Menu: Employee Management

The menu Employee Management has four sub menus

1. Employee Information

2. Employee Promotion

3. Manage Organizational Chart

4. Organizational Chart

5. System Log

Sub Menu: Employee Information

On clicking the sub menu 'Employee Information' the user can see following page.

    This icon allows the user to add new employee. The form below appears when the user clicks on this icon.

This form allows the user to fill in the details of a new employee.

Employee code: Employee code is a unique number assigned to the employees for identification. The user is allowed fill in the code for the employee in this field.

All Info: This link allows the user to view the detail information of the selected employee. On clicking this link the screen below appears.

Employee Name : 000-10 | Ram Shrestha

| Profile | Eduction | Medical | ID Card | Family Member | Training | Assign Leave | Performance Appraisal | Payroll | Upload | Past Experience | Employ Reference |

EMPLOYEE INFORMATION ENTRY

Please enter valid data! (* Required fields)

Personal Information

Employee Code: *	Salutation: *	
000-10	Mr.	
First Name: *	Middle Name:	Last Name: *
Ram		Shrestha
Gender: *	Date of Birth: *	Marital Status: *
Male	1/4/1982	Unmarried
Branch Name: *	Department: *	Position: *
Mega Bank Nepal Ltd. (Head Offi	Consumer Banking	Assistant-3
Blood Group:	PAN Number:	Date of Appointment: *
O+		8/11/2010
Date of Joining: *	Employee Type: *	Employee Status: *
8/21/2010	Permanent	Active

Temporary Address

This screen allows the user to enter the detail information of an employee in different tabs. The tabs have been defined below.

Tab: Profile

This tab allows the user to modify or add the details of an employee.

Tab: Education

This tab allows the user to add the qualification details of an employee.

Tab: Medical

This tab allows the user to add the medical details of an employee.

Tab: ID Card

This tab allows the user to add the details of the identification document provided by the employee.

Tab: Family Members

This tab allows the user to add the details of the family members of the employee.

Tab: Training

This tab allows the user to add the details of the training attended by the employee.

Tab: Assign Leave

This tab allows the user to assign leaves to an employee.

Tab: Performance Appraisal

This tab allows the user to appraise an employee on the basis of the performance of the employee in a certain time frame. The user can appraise an employee by filling up the matrix form in the appraisal link.

Tab: Payroll

This tab allows the user to manage the employee's payroll. This tab includes other sub tabs that help manage the Payroll tab.

Sub Tab: Insurance

This sub tab allows the user to record employee's life insurance policy and premium paid against the policy.

View: This link allows the user to view and edit the insurance details.

         ✚   This icon allows the user to add a new insurance.

Premium: This link allows the user to make a payment for a particular Policy.

Insurer	allows the user to select the Insurer.
Insured Amount	allows the user to enter the amount insured
Insured Date	allows the user to enter the date on which the amount was insured
Expiry Date	allows the user to enter the date on which the insurance expires.
Premium Player	The user is allowed to select the actual premium payer Employee / Employer is mandatory for proper calculation of tax liability.
Policy Number	allows the user to enter the insurance policy number.

Sub Tab: Advance

This sub tab allows the user to manage the details of the advance amount taken by an employee.

View:	This link allows the user to view and edit the details of the advance taken from the organization.
✚	This icon allows the user to add details of the new advance taken by an employee.

Deduction: This link allows the user to fill in the details of the amount deducted from an employee's salary against the advance taken.

Sub Tab: Contribution

This sub tab allows the user to fill in the details of the contributions made by the employee and the organization.
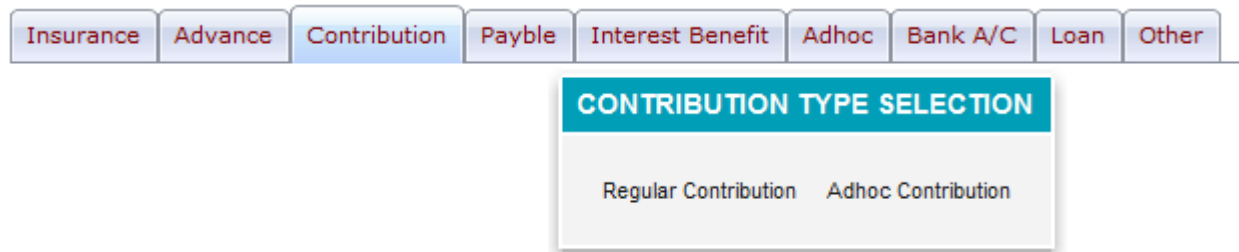
Contribution can be made in 2 ways.

- o   Regular Contribution
- o   Adhoc Contribution

Regular Contribution allows the user to see the list of the regular contribution details made by the employee.

View: This link allows the user to view and edit the details of the regular contributions made by the employee.

➕   This icon allows the user to add details of the new contribution made by an employee. The screen below appears on clicking on this screen.

EMPLOYEE CONTRIBUTION ENTRY

Please enter valid data!
(* Required fields)

Contribution Code *
12345

Contribution To *
CIT

EMPLOYEE'S CONTRIBUTION DETAILS

Contribution Basis
Percentage

Contr. Rate/Amount
10

Contribution on
Basic Salary and Grade

Contribution Start Date
9/1/2010

EMPLOYER'S CONTRIBUTION DETAILS

Contribution Basis
Percentage

Contr. Rate/Amount
10

Contribution on
Basic Salary and Grade

Contribution Start Date
9/1/2010

Save   Delete   << Back

Contribution Code	allows the user to fill in the contribution code/id. This code should be unique.
Contribution To	allows the user to fill in the name of the person or institution to which the contribution is being made.

Employee's Contribution Details

Contribution Basis	allows the user to define the basis on which the contribution is to be made Flat charge or percentage wise
Contr. Rate/Amount	allows the user to define the amount to be contributed.
Contribution On	allows the user to define the amount on which the contributions to be made by the employee. The user is allowed to select from this field only if the contribution basis is chosen to be percentage.
Contribution Start Date	allows the user to define the date from when the contribution should start.

Employer's Contribution Details

Contribution Basis	allows the user to define the basis on which the contribution is to be made Flat charge or percentage wise
Contr. Rate/Amount	allows the user to define the amount to be contributed by the employer.
Contribution On	allows the user to define the amount on which the contributions to be made. The user is allowed to select from this field only if the contribution basis is chosen to be percentage.
Contribution Start Date	allows the user to define the date from when the contribution should start.

Adhoc Contribution allows the user to see the list of unplanned contribution details.

Profile	Eduction	Medical	ID Card	Family Member	Training	Assign Leave	Performance Appraisal	Payroll	Upload	Past Experience	Employee Reference
Insurance	Advance	Contribution	Payble	Interest Benefit	Adhoc	Bank A/C	Loan	Other			

Filtered results ▼

Result : 2 records 50 ▼ per page   ⬅ ➡ ✚

Contribution Code	Contribution To	Employee Contb. Amt.	Employer Contb. Amt.	Contribution Date	View
851	EPF	546.00	456.00	Jul 28, 2010	View
314	EPF	320.00	340.00	Aug 30, 2010	View

View:	This link allows the user to view and edit the details of the unplanned contributions made by the employee.
✚	This icon allows the user to add details of the new unplanned contributions taken by an employee. The screen below appears on clicking on this screen.

ADHOC CONTRIBUTION ENTRY

Plese enter valid data!
(* Required fields)

Contribution Code *
851

Contribution To *
EPF

Contribution Amount Employer
456

Contribution Amount Employee
546

Contribution Date *
7/28/2010

Narration
EPF

Save   Delete   <<Back

Contribution Code   allows the user to fill in the contribution code/id. This code should be unique.

Contribution To   allows the user to fill in the name of the person or institution to which the contribution is being made.

Contribution Amount Employerallows the user to enter the amount to be contributed by the employer.

Contribution Amount Employeeallows the user to enter the amount to be contributed by the employee.

Contribution Date   allows the user to enter the date on which the contribution was made.

Sub Tab: Payable

This sub tab allows the user to view the list of the entire basic payable amount to the employee.

Benefit Name	Benefit Amount	View
Basic Salary	30,000.00	View
LFA	2,582.00	View
CEA	1.00	View
Technical	60.00	View

Result : 4 records 50 per page

View:	This link allows the user to view and edit the details of the basic payable amount to be added to the salary of the employee.
✚	This icon allows the user to add a new basic payable amount to be added to the salary of an employee.

Sub Tab: Interest Benefit

This sub tab allows the user to view the list of interest benefit details of an employee.

Result : 2 records 50 per page

Interest Benefit Type	Fiscal Year	Actual Int. Amt	Market Interest Rate	Taxable Int. Amt	Narration	View
Inerest Benefit On Home Loan	66-67	15.00	15	0.00	testing	View
Inerest Benefit On Personal Loan	67-68	50,500.00	5500	505,000.00	test	View

View:	This link allows the user to view and edit the details of the interest payable amount an employee.
✚	This icon allows the user to add the interest benefits details of an employee. The screen below appears on clicking on this icon.

INTEREST BENEFIT FOR TAX PURPOSE

Plese enter valid data!
(* Required fields)

Benefit Name *
Inerest Benefit On Personal Loan

Fiscal Year *
67-68

Actual Interest Paid *
5000

Applied Interest Rate *
5

Market Interest Rate *
18

Taxable Interest Amount*
13000

Narration
interest on personal loan

[Save] [Delete] [<<Back]

Benefit Name	allows the user to select the type of benefit allows to an employee.
Fiscal Year	allows the user to select the fiscal year.
Actual Interest Paid	allows the user to fill in the actual interest amount paid by the employee.
Applied Interest Rate	allows the user to fill in the interest rate applied by the organization.
Market Interest Rate	allows the user to fill in the interest rate fixed by the market.
Taxable Interest Amount	the system calculates the total taxable interest amount

Sub Tab: Adhoc

This sub tab allows the user to view the list of other additions and deduction in the salary of an employee.

Result : 2 records 50 ▼ per page   ⬅ ➡ ➕

Type	Head	Applied Date	Amount	Tax Deducted Amt	Is Applied	View
Add	Basic Salary	Jul 26, 2010	5,000.00	5,000.00	Yes	View
Deduct	Technical		500.00	0.00	Yes	View

View: This link allows the user to view and edit the details of the interest payable amount an employee.

➕   This icon allows the user to add the interest benefits details of an employee. The screen below appears on clicking on this icon.

ADHOC PAYMANET ENTRY

Plese enter valid data
(* Required fields)

Add/ Deduct *

Add

Addition/ Deduction Head *

Basic Salary

Amount *

5000

Tax Deducted Amount

5000

Is Applied?

☑

Applied Date (Already Applied Date)

7/26/2010

Narration

increment in salary not add for 3 months.

Save   Delete   <<Back

Add/Deduct   allows the user to select the task, to add /to deduct the amount from the salary of an employee.

Addition/Deduction Head	allows the user to select the title for which the task is being done. The addition and deduction head are generated from the static data setup sub menu of general data settings menu. Refer to General data setting menu manual to add a new Addition/Deduction head
Amount	allows the user to enter the amount to be added/ deducted
Tax Deducted Amount	allows the user to enter the taxable amount of the amount entered above.
Is Applied	allows the user to check whether the addition is applied or not.
Applied Date	allows the user to select the date of addition/deduction applied.

Sub Tab: Bank A/C

This sub tab allows the user to view the list of the bank accounts of an employee.

View:	This link allows the user to view and edit the details of the bank accounts of an employee.
✚	This icon allows the user to add new bank account details of an employee. The screen below appears on clicking on this icon.

BANK ACCOUNT ENTRY

Please enter valid data!
(* Required fields)

Account Number *

000145766

Account Provider *

Everest Bank Limited ▾

AccountDetails

Saving Account

Is Default?

☑

Save   Delete   <<Back

Account Number	allows the user to fill in the bank account number of an employee.
Account Provider	allows the user to enter the name of the bank whose account number has been entered above.
Account Details	allows the user to enter the details of the bank account
Is Default	allows the user to check if the bank details entered is the default bank account used by an employee.

Sub Tab: Loan

This sub tab allows the user to view the details of the loan taken from the company by an employee.

Result : 2 records [50 ▼] per page ⇦ ⇨ ✚

Loan Type	Loan Amount	Ledger Code	Interest Rate	Disbursed Date	Installment Start Date	Remaining Installment	Collection	View
Home Loan	200,000.00	120	13	Jul 28, 2010	Jul 29, 2010	40	Collect	View
Agricultural Loan	6,000.00	679	0.5	Aug 25, 2010	Aug 26, 2010	10	Collect	View

View: This link allows the user to view and edit the details of the loan take by an employee.

✚   This icon allows the user to add new loan details of an employee. The screen below appears on clicking on this icon.

EMPLOYEE LOAN DETAILS

Please enter valid data!
(* Required fields)

LoanType*
Home Loan [▼]

Disbursed Date*
7/28/2010

Loan Amount *
200000

Interest Rate (%) *
13

Installment Amount *
5000

No. Of Installments *
40

Remaining Installments *
40

Repayment Frequency *
Monthly [▼]

Installment Start Date*
7/29/2010

Ledger Code*
120

Naration

[Save] [Delete] [<<Back]

Loan Type	allows the user to select the type of loan the employee has taken.
Disbursed Date	allows the user to select the dateon which the loan was sanctioned.
Loan Amount	allows the user to enter the amount the employee's taken on loan.
Interest Rate	allows the user to enter the rate at which the loan was sanctioned.

Installment Amount	allows the user to enter the amount to be paying in installment.
No. of installments	allows the user to enter the number of installments in which the employee is to pay off the loan.
Remaining Installment	allows the user to enter the remaining number of installments.
Repayment Frequency	allows the user to select the frequency in which the installment is to be paid.
Installment Start Date	allows the user to select the date from which the installment is to be started.
Ledger Code	allows the user to enter the ledger code with which the loan account detail is entered in the ledger book.

Sub Tab: Other

This sub tab allows the user to maintain other information required for tax calculation of an employee's salary.

Marital Status	Is Nepali Residence	Vehicle Facility	House Facility	Pension Holder	Annual Pension Amt	Is Disabled	Disabled ID	Update
Married	Yes	No	No	Yes	50,000.00	No	0	Update

Update:	This link allows the user to view and edit the other details of an employee. The screen below appears on clicking on this link.

Marital Status for Tax	allows the user to select marital status of an employee.
Is Nepali Resident	allows the user to select if the employee is a resident of Nepal or not.
Vehicle Facility Availed	allows the user to check whether the employee has been given vehicle facility or not.
House Facility Availed	allows the user to check whether the employee has been given vehicle facility or not.
Is Disabled	allows the user to check whether the employee has been given vehicle facility or not.
Is Pension Holder	allows the user to check whether the employee has been given vehicle facility or not.

Tab: Upload

This tab allows the user to upload the documents provided by an employee during the recruitment process. (Resume, School Certificates, Training Certificates)

Tab: Past Experience

This tab allows the user to fill in the details of an employee's past experience (i.e., name of the institute, the position in the institute, the duration).

Tab: Employee Reference

This tab allows the user to fill in the reference details of the employee.

Sub Menu: Employee Promotion

Employee Promotion sub menu allows the user to manage the promotion details of employees. On clicking the sub menu 'Employee Promotion' the user can see following page.

Employee Promotion Details

Filtered results ▼

Result : **7 records** 10 ▼ per page   ← → ✚

Employee Name	From Position	To Position	Promotion Date	View
Ami Shrestha	Officer-1	General Manager-2	Aug 25, 2010	View
Govinda Gurung	General Manager-2	Chief Executive Officer (CEO)	Aug 18, 2010	View
Pradyuman Pokharel	Manager-4	Manager-3	Aug 25, 2010	View
reema Kariki	General Manager-2	General Manager-1	Aug 25, 2010	View
Shyam Chand	Manager-2	Manager-1	Aug 25, 2010	View
Sudan Prasad Bhandari	Officer-2	Officer-1	Aug 19, 2010	View
Tulsi Ram Pokharel	Chief Executive Officer (CEO)	General Manager-2	Aug 11, 2010	View

Sub Menu: Manage Organizational Chart

Manage Organizational Chart sub menu allows the user to manage the hierarchy of designation of the company. On clicking the sub menu 'Manage Organizational Chart' the user can see following page.
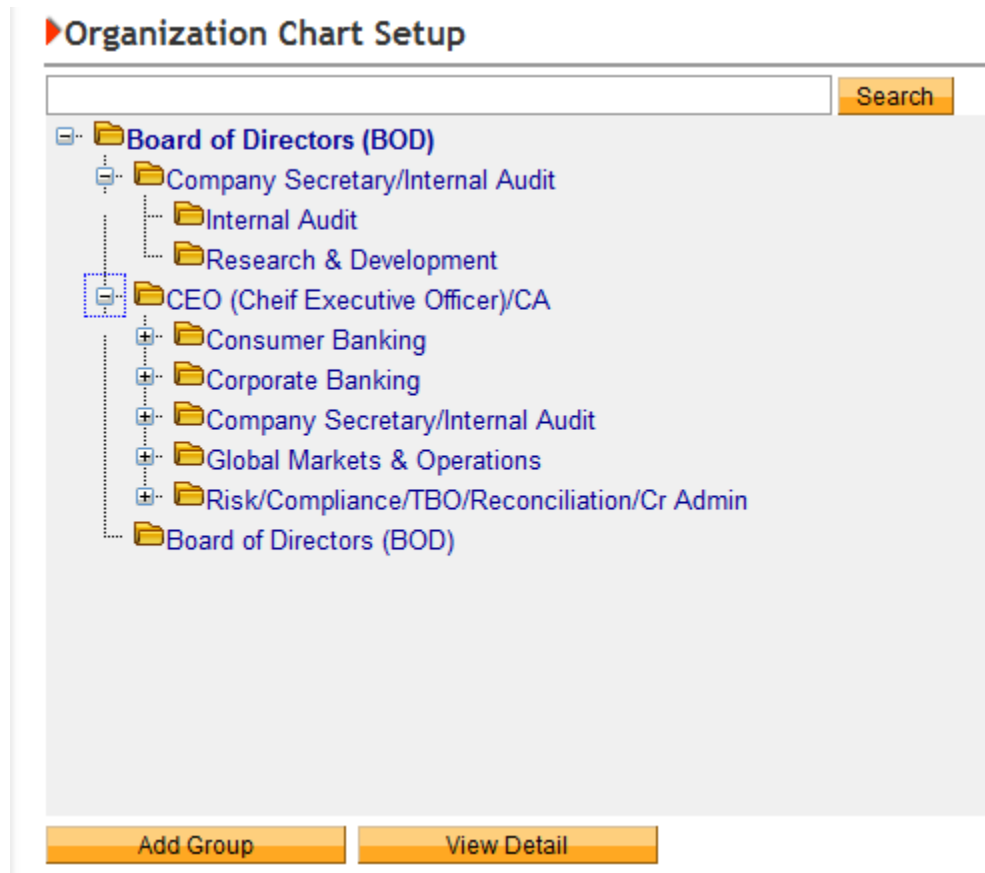
Organizational Chart

Filtered results

Result : **54 records** 10 ▾ per page

Unit Name	Unit Descreiption	Is Leaf Node	View
Board of Directors (BOD)	Board of Directors	No	View
Board of Directors (BOD)	Board of Directors	Yes	View
Branch Management & Operation Control	Branch Management & Operation Control	Yes	View
Branch Manager-MB ATM Cell	Branch Manager-MB ATM Cell	Yes	View
Card Centre	Card Centre	Yes	View
Central Accounts	Central Accounts	Yes	View
CEO (Cheif Executive Officer)/CA	CEO	No	View
Company Secretary/Internal Audit	Auditing Comitee	No	View
Company Secretary/Internal Audit	Company Secretary/Internal Audit	No	View
Compliance	Compliance	Yes	View

Sub Menu: Organizational Chart

Organizational Chart sub menu allows the user to view hierarchy of designation of the company. It also allows the user to add a new group of designation of the company. On clicking the sub menu 'Organizational Chart' the user can see following page.

The button Add Group in the screen Organizational Chart Setup allows the user to add a new group in the selected group.