

COMMENTS TO NCSC ON BIOMETRIC/EMPLOYEE DATABASE

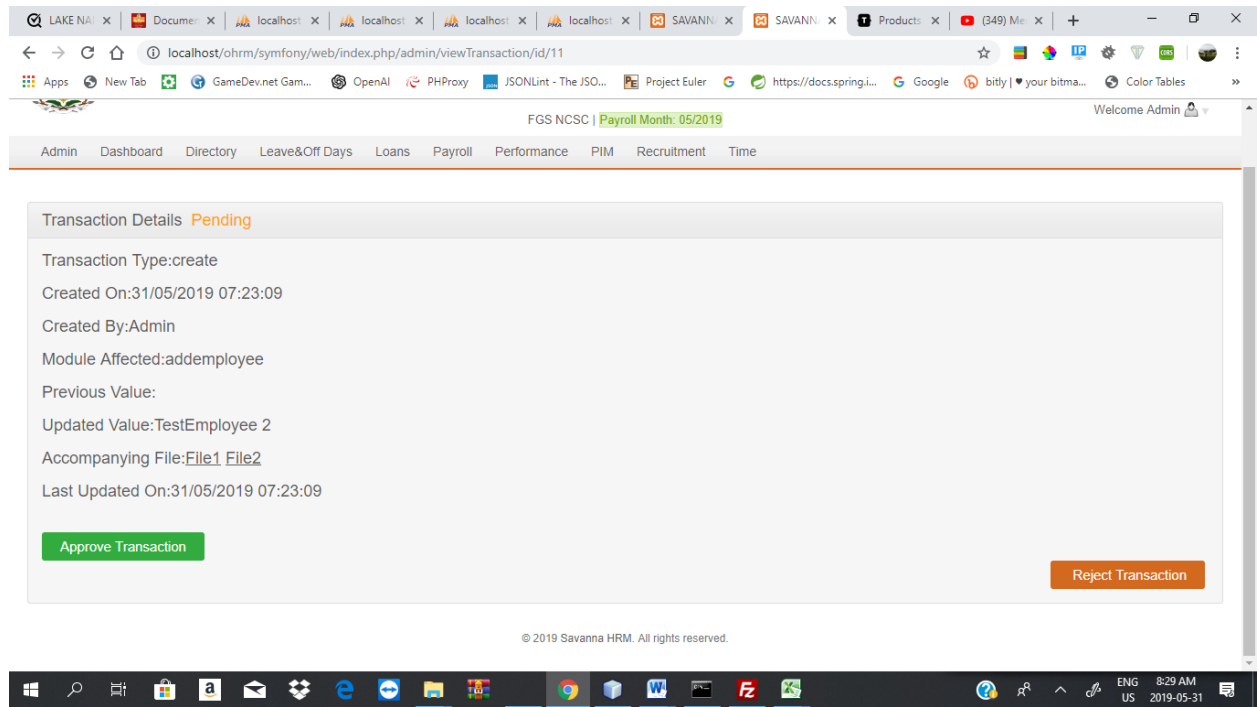
1. New Employee/recruitment validation

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Cannot upload without approval file

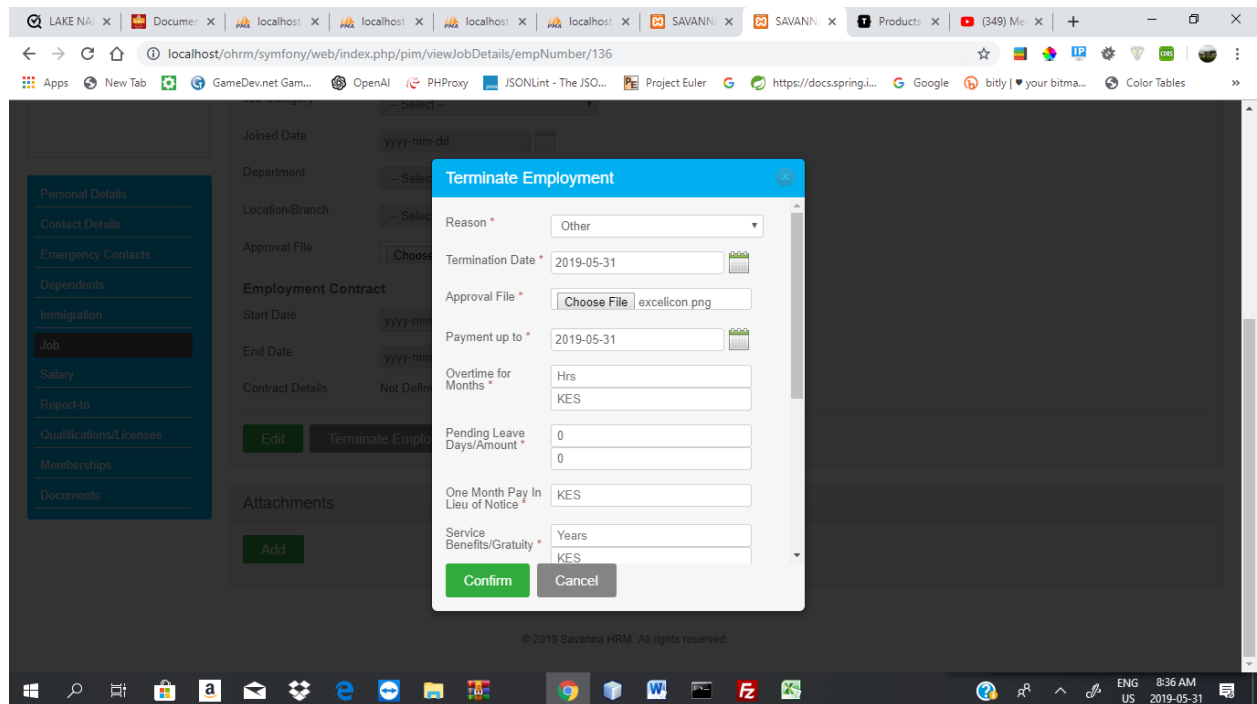
Failed to Save: File Type Not Allowed Sorry, file already exists.

Approve/Reject Transaction



2. Update/Active and inactive Employee/ Terminations

Same approval process



3. Searching or navigation employee info

Employee Information

Employee Name: Id: Employment Status: Include:

Location: Job Title: Department:

	Id	First (& Middle) Name	Last Name	Job Title	Employment Status	Sub Unit	Supervisor	Joined Date	History
<input type="checkbox"/>	0127	Stephen Ngumbau	Justus	Hr and Admin Assistant	Permanent	SALES&MARKETING	Elizabeth Nduta Maina		Stephen Ngumbau
<input type="checkbox"/>	0132	fred	kairu	Finance Officer/ Accountant		FINANCE			fred
<input type="checkbox"/>	GVL001	SENZIGHE T	HATIBU G	Operation Manager	Permanent	OPERATIONS	Joshua Stephen Mwangi		SENZIGHE T

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Employee Information

Employee Name: Id: Employment Status: Include:

Supervisor Name: Location: Job Title: Department:

	Id	First (& Middle) Name	Last Name	Job Title	Employment Status	Sub Unit	Supervisor	Joined Date	History
<input type="checkbox"/>	SHRD12976	Joshua Stephen	Mwangi	Hr and Admin Assistant	Permanent	FINANCE			Joshua Stephen

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4. Each transaction must have level approval/reject and reporting

Admin > Approvals Workflow

System Audit Trail 2019

Search By: --Select-- Search For: [] [Search] [Reset]

Show: 10 entries

Transaction	Module Affected	Employee	Created	Created By	Approved/Rejected On	Approved/Rejected By	2nd Approved/Rejected By	Previous Value	New Value	Supporting Docs	Status
<input type="checkbox"/> update	personal details	Stephen Justus	2019-05-08 13:46:35	Admin	2019-05-30 20:06:00	Admin		Stephen	Stephen	File1 File2	approved
<input type="checkbox"/> create	add employee	Stephen Justus	2019-05-29 17:23:22	Admin	2019-05-30 20:05:55	Admin			TechsavannaBritamIn sourced	File1 File2	rejected
<input type="checkbox"/> print	print card	Stephen Justus	2019-05-30 19:02:18	Admin	2019-05-30 19:02:18			hr brief final.pdf	hr brief final.pdf	File1 File2	pending
<input type="checkbox"/> update	personal details	SENZIGHE HATIRI G	2019-05-30 19:14:01	Admin	2019-05-30 19:14:01			SENZIGHE	SENZIGHE	File1 File2	pending

Select a transaction then approve/reject

Transaction Details Pending

Transaction Type: print

Created On: 30/05/2019 19:02:18

Created By: Admin

Module Affected: print card

Previous Value: hr brief final.pdf

Updated Value: hr brief final.pdf

Accompanying File: File1 File2


Last Updated On: 30/05/2019 19:02:18

[Approve Transaction] [Reject Transaction]

5. Transfer Employee from institution to other institution

Approval document required to change any of the job details (title, ministry, department etc)

Joshua Stephen Mwangi



Personal Details
 Contact Details
 Emergency Contacts
 Dependents
 Immigration
Job
 Salary
 Report to
 Qualifications/Licenses
 Memberships
 Documents

JOB

Job Title:

Job Specification:

Employment Status:

Job Category:

Joined Date:

Department:

Location/Branch:

Approval File: No file chosen

Employment Contract

Start Date:

End Date:

Contract Details: No file chosen
Accepts up to 10MB

6. Print ID for the Employee

Approval required,also choose color option added

localhost/ohrm/symfony/web/index.php/pim/viewEmployee/empNumber/127

ID/Passport No:
 ID/Passport Expiry Date:

NSSF Number:

NHIF Number:

Gender: ☒ Male ☐ Female

Marital Status:

Nationality:

Date of Birth:

Approval File: No file chosen

* Required field

Approve Card Printing: No file chosen

Select Color:

Select Color:

Select Color:

Select Color:

Custom Fields

District Of Birth:

DIVISION:

ID Date Of Issue:

ID Place Of Issue:

8. Compulsory/validation of fields for all information required on card-names,job title,employee no,grade

Validation for fields required on ID card

LAKE | Docu | localh: | localh: | localh: | localh: | localh: | localh: | localh: | SA | SAVAH | SAVAH | Import | Produ | Webm | +

localhost/ohrm/symfony/web/index.php/pim/viewPersonalDetails/empNumber/127

Admin Dashboard Directory Payroll PIM Project Info

Add Employee Biometric Report Configuration Employee List Reports

Stephen Ngumbau Justus

Personal Details

Failed to Save Error with field txtEmpMiddleNameError with field fileApproveError with field txtEmployeeId

Full Name * First Name Middle Name * Last Name * Signature ()

Stephen Ngumbau Justus Employee fingerprint

Employee ID/Payroll No 0127 PIN NO

ID/Passport No ID/Passport Expiry Date 2018-07-24

NSSF Number RTERT

NHIF Number 3453

Gender Male Female Marital Status -- Select --

Date of Birth

Waiting for localhost...

ENG 9:38 AM 2019-05-31

9. Employee history

Will be accessible from Employee List

LAKE | Docu | localh: | localh: | localh: | localh: | localh: | localh: | localh: | SA | SAVAH | SAVAH | Import | Produ | Webm | +

localhost/ohrm/symfony/web/index.php/pim/viewEmployeeList/reset/1

Search Reset

Add Delete

Export Xls

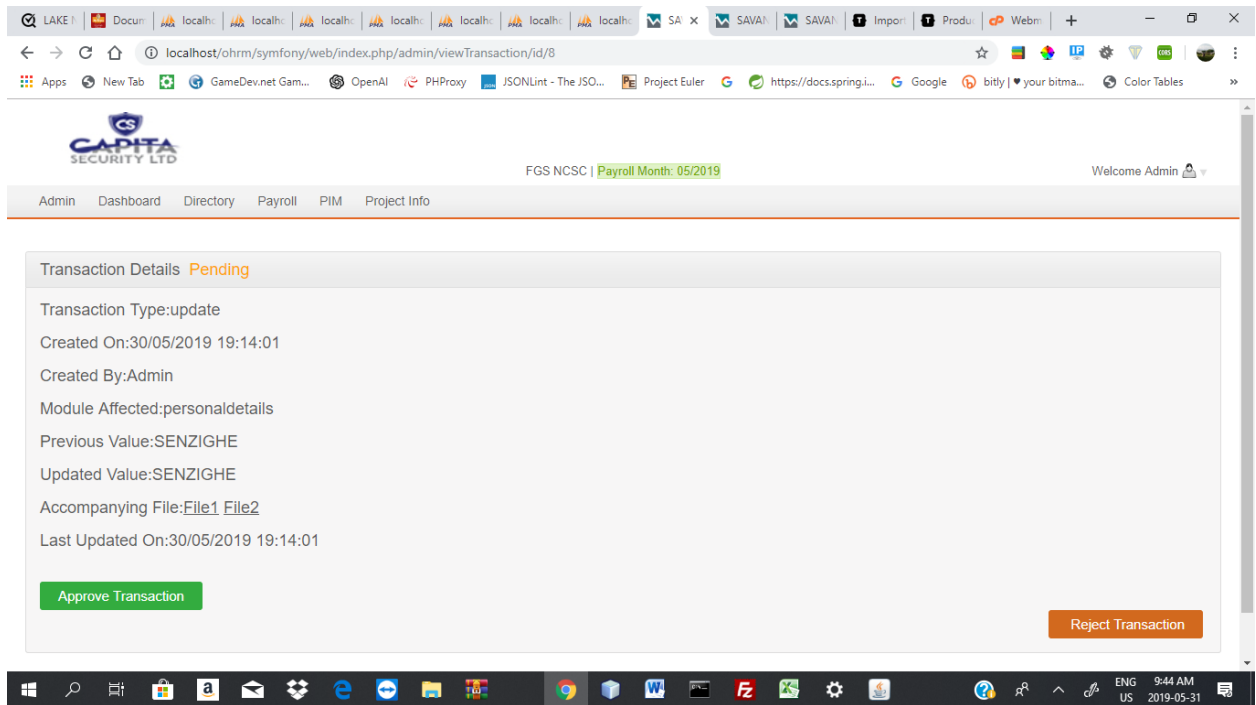
	Id	First (& Middle) Name	Last Name	Job Title	Employment Status	Sub Unit	Supervisor	Joined Date	History
<input type="checkbox"/>	0127	Stephen Ngumbau	Justus	Hr and Admin Assistant	Permanent	SALES&MARKETING	Elizabeth Nduta Maina		Stephen Ngumbau
<input type="checkbox"/>	0132	fred	kairu	Finance Officer/ Accountant		FINANCE			fred
<input type="checkbox"/>	0135	Techsavanna Britam	Insourced						Techsavanna Britam
<input type="checkbox"/>	GVL001	SENZIGHE T	HATIBU G	Operation Manager	Permanent	OPERATIONS	Joshua Stephen Mwangi		SENZIGHE I
<input type="checkbox"/>	INTGR1297	fred	kairu						fred
<input type="checkbox"/>	SHRD0136	Test	Employee 2						Test
<input type="checkbox"/>	SHRD12976	Joshua Stephen	Mwangi	Hr and Admin Assistant	Permanent	FINANCE			Joshua Stephen

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localhost/ohrm/symfony/web/index.php/pim/employeeHistory/empNumber/127

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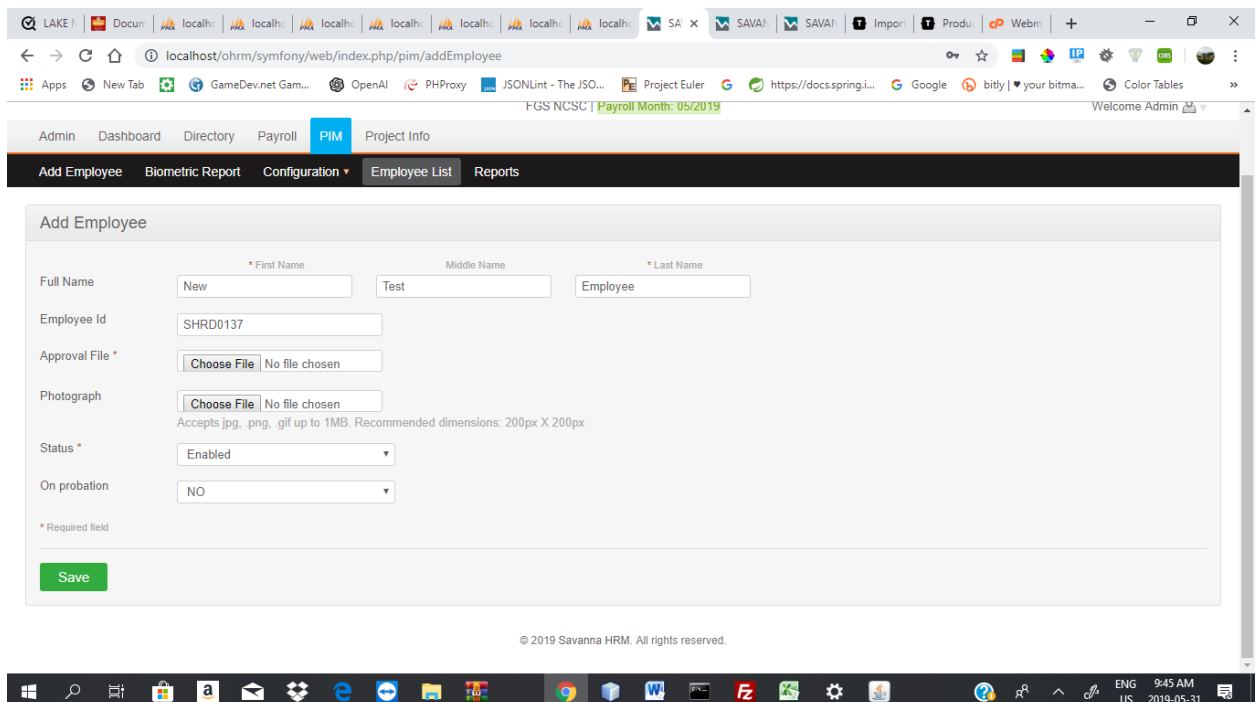
Also printable in different formats



14. Secure for user Authentication, for the restricted unauthorized device access from outside of the work .activity login users

-This is configure on the server, rather than on the system

16. Serialization of ID Nos and validation -
 Done when add employee



15. Reports format PDF and Excel sheet, By Institution, by female/Male, by individual, by Active/ inactive Employee, by Transfer Employee, employee history report,

summary reports, Employee Termination Report and all institution report.-Will be done by time we are on ground