

FEDERAL JUSTICE ORGAN PROFESSIONAL TRAINING
CENTER

WEB-BASED HUMAN RESOURCE MANAGEMENT SYSTEM

USER DOCUMENTATION

SIGNET IT SOLUTIONS PLC

5/8/2012

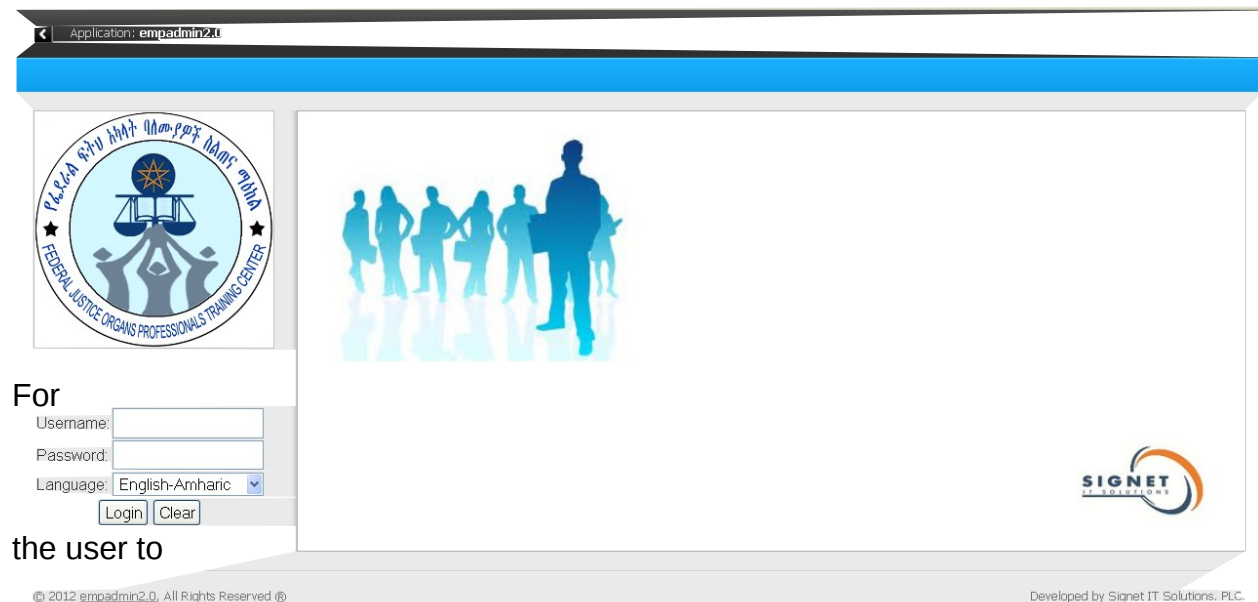
User Documentation manual for Federal Justice Organs Institute, May 10, 2012

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System Start Up

User must go to the Institute intranet <http://192.10.0.1/employeeadmin> to start the system and the main page for the Human Resource Management System would appear as shown below.



log into the system must use the **authorized user login Data.**

The user would be requested to provide his/ her:

1. E-mail Address
2. User Name and
3. Passsword respectively

After Submitting the valid login information, the following End User Main Page would be opened. The page contains all the functionalities Division Head, Department Heads, HR unit head need to report employee information. The End User's Main Page also provides report generation for employees detail report



Search

Searchs Employee by [First name, father name, grand father name, id number or pension number]

User Home

Admin Fields

Department

Division

Employee

HR Modules

Manage Account

Manage Role

Reports

System Language

User

Documents

Help

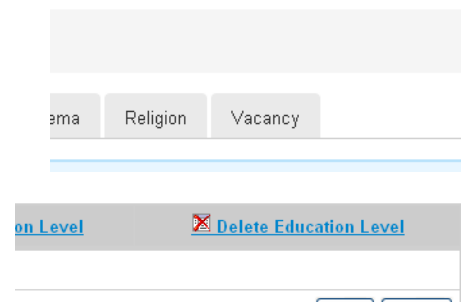
Managing Fields Module

This Module is used to manage the information that will be used in the look up table, such as, Education Level, Employee Type, Employment Type, Field of Study, Religion and so on.

The assigned system administrator by the Institute who has the all privileges to perform all functionalities of the system is responsible to manage this module.

To Manipulate the Administrator Fields:

- Click on the “**Admin Fields**” tab button and the following section would appear as shown in the figure below.
- Being in the opened section;
 - Click on the Education Level Link to Add, Edit, View, and Delete the Education level to be saved in the Look Up table.



Add Education Level View Education Levels Edit Education Level Delete Education Level	
List of Education Levels	
Ser.No	Education Level
1	10th Grade Complete
2	12th Grade Complete
3	Below grade 12
4	Degree
5	Diploma
6	Doctorate
7	Masters

User Manual: Human Resource Management System

[Add Education Level](#) [View Education Levels](#) [Edit Education Level](#) [Delete Education Level](#)

List of Education Levels

Ser.No	Education Level	Edit
1	10th Grade Complete	
2	12th Grade Complete	
3	Below grade 12	
4	Degree	
5	Diploma	
6	Doctorate	
7	Masters	

Education Level

[Add Education Level](#) [View Education Levels](#) [Edit Education Level](#) [Delete Education Level](#)

List of Education level

Ser.No	Education Level	Delete
1	10th Grade Complete	
2	12th Grade Complete	
3	Below grade 12	
4	Degree	
5	Diploma	
6	Doctorate	
7	Masters	

The page at http://127.0.0.1:8080 says:





Are you sure you want to delete this education level?







- Click on the **Employee Type** Link to Add, Edit, View, and Delete the Employee type to be saved in the Look Up table.







[Add Employee Type](#) [View Employee Types](#) [Edit Employee Type](#) [Delete Employee Type](#)

Employee Type

User Manual: Human Resource Management System

 Add Employee Type	 View Employee Types	 Edit Employee Type	 Delete Employee Type
List of Employee Types			
Ser.No	Employee Type		
1	Academic		
2	Administrative		

 Add Employee Type	 View Employee Types	 Edit Employee Type	 Delete Employee Type
List of Employee Types for edit			
Ser.No	Employee Type	Edit	
1	Academic		
2	Administrative		

 Add Employee Type	 View Employee Types	 Edit Employee Type	 Delete Employee Type
List of Employee type for delete			
Ser.No	Employee Type	Delete	
1	Academic		
2	Administrative		

User Manual: Human Resource Management System

- Click on the **Employment Type Link** to Add, Edit, View, and Delete the Employment Type to be saved in the Look Up table.

Education Level	Employee Type	Employment Type	Field of Study	Job	Kefele Ketema	Religion	Vacancy
+ Add Employee Type View Employee Types Edit Employee Type Delete Employee Type							
Employment Type <input type="text"/>							
<div>Add</div> <div>Clear</div>							

+ Add Employee Type View Employee Types Edit Employee Type Delete Employee Type	
List of Employment Types	
Ser.No	Employment Type
1	Contract Internal Budget
2	Contract Project Budget
3	Permanent

+ Add Employee Type View Employee Types Edit Employee Type Delete Employee Type		
List of Employment Types for edit		
Ser.No	Employment Type	Edit
1	Contract Internal Budget	
2	Contract Project Budget	
3	Permanent	

+ Add Employee Type View Employee Types Edit Employee Type Delete Employee Type		
List of Employment types for delete		
Ser.No	Employment Type	Delete
1	Contract Internal Budget	
2	Contract Project Budget	
3	Permanent	

User Manual: Human Resource Management System

[+ Add Employee Type](#) [View Employee Types](#) [Edit Employee Type](#) [Delete Employee Type](#)

List of Employment types for delete

Ser.No	Employment Type	Delete
1	Contract Internal Budget	
2	Contract Project Budget	
3	Permanent	

The page at http://127.0.0.1:8080 says:

Are you sure you want to delete this employment type?

OK Cancel

- Click on the **Field of Study** Link to Add, Edit, View, and Delete the Fields of Study to be saved in the Look Up table.

[+ Add Field of Study](#) [View Field of Studies](#) [Edit Field of Study](#) [Delete Field of Study](#)

Field of Study:

Add Clear

[+ Add Field of Study](#) [View Field of Studies](#) [Edit Field of Study](#) [Delete Field of Study](#)

List of Field of Studies

Ser.No	Field of Study
1	Accounting
2	Economics
3	Information Systems
4	Law
5	Library and Information Science
6	Management
7	Philosophy
8	Secretarial Science
9	Software Engineering

User Manual: Human Resource Management System

Ser.No	Field of Study	Edit
1	Accounting	
2	Economics	
3	Information Systems	
4	Law	
5	Library and Information Science	
6	Management	
7	Philosophy	
8	Secretarial Science	
9	Software Engineering	

Employee Type:

Ser.No	Field of Study	Delete
1	Accounting	
2	Economics	
3	Information Systems	
4	Law	
5	Library and Information Science	
6	Management	
7	Philosophy	
8	Secretarial Science	
9	Software Engineering	

The page at http://127.0.0.1:8080 says:

Are you sure you want to delete this field of study?

- Click on the **Job Link** to Add, Edit, View, and Delete the different jobs types be saved in the Look Up table.

Job Title:

Job Classification:

Job Classification Number:

Job Description:

User Manual: Human Resource Management System

[Add Job](#)
[View Jobs](#)
[Edit Job](#)
[Delete Job](#)
[Add Pay Grade](#)
[View Pay Grades](#)
[Edit Pay Grade](#)
[Delete Pay Grade](#)

List of Jobs

Ser.No	Job Title	Job Classification	Job Classification Number	Job Description
1	CEO	Cheif Executive Officer	JS-1234	This is the job description of CEO
2	Lawyer	PS 5	1	The following are the duties and responsibilities of the lawyer. 1. appears at the court

Ser.No	Job Title	Job Classification	Job Classification Number	Job Description	Edit
1	CEO	Cheif Executive Officer	JS-1234	This is the job description of CEO	
2	Lawyer	PS 5	1	The following are the duties and responsibilities of the lawyer. 1. appears at the court	

Job Title:

Job Classification:

Job Classification Number:

Job Description:

This is the job description of CEO

Update

Reset to default value

[Add Job](#)
[View Jobs](#)
[Edit Job](#)
[Delete Job](#)
[Add Pay Grade](#)
[View Pay Grades](#)
[Edit Pay Grade](#)
[Delete Pay Grade](#)

List of Jobs For Delete

Ser.No	Job Title	Job Classification	Job Classification Number	Job Description	Delete
1	CEO	Cheif Executive Officer	JS-1234	This is the job description of CEO	
2	Lawyer	PS 5	1	The following are the duties and responsibilities of the lawyer. 1. appears at the court	

[Add Job](#)
[View Jobs](#)
[Edit Job](#)
[Delete Job](#)
[Add Pay Grade](#)
[View Pay Grades](#)
[Edit Pay Grade](#)
[Delete Pay Grade](#)

Code:

Name:

Minimum Salary:

Maximum Salary:

Step Increase

Add

Clear

[Add Job](#)
[View Jobs](#)
[Edit Job](#)
[Delete Job](#)
[Add Pay Grade](#)
[View Pay Grades](#)
[Edit Pay Grade](#)
[Delete Pay Grade](#)

List of Pay Grades

Ser.No	Code	Name	Minimum Salary	Maximum Salary	Step Increase
1	001	Grade1	1000.0	2500.0	23
2	002	Grade2	2600.0	3500.0	3

User Manual: Human Resource Management System

[Add Job](#) [View Jobs](#) [Edit Job](#) [Delete Job](#) [Add Pay Grade](#) [View Pay Grades](#) [Edit Pay Grade](#) [Delete Pay Grade](#)

List of Pay Grades

Ser.No	Code	Name	Minimum Salary	Maximum Salary	Step Increase	Edit
1	001	Grade1	1000.0	2500.0	23	
2	002	Grade2	2600.0	3500.0	3	

Code:

Name:

Minimum Salary:

Maximum Salary:

Step Increase:

Update

Reset to default value

[Add Job](#) [View Jobs](#) [Edit Job](#) [Delete Job](#) [Add Pay Grade](#) [View Pay Grades](#) [Edit Pay Grade](#) [Delete Pay Grade](#)

List of Pay Grades

Ser.No	Code	Name	Minimum Salary	Maximum Salary	Step Increase	Delete
1	001	Grade1	1000.0	2500.0	23	
2	002	Grade2	2600.0	3500.0	3	

The page at http://127.0.0.1:8080 says:

Are you sure you want to delete this pay grade?

OK

Cancel

- Click on the ***Kifel Ketema link*** to Add, Edit, View, and Delete address of the employee to be saved in the Look Up table.

Education Level Employee Type Employment Type Field of Study Job Kefele Ketema Religion Vacancy

[Add Kefele Ketema](#) [View Kefele Ketema](#) [Edit Kefele Ketema](#) [Delete Kefele Ketema](#)

Kefele Ketema

Add

Clear

User Manual: Human Resource Management System

+ Add Kefele Ketema View Kefele Ketema Edit Kefele Ketema Delete Kefele Ketema	
List of Kefele Ketemas	
Ser.No	Kefele Ketema
1	Addis Ketema
2	Akaki Kaliti
3	Arada
4	Bole
5	Gulele
6	Kirkos
7	Kolfe Keranio
8	Lideta
9	Nifassilk Lafto
10	Yeka

+ Add Kefele Ketema View Kefele Ketema Edit Kefele Ketema Delete Kefele Ketema		
List of Kefele Ketemas for edit		
Ser.No	Kefele Ketema	Edit
1	Addis Ketema	
2	Akaki Kaliti	
3	Arada	
4	Bole	
5	Gulele	
6	Kirkos	
7	Kolfe Keranio	
8	Lideta	
9	Nifassilk Lafto	
10	Yeka	
Kefele Ketema		<input type="text" value="Akaki Kaliti"/>
		<input type="button" value="Update"/> <input type="button" value="Reset to default value"/>

User Manual: Human Resource Management System

[Add Kefele Ketema](#)
[View Kefele Ketema](#)
[Edit Kefele Ketema](#)
[Delete Kefele Ketema](#)

List of Kefele Ketema

Ser.No	Kefele Ketema	Delete
1	Addis Ketema	
2	Akaki Kaliti	
3	Arada	
4	Bole	
5	Gulele	
6	Kirkos	
7	Kolfe Keranio	
8	Lideta	
9	Nifassilk Lafto	
10	Yeka	

The page at http://127.0.0.1:8080 says:

Are you sure you want to delete this kefele ketema?

OK Cancel

- Click on the **Religion link** to Add, Edit, View, and Delete religion of the employee to be saved in the Look Up table.

[Add Religion](#)
[View Religions](#)
[Edit Religions](#)
[Delete Religions](#)

Religion:

Add Clear

[Add Religion](#)
[View Religions](#)
[Edit Religions](#)
[Delete Religions](#)

List of Religions

Ser.No	Religion
1	Bahai
2	Catholic
3	JW
4	Muslim
5	Ortodox
6	Protestant

User Manual: Human Resource Management System

[Add Religion](#) [View Religions](#) [Edit Religions](#) [Delete Religions](#)

List of Religions for edit

Ser.No	Religion	Edit
1	Bahai	
2	Catholic	
3	JW	
4	Muslim	
5	Ortodox	
6	Protestant	

Religion:

[Add Religion](#) [View Religions](#) [Edit Religions](#) [Delete Religions](#)

List of Religion for delete

Ser.No	Religion	Delete
1	Bahai	
2	Catholic	
3	JW	
4	Muslim	
5	Ortodox	
6	Protestant	

The page at http://127.0.0.1:8080 says:

Are you sure you want to delete this religion?

- Click on the ***Vacancy link*** to Add, Edit, View, and Delete vacancy of the employee to be saved in the Look Up table.

[Add Vacancy](#) [View Vacancy](#) [Edit Vacancy](#) [Delete Vacancy](#) [Set Criteria](#) [Placement](#)

Vacancy Name:

Job:

Date Posted:

Number of Employee Required:

Number of Employee for Waiting List:

[Add Vacancy](#)
[View Vacancy](#)
[Edit Vacancy](#)
[Delete Vacancy](#)
[Set Criteria](#)
[Placement](#)

List of Vacancies

Ser.No	Vacancy Name	Job	Date Posted	Number of Employee Required	Number of Employee for Waiting List	Status
--------	--------------	-----	-------------	-----------------------------	-------------------------------------	--------

[Add Vacancy](#)
[View Vacancy](#)
[Edit Vacancy](#)
[Delete Vacancy](#)
[Set Criteria](#)
[Placement](#)

List of Vacancies

Ser.No	Vacancy Name	Job	Date Posted	Number of Employee Required	Number of Employee for Waiting List	Status	Edit
--------	--------------	-----	-------------	-----------------------------	-------------------------------------	--------	------

[Add Vacancy](#)
[View Vacancy](#)
[Edit Vacancy](#)
[Delete Vacancy](#)
[Set Criteria](#)
[Placement](#)

List of Vacancies

Ser.No	Vacancy Name	Job	Date Posted	Number of Employee Required	Number of Employee for Waiting List	Status	Delete
--------	--------------	-----	-------------	-----------------------------	-------------------------------------	--------	--------

[Add Vacancy](#)
[View Vacancy](#)
[Edit Vacancy](#)
[Delete Vacancy](#)
[Set Criteria](#)
[Placement](#)

[Education Level Criteria](#)
[Experience Criteria](#)
[Field of Study Criteria](#)

Vacancy:

-Select Vacancy-

Division Module

This module enables the administrator of the system who has the privilege to maintain the division unit in the system. Click on the Division Tab Button to Add, View, Edit and Delete Divisions of the Institute and the following section of window would appear as shown in figure below.

Division Details Tab

[Add Division](#)
[View Division](#)
[Edit Division](#)
[Delete Division](#)

Sort faculty records by

-Select-

 in

-Select-

[go](#)
[Clear](#)

Click on the Division tab for manipulating divisions

- To Add a Division, click on the **Add Division link** and enter the data accordingly and then click on the **Save** button.

The screenshot displays the emppadmin2.0 application interface. At the top, the application name and user information (Administrator: Mahder Alemayehu) are shown. A navigation bar contains links for Admin Fields, Division, Department, Employee, Manage Account, HR Modules, Mange Role, System Language, User, Reports, and Help. On the left, there is a sidebar with a search bar and a list of menu items: User Home, Admin Fields, Department, Division, Employee, HR Modules, Manage Account, Manage Role, Reports, and System Language. The main content area is divided into two sections. The top section, titled 'Register Division', contains a form with fields for Organization (a dropdown menu), Division Code (a dropdown menu with '01: Justics Associates Organization' selected), Division Name, and Division Description. There are 'Save' and 'Clear' buttons at the bottom right of the form. The bottom section, titled 'Division Details Tab', contains a row of buttons: Add Division, View Division, Edit Division, and Delete Division. Below these buttons is a 'Sort faculty records by' section with two dropdown menus and 'go' and 'Clear' buttons. A message box at the bottom of this section states: 'Click on the Division tab for manipulating divisions'.

NB: Once you have entered a new division unit in the system, you can view, edit, and delete the entered division information using the “**Divisions Details**” tab. See the figure below:

The screenshot shows the 'Division Details Tab' section of the application. It features a row of four buttons: 'Add Division', 'View Division', 'Edit Division', and 'Delete Division'.

- To view the details Divisions information, Click on the “**View Divisions**” tab and see the details:

List of Division

Ser.No	Division Code	Division Name	Division Description	Organization
1	45	dfgdfg	sdfgsdfgsdfg	Justics Associates Organization
2	01	Federal Justice Organs Professionals Training Center	This is the director division of the Justice Association organization	Justics Associates Organization

- To edit the existing Divisions information, click on the “**Edit Division**” tab

List of Division

Ser.No	Division Code	Division Name	Division Description
1	45	dfgdfg	sdfgsdfgsdfg
2	01	Federal Justice Organs Professionals Training Center	This is the director division of the Justice / organization
Division Code		<input type="text" value="01"/>	
Division Name		<input type="text" value="Federal Justice Organs Professionals Training Center"/>	
		<input type="text" value="This is the director division of the Justice Association organizati"/>	

NB: You can restore the default value by clicking on the “**Reset to default value**” button.

[Department Module](#)

This module enables the assigned authorized administrator to maintain a department unit in the system. Once you have logged as an administrator into the system, click on the “**Department Module**” Tab button and maintain all department information. See the screen elements of “Department Window” in the picture below.

After entering all the required department information, you can edit, view, and delete all the registered details.

- To add a new department unit, click on the “**Add Department**” tab button and enter the required department information, see the figure below

- To view Department details, click on the “**View Department**” tab button and see all the details. See the figure below:

- To Edit Department details, click on the “**Edit Department**” tab button and edit the contents as you wish.
 - Click on the corresponding link of the department name and the following section of window would appear. Being in the opened section, edit the content accordingly and click on the “Update button” to save the changes.

NB: You can restore the changes that you made to it its original value by clicking on the “Reset to default value”.

- To delete the registered department from the system, click on the “Delete” tab button

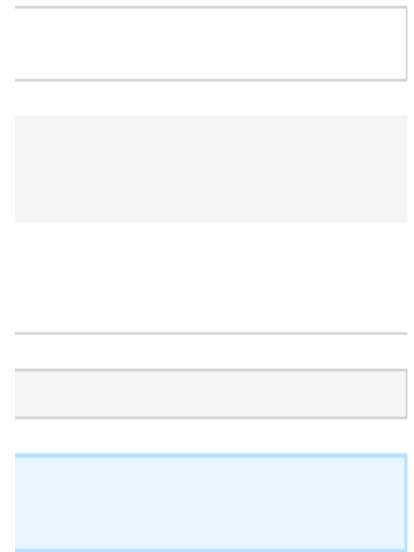
- Click on the corresponding **delete link** to the department name that you want to delete and then confirm the confirmation dialog box when the system prompts you . See the Figure below.

List of Departments For Delete			
Ser.No	Department Code	Department Name	Department Description
1	01	Finance Administration	This is the finance administration department
2	07	General Service	This is the General Service Department
3	04	Human Resource	This is the Human Resource department
4	02	ICT	The page at http://127.0.0.1:8080 says:
5	05	In Service Training	? Are you sure you want to delete this departme

Employee Module

This module is used to maintain all the information of the Institute's employee's details information in the database. The Human Resource unit will be responsible with all privileges as a main administrator to maintain all the required information about employees' profile. To perform employees task, login to the system using the HRM account LogIn information and click on the "**Employee**" module. See the Figure below:

- To register a new employee, click on the "**Add Employee**" tab button and the following section of widow would appear. Being in the opened section, enter all employee details accordingly and click on the "**Save**" button. Once if you have entered the details of employee data, you can view, edit, and delete the registered employees while you enter other new employee's information.





and Father Name:

Number:

Phone:

ment:

[\[Add Row\]](#) | [\[Remove Row\]](#)

Date of Award

[\[Add Row\]](#) | [\[Remove Row\]](#)

Place of Work

NB: The system has a unique feature that allows data clerk to **add** more additional information about the certificates of an employee to one particular field by adding additional empty rows without opening other section of window. For instance, in the “**Employee Registration Form**” you have a section “**Education Information**” the existing registered employee might acquire certificate in his field of study after some years. In this case, a Data Clark has to enter all the certificate details of an employee by adding additional multiples rows. See the following Figure:

The screenshot shows a web form titled "Employee Registration Form". It contains several input fields: "Name", "Phone", and "Mobile". Below these fields are two buttons: "Register" and "Clear All". The form is designed to allow users to add multiple rows of education information without navigating to another section.


3. Education Information

Name of Educational Institution	Field of Study	Education Level
<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text"/>

- To **view** the registered employees, click on the “**View Employee**” tab button and then click on the corresponding Show link to the employee and the following would appear:

- To **edit** the registered employees, click on the “**Edit Employee**” tab button and then click on the “**Edit Info**” link corresponding to the Employee name that you want to edit and edit the contents accordingly and click on the “Update” button. See the following window:

Position.	Edu.Level	Detail
Student	Degree	Show Hide



Grand Father Name: Nigussie

Department:
 Research and Development

Education Level	Date of Award
Degree	2010-05-12

Place of Work

3. Education Information

[Add new education information](#)

Name of Institution	Field of Study	Education Level	Date of Award	Edit
AAU	Software Engineering	Degree	2010-05-12	Edit

Name of Institution	Field of Study	Education Level	Date of Award
<input type="text" value="AAU"/>	<input type="text" value="Software Engineering"/> -Select-	<input type="text" value="Degree"/>	<input type="text" value="2010-05-12"/>

4. Experience/Service Information

[Add new Experience info](#)

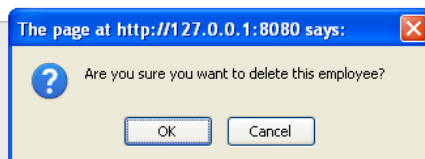
Job	Starting From	Upto	Place of Work	Edit
Programming with Java	2010-03-05	2011-03-04	AAU	Edit
Teaching	2010-05-11	2012-05-08	AAU	Edit

NB: each section window has its own “**Edit**” link that lets you update the contents if need be.

- To **delete** the registered employees, click on the “**Delete Employee**” tab button and then click on the “Delete” link corresponding to the Employee name that you want to delete and confirm the dialog box when the system prompts you by clicking on OK button. See the following Figure:

List of Employees

S.No	Full Name	Id #	Basic Salary	Type	Position.	Edu.Level	Delete
1	Betesegaw Dereje Nigussie	45678	4567.0	Academic	Student	Degree	Delete



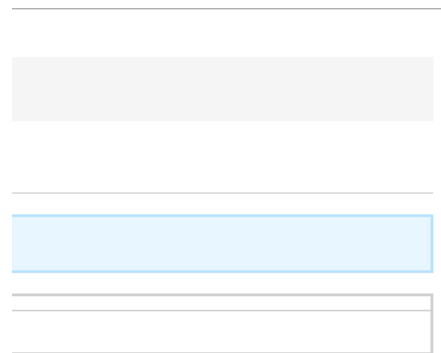
NB: You can click on the Cancel button, if you change your mind

Manage Account Module

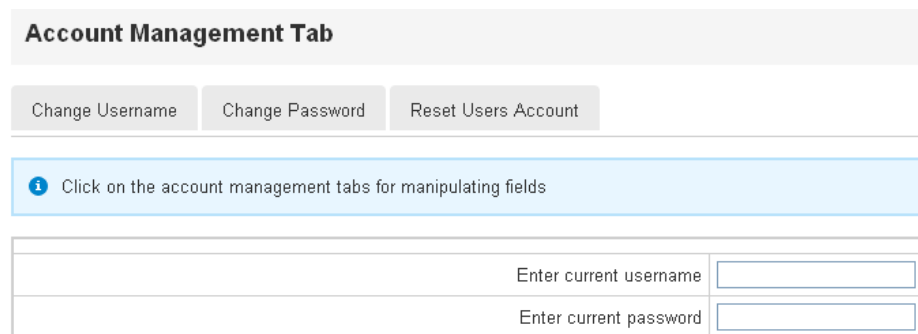
This module is designed to enable user to manage their user account information. For different security reasons, users of the system should change their user account information (username and password).

To change the account information:

- Log into the system as a user
- Being in the opened section of window, click on “**Manage Account**” tab button and the following window would appear:



- To change the Current Password, click on the “**Change Password**” link and change the password information. See the Following Figure:



Account Management Tab		
Change Username	Change Password	Reset Users Account
<i>i</i> Click on the account management tabs for manipulating fields		
Enter current username		<input type="text"/>
Enter current password		<input type="text"/>

NB: To reset user account information to its regional value, click on the “**Reset User Account**” link.

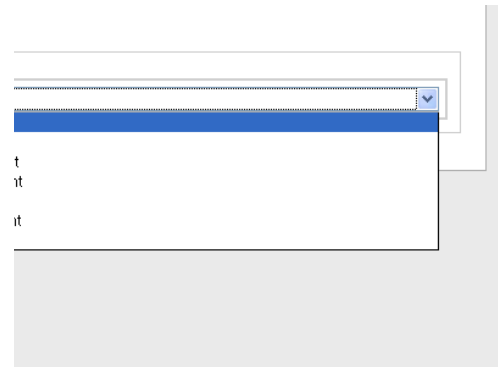
HRM Module

This module is designed to manage the basic tasks of the HRM unit that enables the assigned user of the HRM department to perform the following main HRM tasks:


1. Benefits Management
2. Discipline Management
3. Grievance Management
4. Leave Management
5. Promotion Management
6. Transfer Management

To Manage the different HRM modules of the system

- Log In to the System as HRM department Unit Data Clerk and click on “**HRM Modules**” tab button and then the following section of window would appear



Benefit Management Form


Employee:	<input type="text" value="-Select-"/>
Benefit Name:	<input type="text"/>
Benefit Date:	<input type="text"/> 
Description:	<div></div>
<div>SaveClear All</div>	

Benefit Management Details Tab

View Benefit Management

Edit Benefit Management

Delete Benefit Management

 Click on the benefit management details tab for manipulating benefit management

- Select the Employee name for which you want to add a benefit information by listing down the “**Employee**” box
- Enter the benefit information in the “ **Benefit Name**” field box
- Enter the date of benefit
- Enter some description about the benefits of the selected employee and then click on the “**Save**” button

NB: Once if you have entered all the required information about the benefit of different employees, you can View, Edit, and Delete the Benefits information while you work on HRM modules.

Benefit Management Details Tab

View Benefit Management

Edit Benefit Management

Delete Benefit Management

To Manage the Discipline HRM Module

- In the “**Human Resource Module**” list down the “Select a Module” box and select the “**Discipline**” module

Human Resource Modules

Please Select A Module: Discipline Management

Discipline Management Form

Employee: --Select--

Discipline Name:

Discipline Date:

Description:

Save Clear All

Discipline Management Details Tab

View Discipline Management Edit Discipline Management Delete Discipline Management

i Click on the discipline management details tab for manipulating discipline management

- Select the employee for which you want to add a discipline information, **Discipline** Name, Date of Discipline and some descriptions respectively and then click on the “**Save**” command button

To Manage the Grievance HRM Module:

- In the Human Resource Module section of window, list down the “ **Select a Module**” and select “**Grievance Management**” HRM module

Human Resource Modules

Please Select A Module: Grievance Management

Grievance Management Form

Employee: -Select-

Subject:

Description:

Grievance Date:

Save Clear All

Grievance Management Details Tab

View Grievance Management Edit Grievance Management Delete Grievance Management

Click on the grievance management details tab for manipulating grievance details

- Select the registered employee for which you want to set a value of Grievance, Subject, , description , date of Grievance respectively and then click on the “**Save**” button.

To Manage the Leave Management Module

- In the Human Resource Module section of window, list down the “ Select a Module” box and select “Leave Management ” HRM module:

Human Resource Modules

Please Select A Module: Leave Management

Leave Management Form

Employee: -Select-

Starting From:

Up to:

Leave Type: -Select-

Leave From Last Leave Period:

Leave Taken:

Leave To Next Leave Period:

Save Clear All

Leave Management Details Tab

View Leave Management Edit Leave Management Delete Leave Management

Click on the leave management details tab for manipulating leave management

- Select the registered employee, Date of Start Leave and End of Leave, Leave Type, Last Leave Period, Leave Taken and Leave to Next Leave Period respectively and then click on the **"Save"** button

To Mange the Promotion HRM Module

- In the Human Resource Module section of window, list down the **"Select a Module"** box and select **"Promotion Management"** HRM module and the following section would appear as shown in the figure below:
- In the Promotion Management section give all the required information for the registered employee :

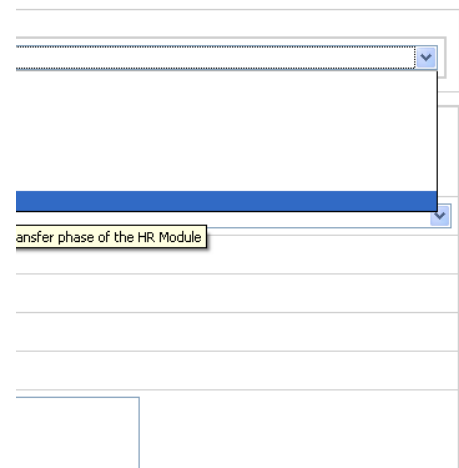
promotion phase of the HR Module

- Select employee name

- Select Promoted from Division to Promoted To Division
- Select Promoted From Department to Promoted To Department
- Enter Promotion Details
- Enter promotion date
- Click on the Save button

To Mange the Transfer HRM Module

- In the Human Resource Module section of window, list down the “ **Select a Module**” box and select “Transfer **Management** ” HRM module and the following section would appear as shown in the figure below:
- Select the registered employee name and then specify the following fields accordingly
 - Transfer from Division (**Select**)
 - Transfer to Division (**Select**)
 - Transfer from Department (**Select**)
 - Transfer to Department (**Select**)
 - Transfer Details
 - Transfer Date
 - Click on the “**Save**” button

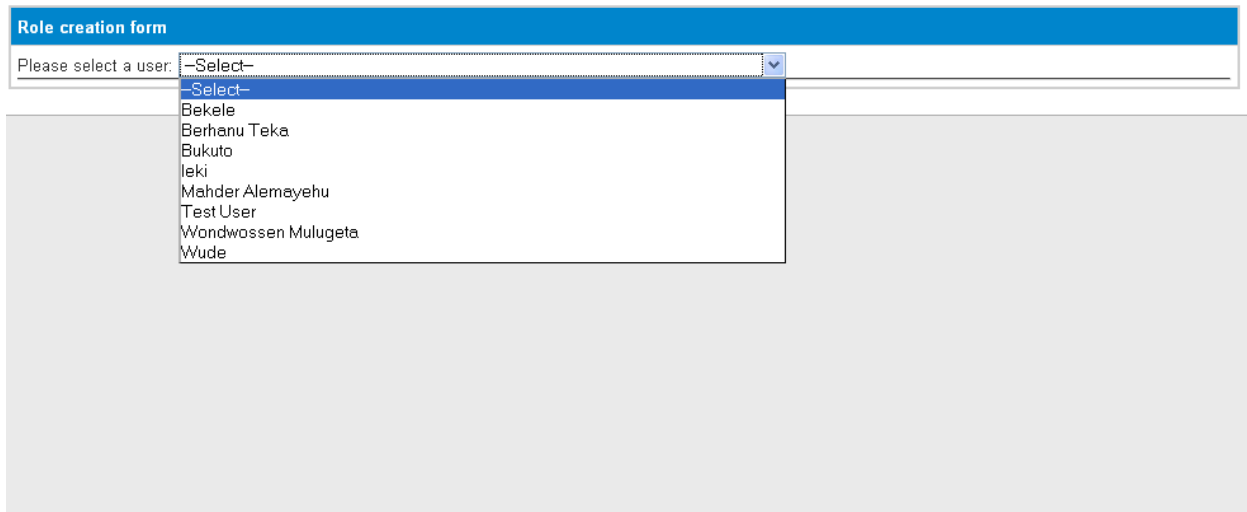
The screenshot shows a web application interface for the HRM Transfer Management module. A dropdown menu is open, displaying a list of modules. The 'Transfer Management' module is highlighted in blue. Below the dropdown, there is a text box labeled 'Transfer phase of the HR Module'. The interface includes a search bar at the top and a list of modules below the dropdown.

Manage Role Module

This module is designed to maintain account information for each user created in the system. The administrator of the system is responsible to grant a privilege according to the user type and their role. Once the user account detail information has been setup in the system, an administrator can give a grant to the different functionalities of the system for the registered user.

To disable enable the functionalities of the registered users of the system:

- Log into the system as administrator with the account information and click on the **“Manage Role”** tab button and the following section of the window would appear



The screenshot shows a web application window titled "Role creation form". Inside the window, there is a label "Please select a user:" followed by a dropdown menu. The dropdown menu is open, displaying a list of user names: "Bekele", "Berhanu Teka", "Bukuto", "Ieki", "Mahder Alemayehu", "Test User", "Wondwossen Mulugeta", and "Wude". The dropdown menu has a blue header with the text "-Select-" and a blue arrow pointing downwards. The background of the window is light gray.

- Select the user account name from the **“Please Select a User”** box, for which you want to grant the predefined functionality and the following section would appear:

Role creation form

Please select a user: Mahder Alemayehu

Ser.No	Account	Functionality	Can Read	Can Write	Can Update	Can Delete	Update
1	Administrator	userManagement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Administrator	viewReport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Administrator	roleManagement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Administrator	accountManagement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Administrator	fisManagement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Administrator	employeeManagement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Administrator	departmentManagement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

- Being in the opened section, do the following
 - Under “**Can Read**” column click on the check box to the corresponding functionality to grant and click on the “Right” sign check box to disable
 - Under “**Can Write**” column click on the check box to the corresponding functionality to grant and click on the “Right” sign check box to disable
 - Under “**Can update**” column click on the check box to the corresponding functionality to grant and click on the “Right” sign check box to disable
 - Under “**Can Delete**” column click on the check box to the corresponding functionality to grant and click on the “Right” sign check box to disable
 - **NB:** you can use the “**Check All**” and “**Uncheck All**” link to automatically enable all functionality or disable

[Check All](#) | [Uncheck All](#)

System Language Module



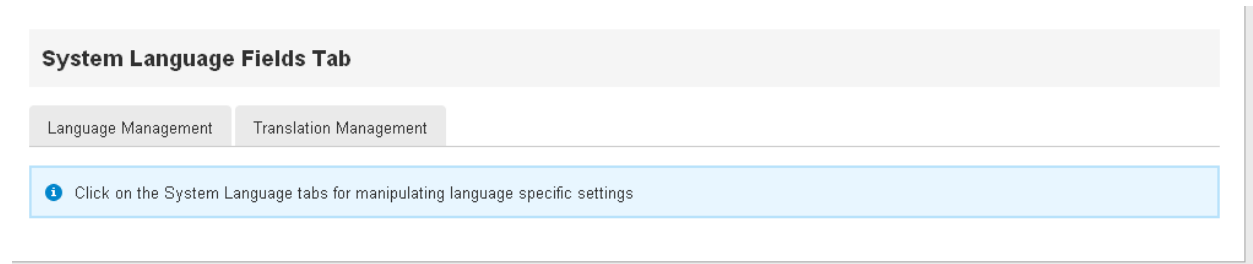
This module is designed to let the user to language depending on their preference in instance, if you have created a language “**Oromofaa**” to be used in the system, the you to choose the defined language when the following figure:



use different the system. For with the name system will allow you log into, see

To create a language

- Log into the system and click on the “System **Language**” tab button and the following section would appear



- Click on the link “**Language Management**”



- Click on the “**Add Language**” link and specify the opened dialog box and then click on the “**Save**” button
- **NB:** You can use “**View language**”, “**Edit language**”, and “**Delete Language**” link to update

User Module


This module is designed to create, edit, and delete the system user by the authorized administrator. Administrator users of the system have all the privileges to manage the user module.

To manage the System User

- Log into the system as administrator and then click on the “**User Module**” tab button and the following section of the window would appear

User's Detail Tab

Create User View Users Edit User Delete User

 Click on the user's tab for manipulating user details

- Do the following:
 - Click on the “Create user” link and specify the dialog box and click on the “Save” button

User's Detail Tab

Create User View Users Edit User Delete User

Full Name:	<input type="text"/>
User Type:	<input type="text" value="-Select-"/>
Username:	<input type="text"/>
Password:	<input type="password"/>
<div>Save Clear</div>	

- To View the registered user, click in the “**view Users**” link









List of Users

Ser.No	Full Name	User Type
1	Bekele	Data Clerk
2	Berhanu Teka	Data Clerk
3	Bukuto	Administrator
4	Ieki	Administrator
5	Mahder Alemayehu	Administrator
6	Test User	Administrator
7	Wondwossen Mulugeta	Administrator
8	Wude	Data Clerk

- To edit the registered users, Click on “ **Edit User Link**” and modify the user details and then click on “**Update**” button

User Manual: Human Resource Management System

List of Users For Edit









Ser.No	Full Name	User Type	Edit
1	Bekele	Data Clerk	
2	Berhanu Teka	Data Clerk	
3	Bukuto	Administrator	
4	Ieki	Administrator	
5	Mahder Alemayehu	Administrator	
6	Test User	Administrator	
7	Wondwossen Mulugeta	Administrator	
8	Wude	Data Clerk	

Full Name:


User Type:

- To delete the registered users of the system, click on “**Delete**” link and specify the opened dialog box and then confirm the dialog box when the system requests

List of Users For Edit

Ser.No	Full Name	User Type	Delete
1	Bekele	Data Clerk	
2	Berhanu Teka	Data Clerk	
3	Bukuto	Administrator	
4	Ieki	Administrator	
5	Mahder Alemayehu	Administrator	
6	Test User	Administrator	
7	Wondwossen Mulugeta	Administrator	
8	Wude	Data Clerk	

The page at http://127.0.0.1:8080 says:

 Are you sure you want to delete this user?

Report Module

This module allows you to generate different types of reports that are required by departments head. You can create a variety of different reports in Justice Organs Web-based HRM Application, ranging from the simple to complex report. Begin by thinking about your report's record source. Whether your report is a simple listing of records or a

grouped summary of employees, you must first determine which fields contain the data you want to see in your report, and in which selection categories they reside.

After choosing your selection category, you will usually find it is easier to create your report by clicking on **Show** command button. The Report is a feature in the Justice Organ Web-based application that guides you through a series of questions and then generates a report based on the condition you specify.

Various types of reports can be generated, such as: number of employees by departments, Benefit of the employees, Discipline of the employees, Leave Management, Grievance Management and details summary report on employees and many more.

All the department heads can use this module to generate monthly, quarterly and annual report to their need of management decisions.

To generate different report

- Log in as an administrator into the system and click on the “Report” tab button and the following section would appear.

Report's' Detail Tab

Select Report Type:

-Select-

▼

Show Report


!

Click on the report's tab for manipulating user details

- List down the “**Select Report Type**” box and select the condition of the category from which you want to generate the report and then click on the “**Show Report**” button
 - Example, select the category “**Employee profile**”, select an employee name from the list, and then click on the “**Show Profile**” button and you would see the following employee profile details:

Show Report

Show Profile



Department:	
Research and Development	

Education Level	Date of Award
Degree	2010-05-12

Place of Work

[REDACTED]

or class during this semester. As a matter of fact, he
ie last couple of weeks.

6. Address

Kefeke Ketema	Woreda	Kebele	House Number	Telephone House	Telephone Mobile	Email
Arada	34	23	123	675675665	7657656	betse@yahoo.com

7. Dependant

Full Name	City	Kefeke ketema	Woreda	Kebele	House Number	Mobile Number
 No dependants registered!						

8. Promotions

Promoted From Division	Promoted To Division	Promoted From Department	Promoted To Department	Promotion Detail	Promotion Date
Federal Justice Organs Professionals Training Center	Federal Justice Organs Professionals Training Center	ICT	Research and Development	This is the promotion detail. He is such a very diligent guy. That is why this promotion is given to him	2012-05-08

9. Transfer

Transferred From Division	Transferred To Division	Transferred From Department	Transferred To Department	Transferred Detail	Transferred Date
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NB: you can click on the “**print**” link to print out your report for different purposes.