AMC Athena

Payroll Management

User Guide

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Copyright Notice

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.

Human Resources Management
Employee Management
Payroll Management
Time and attendance
Employee Assignments
Leave management

Manufacturing
Job Management
Manufacturing Execution system
BOM and Routing
Work Order Management
Quality Control

Finance Management
Accounts Receivables
Accounts Payables
General Ledger
Cash Management
Configurable Tax

Project Management
Project Planning
Project Analysis
Billing & Estimation
Resource Management

Supply Chain
Warehouse Management
Inventory Management
Quotation Management
Purchasing
Sales & Order Management
Inventory Management

Quality Assurance
Quality Manuals
Procedures
Quality Assurance
Auditing
Risk Management

Asset Management
Reliabilty Management
Tool Controls
Asset Location Mapping
Tools and Calibrations
Preventive Maintenance Tracking

Planning & Scheduling
Forecasting,
Master Production Scheduling
Smart Demand Planning
Material Requirements Planning
Resource Management

Integrated State of the art Complete and Cost effective — Manufacturing, Project Management, Quality Management, Planning, Schedule, Asset Management, Human Resource, Finance, Supply Chain

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.
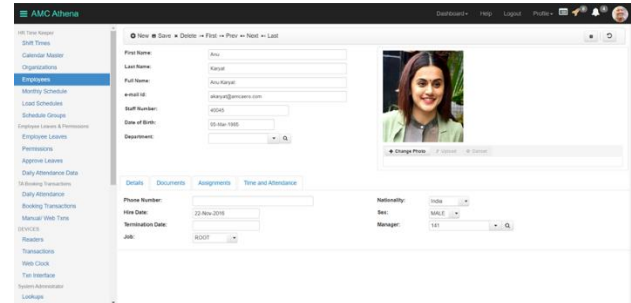
Key Benefits

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.
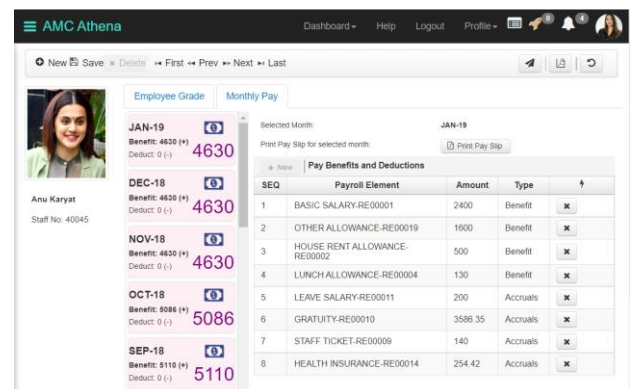

Employee Management
Employee Master
Employee documents
Learning Management System
Assignment management

Payrolls
Payroll management
Flexible Pay elements
System Generates Payroll
Generates SIF files for bank

Time & Attendance
Integrated biometric readers
Web & Mobile Applications
Shifts & Schedule Mgmt.
Overtime/ shortage calculation

Leaves & Permissions
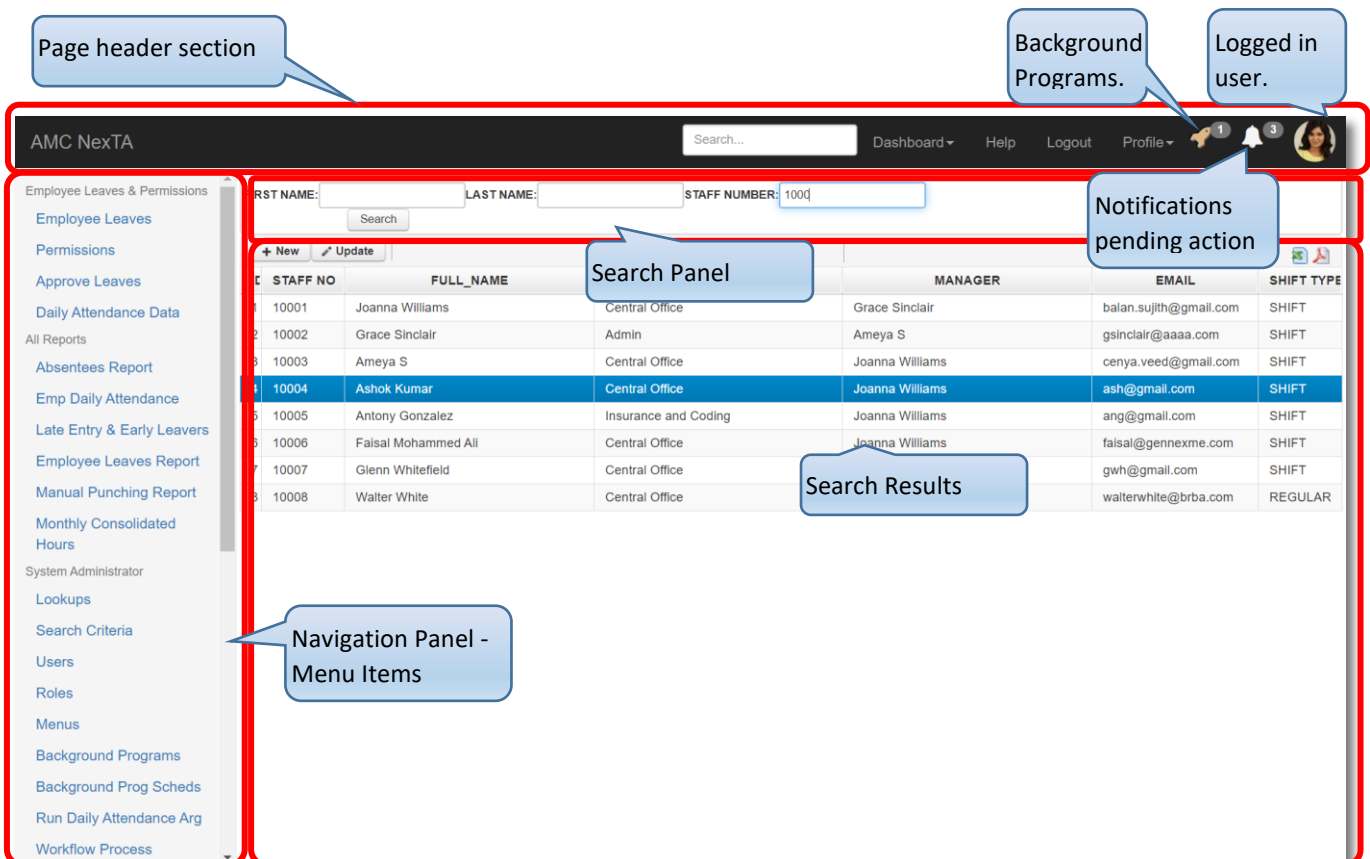Self Service apps
Leave Applications
Approval workflow

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.

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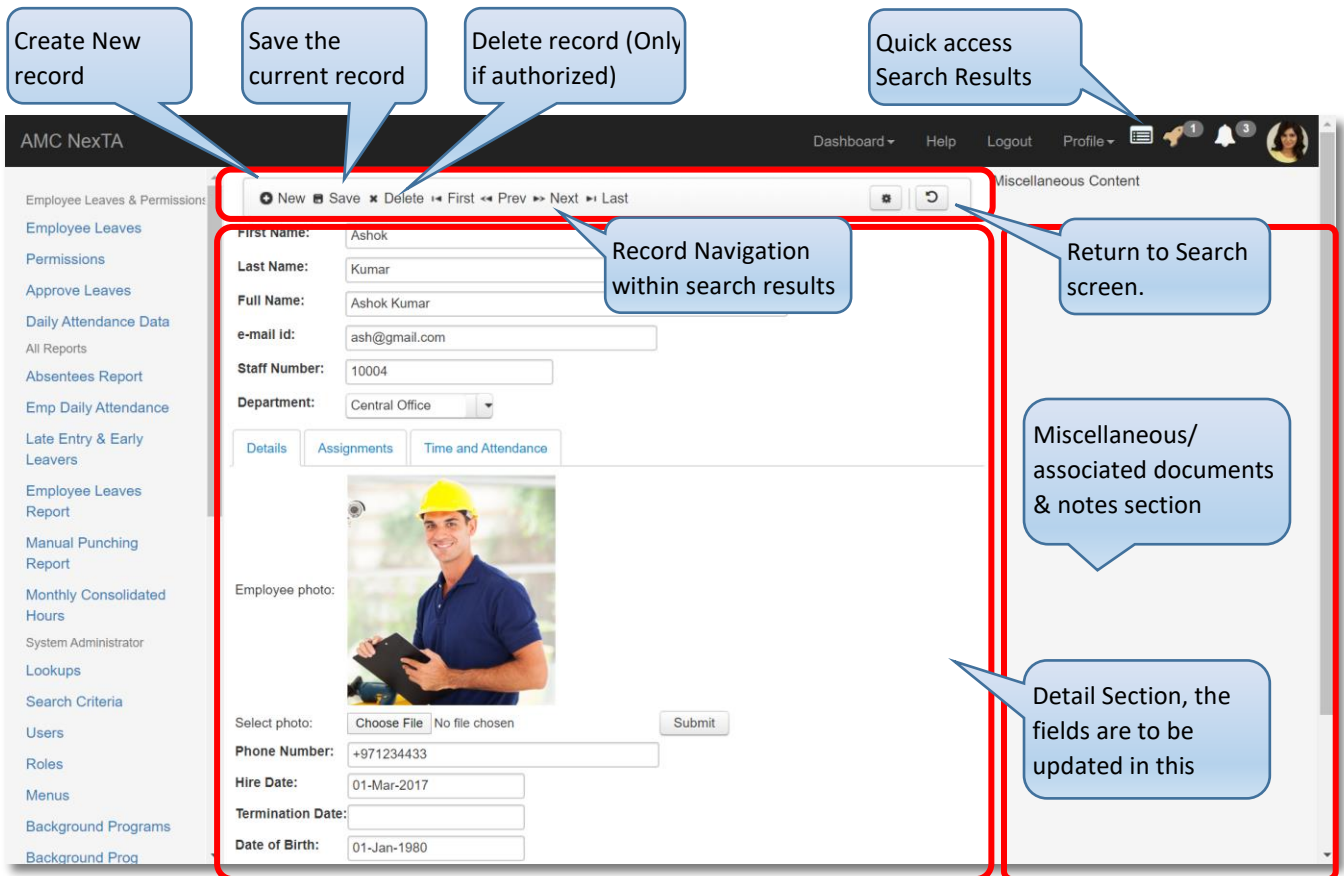
All the pages, reports and dashboards are accessible through the Navigation Panel section. The menu options in the Navigation panel section will be different based on the access restrictions set by the administrator.

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.
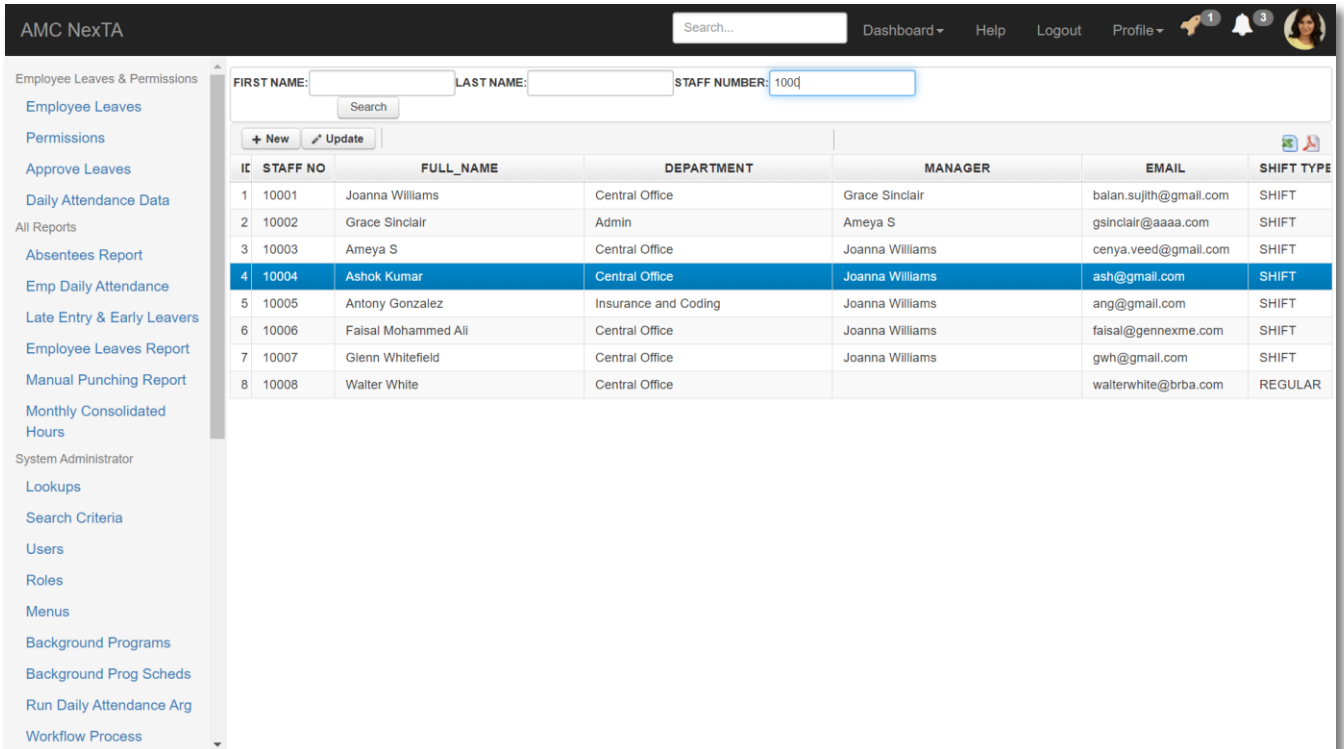
Software Features - Detailed

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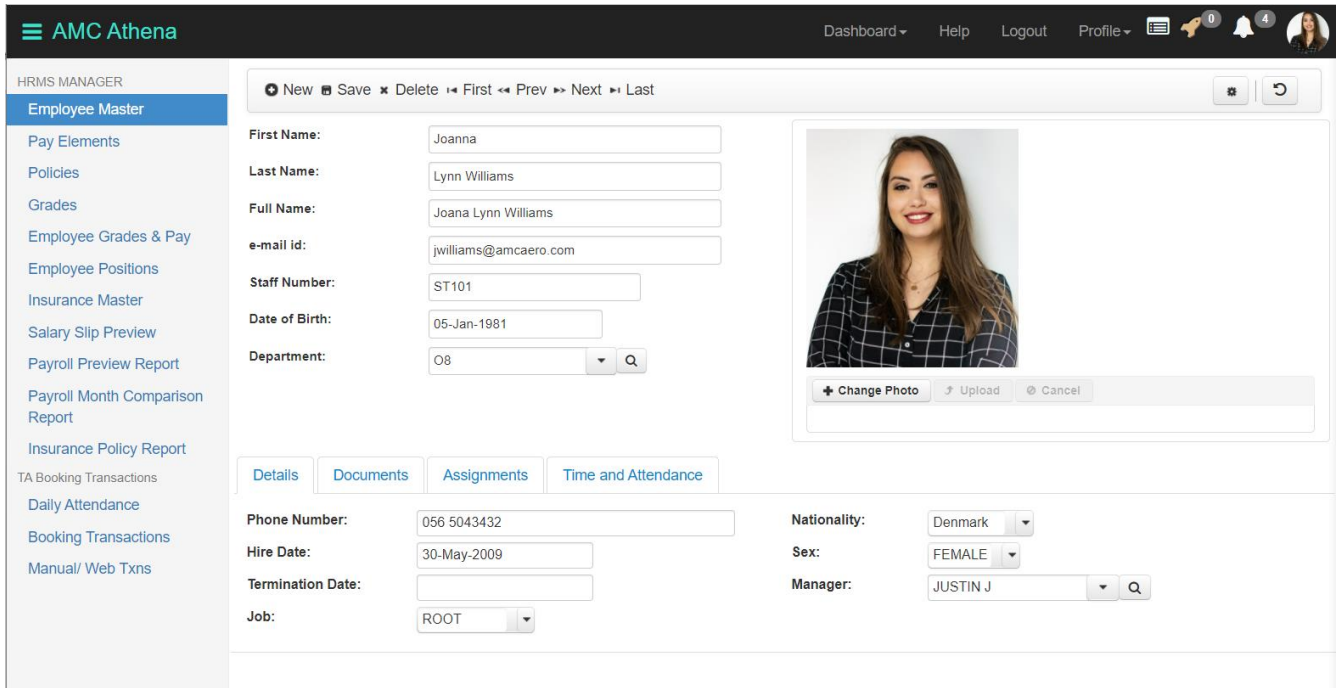
1. Employee Master

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.

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.

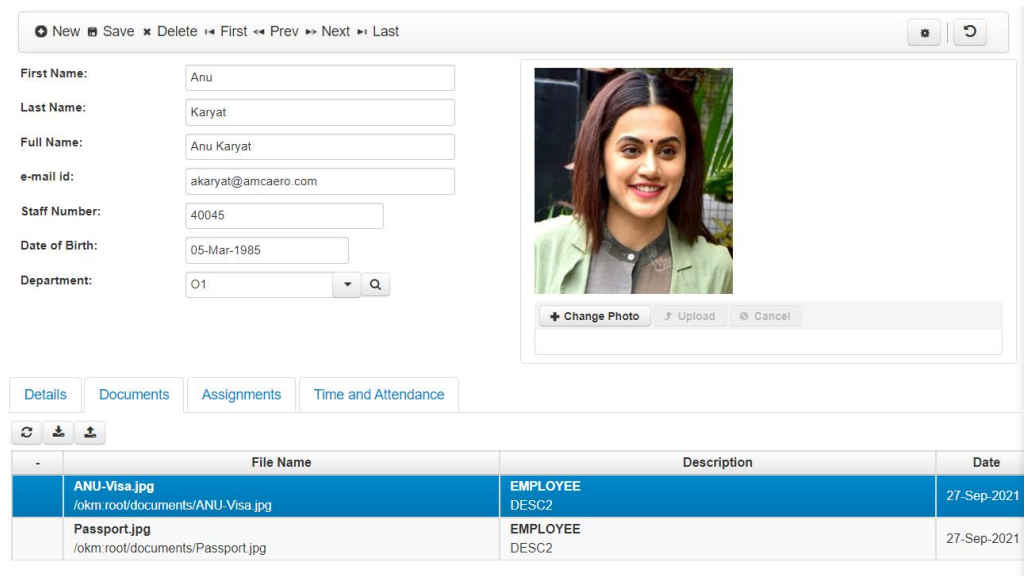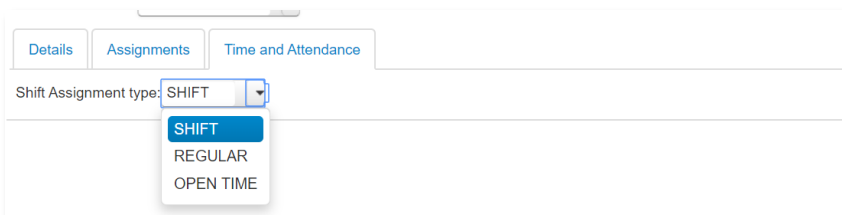The create update screen is show in the below figure.

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 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 screens.

3. Employee Assignments

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

4. Pay Elements

5. Grades, Steps & Associated Pay Elements

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

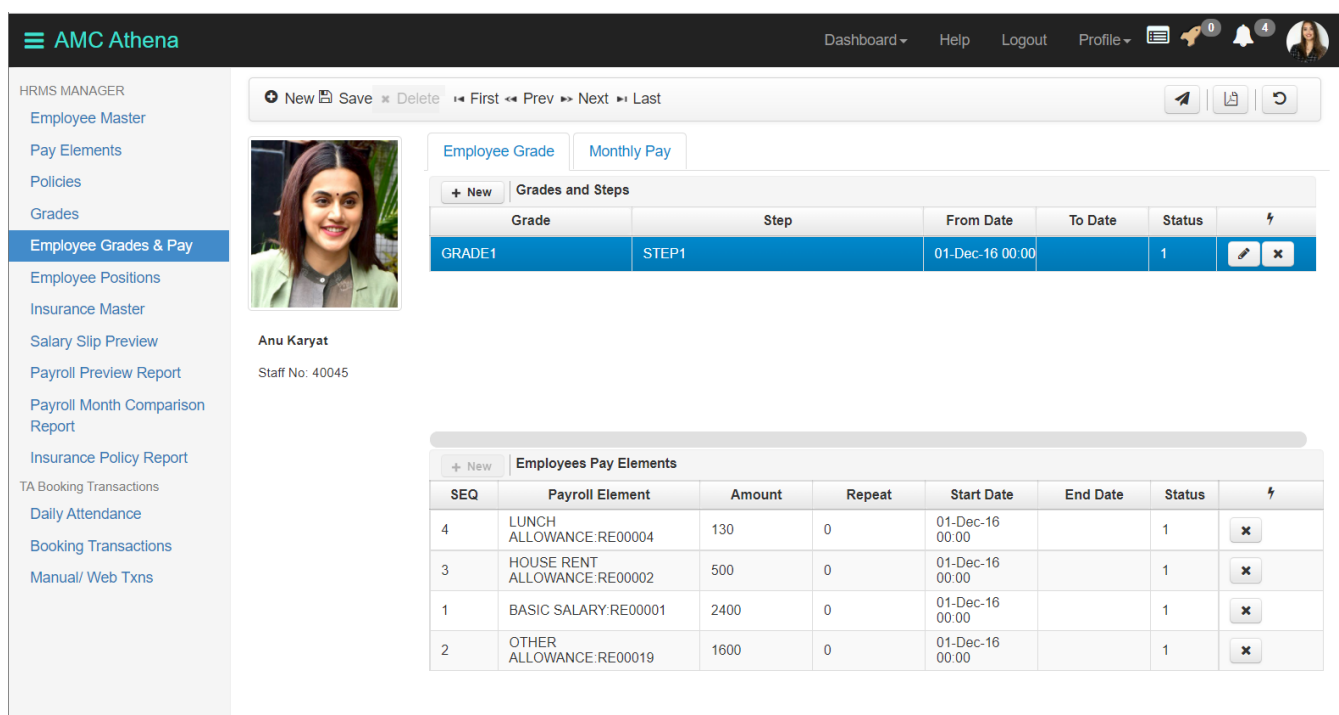The employees remuneration is calculated based on the grade and pay element associated to the employees assigned grade and step. Please refer to the below figure, where the employee is assigned with grade "GRADE1" and he is at "STEP1" in of the grade. The pay elements will be automatically added based 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.
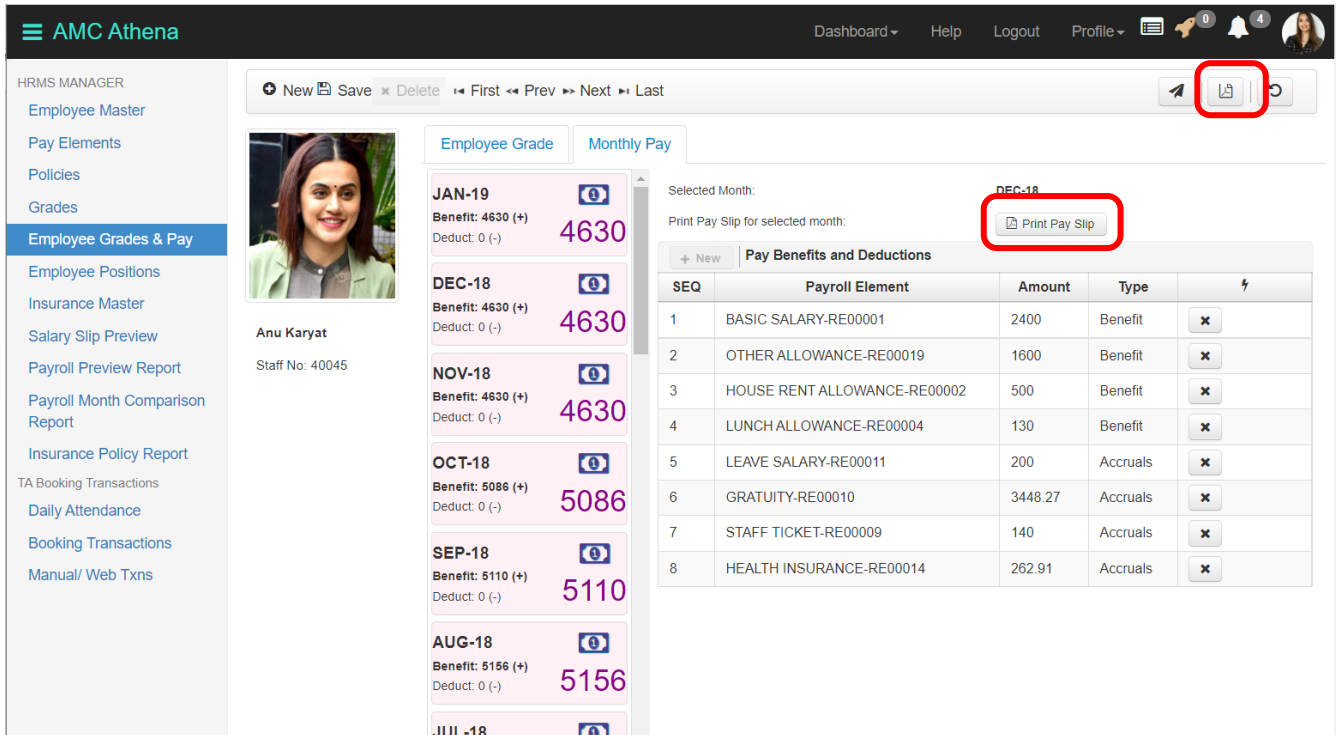
The compensation calculated for the employee during the payroll run is shown in the monthly pay tab, the payroll officer can click on the months to view the details.

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

8. Leave & Permission Management

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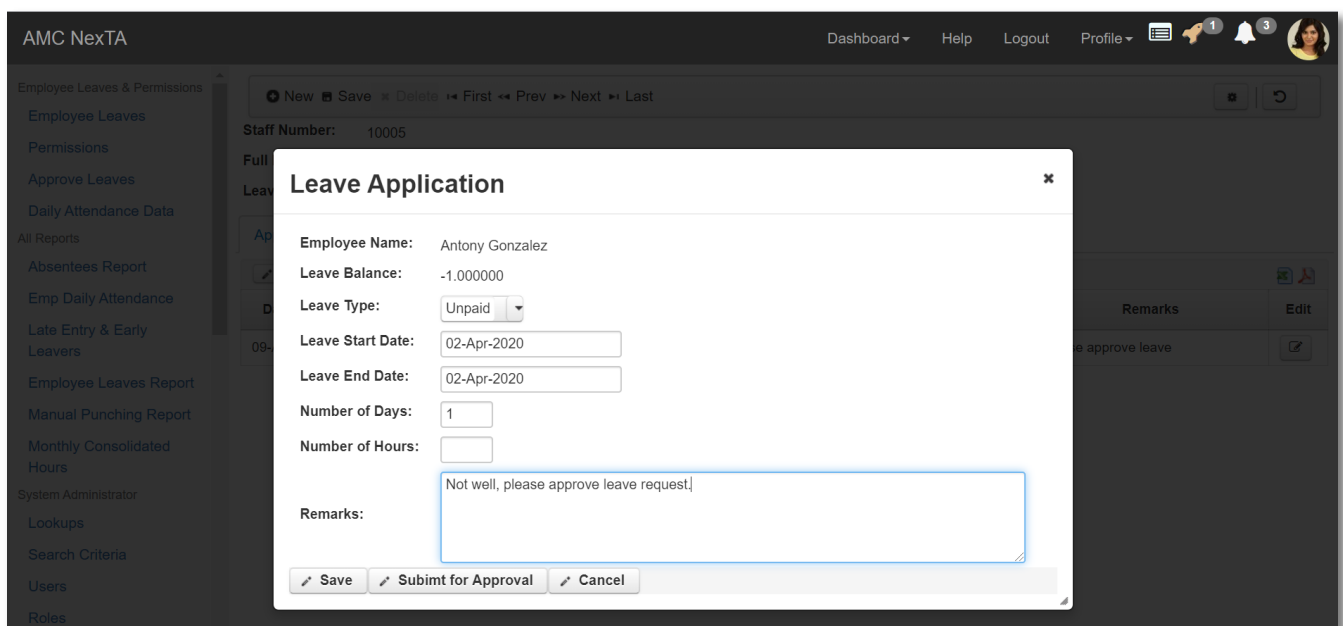
Leave Request & Approval

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.
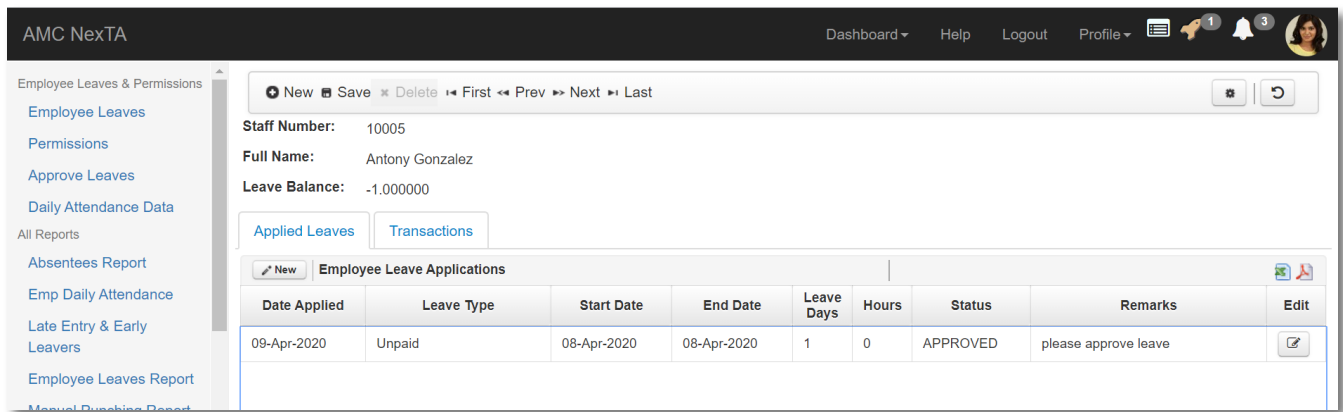

Update the details and click on submit for approval to submit the leave for approval. The leave approval workflow will be initiated and the approvers gets a notification for approval. The workflows are very flexible and the administrator has privilege to define the workflow based on the organizations 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.
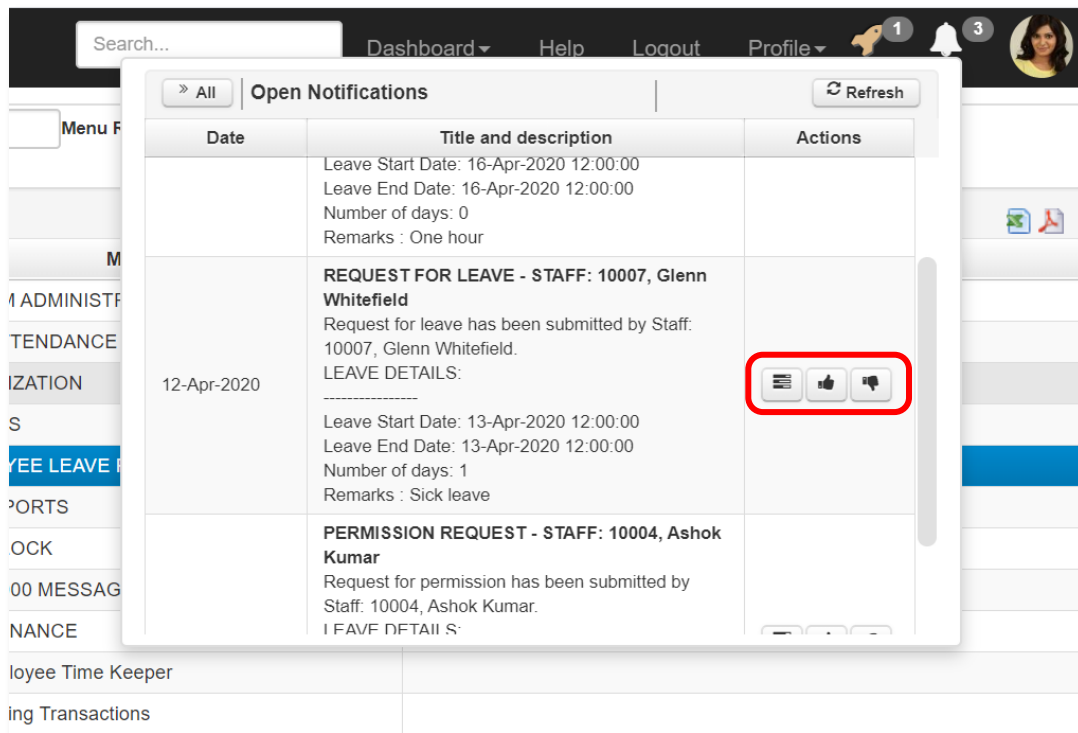
The users can approve or reject the notifications easily by clicking the respective buttons.

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.

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.

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.

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

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.

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
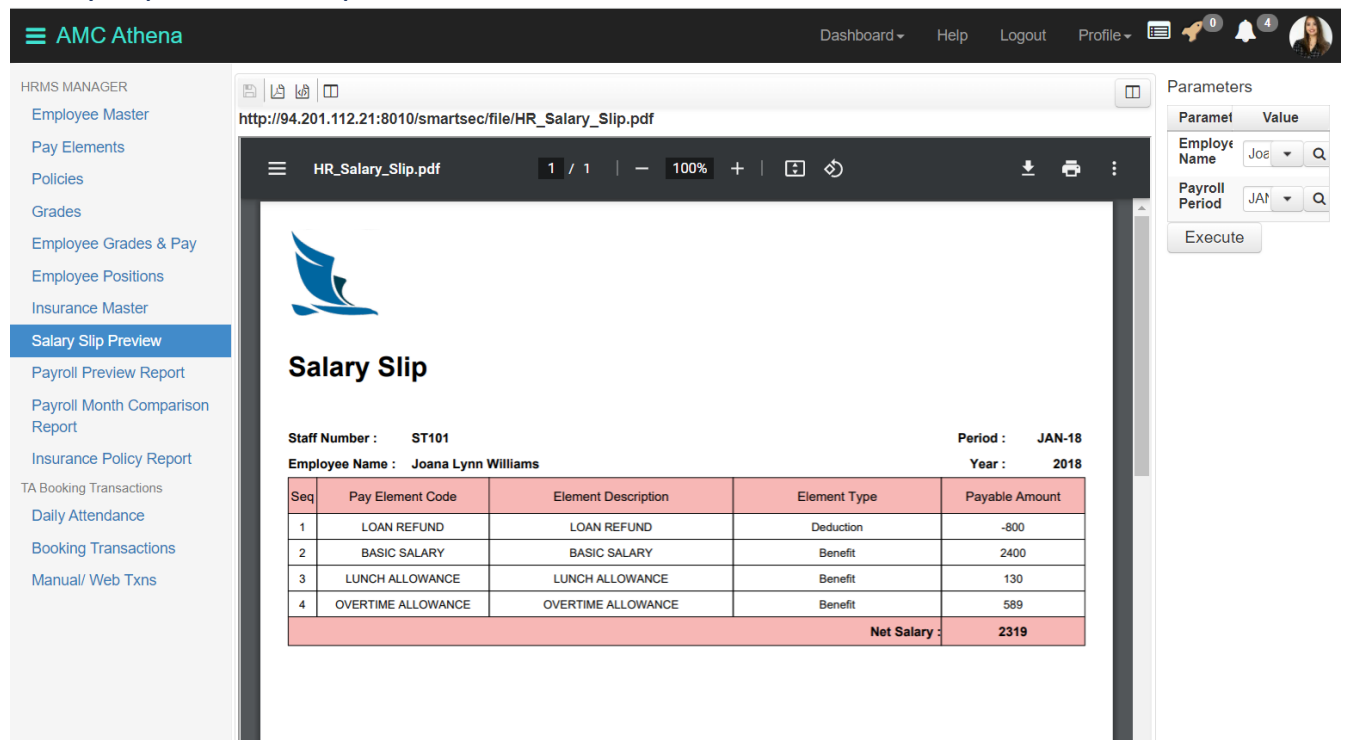- Absentees Report
- Emp Daily Attendance
- Late Entry & Early Leavers
- Employee Leaves Report
- Manual Punching Report
- Monthly Consolidated Hours

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

The screenshots of few reports are given below:

Salary Slip Preview Report

Payroll Review Report

Dashboards

10. Administration

Users & Roles

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.

Background Programs

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

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.

11. Setups

Organization Setups

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

Shift Setup

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

The update screen is shown below.

Lookups

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

The update screen for Lookup name AD_DESIGNATIONS is given below.

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

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

CODE: _____ REASON: _____ Search

+ New ✎ Update

Permission Types

CODE: _____ DESCRIPTION: _____ Search

+ New ✎ Update

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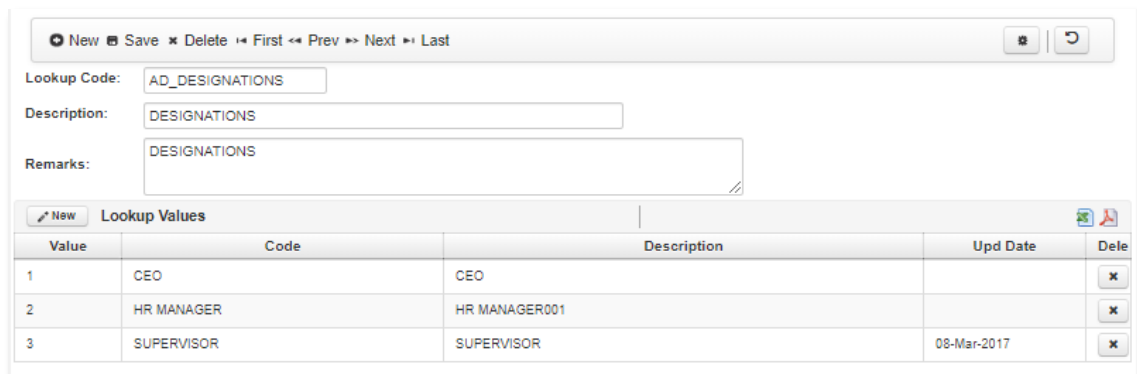
ID	CODE	DESCRIPTION	NEED_APPROVAL	OFFICIAL
1	UNPAID	Unpaid	Y	N
2	SICK	Sick	Y	N

Search Criteria

○ New ⊟ Save ✖ Delete ⊶ First ◂◂ Prev ▸▸ Next ▸⊣ Last

Query Name:	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:	

Columns | Search Parameters | Page Actions

✎ New Search Columns
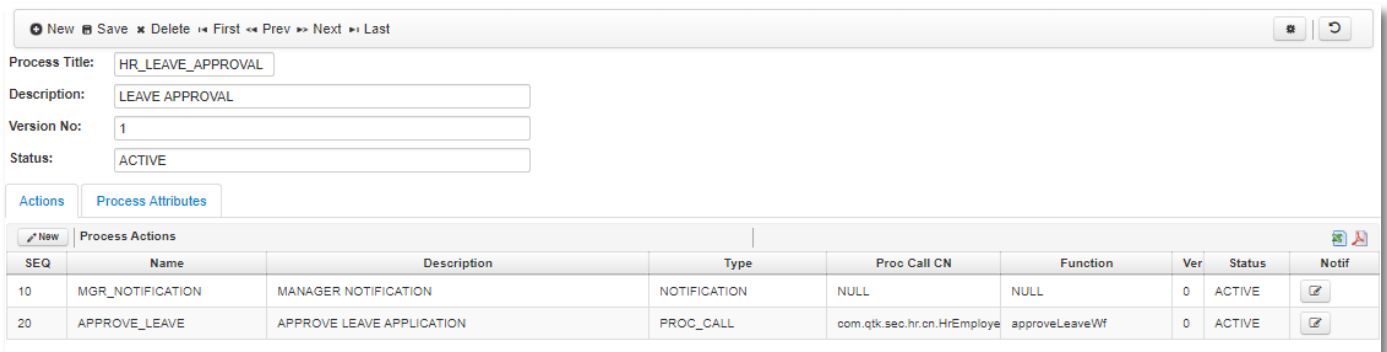
Column Name	Column Heading	Order	Width	QView Type	Delete
ORG_CODE	Organization Code	30	100	0	✖
ORG_NAME	Organization Name	40	300	0	✖
LE_CODE	Entity Code	10	100	0	✖
DIV_SHORT_NAME	Division Name	20	100	0	✖

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.
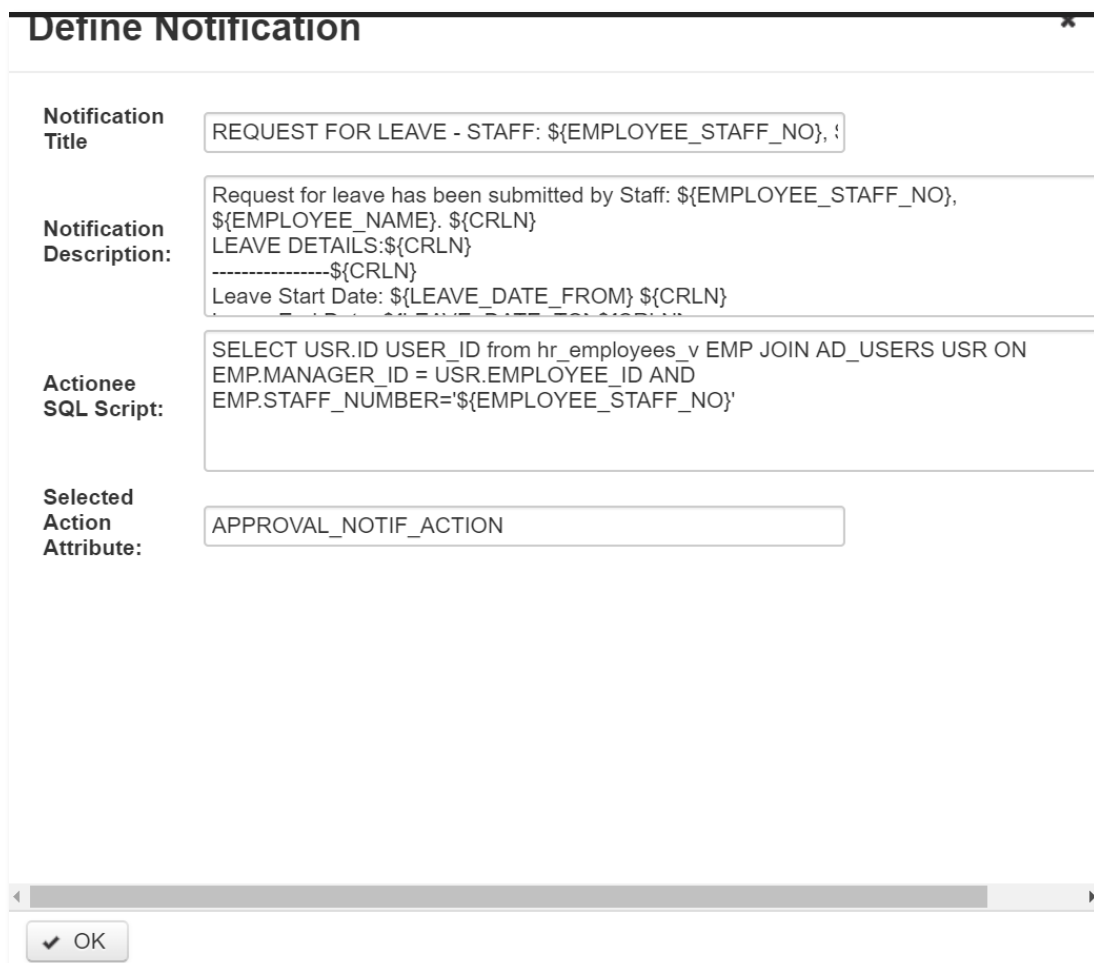

The notification content definition screen. The content of the notification that will be shown in the approval notification is customizable by the administrator and the content can be rearranged based on the requirement of the company.

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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