

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 Management** 


 User list


 User group


 Permission


 ID Management 


 Employee Management


 **System Analytics**



 **Employees**
3,296


 **Retirements**
0


 **Organizational units**
475


 **In probation Period**
0

 Home

 **User Management** 

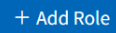
 User list

 **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**

- | | | |
|---|--|--|
| <input type="checkbox"/> employee.home | <input type="checkbox"/> dashboard.sidebar | <input type="checkbox"/> dashboard.content |
| <input type="checkbox"/> user.icrud | <input type="checkbox"/> user.index | <input type="checkbox"/> user.create |
| <input type="checkbox"/> user.show | <input type="checkbox"/> user.edit | <input type="checkbox"/> user.delete |
| <input type="checkbox"/> role.icrud | <input type="checkbox"/> role.index | <input type="checkbox"/> role.create |
| <input type="checkbox"/> role.show | <input type="checkbox"/> role.edit | <input type="checkbox"/> role.delete |
| <input type="checkbox"/> permission.icrud | <input type="checkbox"/> permission.index | <input type="checkbox"/> 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?

The screenshot displays the HR Management System interface. On the left, a sidebar menu lists various functions: Home, User Management, ID Management, Employee Management, Organization, Org. Structure, Organizational Unit, and General setting. The 'Organization' menu item is highlighted with a red box, and a red arrow points to the 'Organizational Unit' sub-item. The main content area shows four summary cards: Employees (3,296), Retirements (0), Organizational units (475), and In probation Period (0). Below these is an 'Employees Statistics' section showing counts for Administrative (3296), Academics (0), Health (0), Technical (0), and Research (0).

Below the main content area, the 'Units' page is shown. It features a '+ Add unit' button and a table listing organizational units. The table has four columns: Organizational unit, Level, Accountable to, and Office chairman. The table displays five entries, each with a unique organizational unit name, its level, the accountable person, and the office chairman.

Organizational unit	Level	Accountable to	Office chairman
CSS-የምርምር ህትመንትና ግራፊክስ ማኔጅመንት አስተባባሪ		CSS-የአካዳሚክና ምርምር ጉዳዮች ም/ዲን ጽ/ቤት	-
CSS-የጋራ ኮርሶች አስተባባሪ		CSS-የአካዳሚክና ምርምር ጉዳዮች ም/ዲን ጽ/ቤት	-
CSS-ረዳት ፊኔስትራር ጽ/ቤት		CSS-የአካዳሚክና ምርምር ጉዳዮች ም/ዲን ጽ/ቤት	-
CSS-የተከታታይና ርቀት ት/ትፕሮግራም ማስተባባሪያ		CSS-የአካዳሚክና ምርምር ጉዳዮች ም/ዲን ጽ/ቤት	-
CSS-የምርምርና የድህረ-ምረቃ ማስተባባሪያ		CSS-የአካዳሚክና ምርምር ጉዳዮች ም/ዲን ጽ/ቤት	-

Home

User Management

ID Management

Employee Management

Organization

Org. Structure

Organizational Unit

General setting

Job Information

Units Add unit. << Back to all units

Organization unit *

Level

Accountable to

Office chairman

Jimma University

የዩኒቨርሲቲው ፕሬዝዳንት

የአካዳሚክ ጉዳዮች ምክትል ፕሬዝዳንት ጽ/ቤት

የአስተዳደርና ልማት ም/ፕሬዝዳንት ጽ/ቤት

የምርምርና ትብብር ም/ፕሬዝዳንት ጽ/ቤት

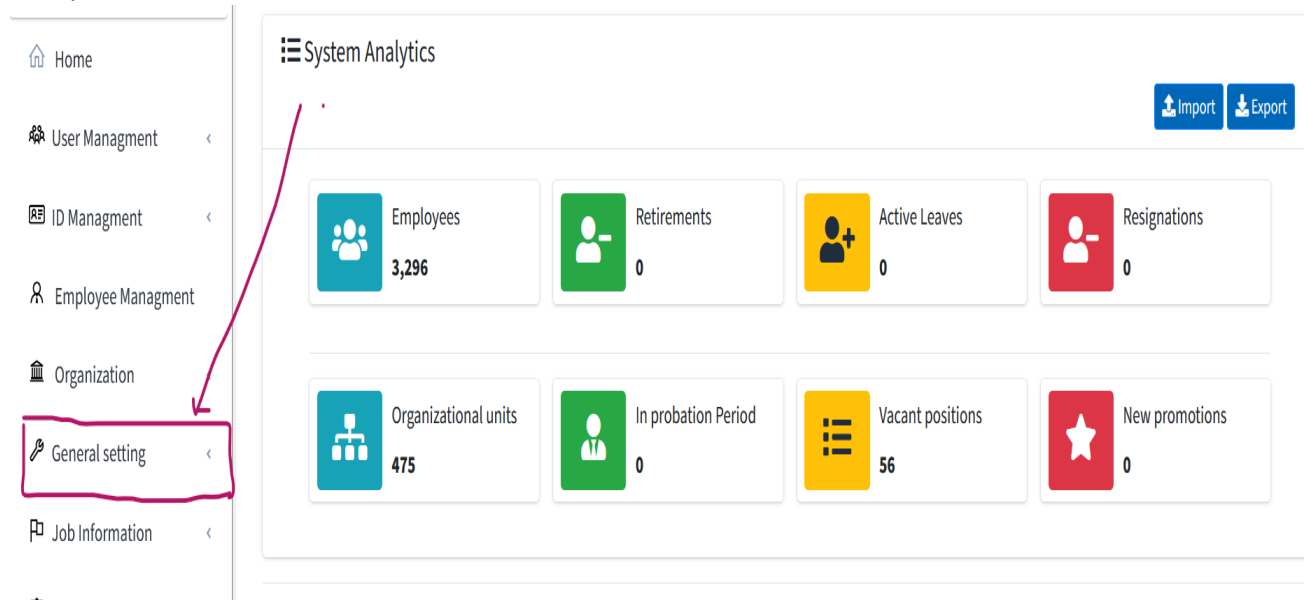
Jimma University

+ የዩኒቨርሲቲው ፕሬዝዳንት

- + የአካዳሚክ ጉዳዮች ምክትል ፕሬዝዳንት ጽ/ቤት
- + የአስተዳደርና ልማት ም/ፕሬዝዳንት ጽ/ቤት
- + የምርምርና ትብብር ም/ፕሬዝዳንት ጽ/ቤት
 - + የምርምር ጉዳዮች ዳይሬክቶሬት
 - + የዩኒቨርሲቲ አንዳ-ስትሪት ስራ ስራ ዳይሬክቶሬት
 - የትሮፒካልና ተላላፊ በሽታዎች የምርምር ማዕከል
 - + ግራንት ማረጋገጫና ትብብር አስተዳደር ዳይሬክቶሬት
 - የላብራቶሪና የምርምር ፋሲሊቲ ማንጅመንት ዳይሬክቶሬት
 - የአሮሞ ፕናት ኢንስቲትዩት
 - የምርምር ማዕከላት አስተዳደር ጽ/ቤት
 - የሶኮ-ምርምርና ማሰልጠኛ ማዕከል
 - የኢትዮጵያ አየር ንብረት ለውጥ ፕናት ኢንስቲትዩት
 - የመንገድ ደህንነት ምርምር ኢንስቲትዩት
- + የቴክኖሎጂ ኢንስቲትዩት ሳይንቲፊክ ዳይሬክቶሬት
- + የጤና ኢንስቲትዩት ፕሮግራም ኤክስፒሎይት ዳይሬክቶሬት
- + የፕሬዝዳንት ጽ/ቤት ዋና ሰራ አስፈጻሚ
- + የዩኒቨርሲቲው ፕሬዝዳንት ጽ/ቤት ሃላፊ

General setting

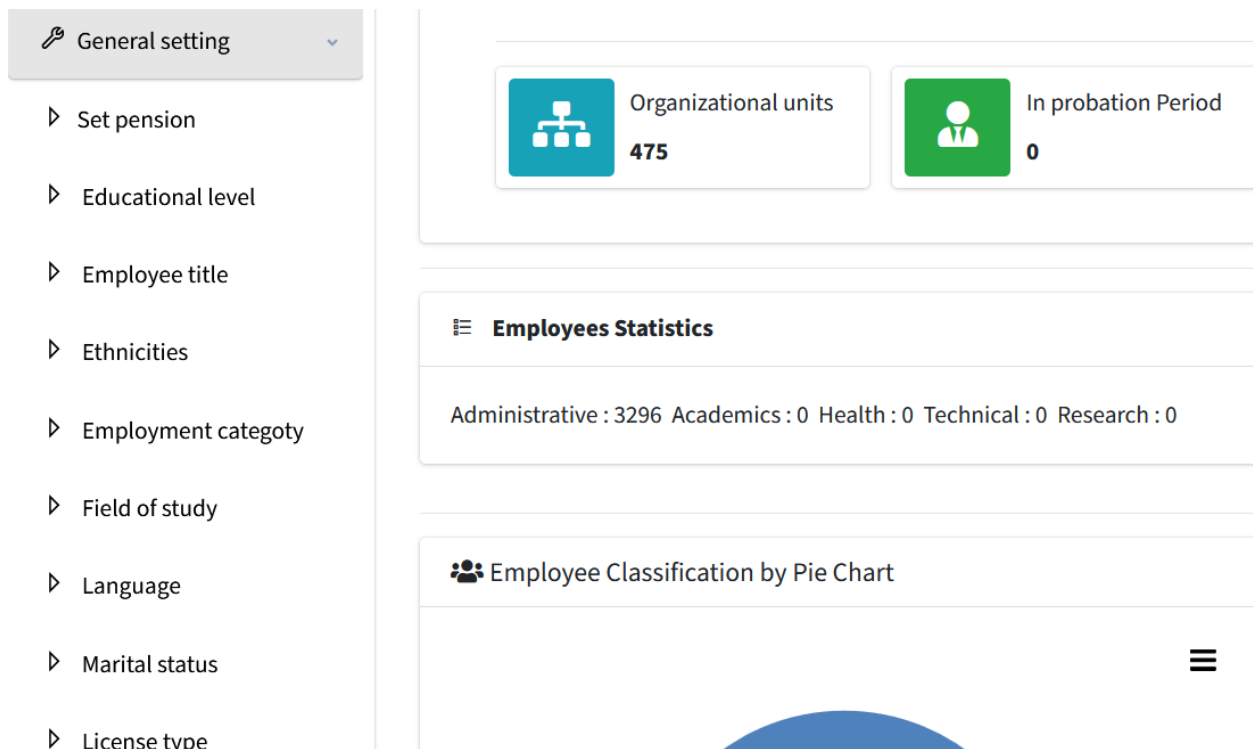
Under this part, you need set all necessary lookup data and setting before proceeding the use of the system



The screenshot shows the 'System Analytics' dashboard. On the left is a sidebar with navigation links: Home, User Management, ID Managment, Employee Management, Organization, **General setting** (highlighted with a red box and a red arrow), and Job Information. The main content area displays eight analytics cards in a 2x4 grid:

Category	Value
Employees	3,296
Retirements	0
Active Leaves	0
Resignations	0
Organizational units	475
In probation Period	0
Vacant positions	56
New promotions	0

Buttons for 'Import' and 'Export' are located at the top right of the dashboard.



The screenshot shows the 'General setting' page. On the left is a sidebar with a list of settings, each preceded by a right-pointing triangle (▸):

- Set pension
- Educational level
- Employee title
- Ethnicities
- Employment category
- Field of study
- Language
- Marital status
- License type

The main content area displays two analytics cards at the top:

Category	Value
Organizational units	475
In probation Period	0

Below these cards is a section titled 'Employees Statistics' with a summary: Administrative : 3296 Academics : 0 Health : 0 Technical : 0 Research : 0.

At the bottom is a section titled 'Employee Classification by Pie Chart' with a blue semi-circle graphic and a hamburger menu icon (≡) on the right.

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

The screenshot shows the 'Positions' form in a system. The left sidebar contains a menu with 'Job Information' expanded, and 'Position' highlighted. The main form has the following fields:

- Organizational unit:** Jimma University
- Job title:** አካዝክዮቲቭ ሴክራታሪ
- Job code prefix ***: (empty)
- Job code starting number ***: (empty)
- No of vacants ***: (empty)
- No of available for placement**: (empty)
- Available for placement**: ☒

At the bottom of the form are two buttons: 'Save and back' and 'Cancel'.

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?

Home

User Management

ID Management

Employee Management

Organization

General setting

Job Information

Efficiency settings

Employee Placement

Payroll management

Recruitment

Leave Management

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

First Name	Full Name	Job Title	Organizational 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 Management

ID Management

Employee Management

Organization

General setting

Job Information

Efficiency settings

Employee Placement

Payroll management

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 *

የአባት ስም

የአያት ስም

Gender *

Religion

Employee title

How can we edit employee Profile?

[Home](#)
[User Management](#)
[ID Management](#)
[Employee Management](#)
[Organization](#)
[General setting](#)
[Job Information](#)

Employees

Showing 1 to 10 of 3,296 entries. [Reset](#)

[+ Add employee](#)

[By employee category](#)
[Job title](#)
[Filter by office](#)
[Filter by type](#)
[By job position](#)
[By hire date](#)

FirstName	Full Name	Job Title	Organizational unit	Educational level	Actions
ZUMERA	ZUMERA ABANEGA ABABULGU	-	-	-	Preview Edit
ZULALI	ZULALI ABATEMAM ABAMECHA	-	-	-	Preview Edit
ZULA	ZULA FETELA GAMU	-	-	Bachelors Degree	Preview Edit

How can we view employee Profile?

[Home](#)
[User Management](#)
[ID Management](#)
[Employee Management](#)
[Organization](#)
[General setting](#)
[Job Information](#)
[Efficiency settings](#)

Employees

Showing 1 to 10 of 3,296 entries. [Reset](#)

[+ Add employee](#)

[By employee category](#)
[Job title](#)
[Filter by office](#)
[Filter by type](#)
[By job position](#)
[By hire date](#)

FirstName	Full Name	Job Title	Organizational 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

Employee profile view

Dashboard

Home

User Management

ID Management

Employee Management

Organization

General setting

Job Information

Efficiency settings

Employee Placement

Employees

Preview employee.

[Back to all employees](#)

Exp. Letter

Hire Letter

Print ID


Demotion

Promotion

Discipline

Leave

Efficiency



Employee Name :	AMOGNESH NIBABU YIRGA	Gender :	Female
	[አሞኔሽ ነባቡ ይርጋ]	Blood group :	-
Job title :	አስተዳደር ሰራተኛ	Email :	-
Educational level :	Bachelors Degree	Date of employment:	19/04/1999 E.C
Phone Number :	0937187022	Marital status :	Married
Ethnicity :	Amhara	Employee ID Number :	821142023
Religion :	Orthodox	Gross Salary :	ETB 4,609.00
Last Efficiency :	98%	Employment type :	Permanent
Job grade:	IX	Employee type :	Administrative staff
Horizonat Level:	Start salary	Place of Birth :	gembe
የመደብ መታወቂያ ቁጥር :	8.13/፪፻/ሀ፱-07	Working office :	CLG-የአካላዊነና ምርምር ጉዳዮች ም/ዳን ጽ/ቤት
Nationality:	Ethiopian/ኢትዮጵያዊ	Field of study :	Accounting
Experience :	16 years, 7 months and 24 days	Employee title :	Ms./ወ/ሮ.
Date of retirement:	7173days : 15h 27m 51s	Pention number:	-
Under Probation Period:	No	Age :	40 years old

ID Management

Employee Management

Organization

General setting

Job Information

Efficiency settings

Employee Placement

Payroll management

Recruitment

Emergency Contacts

Skill

Address

Licenses

Certification

Language

Families

Internal Experience

External Experience

Training and Studies

Memebership

Emergency Contacts

+ Add Emergency Contacts

Relation	Contact Name	Contact	Action
No emergency contacts			

Manage Salary sheet

How to manage salary sheet based on salary scale?

- Home
- User Management
- ID Management
- Employee Management
- Organization
- General setting
- Job Information**
 - Job title category
 - Job Level
 - Job grade**
 - 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

Employee Recruitment

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

- Efficiency settings
- Employee Placement
- Payroll management
- Recruitment**
 - Vacancy**
- Leave Management
- 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

Employment line graph

Employee Management

Organization

General setting

Job Information

Efficiency settings

Employee Placement

Payroll management

Recruitment

Vacancy

Leave Management

Vacancies

Add vacancy. [Back to all vacancies](#)

Type

Internal

Job Position

አክብሮት ስራ ለሰራተኛ የሰራተኛ አስተዳደር ኮሌጅ

Registration start date

Registration end date

Number of vacants

Description

Save and back

Cancel

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

Job Information

Efficiency settings

Evaluation category

Evaluation level

Evaluation criteria

Evaluation periods

Evaluation

Employee Placement

ሀላፊነት በአገልግሎት መወጣት::

10

የስራ ተካላቢነት::

15

በስራ ላይ የሚያሳየው/የምታሳየው ትብብር::

15

የግል ባህሪያት::

15



Organizational units

475



In probation Period

0

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:





The screenshot displays a software interface with a sidebar on the left and a main content area on the right.

Sidebar:

- Efficiency settings <
- Employee Placement** ✓ (highlighted with a red box)
 - Requirement
 - Position type
 - Position values
 - Education criteria
 - Experience criteria
 - Placement Round
- Payroll management <

Main Content Area:

System Analytics

 Employees 3,296	 Retirements 0
 Organizational units 475	 In probation Period 0

Employees Statistics

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