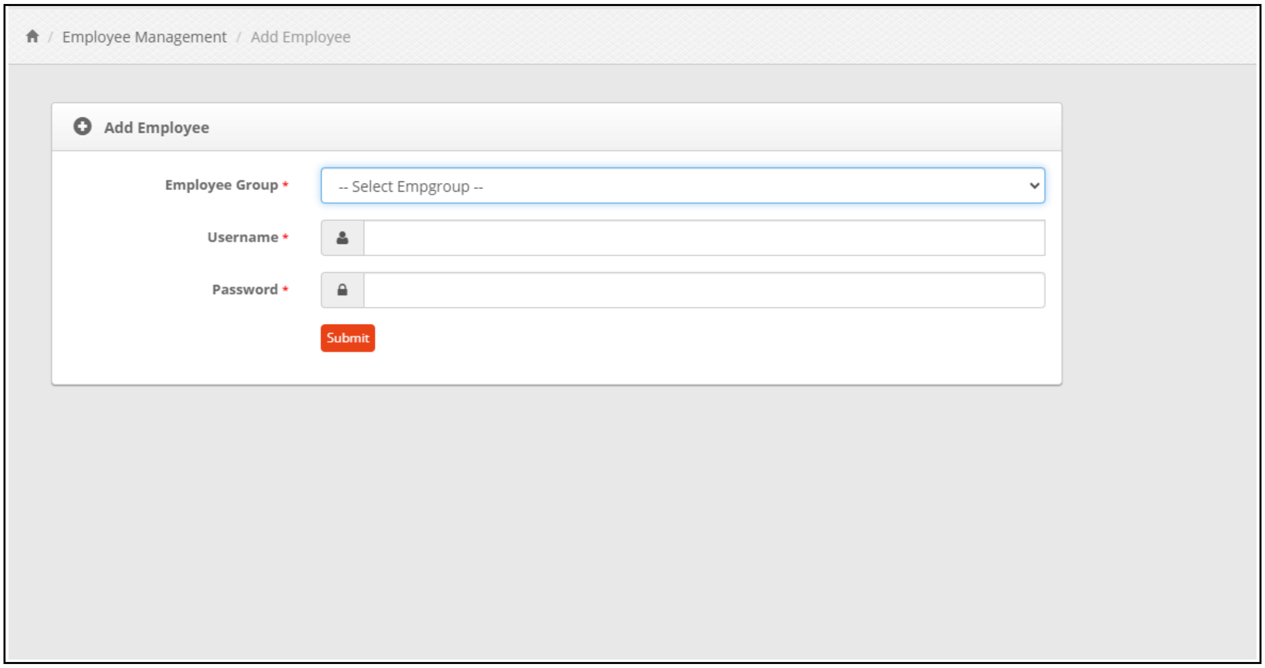
EMS Process Documents

➢ Create User ID

Creating a login ID typically involves setting up a user account with a unique username and password, and sometimes assigning the user to a specific user group with corresponding permissions. Here's a brief process to create a login ID:



User Registration Form:

Start by designing a user registration form that collects the necessary information. The form should include fields for:

User Group: This could be an option to select the user's role or access level, such as "Admin," "User," "Manager," etc.

User Name: The username the user wants to use for logging in.

Password: The user's chosen password, which should be secured with encryption techniques.

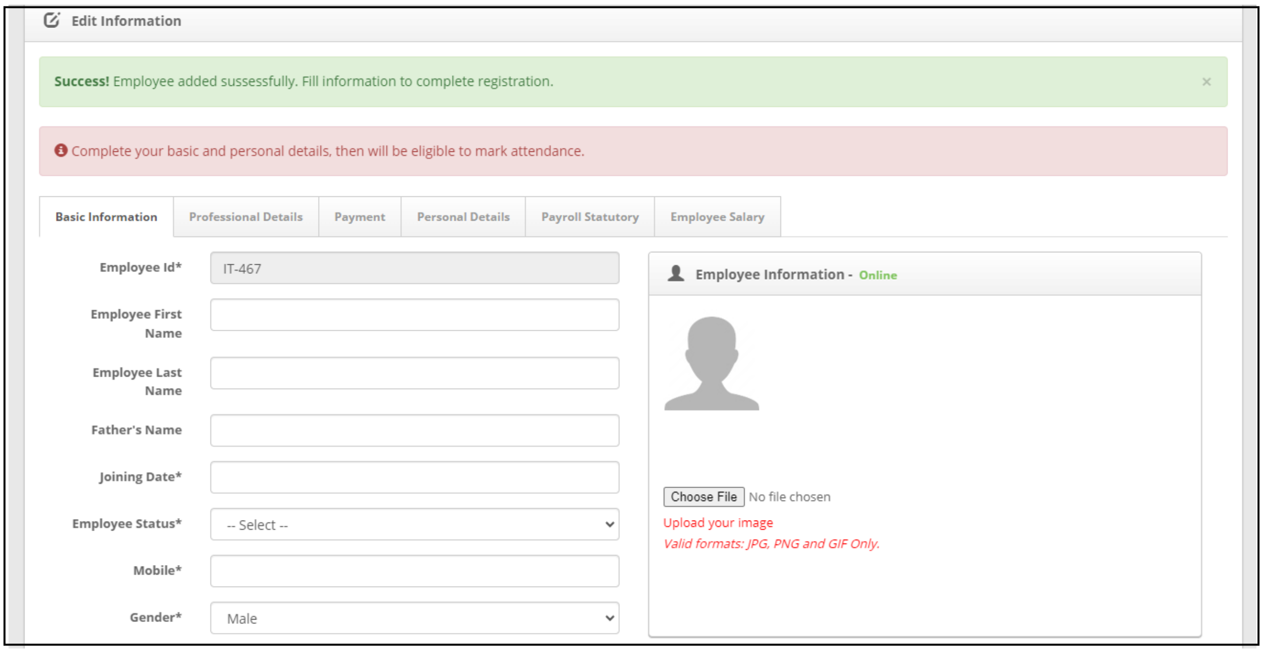
Other relevant information: You may also want to collect additional information, such as the user's email address or personal details, depending on your application's requirements.

➢ Employee Card

Adding a new employee to an organization involves several steps to collect and manage various pieces of information related to the employee's basic, professional, payment, personal, payroll statutory, and salary details. Here's a brief process to add a new employee:

Employee Information Collection:

Start by collecting the necessary information from the new employee. This can be done through a combination of interviews, forms, or digital applications. The information you need to collect may include:



Basic Information:

Full Name

Date of Birth

Contact Information (Address, Phone, Email)

Social Security Number or National ID

EMS Process Documents

Professional Details:

Job Title/Position

Department

Employment Start Date

Supervisor's Name

Work Location

Payment Information:

Bank Account Details for Salary Deposits

Tax Forms (e.g., W-4 in the United States)

Salary Structure and Payment Frequency

Personal Details:

Emergency Contact Information

Marital Status

Dependents (if applicable)

Payroll Statutory Information:

Tax Identification Number

Provident Fund Account (if applicable)

Other statutory requirements based on local laws and regulations

Employee Salary Details:

Base Salary

Allowances (if any)

Deductions (e.g., taxes, insurance premiums)

Bonuses or incentives

EMS Process Documents

➢ Employee Details

Managing employee details, including editing, deleting, updating payroll information, or changing passwords, typically involves HR or administrative actions within an organization's human resources or employee management system. Here's a brief process for these actions:

Editing Employee Details:

To edit an employee's details, follow these steps:

a. Log in to your HR or employee management system using the appropriate administrative credentials.

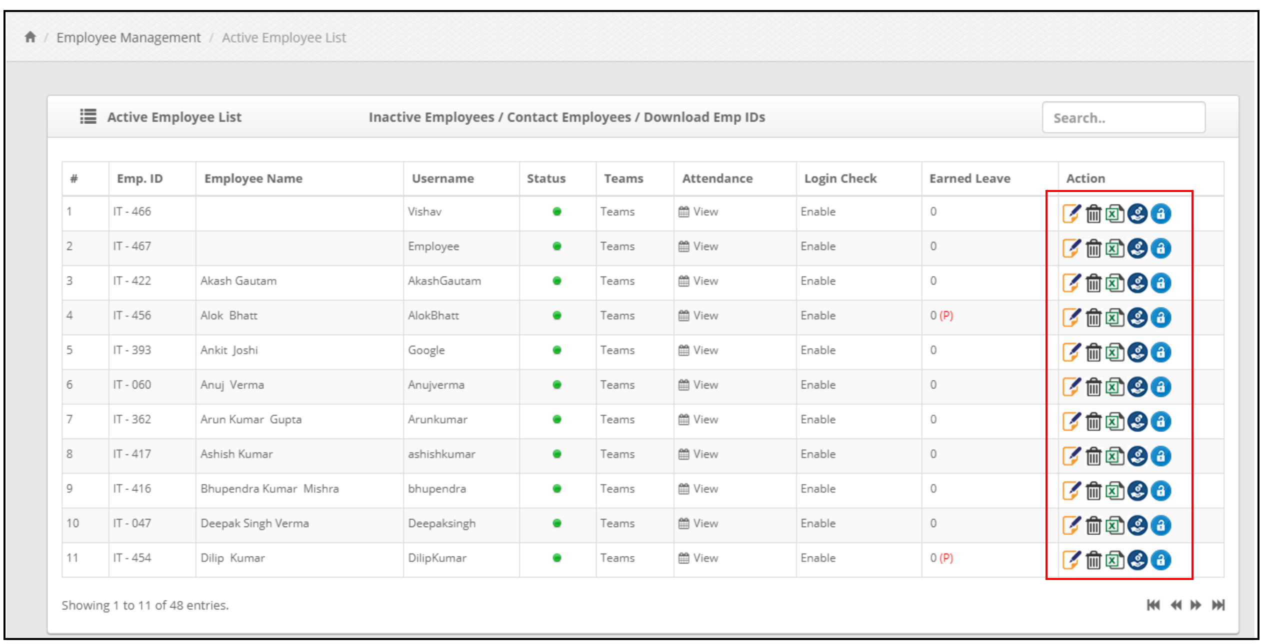
b. Search for the specific employee whose details need to be edited.

c. Navigate to the employee's profile or record.

d. Make the necessary changes to the employee's information, such as contact details, job title, department, or other relevant data.

e. Save the changes, ensuring that they are reflected accurately in the employee's record.

f. Some systems may have an approval process or audit trail to track changes and maintain data integrity.



/ Employee Management / Active Employee List

Active Employee List

Inactive Employees / Contact Employees / Download Emp IDs

Search..

#	Emp. ID	Employee Name	Username	Status	Teams	Attendance	Login Check	Earned Leave	Action
1	IT - 466		Vishav		Teams	View	Enable	0	
2	IT - 467		Employee		Teams	View	Enable	0	
3	IT - 422	Akash Gautam	AkashGautam		Teams	View	Enable	0	
4	IT - 456	Alok Bhatt	AlokBhatt		Teams	View	Enable	0 (P)	
5	IT - 393	Ankit Joshi	Google		Teams	View	Enable	0	
6	IT - 060	Anuj Verma	Anujverma		Teams	View	Enable	0	
7	IT - 362	Arun Kumar Gupta	Arunkumar		Teams	View	Enable	0	
8	IT - 417	Ashish Kumar	ashishkumar		Teams	View	Enable	0	
9	IT - 416	Bhupendra Kumar Mishra	bhupendra		Teams	View	Enable	0	
10	IT - 047	Deepak Singh Verma	Deepaksingh		Teams	View	Enable	0	
11	IT - 454	Dilip Kumar	DilipKumar		Teams	View	Enable	0 (P)	

Showing 1 to 11 of 48 entries.

EMS Process Documents

Deleting an Employee:

To delete an employee's record, follow these steps:

a. Log in to your HR or employee management system using the appropriate administrative credentials.

b. Search for the specific employee's record that you wish to delete.

c. Access the employee's profile.

d. Find the option to delete the employee's record. This option is often restricted to HR administrators.

e. Confirm the deletion, and the employee's record will be permanently removed from the system.

f. Ensure that this process complies with data retention and privacy regulations.

Updating Payroll Information:

To update an employee's payroll information, follow these steps:

a. Log in to your payroll system or the HR management system with appropriate access rights.

b. Locate the employee whose payroll information needs to be updated.

c. Access the payroll section of the employee's profile.

d. Modify the payroll details, such as salary components, allowances, deductions, and tax information.

e. Save the changes and ensure that they are accurately reflected in the payroll system.

f. Double-check compliance with tax regulations and local laws when making changes.

Changing Employee Password:

To change an employee's password, follow these steps:

a. Log in to your HR or employee management system using administrative access.

b. Search for the employee for whom you need to change the password.

c. Access the employee's profile or account settings.

d. Locate the option to change the password.

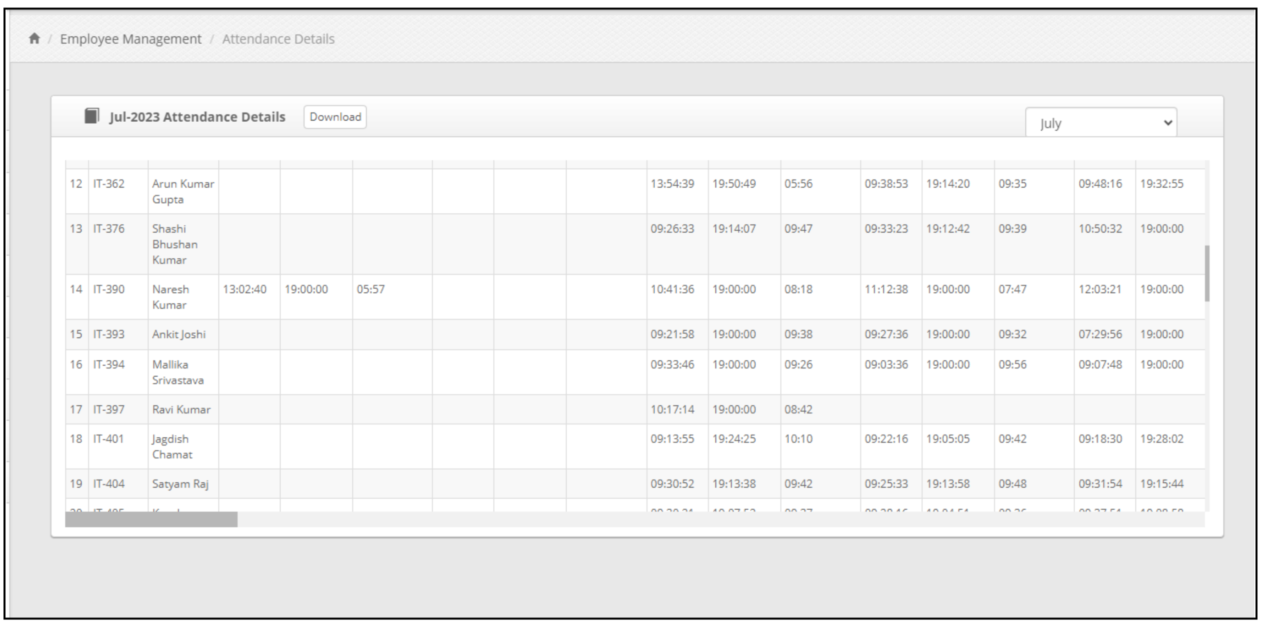
e. Enter a new password or generate a temporary one. Ensure the new password complies with password policy requirements for security.

f. Save the new password and communicate it securely to the employee.

g. Some systems may have password expiration and reset policies for additional security.

➢ Attendance Details

Managing daily attendance details for employees is a crucial aspect of workforce management. It helps organizations monitor employee presence; track hours worked, and calculate compensation accurately. Here's a brief process for managing daily attendance details:



Employee Management / Attendance Details

Jul-2023 Attendance Details | Download | July

12	IT-362	Arun Kumar Gupta							13:54:39	19:50:49	05:56	09:38:53	19:14:20	09:35	09:48:16	19:32:55
13	IT-376	Shashi Bhushan Kumar							09:26:33	19:14:07	09:47	09:33:23	19:12:42	09:39	10:50:32	19:00:00
14	IT-390	Naresh Kumar	13:02:40	19:00:00	05:57				10:41:36	19:00:00	08:18	11:12:38	19:00:00	07:47	12:03:21	19:00:00
15	IT-393	Ankit Joshi							09:21:58	19:00:00	09:38	09:27:36	19:00:00	09:32	07:29:56	19:00:00
16	IT-394	Mallika Srivastava							09:33:46	19:00:00	09:26	09:03:36	19:00:00	09:56	09:07:48	19:00:00
17	IT-397	Ravi Kumar							10:17:14	19:00:00	08:42					
18	IT-401	Jagdish Chamat							09:13:55	19:24:25	10:10	09:22:16	19:05:05	09:42	09:18:30	19:28:02
19	IT-404	Satyam Raj							09:30:52	19:13:38	09:42	09:25:33	19:13:58	09:48	09:31:54	19:15:44

EMS Process Documents

Attendance Recording:

Employees typically record their attendance when they arrive and leave the workplace. This can be done using various methods, such as time clocks, biometric scanners, mobile apps, or manual sign-in sheets. Some organizations also use proximity cards or key fobs for access control.

Integration with Payroll:

Integrate the attendance data with the payroll system to ensure accurate salary calculations. The system should consider regular hours, overtime, and any special pay rates for various attendance scenarios.

Employee Self-Service:

Provide employees with access to their attendance records through a self-service portal. This allows them to review their attendance history and report any discrepancies or issues.

➢ Attendance Correction

Correcting attendance records in an Employee Management Service (EMS) is a common task in HR and payroll management. Here's a brief explanation in process language:

Identifying Attendance Discrepancies:

The process begins by identifying discrepancies in employee attendance records. This may include instances of missing clock-in or clock-out entries, incorrect time entries, or discrepancies between reported and actual work hours.

Accessing the EMS Dashboard:

HR personnel or administrators access the EMS dashboard, the central hub for managing employee attendance. This platform typically provides tools and features for attendance correction.

EMS Process Documents

Attendance Correction Request:

Initiate an attendance correction request within the EMS. This involves selecting the employee, date, and specific attendance event that requires correction. Input the accurate information to replace or update the existing record.

Managerial Approval:

If the EMS is configured with an approval workflow, submit the attendance correction request for managerial approval. This step ensures that corrections align with company policies and are authorized by the appropriate personnel.

Automated Notifications:

The EMS may automatically generate notifications to inform relevant parties, such as employees, managers, or HR personnel, about the requested attendance correction. Notifications provide transparency and keep stakeholders informed.

Real-Time Updates:

Once approved, the EMS updates attendance records in real-time. This ensures that accurate attendance information is reflected promptly, and any related calculations, such as overtime or leave balances, are adjusted accordingly.

Employee Access to Records:

Employees can access their updated attendance records through the EMS employee portal. This transparency helps build trust and allows employees to monitor their attendance history.

➢ Holiday List

A holiday list outlines official holidays and observances for planning work schedules. It should comply with labor laws, communicate company-specific holidays, and ensure accurate holiday pay. Share the list with stakeholders, manage holiday requests, and track compliance. Be culturally sensitive and transparent in applying policies consistently.

Leave Information

Manage Leave Type | Add Leave | Apply Leave

#	Leave Name	Leave Type	Leave Date	Day	Status	Action
1	Republic Day गणतंत्र दिवस	Annual Leave	26-01-2023	Thursday	Active	Edit
2	Maha Shivratri महाशिवरात्रि	Restricted Leave	18-02-2023	Saturday	Active	Edit
3	Holi होली	Annual Leave	08-03-2023	Wednesday	Active	Edit
4	Shri Ram Navami श्री रामनवमी	Annual Leave	30-03-2023	Thursday	Active	Edit
5	Independence Day स्वतंत्रता दिवस	Annual Leave	15-08-2023	Tuesday	Active	Edit
6	Raksha Bandhan रक्षा बंधन	Annual Leave	31-08-2023	Thursday	Active	Edit
7	Janmashtami जन्माष्टमी	Restricted Leave	07-09-2023	Thursday	Active	Edit
8	Mahatma Gandhi Jayanti गाँधी जयंती	Annual Leave	02-10-2023	Monday	Active	Edit
9	Dussehra दशहरा	Annual Leave	24-10-2023	Tuesday	Active	Edit
10	Deepawali दीपावली	Annual Leave	12-11-2023	Sunday	Active	Edit
11	Govardhan Puja गोवर्धन पूजा	Annual Leave	13-11-2023	Monday	Active	Edit

➢ Working Shift

Managing working shifts in an Employee Management Service (EMS) involves organizing and scheduling employee work hours efficiently. Here's a brief explanation in process language:

Shift Planning:

The process begins with shift planning, where managers use the EMS to create and define different shifts based on business needs and operational requirements. This includes determining the start and end times of each shift.

Employee Availability Input:

Employees input their availability into the EMS, indicating their preferred working hours or any constraints. This information is crucial for aligning individual preferences with the overall shift schedule.

Shift Assignment:

Using the EMS, managers assign employees to specific shifts based on their availability, skills, and business needs. The system ensures equitable distribution of shifts among employees and takes into account any special requirements or certifications.

Real-Time Updates:

The EMS provides real-time updates on the shift schedule, allowing employees to view their assigned shifts and any changes. This transparency ensures that everyone is aware of their work hours and can plan accordingly.

Shift Swapping:

The EMS facilitates a shift-swapping feature, enabling employees to request and manage shift changes with their colleagues. This process ensures flexibility in scheduling while maintaining coverage and adherence to policies.

Overtime Management:

In cases where overtime is required or allowed, the EMS tracks and manages overtime hours. This includes setting limits on overtime, obtaining necessary approvals, and ensuring compliance with labor regulations.

➢ Leave Setup

Creating a leave setup according to a company's policy involves establishing a structured framework for managing employee leave, including various types of leave, accrual rates, approval workflows, and compliance with legal requirements. Here's an explanation of the process:

Leave Type:

Define the various types of leave offered by the company and specify how leave accrual rates work. This includes the rate at which employees accumulate leave over time and any maximum limits on leave balances.

➢ My Leave Apply

Reason for Leave:

Specify the reason for the leave request, such as vacation, sick leave, personal leave, or any other applicable category. Provide a brief explanation if required.

Leave Type:

Select the type of leave being requested, ensuring it aligns with the employee's situation and company policies.

Leave Dates:

Specify the start and end dates of the leave, indicating when the employee will be absent from work.

Duration:

Calculate the total duration of the leave in terms of hours, days, or any other applicable unit.

Authorization:

The person creating the leave on behalf of the company should have the authority or proper documentation to justify why they are submitting the request.

Notification to Employee:

After creating the leave on behalf of the company, the employee should be promptly notified of the leave request and its details. Communication and transparency are essential.

Review and Approval:

The leave request should follow the standard approval process. The relevant supervisor or manager reviews the request and decides whether to approve or deny it.

Leave Balance Update:

If the leave is approved, the leave balance should be updated to reflect the time off. Deduct the appropriate amount of leave from the employee's balance.

➢ Manage Team

Managing a team involves coordinating the efforts of a group of individuals to achieve common goals and deliver results. Here's a brief overview of the key aspects of managing a team:

EMS Process Documents

Goal Setting:

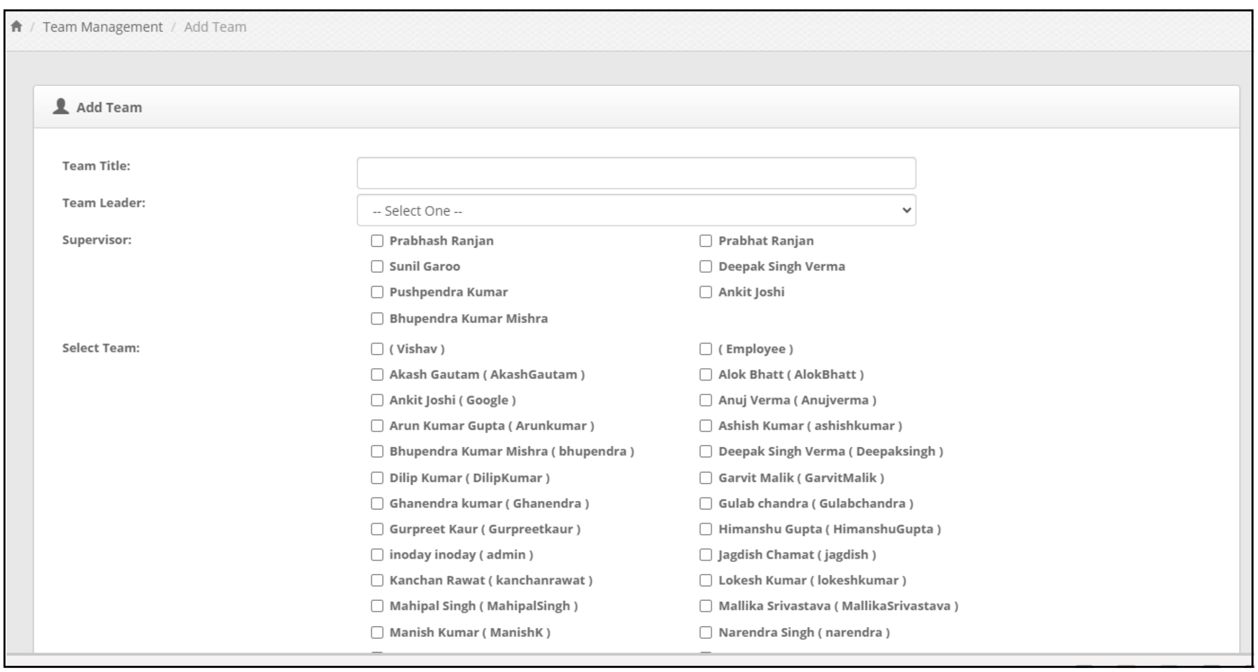
Clearly define the team's goals and objectives. Ensure that each team member understands their role in achieving these goals.

Team Formation:

Assemble a team with the right mix of skills, experience, and expertise to meet the objectives.

➢ Manage Supervisor

Managing supervisors within an Employee Management Service (EMS) software platform involves overseeing and guiding individuals in leadership roles who are responsible for managing employee-related tasks and processes within the organization. This software is designed to streamline HR functions and employee management. Here's an explanation of how to manage supervisors using EMS software:



EMS Process Documents

Access and Permissions:

Ensure that EMS software provides supervisors with appropriate access and permissions. Supervisors should have the necessary authority to perform their managerial tasks, such as approving leave requests, conducting performance reviews, and managing employee data.

➢ Notice

Sending notifications to all employees is an efficient way to disseminate important information, announcements, policy updates, or other relevant messages. It's crucial to have a well-defined process and use a reliable notification system to ensure that all employees receive and can easily access these messages.

Notification System:

Set up a robust notification system within your organization. This system can be a part of your Employee Management Service (EMS) software or a dedicated messaging platform. Ensure it allows for broadcast messages to all employees.

Notification Creation:

Create the notification with clear and concise content. Specify the subject, message, and any relevant details. It's important to keep notifications informative, relevant, and concise.

➢ Documents

Creating and managing employee documents within an Employee Management Service (EMS) software is a fundamental aspect of HR and personnel management. Here's a brief overview of creating essential employee documents using EMS.

Use the EMS software to generate essential employee documents, such as Joining Letters, Confirmation Letters, Relieving Letters, offer letters, contracts, policy acknowledgment forms, performance appraisal forms, leave applications, and other relevant documents.

EMS Process Documents

Document Storage and Access:

Store these documents securely within the EMS software, making them easily accessible for HR personnel and employees. Ensure that the system allows for efficient retrieval, archiving, and compliance with data security and privacy regulations.

➢ Salary Slip

A salary slip, also known as a pay slip or payslip, is a document that provides detailed information about an employee's earnings and deductions for a specific pay period. It serves as a record of an employee's compensation and is typically issued on a regular basis, such as monthly or bi-weekly. A salary slip includes the following essential information:

Generate Salary Slips:

Before sending salary slips via email, ensure that the salary slips are generated for the specific pay period. This may involve HR or payroll personnel using payroll software or systems to create the slips.

Email Addresses:

Ensure that you have a record of each employee's correct and up-to-date email address. This information should be maintained in your HR or payroll system.

Prepare Email Template:

Create a standard email template for sending salary slips. The email content should include a brief message, such as "Your Monthly Salary Slip," and any additional information or announcements relevant to the pay period.