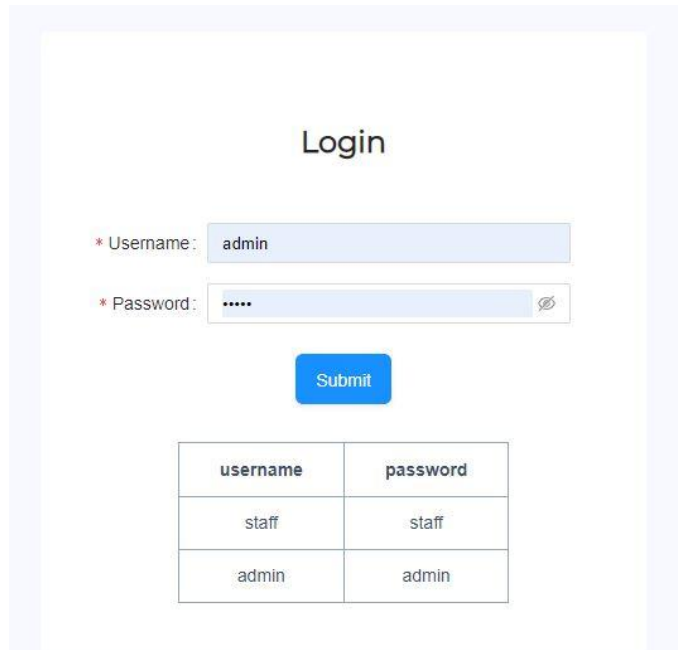


HRM OS - Quick Start Guide

After finishing the setup you can follow this quick start guide to start working with HRM OS application.

STEP 01 - Login

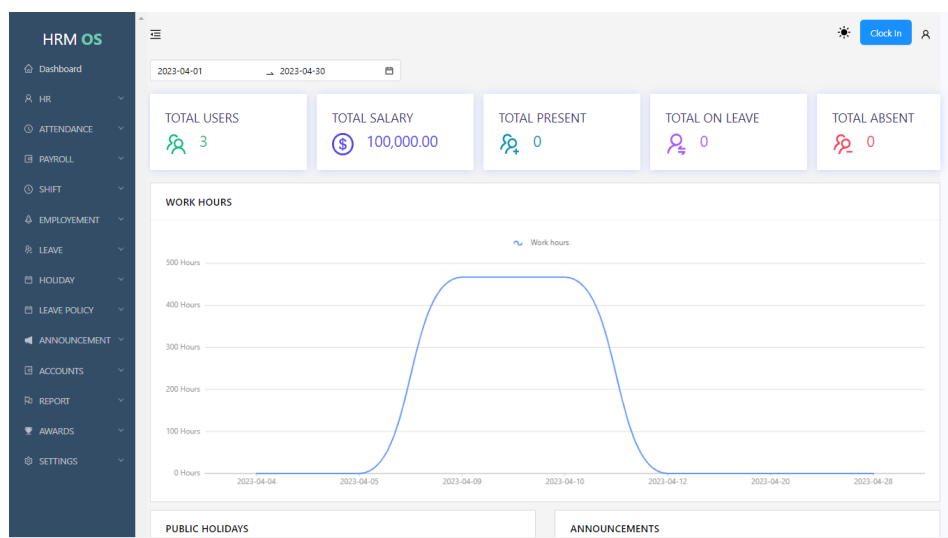
Already an admin and staff account has been created. You can just log in using username: admin, password: admin. After login change your username and password.

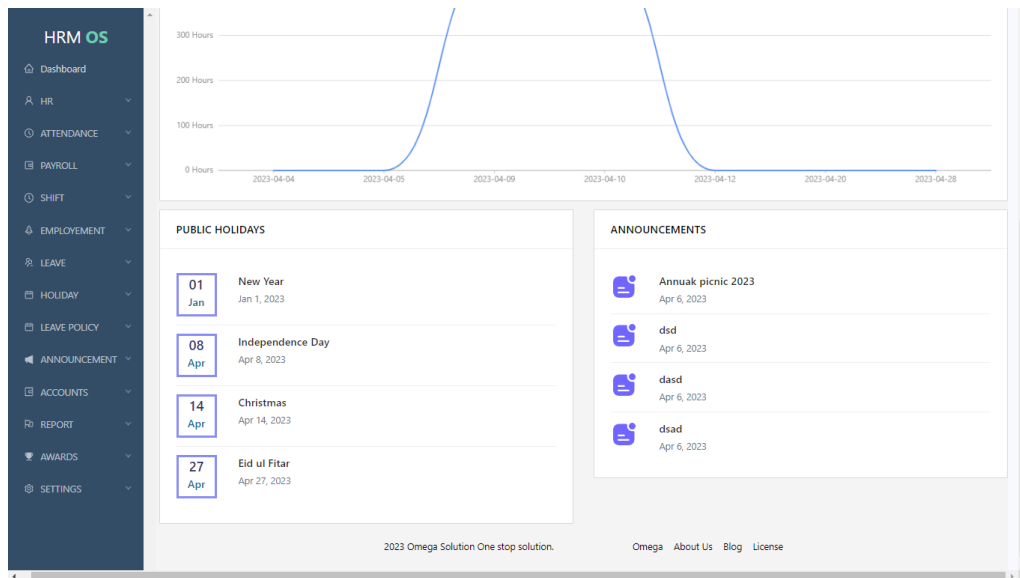


username	password
staff	staff
admin	admin

STEP 02 - Dashboard

You will see the dashboard after logging in. You can find your business summary here. From the dashboard, you will get your company's total salary, employee number, present, and leave and absent employee numbers. Also can see the announcements and public holidays.











STEP 03 - Create new employee and view employee data

From the left sidebar under the **HR** menu, you can create new employee, view employee list, view single employee data and manage the **Role**, **Designation** and **Department** of the employee.

The HRM OS Employee List interface shows a table of employees. The table has columns for ID, Name, User Name, Designation, E-Status, Department, Shift, and Action. The table is filtered by 'Column Selected' and 'Download CSV'. The table shows 3 employees.

ID	Name	Usr Name	Designation	E-Status	Department	Shift	Action
1	OMEGA SOLUTION	admin	CTO	Intern	IT	Morning	 
2	GARTH CARR	pahyj	HR Manager	Permenent	IT	Night	 
3	RAKIB HASAN	rh	HR Manager	Intern	IT	Morning	 

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HRM OS

Dashboard

HR

New Employee

Employee List

Role & Permissi...

Designation

Department

ATTENDANCE

PAYROLL

SHIFT

EMPLOYEMENT

LEAVE

HOLIDAY

LEAVE POLICY

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GARTH CARR

HR Manager

IT

12d234

Leave Status

Leaves : Paid - 12 | U.Paid - 15

Taken : Paid - 0 | U.Paid - 0

Balance : Paid - 12 | U.Paid - 15

Clock In & Out

In Time : 12:20 PM

Out Time : 12:20 PM

Personal Information

Department: IT

Employment Status: Permanent

Join Date: Mar 19, 2020

Leave Date: Mar 19, 2020

Role: admin

Leave Policy: Policy 12-15

Weekly Holiday: Sunday-Friday

Shift: Night (6:00 AM - 2:00 PM)

Contact Information

Email: finidedoq@mailinator.com

Phone: 122d3-456-7890

Address: Street : 123 Main Street
City : Anytown
State : CA
Country : USA
Zip Code : 12345

Blood Group: O+

HRM OS

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New Employee

Employee List

Role & Permissi...

Designation

Department

ATTENDANCE

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LEAVE POLICY

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Leave Date: Mar 19, 2020

Role: admin

Leave Policy: Policy 12-15

Weekly Holiday: Sunday-Friday

Shift: Night (6:00 AM - 2:00 PM)

Designation History

HR Manager

2023 - Present

Comment : lure consequatur Ar

Start Date : Apr 4, 2023

End Date : Present

Salary History

Salary : 20000

2023 - Present

Comment : lure consequatur Ar

Start Date : Apr 7, 2023

End Date : Present

Educaiton History

Diploma

2017 - 2020

Field of Study : Computer Science

Institute : Dhaka technical

Result : 3.20

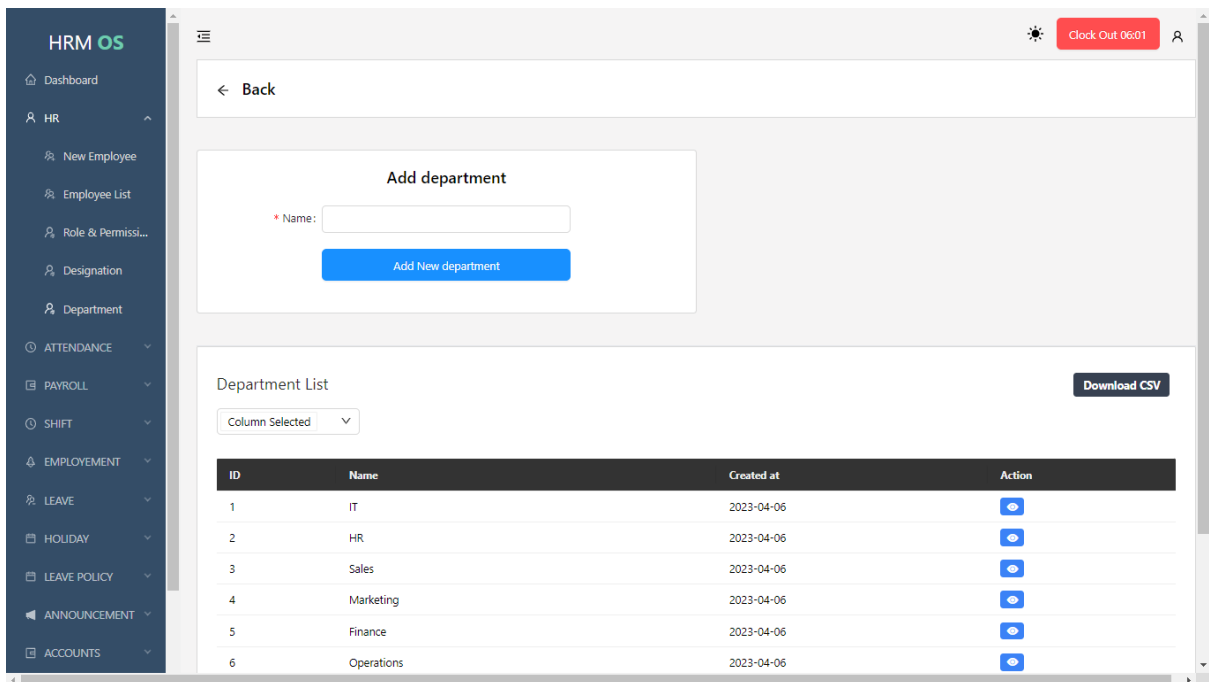
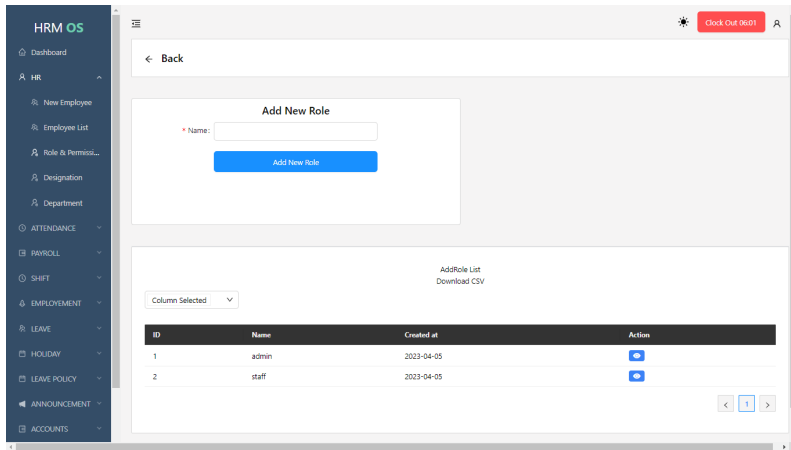
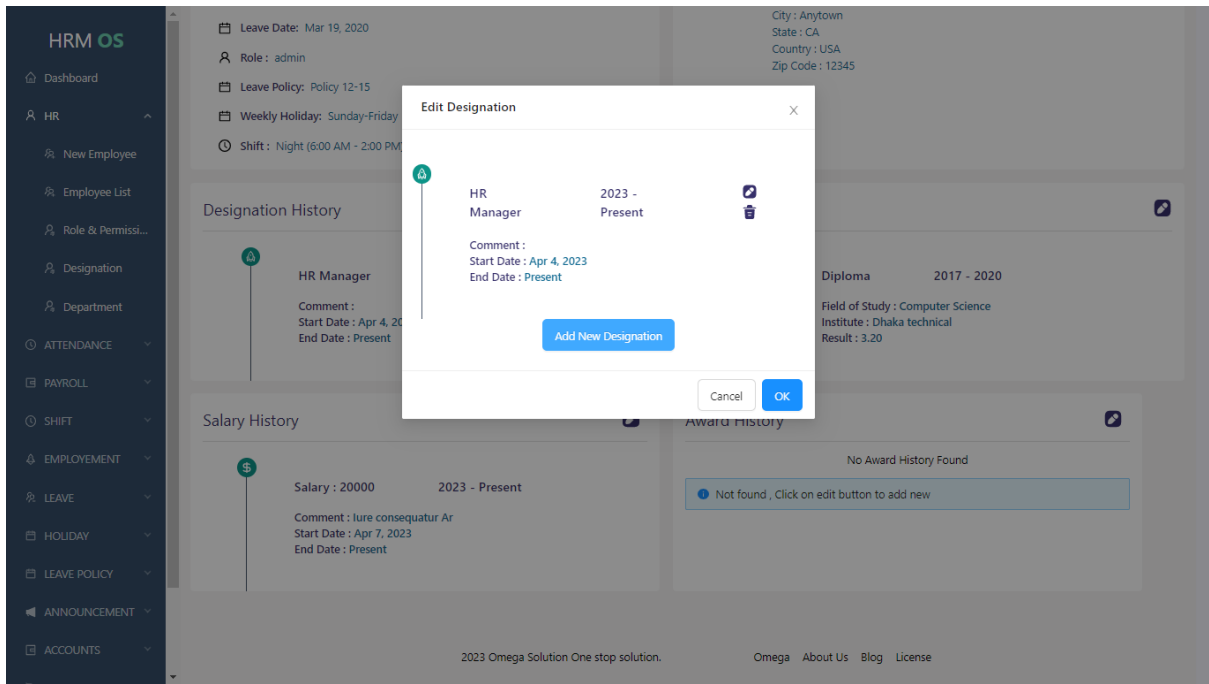
Award History

No Award History Found

Not found , Click on edit button to add new

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STEP 04 - Self attendance & Manual attendance

From the top right corner, the user can check in and check out by clicking the button. If anyone forgets to do self-attendance then the HR person can manage the manual attendance. You can also see the attendance list, work hours, and status by filtering any date range.

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Attendance

My Attendance

PAYROLL

SHIFT

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Clock Out 06:01

Add Manual Attendance

Please fill Date and Time

User: Select User

Start Time: Select date Select time

End Time: Select date Select time

Comment: Comment

IP Address: 127.0.0.1

Add Attendance

Attendance List

01-04-2023 30-04-2023 SEARCH

Download CSV

Column Selected

ID	Name	In Time	Out Time	In Status	Out Status	Total Hour	Punch By
1	omega solution	05-04-2023, 1:29 AM	07-04-2023, 1:29 AM	NONE	NONE	48.001	omega solution
2	omega solution	05-04-2023, 1:20 AM	05-04-2023, 4:25 AM	LATE	EARLY	2.917	omega solution

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Attendance List

01-04-2023 30-04-2023 SEARCH

Download CSV

Column Selected

ID	Name	In Time	Out Time	In Status	Out Status	Total Hour	Punch By
1	omega solution	05-04-2023, 1:29 AM	07-04-2023, 1:29 AM	NONE	NONE	48.001	omega solution
2	omega solution	05-04-2023, 1:30 AM	05-04-2023, 4:25 AM	LATE	EARLY	2.917	omega solution
3	omega solution	05-04-2023, 4:25 AM	05-04-2023, 4:25 AM	LATE	EARLY	0.002	omega solution
4	omega solution	05-04-2023, 4:29 AM	05-04-2023, 12:39 PM	LATE	EARLY	8.168	omega solution
5	omega solution	05-04-2023, 12:47 PM	05-04-2023, 1:31 PM	LATE	EARLY	0.73	omega solution
6	omega solution	05-04-2023, 1:33 PM	05-04-2023, 1:52 PM	LATE	EARLY	0.32	omega solution
7	omega solution	05-04-2023, 1:57 PM	05-04-2023, 1:58 PM	NONE	NONE	0.004	omega solution
8	omega solution	12-04-2023, 1:59 PM	12-04-2023, 1:59 PM	NONE	NONE	0.001	omega solution
9	omega solution	28-04-2023, 1:59 PM	28-04-2023, 1:59 PM	NONE	NONE	0.001	omega solution
10	omega solution	12-04-2023, 2:00 PM	13-04-2023, 2:00 PM	NONE	NONE	24.001	omega solution
11	omega solution	20-04-2023, 2:00 PM	21-04-2023, 2:00 PM	NONE	NONE	24.001	omega solution
12	omega solution	10-04-2023, 3:00 AM	01-01-1970, 6:00 AM	NONE	NONE	466965	omega solution
14	omega solution	11-04-2023, 5:00 AM	01-01-1970, 6:00 AM	NONE	NONE	466991	omega solution
15	omega solution	06-04-2023, 12:19 PM	Invalid date	LATE	NONE	Not Checked	omega solution

STEP 05 - Payroll & Payslip

You can generate month-wise payroll and by making necessary changes you can then generate the payslip. All the details regarding workdays, workhour, holidays, salary, bonuses, and deduction-related data will be available on the payslip. All the calculations will be generated automatically.

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Clock Out 06:08

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Select Month : 4Select Year : 2023

Column SelectedDownload CSV

	ID	Name	Salary	Salary Payable	Bonus	B-Comment	Deduction	D-Comment	Working Hours	Total Payable
+	1	omega solution	50000	45000	2000	performanc	500	missing	934064.15 hours	46500
+	2	Garth Carr	20000	0	0	comment	0	comment	0.00 hours	0
+	3	rakib hasan	30000	0	0	comment	0	comment	0.00 hours	0

<1>

Genrate Payslip

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Clock Out 06:08

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Select Month : 4Select Year : 2023

Column SelectedDownload CSV

	ID	Name	Salary	Salary Payable	Bonus	B-Comment	Deduction	D-Comment	Working Hours	Total Payable
	1	omega solution	50000	152.17	2000	overtime	500	poor perfor	934064.15 hours	834067088.65
<div><div>Paid Leave : 11Unpaid Leave : 0</div><div>M-Holiday :20P-Holiday : 3</div><div>Work Day : 7Shift W.H : 8</div><div>Month W.H : 56H Salary : 892.86</div></div>										
+	2	Garth Carr	20000	0	0	comment	0	comment	0.00 hours	0
+	3	rakib hasan	30000	0	0	comment	0	comment	0.00 hours	0

<1>

Genrate Payslip

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Clock Out 06:08

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Select Month :

Select month

 Select Year :

Select year

 PAID UNPAID SEARCH

Column Selected

 Download CSV

ID	Name	Salary	Month	Year	bonus	bonusComment	deduction	deductionComment	Total	Working Hours	Status	Action
1	omega solution	40000	Apr	2023	2000	overtime	500	poor perform		0.70 hours	UNPAID	Payment

<

1

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Clock In

Print Payslip

SALARY SLIP

MY COMPANY
My Email
My Phone

OMEGA SOLUTION
demo@demo.com
+800777877787

Salary: \$ 40000
Work Day: 23
Working Hour: 0.7 Hours

Payslip for: April, 2023
Created at: Apr 5, 2023
Status: PAID

Earnings

Salary Payable
Bonus : overtime

\$ 152.17
\$ 2000

Total Earnings
\$ 2152.17

Deductions

Deduction : poor perform

\$ 500

Total Deduction
\$ 500

Total Earnings : \$ 2152.17
Total Deduction : \$ 500
Total Payable Salary : \$ 1652.17

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Print

2 pages

Destination

Save as PDF

Pages

All

Layout

Portrait

More settings

Save Cancel

SALARY SLIP

MY COMPANY
My Email
My Phone

OMEGA SOLUTION
demo@demo.com
+800777877787

Salary: \$ 40000
Work Day: 23
Working Hour: 0.7 Hours

Payslip for: April, 2023
Created at: Apr 5, 2023
Status: PAID

Earnings

Salary Payable
Bonus : overtime

\$ 152.17
\$ 2000

Total Earnings
\$ 2152.17

Deductions

Deduction : poor perform

\$ 500

Total Deduction
\$ 500

Total Earnings : \$ 2152.17
Total Deduction : \$ 500
Total Payable Salary : \$ 1652.17

STEP 06 - Shift & Employment status manage

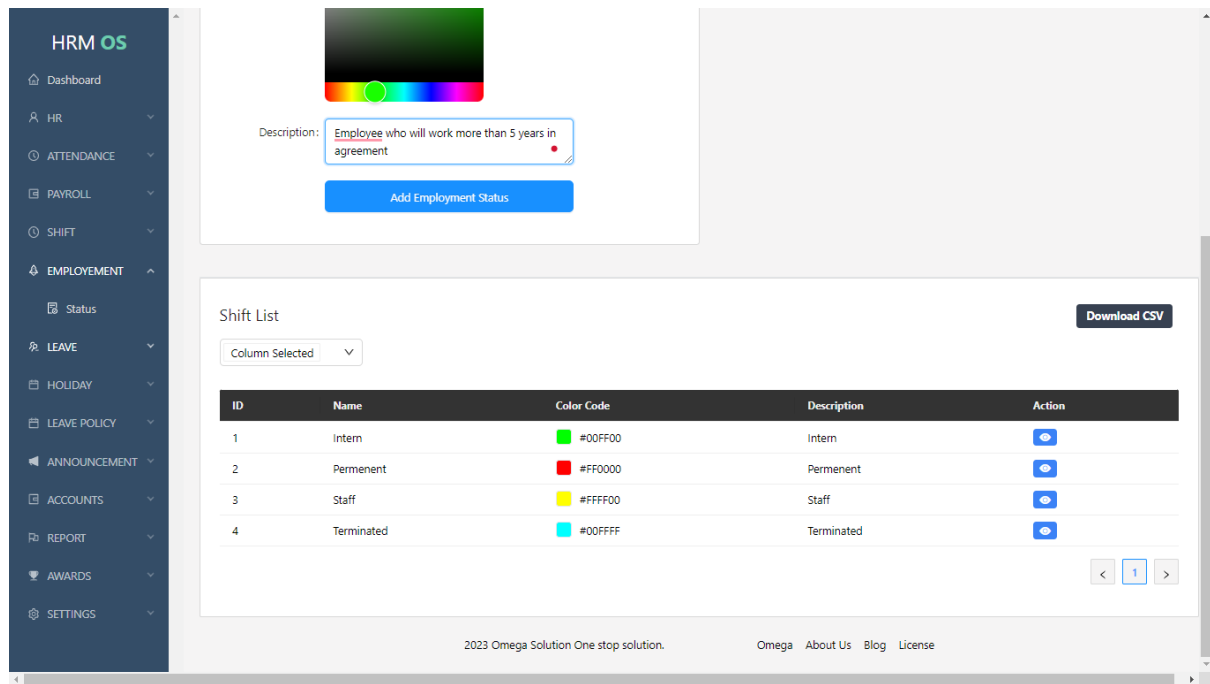
You can create shift defining the time and assign the shift to an employee. Also, you can create Employment status and assign the status to an employee. The shift will be used for calculating employees' daily workhour and then monthly workhour.

The screenshot shows the HRM OS interface with a sidebar menu on the left. The main content area is titled 'Add shift'. It contains three input fields: 'Name' (required), 'Start Time' (required, with a time picker), and 'End Time' (required, with a time picker). Below these fields is a blue button labeled 'Add New Shift'. Below the form is a 'Shift List' section with a 'Download CSV' button and a table. The table has columns for ID, Name, Start Time, End Time, and Action. It lists three shifts: 1 (Morning, 02:00 PM to 10:00 PM), 2 (Evening, 10:00 PM to 06:00 AM), and 3 (Night, 06:00 AM to 02:00 PM). Each row has an eye icon in the Action column.

ID	Name	Start Time	End Time	Action
1	Morning	02:00 PM	10:00 PM	
2	Evening	10:00 PM	06:00 AM	
3	Night	06:00 AM	02:00 PM	

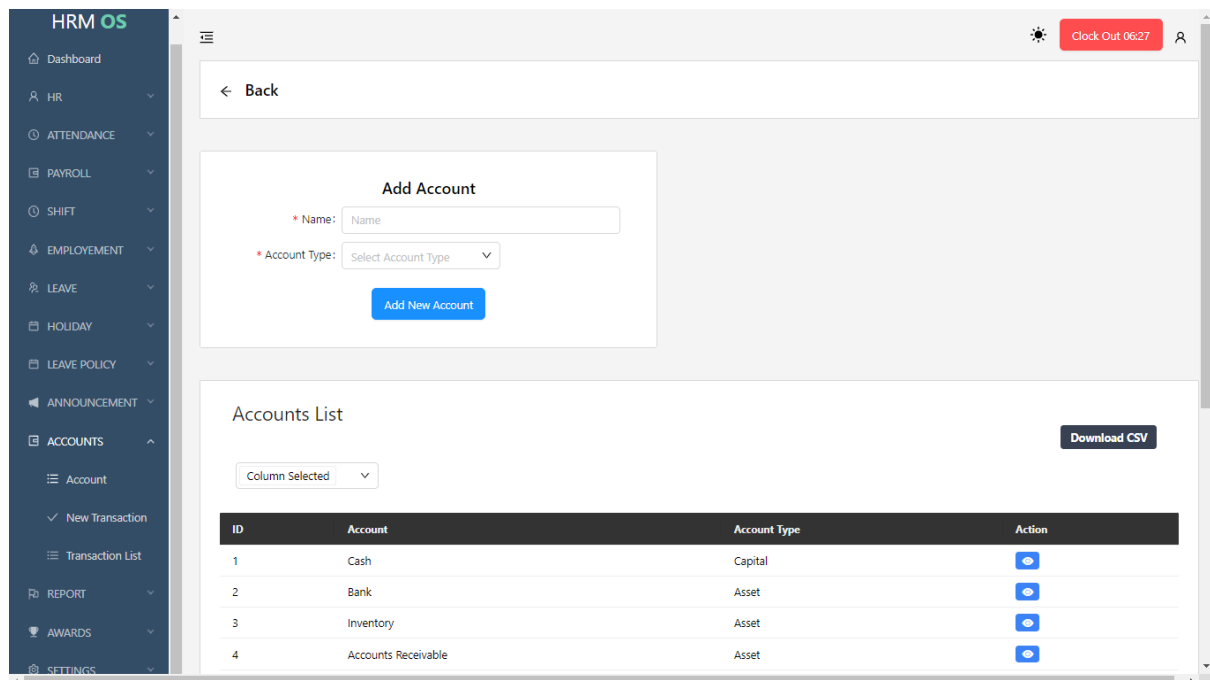
The screenshot shows the HRM OS interface with a sidebar menu on the left. The main content area is titled 'Add Employment Status'. It contains three input fields: 'Name' (required, with the value 'Permanant'), 'Color Code' (required, with the value '#35db21'), and a color picker. Below the color picker is a red 'Close' button. Below the color picker is a text area for 'Description' with the value 'Employee who will work more than 5 years in agreement'. Below the text area is a blue button labeled 'Add Employment Status'. Below the form is a 'Shift List' section with a 'Download CSV' button and a table. The table is empty.

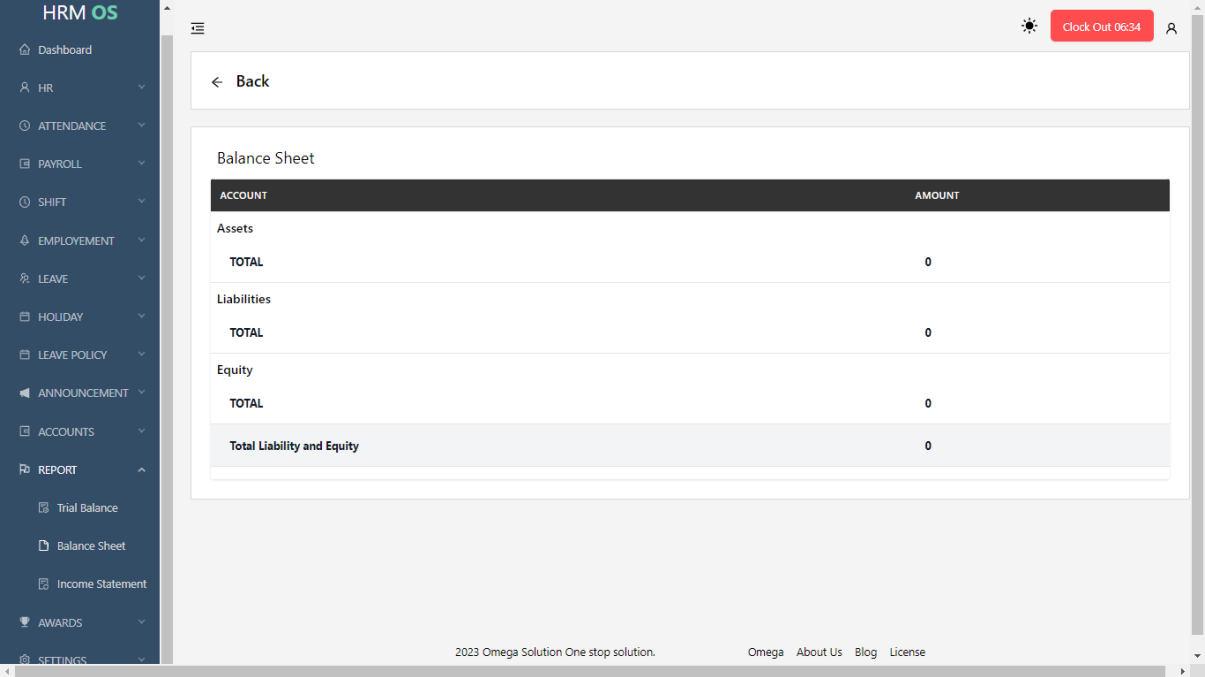
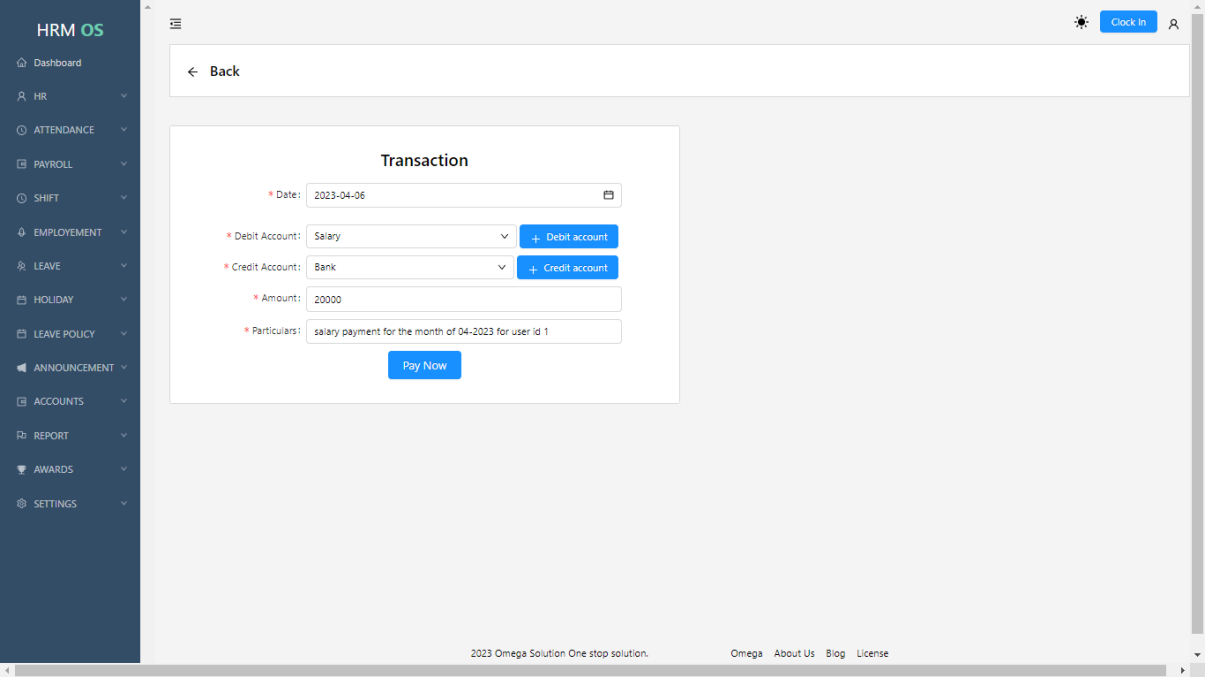
ID	Name	Start Time	End Time	Action
----	------	------------	----------	--------



STEP 07 - Accounts, Transactions, Financial Statements

You can also create accounts and make transactions. All your salary payment transaction and other expenses will show up here with account wise balance. Also can see your financial statements etc.





STEP 08 - Self leave application and Leave application management

Employees can apply for leave application mentioning the date, reason, and leave type (paid/unpaid). Then HR person can review the leave and accept or reject the application.

The image displays two screenshots of the HRM OS web application interface.

Top Screenshot: Application for Leave

The interface shows a sidebar menu on the left with options: Dashboard, HR, ATTENDANCE, PAYROLL, SHIFT, EMPLOYMENT, LEAVE (selected), HOLIDAY, LEAVE POLICY, ANNOUNCEMENT, ACCOUNTS, REPORT, and AWARDS. The main content area is titled "Application for Leave" and contains a form with the following fields:

- Leave Type: PAID (dropdown menu)
- Start Date: 2023-04-06 (calendar icon)
- End Date: 2023-04-10 (calendar icon)
- Submit Leave (blue button)

The footer of the application shows "2023 Omega Solution One stop solution." and links for Omega, About Us, Blog, and License.

Bottom Screenshot: Leave Applications

The interface shows the same sidebar menu. The main content area is titled "Leave Applications" and includes a "Download CSV" button, a filter for "ALL" (green button), and filters for "Accepted" (red button) and "Pending" (red button). A table displays the list of leave applications:

ID	Name	Leave Type	Leave From	Leave To	Leave Duration	Status	Action
1	omega solution	PAID	05-04-2023	11-04-2023	6 days	ACCEPTED	
2	omega solution	PAID	06-04-2023	12-04-2023	4 days	ACCEPTED	
3	omega solution	PAID	05-04-2023	06-04-2023	1 day	ACCEPTED	
4	omega solution	UNPAID	05-04-2023	07-04-2023	2 days	REJECTED	

Below the table, there is a pagination control showing "1" of 20 pages.

The footer of the application shows "2023 Omega Solution One stop solution." and links for Omega, About Us, Blog, and License.

HRM OS
⌵
Clock Out 06:25 ⌵

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Leave Application #4

Name : OMEGA SOLUTION
Leave Type : UNPAID
Leave From : 05-04-2023
Leave To : 07-04-2023
Leave Duration : 2
Leave Reason : No reason
Leave Status : REJECTED
Leave Acceted From : 05-04-2023
Leave Acceted To : 07-04-232023
Leave Acceted By : undefined undefined
Review Comment : No comment
Attachment : No Attachment

[Review Leave](#)

STEP 09 - Leave policy, Weekly Holiday, and Public holiday

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PAYROLL

SHIFT

EMPLOYMENT

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HOLIDAY

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Add Leave Policy

* Name: Yearly P15-U20

* Paid Leave: 15

* Unpaid Leave: 20

Add New Policy

Leave Policy List

Download CSV

Column Selected

ID	Name	Total Paid Leave	Total Unpaid Leave	Action
1	Policy 8-15	8	15	👁
2	Policy 12-15	12	15	👁
3	Policy 15-15	15	15	👁

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Add Weekly Holiday

* Name: Saturday-Thursd

* Start Day: Saturday

* End Day: Thursday

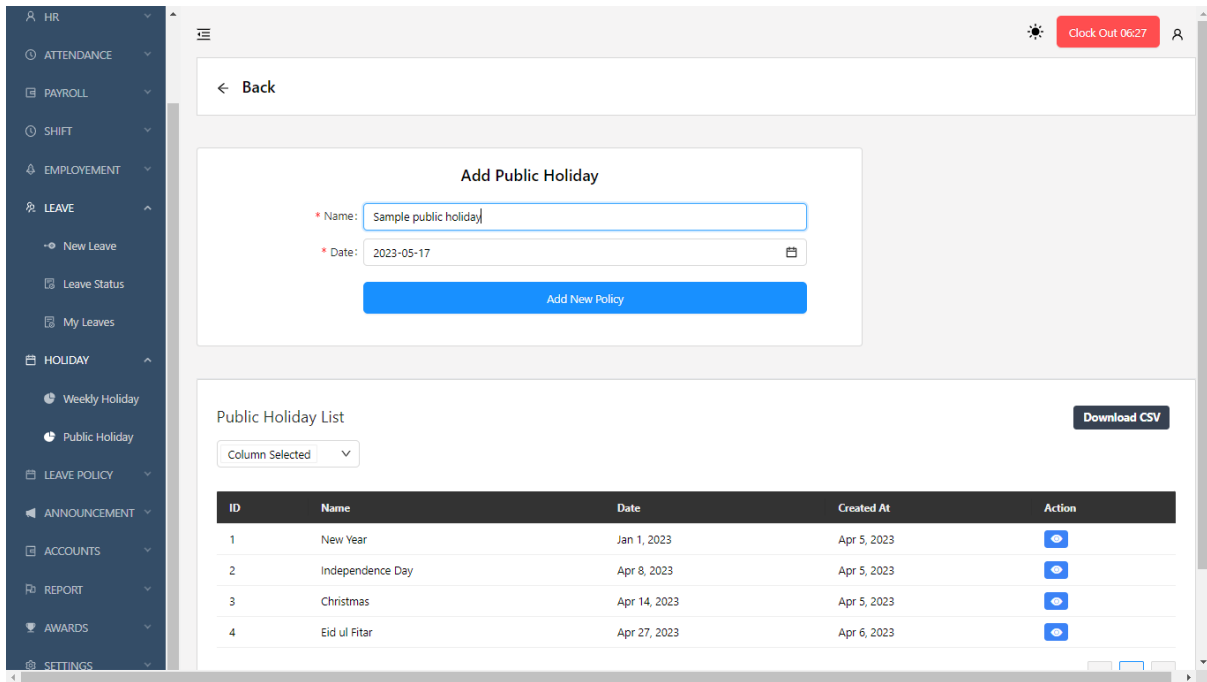
Add New Policy

Weekly Holiday List

Download CSV

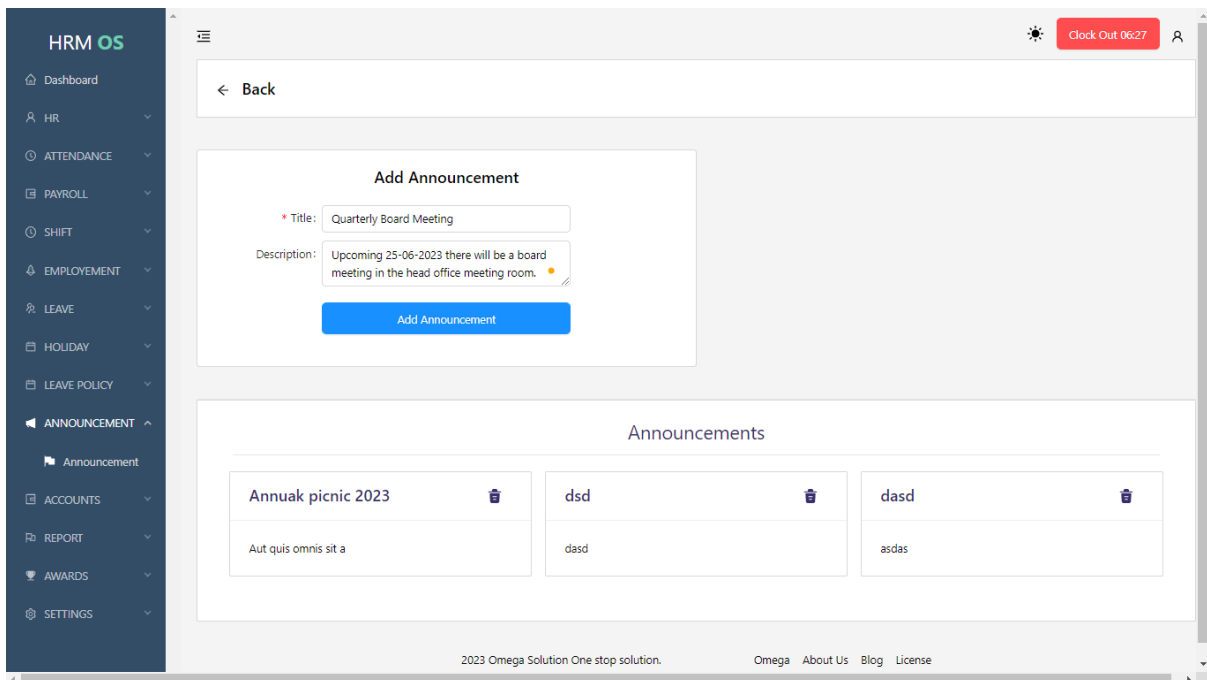
Column Selected

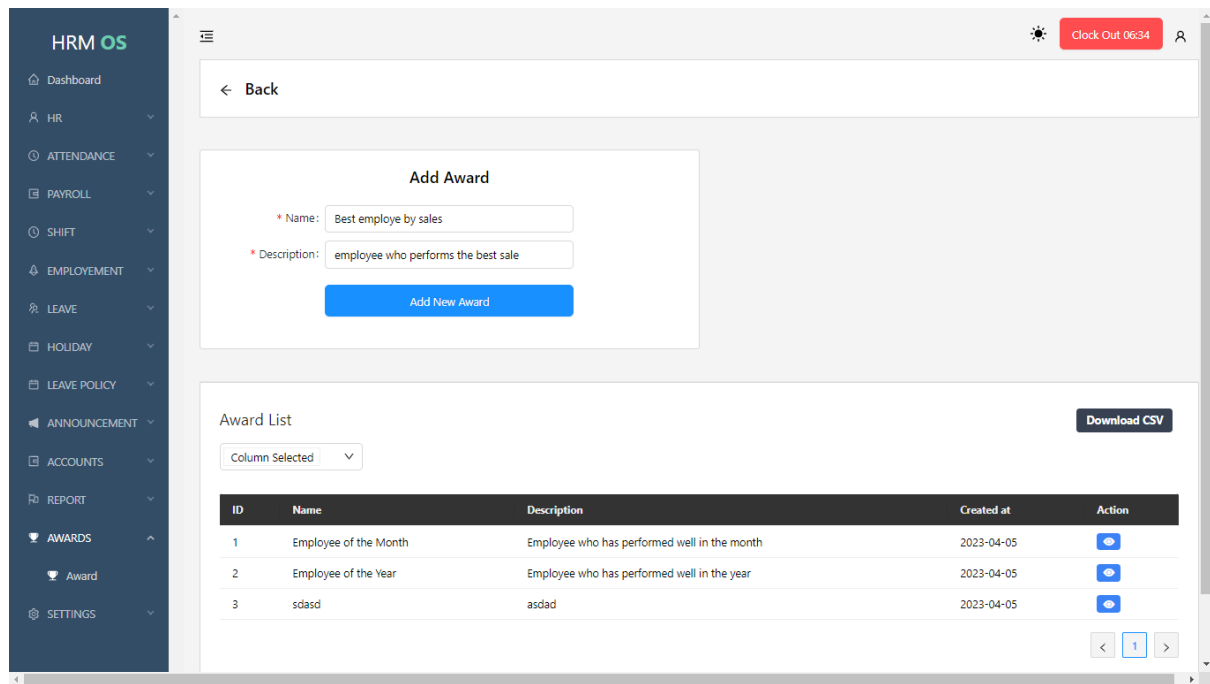
ID	Name	Start Day	End Day	Action
1	Saturday-Sunday	Saturday	Sunday	👁
2	Sunday-Friday	Sunday	Friday	👁



STEP 10 - Announcements and Awards management

You can create announcements for the employee which will show up in the dashboard. Also, you can create awards and assign awards to employees.





Please email us if you need any help with using the application. We will assist you as soon as possible and in most cases within 1 day. Customer satisfaction is the most important thing that we care about.

CONTACT INFORMATION:

Website: solution.omega.ac

Email: solution@omega.ac