



# AMC Athena

Payroll Management

User Guide

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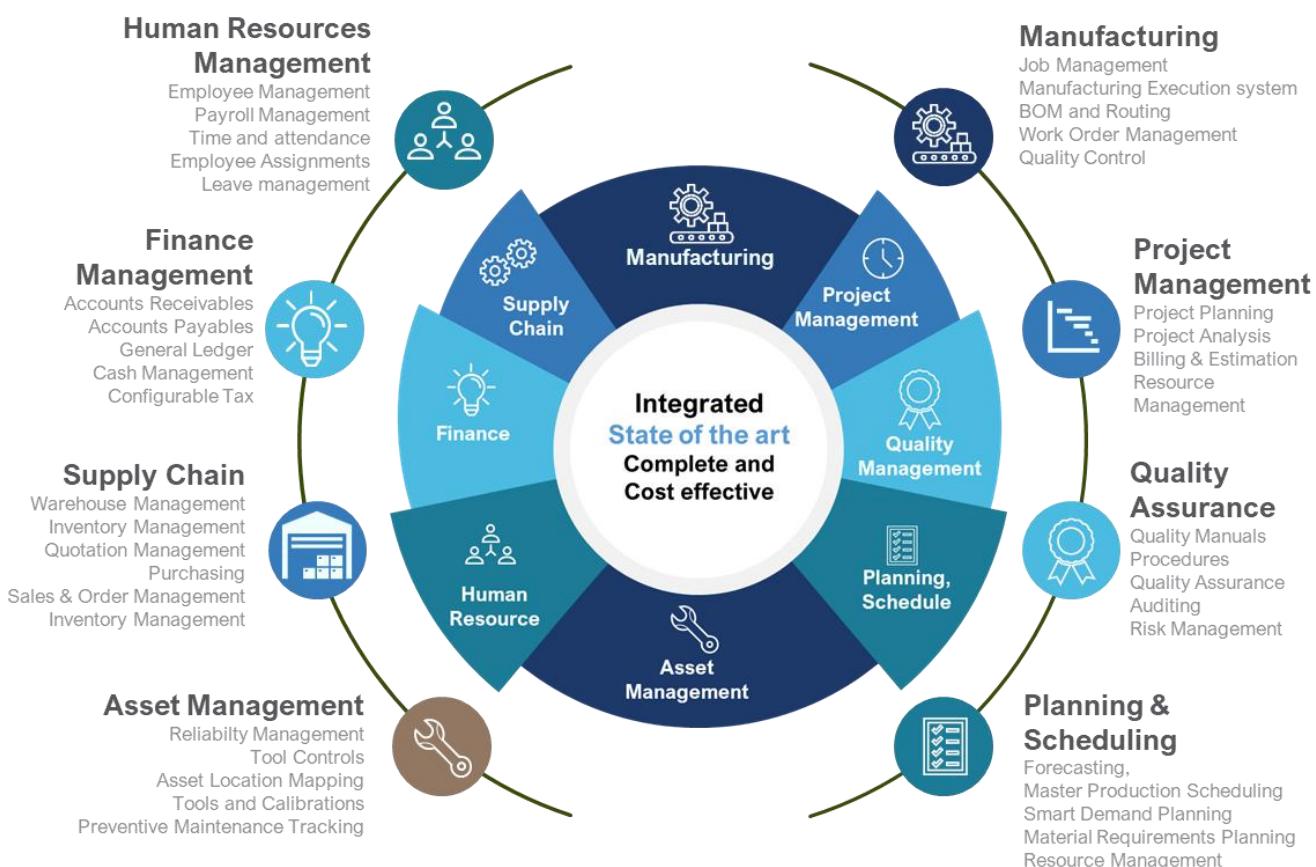
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## Introduction

AMC Athena is a cutting-edge Enterprise Resource Planning software for spearheading the digital transformation of large, medium and small enterprises. It is a comprehensive software solution built to standardize the business processes of various industries. The software implements the best practices of the industry and streamlines business processes to make it lean, quick and effective. The main modules of AMC Athena are shown in below image. The Human Resources Management functionalities of AMC Athena is discussed in this user guide.



AMC Athena is a cloud hosted software solution. However, it can be deployed in a private cloud as well as on premise server infrastructure depending on customers' requirements.

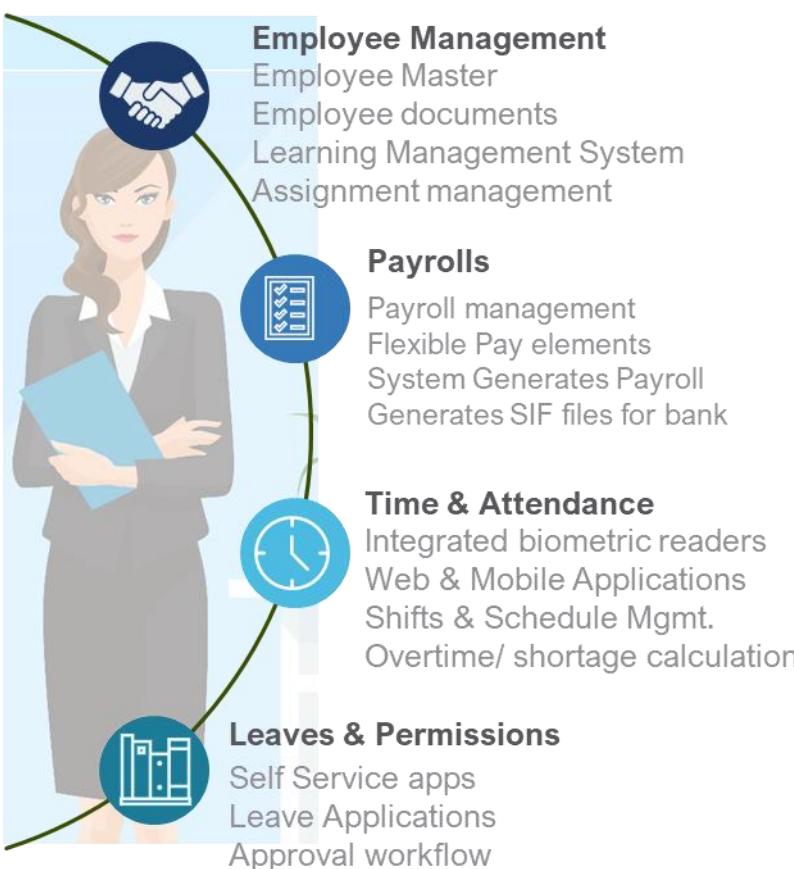
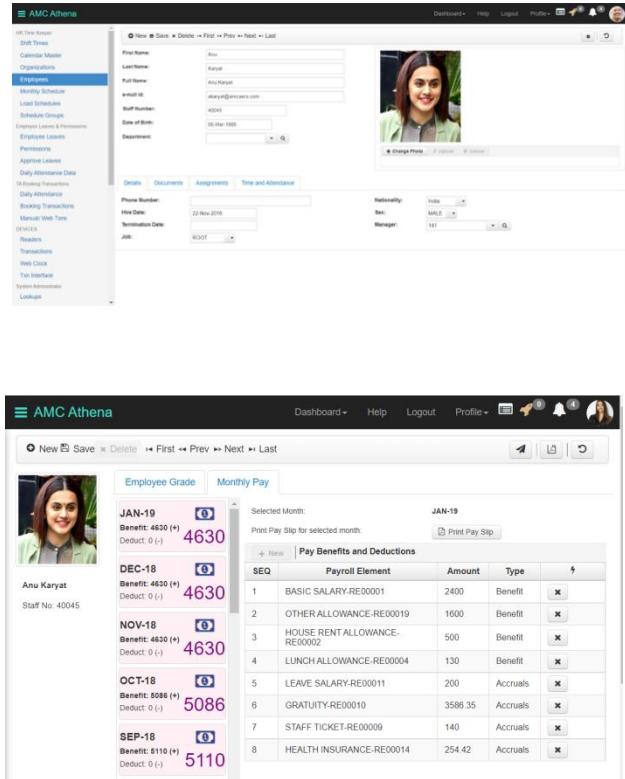
## Key Benefits

The key benefits of using the software are given below

- Reduce Labor Cost with Time Management
- Enforce Rules through the software
- Integrated solution to manage employees & their payrolls
- Easy-to-Use, No-Hassle Time & Attendance Software integrated
- Clocking Options – Hardware & through web
- Increase Staff Productivity & Efficiency
- Reporting & Analytics

## Key Features

The major features of the Human Resources Management applications are listed in below figure. The Employee Self Service Mobile applications are well integrated with the ERP software and works seamlessly.

SEQ	Payroll Element	Amount	Type
1	BASIC SALARY-RE00001	2400	Benefit
2	OTHER ALLOWANCE-RE00019	1600	Benefit
3	HOUSE RENT ALLOWANCE-RE00002	500	Benefit
4	LUNCH ALLOWANCE-RE00004	130	Benefit
5	LEAVE SALARY-RE00011	200	Accruals
6	GRATUITY-RE00010	3586.35	Accruals
7	STAFF TICKET-RE00009	140	Accruals
8	HEALTH INSURANCE-RE00014	254.42	Accruals

The software functionalities are explained in detail in following paragraphs.

## Standard Features

The standard features available in the software and the common functions available in the pages are given below.

### Search Page

The search page allows the users to search for a search criterion and find appropriate records corresponding to the search. Please refer to the below page.

Page header section

Background Programs.

Logged in user.

Notifications pending action

Search Panel

Search Results

Navigation Panel - Menu Items

ID	STAFF NO	FULL_NAME	MANAGER	EMAIL	SHIFT TYPE	
1	10001	Joanna Williams	Central Office	Grace Sinclair	balan.sujith@gmail.com	SHIFT
2	10002	Grace Sinclair	Admin	Ameya S	gsinclair@aaaa.com	SHIFT
3	10003	Ameya S	Central Office	Joanna Williams	cenza.veed@gmail.com	SHIFT
4	10004	Ashok Kumar	Central Office	Joanna Williams	ash@gmail.com	SHIFT
5	10005	Antony Gonzalez	Insurance and Coding	Joanna Williams	ang@gmail.com	SHIFT
6	10006	Faisal Mohammed Ali	Central Office	Joanna Williams	faisal@gennexme.com	SHIFT
7	10007	Glenn Whitefield	Central Office		gwh@gmail.com	SHIFT
8	10008	Walter White	Central Office		walterwhite@brba.com	REGULAR

There are 4 main sections in the Search screen. They are (1) Header (2) Navigation panel (3) Search Panel (4) Search Result Panel.

The Header section is similar in all the pages and the users will have the options view their notifications and will have authorization to launch background programs if they have access to do it.

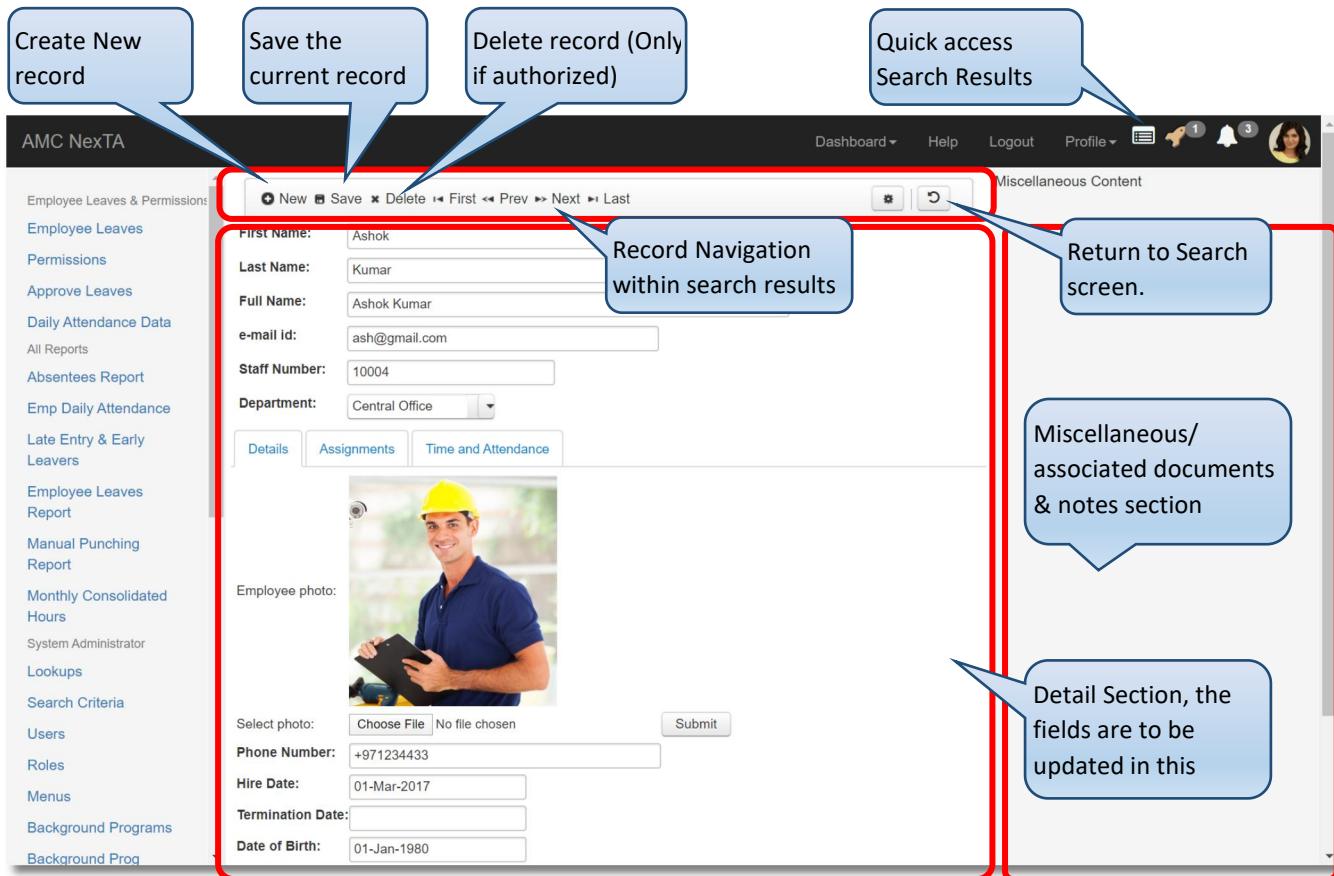
All the pages, reports and dashboards are accessible through the Navigation Panel section. The menu options in the Navigation panel section will be different based on the access restrictions set by the administrator.

The Search panel will have the search parameters to search and find the records the user requires.

The Search results panel section lists the output of the search conducted by the user. The user can select any line in the search results table and click on button Update to update the required. The update/ new record functionality is controlled through access restrictions.

## Create or Update Page

The create and update pages allows the user to enter information and save or view the records. Generally, the create-update page navigation is through the corresponding Search page. Please refer to the below figure.



There are mainly three sections in the create update page, (1) Menu bar (2) Details section (3) Miscellaneous/ associated documents & notes section. Also, the header section of the update page has an additional option to view the search results directly without navigating to the Search Screen.

The menu bar shows the applicable action buttons corresponding to the record that is being updated. New, Save, Delete and navigation buttons are available in the menu bar. The confirmation messages are shown as a popup in the right lower corner of the page.

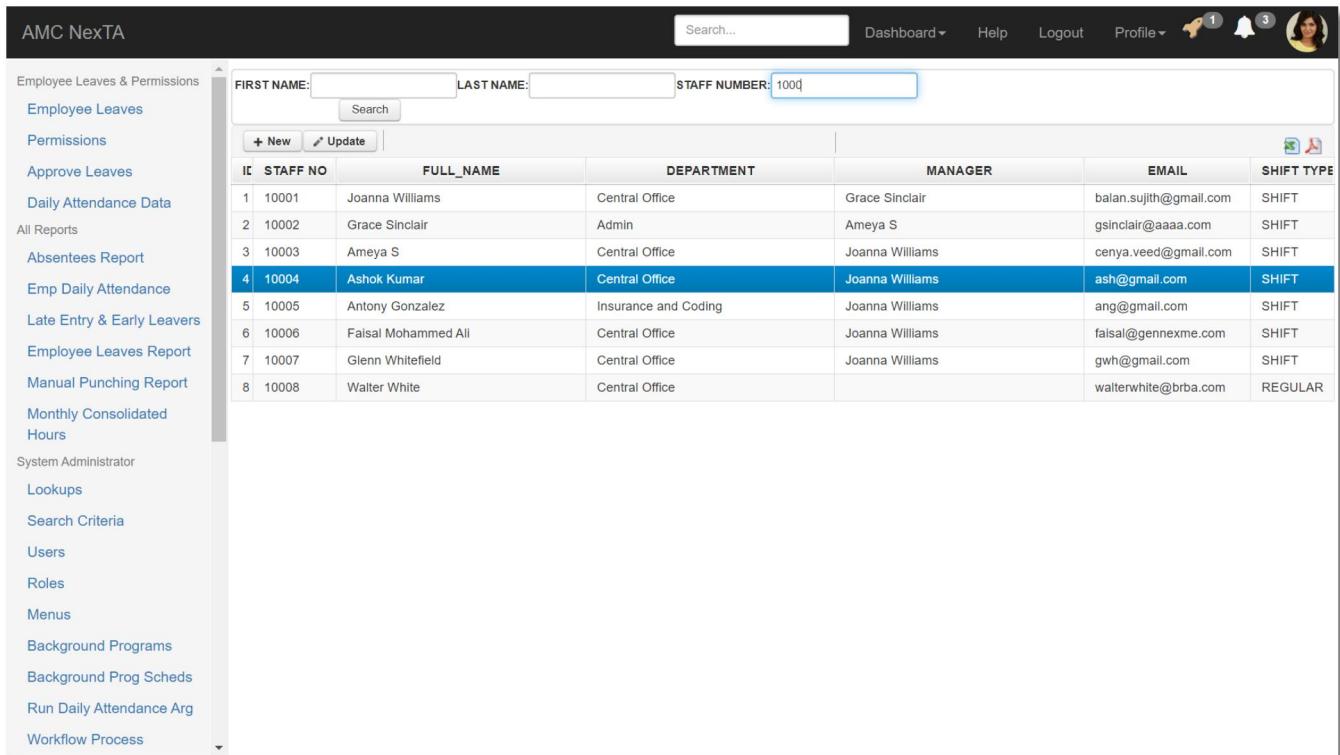
The miscellaneous section will be shown only for applicable screens. It will display any associated document or notes corresponding to the record being updated.

## Software Features - Detailed

The main features of AMC Athena Payroll Management applications that enables the user to manage the workforce and their payroll are detailed below.

### 1. Employee Master

The details of the employee can be maintained in the Employee Master module of Athena. Please find below a screenshot of the employee search screen.



ID	STAFF NO	FULL_NAME	DEPARTMENT	MANAGER	EMAIL	SHIFT TYPE
1	10001	Joanna Williams	Central Office	Grace Sinclair	balan.sujith@gmail.com	SHIFT
2	10002	Grace Sinclair	Admin	Ameya S	gsinclair@aaaa.com	SHIFT
3	10003	Ameya S	Central Office	Joanna Williams	canya.veed@gmail.com	SHIFT
4	10004	Ashok Kumar	Central Office	Joanna Williams	ash@gmail.com	SHIFT
5	10005	Antony Gonzalez	Insurance and Coding	Joanna Williams	ang@gmail.com	SHIFT
6	10006	Faisal Mohammed Ali	Central Office	Joanna Williams	faisal@gennexme.com	SHIFT
7	10007	Glenn Whitefield	Central Office	Joanna Williams	gwh@gmail.com	SHIFT
8	10008	Walter White	Central Office		walterwhite@brba.com	REGULAR

The user can search for an employee and view or edit or create a new record by selecting the employee and clicking on Update/ new button.

The create update screen is show in the below figure.

**AMC Athena**

HRMS MANAGER

**Employee Master**

- Pay Elements
- Policies
- Grades
- Employee Grades & Pay
- Employee Positions
- Insurance Master
- Salary Slip Preview
- Payroll Preview Report
- Payroll Month Comparison Report
- Insurance Policy Report
- TA Booking Transactions
- Daily Attendance
- Booking Transactions
- Manual/ Web Txns

Details		Documents	Assignments	Time and Attendance
First Name:	Joanna			
Last Name:	Lynn Williams			
Full Name:	Joana Lynn Williams			
e-mail id:	jwilliams@amcaero.com			
Staff Number:	ST101			
Date of Birth:	05-Jan-1981			
Department:	O8	<input type="button" value="Change Photo"/> <input type="button" value="Upload"/> <input type="button" value="Cancel"/>		
Phone Number:	056 5043432			
Hire Date:	30-May-2009			
Termination Date:				
Job:	ROOT			
Nationality:	Denmark			
Sex:	FEMALE			
Manager:	JUSTIN J			

All details of an employee can be maintained in this screen. Photo of the employee can be uploaded for identification purposes. Also, all documents related to the employee can be uploaded using the document attachment option. The documents will be saved in the document management system that is integrated with Athena.

The employee assignment allows the Human Resource Manager to maintain the employee's assignment changes over a period of time. Please refer to the below screen shot.

**AMC Athena**

Details		Documents	Assignments	Time and Attendance
First Name:	Anu			
Last Name:	Karyat			
Full Name:	Anu Karyat			
e-mail id:	akaryat@amcaero.com			
Staff Number:	40045			
Date of Birth:	05-Mar-1985			
Department:	O1	<input type="button" value="Change Photo"/> <input type="button" value="Upload"/> <input type="button" value="Cancel"/>		
File Name				Description
ANU-Visa.jpg /okm:root/documents/ANU-Visa.jpg				EMPLOYEE DESC2
Passport.jpg /okm:root/documents/Passport.jpg				EMPLOYEE DESC2
Date				
27-Sep-2021				
27-Sep-2021				

**AMC Athena**

HRMS MANAGER

**Employee Master**

Shift Assignment type: SHIFT

- SHIFT
- REGULAR
- OPEN TIME

The employee can be flagged as a shift or regular employee in tab "Time and Attendance". Please refer to the below screenshot.

## 2. Employee Documents

All documents associated to the employee can be uploaded into Athena through the employee management screens. These documents are stored in the integrated document management system and are accessible directly from the employee management

	File Name	Description	Date
-	<a href="#">ANU-Visa.jpg</a> /okm:root/documents/ANU-Visa.jpg	EMPLOYEE DESC2	27-Sep-2021
	<a href="#">Passport.jpg</a> /okm:root/documents/Passport.jpg	EMPLOYEE DESC2	27-Sep-2021

screens.

The screenshot shows the AMC Athena interface. On the left, there's a sidebar with various menu items like Pay Elements, Policies, Grades, Employee Grades & Pay, Employee Positions, Insurance Master, Salary Slip Preview, Payroll Preview Report, Payroll Month Comparison Report, and Insurance Policy Report. The main area has tabs for Details, Documents, Assignments, and Time and Attendance. The 'Documents' tab is currently active. Below it, there's a table with two rows, each containing a file name, its description, and a date. To the right of this table, a large preview window shows a sample Indian Tourist Visa document with various fields labeled with red numbers (1 through 12) pointing to specific details like visa type, issue date, and passport number.

## 3. Employee Assignments

The employee assignment – position, title etc. can be managed and the changes can be tracked through the system.

	Position	Title	Leave DYS	Eff Date	End Date	E
WORKSHOP-HOSE	SUPERVISOR	30	01-Dec-2016			

## 4. Pay Elements

**AMC Athena**

HRMS MANAGER Employee Master **Pay Elements** Policies Grades Employee Grades & Pay Employee Positions Insurance Master Salary Slip Preview Payroll Preview Report Payroll Month Comparison Report Insurance Policy Report

Search - PAYROLL ELEMENTS

DOC NO:  Click to Search -

ID	DOC NO	CODE	DESCRIPTION	START DT
86	PRE00023	EDUCATION	EDUCATION	2016-10-01 00:00:00
87	PRE00024	HEALTH INSURANCE	HEALTH INSURANCE	2016-10-01 00:00:00
12	PRE00026	OTHER ALLOWANCE DED	OTHER ALLOWANCE DEDUCTION	2016-10-01 00:00:00
12	PRE00027	LUNCH ALLOWANCE DED	LUNCH ALLOWANCE DEDUCTION	2016-10-01 00:00:00
14	PRE00029	LEAVE SALARY-ADV	LEAVE SALARY-ADVANCE	2016-10-01 00:00:00
66	PRE00016	LOAN PAYMENT	LOAN PAYMENT	2016-10-01 00:00:00
66	PRE00017	LOAN REFUND	LOAN REFUND	2016-10-01 00:00:00
65	PRE00011	BASIC SALARY	BASIC SALARY	2016-10-01 00:00:00

**AMC Athena**

HRMS MANAGER Employee Master **Pay Elements** Policies Grades Employee Grades & Pay Employee Positions Insurance Master Salary Slip Preview Payroll Preview Report Payroll Month Comparison Report Insurance Policy Report TA Booking Transactions Daily Attendance Booking Transactions Manual/ Web Txns

+ New

Doc No:	PRE00011	Revision:	RE00001	Start Date:	01-Oct-2016 12:00
Element Code:	BASIC SALARY	End Date:		Element Type:	Benefit
Element Description:	BASIC SALARY	Status:			

**Details** **Links** **Accounts**

Additional Data		Policy Details	
Repeat Mode:	Permanent	Policy Driven	<input type="checkbox"/>
Max Limit Amount:	999,999.00	Reversal Flag	<input type="checkbox"/>
Max Limit Count:	999,999.00	Employee Level Update	<input checked="" type="checkbox"/>
Frequency:	MONTHLY		

## 5. Grades, Steps & Associated Pay Elements

**AMC Athena**

HRMS MANAGER Employee Master **Pay Elements** Policies **Grades** Employee Grades & Pay Employee Positions Insurance Master Salary Slip Preview Payroll Preview Report Payroll Month Comparison Report Insurance Policy Report TA Booking Transactions Daily Attendance Booking Transactions Manual/ Web Txns

+ New

Grade Code:	GRADE1	Effective From Date:	01-Oct-2016 02:02
Grade Description:	GRADE1 FOR ALL EMPLOYEES	Effective to Date:	
Status: <b>ACTIVE</b>			

**Grade Steps** **Elements**

+ New	Grade Steps				
SEQ	Step Code	Step Description	From Date	To Date	
1	STEP1	STEP1 FOR ALL EMPLOYEES	01-Oct-16 00:00		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## 6. Pay Policy Definitions

The employee payment policies can be defined in Athena and the payroll considers these policies when calculating the employees remuneration during the payroll run for the corresponding payment period. The Policy definition screen is given below. Different policies can be defined for different grades/ based on the contract with the employees.

The screenshot shows the 'Policies' section of the AMC Athena interface. A new policy is being created with the following details:

- Code:** POL000001
- Revision:** RE00015
- Policy Name:** GENERAL POLICY
- Employment Type:** Permanent
- Effective From Date:** 01-Oct-2016 12:00
- Status:** DRAFT

The 'Leave Days' tab is selected under the policy elements. The configuration includes:

- Policy Element1:** Leave Days
- No of Leave Days:** 30.00
- Month Leave Days:** 2.50
- Linked Pay Element:** LEAVE SALARY-RE0001
- Linked Base Pay Element:** BASIC SALARY-RE0000
- Validity:** Leave Accrual Valid (checked)

## 7. Employee Grade & Payroll Review

The employees remuneration is calculated based on the grade and pay element associated to the employees assigned grade and step. Please refer to the below figure, where the employee is assigned with grade "GRADE1" and he is at "STEP1" in of the grade. The pay elements will be automatically added based on the selected grade and step. The payroll officer can add the amount corresponding to each of the pay elements as applicable. It will be considered at the time of payroll run.

The screenshot shows the 'Employee Grades & Pay' section of the AMC Athena interface. An employee named Anu Karyat (Staff No: 40045) is assigned to:

- Grade:** GRADE1
- Step:** STEP1
- From Date:** 01-Dec-16 00:00
- To Date:** (empty)
- Status:** 1

The 'Employees Pay Elements' table lists the following pay elements:

SEQ	Payroll Element	Amount	Repeat	Start Date	End Date	Status	Action
4	LUNCH ALLOWANCE:RE00004	130	0	01-Dec-16 00:00		1	
3	HOUSE RENT ALLOWANCE:RE00002	500	0	01-Dec-16 00:00		1	
1	BASIC SALARY:RE00001	2400	0	01-Dec-16 00:00		1	
2	OTHER ALLOWANCE:RE00019	1600	0	01-Dec-16 00:00		1	

The compensation calculated for the employee during the payroll run is shown in the monthly pay tab, the payroll officer can click on the months to view the details.

**AMC Athena**

HRMS MANAGER

- Employee Master
- Pay Elements
- Policies
- Grades
- Employee Grades & Pay**
- Employee Positions
- Insurance Master
- Salary Slip Preview
- Payroll Preview Report
- Payroll Month Comparison Report
- Insurance Policy Report
- TA Booking Transactions
- Daily Attendance
- Booking Transactions
- Manual/ Web Txns

New Save Delete First << Prev >> Next Last

Employee Grade Monthly Pay

Anu Karyat Staff No: 40045

Month	Benefit	Amount
JAN-19	4630 (+)	4630
DEC-18	4630 (+)	4630
NOV-18	4630 (+)	4630
OCT-18	5086 (+)	5086
SEP-18	5110 (+)	5110
AUG-18	5156 (+)	5156
JUL-18		

Selected Month: DEC-18

Print Pay Slip for selected month:

**Print Pay Slip**

+ New Pay Benefits and Deductions

SEQ	Payroll Element	Amount	Type
1	BASIC SALARY-RE00001	2400	Benefit
2	OTHER ALLOWANCE-RE00019	1600	Benefit
3	HOUSE RENT ALLOWANCE-RE00002	500	Benefit
4	LUNCH ALLOWANCE-RE00004	130	Benefit
5	LEAVE SALARY-RE00011	200	Accruals
6	GRATUITY-RE00010	3448.27	Accruals
7	STAFF TICKET-RE00009	140	Accruals
8	HEALTH INSURANCE-RE00014	262.91	Accruals

The pay slip can be printed by clicking on button “Print Pay Slip”.

**Salary Slip**

Staff Number : 40045  
Employee Name : Anu Karyat  
Period : DEC-18  
Year : 2018

Seq	Pay Element Code	Element Description	Element Type	Payable Amount
1	BASIC SALARY	BASIC SALARY	Benefit	2400
2	OTHER ALLOWANCE	OTHER ALLOWANCE	Benefit	1600
3	HOUSE RENT ALLOWANCE	HOUSE RENT ALLOWANCE	Benefit	500
4	LUNCH ALLOWANCE	LUNCH ALLOWANCE	Benefit	130
				Net Salary : 4630

Employee Signature  
Date

Manager Signature  
Date

## 8. Leave & Permission Management

Employee Leaves and Absence Permissions can be requested and approvals can be managed using a flexible workflow system.

### Leave Request & Approval

Employee can apply for leave using the Leave application page. A screenshot of the leave application page is given below.

All the leaves applied are displayed in the screen and the status shows the current status of the leave application. In order to apply for a day's leave, the user can click on the button "New". The leave application page opens.

Update the details and click on submit for approval to submit the leave for approval. The leave approval workflow will be initiated and the approvers gets a notification for approval. The workflows are very flexible and the administrator has privilege to define the workflow based on the organizations requirement. i.e. multiple levels of approvers can be defined like first approver is supervisor and next level approver is human resource representative.

The approvers can view the pending approval notifications in his notifications area and he can action them directly when received. The bell icon shows the number of notifications that are pending action by the user. On clicking on the bell icon, it shows the notifications in the popup panel.

Date	Title and description	Actions
	Leave Start Date: 16-Apr-2020 12:00:00 Leave End Date: 16-Apr-2020 12:00:00 Number of days: 0 Remarks : One hour	
12-Apr-2020	<b>REQUEST FOR LEAVE - STAFF: 10007, Glenn Whitefield</b> Request for leave has been submitted by Staff: 10007, Glenn Whitefield. LEAVE DETAILS: ----- Leave Start Date: 13-Apr-2020 12:00:00 Leave End Date: 13-Apr-2020 12:00:00 Number of days: 1 Remarks : Sick leave	<span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span> <span style="border: 1px solid black; padding: 2px;"> </span>
	<b>PERMISSION REQUEST - STAFF: 10004, Ashok Kumar</b> Request for permission has been submitted by Staff: 10004, Ashok Kumar. LEAVE DETAILS: ----- Leave Start Date: 12-Apr-2020 12:00:00 Leave End Date: 12-Apr-2020 12:00:00 Number of days: 1 Remarks : Corona leave	

The users can approve or reject the notifications easily by clicking the respective buttons.

The notification will be forwarded to the approvers email id as well and it can be approved directly from the email by clicking the approve button.

**Approve Reject**

**REQUEST FOR LEAVE - STAFF: 10007, Glenn Whitefield**

Request for leave has been submitted by Staff: 10007, Glenn Whitefield.  
LEAVE DETAILS:  
-----  
Leave Start Date: 12-Apr-2020 12:00:00  
Leave End Date: 12-Apr-2020 12:00:00  
Number of days: 1  
Remarks : Corona leave

logo -

The user can click on the Approve or Reject link to automatically create a reply email with encoded action status. The user doesn't need access to the software at the time of approval as the approval confirmation will be sent back through an encoded email and the system processes it automatically.

Staff Number: 10002  
Full Name: Grace Sinclair

Applied Leaves												
Employee Leave Applications												
Staff No	Name	Date Applied	Leave Type	Start Date	End Date	Leave Days	Hours	Status	Remarks	Edit	Approve	Reject
10002	Grace Sinclair	19-Apr-20	Unpaid	19-Apr-20	19-Apr-20	1	5	APPLIED	Visa Purpose	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>	<input type="button" value="Reject"/>
10007	Glenn Whitefield	12-Apr-20	Unpaid	13-Apr-20	13-Apr-20	1	0	APPLIED	Sick leave	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>	<input type="button" value="Reject"/>
10007	Glenn Whitefield	17-Apr-20	Unpaid	12-Apr-20	12-Apr-20	1	0	APPLIED	test	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>	<input type="button" value="Reject"/>

Also, the administrators have access to approve/ reject employee leave using Leave approval page. This functionality is available for supervisors as well as the time keepers as well.

Once the leave is approved, the leave status will be changed to Approved. Also, the leave transaction will be confirmed with a deduction in his leave balance. Please refer to the below leave transactions page to view the history of leaves and granted leaves on a monthly/ yearly bases.

Staff Number: 10005  
Full Name: Antony Gonzalez  
Leave Balance: -1.000000

Employee Leave Transactions											
Date	Leave Type	Start Date	Start Date	Leave Days	Hours	Txn Value	Category	Remarks	Edit		
09-Apr-2020	Unpaid	08-Apr-2020	08-Apr-2020	1	0	-1.0	DEDUCTION	please approve leave	<input type="button" value="Edit"/>		

## Permission Request & Approval

The permissions to leave workplace can be requested through the software and approvals can be obtained electronically. The permission request screen is shown in the below figure.

AMC NexTA

Dashboard Help Logout Profile

Employee Leaves & Permissions

- [Employee Leaves](#)
- [Permissions](#)
- [Approve Leaves](#)
- [Daily Attendance Data](#)
- [All Reports](#)
- [Absentees Report](#)
- [Emp Daily Attendance](#)
- [Late Entry & Early Leavers](#)
- [Employee Leaves Report](#)
- [Manual Punching Report](#)
- [Monthly Consolidated Hours](#)

Staff Number: 10005  
Full Name: Antony Gonzalez

Employee Leave Applications											
Date Applied	Permission Type	Permission Date	Days	Hours	Status	Remarks	Edit				
No records found.											

Click on the new button and the permission submit page opens up.

**Permission Application**

---

Employee Name:	5
Leave Balance:	5
Permission Type:	Official
Permission Start Date:	03-Apr-2020
Permission End Date:	03-Apr-2020
Number of Days:	1
Number of Hours:	0
Remarks: Going out for HR meeting	

---

The permission requests submitted are routed through an approval workflow as defined by the administrator. The notifications are shown in the notification area as well as the user receives an email notification. The request can be approved/ rejected using the email.

PERMISSION REQUEST - STAFF: 10004, Ashok Kumar ➤ [Inbox](#)

**SmartSecure**  
to me ▾

[Approve](#) [Reject](#)

**PERMISSION REQUEST - STAFF: 10004, Ashok Kumar**

Request for permission has been submitted by Staff: 10004, Ashok Kumar.

**LEAVE DETAILS:**

Leave Start Date: 16-Apr-2020 12:00:00  
 Leave End Date: 16-Apr-2020 12:00:00  
 Number of days: 0  
 Remarks : Official absense



Sample Email notifications to the manager for permission approval.

Once approved, the permission status will be changed to approved. The approved permissions will be considered to calculate the employees working hours in daily attendance.

## 9. Reports & Dashboards

### Reports

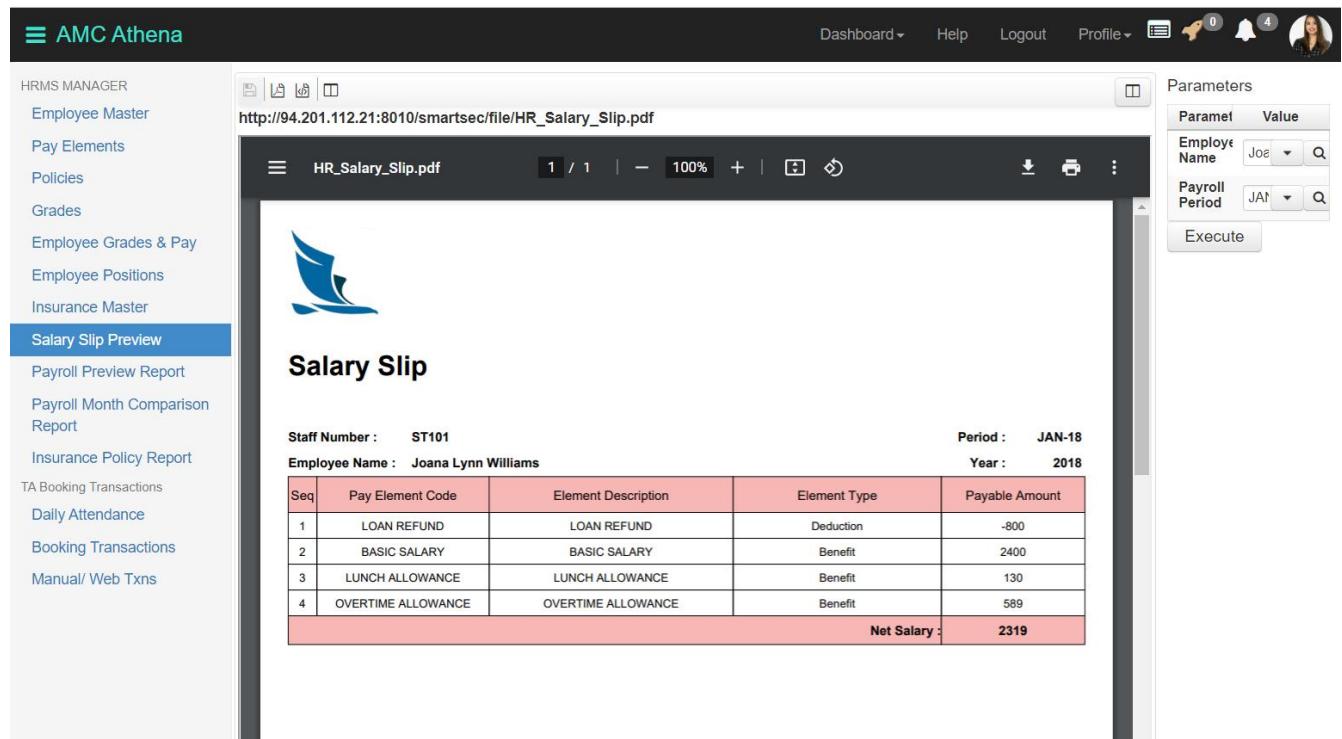
Various reports are inbuilt in the software as listed below.

- Salary Slip Preview Report
- Payroll Review Report
- Payroll Monthly Comparison Report
- Insurance Policy Report
- Absentees Report
- Emp Daily Attendance
- Late Entry & Early Leavers
- Employee Leaves Report
- Manual Punching Report
- Monthly Consolidated Hours

Any additional reports as required can be added by report registration option.

The screenshots of few reports are given below:

#### Salary Slip Preview Report



The screenshot shows the AMC Athena HRMS Manager interface. The left sidebar menu is visible with various options like HRMS Manager, Employee Master, Pay Elements, Policies, Grades, Employee Grades & Pay, Employee Positions, Insurance Master, and Salary Slip Preview (which is currently selected). The main content area displays a PDF preview of a salary slip for employee ST101, Joana Lynn Williams, for the period JAN-18, 2018. The PDF header includes the amcaero logo and the title 'Salary Slip'. It shows staff details, pay element codes, descriptions, types, and amounts, along with a net salary of 2319. On the right side, there is a 'Parameters' panel with dropdowns for 'Employee Name' (set to Jo) and 'Payroll Period' (set to JAN), and a 'Execute' button. The top navigation bar includes links for Dashboard, Help, Logout, Profile, and notifications.

Seq	Pay Element Code	Element Description	Element Type	Payable Amount
1	LOAN REFUND	LOAN REFUND	Deduction	-800
2	BASIC SALARY	BASIC SALARY	Benefit	2400
3	LUNCH ALLOWANCE	LUNCH ALLOWANCE	Benefit	130
4	OVERTIME ALLOWANCE	OVERTIME ALLOWANCE	Benefit	589
Net Salary :				2319

## Payroll Review Report

HRMS MANAGER

[Employee Master](#)
[Pay Elements](#)
[Policies](#)
[Grades](#)
[Employee Grades & Pay](#)
[Employee Positions](#)
[Insurance Master](#)
[Salary Slip Preview](#)

≡ AMC Athena

Dashboard | Help | Logout | Profile | 0 | 4 |

http://94.201.112.21:8010/smartssec/file/HR\_Payroll\_Preview\_Register.pdf

≡ HR\_Payroll\_Preview\_Registe... 1 / 20 | - 75% + |

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**Payroll Review Register**

Period : JAN-18  
Year: 2018

Seq	Grade Code	Step Code	Segment Code	Pay Element Details	Element Type	Payable Amount	Accrued Amount	System Driven
<b>Employee: ST155 VINEETH MAVILA CHAL</b>								
1	GRADE1	STEP1	611101	BASIC SALARY	Benefit	4000	0	Y
Sub Total : 4000 0								
<b>Employee: ST154 NAVEEN ELAMBILAI</b>								
2	GRADE1	STEP1	611103	OVERTIME ALLOWANCE	Benefit	68	0	N
3	GRADE1	STEP1	611104	LUNCH ALLOWANCE	Benefit	130	0	Y
4	GRADE1	STEP1	611108	OTHER ALLOWANCE	Benefit	600	0	Y
5	GRADE1	STEP1	611201	LEAVE SALARY	Accruals	0	116.67	Y
6	GRADE1	STEP1	618106	STAFF TICKET	Accruals	0	140	Y
7	GRADE1	STEP1	611301	GRATUITY	Accruals	0	219.35	Y
8	GRADE1	STEP1	611101	BASIC SALARY	Benefit	1400	0	Y
Sub Total : 2198 476.02								
<b>Employee: ST153 Basheer Palappra</b>								
9	GRADE1	STEP1	611101	BASIC SALARY	Benefit	2000	n	

Parameters

Paramet	Value
Period	JAN

**Execute**

## Dashboards

19

## 10. Administration

### Users & Roles

User Name:	grace
Full Name:	Grace Sinclair
Password:	+++++
Email id:	+++++@++++.com
HR Employee:	10002

**User Roles**

<input checked="" type="checkbox"/> New   User Roles Association		Delete		
SEQ	Role	Start Date	End Date	Delete
10	MT_S2K_MESSAGES-SPEC2000 Messages			<input type="button" value="X"/>
20	AD_SYS_ADMIN-System Administrator			<input type="button" value="X"/>
30	AD_SETUPS-Setups			<input type="button" value="X"/>
40	SC_WEB_CLOCK-Web Clock			<input type="button" value="X"/>

### Menus

The menus are defined in the system that are to be assigned to the roles and the roles are assigned to the users. The menus will be displayed on the left menu panel and the users can select screens through these menus.

Menu Code:	HR_EMP_LEAVE_PERM		
Menu Name:	EMPLOYEE LEAVE PERMISSIONS		
Remarks:			

**Menu Relations**

<input checked="" type="checkbox"/> New   Search Columns		
SEQ	Display Name	Function
10	Employee Leaves	HR_EMPLOYEE_LEAVE
20	Permissions	SC_EMP_PERMISSIONS
30	Daily Attendance Data	HR_DAILY_ATTENDANCE
40	S2K Messages-IN	MT_S2K_MESG_LOG_IN
50	S2K Messages-OUT	MT_S2K_MESG_LOG_OUT
60	Assets	MT_ASSETS
70	Maint Activities	MT_EN_MAINT_ACTIVITY
80	Maint Plan	MT_EN_MAINT_PLAN
85	Asset Issue & Returns	MT_ASSET_ISSUE_RET

## Background Programs

Many background programs are defined in the system. Any additional programs can be added if required by the implementors.

PROGRAM NAME:			
<input type="text"/> <input type="button" value="Search"/>			
<input type="button" value="+ New"/> <input type="button" value="Update"/>			
ID	PROGRAM NAME	DESCRIPTION	
1	TBS_IMPORTER	TBS IMPORTER	JAVA
2	TA_PROCESS_TXNS	TA PROCESS TA TRANSACTIONS	JAVA
3	AD_WORKFLOW_PROCESS	AD WORKFLOW PROCESS	JAVA

The below background programs are available in

TBS\_IMPORTER = It will fetch data from the Attendance Readers/Machine.

TA\_PROCESS\_TXNS = Updating all the attendance and leave transactions from tables.

AD\_WORKFLOW\_PROCESS = Check workflows of transactions. Eg. : Gives notifications to respective persons for approval.

## Background Schedules

Scheduling a background program is easy. The user can click on the background program icon in the header section and click on button “Schedule”. When scheduling it he can run it as an one time schedule or it can be scheduled to run repetitively based on any interval – per seconds, per minutes, hourly, daily etc.

### Run Daily Attendance

An option to run the daily attendance schedule is provided as a menu item.

<input type="button" value="Process Transactions"/>	<input type="button" value="Import TBS Txns"/>
Select Employee:	10001
Period:	JUN-17
Run Every:	0
Launch Background Process:	<input type="button" value="Launch Job"/>

<input type="button" value="Process Transactions"/>	<input type="button" value="Import TBS Txns"/>
Process the records from Interface to TA tables :	
<input type="button" value=""/>	
Launch Process Daily Attendance:	
<input type="button" value=""/>	

### Run Background Program Job

<input type="button" value="Schedule"/>	<input type="button" value="Parameters"/>
Select Program :	<input type="text"/>
Schedule Type:	<input type="radio"/> ONE TIME <input type="radio"/> SECONDS <input type="radio"/> MINUTES <input type="radio"/> HOURS <input type="radio"/> DAYS
Schedule Value:	<input type="text"/>
Scheduled Date:	18-Apr-2020 10:12:48
Schedule End Date:	<input type="text"/>
Repeat Count:	<input type="text"/>
<input checked="" type="checkbox"/> Schedule	

## 11. Setups

### Organization Setups

The organizations can be defined using the organization definition screen as shown below.

CODE:		Search			
+ New		Update			
ID	CODE	DESCRIPTION	DESCRIPTION_AR	PARENT ORG	OPEN SHIFT
1	O8	Insurance and Coding	Insurance and Coding	Central Office	N
2	O1	Central Office	Central Office	Insurance and Coding	N
3	O2	Admin	Admin	Central Office	N

### Shift Setup

The shifts with the in time and out time can be defined using the below screen.

CODE:		Search			
+ New		Update			
ID	CODE	COLOR CODE	IN TIME1	OUT TIME1	IN TIME2
1	OFF	9e9e9e	1970-01-01 00:00:00	1970-01-01 00:00:00	
2	S01	d9ff00	1970-01-01 08:00:00	1970-01-01 16:00:00	
3	S02	944fe3	1970-01-01 07:30:00	1970-01-01 15:30:00	
4	S03	e01616	1970-01-01 16:00:00	1970-01-01 23:59:00	

The update screen is shown below.

AMC NexTA

Employee Leaves & Permissions
Dashboard ▾ Help Logout Profile ▾

Employee Leaves
Miscellaneous Content

Code: S02

Color: █

Location: Central Office

Organization: Central Office

In Time1: 07:30

Out Time1: 15:30

In Time (Ramadan):

Out Time (Ramadan):

Flexible Hour:

### Lookups

Lookups are used to store values required in the update pages for selection. The below are the common lookups and their values.

AMC NexTA

Search...
Dashboard
Help
Logout
Profile

Lookup Name:		Description:	
		Search	
<a href="#">+ New</a>		<a href="#">Update</a>	
ID	Lookup Name	Description	Remarks
2	AD_REGIONS	REGIONS	REGIONS
5	AD_DESIGNATIONS	DESIGNATIONS	DESIGNATIONS
6	AD_EMPLOYEE_TYPES	EMPLOYEE TYPES	EMPLOYEE TYPES
7	AD_ORGANIZATION_TYPES	ORGANIZATION TYPES	ORGANIZATION TYPES
8	AD_SCHEDULE_TYPES	SCHEDULE TYPES	SCHEDULE TYPES
9	AD_SCHEDULE_LOCATIONS	SCHEDULE LOCATIONS	SCHEDULE LOCATIONS
10	AD_SEX	SEX	
11	HR_EMPLOYEE_TITLE	HR_EMPLOYEE_TITLE	
12	HR_CAL_DAY_TYPE	CALENDAR DAY TYPE	
13	HR_LEAVE_CATEGORY	LEAVE CATEGORIES	ADDITION - WHEN LEAVE IS DEBITED DEDUCTION - WHEN LEAVE IS COM
14	HR_LEAVE_STATUS	HR_LEAVE_STATUS	
15	SC_TA_READER_DEVICE_TYPE	READER DEVICE TYPE	
16	SC_TA_READER_STATUS	READER STATUS	
17	AD_WEEK_DAYS	WEEK DAYS	Days in a week Sunday to Saturday
18	HR_EMP_SHIFT_TYPE	Employee type based on Employee shift assignmen	
19	SC_SCH_GROUPS_DLY_WKLY_MONTH	SC_SCH_GROUPS_DLY_WKLY_MONTH	
20	SC_PERMISSION_STATUS	Permission Status	
21	AD_SEARCH_TYPE	SEARCH CRITERIA TYPE	
22	AD_BG_JOB_SCHEDULE_STATUSES	BACKGROUND JOB SCHEDULE STATUSES	
23	AD_REGIONS1	New region	Test, duplicate may be deleted or replaced....
24	MT_S2K_MSG_LOG_STATUS	SPEC2000 Message Log Status	

The update screen for Lookup name AD\_DESIGNATIONS is given below.

[New](#) [Save](#) [Delete](#) [First](#) [Prev](#) [Next](#) [Last](#)

Lookup Code:	AD_DESIGNATIONS
Description:	DESIGNATIONS
Remarks:	DESIGNATIONS

[+ New](#) **Lookup Values**

Value	Code	Description	Upd Date	Delete
1	CEO	CEO		
2	HR MANAGER	HR MANAGER001		
3	SUPERVISOR	SUPERVISOR	08-Mar-2017	

Lookup values: 1-3, please see their codes and its meanings.

The below values are also defined in the system in addition to the lookups as defined in the lookup table above.

## Punch Reasons

CODE:  REASON:

[Search](#)

[+ New](#) [Update](#)

ID	CODE	REASON DESCRIPTION	MODE	PROMPT MESSAGE
1	PER OUT	Permission Out	Out	Permission Out
2	PER IN	Permission In	In	Permission In
3	OUT	Out	Out	Out
4	IN	In	In	In
5	BUS IN	Business In	In	Business In
6	BUS OUT	Business Out	Out	Business Out

## Permission Types

CODE:		DESCRIPTION:				
+ New		✓ Update				
ID	CODE	DESCRIPTION				
1	1	Official	Official	10	30.0000	Y
2	2	Personal	Personal	5	60.0000	N

## Leave Types

CODE:		DESCRIPTION	REASON	MAX PERMIS	MAX MINUTE	OFFICIAL	
+ New		✓ Update					
ID	CODE	DESCRIPTION	REASON	MAX PERMIS	MAX MINUTE	OFFICIAL	
1	UNPAID	Unpaid	Y			N	
2	SICK	Sick	Y			N	

## Search Criteria

New		Save	Delete	First	Prev	Next	Last																															
Query Name:	MO_ORGANIZATIONS																																					
Description:	Organization																																					
Query String:	SELECT MO_ID, MO_org_code, MO_org_name, MLE.LE_CODE, MD.DIV_SHORT_NAME FROM MO_ORGANIZATIONS MO, MO_LEGAL_ENTITY MLE, MO_DIVISION MD WHERE MO_LEGAL_ENTITY_ID=MLE.ID AND MO.ORG_DIVISION_ID=MD.DIV_ID(+)																																					
Search Crit Type:	SEARCH QUERY																																					
Web Update Page:																																						
Web Update Page Controller:																																						
<a href="#">Columns</a>	<a href="#">Search Parameters</a>	<a href="#">Page Actions</a>																																				
<a href="#">New</a> <a href="#">Search Columns</a> <table border="1"> <thead> <tr> <th>Column Name</th> <th>Column Heading</th> <th>Order</th> <th>Width</th> <th>QView Type</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>ORG_CODE</td> <td>Organization Code</td> <td>30</td> <td>100</td> <td>0</td> <td></td> </tr> <tr> <td>ORG_NAME</td> <td>Organization Name</td> <td>40</td> <td>300</td> <td>0</td> <td></td> </tr> <tr> <td>LE_CODE</td> <td>Entity Code</td> <td>10</td> <td>100</td> <td>0</td> <td></td> </tr> <tr> <td>DIV_SHORT_NAME</td> <td>Division Name</td> <td>20</td> <td>100</td> <td>0</td> <td></td> </tr> </tbody> </table>								Column Name	Column Heading	Order	Width	QView Type	Delete	ORG_CODE	Organization Code	30	100	0		ORG_NAME	Organization Name	40	300	0		LE_CODE	Entity Code	10	100	0		DIV_SHORT_NAME	Division Name	20	100	0		
Column Name	Column Heading	Order	Width	QView Type	Delete																																	
ORG_CODE	Organization Code	30	100	0																																		
ORG_NAME	Organization Name	40	300	0																																		
LE_CODE	Entity Code	10	100	0																																		
DIV_SHORT_NAME	Division Name	20	100	0																																		

The administrator can see all the forms, search page queries, reports and data loads. The user can view all the search pages defined in NexTA.

## Work flow Process

Work flow defines the process flow. Following one of the work flow process in NexTA. For Employee Leave approval system will do following steps. Manager gets notification or email for approving or rejecting employee leave. System will update the leave after manager's approval. These steps are defined in the workflow by the administrator.

Please find below a sample workflow. Administrator can add or edit their workflows as per company's regulations.

New  Save  Delete  First  Prev  Next  Last

Process Title:	HR_LEAVE_APPROVAL
Description:	LEAVE APPROVAL
Version No:	1
Status:	ACTIVE

Actions  Process Attributes

<input type="button"/> New		Process Actions						
SEQ	Name	Description	Type	Proc Call CN	Function	Ver	Status	Notif
10	MGR_NOTIFICATION	MANAGER NOTIFICATION	NOTIFICATION	NULL	NULL	0	ACTIVE	<input checked="" type="checkbox"/>
20	APPROVE_LEAVE	APPROVE LEAVE APPLICATION	PROC_CALL	com.qtk.sec.hr.cn.HrEmployee	approveLeaveWf	0	ACTIVE	<input checked="" type="checkbox"/>

The notification content definition screen. The content of the notification that will be shown in the approval notification is customizable by the administrator and the content can be rearranged based on the requirement of the company.

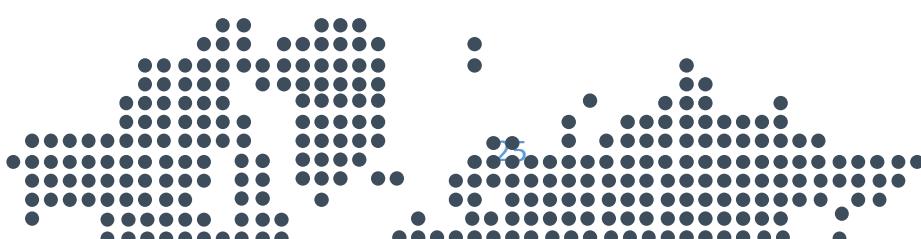
### Define Notification

Notification Title:	REQUEST FOR LEAVE - STAFF: \${EMPLOYEE_STAFF_NO}, !
Notification Description:	Request for leave has been submitted by Staff: \${EMPLOYEE_STAFF_NO}, \${EMPLOYEE_NAME}. \${CRLN} LEAVE DETAILS:\${CRLN} -----\${CRLN} Leave Start Date: \${LEAVE_DATE_FROM} \${CRLN}
Actionee SQL Script:	<pre>SELECT USR.ID USER_ID from hr_employees_v EMP JOIN AD_USERS USR ON EMP.MANAGER_ID = USR.EMPLOYEE_ID AND EMP.STAFF_NUMBER=' \${EMPLOYEE_STAFF_NO}'</pre>
Selected Action Attribute:	APPROVAL_NOTIF_ACTION

OK

## Summary

The software features have been detailed in this User Guide. Please contact us at [sales@amcaero.com](mailto:sales@amcaero.com) for any additional information or for sales enquiries.



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