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Introduction

This is a post installation guide to provide users information on how to use VHRIS easily. If you require instructions for installing VHRIS, please follow this link: <http://itms.sslverity.com:8080/VHRIS/>.

This guide comprises of a detailed description of VHRIS's features, capabilities, and step-by-step procedures to use this application efficiently.

Prerequisite Skills

VHRIS end users do not require any specialized or additional technical skills to use the application.

How to Use This Guide

We would recommend you to follow this guide in a sequential order of the chapters. The chapters have been placed in a progressive order to help you use VHRIS optimally. VHRIS User Guide's chapters consist of 'How to' questions to make it easier for users to locate solutions for their queries. Following are some of the frequently used conventions across the user guide:

Convention/Icon	Description
	Tip icon used in this document to highlight easy to use tips to simplify your VHRIS experience.
	Note icon used in this document to highlight important points.
	View icon used in VHRIS application
	Edit icon used in VHRIS application
	Delete icon used in VHRIS application
	More actions icon used in VHRIS application
	Information icon used in VHRIS. Hover the mouse pointer over this icon to view a brief description for an option



1. Getting Started

What are the roles available in VHRIS?

Super Admin

Super Admin installs the application and provides his email credentials while installing. He/she is responsible for setting up and configuring the application to make it ready for use. The Super Admin will be the first employee in the application, for example: EMP0001 or VHRIS0001. However in VHRIS, the Super Admin will not be included in the organization's employees' list. The employees' list starts from the second employee (Organization Head).

The Super Admin has unlimited access over the entire application. In other words, he/she has full control, and is responsible for administering VHRIS.



Since the Super Admin will not be included in the employee's list, he/she will not be able to perform employee actions like raising a leave request, service request, submitting timesheets etc. You can add another employee to VHRIS for the Super Admin user, with his/her actual details like Name, Job Title, Reporting Manager etc.

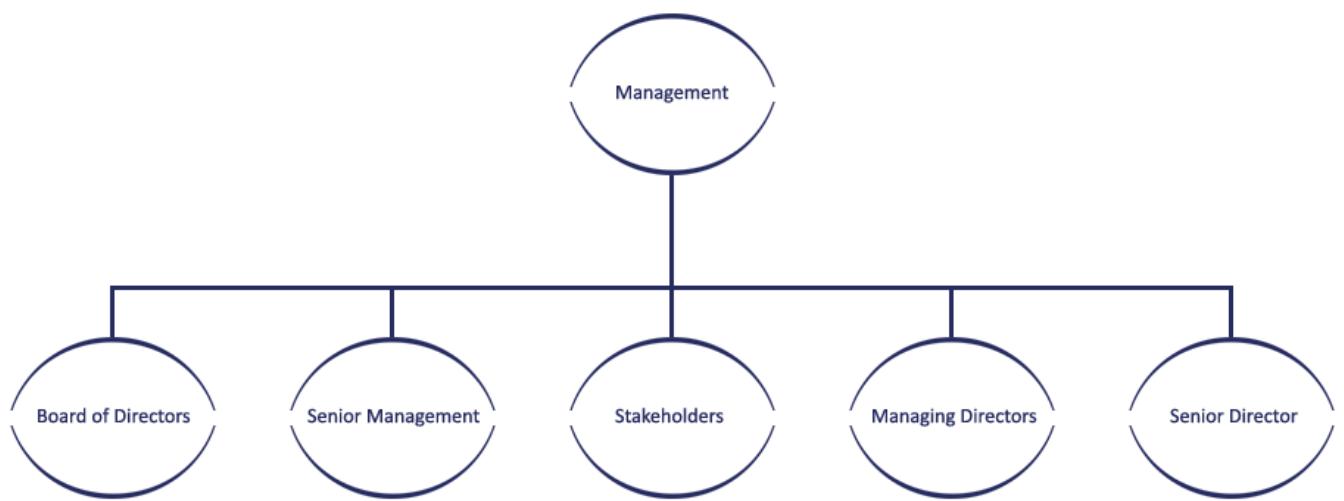
Default Role Groups in VHRIS

There are 6 main role groups available by default in VHRIS:

- Management
- Manager
- HR
- Employee
- System Admin
- External User

Within each role group a maximum of 5 role groups can be created. For example:





How do I log in to VHRIS?

Super Admin

After installing VHRIS your (Super Admin) credentials will be sent to your email address and will also be available in a downloadable PDF file. To access the application follow the link provided on the screen after installation.

Please refer Figure 1.

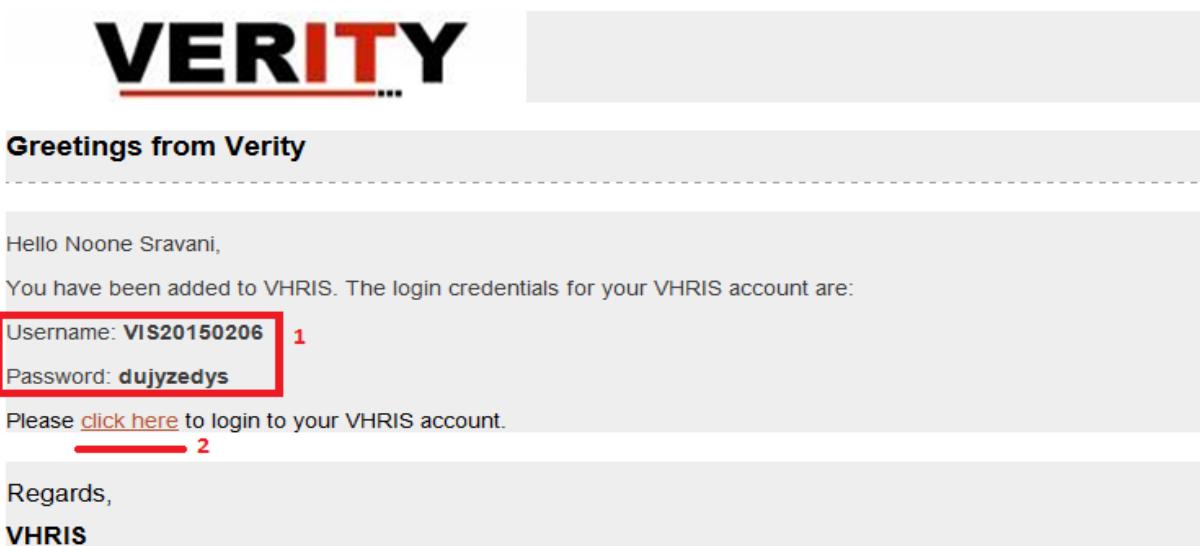


Figure 1

1. Super Admin login credentials
2. Follow this link to open the application
3. Download PDF file containing login credentials

Super Admin receives the below email:

Please refer Figure 2.

Employees/Users

After the HR/Management/Super Admin adds you to VHRIS, your credentials will be sent to your provided email address. You can access the application through the [link](#) provided in the email containing your credentials.

Please refer Figure 3.

**Greetings from Verity**

Hello Noone Sravani,

You have been added to VHRIS. The login credentials for your VHRIS account are:

Username: **VIS20150206**

Password: **dujyzedys**

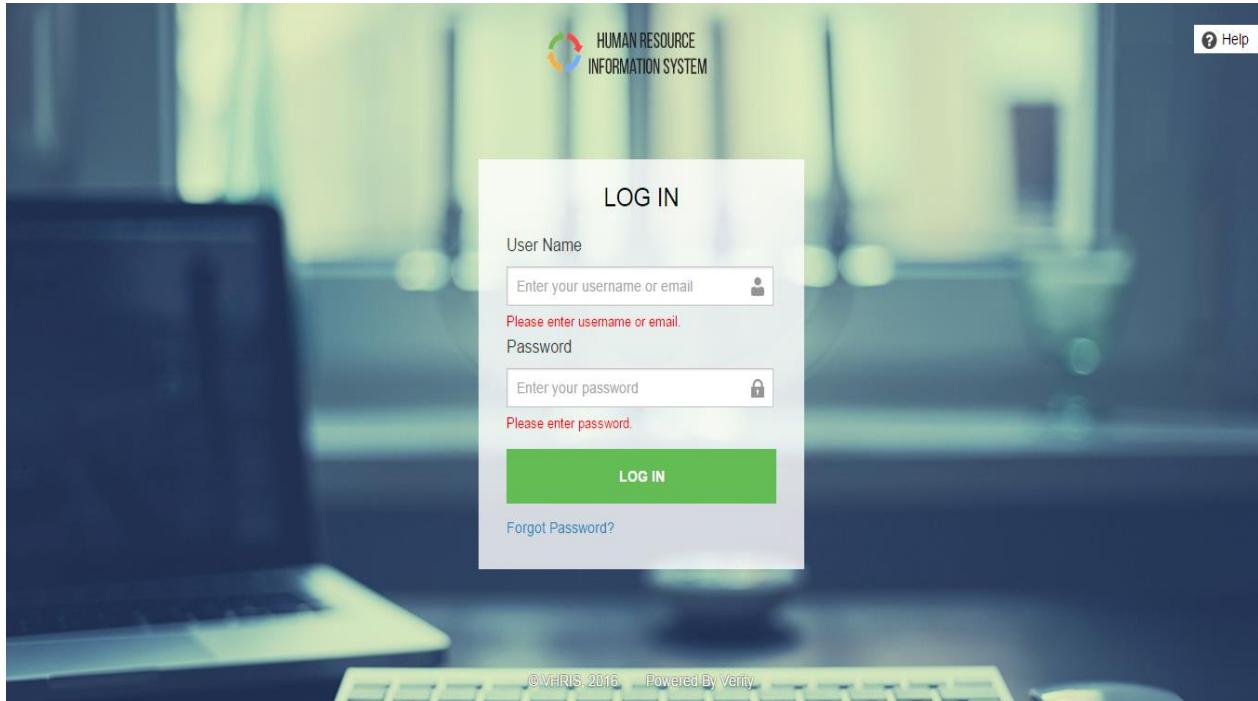
Please [click here](#) to login to your VHRIS account.

Regards,

VHRIS

Figure 3

The **link** leads you to the VHRIS login screen.



You can log in using your employee ID or your registered email address.

How do I set up VHRIS?

The Super Admin can begin setting up VHRIS by using the Configuration Wizard.

Configuration Wizard

Configuration Wizard allows you to configure settings that reflect requirements unique to your organization and make your application ready to use. Configuration Wizard is the first screen that is displayed if you are logging into the application for the first time.

Information is gathered in 5 steps.

Step 1: Modules

Please refer Figure 4.

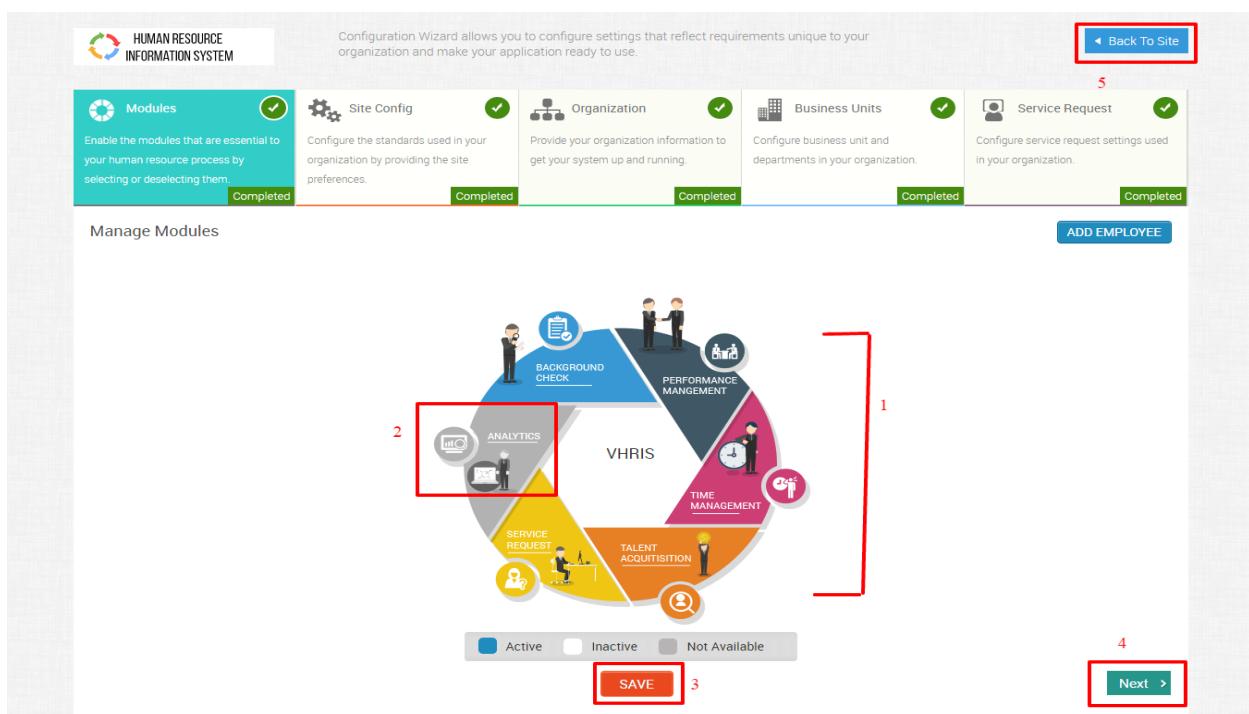


Figure 4

1. All the modules are displayed in a circular representation
2. Click on a module icon to activate or deactivate a module
3. Click **SAVE** button to apply the changes made
4. Click **Next** button to proceed to the next step
5. Click **Back To Site** button and you will be redirected to the dashboard. The next time you log in, it will resume from where you had discontinued earlier in the configuration wizard.

Step 2: Site Config

Please refer Figure 5.

HUMAN RESOURCE INFORMATION SYSTEM

Configuration Wizard allows you to configure settings that reflect requirements unique to your organization and make your application ready to use. [Back To Site](#)

Modules Completed

Site Config Completed

Organization Completed

Business Units Completed

Service Request Completed

Site Configuration

Employee Code * VIS **Currency** * Indian Rupee (INR) **Date Format** * Day, Month And Four Digit Y... **Time Format** * Hour, Minutes And Seconds... Example: 10:01:2013

Default Time Zone * Asia/Kolkata [IST] **Country** * India **State** * Andhra Pradesh **City** * Hyderabad

Default Password * Alphanumeric

The password should contain atleast one alphabet and one number. The minimum length should be 6 characters and maximum length should be 15 characters. Eg: myname123

Employment Status *

Contract, Deputation, Full Time, Left, Part Time, Permanent, Probationary, Resigned, Suspended, Temporary

SAVE

[Next >](#)

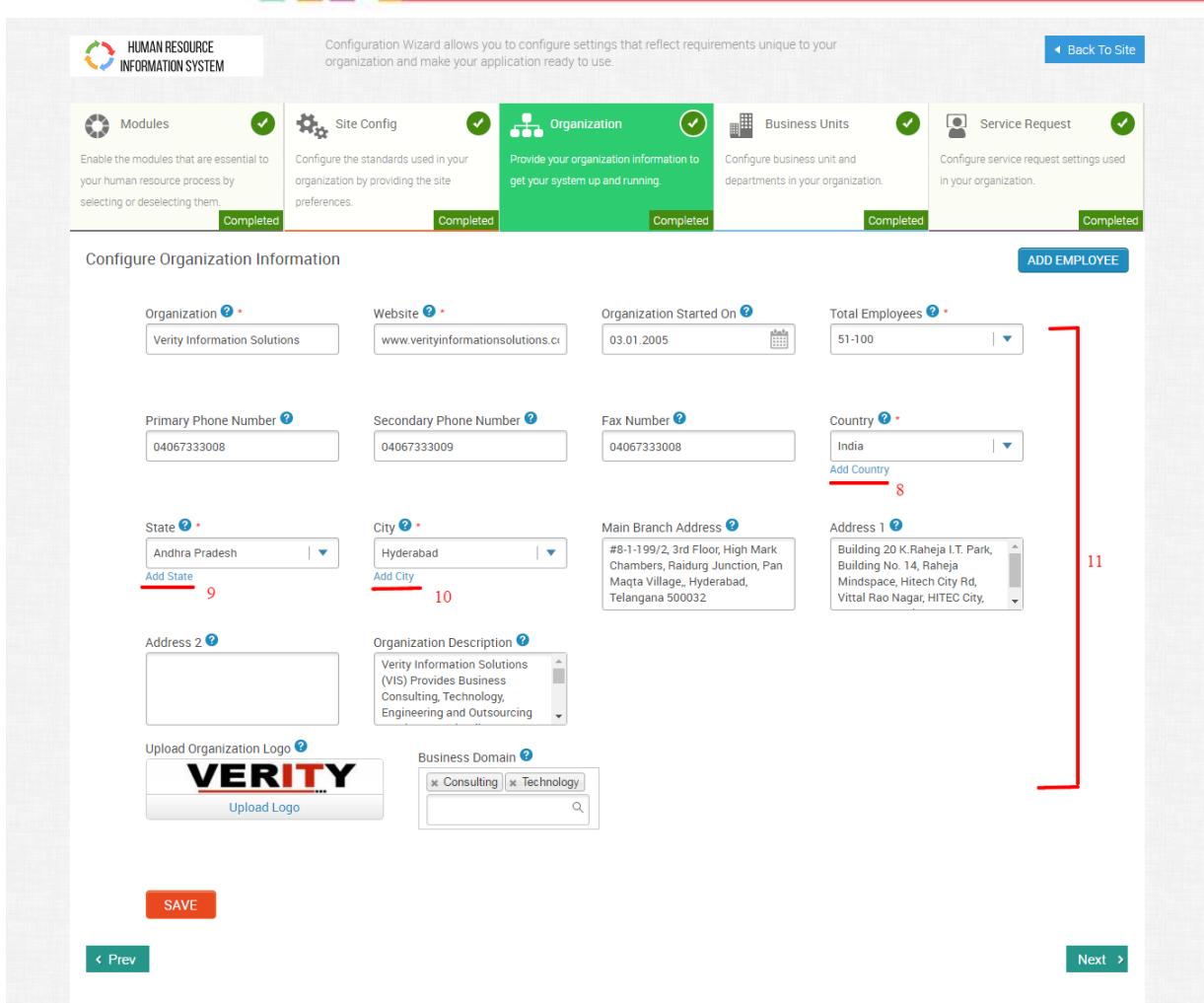
Figure 5

6. Make changes to the Site Configurations based on your organization preferences
7. Click **Add Time Zone** to add the required time zone

When you click **Add time Zone** another window will pop up which will let you select the time zone(s) you require in your organization.

Step 3: Organization

Please refer Figure 6.



Configuration Wizard allows you to configure settings that reflect requirements unique to your organization and make your application ready to use.

[Back To Site](#)

Organization

Provide your organization information to get your system up and running.

ADD EMPLOYEE

Organization ? * Verity Information Solutions

Website ? * www.verityinformsolutions.ci

Organization Started On ? * 03.01.2005

Total Employees ? * 51-100

Primary Phone Number ? * 04067333008

Secondary Phone Number ? * 04067333009

Fax Number ? * 04067333008

Country ? * India

Add Country 8

State ? * Andhra Pradesh

Add State 9

City ? * Hyderabad

Add City 10

Main Branch Address ? #8-1-199/2, 3rd Floor, High Mark Chambers, Raidurg Junction, Pan Maqta Village, Hyderabad, Telangana 500032

Address 1 ? Building 20 K Raheja I.T. Park, Building No. 14, Raheja Mindspace, Hitech City Rd, Vittal Rao Nagar, HITEC City.

Address 2 ?

Organization Description ? Verity Information Solutions (VIS) Provides Business Consulting, Technology, Engineering and Outsourcing

Upload Organization Logo ?  Upload Logo

Business Domain ? Consulting Technology

SAVE

< Prev

Next >

Figure 6

8. Click **Add Country** to add the required country
9. Click **Add State** to add the required state
10. Click **Add City** to add the required city
11. Enter information about your organization

After saving your organization's details, an **ADD Employee** button will appear on the top right corner of the configuration wizard screen. However, it is not mandatory to add an employee in this step, you can even add an employee after the entire configuration is completed.

If you want to add an employee please refer to section [1.4 How do I add employees to VHRIS?](#)

Step 4: Business Units

You can create business units and departments here.

Configuration Wizard allows you to configure settings that reflect requirements unique to your organization and make your application ready to use.

[Back To Site](#)

Modules	Site Config	Organization	Business Units	Service Request
Enable the modules that are essential to your human resource process by selecting or deselecting them.	Configure the standards used in your organization by providing the site preferences.	Provide your organization information to get your system up and running.	Configure business unit and departments in your organization.	Configure service request settings used in your organization.
Completed	Completed	Completed	Completed	Completed

Business Unit And Departments

Business Unit * [Add Business Unit](#) **12**

Department * **13**

Street Address *

[ADD DEPARTMENT](#) **14**

SAVE

[< Prev](#) [Next >](#)

Figure 7

Please refer Figure 7.

12. Create a new business unit by giving its name and street address.
13. Create a new department within the business unit
14. Add another department (To have multiple departments under a business unit)
15. Click here to add the first employee (organization head)

Step 5: Service Request

Please refer Figure 8.

Configuration Wizard allows you to configure settings that reflect requirements unique to your organization and make your application ready to use.

[Back To Site](#)

Modules	Site Config	Organization	Business Units	Service Request
Enable the modules that are essential to your human resource process by selecting or deselecting them.	Configure the standards used in your organization by providing the site preferences.	Provide your organization information to get your system up and running.	Configure business unit and departments in your organization.	Configure service request settings used in your organization.
Completed	Completed	Completed	Completed	Completed

Service Request Categories And Requests

Category * [Add Category](#) **16**

Request Type * **17**

Description
200 characters remaining (200 maximum)

[ADD REQUEST TYPE](#) **18**

SAVE

[< Prev](#)

Figure 8

16. Create a new service category
17. Create a new request type
18. Add another request type

Click **Back To site** to go back to the application's dashboard and exit the configuration wizard.



Ensure that you always

How do I add Employees to VHRIS?

Gathering management details is an important aspect of an organization. The first employee you add will be the Organization Head.



You can add other employees only after adding the Organization Head.



While adding employees ensure that they align with the hierarchy of your organization (top down approach). Reporting manager is a mandatory field, while adding employees.

Adding Organization Head (Employee #2)

On clicking **ADD EMPLOYEE** in the configuration wizard screen (*refer Figure 8*) the below screen will appear:

Please refer Figure 9.

Figure 9

1. Enter all the mandatory details
2. Position can be configured later
3. Job title can be configured later
4. Go back to the configuration wizard and resume configuring your application

Adding Other Employees

Please refer Figure 10.

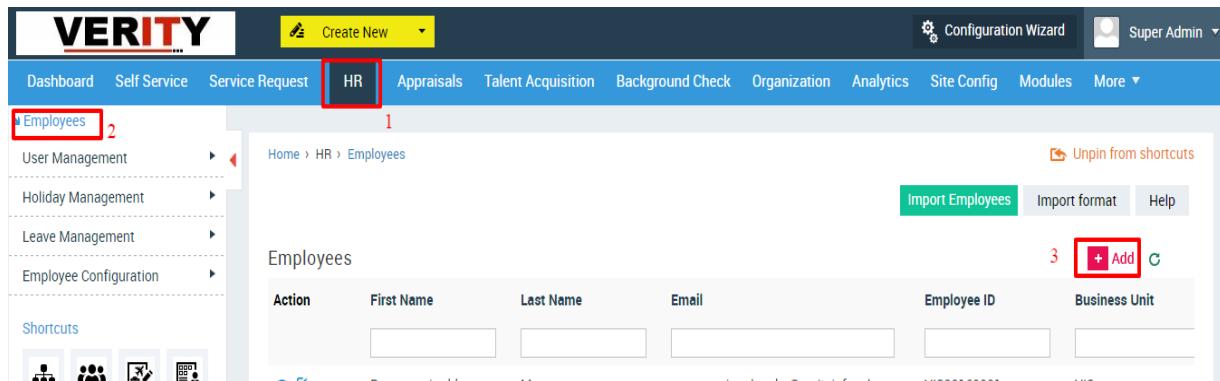


Figure 10

1. Click **HR** in the top menu
2. Click **Employees** option on the left panel
3. Click **+Add** button on the right side

Please refer Figure 11.

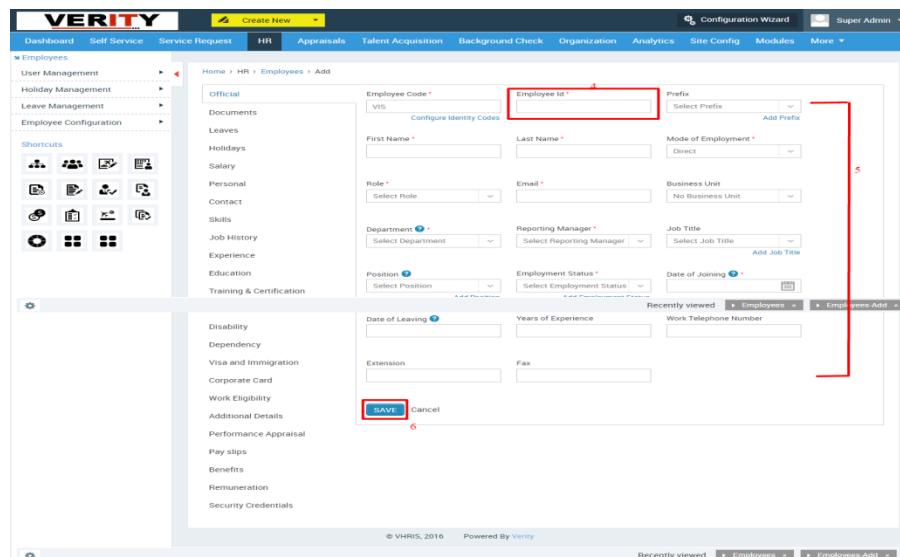


Figure 11

4. The letters in the employee code (configured in Site Config step) will appear by default. You will need to enter the Employee ID manually.
5. Enter the required details related to the employee
6. Click **Save** button to add the employee



Only the Super Admin's ID number will be fixed as 0001. All the other Employees including the Organization Head can have customized employee ID numbers. For example:

Super Admin: EMP0001
 Organization Head: EMP0022
 Manager: EMP345
 Employee: EMP90

Adding Employees in Bulk

Employees can be added in bulk using the import option. You have to download the import format excel doc, fill it in with all the employees' details and then import it.

Please refer Figure 12.

Figure 12

1. Click **HR** in the top menu
2. Click **Employees** option on the left panel
3. Click **Import Format** on the right side above the Employees grid to download the format
4. For further guidance, click on the **Help** link. You will be directed to the import guide, which will provide you detailed information on how to add employee in bulk.

Please refer Figure 13 to view the Import Format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Prefix	First Name	Last Name	Employee Id	Role Type	Email	Business	Departm	Reporting	Job Title	Position	Employment Status	Date of Joining	Date of Birth	
2	Mr	Grame	Smith	0411	manager	gsmith@example.com	SAU	EMD	EMPP0002	MGR	Manager	PERM	2011-06-01	2015-06-01	
3	Mr	Hansie	Cronje	2359	employee	hcronje@example.com	SAU	EMD	EMPP0002	EPM	Employee	PERM	2013-07-10	2015-07-07	
4															
5															
6															
7															
8															
9															
10															
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21															
22															
23															
24															
25															

Figure 13

In bulk import, emails containing the credentials will not be sent automatically to the employees. The employee data will only be saved in the database. In order to send emails, you will need to run the cron job:

[http://..\(your domain name\)..../\(your application name\)..../index.php/cronjob](http://..(your domain name)..../(your application name)..../index.php/cronjob)

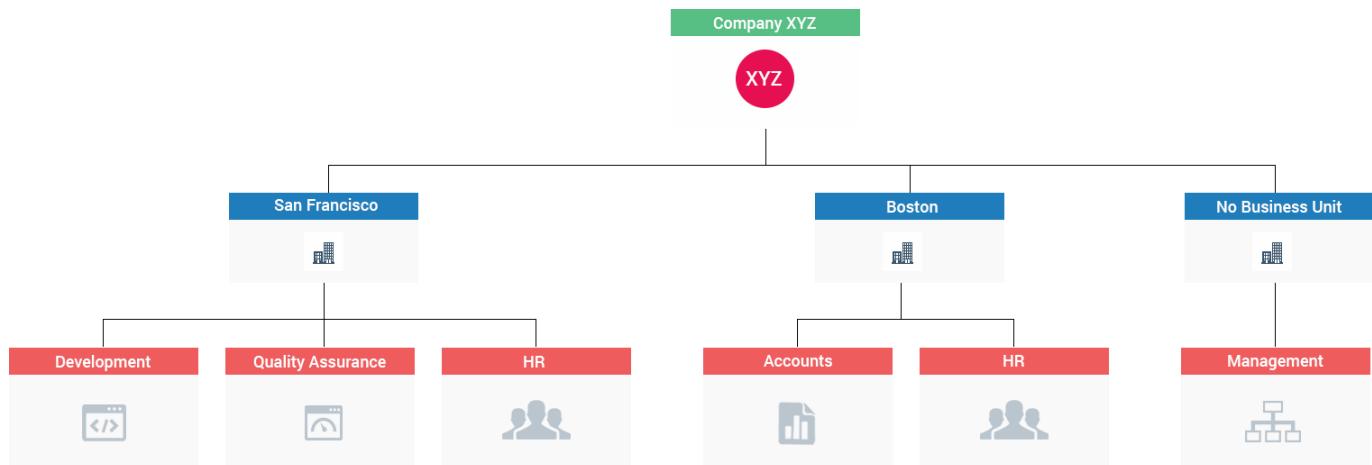
For example: <http://example.com/VHRIS/index.php/cronjob>



Please logout of the application and then run the cron job in your browser.

How do I add Business Units and Departments (without using configuration wizard)?

Business Units and Departments are the two main organizational units of VHRIS. A Business Unit can have multiple departments and not vice versa. Below is an example of the Organization Structure in VHRIS.



Adding Business Units

Please refer Figure 14.

The screenshot shows the VHRIS application interface with the following highlights:

- Step 1: Click on the **Organization** tab in the top menu bar.
- Step 2: Click on the **Business Units** link in the left sidebar.
- Step 3: Click the **+ Add** button to start adding a new business unit.

Action	Name	Code	Started On	Street Address	City	State	Country	Time zone
	VIS IT	VIS		Divya Sri IT park, Orion	Hyderabad	Andhra Pradesh	India	Asia/Kolkata [IST]
	VIS FIS	VIS		MCS Building, Kondapur	Hyderabad	Andhra Pradesh	India	Asia/Kolkata [IST]
	VIS	VIS		High Mark Chambers Raidurgam	Hyderabad	Andhra Pradesh	India	Asia/Kolkata [IST]
	VKS	VKS		Raheja Building number 14	Hyderabad	Andhra Pradesh	India	Asia/Kolkata [IST]

Figure 14

1. Click **Organization** in the top menu
2. Click on **Business Units** on the left panel

3. Click on **+Add** button on the right side

The screenshot shows the 'Organization' tab selected in the top navigation bar. On the left, there's a sidebar with 'Business Units' expanded, showing 'Departments', 'Organization Structure', 'Organization Hierarchy', and 'Announcements'. Below the sidebar is a 'Shortcuts' section with various icons. The main content area is titled 'Business Units > Add' and contains fields for Name, Code, Description, Started On, Time Zone, Country, State, City, Street Address 1, Street Address 2, and Street Address 3. At the bottom left is a 'SAVE' button.

Figure 15

4. Enter the necessary details
5. Click on Save button to save the Business Unit

Adding Departments

Please refer Figure 16.

The screenshot shows the 'Organization' tab selected in the top navigation bar. On the left, there's a sidebar with 'Business Units' expanded, showing 'Departments' (which is highlighted with a red box), 'Organization Structure', and 'Organization Hierarchy'. Below the sidebar is a 'Shortcuts' section with various icons. The main content area is titled 'Departments > Add' and contains fields for Action, Name, Code, Started On, Department Head, Time Zone, and Business Unit. At the top right is a '+Add' button.

Figure 16

1. Click **Organization** in the top menu
2. Click on **Departments** on the left menu panel
3. Click on **+Add** button on the right side

The screenshot shows the 'Organization' tab selected in the top navigation bar. On the left, there's a sidebar with 'Business Units' expanded, showing 'Departments' (which is highlighted with a red box), 'Organization Structure', 'Organization Hierarchy', and 'Announcements'. Below the sidebar is a 'Shortcuts' section with various icons. The main content area is titled 'Departments > Add' and contains fields for Department Name, Business Unit, Department Code, Department Head, Started On, Time Zone, Country, State, City, Street Address 1, Street Address 2, Street Address 3, and Description. At the bottom left is a 'SAVE' button.

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Ph No-040-67333000, Fax-040- 44608799, Website: www.verityinfosol.com

INDIA | U.S.A | OMAN | SAUDI ARABIA | U.A.E

Figure 17

4. Enter the necessary details
5. Click **Save** button to create a new department

No Business Unit

If you need only Departments and no Business Units, then you can go for the option ‘No Business Unit’. While creating a Department (refer [1.5.2 Adding Departments](#)) select the option ‘No Business Unit’ in the Business Unit field.

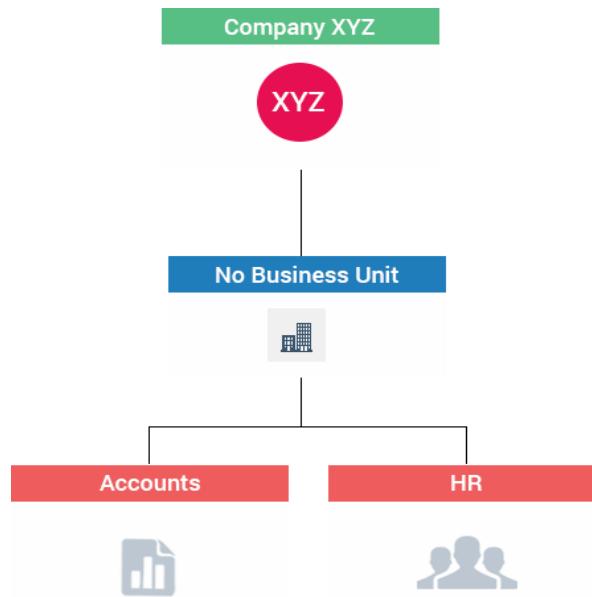


Figure 18

1. Select the option ‘No Business Unit’

How do I add Job Titles and Positions?

Job title is an employee's designation and Position is the designation level. For example if the Job title is Software Engineer, then the Position can be Senior Software Engineer or Associate Software Engineer.

Adding Job Titles

Please refer Figure 19.

Action	Job Title Code	Job Title	Job Description	Min Experience Required	Job Pay Grade Code	Job Pay Frequency
	LSAPB1	Lead SAP B1 Consultant	Lead SAP B1 Consultant	7	Pay Grade 3	Monthly
	ITI Head	ITI Head	ITI Head	11	Pay Grade 2	Monthly
	SAP	SAP B1 Consultant	SAP B1 Consultant	5	Pay Grade 3	Monthly
	BDMC	Business Deve Consul	Business Development	4	Pay Grade 4	Monthly
	FUNC	Functional Consultant	Functional Consultant	4	Pay Grade 3	Monthly
	Tester	Tester	Tester	5	Pay Grade 5	Monthly
	Developer	Developer	Developer	6	Pay Grade 4	Monthly
	LED	Lead	Sales	2	MNT	Monthly
	EPM	EPM	IT	4	level3	Monthly
	BDM	Business Development	Business Development	3	Level 2	Monthly
	emp	Employee	Employee	3	4	Monthly

Figure 19

1. Click **HR** in the top menu
2. Click **Employee Configuration**, it will expand to give more menu items
3. Click **Job Titles**
4. Click **+Add** button on the right side

Please refer Figure 20.

Figure 20

5. Fill in the required details
6. Click **Add Pay Frequency** to add different frequency categories like Monthly, Daily etc.
7. Click **Save** button to create a new job title

Adding Positions

Please refer Figure 21.

Action	Position	Job Title	Description
	Lead SAP B1 Consultant	Lead	SAP B1 Consultant
	ITI Head	Manager	ITI Head
	SAP B1 Consultant	EPM	SAP B1 Consultant
	Business Deve Consultant	Business Deve Consul	Business Deve Consultant
	Functional Consultant	EPM	Functional Consultant
	LEAD Tester	Lead	Lead Tester
	Tester	EPM	Tester
	Lead Designer	Lead	Lead Designer
	Designer	EPM	Designer
	LEAD	Business Development	Business Development
	Sr Software Developer	EPM	Sr Software Developer

Figure 21

1. Click **HR** in the top menu
2. Click **Employee Configuration**, it will expand to give more menu items
3. Click **Positions** in the submenu
4. Click **+Add** button on the right side

Please refer Figure 22.

5. Fill in the required details
6. Click **SAVE** to successfully create a position.



You can create a Position only after creating a Job Title

1. Dashboard

VHRIS's dashboard enables you to have all the information you need at a glance. You can decide what elements you need on the dashboard by configuring widgets. You can also view announcements and your colleagues' upcoming birthday.

How do I add Widgets?

Please refer Figure 23.

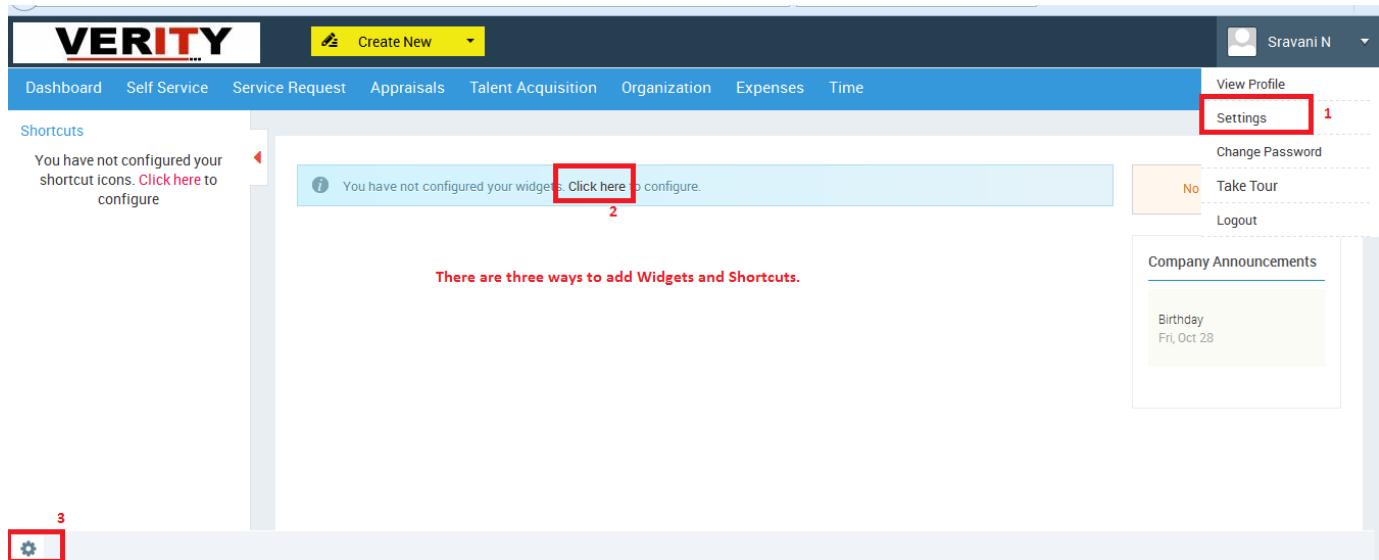


Figure 23

You can configure your widgets on your dashboard using the below methods:

Click the organization logo on the top left corner (This will take you to the dashboard from any other screen)

1. Click **Settings** in the dropdown
2. Click **Click here** link at the center of the dashboard
3. Click the **logged in user's name** in the top right corner

Or

Click the **gear icon** in the bottom left corner

Please refer Figure 24.

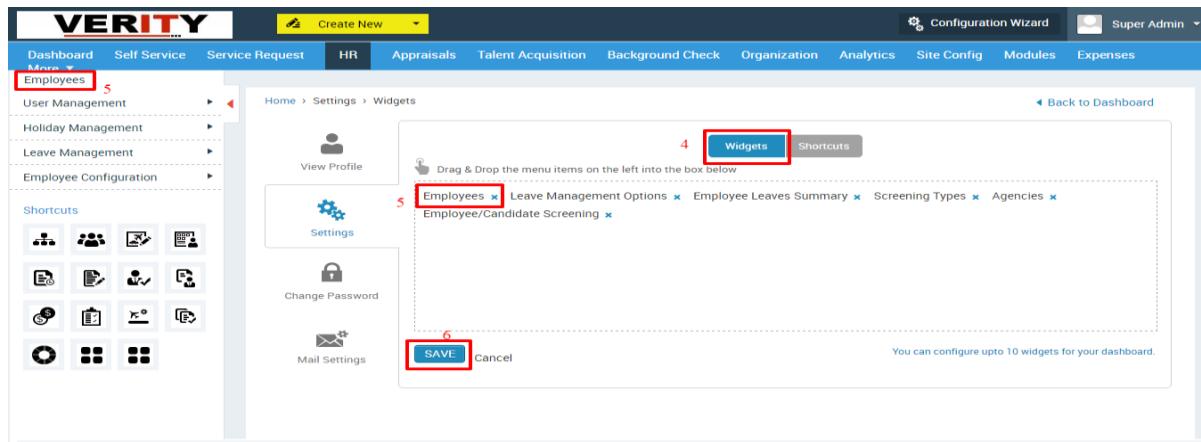


Figure 24

(Common for all)

4. Click **Widgets** button in the settings page
5. Drag and drop the selected menu item(s) in the widgets box
6. Click **SAVE** button to add Widgets in the Widgets pane

How Do I Add Shortcuts?

Please refer Figure 23.

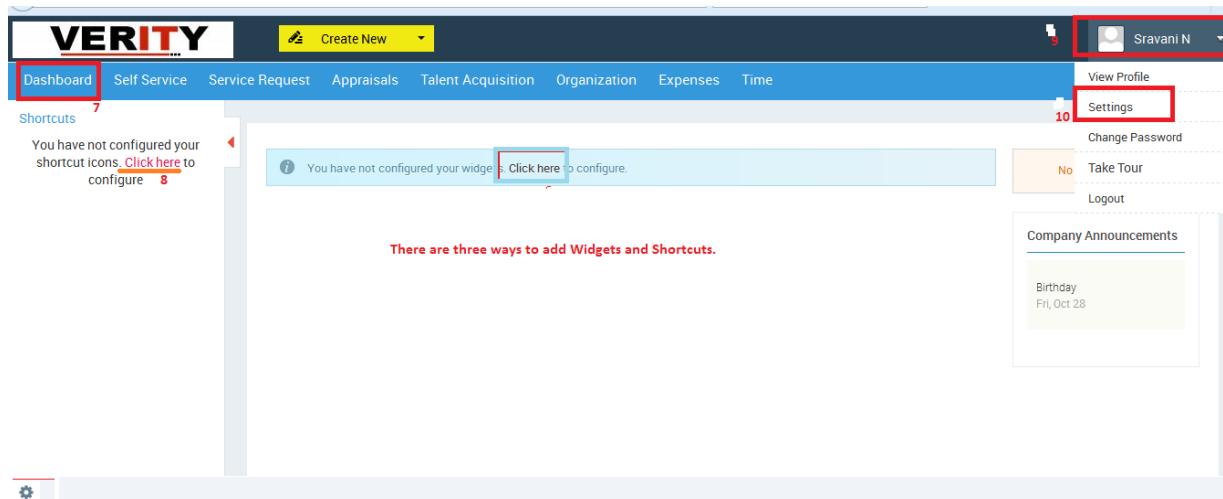


Figure 25

You can configure your shortcuts on your dashboard using the below methods:

7. Click the organization logo on the top left corner (This will take you to the dashboard from any other screen)
 8. Click **Click here** link at the center of the dashboard
Or
 9. Click the **logged in user's name** in the top right corner
 10. Click **Settings** in the dropdown
Or
- Click the **gear icon** in the bottom left corner

Please refer Figure 26

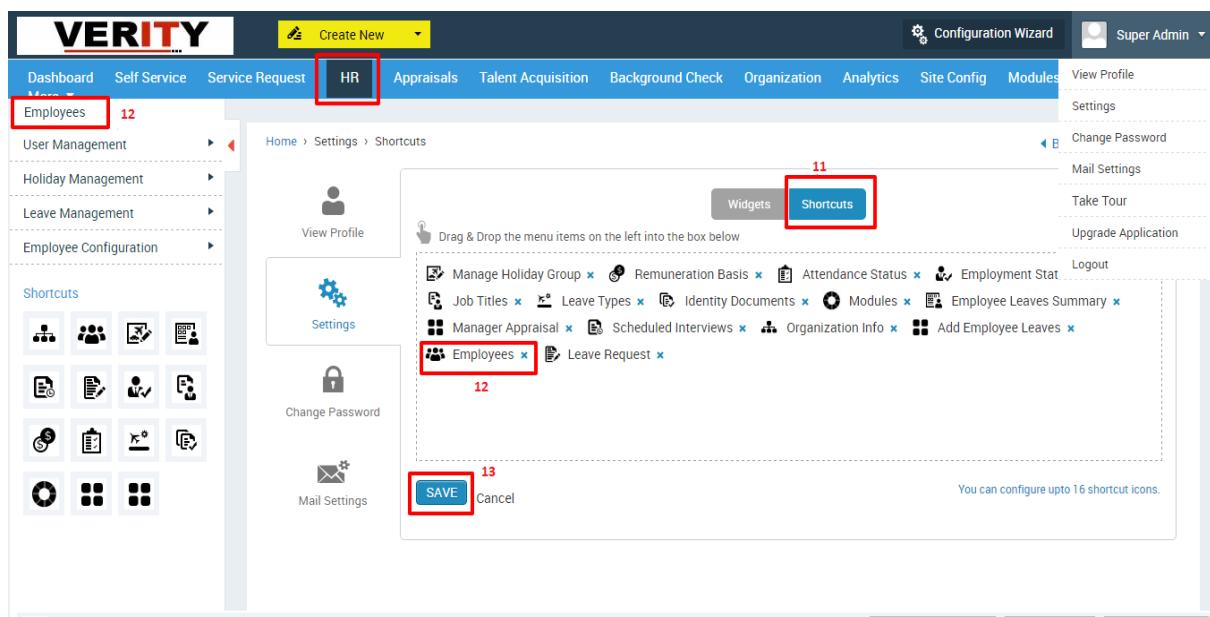


Figure 26

(Common For All)

11. Click **Shortcuts** button in the settings page
12. Drag and drop the selected menu item(s) in the widgets box
13. Click **SAVE** button to add Shortcuts in the Shortcuts pane

This is how your widgets and shortcuts will appear on the dashboard after you've saved them Check the image below:

The screenshot shows the VERITY dashboard with a blue header bar containing navigation links: Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config, Modules, and More. On the right side of the header, there are icons for Configuration Wizard, Super Admin, and a user profile. Below the header is a sidebar titled 'Shortcuts' with various icons. The main content area features several colored boxes with statistics: a red box for 'Employees' (48 Active, 0 Inactive), a green box for 'Screening Types' (0), a yellow box for 'Employee/Candidate Screening' (Candidates 0, Employees 0), a blue box for 'Employee Leaves Summary' (1), and a red box for 'Agencies' (0). At the bottom left, there's a 'Leave Management Options' section with 'Department' and 'KPO' dropdowns. On the right, there's a 'Company Announcements' section with a message about no birthdays today, followed by a list of announcements: 'Birthday1' (Fri, Oct 28) and 'Birthday' (Fri, Oct 28).



Click **cancel** to exit the Widgets/Shortcuts screen

How do I add Announcements?

Announcements can be created by the Super Admin, Management & HR. The announcements will appear on every user's dashboard.

Please refer Figure 27.

The screenshot shows the VERITY organization announcements page. The top menu has a 'Create New' button, Configuration Wizard, Super Admin, and a 'Organization' tab which is highlighted with a red box. The left sidebar has a 'Announcements' link with a red box around it and the number '15'. The main content area shows a table of announcements with columns: Action, Title, Description, Business Units, Departments, and Status. There are two rows: 'Birthday1' (Happy Birthday Regards, VIS - Team HR) and 'Birthday' (Hi, Many Many Happy Returns of the Day A..). A red box highlights the '+Add' button on the right side of the table. Navigation links at the bottom include Home, Organization, Announcements, and a search bar.

Figure 27

14. Click **Organization** in the top menu
15. Click **Announcements** on the left menu panel
16. Click **+Add** button on the right side

Please refer Figure 28.

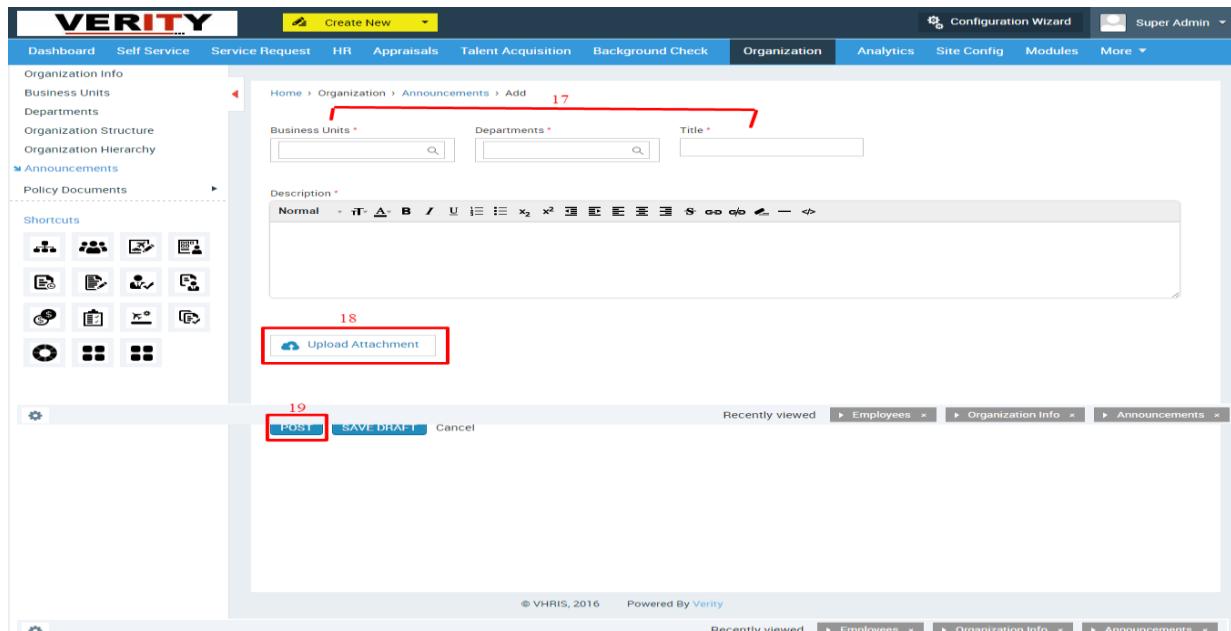


Figure 28

17. Select the Business Unit(s), Department and Title
18. Upload Attachment if required
19. Click **Post** button to publish the announcements

How do I add Birthday Announcements?

Birthday updates will be displayed if it's any employee's birthday on that particular date.

Please refer Figure 29.

Action	First Name	Last Name	Email	Employee ID	Business Unit
	Ramamunireddy	M	ramamuni.mulapaku@verityinfosol.com	VIS20160001	VIS
	Anjaneyulu	Goud	anjaneyulu.goud@verityinfosol.com	VIS20160006	VIS

Figure 29

To add an employee's birthday:

1. Click **HR** in the top menu
2. Click **Employees** on the left menu panel
3. Click **Edit** icon against any employee's name

Please refer Figure 30.

The screenshot shows the VERITY HRM system interface. The top navigation bar includes 'Create New', 'Configuration Wizard', 'Super Admin', and other standard menu items. The left sidebar has a 'Employees' section with options like User Management, Holiday Management, Leave Management, Employee Configuration, and Shortcuts. The main content area displays an employee's details: Name (Mr. Anjaneyulu Goud), Employee Id (VIS20160006), Email Id (anjaneyulu.goud@verityinfosol.com), and Contact Number (9052225050). Below this, there are tabs for Official, Documents, Leaves, Holidays, Salary (with a red box labeled 4), Personal (highlighted with a red box), Skills, Job History, Experience, Education, Training & Certification, Medical Claims, Disability, Dependency, Visa and Immigration, Corporate Card, Work Eligibility, Additional Details, Pay slips, Benefits, Remuneration, Security Credentials, and Asset Details. The 'Personal' tab is active. The 'Date of Birth' field contains '01-01-1980'. At the bottom right of the form area, a 'SAVE' button is highlighted with a red box and labeled 6. The status bar at the bottom indicates recent activity: 'Recently viewed: Employees, Employees-Edit, Employees-Edit'.

Figure 30

4. Click **Personal** menu option on the left menu panel (left side of the form)
5. Enter the birth date in the 'Date of Birth' field
6. Click **SAVE** button

Once the birth dates of employees have been added, a birthday announcement will be displayed on their birthdays.

Please refer figure31

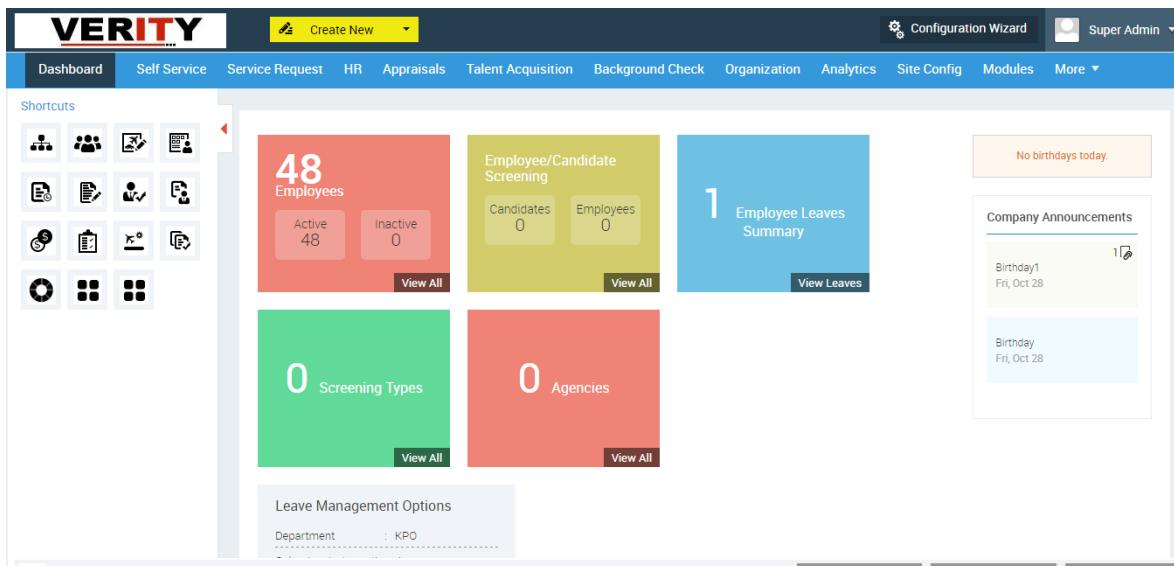


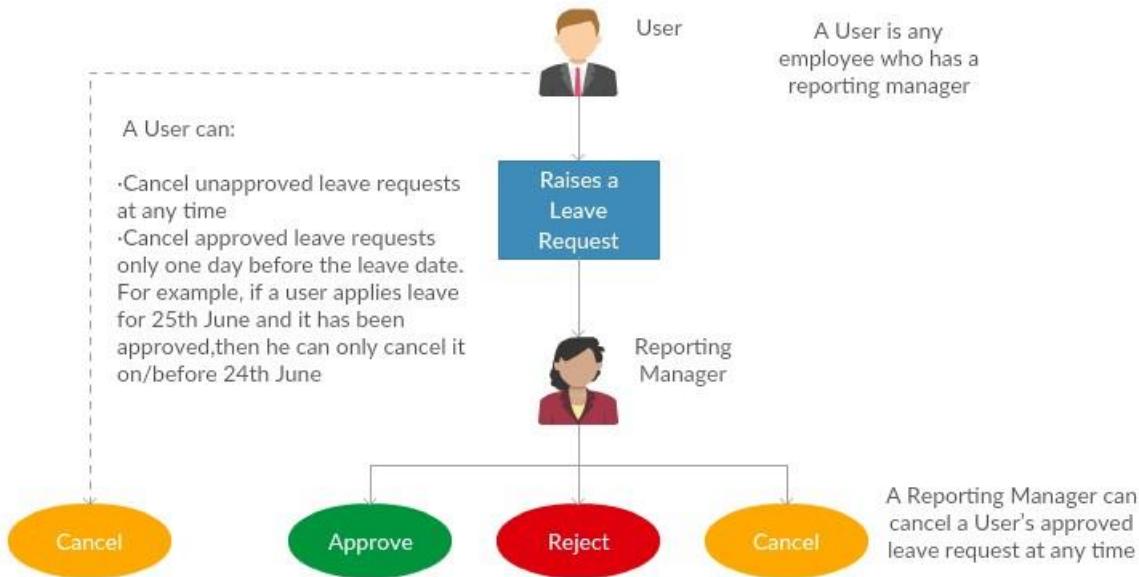
Figure 31



Only the Super Admin and Organization Head can view every employee's birthday announcement. Others can only view birthday announcements of employees in the same department as them.

2. Leave Management

One of the main features available in Self Service is Leave Management. You can raise leave requests and have them approved by your reporting manager. Below is the leave management process flowchart.



Process Description:

- A User (Any User who has a reporting manager) raises a leave request.
- The Reporting Manager, HR and the User will receive an email notification.
- The User can cancel his leave request unapproved or approved (one day before the leave date)
- The Reporting Manager can approve/reject/cancel (at any time) the leave request.
- Once the action has been taken by the Reporting Manager, HR and the User will receive an email notification.



After an approved leave request has been cancelled, the leave(s) are credited back to the user's leave balance.

How do I configure Leave Management Settings?

The **Super Admin/HR** can configure the leave settings and allot leaves for employees. The employees can then utilize the leaves allotted to them.

Leave Management Options

Please refer figure32

Action	Start Month	Week-end 1	Week-end 2	Department	Hours	Halfday	Leave transferable	Skip Holidays	Description
	January	Saturday	Sunday	KPO	9	Yes	Yes	Yes	Leave Ma
	January	Saturday	Sunday	Investment Banking	9	Yes	Yes	Yes	Leave Ma

Figure 32

To configure leave management options:

1. Click **HR** in the top menu
2. Click **Leave Management** on the left panel
3. Click **Leave Management Options** in the submenu
4. Click **+Add** button on the right side

Please refer Figure 33.

Business Unit	Department *	Calendar Start Month *	Weekend day 1 *
No Business Unit	Select Department	Select Calendar Start Mo...	Select Weekend Start Day
Weekend day 2 *	Working Hours *	Half Day Requests *	Allow Leave Transfers? *
Select Weekend End Day		Yes	Yes
Skip Holidays? *	<input type="text" value="Description"/> <small>200 characters remaining (200 maximum)</small>		
Yes	<input type="button" value="SAVE"/> <input type="button" value="Cancel"/>		

Figure 33

5. Fill in the required details
6. **Allow Leave Transfers:** If there are any unused leaves for an employee in the current year, then by using this option they will be carried forward to the next year.
7. **Skip Holidays:** If a user applies for a vacation which includes the weekend or any pre-declared holiday, then by using this option, those days will be excluded from the vacation days.
8. Click **SAVE** button



If each business unit in your organization has different working days and hours, then using this option you can configure the settings.

How Do I Create Leave Types?

Please refer Figure 33.

The screenshot shows the VERITY software interface with the following details:

- Top Navigation:** Create New, Configuration Wizard, Super Admin.
- Main Menu:** Dashboard, Self Service, Service Request, **HR** (highlighted with a red box), Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config, Modules, More ▾.
- Left Sidebar:** Employees, User Management, Holiday Management, Leave Management, **Employee Configuration** (highlighted with a red box), Employee Tabs (10), Employment Status, Pay Frequency, Remuneration Basis, Job Titles, Positions, Competency Levels, Education Levels, Languages, **Leave Types** (highlighted with a red box) (11), Attendance Status.
- Breadcrumb Trail:** Home > HR > Employee Configuration > Leave Types (9).
- Right Content Area:** **Leave Types** table with the following data:

Action	Leave Type	Number Of Days	Leave Code	Is Pre Allocated	Is Deductible	Description
Eye, Edit, Delete	Breavement Leave	4	Breave Leave	Yes	Yes	Breavement Leave
Eye, Edit, Delete	Meternity Leave	90	METL	Yes	Yes	Meternity Leave
Eye, Edit, Delete	Sick Leave	7	SICK	Yes	Yes	Sick Leave
Eye, Edit, Delete	Vacation	10	VAC	Yes	Yes	Vacation
- Buttons and Links:** Unpin from shortcuts, +Add (highlighted with a red box), Refresh, Print.

Figure 34

9. Click **HR** in the top menu
10. Click **Employee Configuration** on the left menu panel
11. Click **Leave Types** in the submenu
12. Click **+Add** button on the right side

Please refer Figure 35.

The screenshot shows the HR section of the VERITY platform. On the left, there's a sidebar with various employee-related management options like User Management, Holiday Management, Leave Management, etc. The 'Leave Types' option is selected and expanded. The main panel shows a form for adding a new leave type. It has fields for 'Leave Type' (which is required), 'Number of Days' (also required), 'Leave Short Code', and a dropdown for 'Is Pre Allocated' set to 'Yes'. Below these are 'Is Deductible' (set to 'Yes') and a 'Description' text area. At the bottom of the form are 'SAVE' and 'Cancel' buttons. A red bracket on the right side groups the 'Is Deductible' dropdown and the 'Description' text area. The 'SAVE' button is also highlighted with a red box. The number 13 is placed near the bracket, and the number 14 is placed below the 'SAVE' button.

Figure 35

13. Fill in the required details
14. Click **SAVE** button to create a new leave type



The number of days assigned to a Leave Type denotes the maximum number of days a User can apply for a leave at one go. It's not the total leave balance for a leave type.

How do I allocate Leave to Employees?

There are two ways to allocate leaves to employees:

- 1) Multiple employees at once (according to Business Units and Departments)
- 2) One employee at a time

Multiple employees at once (according to Business Units and Departments)

Please refer Figure 36

Figure 36 shows the HR module interface. The top navigation bar includes 'Create New', 'Configuration Wizard', and 'Super Admin'. The main menu has tabs for Dashboard, Self Service, Service Request, HR (highlighted with a red box), Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config, Modules, and More. On the left, a sidebar lists Employees, User Management, Holiday Management, Leave Management (highlighted with a red box), Leave Management Options, Employee Leaves Summary, Add Employee Leaves (highlighted with a red box), and Employee Configuration. Shortcuts are also listed. The central content area shows a grid of employees with columns for Action, First Name, Last Name, Employee ID, Allotted Leave Limit, Used Leaves, Leave Balance, and Allotted Year. A header above the grid indicates the current location: Home > HR > Leave Management > Add Employee Leaves. A 'Unpin from shortcuts' link is in the top right of this header. The bottom right of the grid has a '+Add' button.

Figure 36

1. Click **HR** in the top menu
2. Click **Leave Management** in the left side panel
3. Click **Add Employee Leaves** in the submenu
4. Click **+Add** button on the right side

Please refer Figure 37

Figure 37 shows the 'Add Employee Leaves' screen. The top navigation bar and sidebar are identical to Figure 36. The main content area now includes three search input fields: 'Business Units *' (highlighted with a red box), 'Departments *' (highlighted with a red box), and 'Year *' containing the value '2016'. The rest of the interface is consistent with Figure 36.

Figure 37

5. Select the Business Unit(s)
6. Select the Department(s)

All the employees in the selected Business Unit(s) and Department(s) will be displayed.

Please refer Figure 38

The screenshot shows the HR module's 'Leave Management' section. Under 'Employee Leaves Summary', the 'Add Employee Leaves' option is selected. The main form has fields for 'Business Units' (VIS), 'Departments' (VIS-Testing), and 'Year' (2016). Below these, a table lists employees with their leave counts. The 'SAVE' button is highlighted with a red box.

Figure 38

7. Click **Edit** icon
8. Enter the number of leaves for each employee
9. Click **SAVE** button

One Employment at a Time

Please refer Figure 38

The screenshot shows the HR module's 'Employees' list screen. The 'Employees' link in the sidebar is highlighted with a red box. The main area shows a table with columns: Action, First Name, Last Name, Email, Employee ID, and Business Unit. A specific row for 'Ramamuni Reddy' is selected, with its edit icon highlighted by a red box. Buttons for 'Import Employees', 'Import format', and 'Help' are visible at the top right.

Figure 39

1. Click **HR** in the top menu
2. Click **Employees** on the left menu panel
3. Click **Edit** icon against any employee name

Please refer Figure 40

The screenshot shows the VERITY HR application interface. The top navigation bar includes 'Create New', 'Configuration Wizard', and 'Super Admin'. The main menu has tabs for Dashboard, Self Service, Service Request, HR (which is selected), Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config, Modules, and More. On the left, there's a sidebar with 'Employees' expanded, showing User Management, Holiday Management, Leave Management, and Employee Configuration. Below that are 'Shortcuts' with various icons. The main content area shows an employee profile for Mr. Anjaneyulu Goud with details like Employee Name, Employee Id, Email Id, and Contact Number. Under the 'Leaves' tab, there's a section for 'Add or Remove Leaves' with a field containing '5' and a 'Year' dropdown set to '2016'. A 'SAVE' button is highlighted with a red box and the number 6. Other tabs visible include Official, Documents, Holidays, Salary, and Personal.

Figure 40

4. Click **Leaves** on the left menu panel (left side of the form)
5. Enter the number of days for this employee
6. Click **SAVE** button



You can allocate leaves to employees only for the current year

How do I deduct Leaves from an Employee?

Please refer Figure 41

The screenshot shows the VERITY HR application interface. The top navigation bar includes 'Create New', 'Configuration Wizard', 'Super Admin', and other menu items like Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config, Modules, and More. A red box labeled '1' highlights the 'Home' button. A red box labeled '2' highlights the 'Employees' link in the left sidebar under the 'HR' category. A red box labeled '3' highlights the edit icon (pencil icon) next to the employee 'Anjaneyulu' in the main list.

Action	First Name	Last Name	Email	Employee ID	Business Unit
	Ramamunireddy	M	[REDACTED]	[REDACTED]	VIS
	Anjaneyulu	Goud	[REDACTED]	[REDACTED]	VIS
	Venkatesh	Chinthakindi	[REDACTED]	[REDACTED]	VIS
	Vivekavardhan	Nallagonda	[REDACTED]	[REDACTED]	VIS
	Vangapandu	Suresh	[REDACTED]	[REDACTED]	VIS
	Stravani	N	[REDACTED]	[REDACTED]	VIS
	Alli	Ahmed	[REDACTED]	[REDACTED]	VIS
	Vinaya Gopala	Krishna	[REDACTED]	[REDACTED]	VIS

Figure 41

1. Click **HR** in the top menu
2. Click **Employees** on the left menu panel
3. Click **Edit** icon against any employee name

Please refer Figure 42

The screenshot shows the 'Edit' screen for an employee. The top navigation bar is identical to Figure 41. The left sidebar shows 'Employees' selected. The main form displays employee details: Employee Name (Mr. Anjaneyulu Goud), Employee Id (VIS20160006), Email Id (anjaneyulu.goud@verityinfosol.com), and Contact Number (9052225050). Below this, there are tabs for Official, Documents, Leaves (highlighted with a red box labeled '4'), Holidays, Salary, and Personal. Under the Leaves tab, there is a section for 'Add or Remove Leaves' with an input field (highlighted with a red box labeled '5') and a 'Year' dropdown set to '2016'. At the bottom right of this section is a 'SAVE' button (highlighted with a red box labeled '6').

Figure 42

4. Click **Leaves** on the left menu panel (on the left side of the form)
5. Enter the number of days with a '**-**' sign preceding the number for the employee
6. Click **SAVE** button



You can add/remove leaves for an employee, whenever required.
(Only for the current year)

How do I create HR Email Group for Leave Management?

Employees and their reporting managers are informed through email notifications about any action (leave request raised, leave request approved etc.) taken during the leave cycle. In order to send email notifications to HR also, you will need to configure an HR email group. If an HR group email is not configured, the following message will be displayed:



Mail will not be sent to the HR as the HR group mail is not configured.

Please refer Figure 43

The screenshot shows the VERITY software interface. At the top, there's a navigation bar with 'Create New' (dropdown), Configuration Wizard, Super Admin (dropdown), and tabs for Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config (which is highlighted with a red box), Modules, and More. On the left, a sidebar lists 'Site Preferences' with 'General' selected (highlighted with a red box) and other options like Ethnic Codes, Identity Codes, Gender, Time Zones, Marital Status, Prefixes, Race Codes, Nationality Context Codes, Nationalities, Account Class Types, License Types, and Email Contacts (highlighted with a red box). Below the sidebar is a grid titled 'Email Contacts' with columns for Action, Business Unit, Group, and Group Email. A message 'No data found' is displayed. In the top right of the grid area, there's a '+ Add' button (highlighted with a red box).

Figure 43

1. Click **Site Config** on the top menu
2. Click **General** on the left menu panel
3. Click **Email Contacts** in the submenu
4. Click **+Add** button

Please refer Figure 44

The screenshot shows the VERITY software interface. The top navigation bar includes 'Create New', 'Configuration Wizard', 'Super Admin', and 'Site Config' (selected). The main menu has tabs for Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Modules, and More. On the left, a sidebar titled 'Site Preferences' lists categories such as General, Ethnic Codes, Identity Codes, Gender, Time Zones, Marital Status, Prefixes, Race Codes, Nationality Context Codes, Nationalities, Account Class Types, License Types, and Email Contacts. The 'Email Contacts' section is currently active. The main content area shows a breadcrumb path: Home > Site Config > General > Email Contacts > Add. It displays three input fields: 'Business Unit' (set to 'No Business Unit', highlighted by a red box labeled 5), 'Group' (set to 'Select Group', highlighted by a red box labeled 6), and 'Group Email' (containing '7', highlighted by a red box labeled 7). Below these fields are 'SAVE' and 'Cancel' buttons, with 'SAVE' highlighted by a red box labeled 8.

Figure 44

5. Select the Business Unit
6. Select **Leave Management Group**
7. Enter group email id
8. Click **SAVE** button



Every HR email must be unique for a Business Unit. If repeated, you will get an error message: **Group email already exists.**

How do I raise a Leave Request?

Before raising a leave request, ensure that you have been allotted leaves for the current year. If you have not been allotted leave an information message will be displayed:

 You have not been allotted leaves for this financial year. Please contact your HR

To raise a leave request:

Please refer Figure 45

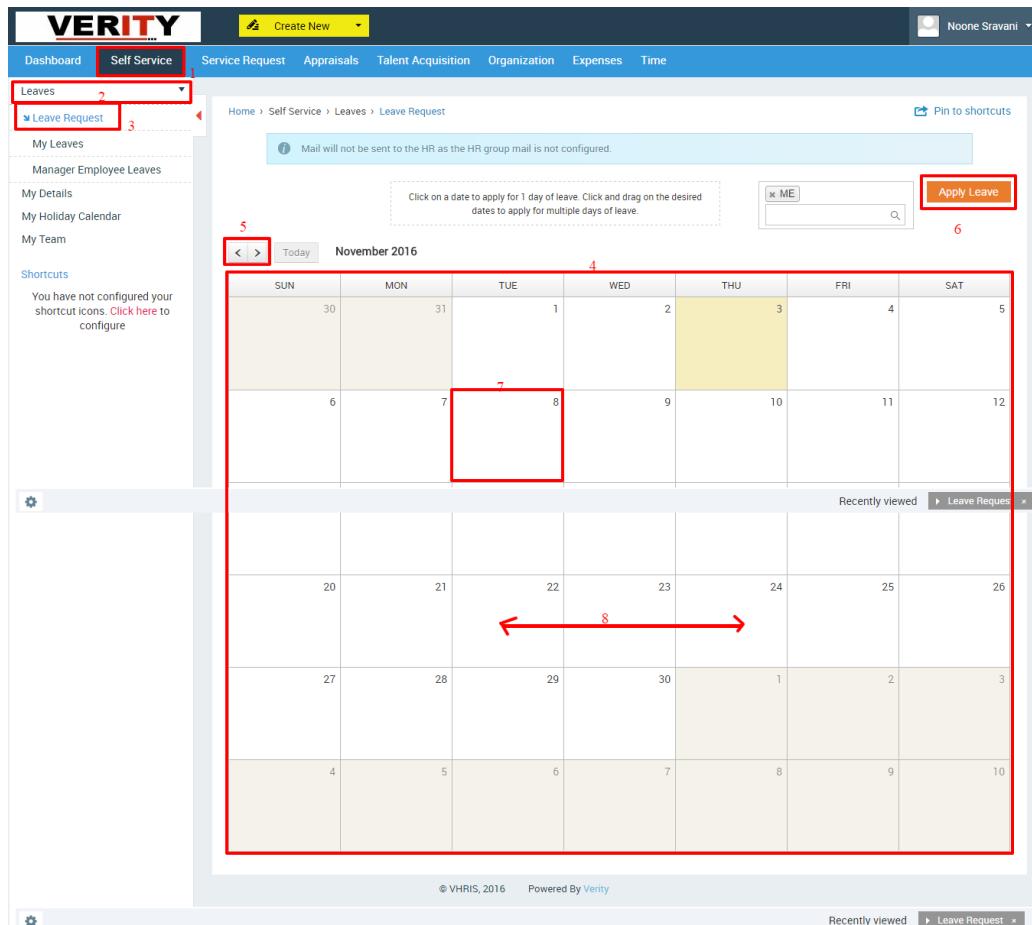


Figure 45

9. Click **Self Service** in the top menu
10. Click **Leaves** on the left menu panel
11. Click **Leave Request** in the submenu
12. The current month calendar will be displayed on the right side panel
13. Click on previous and next arrow buttons to move to previous or next month
14. Click **Apply Leave** to apply leave for the current day
15. Click on any date on the calendar plugin to apply for a day's leave
16. Click and drag on the dates to apply for a long leave (multiple days)

After **6/7/8** a small window '**Create: Leave Request**' will open.

Please refer Figure 46

Figure 46

17. Enter the required details
18. Click **APPLY** button

Leave requests will be displayed in 'Pending Leaves' until an action is performed by the reporting manager

Please refer Figure 47

Action	Leave Type	Reason	From Date	To Date	Days	Applied On
	Vacation	Vacation	08.11.2016	08.11.2016	1.0	03.11.2016

Figure 47



How do I cancel a Leave Request?

Employees can cancel an unapproved leave request at any time. Once a leave request has been approved, they can cancel it only **ONE DAY BEFORE** the actual leave date. Managers can cancel approved leaves at any time.

Employee



Please refer Figure 48

The screenshot shows the VERITY Self Service interface. The top navigation bar includes 'Create New', 'Dashboard', 'Self Service', 'Service Request', 'Appraisals', 'Talent Acquisition', 'Organization', 'Expenses', and 'Time'. The left sidebar has links for 'Dashboard', 'Self Service' (selected), 'Leaves' (highlighted with a red box, 1), 'Leave Request', 'My Leaves' (highlighted with a red box, 3), 'Manager Employee Leaves', 'My Details', 'My Holiday Calendar', 'My Team', and 'Shortcuts'. The main content area shows a summary of leaves: Pending Leaves (1), Cancel Leaves (0), Approved Leaves (0), Rejected Leaves (0), and All (1). Below is a table titled 'My Leaves' with columns: Action, Leave Type, Reason, From Date, To Date, Days, and Applied On. One row is shown: Action (with a red box around the cancel icon, 4), Leave Type (Vacation), Reason (Vacation), From Date (08.11.2016), To Date (08.11.2016), Days (1.0), and Applied On (03.11.2016). There are also 'Records per page' dropdown and search/filter icons.

Figure 48

1. Click **Self Service** in the top menu bar
2. Click **Leaves** on the left side panel
3. Click **My Leaves** in the submenu
4. Click **Cancel** icon in the Action column

A confirmation message will be displayed

Please refer Figure 49

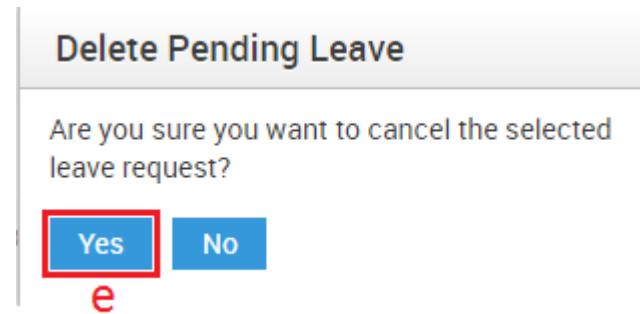


Figure 49

Click Yes button to cancel the leave

You can view your cancelled leaves in **Self Service > Leaves > My Leaves > Canceled Leaves**

Manager

Please refer Figure 50

Action	Employee	Leave Type	From	To	Days	Applied On
	Sravani N	Vacation	03.11.2016	04.11.2016	2.0	01.11.2016

Figure 50

1. Click **Self Service** in the top menu bar
2. Click **Manage Employee Leaves** on the left side panel
3. The leave requests by employees will be displayed in a grid
4. Click **More Action** button in the Action column

A small pop up window will open. Please refer Figure 51

Status			
Comments	(50 characters remaining (50 maximum))		
SAVE			
Employee	Noone Sravani	Leave Type	Sick Leave
From	04.11.2016	To	04.11.2016
Leave For	Full Day	Days	1.0
Applied On	03.11.2016		

Figure51

5. Select Cancel
6. Click **SAVE** button

How do I Approve/Reject an Employee's Leave Request?

Employees' reporting managers have the privilege to approve/reject leave requests.

Please refer Figure 52

The screenshot shows the VERITY Self Service interface. The top navigation bar includes 'Create New', 'Rouf Shaik', 'Dashboard', 'Self Service', 'Service Request', 'Appraisals', 'Talent Acquisition', 'Expenses', and 'Time'. On the left, a sidebar menu has 'Leaves' selected (step 2). Under 'Leaves', 'Manager Employee Leaves' is also selected (step 3). The main content area displays a table titled 'Manager Employee Leaves' with one row: Action (Approve), Employee (Noone Sravani), Leave Type (Sick Leave), From (04.11.2016), To (04.11.2016), Days (1.0), and Applied On (03.11.2016). A red box highlights the 'Approve' link in the Action column (step 4).

Figure 52

5. Click **Self Service** in the top menu
6. Click **Leaves** on the left menu panel
7. Click **Manage Employee Leaves** in the submenu
8. Click **More Actions** button in the Action column

A small pop up window will open. Please refer Figure 53

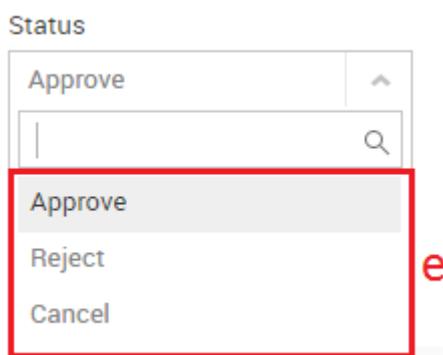


Figure 5

9. Select the status

Click SAVE button to complete the selected action.

How do I view the Approved Leaves and Leave Requests of all the Employees Reporting to Me?

Reporting Manager can view the approved leaves and leave requests of all the employees reporting to them by using the calendar plug-in.

Please refer Figure 54

The screenshot shows the VERITY Self Service application interface. The top navigation bar includes 'Create New' and a user profile for 'Rouf Shaik'. The main menu has tabs for 'Dashboard', 'Self Service' (which is selected), 'Service Request', 'Appraisals', 'Talent Acquisition', 'Expenses', and 'Time'. On the left, a sidebar menu lists 'Leaves' (with a red box labeled 2), 'Leave Request' (with a red box labeled 3), 'My Leaves', 'Manager Employee Leaves', 'My Details', 'My Holiday Calendar', and 'My Team'. Under 'Shortcuts', there are four icons. The main content area shows a breadcrumb path: Home > Self Service > Leaves > Leave Request. A message states 'Mail will not be sent to the HR as the HR group mail is not configured.' Below is a calendar for November 2016. A tooltip says: 'Click on a date to apply for 1 day of leave. Click and drag on the desired dates to apply for multiple days of leave.' A search bar contains 'ME' and an 'Apply Leave' button. A red box labeled 4 highlights the 'Employee Reporting To Me' dropdown in the top right corner of the calendar area. The calendar grid shows dates from 30 to 12.

Figure 54

1. Click **Self Service** in the top menu
2. Click **Leaves** on the left menu panel
3. Click **Leave Request** in the submenu
4. Select the option 'Employee reporting to me'

For the day(s) on which employees have taken leave(s) or raised leave request(s), a horizontal bar having the employee's name on it will be displayed across the dates.

Please refer Figure 55

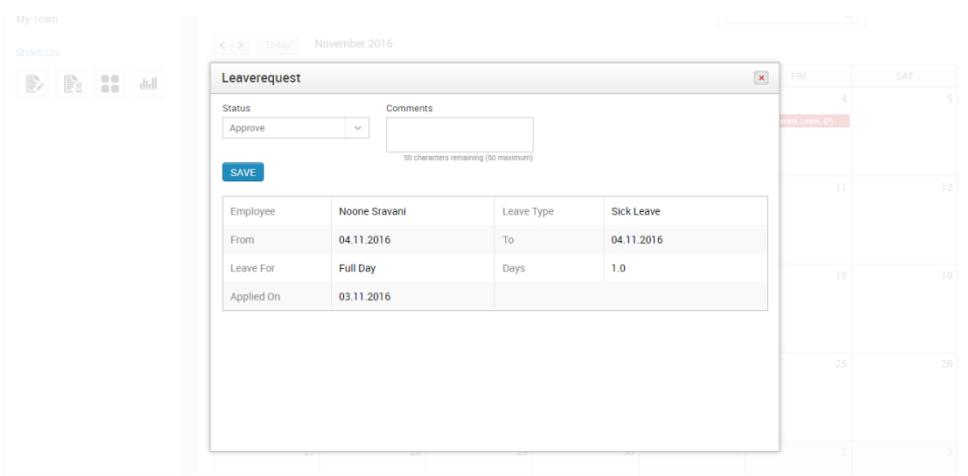
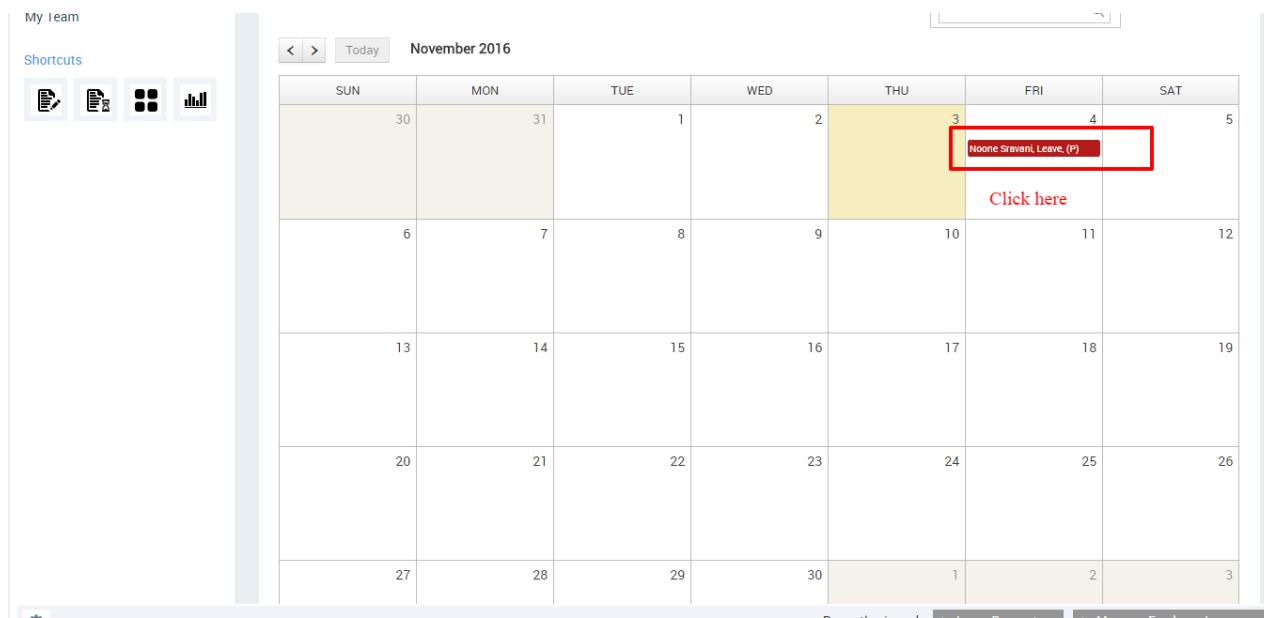


Figure 55

How do I view my own Leave(s)/Leave Request(s)?

Please refer Figure 56

Figure 56

5. Click **Self Service** in the top menu
6. Click **Leaves** on the left side panel
7. Click **Leave Request** in the submenu
8. A calendar plugin will be displayed.
9. Select the option 'Me' (It will be selected by default)
10. For the day(s) on which you have taken leave(s)/raised leave request(s), a horizontal bar will displayed across those dates.
11. You can also see holidays

Your leaves requests will be categorized in to 5 types:

- Pending Leaves
- Canceled Leaves
- Approved Leaves
- Rejected Leaves
- All

Please refer Figure 57

Pending Leaves	Cancel Leaves	Approved Leaves	Rejected Leaves	All
2	0	0	0	2

Action	Leave Type	Reason	From Date	To Date	Days	Applied On
	Sick Leave	Sick Leave	04.11.2016	04.11.2016	1.0	03.11.2016
	Vacation	Vacation	08.11.2016	08.11.2016	1.0	03.11.2016

Figure 57

Click on any category to view the leaves accordingly.

How do I create Holiday Groups?

Holiday Groups are useful for organizations having teams located in different countries or which follow different holiday calendars.

Please refer Figure 58

Action	Group Name	Description
	Calender VKS 2016	Calender VKS 2016
	Calender VIS 2016	Calender VIS 2016

Figure 58

1. Click **HR** in the top menu
2. Click **Holiday Management** on the left menu panel
3. Click **Manage Holiday Group** in the submenu
4. Click **+Add** button

Please refer Figure 59

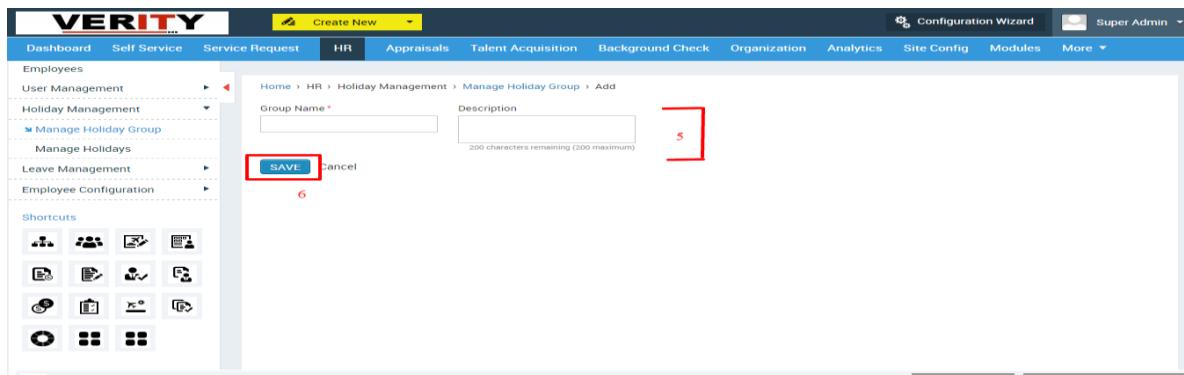


Figure 59

5. Enter the required details
6. Click **SAVE**

How do I create Holidays?

Please refer Figure 60

Action	Holiday	Holiday Group	Date	Description
	Dussera	Calender VKS 2016	11.10.2016	Dussera
	Dussera	Calender VIS 2016	11.10.2016	Dussera
	Vinayaka Chaviti	Calender VIS 2016	05.09.2016	Vinayaka Chaviti
	Vinayaka Chaviti	Calender VKS 2016	05.09.2016	Vinayaka Chaviti
	Independence Day	Calender VIS 2016	15.08.2016	Independence Day
	Independence Day	Calender VKS 2016	15.08.2016	Independence Day
	Eid-Ul-Fitr	Calender VIS 2016	08.07.2016	Eid-Ul-Fitr
	Eid-Ul-Fitr	Calender VKS 2016	08.07.2016	Eid-Ul-Fitr
	Ugadi	Calender VIS 2016	08.04.2016	Ugadi
	Ugadi	Calender VKS 2016	08.04.2016	Ugadi
	Good Friday	Calender VKS 2016	25.03.2016	Good Friday

Figure 60

7. Click **HR** in the top menu
8. Click **Holiday Management** on the left menu panel
9. Click **Manage Holidays** in the submenu
10. Click **+Add** button

Please refer Figure 61

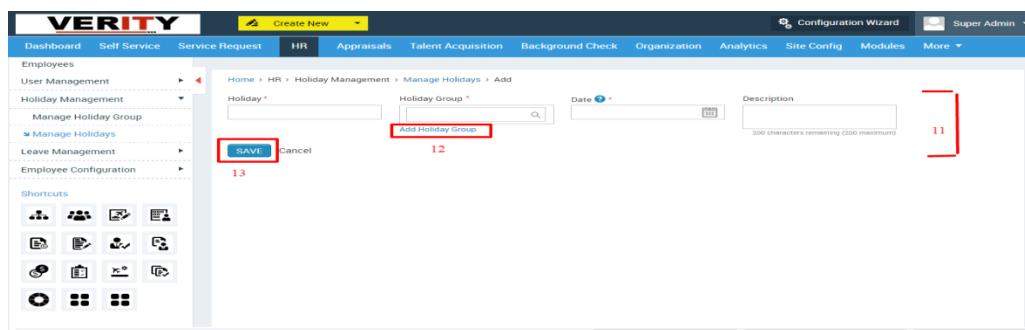


Figure 61

11. Enter the required details
12. Add a new Holiday Group
13. Click **SAVE** button

By providing a Holiday Group name, you will be assigning the Holiday to a Holiday Group.

How do I assign Holidays to Employees?

Please refer Figure 62

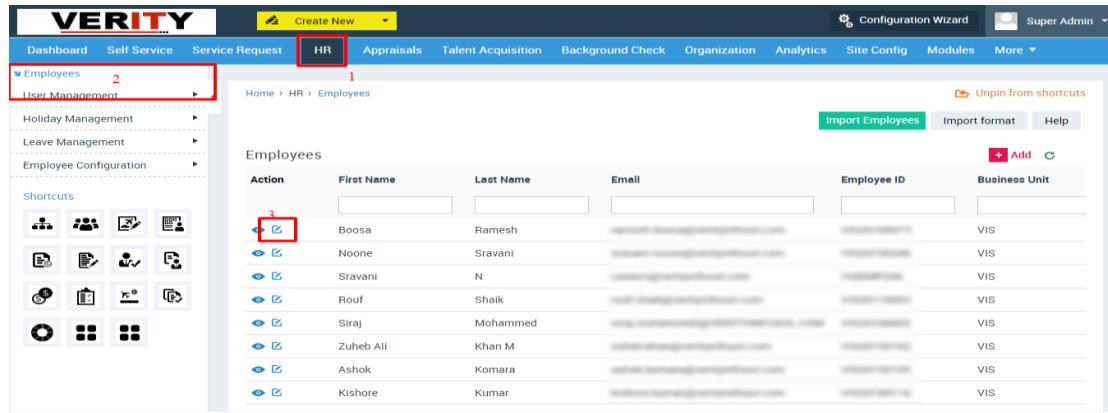


Figure 62

1. Click **HR** in the top menu
2. Click **Employees** on the left menu side
3. Click **Edit** icon against any employ name

Figure 63

4. Click **Holidays** on the left menu panel (Form's left side)
5. Select a Holiday Group from the drop down option
6. Create a new Holiday Group

Action	Holiday Group	Holiday	Date	Description
	Calender VIS 2016	Dussera	11.10.2016	Dussera
	Calender VIS 2016	Vinayaka Chaviti	05.09.2016	Vinayaka Chaviti

Figure 64

7. A grid containing the holidays in the holiday group will be displayed
8. Click **SAVE**

The employee will now be able to see holidays on the calendar plugin

3. Self Service

Self-Service enables you to raise and handle leave requests. You can access your personal information, documents and leave details. You can also check the details of the employees working in your team. A Manager has the privilege to add Employees to VHRIS, provided he is their reporting manager.

Leave Requests

Please refer to Section 3.4 - 3.8 (3.Leave Management).

How do I view My Details?

Please refer Figure 65

The screenshot shows the VERITY self-service portal. At the top, there's a navigation bar with 'Create New' and a user profile for 'Noone Sravani'. Below it is a blue header menu with tabs: Dashboard, **Self Service**, Service Request, Appraisals, Talent Acquisition, Organization, Expenses, and Time. The 'Self Service' tab is highlighted with a red box and a number '1' above it. On the left, a sidebar has 'Leaves' with a red box and a number '2' above it, and 'My Details' which is also highlighted with a red box and a number '2' above it. The main content area shows a breadcrumb path: Home > Self Service > My Details. It displays employee details: Employee Name : Ms. Noone Sravani, Employee Id : [redacted], Email Id : [redacted], Contact Number : + Add. There's also a placeholder icon for a holiday calendar and a note about未配置 shortcut icons.

Figure 65

1. Click **Self Service** in the top menu
2. Click **My Details** on the left menu panel

 Only the Super Admin/Management/HR has the privilege to add/edit/delete all employees' details.

Official

Please refer Figure 66

The screenshot shows the VERITY Self Service interface. The top navigation bar includes links for Dashboard, Self Service, Service Request, Appraisals, Talent Acquisition, Organization, Expenses, and Time. The user is logged in as 'Noone Sravani'. On the left, a sidebar provides links for Leaves, My Details, My Holiday Calendar, and My Team. A 'Shortcuts' section indicates that shortcut icons have not been configured yet. The main content area is titled 'Home > Self Service > My Details'. It displays the employee's profile picture and basic details: Employee Name (Ms. Noone Sravani), Employee Id (redacted), Email Id (redacted), and Contact Number (+ Add). Below this, there are two tables of detailed information. The first table contains fields for Employee Code, Prefix, First Name (Noone), Last Name (Sravani), Mode of Employment (Direct), Role (Employee), and Email (redacted). The second table contains fields for Reporting Manager (Rouf Shaik), Job Title (EPM), Position (Tester), Employment Status (Permanent), Date of Joining (01.10.2015), Date of Leaving (redacted), Years of Experience (5), Work Telephone Number (67333010), Extension (0204), and Fax (redacted). At the bottom, there are links for Recently viewed and Leave Request.

Figure 66

This option displays all your official details such as Employee ID, Email, and Business Unit etc. You cannot edit/add any detail **except** your contact number.

Documents

Please Refer figure 67

The screenshot shows the VERITY Self Service portal. At the top, there's a navigation bar with links for Dashboard, Self Service, Service Request, Appraisals, Talent Acquisition, Organization, Expenses, and Time. A user profile for 'Noone Sravani' is shown on the right. Below the navigation, a sidebar on the left lists 'Leaves', 'My Details' (selected), 'My Holiday Calendar', 'My Team', and 'Shortcuts' (with a note about未配置). The main content area shows 'My Details' with fields for Employee Name (Ms. Noone Sravani), Employee Id (VIS20150206), Email Id (sravani.noone@verityinfosol.com), and Contact Number (+ Add). Below this, there are tabs for 'Official' (selected) and 'Documents' (disabled, showing 'No data found'). On the left, under 'Documents', are categories like Leaves, Salary, Personal, Contact, and Skills. On the right, under 'Official', are categories like Job History, Experience, Education, Training & Certification, Medical Claims, Disability, Dependency, Visa and Immigration, Corporate Card, Work Eligibility, Additional Details, and Asset Details. At the bottom, there are links for 'Recently viewed', 'Leave Request', and 'Official-View'.

Figure 67

You can upload documents like birth certificate, degree certificate, tax proof documents etc.

Leaves

Please Refer 68

The screenshot shows the VERITY Self Service portal. At the top, there's a navigation bar with links like Dashboard, Self Service, Service Request, Appraisals, Talent Acquisition, Organization, Expenses, and Time. A user profile for 'Noone Sravani' is visible on the right.

The main content area is titled 'Employee Leaves'. It displays basic employee information: Employee Name (Ms. Noone Sravani), Employee Id (redacted), Email Id (redacted), and Contact Number (+ Add). Below this is a table titled 'Employee Leaves' with the following data:

Action	Allotted Leave Limit	Used Leaves	Leave Balance	Allotted Year
1	20	0	20	2016

At the bottom of the page, there are links for 'Recently viewed', 'Leave Request', and 'Official-View'.

Figure 68

You can view the leave limit, number of used leaves and the leave balance for a particular year.

1. Click the view icon to check the break-up of your leaves

Salary

Please Refer figure 69

The screenshot shows the VERITY HRIS application interface. The top navigation bar includes links for Dashboard, Self Service, Service Request, Appraisals, Talent Acquisition, Organization, Expenses, and Time. A 'Create New' button and a user profile for 'Noone Sravani' are also visible.

The main content area displays 'My Details' under 'Self Service'. On the left, there's a sidebar with 'Leaves' and 'Shortcuts' sections. The 'Shortcuts' section notes that no shortcut icons are configured and provides a link to do so.

The central panel shows 'Salary Details' with fields for Employee Name (Ms. Noone Sravani), Employee Id, Email Id, and Contact Number (+ Add). Below this is a table for salary information:

Official	Salary Currency	Indian Rupee	Pay Frequency	WKY
Documents	Salary	10000	Bank Name	...
Leaves	Account Holder Name	...	Account Holding Since	...
Salary	Account Class Type	...	Account Type	...
Personal				
Contact				
Skills				

At the bottom of the table, there are buttons for 'Recently viewed', 'Official-View', and 'Leaves'.

The footer of the application includes the copyright notice '© VHRIS, 2016' and 'Powered By Verity'.

Figure 69

You can view your salary and account details.

Personal

Please Refer figure 70

The screenshot shows the VERITY Self Service interface. The top navigation bar includes 'Create New', 'Noone Sravani', 'Dashboard', 'Self Service', 'Service Request', 'Appraisals', 'Talent Acquisition', 'Organization', 'Expenses', and 'Time'. The left sidebar has sections for 'Leaves', 'My Details' (selected), 'My Holiday Calendar', 'My Team', and 'Shortcuts' (with a note about未配置的 shortcut icons). The main content area displays 'Personal Details' with fields for Employee Name (Ms. Noone Sravani), Employee Id, Email Id, and Contact Number (+ Add). Below this are tabs for 'Official', 'Documents', 'Leaves', 'Salary', and 'Personal' (selected). A large grid shows details like Gender, Marital Status, Nationality, Ethnic Code, Race Code, Language, and Blood Group. On the left, a 'Submenu' lists 'Job History', 'Experience', 'Education', 'Training & Certification' (with an 'EDIT' button highlighted in a red box), 'Medical Claims', 'Disability', 'Dependency', 'Visa and Immigration', 'Corporate Card', 'Work Eligibility', 'Additional Details', and 'Asset Details'. The bottom footer includes '© VHRIS, 2016', 'Powered By Verity', and 'Recently viewed' links for 'Leaves' and 'Salary-View'.

Figure 70

1. Click **Edit icon** to add or modify any details

You can add or edit details for other submenu options like **Contact, Skills, Job History, and Education** etc.

The submenu options appear depending on the **Employee Configuration options** selected by the **Super Admin/Management/HR**. Please refer section 6.5 How do I add Employee Configuration tabs?

How do I view My Holiday Calendar?

Please refer Figure 71

Action	Holiday	Date	Description
	Dussera	11.10.2016	Dussera
	Vinayaka Chaviti	05.09.2016	Vinayaka Chaviti
	Independence Day	15.08.2016	Independence Day
	Eid-Ul-Fitr	08.07.2016	Eid-Ul-Fitr
	Ugadi	08.04.2016	Ugadi
	Good Friday	25.03.2016	Good Friday
	Maha Shivratri	07.03.2016	Maha Shivratri
	Republic Day	26.01.2016	Republic Day
	Sankranti	15.01.2016	Sankranti

Figure 71

1. Click **Self Service** in the top menu
2. Click **My Holiday Calendar** on the left menu panel
3. Click **View** icon in the Action column to view each holiday's details

How do I view My Team details?

This option will appear only for users who have employees reporting to them.

Please refer Figure 72

Action	First Name	Last Name	Email	Employee ID	User Status
	Noone	Sravani	[REDACTED]	[REDACTED]	Active
	Sravani	N	[REDACTED]	[REDACTED]	Active
	Venkata Giri	Chaparia	[REDACTED]	[REDACTED]	Active
	Ramamunireddy	M	[REDACTED]	[REDACTED]	Active
	Sunil	Reddy	[REDACTED]	[REDACTED]	Active
	Yawar	Ali Khan G	[REDACTED]	[REDACTED]	Active
	Hafeez ul Rahman	Mohammed	[REDACTED]	[REDACTED]	Active
	Vangapandu	Suresh	[REDACTED]	[REDACTED]	Active

Figure 72

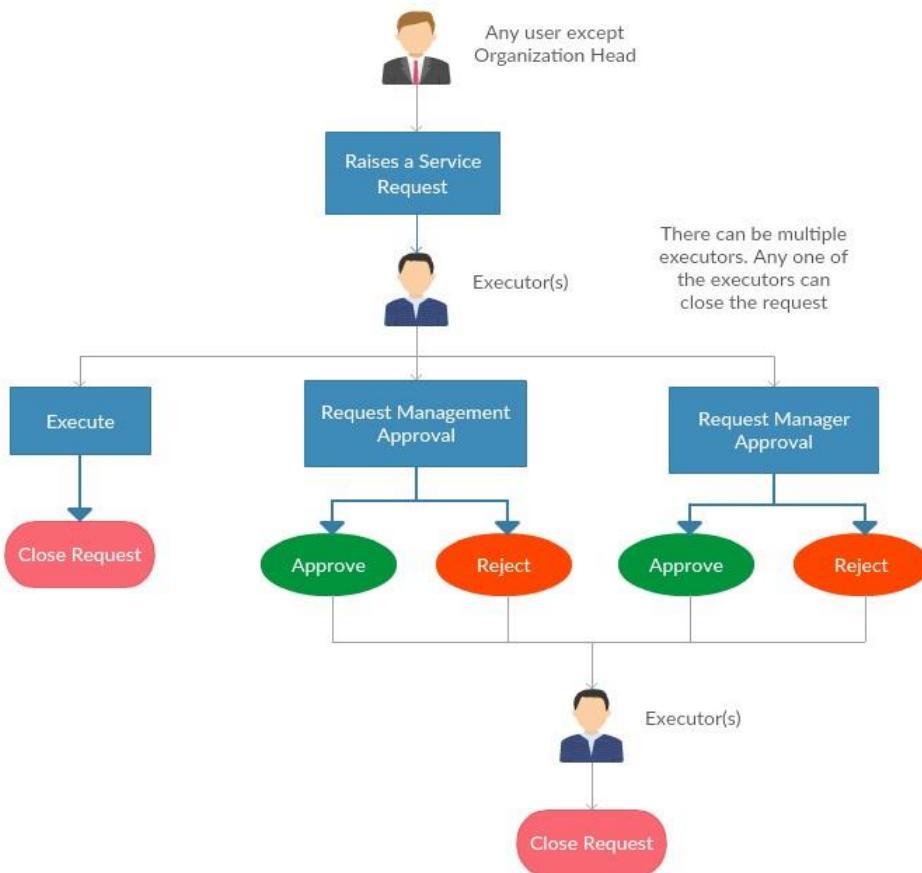
1. Click **Self Service** in the top menu
 2. Click **My Team** on the left menu panel
 3. Click **+Add** button to add an employee to your team (Refer section 1.4.2 Adding Other Employees)
- Or
- d. Click **View/Edit** icon to view or edit employee details



Managers can only add employees to their team in other words they have to be the employees' reporting manager.

3. Service Request

Service Request provides access to key services and information which are required by the employees. Configure the service request workflow without coding or scripting. You can raise and handle service requests. Below is the service request process flowchart.



Description:

- A User (Any User who has a reporting manager) raises a service request.
- The Executor(s), Viewer(s) and the User will receive an email notification.
- The Executor has 3 options:
 - He/she can execute and close the service request
 - Request for Management approval
 - Request for User's manager's approval
- The actual execution takes place offline
- If the Executor has requested for either User's Reporting Manager or Management's approval, then the request will only be closed once one/both of them have approved. The Reporting Manager or Management will receive an email notification if an approval is sought from them by the executor(s).

How do I create Service Request Categories?

Please refer Figure 73

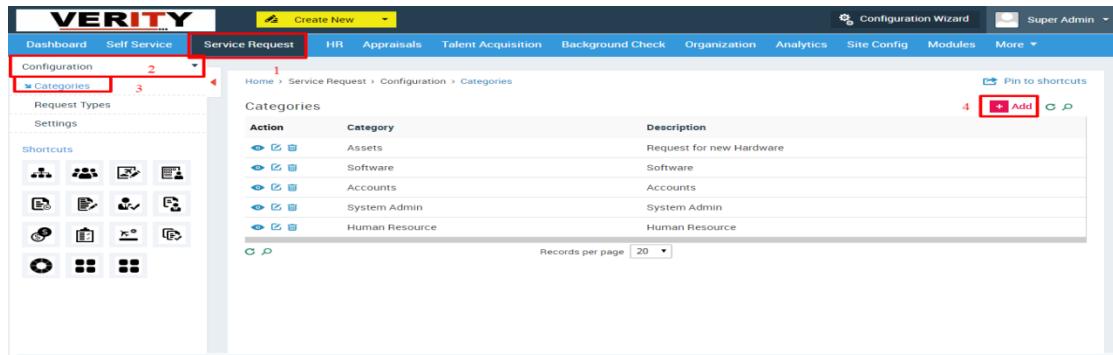


Figure 73

1. Click **Service Request** in the top menu
2. Click **Configuration** on the left menu panel
3. Click **Categories** in the submenu
4. Click **+Add** button on the right side

Please refer Figure 74

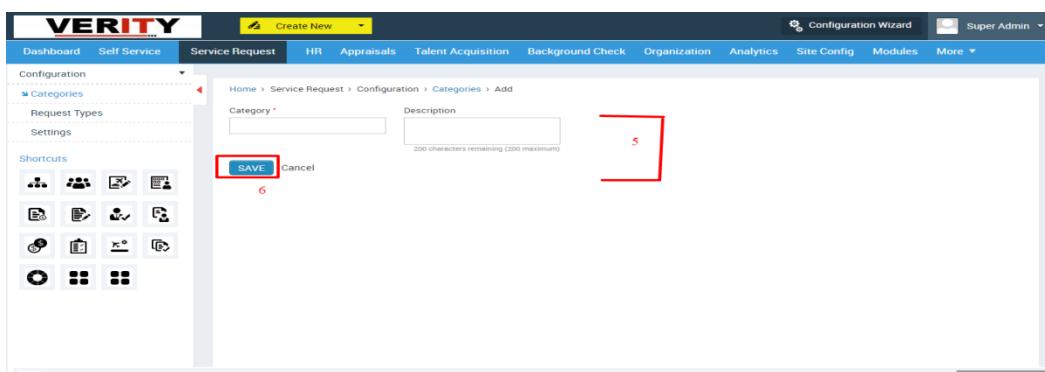


Figure 74

5. Enter the Required details
6. Click **SAVE** button

How do I create Service Request Types?

Please refer Figure 75

Action	Category	Request Type	Description
	Software	software	
	Accounts	Incident Management	Incident Management
	Accounts	Service Request	Service Request
	Accounts	Problem Management	Problem Management
	Accounts	Change Request	Change Request
	System Admin	PKE Mangement	Problem known Error Management
	System Admin	Incident	Incident
	System Admin	Service Request	Service Request
	System Admin	Problem Management	Problem Management
	System Admin	Change Request	Change Request
	System Admin	PKE Mangement	Problem known Error Management

Figure 75

7. Click on the Service Request in the top menu
8. Click Configuration on the left side panel
9. Click Request Type submenu
10. Click +Add button on the right side

Please refer Figure 76

Figure 76

11. Enter the Required details
12. Click ADD NEW REQUEST to add more requests in the same category
13. Click SAVE button

How do I configure Service Request settings?

Please refer Figure 77

Action	Business Unit	Department	Applicability	Request For	Category	Attachment	Description
VIS	No department	Business Unit wise	Service	Human Resource	Yes		
VIS	No department	Business Unit wise	Service	System Admin	Yes		
VIS	No department	Business Unit wise	Service	Accounts	Yes		
VIS	No department	Business Unit wise	Service	Software	Yes		

Figure 77

14. Click **Service Request** in the top menu
15. Click **Configuration** left menu panel
16. Click **Settings** in the submenu
17. Click **+Add** button on the right side

Please refer Figure 78

Figure 78

18. Enter the Required details
19. Click **SAVE** button

Who are Approvers, Executors and Viewers?

Approvers *Management*: They are responsible for providing approval for service requests. Executor(s) send a request for approval to the Approver(s). You can have a maximum of 3 approvers and a minimum of 1 approver.

Executors *All roles except Management*: They are responsible for executing the service request. The actual execution takes place offline. You can have any number of executors.

Request Viewers *All roles except Management*: They don't have any responsibility in the service request process. They can only view the actions taken by the executors and approvers via email notifications. You can have any number of viewers.

How do I raise a Service Request?

Please refer Figure 79

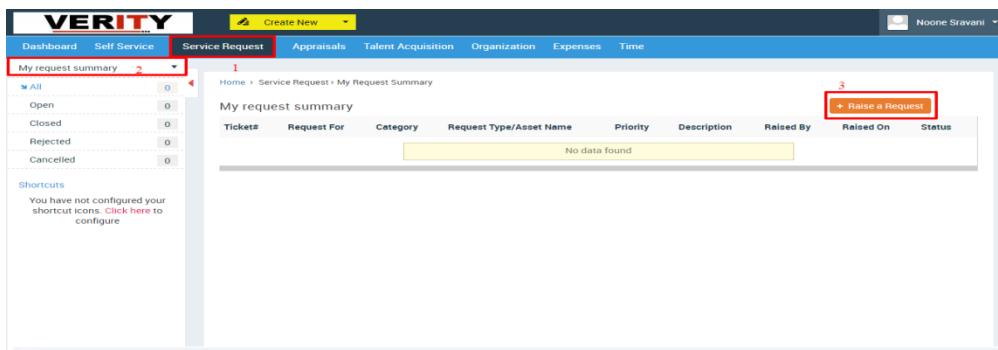


Figure 79

1. Click **Service Request** in the top menu
2. Click **My request summary** on the left side panel
3. Click **+Add** button on the right side

Please refer Figure 80

Figure 80 shows the VERITY Service Request interface. The top navigation bar includes 'Create New', 'Dashboard', 'Self Service', 'Service Request' (which is highlighted), 'Appraisals', 'Talent Acquisition', 'Organization', 'Expenses', and 'Time'. A user profile 'Noone Sravani' is at the top right. The left sidebar has 'My request summary' with categories: All (0), Open (0), Closed (0), Rejected (0), and Cancelled (0). Below this is a 'Shortcuts' section with a note: 'You have not configured your shortcut icons. Click here to configure'. The main content area shows a 'Request For' dropdown set to 'Service', a 'Category' dropdown, a 'Request Type' dropdown, and a 'Priority' dropdown. A large text area for 'Description' is present with a character limit of 200. At the bottom are 'SAVE' and 'Cancel' buttons. Red numbers 1 through 5 are overlaid on the interface: 1 points to the 'Service Request' tab, 2 points to the 'My request summary' link, 3 points to the 'Request For' dropdown, 4 points to the 'Description' area, and 5 points to the 'SAVE' button.

Figure 80

4. Fill in the required details

5. Click **SAVE** button

How do I view my Service Requests?

Please refer Figure 81

Figure 81 shows the 'My request summary' page. The top navigation bar and user profile are the same as Figure 80. The left sidebar shows 'My request summary' with categories: All (1), Open (4), Closed (0), Rejected (0), and Cancelled (0). The main content area displays a table of service requests:

Ticket#	Request For	Category	Request Type/Asset Name	Priority	Description	Raised By	Raised On	Status
SD0002	Service	Software	software	High	Tst	Noone Sravani	04.11.2016	Open

Red numbers 1 through 5 are overlaid on the interface: 1 points to the 'Service Request' tab, 2 points to the 'My request summary' link, 3 points to the 'Request For' column, 4 points to the 'Status' column, and 5 points to the 'Raised On' column.

Figure 81

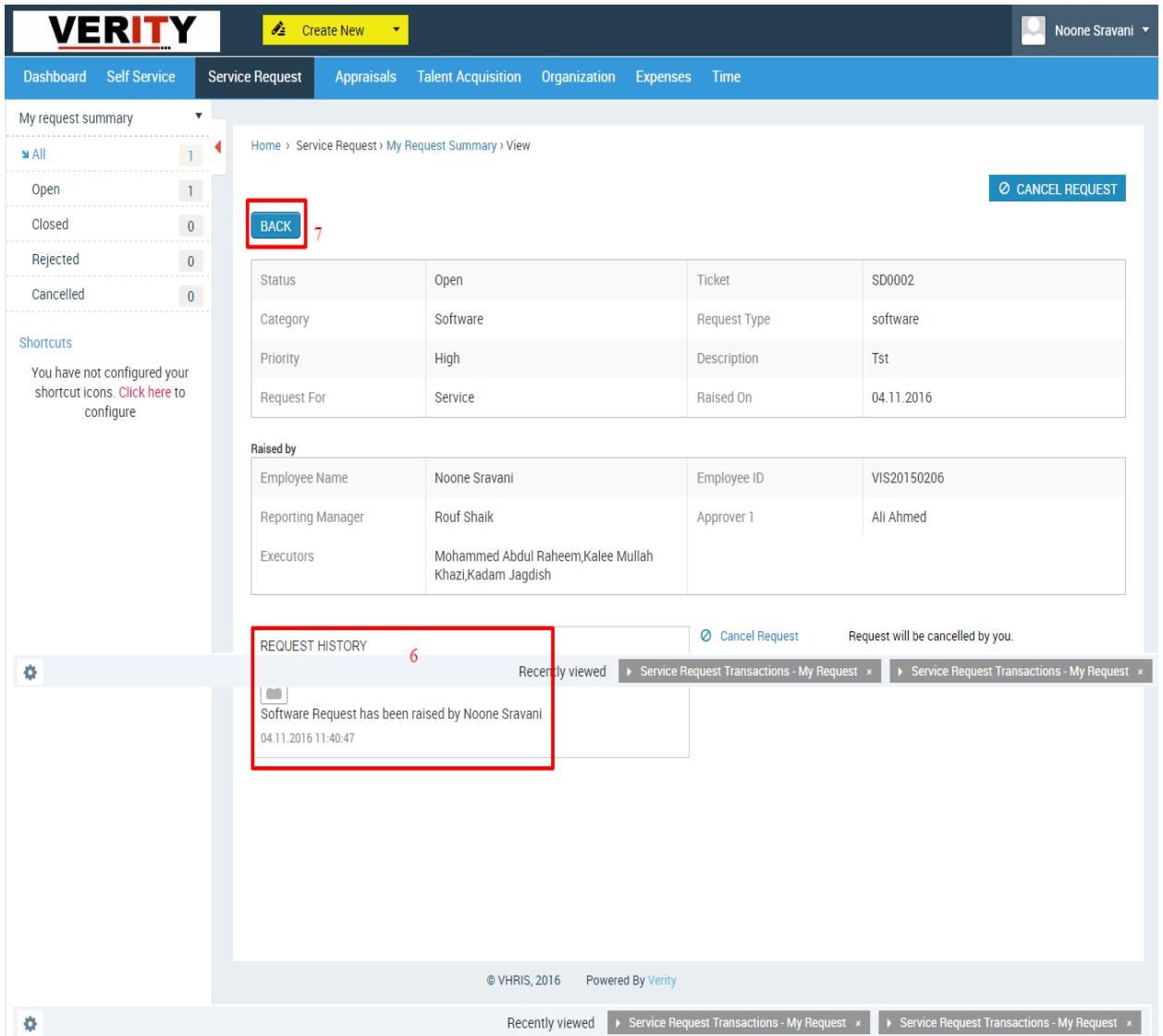
1. Click **Service Request** in the top menu
2. Click **My request summary** on the left menu panel

Service Requests have been categorized on basis of their statuses:

- All
- Open
- Closed
- Rejected
- Cancelled

3. Click on the category you would like to view.
4. Number of tickets present in each category
5. Click on any ticket record to view the details

Please refer Figure 82



The screenshot shows the VERITY Service Request module interface. At the top, there's a navigation bar with links for Dashboard, Self Service, Service Request (which is selected), Appraisals, Talent Acquisition, Organization, Expenses, and Time. A 'Create New' button is also visible. The user is logged in as 'Noone Sravani'. On the left, a sidebar displays 'My request summary' with categories: All (1), Open (1), Closed (0), Rejected (0), and Cancelled (0). Below this is a 'Shortcuts' section with a note about未配置 shortcut icons. The main content area shows a ticket detail for SD0002, with fields: Status (Open), Category (Software), Request Type (software), Priority (High), Description (Tst), Request For (Service), and Raised On (04.11.2016). To the right of the ticket details is a 'CANCEL REQUEST' button. Below the ticket details is a 'Raised by' section with information for Noone Sravani and Rouf Shaik. At the bottom, a 'REQUEST HISTORY' section (labeled 6) shows a recent activity: 'Software Request has been raised by Noone Sravani' on 04.11.2016 11:40:47. There are also tabs for 'Recently viewed' and 'Service Request Transactions - My Request'.

Figure 82

6. You can view the service request history here
7. Click **BACK** to return to the service request grid



How do I execute a Service Request?

If you have been configured as the executor or one of the executors for a service request category, then you will receive an email when an employee raises a request (Provided the executor and employee belong to the same Business Unit).

Please refer Figure 83

The screenshot shows the VERITY application interface. At the top, there is a navigation bar with links: Dashboard, Self Service, Service Request (highlighted in yellow), HR, Appraisals, Talent Acquisition, Organization, Expenses, and Time. A 'Create New' button is also present. On the right, a user profile for 'Hans Cronje' is shown. Below the navigation bar, the main content area has a header 'My request summary'. To the left, a sidebar titled 'My action summary' lists categories: All (2), Open (1), Pending (1), Closed (0), Rejected (0), Cancelled (0), Due today (0), Overdue (0), and Sent for approval (0). The 'Open' category is highlighted with a red box and labeled '2'. The main content area shows a table titled 'My action summary' with one record. The table columns are: Tickets, Request For, Category, Request Type/Asset Name, Priority, Description, Raised By, and Raised On. The record displayed is: SD0003, Service, Internet, Change, High, 'It should be faster.', Jim jazz, 09/09/2016. The entire table row is highlighted with a red box and labeled '4'.

Figure 83

1. Click **Service Request** in the top menu
2. Click **My action summary** on the left menu panel
3. Click **Open** in the submenu
4. Click on any ticket record to view the details



The actual execution takes place offline.



Please refer Figure 84

5 6 7

5.1

5.2

8

SUBMIT

Status	Open	Ticket	SD0003
Category	test	Request Type	Internet
Priority	High	Description	It should be faster.
Request For	Service	Raised On	09/09/2016

Employee Name	Jim jazz	Employee ID	empp205
Reporting Manager	Grame Smith	Approver 1	Jadagish MM
Executors	Hans Cronje		

REQUEST HISTORY

Internet Request has been raised by Jim jazz
09/09/2016 00:06 AM

Close Request
Request will be closed by executing or rejecting.

Management Approval
Request will be sent to higher authorities for Management's approval.

Manager Approval
Request will be sent for employee Manager's approval.

Figure 84

5. Click **Close request** button to approve/reject the request.
 - e1. Select an action (Approve/Reject)
 - e2. Provide comments.
6. Request **Management Approval** for the service request (They will be the approver(s) selected while configuring the Service Request Settings)
7. Request **Manager Approval** for the service request (The employee's reporting manager)
8. Click **SUBMIT** button



Requests can be closed at any point by the executor, except when Management/Manager approval is pending

How do I approve a Service Request as Management (Approver)/Manager?

Please refer Figure 85

The screenshot shows the VERITY software interface. At the top, there's a navigation bar with 'Create New' and a user profile for 'Robert Anderso.'. Below it is a main menu with options like Dashboard, Self Service, Service Request (which is highlighted in yellow), HR, Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config, and More. On the left, there's a sidebar with sections for Configuration, My request summary, and My action summary. Under 'My action summary', there's a dropdown menu with 'All' (2), 'To approve' (3), 'Approved' (1), 'Rejected' (0), and 'Closed/Rejected' (0). The central area displays a table titled 'My action summary' with one row for ticket SD0003. The table columns are Tickets#, Request For, Category, Request Type/Asset Name, Priority, Description, Raised By, and Raised On. The ticket details are: SD0003, Service, Internet, Change, High, It should be faster, Jim jazz, and 09/09/2016. There are also 'C' and 'P' icons at the top right of the table.

Figure 85

1. Click **Service Request** in the top menu
2. Click **My Action Summary** on the left side panel
3. Click **To approve** in the submenu
4. Click on any ticket record to view the details

Please refer Figure 86

This screenshot shows the same VERITY interface as Figure 85, but the central panel is larger and more detailed. It shows the 'My Action Summary' screen for a ticket. The ticket details are identical to Figure 85: SD0003, Service, Internet, Change, High priority, 'It should be faster' description, raised by Jim jazz on 09/09/2016. The central panel has fields for 'Action *' (with a dropdown menu labeled 'Select Action' and a red box around it) and 'Comments *' (with a large text area and a red box around it, containing placeholder text '200 characters remaining (200 maximum)'). At the bottom of this panel are 'SUBMIT' and 'BACK' buttons. Below this panel is a summary table with rows for Status, Category, Priority, Request For, Ticket, Request Type, Description, and Raised On. Another summary table below that is labeled 'Raised by' shows Employee Name, Reporting Manager, Executors, Employee ID, Approver ID, and their respective values. A sidebar on the left shows the same configuration and request summary sections as Figure 85.

Figure 86

5. Select any action (Approve/Reject)
6. Provide comments
7. Click **SUBMIT** button
8. Click **BACK** button to return to the service request grid

How do I close a Service Request as an Executor?

If you have requested for approval from either the Management (Approver)/Manager, you will receive an email notification when they take an action.

Please refer Figure 87

Ticket#	Request For	Category	Request Type/Asset Name	Priority	Description	Raised By	Raised On
SD0001	Service	Internet	Change	High	Tst.	Jim jazz	09/07/2016

Figure 87

1. Click **Service Request** in the top menu
2. Click **My action summary** on the left menu panel
3. Click **Pending** in the submenu
4. Click on any ticket record to view the details

Please refer Figure 88

VERITY

Create New

Hans Cronje

Dashboard Self Service Service Request HR Appraisals Talent Acquisition Organization Expenses Time

My request summary

All 2
Open 0
Pending 1
Closed 0
Rejected 0
Cancelled 0
Due today 0
Overdue 0
Sent for approval 1

My action summary

Action *

Select Action

Comments *

200 characters remaining (200 maximum)

SUBMIT BACK

Status	Management approved	Ticket	SD0001
Category	test	Request Type	Internet
Priority	High	Description	tst
Request For	Service	Raised On	09/07/2016

Raised by

Employee Name	Jim jazz	Employee ID	empp205
Reporting Manager	Grame Smith	Approver 1	Jim Carol
Executors	Hans Cronje		

Figure 88

5. Select an action (Approve/Reject)
6. Provide comments.
7. Click **SUBMIT** button



4. HR

HR (Human Resource) deals with user, leave and holiday management configuration. It stores the employee data which includes personal, official, experience, documents, education, visa & immigration details etc.

Adding Employees

Please refer to section [1.4 How do I add employees to VHRIS?](#)

How do I manage Roles & Privileges?

Access to important data must be monitored and restricted to certain users only. VHRIS understands your need for security and enables you to protect your data from unauthorized access through the 'Access Control' feature.

By using the option **Roles & Privileges** in the module **HR**, each role group can be allowed or disallowed to add/delete/edit/view certain features. Only the **Super Admin & Management** role group can assign or deny privileges to users.

As mentioned earlier in section [1.1 What are the roles available in VHRIS?](#), there are 6 main role groups available by default in VHRIS:

- Management
- Manager
- HR
- Employee
- System Admin
- External User

Within each role group a maximum of 5 role groups can be created.



To create a new role:

Please refer Figure 89

The screenshot shows the VERITY HR module interface. The top navigation bar includes 'Create New', 'Configuration Wizard', and 'Super Admin'. The main menu has 'HR' selected. On the left, a sidebar under 'Employees' shows 'User Management' (selected), 'Manage External Users', 'Holiday Management', 'Leave Management', and 'Employee Configuration'. Under 'Shortcuts', there are several icons for various HR functions. The central content area is titled 'Roles & Privileges' and displays a table of existing roles. The table columns are 'Action', 'Role Name', 'Role Type', 'Role Description', and 'Group'. The rows include Manager (manager), Employee (employee), Management (management), HR Manager (HRManager), User (user), Agency user (agency), System Admin (sysadmin), and Team Lead (lead). A red box labeled '1' highlights the 'HR' menu item. A red box labeled '2' highlights the 'User Management' dropdown. A red box labeled '3' highlights the 'Roles & Privileges' link. A red box labeled '4' highlights the '+Add' button in the top right corner of the table.

Action	Role Name	Role Type	Role Description	Group
	Manager	manager	Manager	Manager
	Employee	employee	employee	Employees
	Management	management	Management	Management
	HR Manager	HRManager	HR Manager	HR
	User	user	User	External Users
	Agency user	agency	Agency user	External Users
	System Admin	sysadmin	System Admin	System Admin
	Team Lead	lead	Team Lead	Employees

Figure 8

1. Click **HR** in the top menu
2. Click **User Management** on the left menu panel
3. Click **Roles & Privileges** in the submenu
4. Click **+Add** button on the right side

Please refer Figure 90

Figure 90

5. Click on the default role you want on the left side
6. Fill in the required details
7. Click on the triangle dropdown icon to view the privilege options
8. Select the modules and their respective privileges you require for this role
9. Click **SAVE** button



How do I add External Users?

External Users have limited access to information on VHRIS. There are 3 types of External Users in this application:

- Background Check Agency Users
- Talent Acquisition Candidates
- External User (For any purpose suitable for your organization)

After adding an external user role (refer section [6.2 How do I manage Roles & Privileges?](#))

Please refer Figure 91

Figure 91

1. Click **HR** in the top menu
2. Click **User Management** on the left menu panel
3. Click **Manage External Users** in the submenu
4. Click **+Add** button on the right side

Please refer Figure 92

Figure 92



5. Fill in the required details
6. Click here to change the identity code
7. Click **SAVE** button



External roles will have only the privilege to 'view'
Organization Details will populate in the drop down option
for field 'Assign Role'.

Holiday Management

Please refer section [3.11 - 3.13](#)

Leave Management

Please refer section [3. Leave Management](#)

Employee Configuration

This feature will let you choose the tabs such as salary details, holidays, documents etc. to be displayed in every employee record. You can also configure each tab and add details.

How do I select Employee Tabs?

Please refer Figure 93

Employee Configuration		Employee Tabs	
Employee Documents	Employee Leaves	Employee Holidays	Salary Details
Personal Details	Contact Details	Employee Skills	Employee Job History
Experience Details	Education Details	Training & Certification Details	Medical Claims
Disability Details	Dependency Details	Visa and Immigration Details	Corporate Card Details
Work Eligibility Details	Additional Details	Pay Slips	Benefits

Figure 93

1. Click **HR** in the top menu
2. Click **Employee Configuration** on the left menu panel
3. Click **Employee Tabs** in the submenu
4. Click **Edit icon** to configure tabs for employees

Please refer Figure 94

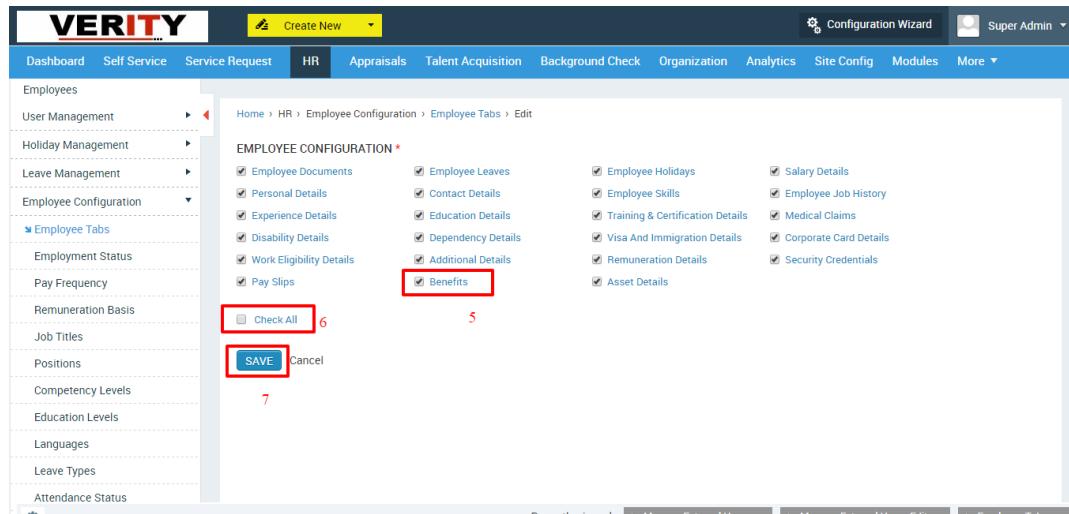


Figure 94

5. To enable specific tabs for employees, select individual checkboxes
6. To enable all the tabs for employees, check “Check All” checkbox
7. Click **SAVE** button

How do I set Employee Configuration?

Please refer Figure 95

The screenshot shows the VERITY HR application interface. The top navigation bar includes 'Create New', 'Configuration Wizard', 'Super Admin', and other menu items. The main menu has categories like Dashboard, Self Service, Service Request, HR (highlighted with a red box), Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config, Modules, and More. On the left, a sidebar under 'Employee Configuration' (also highlighted with a red box) lists options such as Employee Tabs, Employment Status (highlighted with a red box and labeled '3'), Pay Frequency, Remuneration Basis, Job Titles, Positions, Competency Levels, Education Levels, Languages, Leave Types, Attendance Status, Identity Documents, EEOC Categories, Work Eligibility Document Types, Veteran Status, and Military Service Types. The main content area displays a table titled 'Employment Status' with columns: Action, Work Code, Work Short Code, and Description. The table lists nine rows: Contract (CONT), Suspended (SUSP), Resigned (RES), Probationary (PROB), Permanent (PERM), Part Time (PT), Left (LEFT), Full Time (FT), and Deputation (DEP). A red box highlights the '+Add' button in the top right corner of the table. The bottom of the screen shows standard navigation buttons like 'Manage External Users-Edit', 'Employee Tabs', and 'Employee Tabs-Edit'.

Figure 95

1. Click **HR** in the top menu
2. Click **Employee Configuration** on the left panel
3. Click any sub menu option you would like to add (We have chosen 'Employment Status' as an example)
4. Click **+Add** button on the right side panel

Please refer Figure 96

The screenshot shows the 'Add Employment Status' form. The top navigation bar and main menu are identical to Figure 95. The left sidebar shows 'Employee Configuration' expanded, with 'Employment Status' selected (highlighted with a red box and labeled 'e'). The main content area is a form with fields: 'Work Code' (with a dropdown labeled 'f'), 'Work Short Code' (with a text input field), and 'Description' (with a text area and character count indicator '200 characters remaining (200 maximum)'). At the bottom are 'SAVE' and 'Cancel' buttons, with 'SAVE' highlighted with a red box.

Figure 96

5. Enter the required details
6. Click **SAVE** button

How do I configure Identity Documents settings?

Please refer Figure 97

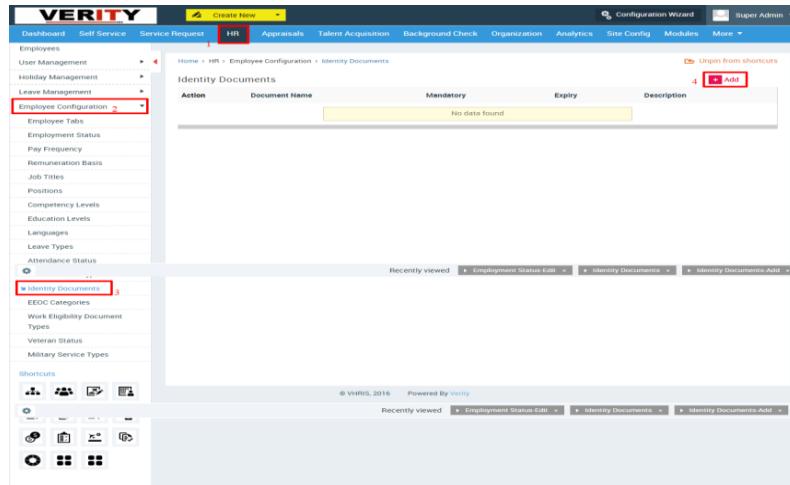


Figure 97

1. Click **HR** in the top menu
2. Click **Employee Configuration** on the left menu panel
3. Click **Identity Documents** in the submenu
4. Click **+Add** button on the right side panel

Please refer Figure 98

Figure 98



5. Enter document name
6. Select if you require a document to be mandatory or not
7. Select if documents needs to have an expiry date
8. Click **SAVE** button

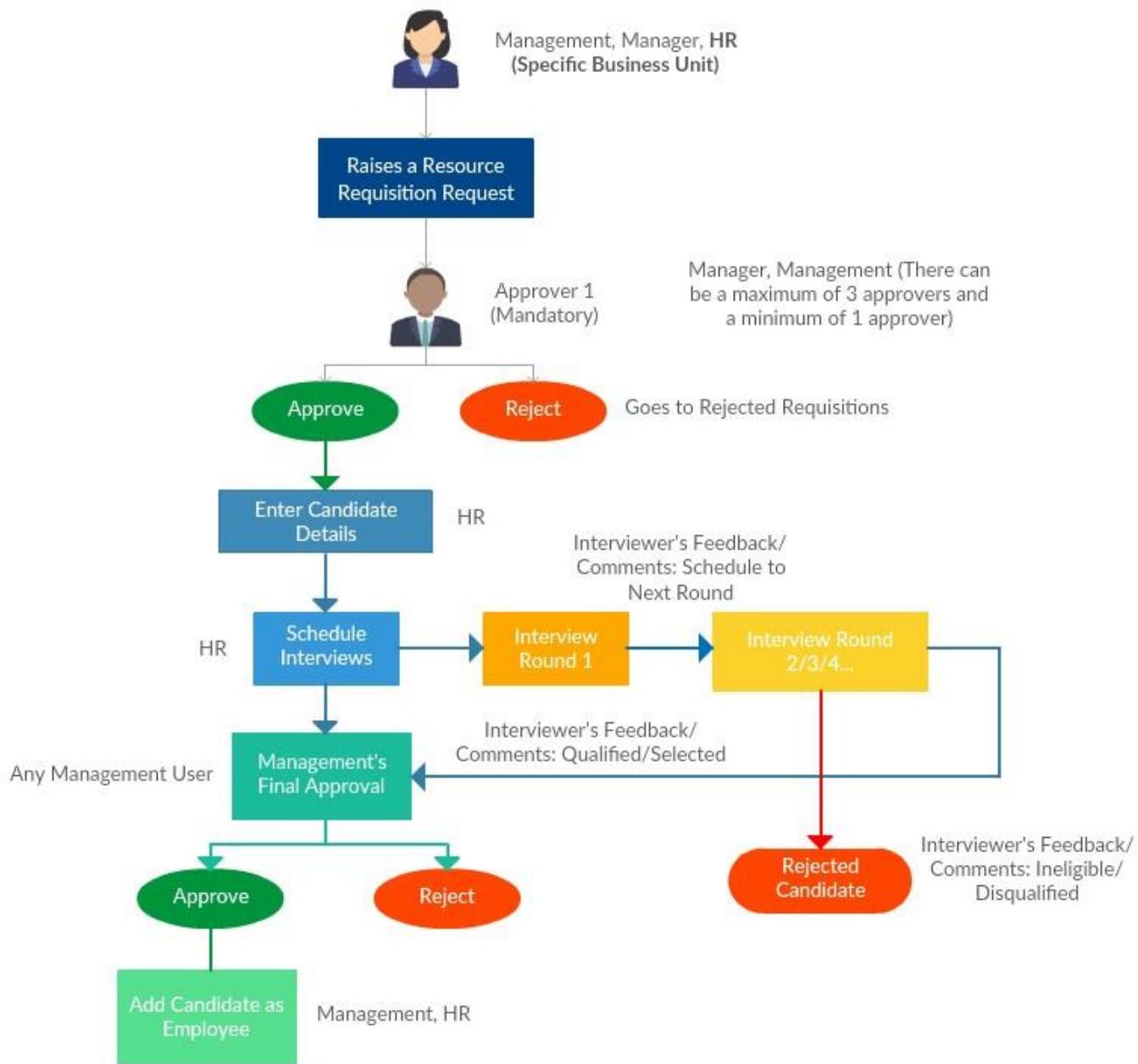


Employees will be able to add their documents in Self Service > My Details > Personal > Edit



5. Talent Acquisition

Talent Acquisition simplifies your hiring process by giving you the provision to initialize a requisition, manage candidate CVs, schedule interviews and shortlist/select candidates. Below is the talent acquisition process flowchart.



Description:

- A User (Management/Manager/HR) raises a requisition request. According to the number of approvers selected (Min: 1 Max: 3), the approvers (Management, Manager) have to approve/reject the requisition request. A requisition can be rejected at any level.
- After the requisition request has been approved, the HR can enter the details (CV) of the candidate.
- The HR will then schedule an interview.
- The interview takes place offline.
- The interviewer (Management/Manager/HR/Employee) provides the feedback about the candidate.
- The Management has to give their final consent, they can either approve/reject.
- Once the Management approves, the HR can add the candidate to the application.

How do I create a Job Requisition/Opening?

Please refer Figure 99

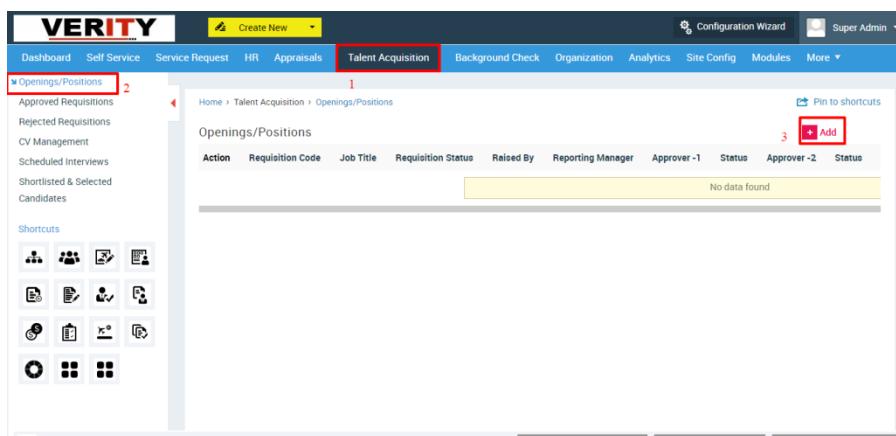


Figure 99

1. Click **Talent Acquisition** in the top menu
2. Click **Openings/Positions** on the left menu panel
3. Click **+Add** button on the right side

Please refer Figure 100

A screenshot of the VERITY Talent Acquisition module. The top navigation bar includes links for Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition (selected), Background Check, Organization, Analytics, Site Config, Modules, and More. On the left, a sidebar shows Openings/Positions with sub-links for Approved Requisitions, Rejected Requisitions, CV Management, Scheduled Interviews, Shortlisted & Selected Candidates, and Shortcuts. The main content area shows a form for adding a new opening. The form fields include: Requisition Code * (containing 'REQ/001', highlighted by a red box labeled 4), Due Date (calendar icon), Business Unit (dropdown 'No Business Unit'), Department (dropdown 'Select Department'), Job Title (dropdown 'Select Job Title', 'Add Job Title' button), Position (dropdown 'Select Position', 'Add Position' button), Reporting Manager (dropdown 'Select Reporting Manager'), Required no. of Positions (dropdown), Job Description (text area, note: 200 characters remaining), Required Skills (text area, note: 400 characters remaining), Additional Information (text area, note: 400 characters remaining), Required Qualification (text area), Required Experience Range (dropdown), Employment Status (dropdown 'Select Employment Status', 'Add Employment Status' button), Priority (dropdown 'Select Priority'), Requisition Status (dropdown 'Initiated'), and three Approver fields (Approver -1, Approver -2, Approver -3, each with a dropdown 'Select Approver'). At the bottom, there are 'SAVE' and 'Cancel' buttons, and a status bar with recently viewed items: Identity Documents, Identity Documents-Add, and Openings/Positions.

How do I Approve/Reject a Requisition/Opening?

Please refer Figure 101

The screenshot shows the VERITY Talent Acquisition module. At the top, there's a navigation bar with links like Dashboard, Self Service, Service Request, HR, Appraisals, **Talent Acquisition**, Background Check, Organization, Analytics, Site Config, and More. A 'Create New' button is also present. On the left, a sidebar has links for Openings/Positions (highlighted with a red box and labeled 2), Approved Requisitions, Rejected Requisitions, CV Management, Scheduled Interviews, Shortlisted & Selected Candidates, and Shortcuts. The main content area shows a summary of Openings/Positions (1), Approved Requisitions (0), and Rejected Requisitions (0). Below is a detailed table of Openings/Positions:

Action	Requisition Code	Job Title	Requisition Status	Raised By	No. of Positions	Filled Positions
	REQ/008	Software Engineer	Initiated	Grame Smith	1	0

At the bottom of the table, there are icons for Add, Delete, and Print, along with a Records per page dropdown set to 20.

Figure 101

1. Click **Talent Acquisition** in the top menu
2. Click **Openings/Positions** on the left menu panel
3. Click **Edit** icon in the action column

Please refer Figure 102

Dashboard Self Service Service Request HR Appraisals **Talent Acquisition** Background Check Organization Analytics Site Config More ▾

Openings/Positions

Approved Requisitions
Rejected Requisitions
CV Management
Scheduled Interviews
Shortlisted & Selected Candidates
Shortcuts

You have not configured your shortcut icons. Click here to configure.

Home > Talent Acquisition > Openings/Positions > Edit

Requisition Code: REQ/008 Business Unit: Orange Blossom Department: Information Technology Reporting Manager: Grame Smith

Approver-1: John Michael Approver-2: No Approver Approver-3: No Approver Due Date: 09/30/2016

Job Title: Software Engineer Position: Software Developer

Job Description: Dot Net, Java Script

Required Skills: B.E Required Qualification: 0-1 Required Experience Range: Employment Status: Full Time

Priority: High Requisition Status * **4** Client: Select Client Recruiters:

5 UPDATE Cancel

Figure 102

4. Select an action (**Approve/Reject**) in the field requisition status
5. Click **UPDATE** button

How do I enter a Candidate's CV details?

Please refer Figure 103

The screenshot shows the VERITY software interface for Talent Acquisition. The top navigation bar includes 'Create New' (with a dropdown arrow), 'Configuration Wizard', 'Super Admin', and other menu items like Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition (which is highlighted with a red box labeled '1'), Background Check, Organization, Analytics, Site Config, and More. On the left, a sidebar lists 'Openings/Positions', 'Approved Requisitions', 'Rejected Requisitions', 'CV Management' (which is highlighted with a red box labeled '2'), 'Scheduled Interviews', and 'Shortlisted & Selected Candidates'. The main content area is titled 'CV Management' and shows a grid of candidate records. The columns include Action, Requisition Code (REQ/003), Job Title (Software Engineer), Candidate Name (Chan Greg), Status (Not Scheduled), Resume (View Resume: 9797898987), Mobile, Skill Set (SQL, Testing), and Created. At the top right of the grid, there are buttons for 'Pin to shortcuts', 'Add multiple CVs', and '+ Add' (which is highlighted with a red box labeled '3'). A 'Records per page' dropdown is set to 20.

Figure 103

1. Click **Talent Acquisition** in the top menu
2. Click **CV Management** on the left side panel
3. Click **+Add** button on the right side

Please refer Figure 104

The screenshot shows the VERITY Talent Acquisition CV Management Add form. The top navigation bar includes links for Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition (selected), Background Check, Organization, Analytics, Site Config, and More. On the left sidebar, there are links for Openings/Positions, Approved Requisitions, Rejected Requisitions, CV Management (selected), Scheduled Interviews, Shortlisted & Selected Candidates, and Shortcuts. The main form area has a header 'Home > Talent Acquisition > CV Management > Add'. It contains fields for Requisition ID (4), Status, Candidate First Name, Candidate Last Name, Source, Email, Contact Number, Skill Set, Qualification, Work Experience, Education Summary, Summary, Location, Country, State, City, Postal Code, and Previous Company Details. At the bottom, there are buttons for SAVE (highlighted with a red box), SAVE AND SCHEDULE, and Cancel.

Figure 104

4. Select the Requisition ID
5. Enter Candidate's name
- 5.1. Click to upload resume
Or
- 5.2. Click here to enter candidate details in a form
6. Click **SAVE** button

How do I Schedule an Interview?

Please refer Figure 105

The screenshot shows the VERITY software interface. At the top, there's a navigation bar with links like 'Create New', 'Configuration Wizard', and 'Super Admin'. Below the navigation bar is a horizontal menu with items: Dashboard, Self Service, Service Request, HR, Appraisals, **Talent Acquisition**, Background Check, Organization, Analytics, Site Config, and More. On the left side, there's a sidebar with links: Openings/Positions, Approved Requisitions, Rejected Requisitions, CV Management, **Scheduled Interviews** (which is highlighted with a red box), and Shortlisted & Selected Candidates. The main content area is titled 'Scheduled Interviews' and shows a table with columns: Action, Requisition Code, Job Title, Candidate Name, Email, Mobile, and Status. There's one row visible with data: REQ/003, Software Engineer, Chan Greg, chan@example.com, 9797898987, and In process. At the top right of the main content area, there's a red box around the '+Add' button.

Figure 105

6. Click **Talent Acquisition** in the top menu
7. Click **Scheduled Interviews** on the left menu panel
8. Click **+Add** button on the right side

Please refer Figure 106

The screenshot shows the 'Add' form for scheduling an interview. At the top, there's a navigation bar with links like 'Create New', 'Configuration Wizard', and 'Super Admin'. Below the navigation bar is a horizontal menu with items: Dashboard, Self Service, Service Request, HR, Appraisals, **Talent Acquisition**, Background Check, Organization, Analytics, Site Config, and More. On the left side, there's a sidebar with links: Openings/Positions, Approved Requisitions, Rejected Requisitions, CV Management, **Scheduled Interviews**, and Shortlisted & Selected Candidates. The main content area is titled 'INTERVIEW DETAILS' and shows various input fields. Step 4 highlights the 'Requisition ID' field, which has 'REQ/003' selected. Step 5 highlights the 'Candidate Name' field, which has 'Select Candidate' and 'Add Candidate' options. Step 6 highlights the 'Location', 'Country', 'State', and 'City' fields, along with their respective dropdown menus and 'Add' buttons. Step 7 highlights the 'Interview Name' field. At the bottom of the form, there are 'SAVE' and 'Cancel' buttons.

Figure 106

9. Select the Requisition ID
10. Add candidate details if they aren't added
11. Enter the required details
12. Click **SAVE** button

The interviewer and candidate will receive email notifications informing them about the interview.

The screenshot shows the VERITY Talent Acquisition interface. At the top, there's a navigation bar with links like Dashboard, Self Service, Service Request, HR, Appraisals, **Talent Acquisition**, Background Check, Organization, Analytics, Site Config, More, Configuration Wizard, and Super Admin. A red box labeled '1' highlights the 'Talent Acquisition' menu item. On the left, a sidebar has links for Openings/Positions, Approved Requisitions, Rejected Requisitions, CV Management, **Scheduled Interviews** (which is highlighted with a red box labeled '2'), and Shortlisted & Selected Candidates. The main content area shows a table titled 'Scheduled Interviews' with columns: Action, Requisition Code, Job Title, Candidate Name, Email, Mobile, and Status. One row is visible: Action (with a red box labeled '3'), Requisition Code 'REQ/003', Job Title 'Software Engineer', Candidate Name 'Chan Greg', Email 'venki@mailinator.com', Mobile '9797898987', and Status 'In process'. Below the table are 'Add', 'C.P.', and 'Records per page' dropdowns.

Figure 107

1. Click **Talent Acquisition** menu option
2. Click **Scheduled Interviews** on the left side panel
3. Click **Edit** icon against an interview

Please refer Figure 108

The screenshot shows the 'Edit' screen for a scheduled interview. The top navigation bar and sidebar are identical to Figure 107. The main content area has a header 'INTERVIEW DETAILS' with fields for Interview Status (In Process) and Candidate Status (Scheduled), along with UPDATE and Cancel buttons. Below this is a table with columns: Requisition ID (REQ/003), Job Title (Software Engineer), Candidate Name (Chan Greg), and Candidate Details (View Resume). A section titled 'Interview Rounds' follows, with a table showing one round: Interview Round 1, Interview Name Written, Interviewer John Michael, Interview Date 09/12/2016, and Round Status. The 'Action' column for this row has a red box labeled '4' over it. Below the table are 'Add', 'C.P.', and 'Records per page' dropdowns.

Figure 108

4. Click **Edit** icon against an interview round

Please refer Figure 109

Interview Rounds

Interviewer *	Location *	Country *
Johnson Andrew , Manag...	Brooklyn	United States
State *	City *	Interview Type *
California	Berkley	In Person
Interview Date  *	Interview Time *	Time Zone
09/30/16 	01:00 PM	America/Antigua [AST]
Interview Name  *	Interviewer Feedback	Interviewer Comments
Written		
Result Status *		
Select Status		
UPDATE	Cancel	

5

6

Figure 109

5. Provide feedback, comments and select the round status
6. Click **UPDATE** button

Please refer Figure 110

INTERVIEW DETAILS

7

8

9

Action	Interview Round	Interview Name	Interviewer	Interview Date	Round Status
+Add	1	Written	Bush gg	09/30/16	Schedule for next round

C P

G P

Figure 110

7. Click **+Add** to add another interview round (Provided you have given ‘Schedule for next round’ as round status)
8. Provide the interview and candidate status
9. Click **UPDATE** button

How do I select/reject a Shortlisted Candidate? (Management's Final Approval)

Please refer Figure 111

The screenshot shows the VERITY software interface. At the top, there is a navigation bar with various links: Create New, Configuration Wizard, Super Admin, Dashboard, Self Service, Service Request, HR, Appraisals, **Talent Acquisition**, Background Check, Organization, Analytics, Site Config, and More. Below the navigation bar, there is a sidebar with links: Openings/Positions, Approved Requisitions, Rejected Requisitions, CV Management, Scheduled Interviews, and **Shortlisted & Selected Candidates**. The main content area displays a summary of candidate counts: All Candidates (1), Shortlisted Candidates (1), Selected Candidates (0), and Rejected Candidates (0). Below this, a table titled "Shortlisted & Selected Candidates" lists one record. The table columns are: Action, Requisition Code, Job Title, Candidate Name, Email, Contact Number, and Status. The record shown is: Action (with an edit icon highlighted with a red box labeled 3), Requisition Code (REQ/004), Job Title (Employee), Candidate Name (robert trance), Email (robert@example.com), Contact Number (1234567988), and Status (Shortlisted). There are also "New" and "Print" buttons at the bottom of the table.

Figure 111

1. Click **Talent Acquisition** in the top menu
2. Click **Shortlisted & Selected Candidates** on the left menu panel
3. Click **Edit** icon against a requisition code

Please refer Figure 112

The screenshot shows the VERITY Talent Acquisition module. The top navigation bar includes links for Dashboard, Self Service, Service Request, HR, Appraisals, **Talent Acquisition**, Background Check, Organization, Analytics, Site Config, and More. On the left, a sidebar lists Openings/Positions, Approved Requisitions, Rejected Requisitions, CV Management, Scheduled Interviews, and Shortlisted & Selected Candidates. Below the sidebar are three icons: a person icon, a document icon, and a mail icon.

The main content area displays a modal dialog titled 'Edit'. The 'Candidate status' field is highlighted with a red box labeled '4'. The 'UPDATE' button is highlighted with a red box labeled '5'. The dialog contains fields for Requisition Id (REQ/004), Job Title (Employee), Candidate Name (robert trance), Email (robert@example.com), Qualification, Work Experience (0 year(s)), Skill Set (PHP), Summary, and Education Summary. The 'INTERVIEW DETAILS' section shows a table for Round 1:

Round Name	Written
Interviewer	Bush gg
Time	01:00 PM
Date	09/30/16
Mode	In person
Feedback	Performance is Satisfactory
Comments	Schedule this candidate for the next round.
Status	Schedule for next round
Location	Brooklyn street, Atlanta, Georgia, United States

At the bottom of the dialog, there are links for © Sentrifugo, 2016 and Powered By Sapplica.

Figure 112

4. Select the status (select/reject)
5. Click **UPDATE** button

How do I add a Candidate as an Employee?

After an employee has been selected by the Management. The candidate can be added to VHRIS.

Please refer Figure 113

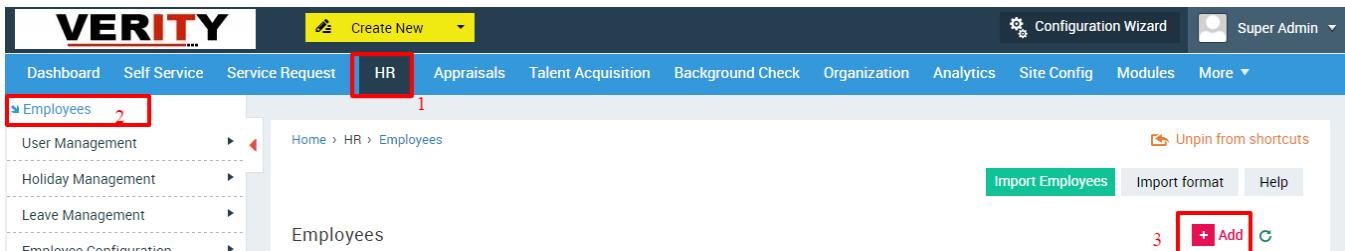


Figure 113

1. Click **HR** in the top menu
2. Click **Employees** on the left menu panel
3. Click **+Add** button on the right side

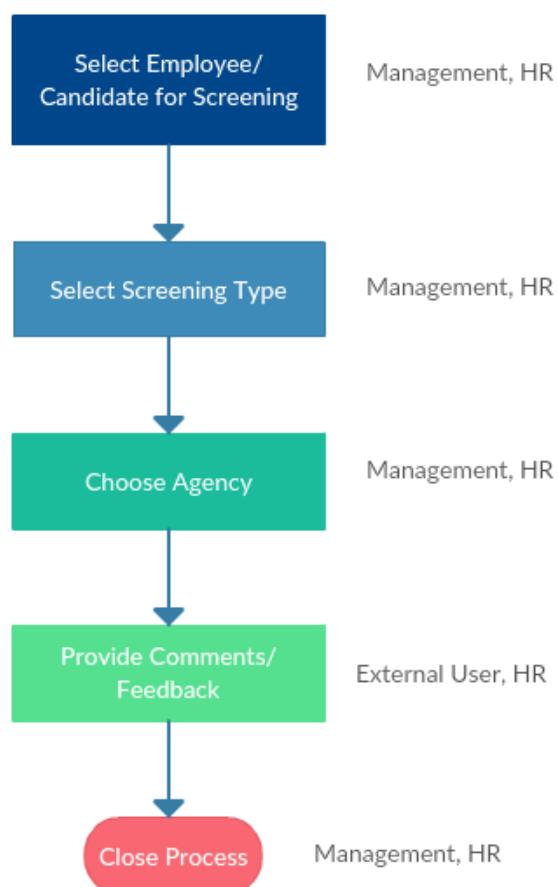
Please refer Figure 114

Figure 114

4. Select '**Interview**' in the field Mode of Employment
5. The shortlisted candidates' names will be populated here, select a candidate from the drop down list
6. Enter all the required details
7. Click **SAVE** button

6. Background Check

Background Check module enables the Pre and Post-Employment screening process. You can configure the screening types and manage the agencies you wish to work with. Below is the Background Check process flowchart.

**Description:**

- A User (Management, HR) selects an employee or candidate to have a background check performed on him/her
- The User selects the screening type and an agency for that screening type
- An External User (Agency User) logs into the application and provide details/feedback about the employee/candidate.
- The User views the feedback and provides his/her own comments.
- The User closes the process.

How do I add a Screening Type?

Please refer Figure 115

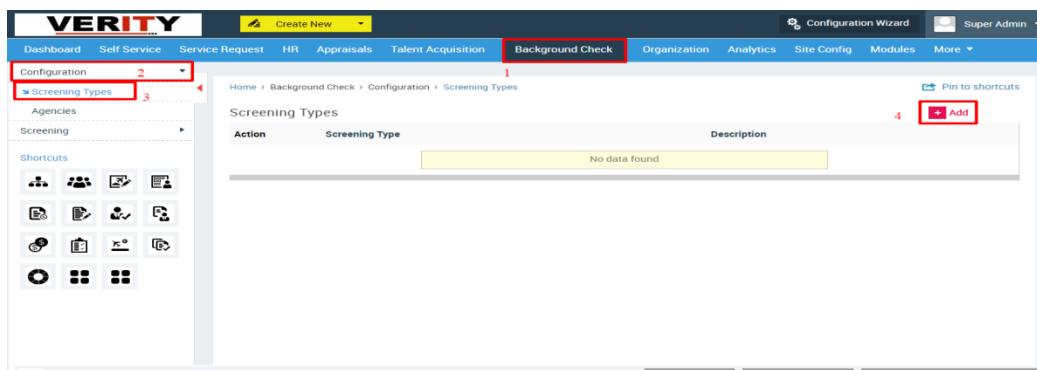


Figure 11

1. Click **Background Check** in the top menu
2. Click **Configuration** on the left menu panel
3. Click **Screening Types** in the submenu
4. Click **+Add** button on the right side

Please refer Figure 116

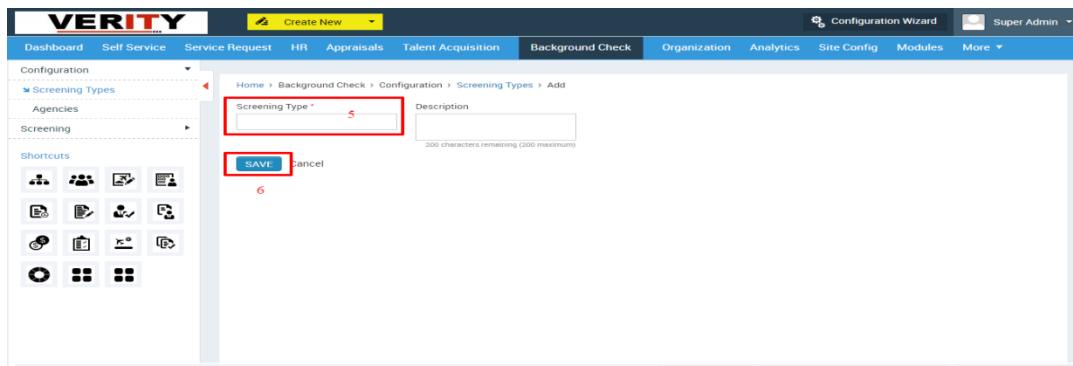


Figure 116

5. Enter the required details
6. Click **SAVE** button

How do I add an Agency?

Please refer Figure 117

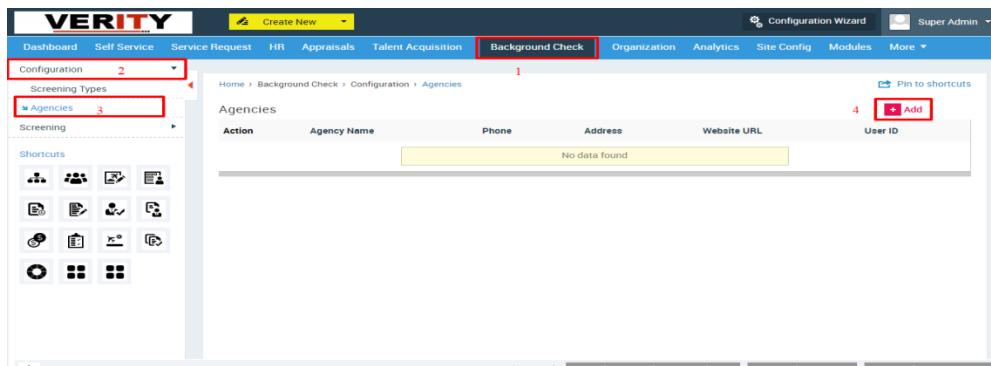


Figure 117

7. Click **Background Check** in the top menu
8. Click **Configuration** on the left menu panel
9. Click **Agencies** in the submenu
10. Click **+Add** button on the right side

Please refer Figure 118

The screenshot shows the VERITY software interface with the following details:

- Header:** VERITY, Configuration Wizard, Super Admin.
- Top Navigation:** Create New, Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check (selected), Organization, Analytics, Site Config, Modules, More.
- Left Sidebar:** Configuration (Screening Types, Agencies), Screening (Shortcuts).
- Current View:** Home > Background Check > Configuration > Agencies > Add.
- Form Fields:**
 - Agency Name * (empty)
 - Website URL * (empty)
 - Primary Phone * (empty)
 - Secondary Phone (empty)
 - Screening Type * (dropdown, placeholder: Screening types are not configured yet. Add Screening Type)
 - Address * (empty)
 - Contact 1: First Name * (empty), Last Name * (empty), Mobile * (empty)
 - Contact 2: (empty)
 - Contact 3: Email * (empty), Location * (empty), Country * (dropdown, placeholder: Select Country)
 - Recently viewed: Screening Types, Screening Types-Add, Agencies.
 - State * (dropdown, placeholder: Select State) with 'Add State' link.
 - City * (dropdown, placeholder: Select City) with 'Add City' link.
 - Contact type * (dropdown, placeholder: Select Role) with 'Select Role' link.
- Buttons:** SAVE (highlighted with a red box), Cancel.
- Page Bottom:** © VHRIS, 2016, Powered By Verity, Recently viewed: Screening Types, Screening Types-Add, Agencies.

Figure 118

11. Enter the required details
12. Enter POC (Point of Contact) details
13. Enter Contact Type (The roles created for an external user will be populated here. Please refer section [6.2 How do I add Roles & Privileges](#))
14. Click **SAVE** button

How do I select an Employee/Candidate for Screening?

Please refer Figure 119

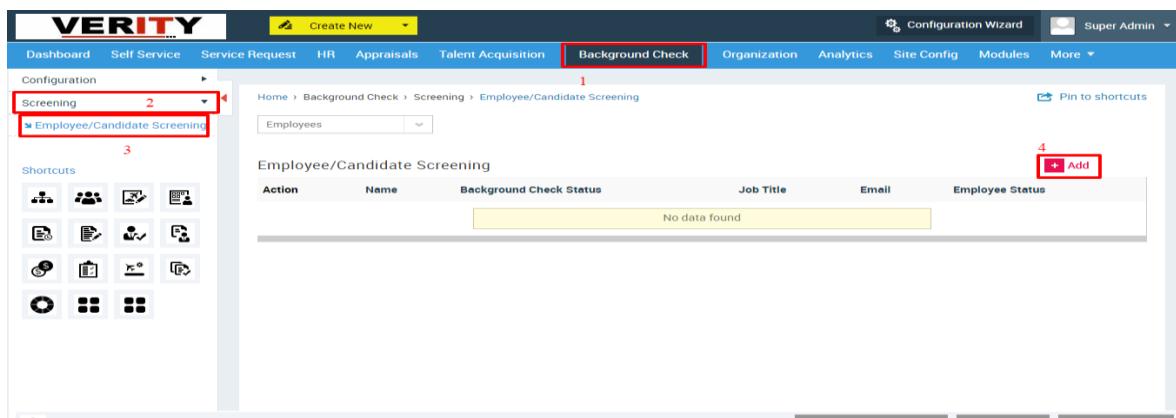


Figure 119

1. Click **Background Check** in the top menu
2. Click **Screening** on the left menu panel
3. Click **Employee/Candidate Screening** in the submenu
4. Click **+Add** button on the right side

Please refer Figure 120

The screenshot shows the VERITY software interface for 'Employee/Candidate Screening'. The top navigation bar includes 'Create New', 'Configuration Wizard', 'Super Admin', and various menu items like Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config, Modules, and More.

The left sidebar has sections for Configuration, Screening, and Employee/Candidate Screening. Under 'Employee/Candidate Screening', there are several icons for different actions. The main content area shows a breadcrumb path: Home > Background Check > Screening > Employee/Candidate Screening > Add. A red box labeled '5' highlights the 'Select Employee / Candidate' dropdown. Another red box labeled '6' highlights the 'SCREENING TYPES' section with a checked checkbox for 'Education'. A third red box labeled '7' highlights the 'CHOOSE AGENCY' dropdown, which shows 'Verity' selected. At the bottom right, a red box labeled '8' highlights the 'SAVE' button.

Figure 120

5. Select an Employee/Candidate
6. Select a Screening Type
7. Choose the agency
8. Click **SAVE** button

How do I set up HR and Management Group Emails?

Please refer Figure 121

The screenshot shows the VERITY software interface. At the top, there is a navigation bar with links: Create New, Configuration Wizard, Super Admin, Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config (which is highlighted with a red box), Modules, and More. Below the navigation bar is a left-hand sidebar titled 'Site Preferences' with a dropdown menu currently set to 'General' (also highlighted with a red box). The sidebar lists various configuration items like Ethnic Codes, Identity Codes, Gender, Time Zones, Marital Status, Prefixes, Race Codes, Nationality Context Codes, Nationalities, Account Class Types, License Types, Email Contacts (which is expanded and highlighted with a red box), Number Formats, and Location. To the right of the sidebar is the main content area titled 'Email Contacts'. It includes a breadcrumb trail: Home > Site Config > General > Email Contacts. There is a 'Pin to shortcuts' link and a '+ Add' button (also highlighted with a red box). The main table has columns for Action, Business Unit, Group, and Group Email. A message 'No data found' is displayed in the table area. The entire screenshot is framed by a red border.

Figure 121

9. Click **Site Config** on the top menu
10. Click **General** on the left menu panel
11. Click **Email Contacts** in the submenu
12. Click **+Add** button on the right side

Please refer Figure 122

The screenshot shows the VERITY software interface. At the top, there is a navigation bar with links for Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config (selected), Modules, and More. On the far right, there are links for Configuration Wizard and Super Admin. Below the navigation bar, there is a sidebar with various site preferences options like Ethnic Codes, Identity Codes, Gender, Time Zones, Marital Status, Prefixes, Race Codes, Nationality Context Codes, Nationalities, Account Class Types, License Types, Email Contacts (which is currently selected), Number Formats, and Location. The main content area shows a breadcrumb path: Home > Site Config > General > Email Contacts > Add. There are three input fields: 'Business Unit' (5, highlighted with a red box), 'Group' (6, highlighted with a red box), and 'Group Email' (7, highlighted with a red box). Below these fields are 'Cancel' and 'SAVE' buttons, with the 'SAVE' button (8, highlighted with a red box) being the one being clicked. The status bar at the bottom indicates 'Employee/Candidate Screening - Add'.

Figure 122

13. Select the business unit the HR group
14. Select 'Background Check – HR Group' (HR)/ 'Background Check' Management Group (Management)
15. Enter group email id
16. Click **SAVE** button



Every HR/Management group email must be unique for a Business Unit. If repeated, you will get an error message saying

How do I provide Feedback as an External User?

Please refer Figure 123

Figure 123

1. Click **Background Check** in the top menu
2. Click **Screening** on the left side panel
3. Click **Employee/Candidate Screening** in the submenu
4. Click **Edit icon** against an employee/candidate name

Please refer Figure 124

Action	Check Type	Agency Name	POC Email	Process Status	Explanation	Active Status	Started On	Ended On
	Education	Verity	fgvrgse@verityinfosol.com	In process		Active	04.11.2016	

Figure 124

5. Click on the Edit icon against an employee/candidate name in the Background Check Process Grid

Please refer Figure 125

Figure 125

6. Upload feedback documents
7. Click **SAVE** button
8. Enter comments/feedback
9. Click **POST** button

How do I close a Background Check Process?

Please refer Figure 126

Figure 126

1. Click **Background Check** in the top menu
2. Click **Screening** on the left menu panel
3. Click **Employee/Candidate Screening** in the submenu
4. Click **Edit** icon against an employee/candidate name

Please refer Figure 127

Action	Check Type	Agency Name	POC Email	Process Status	Explanation	Active Status	Started On	Ended On
	Education	Verity	fgyrgse@verityinfosol.com	In process		Active	04.11.2016	

Figure 127

To close a specific Background process:

- Click on the Edit icon against an employee/candidate name in the Background Check Process Grid
- Please refer Figure 128

Action	Check Type	Agency Name	POC Email	Process Status	Explanation	Active Status	Started On	Ended On
	Education	Verity	fgyrgse@verityinfosol.com	Complete		Active	04.11.2016	

Figure 128

- You can upload feedback documents or enter comments
- Select '**Complete**' for the Background Check Status
- Click **SAVE** button

Please refer Figure 129

The screenshot shows the VERITY software interface. At the top, there is a navigation bar with links like Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config, Modules, and More. A 'Create New' button is also present. On the left, there is a sidebar with sections for Configuration, Screening, and Employee/Candidate Screening. Under Employee/Candidate Screening, there is a 'Background check Process' section. In the center, there is a form for an employee named Asrar Ali Khan.G, with fields for Name, Email Id, and Status. Below this, a table titled 'Background check Process' lists a single row: Action (Education), Check Type (Verity), Agency Name (fgvrgse@verityinfosol.com), Process Status (In process), Explanation (N/A), Active Status (Active), Started On (04.11.2016), and Ended On (N/A). A red box highlights the 'Complete' dropdown in the 'Background Check Status' section, and another red box highlights the 'SAVE' button. A note at the bottom states: 'Emails will not work as the HR and Management group emails are not configured.'

Figure 130

To close all Background processes for an employee:

9. Select '**Complete**' for the Background Check Status
10. Click **SAVE** button

7. Organization

Organization lets you can manage your organizational information, Business Units and Departments, Announcements and Policy Documents.

How do I view/edit information about my Organization?

This information was first given in the Step 3: Organization of the Configuration Wizard.

Please refer Figure 131

The screenshot shows the VERITY HRIS application interface. The top navigation bar includes links for Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization (which is highlighted with a red box), Analytics, Site Config, Modules, and More. On the far right, there's a 'Super Admin' dropdown. The left sidebar has a 'Organization Info' section with links for Business Units, Departments, Organization Structure, Organization Hierarchy, Announcements, and Policy Documents. Below this is a 'Shortcuts' section with various icons. The main content area shows the 'Organization Info' page for 'Verity Information Solutions'. It contains fields for Organization, Business Domain, Website, Total Employees, Started On, Primary Phone, Secondary Phone, Country, State, and City. The 'Address' field contains a detailed address in Hyderabad, Andhra Pradesh, India. At the bottom right of the content area is an 'Edit' button. The bottom of the screen shows a footer with copyright information and recently viewed items.

Figure 131

1. Click **Organization** in the top menu
2. Click **Organization Info** on the left menu panel
3. Your organization's details will be displayed here
4. Click **Edit** icon to modify details

Please refer Figure 132

The screenshot shows the VERITY software interface with the following details:

- Header:** VERITY, Create New, Configuration Wizard, Super Admin.
- Main Navigation:** Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization (highlighted), Analytics, Site Config, Modules, More.
- Left Sidebar:** Organization Info (selected), Business Units, Departments, Organization Structure, Organization Hierarchy, Announcements, Policy Documents, Shortcuts (with various icons).
- Current Page:** Home > Organization > Organization Info > Edit.
- Form Fields:**
 - Organization: Verity Information Solutions
 - Website: www.verityinformationsolutions.com
 - Organization Started On: 03.01.2005
 - Total Employees: 51-100
 - Primary Phone Number: 04067333008
 - Secondary Phone Number: 04067333009
 - Fax Number: 04067333008
 - Country: India
 - State: Andhra Pradesh
 - City: Hyderabad
 - Main Branch Address: #8-1-199/2, 3rd Floor, High Mark Chambers, Raidurg
 - Address 1: Building 20 K Raheja I.T. Park, Building No. 14,
 - Organization Description: Verity Information Solutions (VIS) Provides Business
 - Business Domain: Consulting, Technology
- Buttons:** Upload Organization Logo, UPDATE (highlighted with a red box), Cancel.
- Footer:** © VHRIS, 2016, Powered By Verity.
- Breadcrumbs:** Recently viewed: Employee/Candidate Screening-Add, Employee/Candidate Screening-Edit, Organization Info.

5. Enter or modify details
6. You can change your company logo
7. Click **UPDATE** button

Business Units & Departments

Please refer to section 1.5 How do I add Business Units and Departments?

How do I view my Organization Structure?

Please refer Figure 133

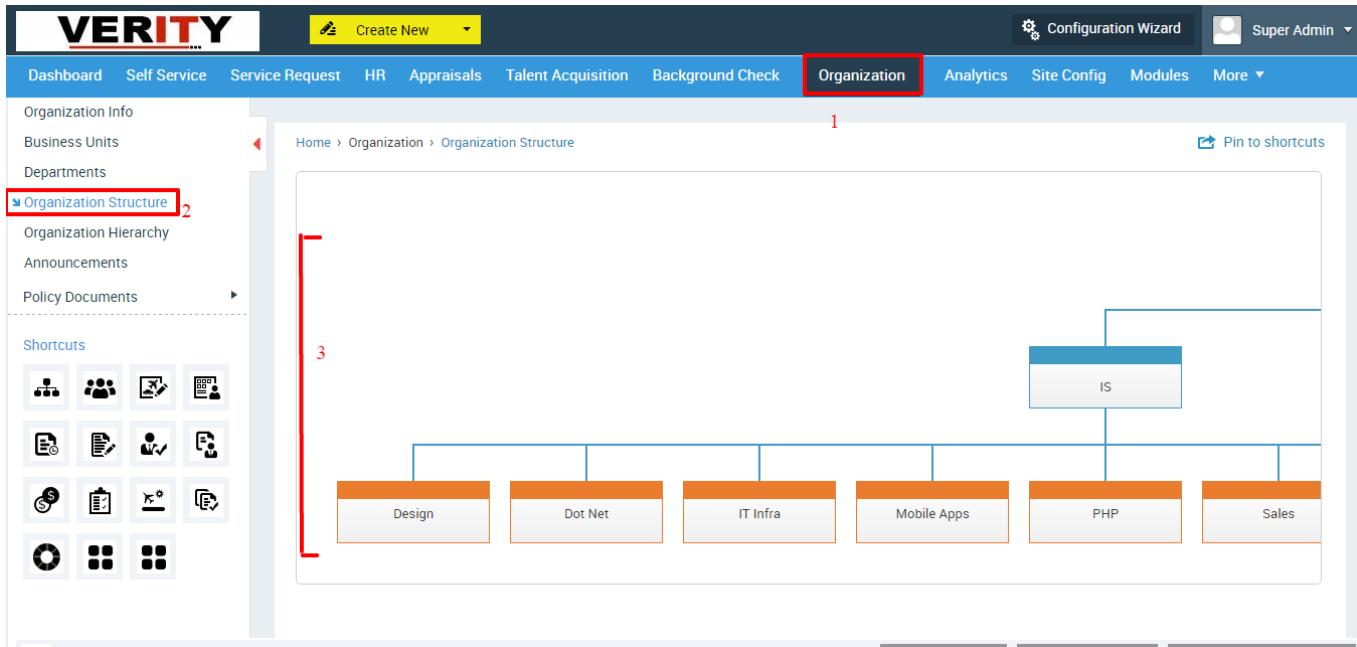


Figure 133

1. Click **Organization** in the top menu
2. Click **Organization Structure** on the left side panel
3. Your Organization Structure will be displayed here



The Organization Structure is for display purpose only and cannot be edited. It is formed according to the Business Units and Departments you add in the application.

How do I view my Organization Hierarchy?

Please refer Figure 134

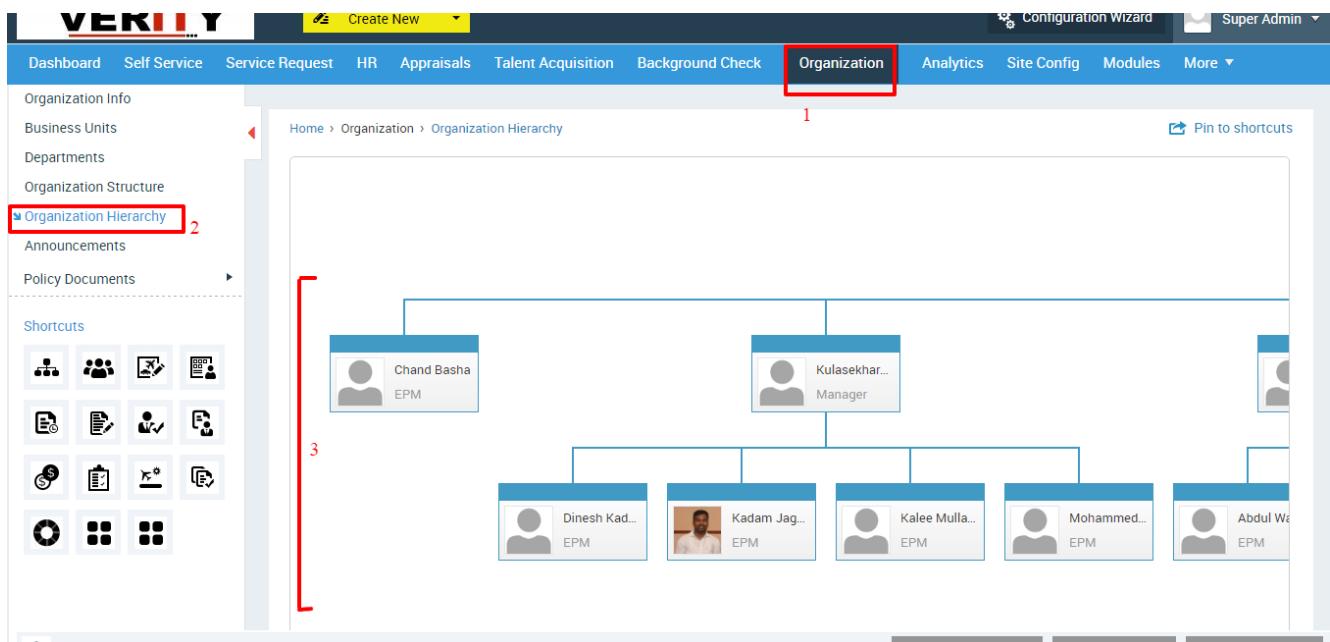


Figure 134

1. Click **Organization** in the top menu
2. Click **Organization Hierarchy** on the left menu panel
3. Your Organization Hierarchy will be displayed here



The Organization Hierarchy is for display purpose only and cannot be edited. It is formed according to the employees you add to the application.

How do I add Announcements?

Refer section [How do I add Announcements?](#)

How do I add Policy Documents?

Users will have access to view essential documents whenever required. You can easily access & store all the organization's important policy documents

Please refer Figure 135

Action	Category	Description
	Local Travel Policy	Local Travel Policy
	Onsite Travel Policy	Onsite Travel Policy
	Onsite Per Diem	Onsite Per Diem
	Local Per Diem	Local Per Diem

Figure 135

1. Click **Organization** menu option
2. Click **Policy Documents** on the left menu panel
3. Click **Categories** in the submenu
4. Click **+Add** button on the right side

Please refer Figure 136

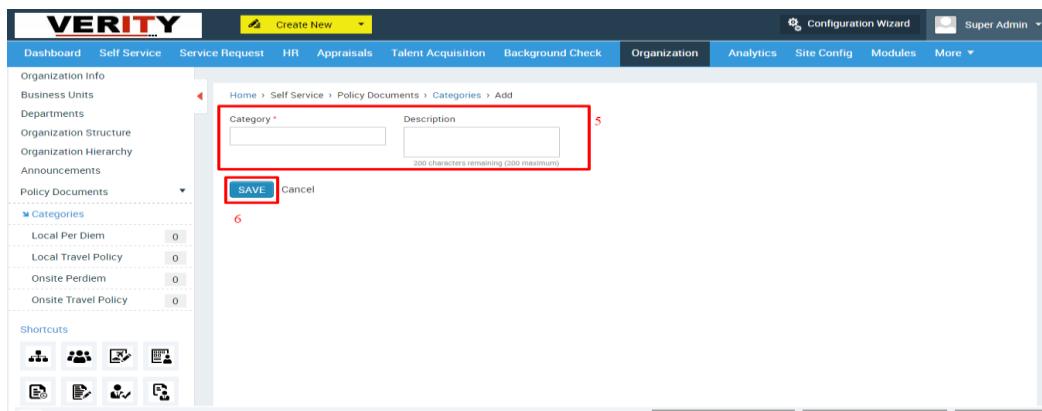


Figure 136

5. Enter the required details
6. Click **SAVE** button

Please refer Figure 137 *there is no leave policy in our application*

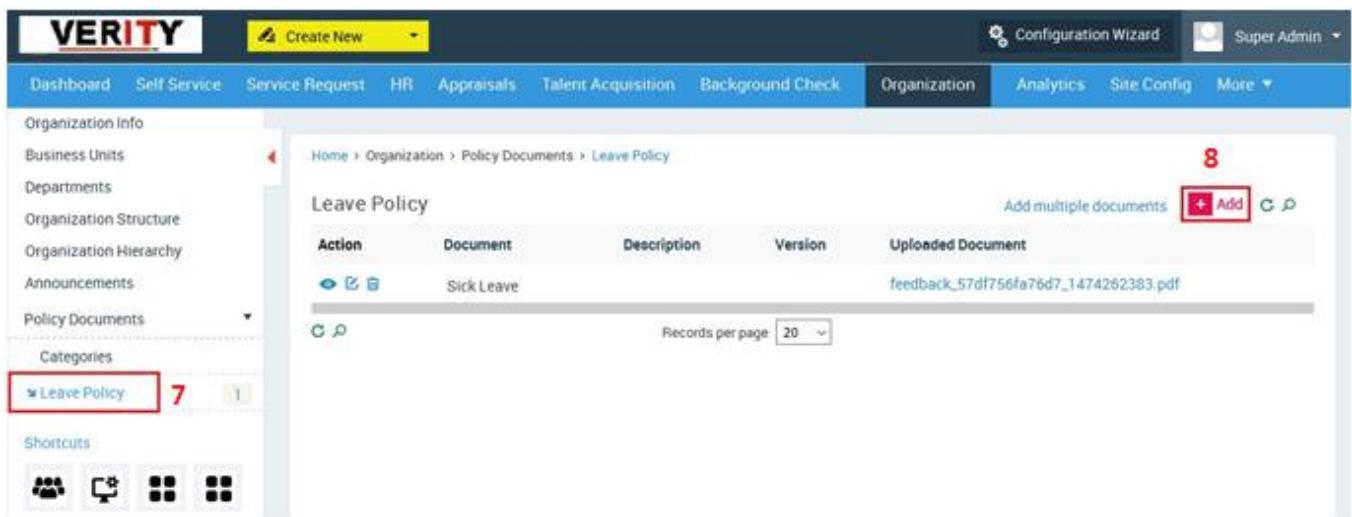


Figure 137

7. Click on the category name in the sub menu (we have selected 'Leave Policy' as an example)
8. Click **+Add** button

Please refer Figure 138

The screenshot shows the VERITY software interface. At the top, there is a navigation bar with links: Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config, and More. On the far right, there are links for Configuration Wizard and Super Admin. Below the navigation bar, there is a sidebar with various links: Organization Info, Business Units, Departments, Organization Structure, Organization Hierarchy, Announcements, Policy Documents (selected), Categories, and Leave Policy (with a count of 1). The main content area shows a form titled "Home > Organization > Policy Documents > Leave Policy > Add". The form has fields for Document (a dropdown menu), Category (set to "Leave Policy"), Description (a text input field with a character limit of 200), and Version (a text input field). Below these fields is a "Select Document" section with an "Upload Document" button. At the bottom of the form are two buttons: "SAVE" (highlighted with a red box) and "Cancel".

Figure 138

9. Enter the required details
10. Click +Add button

How do I view Policy Documents?

Please refer Figure 139

The screenshot shows the VERITY software interface. At the top, there is a navigation bar with links: Create New, Configuration Wizard, Super Admin, Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization (which is highlighted with a red box), Analytics, Site Config, and More. On the left, there is a sidebar with links: Organization Info, Business Units, Departments, Organization Structure, Organization Hierarchy, Announcements, Policy Documents (which is highlighted with a red box and has a red number '2' next to it), Categories (which has a red number '3' next to it), and Shortcuts. The main content area is titled 'Leave Policy'. It shows a table with columns: Action, Document, Description, Version, and Uploaded Document. There is one entry: 'Sick Leave' with the file name 'feedback_57df756fa76d7_1474262383.pdf'. At the bottom of the table, there is a 'Records per page' dropdown set to 20. A red number '4' is placed over the 'View' icon in the 'Action' column of the first row.

Figure 139

11. Click **Organization** in the top menu
12. Click **Policy Documents** on the left menu panel
13. Click on the category name you want to view (We have used 'Leave Policy' here as an example)
14. Click on the **View** icon against a document name



If a user is not able to view Policy Documents, go to HR > User Management > Roles & Privileges and check whether the user's role has been granted privilege to view Policy Documents.

8. Analytics

Analytics uses descriptive techniques to represent your organization's data and allows you to generate custom reports and then export them to Excel or PDF.

You organizational data such as Employee Status, Employees on Leave, Attrition Rate will be presented in the form of pie charts, line and bar graphs. Click on **Analytics** in the top menu option to view the charts/graphs.

How do I view/generate Reports?

Please refer Figure 140

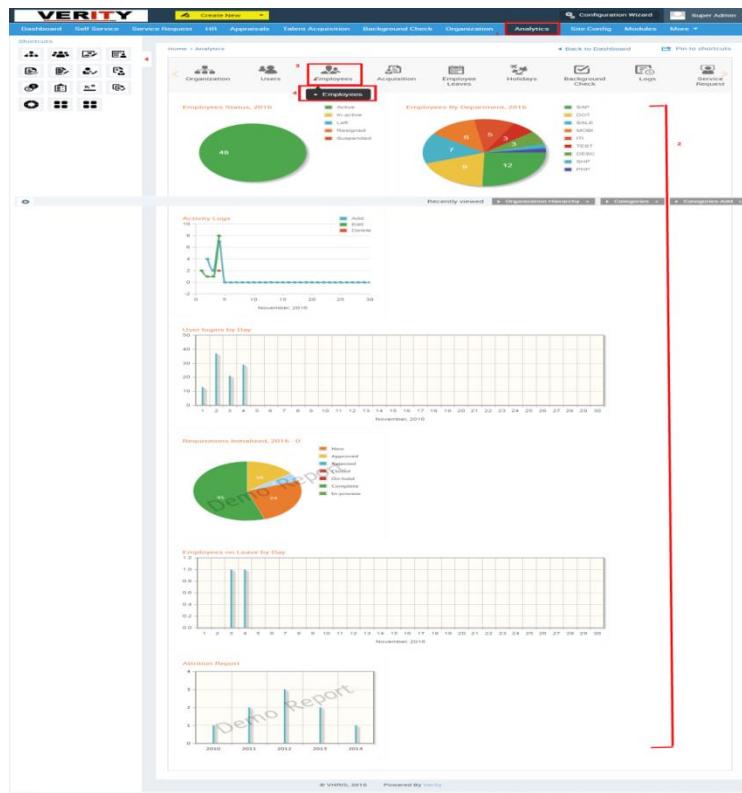


Figure 140

1. Click **Analytics** in the top menu
2. You will be redirected to Analytics page where graphical representation of organization statistics are displayed
3. Click on a menu item in the Analytics menu
4. Click on the corresponding submenu

Please refer Figure 141

The screenshot shows the 'Employees' report page in the VERITY HRIS application. On the left, there is a sidebar with various icons under 'Shortcuts'. Below it, a large form on the left contains fields for 'Reporting Manager', 'Business Unit', and 'Department', each with a dropdown menu and a search icon. Further down are fields for 'Role', 'Job Title', 'Position', 'Employment Status', 'Date of Joining', and 'Mode of Employment', each with a dropdown menu and a calendar or dropdown icon. At the bottom of this sidebar is a red-bordered button labeled 'GENERATE REPORT' with a small '7' above it, and a 'Reset' button next to it. To the right of this sidebar is a table titled 'Employees' with columns for Employee ID, Employee Name, Email, Mobile, and Role. The table lists several employees with their details. At the top right of the page are links for 'Export to PDF' and 'Export to Excel'. The bottom of the page includes standard navigation links like 'Recently viewed', 'Categories-Add', 'Analytics', and 'Analytics-Employees', along with a 'Records per page' dropdown set to 20 and a 'Page 1 of 3' indicator.

Figure 141

5. In the selected submenu page, click on Export to PDF or Export to Excel to generate report
Or, to generate custom reports
6. Provide the specifications required to generate report
7. Click **GENERATE REPORT** to generate a custom report

9. Site Config

Site Configuration allows you to configure the standards used in your organization such as locations, currency codes, date formats, ethnic codes, etc.

How do I view/edit Site Preferences?

This information was first given in the Step 2: Site Config of the Configuration Wizard.

Please refer Figure 142

Figure 142

1. Click **Site Config** in the top menu
2. Click **Site Preferences** in the left menu panel
3. You can view your Site Preference details here
4. Click **Edit** icon

Please refer Figure 143

Figure 143

5. Enter/Edit the details

6. Click **SAVE** button

How do I set General Site Preferences?

You can set general preferences like time zones, nationalities, gender codes, ethnic codes etc. which will be consistent across the entire application.

Please refer Figure 144

The screenshot shows the VERITY application interface. At the top, there is a navigation bar with links for Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config (which is highlighted with a red box), Modules, and More. Below the navigation bar is a sub-menu titled "Site Preferences" with the following options: General (highlighted with a red box), Ethnic Codes, Identity Codes, Gender (highlighted with a red box), Time Zones (highlighted with a red box), Marital Status, Prefixes, Race Codes, Nationality Context Codes, Nationalities, Account Class Types, License Types, Email Contacts, Number Formats, and Location. A vertical red arrow points from the "General" link in the sub-menu down to the "General" link in the main content area. In the main content area, the URL is "Home > Site Config > General > Gender". The page displays a table titled "Gender" with three rows: M (Male), F (Female), and O (Others). There are "Edit" and "Delete" icons next to each row. On the right side of the table, there is a "Pin to shortcuts" icon and a "Add" button (highlighted with a red box). Below the table, there is a "Records per page" dropdown set to 20.

Figure 144

1. Click **Site Config** in the top menu
2. Click **General** on the left menu panel
3. Click on any option in the submenu (We've used Gender as an example)
4. Click **+Add** button

Please refer Figure 145

The screenshot shows the "Add" dialog for a new gender entry. The dialog has fields for "Gender Code" (containing "M"), "Gender" (containing "Male"), and "Description" (empty). Below the fields is a note: "500 characters remaining (200 maximum)". At the bottom of the dialog are "SAVE" and "Cancel" buttons, with the "SAVE" button highlighted with a red box. A vertical red arrow points from the "Gender" field in the dialog back up to the "Gender" field in the main content area of Figure 144.

Figure 145

5. Enter/Edit the details
6. Click **SAVE** button

How do I set Identity Codes?

Identity code is the alphabets used in an Employee ID. For example in the Employee IDs **EMP0033** and **USER009**, EMP and USER are the identity codes respectively.

Please refer Figure 146

Figure 146

7. Click **Site Config** in the top menu
8. Click **General** on the left menu panel
9. Click **Identity Codes** in the submenu
10. Your default identity code details will be displayed here
11. Click **Edit icon**

Please refer Figure 147

Figure 147

12. Edit the details
13. Click **SAVE** button

What should I do if my Country/State/City are not available in VHRIS?

Please refer Figure 148

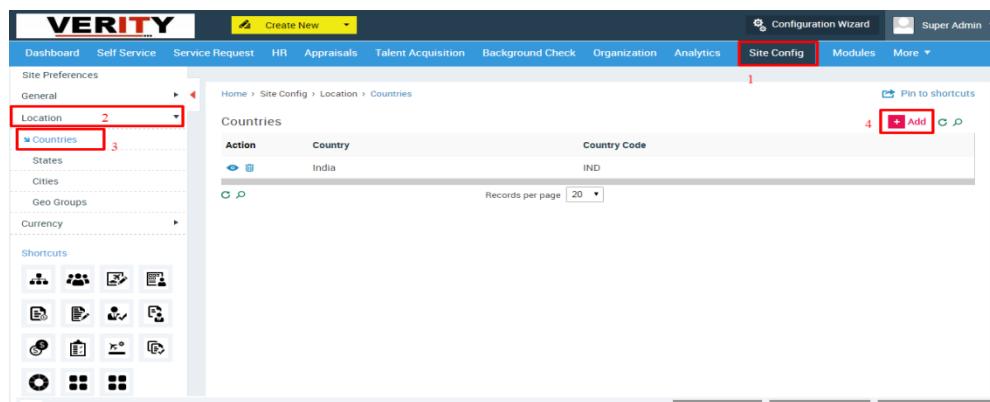


Figure 148

1. Click **Site Config** in the top menu
2. Click **Location** on the left menu panel
3. Click **Countries** in the submenu
4. Click **+Add** button

Please refer Figure 149

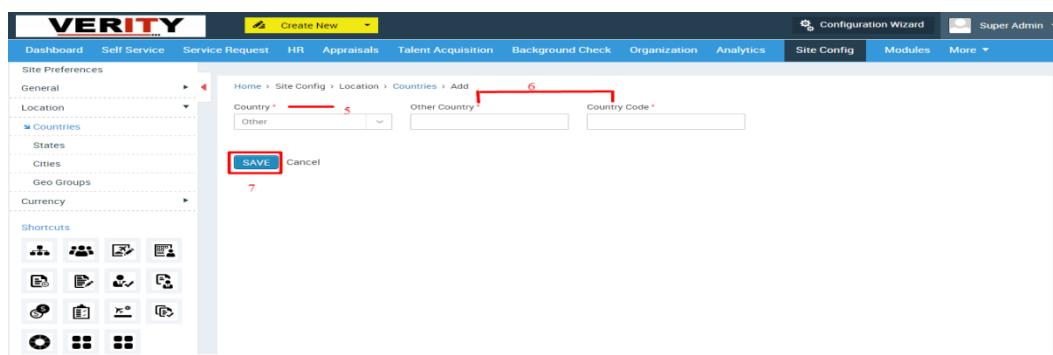


Figure 149

5. Select 'Other' in the Country field
6. Provide Other Country name and code
7. Click **SAVE** button

Once an unavailable 'Country' name is added, it will appear in the drop down option when you want to add a state or city. You can use the same procedure shown above to add States and Cities not available in the application.

How do I add Currency and Currency Conversions?

Currencies

Please refer Figure 150

Action	Currency	Currency Code	Description
	US Dollar	USD	
	European Euro	EUR	
	Pound Sterling	GBP	
	Indian Rupee	INR	

Figure 150

1. Click **Site Config** in the top menu
2. Click **Currency** on the left menu panel
3. Click **Currencies** in the submenu
4. Click **+Add** button

Please refer Figure 151

Figure 151

5. Enter the required details
6. Click **SAVE** button

Currency Conversions

Please refer Figure 152

The screenshot shows the VERITY application's Site Config section. On the left, there's a navigation tree with 'Site Preferences' expanded, showing 'General', 'Location', 'Currency' (which is highlighted with a red box labeled 2), and 'Currencies'. Under 'Currencies', 'Currency Conversions' is also highlighted with a red box labeled 3. The main content area is titled 'Currency Conversions' and lists columns: Action, Base Currency, Target Currency, Exchange Rate, Active Start Date, Active End Date, and Description. A message 'No data found' is displayed. In the top right, there's a 'Pin to shortcuts' link and a red box labeled 4 containing a '+Add' button.

Figure 152

1. Click **Site Config** menu option
2. Click **Currency** on the left menu panel
3. Click **Currency Conversions** in the submenu
4. Click **+Add** button

Please refer Figure 153

This screenshot shows the 'Add' screen for 'Currency Conversions'. It has fields for 'Base Currency' (with 'Select Base Currency' dropdown and 'Add Currency' button), 'Target Currency' (with 'Select Target Currency' dropdown and 'Add Currency' button), 'Exchange Rate' (with input field and 'Active Start Date' and 'Active End Date' dropdowns). There's also a 'Description' text area and a note '200 characters remaining (200 maximum)'. At the bottom are 'SAVE' and 'Cancel' buttons. A red box labeled 5 surrounds the 'Active End Date' and 'Description' fields. A red box labeled 6 surrounds the 'SAVE' button.

Figure 153

5. Enter the required details
6. Click **SAVE** button

10. Modules

Please refer section [1.3.1 Configuration Wizard: Step 1](#)

11. Logs

Logs allow you to check the amount of activity happening on the application along with the daily users' login record.

How do I view Activity Logs?

Please refer Figure 154

Menu Name	Last Modified By	Employee ID	Action	Last Modified Record	Last Modified Date
Positions	Super Admin	VIS0001	Add	View Record	04.11.2016 at 18:52:13
Employees	Super Admin	VIS0001	Add	View Record	04.11.2016 at 18:33:12
Employees	Super Admin	VIS0001	Edit	View Record	04.11.2016 at 18:32:29
Categories	Super Admin	VIS0001	Add	View Record	04.11.2016 at 18:29:46
Employee/Candidate Screening	Super Admin	VIS0001	Add	View Record	04.11.2016 at 17:31:26
Employee/Candidate Screening	Super Admin	VIS0001	Edit	View Record	04.11.2016 at 17:30:16
Screening Types	Super Admin	VIS0001	Add	View Record	04.11.2016 at 17:28:55
Screening Types	Super Admin	VIS0001	Delete		04.11.2016 at 17:28:23
Agencies	Super Admin	VIS0001	Add	View Record	04.11.2016 at 16:32:49

Figure 154

1. Click **Logs** in the top menu
2. Click **Activity Log** in the left menu panel
3. You can view the activity logs here
4. Click on **View Record** to view the modified record.
5. Click on the action (Add/Edit/Cancel) option to view the employees who performed those actions in that menu.

On clicking action (Edit/Add) option, a small window will open:

Clicking **View Record** will take you to the record's page.

How do I view User Logs?

Please refer Figure 155

User	Employee ID	Group	Role	Email	Login Time	IP Address
Super Admin	VIS0001		Super Admin	support@verityinfosol.com	04.11.2016 at 18:54:55	192.168.5.62
Siraj Mohammed	VIS20160002	Manager	Manager	[REDACTED]	04.11.2016 at 16:47:32	192.168.5.52
Super Admin	VIS0001		Super Admin	support@verityinfosol.com	04.11.2016 at 16:13:52	192.168.5.60
Super Admin	VIS0001		Super Admin	support@verityinfosol.com	04.11.2016 at 16:13:15	192.168.5.60
Super Admin	VIS0001		Super Admin	support@verityinfosol.com	04.11.2016 at 15:18:12	192.168.5.52
Super Admin	VIS0001		Super Admin	support@verityinfosol.com	04.11.2016 at 15:15:28	192.168.5.52
Super Admin	VIS0001		Super Admin	support@verityinfosol.com	04.11.2016 at 15:11:02	192.168.5.66
Super Admin	VIS0001		Super Admin	support@verityinfosol.com	04.11.2016 at 15:10:26	192.168.5.52
Super Admin	VIS0001		Super Admin	support@verityinfosol.com	04.11.2016 at 15:06:33	192.168.5.66
Super Admin	VIS0001		Super Admin	support@verityinfosol.com	04.11.2016 at 13:18:24	192.168.5.66

Figure 155

1. Click on Logs in the top menu
2. Click on User log in the left panel
3. You can view the user logs here

12. Expenses

Expenses allow you to manage your expenses, trip budgets, advances and receipts. You can create and send your expenses for approval to your Reporting Manager. Expenses can be placed into various categories such as food, travel, entertainment etc.

How do I add an Expense Category?

Please refer Figure 156

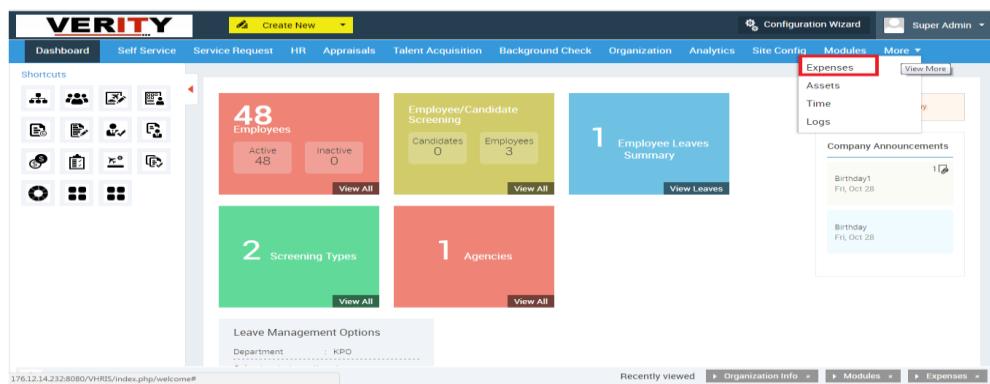


Figure 156

1. Click **Expenses** in the top menu

Please refer Figure 157

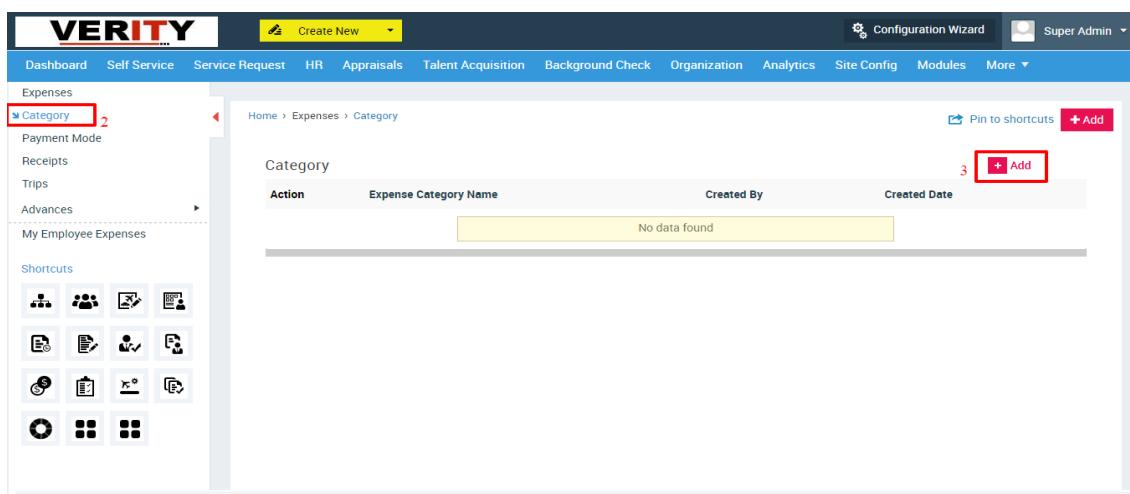


Figure 157

2. Click **Category** on the left menu panel

3. Click **+Add** button on the right side

Or

Please refer Figure 158

Figure 158

4. Click **+Add** on the top right corner

5. Select **Category**

Please refer Figure 159

Figure 159

6. Enter Category name
7. Click **SAVE** button

How do I add a Payment Mode?

The method of payment for example: credit card, net banking, cash etc.

Please refer Figure 160

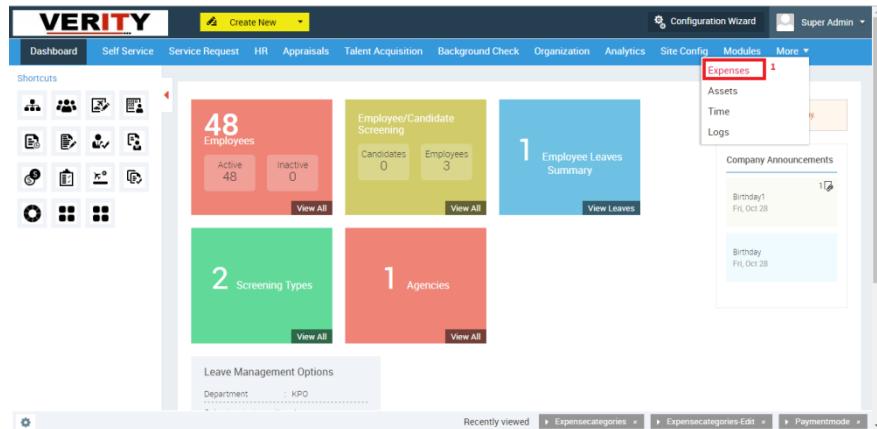


Figure 160

1. Click **Expenses** in the top menu

Please refer Figure 161

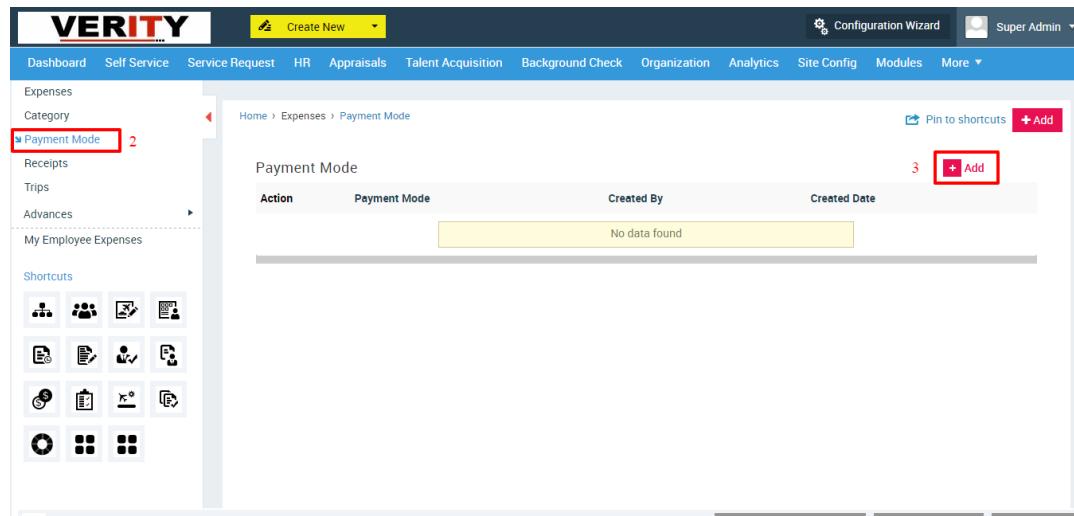


Figure 161

2. Click **Payment Mode** on the left menu panel
3. Click **+Add** button on the right side
Or

Please refer Figure 162

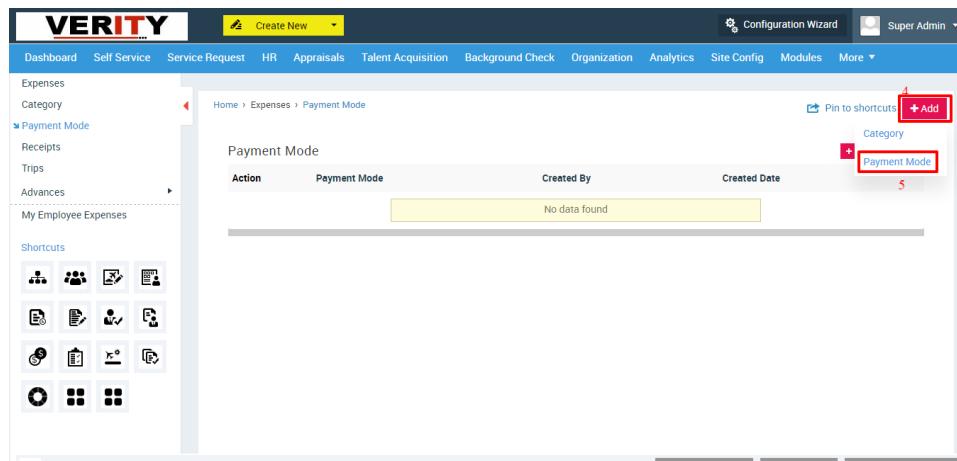


Figure 162

4. Click **+Add** on the top right corner
5. Select **Payment Mode**

Please refer Figure 163

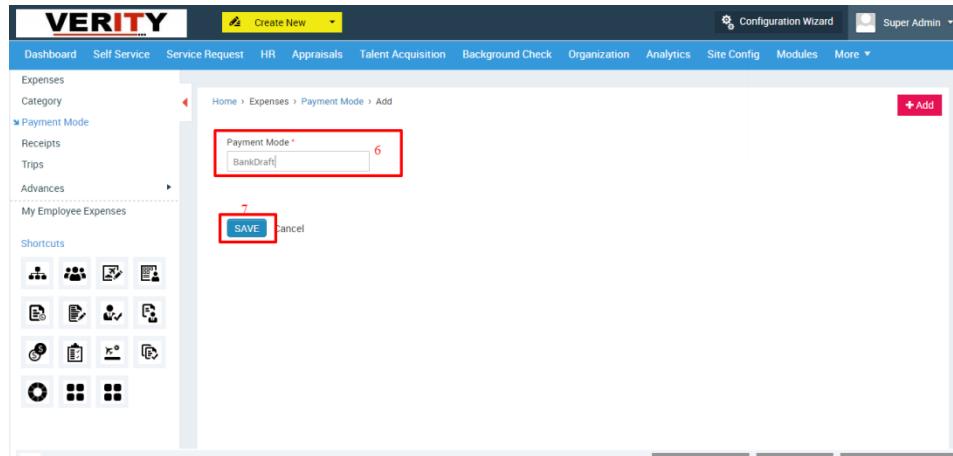


Figure 163

6. Enter Payment Mode name
7. Click **SAVE** button

How do I add an Expense?

Please refer Figure 164

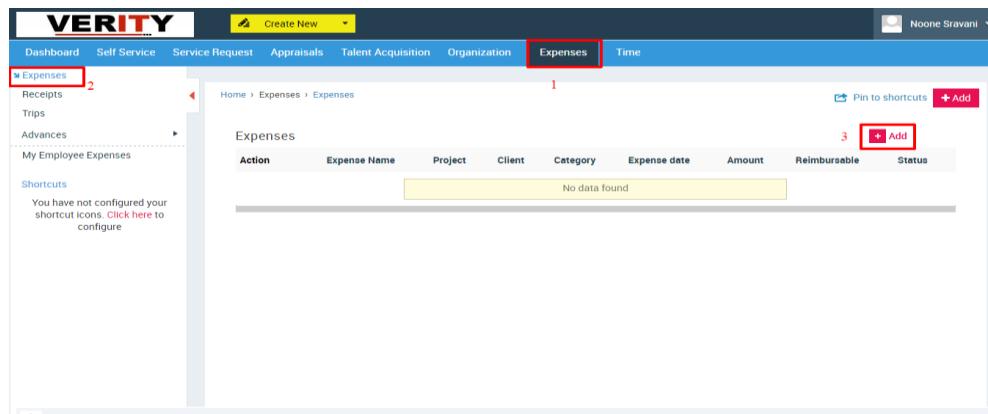


Figure 164

1. Click **Expenses** in the top menu
2. Click Expenses in the left menu panel
3. Click **+Add** button on the right side

Please refer Figure 165

Figure 165

4. Enter the required details
5. Not functional in the current version
6. Employers can pre-allocate a certain amount of money called **Advance** to an employee, which can be used for expenses incurred during trip(s) or for project(s) and client(s).
7. Add Trips for managing multiple expenses, clients and projects. A Trip comprises of the various costs incurred in a trip like travel, food, and accommodation



8. Upload Receipts to support your expenses
9. Click SAVE button

How do I submit an Expense for approval?

You will need to create an Expense, before you can submit it.

Please refer Figure 166

Figure 166

- 10.Click Expenses in the top menu
- 11.Click Expenses in the left panel
- 12.Click View button in the action column
13. Click Submit button

Please refer Figure 167



A confirmation message will be displayed.

Please refer Figure 168

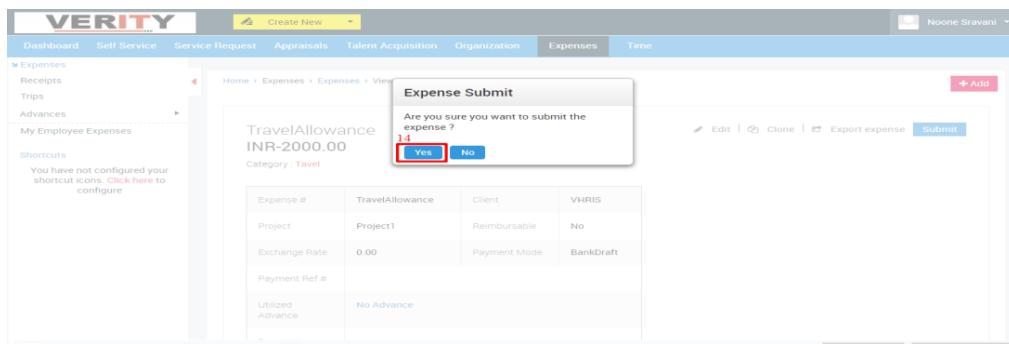


Figure 168

14. Click Yes

How do I export an Expense?

You will need to create an Expense, before you can export it.

Please refer Figure 169

Figure 169

15. Click Expenses in the top menu
16. Click **Expenses** in the left panel
17. Click View button in the action column

Please refer Figure 170

Figure 170

18. Click Export expense button

An expense report in PDF format will be downloaded.



How do I clone an Expense?

You can clone an expense if a new expense has similar details to the one you want to clone. It will save you the trouble from creating a new expense from scratch.

You will need to create an Expense, before you can clone it.

Please refer Figure 171

The screenshot shows the VERITY software interface. The top navigation bar includes 'Create New' and 'Expenses'. The left sidebar has 'Expenses' selected (marked with a red box and number 2). The main content area displays a table of expenses with one row visible. The first column is 'Action' (marked with a red box and number 3), followed by 'Expense Name' (TravelAllowance), 'Project' (Project1), 'Client' (VHRIS), 'Category' (Travel), 'Expense date' (04.11.2016), 'Amount' (2000.00), 'Reimbursable' (No), and 'Status' (submitted). A red box labeled '1' is placed above the table header.

Figure 171

1. Click Expenses in the top menu
2. Click Expenses on the left menu panel
3. Click View button in the action column

Please refer Figure 172

The screenshot shows the VERITY software interface. The top navigation bar includes 'Create New' and 'Expenses'. The left sidebar has 'Expenses' selected. The main content area shows a detailed view of an expense named 'TravelAllowance INR-2000.00' with status 'Submitted'. The 'Category' is listed as 'Travel'. Below the title, there is a table with columns: Expense #, TravelAllowance, Client, and VHRIS. The table rows include Project (Project1), Reimbursable (No), Exchange Rate (0.00), Payment Mode (BankDraft), Payment Ref #, and Utilized Advance (No Advance). A red box labeled '4' is placed over the 'Clone' button in the top right corner of the detail view.

Figure 172

4. Click Clone option



You will be redirected to the Add Expense screen. The details will be auto filled by default, you can edit the details.

Please refer Figure 173

Figure 173

5. Click SAVE button

How do I approve/reject Employee Expenses?

Please refer Figure 174

Action	Employee	Expense	Trip	Category	Expense date	Currency	Amount	Status
	Noone Sravani	TravelAllowance	Tavel	Travel	04.11.2016	Indian Rupee	2000.00	submitted

Figure 174

6. Click Expenses in the top menu

7. Click Expenses in the left menu panel
8. Click My Employee Expenses in the submenu
9. Click View icon in the action column

Please refer Figure 175

The screenshot shows the VERITY software interface with the following details:

- Header:** VERITY, Create New, Rouf Shaik.
- Left Sidebar:** Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config, Expenses (selected), Time, Logs.
- Submenu:** Expenses, Receipts, Trips, Advances, My Employee Expenses (selected).
- Content Area:**
 - Page Title: Home > Expenses > My Employee Expenses > View.
 - Expense Details: TravelAllowance INR-2000.00, Status: Submitted, Category: Tavel.
 - Buttons: Export expense, Forward, Approve (highlighted with a red box), Reject.
 - Table Data:

Expense #	TravelAllowance	Client	VHRIS
Project	Project1	Reimbursable	No
Exchange Rate	0.00	Payment Mode	BankDraft
Payment Ref #			
Advance	No Advance		
Description			

Figure 175

10. Click Approve/Reject

A confirmation message will be displayed.

Please refer Figure 176

The screenshot shows the VERITY software interface with the following details:

- Header:** VERITY, Create New, Rouf Shaik.
- Left Sidebar:** Dashboard, Self Service, Service Request, HR, Appraisals, Talent Acquisition, Background Check, Organization, Analytics, Site Config, Expenses (selected), Time, Logs.
- Submenu:** Expenses, Receipts, Trips, Advances, My Employee Expenses (selected).
- Content Area:**
 - Page Title: Home > Expenses > My Employee Expenses > View.
 - Expense Details: TravelAllowance INR-2000.00, Status: Submitted, Category: Tavel.
 - Buttons: Export expense, Forward, Approve (highlighted with a red box), Reject.
 - Table Data (same as Figure 175):
 - Confirmation Dialog: Expense Approve, Are you sure you want to approve the expense? (Yes, No) - The 'Yes' button is highlighted with a red box.

Figure 176

11. Click Yes Button

How do I forward an Expense to another Manager?

Please refer Figure 177

Action	Employee	Expense	Trip	Category	Expense date	Currency	Amount	Status
	Arun JJ	Travel Allowance		Travel	2016-09-07	Indian Rupee	2000.00	submitted
	Arun JJ	travel		Travel	2016-09-01	Indian Rupee	5000.00	submitted

Figure 177

12. Click Expenses in the top menu
13. Click Expenses on the left menu panel
14. Click My Employee Expenses in the submenu
15. Click View button in the action column

Please refer Figure 178

Expense #	travel	Client	US Client
Project	SearchEngine	Reimbursable	No
Exchange Rate	0.00	Payment Mode	Money
Payment Ref #	#46546		
Advance	INR 0.00		
Description			

Figure 178

16. Click Forward option
A small pop up window will open

Please refer Figure 178_1

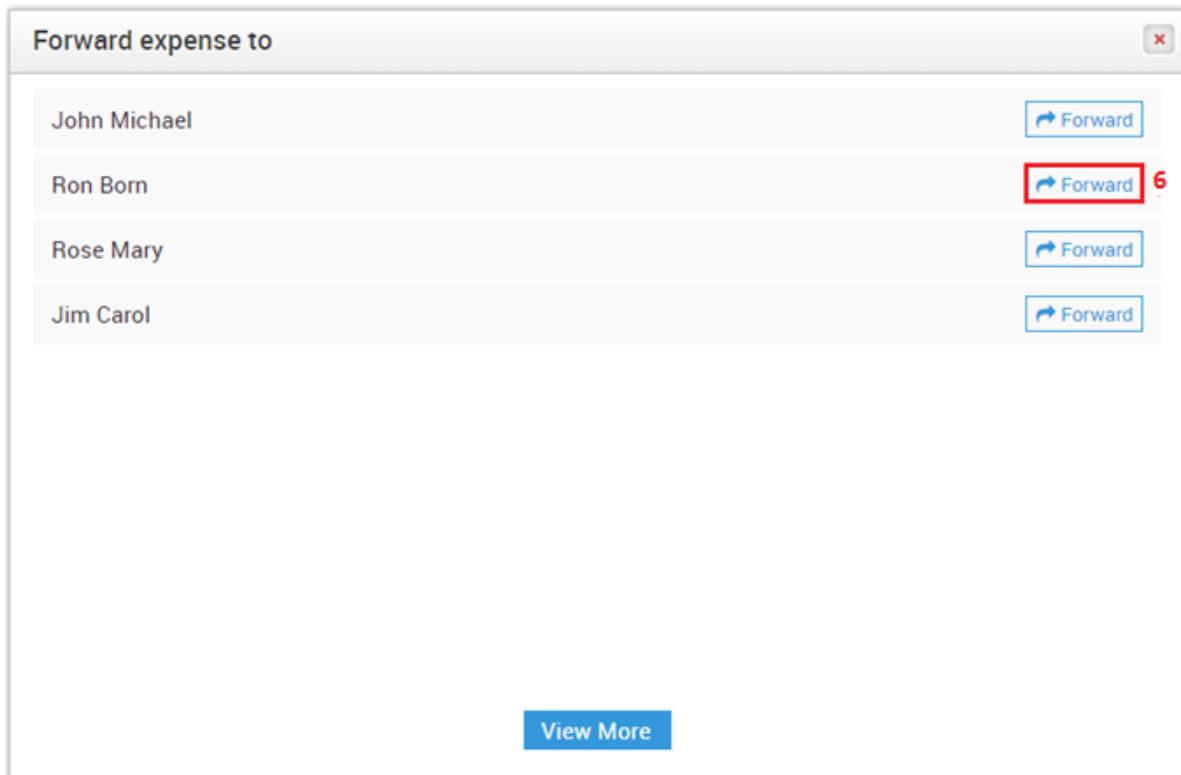


Figure 178_1

17. Click **Forward** button against the Manager's name to whom you want to forward the expense to

The other manager will receive an email notification informing him about the forwarded expense. He/she can Approve/Reject/Forward the expense.



How do I upload Receipts?

Please refer Figure 179

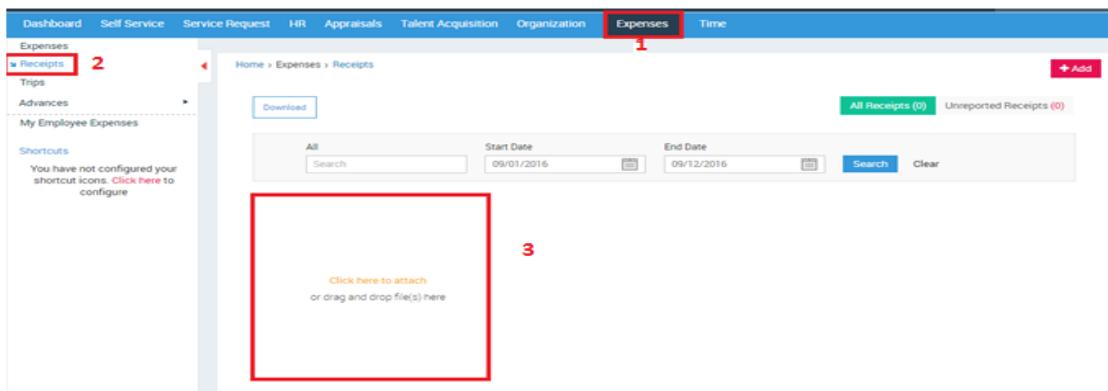


Figure 179

18. Click Expenses in the top menu
19. Click Receipts on the left menu panel
20. Click here to upload receipts Or Drag and drop files here

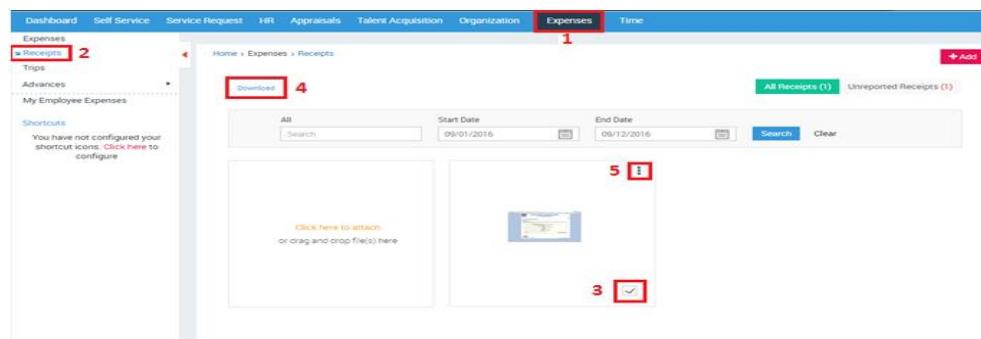


Figure 180

1. Click **Expenses** in the top menu
2. Click **Receipts** on the left menu panel
3. Select the receipt you want to download
4. Click **Download** button
Or
5. Click **More Action** icon



Please refer Figure 181

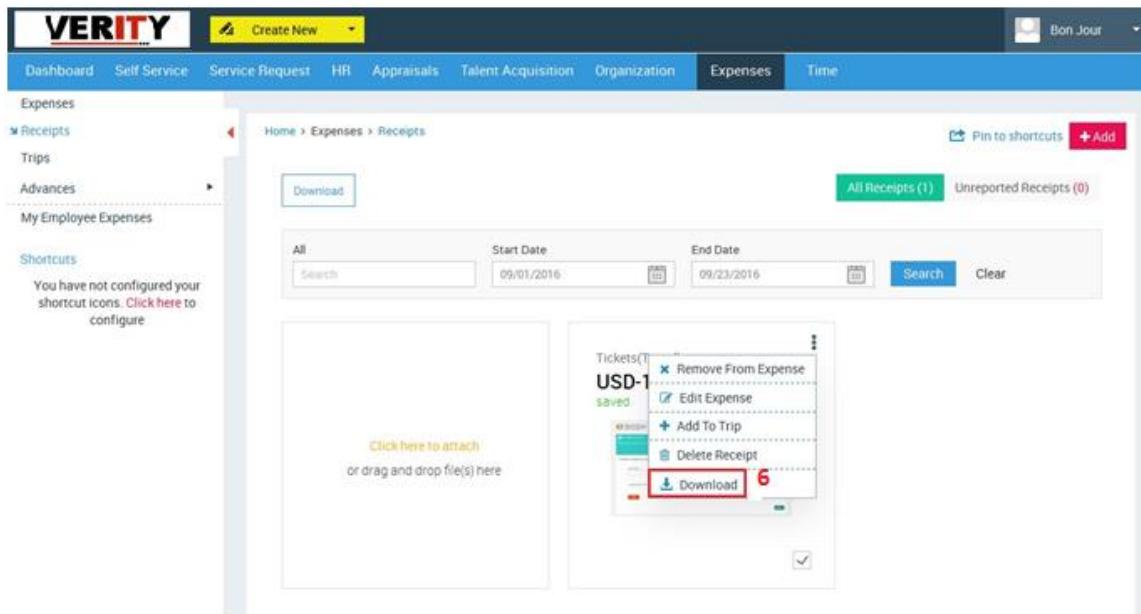


Figure 181

6. Select Download

What are unreported Receipts?

Receipts which haven't been attached with any Expense or Trip are placed in the Unreported Receipts category.

Please refer Figure 182

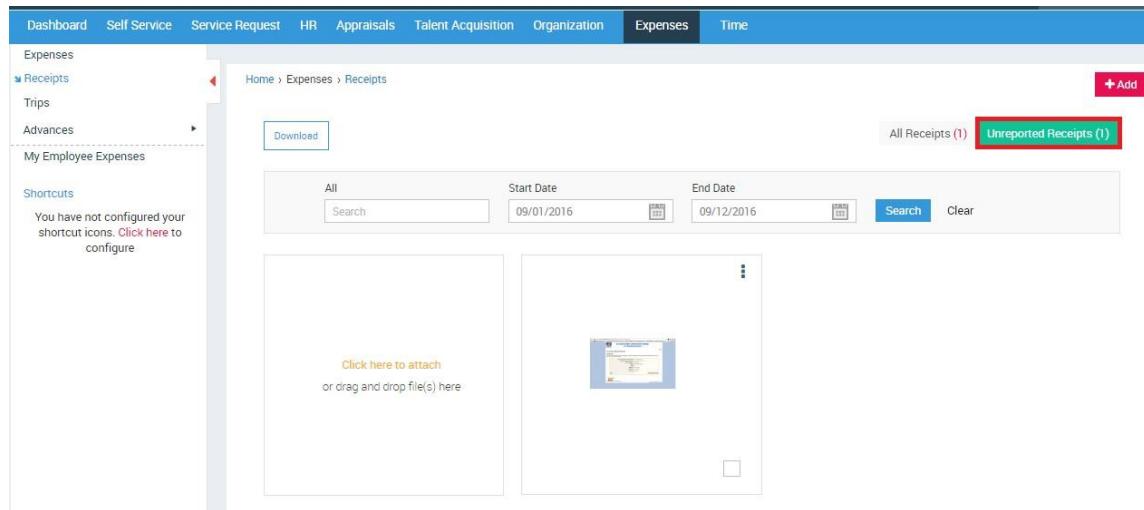


Figure 182



How do I add Receipts to Expenses/Trips?

To upload receipts while adding expenses, please refer [14.3 How do I add an Expense?](#)

Please refer Figure 183

The screenshot shows the VERITY software interface. The top navigation bar includes 'Create New' (dropdown), 'Bon Jour' (dropdown), 'Dashboard', 'Self Service', 'Service Request', 'HR', 'Appraisals', 'Talent Acquisition', 'Organization', 'Expenses' (selected), and 'Time'. The left sidebar has 'Expenses' (selected), 'Receipts' (highlighted with a red box and number 2), 'Trips', 'Advances', and 'My Employee Expenses'. A message says 'You have not configured your shortcut icons. Click here to configure.' The main content area shows 'Home > Expenses > Receipts'. It includes a 'Download' button, search filters for 'Start Date' (09/01/2016) and 'End Date' (09/23/2016), and buttons for 'All Receipts (1)' and 'Unreported Receipts (1)'. Below these are two boxes: one for attachments ('Click here to attach or drag and drop file(s) here') and another for actions ('Add New Expense', 'Add To Expense' (highlighted with a red box and number 4), 'Delete Receipt', and 'Download'). A 'More Actions' icon (highlighted with a red box and number 3) is also present. A small pop-up window is overlaid on the right side of the screen.

Figure 183

1. Click **Expenses** in the top menu
2. Click **Receipts** on the left menu panel
3. Click **More Actions** icon
4. Click **Add to Expense**

A small pop up window will open.

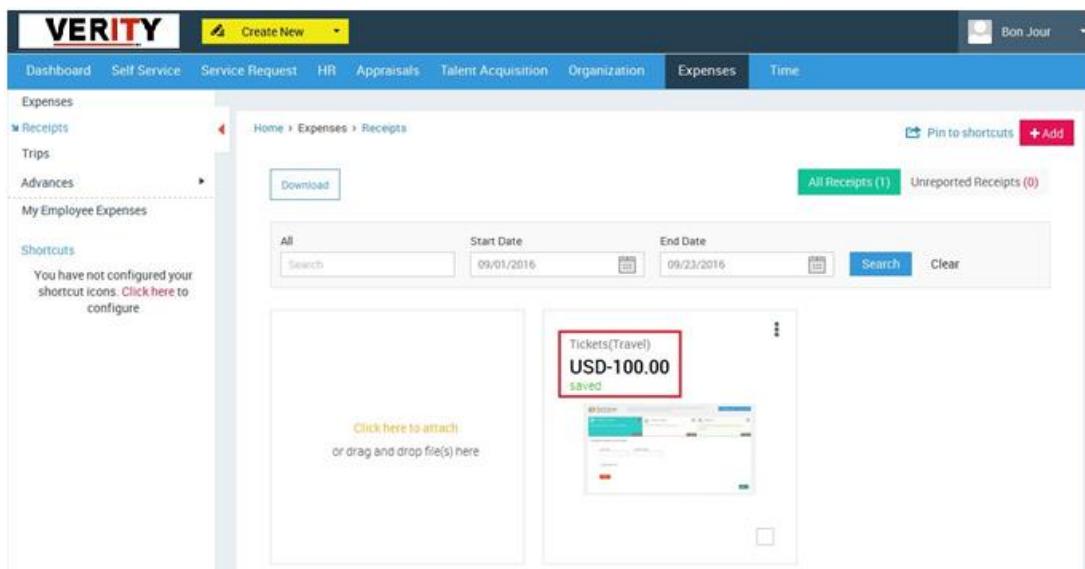


Please refer Figure 184



Figure 184

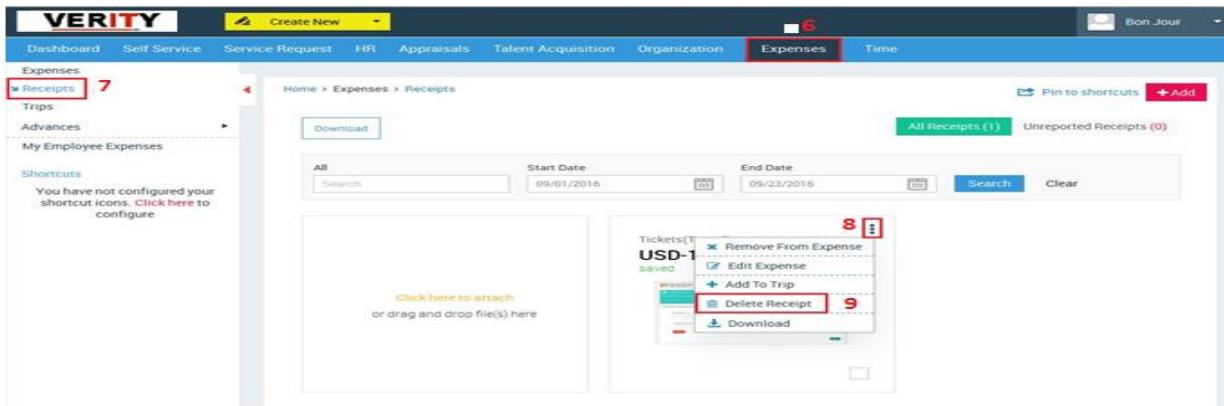
5. Click Add to Expense.



Tip: If you need to add a new expense after adding a receipt, then you can add expenses from Expenses > Receipts > Click on More Actions Button > Add New Expenses

How do I delete a Receipt?

Please refer Figure 185



6. Click **Expenses** in the top menu
7. Click **Receipts** on the left menu panel
8. Click More Actions icon
9. Click Delete Receipt

A confirmation message will be displayed.

Please refer Figure 186

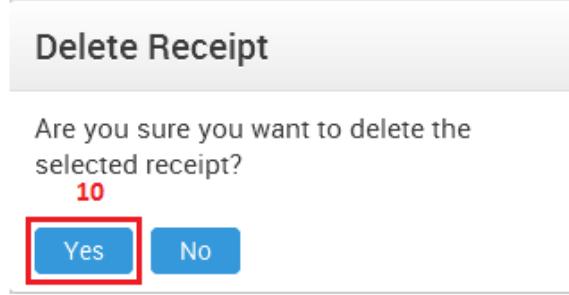


Figure 186



10. Click **YES** Button

How do I create a Trip?

Add Trips for managing multiple expenses, clients and projects. A Trip comprises of the various costs incurred in a trip like travel, food, and accommodation. This helps the managers to get an overview of the employee's entire trip expense at one go.

Please refer Figure 187

Figure 187

1. Click **Expenses** in the top menu
2. Click **Trips** on the left menu panel
3. Click **+Add** Button

Please refer Figure 188

Figure 188





4. Enter the required details
5. Click **SAVE** button

How do I allot an Advance to an Employee?

VHRIS allows Manager to pre-allocate a certain amount of money called **Advance** to an employee, which can be used for expenses incurred during trip(s) or for project(s) and client(s).

Please refer Figure 189

Action	Employee	Amount	Utilized
Arun JJ	2000.00	partial	

Figure 189

1. Click **Expenses** in the top menu
2. Click **Advances** on the left menu panel
3. Click **Employee Advances** in the submenu
4. Click **+Add** Button

Please refer Figure 190

Figure 190





5. Employees reporting to you will be populated in the drop down option
6. The Employee's projects will be populated here
7. Enter the required details
8. Click SAVE button

How do I view the Advance allotted to me?

Please refer Figure 191

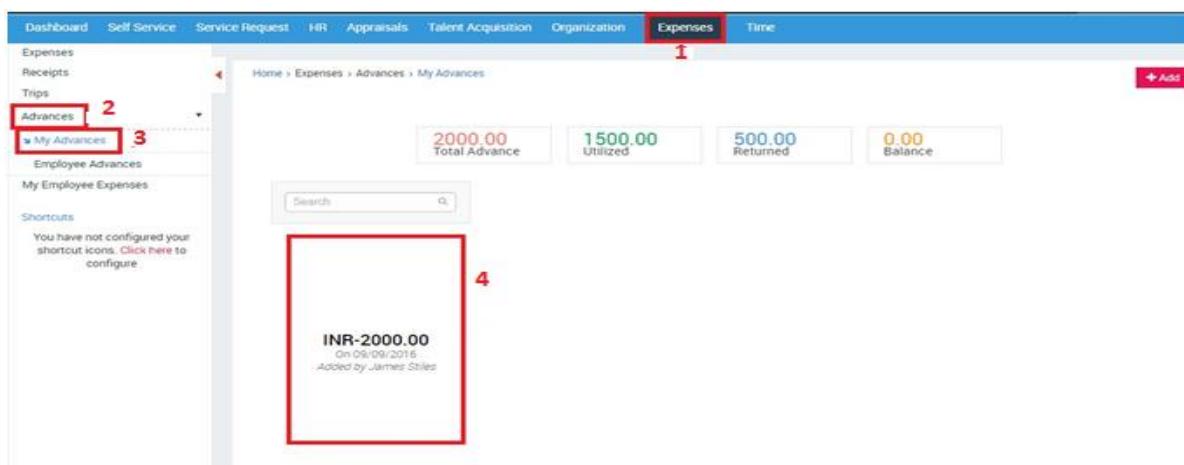


Figure 191

1. Click **Expenses** in the top menu
2. Click **Advances** on the left panel
3. Click **My Advances** in the submenu
4. You can view the advance amount and the person's name who has allotted you the advance

Please refer Figure 192

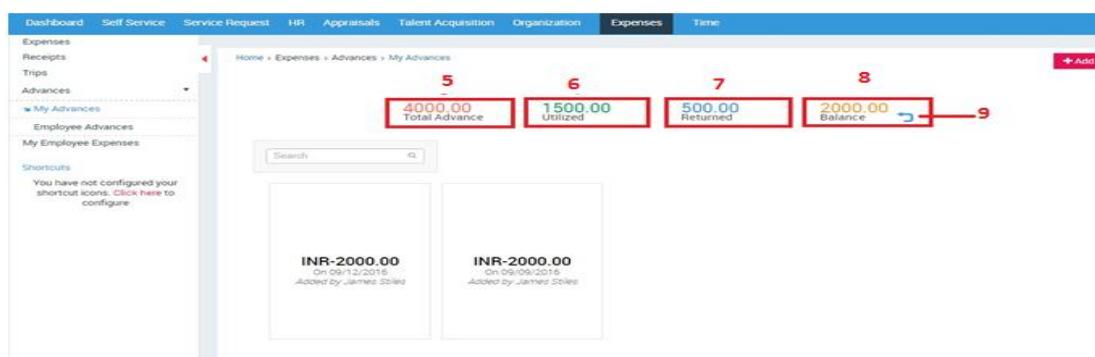


Figure 192





5. Advance amount allotted to you
6. Advance amount utilized by you
7. Advance amount returned by you
8. Balance Advance amount
9. Click here to return Advance amount

A small pop up window will open.

Please refer Figure 193

Return Advance

Amount * INR Payment Mode * Select Payment Payment Ref #

Return To * Select Employee Description 200 characters remaining (200 maximum)

SAVE Cancel

10

11

Figure 193

10. Enter the required details
11. Click **SAVE** button



13. Assets

Keep a track of your organization's assets like computers, laptops, phones etc. and assign them to employees. It enables the Employers to have quick access to information related to all the assets in the organization. A user can create asset categories and subcategories. Asset details such as invoice number, vendor details, warranty status, asset images etc. can be added and then assigned to employees.

How do I create an Asset Category?

Please refer Figure 194

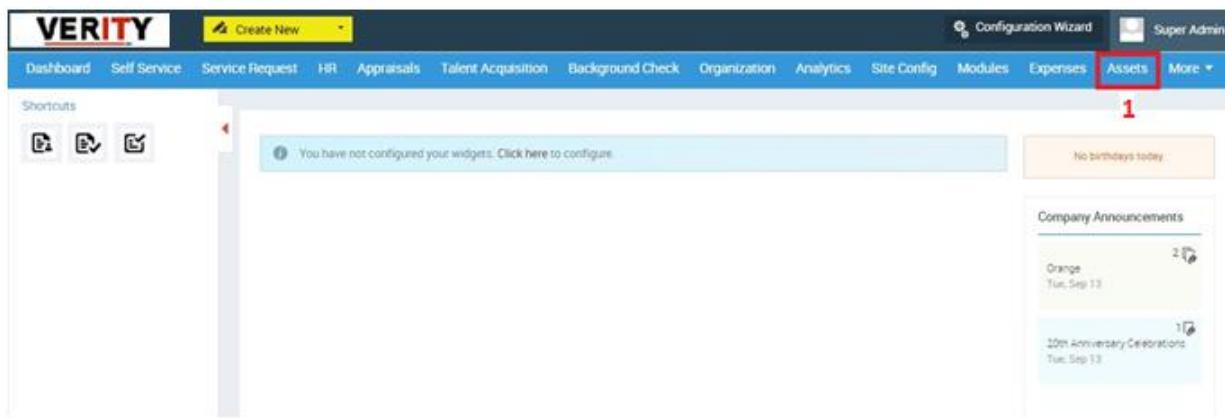


Figure 194

1. Click **Assets** in the top menu

Please refer Figure 195

The screenshot shows the 'Assets Category' list page within the VERITY software. At the top, there is a navigation bar with the same menu items as Figure 194. Below the navigation bar, there is a breadcrumb trail: Home > Assets > Assets Category. The main content area is titled 'Asset Categories' and contains a table with the following data:

Action	Category	Sub Category(s)
	Samsung	1
	iOS Phones	4
	Android	1

At the bottom of the table, there are buttons for 'C P' and 'Records per page' set to 20. There is also a red box labeled '2' next to the 'Assets Category' link in the breadcrumb trail, and a red box labeled '3' next to the 'Add' button in the top right corner of the table header.

Figure 195

2. Click **Asset Category** on the left panel
3. Click **+Add** button

Please refer Figure 196

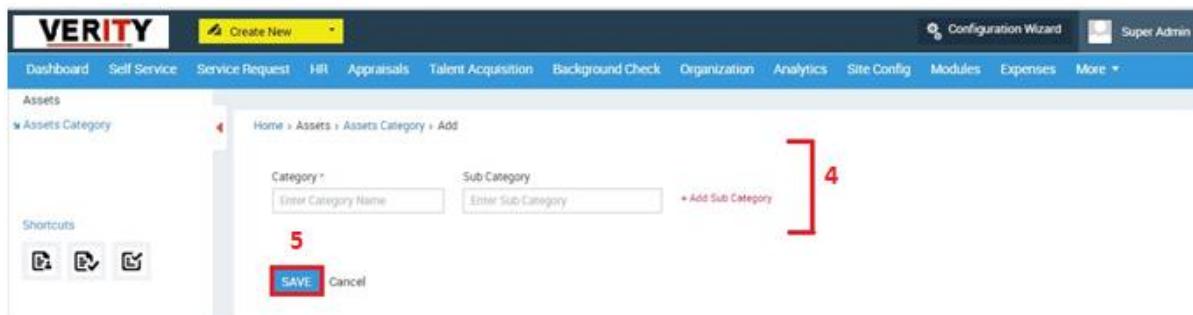


Figure 196

4. Enter the required details
5. Click **SAVE** button

How do I add an Asset?

Please refer Figure 197

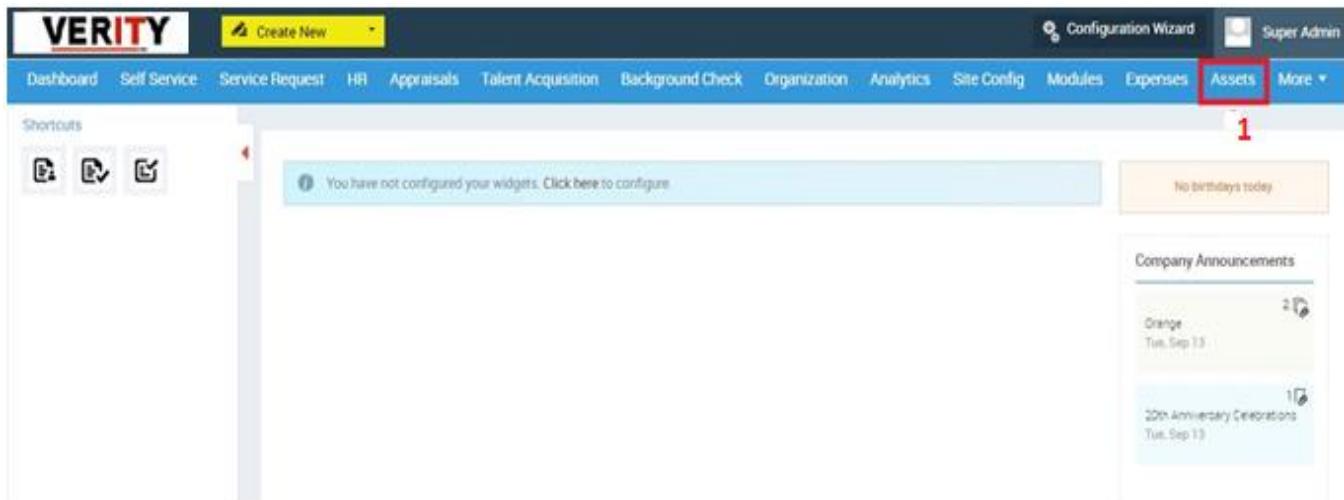


Figure 197

21. Click **Assets** in the top menu

Please refer Figure 198

Action	Asset Name	Category	Sub Category	Company Asset Code	Working Condition	Asset Classification	Allocated To
	Samsung Tab	Samsung	Samsung-Family	233323	Yes	Business Unit	James Hull
	Nuxxes	Android	Nexus	678	Yes	Department	Jim Camy
	Iphone	iOS Phones	Iphone 6 S	435	Yes	Department	Tom Hanks

Figure 198

22. Click Assets on the left panel

23. Click +Add button

Please refer Figure 199

Category *

Sub Category

Company Asset Code *

Asset Name *

Location *

Is Working * Yes No

Allocate To

Asset Classification *

Purchase Date

Invoice Number

Manufacturer

Key Number

Warranty * Yes No

Warranty / AMC End Date

Notes

You Can Upload Asset Images
(Supported Formats: jpg,png,jpeg,gif)

5 Cancel

Figure 199

24. Enter the required details

25. Click SAVE button

How do I view my Asset(s) details?

Please refer Figure 200

The screenshot shows the VERITY Self Service application interface. At the top, there's a navigation bar with 'Create New' and a user profile for 'James HUL'. Below the navigation bar, the 'Self Service' tab is selected. On the left, a sidebar titled 'My Details' is highlighted with a red box and labeled '2'. The sidebar contains a list of various employee details like 'Employee Name', 'Employee Id', 'Email Id', and 'Contact Number'. Below this is a 'Shortcuts' section with a note about unconfigured icons. A 'Leave' button is also present. The main content area shows 'My Details' with a profile picture placeholder. To the right, under the heading 'Assets', there's a table with one row: 'Asset Name' (Samsung Tab) and 'Allocated date' (09/14/16). A red bracket labeled '4' groups the 'Assets' table and its content. A red box highlights the 'Asset Details' link in the sidebar, labeled '3'. The bottom right corner of the screen says 'Activate Windows'.

Figure 200

26. Click Self Service in the top menu
27. Click My Details on the left menu panel
28. Click Asset Details menu option on the form's left side
29. View your details here



How do I raise a Service Request related to my Asset?

Please refer Figure 201

Figure 201

30. Click Service Request in the top menu
31. Click My request summary on the left menu panel
32. Click +Raise a Request button on the right side

Please refer Figure 202

Figure 202

33. Select Asset in the field 'Request For'
34. Fill in the required details
35. Click SAVE button



An asset name will only be populated if an asset is allocated to the employee. Also, please ensure the asset category is configured in:
Service Request > Configuration > Settings > +Add



14. Additional Features

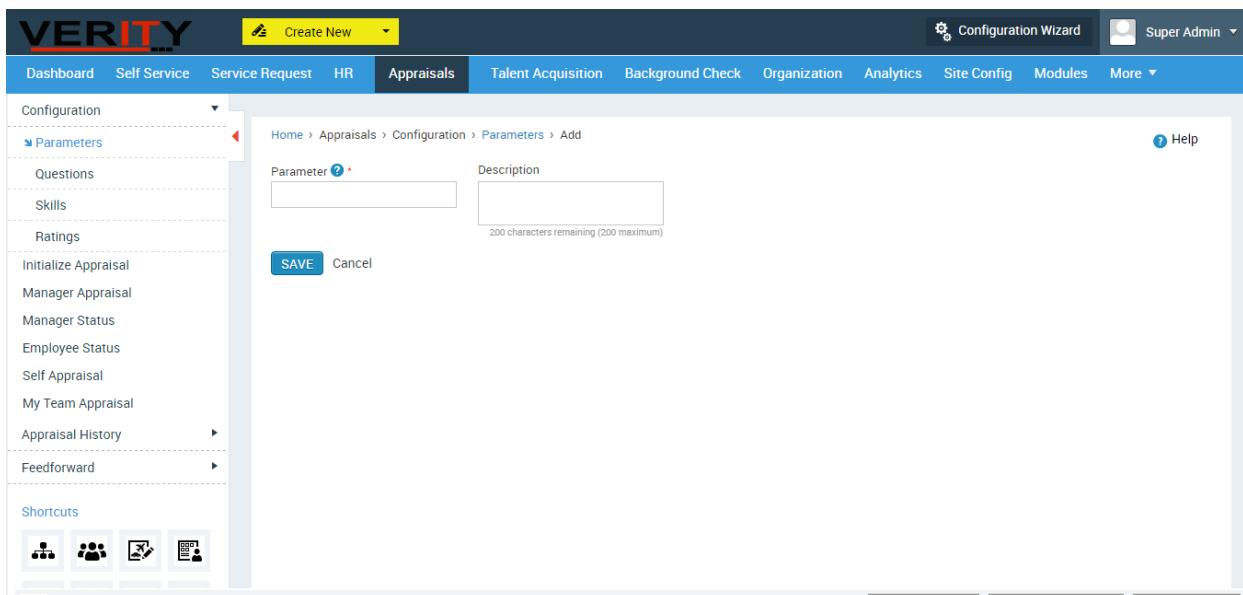
HR Configuration Wizard

The configuration wizard has been designed to aid the user in setting up the application in the right manner and to avoid the confusion regarding how to proceed further after a certain step.

It consists of 3 steps:

- Configure Leave Types:** Create leave types (E.g. Sick, Vacation) and allocate the number of days for each leave type.

- Configure Holidays:** Create holiday groups and assign holidays to each group.



- Appraisals:** Add appraisal parameters (E.g. KPI, KRA) and allot questions for each parameter.

Create New Shortcut Button

This shortcut button is placed on the top left corner (beside your organization logo) of the application. This button has been designed to save your time from menu redirections. The number of options displayed depends on a user's role privileges. For example, if you belong to the Management role group, then you will be able to create new Employees, Requisitions, Appraisals, Business Units, and Departments etc. If you belong to the Employee role group you can only create Service and Leave requests.

