



USER'S MANUAL

Project or System Name

Human Resource Information System

June, 2023

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1.0 GENERAL INFORMATION

The User's Manual provides the information necessary for human resource, which from this point is abbreviated as HR and other departments to effectively use the human resource information system.

System Overview

[Human resource information system](#), which from this point is referred as HRIS, is a system developed to automate human resource tasks such as bio data registration, recruitment process, training & development, performance management, survey management and man-power planning. It allows human resource officers, which from this point are referred as administrators, to register bio-data of employees, manage benefit package of positions, post new vacancies, screen applicants, generate screened candidates' profile and recommend winner candidates.

This system has 7 main sub systems:

- Log in
- Home
- Admin
- Training
- My info
- Employees
- Recruitment and
- Reports

Admin and Reports are accessible only for administrator users. The report section allows administrators to generate several types of reports based on several filter criteria.

This system is a secured system that requires users to have authorized credentials in order to manipulate or view data.

Project References

Requirement Analysis Document of HRIS.

Authorized Use Permission

This software is developed for Zemen Bank S.c and cannot be used by any other entity without permission of the bank. All data displayed in pictures are sample test data not actual data.

Points of Contact

Mindahun Admassu
Biniam Abebe
Ermias Hailu

Organization of the Manual

This document has three main sections.

- **GETTING STARTED**
This section covers creating account, logging on, changing/resetting password and properly exiting from the system. Moreover, it gives description about the main menus displayed.
- **USING THE SYSTEM**
This section covers the functionalities provided by the system.
- **REPORTING**
This section focuses on generating and exporting several types of reports.

1.6 Acronyms and Abbreviations

Admin- Administrator

HR- Human Resource

HRD- Human Resource Department

HRIS- Human Resource Information System

2.0 GETTING STARTED

This section provides a general walkthrough of the system from initiation through exit. The logical arrangement of the information provided here is intended to enable the users to understand the sequence and flow of the system.

Logging On

A. When your HR profile is registered, you will receive an email with the link to the system and your account.



B. Use the sent link account to log into the system.

The screenshot shows the login page for the Human Resource Information System. At the top is the Zemen Bank logo. The title 'Human Resource Information System' is prominently displayed in a stylized red font. Below the title, there are two input fields labeled 'User Name' and 'Password'. A red 'Login' button is positioned below these fields. At the bottom of the page, there are two links: 'Forgot password?' and 'User Manual'.

G. Change your password

Old Password

New Password

Confirm Password

Change

[Return to Home](#)

Human Resource Information System

Password has been successfully changed. Please login with your new password.

User Name

Password

Login

[Forgot password?](#)

[User Manual](#)

If you forgot your password:

H. Click on '**Forgot password?**'

Human Resource Information System

User Name

Password

Login

[Forgot password?](#)
[User Manual](#)

I. Fill your user name and click on '**Reset**' button.

User name

Reset

[Log In](#)

Human Resource Information System

A link has been sent to your email to reset your password.

User Name

Password

Import.portal@zeme...
Password reset for Human ... 11:42 AM
Dear Yoftahie Suleiman

Yonas Masresha
RE: Remaining issues imple... 9:01 AM
Dear Yoftahe, We have

Password reset for Human Resource Information System

To: Yoftahe Suleiman

Dear Yoftahie Suleiman Mohammed,

you recently requested to reset your password for Human Resource Information System.please [Click here](#) to confirm.

Human Resource Information System

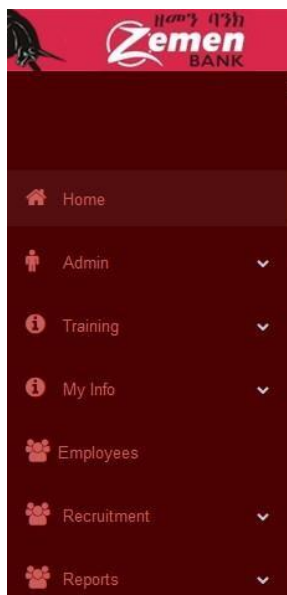
Password has been successfully reset. Your new password is 123.

User Name

Password

System Menu

There are seven main menus on the left side of the screen. **Home**, **Admin**, **Training**, **My Info**, **Employees**, **Recruitment** and **Reports**. Each Main menu and its sub menus are described on Section 3.0.



Exit System

Proper way to exit the system is to use the **logout** link on the top-right corner of the window.

3.0 USING THE SYSTEM

In this section, the main functionalities of the system menus are described.

I. Home

This page appears when user logs in or clicks on the Home menu item. On the top right corner of the home page, a basic information of the logged in user is displayed.

II. Training

This menu is accessible to all logged in users.

i. Training Request

This page is accessible only to directors of departments or managers of branches. They register training request for the staffs under them here.

- View previously registered training request

New Training Request									
Copy	CSV	Print	Search: <input type="text"/>						
Fiscal Year	Deaprtment/Branch	Maker	Staff Name	Position	Required skill	Recommended institution	Preferred schedule	Remark	
July 01,2019 to June 30,2020	Finance Department	Thomas Daniel Geremew	Ejig Assefa Metaferia	Senior Officer-Accounts	IFRS 9	iPass	First Quarter	on full day basis	<div>Edit</div> <div>Delete</div>

- Register new training request

Create Training Request

Fiscal year

Employee Name

Required Skill

Recommended Institution(If any)

Preferred schedule

Remark

Create

Back to List

ii. Apply for scholarship

Here the user can apply for a scholarship by clicking on 'New Scholarship' button and filling the form. When applying, if you do not find the institution or field of study you want to apply for, please use the text boxes below them (Other institution or other field of study).

Create Scholarship Application

Institution

Other Institution

Field Of Study

Other Field Of Study

iii. My training feedbacks

When you attend a training, you will find an incomplete training feedback questionnaire here. You will be required to complete the questionnaire by clicking 'Detail' button.

Training feedback

Copy CSV Print

Training	Start date	Feedback status	
Bank product and service	February 24,2020	Incomplete	Detail
Bank Safes	October 07,2019	Complete	Detail

The detail:

Training feedback questionair

Trainer's Name: Addis Ababa Chamber of Commerce Training Title: Bank product and serviceTraining Type: LocalDuration: From February 24, 2020 to March 13, 2020

Zemen Bank is committed to continual improvement of Training & Development Activities and Employees suggestions will be considered as a crucial input for the future training needs.

This Form is designed for the purpose of evaluating training facilities so as to be able to make sure the designed trainings are more useful & effective for its employees. Therefore, we are kindly requesting you to fill the evaluation Form Truthfully & Honestly.

Trainer1 Name	
Trainer2 Name	
Trainer1's knowledge was	<input type="radio"/> Excellent <input type="radio"/> V/ Good <input type="radio"/> Poor <input type="radio"/> Outstanding
Trainer2's knowledge was	<input type="radio"/> Excellent <input type="radio"/> V/ Good <input type="radio"/> Poor

Trainer1's way of the course delivery (methodology)	<input type="radio"/> Excellent <input type="radio"/> V/ Good <input type="radio"/> Poor
Trainer2's way of the course delivery (methodology)	<input type="radio"/> Excellent <input type="radio"/> V/ Good <input type="radio"/> Poor
Would you recommend trainer1 to others?	<input type="radio"/> Definitely <input type="radio"/> Probably <input type="radio"/> Not really
Would you recommend trainer2 to others?	<input type="radio"/> Definitely <input type="radio"/> Probably <input type="radio"/> Not really
How knowledgeable were you on the subject matter before this training?	<input type="radio"/> V/ Good <input type="radio"/> Good <input type="radio"/> Fair
Was there sufficient time allotted for training?	<input type="radio"/> Yes <input type="radio"/> Some what <input type="radio"/> No

How do you see the training from practicality point of view?	<input type="radio"/> V/ Good <input type="radio"/> Good <input type="radio"/> Fair
Is the course schedule suitable to you and your work?	<input type="radio"/> Yes <input type="radio"/> Some what <input type="radio"/> No
Would you recommend this training to others?	<input type="radio"/> Definitely <input type="radio"/> Probably <input type="radio"/> Not really
How did you find the class room condition?	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Poor <input type="radio"/> fair
How did you find the tea break/lunch?	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Poor <input type="radio"/> worst
How did you find the transportation arrangement(if any)	<input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Poor
How do you consider that you have benefited from this training program? Please explain:	
What do you suggest additional contents to be included in the course?	
What was the relevance of the training to your present responsibility and what is your overall evaluation of it?	
In order to improve the training, please comment on the overall organization, content and presentation.	

iv. My training follow-up feedbacks

When you attend a training, you will find an incomplete training follow-up feedback questionnaire here. You will be required to complete the questionnaire by clicking 'Detail' button. The same form displayed above shall be completed.

v. My commitments

Here the user views his /her commitments.

Program type	Program title	Fee	Status	
Follow-up	ygtpunfinished	100,000	Unfinished Training	<input type="button" value="Details"/>

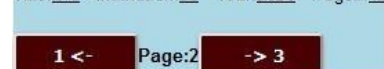
The detail: Commitment detail for ygtpunfinished

Program Type	Follow-up
Program Title	ygtpunfinished
Pass Status	N/A
Aggreement date	January 01,2019
Commitment start date	January 01,2019
Commitment end date	January 01,2020
Program start date	January 01,2019
Termination date	January 09,2019
Fee	100,000
Remaining balance	97,808.22

Library

Here, the user download downloadable books or read online books that are read-only. When you read online, use the buttons on top left corner shown below to navigate through pages.

Title: [Dre](#) Institution: [aa](#) Year: [2020](#) Pages: [12](#)



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ZEMEN BANK S.C.
DRESS CODE



I. OBJECTIVE

Zemen envisions an attractive and suitable workplace for both customers and employees. In this regard, a dress code which the bank believes to reflect its values and enable all employees to reflect a professional image to stakeholders is of a greater concern. On top of our dream to stay unique in the market, the banking industry also requires the appearance of trusted professionals having a standard dress code. In this connection the bank provides uniform to frontline staff (uniform entitled) and set a standard dress code (office attire) for all non-uniform staff.

This is a general overview of appropriate Service Professional attire. Neither list is all-inclusive. The lists tells what is generally acceptable and what is not acceptable as Service Professional attire.

No dress code can cover all contingencies, so employees must use a certain amount of judgment in their choice of clothing. If one is uncertain about what is acceptable work attire, supervisor or the Human Resource and Support Service department can be consulted.

III. My Info

This menu is accessible to all logged in users. Here the user can view his personal information.

i. Personal

Displays personal information shown below:



Zemen Staff New

Date Of Birth	February 24, 1970
Sex	Male
Marital status	Married

Address	City	Addis Ababa
	Subcity	Bole
	House No.	New
	PO Box	
	Tel	0911121314

ii. Education

Displays education history.

Field of study	Institution	Graduation Year	CGPA	Commitment Level	Sponsorship	Remark	Attachment
Computer Sc. and Engineering	Addis Ababa University	2005	3.5	No			Download
Software Engineering	Addis Ababa Science and Technology University	2000	3.4	No			Download

iii. Training

Displays training history.

Title	Trainer	From	To	Other	Attachment
Basic Computer Skill	Apply Computer & Language Training Center	March 01,2014	September 01,2014		
Basic Computer Training	Ethio Computer Center	September 01,2003	February 01,2004		
Coaching and Monitoring	Ethiopian Management	May 20 2013	May 22 2013		

iv. Job history

Displays job history.

Department	Division	Section	Title	From	To	Other	Attachment
Finance Department			Director - Finance Department	October 26,2018	Present	N/A	
Core Banking & Software Development			Accountant	October 02,2018	October 25,2018	N/A	

IV. Employees

This menu is accessible to all logged in users. Here the user can view basic information about other employees.

Copy CSV Print

Search:

	Name	Telephone	Email	Department	Division	Section	Title	Job Category
	Dereje Miheretu Demissie	0911415468	Dereje.Miheretu@zemenbank.com	Credit Department			Director Credit Department	Managerial

Employment type Permanent

Sex Male

Education MBA Degree in Accounting & Finance, BA Degree in Business Administration & Information System, BA Degree in Accounting, Advanced Diploma in Accounting

Date Of Birth September 21, 1979

Date Of Hire October 25, 2010

External Experience 10 years, 11 months and 27 days

Detail

	Ababu Tilahun Habteyohannes	0920613399	Ababu.Tilahun@zemenbank.com	Human Resource Department	Security Service		Security Guard	Non professional
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V. Recruitment

This menu is accessible to all logged in users. Here the user can view vacancies and follow-up his applications status.

