



USER'S MANUAL

Project or System Name

Human Resource Information System

March, 2020

Revision Sheet

Release No.	Date	Revision Description

User's Manual

Authorization Memorandum

I have carefully assessed the User's Manual for the (Human Resource Information System). This document has been completed in accordance with the Human Resource Information System.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The document is accepted.

_____ The document is accepted pending the changes noted.

_____ The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

NAME & SIGNATURE
Manager-HR

DATE

NAME & SIGNATURE
HR Officer

DATE

USER'S MANUAL

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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.

There are three types of accounts to use this system.

- **Administrators** : Is an HR account with register, view, edit and delete any kind of information.
- **Audit account** : Is an audit account which can view selected sensitive information for audit purpose. This view access is given by administrators.
- **Employee** : Is an employee account with only view privilege. This account allows users to view their HR profile as well as insensitive HR information of other employees.

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

Nuru Mustefa (HR manager)
Mathias Yeshitla (Sr. HR officer)
Mindahun Admassu (HR officer)
Thomas Getachew (HR manager)
Yonas Masresha (Principal HR officer)
Saba Abraham
Biniam Abebe

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

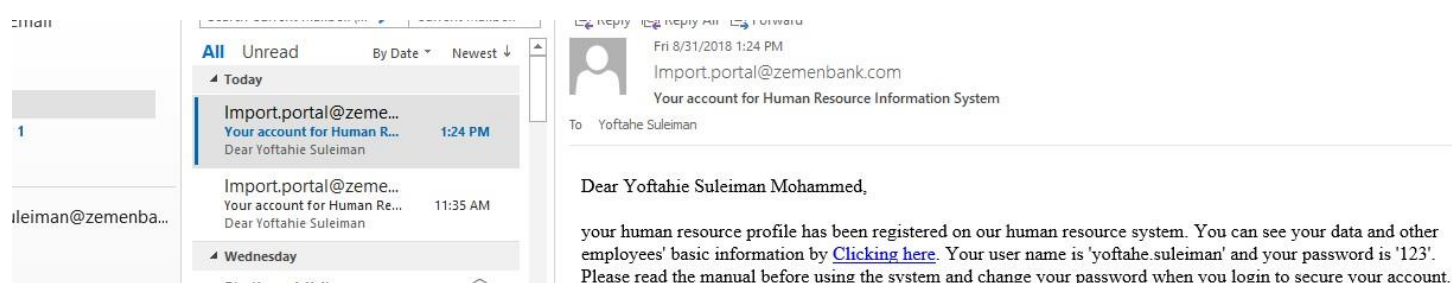
HRIS-Human Resource Information System

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 image shows a screenshot of the 'Human Resource Information System' login page. At the top, there is a logo for 'Zemen BANK' with the text 'Zemen BANK' and 'Human Resource Information System' below it. The main heading is 'Human Resource Information System' in a large, bold, red font. Below the heading, there are two input fields: 'User Name' and 'Password'. Below these fields is a 'Login' button. At the bottom, 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

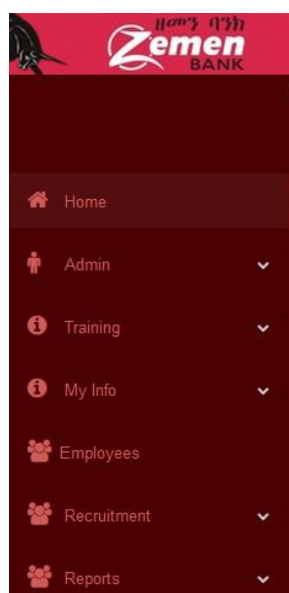
Password has been successfully reset. Your new password is 123.

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

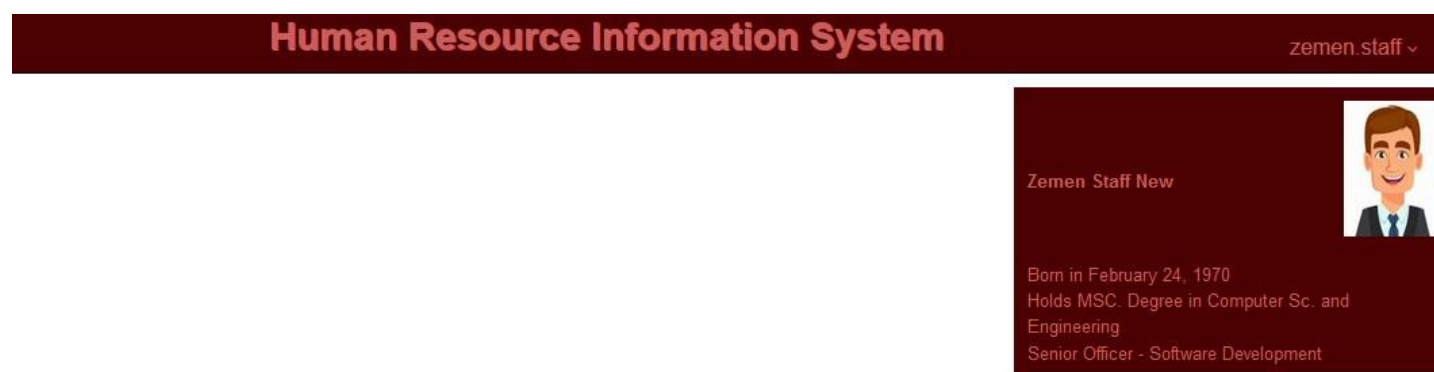
Proper way to exit the system is to use the **logout** link on the top-right corner of the window.

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. Admin

This menu is accessible to administrators of the system mainly staffs from HR department. Here, administrators perform several tasks such as managing bio-data, trainings, recruitments, performance history, survey and man-power planning.

i. Settings

In this section, the administrators set several features of the system. It has three sub systems.

- **Biodata**

Here administrators of the Bio-data management module set features of the system described below.

- ✓ **City-** When registering employee address, if the city is not available in the city list displayed, the admin register the new city here.
- ✓ **Job specification-** The admin uses this feature to register the job specification of each position.
- ✓ **Field Of Study-** The admin uses this feature to register new field of studies.
- ✓ **Institution-** The admin uses this feature to register new institutions.
- ✓ **Education level-** The admin uses this feature to register new education levels.
- ✓ **Training name-** The admin uses this feature to register new training names.
- ✓ **Training type-** The admin uses this feature to register new training types.
- ✓ **Training status-** The admin uses this feature to register new training status.
- ✓ **President-** The admin uses this feature to register new presidents.
- ✓ **Department-** The admin uses this feature to register new departments.
- ✓ **Division-** The admin uses this feature to register new divisions.
- ✓ **Section-** The admin uses this feature to register new Sections.
- ✓ **Division-** The admin uses this feature to register new divisions.
- ✓ **Banking sector-** The admin uses this feature to register new banking sectors.
- ✓ **Job title-** The admin uses this feature to register new job titles (positions).
- ✓ **Termination reason-** The admin uses this feature to register new termination reasons.
- ✓ **Job grade-** The admin uses this feature to register new job grades.
- ✓ **Job category-** The admin uses this feature to register new job categories.
- ✓ **Benefit measurement-** The admin uses this feature to register new benefit measurements.

- **Recruitment**

- **Training**

- ✓ **Fiscal year-** The admin uses this feature to register new fiscal year.
- ✓ **Potential trainer-** The admin uses this feature to register new potential trainer.
- ✓ **Potential trainer trainings-** The admin uses this feature to register trainings provided by potential trainer.
- ✓ **Training feedback questions-** The admin uses this feature to register new training feedback questions.
- ✓ **Training feedback answer options-** The admin uses this feature to register new answer options for training feedback questions.
- ✓ **Currency-** The admin uses this feature to register new currencies.
- ✓ **Training cost type-** The admin uses this feature to register new training cost types.
- ✓ **Program cost type-** The admin uses this feature to register new cost types for follow-up programs such as YGTP, MDP and SLP.
- ✓ **Annual recurrent expense-** The admin uses this feature to register new annual recurrent expense allocated for a specific fiscal year.
- ✓ **Recurrent expense management-** The admin uses this feature to register recurrent expense allocated for a specific fiscal year and for a specific training type. In other words allocating a certain portion of the annual recurrent expense to specific training type.
- ✓ **YGTP courses -** The admin uses this feature to register list of courses given in YGTP program.
- ✓ **MDP courses -** The admin uses this feature to register list of courses given in MDP program.
- ✓ **SLP courses -** The admin uses this feature to register list of courses given in SLPprogram.
- ✓ **SOJT training area -** The admin uses this feature to register list of training areas of SOJT.
- ✓ **Mandatory trainings -** The admin uses this feature to register trainings that are mandatory for a certain position.

- ✓ **Training track checklist** - The admin uses this feature to register list of checklists that are used to track the status of training.
- ✓ **Training track**- The admin uses this feature to register training track checklists required for specific training type.
- ✓ **Reading material**- The admin uses this feature to register list of available hard copy books.

- **Setting Example**

The admin is registering employee education and the when he tries to select field of study he could not find a study field named 'Archietecture'.

- ✓ **Go to Settings => Biodata => Field of study**

Study field

New Study Field

Copy CSV Print Search:

Field	
Academic Emphasis	Edit Delete
Accounting	Edit Delete
Accounting & Finance	Edit Delete

- ✓ **Click on 'New Study Field'**

Create Study Field

Field

Create **Back to List**

- ✓ **Enter 'Archietecture' on 'Field' and click on 'Create' button.**

ii. Benefit management

Here, the admin registers list of benefits and a set of benefit package for a specific job position.

- **Benefits and allowances-** the admin registers list of benefits.
- **Benefit package-** the admin registers a set of benefit package for a specific job position.

iii. Employee management

Here, the admin manages bio-data of employees. When registering a new employee, the admin must register the bio-data in a sequential way. First s/he creates the user account, then registers the employee detail, then employee address, then employee education, then employee certification, then employee training, then employee experience. Employee certification and employee training are optional and s/he can skip this forms. A wizard with 'Next' and 'Back' button will guide him on registering each form.

- **User Accounts –** This page displays list of user accounts registered.

✓ First, the admin go to this page to create new account.

New Account			
Copy	CSV	Print	Search: <input type="text"/>
User Name	User Group	Account Status	
Zinash.Tesfaye	Employee	Disabled	Edit
Zinash.Kifle	Employee	Disabled	Edit
Zawdu.Takala	Employee	Disabled	Edit

✓ Click on 'New Account'. The form below is displayed:

Create user

User Name

User Group

[Next](#)

✓ Fill user name and user group and click on 'Next' button.

The user name must be in a format (**Name.Father's name**).This is essential because the system uses this account to send email to the staff. In other words, username must be identical to outlook email account.

- ✓ Complete Employee detail form and click **'Next'**.

Before registering the employee detail, scan photo of the staff and save it on your computer so that you can attach it on the **'Photo'** field.

Create Employee Detail - zemen.staff

User Name	<div>zemen.staff</div>
Cost sharing commitment	<input checked="" type="checkbox"/>
Employee Id	<div>ZB/IT/343</div> *
Name	<div>Zemen</div> *
FName	<div>Staff</div> *
GName	<div>New</div> *
NameChanged	<div></div>
Sex	<div>Male</div> *
Date Of Birth	<div>24/02/1970</div> *
Employment Date	<div>25/02/2020</div> *
Termination Date(For contract)	<div></div> *
Salary	<div>24,500</div> *
Employment	<div>Permanent</div> *

Type	<input type="text"/>
Probation Period	45 ▾ *
TINNumber	2341512351 *
PensionNumber	<input type="text"/>
MaritalStatus	Married ▾ *
SpouseName	Zemen Wife *
SpouseMedCoverage	Eligible ▾ *
Medical coverage expiry date	26/02/2021 *
Photo	<input type="button" value="Browse..."/> 2.jpg

✓ Complete Employee address form and click '**Next**'.

Create Employee Address - zemen.staff

User Name	zemen.staff ▾
City	Addis Ababa ▾
SubCity	Bole
Woreda	19
HouseNumber	New
POBox	<input type="text"/>
Telephone	0911121314

- ✓ Complete Employee education form and click **'Next'**.

When registering employee education:

- If you do not find 'Institution' from the institution list, go to settings, register the new institution, and click on **'Reload'** link.
- If you need to register multiple education click on **'Add more'** button.

Create Employee Education - zemen.staff

User Name	<input type="text" value="zemen.staff"/>		
Institution	<input type="text" value="Addis Ababa Science and Technology University"/>	<input type="button" value="Reload"/>	
FieldOfStudy	<input type="text" value="Software Engineering"/>	<input type="button" value="Reload"/>	
Level	<input type="text" value="BSc Degree"/>	<input type="button" value="Reload"/>	
CGPA	<input type="text" value="3.4"/>		
GraduationYear	<input type="text" value="2000"/>		
Cost sharing commitment	<input type="text" value="No"/>		
Remark	<input type="text"/>		
Documents	<input type="button" value="Browse..."/>	Docs - Copy.zip	

- ✓ Complete Employee certification form and click **'Next'**.

If the staff does not have any certification, click on **'Skip'** button.

Create Employee Certification - zemen.staff

User Name:

Title:

Institution:

Commitment:

From:

To:

Status:

Documents: No file selected.

✓ Complete Employee training form and click **'Next'**.

If the staff does not have any certification, click on 'Skip' button.

Create Employee Training - zemen.staff

User Name:

TrainingName:

Organizer:

Has date interval:

From:

To:

Other:

Training Type:

Documents: No file selected.

- ✓ Complete Employee experience form and click '**Finish**'.

When registering employee experience:

- If you are registering multiple experience for similar institution click on '**Add more similar institution**' link.
- If you registering an external experience and there is no date range (from, to), fill the number of months worked in the position on 'Other' field.
- If you are registering the current position of the staff leave '**To**' field empty.

Create Employee Experience for zemen.staff

Division	<div style="border: 1px solid #ccc; padding: 2px;">Core Banking and Software Development Division ▾</div>		
Section	<div style="border: 1px solid #ccc; padding: 2px;">▾</div>		
Banking Center	<div style="border: 1px solid #ccc; padding: 2px;">▾</div>	<div style="border: 1px solid #ccc; padding: 2px;">Refresh</div>	
Title	<div style="border: 1px solid #ccc; padding: 2px;">Senior Officer - Software Development ▾</div>	<div style="border: 1px solid #ccc; padding: 2px;">Reload</div>	
From	<div style="border: 1px solid #ccc; padding: 2px;">10/03/2020</div>		
To * Leave empty if present	<div style="border: 1px solid #ccc; padding: 2px;"></div>		
Other(months)	<div style="border: 1px solid #ccc; padding: 2px;">▴ ▾</div>		
Termination Reason	<div style="border: 1px solid #ccc; padding: 2px;">till on Job ▾</div>		
Document	<div style="border: 1px solid #ccc; padding: 2px;">Browse... No file selected.</div>		

Add More

Add More(Similar institution)

Back

Finish

- ✓ Go to '**User Accounts**' and activate the newly registered user ('Zemen.Staff') by updating his account status to 'Active'.

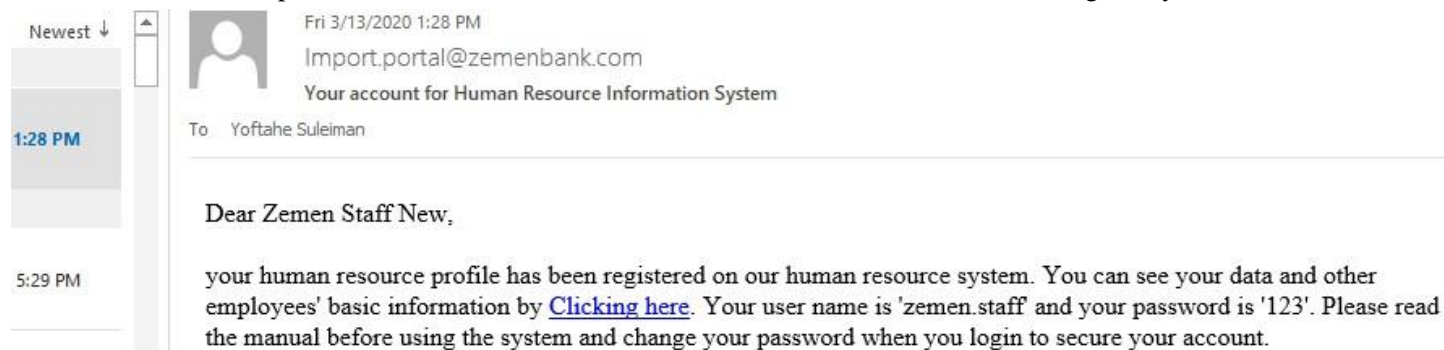
New Account			
Copy	CSV	Print	
User Name	User Group	Account Status	
Zemenu.Yirdaw	Employee	Disabled	Edit
Zemenu.Addis	Employee	Disabled	Edit
zemen.staff	Employee	Disabled	Edit

Change user

UserName
 UserGroup
 Status

[Save](#)
[Back to List](#)

- ✓ At this point, the user receives an email about his account and can start using the system.



Human Resource Information System

zemen.staff v

Zemen Staff New



Born in February 24, 1970
 Holds MSC. Degree in Computer Sc. and Engineering
 Senior Officer - Software Development

- **Employee Discipline** – This page displays list of breaches.

New Discipline					
Copy	CSV	Print	Search: <input type="text"/>		
Full name	Breach type	Issue date	End date	Status	
Firaol Boki Tola	First Written Warning	February 03,2018	May 04,2018	Inactive	Edit Delete
Frew Moges Baye	First Written Warning	August 16,2013	February 15,2014	Inactive	Edit

- **Guarantee letter**- this page displays list of staff who has guarantee letters.

iv. Programs

Here the admin manages information related to trainings, program follow-ups and education & certifications.

- **Work unit's training needs**

Using this page, directors of departments request trainings for the staffs under them.

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

- **Training request (For approval)**

Using this page, the admin compiles list of work unit's training needs submitted by directors/managers of departments/branches and submit it to the president.

New Admin Training Request										
Copy	CSV	Print	Search: <input type="text"/>							
Fiscal Year	Deaprtment/Branch	Participant	Program title	Organizer	From	To	Total cost	Remark	Status	
No data available in table										

- **Training follow-up**

Here, the admin manages follow-up programs such as YGTP, MDP, SLP and Education & Certifications.

✓ **Programs****i. YGTP batch**

Here, the admin:

1. View previously registered YGTP Batches and their details

YGTP batch

New YGTP Batch

Copy CSV Print Search:

Fiscal year	Batch	Cost	Start Date	End Date	
From July 01,2016 to June 30,2017	1	1,300,000.00	August 22,2016	October 21,2016	Edit Detail Delete

YGTP Batch Detail

Fiscal year July 01,2016 to June 30,2017

Batch 1

Cost 1,100,000.00 birr

Start Date August 22,2016

End Date October 21,2016

Tracking Checklist**Participants**

Name	Department/Branch
Yonas Emagne Animut	Personal & Business Banking (PBB)
Addis Mengesha Degu	Multichannel Banking Department
Melaku Shambel Denhel	Personal & Business Banking (PBB)

2. Registers new YGTP batches.

Create YGTPBatch

Fiscal year July 01,2016 - June 30,2017 ▼

Batch 2 ▼

Cost 200,000

Start Date 10/03/2017

End Date 09/05/2017

Create **Back to List**

3. Update and delete existing YGTP batches

The admin updates the previously registered YGTP batch by clicking the **'edit'** button or delete it using the **'delete'** button.

ii. MDP Batch

Here, the admin:

1. View previously registered MDP Batches and their details

- MDP batch

New MDP Batch					
Copy	CSV	Print	Search: <input type="text"/>		
Fiscal year	Batch	Cost	Start Date	End Date	
From July 01,2016 to June 30,2017	1	500,000.00	November 07,2016	January 06,2017	Edit Detail Delete

MDP Batch Detail

Fiscal year July 01,2016 to June 30,2017
Batch 1
Cost 300,000.00 birr
Start Date November 07,2016
End Date January 06,2017

Tracking Checklist

Participants

Name	Department/Branch
Selam Seyoum Agonafir	Personal & Business Banking (PBB)
Tazebe Reda Gebru	Current employee experience not registered.

2. Registers new MDP batches.

Create MDPBatch

Fiscal year

Batch

Cost

Start Date

End Date

3. Update and delete existing MDP batches

The admin updates the previously registered MDP batch by clicking the ‘**edit**’ button or delete it using the ‘**delete**’ button.

iii. SLP Batch

Here, the admin:

1. View previously registered SLP Batches and their details

SLP batch

New SLP Batch

Copy CSV Print Search:

Fiscal year	Batch	Cost	Start Date	End Date	
From July 01,2016 to June 30,2017	1	200,000.00	February 13,2017	April 12,2017	Edit Detail Delete

SLP Batch Detail

Fiscal year July 01,2016 to June 30,2017
 Batch 1
 Cost 100,000.00 birr
 Start Date February 13,2017
 End Date April 12,2017

Tracking Checklist**Participants**

Name	Department/Branch
Abel Melaku Asfaw	Finance Department
Tewodros Kebede Desta	Engineering Department
Taye Nigatu Getaneh	Facility Management

2. Registers new SLP batches.

Create SLPBatch

Fiscal year July 01,2016 - June 30,2017 ▼

Batch 2 ▼

Cost 100,000

Start Date 10/03/2017

End Date 09/05/2017

[Create](#) [Back to List](#)

3. Update and delete existing SLP batches

The admin updates the previously registered SLP batch by clicking the '**edit**' button or delete it using the '**delete**' button.

iv. YGTP/MDP/SLP course detail

Here the admin manages course detail of YGTP, MDP or SLP follow-up program.

New Training Followup Course Detail

Copy CSV Print

Search:

YGTP Batch	YGTP Course	MDP Batch	MDP Course	SLP Batch	SLP Course	Training Type	Trainer	From	To	
		MDP Batch:1 , start date: November 07,2016	Corporate Governance			Local	EIFS	November 28,2016	December 02,2016	Edit Delete
				SLP Batch:1 , start date: February 13,2017	Series of Leadership Program	Local	CALD	December 05,2016	March 10,2017	Edit Delete

v. Program participants

Here, the admin manages participants of YGTP, MDP or SLP follow-up program.

[Training followup participants](#)

New Training Followup Participant

Copy CSV Print

Search:

YGTP Batch	MDP Batch	SLP Batch	Participant	Status	AssessmentRemark	AssessmentMeasurementTaken	
	MDP Batch:1 , start date: November 07,2016		Selam Seyoum Agonafir	N/A			Edit Delete
	MDP Batch:1 , start date: November 07,2016		Fekadu Meheretu W/Gebriel	N/A			Edit Delete
	MDP Batch:1 , start date: November 07,2016		Tesfaye Kidanemariam	N/A			Edit Delete

vi. SOJT Trainer

Here, the admin manages SOJT trainer data.

[SOJT trainer](#)

New SOJT Trainer

Copy CSV Print

Search:

YGTP Batch	MDP Batch	Training Area	Trainer	
	Batch: 1, Start date:November 07,2016	IBD	Ermias Teshome Kabthiyimer	Edit Delete
Batch: 1, Start date:August 22,2016		Multichannel	Brook Getnet Aname	Edit Delete
Batch: 1, Start date:August 22,2016		Branch credit	Dersie Mihretu Demissie	Edit Delete

vii. SOJT evaluation result

Here, the admin manages SOJT evaluation result of follow-up program participants.

SOJT evaluation result**New Evaluation Result**

Copy CSV Print

Participant	Training Area	Result	
Eyerusalem Tadesse Wolde, MDP Batch:2005, Start date:November 07,2016	IBD	71.00	Edit Delete
Fekadu Meheretu W/Gebriel, MDP Batch:2005, Start date:November 07,2016	IBD	75.00	Edit Delete
Wogderss Mera Ejigu, YGTP Batch:2009, Start date:August 22,2016	Finance	55.00	Edit Delete

viii. SLP Attendance

Here, the admin manages attendance of participants of SLP follow-up program.

Slp attendance

Copy CSV Print

SLP Batch	SLP Batch Start Date	
1	February 13,2017	Detail

Below is the detail:

[Change SLP Attendance](#)

Attendance follow-up for SLP batch:1, Start date:February 13,2017

Participant	Status	Remark
Abel Melaku Asfaw	Attended	
Tewodros Kebede Desta	Partially attended	
Taye Nigatu Getaneh	Missed	
Save		

ix. Follow-up questionnaire general

Here, the admin manages the general questionnaire of a follow-up program by clicking 'Detail'.

Follow-up questionnaire general

Copy CSV Print

Search:

YGTP Batch	YGTP Batch Start Date	MDP Batch	MDP Batch Start Date	Status	
		1	November 07,2016	Incomplete	Detail
		2	March 10,2017	Incomplete	Detail

The detail:

Course Name	Conducted	Duration From	To	Feedback Collected	Trainer Evaluation	Certificate Collected	Attendance	Status
Structured on the job Training (S-OJT)	<input checked="" type="checkbox"/>	17/10/2016	19/10/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Complete <input type="button" value="v"/>
Bank product and service	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete <input type="button" value="v"/>
English Language	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete <input type="button" value="v"/>
Customer Care	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete <input type="button" value="v"/>
Personal Development Series	<input checked="" type="checkbox"/>	3/10/2016	7/10/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Complete <input type="button" value="v"/>
Save								

x. Follow-up questionnaire specific

Here, the admin manages the specific questionnaire of a follow-up program by clicking 'Detail'.

Follow-up questionnaire specific

Copy CSV Print

Search:

YGTP Batch	YGTP Batch Start Date	MDP Batch	MDP Batch Start Date	Status	
		1	November 07,2016	Complete	Detail
1	August 22,2016			Complete	Detail

The detail:

On the far right side of the columns, the system ranks users who have completed all courses. If a participant is incomplete, please specify the reason on the remark column so that it will be displayed on report why s/he is not ranked.

Structured on the job Training (S-OJT)										
100%)	Duration From	To	Shift	Attendance	Status	Remark	Evaluation(100%)	Project paper result	Total result	Rank
			Full day <input type="button" value="v"/>	<input type="checkbox"/>	Complete <input type="button" value="v"/>		76.00	89.00	0	Incomplete
			Full day <input type="button" value="v"/>	<input type="checkbox"/>	Complete <input type="button" value="v"/>		55.00	89.00	59.57	3
			Full day <input type="button" value="v"/>	<input checked="" type="checkbox"/>	Complete <input type="button" value="v"/>		83.00	99.00	85.00	1
			Full day <input type="button" value="v"/>	<input checked="" type="checkbox"/>	Complete <input type="button" value="v"/>		85.00	97.00	78.29	2
			Full day <input type="button" value="v"/>	<input type="checkbox"/>	Incomplete <input type="button" value="v"/>			97.00	0	Incomplete
			Full day <input type="button" value="v"/>	<input type="checkbox"/>	Incomplete <input type="button" value="v"/>			97.00	0	Incomplete

✓ Edu/Cert

i. Invitation for Edu/Cert

Here, the admin:

1. View previously registered Invitation for Edu/Cert

Education and certification

New Education And Certification		
Copy	CSV	Print
Budget year	Deadline	
July 01,2016 to June 30,2017	October 26,2016	Edit Detail Delete

2. Registers new Invitation for Edu/Cert. When the user register new invitation for scholarship application, notification will appear at the bottom right corner of the window every time an employee logs in, informing him/her to apply for scholarship before the end of the dead line. If the user is interested, s/he can apply by clicking on the notification.

Create Education And Certification

Budget year	July 01,2019 - June 30,2020
DeadLine	16/03/2020
Create Back to List	

The notification:

Previous Next

Scholarship announcement

Zemen bank is glad to announce the start of the annual scholarship program. Those of you who are interested can apply by clicking on this notification until March 16,2020

3. Update and delete existing Invitation for Edu/Cert

ii. Scholarship applicants

When the employees apply after seeing the notification, the admin manage their application status here in this page. While applying, if the applicant chooses an institution or field of study that is not in the existing list of institutions or study fields, the applicant applies by filling the other institution or other study field text box. Then the admin register the new institution or study field on settings and updates the scholarship applicant data by selecting the new study field or institution. In addition, when a granted scholarship applicant gets C on one of the courses being taken, the admin updates the 'Has C' field.

Scholarship applicants

New Scholarship Application											
Copy	CSV	Print	Search: <input type="text"/>								
Fiscal Year	Applicant	Institution	Study field	Education level	Type	Program type	Status	Date Granted	Remark	Has C	
July 01,2016 to June 30,2017	Tigist Alem Abreha	Jimma University - ABH	Project Management	MA	New	Education	Approved	October 10,2019			
<div>Edit</div> <div>Delete</div>											
July 01,2016 to June 30,2017	Hirut Damte Walelign	Leadstar College	Master of Business Administration	MA	New	Education	Approved	October 11,2019			

iii. Budget breakdown

Here, the admin manages budget breakdown of a follow-up program.

Follow-up budget breakdown

Copy	CSV	Print	Search: <input type="text"/>			
YGTP Batch	YGTP Batch Start Date	MDP Batch	MDP Batch Start Date	SLP Batch	SLP Batch Start Date	
				1	February 13,2017	<div>Detail</div>
				2	March 10,2017	<div>Detail</div>
		1	November 07,2016			<div>Detail</div>

The Detail:

Budget break down for SLP batch:1, Start date:February 13,2017

Cost type	Cost
Course Fee	62000
Refreshment	11000
Transport	0
Total cost	73,000.00
Remaining balance	27,000.00
Save	

iv. Document Status

Here, the admin manage the documents of granted scholarship applicants.

New Document Status						
Copy	CSV	Print	Search: <input type="text"/>			
Participant	Accreditation	License	Total Cost Breakdown	Course List	Commitment Agreement	
Meron Mulugeta Berhie for fiscal year:July 01,2016 to June 30,2017	Yes	Yes	Yes	Yes	Yes	Edit Delete
Tigist Alem Abreha for fiscal year:July 01,2016 to June 30,2017	No	No	Yes	Yes	Yes	Edit Delete

v. EC Course Taken

Here, the admin manages courses taken by a granted scholarship applicant. If the applicant has 'C' for a course make CRemark field 'C'.

New Course			
Copy	CSV	Print	
Refund Status	Course	CRemark	
Tigist Alem Abreha, Grant date: October 10,2019,Year:2,Round:4	Project Mgmt		Edit Delete
Tigist Alem Abreha, Grant date: October 10,2019,Year:1,Round:2	Basic IFRS		Edit Delete
Odi Sefera Mulisa, Grant date: October 11,2019,Year:1,Round:2	Basic IFRS		Edit Delete
Odi Sefera Mulisa, Grant date: October 11,2019,Year:1,Round:1	Financial Management		Edit Delete

vi. Edu/Cer/ Refund Status

Here, the admin manages refund status of granted scholarship applicants.

Refund status

New Refund Status

Copy

CSV

Print

Search:

Participant	Registration Slip	Payment Slip	Grade Report	Year	Round	Amount	Status	Date Refunded	
Tigist Alem Abreha for fiscal year: July 01, 2016 to June 30, 2017	Yes	Yes	Yes	1	2	18,500.00	Refunded	September 08, 2016	<div>Edit</div> <div>Detail</div> <div>Delete</div>
Tigist Alem Abreha for fiscal year: July 01, 2016 to June 30, 2017	Yes	Yes	Yes	2	4	20,000.00	Refunded	October 11, 2019	<div>Edit</div> <div>Detail</div> <div>Delete</div>

The detail:

Refund Status detail of Tigist Alem Abreha

Course taken	Remark
Basic IFRS	

[Back to List](#)

- **Short term trainings**

Here, the admin manages trainings such as local and abroad. The admin performs tasks listed below:

- ✓ **View previously registered training lists, their details, training history of selected participants and training history of any staff.**

Registered training lists:

New Training

Copy

CSV

Print

Search:

Training Name	Training Type	Organizer	Start date	End date	Pass/Fail	Total budget	Status	
Anti-money Laundering & CFT	In-house	Risk department	December 12,2016	December 14,2016	No	20,000	Complete	<div>Edit</div> <div>Details</div> <div>Delete</div> <div>Training history</div>
Bank Accounting	Local	EIFS	February 13,2017	February 17,2017	No	5,500	Complete	<div>Edit</div> <div>Details</div> <div>Delete</div> <div>Training history</div>

The detail:

Training name	Anti-money Laundering & CFT
Training Type	In-house
Organizer	Risk department
Start Date	December 12,2016

Tracking Checklist**Participants**

Name	Department/Branch
Yonatan Abebe Geda	E- Channel Management
Sintayehu Abera Haileselassie	Personal & Business Banking (PBB)
Genet Bogale Jembere	Personal & Business Banking (PBB)
Ahmed Hussein Mustefa	Knowledge & Innovation Department
Balew Cheru Sirchafo	International Banking Department

[Back to List](#)
Training history of selected participants:

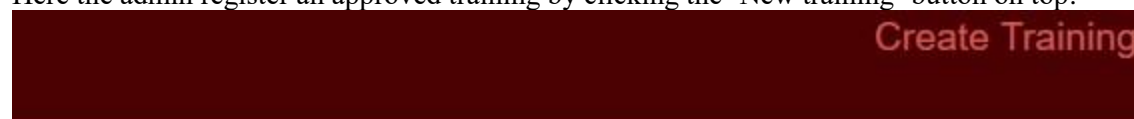
Participant	Trainings taken	Status
Yonatan Abebe Geda	LAN Switching & Wireless	Not taken
Sintayehu Abera Haileselassie	Customer Service	Not taken
	Customer Service and Emotional Intelligence	Not taken
Genet Bogale Jembere	N/A	Not taken
Balew Cheru Sirchafo	Bank Accounting	Not taken
	IFRS	
	IFRS	
	Leadership and Management Skills Development Training Program	
	Leadership and Management Training	
	Risk Based Internal Audit	
	The Balanced Score Card Strategic and Performance Management System Including Its Application As Employee PMS	
	Treasury Insights & Treasury Back Office Operations Course	
Ahmed Hussein Mustefa	Communication Skills	Not taken
	Customer Service	

Training history of any staff by selecting a staff and click ‘View training history’ button on top:
[Training History](#)

Title	Trainer	From	To	Other	Attachment
Customer Service and Emotional Intelligence	Unity University	October 03,2017	October 04,2017		
Customer Accounts Transaction Service (CATS)	EIFS	October 15,2018	October 19,2018		
YGTP	Zemen Bank			4 months	

✓ Register new training

Here the admin register an approved training by clicking the 'New training' button on top.



Training name

Training type

Organizer

Start Date

End Date

Pass/Fail

Total Budget

Status

✓ Update and delete existing training

The admin updates the previously registered training by clicking the 'edit' button or delete it using the 'delete' button.

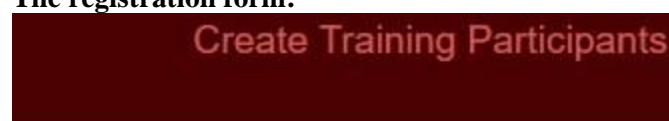
• Training participants

After registering a new training, the admin registers selected participants here by clicking 'New Training Participant' button. and then update the track by clicking on the 'detail' button.

Training participants

New Training Participant			
<input type="button" value="Copy"/>	<input type="button" value="CSV"/>	<input type="button" value="Print"/>	
Training	Participant	Status	
Anti-money Laundering & CFT	Ahmed Hussein Mustefa	N/A	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Anti-money Laundering & CFT	Genet Bogale Jembere	N/A	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Anti-money Laundering & CFT	Yonatan Abebe Geda	N/A	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Anti-money Laundering & CFT	Balew Cheru Sirchafo	N/A	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

The registration form:



Training	Bank product and service star ▼
Participant	Thomas Daniel Geremew ▼
Status	N/A ▼
<div> <div>Create</div> <div>Back to List</div> </div>	

After registering the participants, the admin goes to the ‘Short term trainings’ and updates the status of the training check list by clicking on the ‘Detail’ button.

Training name	Bank product and service
Training Type	Local
Organizer	Addis Ababa Chamber of Commerce
Start Date	February 24,2020

Tracking Checklist

- ☐ Training Budget
- ☐ check the budget is approved & Available.

Participants

Name	Department/Branch
Thomas Daniel Geremew	Facility Management
Yemisrach Assefa H/Wold	Personal & Business Banking (PBB)



- **Training Attendance**

Here the admin manages attendance of participants of a training:

Training attendance

Copy CSV Print

Search: Bank product

Training	Date	Participant	Morning	Afternoon
Bank product and service	March 13,2020	Thomas Daniel Geremew	<input type="checkbox"/>	<input type="checkbox"/>
Bank product and service	March 13,2020	Yemisrach Assefa H/Wold	<input type="checkbox"/>	<input type="checkbox"/>
Bank product and service	March 12,2020	Thomas Daniel Geremew	<input type="checkbox"/>	<input type="checkbox"/>
Bank product and service	March 12,2020	Yemisrach Assefa H/Wold	<input type="checkbox"/>	<input type="checkbox"/>
Bank product and service	March 11,2020	Thomas Daniel Geremew	<input type="checkbox"/>	<input type="checkbox"/>
Bank product and service	March 11,2020	Yemisrach Assefa H/Wold	<input type="checkbox"/>	<input type="checkbox"/>
Bank product and service	March 10,2020	Thomas Daniel Geremew	<input type="checkbox"/>	<input type="checkbox"/>
Bank product and service	March 10,2020	Yemisrach Assefa H/Wold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bank product and service	March 09,2020	Thomas Daniel Geremew	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bank product and service	March 09,2020	Yemisrach Assefa H/Wold	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Showing 1 to 10 of 188 entries (filtered from 280 total entries)

Previous 1 2 3 4 5 ... 19 Next

- **Employee Commitment**

Here, the admin:

- ✓ View previously registered employee commitments

Commitment

New Commitment

Copy CSV Print

Search:

Full name	Program type	Program title	Fee	Status	
Addis Mengesha Degu	Follow-up	YGTP 1	50,000	Completed	<div>Edit</div> <div>Details</div> <div>Delete</div>
Alemayehu Kibebew Assefa	Education	BA Degree	32,000	Completed	<div>Edit</div> <div>Details</div> <div>Delete</div>

The detail:

Commitment Detail

Program Type	Follow-up
Program Title	YGTP 1
Pass Status	N/A
Aggreement date	August 22,2016
Commitment start date	October 22,2016
Commitment end date	October 21,2017
Program start date	October 22,2016
Termination date	December 19,2016
Fee	50,000
Payed After Resignation	0
Remaining balance	41,917.81

[Back to List](#)

- ✓ Registers new employee commitments.

Create Commitment

Employee	Yemisrach Assefa H/Wold
Program type	Education
	YGTP
	MDP
For follow-upSLP	
Education/Certification	
Program title	
Training	
Pass Status	N/A
Aggreement date	
Commitment start date	
Commitment termination date	
Program start date	
Fee	
Paid After Resignation	0
Commitment status	Ongoing

[Create](#)
[Back to List](#)

- ✓ Update and delete existing employee commitments

The admin updates previously registered employee commitments by clicking the 'edit' button or delete it using the 'delete' button.

• Reimbursement

Here, the admin registers reimbursement data of a terminating employee. This data is used to calculate the reimbursement balance of an employee with commitment as shown in detail.

- ✓ View previously registered reimbursements

New Training Reimbursement					
Copy	CSV	Print	Search: <input type="text"/>		
Full name	Annual Leave(Birr)	Salary(Birr)	Benefits(Birr)		
Addis Mengesha Degu	10,000.00	500.00	500.00	Edit	
				Details	
				Delete	
Biruk Workineh Kassa	32,000.00	5,000.00	5,739.73	Edit	
				Details	
				Delete	

The detail:

Reimbursement detail of Addis Mengesha Degu

Commitments

Program Type	Program Title	Training	Agreement Date	Start Date	Pass/Fail	Commitment Status	Fee(Birr)	Remaining balance(Birr)
Follow-up	YGTP 1		August 22,2016	October 22,2016	N/A	Completed	50,000.00	42,054.79

Annual Leave	10,000.00
Salary	500.00
Benefit	500.00
Commitment	42,054.79
Balance	<u>-31,054.79</u>
Reimbursement Balance	<u>-31,054.79</u>

[Back to List](#)

- ✓ Registers new employee reimbursements.

Create Training Reimbursement

Employee

Annual leave(Birr)

Salary(Birr)

Benefits(Birr)

Create **Back to List**

- ✓ Update and delete existing reimbursements

The admin updates previously registered reimbursements by clicking the **'edit'** button or delete it using the **'delete'** button.

• Training payment process

Here, the admin manages phases of payment the bank makes to training organizers.

- ✓ View previously registered training payment process:

New Training Payment Process							
Copy	CSV	Print	Search: <input type="text"/>				
Training	Pre Payment(%)	Mid Payment(%)	Post Payment(%)	Status	Remark		
Bank Safes	50	37	13	Complete		Edit	Details
						Delete	
Risk Management	5	30	60	Complete	5 % discount has been given	Edit	Details
						Delete	

The detail:

Training Payment Process Detail

Trainer	EIFS
Training name	Bank Safes
Training Type	Local
Start Date	October 07,2019
Pre payment	50.00%(2,500 birr)
Mid payment	37.00%(1,850 birr)
Post payment	13.00%(650 birr)
Total budget(in birr)	5,000
Total payed(in birr)	5,000
Remaining payment(in...	0

Participants

Name	Department/Branch
Thomas Daniel Geremew	Finance Department

- ✓ Registers new training payment process:

Create Training Payment Process

Training	<input type="text" value="Bank product and service stz"/>
Pre Payment	<input type="text"/>
Mid Payment	<input type="text"/>
Post Payment	<input type="text"/>
Status	<input type="text" value="Ongoing"/>
Remark	<input type="text"/>
<input type="button" value="Create"/> <input type="button" value="Back to List"/>	

- ✓ Update and delete existing training payment process:

The admin updates previously registered training payment process by clicking the 'edit' button or delete it using the 'delete' button.

- **Training cost follow-up**

Here, the admin manages common information (such as currency and exchange rate) used in registering cost follow up of participants of a follow-up program.

- ✓ View previously registered training cost follow-up:

New Training Cost FollowUp

Copy CSV Print Search:

Training	Currency	Exchange rate	Exchange rate date	
Anti-money Laundering & CFT	ETB	1	October 09,2019	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Bank Accounting	ETB	1	September 25,2019	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- ✓ Registers new training cost follow-up:

Create Training Cost FollowUp

Training

Currency

Exchange rate

Exchange rate date

- ✓ Update and delete existing training cost follow-up:

The admin updates previously registered training cost follow-up by clicking the '**edit**' button or delete it using the '**delete**' button.

- **Training cost follow-up detail**

Here, the admin manages cost follow up of participants of a follow-up program.

- ✓ View previously registered training cost follow-up detail:

New Training Cost FollowUp Detail

Copy CSV Print

Search:

Training	Participant	Currency	Exchange rate	Rate date	Cost type	Cost	
Anti-money Laundering & CFT starts on December 12,2016	Balew Cheru Sirchafo	ETB	1.00	October 09,2019	Accommodation	120.00	Edit Delete
Anti-money Laundering & CFT starts on December 12,2016	Balew Cheru Sirchafo	ETB	1.00	October 09,2019	Certificate	0.00	Edit Delete

✓ Registers new training cost follow-up detail:

Create Training Cost FollowUp Detail

Training

Participant Press Ctrl key while selecting multiple participants

Tigist Bekele Abate
 Nahom Tesfaye Abeabea
 Saba Abraham Alemseged
 Saba Abraham Alemseged
 Sewbesew Yimer Ali
 Henok Tesfaye Banti
 Hibst Gebremariam Belay
 Yebelay Getahun Birmerew
 Elsabet Aschalew Dagnew
 Tewodros Kebede Desta
 Andualem Awash Dinka
 Yoseph Shewaferaw Engidaye
 Dires Getnet Enyew
 Lidia Elias Fogi
 Ermias Nurga Gebregiorgis
 Yonas Ababa Geda

Cost Type	Cost
Accommodation	0
Certificate	0
Course fee	0
Incidental	0
Perdiem	0
Pick up & Drop	0

While registering training cost follow-up detail:

- '**Training**' field is the training cost follow-up we previously created with common information for all participants of a training such as training name, currency and exchange rate.
- If multiple participants have similar, cost type and cost, select multiple participants by holding 'CTRL' key on your keyboard and clicking on the participant name.

- ✓ Update and delete existing training cost follow-up detail:

The admin updates previously registered training cost follow-up details by clicking the ‘edit’ button or delete it using the ‘delete’ button.

- **Online library**

Here, the admin manages online reading materials, which staffs of the bank use. Some of the reading materials are downloadable by staffs while others are read online:

- ✓ View previously posted reading materials:

New Reading Material

Books read online

Reload

Copy

CSV

Print

Search:

Title	Institution	PostedYear	FileType	FileExtension	File	
Dre	aa	2020	Read Only	pdf	Download	<div>Edit</div> <div>Details</div> <div>Delete</div> <div>Change attachment</div>
Good Governance	Transparency international	2020	Downloadable	pdf	Download	<div>Edit</div> <div>Details</div> <div>Delete</div> <div>Change attachment</div>

- ✓ View statistics of books read online:

Books Read Online

Date	Title	Institution	Year	Read
February 28,2020	Dre	aa	2020	1
March 07,2020	Toxic Culture	SHRM	2020	1

- ✓ Read/download posted book online

If the book is downloadable, the admin can download using the download link. If the book is read only, the admin can read it by clicking the ‘Detail’ button.

While reading books online:

- i. Use the buttons on top-right corner of the page (pic show below) to navigate through pages.
 - ii. Press on the scroll button on your mouse to scroll to left, right, up or down of the current page being displayed.
- ✓ Update and delete posted reading materials:

The admin updates previously posted reading materials by clicking the 'edit' button or delete it using the 'delete' button.

• Borrowed hard copy books

Here, the admin manages hard copy books that staffs borrow.

- ✓ View previously registered borrowed hard copy books:

New Borrowed Hard Copy Book

Copy

CSV

Print

Search:

Title	Institute	Borrower	Department/Branch	Date borrowed	Return date	Remark	Status	
Advanced Office Operation Management	EMI	Thomas Daniel Geremew	Finance Department	February 26,2020	February 28,2020	test	Not returned	<div>Edit</div> <div>Delete</div>

- ✓ Registers new borrowed hard copy books:

Create Borrowed Hard Copy Book

Book Title: Advanced Office Opera ▼

Borrower Yemisrach Assefa H/Wold ▼

Date Borrowed

Return date

Remark

Status Not returned ▼

Create

Back to List

- ✓ Update and delete existing borrowed hard copy books:

The admin updates previously registered borrowed hard copy books by clicking the 'edit' button or delete it using the 'delete' button.

v. Recruitment management

Here the admin manages internal and external vacancies and recruitment process.

III. 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:

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 July 01,2019 - June 30,2020 ▼

Employee Name Alehegn Abebe Getaneh, Ejli ▼

Required Skill Basic Computer Skill

Recommended Institution(If any)

Preferred schedule First Quarter ▼

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).

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"/>

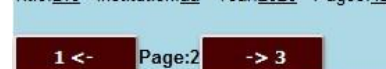
The detail: Commitment detail for ygtpunfinished

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.

IV. 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	

v. Benefit package

Displays benefit package of the user.

Copy CSV Print

Search:

Benefit	Measured in	Amount
Salary	Birr	15856

V. Employees

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

Employees:

Copy

CSV

Print

Search:

	Name	Telephone	Email	Department	Division	Section	Title	Job Category
<div><div></div><div></div></div>	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								
<div>Detail</div>								
<div><div></div><div></div></div>	Ababu Tilahun Habteyohannes	0920613399	Ababu.Tilahun@zemenbank.com	Human Resource Department	Security Service		Security Guard	Non professional

VI. Recruitment

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

VII. Reports

This menu is accessible only to admins. Here the admin generates various reports.

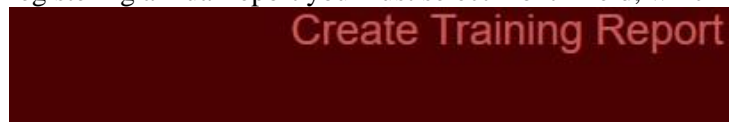
a. HR Reports

b. Training Reports

Here, the admin generates various training reports.

i. Annual

Here, the admin can register annual reports and download previously uploaded annual reports. When registering annual report you must select month field, which is not required for impact assessment report.



Fiscal Year

Report Type

Month(for annual report)

Attachment Docs - Copy.zip

ii. Impact assessment

Here the admin registers new impact assessment report or download previously registered reports. Month is not required while registering.

[Impact assesment training report](#)

Search:

Fiscal Year	Report Type	Month	Report	
2018 to 2019	Impact Assessment		Download	<input type="button" value="Edit"/> <input type="button" value="Delete"/> Change attachment

iii. General report

This is a general-purpose report, which the admin uses for generating various sub reports after exporting to excel or by using various combination of filter criteria. The admin selects some of the filter criteria and presses 'Filter' button. After the report is generated, the admin can export to excel by pressing the 'Export' button.

Participant Info

Trainee: Gender: Department: Job category:

Position: Employment date From: To:

Status:

Training Info

Fiscal Year: Start date From: To:

Training Given: Course Title: Type:

Progress: YGTP: MDP:

SLP: Scholarship granted: Education level:

Scholarship status: Training Institution:

Filter

EXPORT

Trainee	Sex	Employment date	Department	Position	Training	Training type	YGTP batch	MDP batch	SLP batch	Education/Certification	Duration	Budget	Consumed(From Budget)	Difference	Pass/fail required
Genet Bogale Jembere	Female	October 21, 2015	Personal & Business Banking (PBB)	CSR II	Anti-money Laundering & CFT	In-house					From December 12, 2016 to December 14, 2016	20,000.00	3,500.00	16,500.00	No
Yonatan Abebe Geda	Male	April 15, 2013	E- Channel Management	ATM Support Officer Level III	Anti-money Laundering & CFT	In-house					From December 12, 2016 to December 14, 2016	20,000.00	1,310.00	18,690.00	No
Balew Cheru	Male	October 01, 2010	International	Head-	Anti-money	In-house					From	20,000.00	1,310.00	18,690.00	No

iv. Program participant evaluation

This report is YGTP/MDP program participants' evaluation results and their rank. Which the admin had filled in 'Follow-up questionnaire' specific. Below is sample report generating for an MDP program:

Participants evaluation result report

YGTP

Nothing selected

MDP

MDP Batch:1 starts on Novem

Start date From :

To:

Filter

EXPORT

Name	Corporate Governance	Personal Development Series	Customer Relationship Management (CRM)	Balanced Score Card	Bank Product and Service (MDP)	Structured on the job Training (S-OJT)	Project paper result	Total result	Remark	Rank
Selam Seyoum Agonafir	80.00	67.00	55.00	50.00	98.00	76.00	89.00	0	did not attend corporate governance, did not attend balanced score card	Incomplete
Fekadu Meheretu W/Gabriel	67.00	73.00	44.00	56.00	33.00	55.00	89.00	59.57		3
Tesfaye Kebede Jalosa	50.00	95.00	85.00	83.00	100.00	83.00	99.00	85.00	No absent	1
Mulugeta Hailu Workineh	65.00	49.00	77.00	80.00	95.00	85.00	97.00	78.29	Fully Attended	2
Eyerusalem Tadesse Wolde							97.00	0		Incomplete
Tazebe Reda Gebru							97.00	0		Incomplete

v. Feedback Summary

After employees participate in training or follow-up program, they fill a feedback questionnaire. The admin uses this link to generate a report based on each participants evaluation of a training or follow-up program. Below is sample report generated for a 'Bank Safes' training.

Feedback summary report

Training Bank Safes ,Start date:October YGTP Nothing selected MDP Nothing selected SLP Nothing selected

Filter

Rating			
Poor	≤60	Unsatisfactory	61-70
Satisfactory	71-80	Good	81-89
Very Good	90-95	Excellent	≥96

Feedback summary of Biniam Abebe

EXPORT

Question		Number of trainees						Total no. of respondent	Maximum result out of 5 (5 Excellent * 1 respondents)
		Excellent(5)	Vgood(4)	Good(3)	Satisfactory(2)	Unsatisfactory(1)	Poor(0)		
The trainer's knowledge was	No. of respondent	1	0	0	0	0	0	1	5
	%age	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
Trainer's Way of the course delivery (methodology)	No. of respondent	1	0	0	0	0	1	2	5
	%age	50.00%	0.00%	0.00%	0.00%	0.00%	50.00%	100.00%	50.00%
Question		Yes(2)	Probably(1)	No(0)	Total no. of respondent	Maximum result out of 4 (2 Yes * 2 respondents)			
Would you recommend this training to others?	No. of respondent	2	0	0	2	1.00%			
	Percentage	100.00%	0.00%	0.00%	100%	100.00%			
Would you recommend this trainer to others?	No. of respondent	2	0	0	2	4			
	Percentage	100.00%	0.00%	0.00%	100%	100.00%			
Trainer : Biniam Abebe		Average feedback result out of 4 questions		87.50%	Good				

[Scholarship announcement](#)

Zemen bank is glad to announce the start of the annual scholarship

Feedback summary of Yonas Masresha

EXPORT

Question		Number of trainees						Total no. of respondent	Maximum result out of 10 (5 Excellent * 2 respondents)
		Excellent(5)	Vgood(4)	Good(3)	Satisfactory(2)	Unsatisfactory(1)	Poor(0)		
The trainer's knowledge was	No. of respondent	0	1	0	0	0	1	2	4
	%age	0.00%	50.00%	0.00%	0.00%	0.00%	50.00%	100.00%	40.00%
Trainer's Way of the course delivery (methodology)	No. of respondent	1	0	0	0	0	0	1	5
	%age	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
Question		Yes(2)	Probably(1)	No(0)	Total no. of respondent	Maximum result out of 4 (2 Yes * 2 respondents)			
Would you recommend this training to others?	No. of respondent	2	0	0	2	1.00%			
	Percentage	100.00%	0.00%	0.00%	100%	100.00%			
Would you recommend this trainer to others?	No. of respondent	1	1	0	2	3			
	Percentage	50.00%	50.00%	0.00%	100%	75.00%			
Trainer : Biniam Abebe		Average feedback result out of 4 questions		78.75%	Satisfactory				

vi. Employee Commitment

This is a link the admin uses to generate employee commitment reports.

Employee commitment report

Employee: Gender: Department: Position:

Training Institution: Education Institution: Type: YGTP: MDP: SLP:

Status:

Search:

Full name	Program Type	Program Title	Agreement date	Start Date	End Date	Pass/Fail	Status	Fee	Balance	Reimbursement
Addis Mengesha Degu	Follow-up	YGTP Batch: 1, Start date: August 22,2016	August 22,2016	October 22,2016	October 21,2017	N/A	Completed	50,000	41,917.81	Annual Leave 10,000.00 Salary 500.00 Benefit 500.00 Reimbursement balance -30,917.81
Alemayehu Kibebew Assefa	Education	BA Degree	August 23,2016	August 15,2018	August 14,2019	Pass	Completed	32,000	-18,761.64	
Biru Bino Getisso	Education	BA	September 05,2016	November 03,2018	November 02,2019	N/A	Ongoing	0	0	
Biruk Workineh Kassa	Follow-up	YGTP Batch: 1, Start date: August 22,2016	August 22,2016	October 22,2016	October 21,2017	N/A	Unfinished Training	50,000	91,666.67	Annual Leave 32,000.00 Salary 5,000.00 Benefit 5,739.73 Reimbursement balance -7,260.27
Eyerusalem	Follow-up	YGTP Batch: 1,	August 22,2016	October	October	N/A	Completed	50,000	-547.95	

vii. Edu./Cert. Refund report

To generate refund report for granted scholarship applicants.

Education and certification refund report

Full name	Program type	Institution	Study field	Date granted	Courses taken	Total course taken	Total refunded/discarded	Remark(C related)	Remark(general)
Meron Mulugeta Berhie	Education	St. Mary University	Accounting & Finance	October 01,2019	Financial Management AML	2	10,000.00		
Odi Sefera Mulisa	Education	Addis Abeba University School of Commerce	Insurance	October 11,2019	Financial Management Basic IFRS	2	13,300.00		
Tigist Alem Abreha	Education	Jimma University - ABH	Project Management	October 10,2019	Basic IFRS Project Mgmt	2	38,500.00		
Hirut Damte Walelign	Education	Leadstar College	Master of Business Administration	October 11,2019	test1 test2 test3 test4 C test5	5	144,000.00		