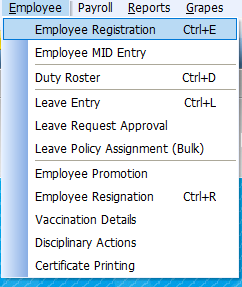
HR MANAGEMENT USER MANUAL



Enter the user ID and Password click Login

Employee Registration

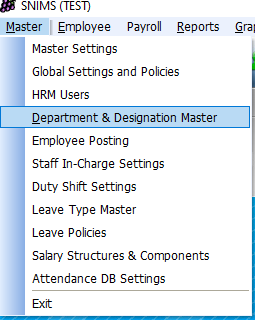


Click Employee Registration

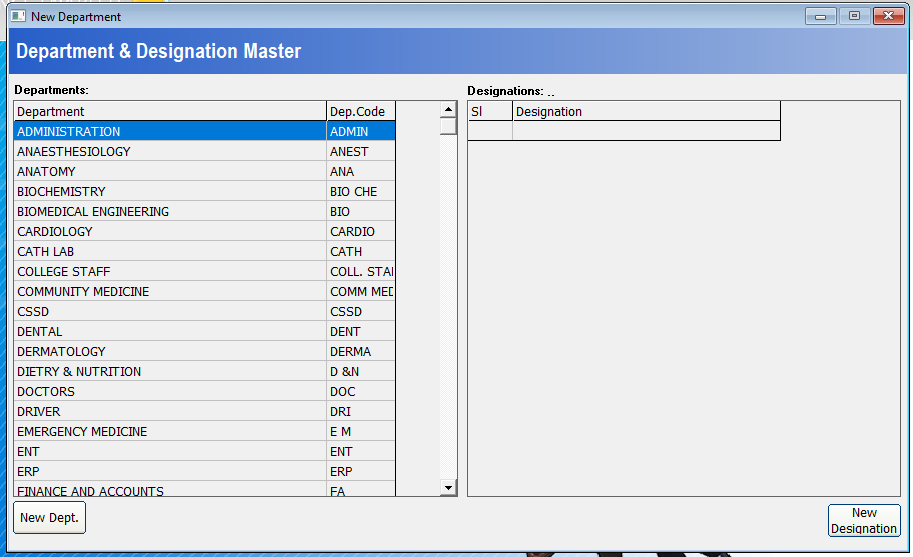
(ctrl+E)

Employee Registration Form

Department and Designation Master

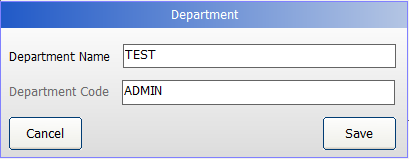


Click Master and select Department & Designation Master



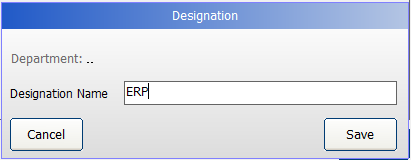
Creating New Dept,New Designation

Creating New Department



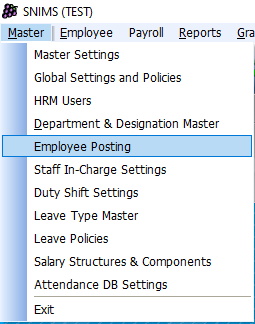
Click Save Button

Creating New Designation



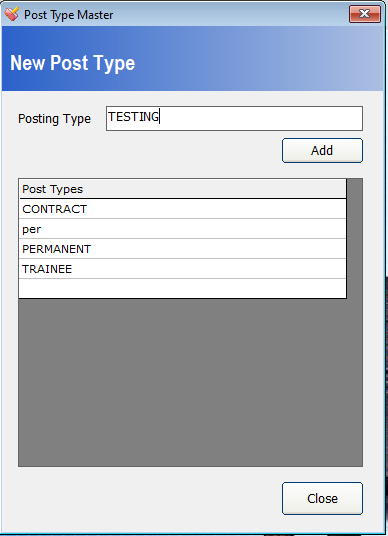
Click Save Button

Employee Posting

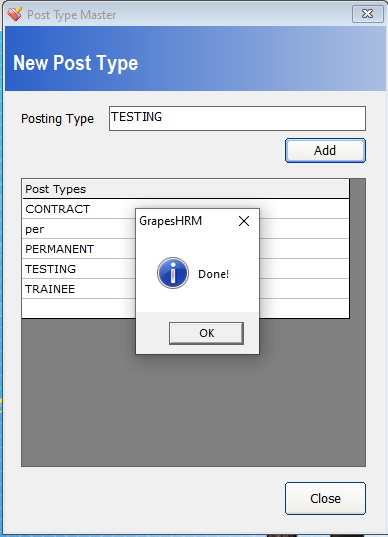


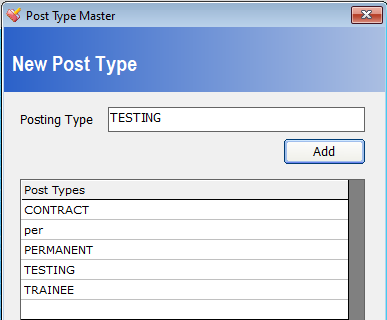
Click Master Select Employee Posting

Add New Post Type



Enter Posting Type Click Add



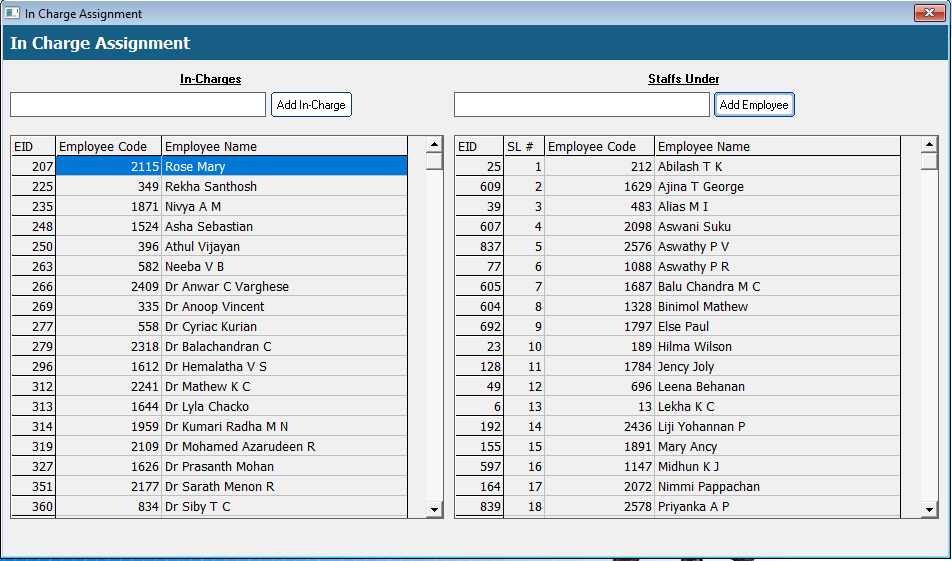


Post Types Added in Post Types

Staff in-charge setting

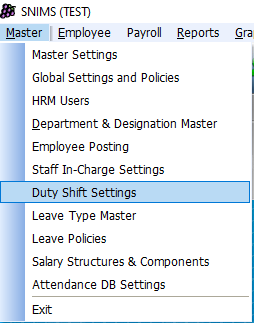


Click Master Select Staff IN-Charge Setting



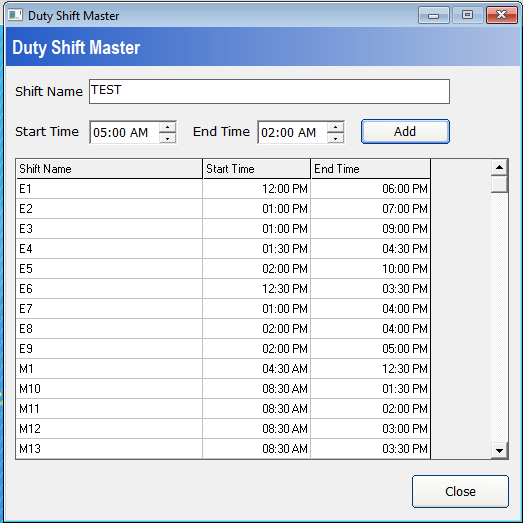
Add In-Charge and Add Employee

Duty Shift-Setting

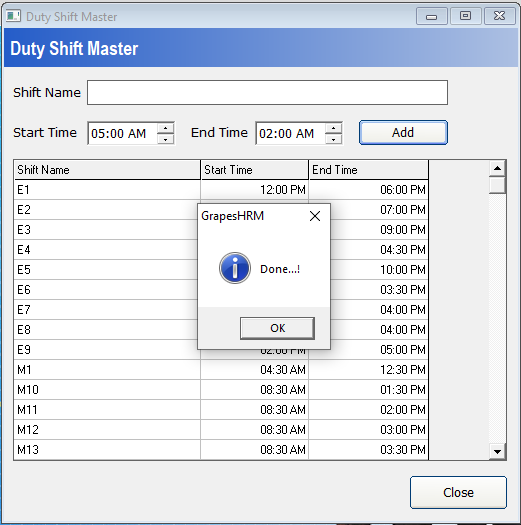


Click Master Select Duty Shift Setting

Duty Shift Master

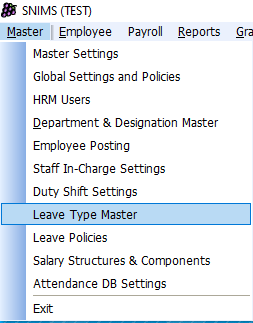


Enter Shift Name & Time and Click Add



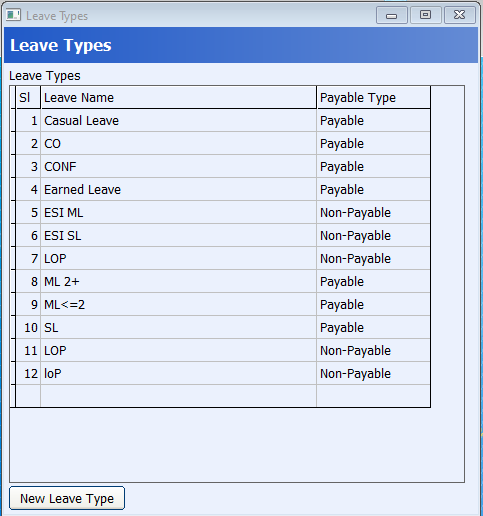
Click Ok Duty Shift added

Leave Type Master



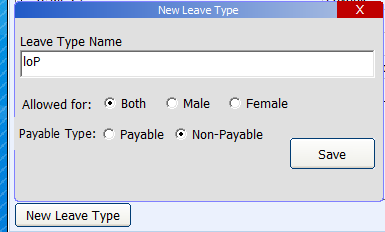
Click Master Select Leave Type Master

New Leave Types & Add New Leave Types



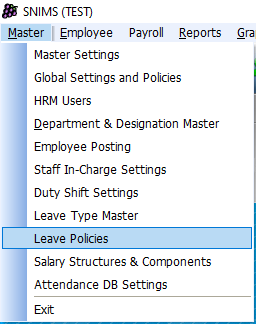
Click New Leave Type

Add New Leave Type



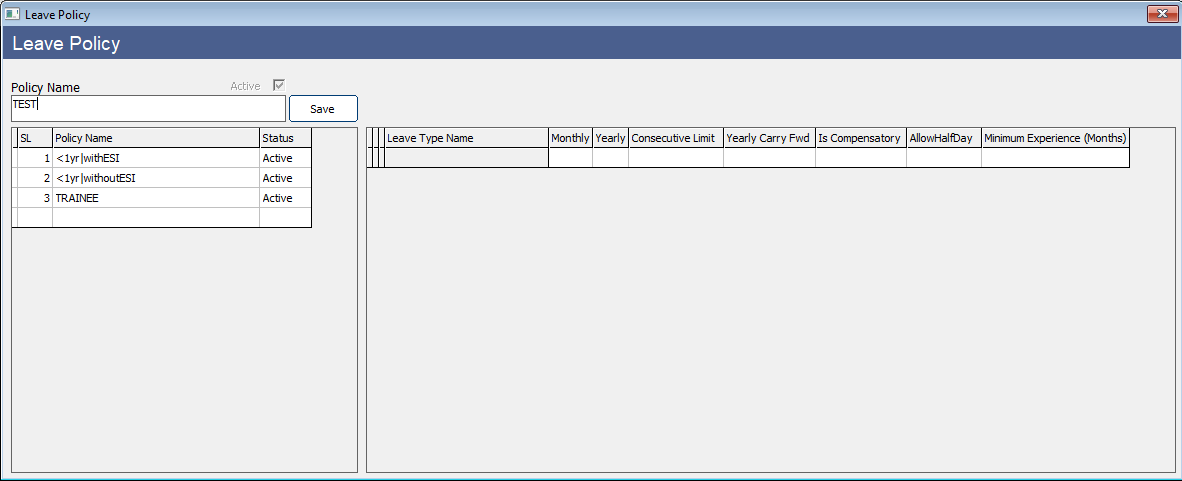
Add Leave Type Name and Select Allowed For & Payable Type

Leave Policies

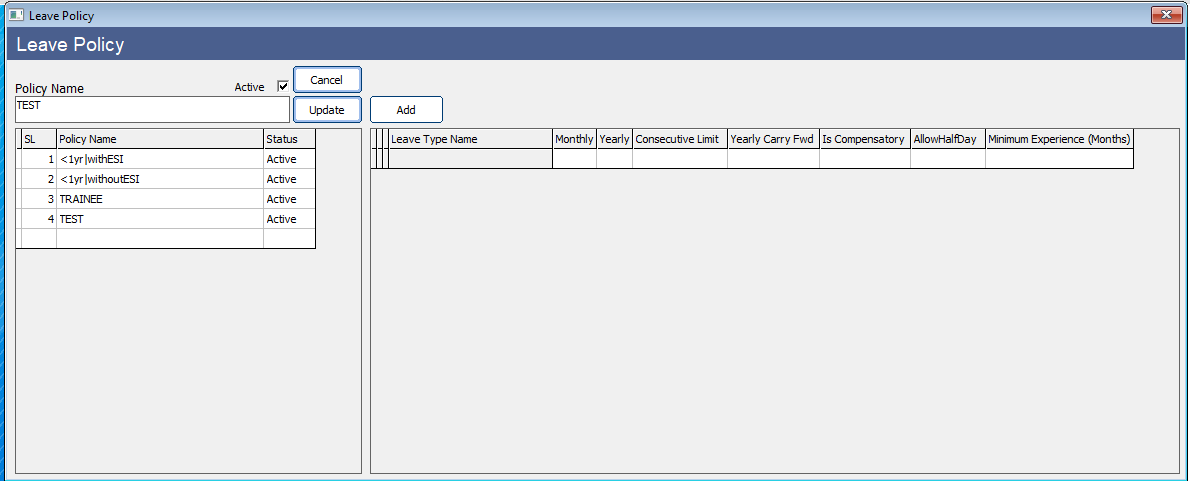


Click Master and Select Leave Policies

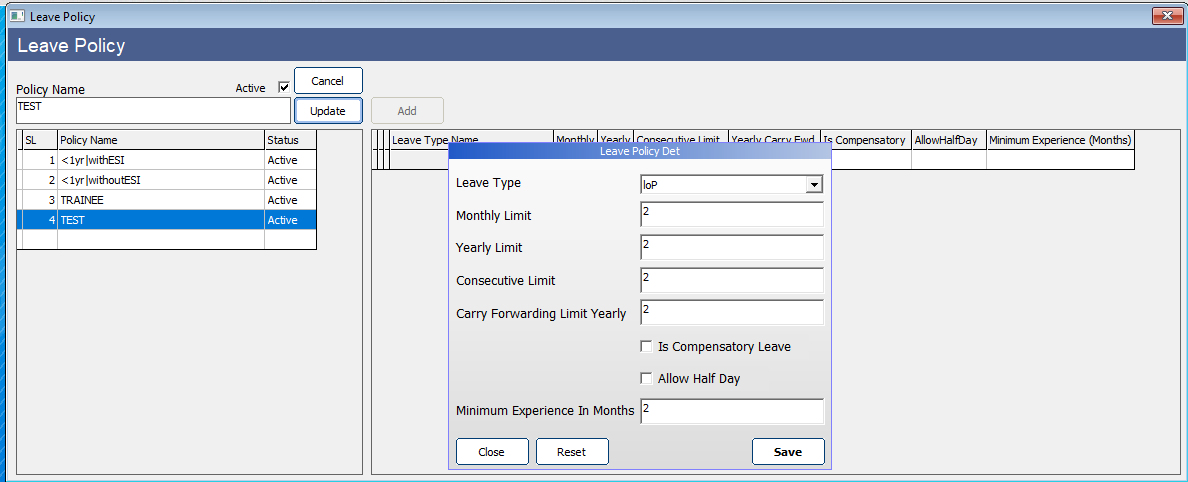
Leave Policy



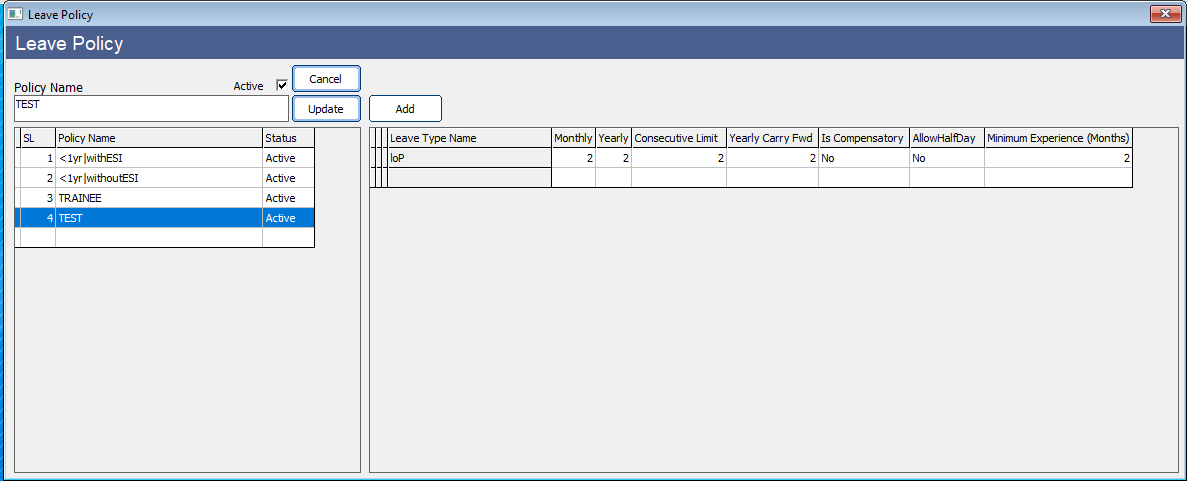
Add Policy Name And Click Save



Click Add

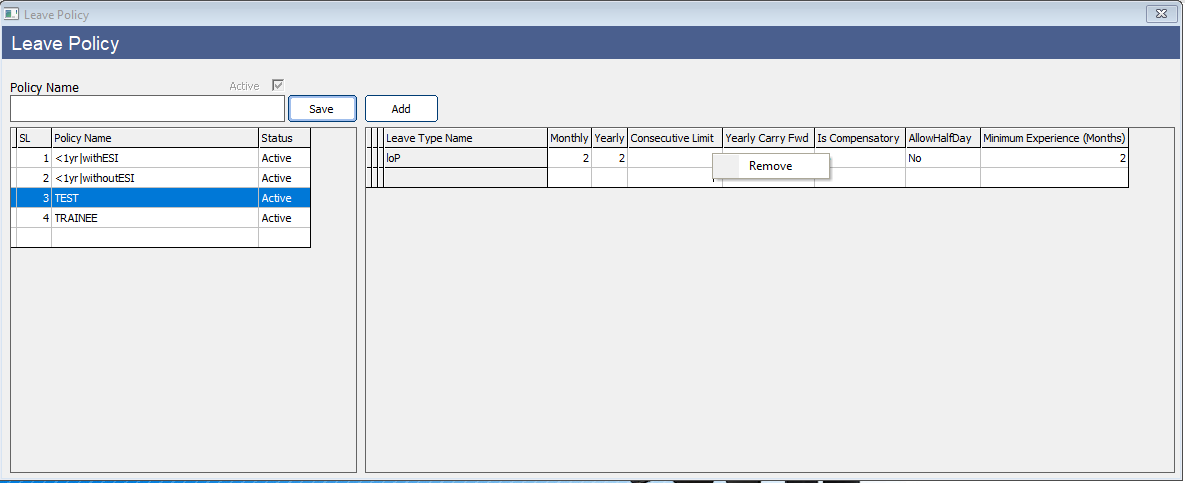


Enter Leave policy Details Click Save



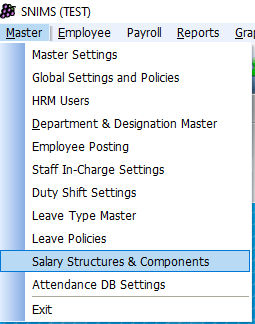
Leave Policy Update Details Added in Table

Remove Leave policy



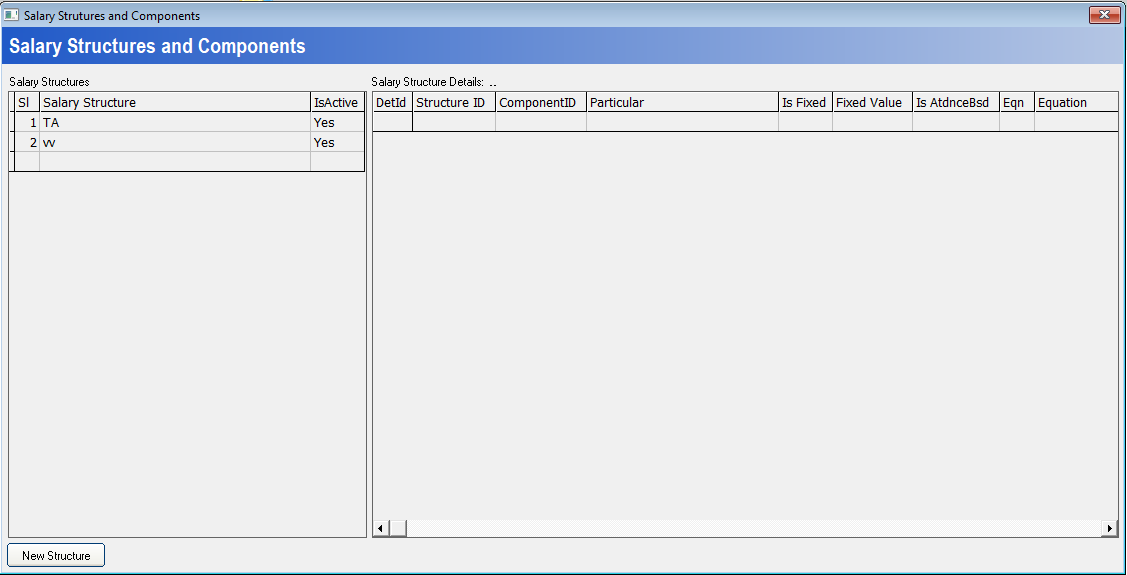
Right Click and remove

Salary Structure and Component

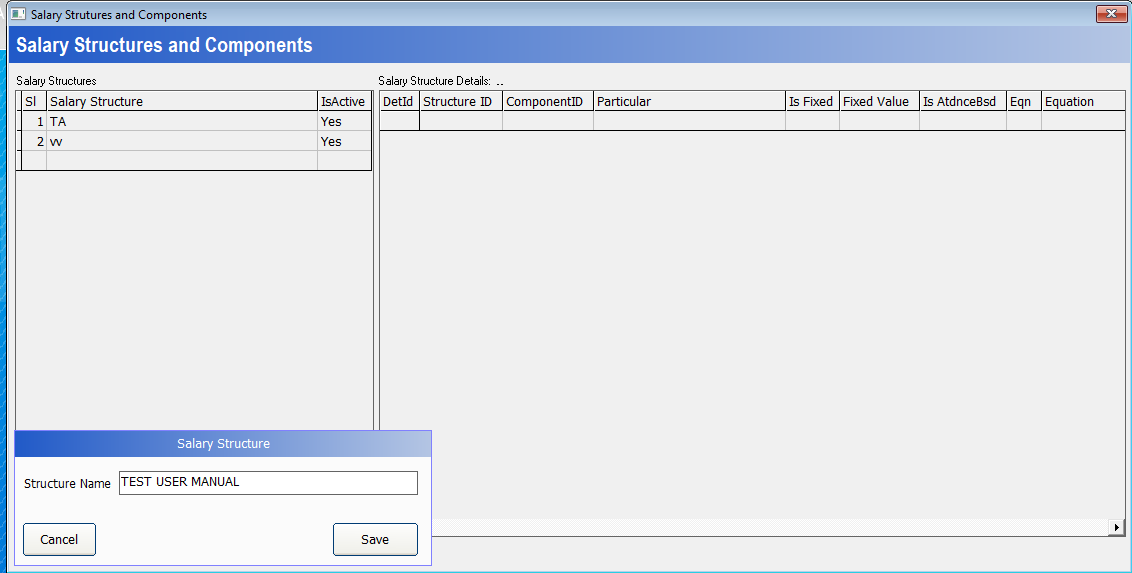


Click Master Select Salary Structures & Components

Salary Structure and Components

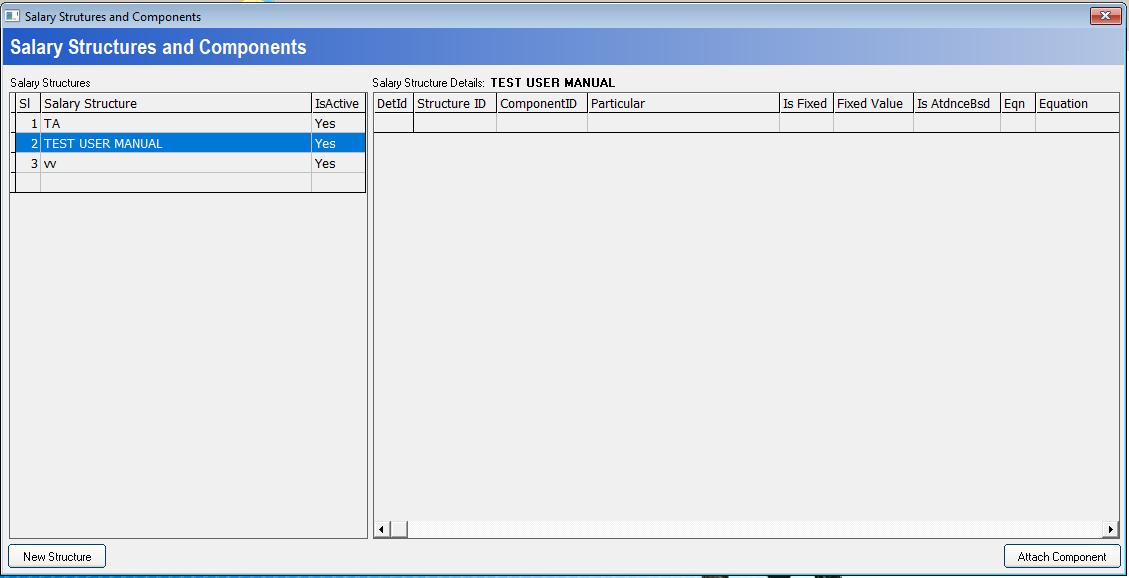


Click New Structure



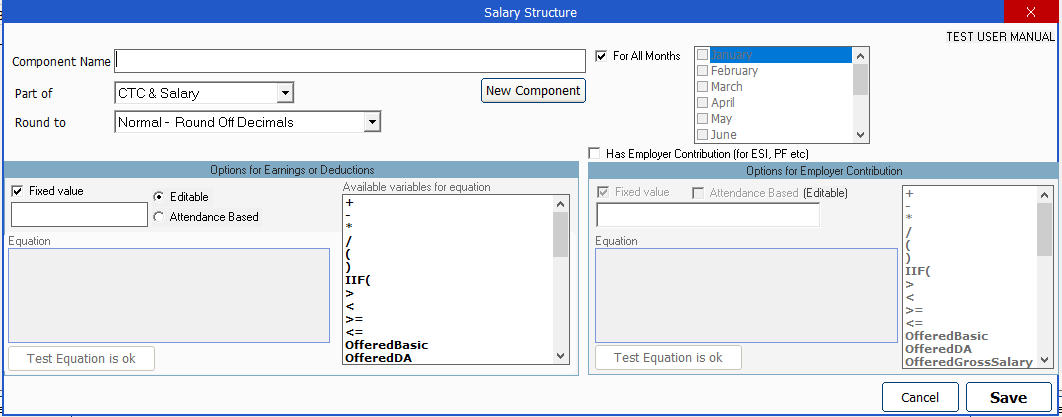
Add New Structure Name

Attach Component



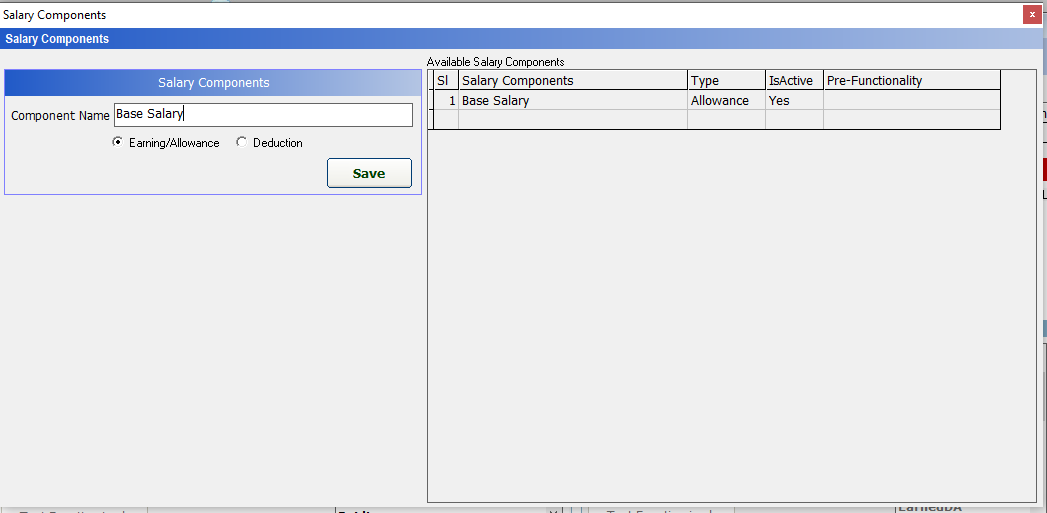
Click Attach Component

Salary Structure



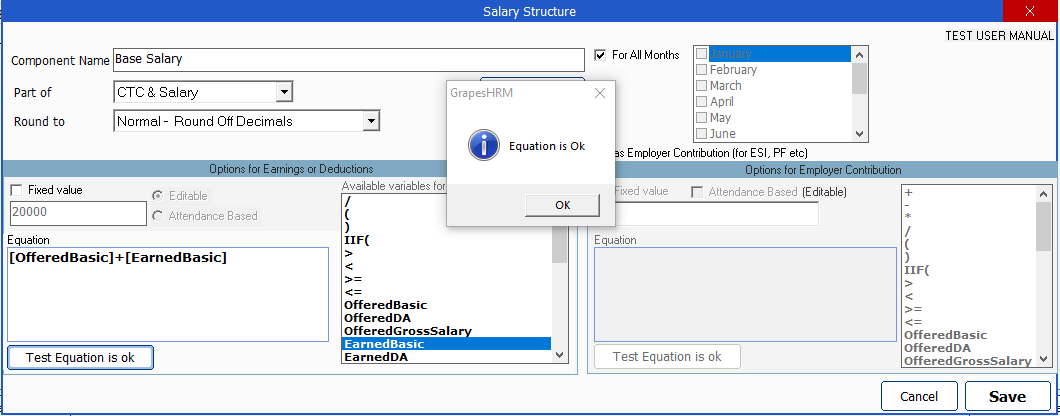
Click New Component

Add New Component



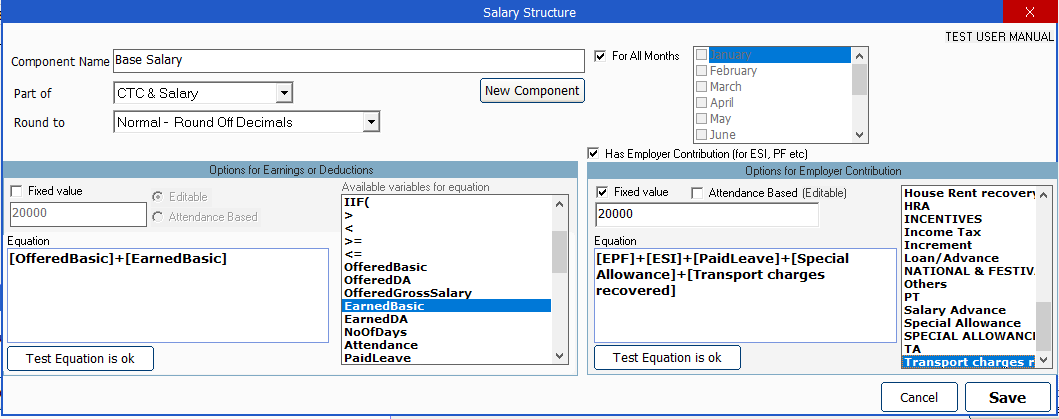
Enter Component Name Click Save

Options For Earnings or Deductions

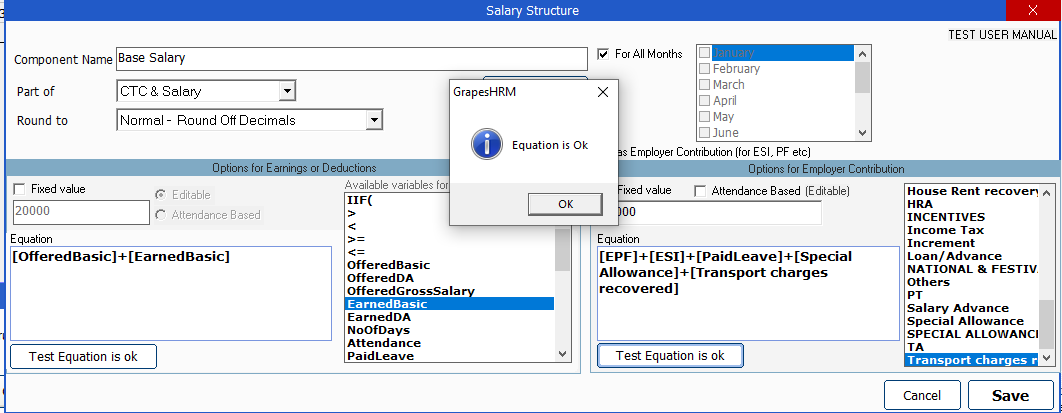


Enter Equation and Click Test Equation is OK

Employee Contribution ESI PF

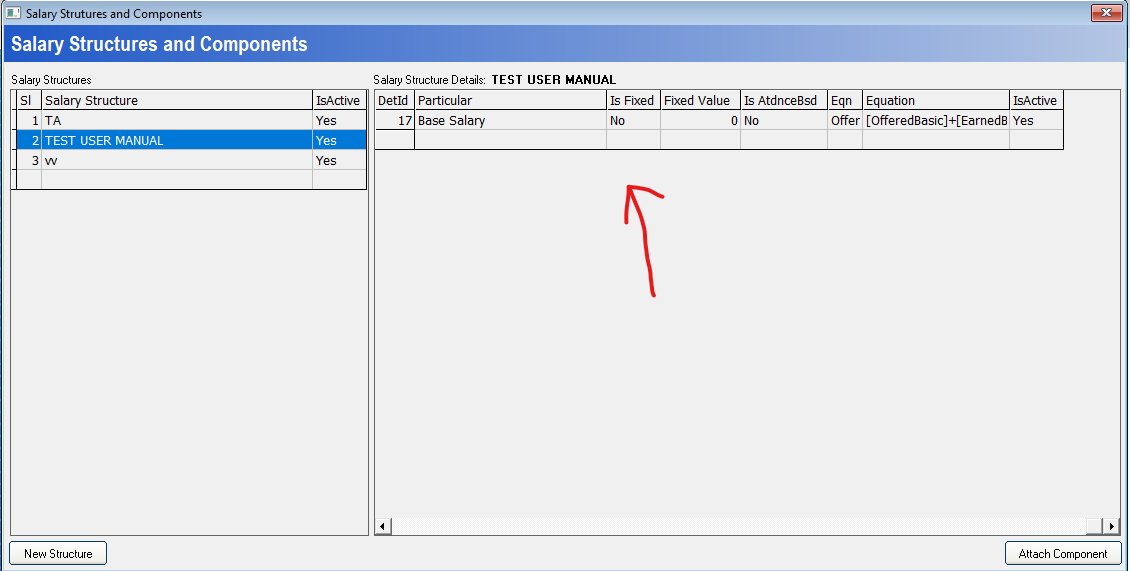


Enter Equation and Click Test Equation Is OK

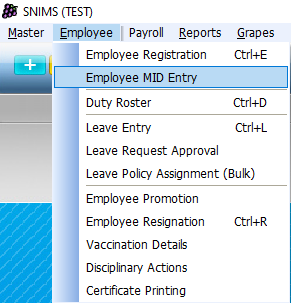


Click Ok and Click Save Button

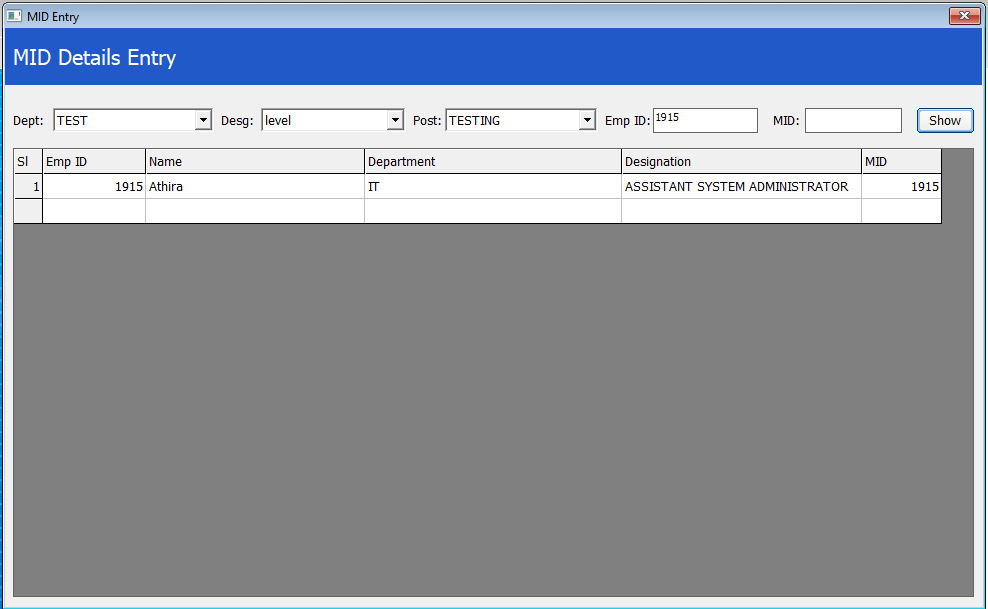
Salary Structure Details



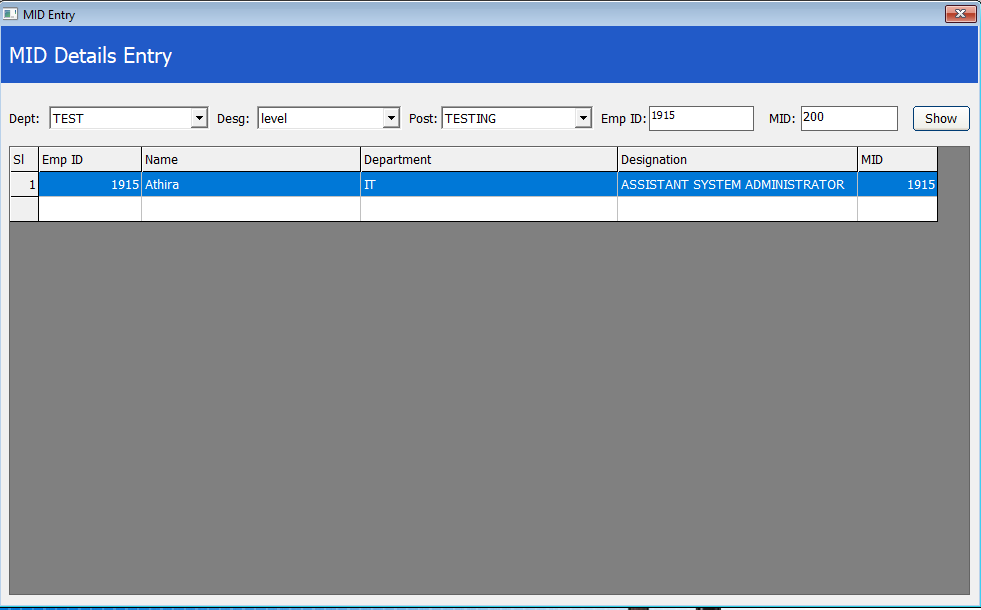
Employee MID Entry



Click Employee Select Employee MID Entry

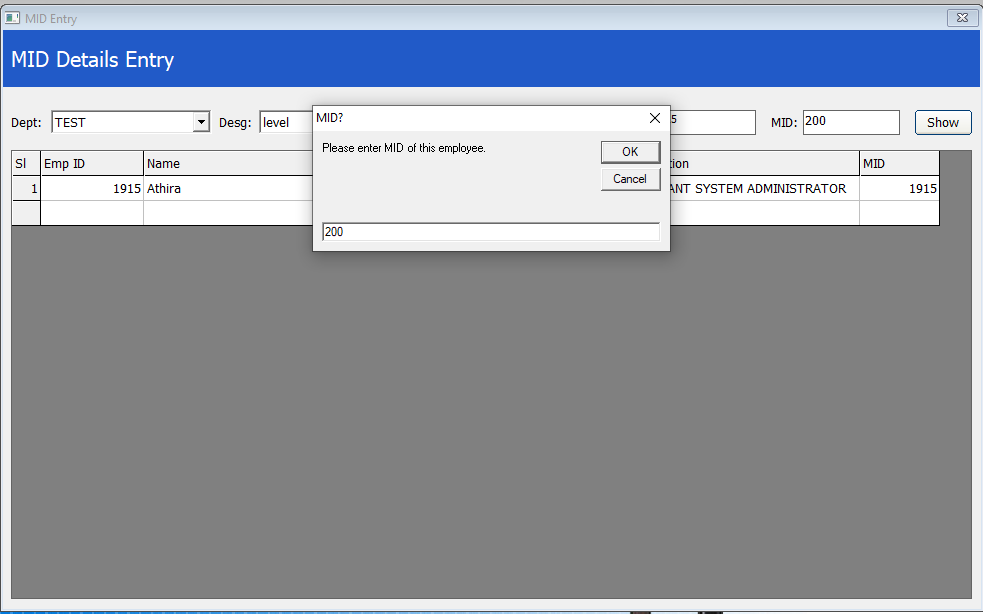


Select Department ,Desgination ,Post ,Emp ID

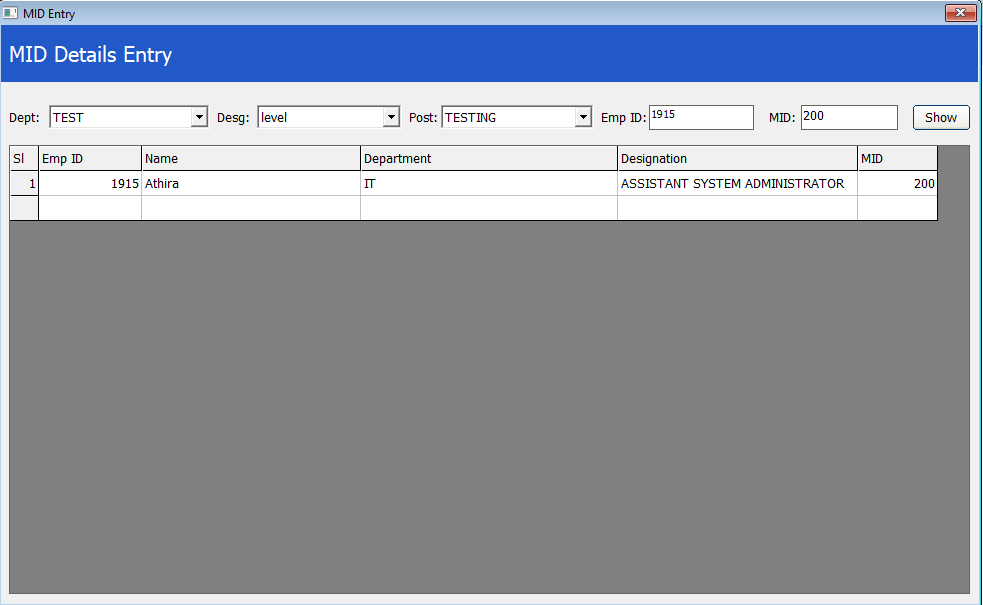


Click Row

Enter MID Number

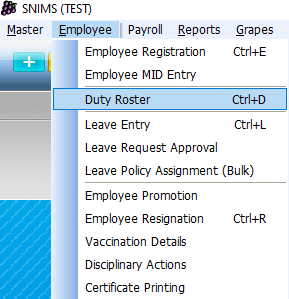


Enter MID Number and Click ok



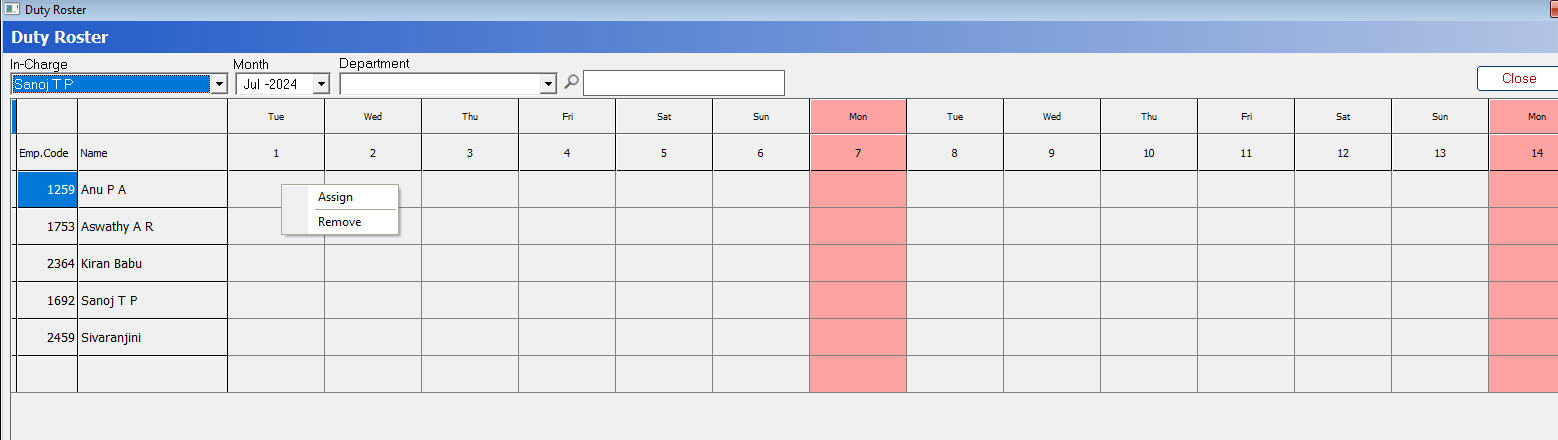
MID Number Added

Duty Roaster

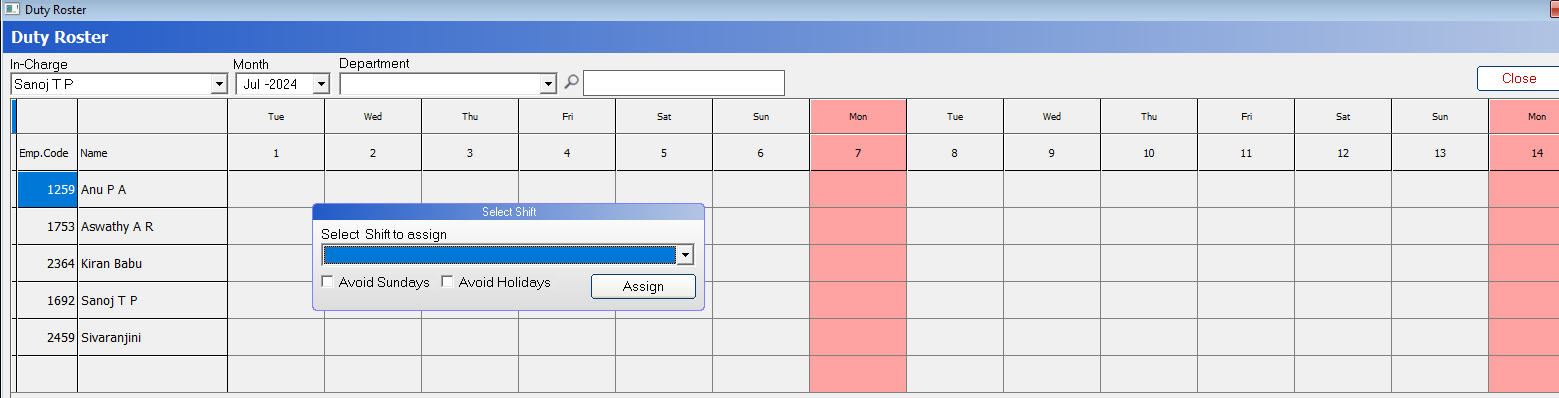


Click Employee and Select Duty Roaster

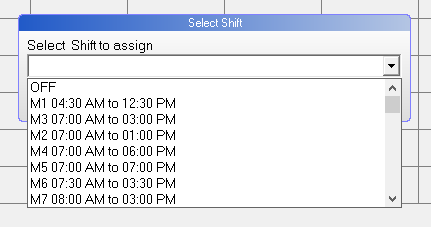
(Ctrl+d)



Click Left Click and Click Assign Shift

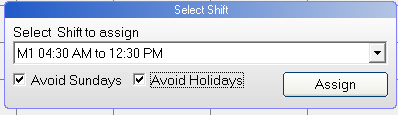


Select Shift Assign IF Avoid Sundays & Holidays Click Check Box



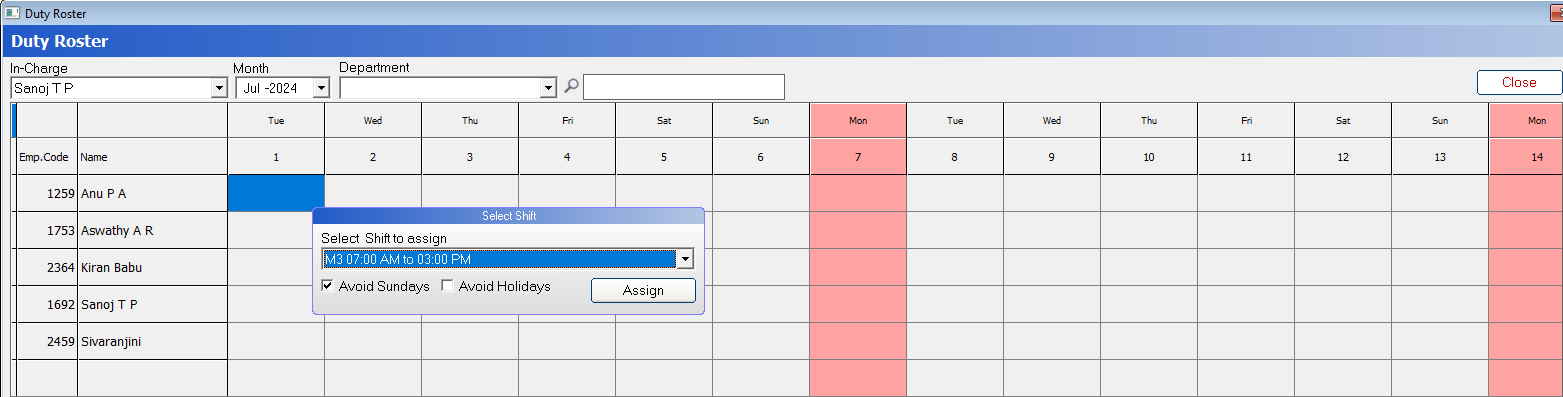
Select Shift Timing

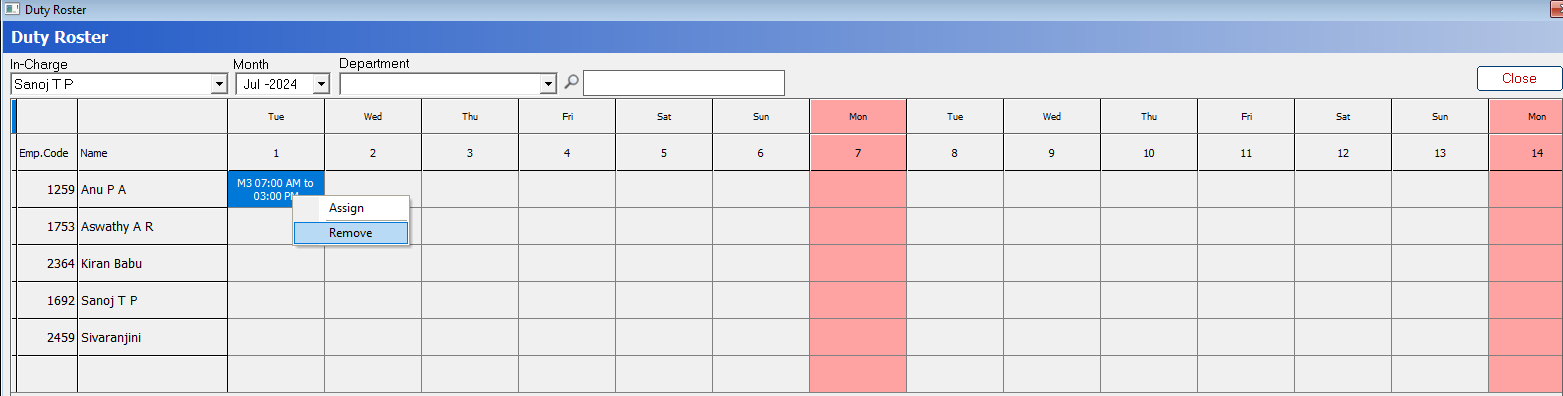
Select Shift to Assign



Click Assign Button

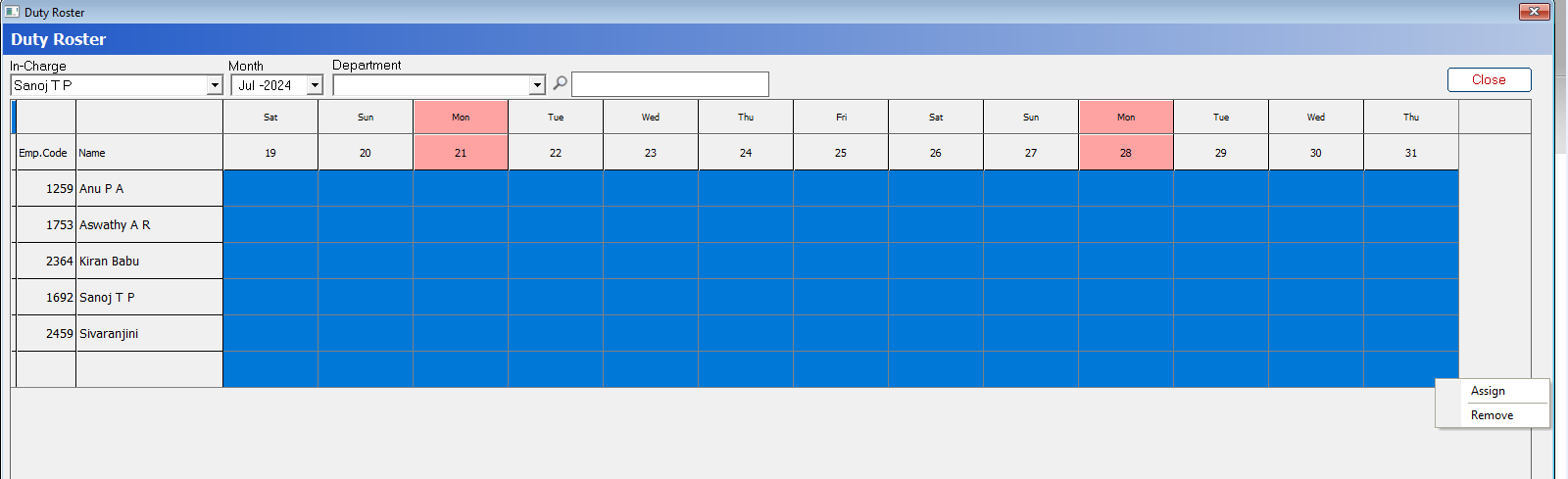
Assign Shift



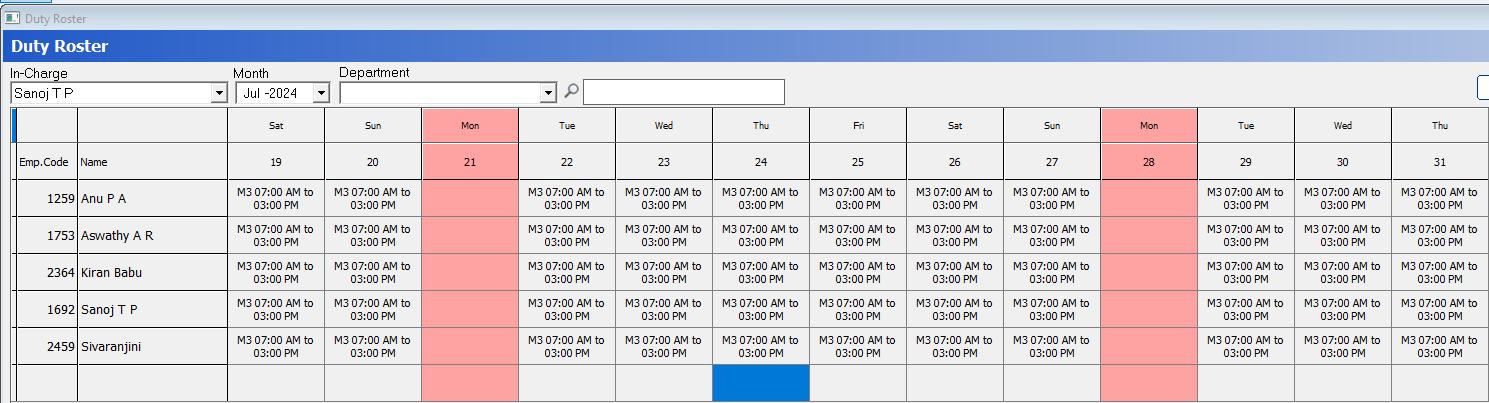


Shift Assigned

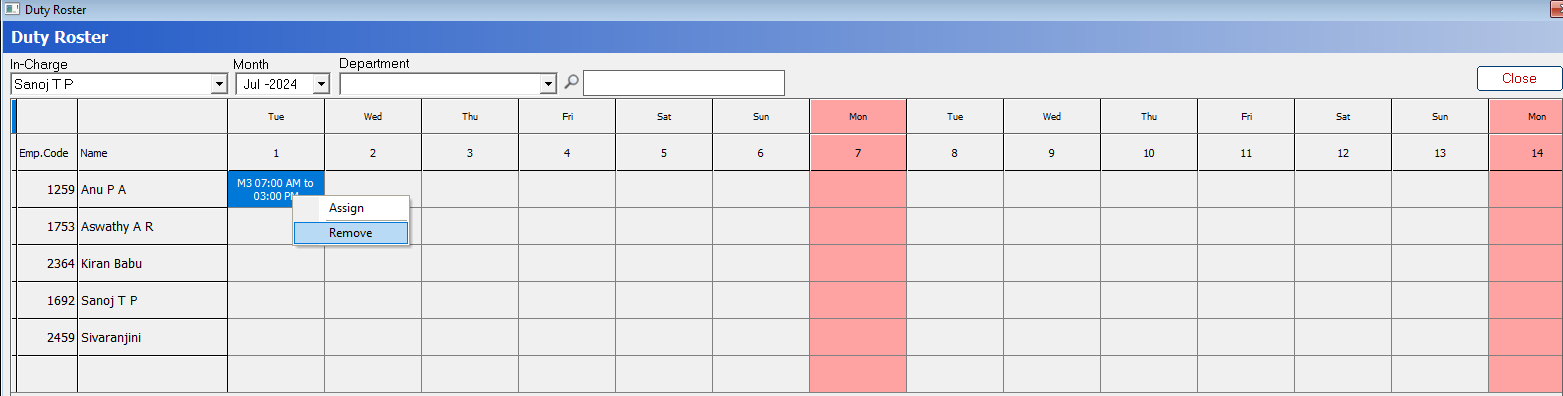
Duty Assigned For full Table employees



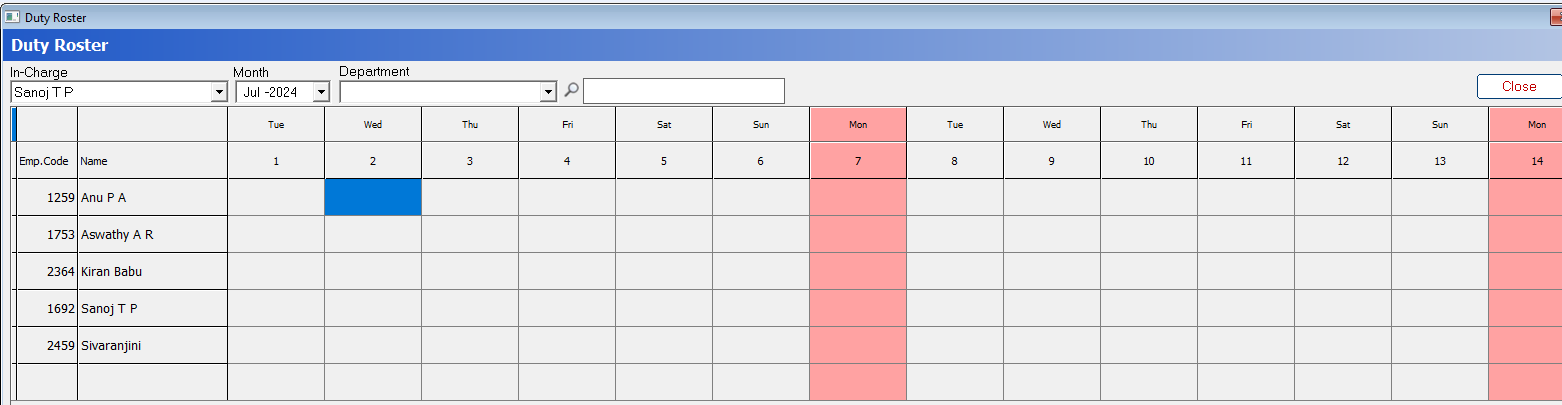
Select All row and Coloumns Assign Duty

Duty Assign

Removing Assinged Duty

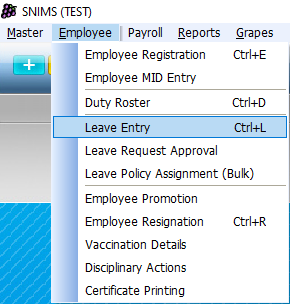


Right Click and Click Remove



Assigned Duty Removed

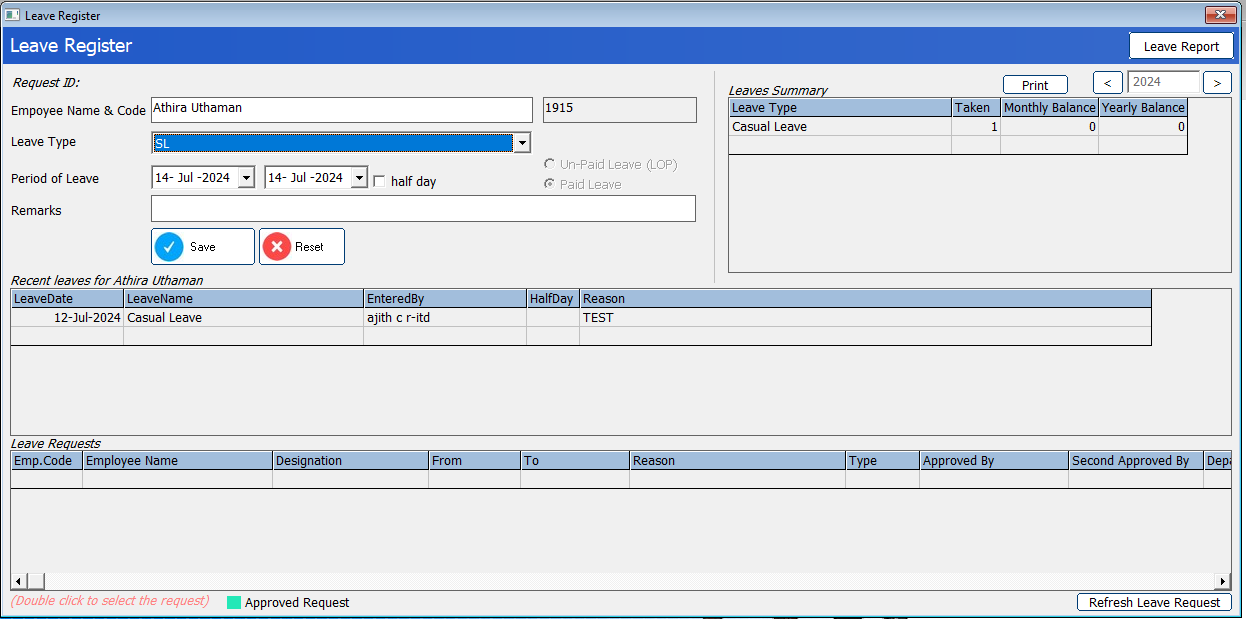
Leave Entry



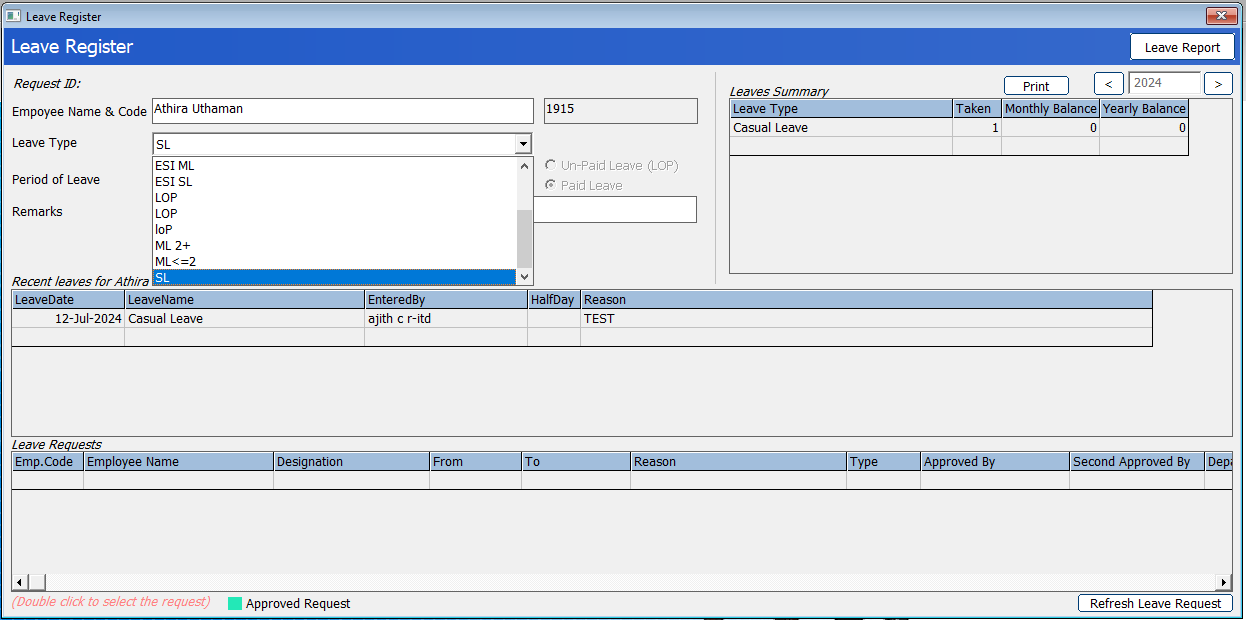
Select Employee Click leave Entry

(Ctrl+l)

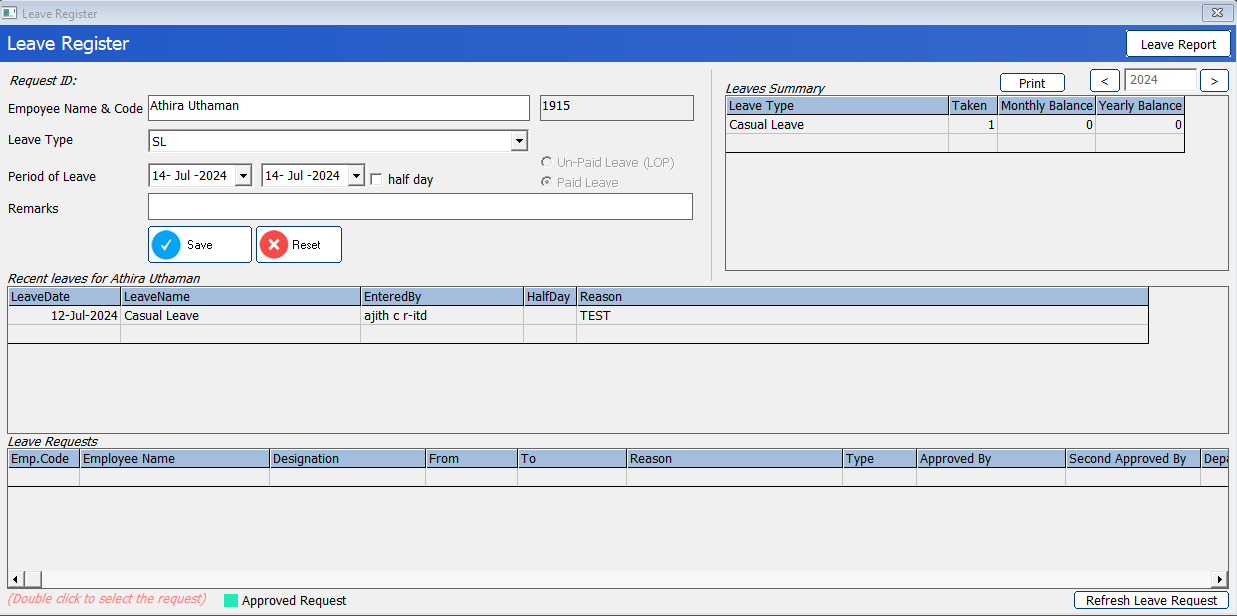
Leave Register



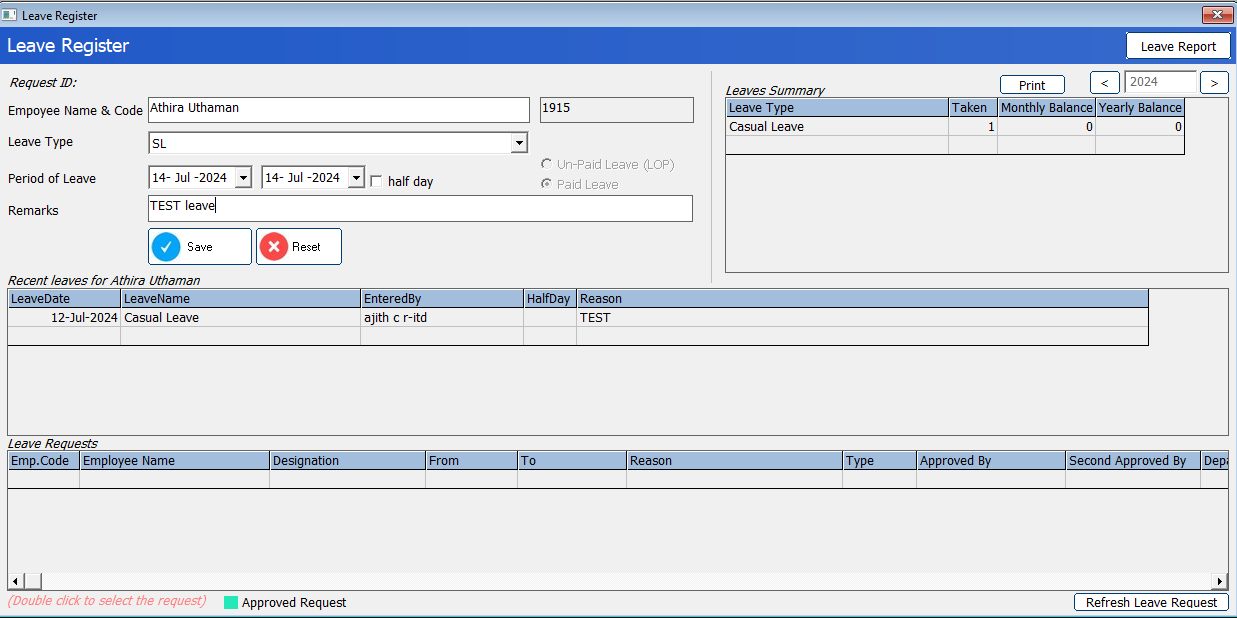
Enter Employee Name & Code



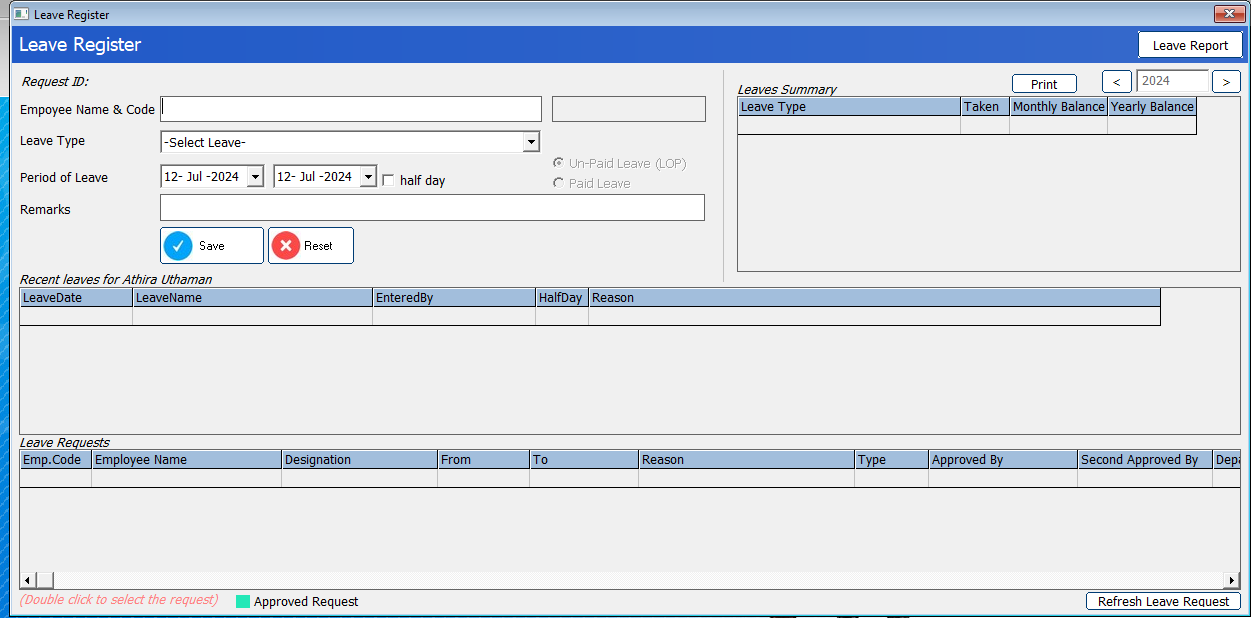
Select leave Type



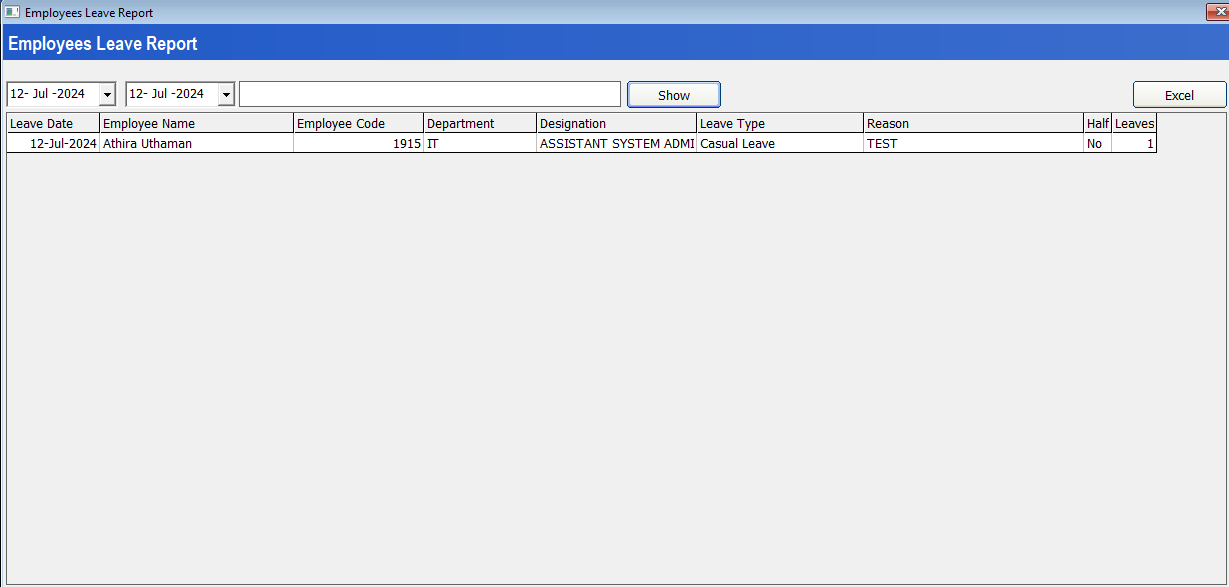
Select Period Of Leave



Enter Remarks Click Save

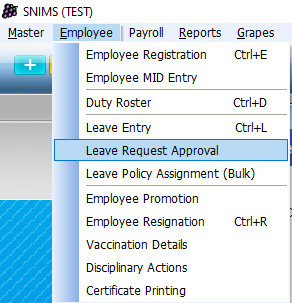


Click leave report

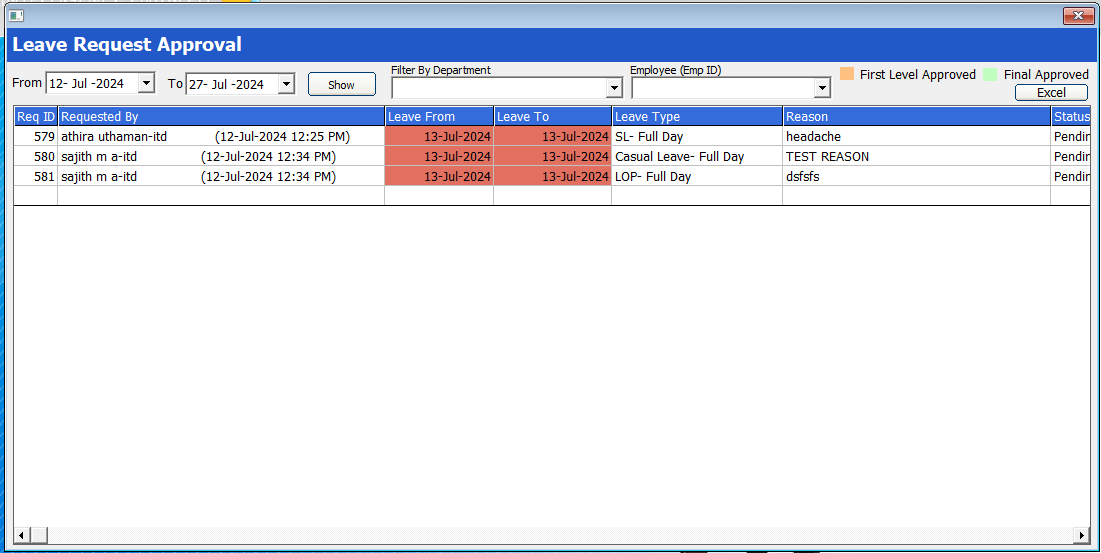


Select Date and Click Show

Leave Request Approval

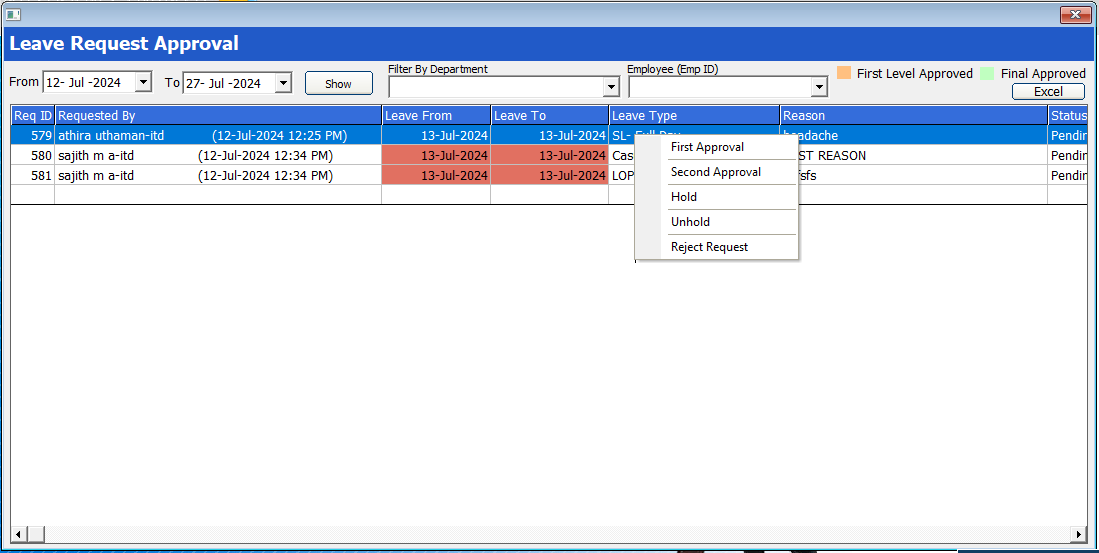


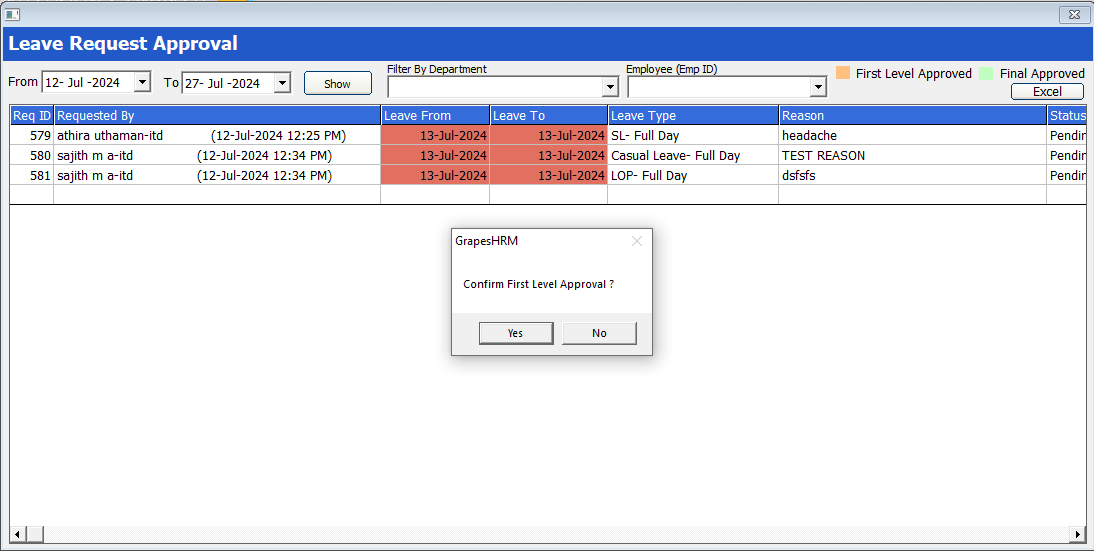
Click Employee Select Leave Request Approval



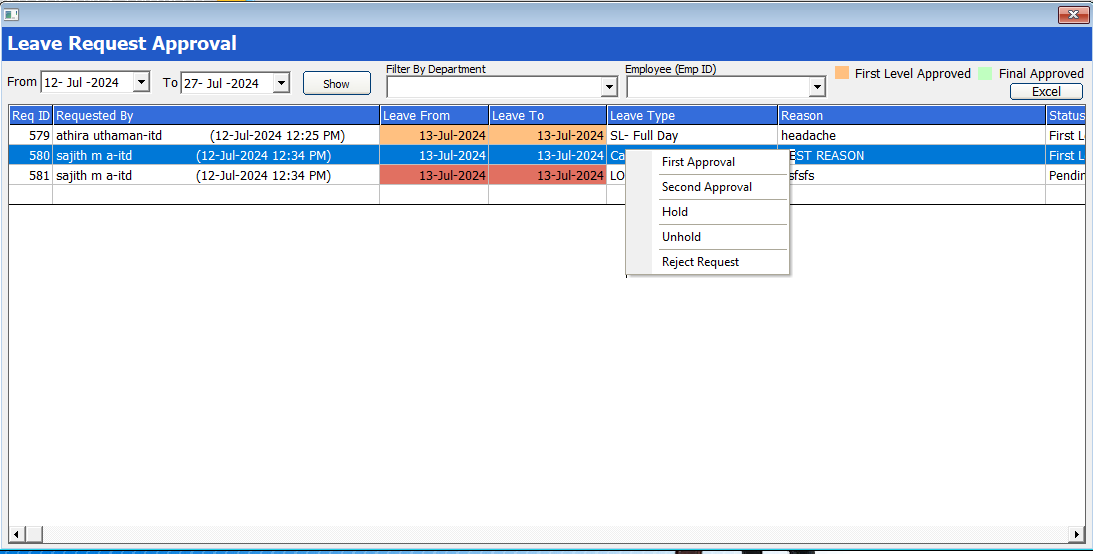
Request will show in Leave Request Approval

First Approval

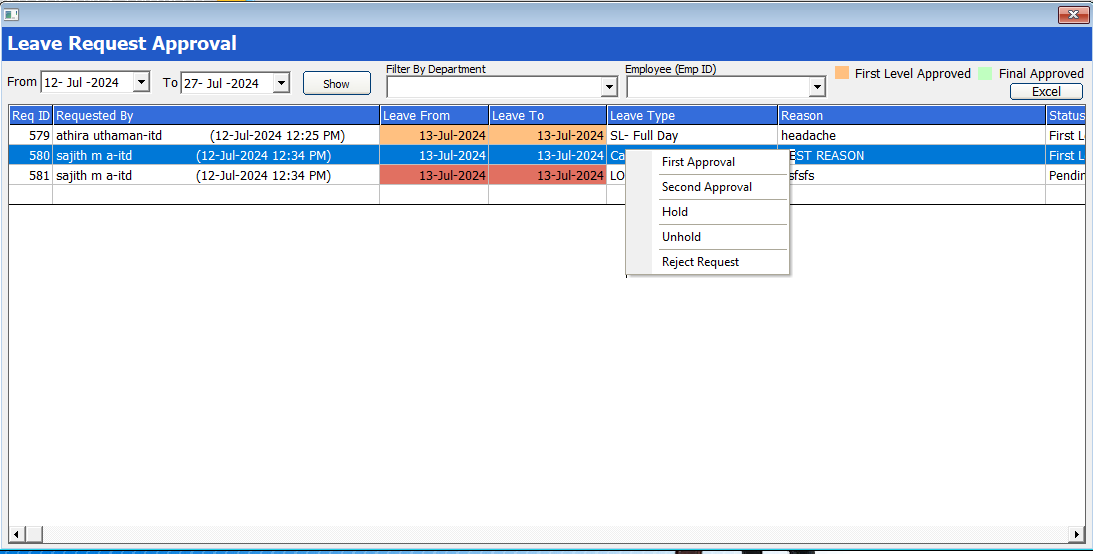
 Right Click and Select First Approval



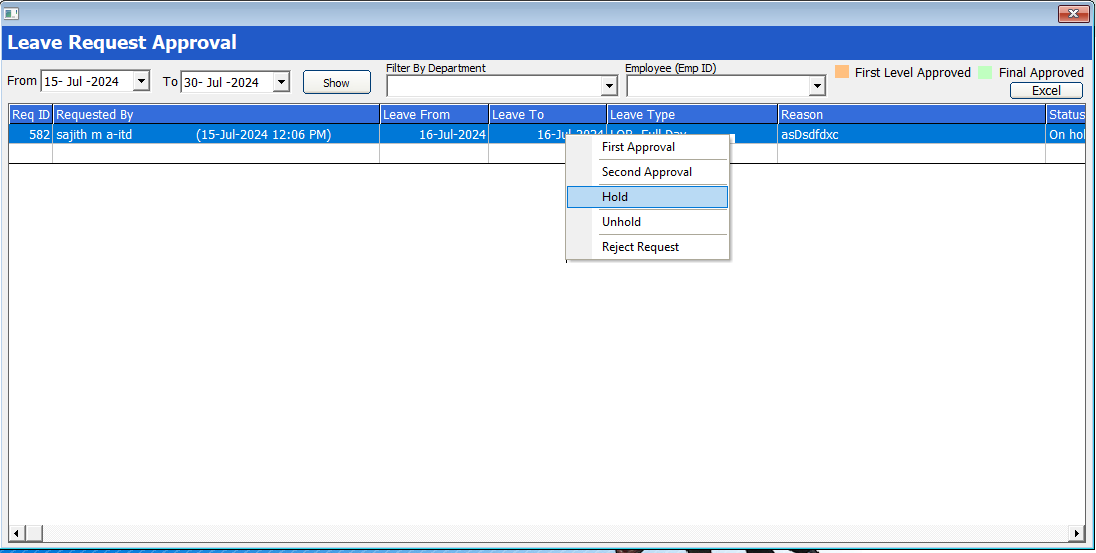
Click Yes To confirm Firs Level Approval

First level Approval

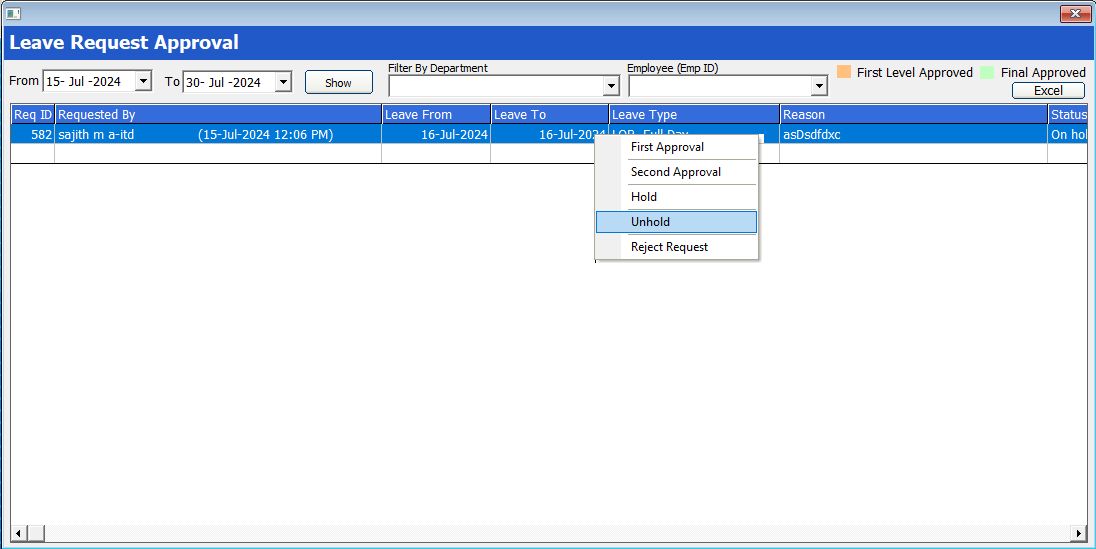
Second Level Approval



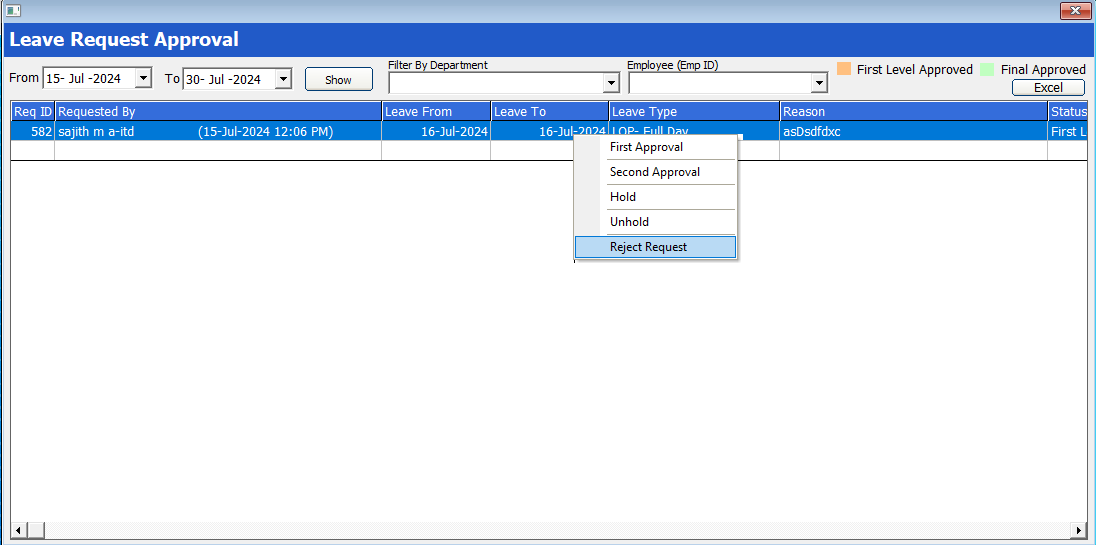
Hold leave



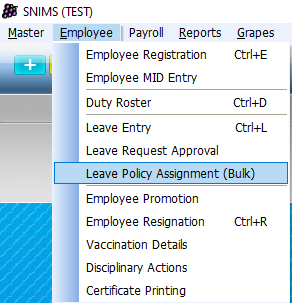
Un Hold leave



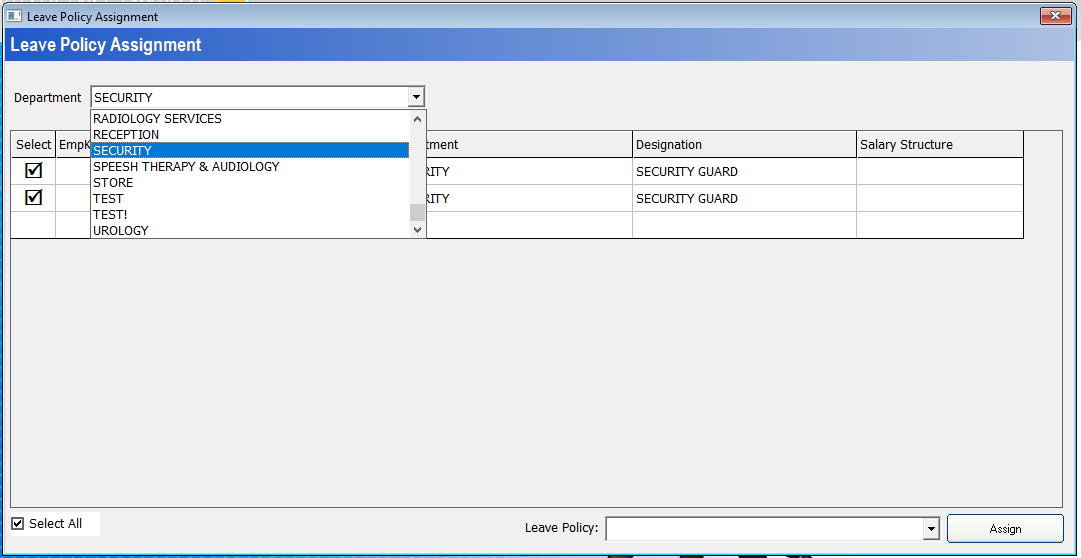
Reject Request

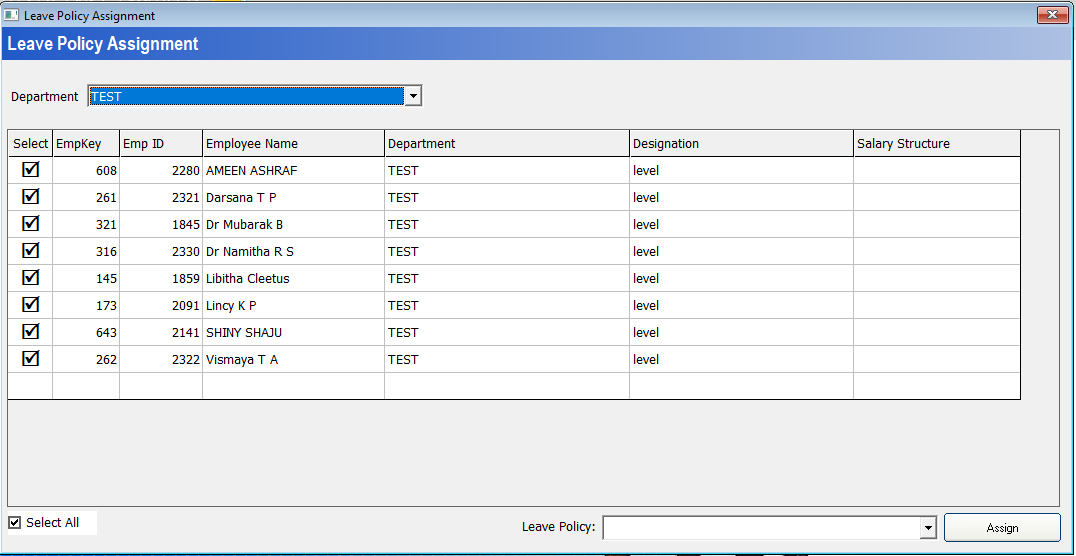


Leave Policy Assignment

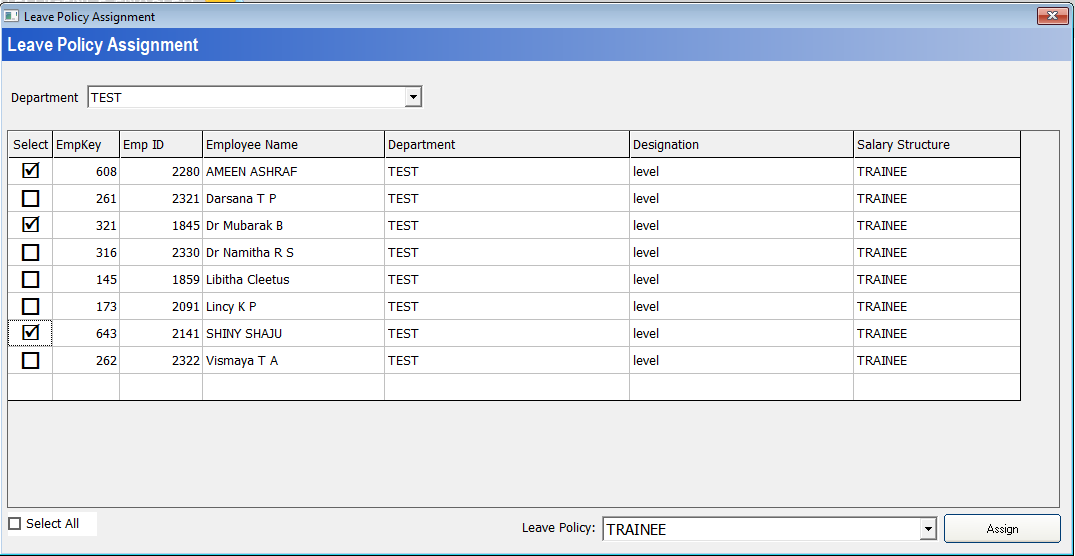


Select Department





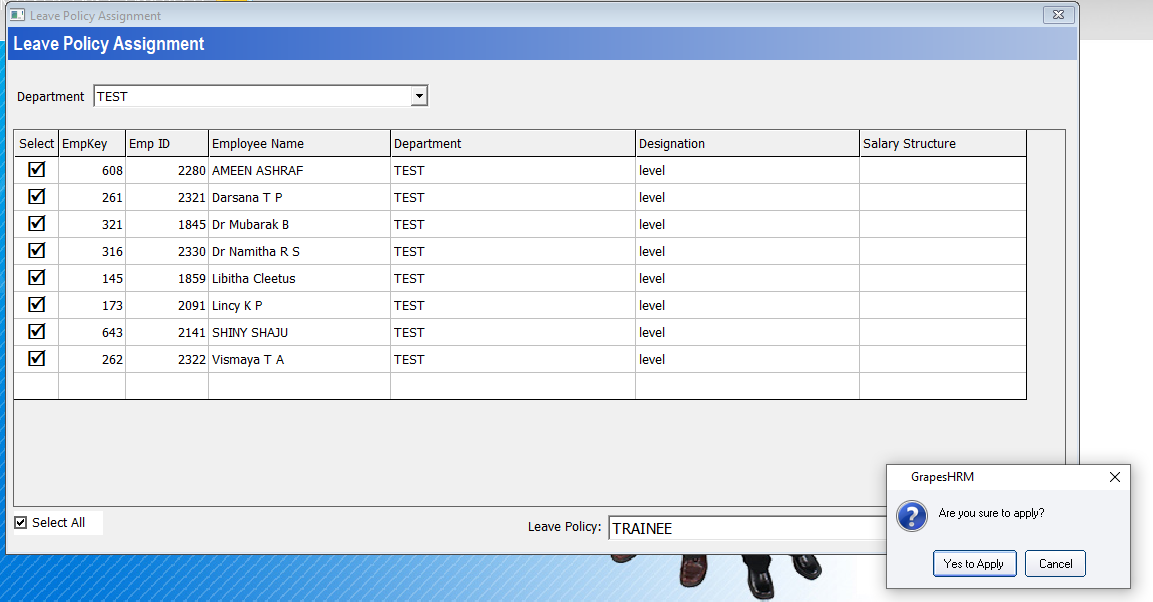
Selecting All Employee ✔ Select All



Selecting Specific Employee

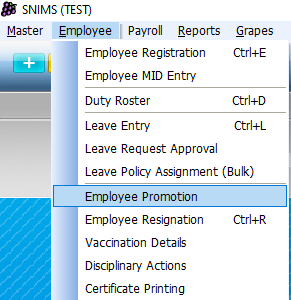
Assign Leave Policy

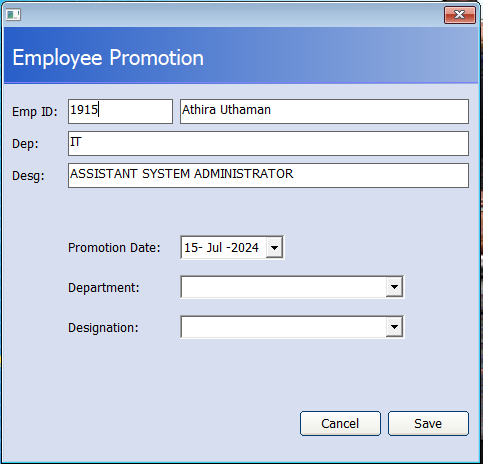




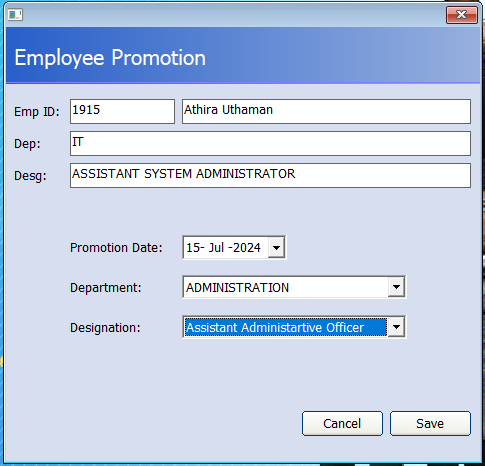
Click Yes to Apply

Employee Promotion

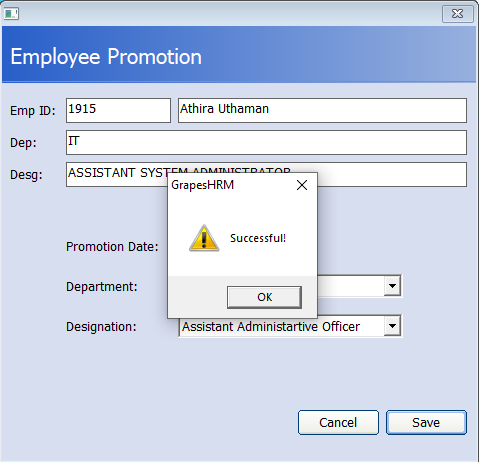




Select Employee ID

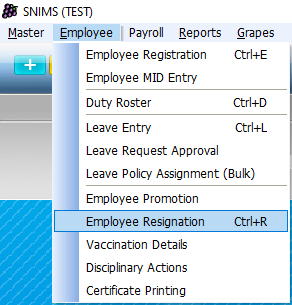


Select Date & Department & Designation



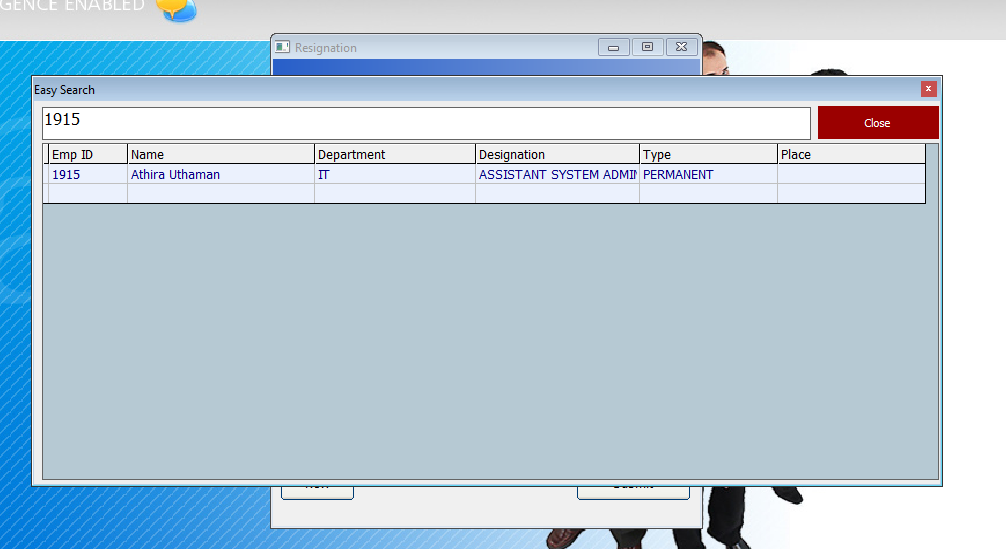
Click Save Button

Employee Resignation





Click Employee ID



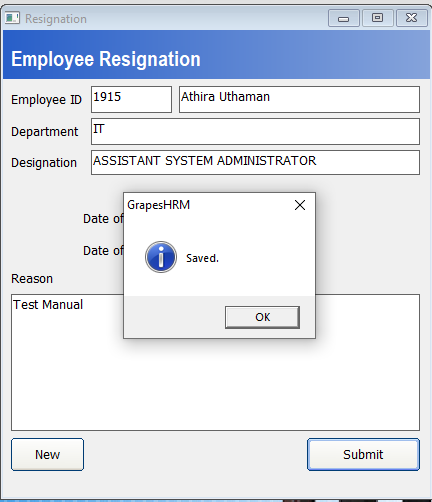
Enter Employee Name or ID



Select Date of Resgination & Leaving

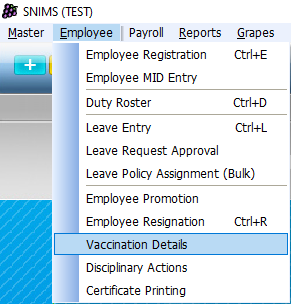


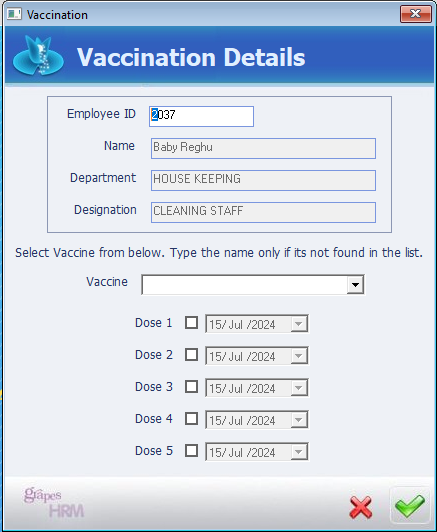
Click Submit button



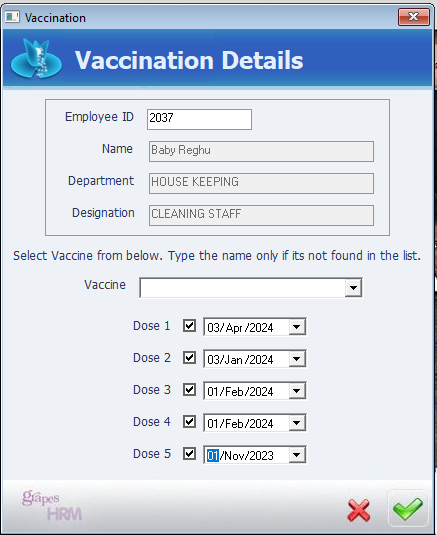
Click ok

Vaccination Details

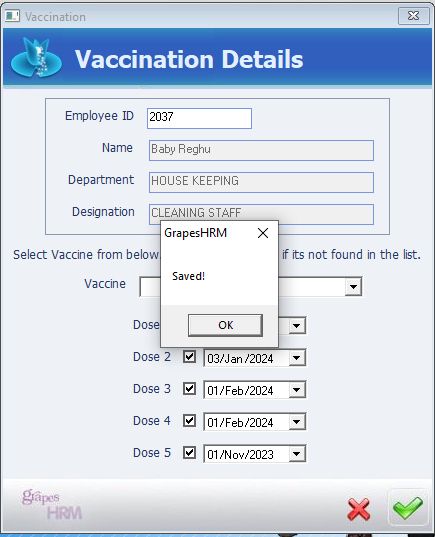




Select Employee ID

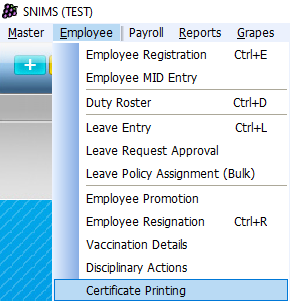


Select Dose list and Date



Click ok

Certificate Printing



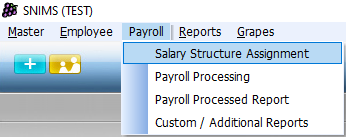


Select Employee Code

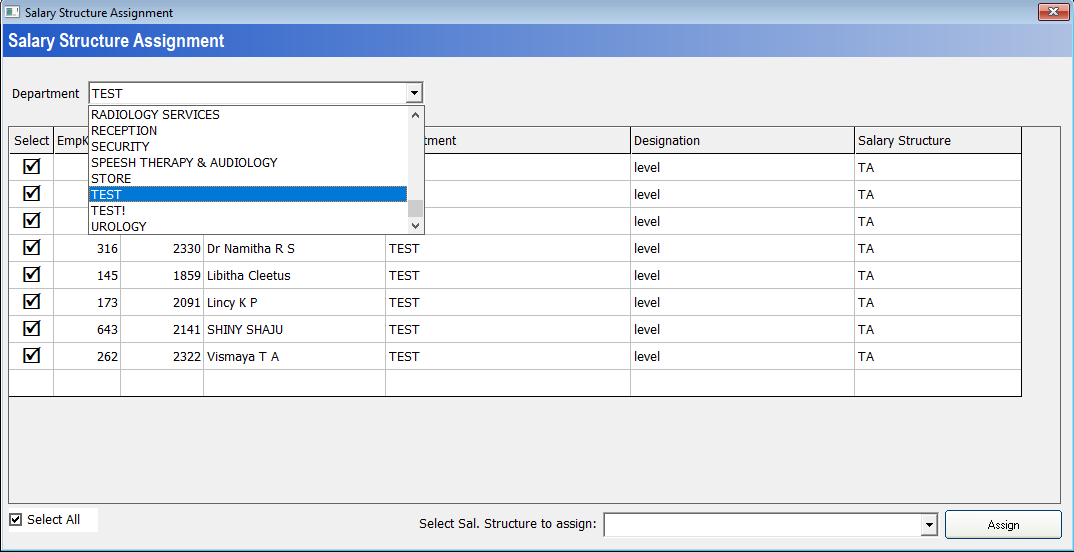


Select File and Click Generate , Add Template also Avalaible

Salary Structure Assignment

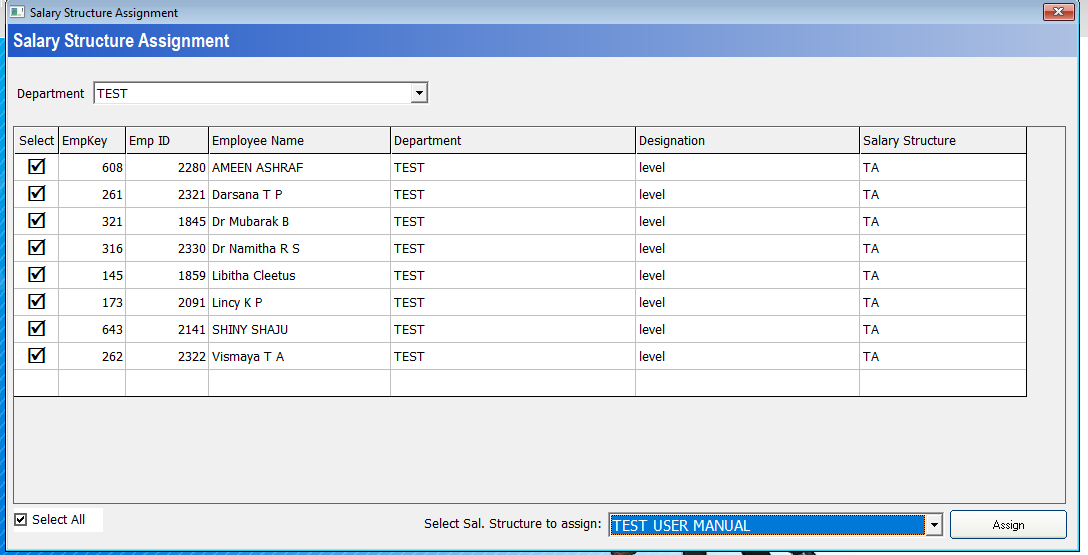


Salary Structure Assignment



Select Department

Select Salary Structure

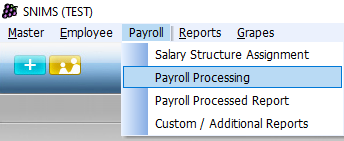


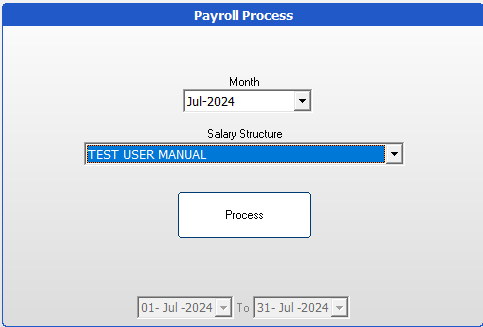
Click Assign Button



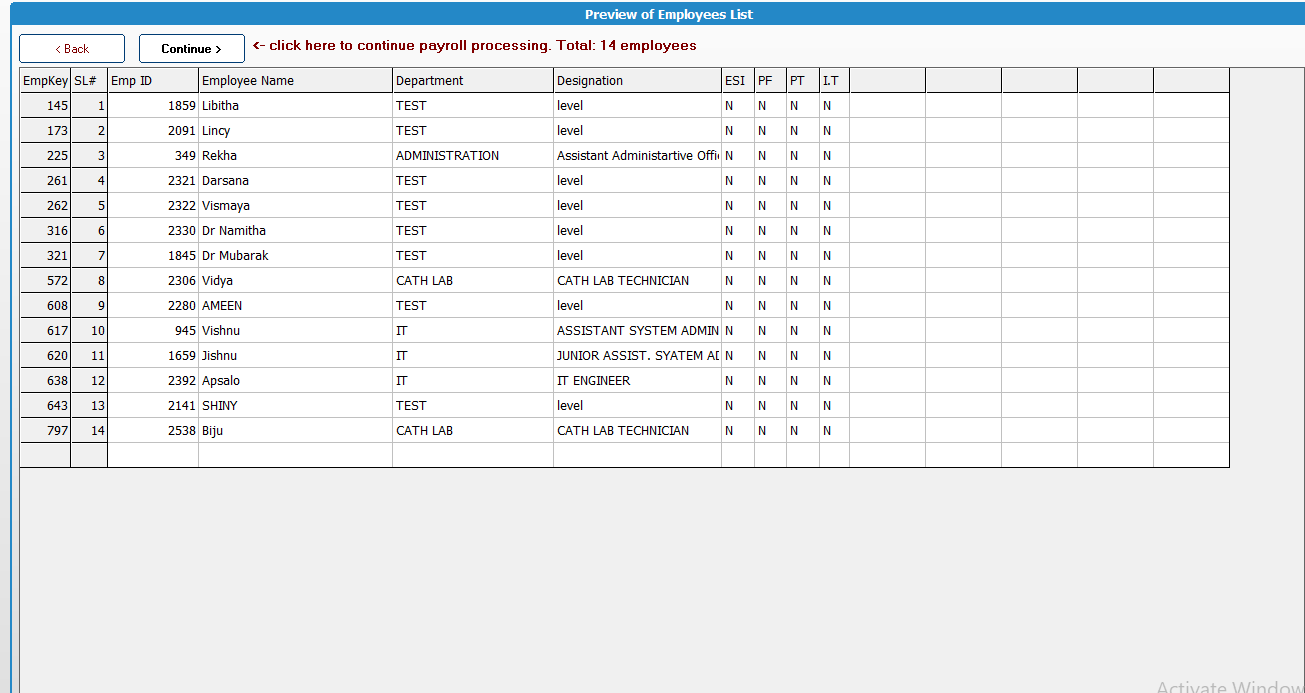
Click Yes To Apply

Payroll processing

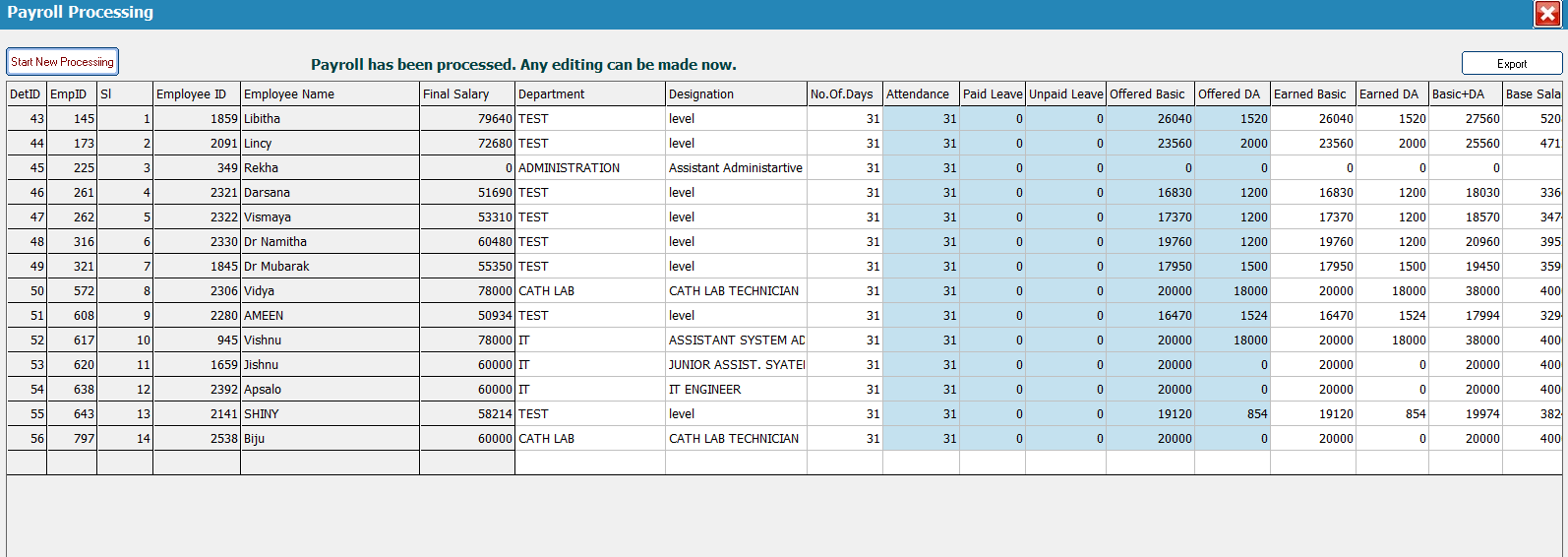


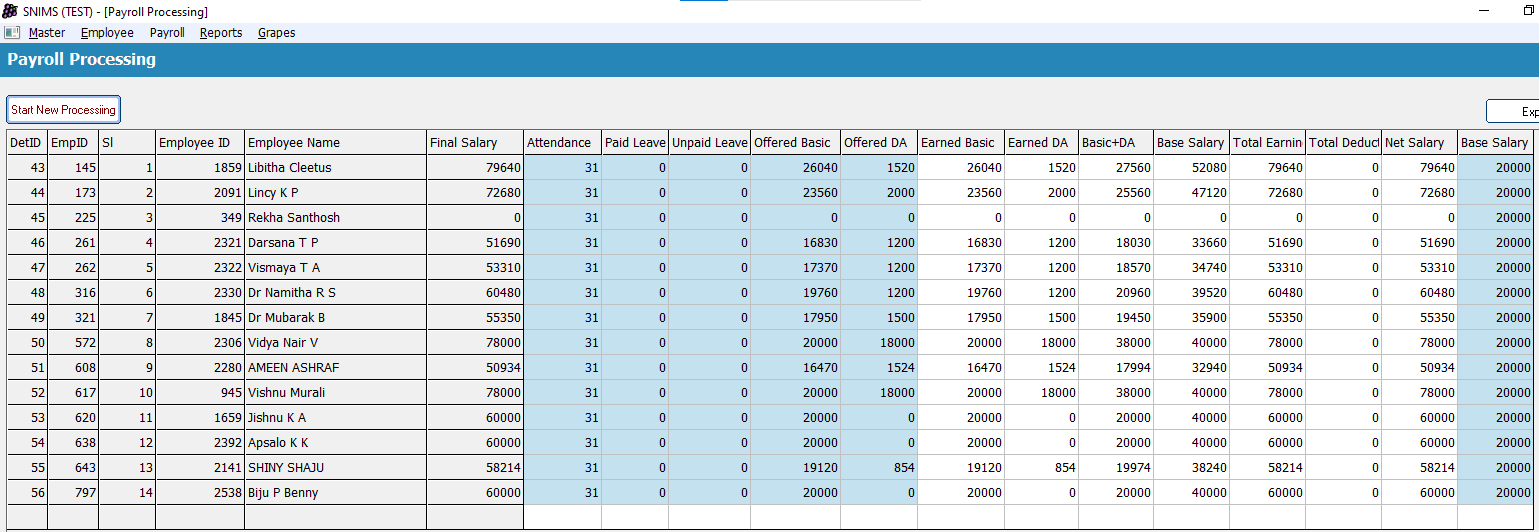


Select Month & salary Structure Click Process



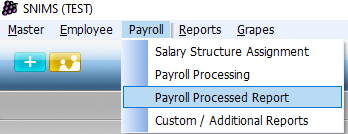
Click Continue Payroll processing

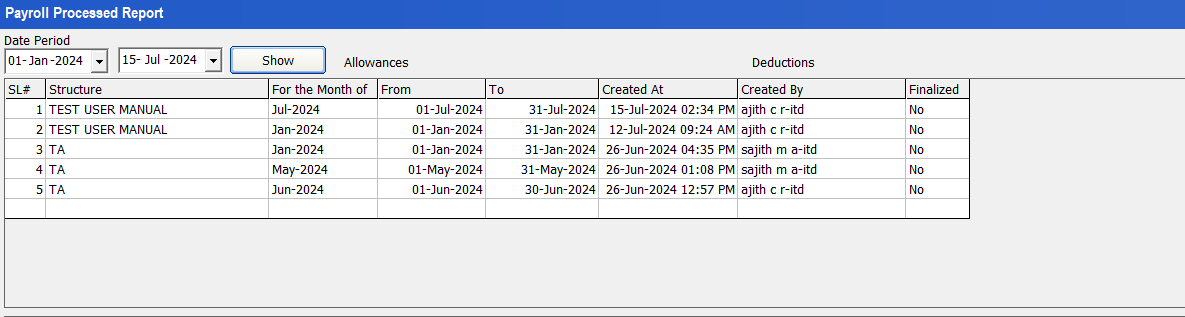




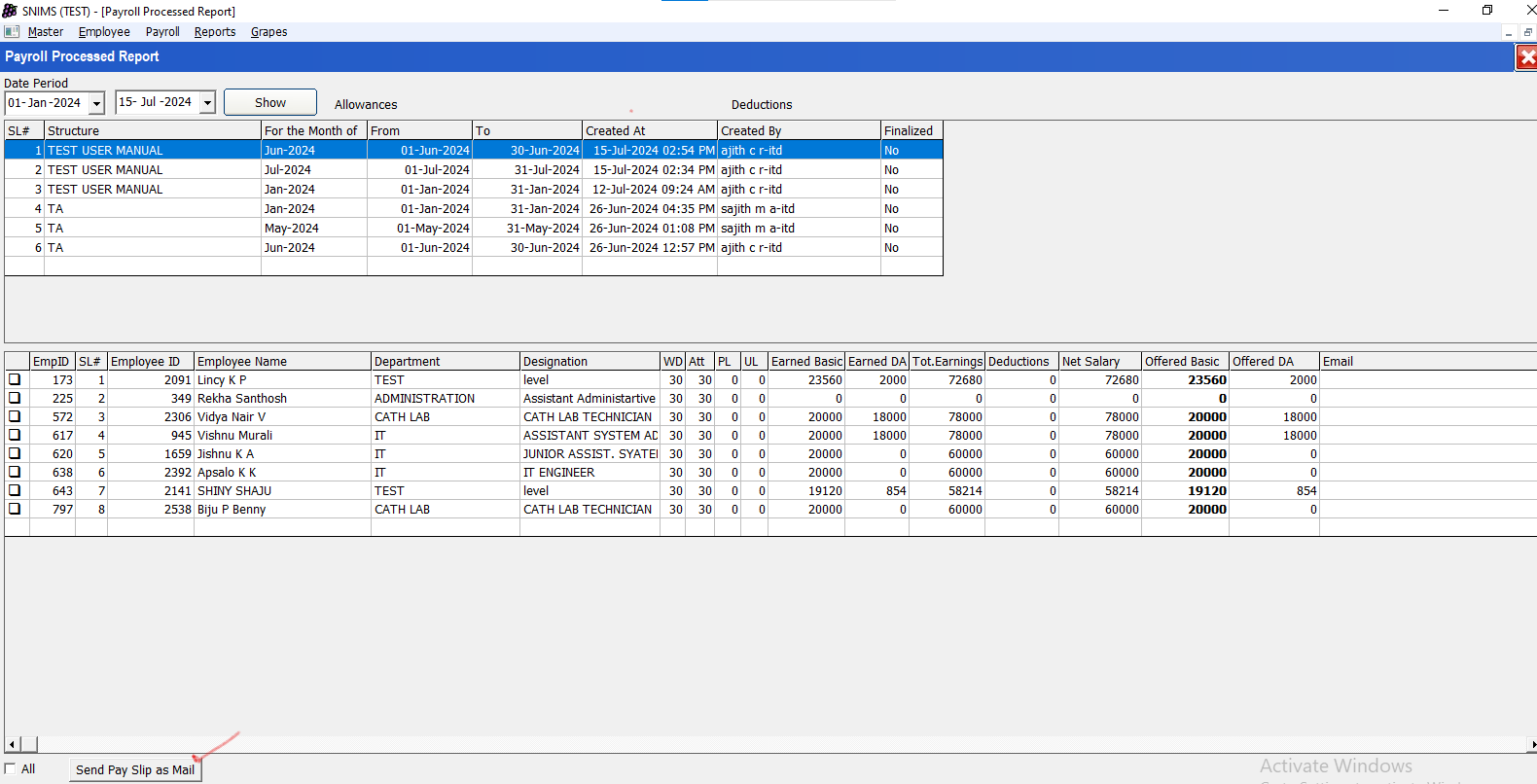
Payroll has Been process

Payroll Process Report



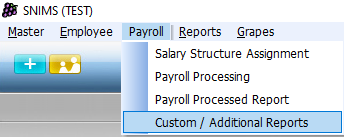


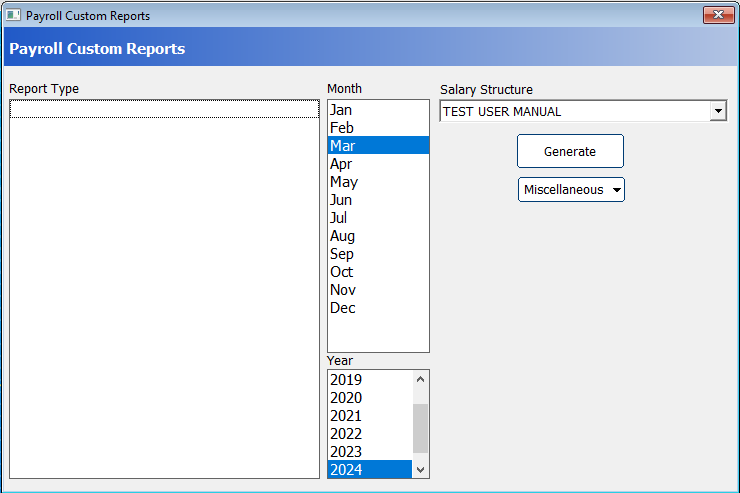
Select Date Click Show



Click Salary Structure will be displayed list of under employee we Can send mail in Salary Slip

Custom Additional Report

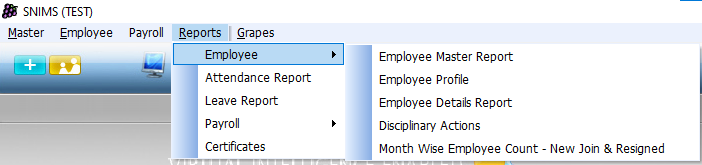




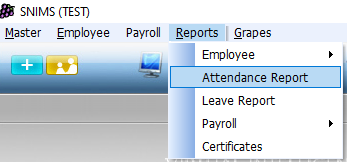
Click Generate

Reports

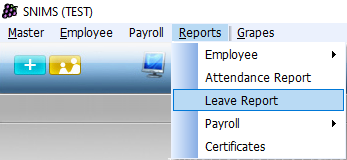
Employee Report



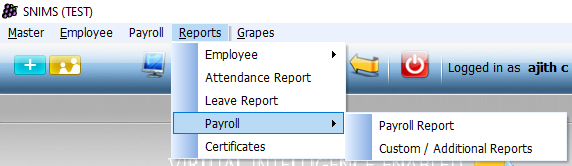
Attendance Report



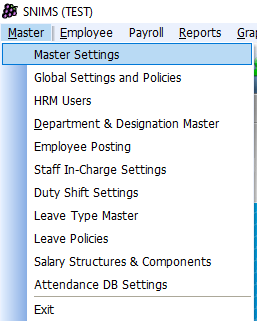
Leave Report

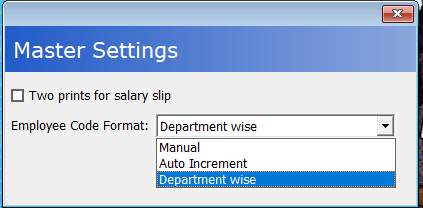


Payroll Reports



Master Setting





Exit

