Jimma University

Human Resource Management System

User manual

http://hrm.ju.edu.et/login

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How to access the system?

HRMS is a web application that can be access using any browser such as Google chrome, Firefox, IE, edge, Opera and others.

1.1 Login page: user can accessing the system using

A. Username or Email

B. Password

Figure 1.1 HRM Login page using username and Password

How to manage user account?

User management System is an administration module of the company to access and control your core HR functions, with an extensive set of tools to extract and identify data. An effective user management system allow your company to tightly define each employee's level of access to data, based on user department and role. There are three major entities under user management module. They are

- User,
- User group or role
- Permission.

In this regard, user account creates under a specific user group and relevant permissions shall be given to a specific group based on HRM operational policy.

JU-HRM System

⊘

🏠 Home

👥 User Managment ⌄

👤 User list

🪪 User group

🔑 Permission

🪪 ID Managment ‹

👤 Employee Managment

System Analytics

👥 **Employees**
3,296

👤 **Retirements**
0

🔗 **Organizational units**
475

👤 **In probation Period**
0

🏠 Home

👥 User Managment ⌄
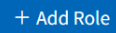
👤 User list

🪪 User group

🔑 Permission

Roles Showing 1 to 9 of 9 entries. Reset

+ Add Role

Name	Users	Permissions
HR-Director	1 users	dashboard.sidebar
super_admin	10 users	dashboard.sidebar

Roles Add Role. « Back to all Roles

Name *

Permissions

☐ employee.home   ☐ dashboard.sidebar   ☐ dashboard.content

☐ user.icrud   ☐ user.index   ☐ user.create

☐ user.show   ☐ user.edit   ☐ user.delete

☐ role.icrud   ☐ role.index   ☐ role.create

☐ role.show   ☐ role.edit   ☐ role.delete

☐ permission.icrud   ☐ permission.index   ☐ permission.create

Creating Organization structure

Organizational structure is the method by which work flows through an organization and allows groups to work together within their individual functions to manage tasks.

How to create organization unit?

Units Add unit. « Back to all units

Home

User Managment <

ID Managment <

Employee Managment

Organization ⌄

  ▷ Org. Structure

  ▷ Organizational Unit

General setting <

Job Information <

Orignization unit *

Level

Accountable to

Office chairman

-

-

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የአካዳሚክ ጉዳዮች ምክትል ፕሬዝዳንት ጽ/ቤት

የአስተዳደርና ልማት ም/ፕሬዝዳንት ጽ/ቤት

የምርምርና ትብብር ም/ፕሬዝዳንት ጽ/ቤት

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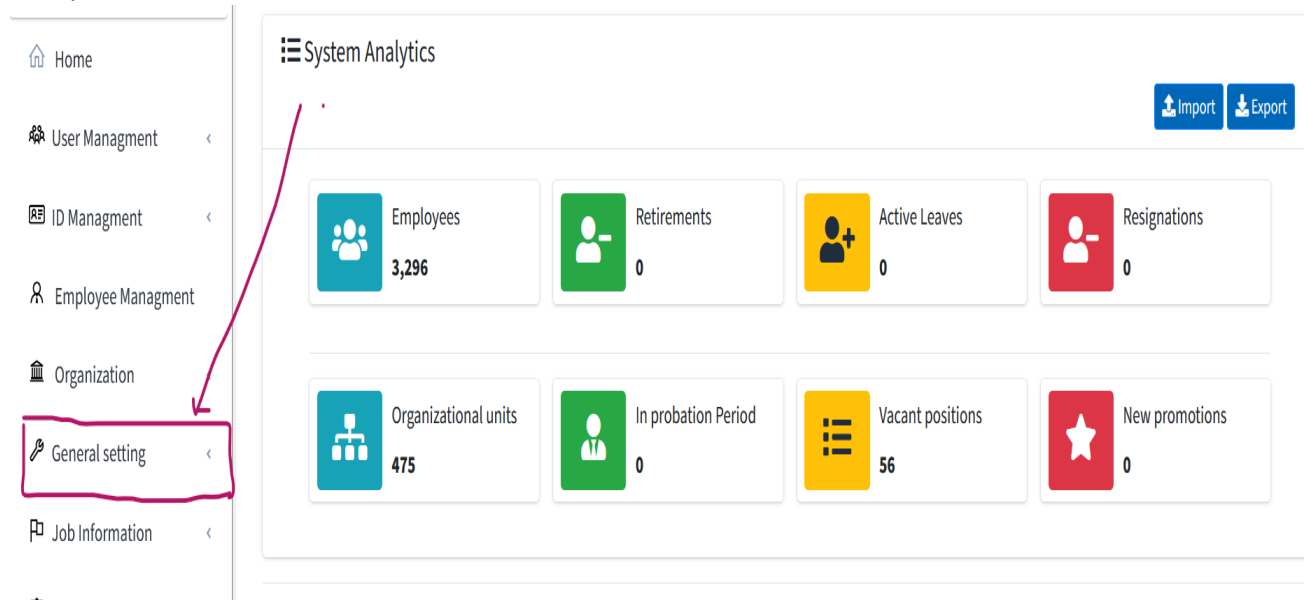
    ➕ የአካዳሚክ ጉዳዮች ምክትል ፕሬዝዳንት ጽ/ቤት

    ➖ የአስተዳደርና ልማት ም/ፕሬዝዳንት ጽ/ቤት

    ➕ የምርምርና ትብብር ም/ፕሬዝዳንት ጽ/ቤት

        ➕ የምርምር ጉዳዮች ዳይሬክቶሬት

        ➕ ዩኒቨርስቲ እንዱስትሪ ትስስር ትስስር ዳይሬክቶሬት

        ➖ የትሮፒካልና ተላላፊ በሽታዎች የምርምር ማዕከል

        ➕ ግራንት ማፈላለግና ትብብር አስተዳደር ዳሬክቶሬት

        ➖ የላብራቶሪና የምርምር ፋሲሊቲ ማናጅመንት ዳይሬክቶሬት

        ➖ የኦሮሞ ጥናት ኢንስቲትዩት

        ➖ የምርምር ማዕከላት አስተዳደር ጽ/ቤት

        ➖ የሶኩሩ ምርምርና ማሰልጠኛ ማዕከል

        ➖ የኢትዮጵያ አየር ንብረት ለውጥ ጥናት ኢንስቲትዩት

        ➖ የመንገድ ደህንነት ምርምር ኢንትቲትዩት

    ➕ የቴክኖሎጂ ኢንስቲትዩት ሳይንተፊክ ዳይሬክተC

    ➕ የጤና ኢንስቲትዩት ቹፍ ኤክስኪዪቲቭ ዳይሬክተC

    ➕ የፕሬዝዳንት ጽ/ቤት ዋና ስራ አስፈፃሚ

    ➕ የዩኒቨርሲቲዉ ፕጪዲንት ጽ/ቤት ሃሊፊ

General setting

Under this part, you need set all necessary lookup data and setting before proceeding the use of the system

Creating employee position

The number of permitted positions are may varies per colleges or institutes. Before creating any positions in any organizational units. The following pre-requests should be set.

- Organization Unit or Office
- Job title
- Fields of studies
- Job Grade
- Min Educational Level and Min Relevant experience
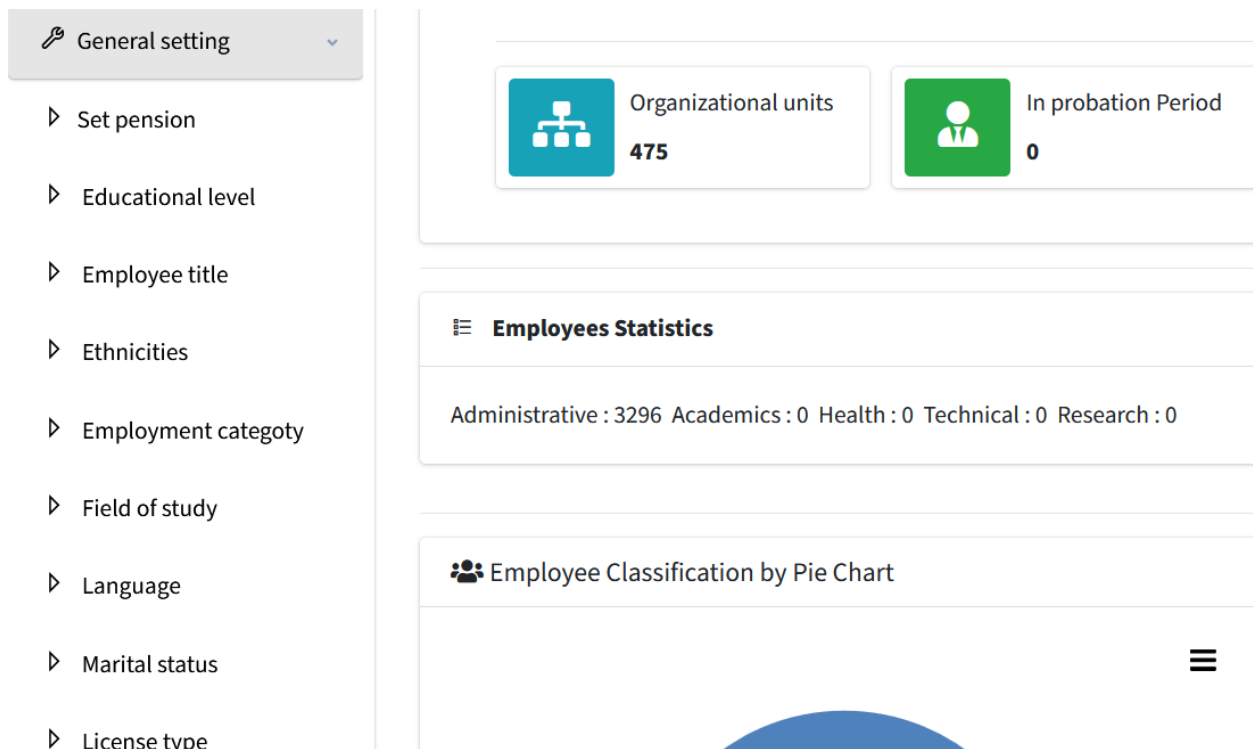- Pre-requests for experience

Employee Management

Maintaining Employee Records is particularly important for internal purposes when it comes to getting the best out of your employees. It also improves the organization's readiness to respond to information of this type. This also helps with the overall planning of the human capital needs of the organization both immediate and future. Employee profile elements can be

- Personal information,
- Job information,
- Bio information and
- Contact Information.

How can view employee list in the system?

	Employees Showing 1 to 10 of 3,296 entries. Reset				

Home

User Managment

ID Managment

Employee Managment

Organization

General setting

Job Information

Efficiency settings

Employee Placement

Payroll managment

Recruitment

Leave Managment

Employees Showing 1 to 10 of 3,296 entries. Reset

+ Add employee

Search...

By employee category ▾   Job title ▾   Filter by office ▾   Filter by type ▾   By job position ▾   By hire date ▾

FirstName	Full Name	Job Title	Origanizational unit	Educational level	Actions
⊞ ZUMERA	ZUMERA ABANEGA ABABULGU	-	-	-	👁 Preview ✎ Edit
⊞ ZULALI	ZULALI ABATEMAM ABAMECHA	-	-	-	👁 Preview ✎ Edit
⊞ ZULA	ZULA FETELA GAMU	-	-	Bachelors Degree	👁 Preview ✎ Edit
⊞ ZUFAN	ZUFAN ASFAW KASA	-	-	-	👁 Preview ✎ Edit
⊞ ZUBERA	ZUBERA ABADEGA ABAGERO	-	-	Grade 8 complete	👁 Preview ✎ Edit
⊞ ZINAYE	ZINAYE TIRUNEHE RETA	-	-	Grade 10 or 12 Complete	👁 Preview ✎ Edit
⊞ ZINASHWORK	ZINASHWORK NIGUSE GESESE	-	-	-	👁 Preview ✎ Edit
⊞ ZINASH	ZINASH BEKELE ADELI	-	-	Grade 8 complete	👁 Preview ✎ Edit

How can we add new employee?

Home

User Managment

ID Managment

Employee Managment

Organization

General setting

Job Information

Efficiency settings

Employee Placement

Payroll managment

Recruitment

Employees Add employee.   « Back to all employees

[1] Personal Information   [2] Job Information   [3] Bio Information   [4] Contact Information

Employee photo(4x4)

Choose file

First name *

Father name *

Grand father name *

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የአባት ስም

የእያት ስም

Gender *

-

Religion

Select an entry

Employee title

How can we edit employee Profile?

How can we view employee Profile?

Employee profile view

Manage Salary sheet

How to manage salary sheet based on salary scale?

Job Grades
Showing 1 to 22 of 22 entries. Reset

+ Add job grade

Search...

Level	Start	1st	2th	3th	4th	5th	6th	7th	8th	9th	Ceil	Actions
I	1,100	1174	1253	1338	1428	1523	1624	1731	1843	1958	2,079	Edit
II	1,338	1428	1523	1624	1731	1843	1958	2079	2208	2344	2,487	Edit
III	1,624	1731	1843	1958	2079	2208	2344	2478	2638	2799	2,969	Edit
IV	1,958	2079	2208	2344	2487	2638	2799	2969	3150	3333	3,526	Edit
V	2,344	2487	2638	2799	2969	3150	3333	3526	3729	3934	4,150	Edit
VI	2,799	2969	3150	3333	3526	3729	3934	4150	4379	4609	4,851	Edit
VII	3,333	3526	3729	3934	4150	4379	4609	4851	5098	5358	5,626	Edit
VIII	3,934	4150	4379	4609	4851	5098	5358	5626	5907	6193	6,481	Edit

Sidebar: Home, User Managment, ID Managment, Employee Managment, Organization, General setting, Job Information (Job title category, Job Level, Job grade, Salary scale)

Employee Recruitment

Under this module, you can perform any activities related to recruitment and vacancy in terms of internal and external positions as follow:

Sidebar: Efficiency settings, Employee Placement, Payroll managment, Recruitment (Vacancy), Leave Managment, Configuration

Organizational units 475 | In probation Period 0 | Vacant positions 56 | New promotions 0

Employees Statistics
Administrative : 3296 Academics : 0 Health : 0 Technical : 0 Research : 0

Gender Based Statistics
Male Staff : 1168 Female Staff: 2128

Employee Classification by Pie Chart

Employement line graph

Vacancies Add vacancy. « Back to all vacancies

Type

Internal ⌄

Job Position

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Registration start date

Registration end date

Number of vacants

Description

Save and back ⌄   Cancel

Sidebar menu:
- Employee Managment
- Organization
- General setting
- Job Information
- Efficiency settings
- Employee Placement
- Payroll managment
- Recruitment
  - Vacancy
- Leave Managment

Employee efficiency

In order to evaluate employee performance, we need to use efficiency module in HRM System. Before proceeding to operate, you need set the following setting.

- Evaluation Category
- Evaluations Level
- Evaluation criteria
- Evaluation period

ሁላፊነትን በአግባቡ መወጣት::	10
የስራ ተነሳሽነት::	15
በስራ ላይ የሚያሳየዉ/የምታሳየዉ ትብብር::	15
የግል ባሀሪያት::	15

Organizational units
475

In probation Period
0

Sidebar:
- Job Information
- Efficiency settings
  - Evaluation category
  - Evaluation level
  - Evalution creteria
  - Evalution periods
  - Evaluation
- Employee Placement

☰ **Employees Statistics**

Administrative : 3296 Academics : 0 Health : 0 Technical : 0 Research : 0

👥 Employee Classification by Pie Chart

Employee placement

So as to make employee placement based new organizational structure as shown below: