



USER GUIDE FOR EMPLOYEE USERS 0.9

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1.0 USER

This document is intended as a complete guide for User in using SaffronHRMS 0.9 BETA version. This document is designed for non-specialists. Specialists may find the document a useful point of reference. By reading this guide, you will learn how to use SaffronHRMS through the elements of the graphical user interface and what's behind some of the advanced features that are not always obvious at first sight. It will hopefully guide you around some common problems that frequently appear for users of SaffronHRMS.

2.0 System

Login in the SaffronHRMS

The image shows a login panel for Saffron HRMS beta. At the top is the logo with 'Saffron' in blue, 'HRMS' in green, and 'beta' in orange, with a stylized leaf icon and 'by techIndyeh!!' below it. Below the logo are two input fields: 'Username' and 'Password'. Under these fields are three buttons: a green 'Sign in' button, a blue 'Punch IN' button, and an orange 'Punch OUT' button.

Image 1.0: Login Panel

This feature allows the User to record his attendance by entering his punch in and punch out time as well as his attendance details.

Punch In/Punch Out

This feature allows capturing the number of hours that you have spent while working for the company.

*Note: If the HR Admin has configured the attendance settings, the "Time" and "Date" for both punch in/out could be modified, otherwise the system will automatically capture the "system date/time" and it cannot be modified.

3.0 My Info Module

My Info Module is a powerful tool providing employees of the company with the ability to view relevant information such as personal information and updating personal information with an internet enabled PC without having to involve the HR department. The functionality of this module spans through the entire system, making information available anywhere, anytime. All information is subject to company's defined security policy, where he/she can only view the information he/she is authorized to.

3.1 Personal Details

When a User logs into the system for the first time, the first thing they will see is the "Personal Details" screen as shown in Image 1.1. They are able to edit and enter certain fields.

Saffron HRMS Profile Leave Timesheet Punch In Welcome, User ▾

Image Upload

Personal Details

Contact Details

Emergency Contacts

Dependents

Immigration

Job

Qualification

Work Experience

Personal Details

Name :	Rohit Kumar	Date of Birth :	00/00/0000
Gender :	Other	Marital Status :	Other
Nationality :		Military Service :	
Nick Name :		Pancard No :	
Driving Licence Number :		Driving Licence Expiry Date:	00/00/0000

[Edit](#)

Image 1.1: Personal Details

3.2 Photograph

The User can add a photograph of himself/herself by clicking on the photograph at corner of the screen and the screen as shown in Image 1.2 will appear after clicking on Image Module Link.

Choose File No file chosen

Image Upload

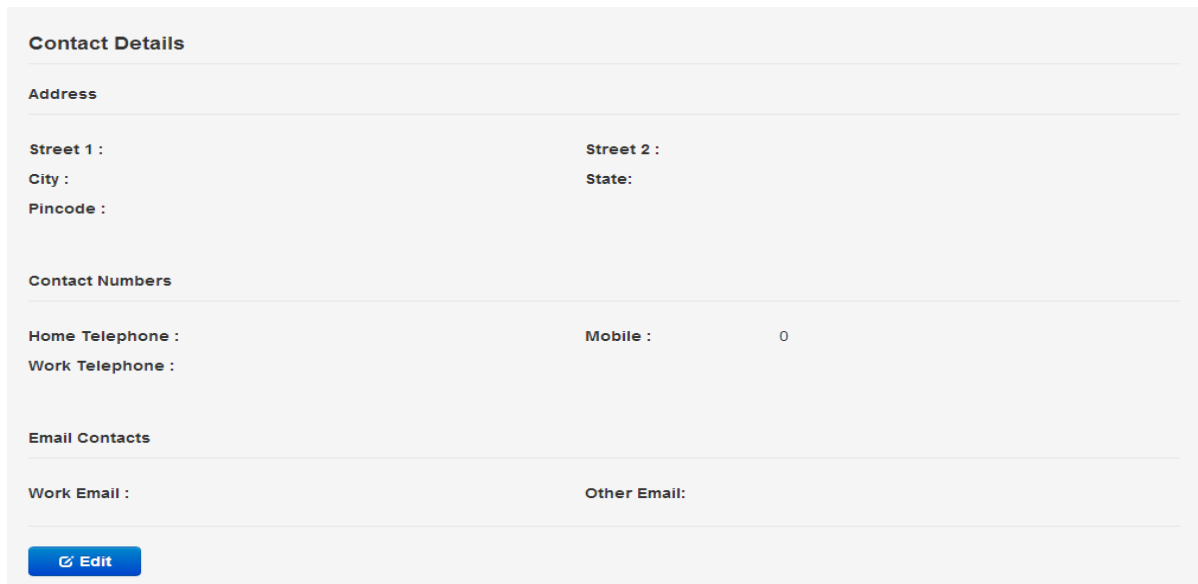
Image 1.2: Image Upload

Click “Choose File” and then select a photograph from the relevant path. Click “Upload” once you have selected the picture .The picture selected will be populated on the photograph section.

*Note: You may only upload a maximum size of 1 Megabyte in jpg, png, gif format.

3.3 Contact Details

Contact information can be entered from here. Click on “Contact Details” and the screen as shown in Image 1.3 will appear.



The screenshot shows a web form titled "Contact Details". It contains several sections for data entry:

- Address Section:** Includes fields for "Street 1 :", "Street 2 :", "City :", "State:", and "Pincode :".
- Contact Numbers Section:** Includes fields for "Home Telephone :", "Work Telephone :", "Mobile :", and a numeric field with the value "0".
- Email Contacts Section:** Includes fields for "Work Email :" and "Other Email:".

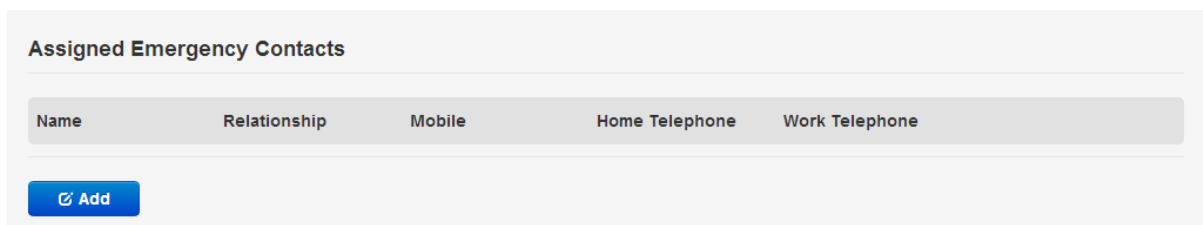
At the bottom left of the form is a blue button with a pencil icon and the text "Edit".

Image 1.3: Contact Details

Click “Edit” to enter the information. Once you have filled up data click on “Save”.

3.4 Emergency Contact

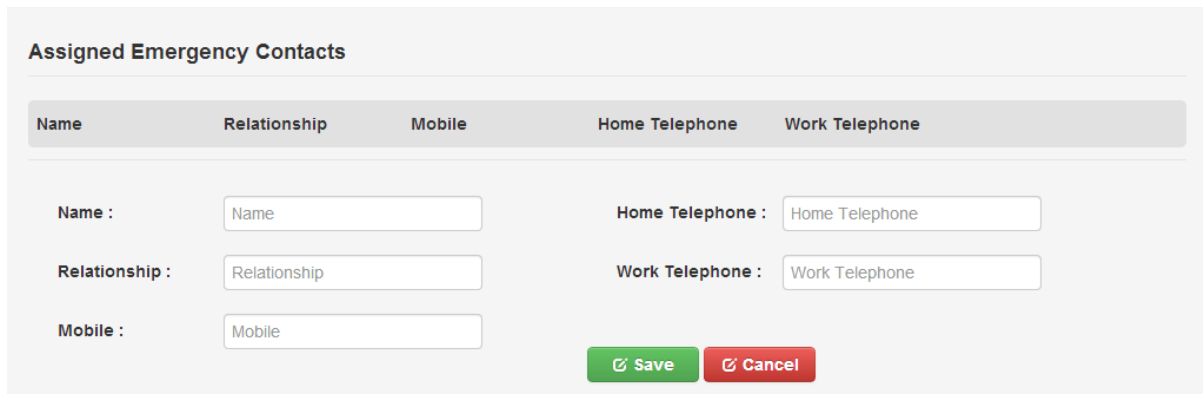
Contact details which will be needed during an emergency can be entered here. Select “Emergency Contacts” and the screen as shown in Image 1.4 will appear.



The screenshot shows a web form titled "Assigned Emergency Contacts". It features a table with the following headers: "Name", "Relationship", "Mobile", "Home Telephone", and "Work Telephone". Below the table is a blue button with a plus icon and the text "Add".

Image 1.4: Emergency Contact View

After click on “Add” button, the screen will appear as shown in Image 1.5.



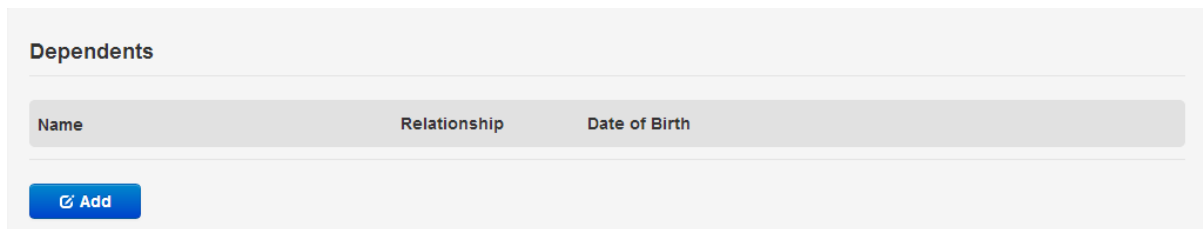
Assigned Emergency Contacts

Name	Relationship	Mobile	Home Telephone	Work Telephone
Name :	<input type="text" value="Name"/>		Home Telephone :	<input type="text" value="Home Telephone"/>
Relationship :	<input type="text" value="Relationship"/>		Work Telephone :	<input type="text" value="Work Telephone"/>
Mobile :	<input type="text" value="Mobile"/>			

Image 1.5: Emergency Contact Add New Contact

3.5 Dependents

If you have any dependents you can enter them here. To add a dependent, click on “Dependents” and the screen as shown in Image 1.6 will appear.

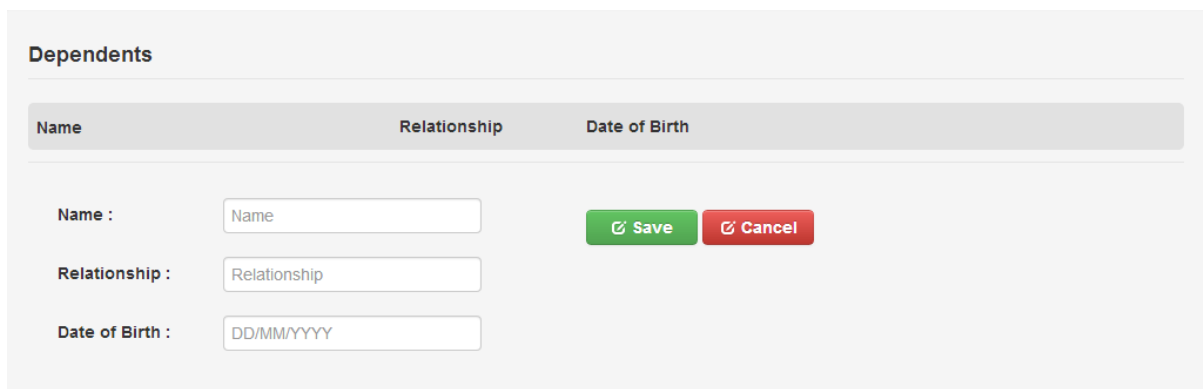


Dependents

Name	Relationship	Date of Birth
<input type="button" value="Add"/>		

Image 1.6: Dependent view

After click on “Add” button Image 1.7 will appear.



Dependents

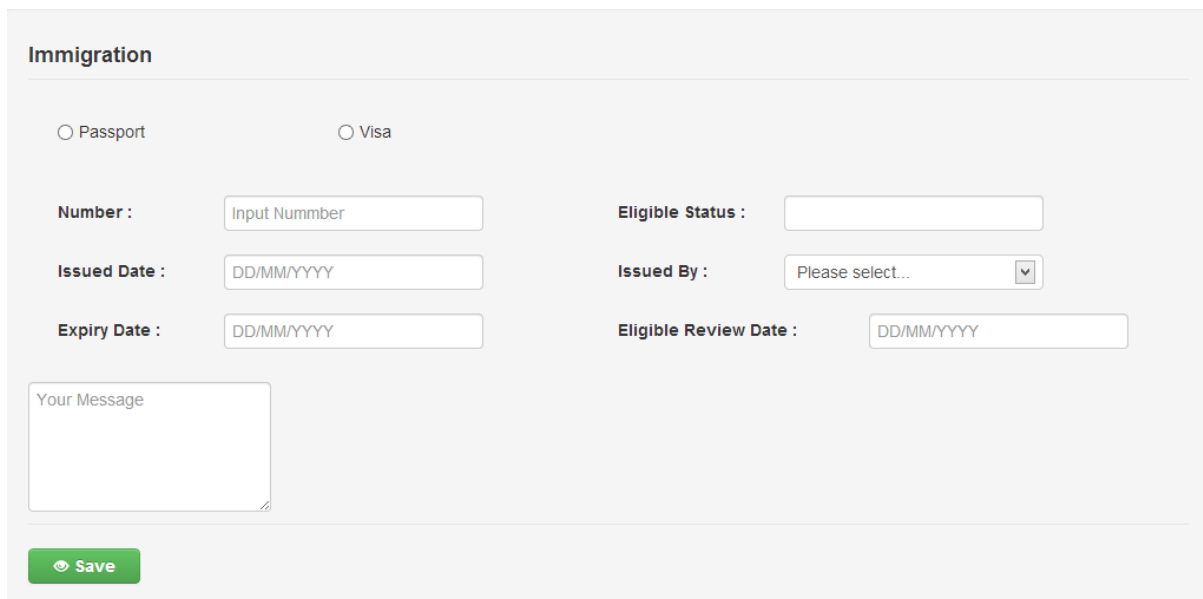
Name	Relationship	Date of Birth
Name :	<input type="text" value="Name"/>	
Relationship :	<input type="text" value="Relationship"/>	
Date of Birth :	<input type="text" value="DD/MM/YYYY"/>	

Image 1.7: Dependent Add

Enter the “Name” of your dependent, the “Relationship” of the dependent to you and his/her “Date of Birth”. Click “Save” once you have entered the following fields.

3.6 Immigration

Your immigration information can be entered here. To add your immigration information, select “Immigration” and the screen as shown in Image 1.8 will appear.



The screenshot shows the 'Immigration' form. At the top, there are two radio buttons: 'Passport' and 'Visa'. Below these are several input fields: 'Number' (with placeholder 'Input Number'), 'Eligible Status', 'Issued Date' (with placeholder 'DD/MM/YYYY'), 'Issued By' (a dropdown menu with 'Please select...' and a downward arrow), 'Expiry Date' (with placeholder 'DD/MM/YYYY'), and 'Eligible Review Date' (with placeholder 'DD/MM/YYYY'). At the bottom left, there is a text area labeled 'Your Message'. A green 'Save' button is located at the bottom center.

Image1.8: Immigration

Select the document type (Passport or Visa) you wish to add details of, the “Number” whether it is a passport number or a visa number, the “ Issued Date” , “Expiry Date”, the “Eligible Status” of your Passport/Visa and the “Eligible Review Date” as to when the eligibility status was reviewed.

You may write a comment if necessary.

3.7 Job Details

The User cannot make changes in the job details. You are only able to view your job details that have been pre-defined by the administrator as shown in Image 1.9.



The screenshot shows the 'Job Details' form. It has a title 'Job' and a message: 'Your Job Details Not Configured yet , You should Contact HR'. Below this, there is a section for 'Supervisor' with a label 'Supervisor :' and a text input field. At the bottom, there is a label 'Name :' followed by a text input field.

Image 1.9 Job Details

3.8 Qualifications

● Education

You are able to enter details of your education here. To enter education details, click “Add”.

- Skills

If you have any special talents or skills they can be entered here. To enter skills, click “Add” under “Skills”.

- Languages

You can enter the various languages that you are competent in, with the level of competency. To enter your language of competency, click “Add” under “Language”.

Education

Level	School/University	Year	GPA/Score	Specialization
<div>Add</div>				

Skills

Skill	Year of Experience	Description
<div>Add</div>		

Languages

language	Read	Write	Speak
<div>Add</div>			

Image 2.0: Qualification

Education

Level	School/University	Year	GPA/Score	Specialization
Level :	<input type="text" value="Level"/>	Score :	<input type="text" value="GPA/Score"/>	
University :	<input type="text" value="School/College/University"/>	Specilization :	<input type="text" value="Specilization"/>	
Year :	<input type="text" value="Year"/>	<div>Save</div> <div>Cancel</div>		

Skills

Skill	Year of Experience	Description

Languages

language	Read	Write	Speak

Image 2.1: Qualification Add

3.9 Work Experience

Your previous work experiences can be entered here. To enter previous work experiences, click “Add” under “Work Experience” and the screen as shown in Image 2.2 will appear.


Company	Job Title	From	To	Comment
 Add				

Image 2.2: Work Experience




Company	Job Title	From	To	Comment
Compnay Name : <input type="text" value="Company Name"/>	Leave Date : <input type="text" value="DD/MM/YYYY"/>			
Job title : <input type="text" value="Job Title"/>	Description : <input type="text" value="Description"/>			
Join Date : <input type="text" value="DD/MM/YYYY"/>	 Save  Cancel			

Image 2.3: Work Experience Add

4.0 Leave Module

The leave module is a comprehensive leave management system where an employee can apply for leave via online (internet/intranet). Email will be sent to notify the Admin who can then approve/reject the leave. The User is able to view their current leave entitlement, leave balance and notification of leave approval by their supervisors or the Admin.

Apply for Leave

 **Apply**

Leave type	Leave Entitle(days)	Leave Scheduled(days)	Leave Taken(days)	Leave Balance(days)
Medical	0	0	0	0
Emergency	0	0	0	0
General	0	0	0	0
Special	0	0	0	0
Earned	0	0	0	0
Casual	0	0	0	0

Image 2.4: Leave View and Apply

4.1 Timesheets

Timesheet module will able to see your attendance record. You can see your all attendance record by click on “Show all” button or you can see for a particular date by selecting a date.

My Attendance Record

Attendance Not Found

Enjoy!!

Thank You