



## User Manual of HRMS Module



## 1. General Information

### 1.1 Acronyms and Abbreviations:

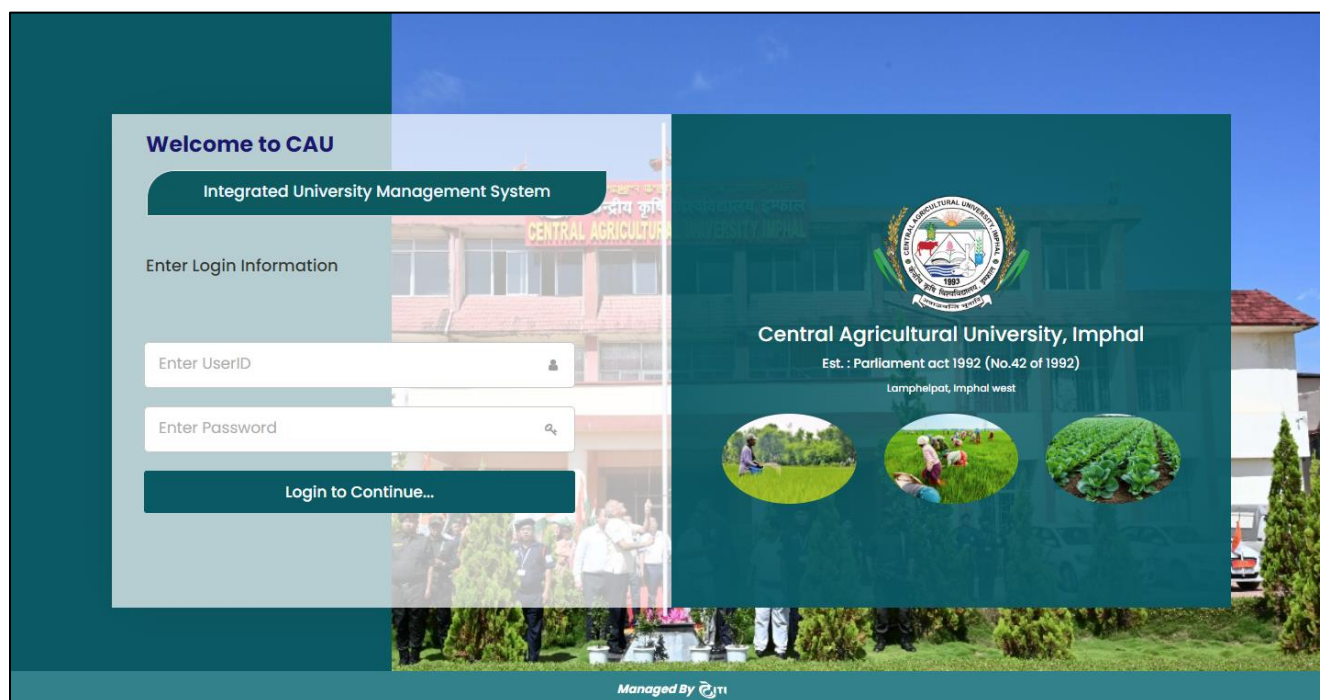
<u>S. No.</u>	<u>Word / Acronyms</u>	<u>Definition / Abbreviation</u>
1	ERP	Enterprise resource planning
2	CAU	Central Agricultural University
3	HRA	House Rent Allowances
4	DA	Dearness Allowances
5	LWP	Leave Without Pay
6	TA	Travelling Allowance
7	NPS	New Pension Scheme
8	GPF	General Provident Fund
9	CPF	Contributory Provident Fund

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-iums/>

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

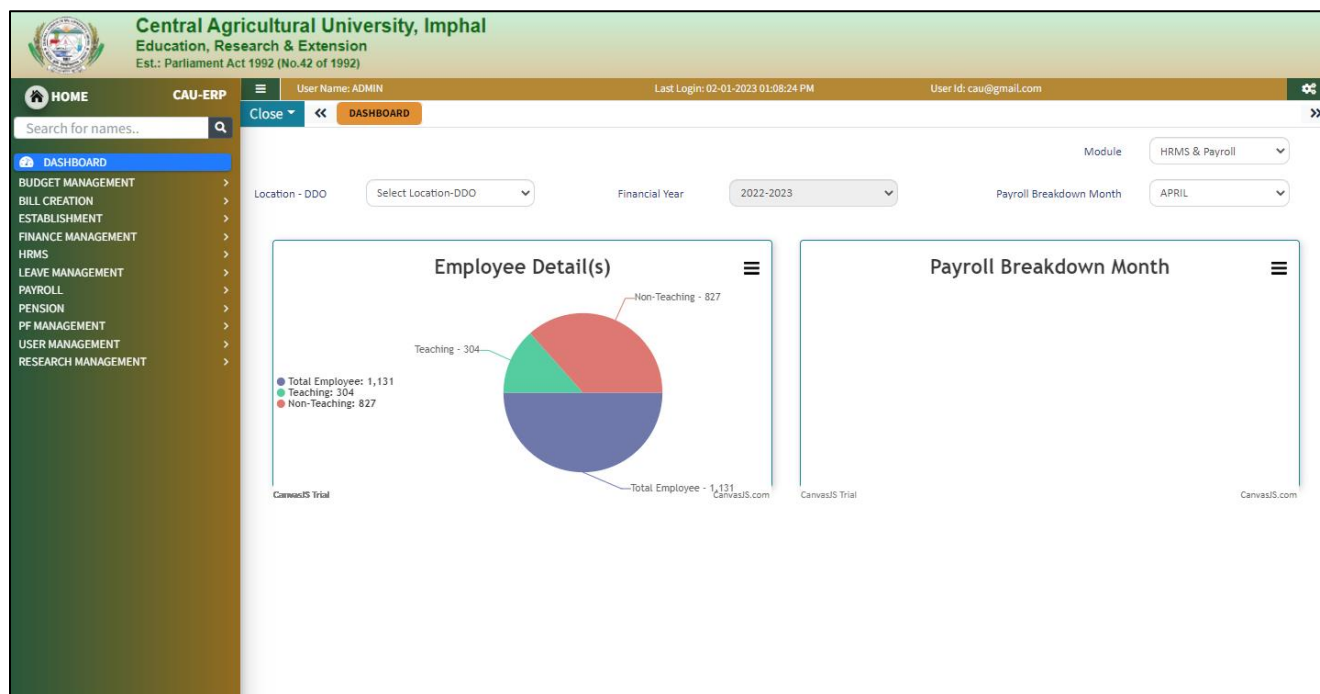
User will be navigated to CAU Login Page, as shown below. From Login Page; user will be able to enter 'User ID' & 'Password':



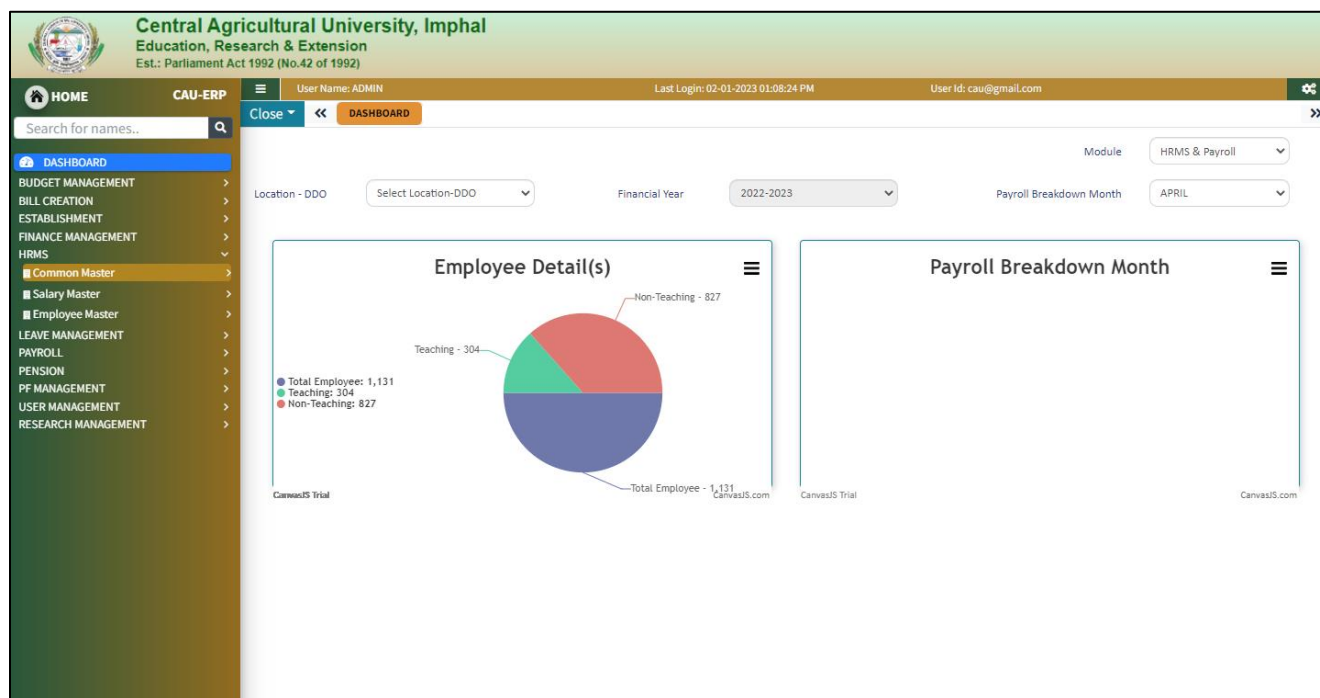
The screenshot displays the CAU login interface. On the left, a light blue sidebar contains the text 'Welcome to CAU' and 'Integrated University Management System'. Below this, it prompts the user to 'Enter Login Information' with input fields for 'Enter UserID' and 'Enter Password', followed by a 'Login to Continue...' button. The main area features a dark teal background with the CAU logo, the text 'Central Agricultural University, Imphal', and 'Est. : Parliament act 1992 (No.42 of 1992)'. It also includes three circular images showing agricultural activities and a footer that reads 'Managed By ITI'.

Enter the valid 'User ID' and 'Password',  
For Example: User ID- [cau@gmail.com](mailto:cau@gmail.com) and Password-**cau@123** then click on 'Login to Continue...' button to navigate to 'Module Home Page' as shown below:

## User Manual Document (HRMS Module)



- Click on 'HRMS' menu from left side, then sub menu list will be displayed as 'Common Master', 'Salary Master' & 'Employee Master' as shown below:





## User Manual Document (HRMS Module)

- Click on '**Common Master**' menu, then sub menu list will be displayed as shown below:

The screenshot displays the CAU-ERP HRMS module dashboard. The top header includes the Central Agricultural University logo, name, and establishment details. The user is logged in as ADMIN with the last login on 02-01-2023 at 01:08:24 PM. The dashboard shows a search bar, a sidebar menu, and a main content area with filters for Location, Financial Year, and Payroll Breakdown Month. The 'Common Master' menu is expanded, showing a list of sub-menus. The 'Employee Detail(s)' section displays a pie chart showing the distribution of employees by category.

Category	Count
Total Employees	1,131
Teaching	304
Non-Teaching	827

- **Common Masters**

**1. Financial Year Master:**

Using this page, Admin user can create various financial years. Only one financial year will be active at a time. All the transactions (like Attendance Process, Salary Process, various report generation etc.) will be made only for active financial year.

- Click on '**Financial Year Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

**Financial Year Master**Advance Search

New Record

Year \*

Select Financial Year

From Date \*

From Date

To Date \*

To Date

Save

Reset

List of Financial Year(s)Run Date : 12-01-2023 11:43:43Download

Show 

All

 entries

S.No.	Year	From Date	To Date	Status	Edit	Delete
1	2018	01/04/2018	31/03/2019	In-Active	<a href="#">Edit</a>	<a href="#">Delete</a>
2	2019	01/04/2019	31/03/2020	In-Active	<a href="#">Edit</a>	<a href="#">Delete</a>
3	2020	01/04/2020	31/03/2021	In-Active	<a href="#">Edit</a>	<a href="#">Delete</a>
4	2021	01/04/2021	31/03/2022	In-Active	<a href="#">Edit</a>	<a href="#">Delete</a>
5	2022	01/04/2022	31/03/2023	Active		
6	2023	01/04/2023	31/03/2024	In-Active	<a href="#">Edit</a>	<a href="#">Delete</a>
7	2024	01/04/2024	31/03/2025	In-Active	<a href="#">Edit</a>	<a href="#">Delete</a>
8	2025	01/04/2025	31/03/2026	In-Active	<a href="#">Edit</a>	<a href="#">Delete</a>
9	2026	01/04/2026	31/03/2027	In-Active	<a href="#">Edit</a>	<a href="#">Delete</a>
10	2027	01/04/2027	31/03/2028	In-Active	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 10 of 10 entries

Previous

1

Next

**⇒ Steps to change Financial Year Status to Active/In-Active:**

- From 'List of Financial Year(s)' table, click on corresponding Year from '**Status**' column, then confirmation message will be shown as 'Are You Sure?' on top of the page, click 'OK' button to change status (Click on the 'Active' then status will be 'In-Active' and vice versa) else click 'Cancel'.
- The system will display the confirmation message for changing 'Status'.
- Now Logout and Login of the application then changed 'Status' will be reflected to all users for all the respective modules.

**Note:** Only Admin user can change status (Active/In Active) of any financial year from this page, then that particular status will be applied for entire application.



⇒ **Steps to Create New Record:**

- Click on drop down box and Select **'Year'**. Ex: 2023
- Then corresponding **'From Date'**, **'To Date'** will be displayed automatically and it will be disabled.
- Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Financial Year(s)'** table.
- On page load, it will display all saved financial year in **'List of Financial Year(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 any saved financial year by clicking on **'Edit'** button from saved financial years in **'List of Financial Year(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.
- Active financial year cannot be edited & deleted.
- 'In-Active' financial year cannot be deleted also if its reference has been used previously or any transaction pages.



## 2. Change Financial Year:

Using this page, User can change 'Financial Year'. This change of financial year will be active for logged in session & for logged in user only, for making some missing entries/transactions (if any). Once user logged out then default (Active) financial year (which comes from 'Financial Year Master' page) will be active financial year.

- Click on '**Change Financial Year**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Change Financial Year

Current Financial Year \* 2022-04-01~2023-03-31

Change Financial Year To \* Select Financial Year

Change Reset

### ⇒ Steps to Change Financial Year:

- Click on 'Change Financial Year To' drop down box and Select '**Year**' option as per the requirement.
- Click on '**Change**' button, then system will display message as '**Financial Year Changed Successfully for this particular session!**' and financial year will be changed for logged in user.





## User Manual Document (HRMS Module)

### 3. Formula Master:

Using this page, Admin User can create various formulas to be used for salary heads (for both earning & deduction). New formulas can be created such as HRA= (Basic)\*40/100, DA= (Basic)\*125%, GPF= (Basic)\*10% etc. with help of predefined salary heads.

All the created formulas will be associated with 'Salary Head Master' pages to create mapping with concern salary heads (For both earning & deduction).

In addition, created formulas will be displayed on 'Salary Head Slab' page to create multiple slabs against any salary head.

- Click on 'Formula Master' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Formula Master

Advance Search

New Record

Description \*

Formula \*

Order \*

Effective Date \*

Save

Reset

Calculator

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Cl All

List Of Head(s)

Show All entries

S.No.	Id.	Description
1	1	Basic Pay
2	2	Dearness Allowance
3	3	House Rent Allowance
4	4	Special Compensatory Allowance

Showing 1 to 52 of 52 entries

Previous 1 Next

List of Formula(s)

Run Date : 12-01-2023 12:06:12

Download

Show 10 entries

S.No.	Description	Formula	Order No.	Edit	Delete
1	NPA	(1)*20/100	16	Edit	Delete
2	TDA	(5)*38/100	15	Edit	Delete
3	GPF Interest	7.10	14	Edit	Delete
4	DPCS (Employees)	(1+2)*10/100	13	Edit	Delete
5	DPCS (Employer)	(1+2)*14/100	12	Edit	Delete
6	DCPS (Employer)	(1+2)*14/100	11	Edit	Delete
7	DCPS (Employees)	(1+2)*10/100	9	Edit	Delete
8	CPF	(1)*10/100	8	Edit	Delete
9	Leave Encashment	(1+2)/30	10	Edit	Delete
10	DCPF 14%	(1+2)*14/100	7	Edit	Delete

Showing 1 to 10 of 16 entries

Previous 1 2 Next

#### ⇒ Steps to Create New Record:

- Enter unique 'Description' details, as user wants to enter name of formula like DA, HRA, GPF etc.



- Create 'Formula' by using 'Formula Calculator' and 'Id' under 'List of Heads' using for description as shown in above screen.

**Note:** 'Id' comes from 'Salary Head Master' page against any created salary head name; with the help of head 'id' user can manage dependent formula also.

- Enter unique 'Order No.' and click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Formula(s)**' table.
- On page load, it will display all saved formulas in '**List of Formula(s)**' table.
- Click on '**Advance Search**' link on right top of the page, it will open a window to search any specific record.
- User can Edit/Update any created formula by clicking on '**Edit**' button from created formulas in '**List of Formula(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



#### 4. Salutation Master:

Using this page, Admin user can create Salutations like Mr., Mrs., Dr. etc., Created salutations will be associated with employee details in 'Create & Manage Employee' page during employee creation (Saving/Updating employee details).

- Click on '**Salutation Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Salutation Master

Advance Search

New Record

Salutation \*

Salutation

Remarks

Remarks

Save

Reset

List of Salutation(s)Run Date : 02-01-2023 15:08:13Download

Show All entries

S.No.	Salutation	Remarks	Edit	Delete
1	Dr		Edit	Delete
2	Er		Edit	Delete
3	Mr		Edit	Delete
4	Mrs.		Edit	Delete
5	Ms.		Edit	Delete
6	Prof.		Edit	Delete
7	Smt.		Edit	Delete
8	Shri.		Edit	Delete
9	Md		Edit	Delete
10	Miss.		Edit	Delete

Showing 1 to 10 of 10 entriesPrevious1Next

#### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Salutation(s)**' table.
- On page load, it will display all saved salutations in '**List of Salutation(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 any created salutation details by clicking on '**Edit**' button from saved salutations in '**List of Salutation(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## 5. Relation Master:

Using this page, Admin user can create various relations; Created relations will be associated with Employee Details in 'Employee Nominee Details', Employee Family Details' pages under '**Establishment**' Module & 'Create & Manage Pension Employee' page under '**Pension**' module.

- Click on '**Relation Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Relation Master

Advance Search

New Record

Relation \*

Relation

Remarks

Remarks

Save

Reset

List of Relation(s)

Run Date : 12-01-2023 14:07:56

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Show 10 entries

S.No.	Relation	Remarks	Edit	Delete
1	Brother		Edit	Delete
2	Daughter		Edit	Delete
3	Father		Edit	Delete
4	Mother		Edit	Delete
5	Sister		Edit	Delete
6	Son		Edit	Delete
7	Spouse		Edit	Delete

Showing 1 to 7 of 7 entries

Previous 1 Next

### ⇒ Steps to Create New Record:

- Enter data in mandatory field.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Relation(s)**' table.
- On page load, it will display all saved relations in '**List of Relation(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 any created relation by clicking on '**Edit**' button from saved relations in '**List of Relation(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## 6. Marital Status Master:

Using this page, Admin user can create various marital status; Created marital status will be associated with employee details in 'Create & Manage Employee' page.

- Click on '**Marital Status Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Marital Status Master

Advance Search Q

New Record

Marital Status \*

Marital Status

Remarks

Remarks

Save

Reset

List of Marital Status

Run Date : 02-01-2023 15:18:54

Download

Show All entries

S.No.	Marital Status	Remarks	Edit	Delete
1	Married		<a href="#">Edit</a>	<a href="#">Delete</a>
2	Single		<a href="#">Edit</a>	<a href="#">Delete</a>
3	Divorced		<a href="#">Edit</a>	<a href="#">Delete</a>
4	N/A		<a href="#">Edit</a>	<a href="#">Delete</a>
5	Widow		<a href="#">Edit</a>	<a href="#">Delete</a>
6	Single Parent		<a href="#">Edit</a>	<a href="#">Delete</a>
7	Bachelor		<a href="#">Edit</a>	<a href="#">Delete</a>
8	Unmarried		<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 8 of 8 entries

Previous 1 Next

### ⇒ Steps to Create New Record:

- Enter data in mandatory field.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Marital Status**' table.
- On page load, it will display all saved marital status in '**List of Marital Status**' 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 any created marital status by clicking on '**Edit**' button from saved marital status in '**List of Marital Status**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## 7. Category Master:

Using this page, Admin user can create new categories like General, OBC, ST, SC etc.; Created categories will be associated with employee details in 'Create & Manage Employee' page.

- Click on '**Category Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Category Master

Advance Search [Q](#)

New Record

Category \*

Category

Save Reset

List of Category(s)

Run Date : 02-01-2023 15:20:34

Download

Show All entries

S.No.	Category	Edit	Delete
1	General	<a href="#">Edit</a>	<a href="#">Delete</a>
2	N/A	<a href="#">Edit</a>	<a href="#">Delete</a>
3	OBC	<a href="#">Edit</a>	<a href="#">Delete</a>
4	PWD	<a href="#">Edit</a>	<a href="#">Delete</a>
5	SC	<a href="#">Edit</a>	<a href="#">Delete</a>
6	ST	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 6 of 6 entries

Previous 1 Next

### ⇒ Steps to Create New Record:

- Enter data in mandatory field.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Category(s)**' table.
- On page load, it will display all saved categories in '**List of Category(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 any created category by clicking on '**Edit**' button from saved categories in '**List of Category(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## 8. Religion Master:

Using this page, Admin user can create new religions like Hindu, Muslim, Sikh, Christian etc.; Created religions will be associated with employee details in 'Create & Manage Employee' page.

- Click on '**Religion Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Religion Master

Advance Search

New Record

Religion \*

Religion

Save

Reset

List of Religion(s)

Run Date : 02-01-2023 15:32:29

Download

Show

All

entries

S.No.	Religion	Edit	Delete
1	Buddhist	Edit	Delete
2	Christian	Edit	Delete
3	Donyi Polo	Edit	Delete
4	Hindu	Edit	Delete
5	Indigeneous (Khasi)	Edit	Delete
6	Islam	Edit	Delete
7	Meltemism	Edit	Delete
8	Muslim	Edit	Delete
9	N/A	Edit	Delete
10	Others	Edit	Delete

Showing 1 to 10 of 12 entries

Previous

1

2

Next

### ⇒ Steps to Create New Record:

- Enter data in mandatory field.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Religion(s)**' table.
- On page load, it will display all saved religions in '**List of Religion(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 any created religion by clicking on '**Edit**' button from saved religions in '**List of Religion(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## 9. Loan Nature Master:

Using this page, Admin user can create different kinds of loan nature like Non-Refundable, Refundable etc.; Created loan nature will be associated with employee loan details under 'Payroll' module.

- Click on '**Loan Nature Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Loan Nature Master

Advance Search

New Record

Loan Nature Type \*

Loan Nature

Is Refundable?

☐

Save

Reset

List of Loan Nature(s)

Run Date : 02-01-2023 15:44:28

Download

Show

All

entries

S.No.	Nature Type	Is Refundable	Edit	Delete
1	Refundable	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Non Refundable	No	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 2 of 2 entries

Previous

1

Next

### ⇒ Steps to Create New Record:

- Enter data in mandatory field.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Loan Nature(s)**' table.
- On page load, it will display all saved loan natures in '**List of Loan Nature(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 any created loan nature by clicking on '**Edit**' button from saved loan natures in '**List of Loan Nature(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.





## 10. Group Master:

Using this page, Admin user can create various salary grades like Group A, Group B, Group C etc.; Created grade name will be used in 'Create & Manage Employee' page, under 'HRMS' module & 'Employee Promotion' & 'Salary Increment Process' pages, under 'Establishment' module to create & manage vacant/filled posts.

- Click on 'Group Master' menu link, under 'Common Master' sub menu, then page will be opened as shown below:

Group Master

Advance Search

Searching Criteria

Group Name \*

Group Name

Remarks

Remarks

Group Amount Details

Pay Level Description \*

Pay level Description

Pay level \*

Pay level

Order \*

Order

Add New

List Of Group Amount Detail(s)

S.No.	Pay level Description	Pay level	Order	Edit	Delete
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SaveReset

List of Group(s)

Run Date : 12-01-2023 14:53:18

Download

Show All entries

S.No.	Group Name	Edit	Delete
1	Group A	Edit	Delete
2	Group B	Edit	Delete
3	Group C	Edit	Delete
4	NA	Edit	Delete
5	Group D	Edit	Delete

Showing 1 to 5 of 5 entries

Previous1Next

### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display message as 'Record Saved Successfully!' and record will get added in 'List of Group(s)' table.
- On page load, it will display all saved groups in 'List of Group(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 any created group by clicking on '**Edit**' button from saved groups in '**List of Group(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## 11. Class Master:

Using this page, Admin user can create various class like 'Teaching', 'Non-Teaching' etc.' created classes will be associated with 'Designation Master' page.

- Click on '**Class Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Class Master

Advance Search

New Record

Class \*

Class

Save

Reset

List of Class(s)

Run Date : 02-01-2023 15:51:34

Download

Show

All

entries

S.No.	Class	Edit	Delete
1	Non-Teaching	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Teaching	<a href="#">Edit</a>	<a href="#">Delete</a>
3	N/A	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 3 of 3 entries

Previous 1 Next

### ⇒ Steps to Create New Record:

- Enter data in mandatory field.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Class(s)**' table.
- On page load, it will display all saved classes in '**List of Class(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 any created class by clicking on '**Edit**' button from saved classes in '**List of Class(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## 12. Designation Master:

Using this page, Admin user can create various designations like 'Assistant Professor', 'Professor', 'Registrar', etc.; Created designations will be associated with 'Post Creation Master' page to create various posts (Location/College & DDO wise).

- Click on '**Designation Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Designation Master

Advance Search Q

New Record

Designation \*

Designation

Seniority Level

Seniority Level

Retirement Age

Retirement Age

Class \*

Select Class

Remarks

Remarks

Save

Reset

List of Designation(s)

Run Date : 02-01-2023 15:54:52

Download

Show 10 entries

S.No.	Designation	Class	Retirement Age	Seniority Level	Edit	Delete
1	N/A	N/A			<a href="#">Edit</a>	<a href="#">Delete</a>
2	Assistant Executive Director - II	Non-Teaching			<a href="#">Edit</a>	<a href="#">Delete</a>
3	Assistant-I	Non-Teaching			<a href="#">Edit</a>	<a href="#">Delete</a>
4	Assistant-II	Non-Teaching			<a href="#">Edit</a>	<a href="#">Delete</a>
5	Assistant-III	Non-Teaching			<a href="#">Edit</a>	<a href="#">Delete</a>
6	Deputy Executive Director - I	Non-Teaching			<a href="#">Edit</a>	<a href="#">Delete</a>
7	Deputy Executive Director-II	Non-Teaching			<a href="#">Edit</a>	<a href="#">Delete</a>
8	Multi Tasking Staff (MTS)	Non-Teaching			<a href="#">Edit</a>	<a href="#">Delete</a>
9	Programme Officer	Non-Teaching			<a href="#">Edit</a>	<a href="#">Delete</a>
10	Scientist-C	Non-Teaching			<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 10 of 127 entries

Previous 1 2 3 4 5 ... 13 Next

### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Designations(s)**' table.
- On page load, it will display all saved designations in '**List of Designations(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 any created designation by clicking on '**Edit**' button from saved designations in '**List of Designations(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

### 13. Nature Master:

Using this page, Admin user can create different kinds of job nature like 'Temporary', 'Permanent', 'Contractual' etc.; Created natures will be associated with 'Post Creation Master' page to create & manage various posts.

- Click on '**Nature Master**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Nature Master

Advance Search

New Record

Nature Type \*

Nature Type

Save Reset

List of Nature Type(s)

Run Date : 02-01-2023 16:09:12

Download

Show All entries

S.No.	Nature Type	Edit	Delete
1	Contractual	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Deputation	<a href="#">Edit</a>	<a href="#">Delete</a>
3	N/A	<a href="#">Edit</a>	<a href="#">Delete</a>
4	Permanent	<a href="#">Edit</a>	<a href="#">Delete</a>
5	Re-Employed	<a href="#">Edit</a>	<a href="#">Delete</a>
6	Regular	<a href="#">Edit</a>	<a href="#">Delete</a>
7	Temporary	<a href="#">Edit</a>	<a href="#">Delete</a>
8	Tenurial	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 8 of 8 entries

Previous 1 Next

#### ⇒ Steps to Create New Record:

- Enter data in mandatory field.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Nature Type(s)**' table.
- On page load, it will display all saved natures in '**List of Nature Type(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 any created nature by clicking on '**Edit**' button from saved nature in '**List of Nature Type(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## 14. Salary Bill Type:

Using this page, Admin user can create salary bill Type like 'Regular Pay Bill', 'Contractual Pay Bill' etc.; Created salary bill type will be associated with employee details in 'Create & Manage Employee' page.

- Click on '**Salary Bill Type**' menu link, under '**Common Master**' sub menu, then page will be opened as shown below:

Salary Bill Type

Advance Search Q

New Record

Description \*

Description

Save

Reset

List of Salary Bill Type(s)

Run Date : 02-01-2023 16:12:22

Download

Show All entries

S.No.	Description	Edit	Delete
1	Contractual	<a href="#">Edit</a>	<a href="#">Delete</a>
2	General	<a href="#">Edit</a>	<a href="#">Delete</a>
3	Monthly	<a href="#">Edit</a>	<a href="#">Delete</a>
4	Regular	<a href="#">Edit</a>	<a href="#">Delete</a>

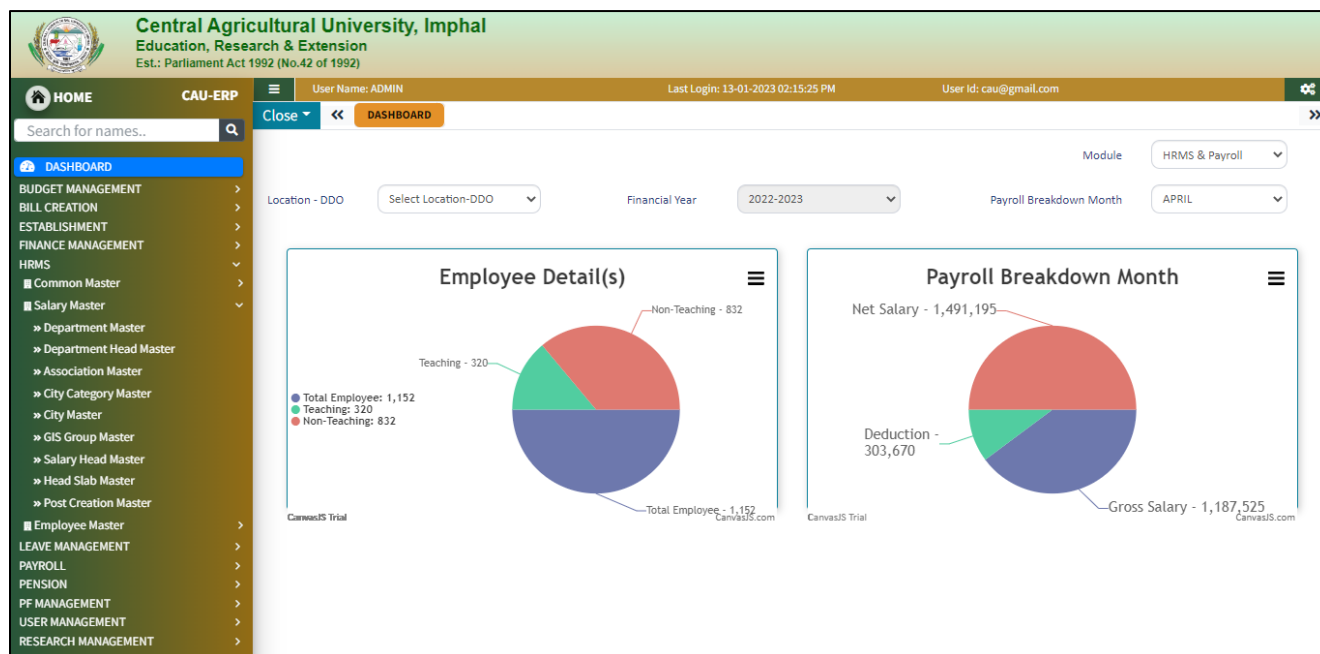
Showing 1 to 4 of 4 entries

Previous 1 Next

### ⇒ Steps to Create New Record:

- Enter data in mandatory field.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Salary Bill Type(s)**' table.
- On page load, it will display all saved bill types in '**List of Salary Bill Type(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 any created bill type by clicking on '**Edit**' button from saved bill types in '**List of Salary Bill Type(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

- Click on **'Salary Master'** menu, then sub menu list will be displayed as shown below:



## • Salary Master

### 1. Department Master:

Using this page, Admin user can create various departments like 'Administration', 'Agronomy', 'Horticulture', 'Plant Pathology' etc.

- Click on '**Department Master**' menu link, under '**Salary Master**' sub menu, then page will be opened as shown below:

Department Master
Advance Search

Department \*

Department

Save
Reset

List of Department(s)
Run Date : 02-01-2023 16:15:49
Download

Show 10 entries

S.No.	Department	Edit	Delete
1	Administration	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Agronomy	<a href="#">Edit</a>	<a href="#">Delete</a>
3	COA	<a href="#">Edit</a>	<a href="#">Delete</a>
4	Entomology	<a href="#">Edit</a>	<a href="#">Delete</a>
5	Horticulture	<a href="#">Edit</a>	<a href="#">Delete</a>
6	Medical Section	<a href="#">Edit</a>	<a href="#">Delete</a>
7	Plant Pathology	<a href="#">Edit</a>	<a href="#">Delete</a>
8	Microbiology	<a href="#">Edit</a>	<a href="#">Delete</a>
9	Library Section	<a href="#">Edit</a>	<a href="#">Delete</a>
10	Comptroller Office	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 10 of 105 entries
Previous
1
2
3
4
5
...
11
Next

### ⇒ Steps to Create New Record:

- Enter data in mandatory field.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Department(s)**' table.
- On page load, it will display all saved departments in '**List of Department(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 any created department by clicking on '**Edit**' button from saved departments in '**List of Department(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.





## 2. Department Head Master

Using this page, Admin user can map various departments with respective department head name (Like Finance Officer, HOD, Registrar, Dean etc.); Created department head will be mapped with active users from 'User Management' module.

- Click on '**Department Head Master**' menu link, under '**Salary Master**' sub menu, then page will be opened as shown below:

Department Head Master

Advance Search

New Record

Head Name \*

Head Name

Head Alias \*

Head Alias

Department \*

Select Department

Add More

List of Department(s)

All

S.No.

Department

Delete

Save

Reset

List of Department Head(s)

Run Date : 13-01-2023 14:56:40

Download

Show

All

entries

S.No.	Head Name	Head Alias	Department(s)	Edit	Delete
1	Comptroller	COM	Comptroller Office	<a href="#">Edit</a>	<a href="#">Delete</a>
2	CRAC	CR	CRAC	<a href="#">Edit</a>	<a href="#">Delete</a>
3	N/A	N/A	N/A	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 3 of 3 entries

Previous

1

Next

### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Department Head(s)**' table.
- On page load, it will display all saved department heads in '**List of Department Head(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 any created department head by clicking on '**Edit**' button from saved department heads in '**List of Department Head(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



### 3. Association Master

Using this page, Admin user can create various association details; Created association details will be used in 'Create & Manage Employee' page as a deduction head (Mapped association amount will be reflected in all the concern reports after salary process under 'Payroll' module.).

- Click on 'Association Master' menu link, under 'Salary Master' sub menu, then page will be opened as shown below:

Association Master

Advance Search Q

New Record

Association Name \*

Association Name

Fees \*

0.00

Used In Pension

☐

Remarks

Remarks

Save

Reset

List of Association(s)

Run Date : 02-01-2023 16:27:43

Download

Show All entries

S.No.	Association Name	Fees	Used In Pension	Edit	Delete
1	N/A	0.00	No	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

#### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.

**Note:** As per entered 'Fees', Association fees will be calculated on 'Create and Manage Employee' page.

- Click on 'Save' button, then system will display message as 'Record Saved Successfully!' and record will get added in 'List of Association(s)' table.
- On page load, it will display all saved associations in 'List of Association(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 any created association by clicking on 'Edit' button from saved associations in 'List of Association(s)' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

#### 4. City Category Master:

Using this page, Admin user can create various city categories to mapped with different city like 'A Category', 'B Category' etc.; Created city Categories will be used in 'City Master' page to create city name.

As per the defined city category, HRA calculations will be taken place, like for 'A Category' cities HRA can be 50% of basic and for 'B Category' cities HRA can be 40% of Basic amount etc., and city name will be mapped with created category from '**City Master**' page.

Create category will also be used in 'Head Slab Master' page to create multiple slabs (Based on City Category & City Name) for HRA calculations.

- Click on '**City Category Master**' menu link, under '**Salary Master**' sub menu, then page will be opened as shown below:

City Category Master

Advance Search

New Record

City Category \*

Enter City Category

Remarks

Enter Remarks

Save

Reset

List of City Category

Run Date : 02-01-2023 16:30:26

S.No	City Category	Remarks	Edit	Delete
1	A+		<a href="#">Edit</a>	<a href="#">Delete</a>
2	A		<a href="#">Edit</a>	<a href="#">Delete</a>

#### ⇒ Steps to Create New Record:

- Enter data in mandatory field.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of City Category**' table.
- On page load, it will display all saved city categories in '**List of City Category**' 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 any created city category by clicking on '**Edit**' button from saved city categories in '**List of City Category**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## User Manual Document (HRMS Module)

### 5. City Master:

Using this page, Admin user can create city details; Created cities will be used in 'Create and Manage Employee' page for employee posting city and calculating HRA accordingly.

- Click on 'City Master' menu link, under 'Salary Master' sub menu, then page will be opened as shown below:

City Master

Advance Search

New Record

City Category

Select City Category

City Name \*

Enter City Name

Address 1

Enter Address 1

Address 2

Enter Address 2

Is Metro

No

Save

Reset

List of City (s)

Run Date : 02-01-2023 16:31:48

Download

Show 10 entries

S.No	City Category	City Name	Is Metro	Edit	Delete
1	A	Imphal	No	Edit	Delete
2	A	Ranipool	No	Edit	Delete
3	A	Pasighat	No	Edit	Delete
4	A	Thenzawl	No	Edit	Delete
5	A	Umlam	No	Edit	Delete
6	A	Tura	No	Edit	Delete
7	A	Kyrdemkulai	No	Edit	Delete
8	A	Bermiok	No	Edit	Delete
9	A	Jalukie	No	Edit	Delete
10	A	Aizawl	No	Edit	Delete

Showing 1 to 10 of 11 entries

Previous12Next

#### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display message as 'Record Saved Successfully!' and record will get added in 'List of City(s)' table.
- On page load, it will display all saved cities in 'List of City(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 any created city by clicking on 'Edit' button from saved cities in 'List of City(s)' table.
- If created record(s) is in use in any other pages then it cannot be deleted.



## 6. GIS Group Master:

Using this page, Admin user can create various group insurance name; Created group insurance will be associated with employee on 'Insurance Transaction' page under 'Payroll' module.

- Click on 'GIS Group Master' menu link, under 'Salary Master' sub menu, then page will be opened as shown below:

GIS Group Master

Advance Search

New Record

Group Name \*

Group Name

Insurance Coverage \*

0.00

Group Pay From

0.00

Group Pay To

0.00

Rate of Subscription \*

0.00

Remarks

Remarks

Save

Reset

List of GIS Group(s)

Run Date : 02-01-2023 17:13:37

Download

Show All entries

S.No.	Group Name	Group Pay	Rate of Subscription	Edit	Delete
No data available in table					

Showing 0 to 0 of 0 entries

Previous 1 Next

### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on 'Save' button, then system will display message as 'Record Saved Successfully!' and record will get added in 'List of GIS Group(s)' table.
- On page load, it will display all saved GIS in 'List of GIS Group(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 any created GIS by clicking on 'Edit' button from saved GIS in 'List of GIS Group(s)' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

## 7. Salary Head Master:

Using this page, Admin user can create various earning & deduction Salary heads like 'Basic Pay', HRA, DA, Medical Allowance, GPF, Professional Tax etc.; Created salary head names will be associated with employee's salary on 'Create & Manage Employee' page.

In addition, Amount and Formula (from 'Formula Master' page) will be assigned for all the created heads (Earning & Deduction), if any salary heads (Earning/Deduction) having any slabs then need to mark mapping check box for that salary head.

All the salary heads for which mapping check box is marked, will be displayed on head slab master page; Admin user will be able to create various slabs accordingly.

- Click on '**Salary Head Master**' menu link, under '**Salary Master**' sub menu, then page will be opened as shown below:

Salary Head Master

Advance Search Q

New Record

Description *	<input type="text" value="Description"/>	Interest Calculated	<input type="checkbox"/>
Short Description *	<input type="text" value="Short Description"/>	Head Type *	<input type="text" value="Select Head Type"/>
Description(in Hindi) *	<input type="text" value="Description in hindi"/>	Deduction Type	<input type="text" value="Select Earing/Deduction Type"/>
Nature *	<input type="text"/>	Rounding *	<input type="text" value="Select Rounding"/>
Is Refundable ?	<input type="checkbox"/>	Effect Type *	<input type="text" value="Select Effect Type"/>
Mapping	<input type="checkbox"/>	Formula	<input type="text" value="Select Formula"/>
Is Basic ?	<input type="checkbox"/>	Amount	<input type="text" value="Amount"/>
Part of Gross	<input type="checkbox"/>	Display Level *	<input type="text" value="Display Level"/>
Attendance Dependent	<input type="checkbox"/>	Order Level *	<input type="text" value="Order Level"/>
Half of Suspended	<input type="checkbox"/>	Taxable *	<input type="text" value="Select Taxable"/>
Show On Register	<input type="checkbox"/>	Partially Taxable Limit (%)	<input type="text" value="Partially Taxable Limit"/>
Show On Salary Slip	<input type="checkbox"/>	Fixed Head	<input type="text" value="Select Fixed Head"/>
Show On Arrear Report	<input type="checkbox"/>	ChapterVI Type	<input type="text" value="Select ChapterVI Type"/>
Calculate On Increment	<input type="checkbox"/>	Section Part	<input type="text" value="Select Section Part"/>
Block Summation	<input type="checkbox"/>	Category	<input type="text" value="Select Category"/>
Active	<input checked="" type="checkbox"/>	Effective Date *	<input type="text" value="DD/MM/YYYY"/>
For Nominee	<input type="checkbox"/>	Remarks	<input type="text" value="Remarks"/>



## User Manual Document (HRMS Module)

Is PF Type ? ☐

Save

Reset

List of Salary Head(s)

Run Date : 16-01-2023 16:07:49

Download

Show 10 entries

S.No.	Description	Description In Hindi	Short Description	Head Type	Mapping	Order Level	Display Level	Active	Edit	Delete
1	Basic Pay	मूल वेतन	Basic	Earning	No	1	1	YES	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Dearness Allowance	महंगाई भत्ता	DA	Earning	No	2	2	YES	<a href="#">Edit</a>	<a href="#">Delete</a>
3	House Rent Allowance	मकान किराया भत्ता	HRA	Earning	No	3	3	YES	<a href="#">Edit</a>	<a href="#">Delete</a>
4	Special Compensatory Allowance	विशेष क्षतिपूरक भत्ता	SCA	Earning	Yes	4	4	YES	<a href="#">Edit</a>	<a href="#">Delete</a>
5	Transport Allowance	परिवहन भत्ता	TA	Earning	Yes	5	5	YES	<a href="#">Edit</a>	<a href="#">Delete</a>
6	Special Duty Allowance	विशेष कर्तव्य भत्ता	SDA	Earning	No	6	6	YES	<a href="#">Edit</a>	<a href="#">Delete</a>
7	PP	पीपी	PP	Earning	No	7	7	YES	<a href="#">Edit</a>	<a href="#">Delete</a>
8	Professional Tax	व्यवसाय कर	PT	Deduction	No	8	8	YES	<a href="#">Edit</a>	<a href="#">Delete</a>
9	DCPF	डीसीपीएफ	DCPF	Deduction	No	9	9	YES	<a href="#">Edit</a>	<a href="#">Delete</a>
10	GPF Subscription	जीपीएफ सदस्यता	GPF	Deduction	No	10	10	YES	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 10 of 54 entries

Previous

1

2

3

4

5

6

Next

### ⇒ Steps to Create New Record:

- Enter data in 'Description' text box as a head name, as per requirement; User can enter 'Short Description' & 'Description (in Hindi)' for entered head name like HRA for 'House Rent Allowances'.
- Select 'Head Type' as Earning or Deduction to categorize salary head name,
  - If head name selected as 'Earning' and 'Earning/Deduction Type' field selected as 'Default Value', then this type of heads will be displayed on 'Create & Manage Employee' page in earning side else it will be displayed on 'Manage Earning/Deduction Head' page (Under 'Payroll' Module) to manage 'Miscellaneous Type' earning.
  - If head type selected as 'Deduction', then in 'Earning/Deduction Type' field 5 values (Loan, Advance, Insurance, Other, Miscellaneous Deduction) will be displayed.
    - ⇒ If 'Earning/Deduction Type' selected as 'Loan & Advance' then, that particular head will be displayed on loan transaction pages to manage loan/advance amount (Under 'Payroll' Module).
    - ⇒ If 'Earning/Deduction Type' selected as 'Insurance' then, that particular head will be displayed on Insurance Transaction pages to manage insurance deduction (Under 'Payroll' Module).
    - ⇒ If 'Earning/Deduction Type' selected as 'Other' then, that particular head will be displayed on 'Create & Manage Employee' pages in deduction side to calculate deduction amount.
    - ⇒ If 'Earning/Deduction Type' selected as 'Miscellaneous Deduction' then, that particular head will be displayed on 'Manage Earning/Deduction Head' to manage 'Miscellaneous Type' deduction (Under 'Payroll' Module).
- 'Nature' list box will be enabled only when user selects 'Head Type' as 'Earning' & 'Earning/Deduction Type' field selected as 'Default Value' and when user selects 'Head Type' as 'Deduction' & 'Earning/Deduction Type' field selected as 'Other'.



- Select value from 'Rounding' drop down; and head amount will be calculated accordingly as per selected rounding value; Rounding will be of None, 50 Paisa, 1 Rupee and 10 Rupees.
- User can select 'Formula' or can enter 'Amount' under 'Formula' and 'Amount' field respectively for any head, One field will be enabled at a time, if user enters value in 'Amount' field then formula will be displayed as disabled and vice versa.
- User can also manage Slab for any head, to manage slab they need to mark 'Mapping' check box. Once 'Mapping' is marked for any head then that particular head will be displayed on 'Head Slab Master' page to create multiple slabs and 'Formula' & 'Amount' field will be displayed as disabled.
- Enter unique 'Display Level' and 'Order Level', display level is used for showing head order in 'Create & Manage Employee' page and order level is used for showing value order in drop down in further pages.
- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Salary Head(s)**' table.
- On page load, it will display all saved salary heads in '**List of Salary Head(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 any created salary head by clicking on '**Edit**' button from saved salary heads in '**List of Salary Head(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.





## User Manual Document (HRMS Module)

### 8. Head Slab Master:

Using this page, Admin user can create various slabs of created salary head (Earning & deduction heads created from 'Salary Head Master' page).

Slabs will be created only for those salary heads for which mapping check box is marked from 'Salary Head Master' page.

- Click on 'Head Slab Master' menu link, under 'Salary Master' sub menu, then page will be opened as shown below:

Head Slab Master

Advance Search

New Record

Head Name \*

Select Head Name

Based On \*

Select Based On

Salary Bill Type

Select Salary Type

City Category

Select City Category

Location

Select Location

DDO

Select DDO

City

Class

Select Class

Nature Type

Select Nature Type

Group

Select Group

Level

List Of Level(s)

From Basic

Enter From Basic

To Basic

Enter To Basic

Type \*

☐ Amount ☐ Formula

Formula \*

Select Formula

Amount \*

Enter From Amount

Minimum Amount \*

Enter Minimum Amount

Maximum Amount \*

Enter Maximum Amount

Display Name \*

Enter Display Name

Effective Date \*

DD/MM/YYYY

Description(in Hindi) \*

Description in hindi

Save

Reset

List of Head Slab (s)

Run Date : 16-01-2023 17:29:16

Download

Show 10 entries

S.No	Head Name	Location	DDO	City Category	City	Nature	Group	Type	Amount	Formula	Effective Date	Edit	Delete
1	Transport Allowance	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	A	Imphal		Group A	amount	4968.00		01/01/1970	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Special Compensatory Allowance	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	A	Imphal		Group A	amount	2250.00		01/01/1970	<a href="#">Edit</a>	<a href="#">Delete</a>
3	Transport Allowance	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	A	Imphal		Group B	amount	2484.00		01/01/1970	<a href="#">Edit</a>	<a href="#">Delete</a>



## User Manual Document (HRMS Module)

4	Special Compensatory Allowance	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	A	Imphal	Group B	amount	1800.00	01/01/1970	<a href="#">Edit</a>	<a href="#">Delete</a>
5	Transport Allowance	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	A	Imphal	Group C	amount	1242.00	01/01/1970	<a href="#">Edit</a>	<a href="#">Delete</a>
6	Special Compensatory Allowance	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	A	Imphal	Group C	amount	1800.00	01/01/1970	<a href="#">Edit</a>	<a href="#">Delete</a>
7	Transport Allowance	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	A	Imphal	NA	amount	0.00	01/01/1970	<a href="#">Edit</a>	<a href="#">Delete</a>
8	Transport Allowance	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim	A	Ranipool	Group A	amount	4968.00	01/01/1970	<a href="#">Edit</a>	<a href="#">Delete</a>
9	Transport Allowance	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim	A	Ranipool	Group B	amount	2484.00	01/01/1970	<a href="#">Edit</a>	<a href="#">Delete</a>
10	Transport Allowance	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	College of Agricultural Engineering & Post Harvest Technology, Gangtok, Sikkim	A	Ranipool	Group C	amount	1242.00	01/01/1970	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 10 of 97 entries

Previous 1 2 3 4 5 ... 10 Next

### ⇒ Steps to Create New Record:

- User can create multiple slabs as per 'Basic' range by entering value in 'From Basic' & 'To Basis'.
- User can create multiple slabs as per 'Grade Pay' range by entering value in 'From GP' & 'To GP'.
- User can create slabs as per selected 'Based On' value as well, if any 'Based On' value is selected for any head to create a slab then all the slabs will be created with same configuration for that particular head.
- User can select 'Amount' or 'Formula' as per their requirement, if any 'Amount' value is selected for any head to create a slab then all the slabs will be created with 'Amount' for that particular head.
- If Formula is selected for any head slab, then user need to mention value under 'Minimum Amount' and 'Maximum Amount' text box to define range for calculation on selected formula.
- Enter data in all mandatory fields.
- Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Head Slab(s)**' table.
- On page load, it will display all saved head slabs in '**List of Head Slab(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 any created head slab by clicking on '**Edit**' button from saved head slabs in '**List of Head Slab(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted.

## 9. Post Creation Master:


Using this page, Admin user/College user can define total number of posts available for each Department & Designation under different locations & respective DDOs wise. This page will be further integrated with 'Create & Manage Employee' page, user will be able to save/update employee only for created post(s).

Suppose total 10 post is vacant for Asst. Professor for any Location/DDO, then on 'Create & Manage Employee' page user will be able to save only 10 record for that particular designation. If more than 10 employees are there to save, then edit a record and update/increase post from this page.

**Note:** If post is created 10 and accordingly 6 employees has already been saved on 'Create & Manage Employee' page, then post cannot be updated below 6.

- Click on '**Post Creation Master**' menu link, under '**Salary Master**' sub menu, then page will be opened as shown below:

Post Creation Master

Advance Search 

New Record

College/Location \*

Select College/Location

DDO

Select DDO

Department \*

Select Department

Designation \*

Select Designation

Fund Type \*

Select Fund Type

Budget Head \*

Select Budget Head

Nature Type \*

Select Nature Type

Total Posts \*

Total Posts

Show

All

entries

List of Categories

S.No.	Category	Post
1	General	
2	OBC	
3	SC	
4	ST	
5	PWD	
6	N/A	

Showing 1 to 6 of 6 entries

Previous

1

Next

Save

Reset

List of Post(s)





Run Date : 16-01-2023 17:50:40

Download

Show

10

entries

S.No.	Location	DDO	Department	Designation	Fund Type	Nature Type	Budget Head	Edit	Delete
1	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Finance	Accountant	Plan	Permanent	312	 Edit	 Delete
2	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	VC Office	Vice Chancellor	Plan	Permanent	312	 Edit	 Delete



## User Manual Document (HRMS Module)

3	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Comptroller Office	Accountant	Plan	Permanent	312	<a href="#">Edit</a>	<a href="#">Delete</a>
4	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Comptroller Office	Accounts Assistant	Plan	Permanent	312	<a href="#">Edit</a>	<a href="#">Delete</a>
5	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Comptroller Office	Comptroller	Plan	Permanent	312	<a href="#">Edit</a>	<a href="#">Delete</a>
6	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Comptroller Office	Computer Operator	Plan	Permanent	312	<a href="#">Edit</a>	<a href="#">Delete</a>
7	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Comptroller Office	Data Entry Operator	Plan	Permanent	312	<a href="#">Edit</a>	<a href="#">Delete</a>
8	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Comptroller Office	Driver	Plan	Permanent	312	<a href="#">Edit</a>	<a href="#">Delete</a>
9	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Comptroller Office	Head Assistant	Plan	Permanent	312	<a href="#">Edit</a>	<a href="#">Delete</a>
10	CAU, Head Quarter	Comptroller Office, CAU HQ, Imphal	Comptroller Office	Jr. Stenographer	Plan	Permanent	312	<a href="#">Edit</a>	<a href="#">Delete</a>

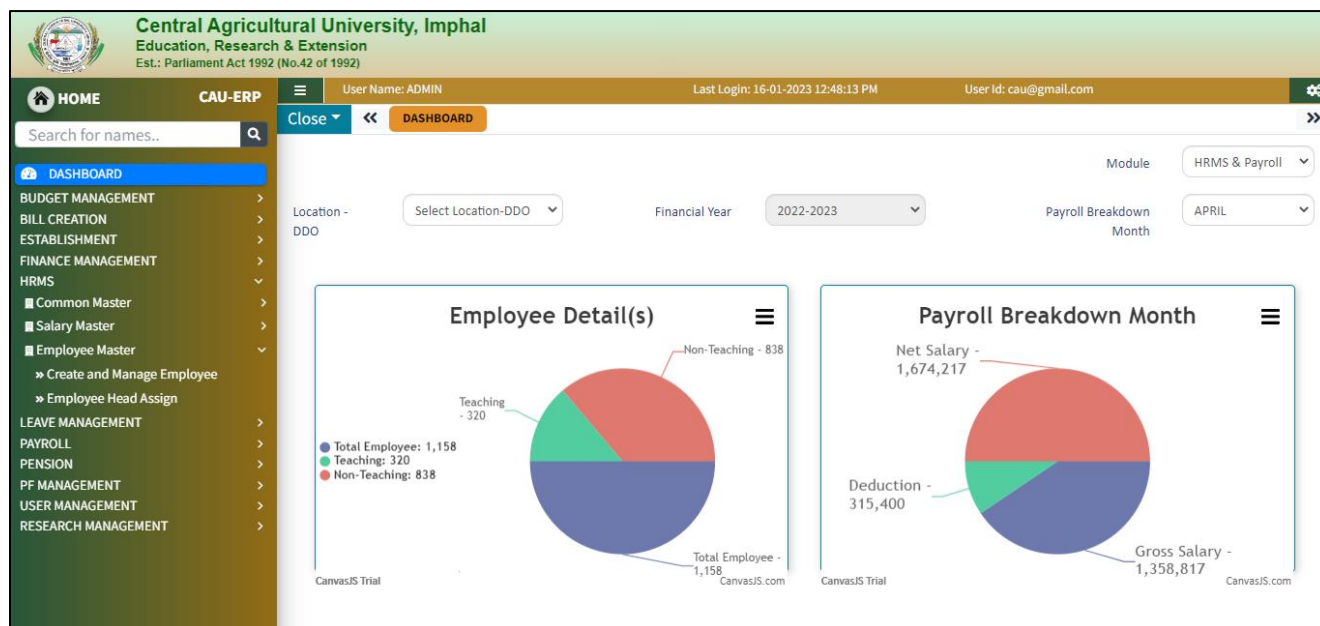
Showing 1 to 10 of 582 entries

Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [59](#) Next

### ⇒ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Post(s)'** table.
- On page load, it will display all saved posts in **'List of Post(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 any created post by clicking on **'Edit'** button from saved posts in **'List of Post(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.

- Click on 'Employee Master' menu, then sub menu list will be displayed as shown below:





## User Manual Document (HRMS Module)

### • Employee Master

#### 1. Create and Manage Employee:

Using this page, User can create and manage employee details like Employee Personal details, Additional Designation, Bank Details, PF details, Salary Structure details etc.; as per created post(s) from 'Post Creation Master' page.

- Click on 'Create and Manage Employee' menu link, under 'Employee Master' sub menu, then page will be opened as shown below:

### Create and Manage Employee

Searching Criteria

Location

Select Location

DDO

Select DDO

Employee Code

Select Employee Code

Employee Code(M)

Manual Employee Code

Employee Name

Employee Name

Designation

Select Designation

Department

Select Department

Fund Type

Select Fund Type

Nature Type

Select Nature Type

Employee Left Status

No

Search

New

Reset

List of Employee(s)

Run Date : 16-01-2023 18:21:29

Download

Show 10 entries

S.No.	Emp Code	Emp Code(M)	Employee Name	Location	Department	Designation	PF Type	Joining date	Edit	Delete
1	CPGAS/COPG-0089			Collage of PG Studies in Agricultural Sciences, Umiam, Meghalaya	Dean's Office	Multi Tasking Staff (MTS)		05/07/2022	<a href="#">Edit</a>	<a href="#">Delete</a>
2	CAEPHT/COAE-0020	CAEPHT/ID-T/187	A. Anuradha Devi	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	BEAS	Assistant Professor	DCPS (Employees)	05/07/2020	<a href="#">Edit</a>	<a href="#">Delete</a>
3	COFTM/COFT-0013	COFT-0013	A. Bhabananda Singh	College of Food Technology, Lamphelpat, Manipur	COFT	Driver	DCPF	06/11/2018	<a href="#">Edit</a>	<a href="#">Delete</a>
4	CPGAS/HQ-0067	HQ-227	A. Chandramani Singh	CAU, Head Quarter	Registrar Office	Head Assistant	GPF Subscription	23/07/2003	<a href="#">Edit</a>	<a href="#">Delete</a>
5	COA/COAI-0002	COAI-0002	A. Herojit Singh	College Of Agriculture, Imphal, Manipur	Soil Science & Agril. Chemistry	Professor	GPF Subscription	14/01/1993	<a href="#">Edit</a>	<a href="#">Delete</a>



## User Manual Document (HRMS Module)

6	COHA/COHA-0014	COHA-0014	A. S. Malleppa	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh	Natural Resource Management (NRM)	Assistant Professor	DPCS (Employees)	10/08/2009	<a href="#">Edit</a>	<a href="#">Delete</a>
7	HQ/EXT-0022	EXT-004	A. Shyam Singh	Directorate of Extension Education, CAU HQ, Imphal	DEE Office	Multi Tasking Staff (MTS)	DCPF	06/11/2018	<a href="#">Edit</a>	<a href="#">Delete</a>
8	CO/COV-0112		A. Amumacha Singh	College of Veterinary Sciences and Animal Husbandry, Selesih, Aizawl, Mizoram	N/A	N/A		01/01/2022	<a href="#">Edit</a>	<a href="#">Delete</a>
9	COA/COAI-0010	COAI-0010	A.K. Bijaya Devi	College Of Agriculture, Imphal, Manipur	Horticulture	Professor	GPF Subscription	19/03/1986	<a href="#">Edit</a>	<a href="#">Delete</a>
10	CPGAS/CPG-0019	CPG-0019	A.K. Singh	College of PG Studies in Agricultural Sciences, Umiam, Meghalaya	Dean's Office	Assistant Professor	NPS Employee Contribution	13/08/2008	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 10 of 1,163 entries

Previous 1 2 3 4 5 ... 117 Next

### ⇒ Steps to Create New Record:

- On page Load, click on the 'New' button, user will get a screen as shown below:

### ⇒ Personal Info:

#### Create and Manage Employee

New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Sele

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

File Upload

Personal Information

Gender \*

Select Gender

Category \*

Select Category

Religion \*

Select Religion

Marital Status \*

Select Marital Status

Date of Birth \*

DD/MM/YYYY

Email \*

Email

PAN

PAN

Adhaar No.

Adhaar No.

Mobile No. \*

Mobile No.

Save

Back

Reset



## User Manual Document (HRMS Module)

### ⇒ Other Details 1

**Create and Manage Employee**New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code(M) \*

Employee Name \*

Sele

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

File Upload

Other Details 1

Location \*

Department \*

Department Head

Designation \*

Last Appointment Date

Fund Type \*

Budget Head \*

Nature Type \*

Leaving Remarks

DDO \*

Date Of Appointment \*

Date Of Joining \*

Date Of Retirement

Last Joining Date

Employee's Left Status

No

Select Employee Left Status

Leaving Date

Save

Back

Reset

### ⇒ Other Role

**Create and Manage Employee**New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code(M) \*

Employee Name \*

Sele

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

File Upload

Other Roles

Location	Ddo	Department	Designation	Assign Date	Release Date	Delete
<input type="text" value="Select Location"/>	<input type="text" value="Select DDO"/>	<input type="text" value="Select department"/>	<input type="text" value="Select designation"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="Delete"/>

Add

Save

Back

Reset





## User Manual Document (HRMS Module)

### ⇒ Other Details 2

**Create and Manage Employee**

New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Sele

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

File Upload

**Other Details 2**

Reporting To

Select Employee Name [Employee Code] - Designation

On Deputation

Deputed Location

Select Deputed Location

Is Suspended ?

Salary Bill Type \*

Select Salary Bill Type

Is Handicapped ?

Class \*

Select Class

PT Applicable

Posting DDO

Select Posting DDO

Stop Salary

Save

Back

Reset

### ⇒ Bank Details

**Create and Manage Employee**

New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Sele

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

File Upload

**Bank Details**

Payment Mode \*

Select Payment Mode

Account Number

Account Number

Bank

Bank

Account Type

Select Account Type

IFSC

IFSC

MICR

MICR

Save

Back

Reset



## User Manual Document (HRMS Module)

### ⇒ PF Details

**Create and Manage Employee**

New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Sele

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

File Upload

**PF Details**

CPF/GPF/NPS Bank

PF Bank

CPF/GPF/NPS Acc Number

PF Acc Number

CPF/GPF/NPS Balance

PF Balance

Save

Back

Reset

### ⇒ Salary Structure:

**Create and Manage Employee**

New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Sele

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

Earning/Deduction Head

File Upload

**Salary Structure**

CPF/GPF/NPS Type

Select PF Type

Posting City \*

Select Posting City

Designation \*

Select Designation

Posted Designation

Posted Designation

Group \*

Select Group

Quarter No

Select Quarter No

Pay Level \*

Select Pay Level

Increment Type

Fixed Amount

Basic \*

Basic

Increment Due Date

DD/MM/YYYY

Heads



## User Manual Document (HRMS Module)

### ⇒ Earning/Deduction Head:

**Create and Manage Employee**

New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Sele

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

**Earning/Deduction Head**

File Upload

**Earning Head**

Description	Mapping	Amount	Assignment From	Is Manual
-------------	---------	--------	-----------------	-----------

**Deduction Head**


Description	Mapping	Amount	Assignment From	Is Manual
-------------	---------	--------	-----------------	-----------

Save

Back

Reset

### ⇒ File Upload:

**Central Agricultural University, Imphal**  
Education, Research & Extension  
Est.: Parliament Act 1992 (No.42 of 1992)

User Name: ADMINLast Login: 02-01-2023 03:31:47 PMUser Id: cau@gmail.com

CloseCreate and Manage Employee

**Create and Manage Employee**

New Record

Financial Year : 01/04/2022~31/03/2023

Employee Code \*

Employee Code

Employee Code(M) \*

Manual Employee Code

Employee Name \*

Sele

Employee Name

Father Name

Father Name

Personal Info

Other Details 1

Other Roles

Other Details 2

Bank Details

PF Details

Salary Structure

**Earning/Deduction Head**

**File Upload**

**File Upload**

Image

Choose FileNo file chosen

Save

Back

Reset



- Enter personal Information under 'Personal Info' tab.
  - Enter details under 'Other Details 1' tab.
  - Location/DDO, Department, Designation, Fund Type, Budget Head and Nature Type will be mapped from 'Post Creation Master' page.
  - Enter 'Other Roles' of Employee (If Any).
  - 'Date of Appointment' should be less than or equal to 'Date of Joining' and all the salary head calculation will be done as per joining date.
  - By default, 'Employee's Left Status' displays as 'No', means employees are existing in system, if it is selected as 'Yes' means user can manage their Resignation, Termination, Death etc. with date along with reason.
  - User can also enter 'Increment Due Date' from this tab, increment due date will be greater than the date of joining and increment will be made accordingly from 'Salary Increment Process' page under '**Payroll**' module.
  - Enter details under 'Other Details 2' tab.
  - Enter details under 'Bank Details' tab, under this tab user can manage account details of employee to transfer their salary/fund.
  - Enter details under 'PF Details' tab, under this tab user can manage PF details of employee.
  - Enter details under 'Salary Structure' tab, under this tab user enter Basic along with all the required details and click on 'Heads' button, it will redirect to 'Earning/Deduction Head' tab will all the calculated earning and deduction head.
  - From 'Earning/Deduction Head' tab, user can check the calculation for both earning & deduction as per configured formula, amount, Slab etc. from 'Salary Head Master' page.
- Note:** User can change calculated earning/deduction amount by selecting 'Is Manual' check box, once Is manual check box is marked user can change amount of any head. Manually entered amount cannot be changed by clicking on Heads button.
- If Designation, Department, Fund Type, Nature, Posting City, Budget Head, Account No. etc. has been changed/updated then it will reflect on payroll reports (Under 'Payroll' module) after attendance process.
  - Enter all the required credentials along with 'File Upload'
  - Click on '**Save**' button, then system will display message as '**Record Saved Successfully!**' and record will get added in '**List of Employee(s)**' table.
  - On page load, it will display all saved employees in '**List of Employee(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 any created employee detail by clicking on '**Edit**' button from saved employees in '**List of Employee(s)**' table.
  - If created record(s) is in use in any other pages then it cannot be deleted.

## 2. Employee Head Assign:


Using this page, User can assign any new salary heads (Earning and Deduction), updated head, Un-assign head to the Employees.

**Note:** Assigned Head should not be Loan, Advance, Insurance and Miscellaneous type.

- Click on **'Employee Head Assign'** menu link, under **'Employee Master'** sub menu, then page will be opened as shown below:

### Employee Head Assign

Searching Criteria

Location *	Select Location	DDO *	Select DDO
Nature Type *	Select Nature Type	Date *	 Date
Employee Code	Select Employee Name	Employee Name	
Designation	Select Designation	Employee Code(M)	
Posting City	Select Posting City	Department	Select Department
Class Type	Select Class Type	Fund Type	Select Fund Type
Update Type	Overwrite/New <input checked="" type="radio"/> Skip <input type="radio"/> Unassign <input type="radio"/>		
Head *	List of Head		

ViewReset

- Enter all the required credentials and Click on **'View'** button then it will display all the employees according to assign head in **'List of Head Assign(s)'** table, as shown below:



## User Manual Document (HRMS Module)

**List of Head Assign(s)**Run Date : 02-01-2023 18:01:37Download

Show  entries

All <input type="checkbox"/>	S.No	Employee Code	Employee Name	Department	Designation	Nature Type	Posting City	Fund Type	Class Type
<input type="checkbox"/>	1	HQ/VCO-0001	Anupam Mishra	VC Office	Vice Chancellor	Permanent	Imphal	Plan	Teaching
<input type="checkbox"/>	2	HQ/VCO-0002	Priyananda Thokchom	VC Office	Assistant Registrar	Permanent	Imphal	Plan	Non-Teaching
<input type="checkbox"/>	3	HQ/VCO-0003	Soubam Anilkumar Singh	VC Office	Computer Operator	Permanent	Imphal	Plan	Non-Teaching
<input type="checkbox"/>	4	HQ/VCO-0004	Ch. Amarjit Singh	VC Office	Jr. Stenographer	Permanent	Imphal	Plan	Non-Teaching
<input type="checkbox"/>	5	HQ/VCO-0005	Tilleshwari Yumnam	VC Office	Lower Division Clerks (LDC)	Permanent	Imphal	Plan	Non-Teaching
<input type="checkbox"/>	6	HQ/VCO-0006	M. Dineshchandra Singh	VC Office	Multi Tasking Staff (MTS)	Permanent	Imphal	Plan	Non-Teaching
<input type="checkbox"/>	7	HQ/VCO-0007	M. Vivekananda Meetei	VC Office	Multi Tasking Staff (MTS)	Permanent	Imphal	Plan	Non-Teaching

Showing 1 to 100 of 100 entriesPrevious 1 Next

ProcessReset

- User can 'Un-assign', 'Assign' and 'Skip' the created head to the employee for example, if formula for EPF head has changed then first user need to update formula from 'Formula Master' page, then that particular head will have to assign from this page, selected head will be assigned for all those selected employee(s) and will be reflected on 'Create & Manage Employee' page with effective date.