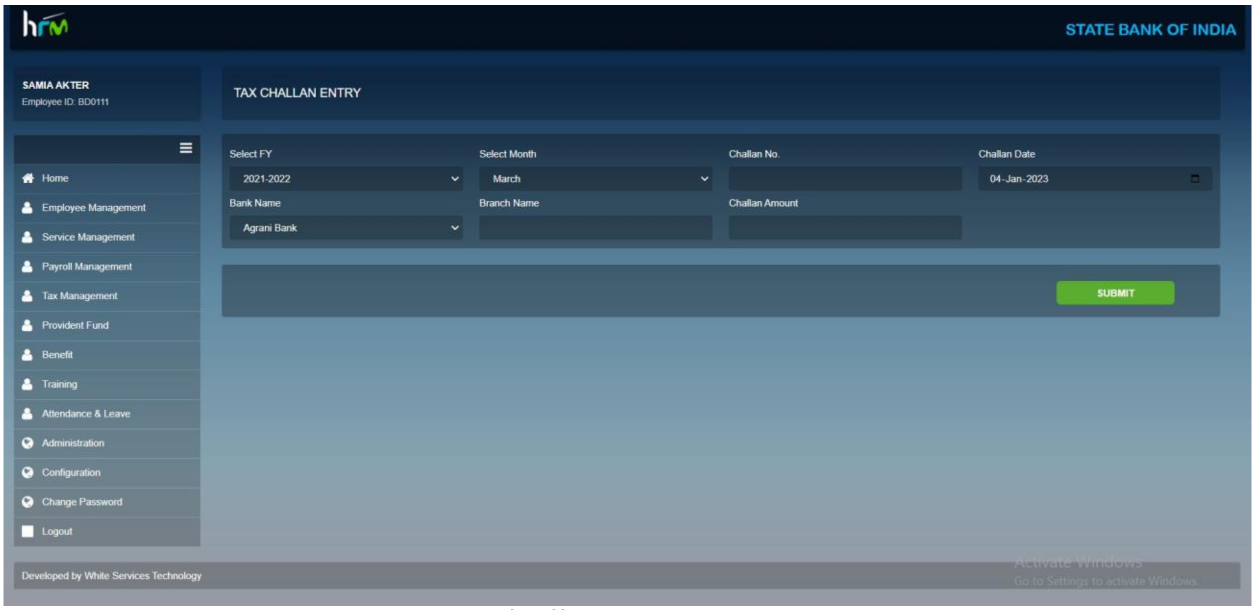


Figure: Tax Challan Entry

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.

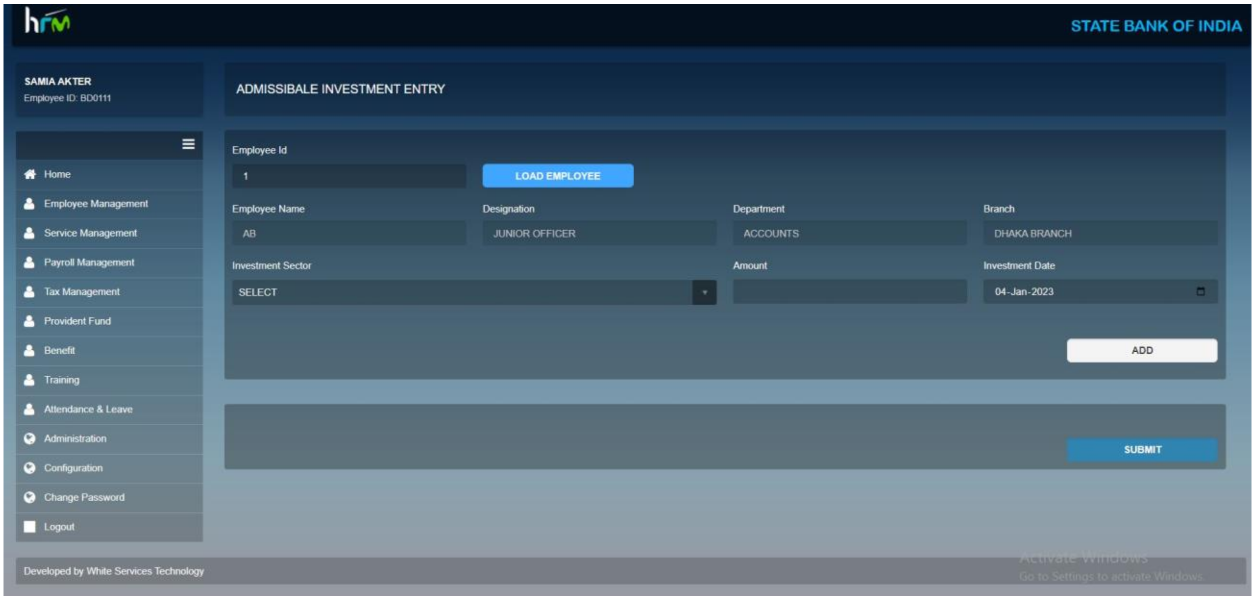


Figure: Admissible Investment Entry

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.

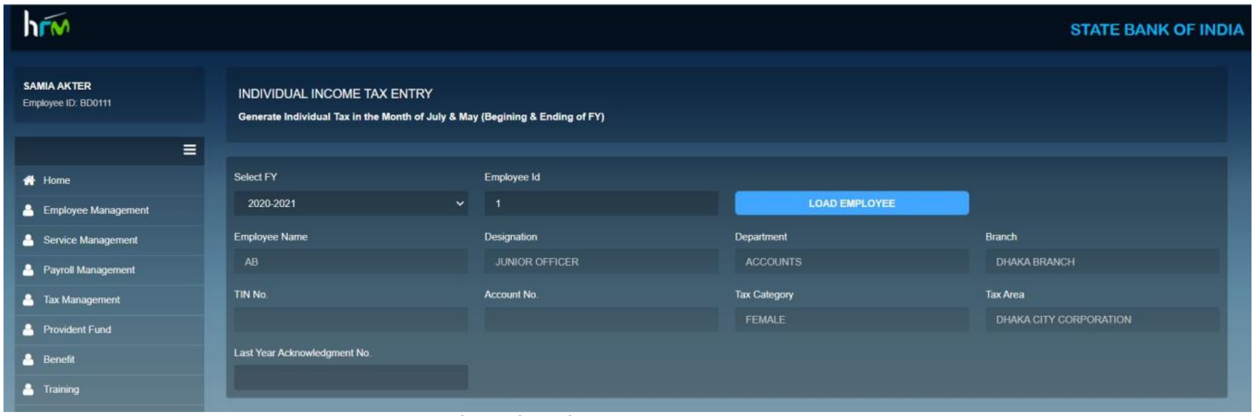


Figure: Individual Tax Entry

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

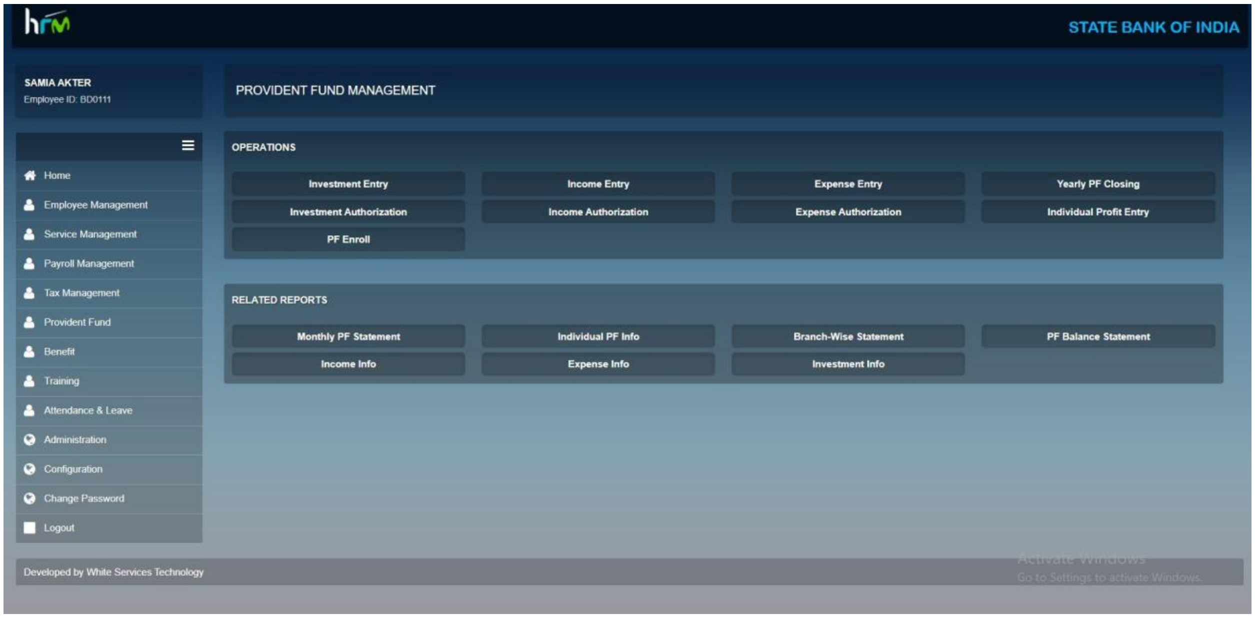


Figure3: Provident Fund Dashboard

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)

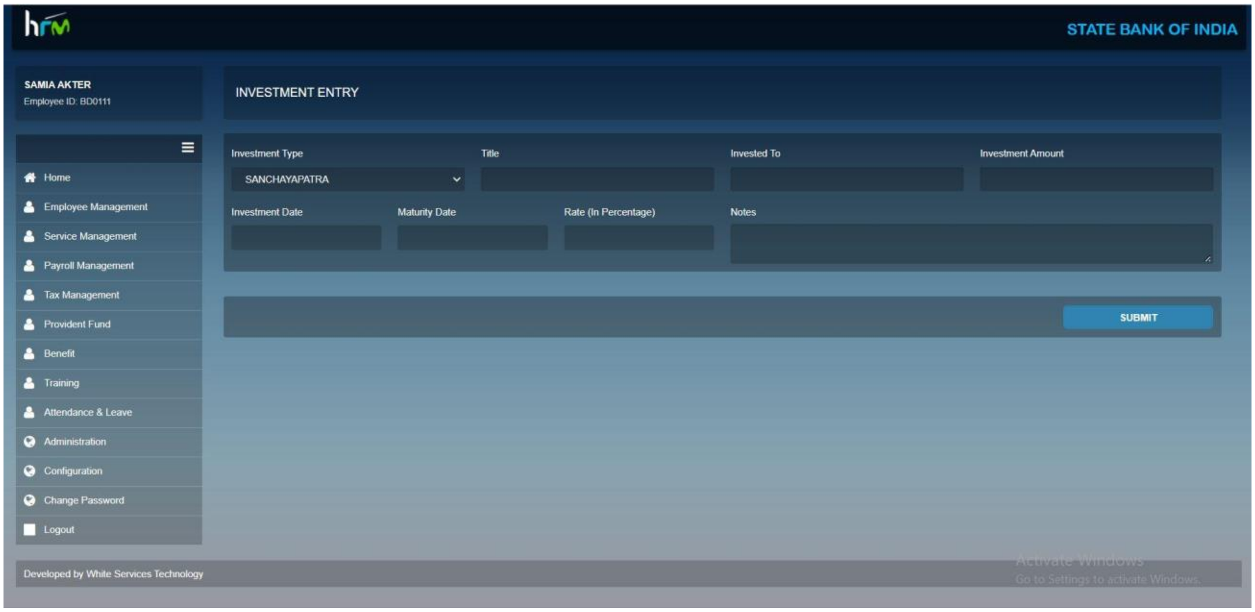


Figure: Investment Entry

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)

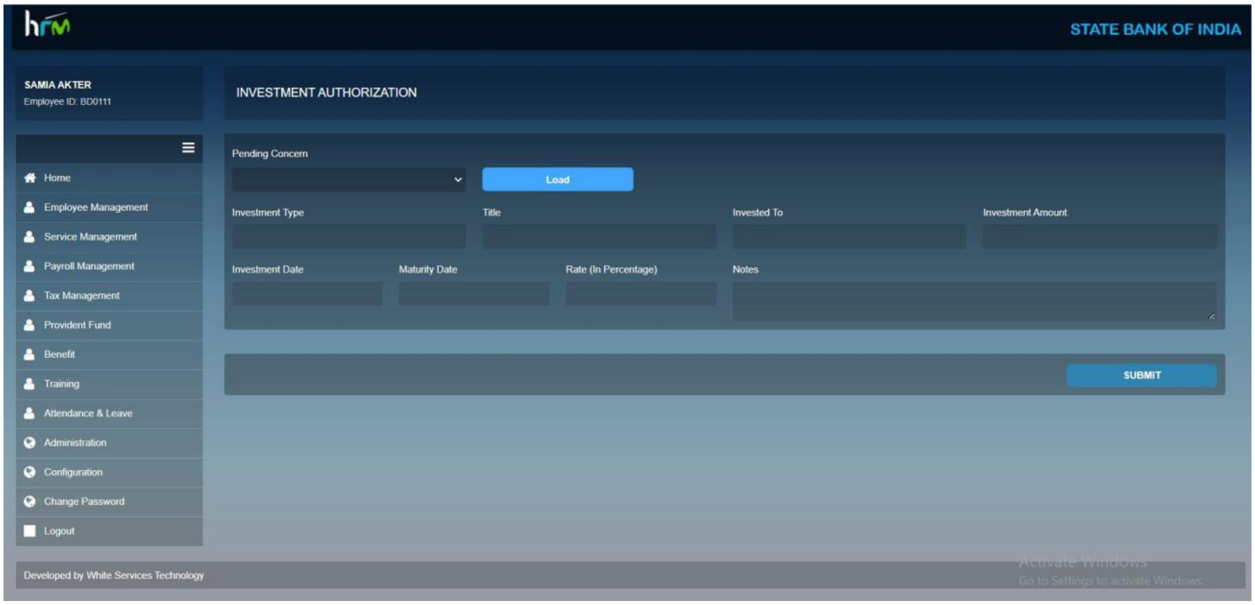


Figure: Investment Authorization

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)

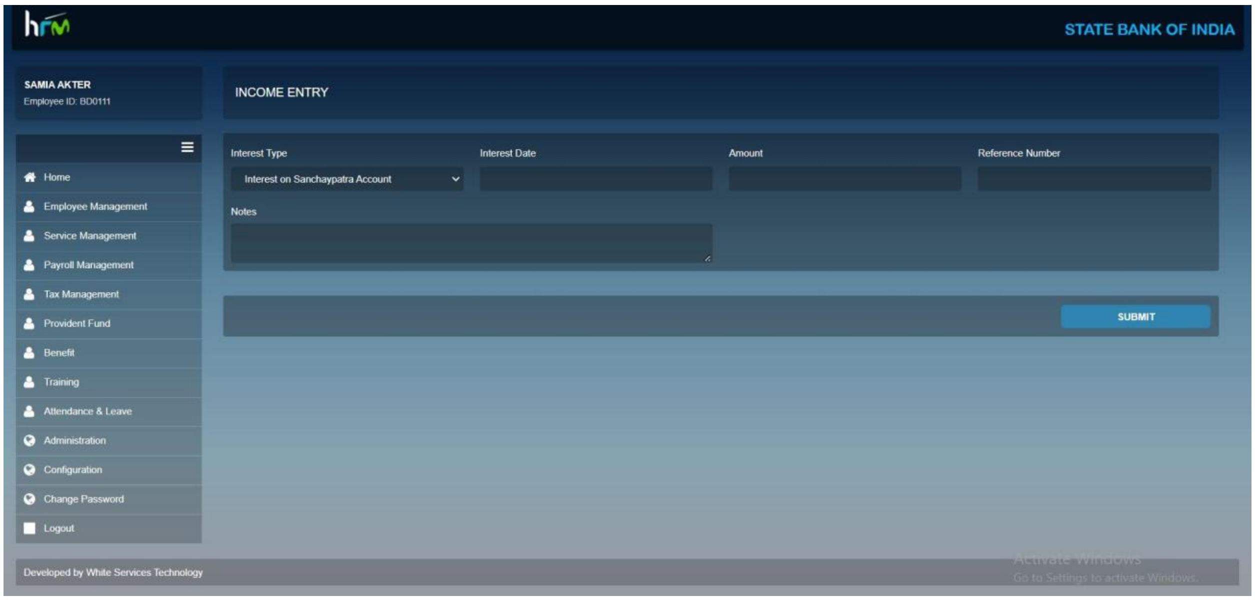


Figure: Income Entry

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)

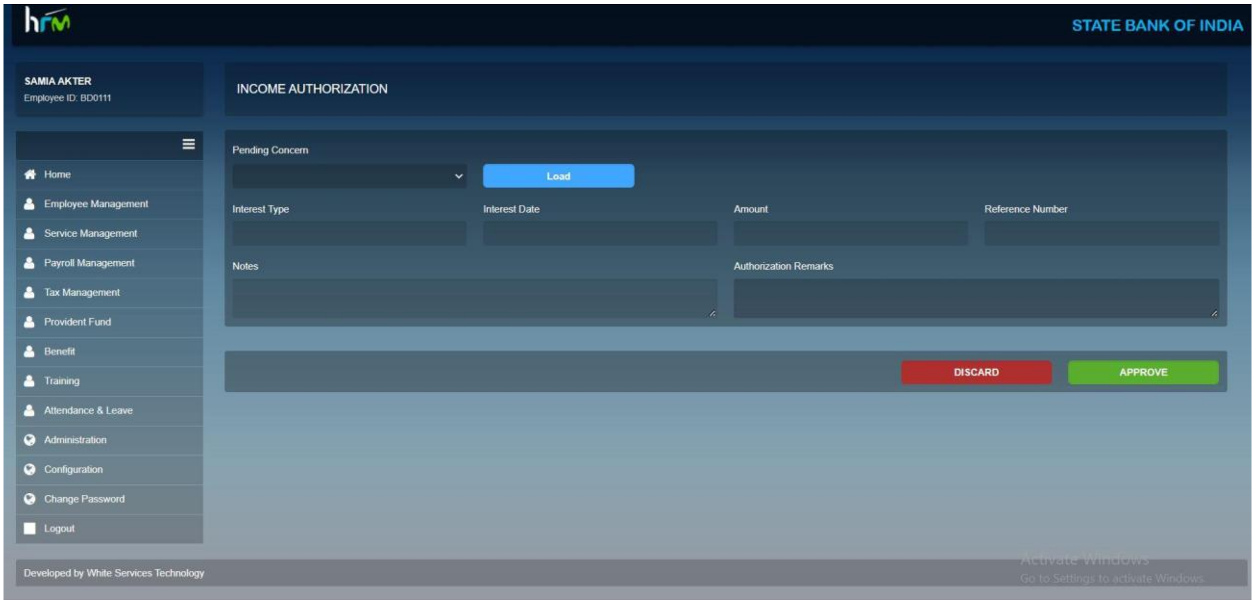


Figure: Income Authorization

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)

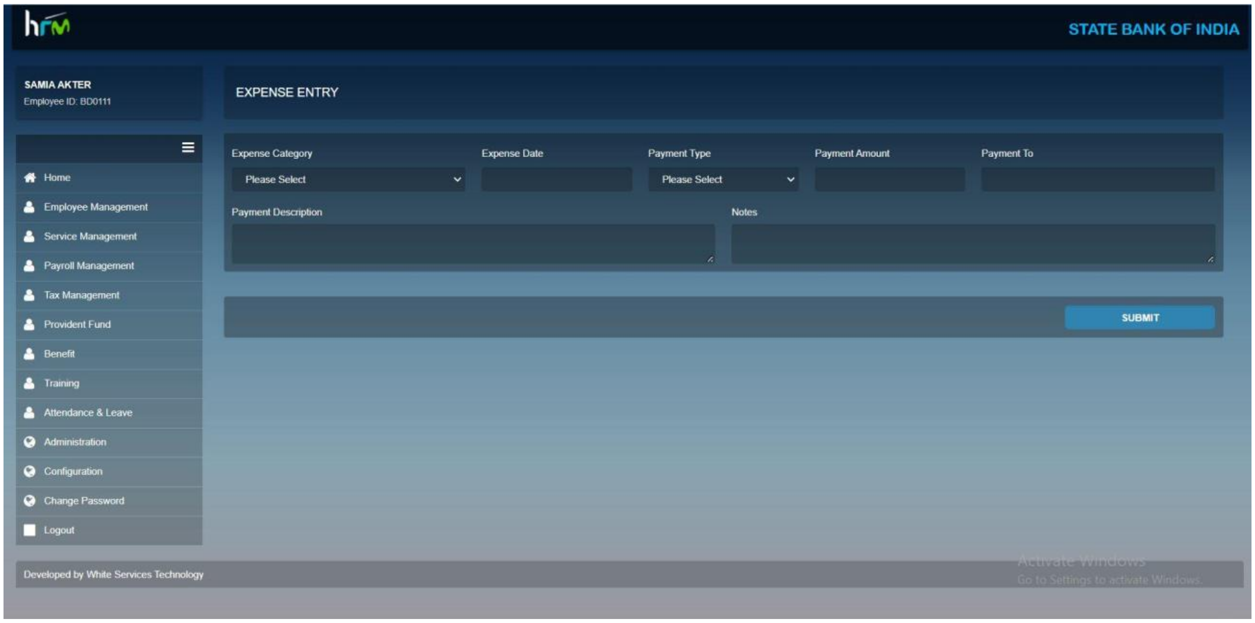


Figure: Expense Entry

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)

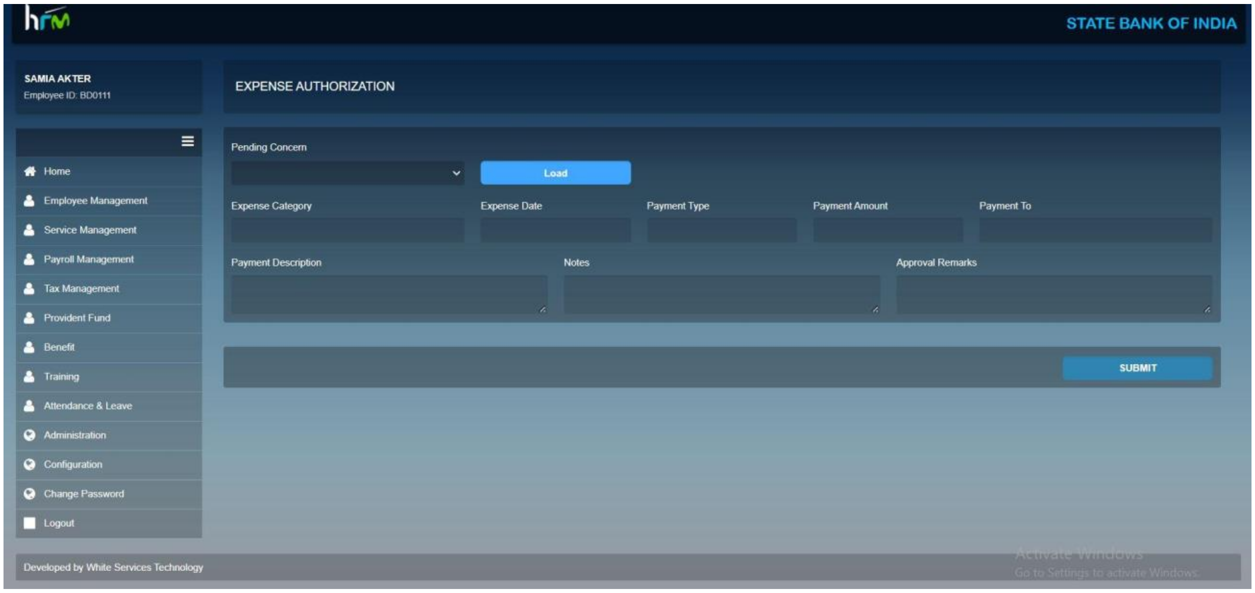


Figure: Expense Authorization

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)

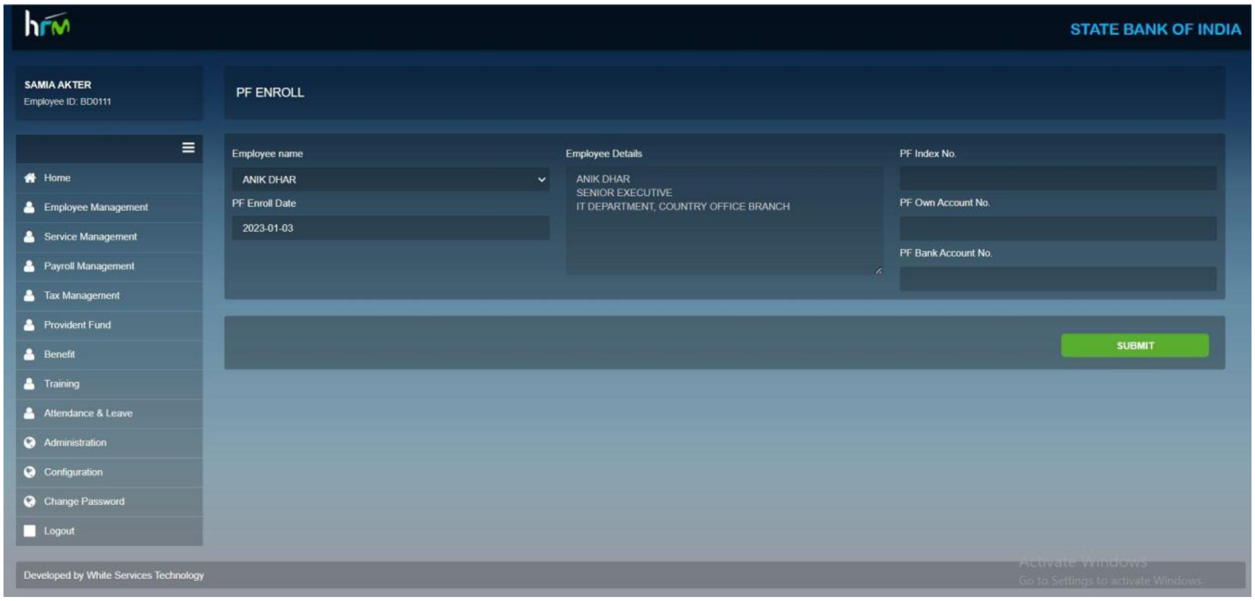


Figure: PF Enroll

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 lo 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

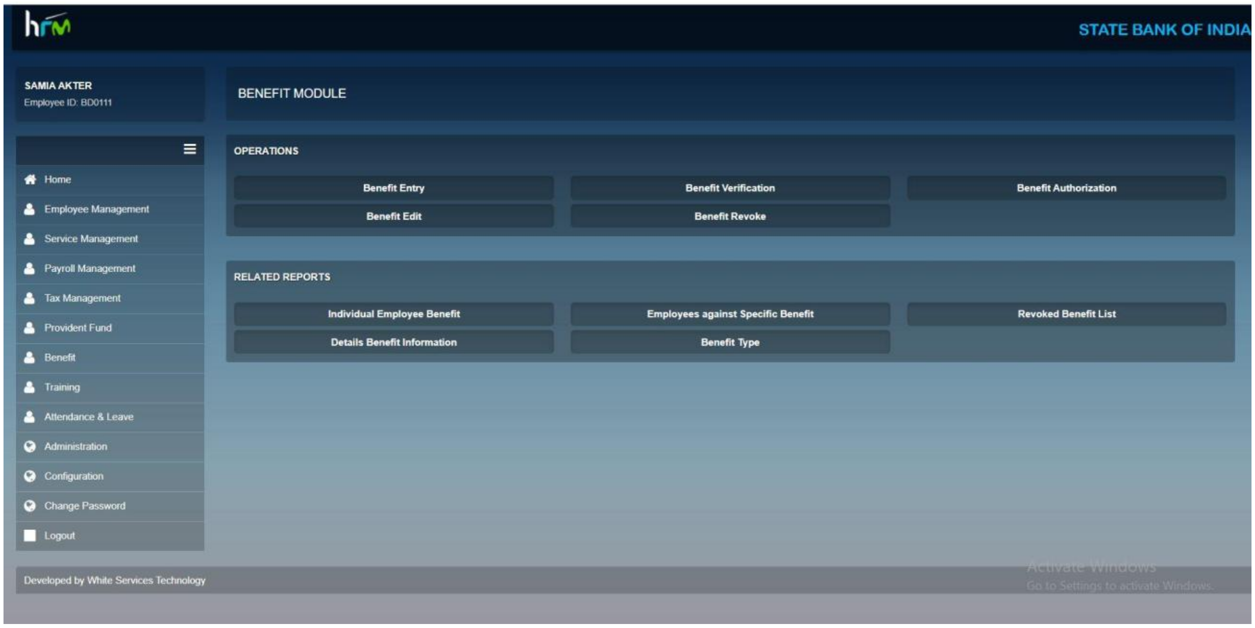


Figure: Benefit Dashboard

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)

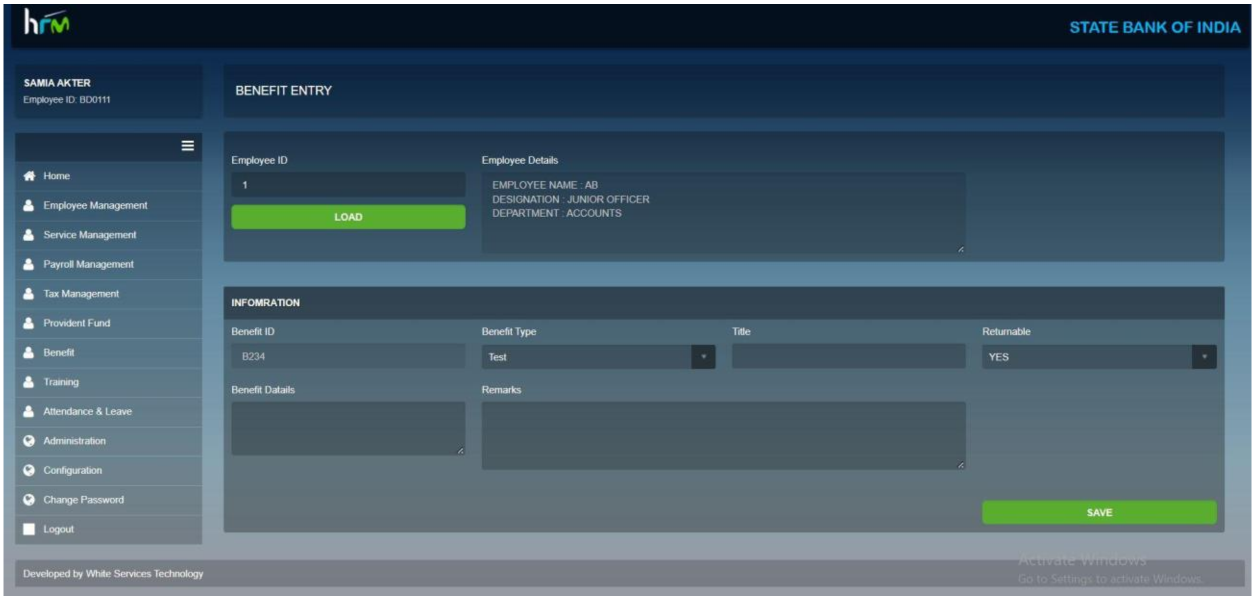


Figure: Benefit Entry

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:

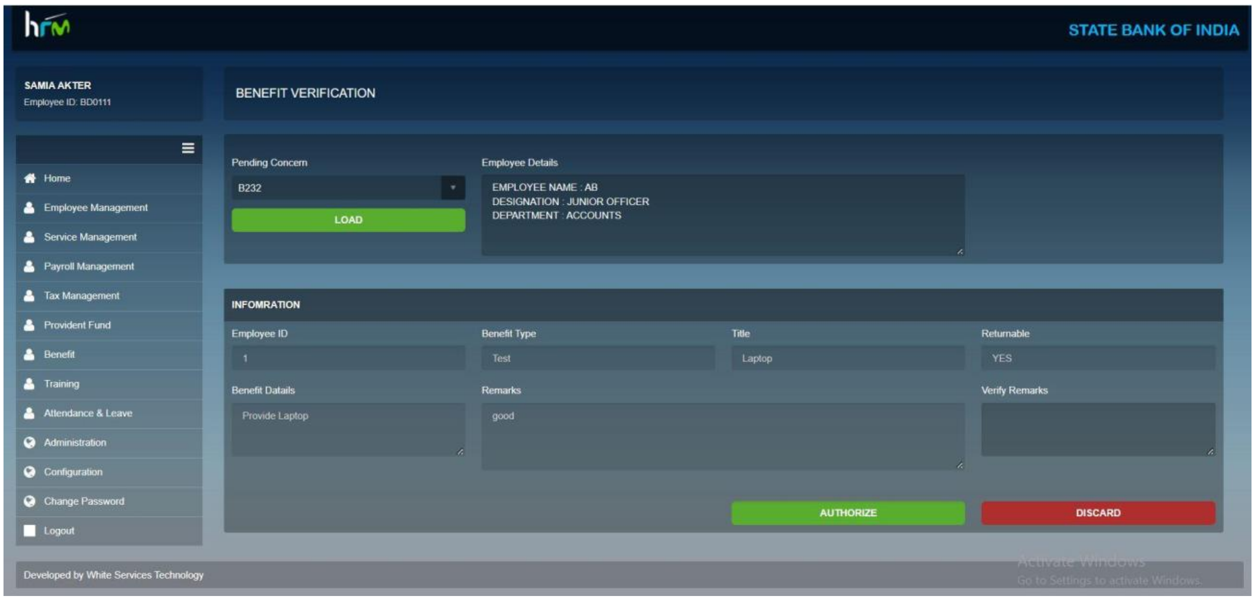


Figure: Benefit Verification

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:

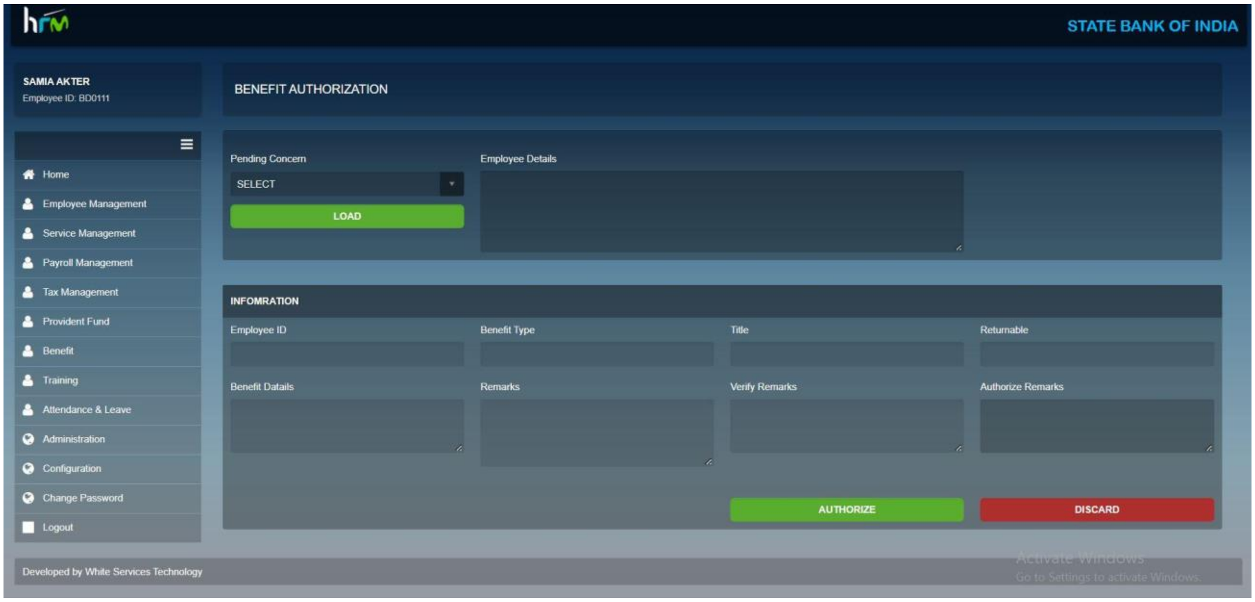


Figure: Benefit Authorization

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:

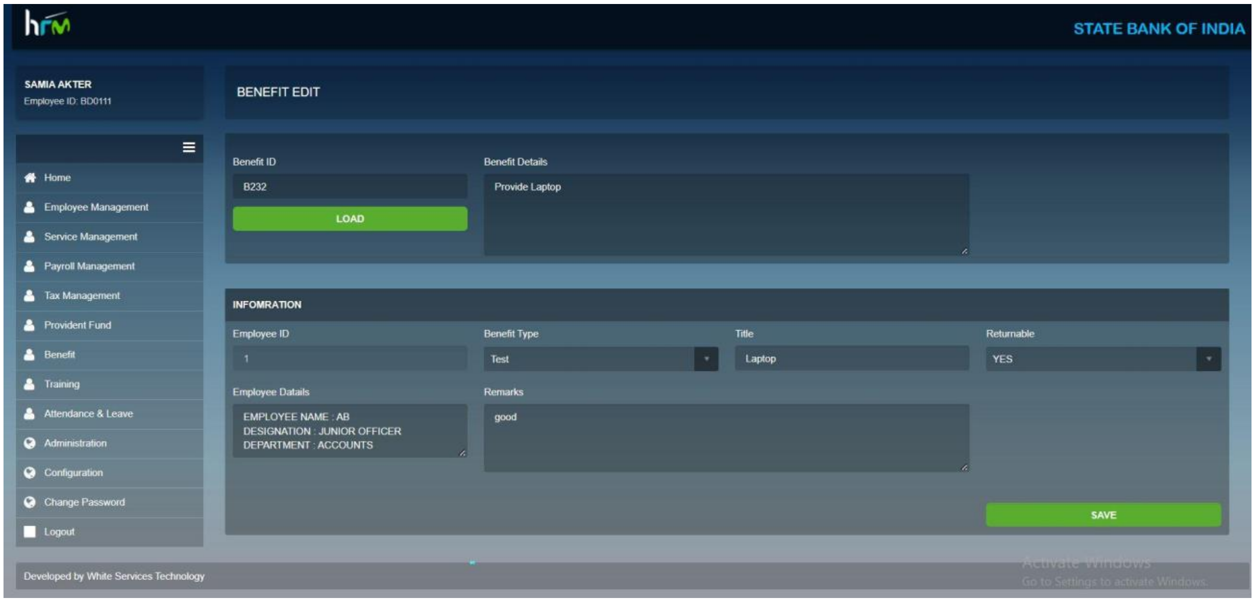


Figure: Benefit Edit

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:

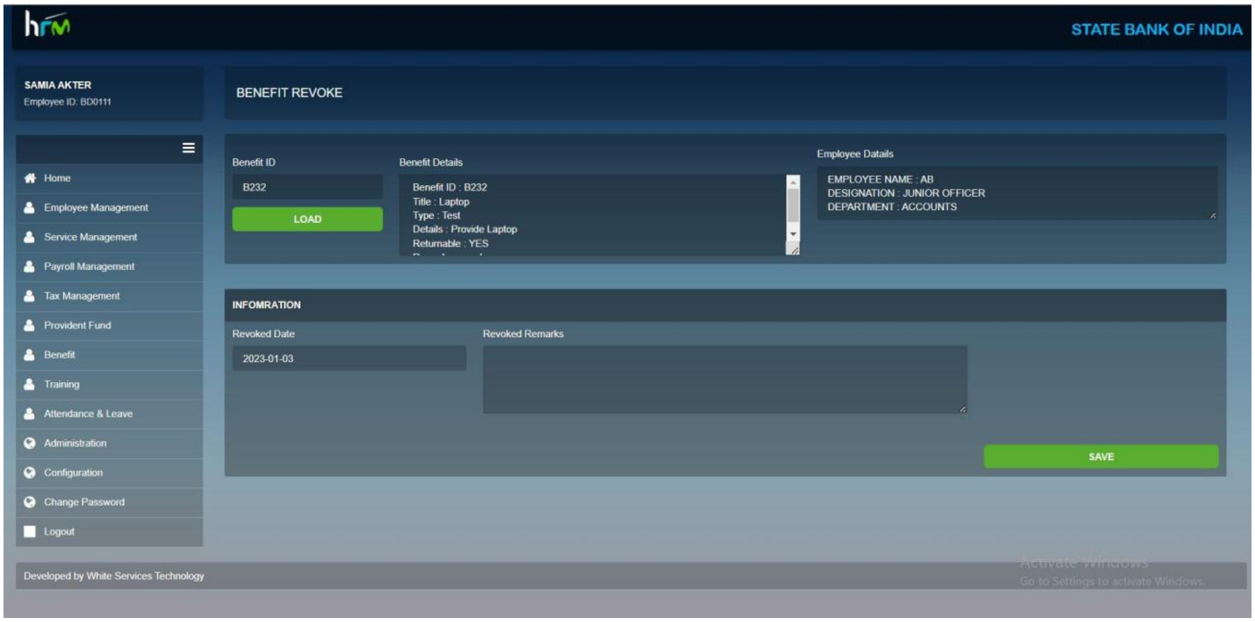


Figure: Benefit Revoke

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.

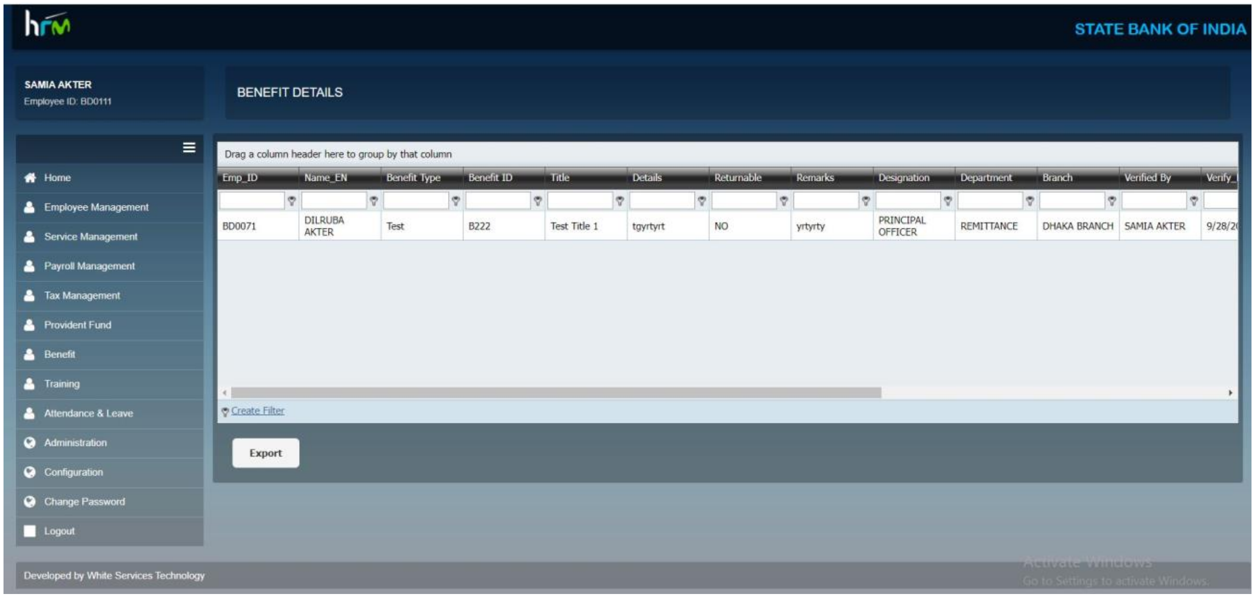


Figure: Individual Employee Benefit

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.

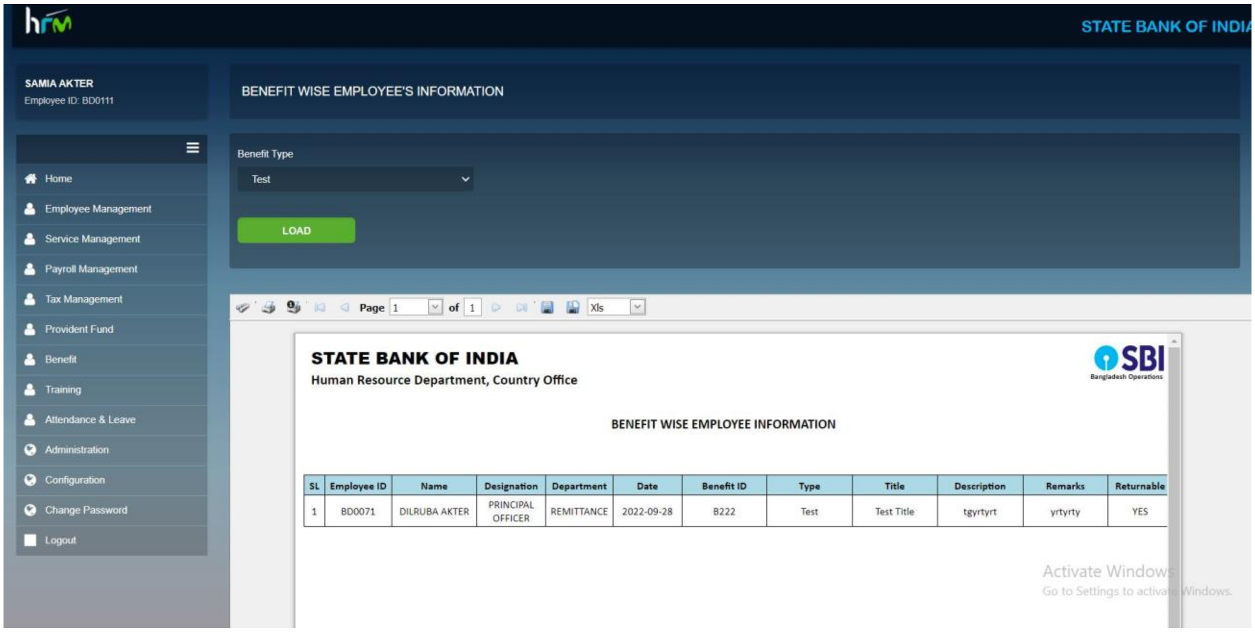


Figure: Benefit Details

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.

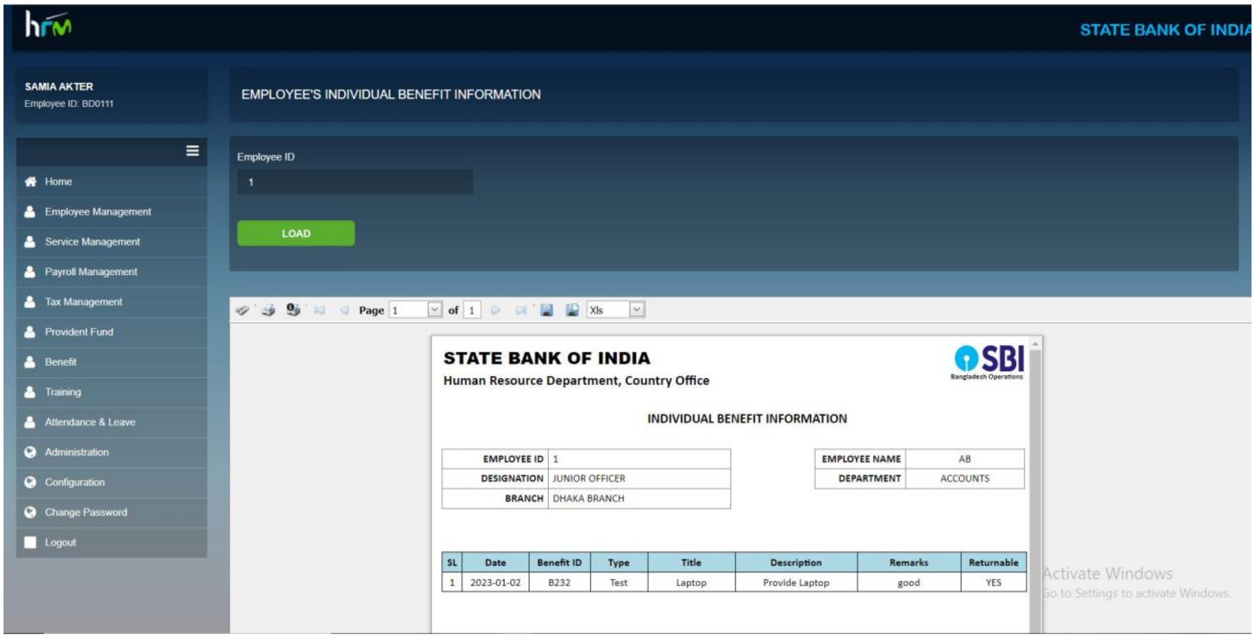


Figure: Individual Benefit information

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.

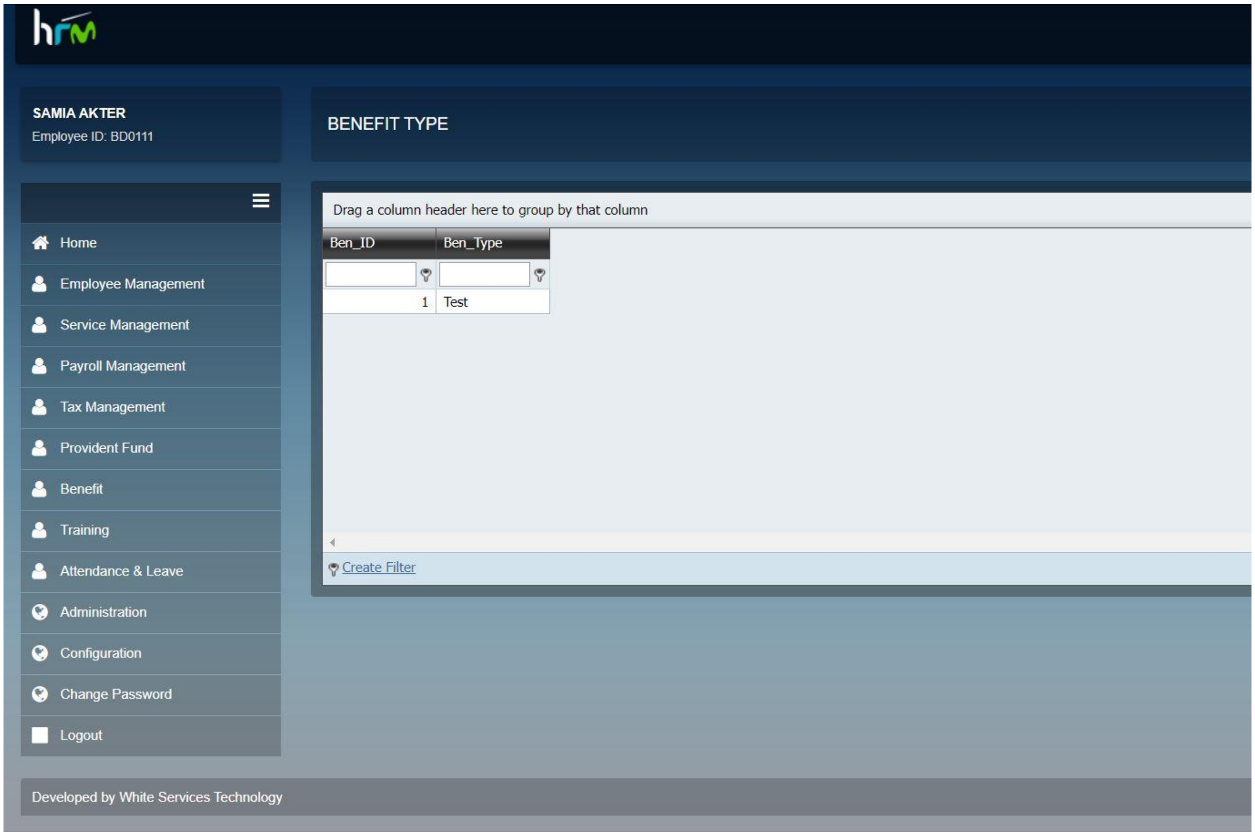


Figure: Benefit Type

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.

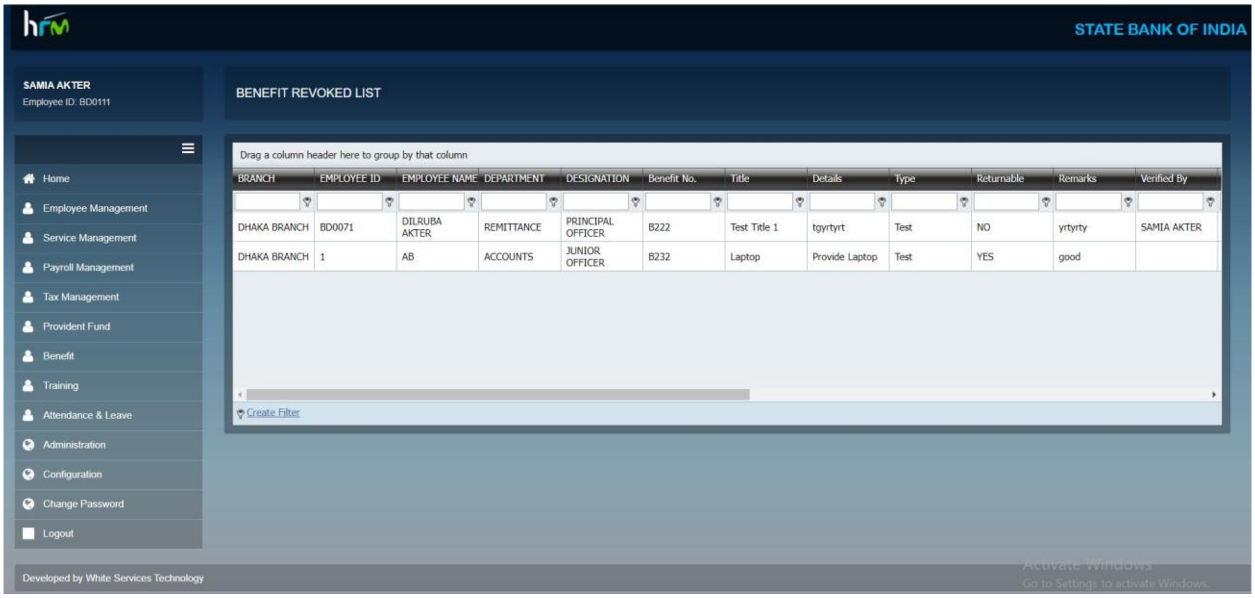


Figure: Benefit Revoke

9.Training Dashboard

There are two sections in this dashboard.

- √ Operations and
- √ Related Reports

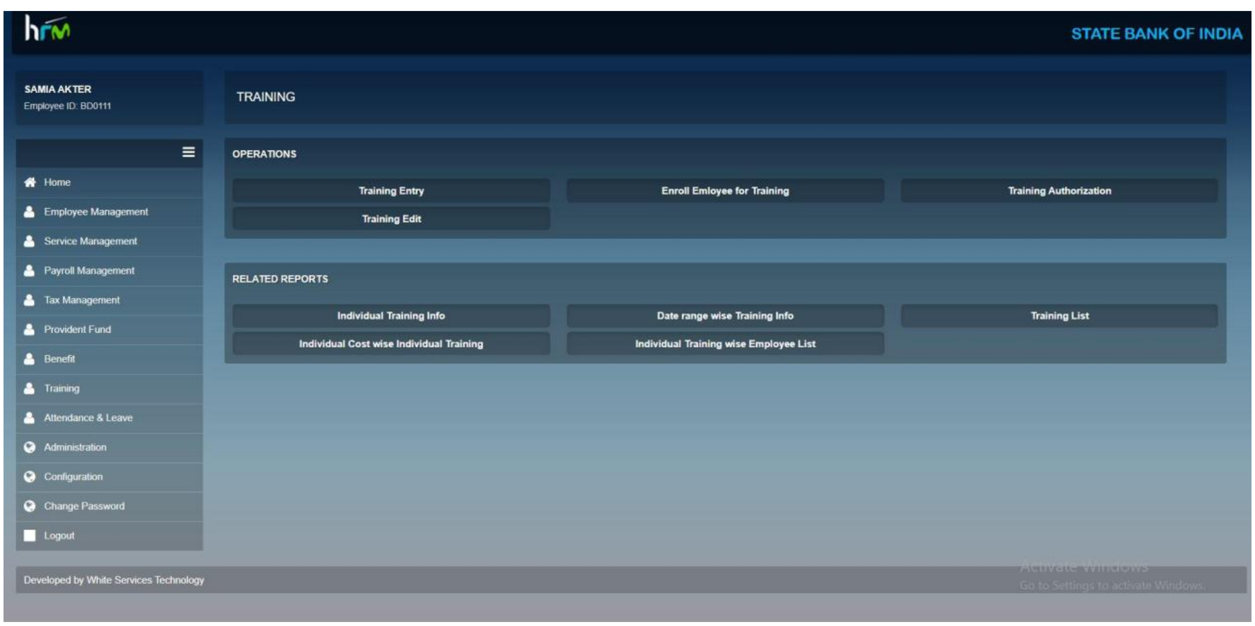


Figure: Training Dashboard

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)

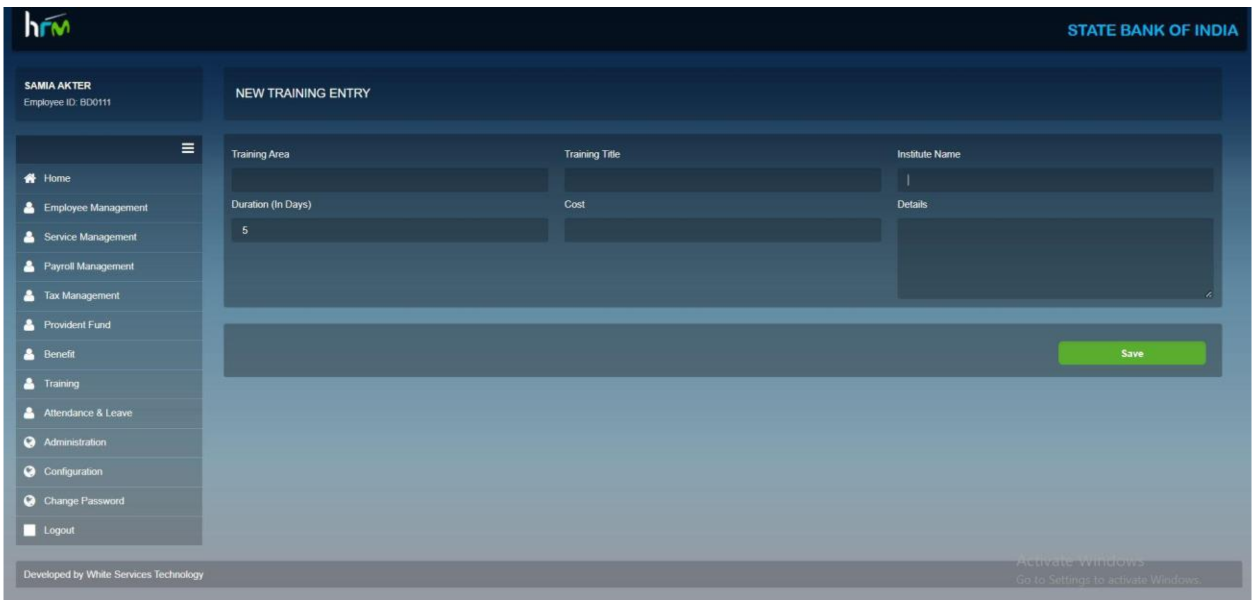


Figure: Training Entry

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:

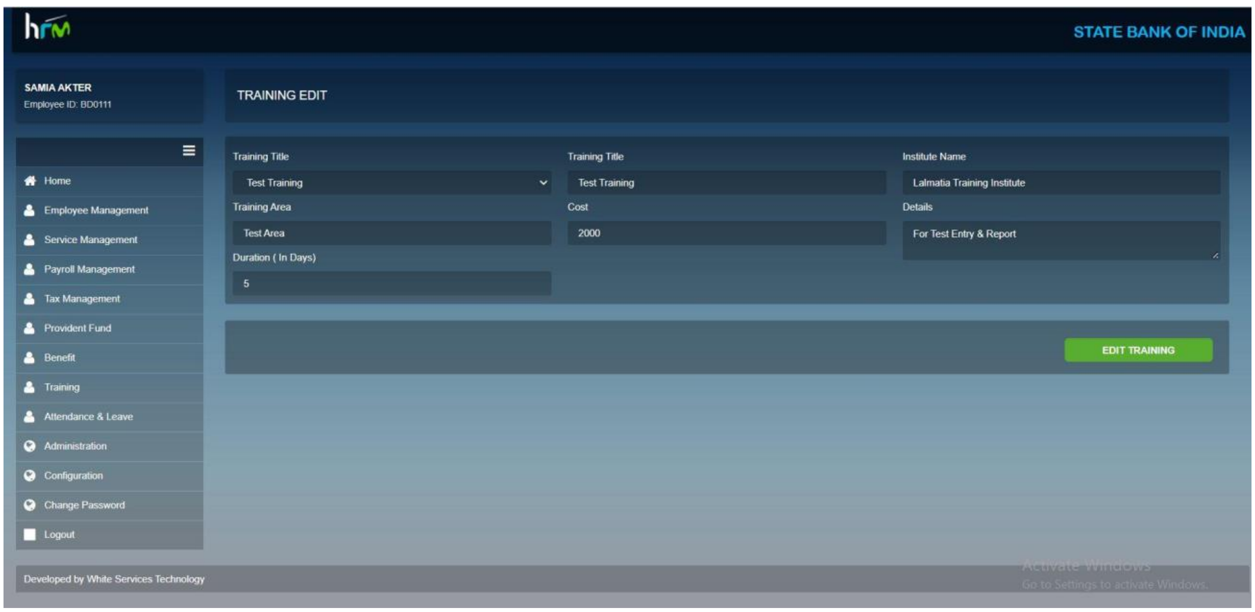


Figure: Training Edit

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:

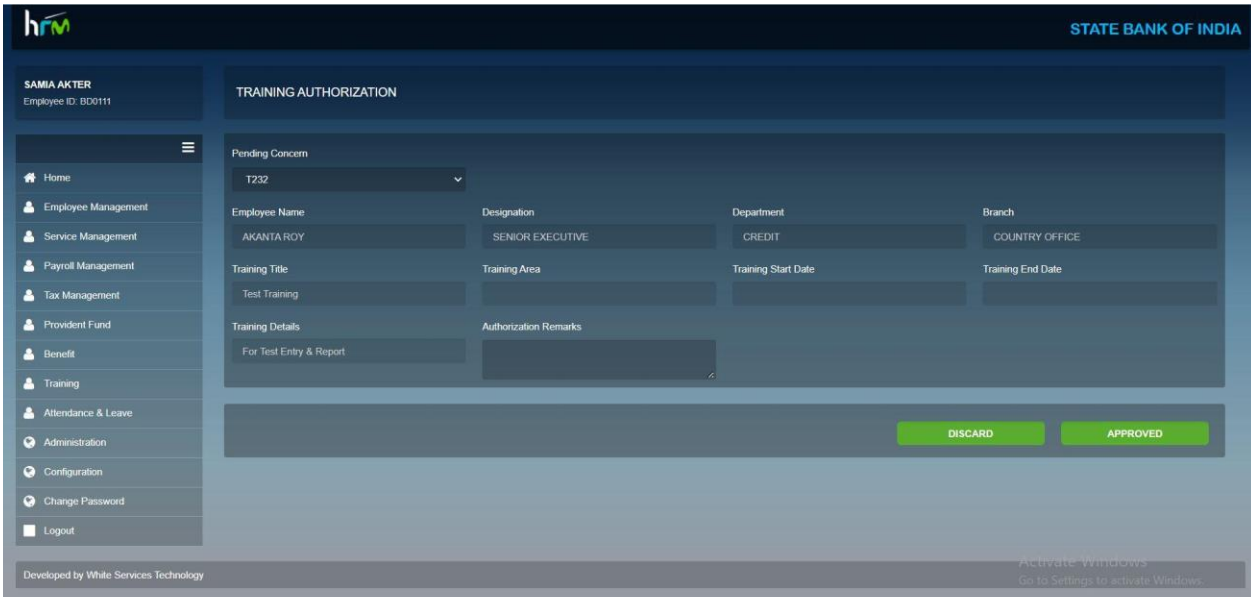


Figure: Training Authentication

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:

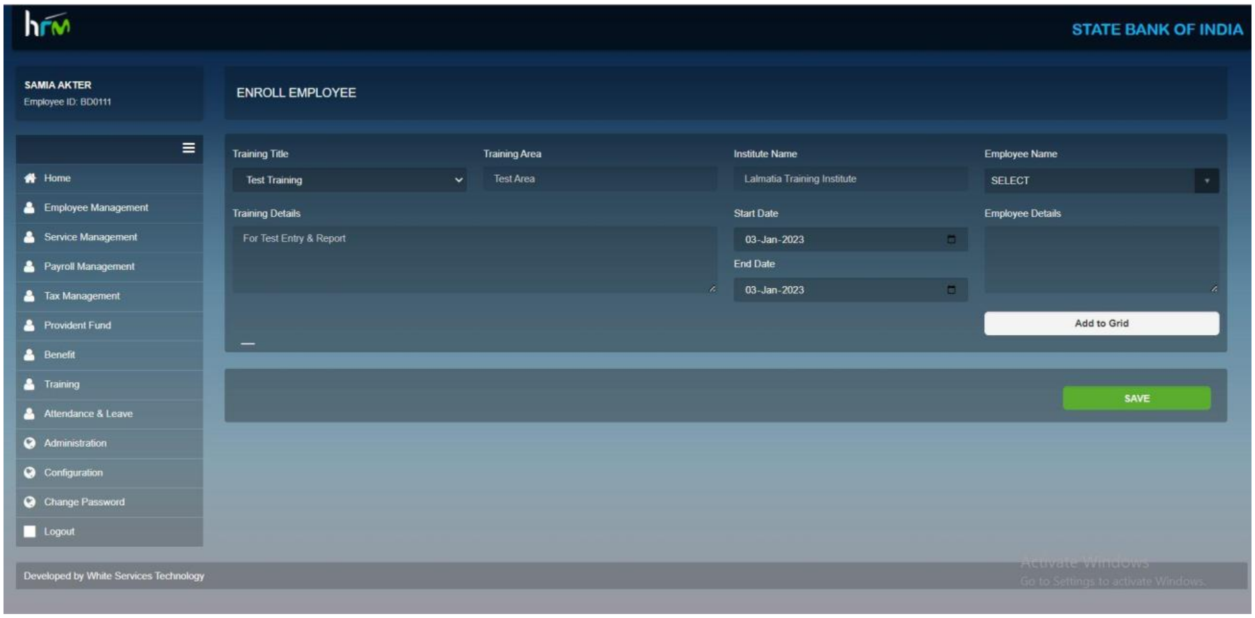


Figure: Enroll Employee

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.

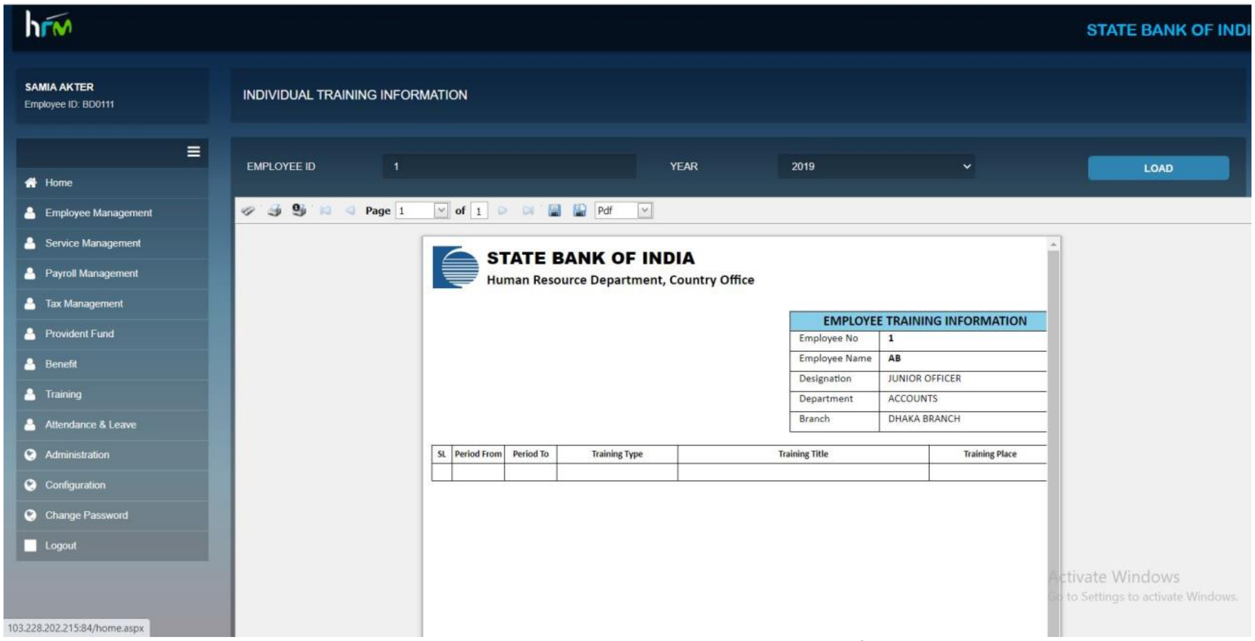


Figure: Individual Training Info

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.

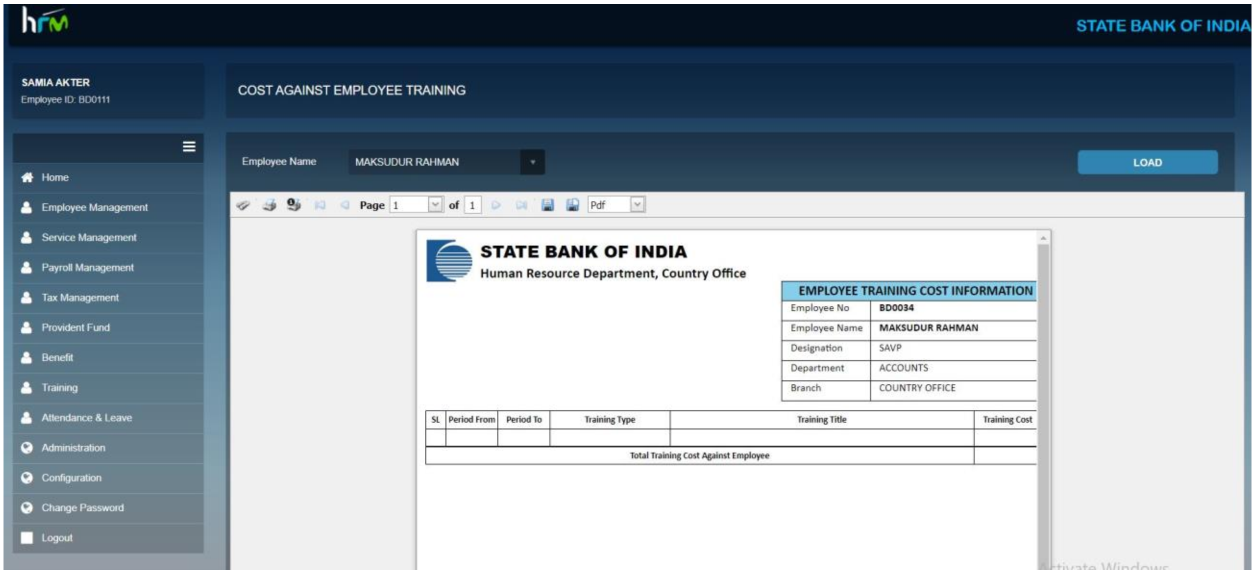


Figure: Cost wise Individual Training

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.

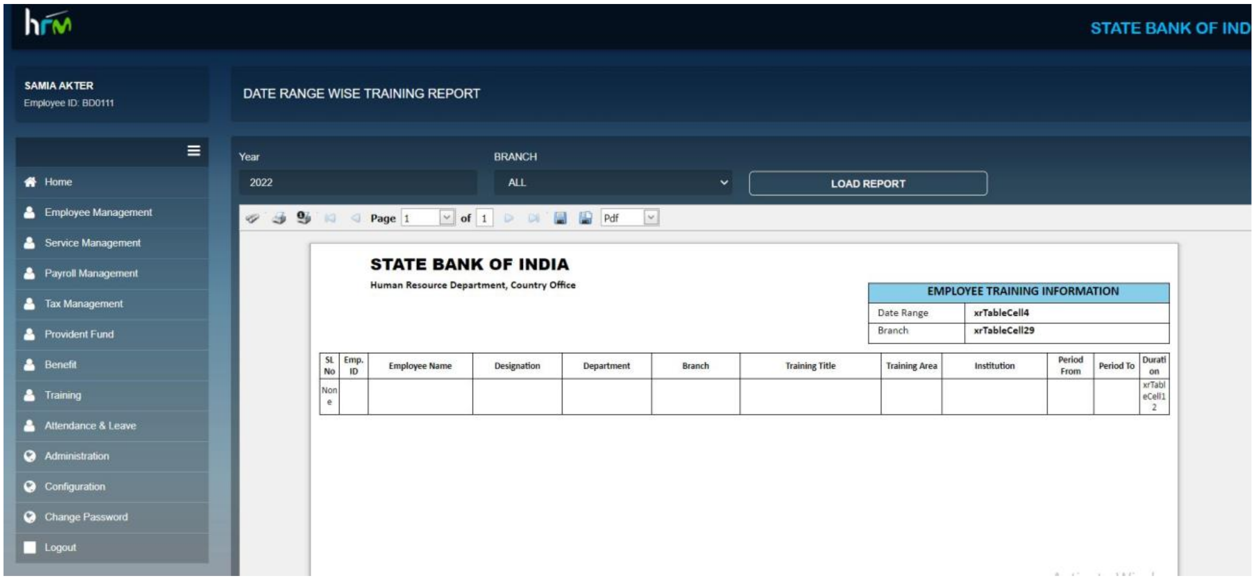


Figure: Date range wise Training

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.

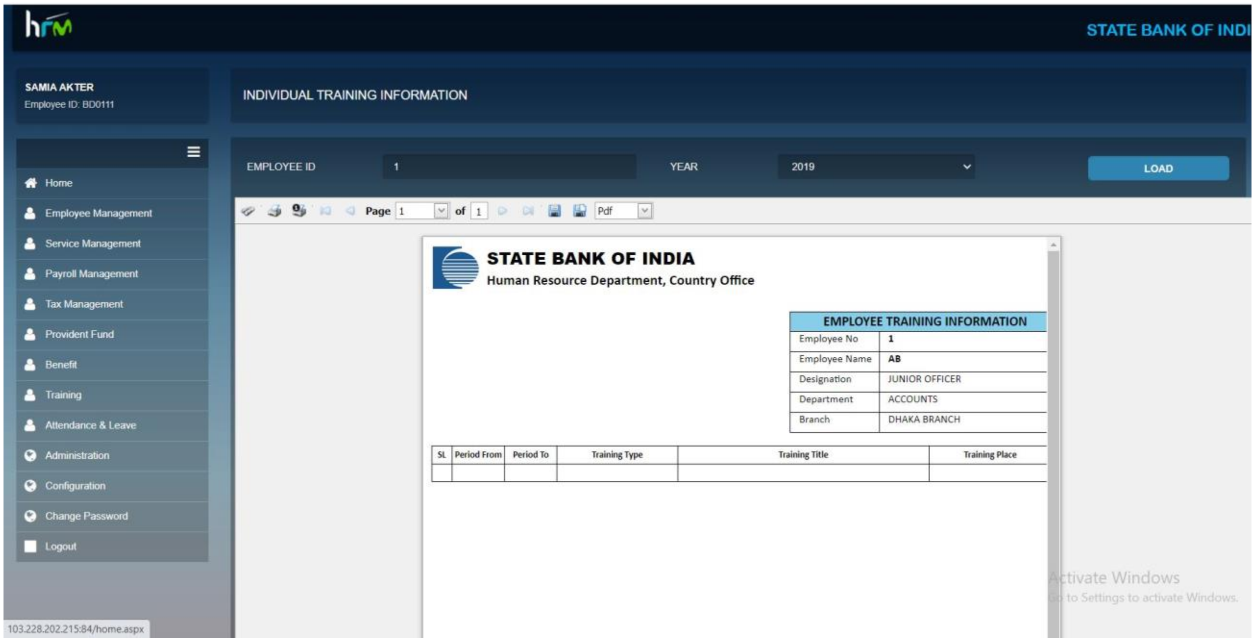


Figure: Individual Training wise Employee List

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.

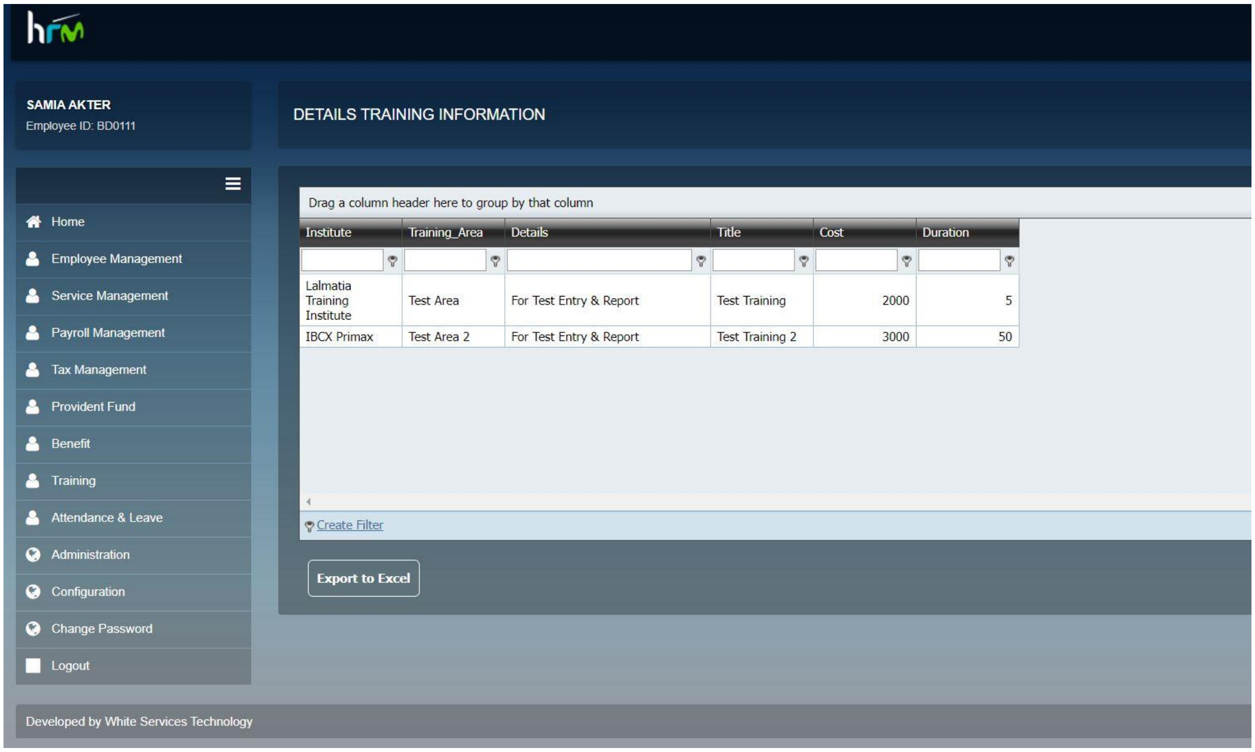


Figure: Training List

10.Attendance and Leave Dashboard

There are three sections in this dashboard.

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

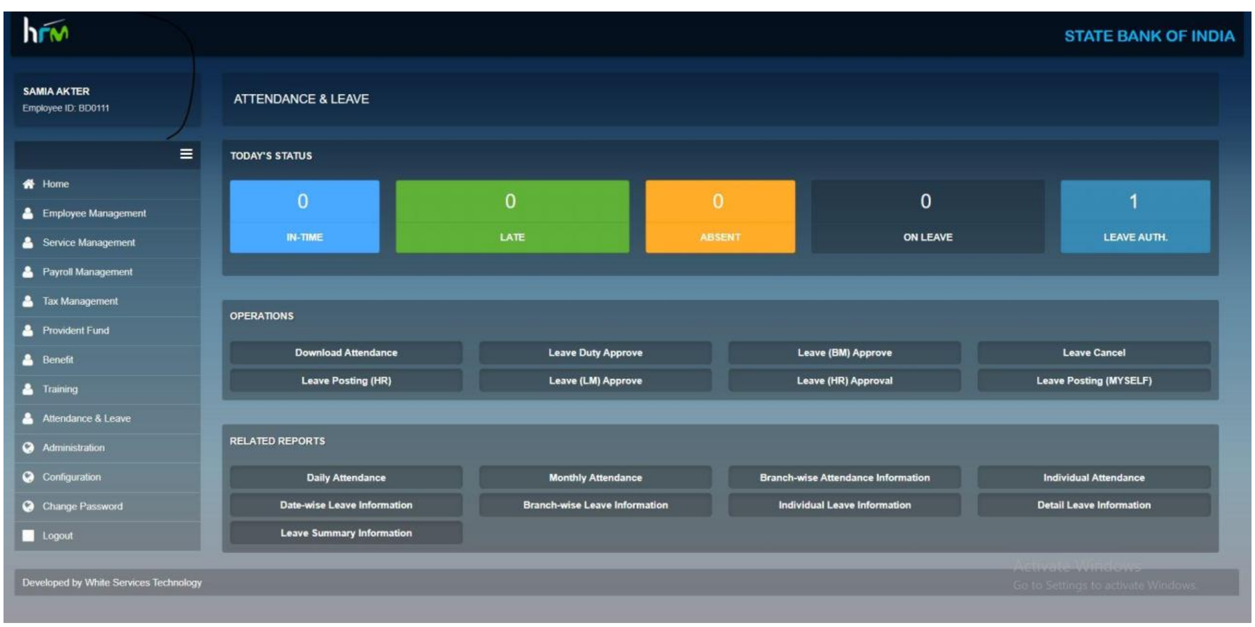


Figure: Attendance and Leave Dashboard

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:

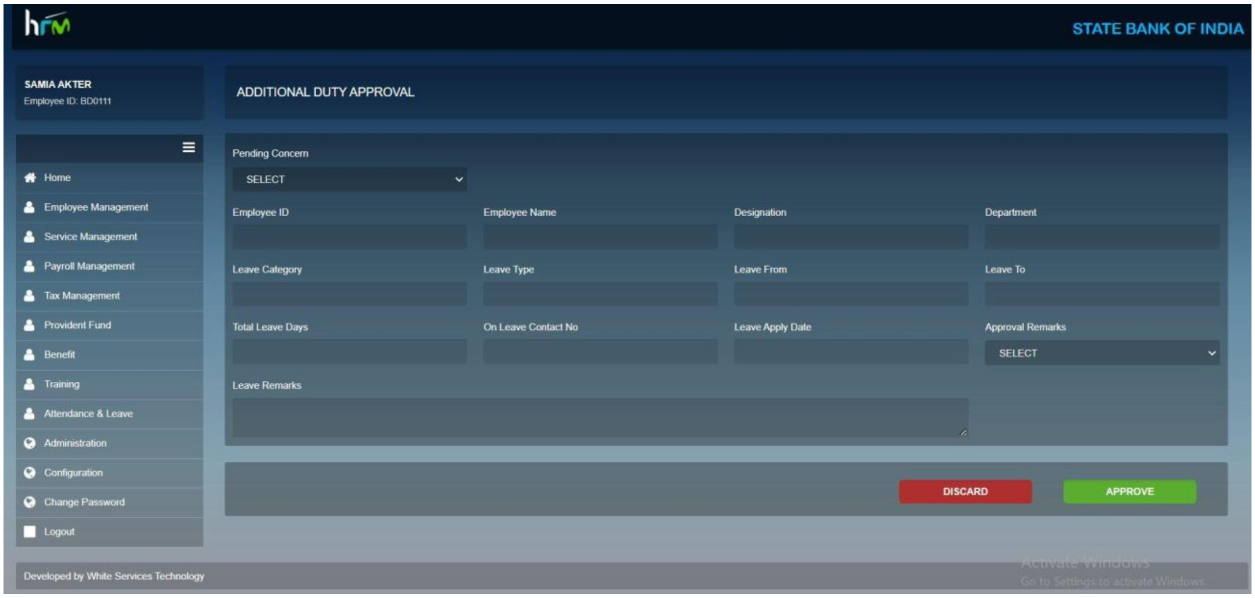


Figure: Leave Duty approval

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:

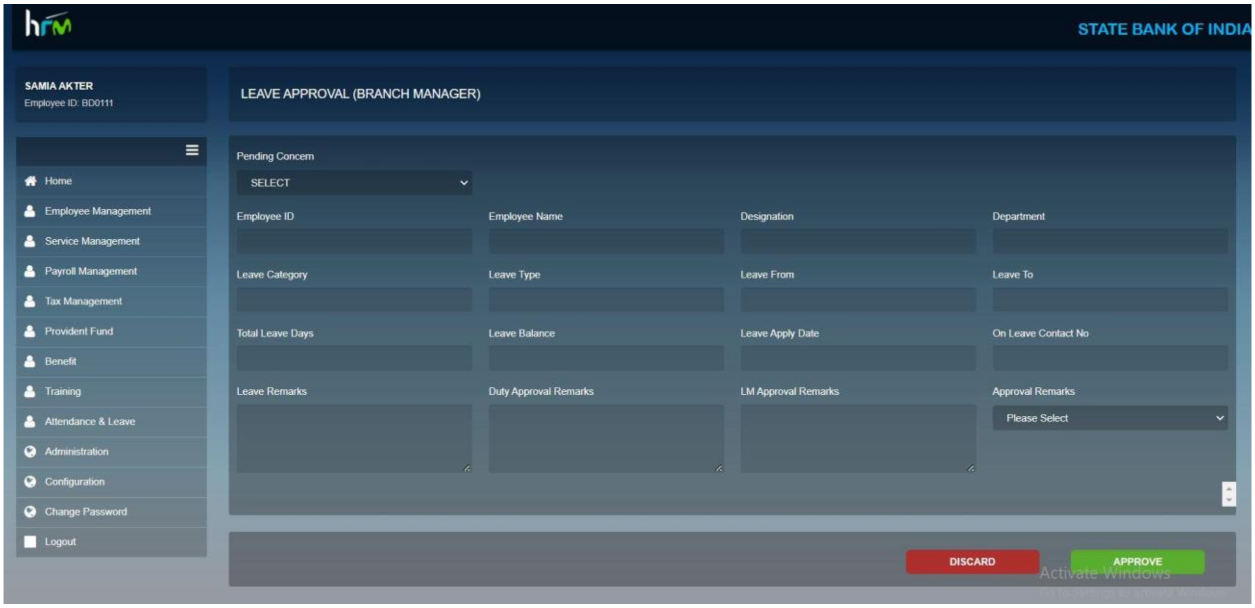


Figure: Leave Duty (BM) approval

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:

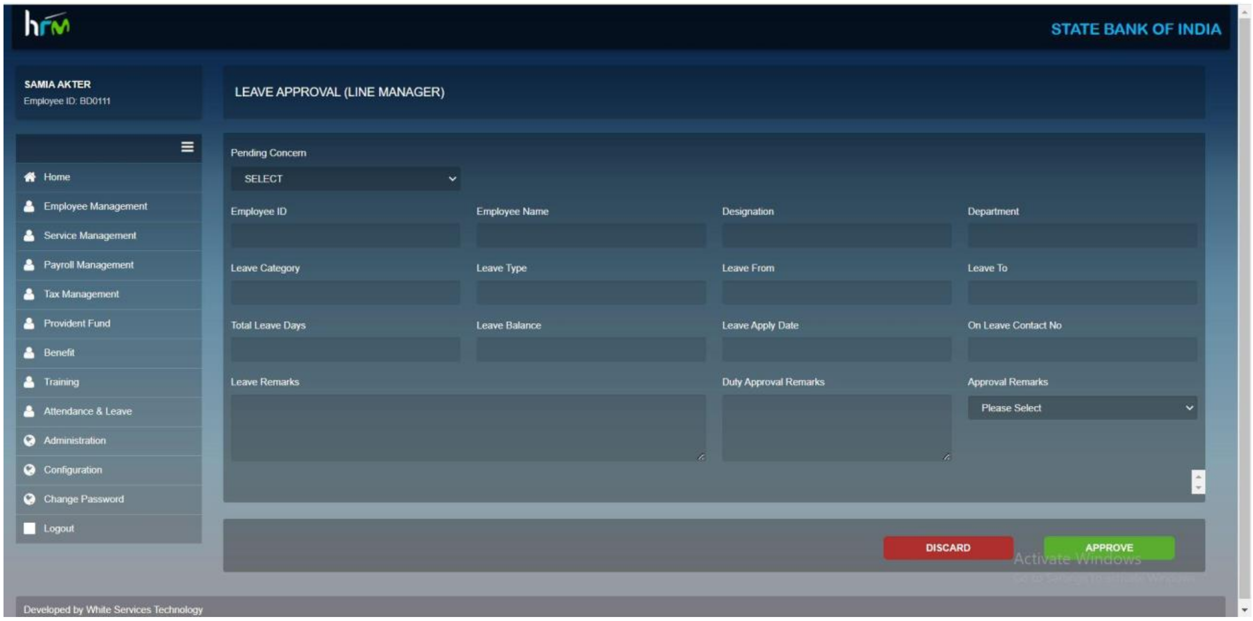


Figure: Leave Duty (LM) approval

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:

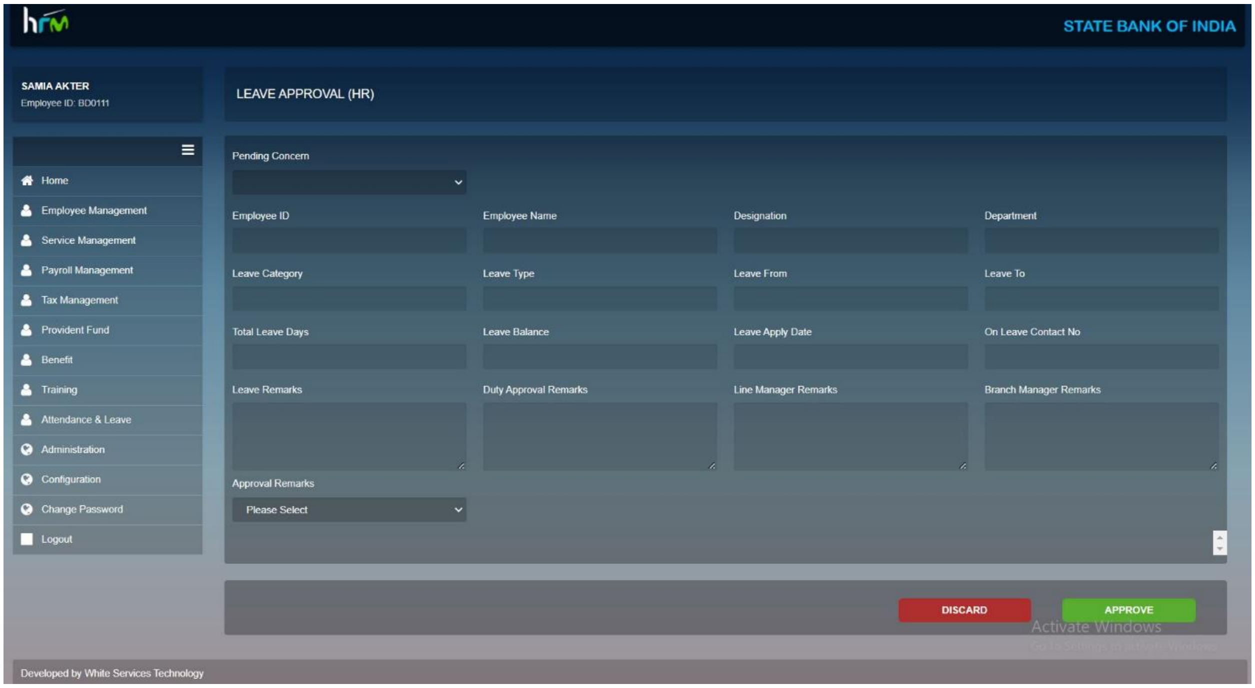


Figure: Leave Duty (HR) approval

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)

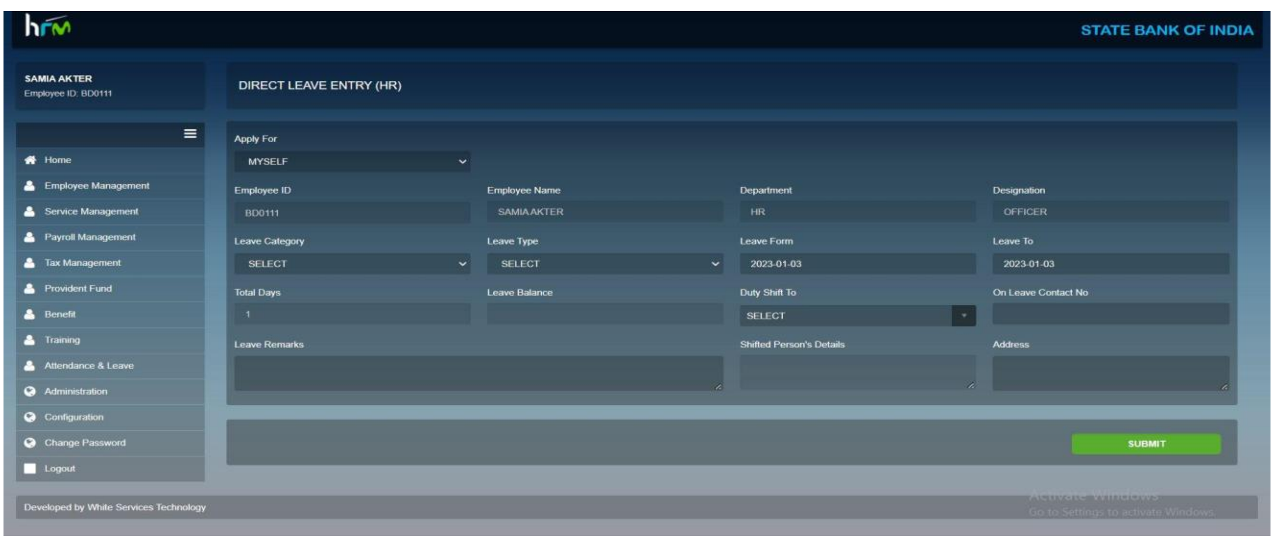


Figure: Leave Positioning (HR)

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)

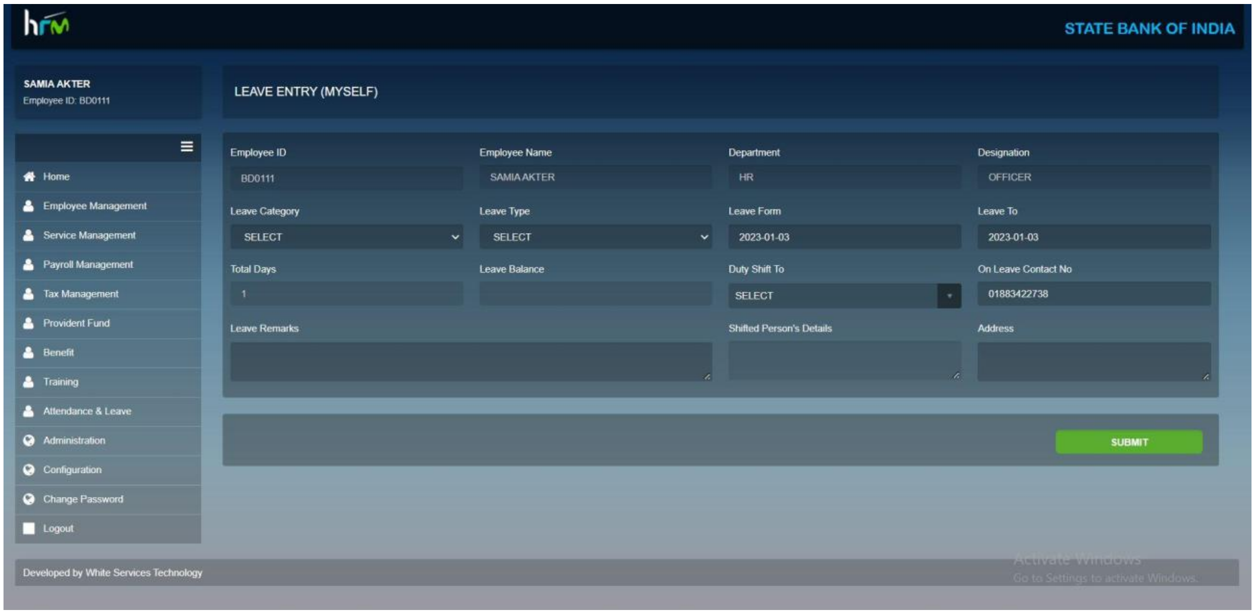


Figure: Leave Positioning (Myself)

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)

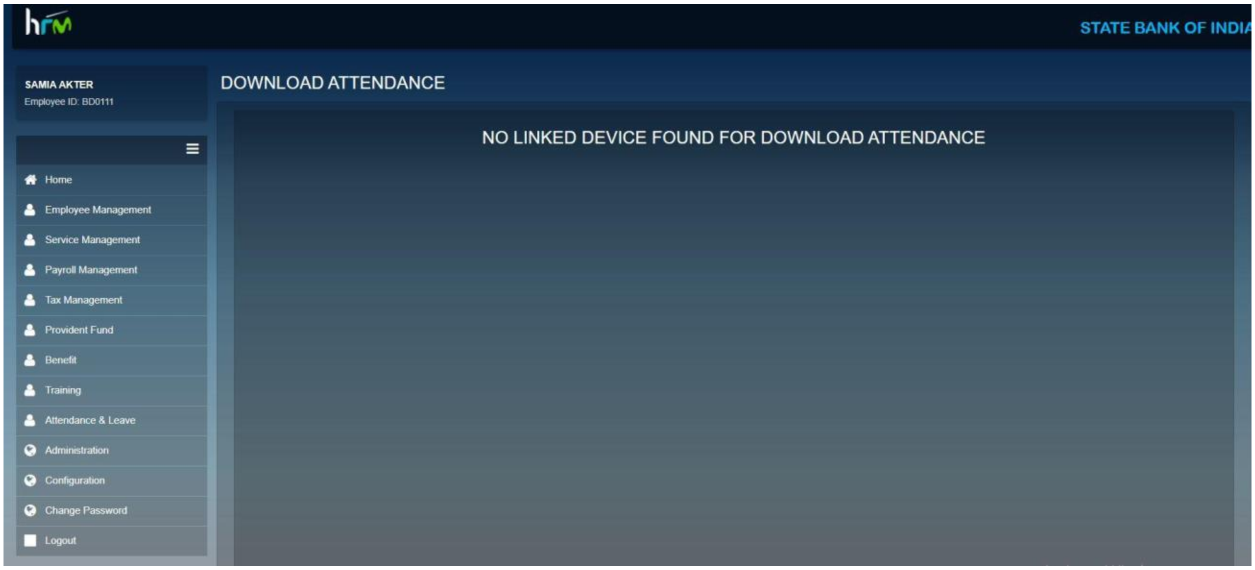


Figure: Document Download

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.

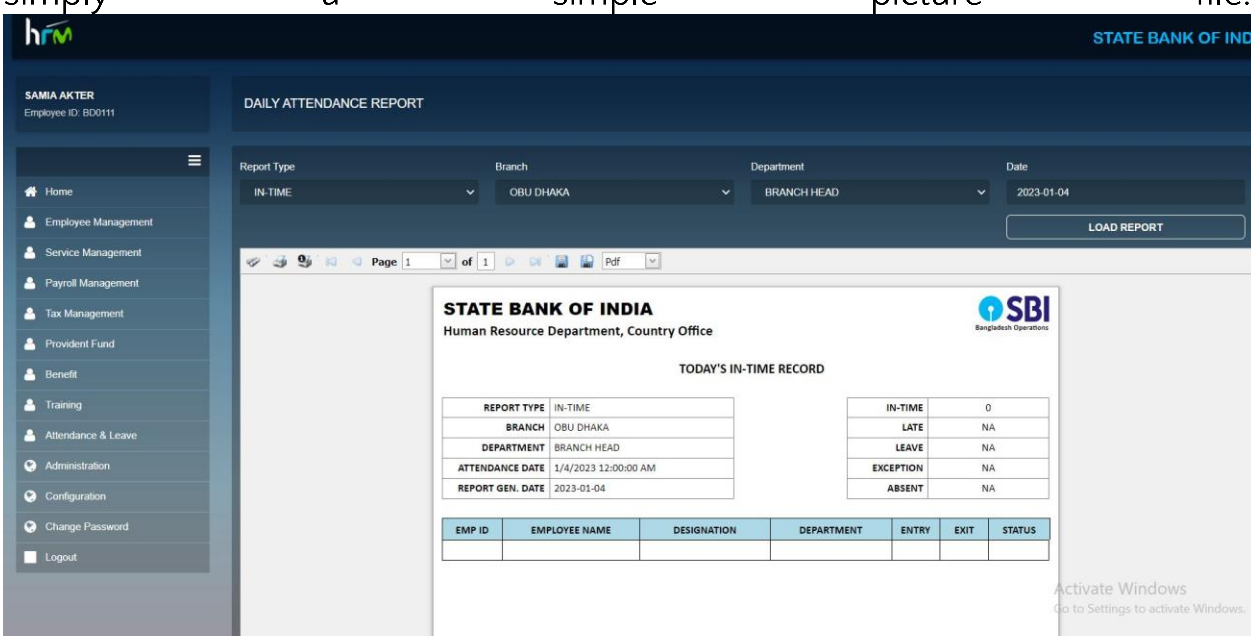


Figure: Daily Attendance

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.

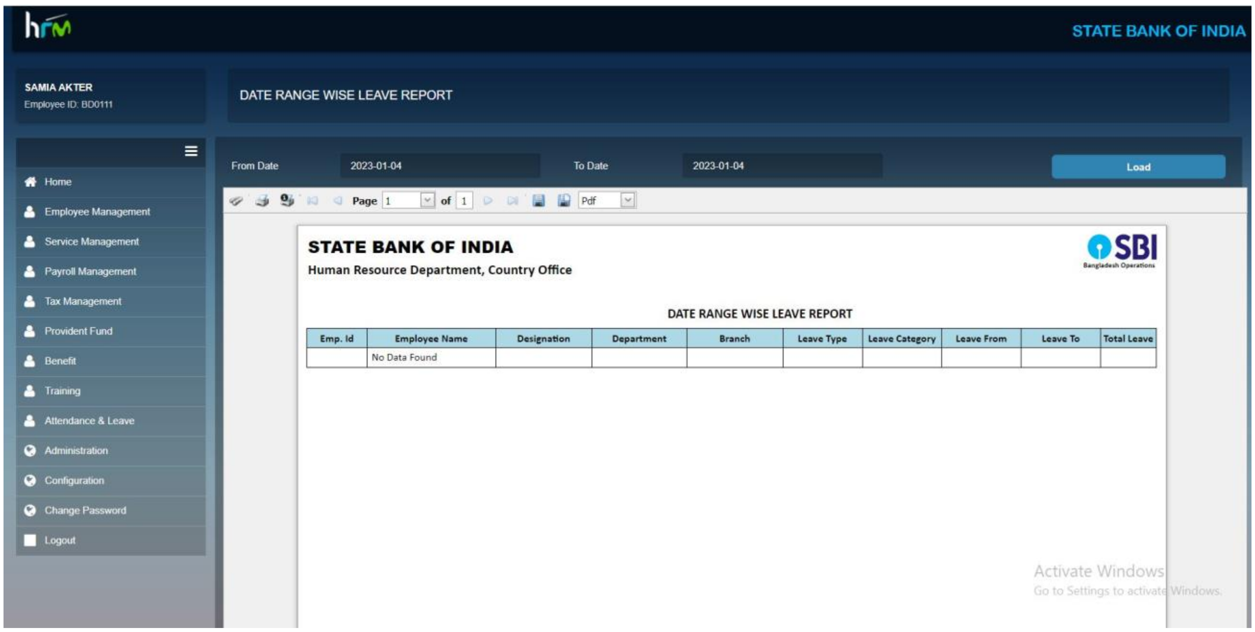


Figure: Date wise Leave Information

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.

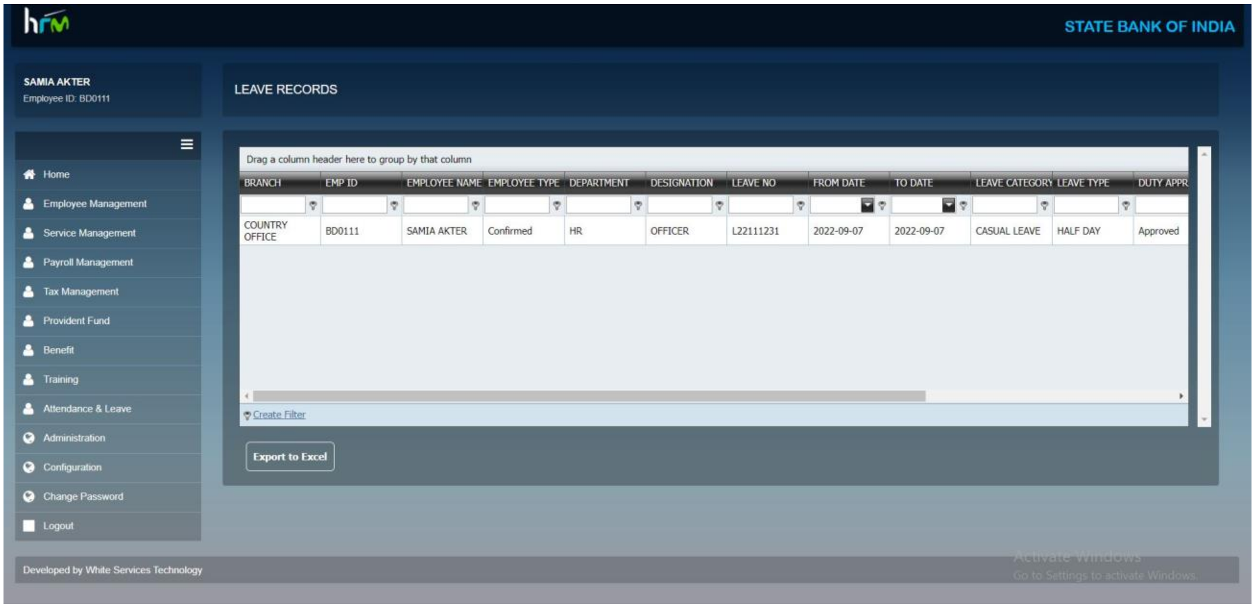


Figure: Leave Summary

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.

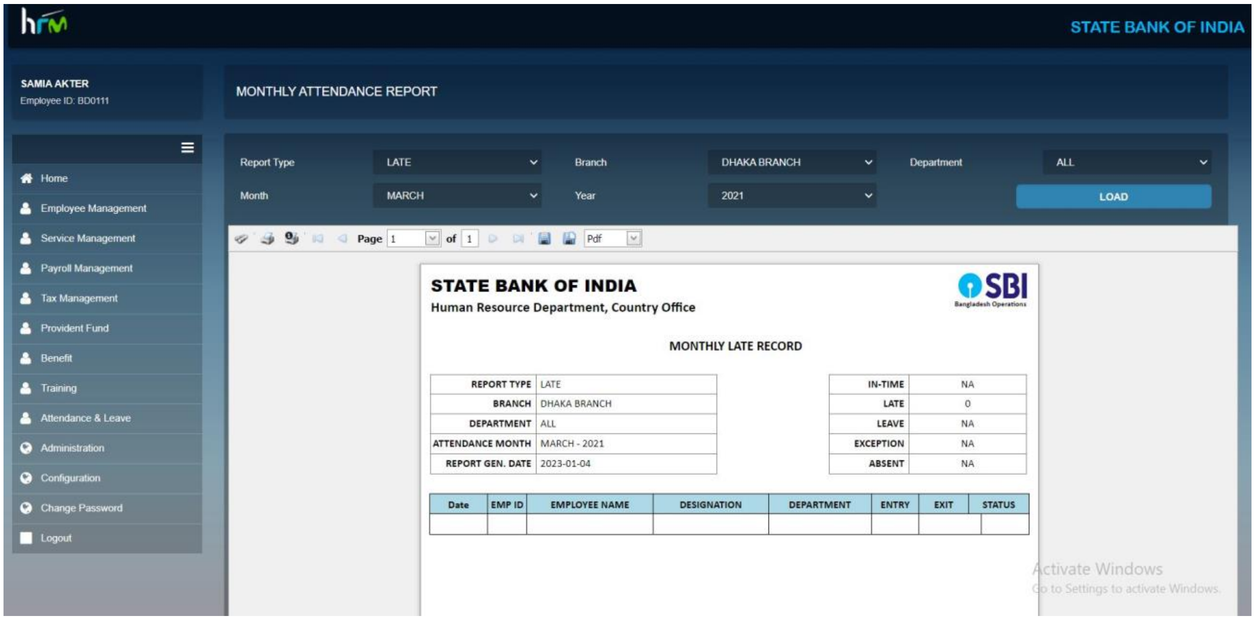


Figure: Monthly Attendance

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.

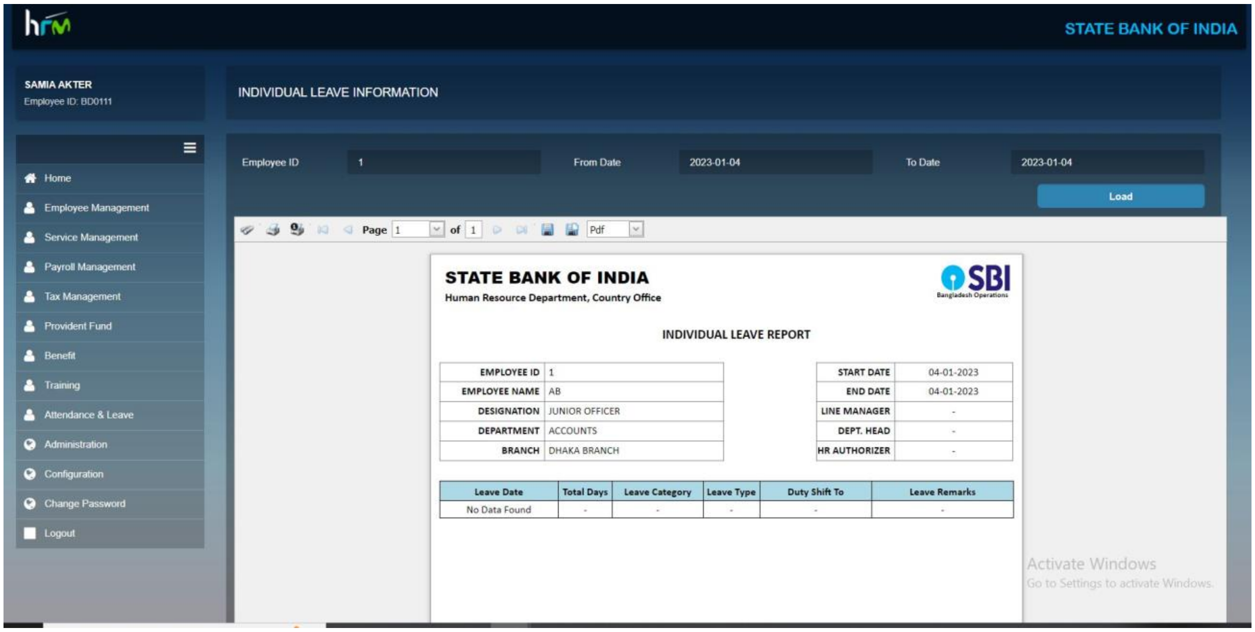


Figure: Individual Leave Info

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.

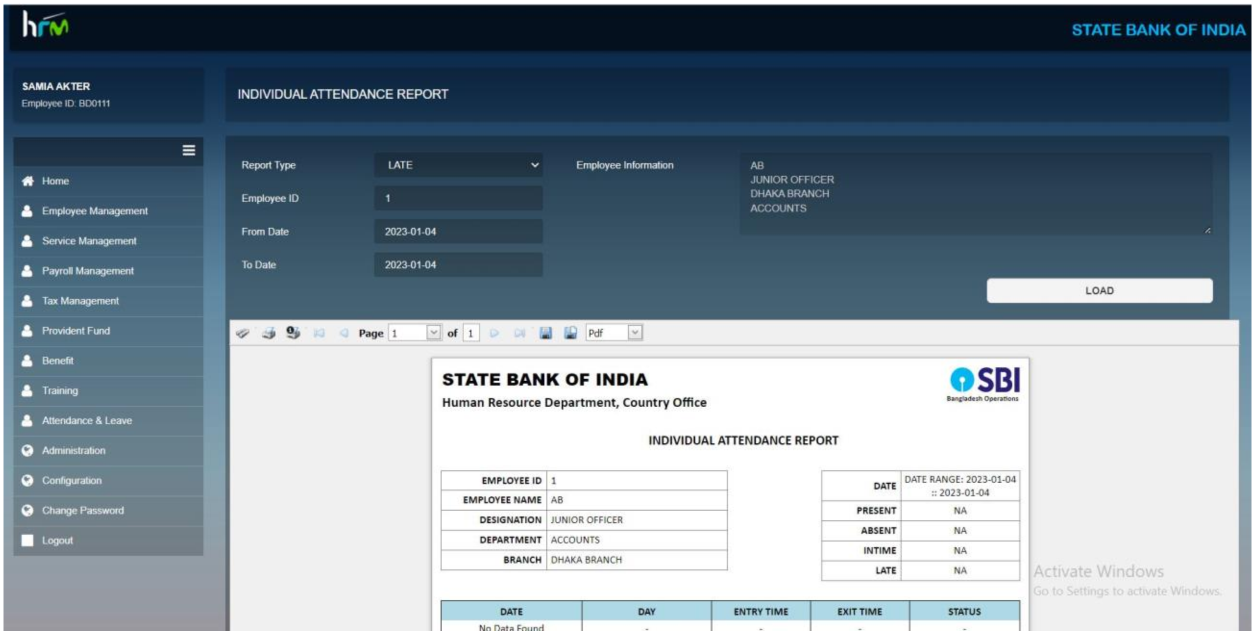


Figure: Individual Attendance

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.

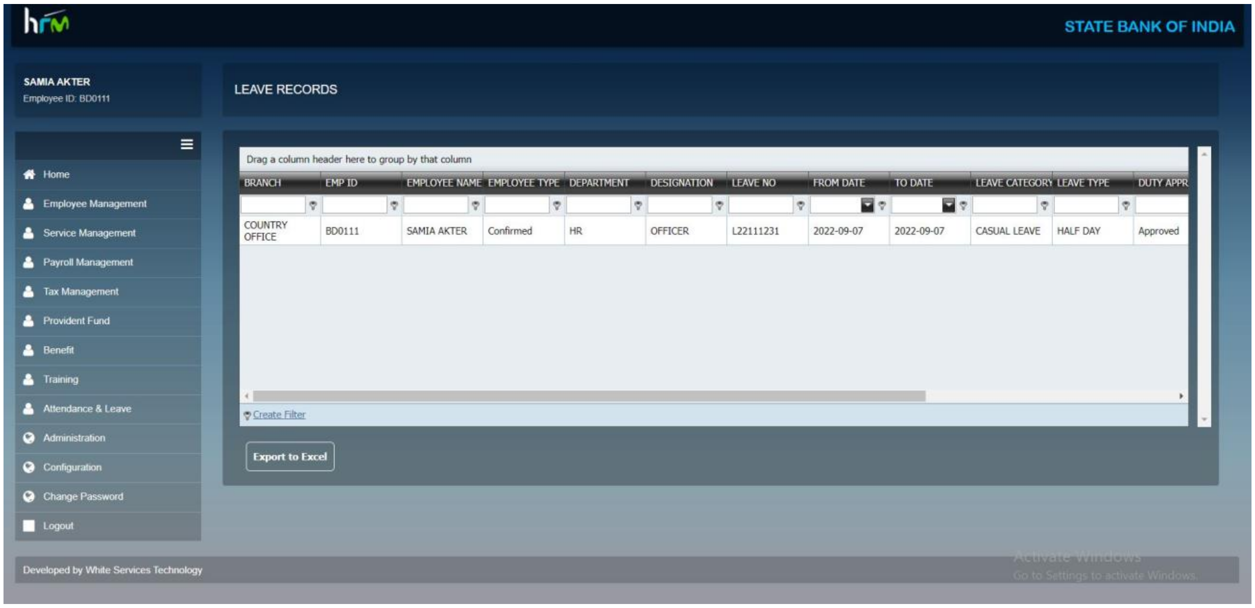


Figure: Detail Leave info