**Human Resources**

**Masters:**

**Add New Employee**

Click on **Employee Details**

1. You have to select the values of "Title", "Sector", "Group", "Salary Type", "designation", "D O J"(Date of Joining), "Rpt. To"(Reporting To), "Salary A/C" and "Loan A/C".
2. Now enter values for "Emp. Name", "Salary", "Advance" and "Savings". **Eg :**Suppose to add an employee with name "Mr.Issac", under sector "Hatchery", Group "Hatchery", with Salary "7000", Sal. Type "Monthly", Designation "Supervisor", on Date "1 Jan, 2011", Rpt. To "Adeniji", Salary A/C "IE101" and Loan A/C "LI101" then  
   you have to select *Mr.* for "Title", *Hatchery* for "Sector", *Hatchery* for "Group", *Monthly* for "Sal. Type", *Supervisor* for "Designation", *01.01.2011* for "D O J", *Adeniji* for "Rpt. To", *IE101* for "Salary A/C" and *LI101* for "Loan A/C".  
   Now enter *Obafemi* for "Emp. Name" and *7000* for "Salary".  
      
   Click on **Personal Details**
3. You have to enter "Father Name".
4. Now select either "Married" or "Unmarried". If Married enter value for "Spouse".
5. Now select values for Gender as either "Male" or "Female", "D.O.B", "Blood Group".
6. Now if employee is having driving License click on "Drv. Lic." and enter "Drv. Lic. #", "Exp.of Lic" or click if employee is not having driving License on "No Drv. Lic.".
7. Now if employee is having Vehicle click on "Vehicle" and enter "Vehicle #", "Veh. Ins. #" or if employee is not having Vehicle click on "No Vehicle ".
8. Now select values for "Qualification", "Bank" and "Country".
9. Now enter values for "PAN Card/IDEF No.", "(Bank)Branch", "A/C #", "IFSC Code", "Contact #", "Company #" and "Address".

**Eg :**Suppose if the employees fathers name is " Issac", D O B is "26th Oct, 1980" employee is "Unmarried", Gender is "Male", has "No Driving License", has "No Vehicle", Qualification is "B.A", PAN Card/IDEF No. is "AJPPB4091G" and Country is "India" then  
you have to enter *Issac* for "Father", select *Unmarried*, *Male* for "Gender", *26.08.1980* for "D O B", *No Drv. Lic*, *No Vehicle*, *AJPPB4091G* for "PAN Card/IDEF No.", select *B.A* for "Qualification" and *India* for "Country".   
   
Click on **References**

1. You have to enter "Name", "Address", "Contact No 1", "Contact No 1" and select "Country" for both **Reference-1 Details** and **Reference-2 Details**.   
      
   Click on **Emergency Contact**
2. You have to enter "Name", "Address", "Contact No 1", "Contact No 1" and select "Country" for **Emergency Contact**.
3. Once filled click on 'SAVE' button to save the Employee or 'CANCEL' to exit without saving the Employee.

**Edit Existing Employee**

Click on **Employee Details**

1. You have to select the values of "Title", "Sector", "Group", "Salary Type", "designation", "D O J"(Date of Joining), "Rpt. To"(Reporting To), "Salary A/C" and "Loan A/C" if you want any changes from previous values.
2. Now enter values for "Emp. Name", "Salary", "Advance" and "Savings" if you want any changes from previous values. **Eg :**Suppose if you want to change the employee Designation from "Supervisor", to "Manager" and Salary from "7000" to "10000" then  
   you have to select *Manager* for "Designation" and enter *10000* for "Salary".  
      
   Click on **Personal Details**
3. You have to enter "Father Name".
4. Now select either "Married" or "Unmarried". If Married enter value for "Spouse" if you want any changes from previous values.
5. Now select values for Gender as either "Male" or "Female", "D.O.B", "Blood Group" if you want any changes from previous values.
6. Now if employee is having Driving License click on "Drv. Lic." and enter "Drv. Lic. #", "Exp.of Lic" or if employee is not having Driving License click on "No Drv. Lic." if you want any changes from previous values.
7. Now if employee is having Vehicle click on "Vehicle" if employee is having driving License and enter "Vehicle #", "Veh. Ins. #" or if employee is not having Vehicle click on "No Vehicle " if you want any changes from previous values.
8. Now select values for "Qualification", "Bank" and "Country" if you want any changes from previous values.
9. Now enter values for "PAN Card/IDEF No.", "(Bank)Branch", "A/C #", "IFSC Code", "Contact #", "Company #" and "Address" if you want any changes from previous values. **Eg :**Suppose if the employees got a driving License with License no "DLFAP10261332011" you have to select *Drv. Lic* and enter *DLFKA74558412011* "Drv. Lic. #", *06.11.2031* for "Exp.of Lic".   
      
   Click on **References**
10. You have to enter "Name", "Address", "Contact No 1", "Contact No 1" and select "Country" for both **Reference-1 Details** and **Reference-2 Details**.   
       
    Click on **Emergency Contact**
11. You have to enter "Name", "Address", "Contact No 1", "Contact No 1" and select "Country" for **Emergency Contact** if you want any changes in previous values.
12. Once filled click on 'SAVE' button to save the Employee or 'CANCEL' to exit without saving the Employee if you want any changes in previous values.

**Add Salary Parameters**

**To Add Salary Parameters**

1. You have to select "Date", "Sector" and "Employee Name".
2. Now enter values for "Basic Allowance", "HRA", "Medicial Allowance", "City Compensation Allowance", "Travelling Allowance", "Special Allowance", "Conveyance", "Education Allowance", "Other Allowance", "Provident Fund", "Professional Tax", "Income Tax", "Loan Repayments" and "Other Deductions".

**Eg :** Suppose if the Date is "07 th July, 2011", Sector is "Hatchery", Employee Name is "Obafemi", Basic Allowance is "50", HRA is "15", Medicial Allowance is "18", City Compensation Allowance is "5" and Travelling Allowance is "12" then   
You have to select *07.07.2011* for "Date", *Hatchery* for "Sector", *Obafemi* for "Employee Name"  
Now enter *50* for "Basic Allowance", *15* for "HRA", *18* for "Medicial Allowance", *5* for "City Compensation Allowance" and *12* for "Travelling Allowance".

1. Once filled click on 'SAVE' button to save the Salary Parameters or 'BACK' to exit without saving the Salary Parameters Details.

**Add New Holiday**

**To Add a new holiday**

1. You have to select "Date" and enter "Reason" .
2. Click on "Click for another holiday" button and repeat step1 to add another holiday.  
   **Eg :** Suppose to add a holiday "15th Aug, 2011" for "Independence Day"  
   You have to select *15.08.2011* for "Date' and enter *Independence Day* for "Reason".
3. Once filled click on 'SUBMIT' button to save the Holiday Details .

**Transactions:**

**Add Attendance**

**To Add Attendance**

1. You have to select "Sector", "Reporting To" and "Date" .  
   As and when the value for "Reporting To" is selected list of employees will be displayed.
2. Now check either "Full Day" or "Half Day" depending on their presence or don't check any of them if they are absent.   
   Click on http://bims1.spectacularsys.com/HELP/HR/1.pngto check all the employees and click on http://bims1.spectacularsys.com/HELP/HR/2.pngto uncheck all the employees.
3. Once filled click on 'SAVE' button to save the Attendance Details or 'BACK' to exit without saving the Attendance Details.

**Edit Attendance**

**To Edit Attendance**

1. You have to select "Sector", "Reporting To" and "Date" .  
   As and when the value for "Reporting To" is selected list of employees will be displayed along with their attendance details.
2. Now check either "Full Day" or "Half Day" depending on their presence or don't check any of them if they are absent.   
   Click on http://bims1.spectacularsys.com/HELP/HR/1.pngto check all the employees and click on http://bims1.spectacularsys.com/HELP/HR/2.pngto uncheck all the employees.
3. Once filled click on 'UPDATE' button to save changes to the Attendance Details or 'CANCEL' to exit without saving changes to the Attendance Details.

**Processing:**

**Add Salary Payment**

**To Add Salary Payment**

1. You have to select "Sector", "Designation" and "Date" .  
   As and when the value for "Designation" is selected list of employees will be displayed along with their salary details such as "ID", "Name", "Total Salary", "Deduction", "Actual Salary Paid" and "Advance".
2. Now select "Payment Mode" and "Code".
3. If the payment mode is *Cheque* enter value for "Cheque #".
4. Once filled click on 'PAY' button to save the Salary Payment Details or 'CANCEL' to exit without saving the Salary Payment Details.