



# Introduction

The Human Resource Management System (HRMS) is a system designed to assist management take decisions that relate to workers

## Who Benefits From The Human Resource Management System

- Members of Management
- Human Resource Management Personnels
- Information Technology Officials

## System Input

- Employment Application
- Leave Application
- Performance Appraisal
- Intern Evaluation
- Payroll Update(s)
- Training Application
- Excuse Off-Duty Application
- Loan Application(s)
- Overtime Pay Application
- Staff Registration
- Medical Form(s)
- Payroll Data Sources

## Required Information for Full Time Workers' Registration

- Taxpayer Identification Number (TIN)
- Appropriately assigned Staff Salary Grade
- Appropriately assigned Staff Income Tax

- Appointment Letter containing:
  - name
  - department
  - basic grade
  - allowances
  - staff number
- Bank Details comprising of:
  - bank name
  - basic bank account number
  - account number

## Required Information for Temporary Workers' Registration

- Name
- Basic Pay
- Transport Allowance
- Residency
- Gross Pay

## Required Information for Interns' Registration

- Name
- Basic Allowance
- Transport Allowance
- Gross Pay

## System Output

Staff Profile	Pay Slips	Payroll Tracker	Performance Analysis
Credit Union			

	FPS Contributions	Monthly Allowance	Allowances and Deductions Profile
Detailed Payroll	Bank Schedules	View Loan Details	Detailed Payroll by Department(s)
Loan Summary	Payroll Abstract	Acting Allowance	Exports By Department(s)
Charge Allowance	Active Staff	Inactive Staff	List of All Employees
Payroll Summary	NPF Contributions	Staff Club(s)	Breakdown Of All Deduction(s)
Income Tax(es)	Leave Analysis	Net Comparison	Basic Salary By Department(s)
Exportable Reports	Staff Loan Profile	Overtime	Report of Grades and Department
Net Salary By Department(s)	List of Employees By Department(s)	Staff Medical Profile	Gross Salary by Department

## Allowable Human Resource Postings

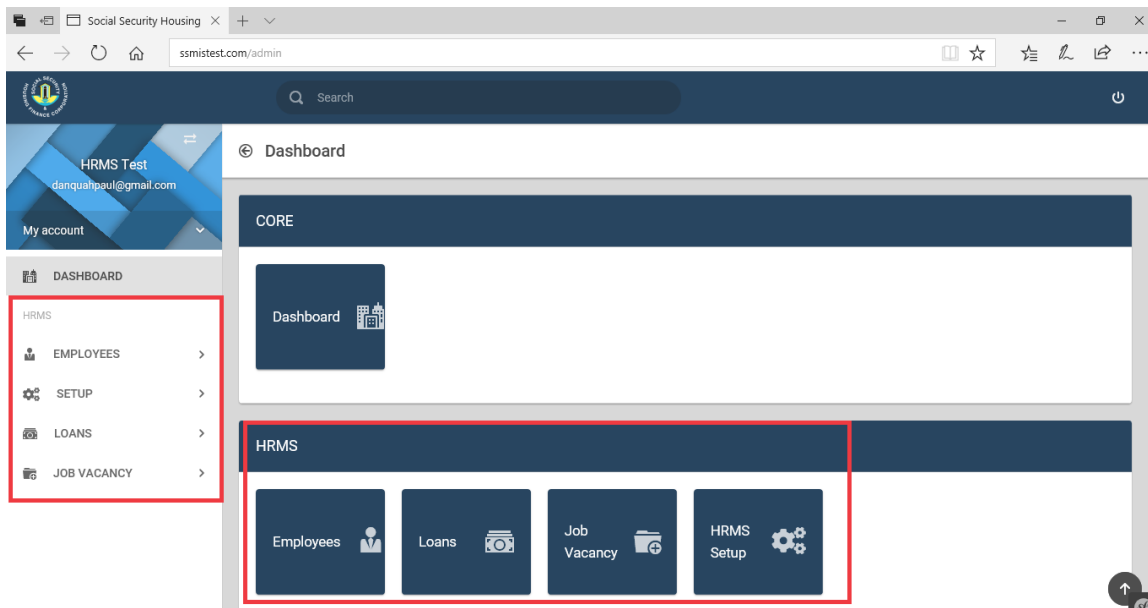
- Loans
  - building loan
  - vehicle loan
  - personal loan
  - interest free vehicle insurance loan
  - interest free one-by-six loan
  - interest free educational loan
  - interest free miscellaneous loan

- furniture loan
- appliance loan
- Allowances
  - charge allowance
  - acting allowance
  - professional allowance
  - transport allowance
  - residential allowance
  - confidential allowance
  - heavy duty allowance
  - risk allowance
  - project allowance
- Refunds
  - underpayment
  - medical bill(s)
- Deductions
  - medical admission(s)
  - credit union
  - lateness/absence
  - part salary advance
  - over payments
  - mid month
  - frame of lens
  - surcharge(s)

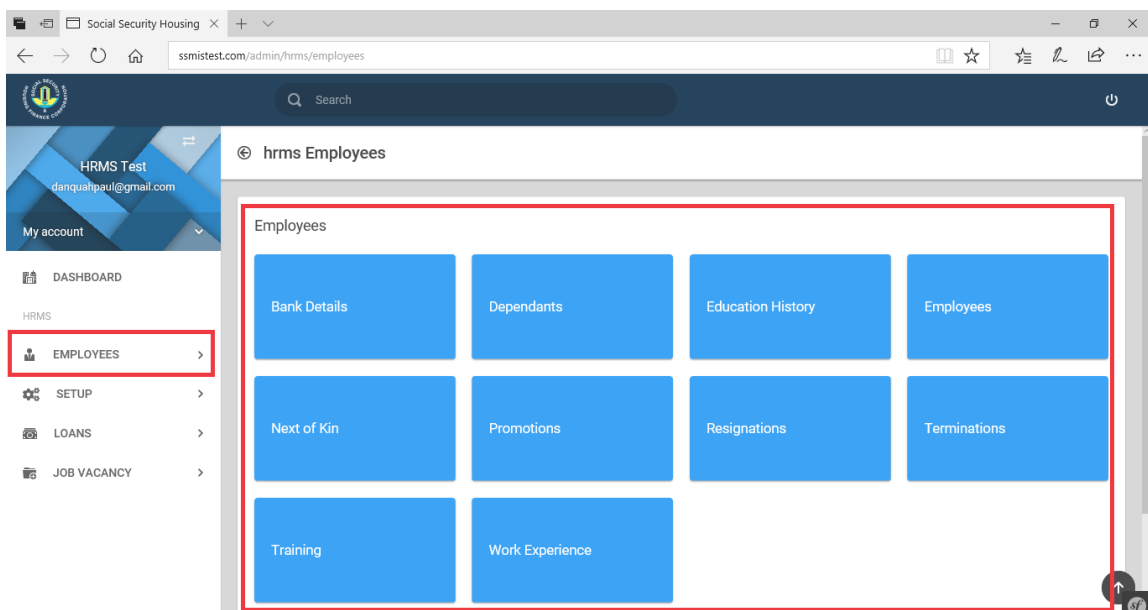
## Connected Systems

- Attendance and Access Control Management System
- Electronics Records Management System
- Payroll

# Working With Employees' Information



The highlighted areas, in red show the HRMS module. Several sub modules make up the HRMS platform. First is the Employee sub-module. Clicking on the Employee button , brings up a page containing all employees' information. See Image below.



The various actions you can take on this page are as listed: - access/edit/add/delete employee bank details. - access/edit/add/delete employee dependants' details. - access/edit/add/delete employee education details. - access/edit/add/delete/view employee employment details. - access/edit/add/delete information on employees' next of kin. - access/edit/add/delete information on employees' in house training. - access/edit/add/delete information on employees' work

experience. - access/edit/add/delete information on employees' promotion(s). - access/edit/add/delete information on employees' resignation(s). - access/edit/add/delete information on employees' termination(s).

## Employee Bank Details

Clicking on the bank details button to **access/edit/add/delete employee bank details** opens a form as shown below; On this page, you can add an employees bank details, you can filter out or search for a specific employees details by typing out related information: the name, the branch, account number etc and as you type, the information is filtered and result displayed. On this same page you can edit as well as delete a record. You are at liberty to decide on the number of visible rows. A max of 100 is allowed. This form also allows you to generate and download a employees bank details as PDF, CSV, EXCEL or COPY displayed rows to your clipboard.

The screenshot displays the 'Employee Bank Details' page in the HRMS system. The sidebar on the left shows the 'Bank Details' option under the 'EMPLOYEES' section. The main content area features a search bar, a 'Filter' input, a 'Show' dropdown set to 10, and an 'ADD EMPLOYEE BANK' button. Below these is a table with the following data:

Name	Branch	Account Number	Employee	Location	Actions
Data Bank	IPS	10472420424843	Deeno Dee deen	Kokomlemle	[Edit] [Delete]
EcoBank	Kasos	10472628424843	Peters Cole	Dansoman	[Edit] [Delete]
EcoBank	Kasos	10472612124843	Ashong Maxine Kojo	Dansoman	[Edit] [Delete]

Clicking to add/edit an employee's bank details opens a form as shown in the Figures below. When adding/editing an employee's bank details, information for fields marked with \* must be provided.

**Add Employee Bank Details**

Bank Name\*

Branch\*

Account Number\*

Branch Code\*

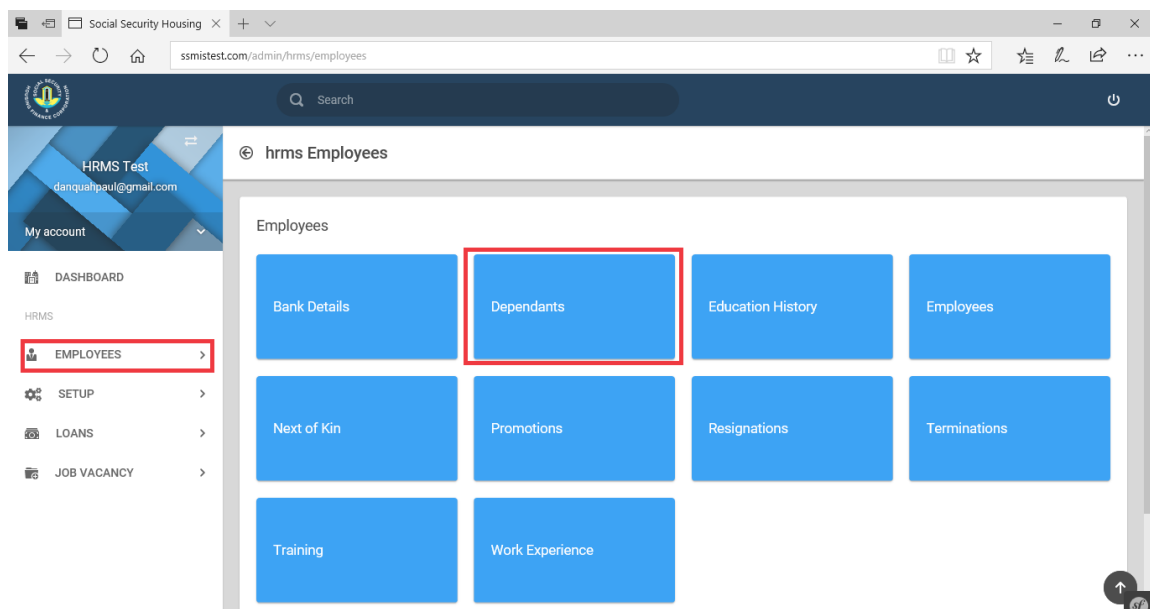
Employee\* Select an option

Bank code\*

Location\*

[BACK TO LIST](#) [SUBMIT](#)

## Employee Dependants



Clicking on the dependants button to **access/edit/add/delete employee dependants' details** opens a table as shown in the figure below.

**Employee Dependants Details**

[ADD DEPENDANT](#)

Filter:

Show: 10 [COPY](#) [EXCEL](#) [CSV](#) [PDF](#)

Employee	Dependant Name	Date of Birth	Age	Relationship	Actions
Benn James kwame	Felicia Nill Benn	13-04-1990	31 yrs 11 months 18 days old	Spouse	<a href="#">Edit</a> <a href="#">Delete</a>
Brown Sax	Paul Danquah	21-01-2003	19 yrs 2 months 10 days old	Son	<a href="#">Edit</a> <a href="#">Delete</a>
Grey Rolex	Lamin Ibrahim	30-04-2012	9 yrs 11 months 1 days old	Son	<a href="#">Edit</a> <a href="#">Delete</a>



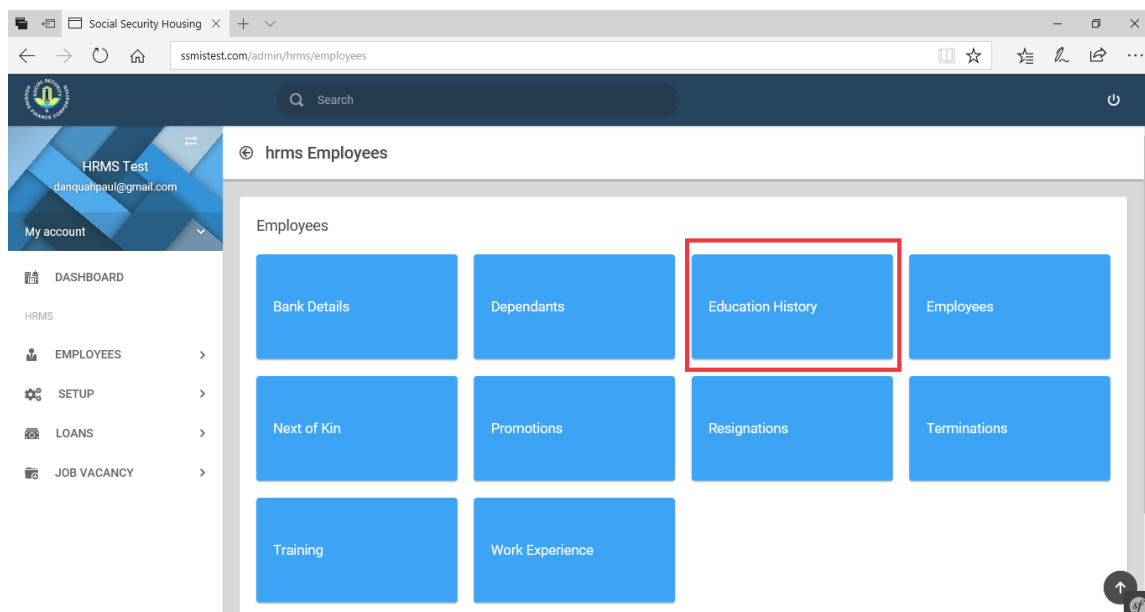
On this page, you can add, edit or delete a dependant, filter across the list of dependants, limit or increase the visible dependants, export as PDF, EXCEL, CSV or COPY to your clipboard rows of visible dependants. The form below shows the form needed for adding a dependant. Information for fields marked with \* must be provided.

The screenshot shows a web browser window with the URL `ssmistest.com/admin/hrms/employees/addDependant`. The page title is "Add Employee Dependant Details". The form contains the following fields:

- Dependant Name\* (text input)
- Date of Birth\* (date input)
- Gender\* (dropdown menu with "Select an option")
- Relationship\* (text input)
- Dependant's Employee\* (dropdown menu with "Select an option")
- Address\* (text input)
- Occupation (text input)
- Date of Marriage (If spouse): (date input)

At the bottom right of the form, there are two buttons: "BACK TO LIST" and "SUBMIT".

## Education History



Clicking on the education history button to access/edit/add/delete details of an employee's education opens a table as shown in the figure below.

Employee Education Details

ADD EMPLOYEE EDUCATION

Filter:

Show: 10

COPY EXCEL CSV PDF

Employee	Institution	Qualification	Start date	End date	Actions
Osei Frank deen	University of The Gambia	Bachelor of Commerce and Accountancy	14-08-2017	03-06-2021	
Peterson Serwaa	Havard University	Doctor of Philosophy	03-08-2012	02-06-2016	
Walls Max Kojo	Michigan State University	BA Communication	29-03-2022	29-03-2022	

Showing 1 to 3 of 3 entries

On this page, you can add, edit or delete an employees education history, filter across the list of records, limit or increase the visible records, export as PDF, EXCEL, CSV or COPY to your clipboard rows of visible records. The form below shows the form needed for adding an education history record. Information for fields marked with \* must be provided

Add Employee Education Details

Institution Name\*

Qualification\*

Major:

GPA:

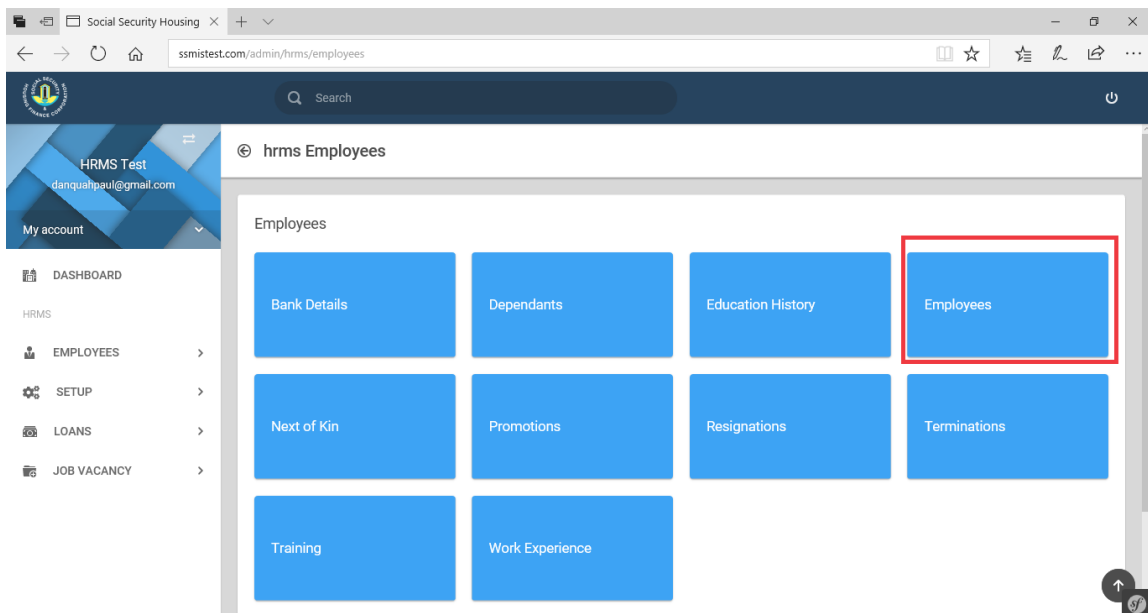
Start Date\*

End Date\*

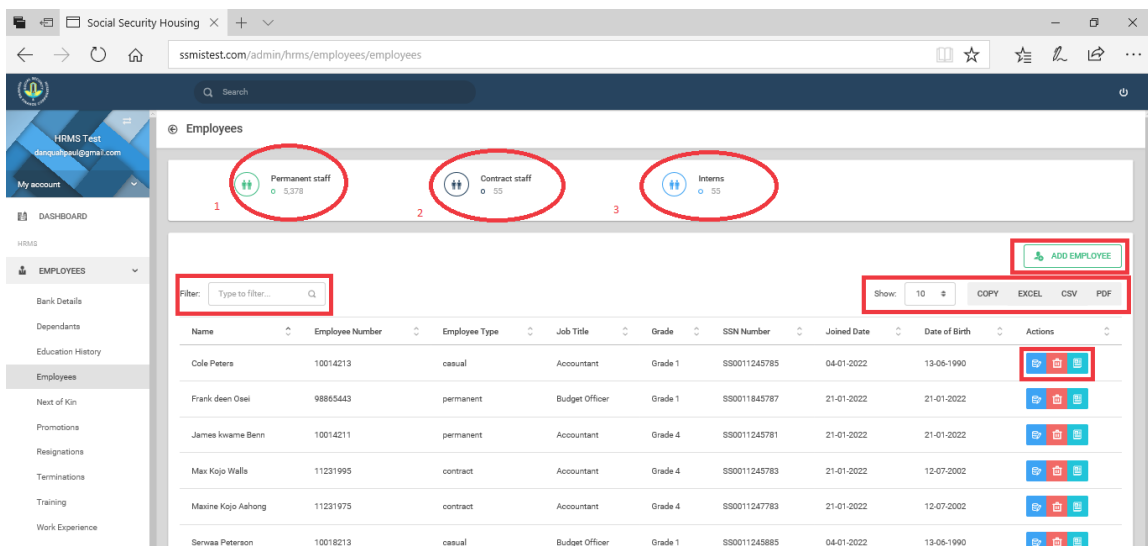
Employee Name\*

BACK TO LIST SUBMIT

# Employee



Clicking on the employees button to access/edit/add/delete/view details of an employee opens a table as shown in the image below.

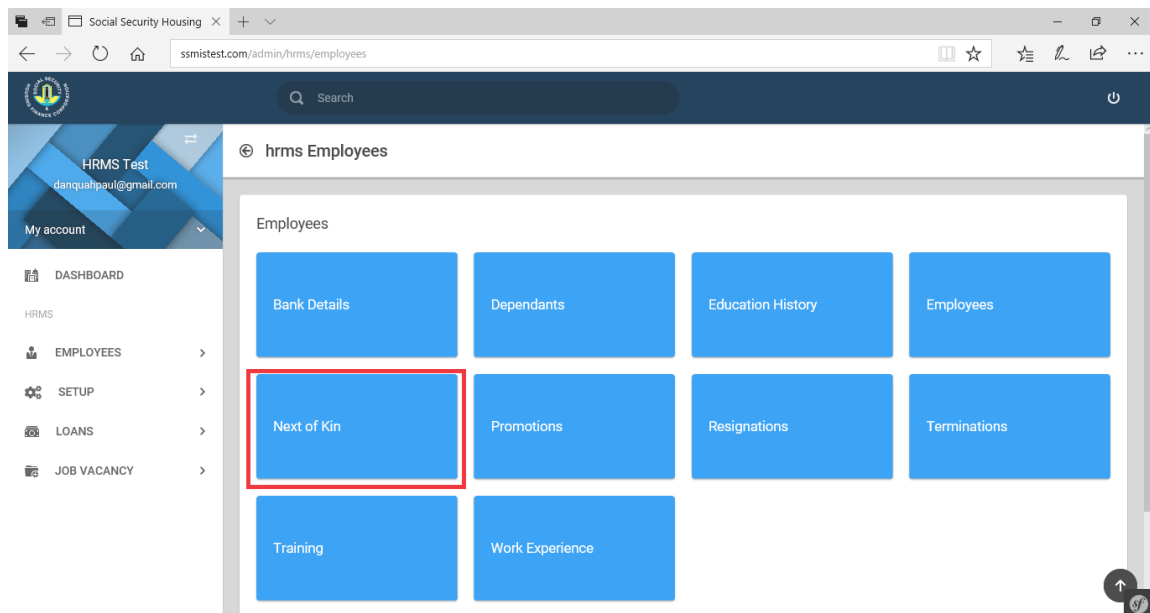


The HUD (Heads Up Display), on the page shows:

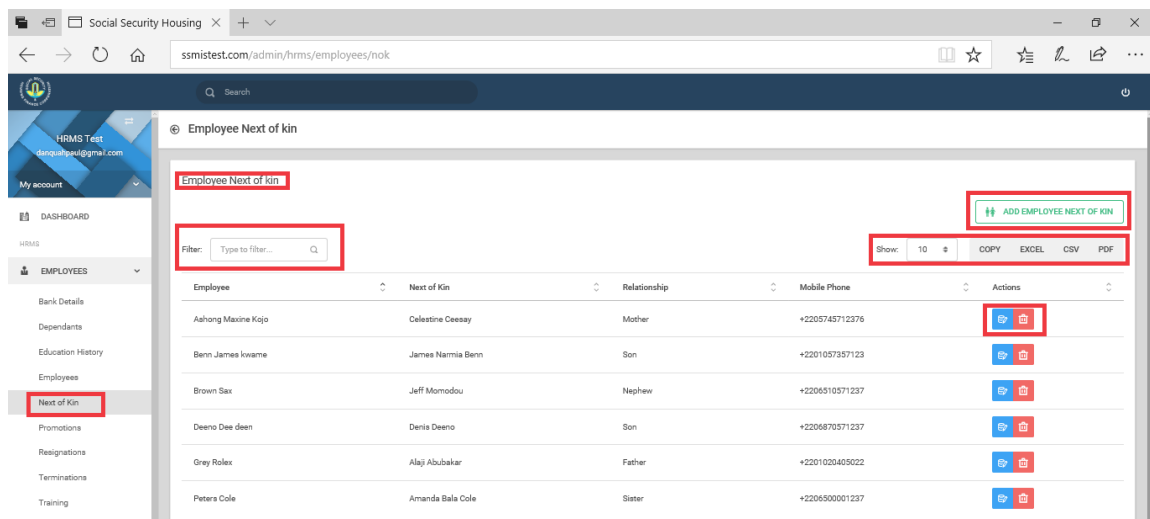
- 1. Displays total number of permanent staff.
- 2. Displays total number of contract staff.
- 3. Displays total number of interns.

The new addition to the action buttons is the **view button**. This allows you to view employee employment details.

## Next of Kin



Clicking on the next of kin button to access/edit/add/delete details of an employee's next of kin opens a table as shown in figure below



On this page, you can add, edit or delete an employees next of kin, filter across the list of records, limit or increase the visible records, export as PDF, EXCEL, CSV or COPY to your clipboard rows of visible records. Clicking to add/edit an employee's next of kin's details opens a form as shown in figure below. When adding/editing an employee's next of kin's details, information for fields marked with \* must be provided.

The screenshot shows a web browser window with the URL `ssmistest.com/admin/hrms/employees/addNOK`. The page title is "Add Employee Next of Kin". The form contains the following fields:

- Name\***: A text input field.
- Relationship\***: A text input field.
- Mobile Phone\***: A text input field.
- Address**: A text input field.
- Employee Name\***: A dropdown menu with the option "Select an option".

At the bottom right of the form, there are two buttons: "BACK TO LIST" and "SUBMIT".

## Promotions

# Working With The Human Resource Management System Setup

## Working With Loans

### Loan Names

Clicking on the loan names button to access/view/edit/add/delete details of loan names open a table



## Working On Job Vacancies