



## User Manual for Employee Portal



## 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	DDO	Drawing & Disbursing Officer
4	HQ	Head Quarter



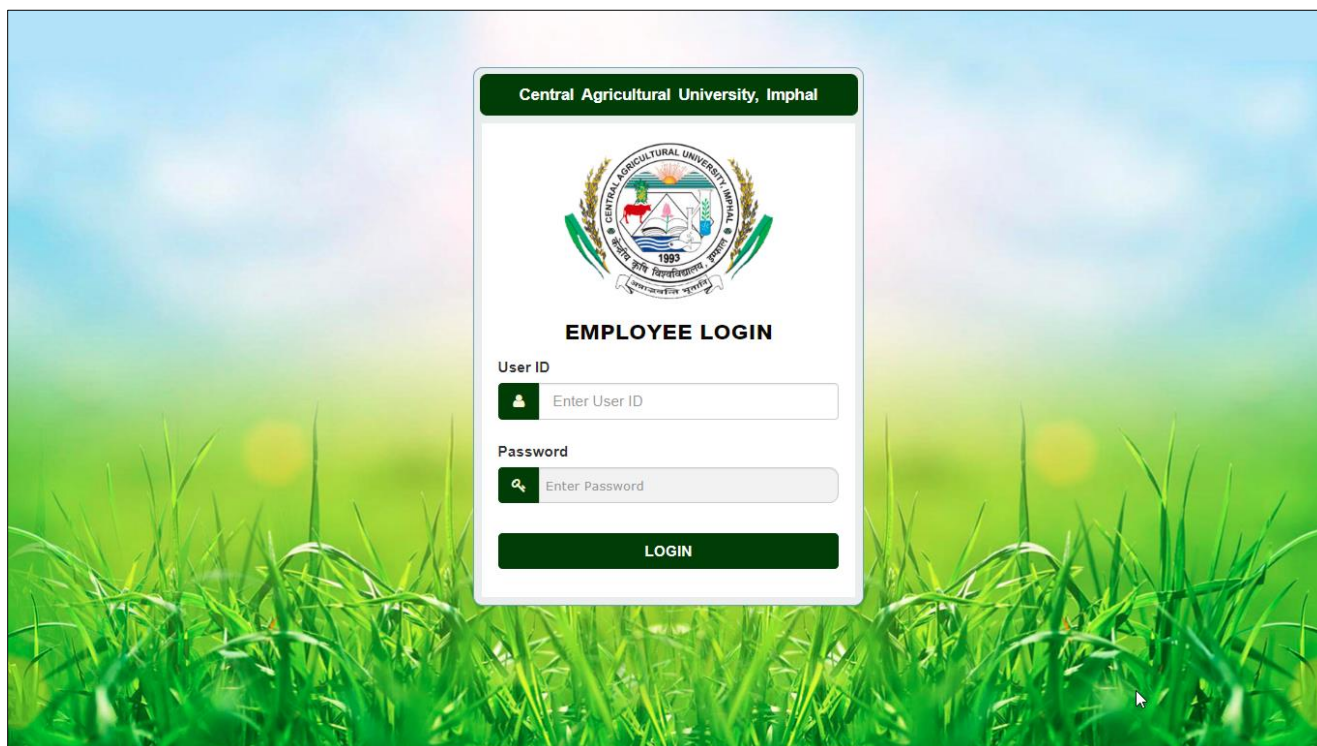
## User Manual Document (Employee Portal)

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](mailto: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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The screenshot shows the Employee Portal Dashboard for Aditi Gogoi. The dashboard includes a sidebar with navigation options: LEAVE, PAYROLL, and HRMS. The main content area is divided into three sections: a profile card for Aditi Gogoi, a Leave Management table, and a Notification section. The profile card displays the following information:

Aditi Gogoi	
Employee_code	COVSA-0029
Department	N/A
Designation	FCLA
Mobile No	7086817784
Email	aditigogoi.glt123@gmail.com
Join Date	10/01/2020
Date of Birth	18/02/1996
UAN	

The Leave Management table displays the following data:

S.No	Leave Type	Total Leave	Availed Leave	Encashed Leave	Leave Balance
1	Half Pay Leave	20.0	11.0	0.0	9.0
2	Extra Ordinary Leave	10.0	0.0	0.0	10.0

The Notification section is currently empty. At the bottom of the dashboard, there are two buttons: Poll and Calendar.

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

The screenshot shows the Employee Portal Dashboard for Lunkhothang. The dashboard includes a sidebar with navigation options: LEAVE, PAYROLL, and HRMS. The main content area is divided into three sections: a profile card for Lunkhothang, a Leave Management table, and a Notification section. The profile card displays the following information:

Lunkhothang	
Employee_code	136
Department	Establishment Section
Designation	Assistant Registrar
Mobile No	9862532123
Email	lunkhothang@cau.ac.in
Join Date	04/07/1997
Date of Birth	01/03/1967
UAN	

The Leave Management table displays the following data:

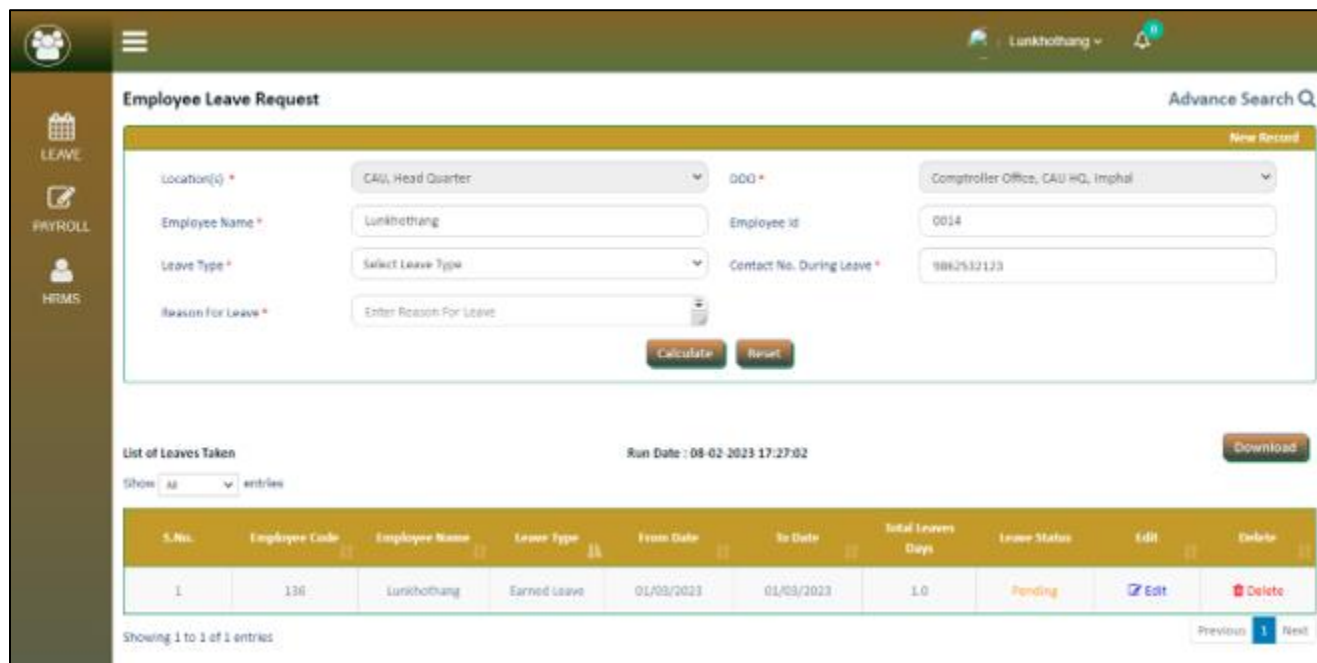
S.No	Leave Type	Total Leave	Availed Leave	Encashed Leave	Leave Balance
1	Earned Leave	306.0	0.0	0.0	306.0
2	Half Pay Leave	471.0	0.0	0.0	471.0

The Notification section is currently empty. At the bottom of the dashboard, there are two buttons: Poll and Calendar.

## 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:



**Employee Leave Request** Advance Search

**Location(s)** CAU, Head Quarter **DOD** Comptroller Office, CAU HQ, Imphal

**Employee Name** Lunthothang **Employee ID** 0014

**Leave Type** Select Leave Type **Contact No. During Leave** 9862532123

**Reason For Leave** Enter Reason For Leave

**Calculate** **Reset**

**List of Leaves Taken** **Run Date :** 08-02-2023 17:27:02 **Download**

Show 1 entries

S.No.	Employee Code	Employee Name	Leave Type	From Date	To Date	Total Leaves Days	Leave Status	Edit	Delete
1	130	Lunthothang	Earned leave	01/03/2023	01/03/2023	1.0	Pending	Edit	Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

### ⇒ 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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### Employee Leave Request

Advance Search

New Record

Location(s) \*

CAU, Head Quarter

Employee Name \*

Lunkhothang

Leave Type \*

Half Pay Leave

Reason For Leave \*

Sick Leave

DDO \*

Comptroller Office, CAU HQ, Imphal

Employee Id

0014

Contact No. During Leave \*

9862532123

Calculate

Reset

List of Leaves Transaction

S.No.	Leave Type	Remaining Leave	Leave Apply start Date	Leave Apply end Date	No. of leave taken Days	Delete
1	Select Leave T		DD/MM/YYYY	DD/MM/YYYY		Delete

Add More

Save Back

List of Leaves Taken

Run Date : 08-02-2023 17:33:29

Download

Show 

All

 entries

S.No.	Employee Code	Employee Name	Leave Type	From Date	To Date	Total Leaves Days	Leave Status	Edit	Delete
1	136	Lunkhothang	Earned Leave	01/03/2023	01/03/2023	1.0	Pending	Edit	Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

- 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:

**Leave Approval**

Location(s) \* CAU, Head Quarter DDO \* Comptroller Office, CAU HQ, Imphal

**List of Leave Request(s)** Run Date : 08-02-2023 17:57:50

Show All entries

S.No.	Requested By	Requested Date	From Date	To Date	Leave Type	Total Leave Days	Current Status	Contact No.	Respond	Status
1	Rita Sharma Test [Rita001]	25/01/2023	07/03/2023	13/03/2023	Casual Leave	4.0	Assigned	9334906594		
2	TestRajkumar [COAI/COA-0133]	06/02/2023	03/04/2023	11/04/2023	Earned Leave	9.0	Assigned	9279349115		

Showing 1 to 2 of 2 entries

**List of Approved Leave(s)**

Show All entries

S.No.	Requested By	Requested Date	From Date	To Date	Leave Type	Total Leave Days	Approved Date	Comments	Contact No.	Status
1	Test RAM [COAI/COA-0142]	25/01/2023	08/03/2023	08/03/2023	Earned Leave	0.0	27/01/2023		8210165008	
2	Test RAM [COAI/COA-0142]	31/01/2023	04/04/2023	12/04/2023	Half Pay Leave	9.0	31/01/2023		8210165008	
3	Test RAM [COAI/COA-0142]	02/02/2023	01/05/2023	10/05/2023	Half Pay Leave	8.0	03/02/2023		8210165008	

Showing 1 to 4 of 4 entries

**List of Rejected Leave(s)**

Show All entries

S.No.	Requested By	Requested Date	From Date	To Date	Leave Type	Total Leave Days	Rejected Date	Comments	Contact No.	Status
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No data available in table

### ⇒ 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:

The screenshot displays the Employee Portal interface. On the left, a sidebar contains a menu with icons for LEAVE, PAYROLL, and HRMS. The PAYROLL menu is expanded, showing sub-options: Salary Slip, Loan Apply, and Upload Document. The main content area is divided into two sections. The top section, titled 'Leave Management', contains a table with the following data:

S.No	Leave Type	Total Leave	Availed Leave	Encashed Leave	Leave Balance
1	Half Pay Leave	20.0	11.0	0.0	9.0
2	Extra Ordinary Leave	10.0	0.0	0.0	10.0

The bottom section, titled 'Notification', is currently empty. The top of the interface shows a header with the user's name 'Aditi Gogoi' and a notification icon.





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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		
<b>Gross Pay</b>	<b>1,19,222</b>	<b>Total Deductions</b>	<b>27,793</b>

**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:

**Loan/Advance Apply** Advance Search

**New Record**

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

Location \* College of Veterinary and Animal Husbandry, Jalukie, Nagaland DDO \* College of Veterinary Science and Animal Husbandry, Jalukie, Per

Apply No. \* COVAH-COVSA-22-23-1 Employee Name \* Aditi Gogoi

Department \* N/A Designation \* FCLA

PF Type PF Type Loan/Advance Type \* Select Loan/Advance Type

Dated \* Dated Amount \* Amount

Remarks Remarks

**Save** **Reset**

List of Loan/Advance(s) Run Date : 03-05-2023 15:12:05 **Download**

Show All entries

S.No.	Employee Name	Loan/Advance Type	Apply No.	Dated	Amount	Edit	Delete
No data available in table							

Showing 0 to 0 of 0 entries Previous 1 Next

#### ⇒ 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.

### 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:

**Upload Document** Advance Search

Upload Date From Date

**List of Document Detail(s)**

S.No.	Document Name	Upload File	Display Order	Is Active	Delete
1	Enter Document Detail	No file chosen	Enter Display order	<input type="checkbox"/>	

**List of Upload Document(s)** Run Date : 12-05-2023 14:21:39

S.No.	Upload Date	Document Title	Display Order	Is Active	Edit	Delete
1	01/04/2023	Income Tax document	1	Yes		

#### ⇒ 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:

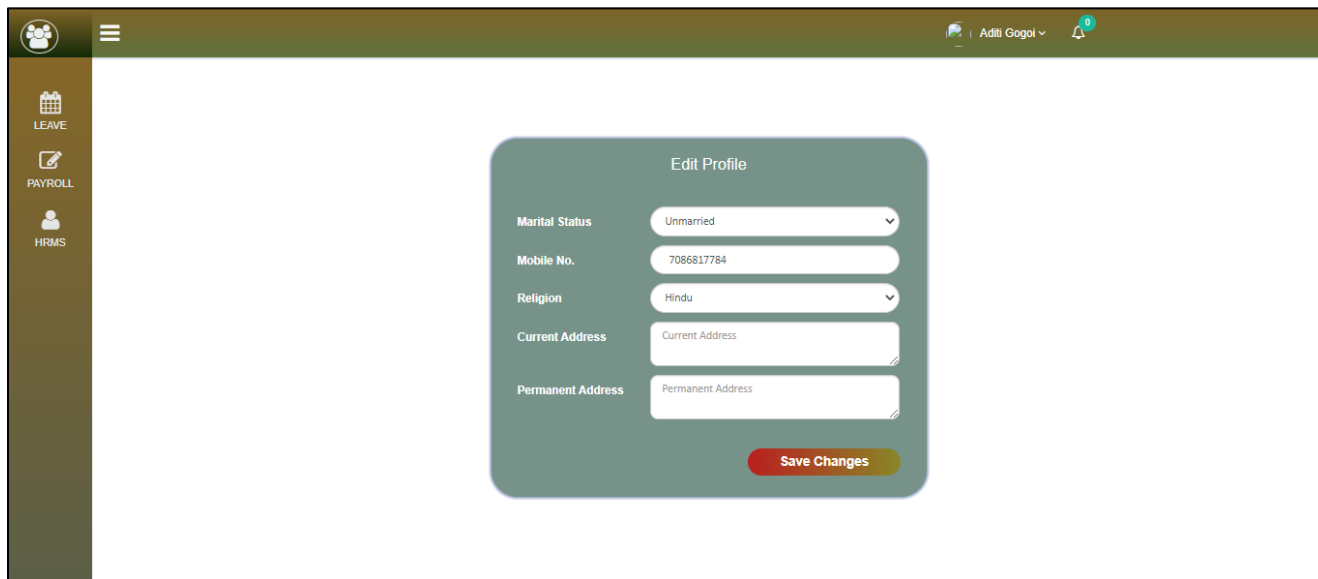
The screenshot displays the Employee Portal interface. On the left, a vertical sidebar contains icons for LEAVE, PAYROLL, and HRMS. The HRMS icon is highlighted in green. The main content area is divided into three sections: a top header for 'Aditi Gogoi', a middle section for 'Employee Details Update' (which is currently active and shows a form with fields for Employee\_code, Department, Designation, Mobile No, Email, Join Date, Date of Birth, and UAN), and a bottom section for 'Notification Master' (which is currently empty). The 'Leave Management' section on the right shows a table with columns for S.No, Leave Type, Total Leave, Availed Leave, Encashed Leave, and Leave Balance. The table contains two rows of data: 1. Half Pay Leave (Total: 20.0, Availed: 11.0, Encashed: 0.0, Balance: 9.0) and 2. Extra Ordinary Leave (Total: 10.0, Availed: 0.0, Encashed: 0.0, Balance: 10.0).

S.No	Leave Type	Total Leave	Availed Leave	Encashed Leave	Leave Balance
1	Half Pay Leave	20.0	11.0	0.0	9.0
2	Extra Ordinary Leave	10.0	0.0	0.0	10.0

## 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.

## 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:

The screenshot shows the 'Notification Master' interface. It features a sidebar with navigation links for LEAVE, PAYROLL, and HRMS. The main area contains a form with the following fields:

- Class:** A dropdown menu labeled 'Select Class'.
- Department:** A dropdown menu labeled 'Select Department'.
- Subject/Title:** A text input field labeled 'Enter Subject/Title'.
- Start Date:** A date picker labeled 'DD/MM/YYYY'.
- Content:** A rich text editor with various formatting options (bold, italic, underline, etc.) and a 'Source' button.

Below the form are 'Save' and 'Reset' buttons. At the bottom, there is a 'List of Notification(s)' section with a 'Show All' dropdown and a 'Download' button. The table below shows a list of notifications:

S.No.	Class	Department	Subject/Title	Start Date	Edit	Delete
1			Leave Request	15/02/2023	<a href="#">Edit</a>	<a href="#">Delete</a>
2			Leave Request	15/02/2023	<a href="#">Edit</a>	<a href="#">Delete</a>
3			Leave Request	27/02/2023	<a href="#">Edit</a>	<a href="#">Delete</a>
4			Leave Request	27/02/2023	<a href="#">Edit</a>	<a href="#">Delete</a>
5			Leave Request	27/02/2023	<a href="#">Edit</a>	<a href="#">Delete</a>
6			Leave Request	27/02/2023	<a href="#">Edit</a>	<a href="#">Delete</a>

### ⇒ 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.



- 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.