



# SUNU HRMS Operational Manual

Human Resources Management System for SUNU Assurances Liberia  
2025



## Introduction

This manual provides comprehensive guidance for using the Human Resources Management System (HRMS) developed for SUNU Assurances Liberia. The system is designed to streamline HR operations including recruitment, performance tracking, attendance, payroll, audit, notifications, analytics, and mobile API integration.

## System Overview

The HRMS is a web-based application built using FastAPI. It integrates multiple modules to manage various HR functions efficiently. The system supports real-time updates, secure authentication, and mobile accessibility.

## User Roles

The system supports multiple user roles including:

- Admin: Full access to all modules and configurations.
- HR: Manage recruitment, employee records, attendance, and performance.
- Finance: Handle payroll and petty cash.
- Auditor: Access audit logs and compliance reports.
- Employee: View personal records, payslips, and submit requests.

## Module Descriptions

1. Recruitment: Manage job postings, applications, and candidate evaluations.
2. Performance: Track employee goals, reviews, and feedback.
3. Attendance: Record daily attendance, leaves, and generate reports.
4. Payroll: Process salaries, deductions, and generate payslips.



5. Audit: Maintain logs of system activities for compliance.
6. Notifications: Send email alerts and system messages.
7. Analytics: Visualize HR metrics and KPIs.
8. Mobile API: Provide endpoints for mobile app integration.

## **Authentication & Security**

The system uses JWT-based authentication. Users must log in with valid credentials. Role-based access control ensures users can only access authorized modules.

## **Real-time Features**

WebSocket integration allows real-time updates for notifications, attendance tracking, and dashboard metrics.

## **Email Integration**

The system integrates with Gmail SMTP to send notifications, alerts, and verification emails.

## **File Management**

Users can upload and download documents such as resumes, payslips, and reports. Files are stored securely.

## **Troubleshooting**

1. Login Issues: Ensure correct credentials and check token expiration.
2. Email Not Sent: Verify SMTP settings and internet connectivity.
3. Module Access Denied: Check user role and permissions.
4. Database Errors: Ensure the database is running and connection settings are correct.



## **Best Practices**

- Regularly update user roles and permissions.
- Backup the database periodically.
- Monitor audit logs for suspicious activities.
- Use strong passwords and enable HTTPS in production.