User Manual

For

Telangana State Warehousing Corporation (TGSWC)

By

VividMinds Technologies

Module: HRMS

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1. Internal Approval

Prepared by	Date
Navneet Anand	03-09-2024
Reviewed by	**Date**
Approved by	**Date**

2. Distribution list

Name	Role

3. Document Control Information

Version	Revision Date	Author	Affected Sections	Brief Description of Change
1.1	03/09/2024	Navneet Anand	NA	NA

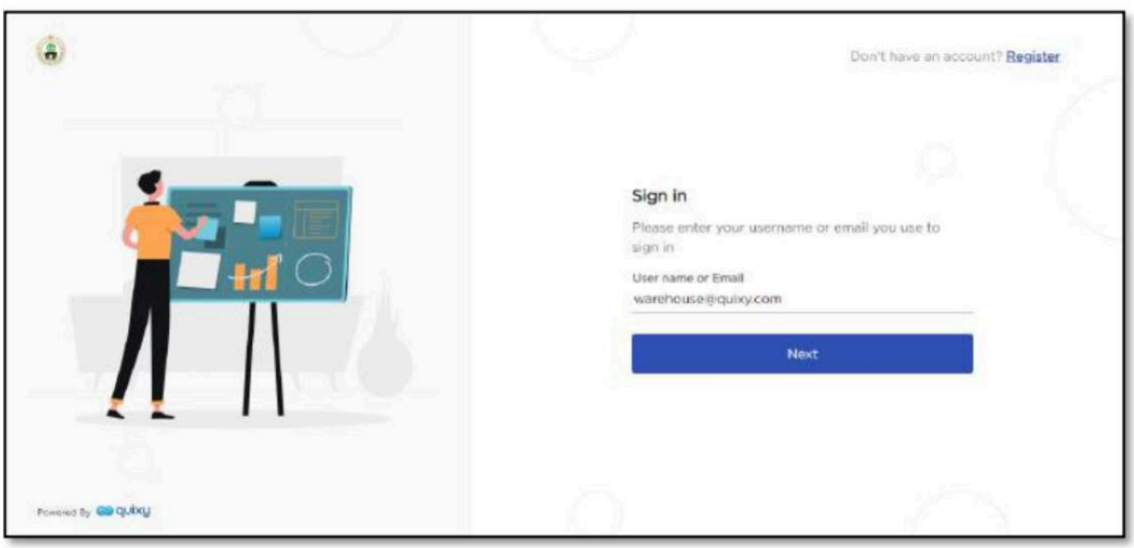
4. Overview

This guide aims to provide users with a thorough understanding of the processes involved in Employee Onboarding, Attendance Management, Leave Management, Payroll, and generating reports for the services offered to employees working in TSWC. It acts as a resource for users to effectively navigate and perform these crucial operations within the system.

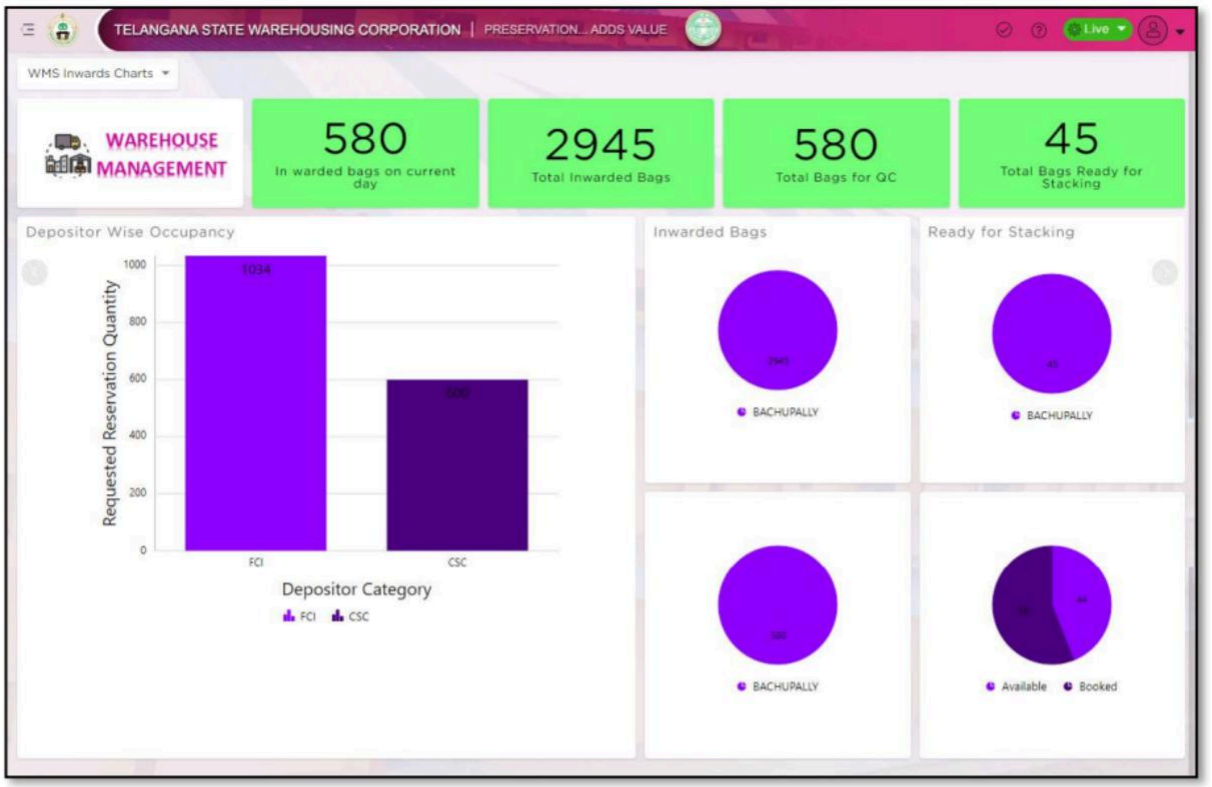
Note: Access to warehouse details is restricted to users based on their login credentials.

5. Login to TSWC

- User will click on the link and enter **login** credentials.



- After successful login, user shall will be directed to the **dashboard** page, as shown below.

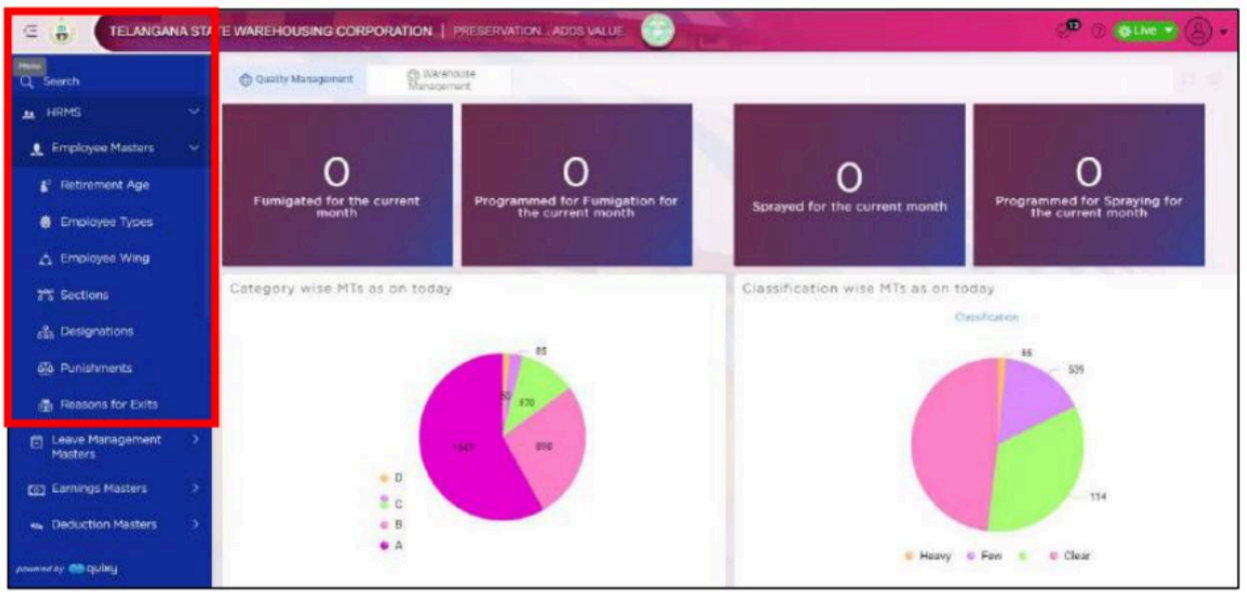


The dashboard is where all of the project's reports can be accessed quickly.

6. Employee Masters

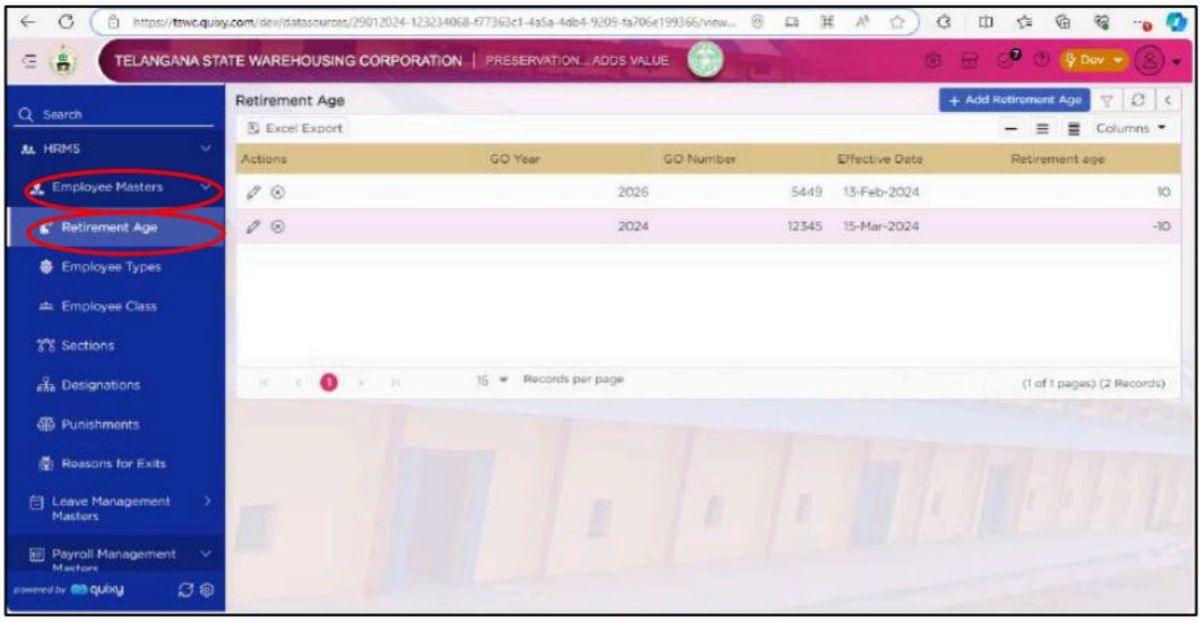
An employee master is like a big digital file that stores all the important information about each person who works for the TSWC. This file includes stuff like their name, job title, contact details, and how much they get paid. It helps managers and P&A section people keep track of everyone and make sure they have the right information to do their jobs well.

To navigate, user should click on **HRMS → Employee Masters** from the custom **Menu** at the top left of the screen.



6.1. Retirement Age

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Retirement Age'** under **Employee masters**



- Upon choosing **'Retirement Age**,' a populated list will display, presenting the details of existing Retirement Age details if any as shown in the below image.



- To add details for new retirement age, Admin will click on the **'+ Add Retirement Age'** button located in the top right corner.



- By clicking, this action prompts a form to input retirement age details.
    - GO Year- Enter the GO year

- GO Number- Enter the GO Number
- Effective date- Select the date through date picker
- Retirement Age- Enter the retirement age.

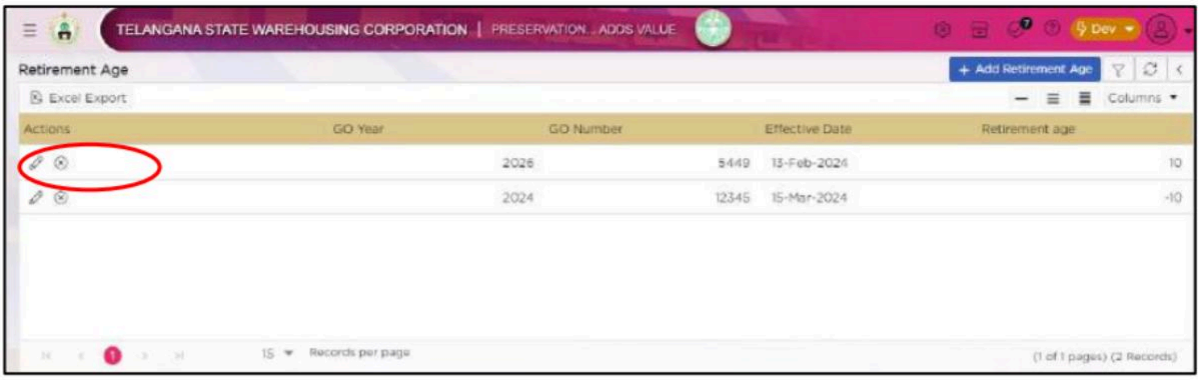
- Once the **'Retirement Age details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Retirement Age list.



- Admin has the ability to update or deactivate retirement age details by selecting the **'Update/Deactivate'** icon provided under the **Actions** column.



- **Case 1-> If clicked on edit icon**-> Clicking on the edit icon will populate the details in an editable format, accompanied by a button to successfully save the updated information

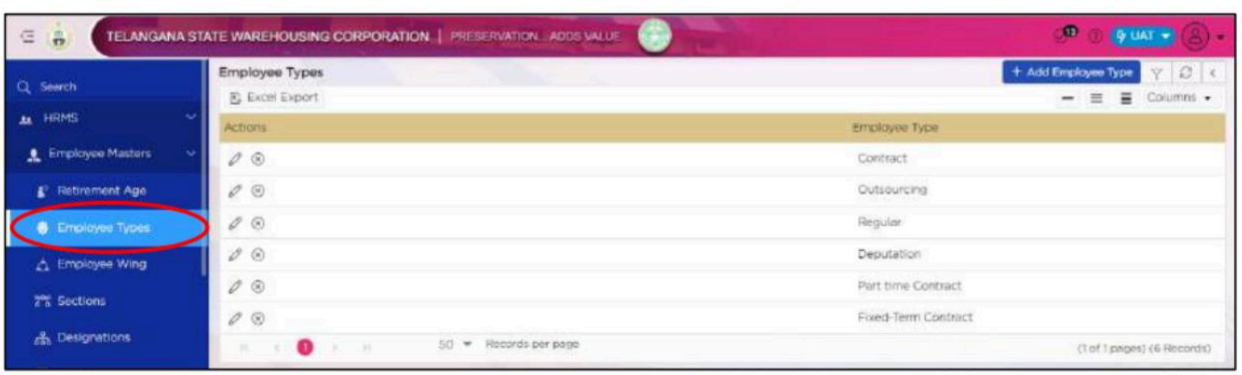


- **Case 2-> If the deactivate icon is clicked**, the details will appear in an uneditable format, and a button to deactivate the information will be provided.



6.2. Employee Types

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Employee Types'** under **'Employee masters'**.



- Upon choosing **'Employee Types**,' a populated list will display, presenting the details of existing Employee Type details if any as shown in the below image.



- To add details for new employee type, Admin will click on the **'+ Add Employee Type'** button located in the top right corner.



- By clicking, this action prompts a form to input new employee type details.
    - Employee Type- Enter Employee Type
- Once the Employee Type details are entered, Admin can submit the form by clicking on the **'Submit'** button.



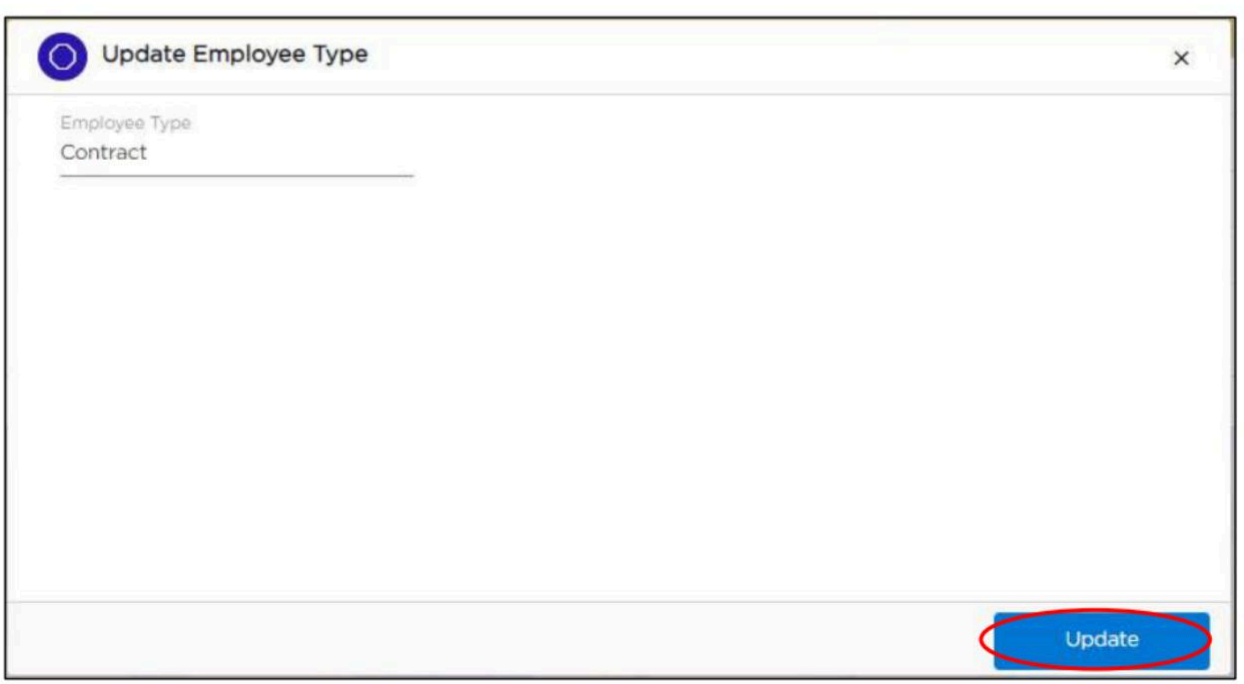
- After submission, the details will get added to the 'Employee Types' list.



- Admin has the ability to update or deactivate Employee Type details by selecting the **'Update/Deactivate'** icon provided under the **Actions** column of the Employee Types list.



- Upon clicking of Update button, **Update Employee Type** screen appears on the screen. User should make the changes & click on **Update** button to submit the updation of the employee type.



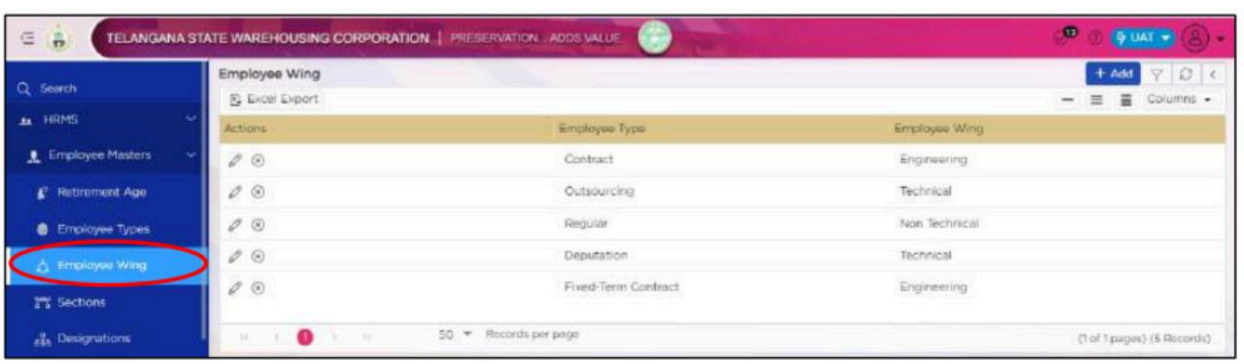
- Upon clicking of Deactivate button, **Deactivate Employee Type Screen** appears on the screen. User should clicks on **Deactivate** button to submit the deactivation of the Employee Type.



- The deactivated record is removed from the Employee Types list.

6.3. Employee Wing

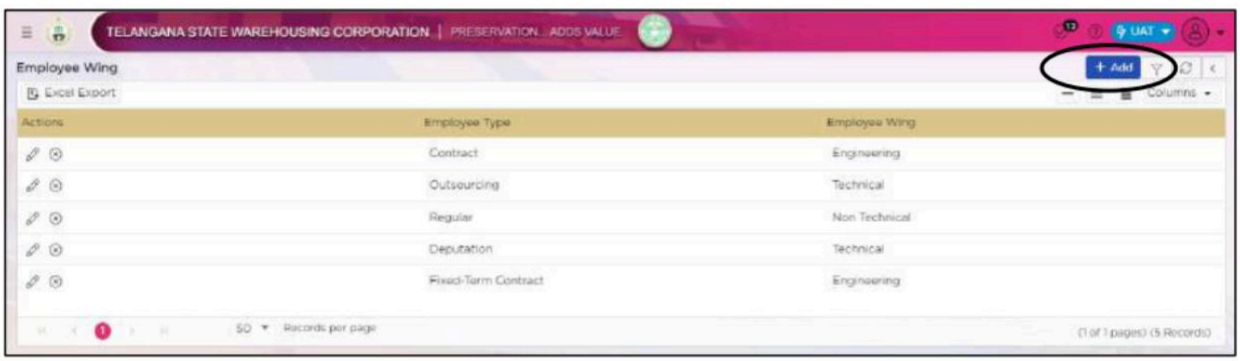
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Employee Wing'** under **Employee masters.**



- Upon choosing **'Employee Wing**,' a populated list will display, presenting the details of existing Employee wing details if any as shown in the below image.



- To add details for new employee wing, Admin will click on the **'+Add'** button located in the top right corner.



- By clicking, this action prompts a form to input new employee wing details.
    - Employee Type- Select the Employee Type from the drop down
    - Employee Wing- Enter the Employee Wing
- Once the **'Employee Wing details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



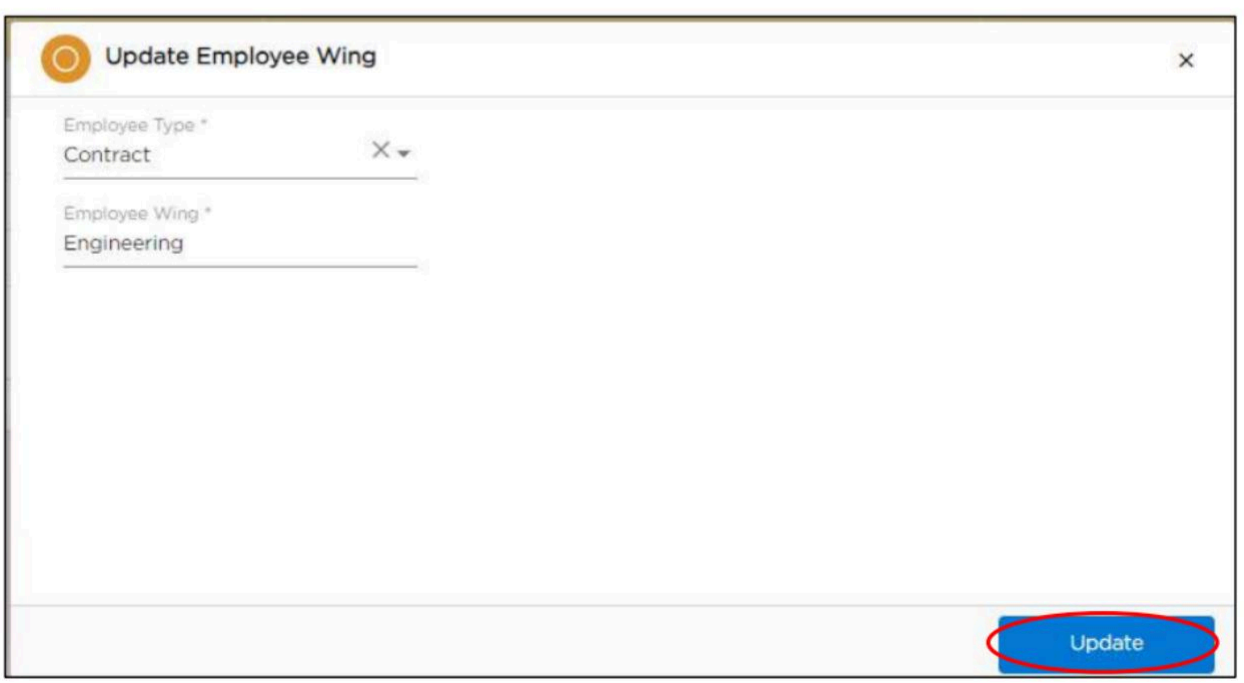
- After submission, the details will get added to the Employee Wing list.



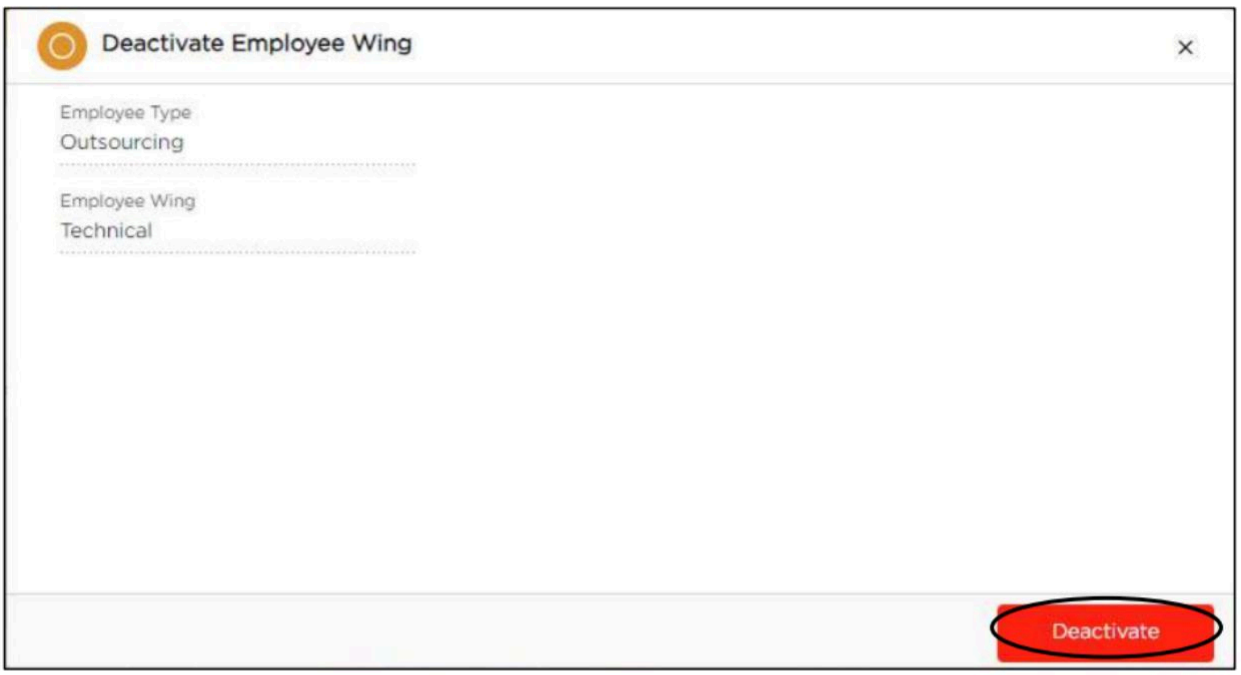
- Admin has the ability to update or deactivate employee wing details by selecting the **'Edit/Deactivate'** icon provided under the **Actions** column.



- Upon clicking **Edit** button, **Update Employee Wing** application appears on the screen. User should make the changes & click on the **Update** button to submit the updation of the Employee Wing.

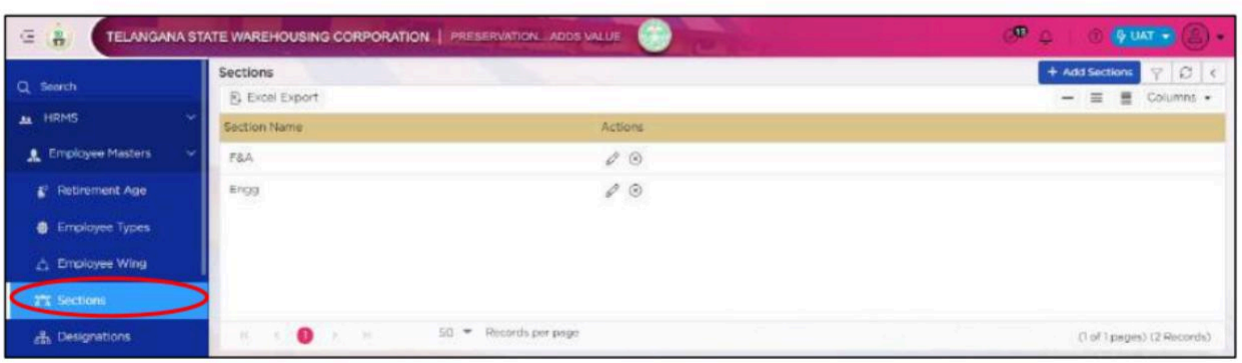


- Upon clicking **Deactivate** button, **Deactivate Employee Wing** application will appear on the screen, Admin should click on the Deactivate button to remove the selected Employee Wing form the list.

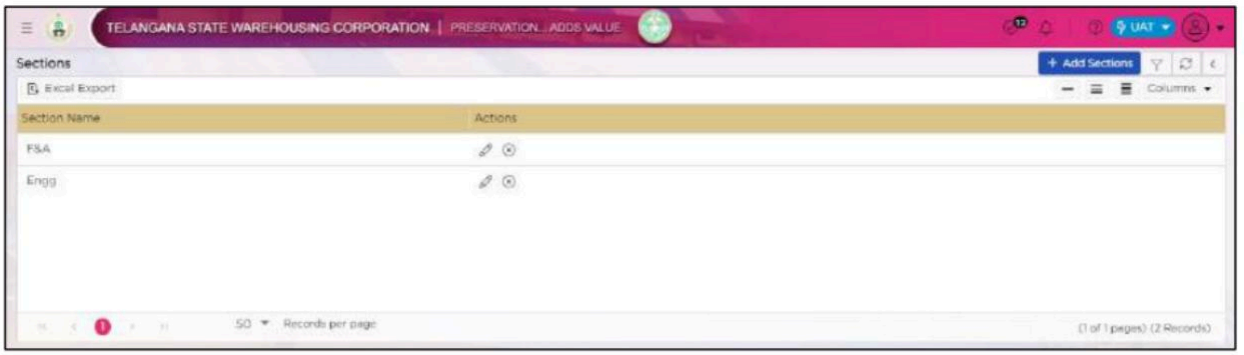


6.4. Sections

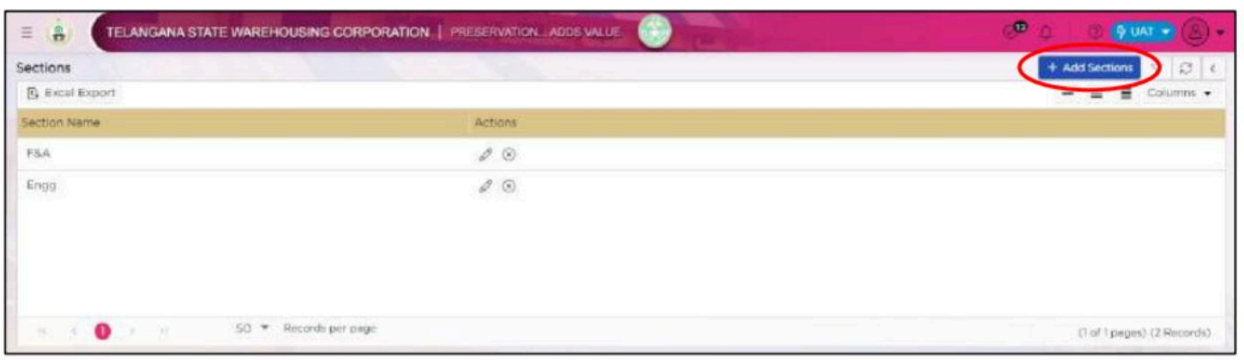
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Sections'** under **Employee masters.**



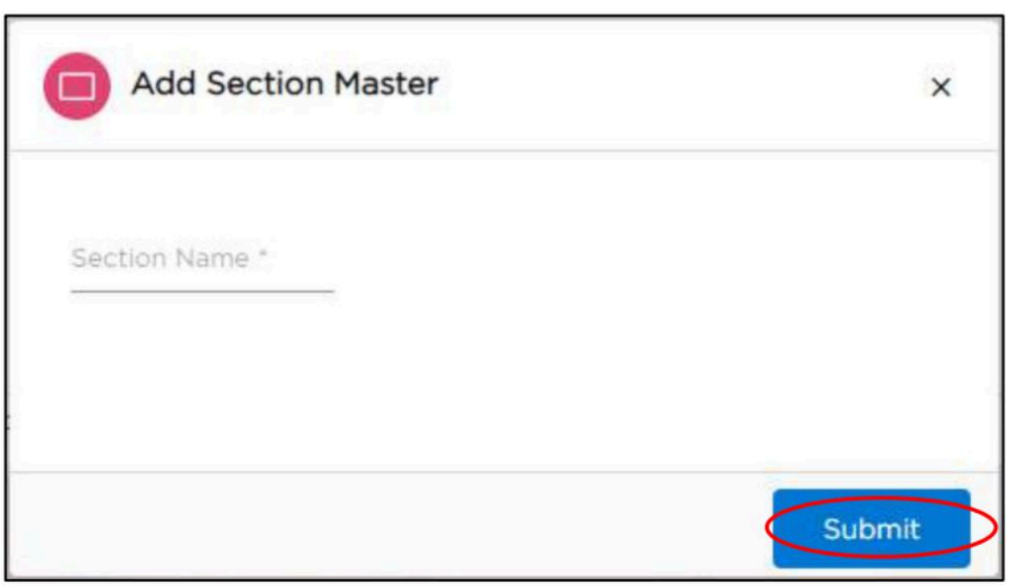
- Upon choosing **'Sections**,' a populated list will display, presenting the details of existing Section details if any as shown in the below image.



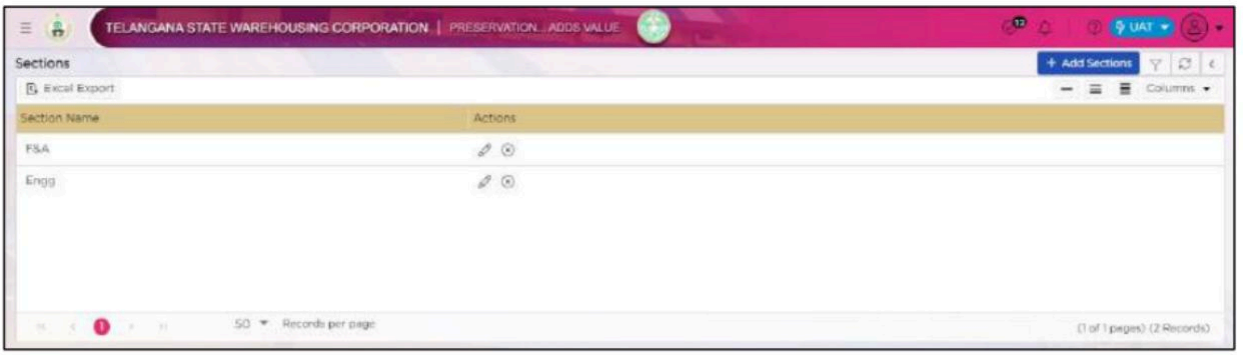
- To add details for new section, Admin will click on the **'+ Add Sections'** button located in the top right corner.



- By clicking, this action prompts a form to input Section details.
    - Section Name- Enter the Section Name
- Once the section details are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Sections list.



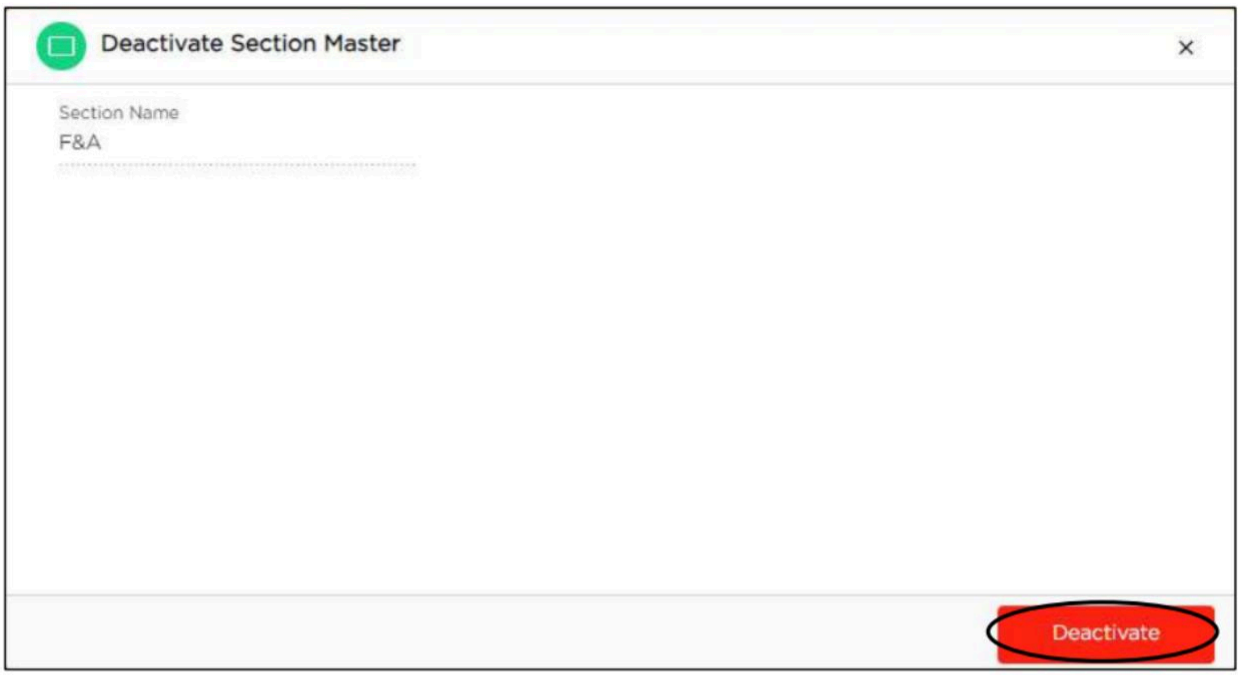
- Admin has the ability to update or deactivate section details by selecting the **'Update/Deactivate'** icon provided under the **Actions** column.



- Upon clicking Update button, **Update Section** application appears on the screen. Admin enters the details to update in the form & shall click on **Update** button to submit the updated details of the section.

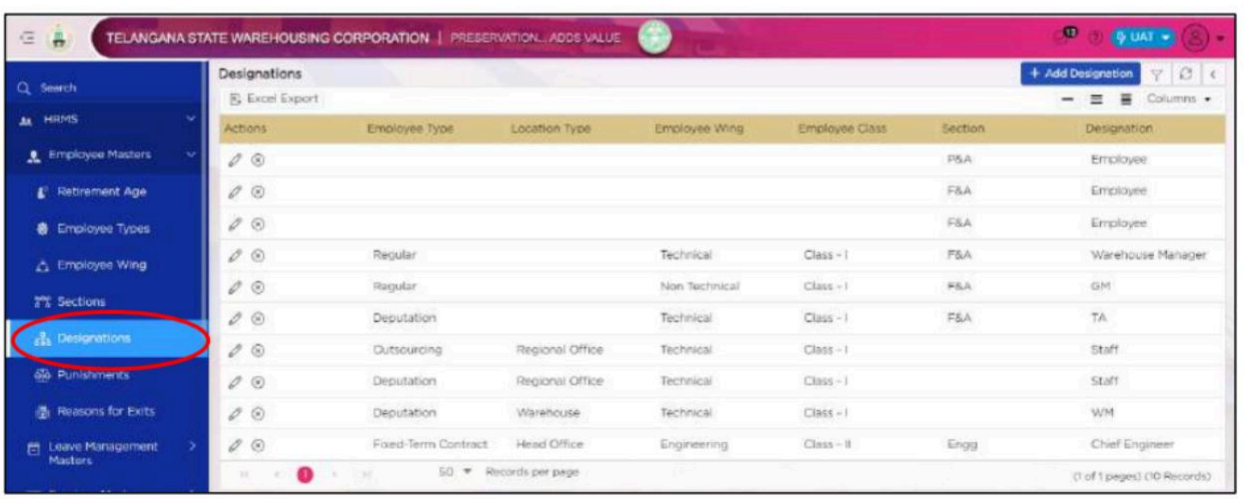


- Upon clicking **Deactivate** button, **Deactivate Section Master** application appears on the screen. Admin shall click on Deactivate button to remove the selected section from the Sections list.

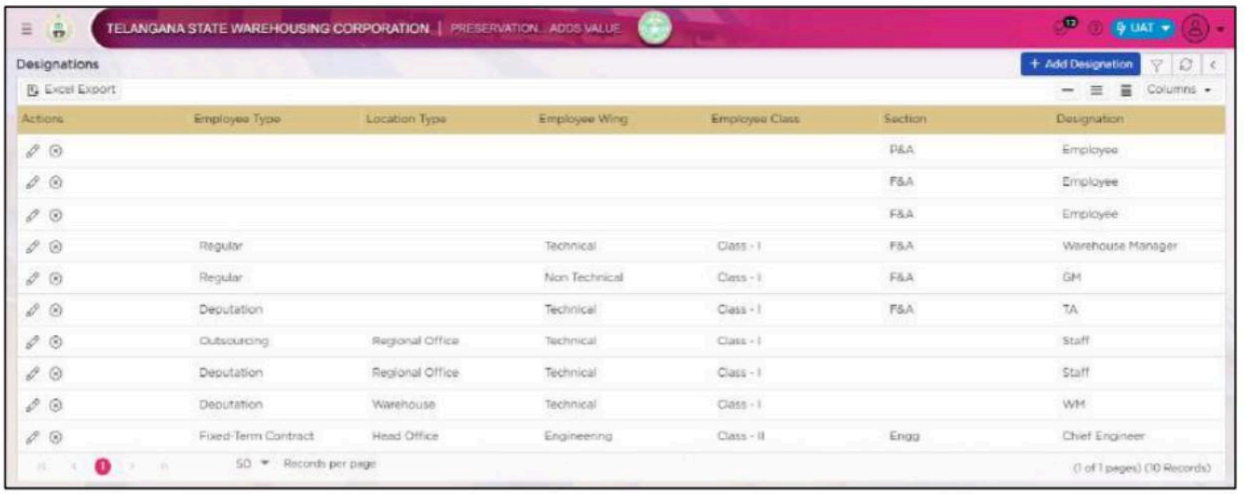


6.5. Designations

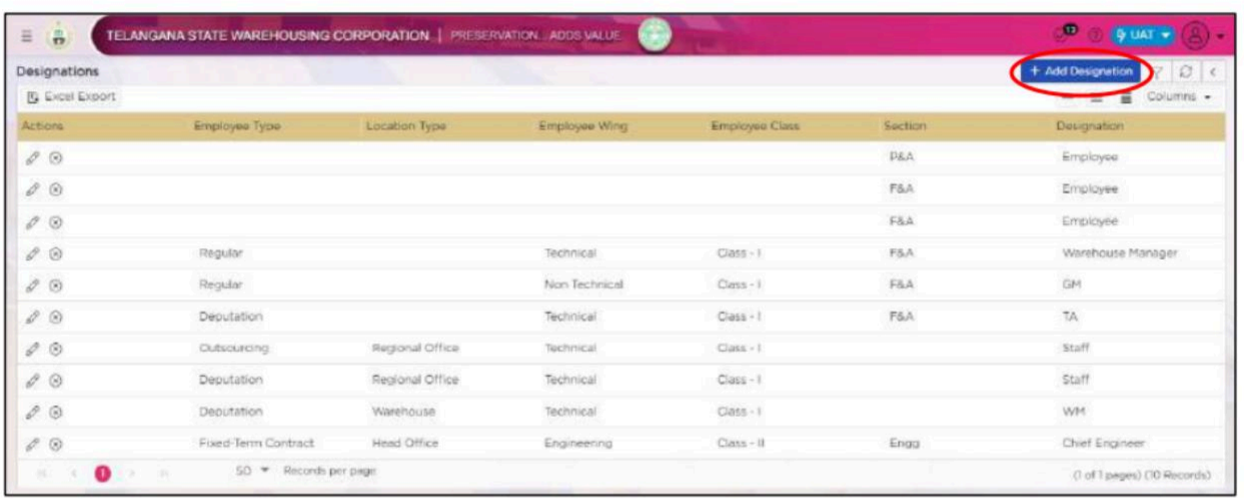
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Designations'** under **Employee Masters.**



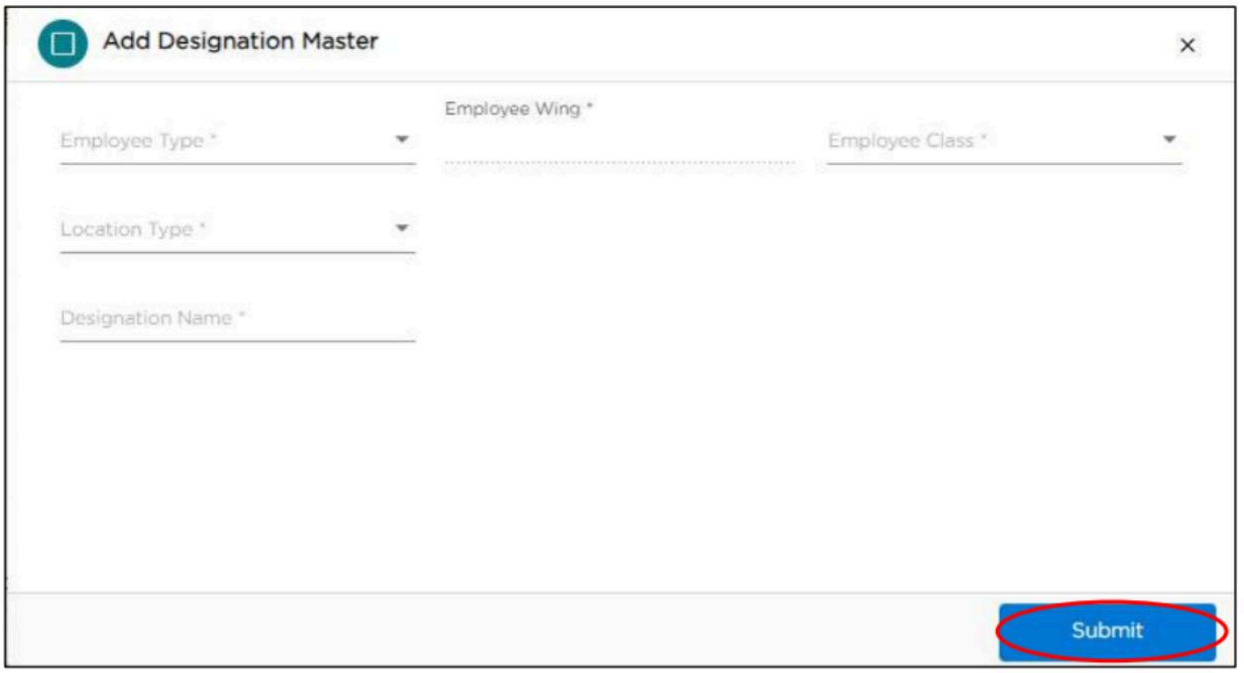
- Upon choosing **'Designations'**, a populated list will display, presenting the details of existing Designation details if any as shown in the below image.



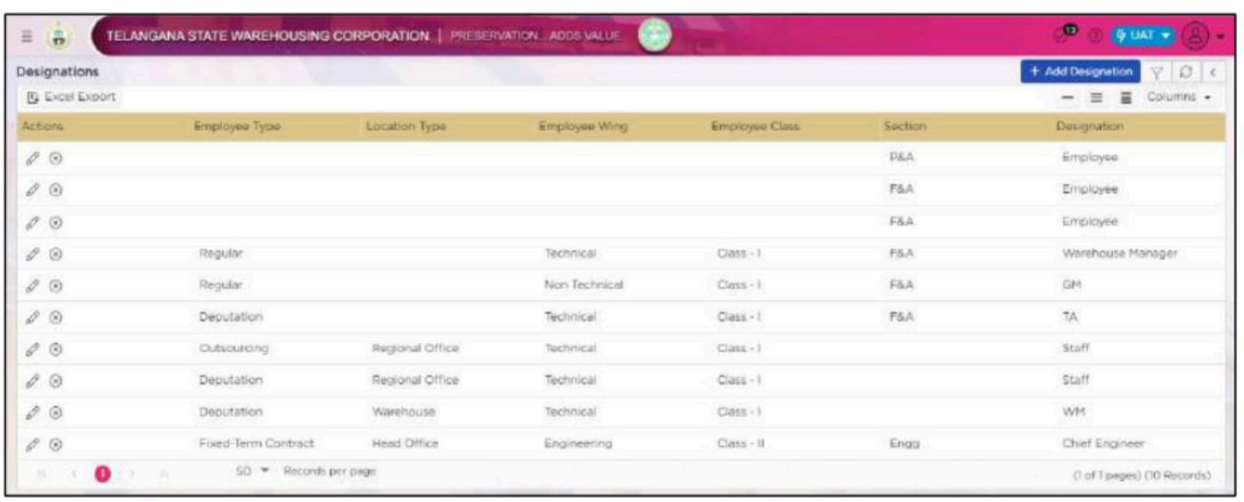
- To add details for new designation, Admin will click on the **'+ Add Designation'** button located in the top right corner.



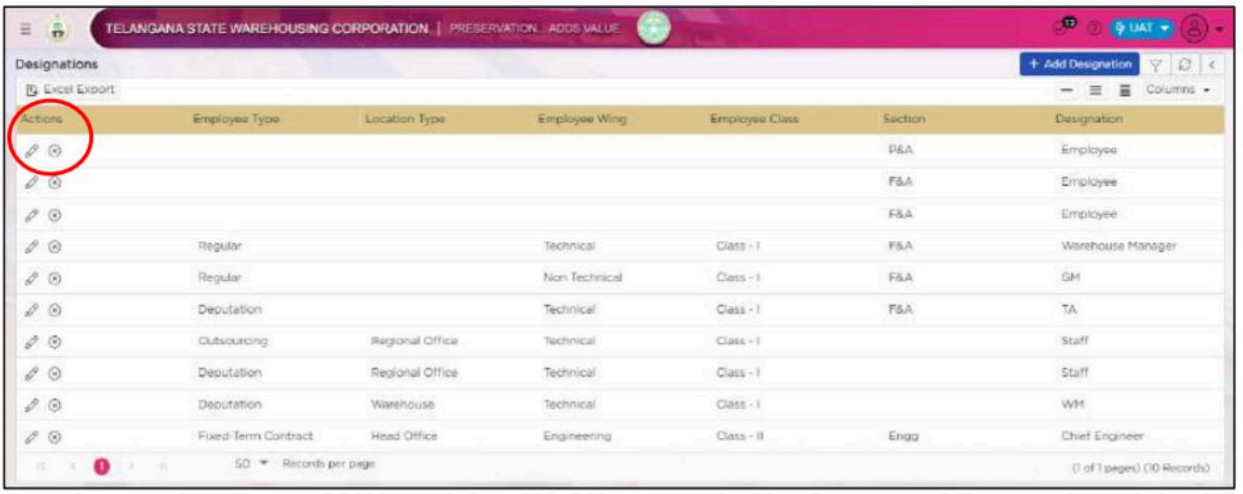
- By clicking, this action prompts a form to input **Designation** details.
    - Employee Type – Select from the drop-down
    - Employee Wing- Select from the drop-down (only for Regular and deputation Employees)
    - Employee Class- Select form the drop-drop (only for Regular and deputation Employees)
    - Location Type- Select the Location Type from the drop-down
    - Designation Name- Enter the designation name.
- Once the 'designation details' are entered, Admin can submit the form by clicking on the **'Submit'** button.



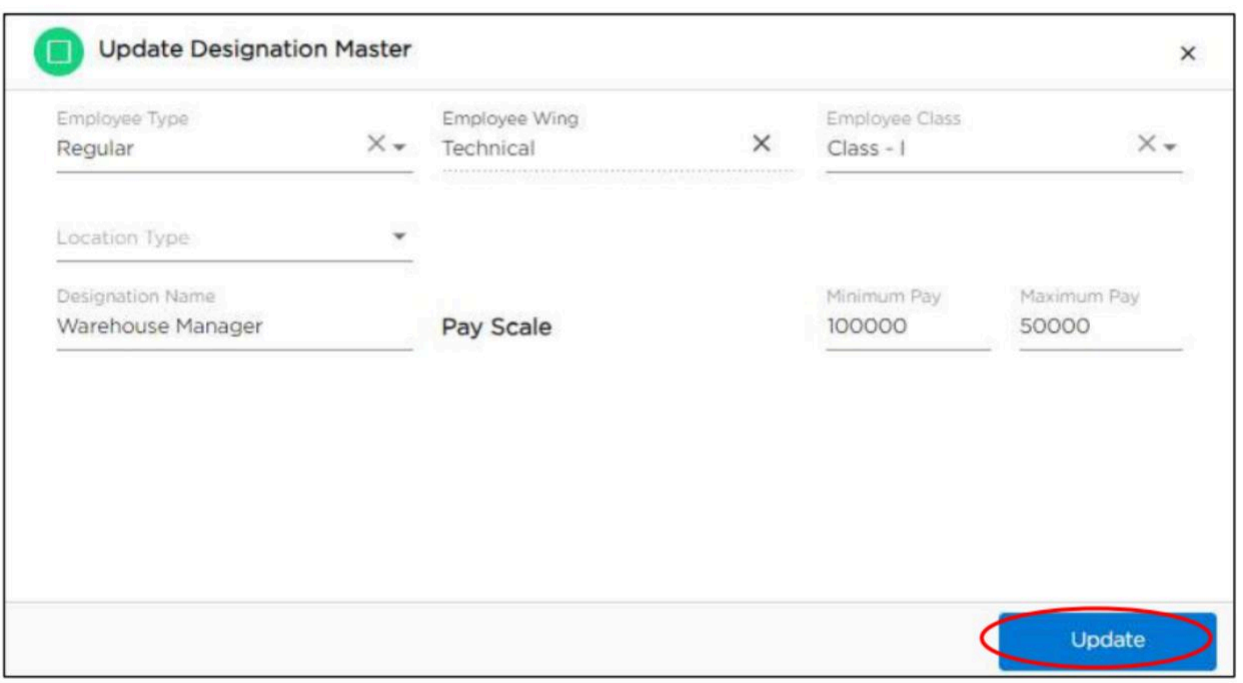
- After submission, the details will get added to the Designations list.



- Admin has the ability to update or deactivate designation details by selecting the **'Update/Deactivate'** icon provided under the **Actions** column.



- Upon clicking Update button, Update Designation Master application opens with the existing details of the selected Designation. Admin shall update the details & click on **Update** button to save the updated details of the selected designation.



- Upon clicking of **Deactivate** button, **Deactivate Designation** application will appear on the screen. Admin shall click on the **Deactivate** button to remove the designation from the list.



6.6. Punishments

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Punishments'** under **Employee masters**



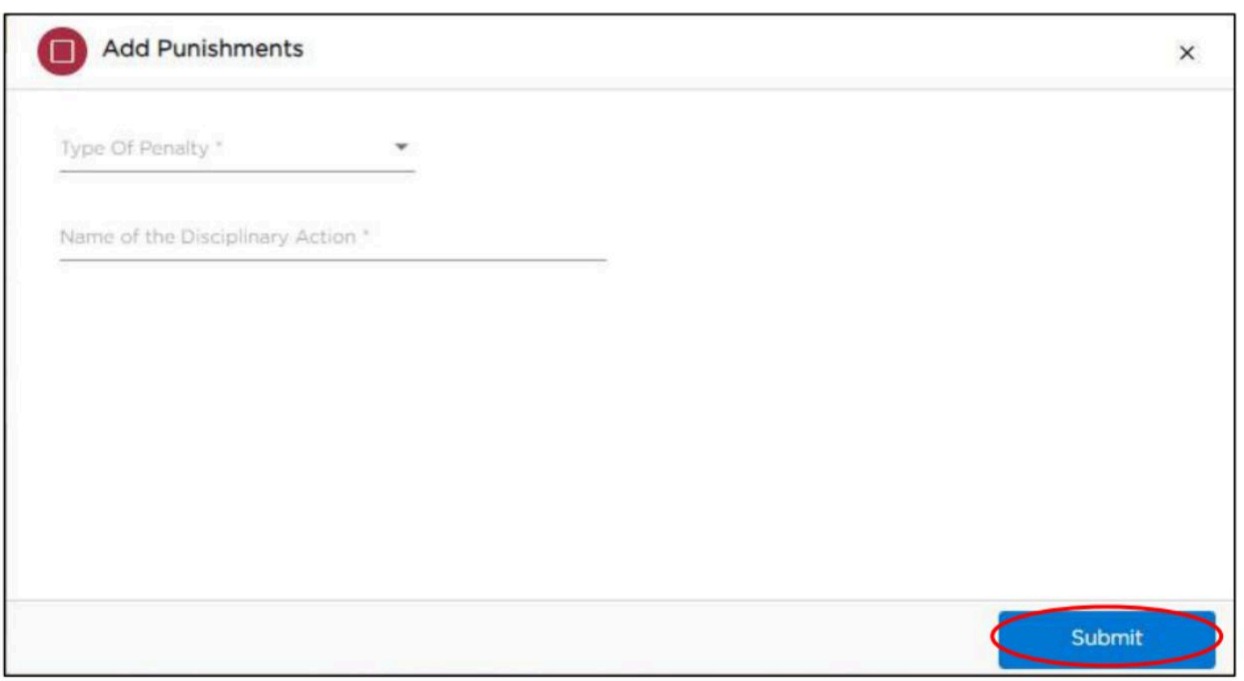
- Upon choosing **'Punishments**,' a populated list will display, presenting the details of existing punishments details if any as shown in the below image.



- To add details for new punishment, Admin will click on the **'+ Add Punishments'** button located in the top right corner.



- By clicking, this action prompts a form to input **Punishments** details.
  - Type of penalty- Select the penalty type from the drop down
  - Name of the Disciplinary Action- Enter the disciplinary action.
- Once the 'Punishment details' are entered, Admin can submit the form by clicking on the **'Submit'** button.



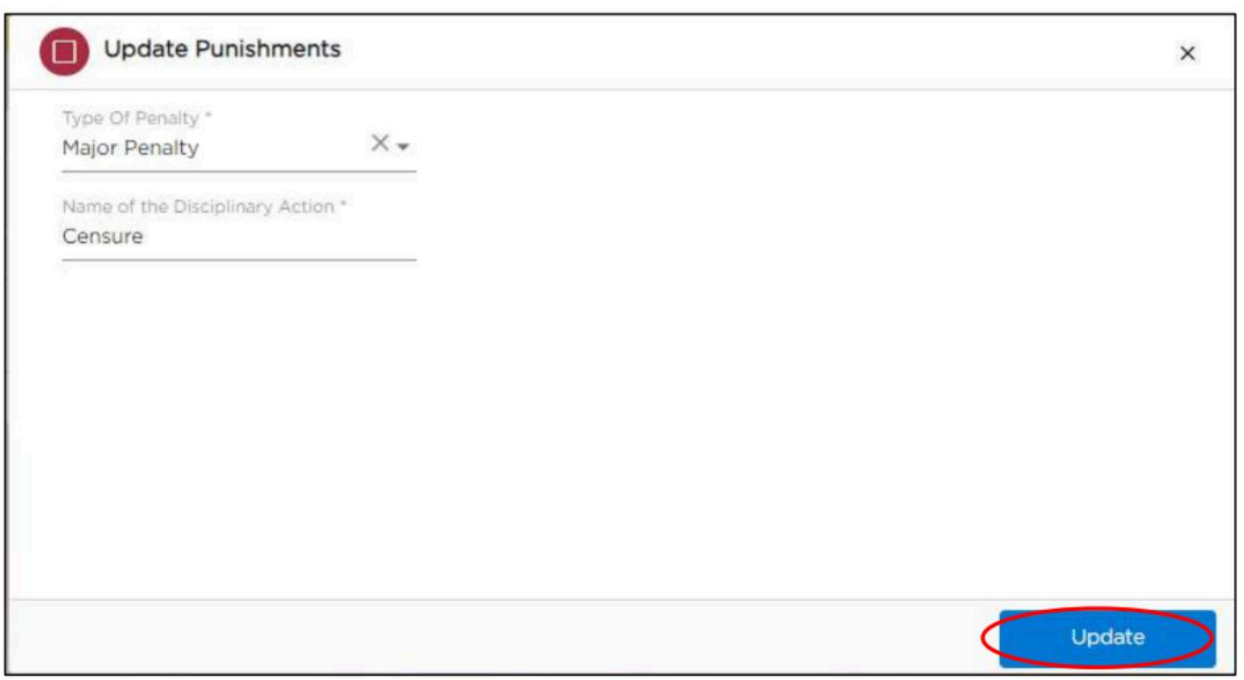
- After submission, the details will get added to the Punishments list.



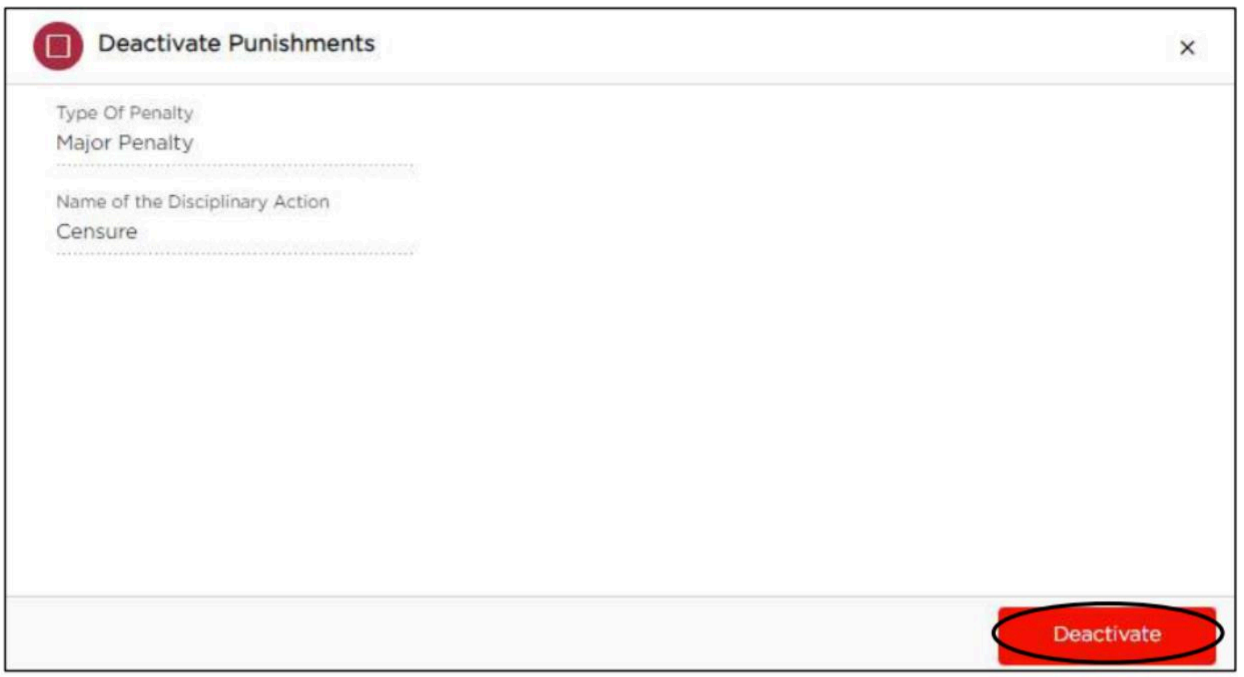
- Admin has the ability to update or deactivate punishment details by selecting the **'Update/Deactivate'** buttons provided under the **Actions** column.



- Upon clicking **Update** button, **Update Punishments** application opens with the existing details of the selected punishment. Admin shall update the details in the form & click on **Update** button to save the updated details of the selected punishment.

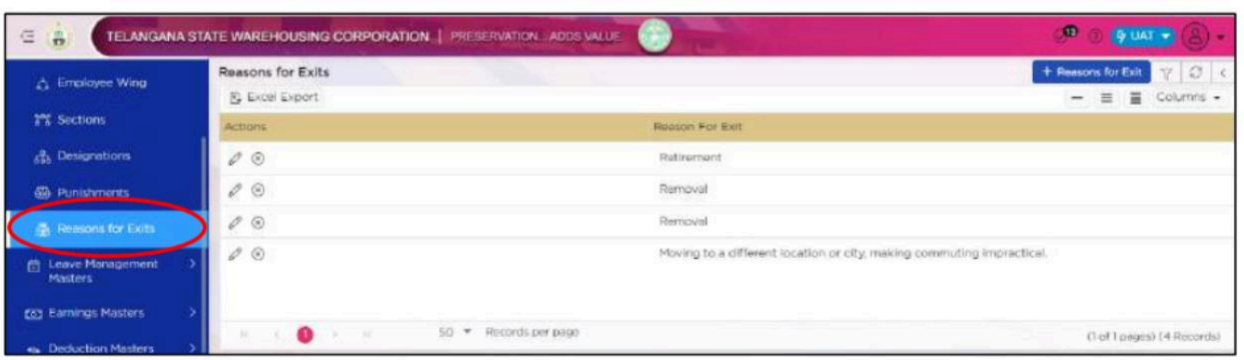


- Upon clicking of **Deactivate** button, **Deactivate Punishments** application will appear on the screen. Admin shall click on the **Deactivate** button to remove the punishment from the list.



6.7. Reasons for Exits

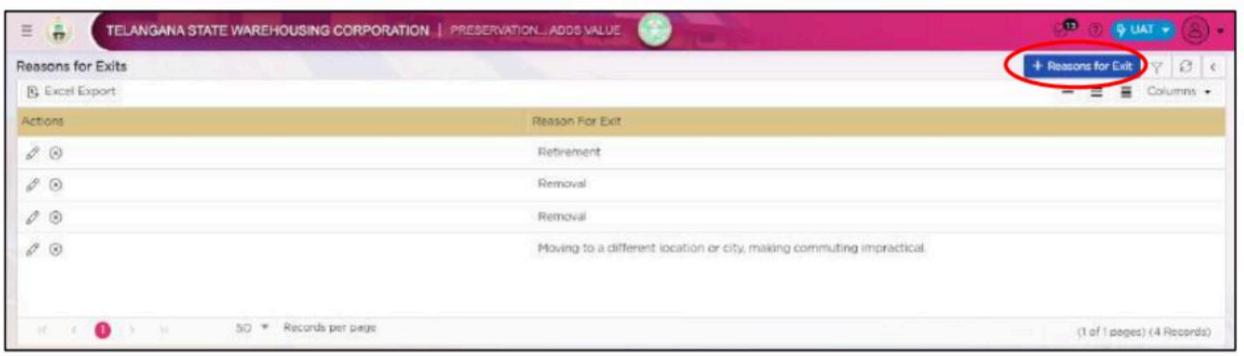
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Reasons for Exits'** under **Employee masters.**



- Upon choosing **'Reasons for Exits**,' a populated list will display, presenting the details of existing Reasons for Exit details if any as shown in the below image.



- To add details for new reason for exit, Admin will click on the **'+ Reasons for Exit'** button located in the top right corner.



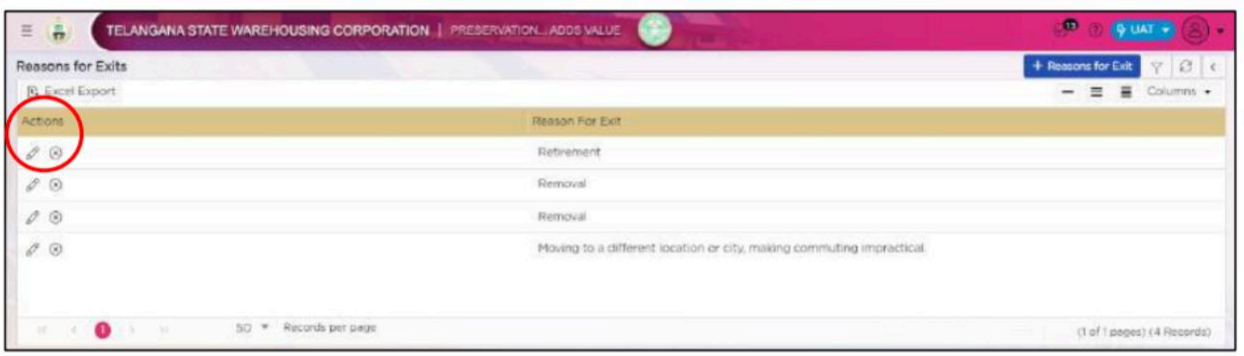
- By clicking, this action prompts a form to input **Reason for Exit** details.
    - Reason for Exit- Select the reason for exit from the drop down
- Once the **'Reason for Exit'** details are entered, Admin can submit the form by clicking on the **'Submit'** button.



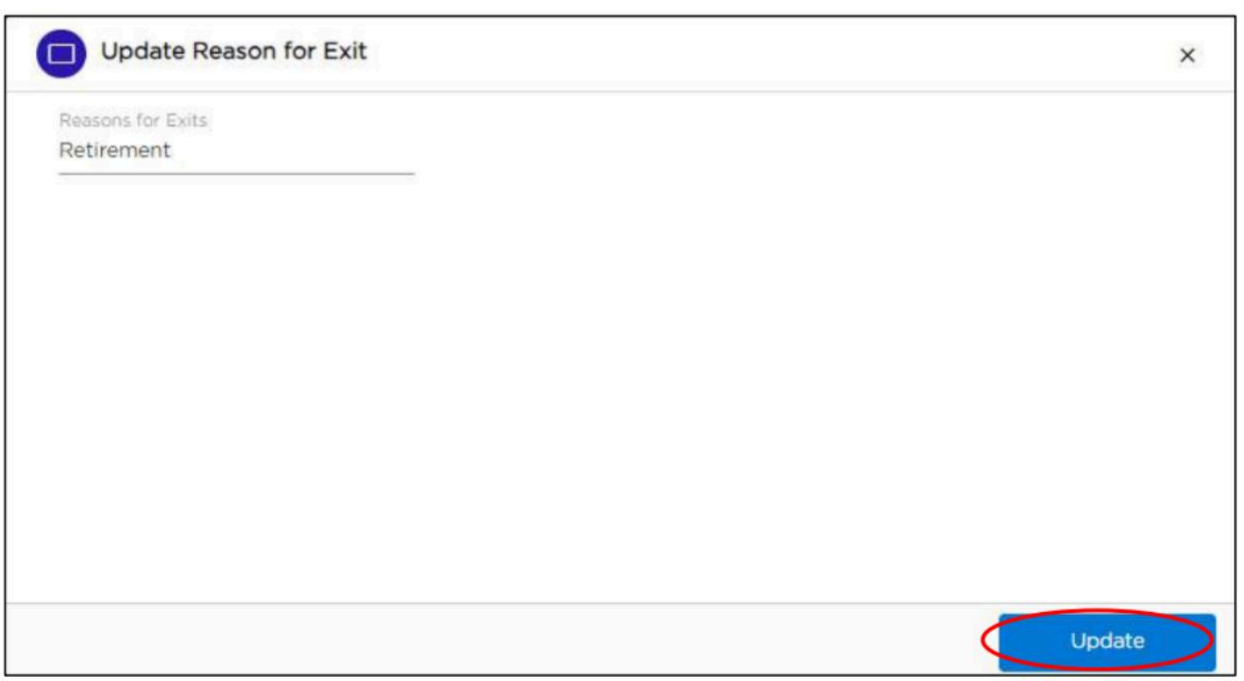
- After submission, the details will get added to the Reasons for Exits list.



- Admin has the ability to update or deactivate reason for exit details by selecting the **'Edit/Deactivate'** icon provided under the **Actions** column.



- Upon clicking **Update** button, **Update Reason for Exit** application opens with the existing details of the selected reason for exit. Admin shall update the details in the form & click on **Update** button to save the updated details of the selected punishment.



- Upon clicking of **Deactivate** button, **Deactivate Reason for Exit** application will appear on the screen. Admin shall click on the **Deactivate** button to remove the selected reason for exit from the list.

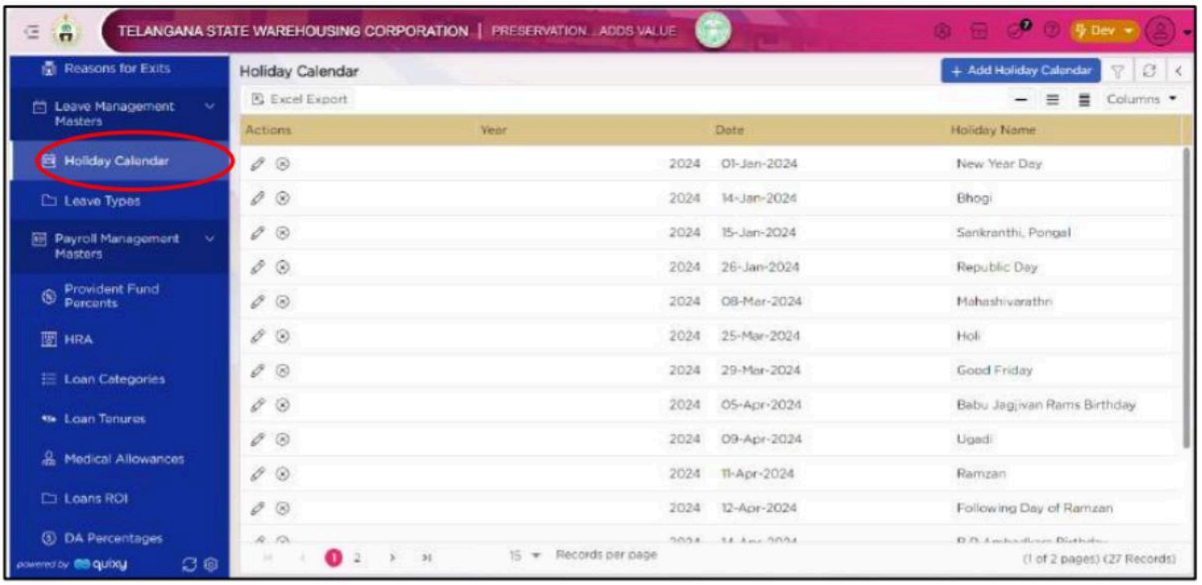


7. Leave Management Masters

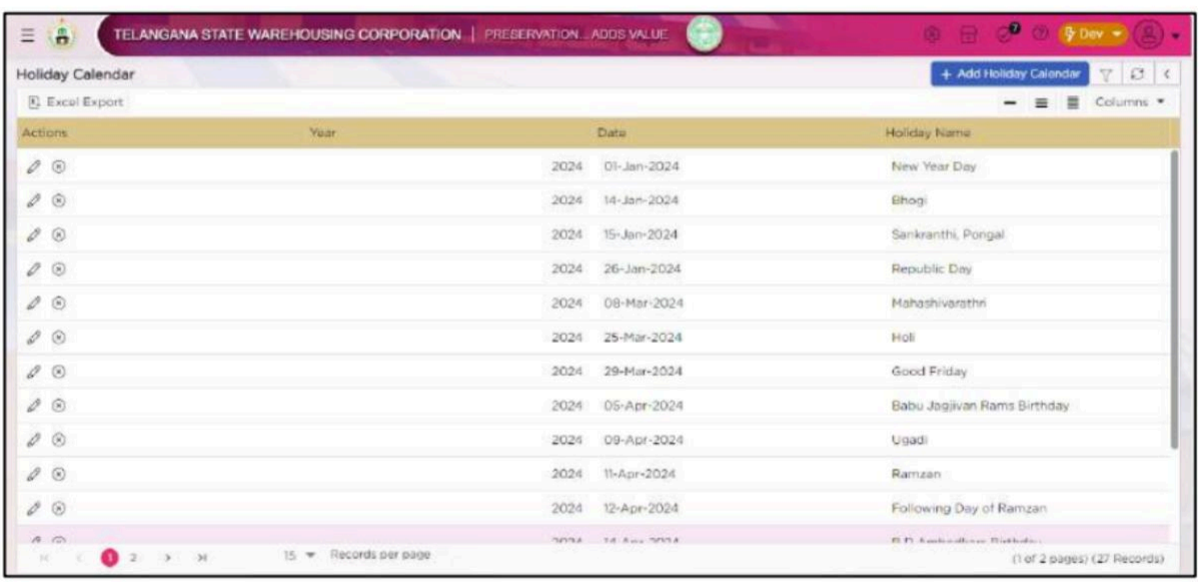
Leave management master is like a digital calendar where employees and their managers can see who's taking time off and when. It keeps track of things like vacation days, sick days, and other types of leave. This helps managers plan work schedules and make sure there are enough people around when needed. Employees can also use it to request time off and see how much leave they have left. It's like a handy tool for keeping everyone in TSWC organized when it comes to taking time away from work.

7.1. Holiday Calendar

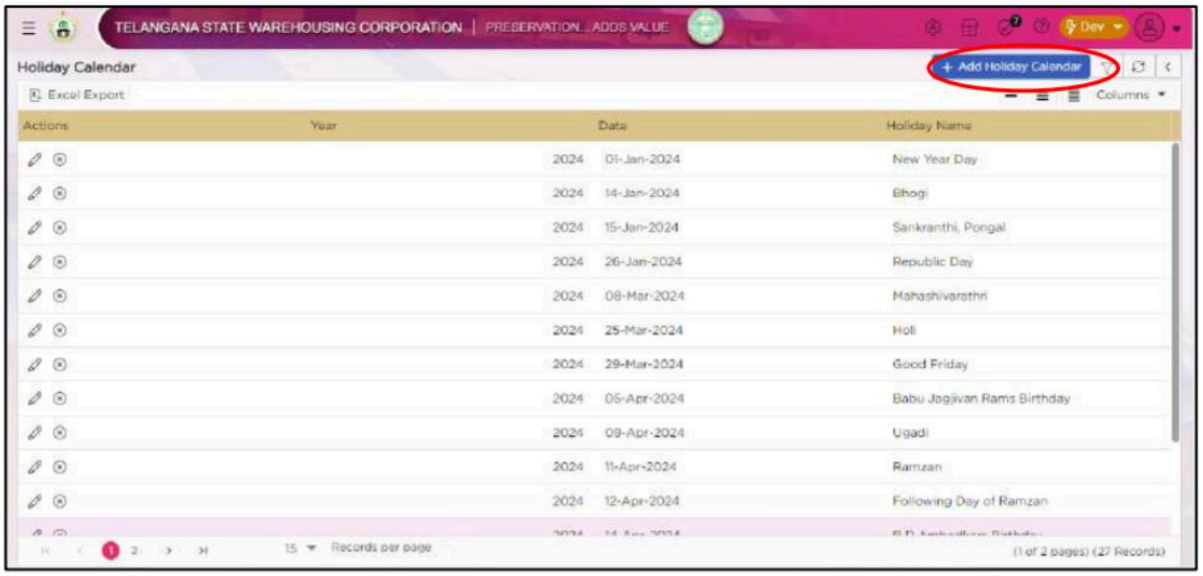
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Holiday calendar'** under **Leave Management Masters.**



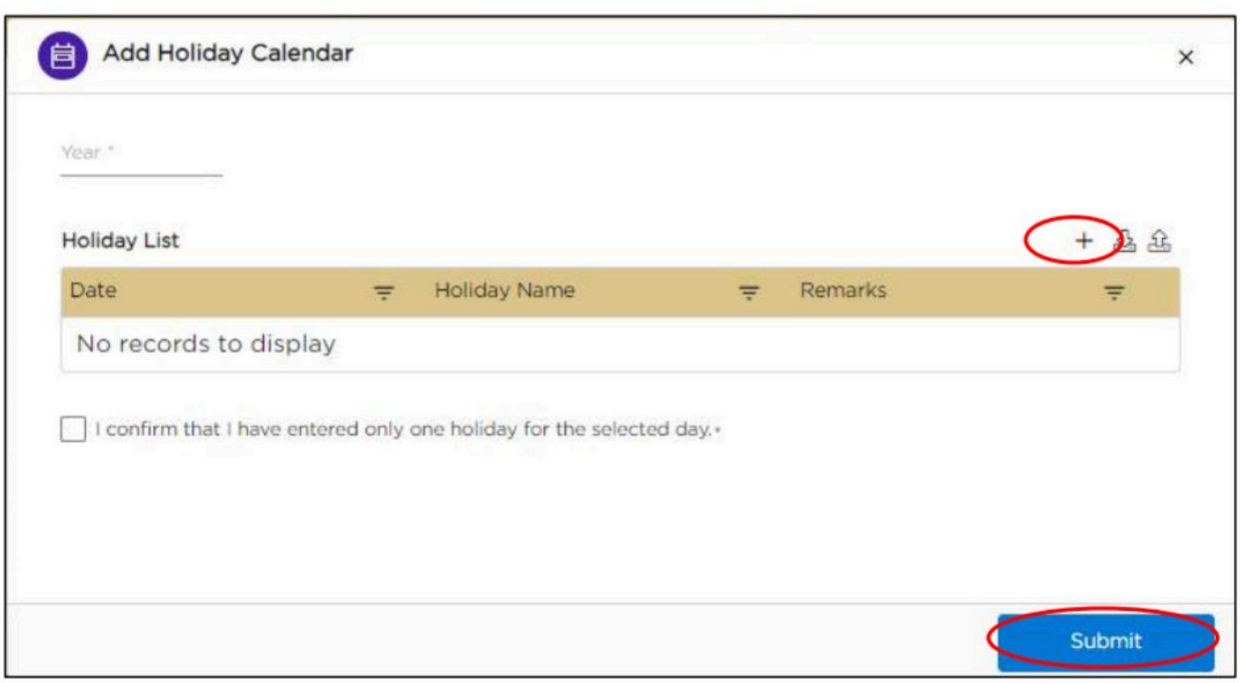
- Upon choosing **'Holiday Calendar**,' a populated list will display, presenting the details of existing Holiday Calendar details if any as shown in the below image.



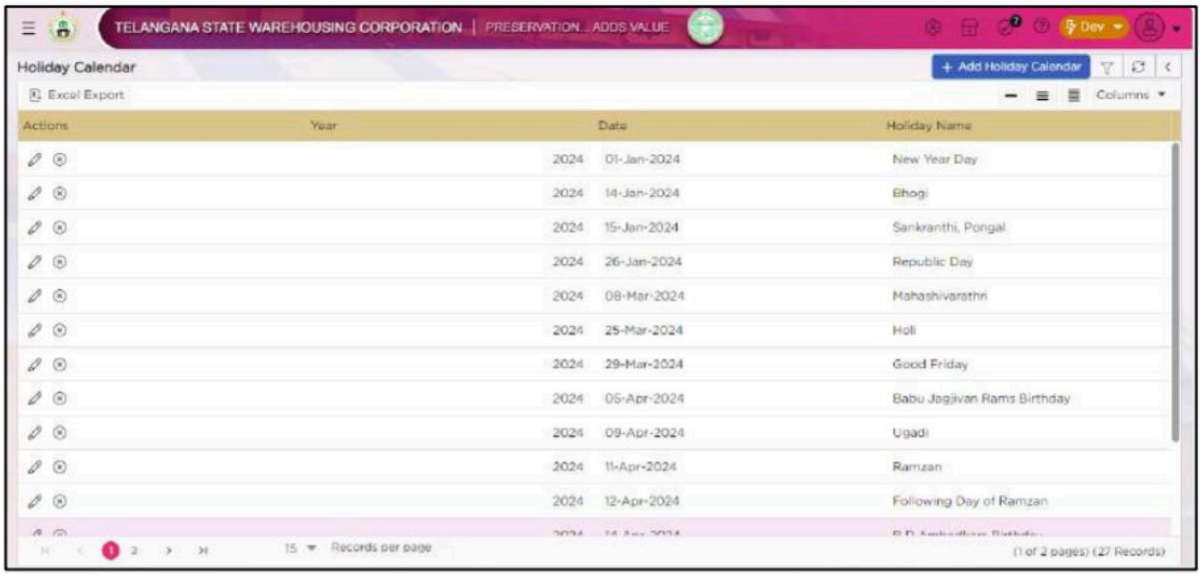
- To add details for new holiday calendar, Admin will click on the **'+ Add Holiday Calendar'** button located in the top right corner.



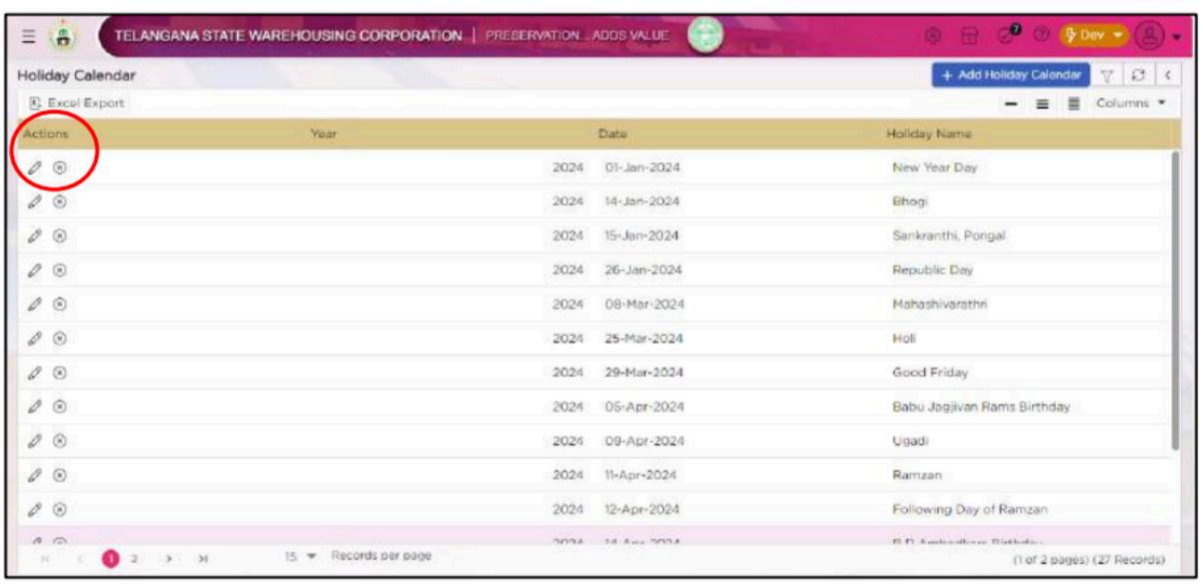
- By clicking, this action prompts a form to input **new holiday calendar** details.
    - Year- Enter the year
    - Date- Select the date from date picker
    - Holiday Name- Enter the holiday name
    - Remarks- Enter the remarks if required.
- To enable entering data in the Holiday List section user shall click on the + button. Once the 'Holiday Calendar details' are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After **submission,** the details will get added to the **Holiday Calendar** list.

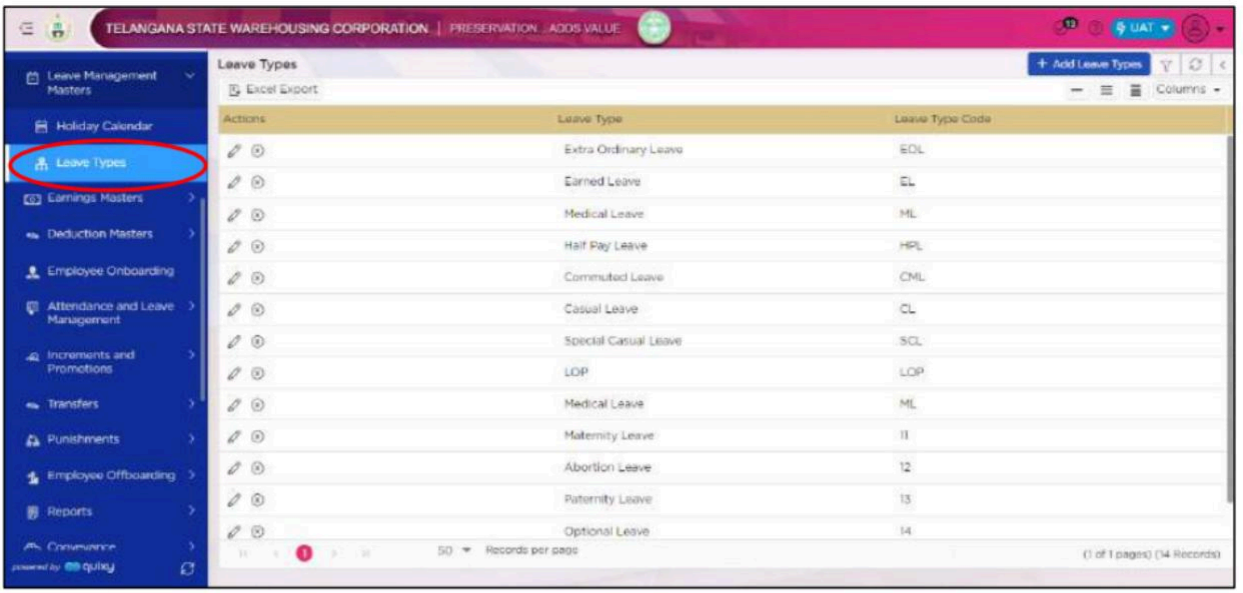


- Admin has the ability to update or deactivate holiday details by selecting the **'Update/Deactivate'** icon provided under the **Actions** column.

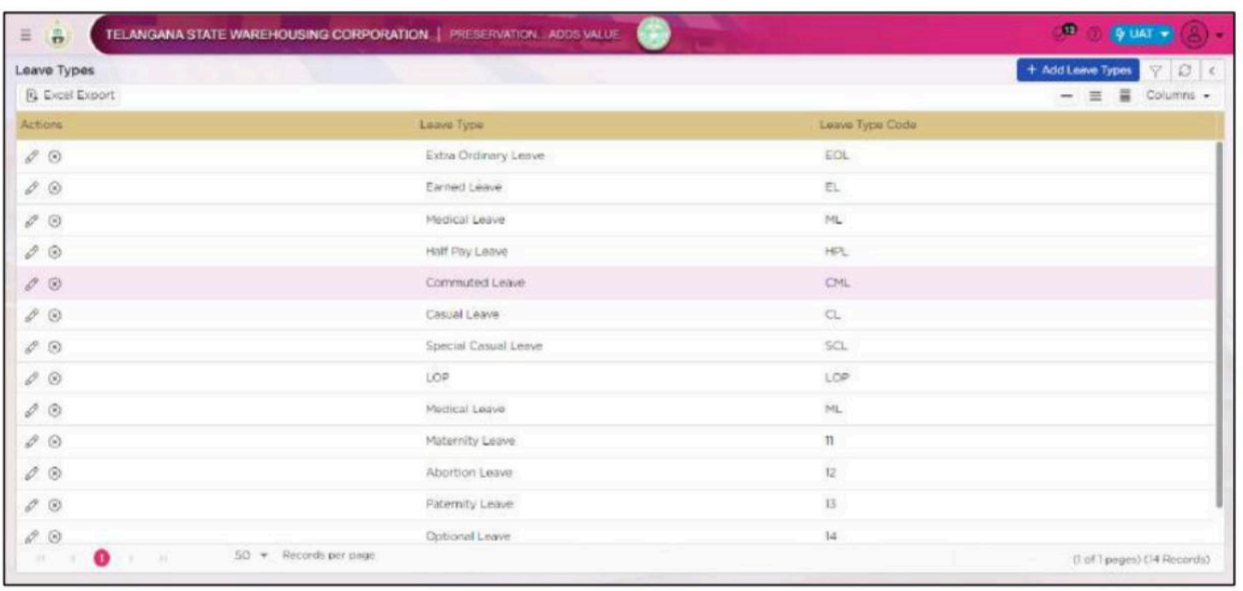


7.2. Leave Types

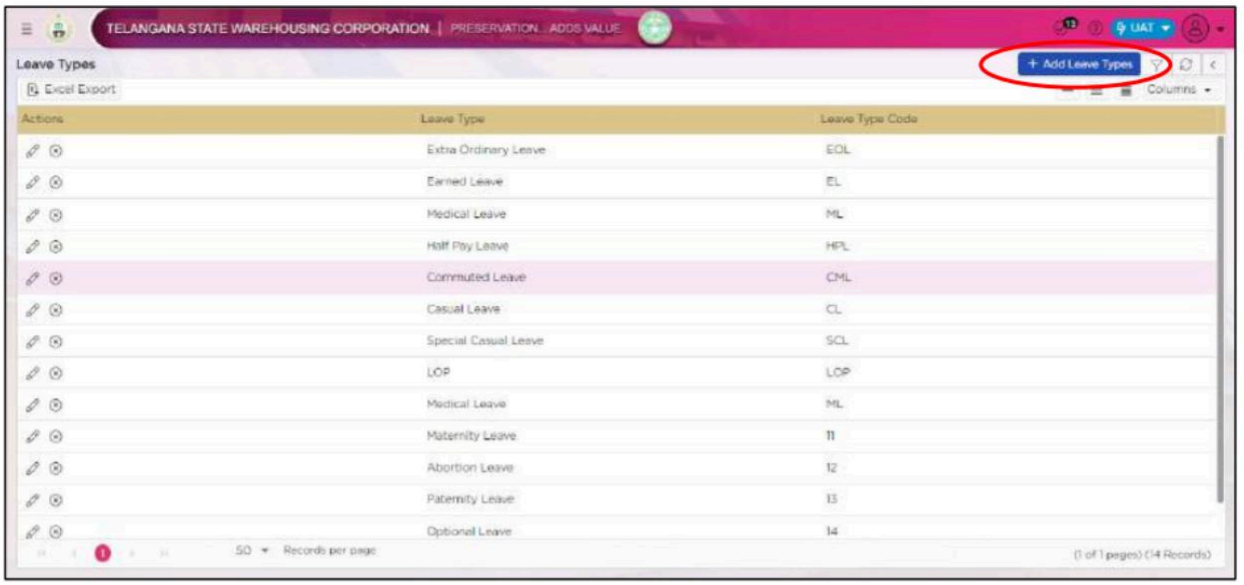
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Leave Types'** under **Leave Management Masters.**



- Upon choosing **'Leave Types**,' a populated list will display, presenting the details of existing Leave type details if any as shown in the below image.



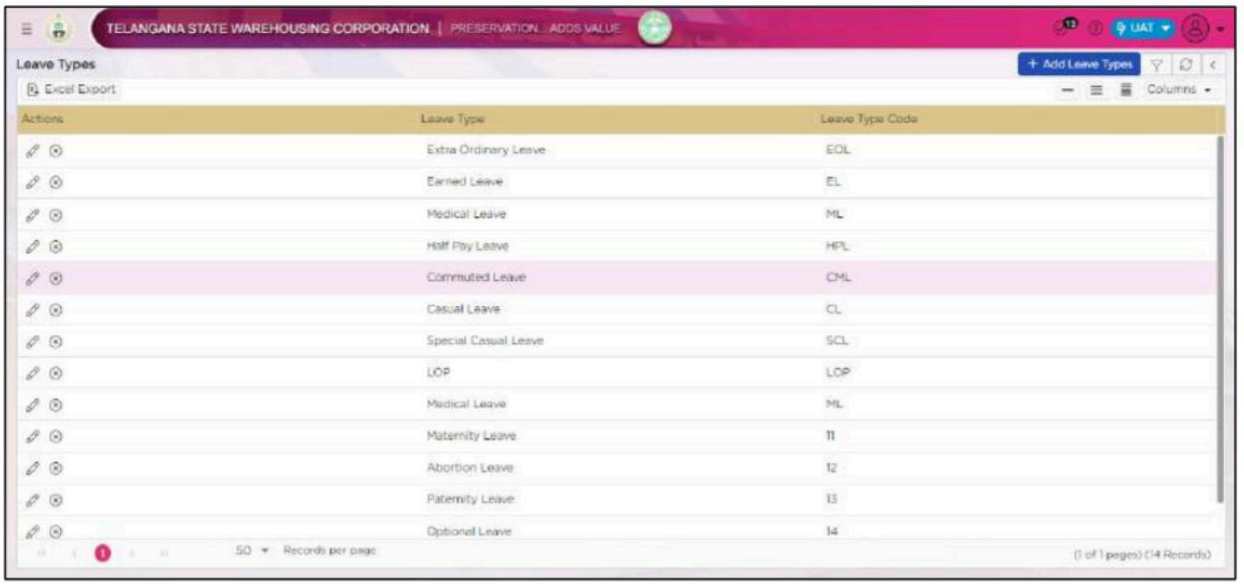
- To add details for new leave type, Admin will click on the **'+ Add Leave Types'** button located in the top right corner.



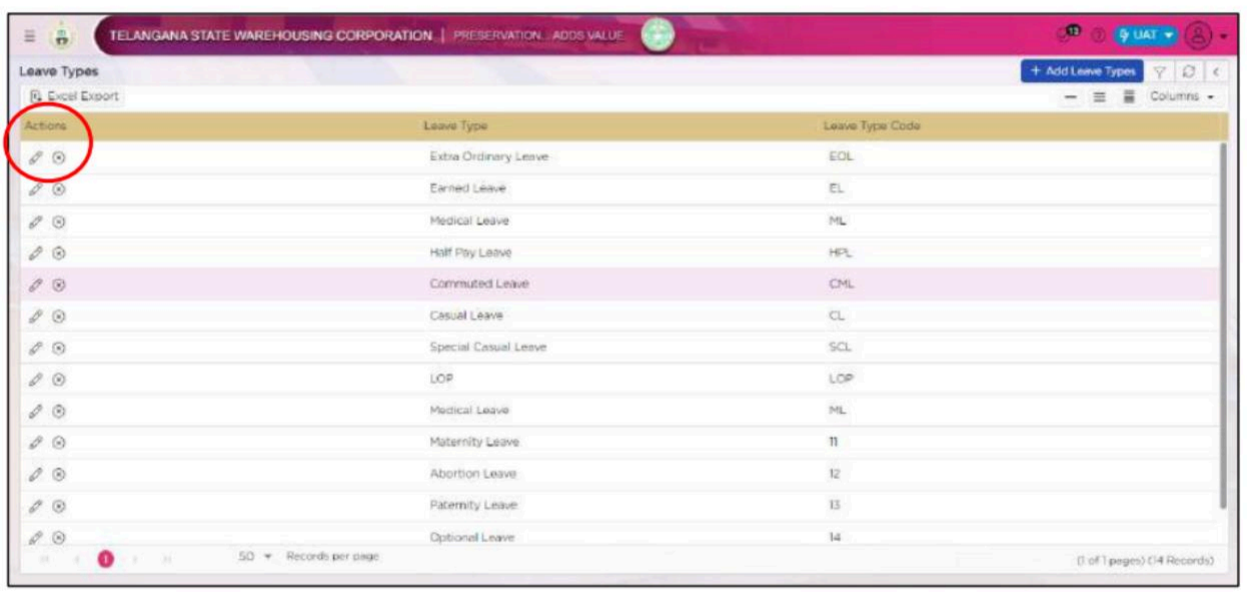
- By clicking, this action prompts a form to input **new leave type** details.
    - Leave Code- Enter the leave code
    - Leave Type Name- Enter the leave type name
- Once the **'Leave Type details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the list.



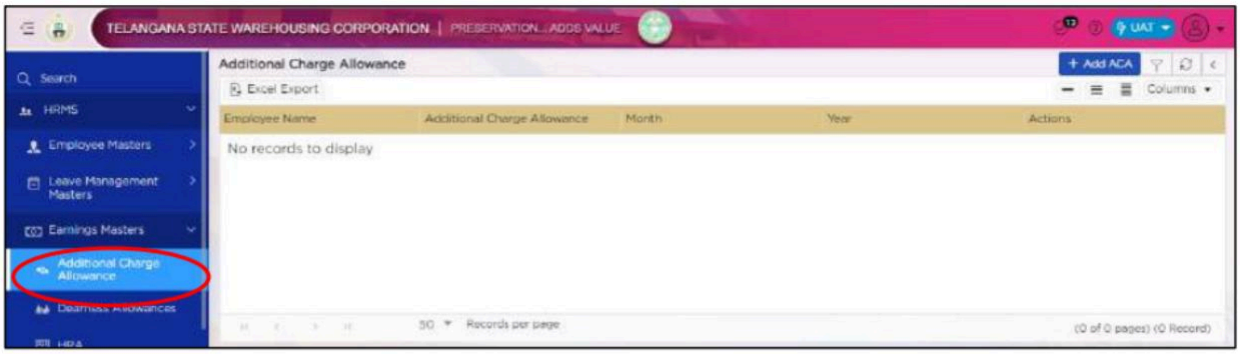
- Admin has the ability to update or deactivate leave type details by selecting the **'Edit/Deactivate'** icon provided under the action column.



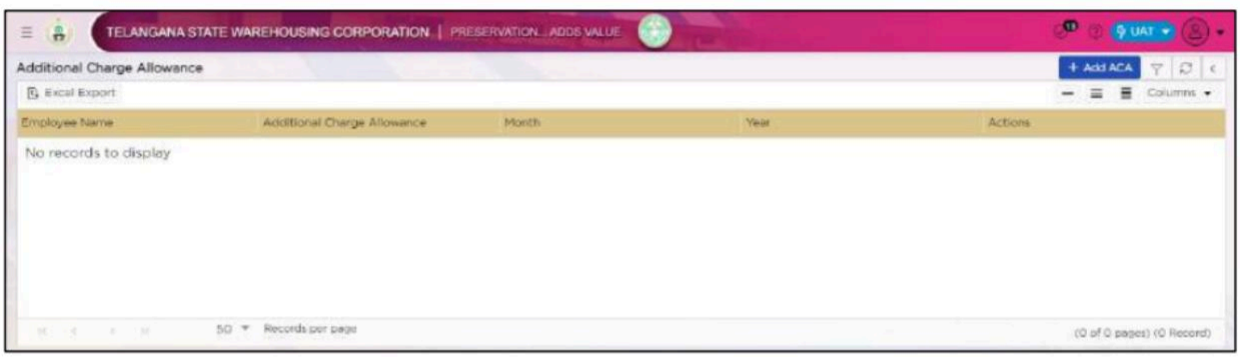
8. Earnings Masters

8.1. Additional Charge Allowance

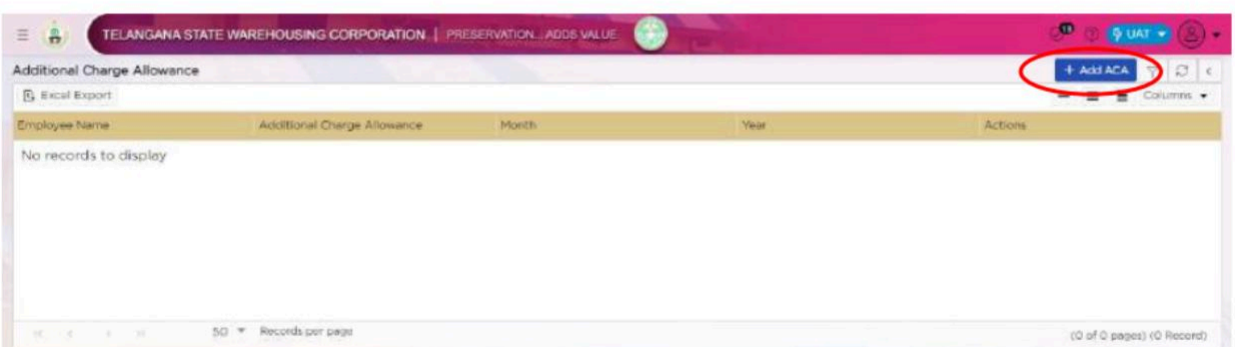
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Additional Charge Allowance'** under **Earnings Masters.**



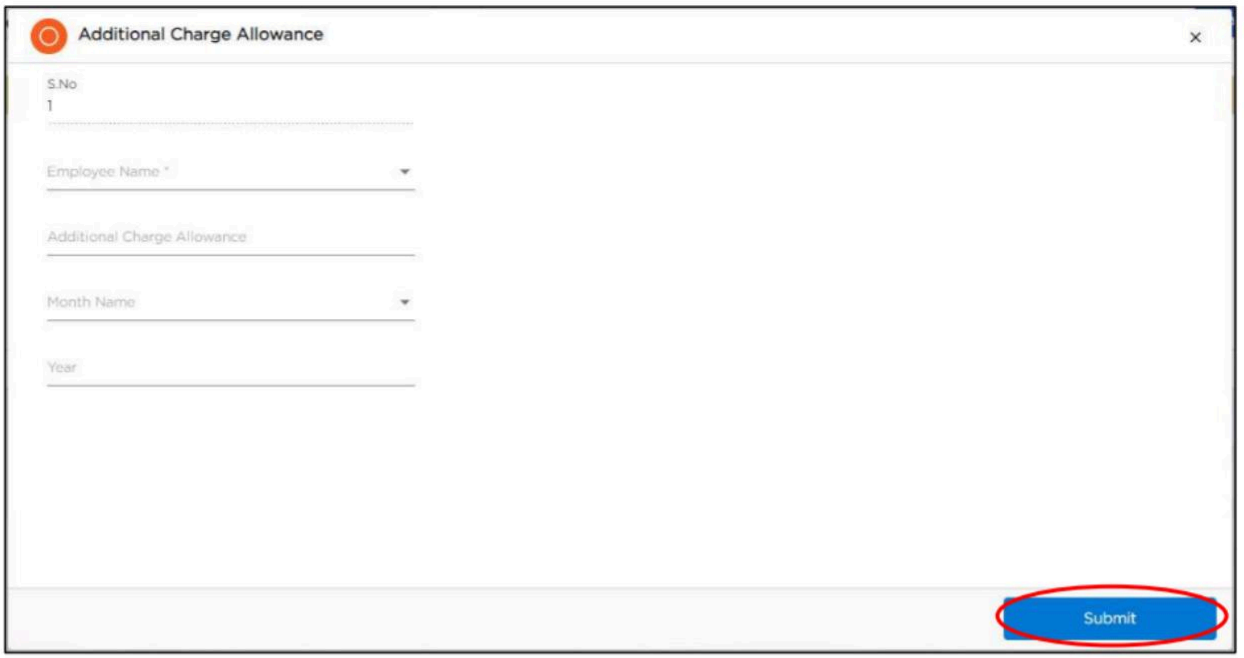
- Upon choosing **'Additional Charge Allowance**,' a populated list will display, presenting the details of existing Additional Charge Allowance if any.



- To add details for new DA, Admin will click on the **'+ Add ACA'** button located in the top right corner.



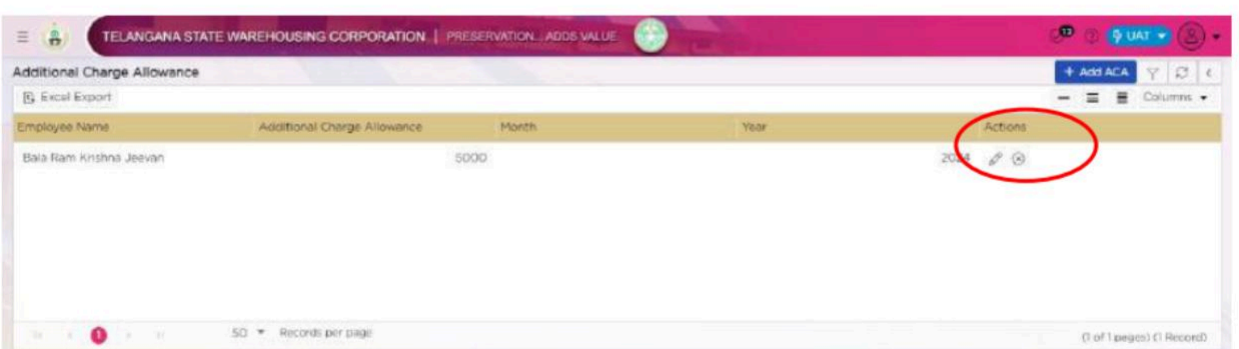
- By clicking, this action prompts a form to input **Additional Charge Allowance** details.
  - Employee Name – Select the value from the drop-down
  - Additional Charge Allowance - Enter the Additional Charge Allowance
  - Month Name- Select the value from the drop-down
  - Year – Enter the value for year
- Once the 'ACA details' are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Additional Charge Allowance list.

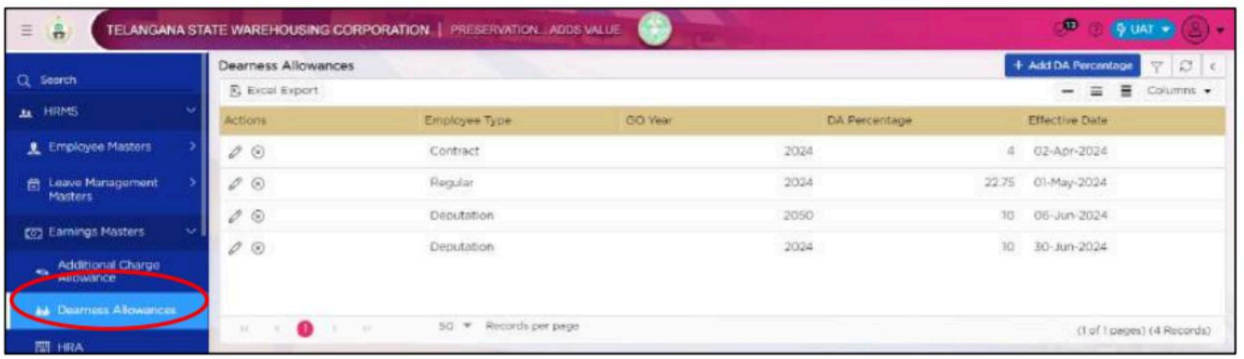


- Admin has the ability to update or deactivate ACA details by selecting the **'Update/Deactivate'** icon provided under the **Actions** column.



8.2. Dearness Allowances

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Dearness Allowances'** under **Earnings masters.**



- Upon choosing **'DA percentages**,' a populated list will display, presenting the details of existing DA percentages if any as shown in the below image.



- To add details for new DA, Admin will click on the **'+ Add DA Percentage'** button located in the top right corner.



- By clicking, this action prompts a form to input **new DA percentages** details.
  - Employee Type – Select the value from the drop-down
  - GO Year- Enter the GO year

- DA %- Enter the DA %
- Effective date – Select the date.

- Once the **'DA % details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Dearness Allowances list.



- Admin has the ability to update or deactivate DA percentage details by selecting the **'Update/Deactivate'** icon provided under the **Actions** column.



8.3. HRA

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'HRA'** under **Earnings Masters.**



- Upon choosing **'HRA**,' a populated list will display, presenting the details of existing HRA details if any as shown in the below image.



- To add details for new HRA, Admin will click on the **'+ Add HRA'** button located in the top right corner.



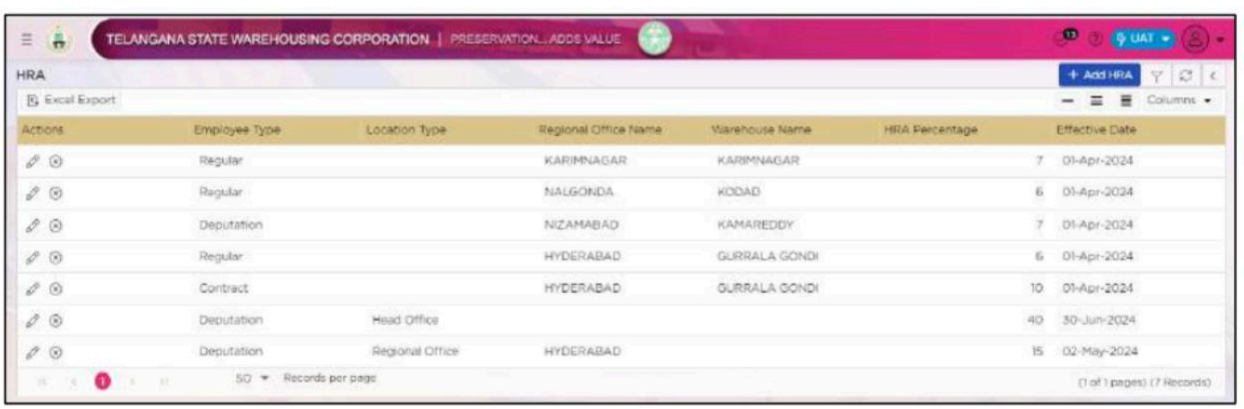
- By clicking, this action prompts a form to input new HRA details.

- Location type- Head Office/Regional Offcie/Warehouse
- Employee Type – Select the value from the drop down
- HRA % – Enter the HRA
- Effective date – Select the effective date

- Once the **'HRA details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After **submission,** the details will get added to the HRA list.

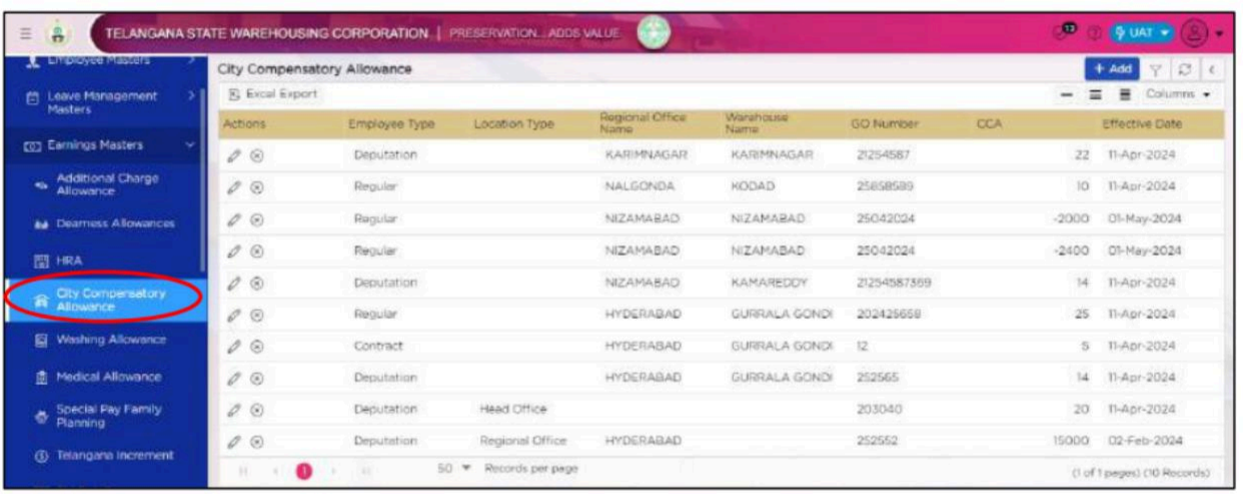


- Admin has the ability to update or deactivate HRA details by selecting the **'Update/Deactivate'** icon provided under the **Actions** column.

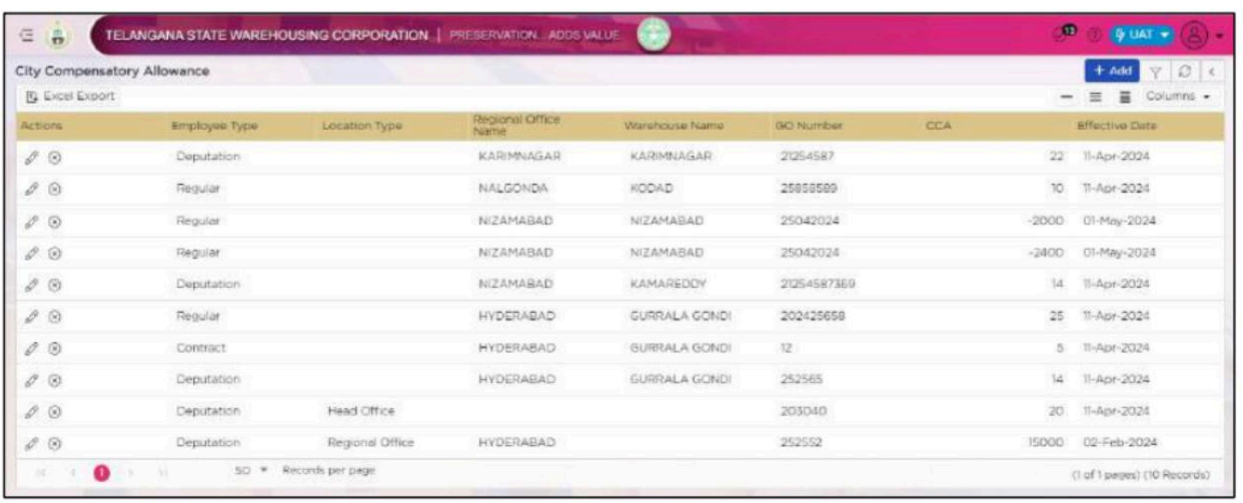


8.4. City Compensatory Allowance

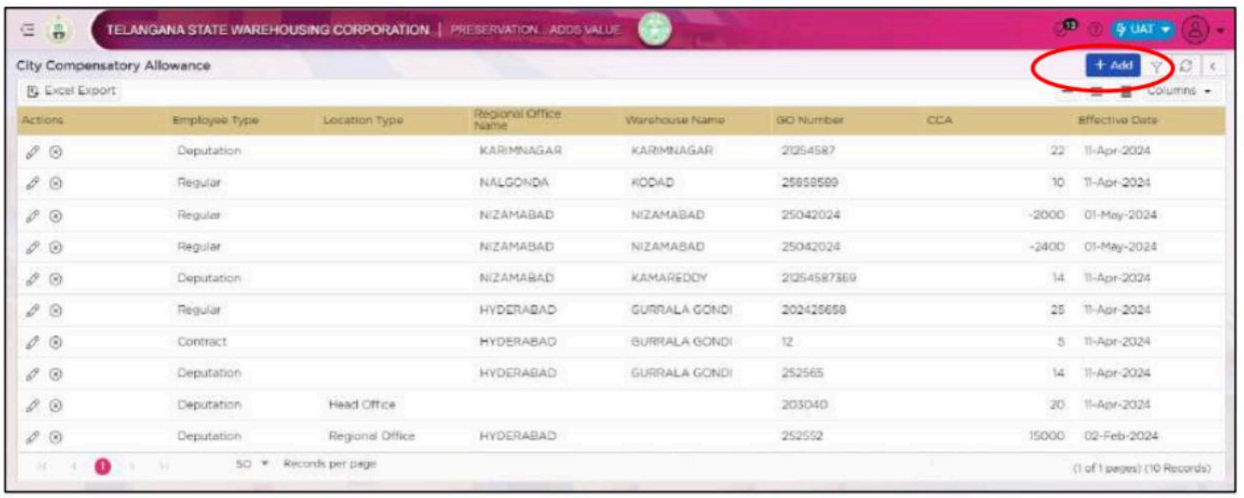
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **"City Compensatory Allowance''** under **Earnings Masters.**



- Upon choosing **City Compensatory Allowance**, a populated list will display, presenting the details of existing CCA details if any as shown in the below image.



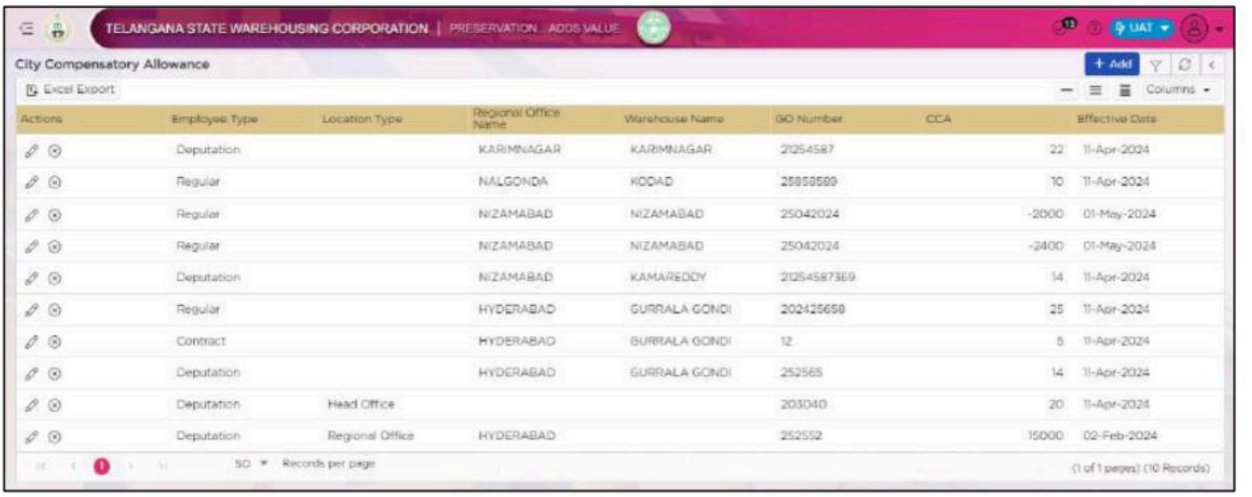
- To add details for new CCA, Admin will click on the **'+ Add'** button located in the top right corner.



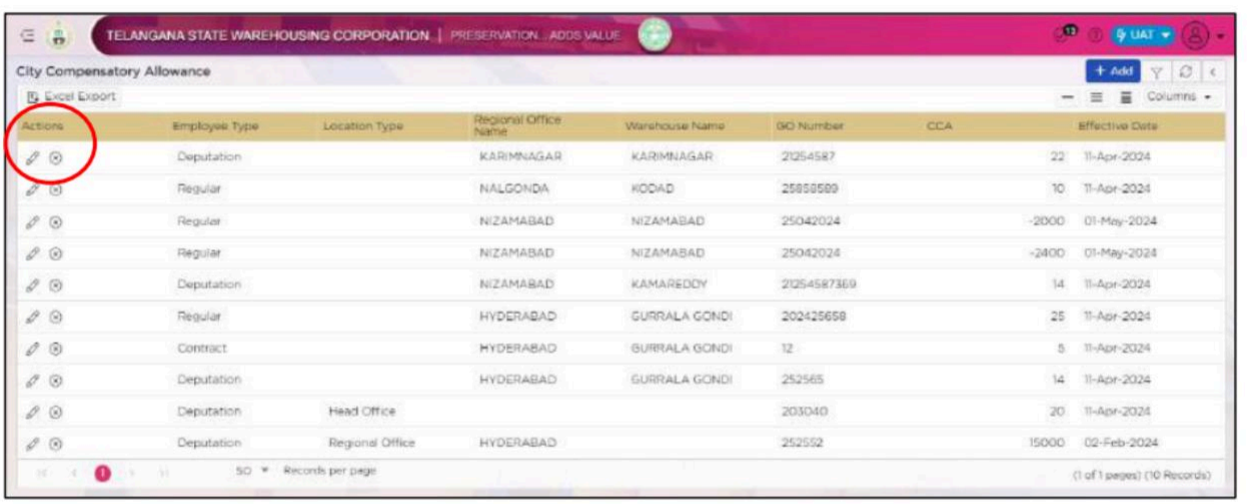
- By clicking, this action prompts a form to input **new HRA** details.
  - GO Number – Enter GO number
  - Location Type – Head Office/Regional Office/Warehouse
  - Employee Type – Select the value from the drop down
  - CCA – Enter the CCA Amount
  - Effective date – Select the effective date
- Once the **'CCA details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the City Compensatory Allowance list.

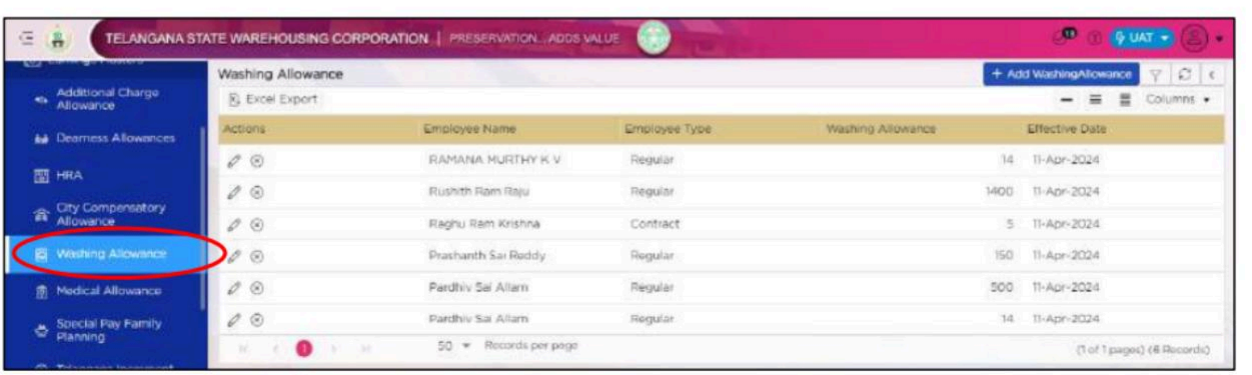


- Admin has the ability to update or deactivate CCA details by selecting the **'Update/Deactivate'** icon provided under the **Actions** column.



8.5. Washing Allowance

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **"Washing Allowance"** under **Earnings Masters.**



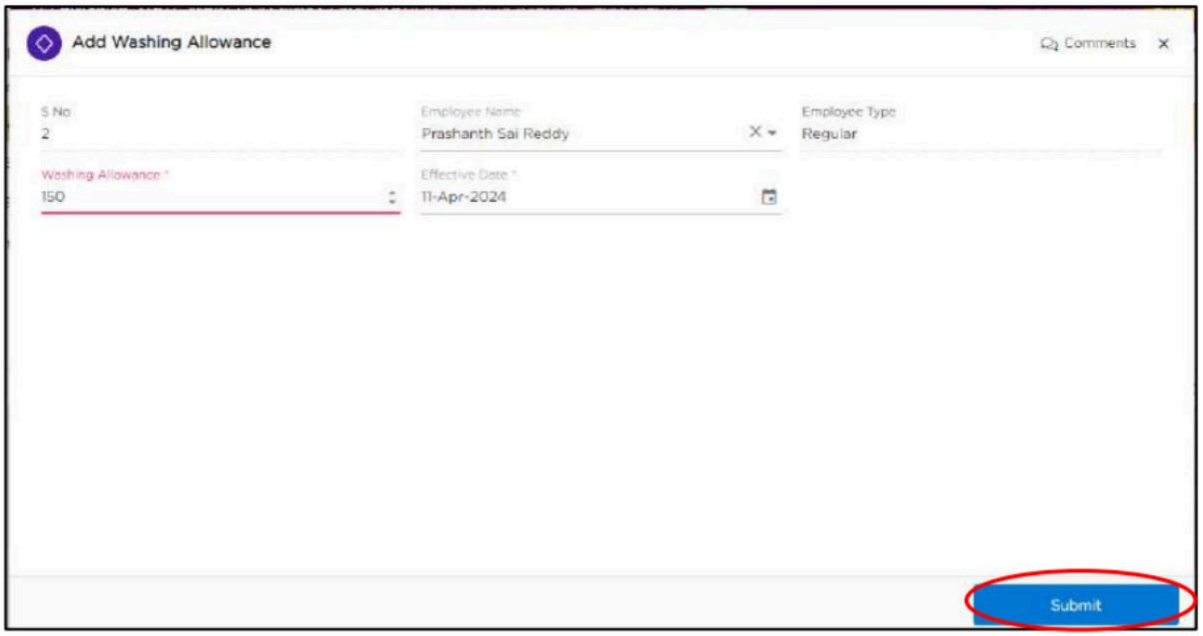
- Upon choosing **'Washing Allowance**,' a populated list will display, presenting the details of existing Washing allowance details if any as shown in the below image.



- To add details for new washing allowance, Admin will click on the **'Add'** button located in the top right corner.



- By clicking, this action prompts a form to input **new washing allowance** details.
  - Employee name – Select the value from the drop down
  - Employee Type- Auto fetch based on the Employee name selection.
  - Washing Allowance- Enter the amount
  - Effective date – Select the effective date
- Once the **'Washing allowance details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After **submission,** the details will get added to the **list**.



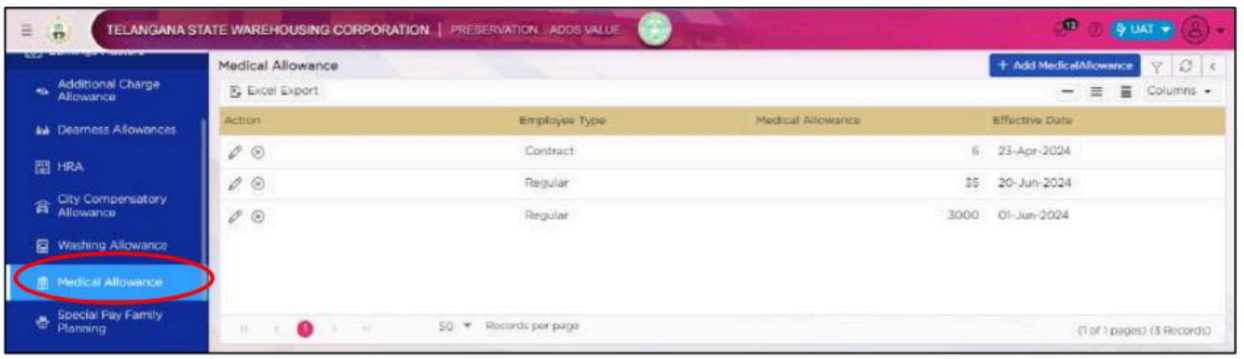
- Admin has the ability to update or deactivate washing allowance details by selecting the **'Update/Deactivate'** button provided under the **Actions** column.



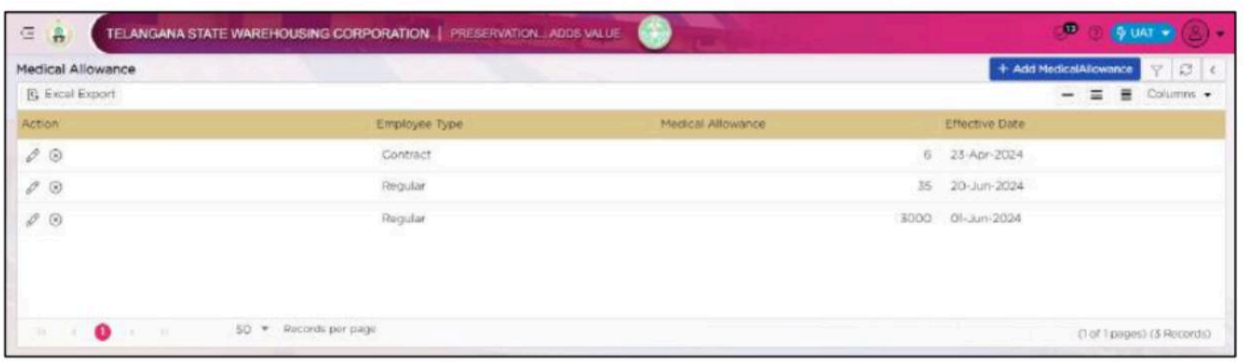
8.6. Medical Allowance

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.

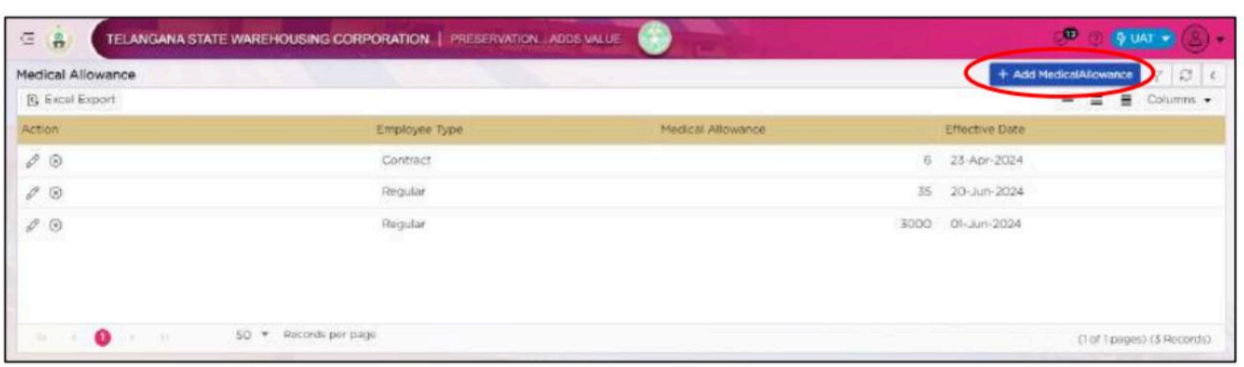
- After logging in, Admin should access the **'HRMS'** section and then choose **"Medical Allowance"** under **Earnings Masters.**



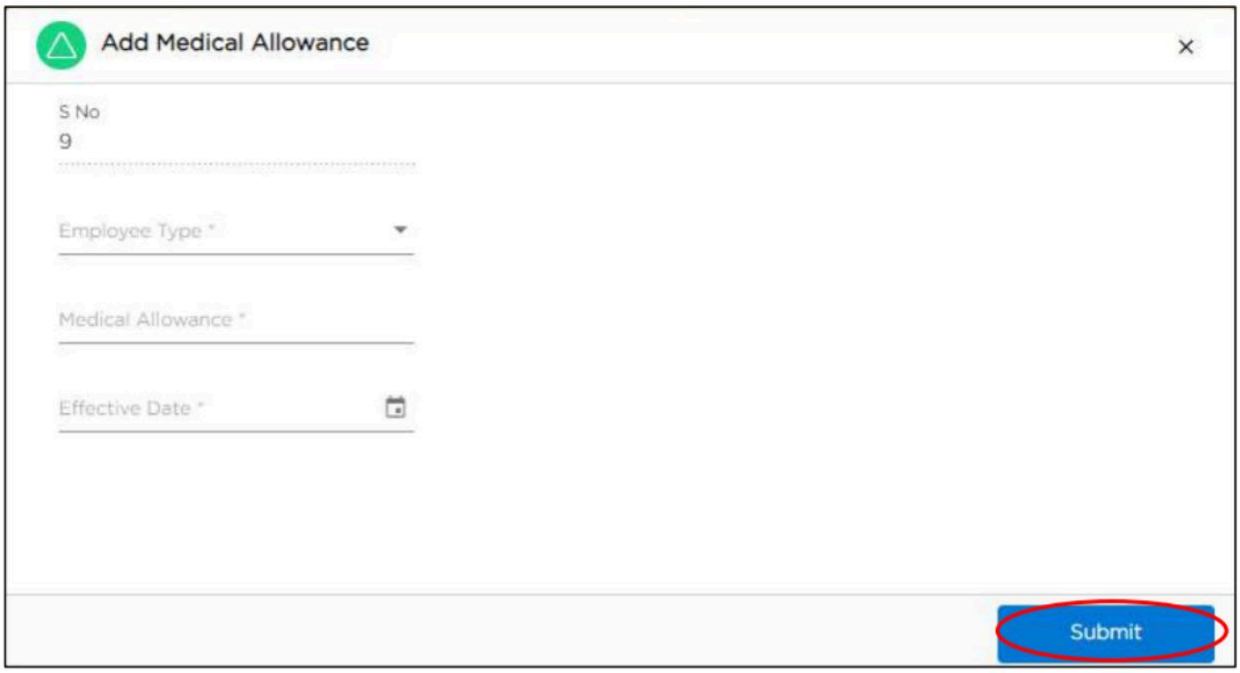
- Upon choosing **'Medical Allowance**,' a populated list will display, presenting the details of existing Washing allowance details if any as shown in the below image.



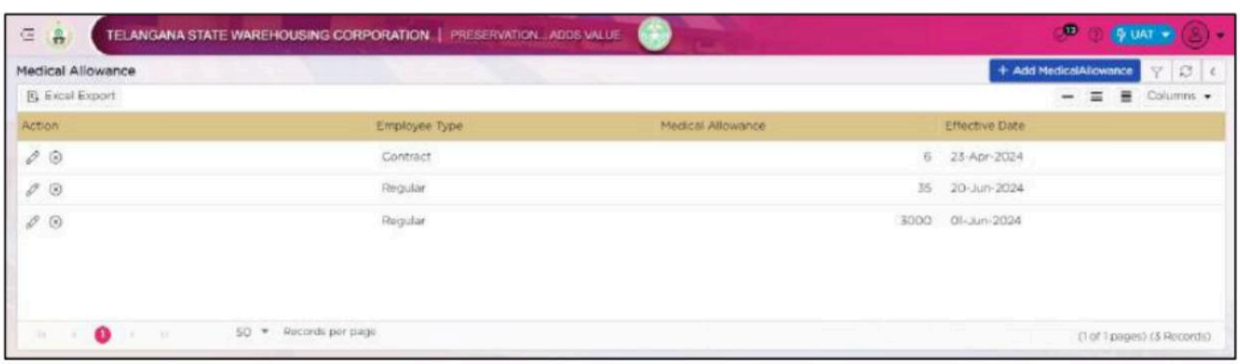
- To add details for new medical, Admin will click on the **'+ Add Medical Allowance'** button located in the top right corner.



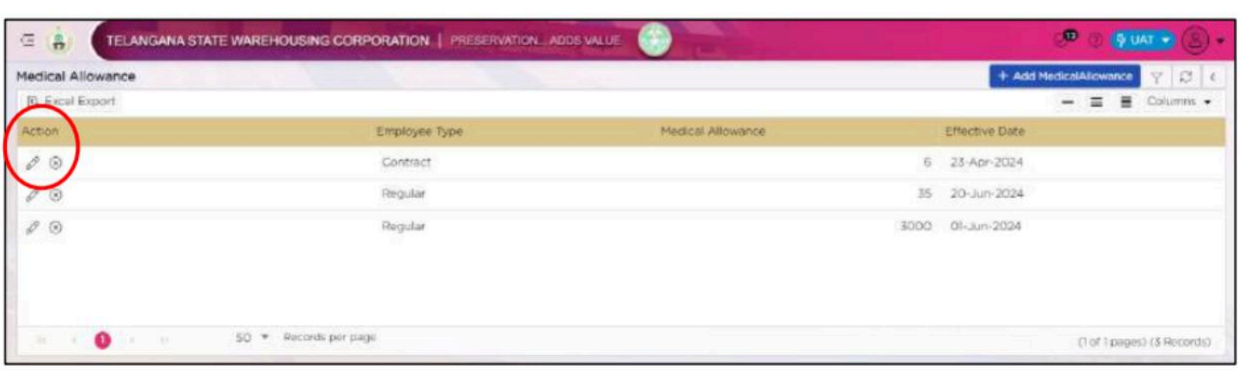
- By clicking, this action prompts a form to input **new medical allowance** details.
  - Employee Type- Auto fetch based on the Employee name selection.
  - Medical Allowance- Enter the amount
  - Effective date – Select the effective date
- Once the **'Medical allowance details'** are entered, Admin can submit the form by clicking on the **'Add'** button.



- After **submission,** the details will get added to the Medical Allowances list.



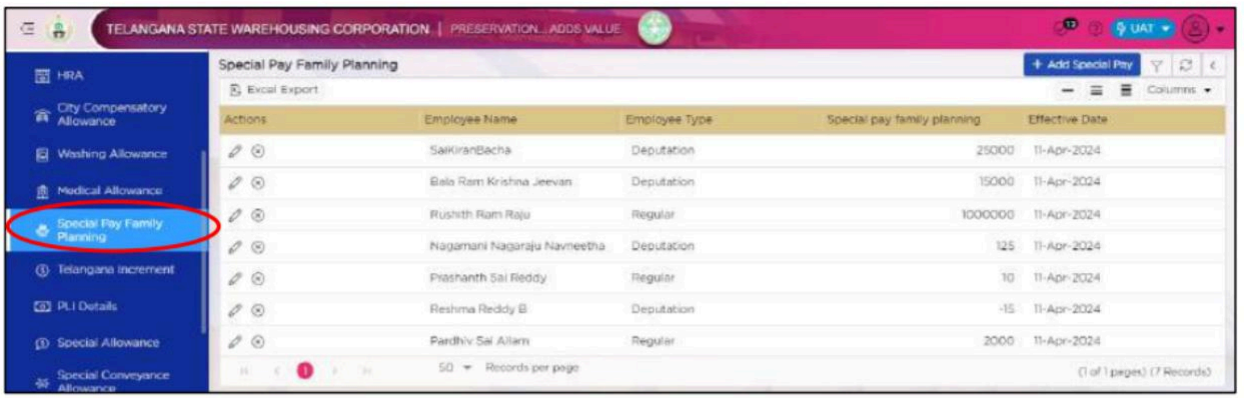
- Admin has the ability to update or deactivate medical allowance details by selecting the **'Update/Deactivate'** icon provided under the action column.



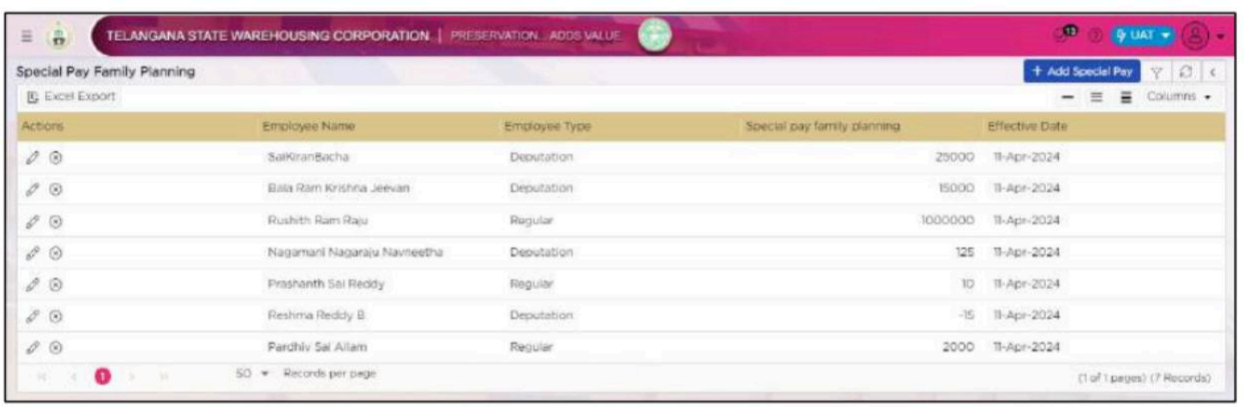
8.7. Special Pay Family Planning

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.

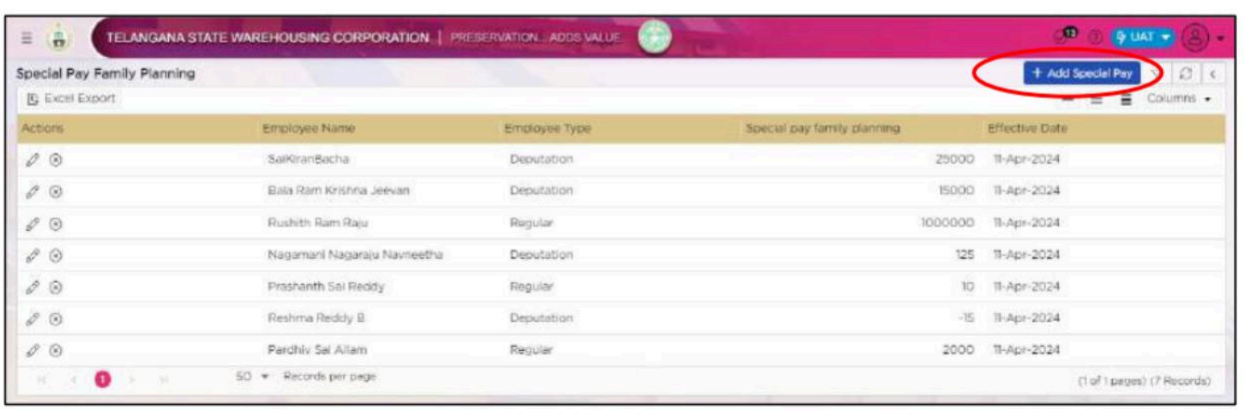
- After logging in, Admin should access the **'HRMS'** section and then choose **"Special Pay Family Planning''** under **Earnings Masters.**



- Upon choosing **'Special Pay Family Planning**,' a populated list will display, presenting the details of existing 'Special pay family planning details if any as shown in the below image.



- To add details for new special pay family planning, Admin will click on the **'+ Add Special Pay'** button located in the top right corner.



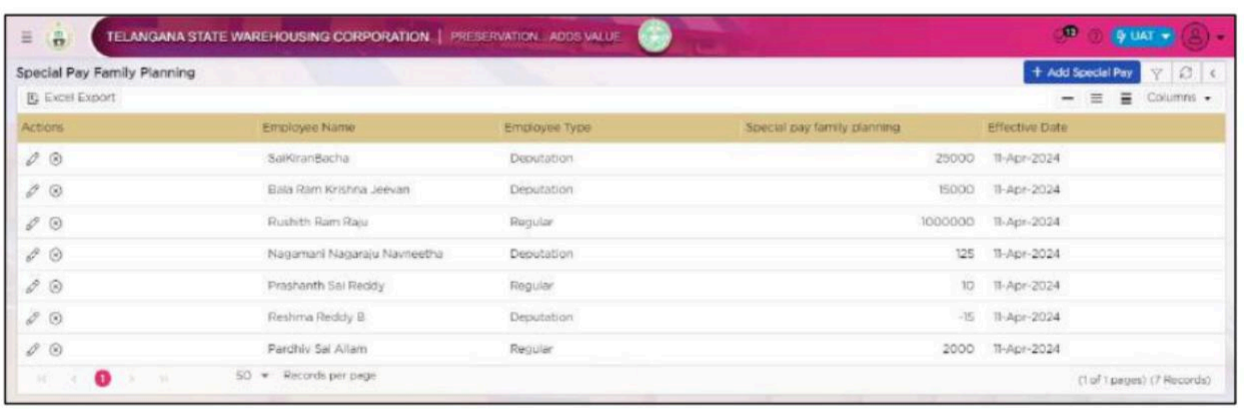
- By clicking, this action prompts a form to input **new SPFP allowance** details.
  - Employee Name- Select the value from the drop-down
  - Employee Type- Auto fetch based on the Employee name selection.

- Special Pay Family Planning Amount- Enter the amount
- Effective date – Select the effective date

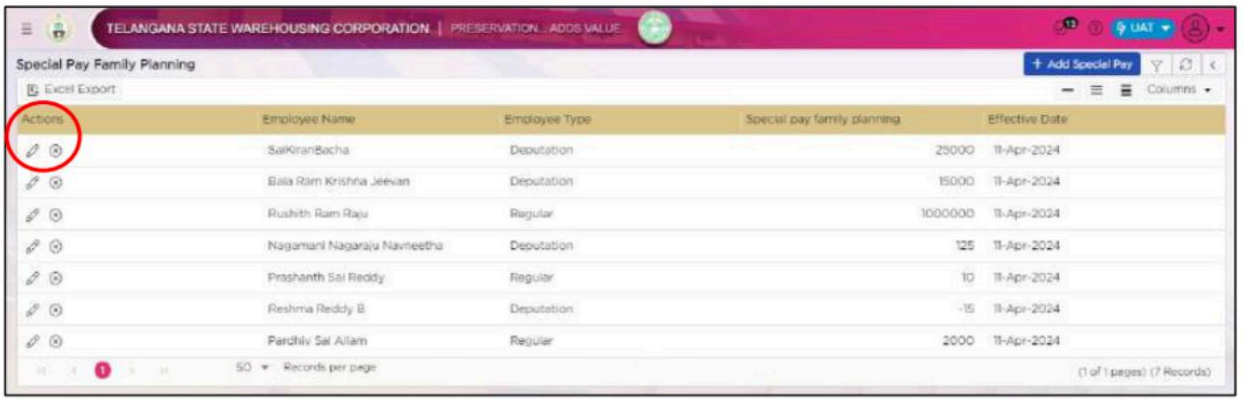
- Once the **'Special pay family planning details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the list.

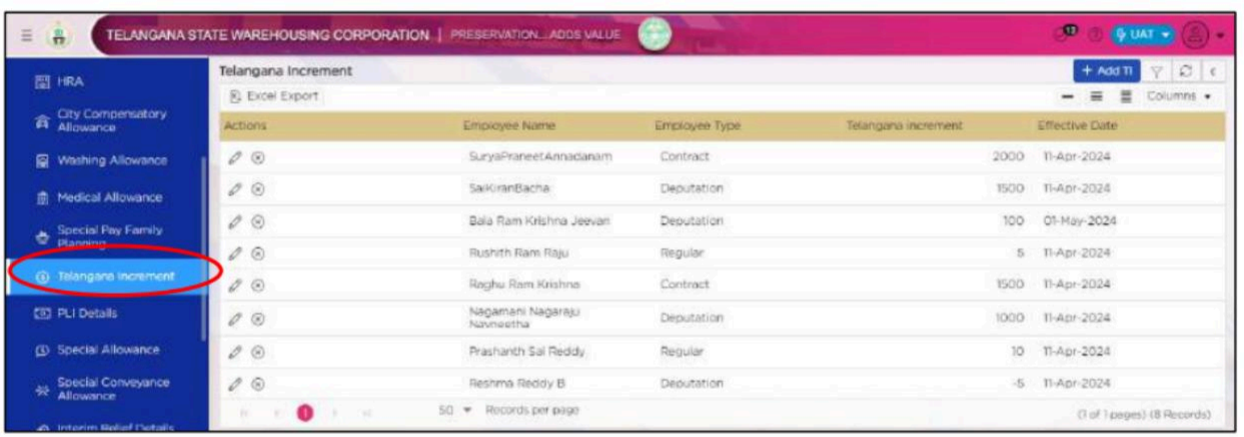


- Admin has the ability to update or deactivate SPFP details by selecting the **'Update/Deactivate'** button provided under the **Actions** column.

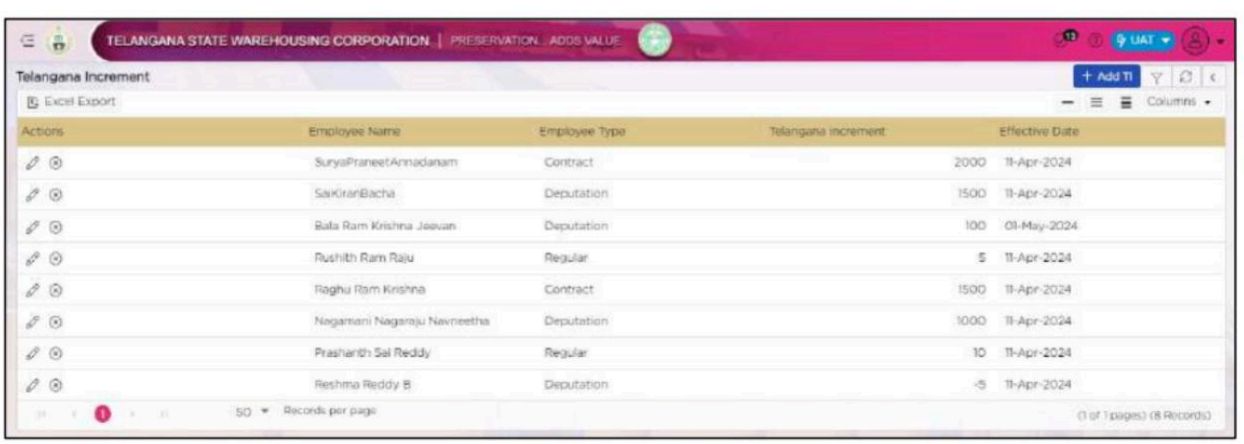


8.8. Telangana Increment

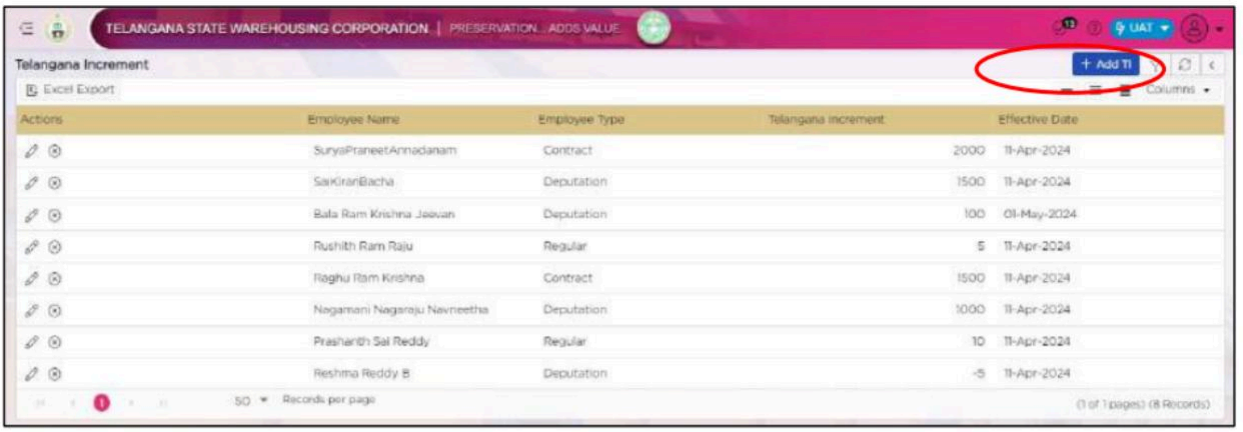
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **"Telangana Increment"** under **Earnings Masters.**



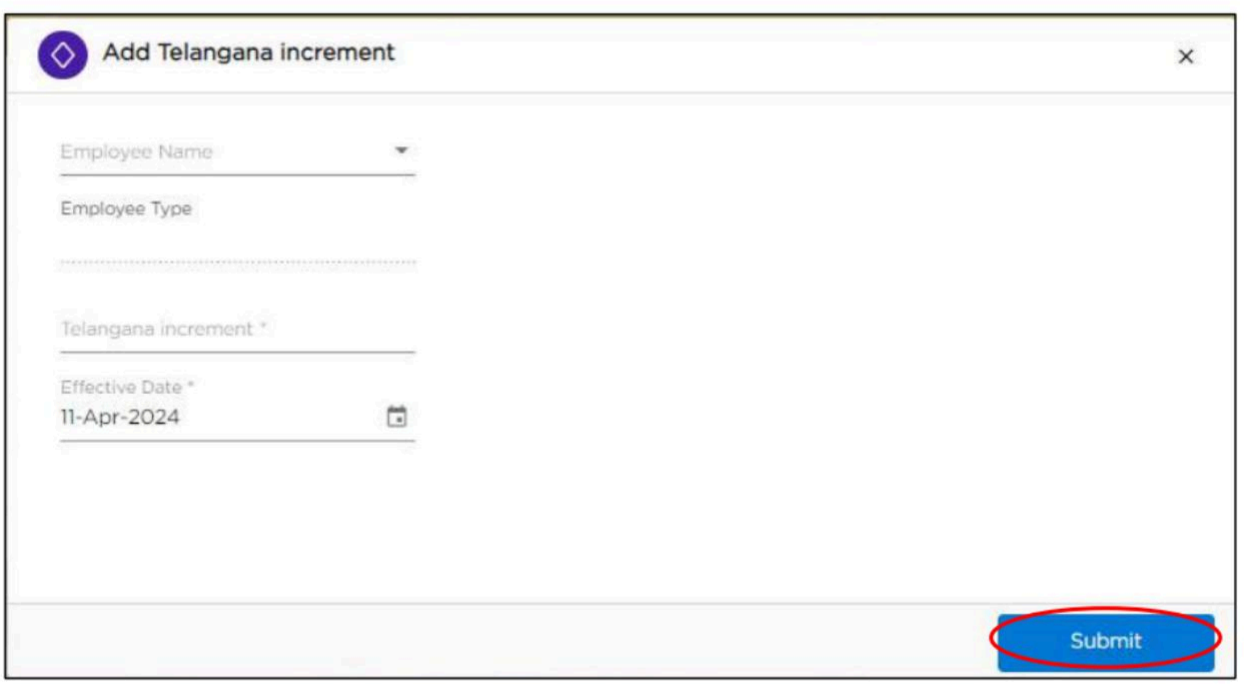
- Upon choosing **'Telangana Increment**,' a populated list will display, presenting the details of existing Telangana increment details if any as shown in the below image.



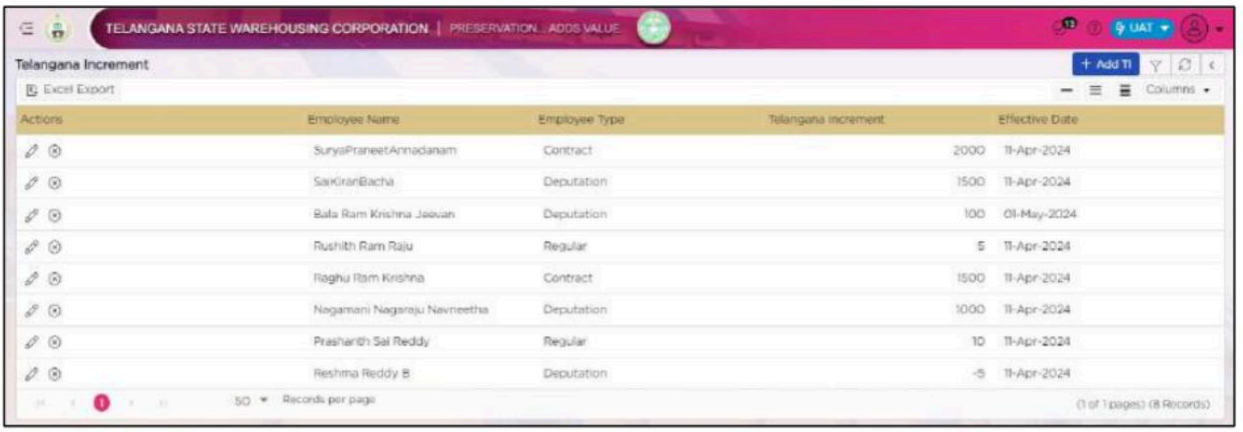
- To add details for new TI, Admin will click on the **'+ Add Allowance'** button located in the top right corner.



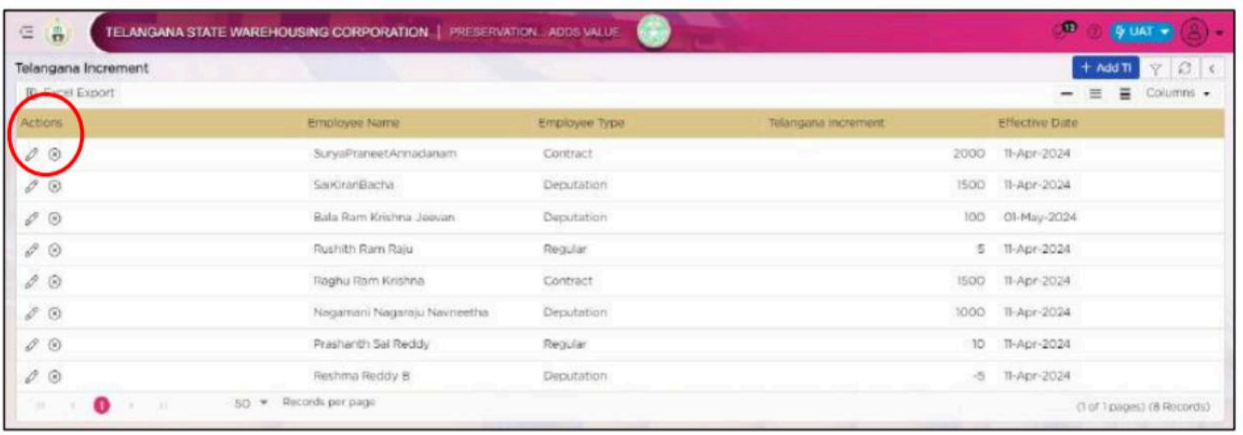
- By clicking, this action prompts a form to input **new TI allowance** details.
    - Employee Name- Select the value from the drop-down
    - Employee Type- Auto fetch based on the Employee name selection.
    - Telangana Increment - Enter the amount
    - Effective date – Select the effective date
- Once the **'Telangana increment details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Telangana Increment list.

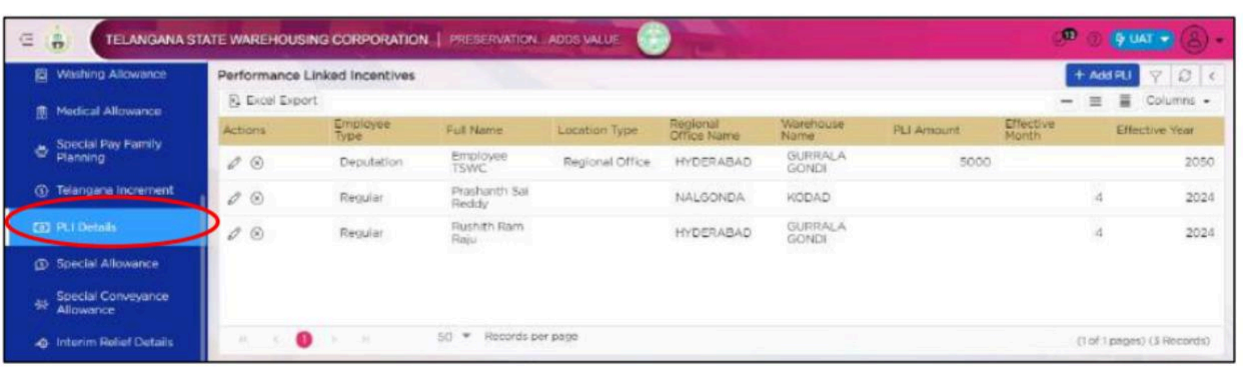


- Admin has the ability to update or deactivate TI details by selecting the **'Update/Deactivate'** icon provided under the action column.



8.9. PLI Details

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **"PLI Details''** under **Earnings Masters.**

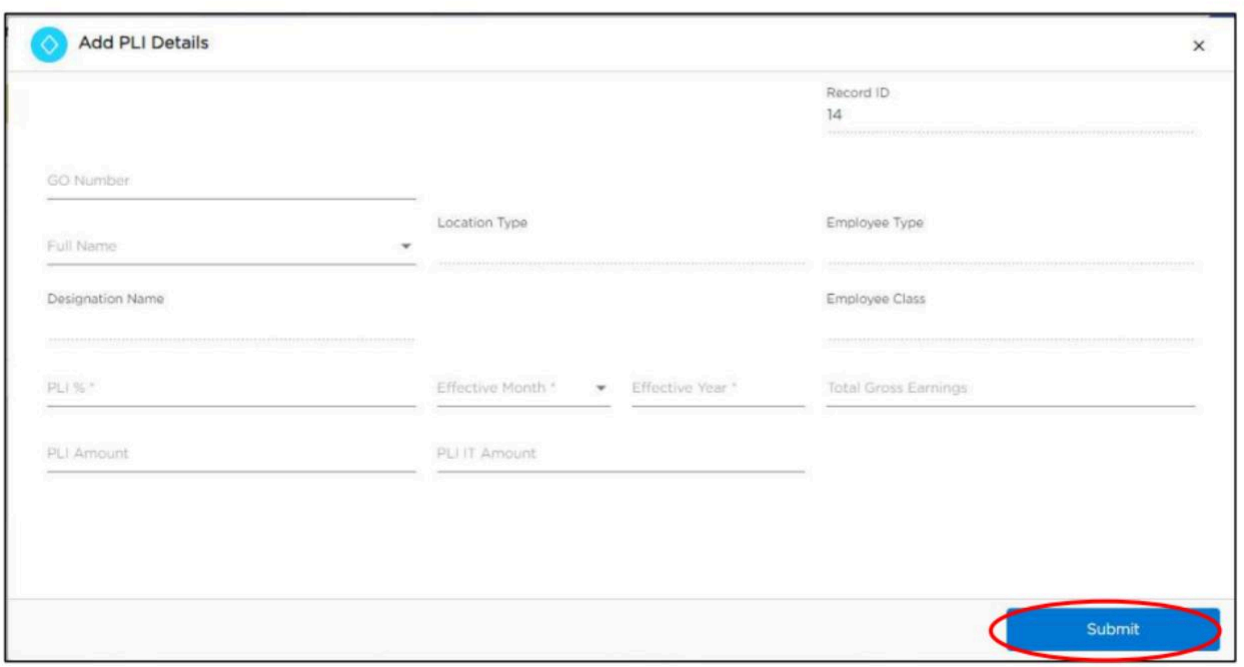


- Upon choosing **PLI Details** a populated list will display, presenting the details of existing **"Performance Linked Incentives"** details if any as shown in the below image.

- To add details for new special pay family planning, Admin will click on the **'+ Add PLI'** button located in the top right corner.



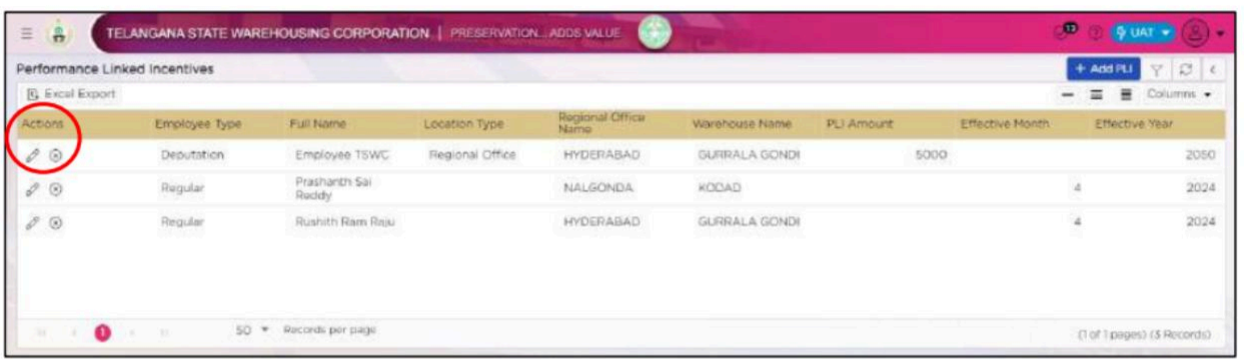
- By clicking, this action prompts a form to input **new PLI** details.
  - GO Number – Input the GO Number
  - Full Name - Select the value from the drop-down
  - PLI % - Enter numerical value
  - Effective Month - Select the value from the drop-down
  - Effective Year – Enter numerical value
  - Total Gross Earnings – Enter numerical value
  - PLI Amount - Enter numerical value
  - PLI IT Amount - Enter numerical value
- Once the **'Performance Linked Incentives'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Performance Linked Incentives list.

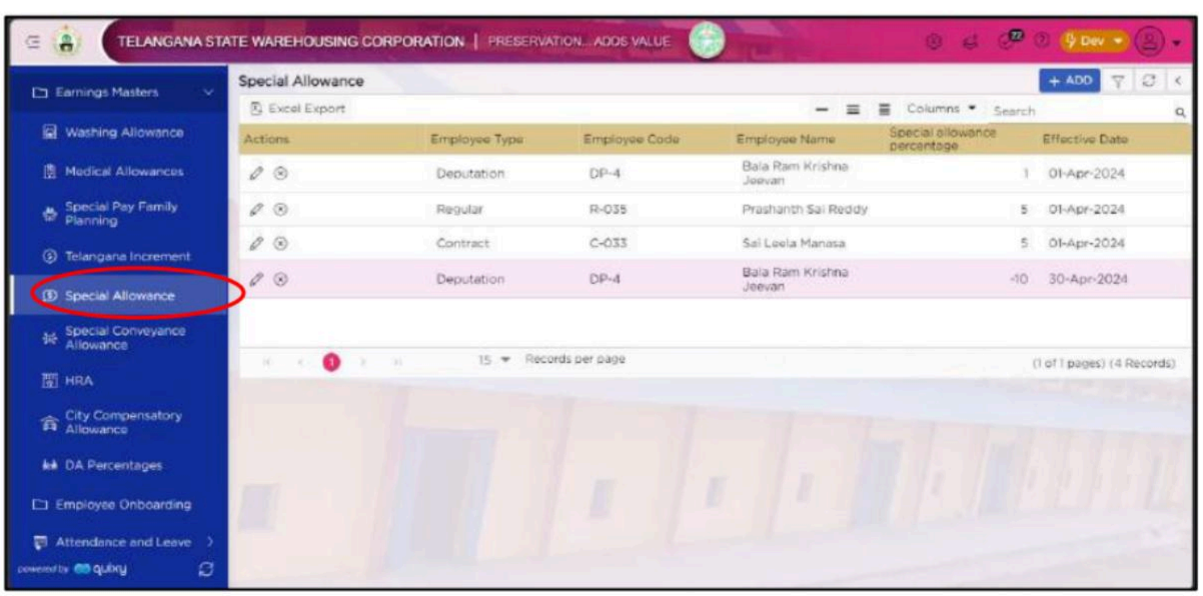


- Admin has the ability to update or deactivate PLI details by selecting the **'Update/Deactivate'** button provided under the **Actions** column.



8.10. Special Allowance

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **"Special Allowance"** under **Earnings Masters.**



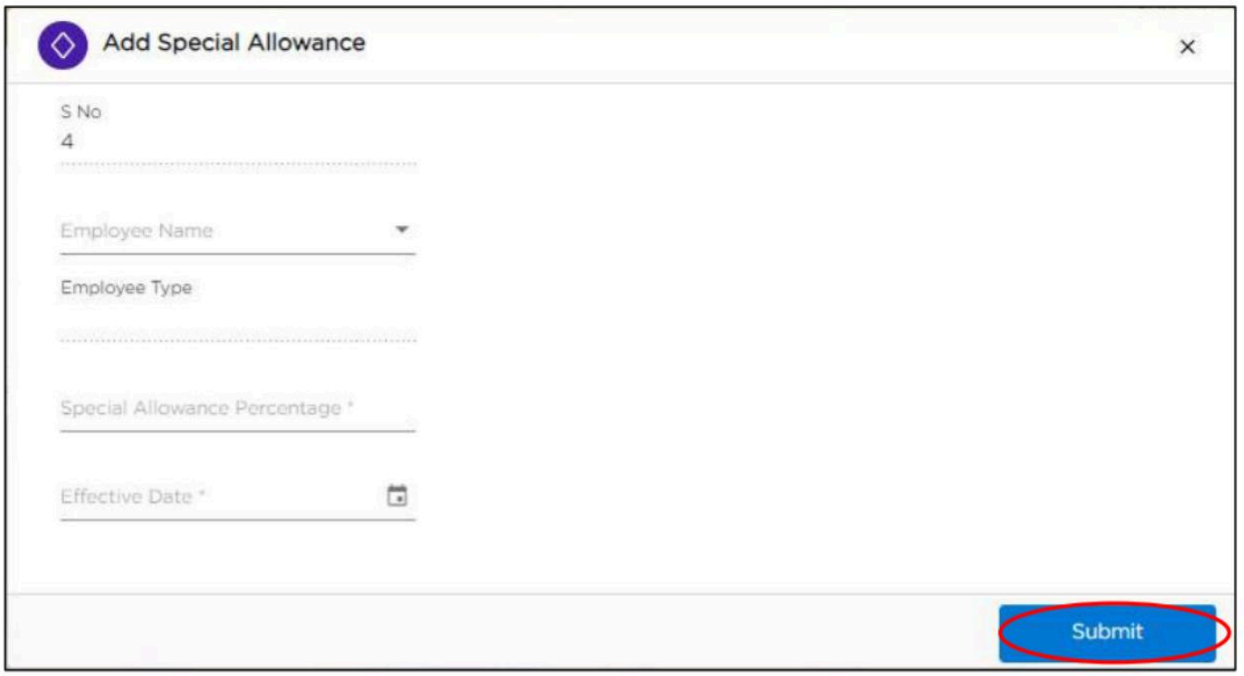
- Upon choosing **'Special Allowance**,' a populated list will display, presenting the details of existing Special Allowance details if any as shown in the below image.



- To add details for new special allowance, Admin will click on the '**+ Add** ' button located in the top right corner.



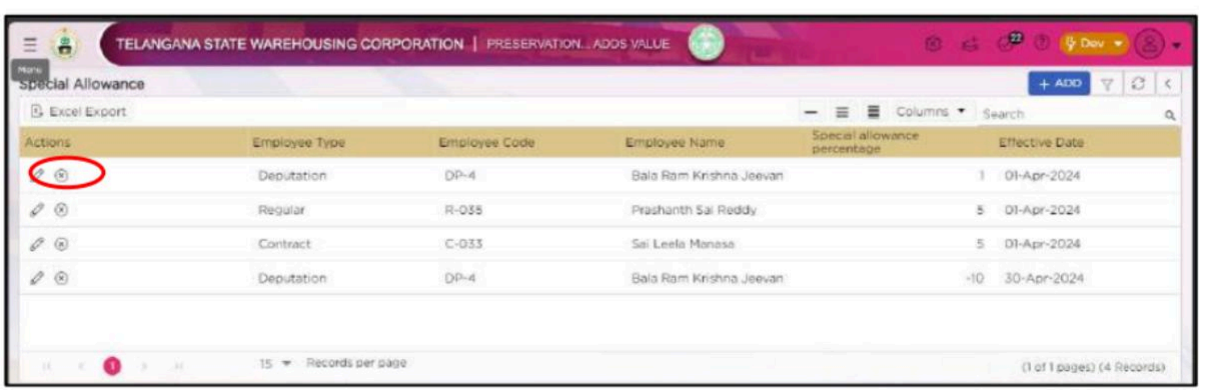
- By clicking, this action prompts a form to input **new special allowance** details.
  - Employee Name- Select the value from the drop-down
  - Employee Type- Auto fetch based on the Employee name selection.
  - Special Allowance Percentage - Enter numerical value
  - Effective date – Select the effective date
- Once the **'Special Allowance details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Special Allowance list.



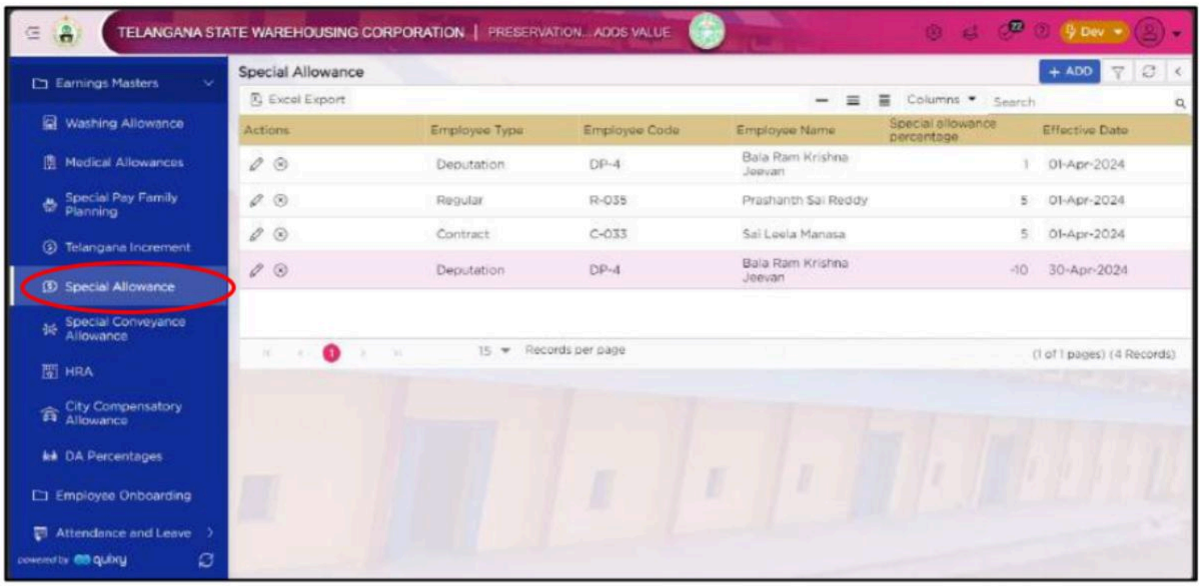
- Admin has the ability to update or deactivate special allowance details by selecting the **'Update/Deactivate'** icon provided under the action column.



8.11. Special Conveyance Allowance

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.

- After logging in, Admin should access the **'HRMS'** section and then choose **"Special Conveyance Allowance''** under **Earnings Masters.**



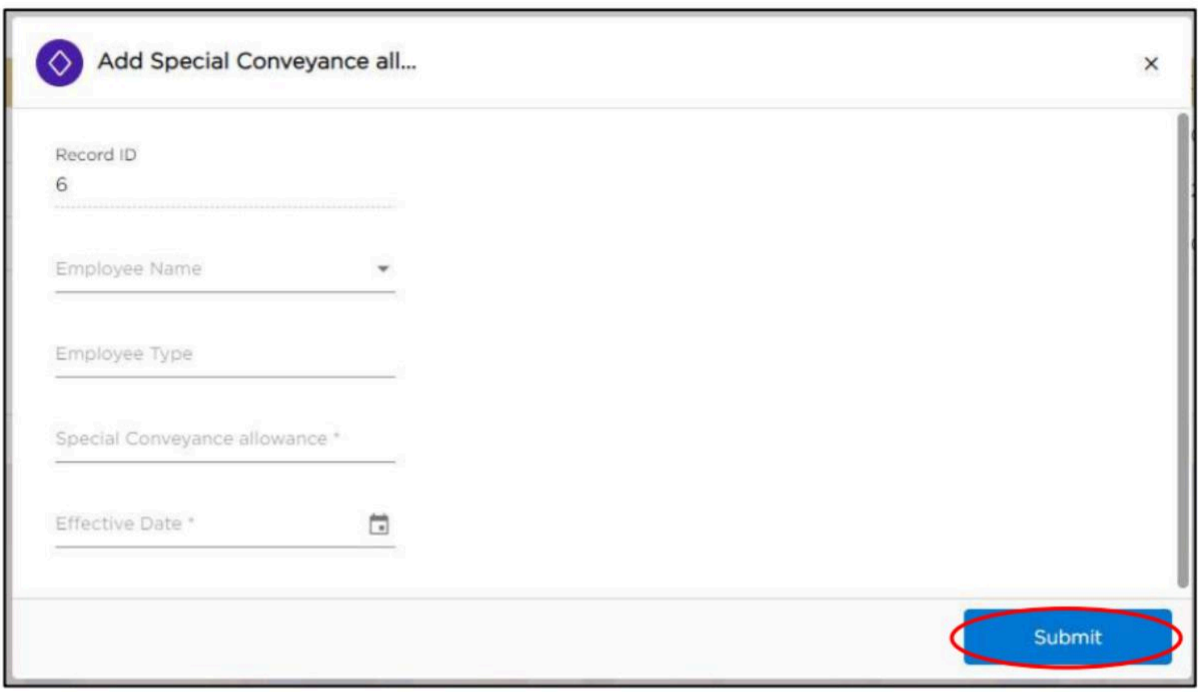
- Upon choosing **' Special Conveyance Allowance**,' a populated list will display, presenting the details of existing Special Conveyance Allowance details if any as shown in the below image.



- To add details for new Special Conveyance Allowance, Admin will click on the **'+ Add '** button located in the top right corner.



- By clicking, this action prompts a form to input **new special conveyance allowance** details.
    - Employee Name- Select the value from the drop-down
    - Employee Type- Auto fetch based on the Employee name selection.
    - Special Conveyance Allowance - Enter the amount
    - Effective date – Select the effective date
- Once the **'Special Conveyance Allowance details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Special Conveyance Allowance list.

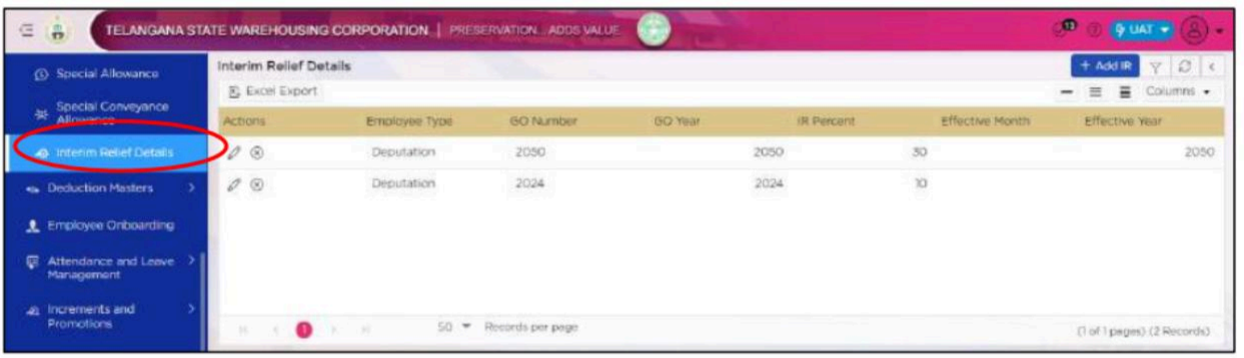


- Admin has the ability to update or deactivate Special Conveyance Allowance details by selecting the **'Update/Deactivate'** icon provided under the **Actions** column.



8.12. Interim Relief Details

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **"Interim Relief Details"** under **Earnings Masters.**



- Upon choosing **'Interim Relief Details**,' a populated list will display, presenting the details of existing interim relief details if any as shown in the below image.



- To add details for new interim details, Admin will click on the **'+ Add IR'** button located in the top right corner.



- By clicking, this action prompts a form to input **new interim Relief** details.
    - GO Year- Enter the GO Year
    - GO Number – Enter the GO Number
    - IR% - Enter the IR % value
    - Effective Month – Select value from dropdown
    - Effective Year – Input numerical value
- Once the **'Interim details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Interim Relief Details list.



- Admin has the ability to update or deactivate Interim Relief details by selecting the **'Update/Deactivate'** icon provided under the action column.



9. Deductions Masters

9.1. Provident Fund Percents

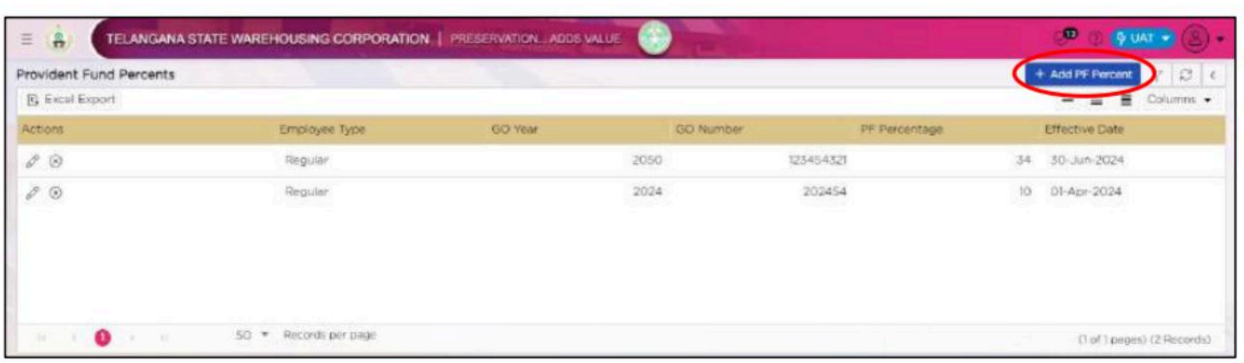
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Provident Fund Percents'** under **Deductions Masters.**



- Upon choosing **'Provident Fund Percents**,' a populated list will display, presenting the details of existing Provident Fund Percents details if any as shown in the below image.



- To add details for new 'Provident Fund Percent's, Admin will click on the **'Add PF Percent'** button located in the top right corner.



- By clicking, this action prompts a form to input new PF Percent details.
  - Employee Type- Select the Value from the drop-down
  - GO Year- Enter the GO year

- GO Number- Entre the GO Number
- PF %- Enter the PF %
- Effective Date- Select the date from date picker.

- Once the 'PF % details' are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Provident Fund Percents list.

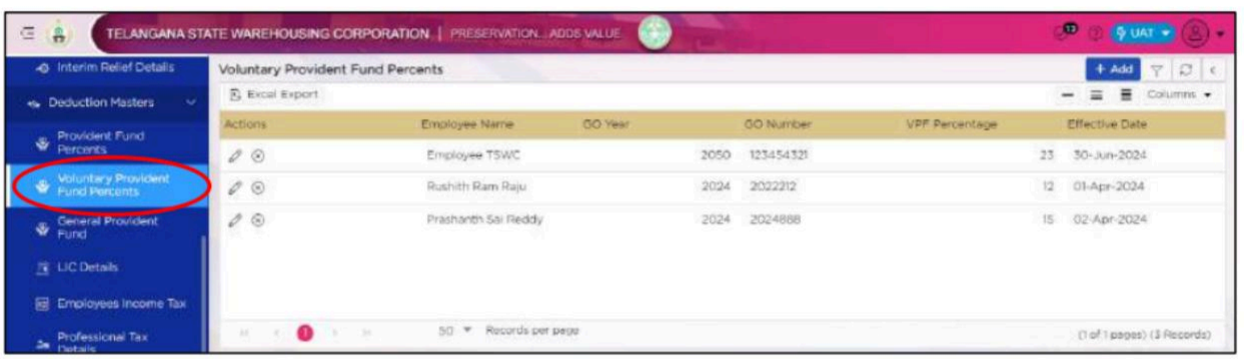


- Admin has the ability to update or deactivate 'Provident Fund Percent's details by selecting the **'Update/Deactivate'** icon provided under the action column.



9.2. Voluntary Provident Fund Percents

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **' Voluntary Provident Fund Percents'** under **Deductions Masters.**



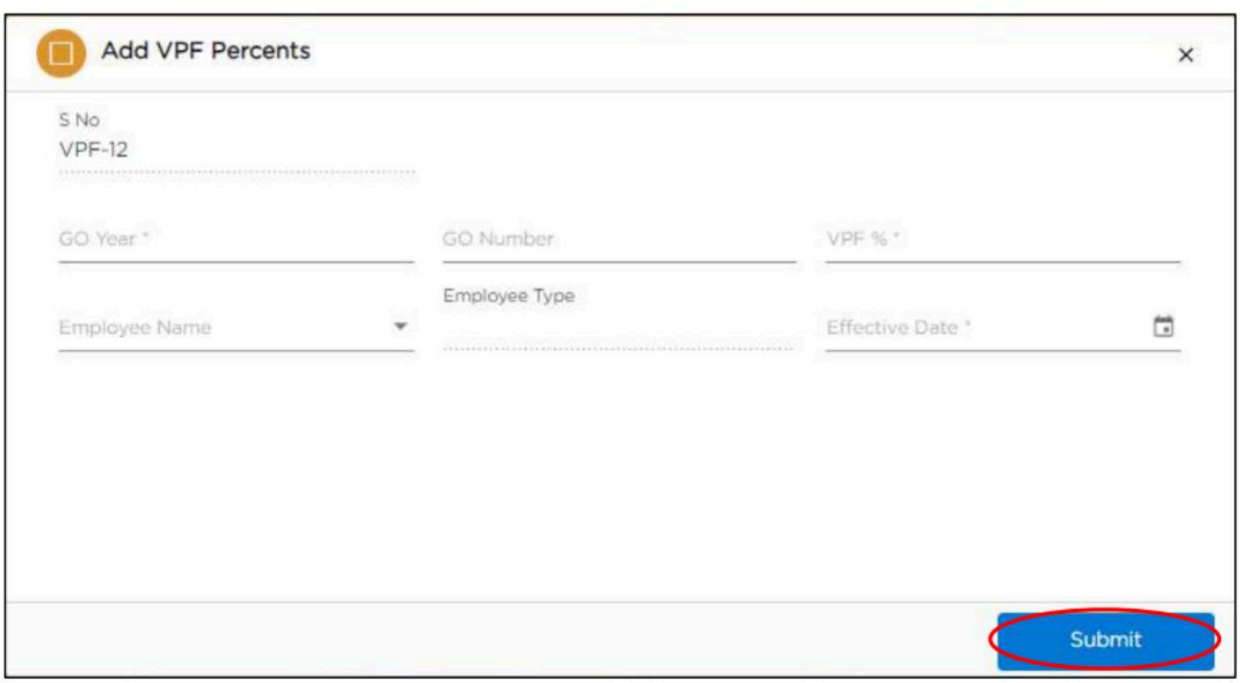
- Upon choosing **'VPF**,' a populated list will display, presenting the details of existing voluntary Provident Fund Percent's details if any as shown in the below image.



- To add details for new VPF, Admin will click on the **'+ Add'** button located in the top right corner.



- By clicking, this action prompts a form to input new VPF percent details.
    - GO Year- Enter the GO year
    - GO Number- Entre the GO Number
    - Employee Name- Select the value from the drop-down
    - Employee Type- Select the Value from the drop-down
    - VPF %- Enter the VPF %
    - Effective Date- Select the date from date picker.
- Once the 'VPF % details' are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Voluntary Provident Fund Percent list.

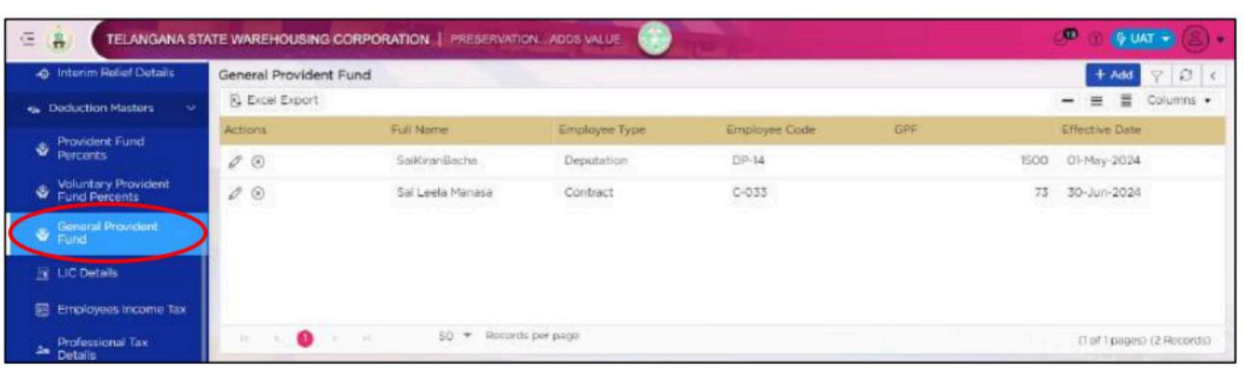


- Admin has the ability to update or deactivate VPF details by selecting the **'Update/Deactivate'** icon provided under the action column.

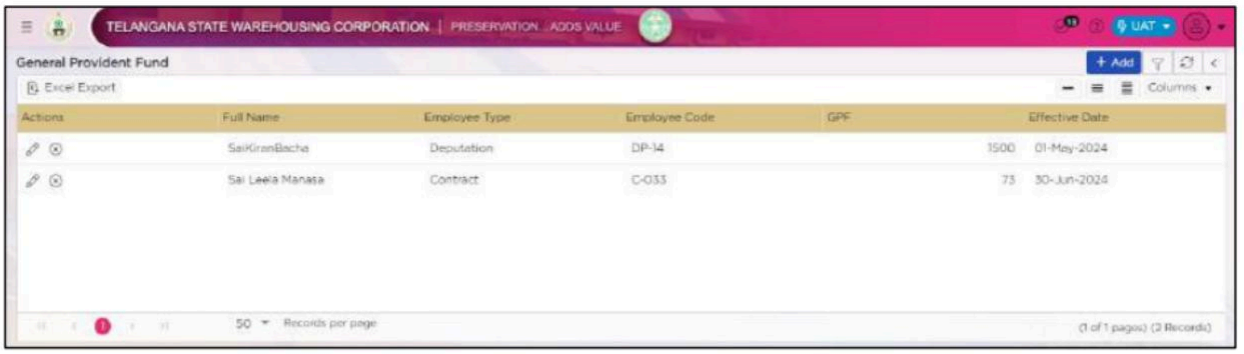


9.3. General Provident Fund

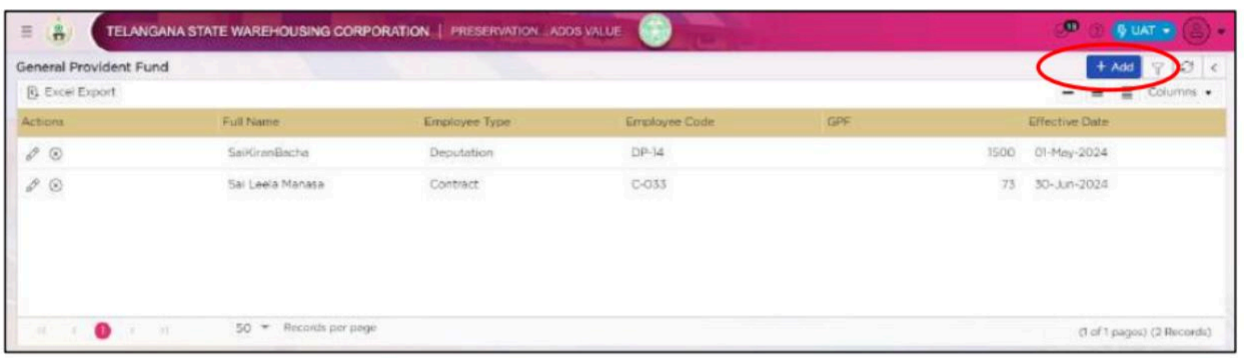
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'General Provident Fund'** under **Deductions Masters.**



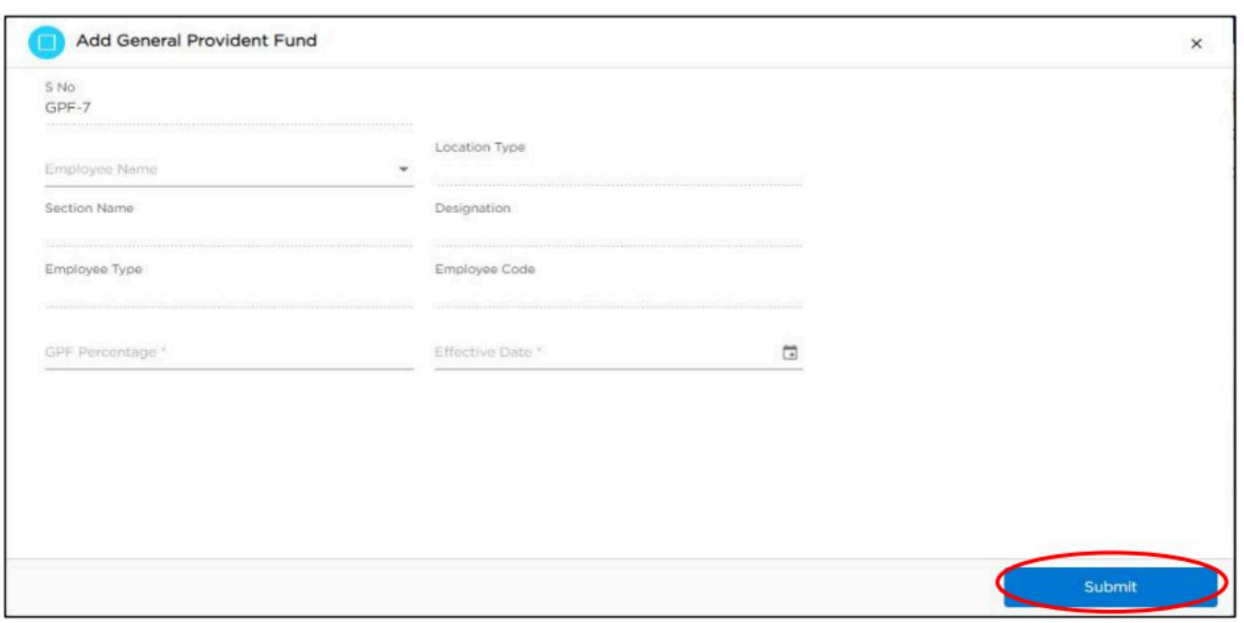
- Upon choosing **' General Provident Fund**,' a populated list will display, presenting the details of existing General Provident Fund Percent's details if any as shown in the below image.



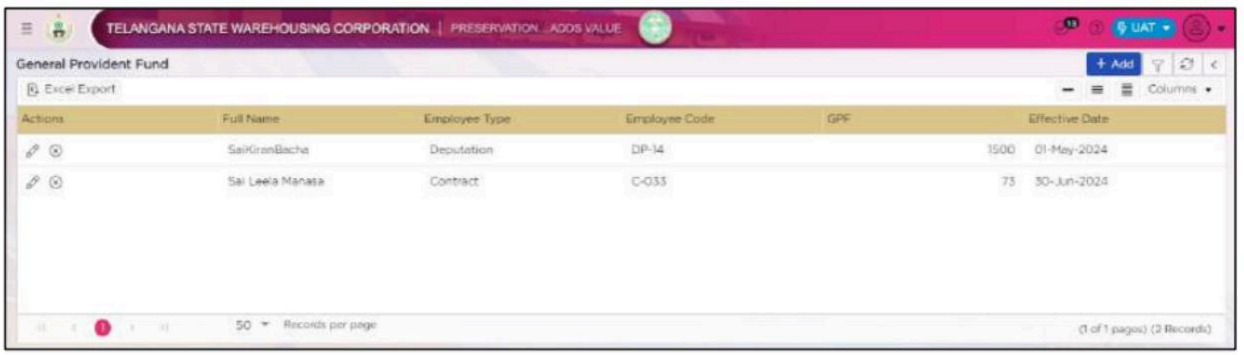
- To add details for GPF, Admin will click on the '**+ Add**' button located in the top right corner.



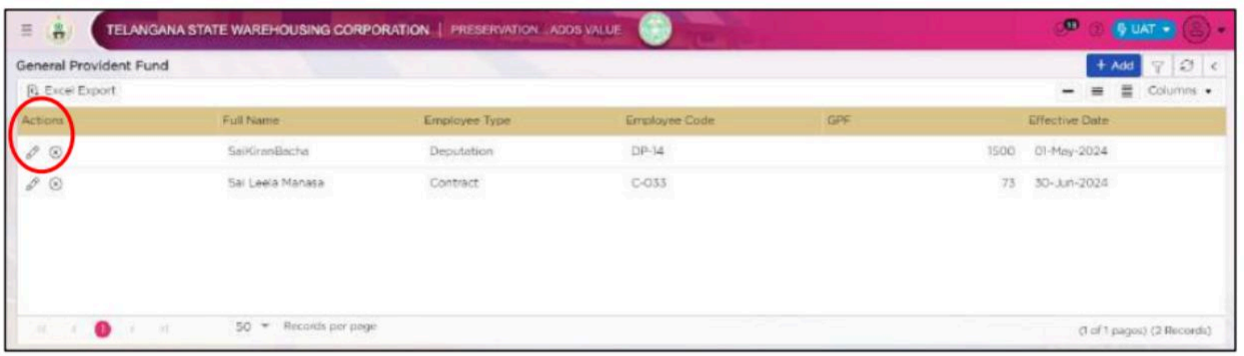
- By clicking, this action prompts a form to input new GPF details.
  - Employee Name- Select the value from the drop-down
  - GPF Percentage - Enter the GPF amount
  - Effective Date- Select the date from date picker.
- Once the 'GPF details' are entered, Admin can submit the form by clicking on the '**Submit**' button.



- After submission, the details will get added to the General Provident Fund list.



- Admin has the ability to update or deactivate GPF details by selecting the **'Update/Deactivate'** icon provided under the **Actions** column.

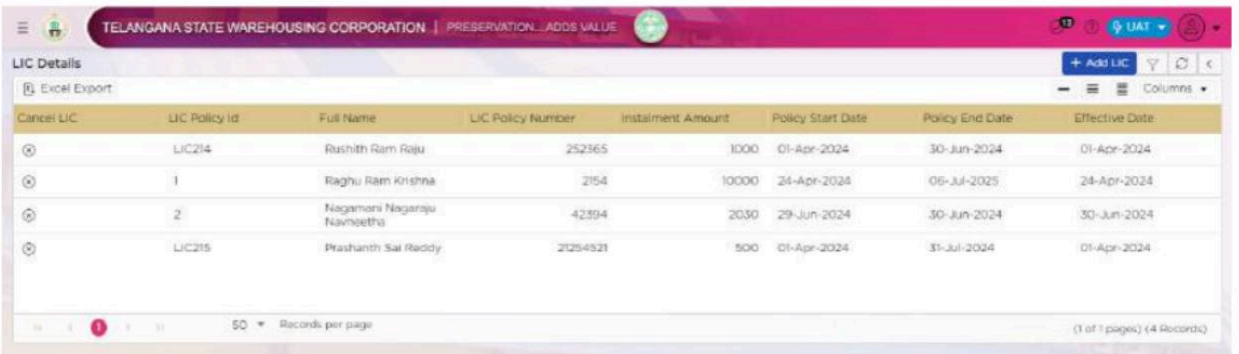


9.4. LIC Details

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'LIC Details'** under **Deductions Masters.**



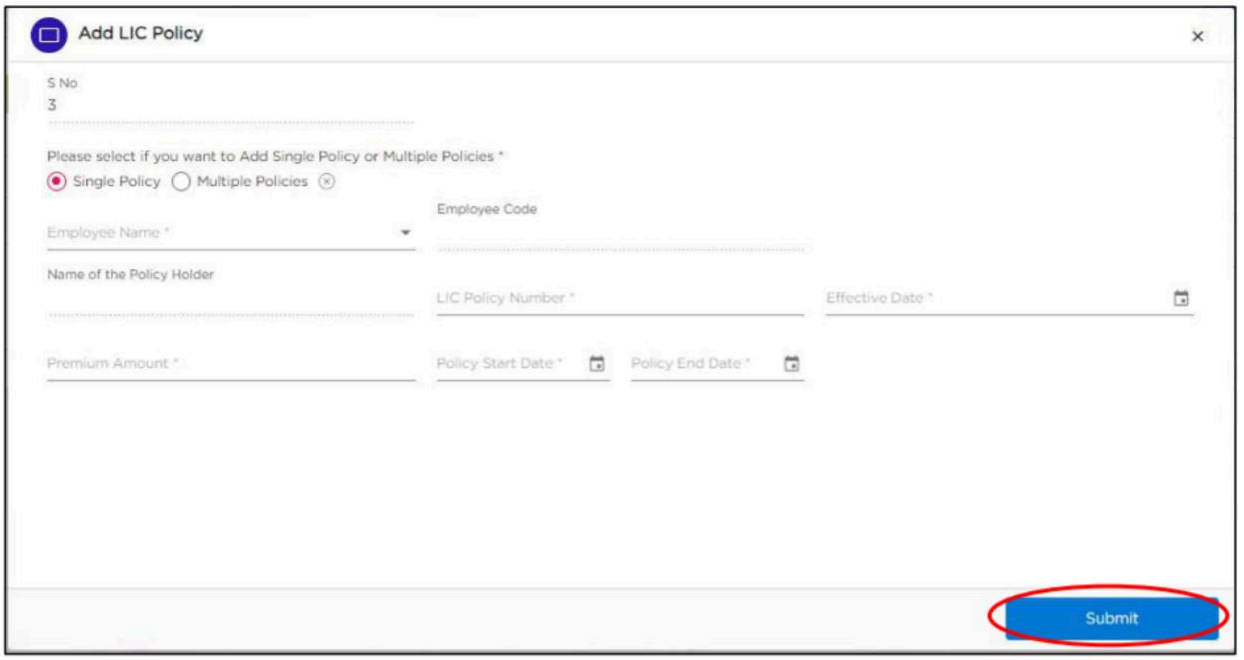
- Upon choosing **'LIC**,' a populated list will display, presenting the details of existing LIC details if any as shown in the below image.



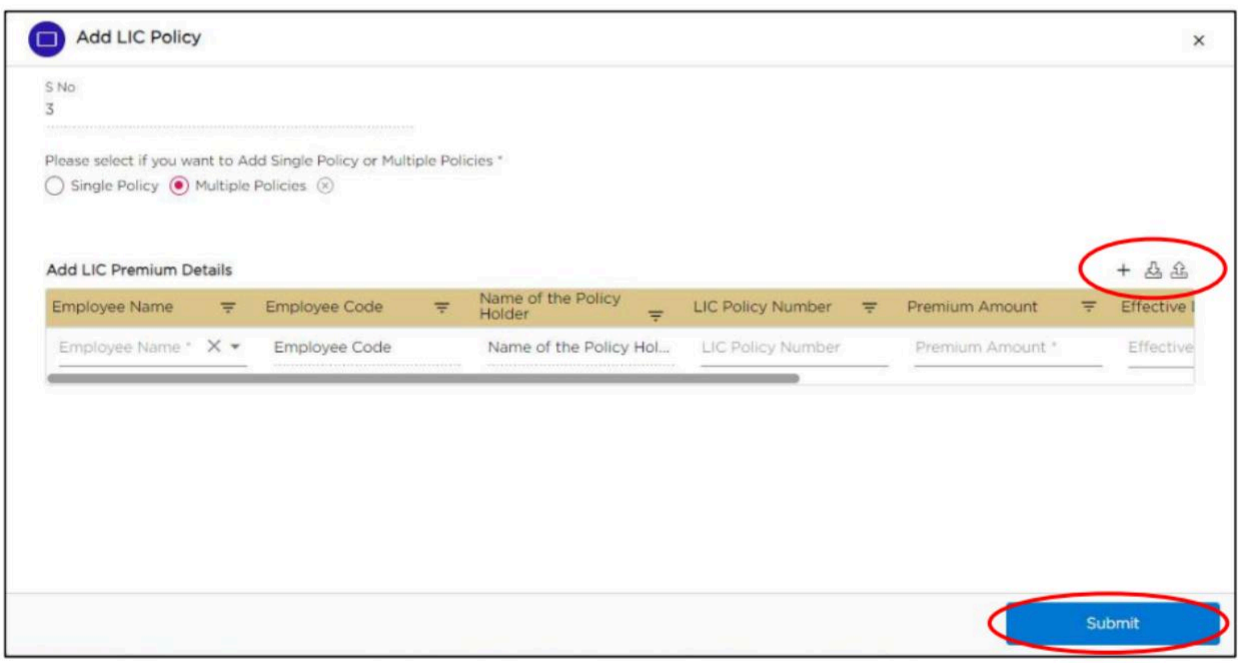
- To add details for new LIC, Admin will click on the **'Add LIC'** button located in the top right corner.



- By clicking, this action prompts a form to input **new LIC** details. Admin will have the ability to add a single or multiple LIC details at a time.
- When he selects **Single Policy** he can fill the following details in the form
    - Employee Name- Select the value from the drop-down
    - LIC Policy number – Please enter the policy number
    - Effective Date- Select the date from date picker.
    - Premium Amount - Enter the TSG LI amount
    - Policy Start Date – Please select the policy start date
    - Policy End Date – Please select the policy end date



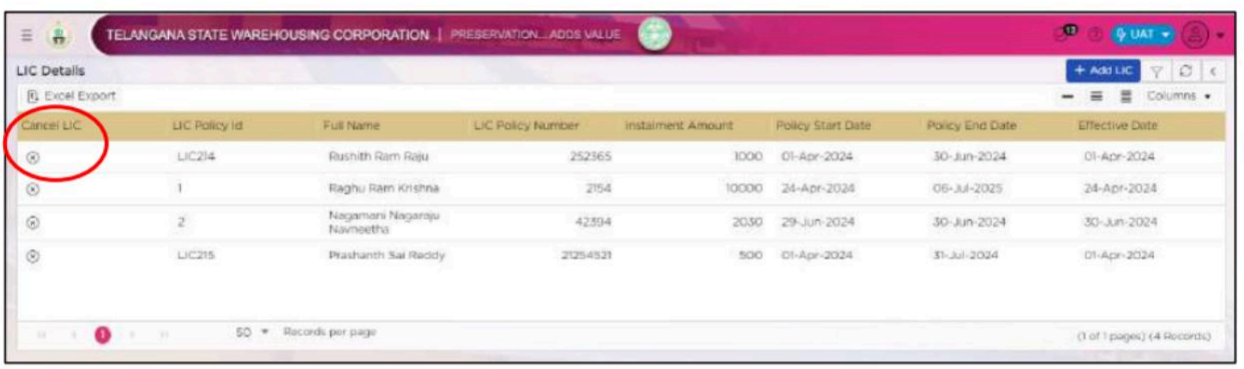
- For adding multiple policies at a time Admin will select **Multiple Policies.** He can either add details by manual entry by clicking on the **+ icon** or he can upload excel by downloading the sample excel file, add data to it & upload the file by using **upload icon**



- Once the **'LIC details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.
- After submission, the details will get added to the LIC Details list.



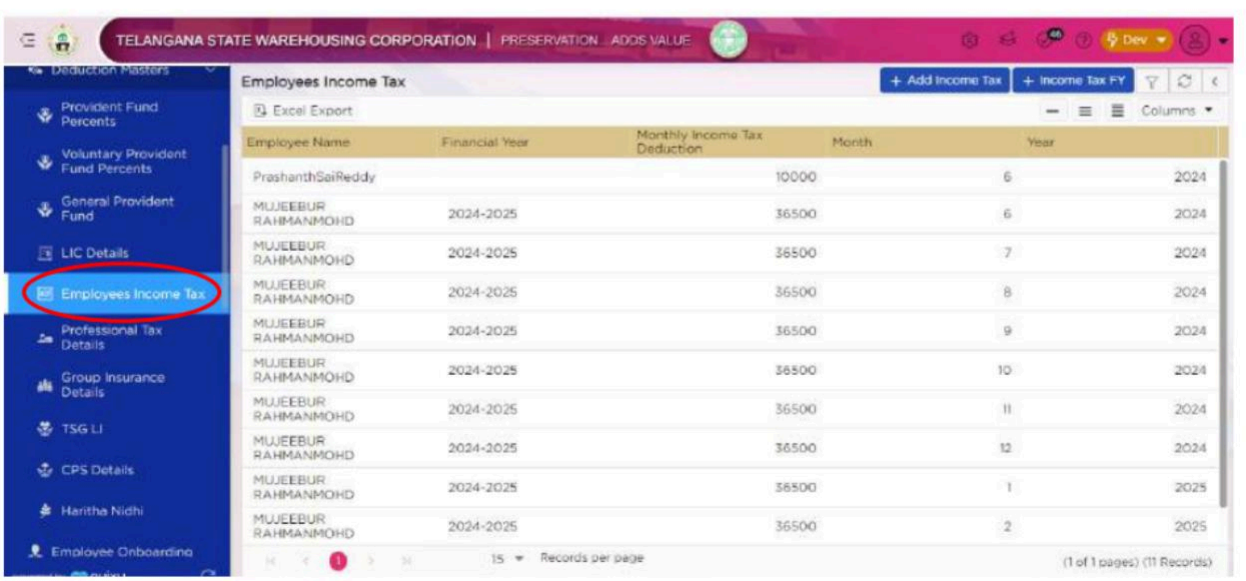
- Admin has the ability to **Cancel or Surrender LIC Policy** details by selecting the icon provided under the **Cancel LIC** column.



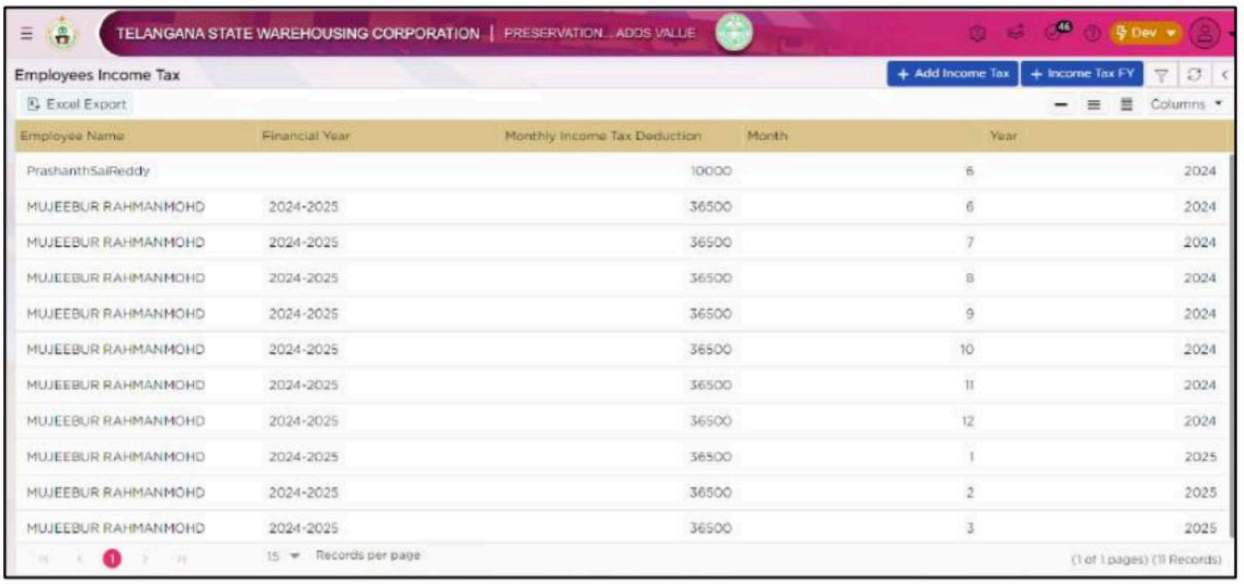
- The cancelled LIC Details will get removed from the list.

9.5. Employees Income Tax

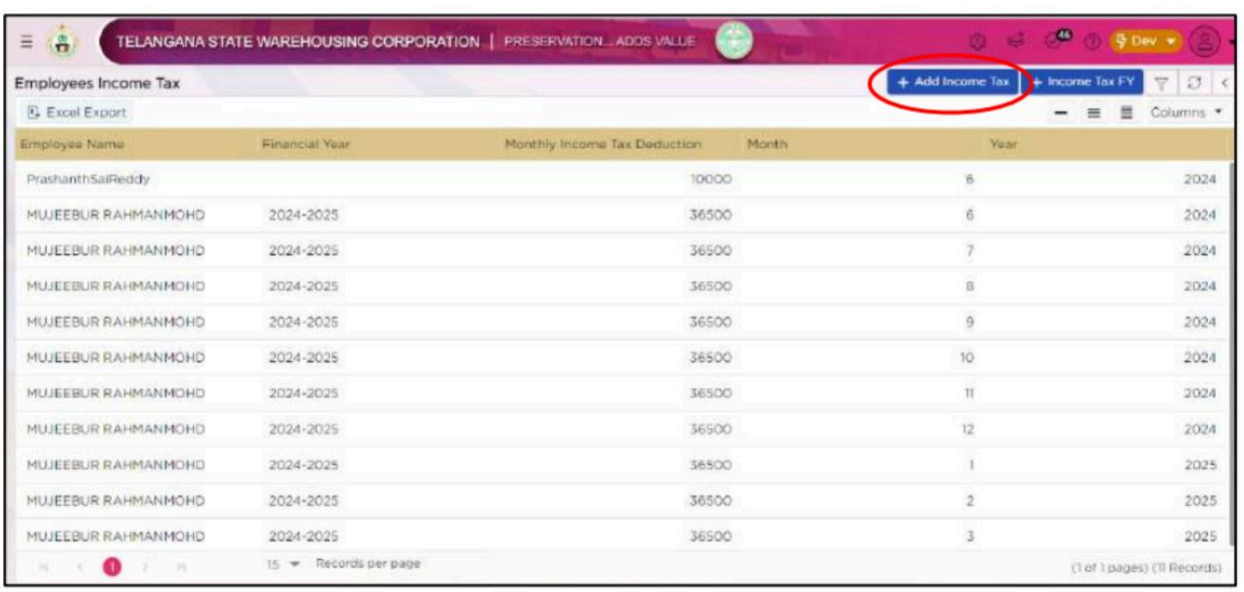
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Employees Income Tax'** under **Deductions Masters.**



- Upon choosing **'Employee Income Tax**,' a populated list will display, presenting the details of existing Employee Income Tax details if any as shown in the below image.

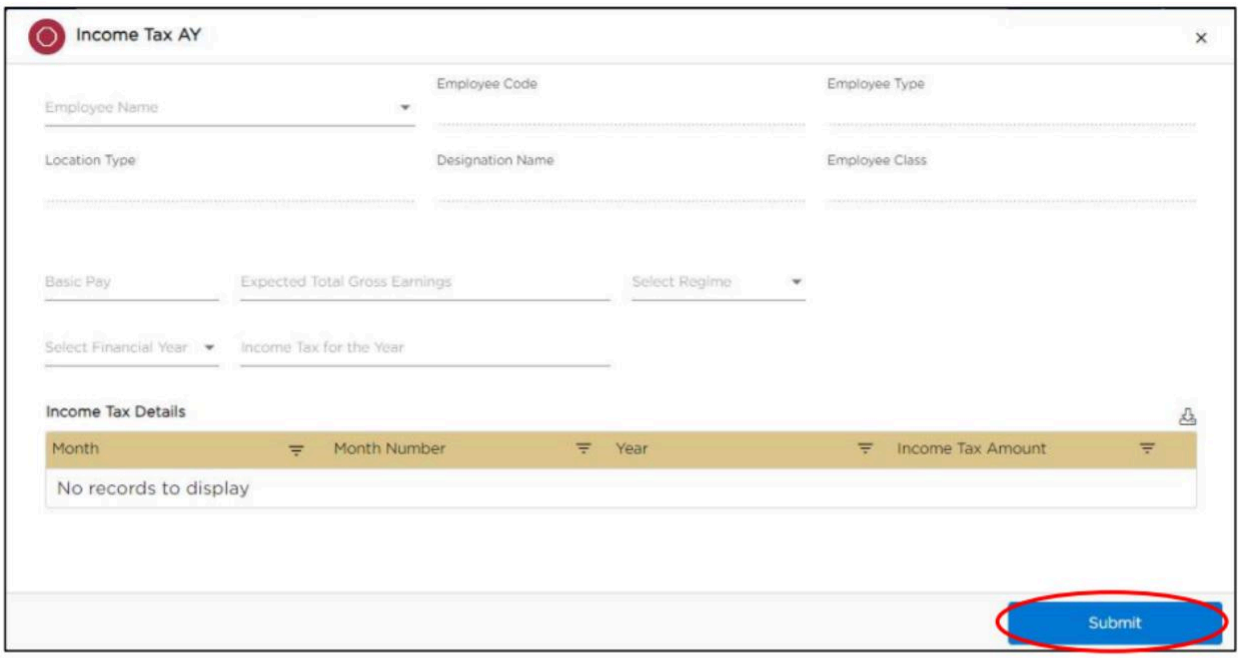


- To add details for Employee Income Tax, Admin will click on the **'Add Income Tax'** button located in the top right corner.

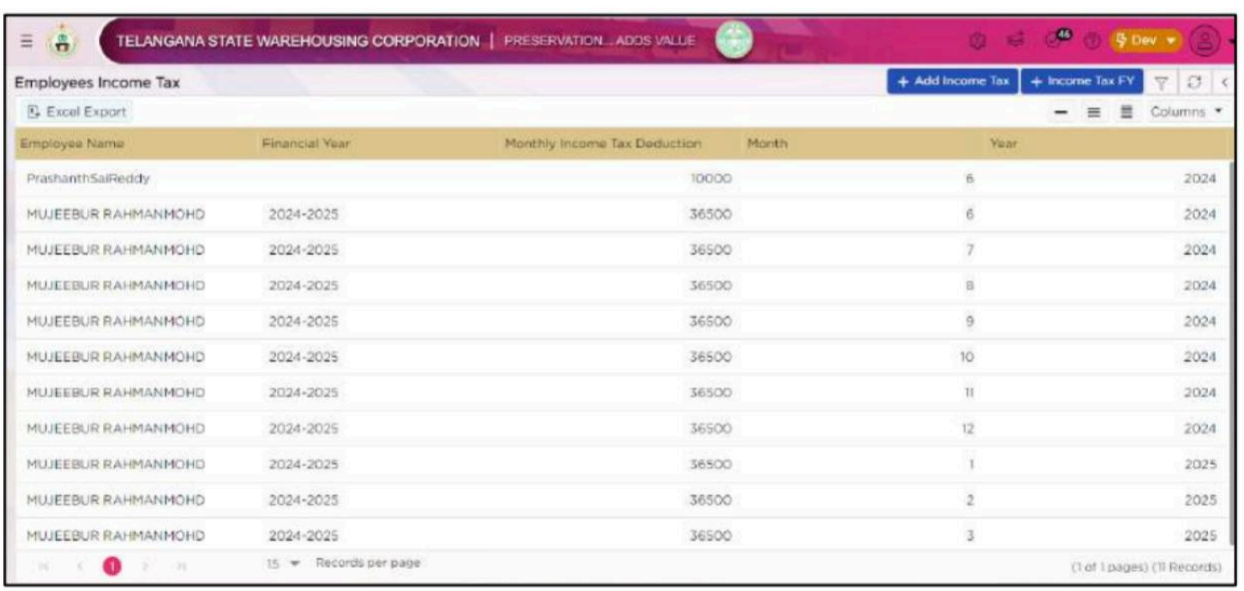


- By clicking, this action prompts a form to input **new Income Tax** details.
  - Employee Name- Select the value from the drop-down
  - Basic Pay – Enter numerical value. If data is present in the backend it will fetch automatically.
  - Expected Total Gross Earnings – Enter numerical value
  - Select Regime – New Regime/Old Regime
  - Select Financial Year– Select the Financial Year
  - Income Tax for the Year – Enter numerical value

- Once the **'Income Tax details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



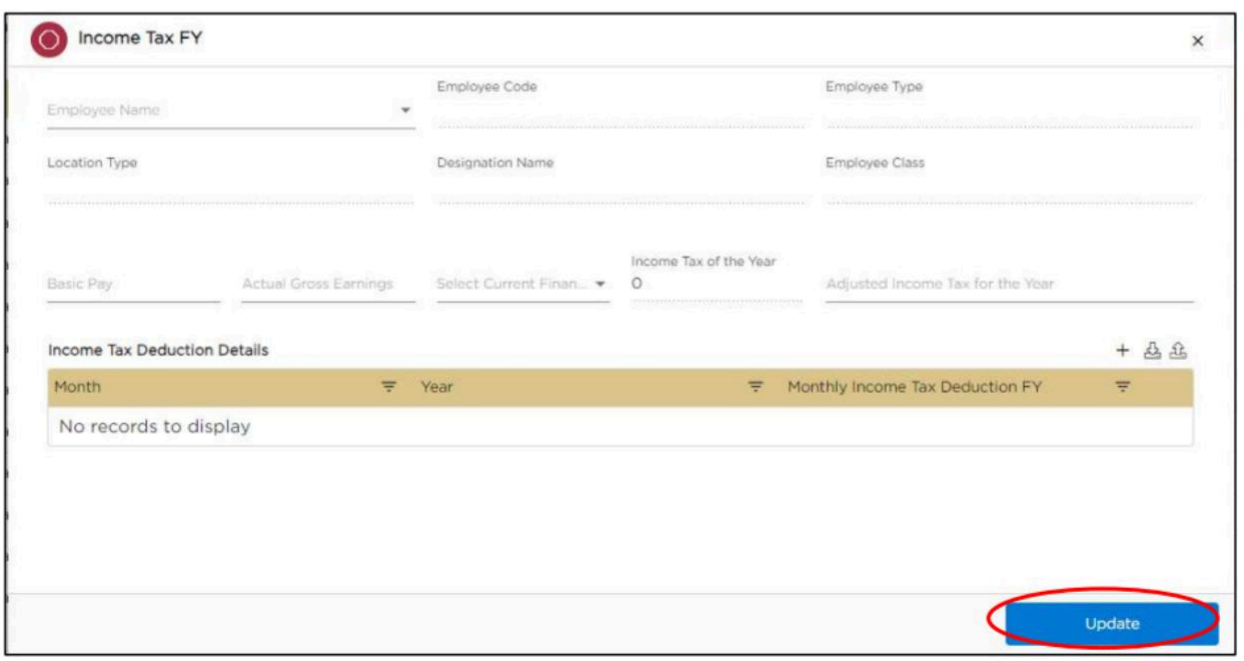
- After submission, the details will get added to the Employees Income Tax list.



- To update details for Employee Income Tax, Admin will click on the **'Income Tax FY'** button located in the top right corner.



- By clicking, this action prompts a form to input **Income Tax FY** details.
  - Employee Name- Select the value from the drop-down
  - Basic Pay - Enter numerical value. If data is present in the backend it will fetch automatically.
  - Actual Gross Earnings - Enter numerical value.
  - Select Current Financial Year– Select the Financial Year
  - Adjustable Income Tax for the Year – Enter the amount
- Once the **'Income Tax FY'** are entered, Admin can submit the form by clicking on the **'Update'** button.



- After submission, the details will get added to the Employees Income Tax list.



9.6. Professional Tax Details

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Professional Tax'** under **Deductions Masters.**



- Upon choosing **'Professional Tax Details**,' a populated list will display, presenting the details of existing professional tax details if any as shown in the below image.



- To add details for professional tax, Admin will click on the **'Add'** button located in the top right corner.



- By clicking, this action prompts a form to input new Professional Tax details.
    - GO year – Please enter the GO year
    - GO Number- Please enter the GO Number
    - Basic Pay- Enter the Basic pay
    - Basic Pay Up to – Enter the Basic pay
    - Professional Tax - Enter numerical value
    - Employee Type- Select the employee type
    - Effective Date- Select the date from date picker.
- Once the 'Professional Tax Details' are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Professional Tax Details list.

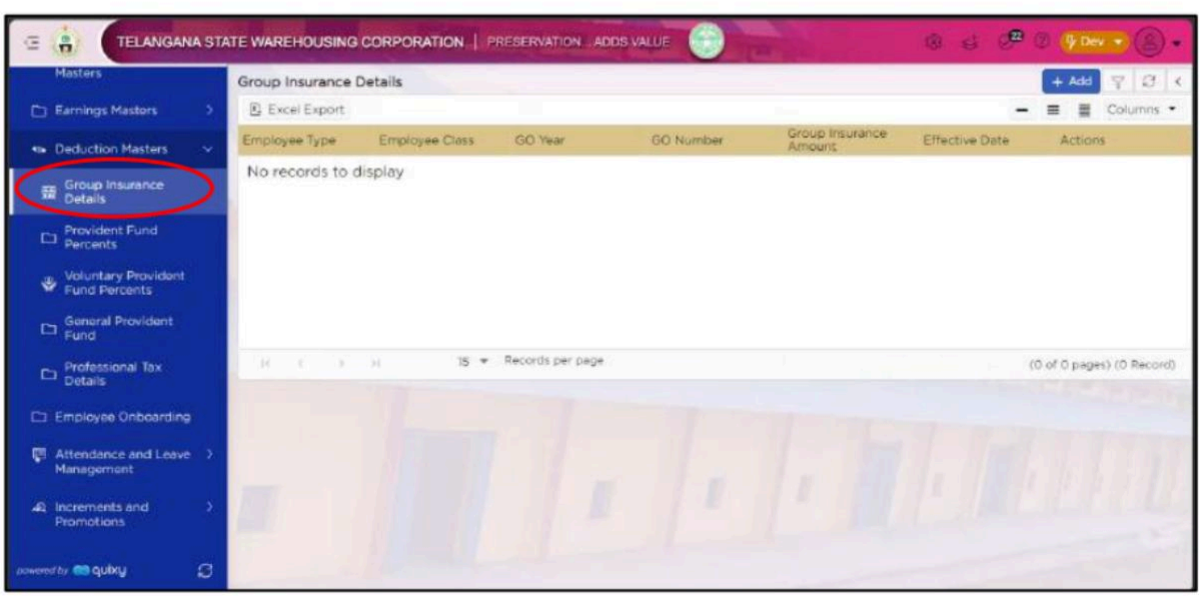


- Admin has the ability to update or deactivate professional tax details by selecting the **'Edit/Deactivate'** buttons provided under the **Actions** column.



9.7. Group Insurance Details

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Group Insurance Details'** under **Deductions Masters.**



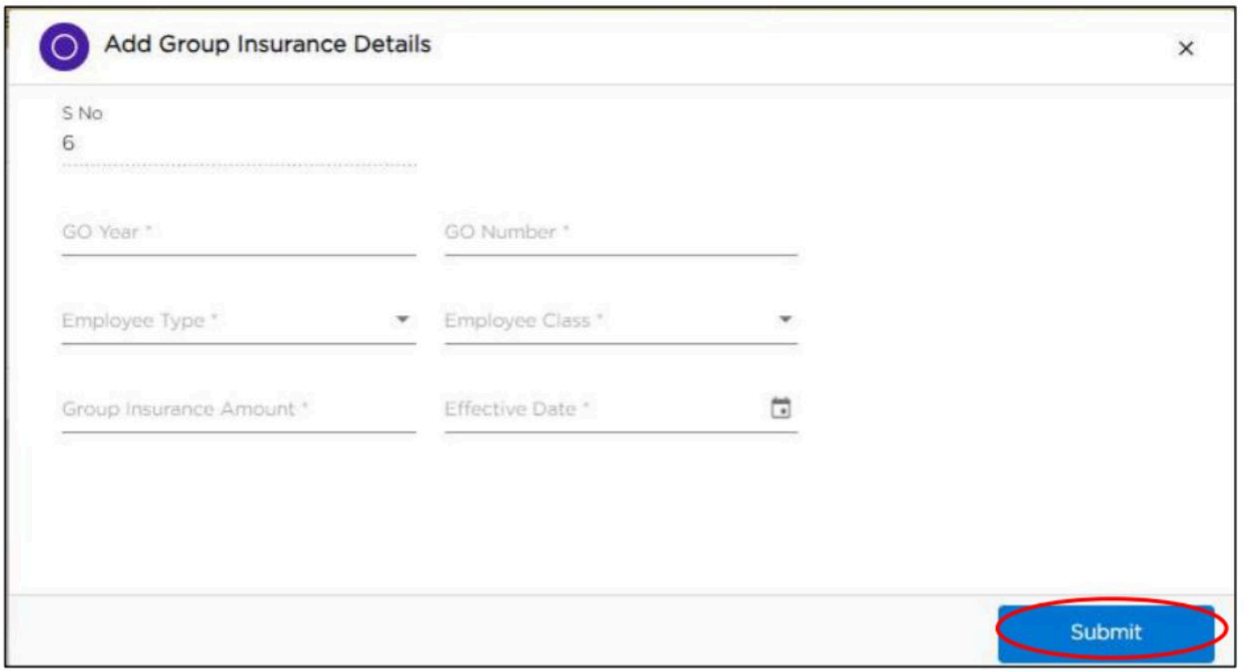
- Upon choosing **'Group Insurance Details**,' a populated list will display, presenting the details of existing Group Insurance details if any as shown in the below image.



- To add details for new group insurance, Admin will click on the **'+ Add'** button located in the top right corner.



- By clicking, this action prompts a form to input new Group Insurance details.
  - GO Year – Enter numerical value
  - GO Number – Enter numerical value
  - Employee Type – Select the value from the drop-down
  - Employee Class – Select the value from the dropdown
  - Group Insurance Amount – Enter numerical value
  - Effective Date – Enter date
- Once the 'Group Insurance Details' are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Group Insurance Details list.



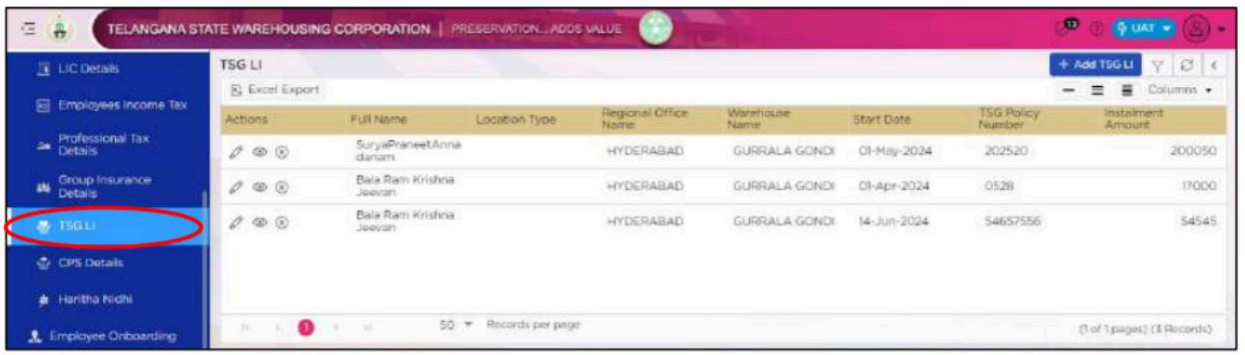
- Admin has the ability to update or deactivate group insurance details by selecting the **'Edit/Deactivate'** buttons provided under the **Actions** column.



9.8. TSG LI

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.

- After logging in, Admin should access the **'HRMS'** section and then choose **'TSG LI'** under **Deductions Masters.**



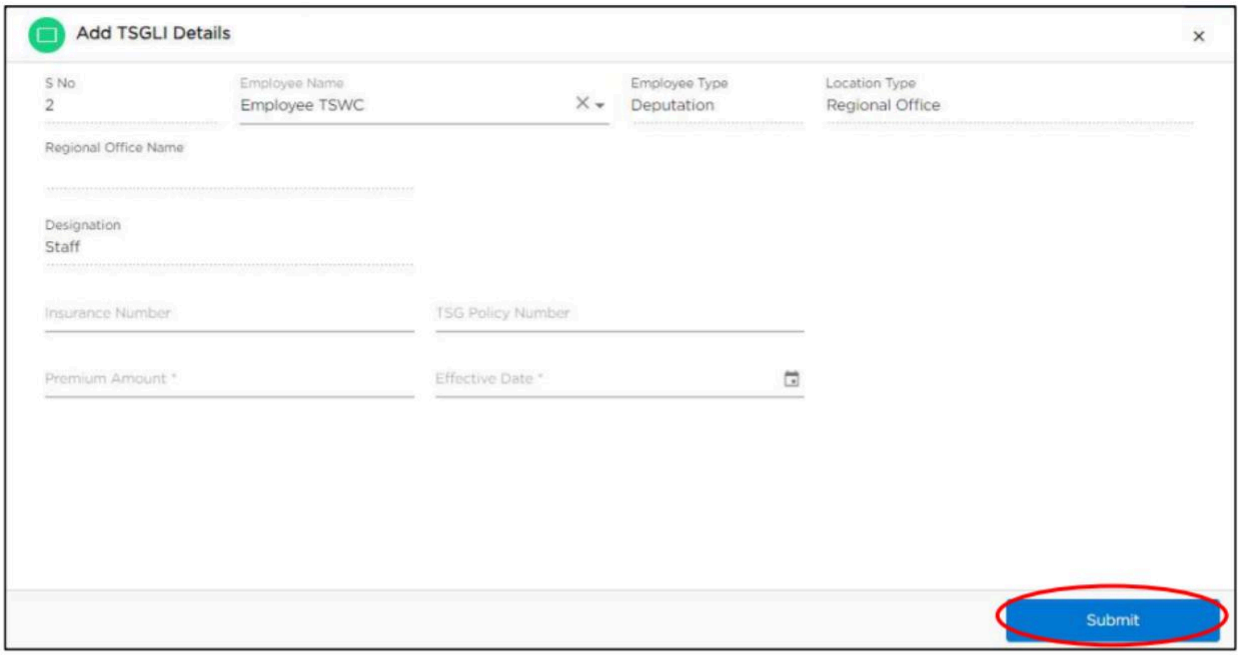
- Upon choosing **'TSG LI**,' a populated list will display, presenting the details of existing TSG LI details if any as shown in the below image.



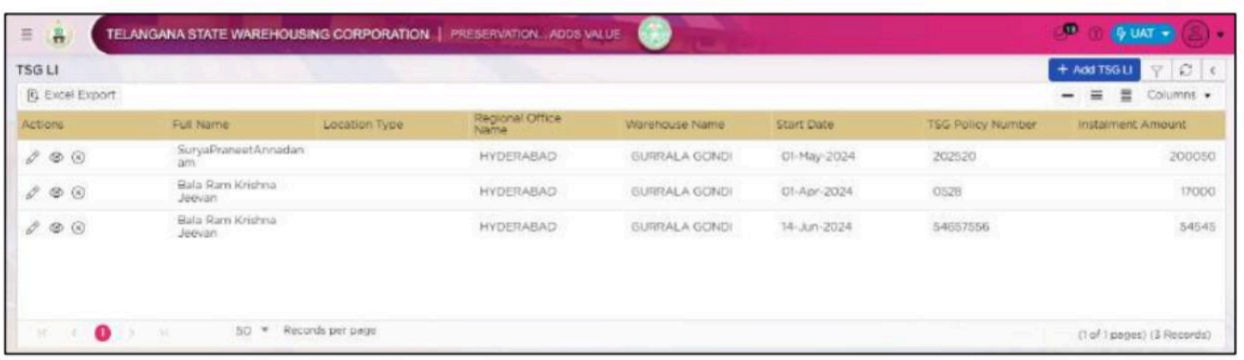
- To add details for new TSG LI, Admin will click on the **'+ Add TSG LI'** button located in the top right corner.



- By clicking, this action prompts a form to input new TSG LI details.
  - Employee Name- Select the value from the drop-down
  - Insurance Number – Please enter the insurance number
  - TSG Policy Number – Please enter the policy number
  - Premium Amount – Enter numerical value
  - Effective Date- Select the date from date picker
- Once the 'TSG LI details' are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the TSG LI list.



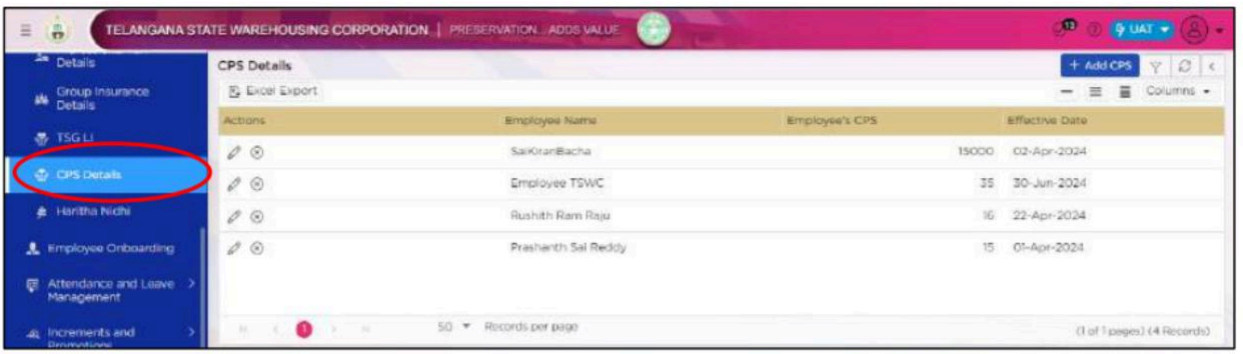
- Admin has the ability to view update or deactivate TSG LI details by selecting the **'View/Edit/Deactivate'** buttons provided under the action column.



9.9. CPS Details

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.

- After logging in, Admin should access the **'HRMS'** section and then choose **'CPS Details'** under **Deductions Masters.**



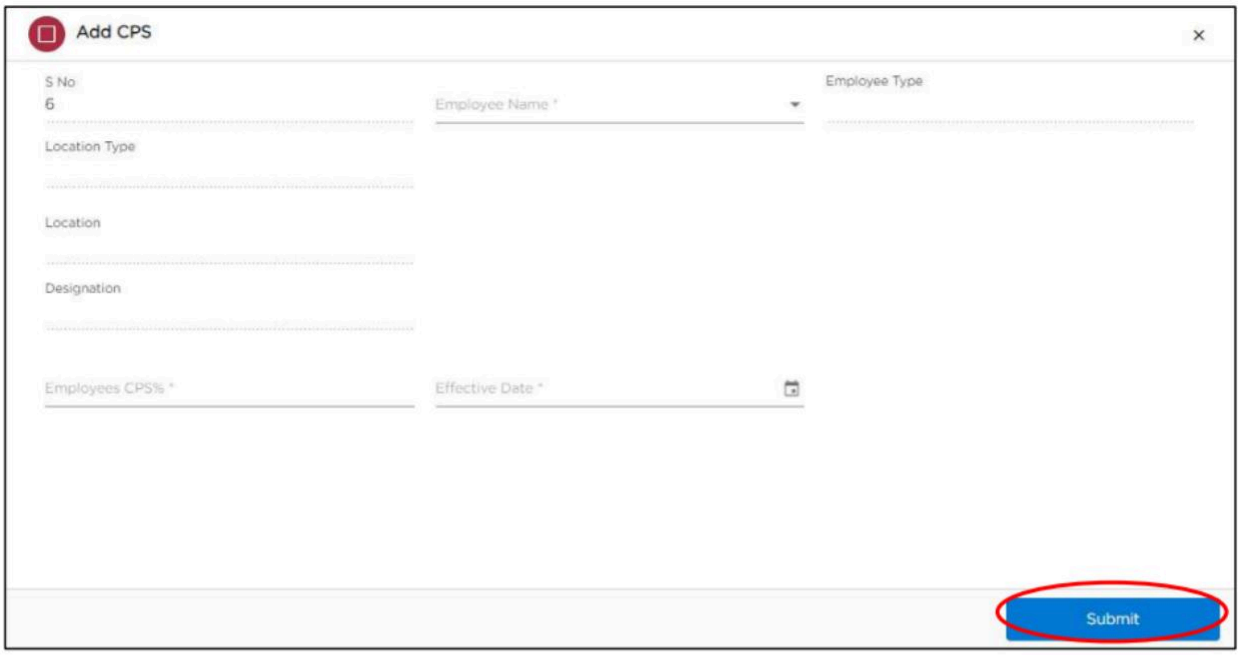
- Upon choosing 'CPS Details,' a populated list will display, presenting the details of existing CPS details if any as shown in the below image.



- To add details for new CPS, Admin will click on the **'+ Add CPS'** button located in the top right corner.



- By clicking, this action prompts a form to input **new CPS** details.
  - Employee Name – Select value from dropdown
  - Employee CPS % - Enter numerical value
  - Effective Date- Select the date from date picker
- Once the 'CPS details' are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the CPS Details list.



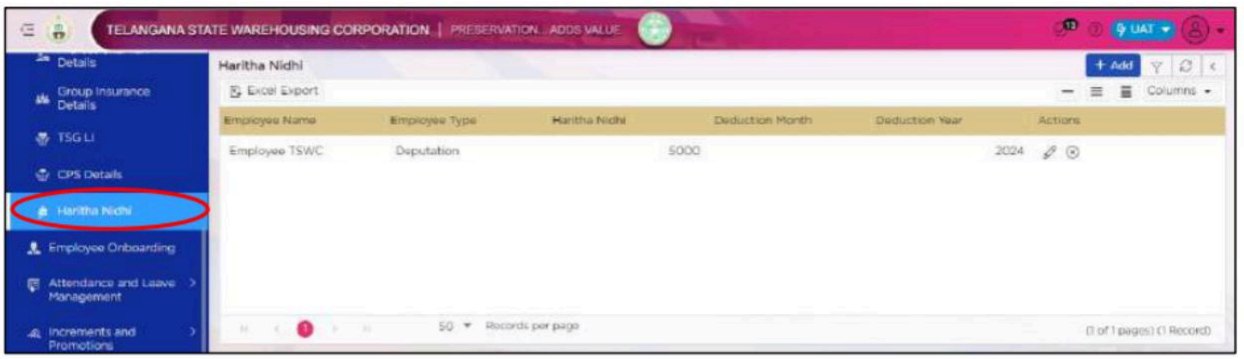
- Admin has the ability to update or deactivate CPS details by selecting the **'Edit/Deactivate'** icon provided under the action column.



9.10. Haritha Nidhi

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.

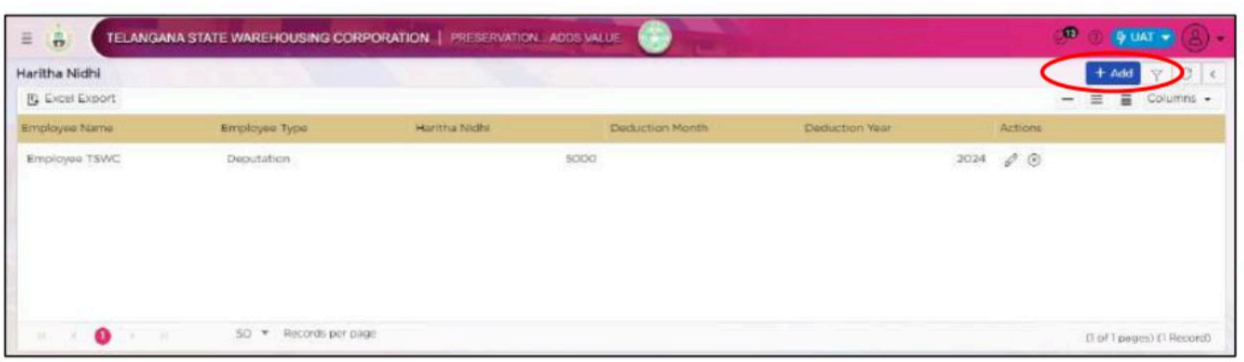
- After logging in, Admin should access the **'HRMS'** section and then choose **'Haritha Nidhi'** under **Deductions Masters.**



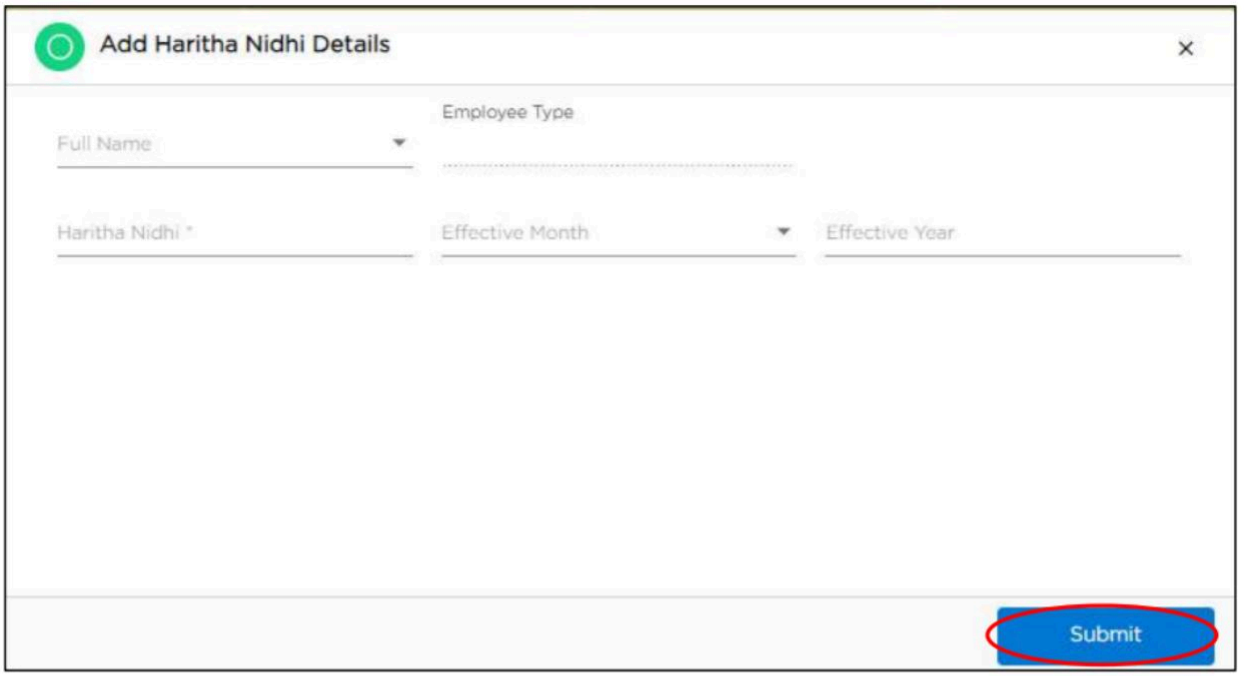
- Upon choosing **'Haritha Nidhi**,' a populated list will display, presenting the details of existing Haritha Nidhi details if any as shown in the below image.



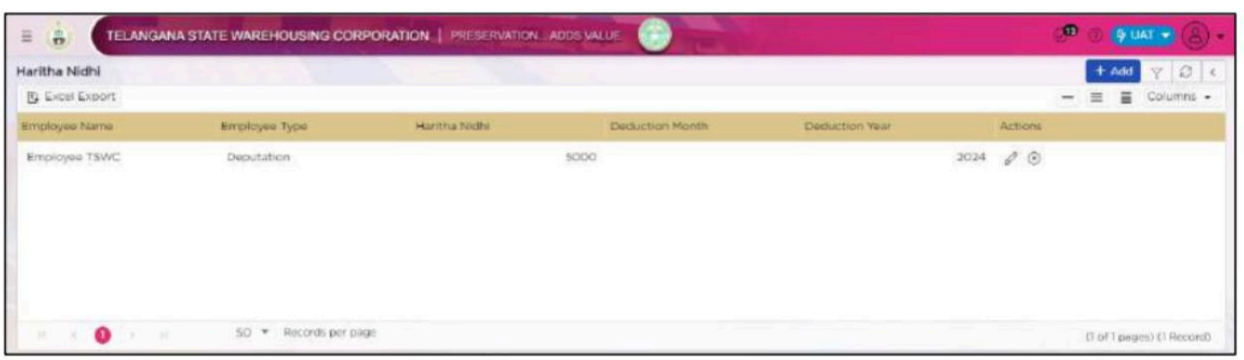
- To add details for new Haritha Nidhi, Admin will click on the **'Add'** button located in the top right corner.



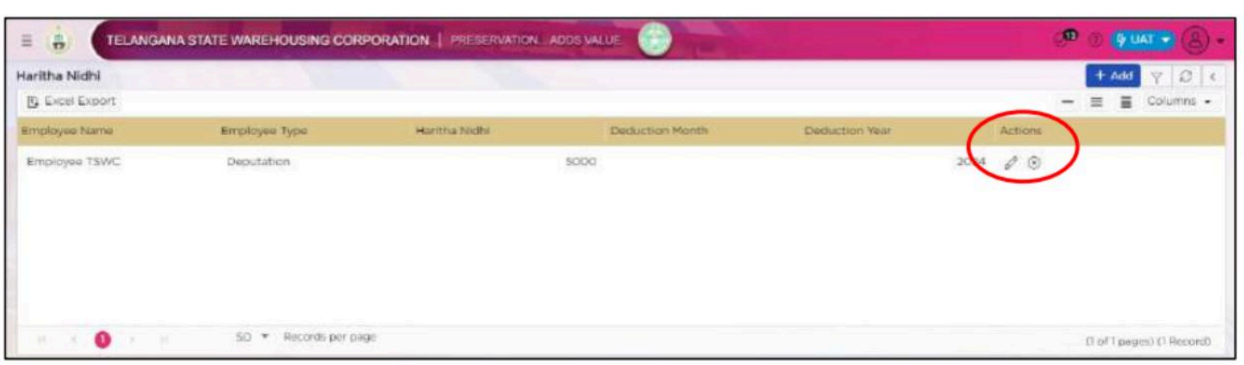
- By clicking, this action prompts a form to input new Haritha Nidhi details.
  - Full Name – Select the employee name from dropdown
  - Haritha Nidhi – Enter the Amount
  - Effective month- Select the date from date picker
  - Effective Year – Enter the year
- Once the 'Haritha Nidhi details' are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Haritha Nidhi list.

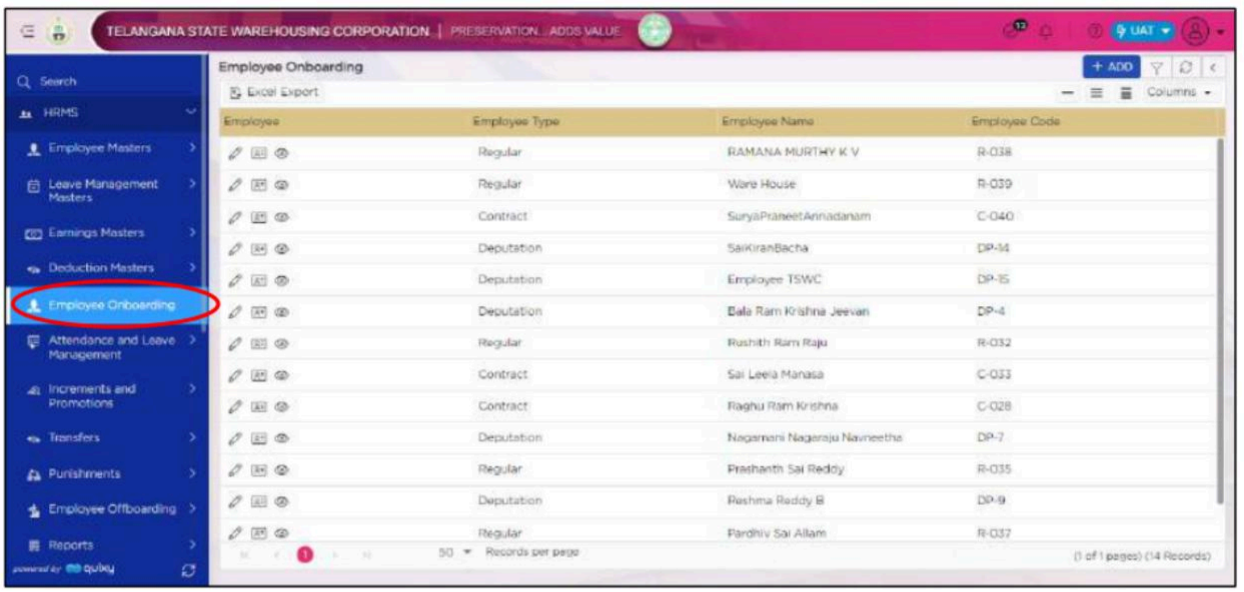


- Admin has the ability to update or deactivate Haritha Nidhi details by selecting the **'Edit/Deactivate'** icon provided under the **Actions** column.

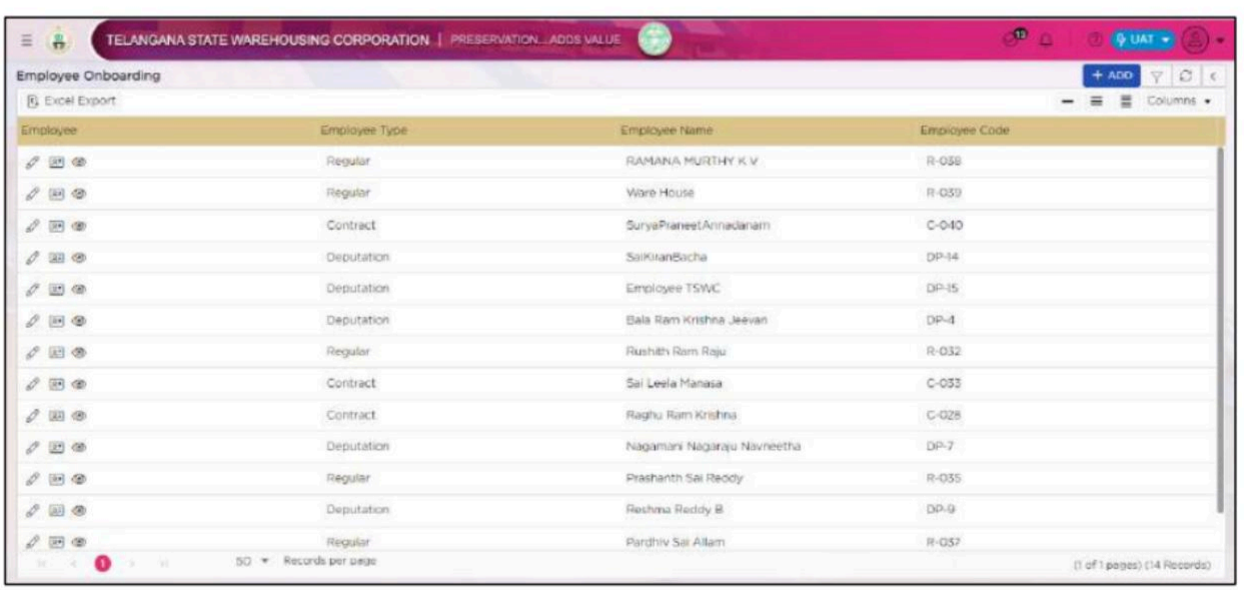


10. Employee Onboarding

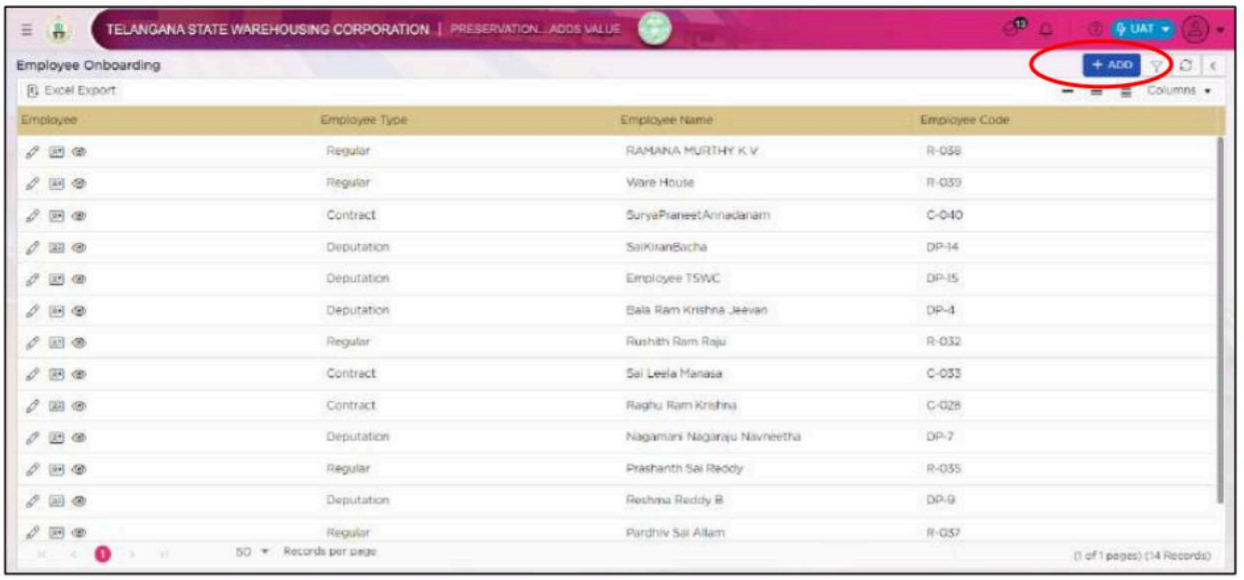
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Employee Onboarding'**.



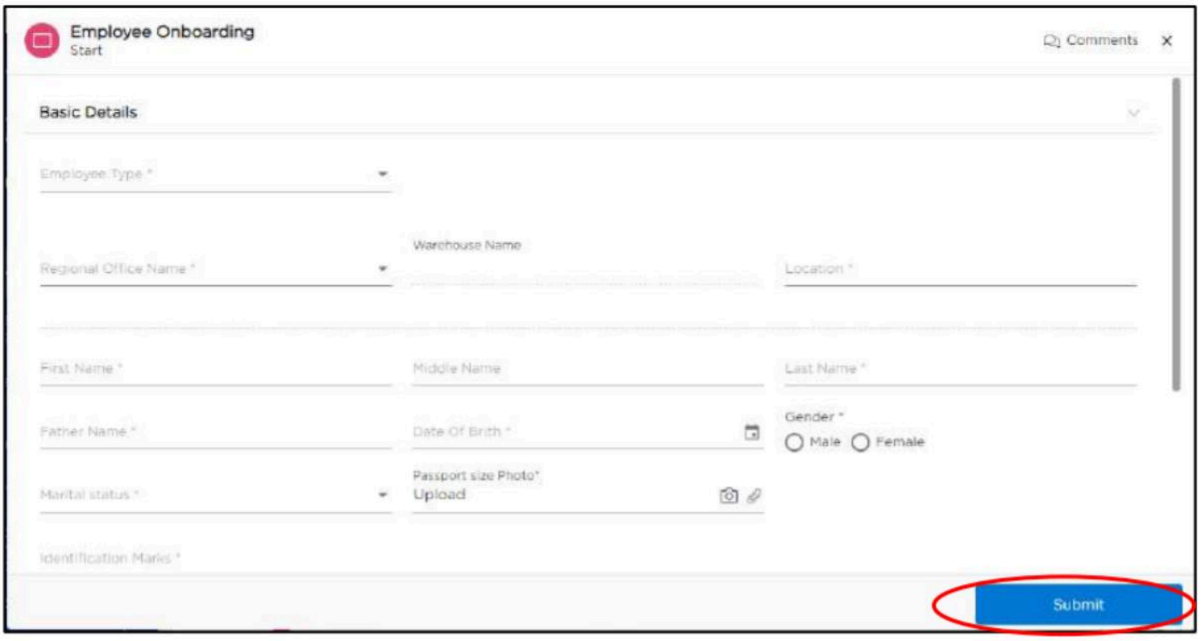
- Upon choosing **'Employee Onboarding**,' a populated list will display, presenting the details of existing Employees if any as shown in the below image.



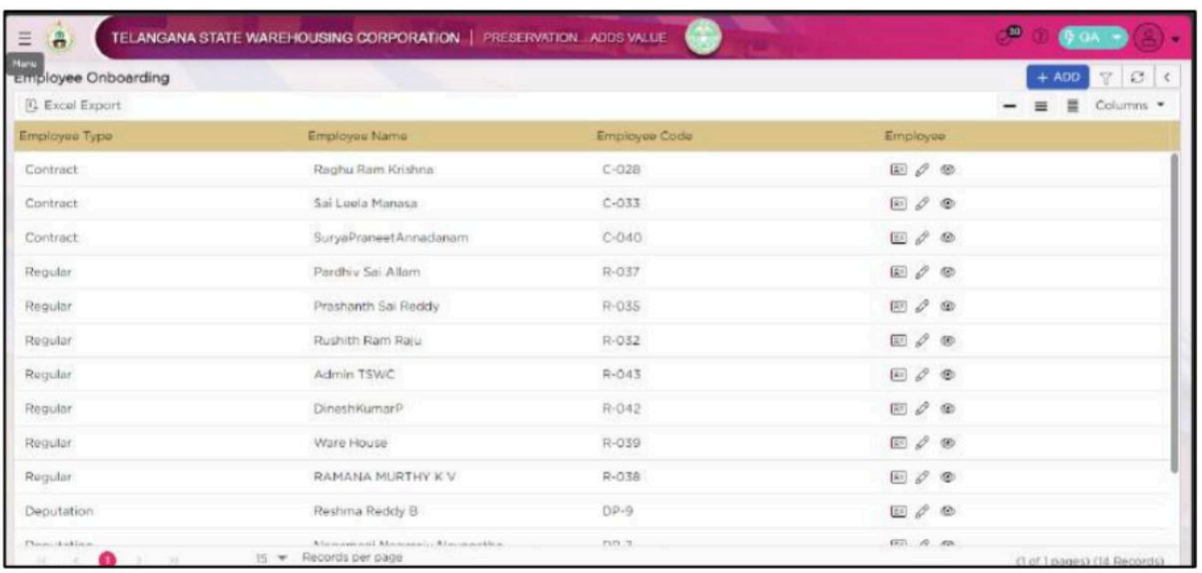
- To add details for new employee, Admin will click on the **'+ Add'** button located in the top right corner.



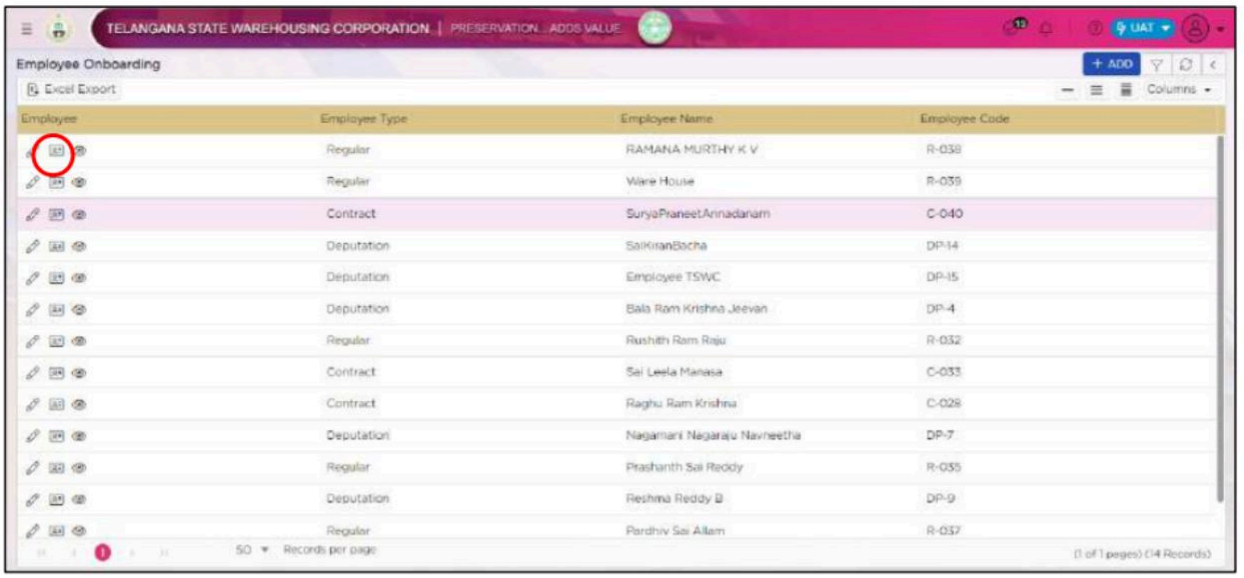
- By clicking, this action prompts a form to input new employee details.
    - Employee Type- Select the value from the drop down
    - Location Type – Head Office/Regional Office/Warehouse.
    - Employee Code – Enter employee code
    - First Name- Enter the Employee First Name
    - Middle Name- Enter employee middle name
    - Last Name- Enter the employee last name
    - Father Name- Enter the father name
    - Date of Birth- select the value from the date picker
    - Gender- Select the gender
    - Marital Status- Select the value
    - Passport Size Photo- upload the Passport Photo
    - Identification Marks- Enter the identification mark
    - Blood Group- Select the value
    - Caste- Select the Value
    - Remarks- Enter remarks if required.
- Once the **'Employee basic details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After submission, the details will get added to the Employee Onboarding list.



- Admin has the ability to add other details of the employee by selecting the **'Other Details'** button provided under the **Employee** column.



- By clicking, this action prompts a form to input employee's other details.
- Department/Section Details
    - Employee Wing - Select the value from the drop down
    - Date of Joining- Select the value from date picker
    - Date of Confirmation- Select the value from date picker



- Personal Details
    - Personal Phone Number- Enter the value
    - Personal Email- Enter the Email ID
    - Official Phone Number- Enter the Mobile number
    - Official Email- Enter the Official Email ID
    - Emergency Contact Number- Enter the Mobile number
    - Emergency Contact Person Name- Enter the details
    - Emergency Contact Person Relation- Enter the relation details.



- Statutory Details & PF Nominee Details
  - Aadhar Number- Enter the employee Aadhar number
  - PAN Card Number- Enter the employee PAN card number
  - PF Number- Enter the Employee PF number
  - PF Nominee Name- Enter the Nominee Name
  - PF Nominee Relation- Enter the Nominee relation
  - PF Nominee Share Percentage- Enter the PF share Percentage



- Address Details
  - Current Address- Enter the Present Address
  - Permanent Address - Enter the address details

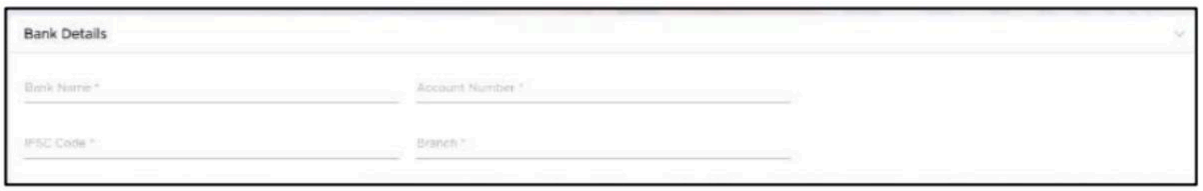


- Education Details
  - Specialization - Enter the Specialization
  - Institution- Enter the details
  - % of Marks- Enter the marks
  - Completion Year- Enter the details



- Bank Details
  - Bank Name - Enter the Bank name
  - Account Number- Enter the account number
  - IFSC Code- Enter the Bank IFSC code

- Branch- Enter branch name



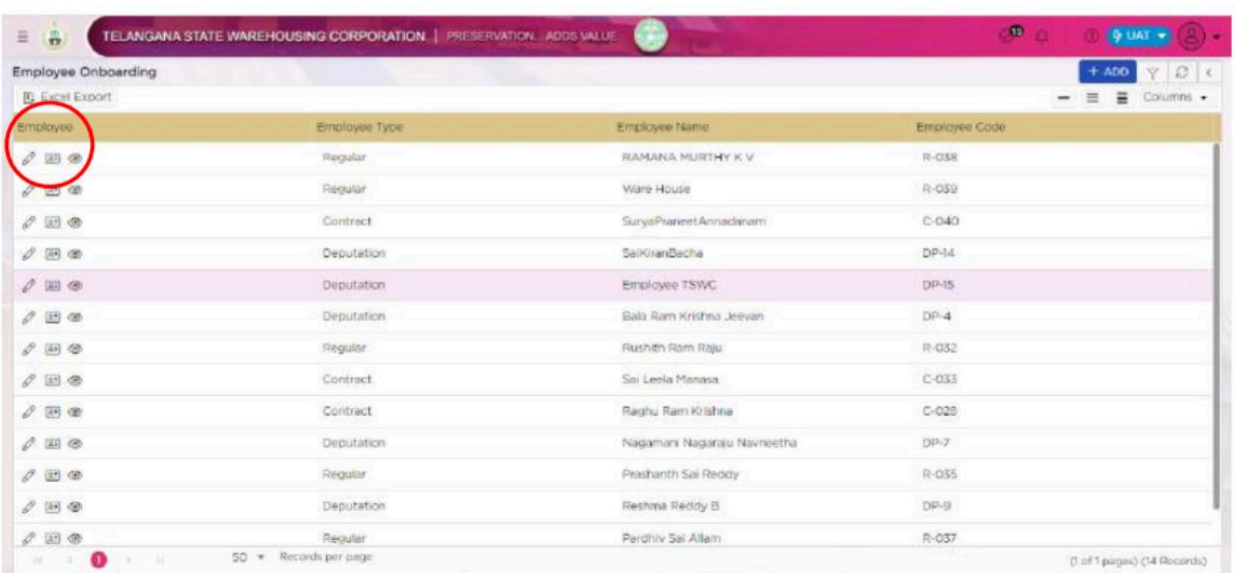
- Reporting Manager Details
  - Manager Name - Select the reporting manager name



- Leave details
  - Enter the leave balance by selecting different type of leaves and click on submit



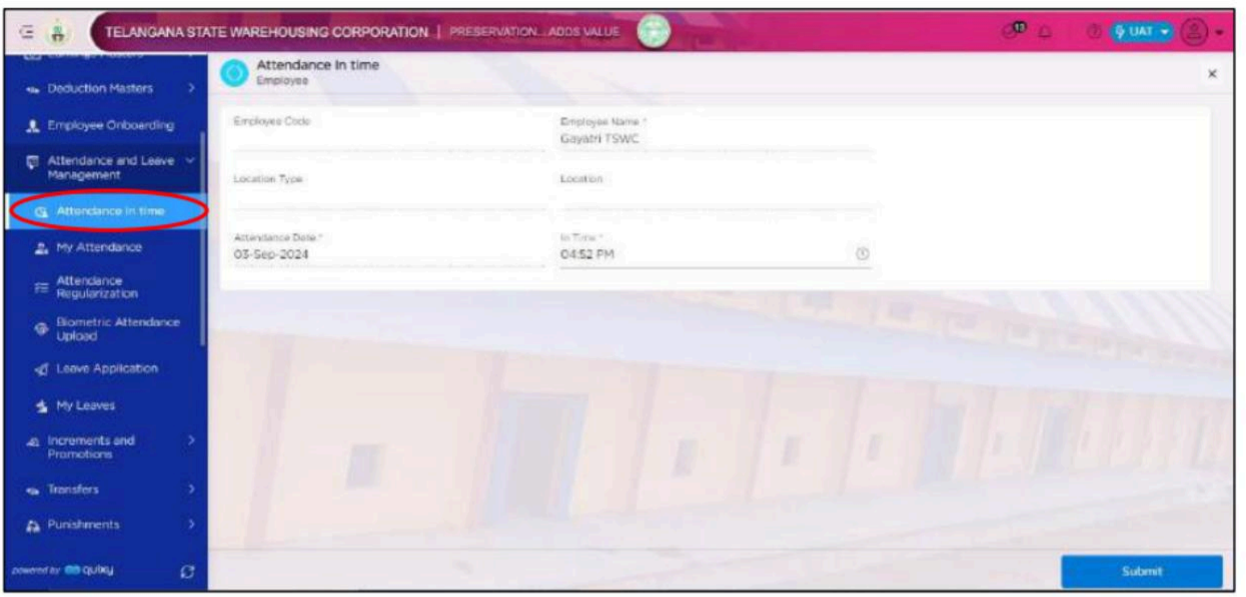
- Admin has the ability to Edit and View employee details by selecting the **Edit/View'** icon provided under the **Employee** column.



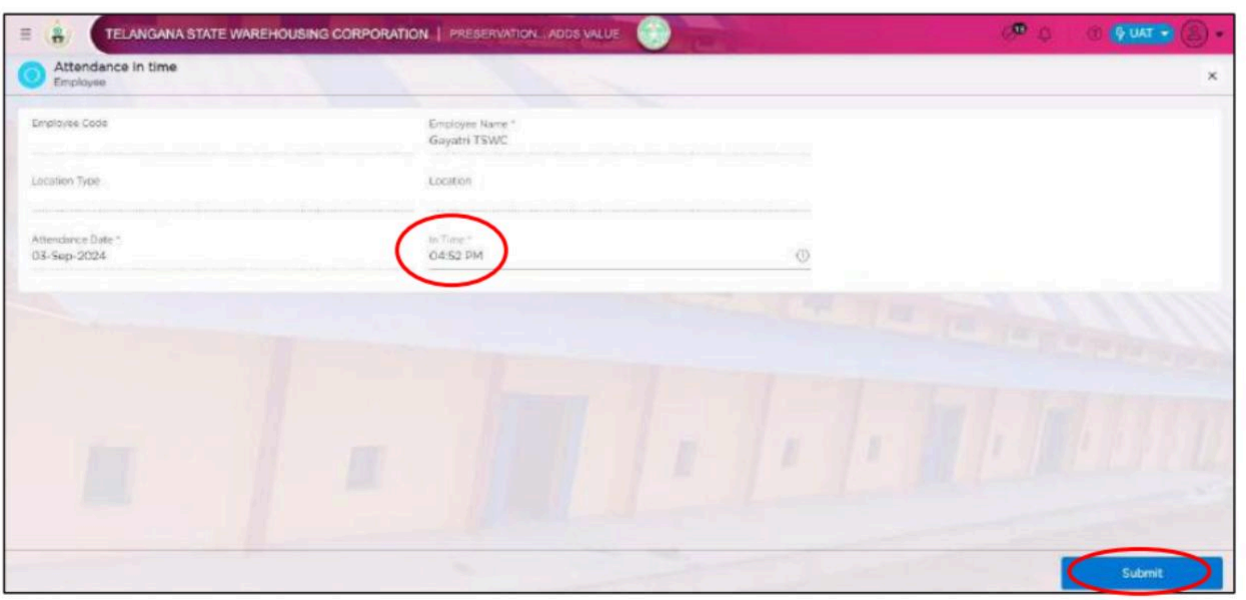
11. Attendance and Leave Management

11.1. Attendance In time

- Employee is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, user should access the **'HRMS'** section and then choose **'Attendance in Time'** under **Attendance and Leave Management.**



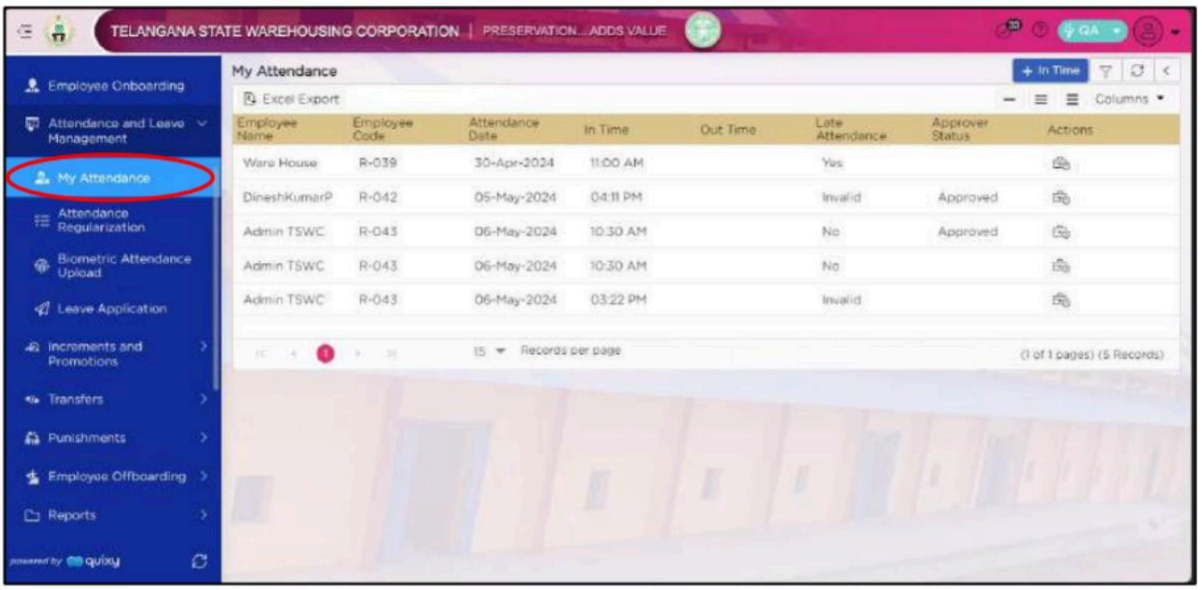
- Upon choosing **'Attendance and Leave Management**,' a form will be displayed, presenting the details of user logged in. User shall select the in time & click on **Submit** button.



- After submission, the user's attendance will be updated.

11.2. My Attendance

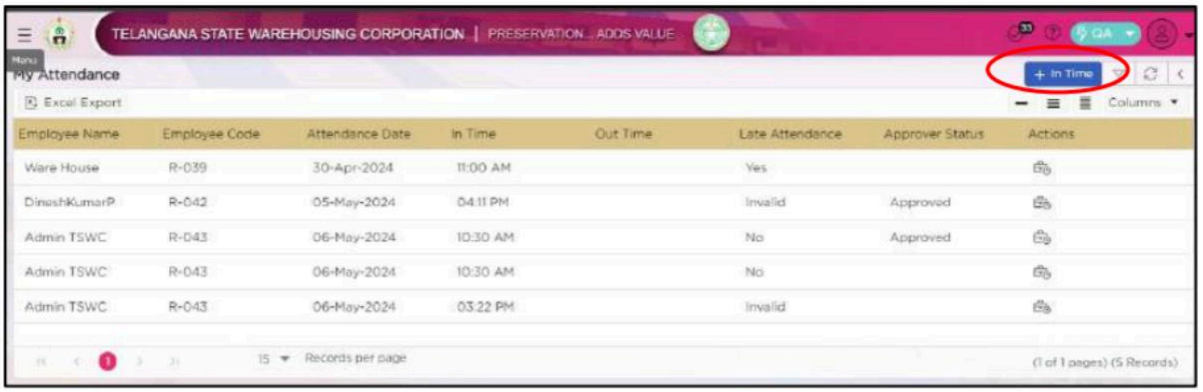
- Admin/Employee is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin/Employee should access the **'HRMS'** section and then choose **'My Attendance'** under **Attendance and Leave Management.**
- Admin will be able to view the attendance of all employees whereas, employee will be able to see only their attendance.



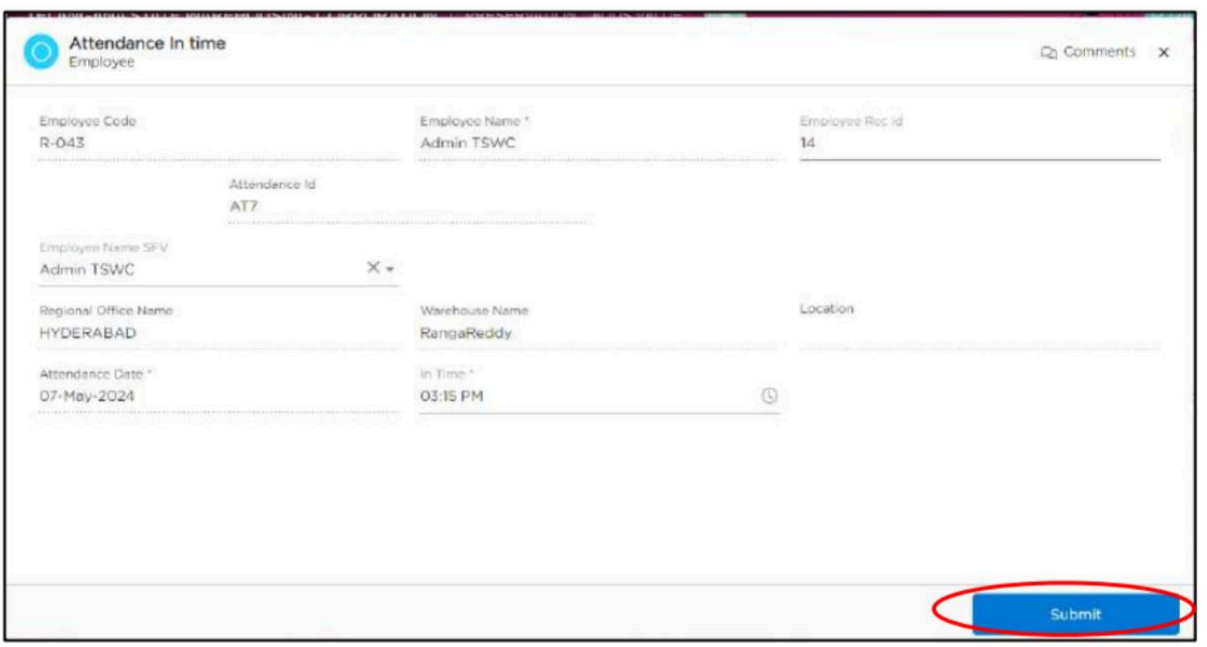
- Upon choosing **'My Attendance**,' a populated list will display, presenting the details of existing employee attendance log in details if any as shown in the below image.



- To add details for log in time, Employee will click on the **'+ In Time'** button located in the top right corner.



- By clicking, this action prompts a form to input **log in time**.
    - In Time- Select the log in time
- Once the **'Log in Time'** is entered, Employee can submit the form by clicking on the **'Submit'** button.



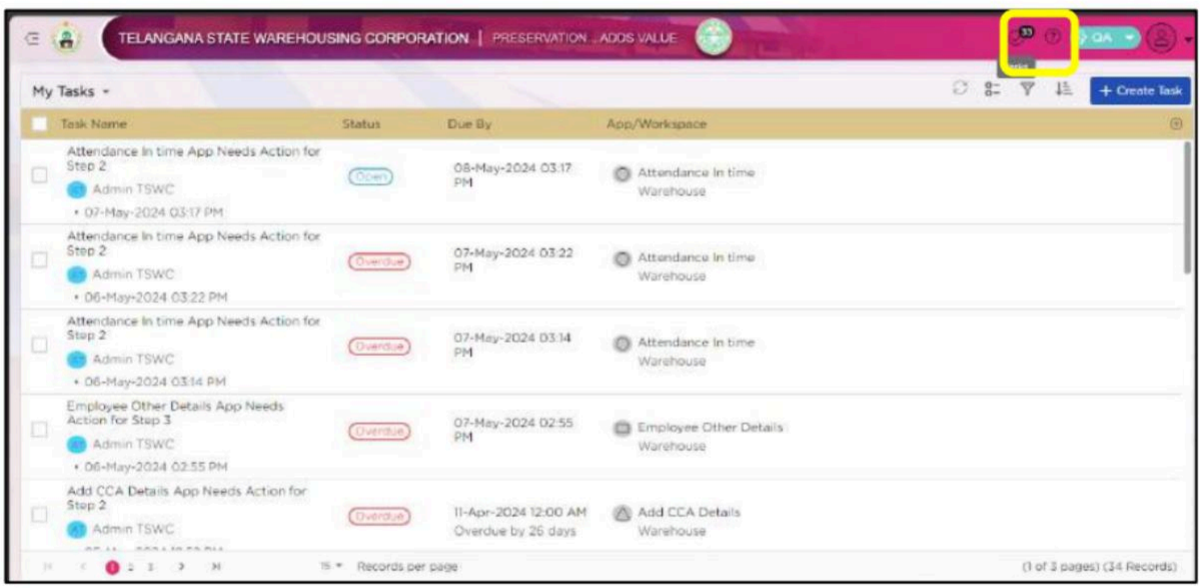
- After **submission,** the details will get added to the list and send task notification to the reporting manger.



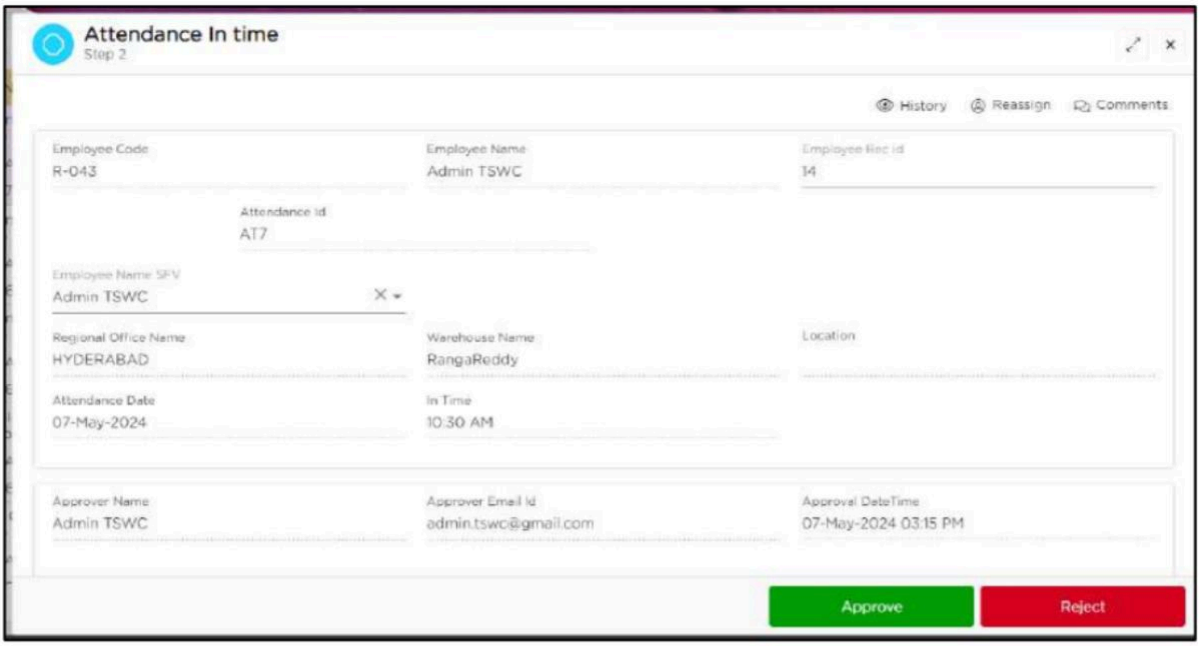
Note:-

- **If the employee's arrival time falls between 10:30 and 11:45, the system will indicate a "Late Attendance" status as Yes.**
- **If the employee arrives on or before 10:30, the system will indicate "Late Attendance" status as No.**
- **If the employee marks attendance after 11:45, the system will indicate "Late Attendance" status as Invalid.**

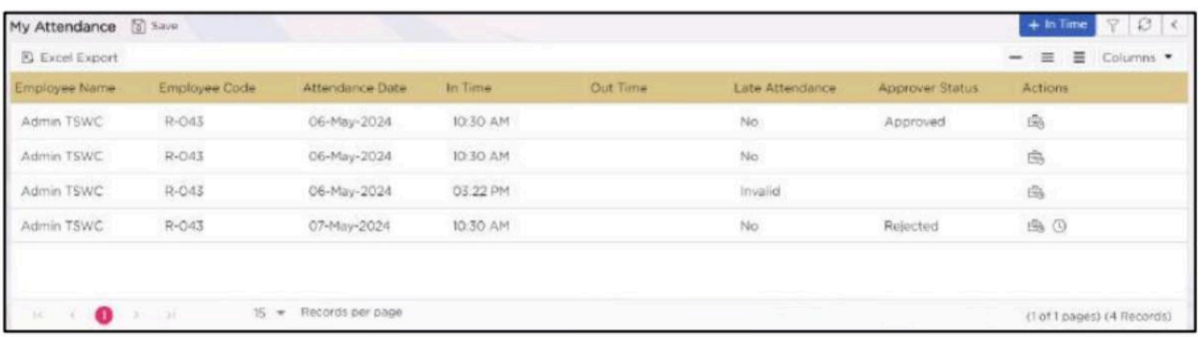
- After employee has submitted the **in time** then system will send the task notification to reporting manager.
- Reporting Manager Click on task icon as shown below
- By clicking, this action prompts a action directs the user to My Tasks screen.



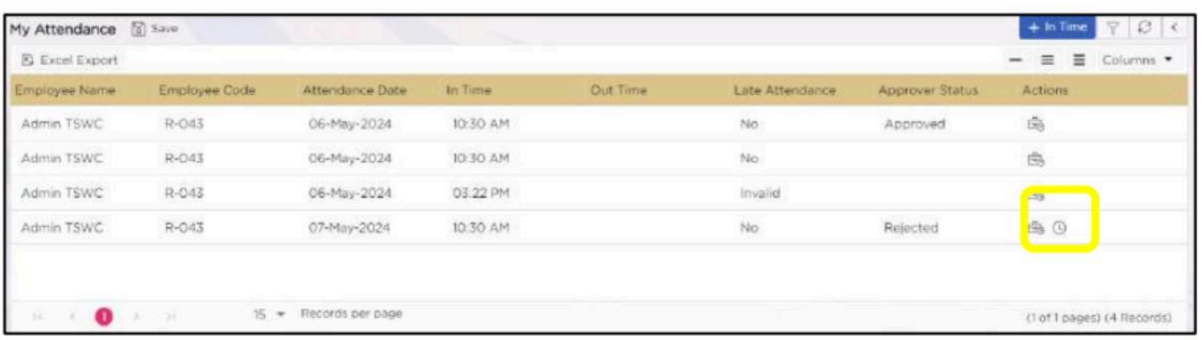
- Reporting manager need to click on the Attendance notification.
- By clicking, this action prompts a action directs the user to Attendance In time screen. Where user has option to approve or reject the employee attendance.



- If the Reporting Manager approved the attendance in time of the employee system will update the Approval status as Approved.

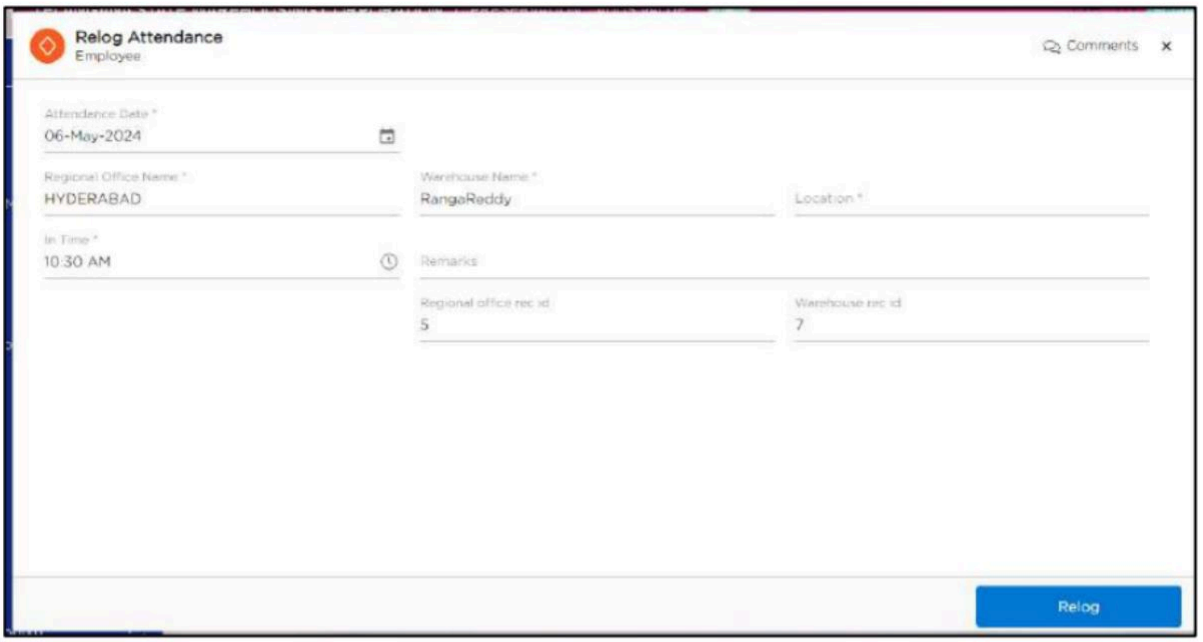


- If the Reporting Manager rejects the attendance in time of the employee system will update the Approval status as Rejected and populates the Re-log option in Actions Column.

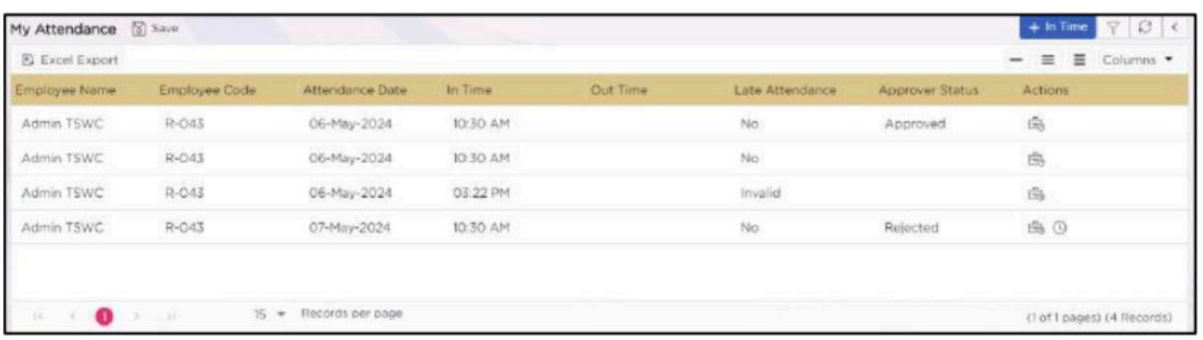


- By clicking on Re-Log option, prompts a action directs the user to Relog Attendance screen.
    - In Time- Select the log in time

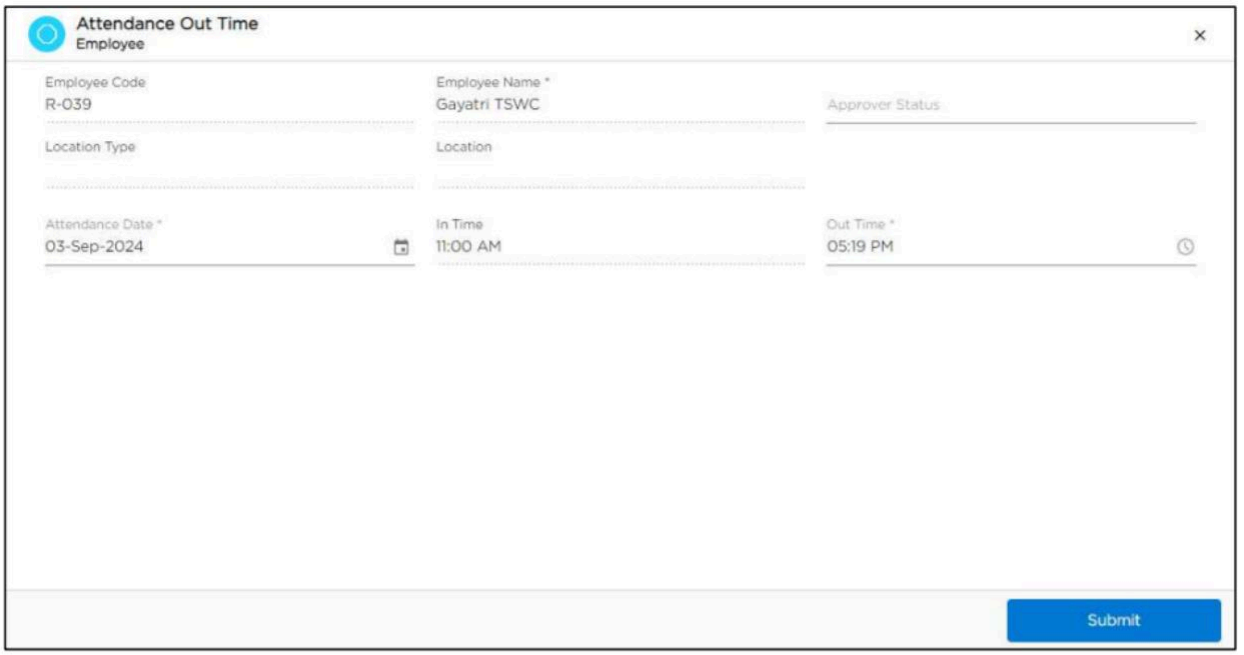
- Once the **'Log in Time details'** are entered, Employee can submit the form by clicking on the **'Relog'** button.



- After **submission,** the details will get added to the list and send task notification to the reporting manager for approval.

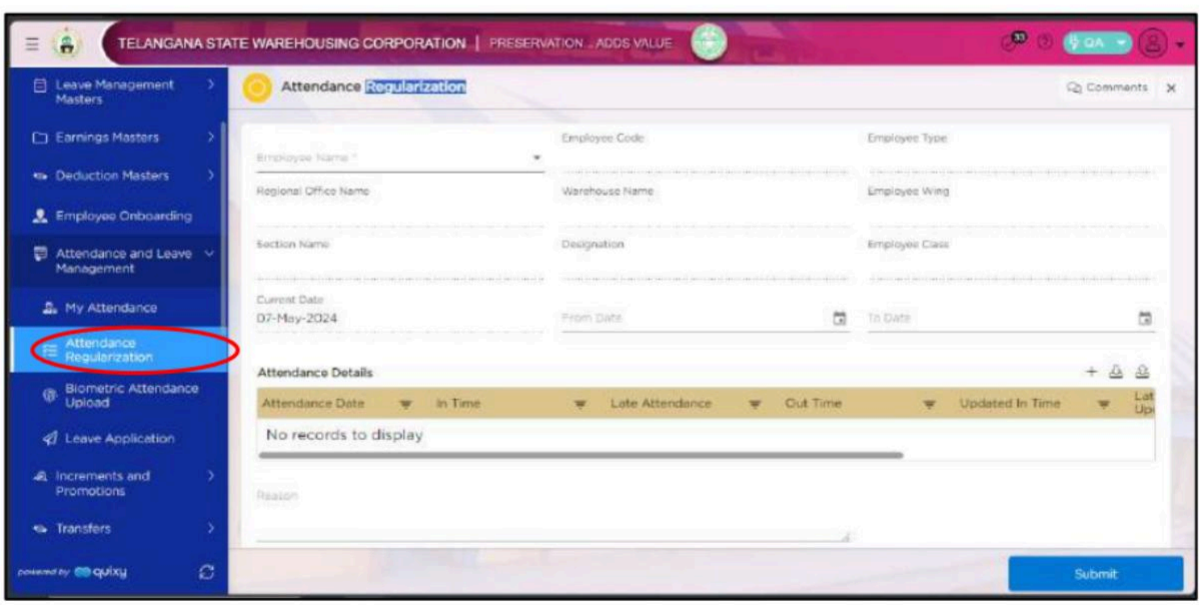


- To enter logout time employee shall click on the **Log Out Time** button present under the **Actions** column. Attendance Out Time form will appear on the screen. User will delect the Out Time & click on the **Submit** button to save the logout time for the day.



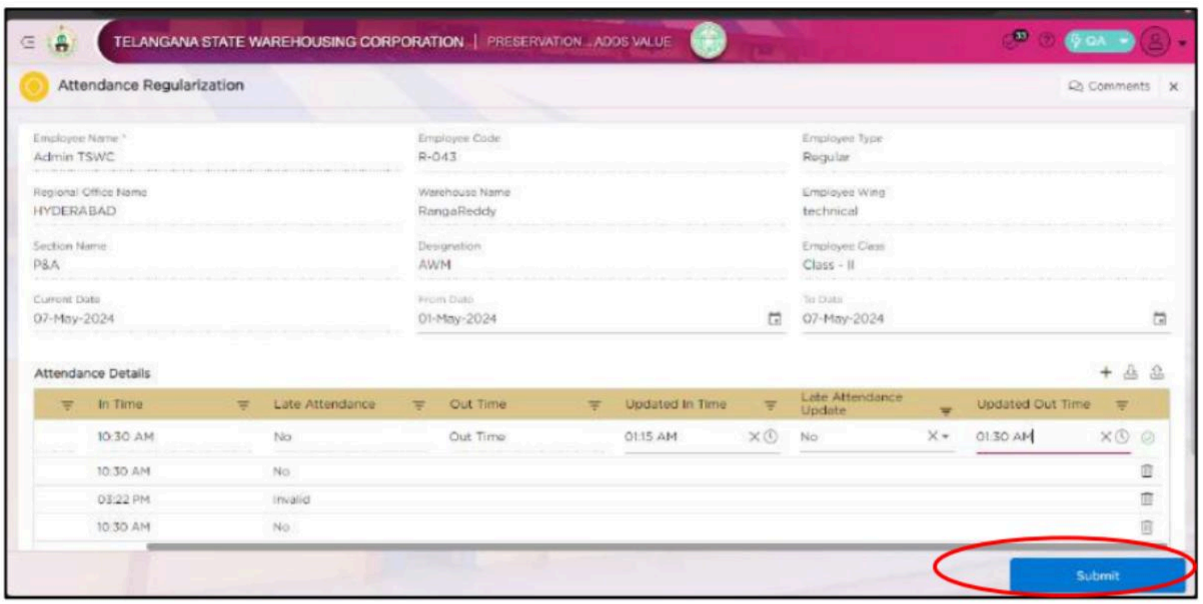
11.3. Attendance Regularization

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Attendance Regularization'** under **Attendance and Leave Management.**

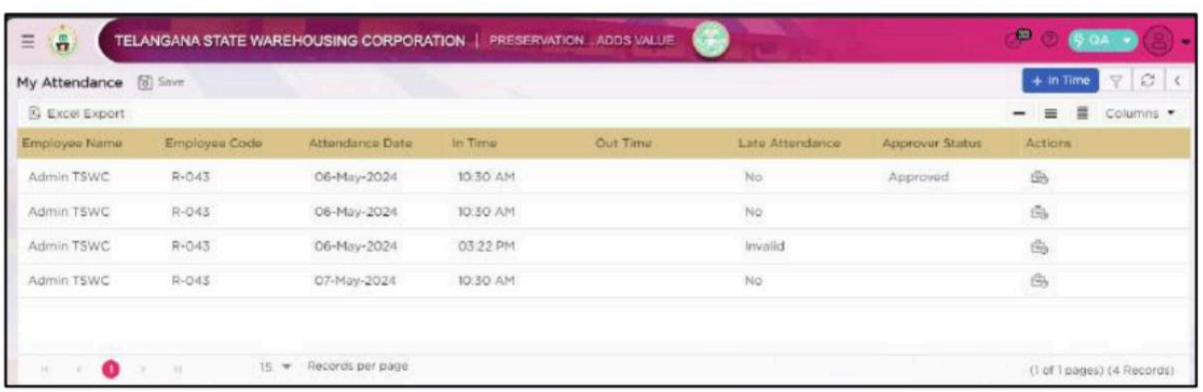


- Upon choosing **'Attendance Regularization**,' this action prompts a form to input **Attendance Regularization** details.
    - Employee Name – Select the employee name from the dropdown
    - From Date – Select the date
    - To date – Select the date

- After the duration is set then system will populate the attendance records user will be able to update the In time, Out Time and late attendance.
- Once the **'Attendance Regularization details'** are entered, Use can submit the form by clicking on the **'Submit'** button.

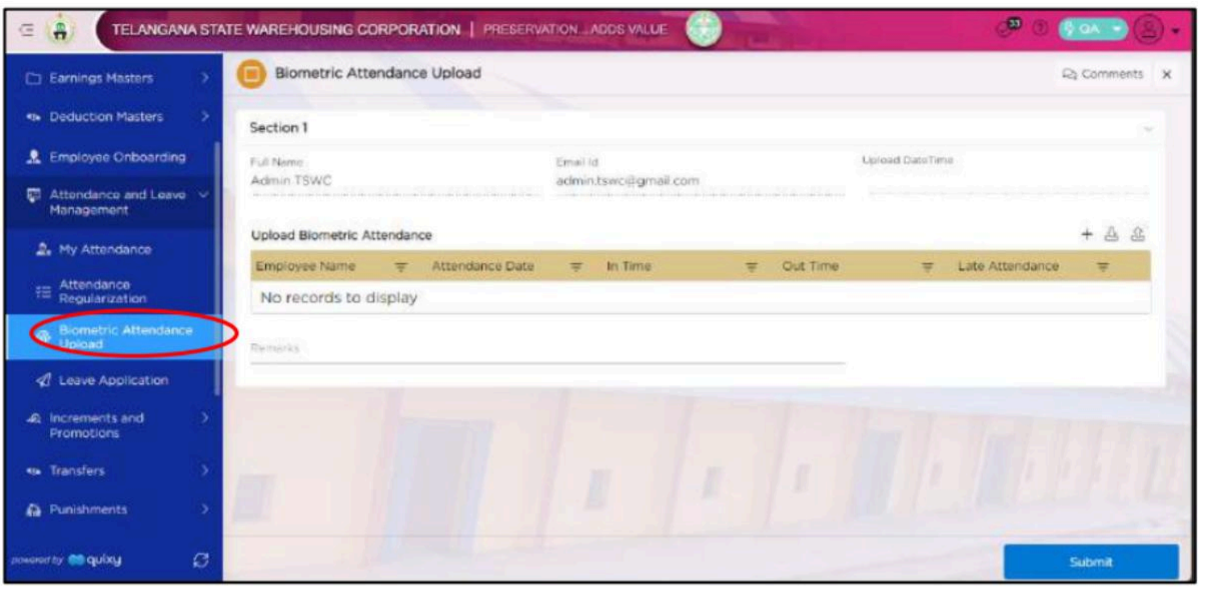


- After **submission,** the details will get updated in My attendance list.

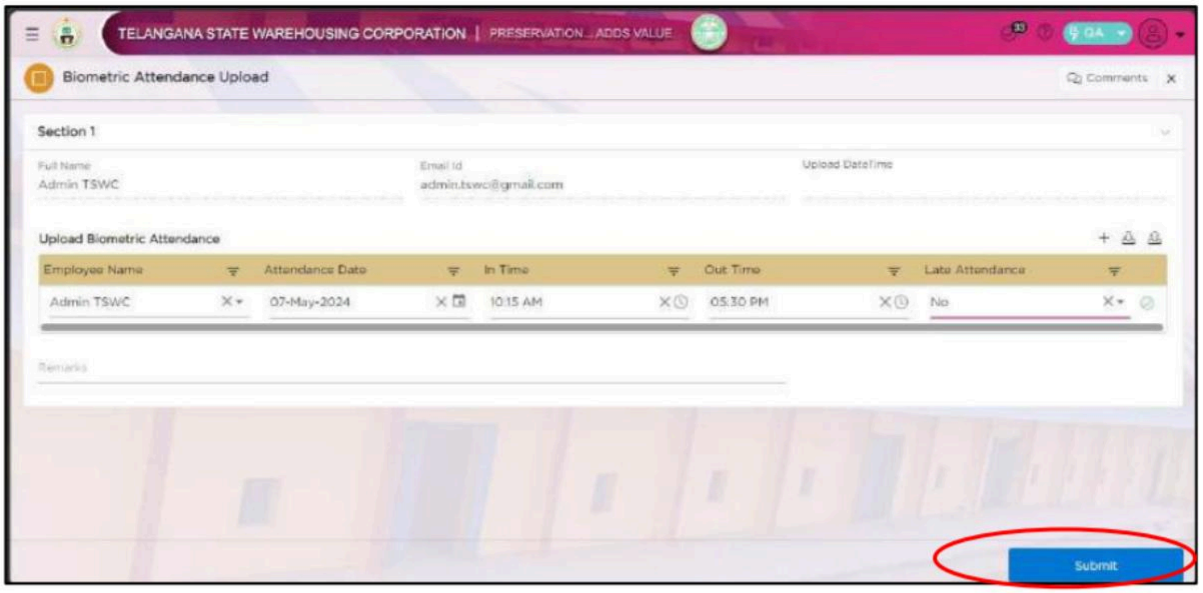


11.4. Biometric Attendance Upload

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Biometric Attendance Upload' in Attendance and Leave Management**

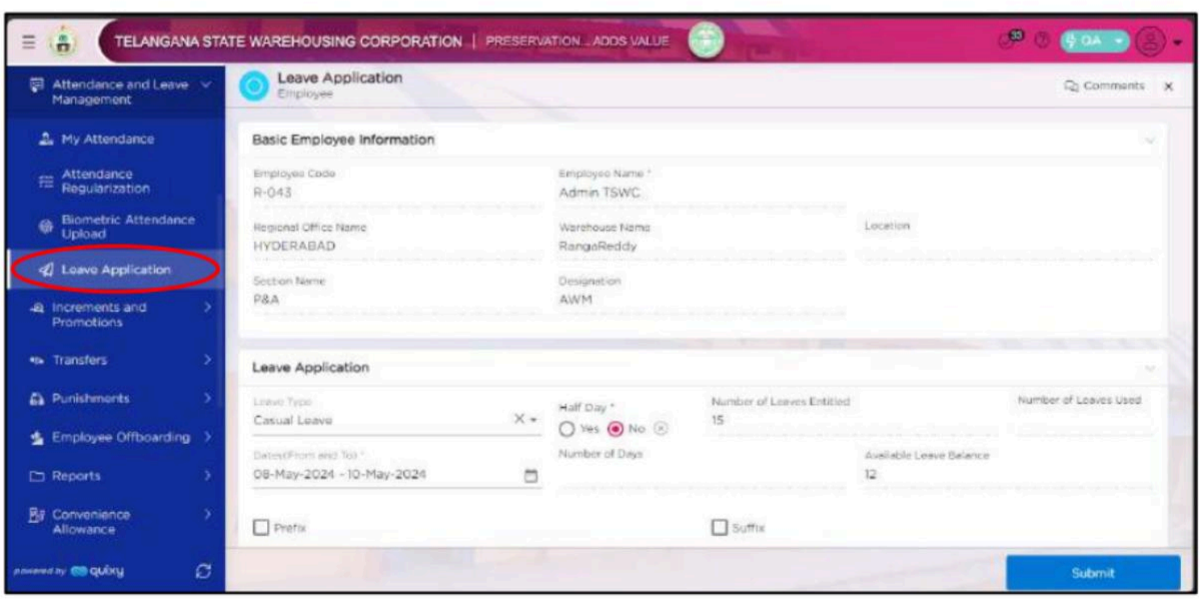


- Upon choosing 'Biometric Attendance Upload,' this action prompts a form to input Biometric Attendance details.
    - Employee Name – Select the employee name from the dropdown
    - Attendance Date – Select the date
    - In Time – Select the time
    - Out Time – Select the out time
    - Late Attendance – Select Yes or No
- Once the **'Biometric Attendance details'** are entered, Use can submit the form by clicking on the **'Submit'** button.



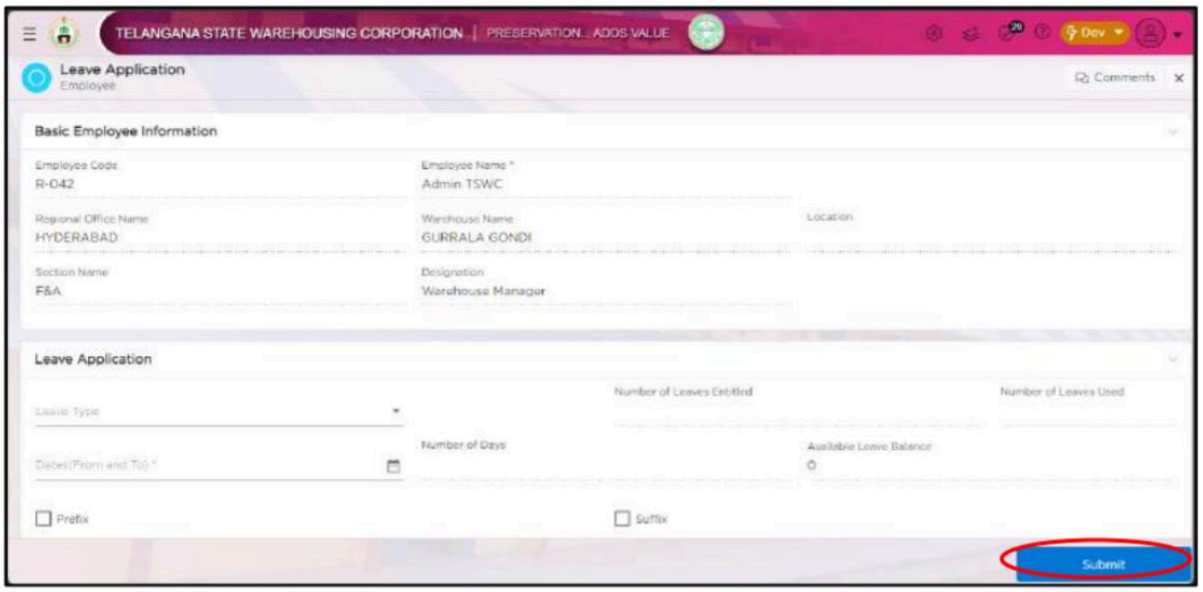
11.5. Leave Application

- Employee is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Employee should access the **'HRMS'** section and then choose **'Leave Application'** under **Attendance and Leave Management**



- This action prompts a form to input leave application details.
  - Leave Type- Select the leave type
  - Date (From-To)- Select the leave duration
  - File upload- upload supporting documents if needed.
  - Prefix date – select the date
  - Suffix date – Select the date

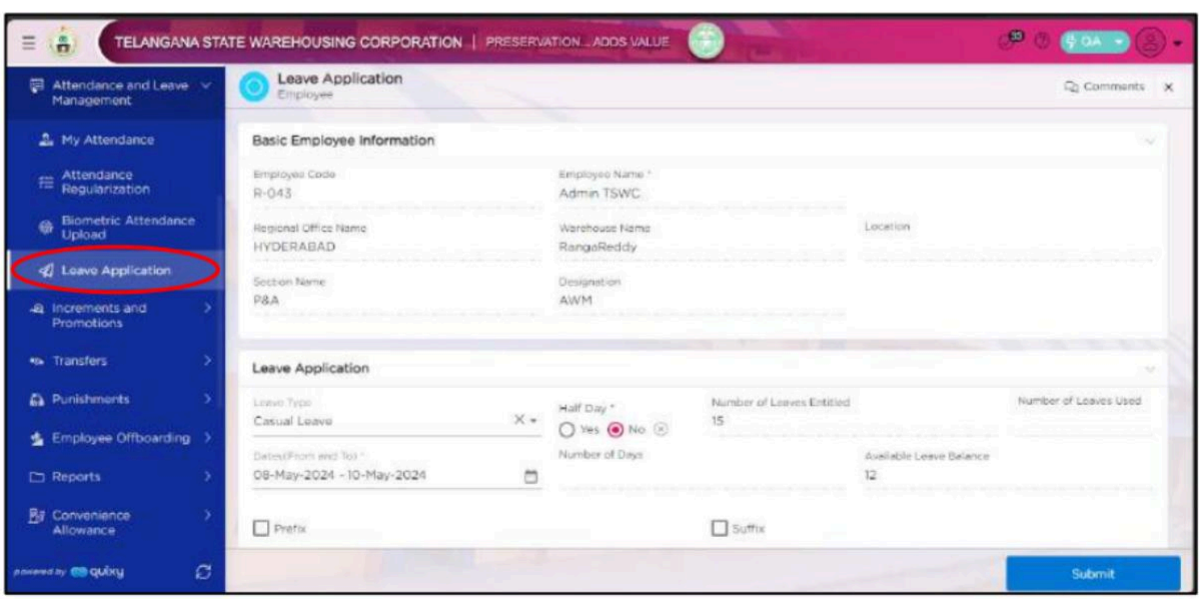
- Once the **'leave details'** are entered, Employee can submit the form by clicking on the **'Submit'** button.



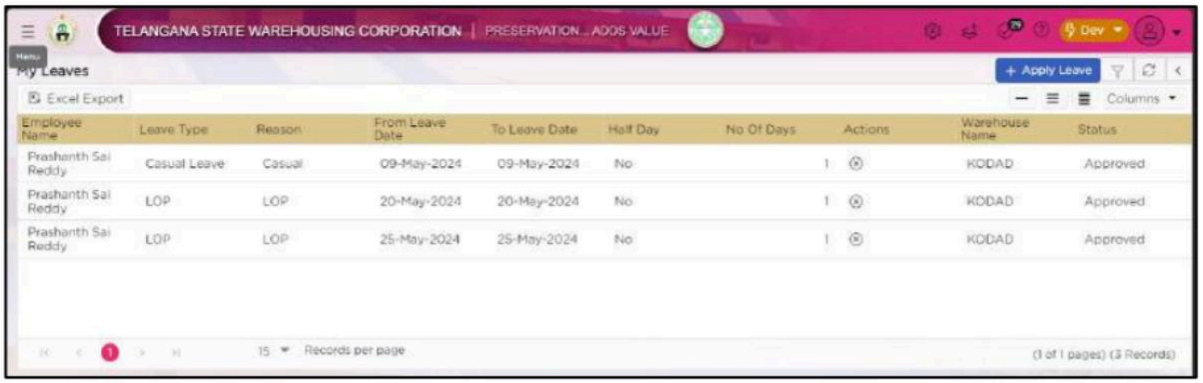
- Submitted leave application will go for approval.

11.6. My Leave

- Admin/Employee is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'My Leaves'** under **Attendance and Leave Management.**



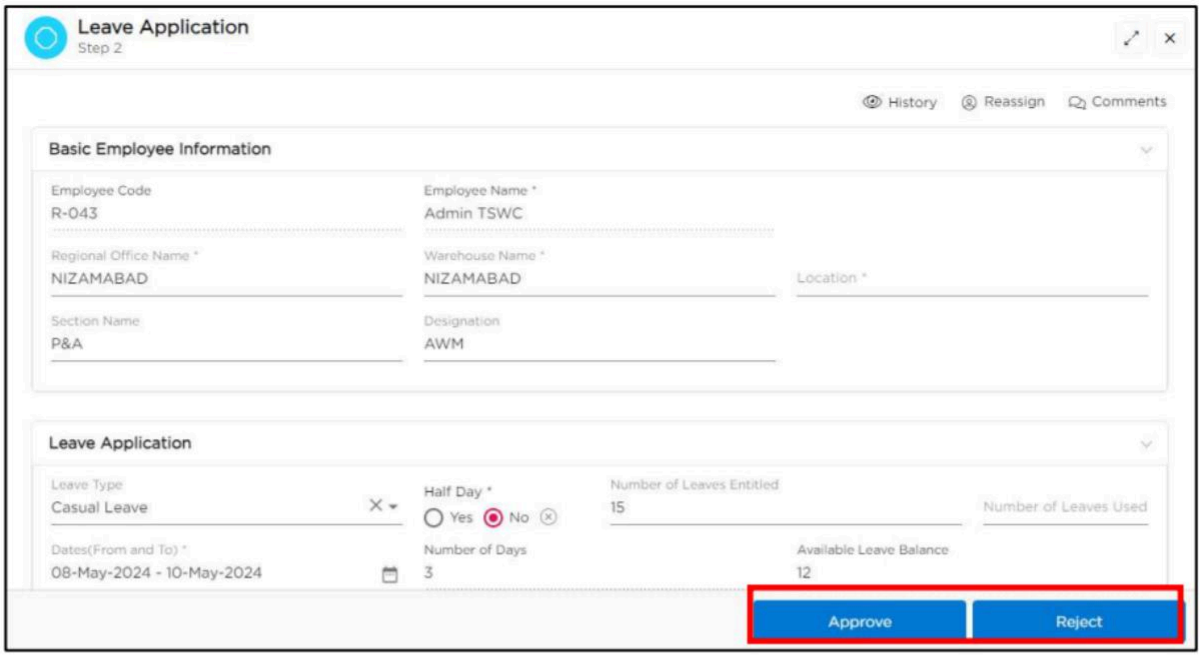
- Upon choosing **'My Leave**,' a populated list will display, presenting the details of existing employee leave submission details if any as shown in the below image.



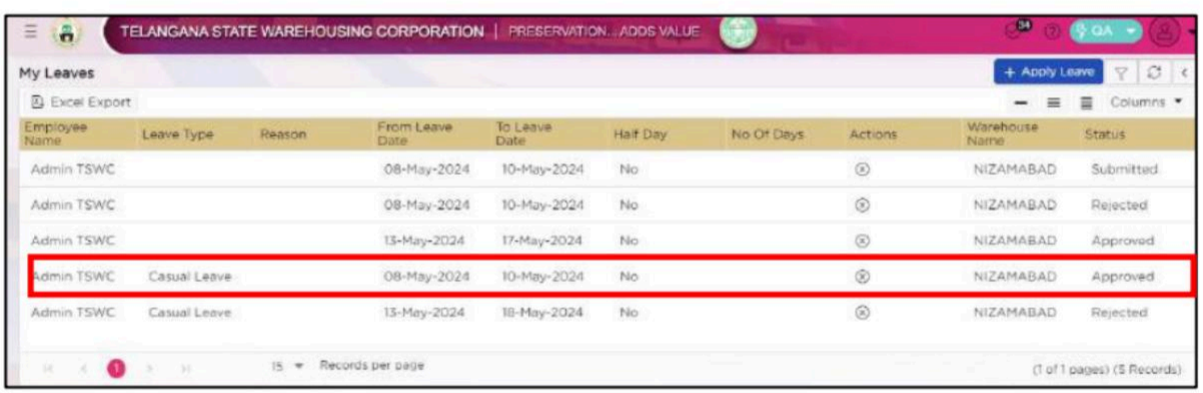
- To apply for leave, Employee will click on the **'Apply Leave'** button located in the top right corner.



- By clicking, this action prompts a form to input **new leave** details.
    - Leave Type- Select the leave type
    - Date (From-To)- Select the leave duration
    - File upload- upload supporting documents if needed.
    - Prefix date – select the date
    - Suffix date – Select the date
- Once the **'leave details'** are entered, Employee can submit the form by clicking on the **'Submit'** button.



- If the reporting manager approved the request system will update the status as Approved



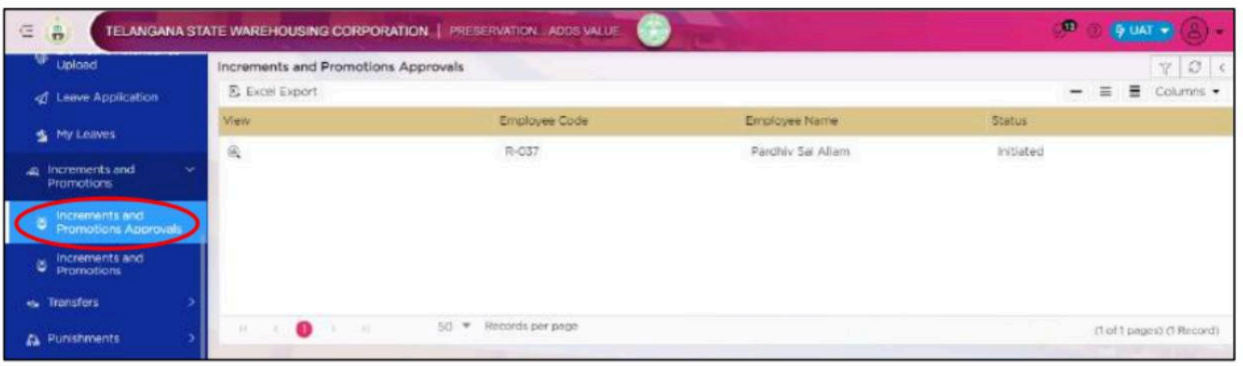
- If the reporting manager has rejects the request system will update the status as rejected.



12. Increment and Promotions

12.1. Increments & Promotion Approval

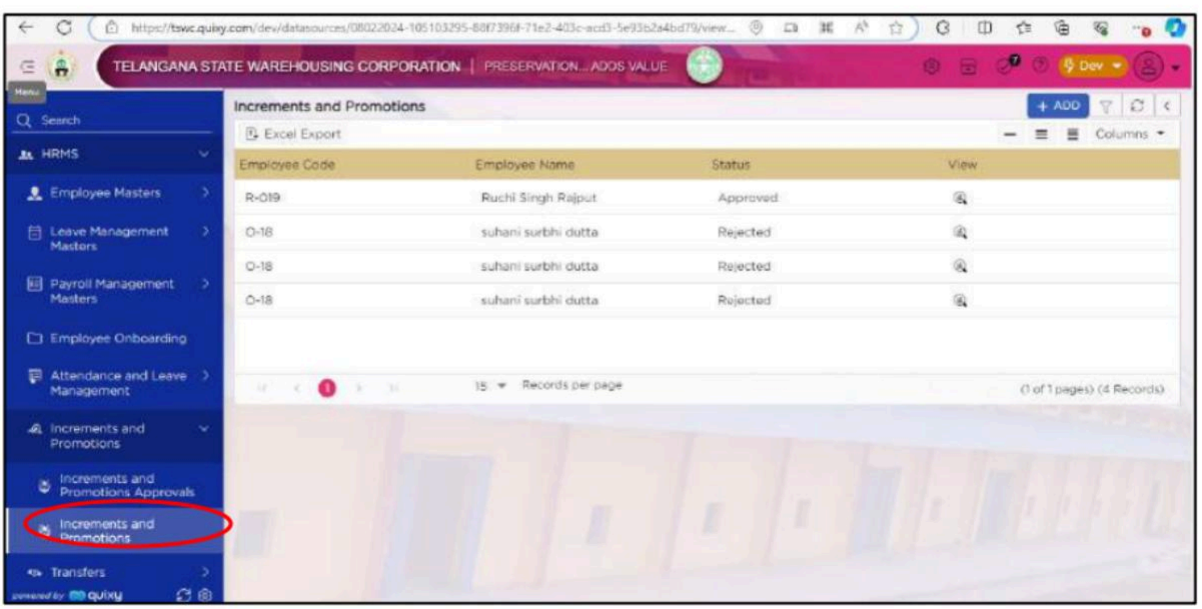
- MD/Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Increments and Promotion Approvals'** under **Increments and Promotion.**



- User can view the list of approves increments & promotions & view an individual's promotion by clicking on **View** button under **View** column.

12.2. Increments and Promotion

- Admin/P & A AM/ P&A GM is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Increments and Promotion'** under **Increments and Promotion.**



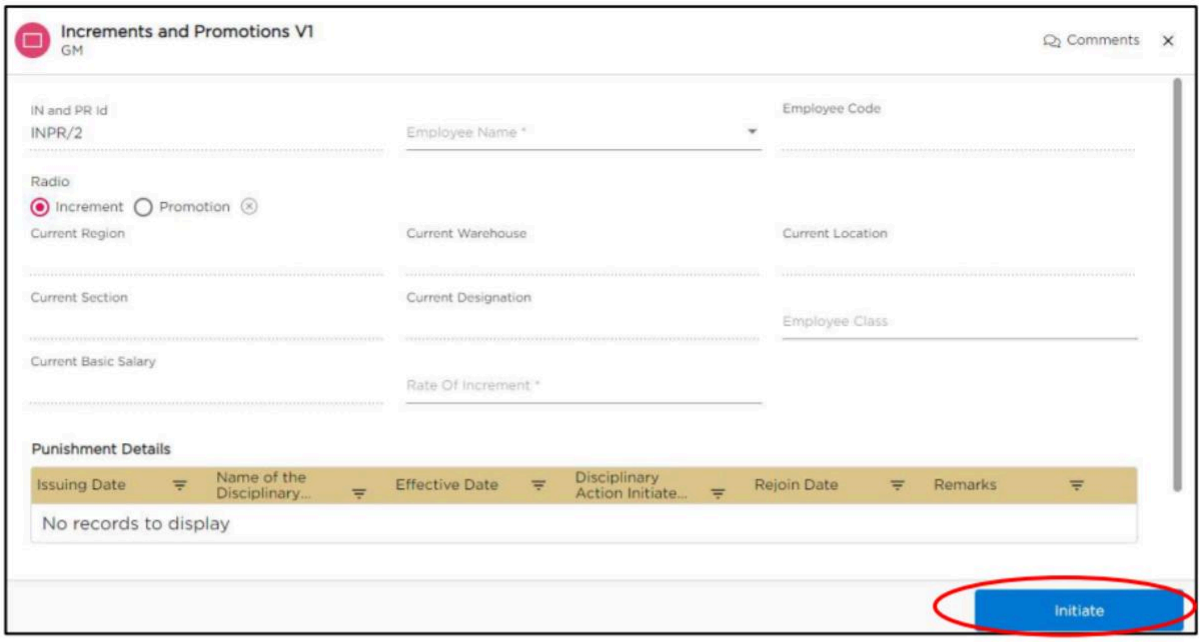
- Upon choosing **'Increment and promotion**,' a populated list will display, presenting the details of employee increment details if any as shown in the below image.



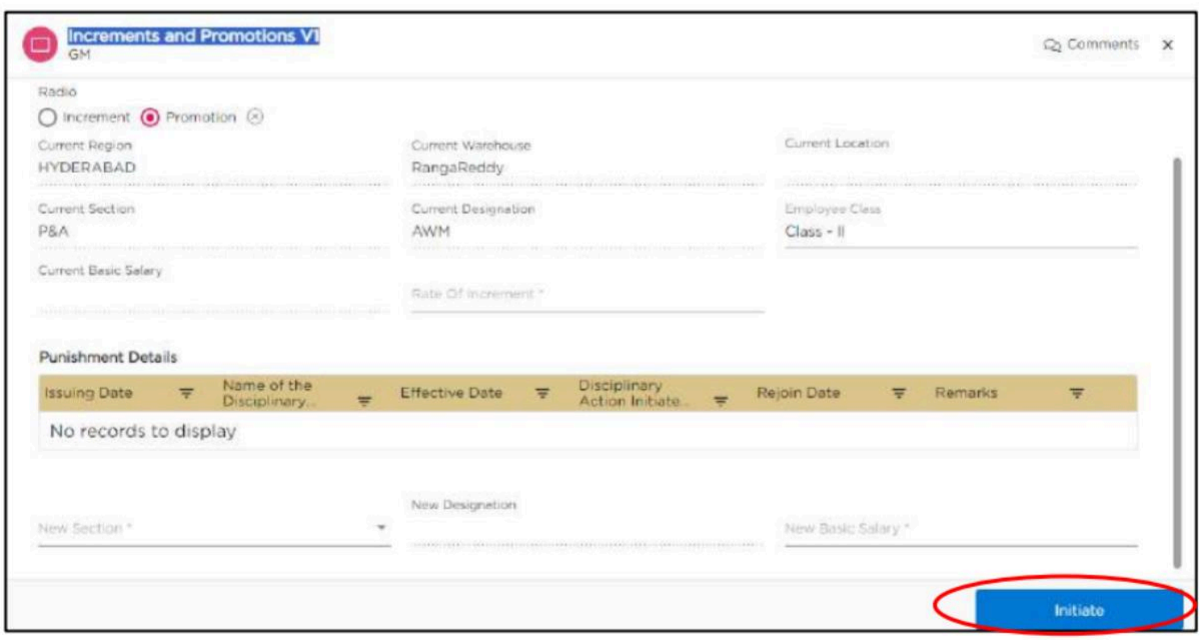
- To add details for new increment for an employee, Admin will click on the **Add'** button located in the top right corner.



- By clicking, this action prompts a form to input **new Employee Increments and promotion** details.
    - Employee Name - Select the Employee Name
    - Increment or Promotion – User needs to select the only one
- **<u>If Selected Increment</u>**
    - Rate of Increment- Enter the increment percentage.
    - New Basic Pay – Enter the new basic pay
- Once the **details** are entered, Employee can submit the form by clicking on the **'initiate'** button.



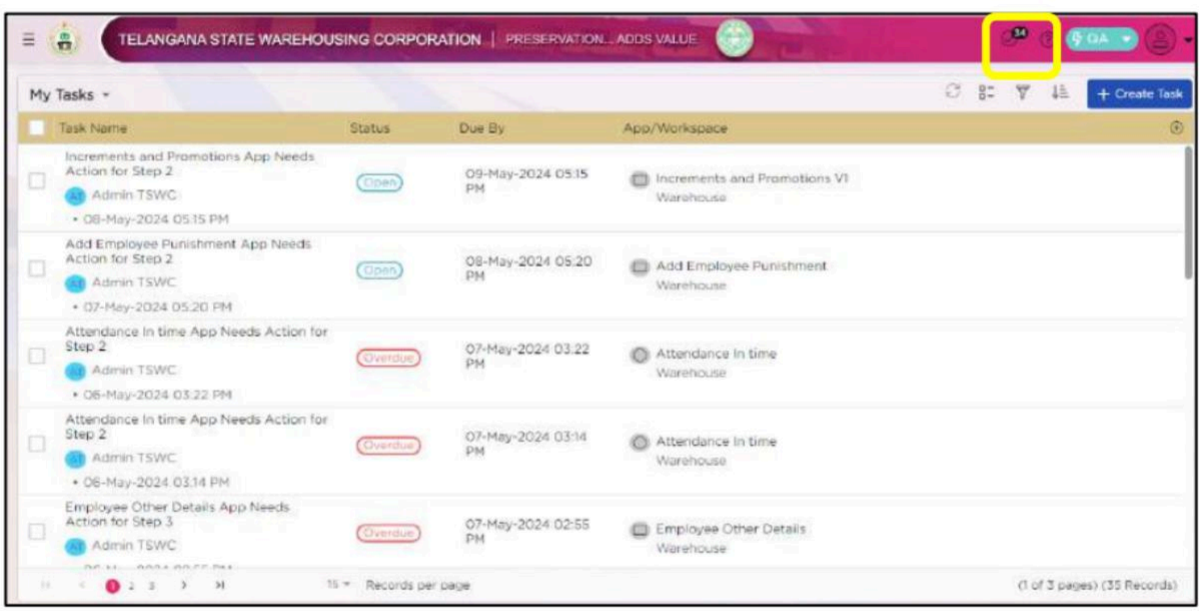
- **<u>If Selected Promotion</u>**
  - New Section – Select the section
  - New Designation – Select the designation.
  - New Basic Pay – Enter the new basic pay
- Once the **details** are entered, Employee can submit the form by clicking on the **'initiate'** button.



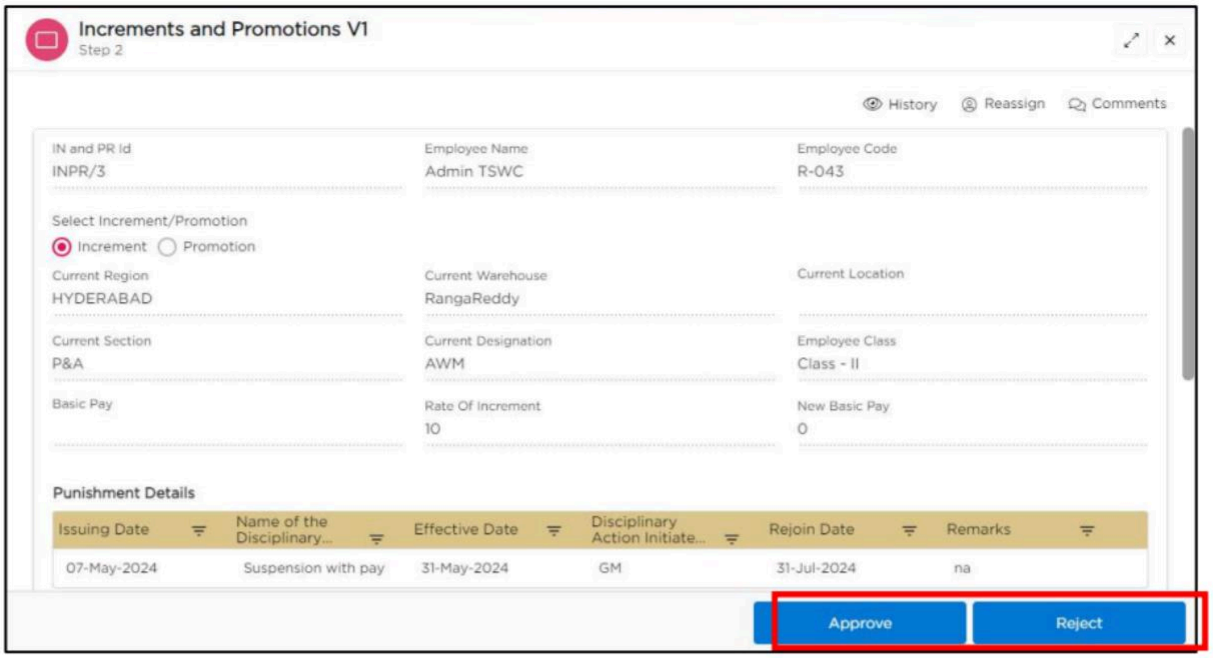
- After **submission,** the details will get added to the **list**. Through which user will be able to view the submitted details and status.



- After GM has submitted the **increment/Promotion request** then system will send the task notification to MD.
- MD Click on task icon as shown below
- By clicking, this action directs the MD to My Tasks screen.



- MD need to click on the increment/promotion notification.
- By clicking, this action prompts the user to Increments and Promotions screen. Where user has option to approve or reject the employee increment/promotion request.



- If the MD approved the request system will update the Approval status as Approved



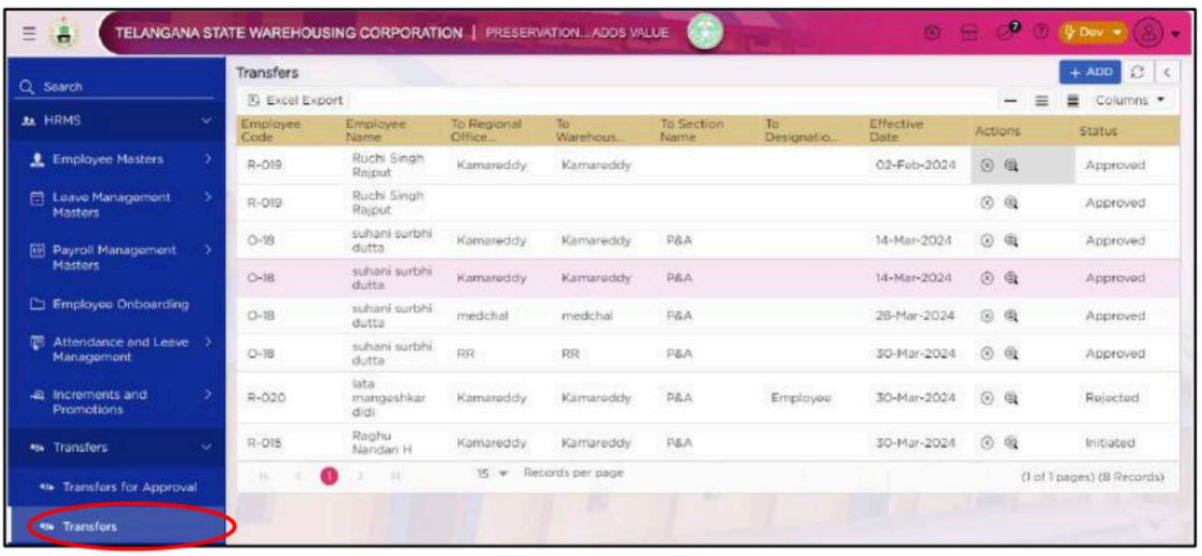
- If the MD Rejects the request system will update the status as Rejected.



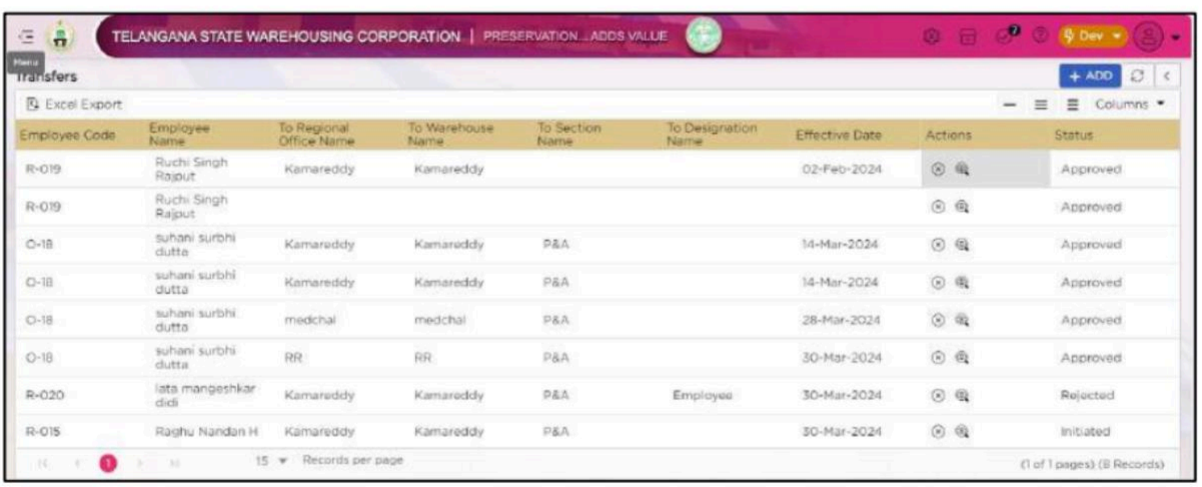
13. Transfers

13.1. Transfers

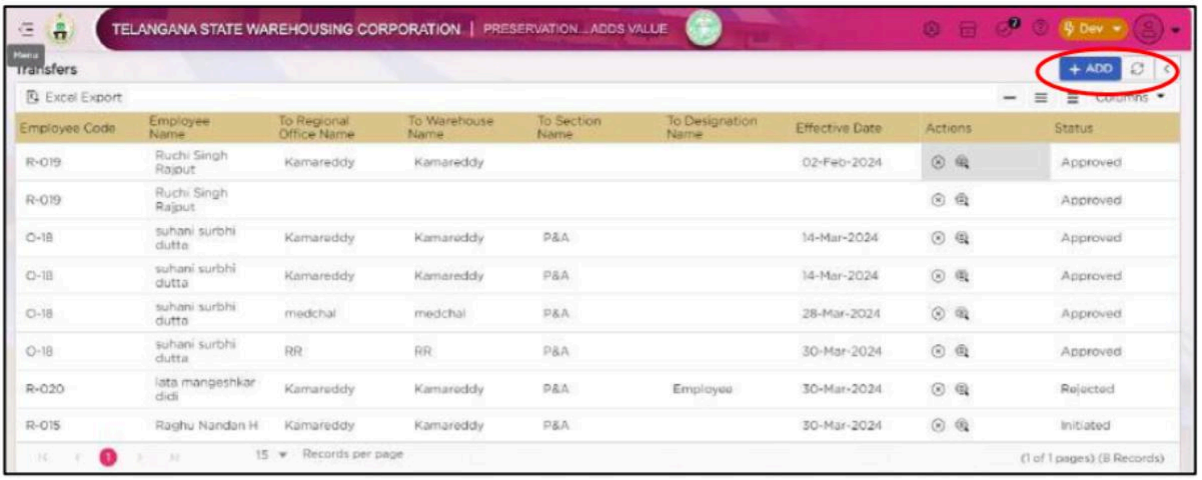
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Transfer'**



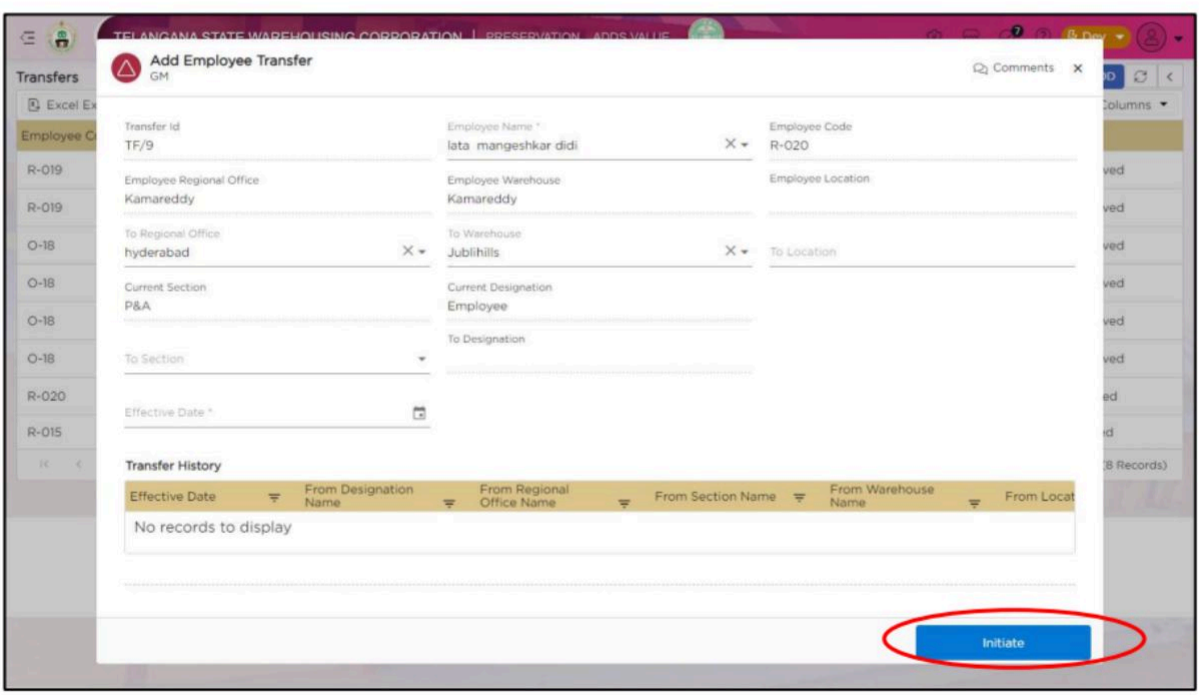
- Upon choosing **'Transfer**,' a populated list will display, presenting the details of employee transfer if any as shown in the below image.



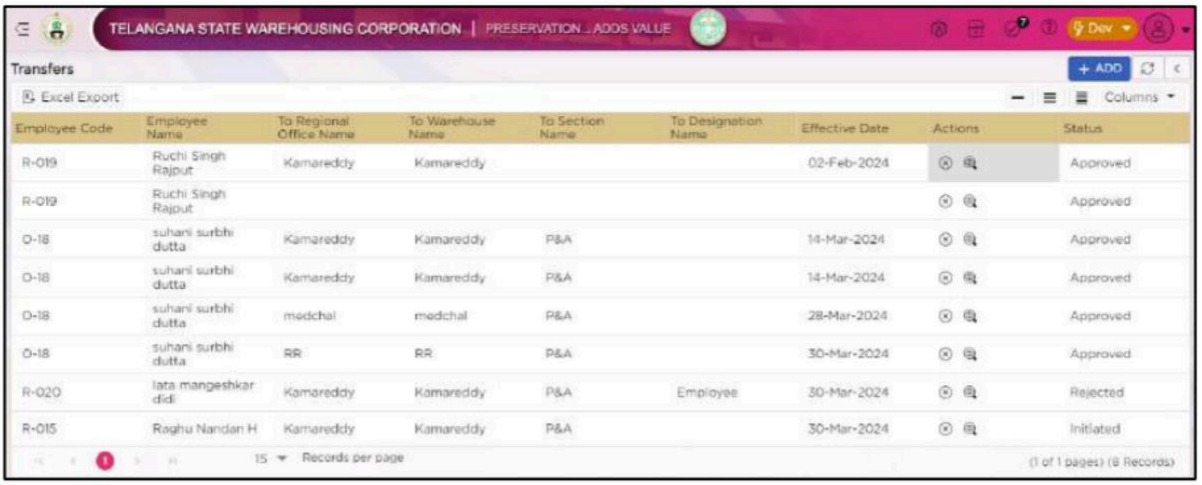
- To add details for new transfer request for an employee, Admin will click on the **Add'** button located in the top right corner.



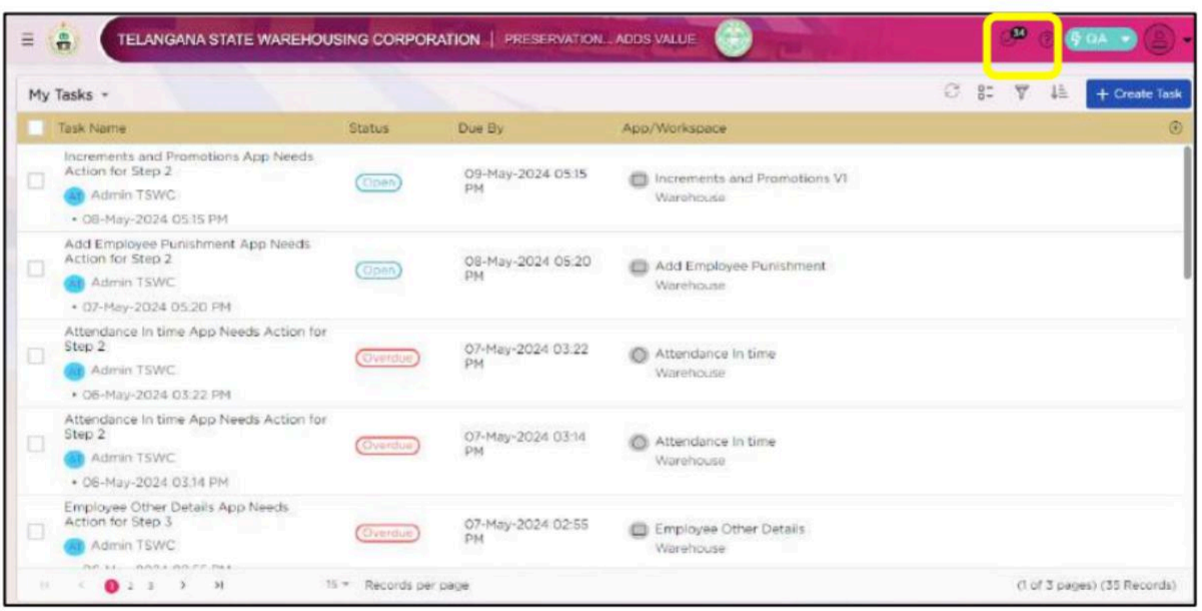
- By clicking, this action prompts a form to input **new transfer** details.
    - Employee Name - Select the Employee Name
    - To Location – Head Office/Regional Office/Warehouse
    - To Selection- Select the section
    - Effective date- select date through date picker
- Once the **details** are entered, Admin can submit the form by clicking on the **'initiate'** button.



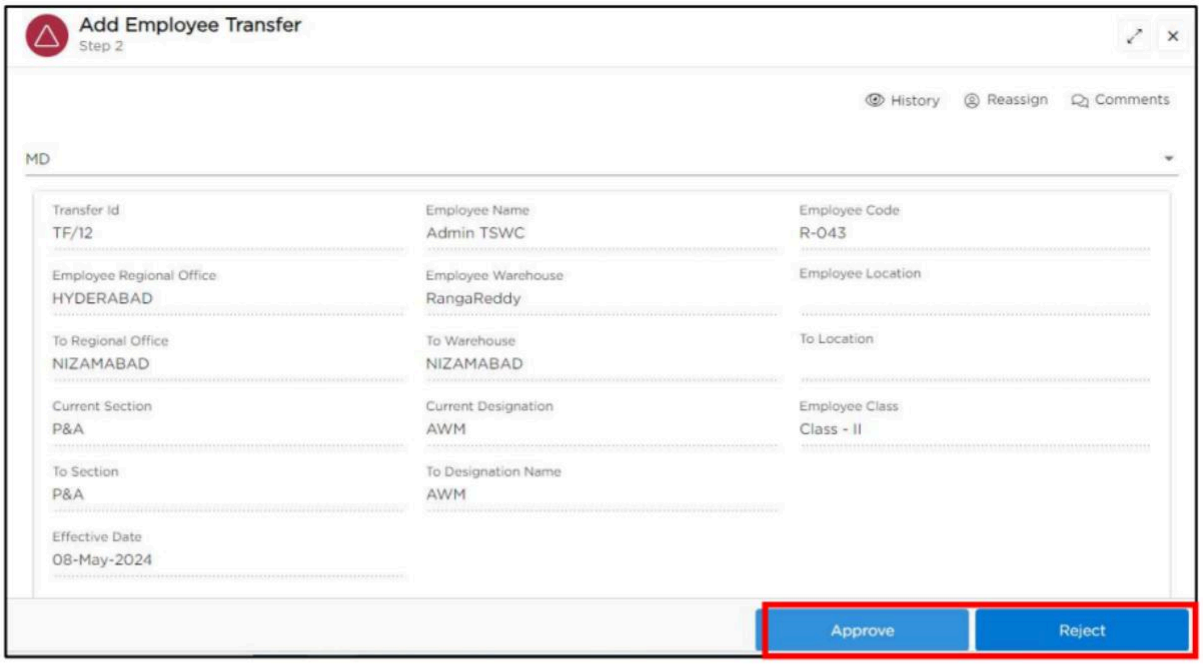
- After **submission,** the details will get added to the **list**. Through which user will be able to view the submitted details and status.



- After GM has submitted the **Transfer request** then system will send the task notification to MD.
- MD Click on task icon as shown below
- By clicking, this action directs the MD to My Tasks screen.



- MD need to click on the Employee transfer notification.
- By clicking, this action prompts the user to Transfer screen. Where user has option to approve or reject the employee Transfer request.



- If the MD approved the request system will update the Approval status as Approved



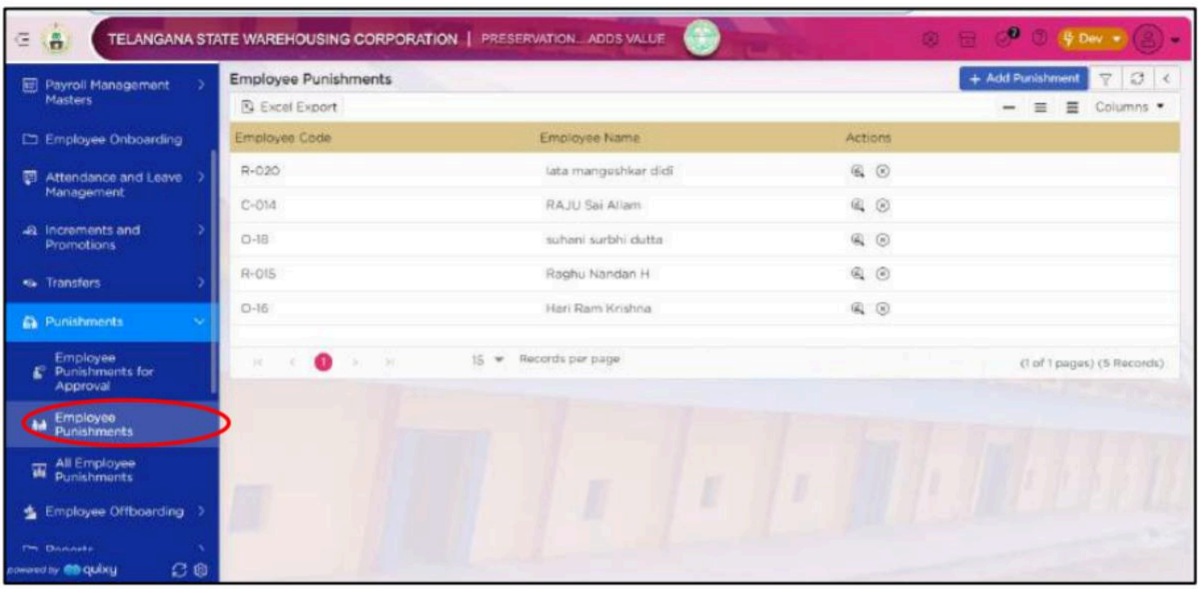
- If the MD rejects the request system will update the status as Rejected.



14. Punishments

14.1. Employee Punishments

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Employee Punishments' under Punishments**



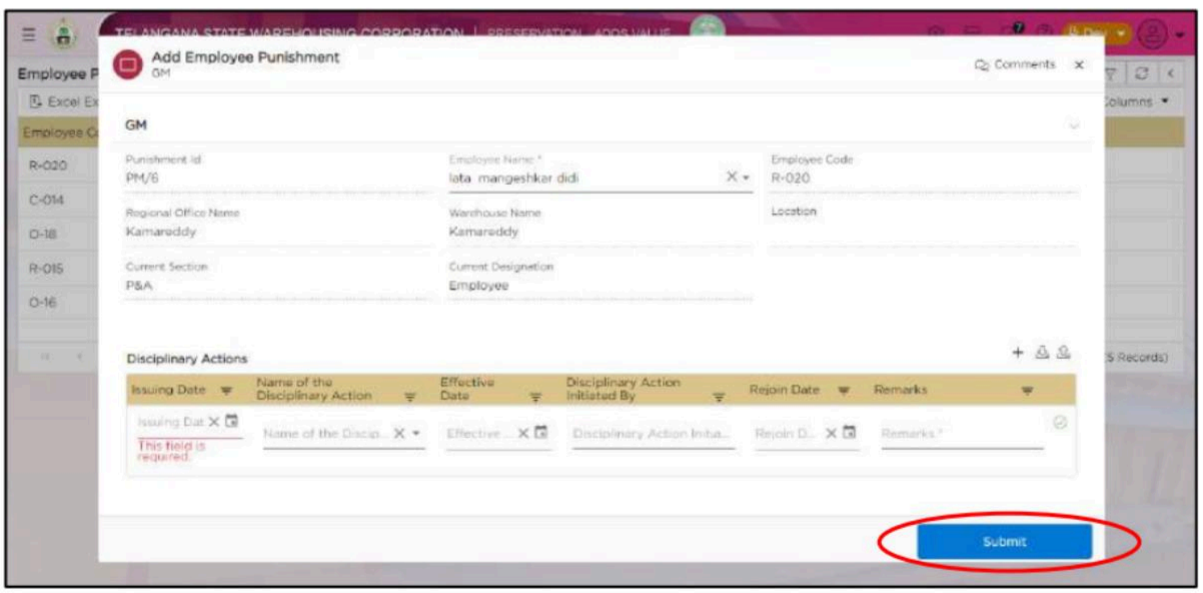
- Upon choosing **'Employee punishments**,' a populated list will display, presenting the details of employee punishment if any as shown in the below image.



- To add details for new punishment for an employee, Admin will click on the **Add Punishment'** button located in the top right corner.



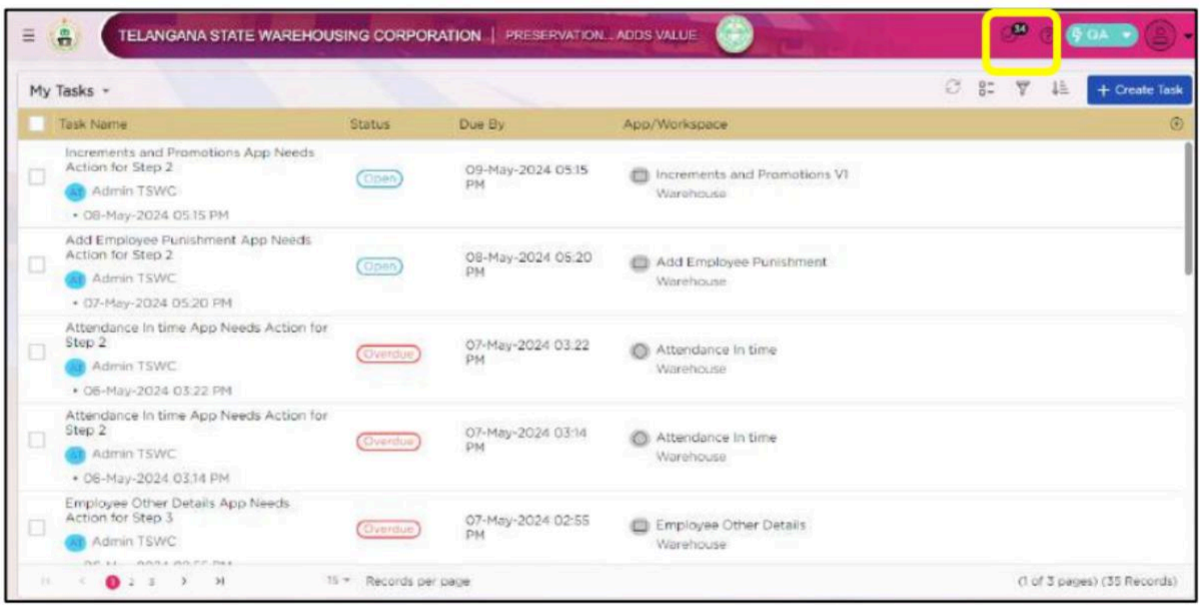
- By clicking, this action prompts a form to input **new punishment** details.
    - Employee Name - Select the Employee Name
    - Issuing Date- Select the date
    - Name of the Disciplinary action- Enter the name of disciplinary action.
    - Effective date- select the date
    - Disciplinary action initiated by- Enter the details
    - Rejoin Date- Select the date
    - Remarks- add remarks if required.
- Once the **details** are entered, Admin can submit the form by clicking on the **'Submit'** button.



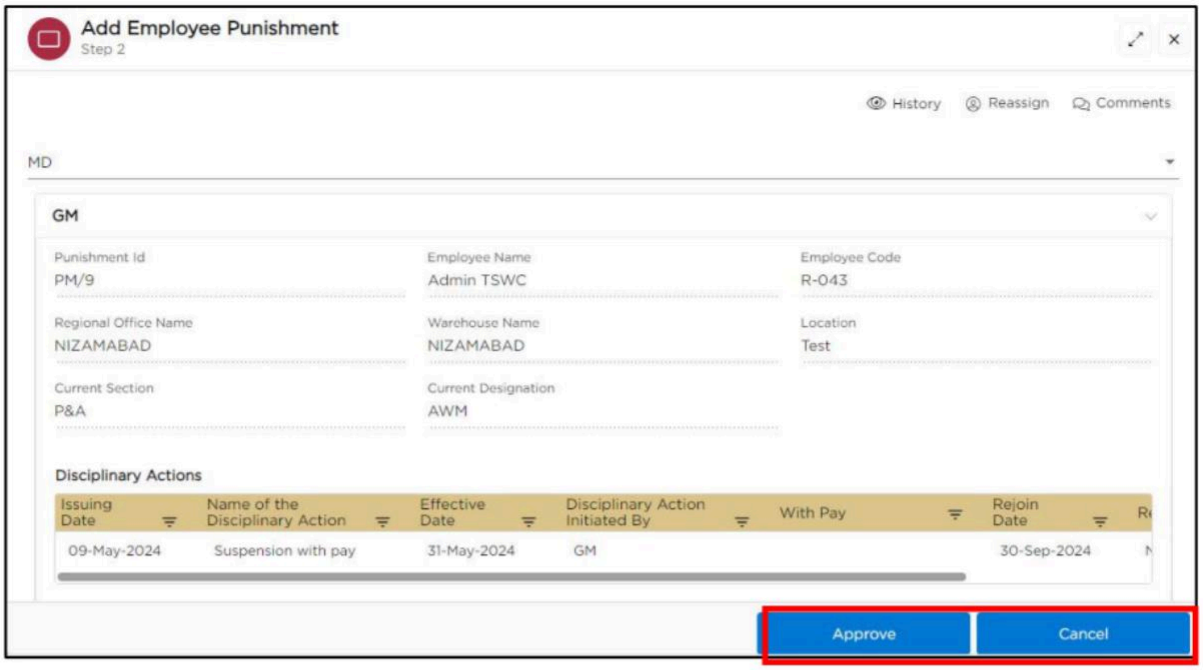
- After **submission,** the details will get added to the **list with status as Initiated**. Through which user will be able to view the submitted details and cancel the initiated punishment.



- After GM has submitted the Punishment **request** then system will send the task notification to MD.
- MD Click on task icon as shown below
- By clicking, this action directs the MD to My Tasks screen.



- MD need to click on the Employee punishment notification.
- By clicking, this action prompts the user to Punishment screen. Where user has option to approve or reject the employee Punishment request.



- If the MD approved the request system will update the status as Closed



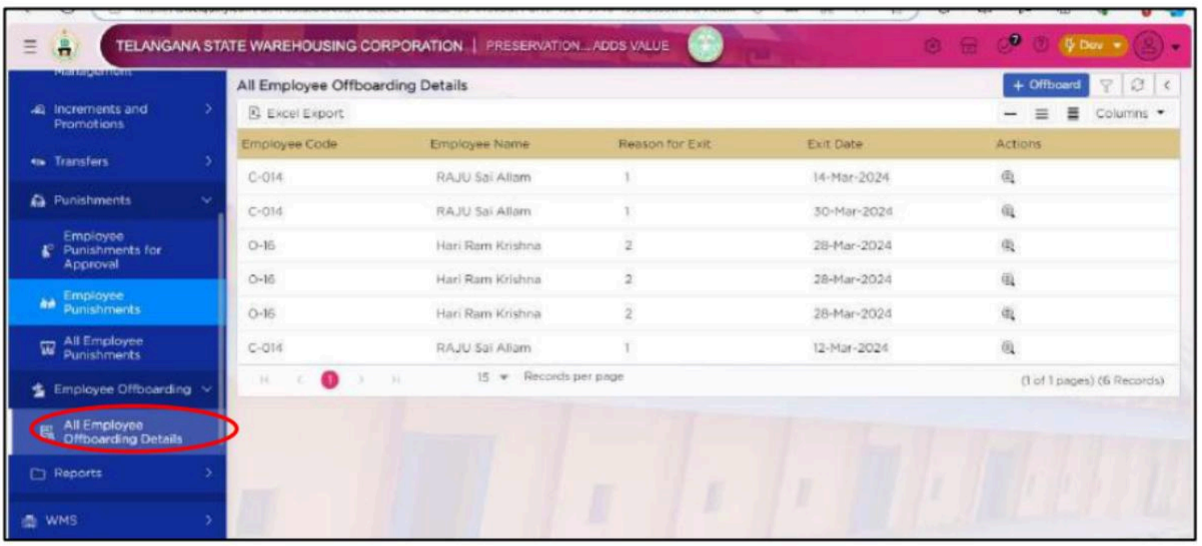
- If the MD rejects the request system will update the status as cancelled.



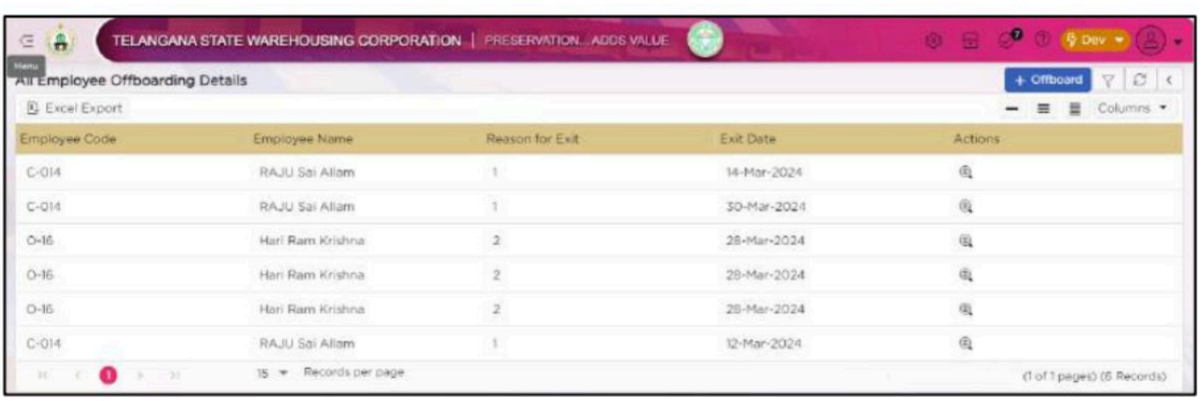
15. Employee Off-boarding

15.1. All Employee off-boarding details

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'All Employee off-boarding details' under Employee off-boarding**



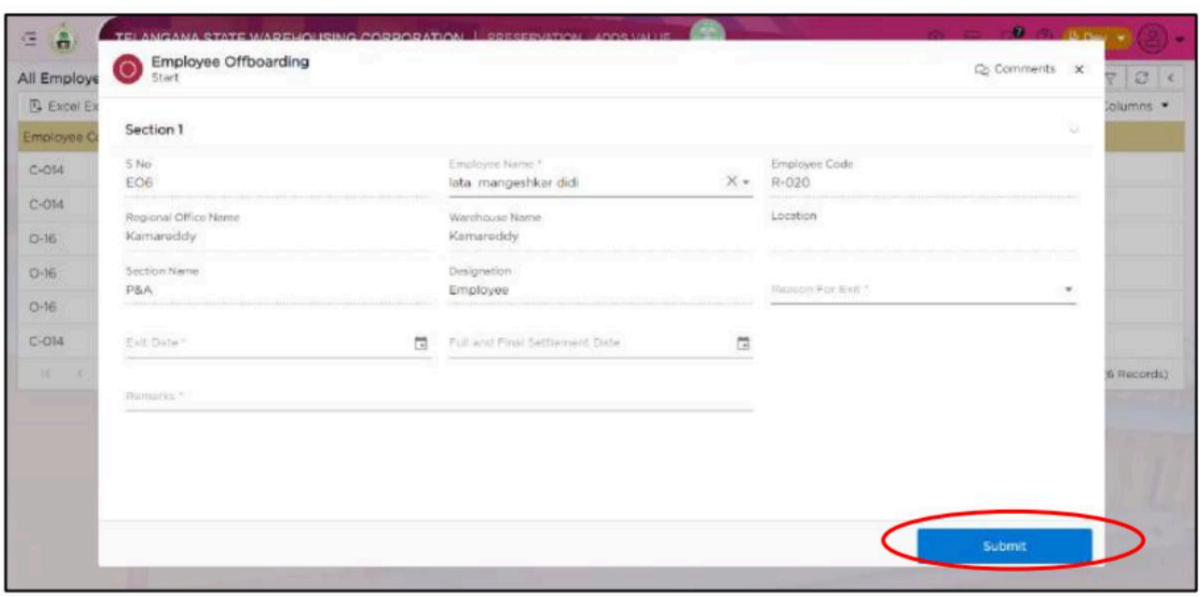
- Upon choosing **'All Employee off-boarding details**,' a populated list will display, presenting the details of off-boarded employee details if any as shown in the below image.



- To add details of new off-boarding , Admin will click on 'Off-boarding' button located in the top right corner.



- By clicking, this action prompts a form to input **new off-boarding** details.
    - Employee Name - Select the Employee Name
    - Reason for Exit- Select the reason
    - Exit date- select the date
    - Full and Final Settlement Date- Select the date
    - Remarks- add remarks if required.
- Once the **details** are entered, Admin can submit the form by clicking on the **'Submit'** button.



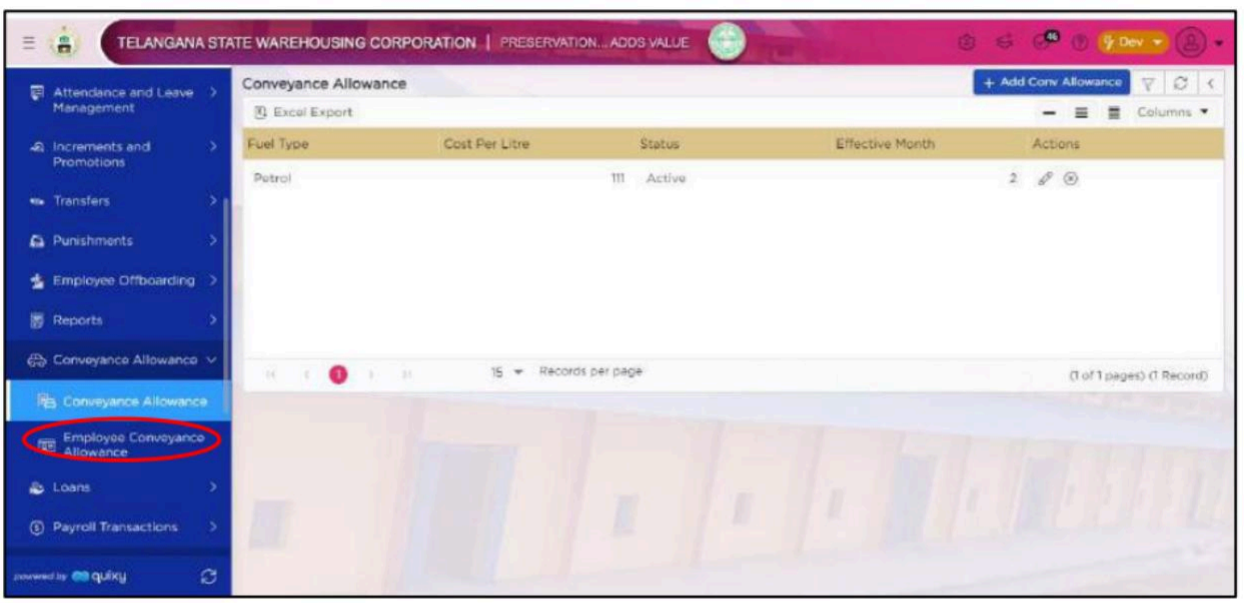
- After **submission,** the details will get added to the **list**. Through which user will be able to view the submitted details.


TELANGANA STATE WAREHOUSING CORPORATION | PRESERVATION... ADDS VALUE
Dev
All Employee Offboarding Details
+ Offboard
Offboard
Excel Export
Columns
Employee Code
Employee Name
Reason for Exit
Exit Date
Actions
C-014
RAJU Sai Allam
1
14-Mar-2024
C-014
RAJU Sai Allam
1
30-Mar-2024
O-16
Hari Ram Krishna
2
28-Mar-2024
O-16
Hari Ram Krishna
2
28-Mar-2024
O-16
Hari Ram Krishna
2
28-Mar-2024
C-014
RAJU Sai Allam
1
12-Mar-2024
15
Records per page
(1 of 1 page(s)) (6 Records)

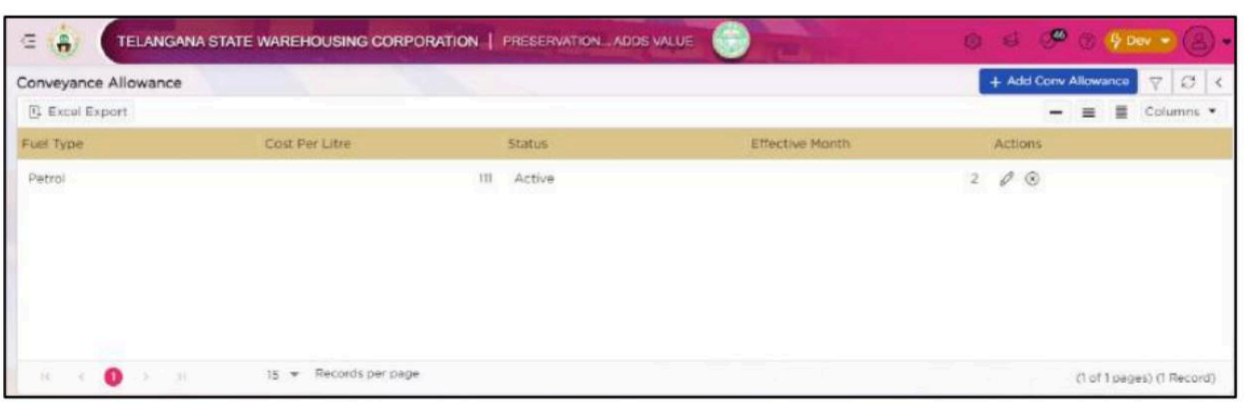
16. Conveyance Allowance

16.1. Conveyance Allowance

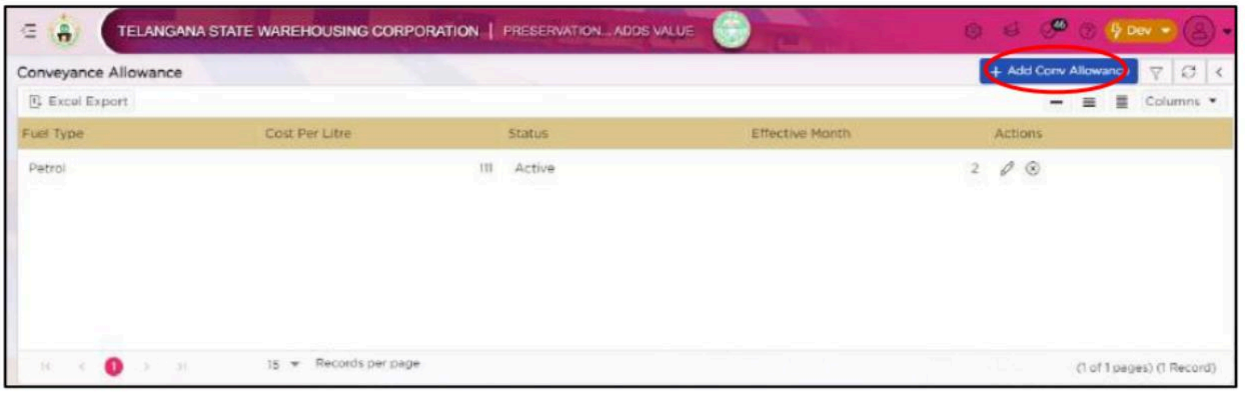
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Conveyance Allowance'** under **Conveyance Allowance**



- Upon choosing **'Conveyance Allowance**,' a populated list will display, presenting the details of existing Conveyance allowance details if any as shown in the below image.



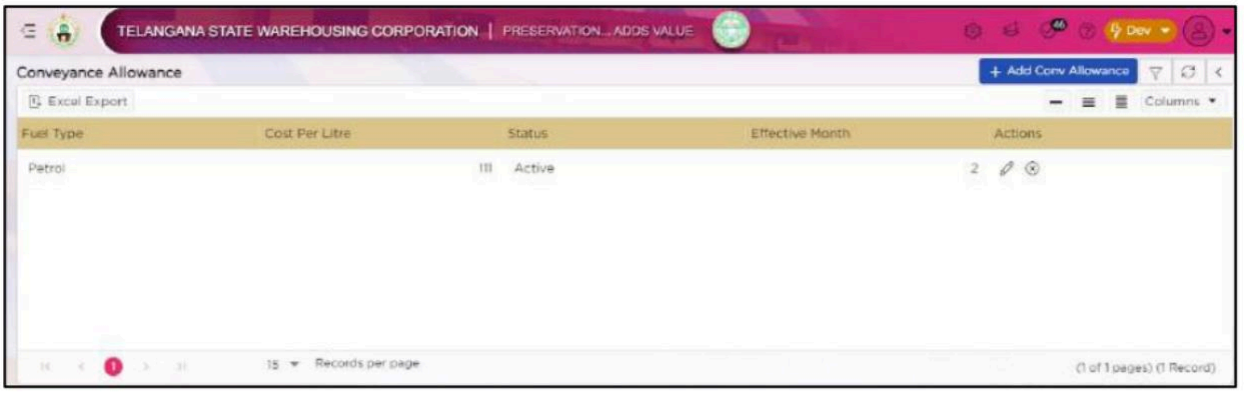
- To add details for new conveyance allowance, Admin will click on the **'Add Conv Allowance'** button located in the top right corner.



- By clicking, this action prompts a form to input **new conveyance allowance** details.
    - Effective month- Select the month
    - Effective year- Enter effective year
    - Fuel Type- Select the fuel type
    - Cost per Litre- Enter cost for selected fuel type
- Once the **'conveyance allowance details'** are entered, Admin can submit the form by clicking on the **'Add'** button.



- After **submission,** the details will get added to the **list**.

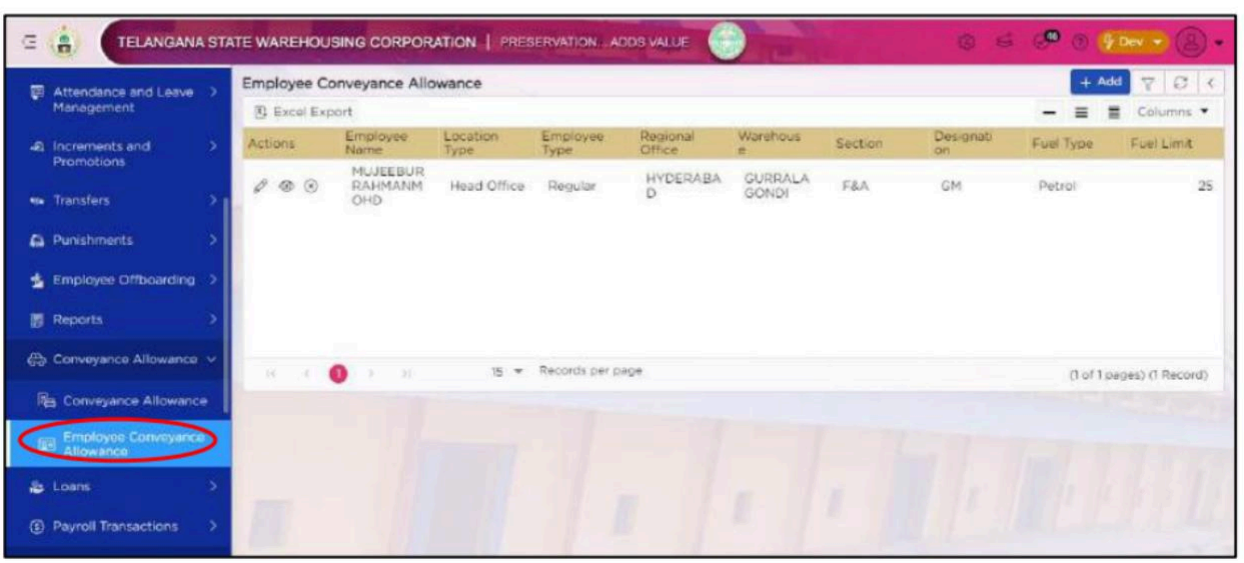


- Admin has the ability to update or deactivate conveyance allowance details by selecting the **'Edit/Deactivate'** icon provided under the action column.



16.2. Employee Conveyance Allowance

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Employee Conveyance Allowance'** under **Conveyance Allowance**



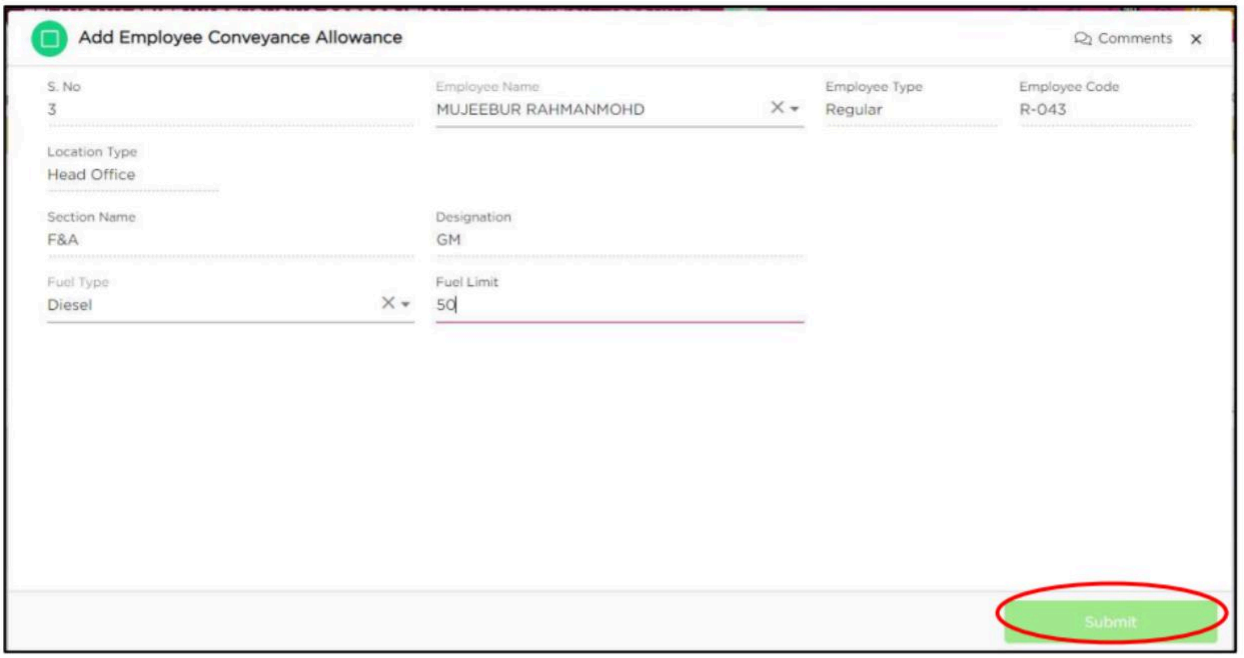
- Upon choosing **'Employee Conveyance Allowance**,' a populated list will display, presenting the details of existing Employee Conveyance allowance details if any as shown in the below image.



- To add details for employee conveyance allowance, Admin will click on the **'Add'** button located in the top right corner.



- By clicking, this action prompts a form to input **employee conveyance allowance** details.
    - Employee Name- Select the employee name
    - Fuel Type- Select the fuel type
- Once the **'Employee conveyance allowance details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After **submission,** the details will get added to the **list**.



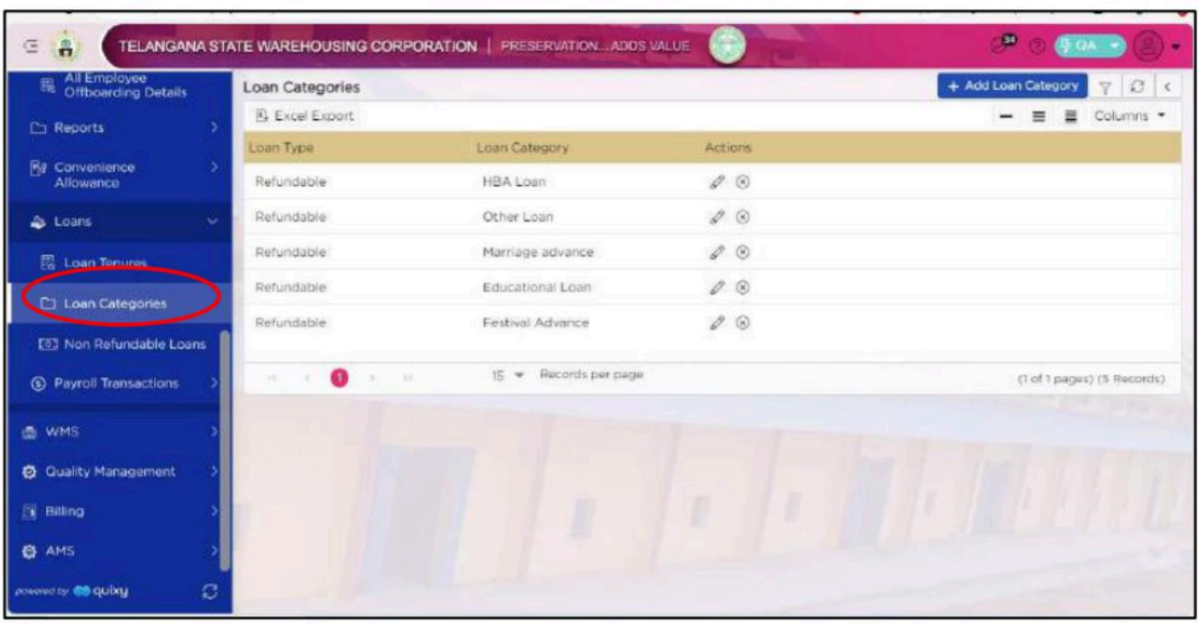
- Admin has the ability to view/update/deactivate conveyance allowance details by selecting the **'View/Edit/Deactivate'** icon provided under the action column.



17. Loans

17.1. Loan Categories

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Loan Categories'** under **Loans**



- Upon choosing **'Loan Categories**,' a populated list will display, presenting the details of existing Loan Categories if any as shown in the below image.



- To add details for new loan category, Admin will click on the **'Add Loan Category'** button located in the top right corner.



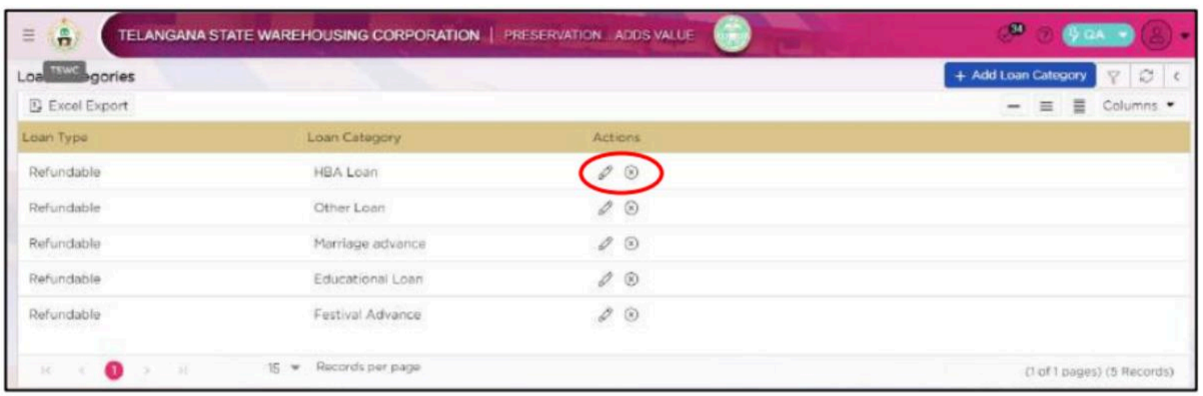
- By clicking, this action prompts a form to input **new Loan Category** details.
  - Loan Type- Select the lone type
  - Employee Type – Select the Employee Type
  - Loan Category- Enter the loan Category
- Once the **'Loan Category details'** are entered, Admin can submit the form by clicking on the **'Add'** button.



- After **submission,** the details will get added to the **list**.

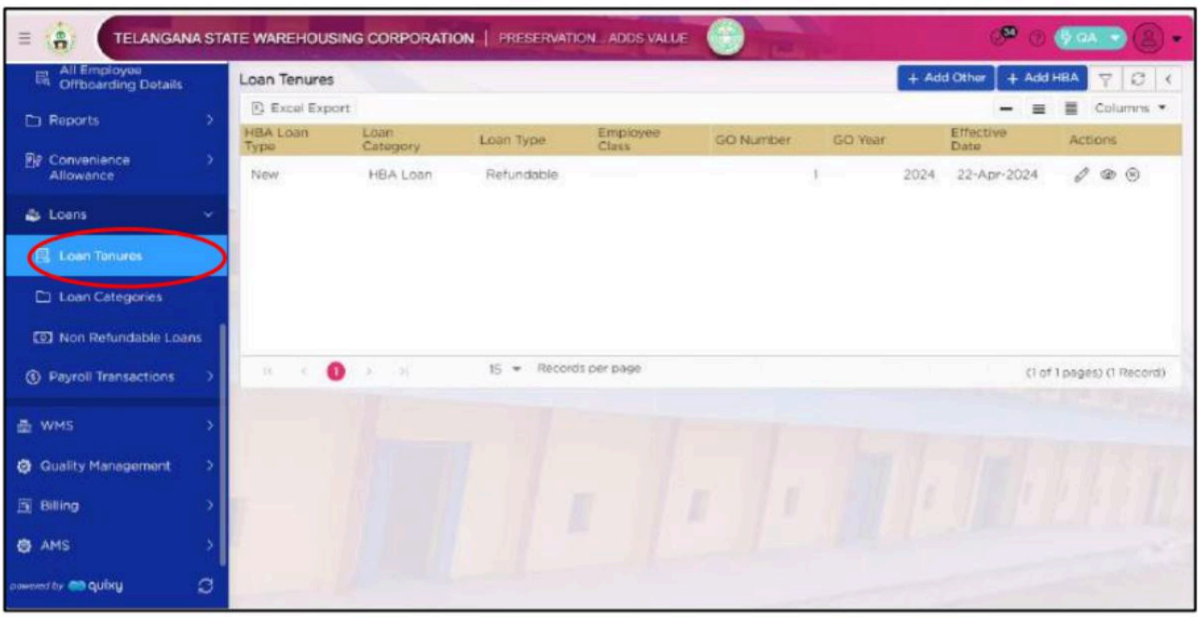


- Admin has the ability to update or deactivate loan category details by selecting the **'Edit/Deactivate'** icon provided under the action column.



17.2. Loan Tenure

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Loans Tenures'** under **Payroll Management masters**



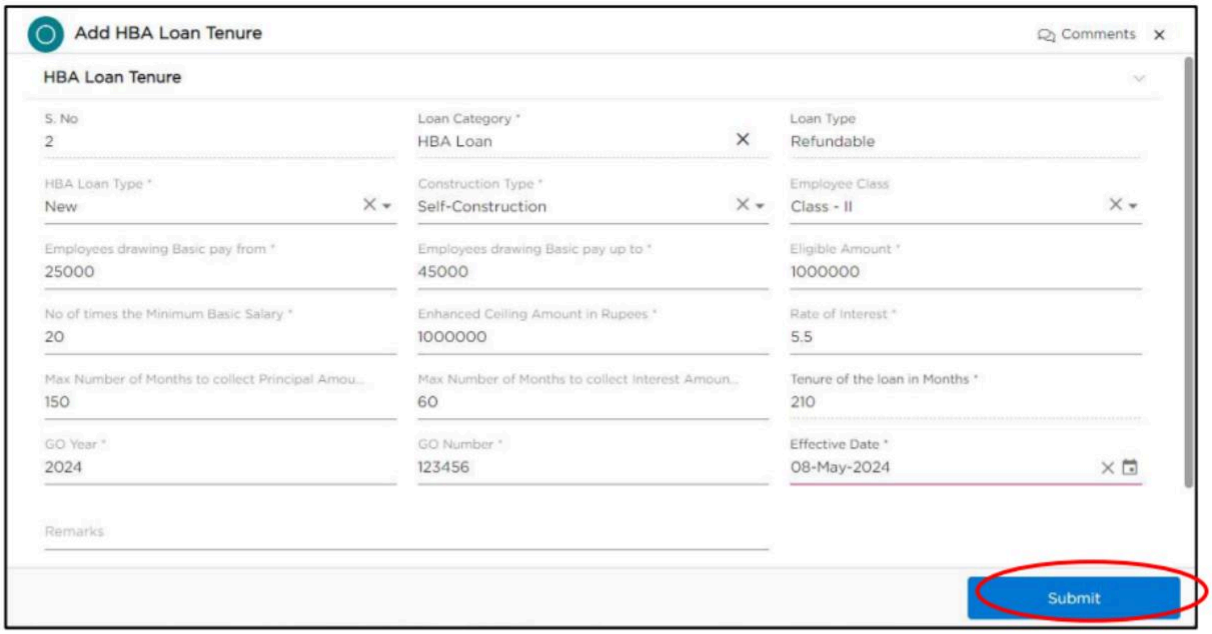
- Upon choosing **'Loan Tenure**,' a populated list will display, presenting the details of existing Loan Categories if any as shown in the below image.



- To add details for new HBA loan, Admin will click on the **'Add HBA'** button located in the top right corner.



- By clicking, this action prompts a form to input **new HBA loan tenure** details.
    - Loan Category- Select the lone type
    - HBA Loan Type- Select New/Renovate/Site
    - Construction Type – Select Ready Made/Self-Construction
    - Employee Class- Select Class-1/ Class-2/ Class-3/ Class-4
    - Employee drawing basic pay from – Enter the minimum basic pay for selected class
    - Employee drawing basic pay up to – Enter the maximum basic pay for selected class
    - Eligible Amount – Enter the eligible loan amount
    - No. of Times the minimum basic salary – enter the number
    - Enhanced celling amount in Rupees- Enter the amount
    - Rate of Interest – Enter the rate of interest value.
    - Maximum No. of months to collect the principal Amount – Enter the value
    - Maximum No. of months to collect the interest Amount – Enter the value
    - Go Year – Enter the Year
    - Go Number – Enter the Go Number
    - Effective Date – select the date
- Once the **'HBA Loan tenure details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After **submission,** the details will get added to the **list**.



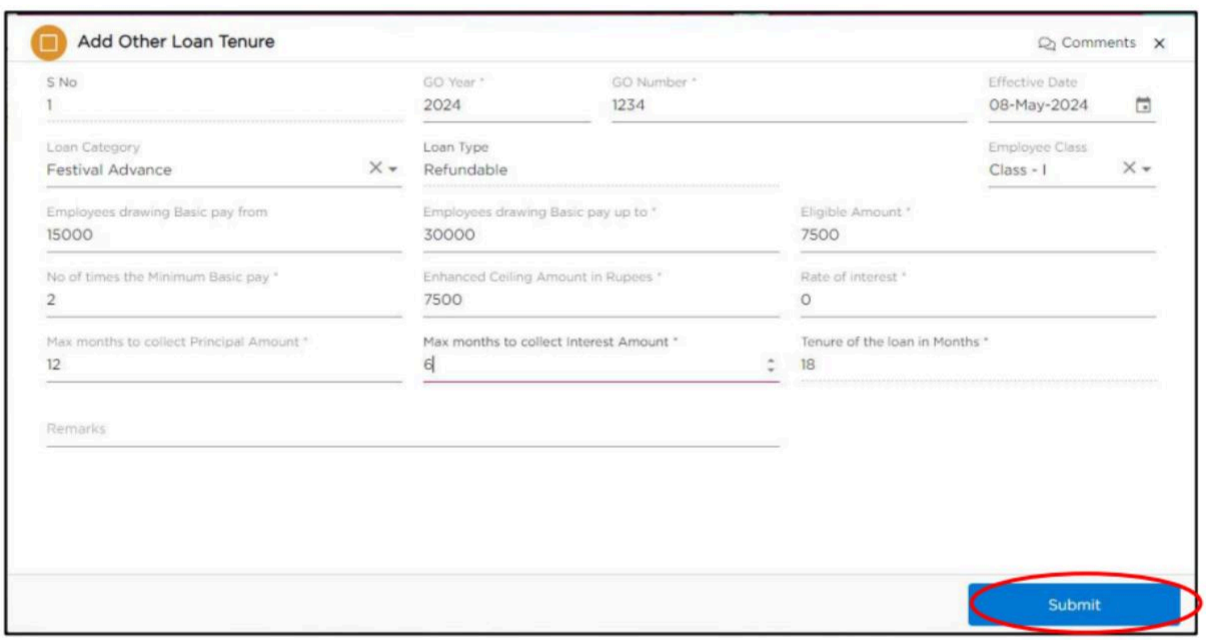
- To add details for new other loan, Admin will click on the **'Add Other'** button located in the top right corner.



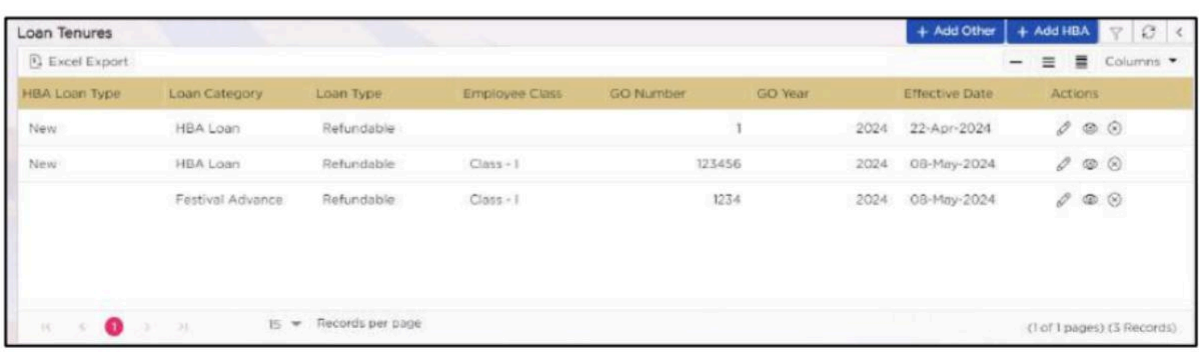
- By clicking, this action prompts a form to input **new other loan tenure** details.
  - Go Year – Enter the GO Year
  - Go Number – Enter the GO number

- Effective Date – Select the date
- Loan Category- Select the lone type
- Employee Class- Select Class-1/ Class-2/ Class-3/ Class-4
- Employee drawing basic pay from – Enter the minimum basic pay for selected class
- Employee drawing basic pay up to – Enter the maximum basic pay for selected class
- Eligible Amount – Enter the eligible loan amount
- No. of Times the minimum basic salary – enter the number
- Enhanced celling amount in Rupees- Enter the amount
- Rate of Interest – Enter the rate of interest value.
- Maximum No. of months to collect the principal Amount – Enter the value
- Maximum No. of months to collect the interest Amount – Enter the value

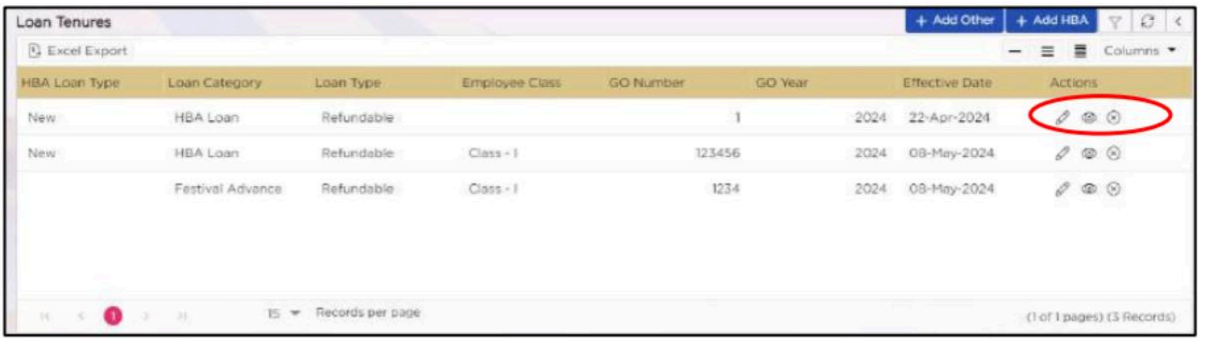
- Once the **'Other Loan tenure details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After **submission,** the details will get added to the **list**.

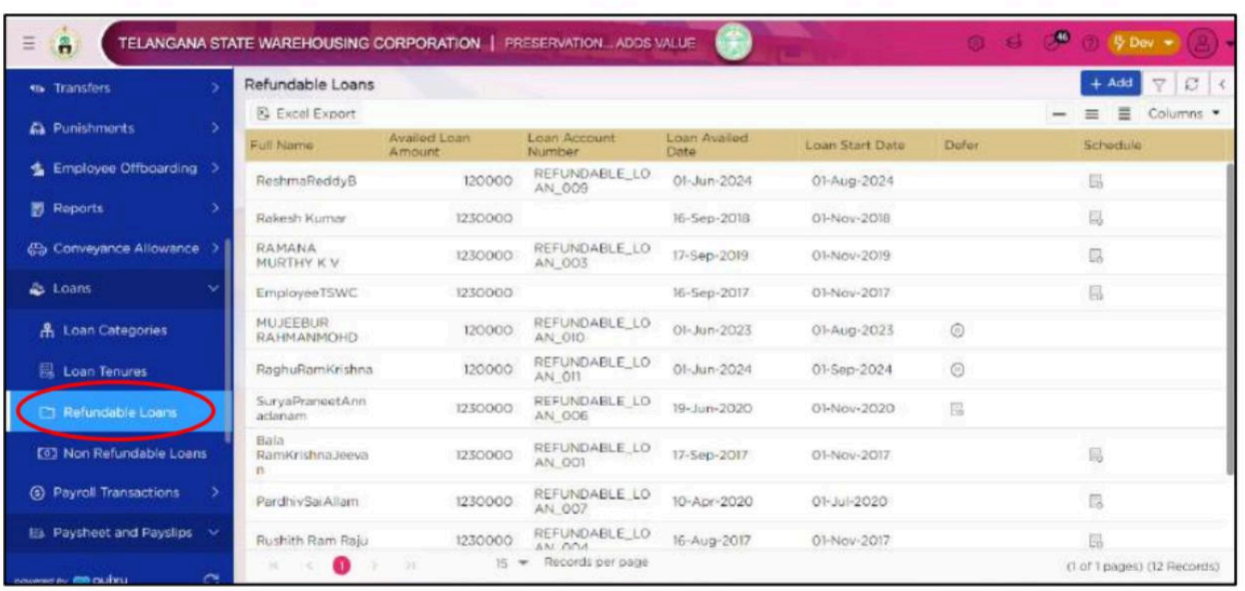


- Admin has the ability to view/update/deactivate loan tenure details by selecting the **'Edit/View/Deactivate'** icon provided under the action column.

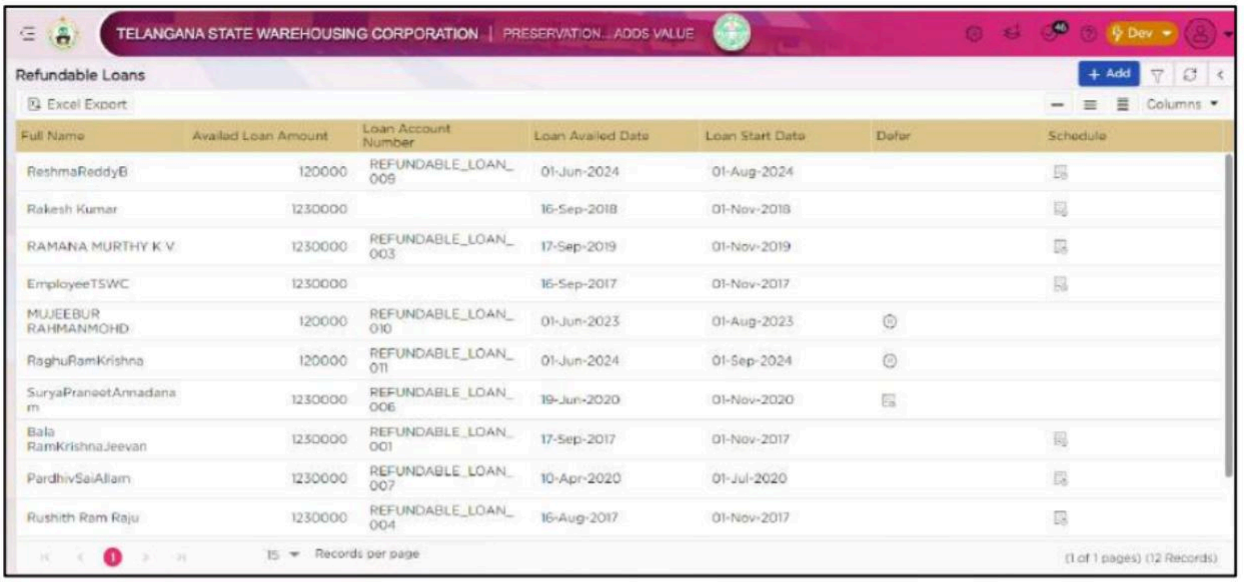


17.3. Refundable Loan

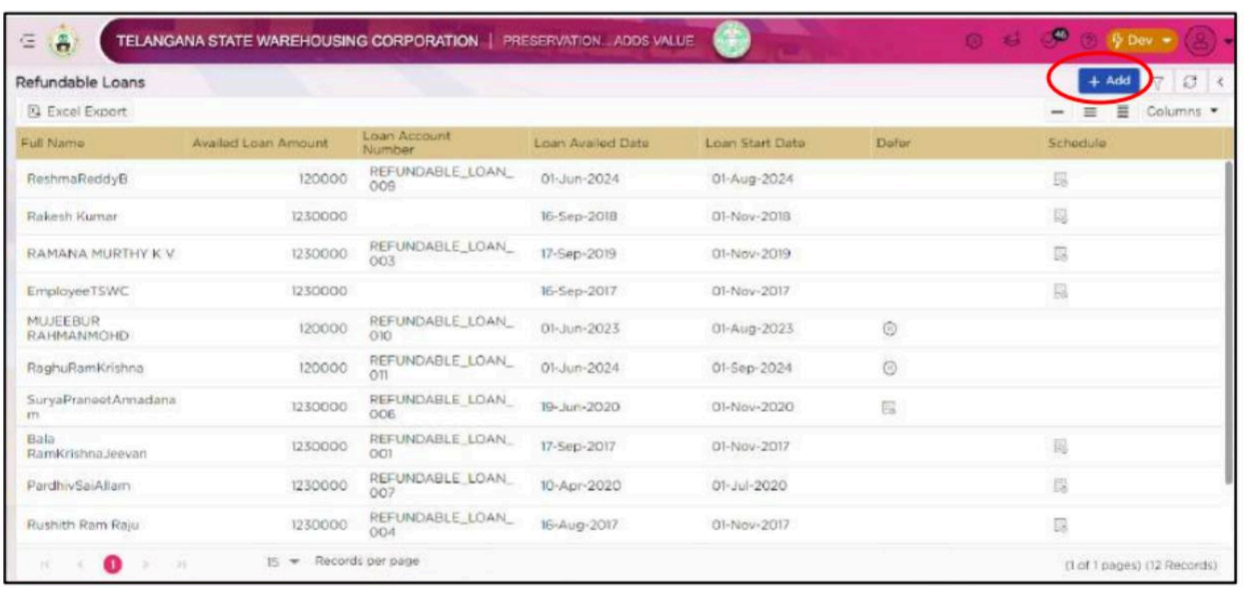
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Refundable Loan'** under **Loans**



- Upon choosing **'Refundable Loan**,' a populated list will display, presenting the details of existing refundable loans if any as shown in the below image.



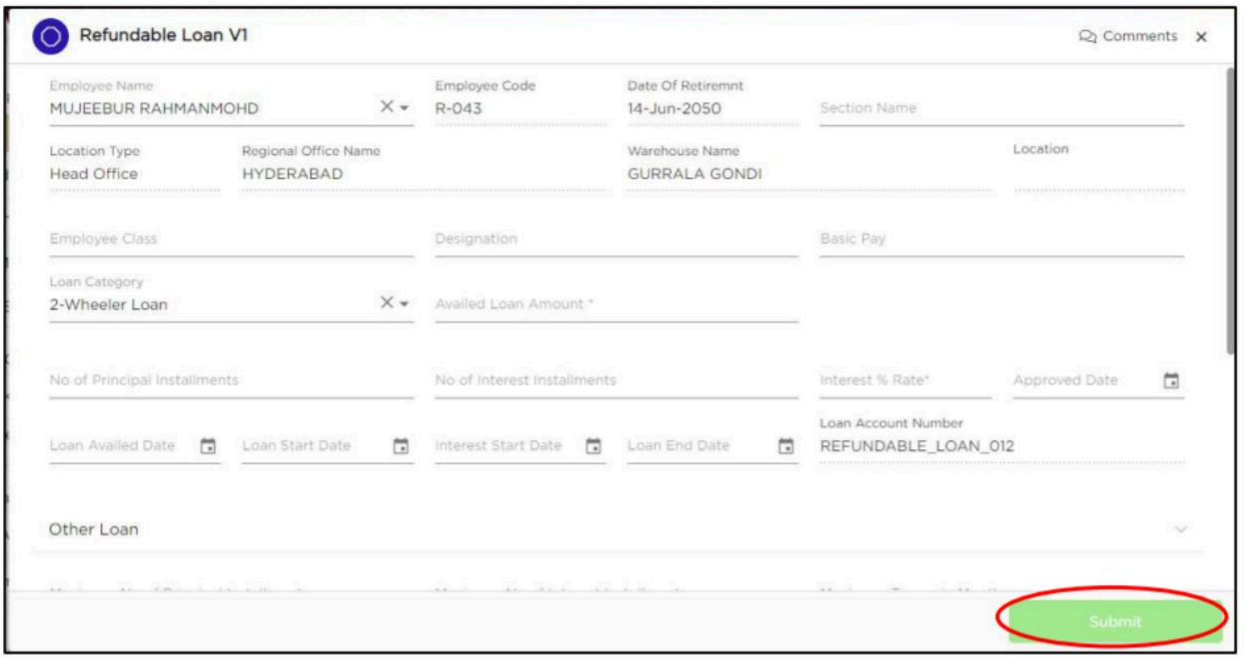
- To add details for new refundable loan, Admin will click on the **'Add'** button located in the top right corner.



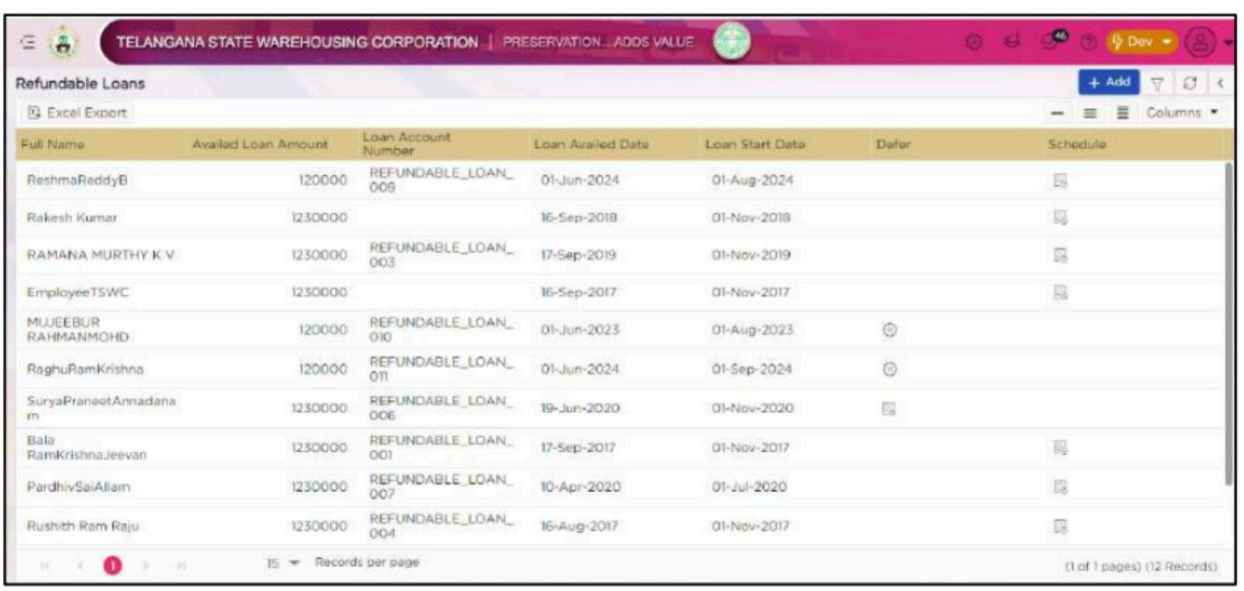
- By clicking, this action prompts a form to input **new refundable loan** details.
  - Employee Name- Select the Employee Name
  - Loan Category- Select the loan category
  - Availed Loan Amount – Enter the loan amount
  - No. of Principal Instalments- Enter the tenure in months
  - No. of Interest Instalments – Enter the tenure in months
  - Rate of Interest – Enter the rate of interest value.
  - Approved date – Select the date
  - Loan Availed date – Select the date
  - Loan Start Date – Select the date
  - Interest Start Date – Select the date

- Loan End Date – Select the date

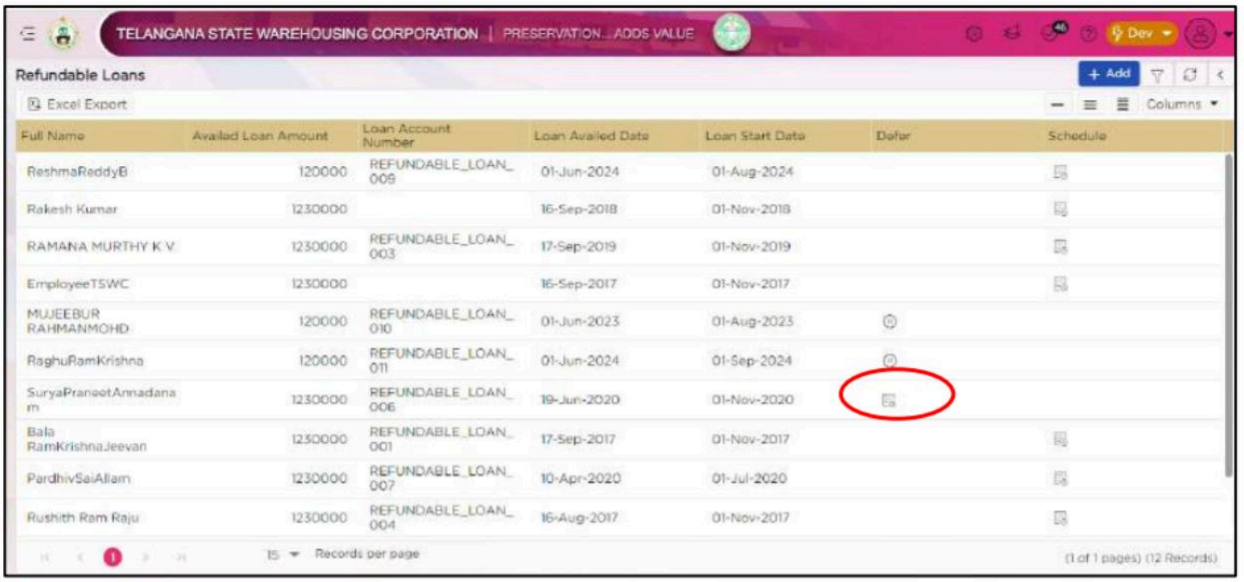
- Once the **'Refundable loan details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



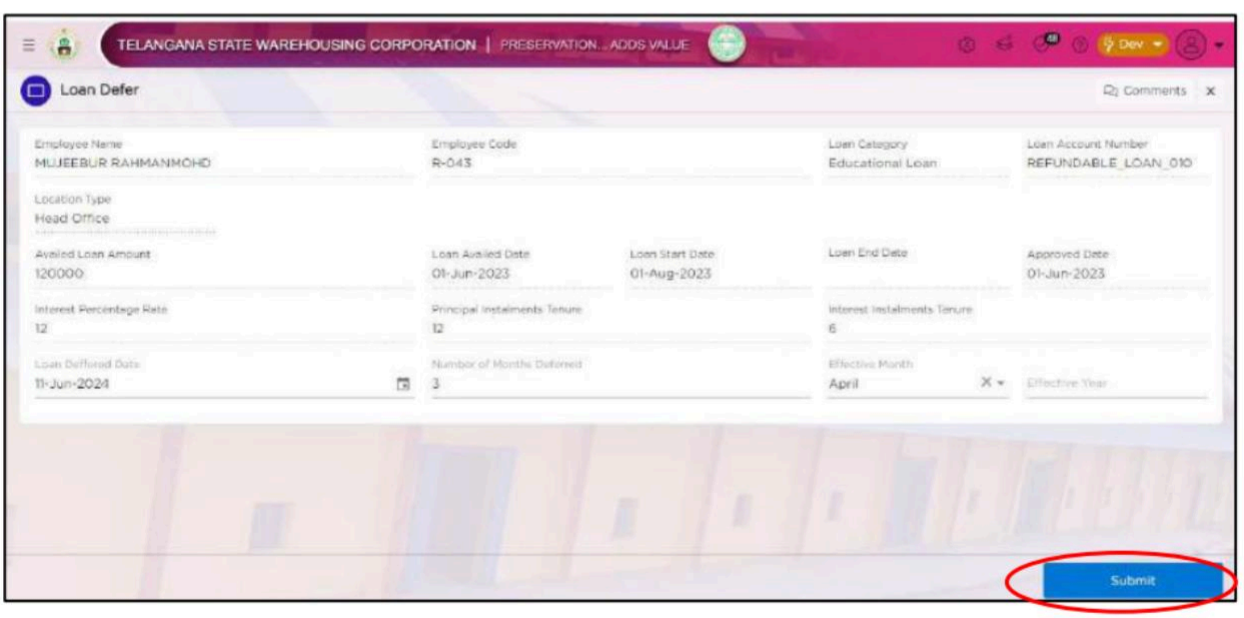
- After **submission,** the details will get added to the **list**.



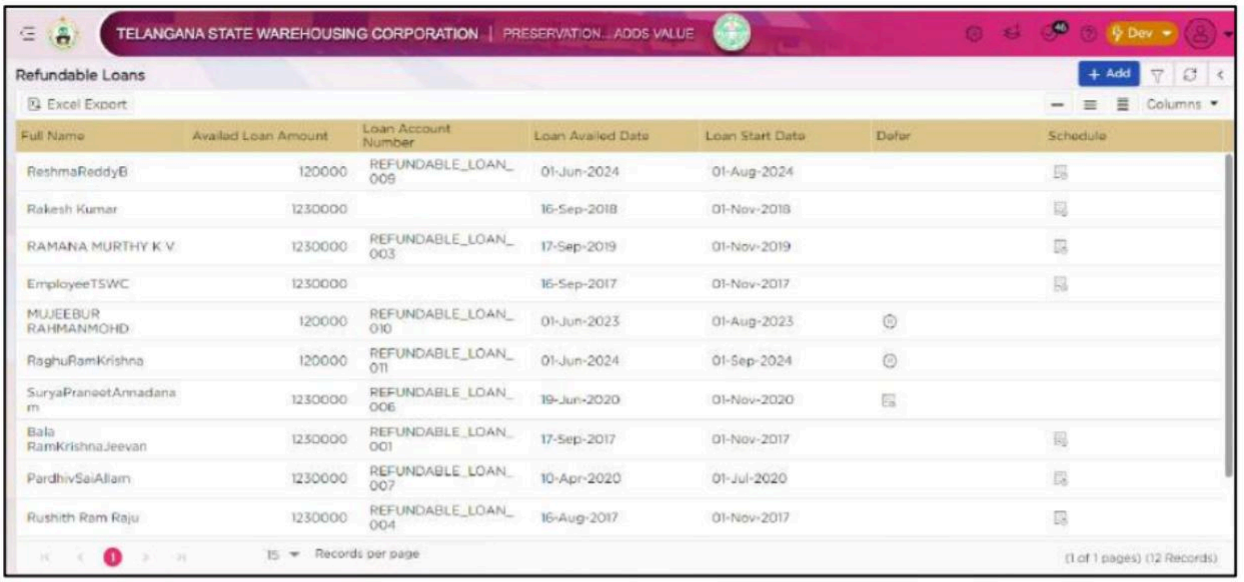
- To add adjust the loan tenure, Admin will click on the **'Defer'** to the corresponding loan.



- By clicking, this action prompts a form to input **Loan Defer** details.
  - Loan Defer date – Select the Date
  - No. of Months Deferred – Enter the number
  - Effective Month – Select the Month
  - Effective Year – Enter the Year
- Once the **' Defer details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.

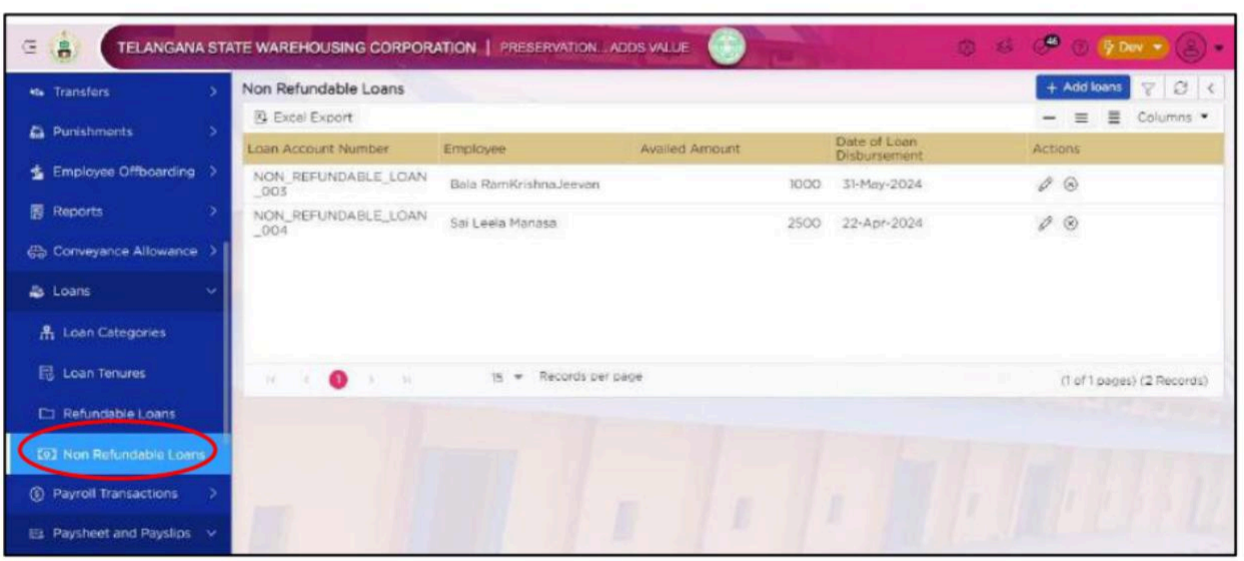


- After **submission,** the details will get added to the **list**.

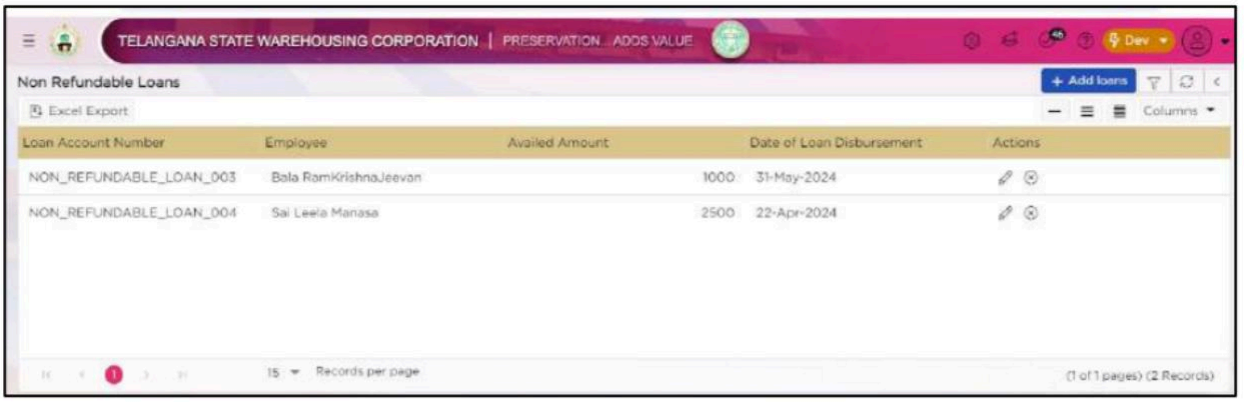


17.4. Non-Refundable Loan

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Non-Refundable Loan'** under **Loans**



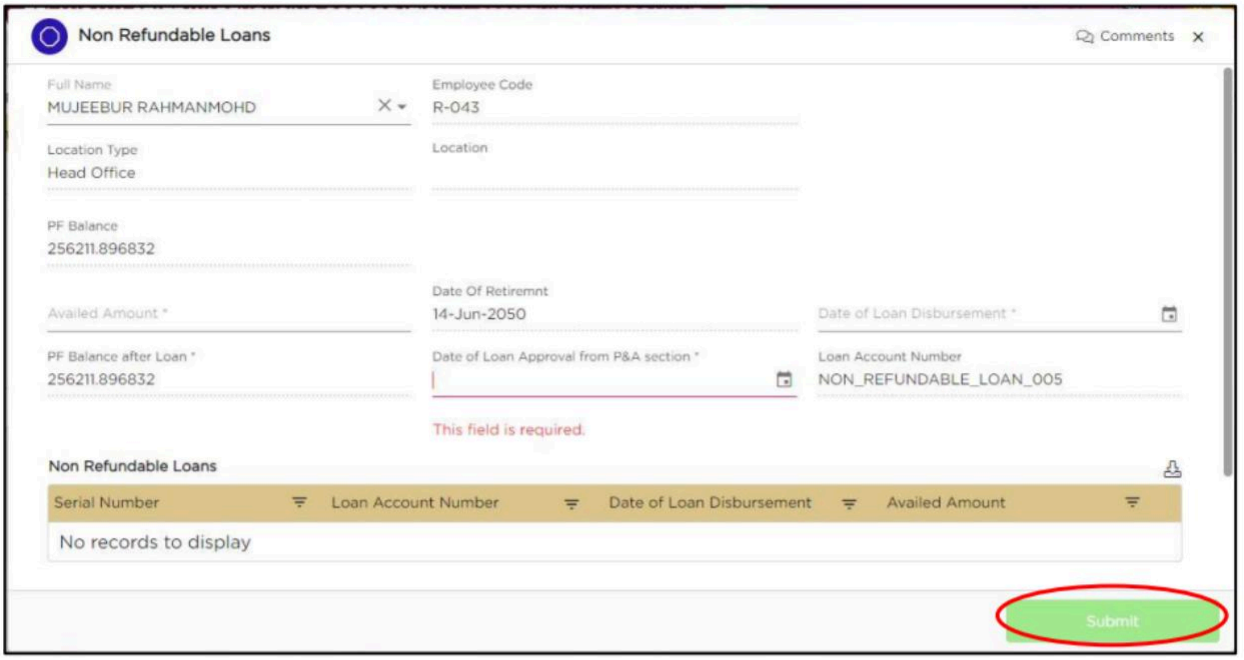
- Upon choosing **'Non-Refundable Loan**,' a populated list will display, presenting the details of existing non-refundable loans if any as shown in the below image.



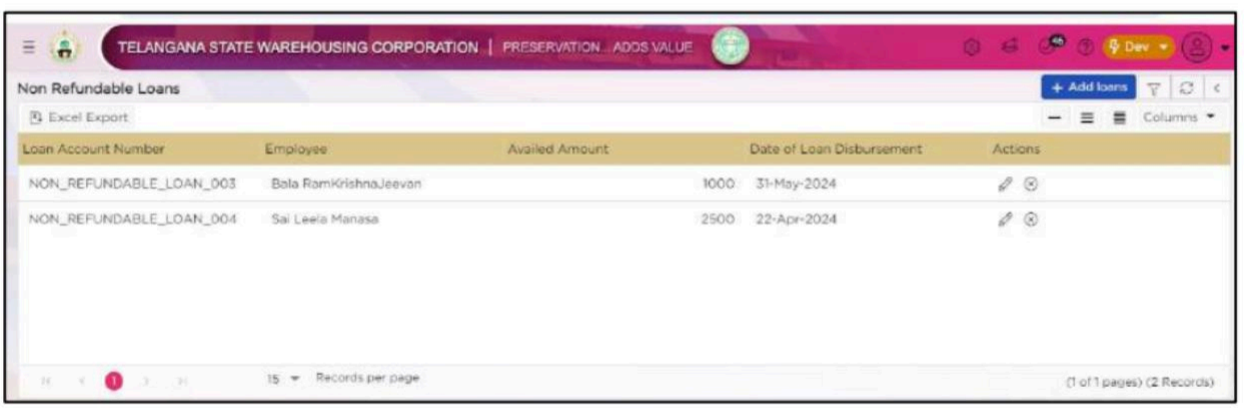
- To add details for new non-refundable loan, Admin will click on the **'Add'** button located in the top right corner.



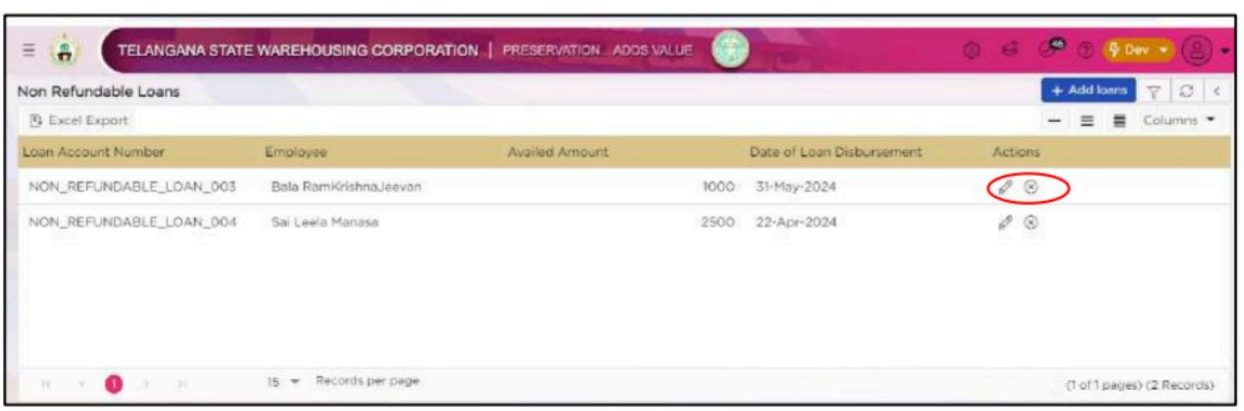
- By clicking, this action prompts a form to input **new non-refundable loan** details.
    - Employee Name- Select the Employee Name
    - Availed Amount – Enter the amount
    - Loan Start Date – Select the date
    - Date of Loan Approved form P&A Section – Select the date
- Once the **'Non-Refundable loan details'** are entered, Admin can submit the form by clicking on the **'Submit'** button.



- After **submission,** the details will get added to the **list**.



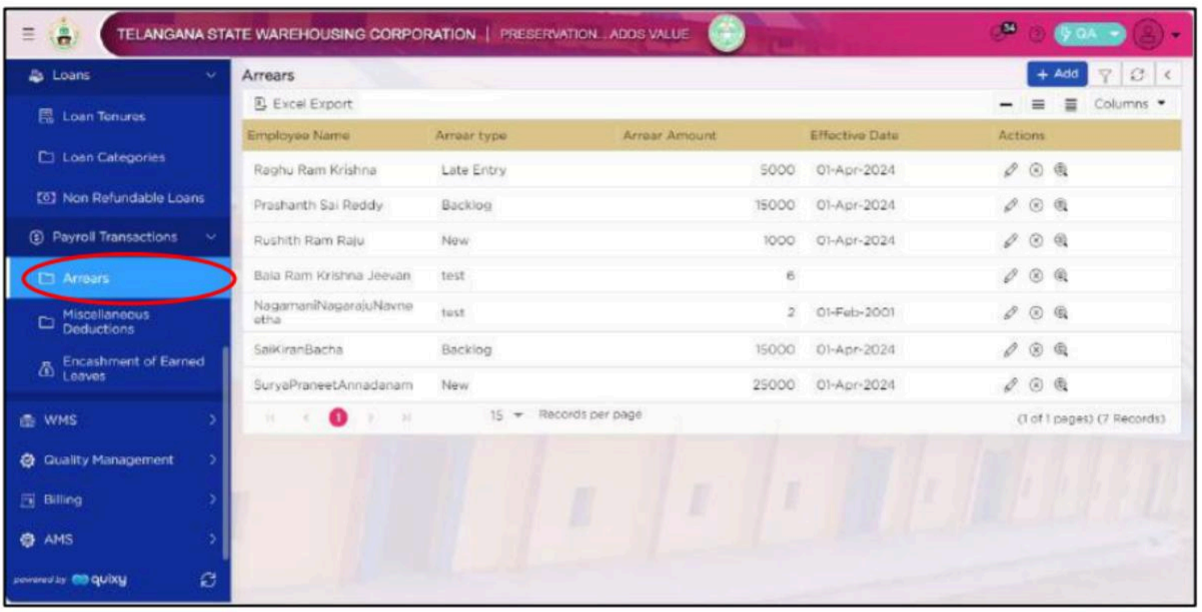
- Admin has the ability to update or deactivate designation details by selecting the **'Edit/Deactivate'** icon provided under the action column.



18. Payroll Transactions

18.1. Arrears

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose “Arrears **''** under **Payroll Transaction.**



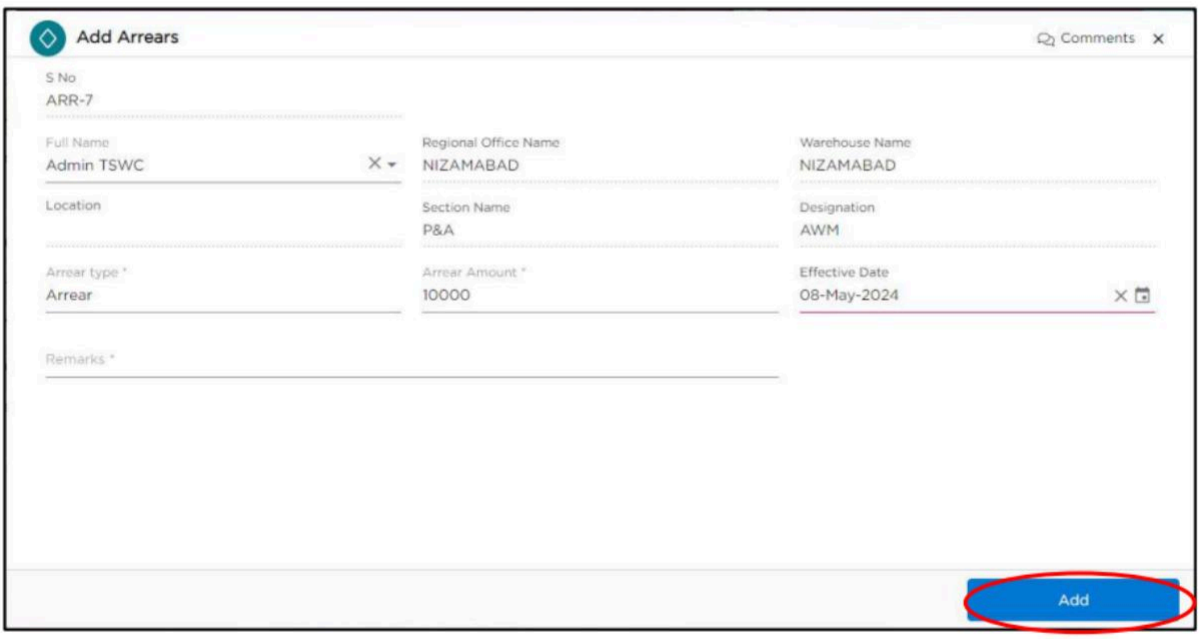
- Upon choosing **'Arrears**,' a populated list will display, presenting the details of existing employee wise Arrears details if any as shown in the below image.



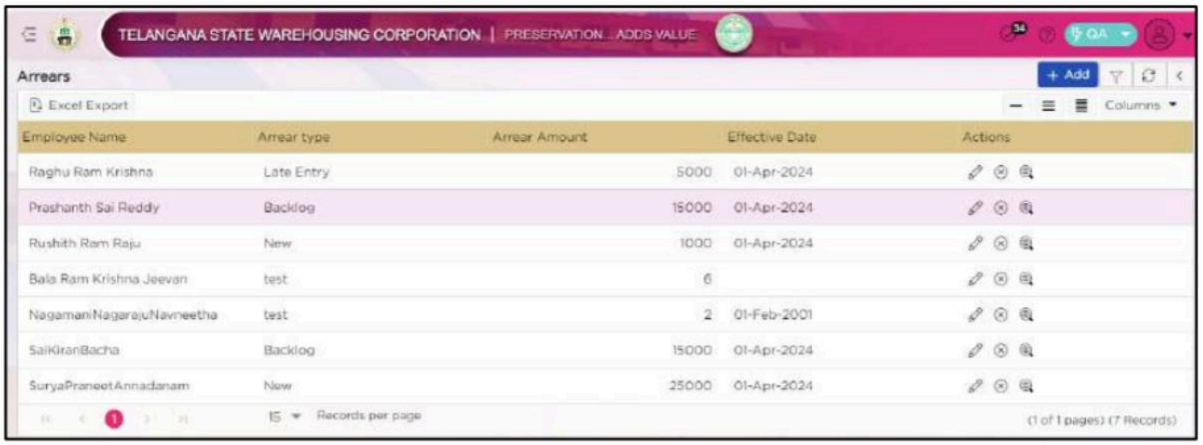
- To add details for new Arrears, Admin will click on the **'Add'** button located in the top right corner.



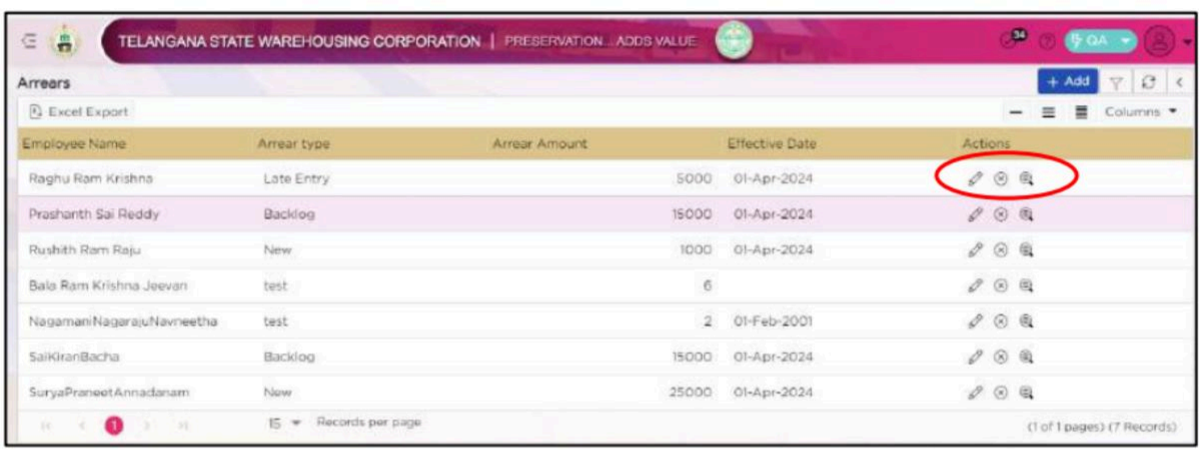
- By clicking, this action prompts a form to input **new Arrears of employee** details.
    - Employee name – Select the value from the drop down
    - Arrear Type – Enter the Arrear name
    - Arrear Amount – Enter the amount
    - Effective date – Select the effective date
- Once the **'Employee Arrear details'** are entered, Admin can submit the form by clicking on the **'Add'** button.



- After **submission,** the details will get added to the **list**.

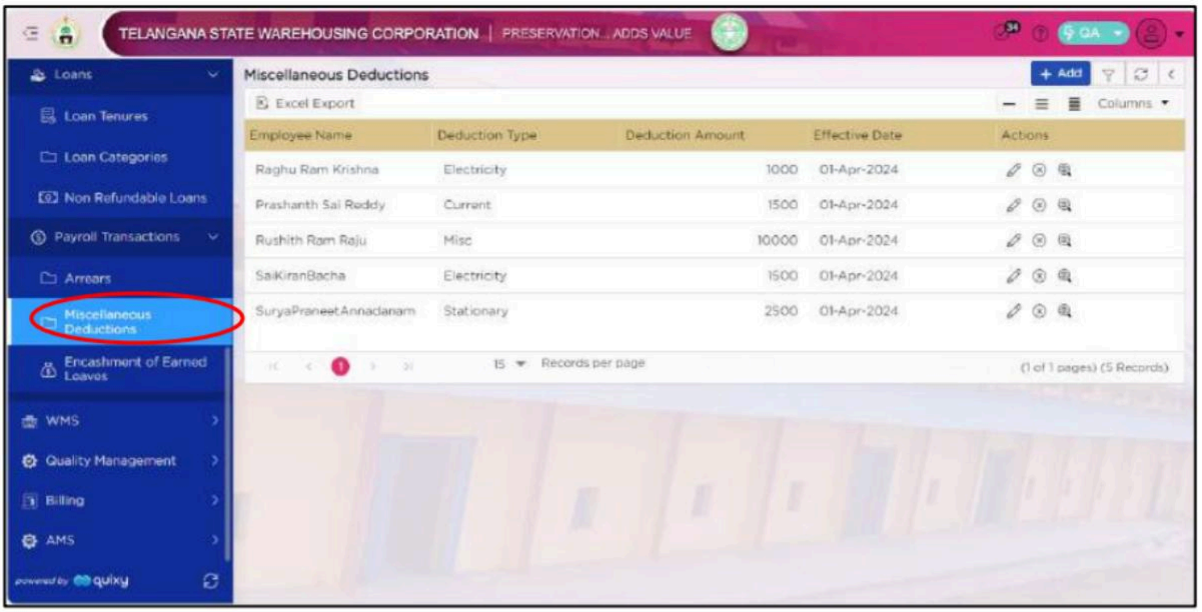


- Admin has the ability to view or update or deactivate Arrears details by selecting the **'View/Edit/Deactivate'** icon provided under the action column.



18.2. Miscellaneous Deductions

- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose "Miscellaneous Deductions **''** under **Payroll Transaction.**



- Upon choosing **'Miscellaneous deductions**,' a populated list will display, presenting the details of existing employee wise deductions details if any as shown in the below image.



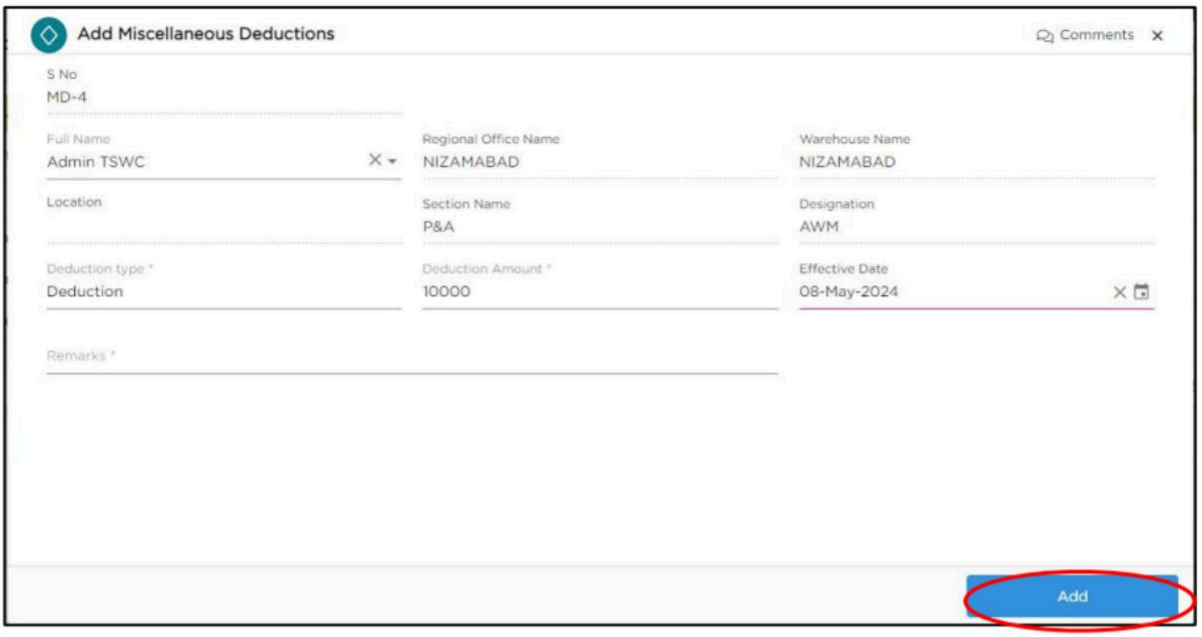
- To add details for new deductions, Admin will click on the **'Add'** button located in the top right corner.



- By clicking, this action prompts a form to input **new deductions of employee** details.
  - Employee name – Select the value from the drop down
  - Deduction Type – Enter the Arrear name

- Deduction Amount – Enter the amount
- Effective date – Select the effective date

- Once the **'Employee deduction details'** are entered, Admin can submit the form by clicking on the **'Add'** button.



- After **submission,** the details will get added to the **list**.

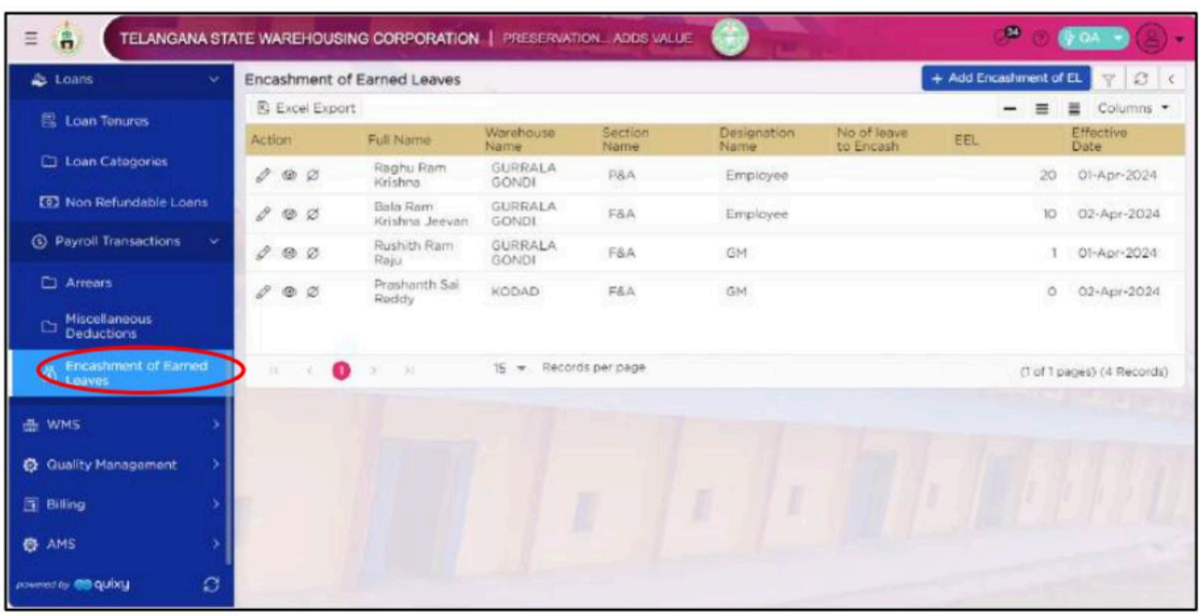


- Admin has the ability to view or update or deactivate Arrears details by selecting the **'View/Edit/Deactivate'** icon provided under the action column.



18.3. Encashment of Earned Leaves

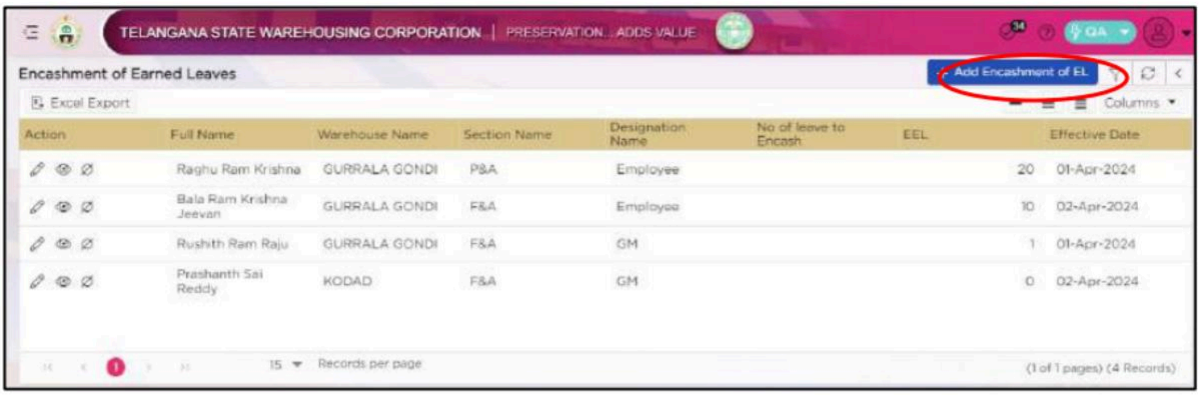
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **' Encashment of Earned Leaves' in Payroll Transactions**



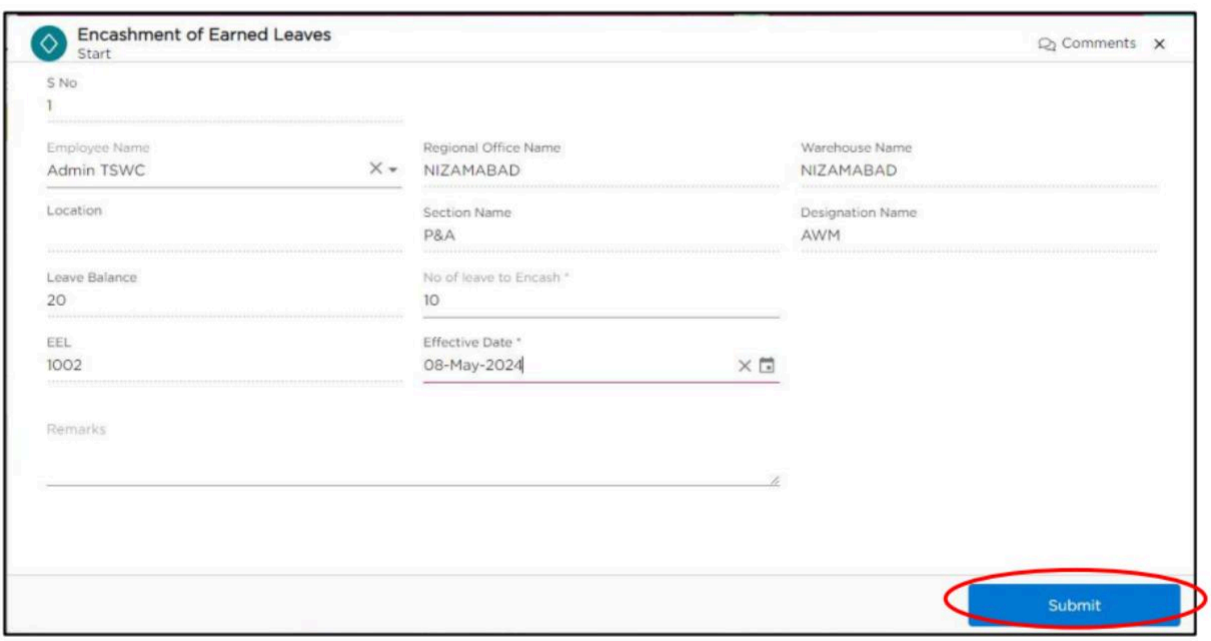
- Upon choosing **'Encashment of Earned Leave**,' a populated list will display, presenting the details of employee leave encashment details if any as shown in the below image.



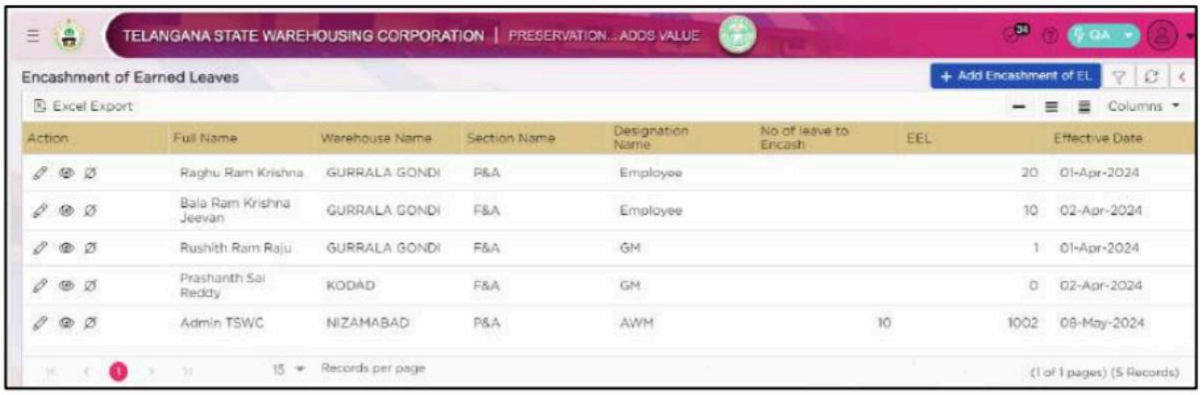
- To add details for new leave encashment for an employee, Admin will click on the **'Add Encashment of EL'** button located in the top right corner.



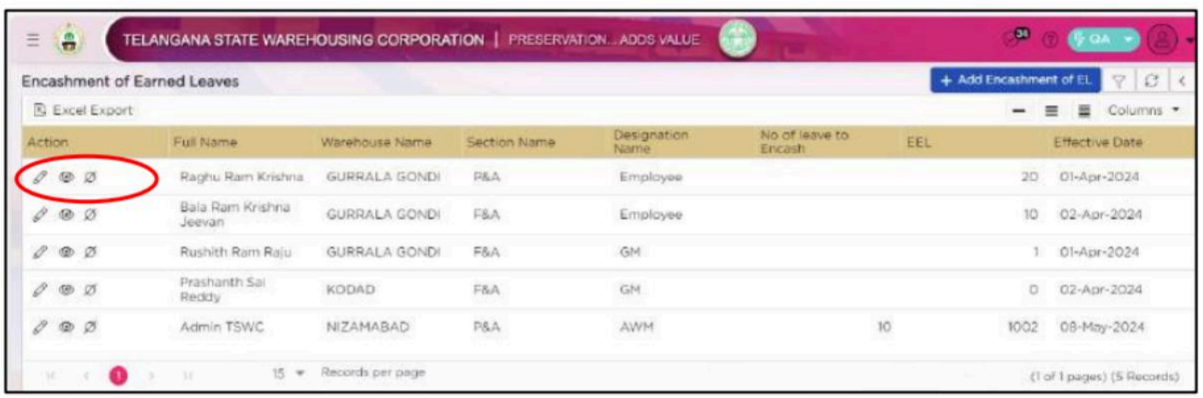
- By clicking, this action prompts a form to input **new Add Encashment of EL** details.
  - Employee Name - Select the Employee Name
  - No. of leaves to Encash – Enter the Number
  - Effective date – Select the date
- Once the **details** are entered, P&A Section can submit the form by clicking on the **'Submit'** button.



- After **submission,** the details will get added to the **list**. Through which user will be able to view the submitted details.



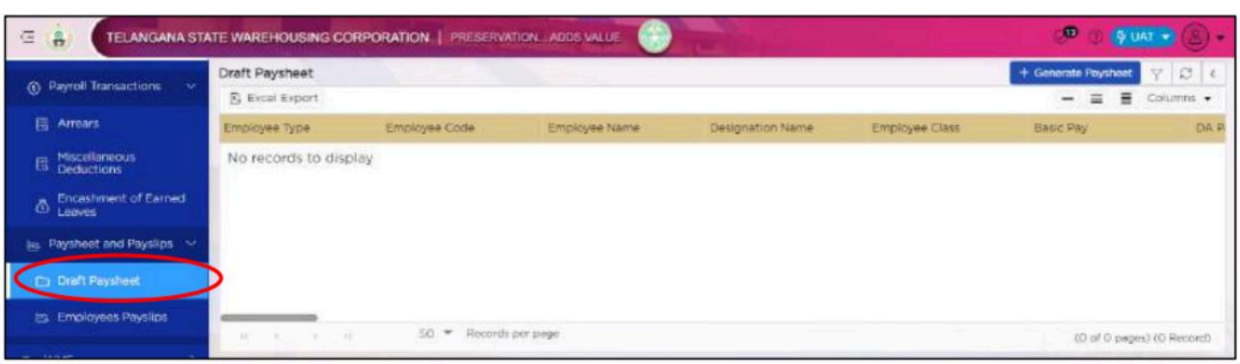
- Admin has the ability to view or update or deactivate Leave encashment by selecting the **'View/Edit/Deactivate'** icon provided under the action column.



19. Paysheet and Payslips

19.1. Draft Paysheet

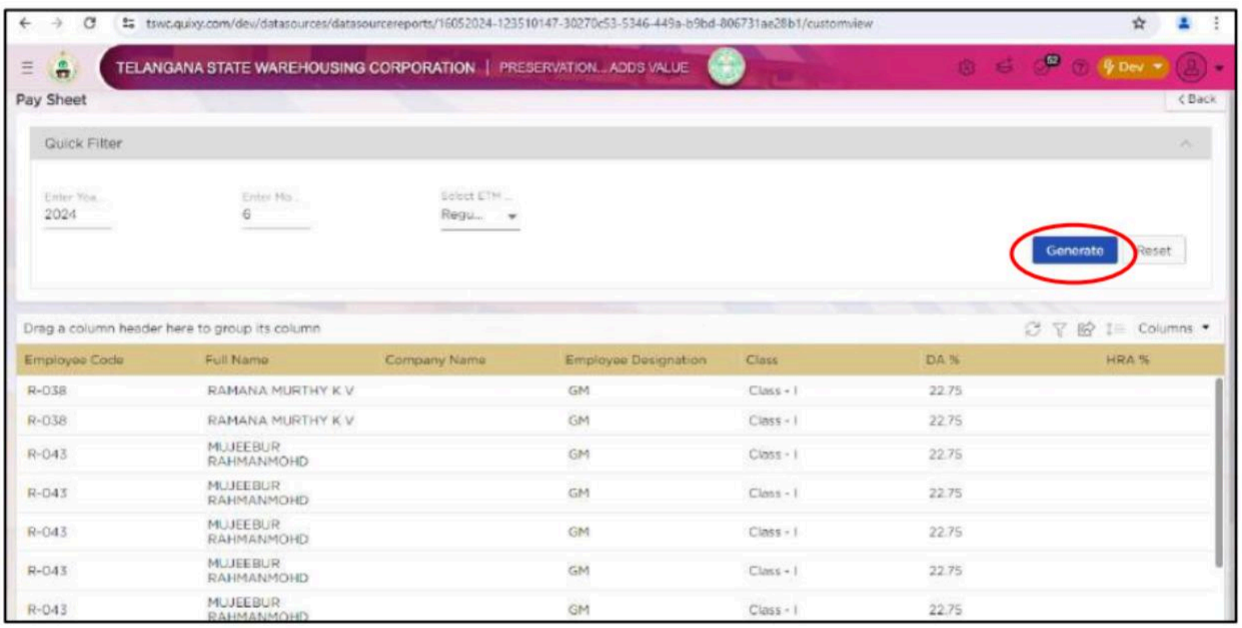
- Admin is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **' Draft Paysheet'** under **Paysheet and Payslips.**



- Upon choosing **'Draft Paysheet**,' a populated list will display, presenting the details of existing paysheets.

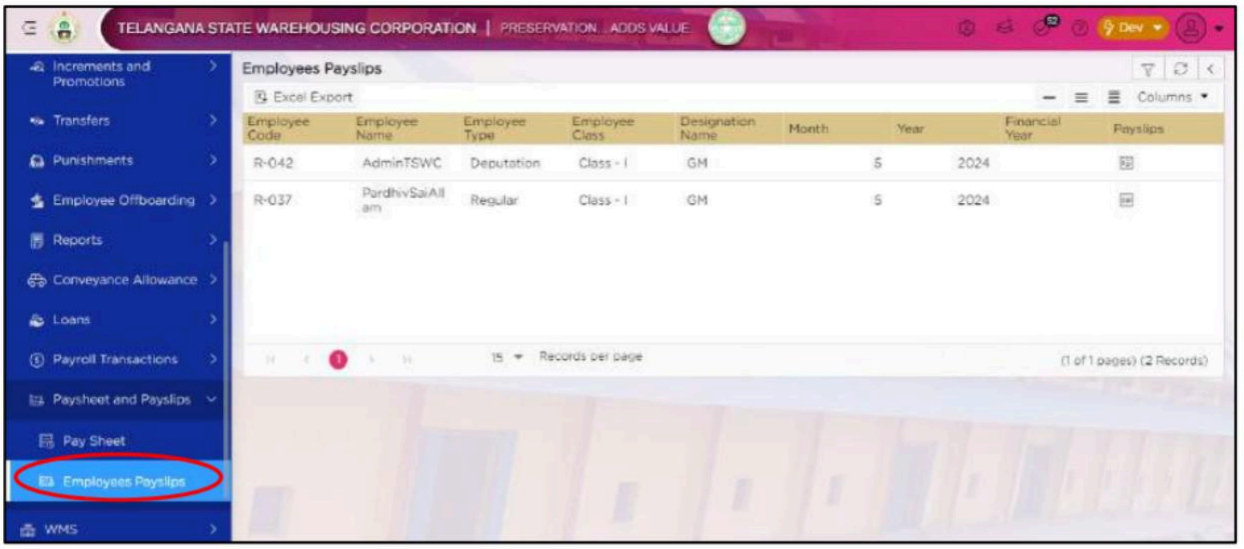
- Admin shall click on the "**+ Generate Paysheet"** button at the top right corner of the screen. Admin shall select the employee whose payslip is to be generated in the **Generate Payslip** form then click on **Generate Paysheet** button.

- User needs to select the basic details.
    - Enter Year – Enter the year
    - Enter Month – Enter the month
    - Select the Employee Type – Select Regular/Contract/Deputation
- Once the **details** are entered, F&A Section can click on Generate the form by clicking on the **'Generate'** button.

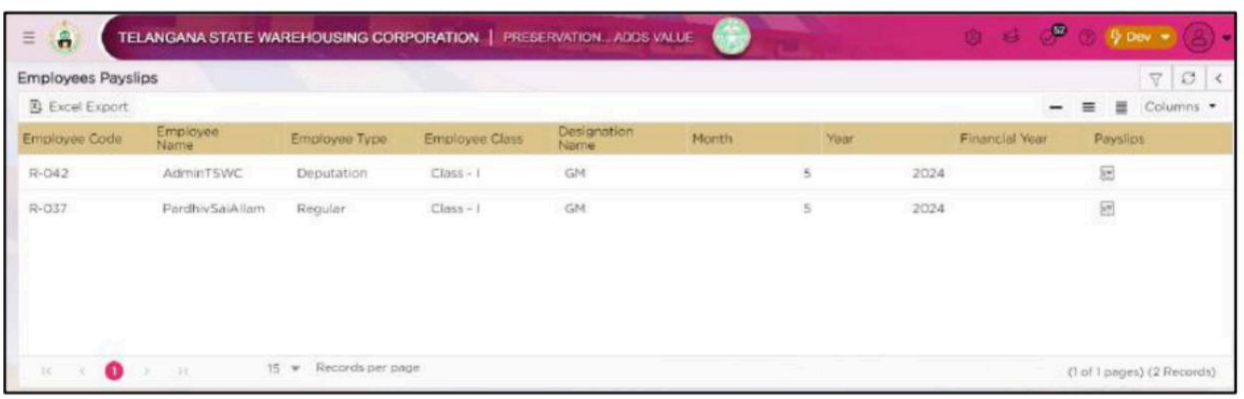


19.2. Employee Payslip

- Employee is required to open a web browser, go to the **login page**, and input valid credentials, including the username and password.
- After logging in, Admin should access the **'HRMS'** section and then choose **'Employee Payslip'** under **Paysheet and Payslips.**



- Upon choosing **'Employee Payslip**,' a populated list will display, presenting the details as shown in the below image.



- Employee needs to click on payslip icon to download the Payslip.



- Once clicking on the payslip icon user will be directed to payslip pay.



- Employee will be able to send WhatsApp, Email, Print out and PDF export of the payslip.

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