User Manual for Employee Portal

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1. General Information

1.1 Acronyms and Abbreviations:

S. No.	Word / Acronyms	Definition / Abbreviation
1	ERP	Enterprise Resource planning
2	CAU	Central Agricultural University
3	DDO	Drawing & Disbursing Officer
4	HQ	Head Quarter

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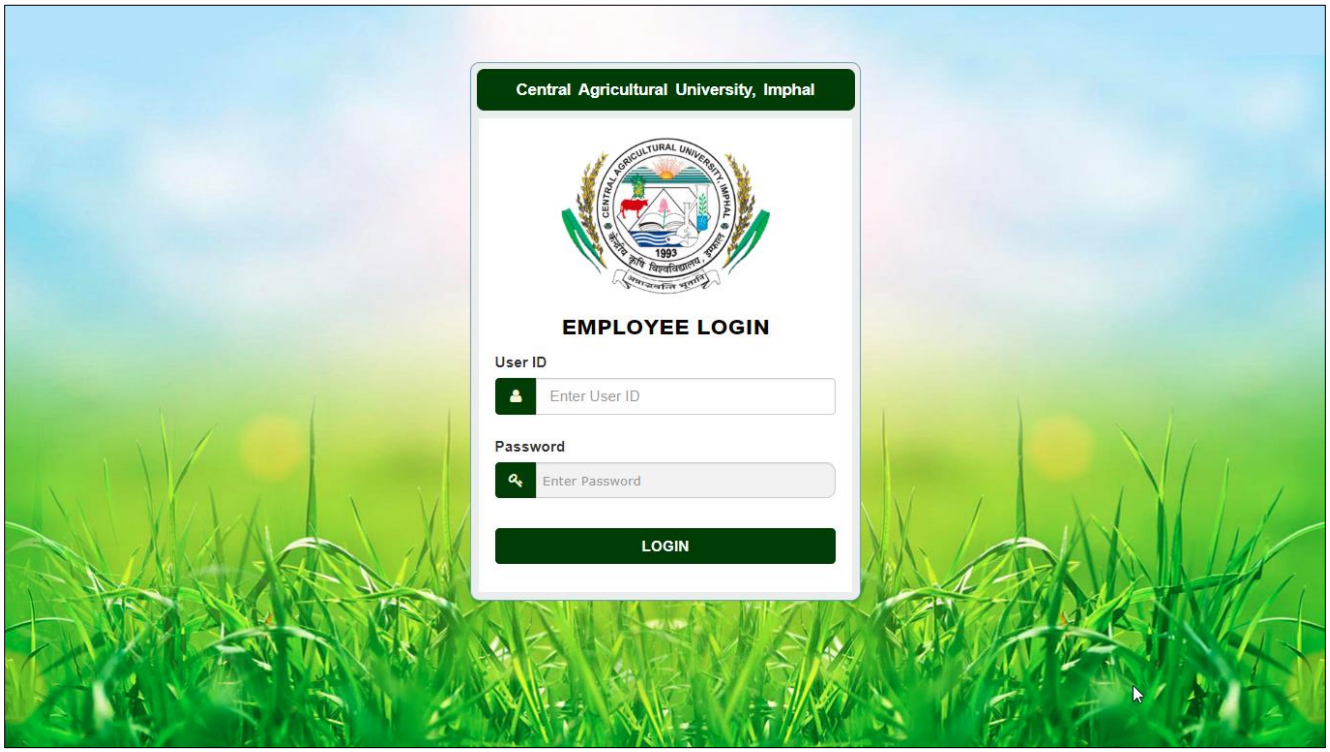
Click (with 'ctrl' button) on below link or copy and paste it in any browser (It is advised to use Google Chrome) to open the **CAU ERP** Login Page.

http://120.138.8.151:8080/cau-employee-portal/

Note: If user clicks on the above-mentioned link then application will be launched in default browser.

User will be navigated to CAU Employee Portal Login Page, as shown below. From Login Page; user will be able to enter **'User ID'** & **'Password'**:



Enter the valid **'User ID'** and **'Password'**,
For Example: User ID- cau@gmail.com and Password-**cau@123** then click on **'Login'** button to navigate to '**Employee Portal Home Page**, as shown below:

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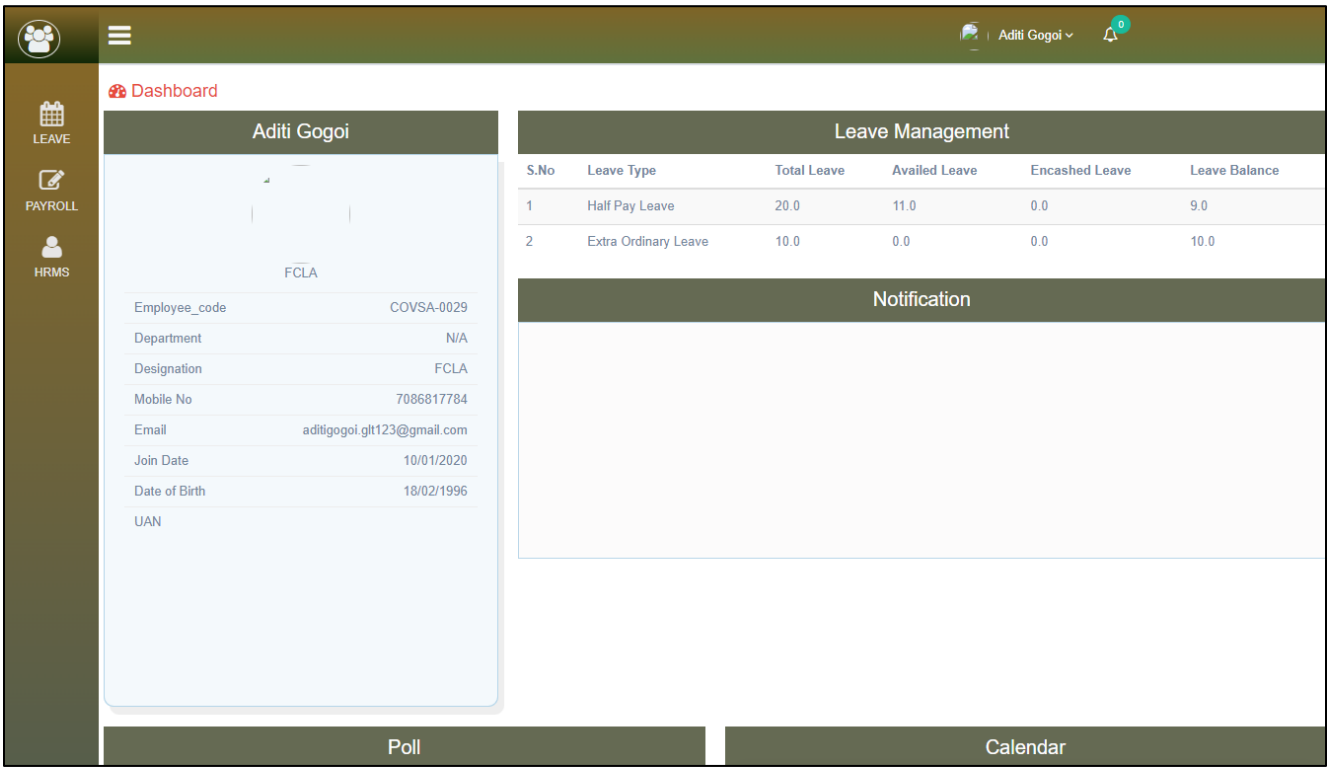
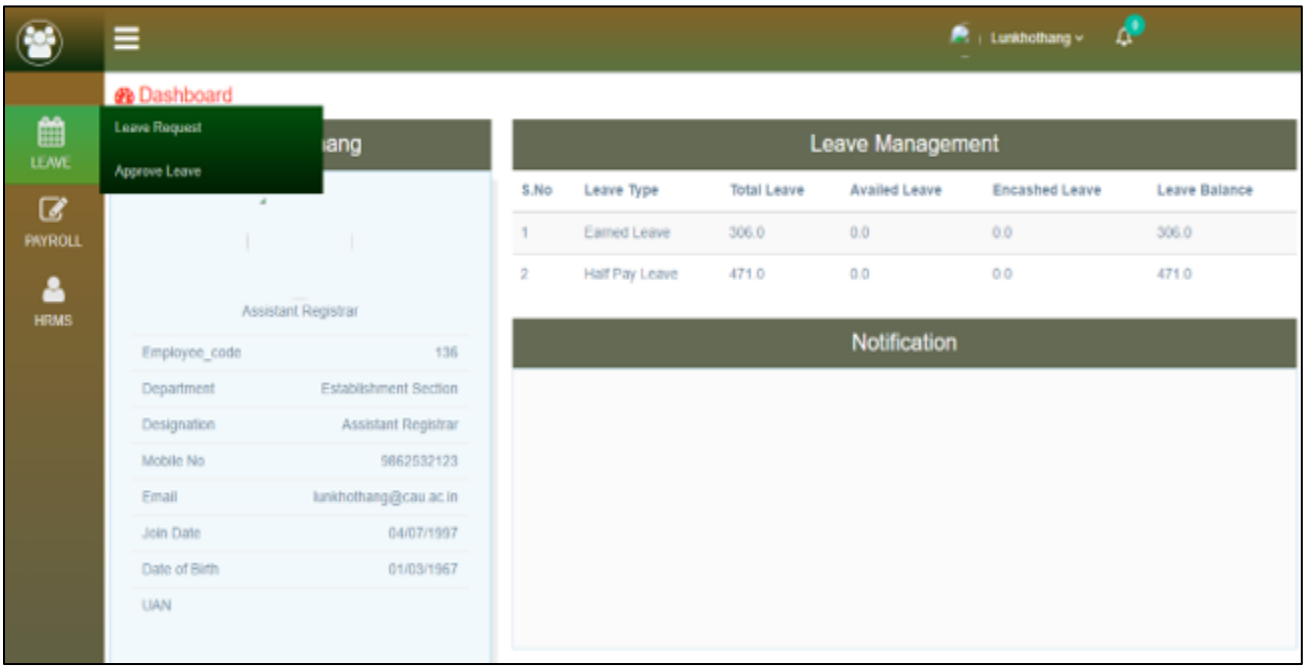


- Click on **'Leave'** menu from left side, then sub menu list will be displayed as **'Leave Request'** and **'Approve Leave'** as shown below:



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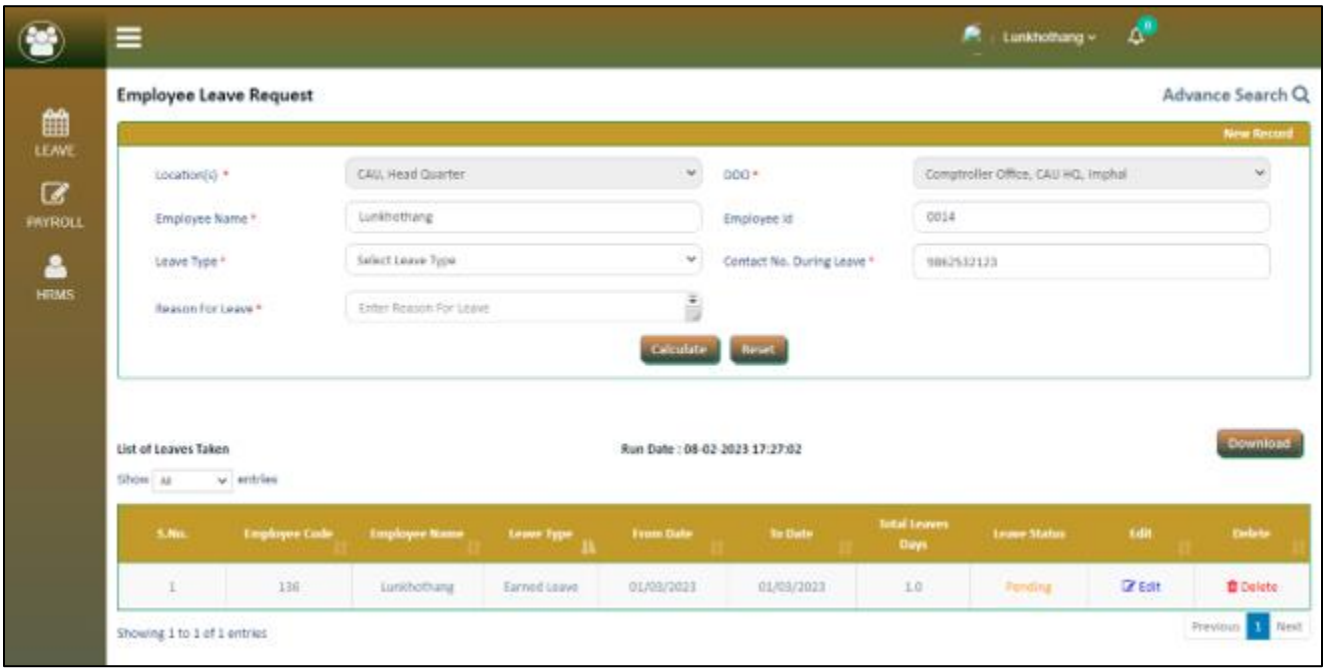
1. Leave Request:

Using this page, User can request for leave (Only as per available leave in their account), requested leave(s) will be forwarded to their reporting manager and will be displayed with status.

- Click on **'Leave Request'** menu link, under **'Leave'** menu, then page will be opened as shown below:



⇨ **Steps to Create Leave Request:**

- Enter data in all mandatory fields.
- Click on **'Calculate'** button, then page will be opened as shown below:

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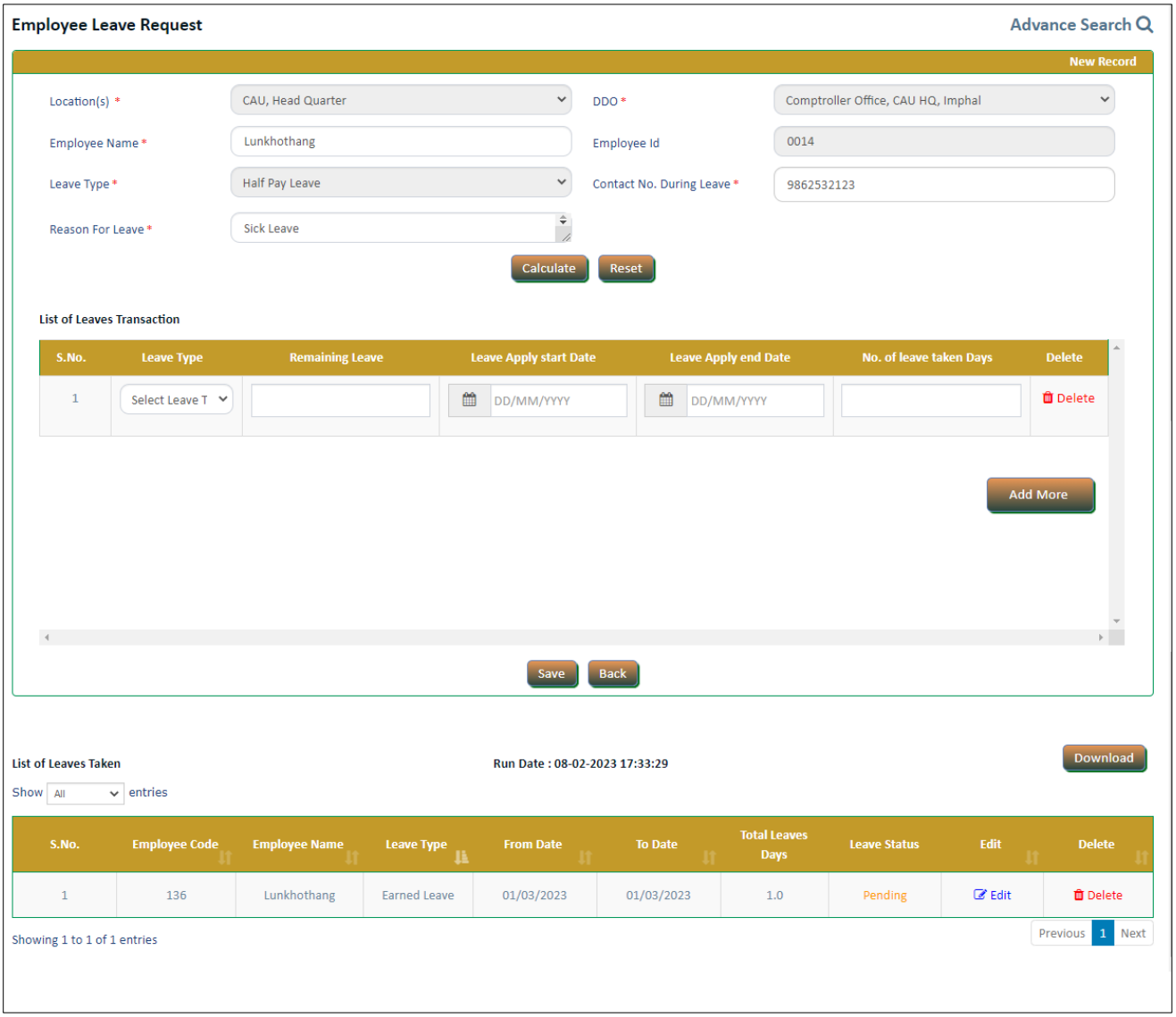

- Select **'Leave Type'** from leave type drop down (Remaining Leave will be displayed automatically).
- Select date '**Leave Apply Start Date'** and **'Leave Apply end date'** from calendar list.
- Click on **'Save'** button, then system will display message as **'Leave Requested Successfully!'** and record will get added in **'List of Leaves Taken'** table.
- On page load, it will display all the requested leave(s) in **'List of Leave Taken'** table.
- Click on 'Advance Search' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update requested leave(s) by clicking on 'Edit' button from requested leave(s) in **'List of Leave Taken'** table.
- If created 'Leave Request' has been Approved/Rejected, it cannot be updated and deleted.

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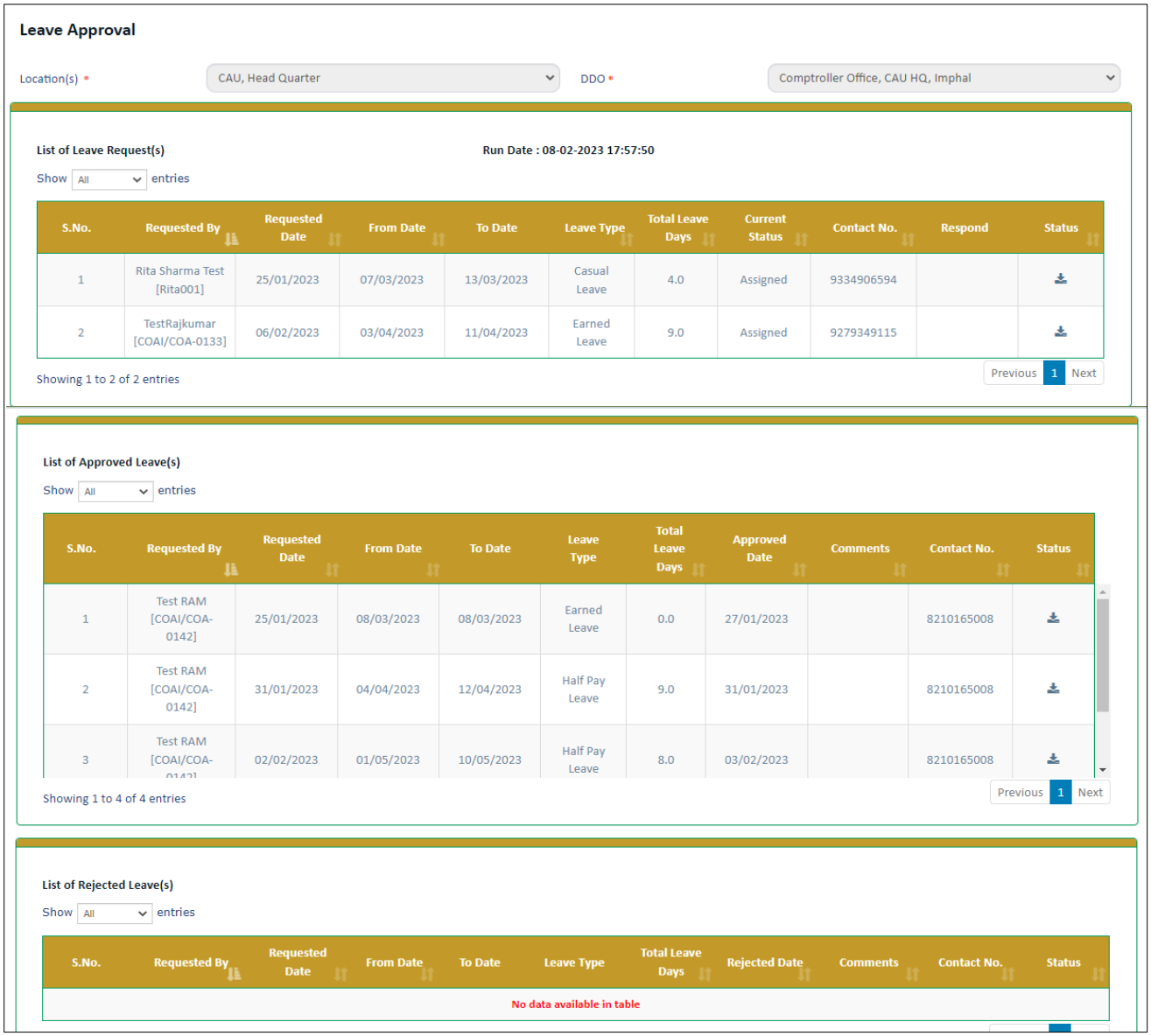
2. Approve Leave:

Using this page, Authorized user can Approve/Reject requested leaves from their subordinates**.**

- Click on **'Approve Leave'** menu link, under **'Leave'** menu, then page will be opened as shown below:



⇨ Steps to Approve/Reject Requested Leave:

- All requested leaves will be displayed in **'List of Leave Request(s)'** table**.**
- Click on **'Respond'** button.
- User can choose approve/reject option from action drop down list.

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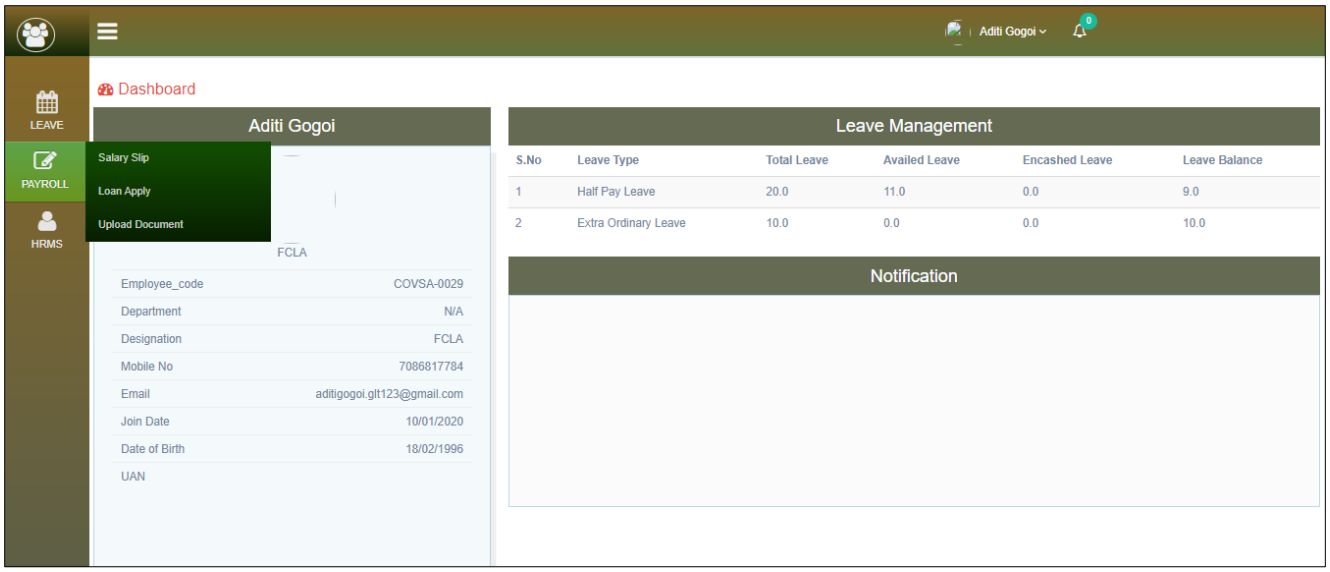
- Click on **'Submit'** button, then system will display message as **'Leave Approve/Reject Saved Successfully!'.**

Note: 1) Approved Leaves will display in **'List of Approved Leave(s)'** table.
2) Rejected Leaves will display in **'List of Rejected Leave(s)'** table**.**

- Click on **'Payroll'** menu from left side, then sub menu list will be displayed as **'Salary Slip', 'Loan Apply'** and **'Upload Document'** as shown below:



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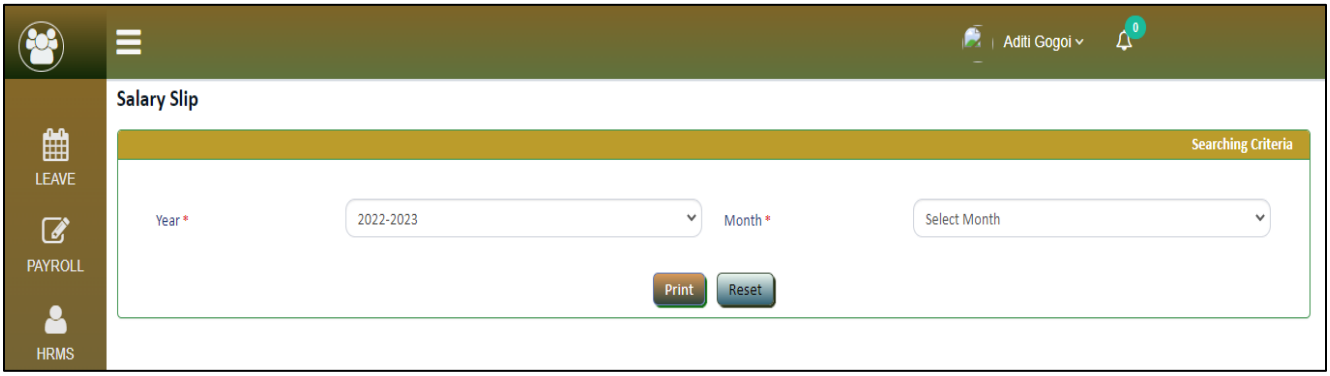
1. Salary Slip:

Using this page, User can generate & print their salary slips for any year/month.

- Click on **'Salary Slip'** menu link, under **'Payroll'** menu, then page will be opened as shown below:



⇨ Steps to Print Salary Slip:

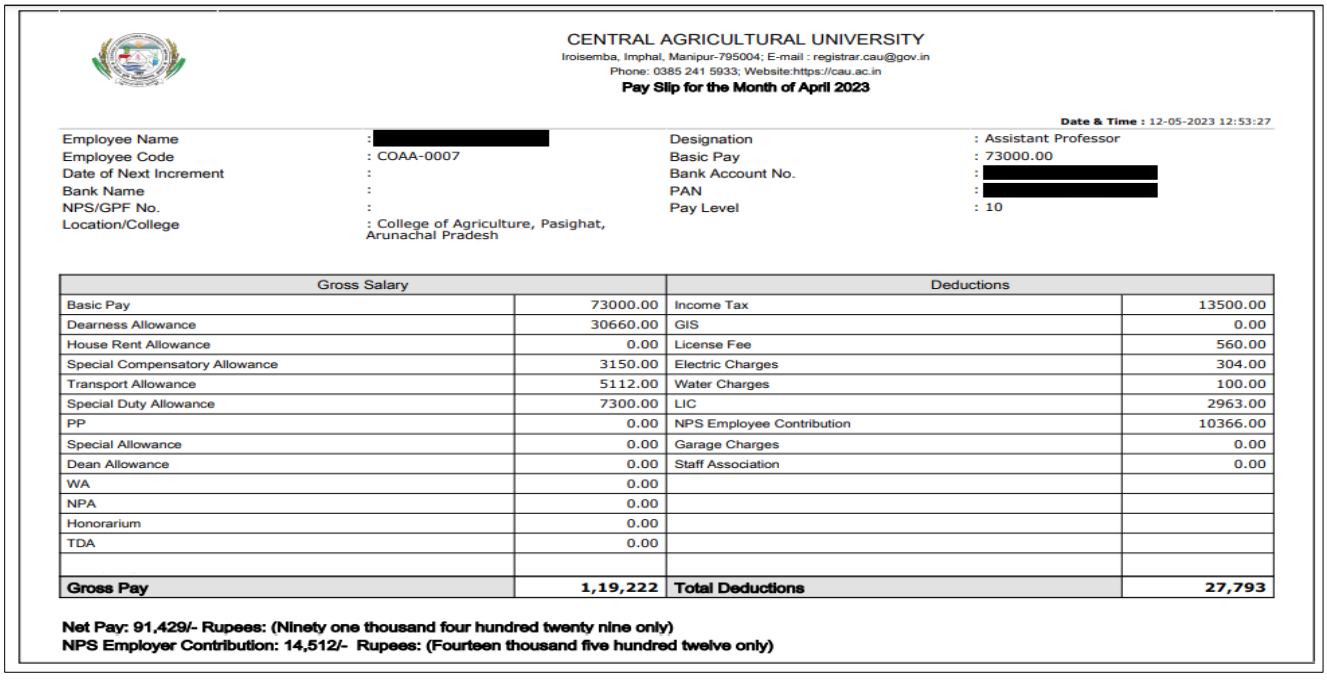
- Select 'Financial Year' from drop down.

Note: On page load, current financial year will be displayed as selected.

- Select 'Month' from drop down.

Note: Month will be displayed as per selected financial year.

- Click on **'Print'** button, then salary slip will be generated as shown below:



CENTRAL AGRICULTURAL UNIVERSITY
Iroisemba, Imphal, Manipur-795004; E-mail : registrar.cau@gov.in
Phone: 0385 241 5933; Website:https://cau.ac.in
Pay Slip for the Month of April 2023

Date & Time : 12-05-2023 12:53:27

Employee Name	: [redacted]	Designation	: Assistant Professor
Employee Code	: COAA-0007	Basic Pay	: 73000.00
Date of Next Increment	:	Bank Account No.	: [redacted]
Bank Name	:	PAN	: [redacted]
NPS/GPF No.	:	Pay Level	: 10
Location/College	: College of Agriculture, Pasighat, Arunachal Pradesh		

Gross Salary		Deductions	
Basic Pay	73000.00	Income Tax	13500.00
Dearness Allowance	30660.00	GIS	0.00
House Rent Allowance	0.00	License Fee	560.00
Special Compensatory Allowance	3150.00	Electric Charges	304.00
Transport Allowance	5112.00	Water Charges	100.00
Special Duty Allowance	7300.00	LIC	2963.00
PP	0.00	NPS Employee Contribution	10366.00
Special Allowance	0.00	Garage Charges	0.00
Dean Allowance	0.00	Staff Association	0.00
WA	0.00		
NPA	0.00		
Honorarium	0.00		
TDA	0.00		
Gross Pay	**1,19,222**	**Total Deductions**	**27,793**

Net Pay: 91,429/- Rupees: (Ninety one thousand four hundred twenty nine only)
NPS Employer Contribution: 14,512/- Rupees: (Fourteen thousand five hundred twelve only)

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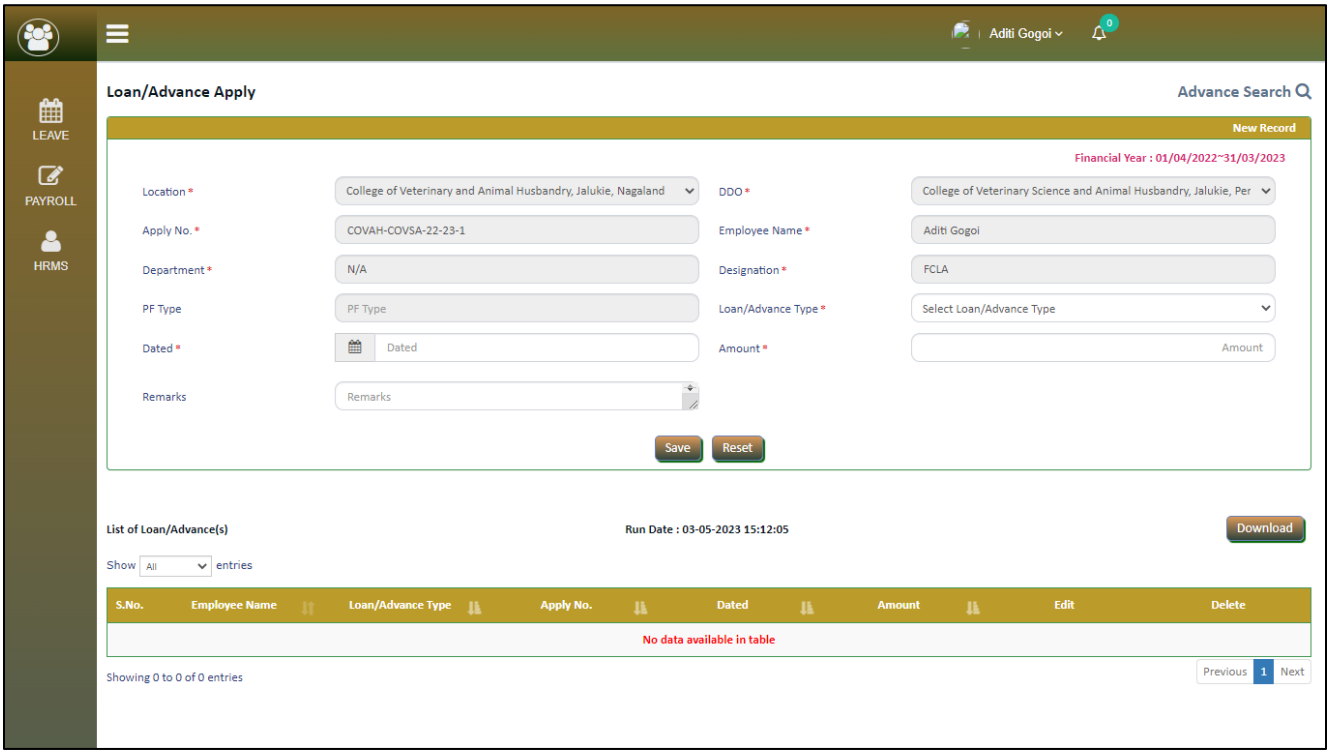
2. Loan/Advance Apply:

Using this page, User will be able to apply for Loan/Advance. Applied loan/Advance will be displayed on 'Loan Allotment' page under 'Payroll' module.

- Click on **'Loan/Advance'** menu link, under **'Payroll'** menu, then page will be opened as shown below:



⇨ Steps to Apply Loan/Advance:

- Select **'Loan /Advance Type'**.
- Select '**Dated'** from calendar.
- Enter **'Amount'** in text box.
- Click on **'Save'** button, then system will display message as **'Loan/Advance Applied Successfully!'** and record will get added in **'List of Loan/Advance(s)'** table.
- On page load, it will display all the applied Loan/Advance in **'List of Loan/Advance(s)'** table.
- Click on 'Advance Search' link on right top of the page then it will open window to search any specific record.
- User can Edit/Update requested Loan/Advance amount details by clicking on 'Edit' button from saved record in **'List of Loan/Advance(s)'** table.
- If created 'Loan/Advance' has been Approved/Rejected, it cannot be updated and deleted.

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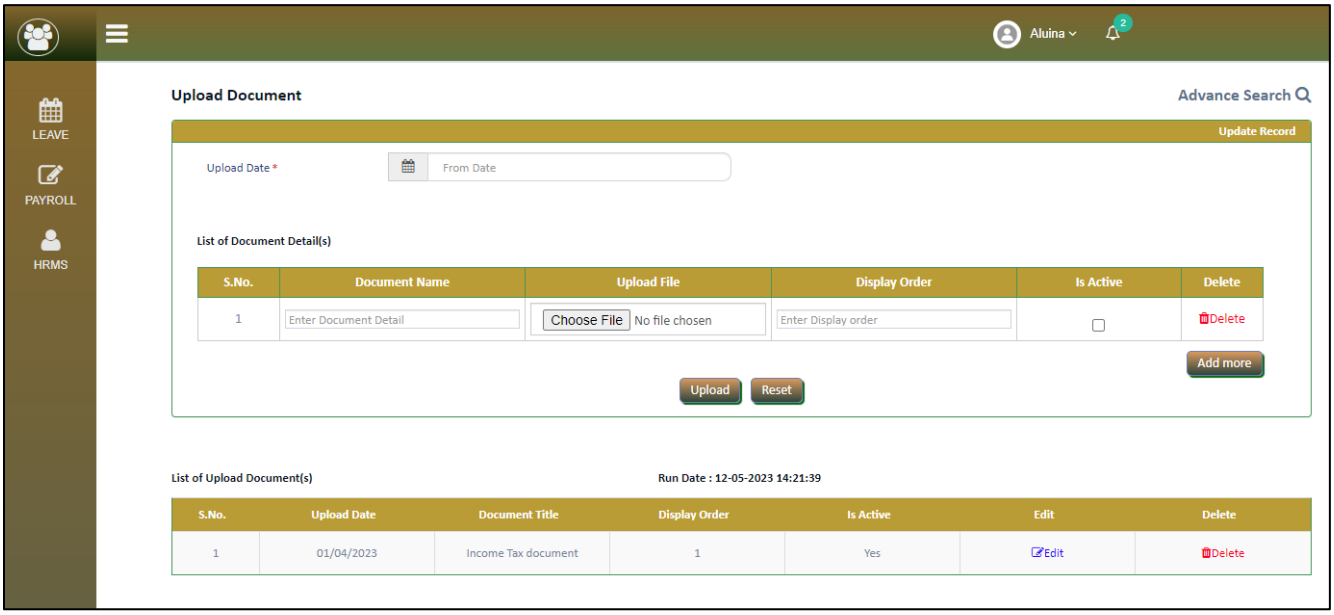
3. Upload Documents:

Using this page, User can upload their important documents/files like Income Tax related documents, Salary Deduction document etc**.**

- Click on **'Upload Document'** menu link, under **'Payroll'** menu, then page will be opened as shown below:



⇨ **Steps to Upload Document:**

- Select 'Upload Date' from calendar.
- Enter document detail as 'Document Name', 'Upload File', Display Order' and 'Is Active'.

Note: Click on 'Add More' button if more than one document details required.

- Click on '**Upload'** button**,** then system will display message as **'Document Uploaded Successfully!'** and record will get added in **'List of Upload Document(s)'** table.
- On page load, it will display all the uploaded documents in **'List of Upload Document(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update uploaded document details by clicking on 'Edit' button from saved document details in **'List of Upload Document(s)'** table.

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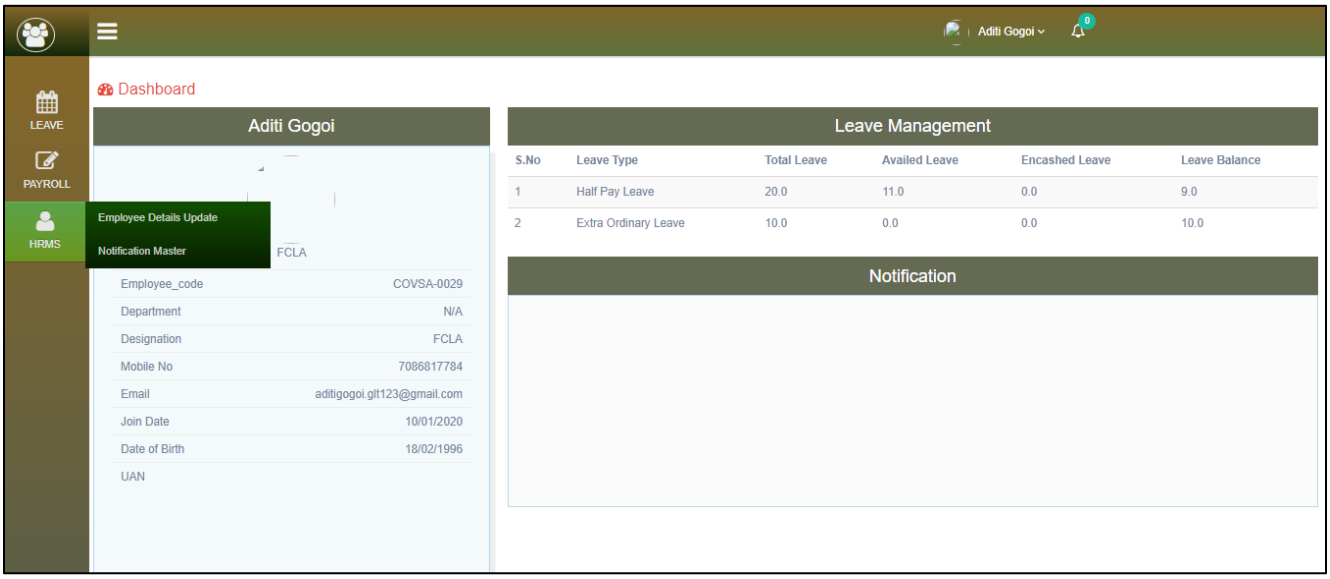
• Click on **'HRMS'** menu from left side, then sub menu list will be displayed as **'Employee Details Update', 'Create and Manage Poll'** and **'Notification Master'** as shown below:



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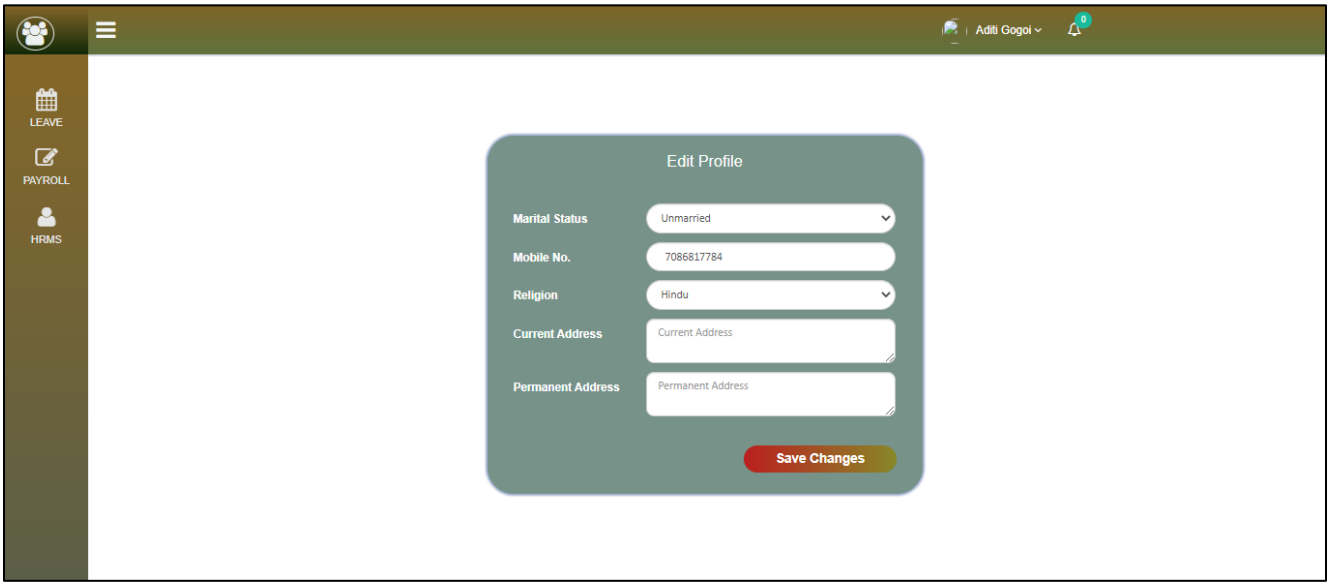
1. Employee Details Update:

Using this page, User can update their details like 'Marital Status', 'Mobile No.', 'Religion', 'Current Address' and 'Permanent Address'.

- Click on 'Employee Details Update' menu link, under **'HRMS'** menu, then page will be opened as shown below:



⇨ Steps to Update Details:

- Select 'Marital Status' from drop down.
- Enter 'Mobile No.' in text box.
- Select 'Religion' from drop down.
- Enter 'Current Address' in text box.
- Enter 'Permanent Address' in text box.
- Click on **'Save Changes'** button, then system will display message as **'Employee Details Updated Successfully!'** and details will be updated on 'Create & Manage Employee' page under HRMS & Establishment module.

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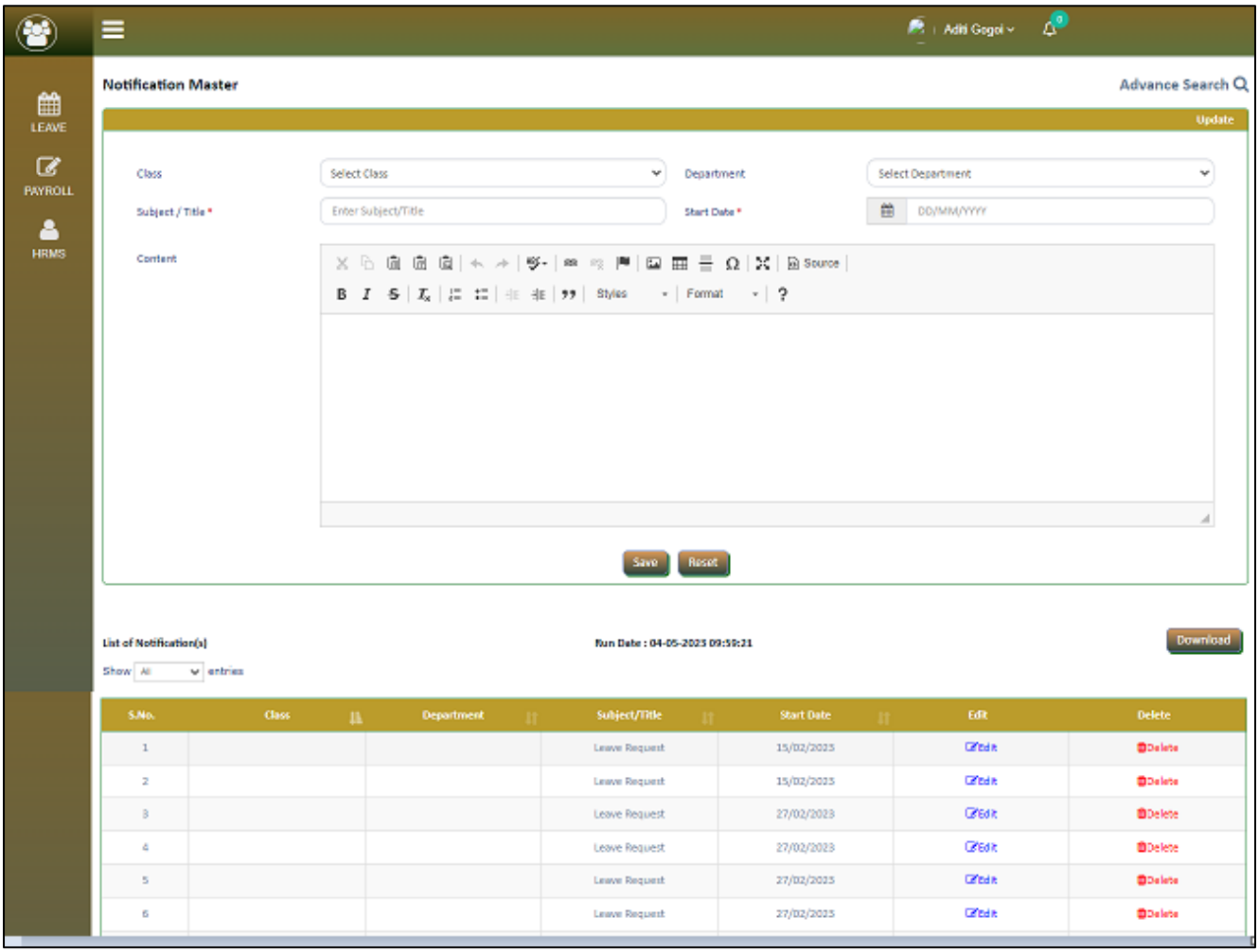
2. Notification Master:

Using this page User can create & manage notifications for any Class & Department; accordingly, notifications will be displayed to user.

- Click on **'Notification Master'** menu link, under **'HRMS'** menu, then page will be opened as shown below:



⇨ Steps to Create Notification:

- Select **'Class'** from drop down.
- Select **'Department'** from drop down.
- Enter **'Subject/Title'** in text box.
- Select **'Start Date'** from calendar.
- Enter notification details in text area.

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- Click on '**Save'** button, then system will display message as **'Notification Saved Successfully!'** and record will get added in 'List of Notification(s)' table.
- On page load, it will display all the created notifications in **'List of Notification(s)'** table.
- Click on 'Advance Search' link on right top of the page, it will open window to search any specific record.
- User can Edit/Update notification by clicking on 'Edit' button from saved notification in **'List of Notification(s)'** table.

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