



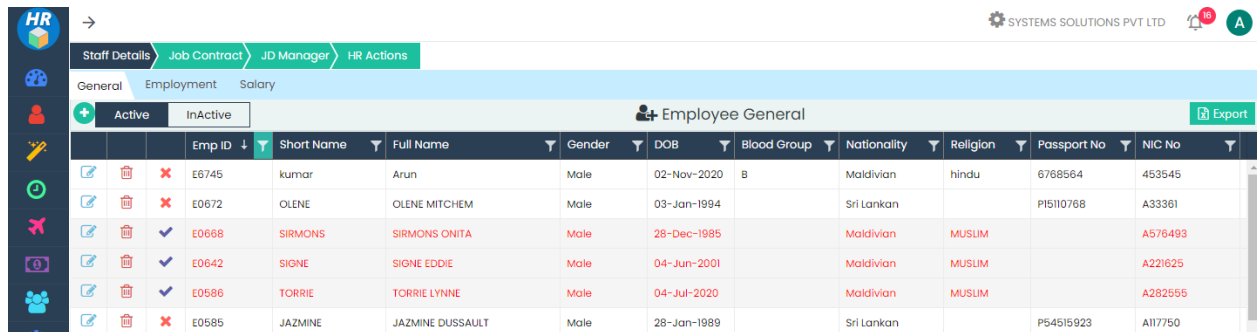
HR-METRICS

HRIS & ACTIONS

STAFF DETAILS






GENERAL

Here you can view the general details about the employees such as Personal and Contact details. The Inactive tab used to show the details of Terminated/ Resigned employees.



| | | | Emp ID | Short Name | Full Name | Gender | DOB | Blood Group | Nationality | Religion | Passport No | NIC No |
|--|--|--|--------|------------|------------------|--------|-------------|-------------|-------------|----------|-------------|---------|
| | | | E6745 | kumar | Arun | Male | 02-Nov-2020 | B | Maldivian | hindu | 6768564 | 453545 |
| | | | E0672 | OLENE | OLENE MITCHEM | Male | 03-Jan-1994 | | Sri Lankan | | P15110768 | A33361 |
| | | | E0668 | SIRMONS | SIRMONS ONITA | Male | 28-Dec-1985 | | Maldivian | MUSLIM | | A576493 |
| | | | E0642 | SIONE | SIONE EDDIE | Male | 04-Jun-2001 | | Maldivian | MUSLIM | | A221625 |
| | | | E0586 | TORRIE | TORRIE LYNN | Male | 04-Jul-2020 | | Maldivian | MUSLIM | | A282555 |
| | | | E0585 | JAZMINE | JAZMINE DUSSAULT | Male | 28-Jan-1989 | | Sri Lankan | | P54515923 | A117750 |

Steps:

1. HRIS & Actions > Staff Details > General
2. To add a new employee, click on " " button
3. By clicking on " " button to edit the employee details
4. By clicking on " " to delete your employee record, if needed.
5. To verify the staff General details, click  and click  to un-verify the record
6. Also, you can export the list into the .xls file by using "Export".

Note: The Approval rights should be enabled from the User Rights Management > User Groups

EMPLOYMENT

Employment page is used to view the employee's Job/ Hiring details. This page includes Job Offer Details, Attendance/ Holiday details and Workhour details. You can export the employment detailed list into the excel sheet.

Attendance / Holidays, Workhour details can be configured by the Section wise in control panel. Once you entered General Details of employee, the page will navigate to Employment Details.

The screenshot displays the HRIS Employment page for employee RUTTEN GLADYS - E0001. The page is divided into three main sections: Job Offer Details, Attendance / Holidays, and Work Hours Details.

Job Offer Details:

- Division: Head Office
- Department: Management
- Section: Management
- Designation: Managing Director
- Superior: TORRIE - E0005
- Level: Management
- Leave Policy: hr
- Date of Join: 01-Jun-2004
- Employment Type: Permanent
- WorkSite:
- Contract (months):
- Notice Period (days): 0
- Probation (months): 0
- Probation Category:
- Profession (MIRA):
- ☐ Pension ☒ Long Term Service ☐ Service Charge ☐ Compensation Leave ☐ Holiday Allowance ☒ Payroll Applicable

Attendance / Holidays:

- Public Holiday:
- Government Holiday: Working Day
- Week Off 1: Friday
- Week Off 1 Policy: Holiday
- Week Off 2: Saturday
- Week Off 2 Policy: Holiday
- Working Hour Type: Fixed
- Late Leniency (mins): 0
- No. of Tickets (Per Year): 0
- ☐ Over Time

Work Hours Details:

| | Start Time | End Time | Mln. Work Hours/Day | Break | Required Punches |
|--------------------|------------|----------|---------------------|-------|------------------|
| Normal Days | 08:30 | 17:00 | 07:00 | 01:30 | 0 |
| Government Holiday | 09:00 | 15:00 | 00:30 | 01:00 | 2 |

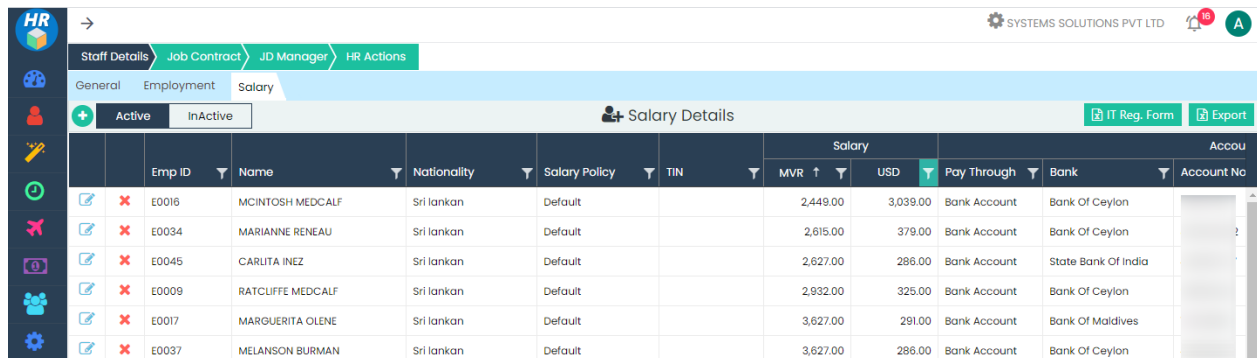
Steps:

1. Select Job Offer details from the drop down list (Division, Department, Section, Designation, Leave Policy can be created in Control Panel)
2. Provide the Attendance and Holiday details.
3. Provide Work Hours Details.
4. Click Save & Continue.

SALARY DETAILS




Configure the salary details for every employee by selecting the salary policy and the enter the salary Details

Note: The Salary policy should be created from Control Panel > Salary Panel > Salary Policies



| | | Emp ID | Name | Nationality | Salary Policy | TIN | Salary | | Pay Through | Bank | Account No |
|--|--|--------|-------------------|-------------|---------------|-----|----------|----------|--------------|---------------------|------------|
| | | | | | | | MVR | USD | | | |
| | | E0016 | MCINTOSH MEDCALF | Sri lankan | Default | | 2,449.00 | 3,039.00 | Bank Account | Bank Of Ceylon | |
| | | E0034 | MARIANNE RENEAU | Sri lankan | Default | | 2,615.00 | 379.00 | Bank Account | Bank Of Ceylon | |
| | | E0045 | CARLITA INEZ | Sri lankan | Default | | 2,627.00 | 286.00 | Bank Account | State Bank Of India | |
| | | E0009 | RATCLIFFE MEDCALF | Sri lankan | Default | | 2,932.00 | 325.00 | Bank Account | Bank Of Ceylon | |
| | | E0017 | MARGUERITA OLENE | Sri lankan | Default | | 3,627.00 | 291.00 | Bank Account | Bank Of Maldives | |
| | | E0037 | MELANSON BURMAN | Sri lankan | Default | | 3,627.00 | 286.00 | Bank Account | Bank Of Ceylon | |

Steps:

1. Go to Staff Details > Salary
2. Click on + to enter the Salary Details
3. By clicking on " " button to edit the salary details.
4. Need to approve the salary record, after updating the salary details.
 - a. To approve 
 - b. To unapproved 
5. By click " Export" to get the data in .xls format

Get Employee Report – You can print the employee report from Staff Details > Preview page > Print

Quick Links

- Profile
- Employment
- Salary
- Dependants

JEREMY VERA - E0053
FINI O-8

7230081
jeremy.vera@office.com

MALDIVIAN
MUSLIM

Passport No:
NIC No: A792626

Employment

| Entity | Division | Department | Section |
|------------------------------------|-------------------------|--------------------|-----------|
| Systems Solutions Pvt Ltd | Head Office | Logistics | Marketing |
| Designation Junior Officer Gr.2 | Leave Policy General | DOJ 16-Oct-2004 | |

| Public Holiday | Gov. Holiday | Week Off | Week Off 1 Policy | Week Off 2 | Week Off 2 Policy |
|-----------------------|-------------------|--------------------------|----------------------|--------------------|-----------------------|
| Holiday | Working Day | Friday | Holiday | | |
| Start Time 07:30 | End Time 16:30 | Min. Work Hours 08:00 | Break 01:00 | Att. Leniency 0 | Required Punches 4 |
| Working Type Fixed | Over Time Yes | Pension Yes | Service Charge No | Comp. Leave No | |

JOB CONTRACT

Job contract page is used to create the Contract records for the employees. This page includes the contract details, contract reports etc.,

Job Contract

Active InActive


| | | | | | Emp ID | Name | Ref. No | DOJ | Contract Start | Contract End | Contract Period | Verified By |
|--|--|--|--|--|--------|--------------------|----------------|-------------|----------------|--------------|----------------------|-------------|
| | | | | | E0003 | PARTIN LEILA | CNT-21-0000001 | 02-Feb-2006 | 20-Jan-2021 | 20-Jan-2023 | 2 year(s) 1 day(s) | Admin - 000 |
| | | | | | E0003 | PARTIN LEILA | CNT-20-0000001 | 02-Feb-2006 | 19-Dec-2020 | 19-Dec-2022 | 2 year(s) 1 day(s) | Admin - 000 |
| | | | | | E0003 | PARTIN LEILA | CNT-20-0000001 | 02-Feb-2006 | 09-Sep-2020 | 09-Sep-2022 | 2 year(s) 1 day(s) | Admin - 000 |
| | | | | | E0023 | CARLITA CARBONELL | CNT-20-0000001 | 11-Aug-2017 | 01-Jun-2020 | 01-Aug-2020 | 2 month(s) 1 day(s) | |
| | | | | | E0030 | RENEAU FAUSTINA | CNT-21-0000001 | 16-Aug-2019 | 04-Jan-2021 | 04-Jan-2023 | 2 year(s) 1 day(s) | Admin - 000 |
| | | | | | E0031 | MEDCALF BATES | CNT-20-0000001 | 18-Aug-2019 | 06-May-2020 | 05-Apr-2021 | 11 month(s) | Admin - 000 |
| | | | | | E0032 | MCFARLING CLAUDINE | CNT-19-0000000 | 07-Nov-2014 | 15-Oct-2019 | 15-Aug-2020 | 10 month(s) 1 day(s) | |


Un-Verified Expired Expire in 30 days

Steps:

1. Access Job Contract
2. Click on +
3. Search and select employee from the drop down and provide the following details:


- a. Contract Start Date
 - b. Period (In Months) – Provide the contract period
 - c. Contract Expired Date
4. Click "Save"
 5. To Extend – Click [Extend](#) and provide the Extend contract details

EXTEND CONTRACT - CNT-20-0000001


Contract Start Date


Period (In Months)

Contract End Date

 Save

6. Click [History](#) to view all the old Contract records against the employee

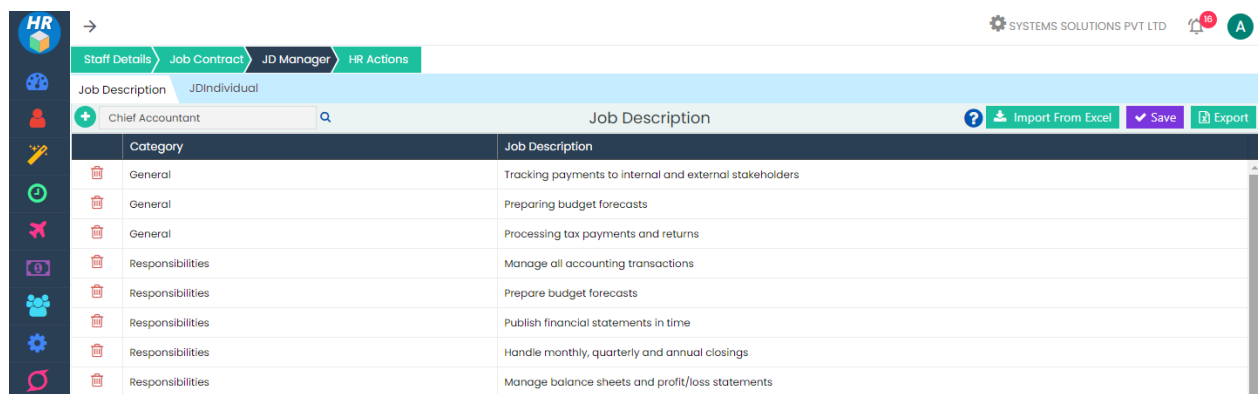
| CONTRACT HISTORY - CARLITA CARBONELL - E0023  | | | | | | |
|--|----------------|-------------|----------------|--------------|-----------------|--|
| | Ref. No | DOJ | Contract Start | Contract End | Contract Period | |
|  | CNT-20-0000001 | 11-Aug-2017 | 01-Jun-2020 | 30-Jun-2020 | 1 month(s) | |
|  | CNT-21-0000002 | 11-Aug-2017 | 01-Jul-2020 | 31-Jul-2020 | 1 month(s) | |
|  | CNT-21-0000003 | 11-Aug-2017 | 01-Aug-2020 | 31-Dec-2020 | 5 month(s) | |

JD MANAGER

JD Manager allows to organize job descriptions also you can assign them to the employees based by the designation as well individuals!

Steps:

1. Go to JD Manager
2. Search and select the designation to add descriptions
3. Click “+”
4. Add Category and Description of the selected job designation
5. Click “Save”

**Import from Excel**

Easy import option to upload the bulk descriptions within a single move!

- Just click on “?” to download the upload template
- Fill the respective columns in a downloaded template and save the template
- Now, click on “Import from Excel” to search and select the file to import

| | A | B | C | D | E | F |
|----|-------------|------------|---------|------------------|------------------|---|
| 1 | Division | Department | Section | Designation | Category | JobDescription |
| 2 | Head Office | Accounts | Finance | Chief Accountant | General | Tracking payments to internal and external stakeholders |
| 3 | Head Office | Accounts | Finance | Chief Accountant | General | Preparing budget forecasts |
| 4 | Head Office | Accounts | Finance | Chief Accountant | General | Processing tax payments and returns |
| 5 | Head Office | Accounts | Finance | Chief Accountant | Responsibilities | Manage all accounting transactions |
| 6 | Head Office | Accounts | Finance | Chief Accountant | Responsibilities | Prepare budget forecasts |
| 7 | Head Office | Accounts | Finance | Chief Accountant | Responsibilities | Publish financial statements in time |
| 8 | Head Office | Accounts | Finance | Chief Accountant | Responsibilities | Handle monthly, quarterly and annual closings |
| 9 | Head Office | Accounts | Finance | Chief Accountant | Responsibilities | Manage balance sheets and profit/loss statements |
| 10 | Head Office | Accounts | Finance | Chief Accountant | Responsibilities | Report on the company's financial health and liquidity |

HR ACTIONS

HR Action dashboard helps to perform actions like Dislodgment, Admonition, Suspension, Separations

Dislodgment

Dislodgment is a process of applying actions like Increment, Transfer, Promotion, Demotion, and Employment Change.

1. Select an employee from the dropdown list.
2. Fill in the following details:
 - a. Action Type
 - b. Effective From – The changes will be applied from the effective date
 - c. Job Offer Details
 - d. Attendance / Holiday
 - e. Salary Details
3. Click “Save”

SARA IBRAHIM – 283

✓ Save
✗ Cancel

EmployeeID
IBRAHIM – 283

Action Type
INCREMENT

Effective From
11-Mar-2019

Job Offer Details

Entity
HEAD OFFICE

Division
HEADOFFICE

Department
HUMAN RESOURCE

Section
VISA & TICKETING

Designation
MANAGER VISA AND TICKETING

Category
MANAGEMENT

Superior
SUZAN – 0001

Attendance / Holidays

Public Holiday
Holiday

Government Holiday
Working Day

Week Off Type
Static

Week Off 1
Friday

Week Off 2

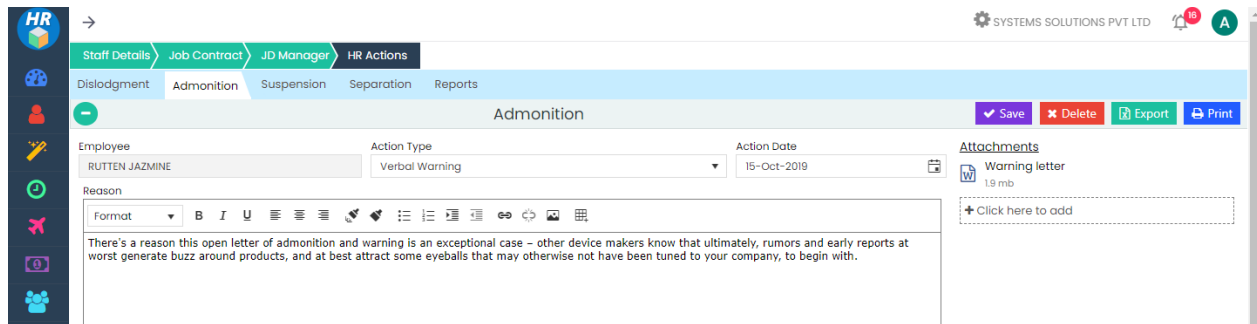
Week Off 2 Policy

Working Hour Type
Flexible

| Work Hours Details | Start Time | Work Hours/Day | Min. Work Hours/Day | Break | Att Leniency (mins) | Required Punches |
|--------------------|------------|----------------|---------------------|-------|---------------------|------------------|
| Normal Days | 08:30 | 08:00 | 08:00 | 00:00 | 30 | 2 |
| Half Day | 00:00 | 00:00 | 00:00 | 00:00 | 0 | 0 |
| Gov. Holiday | 00:00 | 00:00 | 00:00 | 00:00 | 0 | 0 |

Admonition

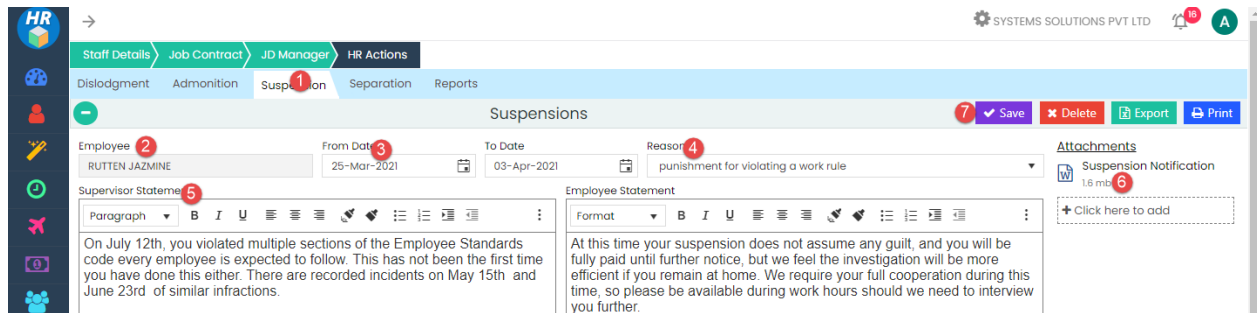
A notice of reprimand called Admonition that is issued for the (mis)conduct of an employee.

The screenshot shows the 'Admonition' form in the HRIS system. The top navigation bar includes 'Staff Details', 'Job Contract', 'JD Manager', and 'HR Actions'. The 'Admonition' tab is selected. The form fields include 'Employee' (RUTTEN JAZMINE), 'Action Type' (Verbal Warning), and 'Action Date' (15-Oct-2019). The 'Reason' field contains a text area with a rich text editor toolbar. The 'Attachments' section shows a file named 'Warning letter' (1.9 mb) and a '+ Click here to add' button. The bottom of the form has 'Save', 'Delete', 'Export', and 'Print' buttons.

1. Select an employee from the dropdown list
2. Provide Action Type, Action Date and Reason of the admonition.
3. Attachments – To upload the statement or report which is relevant to the Admonition
4. Click on "Save"

Suspension

An employee who needs to be suspended should be created from system by using Suspension module. The salary for the suspended period will be deducted which is based on the Allowance deduction settings

The screenshot shows the 'Suspensions' form in the HRIS system. The top navigation bar includes 'Staff Details', 'Job Contract', 'JD Manager', and 'HR Actions'. The 'Suspension' tab is selected. The form fields include 'Employee' (RUTTEN JAZMINE), 'From Date' (25-Mar-2021), 'To Date' (03-Apr-2021), and 'Reason' (punishment for violating a work rule). The 'Supervisor Statement' and 'Employee Statement' fields contain text areas with rich text editor toolbars. The 'Attachments' section shows a file named 'Suspension Notification' (1.6 mb) and a '+ Click here to add' button. The bottom of the form has 'Save', 'Delete', 'Export', and 'Print' buttons.

1. Select an employee from the dropdown list
2. Provide From and To date, Reason, Supervisor Statement and Employee Statement.
3. Click on "Save".

Separation

Employee entry who needs to be terminated or resigned should fill his name with ID, last working day, action type, notice period, reason and save. The Full & Final settlement will be generated upto the last working day.

The screenshot shows the 'Resignation/Termination' form in the HRIS system. The form is divided into two main sections: a left-hand form area and a right-hand table area.

Form Fields (Left):

- Employee:** A dropdown menu showing 'MARIANNE - E0034'.
- Last Working Date:** A date picker showing '01-Apr-2021'.
- Action Type:** A dropdown menu showing 'RESIGNATION'.
- Notice Period:** A text input field showing '0' with a unit of '(days)'.
- Paid To:** A dropdown menu showing 'Employee'.
- Reason:** A text input field showing 'Resigned due to some personal reason'.

Table (Right):

| Emp ID | Name | Action Type | Last Working Date | Notice Period | Division |
|--------|-------------------|-------------|-------------------|---------------|-------------|
| E0004 | BARAHONA MELANSON | TERMINATION | 02-Jan-2021 | 0 | Head Office |
| E0007 | DUSSAULT LEILA | RESIGNATION | 28-Feb-2021 | 15 | Head Office |

1. Select an employee from the dropdown list
2. Provide Effective Date, Action Type, Notice Period and Reason.
 - a. Paid to: Employee -> The employee should work upto the notice period & the salary will be generated for those days
 - b. Paid to: Employer -> Salary deduction should be applied to the days of notice
3. Notice Period

4. Click on "Save".

Reports

The Employee Reports shows the general Information of employees and view the enabled features of the employee. Also, you can view the resigned date of the employee.

Reports are used to print the Reference letter , Bank letters and other employee related document.

| <div> Staff Details Job Contract JD Manager HR Actions </div> | | | | | | | | | | |
|---|----------------------------|-------------|-----------------------|-------------|--------------------|-----------------|---------|-------|--|--|
| <div> Dislodgment Admonition Suspension Separation Reports </div> | | | | | | | | | | |
| <div> + Print Reports Employee Reports Export </div> | | | | | | | | | | |
| Emp ID | Name | DOB | Designation | DOJ | Division | Department | Section | Pensi | | |
| 0001 | Budahika Sampath Bata... | 10-Aug-1977 | Chief Engineer | 01-Jul-2018 | You & Me by Cocoon | Engineering | ENG | | | |
| 0003 | Dulce Camille Sanchez Z... | 15-Jul-1991 | Senior HR Executive | 25-Nov-2018 | You & Me by Cocoon | Human Resources | HR | | | |
| 0004 | Lorenzo Benvenuti | 14-Aug-1971 | General Manager | 01-Dec-2018 | You & Me by Cocoon | Administration | ADM | | | |
| 0007 | Gallage Chandana Hem... | 22-Jul-1977 | Chief Accountant | 10-Dec-2018 | You & Me by Cocoon | Finance | FIN | | | |
| 0008 | Kantheeban Sathasivam | 06-Oct-1989 | Accountant | 10-Dec-2018 | You & Me by Cocoon | Finance | FIN | | | |
| 0009 | Hussain Shaniz | 18-Mar-1983 | Assistant Housekeeper | 13-Dec-2018 | You & Me by Cocoon | Housekeeping | HK | ✓ | | |
| 0010 | Berna Janice Arizala | 06-Dec-1992 | Commi | 16-Dec-2018 | You & Me by Cocoon | F&B Kitchen | FBK | | | |
| 0011 | Mohamed Shifaaq | 26-May-1984 | Excursion Executive | 16-Dec-2018 | You & Me by Cocoon | Administration | EXC | ✓ | | |