AMC Aerospace Technologies

Athena

AMC Athena

Employee Self-Service

User Guide

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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

- Integrated solution to manage employees & their payrolls
- Comprehensive Recruitment management functionality
- Easy-to-Use, No-Hassle Time & Attendance Software integrated
- Clocking Options – Hardware & through web
- Increase Staff Productivity & Efficiency
- Reporting & Analytics
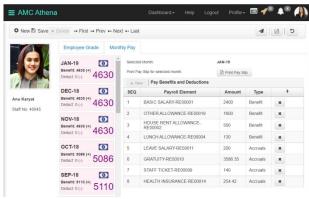
HRMS Major Features

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.

This user guide details the software functionalities that enables the organization to manage the Time and Attendance of the Employees.

Key Features

The major features of the software are given below

01. Employee Master
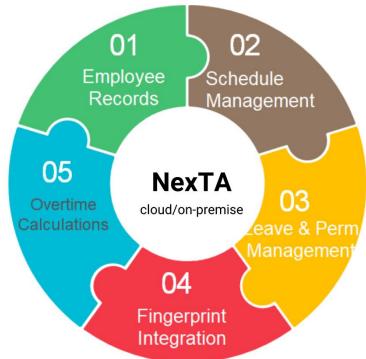
Details of employees can be maintained in a user-friendly interface.

02. Schedule Management

The employee shift schedule and roster can be managed and can be used for attendance and overtime calculations.

03. Leave & Permission Management

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

04. Biometric Attendance Machine integration

The system has default integrations with many biometric systems.

05. Attendance & Overtime Management

The attendance & overtime are calculated and various dashboards & reports are provided to analyse the data
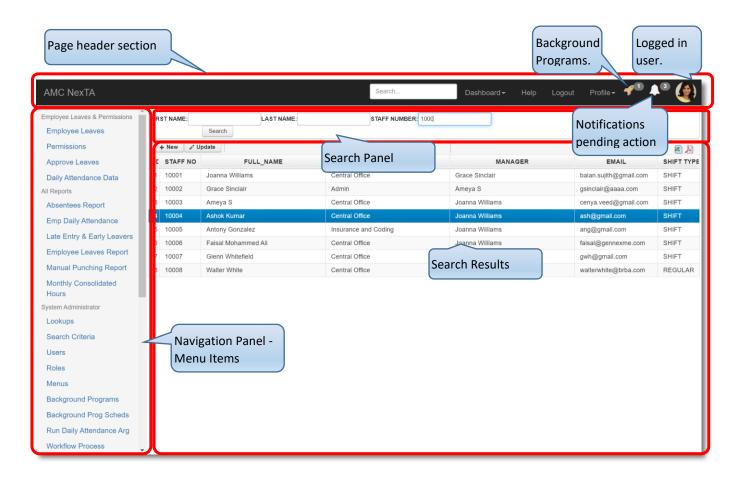
Standard Features

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.

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 sect 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.

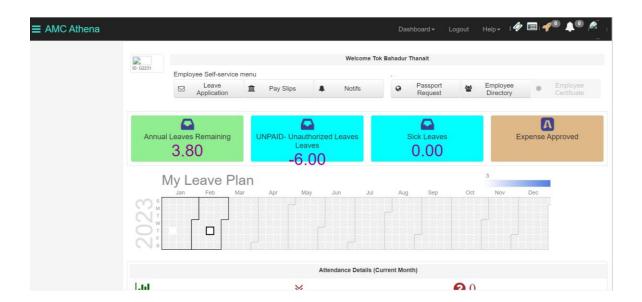The menu bar shows the applicable action buttons corresponding to the record that is being updated. New, Save, Delete and navigation buttons are available in the menu bar. The confirmation messages are shown as a popup in the right lower corner of the page.

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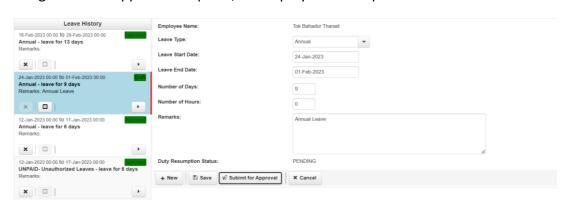
Employee Self Service

Employees can access and manage their personal information and job-related duties autonomously using an employee self-service dashboard. Employees may easily access their employment-related data, such as payroll, benefits, leave, and performance statistics, using this web portal.

Leave Application

Using the leave application option, an employee can request a leave on their own.

To submit for approval, complete all required fields, and then **Submit** them.

The requested leave will be sent to the reporting manager as a notification for approval.
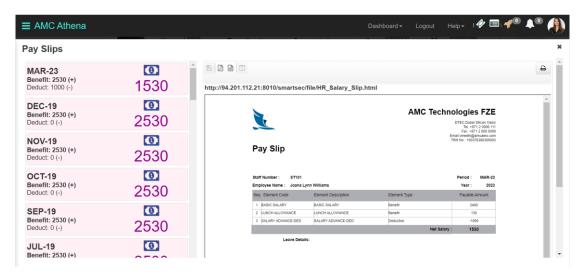
The screen displays all of the requested leaves, and the status indicates the application's current state.

There is no access for normal employees to this page as it can only be accessed by supervisors.
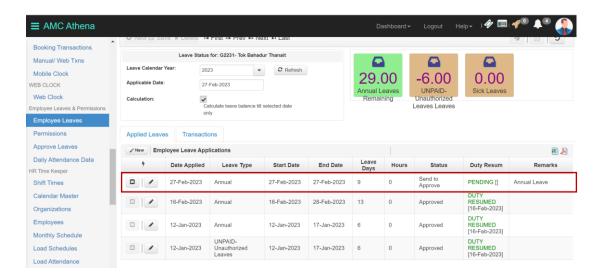
Pay Slips

The software will produce pay slips for each employee based on the payroll calculations. Typical information on pay slips includes the employee's name, pay period, gross salary, deductions, and net salary. Without making any further requests to examine the pay slips, the employee has immediate access to them.
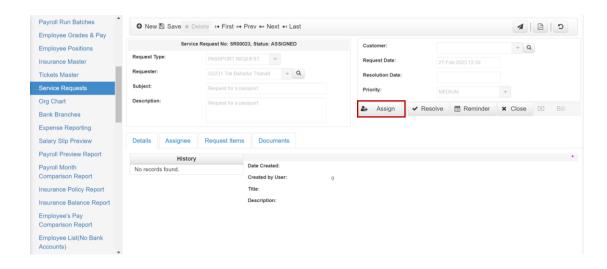
Service Request

The service request can be submitted for any specific services required. The request is further processed after the request has been saved.
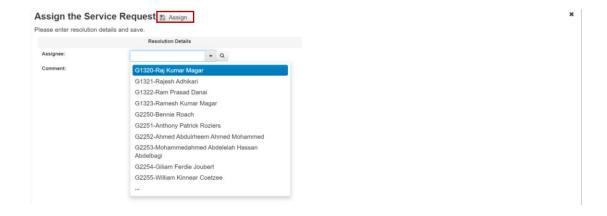
It should be noted that the workflow can only be viewed or completed by a supervisor rather than a normal employee.
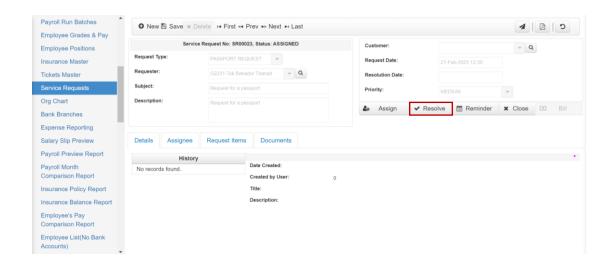
For modifying existing requests, choose the specific request and then press the **Update** button. For initiating new requests, click the **+New** button. Modify/ fill the fields shown in the screen below.

In order to continue the service request's resolution process, the user can click **Assign** and nominate the necessary parties.
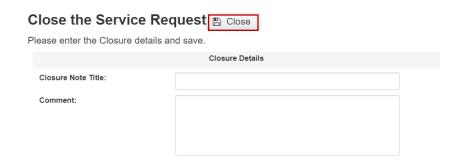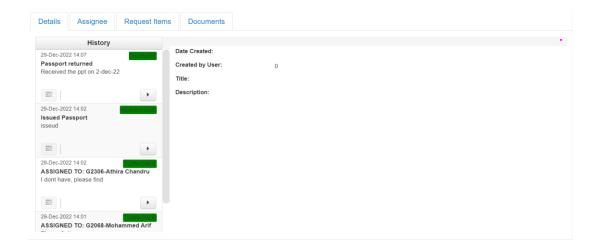
The history will be updated under the details tab whenever the user selects the **Resolve** option to complete the request.

The user may **Close** the request whenever the requested item is returned, and the history will be updated as a result.
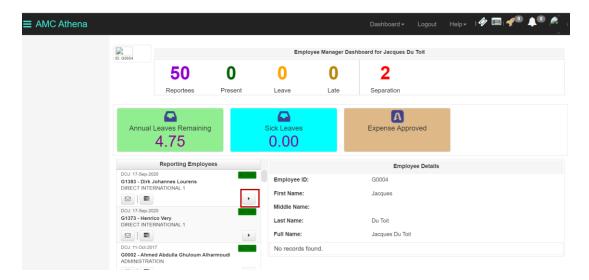
Employee Manager Dashboard
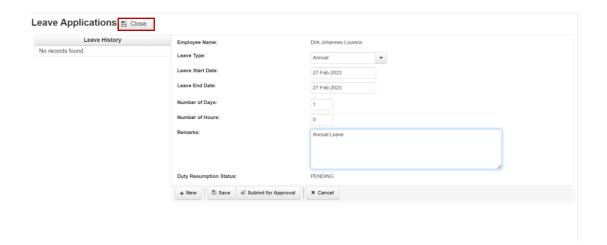
An employee manager dashboard allows managers to monitor the performance, activities of their team members. A dashboard may include a feature for tracking employee attendance and time off. This can help managers ensure that their team members are showing up to work on time and taking the appropriate amount of time off.

The dashboard enables managers to allocate leave to reporting employees based on the number of remaining paid leaves for each employee.

Reporting Employees

DOJ: 17-Sep-2020 — ACTIVE
G1383 - Dirk Johannes Lourens
DIRECT INTERNATIONAL 1

DOJ: 17-Sep-2020 — ACTIVE
G1373 - Henrico Very
DIRECT INTERNATIONAL 1

DOJ: 11-Oct-2017 — ACTIVE
G0002 - Ahmed Abdulla Ghuloum Alharmoudi
ADMINISTRATION

DOJ: 05-Sep-2021 — ACTIVE
G2055 - Johann Stuart Weber
DIRECT INTERNATIONAL 1

DOJ: 05-Sep-2021 — ACTIVE

Employee Details

Employee ID:	G1383
First Name:	Dirk
Middle Name:	
Last Name:	Johannes Lourens
Full Name:	Dirk Johannes Lourens

Annual Leaves Remaining
73.75

Sick Leaves
0.00

Expense Approved

Leave Applications Close

Leave History
No records found.

Employee Name:	Dirk Johannes Lourens
Leave Type:	Annual
Leave Start Date:	27-Feb-2023
Leave End Date:	27-Feb-2023
Number of Days:	1
Number of Hours:	0
Remarks:	Annual Leave
Duty Resumption Status:	PENDING

+ New   Save   Subimt for Approval   ✕ Cancel

Summary

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

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