



# AMC Athena

Payroll Management

User Guide



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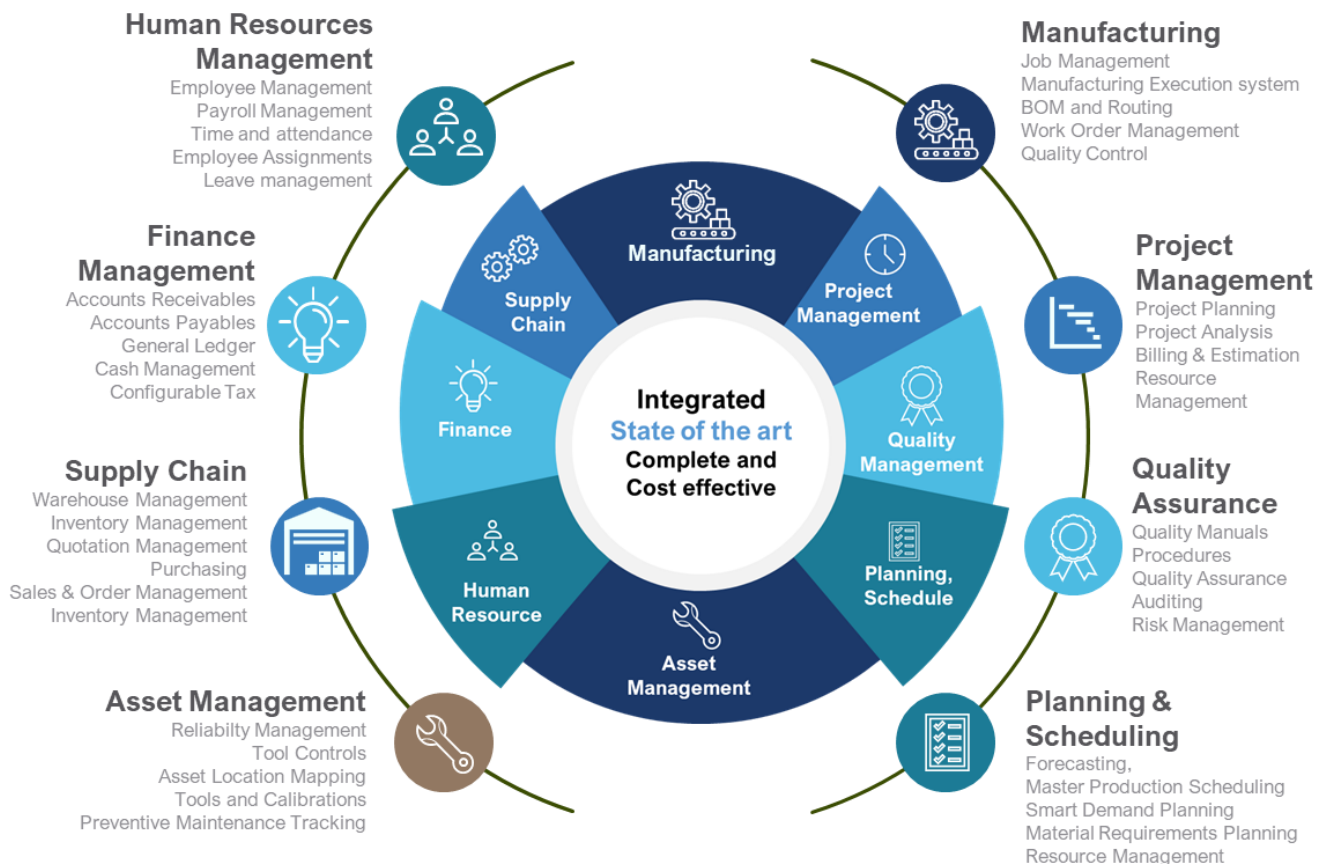
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## Introduction

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.

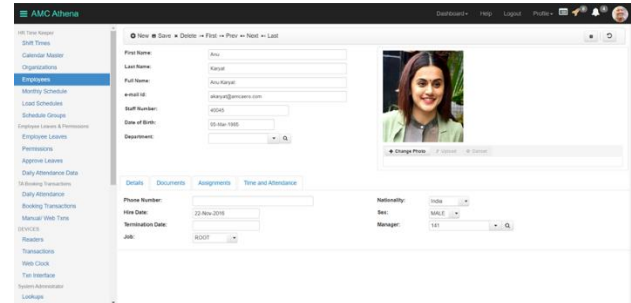
## Key Benefits

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.

AMC Athena

Dashboard Help Logout Profile

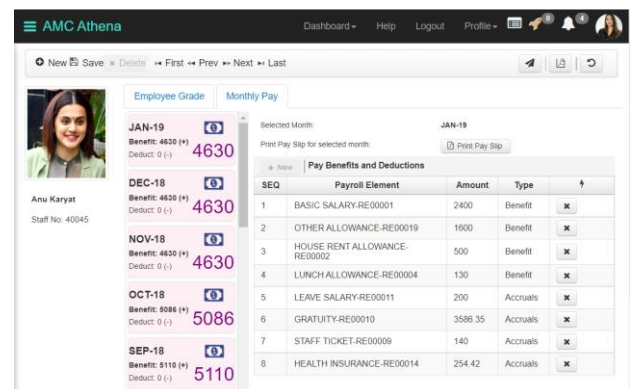
Employee Master

First Name: Anu  
Last Name: Karyat  
Full Name: Anu Karyat  
e-mail ID: anukaryat@amc.aero  
Staff Number: 40045  
Date of Birth: 10-Mar-1985  
Department:

Details Documents Assignments Time and Attendance

Phone Number:   
Hire Date: 22-Nov-2018  
Termination Date:   
JAN:

Nationality: INDIA  
Sex: MALE  
Manager: 181



AMC Athena

Dashboard Help Logout Profile

New Save Delete First Prev Next Last

Employee Grade Monthly Pay

Selected Month: JAN-19  
Print Pay Slip for selected month:

ANU KARYAT  
Staff No: 40045

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

JAN-19  
Benefit: 4630 (+)  
Deduct: 0 (-)  
4630

DEC-18  
Benefit: 4630 (+)  
Deduct: 0 (-)  
4630

NOV-18  
Benefit: 4630 (+)  
Deduct: 0 (-)  
4630

OCT-18  
Benefit: 5086 (+)  
Deduct: 0 (-)  
5086

SEP-18  
Benefit: 5110 (+)  
Deduct: 0 (-)  
5110

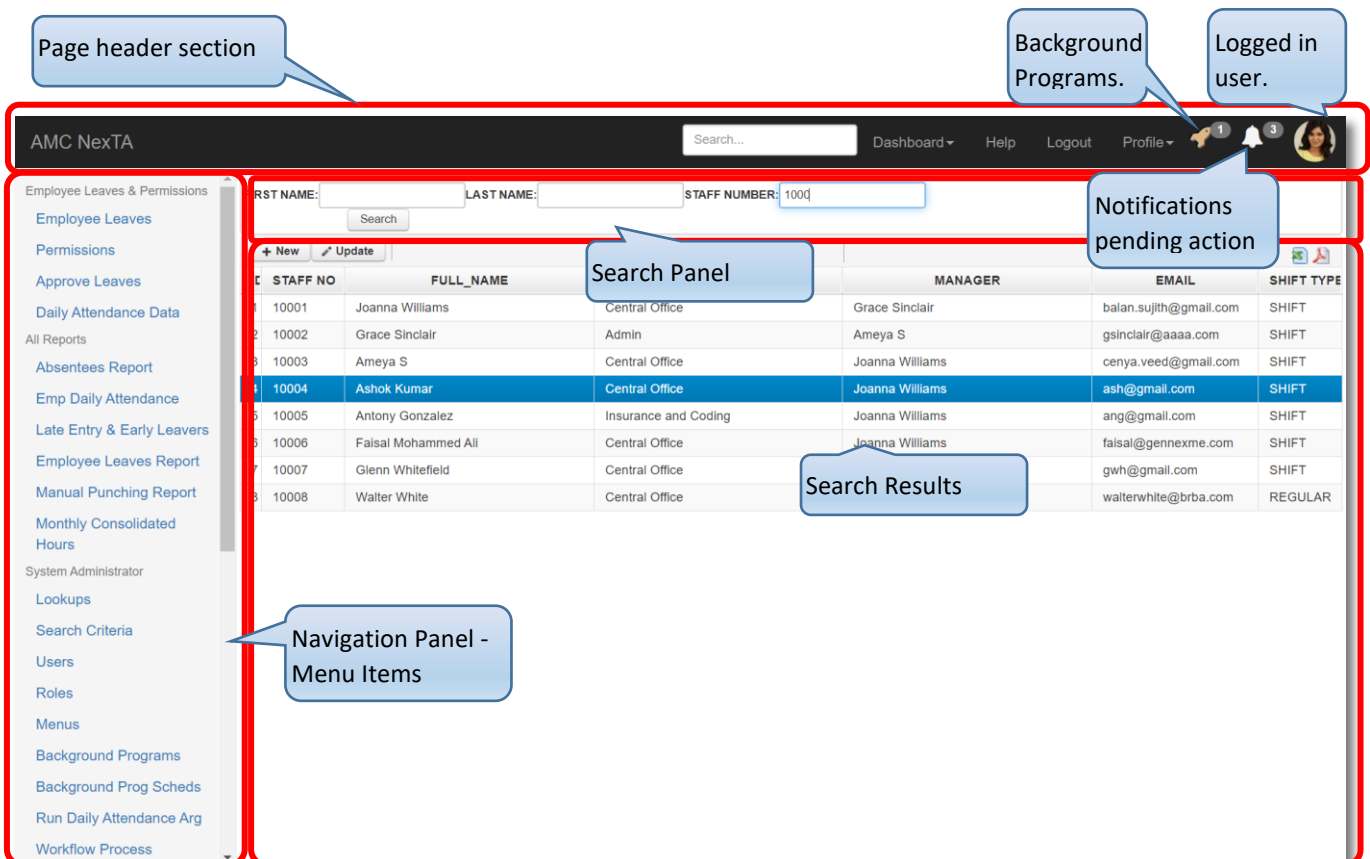
The software functionalities are explained in detail in following paragraphs.

## 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.



The screenshot displays the AMC NexTA Search Page. The interface includes a header section with the application name, a search bar, and navigation links. A left-hand navigation panel lists various system functions. The main area contains a search panel with input fields for first name, last name, and staff number, along with a search button. Below the search panel is a table displaying search results with columns for staff number, full name, manager, email, and shift type. Callouts highlight specific features: 'Page header section' points to the top bar; 'Background Programs' points to a button in the header; 'Logged in user' points to the user profile icon; 'Notifications pending action' points to a notification bell icon; 'Search Panel' points to the search input fields; 'Search Results' points to the table of results; and 'Navigation Panel - Menu Items' points to the left-hand menu.

STAFF NO	FULL_NAME	MANAGER	EMAIL	SHIFT TYPE
10001	Joanna Williams	Central Office	Grace Sinclair	SHIFT
10002	Grace Sinclair	Admin	Ameya S	SHIFT
10003	Ameya S	Central Office	Joanna Williams	SHIFT
10004	Ashok Kumar	Central Office	Joanna Williams	SHIFT
10005	Antony Gonzalez	Insurance and Coding	Joanna Williams	SHIFT
10006	Faisal Mohammed Ali	Central Office	Joanna Williams	SHIFT
10007	Glenn Whitefield	Central Office	Joanna Williams	SHIFT
10008	Walter White	Central Office	Joanna Williams	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.

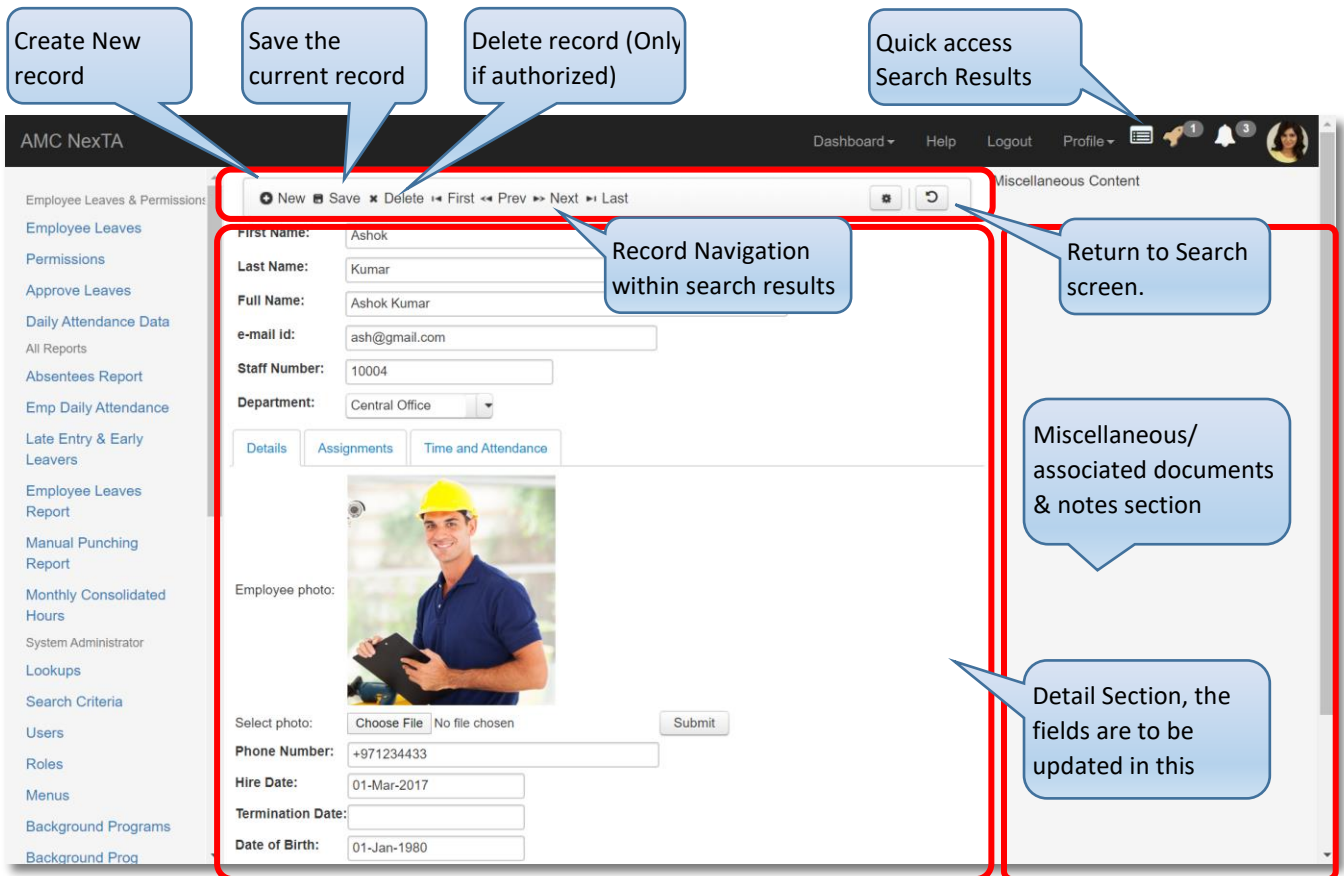
All the pages, reports and dashboards are accessible through the Navigation Panel section. The menu options in the Navigation panel section will be different based on the access restrictions set by the administrator.

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 allow 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.



The screenshot shows the 'AMC NexTA' interface. The top navigation bar includes 'Dashboard', 'Help', 'Logout', 'Profile', and a user profile picture. A left sidebar lists various HRMS modules like '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', 'System Administrator', 'Lookups', 'Search Criteria', 'Users', 'Roles', 'Menus', 'Background Programs', and 'Background Prog'. The main content area is titled 'Miscellaneous Content' and contains a form for updating an employee record. The form includes fields for 'First Name' (Ashok), 'Last Name' (Kumar), 'Full Name' (Ashok Kumar), 'e-mail id' (ash@gmail.com), 'Staff Number' (10004), and 'Department' (Central Office). Below these fields are tabs for 'Details', 'Assignments', and 'Time and Attendance'. The 'Details' tab is active, showing an 'Employee photo' section with a photo of a man in a yellow hard hat. Below the photo is a 'Select photo' section with a 'Choose File' button and a 'No file chosen' message. Further down are fields for 'Phone Number' (+971234433), 'Hire Date' (01-Mar-2017), 'Termination Date', and 'Date of Birth' (01-Jan-1980). A 'Submit' button is located at the bottom right of the form. A red box highlights the form area, and several callouts provide additional information: 'Create New record' points to the 'New' button; 'Save the current record' points to the 'Save' button; 'Delete record (Only if authorized)' points to the 'Delete' button; 'Quick access Search Results' points to a button in the top right; 'Record Navigation within search results' points to the navigation buttons (First, Prev, Next, Last); 'Return to Search screen.' points to a button in the top right; 'Miscellaneous/ associated documents & notes section' points to the 'Miscellaneous Content' header; and 'Detail Section, the fields are to be updated in this' points to the form fields.

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.

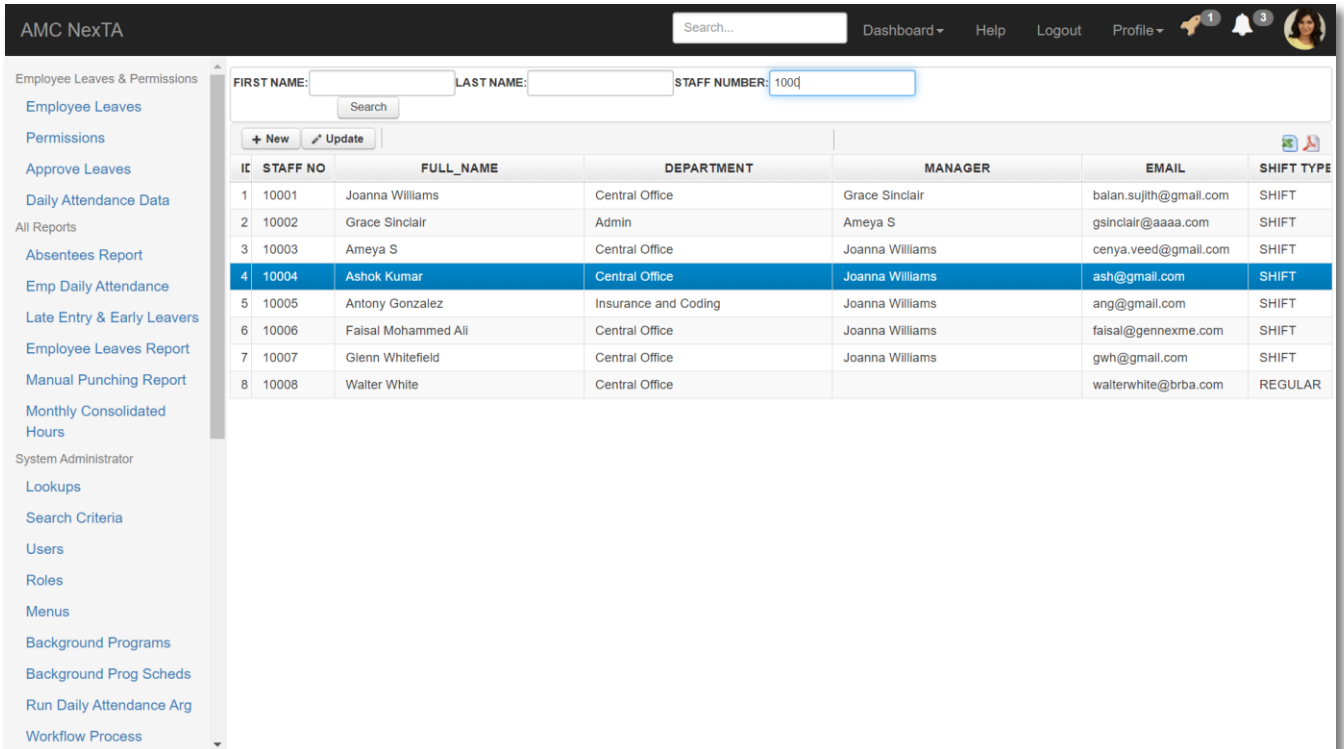


## Software Features - Detailed

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

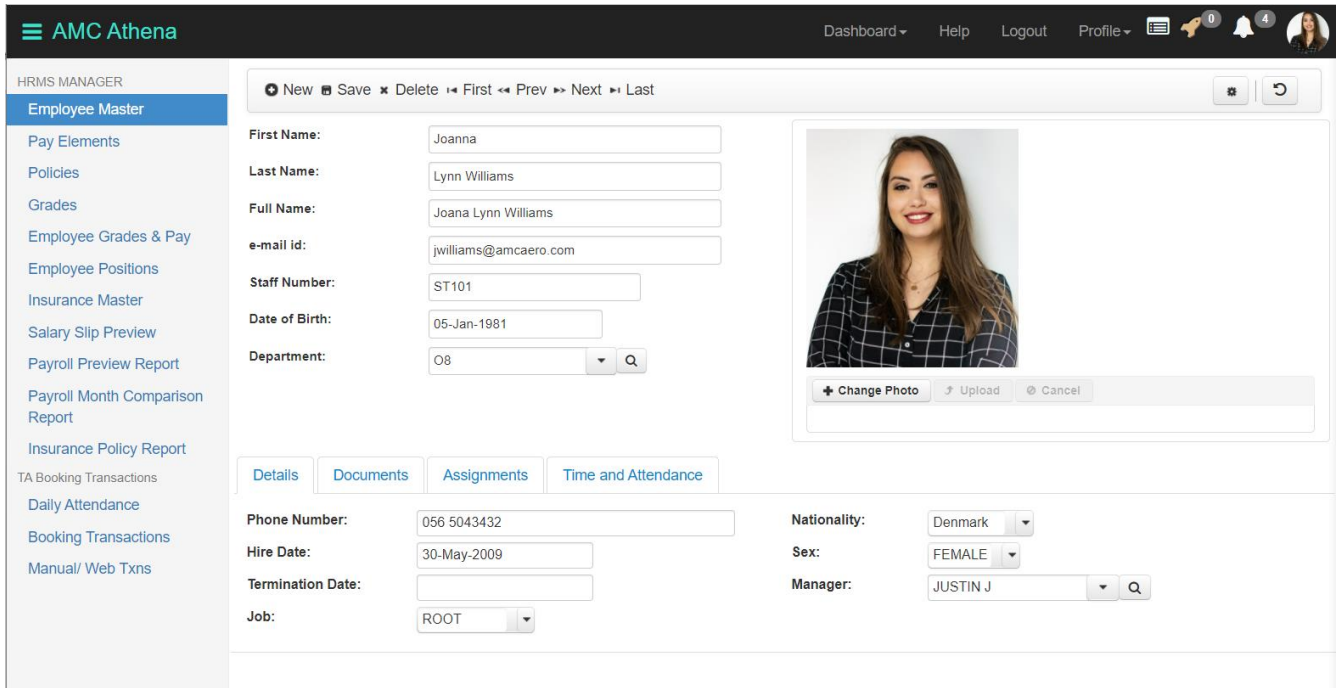
The details of the employee can be maintained in the Employee Master module of Athena. Please find below a screenshot of the employee search screen.



IC	STAFF NO	FULL_NAME	DEPARTMENT	MANAGER	EMAIL	SHIFT TYPE
1	10001	Joanna Williams	Central Office	Grace Sinclair	baian.sujith@gmail.com	SHIFT
2	10002	Grace Sinclair	Admin	Ameya S	gsinclair@aaaa.com	SHIFT
3	10003	Ameya S	Central Office	Joanna Williams	cenya.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@genexme.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.

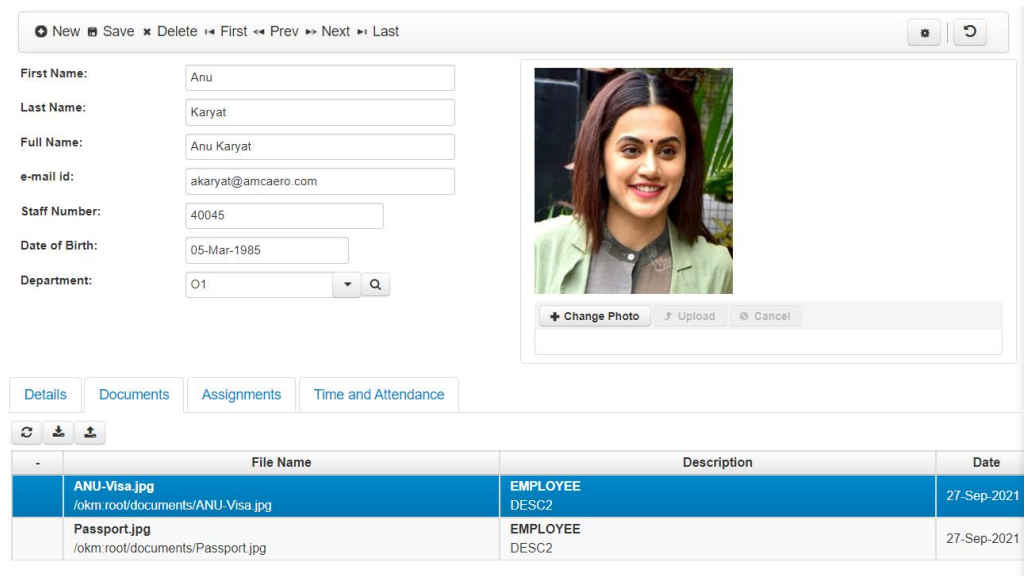
The create update screen is show in the below figure.



The screenshot shows the 'Employee Master' form in the AMC Athena HRMS. The form is divided into two main sections: 'Details' and 'Documents'. The 'Details' section contains fields for First Name, Last Name, Full Name, e-mail id, Staff Number, Date of Birth, Department, Phone Number, Hire Date, Termination Date, Job, Nationality, Sex, and Manager. The 'Documents' section contains a photo of the employee and a 'Change Photo' button. The form is currently displaying the details for Joanna Lynn Williams, who is a female employee from Denmark, hired on 30-May-2009, and currently working as a ROOT.

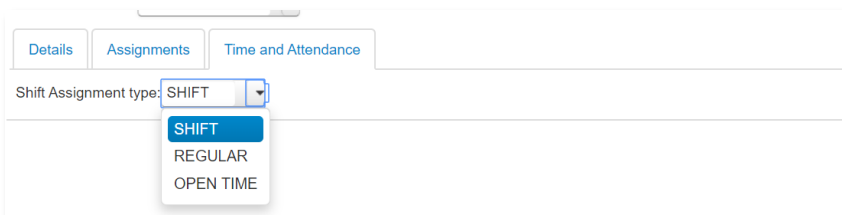
All details of an employee can be maintained in this screen. Photo of the employee can be uploaded for identification purposes. Also, all documents related to the employee can be uploaded using the document attachment option. The documents will be saved in the document management system that is integrated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



The screenshot shows the 'Employee Master' form in the AMC Athena HRMS, specifically the 'Documents' tab. The form displays the details for Anu Karyat, who is a female employee from Denmark, hired on 05-Mar-1985, and currently working as a ROOT. The 'Documents' section shows a photo of the employee and a 'Change Photo' button. Below the photo, there is a table listing the documents attached to the employee's profile.

File Name	Description	Date
ANU-Visa.jpg /okm.root/documents/ANU-Visa.jpg	EMPLOYEE DESC2	27-Sep-2021
Passport.jpg /okm.root/documents/Passport.jpg	EMPLOYEE DESC2	27-Sep-2021



The screenshot shows the 'Employee Master' form in the AMC Athena HRMS, specifically the 'Time and Attendance' tab. The form displays the details for Anu Karyat, who is a female employee from Denmark, hired on 05-Mar-1985, and currently working as a ROOT. The 'Time and Attendance' section shows a dropdown menu for 'Shift Assignment type' with options: SHIFT, REGULAR, and OPEN TIME.

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



## 4. Pay Elements

AMC Athena

Search...

Dashboard ▾ Help Logout Profile ▾

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 -

Update + New

+ New Update

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
68	PRE00016	LOAN PAYMENT	LOAN PAYMENT	2016-10-01 00:00:00
68	PRE00017	LOAN REFUND	LOAN REFUND	2016-10-01 00:00:00
68	PRE00011	BASIC SALARY	BASIC SALARY	2016-10-01 00:00:00

AMC Athena

Dashboard ▾ Help Logout Profile ▾

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

Doc No: PRE00011 Revision: RE00001

Start Date: 01-Oct-2016 12:00

End Date:

Element Code: BASIC SALARY

Element Description: BASIC SALARY

Element Type: Benefit

Status:

Details Links Accounts

Additional Data

Repeat Mode: Permanent  
Max Limit Amount: 999,999.00  
Max Limit Count: 999,999.00  
Frequency: MONTHLY

Policy Details

☐ Policy Driven  
☐ Reversal Flag  
☒ Employee Level Update

## 5. Grades, Steps & Associated Pay Elements

AMC Athena

Dashboard ▾ Help Logout Profile ▾

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

Grade Code: GRADE1

Grade Description: GRADE1 FOR ALL EMPLOYEES

Effective From Date: 01-Oct-2016 02:02

Effective to Date:

Status: ACTIVE

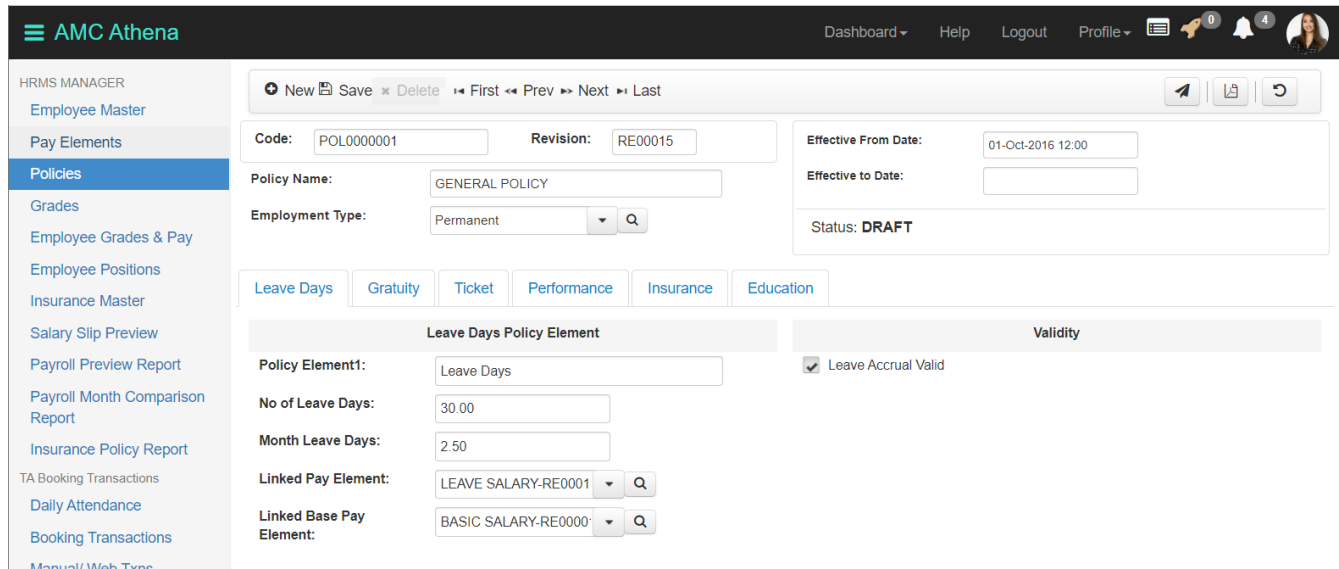
Grade Steps Elements

+ 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="Print"/> <input type="button" value="X"/>

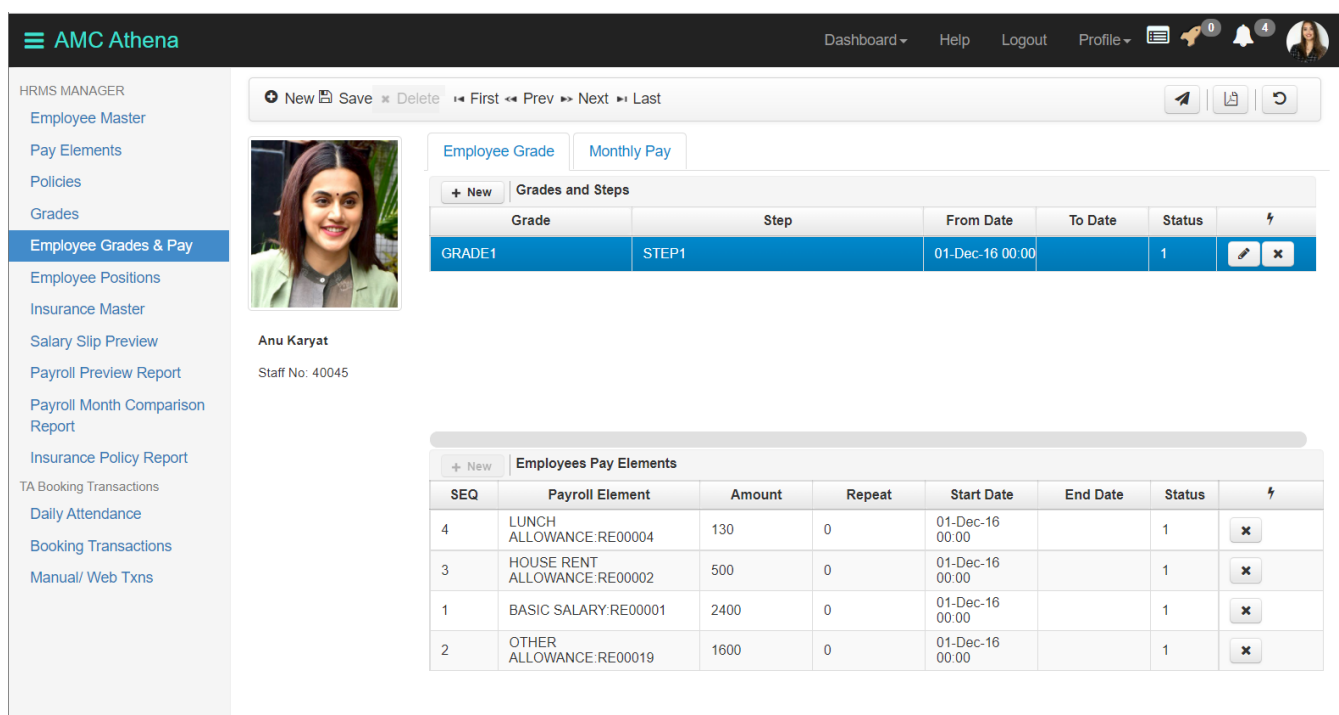
## 6. Pay Policy Definitions

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.



## 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.

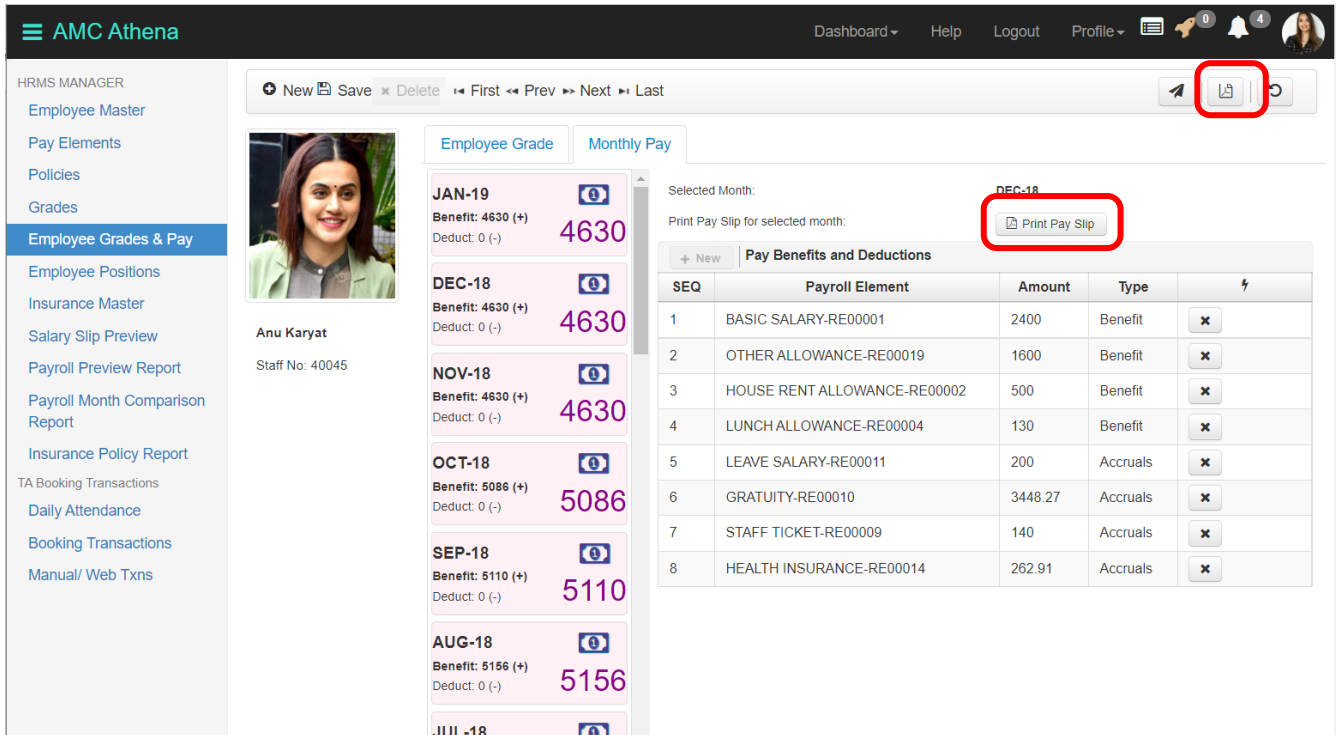


Grade	Step	From Date	To Date	Status	
GRADE1	STEP1	01-Dec-16 00:00		1	

SEQ	Payroll Element	Amount	Repeat	Start Date	End Date	Status	
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

Dashboard Help Logout Profile

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

JAN-19

Benefit: 4630 (+)

Deduct: 0 (-)

4630

DEC-18

Benefit: 4630 (+)

Deduct: 0 (-)

4630

NOV-18

Benefit: 4630 (+)

Deduct: 0 (-)

4630

OCT-18

Benefit: 5086 (+)

Deduct: 0 (-)

5086

SEP-18

Benefit: 5110 (+)

Deduct: 0 (-)

5110

AUG-18

Benefit: 5156 (+)

Deduct: 0 (-)

5156

JUL-18

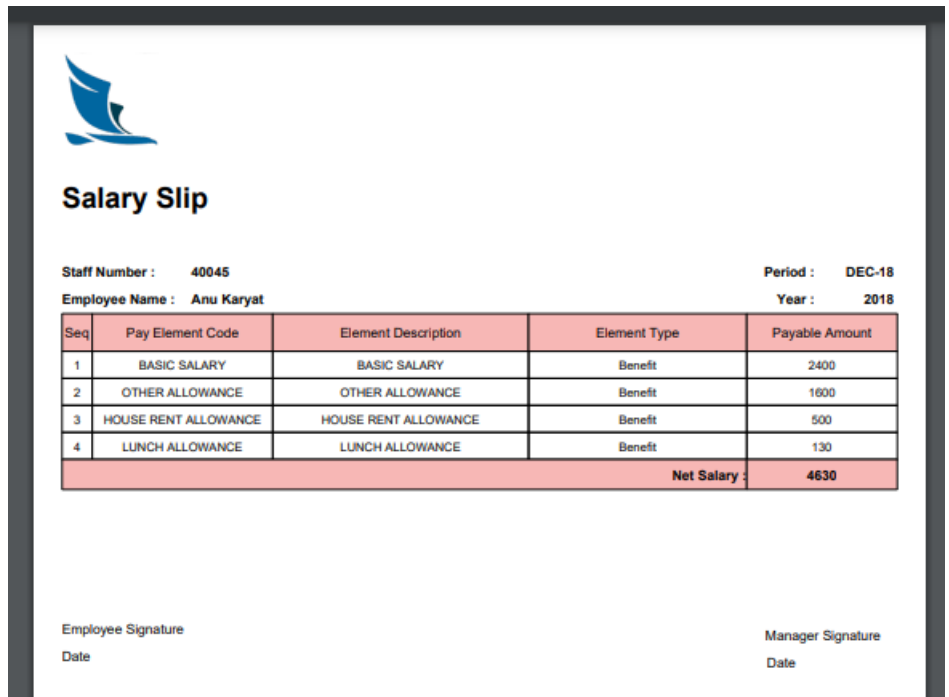
Selected Month: DEC-18

Print Pay Slip for selected month: Print Pay Slip

Pay Benefits and Deductions

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

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

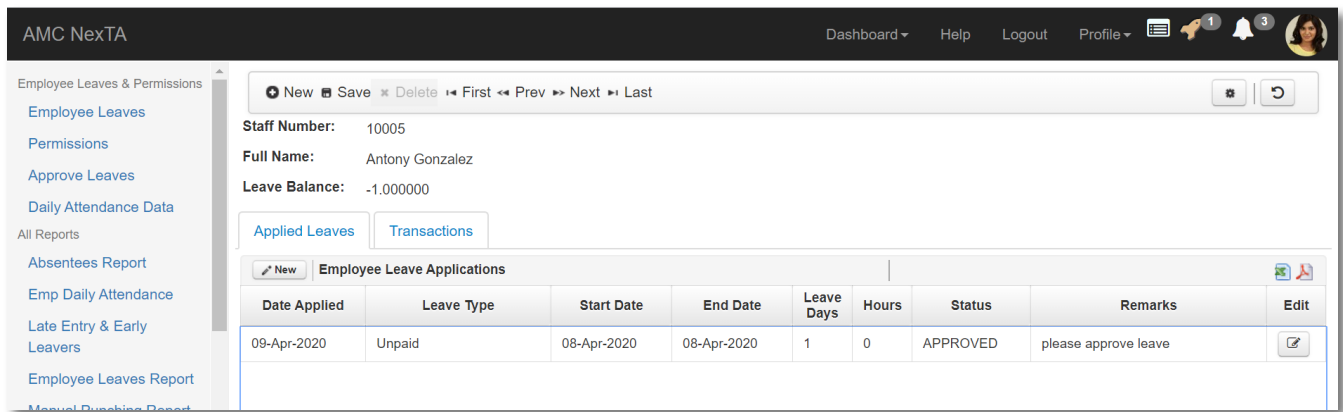
Date

## 8. Leave & Permission Management

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

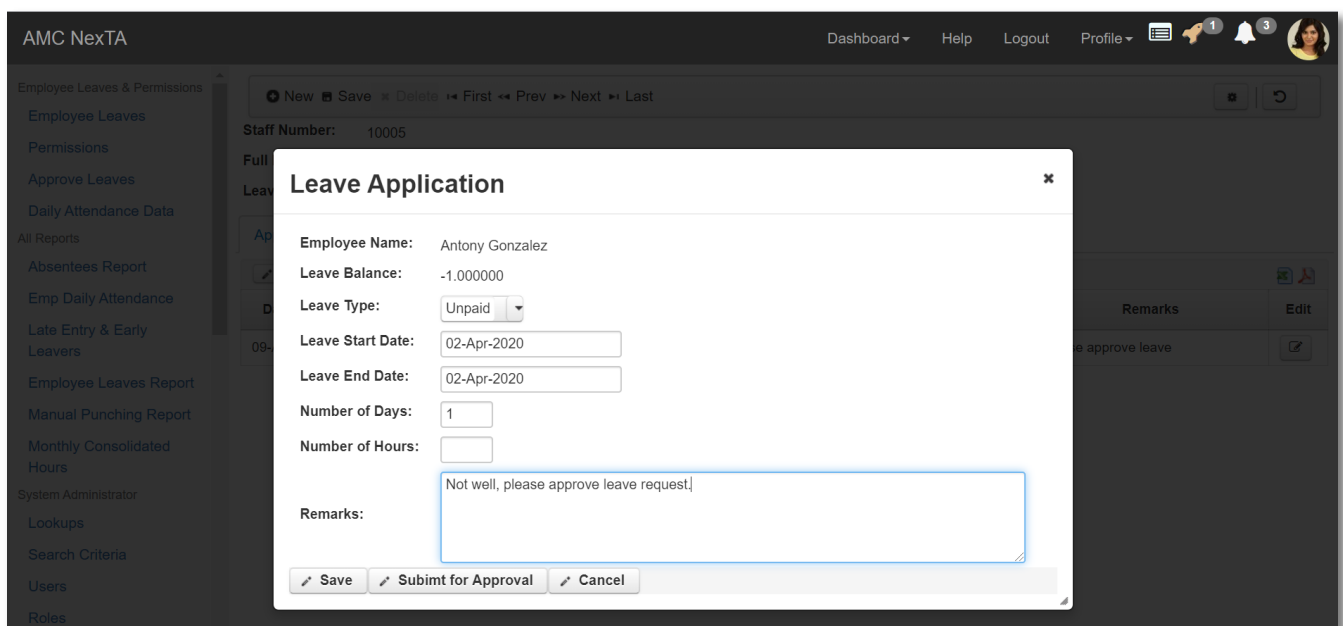
### Leave Request & Approval

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



Date Applied	Leave Type	Start Date	End Date	Leave Days	Hours	Status	Remarks	Edit
09-Apr-2020	Unpaid	08-Apr-2020	08-Apr-2020	1	0	APPROVED	please approve leave	

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.



**Leave Application**

Employee Name: Antony Gonzalez

Leave Balance: -1.000000

Leave Type: Unpaid

Leave Start Date: 02-Apr-2020

Leave End Date: 02-Apr-2020

Number of Days: 1

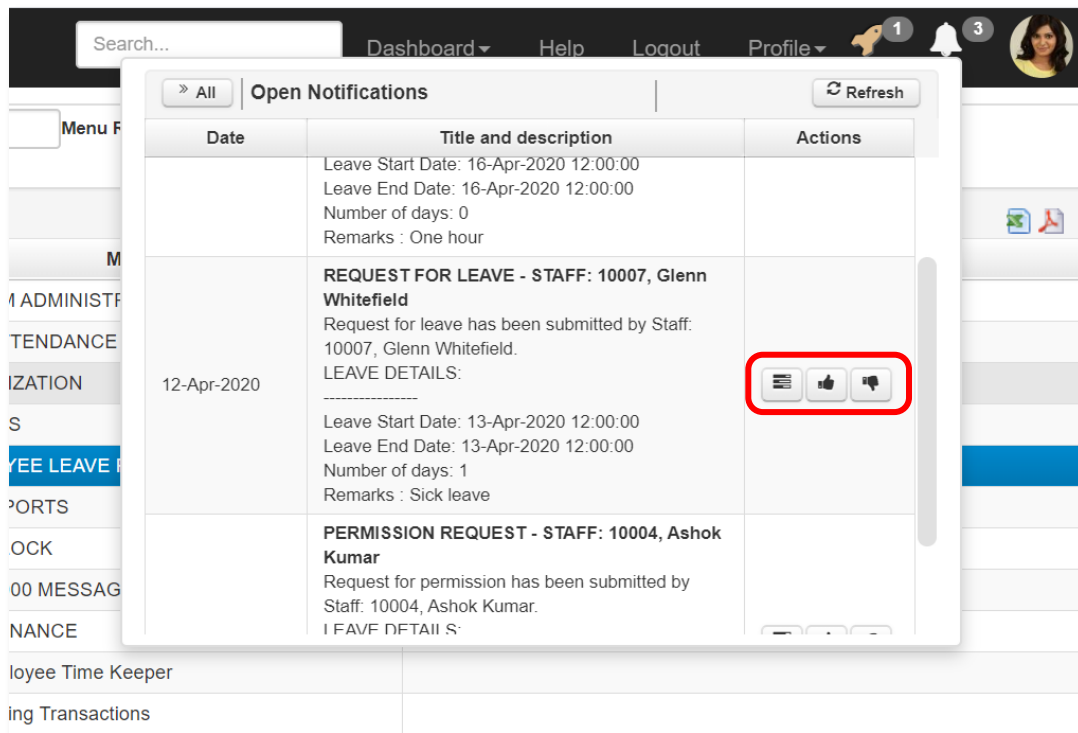
Number of Hours:

Remarks: Not well, please approve leave request!

Buttons: Save, Submit for Approval, Cancel

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.



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.



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

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

Applied Leaves 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

Permissions

Staff Number: 10005

Full Name: Antony Gonzalez

Applied Permissions Transactions

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

Save

Submit for Approval

Cancel

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 x

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

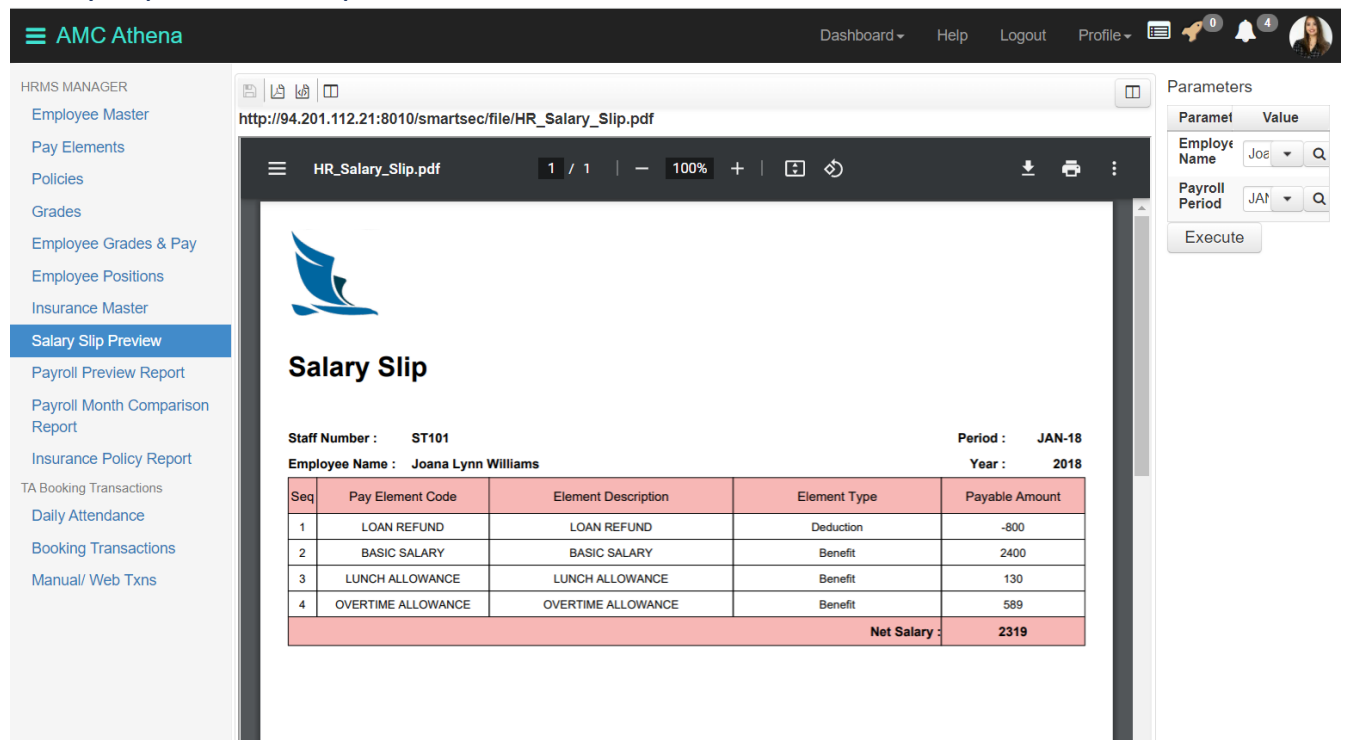
Various reports are inbuilt in the software as listed below.

- 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 interface. The left sidebar lists various HRMS Manager functions, with 'Salary Slip Preview' highlighted. The main content area displays a preview of a salary slip for Staff Number ST101, Employee Name Joana Lynn Williams, for the period JAN-18, 2018. The salary slip table shows a net salary of 2319 after deductions. The right sidebar contains parameters for the report, including Employee Name (Joe) and Payroll Period (JAN), with an 'Execute' button.

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
<b>Net Salary :</b>				<b>2319</b>

## Payroll Review Report

AMC Athena

Dashboard ▾ Help Logout Profile ▾

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

HR\_Payroll\_Preview\_Registe...

1 / 20

75%

+

+

+

HR\_Payroll\_Preview\_Registe...

1 / 20

75%

+

+

+

AMC Technologies FZE

DTEC, Dubai Silicon Oasis  
Tel: +971 2 0000 111  
Fax: +971 2 000 0000  
Email: vineeth@amcaero.com  
TRN No: 100378368300003

Payroll Review Register

Period : JAN-18  
Year : 2018

Seq	Grade Code	Step Code	Segment Code	Pay Element Details	Element Type	Payable Amount	Accrual 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	3000	0	Y

Parameters

Paramet	Value
Period	JAN ▾

Execute

## Dashboards

## 10. Administration

### Users & Roles

New Save Delete First Prev Next Last

User Name: 
Full Name: 
Password: 
Email id: 
HR Employee:

User Roles

New User Roles Association

SEQ	Role	Start Date	End Date	Delet
10	MT_S2K_MESSAGES-SPEC2000 Messages			x
20	AD_SYS_ADMIN-System Administrator			x
30	AD_SETUPS-Setups			x
40	SC_WEB_CLOCK-Web Clock			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.

New Save Delete First Prev Next Last

Menu Code: 
Menu Name: 
Remarks:

Menu Relations

New Search Columns

SEQ	Display Name	Function
10	Employee Leaves	HR_EMPLOYEE_LEAVES
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:

IC	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.

Run Background Program Job

Schedule

Parameters

Select Program :  0

Schedule Type:

Schedule Value:

Scheduled Date:  18-Apr-2020 10:12:48

Schedule End Date:

Repeat Count:

Process Transactions

Import TBS Txns

Select Employee: 10001

Period: JUN-17

Run Every: 0

Launch Background Process: Launch Job

Process Transactions

Import TBS Txns

Process the records from Interface to TA tables : Process

Launch Process Daily Attendance: Process

## 11.Setups

### Organization Setups

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

CODE: <input type="text"/>					
<input type="button" value="Search"/>					
+ New <input type="button" value="Update"/>					
IC	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: <input type="text"/>								
<input type="button" value="Search"/>								
+ New <input type="button" value="Update"/>								
IC	CODE	COLOR CODE	IN TIME1	OUT TIME1	IN TIME2	OUT TIME2	IN TIME3	OUT TIME3
1	OFF	9e9e9e	1970-01-01 00:00:00.0	1970-01-01 00:00:00.0				
2	S01	d9#00	1970-01-01 08:00:00.0	1970-01-01 16:00:00.0				
3	S02	944fe3	1970-01-01 07:30:00.0	1970-01-01 15:30:00.0				
4	S03	e01616	1970-01-01 16:00:00.0	1970-01-01 23:59:00.0				

The update screen is shown below.

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

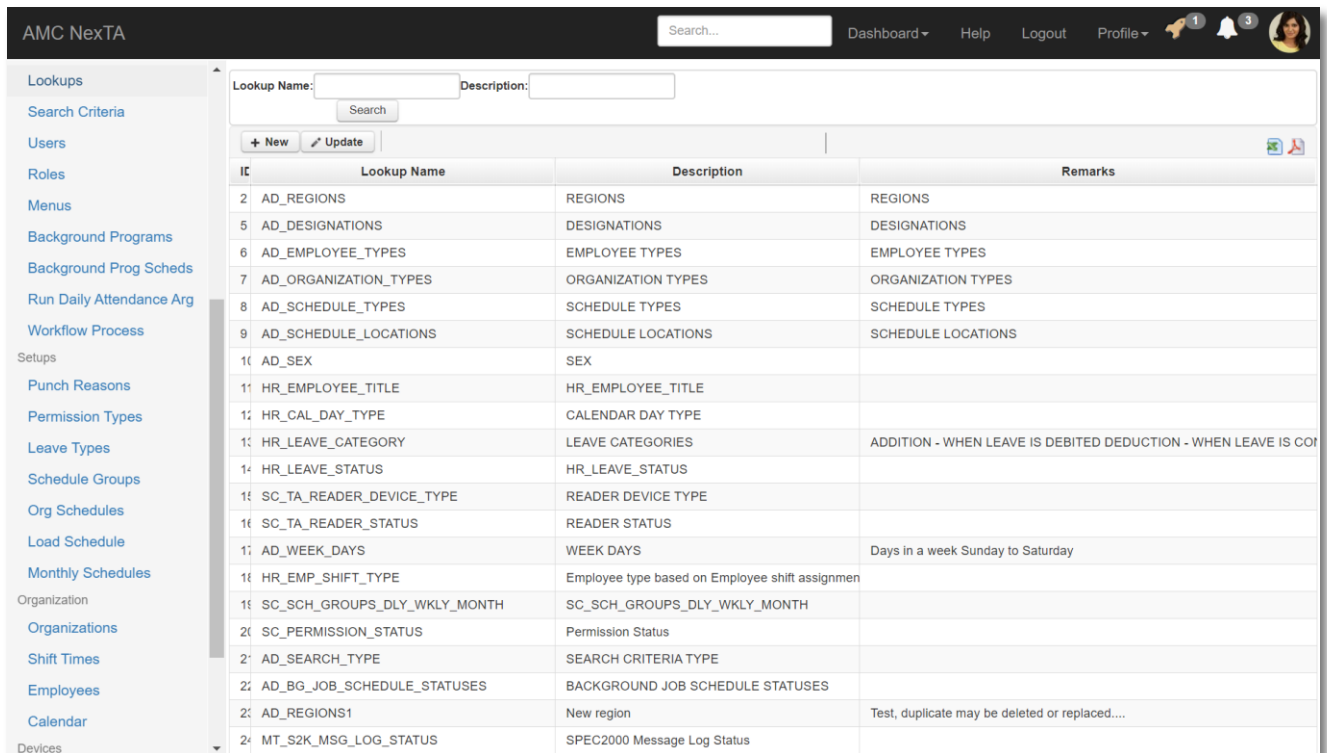
New Save Delete First Prev Next Last

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:

Miscellaneous Content

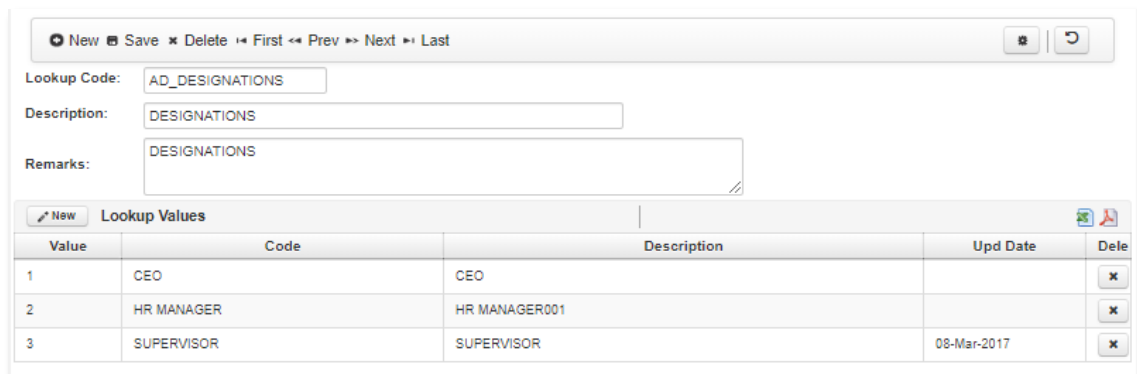
## Lookups

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



IC	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 COF
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

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

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

IC	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:

Search

+ New Update

IC	CODE	DESCRIPTION	REASON	MAX PERMIS	MAX MINUTE	OFFICIAL
1	1	Official	Official	10	30.0000	Y
2	2	Personal	Personal	5	60.0000	N

## Leave Types

CODE:

Search

+ New Update

IC	CODE	DESCRIPTION	NEED_APPROVAL	OFFICIAL
1	UNPAID	Unpaid	Y	N
2	SICK	Sick	Y	N

## Search Criteria

New Save Delete First Prev Next Last

Query Name:

Description:

Query String:

Search Crit Type:

Web Update Page:

Web Update Page Controller:

Columns Search Parameters Page Actions

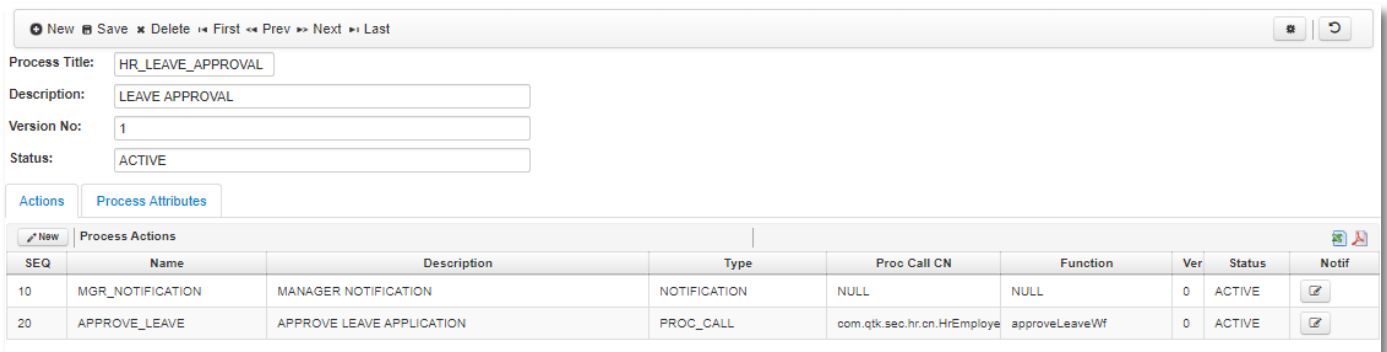
Column Name	Column Heading	Order	Width	QView Type	Delete
ORG_CODE	Organization Code	30	100	0	X
ORG_NAME	Organization Name	40	300	0	X
LE_CODE	Entity Code	10	100	0	X
DIV_SHORT_NAME	Division Name	20	100	0	X

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.

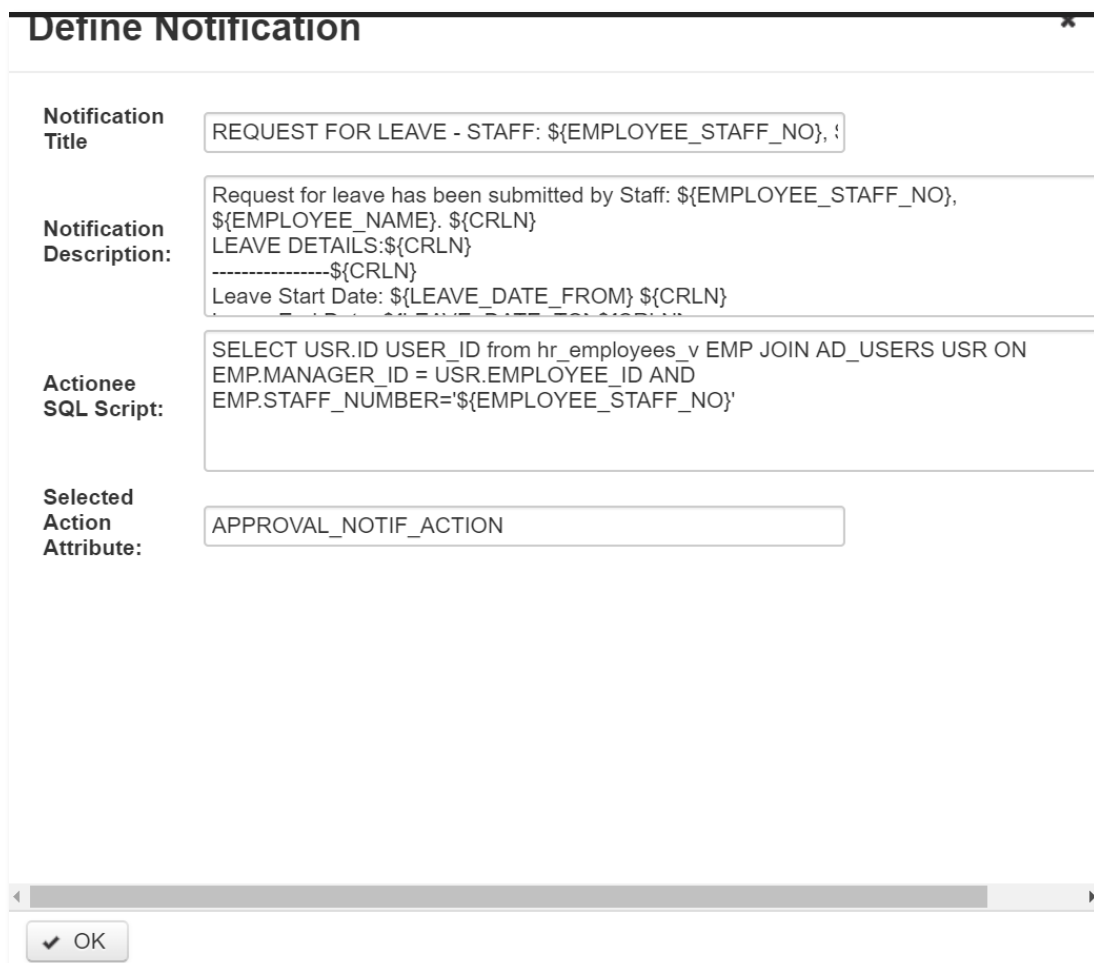


Process Title: HR\_LEAVE\_APPROVAL  
Description: LEAVE APPROVAL  
Version No: 1  
Status: ACTIVE

Actions | Process Attributes

SEQ	Name	Description	Type	Proc Call CN	Function	Ver	Status	Notif
10	MGR_NOTIFICATION	MANAGER NOTIFICATION	NOTIFICATION	NULL	NULL	0	ACTIVE	
20	APPROVE_LEAVE	APPROVE LEAVE APPLICATION	PROC_CALL	com.qtk.sec.hr.cn.HrEmployee	approveLeaveWf	0	ACTIVE	

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: 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}'

Selected Action Attribute: APPROVAL\_NOTIF\_ACTION

## 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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