**HCMZONE**

**User Manual,**

**July, 2017**

**Version 1.00**

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1. Introduction



This Documents is a user manual for HCMZONE that would help the and users to understand the operational flow and the inplementation teams to configure the system.

2. Overview



The First step toward inventory management is to configure an inventory with required metadata fields .

After the Plaform Administrator creates a company nd assigns a company Administrator,the Company Administrator can further complete the Inventory Set Up.Inventory Configuration comprises of the following.



**Information Management**

3.1 Overview

3.1.1 Purpose

3.1.2 Process Flow

3.1.3 Set up

3.1.1 Purpose :- The purpose of informantion management are used to creating company events informantion, and used details for the company.

3.1.2 Process Flow :- The process flow displays the relationship between the organization :

We create the company events so we need to full fill all the informantion .

The red marks filed are mandatory ,then we fill all the informantion and we are click the

create button.

3.1.3 Set Up :-

3.2 Circular Information

3.2.1 Purpose

3.2.2 Process Flow

3.2.3 Set up

3.2.1 Purpose :- The purpose of the circular information for creating the company information .

3.2.2 Process Flow :- The process flow displays the relationship between the organization :

We create the company circular so we need to full fill all the informantion .

The red marks filed are mandatory ,then we fill all the informantion and we are click the

create button.

3.2.3 Set up :-



**Employee Management**

4.1Overview

4.2. Employee Data

4.2.1. Purpose

4.2.2. Process Flow

4.2.3. Set up

4.2 Employee Data :- Classified employee records and data. Human Resources takes great care to manage employee records properly. It is important to understand which records are considerd public and which are kept private .

4.2.1 Purpose :- The purpose of the employee management are we can create the list of the employee name and the new employee name also add in the list.

4.2.2 Process Flow :- The process flow displays the relationship between the employee and the company :

We create the employee list so we need to full fill the name of employee .and we can add the name of the new employee.

4.2.3 Set up :-



**User Administration**

7.1 Access Control

7.1.1. Purpose

7.1.2. Process Flow

7.1.3. Set up

7.2 Reporting Manager

7.2.1 Purpose

7.2.2. Process Flow

7.2.3. Set up

7.3 Create New User

7.3.1 Purpose

7.3.2. Process Flow

7.3.3. Set up

7.4 View Users

7.4.1 Purpose

7.4.2. Process Flow

7.4.3. Set up

7.5 Update User Role

7.5.1 Purpose

7.5.2. Process Flow

7.5.3. Set up

7.6 Update Manager

7.6.1 Purpose

7.6.2. Process Flow

7.6.3. Set up

7.7 Replace Manager

7.7.1 Purpose

7.7.2. Process Flow

7.7.3. Set up

7.8 Reset Password

7.8.1 Purpose

7.8.2. Process Flow

7.8.3. Set up

7. Access control

7.1.1 Purpose :- The purpose of the access control is the selective of access to a place or other resource.

7.1.2 Process Flow :- The process flow displays the relationship between the company :

We create the all employee list and select status then we can select the employee and click the submit button.

7.1.3 Set up :-

7.2 Reporting Manager

7.2.1 Purpose :- Every employee of company has assigned reporting manager whose work is to keep the record of employee those who work under him/her .

7.2.2. Process Flow :-

7.2.3 Set up :-



**Employee Self Service**

8.1 Contact Library

8.1.1 Purpose

8.1.2. Process Flow

8.1.3. Set up

8.2 Personl Details

8.2.1 Purpose

8.2.2. Process Flow

8.2.3. Set up

8.3 Leave Request

8.3.1 Purpose

8.3.2. Process Flow

8.3.3. Set up

8.4 On Duty Request

8.4.1 Purpose

8.4.2. Process Flow

8.4.3. Set up

8.5 Salary Structure

8.5.1 Purpose

8.5.2. Process Flow

8.5.3. Set up

8.6 Attendance

8.6.1 Purpose

8.6.2. Process Flow

8.6.3. Set up

8.7 salary Slip

8.7.1 Purpose

8.7.2. Process Flow

8.7.3. Set up

8.8 Resignation

8.8.1 Purpose

8.8.2. Process Flow

8.8.3. Set up

12 8.9 Resignation History

8.9.1 Purpose

8.9.2. Process Flow

8.9.3. Set up

8.10 raining Feedback

8.10.1 Purpose

8.10.2. Process Flow

8.10.3. Set up

8.11 Travel Request

8.11.1 Purpose

8.11.2. Process Flow

8.11.3. Set up

8.12 Expense Claim

8.12.1 Purpose

8.12.2. Process Flow

8.12.3. Set up

8.13 Goal Setting

8.13.1 Purpose

8.13.2. Process Flow

8.13.3. Set up

8.14 Self Evalution

8.14.1 Purpose

8.14.2. Process Flow

8.14.3. Set up

8.15 Investment Declaration

7.15.1 Purpose

7.15.2. Process Flow

7.15.3. Set up

8.16 Add Compensatory Off

8.16.1 Purpose

8.16.2. Process Flow

8.16.3. Set up

8.17 Add Attendance

8.17.1 Purpose

8.17.2. Process Flow

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8.18 Employee Transfer

8.18.1 Purpose

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8.18.3. Set up

8.19 Holiday calender

8.19.1 Purpose

8.19.2. Process Flow

8.19.3. Set up

8.20 ACF Request

8.20.1 Purpose

8.20.2. Process Flow

8.20.3. Set up

8.21 IJP Opening

8.21.1 Purpose

8.21.2. Process Flow

8.21.3. Set up

8.22 Leave Transfer

8.22.1 Purpose

8.22.2. Process Flow

8.22.3. Set up



**Manager self service**

9.1 Leave Approval

9.1.1 Purpose

9.1.2. Process Flow

9.1.3. Set up

9.2 On Duty Approval

9.2.1 Purpose

9.2.2. Process Flow

9.2.3. Set up

9.3 Goal Approval

9.3.1 Purpose

9.3.2. Process Flow

9.3.3. Set up

9.4 Appraiser Evalution

9.4.1 Purpose

9.4.2. Process Flow

9.4.3. Set up

9.5 Reviewer Evaluation

9.5.1 Purpose

9.5.2. Process Flow

9.5.3. Set up

9.6 Trainig Approval

9.6.1 Purpose

9.6.2. Process Flow

9.6.3. Set up

9.7 Resignation Approval

9.7.1 Purpose

9.7.2. Process Flow

9.7.3. Set up

9.8 Training Request

9.8.1 Purpose

9.8.2. Process Flow

9.8.3. Set up

9.9 Attendance

9.9.1 Purpose

9.9.2. Process Flow

9.9.3. Set up

9.10 Compensatory Off Approval

9.10.1 Purpose

9.10.2. Process Flow

9.10.3. Set up

9.11 travel Approval

9.11.1 Purpose

9.11.2. Process Flow

9.11.1 Set up

9.12 transfer Approval

9.12.1 Purpose

9.12.2. Process Flow

9.12.3. Set up

9.13 ACF Approval

9.13.1 Purpose

9.13.2. Process Flow

9.13.3. Set up



**Leave Management**

10.1 Leave Administration

10.1.1 Purpose

10.1.2. Process Flow

10.1.3. Set up

10.2 Leave Process

10.2.1 Purpose

10.2.2. Process Flow

10.2.3. Set up

10.3 On Duty Process

10.3.1 Purpose

10.3.2. Process Flow

10.3.3. Set up

10.4 On Duty Reports

10.4.1 Purpose

10.4.2. Process Flow

10.4.3. Set up



**Time Management**

11.1 Attendance Setup

11.1.1 Purpose

11.1.2. Process Flow

11.1.3. Set up

11.2 Week Off / Holiday

11.2.1 Purpose

11.2.2. Process Flow

11.2.3. Set up

11.3 Attendance

11.3.1 Purpose

11.3.2. Process Flow

11.3.3. Set up

11.4 Payroll Attendance

11.4.1 Purpose

11.4.2. Process Flow

11.4.3. Set up

11.5 Reports

11.5.1 Purpose

11.5.2. Process Flow

11.5.3. Set up



**Payroll Management**

12.1 Payroll Setup

12.1.1 Purpose

12.1.2. Process Flow

12.1.3. Set up

12.2 advance salary

12.2.1 Purpose

12.2.2. Process Flow

12.2.3. Set up

12.3 Salary Processes

12.3.1 Purpose

12.3.2. Process Flow

12.3.3. Set up

12.4 Income Tax

12.4.1 Purpose

12.4.2. Process Flow

12.4.3. Set up

12.5 Reimburserment

12.5.1 Purpose

12.5.2. Process Flow

12.5.3. Set up

12.6 LTA Reimbursement

12.6.1 Purpose

12.6.2. Process Flow

12.6.3. Set up



**Help Desk**

13.1 Setup

13.2 Process

13.3 Report



**Travel Management**

14.1 Travel Request Processes

14.1.1 Purpose

14.1.2. Process Flow

14.1.3. Set up

14.2 Expense Claim Process

14.2.1 Purpose

14.2.2. Process Flow

14.2.3. Set up

14.3 Reports

14.3.1 Purpose

14.3.2. Process Flow

14.3.3. Set up



**Performance Management**

15.1 Performance Cycle

15.1.1 Purpose

15.1.2. Process Flow

15.1.3. Set up

15.2 Employee Plan

15.2.1 Purpose

15.2.2. Process Flow

15.2.3. Set up

15.3 Reports

15.3.1 Purpose

15.3.2. Process Flow

15.3.3. Set up



**Promotion Management**

16.1 Employee promotion

16.1.1 Purpose

16.1.2. Process Flow

16.1.3. Set up

16.2 Promotion History

16.2.1 Purpose

16.2.2. Process Flow

16.2.3. Set up

16.3 Designation

16.3.1 Purpose

16.3.2. Process Flow

16.3.3. Set up

16.4 Designation History

16.4.1 Purpose

16.4.2. Process Flow

16.4.3. Set up



**Transfer Management**

17.1 Transfer Request

17.1.1 Purpose

17.1.2. Process Flow

17.1.3. Set up

17.2 Approval Request

17.2.1 Purpose

17.2.2. Process Flow

17.2.3. Set up

17.3 Final Approval

17.3.1 Purpose

17.3.2. Process Flow

17.3.3. Set up

17.4 Employee Report

17.4.1 Purpose

17.4.2. Process Flow

17.4.3. Set up



**Separation Management**

18.1 Employee Resignation

18.1.1 Purpose

18.1.2. Process Flow

18.1.3. Set up

18.2 Due Clearance

18.2.1 Purpose

18.2.2. Process Flow

7.2.3. Set up

18.3 Full & Final Sett

18.3.1 Purpose

18.3.2. Process Flow

18.3.3. Set up



**Recruitment Management**

19.1 Vacancy

19.1.1 Purpose

19.1.2. Process Flow

19.1.3. Set up

19.2 InterView Processes

19.2.1 Purpose

19.2.2. Process Flow

19.2.3. Set up

19.3 Candidate Profile

19.3.1 Purpose

19.3.2. Process Flow

19.3.3. Set up

19.4 Candidate Registration

19.4.1 Purpose

19.4.2. Process Flow

19.4.3. Set up



**Traning Management**

20.1 Request

20.1.1 Purpose

20.1.2. Process Flow

20.1.3. Set up

20.2 Trainig status

20.2.1 Purpose

20.2.2. Process Flow

20.2.3. Set up

20.3 Approval

20.3.1 Purpose

20.3.2. Process Flow

20.3.3. Set up

20.4 Final Approval

20.4.1 Purpose

20.4.2. Process Flow

20.4.3. Set up

20.5 Trainig plan

20.5.1 Purpose

20.5.2. Process Flow

20.5.3. Set up

20.6 Plan List

20.6.1 Purpose

20.6.2. Process Flow

20.6.3. Set up



**Membership Management**

21.1 Membership

21.1.1 Purpose

21.1.2. Process Flow

21.1.3. Set up

21.2 Loan

21.2.1 Purpose

21.2.2. Process Flow

21.2.3 Set up