

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	

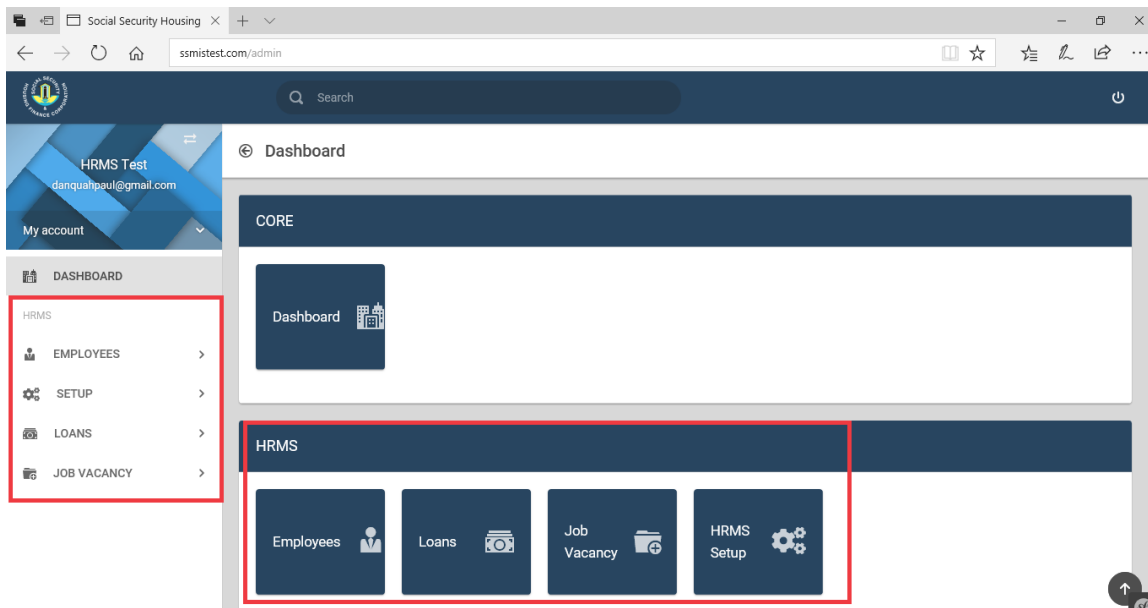
			Allowances and Deductions Profile
Detailed Payroll	Bank Schedules	View Loan Details	Detailed Payroll by Department(s)
Loan Summary	Payroll Abstract	Acting Allowance	Exports By Department(s)
Charge Allowance	Active Staff	Inactive Staff	List of All Employees
Payroll Summary	NPF Contributions	Staff Club(s)	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

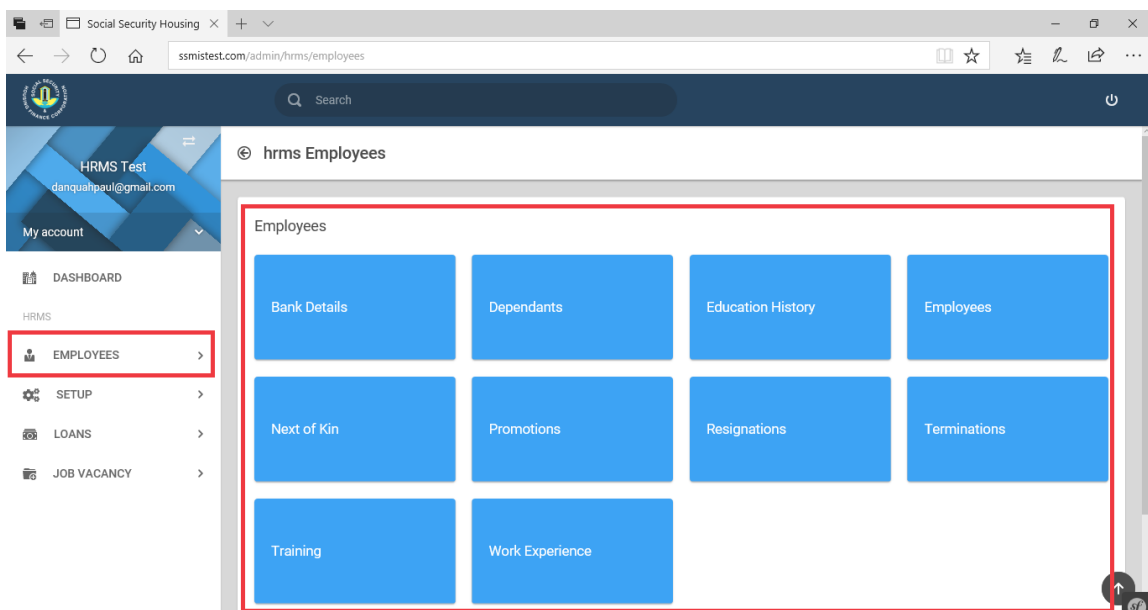
- Loans
 - building loan
 - vehicle loan
 - personal loan
 - interest free vehicle insurance loan
 - interest free one-by-six loan
 - interest free educational loan
 - interest free miscellaneous loan
 - furniture loan
 - appliance loan

- 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)

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 shows the 'Employee Bank Details' page. The left sidebar has a menu with 'Bank Details' highlighted. The main content area has 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]

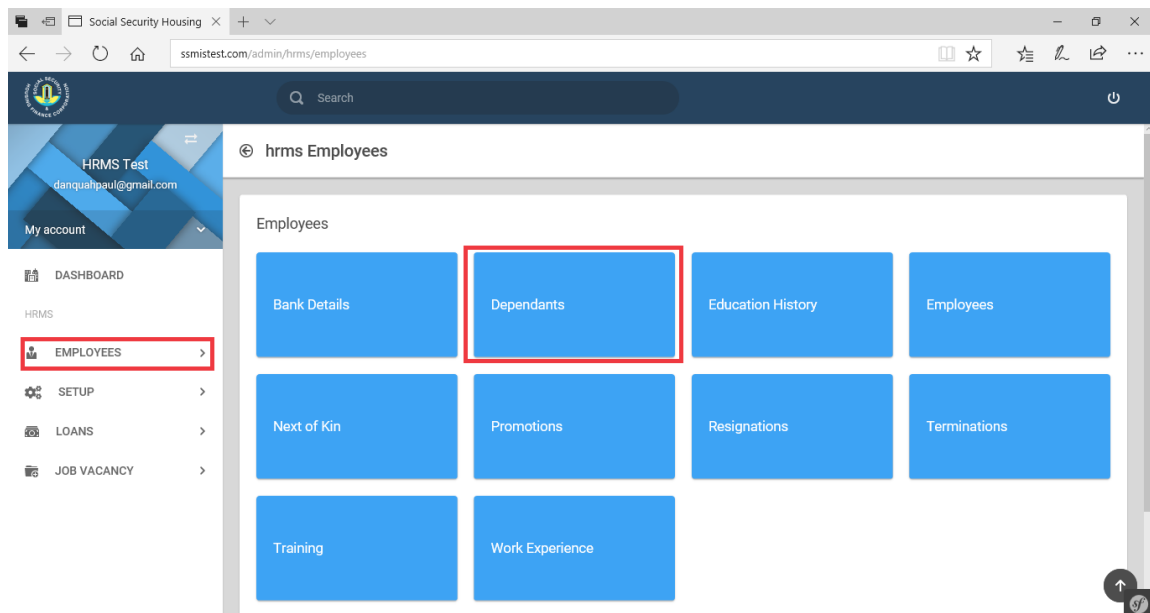
Clicking to add/edit an employee's bank details opens a form as shown in the Figures below. When adding/editing an employee's bank details, information for fields marked with * must be provided.

The 'Add Employee Bank Details' form contains the following fields:

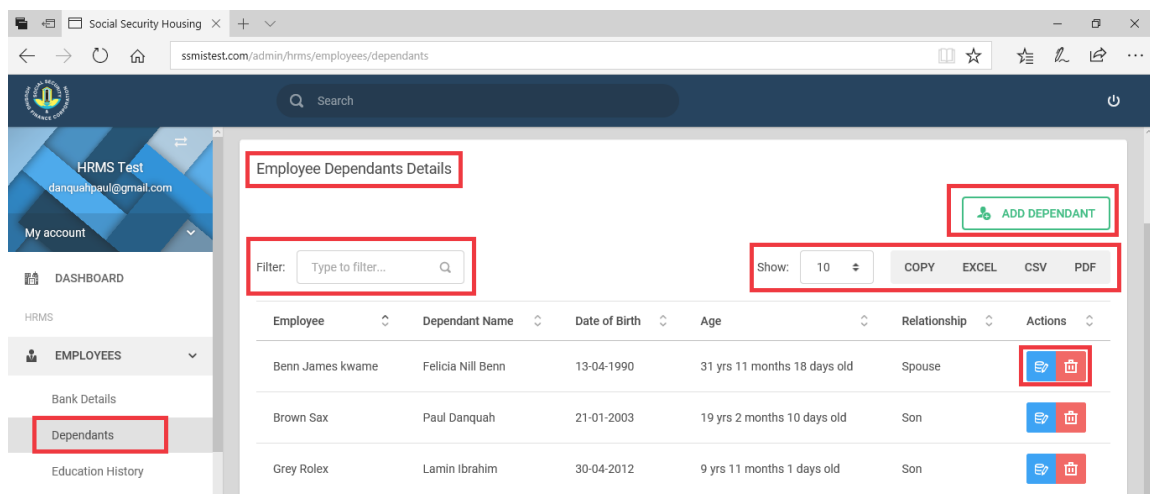
- Bank Name*
- Branch*
- Account Number*
- Branch Code*
- Employee* (Select an option)
- Bank code*
- Location

Buttons: BACK TO LIST, SUBMIT

Employee Dependents



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



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.

HRMS Test
danquahpaul@gmail.com

My account

DASHBOARD

HRMS

EMPLOYEES

SETUP

LOANS

JOB VACANCY

Add Employee Dependant Details

Dependant Name:*

Date of Birth:*

Gender:*

Relationship:*

Address:*

Occupation:

Date of Marriage (if spouse):

Dependant's Employee: Select an option

BACK TO LIST

SUBMIT

Education History

HRMS Test
danquahpaul@gmail.com

My account

DASHBOARD

HRMS

EMPLOYEES

SETUP

LOANS

JOB VACANCY

hrms Employees

Employees

Bank Details

Dependants

Education History

Employees

Next of Kin

Promotions

Resignations

Terminations

Training

Work Experience

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: Type to 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	[Edit] [Delete]
Peterson Serwaa	Havard University	Doctor of Philosophy	03-08-2012	02-06-2016	[Edit] [Delete]
Walls Max Kojo	Michigan State University	BA Communication	29-03-2022	29-03-2022	[Edit] [Delete]

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

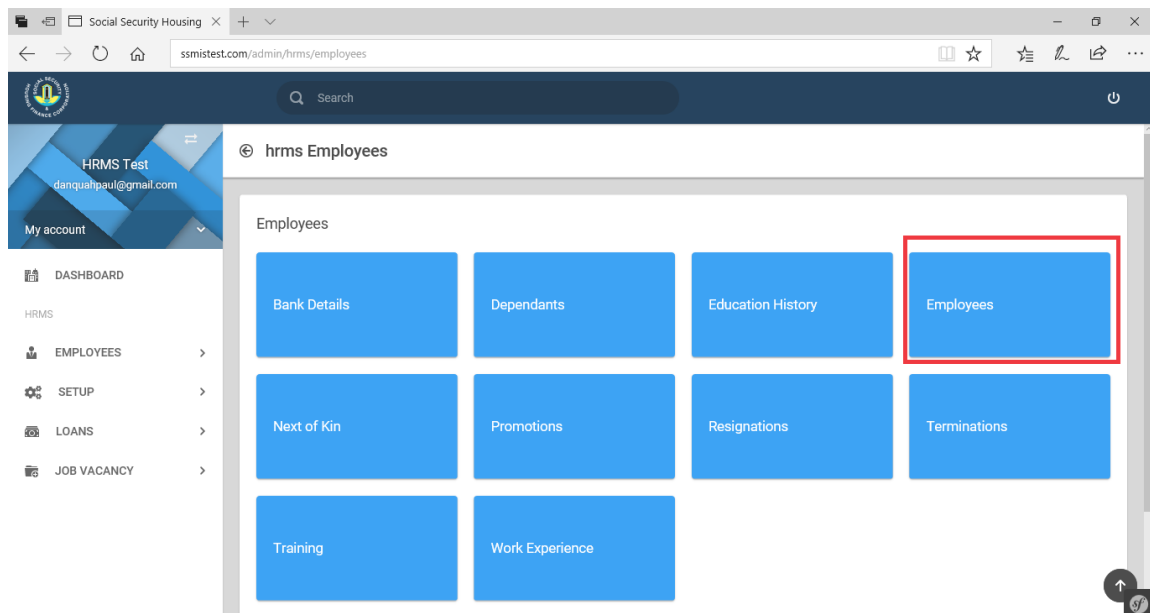
Start Date*

End Date*

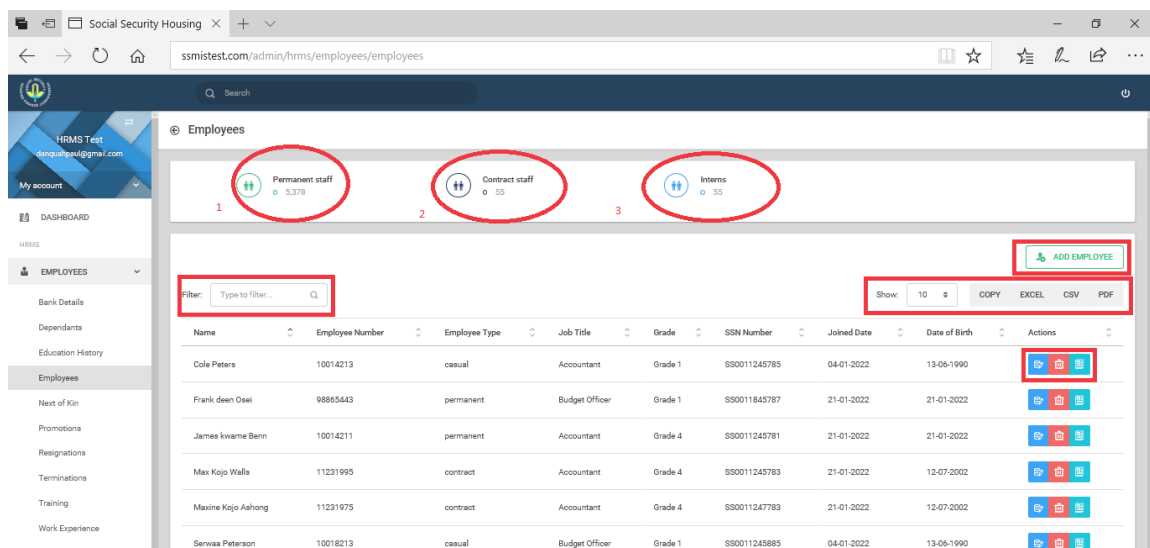
Employee Name: Select an option

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.

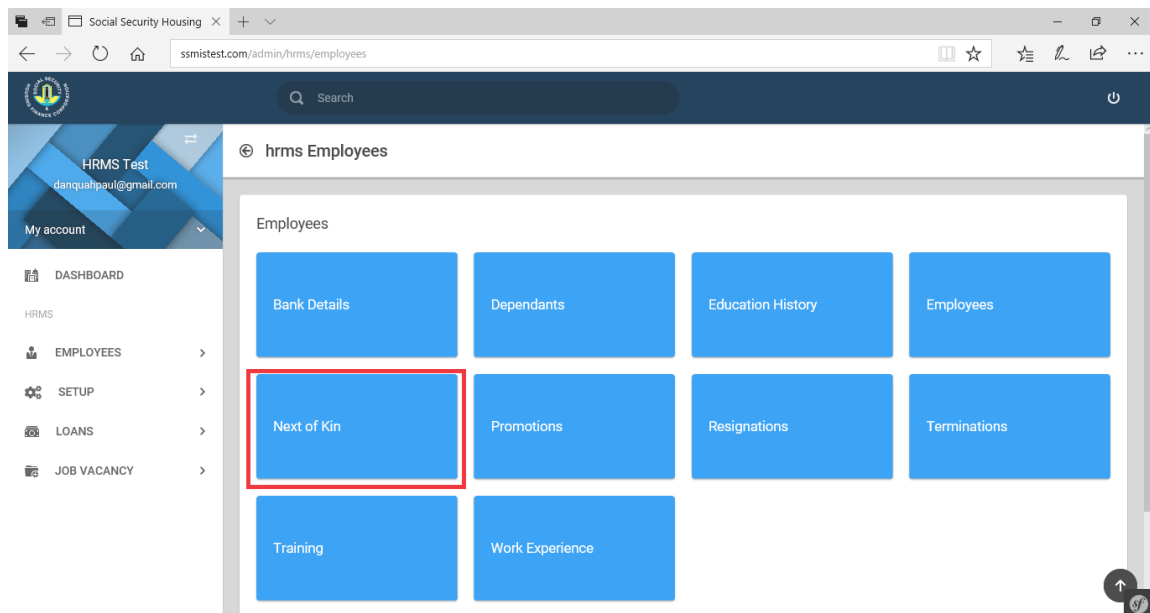


The HUD (Heads Up Display), on the page shows:

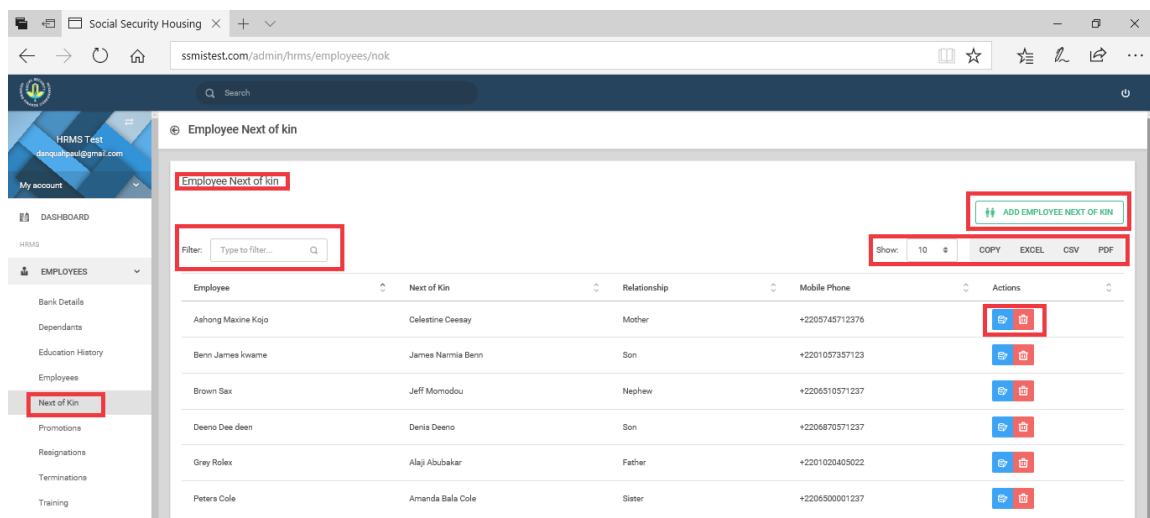
- 1. Displays total number of permanent staff.
- 2. Displays total number of contract staff.
- 3. Displays total number of interns.

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 text "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

Working On Job Vacancies