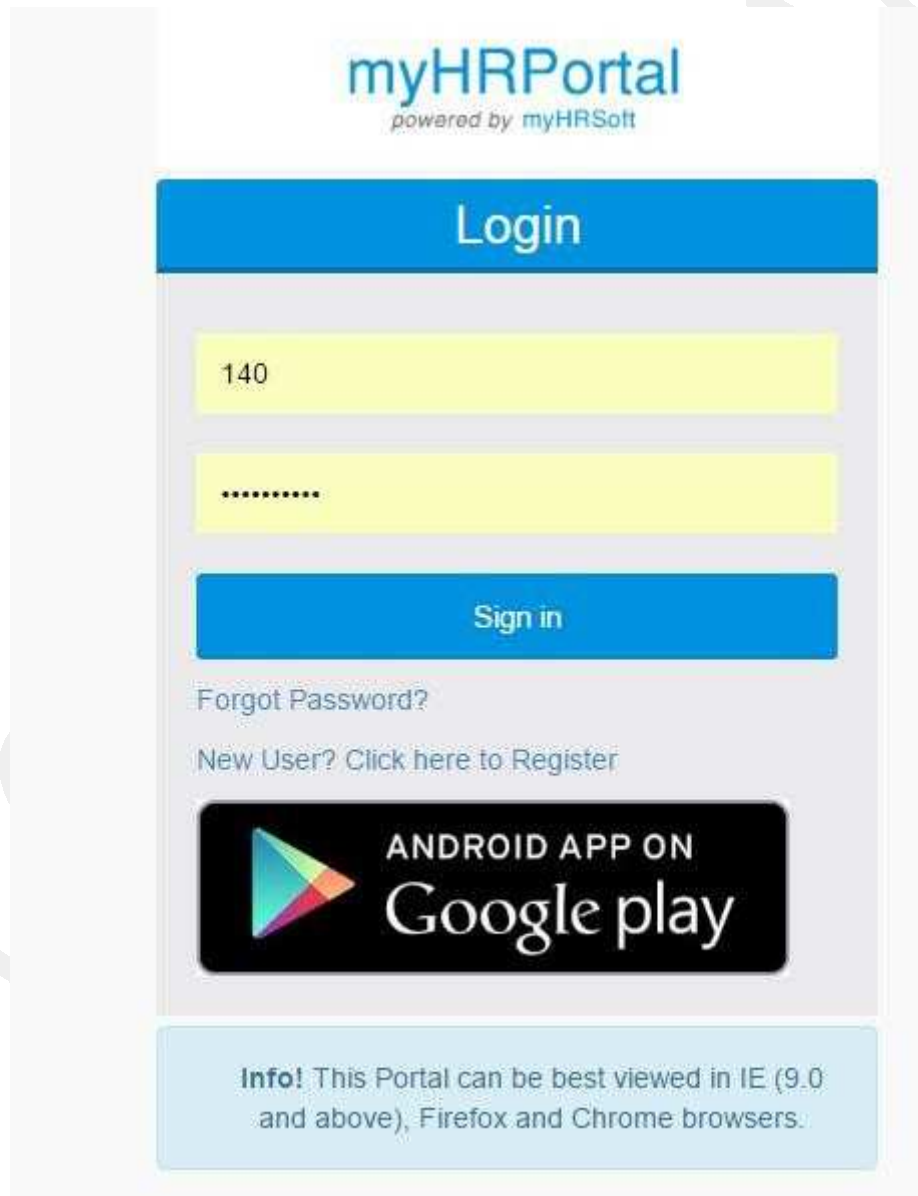


247HRM Manual



247Hrm UserManual

Enter the Username and Password Click on Sign In



The image shows a mobile application interface for 'myHRPortal'. At the top, the logo 'myHRPortal' is displayed in blue, with 'powered by myHRSoft' in smaller text below it. Below the logo is a blue rectangular button with the word 'Login' in white. Underneath the button are two yellow input fields. The first field contains the text '140'. The second field contains a series of dots, indicating a password. Below these fields is another blue rectangular button with the text 'Sign in' in white. Under the 'Sign in' button, there are two links: 'Forgot Password?' and 'New User? Click here to Register'. Below these links is a black rectangular button with a white Google Play logo on the left and the text 'ANDROID APP ON Google play' on the right. At the bottom of the interface is a light blue rectangular box containing the text: 'Info! This Portal can be best viewed in IE (9.0 and above), Firefox and Chrome browsers.'

myHRPortal
powered by myHRSoft

Login

140

Sign in

[Forgot Password?](#)

[New User? Click here to Register](#)

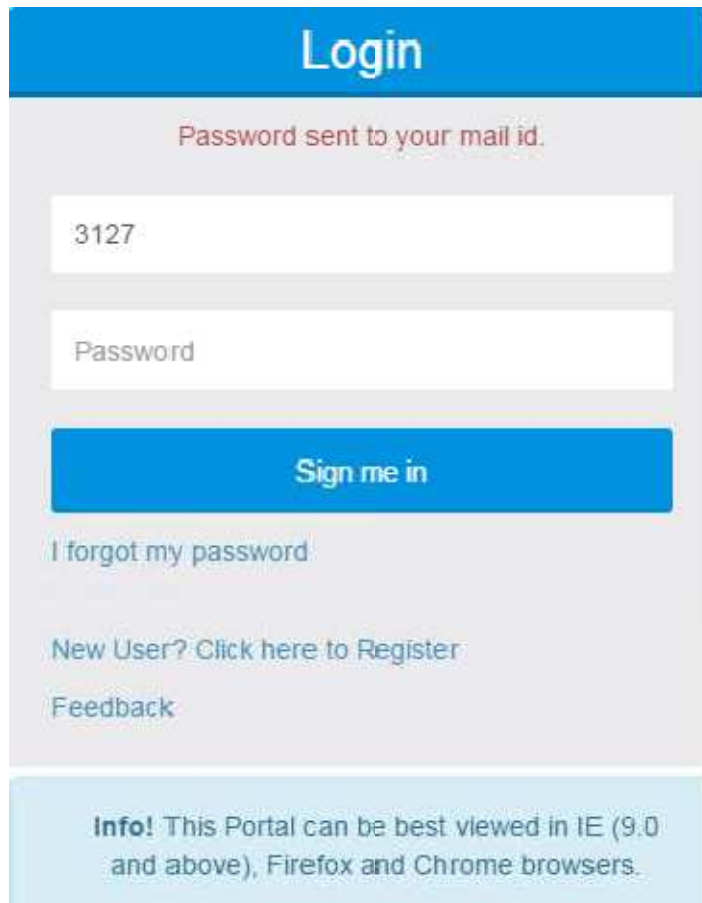
ANDROID APP ON
Google play

Info! This Portal can be best viewed in IE (9.0 and above), Firefox and Chrome browsers.

Password Retrieval

If you forget your password, you can request for existing password and then change it as needed. To do so:

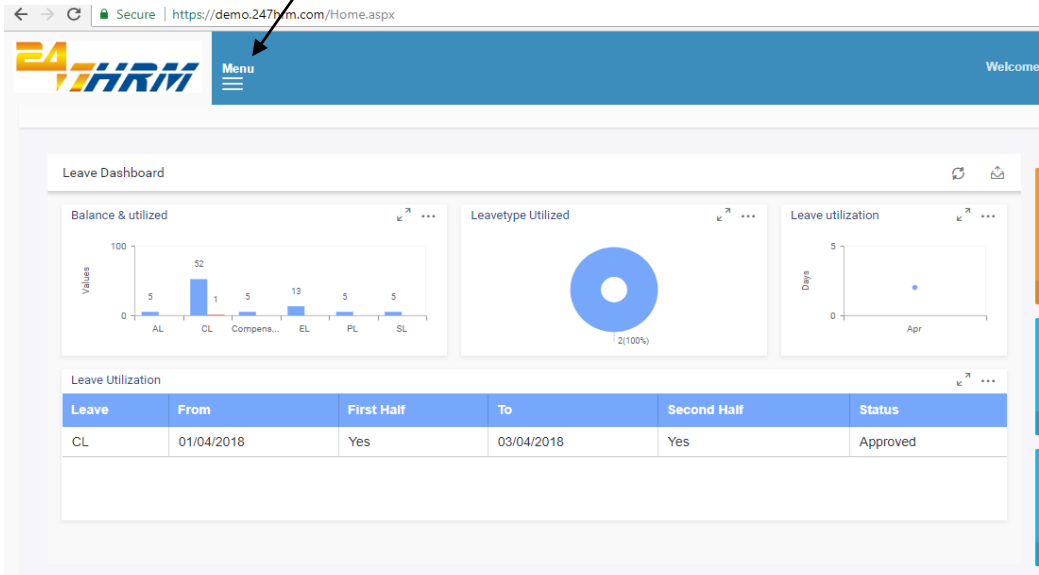
1. Go to the portal loginpage
2. Enter your Employee Code and click on I forgot my password option
3. Message 'Password sent to your mail id' will be displayed on the login screen



The screenshot shows a web portal login interface. At the top is a blue header with the word "Login" in white. Below the header, a red message states "Password sent to your mail id." There are two input fields: the first contains the number "3127" and the second is labeled "Password". A blue button with the text "Sign me in" is positioned below the input fields. Underneath the button are three links: "I forgot my password", "New User? Click here to Register", and "Feedback". At the bottom of the page, a light blue box contains an informational message: "Info! This Portal can be best viewed in IE (9.0 and above), Firefox and Chrome browsers."

4. Your password will be sent to your personal mail id (ex:xxxx@gmail.com)

Click on Menu to access various menu options



CONFIDENTIAL

Different Option in the Menu. You Employee need to select the Specific category


X

My Details	My Applications	Company Details	Income Tax
Employee Details	Help Desk	Company Policy	TAX Saving Details
Payslip	Leave		
Swipe Details	Create Request		
Employee Documents	Incident Management		
Team			
Shift Allotment			


Employee Details update

Menu > My Details > Employee Details

Employee can update their Personal details & Qualification details & Experience details etc. by clicking on Edit & More



Menu


Welcome  Bibhu Prasad Barik [ITCTC04] 12:57:06 PM

Employee Details

Home > Employee Details

Personal Details


Employee ID: ITCTC04
Name: Bibhu Prasad Barik
Email: demo247hrm@interbiz.in
Mobile No:



Edit & More

Nominees

Name:
RelationShip:



Edit & More

Qualifications

Qualification:
Specialisation :
Percentage:
Graduated In:

Edit & More

Dependents

Name:
Relationship :

Edit & More

Experience


Organization:
Designation :
Experience:
Period:

Edit & More

Emergency Contact

Name:
Number :

Edit & More



Employee Details

Details

Company Details

Custom Details

Requested Changes

Salary Details

Employee Details

Employee ID

ITCTC04

First Name

Bibhu

Middle Name

Prasad

Last Name

Barik

Date of Joining

01-Jan-2010

Date Of Birth

11-Sep-1976

Blood Group

Account Details

PF Number


ITCTC04

CSI Number

PAN Number

PF UAN

Domain





Qualification Details

Qualification Details

Qualifications

Add Qualification

Requested Changes

SNo	Qualification	Specialisation	Marks	Year of Completion	Institution	
1	BA. PGDip.	Public Administration	0	0	NA	 

Experience Details

Experience Details

Current Experience **Add Experience** Requested Changes

Organization*	Designation*
<input type="text"/>	<input type="text"/>
From Date*	To Date*
<input type="text"/>	<input type="text"/>
Experience*	Remarks*
<input type="text"/>	<input type="text"/>

Work Related Reference

Name	Email ID
<input type="text"/>	<input type="text"/>
Mobile No	Office Landline Number
<input type="text"/>	<input type="text"/>
Office Address*	
<input type="text"/>	



Submit **Cancel**

Nominee Details

Current Nominees Add Nominee Details Requested Changes


Nominee Name	Relation	Nominee Address
Majji Nagaratnam	Wife	Plot No. 6 S2, Gayathri Towers, Rajeev Nagar, Hyderabad - 500045

Employee Payslip

Menu > My Details > Pay slip

Employee has the Option to Download the pay slip by clicking on Download option

← → ↻ ⓘ Not secure | d1.247hrm.com/payslipView.aspx 🔍 ☆ 🔄 📺 ⏸️ V ⋮



Menu

Welcome 👤 Bibhu Prasad Barik [ITCTC04] 01:06:06 PM ▾

Pay Slip

> 🏠 Home > Payslip

Month: February-2019 ▾

Payslip For: February-2019

EMP ID: ITCTC04

EMP Name: Bibhu Prasad Barik

Designation: Manager

Department: Support

Total Paid Days: 28

Leaves: 0

PF No: ITCTC04

ESI No:

Bank Account No: 427010100144070

Bank: Axis Bank

PAN Number:


UAN Number:

Download

Allowances	Actuals	Earnings	Deductions	Amount
Basic	14000.00	14000.00	PF	1680.00
HRA	5200.00	5200.00	PT	200.00
Conveyance	1200.00	1200.00		
Medical	800.00	800.00		
Other Allowance	1000.00	1000.00		
Total Earnings	22200.00	22200.00	Total Deductions	1880.00

Net pay Rs.20320
TWENTY THOUSAND THREE HUNDRED AND TWENTY RUPEES


1.247hrm.com/Home.aspx

 **Activate Windows**
Go to PC settings to activate Windows.


Employee Swipe details

Menu > My Details >Swipe Details

Once click on Swipe Details employee can view their punch details.



Menu

Welcome  Temporary Employee Test [EMP003] 11:19:46 AM

Employee Swipe Details

Home > Employee Swipe Details

From Date

01/02/2019

To Date

10/02/2019

Search

Download

Employee ID	Employee Name	Location Name	Department	Date	Shift	In Time	Out Time	Time Spent	Status	Late	Early	
EMP003	temporaryemployeeettest	Chennai	Finance-Operations	10/Feb/2019	Dayshift	04:30:00	14:00:00	09:30:00	Full day	00:00:00		View Punches
EMP003	temporaryemployeeettest	Chennai	Finance-Operations	09/Feb/2019	Gen	09:30:00	18:30:00	09:00:00	Full day	00:00:00		View Punches
EMP003	temporaryemployeeettest	Chennai	Finance-Operations	08/Feb/2019	Gen	09:30:00	18:30:00	09:00:00	Full day	00:00:00		View Punches
EMP003	temporaryemployeeettest	Chennai	Finance-Operations	07/Feb/2019	Gen	09:30:00	18:30:00	09:00:00	Full day	00:00:00		View Punches
EMP003	temporaryemployeeettest	Chennai	Finance-Operations	06/Feb/2019	Gen	09:30:00	18:30:00	09:00:00	Full day	00:00:00		View Punches
EMP003	temporaryemployeeettest	Chennai	Finance-Operations	05/Feb/2019	Gen	09:30:00	18:30:00	09:00:00	Full day	00:00:00		View Punches
EMP003	temporaryemployeeettest	Chennai	Finance-Operations	04/Feb/2019	Gen	09:30:00	18:30:00	09:00:00	Full day	00:00:00		View Punches
EMP003	temporaryemployeeettest	Chennai	Finance-Operations	03/Feb/2019	Gen	09:30:00	18:30:00	09:00:00	Full day	00:00:00		View Punches
EMP003	temporaryemployeeettest	Chennai	Finance-Operations	02/Feb/2019	Gen	09:30:00	18:30:00	09:00:00	Full day	00:00:00		View Punches
EMP003	temporaryemployeeettest	Chennai	Finance-Operations	01/Feb/2019	Gen	09:30:00	18:30:00	09:00:00	Full day	00:00:00		View Punches

Leaves

Menu > My Applications > Leave

Employee Leave Details

Employee Id: 789 Employee Name: Pavan Kumar Calendar Year: 2018

Current Leave

CSV Excel PDF Search:

Leave Type	Opening Balance	Accrued	Utilized	Encashable	Balance	
AL	5	0	0	0	5	Apply
CL	5	48	1	0	52	Apply
Compensatory Off	5	0	0	0	5	Apply
EL	5	8	0	0	13	Apply
PL	5	0	0	0	5	Apply
SL	5	0	0	0	5	Apply

Showing 1 to 6 of 6 entries

Check the leave balance before applying a leave Click on

Apply Button

Leave Application

Department Leave Calendar: BILLING

EmployeeCount: 4

Leave Type: CL Leave Balance: 52

From Date: 2nd Half To Date: 1st Half

Number Of Days: Reason:

Upload Document(s): Choose File No file chosen Add Document

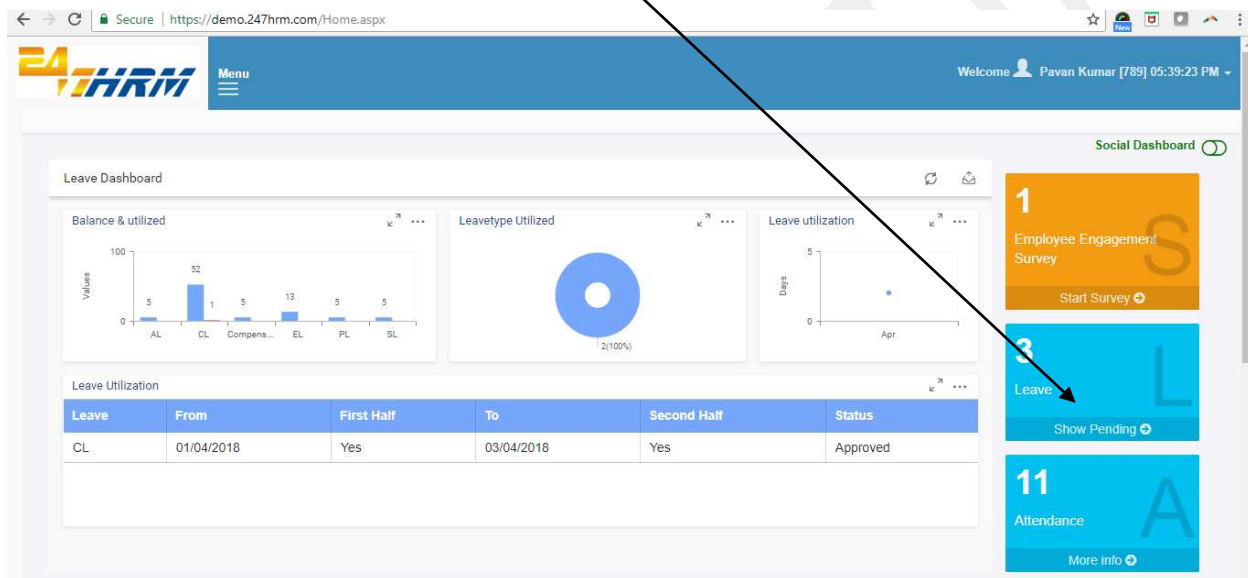
Peers List: Select Here

Apply Cancel Reset

Enter From Date & To Date Enter Reason for Applying Leave Click on Apply

The Leaves applied will be sent for approval to the Reporting Manager

In Reporting Manager Login Approval notification will be displayed on right side of dashboard the home page

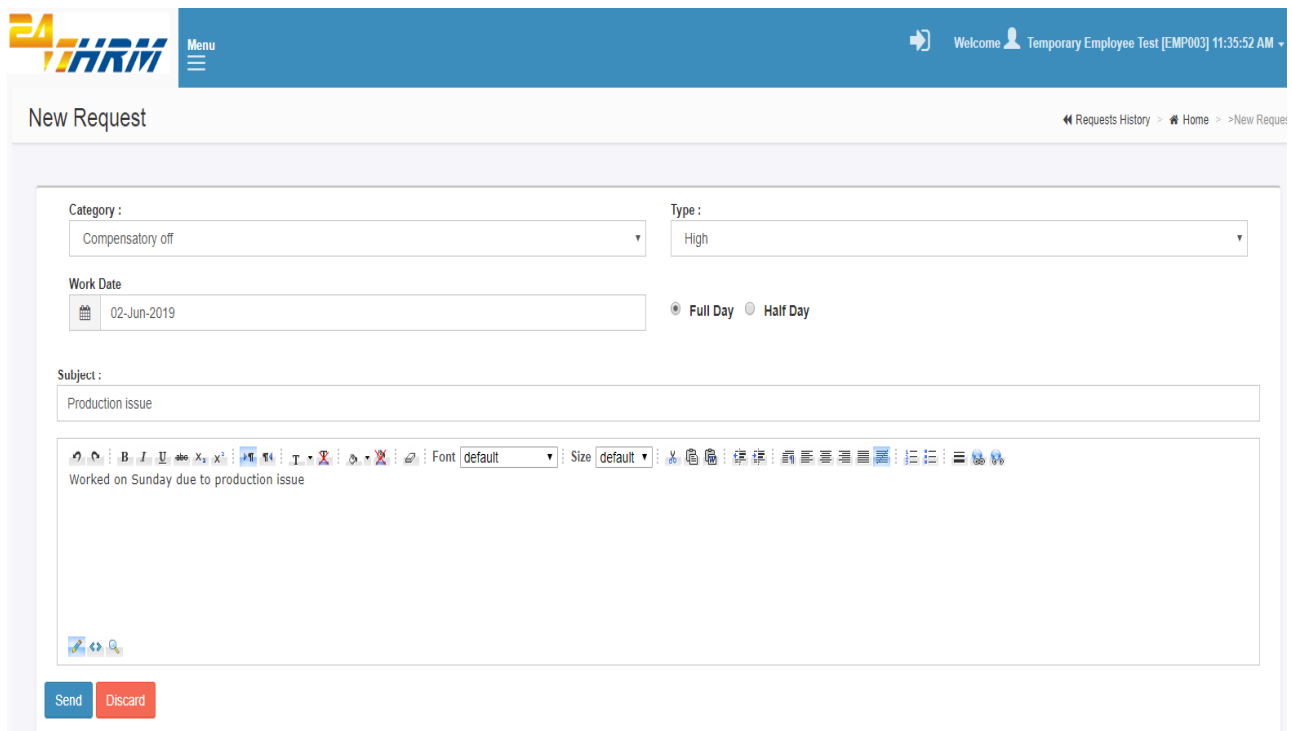


The Manager can approve or reject the leave application which will be notified to the applicant.

C-OFF(Compensatory Off):

Menu > My Applications >Create Request

Once click on create request select category compensatory off & select the type& worked date. And enter the subject and any description below and click on send.



The screenshot shows the 'New Request' form in the HRM system. The form is titled 'New Request' and has a breadcrumb trail: 'Requests History > Home > >New Request'. The form contains the following fields and options:

- Category :** A dropdown menu with 'Compensatory off' selected.
- Type :** A dropdown menu with 'High' selected.
- Work Date :** A date picker showing '02-Jun-2019'.
- Full Day / Half Day :** Radio buttons for 'Full Day' (selected) and 'Half Day'.
- Subject :** A text field containing 'Production Issue'.
- Description :** A rich text editor with a toolbar. The text 'Worked on Sunday due to production issue' is entered.
- Buttons :** 'Send' (blue) and 'Discard' (red) buttons at the bottom.

The compensatoryoff applied will be sent for approval to the Reporting Manager

In Reporting Manager's Login, on the Right side of the Dashboard, Compensatory off request notification will be displayed

The Manager can approve or reject the Compensatoryoff which will be notified to the applicant.

Compensatory off History

CSV Excel PDF

Search:

Employee ID	Employee Name	Request Raised Date	Comp Off Day (Worked date)	Utilized Dates	Date Of Expiry	Opening	Utilized	Balance	
EMP008	loans Advance Test	06-Feb-2019	01-Jan-2019		30-Jun-2019	1	0	1	Apply
EMP008	loans Advance Test	05-Feb-2019	27-Jan-2019		26-Jul-2019	1	1	0	
EMP008	loans Advance Test	05-Feb-2019	28-Jan-2019		27-Jul-2019	0.5	0	0.5	Apply
EMP008	loans Advance Test	05-Feb-2019	29-Jan-2019		28-Jul-2019	1	0	1	Apply
EMP008	loans Advance Test	06-Feb-2019	01-Feb-2019		31-Jul-2019	1	0	1	Apply
EMP008	loans Advance Test	05-Feb-2019	23-Feb-2019		22-Aug-2019	1	0	1	Apply

Showing 1 to 6 of 6 entries

Previous **1** Next

Employee can apply coff leave for the date which he has worked.

Incident Management

Whenever Employee misses punches due to Outdoor Works or Travel onDuty, they can raise incident for the approval of their Managers to account the missed punches into the Payroll Calculation.

My Applications > Incident Management

Incident Management

Incidents

Select All Incidents	▼
Select All Incidents	
On Tour	
Missed Punch	
On Duty	
Permission	

Create New Incident

Search


Select the incident as per the requirement

Click on Create New Incident

Incident Request

Incident Name: **MissingPunch**

Date



In/Out swipes

In

Reason

From Time

06:42 PM



Request Approval

Enter the Date, Swipe Details, Reason and From Time Click on Request Approval

The incidents applied will be sent for approval of the Reporting Manager

In Reporting Manager's Login, the notification will be displayed on the Right side of Dashboard in the Home page.

The Manager can approve or reject the incident application which will be notified to the applicant.

Income Tax

Income Tax > Tax Saving Details

The Salary components of the employees can be viewed here based on Projections or actuals selected.

The Tax details based on the submissions can be seen on the top right of the Screen

Employee Id E.Veereshwar Rao - H...	Financial Year 2018-2019	<input checked="" type="radio"/> Projections <input type="radio"/> Actuals	Tax Based On Your Submission(s)				
			Taxable Income	Rebate	Total Tax	Tax Paid	Tax Due
			480600	0	11876	0	11876

Salary details	HRA Exemption	Section 80C	Section 80	Others	Tax Details	Submit	Cancel
Employee ID : HYD04 Name : E.Veereshwar Rao Salary Download							
MONTH	BASIC	HRA	CONVEYANCE	GROSS			
Apr-18	25230	12615	4205	42050			
May-18	25230	12615	4205	44050			
Jun-18	25230	12615	4205	43050			
Jul-18	25230	12615	4205	43050			
Aug-18	25230	12615	4205	43050			
Sep-18	25230	12615	4205	43050			
Oct-18	25230	12615	4205	43050			
Nov-18	25230	12615	4205	43050			
Dec-18	25230	12615	4205	43050			
Jan-19	25230	12615	4205	43050			
Feb-19	25230	12615	4205	43050			
Mar-19	25230	12615	4205	45270			

The HRA from payroll will be displayed under the HRA exemption tab.

The employees can enter, Annual Rent Paid, Number of months paid, City Type whether Metro or Non-Metro, Interest on Home Loan etc. upload the supporting documents and submit.

Salary details	HRA Exemption	Section 80C	Section 80	Others	Tax Details	Submit	Cancel
----------------	---------------	-------------	------------	--------	-------------	--------	--------

Section	Pending	Approved	Upload Documents
HRA From Payroll	<input type="text" value="151380"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
No Of Months	<input type="text"/>	<input type="text"/>	
Annual Rent Paid	<input type="text"/> <input type="button" value="Landlord Info"/>	<input type="text"/>	
City Type	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	
House Property Income/Loss			
Rental Income	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
Rental Income Eligible Value	<input type="text" value="0"/>	<input type="text" value="0"/>	
Interest On Home Loan	<input type="text"/> <input type="button" value="Bank Details"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
Municipal Taxes	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

Note :

Under Section 80 Tab, the Medical Insurance Premium details, Interests on Higher Education, Savings, Pension Scheme etc. can be entered and supporting documents can be uploaded and submitted.

Section	Criteria	Pending	Approved	Upload Documents
80D Medical Insurance Premium	--Select--			Choose File No file chosen
80DD Medical Treatment Of Handicapped Dependent	--Select--			Choose File No file chosen
80U Permanent Physical Disability(Including Blindness)	--Select--			Choose File No file chosen
80ddb Medical Treatment	--Select--			Choose File No file chosen
80E Interest On Higher Education				Choose File No file chosen
80G Donations To Certain Funds(50% Deduction)				Choose File No file chosen
80G Donations To Certain Funds(100% Deduction)				Choose File No file chosen
80TTA Interest On Saving Account				Choose File No file chosen
80CCD Pension Scheme Of Central Government				Choose File No file chosen

Note :

Under other stab, details relating other exemptions like Medical Reimbursement, Children Education, LTA, Fuel Allowance, Mobile Reimbursement etc. can be submitted

Section	Pending	Approved	Upload Documents
Other Exemptions			
Conveyance	0		
Medical Reimbursement			Choose File No file chosen
Children Education			Choose File No file chosen
LTA			Choose File No file chosen
Fuel Allowance			Choose File No file chosen
Mobile Reimbursement			
Other Exemption			Choose File No file chosen

At the time of submitting IT declaration in the Projection period document is not mandatory. While submitting IT declaration in Actual period employee need to submit document as a proof of declaration.