



Radius HRM

RadiusERP v2

HR User Manual

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General Information

Introduction

The Radius ERP was developed by the Company "Intigen Technologies Pvt. Ltd., India" in partnership with "Computer Peripheral Services" in the year 2013. The HRM is designed to streamline and automate a company's Human Capital Management through one central database. It is applicable to any type of Industry or Business which possesses a vigorous HR department. It enhances the HR operational procedures such as employee information and records, payroll and benefits, training and development, time and attendance. Employees and staff can send request electronically by their respective logins. The User can have an easy and faster way to keep track of employee records, allocations, check and sort out employee leaves and personal requests. In general, these systems use information or processing capabilities in one organization to improve the performance of another or to improve relationships among organization.

Purpose

This Guideline has been made for the end users of RADIUS HRM to allow them easy access into the system and help save time in clarifying constraints and any relevant matter that may hinder them to carry out their work effectively and efficiently. These guidelines are subject to the respective modules in the ERP and have been explained well and legibly.

Training

Radius ERP offers a complete training to help you and your staff master the Radius ERP applications. We can help you develop a training plan for your end users. We will work with you to organize courses appropriate to the area of your responsibility. We will provide the help and information you need to keep Radius ERP HR working for you.

Manager Self-service

Managers can have access to front-end applications in the form of HR portals. They are able to view a range of personal details and aggregate information. They are allowed to change and input certain details.

Employee Self-service

Employees can access and view own information, can change selected personal details and get update of their accounts. Using with their given login access. They could easily check and make leave request via online. It saves time and very convenient for them.

Important Signs to Remember

No	Signs	Description
1		Organization
2		Self Service
3		Recruitments
4		Employees
5		Trainings
6		Attendance
7		Payroll and Settlement
8		Reports
9		Payroll and Settlement Reports
10		Expand
11		My Calendar
12		My Leaves
13		My Documents
14		My Grievances/ Request
15		My Holidays
16		Upload Time Sheet

17		My Time Sheet
18		My Tasks
19		My Pay Slip
20		Personnel Request
21		Recruitment
22		Employee Master
23		Leave Package
24		Leave Planner
25		Leave Request
26		Approve Leave Requests
27		Document Request
28		Grievances/ Request
29		Staff Appraisal
30		Opening Leave Balance
31		Post Uploaded Time Sheet
32		Assign Task
33		Trainers

34		Holidays
35		Training Programme
36		Monthly Time Sheet
37		Group
38		Company
39		Branch/Division
40		Bulletin Board
41		Dashboard
42		Chart
43		Sort
44		Report
45		Refresh
46		Cancel
47		Update
48		Edit
49		Add New
50		Update

51		Post
52		Download
53		Delete
54		Approve
55		Sort
56		Search
57		Print
58		Microsoft Excel
59		Saving Current Page
60		Saving and Closing the Current Page
61		Closing the Current Page
62		Saving and Adding New Page
63		Training Calendar
64		Training Completion
65		Add New
66		Delete
67		Checkbox
68		Training Institutes

Login Window



CLASSICAL PALACE
القصر الكلاسيكي
Arabian, Arabic, Licensing

Let's get started.
This will be an amazing experience.

Username

Password

login

RadiusERP v2

This window serves are the main page once you enter the URL.
Use the given link to access the new page

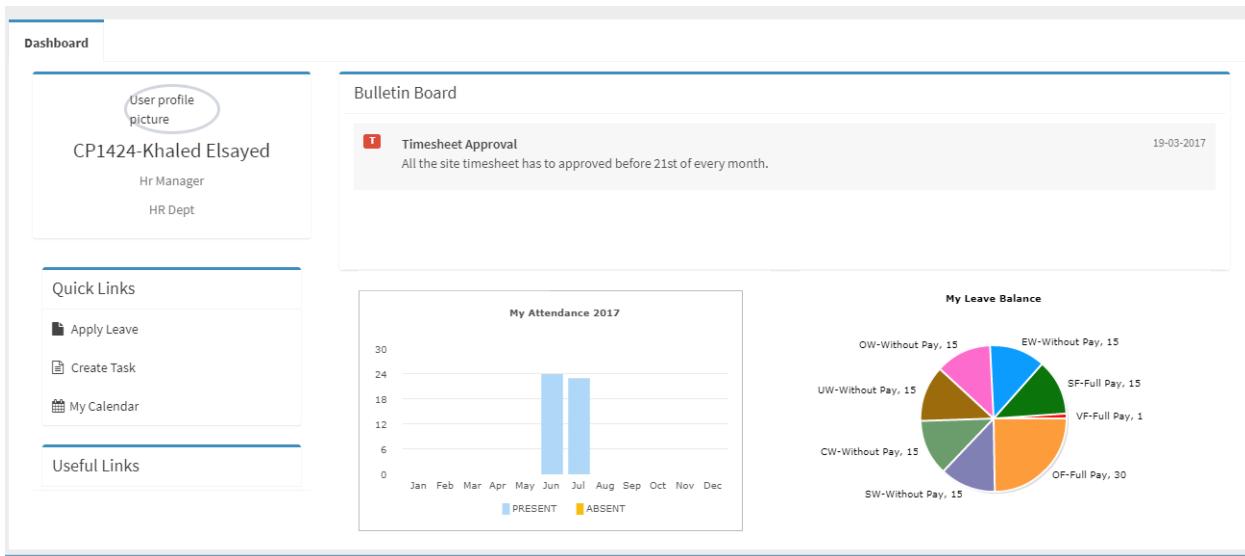
- Enter User name
- Enter Password

Click "Login" to be routed to the Dashboard of the software.

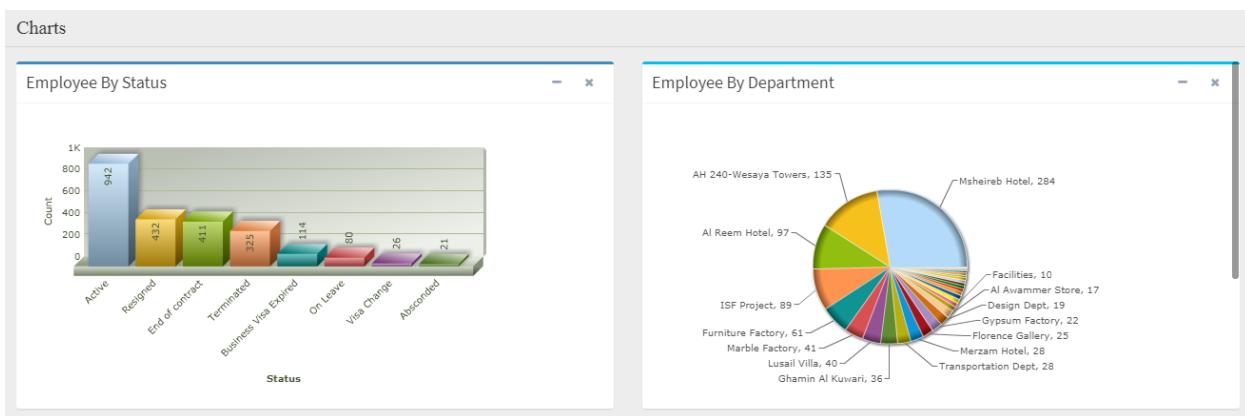
HR Module

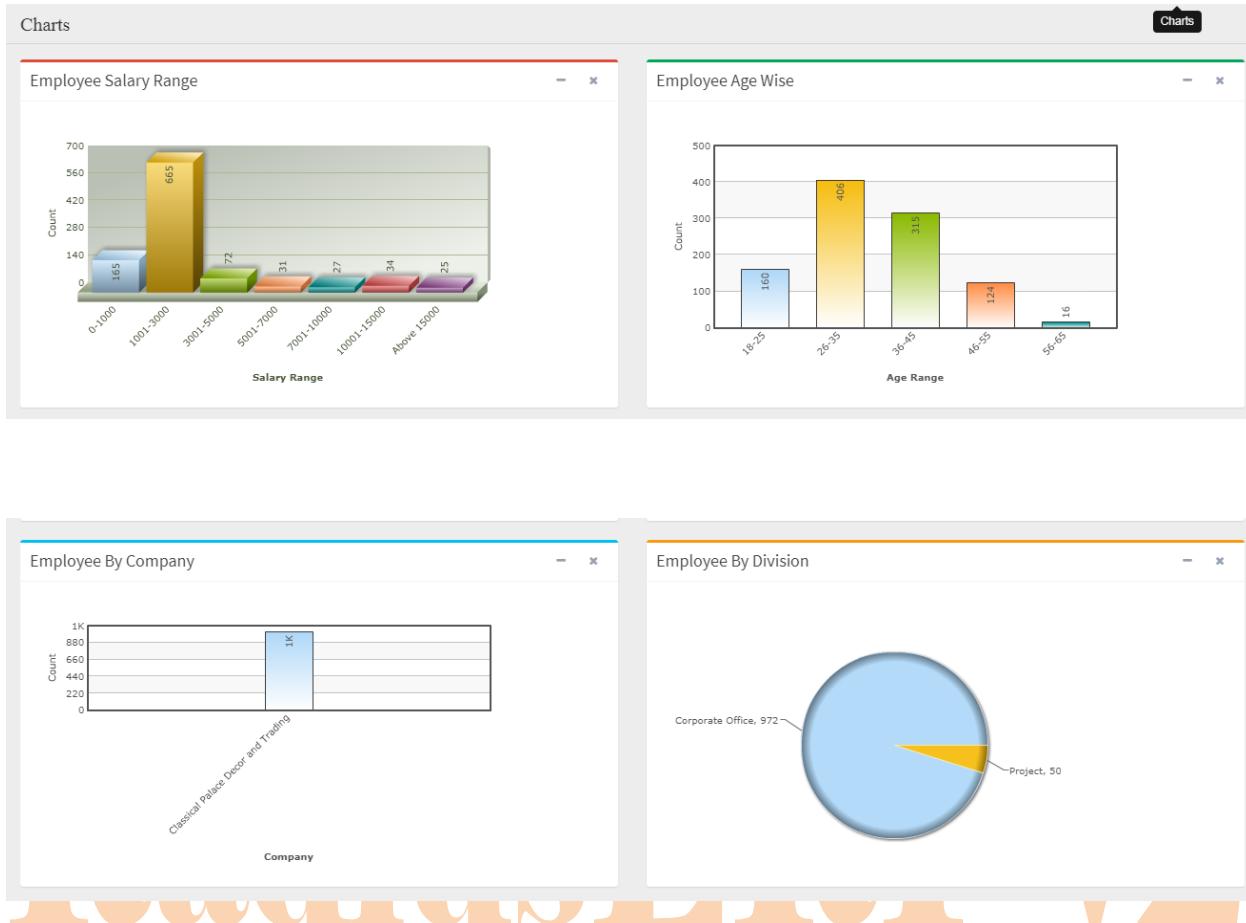
Dashboard / Alerts

Dashboard provides at-a-glance views available in ERP to summarize business-critical information. It consists of quick links for end-user to apply for leave, create task and my calendar page. It also consists of useful links that will lead end-user to phone directory and location map to office as shown below.



By using **Charts Menu** (using HR Login), it will bring you to page that shows important information related to Employees by status, by department, salary range, age wise, by company, and by division. The graph shows real time status of the employees and data helps employers to do some analysis.





Alerts Menu provides end-user to see all the Leave requests, Document requests, Grievance/Requests, Appraisal requests, Timesheet approval requests, and Recruitments. It provides quick summary of the number of pending or approved requests as shown below.

Leave Requests	Document Requests	Grievance/Requests
LM Approve Pending 1	Pending 0	Pending 0
HR Approve Pending 0	Approved 1	On Progress 2
HR Approved 8	Total 1	Closed 4
Appraisal Requests	Timesheet Approval Requests	Recruitments
Pending 3	Pending 0	Requested 0
Completed 6	Approved 0	Approved 2
Total 9	Total 0	Rejected 0
Document Alert		
Document Name	Expired	Next 15
		Next 15-30
		Next 30-45
		Next 45-60

My Account

This feature enables user to see the login details and has an option to change their password as shown below.

User Name	User ID	Email	Role
HR MANAGER	HRM	khaled.elsayed@classicalpalace.net	HR MANAGER



Here, the User has an access to the following submenus related to his employee details, payrolls and request leaves.

Self-service Categories:

- ✓ My Calendar
- ✓ My Holidays
- ✓ My Tasks
- ✓ My Timesheet
- ✓ My Pay slip
- ✓ My Leaves
- ✓ My Grievance / Requests
- ✓ My Documents

My Calendar

This sub menu is to view or track employee's birthday. By clicking the green note or particular date, birthday list window will appear. Numbers beside the note indicates how many people have the same birthdates.

MY CALENDAR

Birthday List

Empid	Emp Name	Designation
CP1432	Ganesh Prasad	Helper
CP1582	Dil Kumar	Light Duty Driver

To view:

- Select Self-service in the main menu
- Select sub menu My Calendar
- Click drop down to select particular month then click **Go**
- Click **Birthdays[2]** to view
- Click "x" in the upper right of the birthday list screen to go back to page.

My Holidays

This sub-menu is to view holiday lists celebration as per Islamic holiday law. These details can be viewed by all loggings.

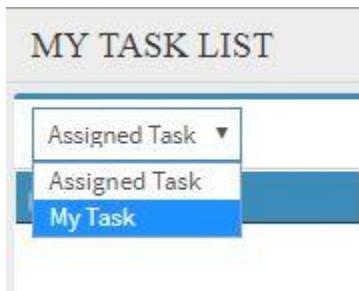
HOLIDAY LIST		
	Date	Holiday Name
	04-09-2017	EID AL-ADHA
	03-09-2017	EID AL-ADHA
	02-09-2017	EID AL-ADHA
	27-06-2017	EID ELFITR
	26-06-2017	EID ELFITR
	25-06-2017	EID ELFITR

To view:

- Select sub menu My Holiday



This is to view assigned work required to be done as a duty. In this, an employee can add details of any piece of work that is undertaken or attempted. This serves as a reminder for employee to do their task on time.



A screenshot of the "MY TASK LIST" screen in Radius ERP v2. The top navigation bar includes icons for user profile, search, and other system functions. The main header says "MY TASK LIST". Below the header is a toolbar with buttons for "My Task", "Add New", and "Delete". The main content area has a table with columns: Task Date, Dead Line, Priority, and Task. The "Task Date" column contains a date input field, and the "Dead Line" column contains a date input field. The "Priority" column contains a dropdown menu. The "Task" column contains a text input field.

Editing Task List

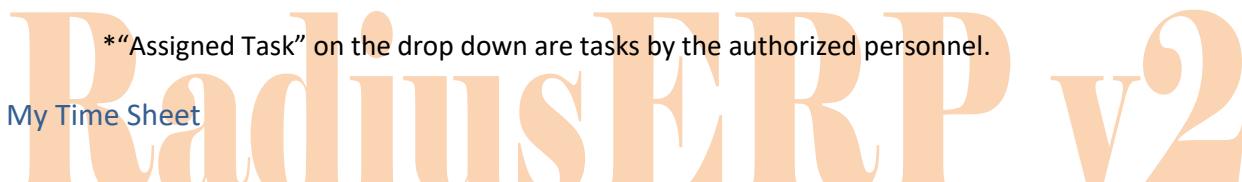
Employee Self Service > My Task > Editing Task List

Task Date: *	25-09-2017	Dead Line : *	28-09-2017	Priority: *	Urgent
Task Details: *	complete the reports on invoices				

Save Save & New Save & Close Close

To add:

- Select sub menu My Task
- Click and enter the tasks assigned to
- To save, click or to add more task
- Or click to go back to main page
- To edit or update, click then “save”

**My Time Sheet**

In this sub-menu, timesheet is preloaded by the HR department. This is for employee to view the detailed information of his/ her daily basis attendance. . Here, the total hours and total attendance are calculated to keep track and informed of the time worked. You can download the file and print only.

From Date: 01-07-2017 To Date: 31-07-2017

Timesheet from 01-07-2017 to 31-07-2017

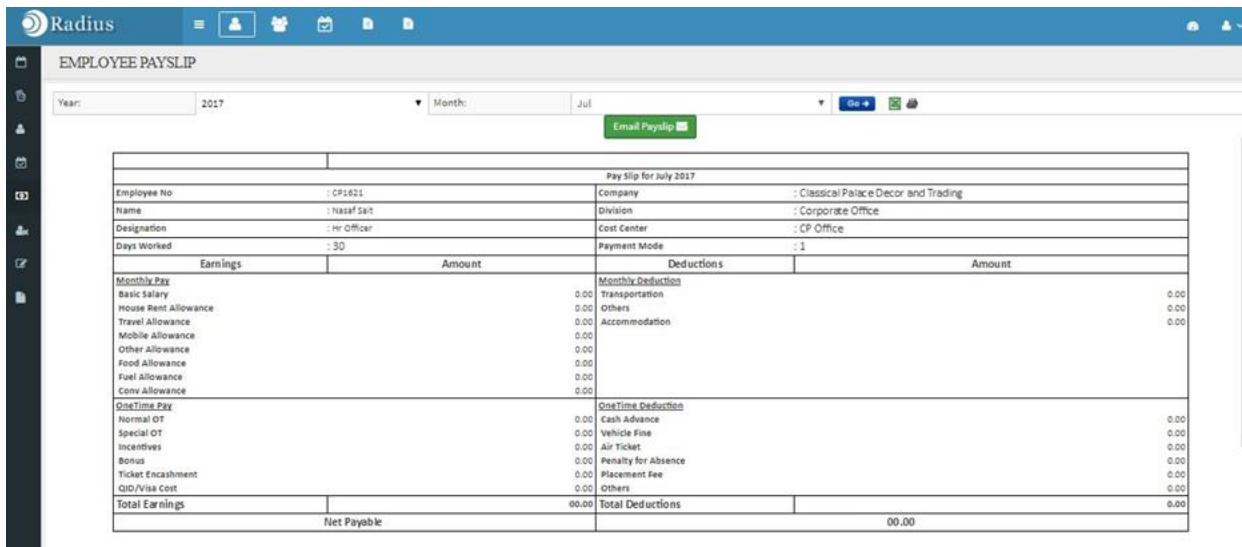
Emp ID		CP1621			Emp Name		Nasaf Sait					
Designation		Hr Officer			Department		HR Dept					
Date	Activity Center	Time In	Time Out	Break Hrs	Work Hrs	Normal OT	Special OT	Extra OT	Remarks	Site Att	HR Att	Status
01-07-2017	CP Office	08:00	17:30	01:00	08:30	00:00	00:00	00:00	Excel upload on 25-07-2017	PF	PF	Sent to HR
02-07-2017	CP Office	08:00	17:30	01:00	08:30	00:00	00:00	00:00	Excel upload on 25-07-2017	PF	PF	Sent to HR
03-07-2017	CP Office	08:00	17:30	01:00	08:30	00:00	00:00	00:00	Excel upload on 25-07-2017	PF	PF	Sent to HR
04-07-2017	CP Office	08:00	17:30	01:00	08:30	00:00	00:00	00:00	Excel upload on 25-07-2017	PF	PF	Sent to HR
05-07-2017	CP Office	08:00	17:30	01:00	08:30	00:00	00:00	00:00	Excel upload on 25-07-2017	PF	PF	Sent to HR
06-07-2017	CP Office	08:00	17:30	01:00	08:30	00:00	00:00	00:00	Excel upload on 25-07-2017	PF	PF	Sent to HR
08-07-2017	CP Office	08:00	17:30	01:00	08:30	00:00	00:00	00:00	Excel upload on 25-07-2017	PF	PF	Sent to HR
09-07-2017	CP Office	08:00	17:30	01:00	08:30	00:00	00:00	00:00	Excel upload on 25-07-2017	PF	PF	Sent to HR

To view:

- Select sub menu My Timesheet
- Enter “from and to date”
- Click  to display timesheet information of a particular date.
- To download file, click 
- To print, click 

My Pay Slip

My Pay slip sub-menu is for employees to view their salary on a monthly basis. There is also an option to view previous months and has an option to send thru mail or print.



The screenshot shows the 'EMPLOYEE PAYSLIP' screen. At the top, there are dropdown menus for 'Year' (2017) and 'Month' (Jul), and a 'Go' button. Below this is a table with employee details and a summary of earnings and deductions.

Pay Slip for July 2017			
Employee No	: CP1621	Company : Classical Palace Decor and Trading	
Name	: Nasaf Salt	Division : Corporate Office	
Designation	: HR Officer	Cost Center : CP Office	
Days Worked	: 30	Payment Mode : 1	
Earnings	Amount	Deductions	Amount
Monthly Pay		Monthly Deduction	
Basic Salary	0.00	Transportation	0.00
House Rent Allowance	0.00	Others	0.00
Travel Allowance	0.00	Accommodation	0.00
Mobile Allowance	0.00		
Other Allowance	0.00		
Food Allowance	0.00		
Fuel Allowance	0.00		
Conv Allowance	0.00		
OneTime Pay		OneTime Deduction	
Normal OT	0.00	Cash Advance	0.00
Special OT	0.00	Vehicle Fine	0.00
Leave Allow	0.00	Ticket	0.00
Bonus	0.00	Penalty for Absence	0.00
Ticket Encashment	0.00	Placement Fee	0.00
O/D/Visa Cost	0.00	Others	0.00
Total Earnings	0.00	Total Deductions	0.00
Net Payable		0.00	

To view:

- Select sub menu My Pay slip
- Select on drop down the “year and month”, click 
- To download pay slip, click 
- To print, click 
- To send thru mail, click 

My Leaves

This is a provision for staff / employee to create or file a request on leaves such as annual, sick, emergency, casual or any other leave that is included in leave package offer by the company. This feature also shows the detailed information on employee leaves record. This is to save time and gives employee /staff easier way to file their request via online.

Leave Category	Req.From	Req.To	Days	Line Manager	LM status	HR Status	Approved From	Approved To
Annual Leave-Full Pay	21-10-2017	31-10-2017	11	Mohamed Adel	PENDING			

Leaves Type	Period(Months)	Entitled	Carry Forward	Eligible	Total Available	Adjustment	Taken	Balance
Annual Leave-Full Pay	12	21	18.4	0.00	18.4	0	0	18.4
Sick Leave-Full Pay	12	15	0	15	15	0	0	15
Emergency Leave-Without Pay	12	15	0	15	15	0	0	15
Other Leave-Without Pay	12	15	0	15	15	0	0	15
Umrah Leave-Without Pay	12	15	0	15	15	0	0	15
Casual Leave-Without Pay	12	15	0	15	15	0	0	15
Sick Leave-Without Pay	12	15	0	15	15	0	0	15
Other Leave-Full Pay	12	30	0	30	30	0	0	30

To add/ create:

- Select sub menu My Leaves
- Click **Add New +** and select on drop down “leave category” you want to file request
- “Applied date” will automatically generated
- Fill the “leave from and to” date and other field
- Click **Save** then **Send to LM** will appear
- If not yet sent for approval, click **Edit** to update or edit the file
- If still undecided to file the request, check **Delete** box and click **Delete**
- Click **Send to LM** to send for approval to the HR manager

*A pop up question will show, select “cancel” or “Ok”. Once sent, it cannot be edited or delete.

My Grievances / Request

Employee can create and report any grievances or request to HR Manager. HR Manager can assign HR Clerk to fulfill the request of an employee.

	Request ID	Date	Type	Description	HR Remarks	Closed On	Status
<input type="checkbox"/>	GRQ-1003	25-09-2017	Request	request for additional table			
<input type="checkbox"/>	GRQ-1002	25-09-2017	Grievance	unfairness of treatment among driver			Pending

Request ID: GRQ-1004 Date of Request: 25-09-2017 Request Type: *
 Description: *

Save Save & Close Close

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To add/create:

- Select sub menu My Grievance/Request
- Click **Add New +**, select “request type” and fill “description”
- “Request ID” and “date” will generated automatically
- Click **Save** or **Save & Close** , request will automatically forwarded to the HR dept.

My Documents

Employee can make request on any type of documents related to a particular transaction.

	Request ID	Request Date	From	Document Type	Request Status
<input type="checkbox"/>	DR-1001	25-09-2017	CP1621 - Nasaf Sait	Passport	

The screenshot shows the 'Adding Document Request' screen in the Radius ERP system. The top navigation bar includes icons for user management and document types. The main form has fields for Request ID (DR-1002), Date of Request (25-09-2017), Document Type, and Remarks. Below the form are buttons for Save, Save & Close, and Close.

To add/ create:

- Select sub menu My Documents
- Click **Add New +**, select “document type”
- “Request ID and date” will generated automatically
- Click **Save**, **Forward Request** will appear
- If not yet sent for approval, click to update or edit the file
- If still undecided to file the request, check box and click **Delete**
- Click **Forward Request** to be forward to the HR manager

*A pop up question will show, select “cancel” or “Ok”. Once sent, it cannot be edited or delete.

HR Recruitment

HR Manager has the right to approve or reject the personnel request sent by *Site In-charge* or *Project In-charge* regarding recruitment. Personnel request from station in-charge comes under the recruitment sub-menu of HR login.

The screenshot shows a list of personnel requests. The columns include ReqID, Req.Date, Activity Center, From, Designation, Qty, HR Status, Action Taken, Start Date, and End Date. Two entries are listed:

	ReqID	Req.Date	Activity Center	From	Designation	Qty	HR Status	Action Taken	Start Date	End Date
	REQ-1002	24-05-2017	HR	Jerry Pitt	Cleaner	2	APPROVED	Recruit new employees	25-05-2017	31-05-2017
	REQ-1001	24-05-2017	IT	Terry Marar	IT Technician	2	APPROVED	Recruit new employees	24-05-2017	31-05-2017

- Select Recruitment the main menu.
- Select sub menu Recruitment.
- Click to edit the detail.
- Click **Save**

Creating Request

Below shows instruction on how to create request.

This screenshot shows the 'PERSONNEL REQUEST' list screen. At the top, there are buttons for 'Add New' and 'Delete'. Below the header, there are columns for Request ID, Request Date, Department, Reference, Location, Designation, Status, and From. A search bar and a 'Show' dropdown are at the top right. At the bottom, it says 'Page 1 of 0' and 'Result 0-15 of total 0 Records'.

This screenshot shows the 'Editing Personnel Request' screen. It includes fields for Request ID (REQ-1002), Date of Request (26-09-2017), Company (Classical Palace Decor and Trading), Activity Center (Thumama Villa - AH 249), Job Position (3d Renderer), Nature of Job (Permanent), Job Description, Qualification (B.Tech, Diploma), Skills (Driver LMV), Gender Preference (Male), Age Range (25-40), Marital Status (Not Applicable), Total Experience Req. (1 year), UAE Experience (0 years), Other Country Exp. (1 year), Nationality Preference (Egyptian, Filipino), Visa Status (Visit, Tourist, Employment), Driving Licence (Others), Replacement, Left Employee, and LM Remarks (Expected Join Date: 26-10-2017). Buttons at the bottom include Save, Save & Close, Close, and Post.

- Enter User login and Password of Site/Project In-charge.
- Click or press “Login” or “Enter Key” in the keyboard.
- Select the main menu Recruitment
- Select the Personnel request and make entry.

- Click and then .

**** Only after posting of request it shall be visible to the In-charge personnel account.**
 Only Site In-Charge and Project In-Charge can make the personnel request.
 No changes can be made after sending to Line manager for approval.
 Click “Send to LM” for *Line Manager Approval*.

For Request Approval

- Go to Login window
- Enter User login and password (Project In-charge)
- Select main menu Recruitment
- Select sub-menu Personnel Request.
- Click to edit the details. Click .

HR Approval

See the picture and instruction below.

Editing Personnel Request					
Recruitment - Job Posting Regulation - Editing Personnel Request					
Personnel Request					
Request ID:	REQ-2004	Date of Request:	15-08-2017	Company:	CPS Technologies
Activity Center:	Transportation	Job Position:	Driver	Nature of Job:	Permanent
Job Description:					
Qualification:	+ Options		Women Eligibility:	No	
Skills:	+ Driver RM		No. of Persons:	1	
Gender Preference:		Age Range:	25 - 40	Marital Status:	Not Applicable
UAE Experience(Yrs):	2	Other Experience(Yrs):	2	Visa Status:	+ Valid
Nationality Prefer:	+ Emirati + Foreign				
Driving Licence:	+ UAE + Others	Replacement:		Left Employee:	
HR Remarks:					
Job Posting:					
Approved Persons:	1	Salary Range:	2100.00 - 2500.00	Action Taken:	Recruit new employees
HR Remarks:					
Start Date:	dd-mm-yyyy	Expected End Date:	dd-mm-yyyy	Action Taken:	Recruit new employees
<input type="button" value="Save"/> <input type="button" value="Close"/> <input type="button" value="Reject"/>					

Editing Personnel Request					
Recruitment - Job Posting Regulation - Editing Personnel Request					
Personnel Request					
Request ID:	REQ-2004	Date of Request:	15-08-2017	Company:	CPS Technologies
Activity Center:	Transportation	Job Position:	Driver	Nature of Job:	Permanent
Job Description:					
Qualification:	+ Diploma		Women Eligibility:	No	
Skills:	+ Driver RM		No. of Persons:	1	
Gender Preference:		Age Range:	25 - 40	Marital Status:	Not Applicable
UAE Experience(Yrs):	2	Other Experience(Yrs):	2	Visa Status:	+ Valid
Nationality Prefer:	+ Emirati + Foreign				
Driving Licence:	+ UAE + Others	Replacement:		Left Employee:	
LM Remarks:					
Job Posting:					
Approved Persons:	1	Salary Range:	2100.00 - 2500.00	Action Taken:	Recruit new employees
HR Remarks:					
Start Date:	dd-mm-yyyy	Expected End Date:	dd-mm-yyyy	Action Taken:	Recruit new employees
<input type="button" value="Save"/> <input type="button" value="Close"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/>					

- Select the main menu Recruitment
- Select the sub menu Recruitment
- Click  to edit the details
- HR Manager can add details regarding job posting such approved persons, salary range etc
- Click  button to save the details
- After saving, “approve” and “reject” button will appear (see fig.)
- After approval, no changes can be done
- With this the HR can view and add details regarding on job postings.

*For convenience the recruitment are grouped into tabs:

- ✓ Personnel request
- ✓ Applicants
- ✓ Interviews
- ✓ Offer
- ✓ Employment

Applicants

This sub-tab consists of the details of the applicants and sorted list based on the match. The field names marked with * are mandatory fields and without filling all the mandatory fields the record will not be saved.

*New details can add by clicking the “add new” button.

Personnel Request	Applicants	Interviews	Offers	Employment
First Name: *		Last Name: *		
Mobile No: *		Email:		
Skills: *		Experience(yrs): *		
Other Experience(Yrs): *		Gender: *		
Nationality: *		DOB:	dd-mm-yyyy	
Driving Licence: *		Last Company Worked:		
Last Salary: *		Expected Salary: *		

- Select the main menu Recruitment
- Select the sub menu Recruitment
- Click  to edit the details
- Select the tab Applicants
- Click  button to add new details of the applicant

Applicants detail is uploaded on this page and then click  to save record or click  to cancel.

Interviews

This sub-tab interviewer can drop comments about applicants who have been shortlisted.

Personnel Request	Applicants	Interviews	Offers	Employment
Interview Details : JOHN DANIEL				
Interview Date: *	02-11-2016	From Time: *	10:00 am	
Interviewer : *	 			
Interviewer 1 Comment:	Good knowledge .			
Interviewer 2 Comment:	Excellent communication skill.			

To view and add comments:

- Select the main menu Recruitment
- Select sub menu Recruitment
- Click  to edit the details
- Select the tab Interview
- Table list all the shortlisted candidates
- Click  to save the record or click  to remove or cancel the details

Search..						
Sl No	Update	Post	Name	Job Post Date	Interview Date	
1			Ann Mariya	01-11-2016	06-12-2016	

- Click  update icon from the table to update the details regarding the interview
- If the interview status is waiting or selected, post button  enables.
- Click  to post the details

Status in post column changes to "Selected"

*Post the details of applicants whose status is shortlisted or waiting list then click the approve icon.

Offer

This page is to keep the record of offer letter status and details.

 Personnel Request	 Applicants	 Interviews	 Offers	 Employment
Job Offer Details				
Offer Date: *	dd-mm-yyyy	Reference:		
Salary Offered: *		Benefit Offered:		
Offer Letter Status :	Offered	▼	Upload Offer Letter:	<input type="button" value="Choose File"/>

To add/ create:

- Select the main menu Recruitment
 - Select the sub menu Recruitment
 - Click  to edit the details
 - Select the tab Offer
- Table will display list all the selected candidates*

- Click  icon to update and enter the details regarding offer
- Click  to save the record or click the  button to cancel

If offer letter status is accepted, click engage  icon to confirm the applicant passed the selection process.

Status in engage column changes to "joined"

- *Click  to update the details of selected applicant.
- *Click the approve icon  to post the details.

Employment

This tab is used to add details of the joining company.

 Personnel Request	 Applicants	 Interviews	 Offers	 Employment
Joining Company Details : ANN MARIYA				
Sponsor Company: *		▼	Company: *	 
Department: *		▼		 

Select the main menu Recruitment

- Select the sub menu Recruitment
- Click  to edit the details
- Select the tab Employment

Table list all the joined candidates

- Click icon  to update the column
- Select the Sponsor Company, company and division
- Click  to save the record or click the  to cancel the details
- Click  icon under convert to staff column to add details of the newly recruited staff to employee list

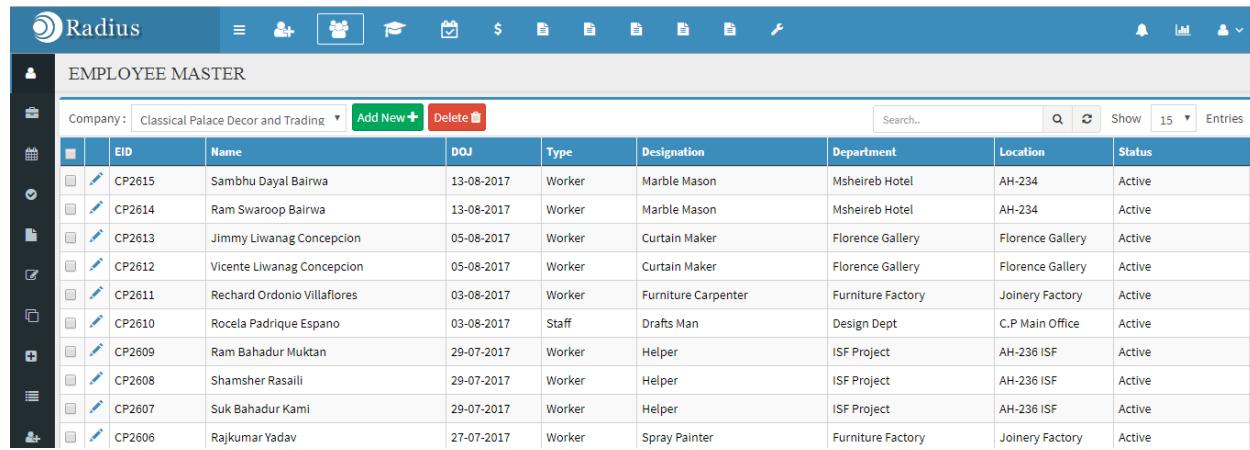
Employees

This is main menu that manages and maintain the details of individuals who work for the company. Here, personal information and other details of employee can be added, edited, deleted, and update employee status. The following are sub-menus under Employees:

- ✓ Employee Master
- ✓ Leave Package
- ✓ Leave Planner
- ✓ Leave Approval HR
- ✓ Leave Requests
- ✓ Document Request
- ✓ Grievances/Request
- ✓ Staff Appraisal
- ✓ Opening Leave Balance
- ✓ Assign Task

Employee Master

The sub-menu *Employee Master* shows all the lists of employees that has been hired by the company. Details shows the Employee name, designation, department where they are working, which division, working company, Sponsor Company and the employee status.



	EID	Name	DOJ	Type	Designation	Department	Location	Status
<input type="checkbox"/>	CP2615	Sambhu Dayal Bairwa	13-08-2017	Worker	Marble Mason	Msheireb Hotel	AH-234	Active
<input type="checkbox"/>	CP2614	Ram Swaroop Bairwa	13-08-2017	Worker	Marble Mason	Msheireb Hotel	AH-234	Active
<input type="checkbox"/>	CP2613	Jimmy Liwanag Concepcion	05-08-2017	Worker	Curtain Maker	Florence Gallery	Florence Gallery	Active
<input type="checkbox"/>	CP2612	Vicente Liwanag Concepcion	05-08-2017	Worker	Curtain Maker	Florence Gallery	Florence Gallery	Active
<input type="checkbox"/>	CP2611	Rechard Ordonio Villaflores	03-08-2017	Worker	Furniture Carpenter	Furniture Factory	Joinery Factory	Active
<input type="checkbox"/>	CP2610	Roceila Padrique Espano	03-08-2017	Staff	Drafts Man	Design Dept	C.P Main Office	Active
<input type="checkbox"/>	CP2609	Ram Bahadur Muktan	29-07-2017	Worker	Helper	ISF Project	AH-236 ISF	Active
<input type="checkbox"/>	CP2608	Shamsher Rasaili	29-07-2017	Worker	Helper	ISF Project	AH-236 ISF	Active
<input type="checkbox"/>	CP2607	Suk Bahadur Kami	29-07-2017	Worker	Helper	ISF Project	AH-236 ISF	Active
<input type="checkbox"/>	CP2606	Rajkumar Yadav	27-07-2017	Worker	Spray Painter	Furniture Factory	Joinery Factory	Active

*When selecting the working company (if applicable), it will show list of all the employees based on the selected particular working company.

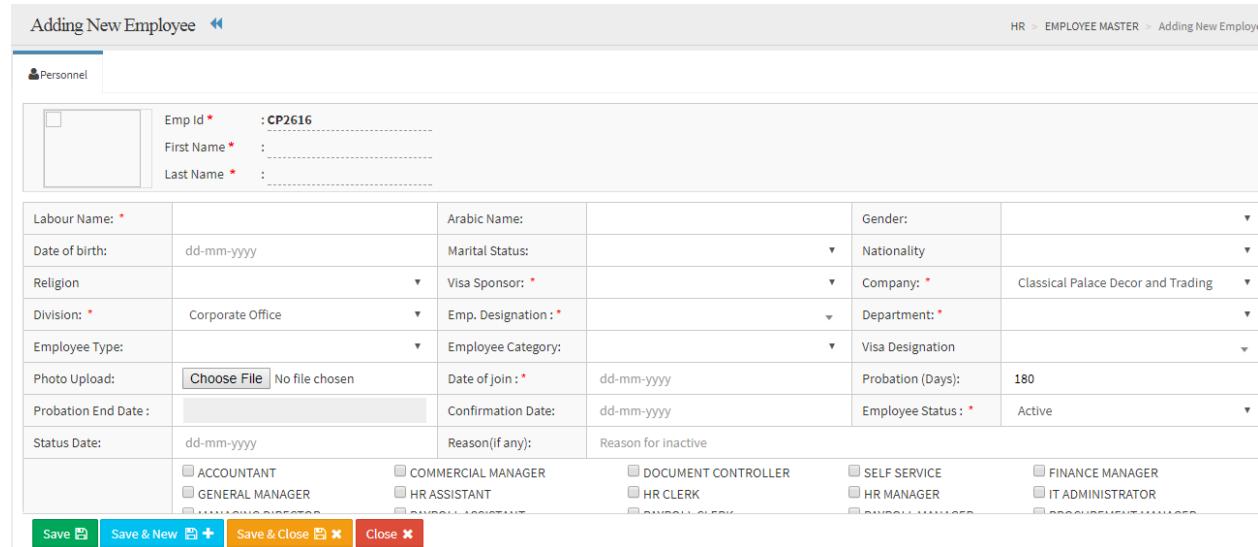
To add / edit:

- Select Employee in the main menu
- Select the sub menu Employee Master
- Select Company on drop downs
- Click **Add New +** button to add new employee and fill in
- Click save and close to go back into main page

For editing click  icon

Personnel: Add New Employee

Adding new employee page shows how you can add employee with all the necessary details especially those marked with * which are mandatory fields. Assigning a role is mandatory as each login features are designed based on the role given to the employee.


To add/ create:

- Select the main menu Employee. Select the sub menu Employee Master.
- Click **Add New +** button to add new details. Enter employee personnel details.
- Click **Save** and **Save & Close** to go back to main page.
- The field names marked with * are mandatory fields and without filling all the mandatory fields the record will not be saved.

Kith & Kin

This sub-tab is to record the family information and contacts person of employee.

◀ Editing Employee : Mohamad

Name: *				Relation: *		
Address:						
Mobile1:				Mobile2:		

To add/ create:

- Select the main menu Employee.
- Select the sub menu Employee Master.
- Click icon
- Select the tab Kith and Kin.
- Enter the family details.
- Click button to save update



This sub-tab is to record the previous experience information of employee such as previous company, position, date of joining and date of resignation from previous company.

◀ Editing Employee : Mohamad

Company: *			Position: *			Experice From : *		
Experience To: *	dd-mm-yyyy		Remarks:					

To add:

- Select the main menu Employee
- Select sub menu Employee Master
- Select the tab Experience
- Enter the experience details such position, company etc.
- Click the button to save the record or click the button to cancel the details

Salary

This sub-tab is to record the employee offered salary and monthly pay, as well as deduction elements.

Personnel	Kith & Kin	Experience	\$ Salary	Benefit	Postings&Promotions	Document	Gadget	Leave Package
Effect From(Year)	2016		Effect From(Month): *	Dec				Payment Mode: *
Select Bank	Select		Account No:					
OT: *	Select							

To add/ create (Salary information):

- Select the main menu Employee.
- Select the sub menu Employee Master.
- Select the tab Salary.
- Select the year and month the salary become effective.
- Select the payment mode details.
- Select OT (over time) pay option.
- Click to save details.

If new salary package is added, the old salary package become inactive and can view details of the old package by clicking the icon.

ADD SALARY ELEMENTS		
Category: *		Subcategory: *
Amount: *		
<u>MONTHLY PAY ELEMENTS</u>		
Basic Salary	7000.00	
Total Pay :	7,000.00	
Net Salary : 7,000.00		

- Select the salary category (monthly pay element, monthly deduction element)
- Select the sub category based on the category
- Enter the amount for each subcategory
- Click to add

*Salary details can be edited by clicking the icon. Save the record after editing by clicking (add new) button.

Benefit

This sub-tab is to keep record of employee offered benefit details such as air ticket, medical insurance, vehicle, petrol allowance etc.

Personnel	Kith & Kin	Experience	\$ Salary	Benefit	Postings&Promotions	Document	Gadget	Leave Package	Leaves
Benefit: *			Benefit Amount: *			Benefit From :	dd-mm-yyyy		
Benefit To:	dd-mm-yyyy		Status: *						
Remarks:	<input type="button" value="Save"/> <input type="button" value="Cancel"/>								

To add/create:

- Select the main menu Employee
- Select the sub menu Employee Master
- Select the tab Benefits
- Enter or select the offer benefit
- Click  to save or click  to cancel the details entered

Promotions

This tab is to keep record of posting and promotion details within the organization such as company, division, designation, dates regarding posting and remarks.

Editing Employee : Mohamad																				
Personnel	Kith & Kin	Experience	\$ Salary	Benefit	Postings&Promotions	Document														
Company: *		Division: *			Employee Designation :															
Post From: *	dd-mm-yyyy	Post To: *	dd-mm-yyyy		Status: *															
Remarks:																				
Search.. <input type="button" value="Search"/> <table border="1"> <thead> <tr> <th>Edit</th> <th>Remove</th> <th>Company</th> <th>Division</th> <th>Designation</th> <th>Post From</th> <th>Post To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Novo Healthcare Investments</td> <td>Corporate Office</td> <td>HR Manager</td> <td>01-01-2016</td> <td>01-01-2019</td> </tr> </tbody> </table>							Edit	Remove	Company	Division	Designation	Post From	Post To			Novo Healthcare Investments	Corporate Office	HR Manager	01-01-2016	01-01-2019
Edit	Remove	Company	Division	Designation	Post From	Post To														
		Novo Healthcare Investments	Corporate Office	HR Manager	01-01-2016	01-01-2019														

To add/ create:

- Select the main menu Employee
- Select the sub menu Employee Master
- Select the tab Posting and Promotions
- Enter the details of posting
- Finally left click  to the save the record or click  cancel button to cancel the details

Document

In this sub-tab document, the HR Manager can upload all documents related to employee. This is for reference.

Document Type: *		Document Reference:		Issue Date: *	dd-mm-yyyy
Expiry Date: *	dd-mm-yyyy	Remarks:			
Upload: *	<input type="button" value="Choose File"/> No file chosen				

To add/create:

- Select the main menu Employee.
- Select the sub menu Employee Master
- Select the tab Documents
- Select the type of document (Passport, visa, limited contract, unlimited contract and emirates ID)
- Select the date of issue and expiry date of the document
- Click the “Choose File” button and browse for the folder containing the document
- Select the file and click “open” to upload the file
- Click to save the record

RadiusERP v2

Gadget

This sub-tab is to keep a record of gadgets provided by the company to the employee.

Gadget Category: *		Gadget Item: *		Gadget Action: *	
Quantity: *		Unit: *		Issue Date: *	dd-mm-yyyy
Life in Months:		Next Issue Due:		Returnable:	
Date Return:	dd-mm-yyyy	Remarks:			

To add / create:

- Select the main menu Employee
- Select the sub menu Employee Master
- Select the tab Gadget
- Enter details of gadget
- Click button to save the record or click button to cancel the details

Leave Package

This tab is to assign leave package for an employee and the date from which it is effective. Appropriate leave package should be assigned to each employee at the time of entering employee details. Otherwise leaves cannot be recorded.

Personnel	Kith & Kin	Experience	Salary	Benefit	Postings&Promotions	Document	Gadget
Package Name:	Select	Effect From:	dd-mm-yyyy				
Remove	Post	Package Name	Effective From	Effective To			
	Posted	LPMS	01-01-2016	00-00-0000			

To add:

- Select the main menu Employee
- Select the sub menu Employee Master
- Select the tab Leave Package
- Select the Package name and effective date
- Click button to save the details
- Click icon to post the details of the leave package
- Once posted, editing or further modification cannot be done

Leaves

This sub-tab is used to view the leaves taken by the employee based on leave package. After entering *Rejoining date* -post the leaves, so that no more changes can be done.

Personnel	Kith & Kin	Experience	Salary	Benefit	Postings&Promotions	Document	Gadget	Leave Package	Leaves
Leave Category:	Select	Leave From :	dd-mm-yyyy	Expected Arrival:	dd-mm-yyyy				
Reason:									
Rejoin Date :	dd-mm-yyyy								
Search..									
Edit	Post	Leave Category	Leave From	Expected Arrival	Rejoin Date	Days Allowed	Days Availed	Days Short/Excess	
		Sick Leave-Without Pay	29-12-2016	01-01-2017	01-01-2017	3	3	0	

To add/ update:

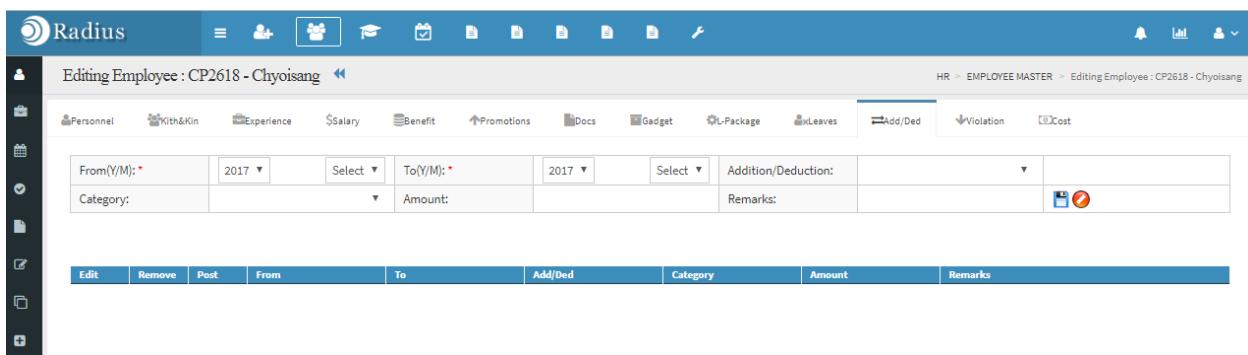
- Select the main menu Employee.
- Select the sub menu Employee Master.

- Click  for editing employee details.
- Select the tab Leaves.
- Click  to update the leave.
- Enter the rejoin date and save the details by clicking  button.
- Reconfirm the rejoin date.
- Then click  to post the leave

The date once posted cannot be edited.

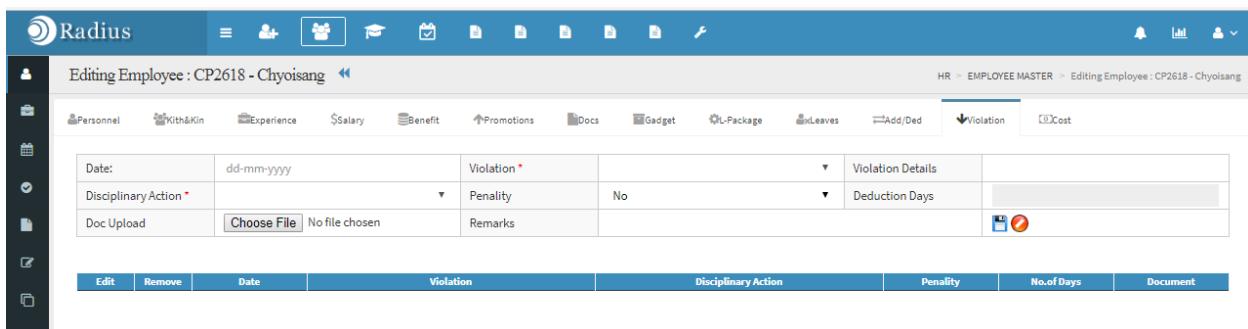
Add/Deduction

This tab is to input any additional payment and or deduction to employee.



Violation

This tab is to input record of any violation and types of disciplinary action to be taken for the employee. Also if there's corresponding penalty charge to be given employee. Documents could be uploaded to save for references.



Cost

This tab is to input all cost related to employee for references.

Edit	Remove	Invoice Date	Expense type	Expense Amount	Remarks
		12-08-2017	Employment Visa	300.00	Work visa

Leave Packages

This sub-menu is to define leave package offer for employees by the company. Here you can add, edit or delete a particular package list.

	Leave Package	Remarks
<input type="checkbox"/>	LLPW	for women
<input type="checkbox"/>	LLPM	for men

To add/ edit/ delete:

- Select the main menu Employee
- Select the sub menu Leave Package
- Click button to add new details

For editing, click icon and rename/update the details

For deleting, check box and

*Leave package contain two tabs:

- ✓ Leave package
- ✓ Package List

Package Name - Adding New Leave Package

This is to create new leave package by defining the package name.

Leave Package: *	LLPW	Remarks:	for women
Package Name	Package list		

- Select the main menu Employee
- Select the sub menu Leave Package
- Click **Add New +** button to add new details
- Enter the package name and remark
- Click **Save** and **Close** the details

Package List

This sub-tab is to define the package list by selecting leave type, days allowed, period, calculation type and when the leave package become active.

Leave Type: *		No Of Days: *		Period(Month): *	
Calculation Type: *		Eligible After(in Days): *			

Edit	Remove	Leave Type	No Of Days	Period(Month)	Calculation Type	Eligibility After(Days)
		ML-Maternity Leave-As Per Service	45	12	Full	180
		MW-Maternity Leave-Without Pay	100	12	Full	180
		SF-Sick Leave-Full Pay	15	12	Full	180
		SH-Sick Leave-Half Pay	30	12	Full	180
		SP-Special Leave-Without Pay	30	240	Full	180
		SW-Sick Leave-Without Pay	45	12	Full	180
		VF-Annual Leave-Full Pay	30	12	Perpetual	180

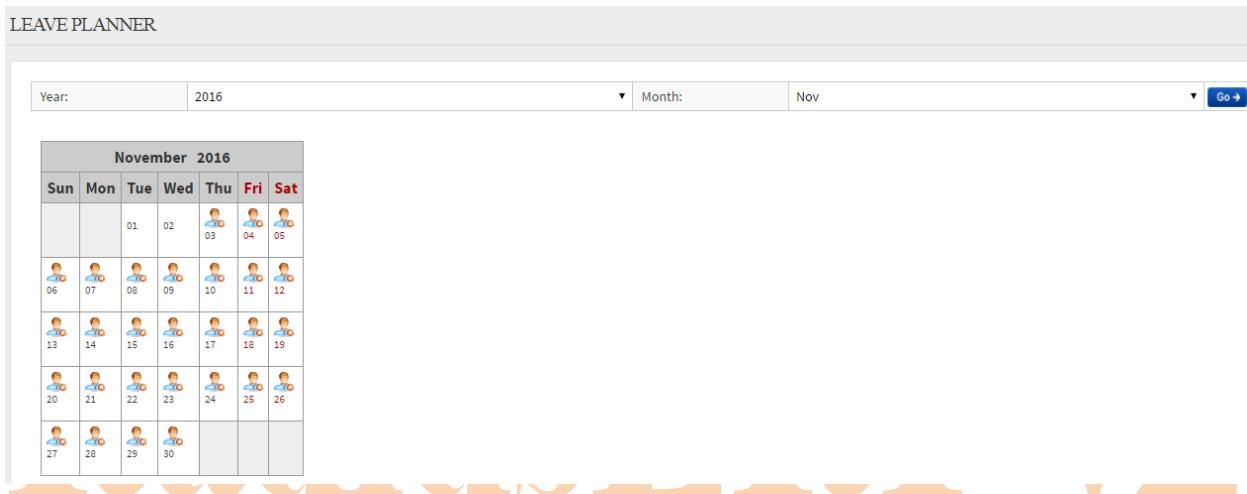
To add/create:

- Select the main menu Employee.
- Select sub-menu Leave Package.
- Select the sub-tab Leave package.
- Click **Add New +** button to add new details.
- Click to edit and select package list.

- Enter the package name.
- Click  to save the record or  cancel the entered package list.
- Click  and  to go back to main page.

Leave Planner

Leave Planner allow the HR Manager to plan and view employees' leave request approval.



November 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

To view:

- Select the main menu Employee Master
- Select the sub menu Leave Planner.
- Select year, month and press  (submit) button

On placing the cursor at  to get the details of employees on leave, such as name and leave type

Leave Approval - HR

This sub-menu is available only to **HR Manager**. Leave request appear on this page only after line manager (Site / Project In-charge) approval.

LEAVE REQUEST										
	Employee	Leave Category	Requested From	Requested To	Days Requested	Days Approved	Days Availed	Days Short/Excess	LM Status	HR Status
<input type="checkbox"/>	Ma. Conchita	Sick Leave-Full Pay	20-12-2016	21-12-2016	2	2			APPROVED	APPROVED
<input type="checkbox"/>	Ma. Conchita	Special Leave-Without Pay	19-12-2016	22-12-2016	4	3			APPROVED	APPROVED
<input type="checkbox"/>	Ma. Conchita	Sick Leave-Half Pay	11-12-2016	11-12-2016	1	5	5	0	APPROVED	APPROVED
<input type="checkbox"/>	Mohamad	Annual Leave-Full Pay	20-12-2016	27-12-2016	8				APPROVED	REJECTED

- Select the main menu Employee
- Select the sub menu Leave Approval HR
- Click  icon to approve or reject leave request



Editing Leave Request

[Employees](#) [Leave Request](#) [Editing Leave Request](#)

Request Id:	REQ-1150	Request Date :	28-12-2016	Requested Person	N002 - Reshma Rajeev																																																
Leave Category: *	Maternity Leave-As Per Service	Request From :	28-12-2016	Request To :	05-01-2017																																																
Reason:	urgent																																																				
LM Notes:																																																					
Alternative Contact No:	Approved From:	28-12-2016	Approved To:	05-01-2017	HR Notes:																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Leaves Type</th> <th>Period(Months)</th> <th>Entitled</th> <th>Carry Forward</th> <th>Eligible</th> <th>Total Available</th> </tr> </thead> <tbody> <tr> <td>Maternity Leave-As Per Service</td> <td>12</td> <td>45</td> <td>0</td> <td>45</td> <td>45</td> </tr> <tr> <td>Maternity Leave-Without Pay</td> <td>12</td> <td>100</td> <td>0</td> <td>100</td> <td>100</td> </tr> <tr> <td>Sick Leave-Full Pay</td> <td>12</td> <td>15</td> <td>0</td> <td>15</td> <td>15</td> </tr> <tr> <td>Sick Leave-Half Pay</td> <td>12</td> <td>30</td> <td>0</td> <td>30</td> <td>30</td> </tr> <tr> <td>Special Leave-Without Pay</td> <td>240</td> <td>30</td> <td>0</td> <td>30</td> <td>30</td> </tr> <tr> <td>Sick Leave-Without Pay</td> <td>12</td> <td>45</td> <td>0</td> <td>45</td> <td>45</td> </tr> <tr> <td>Annual Leave-Full Pay</td> <td>12</td> <td>30</td> <td>15</td> <td>20</td> <td>43</td> </tr> </tbody> </table> <p style="text-align: center;">My leave package : LPFS (since 01-01-2016)</p>						Leaves Type	Period(Months)	Entitled	Carry Forward	Eligible	Total Available	Maternity Leave-As Per Service	12	45	0	45	45	Maternity Leave-Without Pay	12	100	0	100	100	Sick Leave-Full Pay	12	15	0	15	15	Sick Leave-Half Pay	12	30	0	30	30	Special Leave-Without Pay	240	30	0	30	30	Sick Leave-Without Pay	12	45	0	45	45	Annual Leave-Full Pay	12	30	15	20	43
Leaves Type	Period(Months)	Entitled	Carry Forward	Eligible	Total Available																																																
Maternity Leave-As Per Service	12	45	0	45	45																																																
Maternity Leave-Without Pay	12	100	0	100	100																																																
Sick Leave-Full Pay	12	15	0	15	15																																																
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Annual Leave-Full Pay	12	30	15	20	43																																																

[Save](#) [Approve](#) [Reject](#)

HR Manager can either approve or reject leave request.

For approval:

- Edit approved from date or approved to date and enter HR Notes
- Click  button. Click “approve” button

Document Requests

In this sub-menu shows details of employee document requests. HR Manager can either approve or reject the document requested. HR Manager can also assign HR clerk to approve the request.

Document Request					
Request ID: *	DR-10014	Date of Request: *	20-12-2016	Document Type: *	Passport
Remarks:	urgent				
Upload Document:	<input type="button" value="Choose File"/> No file chosen				
Remarks by HR:					
Authorised To:		Dead Line :	dd-mm-yyyy	Status:	REQUESTED
Completed On :	dd-mm-yyyy	Action Taken :			
<input type="button" value="Save"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Send to HR Clerk"/>					

- Select the main menu Employees.
- Select the sub menu Document Request.
- Click  icon

* If HR Manager direct approval of the document requested:

- Click the “Choose File” button and select the folder containing the document (password, visa etc.).
- Click  button.
- Click “Approve” button.
- Status changes to “closed”.

*If HR Manager assigns the document uploading to HR Clerk,

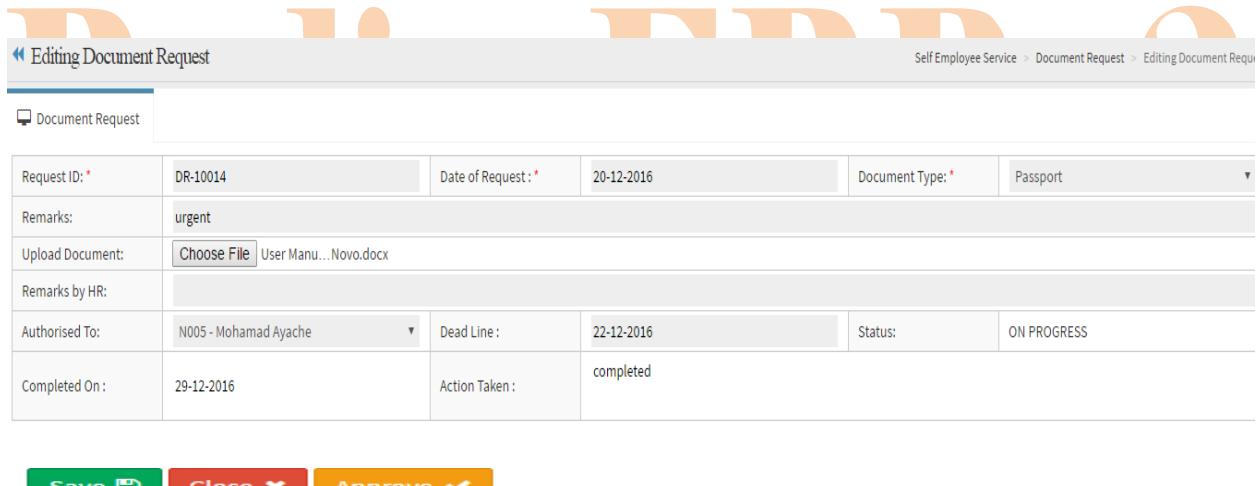
- Select the “authorized to” (Name of the HR Clerk).
- Click  button.
- Click “Sent to HR Clerk”.
- Status changes to “On Progress

HR Clerk – Login: Document Request

Show lists of all document requests and its status.

DOCUMENT REQUEST					
	Request ID	Request Date	Document Type	Request Status	From
<input type="checkbox"/> 	DR-10014	20-12-2016	Passport	ON PROGRESS	Reshma Rajeev
<input type="checkbox"/> 	DR-10013	17-12-2016	Visa	CLOSED	Ma. Conchita Jalandoni
<input type="checkbox"/> 	DR-10012	17-12-2016	Passport	CLOSED	Ma. Conchita Jalandoni

- Select the main menu Employees
- Select the sub menu Document Request
- Click  icon to take necessary action for document request



The screenshot shows the 'Editing Document Request' page. The form fields are:

Request ID:*	DR-10014	Date of Request:*	20-12-2016	Document Type:*	Passport
Remarks:	urgent				
Upload Document:	<input type="button" value="Choose File"/> User Manu...Novo.docx				
Remarks by HR:					
Authorised To:	N005 - Mohamad Ayache	Dead Line:	22-12-2016	Status:	ON PROGRESS
Completed On :	29-12-2016	Action Taken:	completed		

At the bottom are three buttons: **Save**, **Close**, and **Approve**.

- Click the “Choose File” button and select the folder containing the document (visa, passport copy etc.).
- Select the completed on date and enter the action taken.
- Click  button then click “approve” button.
- Status changes to “Closed”.

Grievances / Requests

In this sub-menu the HR Manager can view details regarding the employee grievances and request. He can either assign HR Clerk to take necessary action or reject the request.

Grievance					
Request ID:	GRQ-2026	Date of Request:*	19-12-2016	Request Type:*	Grievance
Description:*	Request for ac technician				
Remarks by HR:					
Authorised To:		Dead Line :	dd-mm-yyyy	Status:	Pending
Completed On :	dd-mm-yyyy	Action Taken :			

Send to HR Clerk ✓
Reject ✗

- Select the main menu Employees.
- Select the sub menu Grievances/ Request.
- Click  icon to take necessary steps.

HR Manager assigns HR Clerk to take necessary action:

- Enter the remarks of HR Manager.
- Select the “authorized to” (Name of the HR Clerk).
- Select the dead line date.
- Click the “Sent to HR Clerk”.
- Status changes to “On Progress”.

HR Clerk – Login: Grievances/Request

Below shows list all grievances/requests from employees and its status.

GRIEVANCE / REQUEST								
<input type="text" value="Search..."/> <input type="button" value="Q"/> <input type="button" value="C"/> Show 15 Entries								
	Request ID	Date	Type	From	Description	HR Remarks	Closed On	Status
<input type="checkbox"/> 	GRQ-2026	19-12-2016	Grievance	Reshma Rajeev	Request for ac technician			On Progress

- Select the main menu Employees.
- Select the sub menu grievances/ request.
- Click  icon to take necessary action.

Editing Grievance : GRQ-2026

Recruitment > Grievance

Request ID:	GRQ-2026	Date of Request:	19-12-2016	Request Type:	Grievance
Description:	Request for ac technician				
Remarks by HR:					
Authorised To:	N005 - Mohamad Ayache	Dead Line:	21-12-2016	Status:	On Progress
Completed On:	dd-mm-yyyy	Action Taken:			

Close Grievance ✓

- Select completed on date and enter the action taken.
- Click “close grievance” button.
- Status changes to “Closed”.

KPI – Key Performance Indicator

This feature is to document and monitor the KPI employees as per employee type.

The screenshot shows the Radius HR software interface. At the top, there's a blue header bar with the 'Radius' logo and various icons. Below it, a main window titled 'KEY PERFORMANCE INDICATOR'. On the left, there's a vertical sidebar with icons for users, calendar, and other HR functions. The main content area has a table with columns for 'Serial No.' and 'Description'. A dropdown menu is open over the 'Select Staff Type' field, listing ten categories: Select, Admin/Support, Operation Management, Professional, Sem-Skilled, Senior Management, Skilled, SR Professional, Supervisor, Top Management, and Unskilled. The 'Select' option is highlighted.

To add:

- Select Staff Type desired
- Click Add **Add New +**
- Fill-in the fields and save **Save**

Staff Appraisal

In this sub-menu, employees individual performance is assess and evaluate to be candidate for promotions. This is also for devising or reorganizing job functions to better fit the position.

Staff appraisal can only be requested by the Site / Project In-Charge

Opening Leave Balance

Opening leave balance consists of all details regarding the employee leave balances before the application starts.

	Employee	Leave Type	Balance Days
<input type="checkbox"/>	Vishal Victor	Annual Leave	10

- Select Employees in the main menu.
- Select sub menu Opening Leave Balance.
- Click icon to take necessary editing.
- Click button for adding new leave opening balance.

Assign Task

In this sub-menu, line manager can assign a task to subordinates.

Task					
Task Date: *	21-12-2016	Task Time : *	9:00 am	Priority: *	Urgent
Status:	Open	Assign to: *	N005-Mohamad Ayache		
Task Details: *	submit the total expense of november				

- Select Employees in the main menu.
- Select sub menu Assign Task.
- Select employee to whom work has to assign.
- Enter the task details, priority and time.
- Click to save the details.

Status will change automatically from "open" to "closed" or "on progress" depending on the work status of the assigned person.

Trainings

This is conducted by the Radius ERP team company to employees. For improvements, updates throughout the implementation process to meet your needs.

Training Institutes

This sub-menu consists of training institutes details.

TRAINING INSTITUTE				
		Search... Show 15 Entries		
	Institute Name	Telephone	Email	Contact Person
	Emirate institute	009222676	khalil.super@gmail.com	khalil parker
	Emerati Institute	042534661	yahramed_ilgamal@ei.ae	Yahra Mohammed Ilgamal

Page 1 of 1 1 Result 0-15 of total 2 Records

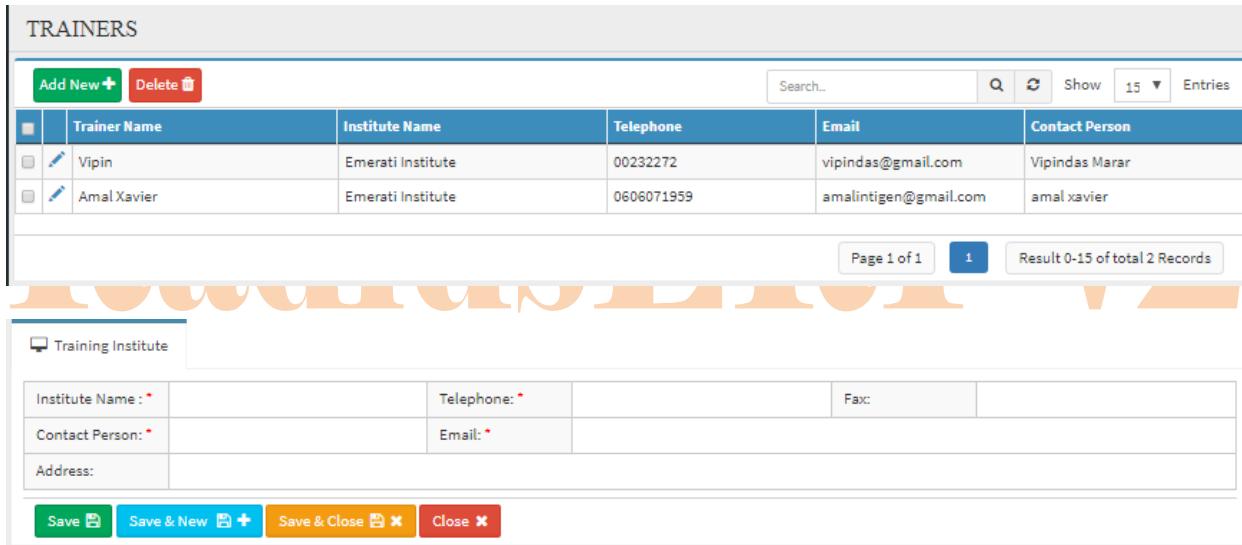
Adding Training Institute

Training Institute				
Institute Name: *	Telephone: *	Fax:		
Contact Person: *	Email: *			
Address:				

- Select Trainings in the main menu.
- Select sub menu Training Institutes.
- Click  to add new training institute details.
- Enter the details for the training.
- Click  to save the details.
- For deleting, mark the check box then click  button.
- Click  for editing then enter the changes, click 

Trainer

These are the professional people behind the ERP system, provides the help and information you need to keep the Radius ERP version 2 working for you and your end users.



The screenshot shows the 'TRAINERS' module. At the top, there are buttons for 'Add New +' and 'Delete'. Below is a search bar and a table with columns: Trainer Name, Institute Name, Telephone, Email, and Contact Person. Two rows are listed:

	Trainer Name	Institute Name	Telephone	Email	Contact Person
<input type="checkbox"/>	Vipin	Emerati Institute	00232272	vipindas@gmail.com	Vipindas Marar
<input type="checkbox"/>	Amal Xavier	Emerati Institute	0606071959	amalintigen@gmail.com	amal xavier

At the bottom, there are buttons for 'Page 1 of 1', '1', and 'Result 0-15 of total 2 Records'. Below this is a 'Training Institute' form with fields for Institute Name, Telephone, Email, Fax, and Address. At the bottom of the form are buttons for 'Save', 'Save & New', 'Save & Close', and 'Close'.

How to add /edit:

- Select Trainings in the main menu.
- Select sub-menu Trainers.
- Click  and enter the conducting trainor details.
- Click  to save the details.
- Click  for editing.

The field names marked with * are mandatory fields and without filling all the mandatory fields in the record will not be saved.

Training Program

This sub-menu is for the information of program that will about to take place. Listings of qualified employees who will be joining the training.

		Add New +	Delete -	Search..			Show 15	Entries
	Programme Name	Remarks	Status	Posted				
<hr/>								
Page 1 of 0 Result 0-15 of total 0 Records								

Training Programme

Training Programme: *	Employees: *	
Status: *	▼	Remarks:

Save **Close**

How to add/ edit/ post

- Select Training in main menu
- Select sub-menu Training Program
- Click **Add New +** to add program and select employees who will be joining
- Click **Save** to save the details and **Post** (bottom right side)
- To edit, click **UnPost** then rename or update the details, click **Save** then post.

Editing Training Programme : ERP Module

Training Programme

Training Calendar Already Prepared. Can't Unpost

OK

CP261 - Priya Chakkungal Krishnan ✖ CP404 - Shafeena Ciraj
NORALYN UNTALAN EVANGELIO

Training Programme : *	ERP Module
Status: *	Completed
	▼ Remarks:

Sl No	Employee Name	Department	Designation
1	Kunal Krushnaraj Hora	Hr	Hr Coordinator
2	Joseph Ghafari	Admin	SR Commercial Manager
3	Priya Chakkungal Krishnan	Procurement	Procurement Manager
4	Shafeena Ciraj	Procurement	Sr Procurement Engineer
5	Tenison Gunasinghe Uruliyangage Don	Qs	Commercial Manager
6	NORALYN UNTALAN EVANGELIO	Purchase	Document Controller

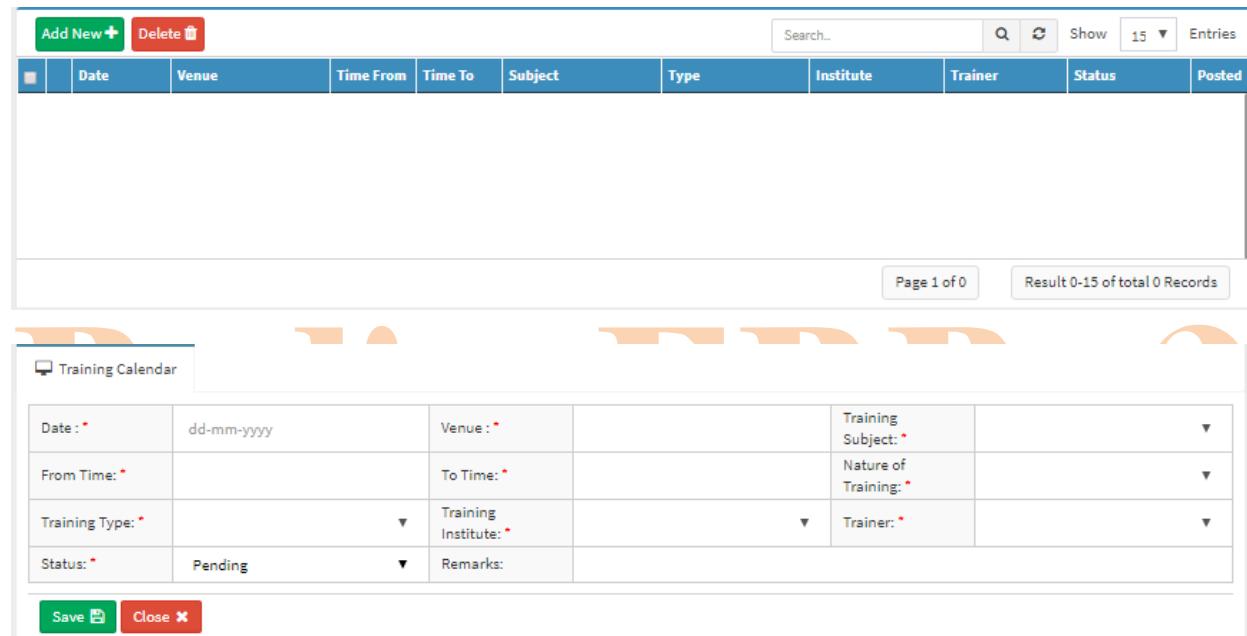
Once Training Calendar is posted, Training Program cannot be edited.

If editing is needed in the Training Program menu, click  in the Training Calendar first.

*There is a Pop up question showing each time you post, choose "CANCEL" Or "OK"

Training Calendar

This sub-menu contains information of the time schedule, trainer, trainee and venue where the program will take place.



	Date	Venue	Time From	Time To	Subject	Type	Institute	Trainer	Status	Posted

Page 1 of 0 Result 0-15 of total 0 Records

 Training Calendar

Date: *	dd-mm-yyyy	Venue: *		Training Subject: *	
From Time: *		To Time: *		Nature of Training: *	
Training Type: *		Training Institute: *		Trainer: *	
Status: *	Pending	Remarks:			

How to add/ create/ edit:

- Select Training in the main menu.
- Select sub-menu Training Calendar.
- Click  to enter details and click  to save.
- To edit, click  then rename/update the information, click save
- To edit the status of attendee, click  update status then click .
- After updating click  then .

*There is a Pop up question showing each time you post, choose "CANCEL" Or "OK"

Training Completion

In this sub-menu, record of completion on training program will be shown and its training certificate.

TRAINING COMPLETION											
Search... <input type="button" value="Search"/> <input type="button" value="Reset"/> Show 15 Entries											
Date	Venue	Time From	Time To	Subject	Type	Institute	Trainer	Status	Posted		
2017-08-19	CPS training center	9:00 am	4:00 pm	Safety Training	Offline Training	Emerati Institute	Vipin	Pending	YES		
Page 1 of 1 <input type="button" value="1"/> Result 0-15 of total 1 Records											

« Editing Training Calendar Appraisal Request > Editing Training Calendar

Training Certificate					
Date	19-08-2017	Venue	CPS training center	Training Subject	Safety Training
From Time	9:00 am	To Time	4:00 pm	Nature of Training	Internal
Training Type	Offline Training	Training Institute	Emerati Institute	Trainer	Vipin
Status	Pending	Remarks			

How to edit:

- Select Training 
- in the main menu.
- Select sub-menu Training completion
- Click 
- to view and edit the details.

Then you can rename, update the status of the attendee by clicking 

Upload file to record the certificate then Click  to save the update details.
 Click 

Once posted it cannot be edited.

Attendance

This menu is to allocate employee. To monitor and track the time in and out of each employee in a fast and easy way through excel upload.



Attendance menu comes under HR login and HR personnel has the right to allocate employee to different shifts.

Under Attendance there are sub divisions such as:

- ✓ Holiday
- ✓ Daily Timesheet
- ✓ Upload Timesheet
- ✓ Post Upload Timesheet

Holiday

HR can add holiday details on this page. These details can be viewed by all loggings.

The screenshot shows two parts of a software interface. The top part is a 'HOLIDAY LIST' table with columns for Date and Holiday Name, containing entries for Eid Al Fitr, labor day, and national day. The bottom part is a 'Adding Holiday List' form with fields for Date (dd-mm-yyyy) and Holiday Name, and buttons for Save, Save & New, Save & Close, and Close.

	Date	Holiday Name
<input type="checkbox"/>	14-06-2017	Eid Al Fitr
<input type="checkbox"/>	31-05-2017	labor day
<input type="checkbox"/>	01-06-2017	national day

How to add/ edit:

- Select Attendance in the main menu
- Select sub-menu Holiday
- Click **Add New +** and enter the official holiday, click **Save**
- To edit, click update or rename, click **Save** or **Save & Close** to go back to main page

Time Sheet

A Station In-Charge (Manager in-charge/ site in-charge) will oversee operations of activity center on a day-to-day basis, and ensure that work is done on time. It's his duty to maintain the time sheet of employees working under him.

An employee timesheet is a method for recording and tracking the amount of an employee's time spent working. It can report total hours worked. Employee timesheets are primarily used for payroll. The hours worked provide a record for time to be paid.

Upload Timesheet

	Year	Month	Project	Job Type
2017	08	AH-234	Interior	
2017	07	AH-240	Construction	
2017	07	Thumama Villa	Construction	
2017	07	AH 194A	MEP	

Adding attendance upload list

Attendance Upload	Year: 2017	Month: Select	Project: Select	Job Type: Select
-------------------	------------	---------------	-----------------	------------------

Editing attendance upload list: 07/2017

Attendance Upload	Year: 2017	Month: Jul	Project: RR 07	Job Type: Construction
-------------------	------------	------------	----------------	------------------------

To upload timesheet:

- Select **Add New +** and enter the file detail, click **Save**
- After saving, Click "add excel" to begin upload.
- Click **Save** or **Save & Close** to go back into main page

Post Uploaded Timesheet

Here, HR Manager can view the daily timesheet that has been uploaded.

To view and edit:

- Select Attendance in the main menu.
 - Select sub-menu Post Uploaded Timesheet.
 - Enter the date and activity center, click 
 - Time and other detail can be edited or update, check 
 - Then click  to save the updated timesheet and post

Once posted it cannot be edited.

Monthly Timesheet

This is to view and approve the monthly timesheet of employee. HR Manager can edit or update employee details. The formal act of approving the time sheet is done by HR Manager. HR Manager has the right to verify the attendance and can do any adjustment if necessary.

MONTHLY TIMESHEET APPROVAL					
Year:	2017	▼	Month:	Select	▼ working days
<input type="button" value="Go →"/>					

MONTHLY TIMESHEET APPROVAL														
Year:		2017		Month:	Jun		31		Go →					
Sl No	Code	Name	Normal Hrs	Std OT	Spl OT	Days Present	Days Absent	Paid Leave	Unpaid Leave	Payroll Days	Remarks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	CP1380	Dhan Bahadur	268.00	52.00	00:00	30	0	0		31		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	CP1551	Jay Deep	194.00	16.00	00:00	30	0	0		31		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	CP1081	Mimaj	168.00	00.00	06:00	30	0	0		31		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	CP1724	Abraham	339.00	88.00	45:00	30	0	0		31		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	CP1404	Jankha Ravindra	204.00	00.00	00:00	30	0	0		31		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	CP1574	Tek Bahadur	236.00	44.00	00:00	27	3	0		31		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	CP1143	Rovel Bobis	216.00	10.00	00:00	30	0	0		31		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	CP1754	Makesher Sada	188.00	16.00	00:00	30	0	0		31		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	CP1428	Damber Bahadur	346.00	85.00	44:00	30	0	0		31		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	CP1585	Manuelito Palme	246.00	46.00	00:00	28	2	0		31		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To approve:

- Select Attendance in the main menu
- Select sub-menu Monthly Timesheet
- Enter the year and month then click **Go →**
- Timesheet is now ready to view and update.

- Check box and click  to save update details.
- Click  to approve.



HR report are all detailed data reports useful for HR Manager. Here, he can view all the information he needed and print, he can also export a copy through excel.

Recruitments

RECRUITMENT REPORT										
Requester Person:				Terry Marar		Go →				
Recruitment										
Sl No	Req.ID	Req.Date	Activity Center	Job Position	Experience(Yrs)	Requester	Qty.Approved	Action Taken	Start Date	End Date
1	REQ-1006	15-08-2017	Transportation	Driver	5	Terry Marar				
2	REQ-1005	15-08-2017	Transportation	Helper	4	Terry Marar	1	Recruit new employees	16-08-2017	31-08-2017
3	REQ-1004	15-08-2017	Transportation	Driver	4	Terry Marar	1	Recruit new employees		
4	REQ-1003	25-05-2017	Accounts	Archives clerk	3	Terry Marar				
5	REQ-1001	24-05-2017	IT	IT Technician	8	Terry Marar	2	Recruit new employees	24-05-2017	31-05-2017
Sl No	Applicant Name		Position Sought	Interview Date	Interviewer		Interview Status	Joining Date	Salary Offered	
1	Romar Hosain		IT Technician							
2	Dyn Monterde		IT Technician	30-05-2017	1. Jerry Pitt 2. Terry Marar		Selected	01-06-2017	2500.00	
3	Eddie Villaos		IT Technician							
4	Zhandell Kameez		IT Technician	30-05-2017	1. Terry Marar		Selected	01-06-2017	2500.00	

To view/download/print:

- Click sub-menu Recruitments
- Enter the name of requester and click 
- Lists of detailed information will display
- To export or download the file, click 
- To print, click 

Appraisal

APPRAISAL REPORT

Employee :	Aneeka Amar	Go →	Export	Print								
Appraisal Report : Aneeka Amar												
Date	Assessed by	Emp ID	Appraisal Reason	Date of Join	Current Salary	Last Inc.Date	Last Inc.Amount	Proposed Position	Proposed Salary	HR Proposed Salary		
24-05-2017	Jerry Pitt	CSE004	Half Yearly	20-07-2005	2000	31-05-2017	1000	Administrative Supervisor	3500	3000		
HR Comments After reading your performance appraisal report. You have passed and met our expectations and in every category in the performance appraisal form. Good luck.												
Approval Comments We have carefully reviewed your performance report and met our expectations and in all mentioned category. The department decided to promote you for the position of Administrative Supervisor. You will be raise 50% on your current salary. Goodluck to your new position and responsibilities and we are expecting that you will give your best to make our department proud once again.												
Sl No	Factor	Marks	Grade	Comments								
1	Skills Enhancement	5	Very good									
2	Analysis Skills	10	Outstanding									
3	Commitment to Work	8	Excellent									
4	External Communication	5	Very good									
5	Internal Communication	8	Excellent									
New Position		Approved Salary										
Administrative Supervisor		3000										

To view/download/print:

- Click sub-menu Appraisal
- Enter employee name and click 
- Employee's appraisal detailed report will show
- To export or download the file, click 
- To print, click 

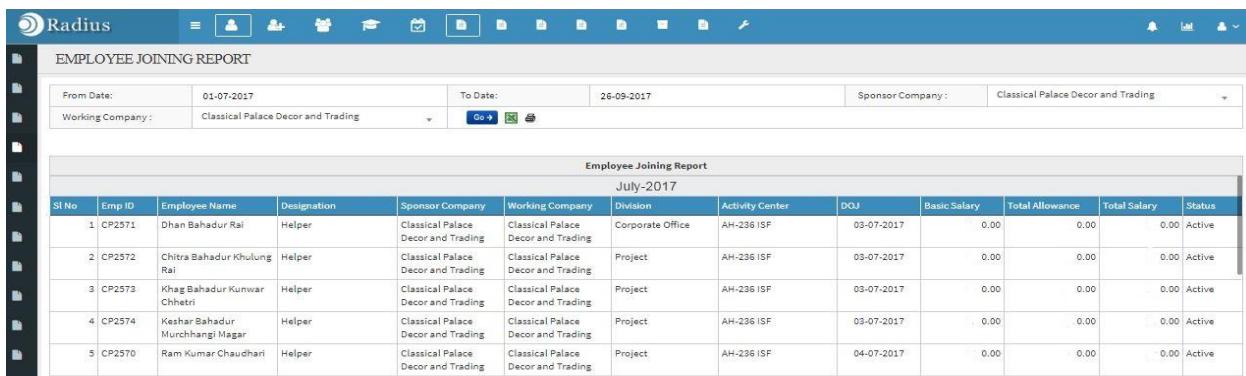
Grievances

GRIEVANCE / REQUEST REPORT

From Date:	01-05-2017	To Date:	20-08-2017	Grievance/Request:	Grievance	
Employee From:		Status:	All	Go →	Export	
Grievance / Request						
Sl No	Request ID	Request Date	Type	From	Closed On	Status
1	GRQ-1004	24-05-2017	Grievance	Jamiere Al Sayed	27-05-2017	Closed
	Action Taken :	written warning				

To view/download/print:

- Click sub-menu Grievances
- Enter the dates and other details, click 
- Detailed Grievance /request report will display 
- To export or download the file, click 
- To print, click 

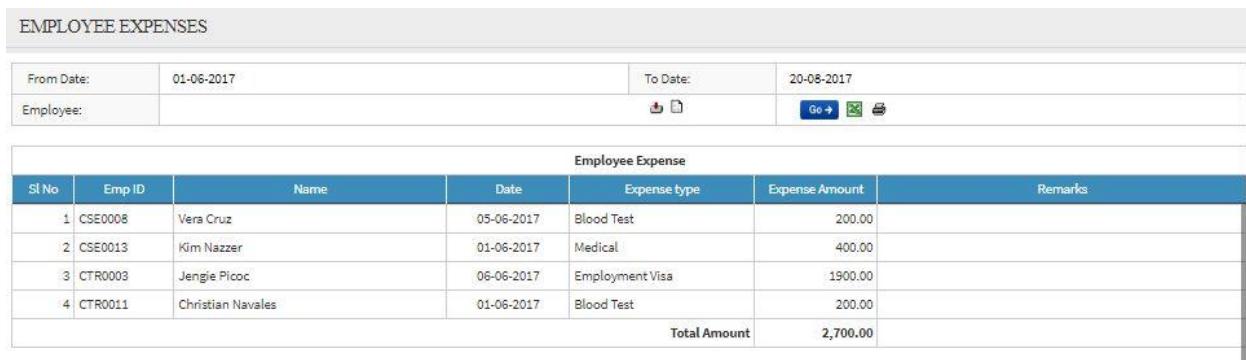
Joining Report


The screenshot shows the 'EMPLOYEE JOINING REPORT' section of the Radius ERP interface. At the top, there are date filters ('From Date: 01-07-2017' and 'To Date: 26-09-2017'), a 'Working Company' dropdown set to 'Classical Palace Decor and Trading', and a 'Sponsor Company' dropdown also set to 'Classical Palace Decor and Trading'. Below these are two buttons: 'Go →' and 'File' (with icons for download and print). The main area displays a table titled 'Employee Joining Report' for July-2017. The table has columns for Sl No, Emp ID, Employee Name, Designation, Sponsor Company, Working Company, Division, Activity Center, DOJ, Basic Salary, Total Allowance, Total Salary, and Status. Five rows of data are listed, showing information for employees CP2571 through CP2575.

Employee Joining Report												
July-2017												
Sl No	Emp ID	Employee Name	Designation	Sponsor Company	Working Company	Division	Activity Center	DOJ	Basic Salary	Total Allowance	Total Salary	Status
1	CP2571	Dhan Bahadur Rai	Helper	Classical Palace Decor and Trading	Classical Palace Decor and Trading	Corporate Office	AH-236 ISF	03-07-2017	0.00	0.00	0.00	Active
2	CP2572	Chitra Bahadur Khulung Rai	Helper	Classical Palace Decor and Trading	Classical Palace Decor and Trading	Project	AH-236 ISF	03-07-2017	0.00	0.00	0.00	Active
3	CP2573	Khag Bahadur Kunwar Chhetri	Helper	Classical Palace Decor and Trading	Classical Palace Decor and Trading	Project	AH-236 ISF	03-07-2017	0.00	0.00	0.00	Active
4	CP2574	Keshar Bahadur Munchhangi Magar	Helper	Classical Palace Decor and Trading	Classical Palace Decor and Trading	Project	AH-236 ISF	03-07-2017	0.00	0.00	0.00	Active
5	CP2570	Ram Kumar Chaudhari	Helper	Classical Palace Decor and Trading	Classical Palace Decor and Trading	Project	AH-236 ISF	04-07-2017	0.00	0.00	0.00	Active

To view/download/print:

- Click sub-menu Joining report
- Enter the required data and click 
- Detailed Joining report will show 
- To export or download, click 
- To print, click 

Employee Cost


The screenshot shows the 'EMPLOYEE EXPENSES' section of the Radius ERP interface. At the top, there are date filters ('From Date: 01-06-2017' and 'To Date: 20-08-2017'), an 'Employee' dropdown, and three buttons: 'Go →', 'File' (with icons for download and print), and a 'Print' button. The main area displays a table titled 'Employee Expense' with columns for Sl No, Emp ID, Name, Date, Expense type, Expense Amount, and Remarks. Four expense entries are listed, totaling 2,700.00.

Employee Expense						
Sl No	Emp ID	Name	Date	Expense type	Expense Amount	Remarks
1	CSE0008	Vera Cruz	05-06-2017	Blood Test	200.00	
2	CSE0013	Kim Nazzer	01-06-2017	Medical	400.00	
3	CTR0003	Jengie Picoc	06-06-2017	Employment Visa	1900.00	
4	CTR0011	Christian Navales	01-06-2017	Blood Test	200.00	
					Total Amount	2,700.00

To view/download/print:

- Click sub-menu Employee Cost
- Enter the required data and click 
- Detailed employee expense lists will display
- To export or download, click 
- To print, click 

Violation Details

DISCIPLINE										
From Date:		01-05-2017		To Date:		20-08-2017				
Employee:										
Discipline										
Sl No.	Emp ID	Name	Date	Violation	Details	Action Taken	Penalty	No.of days		
1	CSE0001	Biju C	02-05-2017	Leaving work earlier		Written Warning	No			
2	CSE0002	Anish Ramakrishna	09-05-2017	Found drunk	caught in the act	Written Warning	No			
3	CSE0006	Joy Canlas	03-06-2017	Absenteeism		Written Warning	No			
4	CSE0007	Liam Neelo	01-06-2017	Leaving work earlier		Written Warning	No			
5	CSE0011	Vimal Siju	08-06-2017	Bad Attitude & Behavior		Final Warning	No			
6	CTR0005	Ameer Rameej	04-05-2017	Leaving work earlier		Written Warning	No			
7	CTR0007	Jerry Pitt	01-06-2017	Found drunk		Final Warning	No			
8	CTR0011	Christian Navales	01-05-2017	Leaving work earlier		Written Warning	No			

To view/download/print:

- Click sub-menu Violation details
- Enter the required data and click 
- To export or download, click 
- To print, click 

Employee Roles

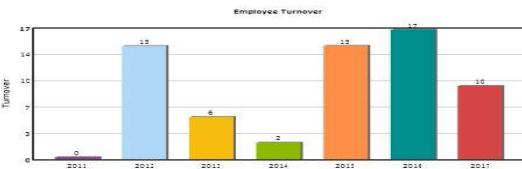
EMPLOYEE ROLES								
Employee:	Jerry Pitt	Roles:	PROJECT INCHARGE	Status:	Active		Go →	Export
Employee Roles								
Sl No	Emp ID	Employee Name	Department	Designation	Reporting Officer	Role		Status
1	CTR0007	Jerry Pitt	Sales	Sales In-Charge		PROJECT INCHARGE		Active

To view/download/print:

- Click sub-menu Employee roles
- Enter the required data and click 
- To export or download, click 
- To print, click 

Employee Turnover

This is to view the rate at which an employer loses employee. Based on the turnover rate graph, details will generated automatically.

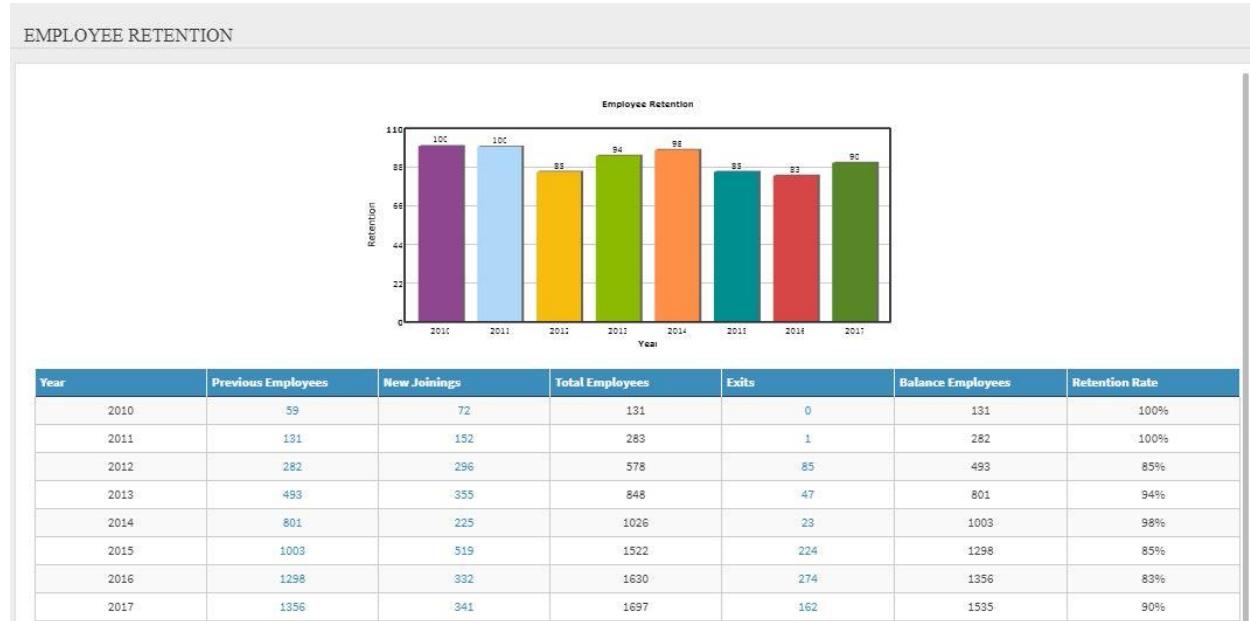
EMPLOYEE TURNOVER						
						
Employee Turnover						
Year	Previous Employees	New Joinings	Total Employees	Exits	Balance Employees	Turnover Rate
2010	59	72	131	0	131	0%
2011	131	152	283	1	282	0%
2012	282	296	578	85	493	15%
2013	493	355	848	47	801	6%
2014	801	225	1026	23	1003	2%
2015	1003	519	1522	224	1298	15%
2016	1298	332	1630	274	1356	17%
2017	1356	341	1697	162	1535	10%

To view:

- Click sub-menu Employee turnover

Employee Retention

Employee retention is a phenomenon where employees are encouraged to remain within the organization for some long period of time. This graph is constructed based on the retention rate.

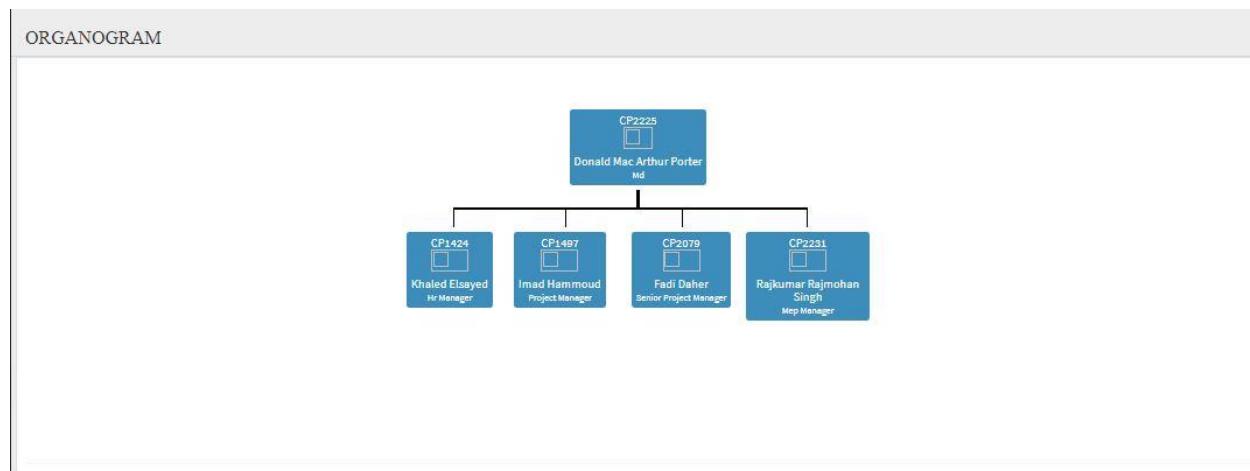


To view:

- Click sub-menu Employee retention

Organogram

Organogram is a chart showing the line of responsibility between departments of a large organization.



To view:

- Click sub-menu Organogram

User Log

This is to monitor and check the logins of users.

USER LOG						
From Date:		01-09-2017	To Date:	26-09-2017	User:	
Sl No	Action Date	Action Time	User ID	User IP Address	Table Name	Action Type
1	14-09-2017	11:30:01	CP1231	92.97.250.64	t_activitycenter	INSERT
2	14-09-2017	12:00:46	CP1231	92.97.250.64	t_activitycenter	UPDATE
3	14-09-2017	12:01:58	CP1231	92.97.250.64	e_documents	INSERT
4	14-09-2017	12:50:25	CP1231	92.97.250.64	e_documents	INSERT
5	14-09-2017	12:51:21	CP1231	92.97.250.64	in_incharges	INSERT
6	14-09-2017	01:38:52	CP1231	92.97.250.64	in_productcategory	INSERT
7	14-09-2017	12:39:07	CP1231	92.97.250.64	in_productcategory	DELETE
8	16-09-2017	02:10:16	CP2074	86.98.54.40	in_itemhead	INSERT
9	16-09-2017	02:11:46	CP2074	86.98.54.40	in_itemline	INSERT
10	16-09-2017	02:20:15	CP1231	86.98.54.40	in_itemhead	INSERT

To view:

- Click sub-menu *User log*

Employee Reports

Employee report consists of all detailed reports regarding the employee. For convenience the employee reports are grouped into following categories. This is for the view, download and print only.

Employee Summary

This is to view the complete information of employee.

EMPLOYEE SUMMARY																																																																																																								
Employee:	Khaled Elsayed			Additional Sections:	> KPI & KAN	> Experience	> Salary																																																																																																	
Employee Summary																																																																																																								
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To view/download/print:

- Click sub-menu Employee summary
- Enter the name of employee, click
- To download, click
- To print, click

Employee Master

Here you can search by employee I.D or by name to view the information.

The screenshot shows two instances of the 'EMPLOYEE MASTER REPORT' interface. The top instance is a search/filter configuration screen with various checkboxes for fields like EMPNO, COMPANY, and STATUS. The bottom instance shows the results for a search term 'KHALED'. It includes a search bar, download/print icons, and a table titled 'Employee Master Report' with columns for SN, ID, EMPLOYEE NAME, COMPANY, DEPARTMENT, DESIGNATION, and STATUS. One row is displayed for 'Khaled Elsayed'.

SN	ID	EMPLOYEE NAME	COMPANY	DEPARTMENT	DESIGNATION	STATUS
1	CP1424	Khaled Elsayed	Classical Palace Decor and Trading	HR Dept	Hr Manager	Active

To view/download/print:

- Click sub-menu Employee master
- Enter the name to be search and click
- To download, click
- To print, click

Employee by Sponsor Company

This page is used to access the details of employees working under a particular sponsor company such as the name, date of join, activity center, designation etc.

The screenshot shows the 'EMPLOYEE BY SPONSORS' interface. It features a dropdown menu labeled 'Sponsors:' with options like 'Select', 'AAH PERSONAL', 'Classical Palace', 'Family', 'Florence Gallery', 'Husband', 'Other', 'R&R', and 'Zubarah Hotel'. The 'Family' option is currently selected.

Employee By SPONSORS								
Sponsors:		Florence Gallery	<input type="button" value="Go →"/>  					
Employee By Sponsor Company								
Sl No	Emp ID	Employee Name	Working Company	Division	Activity Center	Designation	Date of join	Status
1	CP62	Anthony Vital Wijangco	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	Upholsterer	14-09-2006	On Leave
2	CP143	Rami Salem Kassem	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	Transportation Manager	26-05-2008	Active
3	CP187	Jay Liwanag Concepcion	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	Upholsterer	16-07-2009	Active
4	CP188	Rommel Evaristo Vital	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	Upholsterer	27-07-2009	Active
Employees Grand Total: 4								

To view/download/print:

- Click sub-menu Employee by S. Company
- Select company on drop down and click 
- To download, click 
- To print, click 

Employee by Working Company

This is used to access employee name, Sponsor Company, division, activity center, and designation, date of join and status of employees working for a company.

Employee BY WORKING COMPANY								
Employee By Working Company								
Classical Palace Decor and Trading								
Sl No	Emp ID	Employee Name	Sponsor Company	Division	Activity Center	Designation	Date of Join	Status
1	CP660	Tej Kumar Rai	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	Security	13-05-2012	On Leave
2	CP2561	Nilo Penones Vela	Classical Palace Decor and Trading	Corporate Office	AH-240	Finishing Foreman	10-06-2017	Active
3	CP1165	Ronaldo De Vera Hernandez	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	Helper	04-11-2013	Active

- Click sub-menu Employee by W. company
- Select company on drop down and click 
- To download, click 
- To print, click 

Employee Attrition

HR Manager can generate report listing of employees' status in a period.

The screenshot shows a search form titled "EMPLOYEE ATTRITION REPORT". It includes fields for "From Date" (01-04-2017), "To Date" (22-08-2017), and "Status". A dropdown menu is open under the "Status" field, listing various employee statuses: Absconded, New Join, Business Visa Expired, End of contract, On Leave, Probation, Resigned, Terminated, and Visa Change. There are also "Go" and "Print" buttons at the bottom right of the form.

To view/download/print:

- Select period desired: to and from
- Select Status on drop down and click
- Status: Absconded, New Join, Business Visa Expired, End of Contract, On Leave, Probation, Resigned, Terminated, Visa Change or ALL (Blank).
- To download, click
- To print, click

Employee by Designation

HR Manager can search and view employees by designation.

The screenshot shows a search form titled "EMPLOYEE BY DESIGNATION". It includes fields for "Working Company" (Select) and "Designation" (Architect). A dropdown menu is open under the "Designation" field. Below the form is a table titled "Employee By Designation" for the "Architect" designation. The table has columns: Sl No, Emp ID, Employee Name, Working Company, Division, Activity Center, Basic Salary, Total Allowance, Net Salary, and Status. Four rows of data are listed, all belonging to the "Architect" designation. At the bottom, it shows "Architect Total Salary: 00.00" and "Total Employee: 4". There are "Go" and "Print" buttons at the top right of the table.

Employee By Designation									
Architect									
Sl No	Emp ID	Employee Name	Working Company	Division	Activity Center	Basic Salary	Total Allowance	Net Salary	Status
1	CP815	JOSEPHINE VALDEZ PAYOC	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	0.00	0.00	0.00	Active
2	CP1516	Joan Abarquez Alain	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	0.00	0.00	0.00	Active
3	CP1620	JELENA FILIPOVIC	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	0.00	0.00	0.00	Active
4	CP1744	Rehan Kadar Modak	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	0.00	0.00	0.00	Active

To view/download/print:

- Click sub-menu Employee by designation
- Enter the required details and click
- To download, click
- To print, click

Salary by Working Company

To view the employee salary by working company.

Employee Salary By Working Company																
Classical Palace Decor and Trading																
Sl No	Emp ID	Employee Name	Date of Join	Department	Bas Sal	HR Allo	Tra All	Mob All	Oth All	Food	Fuel	Conv	Transpt	Others	Accommo	Total Salary
1	CP920	BijayaKumar Ale	02-02-2013	Admin	0	0	0	0	0	0	0	0	0	0	0	0.00
2	CP2225	Donald Mac ArthurPorter	21-11-2016	Admin	0	0	0	0	0	0	0	0	0	0	0	0.00
3	CP1	JanetaPel Garcia	07-02-1998	Admin	0	0	0	0	0	0	0	0	0	0	0	0.00
4	CP1191	Waleigh HassanMetwalli Badr	27-11-2013	Admin	0	0	0	0	0	0	0	0	0	0	0	0.00
5	CP342	NovaGarabillo Libunao	02-02-2011	Admin	0	0	0	0	0	0	0	0	0	0	0	0.00
6	CP432	MerilieMagtibay Pel	03-07-2011	Admin	0	0	0	0	0	0	0	0	0	0	0	0.00
7	CP504	PrecyTanhueco Jose	10-10-2011	Admin	0	0	0	0	0	0	0	0	0	0	0	0.00
8	CP2521	JosephGhafari	20-05-2017	Admin	0	0	0	0	0	0	0	0	0	0	0	0.00
																Total: 0.00
																Grand Total: 0.00

To view/download/print:

- Click sub-menu Employee by designation
- Enter the required details and click 
- To download, click 
- To print, click 

Employee Increments

An additional in salary or wages of employee.

EMPLOYEE INCREMENT REPORT			
Employee	Geshiel Haran		  
Salary Increment Details of CTE0010 - Geshiel Haran			
W.E.F : January 2012 Status : Active			
Description		Increment (if any)	
Monthly Pay		Amount	
Basic Salary		2,500.00	
Conv Allowance		0.00	
Food Allowance		0.00	
Fuel Allowance		0.00	
House Rent Allowance		0.00	
Mobile Allowance		350.00	
Other Allowance		0.00	
Travel Allowance		0.00	
Monthly Deduction			
Accommodation		0.00	
Others		0.00	

To view/download/print:

- Click sub-menu Employee Increment
- Enter the name of employee, click and
- To download, click
- To print, click

Increments Consolidated

Consolidated increments report of employee salary.

CONSOLIDATED INCREMENT DETAILS										
From Date:		01-02-2017		To Date:		28-02-2017				
Employee:										
Employee Increment Details										
Sl No	Emp ID	Name	From	To	Status	OT	Prev. salary	Current Salary	Increment Amt	
1	CP1116	Khagendra Khadka	2017 / 02	0000 / 00	Active	Yes	0	0	0	
2	CP1459	Sarbar Ali Shekh	2017 / 02	0000 / 00	Active	Yes	0	0	0	
3	CP1446	Gajadhar Singh Bhandari	2017 / 02	0000 / 00	Active	Yes	0	0	0	
4	CP1004	Dhan Bikram Rai	2017 / 02	0000 / 00	Active	Yes	0	0	0	
5	CP1153	Nelo Dungcoy Ballesteros	2017 / 02	0000 / 00	Active	Yes	0	0	0	

To view/download/print:

- Click sub-menu Increments Consolidated
- Enter the name of employee, click and
- To download, click
- To print, click

Employee Probation

This report shows list of employees under probation for the period selected.

PROBATION DETAILS									
From Date:		01-09-2017		To Date:		20-09-2017			
Employee Probation Details									
Sl No	Emp ID	Name	Department	Designation	Work Location	Date of Join	Probation End Date	Status	
September-2017									
1	CP2385	Maqsood Ali Liyaqat Ali	AH 240-Wesaya Towers	Wall Painter	AH-240	05-03-2017	01-09-2017	Active	
2	CP2398	Imaran Khan Makbul Khan	AH 240-Wesaya Towers	Wall Painter	AH-240	05-03-2017	01-09-2017	Active	
3	CP2399	Chamath Madushanka	QS Dept	Quantity Surveyor	CP Office	06-03-2017	02-09-2017	Active	
4	CP2402	Dharmendra Kumar Jai Dev	AH 240-Wesaya Towers	Gypsum Carpenter	AH-240	08-03-2017	04-09-2017	Active	
5	CP2406	Hakim Iqram Qureshi	AH 240-Wesaya Towers	Wall Painter	AH-240	08-03-2017	04-09-2017	Active	

To view/download/print:

- Click sub-menu Employee Probation
- Enter the “to and from” date, click 
- To download, click 
- To print, click 

Employee Promotion

To view detailed records on promotions of employee.

EMPLOYEE PROMOTION REPORT						
Year	2017	Month	Feb	Company	Classical Palace Decor and Trading	
Division	Project	Position	Site Manager			
Employee Promotion Report						
Classical Palace Decor and Trading						

To view/download/print:

- Click sub-menu Employee promotion
- Enter the required details, click 
- To download, click 
- To print, click 

Employee Location

This report shows the location of the employees (staff/laborers). The report is group as per location. This could be filter as per location, position and employee name.

EMPLOYEE WORK LOCATION								
Location:		Position		Employee:		  		
						Employee Location Report		
Joinery Factory								
Sl No	Emp ID	Name	Emp Type	Department	Designation	Status	Location	
1	CP451	Willer Paglicawan Torreliza	Staff	Furniture Factory	Carpentry Foreman	Active	Joinery Factory	
2	CP660	Tej Kumar Rai	Worker	Furniture Factory	Security	On Leave	Joinery Factory	
3	CP739	ANDRES ROMERO GINTO	Worker	Al Reem Hotel	Painter	Active	Joinery Factory	
4	CP759	ALBERTO ROXAS AGOJO	Worker	Furniture Factory	Finishing Carpenter	Active	Joinery Factory	
5	CP1039	Erwin Baluyot Sampang	Worker	Furniture Factory	Finishing Carpenter	Active	Joinery Factory	

To view/download/print:

- Click sub-menu Employee work location

- Enter the required details, click 
- To download, click 
- To print, click 

Employee Document Expiry

To view record date and details of the employees' document that is expired.

Employee Document Expiry										
Sl No	Emp ID	Employee Name	Designation	Department	Work Location	Document Type	Ref No	Issue Date	Expiry Date	Days Due
1	CP1871	Asyub Khan Aywaj Khan	Mason (stone)	ISF Project	AH-236 ISF	Passport	G2695161	00-00-0000	01-08-2017	-19

To view/download/print:

- Click sub-menu Employee document expiry
- Enter the required details, click 
- To download, click 
- To print, click 

Leave Reports

This menu contains the breakdown of each type of leave taken by employees in a given period. This also show the record of adjustments added for employees. Reports only for view, download and print.

Approved Leaves

This report shows the record of employee leaves that have been approved by the HR personnel.

Employee Approved Leaves											
July-2017											
Sl No	Emp ID	Employee Name	Designation	Working Company	Division	Activity Center	From	To	Req.Days	Appr.Days	
1	CP2360	Aliaz Hussain Mohammed Hussain	Upholsterer	Classical Palace Decor and Trading	Corporate Office	Hlorance Gallery	04-07-2017	07-07-2017	4	4	
2	CP1965	Laxmi Kumar Darji	Helper	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	05-07-2017	20-07-2017	16	16	
3	CP1790	Upanshu Shyam Prakash	Gypsum Installer	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	06-07-2017	21-07-2017	16	16	

To view/download/print:

- Click sub-menu Approved leaves
- Enter the required details and click 
- To download, click 
- To print, click 

Employee Leave Report

This show the employee leave record in a given period.

Employee Leave Report									
Year:	2017	Month:	Aug	Employee:	CP2074 - Akiko Francis Cay...	Go →			
Classical Palace Decor and Trading									

To view/download/print:

- Click sub-menu Employee leave report
- Enter the required details and click 
- To download, click 
- To print, click 

Employee on Leave

This is a record on which employee is currently on leave.

EMPLOYEES ON LEAVE							
Employee :		Employee Leave List					
Classical Palace Decor and Trading							
Sl No	Emp ID	Name	Designation	Leave From	Agreed Date	Allowed	Availed
1	CP1649	Sudha Narayan Chaudhary	Helper	31-05-2017	12-07-2017	43	81
2	CP1563	Binod Kumar Sah	Electrician	31-05-2017	12-07-2017	43	81
3	CP1580	Santosh Chaudhary	Electrician	07-06-2017	18-07-2017	42	74

To view/download/print:

- Click sub-menu Employee on leave
- Enter the required details and click 
- To download, click 
- To print, click 

RadiusERP v2

Re-Joining Leave Balance Report

This is a record details of employees re-join after leave.

EMPLOYEE RE-JOINING REPORT																		
From Date:		01-07-2017		To Date:		20-08-2017		Sponsor Company:		Classical Palace Decor and Trading								
Working Company:		Classical Palace Decor and Trading																
Employee Re-Joining Report																		
July-2017																		
Sl No	Emp ID	Employee Name	Designation	Sponsor Company	Working Company	Division	Activity Center	Leave From	Agreed Date	Rejoin Date								
1	CP653	Melissa Gantan Cruz	Auto Cad Operator	Classical Palace Decor and Trading	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	13-05-2017	25-06-2017	01-07-2017								
2	CP1390	Wahid Ali Sai	Helper	Classical Palace Decor and Trading	Classical Palace Decor and Trading	Corporate Office	C.P Main Office	17-05-2017	27-06-2017	02-07-2017								

To view/download/print:

- Click sub-menu Re-joining leave balance
- Enter the required details and click 
- To download, click 
- To print, click 

Employee Leave History

This is employee record detail of all types of leave taken.

EMPLOYEE LEAVE HISTORY

Employee:	CP1 - Janeta Pel Garcia	<input type="button" value="Go →"/>			
Leave History : CP1 - Janeta Pel Garcia					
Annual Leave					
Full Pay					
Sl No	Leave From	Agreed Date	Allowed	Rejoin Date	Availed
1	13-05-2017	31-05-2017	18	01-06-2017	18
Total Leaves : 19					

To view/download/print:

- Click sub-menu Employee leave history
- Enter the required details and click
- To download, click



This is a record that shows the lists of remaining leave of employee from different leave type.

EMPLOYEE LEAVE BALANCE

Employee:	CP1 - Janeta Pel Garcia	<input type="button" value="Go →"/>						
Janeta Pel Garcia Leave balance as on 20-08-2017								
Leaves Type	Period(Months)	Entitled	Carry Forward	Eligible	Total Available	Adjustment	Taken	Balance
Sick Leave-Full Pay	12	15	0	15	15	0	0	15
Annual Leave-Full Pay	12	30	0	585	585	0	19	566
Casual Leave-Without Pay	12	15	0	15	15	0	0	15
Sick Leave-Without Pay	12	15	0	15	15	0	0	15
Emergency Leave-Without Pay	12	15	0	15	15	0	0	15
Other Leave-Without Pay	12	15	0	15	15	0	0	15
Umrah Leave-Without Pay	12	15	0	15	15	0	0	15

To view/download/print:

- Click sub-menu Employee leave history
- Enter the required details and click
- To download, click
- To print, click

Attendance Reports

Attendance report consists of detailed tracked record of work hours of employee and with their leave balance. Here, the reports are for view, download and print only.

Site Timesheet

DAILY TIMESHEET

Timesheet Date:	01-07-2017	Activity Center:	C.P Main Office	▼	Go →							
Timesheet on 01-07-2017												
Emp ID	Emp Name	Designation	Activity Center	Time In	Time Out	Break Hrs	Work Hrs	Normal OT	Special OT	Extra OT	Remarks	Attendance
Total Hrs												

To view/download/print:

- Click sub-menu Site timesheet
- Enter the required details and click **Go →**



EMPLOYEE TIMESHEET

From Date:	01-07-2017	To Date:	20-08-2017	Employee :	CP34 - Victoria Palomares Mohamad	▼	Go →				
Timesheet from 01-07-2017 to 20-08-2017											
Emp ID	CP34			Emp Name	Victoria Palomares Mohamad						
Designation	Accountant			Department	Accounts						
Date	Activity Center	Time In	Time Out	Break Hrs	Work Hrs	Normal OT	Special OT	Extra OT	Remarks	Attendance	HR Posted
Total Hrs											
Total Attendance									0		

To view/download/print:

- Click sub-menu Employee timesheet
- Enter the required details and click **Go →**
- To download, click
- To print, click

Attendance Report

Year:		2017	Month:		Jun	Employee :		CP34 - Victoria Palom...																												
Attendance 2017-June																																				
Emp ID	Emp Name	21 May	22 May	23 May	24 May	25 May	26 May	27 May	28 May	29 May	30 May	31 May	1 Jun	2 Jun	3 Jun	4 Jun	5 Jun	6 Jun	7 Jun	8 Jun	9 Jun	10 Jun	11 Jun	12 Jun	13 Jun	14 Jun	15 Jun	16 Jun	17 Jun	18 Jun	19 Jun	20 Jun				
CP34	Victoria Palomares Mohamad	PF	PF	PF	PF	PF	PF	PF	PF	PF	PF	PF	PF	PF	PF	PF	PF	PF	PF	PF	AW	PF	AW	AW	AW	AW	AW	PF	PF	PF	PF	PF	PF	PF	PF	19

To view/download/print:

- Click sub-menu Attendance report
- Enter the required details and click
- To download, click
- To print, click

Payroll & Settlement Reports
RadiusERP v2
Payroll and Settlement report consists of all detailed reports regarding the payroll. Here, the reports are for view, download and print only.

Payroll by Working Company

PAYROLL BY WORKING COMPANY																				
Year:	2017	Month:	Jul	Working Company:	Classical Palace Decor and Trading															
Showing Page : 1/1																				
Classical Palace Decor and Trading																				
Payroll for the month of July 2017																				
Employee Details				Monthly Fixed Salary					Days & OT											
Sl	Emp Id	Emp Name	Designation	Emp Type	Location	Status	Mode	Bas Sal	HR Allo	Tra All	Mob All	Oth All	Food	Fuel	Conv	Days	STD OT	SPL OT	Bas Sal	HR Allo
1	CP1	Janeta Pel Garcia	FO Secretary	Staff	C.P Main Office	Active	Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	CP34	Victoria Palomares M	Accountant	Staff	C.P Main Office	Active	Bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total: 00.00																				

To view/download/print:

- Click sub-menu Payroll by W. Company
- Enter the required details and click 
- To download, click 
- To print, click 

WPS Payroll by Working Company

WPS PAYROLL BY SPONSOR COMPANY									
Year:	2017 ▾	Month:	Jun ▾	Sponsor Company:	Classical Palace Decor and Tr ▾				
<input type="button" value="Go →"/>  									

WPS Payroll -Jun-2017 : Classical Palace Decor and Trading									
Record Type	Emp Unique ID	Agent Routing Code	Employee Account	Pay Start Date	Pay End Date	Days Present	Fixed Income	Variable Income	Days on Leave
EDR				26-05-2017	25-06-2017	30	.00	0.00	1
EDR				26-05-2017	25-06-2017	30	.00	0.00	1

To view/download/print:

- Click sub-menu Payroll by S. Company
- Enter the required details and click 
- To download, click 
- To print, click 

Staff Cost Summary

STAFF COST SUMMARY									
Year:	2017 ▾	Month:	Jun ▾	Designation:	Hr Assistant ▾	<input type="button" value="Go →"/>  			

Staff Cost Summary									
Jun-2017									
Sl No	Category	Normal Hr	Std Overtime	Spl Overtime	Salary	Std OT Amt	Spl OT Amt	Total	
1	Mechanical Engineer	838:59:59	838:59:59	230:00:00	533836.00	25327.96	1157.04	533836.00	
	Total	838	838	230	533836.00	25327.96	1157.04	560321.00	

To view/download/print:

- Click sub-menu Staff Cost Summary
- Enter the required details and click 

- To download, click 
- To print, click 

Staff Cost Details

STAFF COST BY ACTIVITY CENTER

Year:	2017	Month:	Jul	Activity Center:	C.P Main Of	Designation:	Accountant	 
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Staff Cost By Activity Center

Total Employee: 0	Grand Total: 0.00
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To view/download/print:

- Click sub-menu Staff Cost Details
- Enter the required details and click 



This is the posted Employee pay slip for the month which can be send thru mail.

EMPLOYEE PAYSLIP

Year:	2017	Month:	Jul	  																																																																																																																								
Email Payslip																																																																																																																												
<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="2">Pay Slip for July 2017</th> <th></th> </tr> <tr> <td>Employee No</td> <td>: CP1621</td> <td>Company</td> <td colspan="2">: Classical Palace Decor and Trading</td> </tr> <tr> <td>Name</td> <td>: Nasaf Salt</td> <td>Division</td> <td colspan="2">: Corporate Office</td> </tr> <tr> <td>Designation</td> <td>: Hr Officer</td> <td>Cost Center</td> <td colspan="2">: CP Office</td> </tr> <tr> <td>Days Worked</td> <td>: 30</td> <td>Payment Mode</td> <td colspan="2">: 1</td> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>Amount</td> <td>Deductions</td> <td>Amount</td> <td></td> </tr> <tr> <td>Monthly Pay</td> <td></td> <td>Monthly Deduction</td> <td></td> <td></td> </tr> <tr> <td>Basic Salary</td> <td>0.00</td> <td>Transportation</td> <td>0.00</td> <td></td> </tr> <tr> <td>House Rent Allowance</td> <td>0.00</td> <td>Others</td> <td>0.00</td> <td></td> </tr> <tr> <td>Travel Allowance</td> <td>0.00</td> <td>Accommodation</td> <td>0.00</td> <td></td> </tr> <tr> <td>Mobile Allowance</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other Allowance</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Food Allowance</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fuel Allowance</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Conv Allowance</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>OneTime Pay</td> <td></td> <td>OneTime Deduction</td> <td></td> <td></td> </tr> <tr> <td>Normal OT</td> <td>0.00</td> <td>Car Finance</td> <td>0.00</td> <td></td> </tr> <tr> <td>Special OT</td> <td>0.00</td> <td>Vehicle Fine</td> <td>0.00</td> <td></td> </tr> <tr> <td>Incentives</td> <td>0.00</td> <td>Air Tickets</td> <td>0.00</td> <td></td> </tr> <tr> <td>Bonus</td> <td>0.00</td> <td>Penalty for Absence</td> <td>0.00</td> <td></td> </tr> <tr> <td>Ticket Encashment</td> <td>0.00</td> <td>Placement Fee</td> <td>0.00</td> <td></td> </tr> <tr> <td>QD/Visa Cost</td> <td>0.00</td> <td>Others</td> <td>0.00</td> <td></td> </tr> <tr> <td>Total Earnings</td> <td>0.00</td> <td>Total Deductions</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Net Payable</td> <td>0.00</td> </tr> </tbody> </table>							Pay Slip for July 2017			Employee No	: CP1621	Company	: Classical Palace Decor and Trading		Name	: Nasaf Salt	Division	: Corporate Office		Designation	: Hr Officer	Cost Center	: CP Office		Days Worked	: 30	Payment Mode	: 1		Earnings	Amount	Deductions	Amount		Monthly Pay		Monthly Deduction			Basic Salary	0.00	Transportation	0.00		House Rent Allowance	0.00	Others	0.00		Travel Allowance	0.00	Accommodation	0.00		Mobile Allowance	0.00				Other Allowance	0.00				Food Allowance	0.00				Fuel Allowance	0.00				Conv Allowance	0.00				OneTime Pay		OneTime Deduction			Normal OT	0.00	Car Finance	0.00		Special OT	0.00	Vehicle Fine	0.00		Incentives	0.00	Air Tickets	0.00		Bonus	0.00	Penalty for Absence	0.00		Ticket Encashment	0.00	Placement Fee	0.00		QD/Visa Cost	0.00	Others	0.00		Total Earnings	0.00	Total Deductions	0.00					Net Payable	0.00
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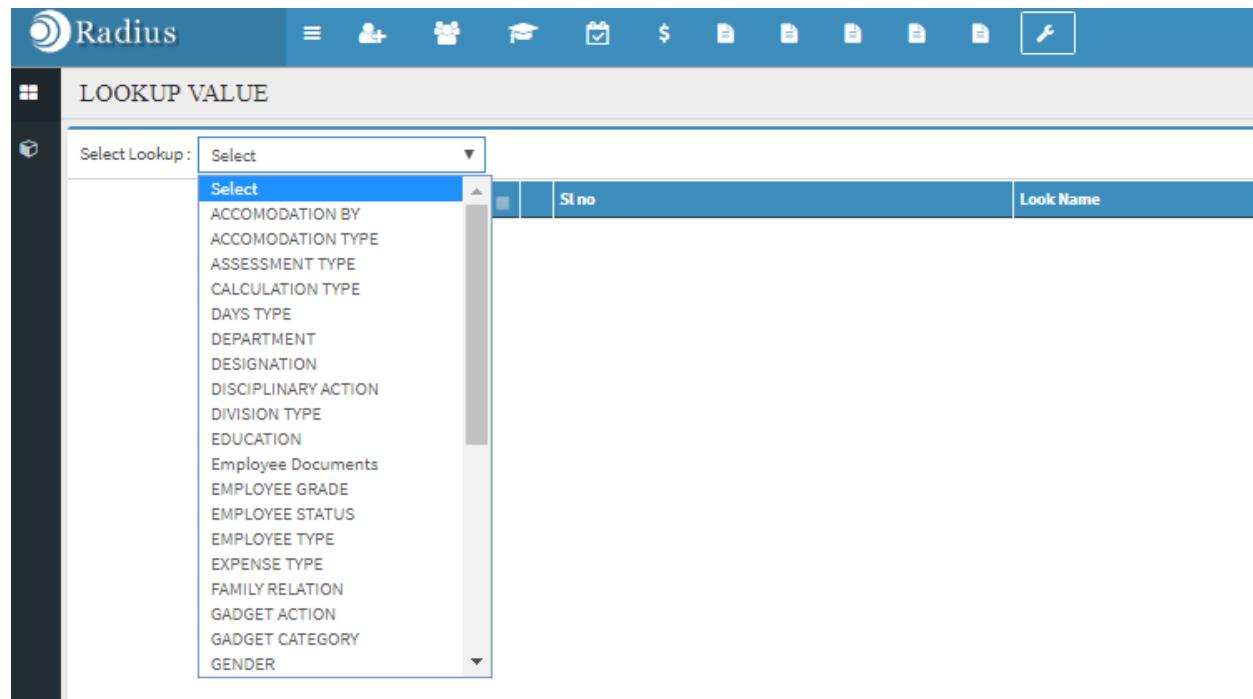
To view/download/print:

- Click sub-menu Pay slip
- Enter the required details and click 
- To download, click 
- To print, click 

Set up

This menu serves as the module settings for any adjustments, additional, editing or renaming items in the menu. It allows the user to modify, change and specified some features or categories. Only HR Manager can access and do changes in this set up.

Lookup value



To add/view:

- Select lookup value
- To add, click 

Branch / Division

BRANCH / DIVISION

Type	Name
DIVISION	Project
DIVISION	Furniture Retails
DIVISION	Landscaping
DIVISION	Corporate Office

To add/view/delete/rename:

- Select Company name: Classical Palace
- To add, click **Add New +**

Adding New Branch / Division

Type: *	Name: *
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Save Save & New Save & Close Close

- Fill-in the items and save **Save**

HR Module Access

HR Manager

- Recruitments
- Employees
- Trainings
- Attendance
- HR Reports
- Employee Reports
- Leave Reports
- Attendance Reports
- Payroll & Settlements Reports
- Set Up

HR Coordinator

- Recruitments
- Employees
- Attendance
- Employee Reports
- Attendance Reports
- Material
- Document Tracking
- HR Assistant / Officer/ Clerk
- Self Service
- Employees
- Attendance
- Employees Reports
- Attendance Reports

HR Clerk

- Recruitments
- Employees
- Attendance
- Employee Reports
- Attendance Reports
- Material
- Document Tracking

HR Assistant

- Employees
- Attendance
- Employee Reports
- Attendance Reports

----- END OF DOCUMENT -----

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