Bidhee Pvt. Ltd.

Human Resource Management System
Self-Service User Manual

Version 1.1

bidhee
process for innovation

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1. Dashboard Overview

1.1. Quick Links

Attendance Request   **Apply Leave**

1.1.1. Attendance View
This section shows the count of the users Attendance details of the current month.

1.1.2. Apply Leave:
Short cut to leave application and shows the count of leaves applied.

1.1.3. Leave Overview
This section shows how many leaves are remaining out of total entitled leaves.
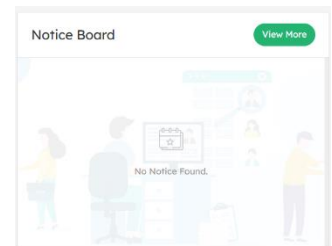
1.1.4. Attendance Request:
Shortcut to apply for attendance request and shows the count of requests made.

1.1.5. Pending Requests:
All the requests that are due for review and approval will be shown here.

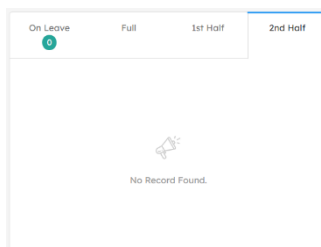### 1.1.6. Notice Board
This section shows all the notices that have been posted by the Division HR or the Corporate HR.

1.1.7. Polls
All the Polls created by the HR Users will be shown in this section and the user will be able to vote on the options here.
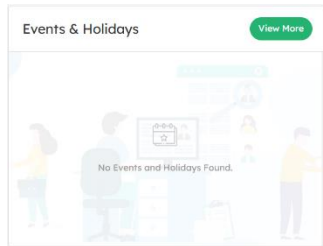
1.1.8. Division Leave Display
This section shows the team members who are on leave *(Full, 1ˢᵗ Half and 2ⁿᵈ Half)* on the present day.

1.1.9. System Reminder

This section shows all the reminders that are dedicated to you related to the leaves, attendance, claims and other modules.

1.1.10. Events & Holidays

The events and holidays that are entered in the calendar within the span of 7 days in the future will be shown listed here. You will also be able to access the Events and Holidays calendar by clicking on the View More button.

1.1.11. Department Members

This section lists the Name and contact details of the Users department members.
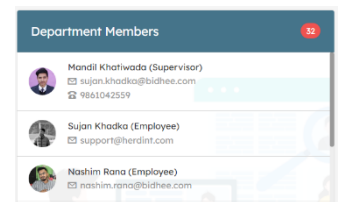
1.1.12. Birthday and Anniversary

The Birthdays and Work Anniversary of the Division's employees will be shown here. *(Before 7 days of occurrence)*

1.1.13. HR Help Desk.

This section will forward the user to the grievance list.

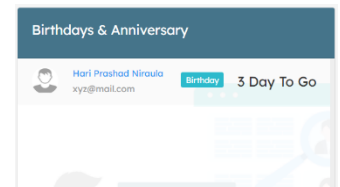# 2. Leave Section

2.1. Apply Leave

- Go to **Dashboard > Navigation Pane > Leave > Apply Leave**

  Or,

- Go to **Dashboard > Apply Leave Quick Link**

- In the **Leave Application Form**, select the Leave category (Full Leave or Half Leave)
  Note: The Remaining Leave Detail section will show the details based on the above selection)
- Click on **Select Type** and choose the leave type to apply for.
- Choose the **Start Date** and **End Date** of the leave. *(Please click on the Apply button after selecting the date in the calendar)*
  *Note: A **Notes** section will be shown with any issues with the leave application when selecting the above options.*
- Enter the reason for the Leave.
- *Optional:* Upload any supporting file for the leave application in the **Attachment** section.

- *Optional:* Select an **Alternative Employee** to take-on the user's roles and responsibilities in the leave duration.

- Click on the **Save Record** button, to apply for leave.
  Note: The Save Record button will only appear when there are no issues with the leave application shown in the Notes section
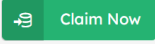
2.2. Claim Substitute Leave

- Go to **Dashboard > Navigation Pane > Leave > Claim Substitute Leave > Create New**

- In the **Claim Application Form**, select the **Date of Claim** in the calendar.
- Choose the **Leave Category** for the Substitute Claim. *(Full- Leave or Half Leave)*
- Enter any **Remark**, to support the Substitute Claim.
- Click on button to Apply for the Substitute Claim.

To check if the Substitute Claim has been approved or rejected:

- Go to **Dashboard > Navigation Pane > Leave > Claim Substitute Leave**

S.N	Employee	Leave Date	Number of Days	Leave Type	Leave Category	Reason	Applied Date	Status	Action
#1	Sujan Khadka (Employee) support@herdint.com	Jun 01, 2023	1	Annual Leave	Full Leave	sfdf	May 18, 2023	Pending	👁
#2	Sujan Khadka (Employee) support@herdint.com	Sep 05, 2023	1	Sick Leave	Full Leave	kei lejhyau	May 18, 2023	Pending	👁
#3	Sujan Khadka (Employee) support@herdint.com	Jun 12, 2023	1	Annual Leave	Full Leave	Personal Reason	May 16, 2023	Accepted	👁

Note: To apply approved Substitute Leave, refer to 2.1. Apply Leave

2.3. Leave History

- Go to **Dashboard > Navigation Pane > Leave > Leave History**

S.N	Employee	Leave Date	Number of Days	Leave Type	Leave Category	Reason	Applied Date	Status	Action
#1	Sujan Khadka (Employee) support@herdint.com	Jun 01, 2023	1	Annual Leave	Full Leave	sfdf	May 18, 2023	Pending	👁
#2	Sujan Khadka (Employee) support@herdint.com	Sep 05, 2023	1	Sick Leave	Full Leave	kei lejhyau	May 18, 2023	Pending	👁
#3	Sujan Khadka (Employee) support@herdint.com	Jun 12, 2023	1	Annual Leave	Full Leave	Personal Reason	May 16, 2023	Accepted	👁

- The details of all the leaves applied by the User will be listed.
- Click on the 👁 button to view the details of the leave applied.

2.4. Leave Summary

- Go to **Dashboard > Navigation Pane > Leave > Leave Summary**

43 Leave Request	35 Pending Leave	07 Approved Leave	01 Declined Leave

List of Employee Leave Summary
All the Employee Leave Summary Information will be listed below.

S.N	Employee Name	Sick Leave (Remaining / Opening)	Casual Leave (Remaining / Opening)	Annual Leave (Remaining / Opening)	Substitute Leave (Remaining / Opening)	Monthly Leave (Remaining / Opening)	Test Leave (Remaining / Opening)	Prorata Test (Remaining / Opening)	Unpaid Leave (Remaining / Opening)	A new Leave (Remaining / Opening)	Fixed Leave (Remaining / Opening)	Sandwich leave (Remain / Openi
#1	Sujan Khadka (Employee) Code: 003	1 / 8	0 / 7	13 / 15	1 / 0	8 / 30	5 / 5	12 / 10	30 / 30	12 / 12	25 / 25	8 / 8

- A summarized view of all the Leave related details of the user will be shown.
  - Total Leave Requests
  - Pending Leave Requests
  - Approved Leave Requests
  - Declined Leave Requests
  - Leave Details in the Remaining/Opening format.

3. Attendance Section

3.1. Attendance Request

- Go to **Dashboard > Navigation Pane > Attendance > Attendance Request > Request Attendance**

Or,

- Go to **Dashboard > Attendance Request Quick Links**

BASIC DETAIL

Date *

Choose Date

Type *   Time*

Choose Type   10:00 AM

Detail/Reason *

Enter Reason

◀◀ Go Back   ⊟ Request

- In the **Attendance Request Form,** fill in the following details:
    - Date
    - Type
        - Missed Check In
        - Missed Check Out
        - Early Departure Request
        - Late Arrival Request
    - Time
- Click on ⊟ Request button to make the Attendance Request**.**

To check if the Attendance Request has been approved or rejected:
- Go to **Dashboard > Navigation Pane > Attendance > Attendance Request**
- In the respective **Attendance Request:**
    - Click on ☑ to edit the Request.
    - Click on ☒ to cancel the Request.

3.2. Attendance Summary

To check the summary of the monthly attendance,
- Go to **Dashboard > Navigation Pane > Attendance > Attendance Summary**

3.3. Attendance Overview

To check the Attendance of the User:

- Go to **Dashboard > Navigation Pane > Attendance > Attendance Overview**

- In the filter, Calendar type and Nepali Year and Month shall be selected.
- The attendance data of the User will be presented.

To view the Attendance Details in the Calendar View:

- Go to **Dashboard > Navigation Pane > Attendance > View Calendar**

4. Claim and Request Section

4.1. Add Claim

- Go to **Dashboard > Navigation Pane > Claim & Request > Claim > Add Claim.**

  Or,

- Go to **Dashboard > Add Claim Quick Link.**
- In the Add Claim form, Fill in the following details:
  - Claim Title
  - Date From
  - Date To

BASIC DETAIL

Title:*	✒	Enter Title	Date From:*	📅	Enter From Date
Date To:*	📅	Enter To Date			

- Claim Type
- Amount
- Remarks
- Click on **➕ ADD** button to add another Claim entry.

CLAIM DETAIL

Claim Type:	📋	Select Claim Type ▾	Amount:	Rs.	Amount	Remarks:	Write remarks here..

➕ ADD

- Upload CSV/XLSX *(Optional)*
- Upload Bills *(Optional)*
- Remarks
- Click on the I agree to the terms of service tick box.

OTHER DETAILS

Upload CSV/XLSX:	🖼	Choose File No file chosen	Upload Bills:	🖼	Choose Files No file chosen
Remarks:		Write remarks here..			

☐ I Agree to the terms of service.

- Click on the **⇥ Claim Now** button to make the claim request.

4.2. Add Request

- Go to **Dashboard > Navigation Pane > Claim & Request > Request > Add Request.**
- In the Add Request form, Fill in the following details:
  - Request Title
  - Requested Date
  - Request Code

BASIC DETAIL

Title:*	✎ Enter Title	Request Date :*	📅 Enter Request Date
Request Code:*	Enter Request Code		

- Request Type
- Amount
- Remarks
- Click on ⊕ ADD button to add another Request entry.

REQUEST DETAIL

Request Type:	📝 Select Request Type ▾	Amount:	Rs. Amount	Remarks:	Write remarks here..

⊕ ADD

- Remarks
- Click on the I agree to the terms of service tick box.

OTHER DETAILS

Remarks:	Write remarks here..

☐ I Agree to the terms of service.

- Click on the 🔄 Claim Now button to make the claim request.

To check if the Claim or Request has been approved or rejected:

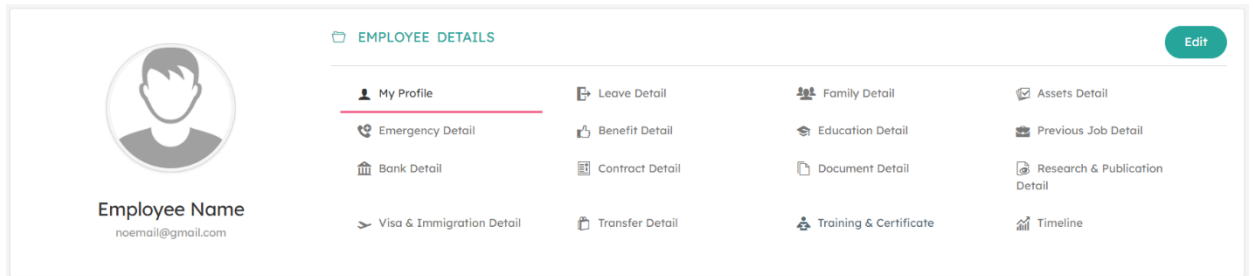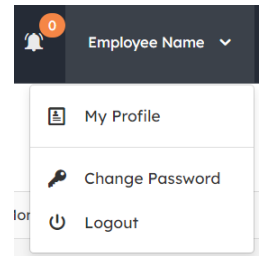- Go to **Dashboard > Navigation Pane > Claim / Request**

5. User Profile Details

5.1. My Profile Details

To check the details of the User's Profile,

- Go to **Dashboard**
- Click on the **Username** *(Employee Name)* on the top-right of the Dashboard.
- Then click on **My Profile**.

- All the details that have been stored related to the User will be presented.

Note: The User (Employee) will only be able to add the Profile details. (Please contact the HR to edit or delete the added details.)

6. Additional Modules

6.1. Work Log

To add the Work Log of a date,

- Go to **Dashboard > Navigation Pane > Work Log > Create New.**

- In the **Work Log Form**, fill in the following details:
    - Date of Work Log
    - Title
    - Time (In Hours)
    - Status
    - Priority
    - Assigned To
    - Remarks

    - Click on the button to add another worklog entry for the day.

    - Click on the button to save the Worklog entry.

6.2. Grievances

To raise or submit any grievances,

- Go to **Dashboard > Navigation Pane > Grievance List > Create New**

Or,

- Go to **Dashboard > HR Help Desk**

BASIC DETAIL

| Do you want to remain anonymous? | ● Yes   ○ No |
| Subject : * | Select Subject ⌄ |
| Attachment: | Choose File   No file chosen |

- In the **Grievance Creation Form**,
  - Choose if you want to remain anonymous or not.
    - Yes, if the user details shall not be shared.
    - No, if the user details shall be shared.
  - Select the **Subject** of the Grievance.
    Note: The entry details will vary based on the subject selected.
  - Click on **⊣⑨ Save Record** button to submit the grievance.

6.3. Password Change

To change the password to the Self-service Dashboard,

- Go to **Dashboard**
- Click on the **Username** *(Employee Name)* on the top-right of the Dashboard.
- Click on **Change Password**.
- Enter the Old Password and the New Password in the designated sections.

🔔⁰ Employee Name ⌄

🕐
10:20:21 AM
Tenure:

Jun 05, 2023 (Monday) | 22 Jestha, 2080 (सोमवार)
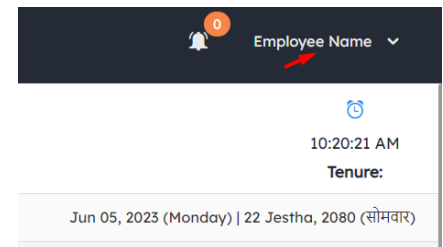
Change Password

| Old Password: | employee |
| New Password: | ·············· |

💾 Update Password

- Click on the **Update Password** button to save the new password.