

**USER MANUAL
FOR
HR MODULE OF
ERP SYSTEM FOR POWER SECTOR
(RFP No: 27.71.0000.002.07.023.17-154)**

Developed By:



in collaboration with:

Microsoft, Technohaven Co Ltd and Computer Services Ltd



Executive Summary

Techvision in collaboration with Microsoft Bangladesh, Technohaven Co. Ltd. and Computer Services Ltd. has completed customization and configuration of HR Module of Microsoft Navision 2018 ERP System under the contract agreement dated 11th October 2018 against RFP No 27.71.0000.002.07.023.17-154 dated February 08, 2018.

According to the signed agreement, we, the joint venture company, will customize, configure and deploy an ERP System to 14 power companies (legal entities) under Power Cell. The deliverable modules are –

- HR Management System
- Fixed Asset Management System
- Procurement System
- Accounts and Finance System

Users of the ERP System are from 14 legal entities / power companies under Power Cell namely

1. Power Cell
2. Power Division
3. BPDB
4. DPDC
5. PGCB
6. BREB
7. DESCO
8. APSCL
9. CPGCBL
10. RPCL
11. NWPGL
12. WZPGCL
13. SREDA
14. NESCO
15. EGCB
16. B-R PowerGen Ltd.

This document has been prepared as User Manual outlining the usages and operational learning of HR Module of ERP System for Power Sector.

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Introduction

Human Resource module helps manage human resources of an organization or a part thereof. An important aspect for the unit is to develop its own values in the way which best supports its particular mission, objectives and desired culture.

The following list describes a sequence of tasks which are generally performed in HR Management:

1. Organizational Hierarchy (Organogram)
2. Employee Onboarding Process:
3. Employee Attendance Recording Process
4. Employee Leave Management Process
5. Employee Salary Disbursement Process
6. Employee Performance Review Process
7. Employee Retirement Process
8. Employee Termination process
9. Employee Skill Development Process
10. Promotion & Posting Management
11. Investigation & Discipline Management



Minimum Requirement

Before you access Navision 2018 ERP System for Power Sector, we recommend that you verify that your computer or mobile device and internet connection meets or exceeds the minimum system requirements for the product. This section lists the requirements.

Browsers

Chrome for Windows and Firefox for Windows: Dynamics NAV is designed to work with the current version of these desktop browsers.

Safari: Dynamics NAV is designed to work with the current version of Safari on OSX.

Microsoft Edge: Dynamics NAV is designed to work with the current version of Microsoft Edge.

Internet Explorer: Dynamics NAV is designed to work with Internet Explorer 11 (build 11.0.9600.17239) for Windows 10 and for Windows 8.1 (32-bit and 64-bit versions). We recommend that you upgrade to the latest version of Internet Explorer supported for your version of Windows.

Mobile devices

Windows: Dynamics NAV for Windows can be installed on devices with at least 1GB of RAM and Windows 10 Phone, Home, Pro, Enterprise, or Education (32-bit and 64-bit editions).

iOS: Dynamics NAV for iPad and iPhone requires iOS 9.0 or later.

Android: Dynamics NAV for Android tablet and Android phone can be installed on devices with at least 1GB of RAM and Android 5.0 or higher.

Device size: Dynamics NAV is supported on smartphones with a minimum screen size of 4" and tablets with a minimum screen size of 7".

Internet Connection

Standard bandwidth (3 Mbps downlink) of internet connection will require to run the ERP System.

Get Started

Introduction

This is a general instruction section to show

- Log In to the ERP System
- Log Out from the ERP System
- Navigation Process

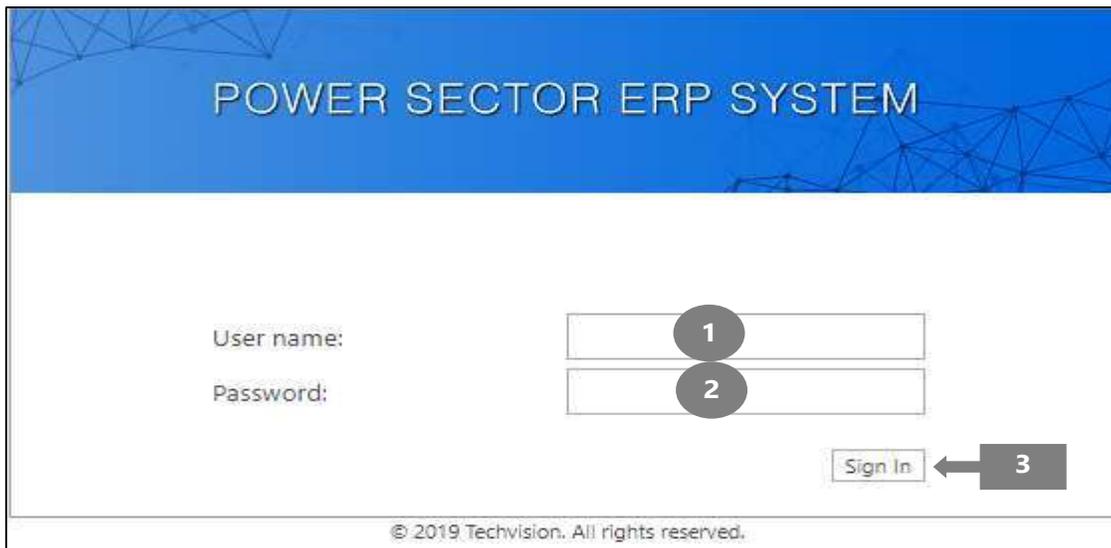
Prerequisite

- Meeting minimum requirement
- ERP Credentials – Username and Password

How to Log In / Start

Steps

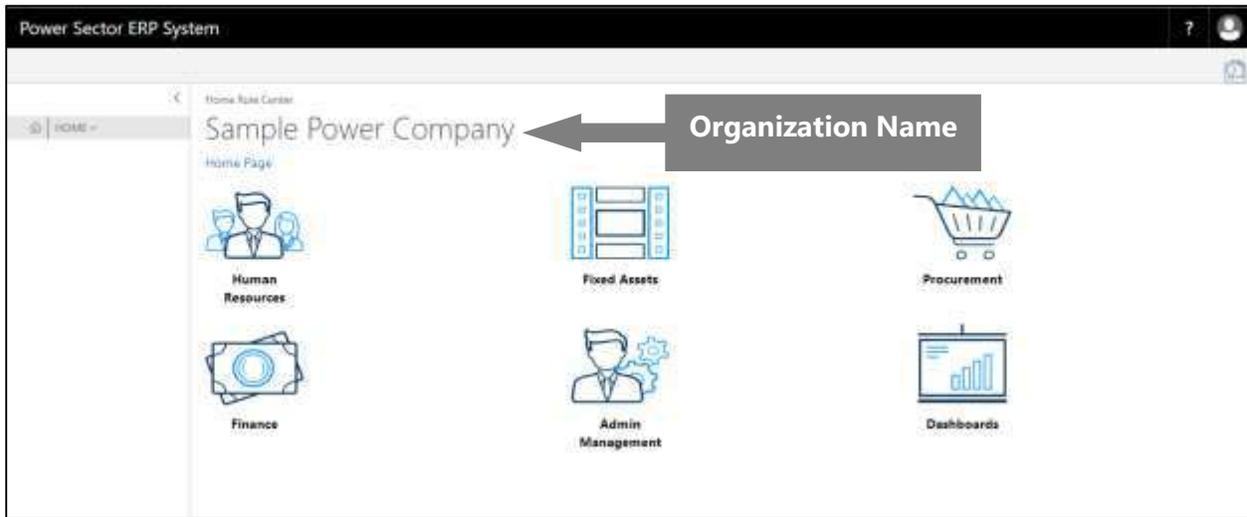
- A. Open browser (Chrome / Internet Explorer / Mozilla Firefox)
- B. Enter the URL address in address bar of the browser
<https://bdpowersectorerp.com/powerdiverpservice>
- C. Press Enter. Login page will be appeared as below.



D. Enter your Username and Password in box 1 and 2 respectively.



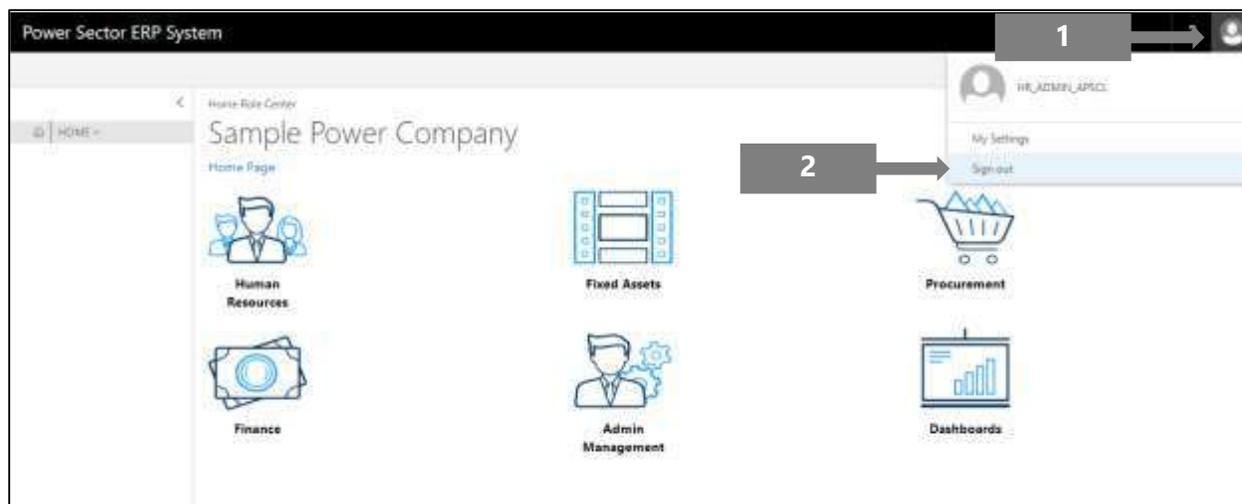
E. Select on "Sign In" button or press ENTER to load ERP Home Page. Following screen will be appeared



How to Log Out

Steps

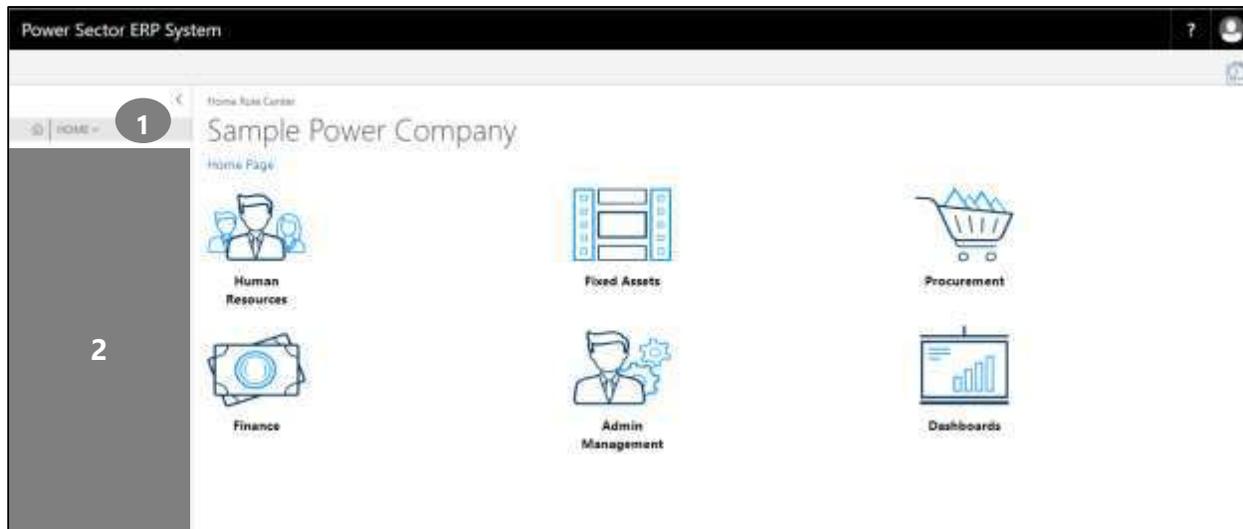
Follow the below steps as serialized in following figure in any forms



1. Click on right most top icon
2. Click on Sign Out to exit the system

How to Navigate Form / Page

1. Click on "Home" from any form to return to ERP Home Page. Refer to figure below.
2. Click on blank left panel, as shown in above figure, from any form to return to previous form. Refer to figure below.



HR-100 General Setup

Introduction

This section shows how to configure the setup options to run and operate different HR functions in the module. General Setup contains –

HR-101	HR Config Setup
HR-102	Salary Setup
HR-103	Office Setup
HR-104	Designation Setup
HR-105	Department Setup
HR-106	Leave Setup
HR-107	Performance Setup
HR-108	Qualification Setup
HR-109	Research & Publications Setup
HR-110	Job Description Setup
HR-111	Employment Type Setup
HR-112	Office Bank Setup
HR-113	Foreign Tour Category Setup
HR-114	Foreign Tour Purpose Setup
HR-115	HR No. Series Setup

Role

- Module Admin

Prerequisite

- Module Admin credentials – username and password

HR-101 How to Setup HR Config

Introduction

This process demonstrates how to setup HR Config of an organization. This setup is all about master setup for an organization. To perform HR, this is the first thing what have to setup.

The HR setup process of an organization has 15 features setup-

1. Gratuity setup
2. Retirement setup
3. CPF setup
4. GPF setup
5. Loan setup
6. Leave setup
7. Attendance setup
8. Probation setup
9. Performance setup
10. Authentication setup
11. Child Allowance setup
12. Shift Duty Allowance setup
13. Arrear setup
14. Income Tax setup
15. Over Time setup

Roles

- Module Admin

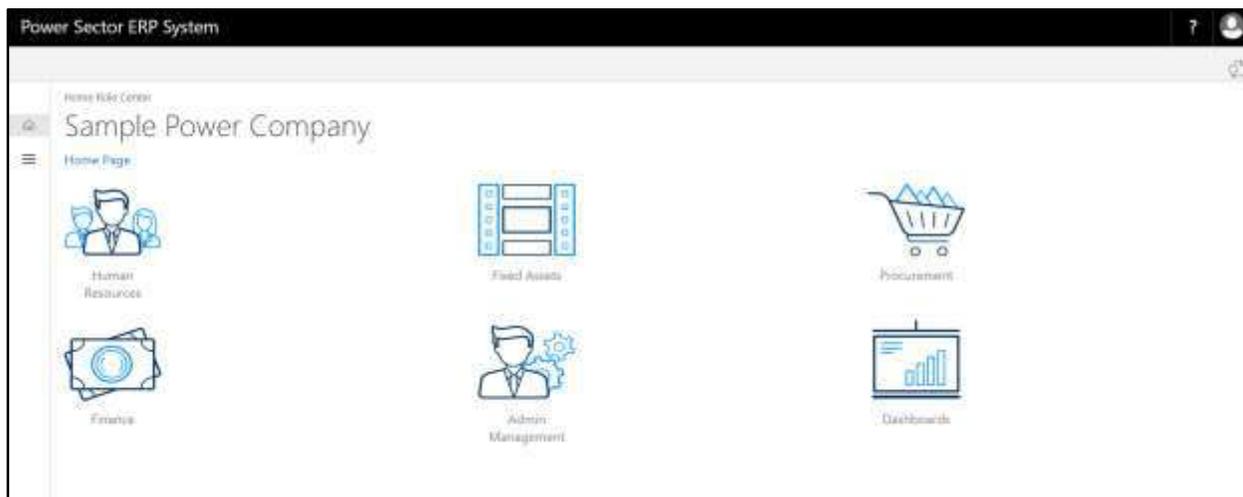
Prerequisites

- Allowance Setup
- Deductions Setup
- TDS master Setup

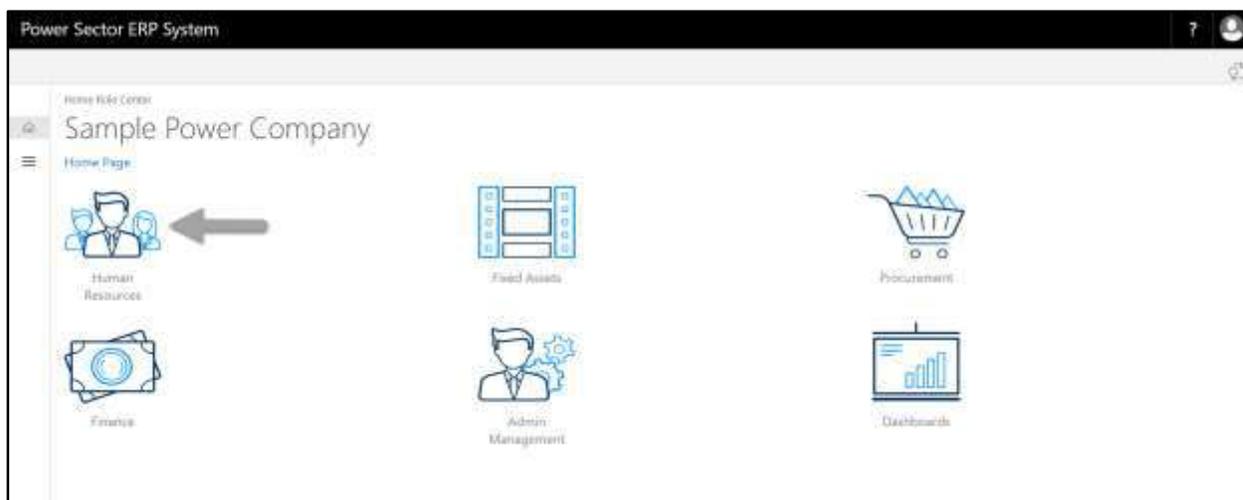
Access HR Config Setup

To Initiate, follow the steps below.

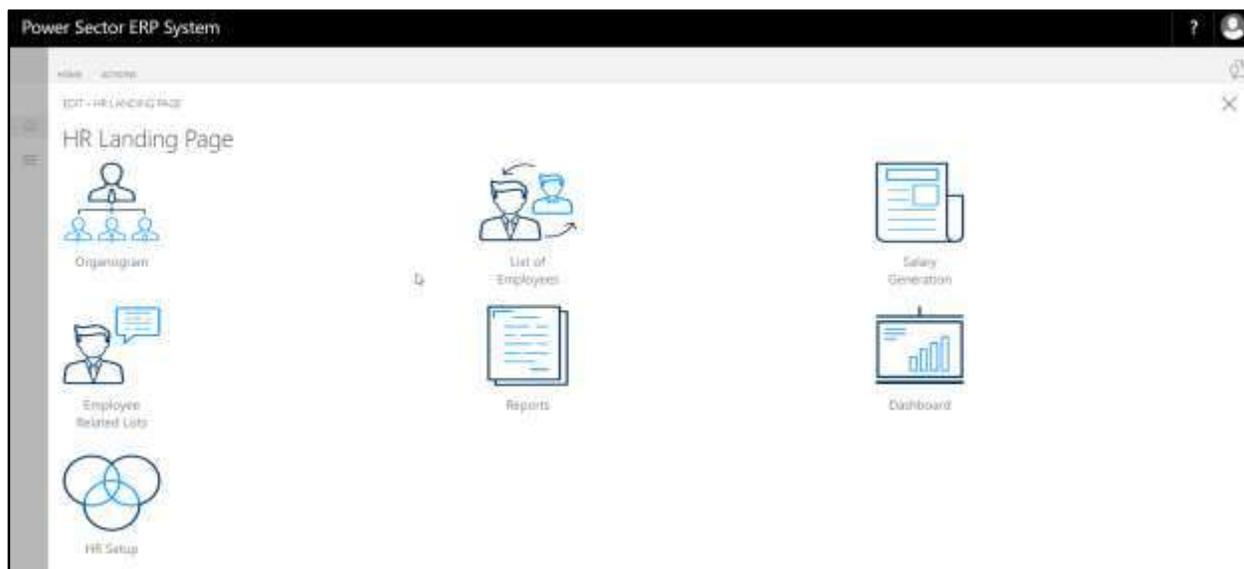
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



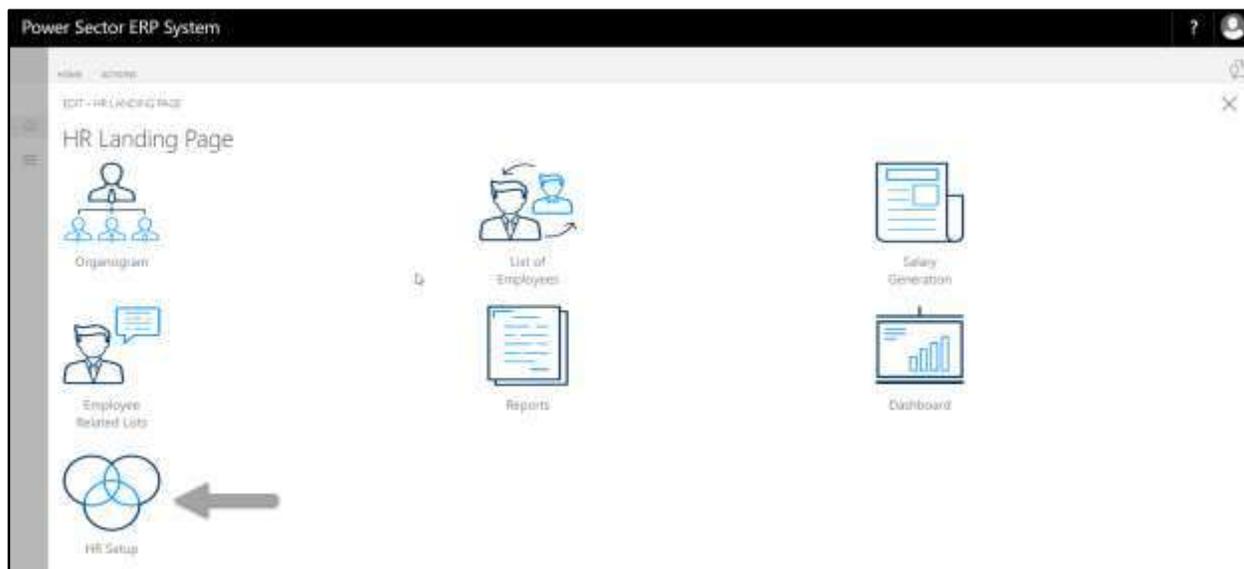
- B. Choose the **"Human Resources"** icon.



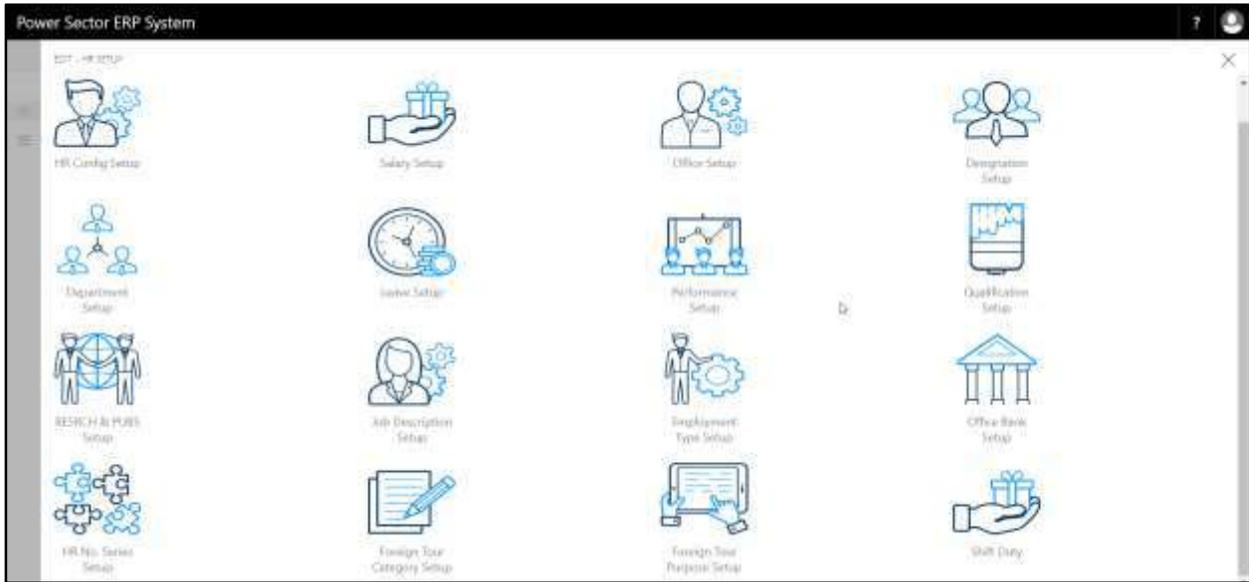
HR Landing Page will be appeared as below



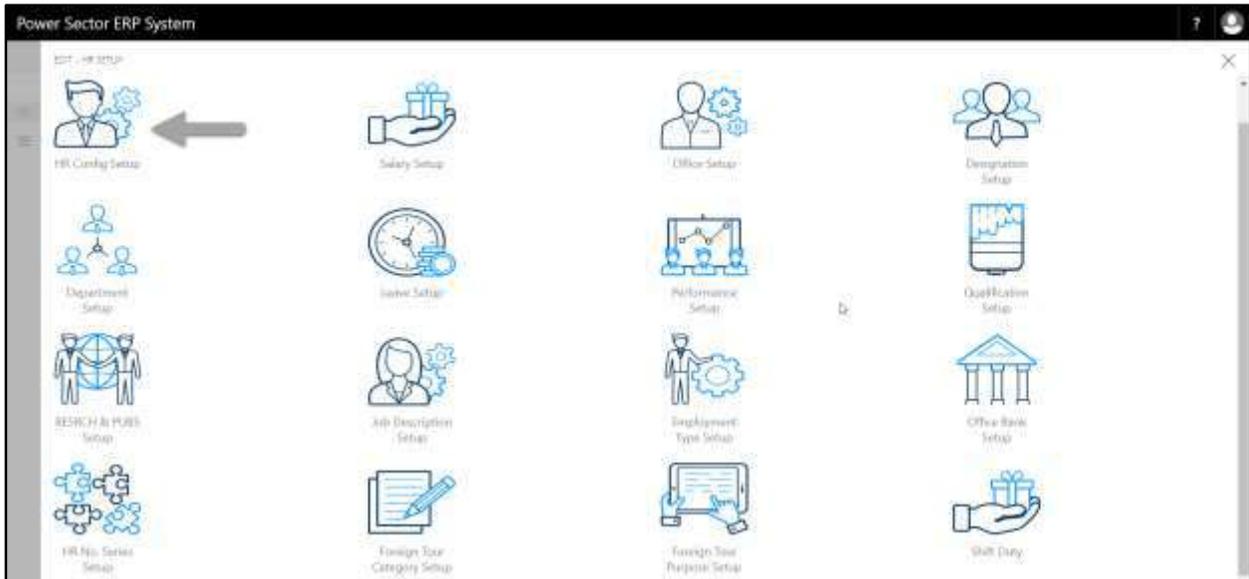
C. Choose the "HR Setup" in HR Landing Page.



HR Setup landing page will be appeared as below



D. Choose the "HR Config Setup" in HR Setup Landing Page.



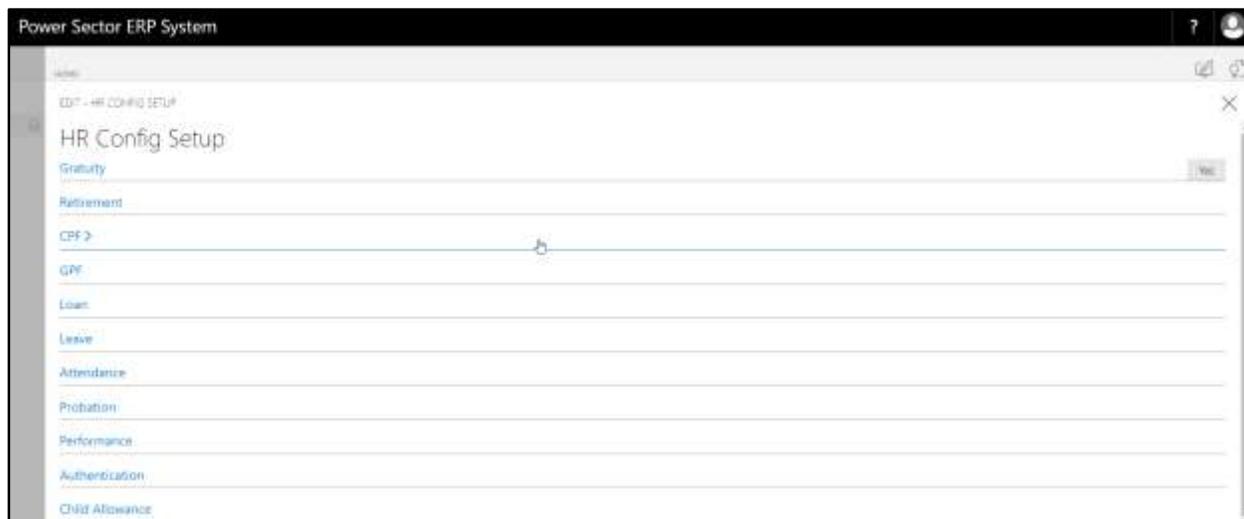
The following HR Config Setup page will be appeared.



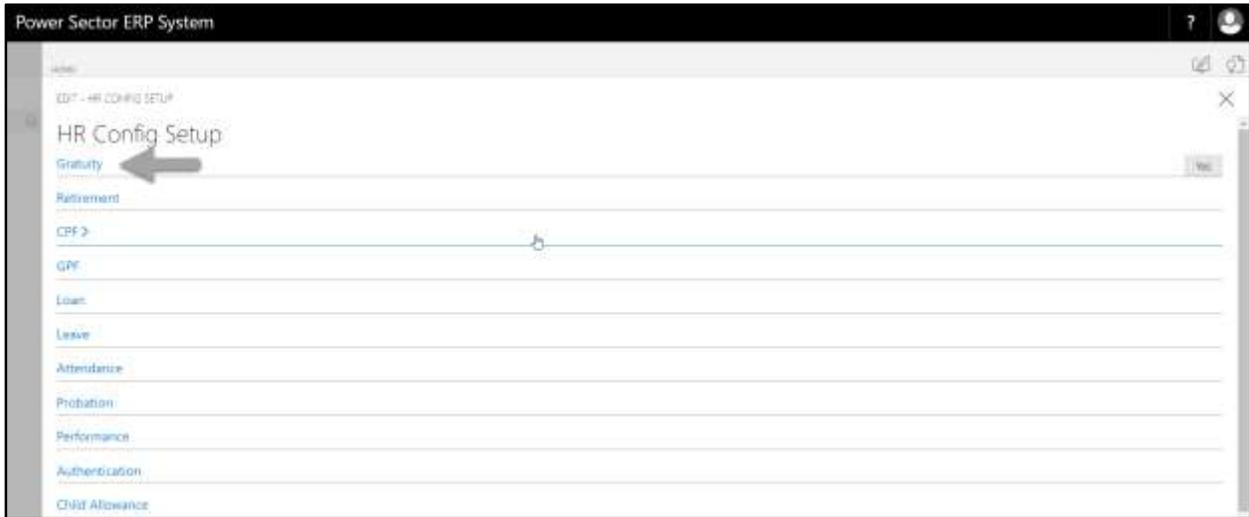
Gratuity Setup

To Initiate, follow the steps below.

- A. Access HR Config Setup by Human Resource Admin.



B. Choose the "Gratuity" icon on the HR Config Setup page, as indicated in figure below.



The following Gratuity portion will be appeared.



C. Provide below **Gratuity** information to proceed.

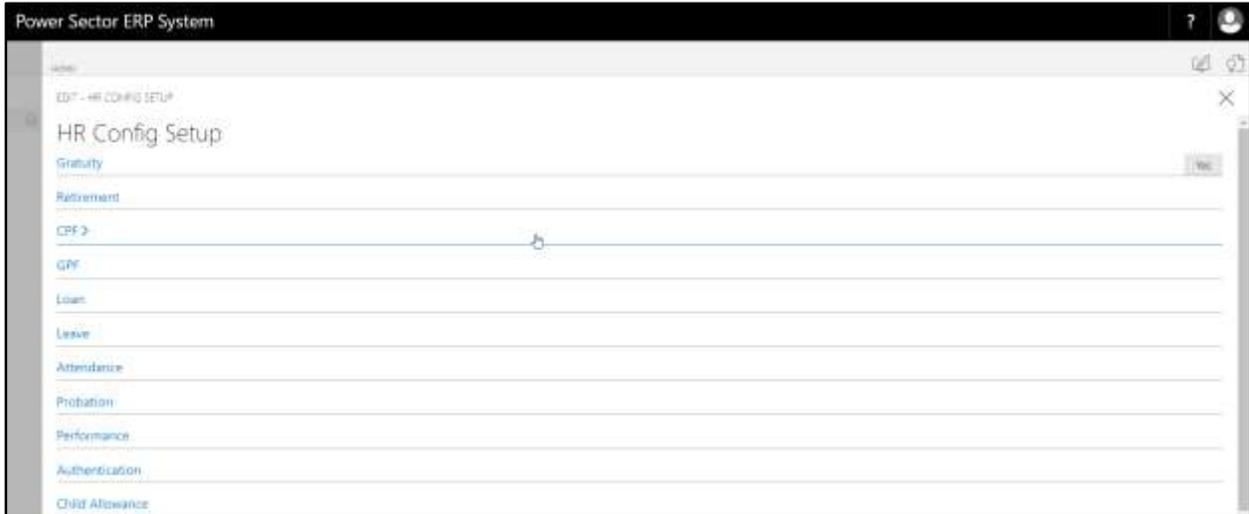
1. Select **Gratuity Applicable** checkbox to applicable gratuity for respective organization.
2. Provide **Multiple of Basic** for gratuity
 - **Multiple of Basic: 2**
3. Provide **Min Length of Service** for gratuity
 - **Min Length of Service: 15**



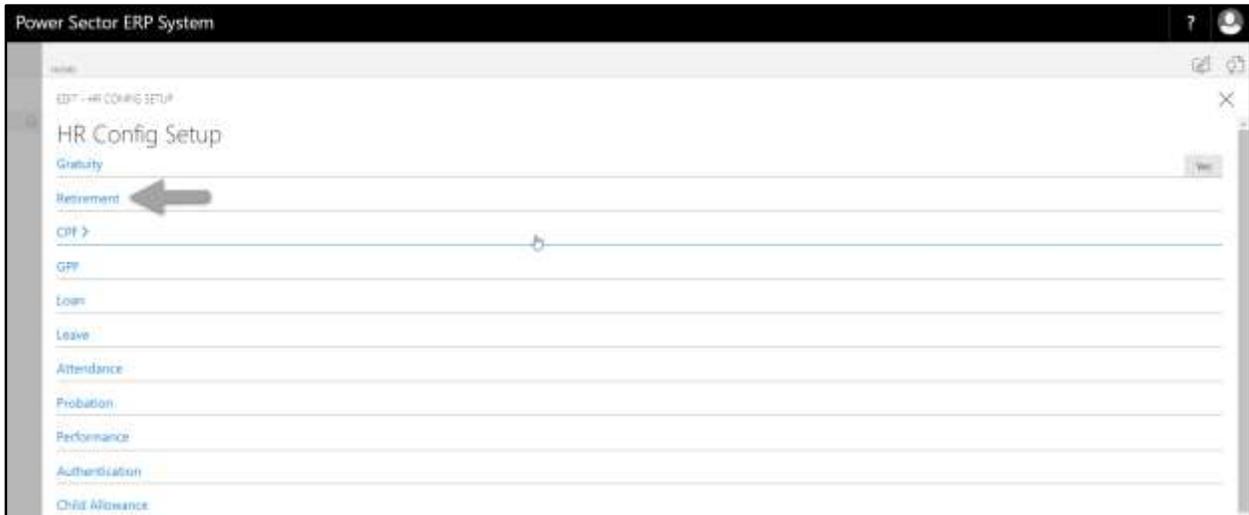
Retirement Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



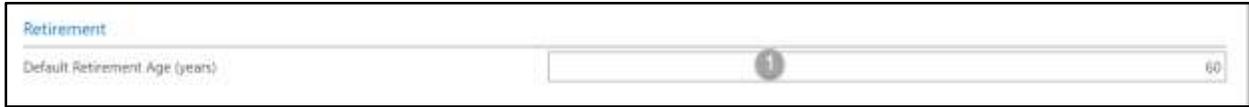
B. Choose the “**Retirement**” icon on the HR Config Setup page, as indicated in figure below.



The following Retirement portion will be appeared.



- C. Provide below **Retirement** information to proceed.
 - 1. Provide **Default Retirement Age (Years)** for gratuity
 - **Default Retirement Age (Years): 60**

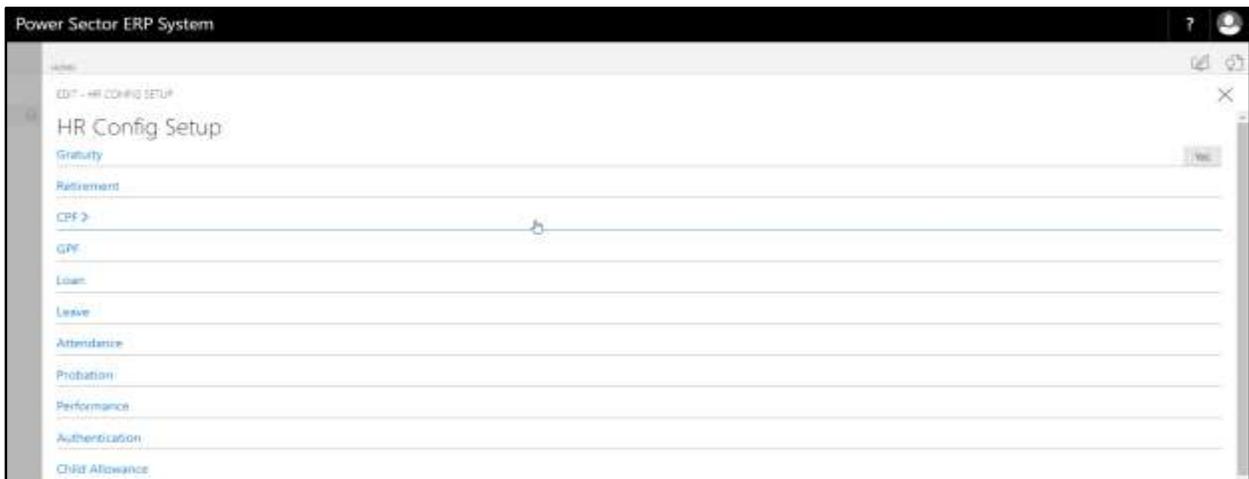


The screenshot shows a form titled "Retirement" with a field "Default Retirement Age (years)" containing the value "60".

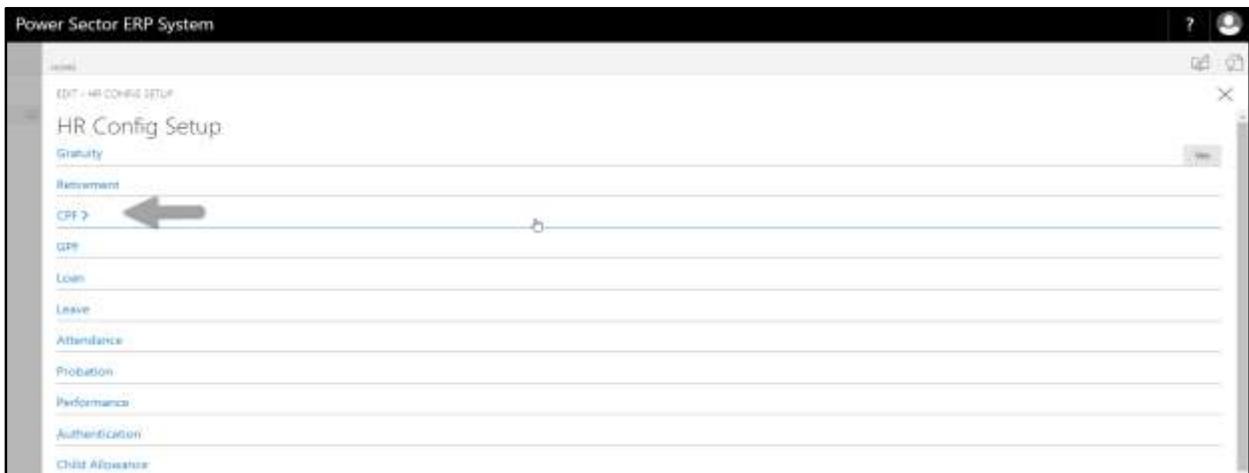
CPF Setup

To Initiate, follow the steps below.

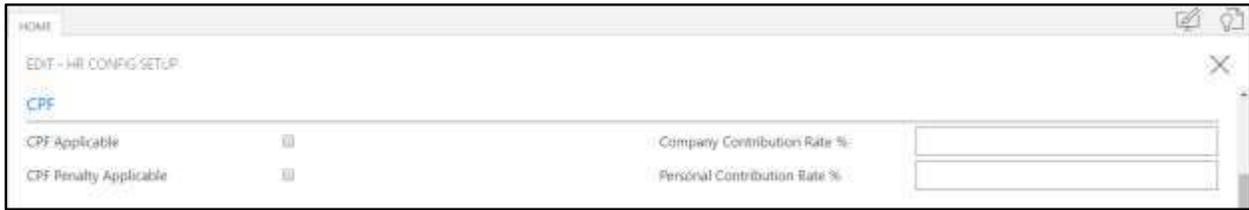
- A. Access HR Config Setup by Human Resource Admin.



- B. Choose the **"CPF"** icon on the HR Config Setup page, as indicated in figure below.



The following CPF portion will be appeared.



C. Provide below **CPF** information to proceed.

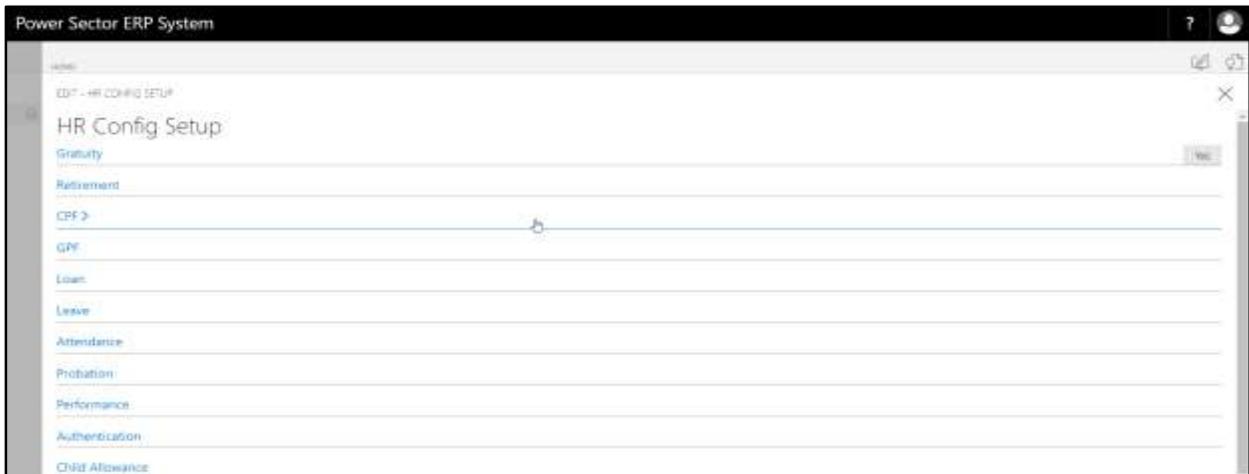
1. Select **CPF Applicable** checkbox to applicable CPF for respective organization.
2. Select **CPF Penalty Applicable** checkbox to applicable CPF Penalty for respective organization
3. Provide **Company Contribution Rate %** for CPF
 - **Company Contribution Rate % : 10**
4. Provide **Personal Contribution Rate %** for CPF
 - **Personal Contribution Rate % : 10**



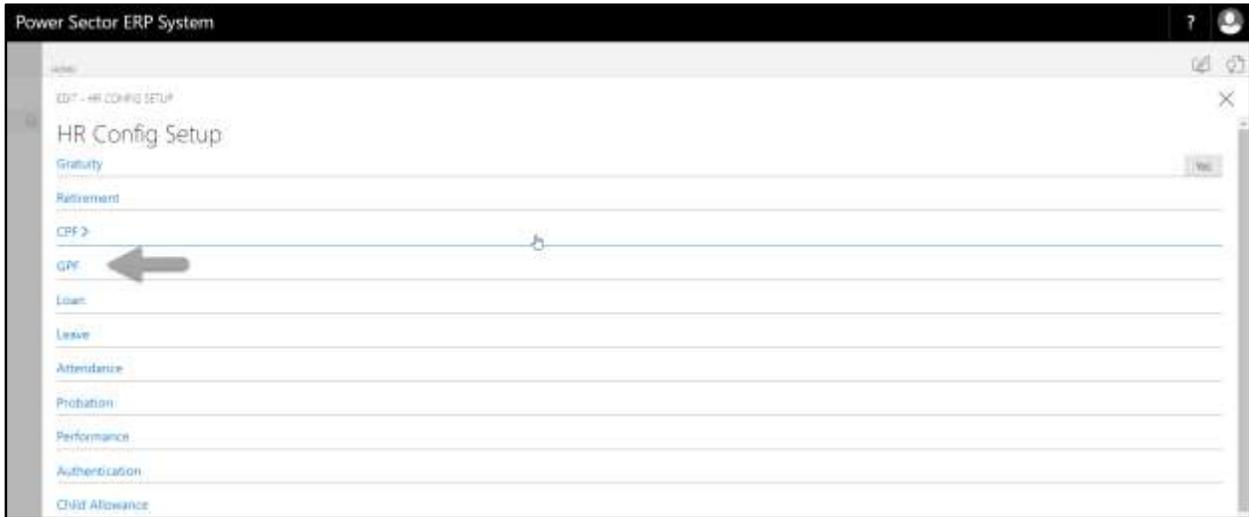
GPF Setup

To initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



B. Choose the "GPF" icon on the HR Config Setup page, as indicated in figure below.



The following GPF portion will be appeared.



C. Provide below **GPF** information to proceed.

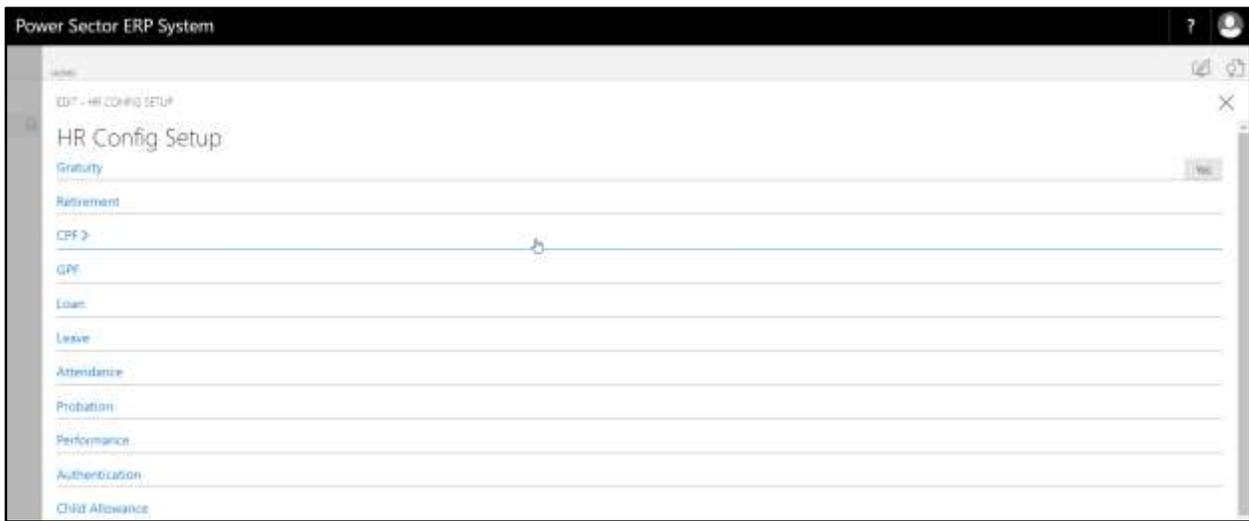
1. Select **GPF Applicable** checkbox to applicable GPF for respective organization.
2. Provide **Min GPF Deduction %** for GPF
 - **Min GPF Deduction % : 10**
3. Provide **Min GPF Deduction Commencement Period (Years)** for GPF
 - **Min GPF Deduction Commencement Period (Years): 10**
4. Provide **Max GPF Deduction %** for GPF
 - **Max GPF Deduction %: 15**
5. Provide **Age Limit Ending Mandatory GPF Deduction (Years)** for GPF
 - **Age Limit Ending Mandatory GPF Deduction (Years): 2**
6. Provide **Yearly GPF Interest Rate %** for GPF
 - **Yearly GPF Interest Rate % : 13**



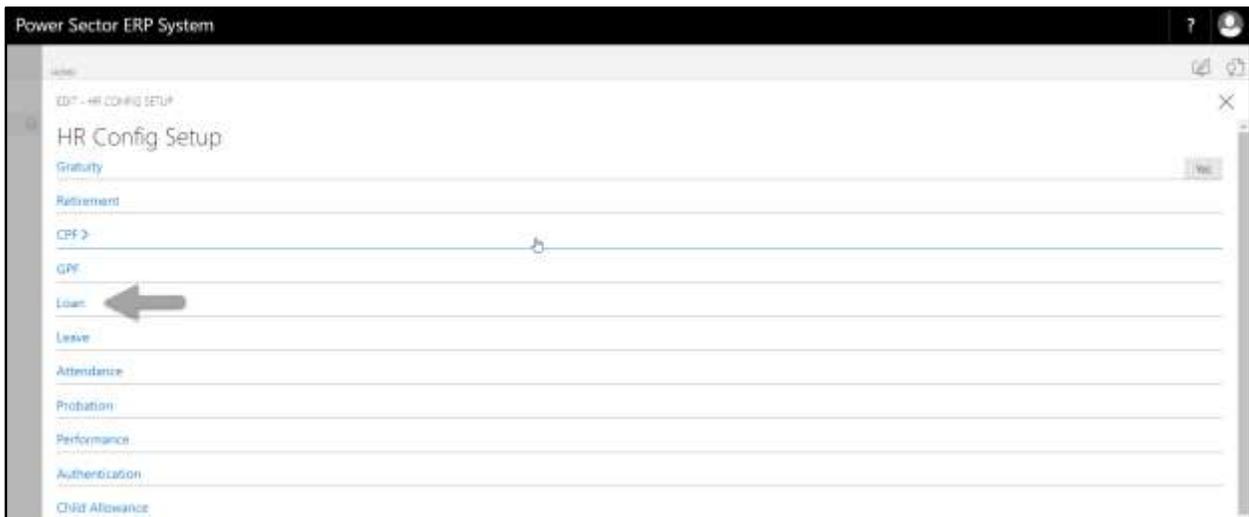
Loan Setup

To initiate, follow the steps below.

- A. Access HR Config Setup by Human Resource Admin.



- B. Choose the **"Loan"** icon on the HR Config Setup page, as indicated in figure below.



The following Loan portion will be appeared.



C. Provide below **Loan** information to proceed.

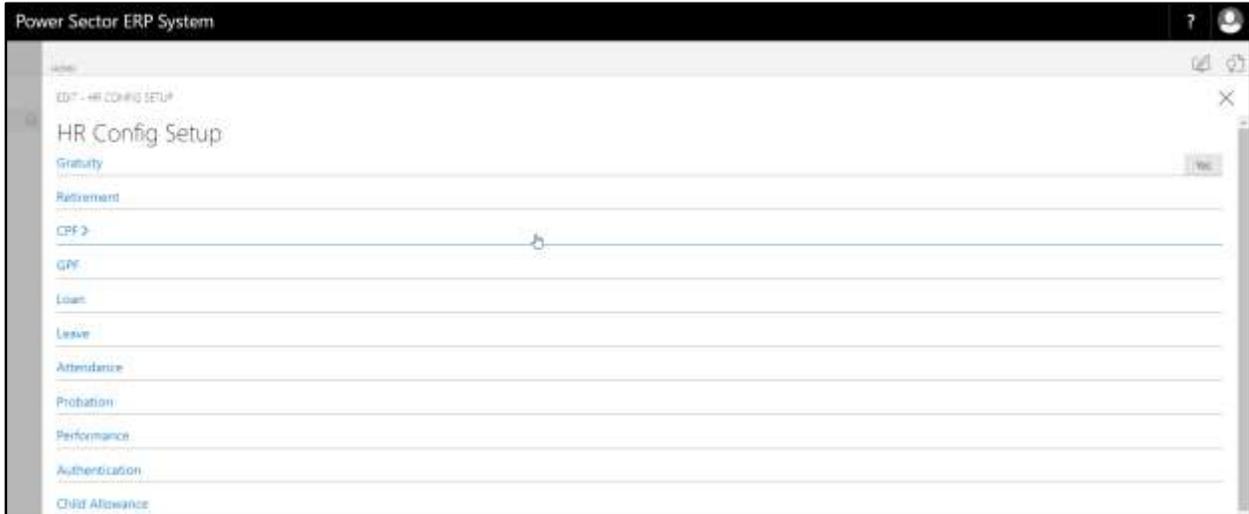
1. Select **Eligible for Loan** checkbox to Eligible Loan for respective organization.
2. Provide **Max Loan Amount**
 - **Max Loan Amount: 50,00,000**
3. Provide **Min Loan Amount**
 - **Min Loan Amount: 1,000**
4. Provide **Max No. of Instalments**
 - **Max No. of Instalments: 120**
5. Provide **Min No. of Instalments**
 - **Min No. of Instalments: 1**
6. Provide **Max Interest Rate %**
 - **Max Interest Rate %: 15**
7. Provide **Min Interest Rate %**
 - **Min Interest Rate %: 5**



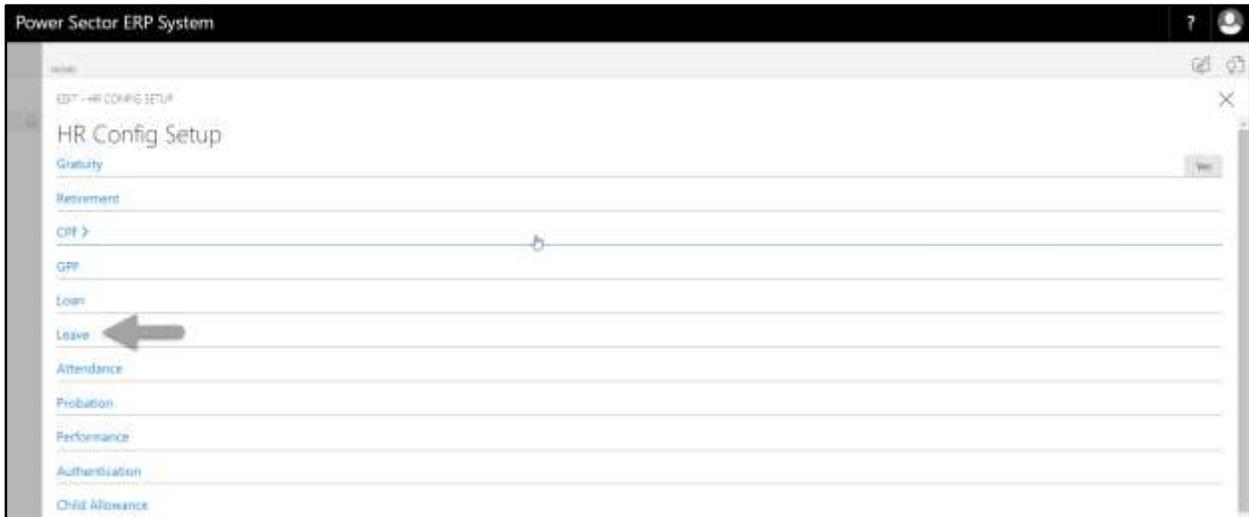
Leave Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



B. Choose the **“Leave”** icon on the HR Config Setup page, as indicated in figure below.



The following Leave portion will be appeared.



C. Provide below **Leave** information to proceed.

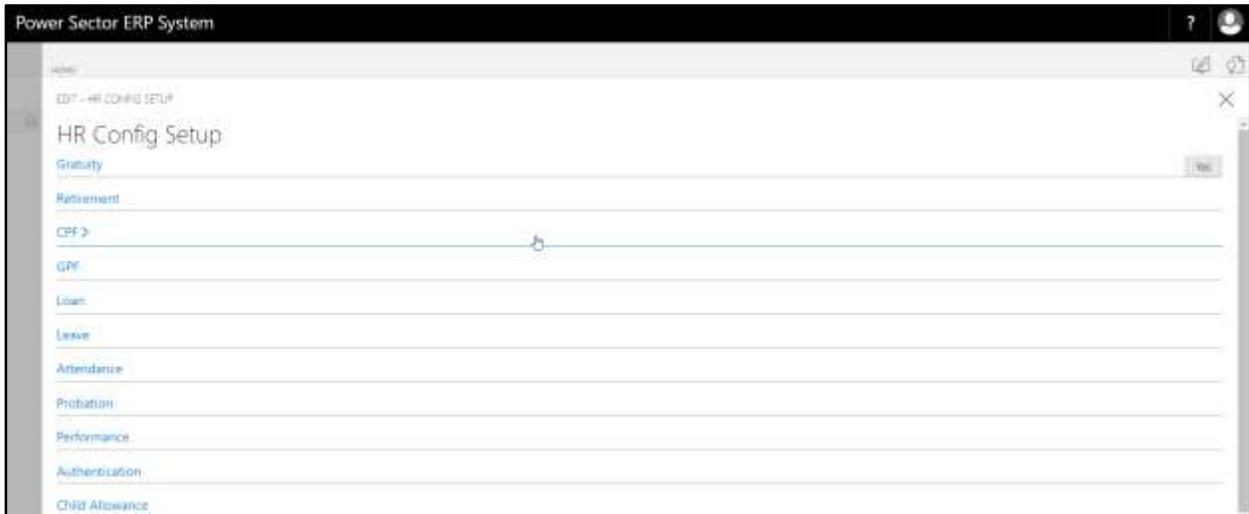
1. Select **Leave Penalty Applicable** checkbox to applicable Leave Penalty for respective organization.
2. Select **Approver Needed** checkbox to applicable Approver for respective organization.
3. Select **Detailed Leave Entries Needed** checkbox to applicable detailed leave entry for respective organization.



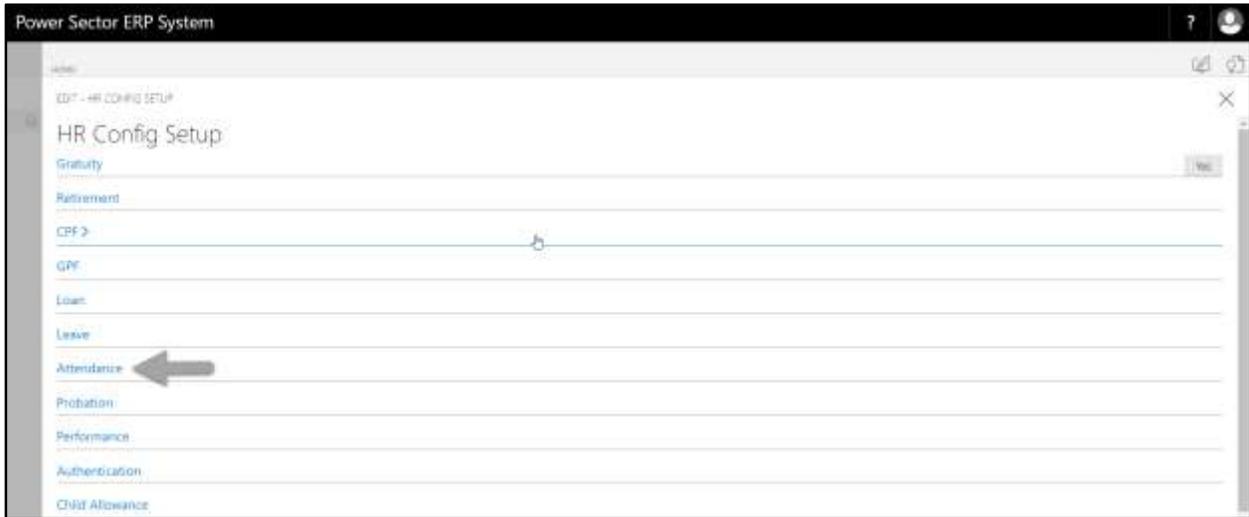
Attendance Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



B. Choose the **“Attendance”** icon on the HR Config Setup page, as indicated in figure below.

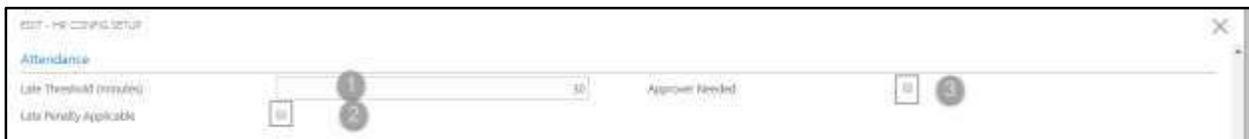


The following Attendance portion will be appeared.



C. Provide below **Attendance** information to proceed.

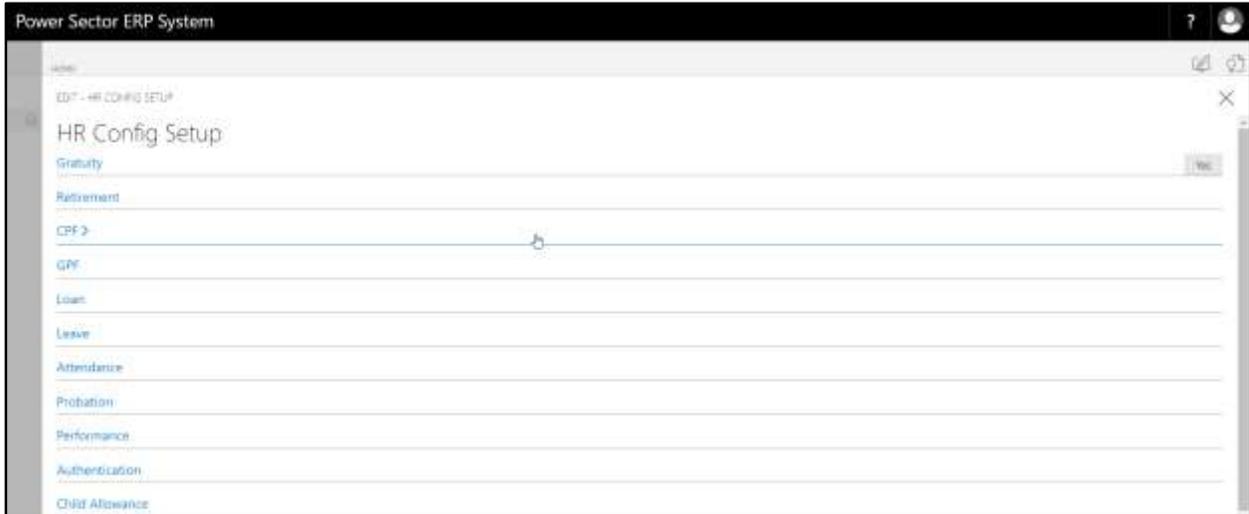
1. Provide **Late Threshold**.
 - **Late Threshold: 30**
2. Select **Late Penalty Applicable** checkbox to applicable Late Penalty for respective organization.
3. Select **Approver Needed** checkbox to applicable Approver for respective organization.



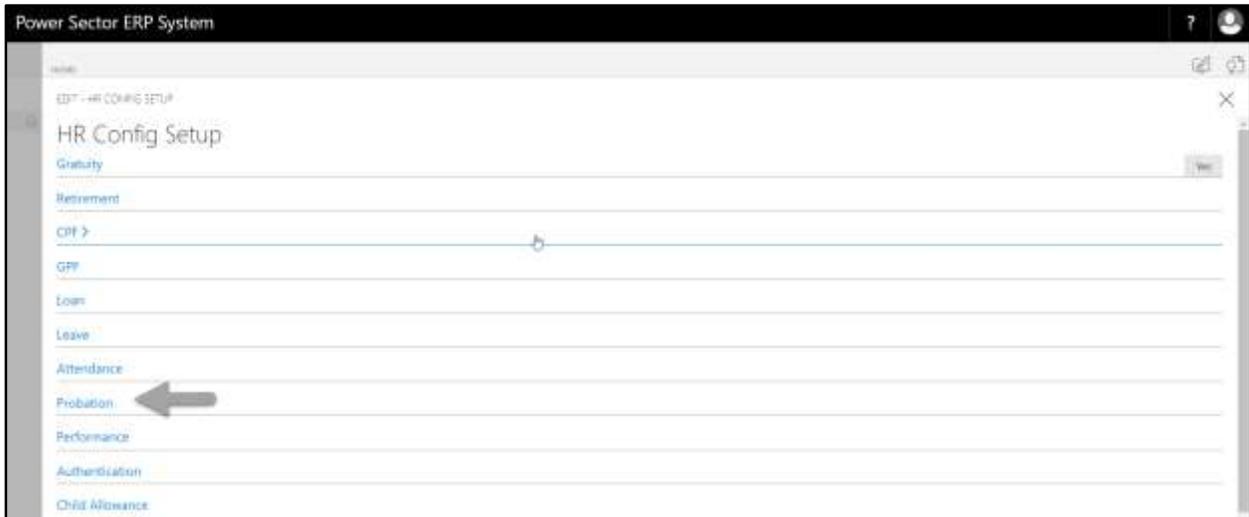
Probation Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



B. Choose the **"Probation"** icon on the HR Config Setup page, as indicated in figure below.



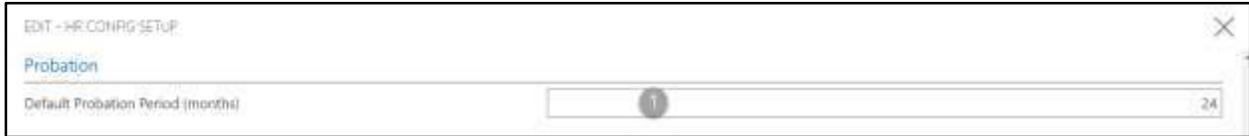
The following Probation portion will be appeared.



C. Provide below **Probation** information to proceed.

1. Provide **Default Probation Period (Months)**.

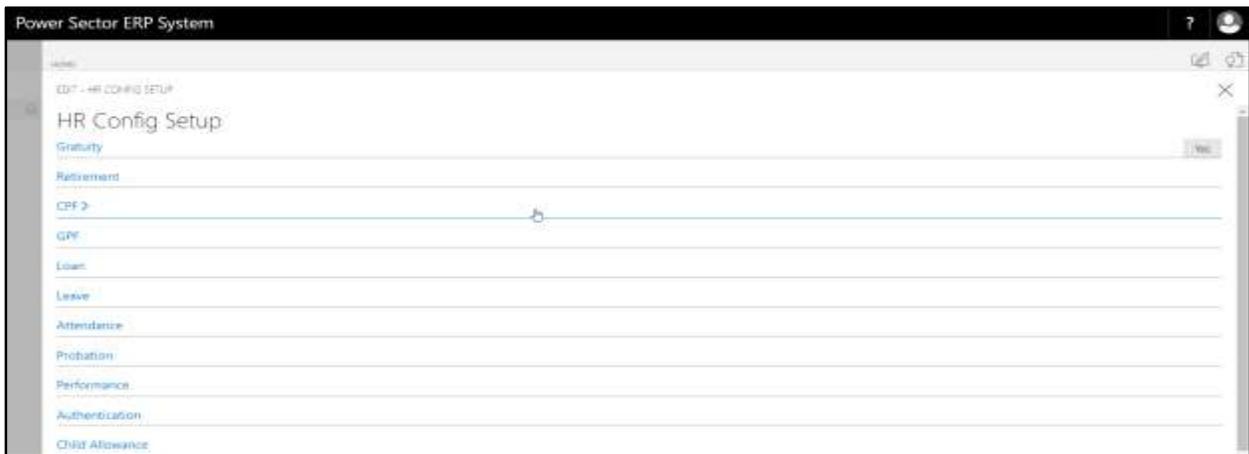
- **Default Probation Period (Months): 24**



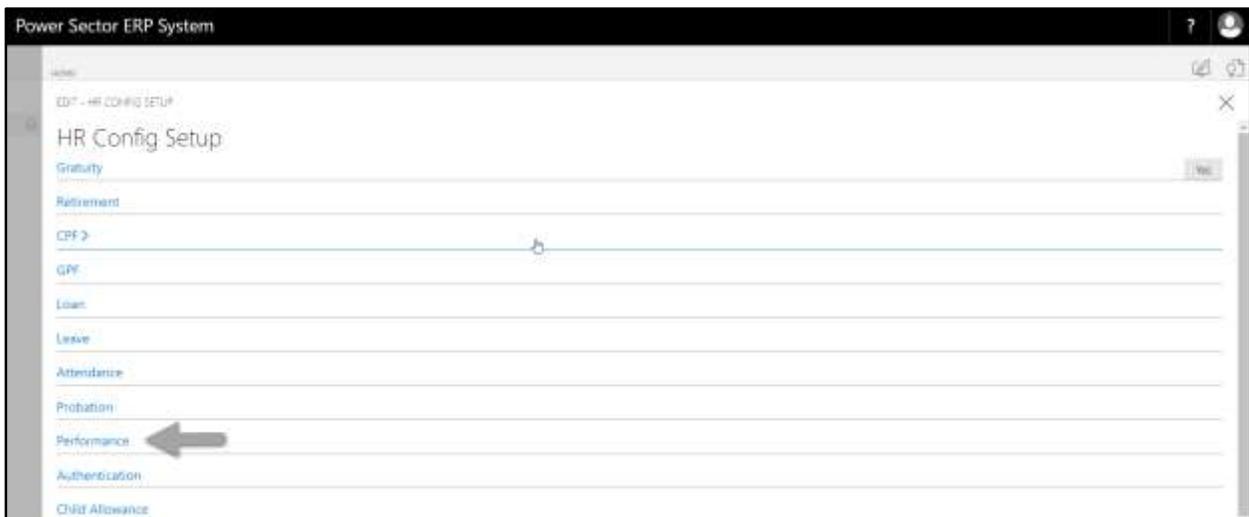
Performance Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



B. Choose the **"Performance"** icon on the HR Config Setup page, as indicated in figure below.



The following Performance portion will be appeared.



C. Provide below **Performance** information to proceed.

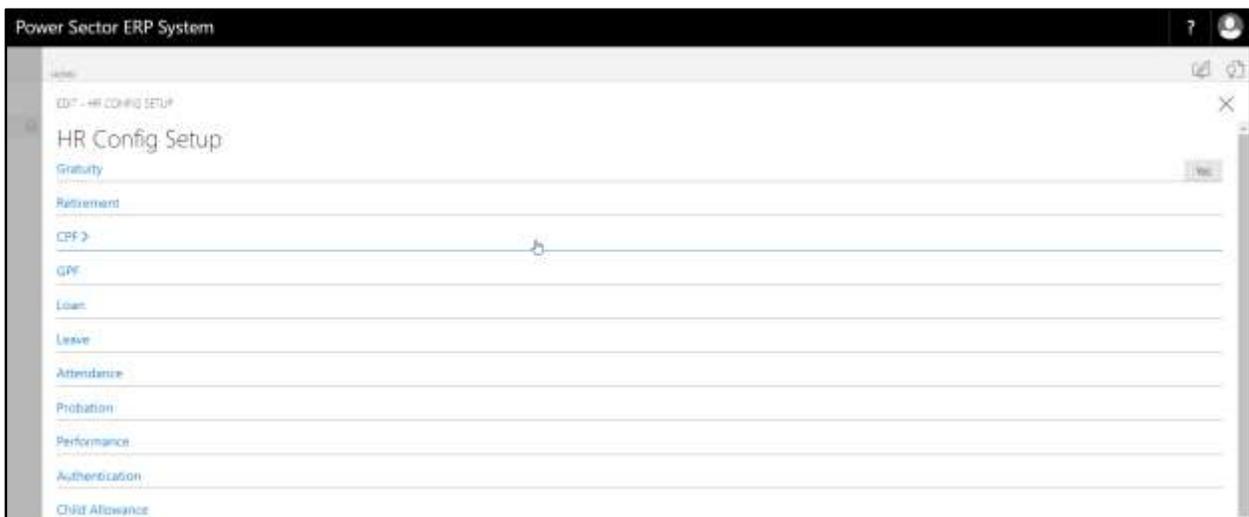
1. Select **Approver Needed** checkbox to applicable Approver for respective organization.
2. Select **Detailed Review Entries Needed** checkbox to applicable Detailed review for respective organization



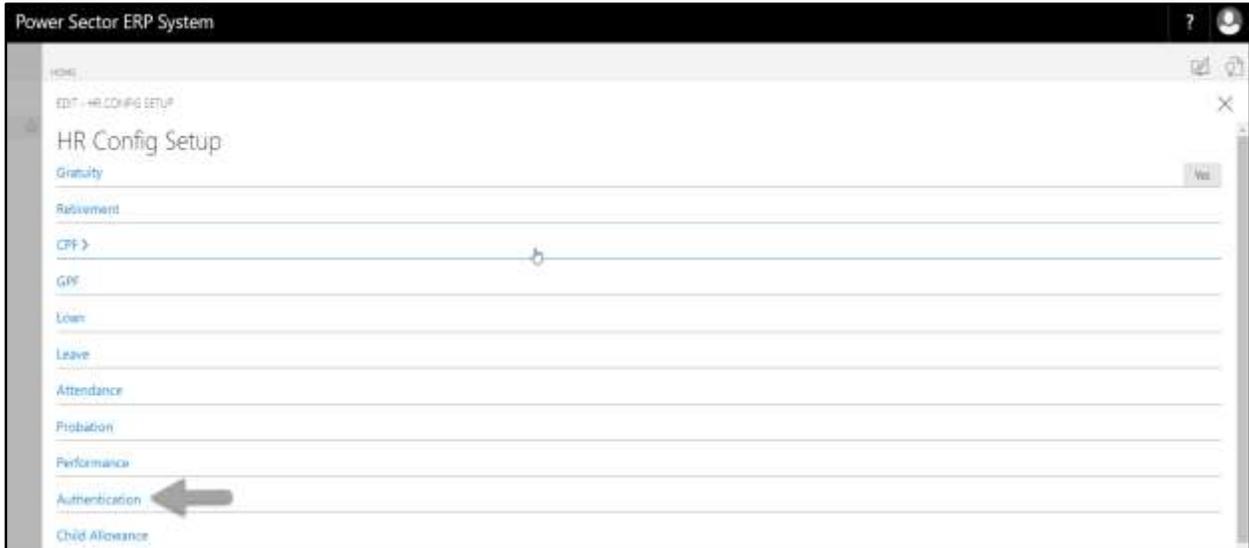
Authentication Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



B. Choose the **“Authentication”** icon on the HR Config Setup page, as indicated in figure below.



The following Authentication portion will be appeared.



C. Provide below Authentication information to proceed.

1. Select **OTP Authentication** checkbox to applicable OTP for respective organization.



Child Allowance Setup

To Initiate, follow the steps below.

- A. Access HR Config Setup by Human Resource Admin.



- B. Choose the **"Child Allowance"** icon on the HR Config Setup page, as indicated in figure below.



The following Child Allowance portion will be appeared.

C. Provide below Child Allowance information to proceed.

1. Select **Auto Child Allow. Applicable** checkbox to applicable Auto Child Allowance for respective organization.
2. Provide **Age Limit for Child Allowance**
 - **Age Limit for Child Allowance: 23**
3. Provide **Maximum Number of Child for Child Allowance**
 - **Maximum Number of Child for Child Allowance: 2**
4. Provide **Child Allowance for 1**
 - **Child Allowance for 1: 1000**
5. Provide **Child Allowance for 1**
 - **Child Allowance for 1: 1500**

Shift Duty Allowance Setup

To Initiate, follow the steps below.

- A. Access HR Config Setup by Human Resource Admin.



- B. Choose the **“Shift Duty Allowance”** icon on the HR Config Setup page, as indicated in figure below.



The following Shift Duty Allowance portion will be appeared.



C. Provide below Shift Duty Allowance information to proceed.

1. Choose the **Allowance type** from the dropdown by clicking on  button.

- **Allowance type: ALLOWANCE015**

Allowance Name will be populated by the system.



Shift Duty Allowance

Allowance Type	ALLOWANCE015	?
Allowance Name	Shift Duty Allowance	

Arrear Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.

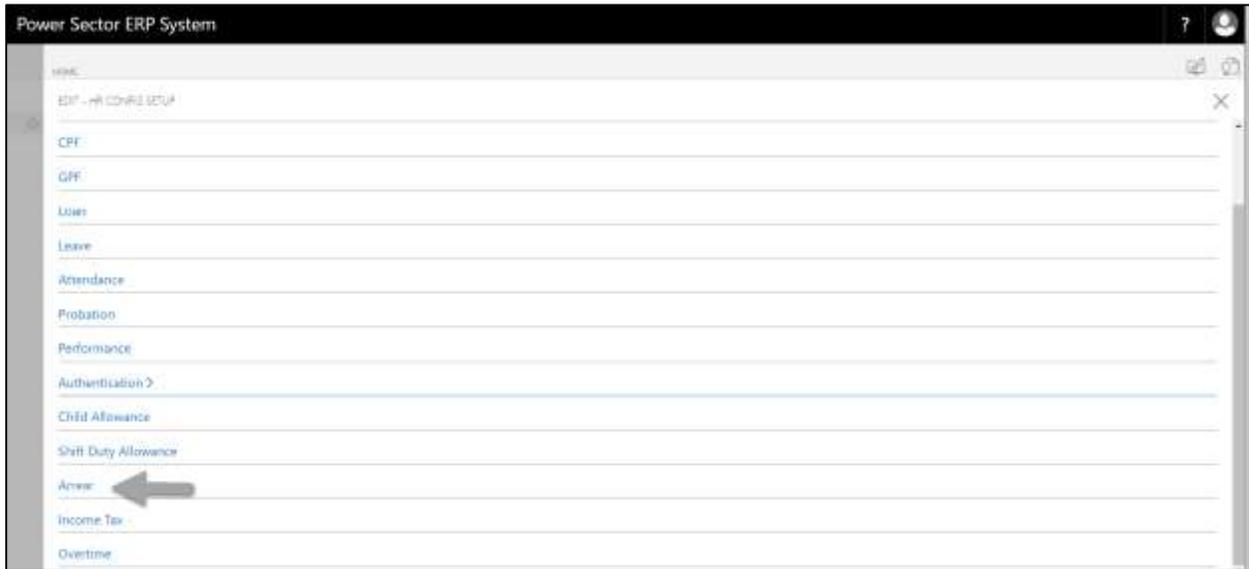


Power Sector ERP System

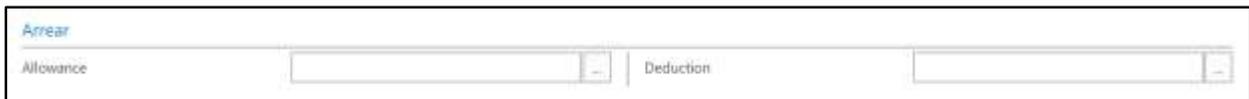
HR CONFIG SETUP

- CPF
- GPF
- Loan
- Leave
- Attendance
- Probation
- Performance
- Authentication >
- Child Allowance
- Shift Duty Allowance
- Arrear
- Income Tax
- Overtime

B. Choose the "Arrear" icon on the HR Config Setup page, as indicated in figure below.

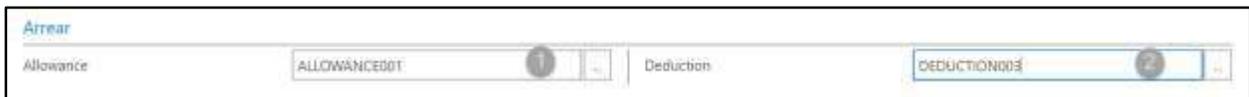


The following Arrear portion will be appeared.



C. Provide below Arrear information to proceed.

1. Choose the **Allowance** from the dropdown by clicking on button.
 - **Allowance type: ALLOWANCE001**
2. Choose the **Deduction** from the dropdown by clicking on button.
 - **Allowance type: DEDUCTION003**



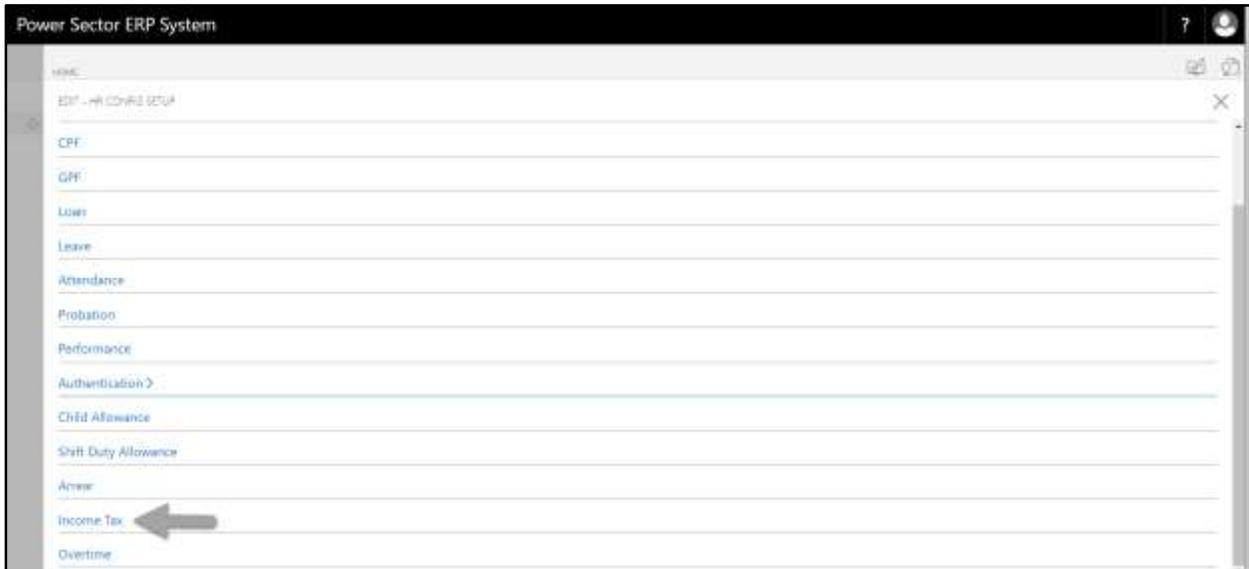
Income Tax Setup

To Initiate, follow the steps below.

- A. Access HR Config Setup by Human Resource Admin.



- B. Choose the "Income Tax" icon on the HR Config Setup page, as indicated in figure below.



The following Income Tax portion will be appeared.

Income Tax	
Tax Investment Percentage	<input type="text" value="0.00"/>
TDS Deduction	<input type="text" value=""/>

C. Provide below Income Tax information to proceed.

1. Provide **Tax Investment Percentage**

- **Tax Investment Percentage: 25**

2. Choose the **TDS Deduction** from the dropdown by clicking on button.

- **TDS Deduction: TDS001**

The screenshot shows a form titled "Income Tax" with two input fields. The first field, "Tax Investment Percentage", contains the value "25.00" and has a callout "1" pointing to it. The second field, "TDS Deduction", is a dropdown menu with "TDS001" selected and has a callout "2" pointing to it.

Overtime Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.

The screenshot shows the "Power Sector ERP System" interface. A window titled "HR CONFIG SETUP" is open, displaying a list of menu items: CPF, GPF, Loan, Leave, Attendance, Probation, Performance, Authentication, Child Allowance, Shift Duty Allowance, Arrear, Income Tax, and Overtime. The "Overtime" item is highlighted at the bottom of the list.

B. Choose the "Overtime" icon on the HR Config Setup page, as indicated in figure below.



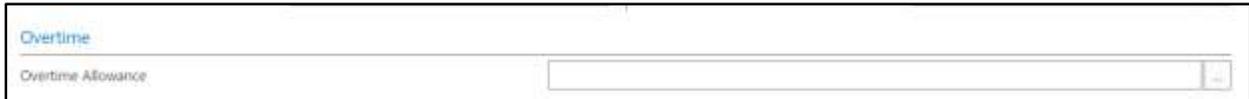
The following Overtime portion will be appeared.



C. Provide below Overtime information to proceed.

1. Choose the **Overtime Allowance** from the dropdown by clicking on button.

- **Overtime Allowance: ALLOWANCE014**



HR-102 How to: Setup Salary

Introduction

This process demonstrates how to setup Salary of an organization. This setup is all about Salary master setup for an organization.

The Salary setup process of an organization is divided into 11 major activities-

HR-102.1	Master setup
HR-102.2	Income Tax setup
HR-102.3	Pay Grade Mapping setup
HR-102.4	Office Wise Salary setup
HR-102.5	Employee TDS Calculation
HR-102.6	Employee Salary Setup
HR-102.7	Emp. Increment setup
HR-102.8	Emp. Increment history
HR-102.9	Salary Journal setup
HR-102.10	Arrear
HR-102.11	Arrear history

Roles

- Module Admin

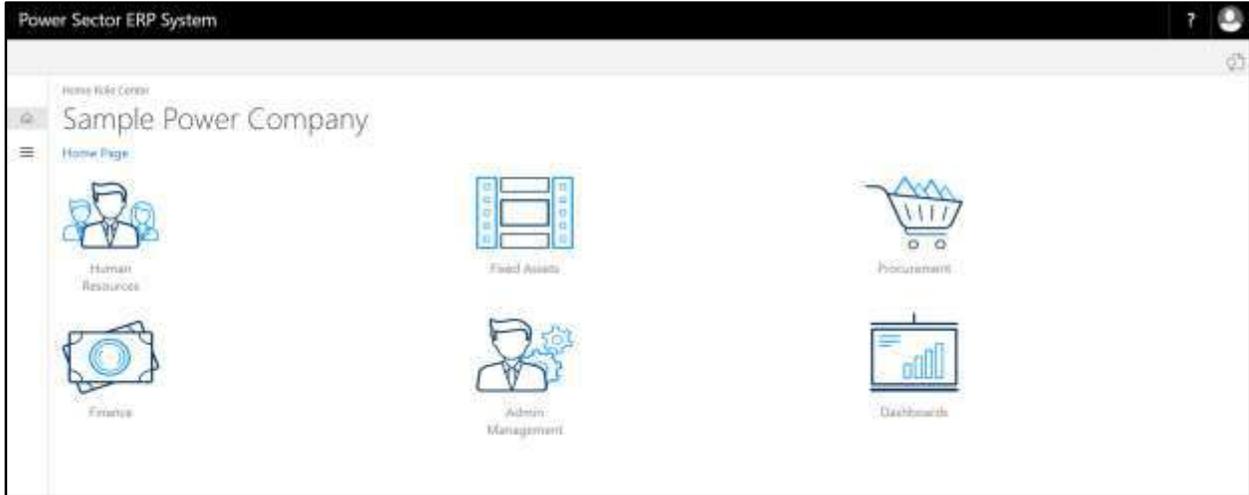
Prerequisites

- HR No. Series Setup

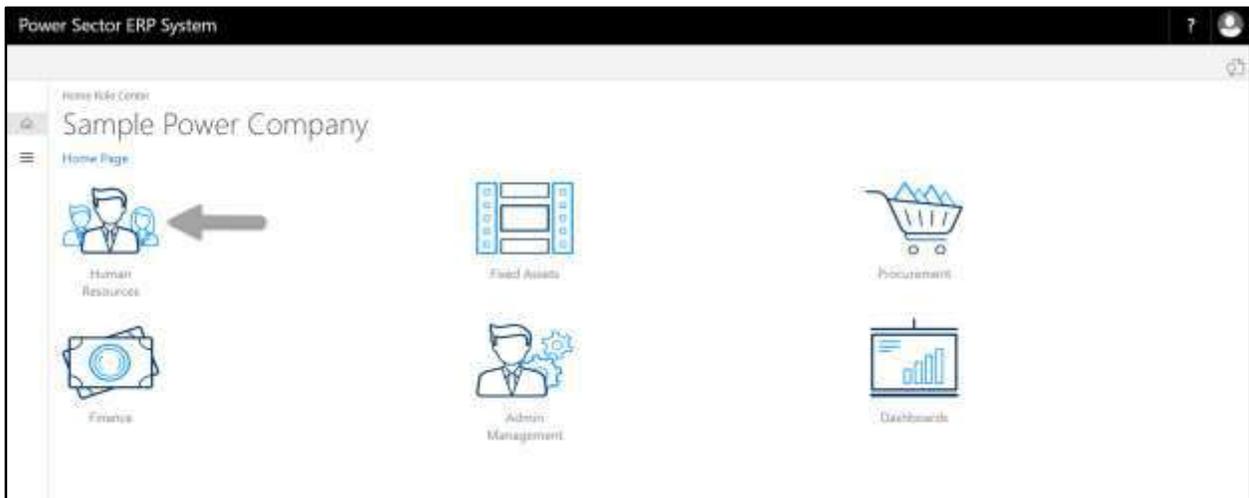
Access Salary Setup

To Initiate, follow the steps below.

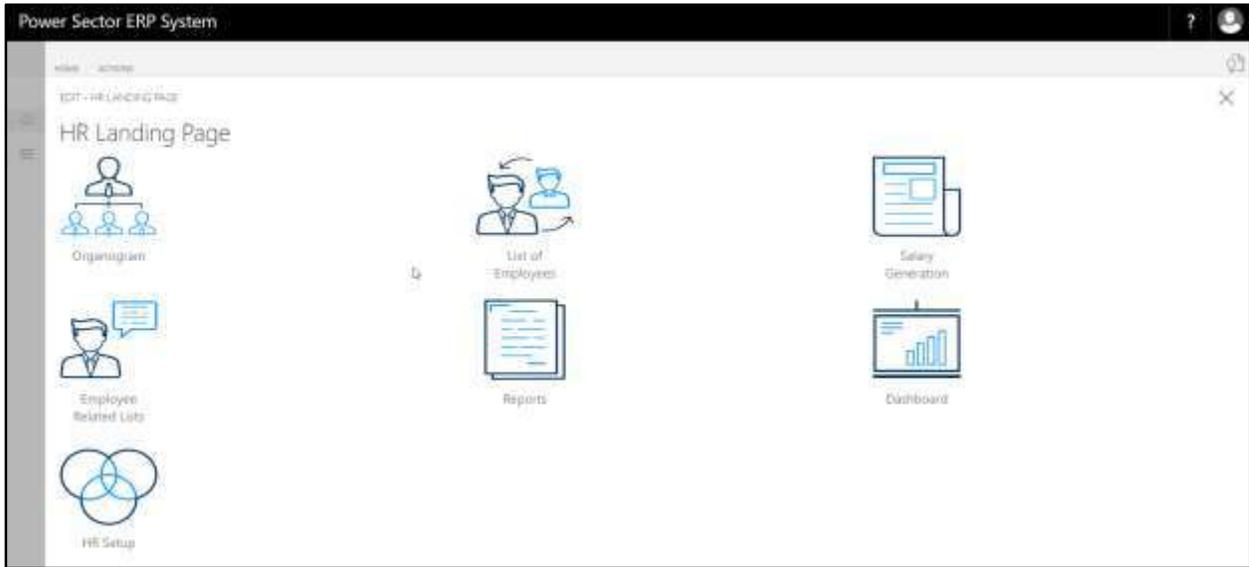
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



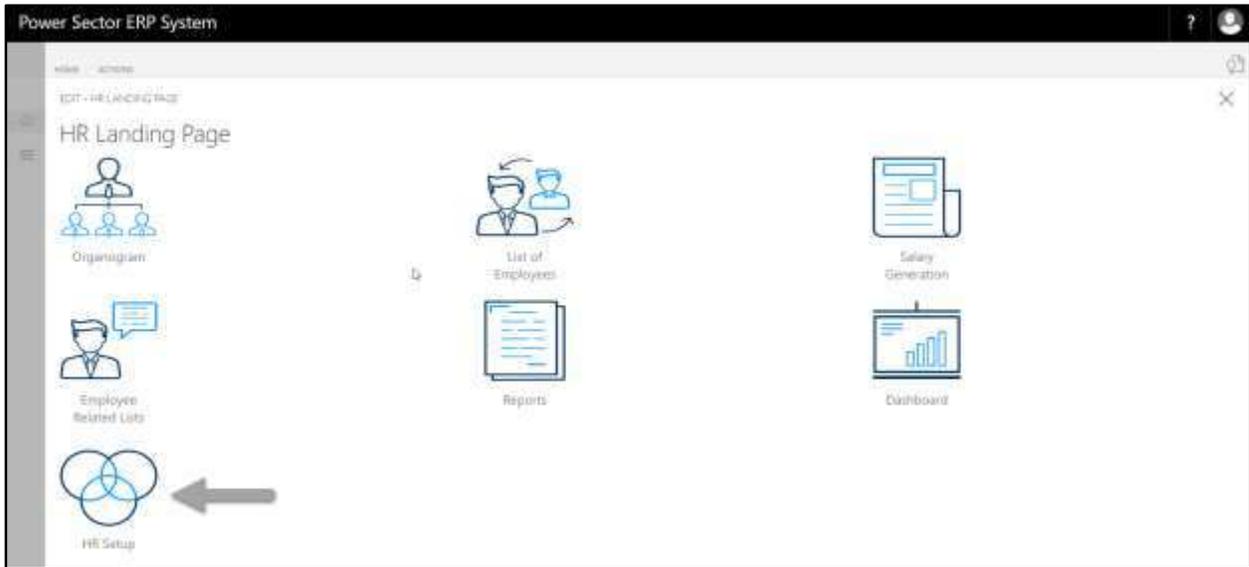
- B. Choose the **“Human Resources”** icon.



HR Landing Page will be appeared as below



C. Choose the "HR Setup" in HR Landing Page.



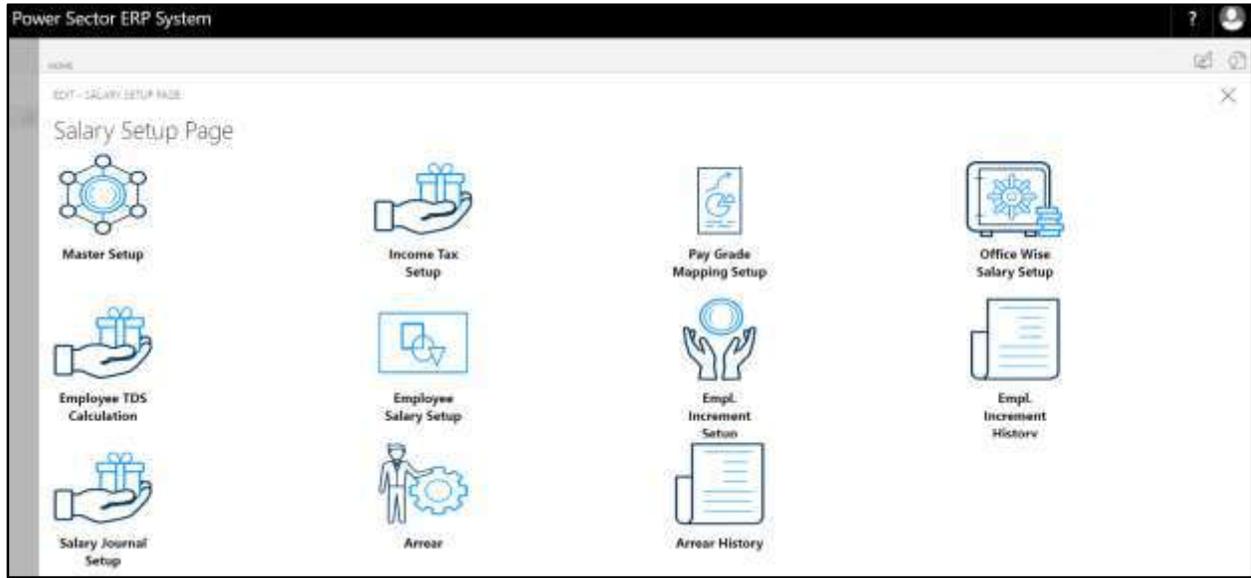
HR Setup landing page will be appeared as below



D. Choose the “Salary Setup” in HR Setup Landing Page.



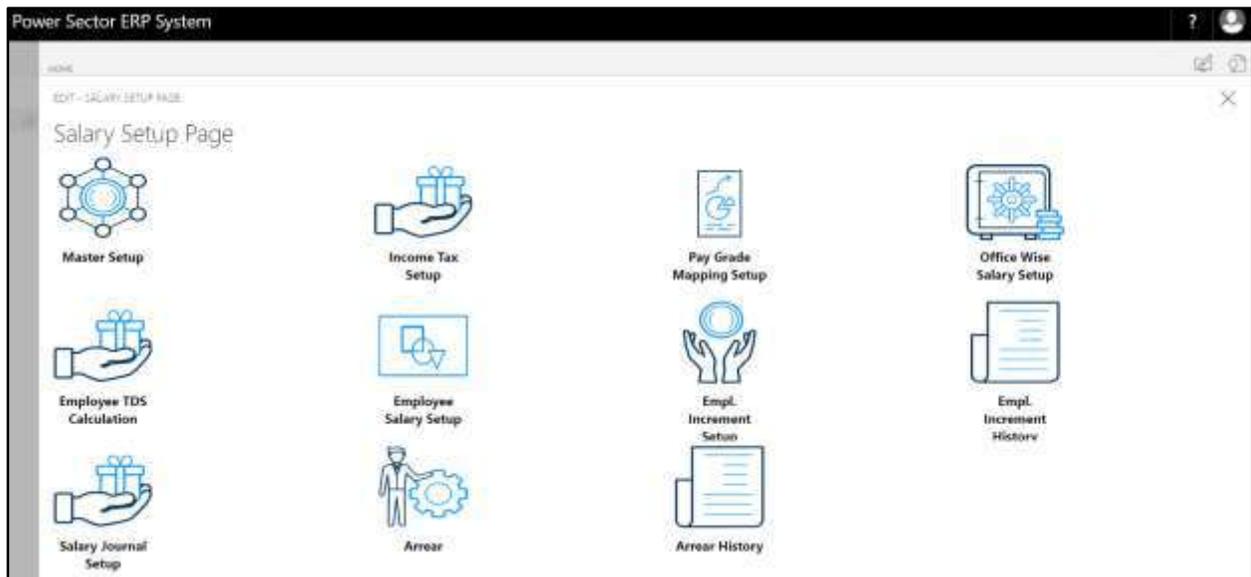
The following **Salary Setup page** will be appeared.



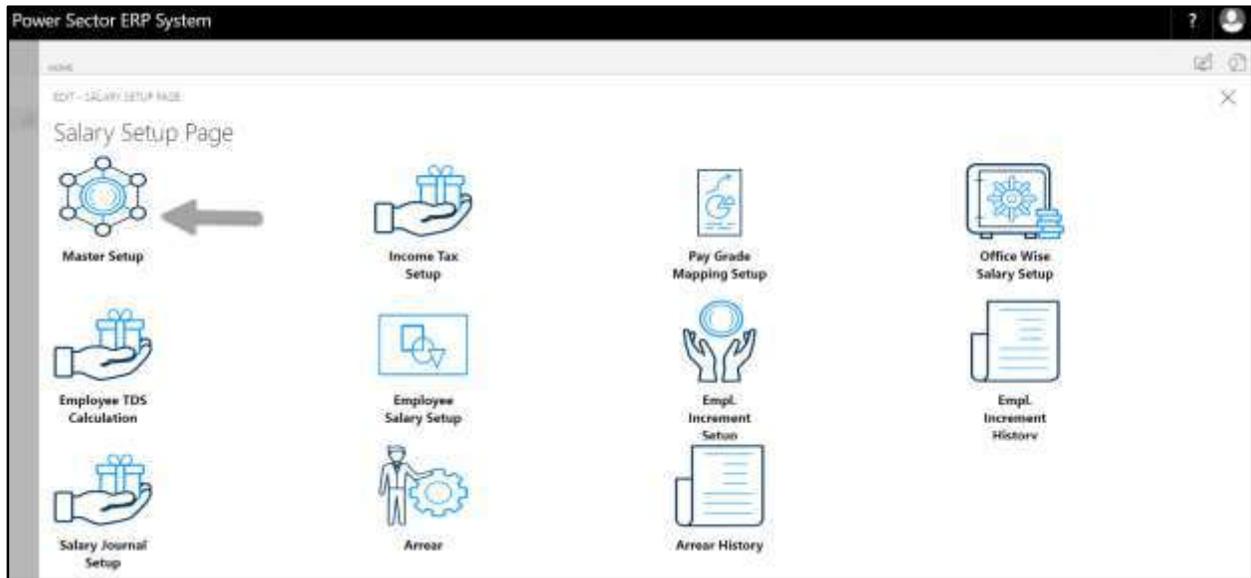
HR 102.1 Master Setup

To Initiate, follow the steps below.

- A. Access Salary Setup by Human Resource Admin.



B. Choose the “**Master Setup**” icon on the Salary Setup page, as indicated in figure below.



The following **Master Setup** page will be appeared.



C. There are 7 types of Setup in Master Setup Page-

- HR-102.1.1 Pay Grade Setup
- HR-102.1.2 Step Setup
- HR-102.1.3 Pay Grade Step Setup
- HR-102.1.4 Allowance Setup
- HR-102.1.5 Bonus Setup

HR-102.1.6 Deductions Setup

HR-102.1.7 TDS Setup

HR-102.1.1 Pay Grade Setup

To Initiate, follow the steps below.

A. Choose the **"Pay Grade Setup"** icon on the Master Setup page, as indicated in figure below.



The following **Pay Grade Master** page will be appeared.

Pay Grade Code	Pay Grade Name	Basic Amount	Min Basic Amount	Max Basic Amount	Order No.
GR001	Grade 1	17500	17500	0	0
GR002	Grade 2	14900	14900	0	0
GR003	Grade 3	12300	12300	0	0
GR004	Grade 4	10000	10000	0	0
GR005	Grade 5	9100	9100	0	0
GR006	Grade 6	7000	7000	0	0
GR007	Grade 7	6300	6300	0	0
GR008	Grade 8	5200	5200	0	0
GR009	Grade 9	4400	4400	0	0
GR010	Grade 10	4000	4000	0	0
GR011	Grade 11	3800	3800	0	0
GR012	Grade 12	2900	2900	0	0
GR013	Grade 13	2000	2000	0	0
GR014	Grade 14	2000	2000	0	0

Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose "New" icon on the Pay Grade Master page, as indicated in figure below.

Pay Grade Code	Pay Grade Name	Basic Amount	Min Basic Amount	Max Basic Amount	Order No.
GR001	Grade 1	175000	175000	0	0
GR002	Grade 2	149000	149000	0	0
GR003	Grade 3	123000	123000	0	0
GR004	Grade 4	105000	105000	0	0
GR005	Grade 5	91000	91000	0	0
GR006	Grade 6	79000	79000	0	0
GR007	Grade 7	63000	63000	0	0
GR008	Grade 8	52000	52000	0	0
GR009	Grade 9	44000	44000	0	0
GR010	Grade 10	40000	40000	0	0
GR011	Grade 11	39000	39000	0	0
GR012	Grade 12	29000	29000	0	0
GR013	Grade 13	26000	26000	0	0
GR014	Grade 14	23000	23000	0	0

The **New Row** will be appeared for Pay Grade entry as below.

Pay Grade Code	Pay Grade Name	Basic Amount	Min Basic Amount	Max Basic Amount	Order No.
		0	0	0	0
GR001	Grade 1	175000	175000	0	0
GR002	Grade 2	149000	149000	0	0
GR003	Grade 3	123000	123000	0	0
GR004	Grade 4	105000	105000	0	0
GR005	Grade 5	91000	91000	0	0
GR006	Grade 6	79000	79000	0	0
GR007	Grade 7	63000	63000	0	0
GR008	Grade 8	52000	52000	0	0
GR009	Grade 9	44000	44000	0	0
GR010	Grade 10	40000	40000	0	0
GR011	Grade 11	39000	39000	0	0
GR012	Grade 12	29000	29000	0	0
GR013	Grade 13	26000	26000	0	0
GR014	Grade 14	23000	23000	0	0
GR015	Grade 15	20000	20000	0	0

C. Provide below information to proceed.

1. Provide **Pay Grade Code**
 - **Pay Grade Code: GR016**
2. Provide **Pay Grade Name**
 - **Pay Grade Name: Grade 16**
3. Provide **Basic Amount**
 - **Basic Amount: 18000**

4. Provide **Min Basic Amount**
 - **Min Basic Amount: 18000**
5. Provide **Max Basic Amount**
 - **Max Basic Amount: 0**
6. Provide **Order No**
 - **Order No:0**

Pay Grade Code	Pay Grade Name	Basic Amount	Min Basic Amount	Max Basic Amount	Order No
PA11	Grade 16	18000	18000	0	0
GR001	Grade 1	17500	17500	0	0
GR002	Grade 2	14000	14000	0	0
GR003	Grade 3	12200	12200	0	0
GR004	Grade 4	10500	10500	0	0
GR005	Grade 5	9500	9100	0	0
GR006	Grade 6	7000	7000	0	0
GR007	Grade 7	6300	6300	0	0
GR008	Grade 8	5200	5200	0	0
GR009	Grade 9	4400	4400	0	0
GR010	Grade 10	4000	4000	0	0
GR011	Grade 11	3900	3900	0	0
GR012	Grade 12	3900	3900	0	0
GR013	Grade 13	3600	3600	0	0
GR014	Grade 14	3300	3300	0	0
GR015	Grade 15	3000	3000	0	0

Tips
To assign multiple Pay Grade, use next line and follow steps 1 and 6.

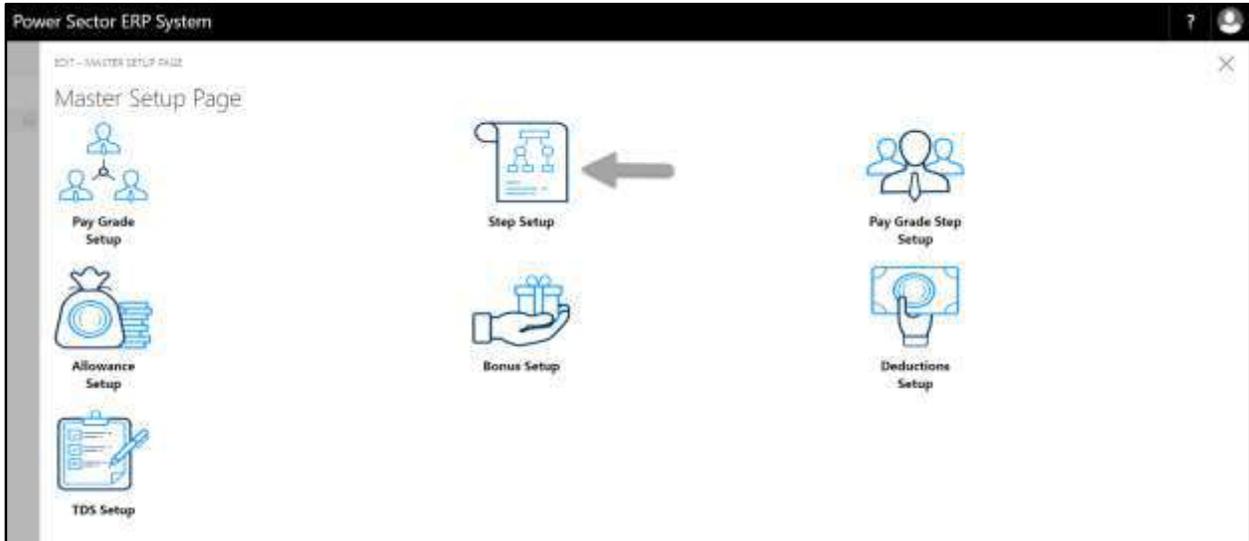
D. Click the “” button to save and close.

Pay Grade Code	Pay Grade Name	Basic Amount	Min Basic Amount	Max Basic Amount	Order No
PA11	Grade 16	18000	18000	0	0
GR001	Grade 1	17500	17500	0	0
GR002	Grade 2	14000	14000	0	0
GR003	Grade 3	12200	12200	0	0
GR004	Grade 4	10500	10500	0	0
GR005	Grade 5	9500	9100	0	0
GR006	Grade 6	7000	7000	0	0
GR007	Grade 7	6300	6300	0	0
GR008	Grade 8	5200	5200	0	0
GR009	Grade 9	4400	4400	0	0
GR010	Grade 10	4000	4000	0	0
GR011	Grade 11	3900	3900	0	0
GR012	Grade 12	3900	3900	0	0
GR013	Grade 13	3600	3600	0	0
GR014	Grade 14	3300	3300	0	0
GR015	Grade 15	3000	3000	0	0

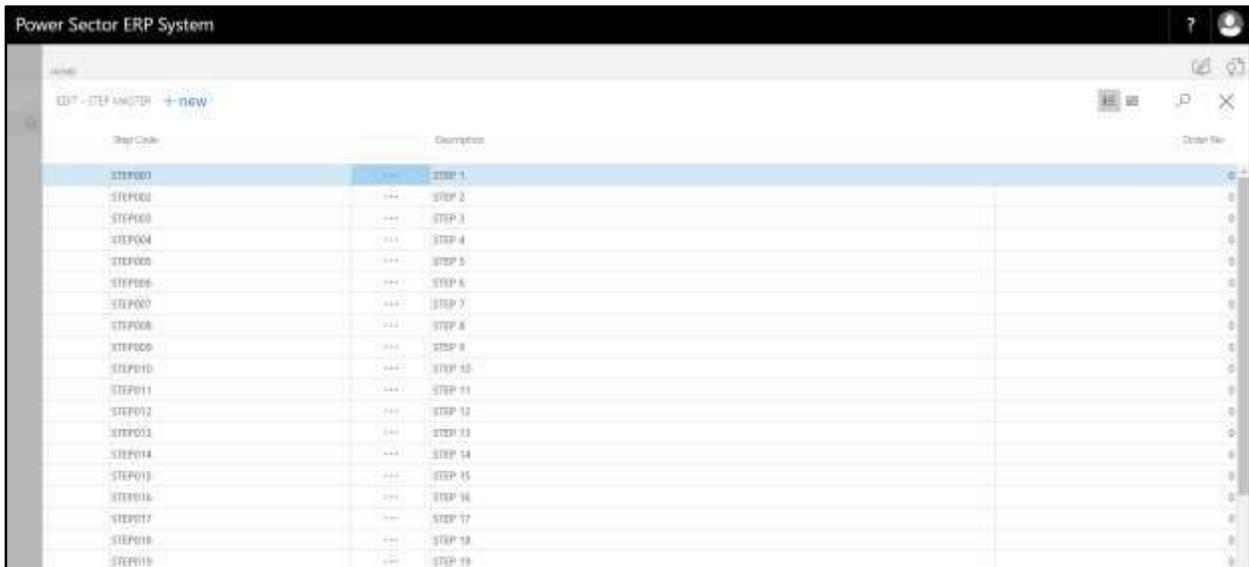
HR-102.1.2 Step Setup

To Initiate, follow the steps below.

A. Choose the “**Step Setup**” icon on the Master Setup page, as indicated in figure below.



The following **Step Master** page will be appeared.

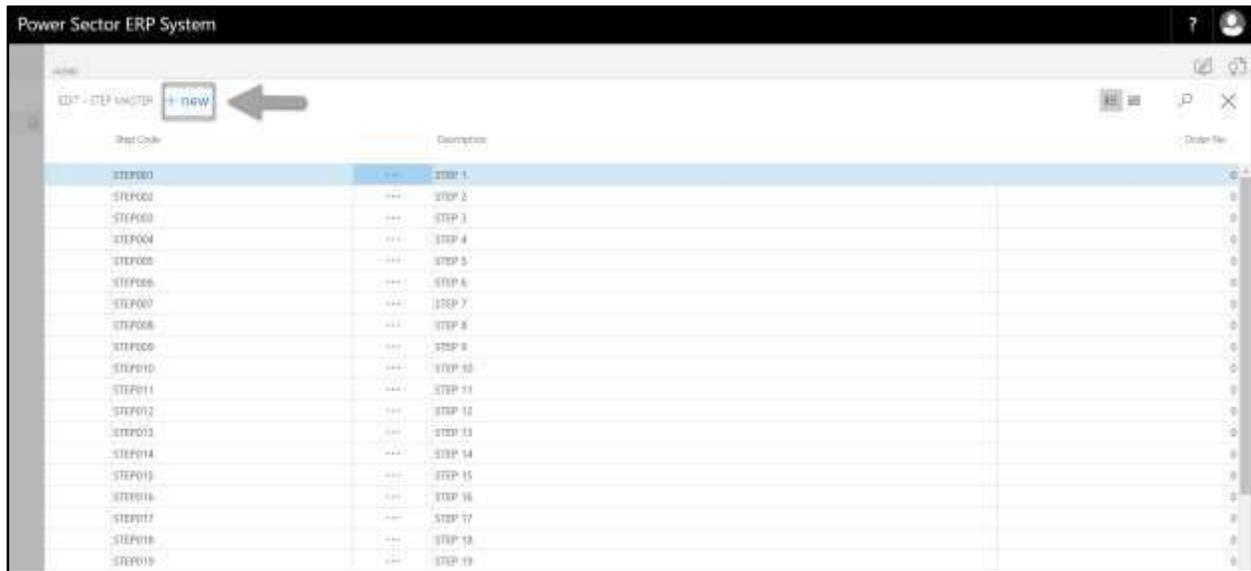


Step Code	Description
STEP000	STEP 1
STEP001	STEP 2
STEP002	STEP 3
STEP003	STEP 4
STEP004	STEP 5
STEP005	STEP 6
STEP006	STEP 7
STEP007	STEP 8
STEP008	STEP 9
STEP009	STEP 10
STEP010	STEP 11
STEP011	STEP 12
STEP012	STEP 13
STEP013	STEP 14
STEP014	STEP 15
STEP015	STEP 16
STEP016	STEP 17
STEP017	STEP 18
STEP018	STEP 19

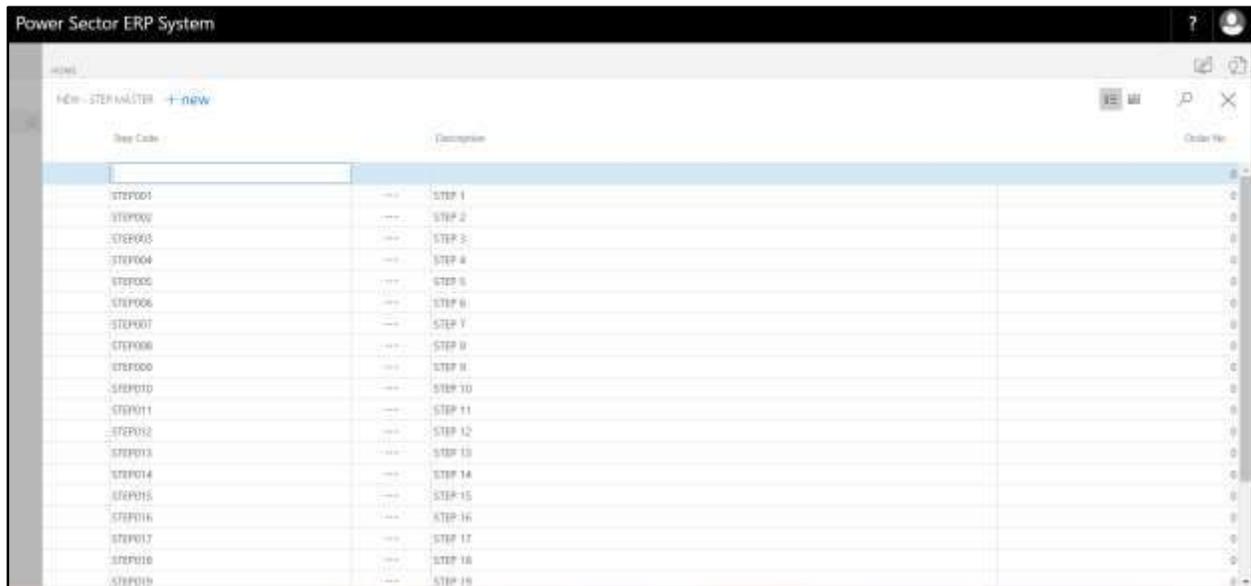
Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose "New" icon on the Step Master page, as indicated in figure below.



New Row will be appeared for Step entry as below.

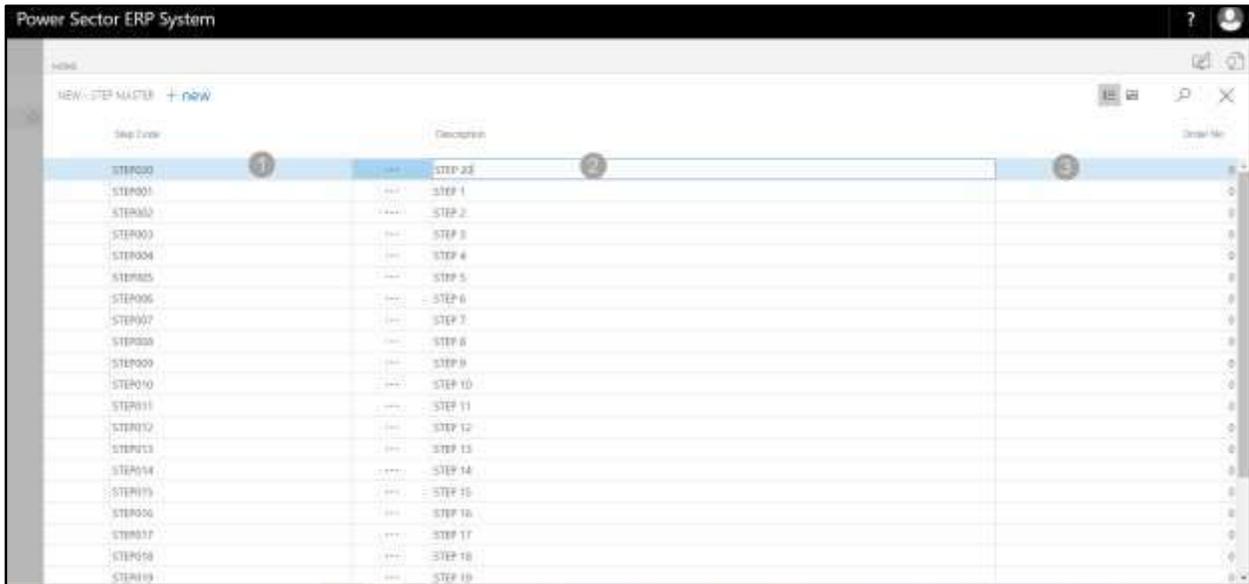


C. Provide below information to proceed.

1. Provide **Step Code**
 - Step Code: **STEP020**
2. Provide **Description**
 - Description: **STEP 20**

3. Provide **Order No**

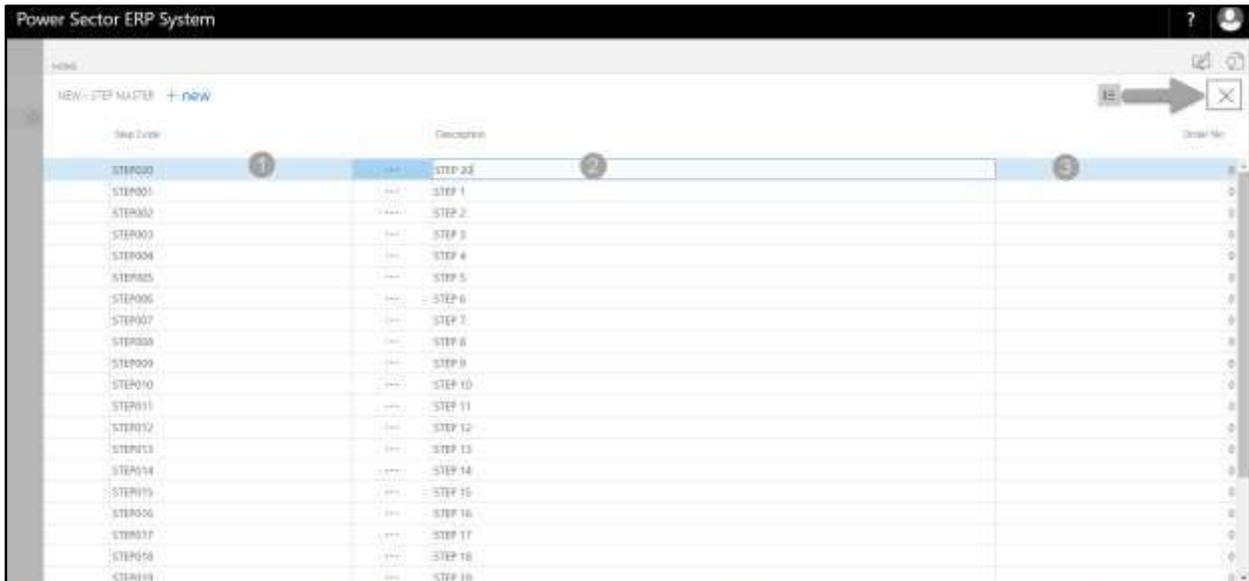
- **Order No:0**



Tips

To assign Multiple Step, use next line and follow steps 1 and 3.

E. Click the “” button to save and close.



HR-102.1.3 Pay Grade Step Setup

To Initiate, follow the steps below.

- A. Choose the **“Pay Grade Step Setup”** icon on the Master Setup page, as indicated in figure below.



The following **Pay Grade Step Master** page will be appeared.

The screenshot shows the 'Pay Grade Step Master' page in the Power Sector ERP System. It displays a table with the following data:

Pay Grade Code	Step Name	Basic Amount
GR001	STEP001	175000
GR001	STEP002	182000
GR001	STEP003	188000
GR001	STEP004	196000
GR001	STEP005	204700
GR001	STEP006	212900
GR001	STEP007	221400
GR001	STEP008	230200
GR001	STEP009	239500
GR001	STEP010	249000
GR001	STEP011	259000
GR001	STEP012	269400
GR001	STEP013	280000
GR001	STEP014	291000
GR001	STEP015	302000
GR001	STEP016	313000
GR001	STEP017	327000
GR001	STEP018	340000
GR001	STEP019	354000

Note
On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose "New" icon on the Pay Grade Step Master page, as indicated in figure below.

Pay Grade Code	Step Num	Base Amount
GR001	STEP001	175000
GR001	STEP002	182000
GR001	STEP003	188280
GR001	STEP004	196800
GR001	STEP005	204720
GR001	STEP006	212910
GR001	STEP007	221430
GR001	STEP008	230280
GR001	STEP009	239500
GR001	STEP010	249080
GR001	STEP011	259040
GR001	STEP012	269400
GR001	STEP013	280190
GR001	STEP014	291380
GR001	STEP015	303000
GR001	STEP016	315170
GR001	STEP017	327780
GR001	STEP018	340880
GR001	STEP019	354520

New Row will be appeared for Pay Grade Step entry as below.

Pay Grade Code	Step Num	Base Amount
GR001	STEP001	175000
GR001	STEP002	182000
GR001	STEP003	188280
GR001	STEP004	196800
GR001	STEP005	204720
GR001	STEP006	212910
GR001	STEP007	221430
GR001	STEP008	230280
GR001	STEP009	239500
GR001	STEP010	249080
GR001	STEP011	259040
GR001	STEP012	269400
GR001	STEP013	280190
GR001	STEP014	291380
GR001	STEP015	303000
GR001	STEP016	315170
GR001	STEP017	327780
GR001	STEP018	340880
GR001	STEP019	354520

C. Provide below information to proceed.

1. Provide **Pay Grade Code**
 - Pay Grade Code: GR001
2. Provide **Step Num**
 - Step Num: STEP 20

3. Provide **Basic Amount**

- **Basic Amount:0**

The screenshot shows the 'NEW - PAY GRADE STEP MASTER' window in the Power Sector ERP System. The table lists 16 rows of data with columns for Pay Grade Code, Step Amount, and Basic Amount. The first row is highlighted in blue.

Pay Grade Code	Step Amount	Basic Amount
G0001	STEP01	168700
G0001	STEP02	171000
G0001	STEP03	182000
G0001	STEP04	188280
G0001	STEP05	198100
G0001	STEP06	204720
G0001	STEP07	212910
G0001	STEP08	221430
G0001	STEP09	230280
G0001	STEP10	239520
G0001	STEP11	249080
G0001	STEP12	259040
G0001	STEP13	269420
G0001	STEP14	280180
G0001	STEP15	291390
G0001	STEP16	303050
G0001	STEP17	315170
G0001	STEP18	327750
G0001	STEP19	340890
G0001	STEP20	354520

Tips

To assign Multiple Pay Grade Step, use next line and follow steps 1 and 3.

D. Click the "X" button to save and close.

This screenshot is identical to the one above, but a red arrow points to the 'X' button in the top right corner of the window, indicating the action to save and close.

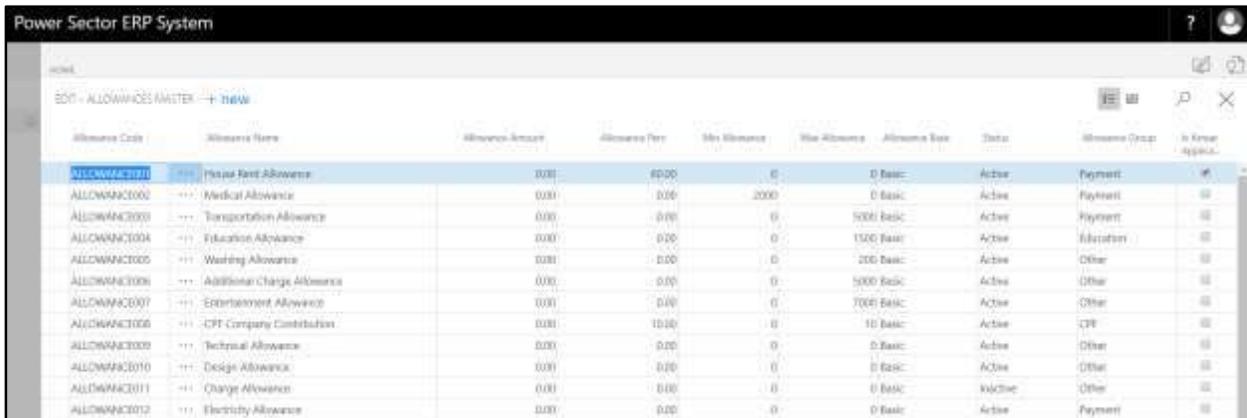
HR-102.1.4 Allowance Setup

To Initiate, follow the steps below.

A. Choose the “**Allowance Setup**” icon on the Master Setup page, as indicated in figure below.



The following **Allowance Master page** will be appeared.

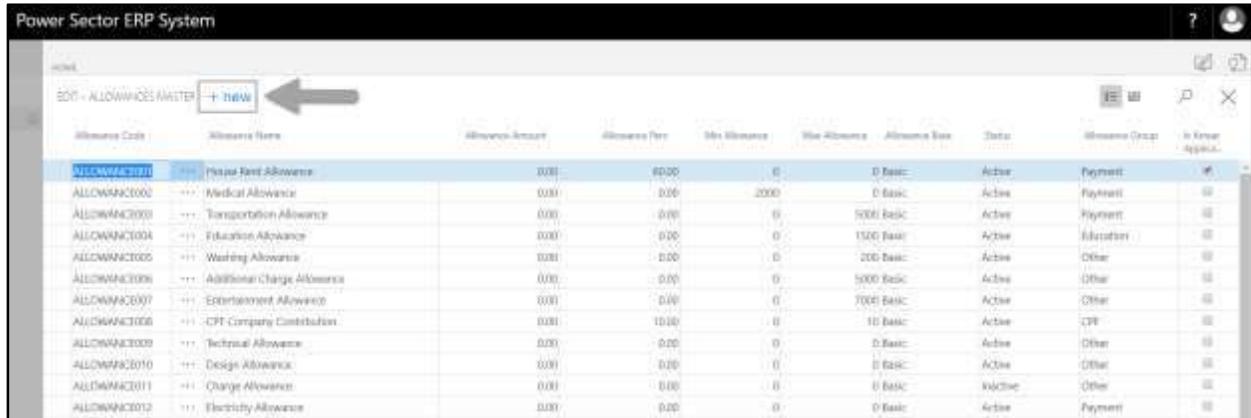


Allowance Code	Allowance Name	Allowance Amount	Allowance Per	Min Allowance	Max Allowance	Allowance Base	Status	Allowance Group	Is Known Applied
ALLOWANC001	House Rent Allowance	0.00	80.00	0	0	0 Basic	Active	Payment	10
ALLOWANC002	Medical Allowance	0.00	0.00	2000	0	0 Basic	Active	Payment	10
ALLOWANC003	Transportation Allowance	0.00	0.00	0	5000	0 Basic	Active	Payment	10
ALLOWANC004	Education Allowance	0.00	0.00	0	1500	0 Basic	Active	Education	10
ALLOWANC005	Washing Allowance	0.00	0.00	0	200	0 Basic	Active	Other	10
ALLOWANC006	Additional Charge Allowance	0.00	0.00	0	5000	0 Basic	Active	Other	10
ALLOWANC007	Entertainment Allowance	0.00	0.00	0	7000	0 Basic	Active	Other	10
ALLOWANC008	CPT Company Contribution	0.00	10.00	0	10	0 Basic	Active	CPT	10
ALLOWANC009	Technical Allowance	0.00	0.00	0	0	0 Basic	Active	Other	10
ALLOWANC010	Design Allowance	0.00	0.00	0	0	0 Basic	Active	Other	10
ALLOWANC011	Change Allowance	0.00	0.00	0	0	0 Basic	InActive	Other	10
ALLOWANC012	Electricity Allowance	0.00	0.00	0	0	0 Basic	Active	Payment	10

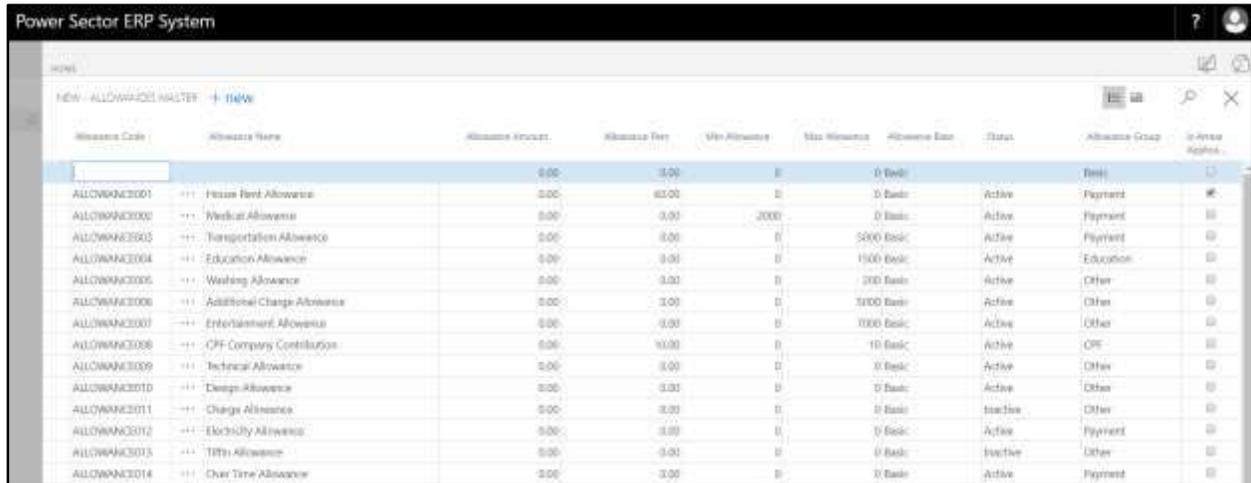
Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose "New" icon on the Allowance Master page, as indicated in figure below.



New Row will be appeared for Allowance Master entry as below.



C. Provide below information to proceed.

1. Provide **Allowance Code**
 - **Allowance Code: ALLOWANCE024**
2. Provide **Allowance Name**
 - **Allowance Name: Shift Duty**
3. Provide **Allowance Amount**
 - **Allowance Amount: 0**
4. Provide **Allowance Perc**
 - **Allowance Perc: 15**

5. Provide **Min Allowance**
 - **Min Allowance: 0**
6. Provide **Max Allowance**
 - **Max Allowance: 0**
7. Choose **Allowance Base** from the dropdown
 - **Allowance Base: Basic**
8. Choose **Status** from the dropdown
 - **Status: Active**
9. Choose **Allowance Group** from the dropdown
 - **Allowance Group: Payment**
10. Select **Is Arrear Applicable** checkbox to applicable arrear in this allowance for respective organization.

Allowance Code	Allowance Name	Allowance Amount	Allowance Pct	Min Allowance	Max Allowance	Allowance Base	Status	Allowance Group	Is Arrear Applicable
ALLOWANC004	Null Data	0.00	11.00	0	0	0 Basic	Active	Payment	<input type="checkbox"/>
ALLOWANC001	House Rent Allowance	0.00	60.00	0	0	0 Basic	Active	Payment	<input type="checkbox"/>
ALLOWANC002	Medical Allowance	0.00	0.00	2000	0	0 Basic	Active	Payment	<input type="checkbox"/>
ALLOWANC003	Transportation Allowance	0.00	0.00	0	5000	0 Basic	Active	Payment	<input type="checkbox"/>
ALLOWANC004	Education Allowance	0.00	0.00	0	1500	0 Basic	Active	Education	<input type="checkbox"/>
ALLOWANC005	Washing Allowance	0.00	0.00	0	200	0 Basic	Active	Other	<input type="checkbox"/>
ALLOWANC006	Additional Charge Allowance	0.00	0.00	0	5000	0 Basic	Active	Other	<input type="checkbox"/>
ALLOWANC007	Entertainment Allowance	0.00	0.00	0	2000	0 Basic	Active	Other	<input type="checkbox"/>
ALLOWANC008	CPF Company Contribution	0.00	10.00	0	10	10 Basic	Active	CPF	<input type="checkbox"/>
ALLOWANC009	Technical Allowance	0.00	0.00	0	0	0 Basic	Active	Other	<input type="checkbox"/>
ALLOWANC010	Design Allowance	0.00	0.00	0	0	0 Basic	Active	Other	<input type="checkbox"/>
ALLOWANC011	Charge Allowance	0.00	0.00	0	0	0 Basic	Inactive	Other	<input type="checkbox"/>
ALLOWANC012	Electricity Allowance	0.00	0.00	0	0	0 Basic	Active	Payment	<input type="checkbox"/>
ALLOWANC013	TITH Allowance	0.00	0.00	0	0	0 Basic	Inactive	Other	<input type="checkbox"/>
ALLOWANC014	Overtime Allowance	0.00	0.00	0	0	0 Basic	Active	Payment	<input type="checkbox"/>

Tips
To assign multiple Allowances, use next line and follow steps 1 and 10.

IMPORTANT

- "Status" will define that respective allowance will active for that organization or not. [8]
- "Allowance Group" payment means this allowance column is visible in salary statement. [9]
- "Is Arrear Applicable" refers whether arrear calculation is applicable for this allowance while generating salary. [10]

D. Click the “” button to save and close.

Power Sector ERP System

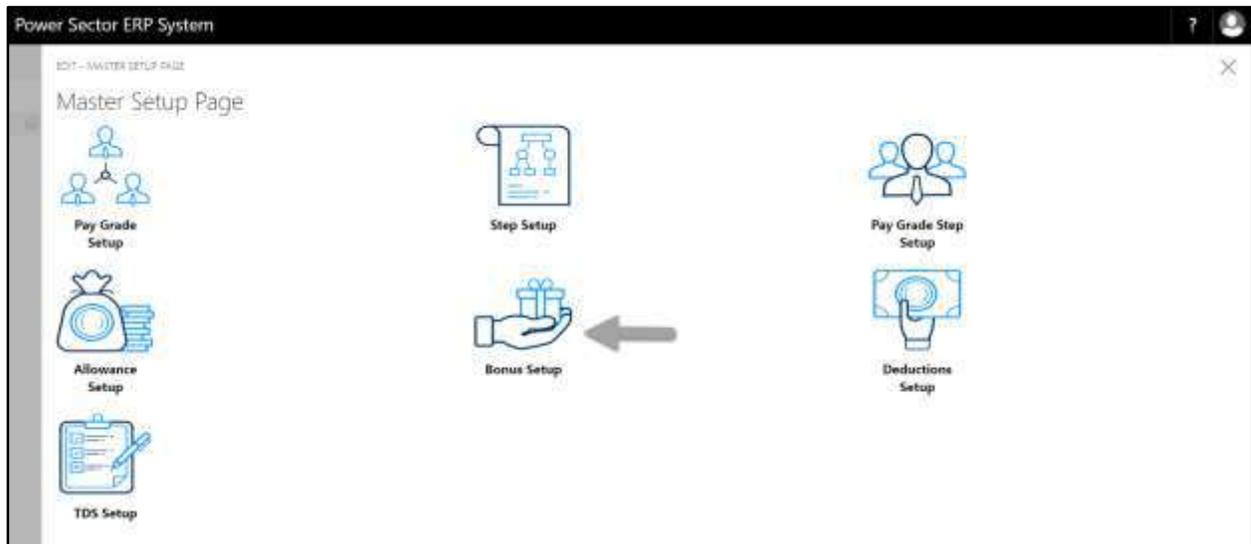
NEW - ALLOWANCES MASTER + new

Allowance Code	Allowance Name	Allowance Amount	Allowance Per	Min Allowance	Max Allowance	Allowance Base	Status	Allowance Step	% Area Applic.
ALLOWANC004	Gift Card	0.00	10.00	0	0	0 Basic	Active	Payment	0
ALLOWANC001	House Rent Allowance	0.00	80.00	0	0	0 Basic	Active	Payment	0
ALLOWANC002	Medical Allowance	0.00	0.00	2000	0	0 Basic	Active	Payment	0
ALLOWANC003	Transportation Allowance	0.00	0.00	0	5000	0 Basic	Active	Payment	0
ALLOWANC004	Education Allowance	0.00	-0.00	0	1500	0 Basic	Active	Education	0
ALLOWANC005	Washing Allowance	0.00	0.00	0	200	0 Basic	Active	Other	0
ALLOWANC006	Additional Charge Allowance	0.00	0.00	0	1000	0 Basic	Active	Other	0
ALLOWANC007	Entertainment Allowance	0.00	0.00	0	2000	0 Basic	Active	Other	0
ALLOWANC008	CPF Company Contribution	0.00	10.00	0	0	0 Basic	Active	CPF	0
ALLOWANC009	Technical Allowance	0.00	0.00	0	0	0 Basic	Active	Other	0
ALLOWANC010	Design Allowance	0.00	0.00	0	0	0 Basic	Active	Other	0
ALLOWANC011	Change Allowance	0.00	0.00	0	0	0 Basic	Inactive	Other	0
ALLOWANC012	Electricity Allowance	0.00	0.00	0	0	0 Basic	Active	Payment	0
ALLOWANC013	Trip Allowance	0.00	0.00	0	0	0 Basic	Inactive	Other	0
ALLOWANC014	Overtime Allowance	0.00	0.00	0	0	0 Basic	Active	Payment	0

HR-102.1.5 Bonus Setup

To Initiate, follow the steps below.

A. Choose the “**Bonus Setup**” icon on the Master Setup page, as indicated in figure below.



The following **Bonus Master** page will be appeared.

Bonus Code	Bonus Name	Bonus Amount	Bonus Year	Min Bonus	Max Bonus	Bonus Base	Applicable Religion	Status	Start Date	End Date
BN0001	Idul Fitri	0.00	100.00	0	0 Basic	Islam	Active			
BN0002	Idul Adha	0.00	100.00	0	0 Basic	Islam	Active			
BN0003	Bongal New Year	0.00	20.00	0	0 Basic	All	Active			
BN0004	Durga Puja	0.00	200.00	0	0 Basic	Hinduism	Active			
BN0005	Dussehra Purnima	0.00	200.00	0	0 Basic	Buddhism	Active			
BN0006	Christmas	0.00	200.00	0	0 Basic	Christians	Active			

Note
On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose **"New"** icon on the Bonus Master page, as indicated in figure below.

Bonus Code	Bonus Name	Bonus Amount	Bonus Year	Min Bonus	Max Bonus	Bonus Base	Applicable Religion	Status	Start Date	End Date
BN0001	Idul Fitri	0.00	100.00	0	0 Basic	Islam	Active			
BN0002	Idul Adha	0.00	100.00	0	0 Basic	Islam	Active			
BN0003	Bongal New Year	0.00	20.00	0	0 Basic	All	Active			
BN0004	Durga Puja	0.00	200.00	0	0 Basic	Hinduism	Active			
BN0005	Dussehra Purnima	0.00	200.00	0	0 Basic	Buddhism	Active			
BN0006	Christmas	0.00	200.00	0	0 Basic	Christians	Active			

New Row will be appeared for Bonus Master entry as below.

Bonus Code	Bonus Name	Bonus Amount	Bonus Year	Min Bonus	Max Bonus	Bonus Base	Applicable Religion	Status	Start Date	End Date
		0.00	0.00	0	0 Basic					
BN0001	Idul Fitri	0.00	100.00	0	0 Basic	Islam	Active			
BN0002	Idul Adha	0.00	100.00	0	0 Basic	Islam	Active			
BN0003	Bongal New Year	0.00	20.00	0	0 Basic	All	Active			
BN0004	Durga Puja	0.00	200.00	0	0 Basic	Hinduism	Active			
BN0005	Dussehra Purnima	0.00	200.00	0	0 Basic	Buddhism	Active			
BN0006	Christmas	0.00	200.00	0	0 Basic	Christians	Active			

C. Provide below information to proceed.

1. Provide **Bonus Code**

- **Bonus Code: Bonus001**

2. Provide **Bonus Name**
 - **Bonus Name: Incentive**
3. Provide **Bonus Amount**
 - **Bonus Amount: 0**
4. Provide **Bonus Perc**
 - **Bonus Perc: 10**
5. Provide **Min Bonus**
 - **Min Bonus: 0**
6. Provide **Max Bonus**
 - **Max Bonus: 0**
7. Choose **Bonus Base** from the dropdown
 - **Bonus Base: Basic**
8. Choose **Applicable Religion** from the dropdown
 - **Applicable Religion: ALL**
9. Choose **Status** from the dropdown
 - **Status: Active**
10. Choose **Start Date** from the dropdown
 - **Start Date: 01-05-20**
11. Choose **End Date** from the dropdown
 - **Start Date: 031-05-20**

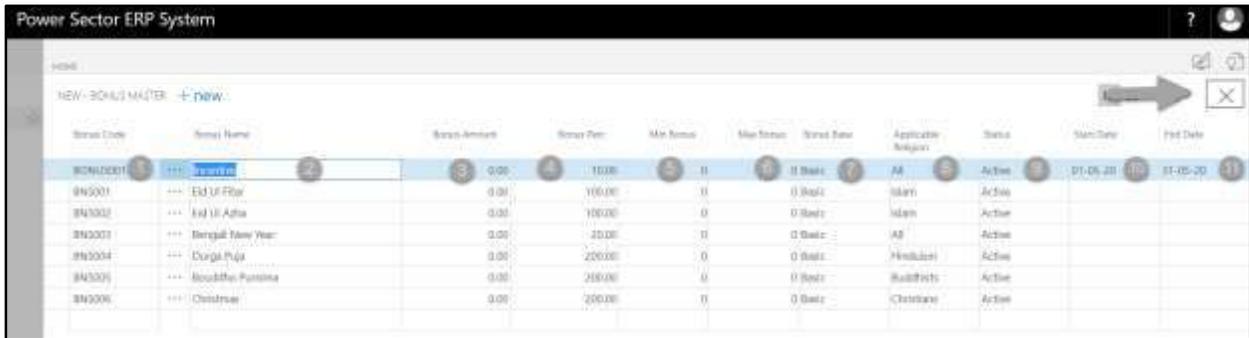
The screenshot shows a table titled 'NEW BONUS MASTER' with the following columns: Bonus Code, Bonus Name, Bonus Amount, Bonus Perc, Min Bonus, Max Bonus, Bonus Date, Applicable Religion, Status, Start Date, and End Date. The first row is highlighted in blue and has numbered callouts 1 through 11 pointing to various fields: 1 (Bonus Code), 2 (Bonus Name), 3 (Bonus Amount), 4 (Bonus Perc), 5 (Min Bonus), 6 (Max Bonus), 7 (Bonus Date), 8 (Applicable Religion), 9 (Status), 10 (Start Date), and 11 (End Date). The table contains several rows of bonus entries with details like 'Eid Uff Pkay', 'Eid Uff Agha', 'Bergali New Year', 'Durga Puja', 'Mouhitho Purnima', and 'Christmas'.

Bonus Code	Bonus Name	Bonus Amount	Bonus Perc	Min Bonus	Max Bonus	Bonus Date	Applicable Religion	Status	Start Date	End Date
BONUS001	Incentive	0.00	10.00	0	0	01-05-20	ALL	Active	01-05-20	31-05-20
BNS001	Eid Uff Pkay	0.00	100.00	0	0	01-05-20	Islam	Active		
BNS002	Eid Uff Agha	0.00	100.00	0	0	01-05-20	Islam	Active		
BNS003	Bergali New Year	0.00	20.00	0	0	01-05-20	AS	Active		
BNS004	Durga Puja	0.00	200.00	0	0	01-05-20	Hinduism	Active		
BNS005	Mouhitho Purnima	0.00	200.00	0	0	01-05-20	Buddhism	Active		
BNS006	Christmas	0.00	200.00	0	0	01-05-20	Christian	Active		

Tips

To assign multiple Bonus, use next line and follow steps 1 and 11.

D. Click the “” button to save and close.



Bonus Code	Bonus Name	Bonus Amount	Bonus Per	Min Bonus	Max Bonus	Bonus Base	Applicable Salary	Status	Start Date	End Date
BONUS001	Edi Uf Pbi	0.00	100%	0	0	0 Base	All	Active	01-06-20	31-05-20
BONUS002	Edi Uf Aha	0.00	100%	0	0	0 Base	Man	Active		
BONUS003	Bergali New Year	0.00	20%	0	0	0 Base	All	Active		
BONUS004	Durga Puja	0.00	200%	0	0	0 Base	Headset	Active		
BONUS005	Boudha Purnima	0.00	200%	0	0	0 Base	Substret	Active		
BONUS006	Christmas	0.00	200%	0	0	0 Base	Christians	Active		

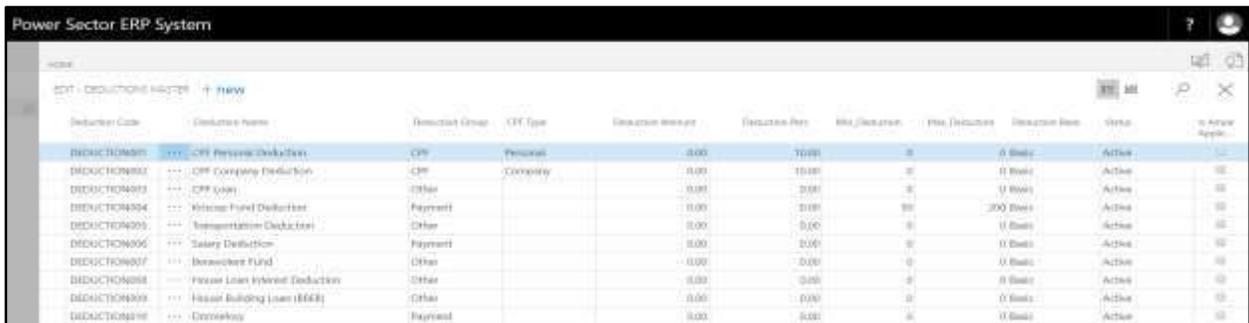
HR-102.1.6 Deduction Setup

To Initiate, follow the steps below.

A. Choose the “**Deduction Setup**” icon on the Master Setup page, as indicated in figure below.



The following **Deduction Master** page will be appeared.

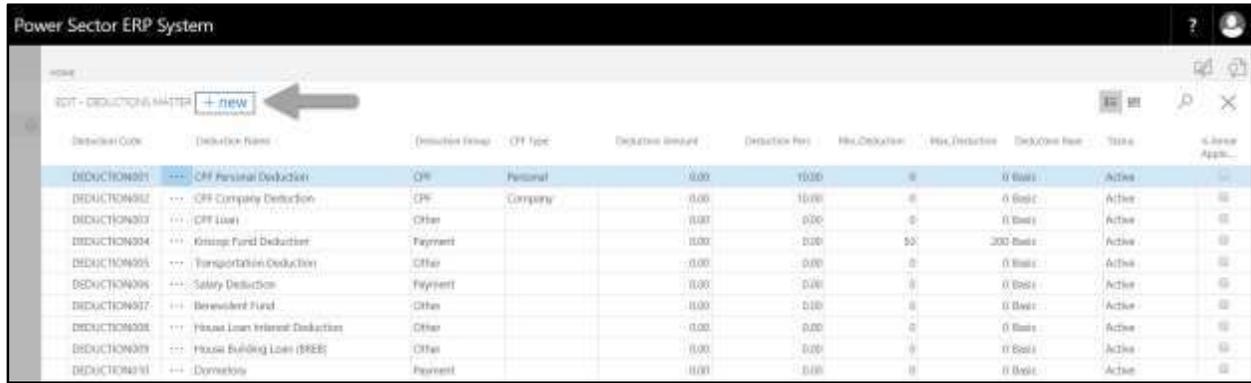


Deduction Code	Deduction Name	Deduction Group	OFF Type	Deduction Message	Deduction Per	Min Deduction	Max Deduction	Deduction Base	Status	Is Active
DEDUCTION001	OFF Personal Deduction	OFF	Personal		0.00	100%	0	0 Base	Active	00
DEDUCTION002	OFF Company Deduction	OFF	Company		0.00	100%	0	0 Base	Active	00
DEDUCTION003	OFF Loan	Other			0.00	0.00	0	0 Base	Active	00
DEDUCTION004	Welfare Fund Deduction	Payment			0.00	0.00	00	200 Base	Active	00
DEDUCTION005	Transportation Deduction	Other			0.00	0.00	0	0 Base	Active	00
DEDUCTION006	Salary Deduction	Payment			0.00	0.00	0	0 Base	Active	00
DEDUCTION007	Beneficiary Fund	Other			0.00	0.00	0	0 Base	Active	00
DEDUCTION008	House Loan Interest Deduction	Other			0.00	0.00	0	0 Base	Active	00
DEDUCTION009	House Building Loan (HBL)	Other			0.00	0.00	0	0 Base	Active	00
DEDUCTION010	Donation	Hybrid			0.00	0.00	0	0 Base	Active	00

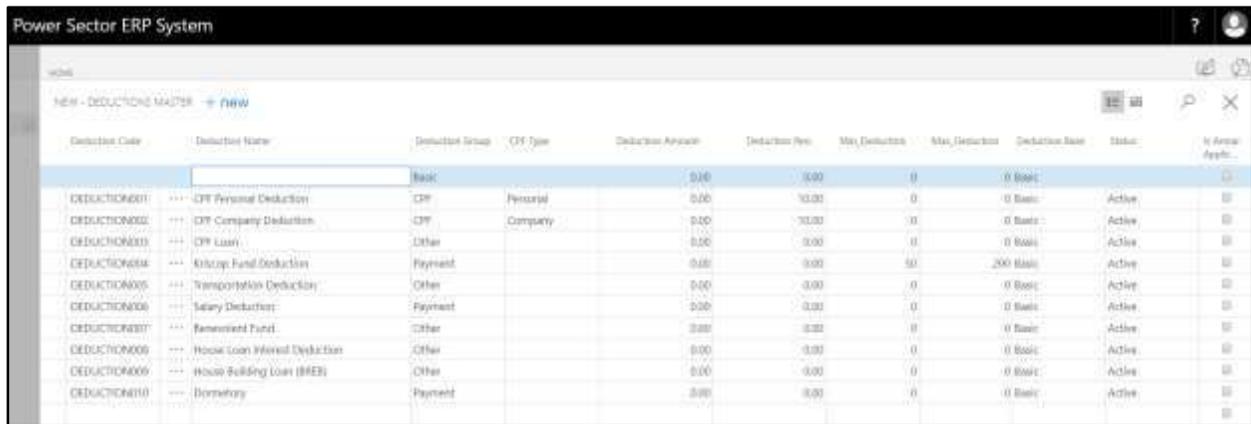
Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose "New" icon on the Deduction Master page, as indicated in figure below.



New Row will be appeared for Deduction Master entry as below.



C. Provide below information to proceed.

1. Provide **Deduction Code**
 - **Deduction Code: Deduction012**
2. Provide **Deduction Name**
 - **Deduction Name: Motor Cycle Loan**
3. Choose **Deduction Group** from the dropdown
 - **Deduction Group: "blank"**
4. Choose **CPF Type** from the dropdown
 - **CPF Type: "blank"**
5. Provide **Deduction Amount**
 - **Deduction Amount: 0**

6. Provide **Deduction Perc**
 - **Deduction Perc: 10**
7. Provide **Min Deduction**
 - **Min Deduction: 1000**
8. Provide **Max Deduction**
 - **Max Deduction: 4000**
9. Choose **Deduction Base** from the dropdown
 - **Deduction Base: Basic**
10. Choose **Status** from the dropdown
 - **Status: Active**

Deduction Code	Deduction Name	Deduction Group	OFF Type	Deduction Amount	Deduction Perc	Min_Deduction	Max_Deduction	Deduction Base	Status	Is Group Appl...
DEDUCTION01	Motor Vehicle	Basic		0.00	10.00	1000	4000	Basic	Active	
DEDUCTION001	Off Personal Deduction	Off	Personal	0.00	10.00	0	0	Basic	Active	
DEDUCTION002	Off Company Deduction	Off	Company	0.00	10.00	0	0	Basic	Active	
DEDUCTION003	Off Loan	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION004	Group Fund Deduction	Payment		0.00	0.00	50	200	Basic	Active	
DEDUCTION005	Transportation Deduction	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION006	Salary Deduction	Payment		0.00	0.00	0	0	Basic	Active	
DEDUCTION007	Beneficial Fund	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION008	House Loan Interest Deduction	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION009	House Building Loan (HBL)	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION010	Donation	Payment		0.00	0.00	0	0	Basic	Active	

Tips

To assign multiple Deductions, use next line and follow steps 1 and 10.

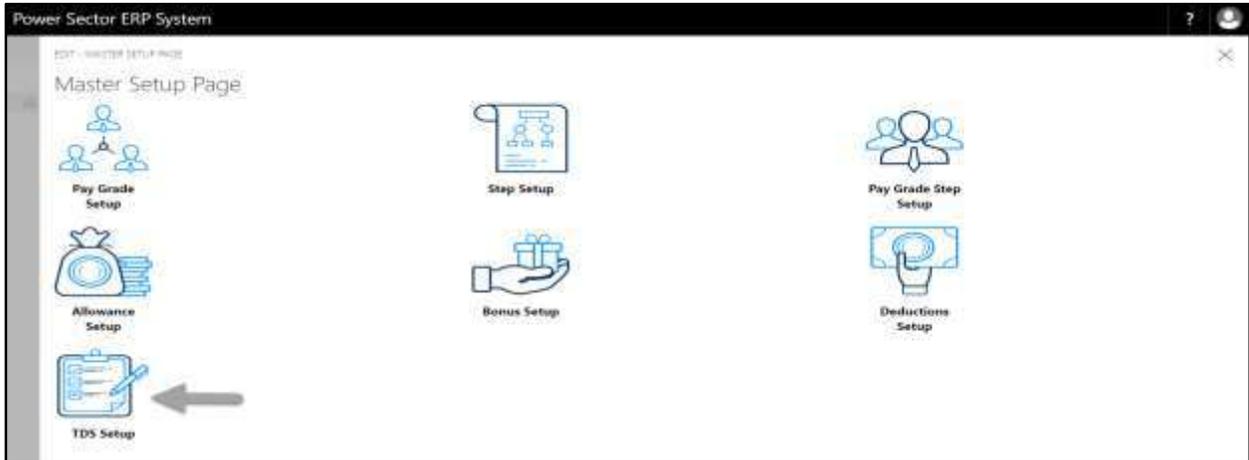
D. Click the “” button to save and close.

Deduction Code	Deduction Name	Deduction Group	OFF Type	Deduction Amount	Deduction Perc	Min_Deduction	Max_Deduction	Deduction Base	Status	Is Group Appl...
DEDUCTION01	Motor Vehicle	Basic		0.00	10.00	1000	4000	Basic	Active	
DEDUCTION001	Off Personal Deduction	Off	Personal	0.00	10.00	0	0	Basic	Active	
DEDUCTION002	Off Company Deduction	Off	Company	0.00	10.00	0	0	Basic	Active	
DEDUCTION003	Off Loan	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION004	Group Fund Deduction	Payment		0.00	0.00	50	200	Basic	Active	
DEDUCTION005	Transportation Deduction	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION006	Salary Deduction	Payment		0.00	0.00	0	0	Basic	Active	
DEDUCTION007	Beneficial Fund	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION008	House Loan Interest Deduction	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION009	House Building Loan (HBL)	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION010	Donation	Payment		0.00	0.00	0	0	Basic	Active	

HR-102.1.7 TDS Setup

To Initiate, follow the steps below.

A. Choose the **"TDS Setup"** icon on the Master Setup page, as indicated in figure below.



The following **TDS Master page** will be appeared.



B. Choose **"New"** icon on the TDS Master page, as indicated in figure below.



New Row will be appeared for TDS Master entry as below.



C. Provide below information to proceed.

1. Provide **TDS Code**
 - **TDS Code: TDS004**
2. Provide **TDS Name**
 - **TDS Name: TAX**
3. Provide **TDS Amount**
 - **TDS Amount: 0**
4. Provide **TDS Perc**
 - **TDS Perc: 0**
5. Provide **Min TDS**
 - **Min TDS: 0**
6. Provide **Max TDS**
 - **Max TDS: 0**
7. Choose **TDS Base** from the dropdown
 - **TDS Base: Basic**
8. Choose **Status** from the dropdown
 - **Status: Active**



Tips

To assign multiple TDS, use next line and follow steps 1 and 8.

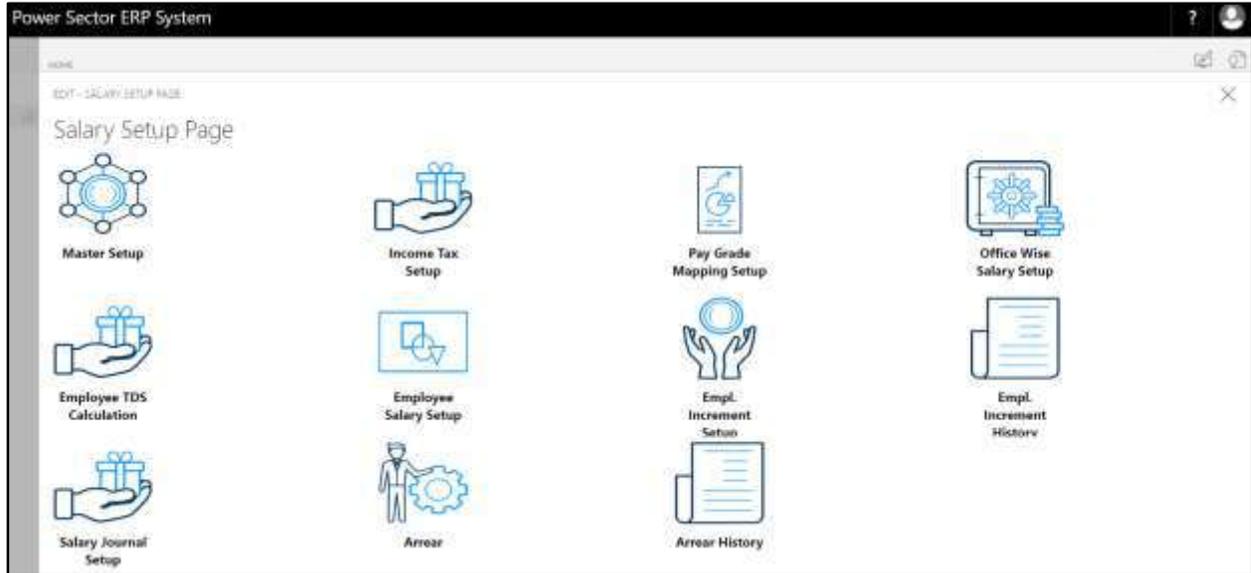
D. Click the "X" button to save and close.



HR-102.2 Income Tax Setup

To Initiate, follow the steps below.

A. Access Salary Setup by Human Resource Admin user.



B. Choose the **“Income Tax Setup”** icon on the Salary Setup page, as indicated in figure below.



The following **Income Tax Setup** page will be appeared.



C. There are 4 types of Setup in Income Tax Setup Page-

- HR-102.2.1 Tax Slab Setup
- HR-102.2.2 Taxable Income Setup
- HR-102.2.3 Office Tax Setup
- HR-102.2.4 Fiscal year Setup

HR-102.2.1 Tax Slab Setup

To Initiate, follow the steps below.

A. Choose the **“Tax Slab Setup”** icon on the Income Tax Setup page, as indicated in figure below.



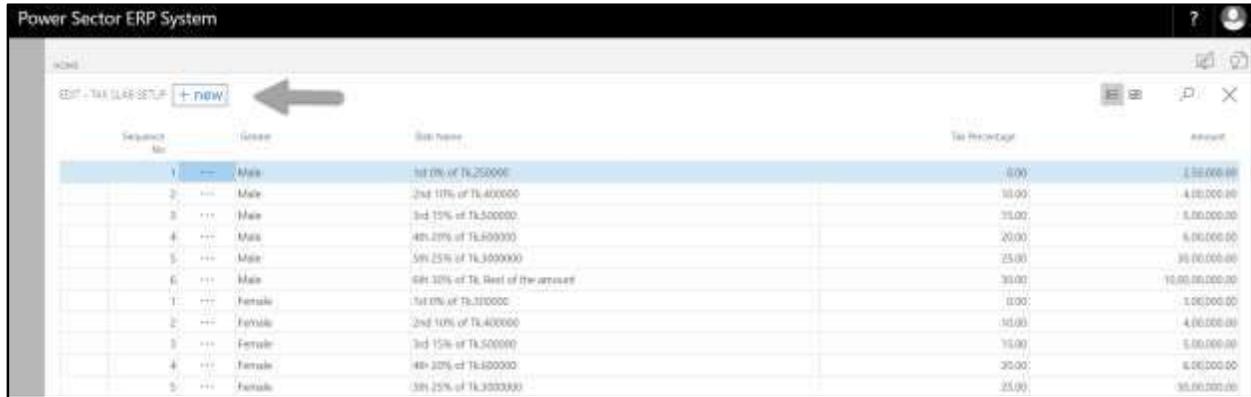
The following **Tax Slab Setup** page will be appeared.



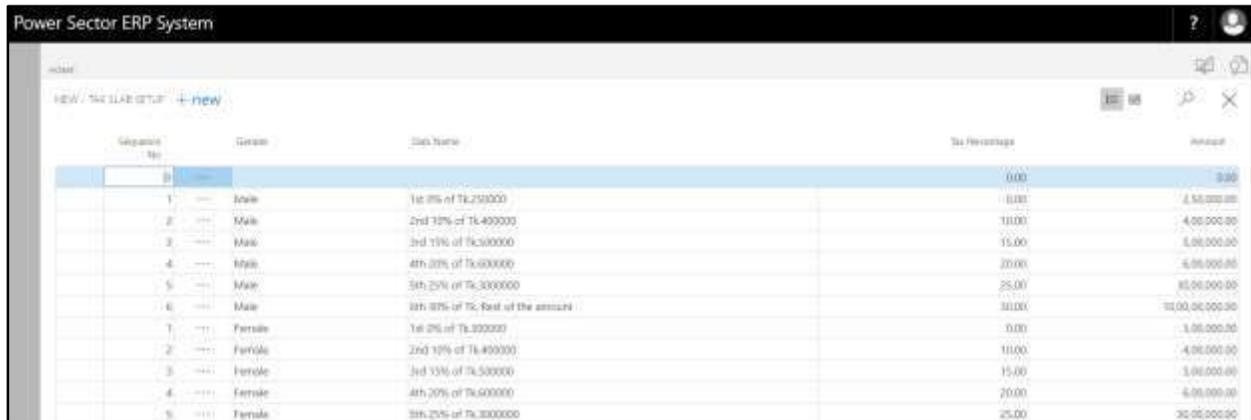
Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose “**New**” icon on the Tax Slab Setup page, as indicated in figure below.



New Row will be appeared for Tax Slab entry as below.



C. Provide below information to proceed.

1. Provide **Sequence No**
 - **Sequence No:** 6
2. Choose **Gender** from dropdown
 - **Gender:** Female
3. Provide **Slab Name**
 - **Slab Name:** 6th 30% of Tk. Rest of the amount
4. Provide **Tax Percentage**
 - **Tax Percentage:** 30
5. Provide **Amount**
 - **Amount:** 10,00,00,000

Sequence No	Gender	Slab Name	Tax Percentage	Amount
1	Female	8th 30% of Tk. Rest of the amount	30.00	10,00,000.00
1	Male	1st 0% of Tk.250000	0.00	2,50,000.00
2	Male	2nd 10% of Tk.400000	10.00	4,00,000.00
3	Male	3rd 15% of Tk.500000	15.00	5,00,000.00
4	Male	4th 20% of Tk.600000	20.00	6,00,000.00
5	Male	5th 25% of Tk.3000000	25.00	30,00,000.00
6	Male	8th 30% of Tk. Rest of the amount	30.00	10,00,000.00
1	Female	1st 0% of Tk.300000	0.00	3,00,000.00
2	Female	2nd 10% of Tk.400000	10.00	4,00,000.00
3	Female	3rd 15% of Tk.500000	15.00	5,00,000.00
4	Female	4th 20% of Tk.600000	20.00	6,00,000.00
5	Female	5th 25% of Tk.3000000	25.00	30,00,000.00

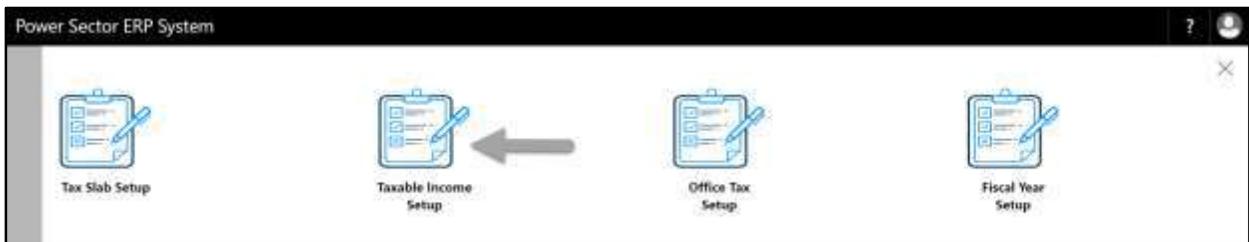
Tips
To assign multiple Tax Slab, use next line and follow steps 1 and 5.

D. Click the "X" button to save and close.

HR-102.2.2 Taxable Income Setup

To Initiate, follow the steps below.

A. Choose the **"Taxable Income Setup"** icon on the Income Tax Setup page, as indicated in figure below.



The following **Taxable Income Setup** page will be appeared.



Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose **"New"** icon on the Taxable Income Setup page, as indicated in figure below.



New Row will be appeared for Taxable income entry as below.



C. Provide below information to proceed.

1. Choose **Income Type** from dropdown
 - **Income Type:** Allowance
2. Choose **Income Code** from dropdown
 - **Income Code:** ALLOWANCE001
3. Provide **Income Name**

- Income Name: House Rent Allowance

4. Provide **Percentage**

- Percentage: 50

Income Type	Income Code	Income Name	Percentage
Allowance	ALLOWANCE001	House Rent Allowance	50.00
Bonus	BN0001	Eid Ul Fitr	100.00
Bonus	BN0002	Eid Ul Adha	100.00
Bonus	BN0004	Diya Puja	250.00
Bonus	BN0005	Dussehra Purnima	200.00
Bonus	BN0006	Christmas	200.00

Tips

To assign multiple Taxable Income, use next line and follow steps 1 and 4.

D. Click the “X” button to save and close.

Income Type	Income Code	Income Name	Percentage
Allowance	ALLOWANCE001	House Rent Allowance	50.00
Bonus	BN0001	Eid Ul Fitr	100.00
Bonus	BN0002	Eid Ul Adha	100.00
Bonus	BN0004	Diya Puja	200.00
Bonus	BN0005	Dussehra Purnima	200.00
Bonus	BN0006	Christmas	250.00

HR-102.2.3 Office Tax Setup

To Initiate, follow the steps below.

A. Choose the “**Office Tax Setup**” icon on the Income Tax Setup page, as indicated in figure below.



The following **Office Tax Setup** page will be appeared.



Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose **“New”** icon on the Office Tax Setup page, as indicated in figure below.



New Row will be appeared for Office Tax entry as below.



C. Provide below information to proceed.

1. Choose the **Office Code** From the Dropdown by clicking on button.

- **Office Code: 120**

Office Name will be populated by the system

2. Provide **Min Tax Amount**

- **Min Tax Amount: 4000**



Tips

To assign multiple Office tax, use next line and follow steps 1 and 2.

D. Click the "X" button to save and close.



HR-102.2.4 Fiscal Year Setup

To Initiate, follow the steps below.

A. Choose the "Fiscal Year Setup" icon on the Income Tax Setup page, as indicated in figure below.



The following **Fiscal Year Setup** page will be appeared.



Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose “**New**” icon on the Fiscal Year Setup page, as indicated in figure below.



New Row will be appeared for Fiscal Year entry as below.



C. Provide below information to proceed.

1. Provide **Fiscal Year Name**

- **Fiscal Year Name: July 2021-June 2020**

2. Choose the **Start Date** from the Dropdown by clicking on button.

- **Start Date: 01-07-21**

3. Choose the **End date** from the Dropdown by clicking on button.

- **End date: 30-06-22**

4. Select **Is Current** checkbox to identify running fiscal year



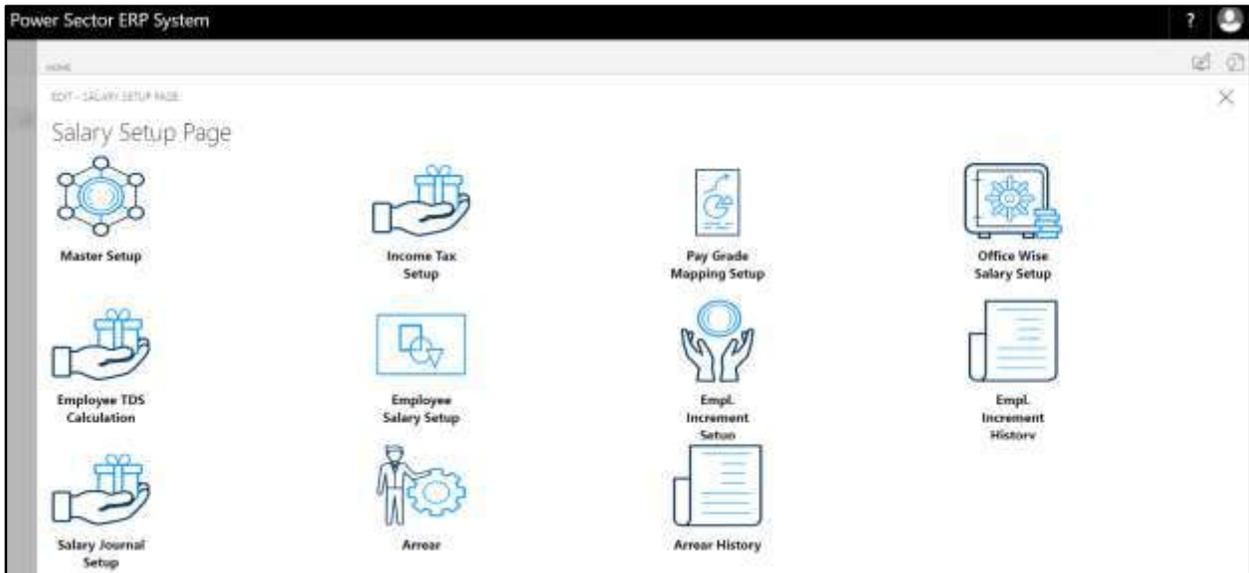
D. Click the “X” button to save and close.



HR-102.3 Pay Grade Mapping Setup

To Initiate, follow the steps below.

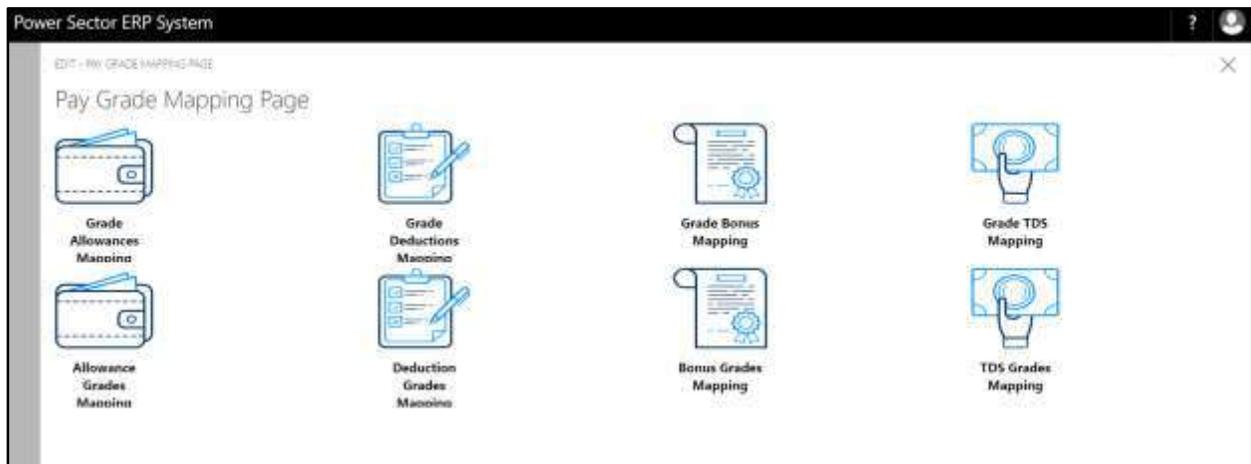
A. Access Salary Setup by Human Resource Admin.



B. Choose the “Pay Grade Mapping Setup” icon on the Salary Setup page, as indicated in figure below.



The following Pay Grade Mapping Setup page will be appeared.



C. There are 8 types of Setup in Pay Grade Mapping Setup Page-

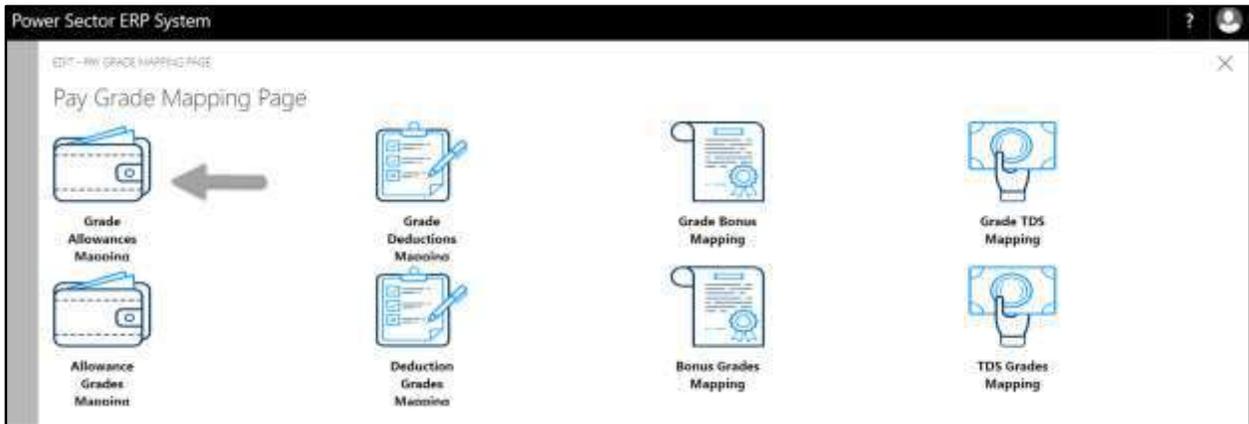
- HR-102.3.1 Grade Allowances Mapping
- HR-102.3.2 Grade Deductions Mapping
- HR-102.3.3 Grade Bonus Mapping
- HR-102.3.4 Grade TDS Mapping
- HR-102.3.5 Allowance Grade Mapping
- HR-102.3.6 Deductions Grade Mapping

- HR-102.3.7 Bonus Grade Mapping
- HR-102.3.8 TDS Grade Mapping

HR-102.3.1 Grade Allowances Mapping

To Initiate, follow the steps below.

- A. Choose the “**Grade Allowances Mapping**” icon on the Pay Grade Mapping page, as indicated in figure below.

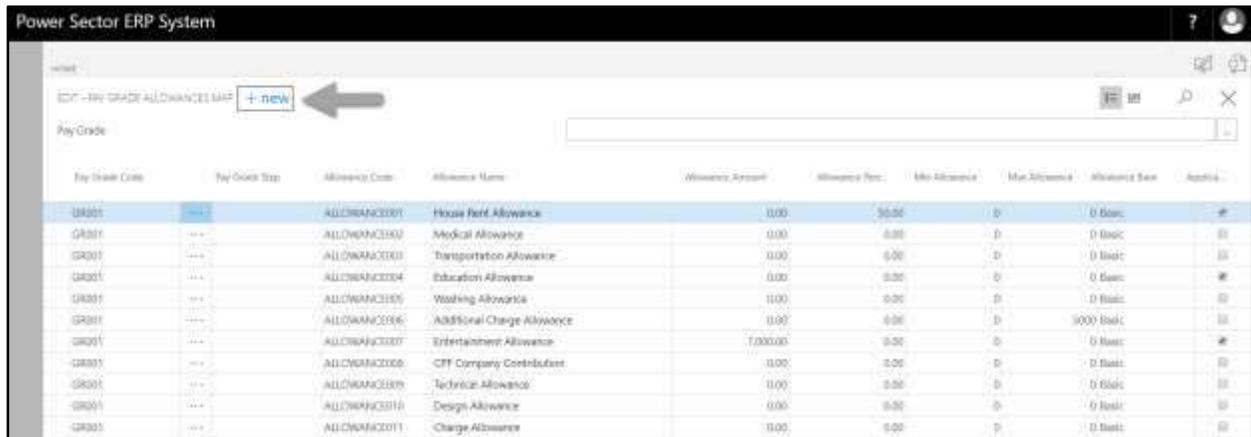


The following **Grade Allowances Mapping** page will be appeared.

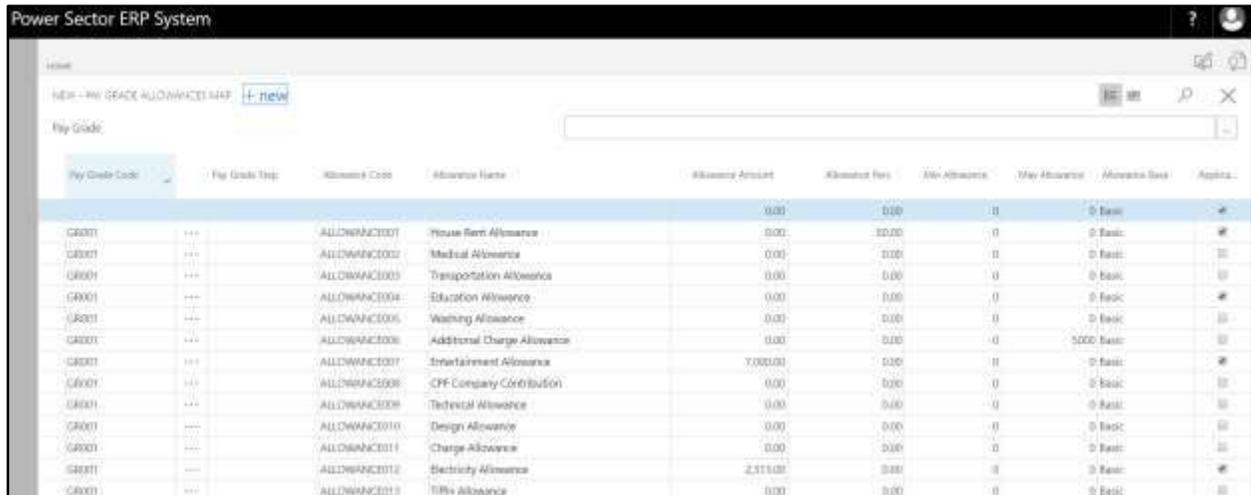
Pay Grade Code	Pay Grade Title	Allowance Code	Allowance Name	Allowance Amount	Allowance Perc.	Min Allowance	Max Allowance	Allowance Base	Action
GR001		ALLOWANCE001	House Rent Allowance	0.00	50.00	0	0 Basic		
GR001		ALLOWANCE002	Medical Allowance	0.00	0.00	0	0 Basic		
GR001		ALLOWANCE003	Transportation Allowance	0.00	0.00	0	0 Basic		
GR001		ALLOWANCE004	Education Allowance	0.00	0.00	0	0 Basic		
GR001		ALLOWANCE005	Working Allowance	0.00	0.00	0	0 Basic		
GR001		ALLOWANCE006	Additional Charge Allowance	0.00	0.00	0	0000 Basic		
GR001		ALLOWANCE007	Entertainment Allowance	12000.00	0.00	0	0 Basic		
GR001		ALLOWANCE008	CPF Company Contribution	0.00	0.00	0	0 Basic		
GR001		ALLOWANCE009	Technical Allowance	0.00	0.00	0	0 Basic		
GR001		ALLOWANCE010	Design Allowance	0.00	0.00	0	0 Basic		
GR001		ALLOWANCE011	Charge Allowance	0.00	0.00	0	0 Basic		

Note
On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose "New" icon on the Grade Allowances Mapping page, as indicated in figure below.



New Row will be appeared for entry as below.



C. Provide below information to proceed.

- Choose the **Pay Grade Code** from the Dropdown by clicking on button.
 - **Pay Grade Code: GR003**
- Choose the **Pay Grade Step** from the Dropdown by clicking on button.
 - **Pay Grade Step: STEP001**
- Choose the **Allowance Code** from the Dropdown by clicking on button.
 - **Allowance Code: ALLOWANCE001**
 - Allowance Name will be populated by the system.**

4. Provide **Allowance Amount**
 - **Allowance Amount: 0**
5. Provide **Allowance Perc**
 - **Allowance Perc: 55**
6. Provide **Min Allowance**
 - **Min Allowance: 0**
7. Provide **Max Allowance**
 - **Max Allowance: 0**
8. Choose the **Allowance Base** from the Dropdown by clicking on button.
 - **Allowance Base: Basic**
9. Select **Applicable** checkbox to Applicable this allowance

Pay Grade Code	Pay Grade Step	Allowance Code	Allowance Name	Allowance Amount	Allowance Perc	Min Allowance	Max Allowance	Allowance Base	Applicable
GR001	STEP01	ALLOWANCE01	House Rent Allowance	0.00	55.00	0	0	Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE01	House Rent Allowance	0.00	50.00	0	0	Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE02	Medical Allowance	0.00	0.00	0	0	Basic	<input type="checkbox"/>
GR001		ALLOWANCE03	Transportation Allowance	0.00	0.00	0	0	Basic	<input type="checkbox"/>
GR001		ALLOWANCE04	Education Allowance	0.00	0.00	0	0	Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE05	Washing Allowance	0.00	0.00	0	0	Basic	<input type="checkbox"/>
GR001		ALLOWANCE06	Additional Charge Allowance	0.00	0.00	0	5000	Basic	<input type="checkbox"/>
GR001		ALLOWANCE07	Entertainment Allowance	7000.00	0.00	0	0	Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE08	CPF Company Contribution	0.00	0.00	0	0	Basic	<input type="checkbox"/>
GR001		ALLOWANCE09	Technical Allowance	0.00	0.00	0	0	Basic	<input type="checkbox"/>
GR001		ALLOWANCE10	Design Allowance	0.00	0.00	0	0	Basic	<input type="checkbox"/>
GR001		ALLOWANCE11	Charge Allowance	0.00	0.00	0	0	Basic	<input type="checkbox"/>

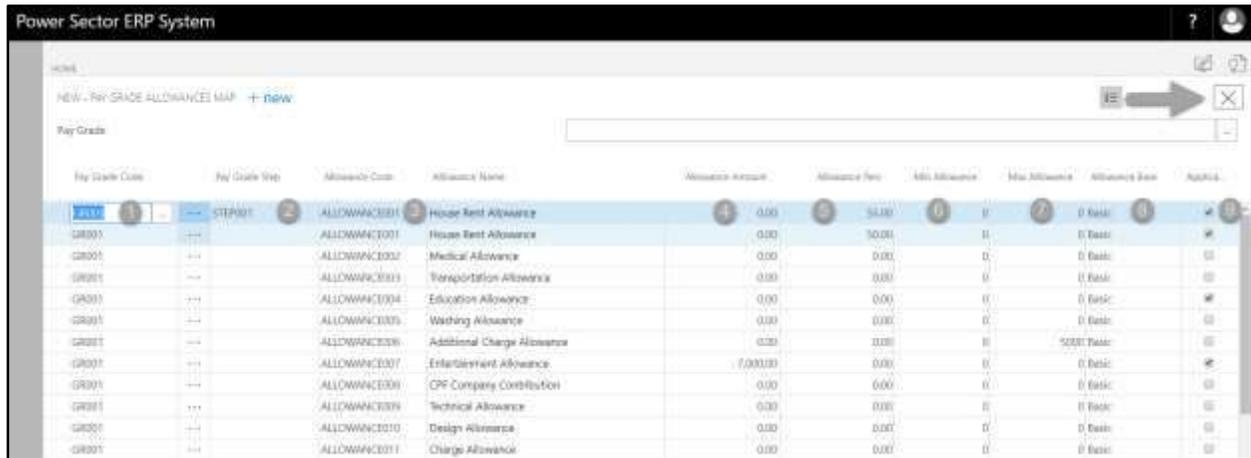
Tips

To assign multiple Pay Grade Allowance Map, use next line and follow steps 1 and 9.

IMPORTANT

- "Pay Grade Step" column [2] will be blank if allowance is same (amount or percentage) all over the grade regardless basic salary.
- Applicable feature is mandatory to make an allowance active. [9]

D. Click the “” button to save and close.

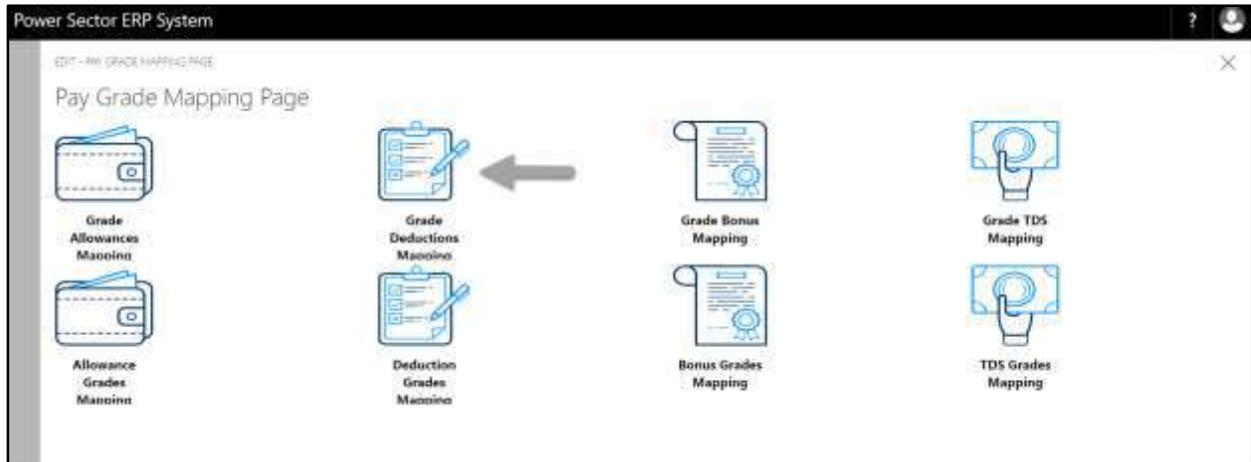


Pay Grade Code	Pay Grade Web	Allowance Code	Allowance Name	Allowance Amount	Allowance Fee	Allowance Type	Allowance Base	Apply
GR001	STEP01	ALLOWANCE01	House Rent Allowance	0.00	0.00	0	0 Basic	☑
GR001		ALLOWANCE001	House Rent Allowance	0.00	0.00	0	0 Basic	☑
GR001		ALLOWANCE002	Medical Allowance	0.00	0.00	0	0 Basic	☑
GR001		ALLOWANCE003	Transportation Allowance	0.00	0.00	0	0 Basic	☑
GR001		ALLOWANCE004	Education Allowance	0.00	0.00	0	0 Basic	☑
GR001		ALLOWANCE005	Washing Allowance	0.00	0.00	0	0 Basic	☑
GR001		ALLOWANCE006	Additional Charge Allowance	0.00	0.00	0	5000 Basic	☑
GR001		ALLOWANCE007	Entertainment Allowance	7,000.00	0.00	0	0 Basic	☑
GR001		ALLOWANCE008	CPF Company Contribution	0.00	0.00	0	0 Basic	☑
GR001		ALLOWANCE009	Technical Allowance	0.00	0.00	0	0 Basic	☑
GR001		ALLOWANCE010	Design Allowance	0.00	0.00	0	0 Basic	☑
GR001		ALLOWANCE011	Charge Allowance	0.00	0.00	0	0 Basic	☑

HR-102.3.2 Grade Deductions Mapping

To Initiate, follow the steps below.

A. Choose the “**Grade Deductions Mapping**” icon on the Pay Grade Mapping page, as indicated in figure below.



The following Grade Deductions Mapping page will be appeared.

Pay Grade Code	Deduction Code	Deduction Name	Deduction Amount	Deduction Fee	Min Deduction	Max Deduction	Deduction Base	Apply
GR001	DEDUCTION001	CPF Personal Deduction	0.00	10.00	0	0 Basic		
GR001	DEDUCTION002	CPF Company Deduction	0.00	0.00	0	0 Basic		
GR001	DEDUCTION003	CPF Loan	0.00	0.00	0	0 Basic		
GR001	DEDUCTION004	Krucop Fund Deduction	200.00	0.00	0	0 Basic		
GR001	DEDUCTION005	Transportation Deduction	0.00	0.00	0	0 Basic		
GR001	DEDUCTION006	Salary Deduction	0.00	0.00	0	0 Basic		
GR001	DEDUCTION007	Benevolent Fund	0.00	0.00	0	0 Basic		
GR001	DEDUCTION008	House Loan Interest Deduction	0.00	0.00	0	0 Basic		
GR001	DEDUCTION009	House Building Loan (HBL)	0.00	0.00	0	0 Basic		

Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose "New" icon on the Grade Deductions Mapping page, as indicated in figure below.

New Row will be appeared for entry as below.

Pay Grade Code	Deduction Code	Deduction Name	Deduction Amount	Deduction Fee	Min Deduction	Max Deduction	Deduction Base	Apply
GR001	DEDUCTION001	CPF Personal Deduction	0.00	10.00	0	0 Basic		
GR001	DEDUCTION002	CPF Company Deduction	0.00	0.00	0	0 Basic		
GR001	DEDUCTION003	CPF Loan	0.00	0.00	0	0 Basic		
GR001	DEDUCTION004	Krucop Fund Deduction	200.00	0.00	0	0 Basic		
GR001	DEDUCTION005	Transportation Deduction	0.00	0.00	0	0 Basic		
GR001	DEDUCTION006	Salary Deduction	0.00	0.00	0	0 Basic		
GR001	DEDUCTION007	Benevolent Fund	0.00	0.00	0	0 Basic		

C. Provide below information to proceed.

1. Choose the **Pay Grade Code** from the Dropdown by clicking on button.

- **Pay Grade Code: GR003**

2. Choose the **Deduction Code** from the Dropdown by clicking on button.

- **Deduction Code: DEDUCTION012**

Deduction Name will be populated by the system.

3. Provide **Deduction Amount**

- **Deduction Amount: 0**

4. Provide **Deduction Perc**

- **Deduction Perc: 55**

5. Provide **Min Deduction**

- **Min Deduction: 0**

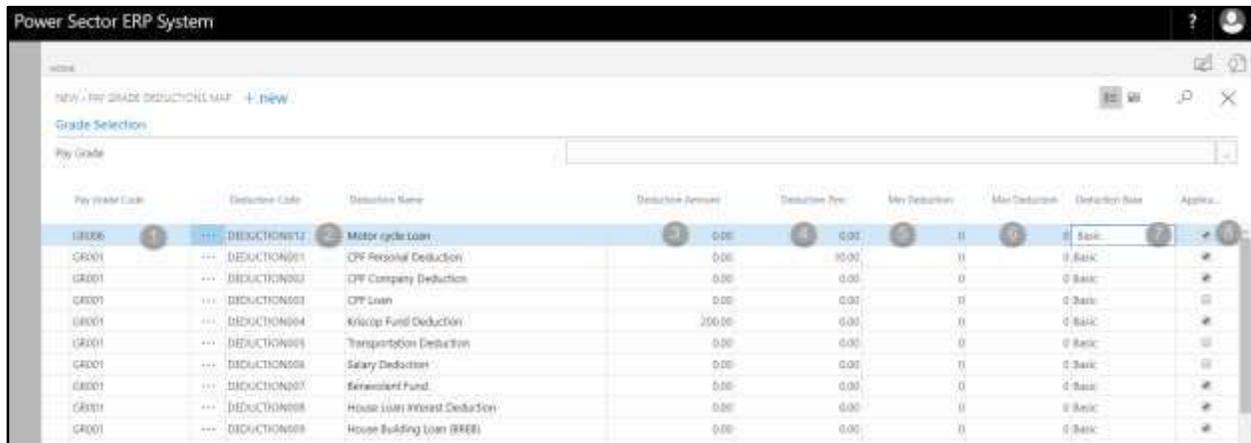
6. Provide **Max Deduction**

- **Max Deduction: 0**

7. Choose the **Deduction Base** from the Dropdown by clicking on button.

- **Deduction Base: Basic**

8. Select **Applicable** checkbox to Applicable this deduction



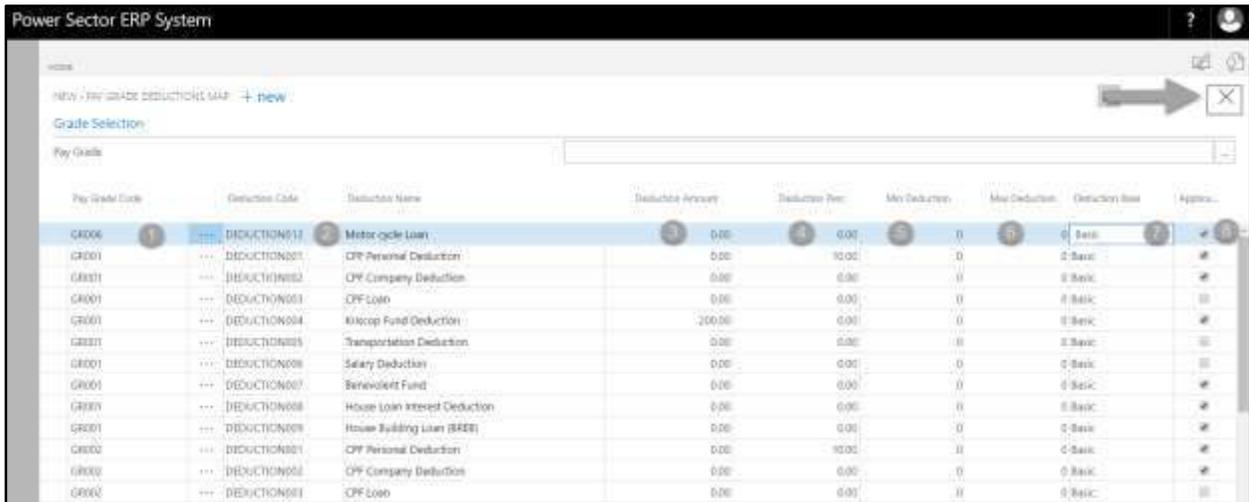
Tips

To assign multiple Pay Grade Deduction Map, use next line and follow steps 1 and 8.

IMPORTANT

- Applicable feature is mandatory for applicable a deduction. [8]

D. Click the “” button to save and close.



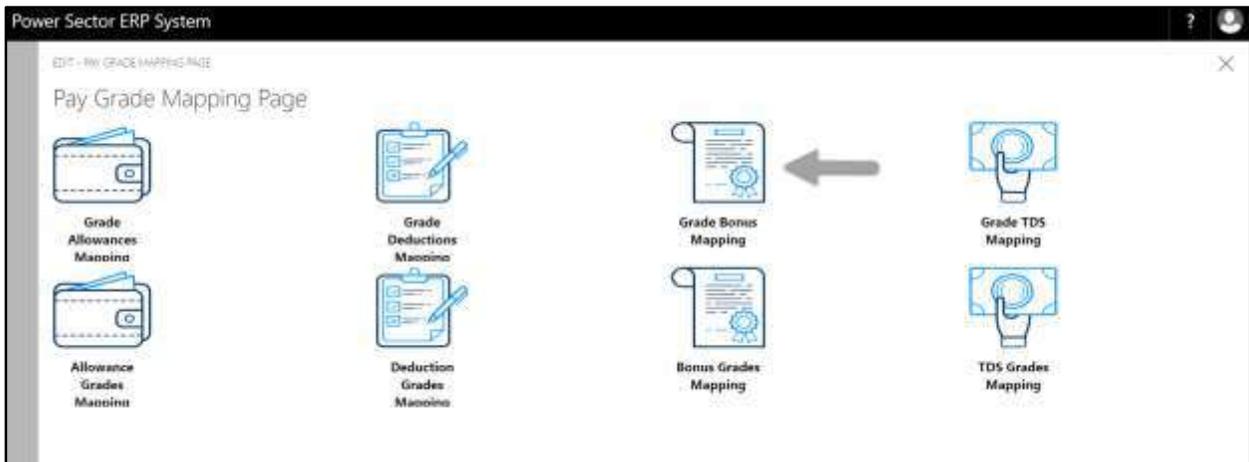
The screenshot shows the 'Grade Selection' page in the Power Sector ERP System. A table lists various deductions with columns for Pay Grade Code, Deduction Code, Deduction Name, Deduction Amount, Deduction Per, Min Deduction, Max Deduction, Deduction Base, and Actions. The first row is highlighted, showing 'Motor cycle Loan' with a deduction amount of 0.00 and a deduction percentage of 0.00.

Pay Grade Code	Deduction Code	Deduction Name	Deduction Amount	Deduction Per	Min Deduction	Max Deduction	Deduction Base	Actions
GR006	DEDUCTION012	Motor cycle Loan	0.00	0.00	0	0	0 Basic	
GR001	DEDUCTION001	OPF Personal Deduction	0.00	10.00	0	0	0 Basic	
GR001	DEDUCTION002	OPF Company Deduction	0.00	0.00	0	0	0 Basic	
GR001	DEDUCTION003	OPF Loan	0.00	0.00	0	0	0 Basic	
GR001	DEDUCTION004	Kitcop Fund Deduction	200.00	0.00	0	0	0 Basic	
GR001	DEDUCTION005	Transportation Deduction	0.00	0.00	0	0	0 Basic	
GR001	DEDUCTION006	Salary Deduction	0.00	0.00	0	0	0 Basic	
GR001	DEDUCTION007	Benevolent Fund	0.00	0.00	0	0	0 Basic	
GR001	DEDUCTION008	House Loan Interest Deduction	0.00	0.00	0	0	0 Basic	
GR001	DEDUCTION009	House Building Loan (HBL)	0.00	0.00	0	0	0 Basic	
GR002	DEDUCTION001	OPF Personal Deduction	0.00	10.00	0	0	0 Basic	
GR002	DEDUCTION002	OPF Company Deduction	0.00	0.00	0	0	0 Basic	
GR002	DEDUCTION003	OPF Loan	0.00	0.00	0	0	0 Basic	

HR-102.3.3 Grade Bonus Mapping

To Initiate, follow the steps below.

A. Choose the “**Grade Bonus Mapping**” icon on the Pay Grade Mapping page, as indicated in figure below.



The following **Grade Bonus Mapping** page will be appeared.

Pay Grade Code	Bonus Code	Bonus Name	Bonus Amount	Bonus Perc	Min Bonus	Max Bonus	Bonus Date
GA001	BN5001	Eid Ul Fitar	0.00	100.00	0	0	0
GA001	BN5002	Eid Ul Azha	0.00	100.00	0	0	0
GA001	BN5003	Bengali New Year	0.00	20.00	0	0	0
GA001	BN5004	Churga Puja	0.00	200.00	0	0	0
GA001	BN5005	Boudhho Punhina	0.00	200.00	0	0	0
GA001	BN5006	Christmas	0.00	200.00	0	0	0
GA002	BN5001	Eid Ul Fitar	0.00	100.00	0	0	0
GA002	BN5002	Eid Ul Azha	0.00	100.00	0	0	0
GA003	BN5003	Bengali New Year	0.00	20.00	0	0	0

Note
On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose **"New"** icon on the Grade Bonus Mapping page, as indicated in figure below.

New Row will be appeared for entry as below.

Pay Grade Code	Bonus Code	Bonus Name	Bonus Amount	Bonus Perc	Min Bonus	Max Bonus	Bonus Date
GA001	BN5007		0.00	0.00	0	0	0
GA001	BN5001	Eid Ul Fitar	0.00	100.00	0	0	0
GA001	BN5002	Eid Ul Azha	0.00	100.00	0	0	0
GA001	BN5003	Bengali New Year	0.00	20.00	0	0	0
GA001	BN5004	Churga Puja	0.00	200.00	0	0	0
GA001	BN5005	Boudhho Punhina	0.00	200.00	0	0	0
GA001	BN5006	Christmas	0.00	200.00	0	0	0
GA002	BN5001	Eid Ul Fitar	0.00	100.00	0	0	0
GA002	BN5002	Eid Ul Azha	0.00	100.00	0	0	0
GA003	BN5003	Bengali New Year	0.00	20.00	0	0	0

C. Provide below information to proceed.

1. Choose the **Pay Grade Code** from the Dropdown by clicking on button.

- **Pay Grade Code: GR003**

2. Choose the **Bonus Code** from the Dropdown by clicking on button.

- **Bonus Code: BNS001**

Bonus Name will be populated by the system.

3. Provide **Bonus Amount**

- **Bonus Amount: 0**

4. Provide **Bonus Perc**

- **Bonus Perc: 100**

5. Provide **Min Bonus**

- **Min Bonus: 0**

6. Provide **Max Bonus**

- **Max Bonus: 0**

7. Choose the **Bonus Base** from the Dropdown by clicking on button.

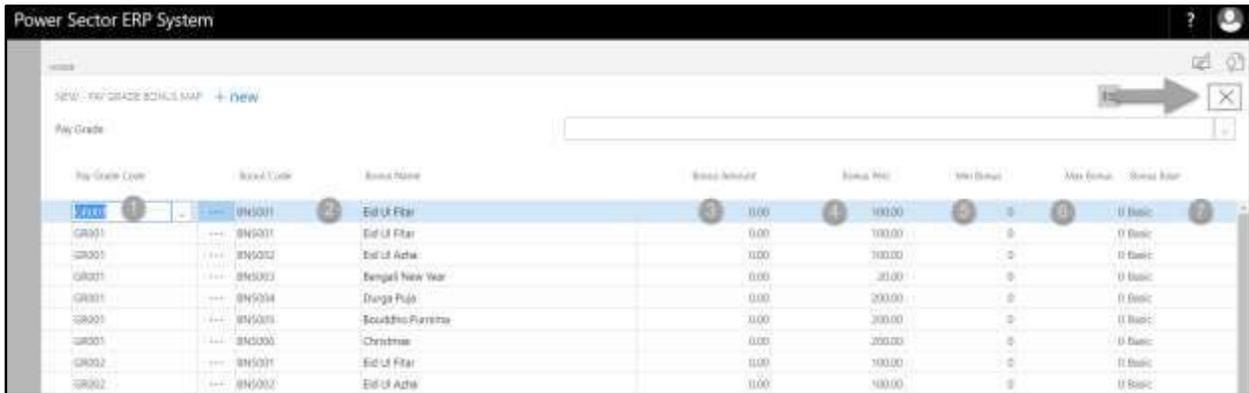
- **Bonus Base: Basic**

Pay Grade Code	Bonus Code	Bonus Name	Bonus Amount	Bonus Perc	Min Bonus	Max Bonus	Bonus Base
GR003	BNS001	Eid Ul Fitar	0.00	100.00	0	0	0 Basic
GR001	BNS001	Eid Ul Fitar	0.00	100.00	0	0	0 Basic
GR001	BNS002	Eid Ul Adha	0.00	100.00	0	0	0 Basic
GR001	BNS003	Bengal New Year	0.00	10.00	0	0	0 Basic
GR001	BNS004	Draga Puja	0.00	200.00	0	0	0 Basic
GR001	BNS005	Scudho Purnima	0.00	200.00	0	0	0 Basic
GR001	BNS006	Christmas	0.00	200.00	0	0	0 Basic
GR002	BNS001	Eid Ul Fitar	0.00	100.00	0	0	0 Basic
GR002	BNS002	Eid Ul Adha	0.00	100.00	0	0	0 Basic

Tips

To assign multiple Pay Grade Bonus Map, use next line and follow steps 1 and 7.

D. Click the “” button to save and close.



Pay Grade Code	Book Code	Bonus Name	Bonus Amount	Bonus Pct	Max Bonus	Bonus Rate
GR001	BN5001	Eid Ul Fitr	0.00	100.00	0	0 Basic
GR001	BN5001	Eid Ul Fitr	0.00	100.00	0	0 Basic
GR001	BN5002	Eid Ul Azha	0.00	100.00	0	0 Basic
GR001	BN5003	Bengal New Year	0.00	30.00	0	0 Basic
GR001	BN5004	Diaga Puj	0.00	200.00	0	0 Basic
GR001	BN5005	Scoubho Purnima	0.00	200.00	0	0 Basic
GR001	BN5006	Christmas	0.00	200.00	0	0 Basic
GR002	BN5001	Eid Ul Fitr	0.00	100.00	0	0 Basic
GR002	BN5002	Eid Ul Azha	0.00	100.00	0	0 Basic

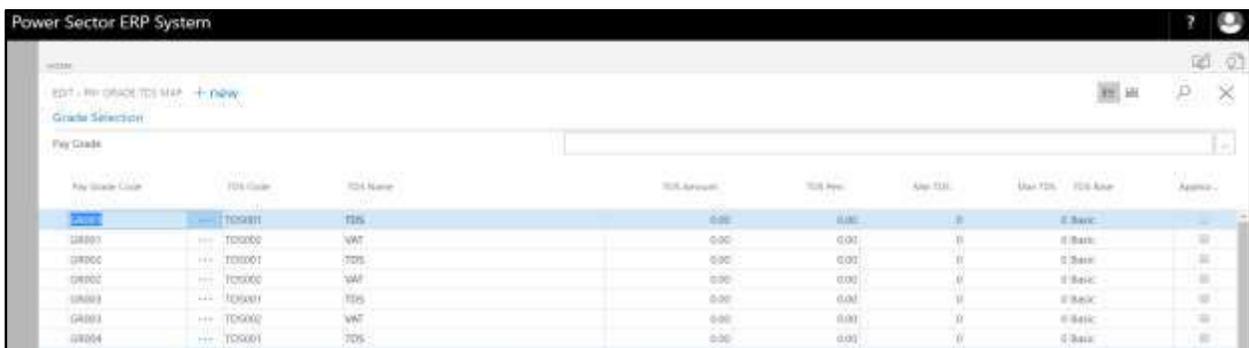
HR-102.3.4 Grade TDS Mapping

To Initiate, follow the steps below.

A. Choose the “**Grade TDS Mapping**” icon on the Pay Grade Mapping page, as indicated in figure below.



The following **Grade TDS Mapping page** will be appeared.

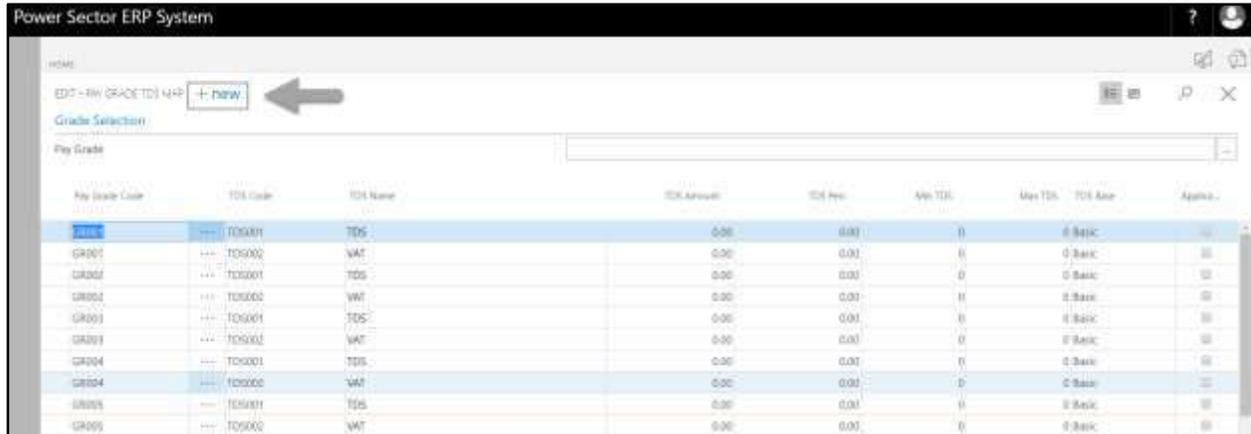


Pay Grade Code	TDS Code	TDS Name	TDS Amount	TDS Pct	Max TDS	Max TDS	TDS Rate	Approval
GR001	TDS001	TDS	0.00	0.00	0	0 Basic	0	0
GR001	TDS002	WT	0.00	0.00	0	0 Basic	0	0
GR002	TDS001	TDS	0.00	0.00	0	0 Basic	0	0
GR002	TDS002	WT	0.00	0.00	0	0 Basic	0	0
GR003	TDS001	TDS	0.00	0.00	0	0 Basic	0	0
GR003	TDS002	WT	0.00	0.00	0	0 Basic	0	0
GR004	TDS001	TDS	0.00	0.00	0	0 Basic	0	0

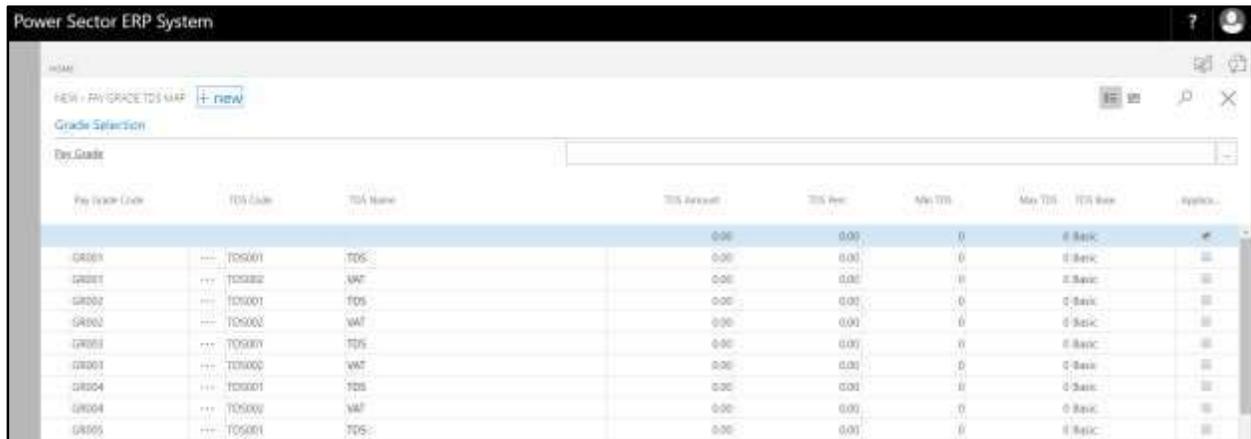
Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose “**New**” icon on the Grade TDS Mapping page, as indicated in figure below.



New Row will be appeared for entry as below.



C. Provide below information to proceed.

1. Choose the **Pay Grade Code** from the Dropdown by clicking on button.

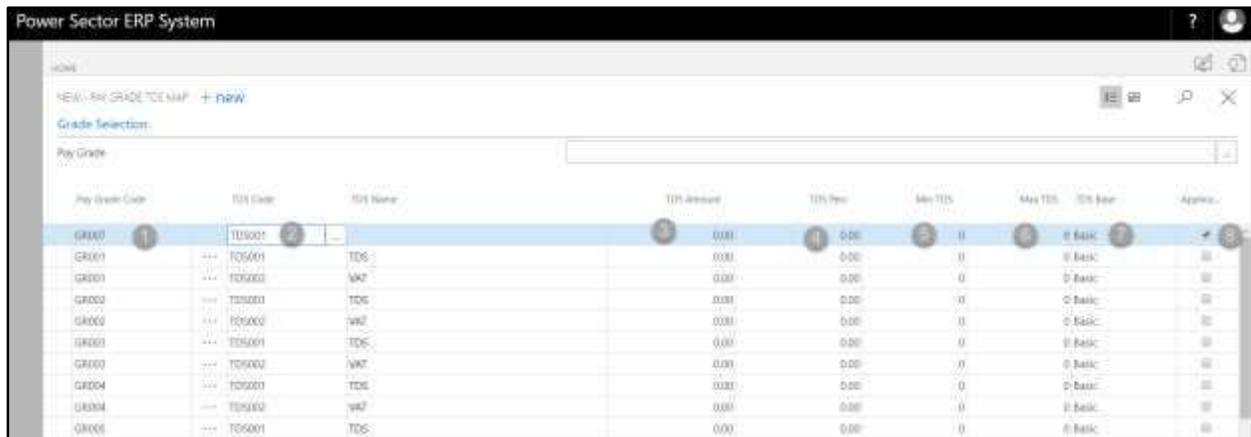
- **Pay Grade Code: GR007**

2. Choose the **TDS Code** from the Dropdown by clicking on button.

- **TDS Code: TDS001**

TDS Name will be populated by the system.

3. Provide **TDS Amount**
 - **TDS Amount: 0**
4. Provide **TDS Perc**
 - **TDS Perc: 55**
5. Provide **Min TDS**
 - **Min TDS: 0**
6. Provide **Max TDS**
 - **Max TDS: 0**
7. Choose the **TDS Base** from the Dropdown by clicking on button.
 - **TDS Base: Basic**
8. Select **Applicable** checkbox to Applicable this deduction



Tips

To assign multiple Pay Grade TDS Map, use next line and follow steps 1 and 9.

IMPORTANT

- Applicable feature is mandatory for applicable a TDS. [8]

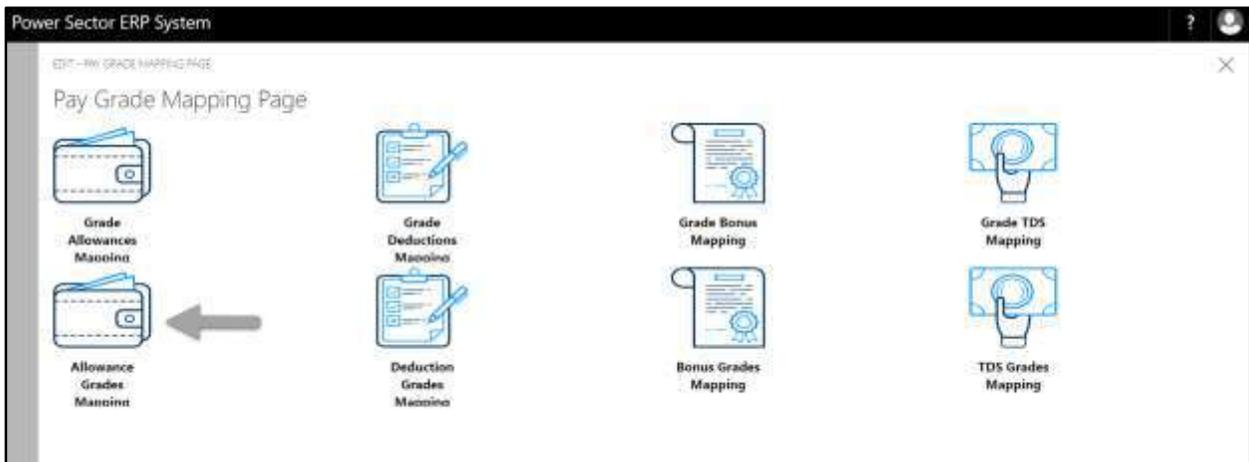
D. Click the "X" button to save and close.

Pay Grade Code	TDS Code	TDS Name	TDS Amount	TDS Pay	Min TDS	Max TDS	TDS Rate	Actions
GR000	TD5001	TDS	0.00	0.00	0	0	0 Basic	
GR001	TD5001	TDS	0.00	0.00	0	0	0 Basic	
GR001	TD5002	VAT	0.00	0.00	0	0	0 Basic	
GR002	TD5001	TDS	0.00	0.00	0	0	0 Basic	
GR002	TD5002	VAT	0.00	0.00	0	0	0 Basic	
GR003	TD5001	TDS	0.00	0.00	0	0	0 Basic	
GR003	TD5002	VAT	0.00	0.00	0	0	0 Basic	
GR004	TD5001	TDS	0.00	0.00	0	0	0 Basic	
GR004	TD5002	VAT	0.00	0.00	0	0	0 Basic	
GR005	TD5001	TDS	0.00	0.00	0	0	0 Basic	

HR-102.3.5 Allowance Grade Mapping

To initiate, follow the steps below.

A. Choose the "Allowance Grade Mapping" icon on the Pay Grade Mapping page, as indicated in figure below.



The following **Allowance Grade Mapping** page will be appeared.

Allowance Code	Allowance Name	Pay Grade Code	Allowance Amount	Allowance Pay	Max Allowance	Min Allowance	Allowance Date
ALLOWANC001	House Rent Allowance	G001	0.00	10.00	0	0	0 Basic
ALLOWANC002	Medical Allowance	G001	0.00	0.00	0	0	0 Basic
ALLOWANC003	Transportation Allowance	G001	0.00	0.00	0	0	0 Basic
ALLOWANC004	Education Allowance	G001	0.00	0.00	0	0	0 Basic
ALLOWANC005	Welfare Allowance	G001	0.00	0.00	0	0	0 Basic
ALLOWANC006	Additional Charge Allowance	G001	0.00	0.00	0	0	0 Basic
ALLOWANC007	Entertainment Allowance	G001	7,000.00	0.00	0	0	0 Basic
ALLOWANC008	CPF Company Contribution	G001	0.00	0.00	0	0	0 Basic
ALLOWANC009	Technical Allowance	G001	0.00	0.00	0	0	0 Basic
ALLOWANC010	Design Allowance	G001	0.00	0.00	0	0	0 Basic

Note
On first time load, page will be blank and will show existing data as new setup data will be entered.

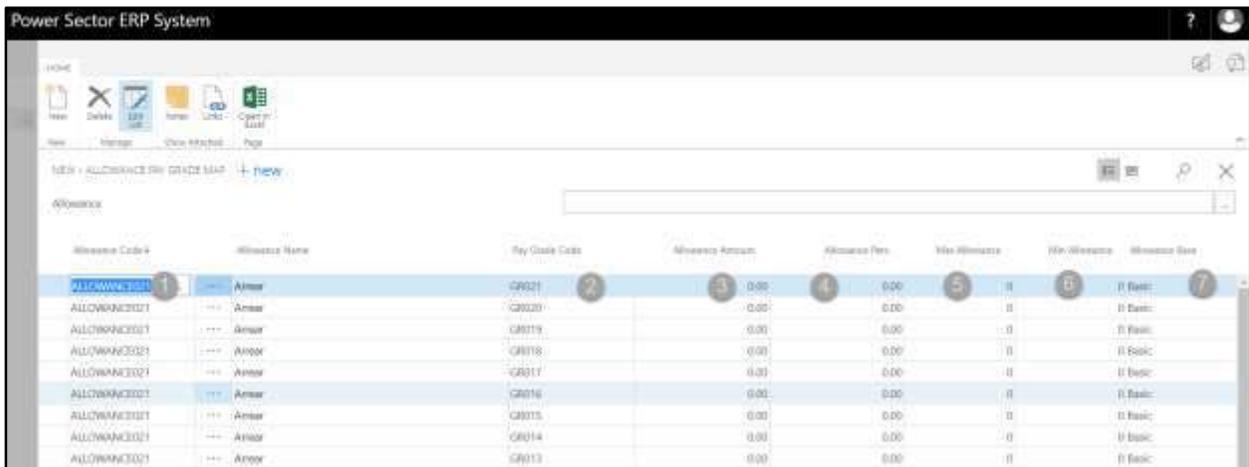
B. Choose **"New"** icon on the Allowance Grade Mapping page, as indicated in figure below.

New Row will be appeared for entry as below.

Allowance Code	Allowance Name	Pay Grade Code	Allowance Amount	Allowance Pay	Max Allowance	Min Allowance	Allowance Date
ALLOWANC000	Medical Allowance	G001	0.00	0.00	0	0	0 Basic
ALLOWANC001	House Rent Allowance	G001	0.00	10.00	0	0	0 Basic
ALLOWANC002	Medical Allowance	G001	0.00	0.00	0	0	0 Basic
ALLOWANC003	Transportation Allowance	G001	0.00	0.00	0	0	0 Basic
ALLOWANC004	Education Allowance	G001	0.00	0.00	0	0	0 Basic
ALLOWANC005	Welfare Allowance	G001	0.00	0.00	0	0	0 Basic
ALLOWANC006	Additional Charge Allowance	G001	0.00	0.00	0	0	0 Basic
ALLOWANC007	Entertainment Allowance	G001	7,000.00	0.00	0	0	0 Basic
ALLOWANC008	CPF Company Contribution	G001	0.00	0.00	0	0	0 Basic

C. Provide below information to proceed.

1. Choose the **Allowance Code** from the Dropdown by clicking on button.
 - **Allowance Code: ALLOWANCE021**
 - **Allowance Name will be populated by the system.**
2. Choose the **Pay Grade Code** from the Dropdown by clicking on button.
 - **Pay Grade Code: GR021**
3. Provide **Allowance Amount**
 - **Allowance Amount: 0**
4. Provide **Allowance Perc**
 - **Allowance Perc: 0**
5. Provide **Min Allowance**
 - **Min Allowance: 0**
6. Provide **Max Allowance**
 - **Max Allowance: 0**
7. Choose the **Allowance Base** from the Dropdown by clicking on button.
 - **Allowance Base: Basic**



Tips

To assign multiple Allowance Pay Grade Map, use next line and follow steps 1 and 7.

D. Click the "X" button to save and close.

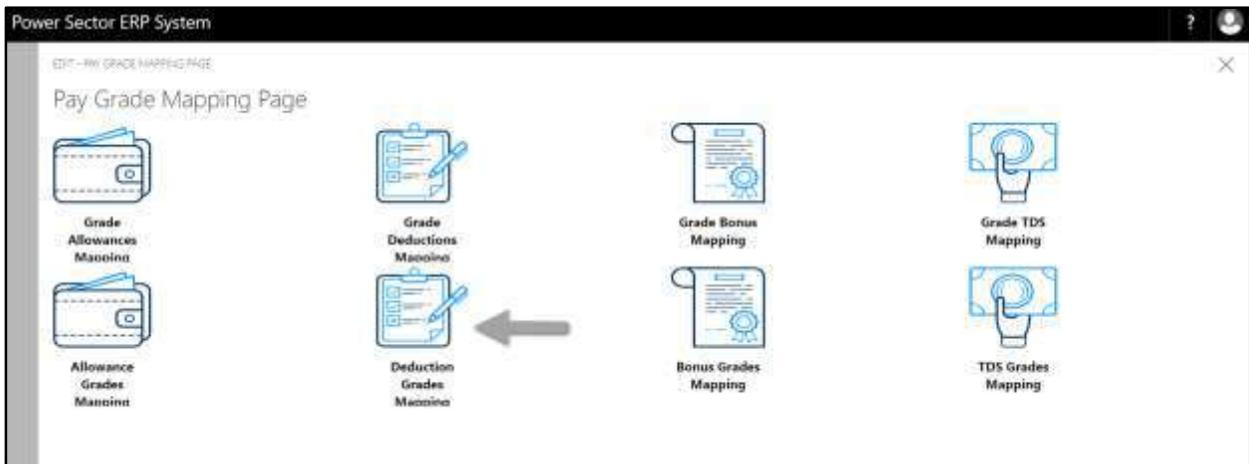
The screenshot shows a table titled 'ALLOWANCE BY GRADE MAP'. The table has the following columns: Allowance Code, Allowance Name, Pay Grade Code, Allowance Amount, Allowance Per, Min Allowance, Max Allowance, and Allowance Date. The first row is highlighted in blue and has callouts: 1 on the Allowance Code, 2 on the Pay Grade Code, 3 on the Allowance Amount, 4 on the Allowance Per, 5 on the Min Allowance, 6 on the Max Allowance, and 7 on the Allowance Date.

Allowance Code	Allowance Name	Pay Grade Code	Allowance Amount	Allowance Per	Min Allowance	Max Allowance	Allowance Date
ALLOWANCE01	Amor	GR021	0.00	0.00	0	0	0 Basic
ALLOWANCE01	Amor	GR020	0.00	0.00	0	0	0 Basic
ALLOWANCE01	Amor	GR019	0.00	0.00	0	0	0 Basic
ALLOWANCE01	Amor	GR018	0.00	0.00	0	0	0 Basic
ALLOWANCE01	Amor	GR017	0.00	0.00	0	0	0 Basic
ALLOWANCE01	Amor	GR016	0.00	0.00	0	0	0 Basic
ALLOWANCE01	Amor	GR015	0.00	0.00	0	0	0 Basic
ALLOWANCE01	Amor	GR014	0.00	0.00	0	0	0 Basic
ALLOWANCE01	Amor	GR013	0.00	0.00	0	0	0 Basic

HR-102.3.6 Deduction Grade Mapping

To initiate, follow the steps below.

A. Choose the "Deduction Grade Mapping" icon on the Pay Grade Mapping page, as indicated in figure below.



The following **Deduction Grade Mapping** page will be appeared.

Deduction Code	Deduction Name	Pay Grade Code	Deduction Amount	Deduction Per	Min Deduction	Max Deduction	Deduction Base
DEDUCTION001	CPF Personal Deduction	GR001	0.00	10.00	0	0	0 Basic
DEDUCTION002	CPF Company Deduction	GR001	0.00	0.00	0	0	0 Basic
DEDUCTION003	CPF Loan	GR001	0.00	0.00	0	0	0 Basic
DEDUCTION004	Kincoop Fund Deduction	GR001	200.00	0.00	0	0	0 Basic
DEDUCTION005	Transportation Deduction	GR001	0.00	0.00	0	0	0 Basic
DEDUCTION006	Salary Deduction	GR001	0.00	0.00	0	0	0 Basic
DEDUCTION007	Beneficial Fund	GR001	0.00	0.00	0	0	0 Basic
DEDUCTION008	House Loan Interest Deduction	GR001	0.00	0.00	0	0	0 Basic
DEDUCTION009	House Building Loan (HBL)	GR001	0.00	0.00	0	0	0 Basic
DEDUCTION010	CPF Personal Deduction	GR002	0.00	10.00	0	0	0 Basic

Note
On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose **"New"** icon on the Deduction Grade Mapping page, as indicated in figure below.

New Row will be appeared for entry as below.

Deduction Code	Deduction Name	Pay Grade Code	Deduction Amount	Deduction Per	Min Deduction	Max Deduction	Deduction Base
DEDUCTION001	CPF Personal Deduction	GR001	0.00	0.00	0	0	0 Basic
DEDUCTION002	CPF Company Deduction	GR001	0.00	0.00	0	0	0 Basic
DEDUCTION003	CPF Loan	GR001	0.00	0.00	0	0	0 Basic
DEDUCTION004	Kincoop Fund Deduction	GR001	200.00	0.00	0	0	0 Basic
DEDUCTION005	Transportation Deduction	GR001	0.00	0.00	0	0	0 Basic
DEDUCTION006	Salary Deduction	GR001	0.00	0.00	0	0	0 Basic
DEDUCTION007	Beneficial Fund	GR001	0.00	0.00	0	0	0 Basic

C. Provide below information to proceed.

1. Choose the **Deduction Code** from the Dropdown by clicking on button.
 - **Deduction Code: DEDUCTION012**
 - **Deduction Name will be populated by the system.**
2. Choose the **Pay Grade Code** from the Dropdown by clicking on button.
 - **Pay Grade Code: GR006**
3. Provide **Deduction Amount**
 - **Deduction Amount: 0**
4. Provide **Deduction Perc**
 - **Deduction Perc: 0**
5. Provide **Min Deduction**
 - **Min Deduction: 0**
6. Provide **Max Deduction**
 - **Max Deduction: 0**
7. Choose the **Deduction Base** from the Dropdown by clicking on button.
 - **Deduction Base: Basic**



Tips

To assign multiple Deduction Pay Grade Map, use next line and follow steps 1 and 7.

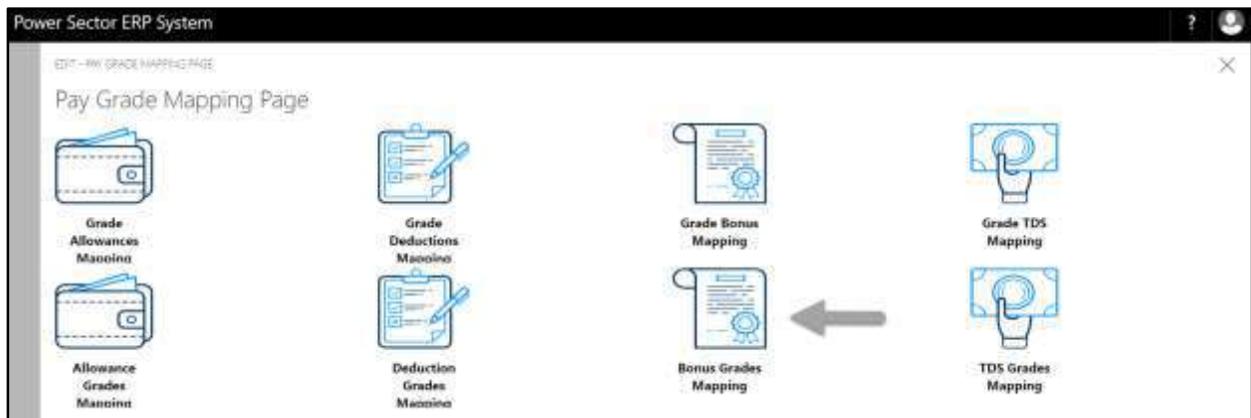
D. Click the “” button to save and close.



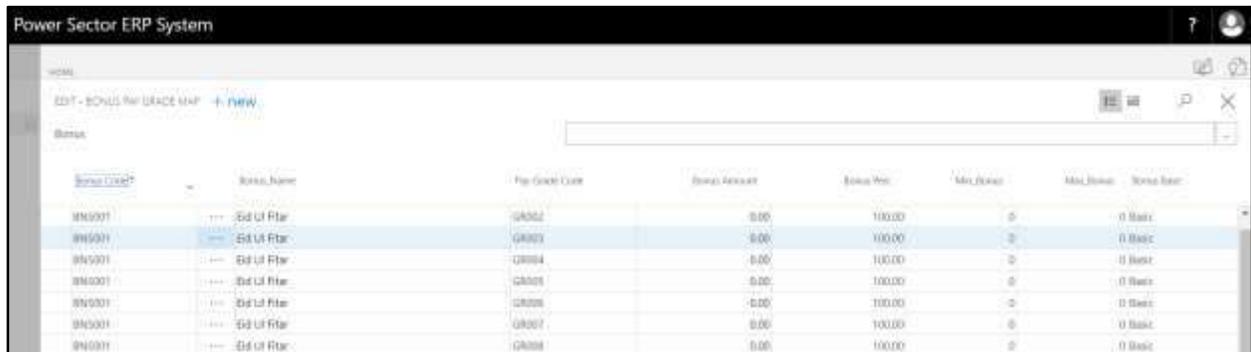
HR-102.3.7 Bonus Grade Mapping

To Initiate, follow the steps below.

A. Choose the “**Bonus Grade Mapping**” icon on the Pay Grade Mapping page, as indicated in figure below.

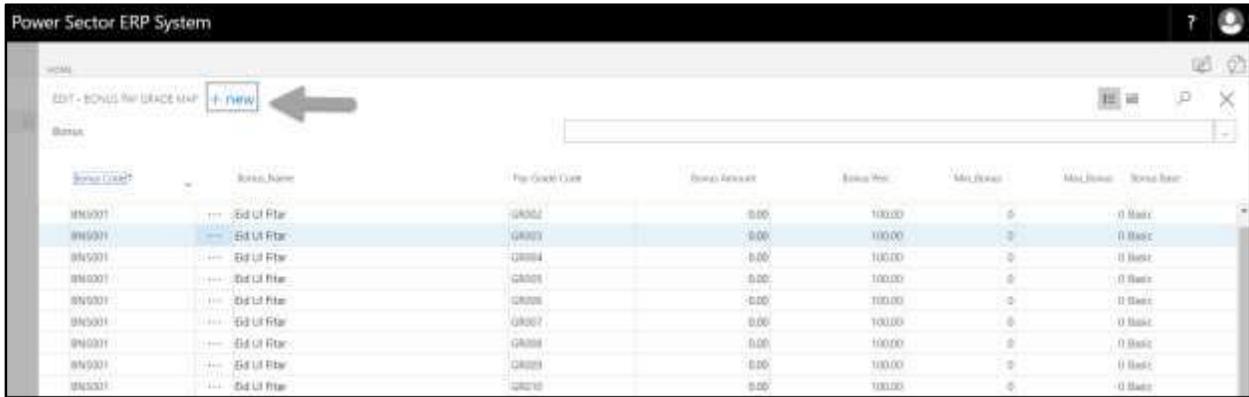


The following **Bonus Grade Mapping** page will be appeared as below.

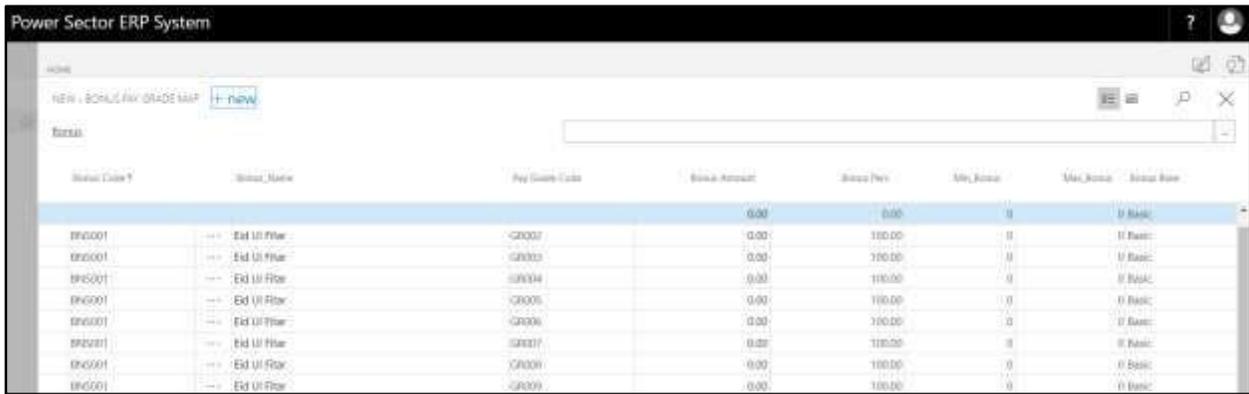


Note
On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose "New" icon on the Bonus Grade Mapping page, as indicated in figure below.



New Row will be appeared for entry as below.



C. Provide below information to proceed.

1. Choose the **Bonus Code** from the Dropdown by clicking on button.
 - **Bonus Code: BNS001**
 - **Bonus Name will be populated by the system.**
2. Choose the **Pay Grade Code** from the Dropdown by clicking on button.
 - **Pay Grade Code: GR001**
3. Provide **Bonus Amount**
 - **Bonus Amount: 0**
4. Provide **Bonus Perc**
 - **Bonus Perc: 0**

5. Provide **Min Bonus**

- **Min Bonus: 0**

6. Provide **Max Bonus**

- **Max Bonus: 0**

7. Choose the **Bonus Base** from the Dropdown by clicking on button.

- **Bonus Base: Basic**

Bonus Code	Bonus Name	Pay Grade Code	Bonus Amount	Bonus Pay	Tax Factor	Max Bonus	Bonus Base
BNS001	--- Eid Ul Fitr	GR001	0.00	100.00	0	0	0 Basic
BNS002	--- Eid Ul Adha	GR001	0.00	100.00	0	0	0 Basic
BNS003	--- Bengali New Year	GR001	0.00	20.00	0	0	0 Basic
BNS004	--- Durga Puja	GR001	0.00	200.00	0	0	0 Basic
BNS005	--- Roudho Purnima	GR001	0.00	200.00	0	0	0 Basic
BNS006	--- Christmas	GR001	0.00	200.00	0	0	0 Basic
BNS001	--- Eid Ul Fitr	GR002	0.00	100.00	0	0	0 Basic
BNS002	--- Eid Ul Adha	GR002	0.00	100.00	0	0	0 Basic
BNS003	--- Bengali New Year	GR002	0.00	20.00	0	0	0 Basic
BNS004	--- Durga Puja	GR002	0.00	200.00	0	0	0 Basic

Tips

To assign multiple Bonus Pay Grade Map, use next line and follow steps 1 and 9.

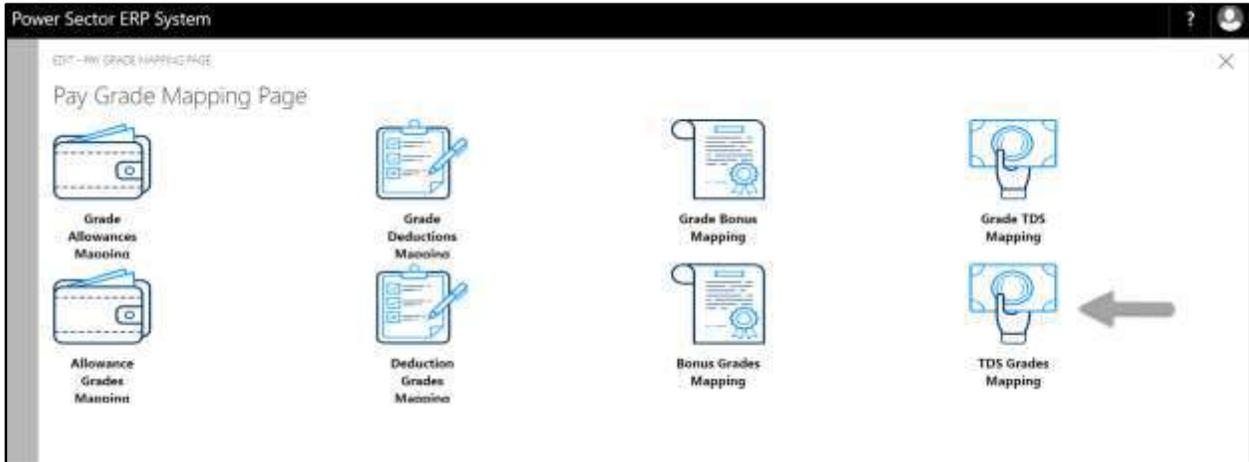
D. Click the "X" button to save and close.

Bonus Code	Bonus Name	Pay Grade Code	Bonus Amount	Bonus Pay	Tax Factor	Max Bonus	Bonus Base
BNS001	--- Eid Ul Fitr	GR001	0.00	100.00	0	0	0 Basic
BNS002	--- Eid Ul Adha	GR001	0.00	100.00	0	0	0 Basic
BNS003	--- Bengali New Year	GR001	0.00	20.00	0	0	0 Basic
BNS004	--- Durga Puja	GR001	0.00	200.00	0	0	0 Basic
BNS005	--- Roudho Purnima	GR001	0.00	200.00	0	0	0 Basic
BNS006	--- Christmas	GR001	0.00	200.00	0	0	0 Basic
BNS001	--- Eid Ul Fitr	GR002	0.00	100.00	0	0	0 Basic
BNS002	--- Eid Ul Adha	GR002	0.00	100.00	0	0	0 Basic
BNS003	--- Bengali New Year	GR002	0.00	20.00	0	0	0 Basic
BNS004	--- Durga Puja	GR002	0.00	200.00	0	0	0 Basic

HR-102.3.8 TDS Grade Mapping

To Initiate, follow the steps below.

- A. Choose the **“TDS Grade Mapping”** icon on the Pay Grade Mapping page, as indicated in figure below.



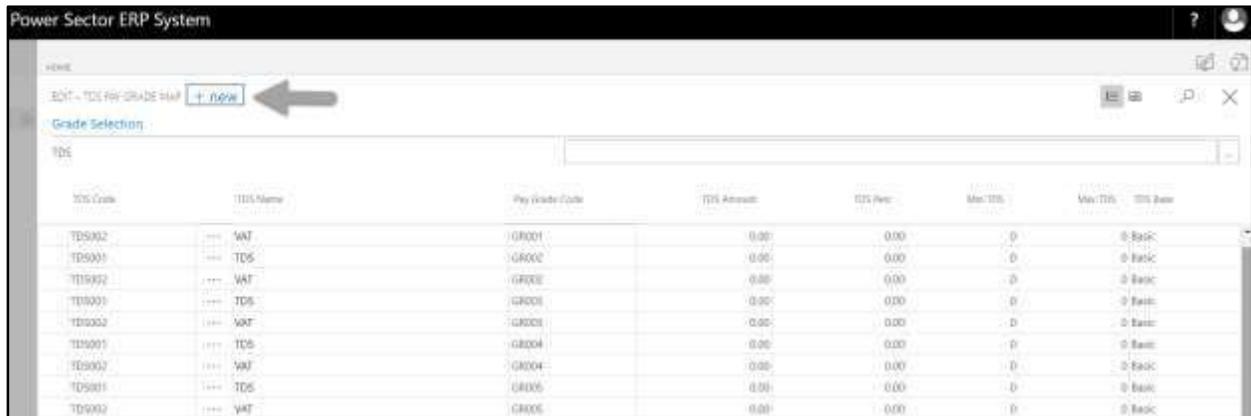
The following **TDS Grade Mapping** page will be appeared.

TDS Code	TDS Name	Pay Grade Code	TDS Amount	TDS Perc	Max TDS	Min TDS	TDS Base
TD5002	WAT	GR001	0.00	0.00	0	0	Basic
TD5001	TDS	GR002	0.00	0.00	0	0	Basic
TD5002	WAT	GR002	0.00	0.00	0	0	Basic
TD5001	TDS	GR003	0.00	0.00	0	0	Basic
TD5002	WAT	GR003	0.00	0.00	0	0	Basic
TD5001	TDS	GR004	0.00	0.00	0	0	Basic
TD5002	WAT	GR004	0.00	0.00	0	0	Basic
TD5001	TDS	GR005	0.00	0.00	0	0	Basic
TD5002	WAT	GR005	0.00	0.00	0	0	Basic

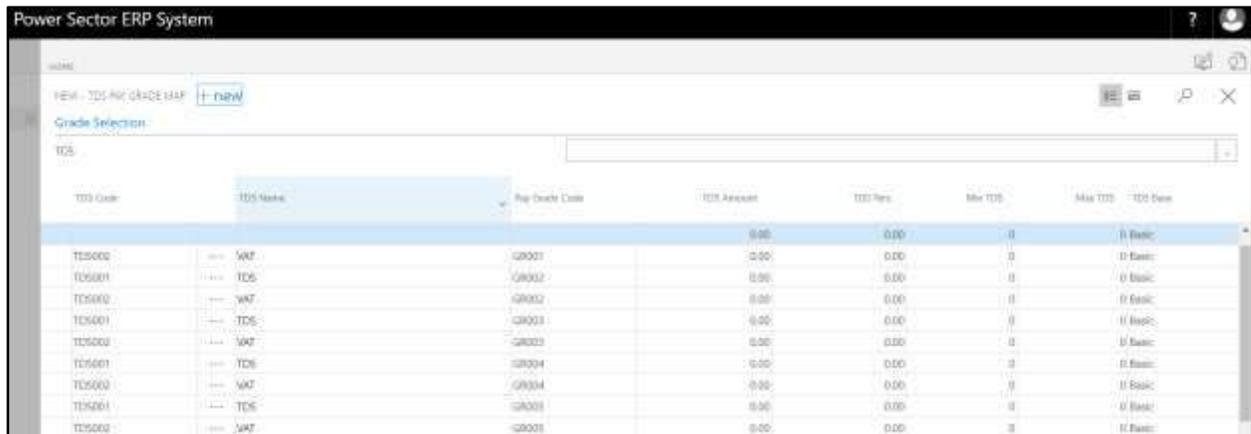
Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

B. Choose "New" icon on the TDS Grade Mapping page, as indicated in figure below.



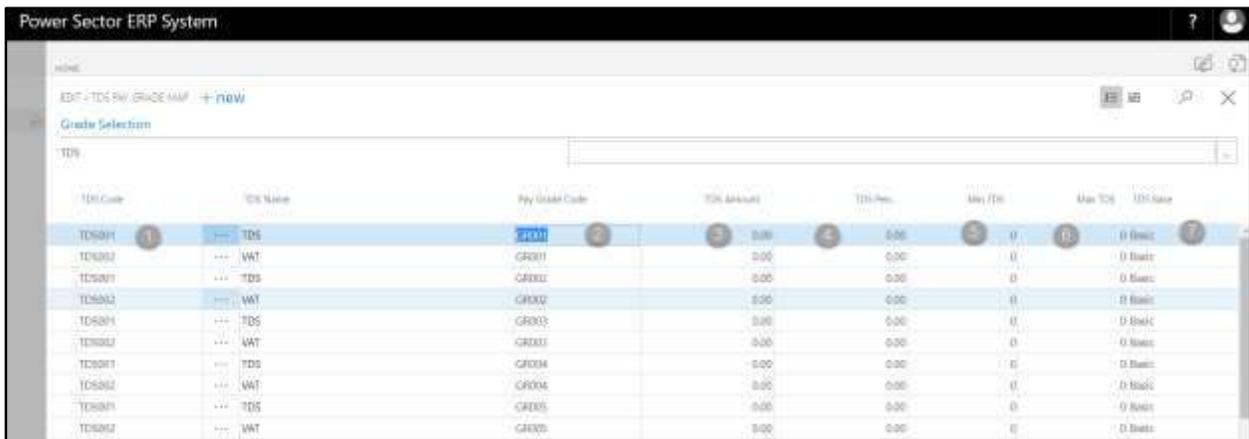
New Row will be added for entry as below.



C. Provide below information to proceed.

1. Choose the **TDS Code** from the Dropdown by clicking on button.
 - **TDS Code: TDS001**
 - **TDS Name will be populated by the system.**
2. Choose the **Pay Grade Code** from the Dropdown by clicking on button.
 - **Pay Grade Code: GR001**
3. Provide **TDS Amount**
 - **TDS Amount: 0**
4. Provide **TDS Perc**

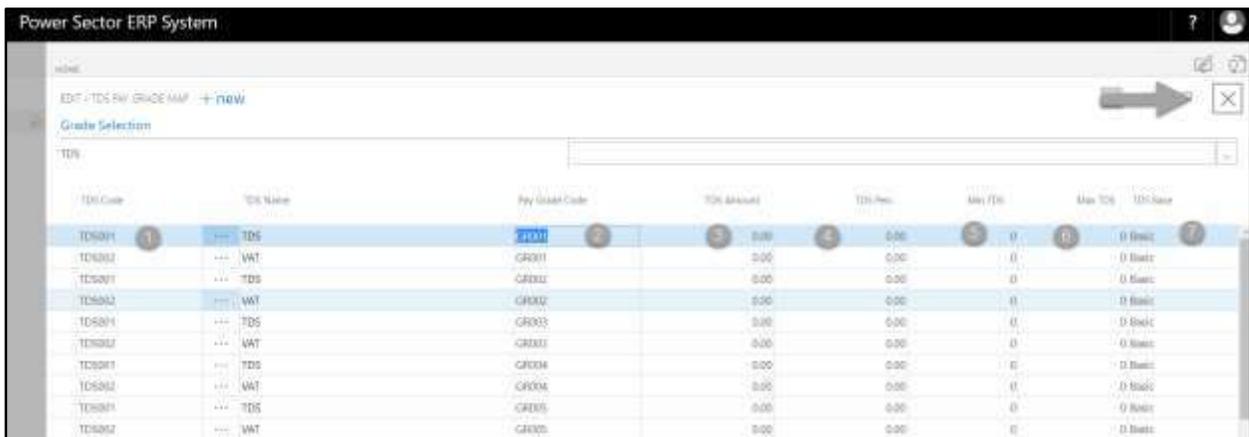
- TDS Perc: 0
5. Provide **Min TDS**
 - Min TDS: 0
 6. Provide **Max TDS**
 - Max TDS: 0
 7. Choose the **TDS Base** from the Dropdown by clicking on button.
 - TDS Base: Basic



TDS Code	TDS Name	Pay Grade Code	TDS Annual	TDS Perc	Min TDS	Max TDS	TDS Base
TDS001	TDS	G001	0.00	0.00	0	0	D Basic
TDS002	WAT	G001	0.00	0.00	0	0	D Basic
TDS001	TDS	G002	0.00	0.00	0	0	D Basic
TDS002	WAT	G002	0.00	0.00	0	0	D Basic
TDS001	TDS	G003	0.00	0.00	0	0	D Basic
TDS002	WAT	G003	0.00	0.00	0	0	D Basic
TDS001	TDS	G004	0.00	0.00	0	0	D Basic
TDS002	WAT	G004	0.00	0.00	0	0	D Basic
TDS001	TDS	G005	0.00	0.00	0	0	D Basic
TDS002	WAT	G005	0.00	0.00	0	0	D Basic

Tips
To assign multiple TDS Pay Grade Map, use next line and follow steps 1 and 7.

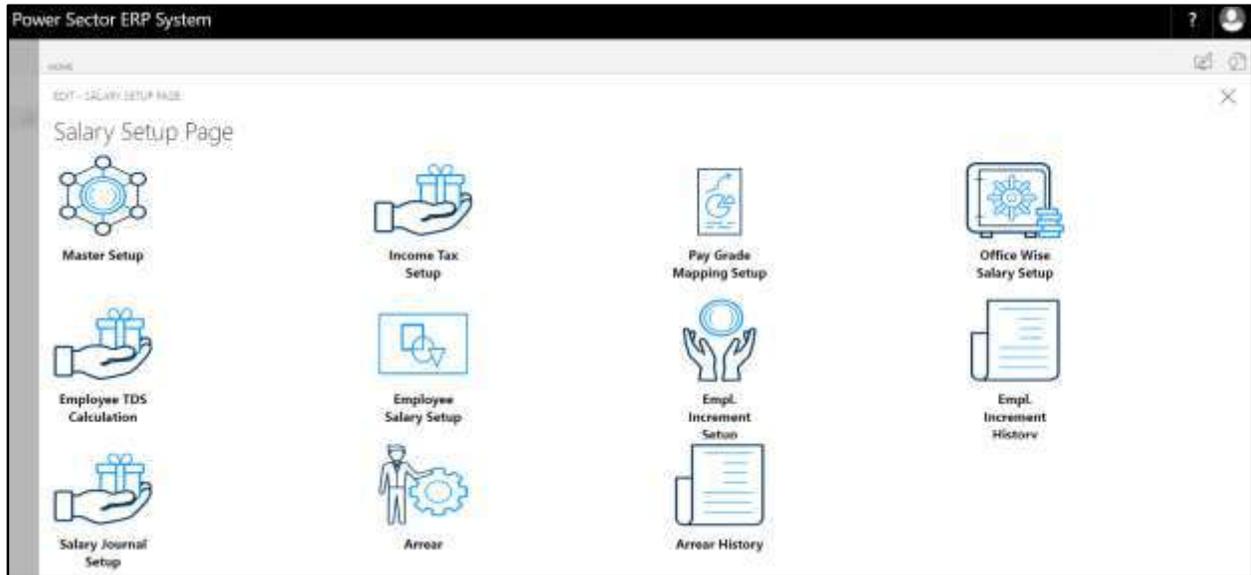
D. Click the "X" button to save and close.



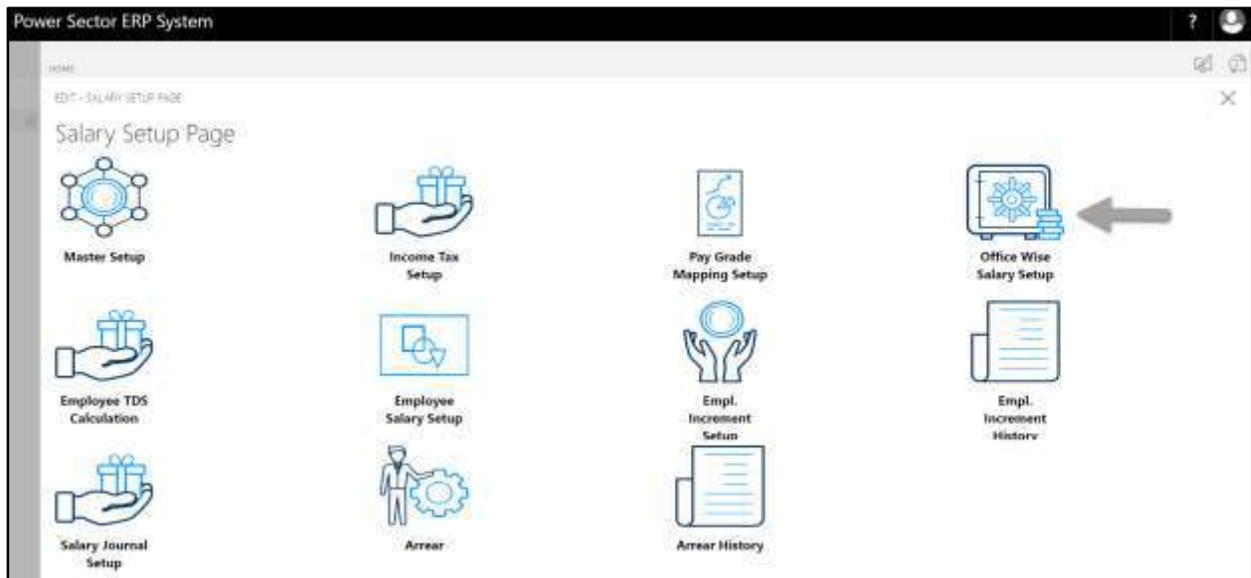
HR-102.4 Office Wise Salary Setup

To Initiate, follow the steps below.

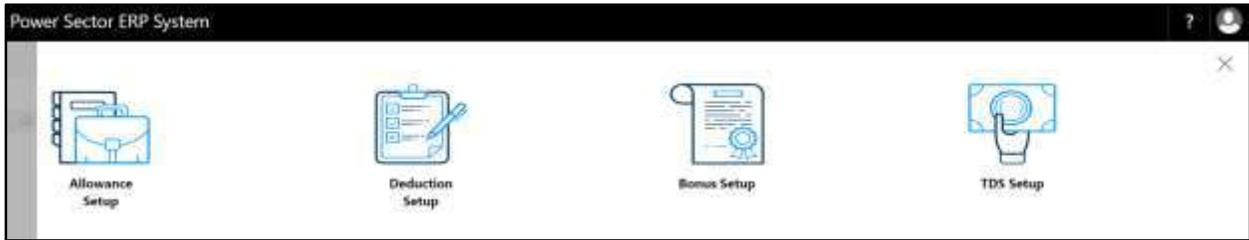
A. Access Salary Setup by Human Resource Admin user.



B. Choose the “**Office Wise Salary Setup**” icon on the Salary Setup page, as indicated in figure below.



The following **Office Wise Salary Setup** page will be appeared.



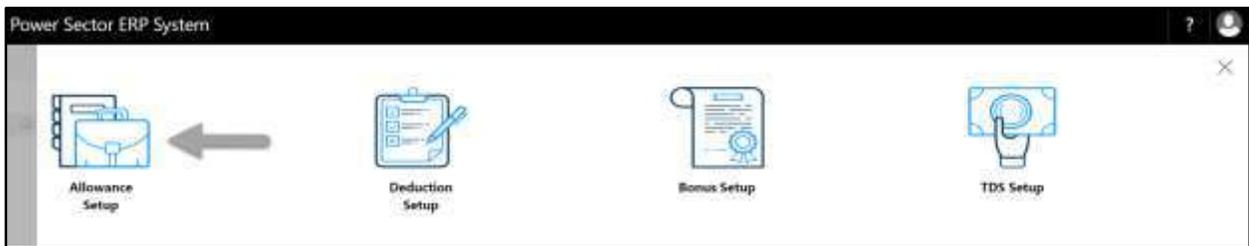
C. There are 4 types of Setup in Office wise salary Setup Page-

- HR-102.4.1 Allowance Setup
- HR-102.4.2 Deduction Setup
- HR-102.4.3 Bonus Setup
- HR-102.4.4 TDS Setup

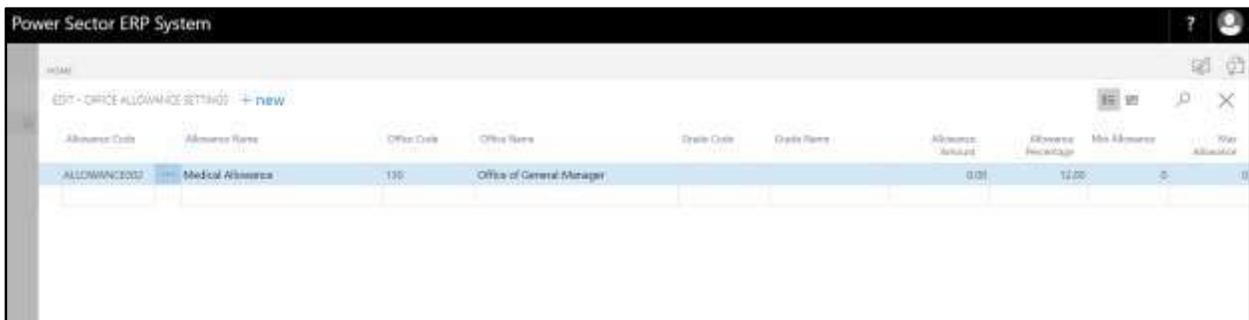
HR-102.4.1 Allowance Setup

To Initiate, follow the steps below.

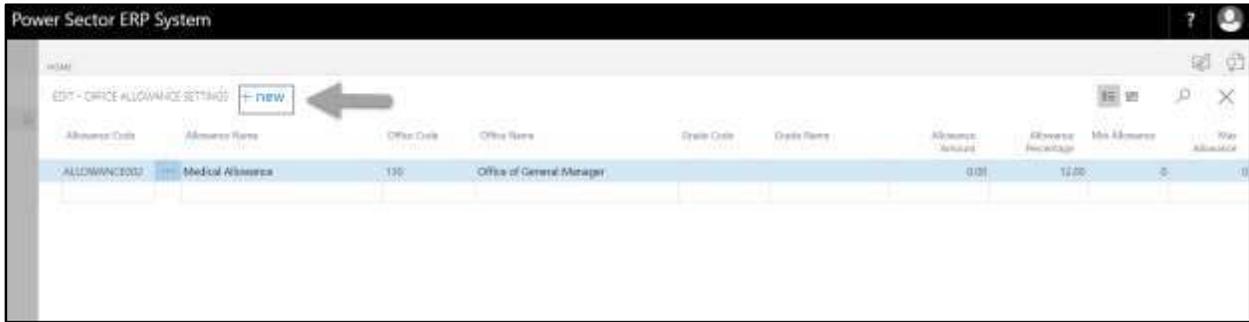
A. Choose the **"Allowance Setup"** icon on the Office wise salary setup page, as indicated in figure below.



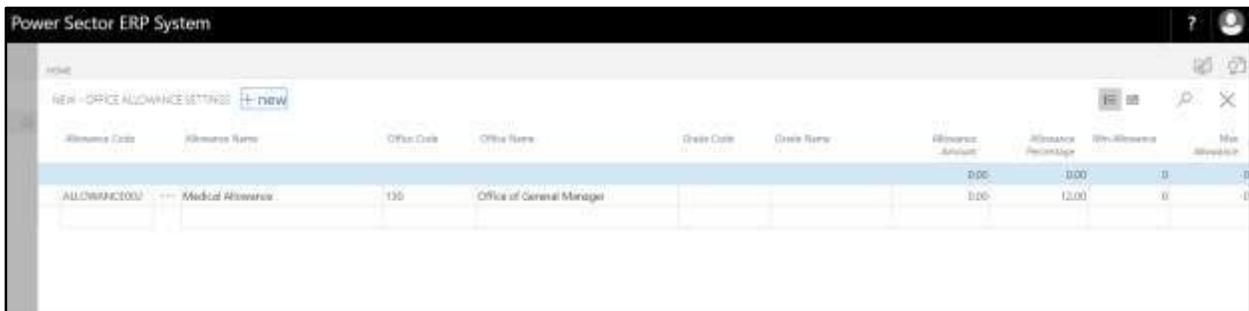
The following **Office Allowance Settings** page will be appeared.



B. Choose "New" icon on the Office Allowance Settings page, as indicated in figure below.



New Row will be appeared for entry as below.



C. Provide below information to proceed.

1. Choose the **Allowance Code** from the Dropdown by clicking on button.
 - **Allowance Code: ALLOWANCE001**
 - Allowance Name will be populated by the system**
2. Choose the **Office Code** from the Dropdown by clicking on button.
 - **Office Code: 105**
 - Office Name will be populated by the system**
3. Choose the **Grade Code** from the Dropdown by clicking on button.
 - **Grade Code: GR001**
 - Grade Name will be populated by the system.**
4. Provide **Allowance Amount**
 - **Allowance Amount: 0**
5. Provide **Allowance Percentage**

- Allowance Perc: 40
6. Provide **Min Allowance**
 - **Min Allowance: 0**
 7. Provide **Max Allowance**
 - **Max Allowance: 0**

Allowance Code	Allowance Name	Office Code	Office Name	Grade Code	Grade Name	Allowance Amount	Allowance Percentage	Min Allowance	Max Allowance
ALLOWANCE010	House Rent Allowance	105	Office of Executive Director	GR001	Grade 1	0.00	40.00	0	0
ALLOWANCE002	Medical Allowance	120	Office of General Manager			0.00	12.00	0	0

Tips

To assign multiple Office Allowances, use next line and follow steps 1 and 7.

IMPORTANT

If the Allowance is same (amount or percentage) for all grades of the office, "Grade Code" will be Blank here. [3]

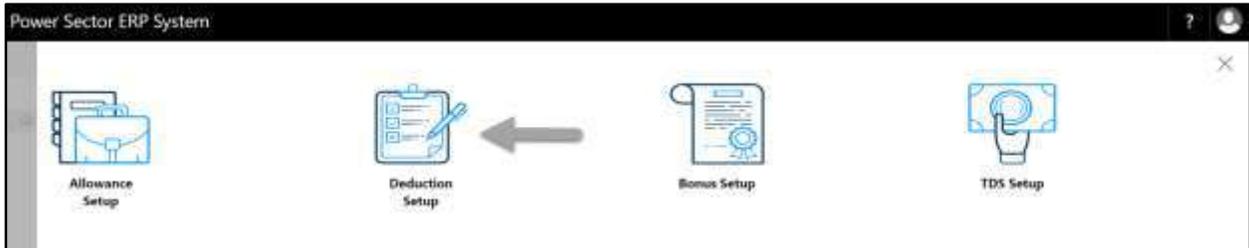
D. Click the "X" button to save and close.

Allowance Code	Allowance Name	Office Code	Office Name	Grade Code	Grade Name	Allowance Amount	Allowance Percentage	Min Allowance	Max Allowance
ALLOWANCE010	House Rent Allowance	105	Office of Executive Director	GR001	Grade 1	0.00	40.00	0	0
ALLOWANCE002	Medical Allowance	120	Office of General Manager			0.00	12.00	0	0

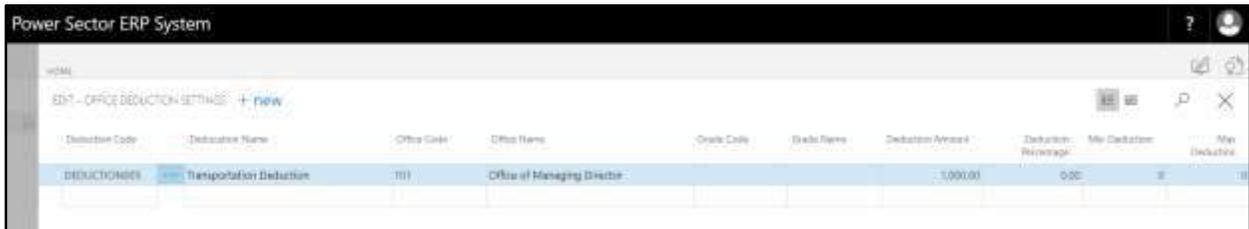
HR-102.4.2 Deduction Setup

To Initiate, follow the steps below.

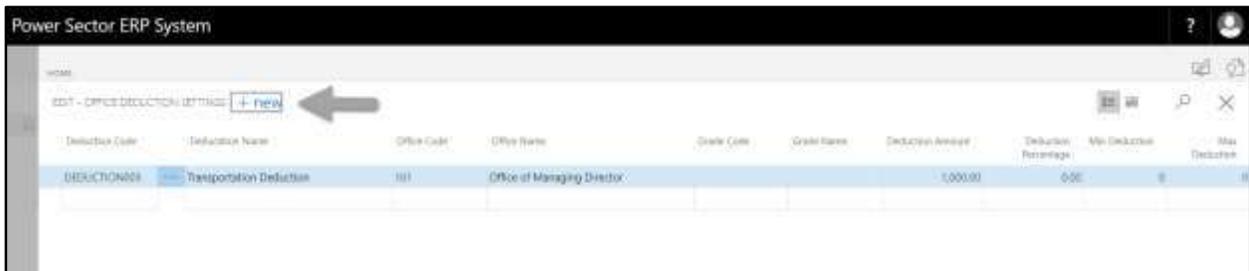
- A. Choose the **"Deduction Setup"** icon on the Office wise salary setup page, as indicated in figure below.



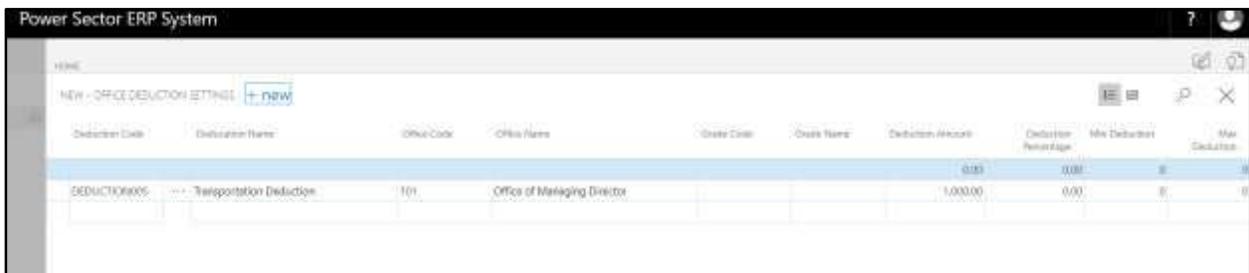
The following **Office Deduction Settings** page will be appeared.



- B. Choose **"New"** icon on the Office Deduction Settings page, as indicated in figure below.



New Row will be appeared for entry as below.



C. Provide below information to proceed.

1. Choose the **Deduction Code** from the Dropdown by clicking on button.

- **Deduction Code: DEDUCTION010**

Deduction Name will be populated by the system

2. Choose the **Office Code** from the Dropdown by clicking on button.

- **Office Code: 180**

Office Name will be populated by the system

3. Choose the **Grade Code** from the Dropdown by clicking on button.

- **Grade Code: GR008**

Grade Name will be populated by the system.

4. Provide **Deduction Amount**

- **Deduction Amount: 0**

5. Provide **Deduction Percentage**

- **Deduction Perc: 05**

6. Provide **Min Deduction**

- **Min Deduction: 0**

7. Provide **Max Deduction**

- **Max Deduction: 0**



Tips

To assign multiple Office Deduction, use next line and follow steps 1 and 7.

IMPORTANT

If there are no variation between Grade then grade Code will be Blank here. [3]

D. Click the “” button to save and close.



HR-102.4.3 Bonus Setup

To Initiate, follow the steps below.

A. Choose the “**Bonus Setup**” icon on the Office wise salary setup page, as indicated in figure below.



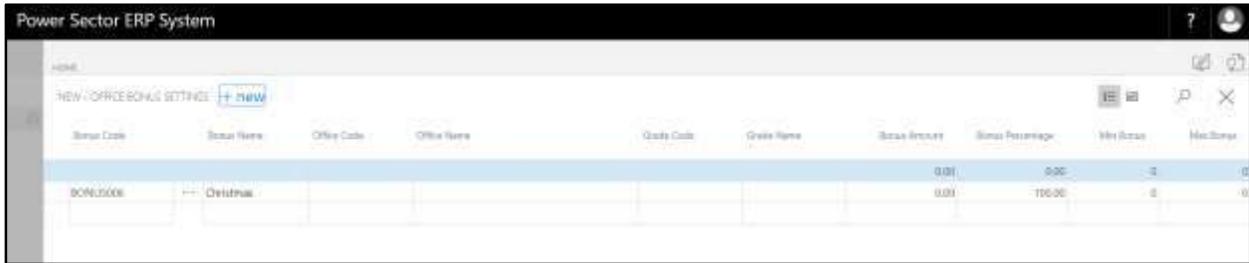
The following **Office Bonus Settings** page will be appeared.



B. Choose “**New**” icon on the Office Bonus Settings page, as indicated in figure below.



New Row will be appeared for entry as below.



C. Provide below information to proceed.

1. Choose the **Bonus Code** from the Dropdown by clicking on button.

- **Bonus Code: BONUS001**

Bonus Name will be populated by the system

2. Choose the **Office Code** from the Dropdown by clicking on button.

- **Office Code: 100**

Office Name will be populated by the system

3. Choose the **Grade Code** from the Dropdown by clicking on button.

- **Grade Code: GR004**

Grade Name will be populated by the system.

4. Provide **Bonus Amount**

- **Bonus Amount: 0**

5. Provide **Bonus Percentage**

- **Bonus Perc: 100**

6. Provide **Min Bonus**

- **Min Bonus: 0**

7. Provide **Max Bonus**

- **Max Bonus: 0**



Tips

To assign multiple Office Bonus, use next line and follow steps 1 and 7.

IMPORTANT

- If there are no variation between Grade then grade Code will be Blank here. [3]

D. Click the “” button to save and close.



HR-102.4.4 TDS Setup

To Initiate, follow the steps below.

A. Choose the “**TDS Setup**” icon on the Office wise salary setup page, as indicated in figure below.



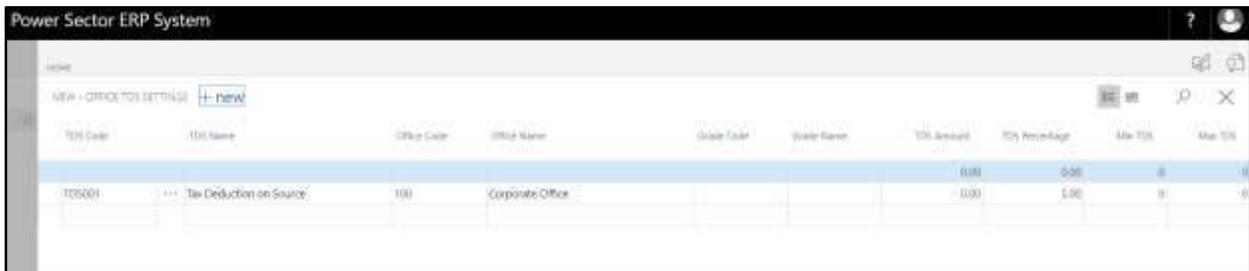
The following **Office TDS Settings** page will be appeared.



B. Choose **“New”** icon on the Office TDS Settings page, as indicated in figure below.



New Row will be appeared for entry as below.



C. Provide below information to proceed.

1. Choose the **TDS Code** from the Dropdown by clicking on button.

- **TDS Code: TDS001**

TDS Name will be populated by the system

2. Choose the **Office Code** from the Dropdown by clicking on button.

- **Office Code: 101**

Office Name will be populated by the system

3. Choose the **Grade Code** from the Dropdown by clicking on  button.

- **Grade Code: GR010**

Grade Name will be populated by the system.

4. Provide **TDS Amount**

- **TDS Amount: 0**

5. Provide **Allowance Percentage**

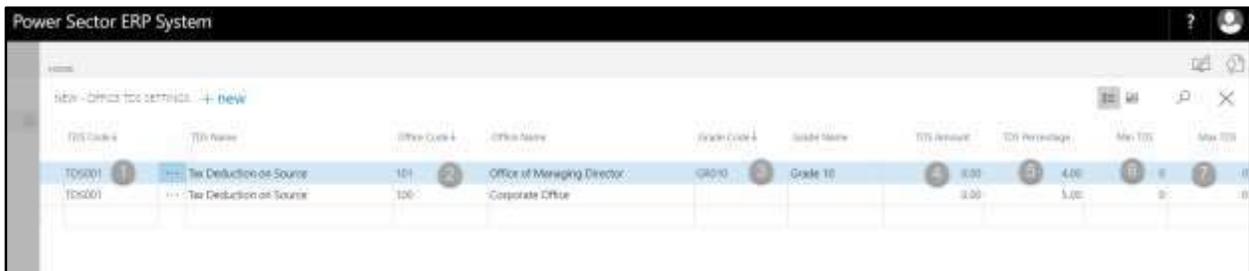
- **TDS Perc: 4**

6. Provide **Min TDS**

- **Min TDS: 0**

7. Provide **Max TDS**

- **Max TDS: 0**



Tips

To assign multiple Office TDS, use next line and follow steps 1 and 7.

IMPORTANT

- If there are no variation between Grade then grade Code will be Blank here. [3]

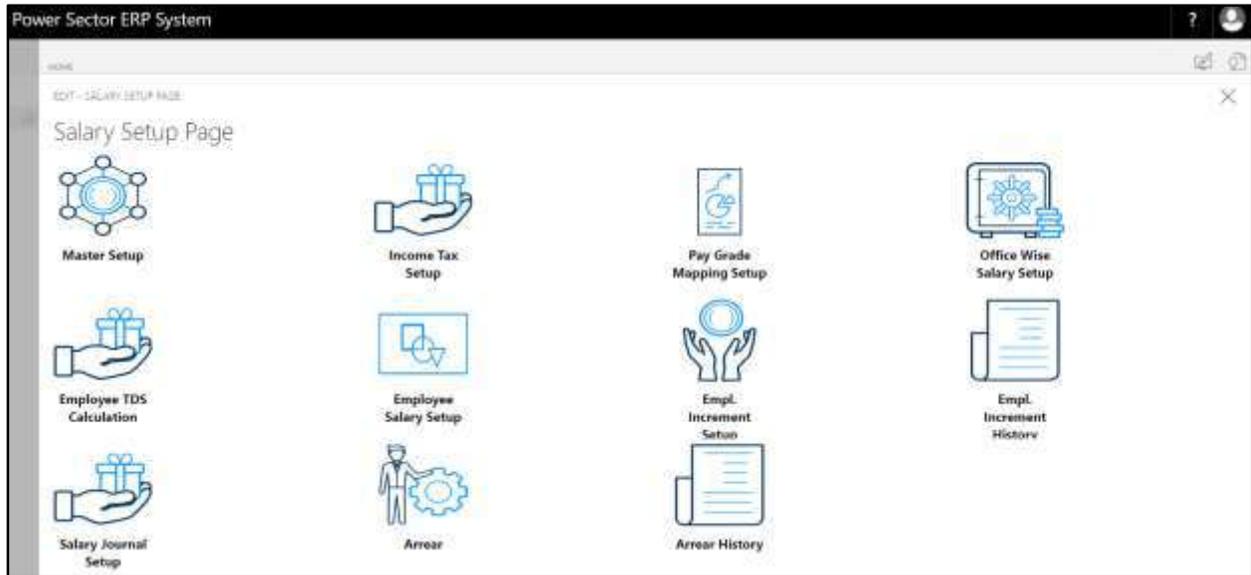
D. Click the  button to save and close.



HR-102.5 Employee Salary Setup

To Initiate, follow the steps below.

A. Access Salary Setup by Human Resource Admin.



B. Choose the “**Employee Salary Setup**” icon on the Salary Setup page, as indicated in figure below.



The following **Salary Settings** page will be appeared.

Employee ID	Employee Name	Settings Type	Settings Code	Settings Name	Percentage	Amount	Start Date	End Date
200001143	Tawal Islam Tuly	Deduction	DEDUCTION003	ERP Loan	0.00	20,000.00	01-02-20	05-15-20
200001093	Shahid Abdul Latif	TDS	TDS001	Tax Deduction on ...	0.00	3,500.00		
200001094	Abdullah Al Marzan	TDS	TDS001	Tax Deduction on ...	0.00	4,500.00		
200001097	MD. Abdullah Al Marzan	TDS	TDS001	Tax Deduction on ...	0.00	3,500.00		
200001072	Md. Aminul Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001095	Aminul Haque	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001058	Md. Mojaibur Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,000.00		
200001141	Sabnun Farja	TDS	TDS001	Tax Deduction on ...	0.00	2,800.00		
200001084	Md. Akbaruzzaman Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		

Note
On first time load, page will be blank and will show existing data as new setup data will be entered.

C. Choose **"New"** icon on the Salary Settings page, as indicated in figure below.

Employee ID	Employee Name	Settings Type	Settings Code	Settings Name	Percentage	Amount	Start Date	End Date
200001143	Tawal Islam Tuly	Deduction	DEDUCTION003	ERP Loan	0.00	20,000.00	01-02-20	05-15-20
200001093	Shahid Abdul Latif	TDS	TDS001	Tax Deduction on ...	0.00	3,500.00		
200001094	Abdullah Al Marzan	TDS	TDS001	Tax Deduction on ...	0.00	4,500.00		
200001097	MD. Abdullah Al Marzan	TDS	TDS001	Tax Deduction on ...	0.00	3,500.00		
200001072	Md. Aminul Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001095	Aminul Haque	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001058	Md. Mojaibur Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,000.00		
200001141	Sabnun Farja	TDS	TDS001	Tax Deduction on ...	0.00	2,800.00		
200001084	Md. Akbaruzzaman Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001096	Abdul Madi	Deduction	DEDUCTION006	Salary Deduction	0.00	10,000.00	01-07-19	01-05-20
200001041	Abdusamad Uzun Haktan	Deduction	DEDUCTION001	ERP Personal Fund	0.00	2,000,000.00	01-01-20	01-01-21

New Row will be appeared for entry as below.

Employee ID	Employee Name	Settings Type	Settings Code	Settings Name	Percentage	Amount	Start Date	End Date
200001094	Abdullah Al Marzan	Salary Deduction	DEDUCTION006	Salary Deduction	0.00	10,000.00	01-07-19	01-05-20
200001143	Tawal Islam Tuly	Deduction	DEDUCTION003	ERP Loan	0.00	20,000.00	01-02-20	05-15-20
200001093	Shahid Abdul Latif	TDS	TDS001	Tax Deduction on ...	0.00	3,500.00		
200001094	Abdullah Al Marzan	TDS	TDS001	Tax Deduction on ...	0.00	4,500.00		
200001097	MD. Abdullah Al Marzan	TDS	TDS001	Tax Deduction on ...	0.00	3,500.00		
200001072	Md. Aminul Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001095	Aminul Haque	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001058	Md. Mojaibur Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,000.00		
200001141	Sabnun Farja	TDS	TDS001	Tax Deduction on ...	0.00	2,800.00		
200001084	Md. Akbaruzzaman Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001096	Abdul Madi	Deduction	DEDUCTION006	Salary Deduction	0.00	10,000.00	01-07-19	01-05-20

D. Provide below information to proceed.

1. Choose the **Employee ID** from the Dropdown by clicking on button.

- **Employee ID: 200001003**

Employee Name will be populated by the system

2. Choose the **Settings Type** from the Dropdown by clicking on button.

- **Settings Type: Allowance**

3. Choose the **Settings Code** from the Dropdown by clicking on button.

- **Settings Code: ALLOWANCE003**

Settings Name will be populated by the system.

4. Provide **Percentage**

- **Percentage: 0**

5. Provide **Amount**

- **Amount: 3500**

6. Choose the **Start Date** from the Dropdown by clicking on button.

- **Start Date: 01-04-20**

7. Choose the **End Date** from the Dropdown by clicking on button.

- **End Date: 30-04-20**

Employee ID	Employee Name	Settings Type	Settings Code	Settings Name	Percentage	Amount	Start Date	End Date
200001003	Shahid Akbar Lari	Allowance	ALLOWANCE003	Transportation Al...	0.00	3,500.00	01-04-20	30-04-20
200001006	Abdul Majid	Deduction	DEDUCTION006	Salary Deduction	0.00	10,000.00	01-01-19	01-05-20
200001007	MD. Abdullatif Al Momen	TDS	TD5001	Tax Deduction on ...	0.00	2,900.00		
200001008	Ayazul Haque	TDS	TD5001	Tax Deduction on ...	0.00	2,100.00		
200001012	Mohammad Ullah Khondok	Deduction	DEDUCTION001	OFF Personal Ded...	0.00	2,00,000.00	01-03-20	01-01-21
200001019	Wazghi Hossain	Deduction	DEDUCTION001	OFF Personal Ded...	0.00	10,000.00	01-04-20	01-03-21
200001058	Md. Mizanul Chowdhury	TDS	TD5001	Tax Deduction on ...	0.00	2,000.00		
200001072	Md. Anwar Chowdhury	TDS	TD5001	Tax Deduction on ...	0.00	2,100.00		
200001084	Md. Akbaruzzaman Chowdhury	TDS	TD5001	Tax Deduction on ...	0.00	2,100.00		
200001094	Abdullah W Momen	TDS	TD5001	Tax Deduction on ...	0.00	4,500.00		
200001100	Md. Nazim Islam	Deduction	DEDUCTION001	OFF Personal Ded...	0.00	20,000.00	01-04-20	01-03-21
200001141	Sabbam Faris	TDS	TD5001	Tax Deduction on ...	0.00	2,300.00		
200001149	Tahid Islam Taha	Deduction	DEDUCTION003	OFF Loan	0.00	20,000.00	01-03-20	01-11-20

Tips

To assign multiple Salary Settings, use next line and follow steps 1 and 7.

E. Click the “” button to save and close.

Power Sector ERP System

HOME

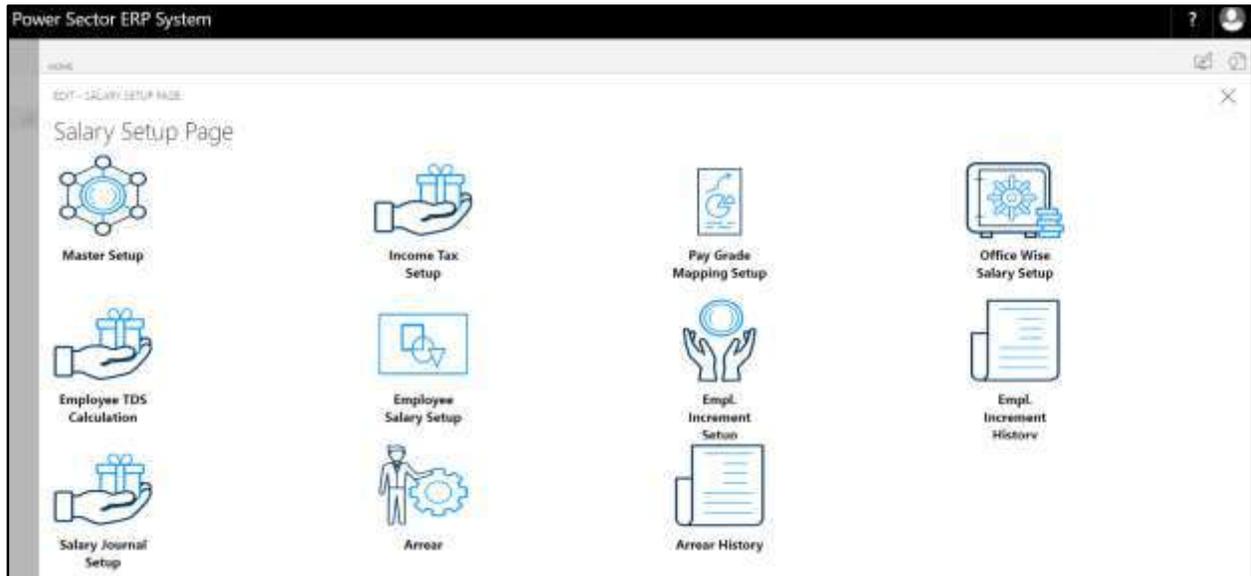
NEW - SALARY SETTINGS + new

Employee ID#	Employee Name	Settings Type	Settings Code	Settings Name	Percentage	Amount	Start Date	End Date
300001001	Shahid Abdul Latif	Allowance	ALLOWANCE001	Transportation All...	0.00	3,100.00	01-04-20	31-03-21
300001006	Abdul Masud	Deduction	DEDUCTION006	Salary Deduction	0.00	10,000.00	01-07-19	01-06-20
300001007	MD. Abdulkhalil Al Marjan	TDS	TD5001	Tax Deduction on ...	0.00	2,900.00		
300001005	Avonul Haque	TDS	TD5001	Tax Deduction on ...	0.00	2,100.00		
300001013	Mohammad Ullah Khader	Deduction	DEDUCTION001	CPF Personal Ded...	0.00	3,00,000.00	01-03-20	01-01-21
300001010	Rongji Hossain	Deduction	DEDUCTION001	CPF Personal Ded...	0.00	10,000.00	01-04-20	01-03-21
300001058	Mr. Manjurul Chowdhury	TDS	TD5001	Tax Deduction on ...	0.00	2,000.00		
300001072	Mr. Anwar Chowdhury	TDS	TD5001	Tax Deduction on ...	0.00	3,100.00		
300001084	Mr. Akteruzzaman Chowdhury	TDS	TD5001	Tax Deduction on ...	0.00	2,100.00		
300001094	Abdullah W Momen	TDS	TD5001	Tax Deduction on ...	0.00	4,500.00		
300001100	Mr. Nazim Islam	Deduction	DEDUCTION001	CPF Personal Ded...	0.00	30,000.00	01-04-20	01-03-21
300001141	Sabbam Faruk	TDS	TD5001	Tax Deduction on ...	0.00	2,300.00		
300001149	Tahid Islam Taha	Deduction	DEDUCTION003	CPF Loan	0.00	30,000.00	01-03-20	01-11-20

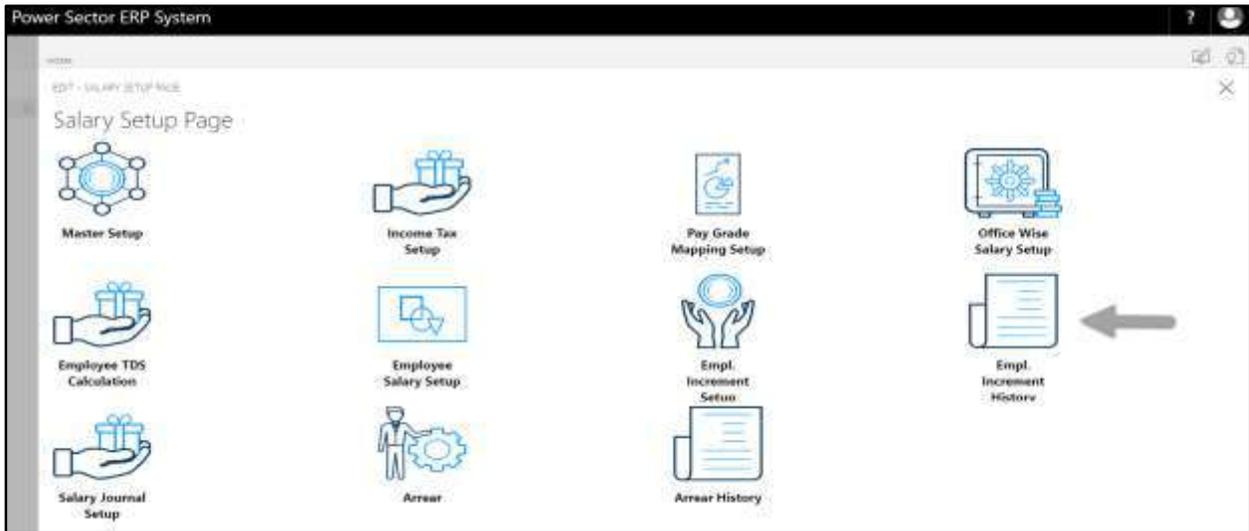
HR-102.6 Employee Increment History

To Initiate, follow the steps below.

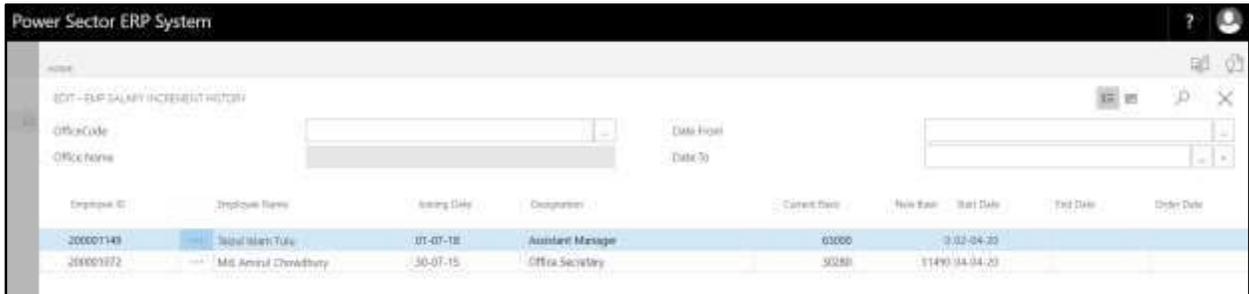
A. Access Salary Setup by Human Resource Admin.



B. Choose the “Employee Increment History” icon on the Salary Setup page, as indicated in figure below.



The following EMP Salary Increment History page will be appeared.



Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

C. There is list view of Employee Increment History. To simplify this page there are some filter criteria shown below-

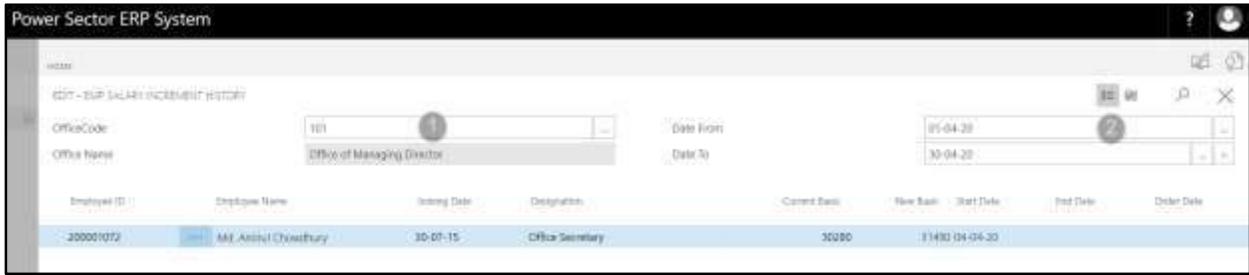
1. Choose “Office Code” to filter this list page for a specific office.

• Office Code: 101

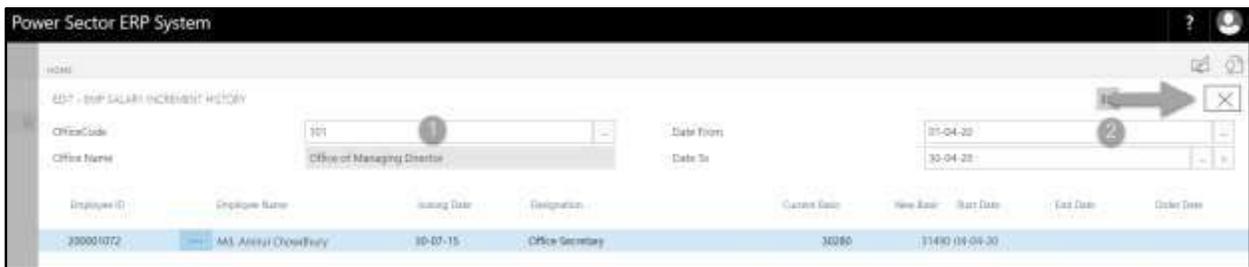
2. Choose “Date From” and “Date To” filter for fixed a date range which you want to view.

• Date From: 01-04-20

- Date To: 30-04-20



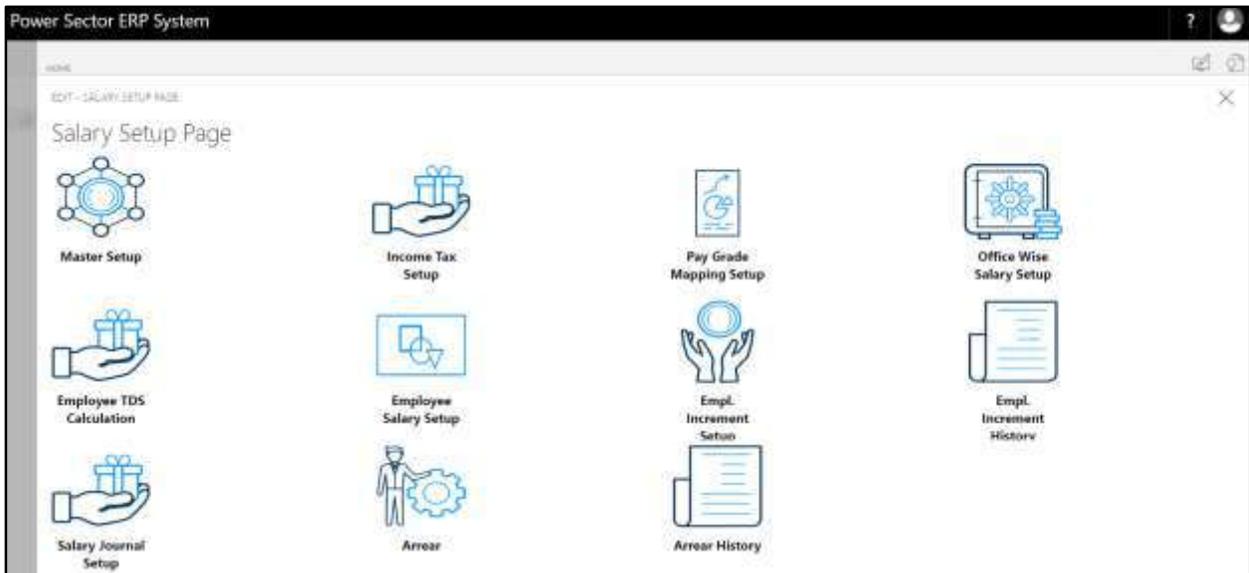
D. Click the “X” button to close.



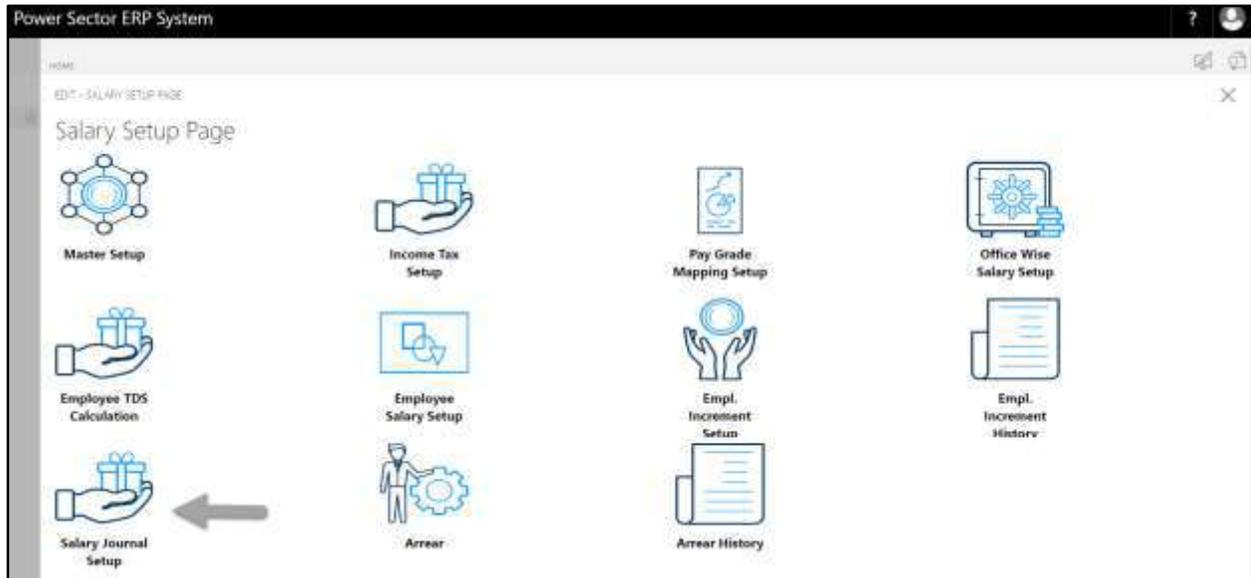
HR-102.7 Salary Journal Setup

To Initiate, follow the steps below.

- A. Access Salary Setup Page by Human Resource Admin.



B. Choose the “Salary Journal Setup” icon on the Salary Setup page, as indicated in figure below.



The following **Salary Journal Setup** will be appeared.

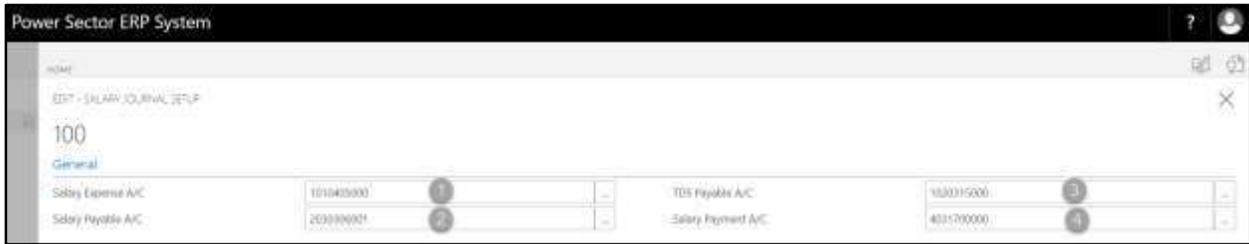


C. Provide below information to proceed.

1. Choose the **Salary Expense A/C** from the Dropdown by clicking on button.
 - **Salary Expense A/C: 1010405000**
2. Choose the **Salary Payable A/C** from the Dropdown by clicking on button.
 - **Salary Payable A/C: 2030306001**
3. Choose the **TDS Payable A/C** from the Dropdown by clicking on button.
 - **TDS Payable A/C: 1020315000**

4. Choose the **Salary Payment A/C** from the Dropdown by clicking on button.

- **Salary Payment A/C: 4031700000**



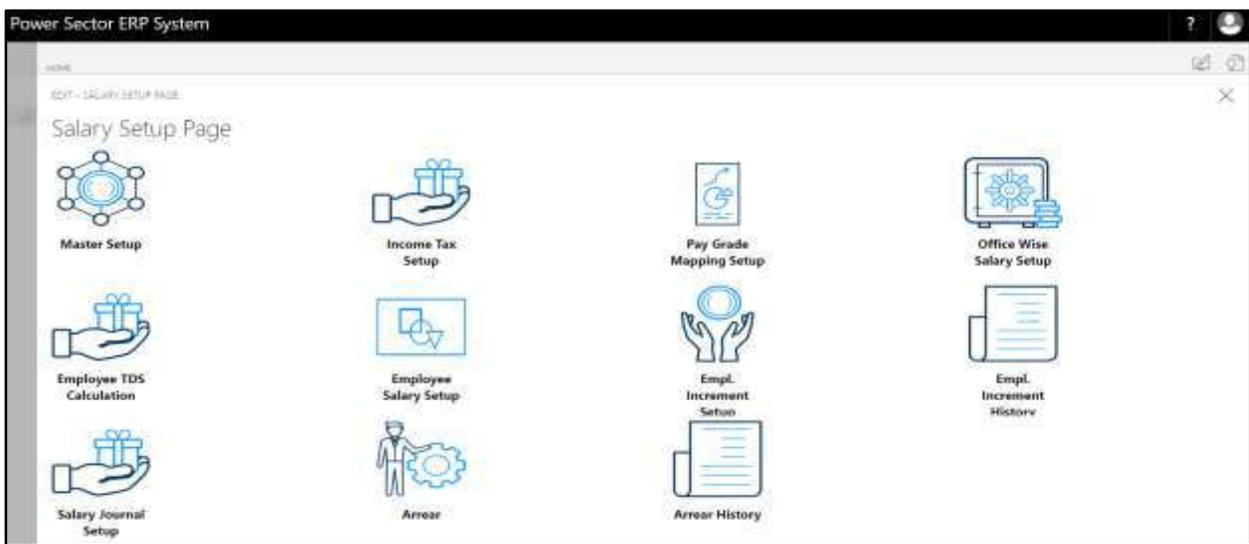
D. Click the "X" button to save and close.



HR-102.8 Arrear Setup

To Initiate, follow the steps below.

A. Access Salary Setup by Human Resource Admin.



B. Choose the “**Arrear**” icon on the Salary Setup page, as indicated in figure below.



The following **Salary Settings** page will be appeared.



C. Choose “**New**” icon on the Arrear List page, as indicated in figure below.



New Row will be appeared for entry as below.



Employee ID	Employee Name	Designation	Arrear Type	Start Date	End Date	Arrear Basic	Arrear Allowance	Arrear Deduction
200001007	MD Abdulrah Al Maruti	Office Secretary	Salary	04-12-19	31-12-19	26,301.00	15,790.00	2,830.00

D. Provide below information to proceed.

1. Choose the **Employee ID** from the Dropdown by clicking on button.

• **Employee ID: 200001019**

Employee Name will be populated by the system

Designation will be populated by the system

2. Choose the **Arrear Type** from the Dropdown by clicking on button.

• **Arrear Type: Salary**

3. Choose the **Start Date** from the Dropdown by clicking on button.

• **Start Date: 01-04-20**

4. Choose the **End Date** from the Dropdown by clicking on button.

• **End Date: 30-04-20**

Arrear Basic will be populated by the system

Arrear Allowance will be populated by the system

Arrear Deduction will be populated by the system



Employee ID	Employee Name	Designation	Arrear Type	Start Date	End Date	Arrear Basic	Arrear Allowance	Arrear Deduction
200001019	Raja Sidiq	Assistant Manager	Salary	01-04-20	30-04-20	65,520.00	38,152.00	6,552.00
200001007	MD Abdulrah Al Maruti	Office Secretary	Salary	04-12-19	31-12-19	26,301.00	15,790.00	2,830.00

E. Click the “” button to save and close.

Power Sector ERP System

HOME

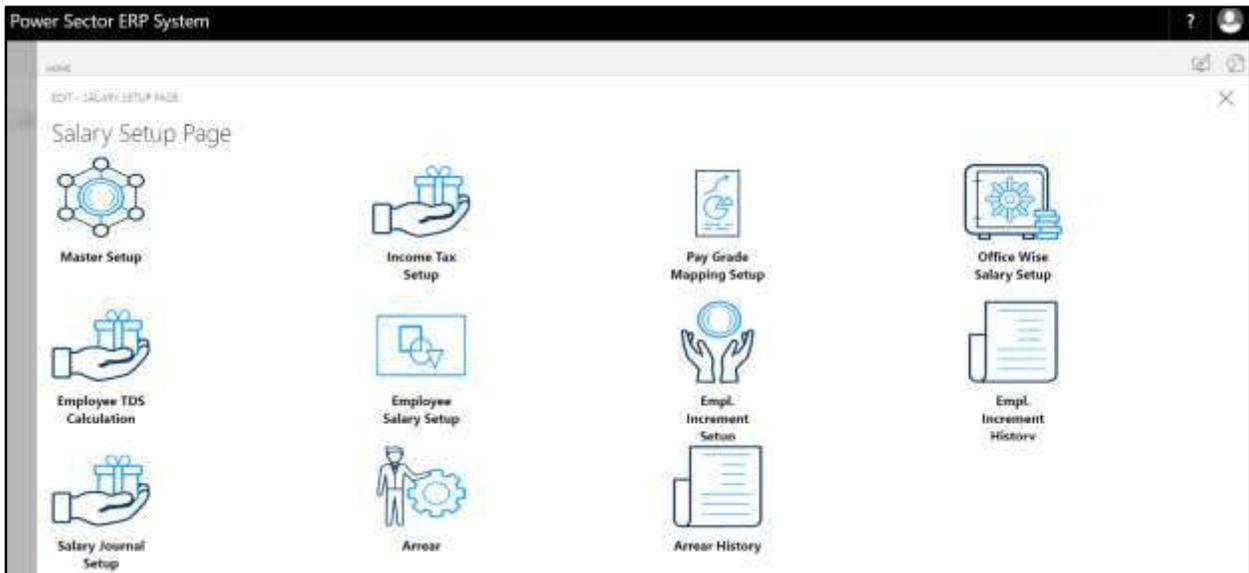
NEW - SALARY SETTINGS + new

Employee ID#	Employee Name	Settings Type	Settings Code	Settings Name	Percentage	Amount	Start Date	End Date
300001001	Shahid Abdul Latif	Allowance	ALLOWANCE001	Transportation All...	0.00	3,100.00	01-04-20	31-03-21
300001006	Abdul Masud	Deduction	DEDUCTION006	Salary Deduction	0.00	10,000.00	01-07-19	01-06-20
300001007	MD. Abdulkhalil Al Marjan	TDS	TDS001	Tax Deduction on ...	0.00	2,900.00		
300001005	Avonul Haque	TDS	TDS001	Tax Deduction on ...	0.00	2,100.00		
300001013	Mohammad Ullah Khader	Deduction	DEDUCTION001	OFF Personal Ded...	0.00	3,00,000.00	01-03-20	01-01-21
300001010	Wazim Hossain	Deduction	DEDUCTION001	OFF Personal Ded...	0.00	10,000.00	01-04-20	01-03-21
300001058	Md. Mizanul Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	2,000.00		
300001072	Md. Anwar Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
300001084	Md. Akteruzzaman Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	2,100.00		
300001094	Abdullah W Momen	TDS	TDS001	Tax Deduction on ...	0.00	4,500.00		
300001100	Md. Nazim Islam	Deduction	DEDUCTION001	OFF Personal Ded...	0.00	30,000.00	01-04-20	01-03-21
300001141	Sabbam Faruk	TDS	TDS001	Tax Deduction on ...	0.00	2,300.00		
300001149	Tahmid Islam Taha	Deduction	DEDUCTION003	OFF Loan	0.00	30,000.00	01-03-20	01-11-20

HR-102.9 Arrear History

To Initiate, follow the steps below.

A. Access Salary Setup by Human Resource Admin.



B. Choose the “**Arrear History**” icon on the Salary Setup page, as indicated in figure below.



The following **Arrear History** page will be appeared.

The screenshot shows the 'Arrear History' page in the Power Sector ERP System. The page displays a table with the following columns: Employee ID, Employee Name, Designation, Arrear Type, Start Date, End Date, Basic, Allowance, and Deduction. The table contains three rows of data.

Employee ID	Employee Name	Designation	Arrear Type	Start Date	End Date	Basic	Allowance	Deduction
130011000	Salary	25-01-20	31-01-20	36,250.00	21,750.00	0.00
130011001	Salary	27-12-19	31-12-19	41,781.20	0.00	0.00
130011004	Increment	01-01-20	27-09-19	0.00	0.00	0.00

C. The fields are:

1. Employee ID
2. Employee Name
3. Designation
4. Arrear Type
5. Start date
6. End date
7. Basic
8. Allowance
9. Deduction

Power Sector ERP System

EDIT - AMREAR-HE1008

Employee ID	Employee Name	Designation	Salary Type	Start Date	End Date	Basic	House	Deduction
180011003			Salary	25-01-20	31-01-20	36,250.00	21,750.00	0.00
180011001			Salary	27-12-19	31-12-19	41,781.20	0.00	0.00
180011046			Increment	01-01-20	27-06-19	0.00	-0.00	0.00

D. Click the "X" button to close.

Power Sector ERP System

EDIT - AMREAR-HE1008

Employee ID	Employee Name	Designation	Salary Type	Start Date	End Date	Basic	House	Deduction
180011003			Salary	25-01-20	31-01-20	36,250.00	21,750.00	0.00
180011001			Salary	27-12-19	31-12-19	41,781.20	0.00	0.00
180011046			Increment	01-01-20	27-06-19	0.00	-0.00	0.00

HR-103 How to: Setup Office

Introduction

This process demonstrates how to setup Offices for an organization.

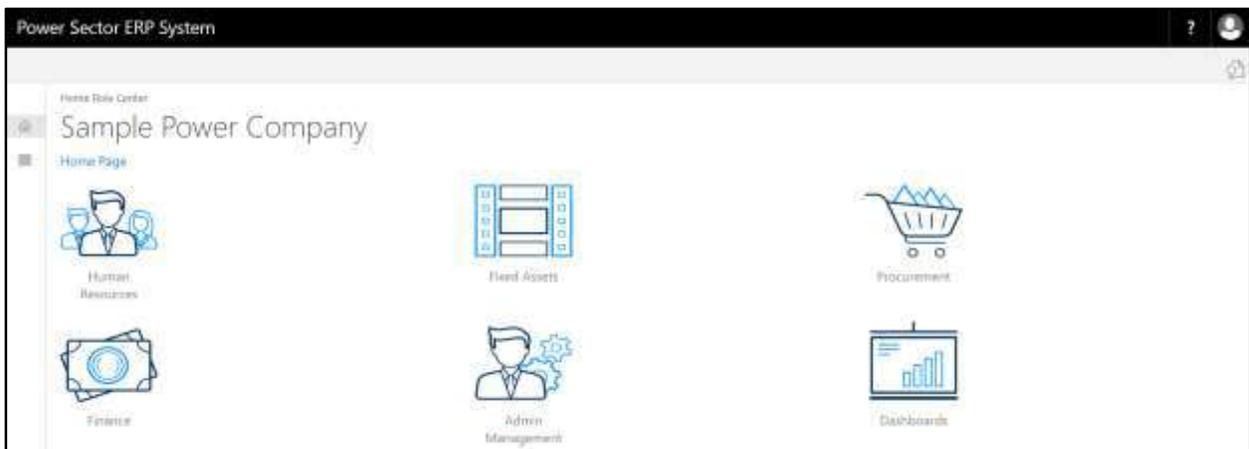
Roles

- Module Admin

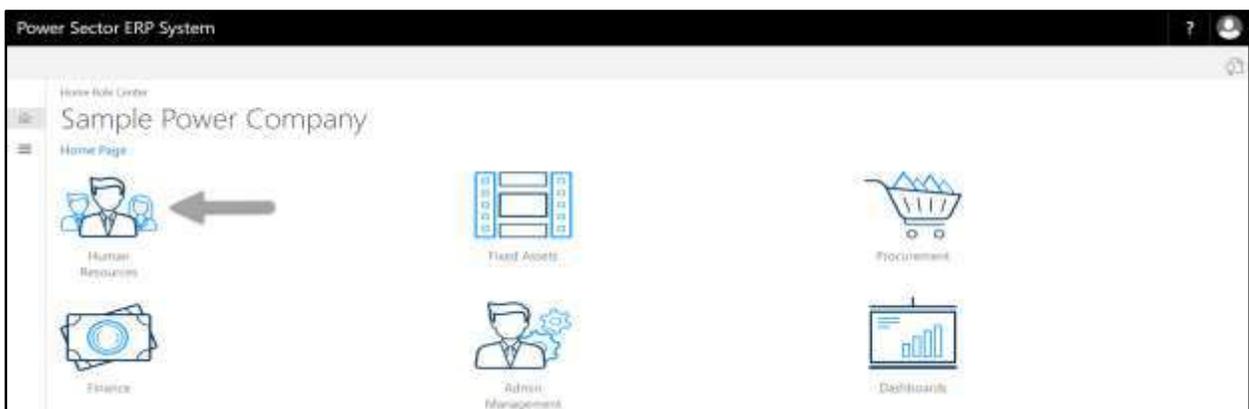
Office Setup

To Initiate, follow the steps below.

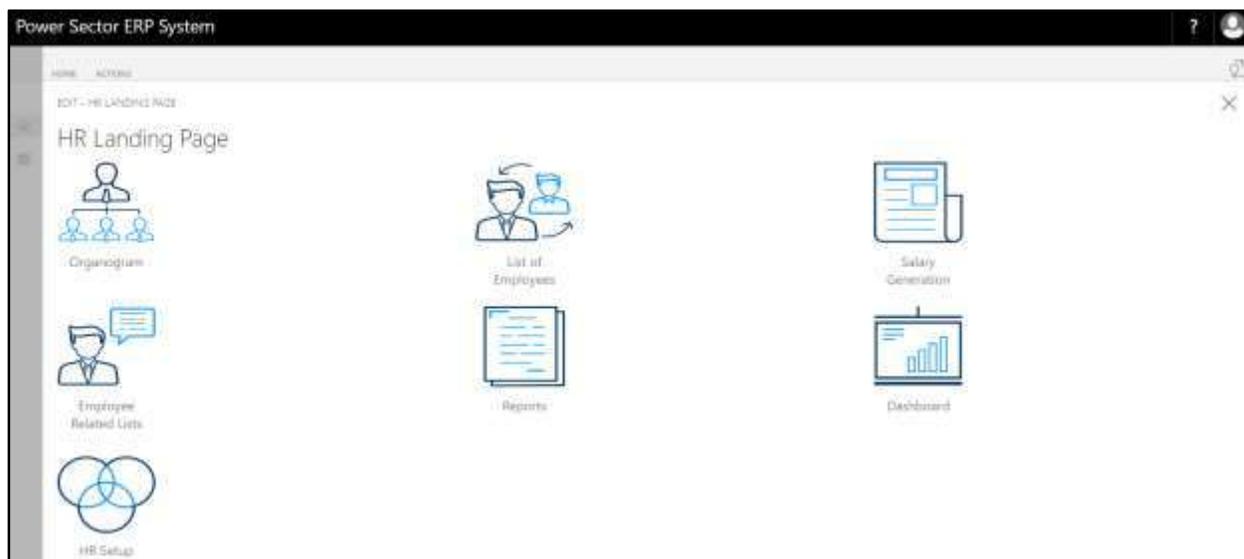
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the **"Human Resources"** icon.



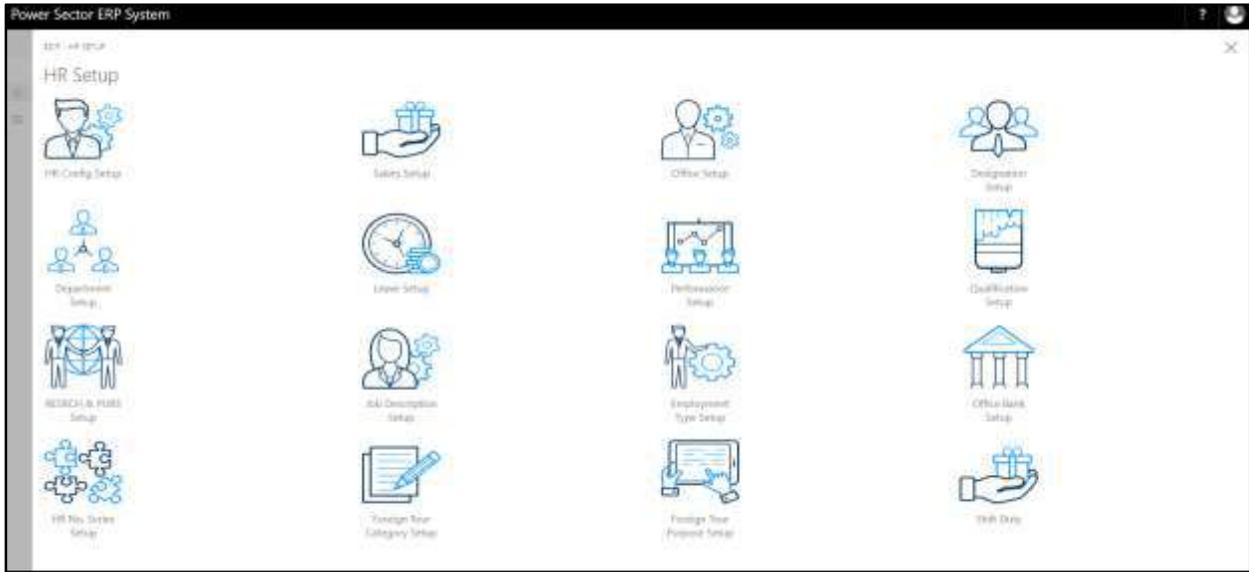
HR Landing Page will be appeared as below



C. Choose the "HR Setup" in HR Landing Page.



HR Setup Landing Page will be appeared as below



D. Choose the “**Office Setup**” in HR Setup Landing Page.



The following **Office Master List** page will be appeared as below.

Office Code	Office ID	Office Name in Bengali	Office Address	Parent Office Code	Office Head	Office Phone No	Office Level	Status
100	---	Corporate Office	ঢাকা	100	101		0	Active
101	---	Office of Managing Director	ঢাকা	100	101		0	Active
105	---	Office of Executive Director	ঢাকা	100	101		0	Active
110	---	Office of Chief Engineer	ঢাকা	100	101		0	Active
120	---	Office of General Manager	ঢাকা	100	101		0	Active
140	---	Office of Deputy General Manager	ঢাকা	100	101		0	Active
150	---	Office of Manager	ঢাকা	100	101		0	Active
160	---	Agrahai Power Plant	শাহেদ বাজার, রাজশাহী	100	101		0	Active
170	---	Kaibari Power Plant	কাপ্তাই, বরিশাল		101		0	Active
180	---	Khulna Power Plant	খুলনা সিটি		101		0	Active
190	---	Chittagong Power Plant	আগ্রাবাদ, চিত্তাগঞ্জ		101		0	Active

Note
On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Office Master List page, as indicated in figure below.



The following **Office Master card** will be appeared.

F. Provide below **General** information to proceed.

1. Provide **Office Code**.
 - **Office Code: 200**
2. Provide **Office of**.
 - **Office of: Gazipur Power Plant**
3. Provide **Office Name in Bangla**
 - **Office Name in Bangla: গাজীপুর পাওয়ার প্লান্ট**
4. Provide **Office Address**
 - **Office Address: Vawal, Gazipur**
5. Provide **Parent Office Code**
 - **Parent Office Code: 100**
6. Provide **Office Head**
 - **Office Head: 100**
7. Provide **Office Phone No**
 - **Office Phone No: 01900000000**
8. Provide **Office Level**
 - **Office Level: 4**
9. Provide **Office Description**
 - **Office Description: Plant Office**
10. Choose the **Status** from the dropdown by clicking on  button
 - **Status: Active**



Field	Value	Callout
Office Code	200	1
Office Of	Gazipur Power Plant	2
Office Name in Bangla	গাজীপুর পাওয়ার প্লান্ট	3
Office Address	vawal, gazipur	4
Parent Office Code	100	5
Office Head	100	6
Office Phone No	01900000000	7
Office Level	4	8
Office Description	Plant office	9
Status	Active	10

Tips

To setup multiple Offices, Click new again and repeat steps 1 and 10.

G. Click the "X" button to save and close.



HR-104 How to: Setup Designation

Introduction

This process demonstrates how to setup Designation for an organization.

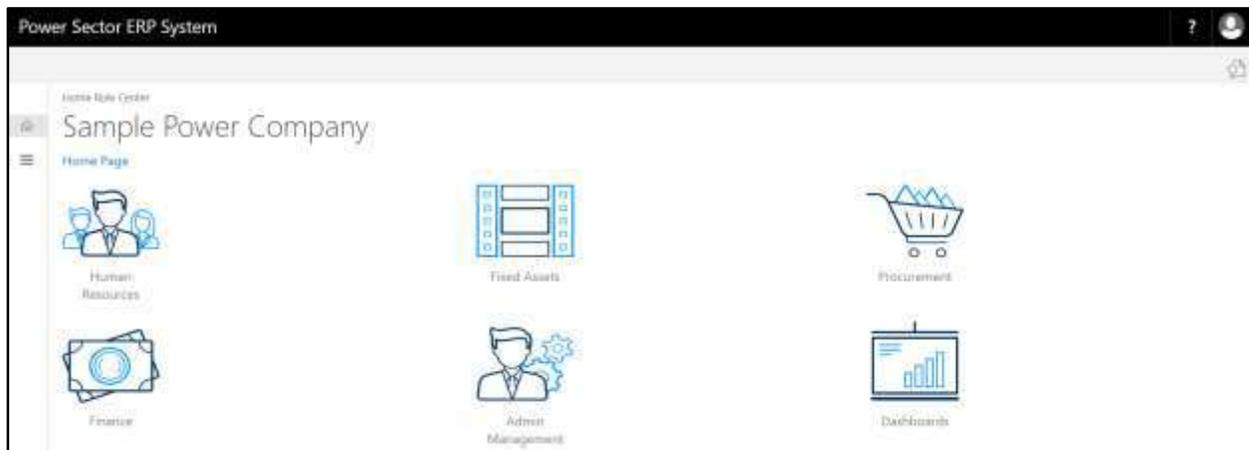
Roles

- Module Admin

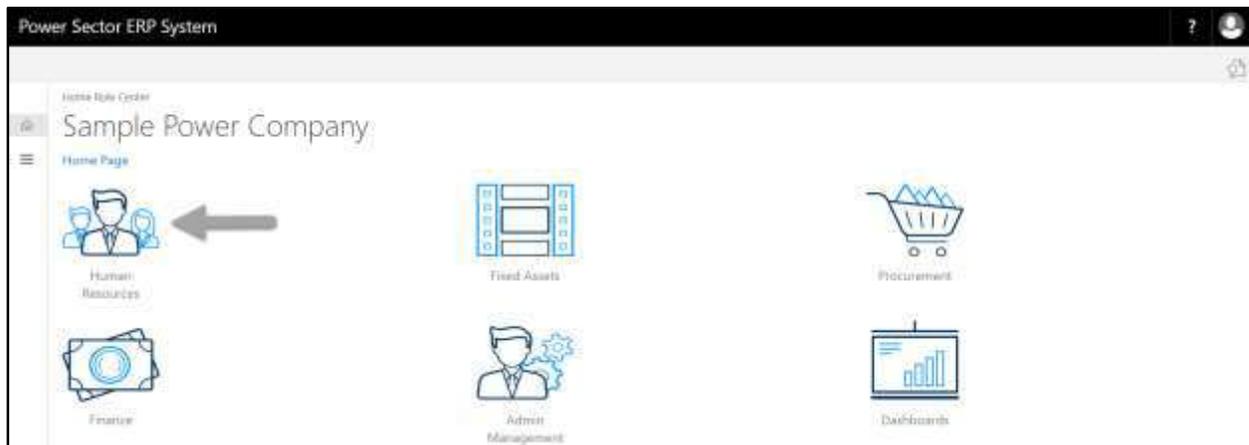
Designation Setup

To Initiate, follow the steps below.

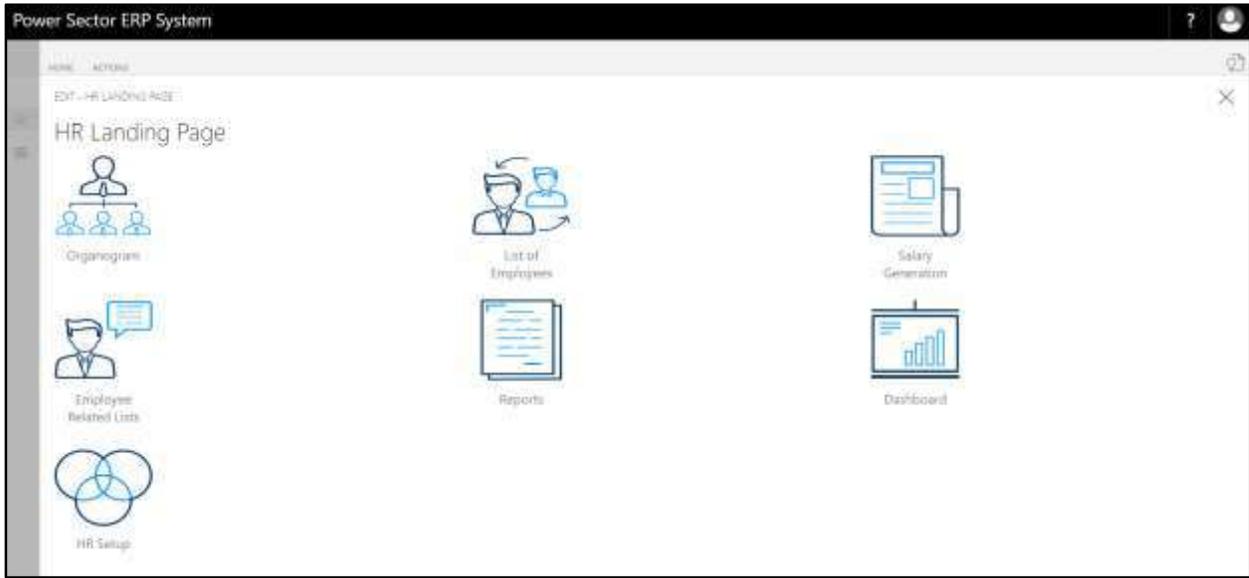
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the **"Human Resources"** icon.



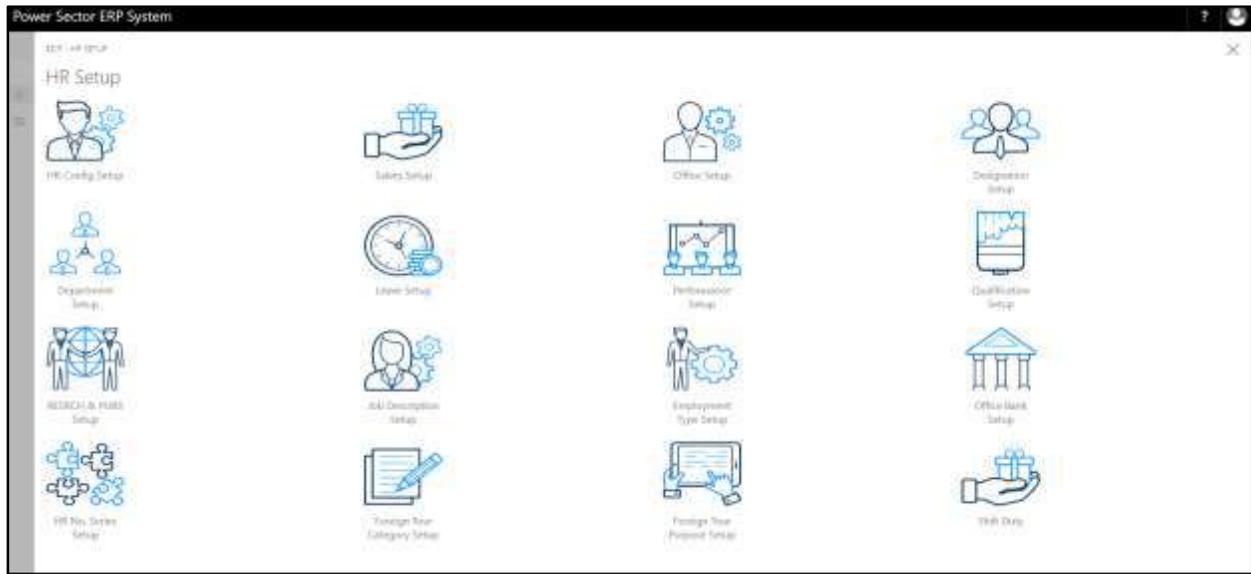
HR Landing Page will be appeared as below



C. Choose the "HR Setup" in HR Landing Page.



HR Setup Landing Page will be appeared as below



D. Choose the “**Designation Setup**” in HR Setup Landing Page.



The following **Designation Setup List** page will be appeared.

Designation Code	Description	Designation in English	Post Type	Grades Size	Creation Date	Status
100	MANAGING DIRECTOR	સંચાલક નિરીક્ષક	Officer	Head	0.00	Active
105	EXECUTIVE DIRECTOR	નિરીક્ષક નિરીક્ષક	Officer		0.00	Active
110	EXECUTIVE DIRECTOR	નિરીક્ષક નિરીક્ષક	Officer		0.00	Active
115	EXECUTIVE DIRECTOR	નિરીક્ષક નિરીક્ષક	Officer		0.00	Active
120	CHIEF ENGINEER (DAM)	સ્ટોર કીપર (નિરીક્ષક & નિરીક્ષક)	Officer		0.00	Active
121	CHIEF ENGINEER	સ્ટોર કીપર	Officer		0.00	Active
125	SUPERSTENDING ENGINEER	સુપરસ્ટેન્ડિંગ એન્જિનિયર	Officer		0.00	Active

Note
On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Designation List page, as indicated in figure below.

The **New Row** will be appeared for Designation entry as below.

Designation Code	Description	Designation in English	Post Type	Grades Type	Creation Date	Status
100	MANAGING DIRECTOR	સંચાલક નિરીક્ષક	Officer		0.00	Active
105	EXECUTIVE DIRECTOR	નિરીક્ષક નિરીક્ષક	Officer	Head	0.00	Active
110	EXECUTIVE DIRECTOR	નિરીક્ષક નિરીક્ષક	Officer		0.00	Active
115	EXECUTIVE DIRECTOR	નિરીક્ષક નિરીક્ષક	Officer		0.00	Active
120	CHIEF ENGINEER (DAM)	સ્ટોર કીપર (નિરીક્ષક & નિરીક્ષક)	Officer		0.00	Active
121	CHIEF ENGINEER	સ્ટોર કીપર	Officer		0.00	Active

F. Provide below information to proceed.

1. Provide **Designation Code**.
 - **Designation Code: 101**
2. Provide **Description**.
 - **Description: Store Keeper**

3. Provide **Designation Name in Bangla**
 - **Designation Name in Bangla: স্টোর কিপার**
4. Choose **Post Type** from the dropdown by clicking on  button
 - **Post Type: Officer**
5. Choose **Overtime Type** from the dropdown by clicking on  button
 - **Overtime Type: day**
6. Choose **Overtime rate** from the dropdown by clicking on  button
 - **Overtime rate: 60**
7. Choose **Status** from the dropdown by clicking on  button
 - **Status: Active**



Designation Code	Description	Designation in Bangla	Post Type	Overtime Type	Overtime Rate	Status
101	Store keeper	স্টোর কিপার	Officer	Day	60	Active
102	MANAGING DIRECTOR	ব্যবস্থাপনা পরিচালক	Officer	Hour	0.00	Active
103	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
104	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
105	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
106	CHIEF ENGINEER (S&M)	প্রধান প্রকৌশল (পরিচালনা ও মন্ত্রণালয়)	Officer		0.00	Active
107	CHIEF ENGINEER	প্রধান প্রকৌশল	Officer		0.00	Active

IMPORTANT
For the Designations allowed for Overtime Allowance, Entry **Overtime type** and **Overtime rate** is mandatory.

Tips
To Create multiple Designation, use next line and follow steps 1 and 7.

G. Click the  button to save and close.



Designation Code	Description	Designation in Bangla	Post Type	Overtime Type	Overtime Rate	Status
101	Store keeper	স্টোর কিপার	Officer	Day	60	Active
102	MANAGING DIRECTOR	ব্যবস্থাপনা পরিচালক	Officer	Hour	0.00	Active
103	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
104	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
105	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
106	CHIEF ENGINEER (S&M)	প্রধান প্রকৌশল (পরিচালনা ও মন্ত্রণালয়)	Officer		0.00	Active
107	CHIEF ENGINEER	প্রধান প্রকৌশল	Officer		0.00	Active

HR-105 How to: Setup Department

Introduction

This process demonstrates how to setup Department for an organization.

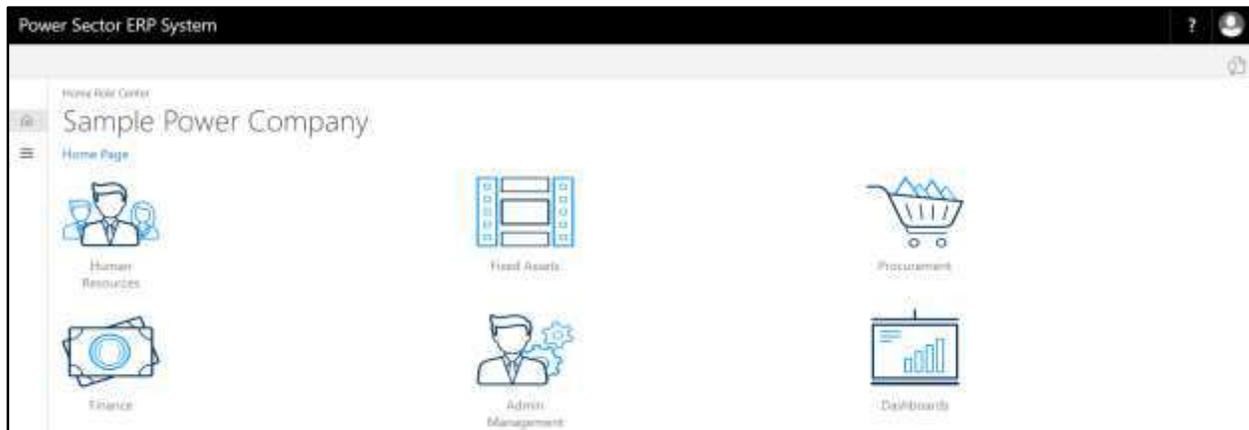
Roles

- Module Admin

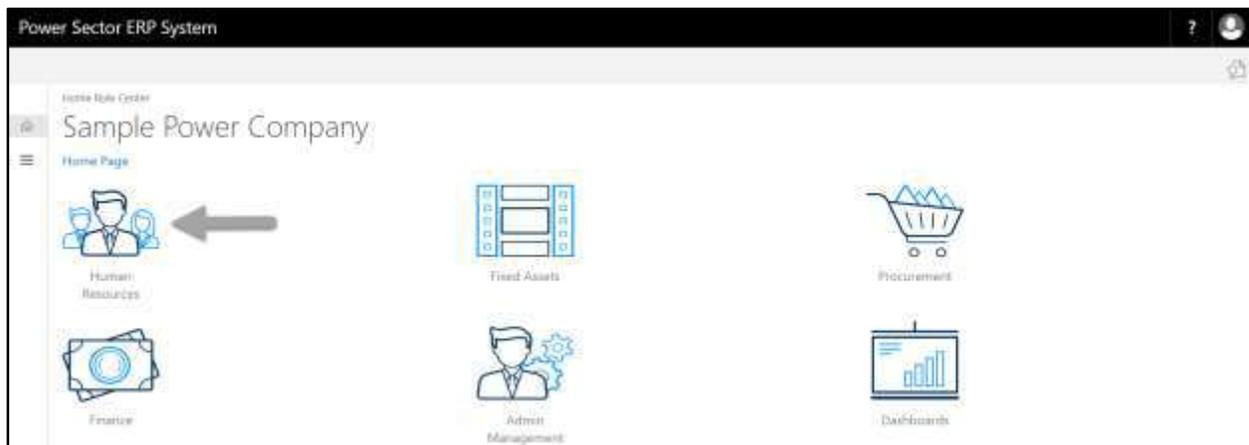
Department Setup

To Initiate, follow the steps below.

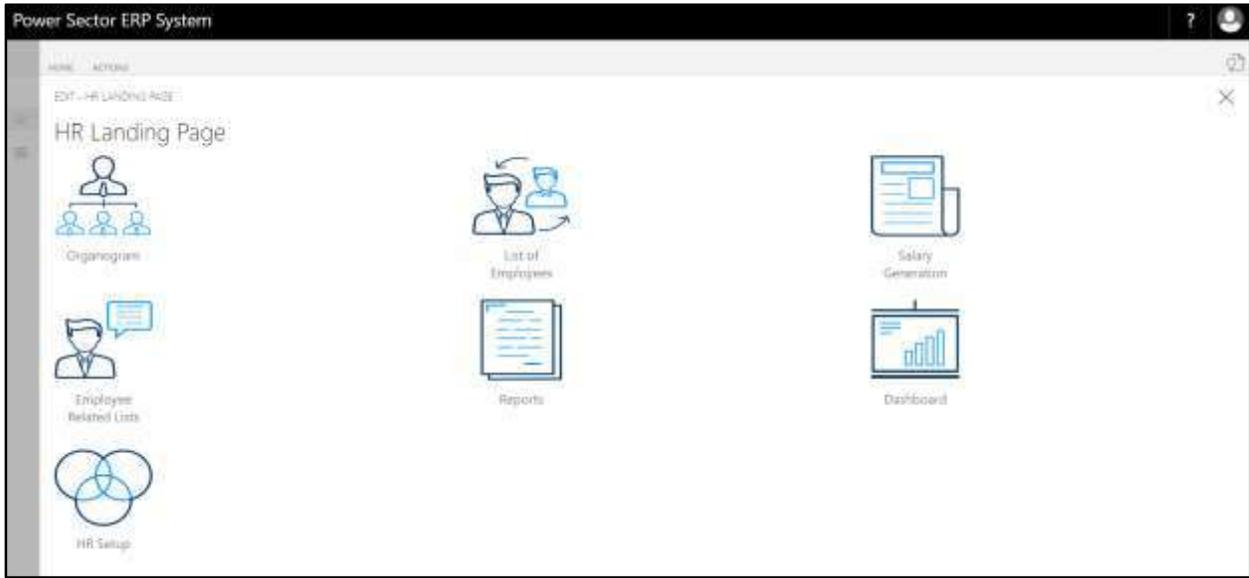
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the **"Human Resources"** icon.



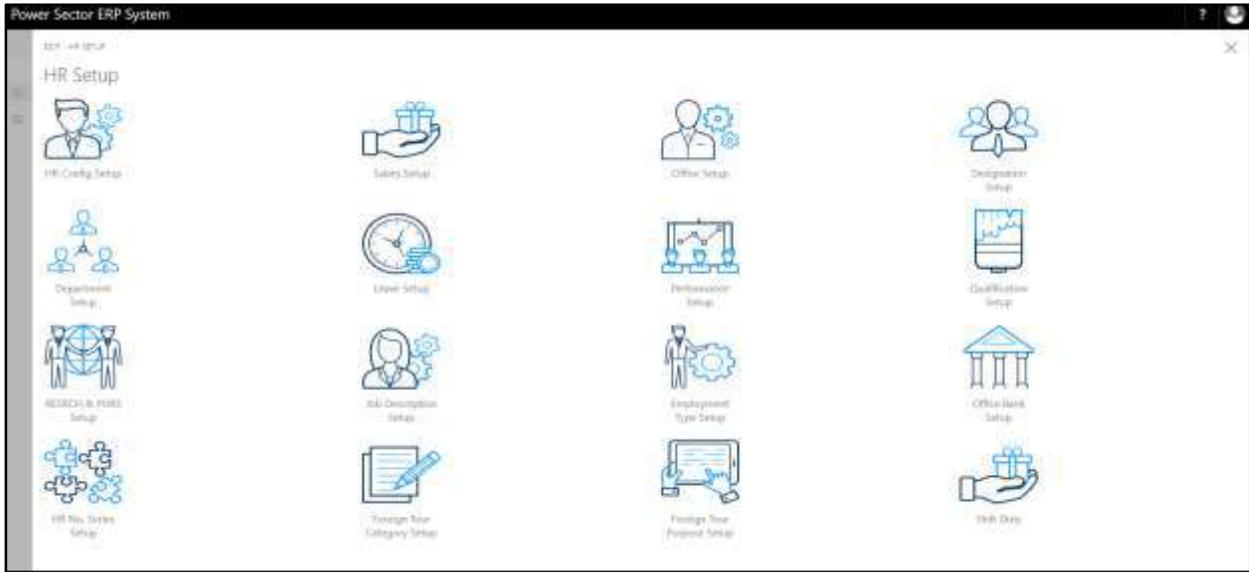
HR Landing Page will be appeared as below



C. Choose the "HR Setup" in HR Landing Page.



HR Setup Landing Page will be appeared as below



D. Choose the “**Department Setup**” in HR Setup Landing Page.



The following **Department Master List** page will be appeared.



Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Department Master List page, as indicated in figure below.



New Row will be appeared for Department entry as below.



F. Provide below information to proceed.

1. Provide **Department Code**.
 - **Department Code: 005**
2. Provide **Department Name**.
 - **Department Name: Security**

3. Provide **Department Name in Bangla**

- **Department Name in Bangla: সিকিউরিটি**



Tips

To Create multiple Department, use next line and follow steps 1 and 3.

G. Click the “” button to save and close.



HR-106 How to: Setup Leave

Introduction

This process demonstrates how to configure leave category and Company leave setup for an organization.

The Leave setup process has been divided into 4 phrase –

- HR-106.1 Leave Category Setup by Module User
- HR-106.2 Company Leave Setup by Module User
- HR-106.3 Approve Initiated Company Leave Setup by Module Admin
- HR-106.4 Opening Earn Leave Setup
- HR-106.5 Govt. Holiday Setup

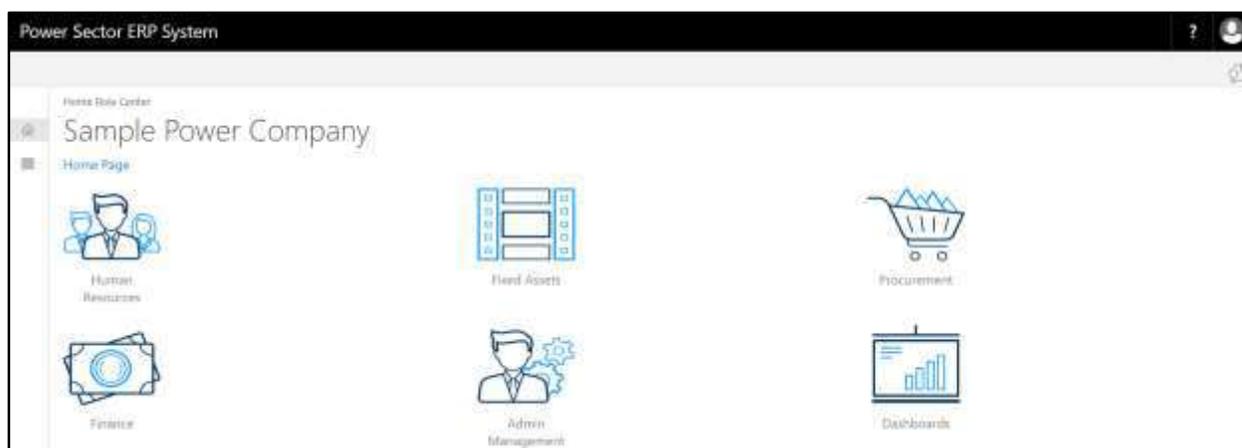
Roles

- Module User
- Module Admin

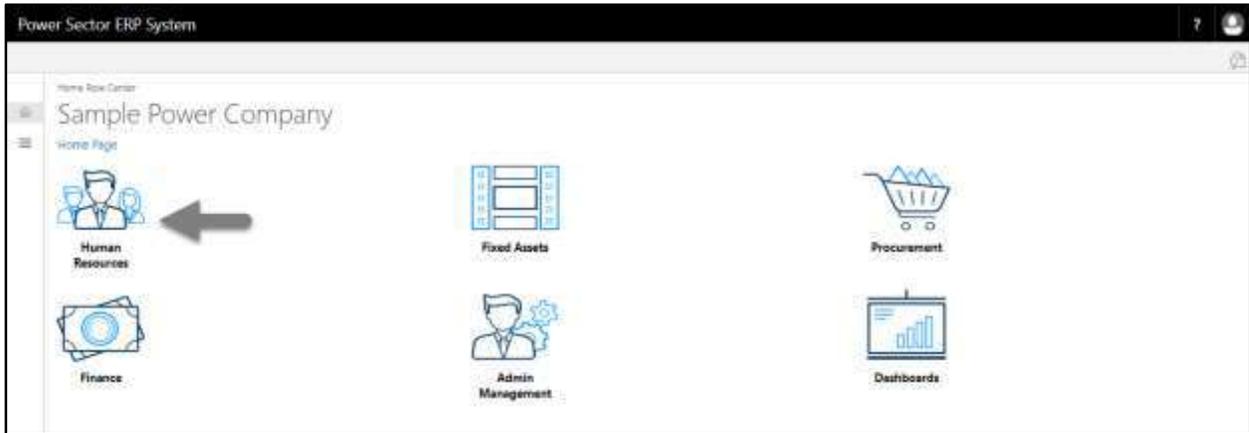
Access Leave Setup

To Access the leave setup page, follow the steps below.

- A. Log in with your respective **HR User/Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



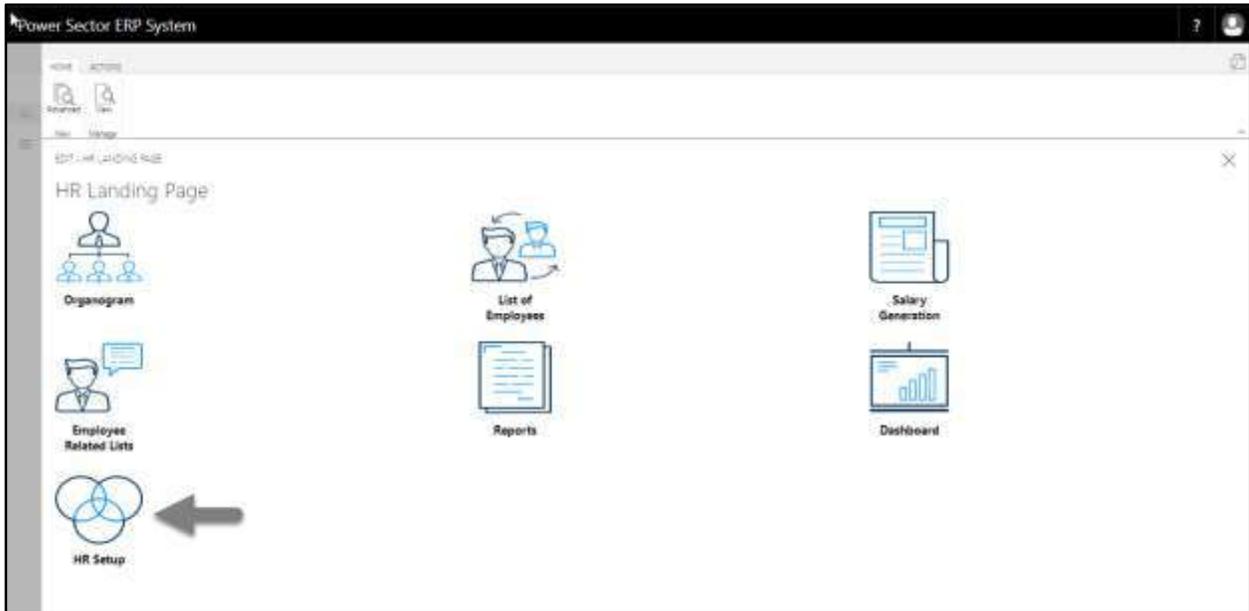
B. Choose the "Human Resources" icon.



HR Landing Page will be appeared.



C. Choose the "HR Setup" in the HR Landing Page.



HR Setup Landing Page will be appeared.



D. Choose the **“Leave Setup”** in HR Setup Landing Page.



The following **Leave Setup page** will be appeared.



HR-106.1 Leave Category Setup by Module User

This process demonstrates how to configure leave category for an organization.

To setup the leave category, follow the steps below.

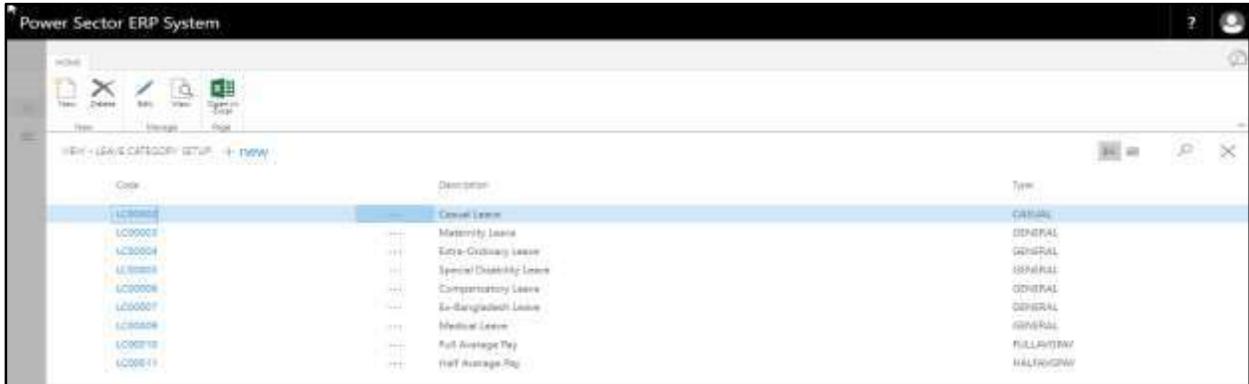
A. Log in with your respective **HR User credentials** and navigate to Leave setup page, the following leave setup page will appear.



B. Choose the “Company Leave Category” icon.

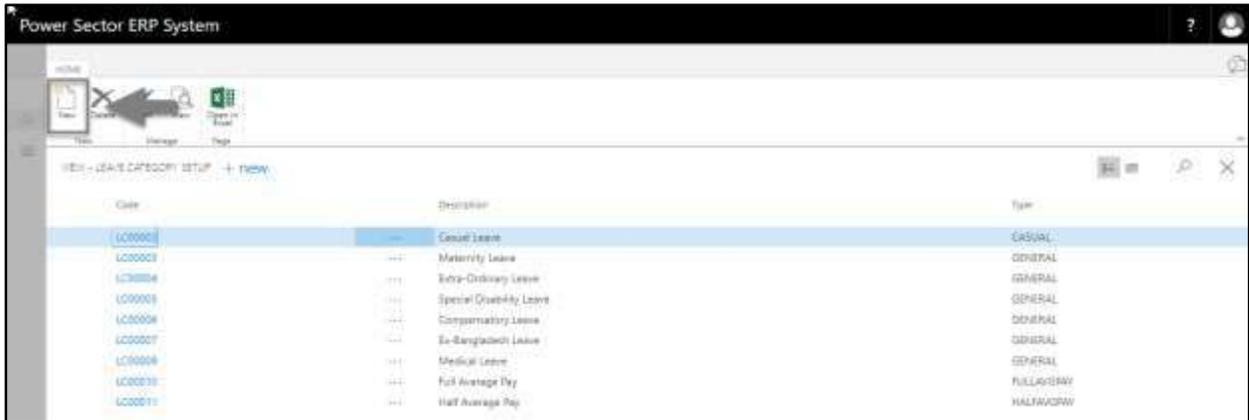


The following **Leave Category Setup** page will be appeared.



Note
On first time load, page will be blank and will show existing data as new setup data will be entered.

C. Choose “New” to create new leave category.



The following **Leave Category Entry** page will be appeared.

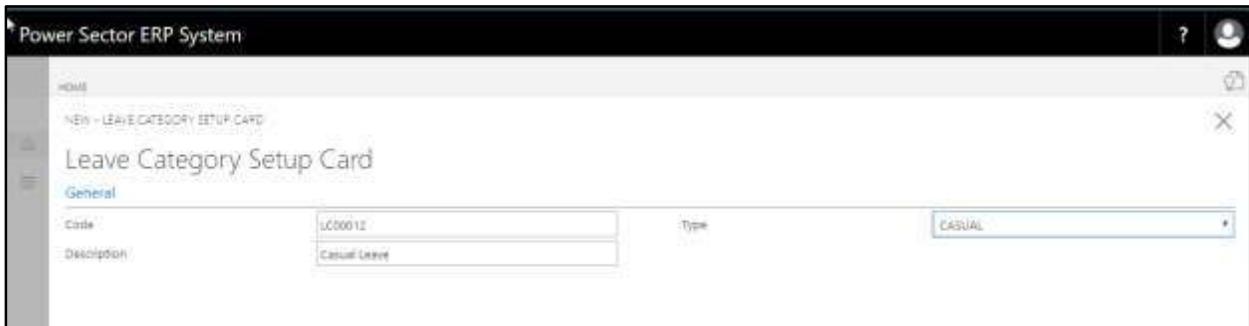


D. Provide below information to proceed.

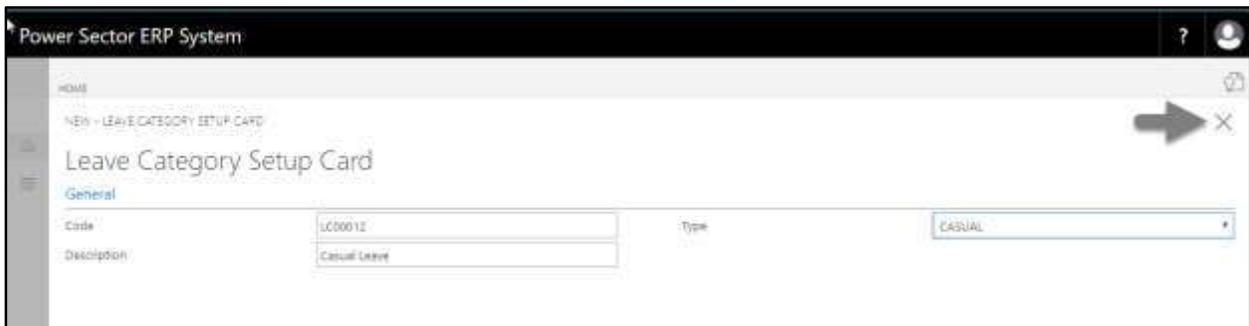
1. Provide **Leave Code**.
 - Leave Code:LC00012
2. Provide **Description**.
 - **Description: Casual Leave**
3. Choose **type** by clicking on  icon.
 - **Type: Casual**



The page will look like as below.



E. Click the  button to save and close.



HR-106.2 Company Leave Setup by Module User

This process demonstrates how to setup Company leave for an organization.

To setup the Company leave, follow the steps below.

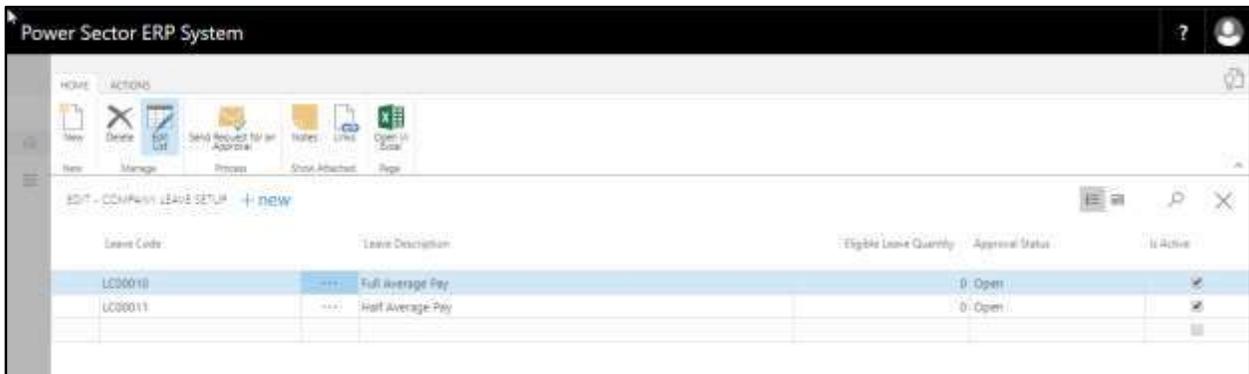
- A. Log in with your respective **HR User credentials** and navigate to Leave setup page, the following leave setup page will appear.



- B. Choose the **"Company Leave Category"** icon.



The following **Company Leave Setup** page will be appeared.



Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

C. Choose "New" icon in the company leave setup page.



The following page will be appeared.



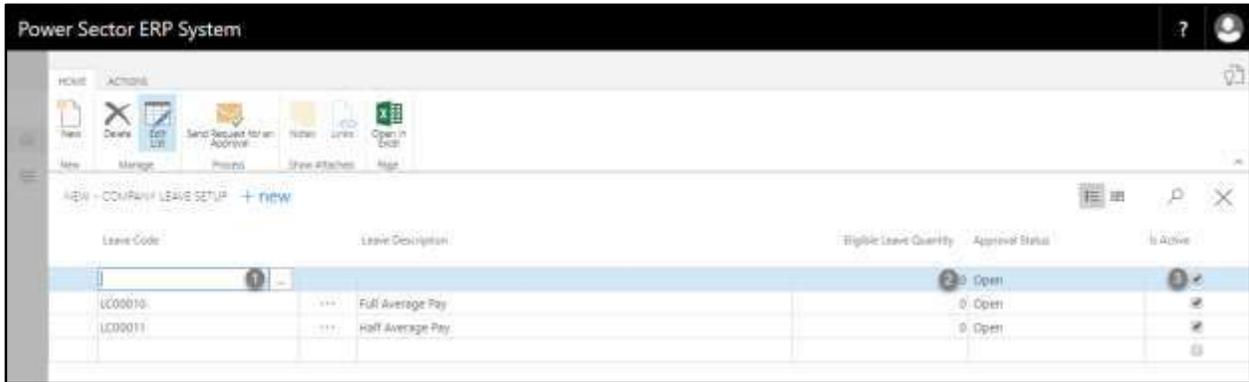
TIPS

You can use empty line in the bottom instead of New button to create new.

D. Provide the information below to proceed further.

1. Choose the **Leave Code** by clicking on the button.
 - **Leave Code: LC00012**

Leave Description will be populated by System.
2. Provide **Eligible Leave Quantity**.
 - **Eligible Leave Quantity: 20**
3. Mark the icon to eligible this leave for organization.



The page will look like as below.



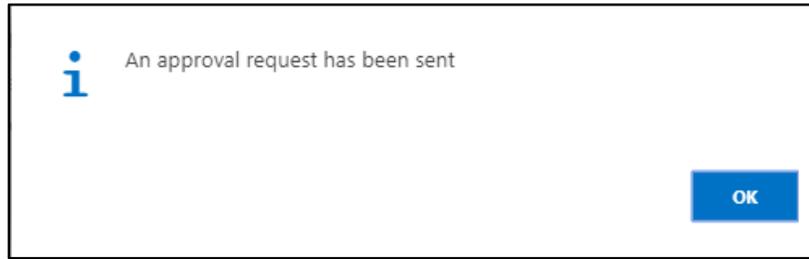
TIPS

You can configure multiple leave at the same time, to do that use the next line and follow the step 1 to 3.

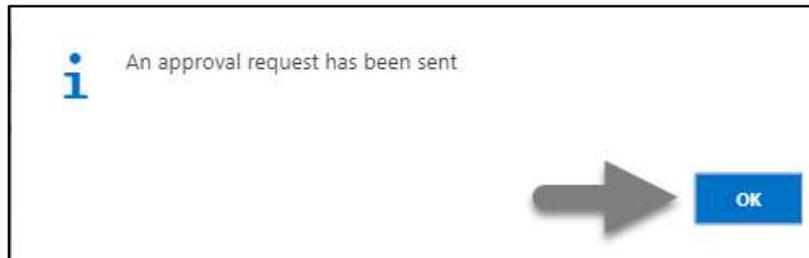
E. Choose the **Send Request for an Approval** icon.



The following pop up will be appeared.



F. Choose the **OK** icon to save and close.

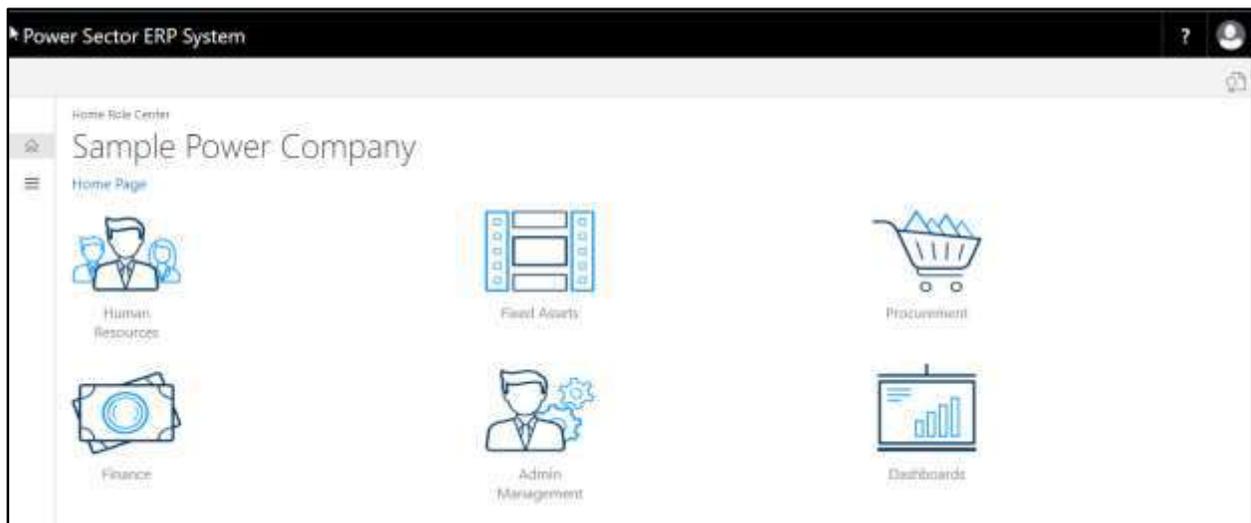


HR-106.3 Approve or Reject an initiated Company Leave Setup

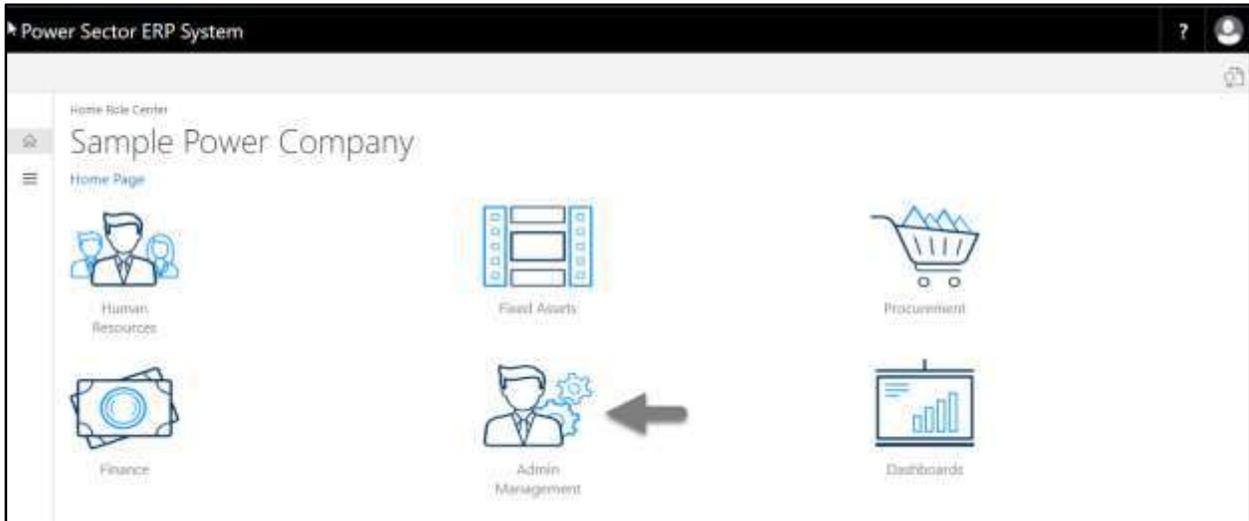
This process demonstrates how to approve/reject initiated company leave setup.

To Approve/Reject initiated company leave setup follow the steps below.

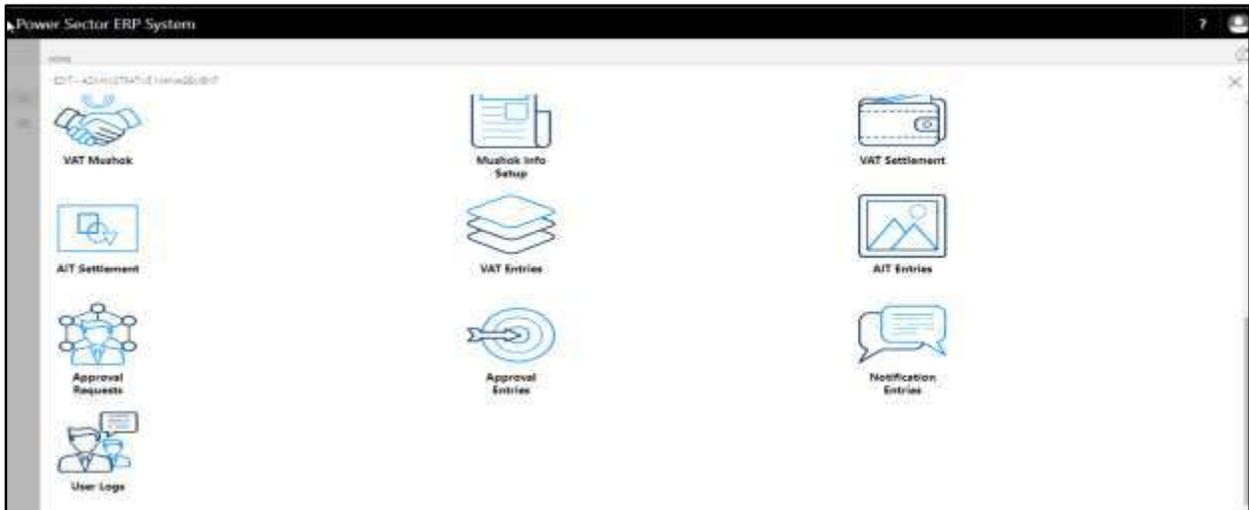
A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



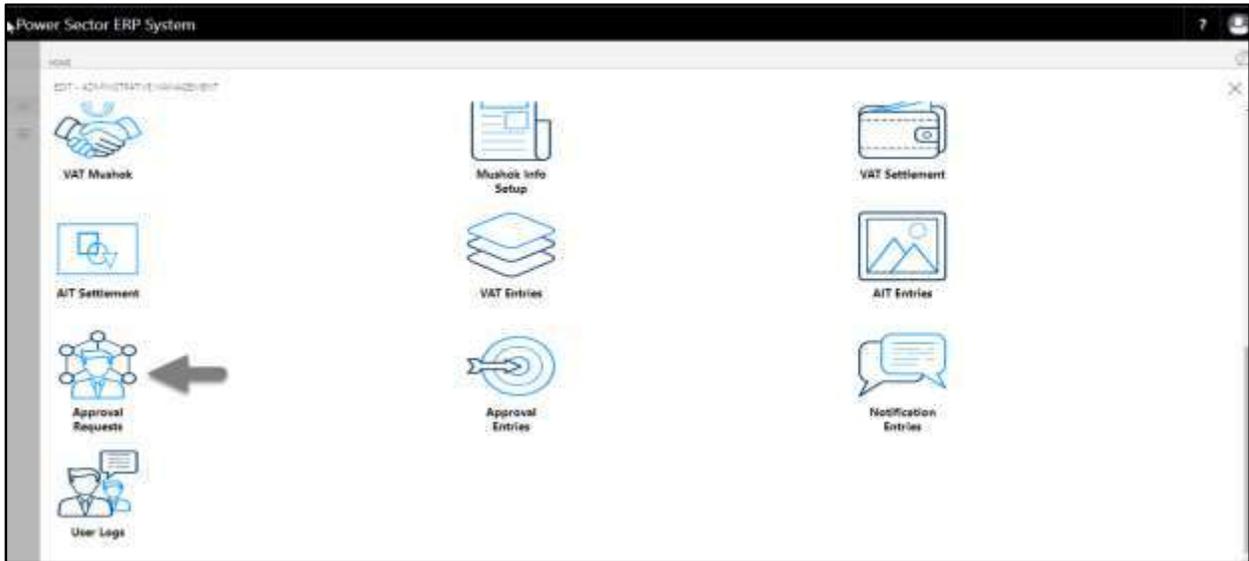
B. Choose the “Admin Management” icon to open the administrative page.



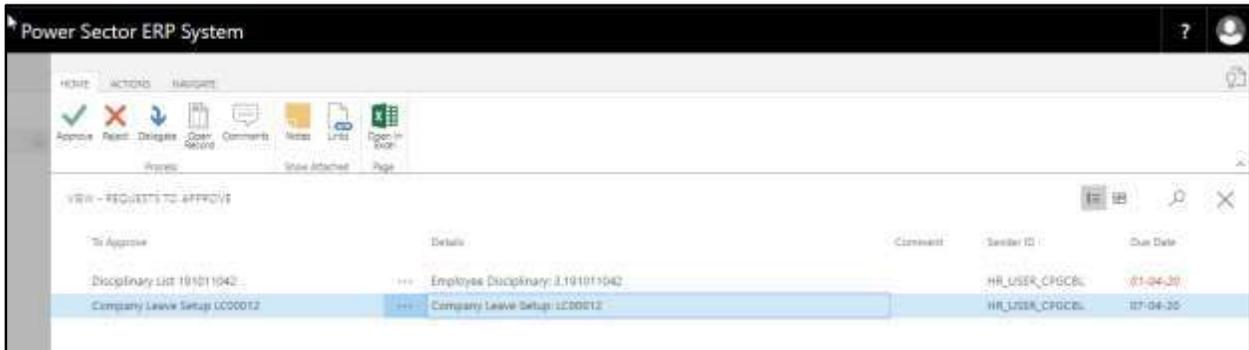
The Following **Admin Management** page will be appeared.



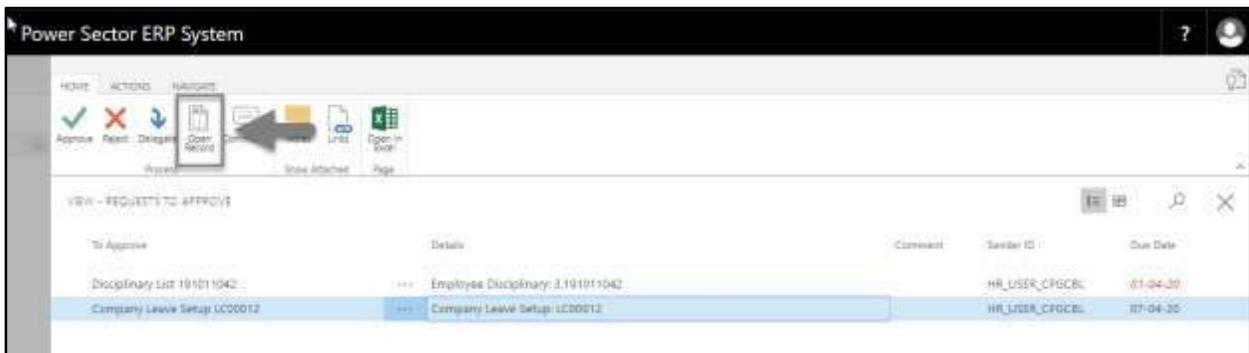
C. Choose the **“Approval Request”** icon to process initiated approval requests.



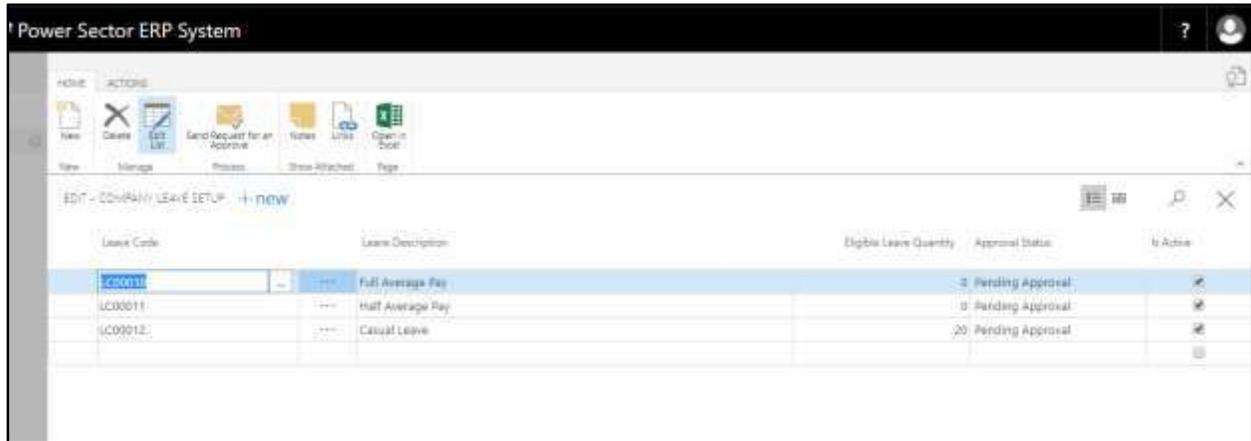
The following **Approval Request** page will be appeared.



D. Select the initiated records and choose the **“Open Record”** icon.



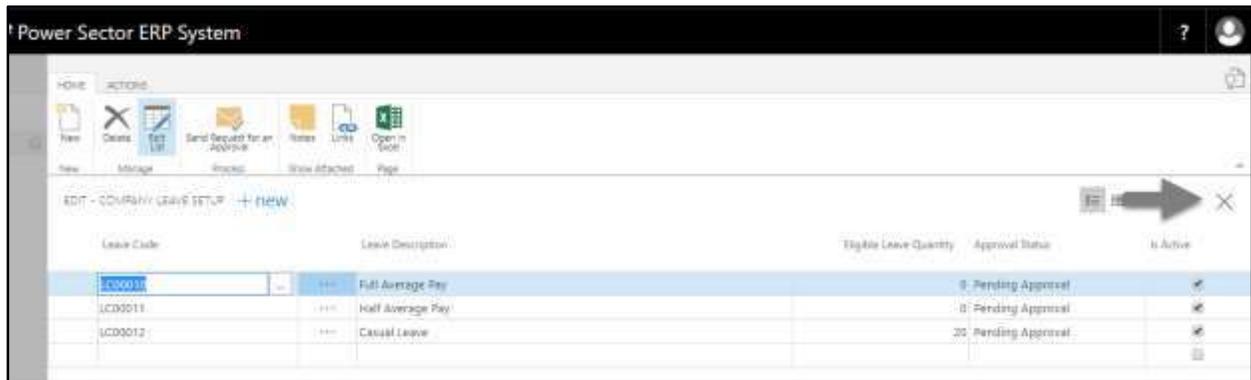
Detailed **company leave page** will be appeared as below.



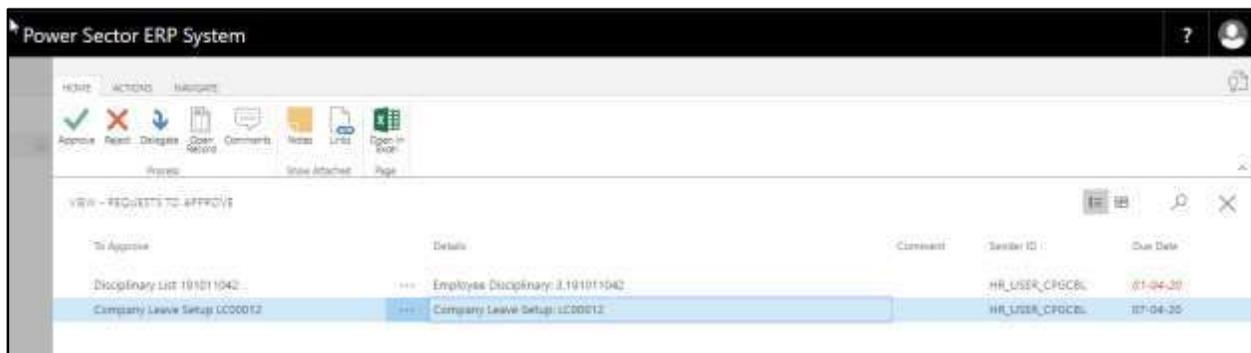
TIPS

You can choose initiate record by clicking on the line.

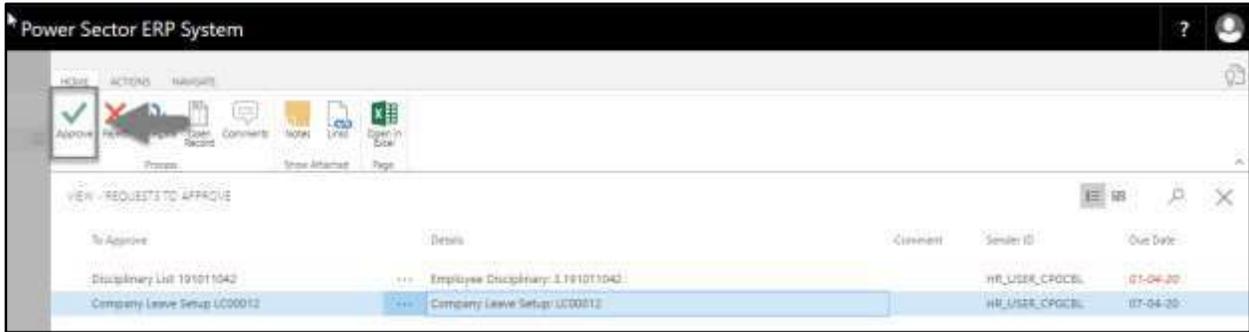
E. Select the  icon to back to the previous page.



The following **Request to Approve page** will be appeared.



F. Choose the **"Approve"** icon to approve the initiated transfer process or select **"Reject"** (besides "Approve") to reject.



The following pop-up will be appeared.



G. Choose the **"OK"** icon to save and close.



The following pop-up will be appeared as below.



H. Choose the **"OK"** icon to save and close.



IMPORTANT
You can revise the company leave setup, follow the full process once again to do the revise.

HR-106.4 Opening Earn Leave Setup by Module User

This process demonstrates how to configure Opening earn leave for Individual/Multiple employees.

To process the opening earn leave setup page, follow the steps below.

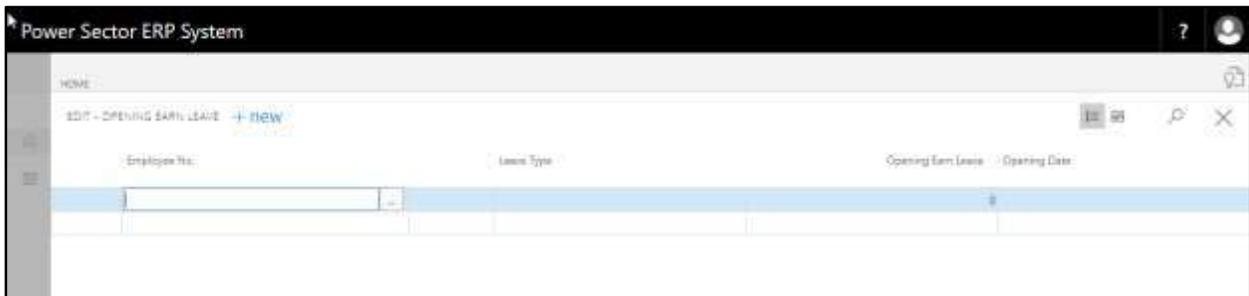
- A. Log in with your respective **HR User credentials** and navigate to Leave setup page, the following leave setup page will appear.



- B. Choose the **“Opening Earn Leave”** icon.

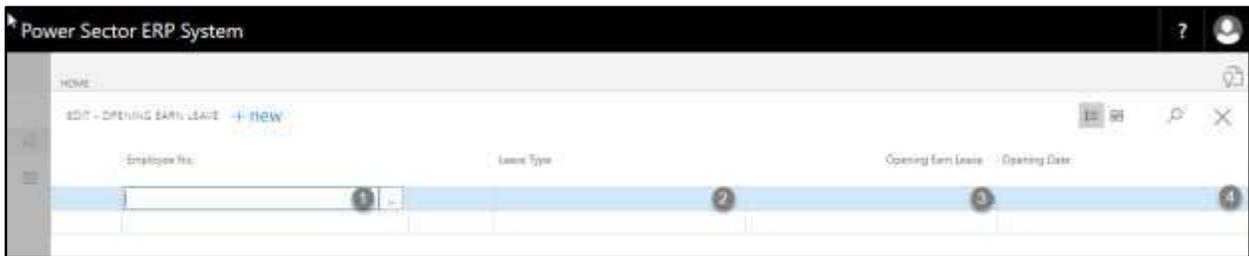


The following **Earn Leave Opening** entry page will be appeared.



C. Provide the information below to proceed.

1. Choose the **Employee No.** by clicking on the button.
 - **Employee: 191011035**
2. Choose the **Leave Category** by clicking on the button.
 - **Leave Category: FULLAVGPAY**
3. Provide **Opening Earn Leave**.
 - **Opening Earn Leave:25**
4. Choose the **Opening Date** by clicking on the button.
 - **Opening Date: 07-04-20**



The page will look like below.



TIPS

To setup multiple employees opening earn leave, use the next line and follow the steps 1 to 4.

D. Choose the icon to save and Close.



HR-106.5 Govt. Holiday Setup by Module User

This process demonstrates how to configure Govt. Holidays for organization.

To setup the Gov. Holiday, follow the steps below.

- A. Log in with your respective **HR User credentials** and navigate to Leave setup page, the following leave setup page will appear.



- B. Choose the **“Opening Earn Leave”** icon.



The following **Govt. Holiday Setup** page will be appeared.



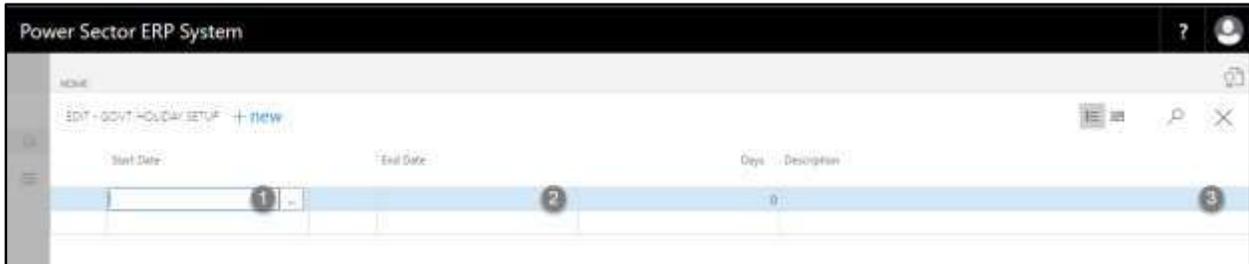
- C. Provide the information below.

1. Choose the **Start Date** by clicking on the button.
 - **Start Date: 26-03-2020**
2. Choose the **End Date** by clicking on the button.
 - **End Date: 26-03-2020**

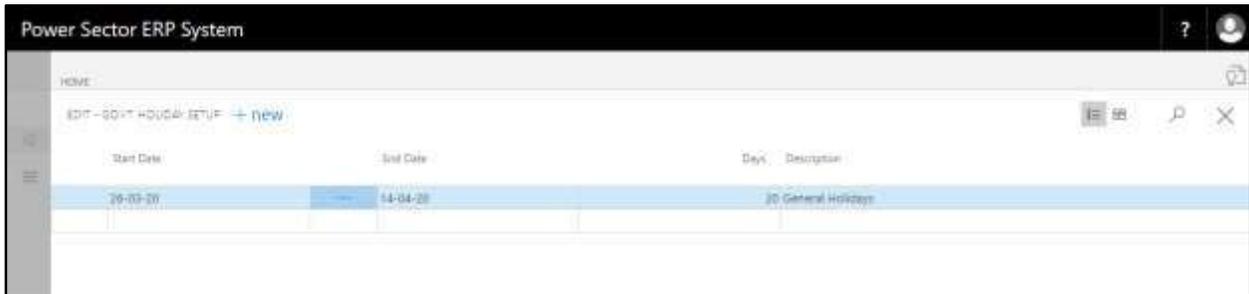
Days will be populated by System.

3. Provide **Description**.

- **Description:** General Holidays



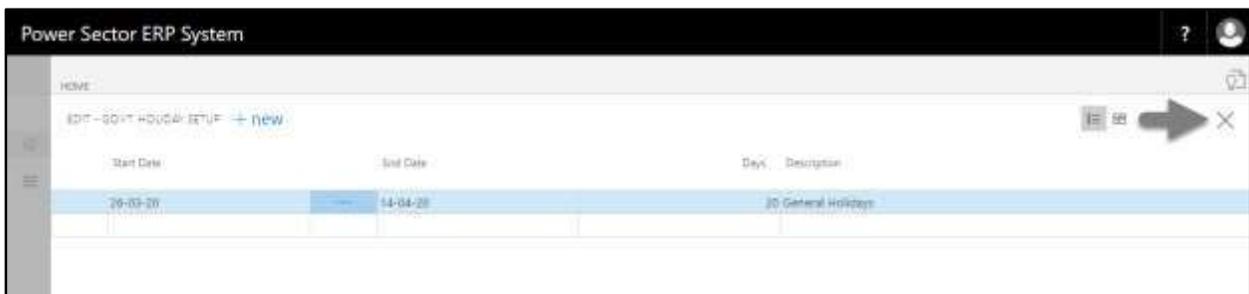
The screen will look like as below.



TIPS

To setup multiple Gov. Holidays, use the next line and follow the steps 1 to 3.

D. Choose the  icon to save and Close.



HR-107 How to: Setup Performance

Introduction

This process demonstrates how to setup Performance for an organization.

The Performance setup process has been divided into 2 phase –

- HR-107.1 Performance Criteria Setup
- HR-107.2 Performance Criteria Group Setup

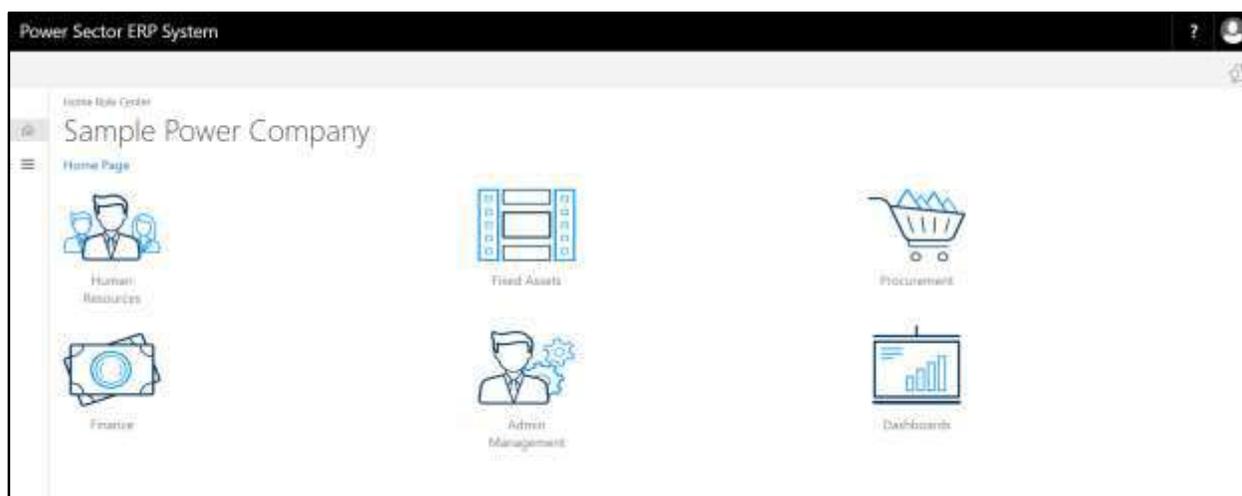
Roles

- Module Admin

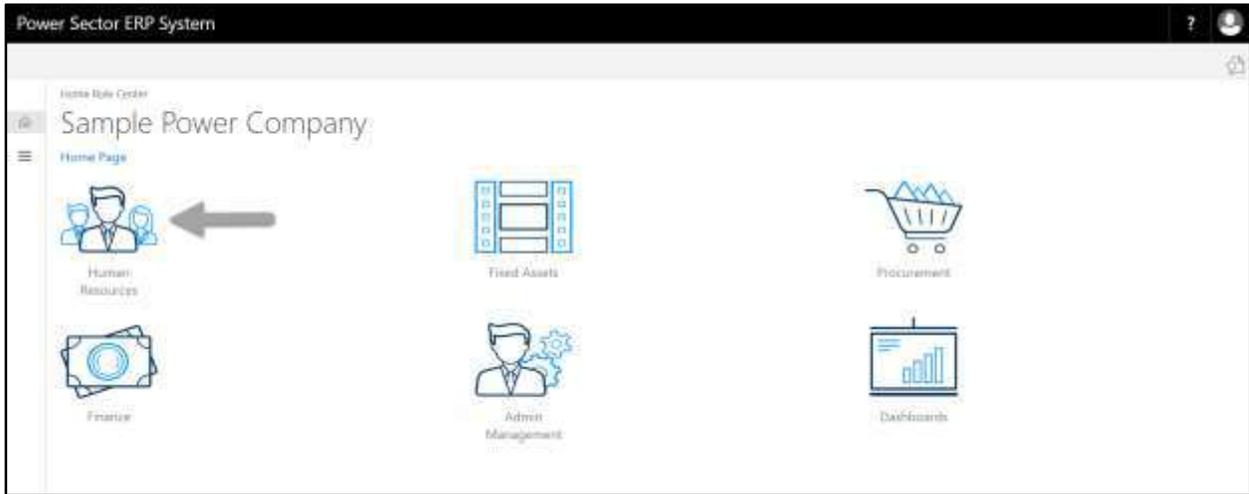
Access Performance setup

To initiate, follow the steps below.

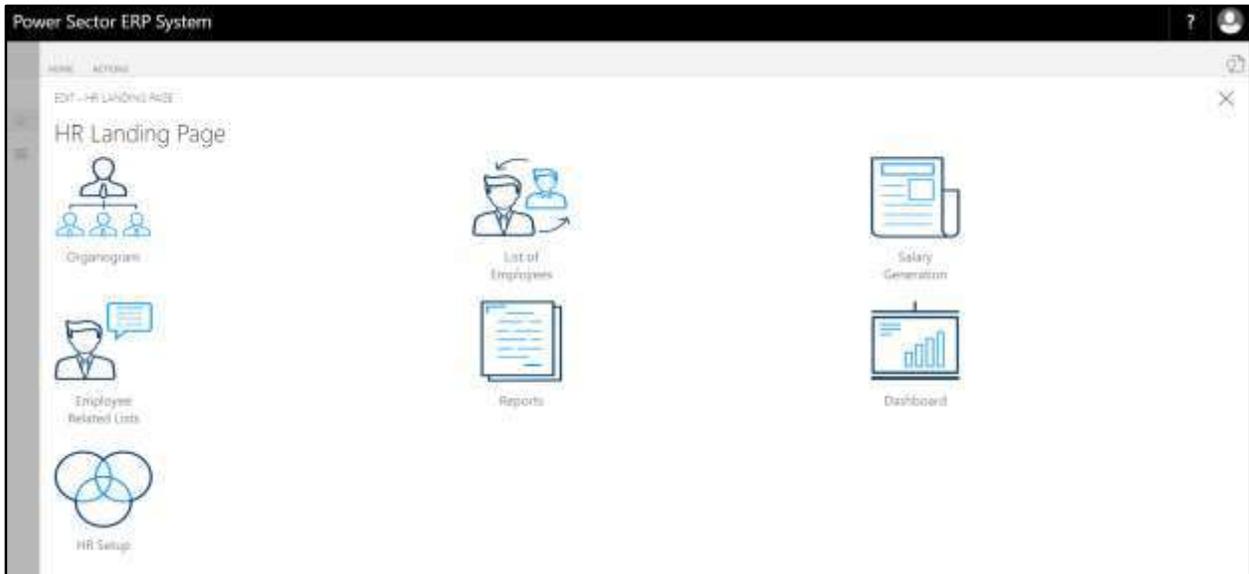
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



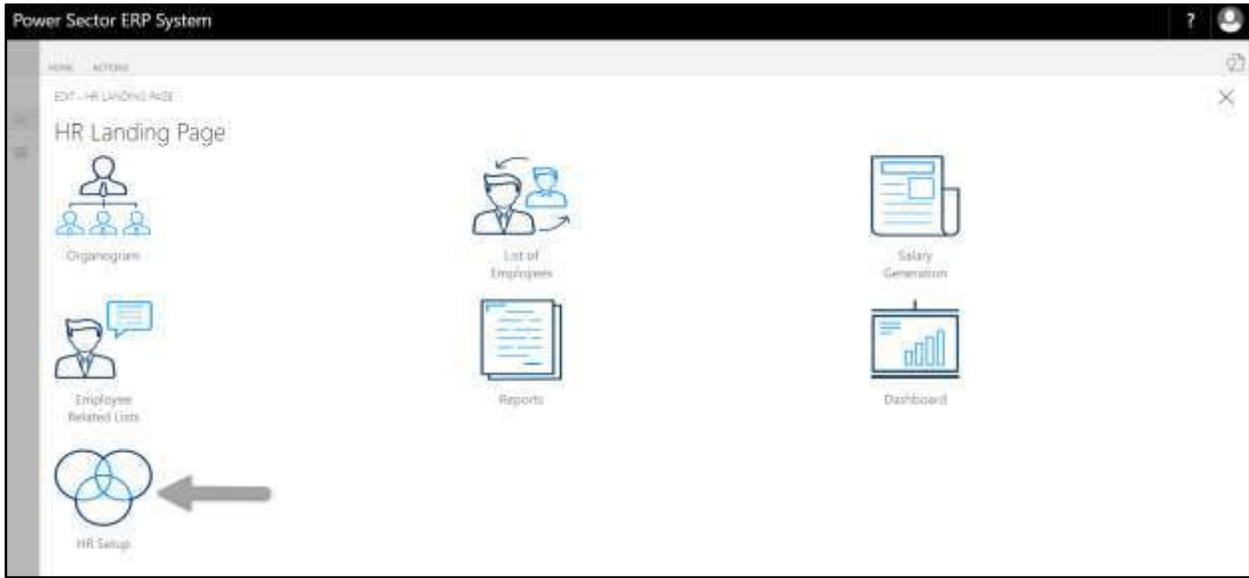
B. Choose the "Human Resources" icon.



HR Landing Page will be appeared as below.



C. Choose the "HR Setup" in HR Landing Page.



HR Setup Landing Page will be appeared as below



D. Choose the "Performance Setup" in HR Setup Landing Page.



The following **Performance** page will be appeared.



HR-107.1 Performance Criteria Setup

To Initiate, follow the steps below.

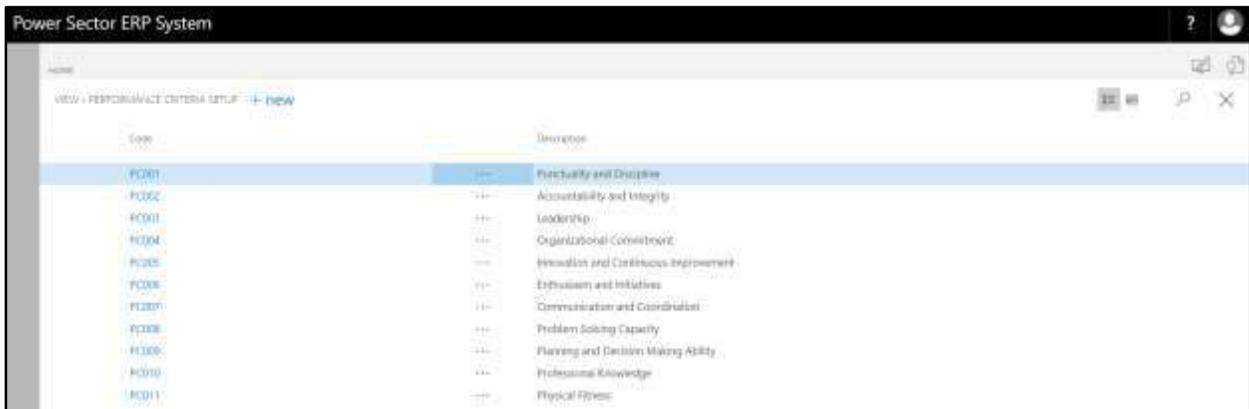
A. Log In with HR Admin user and open **“Performance Setup Page”**



B. Choose the **“PERF Criteria Setup”** icon on the Performance Setup page, as indicated in figure below.



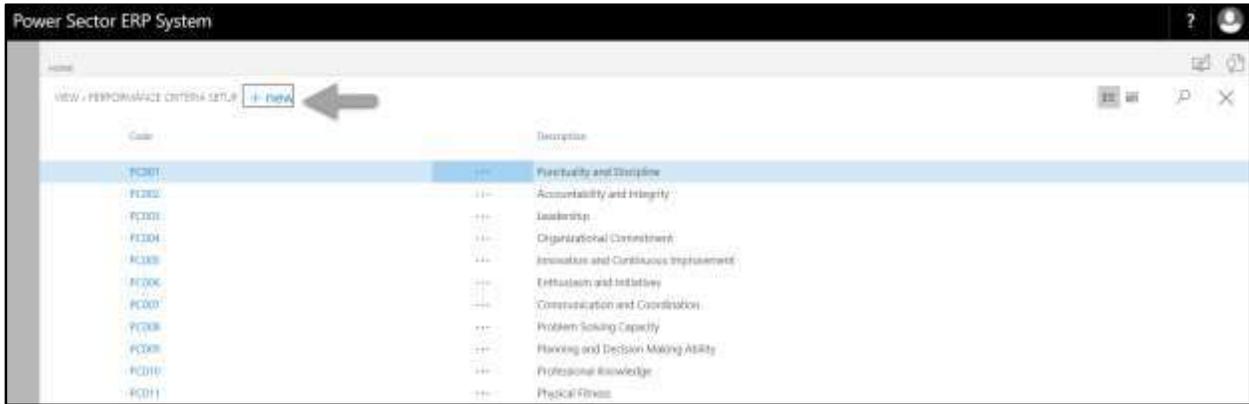
The following **Performance Criteria Setup** page will be appeared.



Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

C. Choose "New" icon on the Performance Criteria Setup page, as indicated in figure below.



Following **Performance Criteria Card Page** will be appeared.

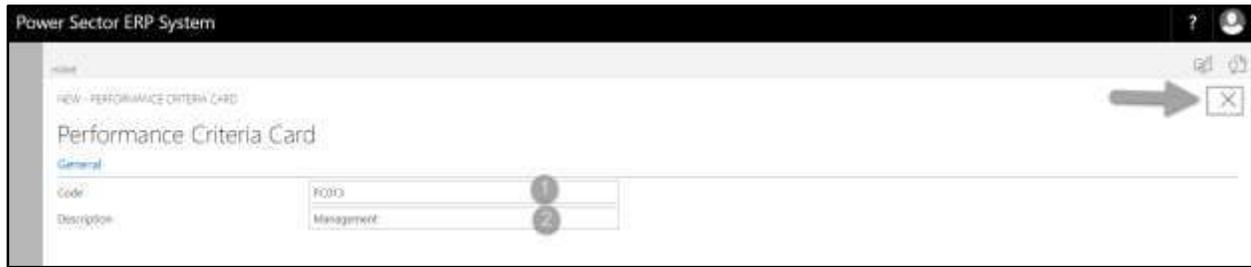


D. Provide below information to proceed.

1. **Code Will be assigned for performance criteria as per NO. Series**
2. Provide **Description**
 - **Description: Management**



E. Click the “” button to save and close.



HR-107.2 Performance Criteria Group Setup

To Initiate, follow the steps below.

A. Log In with HR Admin user and open “**Performance Setup Page**”



B. Choose the “**PERF Criteria Grp Setup**” icon on the Performance Setup page, as indicated in figure below.



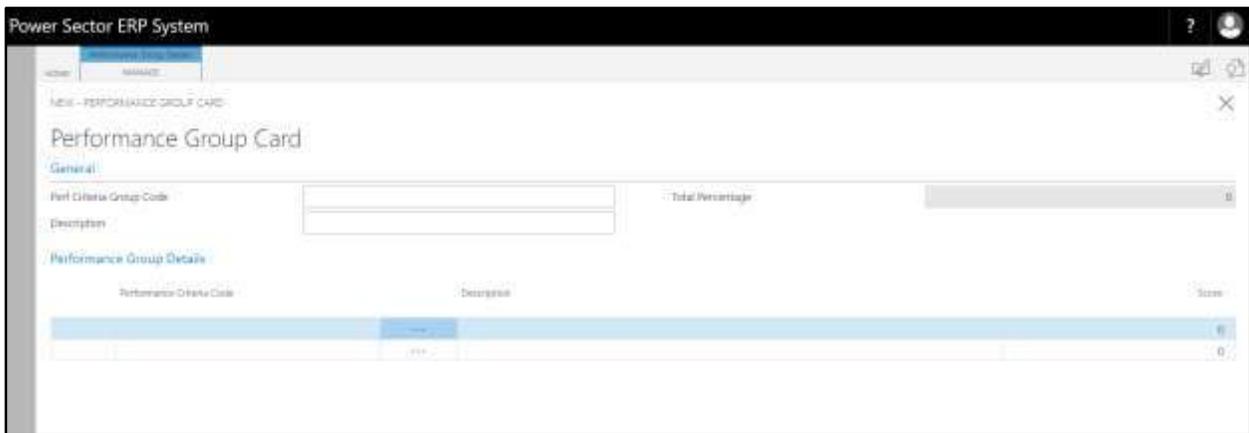
The following **Performance Criteria Group Master List page** will be appeared.



C. Choose "New" icon on the Performance Criteria Group List page, as indicated in figure below.

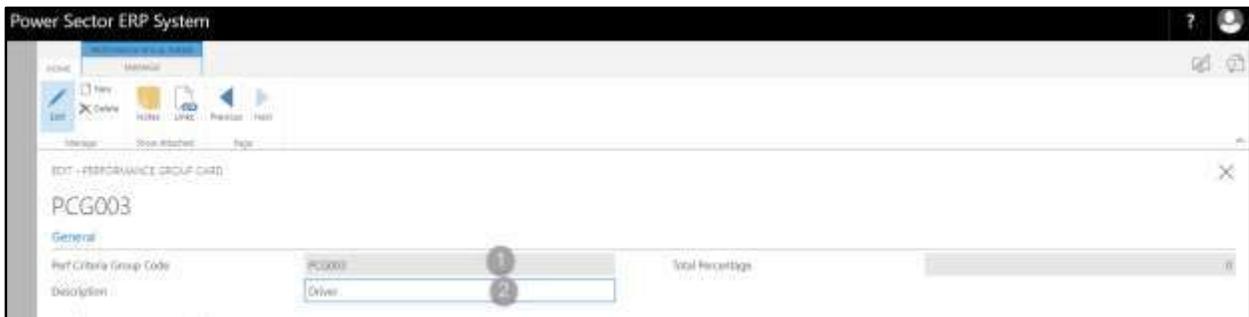


The following Performance Group Card Page will be appeared.

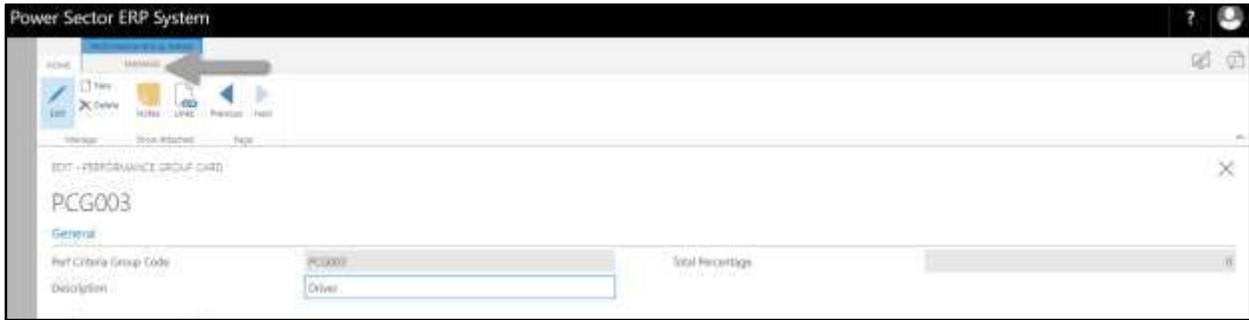


D. Provide below General information to proceed.

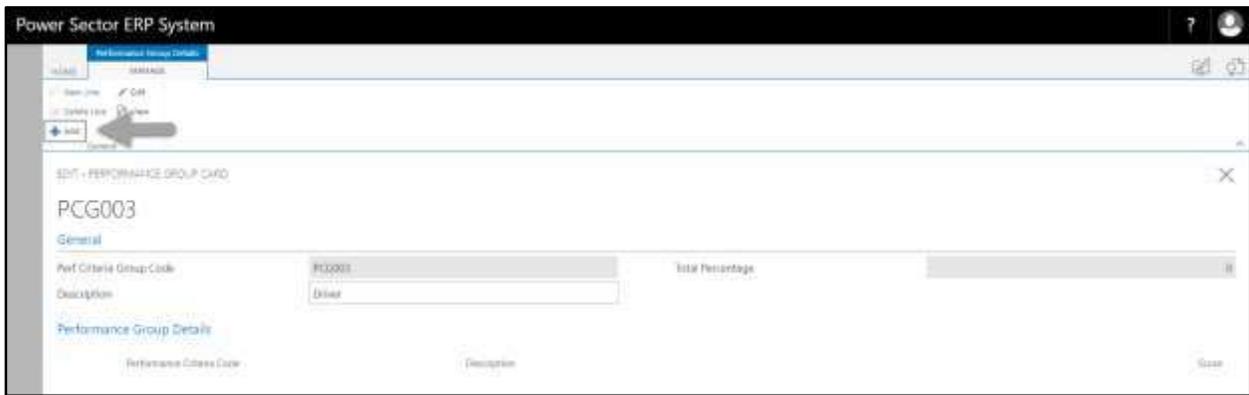
1. Provide Perf Criteria Grp Code
 - Perf Criteria Grp Code: PCG003
2. Provide Description
 - Description: Driver



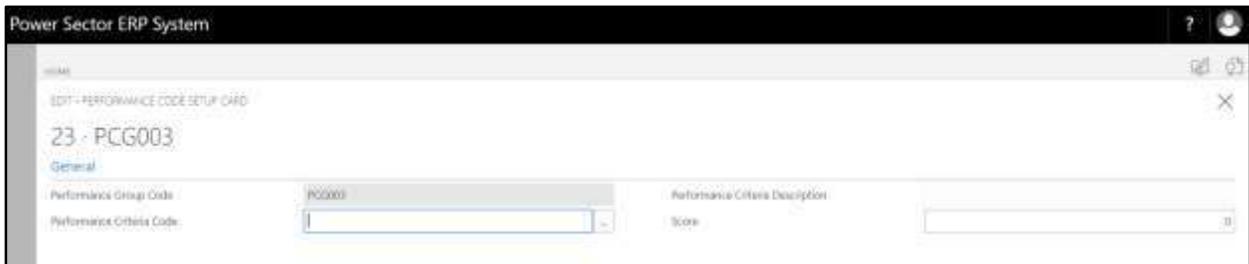
E. Click on **“Manage”** to provide Performance group details data, as indicated as below



Select **“Add”** to add Performance group details data, as indicated as below



The following **Performance Code Setup Card** page will be appeared.



F. Provide below information to proceed.

Performance Group Code will be populated by system

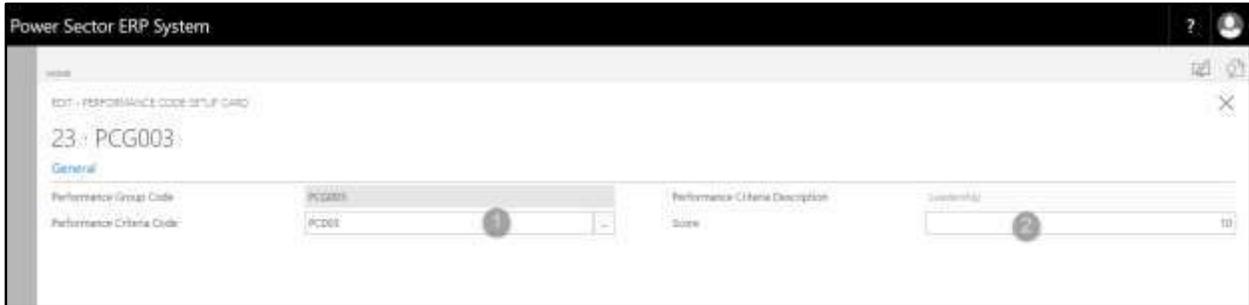
1. Provide **Performance Criteria Code**
 - **Performance Criteria Code: PCG003**
2. Provide **Score**
 - **Score: 10**

Tips

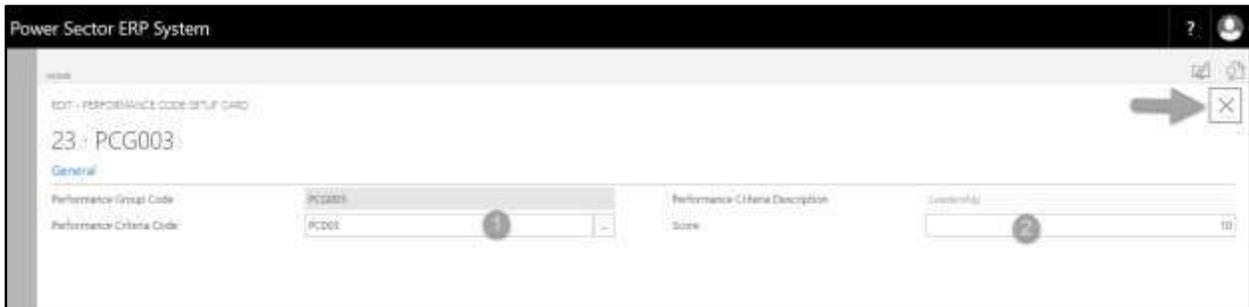
To enter multiple Performance Criteria data, click new again and follow steps 1 and 2.

Important

Performance Score cannot exceed 100.



G. Click the "X" button to save and close.



HR-108 How to: Setup Qualification

Introduction

This process demonstrates how to setup Qualification for an organization.

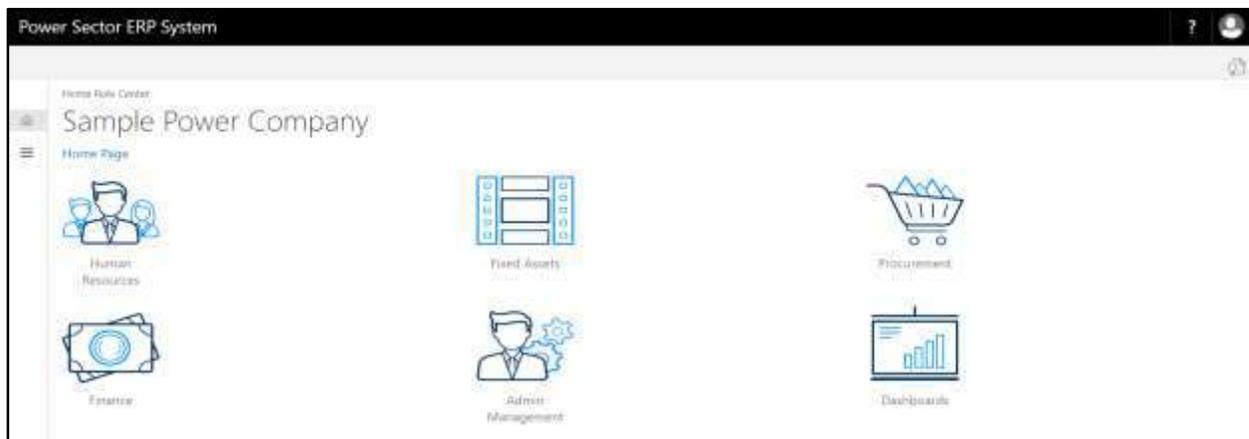
Roles

- Module Admin

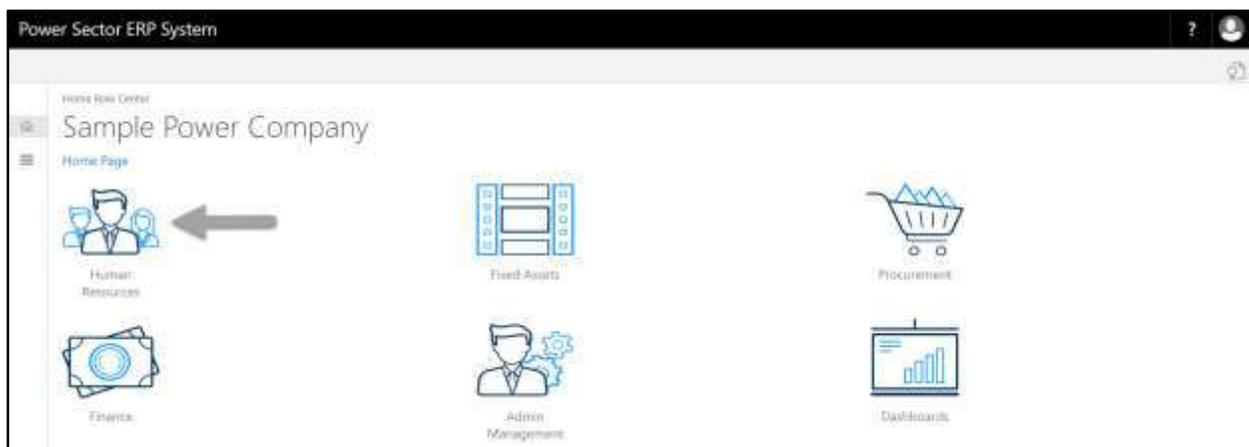
Qualification Setup

To Initiate, follow the steps below.

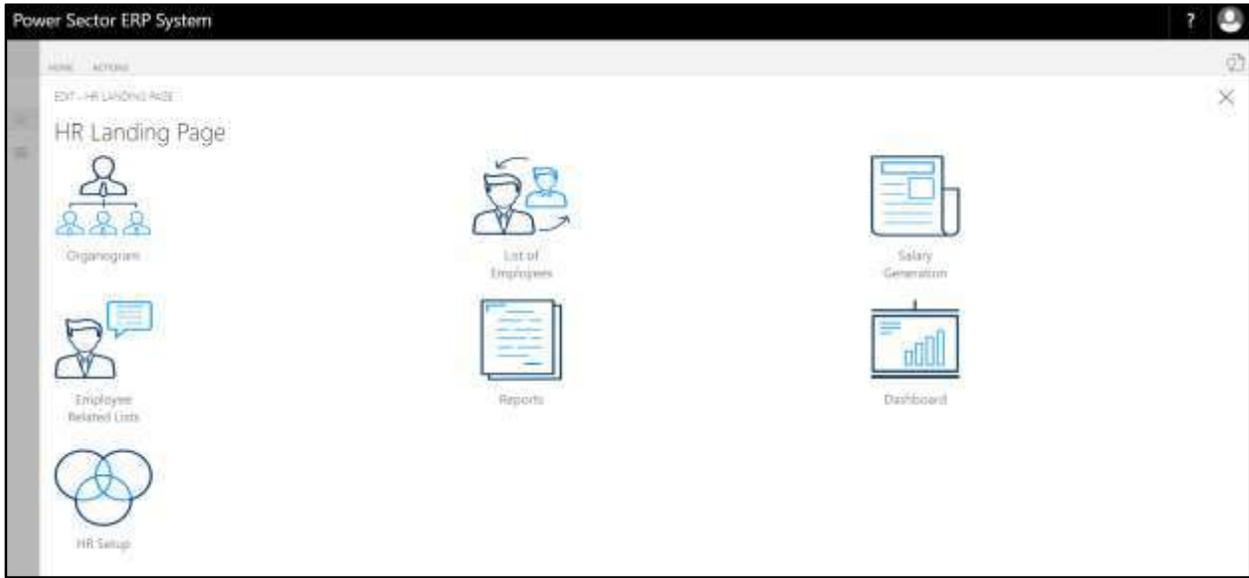
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



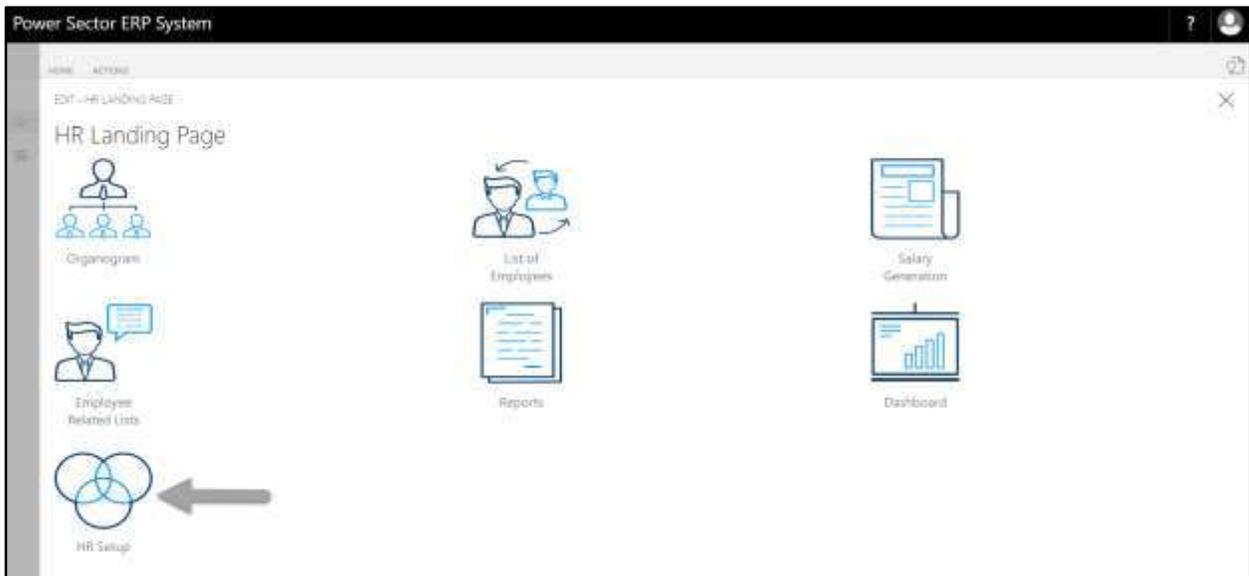
- B. Choose the **"Human Resources"** icon.



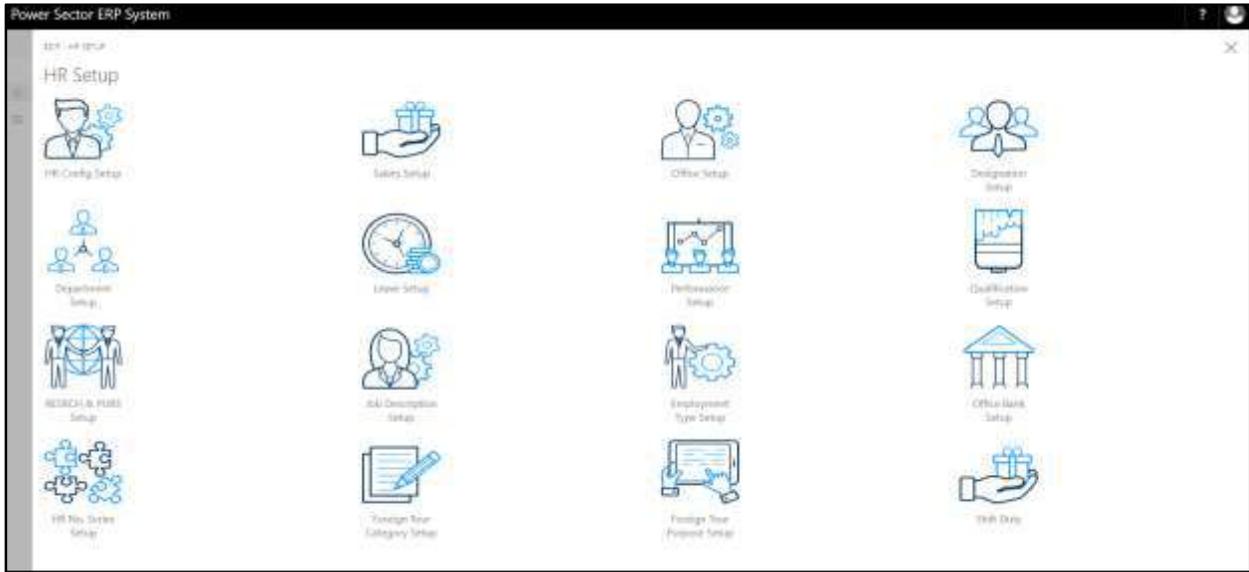
HR Landing Page will be appeared as below



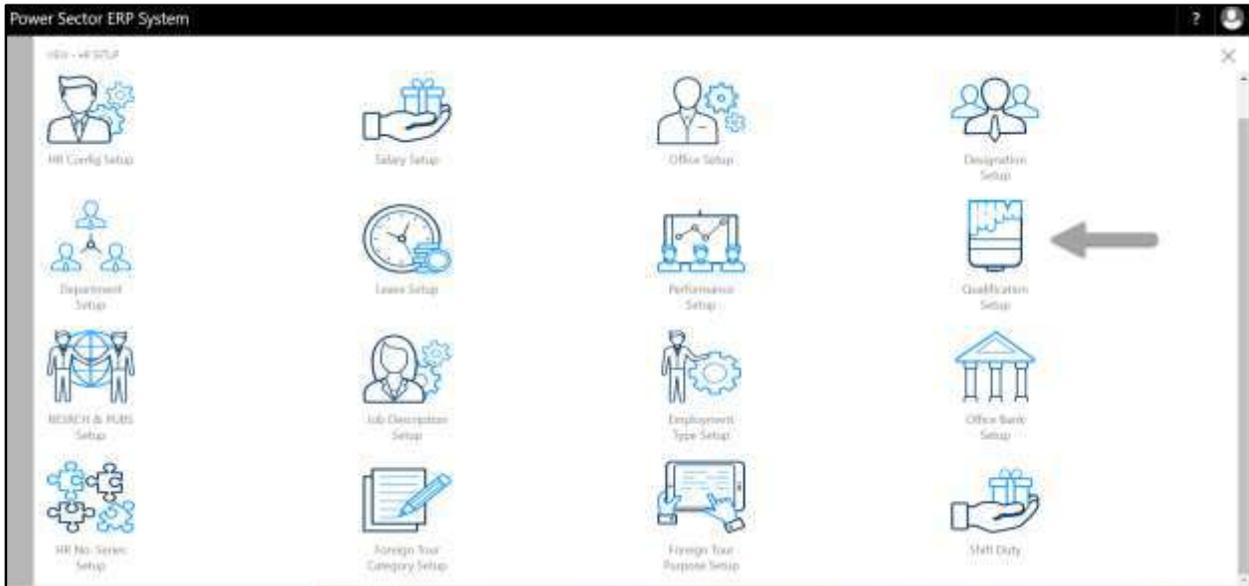
C. Choose the "HR Setup" in HR Landing Page.



HR Setup Landing Page will be appeared as below



D. Choose the “**Qualification Setup**” in HR Setup Landing Page, as indicated below.



The following **Qualification Code Setup** page will be appeared.

Code	Description	Type
DIPLOMA		Professional
ALMA	Alma	Academic
B.COM	Bachelor of Commerce	Academic
BA	Bachelor of Arts	Academic
B.SC	Bachelor of Science	Academic
BBA	Bachelor of Business Administration	Academic
D.MER	Diploma	Academic
EE	Electronic & Electronic Engineering	Academic
EZE	Edul	Academic
H.S.C	Higher School Certificate	Academic
HONORS	Honors	Academic
KANU	Kanul	Academic
M.SC	Master of Science	Academic
MASTERS	Master's	Academic
MBA	Masters of Business Administration	Academic
S.S.C	Secondary School Certificate	Academic

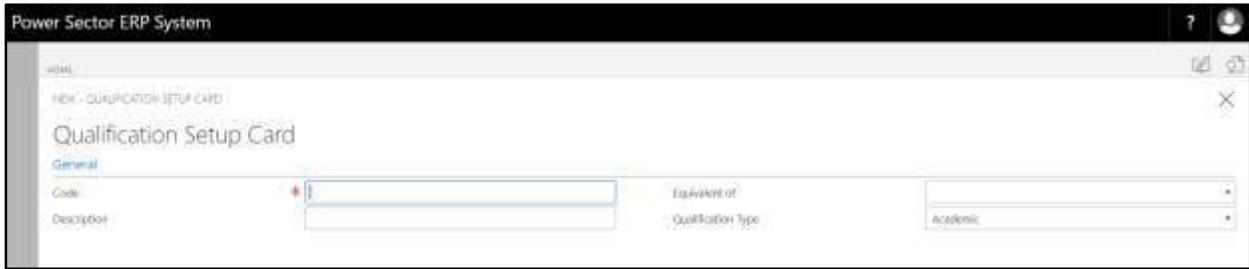
Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Qualification Code Setup page, as indicated in figure below.

Code	Description	Type
DIPLOMA		Professional
ALMA	Alma	Academic
B.COM	Bachelor of Commerce	Academic
BA	Bachelor of Arts	Academic
B.SC	Bachelor of Science	Academic
BBA	Bachelor of Business Administration	Academic
D.MER	Diploma	Academic
EE	Electronic & Electronic Engineering	Academic
EZE	Edul	Academic
H.S.C	Higher School Certificate	Academic
HONORS	Honors	Academic
KANU	Kanul	Academic
M.SC	Master of Science	Academic
MASTERS	Master's	Academic
MBA	Masters of Business Administration	Academic
S.S.C	Secondary School Certificate	Academic

The following **Qualification Setup** card will be appeared.



F. Provide below **General** information to proceed.

1. Provide **Code**.
 - **Code: S.S.C.**
2. Provide **Description**.
 - **Description: Secondary School Certificate**
3. Choose the **Equivalent of** from the dropdown by clicking on  button
 - **Equivalent of: S.S.C. Equivalent**
4. Choose the **Status** from the dropdown by clicking on  button
 - **Status: Academic**



G. Click the “” button to save and close.



HR-109 How to: Setup Research & Publication

Introduction

This process demonstrates how to setup Research & Publication for an organization.

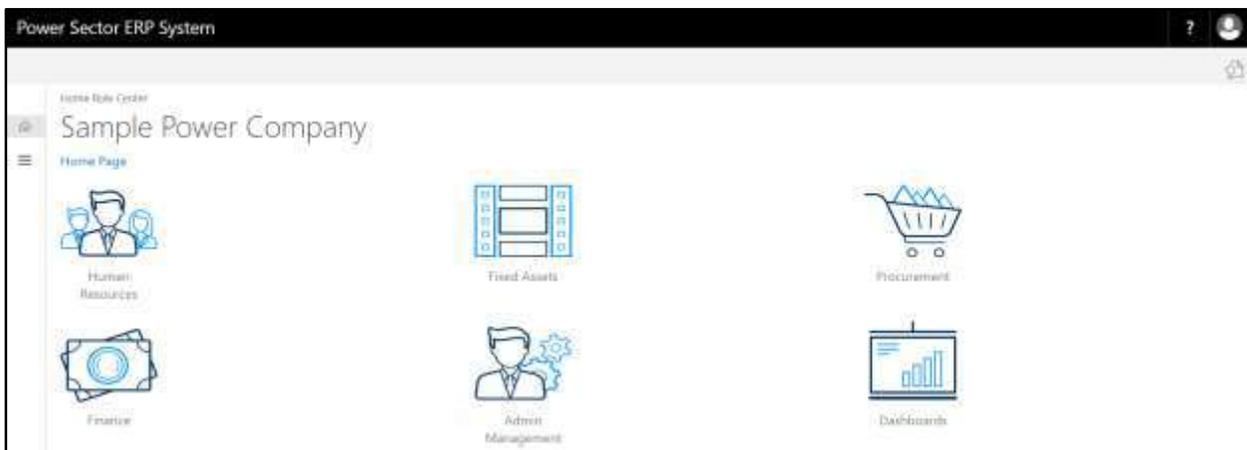
Roles

- Module Admin

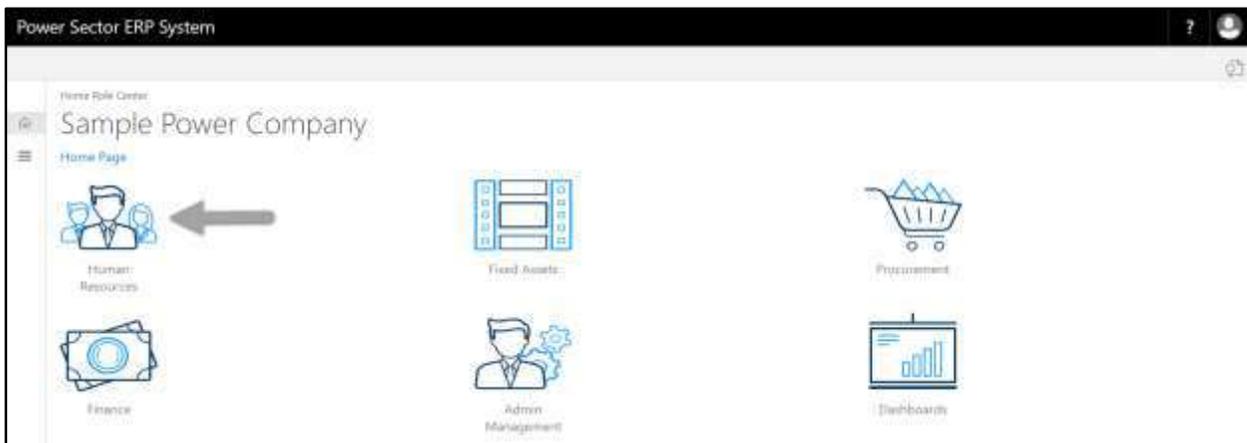
Research and Publication Setup

To initiate, follow the steps below.

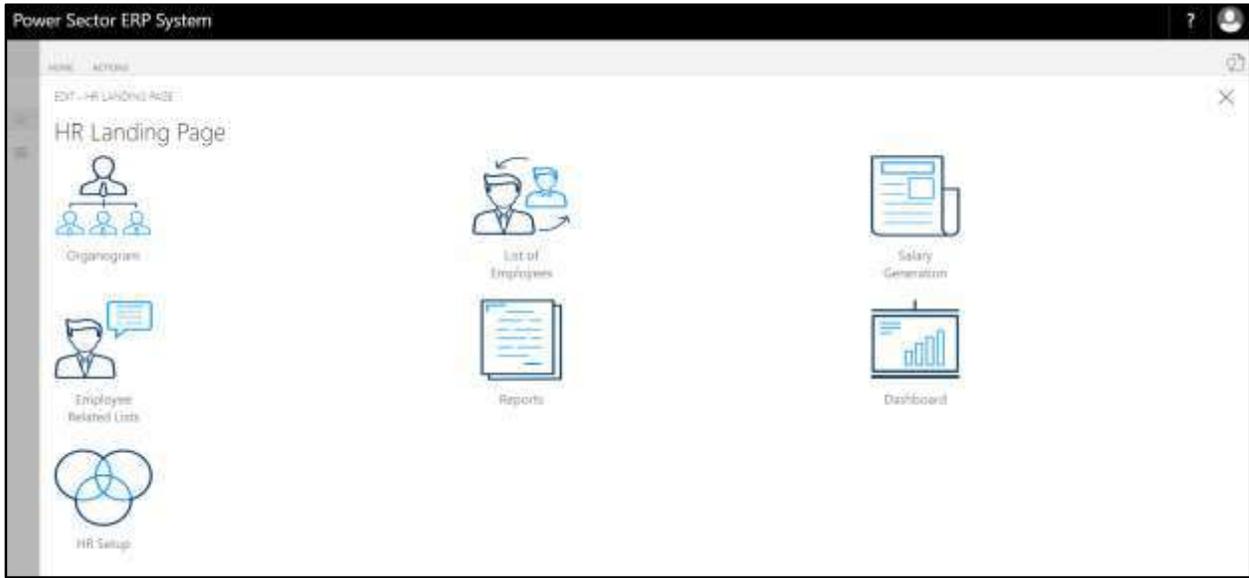
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



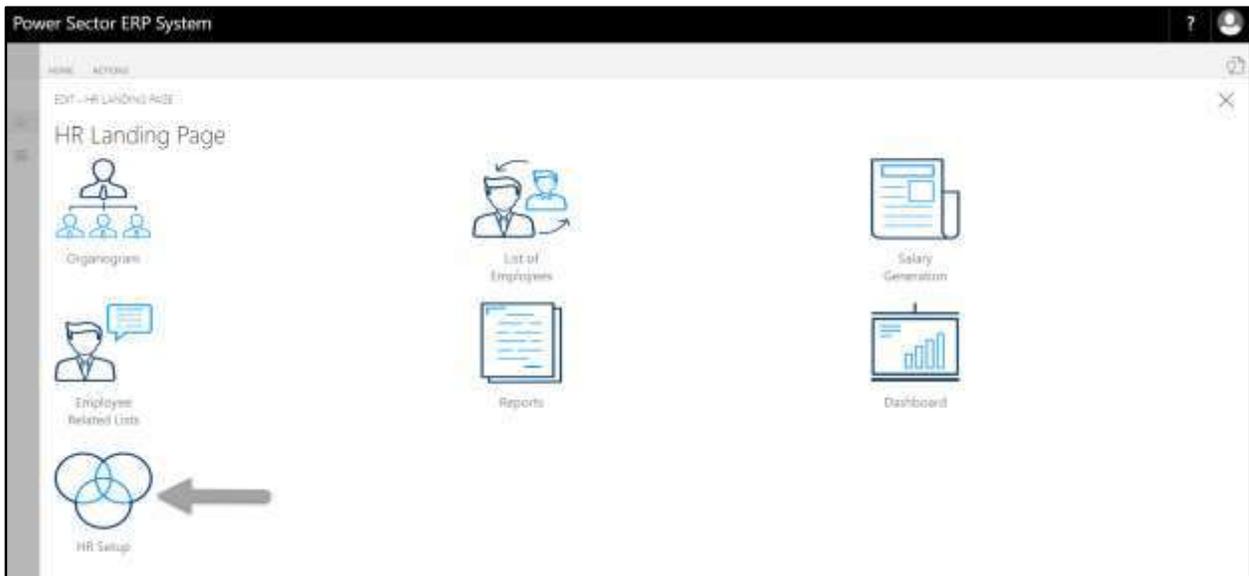
- B. Choose the **"Human Resources"** icon.



HR Landing Page will be appeared as below



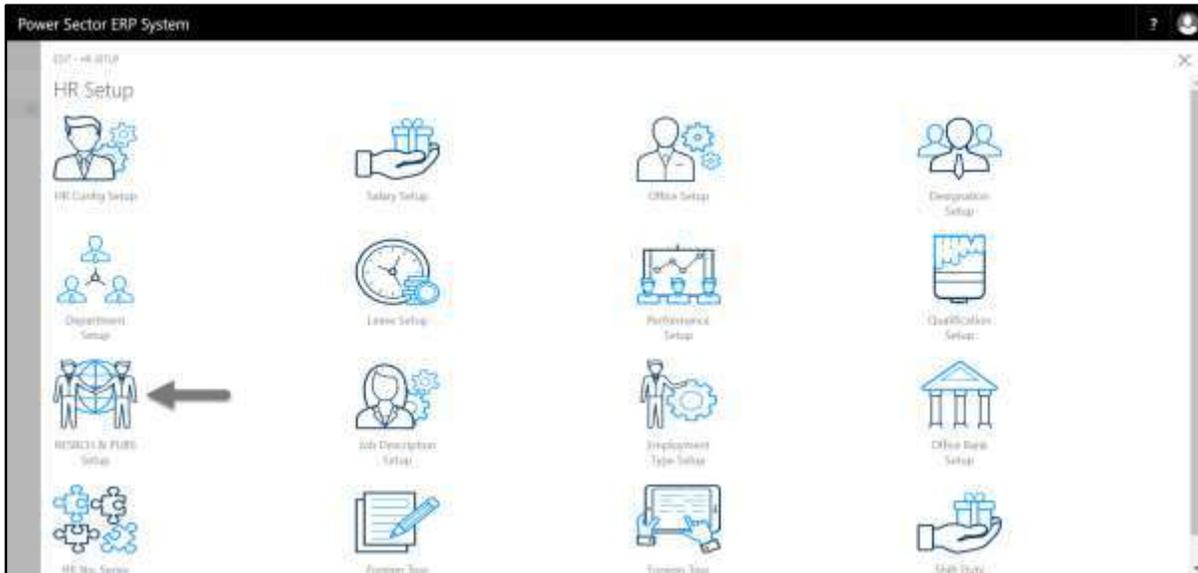
C. Choose the "HR Setup" in HR Landing Page.



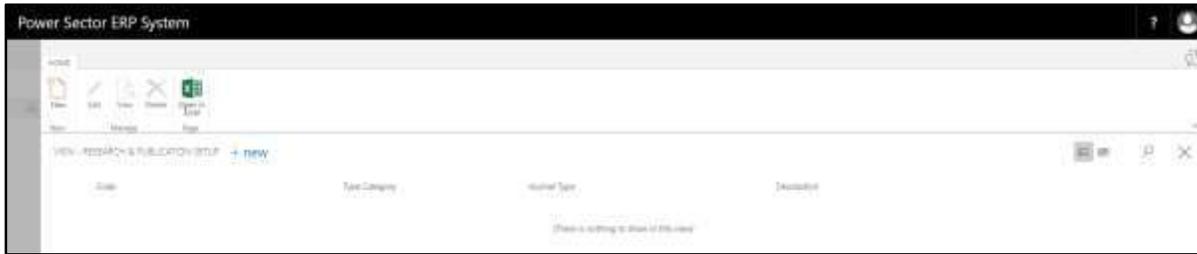
HR Setup Landing Page will be appeared as below



D. Choose the “**Research & Publication Setup**” in HR Setup Landing Page.



The following **Research & Publication Setup List** page will be appeared.



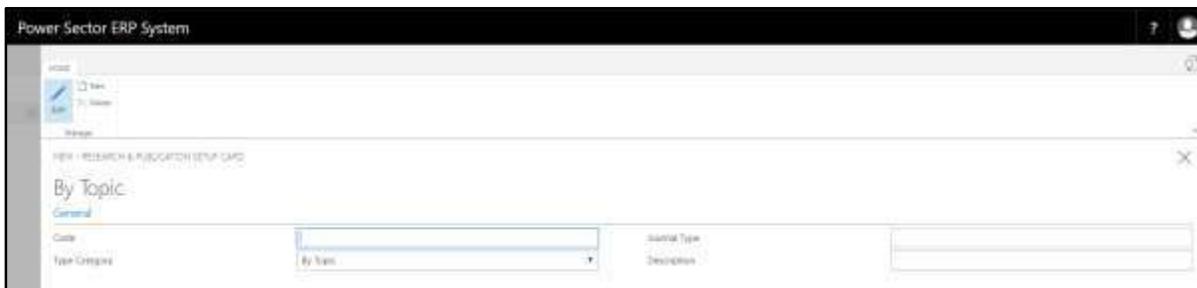
Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Research & Publication List page, as indicated in figure below.



The following **Research & Publication Setup Card** page will be appeared.



F. Provide below information to proceed.

1. Provide Research & Publication **Code**.

- **Research & Publication Code: 101**

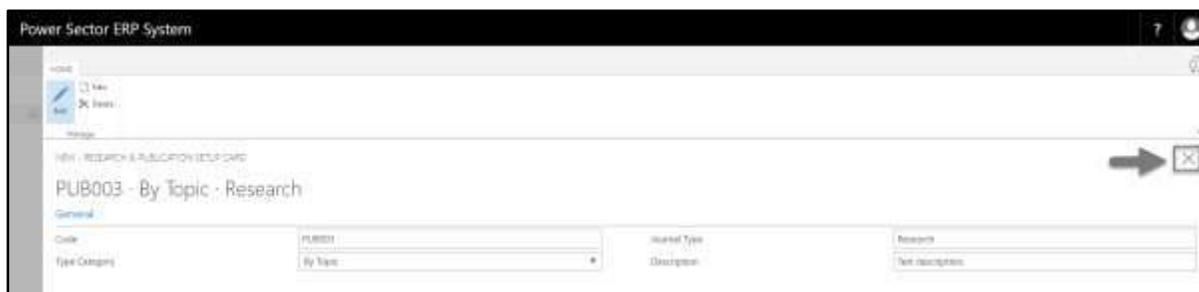
2. Choose **Type Category** from dropdown by clicking on  button.

- **Type Category: By Topic**

3. Provide **Journal Type**.
 - **Journal Type: Research**
4. Provide **Description**.
 - **Description: Test description.**



G. Click the “” button to save and close.



HR-110 How to: Setup Job Description

Introduction

This process demonstrates how to setup Job Description for an organization.

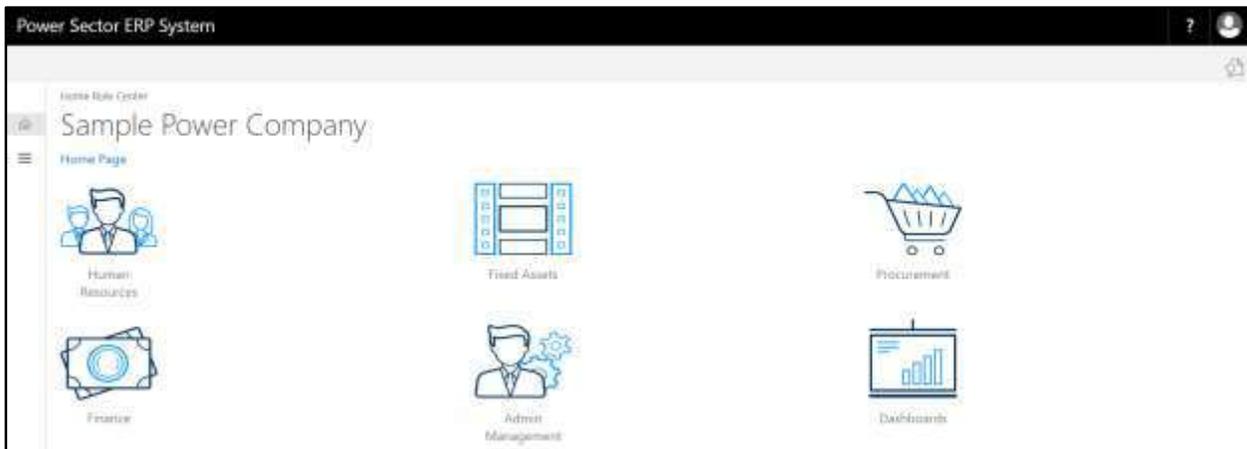
Roles

- Module Admin

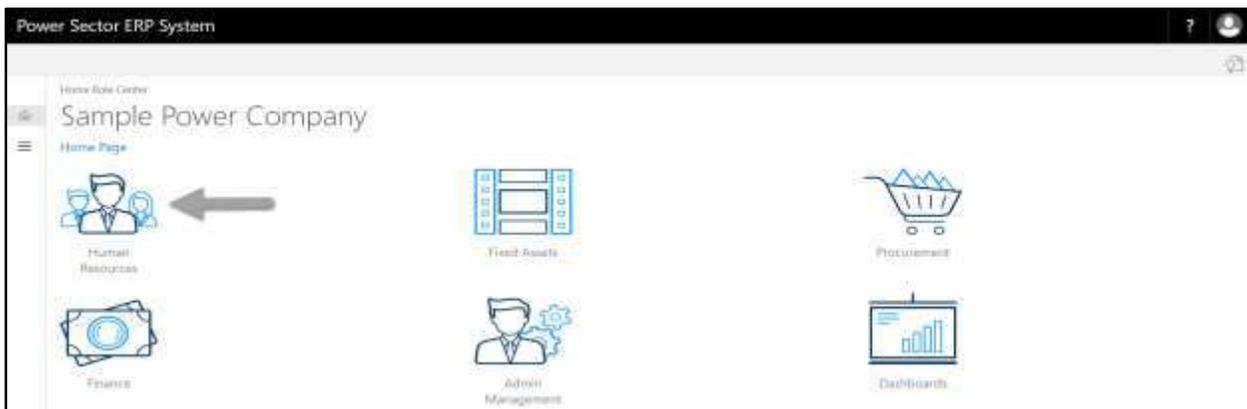
Job Description Setup

To initiate, follow the steps below.

- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



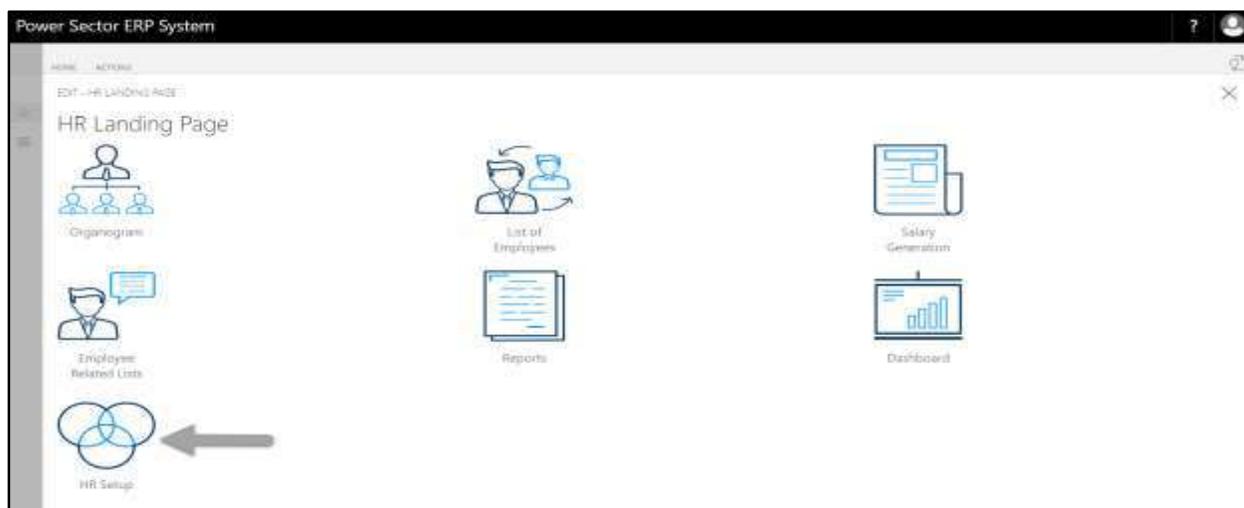
- B. Choose the **"Human Resources"** icon.



HR Landing Page will be appeared as below



C. Choose the "HR Setup" in HR Landing Page.



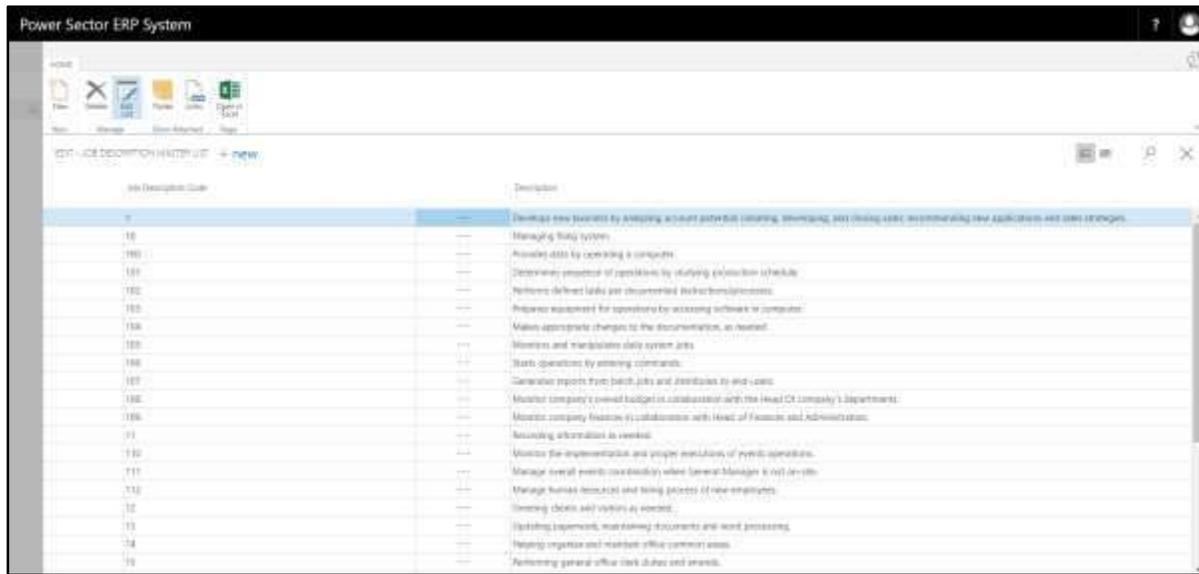
HR Setup Landing Page will be appeared as below



D. Choose the “**Job Description Setup**” in HR Setup Landing Page.

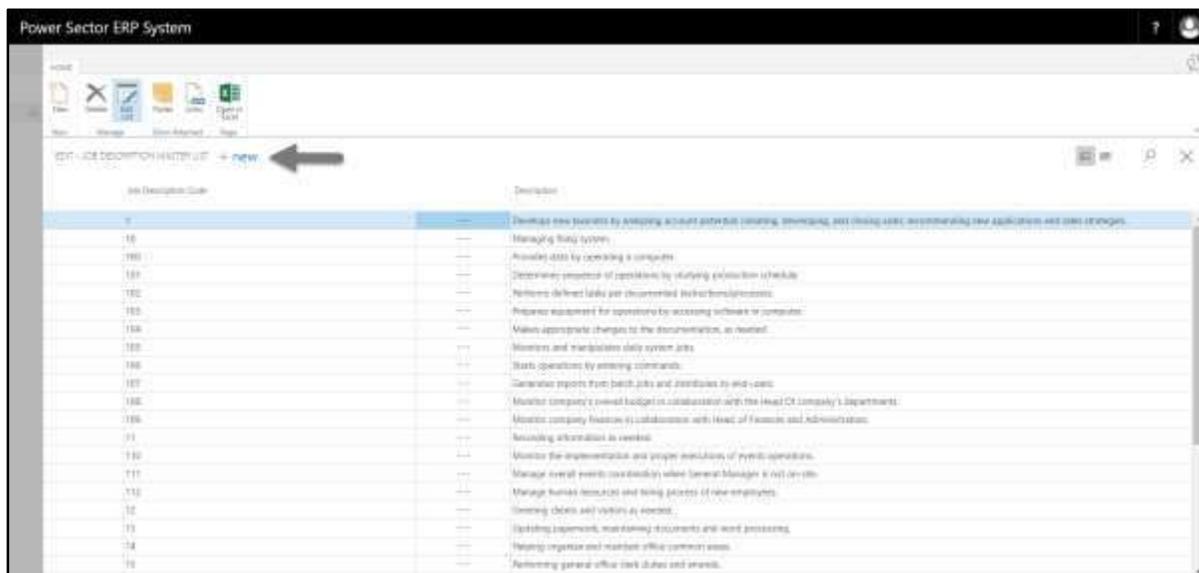


The following Job Description Setup List page will be appeared.

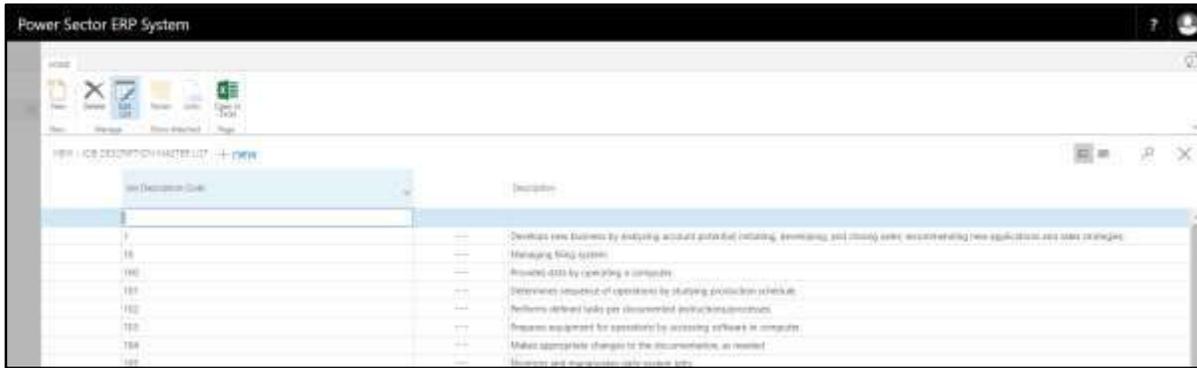


Note
On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the “New” icon on the Designation List page, as indicated in figure below.



New Row will be appeared for Job Description entry as below.



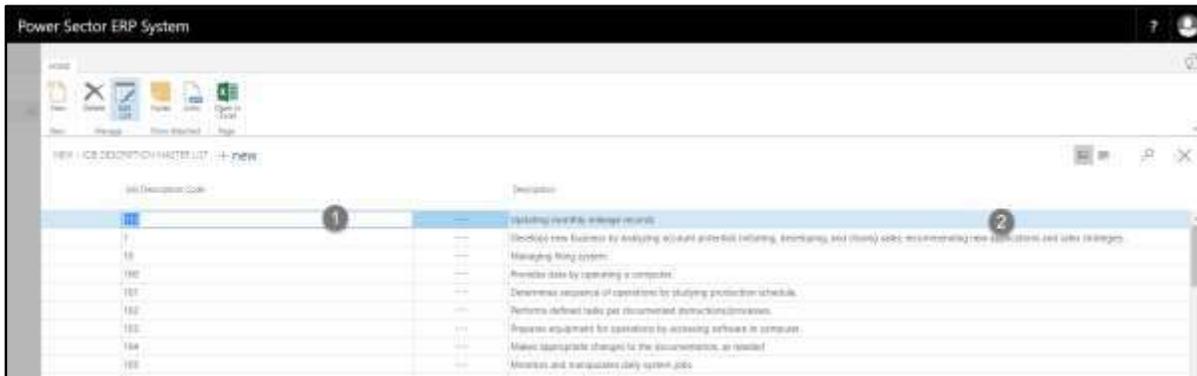
F. Provide below information to proceed.

1. Provide **Job Description Code**.

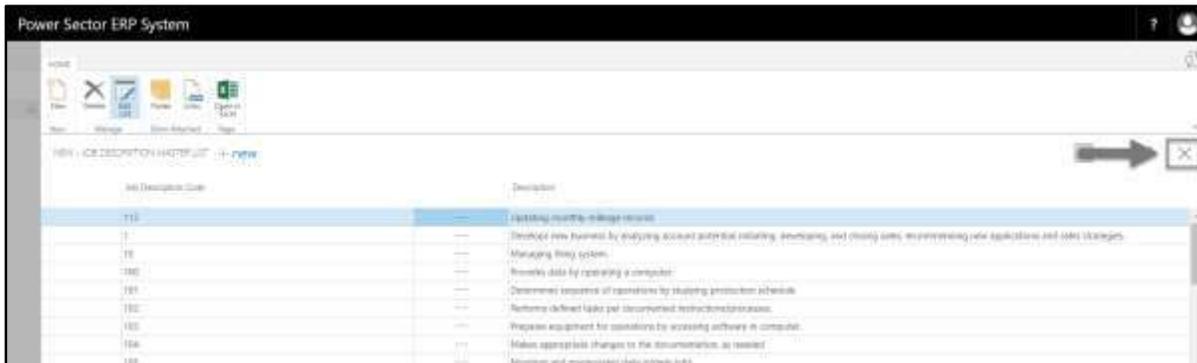
- **Job Description Code: 101**

2. Provide **Description**.

- **Description: Updating monthly mileage records**



G. Click the "X" button to save and close.



HR-111 How to: Setup Employment Type

Introduction

This process demonstrates how to setup Employment Type for an organization.

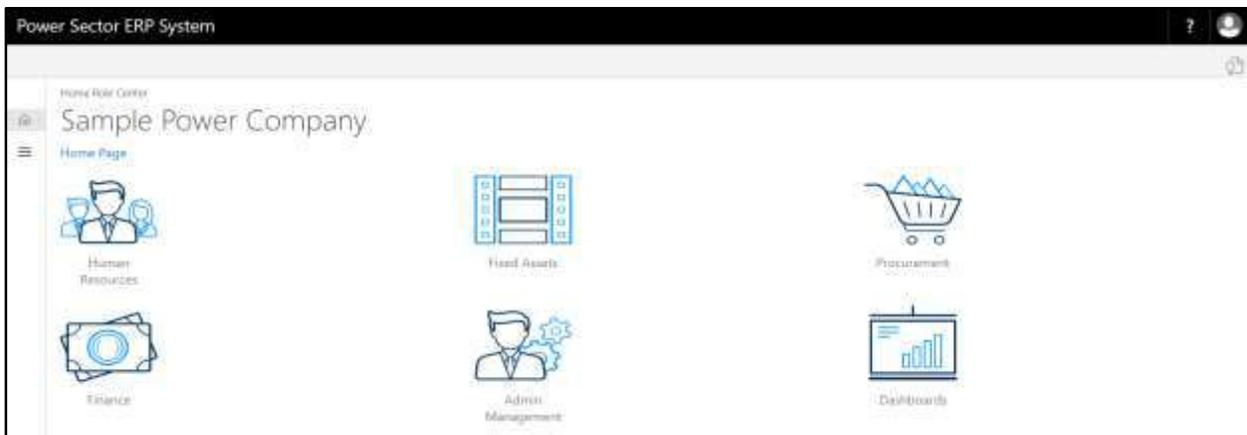
Roles

- Module Admin

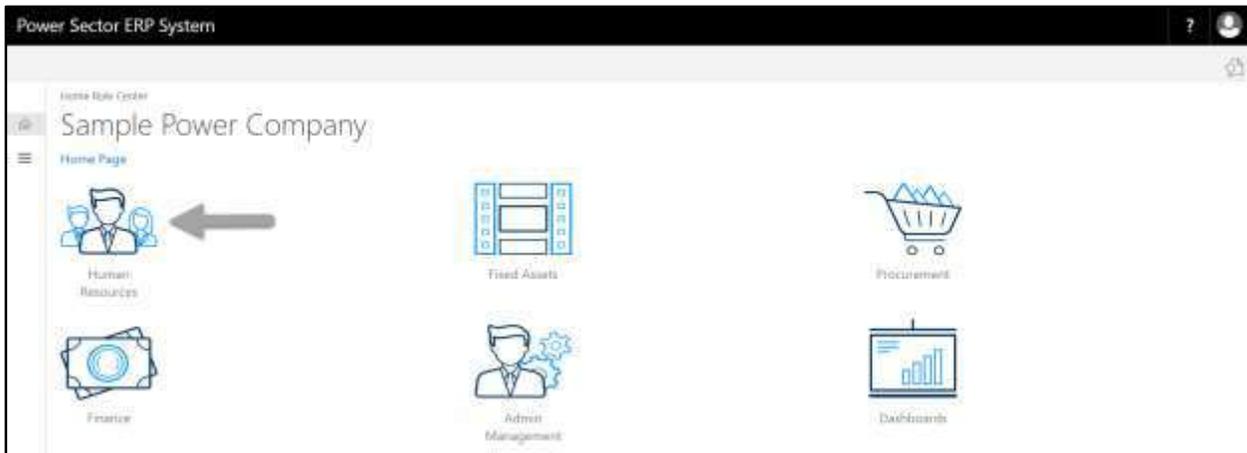
Employment Type Setup

To initiate, follow the steps below.

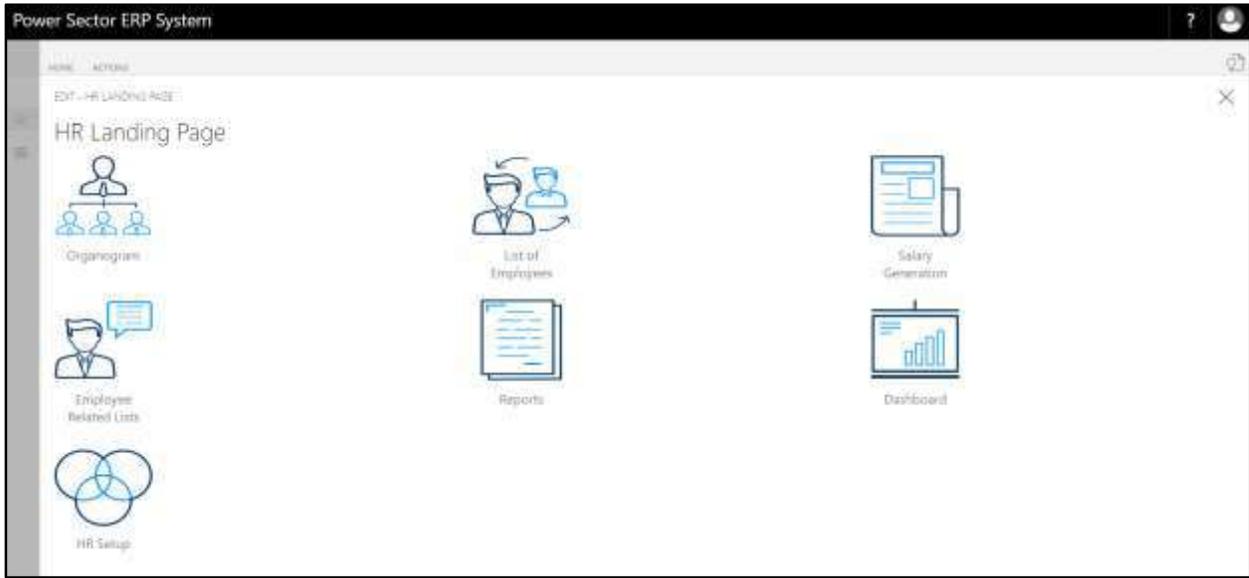
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



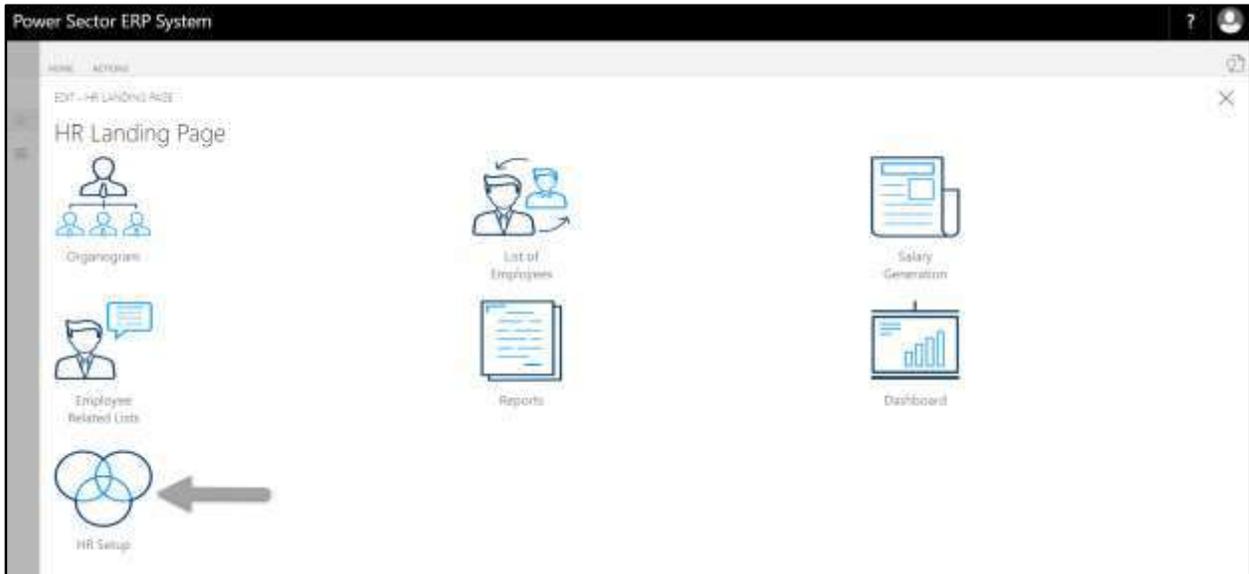
- B. Choose the **"Human Resources"** icon.



HR Landing Page will be appeared as below



C. Choose the "HR Setup" in HR Landing Page.



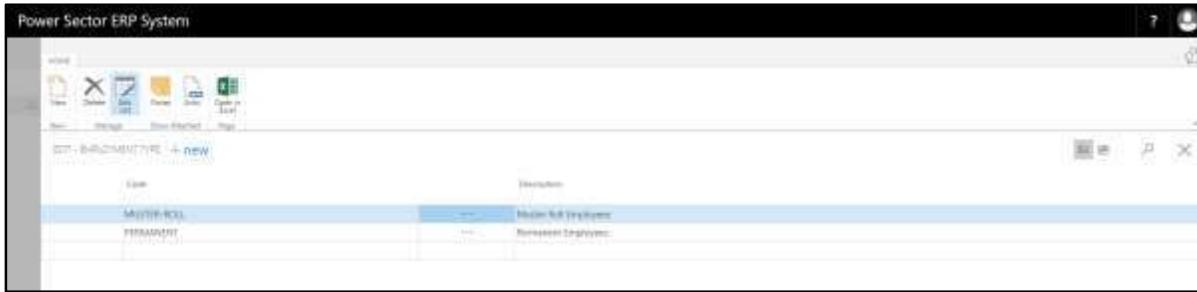
HR Setup Landing Page will be appeared as below



D. Choose the “**Employment Type Setup**” in HR Setup Landing Page.



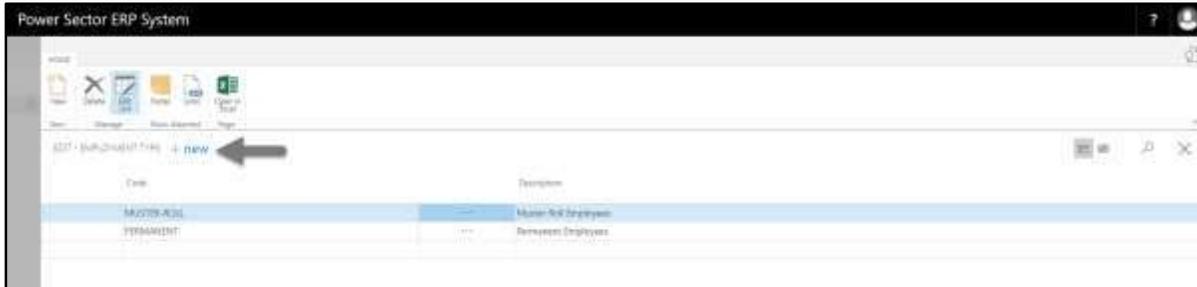
The following **Employment Type Setup List** page will be appeared.



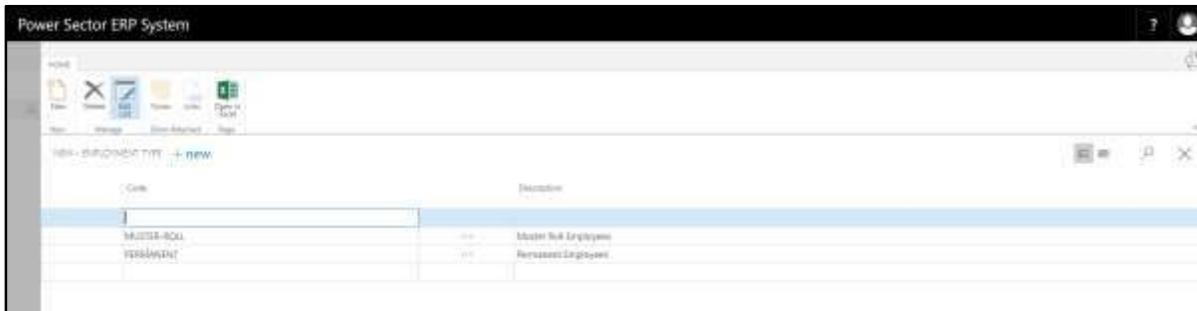
Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Employment Type List page, as indicated in figure below.

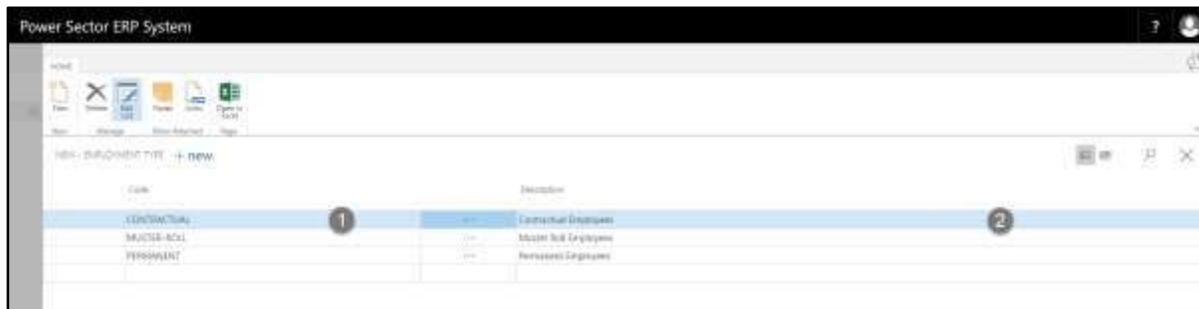


New Row will be appeared for Employment Type entry as below.

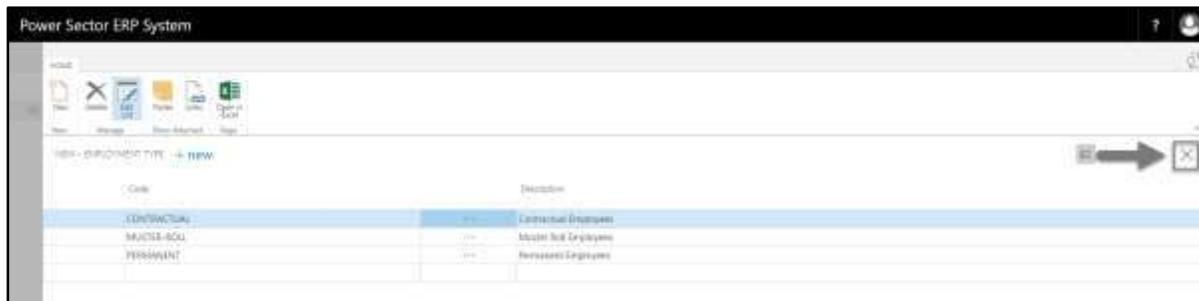


F. Provide below information to proceed.

1. Provide **Employment Type Code.**
 - **Employment Type Code: CONTRACTUAL**
2. Provide **Description.**
 - **Description: Contractual Employees**



G. Click the "X" button to save and close.



HR-112 How to: Setup Office Bank

Introduction

This process demonstrates how to setup Office Bank for an organization.

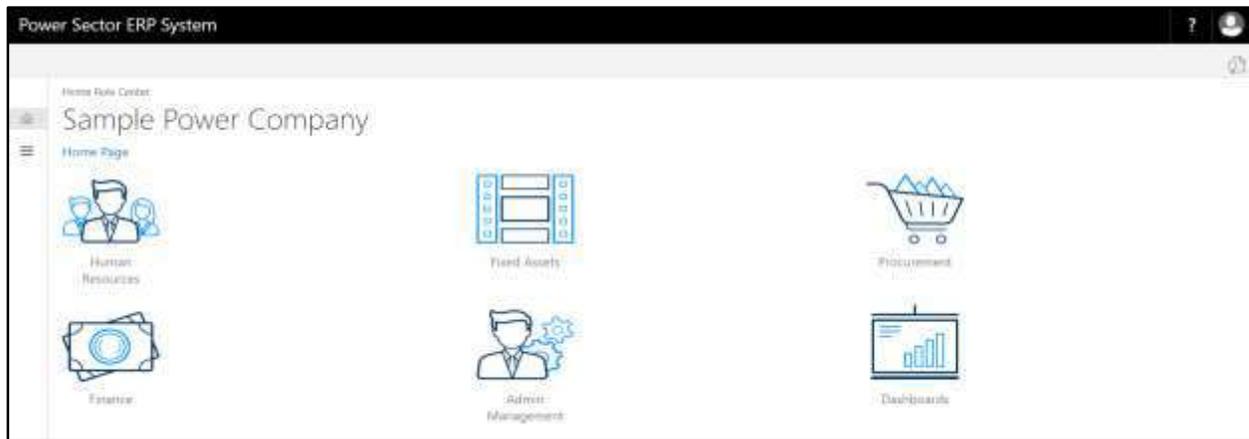
Roles

- Module Admin

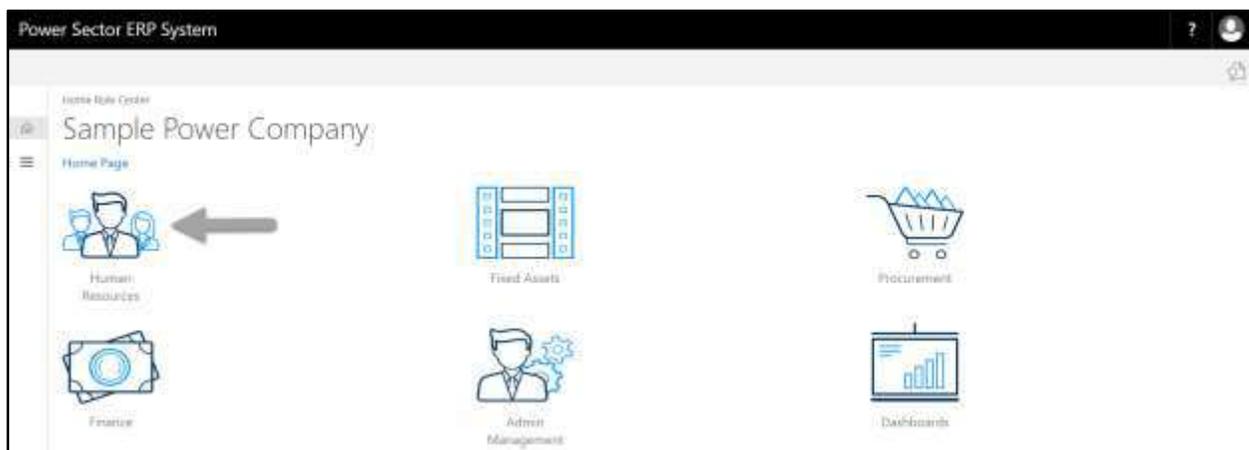
Office Bank Setup

To initiate, follow the steps below.

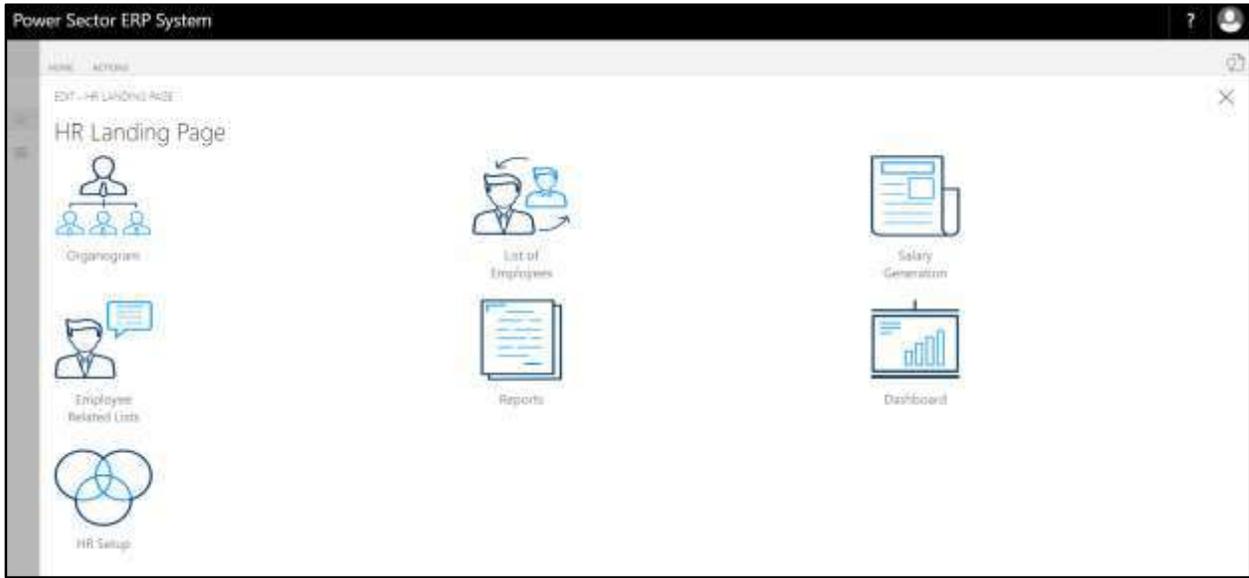
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the **"Human Resources"** icon.



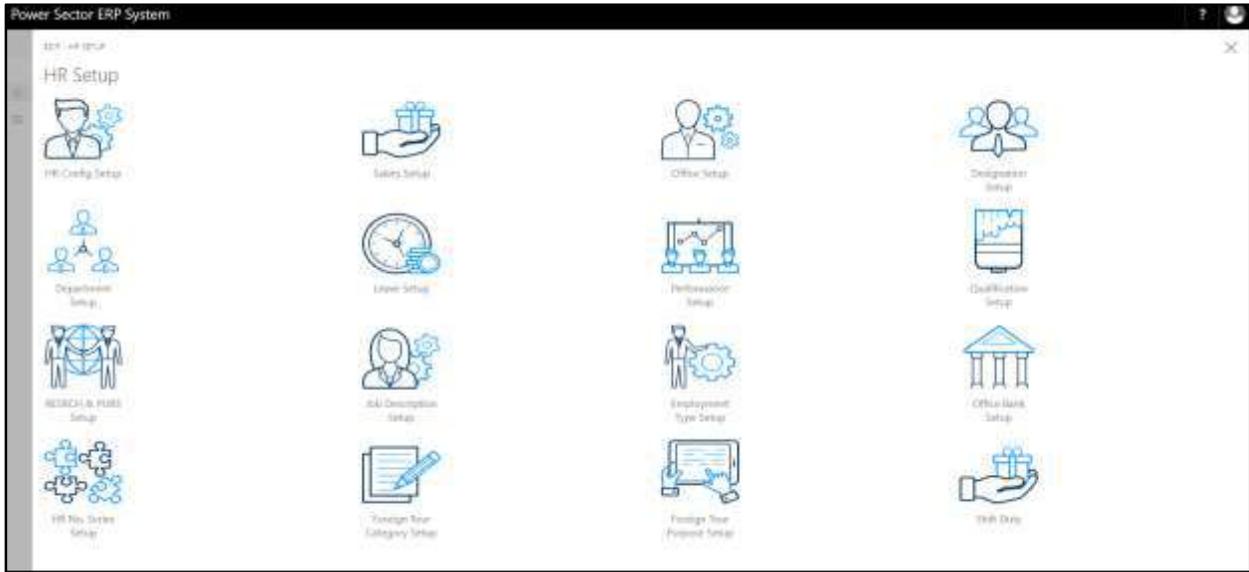
HR Landing Page will be appeared as below



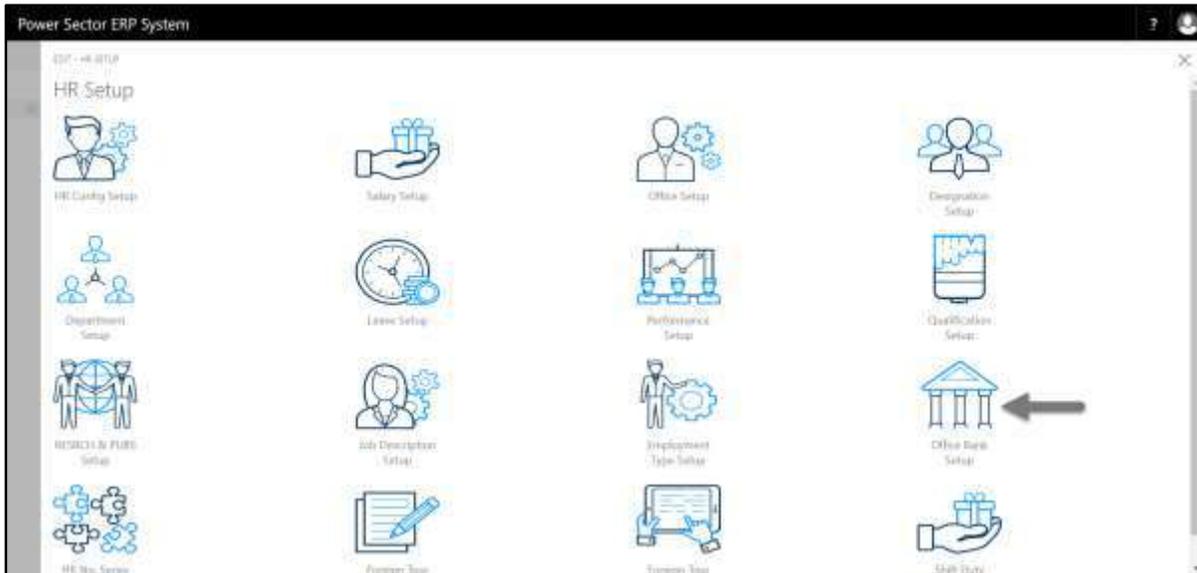
C. Choose the "HR Setup" in HR Landing Page.



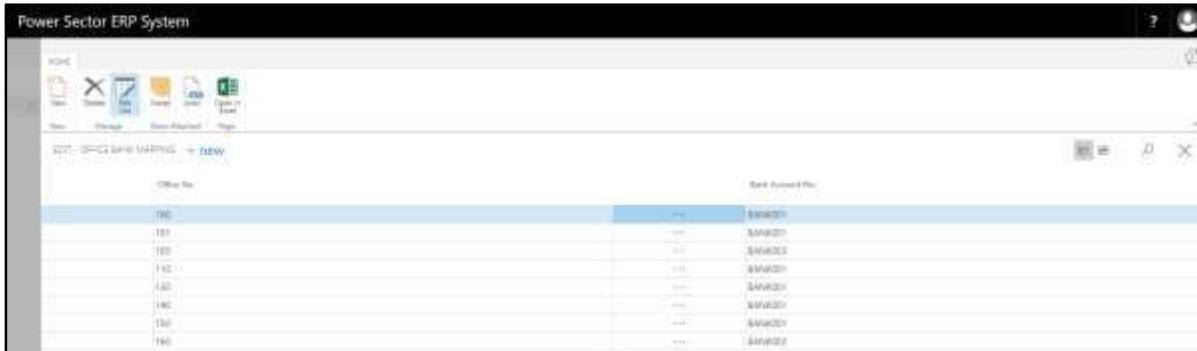
HR Setup Landing Page will be appeared as below



D. Choose the “**Office Bank Setup**” in HR Setup Landing Page.



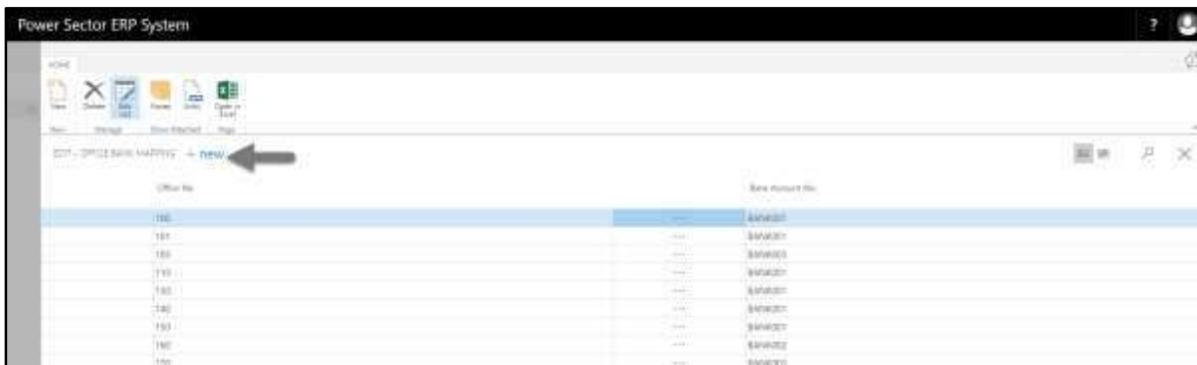
The following **Office Bank Setup List** page will be appeared.



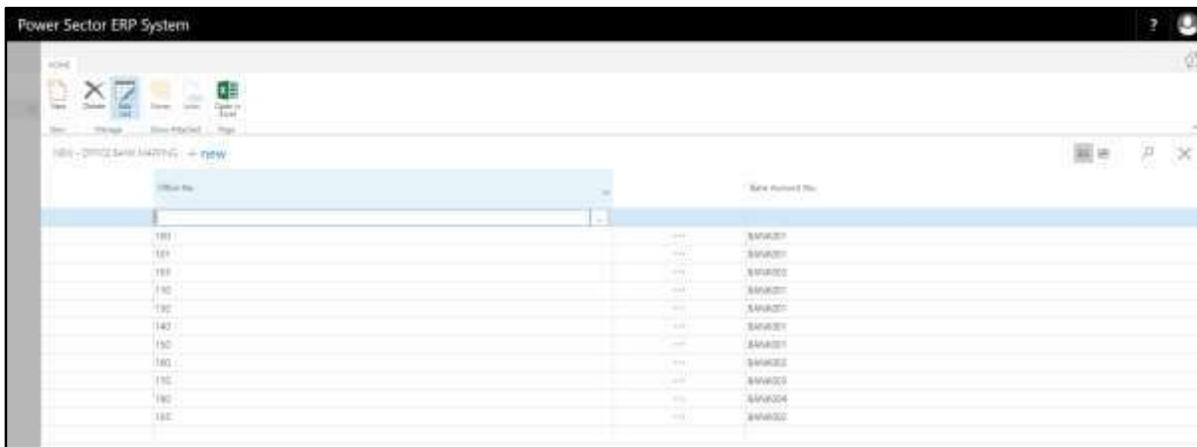
Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“new”** icon on the Office Bank List page, as indicated in figure below.

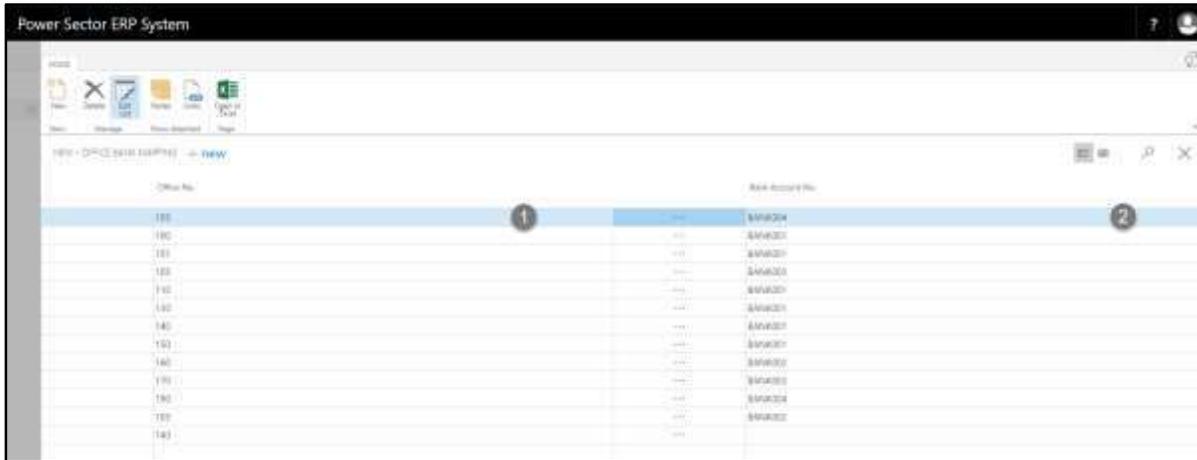


New Row will be appeared for Office Bank entry as below.

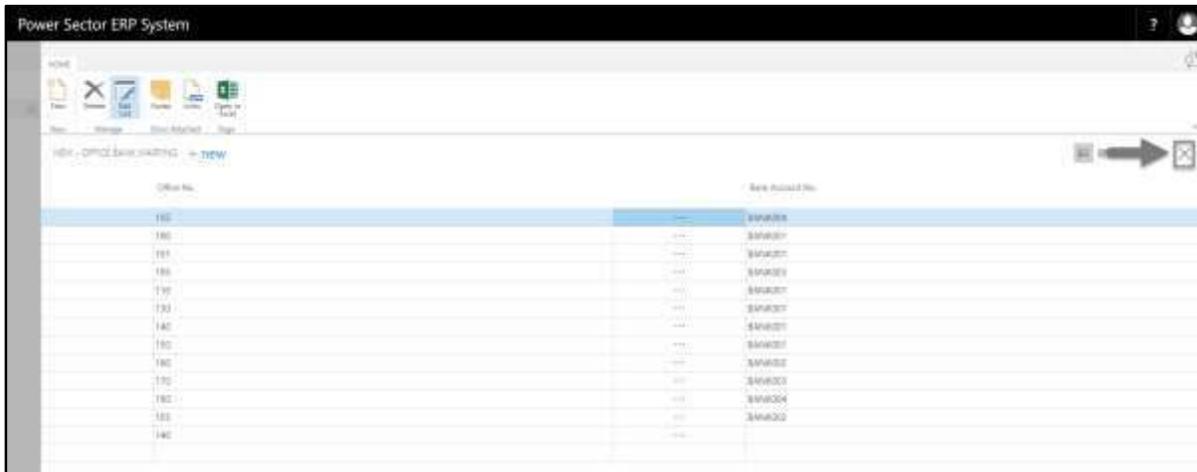


F. Provide below information to proceed.

1. Provide **Office No.**
 - **Office No: 105**
2. Provide **Bank Account No.**
 - **Bank Account No: BANK004**



G. Click the “” button to save and close.



HR-113 How to: Setup Foreign Tour Category

Introduction

This process demonstrates how to setup Foreign Tour Category for an organization.

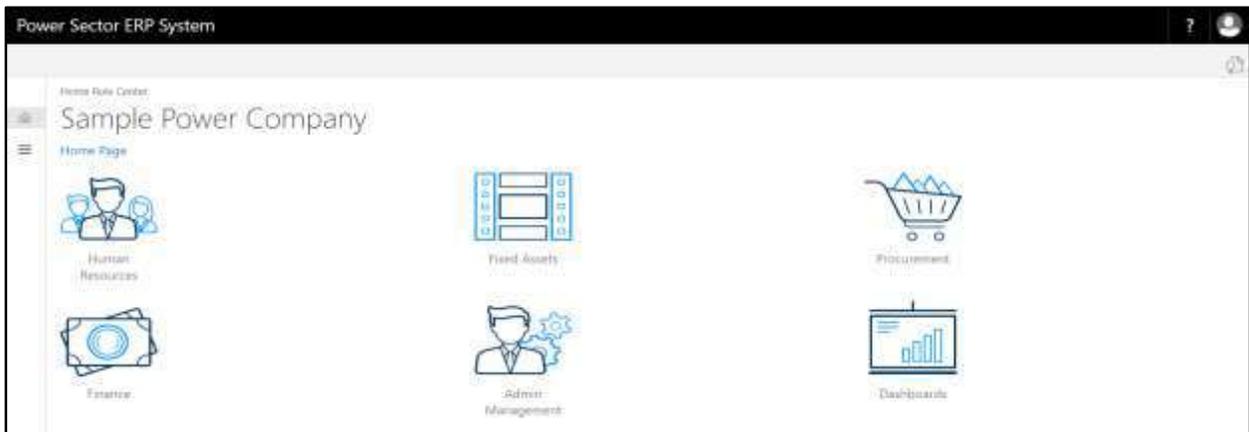
Roles

- Module Admin

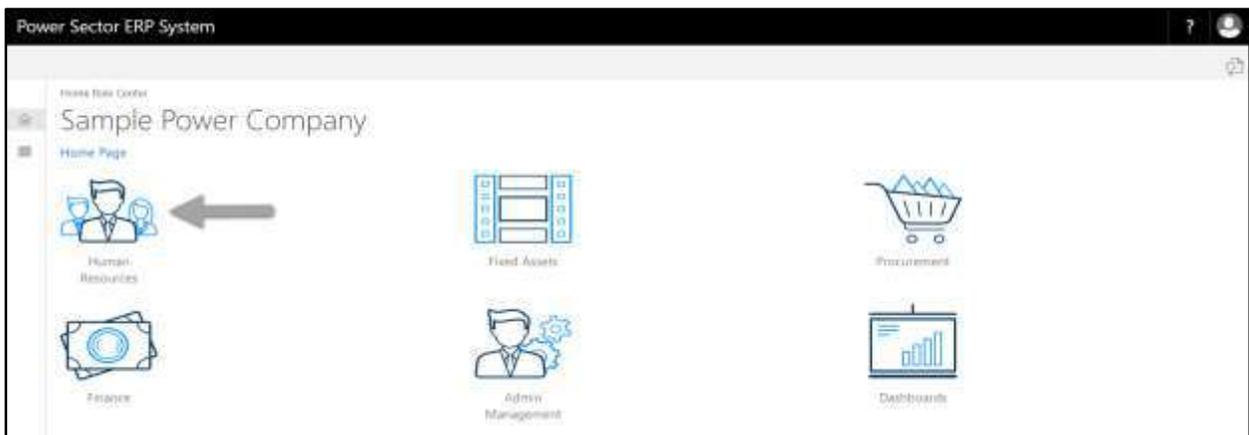
Foreign Tour Category Setup

To initiate, follow the steps below.

- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



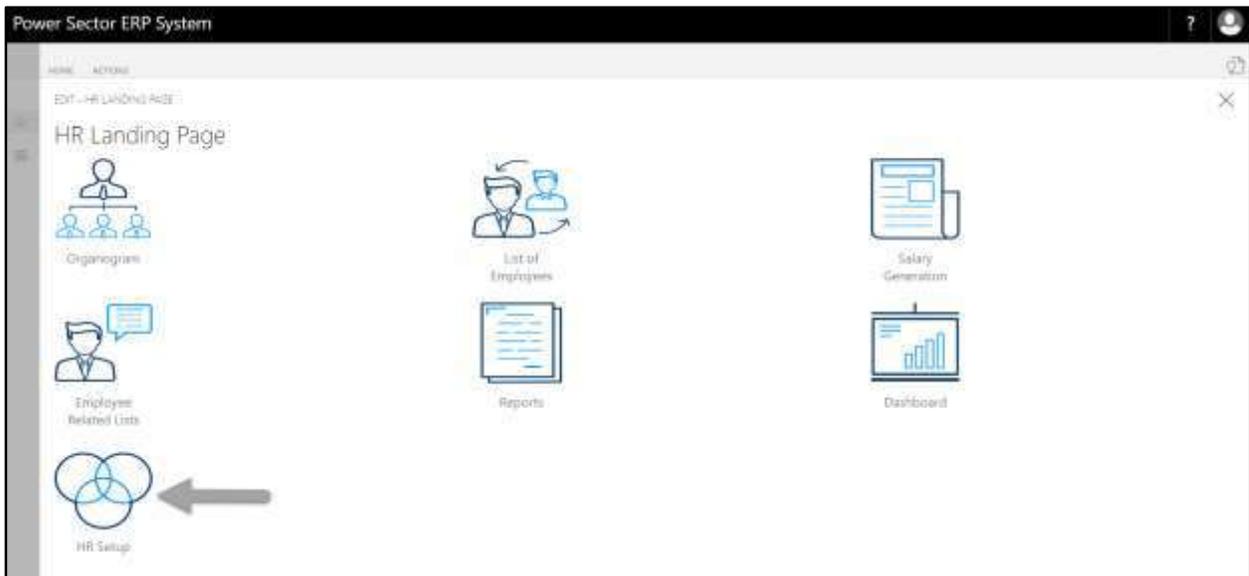
- B. Choose the **"Human Resources"** icon.



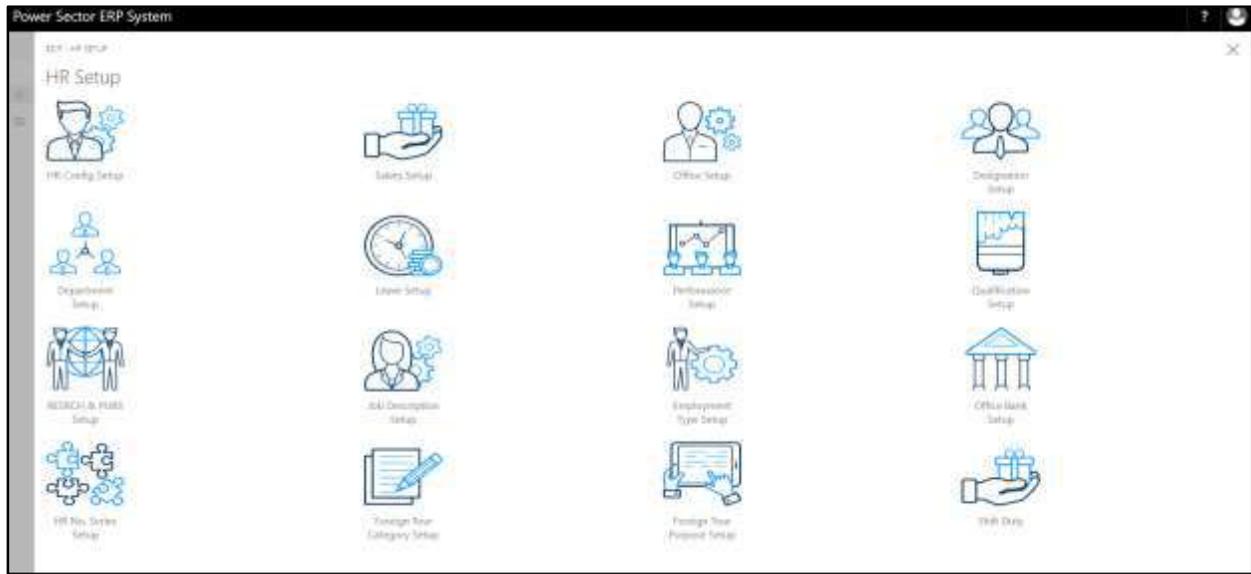
HR Landing Page will be appeared as below



C. Choose the "HR Setup" in HR Landing Page.



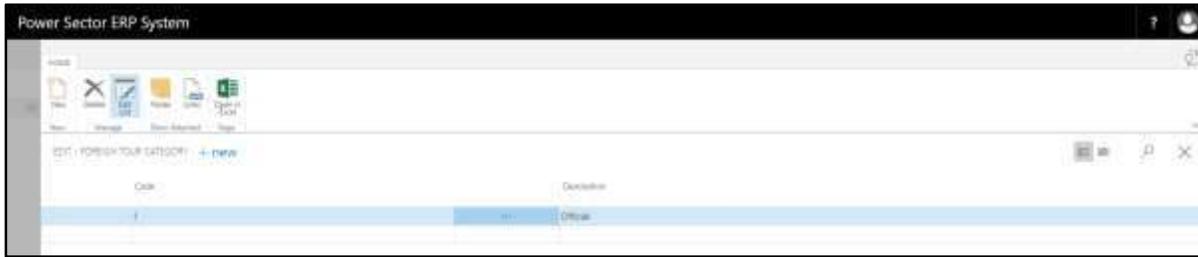
HR Setup Landing Page will be appeared as below



D. Choose the “**Foreign Tour Category Setup**” in HR Setup Landing Page.



The following **Foreign Tour Category Setup List** page will be appeared.



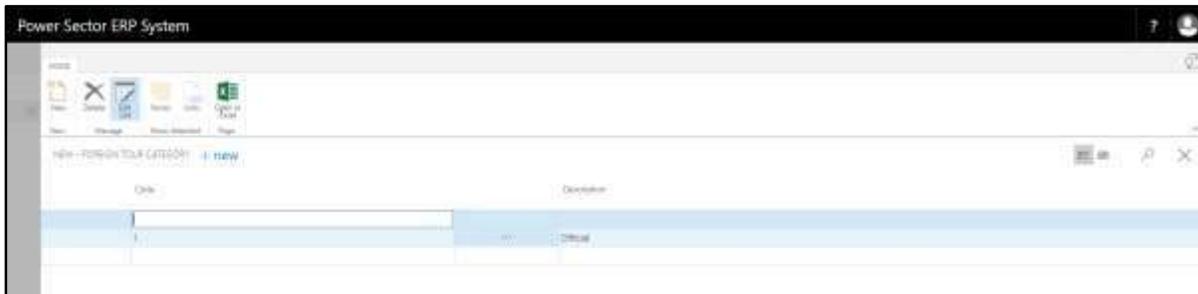
Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

E. Choose the **“New”** icon on the Foreign Tour Category List page, as indicated in figure below.

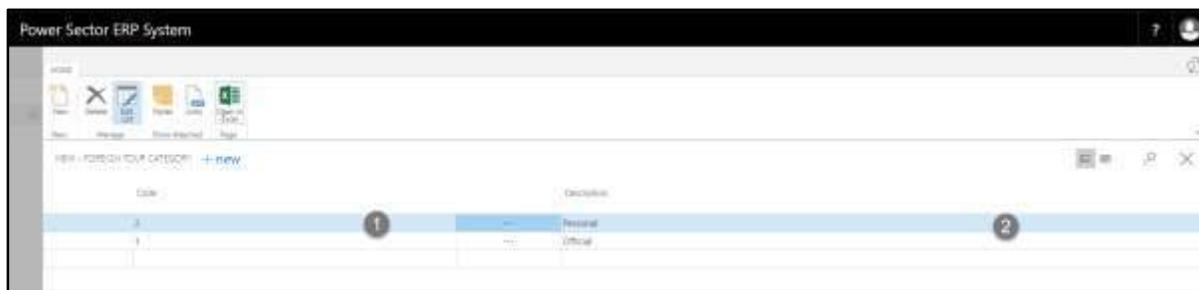


New Row will be appeared for Foreign Tour Category entry as below.

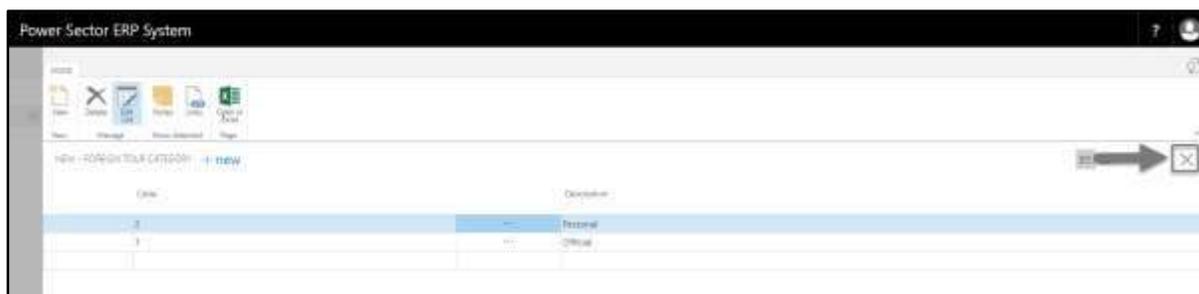


F. Provide below information to proceed.

1. Provide **Foreign Tour Category Code**.
 - **Foreign Tour Category Code: 2**
2. Provide **Description**.
 - **Description: Personal**



G. Click the “” button to save and close.



HR-114 How to: Setup Foreign Tour Purpose

Introduction

This process demonstrates how to setup Foreign Tour Purpose for an organization.

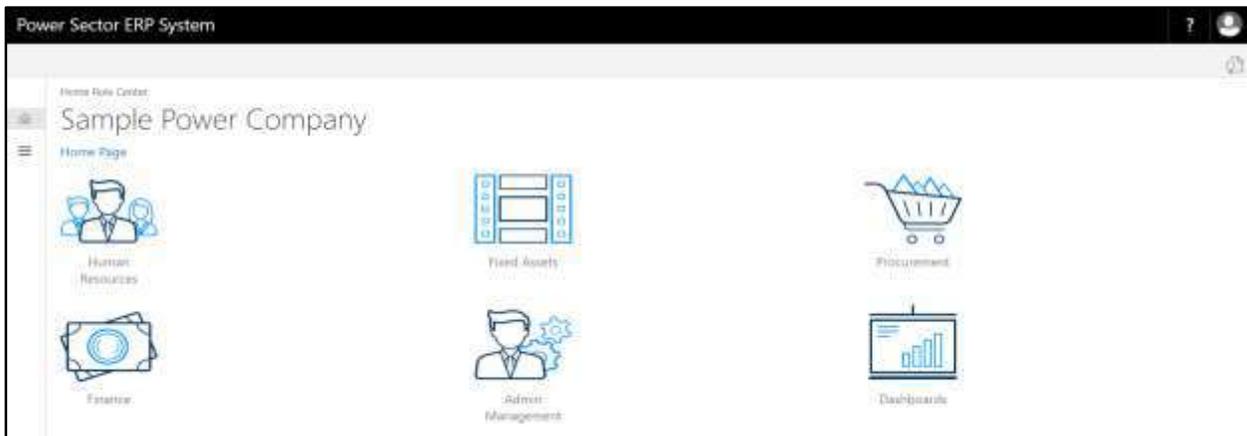
Roles

- Module Admin

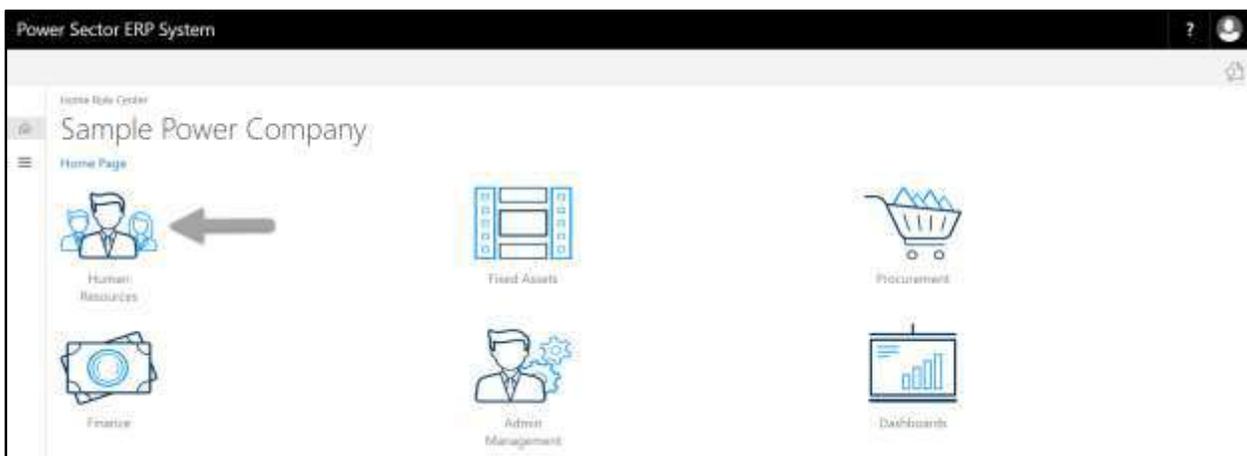
Foreign Tour Purpose Setup

To initiate, follow the steps below.

- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the **"Human Resources"** icon.



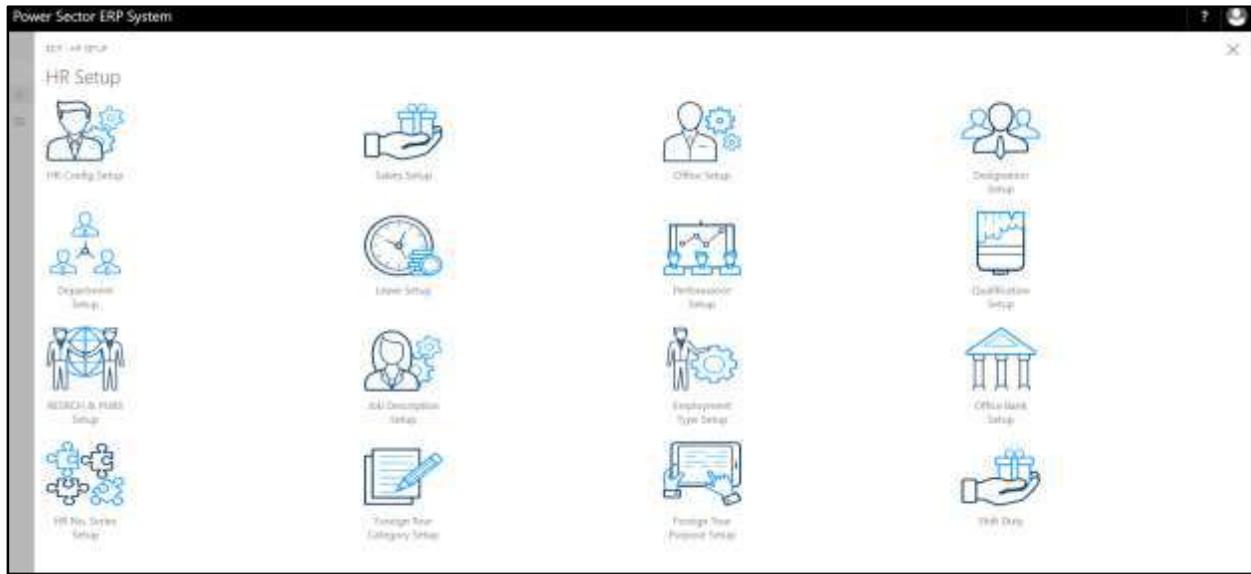
HR Landing Page will be appeared as below



C. Choose the "HR Setup" in HR Landing Page.



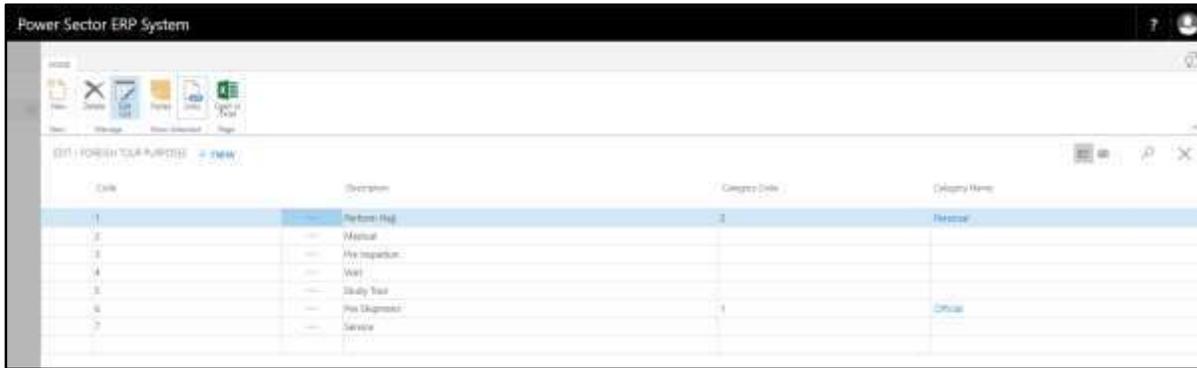
HR Setup Landing Page will be appeared as below



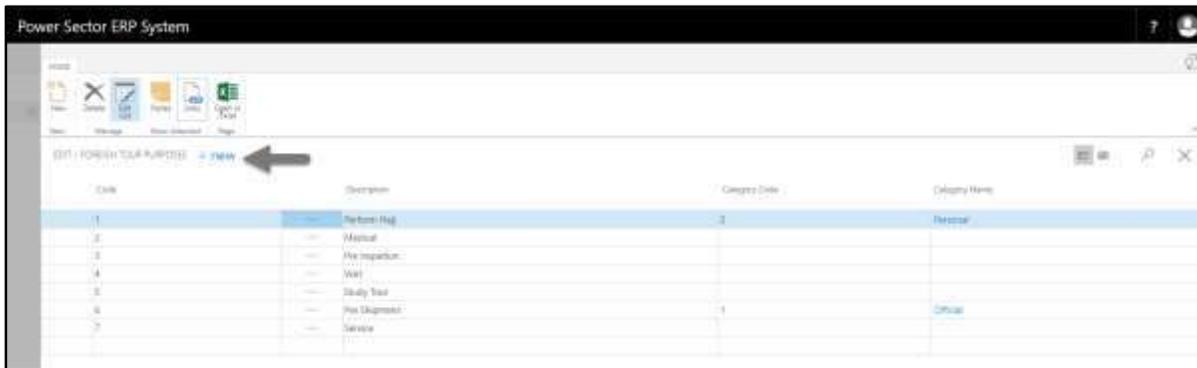
D. Choose the “**Foreign Tour Purpose Setup**” in HR Setup Landing Page.



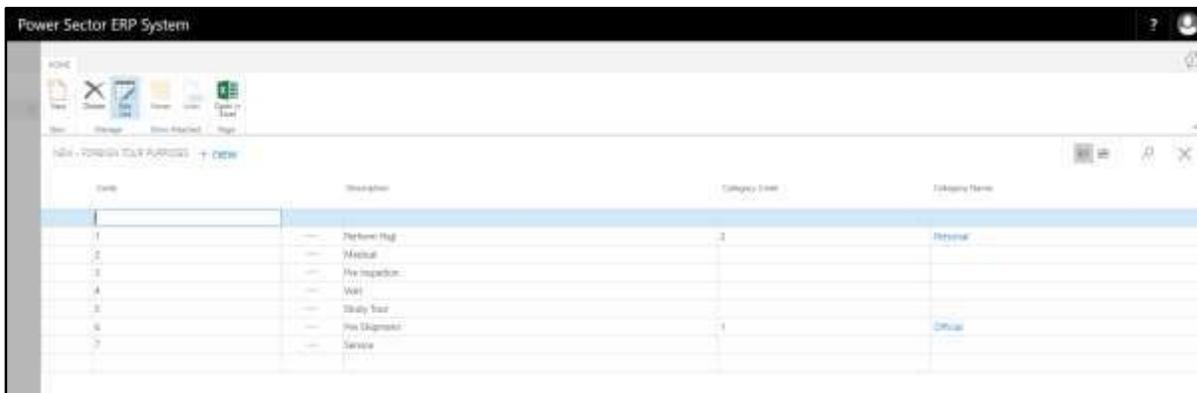
The following **Foreign Tour Purpose Setup List** page will be appeared.



E. Choose the **“New”** icon on the Foreign Tour Purpose List page, as indicated in figure below.



New Row will be appeared for Foreign Tour Purpose entry as below.

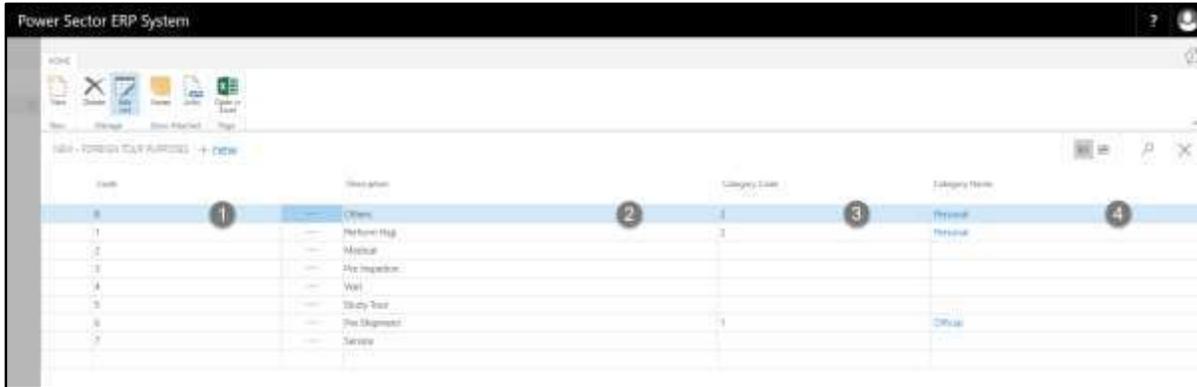


F. Provide below information to proceed.

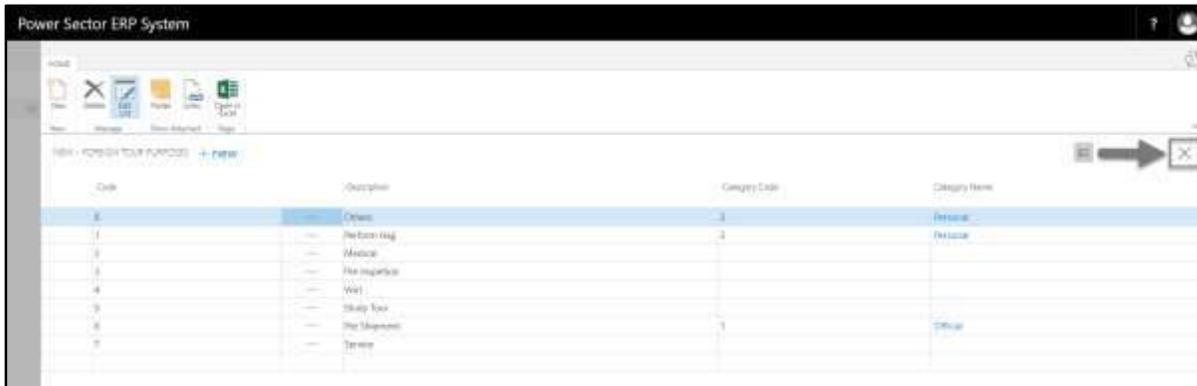
1. Provide **Foreign Tour Purpose Code**.

- **Foreign Tour Purpose Code: 8**

2. Provide **Description**.
 - **Description: Others**
3. Provide **Category Code**.
 - **Category Code: 2**
4. **Category Name** should be generated automatically when Category Code will be chosen.



G. Click the “” button to save and close.



HR-115 How to: Setup HR No. Series

Introduction

This process demonstrates how to setup HR No. Series for an organization.

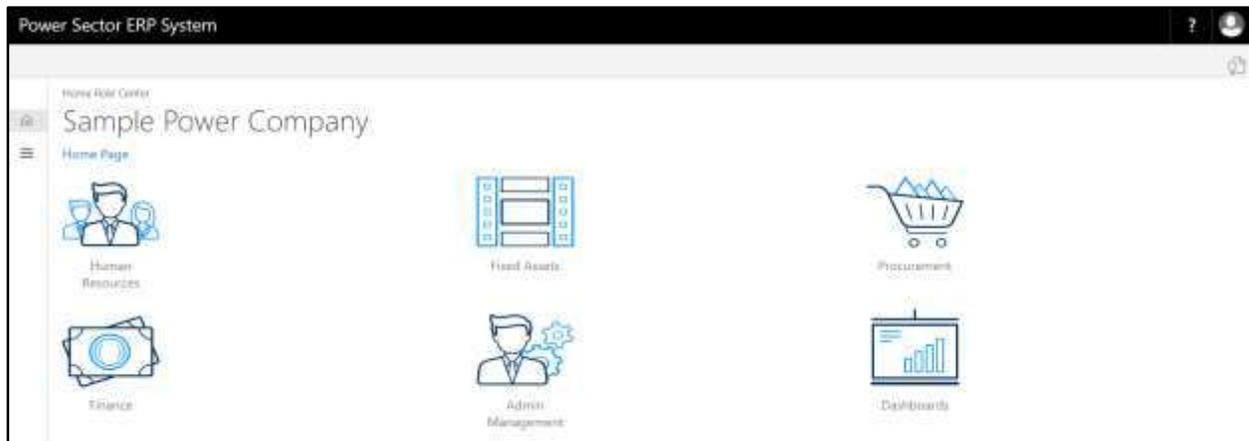
Roles

- Module Admin

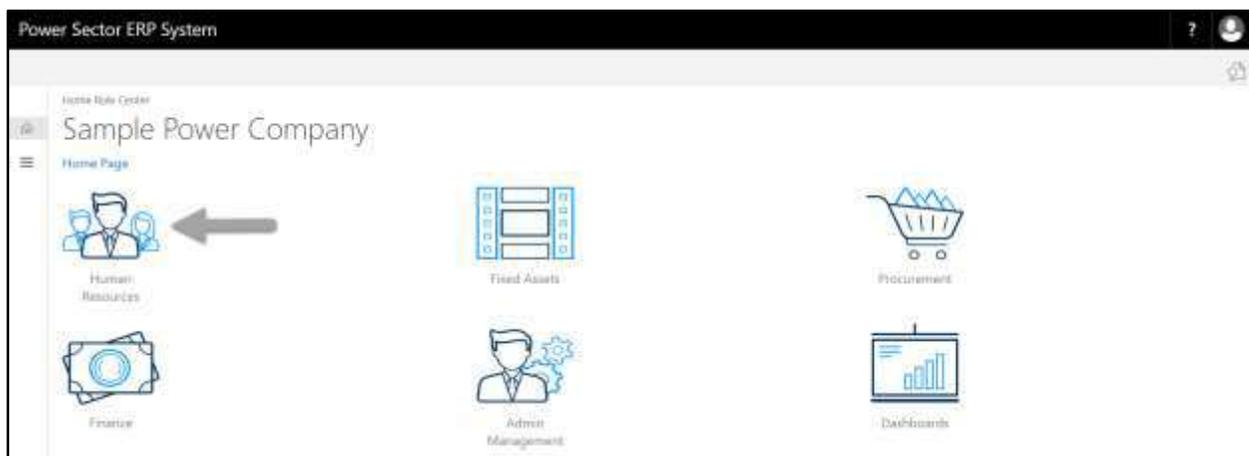
HR No. Series Setup

To initiate, follow the steps below.

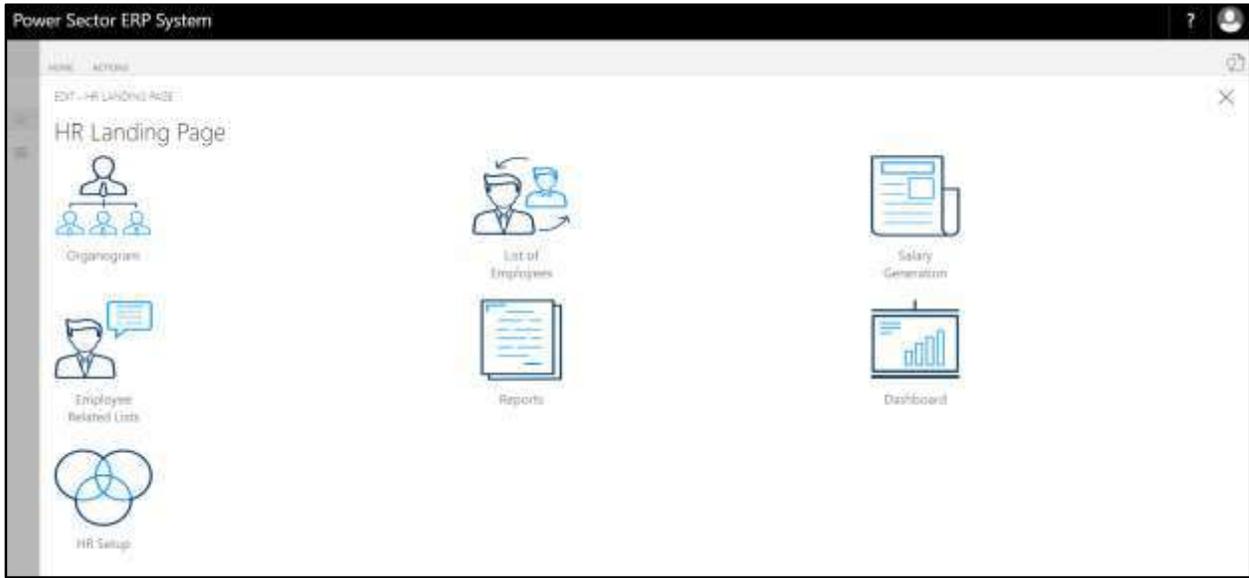
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the **"Human Resources"** icon.



HR Landing Page will be appeared as below



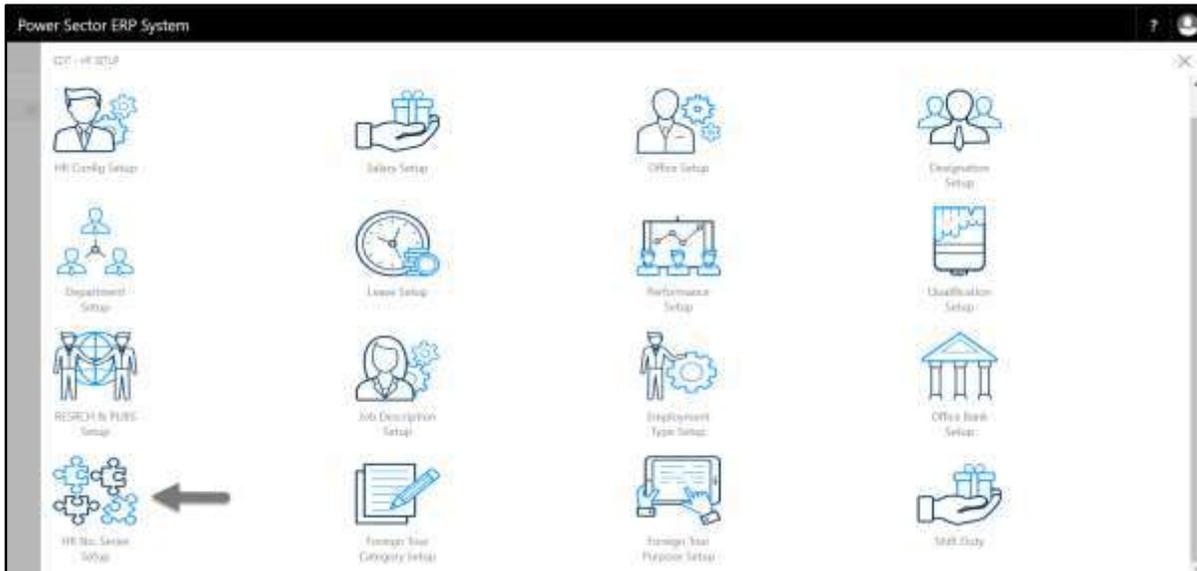
C. Choose the "HR Setup" in HR Landing Page.



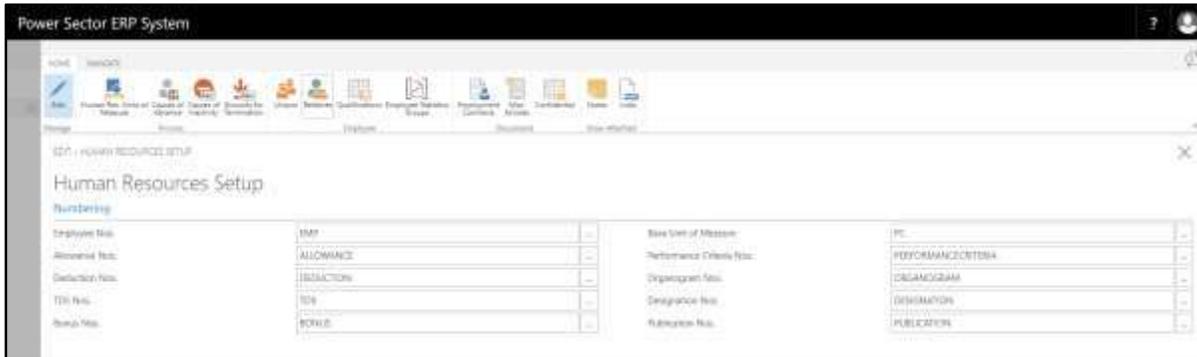
HR Setup Landing Page will be appeared as below



D. Choose the “HR No. Series Setup” in HR Setup Landing Page.



The following **HR No. Series Setup** page will be appeared.



E. Provide below information to proceed.

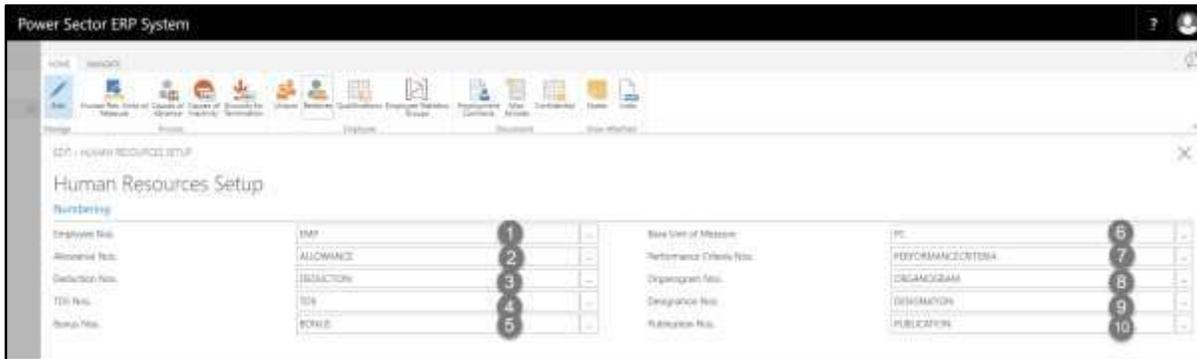
1. Choose the **Employee Nos.** from dropdown by clicking on button.
 - **Employee Nos.: EMP**
2. Choose the **Allowance Nos.** from dropdown by clicking on button.
 - **Allowance Nos.: ALLOWANCE**
3. Choose the **Deduction Nos.** from dropdown by clicking on button.
 - **Deduction Nos.: DEDUCTION**
4. Choose the **TDS Nos.** from dropdown by clicking on button.
 - **TDS Nos.: TDS**
5. Choose the **Bonus Nos.** from dropdown by clicking on button.
 - **Bonus Nos.: BONUS**
6. Choose the **Base Unit of Measure** from dropdown by clicking on button.
 - **Base Unit of Measure: PC**
7. Choose the **Performance Criteria Nos.** from dropdown by clicking on button.
 - **Performance Criteria Nos.: PERFORMANCECRITERIA**
8. Choose the **Organogram Nos.** from dropdown by clicking on button.
 - **Organogram Nos.: ORGANOGRAM**

9. Choose the **Designation Nos.** from dropdown by clicking on button.

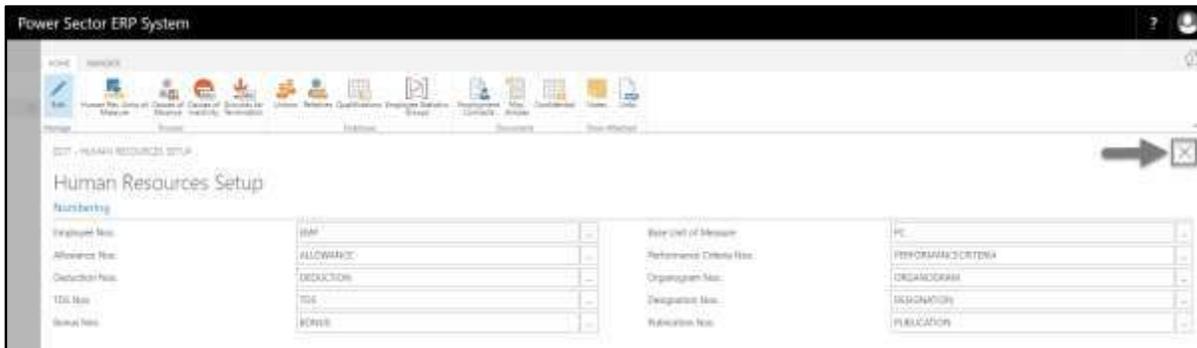
- **Designation Nos.: DESIGNATION**

10. Choose the **Publication Nos.** from dropdown by clicking on button.

- **Publication Nos.: PUBLICATION**



F. Click the button to save and close.



HR-200 Organogram View and Setup

Introduction

This section shows how to setup and view organogram of the organization. Section contains –

HR-201 Organogram Setup

HR-202 Organogram View

Role

- Module Admin

Prerequisite

- Module Admin credentials – username and password

HR-201 How to: Setup Organogram

Introduction

This process demonstrates how to setup organogram of an organization.

The organogram setup process of an organization is divided into 4 major activities-

- HR-201.1 Add a New Organogram.
- HR-201.2 Edit an Existing Organogram.
- HR-201.3 View an Existing Setup of an Organogram Master Card.
- HR-201.4 Delete an Organogram Master Setup

Roles

- Module Admin

Prerequisites

- Designation Setup
- Office Setup
- Department Setup (If used within the organization)
- Grade Setup
- Leave Setup
- Performance Setup
- Job Description Setup

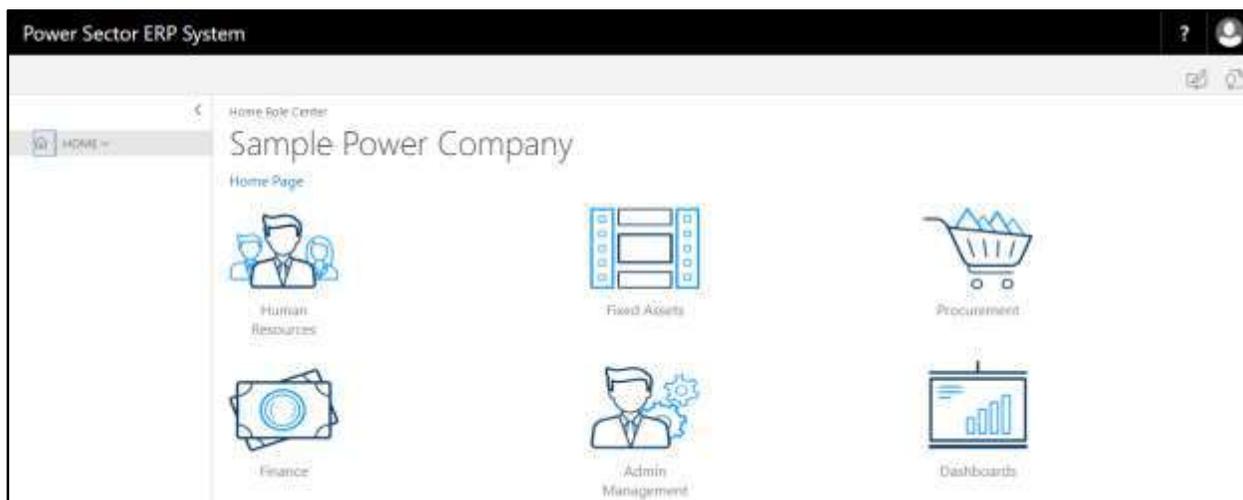
IMPORTANT

Designation, Office and Grade setup is must to setup organogram.

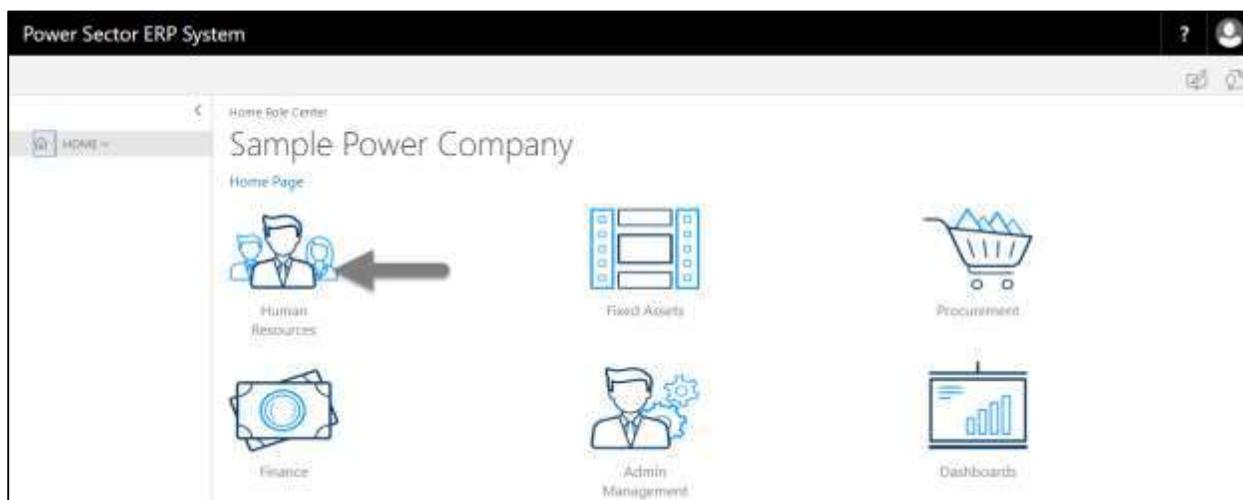
Access Organogram Setup

To Initiate, follow the steps below.

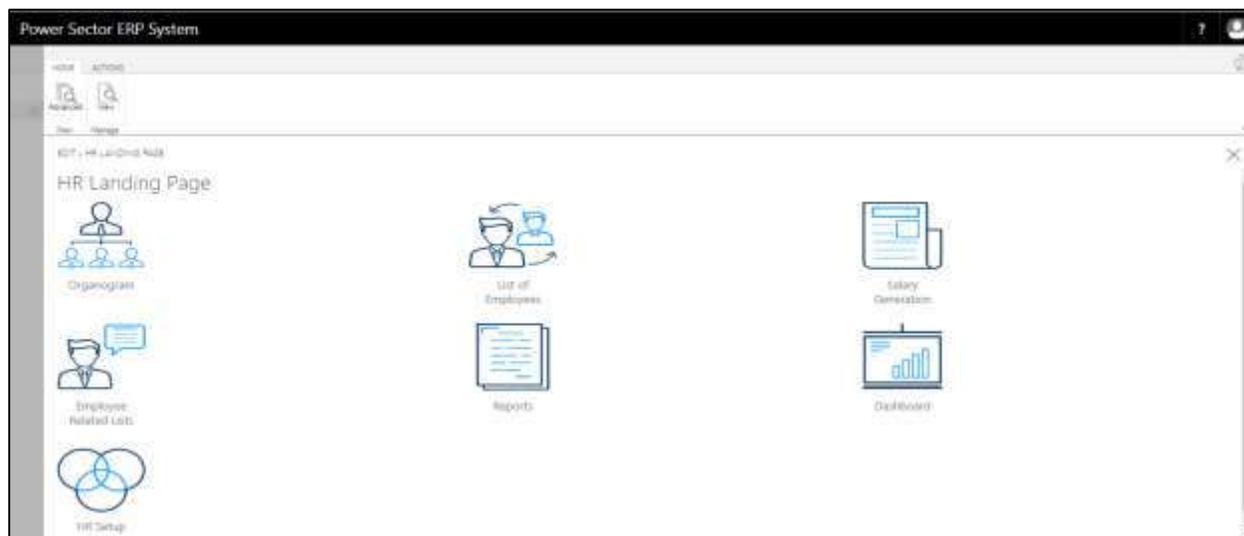
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



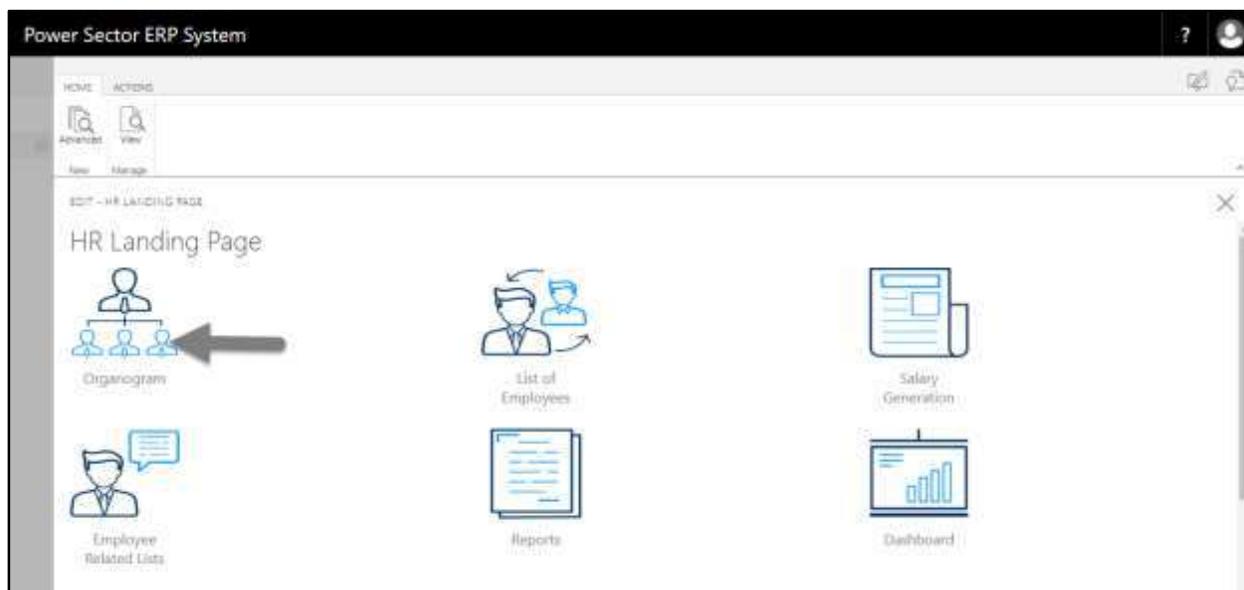
- B. Choose the **“Human Resources”** icon.



HR Landing Page will be appeared as below



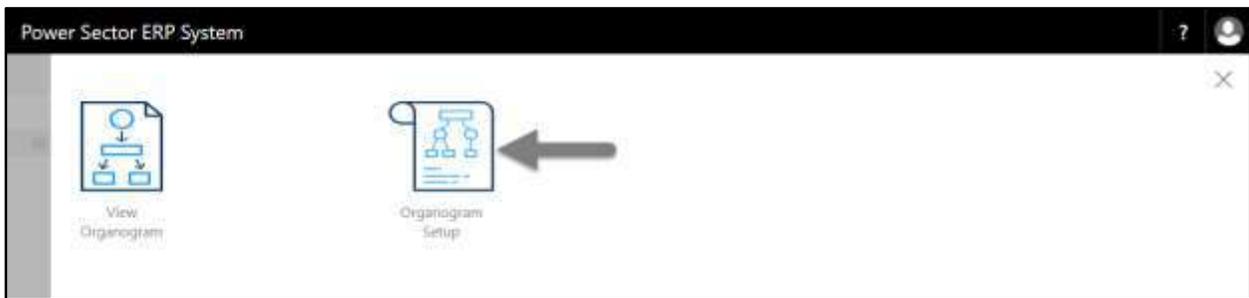
C. Choose the "Organogram" in HR Landing Page.



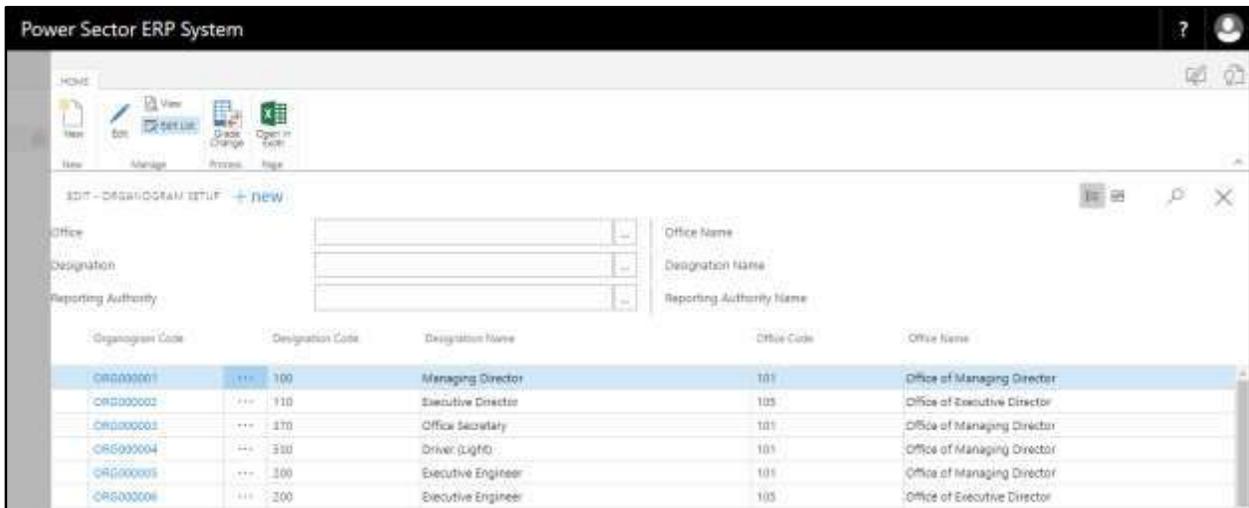
Organogram Landing Page will be appeared as below



D. Choose the “**Organogram Setup**” in Organogram Landing Page.



The following **Organogram Setup** page will be appeared.



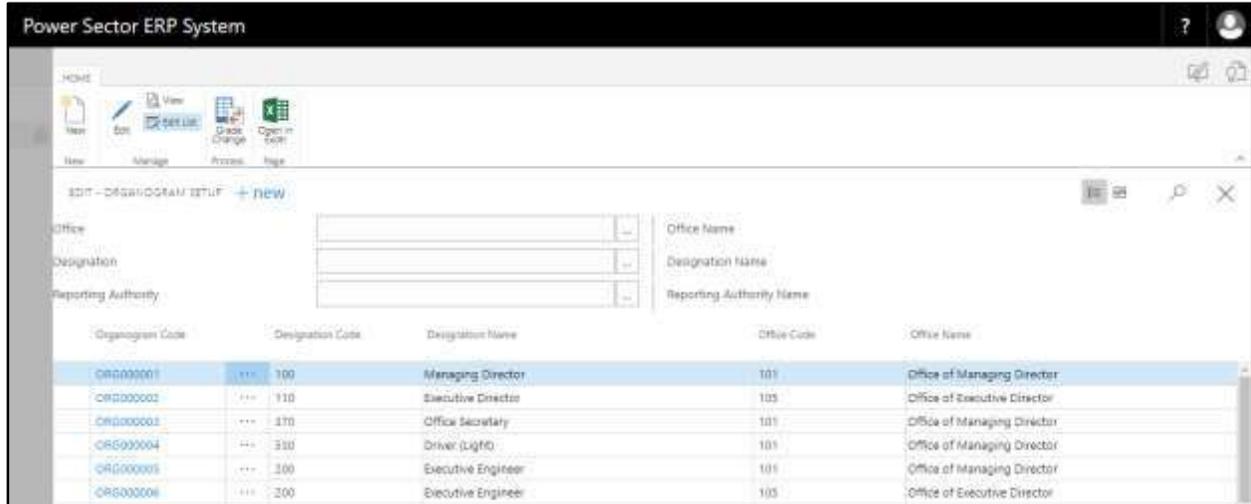
Note

On first time load, page will be blank and will show existing data as new setup data will be entered.

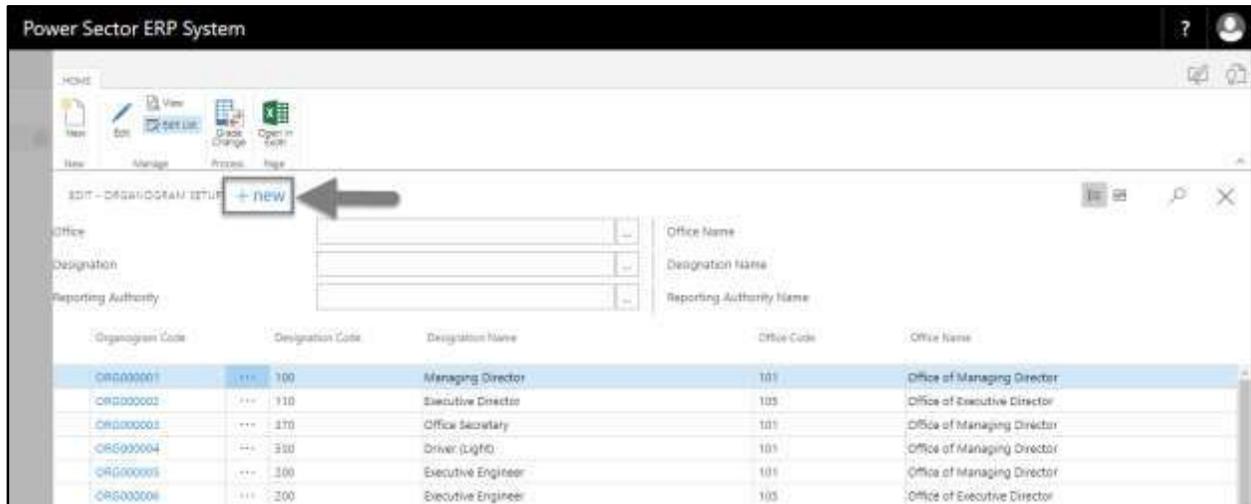
HR-201.1 Add a New Organogram

To Initiate, follow the steps below.

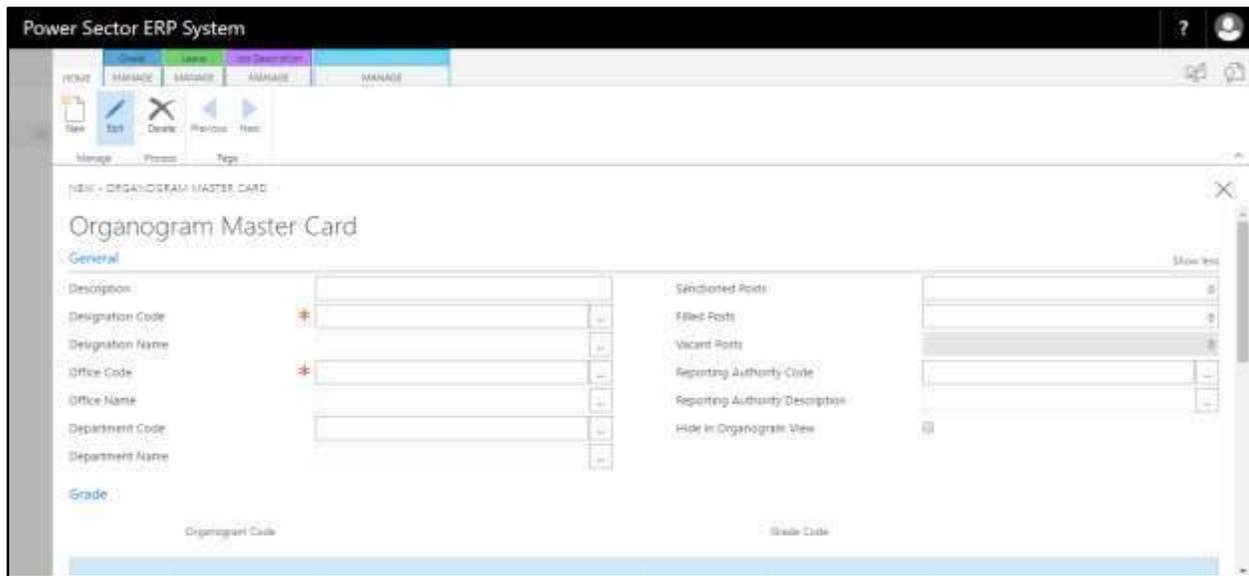
A. Access Organogram Setup by Human Resource Admin user.



B. Choose the "New" icon on the Organogram Setup page, as indicated in figure below.



The following **Organogram Master Card** page will be appeared.



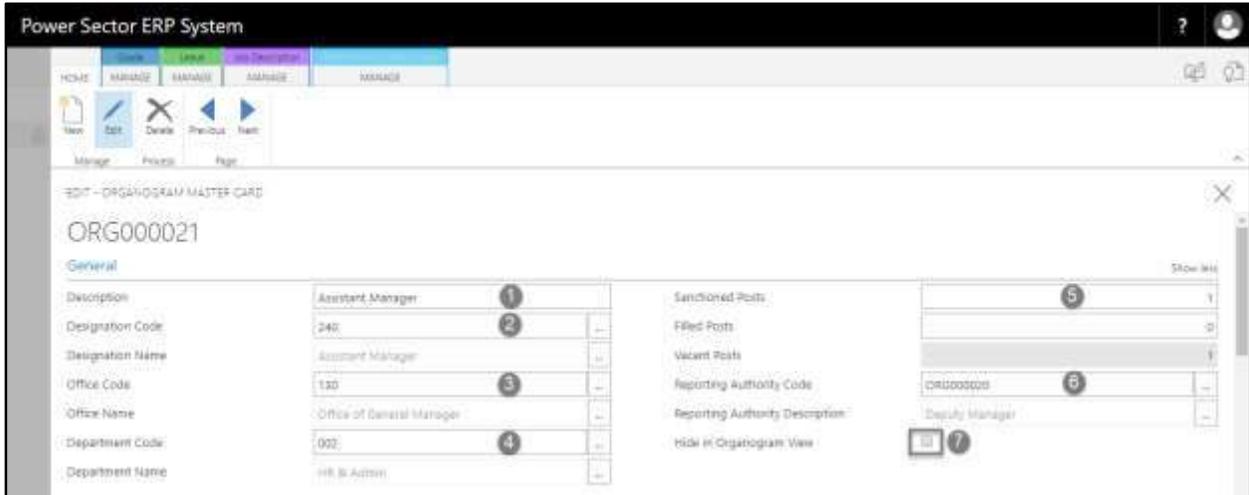
C. Provide below **General** information to proceed.

1. Provide **Description**.
 - **Description: Assistant Manager**
2. Choose the **Designation Code** from the dropdown by clicking on button.
 - **Designation Code: 240**
 - Designation Name** will be populated by the system.
3. Choose the **Office Code** from the dropdown by clicking on button.
 - **Office Name: 130**
 - Office Name** will be populated by the system.
4. Choose the **Department Code** from the dropdown by clicking on button.
 - **Department Name: 002**
 - Department Name** will be populated by the system.
5. Provide **Sanctioned Posts** for this organogram.
 - **Sanctioned Posts: 1**
 - Filled Posts** and **Vacant Post** will be populated by the system.
6. Choose the **Reporting Authority Code** from the dropdown by clicking on button.

- **Reporting Authority Code: ORG000020**

Reporting Authority Description will be populated by the system.

7. Select **Hide in Organogram View** checkbox to hide this organogram in the organogram view.



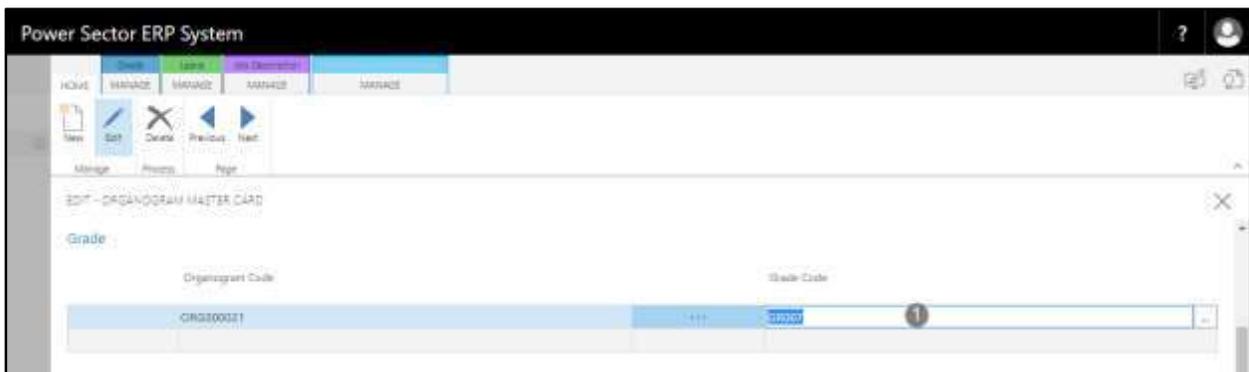
Important

“Reporting Authority code” field is must for organogram view.

- D. Assign **Grade** to proceed. If not visible, scroll down.

1. Choose the **Grade Code** from the dropdown by clicking on button.

- **Grade Code: GR007**



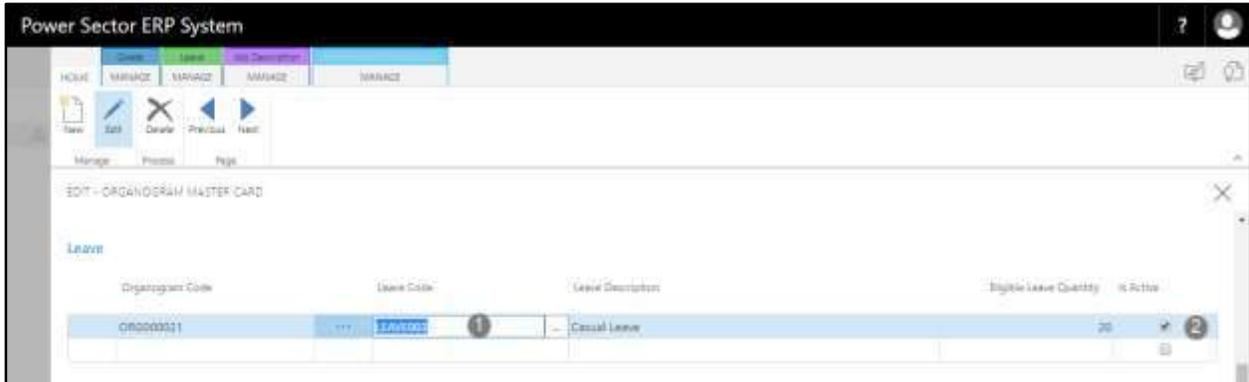
E. Assign **Leave** information to proceed. If not visible, scroll down.

1. Choose the **Leave Code** from the dropdown by clicking on button.

- **Leave Code: LEAVE003**

Leave Description will be populated by the system.

2. Select **Is Active** checkbox to activate the leave assigned for this organogram.



Tips

To assign multiple Leave, use next line and follow steps 1 and 2.

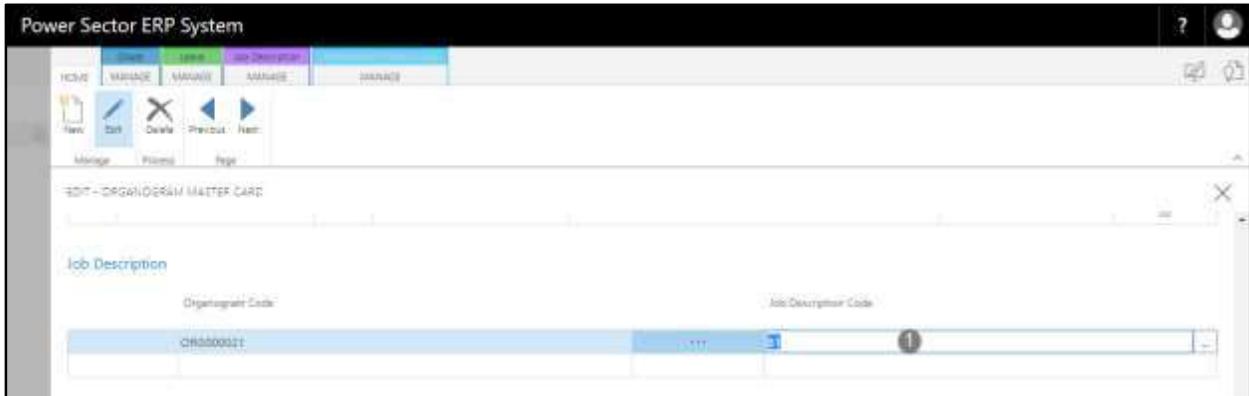
Notes

In case of adding a new organogram, leave information needs to be provided. Otherwise for existing organograms, leave information will be provided from leave setup.

F. Scroll down and assign below **Job Description** information to proceed.

1. Choose the **Job Description Code** from the dropdown by clicking on button.

- a. **Job Description Code: 81**



Tips

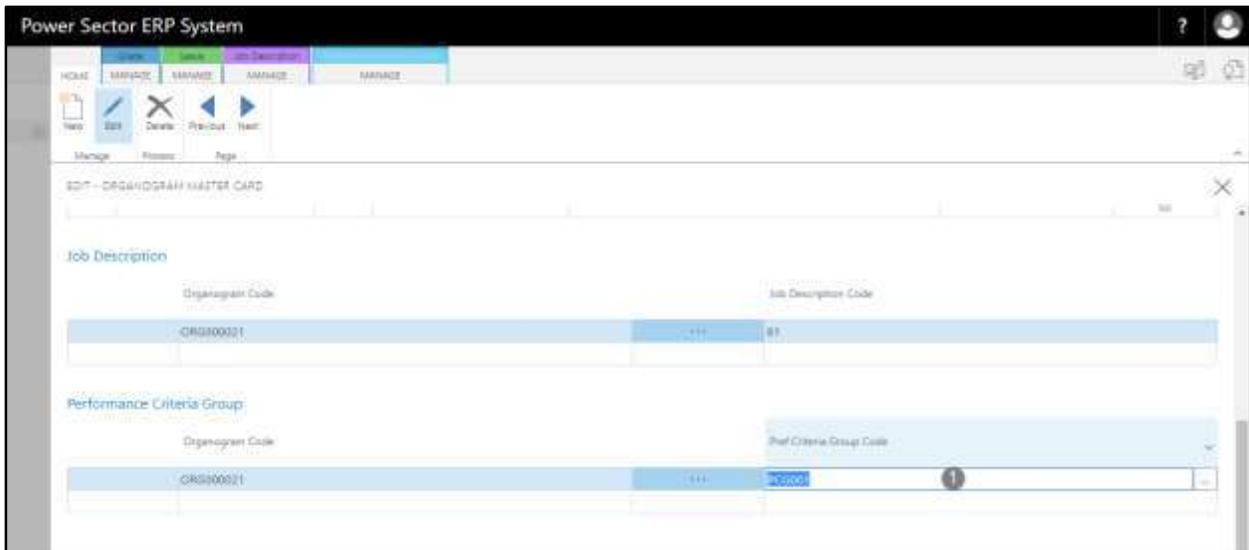
To assign multiple Job Description, use next line and follow steps 1.

G. Scroll down and assign below **Performance Criteria Group** to proceed.

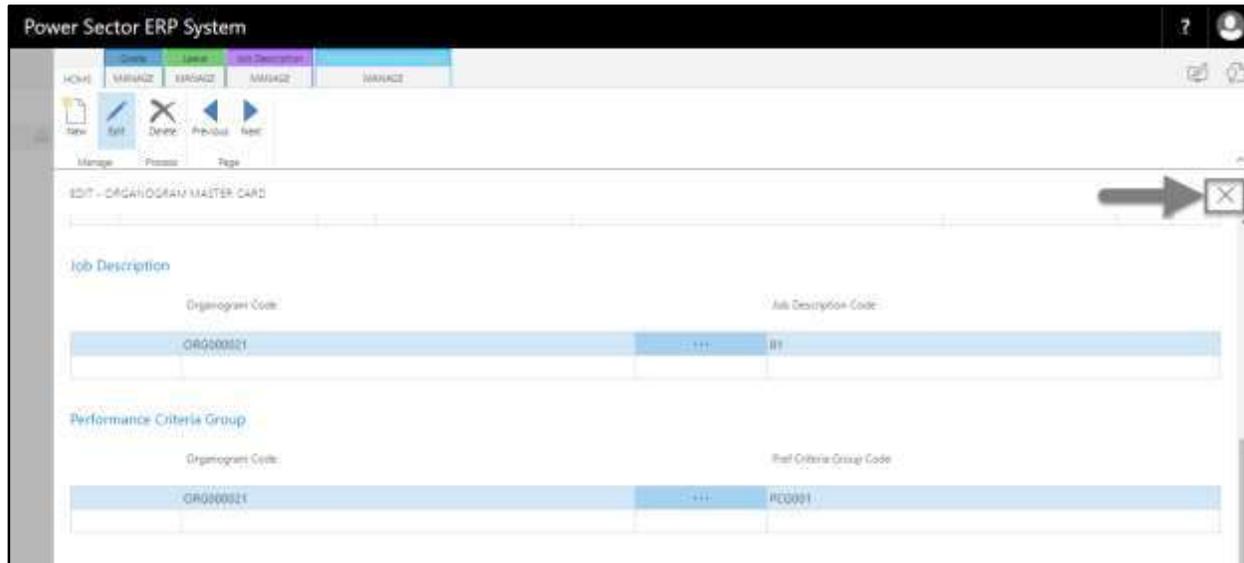
1. Choose the **Performance Criteria Group Code** from the dropdown by

clicking on button.

- **Performance Criteria Group Code: PCG001**



H. Click the “” button to save and close.



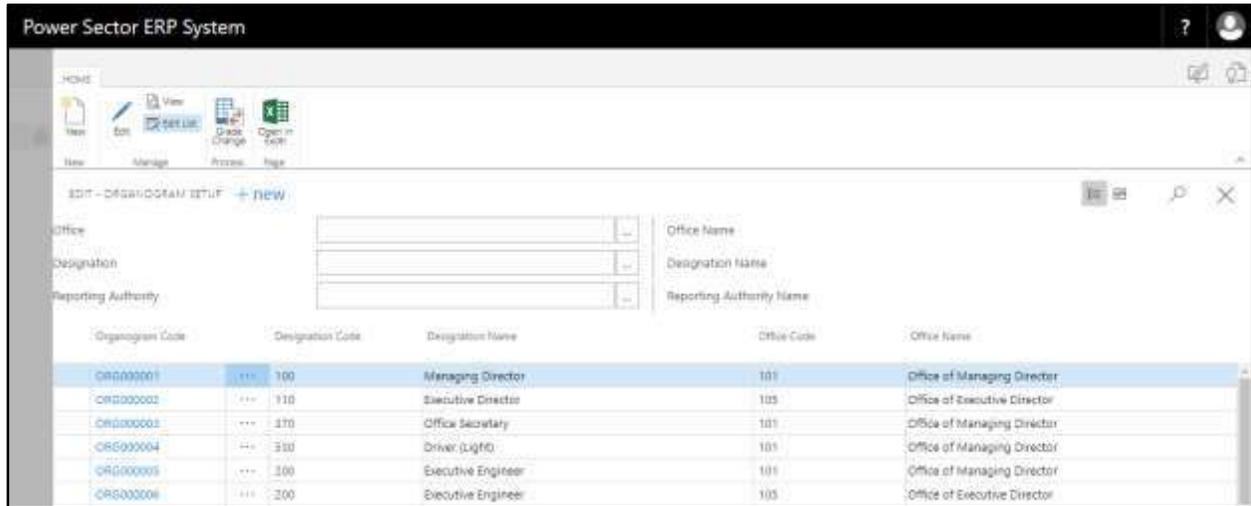
Tips

Assign Performance Criteria Group depending on the type of the organogram.

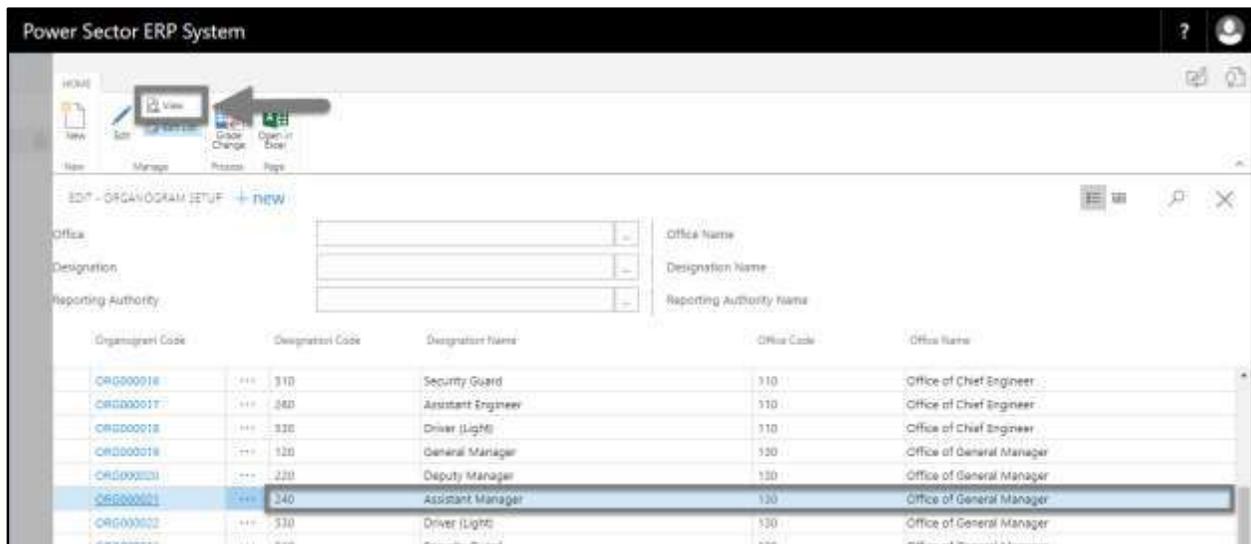
HR-201.2 View an existing Organogram Master Setup.

To Initiate, follow the steps below.

- A. [Access Organogram Setup](#) by Human Resource Admin User.



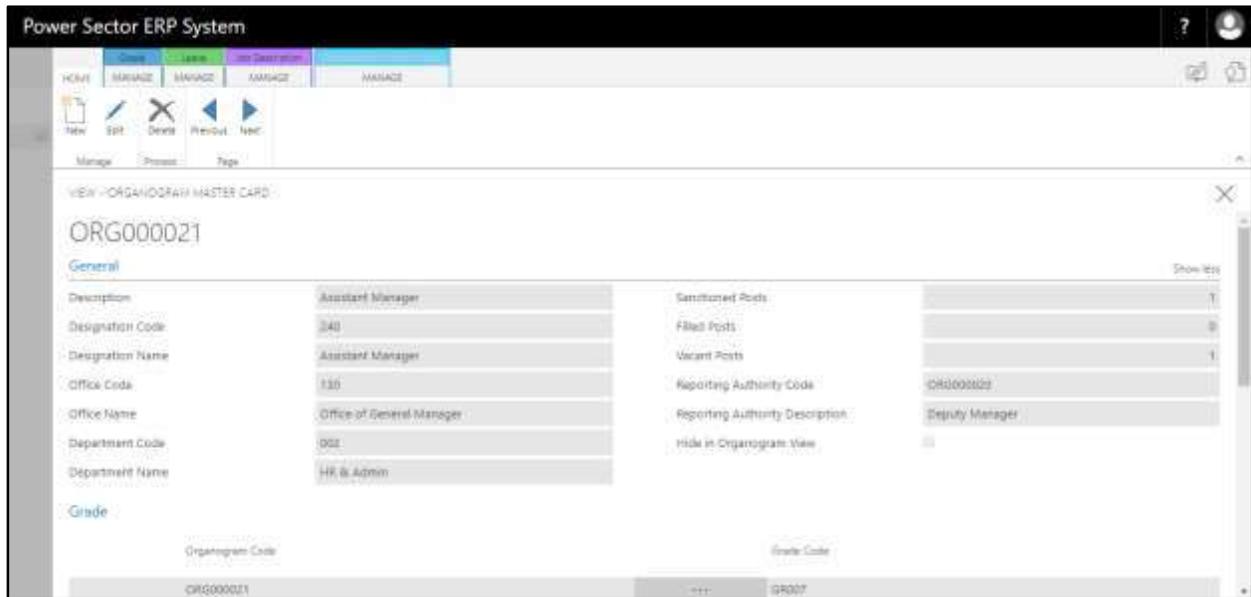
- B. Select the **“Organogram”** and Click **“View”** on the Organogram Setup page.



Important

Organogram selection should be from the marked area.

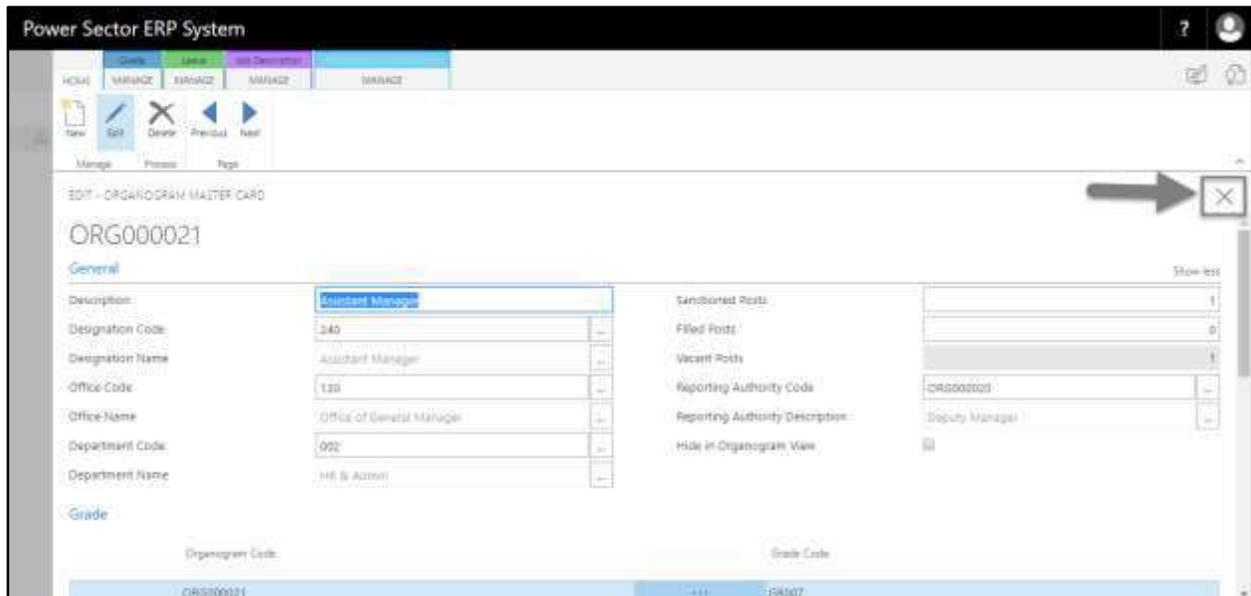
The following **Organogram Master Card** page will be appeared.



Notes

In view mode, Organogram Master cannot be edited.

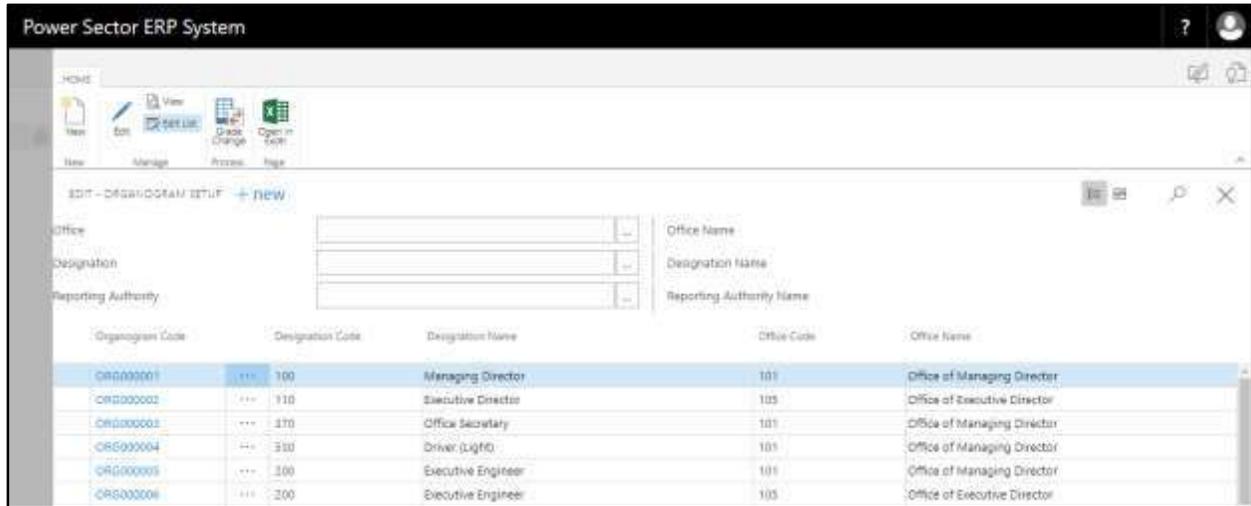
C. Click the “X” button after viewing the organogram master.



HR-201.3 Edit an Existing Organogram Master Setup

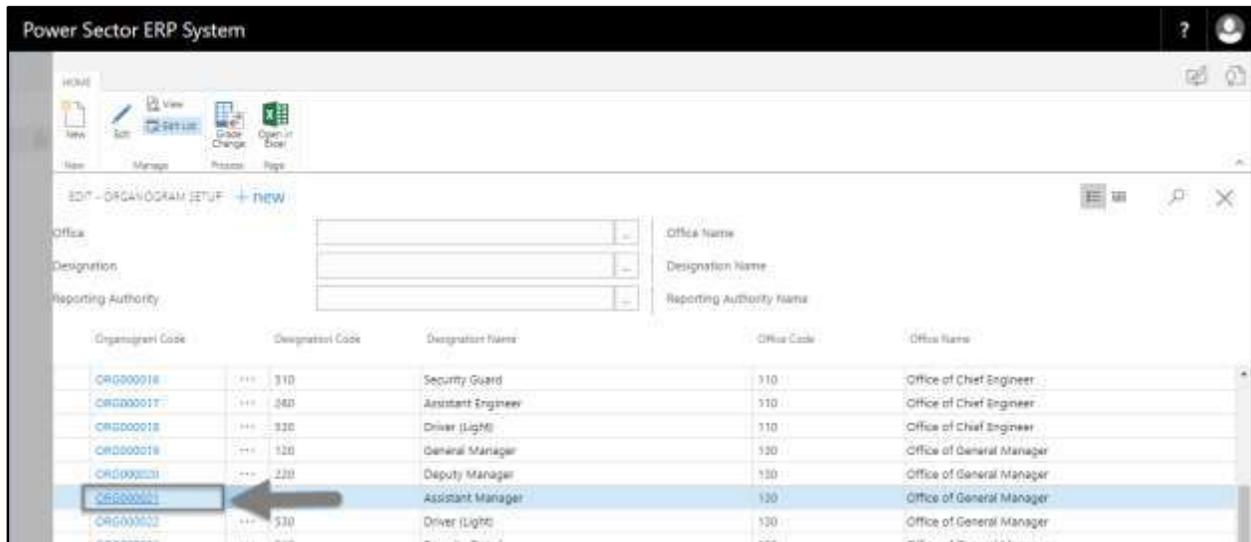
To Initiate, follow the steps below.

- A. [Access Organogram Setup](#) by Human Resource Admin User.



- B. Click the **“Organogram Code”** on the Organogram Setup page.

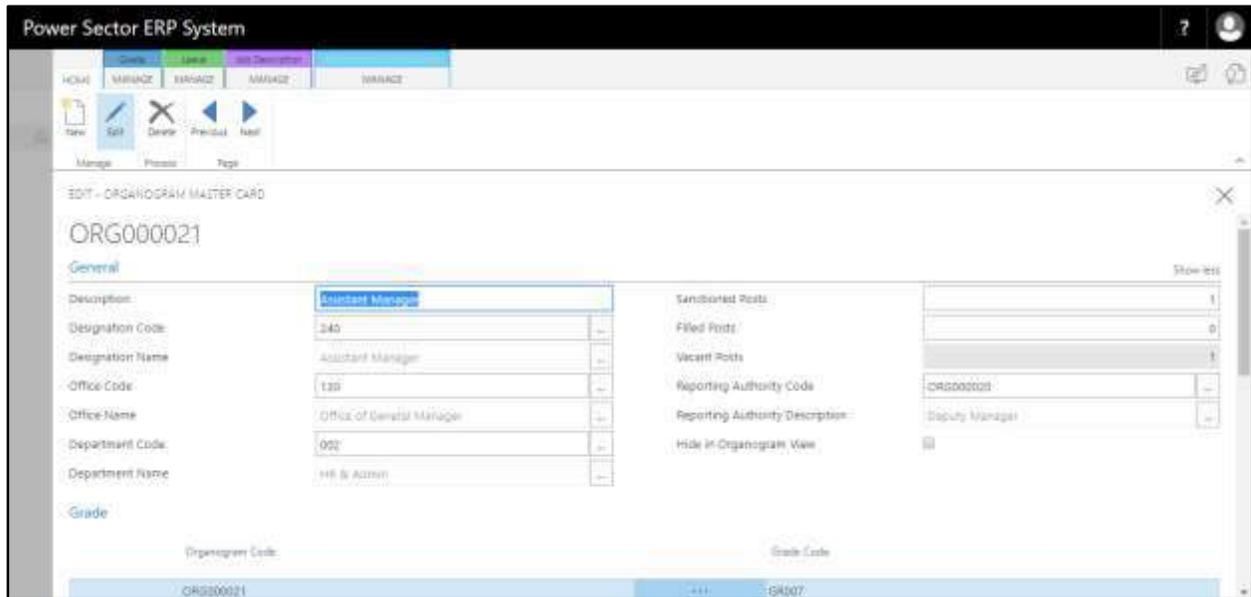
Organogram Code: ORG000021



Tips

Select the Organogram Code which needs to be edited.

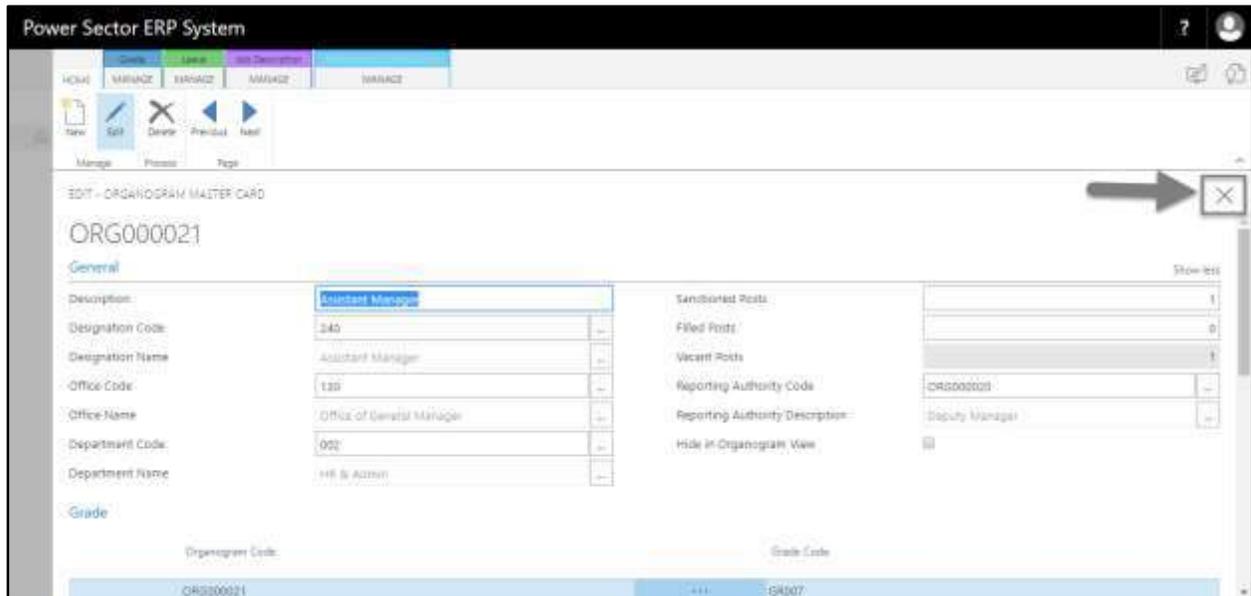
The following **Organogram Master Card** page will be appeared.



Tips

Editable fields can be edited if necessary.

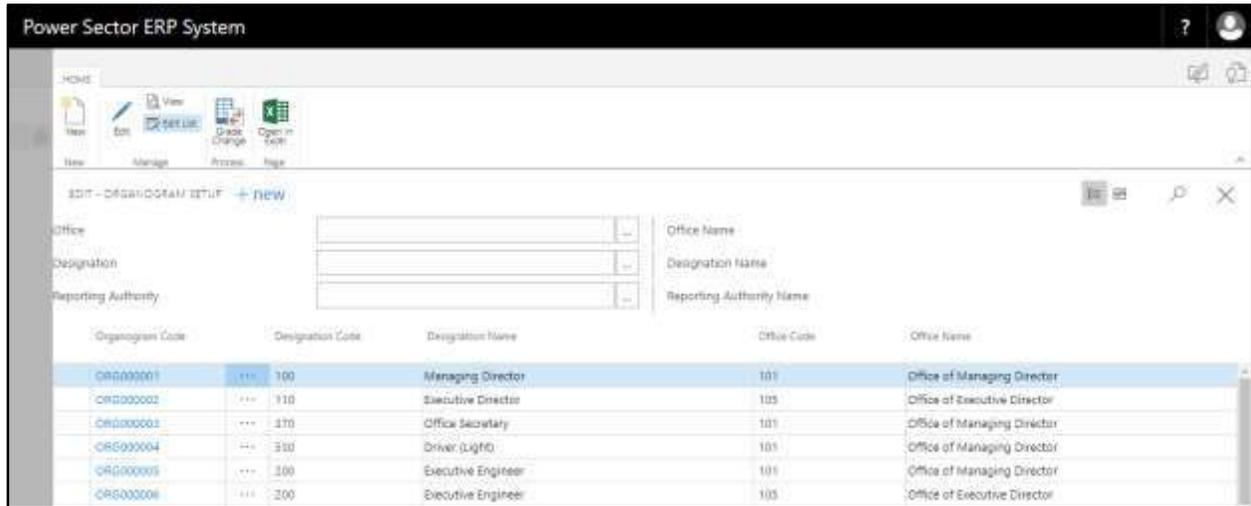
C. Click the “” button after editing the values to save and close.



HR201.4 Delete an Organogram Master Setup.

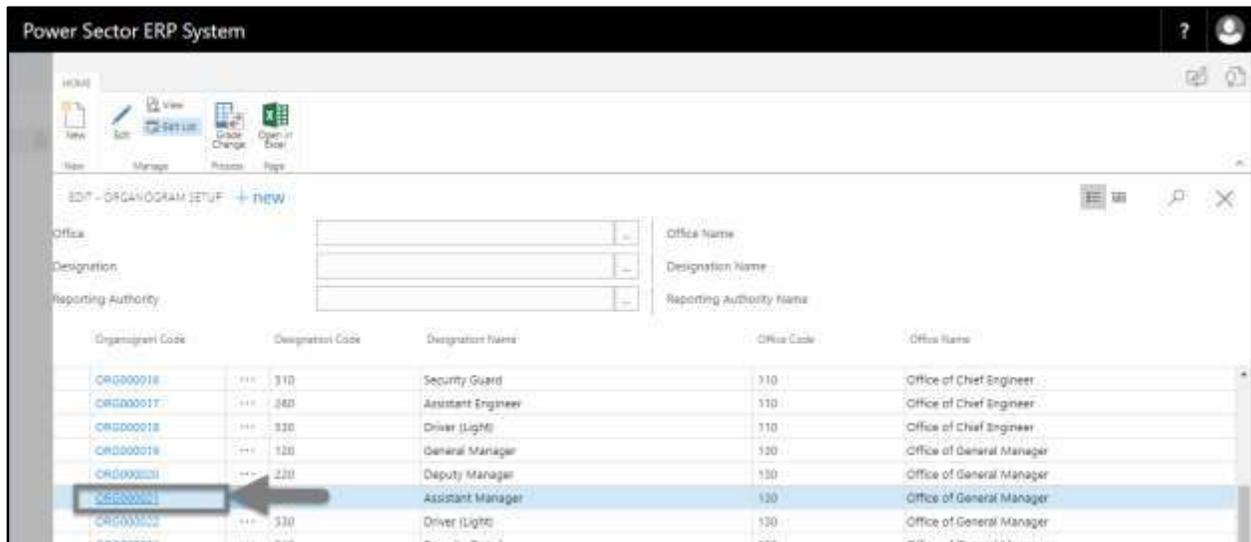
To Initiate, follow the steps below.

A. [Access Organogram Setup](#) by Human Resource Admin User.



B. Click on the “**Organogram Code**” on the Organogram Setup page.

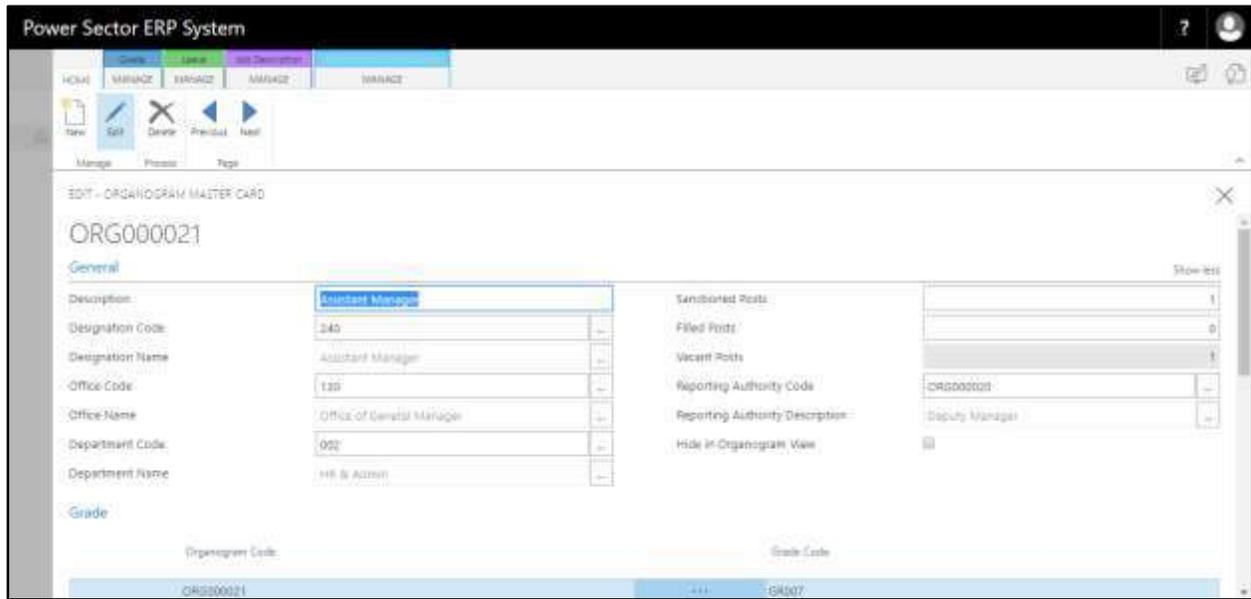
Organogram, Code: ORG000021



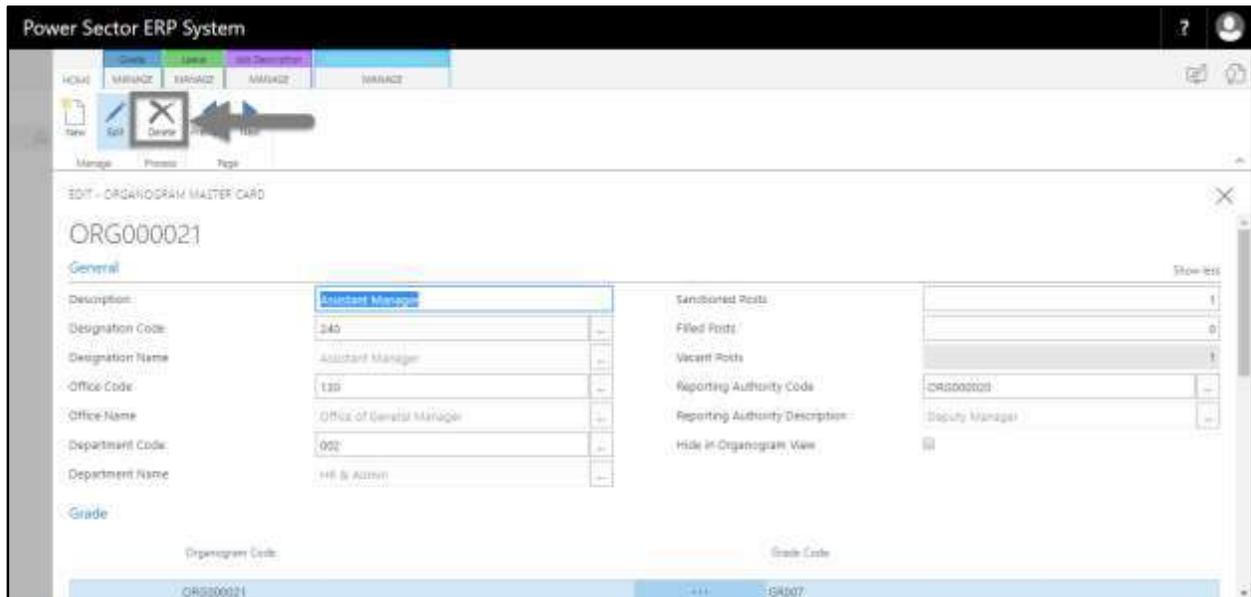
IMPORTANT

Select the Organogram Code which needs to be deleted.

The following **Organogram Master Card** page will be appeared.



C. Click the **“Delete”** button to delete this organogram.



Notes

An organogram with any kind of dependency cannot be deleted.

HR-202 How to: View Organogram

Introduction

This process demonstrates how to view the organogram of an organization.

The organogram setup process of an organization is divided into 3 major activities-

HR-202.1 View Organogram.

HR-202.2 View Office Wise Organogram.

HR-202.3 Download Organogram

Roles

- Module Admin

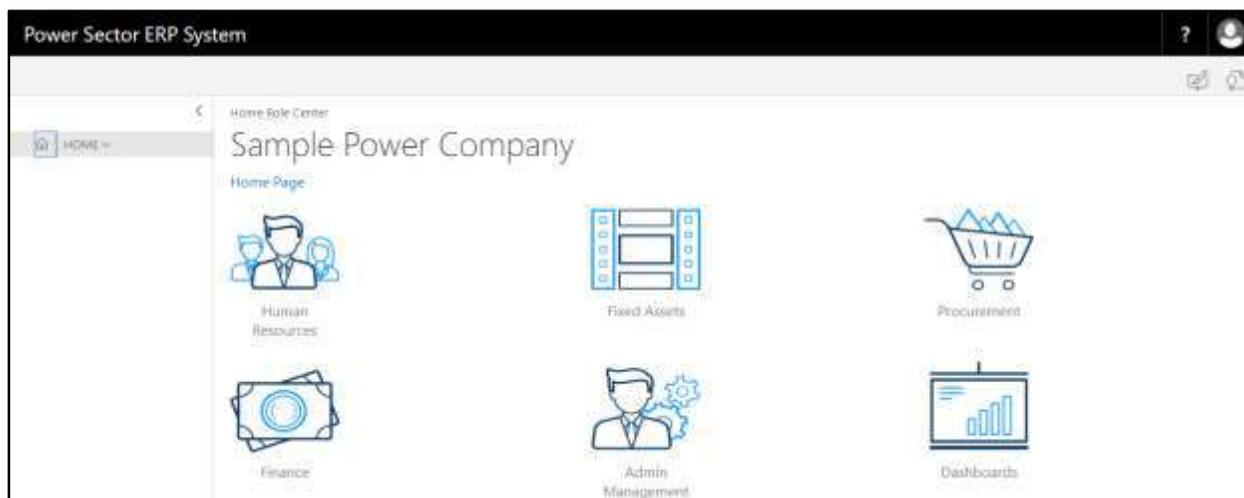
Prerequisites

- Organogram Setup
- Reporting Authority in organogram setup

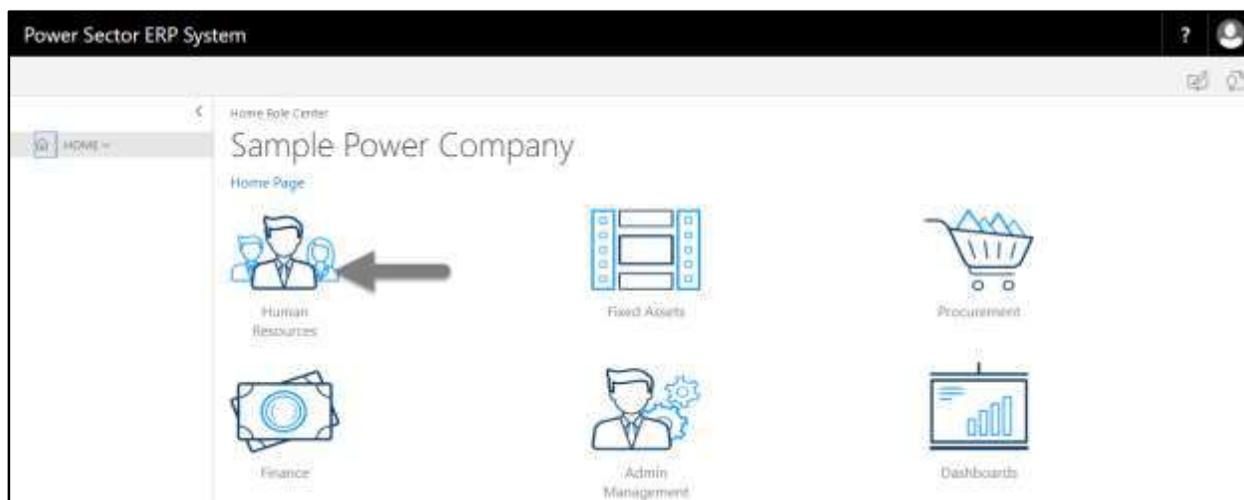
HR-202.1 View Organogram

To Initiate, follow the steps below.

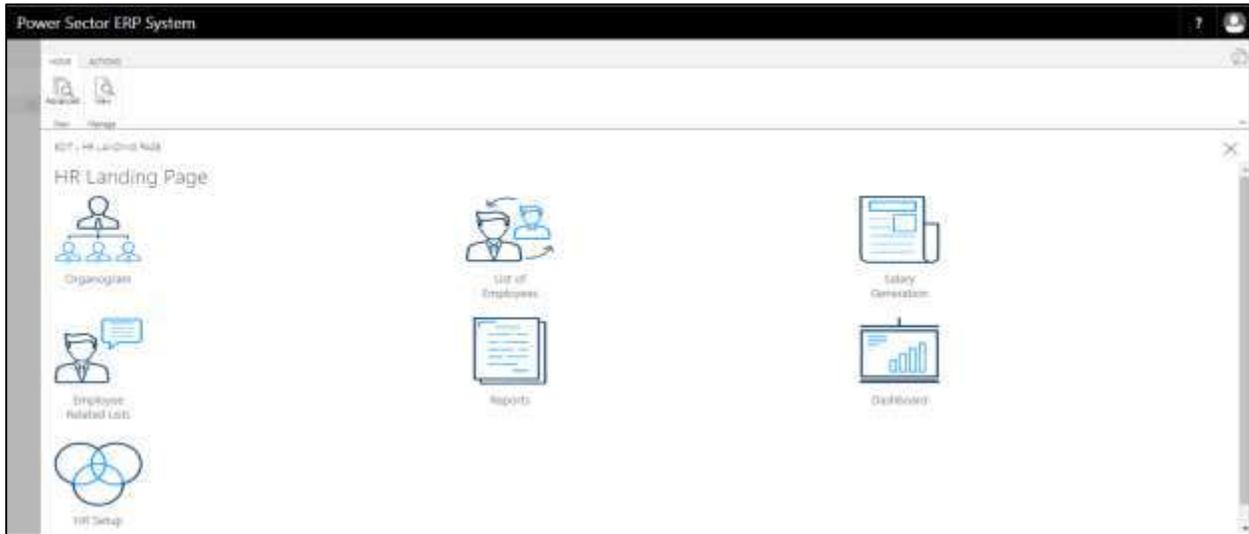
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



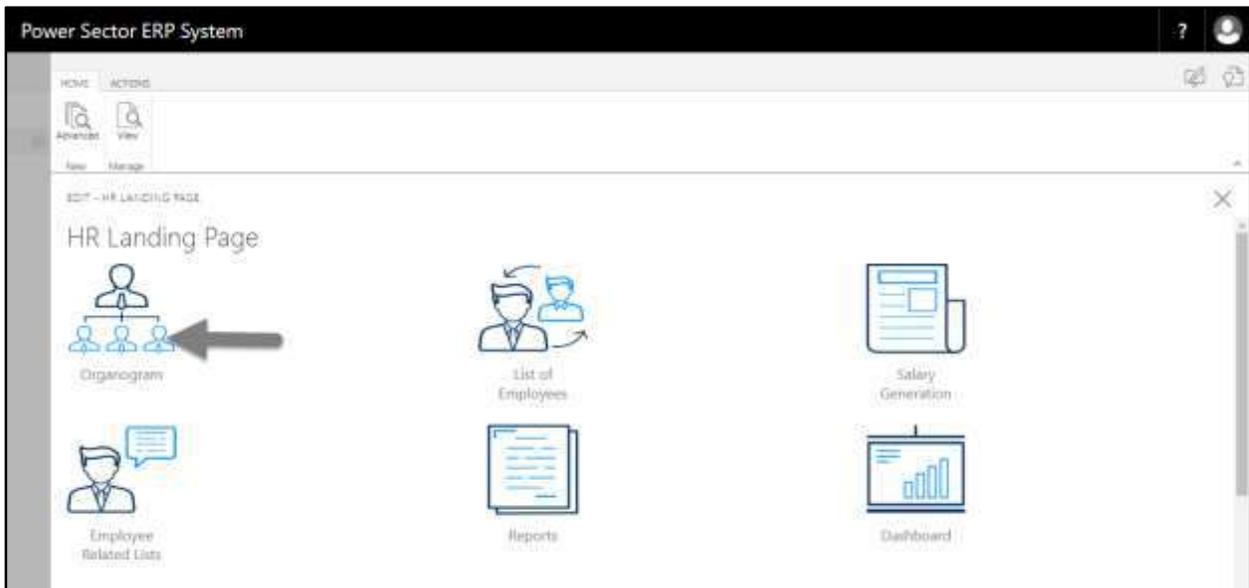
- B. Choose the **“Human Resources”** icon.



HR Landing Page will be appeared as below



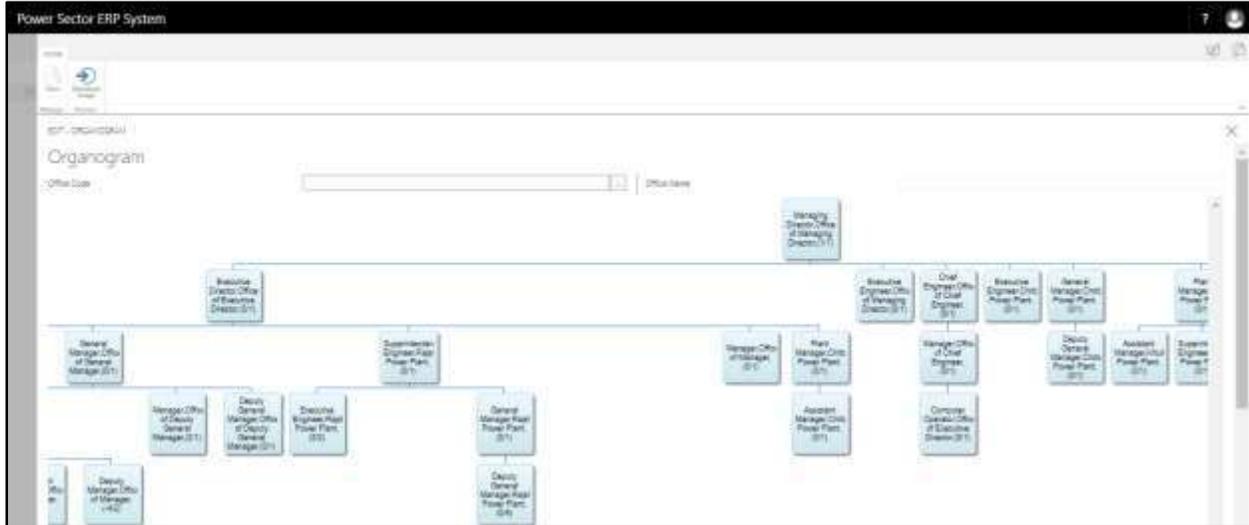
C. Choose the "Organogram" in HR Landing Page.



HR-202.2 Office Wise Organogram View

To Initiate, follow the steps below.

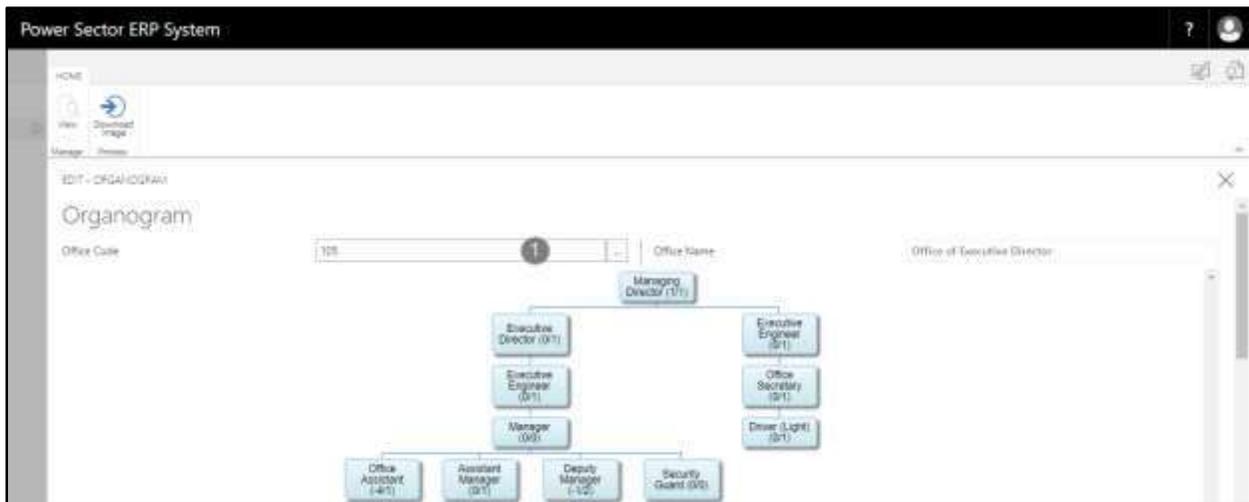
A. [Access View Organogram](#) by Human Resource Admin.



B. Provide the “**Office Code**” information in the figure below to proceed.

1. Choose the **Office Code** from the dropdown by clicking on  button.

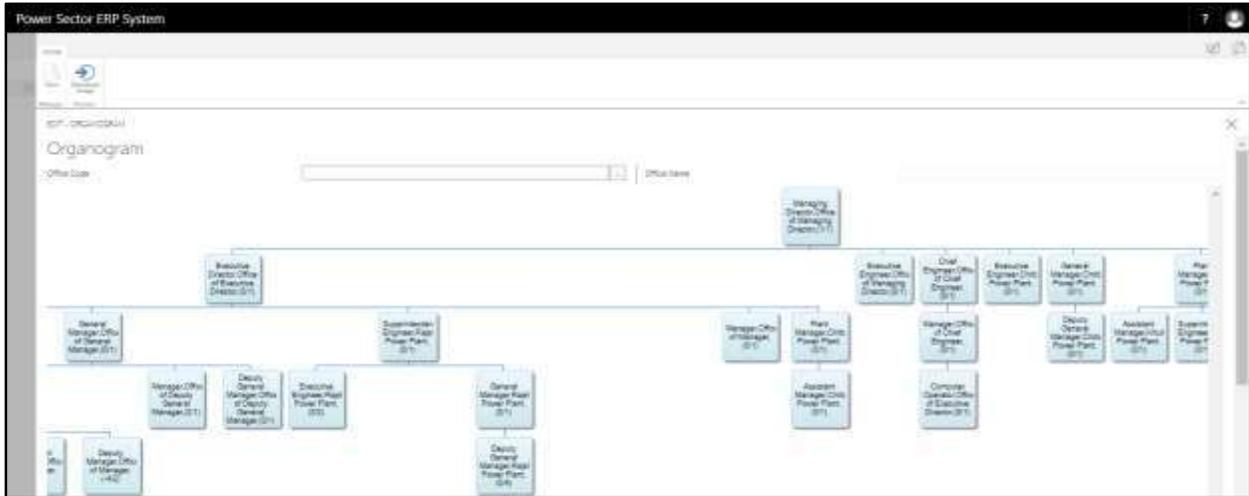
- **Office Code: 105**



HR-202.3 Download Organogram

To Initiate, follow the steps below.

A. [Access View Organogram](#) by Human Resource Admin.



B. Click the **“Download Image”** button to download the organogram.



The following downloaded image will appear.



HR-300 Employee Setup

Introduction

This section shows how to view an existing employee and add a new employee to the organization. Section contains –

HR-301	View Employee List
HR-302	View Employee Card
HR-303	Add New Employee

Role

- Module Admin
- Module User

Prerequisite

- Module credentials – username and password

HR-301 How to: View Employee List Page

Introduction

This process demonstrates, how to view employee list page.

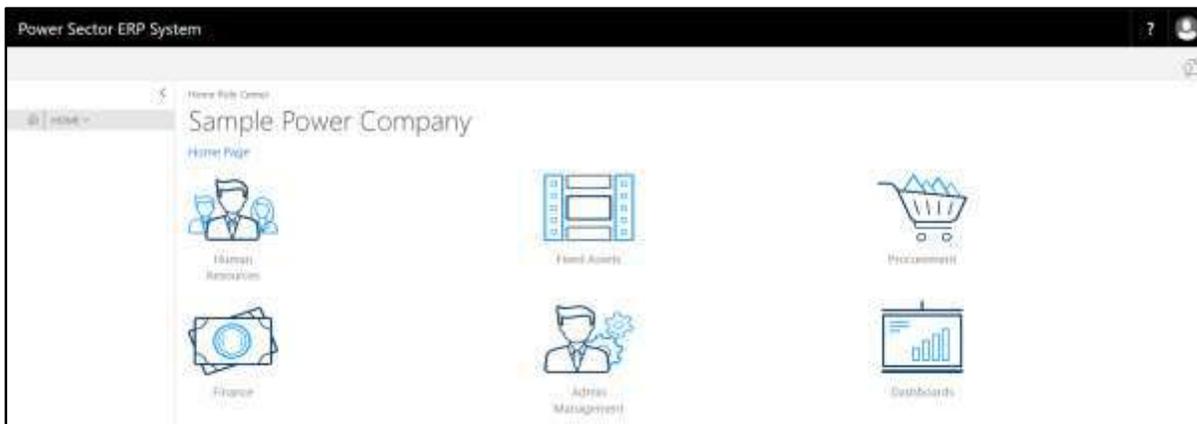
Roles

- Module user

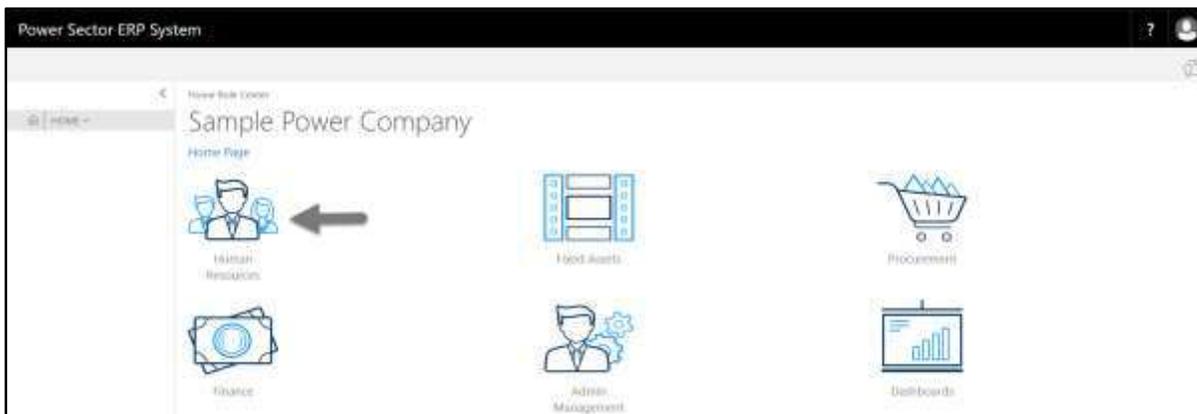
View Employee List

To view employee list, follow the steps below.

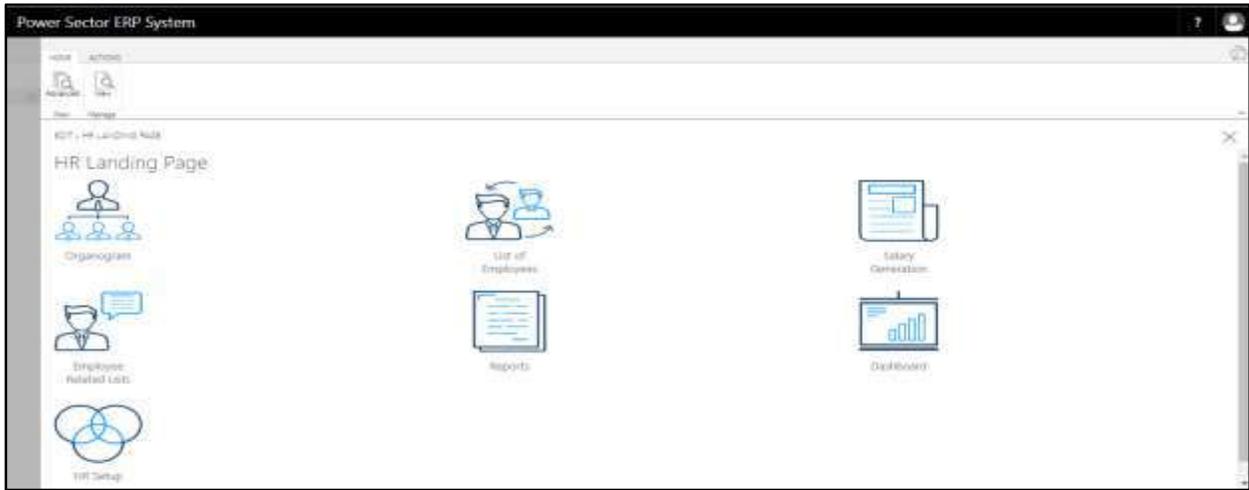
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



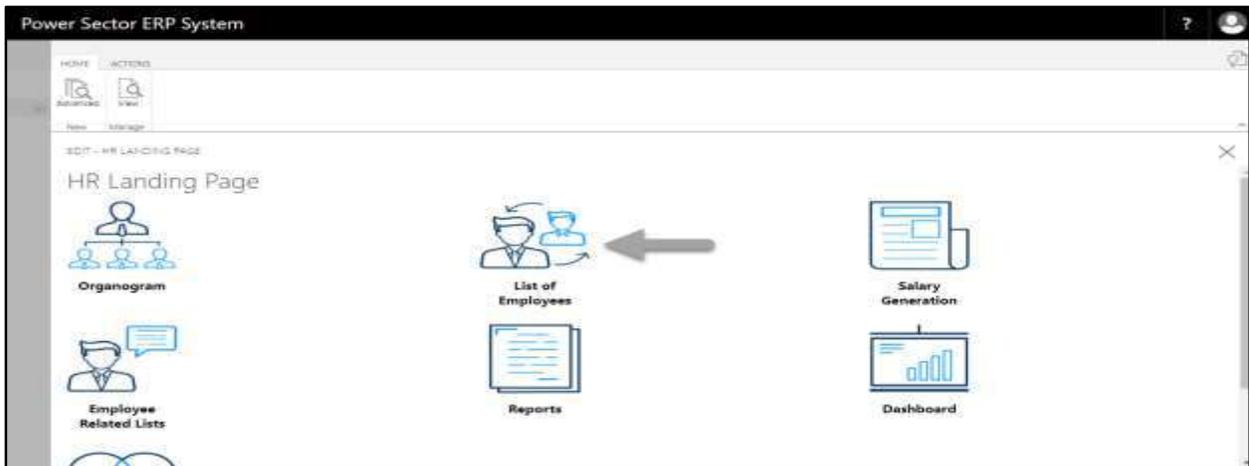
- B. Choose the **"Human Resources"** icon.



HR Landing Page will be appeared as below



C. Choose the "List of Employees" in HR Landing Page.



The following **Employee List page** will be appeared.

The screenshot displays the 'Employee List' page. It features a table with columns for Employee ID, Employee Code, Employee Name, Office Name, Designation, Date of Birth, Contact No., Email, and Job Title. The table contains several rows of data, with the row for 'Abdul Muzil' highlighted in blue.

Employee ID	Employee Code	Employee Name	Office Name	Designation	Date of Birth	Contact No.	Email	Job Title
310001003	11001	Shahin Abdul Latif	Office of Managing Director	Managing Director	01-06-83	01772142543	sh@psec.com	
310001005	11002	Abakar Saqqab	Office of Executive Director	Executive Director	01-01-65	0170544444		
310001006	11004	Abdul Muzil	Office of Executive Director	Executive Director	11-11-92	01875064111		
310001004	11003	Alii Yaseen Sahel	Office of Executive Director	Executive Director	10-01-73			
250001014	11012	Saklati Shukri	Office of Civil Engineer	Civil Engineer	05-03-69			
300001020	11027	Mohamed Fahad Karim	Rajshahi Power Plant	Supervising Engineer	01-10-77			
310001030	11038	Sarwar Masood	Rajshahi Power Plant	Supervising Engineer	03-01-66			
210001033	11051	Md. Abdul Hamid Sarkar	Rajshahi Power Plant	Deputy General Manager	01-01-62		ahabul_hre@psec.com	

HR-302 How to: View / Edit Employee Card

Introduction

This section shows how to view employee detail information through card page. The same process applies to edit or modify an existing employee's data.

This section contains –

HR-302.1	Official Information
HR-302.2	Personal Information
HR-302.3	Contact Information
HR-302.4	Emergency Contact Information
HR-302.5	Address Information
HR-302.6	Spouse Information
HR-302.7	Children Information
HR-302.8	Probation Information
HR-302.9	Qualification Information
HR-302.10	Training History
HR-302.11	Employment History
HR-302.12	Transfer History
HR-302.13	Foreign Tour History
HR-302.14	Attendance History
HR-302.15	Performance History
HR-302.16	Current Salary Breakdown
HR-302.17	Salary Payment History
HR-302.18	Loan History
HR-302.19	Official Asset
HR-302.20	Nominee Information
HR-302.21	Dependent Information

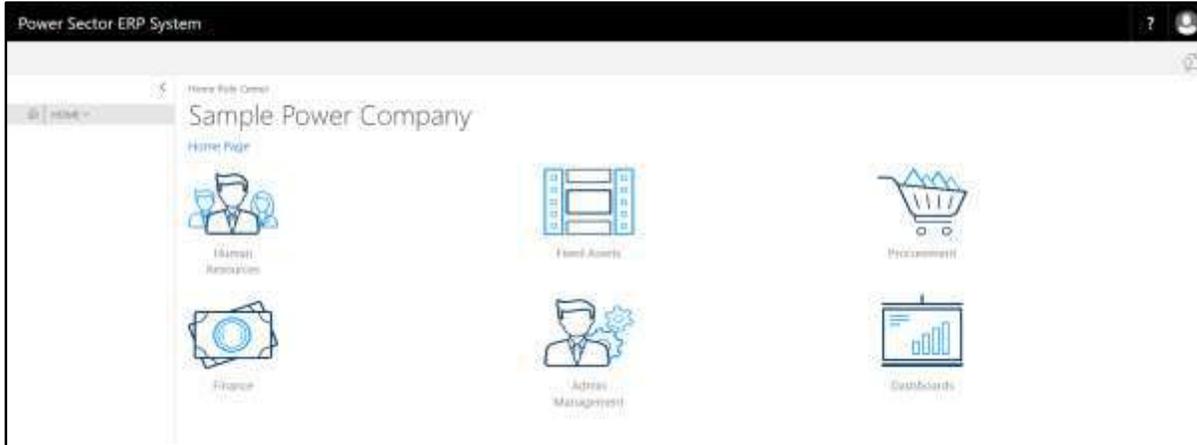
Roles

- Module user

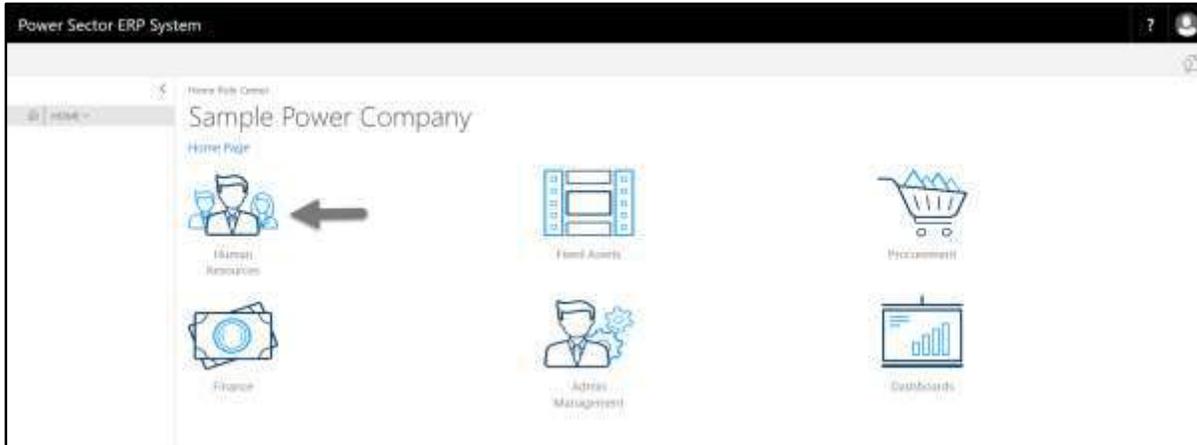
View Employee Card Page

To view an employee, follow the steps described below.

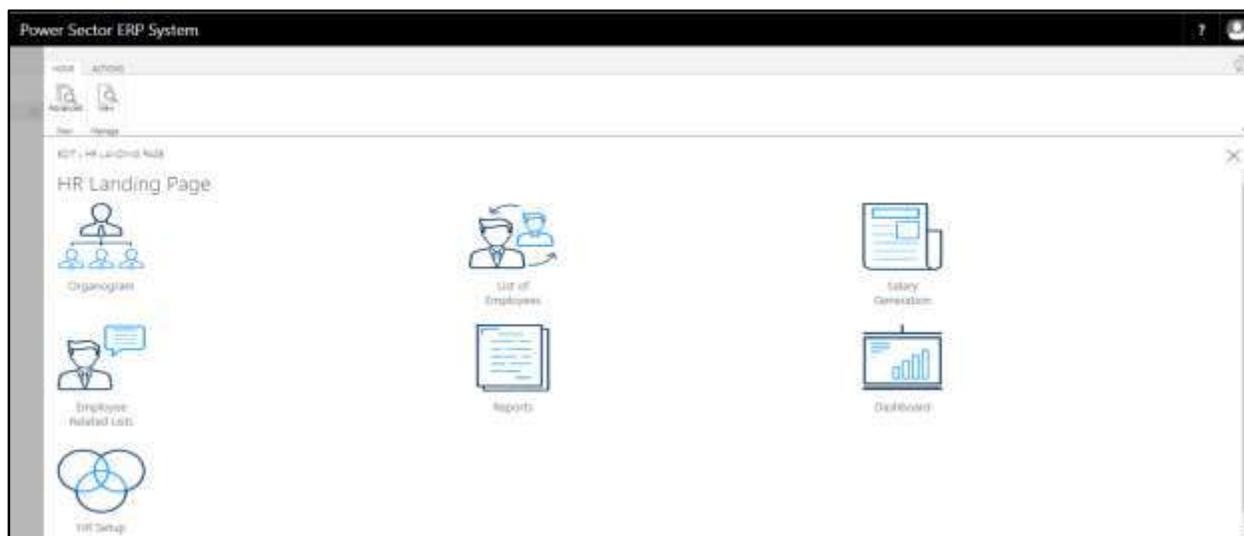
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the **“Human Resources”** icon.



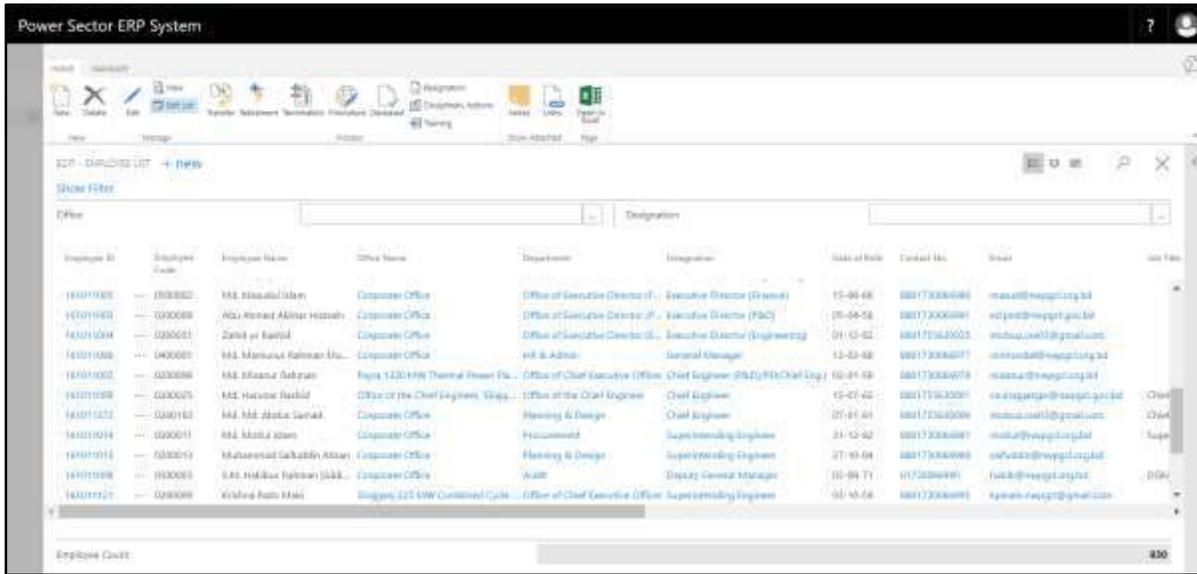
HR Landing Page will be appeared as below



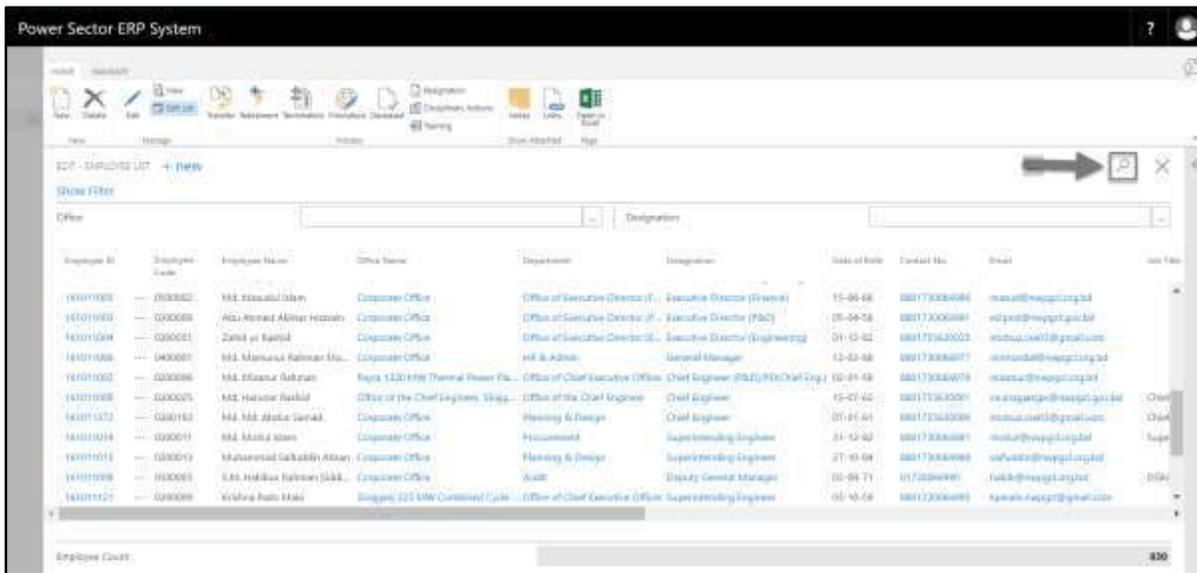
C. Choose the "List of Employees" in HR Landing Page.



The following **Employee List** page will be appeared.

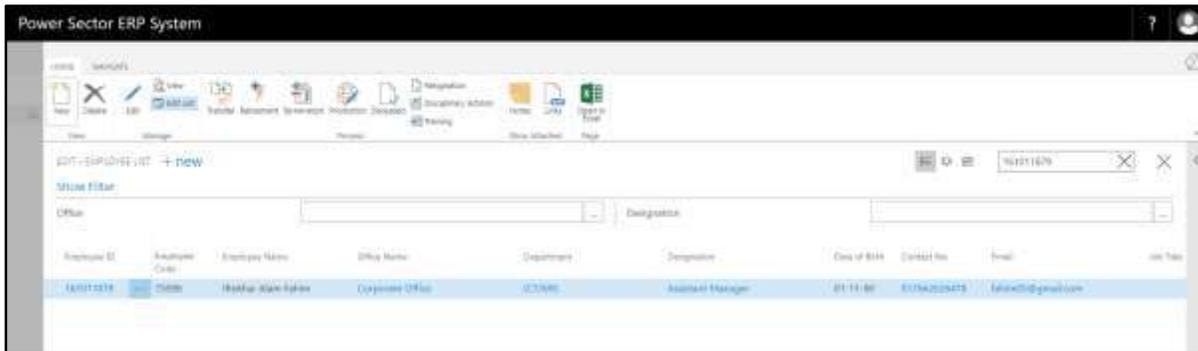


D. Use **search box** to find employee to view employee card.

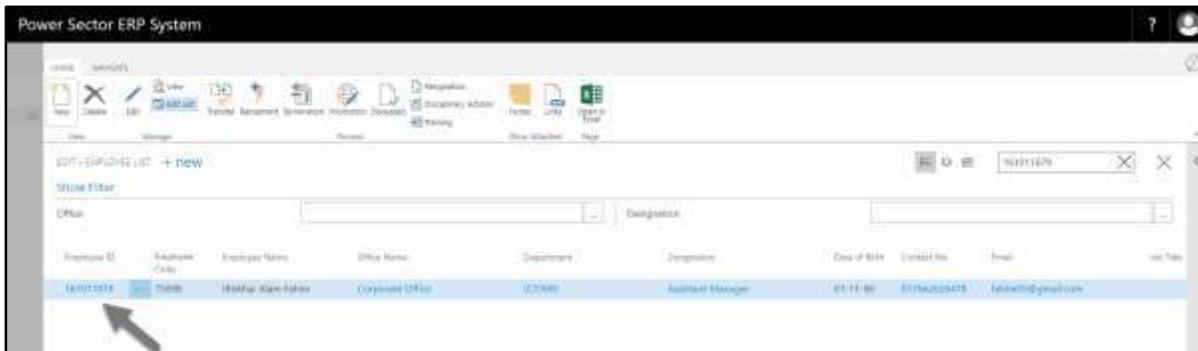


E. Search **Employee** by system ID in Employee List Page.

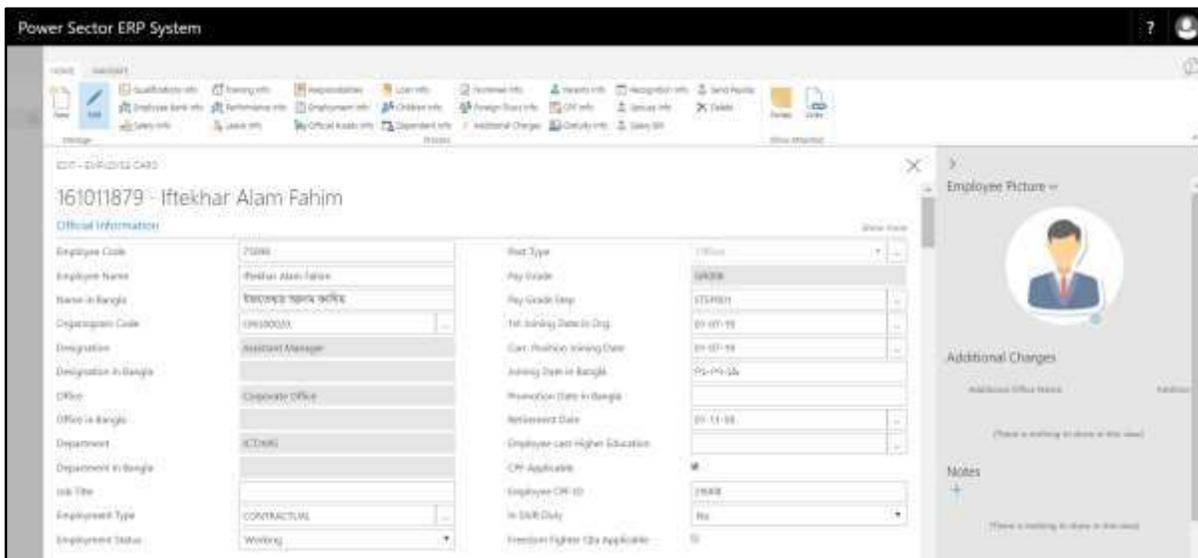
- **Employee ID: 161011879**



F. Select ID to access the Employee Card page.



The following **Employee Card page** will be appeared.



Following section of Employee Card page can be viewed.

HR-302.1 Official Information

Official Information		Show more	
Employee Code	75098	Post Type	Officer
Employee Name	Iftakhar Alam Fahim	Pay Grade	GR008
Name in Bangla	ইফখার আলম ফাহিম	Pay Grade Step	STEP001
Organogram Code	ORG00020	1st Joining Date in Org.	01-07-19
Designation	Assistant Manager	Curr. Position Joining Date	01-07-19
Designation in Bangla		Joining Date in Bangla	০১-০৭-১৯
Office	Corporate Office	Promotion Date in Bangla	
Office in Bangla		Retirement Date	01-11-58
Department	ICT/MIS	Employee Last Higher Education	
Department in Bangla		CPF Applicable	<input checked="" type="checkbox"/>
Job Title		Employee CPF ID	29008
Employment Type	CONTRACTUAL	In Shift Duty	No
Employment Status	Working	Freedom Fighter Qta Applicable	<input type="checkbox"/>

HR-302.2 Personal Information

Scroll down to view **Personal Information** panel.

Personal Information	
Birth Date	01-11-90
Gender	Male
Marital Status	Married
Blood Group	A+
Religion	Islam
NID	7328509809
TIN	80923755367
Birth Reg. No.	199478653264787
Passport No.	BE-062389
Driving License No.	BM9023495720456

HR-302.3 Contact Information

Scroll down to view **Contact Information** panel.

Contact Information	
Personal Phone	017662626478
Personal Email	fahim05@gmail.com
Official Phone	02-9876700
Official Email	fahim.am@sample.com

HR-302.4 Emergency Contact Information

Scroll down to view **Emergency Contact Information** panel.

Emergency Contact Information			
Name	Mimi Binte Habib	Email	mimul7@gmail.com
Relation	Wife	Address Line 1	Rupnagar Abashik Area, Mirpur
Cell No.	017863654995	Address Line 2	

HR-302.5 Address Information

Scroll down to view **Address Information** panel.

Address Information			
PRESENT ADDRESS		PERMANENT ADDRESS	
Address Line 1	Rupnagar Abashik Area, Mirpur	Address Line 1	Akoi, Nagerpar, Munshiganj
Address Line 2		Address Line 2	
Address in Bangla	রূপনগর আবশিক এলাকা, মিরপুর	Address in Bangla	আকৌ, নগরপার, মুন্সীগঞ্জ
Thana		Thana	Munshiganj Sadar
Upazila		Upazila	Munshiganj Sadar
District		District	Munshiganj
Post Office	Kalyanpur	Post Office	Munshiganj Sadar
Post Code	1216	Post Code	1501

HR-302.6 Spouse Information

Scroll down to view **Spouse Information** panel.

Spouse Information						
Name	Father Name	Mother Name	Occupation	Office	Cell No.	Address 1
Mimi Binte Habib	Late Gafur Islam	Saleha Begum	Service Holder	Acgmedix Bangladesh Limited	017863654995	Rupnagar Abashik Area, Mirpur

Spouse Information							
Name	Address 1	Address 2	Date of Birth	Passport No.	NID	Blood Group	Dist. No.
Mimi Binte Habib	Rupnagar Abashik Area, Mirpur		10-07-94	87-887045	7329876045	B+	849

Spouse Information							
Name	Blood Group	Driving License No.	TR No.	Email	Affiliation	Birth Reg No.	Status
Mimi Binte Habib	B+	BA0066457893657	678976862674	mimul7@gmail.c...		1994967888675437	Active

HR-302.7 Children Information

Scroll down to view **Children Information** panel.

Name	Relation	Occupation	Phone No.	Address Line 1	Address Line 2	Email
Naimul Shoraj	Son	Student	0175231837...	Rupnagar Abashik Area, Mirpur		shoraj84@gmail.com

Name	Date of Birth	Blood Group	MO	TIN	Birth Registration No.	Passport No.	Driving License No.	Alt. App.
Naimul Shoraj	01-01-10	O+	7964654567...	45665433445	19948765456789...	BF-675634	AB056789876543...	✓

HR-302.8 Probation Information

Scroll down to view **Probation Information** panel.

Probation Information			
Start Date	01-07-18	Probation Completion feedback	Test feedback
End Date	01-07-21	Comments	Test comments

HR-302.9 Qualification Information

Scroll down to view **Qualification Information** panel.

Qualification Type	Qualification Code	Board/University	Institute	Passing Year	Grade/Division Base Mark	Grade Or Division Achieved	Remarks
Academic	BBA (HONORS)	American International University ...		17	4.00	3.45	Test co

HR-302.10 Training History

Scroll down to view **Training History** panel.

Title	Institute	Start Date	End Date	Funded By
Accounts and Financial Management	BIAM	18-03-19	24-03-19	BIAM

HR-302.11 Employment History

Scroll down to view **Employment History** panel.

Company Name	From	To	Designation	Responsibilities	Remarks
Taskate Bangladesh Limited	01-07-17	01-02-18	Business Analyst	Test responsibilities.	Test remarks.

HR-302.12 Transfer History

Scroll down to view **Transfer History** panel.

Employee ID	Employee Name	Designation	Current Office	New Office	Transfer Order Date	Trans Effective Date
161011879	Rakbar Alam Fahim	Assistant Manager	Corporate Office	Bheramara 410 MW Combined Cyc...	01-04-20	05-0

Employee ID	Current Office	New Office	Transfer Order Date	Transfer Effective Date	Memo No.	Comments	Approval Status
161011879	Corporate Office	Bheramara 410 MW Combined Cyc...	01-04-20	05-04-20	123456	Test comments	Released

HR-302.13 Foreign Tour History

Scroll down to view **Foreign Tour History** panel.

From Date	To Date	Tour Category	Tour Purpose	Funded By	Country Visited	Govt. Order /SO No.
01-03-20	10-03-20	Official	Contractual Discussion	World Bank	Australia	1234567890

HR-302.14 Attendance History

Scroll down to view **Attendance History** panel.

Year	Number of Days Present	Number of Days Absent	Number of Days Late	Number of Days on Vacation
2020	2	0	2	0

HR-302.15 Performance History

Scroll down to view **Performance History** panel.

Performance History	Evaluation Year	Date of Evaluation	Performance Criteria Group	Total Evaluation Score	Comments	Approval Status
	2020	01-03-22		0	Test comments.	Open

HR-302.16 Current Salary Breakdown

Scroll down to view **Current Salary Breakdown** panel.

Current Salary Breakdown				
Basic		52000	Total Deductions	5,200.00
Total Allowances		46,466.00	Total TD5	0.00
Gross Pay		98,466.00	Net Pay	93,266.00

HR-302.17 Salary Payment History

Scroll down to view **Salary Payment History** panel.

Salary Payment History	Year	Month	Basic	Total Allowances	Gross Pay	Total Deductions	Total TD5
	2019	November	58493	42,000.00	1,00,513.00	5,969.00	1,000.00
	2019	October	58493	43,000.00	1,00,513.00	5,969.00	1,000.00

HR-302.18 Loan History

Scroll down to view **Loan History** panel.

Loan History	Loan Category	Principal Loan Amount	Number of Installments	Monthly Installment Amount	Interest Rate	Total Interest Amount	Loan Approval Date	Date of First Installment	Comments
	House Loan	1000000	20	50,000.00	10.00	87,602.00	01-04-20	01-05-20	Test comments.

HR-302.19 Official Asset

Scroll down to view **Official Asset** panel.

Official Assets				
Description		Asset Serial No.	Date Assigned	Date Returned
Laptop	...	112345678	01-01-20	

HR-302.20 Nominee Information

Scroll down to view **Nominee Information** panel.

Nominee Info				
Name		Relation	Nominee For	Occupation
Mumu Binte Habib	...	Wife	Provident Fu...	Service Hold...

Nominee Info				
Phone No	Address Line 1	Address Line 2	Em:	
0178636549...	Rupnagar Abashik Area, Mirpur		mir	

Nominee Info				
Email	Date of Birth	Blood Group	NID	TIN
mimu87@gmail.com		B+	7329876045	6789768626.

Nominee Info				
TIN	Birth Registration No	Passport No	Driving License No	Percentage(%)
6789768626...	1994987898675437	BF-987045	BA9086457893657	50.0

HR-302.21 Dependent Information

Scroll down to view **Dependent Information** panel.

Dependent Info

Name	Relation	Occupation	Phone No	Ac
Istekharul Alam	...	Brother	Unemployed	0157873876... Rt

Dependent Info

Address Line 1	Address Line 2	Email
Rupnagar Abashik Area, Mirpur		istekharul90@gm

Dependent Info

Email	Date of Birth	Blood Group	NID	TIN
istekharul90@gmail.com	09-09-95	A-	7864654567...	45665433485

Dependent Info

NID	TIN	Birth Registration No	Passport No	Driving License No
7864654567...	45665433485	19948765456987...	BF-675644	AB656789885743...

HR-303 How to: Add New Employee

Introduction

This section shows how to add a new employee to organization employee database and what are the additional related information need to be added and how. The same process applies to edit or modify an existing employee's data.

This section contains -

HR-303.1	Official Information
HR-303.2	Personal Information
HR-303.3	Contact Information
HR-303.4	Emergency Contact Information
HR-303.5	Address Information
HR-303.6	Probation Information
HR-303.7	Qualification Information
HR-303.8	Employee Bank Information
HR-303.9	Employment Information
HR-303.10	Official Asset Information
HR-303.11	Children Information
HR-303.12	Dependent Information
HR-303.13	Nominee Information
HR-303.14	Foreign Tour Information
HR-303.15	Additional Charges
HR-303.16	Parents Info
HR-303.17	GPF Information
HR-303.18	Recognition Information
HR-303.19	Spouse Information
HR-303.20	Employee Picture Upload

Roles

- Module user and module admin, both can add new employee.

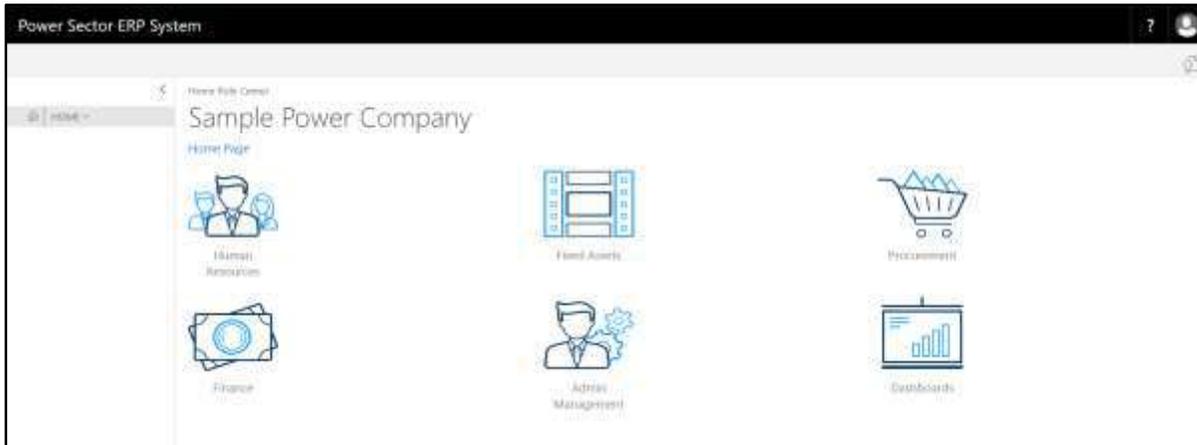
Prerequisite

- Module Admin credentials – username and password

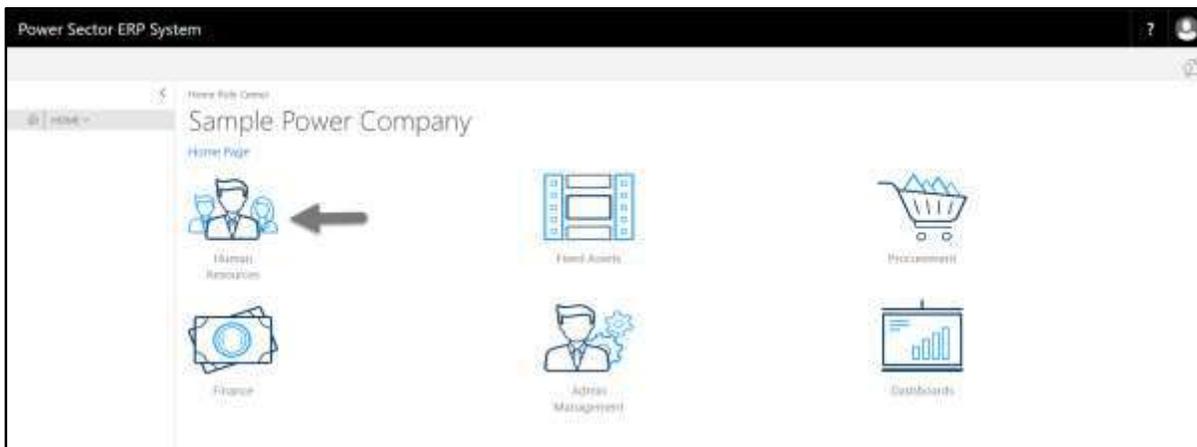
Add New Employee

To add new employee, follow the steps described below.

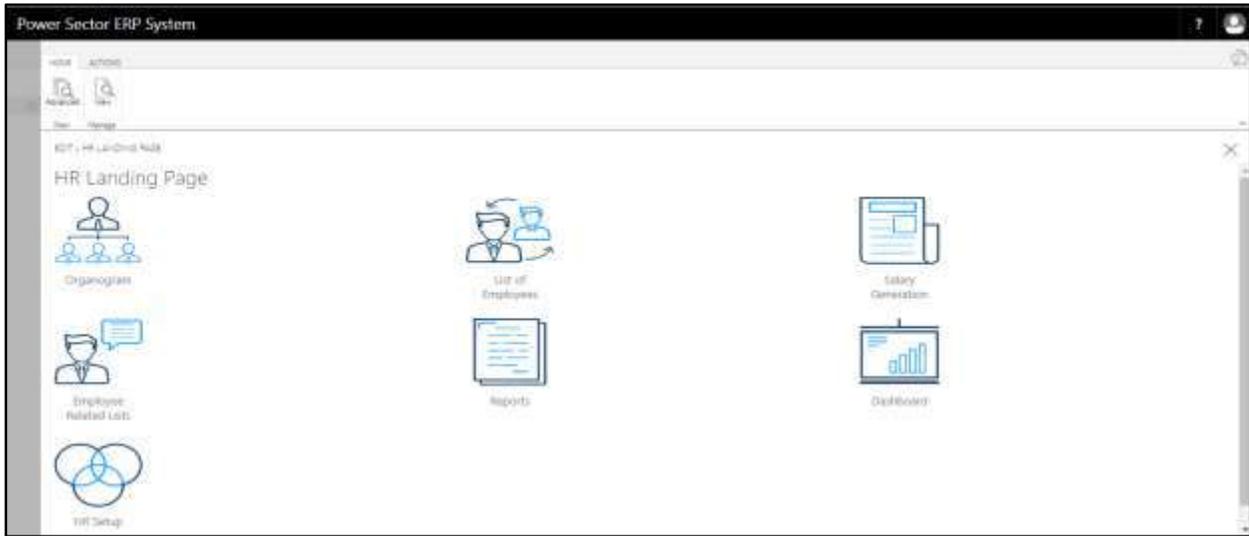
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



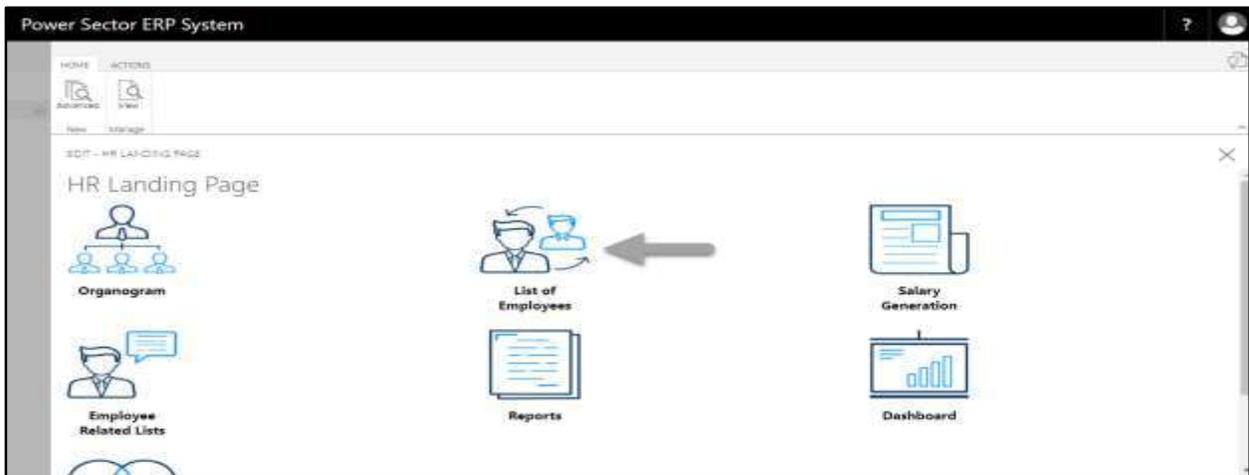
- B. Choose the **"Human Resources"** icon.



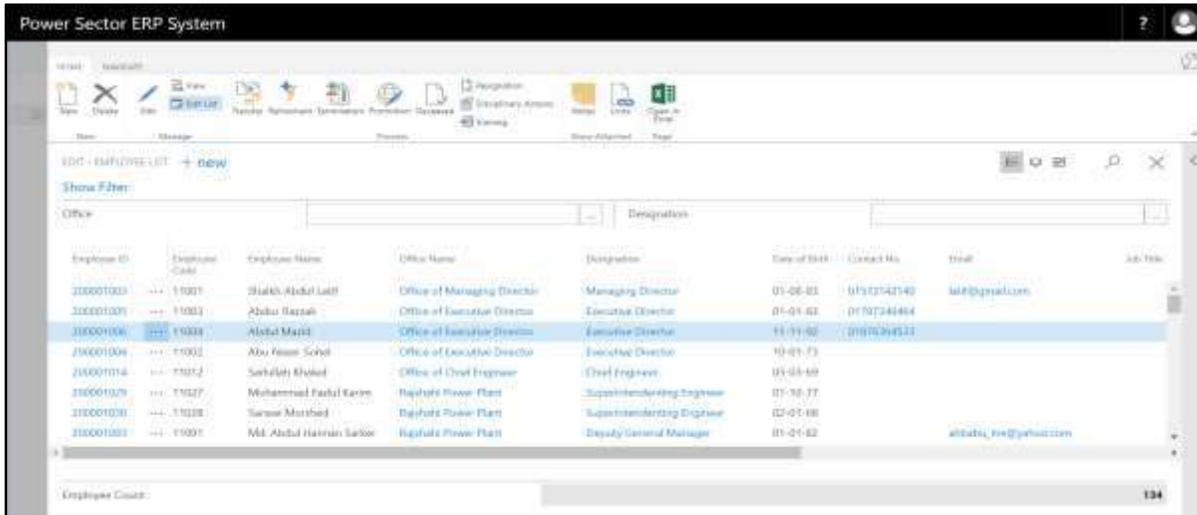
HR Landing Page will be appeared as below



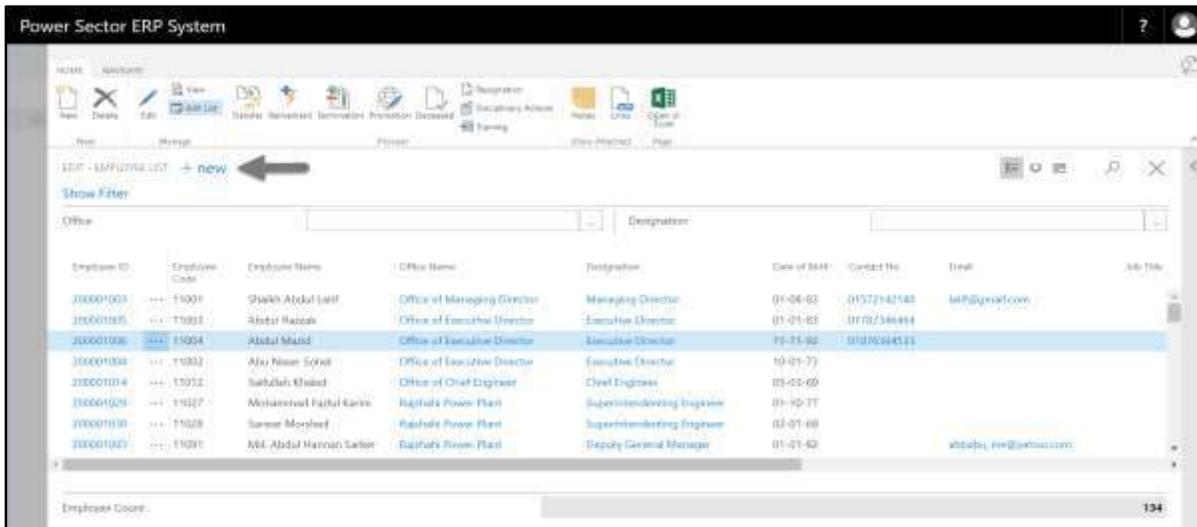
C. Choose the "List of Employees" in HR Landing Page.



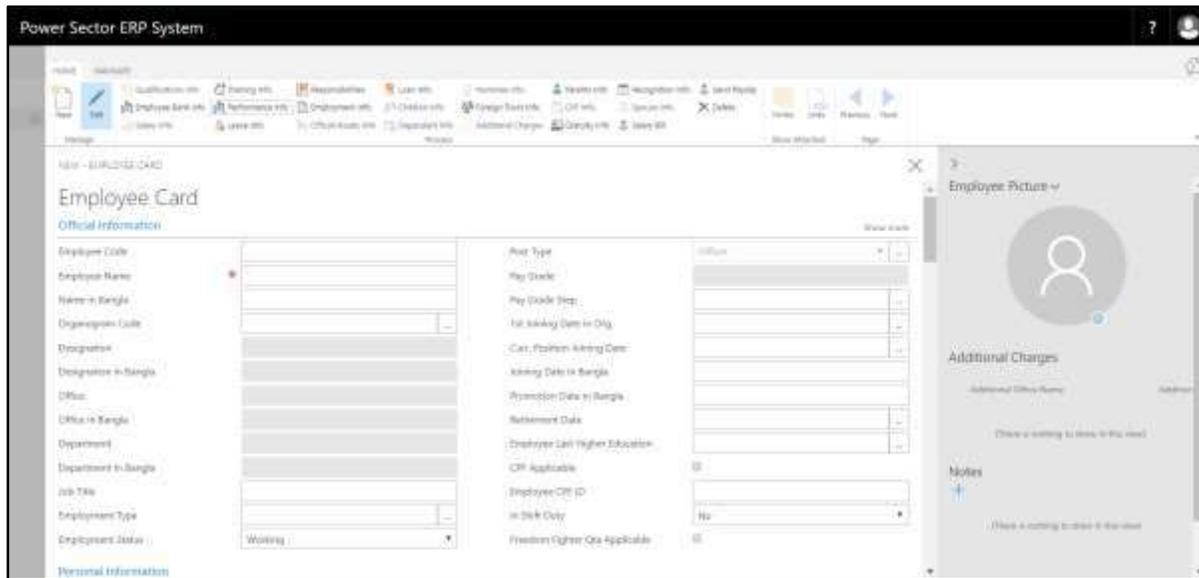
The following **Employee List** page will be appeared.



D. Choose **“New”** in Employee List Page.



The following **Employee Card** page will be appeared.



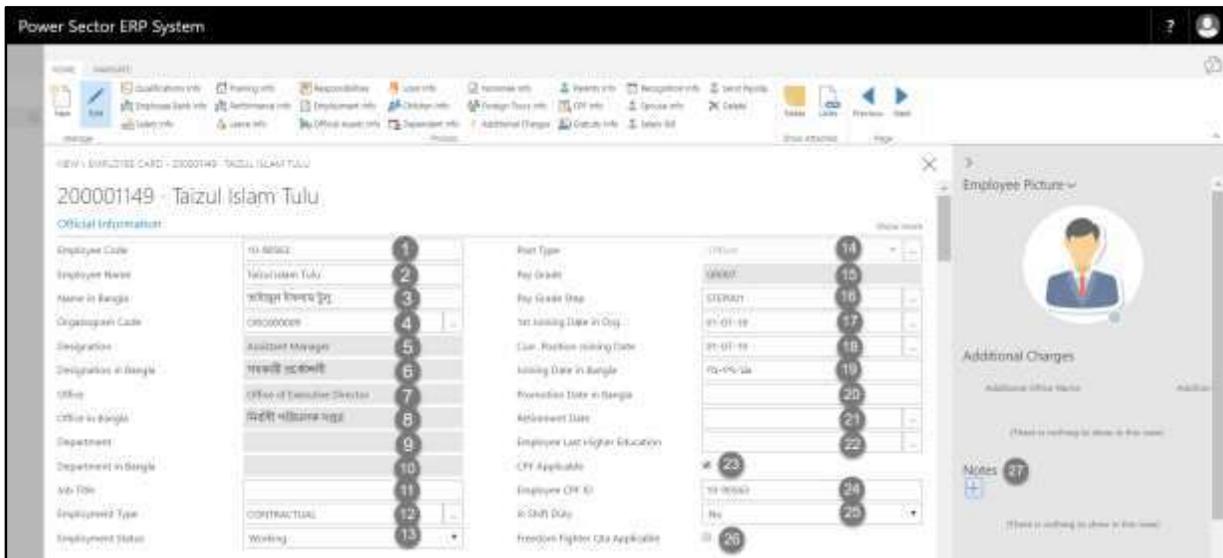
- E. Provide information described in HR-303.1 through HR-303.20 as available to proceed with new employee entry successfully.

HR-303.1: Add Official Information

1. Provide **Employee Code** if applicable.
 - **Employee Code: 10-90563**
2. Provide **Employee Name**.
 - **Employee Name: Taizul Islam Tulu**
3. Provide **Name in Bangla** here.
 - **Name in Bangla: তাইজুল ইসলাম টুলু**
4. Choose the **Organogram Code** from the dropdown by clicking on button.
 - **Organogram Code: ORG000009**
5. **Designation** will be populated by the system based on selected Organogram Code.
 - **Designation: Assistant Manager**
6. **Designation in Bangla** will be populated by the system based on selected Organogram Code.

- **Designation in Bangla:** সহকারী প্রকৌশলী
7. **Office** will be populated by the system based on selected Organogram Code.
- **Office:** Office of Executive Director
8. **Office in Bangla** will be populated by the system based on selected Organogram Code.
- **Office in Bangla:** নির্বাহী পরিচালক দপ্তর
9. **Department** will be populated by the system based on selected Organogram Code.
10. **Department in Bangla** will be populated by the system based on selected Organogram Code.
11. Enter **Job Title** here.
12. Choose the **Employee Type** from the dropdown by clicking on button.
- **Employee Type:** CONRUCTUAL
13. Choose the **Employee Status** by clicking on button.
- **Employee Type:** CONRUCTUAL
14. Choose the **Post Type** by clicking on button.
- **Post Type:** Officer
15. **Pay Grade** will be populated by the system based on selected Organogram Code.
- **Pay Grade:** GR007
16. Choose the **Pay Grade Step** from the dropdown by clicking on button.
- **Pay Grade Step:** STEP001
17. Choose the **1st Joining Date in Org.** from Calendar. Click on button.
- **1st Joining Date in Org.:** 01-07-19
18. Choose the **Current Position Joining Date** from Calendar. Click on button.
- **Curr. Position Joining Date:** 01-07-19
19. Enter **Joining Date in Bangla**.
- **Joining Date in Bangla:** ০১-০৭-১৯
20. Enter **Promotion Date in Bangla**.

21. **Retirement Date** will be populated by the system based on selected Joining Date.
22. Choose **Employee Last Higher Education** from the dropdown by clicking on button.
23. Select **CPF Applicable** checkbox, if applicable.
24. Enter **Employee CPF ID** if applicable.
 - **Employee CPF ID: 10-90563**
25. Choose **In Shift Duty** by clicking on button if applicable.
 - **In Shift Duty: No**
26. Select **Freedom Fighter Quota Applicable** checkbox, if applicable.
27. Click on button to be kept any **Notes** regarding employee.



IMPORTANT

Organogram Code [4] and **Pay Grade Step** [16] is essential for salary calculation of the employee. Absence of these values, employee will be considered in Organization Employee Count only but no salary or other operations will be applicable.

HR-303.2: Add Personal Information

Scroll down to open **Personal Information** panel.

1. Choose the **Birth Date** from Calendar. Click on  button.
 - **Birth Date: 01-11-90**
2. Choose the **Gender** by clicking on  button.
 - **Gender: Male**
3. Choose the **Marital Status** by clicking on  button.
 - **Marital Status: Married**
4. Choose the **Blood Group** by clicking on  button.
 - **Blood Group: A+**
5. Choose the **Religion** by clicking on  button.
 - **Religion: Islam**
6. Provide **National Identification Number** here.
 - **NID: 7326509872**
7. Provide **Tax Identification Number** here.
 - **TIN: 80923765393**
8. Provide **Birth Register Number** here.
 - **Birth Register Number: 199478653264754**
9. Provide **Passport Number** here.
 - **Passport Number: BF-662348**
10. Provide **Driving License** here.
 - **Driving License: BM9023495720452**

The screenshot shows a 'Personal Information' form with the following fields and values:

Birth Date	01-11-90	1	NID	7326509872	6
Gender	Male	2	TIN	00923765393	7
Marital Status	Married	3	Birth Reg. No.	199478653264754	8
Blood Group	A+	4	Passport No.	BF-662348	9
Religion	Islam	5	Driving License No.	BM9023495720452	10

HR-303.3: Add Contact Information

Scroll down to open **Contact Information** panel.

1. Provide **Personal Phone** number here.
 - **Personal Phone: 017662626464**
2. Provide **Official Phone** number here.
 - **Official Phone: 02-9876788**
3. Provide **Personal Email** here.
 - **Personal Email: taizul05@gmail.com**
4. Provide **Official Email** here.
 - **Official Email: taizul.ed@smample.com**

The screenshot shows a 'Contact Information' form with the following fields and values:

Personal Phone	017662626464	1	Personal Email	taizul05@gmail.com	3
Official Phone	02-9876788	2	Official Email	taizul.ed@smample.com	4

HR-303.4: Add Emergency Contact Information

Scroll down to open **Emergency Contact Information** panel.

1. Provide **Name** of emergency contact person.
 - **Name: Saidul Islam Dulu**
2. Provide **Relation** with employee.
 - **Relation: Brother**
3. Provide **Cell No.** of emergency contact persons.
 - **Cell No.: 017863654986**

4. Provide **Email Address** of emergency contact persons.
 - **Email: saidul@gmail.com**
5. Provide **Address** here.
 - **Address Line 1: Uchartech Mor, Ashkona, Uttara**
6. Provide **Alternative Address** here.
 - **Address Line 2: Kolatoli Mor, Nariya, Shariatpur**

Emergency Contact Information			
Name	Saidul Islam Dulu	Email	saidul@gmail.com
Relation	Brother	Address Line 1	Uchartech Mor, Ashkona, Uttara
Cell No.	017963634086	Address Line 2	Kolatoli Mor, Nariya, Shariatpur

HR-303.5: Add Address Information

Scroll down to open **Address Information** panel.

a. Present Address Information

1. Provide **Address** information here.
 - **Address: Hazi Camp, Ashkona, Uttara**
2. Provide alternative **Address** information here.
 - **Address: 16/1 Kachukhet Mor, Mirpur**
3. Provide **Address in Bangla** here.
 - **Address in Bangla: কঁচুক্ষেত, ঢাকা ক্যান্টনমেন্ট**
4. **Thana** will be populated by the system based on selected Post Code.
 - **Thana: Dhaka Cantt.**
5. **Upazilla** will be populated by the system based on selected Post Code.
 - **Upazilla: Dhaka Cantt.**
6. **District** will be populated by the system based on selected Post Code.
 - **District: Dhaka**
7. **Post Office** will be populated by the system based on selected Post Code.
 - **Post Office: Dhaka CantonmentTSO**
8. Choose the **Post Code** from the dropdown by clicking on button.
 - **Post Code: 1206**

b. Add Permanent Address Information

9. Provide **Address** information here.
 - **Address: Ariol, Nagerpar, Munshigonj**
10. Provide alternative **Address** information here.
 - **Address: Kolatoli Mor, Nariya, Shariatpur**
11. Provide **Address in Bangla** here.
 - **Address in Bangla: কলাতলী মোড়, নড়িয়া, শরীয়তপুর**
12. **Thana** will be populated by the system based on selected Post Code.
 - **Thana: Shariatpur Sadar**
13. **Upazilla** will be populated by the system based on selected Post Code.
 - **Upazilla: Shariatpur Sadar**
14. **District** will be populated by the system based on selected Post Code.
 - **District: Shariatpur**
15. **Post Office** will be populated by the system based on selected Post Code.
 - **Post Office: Shariatpur Sadar**
16. Choose the **Post Code** from the dropdown by clicking on button.
 - **Post Code: 8000**

Address Information	
PRESENT ADDRESS	
Address Line 1	Hazi Camp, Ashkonia, Uttara 1
Address Line 2	16/1 Kachukhet Mor, Mirpur 2
Address in Bangla	কচুক্ষেত, ঢাকা ক্যান্টনমেন্ট 3
Thana	Dhaka Cantt. 4
Upazilla	Dhaka Cantt. 5
District	Dhaka 6
Post Office	Dhaka Cantonment TSO 7
Post Code	1206 8
PERMANENT ADDRESS	
Address Line 1	Ariol, Nagerpar, Munshigonj 9
Address Line 2	Kolatoli Mor, Nariya, Shariatpur 10
Address in Bangla	কলাতলী মোড়, নড়িয়া, শরীয়তপুর 11
Thana	Shariatpur Sadar 12
Upazilla	Shariatpur Sadar 13
District	Shariatpur 14
Post Office	Shariatpur Sadar 15
Post Code	8000 16

HR-303.6: Add Probation Information

Scroll down to open **Probation Information** panel.

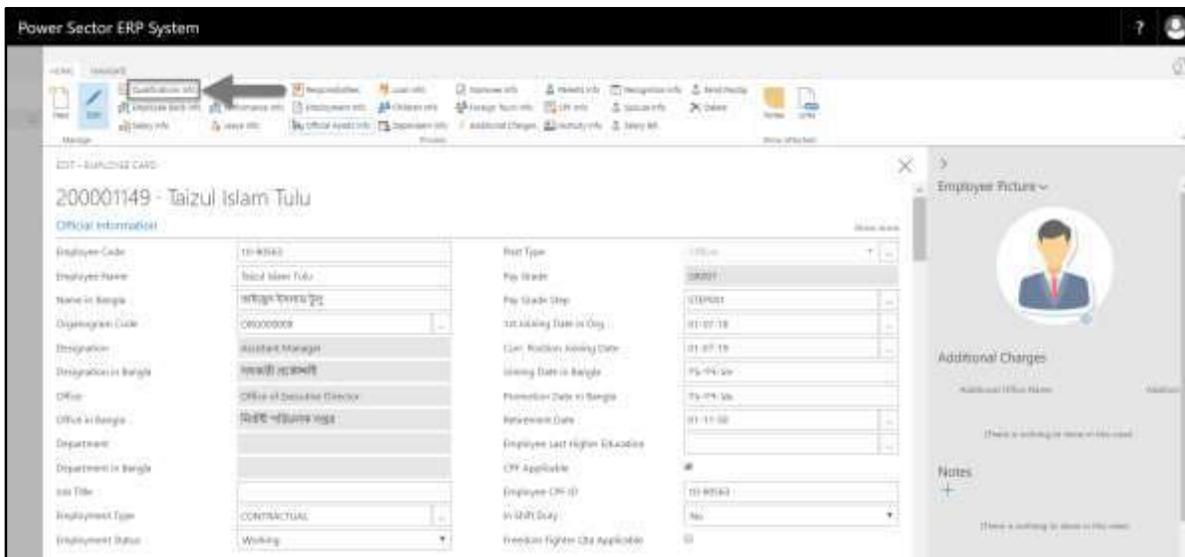
1. Choose the probation **Start Date** from calendar by clicking on button.
 - **Start Date: 01-07-18**
2. Choose the probation **End Date** from calendar by clicking on button.
 - **End Date: 01-07-19**
3. Provide **Probation Completion Feedback** here.
 - **Probation Completion Feedback: Successfully Completed**
4. Provide **Comments** here if any.



Probation Information	
Start Date	01-07-18
End Date	01-07-19
Probation Completion Feedback	Successfully completed.
Comments	Successfully completed the probation period between July 01, 2018 to July 01, 2019.

HR-303.7: Add Employee Qualification Information

- I. Choose **Qualification Info tab** to open Qualification List Page of the employee:



Power Sector ERP System

200001149 - Taizul Islam Tulu

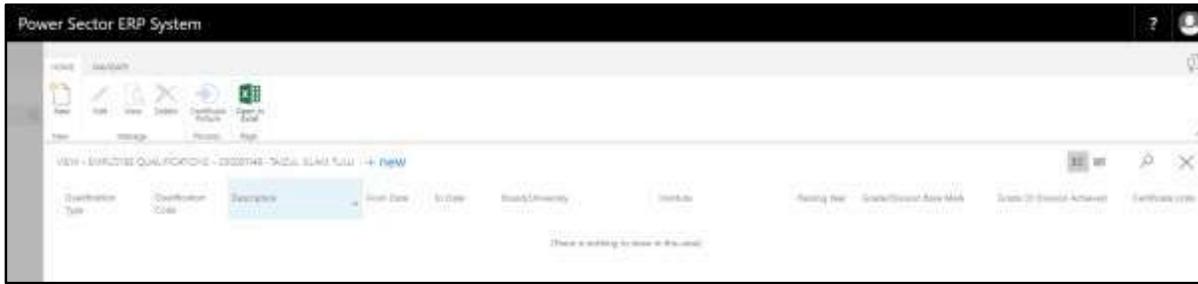
Official Information

Employee Code	10-9363	Post Type	17500
Employee Name	Taizul Islam Tulu	Pay Grade	GR001
Name in Bangla	তাইজুল ইসলাম তুলু	Pay Grade Step	STEP01
Organization Code	00000000	1st Adding Date in Org	01-07-18
Designation	Assistant Manager	Gen. Working Adding Date	01-07-19
Designation in Bangla	সহকারী পরিচালক	Working Date in Bangla	19-04-20
Office	Office of Executive Director	Probation Date in Bangla	19-04-20
Office in Bangla	তারিফ-পরিচালক কার্যালয়	Review Date	01-11-20
Department		Employee last Higher Education	
Department in Bangla		Off Applicable	
Job Title		Employee Off (1)	10-9363
Employment Type	CONTRACTUAL	In Unit Duty	No
Employment Status	Working	Freedom Fighter (2e Applicable)	0

Additional Charges

Notes

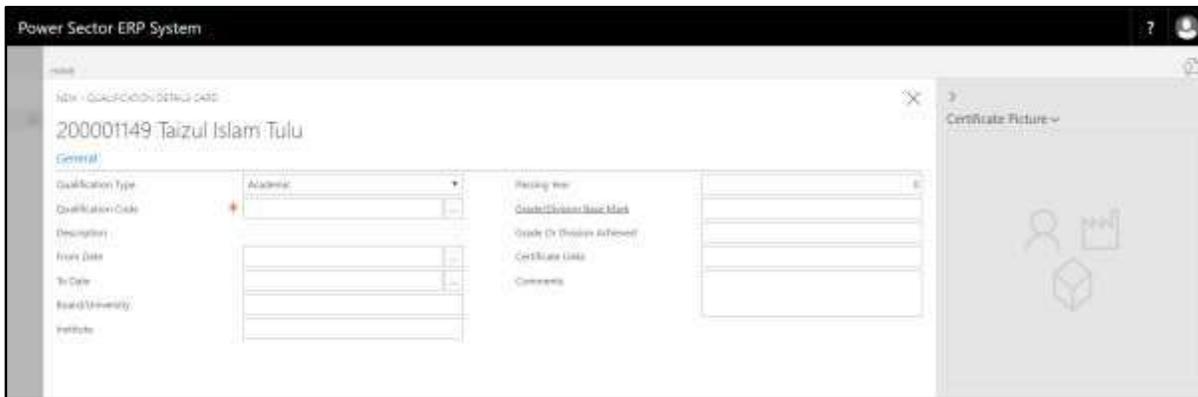
The Following Employee Qualifications page will be appeared as below.



II. Choose "New" to add new qualification.



Qualification Detail Card page will be appeared as below.



Provide the following information

1. Choose the **Qualification Type** from dropdown by clicking on  button.
 - **Qualification Type: Academic**
2. Choose the **Qualification Code** from dropdown by clicking on  button.
 - **Qualification Code: BBA**

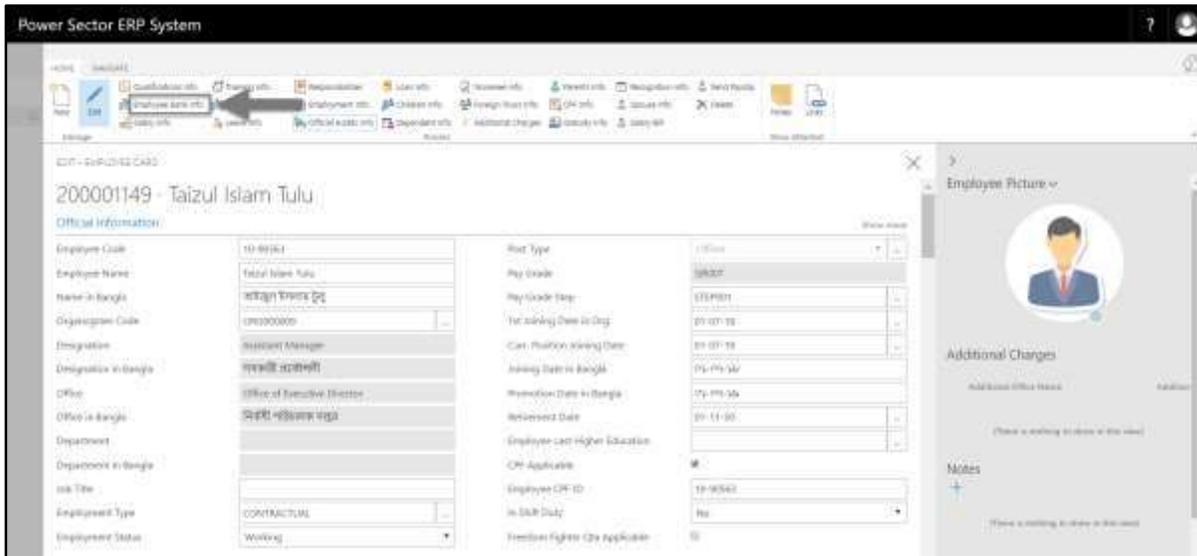
3. **Description** will be populated by the system based on selected Qualification Code.
 - **Description: Bachelor of Business Administration**
4. Choose **From Date** from calendar by clicking on button.
 - **From Date: 01-02-13**
5. Choose **To Date** from calendar by clicking on button.
 - **To Date: 01-02-17**
6. Enter **Board/University** name here.
 - **Board/University: National University**
7. Enter the name of the **Institute** from where this qualification has been achieved.
 - **Institute: Dhaka City College**
8. Enter **Passing Year** here.
 - **Passing Year: 2017**
9. Enter **Grade/Division Base Mark** here.
 - **Grade/Division Base Mark: Grade**
10. Enter **Achieved Grade or Division** here.
 - **Grade or Division Achieved: 3.30**
11. Enter **Certificate Links** if any.
 - **Certificate Links:**
<http://muktopaath.gov.bd/dashboard/certificate/571957>
12. Provide **Comments** here if any.
 - **Comments: If any.**

The screenshot shows a 'General' form with the following fields and values:

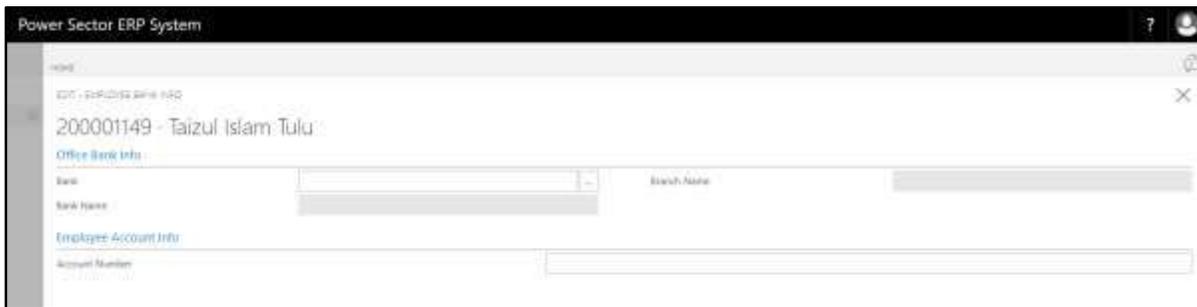
Qualification Type	1 Academic	Passing Year	8 2017
Qualification Code	2 BBA	Grade/Division Base Mark	9 Grade
Description	3 Bachelors of Business Administration	Grade Or Division Achieved	10 3.30
From Date	4 01-02-13	Certificate Links	11 http://muktopaath.gov.bd/dashboard/abdul-war
To Date	5 01-02-17	Comments	12 If any.
Board/University	6 National University		
Institute	7 Dhaka City College		

HR-303.8: Add Employee Bank Information

I. Choose **Employee Bank Info tab** to open employee bank info of the employee:



Employee Bank Info page will be appeared as below.



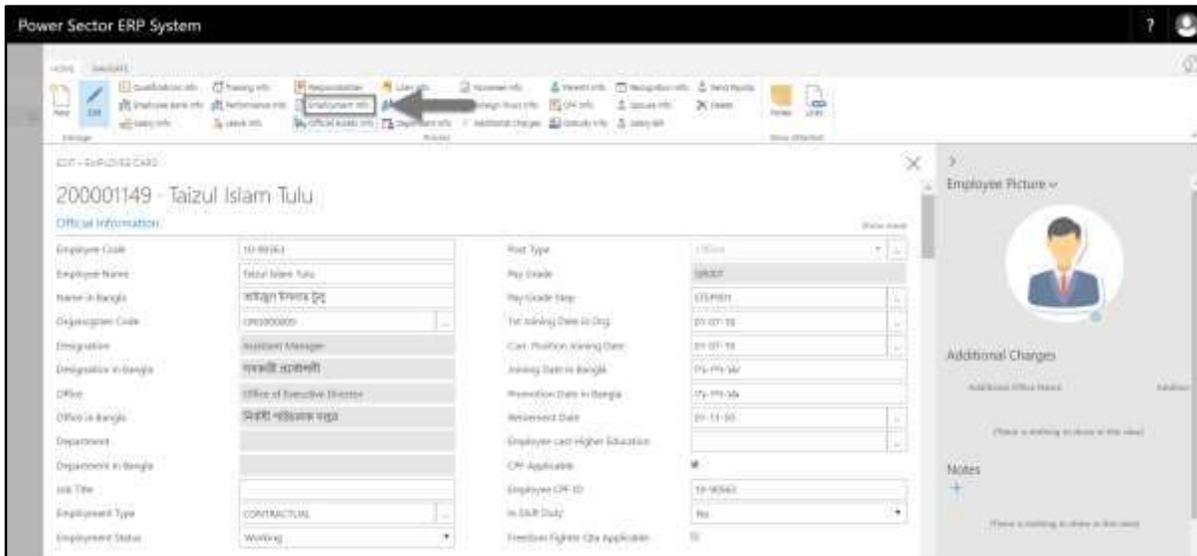
Provide the following information

1. Choose the **Bank** from dropdown by clicking on button.
 - **Bank: BANK001**
2. **Bank Name** will be populated by the system based on selected Bank.
 - **Bank Name: Dhaka Bank Ltd**
3. **Branch Name** will be populated by the system based on selected Bank.
 - **Branch Name: Corporate Branch**
4. Provide **Account Number** here.
 - **Account Number: 52345678987654**



HR-303.9: Add Employment Information

I. Choose **Employment Info tab** to open Employment history List Page of the employee:



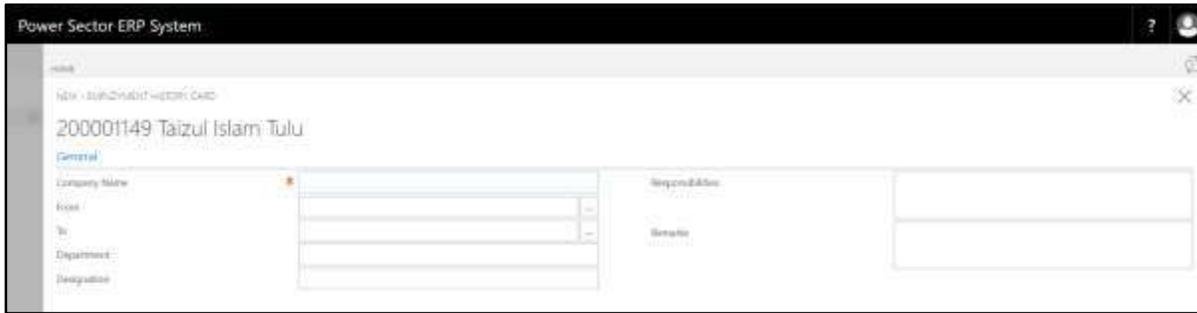
Employment History List page will be appeared as below.



II. Choose **"New"** to add new qualification.



Employment History Card page will be appeared as below.



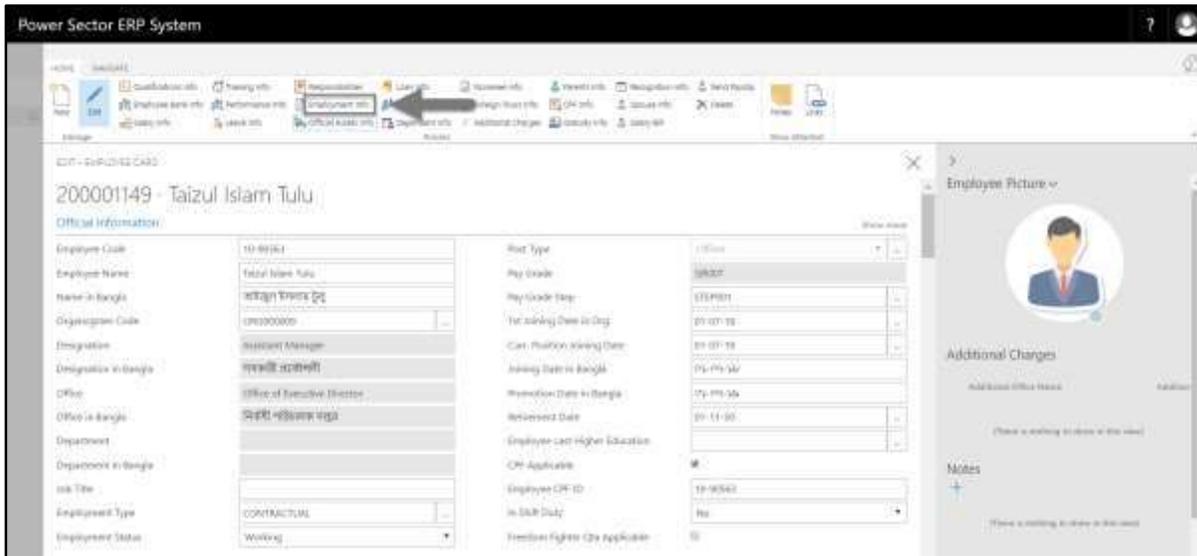
Provide the following information

1. Provide **Company Name** here.
 - **Company Name: Taskeater Bangladesh Limited**
2. Choose **From Date** from calendar by clicking on button.
 - **From Date: 01-07-17**
3. Choose **To Date** from calendar by clicking on button.
 - **To Date: 01-02-18**
4. Provide **Department** name here.
 - **Department: Lead Generation**
5. Provide **Designation** name here.
 - **Designation: Business Analyst**
6. Provide **Responsibilities** here if any.
7. Provide **Remarks** here if any.

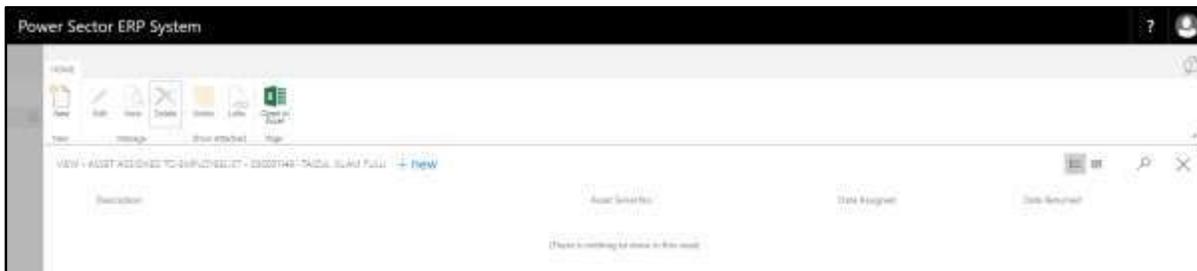


HR-303.10: Add Official Assets Information

I. Choose **Official Asset Info tab** to open Employment history List Page of the employee:



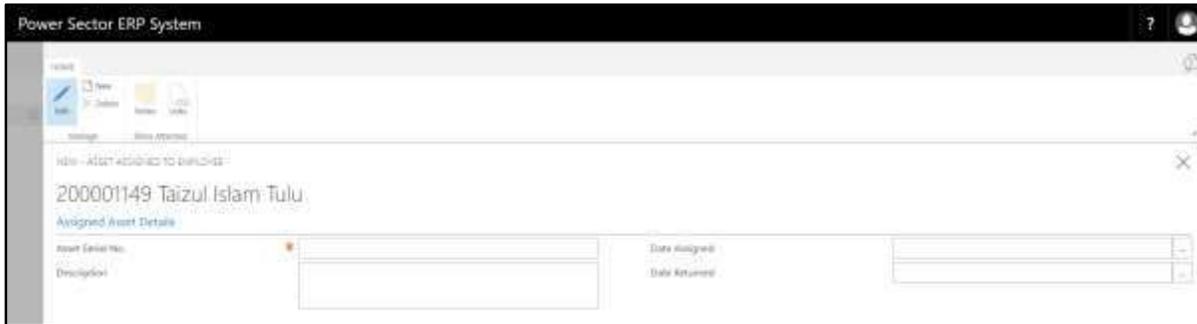
Asset Assigned to Employee List page will be appeared as below.



II. Choose "New" to add new asset information.



Asset Information Card page will be appeared as below.



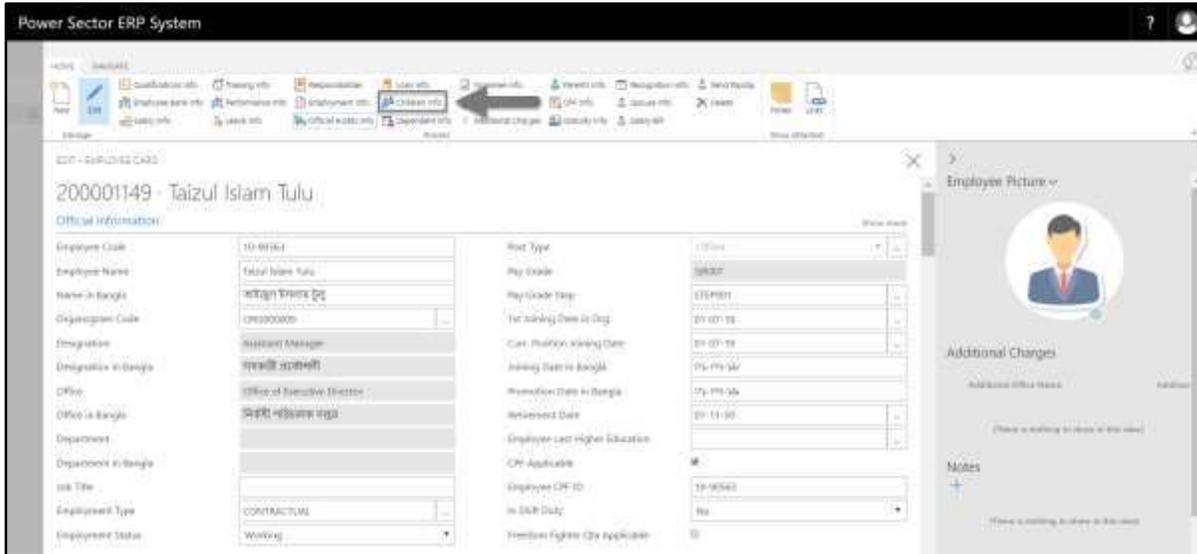
Provide the following information

1. Provide **Assets Serial No.** here.
 - **Assets Serial No.: 123456890**
2. Provide **Assets Description.**
 - **Assets Description: Personal Computer**
3. Choose **Date Assigned** from calendar by clicking on button.
 - **Date Assigned: 01-07-19**
4. Choose **Date Returned** from calendar by clicking on button.
 - **Date Returned: 01-07-22**

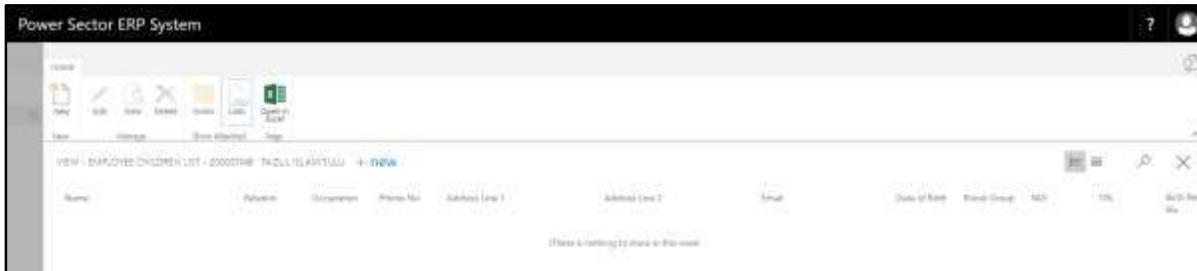


HR-303.11: Add Employee Children Information

I. Choose **Children Info tab** to open Employee Children List page:



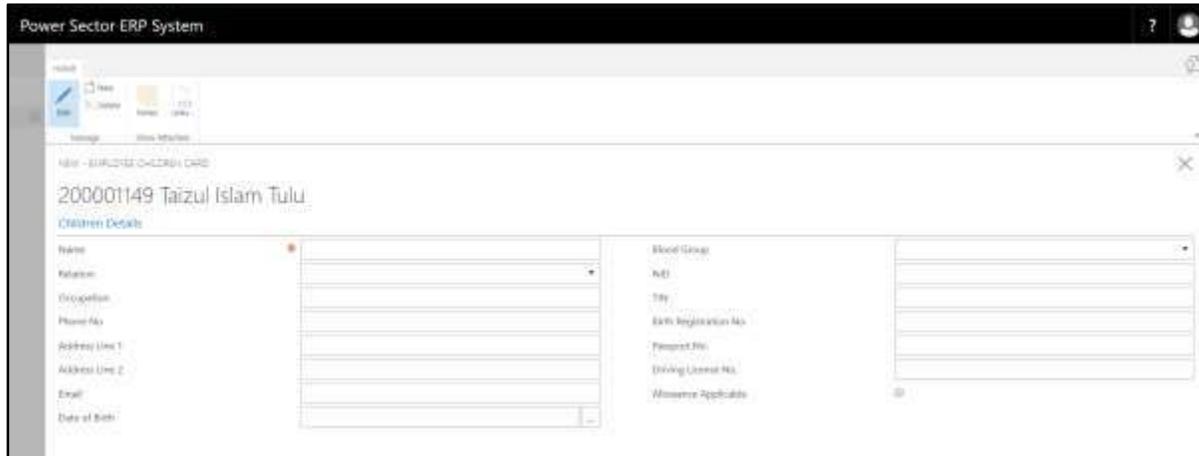
Employee Children List page will be appeared as below.



II. Choose **"New"** to add new children information.



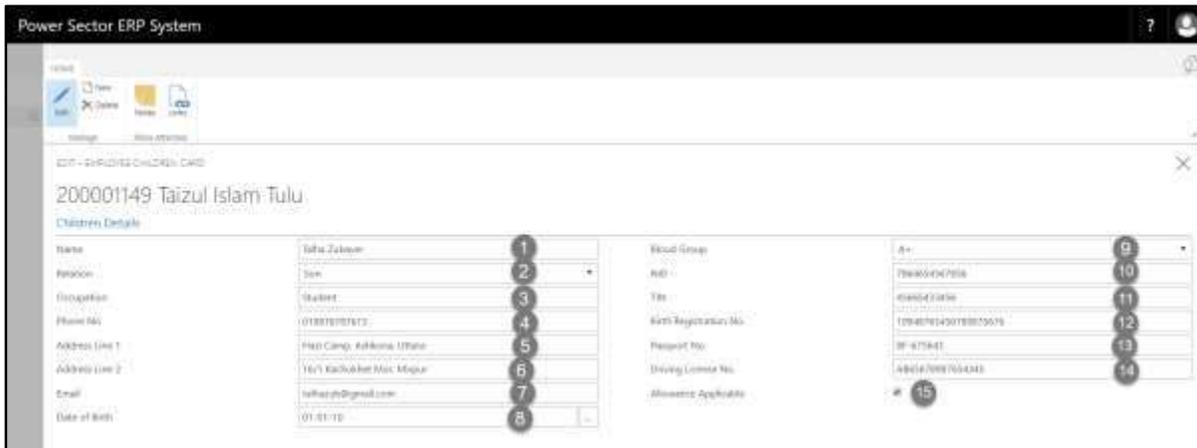
Employee Children Card page will be appeared as below.



Provide the following information

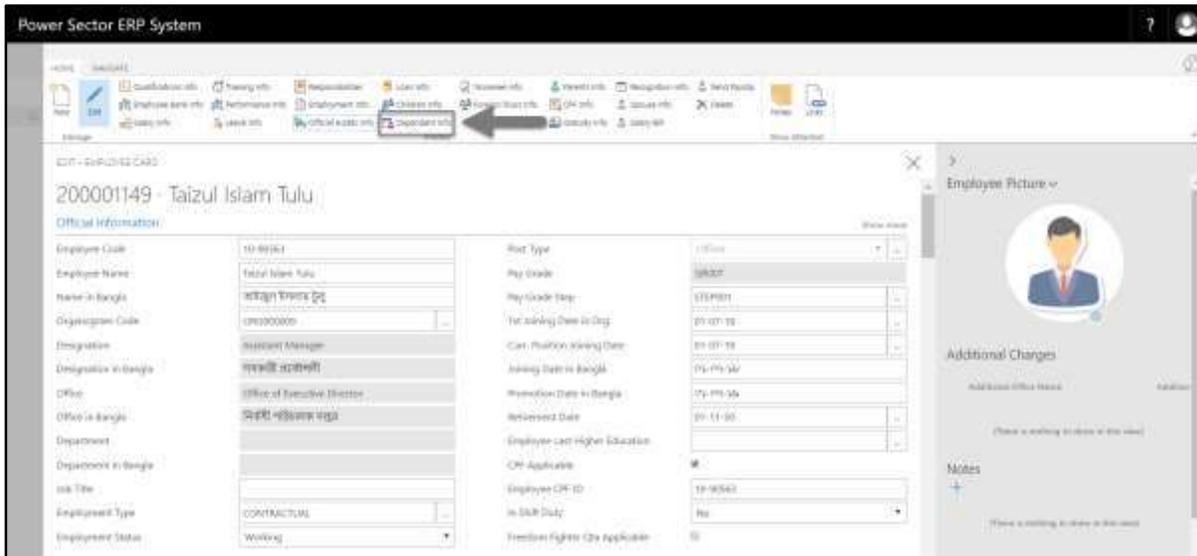
1. Provide **Children Name** here.
 - **Children Name: Talha Zubayer**
2. Define the **Relation** from dropdown by clicking on  button.
 - **Relation: Son**
3. Provide **Children Occupation** here.
 - **Children Occupation: Student**
4. Provide **Phone Number** of children if applicable.
 - **Phone Number: 019876787673**
5. Provide **Address Line 1** here.
 - **Address Line 1: Hazi Camp, Ashkona, Uttara**
6. Provide **Address Line 2** here.
 - **Address Line 2: 16/1 Kachukhet Mor, Mirpur**
7. Provide **Email** of children, if applicable.
 - **Email: talhazub@gmail.com**
8. Choose **Date of Birth** from calendar by clicking on  button.
 - **Date of Birth: 01-01-10**

9. Choose **Blood Group** from dropdown by clicking on  button.
 - **Blood Group: A+**
10. Provide **National Identification Card** information here if applicable.
 - **National Identification Card: 7864654567856**
11. Provide **Tax Identification Number** here if applicable.
 - **Tax Identification Number: 45665433456**
12. Provide **Birth Registration No.** here.
 - **Birth Registration No.: 19948765456789875676**
13. Provide **Passport No.** here.
 - **Passport No.: BF-675643**
14. Provide **Driving License No.** here, if applicable.
 - **Driving License No.: AB65678987654345**
15. Select **Allowance Applicable** checkbox, if applicable.

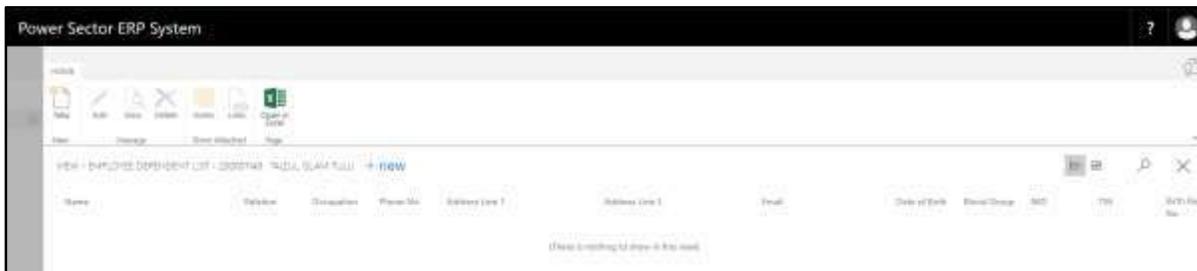


HR-303.12: Add Employee Dependent Information

I. Choose **Dependent Info tab** to open Employee Dependent List page:



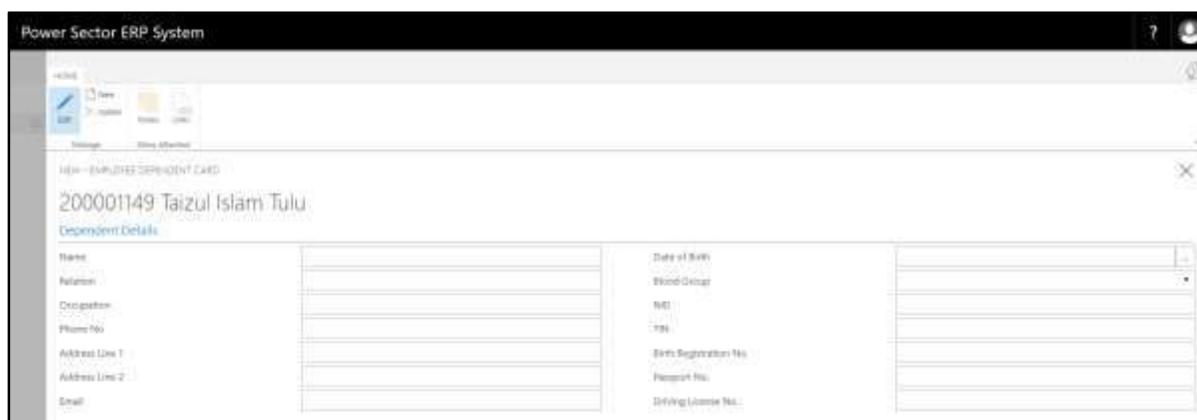
Employee Dependent List page will be appeared as below.



II. Choose **"New"** to add new dependent information.



Employee Dependent Card page will be appeared as below.



Provide the following information

1. Provide **Dependent Name** here.
 - **Dependent Name: Raisul Islam Bulu**
2. Define the **Relation**.
 - **Relation: Brother**
3. Provide **Dependent Occupation** here.
 - **Dependent Occupation: Unemployed**
4. Provide **Phone Number** of Dependent.
 - **Phone Number: 015787389769**
5. Provide **Address Line 1** here.
 - **Address Line 1: Hazi Camp, Ashkona, Uttara**
6. Provide **Address Line 2** here.
 - **Address Line 2: 16/1 Kachukhet Mor, Mirpur**
7. Provide **Email** of Dependent, if applicable.
 - **Email: bulu098@gmail.com**
8. Choose **Date of Birth** from calendar by clicking on button.
 - **Date of Birth: 09-09-95**
9. Choose **Blood Group** from dropdown by clicking on button.
 - **Blood Group: A+**

10. Provide **National Identification Card** information here, if applicable.

- **National Identification Card: 7864654567857**

11. Provide **Tax Identification Number** here, if applicable.

- **Tax Identification Number: 45665433457**

12. Provide **Birth Registration No.** here.

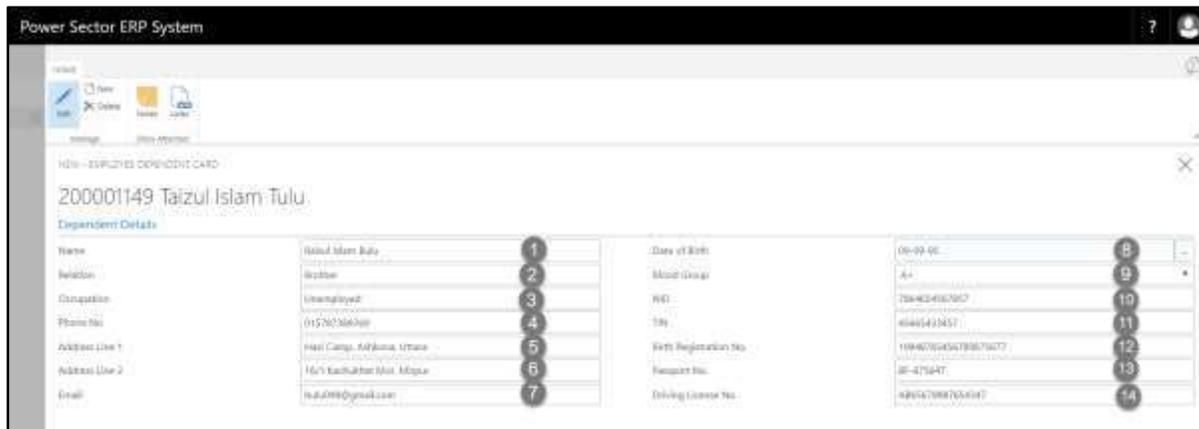
- **Birth Registration No.: 19948765456789875677**

13. Provide **Passport No.** here. If applicable.

- **Passport No.: BF-675647**

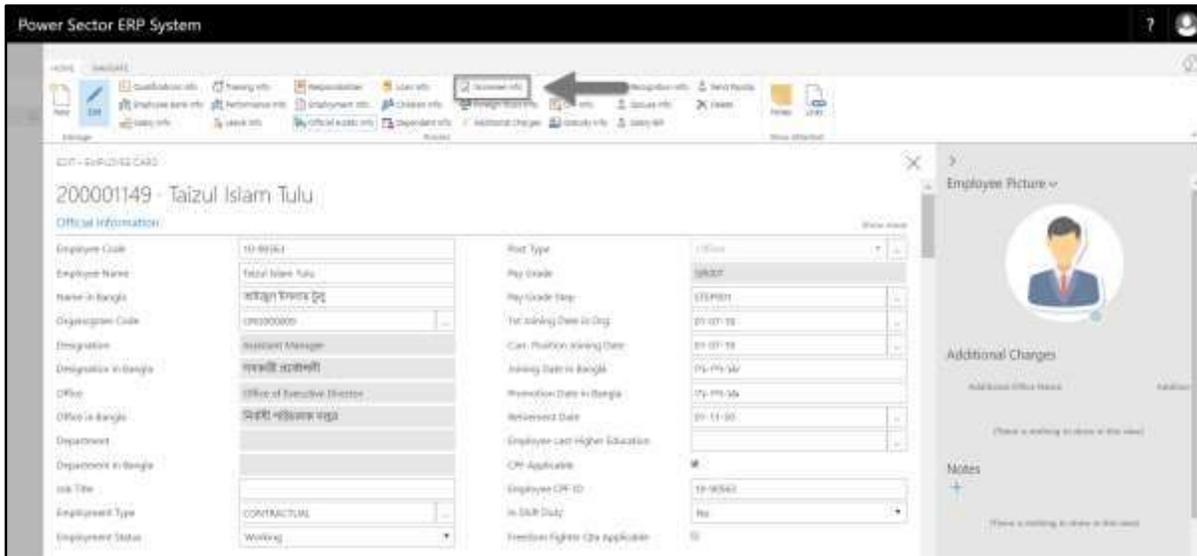
14. Provide **Driving License No.** here, if applicable.

- **Driving License No.: AB65678987654347**



HR-303.13: Add Employee Nominee Information

I. Choose **Nominee Info tab** to open Employee Nominee List page:



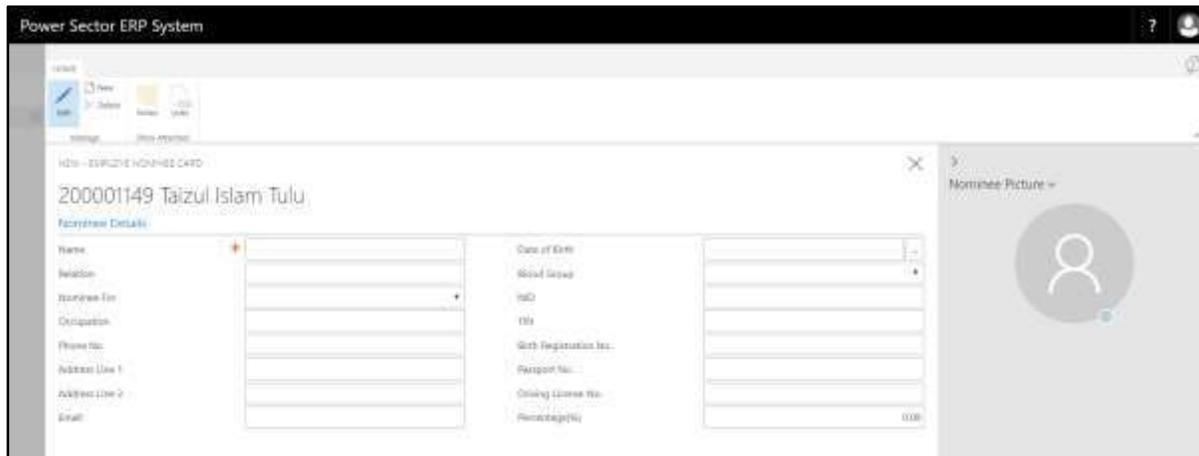
Employee Nominee List page will be appeared as below.



II. Choose **"New"** to add new nominee information.



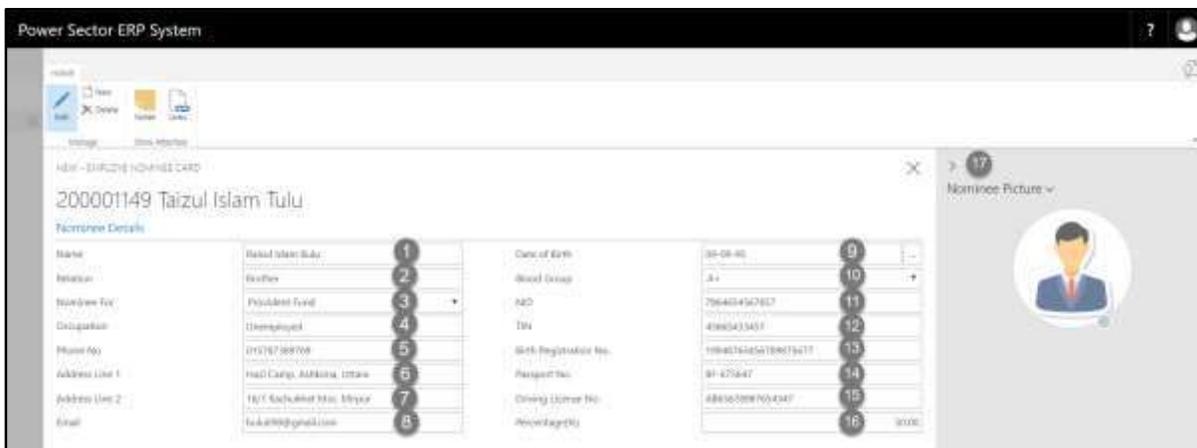
Employee Nominee Card page will be appeared as below.



Provide the following information

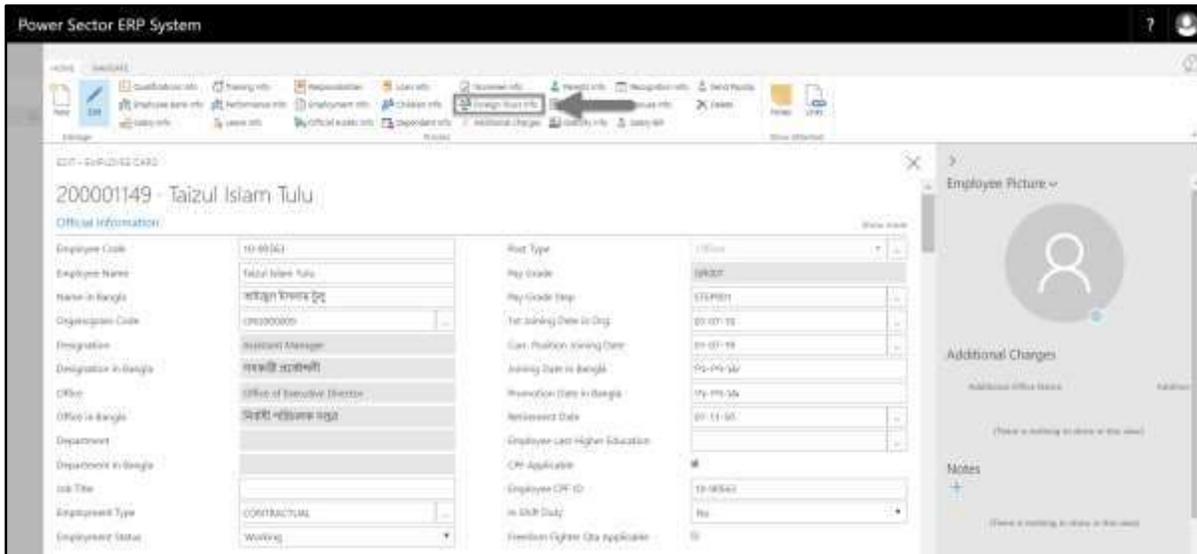
1. Provide **Nominee Name** here.
 - **Nominee Name: Raisul Islam Bulu**
2. Define the **Relation**.
 - **Relation: Brother**
3. Choose **Nominee For** from dropdown by clicking on  button.
 - **Nominee For: Provident Fund**
4. Provide **Nominee Occupation** here.
 - **Nominee Occupation: Unemployed**
5. Provide **Phone Number** of Nominee.
 - **Phone Number: 015787389769**
6. Provide **Address Line 1** here.
 - **Address Line 1: Hazi Camp, Ashkona, Uttara**
7. Provide **Address Line 2** here.
 - **Address Line 2: 16/1 Kachukhet Mor, Mirpur**
8. Provide **Email** of Nominee, if applicable.
 - **Email: bulu098@gmail.com**

9. Choose **Date of Birth** from calendar by clicking on  button.
 - **Date of Birth: 09-09-95**
10. Choose **Blood Group** from dropdown by clicking on  button.
 - **Blood Group: A+**
11. Provide **National Identification** card information here, if applicable.
 - **National Identification: 7864654567857**
12. Provide **Tax Identification Number** here, if applicable.
 - **Tax Identification Number: 45665433457**
13. Provide **Birth Registration No.** here.
 - **Birth Registration No.: 19948765456789875677**
14. Provide **Passport No.** here. If applicable.
 - **Passport No.: BF-675647**
15. Provide **Driving License No.** here, if applicable.
 - **Driving License No.: AB65678987654347**
16. Define the **Percentage Rate** here.
 - **Percentage Rate: 50.00**
17. Insert **Nominee Picture** here.

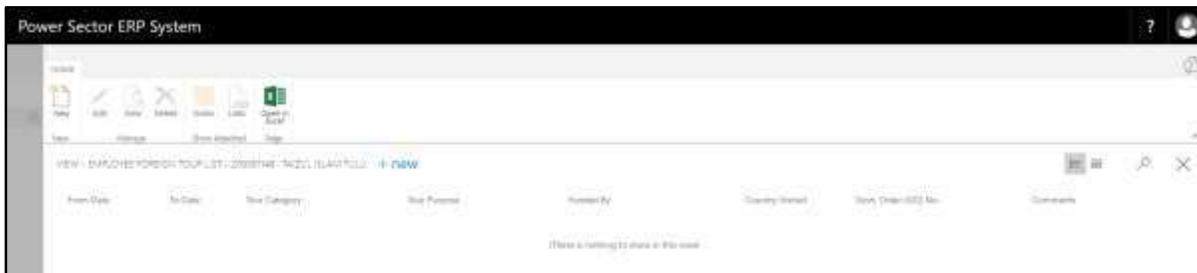


HR-303.14: Add Employee Foreign Tour Information

I. Choose **Foreign Tour Info tab** to open Employee Foreign Tour List page:



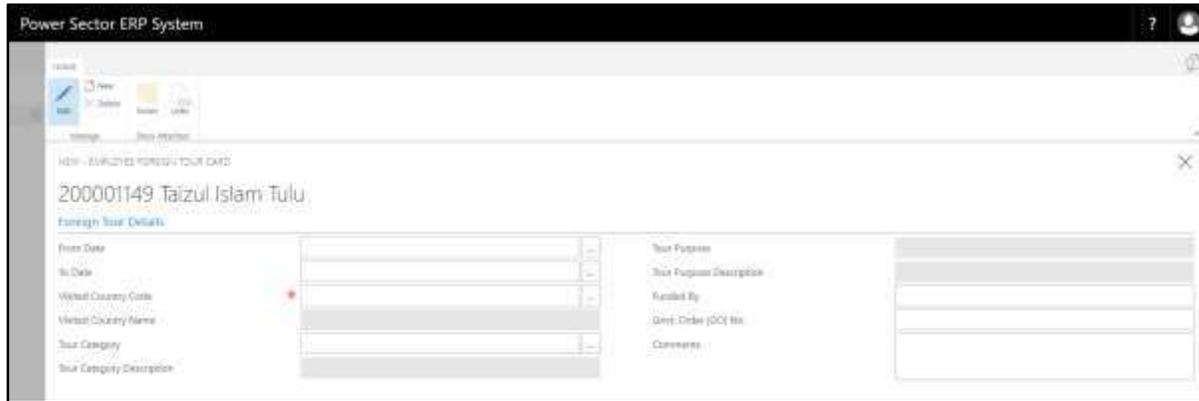
Employee Foreign Tour List page will be appeared as below.



II. Choose **"New"** to add new foreign tour information.



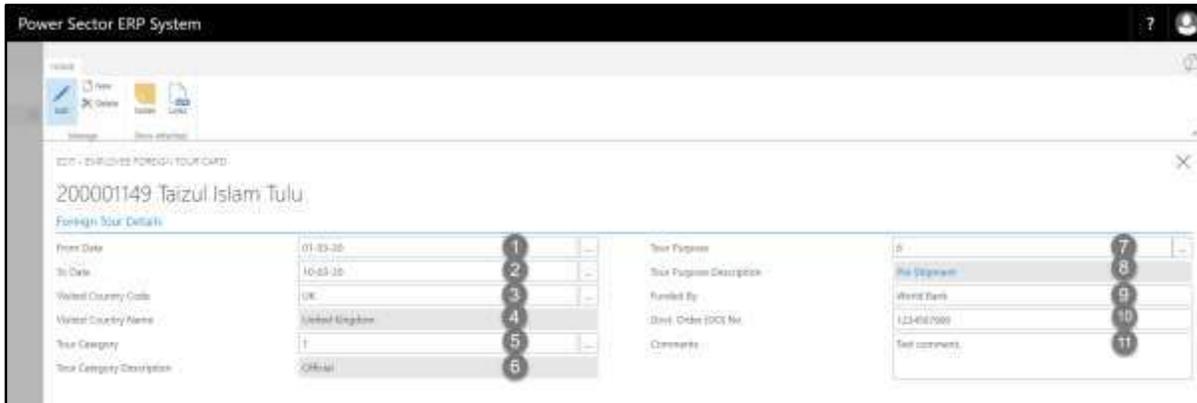
Employee Foreign Tour Card page will be appeared as below.



Provide the following information

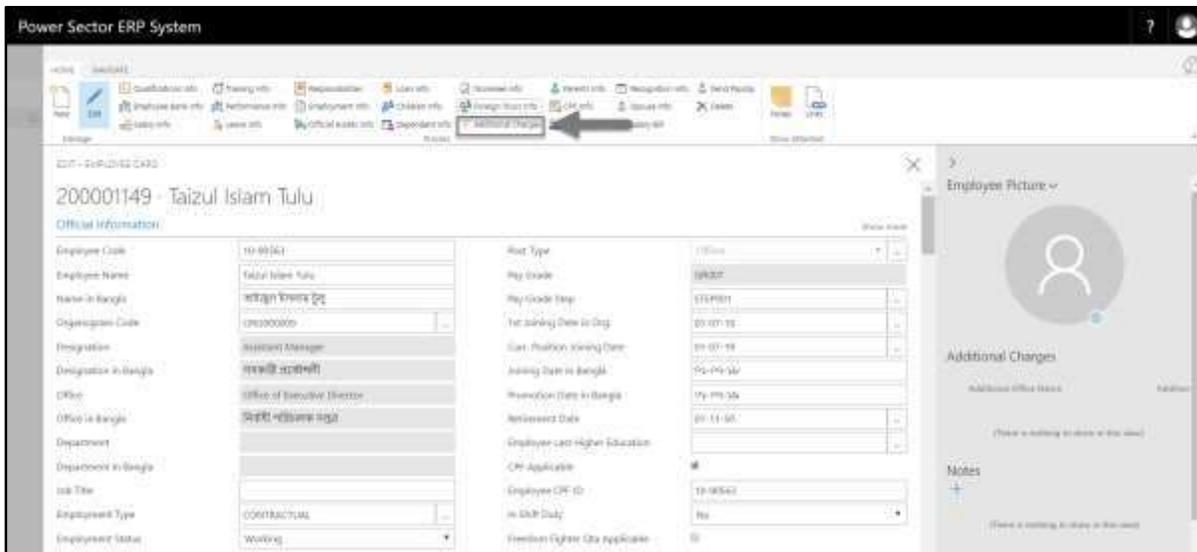
1. Choose **From Date** from calendar by clicking on button.
 - **From Date: 01-03-20**
2. Choose **To Date** from calendar by clicking on button.
 - **To Date: 10-03-20**
3. Choose **Visited Country Code** from dropdown by clicking on button.
 - **Visited Country Code: UK**
4. **Visited Country Name** will be populated by the system based on selected Visited Country Code.
 - **Visited Country Name: United Kingdom**
5. Choose **Tour Category** from dropdown by clicking on button.
 - **Tour Category: 1**
6. **Tour Category Description** will be populated by the system based on selected Tour Category.
 - **Tour Category Description: Official**
7. Choose **Tour Purpose** from dropdown by clicking on button.
 - **Tour Purpose: 7**
8. **Tour Purpose Description** will be populated by the system based on selected Tour Purpose.

- **Tour Purpose Description: Pre Shipment**
9. Provide **Funded By** mentioning who funded the tour.
- **Funded By: World Bank**
10. Provide Govt. Order (GO) No.
- **Govt. Order (GO) No.: 1234567890**
11. Provide **Comments**, if any.
- **Comments: Test comment**

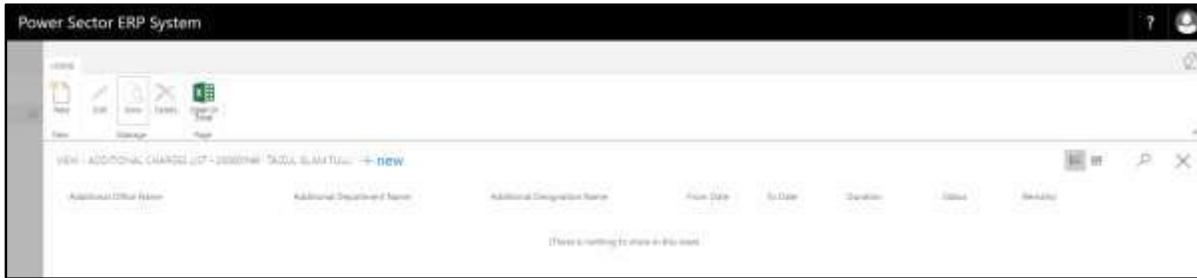


HR-303.15: Add Employee Additional Charges Information

- I. Choose **Additional Charges tab** to open Employee Additional Charges List page:



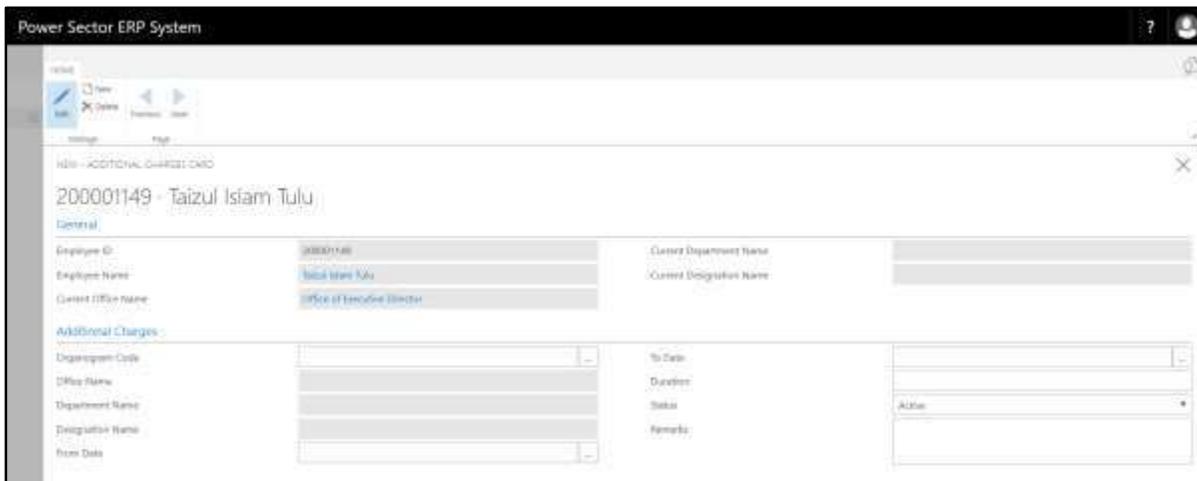
Employee Additional Charges List page will be appeared as below.



II. Choose "New" to add new additional charges information.



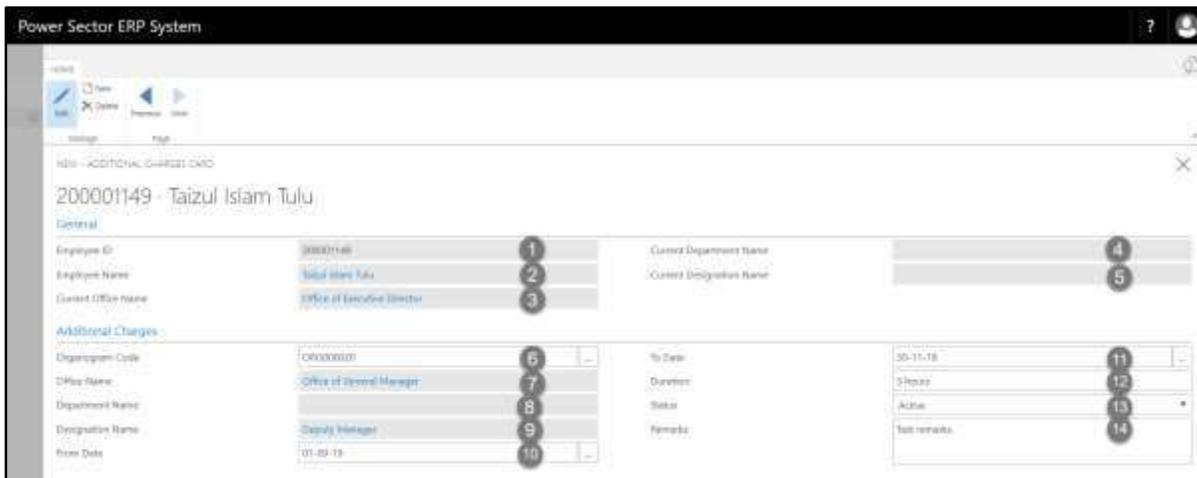
Employee Additional Charges Card page will be appeared as below.



Provide the following information

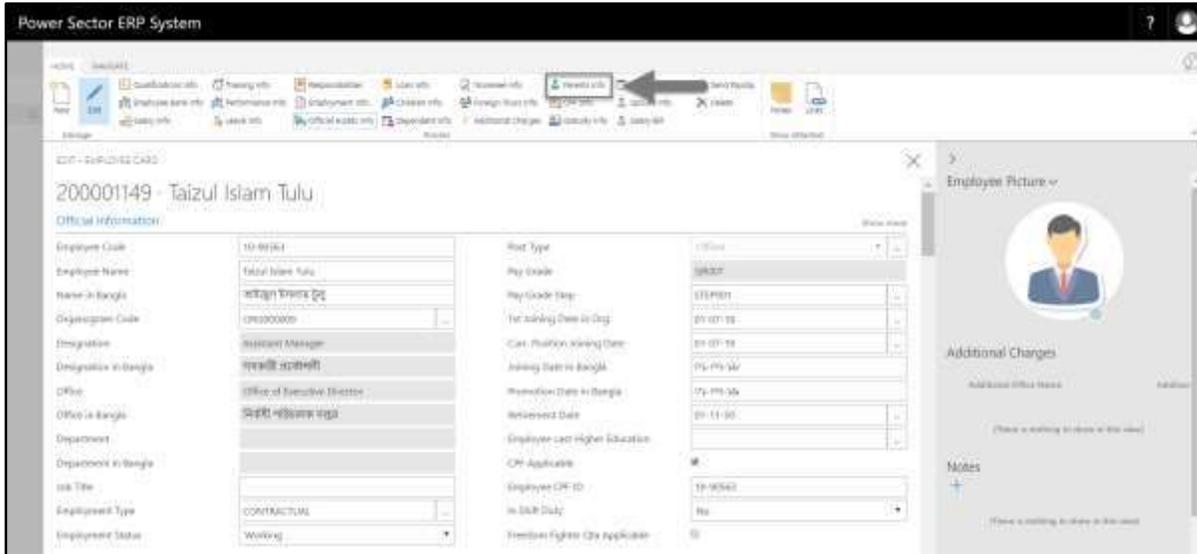
1. **Employee ID** will be populated by the system.
2. **Employee Name** will be populated by the system.
3. **Current Office Name** will be populated by the system.
4. **Current Department Name** will be populated by the system.

5. **Current Designation Name** will be populated by the system.
6. Choose **Organogram** from dropdown by clicking on button.
 - **Organogram: ORG000020**
7. **Office Name** will be populated by the system based on selected Organogram.
8. **Department Name** will be populated by the system based on selected Organogram.
9. **Designation Name** will be populated by the system based on selected Organogram.
10. Choose **From Date** from calendar by clicking on button.
 - **From Date: 01-09-19**
11. Choose **To Date** from calendar by clicking on button.
 - **To Date: 30-11-19**
12. Provide **Duration** of Additional Charges.
 - **Duration: 3 Months**
13. Choose **Status** from dropdown by clicking on button.
 - **Status: Active**
14. Provide **Remarks** here, if any.
 - **Remarks: Test remarks**

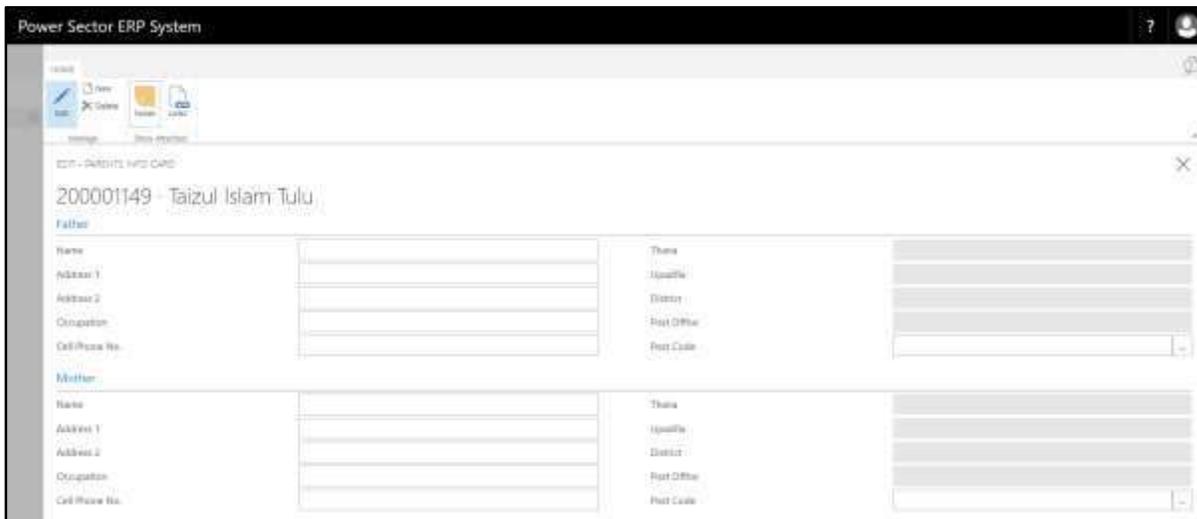


HR-303.16: Add Employee Parents Information

I. Choose **Parents Info tab** to open Employee Parents Info Card page:



Employee Parents Info Card page will be appeared as below.



Provide the following information

a. Father's Information:

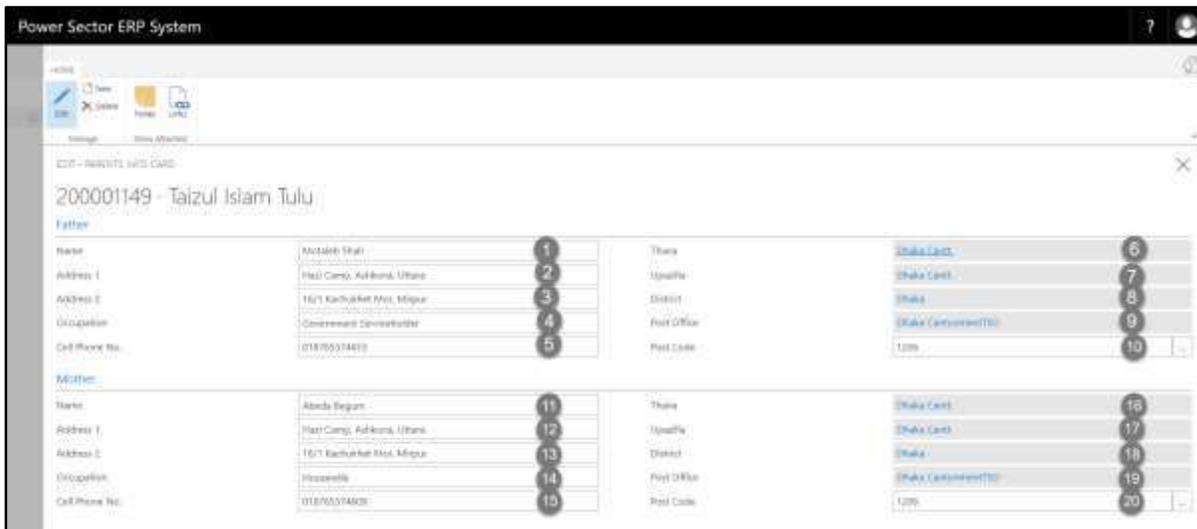
1. Provide employees **Father's Name** here.
 - **Father's Name: Motaleb Shah**
2. Provide **Address 1** information.

- **Address 1: Hazi Camp, Ashkona, Uttara**
3. Provide **Address 2** information.
 - **Address 2: 16/1 Kachukhet Mor, Mirpur**
 4. Provide **Occupation** of employee's father here.
 - **Occupation: Government Serviceholder**
 5. Provide **Cell Phone No.** of employee's father here.
 - **Cell Phone No.: 018765374653**
 6. **Thana** will be populated by the system based on selected Post Code.
 - **Thana: Dhaka Cantt.**
 7. **Upazilla** will be populated by the system based on selected Post Code.
 - **Upazilla: Dhaka Cantt.**
 8. **District** will be populated by the system based on selected Post Code.
 - **District: Dhaka**
 9. **Post Office** will be populated by the system based on selected Post Code.
 - **Post Office: Dhaka CantonmentTSO**
 10. Choose **Post Code** from dropdown by clicking on button.
 - **Post Code: 1206**

b. Mother's Information:

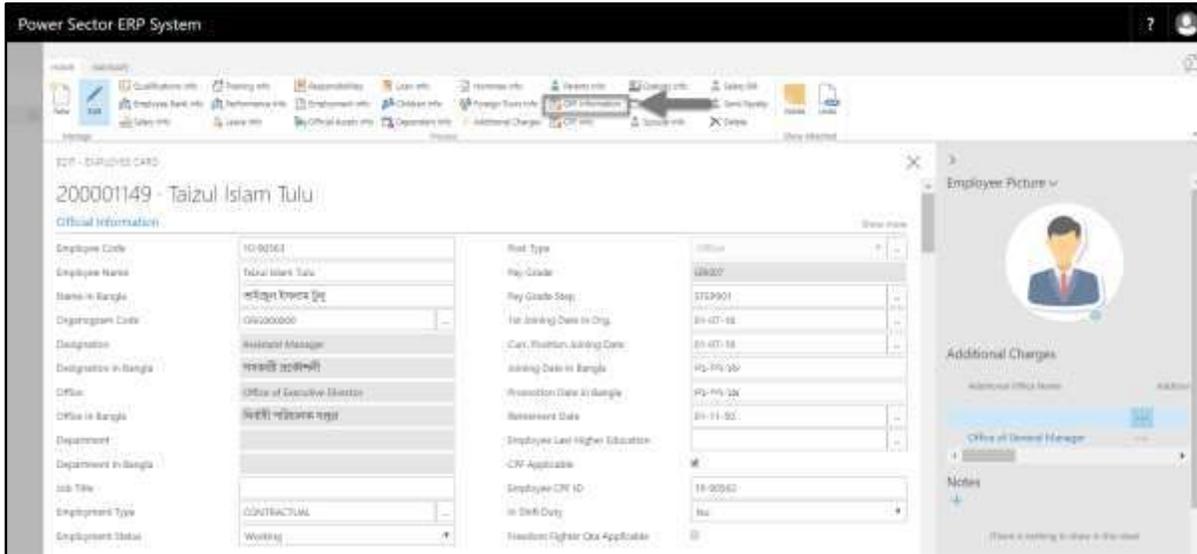
11. Provide employees **Mother's Name** here.
 - **Mother's Name: Abeda Begum**
12. Provide **Address 1** information.
 - **Address 1: Hazi Camp, Ashkona, Uttara**
13. Provide **Address 2** information.
 - **Address 2: 16/1 Kachukhet Mor, Mirpur**
14. Provide **Occupation** of employee's mother here.
 - **Occupation: Housewife**
15. Provide **Cell Phone No.** of employee's mother here.
 - **Cell Phone No.: 018765374609**
16. **Thana** will be populated by the system based on selected Post Code.

- **Thana: Dhaka Cantt.**
17. **Upazilla** will be populated by the system based on selected Post Code.
- **Upazilla: Dhaka Cantt.**
18. **District** will be populated by the system based on selected Post Code.
- **District: Dhaka**
19. **Post Office** will be populated by the system based on selected Post Code.
- **Post Office: Dhaka CantonmentTSO**
20. Choose **Post Code** from dropdown by clicking on button.
- **Post Code: 1206**

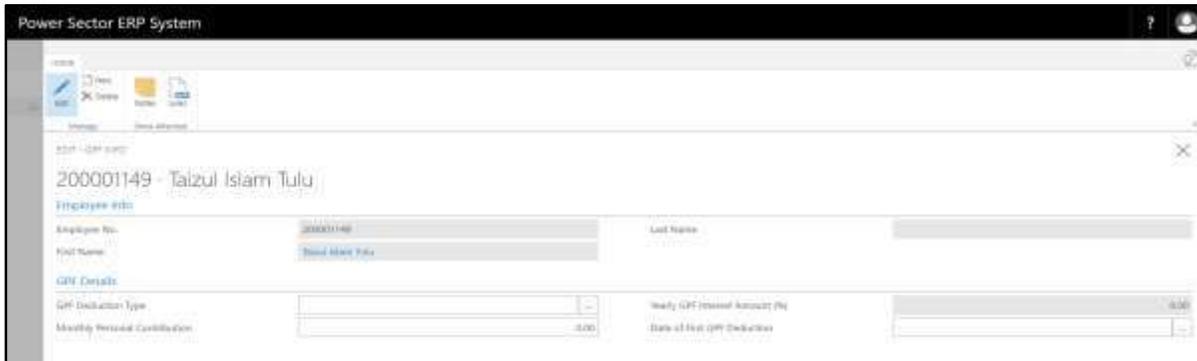


HR-303.17: Add Employee GPF Information

I. Choose **GPF Info tab** to open Employee GPF Information page:



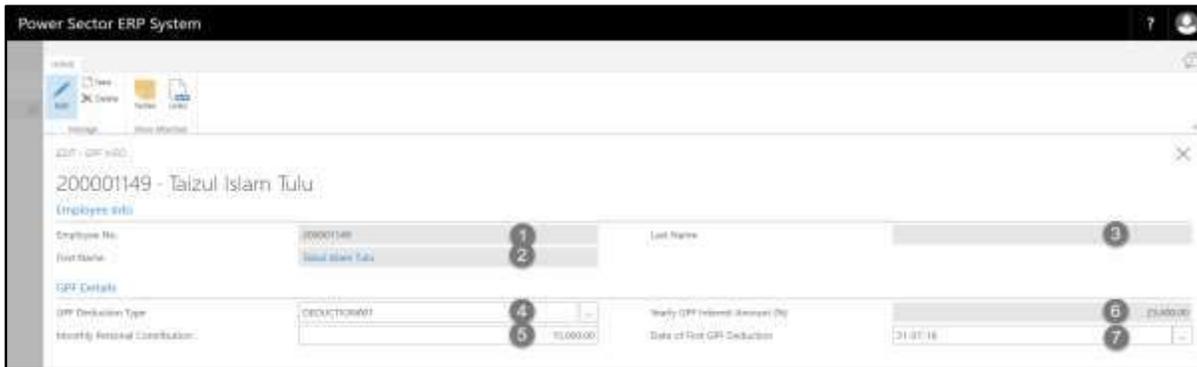
Employee GPF Information page will be appeared as below.



Provide the following information

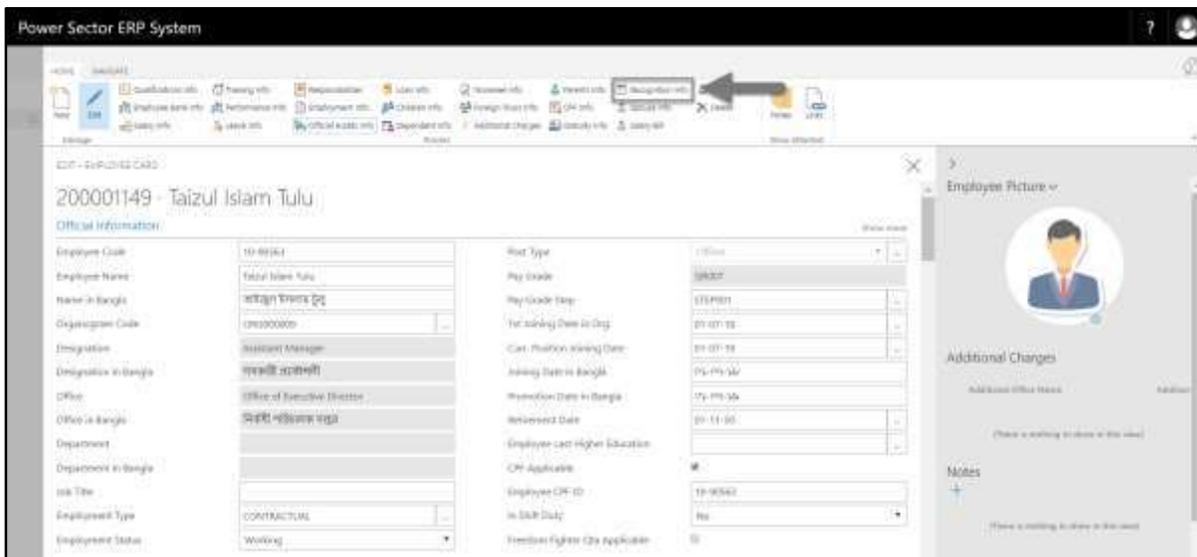
1. **Employee No** will be populated by the system.
2. **First Name** will be populated by the system.
3. **Last Name** will be populated by the system.
4. Choose **GPF Deduction Type** from dropdown by clicking on button.
 - **GPF Deduction Type: DEDUCTION001**
5. Provide **Monthly Personal Contribution** here.

- **Monthly Personal Contribution: 15,000.00**
6. **Yearly GPF Interest Amount (%)** will be populated by the system based on selected GPF Deduction Type.
- **Yearly GPF Interest Amount (%): 23,400.00**
7. Choose **Date of First GPF Deduction** from calendar by clicking on  button.
- **Date of First GPF Deduction: 31-07-18**

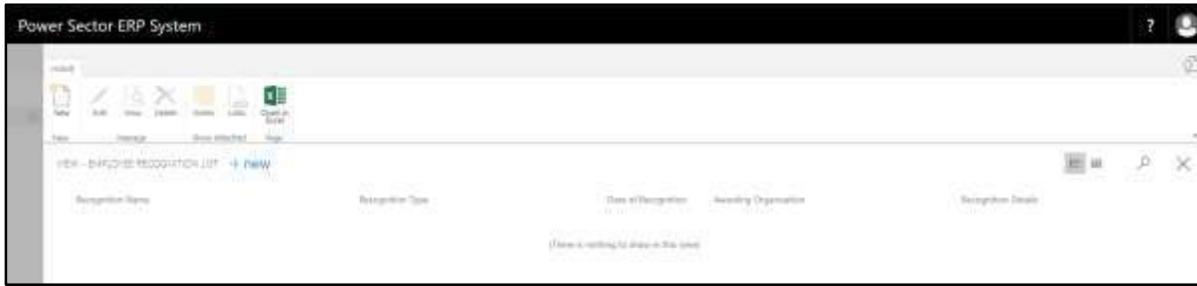


HR-303.18: Add Employee Recognition Information

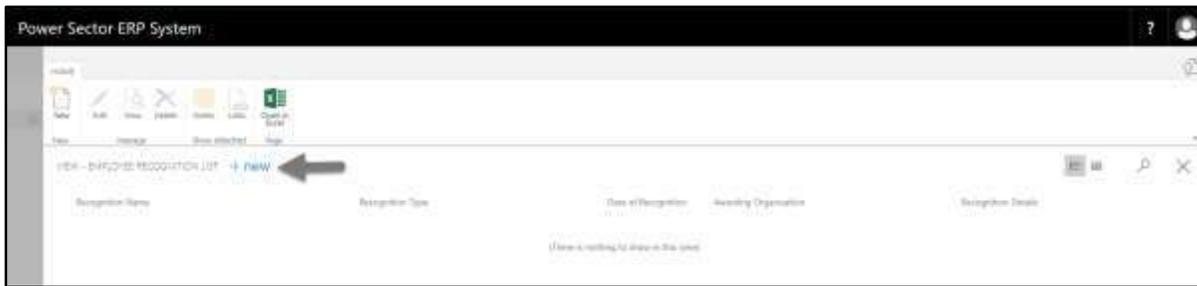
- I. Choose **Recognition Info tab** to open Employee Recognition List page:



Employee Recognition List page will be appeared as below.



II. Choose "New" to add new recognition information.



Employee Recognition Card page will be appeared as below.



Provide the following information

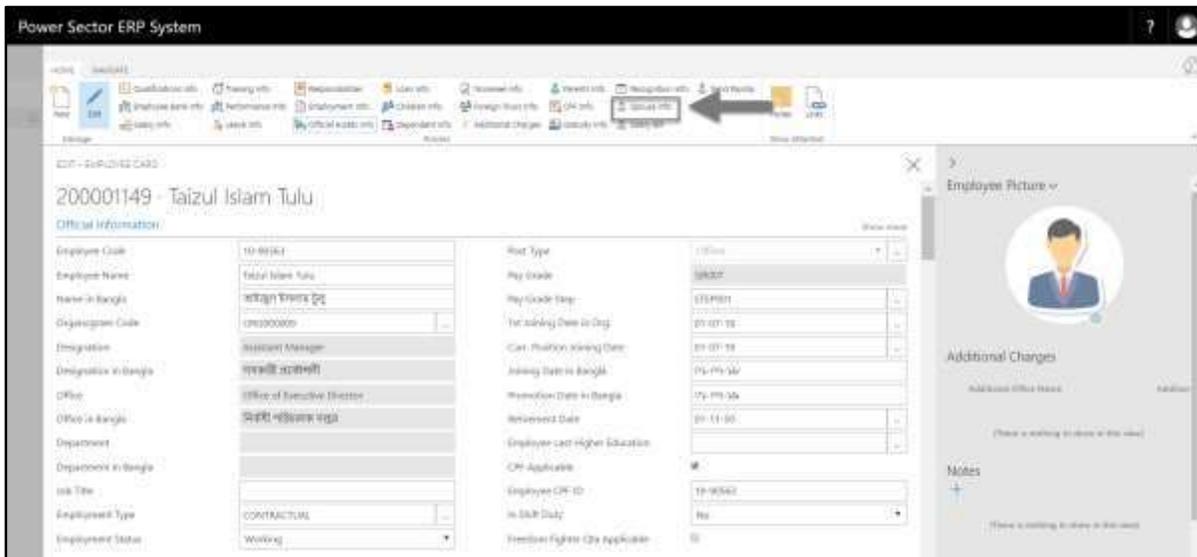
1. Provide **Recognition Name** here.
 - **Recognition Name: Leadership Award**
2. Provide **Recognition Type** here.
 - **Recognition Type: Personal**
3. Choose **Date of Recognition** from calendar by clicking on button.
 - **Date of Recognition: 05-01-20**
4. Provide **Awarding Organization** here.

- **Awarding Organization: University of Dhaka**
5. Provide **Recognition Details** here.
- **Recognition Details: Test detail**



HR-303.19: Add Employee Spouse Information

- I. Choose **Spouse Info** tab to open Employee Spouse List page:



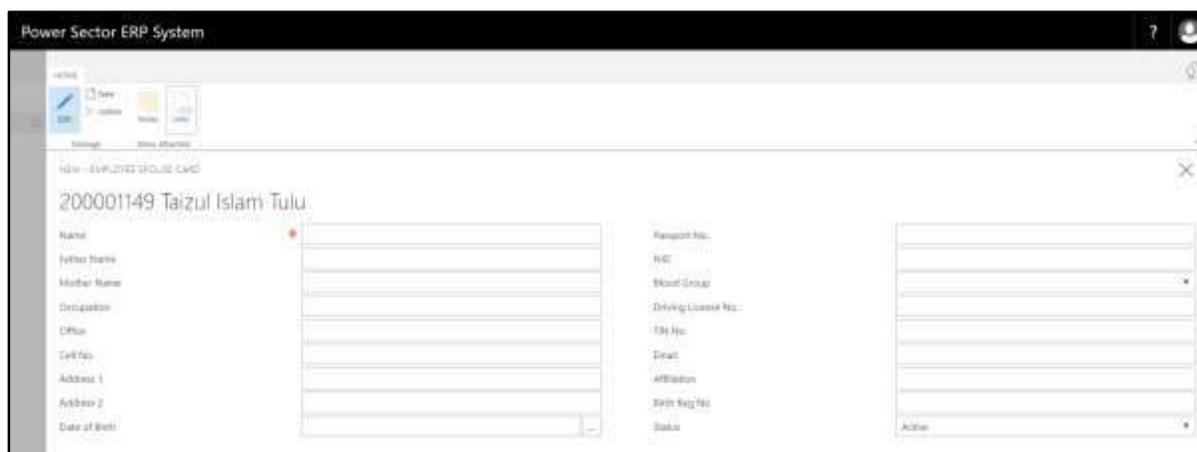
Employee Spouse List page will be appeared as below.



II. Choose "New" to add new spouse information.



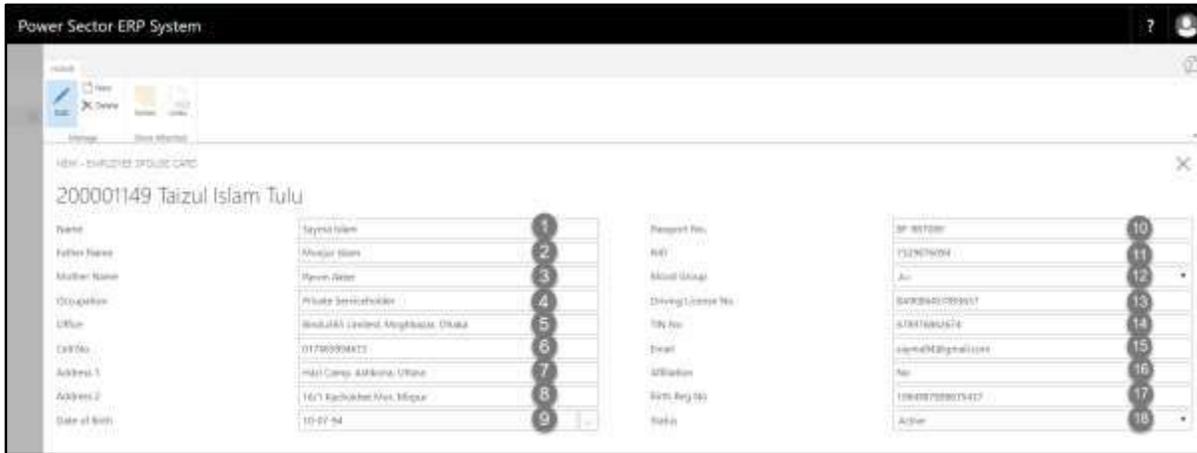
Employee Spouse Card page will be appeared as below.



Provide the following information

1. Provide **Spouse Name** here.
 - **Spouse Name: Sayma Islam**
2. Provide **Father's Name** of employee's spouse.
 - **Father's Name: Monjur Islam**
3. Provide **Mother's Name** of employee's spouse.
 - **Mother's Name: Parvin Akter**
4. Provide **Spouse Occupation** here.
 - **Spouse Occupation: Private Serviceholder**
5. Provide **Office** of the spouse here.
 - **Office: Bindu365 Limited, Moghbazar, Dhaka**
6. Provide **Cell Number** of spouse.

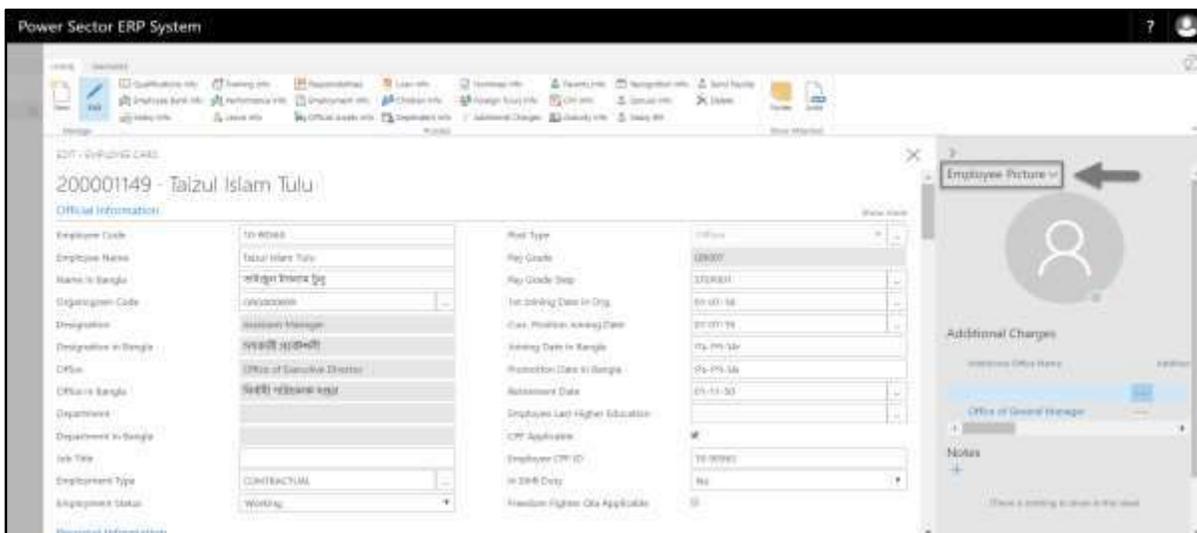
- **Cell Number: 017865894673**
7. Provide **Address Line 1** here.
- **Address Line 1: Hazi Camp, Ashkona, Uttara**
8. Provide **Address Line 2** here.
- **Address Line 2: 16/1 Kachukhet Mor, Mirpur**
9. Choose **Date of Birth** from calendar by clicking on button.
- **Date of Birth: 10-07-94**
10. Provide **Passport No.** here. If applicable.
- **Passport No.: BF-987089**
11. Provide **National Identification Card** information here, if applicable.
- **National Identification Card: 7329876094**
12. Choose **Blood Group** from dropdown by clicking on button.
- **Blood Group: A+**
13. Provide **Driving License No.** here, if applicable.
- **Driving License No.: BA9086457893657**
14. Provide **Tax Identification Number** here, if applicable.
- **Tax Identification Number: 678976862674**
15. Provide **Email** of spouse, if applicable.
- **Email: sayma94@gmail.com**
16. Provide **Affiliation** here.
- **Affiliation: No**
17. Provide **Birth Registration No.** here.
- **Birth Registration No.: 1994987898675437**
18. Choose **Status** from dropdown by clicking on button.
- **Status: Active**



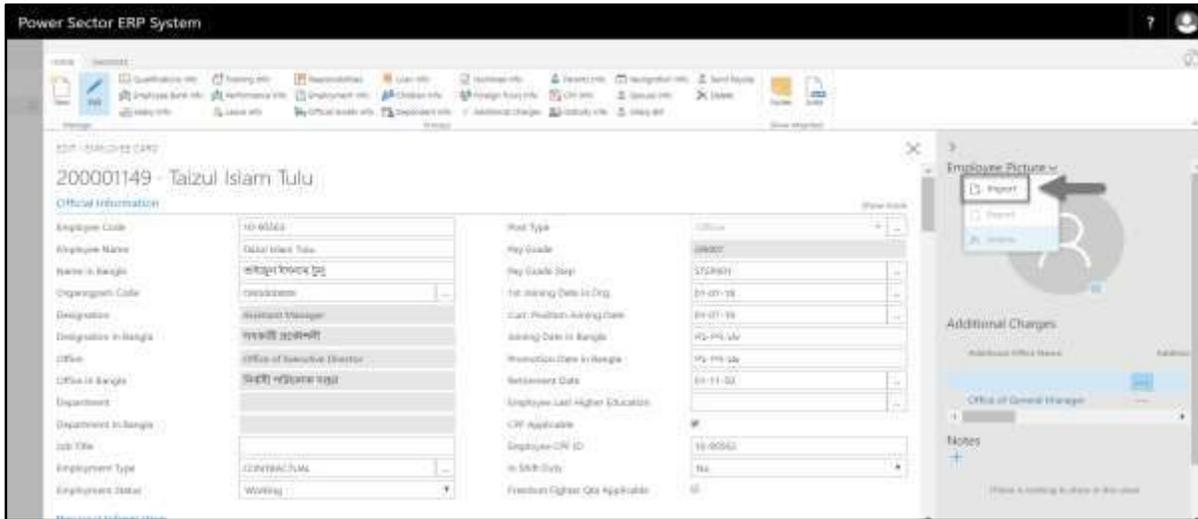
HR-303.20: Upload Employee Picture

To upload employee picture, follow the steps described below.

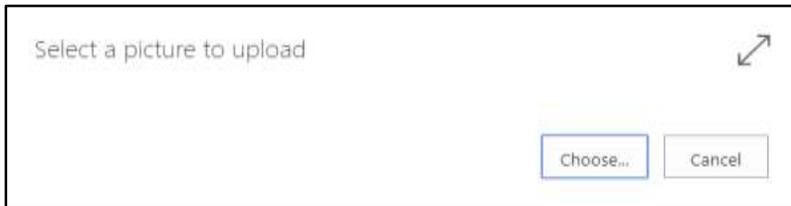
- I. Choose **Employee Picture** to upload a picture in **Employee Card** page, as below



II. Choose **Import** to upload a picture.



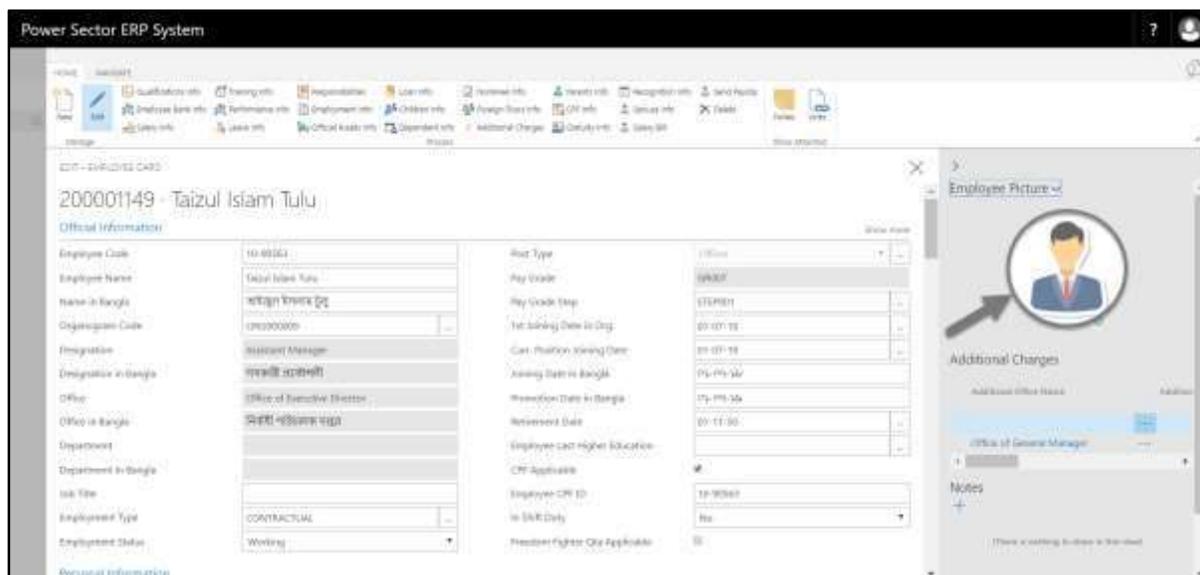
The following pop up will be appeared as below.



III. Hit choose button to import employee picture from hard disk.



IV. Choose picture from the hard disk, then it will be appeared to the Employee Card page.



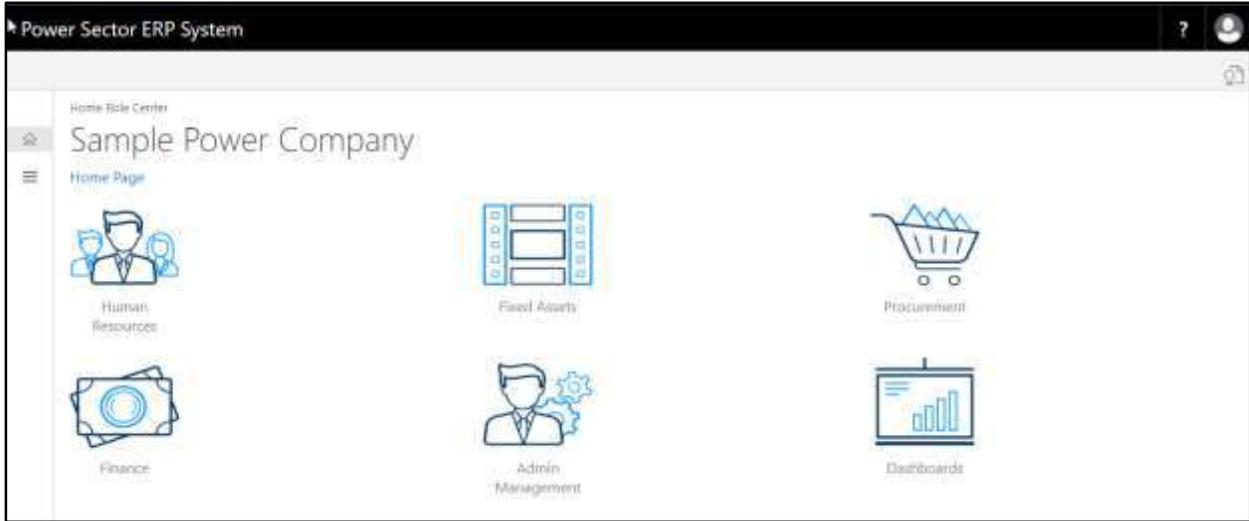
Note

Picture size should be less than 1 MB.

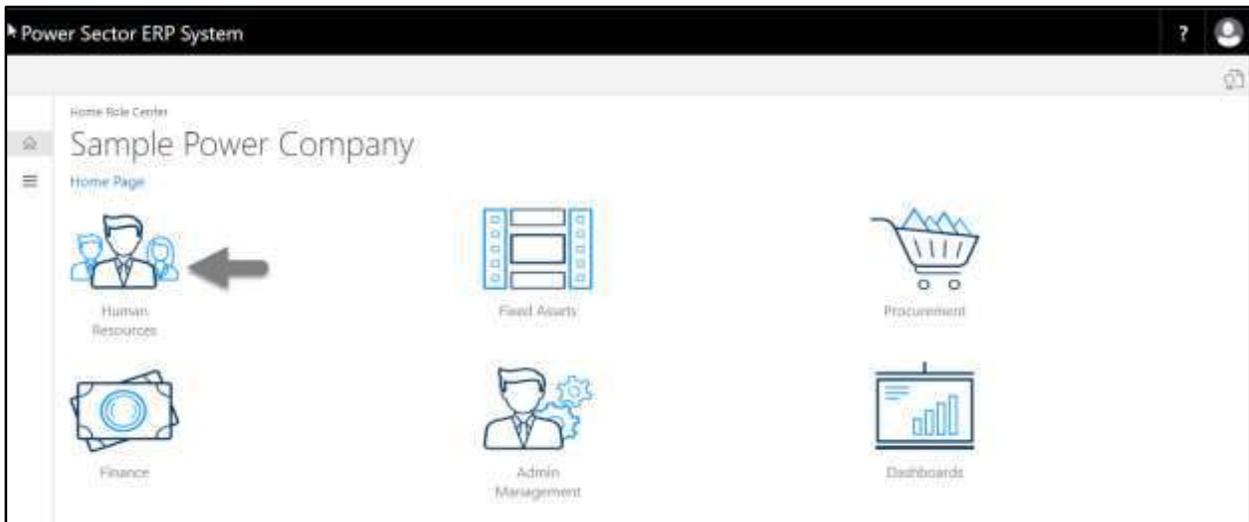
HR-303.21: Add Loan Info

To initiate loan process, follow the steps described below.

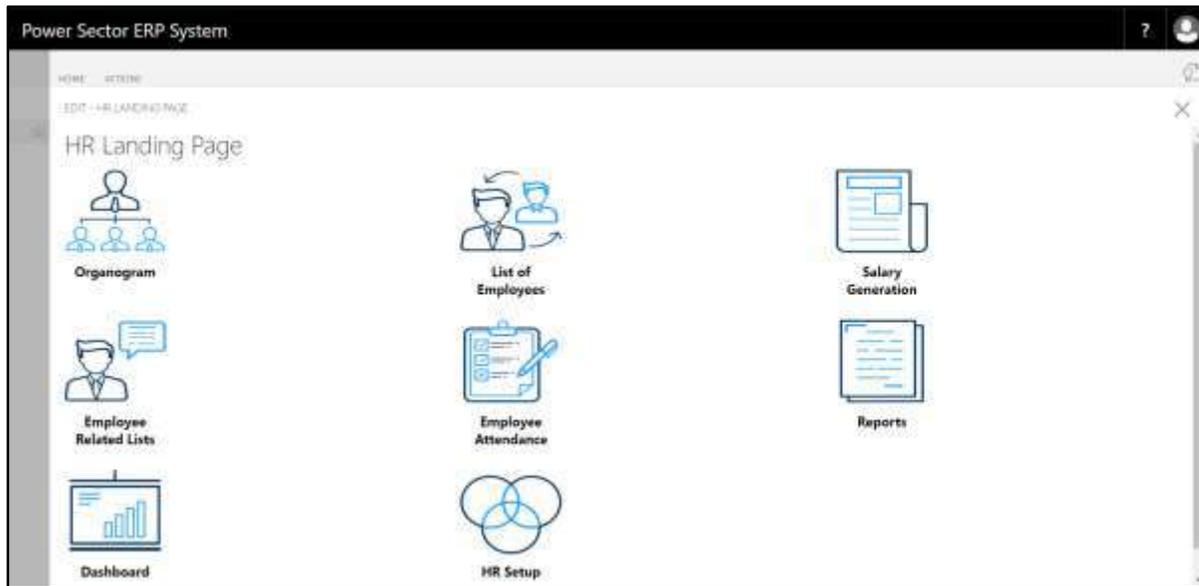
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the **“Human Resources”** icon.



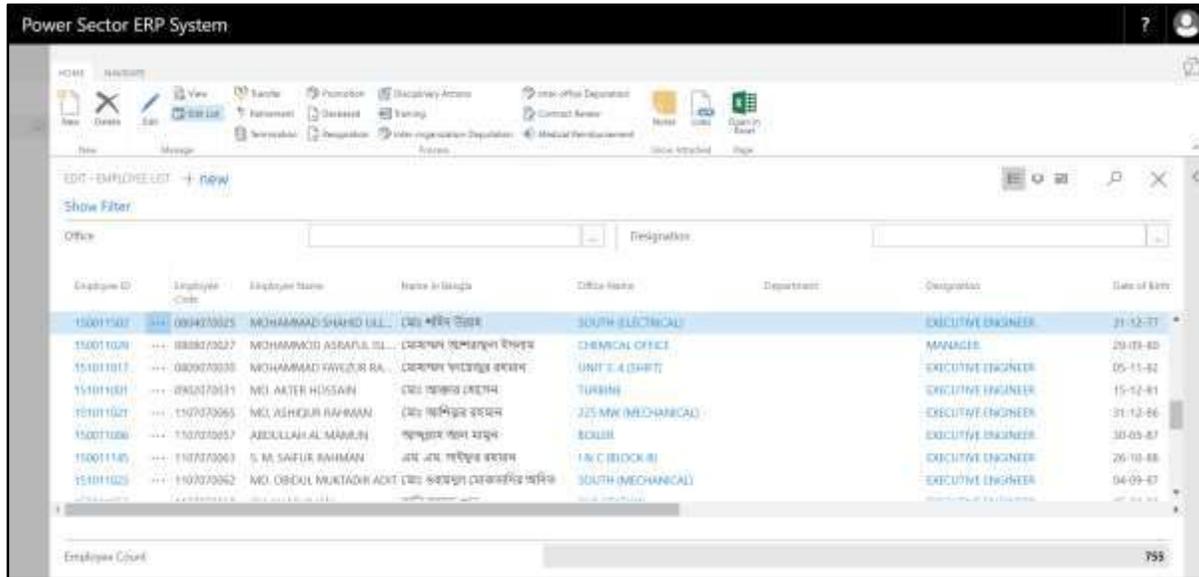
HR Landing Page will be appeared as below



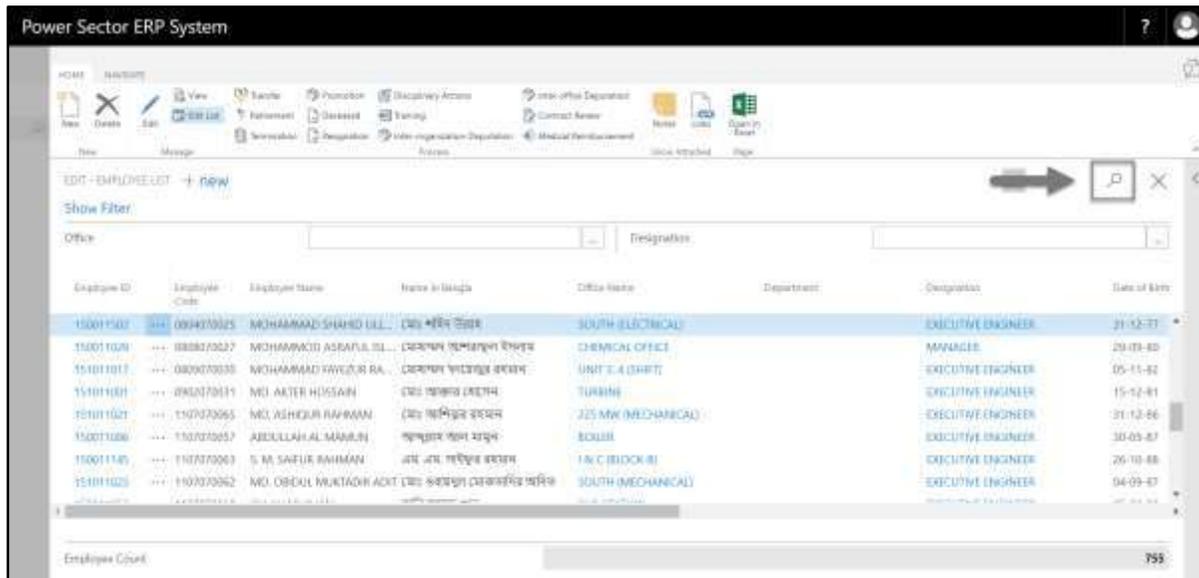
C. Choose the "List of Employee" icon in the HR Landing Page.



The following **Employee List Page** will be appeared.

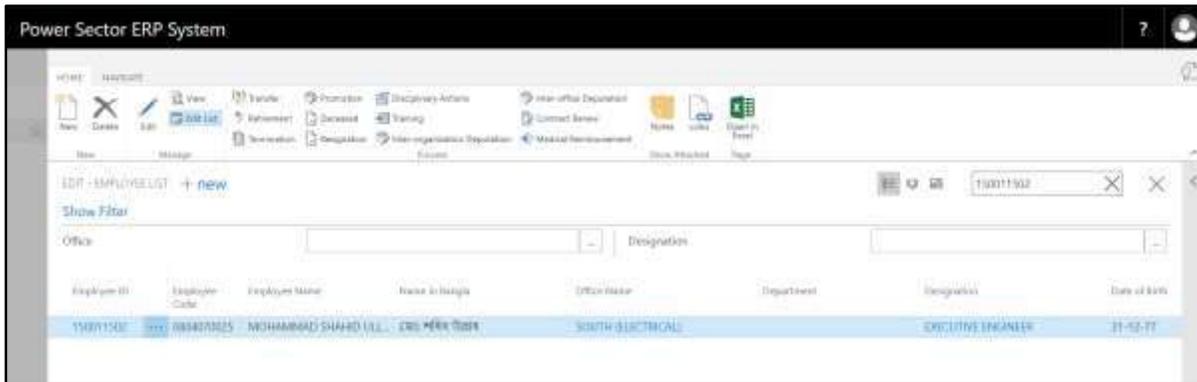


D. Use **search box** to find employee to view employee card.

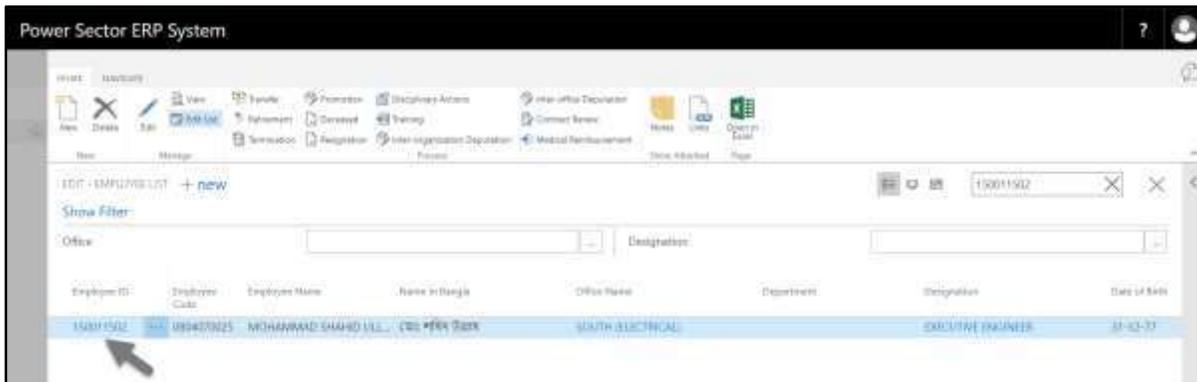


E. Search **Employee** by system ID in Employee List Page.

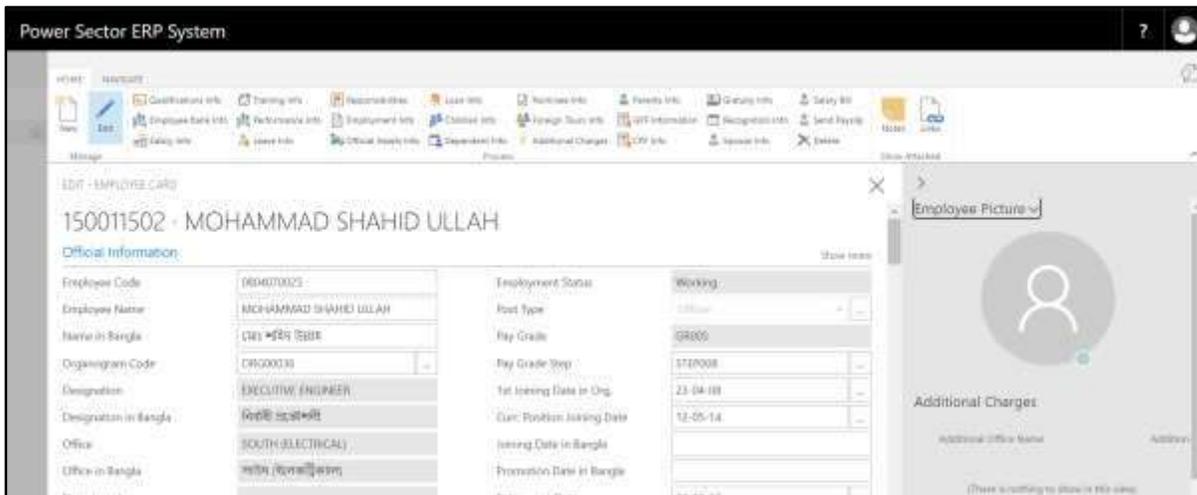
- **Employee ID: 161011879**



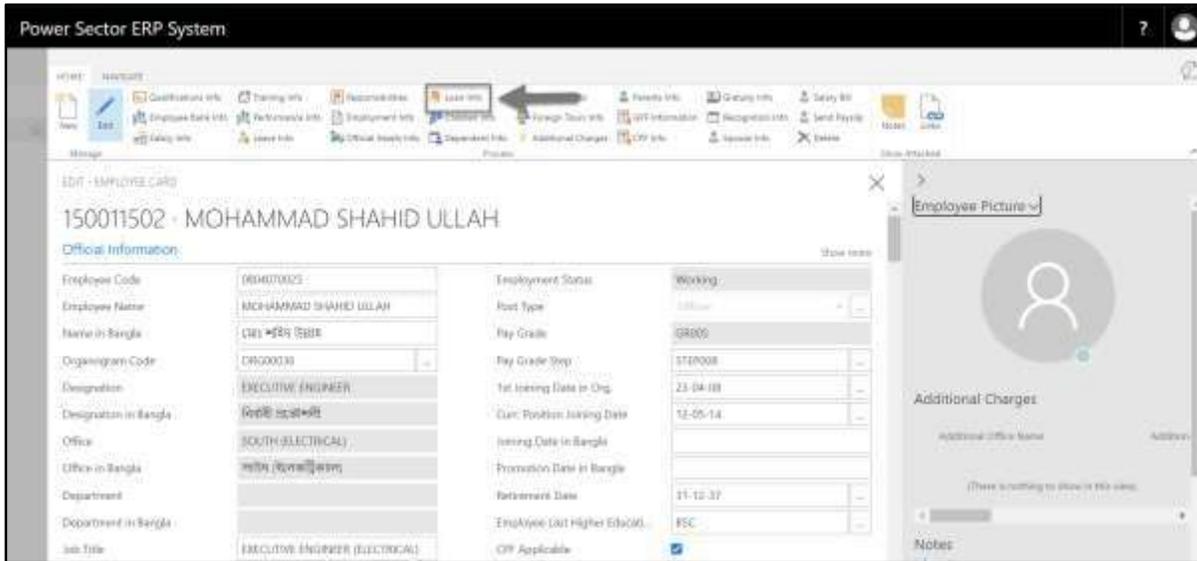
F. Select ID to access the Employee Card page.



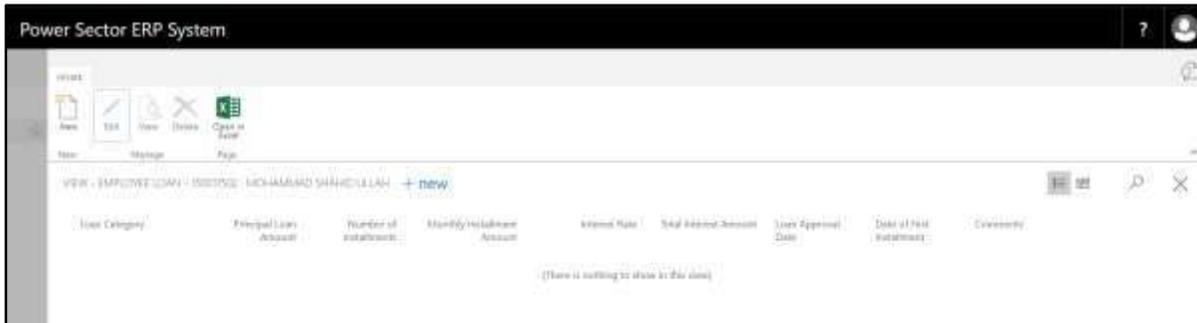
The following **Employee Card page** will be appeared.



G. Choose **Loan Info** to open Loan Info List page:



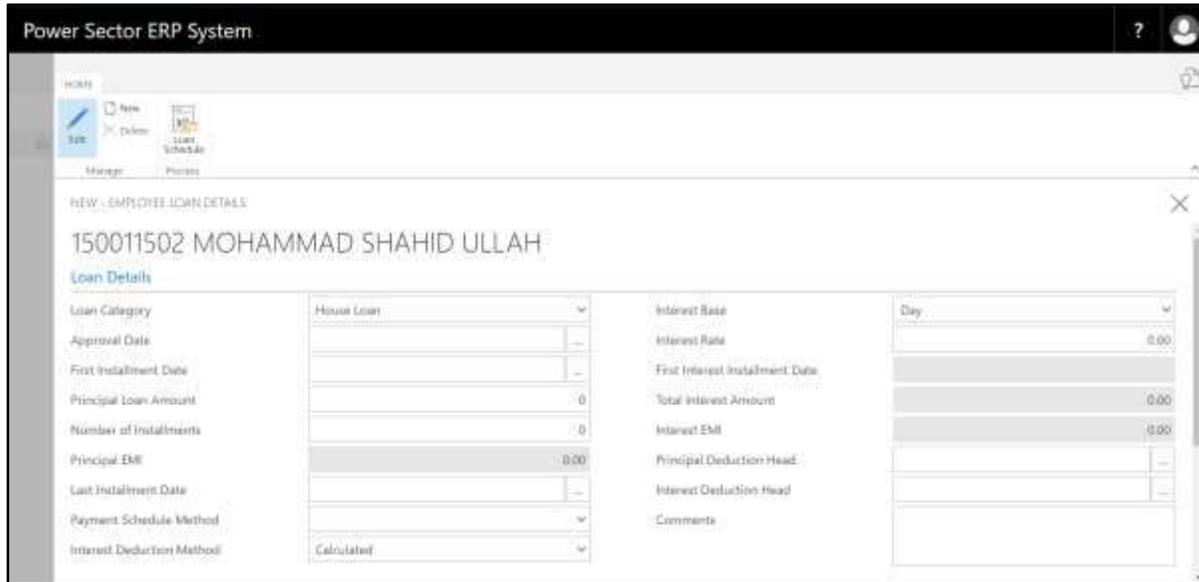
Employee Loan Info page will be appeared as below.



H. Choose **"New"** to add new loan information.



Employee Loan Detail page will be appeared as below.



Provide the following information

16. Choose **Loan Category** from the dropdown by clicking on  button.

- **Loan Category: House Loan**

17. Choose **Approval Date** from calendar by clicking on  button.

- **Approval Date: 09-05-2020**

18. Choose **First Instalment Date** from calendar by clicking on  button.

- **First Instalment Date: 31-05-2020**

19. Provide **Principal Loan Amount** of children if applicable.

- **Principal Loan Amount: 500000**

20. Provide **Number of Instalment** here.

- **Number of Instalment: 24**

21. **Principal EMI** will populated based on Principal Loan Amount and Number of Instalment.

22. **Last Instalment Date** will populated based on Principal Loan Amount and Number of Instalment.

23. Choose **Payment Schedule Method** from the dropdown by clicking on  button.

- **Payment Schedule Method: Principal then Interest**

24. Choose **Interest Deduction Method** from the dropdown by clicking on  button.

- **Interest Deduction Method: Calculated**

25. Choose **Interest Base** from the dropdown by clicking on  button.

- **Interest Base: Day**

26. Provide **Interest Rate** here.

- **Interest Rate: 10.00**

27. **Total Interest Amount** will be populated after clicking Loan Schedule.

28. Choose **Principal Deduction Head** from calendar by clicking on  button.

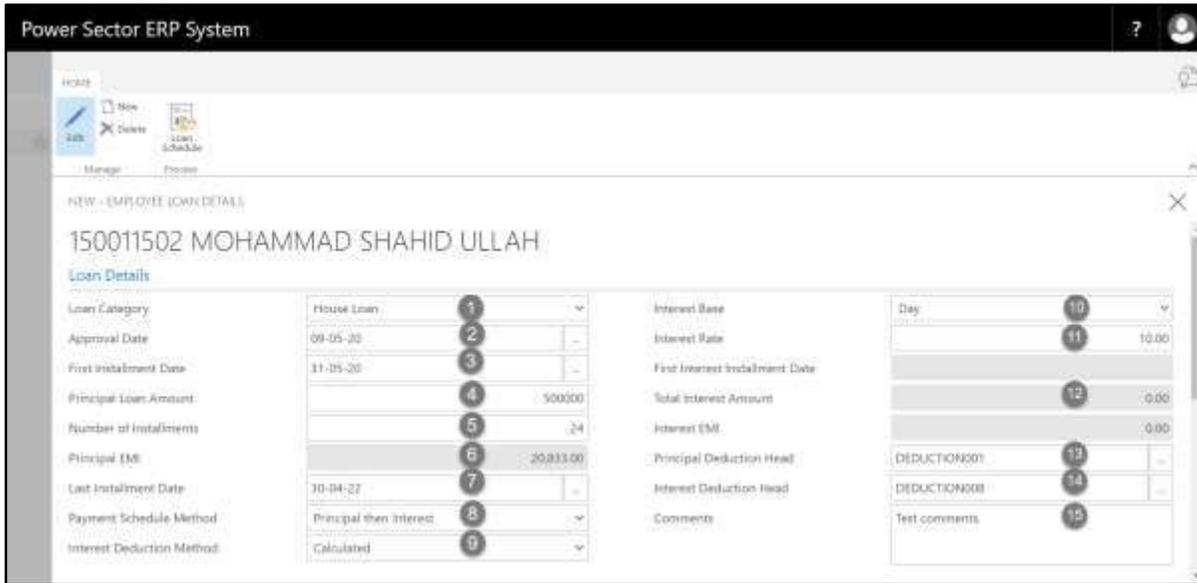
- **Principal Deduction Head: DEDUCTION001**

29. Choose **Interest Deduction Head** from calendar by clicking on  button.

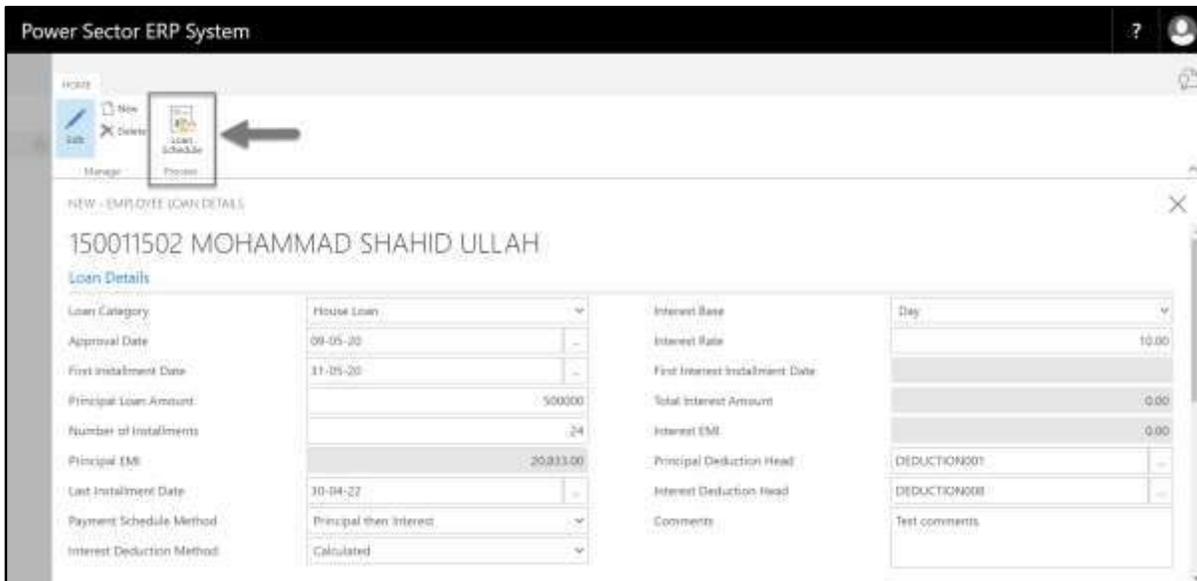
- **Interest Deduction Head: DEDUCTION008**

30. Provide **Comments** here.

- **Comments: Test comments.**



I. After providing all the necessary information, click **Loan Schedule**.



J. Based on choosing Payment Schedule Method, Loan Schedule and Interest Schedule will be created.

The screenshot displays the 'NEW - EMPLOYEE LOAN DETAILS' window in the Power Sector ERP System. It contains two tables: 'Loan Schedule' and 'Interest Schedule'.

Loan Schedule Serial No.	Schedule Period	Period Difference	Period Difference Unit	Principal Payable	Total Deduction	Balance	Next Date	Status
1st Installment	May 2020	23	Days	2,083.00	5,225.00	4,97,947.00		Unpaid
2nd Installment	Jun 2020	31	Days	2,083.00	6,164.00	4,95,544.00		Unpaid
3rd Installment	Jul 2020	31	Days	2,083.00	6,283.00	4,93,731.00		Unpaid
4th Installment	Aug 2020	31	Days	2,083.00	6,302.00	4,91,442.00		Unpaid

Loan Schedule Serial No.	Schedule Period	Outstanding Interest	Total Deduction	Balance	Next Date	Status
1st Installment	May 2020	3,26,110.00	2,083.00	4,95,627.00		Unpaid
2nd Installment	Jun 2020	4,96,027.00	2,083.00	4,96,544.00		Unpaid
3rd Installment	Jul 2020	4,96,944.00	2,083.00	4,94,861.00		Unpaid
4th Installment	Aug 2020	4,94,061.00	2,083.00	4,92,778.00		Unpaid
5th Installment	Sep 2020	4,90,778.00	2,083.00	4,90,495.00		Unpaid

Below information of Loan Schedule will be populated after creating loan schedule.

The screenshot displays the 'NEW - EMPLOYEE LOAN DETAILS' window in the Power Sector ERP System. It contains two tables: 'Loan Schedule' and 'Interest Schedule'. An arrow points to the first row of the 'Loan Schedule' table.

Loan Schedule Serial No.	Schedule Period	Period Difference	Period Difference Unit	Principal Payable	Total Deduction	Balance	Next Date	Status
1st Installment	May 2020	23	Days	2,083.00	5,225.00	4,97,947.00		Unpaid
2nd Installment	Jun 2020	31	Days	2,083.00	6,164.00	4,95,544.00		Unpaid
3rd Installment	Jul 2020	31	Days	2,083.00	6,283.00	4,93,731.00		Unpaid
4th Installment	Aug 2020	31	Days	2,083.00	6,302.00	4,91,442.00		Unpaid

Loan Schedule Serial No.	Schedule Period	Outstanding Interest	Total Deduction	Balance	Next Date	Status
1st Installment	May 2020	3,26,110.00	2,083.00	4,95,627.00		Unpaid
2nd Installment	Jun 2020	4,96,027.00	2,083.00	4,96,544.00		Unpaid
3rd Installment	Jul 2020	4,96,944.00	2,083.00	4,94,861.00		Unpaid
4th Installment	Aug 2020	4,94,061.00	2,083.00	4,92,778.00		Unpaid
5th Installment	Sep 2020	4,90,778.00	2,083.00	4,90,495.00		Unpaid

1. Loan Schedule Serial No.
2. Schedule Period
3. Period Difference
4. Period Difference Unit
5. Principal Payable

6. Total Deduction
7. Balance
8. Paid Date
9. Status

Below information of Interest Schedule will be populated after creating loan schedule.

The screenshot displays the 'Power Sector ERP System' interface. It features a 'NEW - EMPLOYEE LOAN DETAILS' window with two main tables: 'Loan Schedule' and 'Interest Schedule'. An arrow points to the '3rd Installment' row in the Loan Schedule table.

Loan Schedule Serial No.	Schedule Period	Period Difference	Period Difference Unit	Principal Payable	Total Deduction	Balance	Paid Date	Status
1st Installment	May 2020	23	Days	2,000.00	5,225.00	4,97,977.00		Unpaid
2nd Installment	Jun 2020	31	Days	2,000.00	6,164.00	4,95,814.00		Unpaid
3rd Installment	Jul 2020	31	Days	2,000.00	6,203.00	4,91,751.00		Unpaid
4th Installment	Aug 2020	31	Days	2,000.00	6,242.00	4,87,509.00		Unpaid

Loan Schedule Serial No.	Schedule Period	Outstanding Interest	Total Deductions	Balance	Paid Date	Status
23rd Installment	May 2040	3,01,110.00	2,000.00	4,98,027.00		Unpaid
24th Installment	Jun 2040	4,90,027.00	2,000.00	4,95,244.00		Unpaid
25th Installment	Jul 2040	4,86,944.00	2,000.00	4,94,161.00		Unpaid
26th Installment	Aug 2040	4,84,001.00	2,000.00	4,92,778.00		Unpaid
27th Installment	Sep 2040	4,82,778.00	2,000.00	4,90,855.00		Unpaid

1. Loan Schedule Serial No.
2. Schedule Period
3. Outstanding Interest
4. Total Deduction
5. Balance
6. Paid Date
7. Status

HR-400 Updating Employee Information

Introduction

This section shows the process of updating employee information. Section contains –

- HR-401 Training (Local & Foreign) Information Update Process
- HR-402 Foreign Tour Information Update Process
- HR-403 Attendance Data

Role

- Module User

Prerequisite

- Module User credentials – username and password

HR-401 How to: Update Training (Local & Foreign)

Introduction

This process demonstrates how to update local or foreign training information of an employee or multiple employees.

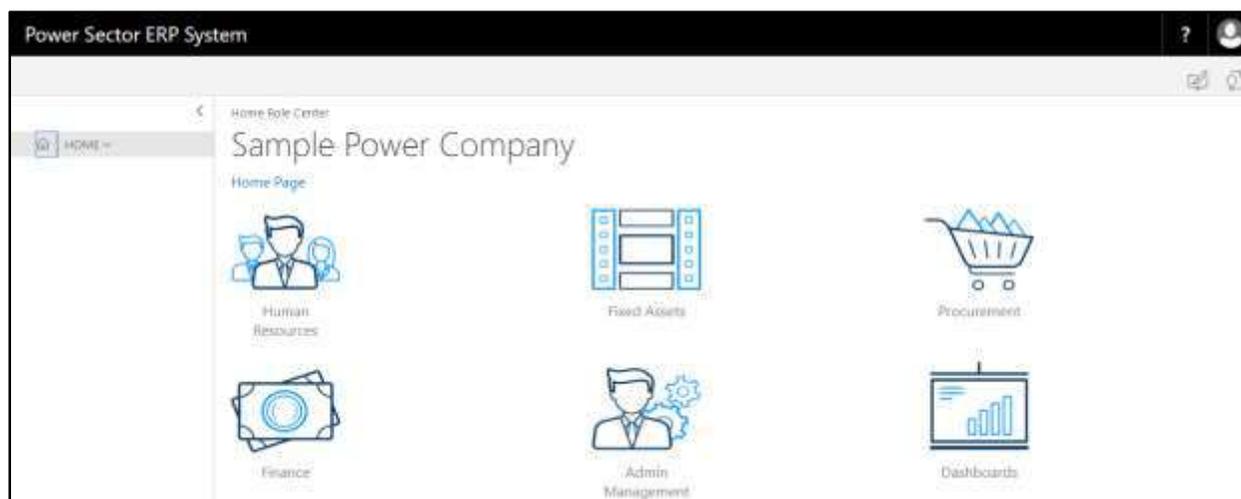
Roles

- Module User

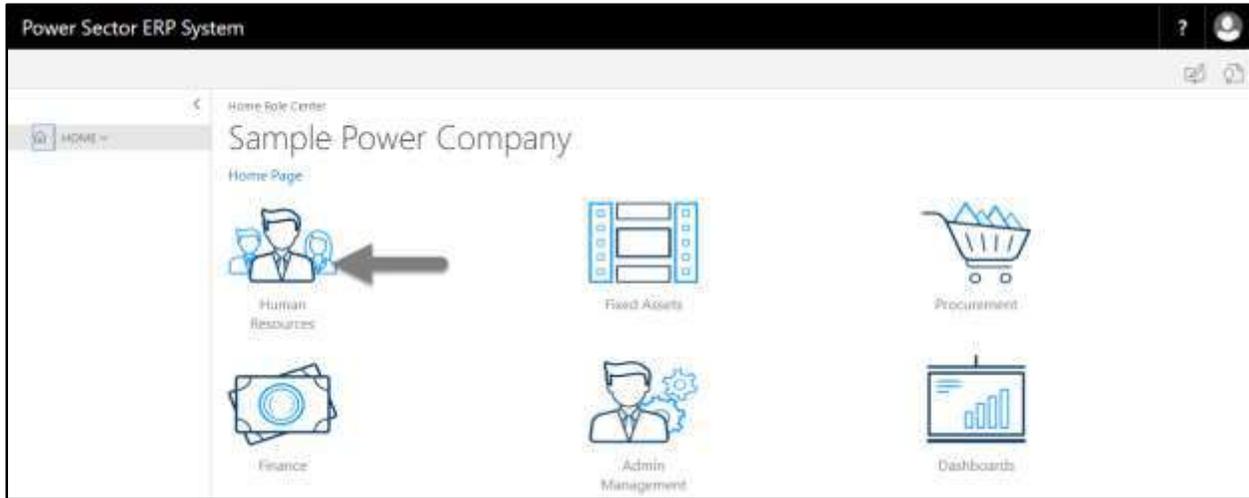
Training (Local & Foreign) Information Update Process

To initiate the process, follow the steps described below.

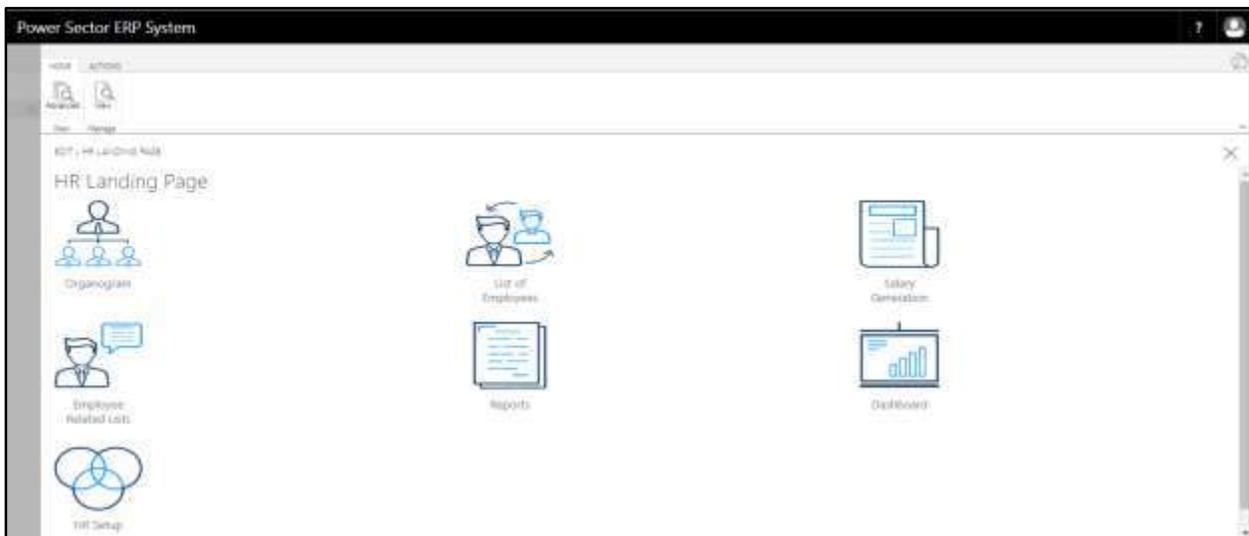
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



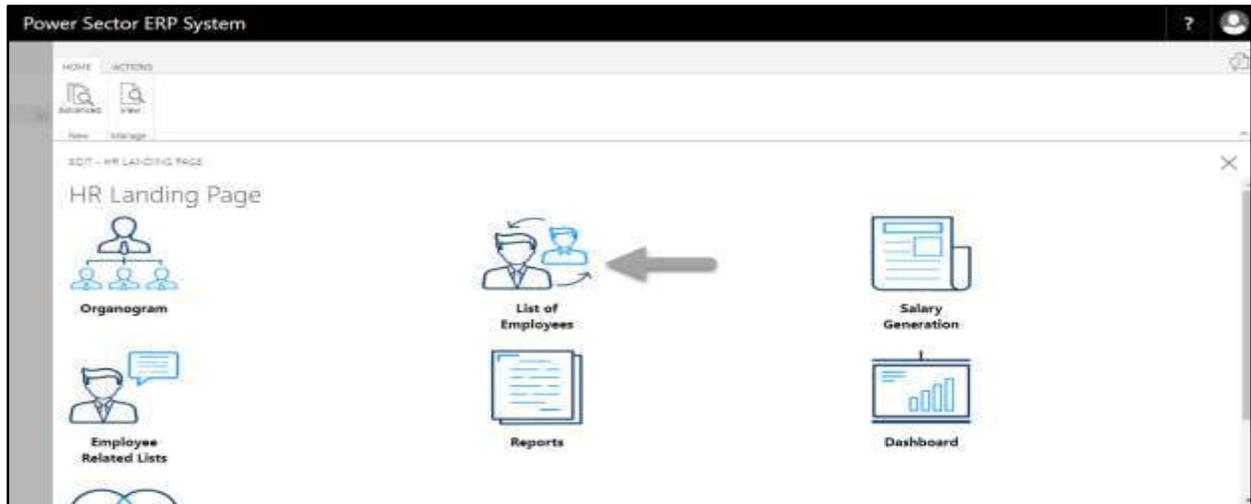
B. Choose the "Human Resources" icon.



HR Landing Page will be appeared as below.



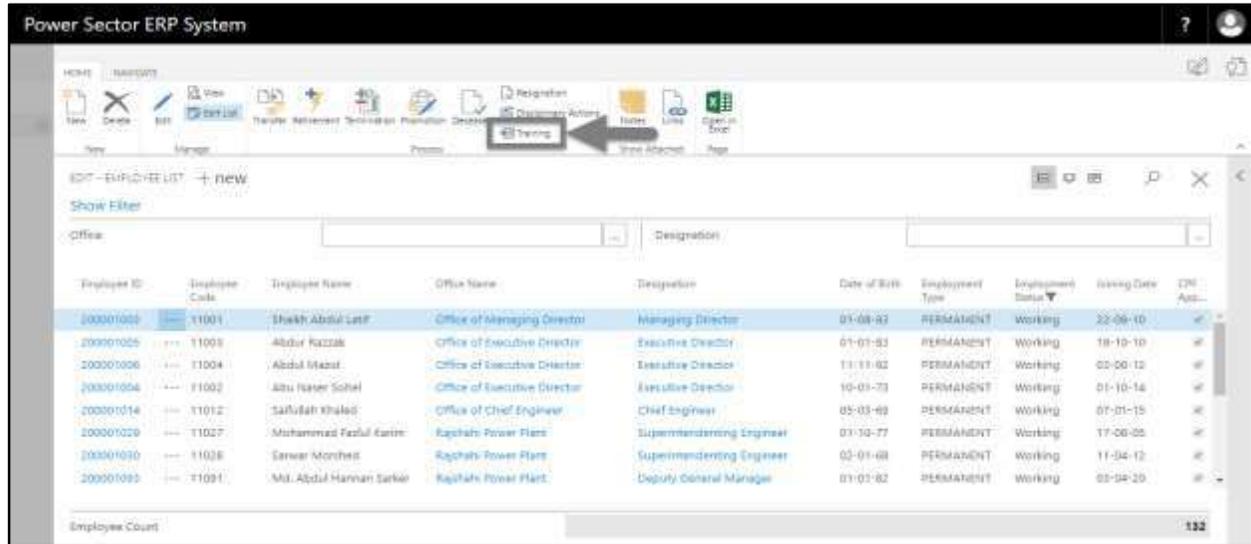
C. Choose the "List of Employees" in HR Landing Page.



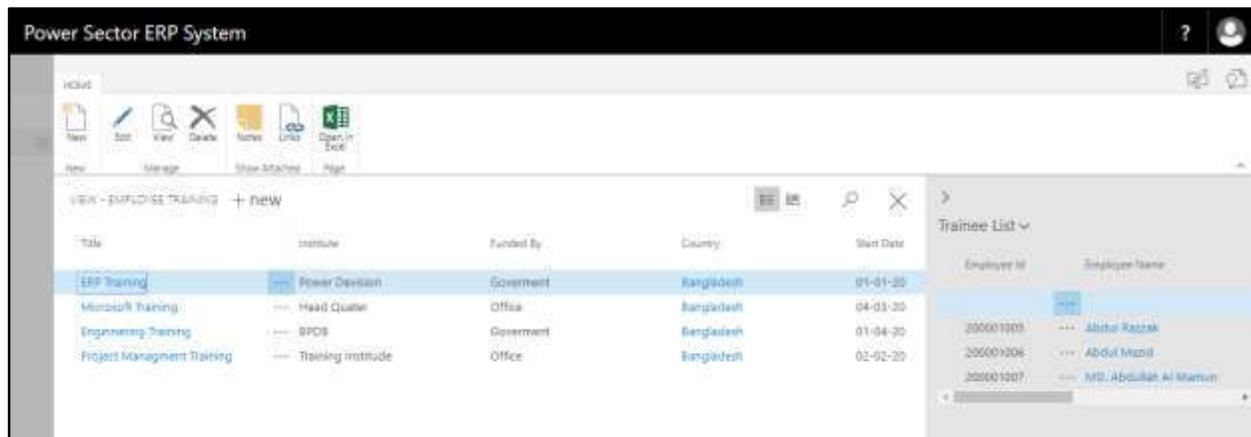
The following **Employee List page** will be appeared.

Employee ID	Employee Code	Employee Name	Office Name	Designation	Date of Birth	Employment Type	Employment Status	Issuing Date	DPI App.
200001000	11001	Shaikh Abdul LATIF	Office of Managing Director	Managing Director	01-08-83	PERMANENT	Working	22-08-10	
200001005	11003	Abdur Razzak	Office of Executive Director	Executive Director	01-01-83	PERMANENT	Working	18-10-10	
200001006	11004	Abdul Mazid	Office of Executive Director	Executive Director	11-11-82	PERMANENT	Working	09-06-12	
200001004	11002	Abu Naser Sohel	Office of Executive Director	Executive Director	10-01-73	PERMANENT	Working	01-10-14	
200001014	11012	Tafuqah Khaleel	Office of Chief Engineer	Chief Engineer	05-02-69	PERMANENT	Working	07-01-15	
200001029	11027	Mohammed Fazul Karim	Rupshah Power Plant	Superintending Engineer	01-10-77	PERMANENT	Working	17-08-05	
200001030	11028	Sanwar Morshed	Rupshah Power Plant	Superintending Engineer	02-01-68	PERMANENT	Working	11-04-12	
200001083	11091	Md. Abdul Hannan Sarkar	Rupshah Power Plant	Deputy General Manager	01-01-82	PERMANENT	Working	01-04-20	

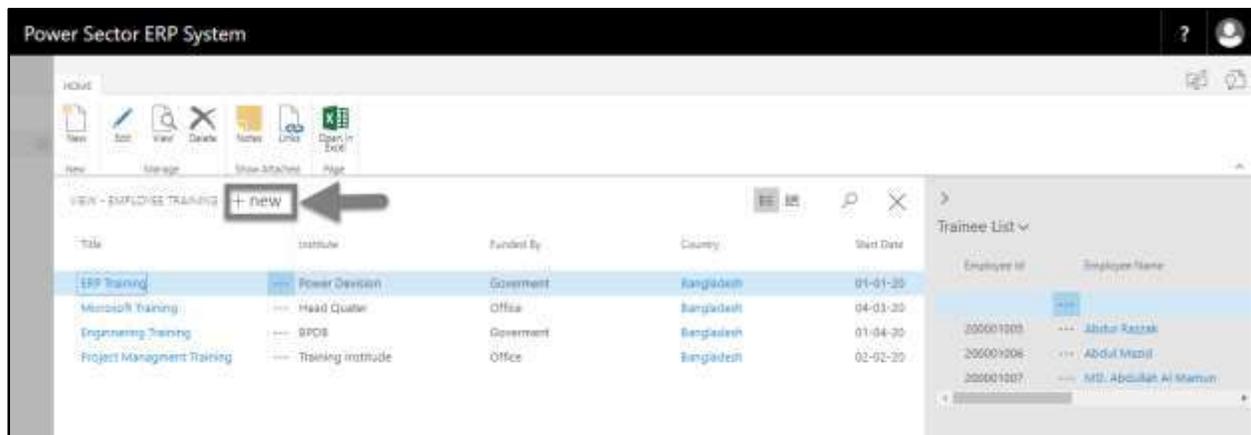
D. Choose the **“Training”** icon on the Employee List page, as indicated in figure below.



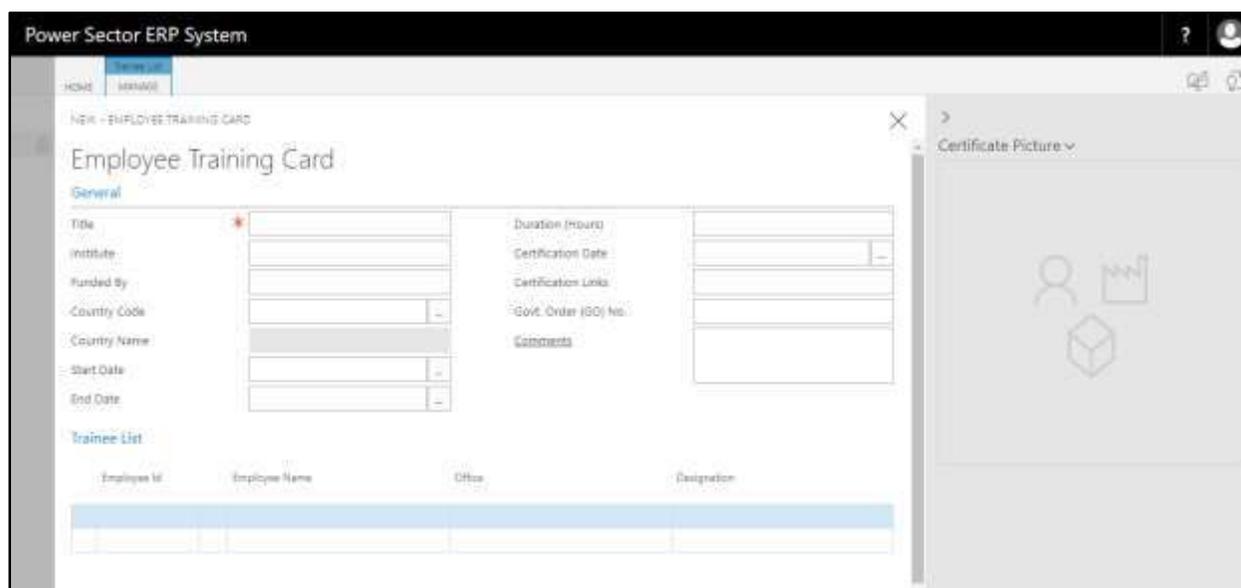
The Following **Employee Training List** page will be appeared.



E. Choose the **“New”** icon on the Employee Training List page, as indicated in figure below.



The Following **Employee Training Card** page will be appeared.



F. Provide below information to update employee training information successfully.

1. Provide **Title** of the training.
 - **Title: Training on Human Resource Module (Microsoft Dynamics Nav)**
2. Provide **Institution**.
 - **Institution: Techvision**
3. Provide **Funded By**.
 - **Funded By: Government**
4. Choose the **Country Code** from the dropdown button.
 - **Country Code: BD**

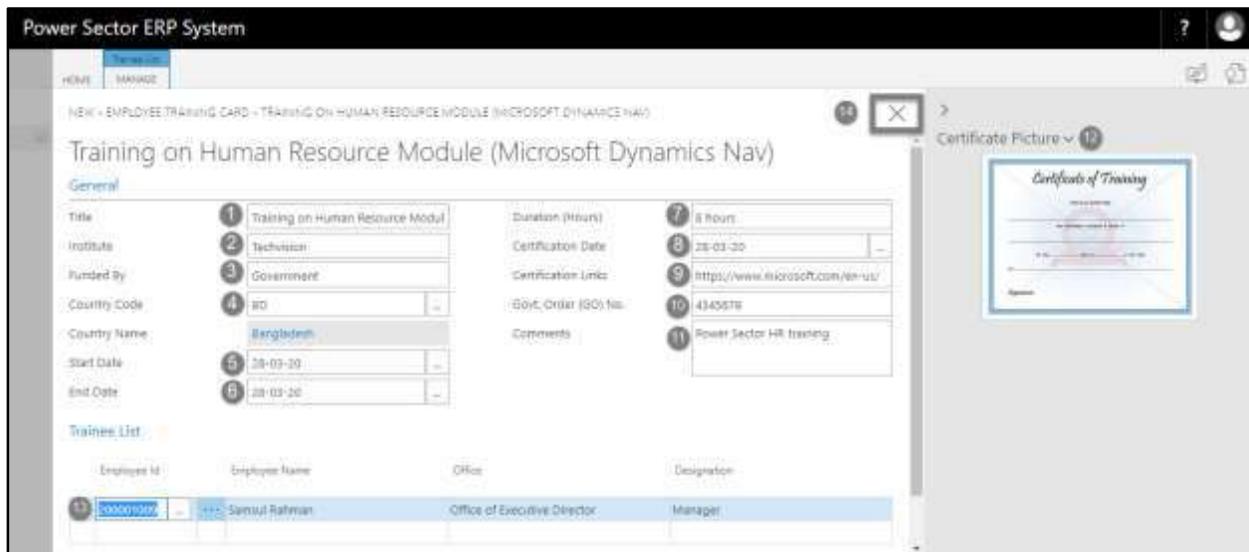
Country Name will be populated by the system.
5. Choose the **Start date** from Calendar. To get the Calendar, Click on button.
 - **Start Date: 28-03-20**
6. Choose the **End date** from Calendar. To get the Calendar, click on button.
 - **End Date: 28-03-20**
7. Provide **Duration (Hours)**.
 - **Duration (Hours): 8 hours**

8. Choose the **Certification Date** from Calendar. To get the Calendar, click on button.

 - **Certification Date: 28-03-20**

9. Provide **Certification Links** if any.
 - **Certification Links: <https://www.microsoft.com/en-us/>**
10. Provide **Govt. Order (GO) No.** if any.
 - **Govt. Order (GO) No. 4345678**
11. Provide **comments** if any.
 - **Comments: Power Sector HR training**
12. Upload **Certificate Picture** if any. To upload picture, click on button.
13. Choose the **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001009**

Employee Name, Office and **Designation** will be populated by the system.
14. Click on button to “**Save**” and “**Close**” the page.



Tips

To initiate multiple employees, use the next line in Trainee List and follow step 13.

IMPORTANT

Certificate picture should not exceed 1mb.

HR-402 How to: Update Foreign Tour Information

Introduction

This process demonstrates how to update foreign tour information of an employee

Roles

- Module User

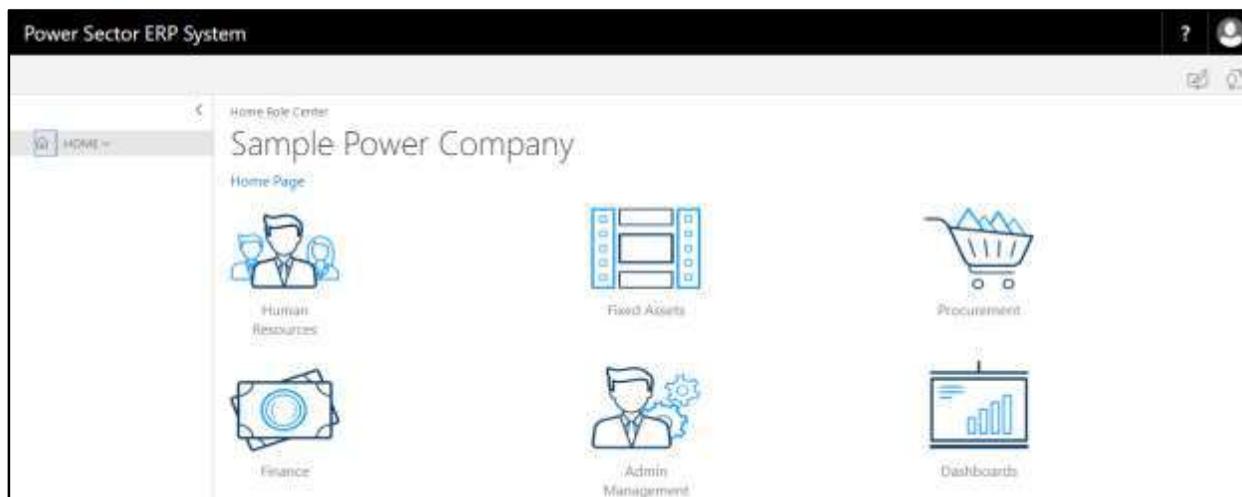
Prerequisites

- Foreign Tour Category Setup
- Foreign Tour Purpose Setup

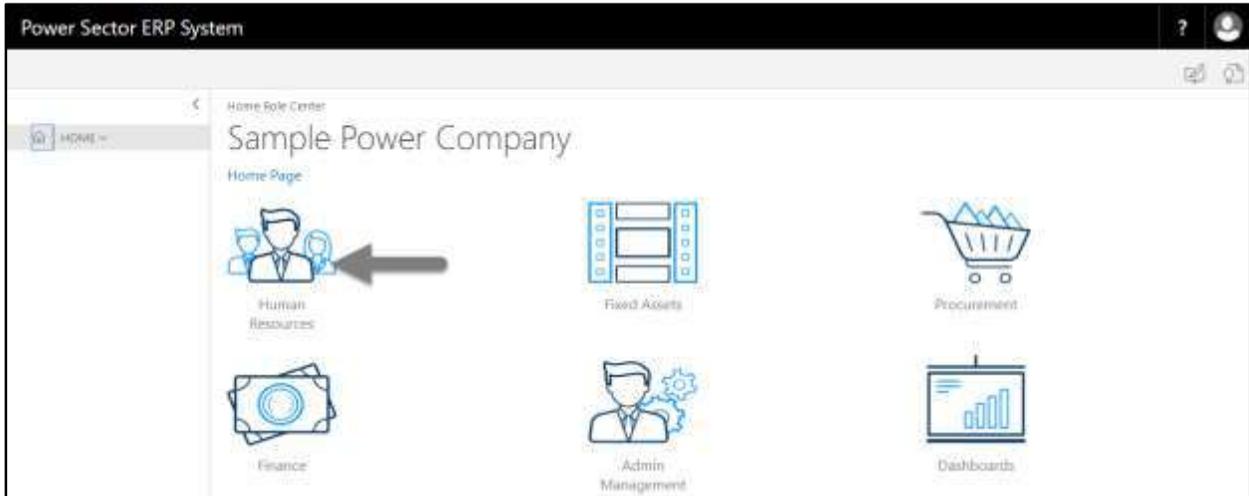
Foreign Tour Information Update Process

To initiate the process, follow the steps described below.

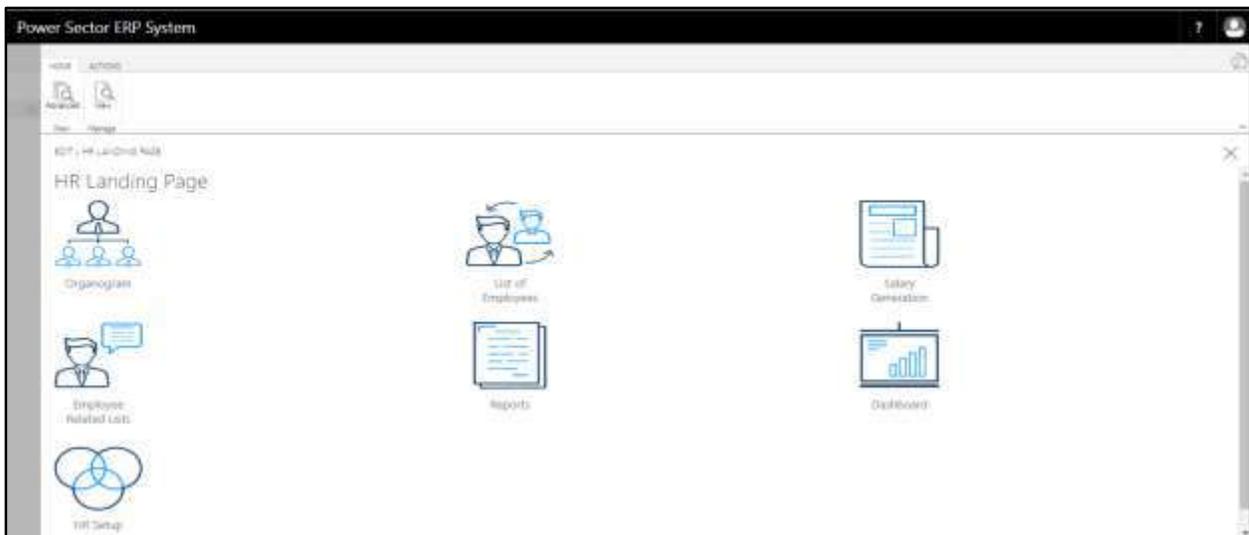
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



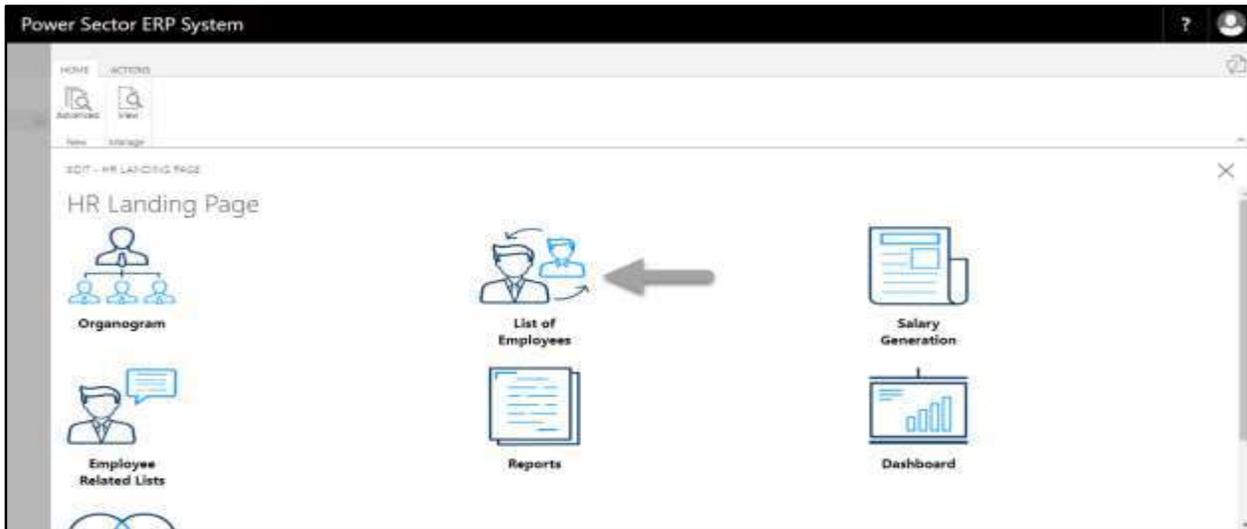
B. Choose the "Human Resources" icon.



HR Landing Page will be appeared



C. Choose the "List of Employees" in HR Landing Page.

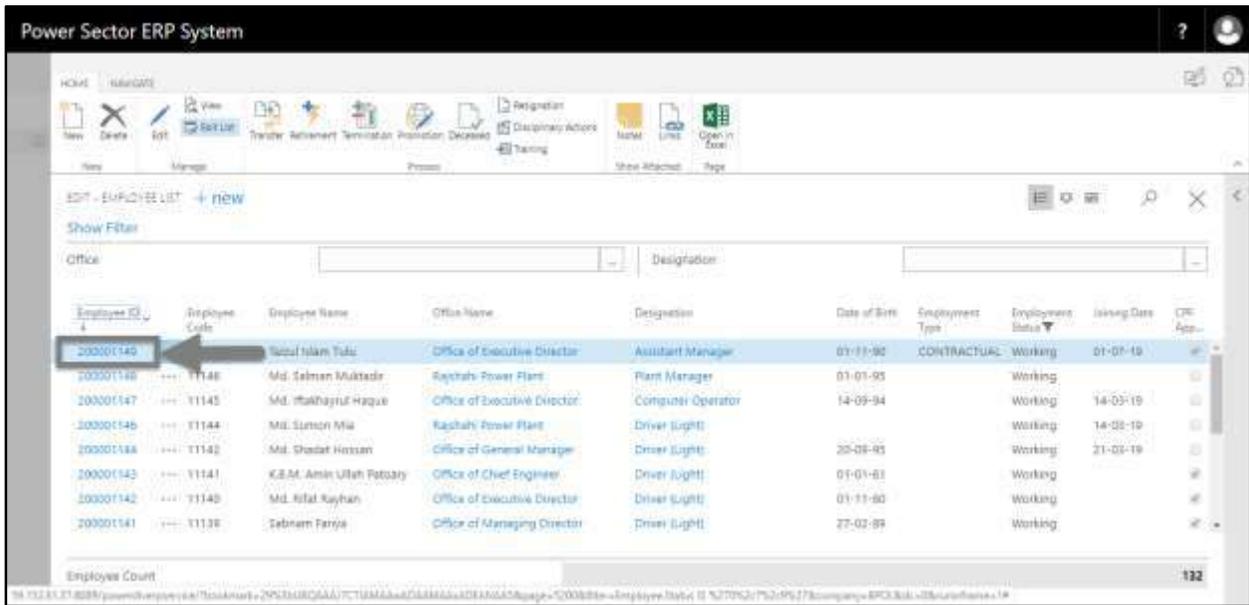


The following **Employee List page** will be appeared.

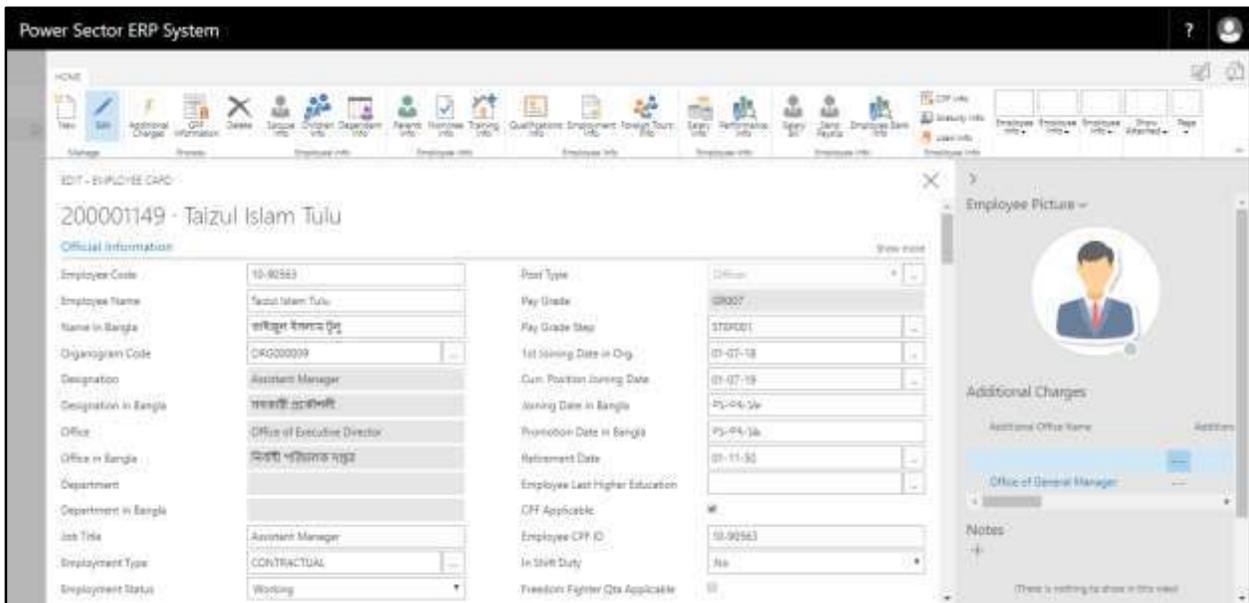
Employee ID	Employee Code	Employee Name	Office Name	Designation	Date of Birth	Employment Type	Employment Status	Hiring Date	DR App.
200001003	11001	Sheikh Abdul Latif	Office of Managing Director	Managing Director	01-08-82	PERMANENT	Working	22-08-10	✓
200001005	11003	Abdur Razzak	Office of Executive Director	Executive Director	01-01-83	PERMANENT	Working	18-10-10	✓
200001006	11004	Abdul Muzid	Office of Executive Director	Executive Director	11-11-92	PERMANENT	Working	09-06-12	✓
200001004	11002	Abu Nasar Sohel	Office of Executive Director	Executive Director	19-01-73	PERMANENT	Working	01-10-14	✓
200001014	11012	Tafuqah Khaleel	Office of Chief Engineer	Chief Engineer	05-02-88	PERMANENT	Working	01-01-15	✓
200001029	11027	Mohammed Fazul Karim	Rajshahi Power Plant	Superintending Engineer	01-10-77	PERMANENT	Working	17-08-05	✓
200001030	11028	Sarwar Moshed	Rajshahi Power Plant	Superintending Engineer	02-01-88	PERMANENT	Working	11-04-12	✓
200001083	11091	Md. Abdul Hannan Sarkar	Rajshahi Power Plant	Deputy General Manager	01-01-82	PERMANENT	Working	02-04-20	✓

D. Choose **Employee ID** from the Employee List to update Foreign Tour Information.

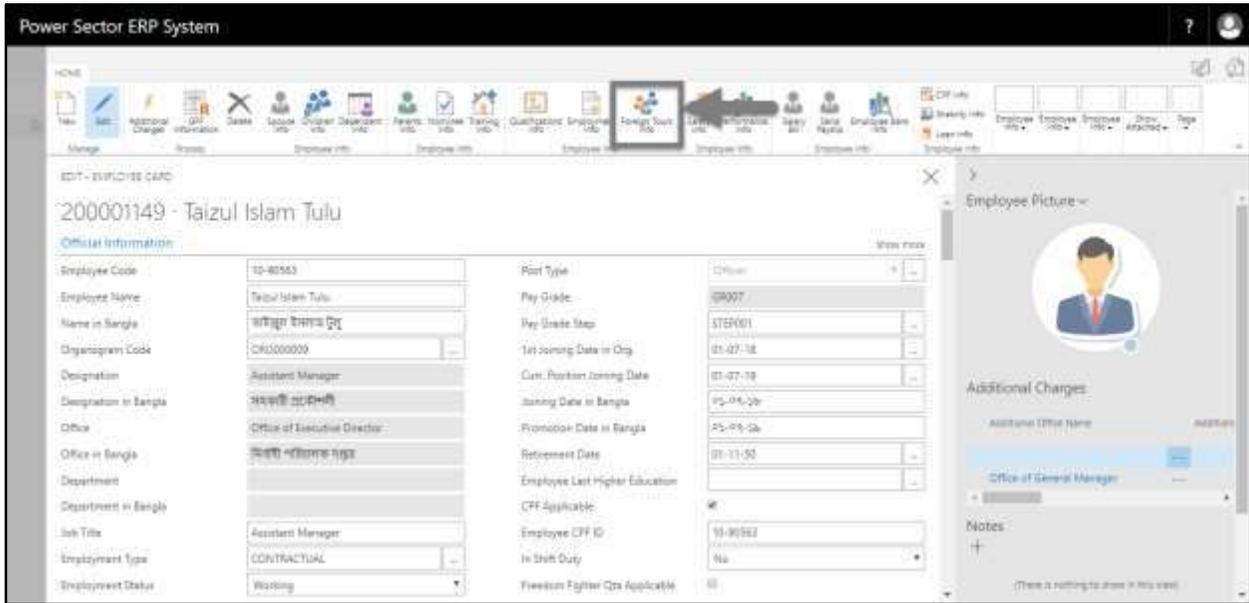
1. Employee ID: 200001149



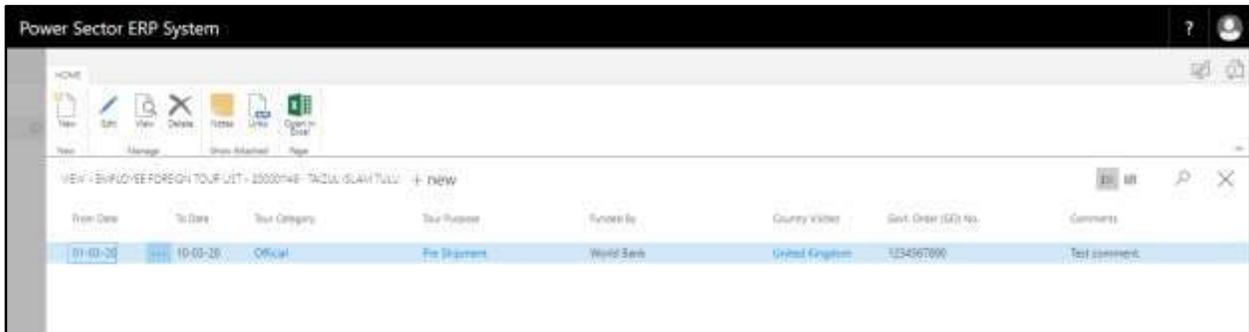
The following **Employee Card page** will be appeared.



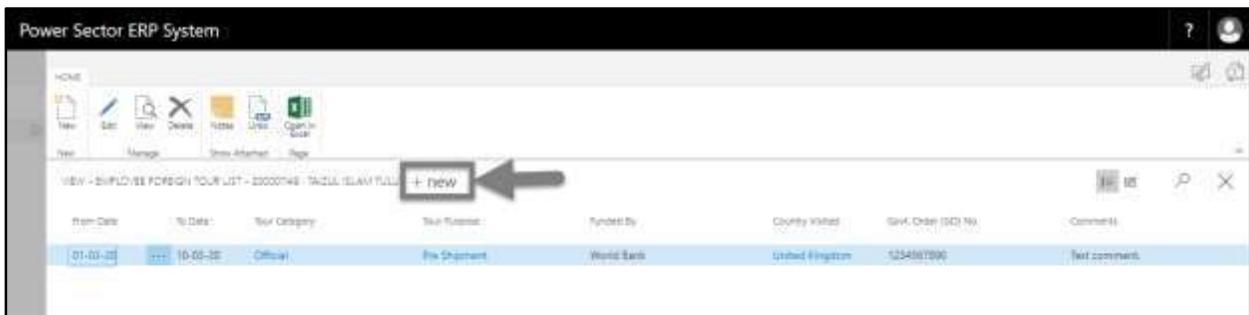
E. Choose the **“Foreign Tours Info”** icon on the Employee Card page, as indicated in figure below.



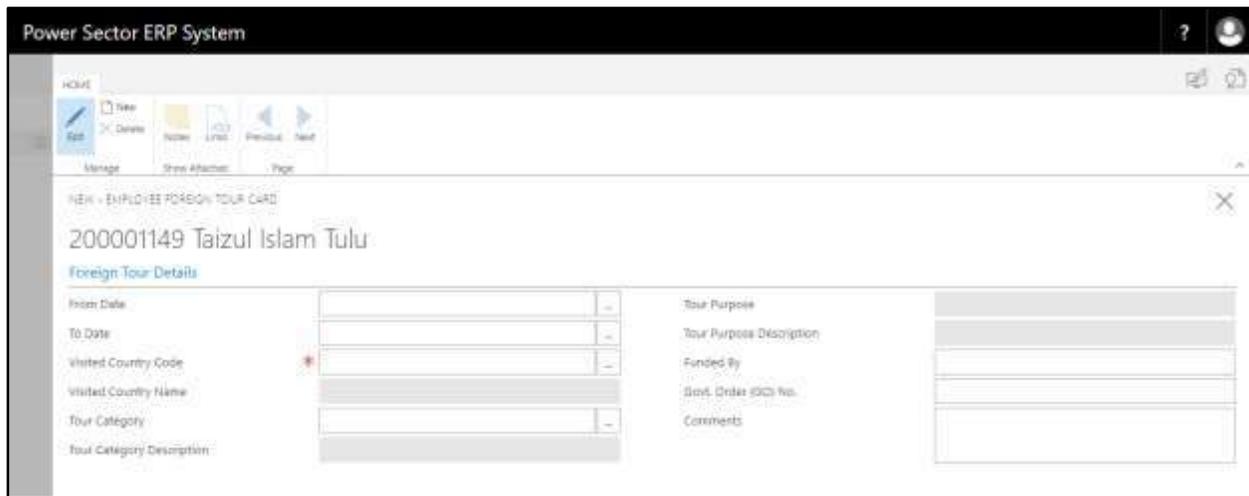
The following **Employee Foreign Tour List page** will be appeared.



F. Choose the **“New”** icon on the Employee Foreign Tour List page, as indicated in figure below.



The Following **Employee Foreign Tour Card** page will be appeared.



G. Provide below information to update employee foreign tour information successfully.

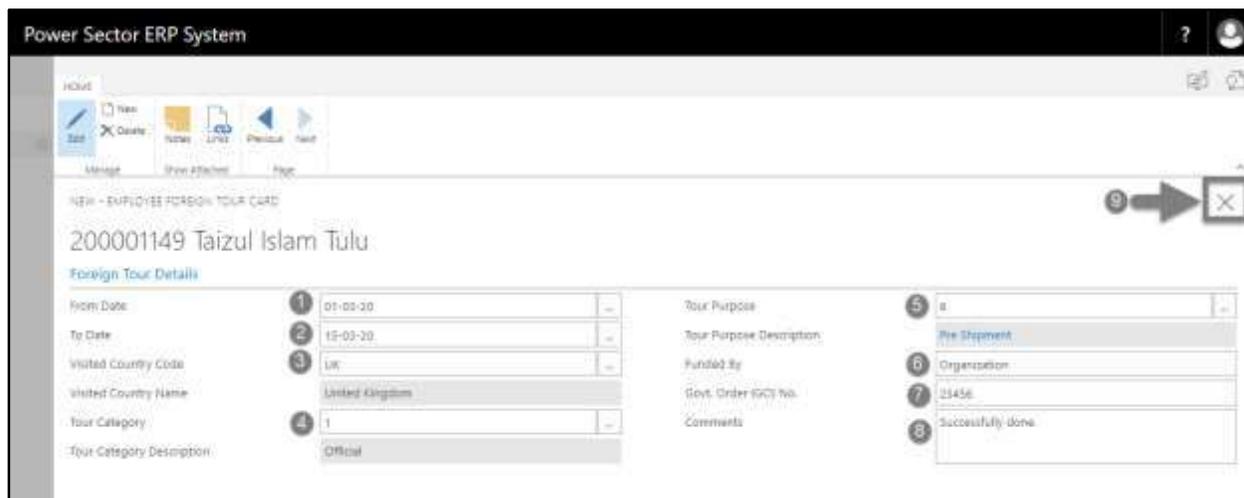
1. Choose the **From date** from Calendar. To get the Calendar, Click on button.
 - **From Date: 01-03-20**
2. Choose the **To date** from Calendar. To get the Calendar, click on button.
 - **To Date: 15-03-20**
3. Choose the **Visited Country Code** from the dropdown button.
 - **Visited Country Code: UK**

Visited Country Name will be populated by the system.
4. Choose the **Tour Category** from the dropdown button.
 - **Tour Category: 1**

Tour Category Description will be populated by the system.
5. Choose the **Tour Purpose** from the dropdown button.
 - **Tour Purpose: 6**

Tour Purpose Description will be populated by the system.
6. Provide **Funded By**.
 - **Funded By: Organization**
7. Provide **Govt. Order (GO) No.** if any.

- **Govt. Order (GO) No. 23456**
8. Provide **comments** if any.
 - **Comments: Successfully done.**
 9. Click on  button to **“Save”** and **“Close”** the page.



Notes

Completing the process successfully, the updated foreign tour information can be seen in the employee foreign tour list page.

HR-403 How to: Update Employee Attendance List

Introduction

This process demonstrates how to update employee attendance list.

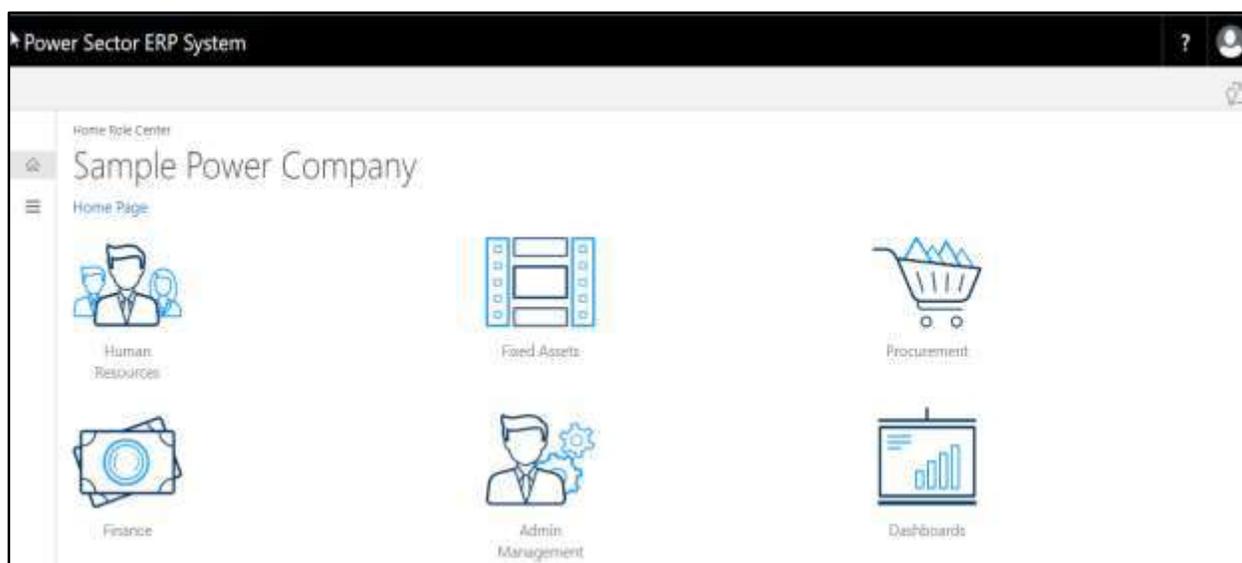
Roles

- Module User

Update Attendance Information

To update employee attendance list, follow the steps described below.

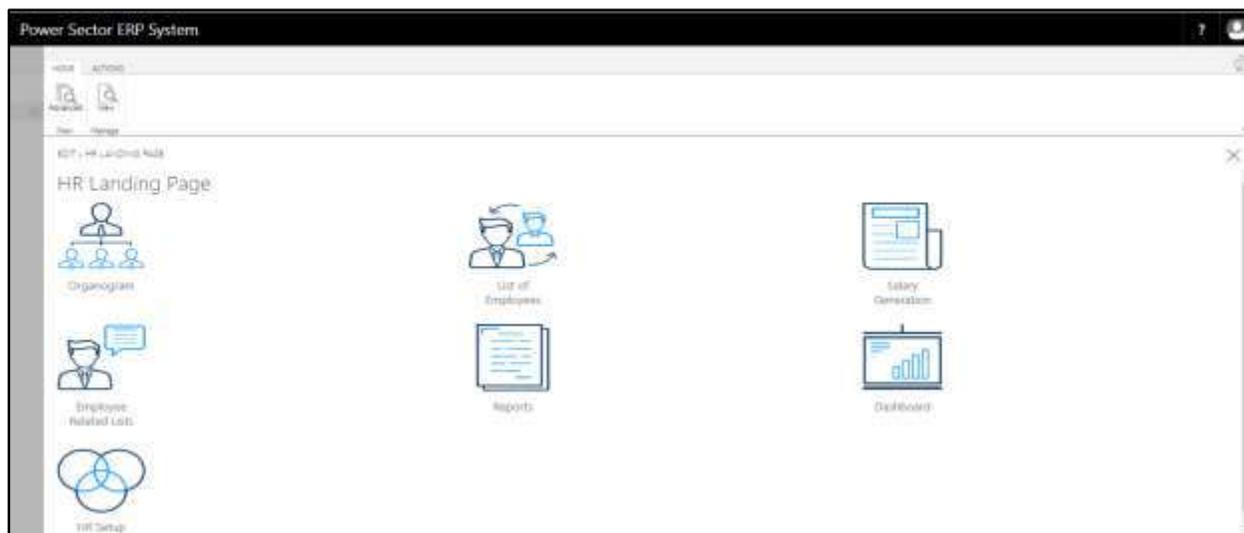
- A. Log in with your respective **HR credentials**. ERP Landing Page, as below, will be appeared on successful login.



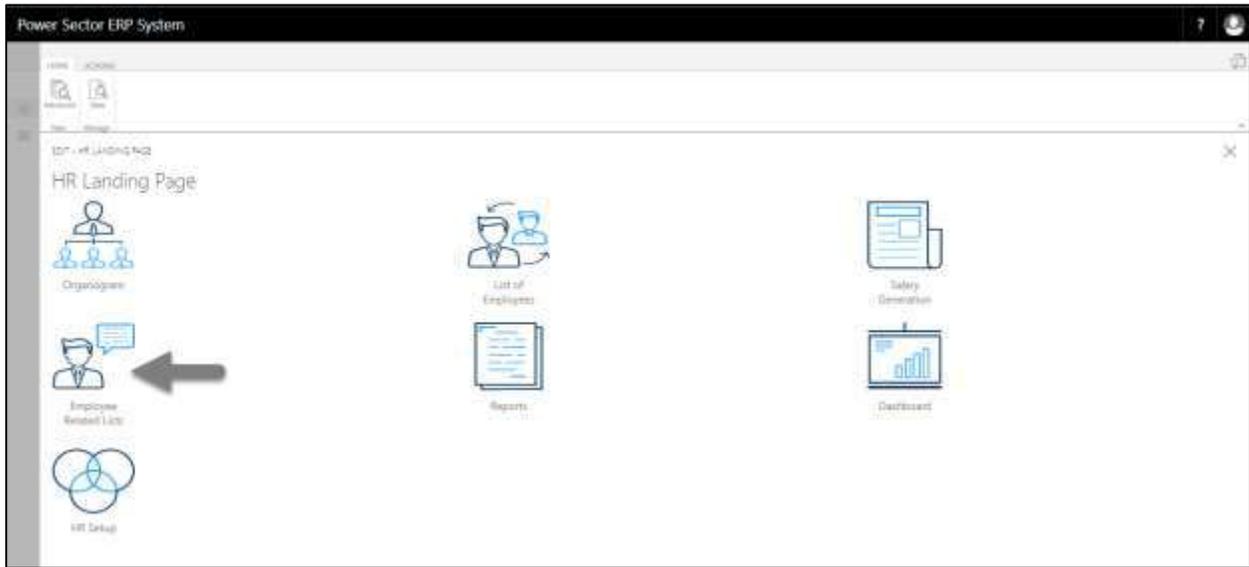
B. Choose the “Human Resources” icon.



The following **HR Landing Page** will be appeared.



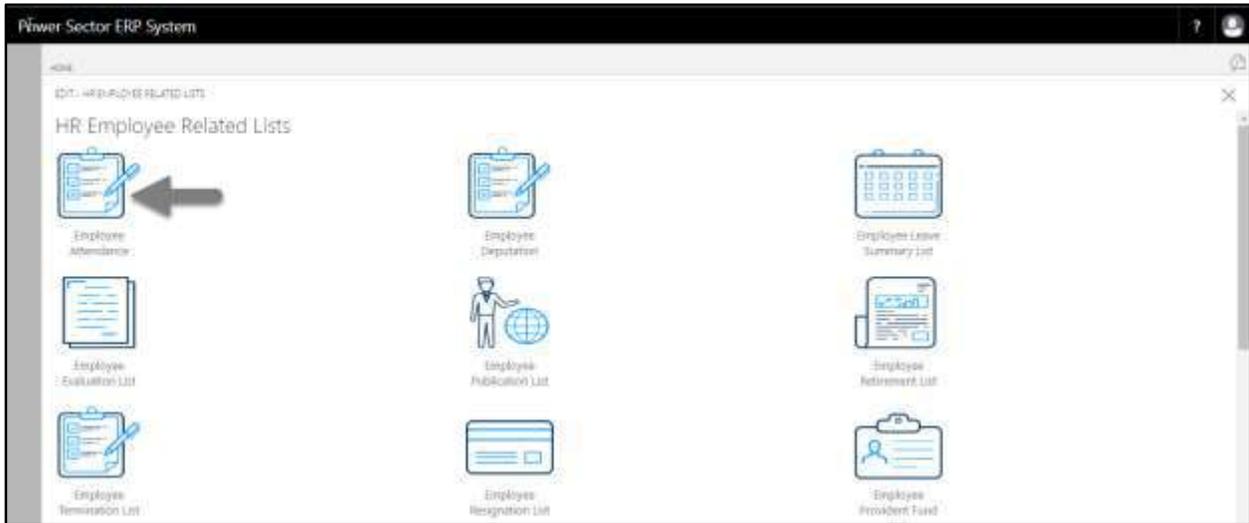
C. Choose the “Employee Related List” icon in the HR Landing Page.



The following **Employee Related List** page will be appeared.



D. Choose the “Employee attendance” Icon.

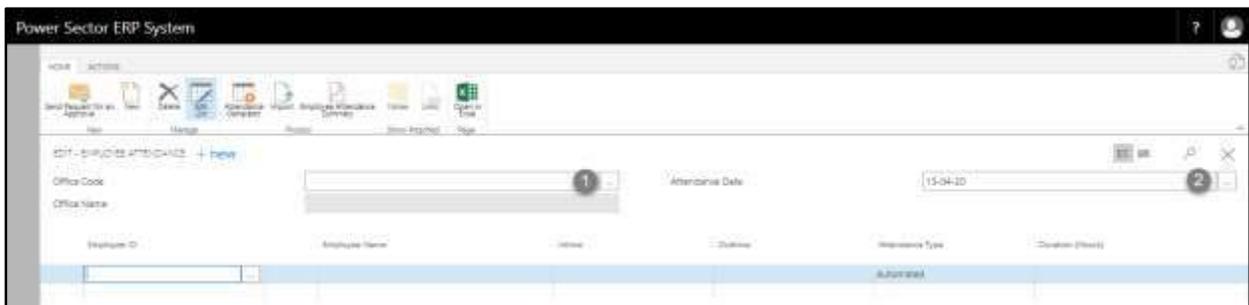


The following **Employee Attendance list page** will be appeared.

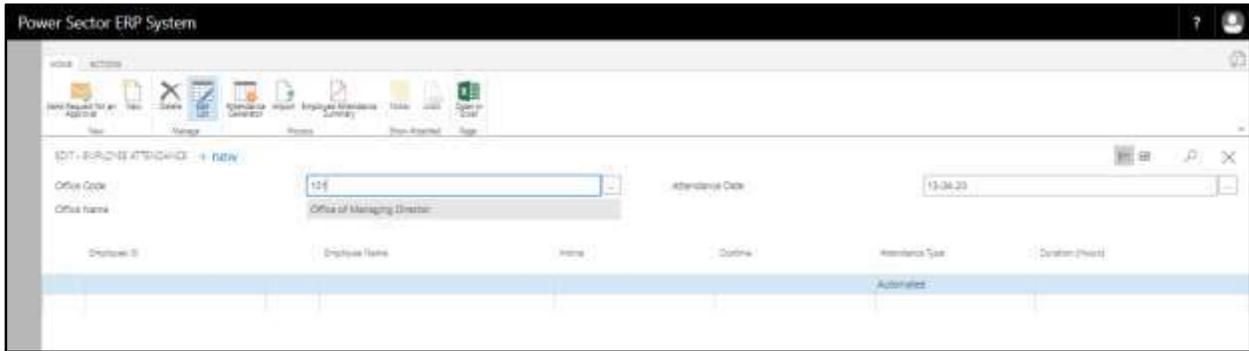


E. Provide the below information to generate employee attendance.

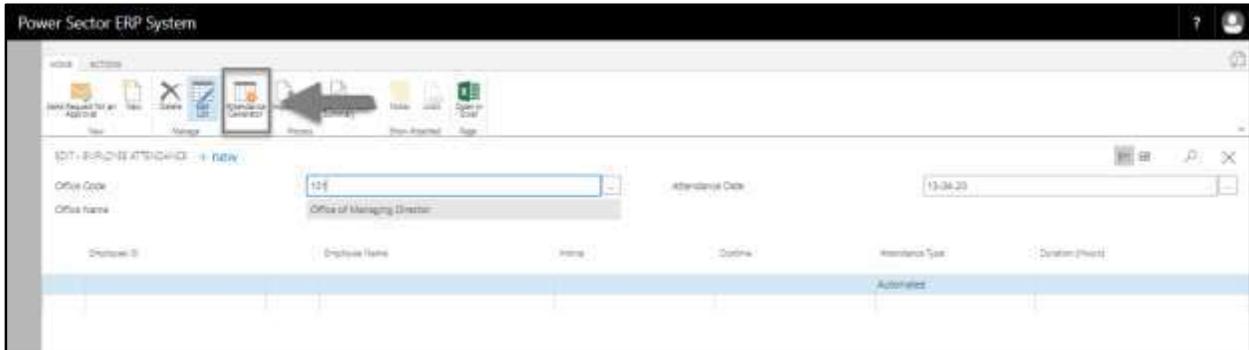
1. Choose **Office Code** by clicking on the button.
 - **Office Code: 101**
2. Choose **Attendance Date** by clicking on the button.
 - **Attendance Date: 13-04-20**



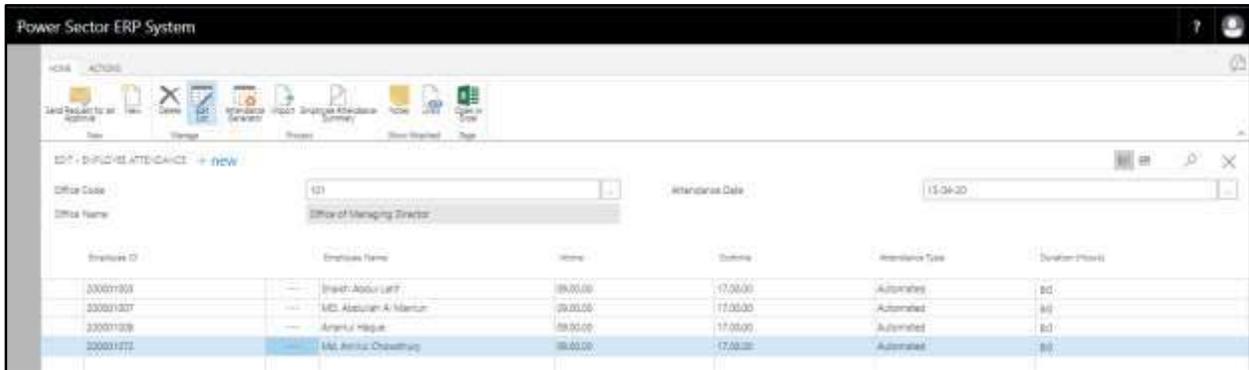
The page will look as below.



F. Choose the **Attendance Generate** icon to generate employee attendance.



The attendance will generate as below.



TIPS

You can update attendance by importing excel, to do that choose the  icon.

HR-500 Employee Initiated Actions

HR-501 How to: Process Leave for an Employee

Introduction

This process demonstrates how to process leave for an employee.

The leave process of an individual employee is divided into 2 phases -

- HR-501.1 Initiate Leave Process by User.
- HR-501.2 Approve or Reject Initiated Leave by Admin.

Roles

- Module User
- Module Admin

Prerequisite

- Company Leave Setup
- Organogram Setup
- Eligible for leave

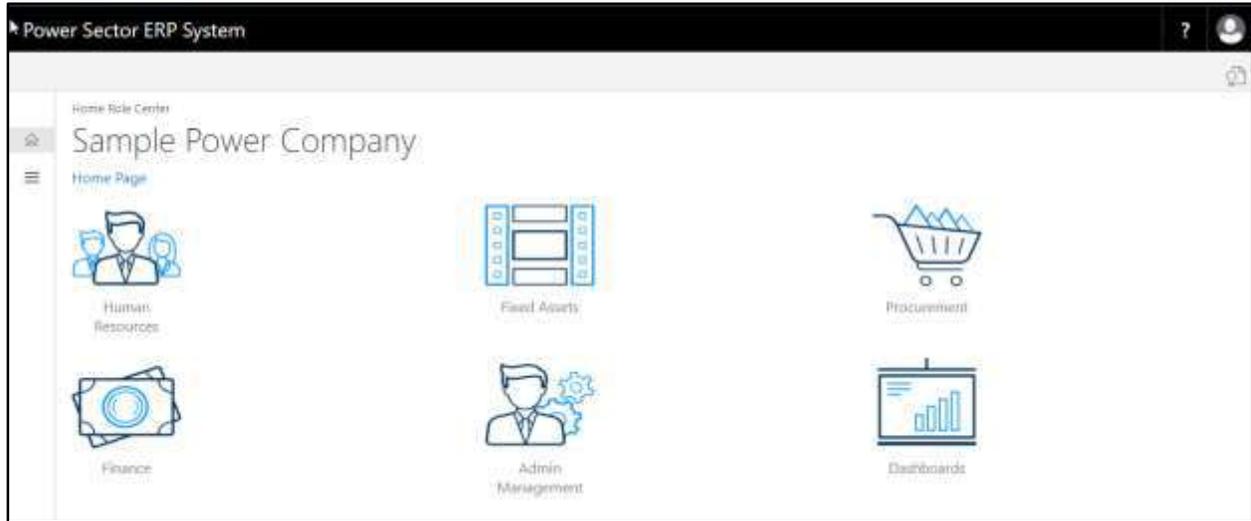
IMPORTANT

Leave must have assigned to Organogram for a successful leave process.

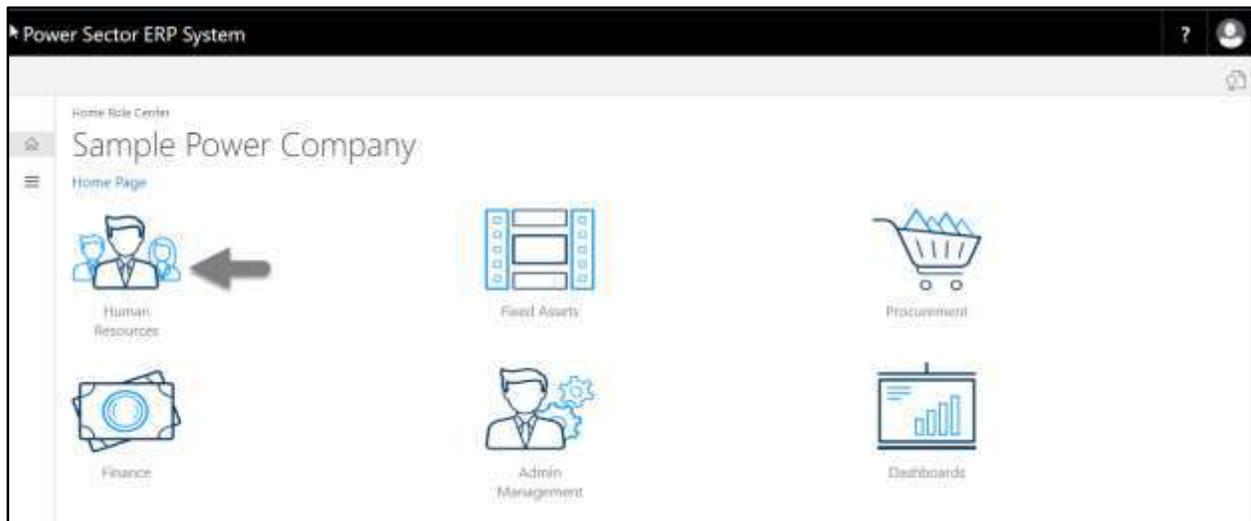
HR-501.1 Initiate Leave Process by User

To Initiate a leave process, follow the steps described below.

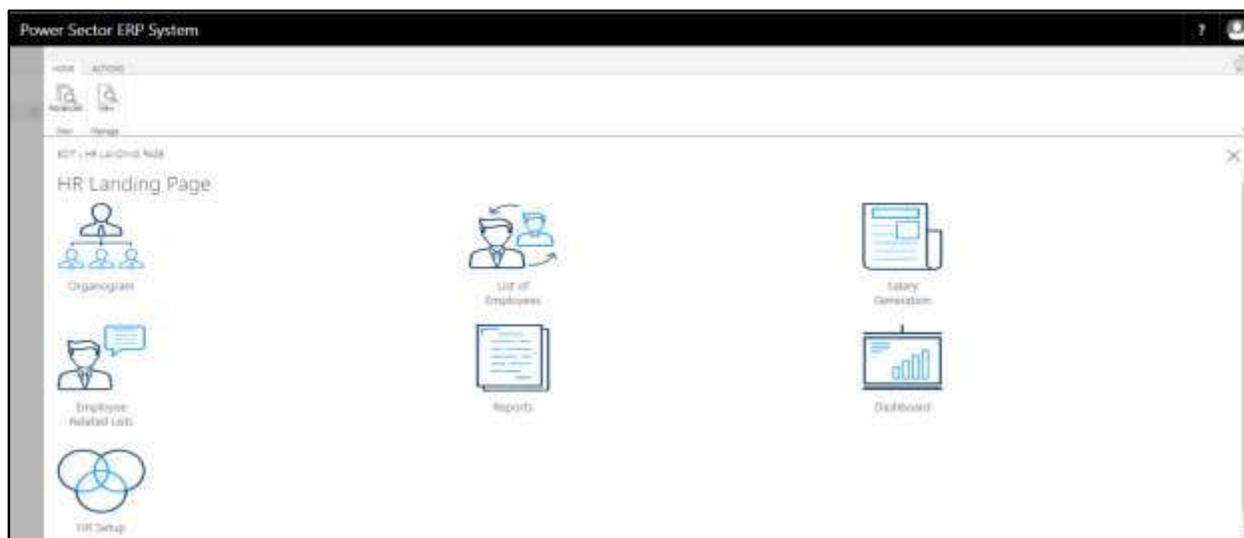
- A. Log in with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



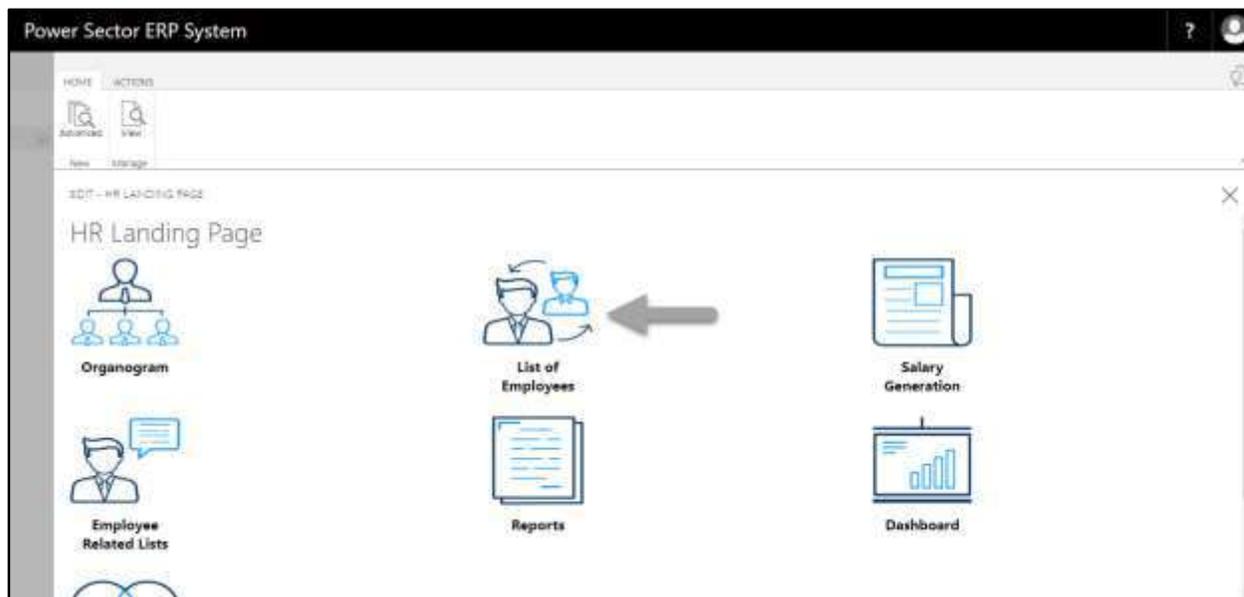
- B. Choose the **"Human Resources"** icon.



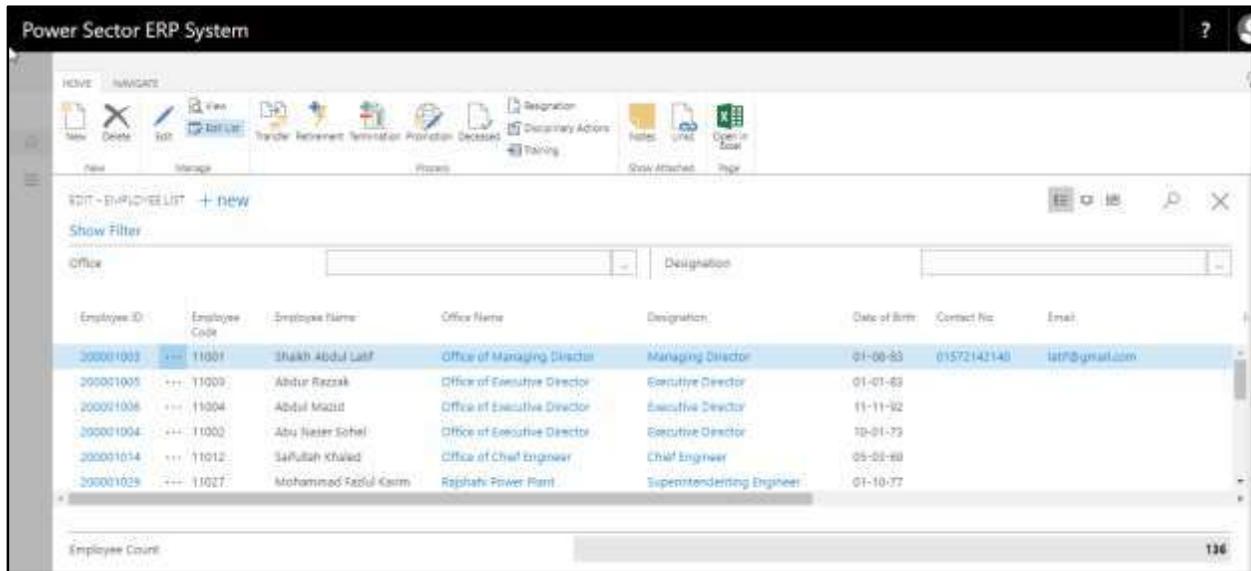
HR Landing Page will be appeared.



C. Choose the "List of Employees" in the HR Landing Page.

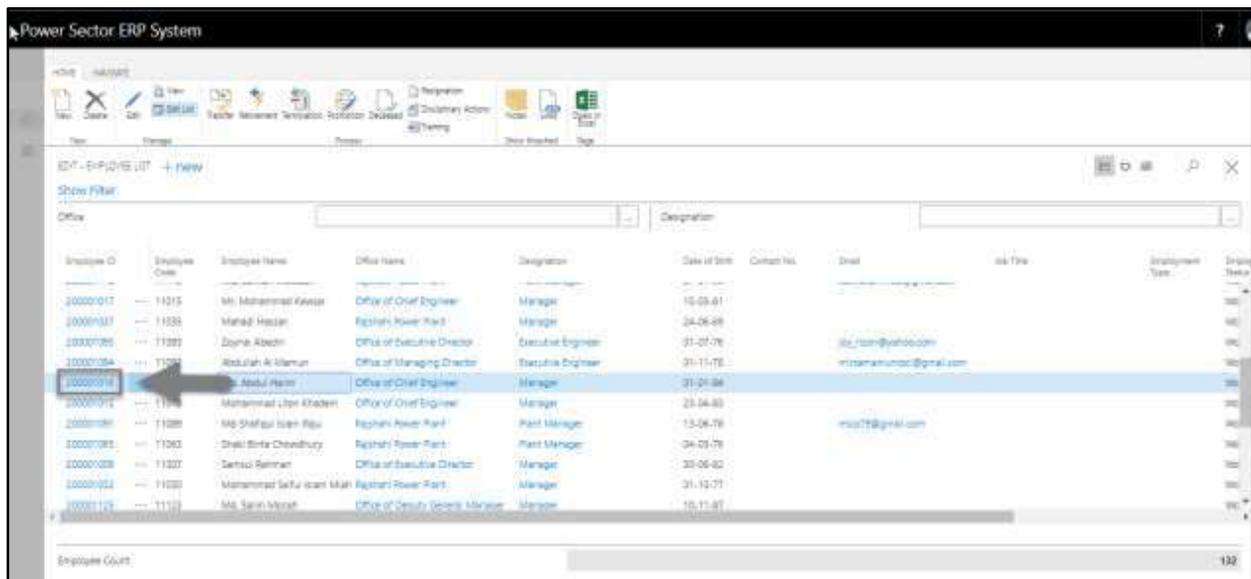


The following **Employee List** page will be appeared.

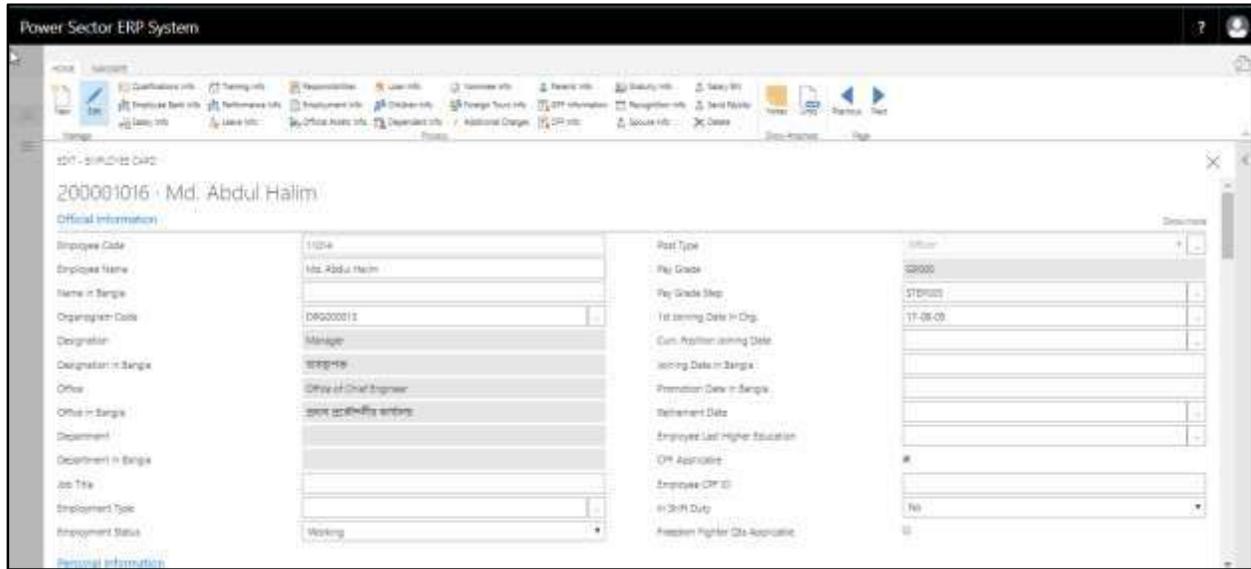


D. Choose the **Employee** by clicking on Employee ID.

a. **Employee ID: 200001016**

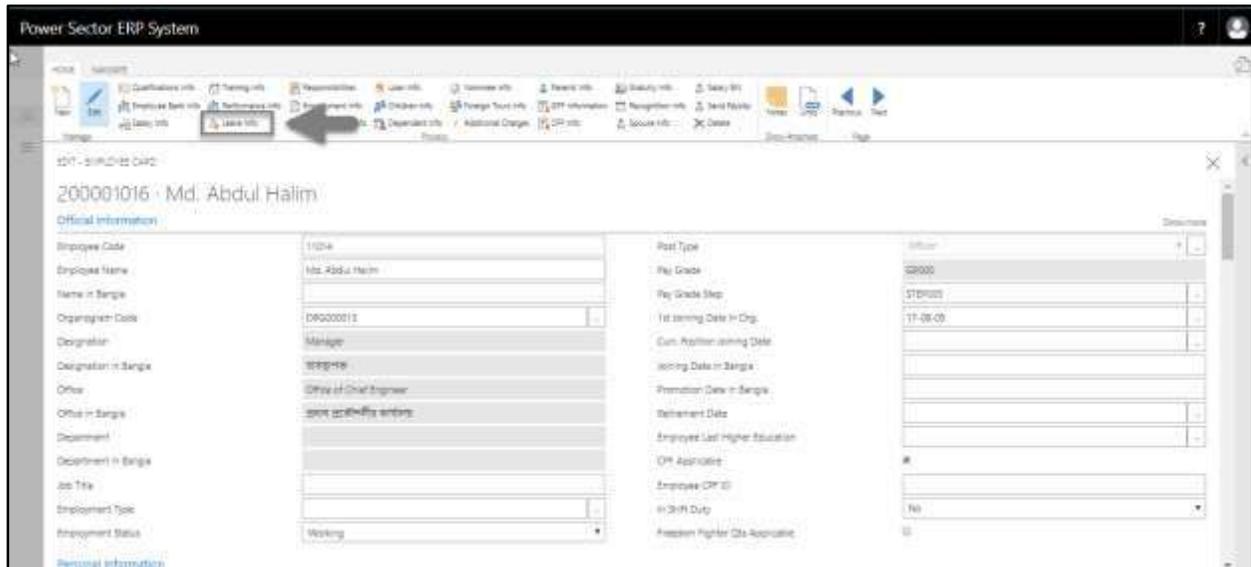


The following **Employee Card** page will be appeared.

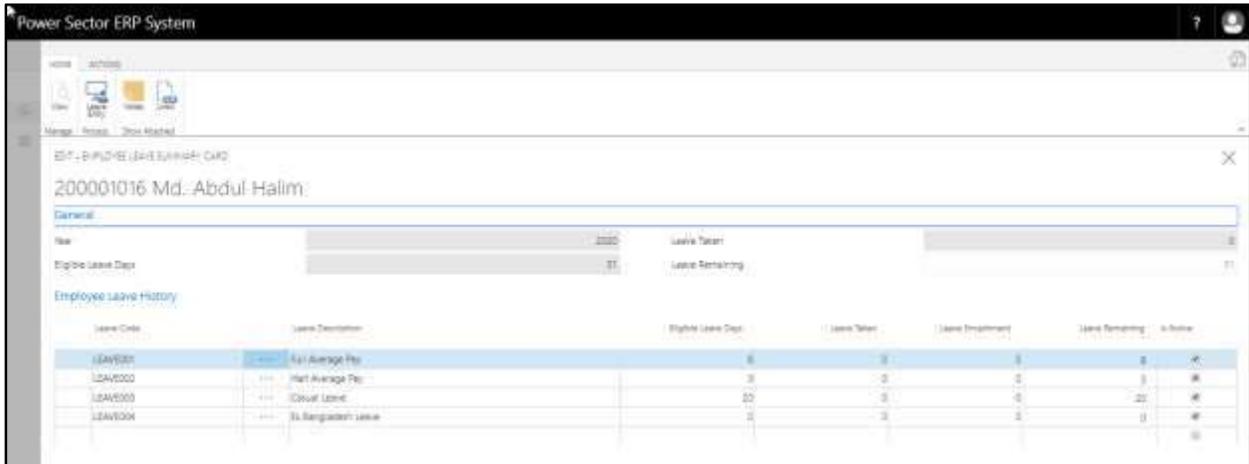


TIPS
You can search employee, by clicking on the  icon.

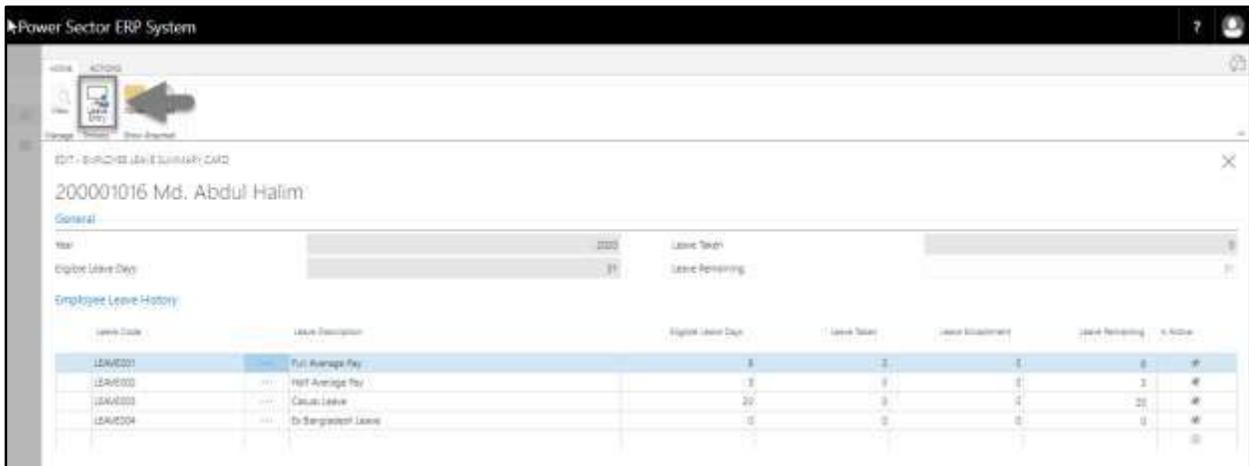
E. Choose **Leave Information** Icon.



The following **Leave Entry Card** page will be appeared.



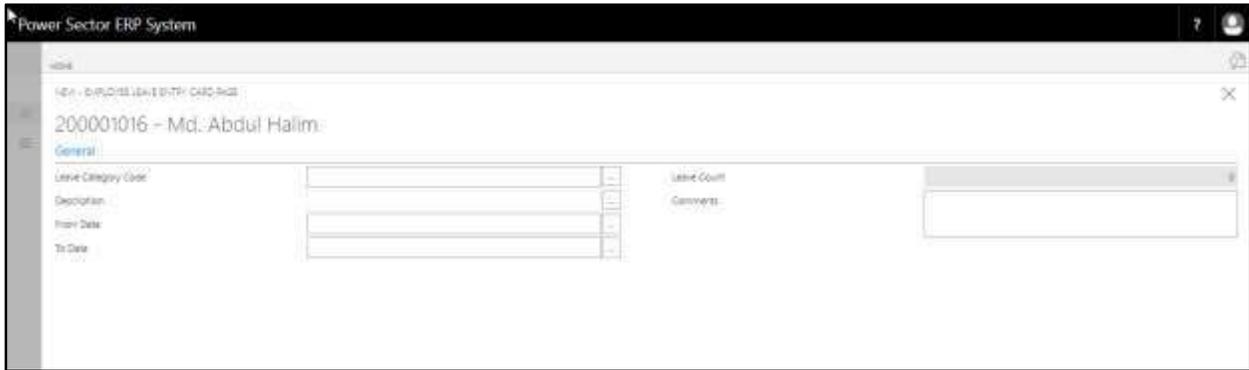
F. Choose **Leave Entry** icon.



TIPS

You will get leave calculation such as remaining casual leave, full average pay and half average pay in the employee leave card page.

The following **Leave Entry page** will be appeared.

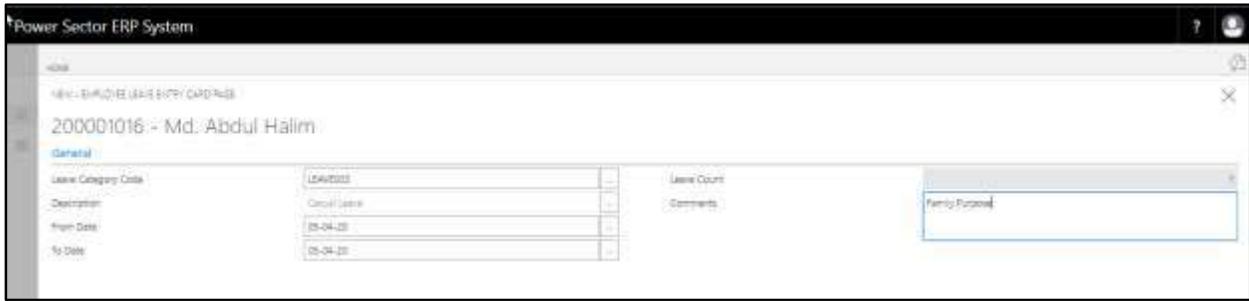


G. Provide the below information to proceed with the transfer process successfully.

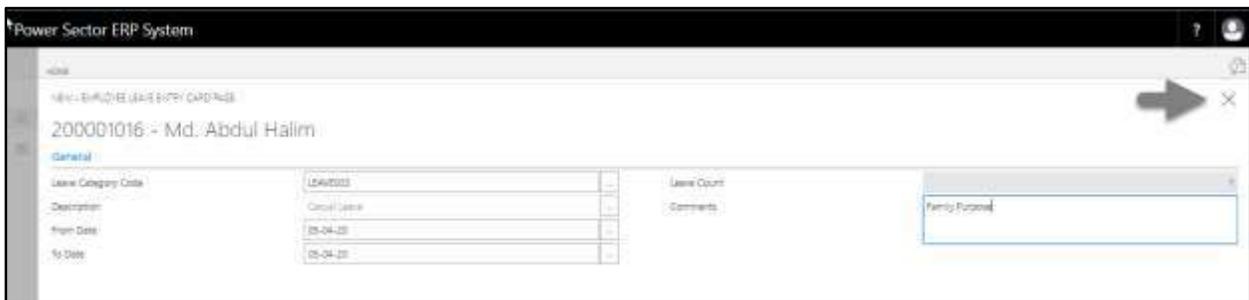
1. Choose the **Leave Category Code** from the dropdown by clicking on  button.
 - **Leave Category Code: LEAVE003**
 - Description** will be populated by system.
2. Choose the **From Date** from Calendar. Click on  button.
 - **From Date: 05-04-20**
3. Choose the **To Date** from Calendar. Click on  button.
 - **From Date: 05-04-20**
4. Provide **comments** if any.
 - **Comments: Family Purpose**



The screen will look like the following.



H. Choose the  button to save and send it for approval.



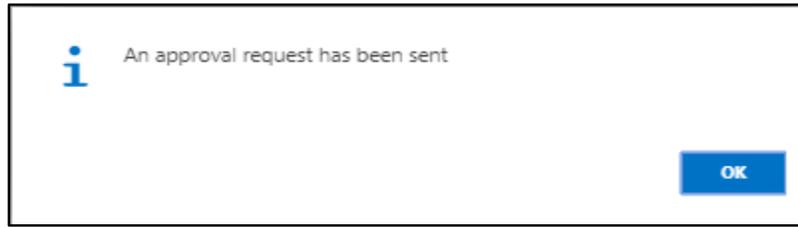
The following pop up will be appeared.



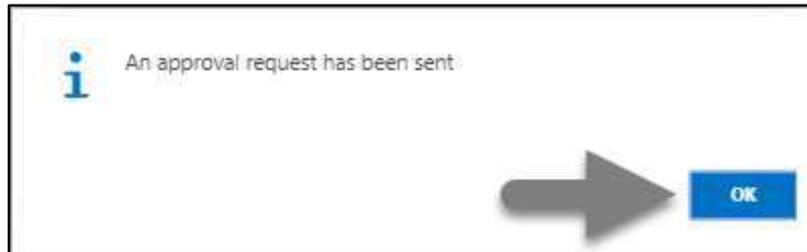
I. Choose **Yes** to send approval.



The following pop up will be appeared.



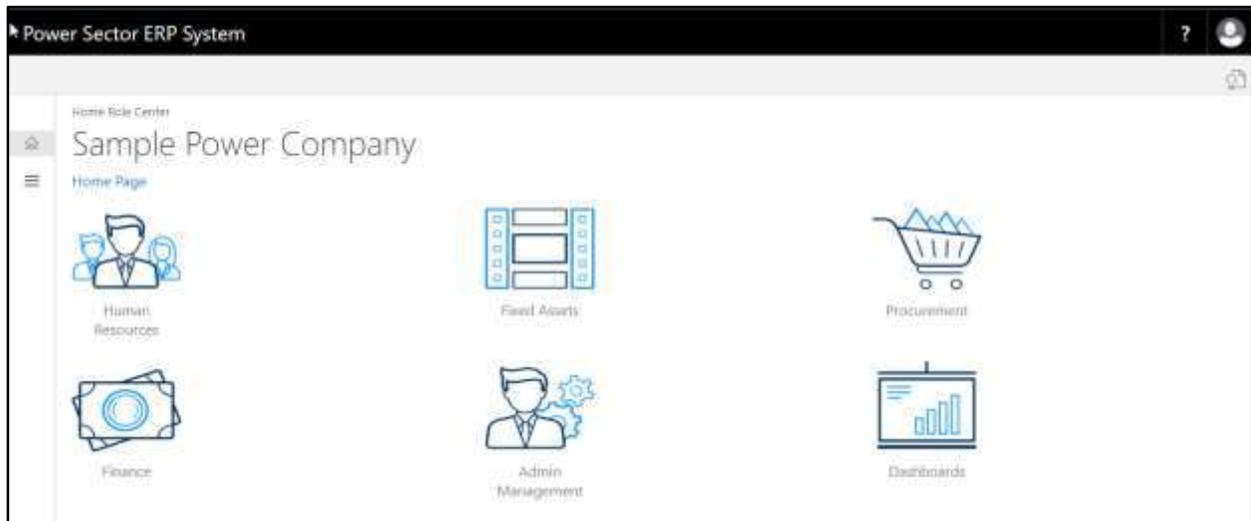
J. Choose "OK" icon to save and close.



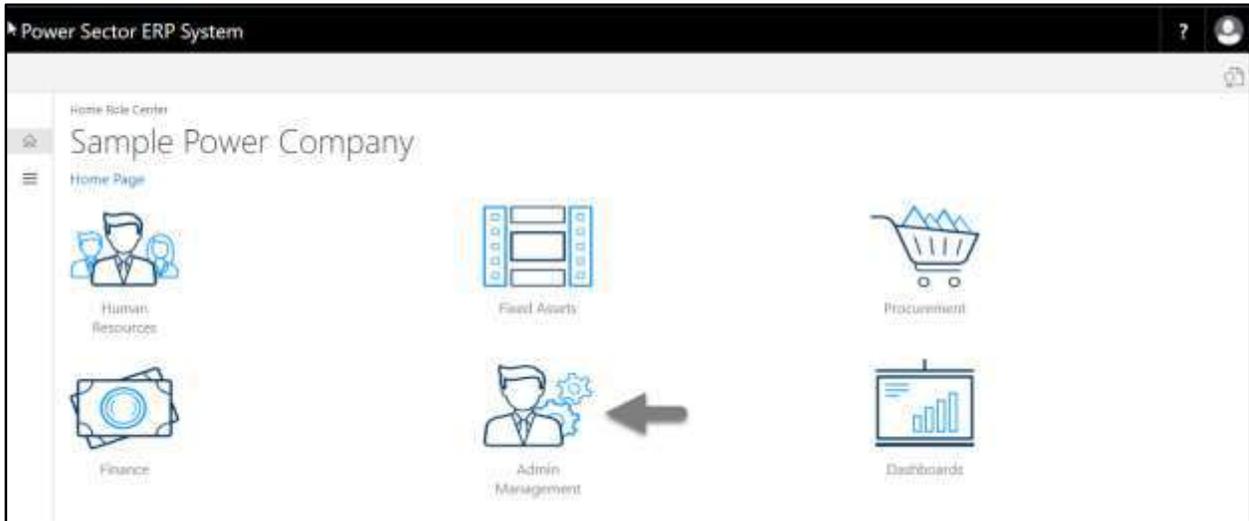
HR-501.2 Approve or Reject Initiated Leave by Admin

To Approve or Reject an initiated leave action, follow the steps described below.

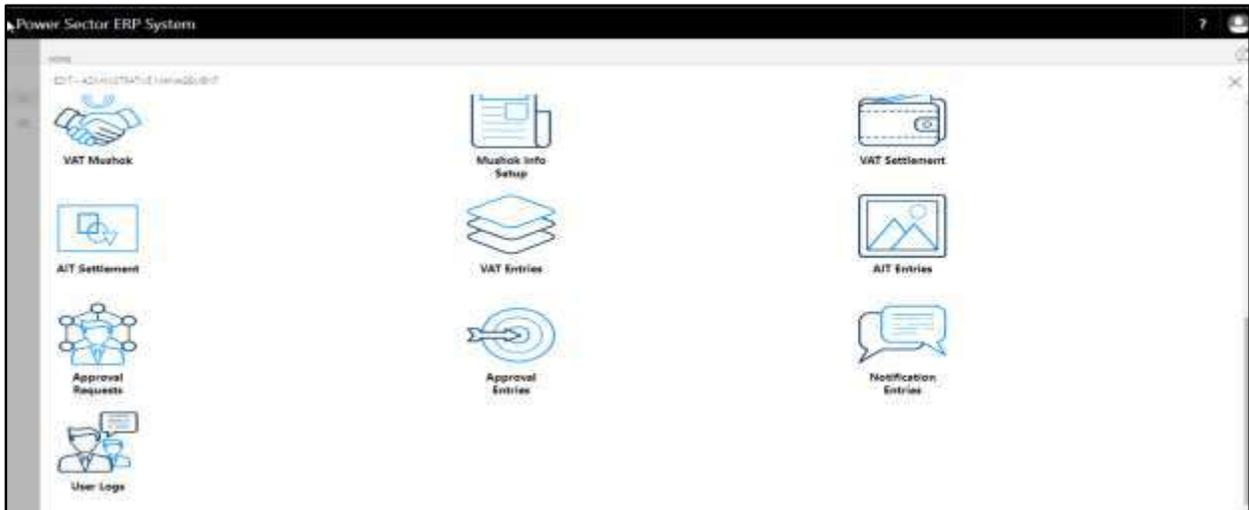
A. Log in with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



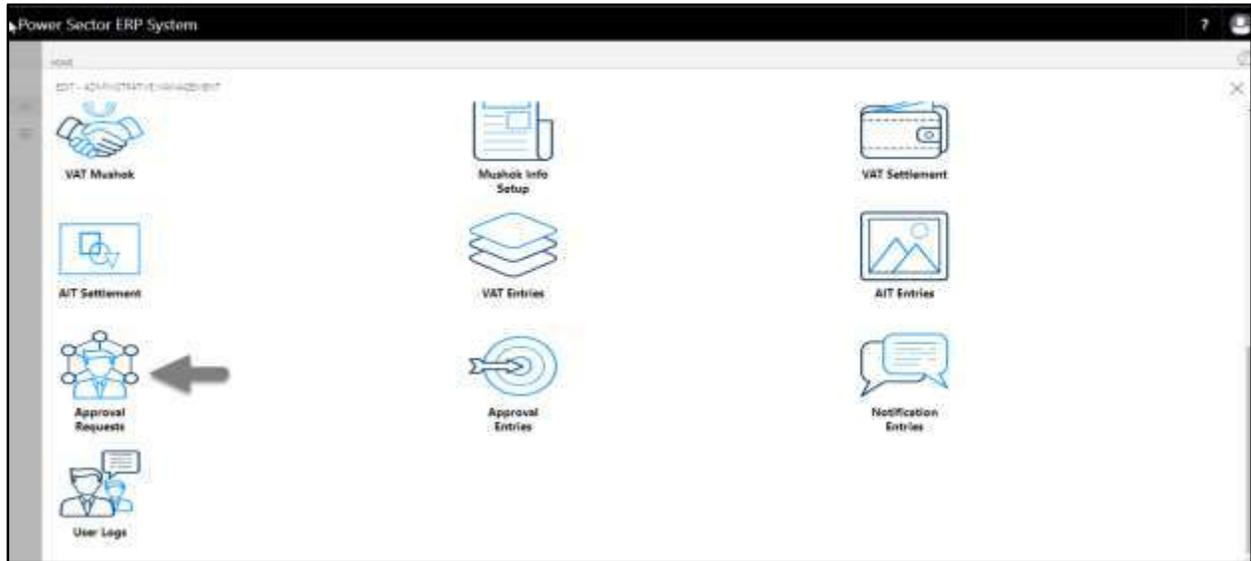
B. Choose the “Admin Management” icon to open the administrative page.



The Following **Admin Management** page will be appeared.



C. Choose the **“Approval Request”** icon to process initiated approval requests.



The following **Approval Request** page will be appeared,



D. Select the initiated records and choose the **“Open Record”** icon.



The detailed **Leave Record** page will be appeared as below.



TIPS

You can view employees previous **Leave History** by clicking  icon during approval.

E. Select the  icon to back to the previous page.



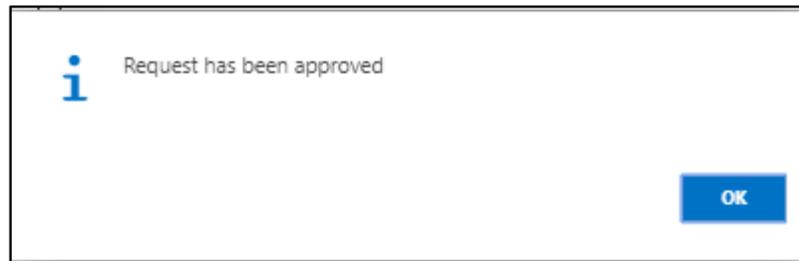
The following **Request to Approve** page will be appeared.



F. Choose the **“Approve”** icon to approve the initiated leave process or select **“Reject”** (besides “Approve”) to reject.



The following pop-up will be appeared as below.



G. Choose the "OK" icon to save and close.



IMPORTANT

After approve an initiated leave, you cannot delete or modify it.

HR-600 Management Initiated Actions

Introduction

This section describes and lists the actions initiated by management for different HR operations and also shows the process of those actions. Management initiated action in the system are –

- HR-601 Transfer and Posting Process
- HR-602 Promotion Process
- HR-603 Deputation or Attachment (Intra Organization) Process
- HR-604 Deputation or Attachment (Inter Organization) Process
- HR-605 Disciplinary Actions Process
- HR-606 Increment Process
- HR-607 Employee Performance Evaluation

Exit Process

- HR-608 Resignation
- HR-609 Termination
- HR-610 Retirement
- HR-611 Deceased

Role

- Module User
- Module Admin

Prerequisite

- Module Admin and User credentials
- Organogram Setup

HR- 601 How to: Transfer Individual or Multiple Employee(s)

Introduction

This process demonstrates how to transfer and perform posting of an employee or multiple employees to new offices.

The transfer process of an individual employee or multiple employees is divided into 3 phases -

- HR-601.1 Initiate the transfer process by module User.
- HR-601.2 Approve or Reject initiated transfer by module Admin.
- HR-601.3 Joining of the transferred employee to the latest office.

Roles

- Module User
- Module Admin

Prerequisite

- Organogram Setup

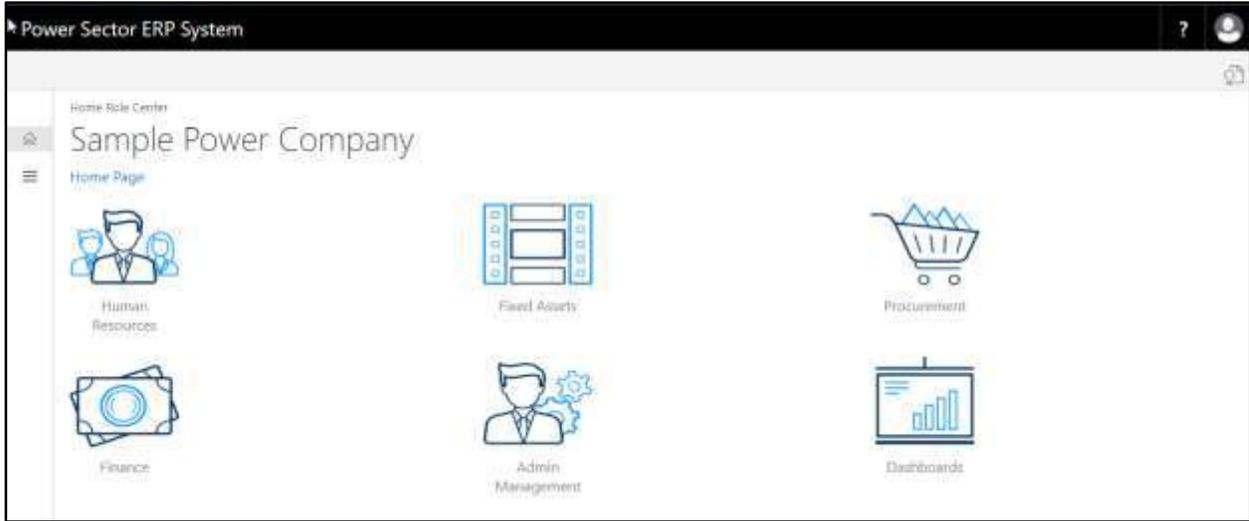
IMPORTANT

Joining date is must to get effect of the transfer on salary.

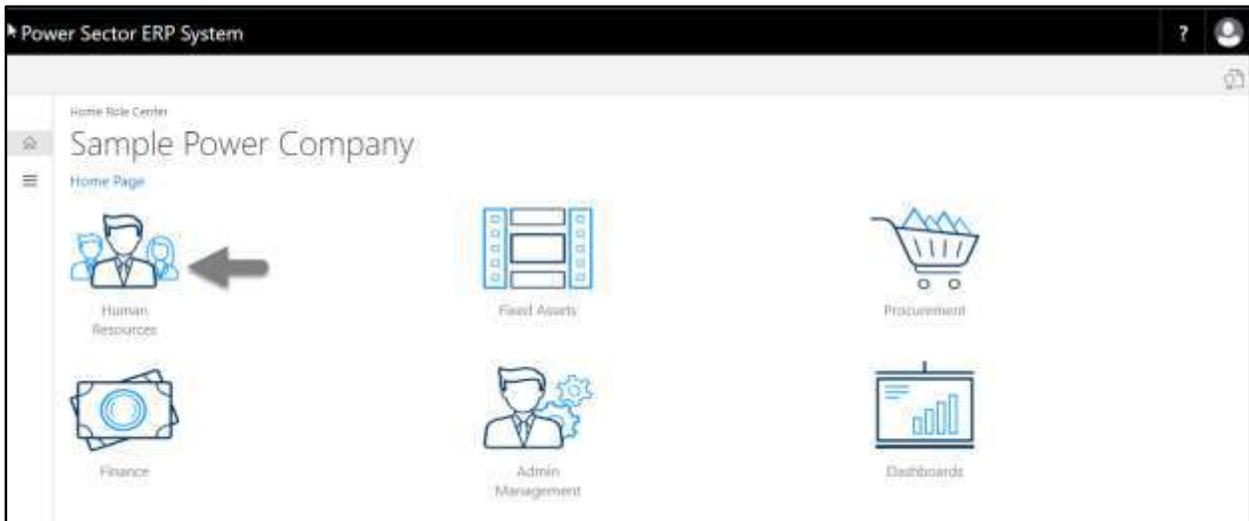
HR-601.1 Initiate Transfer Process by HR User

To Initiate a transfer process, follow the steps described below.

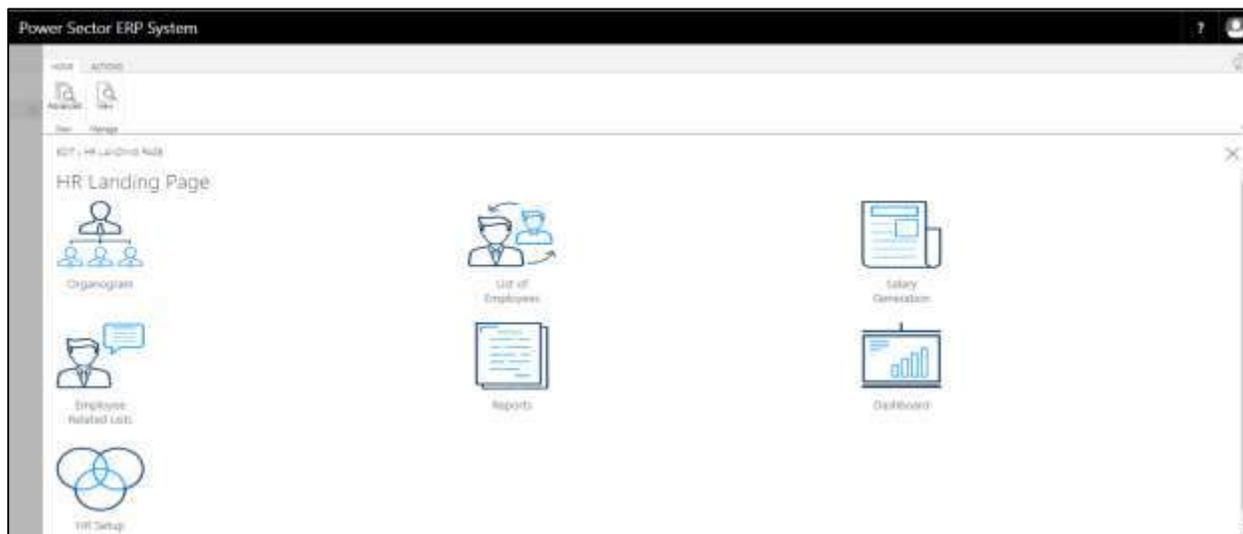
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



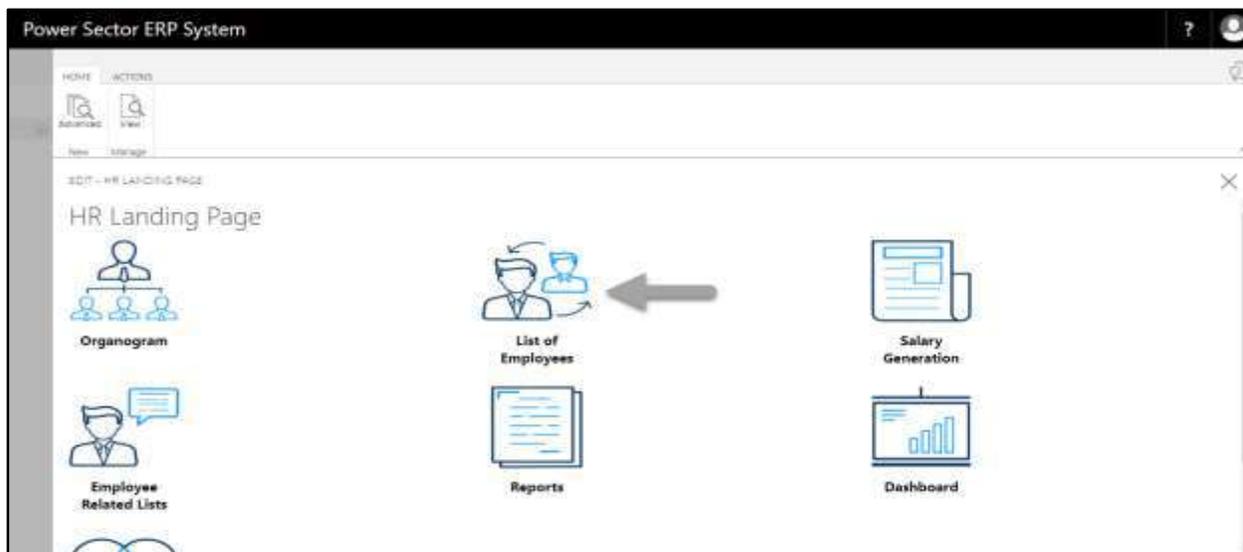
- B. Choose the **"Human Resources"** icon.



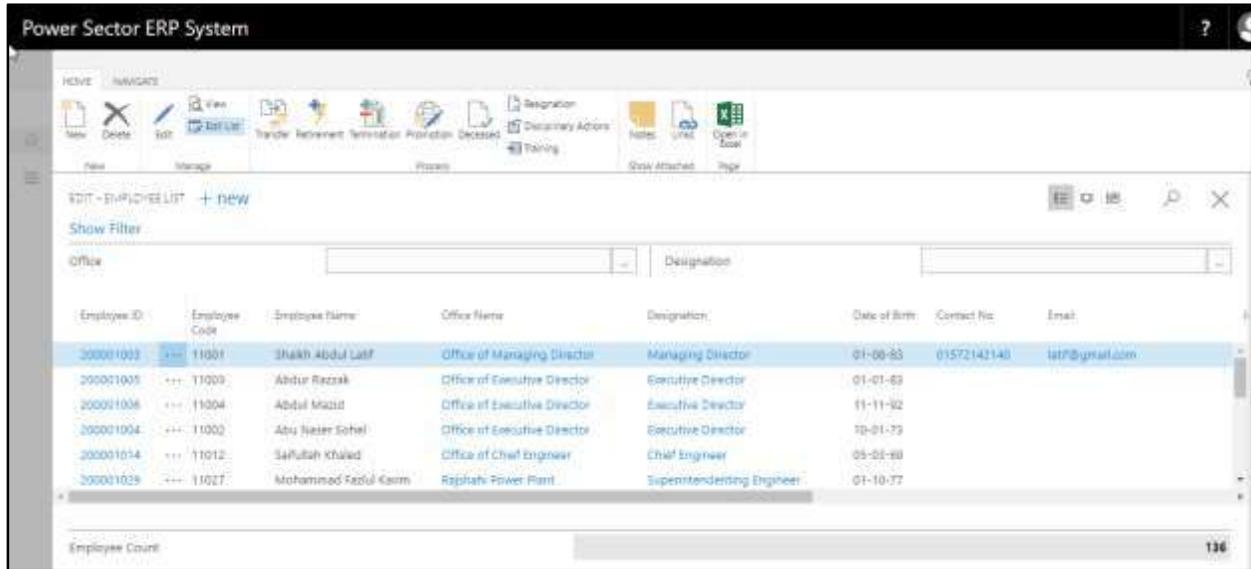
HR Landing Page will be appeared as below



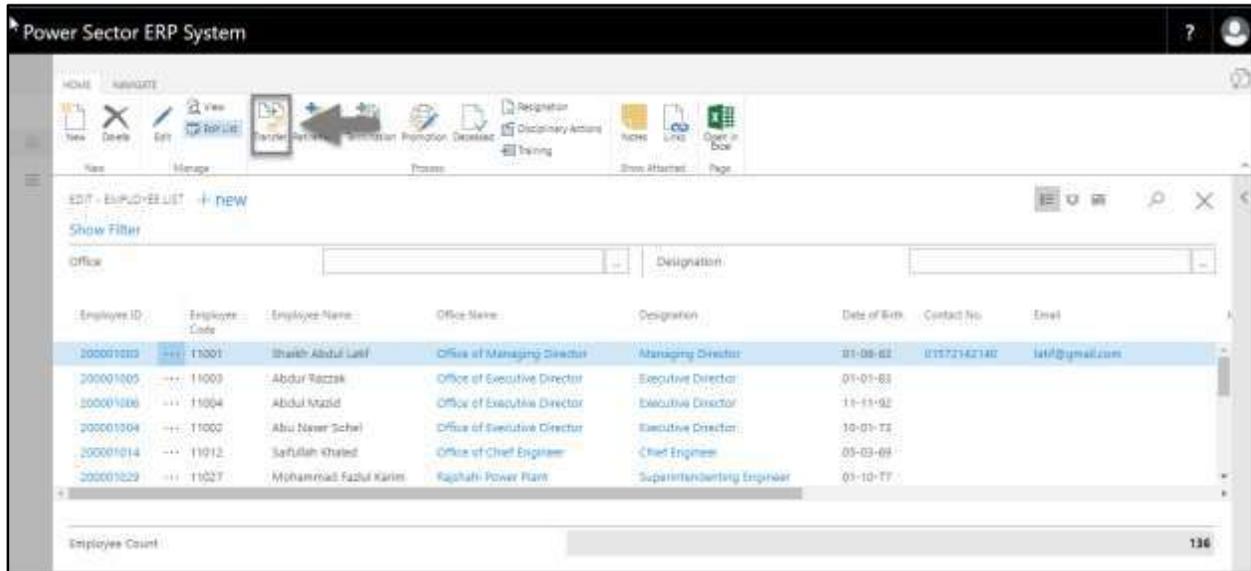
C. Choose the "List of Employees" in HR Landing Page.



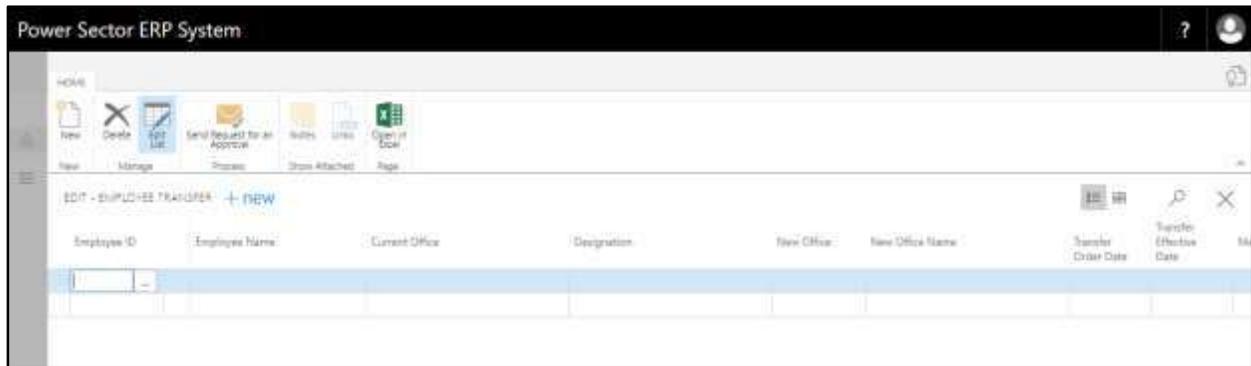
The following **Employee List** page will be appeared as below.



D. Choose the **“Transfer”** icon on the Employee List page, as indicated in figure below.

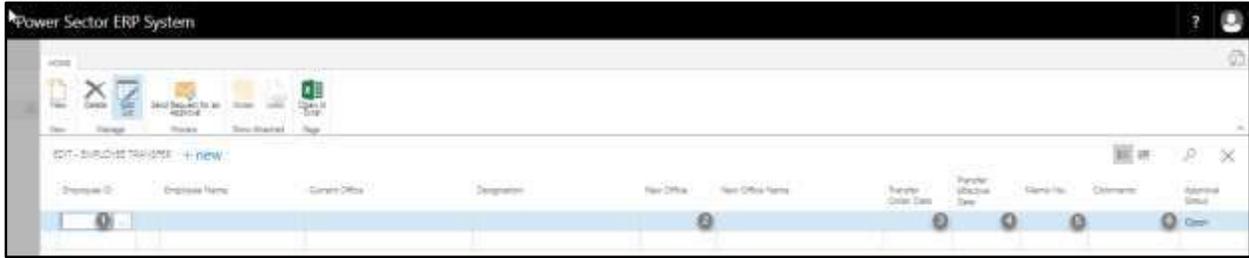


The Following **Transfer entry page** will be appeared.



E. Provide below information to proceed with the transfer process successfully.

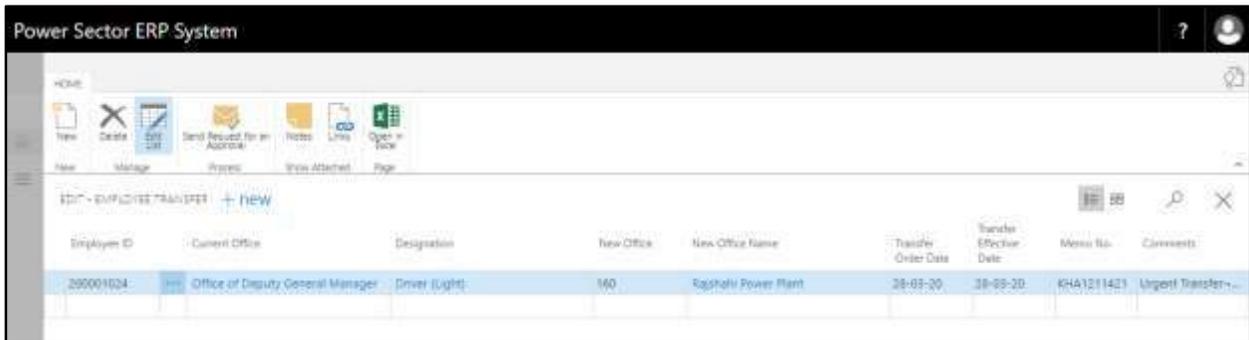
1. Choose the **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001024**
Employee Name, Current Office and **Current Designation** will be populated by the system.
2. Choose the **New Office** from the dropdown to transfer. Click on button.
 - **New Office: 160**
Office Name will be populated by the system.
3. Choose the **Transfer order date** from Calendar. Click on button.
 - **Transfer Order Date: 28-03-20**
4. Choose the **Transfer effective date** from Calendar. To get the Calendar, click on button.
 - **Transfer Effective Date: 28-03-20**
5. Provide **Memo No.** if any.
 - **Memo No.: KHA1211421**
6. Provide **comments** if any.
 - **Comments: Urgent Transfer**



TIPS

To initiate multiple transfers, use next line and follow steps 1 to 6.

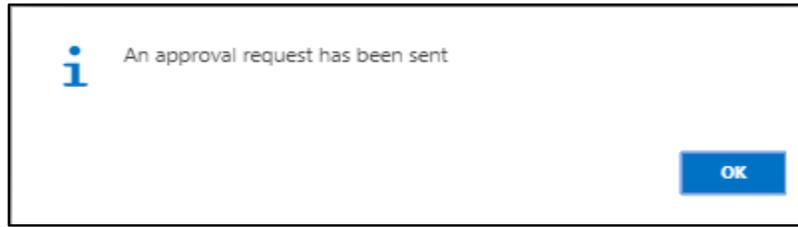
The screen will look like as below



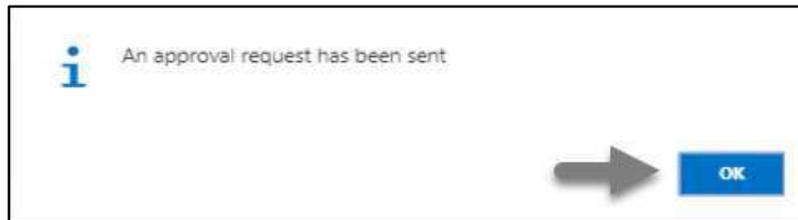
F. Choose the **“Send request for an Approval”** icon to proceed for approval.



The following pop up will be appeared as below.



G. Choose "OK" icon to save and close.



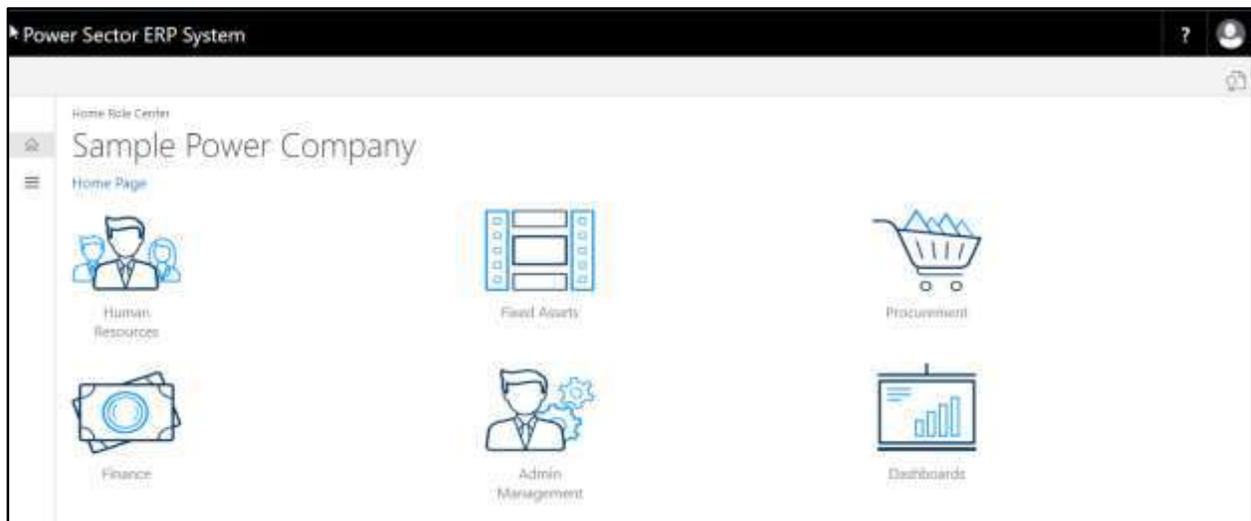
NOTE

For successful transfer action, New office must have organogram for respective designation.

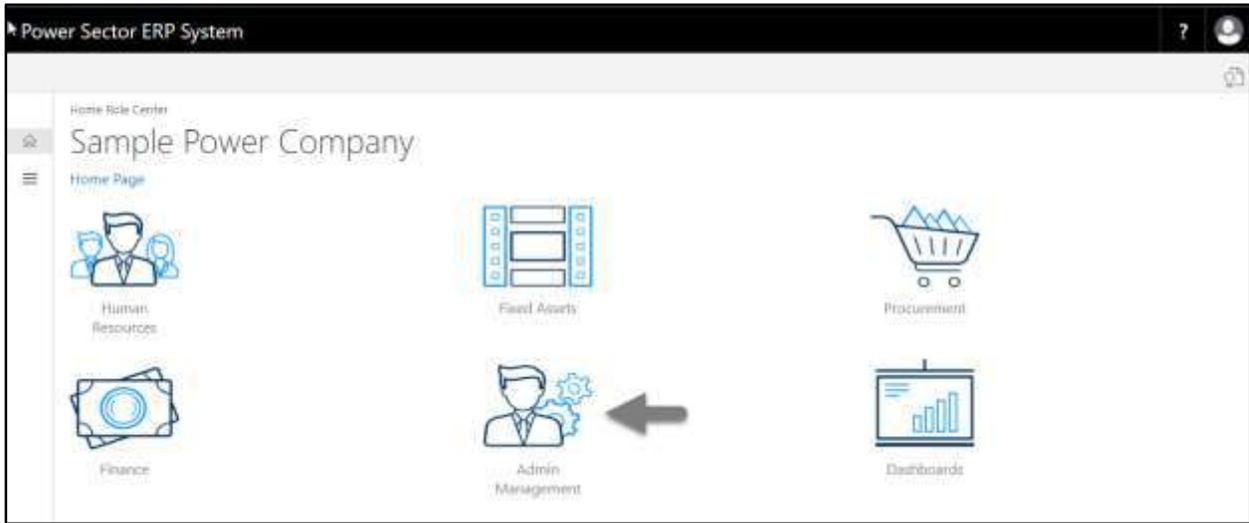
HR-601.2 Approve or Reject initiated Transfer by Admin

To Approve or Reject an initiated transfer, follow the steps described below.

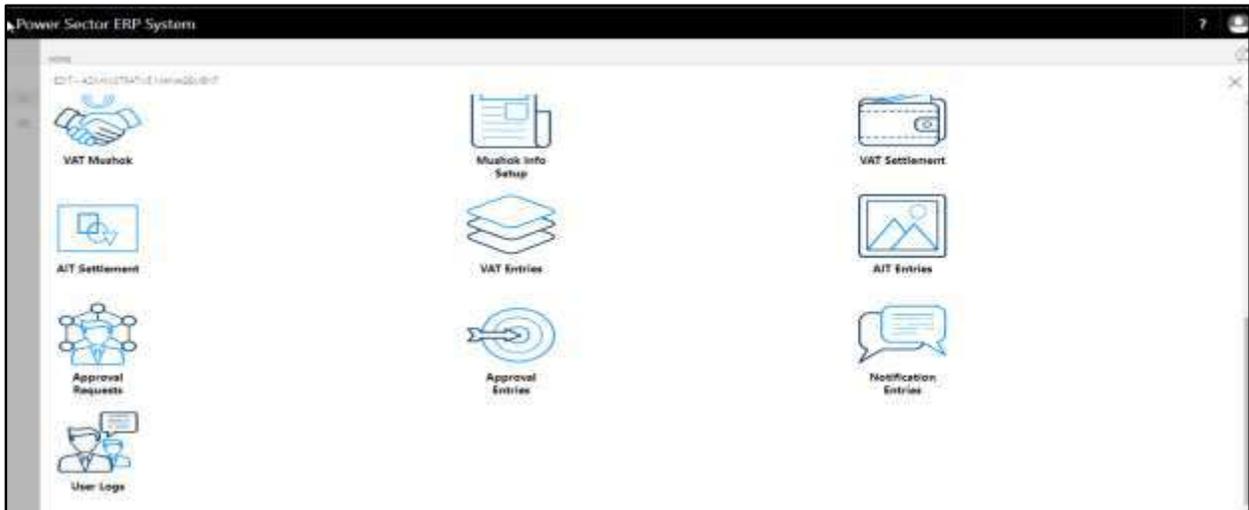
A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



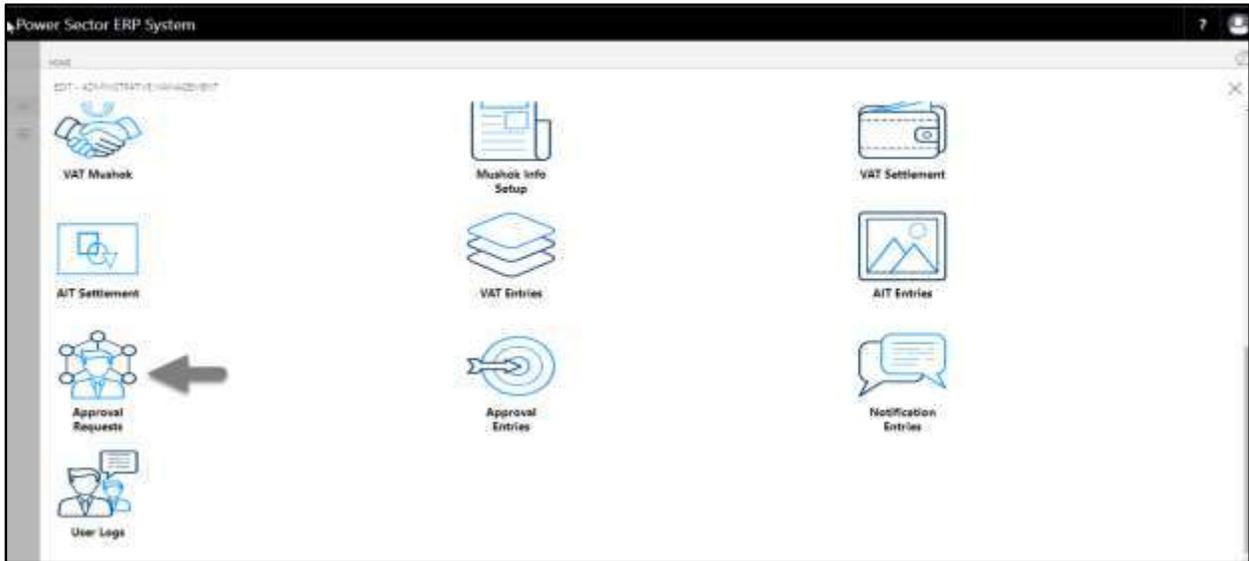
B. Choose the “Admin Management” icon to open the administrative page.



The Following **Admin Management** page will be appeared.



C. Choose the **“Approval Request”** icon to process initiated approval requests.



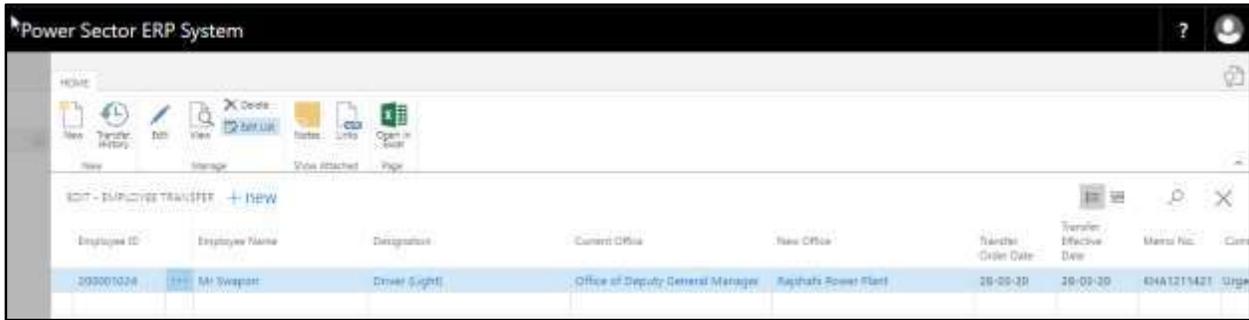
The following **Approval Request** page will be appeared.



D. Select the initiated transfer and choose the **“Open Record”** icon.



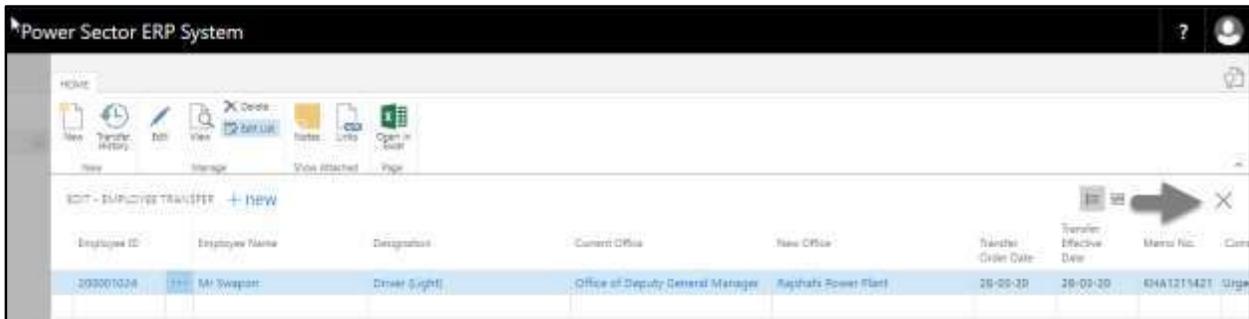
Detailed Employee Transfer page will be appeared as below.



TIPS

You can view employees previous **Transfer History** by clicking  icon during approval.

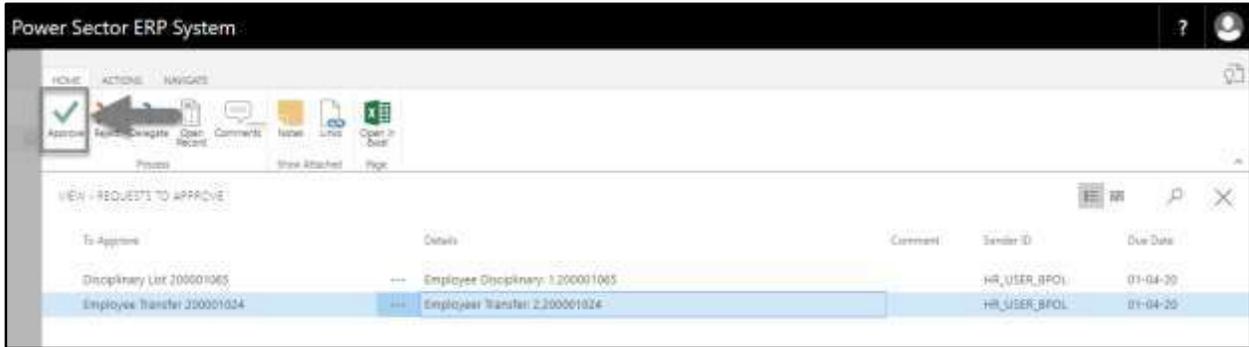
E. Select the  icon to back to the previous page.



The following **Request to Approve** page will be appeared.



F. Choose the **“Approve”** icon to approve the initiated transfer process or select **“Reject”** (besides “Approve”) to reject.



The following pop-up will be appeared as below.



G. Choose the **“OK”** icon to save and close.



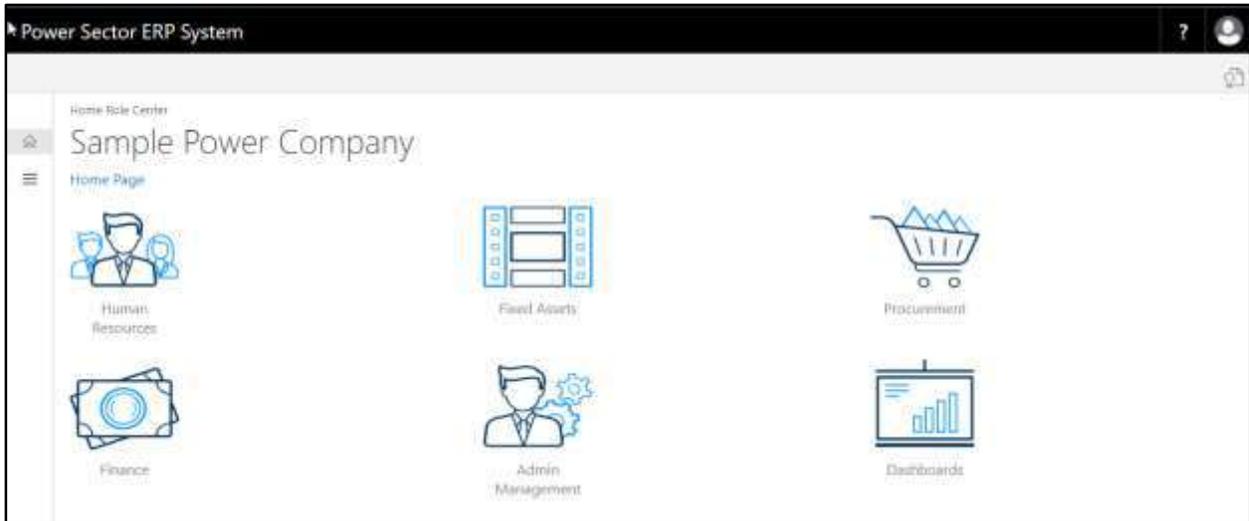
IMPORTANT

After approve an initiated transfer, you cannot delete or modify it.

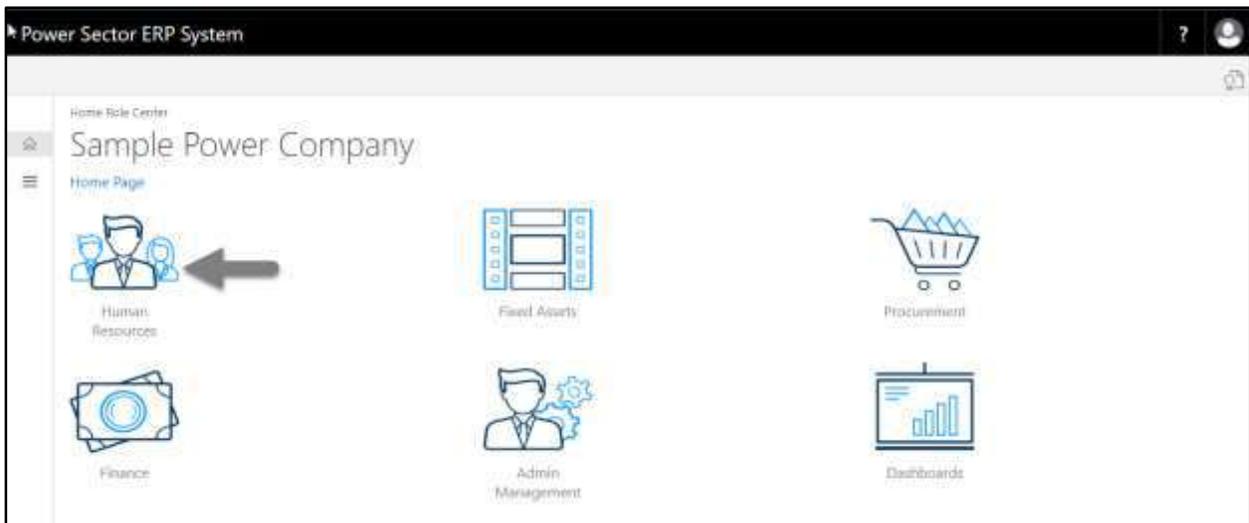
HR-601.3 Joining the transferred employee to latest office

To Join that transferred employee to his/her new office which has an impact on his/her salary, follow the steps below.

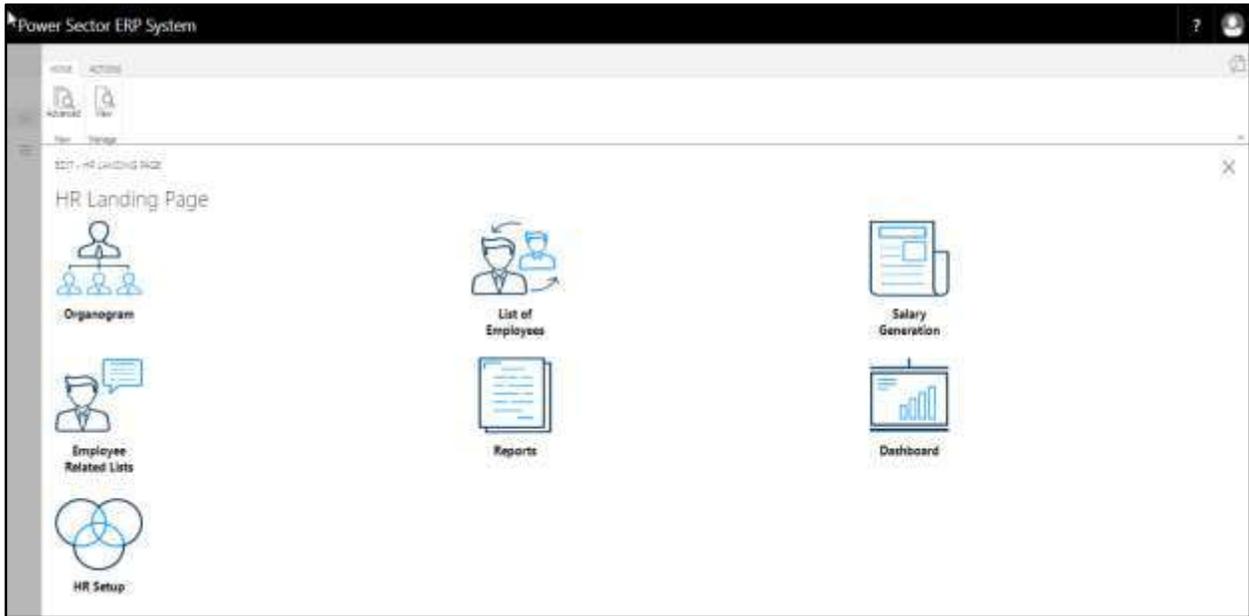
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



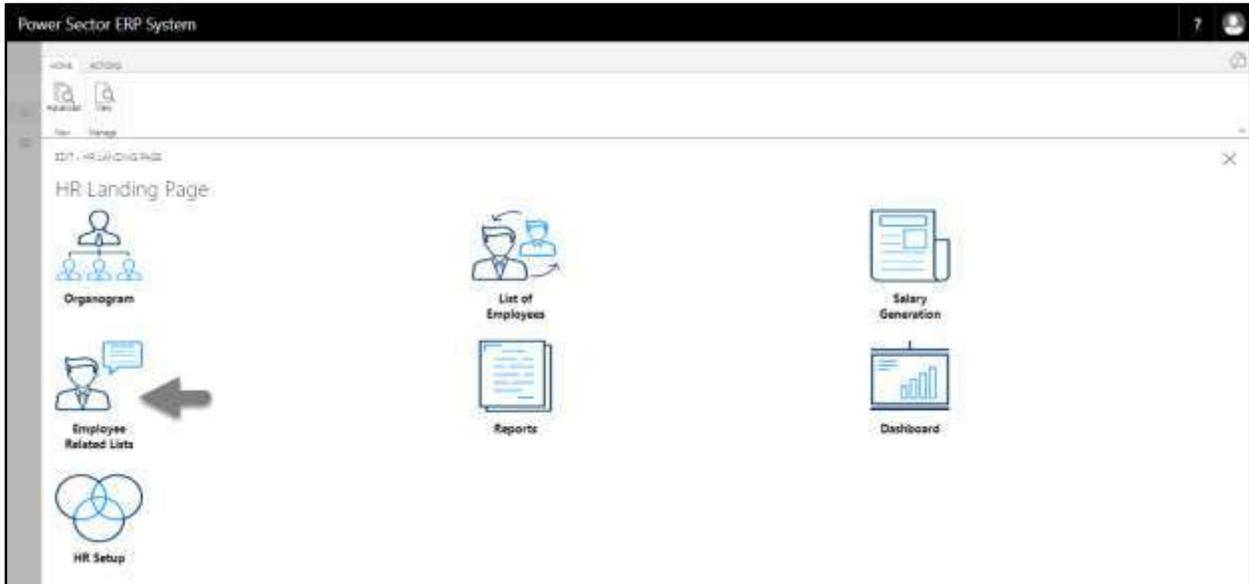
- B. Choose the **"Human Resources"** icon.



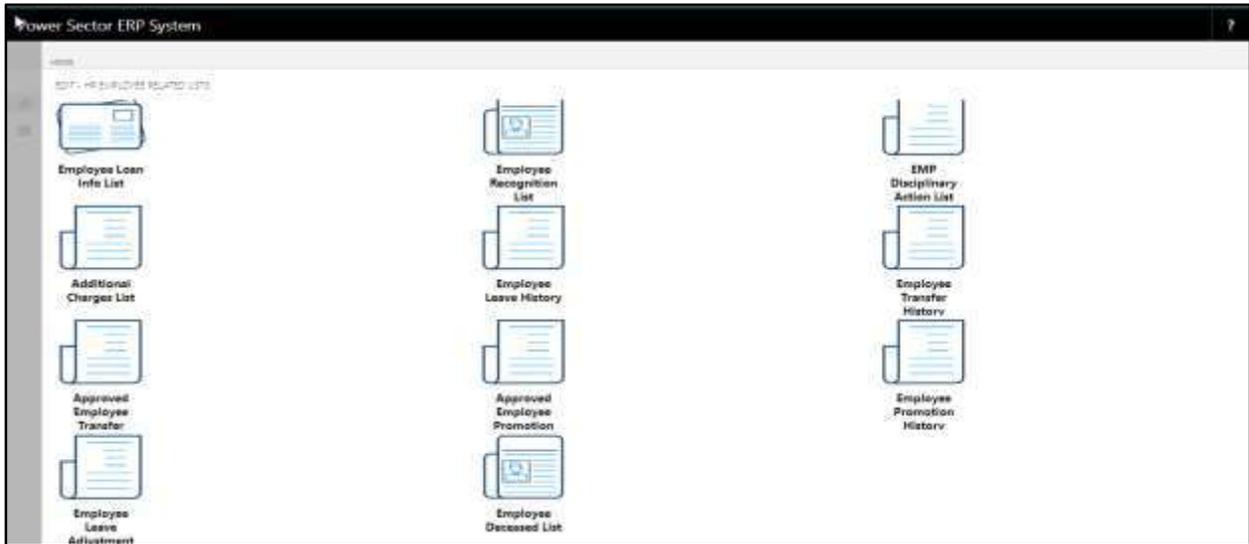
The Following **HR Landing page** will be appeared.



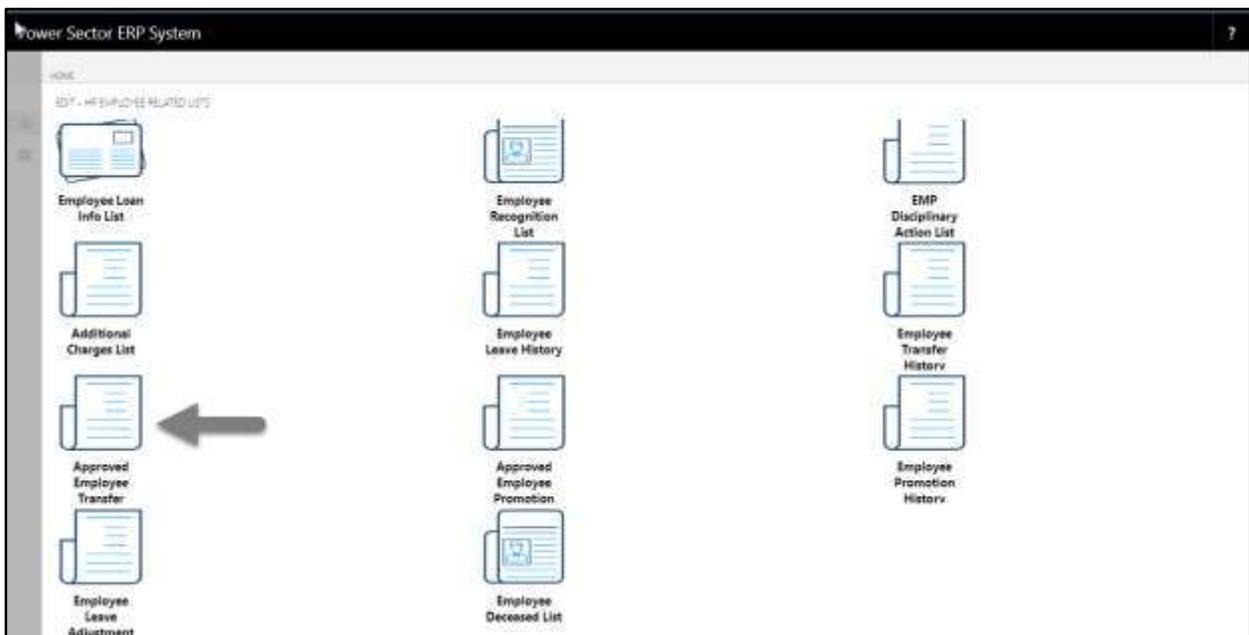
C. Choose the **“Employee Related Lists”** icon.



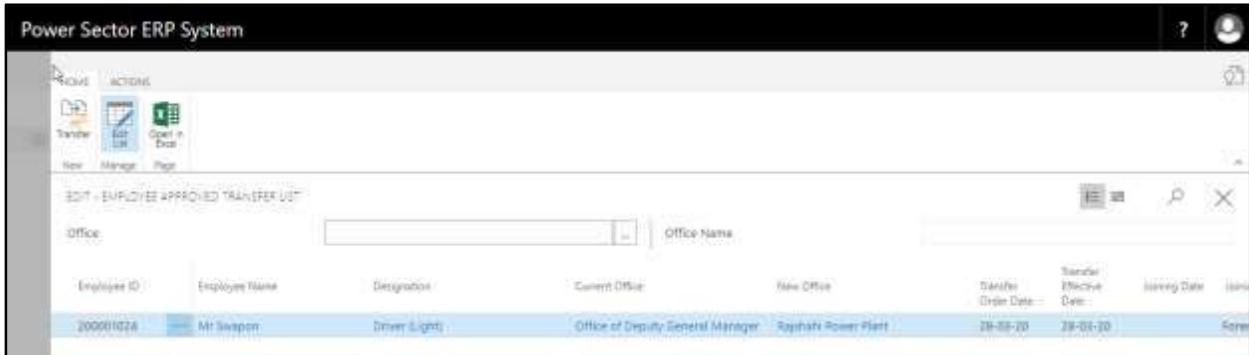
The Following **Employee Related Lists** page will be appeared.



D. Choose the **“Approved Employee Transfer”** icon.



The Following **Approved Employee Transfer** page will be appeared.



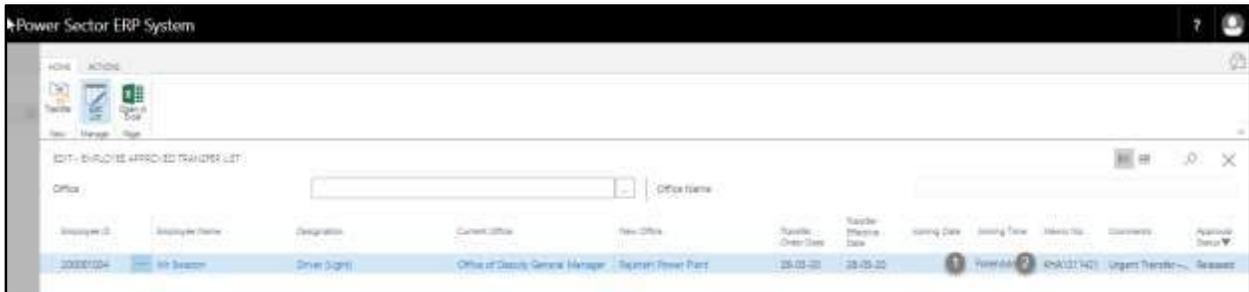
E. Choose **Employee** and Provide bellowed information-

1. Choose **Joining Date** from the calendar. to get the calendar, click on button.

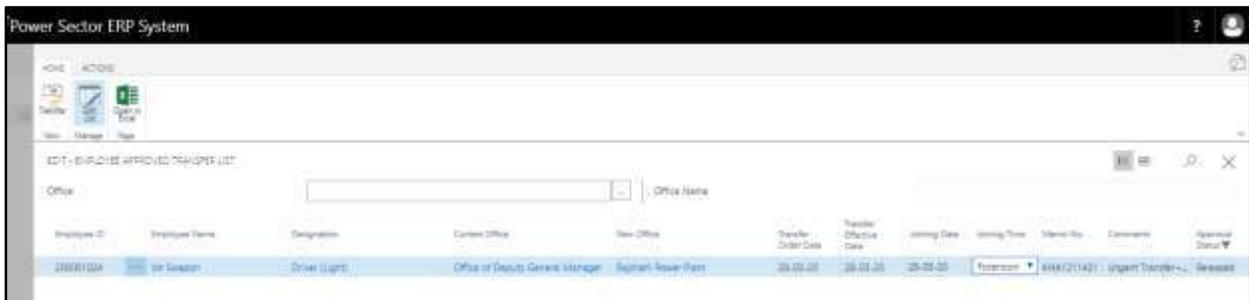
- **Joining Date: 28-03-20**

2. Select Joining Time from the dropdown menu. To get the dropdown, click on ▼ icon.

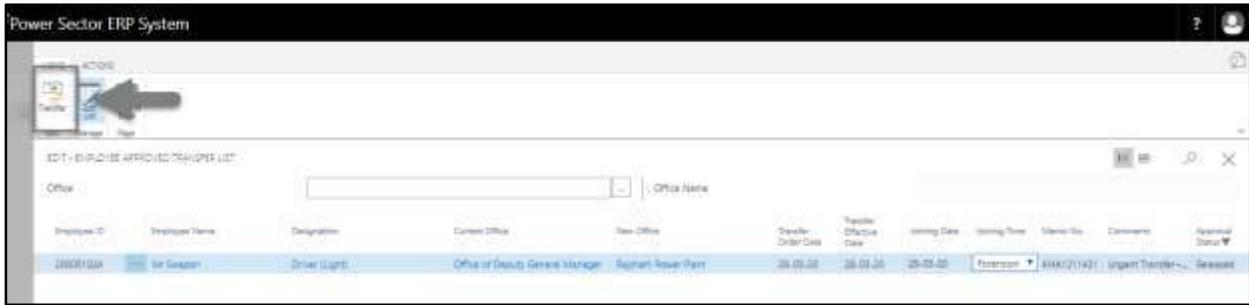
- **Joining Time: Forenoon**



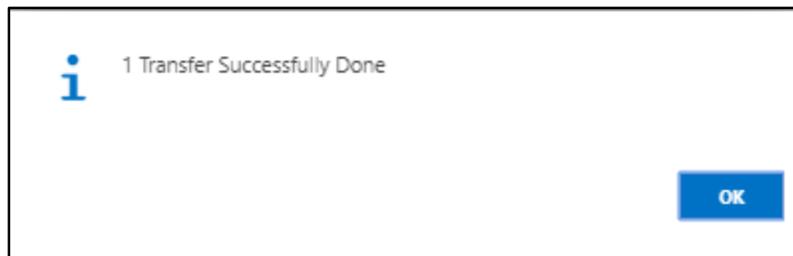
After providing the information page will look as below.



F. Choose the "Transfer" icon as shown in the image below.



The following page will be appeared.



G. Choose the "OK" icon as shown in the image below.



HR-602 How to: Promote Individual or Multiple Employee(s)

Introduction

This process demonstrates how to Promote and perform posting of an employee or multiple employees to new Designations.

The Promotion process of an individual employee or multiple employees completes in 3 phases

- HR-602.1 Initiate the Promotion process User.
- HR-602.2 Approve or Reject initiated promotion Admin.
- HR-602.3 Joining of the promoted employee to latest designation.

Roles

- Module User
- Module Admin

Prerequisite

- Organogram Setup

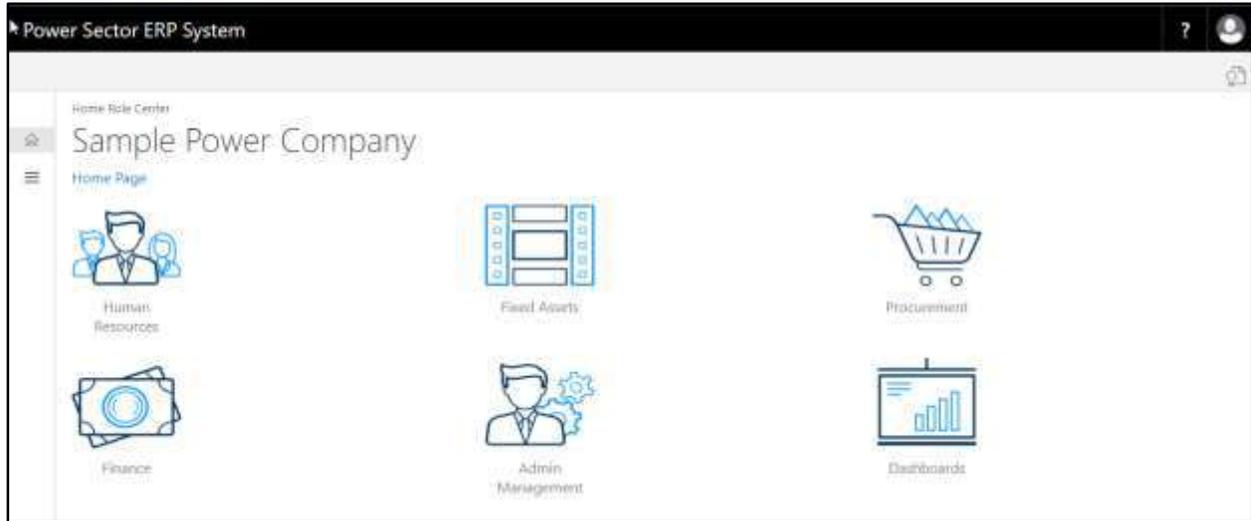
IMPORTANT

Joining date is must to get effect of the promotion on salary.

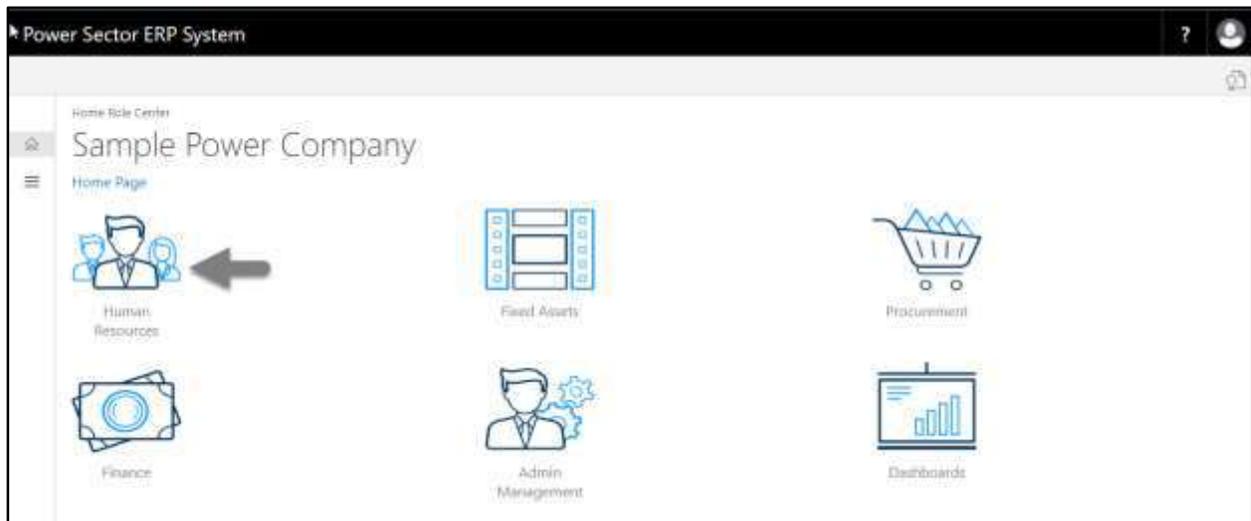
HR-602.1 Initiate Promotion Process by User

To Initiate a promotion process, follow the steps described below.

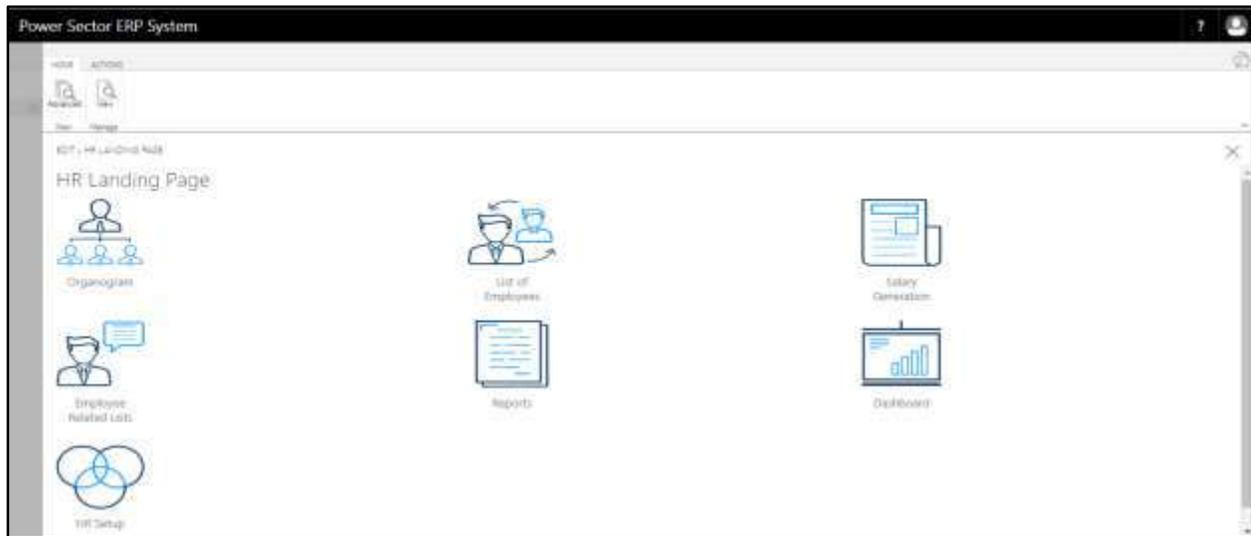
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



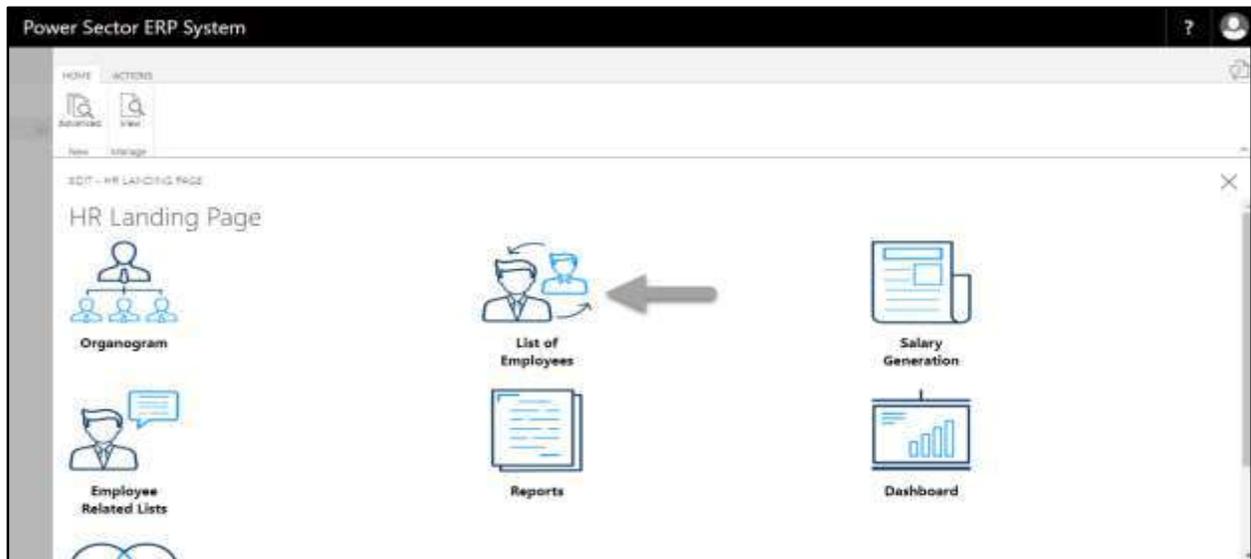
- B. Choose the **"Human Resources"** icon.



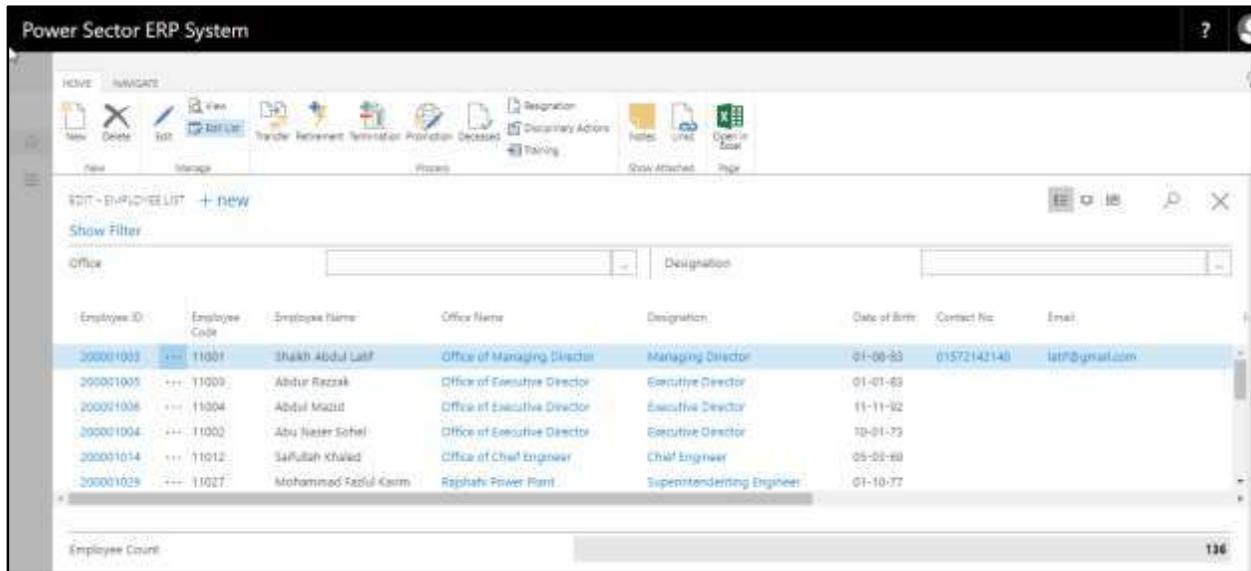
HR Landing Page will be appeared as below



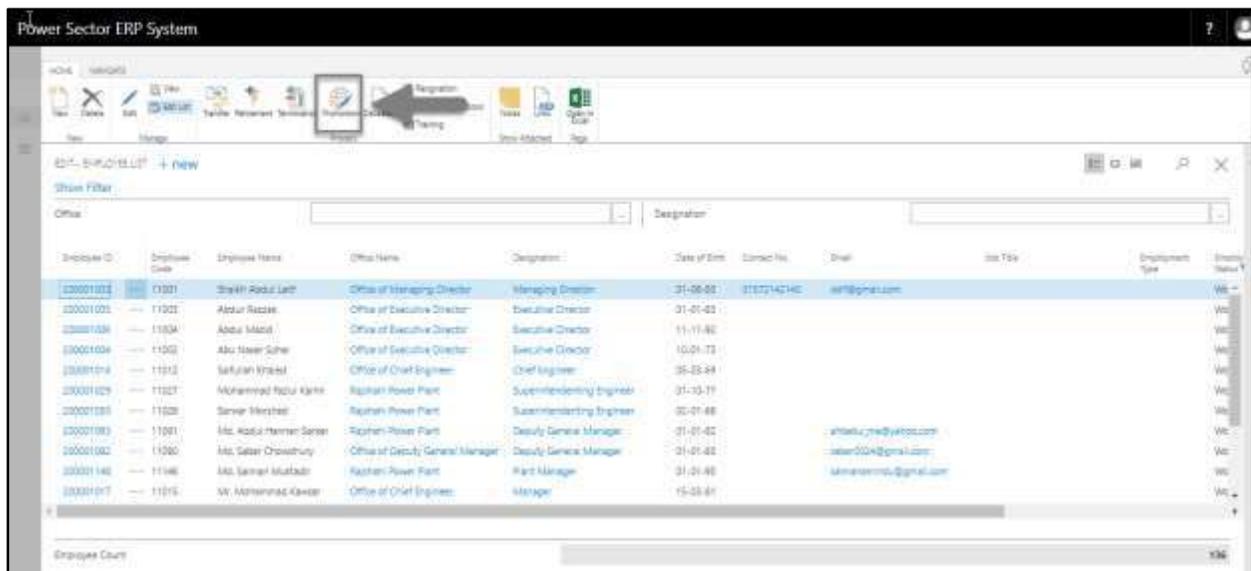
C. Choose the "List of Employees" in HR Landing Page.



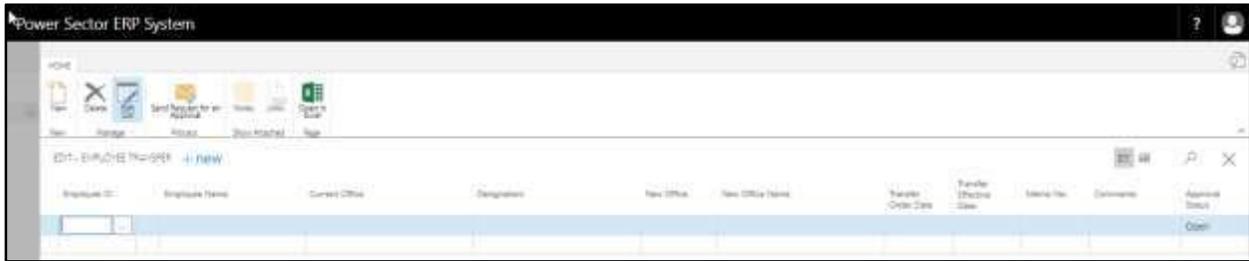
The following **Employee List** page will be appeared.



D. Choose the **"Promotion"** icon on the Employee List page, as indicated in figure below.



The following **Promotion Entry** page will be appeared.



E. Provide below information to proceed with the Promotion process successfully.

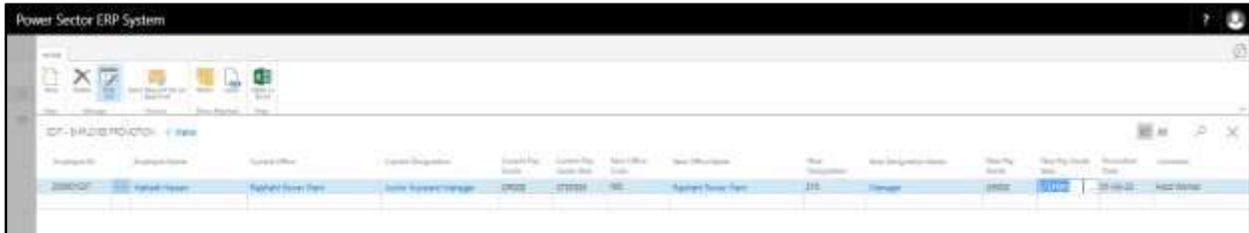
1. Choose the **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001037****Employee Name, Current Office, Current Designation, Current Pay Grade** and **Current Pay Grade Step** will be populated by the system.
2. Choose the **New Office** from the dropdown by clicking on button.
New Office: 160
Office Name will be populated by the system.
3. Choose the **New Designation** from the dropdown by clicking on button.
New Designation: 210
Designation Name and **New Grade** will be populated by the system.
4. Choose the **New Pay Step** from the dropdown by clicking on button.
New Pay Step: STEP001
5. Choose the **Promotion Date** from the dropdown by clicking on button.
Promotion Date: 01-04-20
6. Provide **Comments** If Any.
Comments: Hard Working



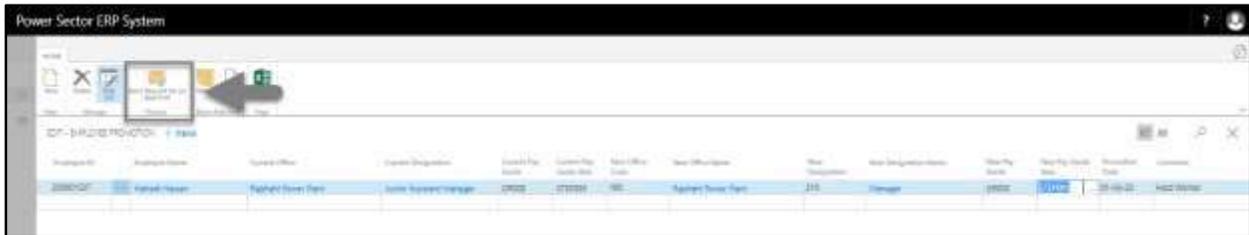
Tips

To initiate multiple promotions, use next line and follow steps 1 to 6.

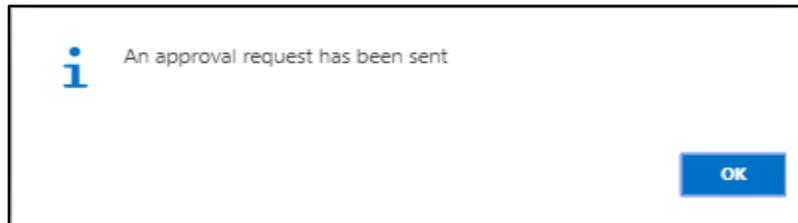
The screen will look like as below



F. Choose the **“Send request for an Approval”** icon to proceed for approval.



The following pop up will be appeared.



G. Choose **“OK”** icon to save and close.



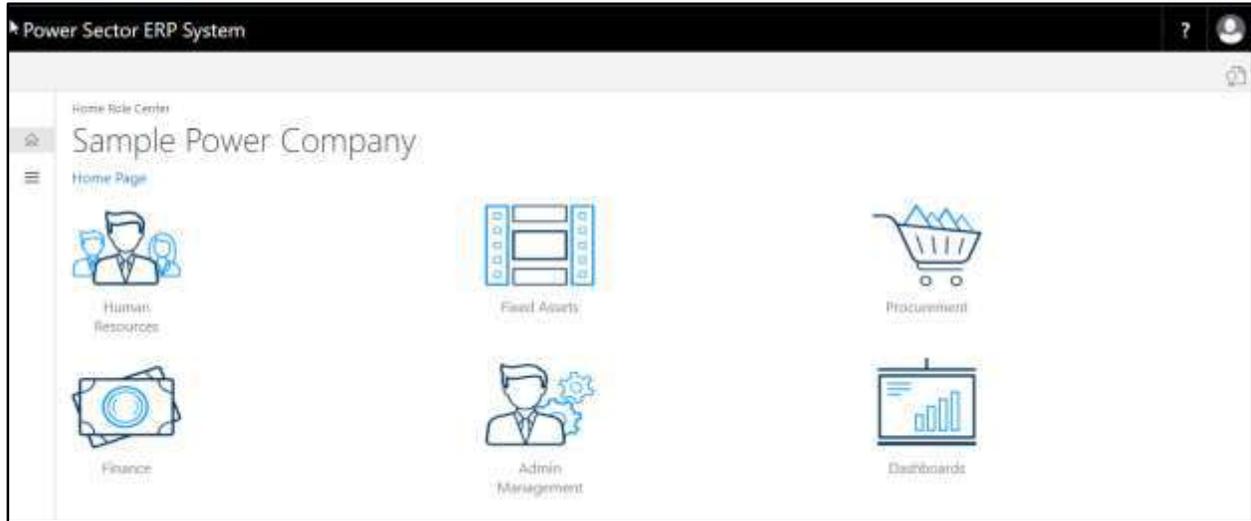
NOTE

For successful promotion action, New office must have organogram for respective designation.

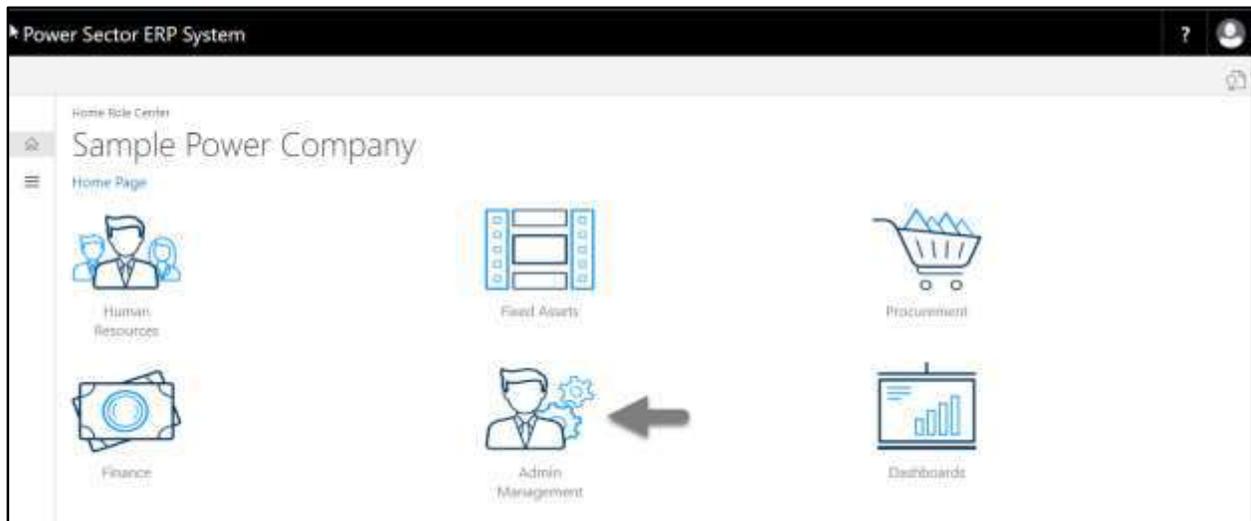
HR-602.2 Approve or Reject initiated Promotion by Admin

To Approve or Reject an initiated promotion action, follow the steps described below.

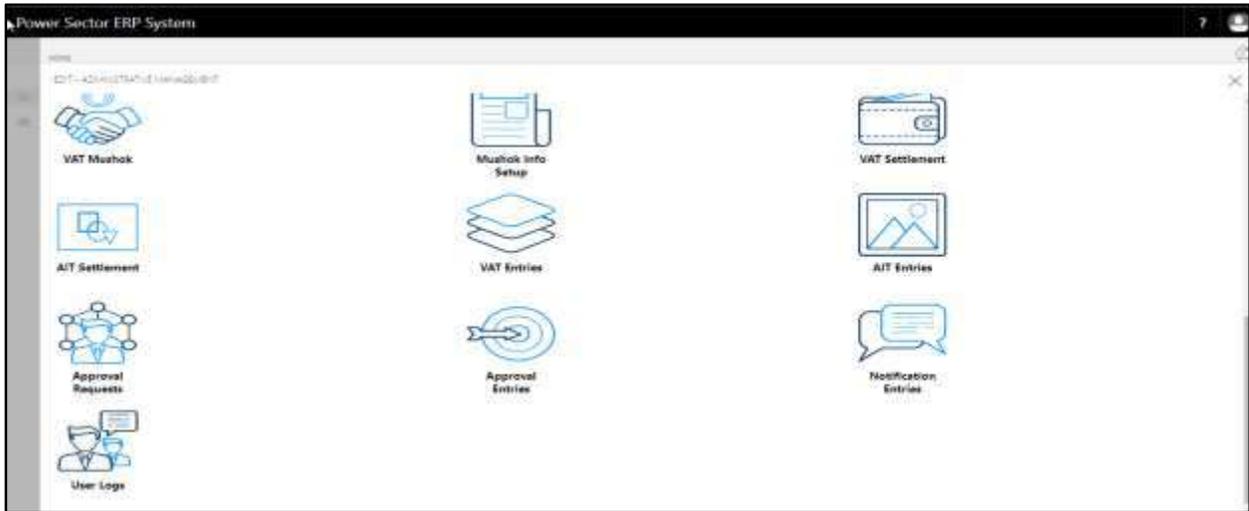
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



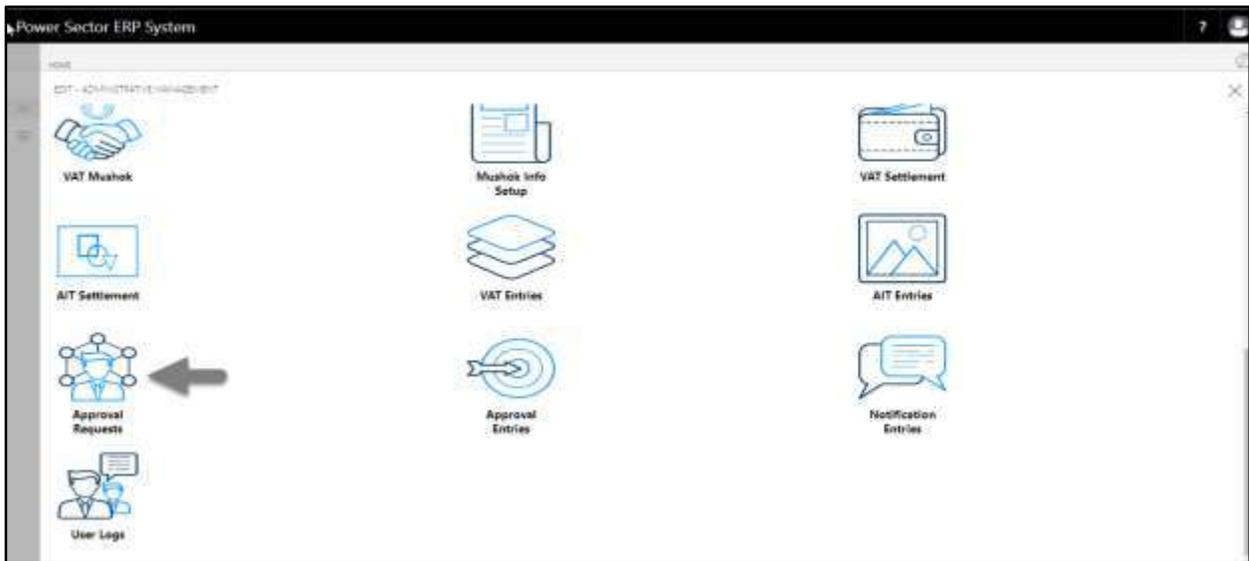
- B. Choose the **“Admin Management”** icon to open the administrative page.



The Following **Admin Management** page will be appeared.



C. Choose the **“Approval Request”** icon to process initiated approval requests.



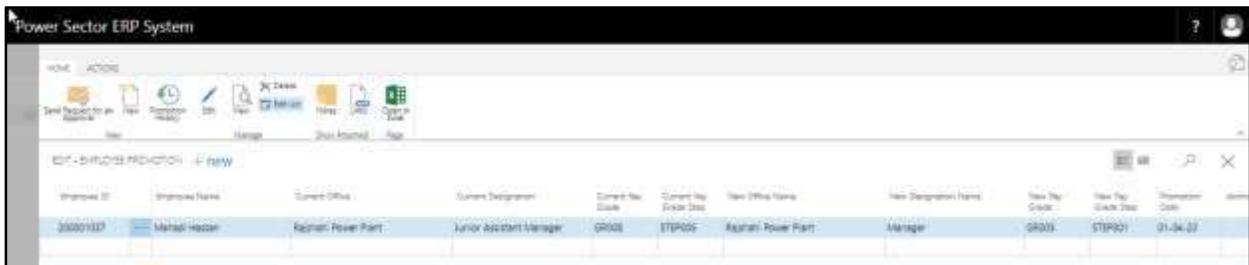
The following **Approval Request** page will be appeared.



D. Select the initiated promotion and choose the **“Open Record”** icon.



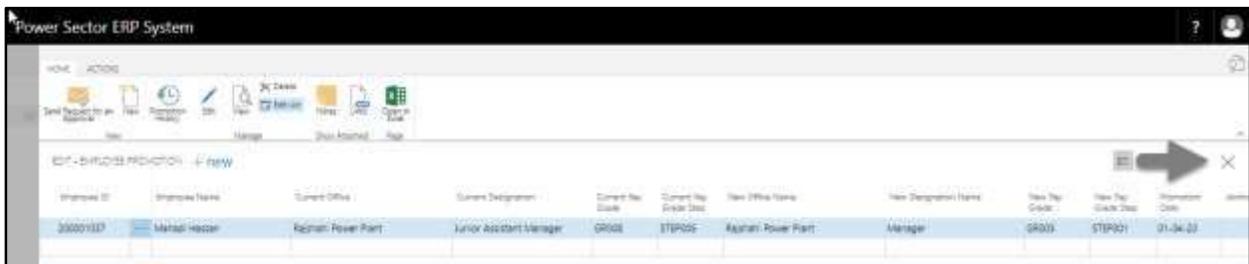
Detailed Employee Promotion page will be appeared as below.



TIPS

You can view employees previous Promotion History by clicking  icon during approval.

E. Select the  icon to back to the previous page.



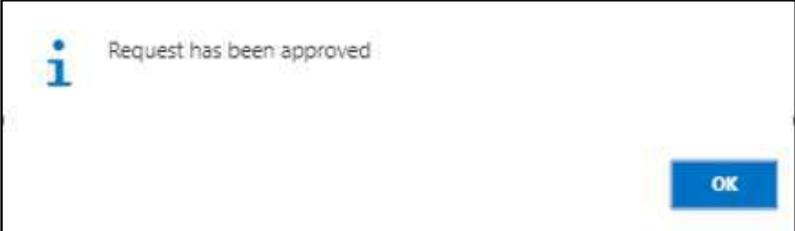
The following **Request to Approve** page will be appeared as below.



- F. Choose the **“Approve”** icon to approve the initiated promotion process or select **“Reject”** (besides “Approve”) to reject.



The following pop-up will be appeared.



- G. Choose the **“OK”** icon to save and close.

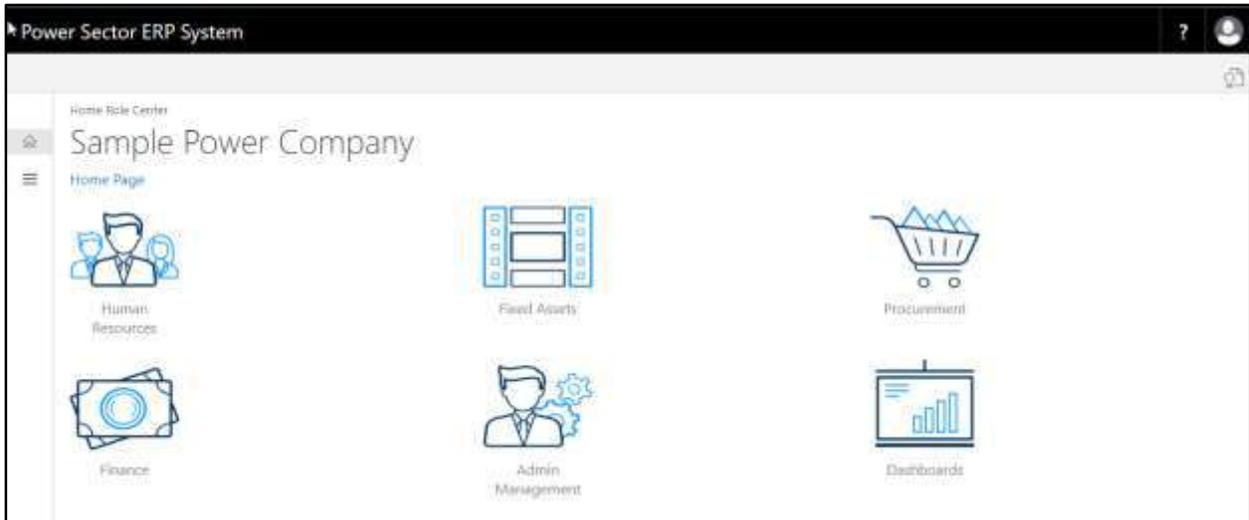


IMPORTANT
After approve an initiated promotion, you cannot delete or modify it.

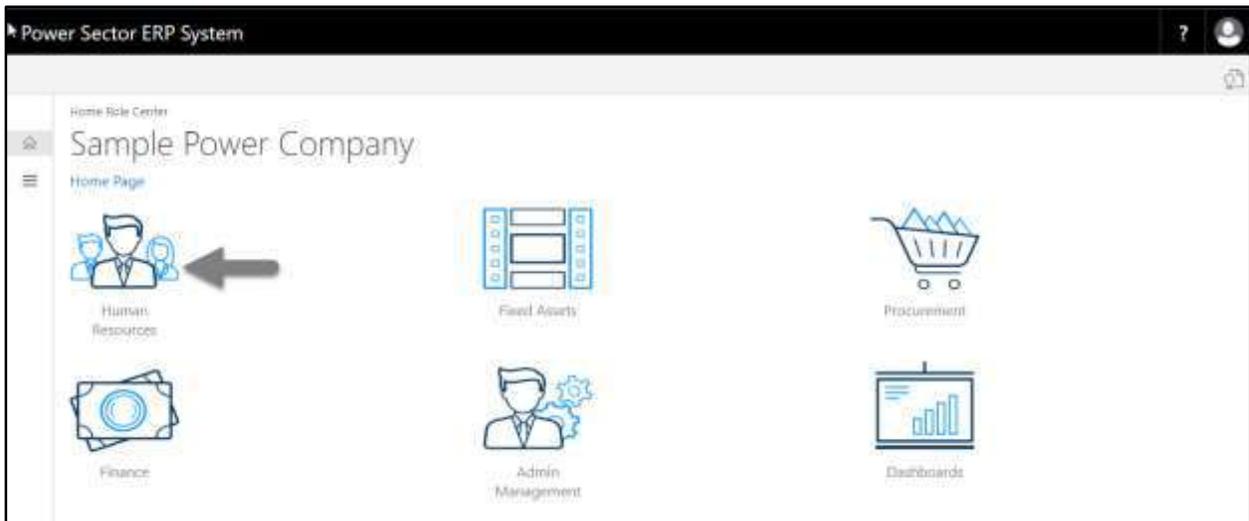
HR-603.3 Joining the promoted employee to latest office

To Join that promoted employee to his/her new office which has an impact on his/her salary, follow the steps below.

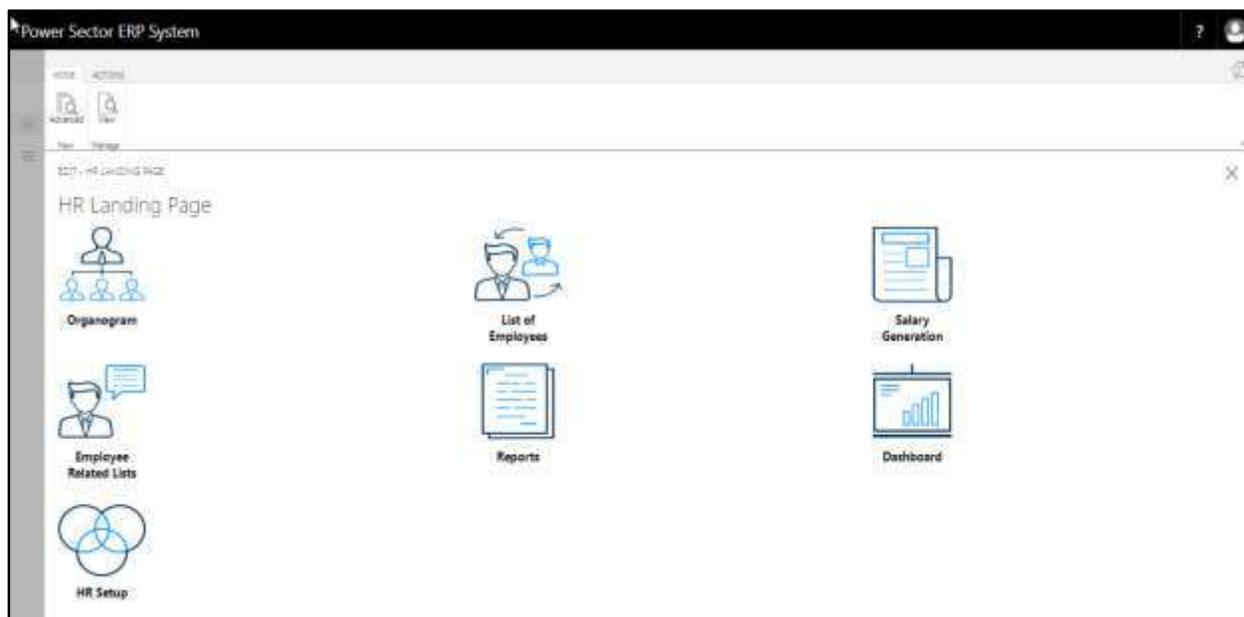
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



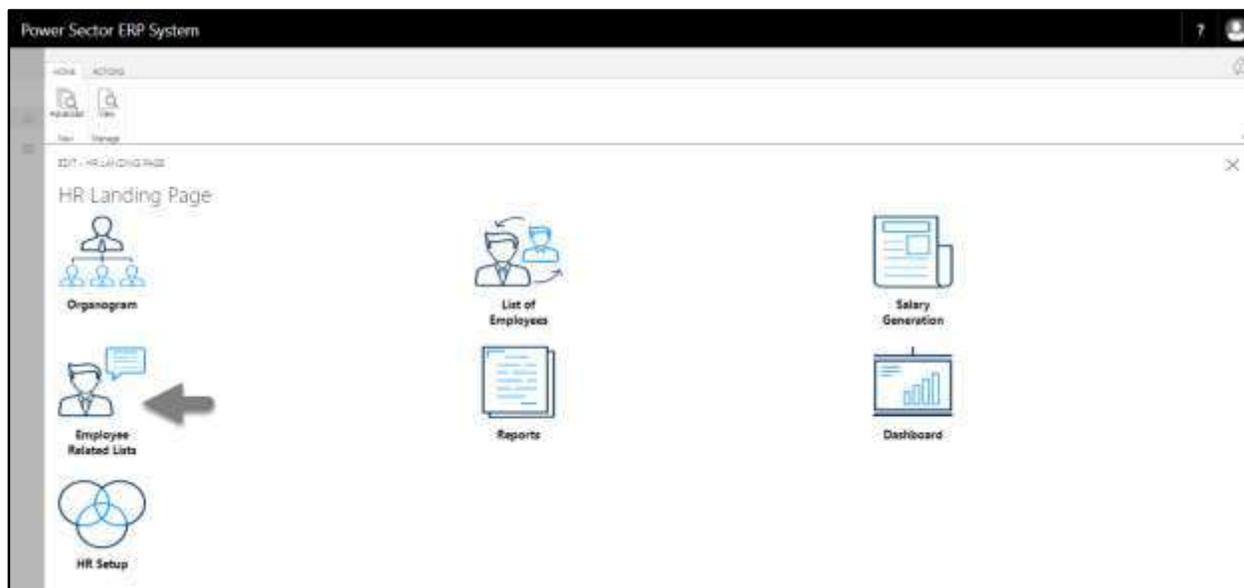
- B. Choose the **"Human Resources"** icon.



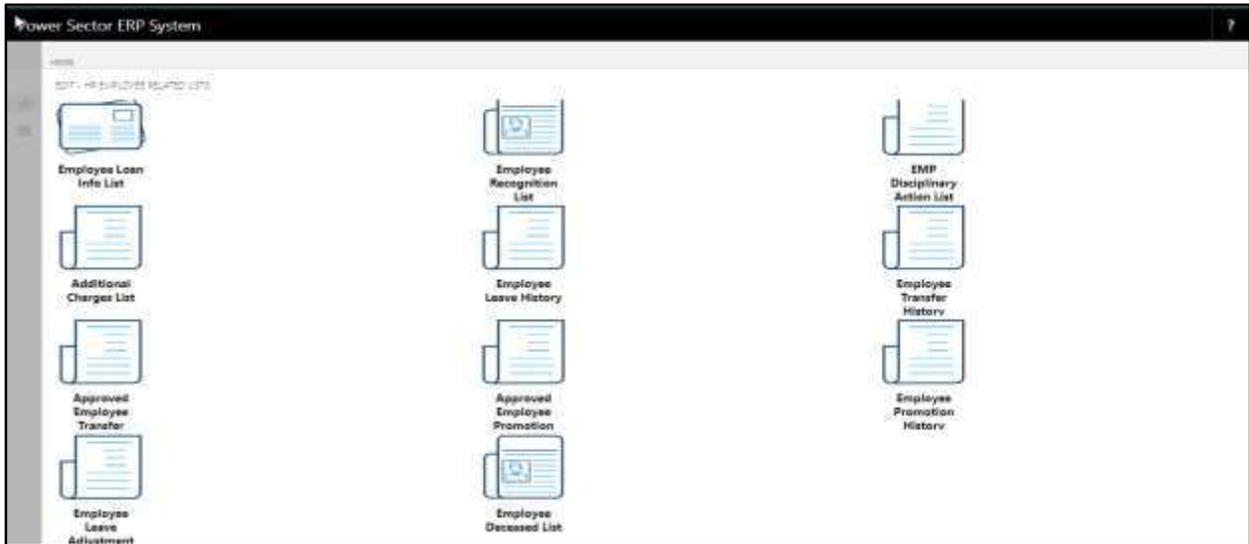
The Following **HR Landing page** will be appeared.



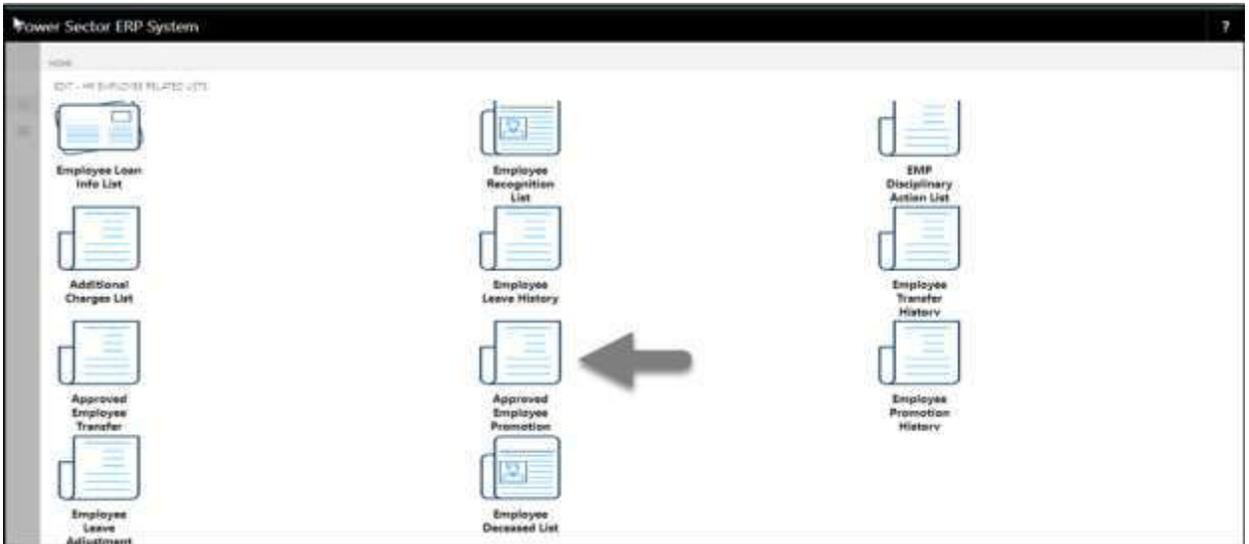
C. Choose the **“Employee Related Lists”** icon.



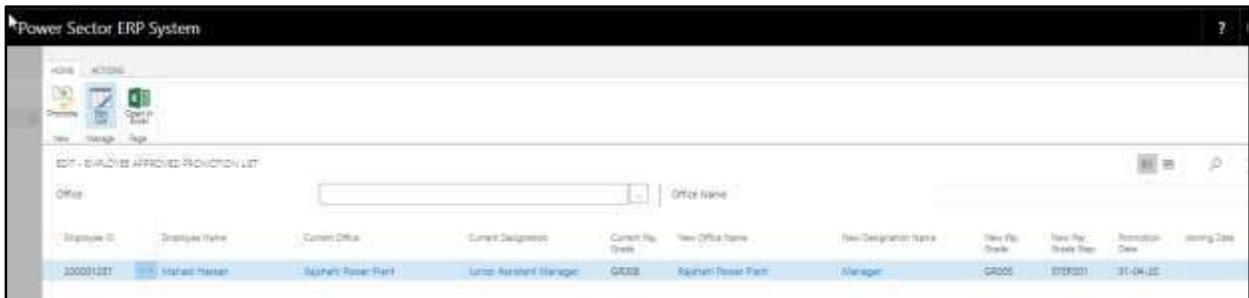
The Following **Employee Related Lists** page will be appeared.



D. Choose the **“Approved Employee Promotion”** icon.



The Following **Approved Employee promotion** page will be appeared.



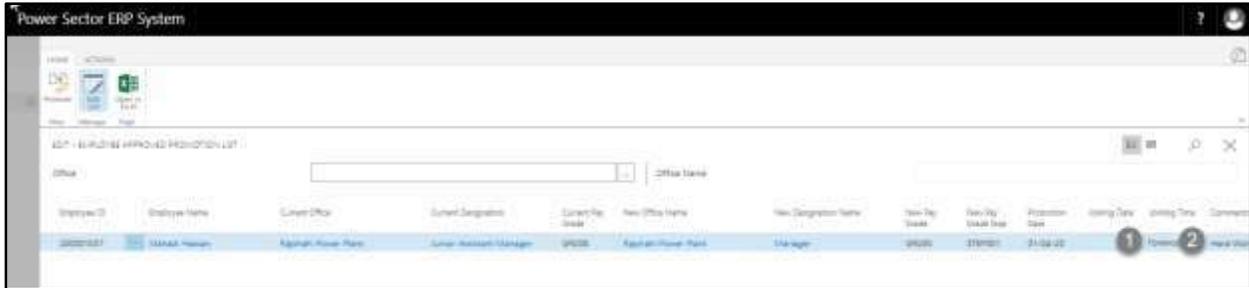
E. Choose **Employee** and Provide bellosed information-

1. Choose **Joining Date** from the calendar. to get the calendar, click on  button.

- **Joining Date: 01-04-20**

2. Select **Joining Time** from the dropdown menu. To get the dropdown, click on  icon.

- **Joining Time: Forenoon**



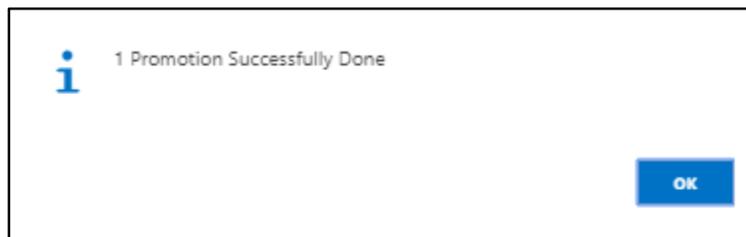
After providing the information page will look as below.



F. Choose the **"Promotion"** icon as shown in the image below.



The following page will be appeared.



G. Choose the "OK" icon as shown in the image below.



HR- 603 How to: Process Deputation/Attachment - Inter Office

Introduction

This process demonstrates how to depute or attach individual / Multiple employees in offices within the organization.

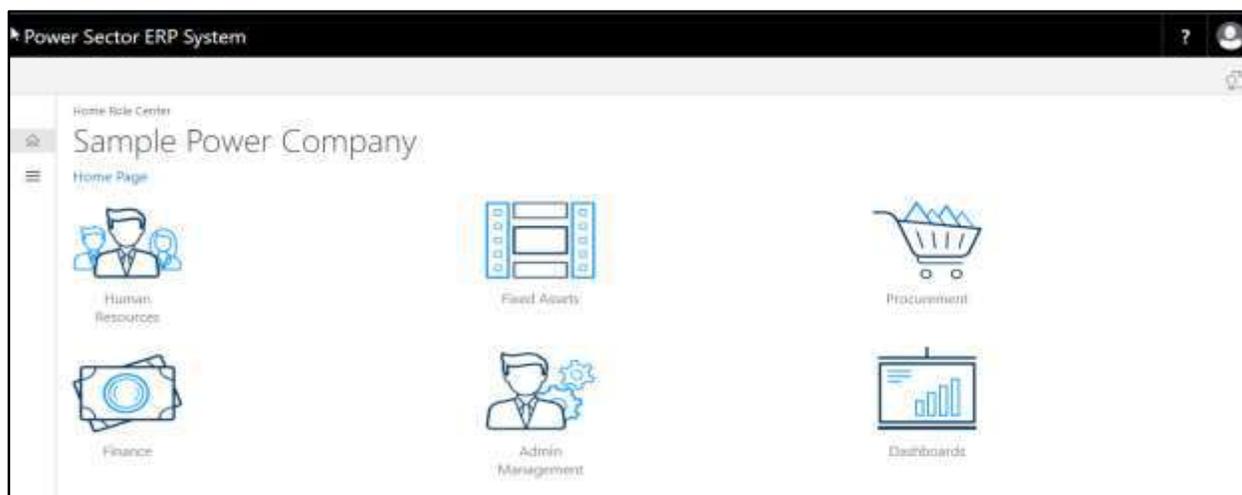
Role

- Module Admin

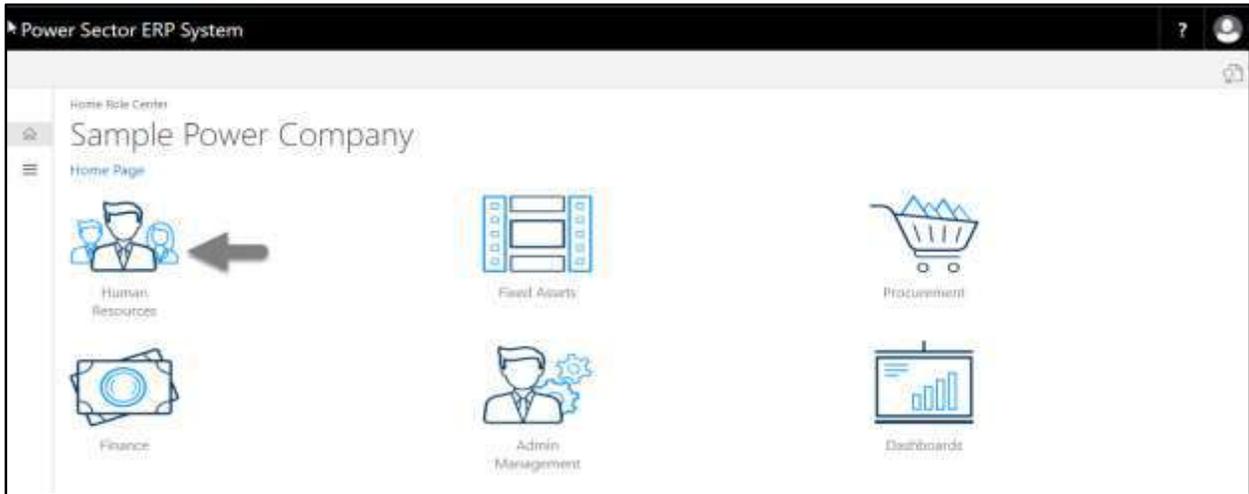
Depute/Attach Employee to the new office

To Initiate a deputation process, follow the steps described below.

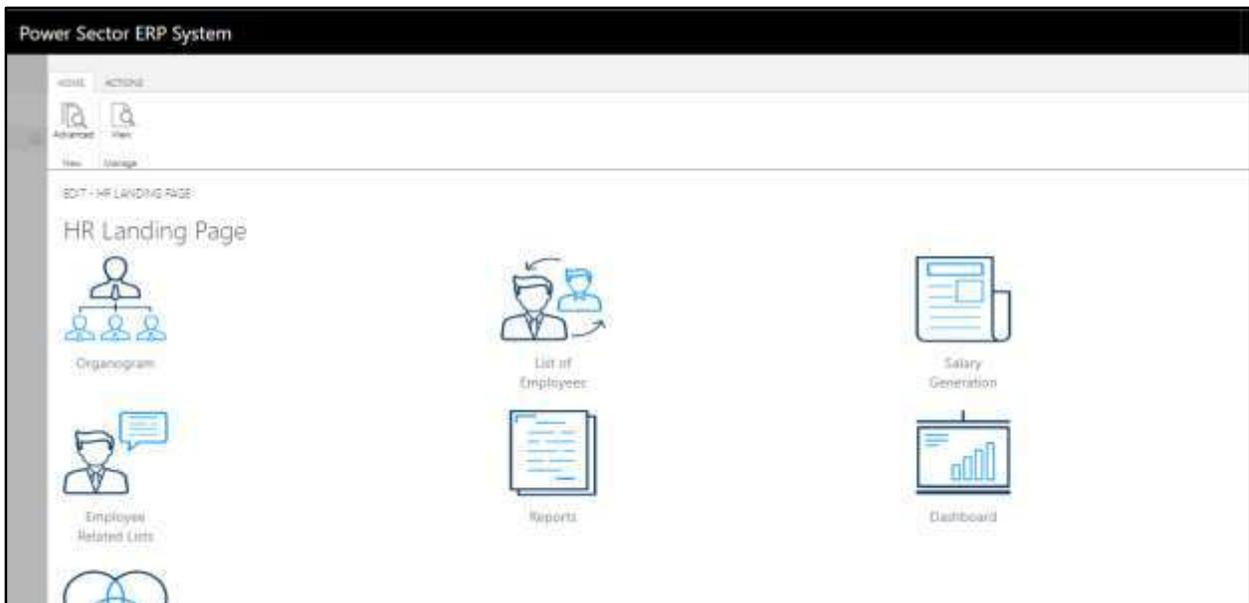
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



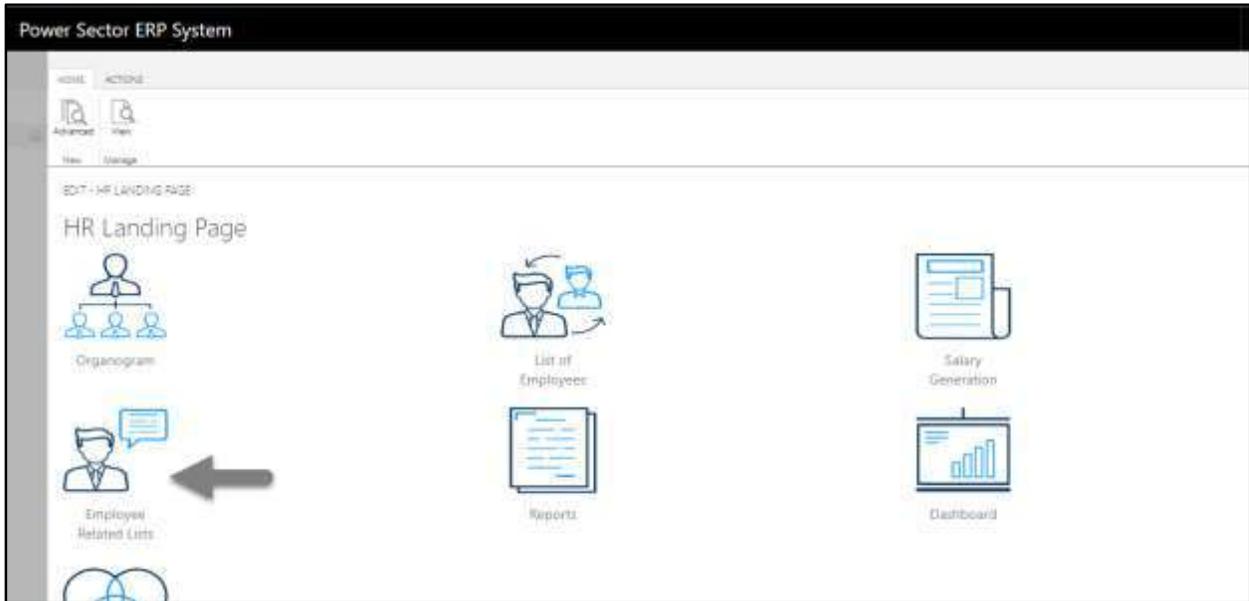
B. Choose the "Human Resources" icon.



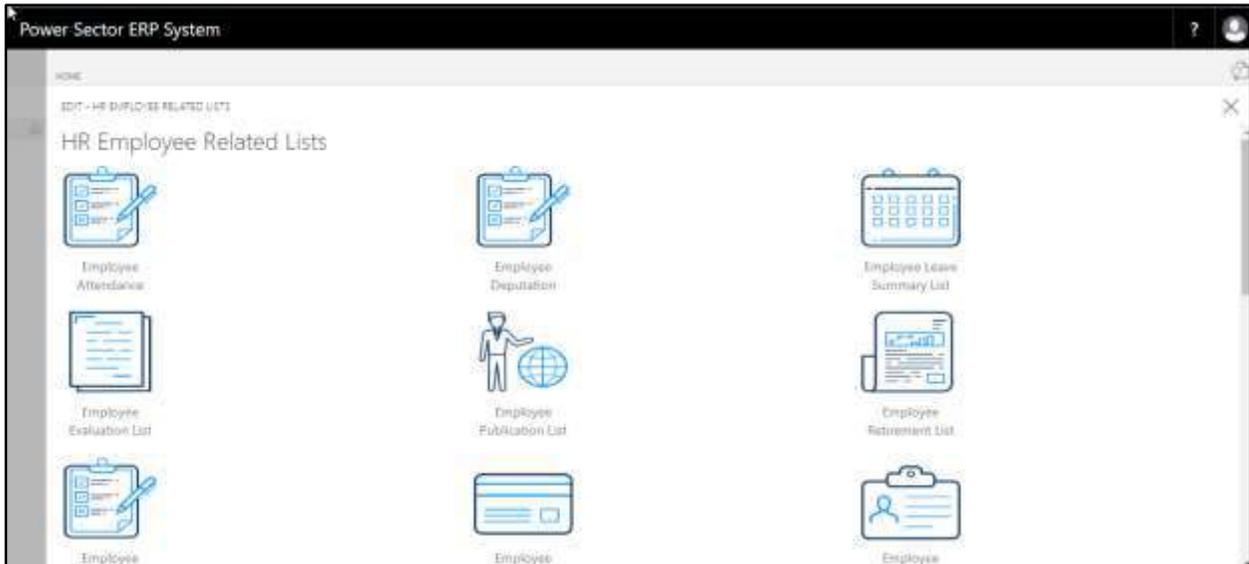
The following HR Landing Page will be appeared.



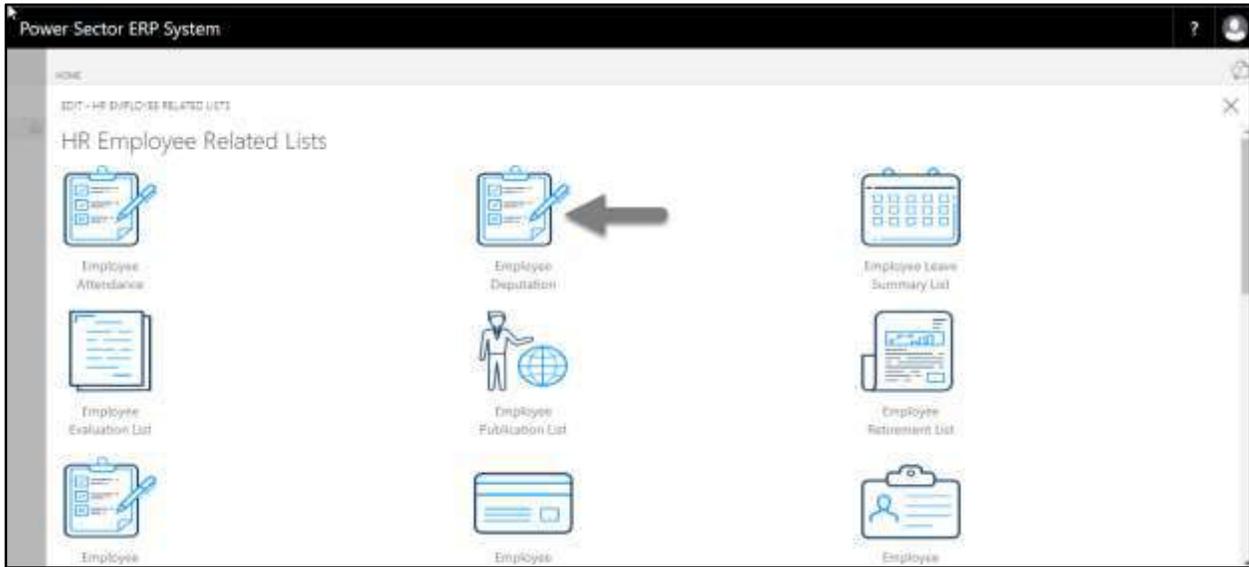
C. Choose the “Employee Related List” in the HR Landing Page.



The following **Employee List** page will be appeared.



D. Choose the “Employee Deputation” icon.



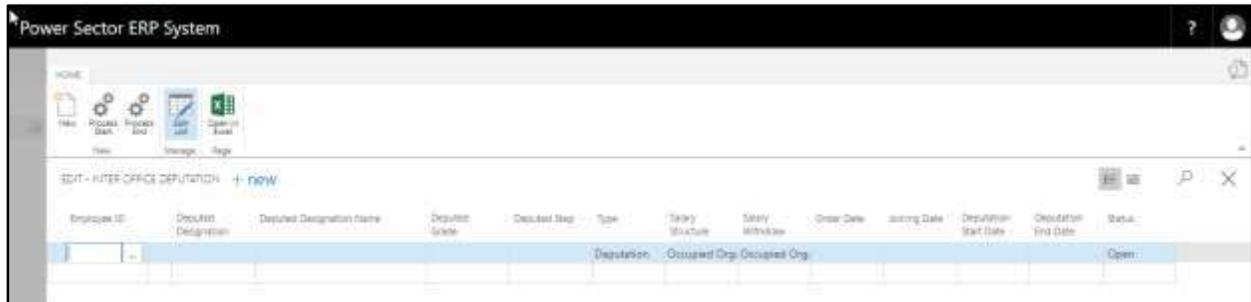
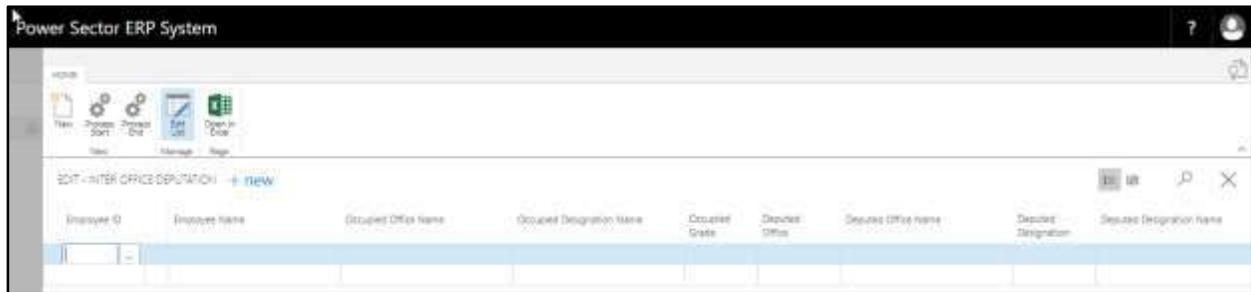
The following page will be appeared.



E. Choose the “Inter-Office Deputation” to proceed.



The Following **Inter Office Deputation Entry** page will be appeared.



F. Provide below information to proceed with the deputation process successfully.

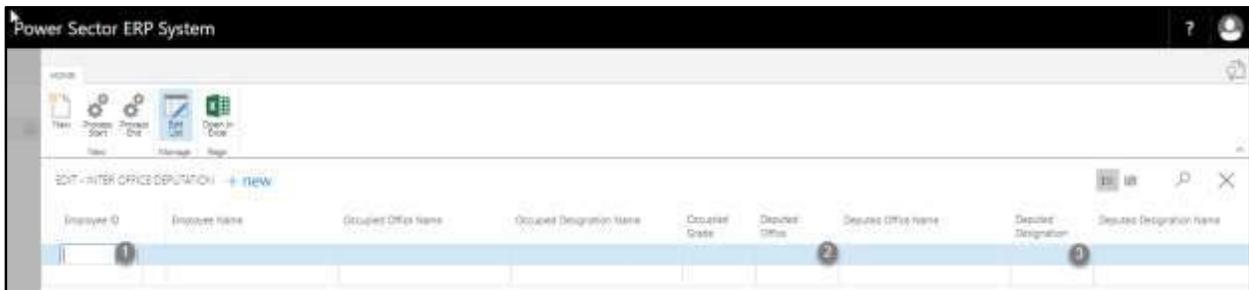
1. Choose the **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001093**

Employee Name, Occupied Office Name, Occupied Designation Name,
and **Occupied Grade** will populate by the system.
2. Choose **Deputed Office** from the dropdown by clicking on button.
 - **Deputed Office: 140**

Deputed Office Name will populate by the system.
3. Choose **Deputed Designation** from the dropdown by clicking on button.
 - **Deputed Designation: 180**

Deputed Designation Name will populate by the system.
4. Choose **Deputed Grade** from the dropdown by clicking on button.
 - **Deputed Grade: GR004**
5. Choose **Deputed Step** from the dropdown by clicking on button.
 - **Deputed Step: STEP001**

6. Choose **Type** from the dropdown by clicking on button to select Deputation/Attachment.
 - **Type: Deputation**
7. Choose the **Salary Structure** from the dropdown by clicking on button.
 - **Salary Structure: Occupied Organization**
8. Choose the **Salary Withdraw** from the dropdown by clicking on button.
 - **Salary Structure: Deputed Organization**
9. Choose **Order Date** from the dropdown by clicking on button.
 - **Order Date: 02-04-20**
10. Choose **Joining Date** from the dropdown by clicking on button.
 - **Joining Date: 02-04-20**
11. Choose **Deputation Start Date** from the dropdown by clicking on button.
 - **Deputation Start Date: 02-04-20**



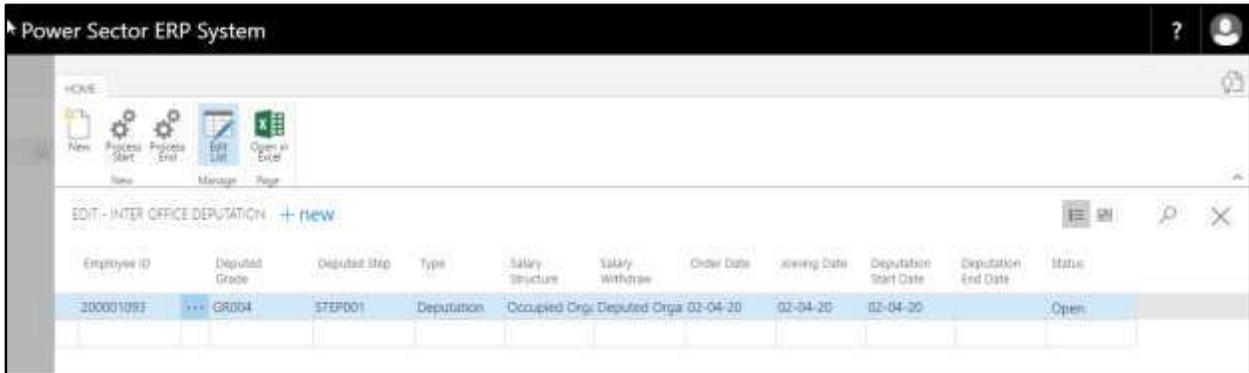
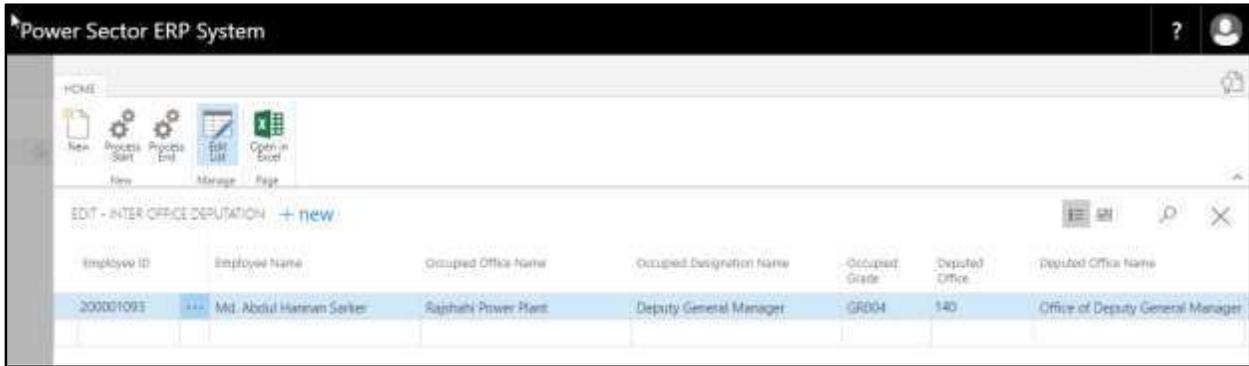
Note

To Attach employee, choose Attachment in the **Type** field as pointed in the number 6.

IMPORTANT

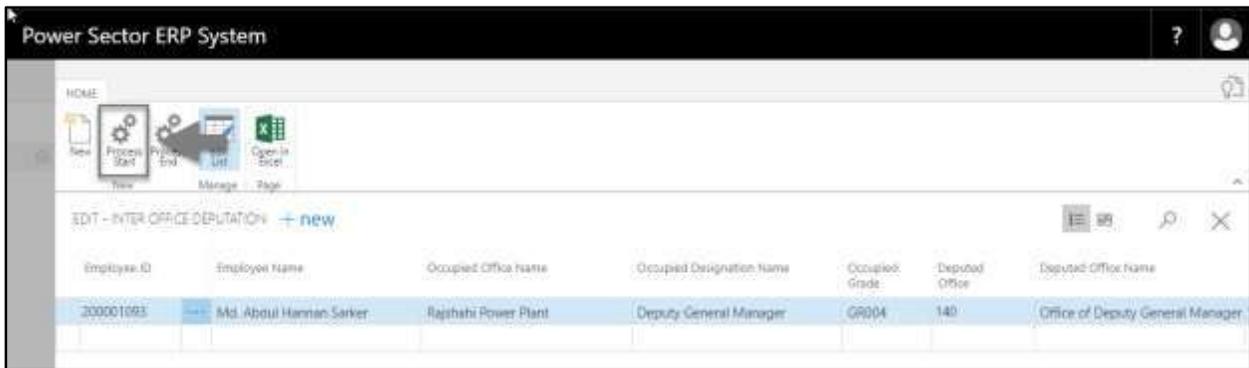
The employee to be deputed, has to be assigned an Organogram Code

The screen will look like as below

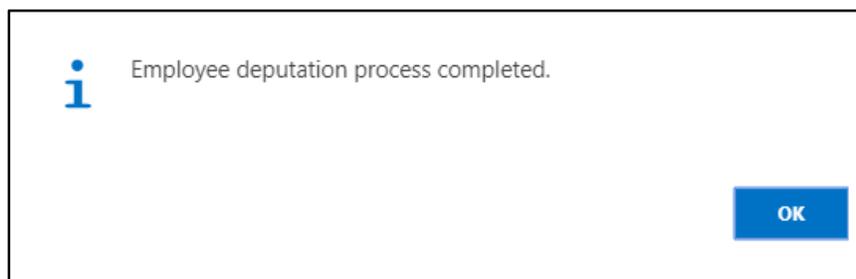


NOTE
To Depute/Attach multiple employee use next line and follow the step 1 to 11.

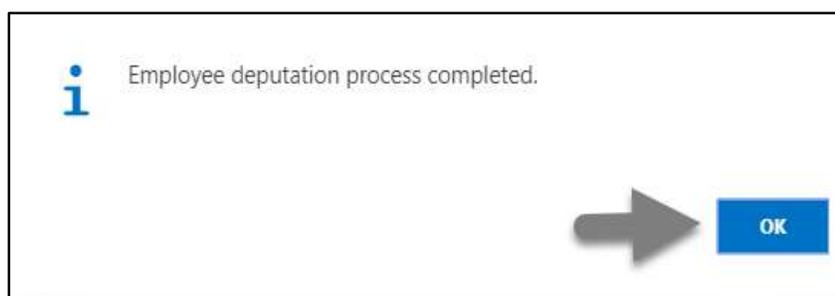
G. Choose the **“Process Start”** icon.



The following pop up will be appeared.



H. Choose "**OK**" icon to save and close.



NOTE

Deputation/Attachment start date has impact on salary.

HR-604 How to: End Deputation/Attachment Period – Inter Office

Introduction

This process demonstrates how to end an employee's deputation or attachment period and back him/her to previous office.

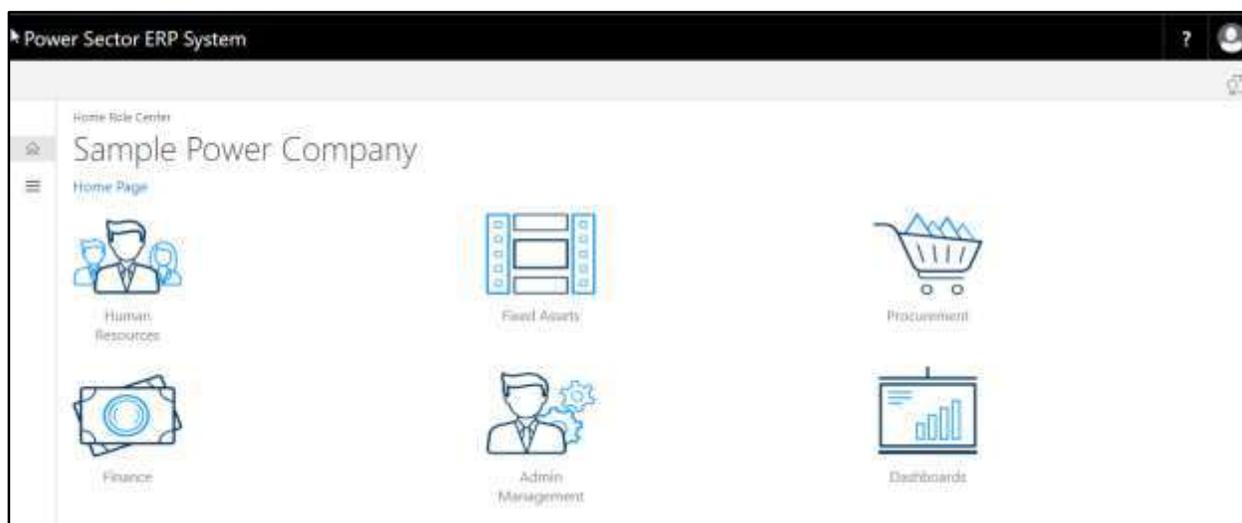
Role

- Module Admin

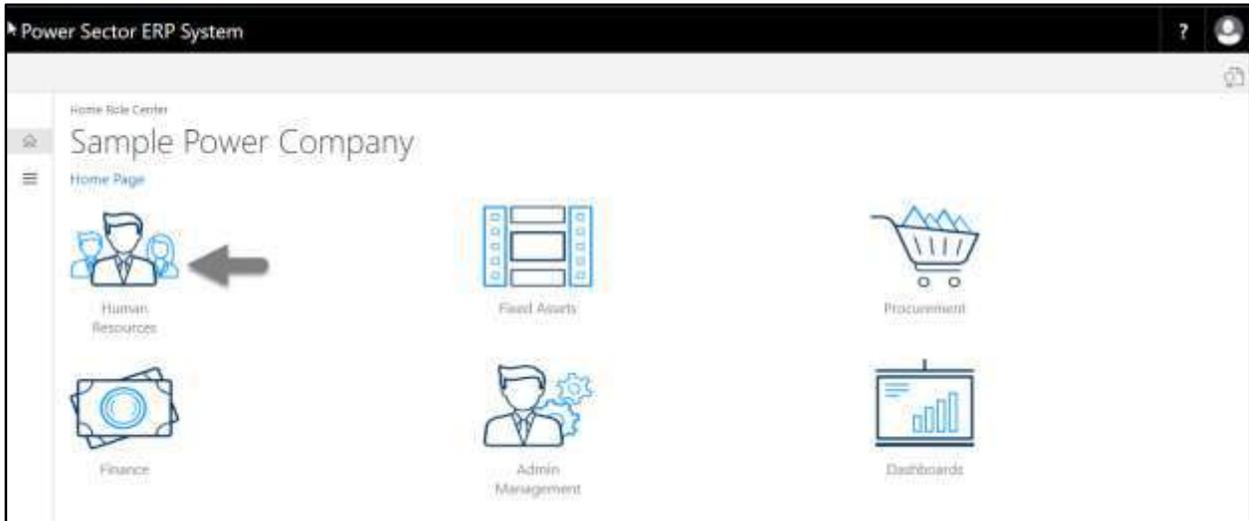
End Deputation/Attachment period and Back Employee to previous office

To End the Deputation/Attachment period and Back Employee to the previous office follow the steps mentioned below.

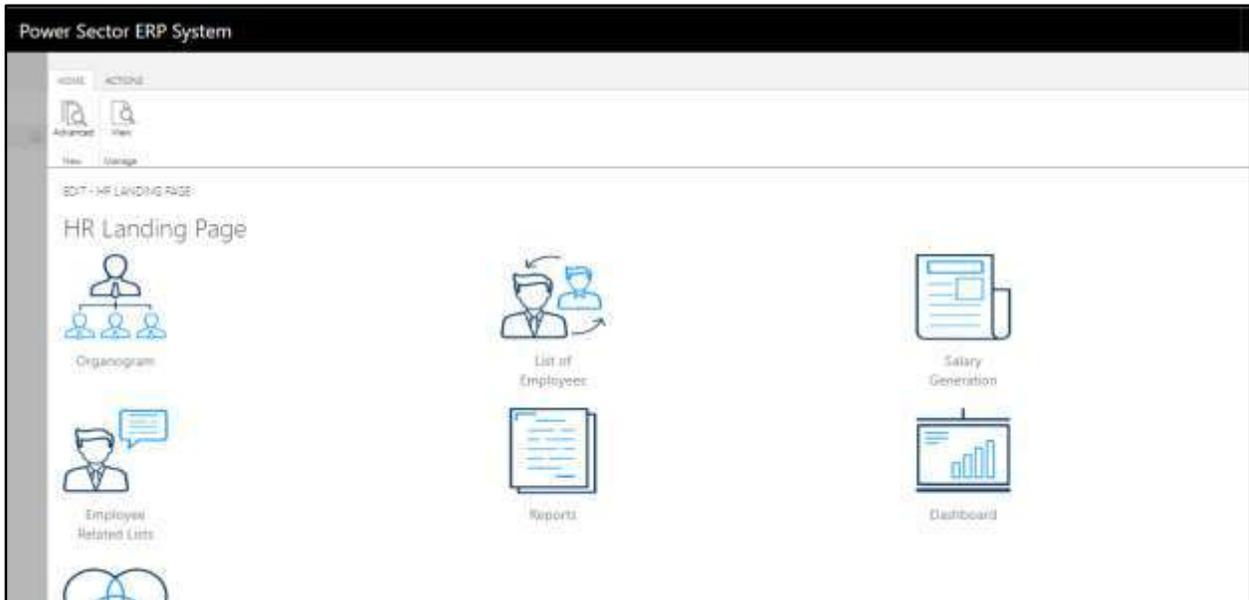
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appear on successful login.



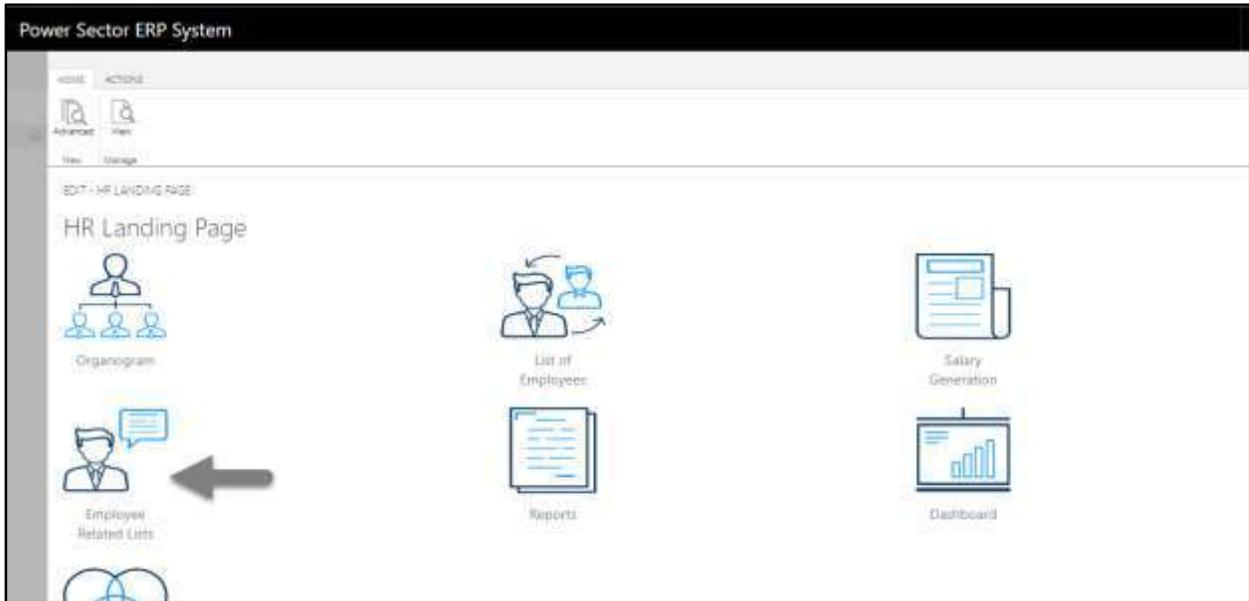
B. Choose the "Human Resources" icon.



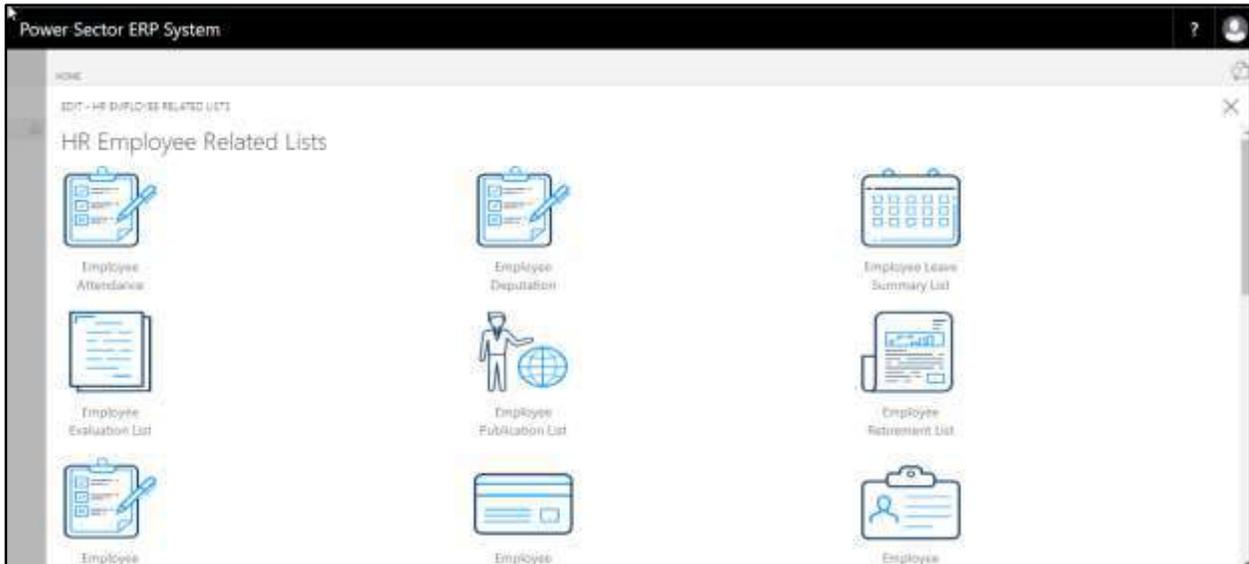
The following HR Landing Page will be appeared.



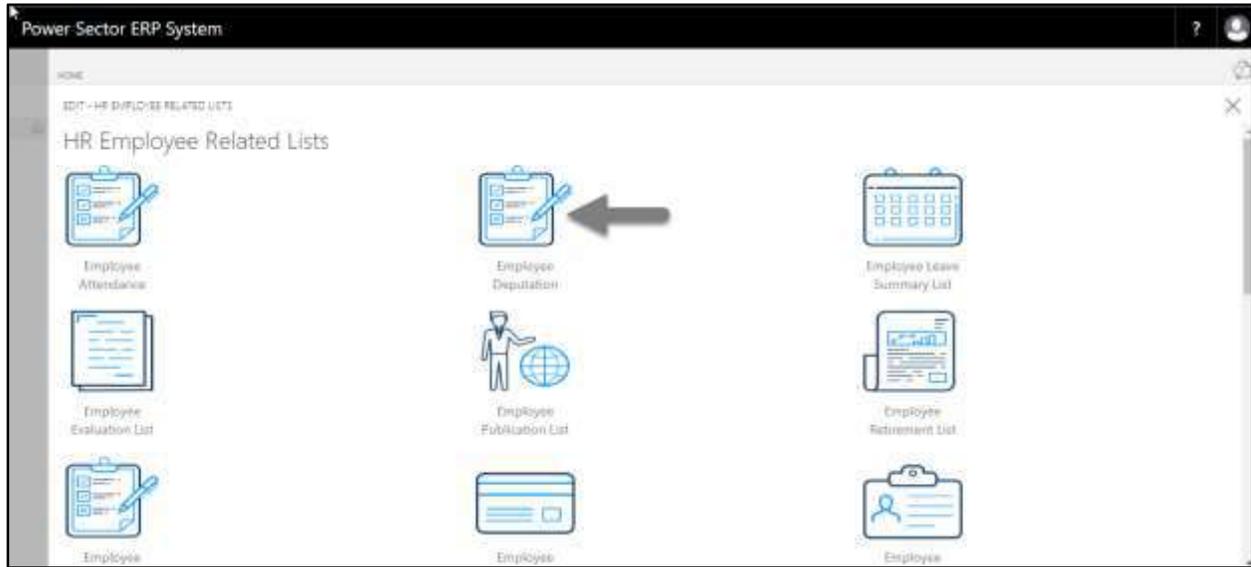
C. Choose the **“Employee Related List”** in the HR Landing Page.



The following **Employee List page** will be appeared.



D. Choose the “Employee Deputation” icon.



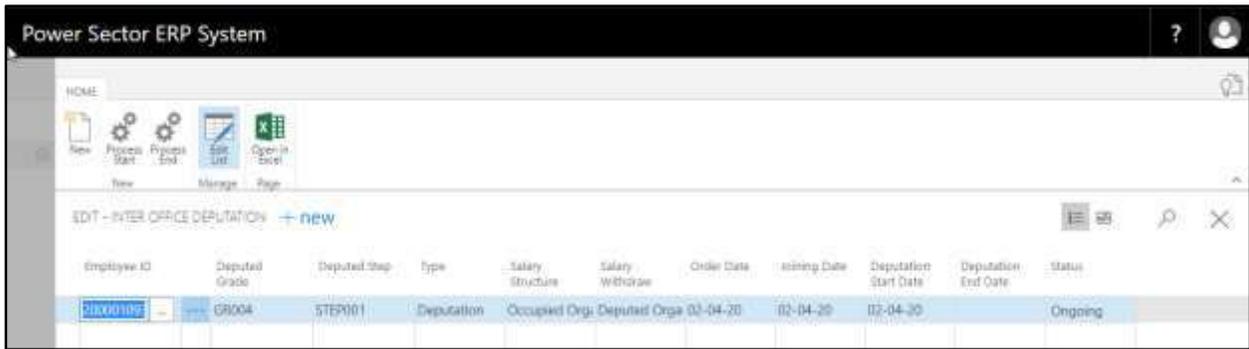
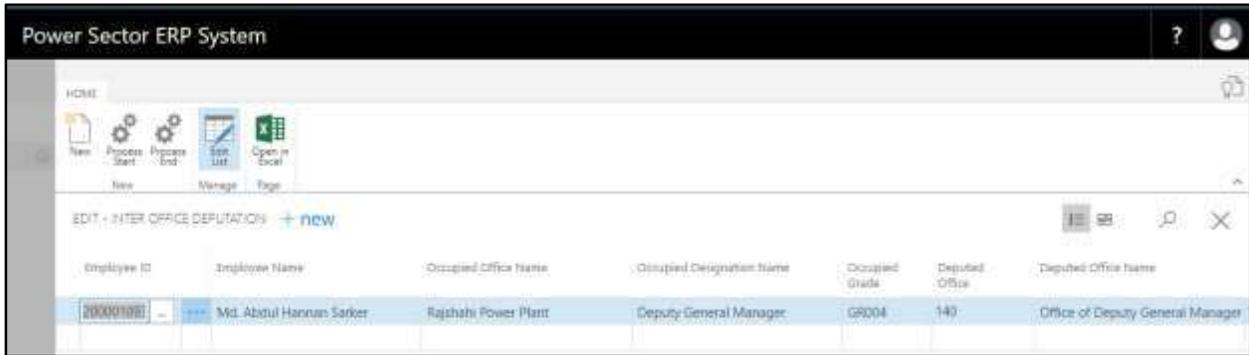
The following page will be appeared.



E. Choose the “InterOffice Deputation” to proceed.



The Following **Inter Office Deputation Entry** page will be appeared.

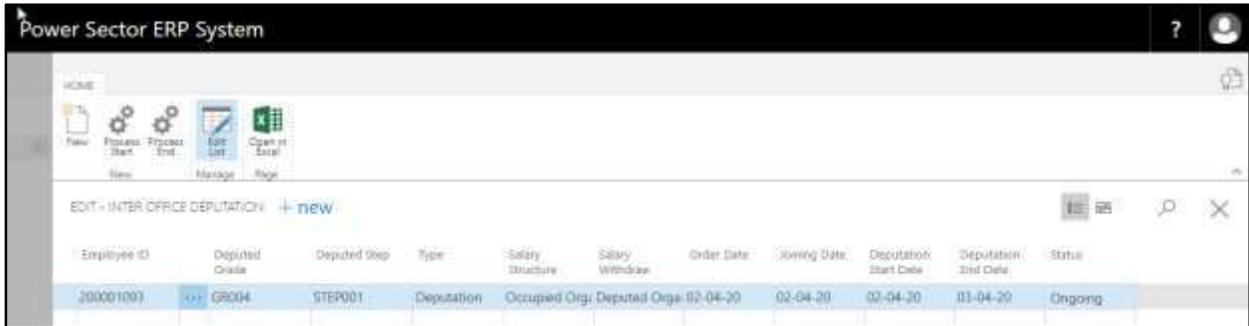


F. Provide below information to **End the Deputation** and Back employee to his office.

- **Deputation End Date: 03-04-20**



The screen will look like below.



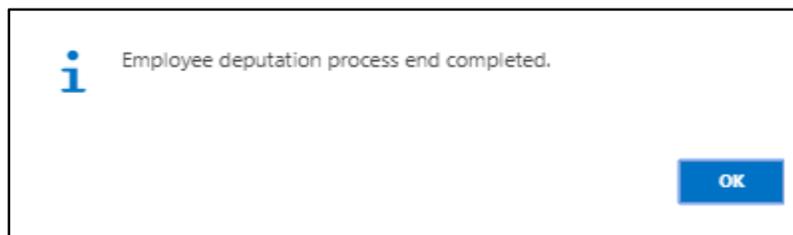
TIPS

You can search employee, by clicking on the  icon.

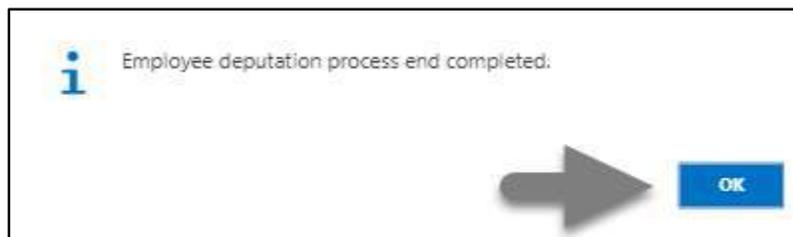
G. Choose the **Process End** icon to end the deputation period.



The following Pop Up will be appeared.



H. Choose the **OK** Icon.



HR-605 How to: Process Deputation/Attachment - Inter Organization

Introduction

This process demonstrates how to depute or attach individual / Multiple employees from one organization to other within the Power Division.

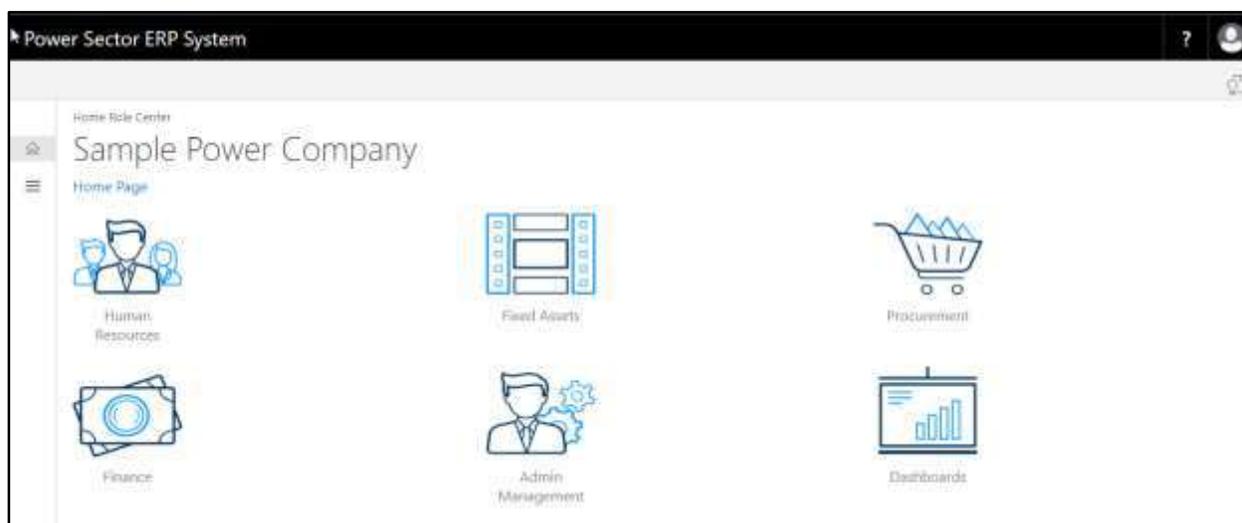
Role

- Module Admin

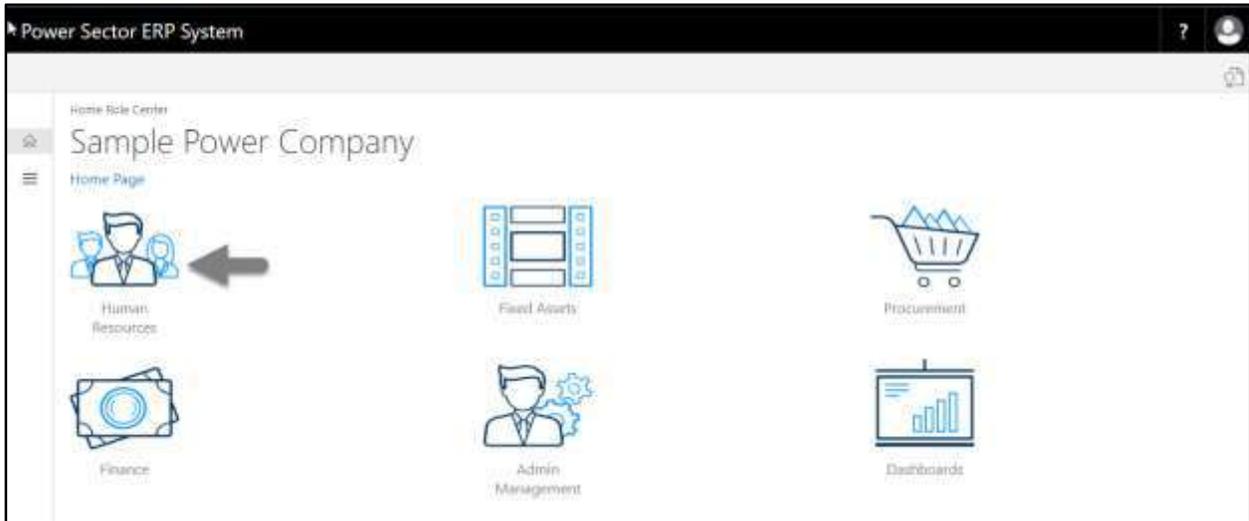
Depute/Attach Employee to the New Organization

To Initiate a deputation/attachment process, follow the steps described below.

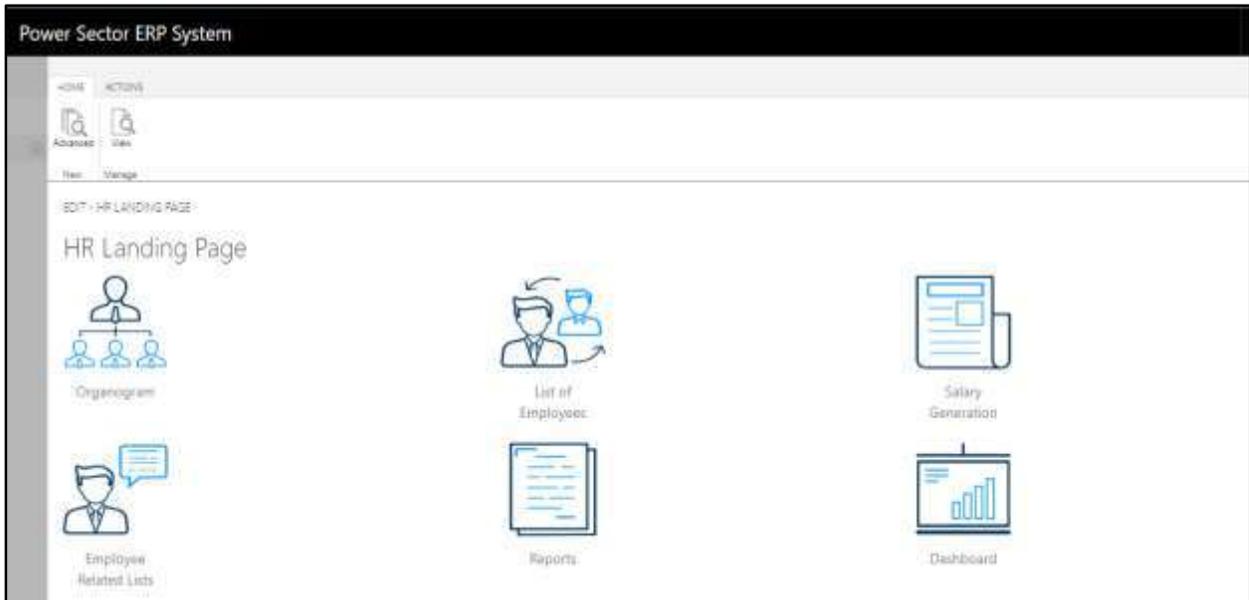
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



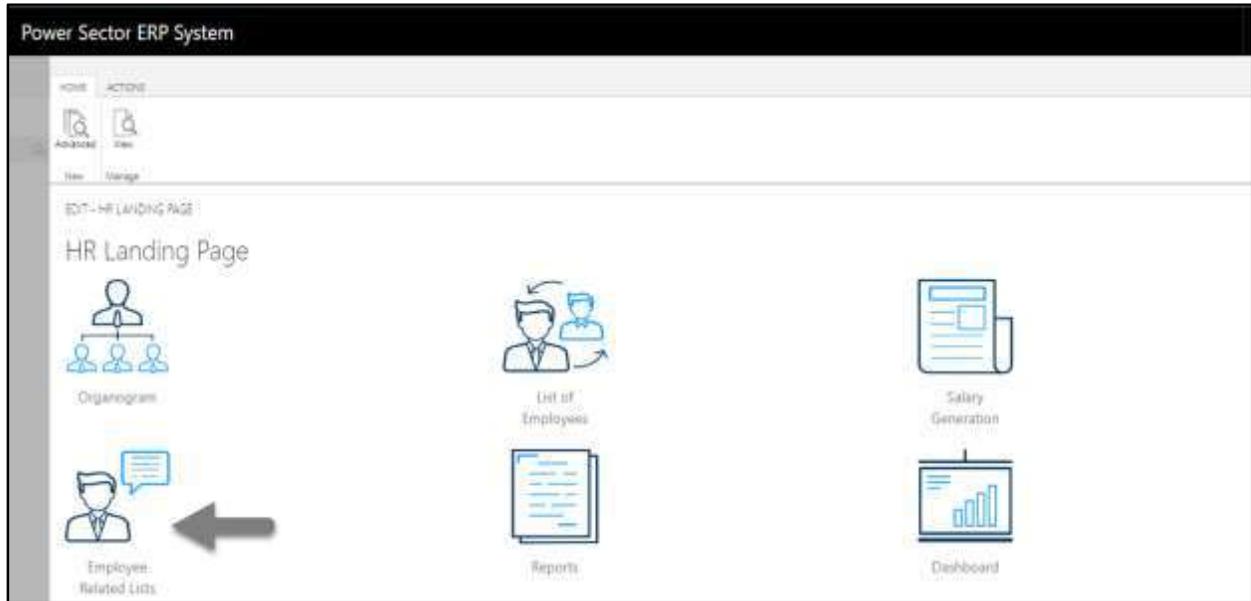
B. Choose the "Human Resources" icon.



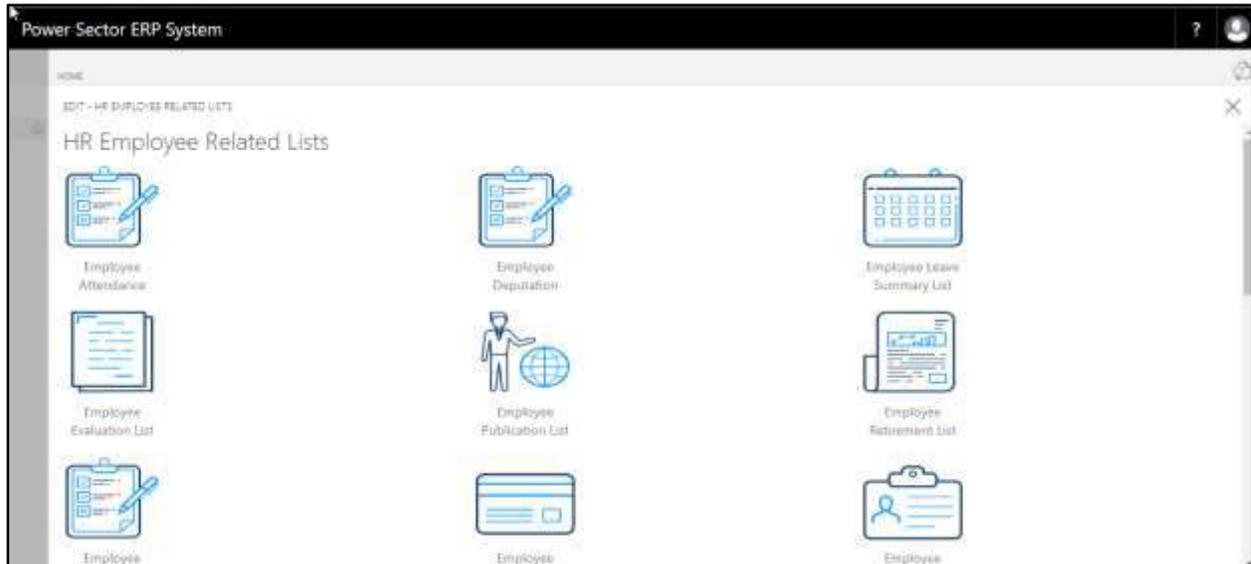
The following HR Landing Page will be appeared.



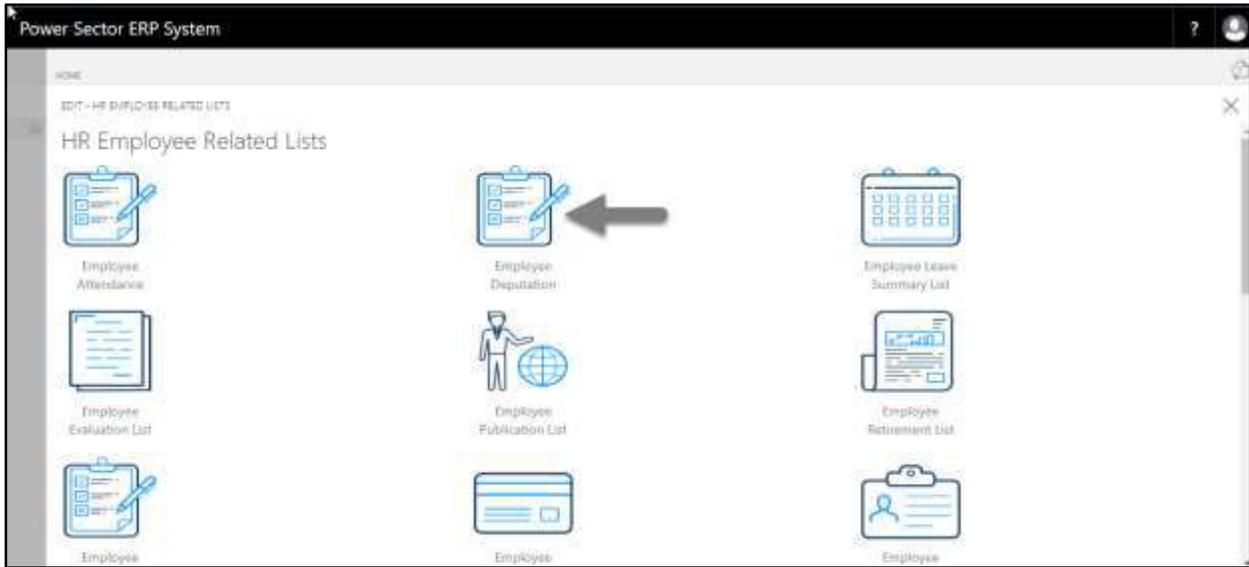
C. Choose the “Employee Related List” in the HR Landing Page.



The following **Employee List** page will be appeared.



D. Choose the “Employee Deputation” icon.



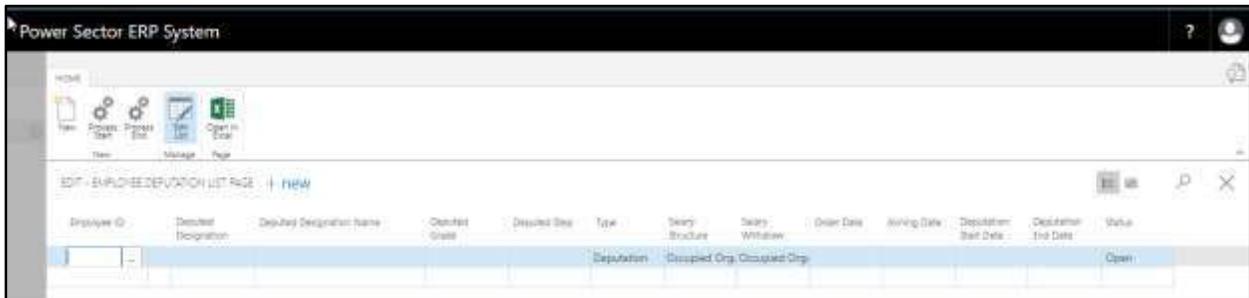
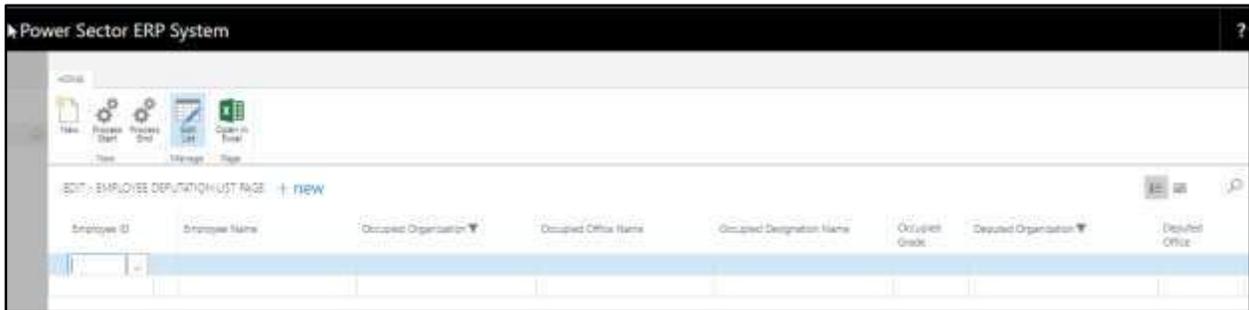
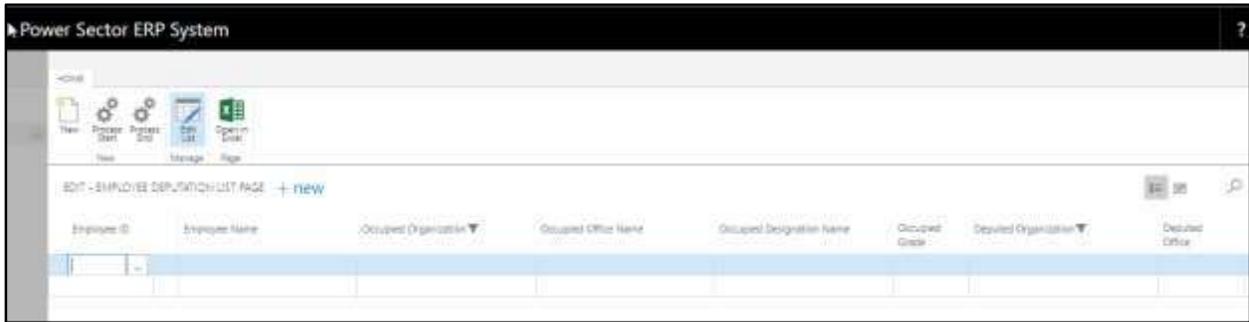
The following page will be appeared.



E. Choose the “Inter Organization Deputation” to proceed.



The Following **Inter Organization Deputation/attachment** entry page will be appeared.



F. Provide below information to proceed with the Deputation/Attachment process successfully.

1. Choose the **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001019**

Employee Name, Occupied Organization, Occupied Office Name, Occupied Designation Name, and Occupied Grade will populate by the system.
2. Choose **Deputed Organization** from the dropdown by clicking on button.
 - **Deputed Organization: BREB**
3. Choose **Deputed Office** from the dropdown by clicking on button.

- **Deputed Office: 002**

Deputed Office Name will populate by the system.

4. Choose **Deputed Designation** from the dropdown by clicking on button.

- **Deputed Designation: 260**

Deputed Designation Name will populate by the system.

5. Choose **Deputed Grade** from the dropdown by clicking on button.

- **Deputed Grade: GR004**

6. Choose **Deputed Step** from the dropdown by clicking on button.

- **Deputed Step: STEP001**

7. Choose **Type** from the dropdown by clicking on button to select Deputation/Attachment.

- **Type: Deputation**

8. Choose the **Salary Structure** from the dropdown by clicking on button.

- **Salary Structure: Occupied Organization**

9. Choose the **Salary Withdraw** from the dropdown by clicking on button.

- **Salary Structure: Deputed Organization**

10. Choose **Order Date** from the dropdown by clicking on button.

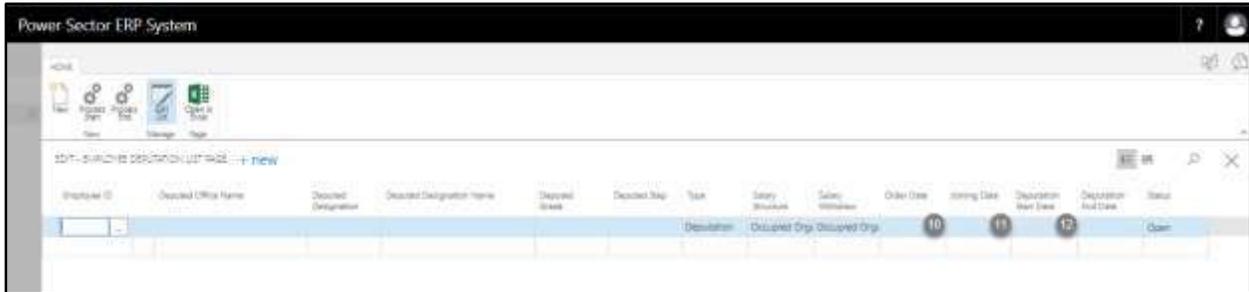
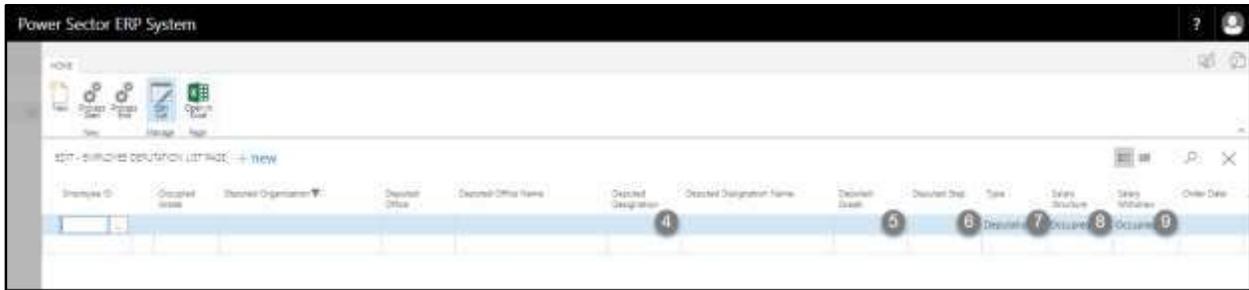
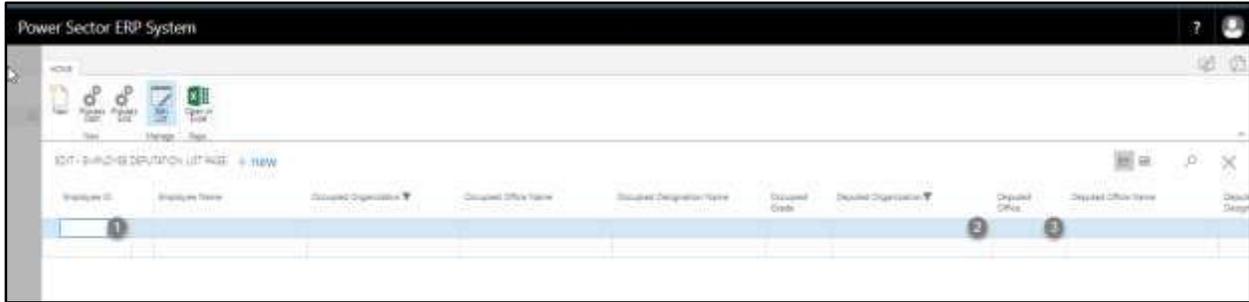
- **Order Date: 02-04-20**

11. Choose **Joining Date** from the dropdown by clicking on button.

- **Joining Date: 02-04-20**

12. Choose **Deputation Start Date** from the dropdown by clicking on button.

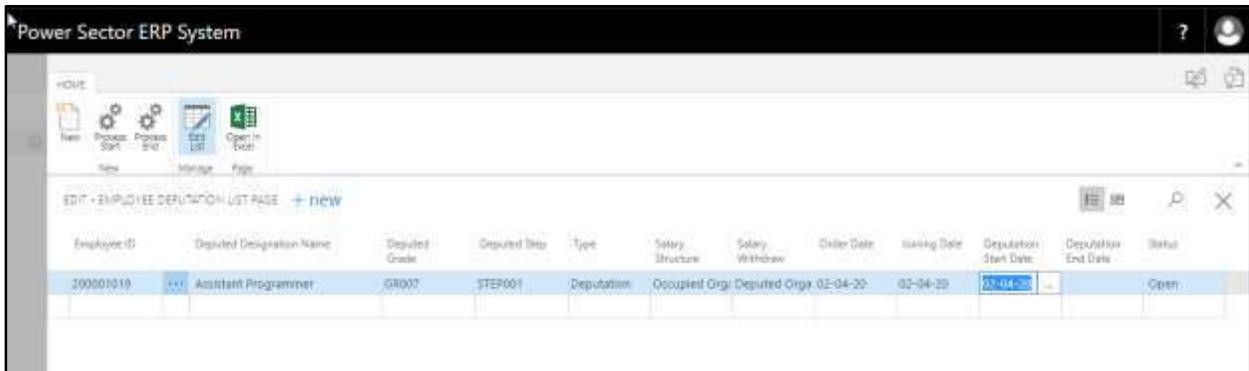
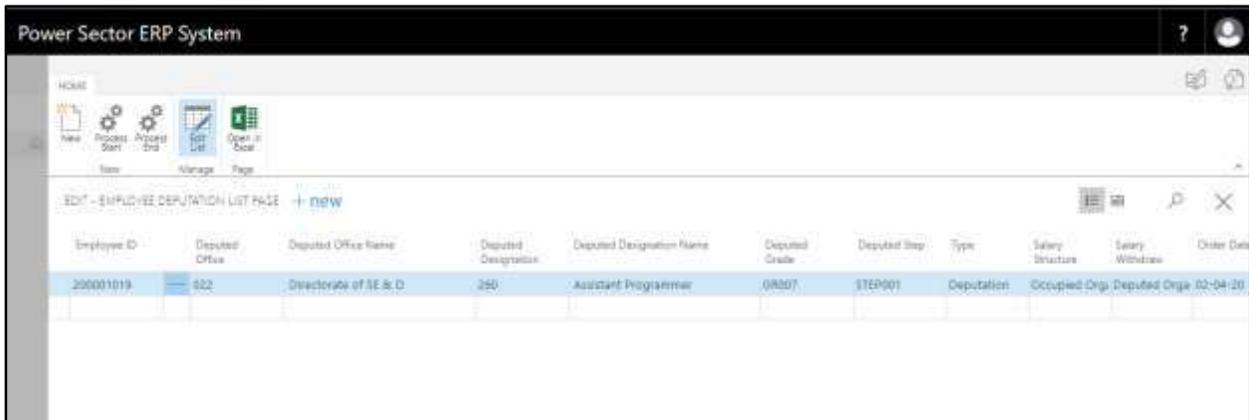
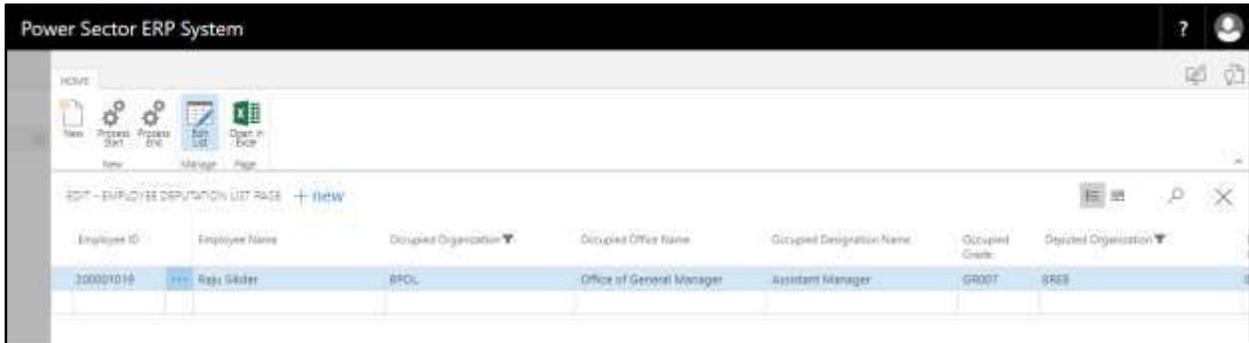
- **Deputation Start Date: 02-04-20**



Note
To Attach an employee, choose Attachment in the **Type** field as pointed as the number 6.

IMPORTANT
The employee to be deputed, has to be assigned an Organogram Code

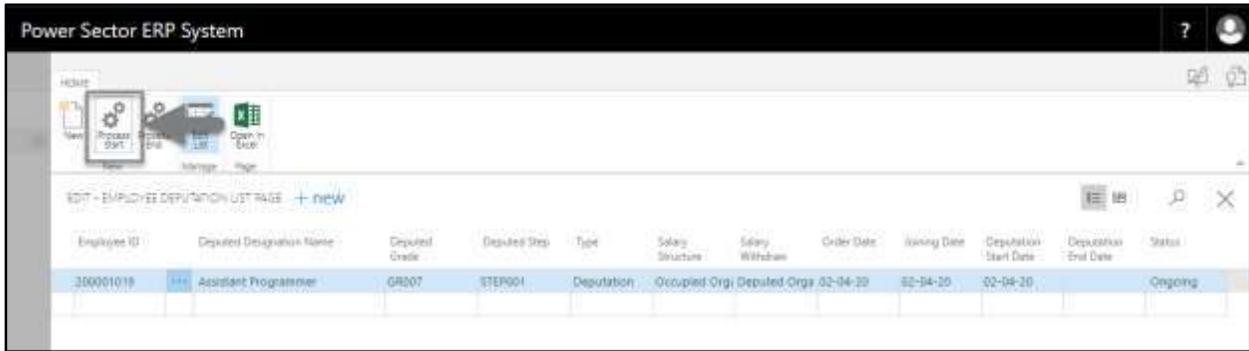
The screen will look like as below



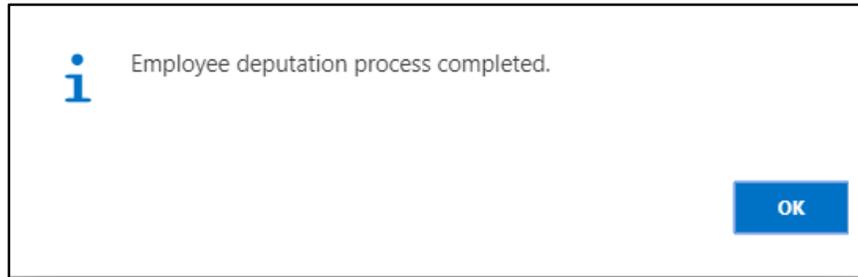
TIPS

To Depute/Attach multiple employee use next line and follow the step 1 to 11.

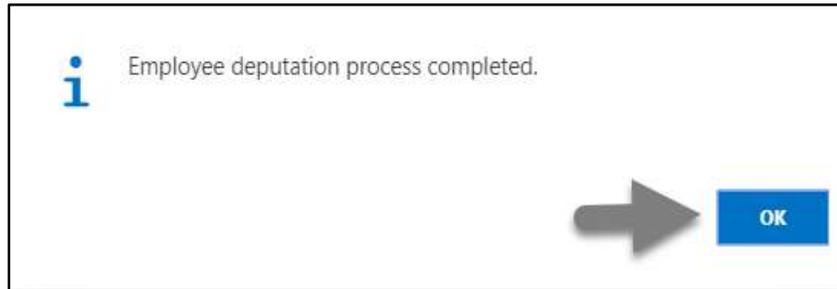
G. Choose the "Process Start" icon.



The following pop up will be appeared.



H. Choose "OK" icon to save and close.



NOTE

Deputation/Attachment start date does have impact on salary.

HR-606 How to: End Deputation/Attachment Period – Inter Organization

Introduction

This process demonstrates how to end an employee's deputation or attachment period and back him/her to previous organization.

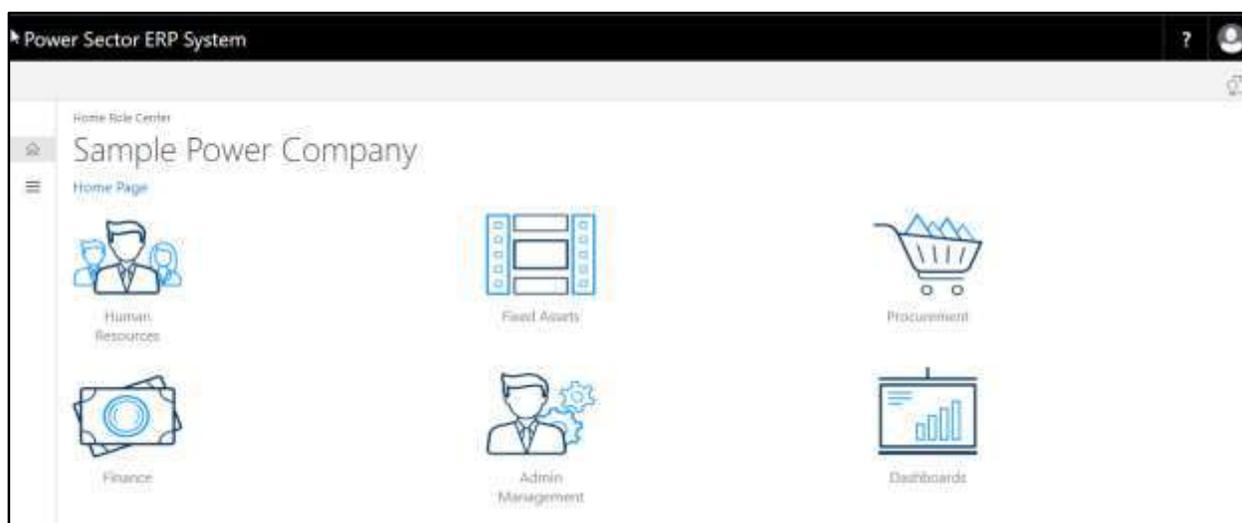
Role

- Module Admin

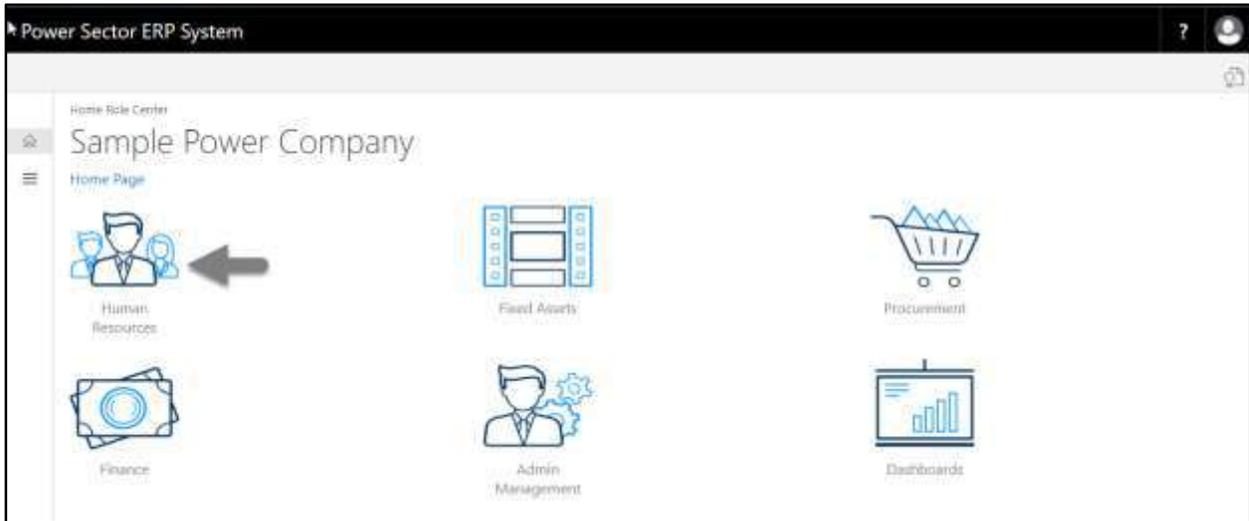
End Deputation/Attachment Period and Back Employee to previous Organization

To End the Deputation/Attachment period and Back Employee to the previous organization, follow the steps described below.

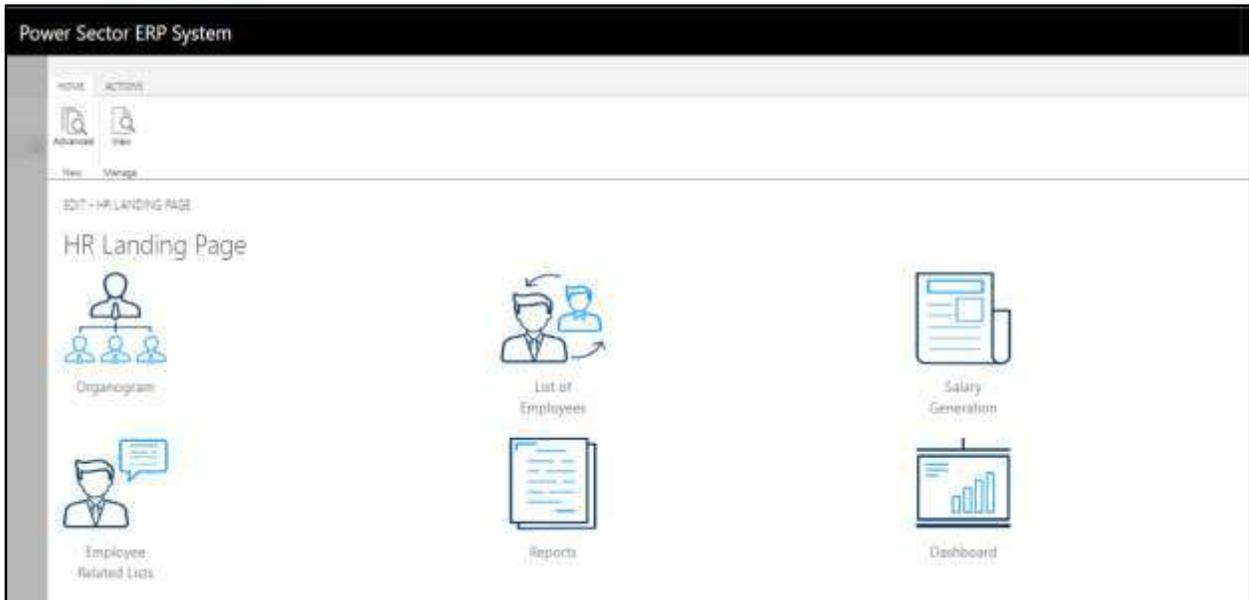
- A. Log in with your respective **HR User credentials**. ERP Landing Page, as below, will be appear on successful login.



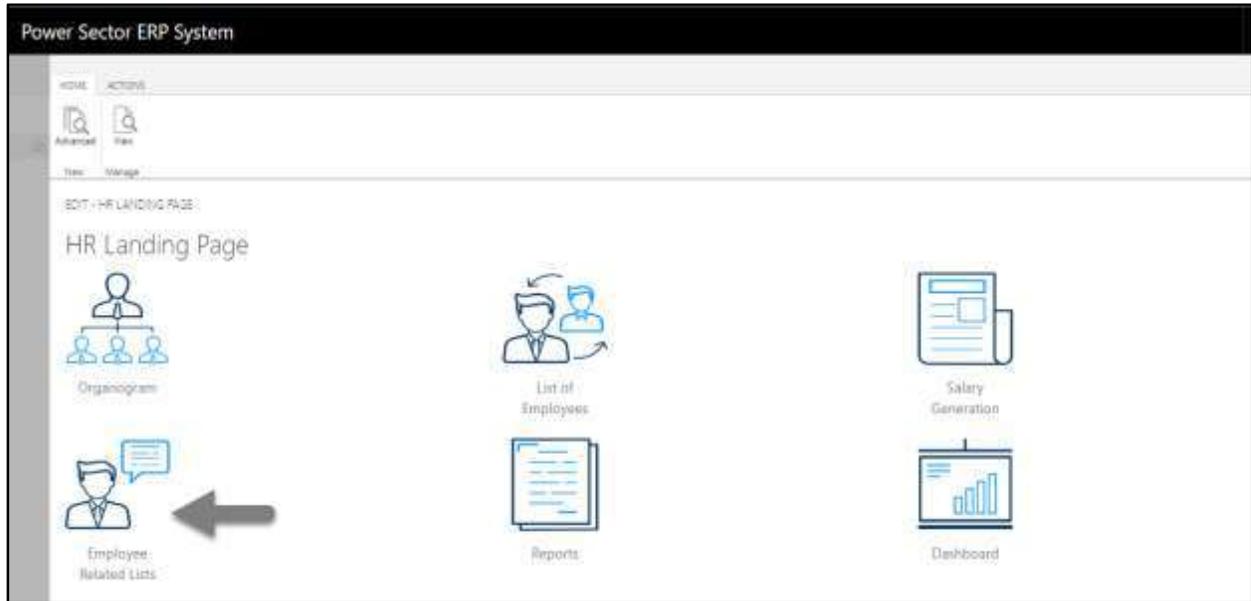
B. Choose the "Human Resources" icon.



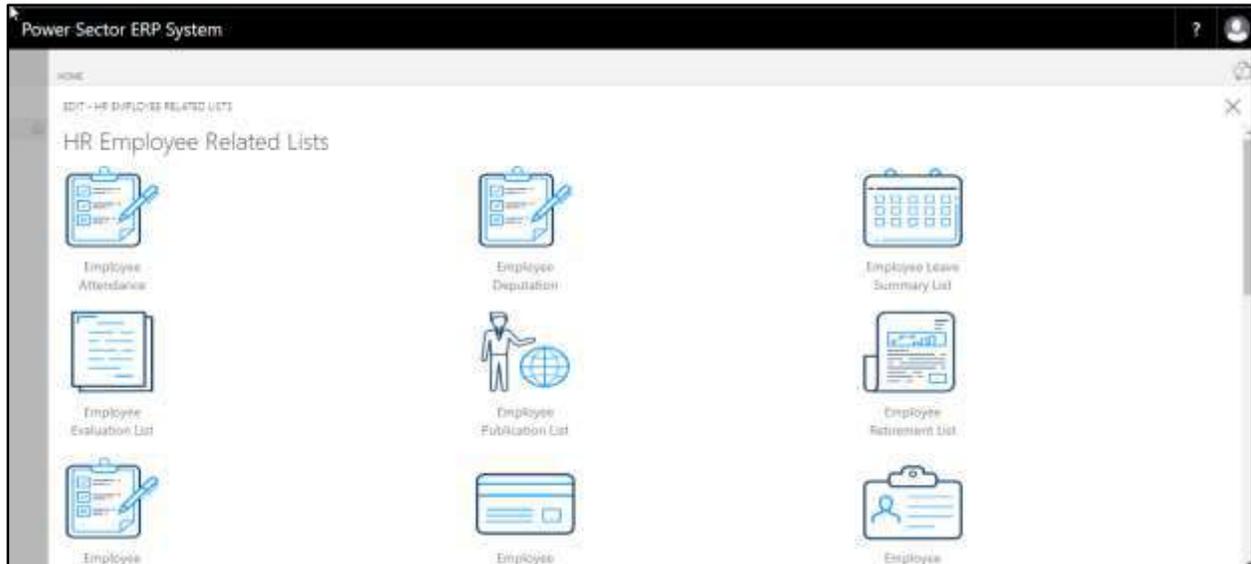
The following HR Landing Page will be appeared.



C. Choose the **“Employee Related List”** in the HR Landing Page.



The following **Employee List page** will be appeared.



D. Choose the “Employee Deputation” icon.



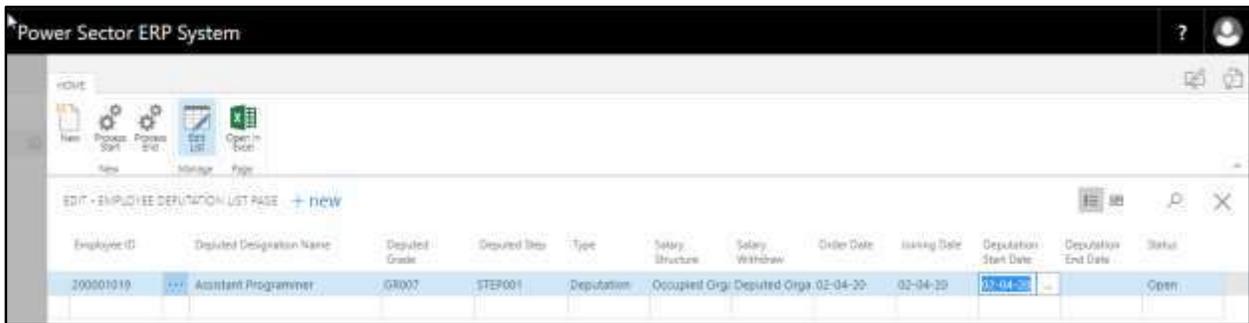
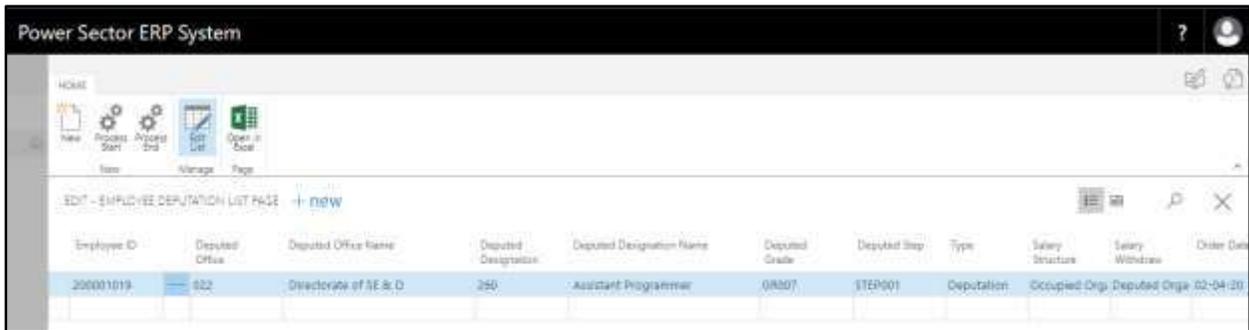
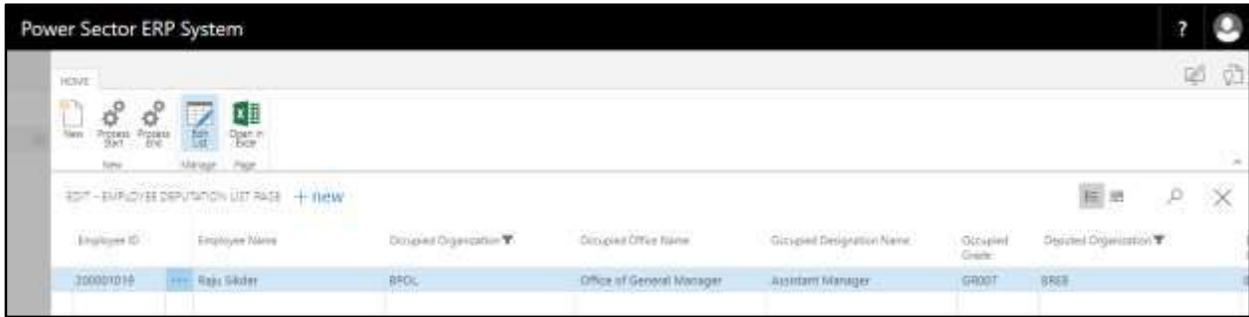
The following page will be appeared.



E. Choose the “Inter Organization Deputation” to proceed.

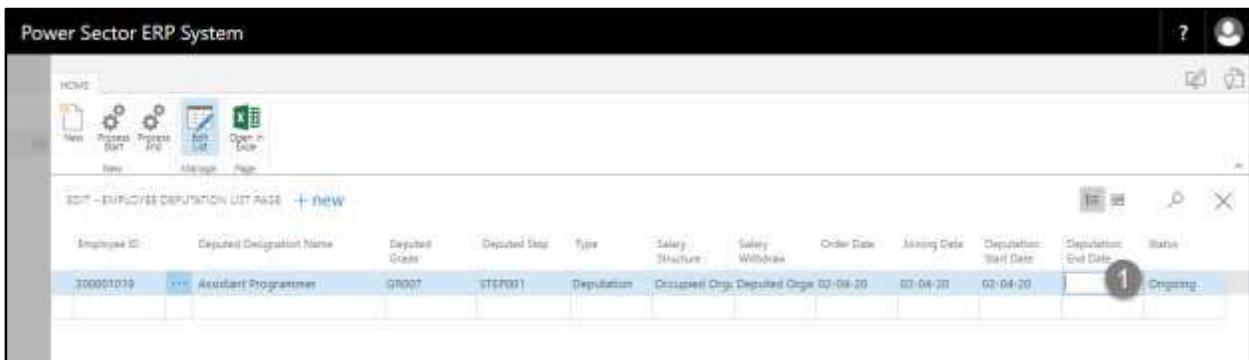


The Following **Inter Organization Deputation** entry page will be appeared.

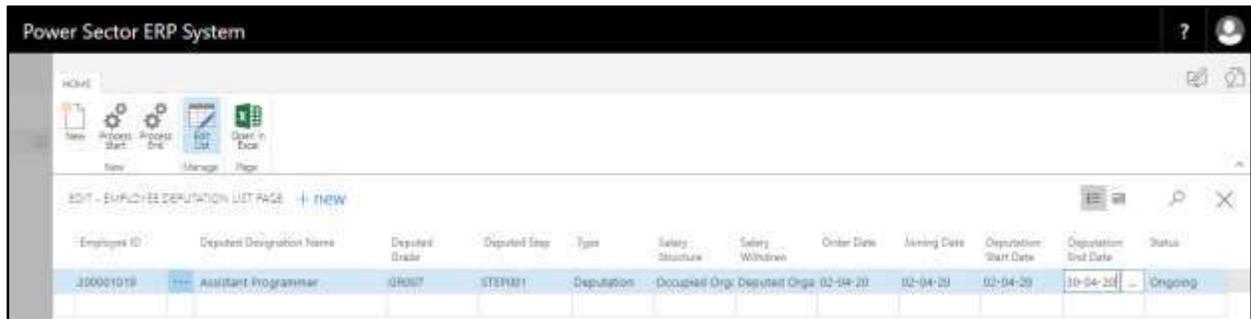


F. Provide below information to **End the Deputation** and Back employee to his office.

- **Deputation End Date: 03-04-20**



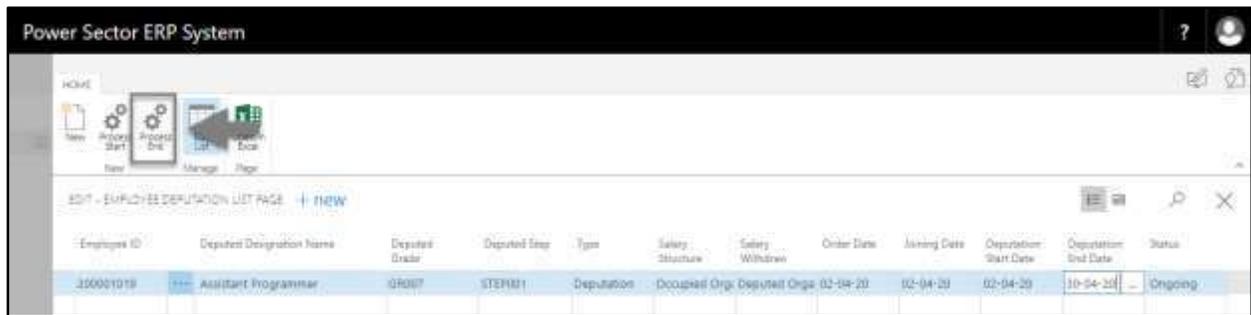
The screen will look like below.



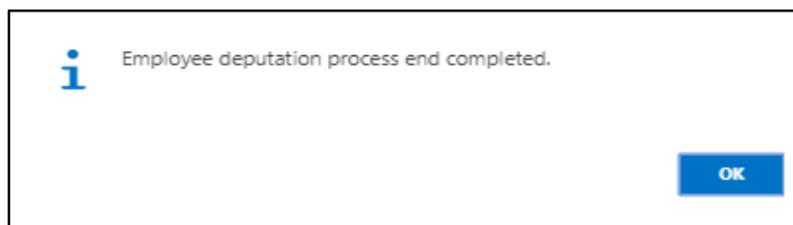
TIPS

You can search employee, by clicking on the  icon.

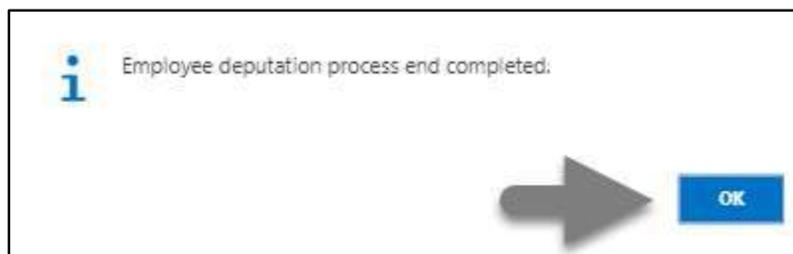
G. Choose the **Process End** icon to end the deputation period.



The following Pop Up will be appeared.



H. Choose the **OK** Icon.



HR-607 How to: Disciplinary Action for an Employee

Introduction

This process demonstrates how to proceed with Disciplinary Actions for an employee.

The Disciplinary Action process of an employee is divided into 2 phases -

- HR-607.1 Initiate the disciplinary action process by module User.
- HR-607.2 Approve or Reject initiated actions by module Admin.

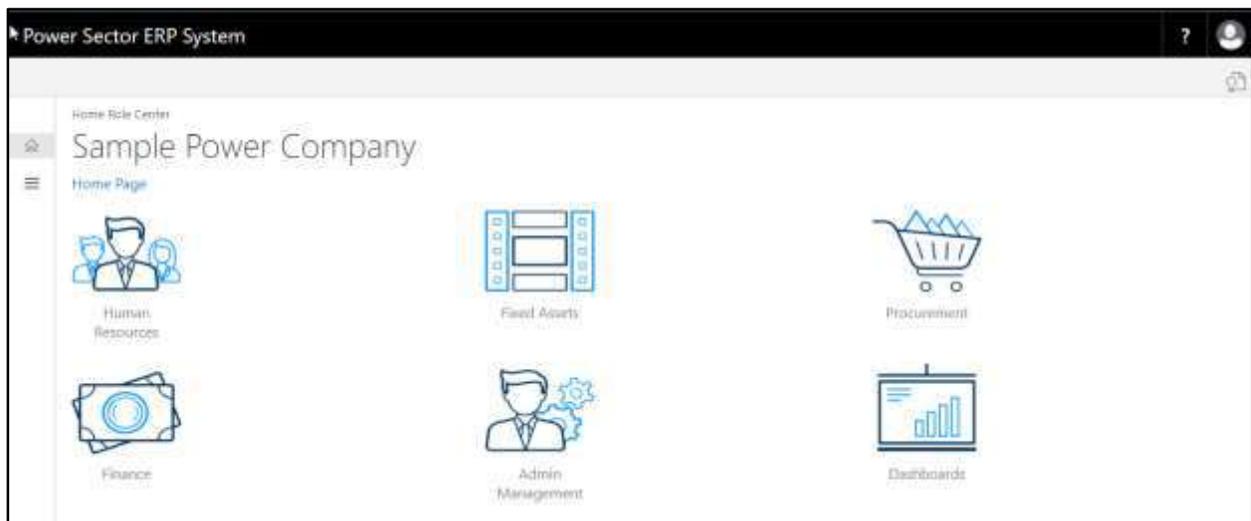
Roles

- Module User
- Module Admin

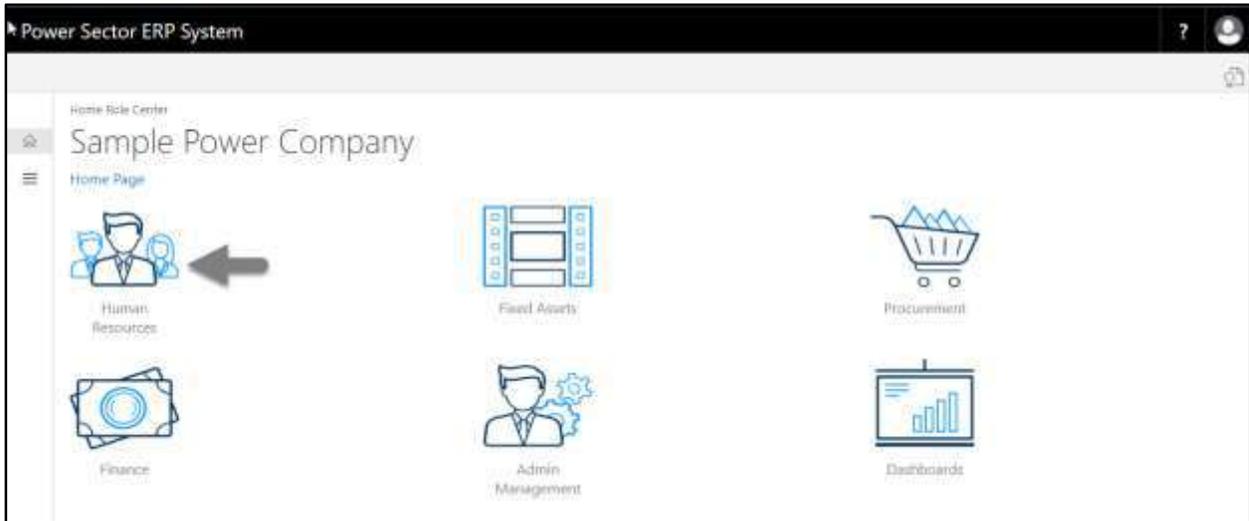
HR-607.1 Initiate Disciplinary Action by HR User

To initiate a disciplinary action for an individual, follow the steps described below.

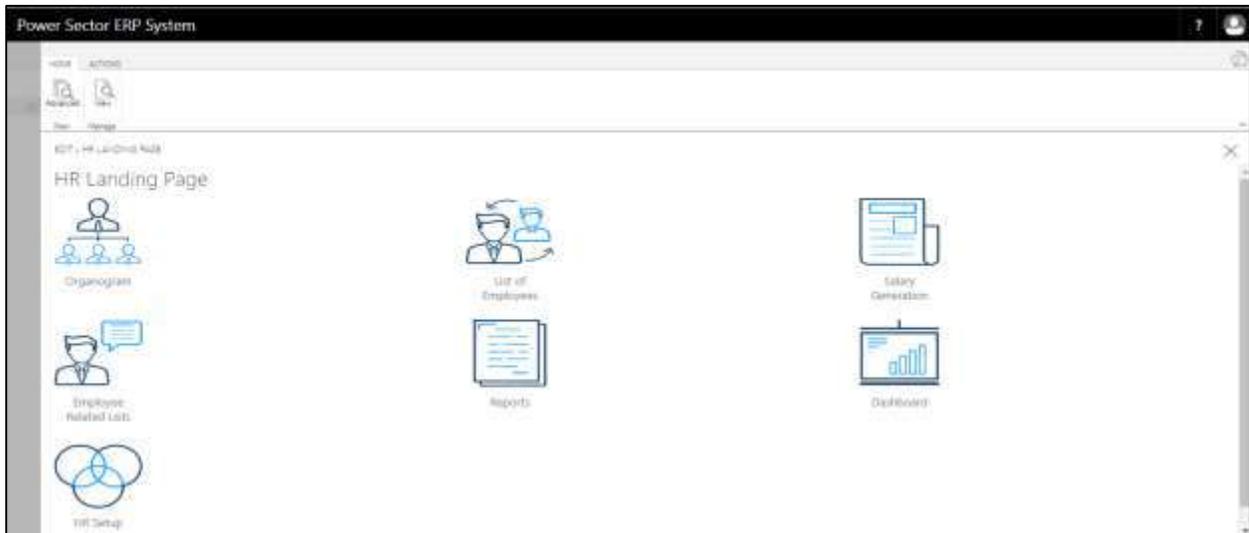
- A. Log in with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



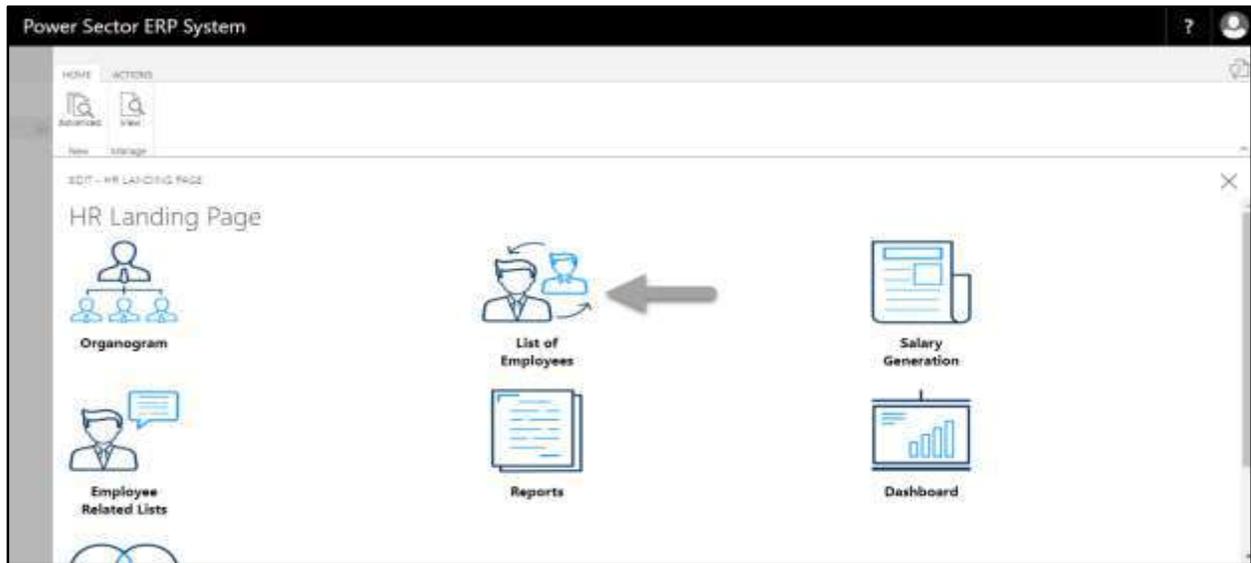
B. Choose the "Human Resources" icon.



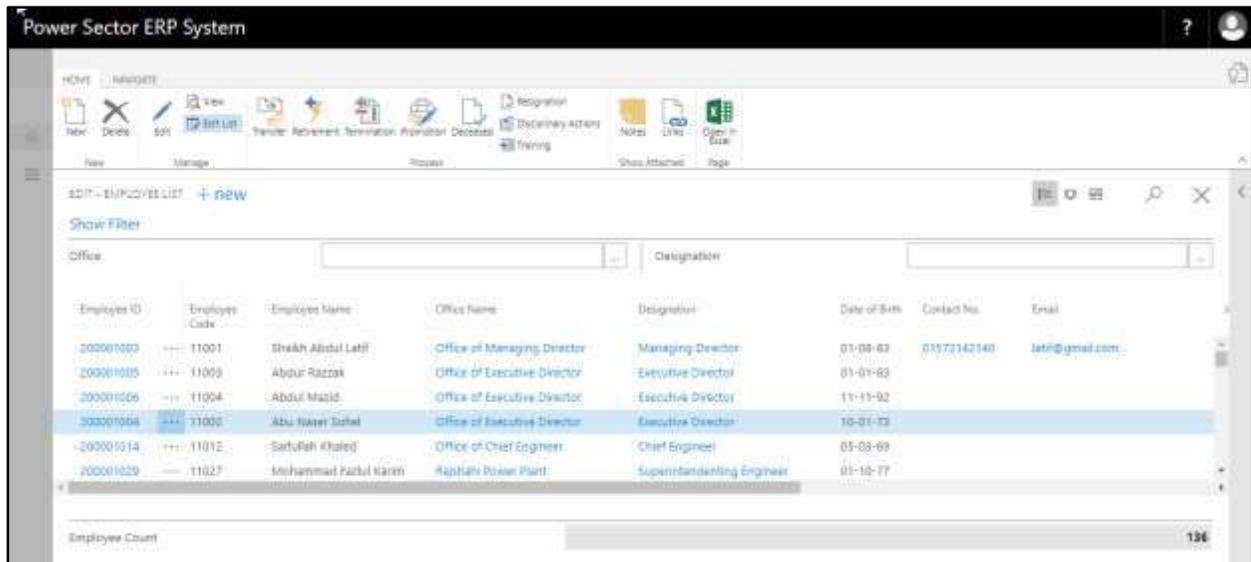
The following **HR Landing Page** will be appeared.



C. Choose the "List of Employees" in the HR Landing Page.

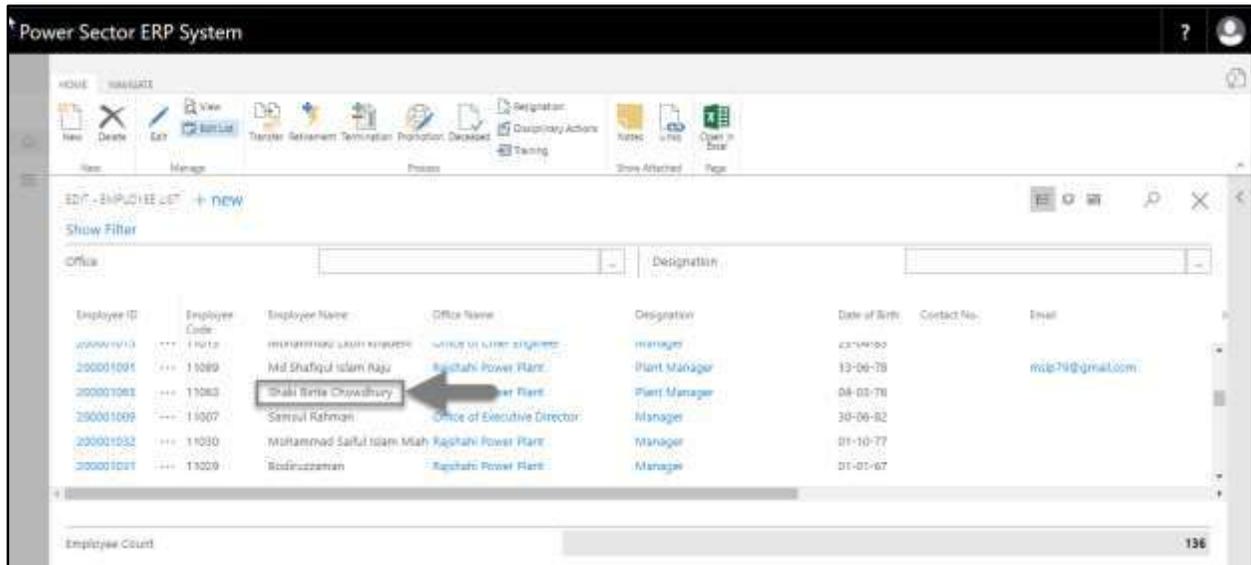


The following **Employee List** page will be appeared.



D. Choose an employee by click on "Employee Name".

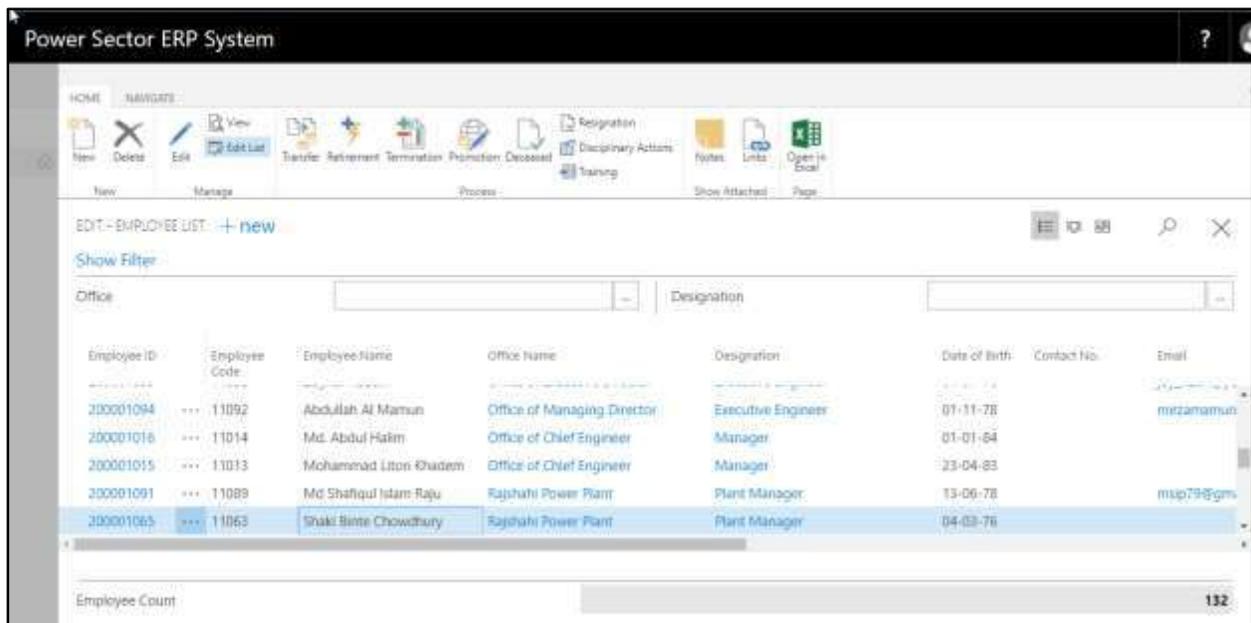
- Employee Name: Shaki Binte Chowdhury



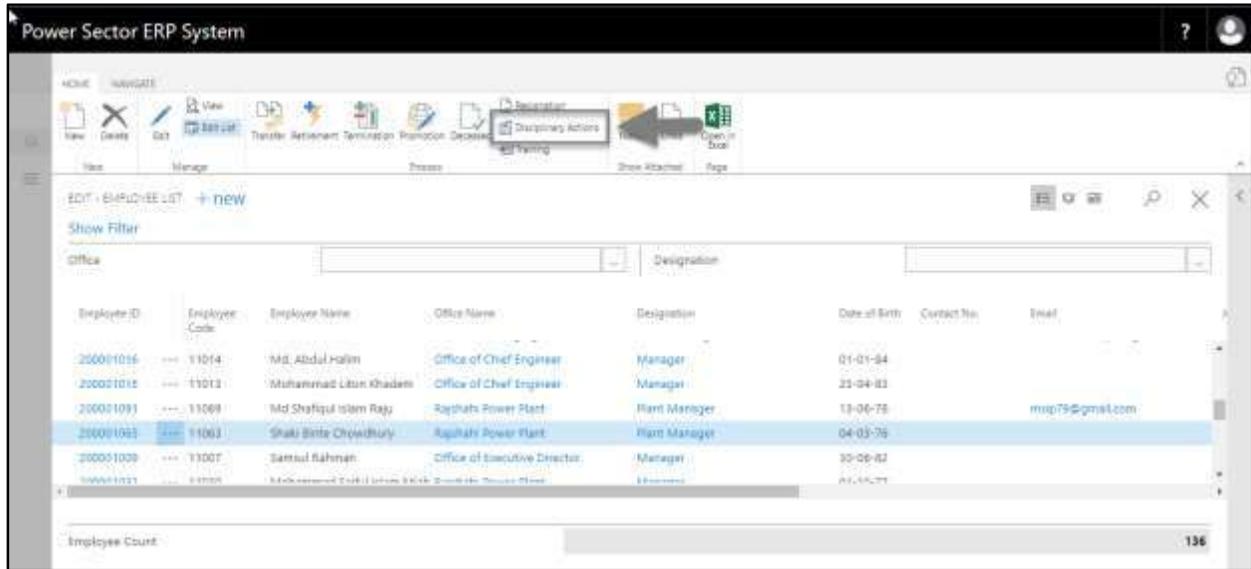
TIPS

You can search employee by clicking the  icon and enter employee name or ID.

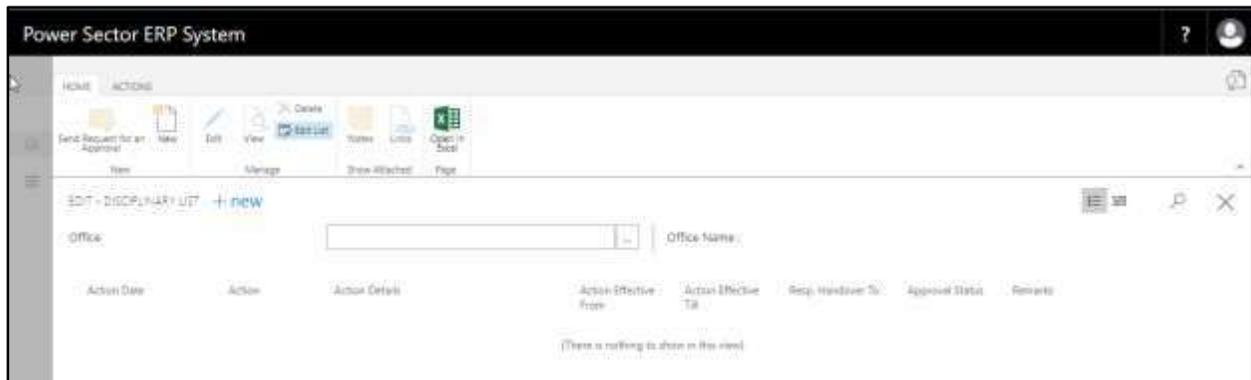
The following page will be appeared.



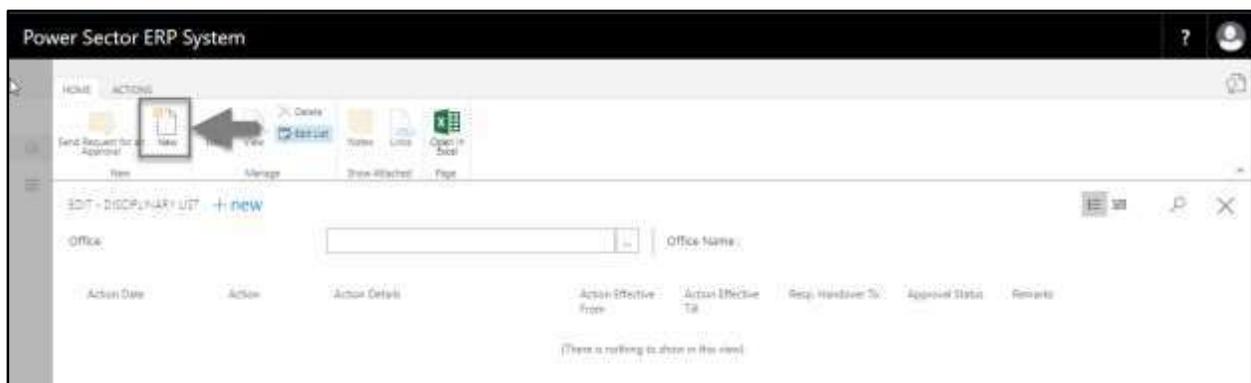
E. Choose the “Disciplinary” icon on the Employee List page, as indicated in the figure below.



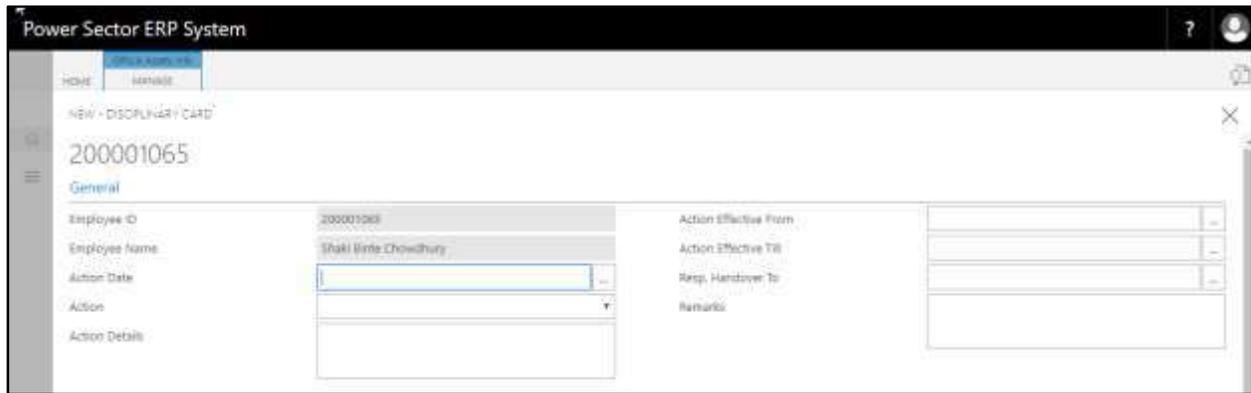
The Following **Disciplinary Actions** entry page will be appeared.



F. Choose the **New** icon to proceed further actions.



The following **Disciplinary Action** page will be appeared.



G. Provide the information mentioned below to proceed with the disciplinary actions process successfully.

4. Choose the **Actions Date** from the dropdown by clicking on button.

- **Actions Date: 08-04-20**

Employee ID and Employee Name will be populated by the system.

3. Choose the **Actions** from the dropdown by click on button.

- **Actions: Censure/Written Warning**

4. Provide **Actions Details**.

- **Action Details: Written Warning**

5. Choose the **Actions Effective From** from the dropdown by clicking on button.

- **Actions Effective From: 02-04-20**

6. Choose the **Actions Effective Till** the dropdown by clicking on button.

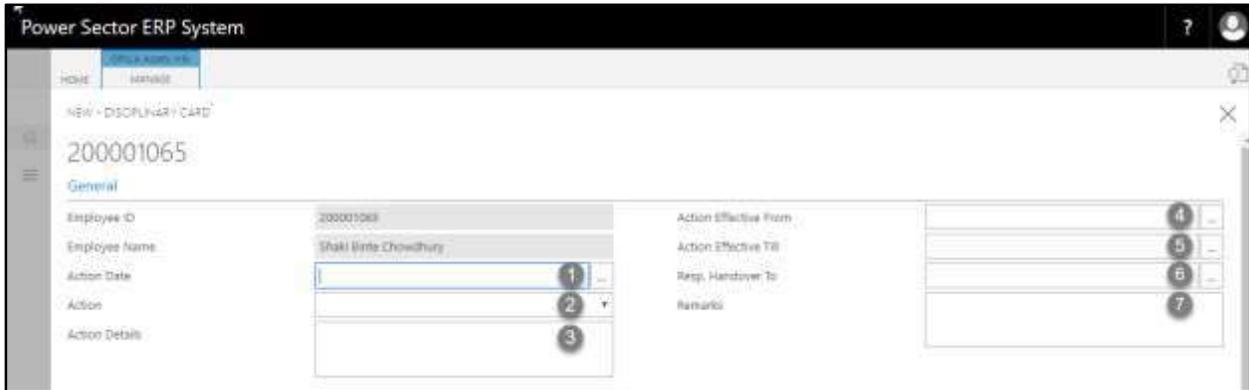
- **Actions Effective Till: 09-04-20**

7. Choose the **Responsibility Handover to** from the dropdown by clicking on button.

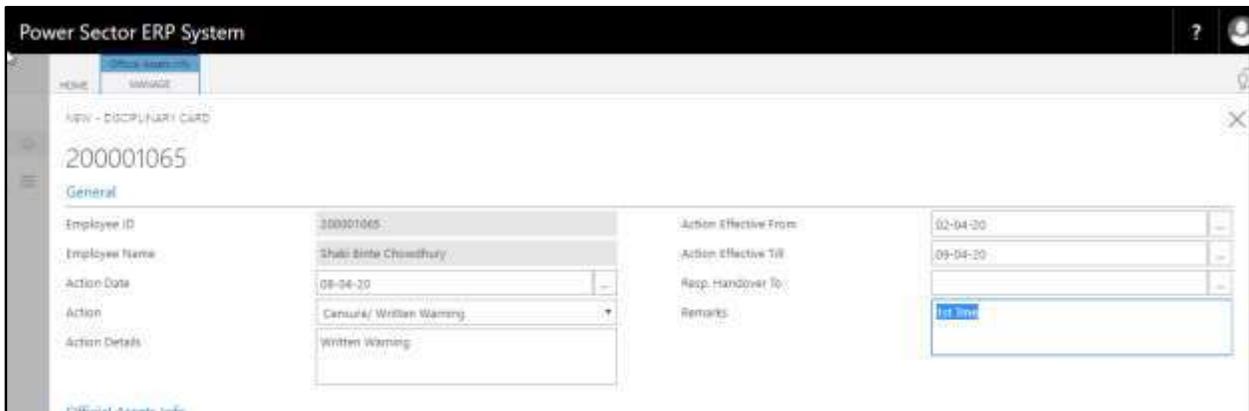
- **Responsibility Handover To: N/A**

8. Provide **Remarks**, If any.

- **Remarks: 1st Time**



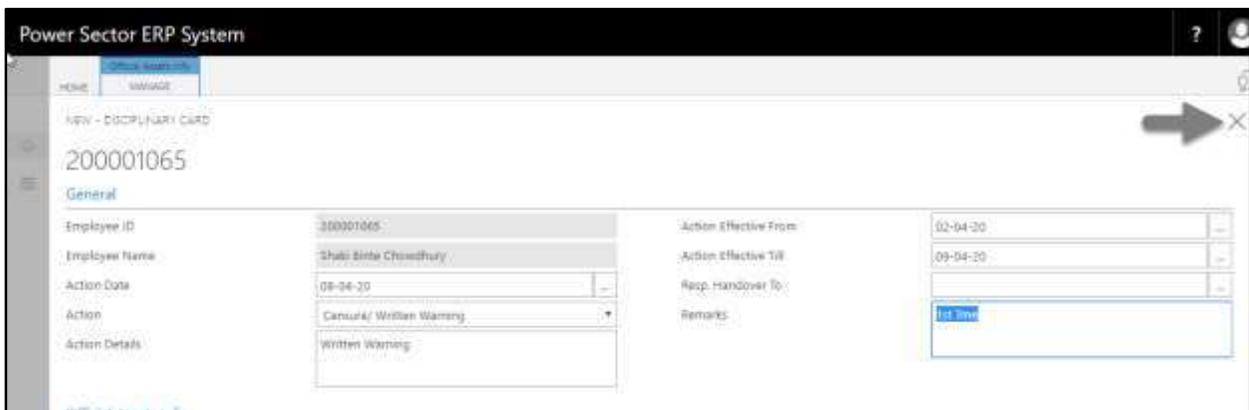
The screen will look like as below.



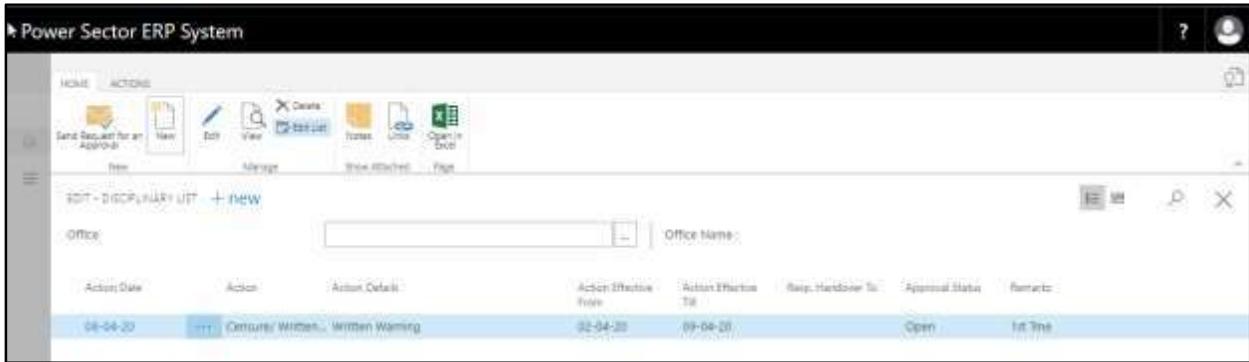
TIPS

You can take several types of disciplinary action by clicking  icon in the action field.

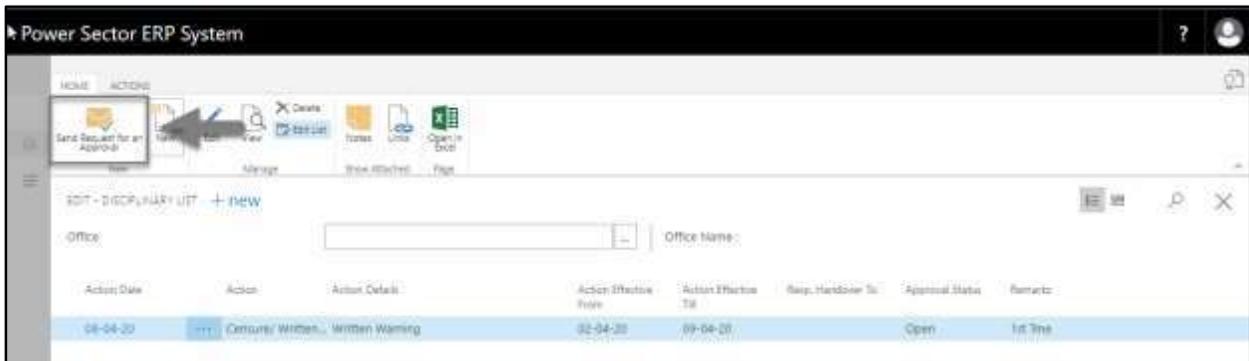
H. Choose the  icon to back to the previous page.



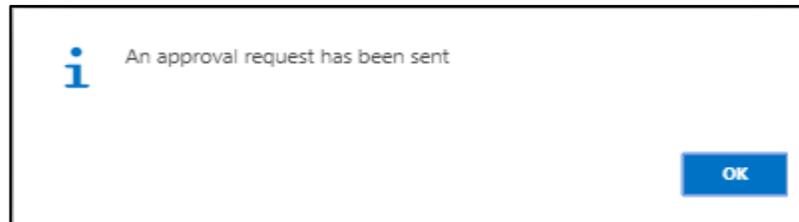
The following **Disciplinary Action list** page will be appeared.



I. Choose the **“Send request for an Approval”** icon to proceed for approval.



The following pop up will be appeared as below.



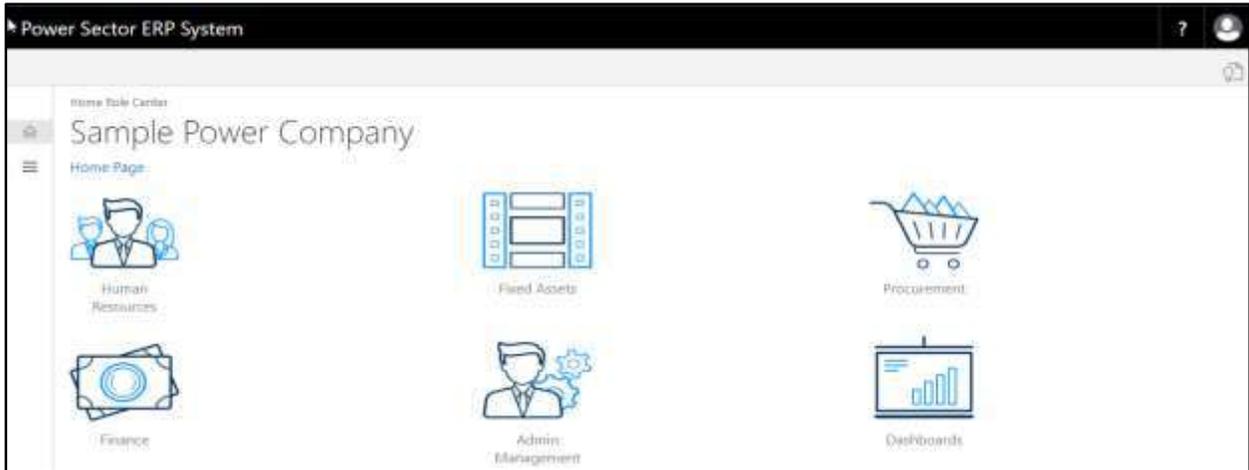
J. Choose the **“OK”** icon to save and close.



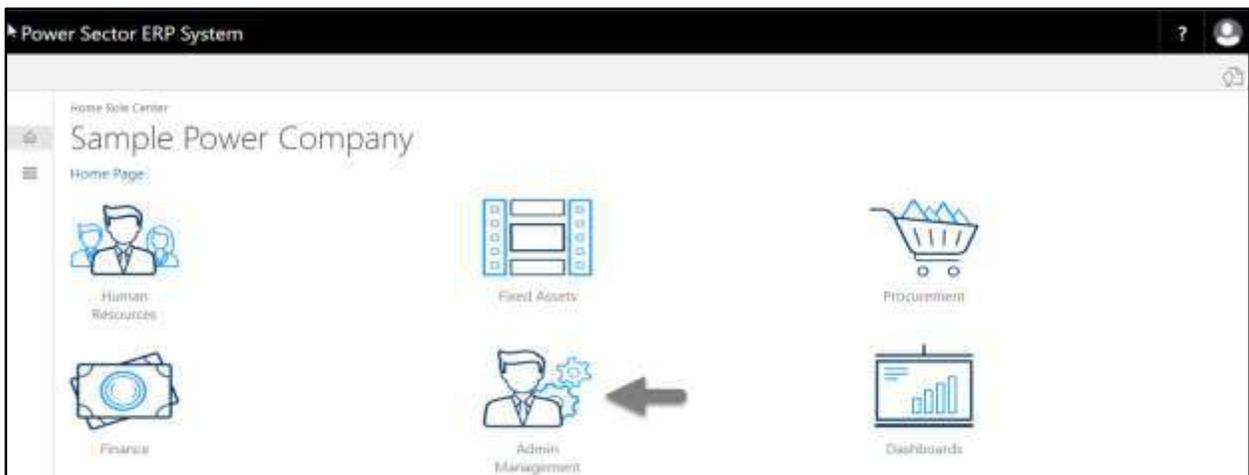
HR-607.2 Approve or Reject initiated Disciplinary action

To Approve or Reject an initiated transfer action, follow the steps described below.

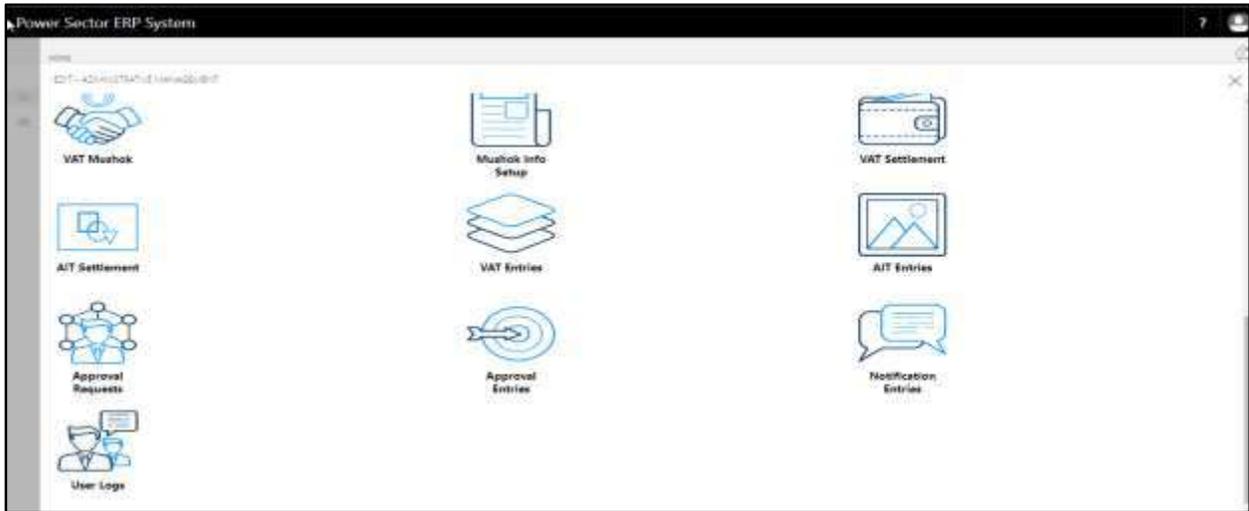
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



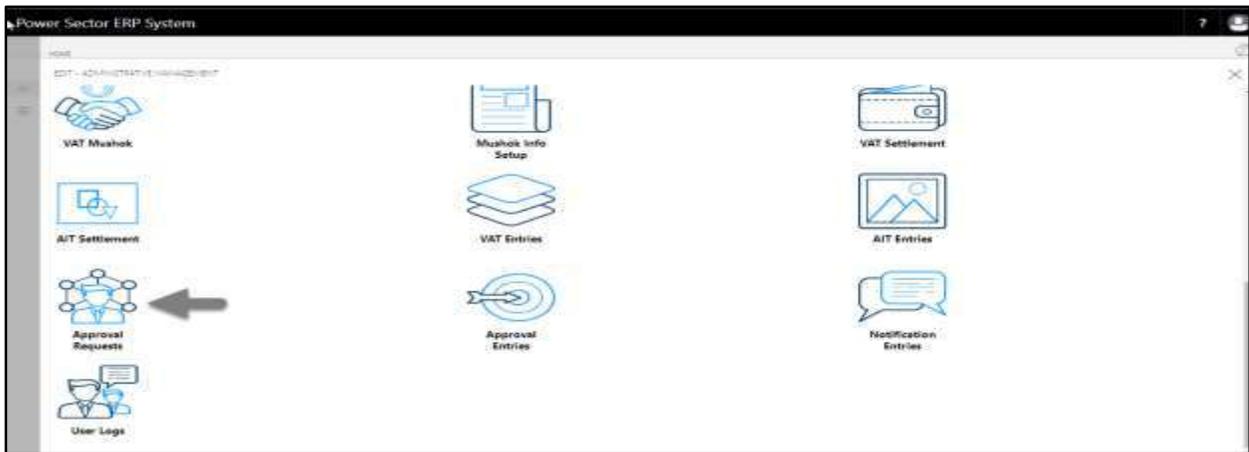
- B. Choose the **"Admin Management"** icon to open the administrative page.



The Following **Admin Management** page will be appeared.



C. Choose the **“Approval Request”** icon to process initiated approval requests.



The following **Approval Request** page will be appeared.

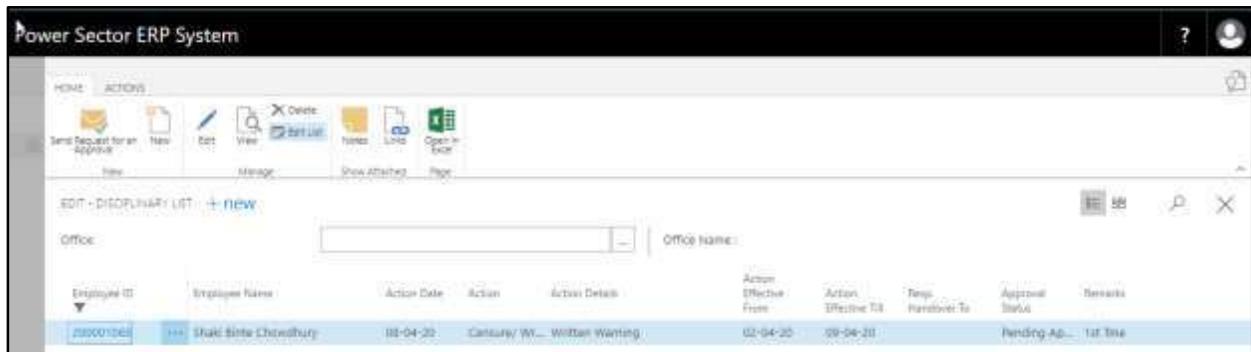


D. Select the initiated disciplinary action and choose the **“Open Record”** icon.



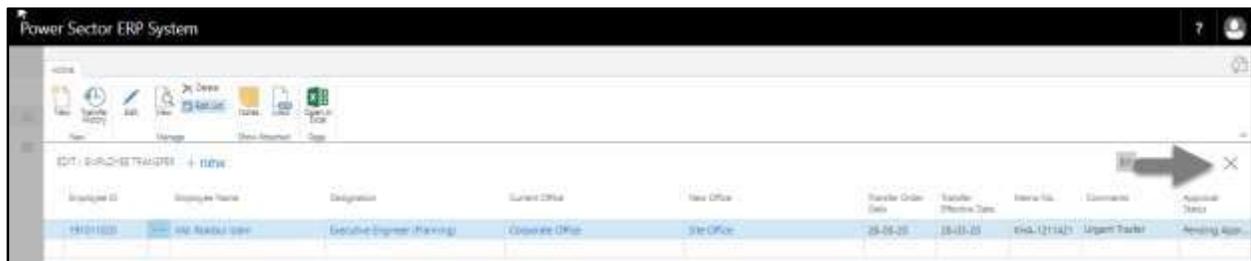
TIPS
You can choose initiated disciplinary process by clicking the line.

Detailed Employee Disciplinary Actions page will be appeared as below.

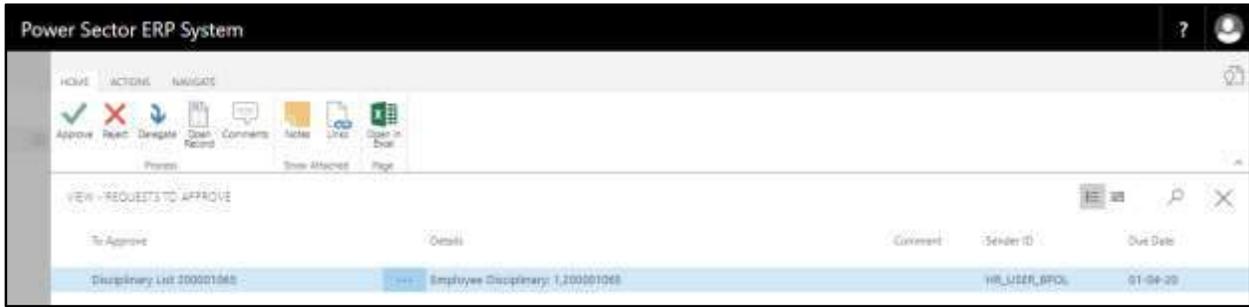


TIPS
You can drill down for more info by clicking employee ID.

E. Select the  icon to back to the previous page.



The following **Request to Approve** page will be appeared.



F. Choose the **“Approve”** icon to approve the disciplinary action or select **“Reject”** (besides “Approve”) to reject.



The following pop- up will be appeared



G. Choose the **OK** icon.



HR-608 How to: Process Increment

Introduction

This process demonstrates how to process salary increment for an employee or multiple employees.

The Salary increment process of an individual employee or multiple employees is divided into 3 phases -

- HR-608.1 Initiate the increment eligible list by module User.
- HR-608.2 Approve or Reject initiated actions by module Admin.
- HR-608.3 Apply the Approved Increment.

Roles

- Module User
- Module Admin

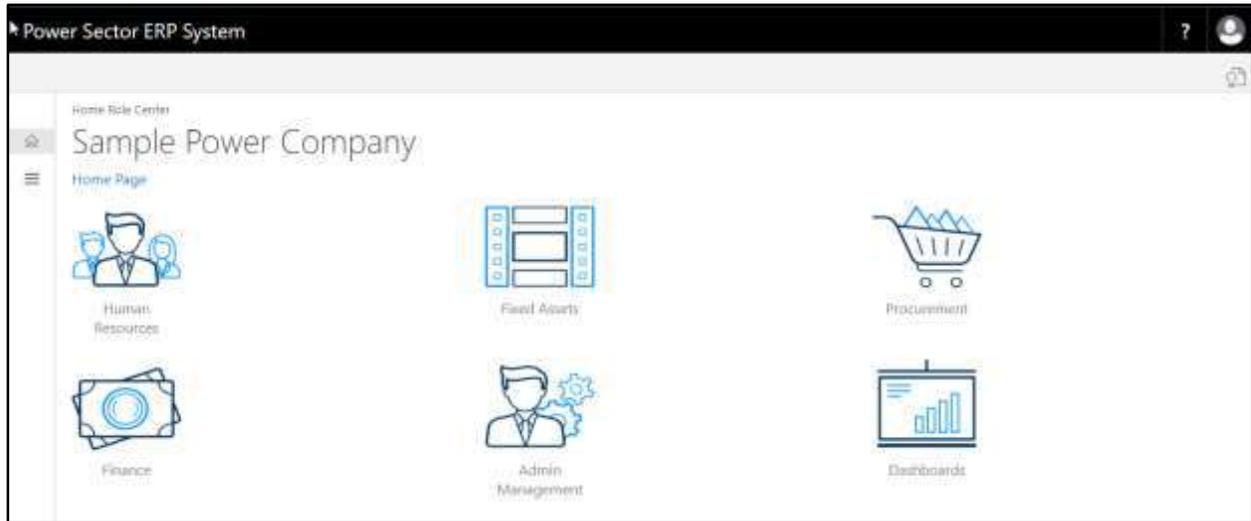
IMPORTANT

Joining date is must to generate eligible increment list.

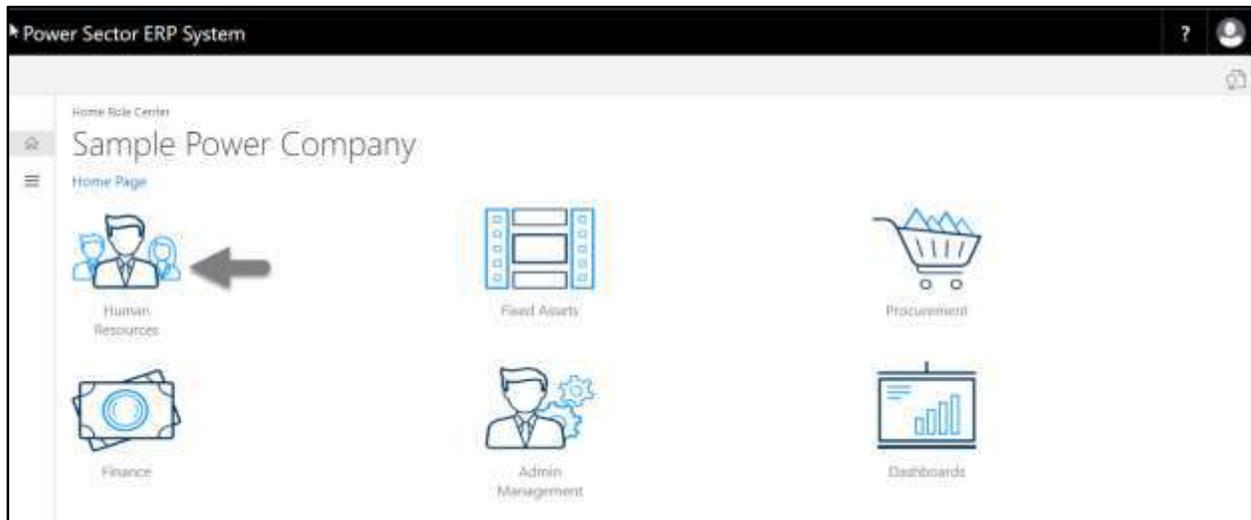
HR-608.1 Initiate Increment Eligible list by HR User

To Initiate Increment eligible list, follow the steps described below.

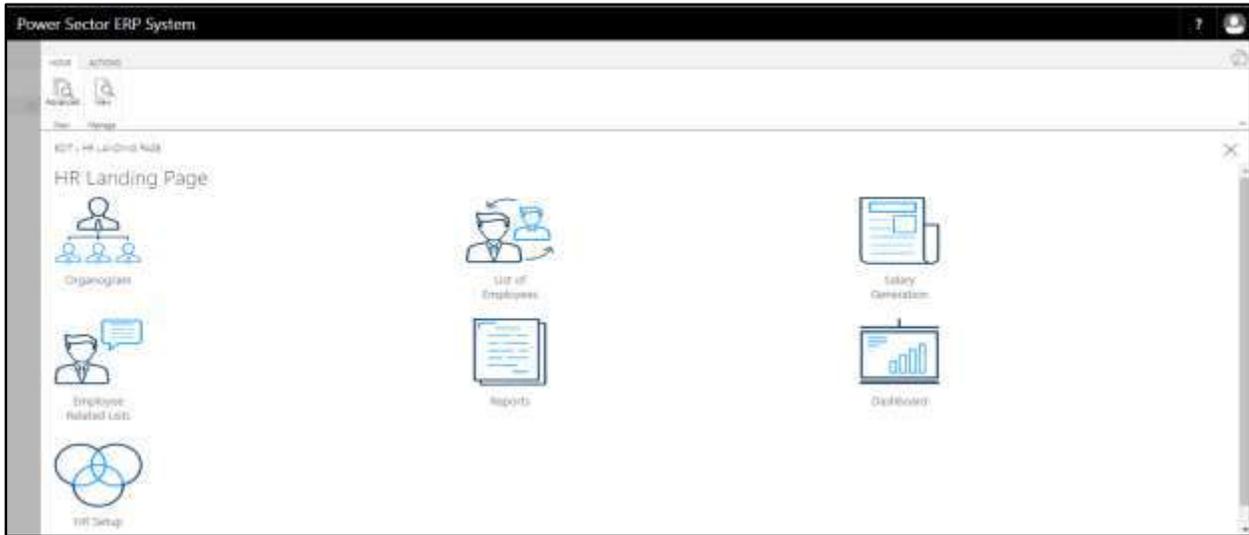
- K. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



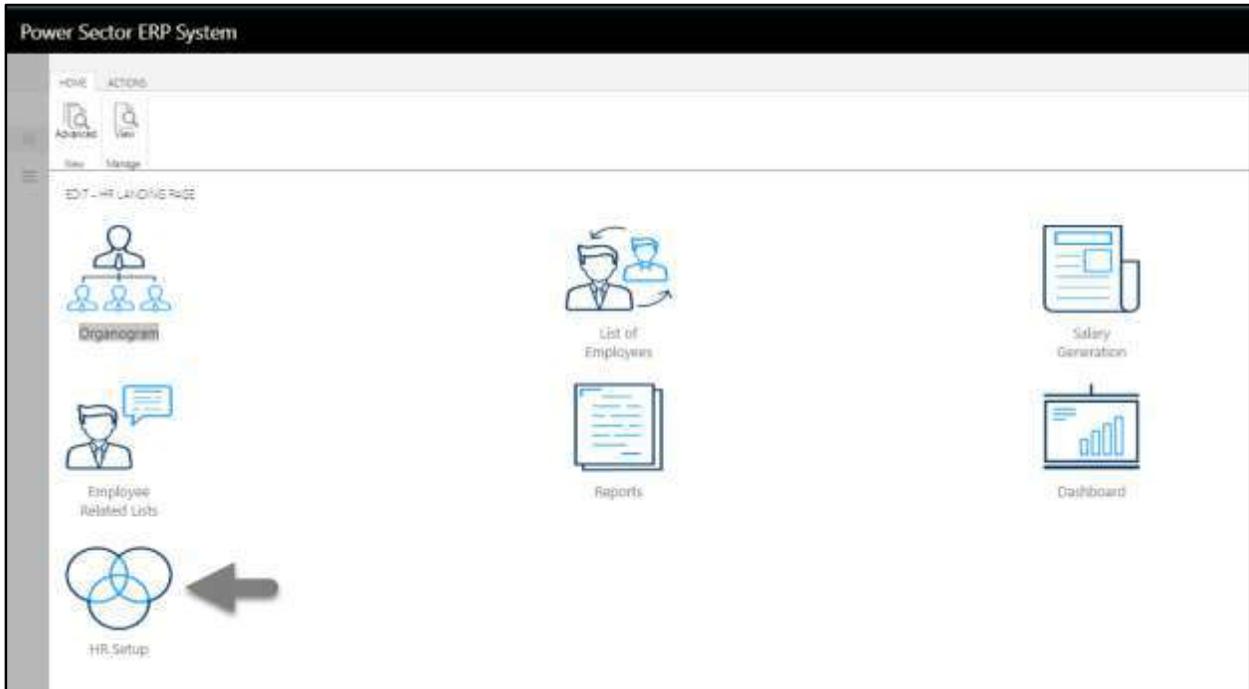
- L. Choose the **"Human Resources"** icon.



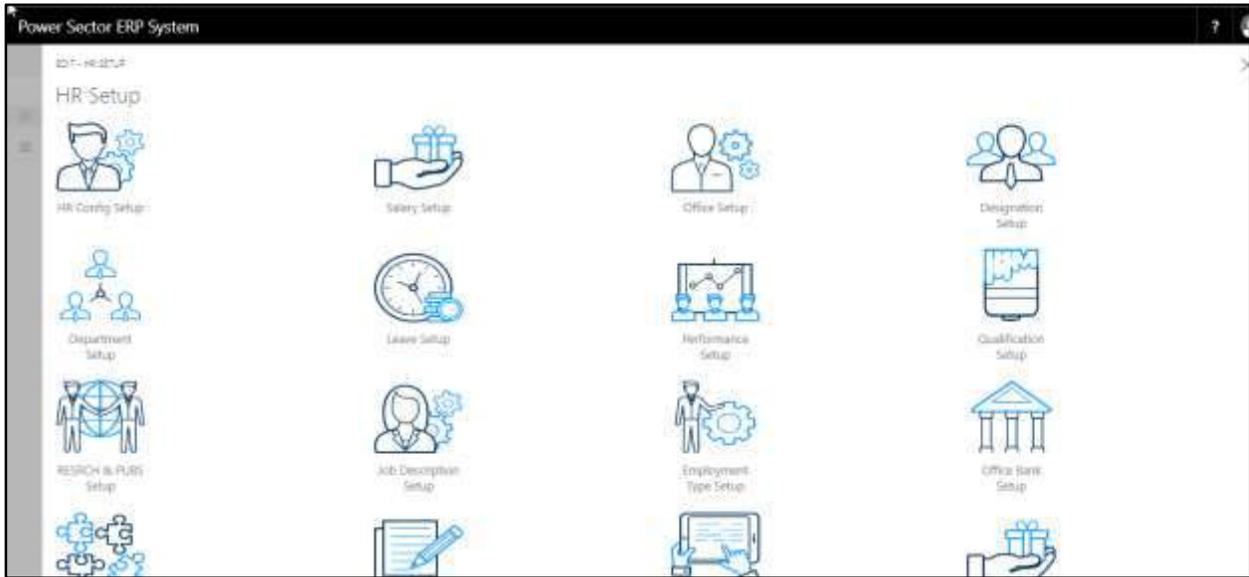
HR Landing Page will be appeared as below



M. Choose the "HR Setup" icon in the HR Landing Page.



The following **HR Setup** page will be appeared.



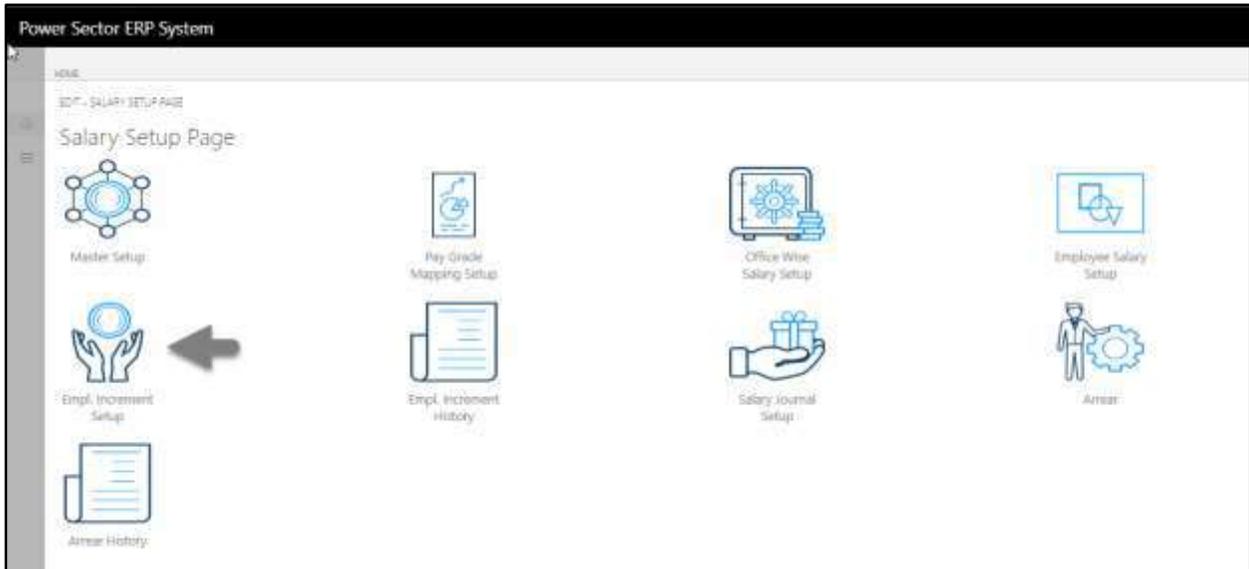
N. Choose the **“Salary Setup”** icon on the HR Setup page, as indicated in the figure below.



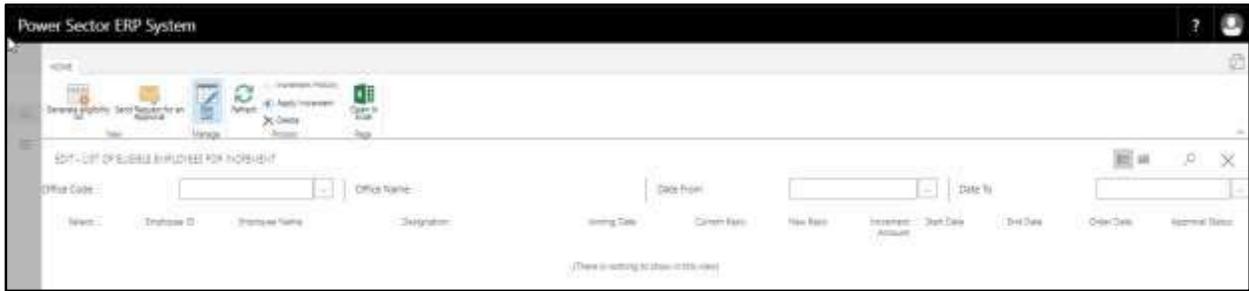
The Following **salary setup page** will be appeared.



O. Choose the "**Employee Increment Setup**" icon.



The Following **Increment setup page** will be appeared.

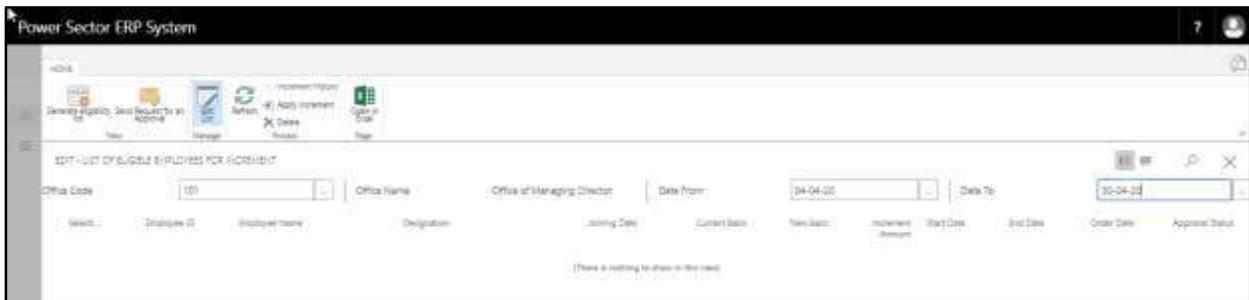


P. Provide the information mentioned below to generate an Eligible Increment list.

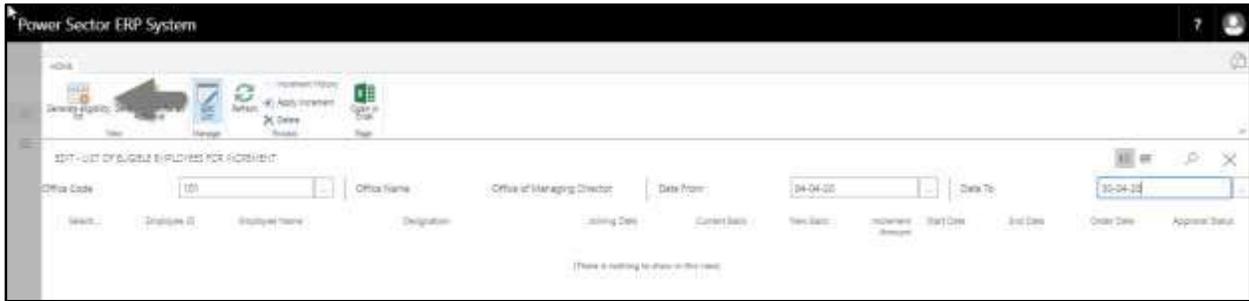
1. Choose **Office Code** from the dropdown by clicking on button.
 - **Office Code: 101**
2. Choose **Date from** by clicking on button.
 - **Date From: 04-04-20**
3. Choose **Date to** by clicking on button.
 - **Date To: 30-04-20**



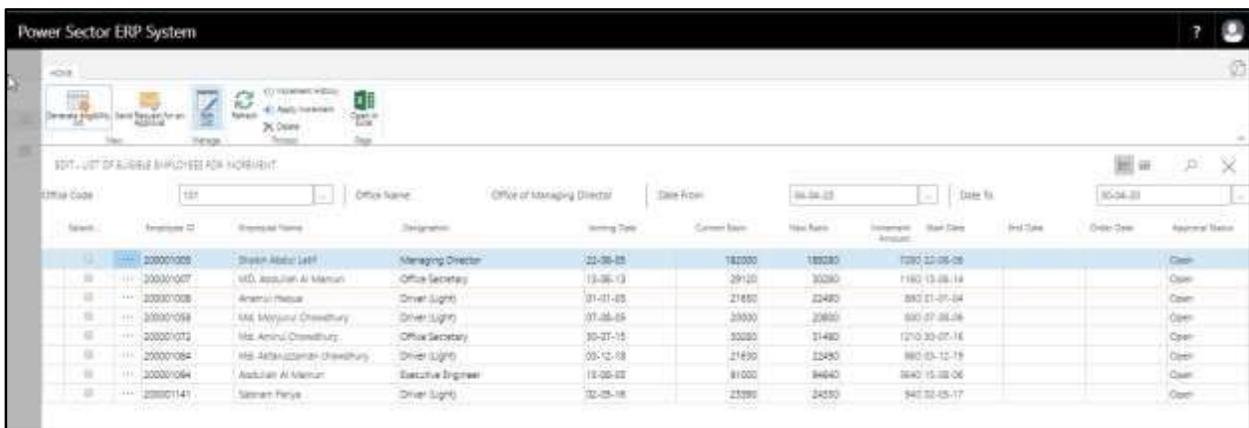
The screen will look like below.



Q. Choose the **Generate Increment List** icon.



The following list will be appeared.

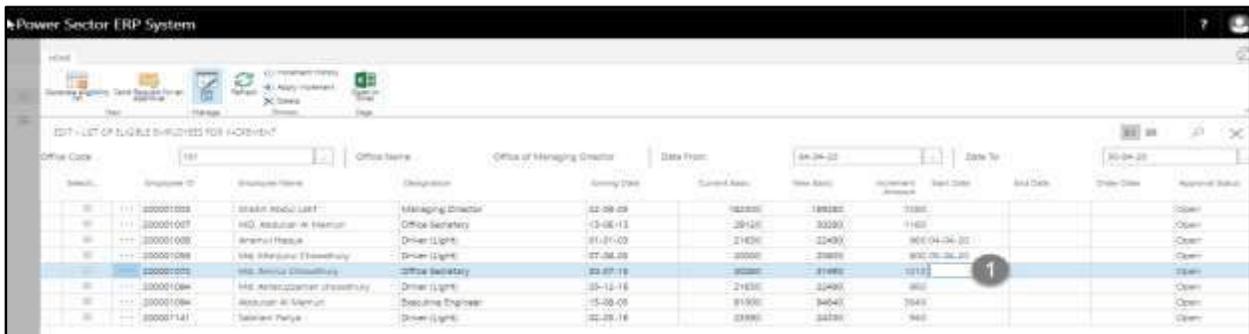


TIPS

To initiate increment for full organization, leave the office code blank.

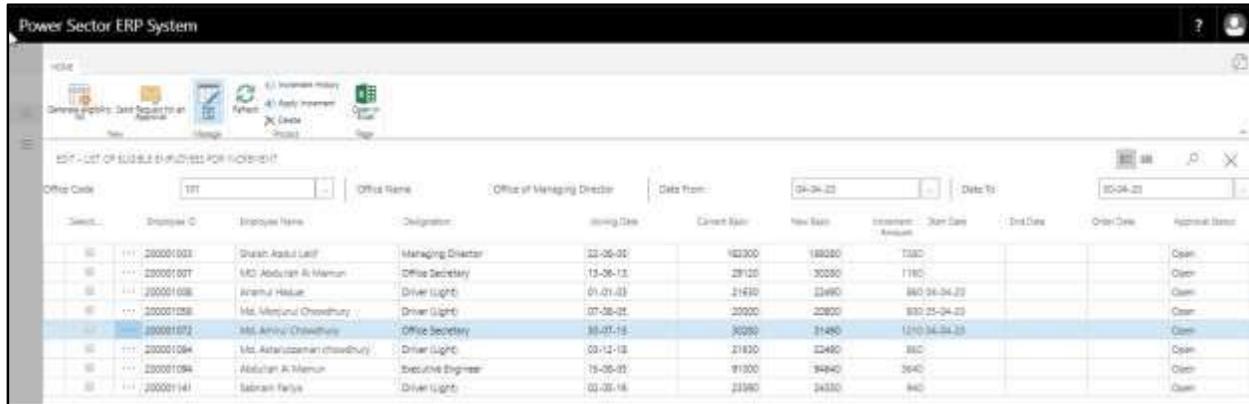
R. Choose an employee and Provide **Start Date** below to Initiate the increment process.

a. **Start date: 04-04-20**



User Manual for HR Module, ERP System for Power Division

The screen will look like below.

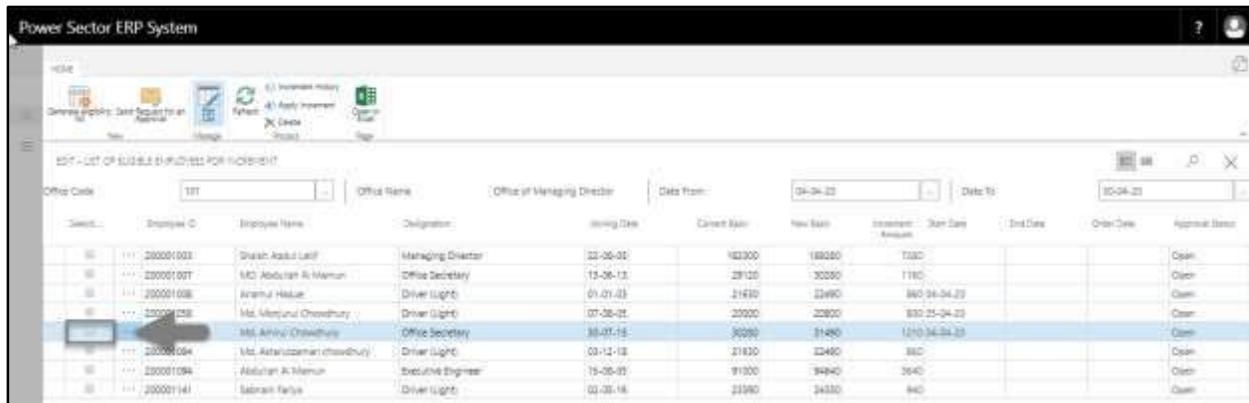


Select...	Employee ID	Employee Name	Designation	Joining Date	Current Rate	New Rate	Increment Amount	Start Date	End Date	Order Date	Approval Status
<input type="checkbox"/>	200001003	Shash, Abdul Latif	Managing Director	22-06-00	102300	180000	77670				Open
<input type="checkbox"/>	200001007	MD, Abdulaziz Al Mamun	Office Secretary	12-06-13	29120	30300	1180				Open
<input type="checkbox"/>	200001008	Kranul, Haseeb	Driver Light	01-01-03	21630	22490	860	04-04-23			Open
<input type="checkbox"/>	200001028	Ms. Marjuna Chowdhury	Driver Light	07-08-01	20000	20800	800	25-04-23			Open
<input checked="" type="checkbox"/>	200001072	Ms. Annu Chowdhury	Office Secretary	30-07-18	30000	31480	1480	12-04-23			Open
<input type="checkbox"/>	200001084	Ms. Anasuzaman Chowdhury	Driver Light	03-12-18	21830	22490	660				Open
<input type="checkbox"/>	200001094	Abdulaziz Al Mamun	Executive Engineer	15-05-01	81000	84840	3840				Open
<input type="checkbox"/>	200001141	Sabran Faris	Driver Light	02-05-18	23390	24330	940				Open

TIPS

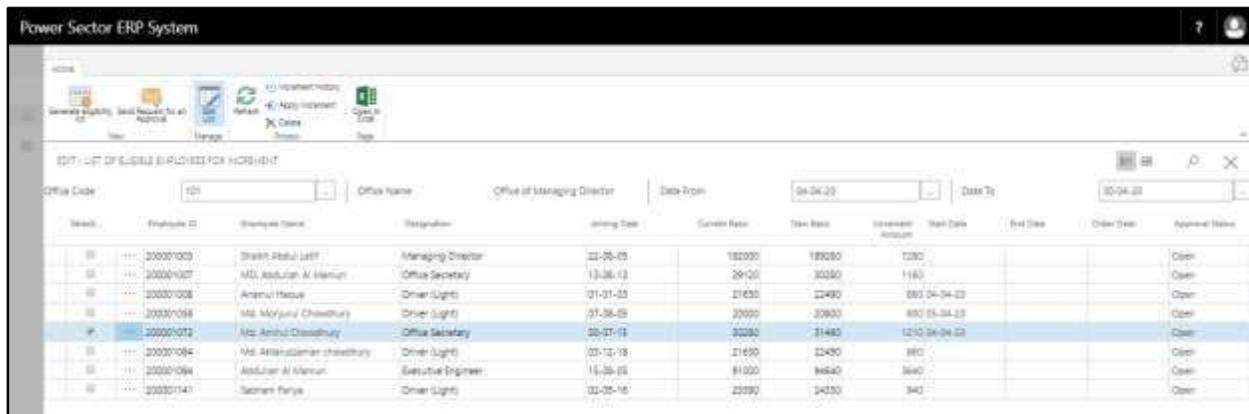
To initiate increment for multiple employee, select another employee and follow the step H.

S. Mark the **Checkbox**.



Select...	Employee ID	Employee Name	Designation	Joining Date	Current Rate	New Rate	Increment Amount	Start Date	End Date	Order Date	Approval Status
<input type="checkbox"/>	200001003	Shash, Abdul Latif	Managing Director	22-06-00	102300	180000	77670				Open
<input type="checkbox"/>	200001007	MD, Abdulaziz Al Mamun	Office Secretary	12-06-13	29120	30300	1180				Open
<input type="checkbox"/>	200001008	Kranul, Haseeb	Driver Light	01-01-03	21630	22490	860	04-04-23			Open
<input type="checkbox"/>	200001028	Ms. Marjuna Chowdhury	Driver Light	07-08-01	20000	20800	800	25-04-23			Open
<input checked="" type="checkbox"/>	200001072	Ms. Annu Chowdhury	Office Secretary	30-07-18	30000	31480	1480	12-04-23			Open
<input type="checkbox"/>	200001084	Ms. Anasuzaman Chowdhury	Driver Light	03-12-18	21830	22490	660				Open
<input type="checkbox"/>	200001094	Abdulaziz Al Mamun	Executive Engineer	15-05-01	81000	84840	3840				Open
<input type="checkbox"/>	200001141	Sabran Faris	Driver Light	02-05-18	23390	24330	940				Open

The screen will look like below.

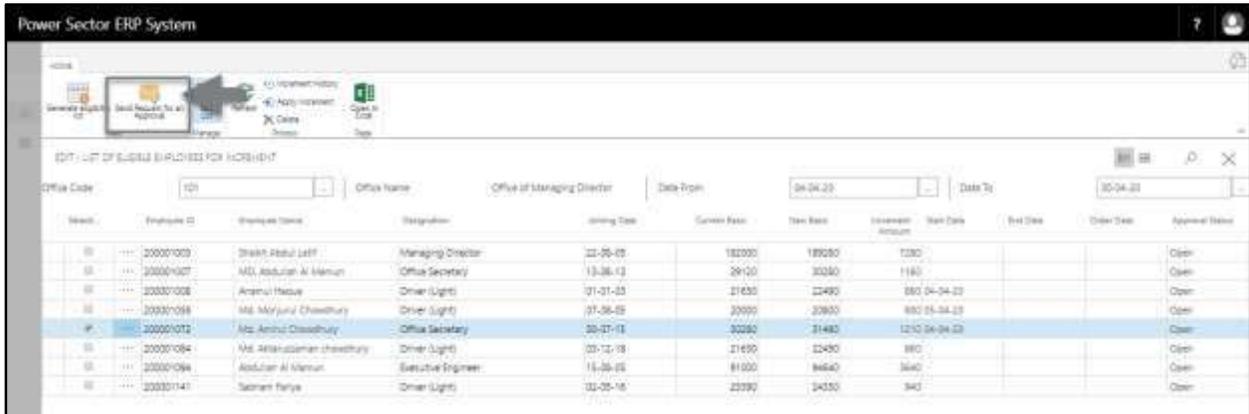


Select...	Employee ID	Employee Name	Designation	Joining Date	Current Rate	New Rate	Increment Amount	Start Date	End Date	Order Date	Approval Status
<input type="checkbox"/>	200001003	Shash, Abdul Latif	Managing Director	22-06-00	102300	180000	77670				Open
<input type="checkbox"/>	200001007	MD, Abdulaziz Al Mamun	Office Secretary	12-06-13	29120	30300	1180				Open
<input type="checkbox"/>	200001008	Kranul, Haseeb	Driver Light	01-01-03	21630	22490	860	04-04-23			Open
<input type="checkbox"/>	200001028	Ms. Marjuna Chowdhury	Driver Light	07-08-01	20000	20800	800	25-04-23			Open
<input checked="" type="checkbox"/>	200001072	Ms. Annu Chowdhury	Office Secretary	30-07-18	30000	31480	1480	12-04-23			Open
<input type="checkbox"/>	200001084	Ms. Anasuzaman Chowdhury	Driver Light	03-12-18	21830	22490	660				Open
<input type="checkbox"/>	200001094	Abdulaziz Al Mamun	Executive Engineer	15-05-01	81000	84840	3840				Open
<input type="checkbox"/>	200001141	Sabran Faris	Driver Light	02-05-18	23390	24330	940				Open

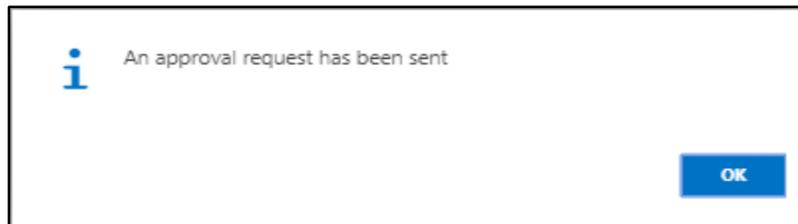
TIPS

To Send initiated increment for multiple employee for approval, select another employee and follow the step I.

T. Choose the **“Send request for an Approval”** icon to proceed for approval.



The following pop up will be appeared.



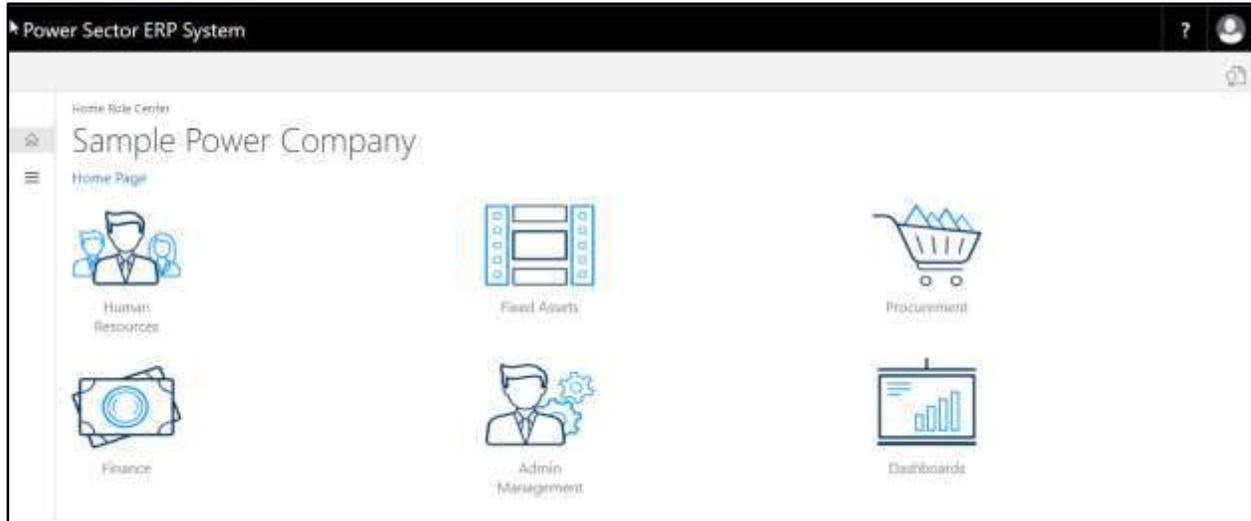
U. Choose **“OK”** icon to save and close.



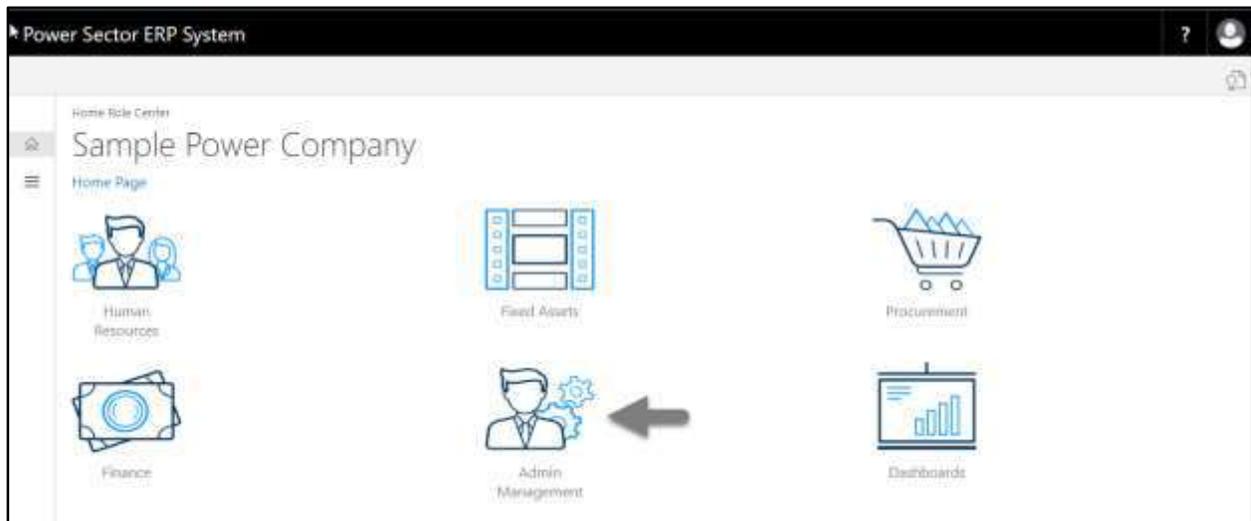
HR-608.2 Approve or Reject initiated increment by HR Admin

To Approve or Reject an initiated increment action, follow the steps described below.

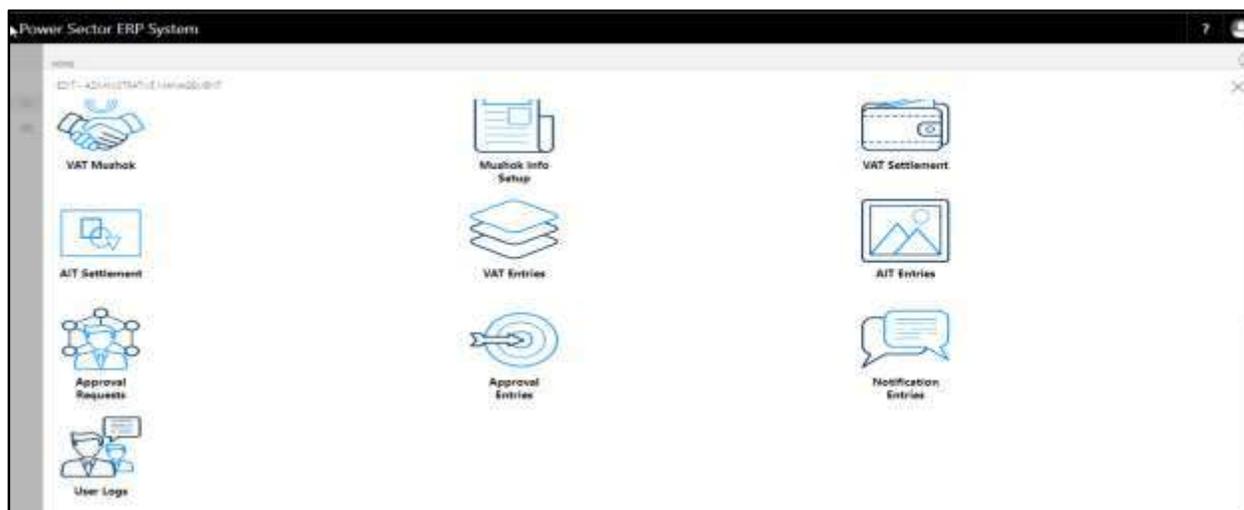
- A. Login with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



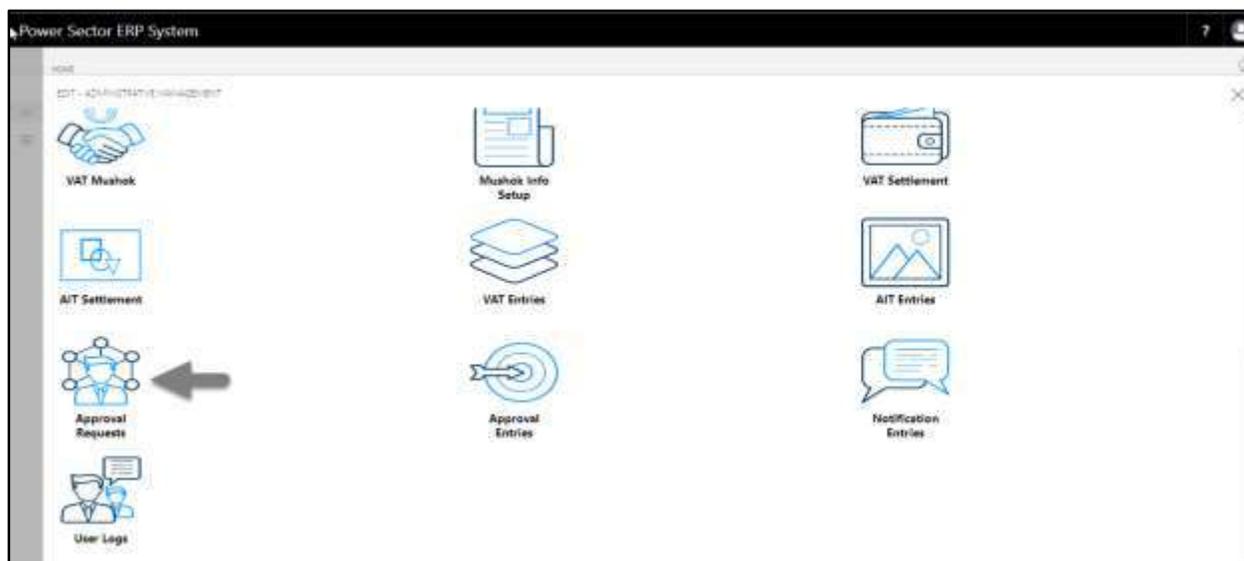
- B. Choose the **“Admin Management”** icon to open the administrative page.



The Following **Admin Management** page will appear as below.



C. Choose the **“Approval Request”** icon to process initiated approval requests.



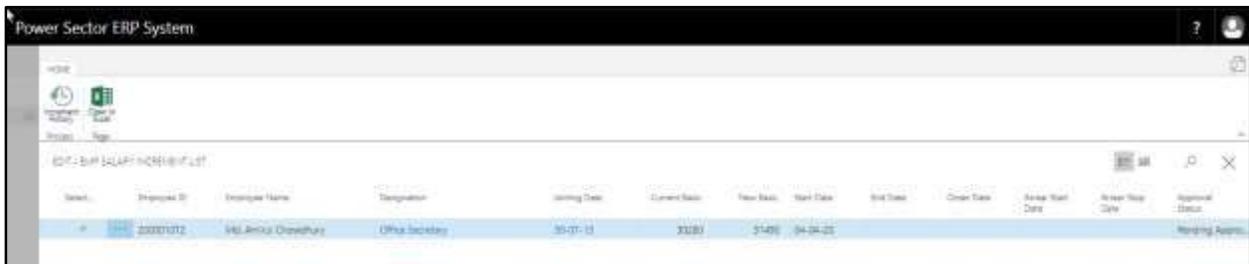
The following Approval Request page will be appeared.



D. Select the initiated increment and choose the **“Open Record”** icon.



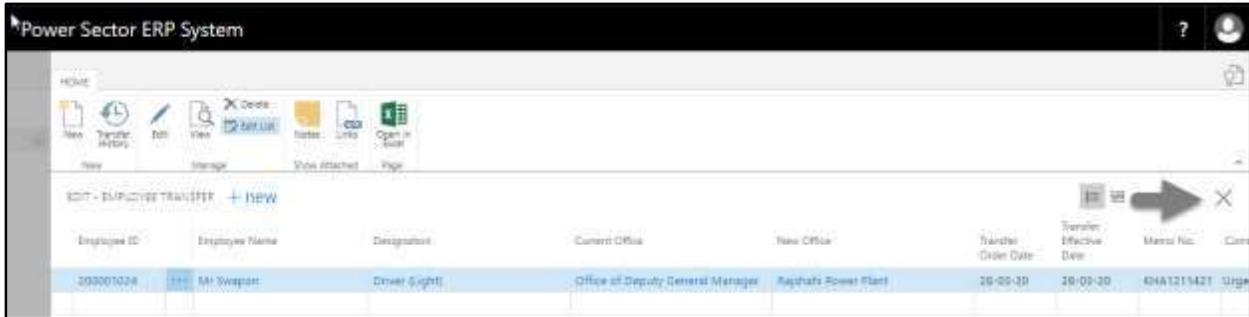
Detailed Employee increment page will be appeared as below.



TIPS

You can view employees previous Increment History by clicking  icon during approval.

E. Select the  icon to back to the previous page.



The following **Request to Approve** page will be appeared.



F. Choose the **“Approve”** icon to approve the initiated increment process or select **“Reject”** besides “Approve”) to reject.



The following pop- up will be appeared.



G. Choose the "OK" icon to save and close.



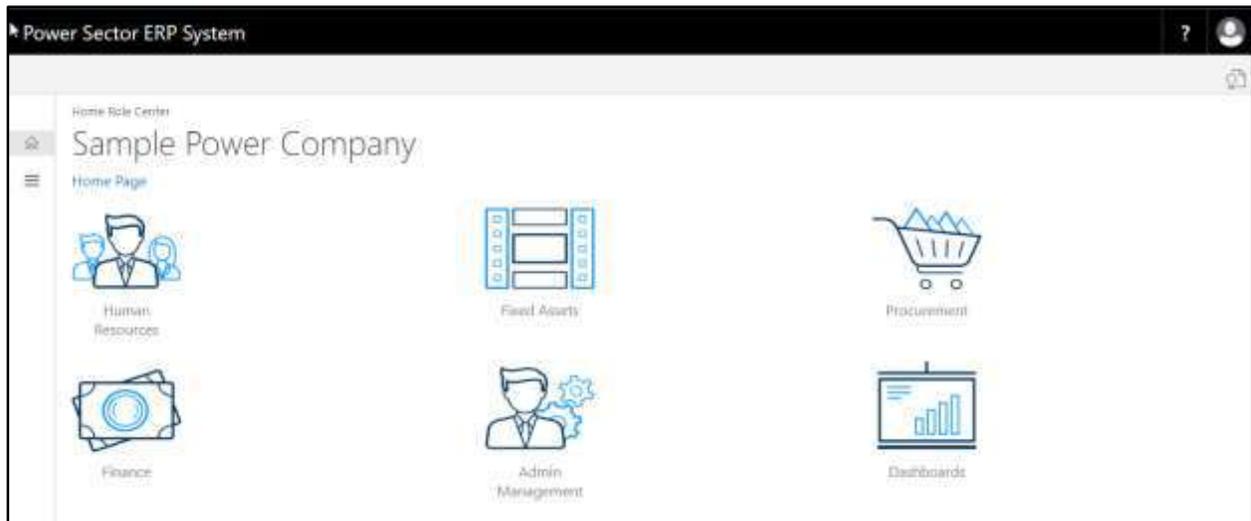
IMPORTANT

After approve an initiated increment, you cannot delete or modify.

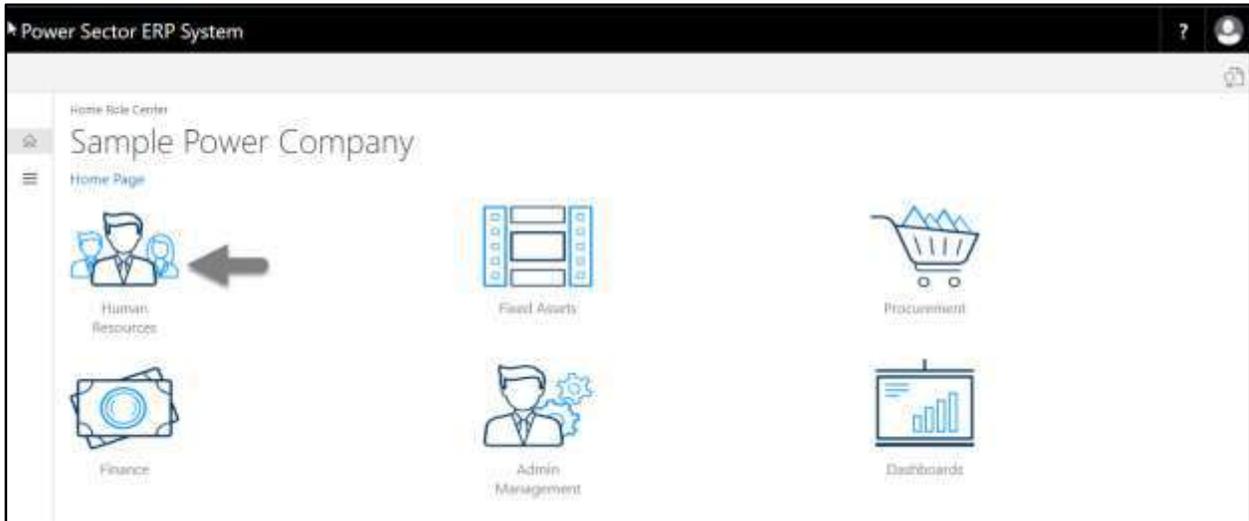
HR-608.3 Apply Approved Increment

To apply approved employee increment, follow the steps mentioned below.

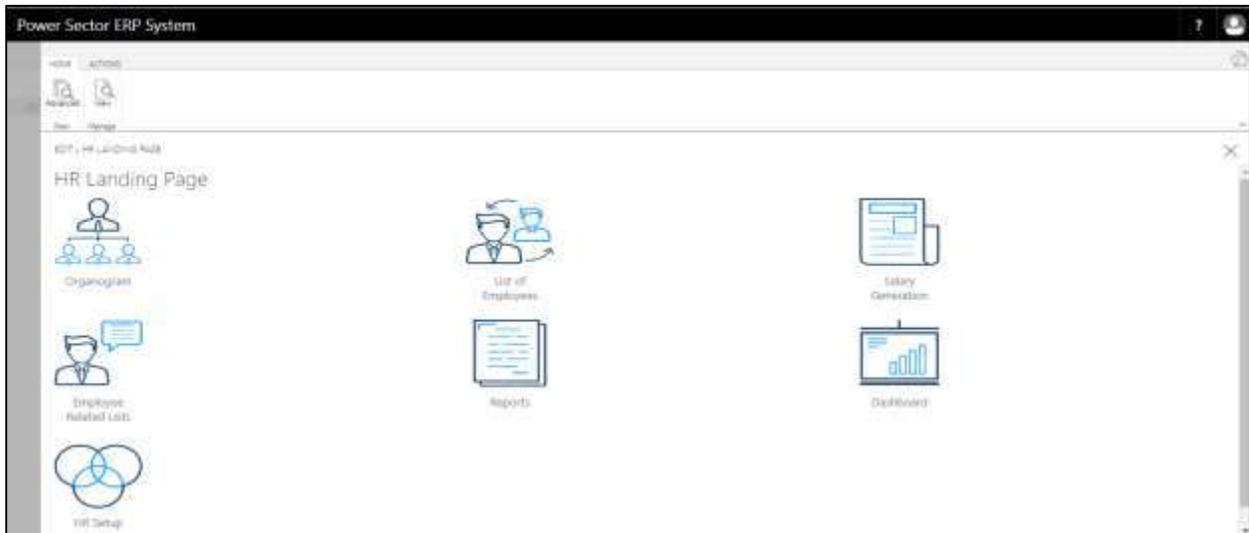
A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



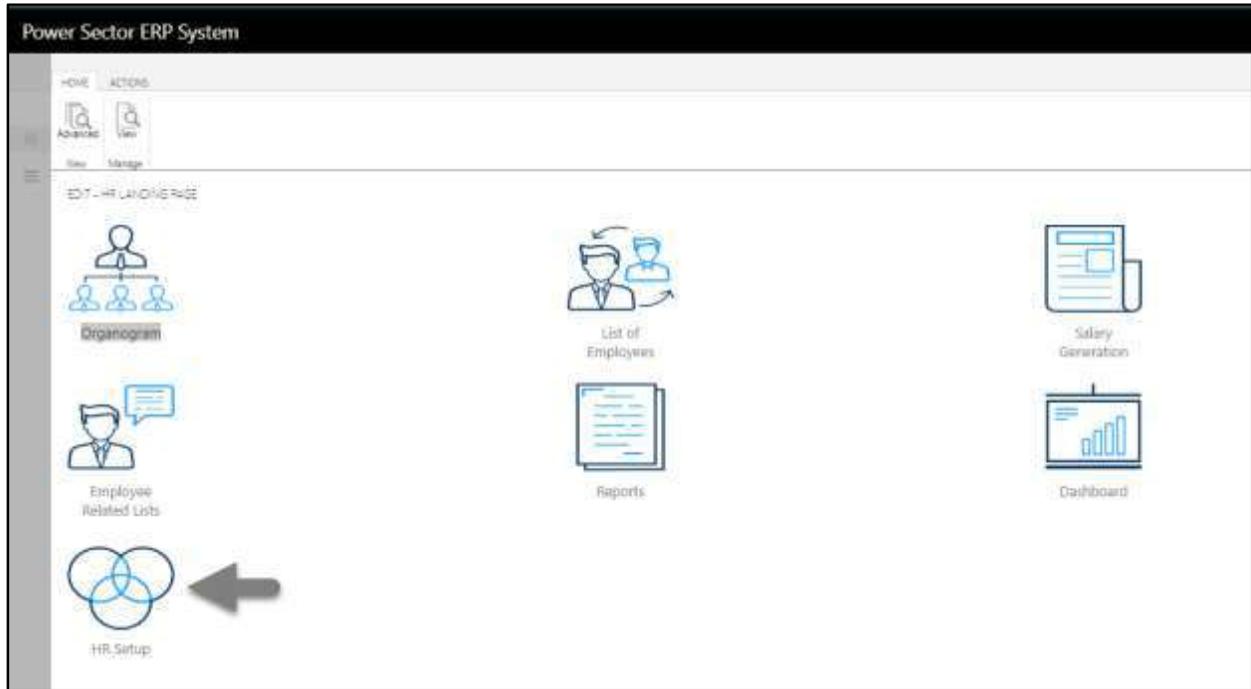
B. Choose the "Human Resources" icon.



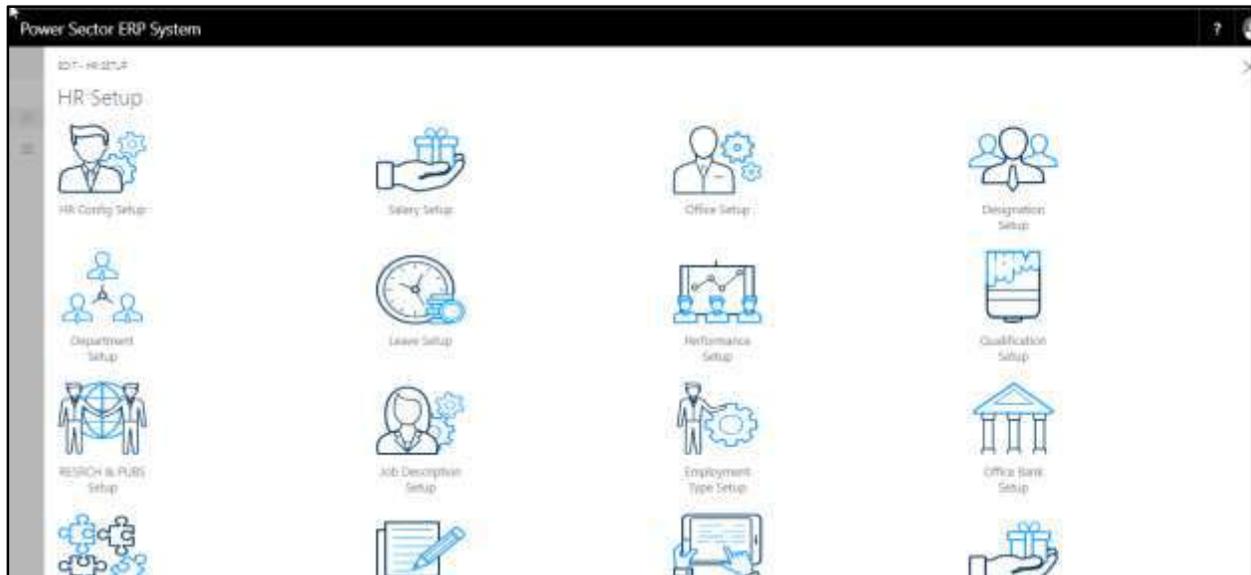
HR Landing Page will be appeared as below



C. Choose the "HR Setup" icon in HR Landing Page.



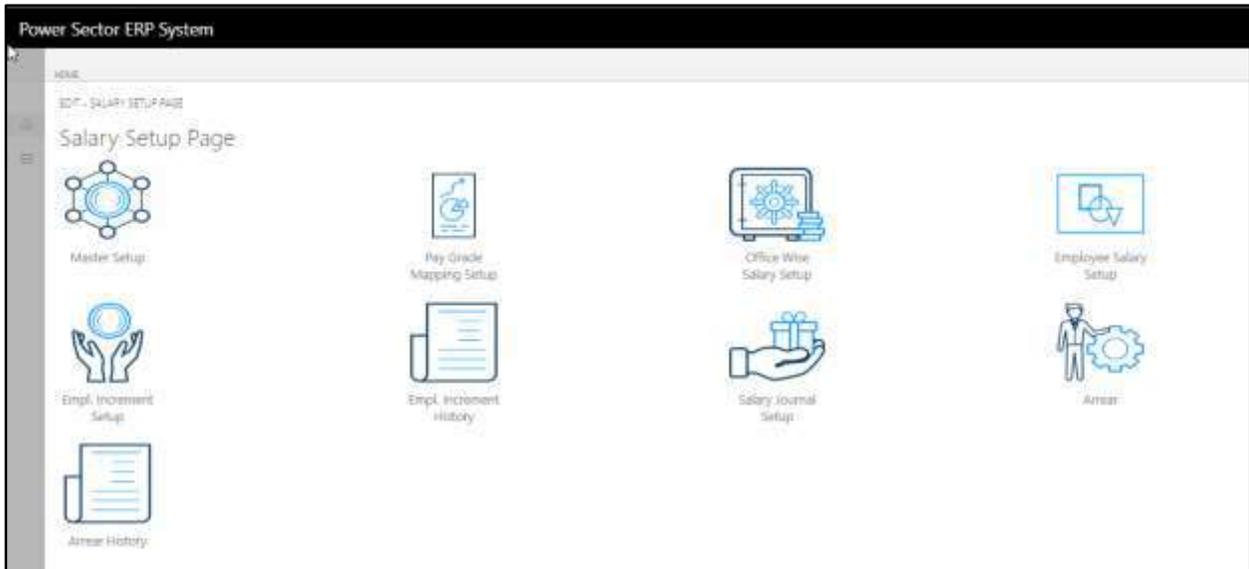
The following HR Setup page will be appeared.



D. Choose the “Salary Setup” icon on the HR Setup page, as indicated in figure below.



The Following **salary setup page** will be appeared.



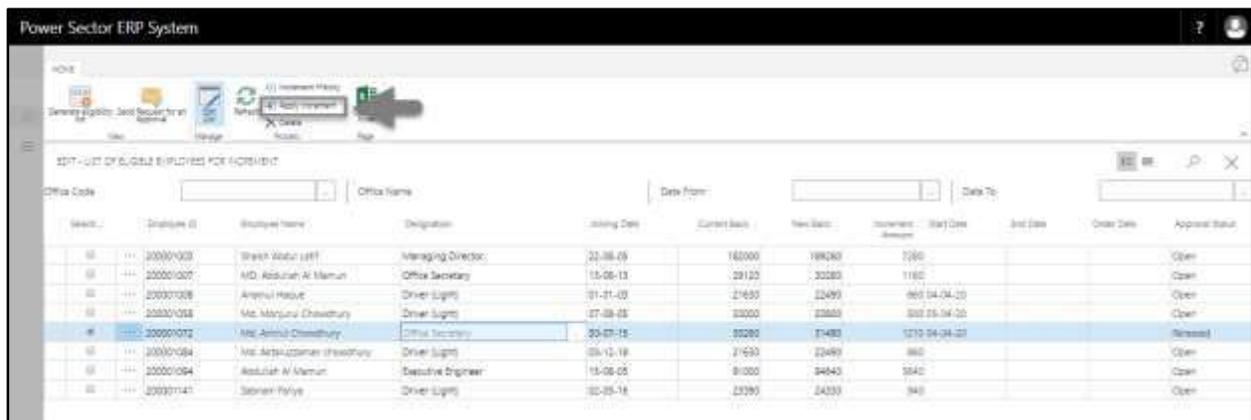
E. Choose "Employee Increment Setup" icon.



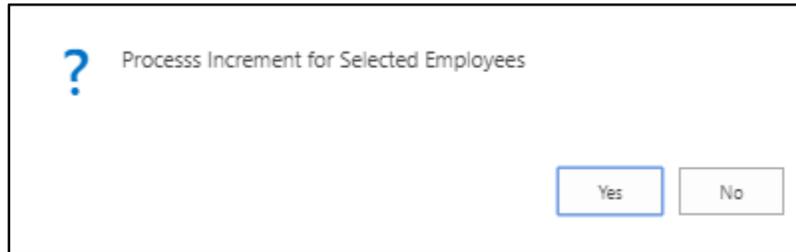
Following **Increment setup page** will be appeared.

Search	Employee ID	Employee Name	Designation	Joining Date	Current Basic	New Basic	Increment Amount	Start Date	End Date	Order Date	Approval Status
...	200001003	Shahin Akter (SFT)	Managing Director	22-06-09	160000	180000	20000				Open
...	200001007	M/D. Abdullah Al Mamun	Office Secretary	15-06-13	29120	30280	1160				Open
...	200001028	Arifullah Haque	Driver (Light)	21-21-03	27650	22490	5160	04-04-20			Open
...	200001038	Mr. Marjuna Chowdhury	Driver (Light)	07-08-03	30000	23600	6300	03-03-20			Open
#	200001072	Mr. Arshad Chaudhary	Office Secretary	20-07-15	50280	71480	21200	04-04-20			Released
...	200001084	Mr. Arshaduzzaman Chowdhury	Driver (Light)	05-12-18	77600	22490	5510				Open
...	200001094	Abdullah Al Mamun	Executive Engineer	15-09-05	81000	34640	46360				Open
...	200001141	Sabbir Parva	Driver (Light)	02-05-16	23790	24030	240				Open

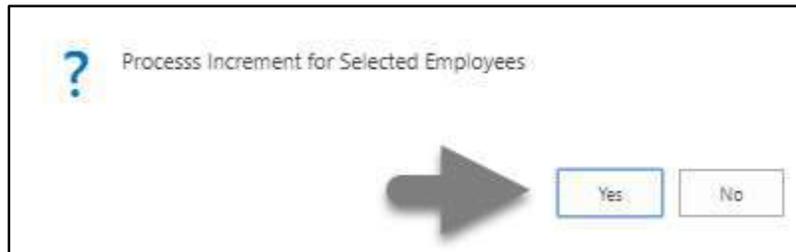
F. Choose **Apply Increment** icon.



The following pop up will be appeared.



G. Choose **Yes**.



The following pop up will be appeared.



H. Choose **OK**.



IMPORTANT
After apply an approved increment, you cannot delete or modify it.

HR- 609 How to: Process Performance Evaluation

Introduction

This process demonstrates how to process performance evaluation for an employee.

The performance process of an individual employee is divided into 2 phases -

- HR-609.1 Initiate the performance process by module User.
- HR-609.2 Approve or Reject initiated performance by module Admin.

Roles

- Module User
- Module Admin

Prerequisite

- Performance Setup
- Organogram Setup

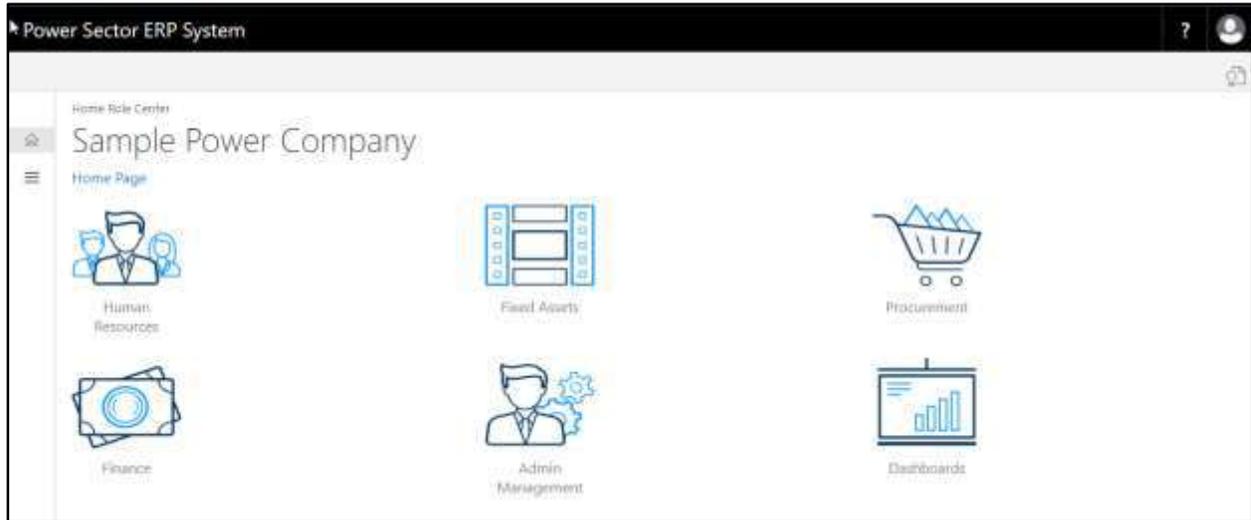
IMPORTANT

Performance must have assigned to Organogram for a successful performance process.

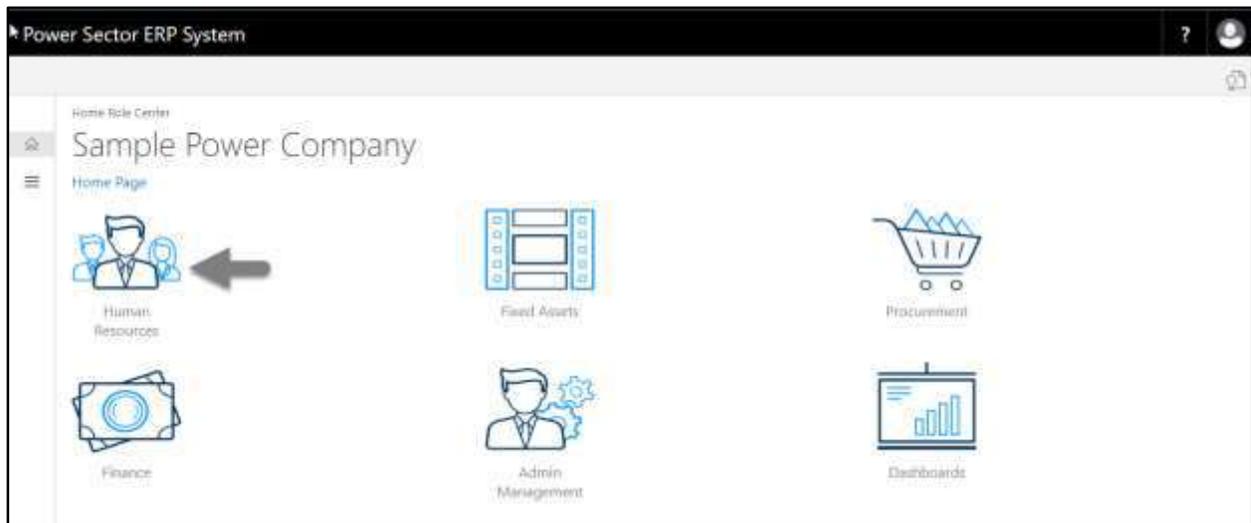
HR-609.1 Initiate Performance Process by HR User

To Initiate a performance evaluation process, follow the steps described below.

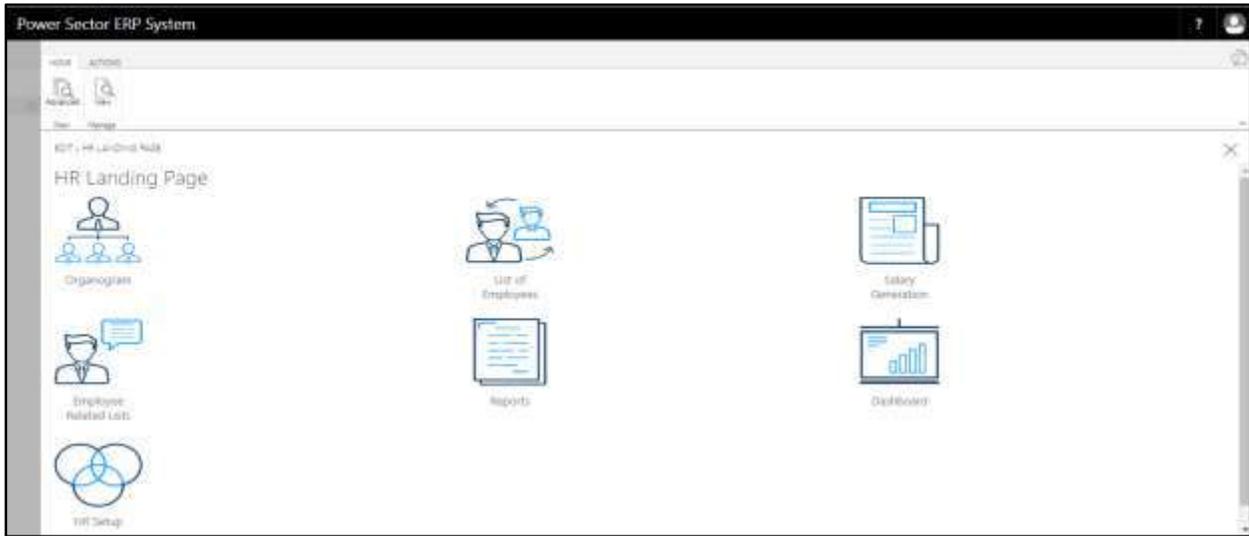
- A. Log in with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



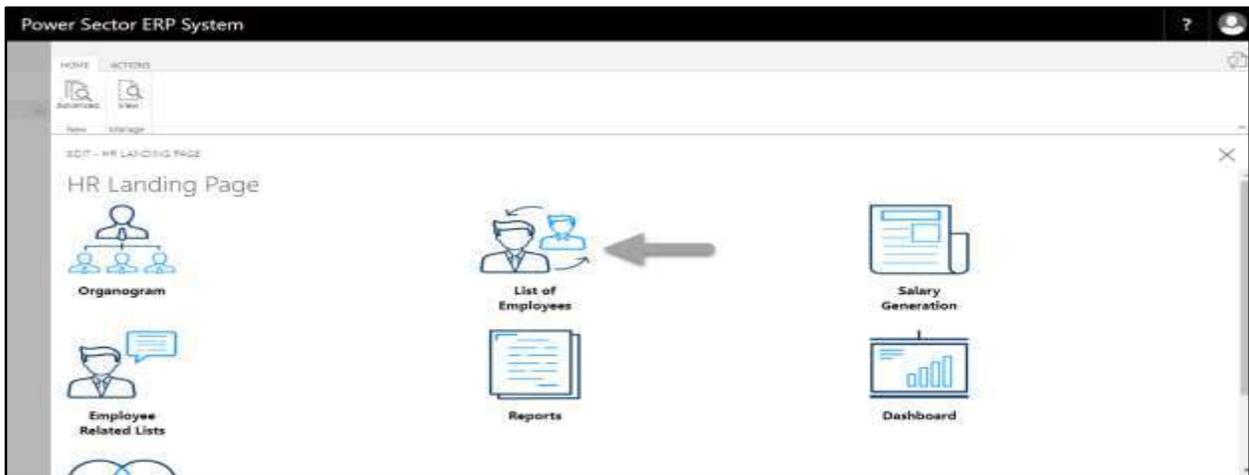
- B. Choose the **“Human Resources”** icon.



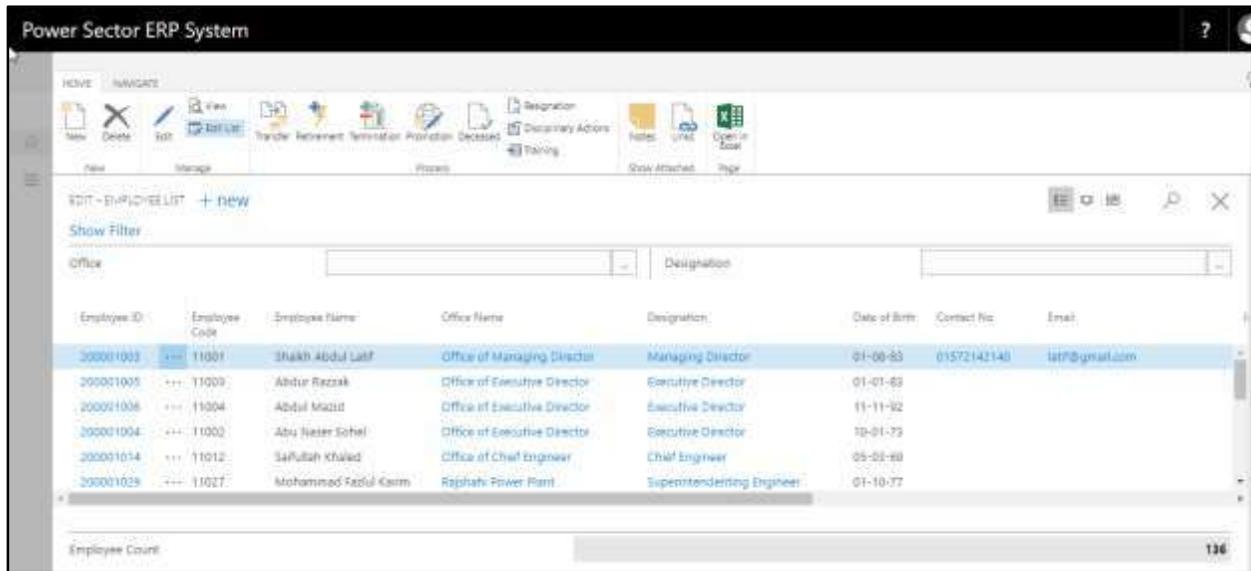
HR Landing Page will be appeared.



C. Choose the "List of Employees" in the HR Landing Page.

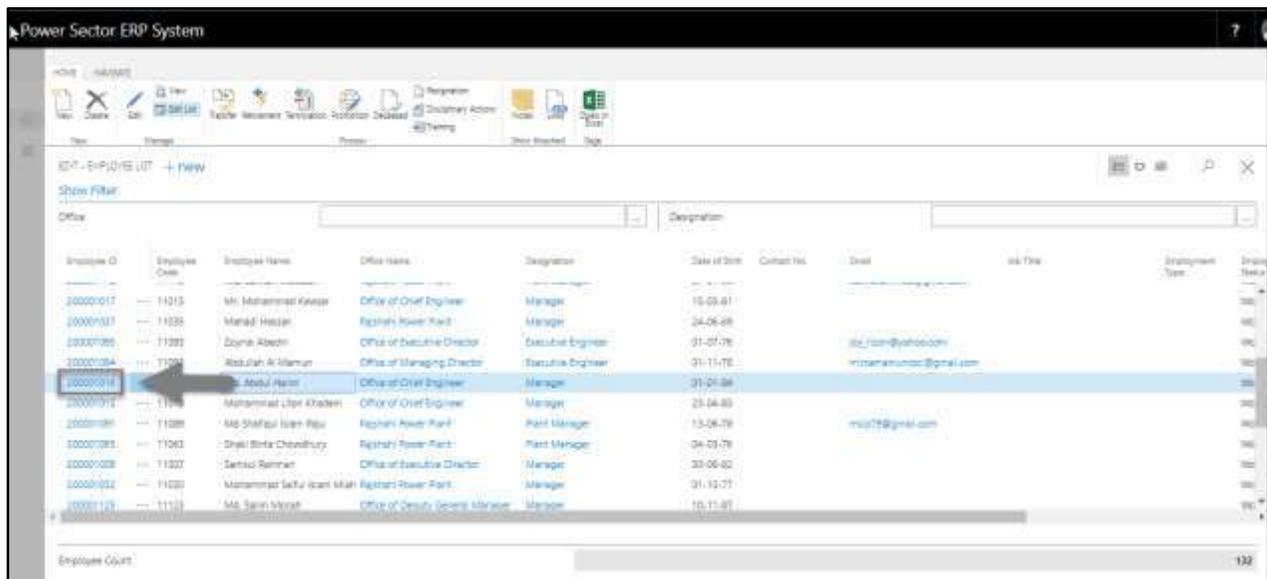


The following **Employee List** page will be appeared.

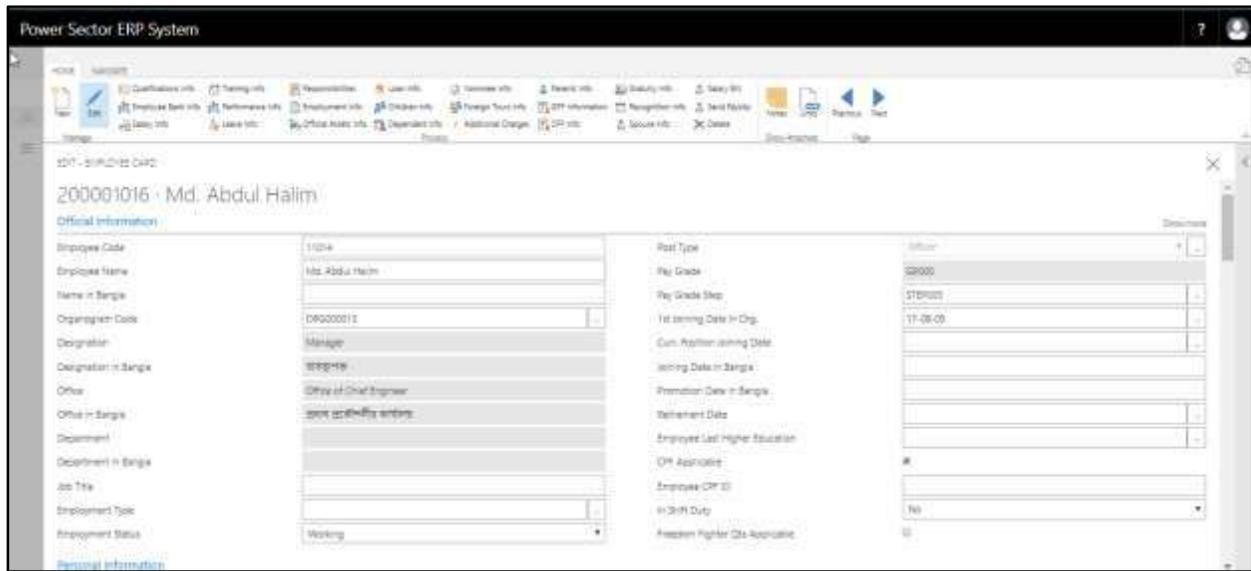


D. Choose the **Employee** by clicking on Employee ID.

a. **Employee ID: 200001016**

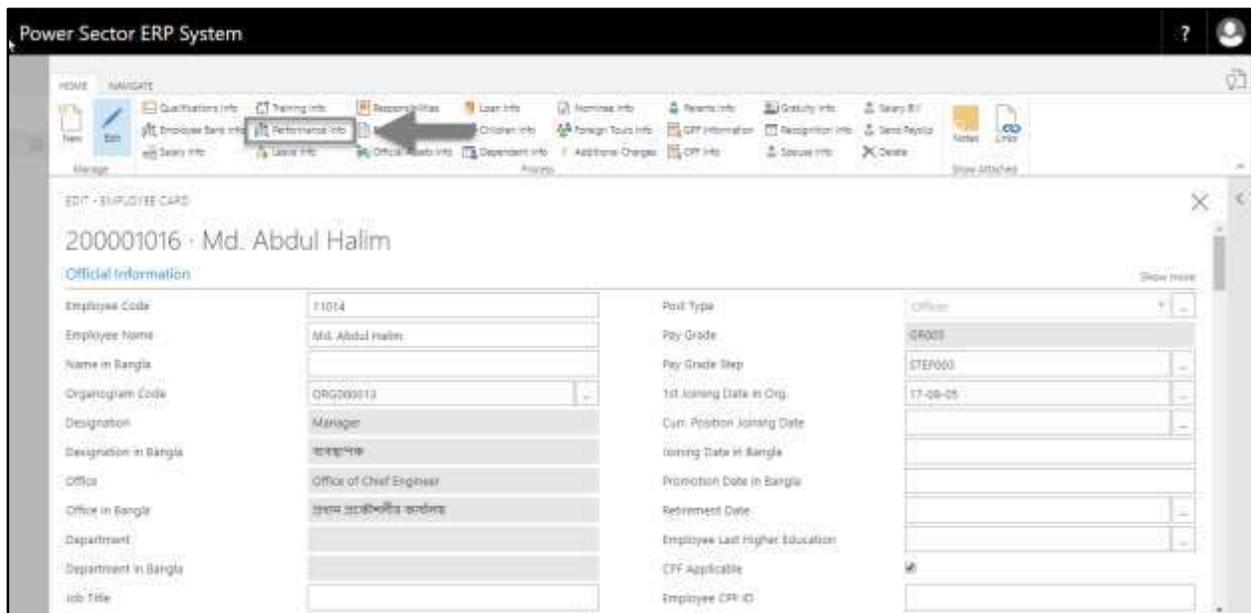


The following **Employee Card** page will be appeared.

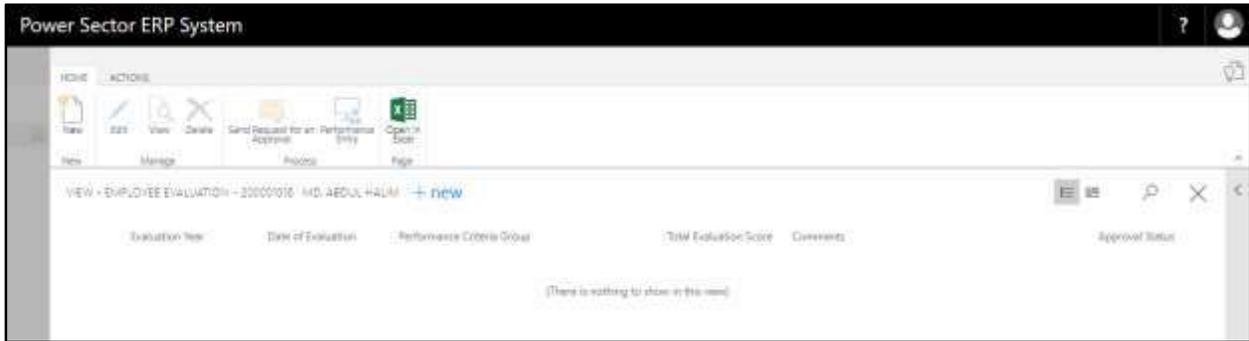


TIPS
You can search employee, by clicking on the  icon.

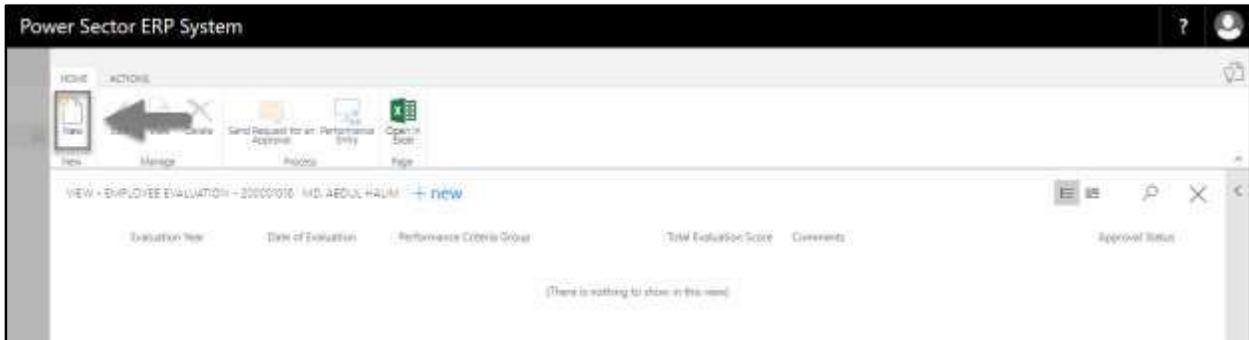
E. Choose **Performance Info** Icon.



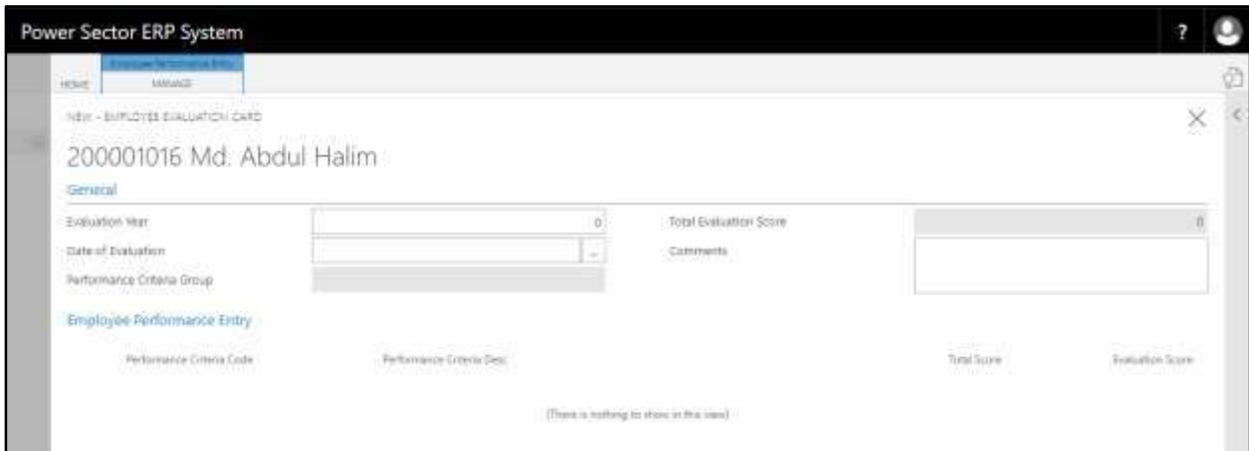
The following **Employee Evaluation List** page will be appeared.



F. Choose **New** icon.



The following **Employee Evaluation Card** page will appear.



G. Provide the below information to proceed with the evaluation process successfully.

1. Provide the **Evaluation Year**.

- **Evaluation Year: 2020**

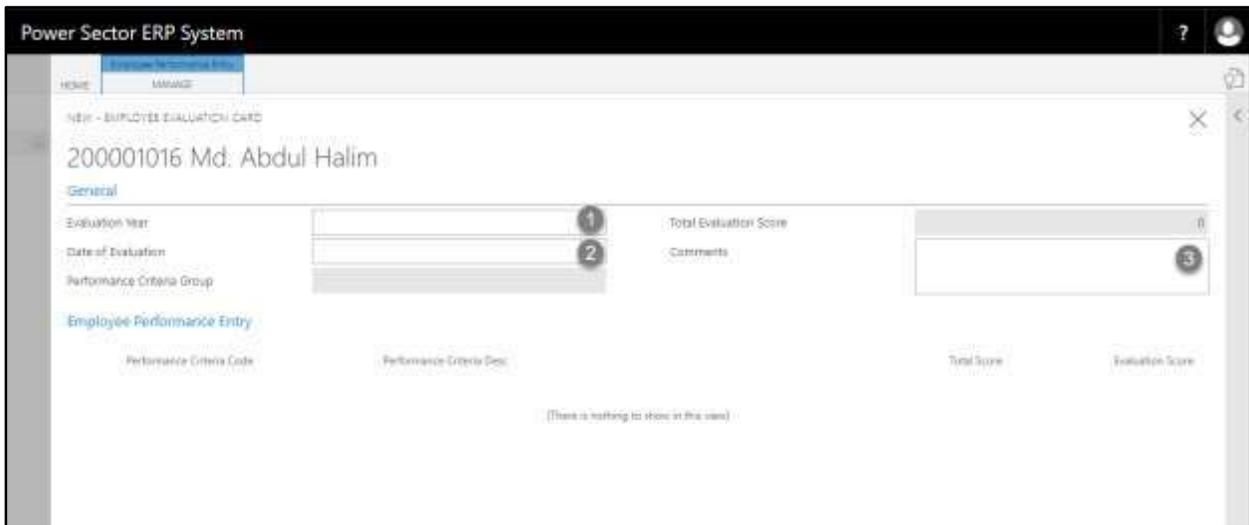
Performance Criteria Group and **Total Evaluation Score** will be populated by the system.

2. Choose the **Date of evaluation** from Calendar. Click on button.

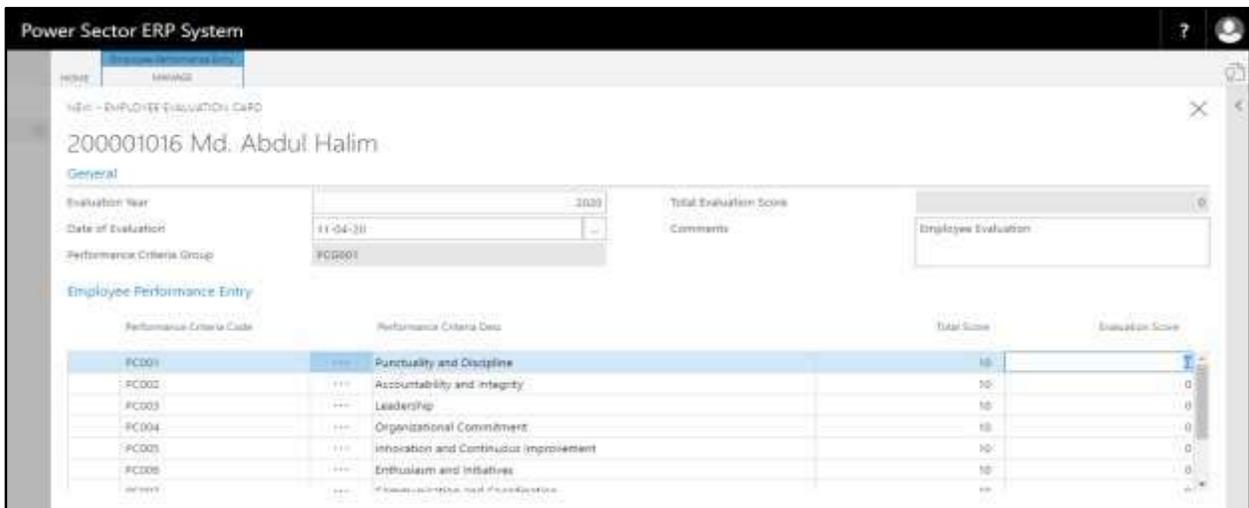
- **Date of evaluation: 11-04-20**

3. Provide **comments** if any.

- **Comments:**

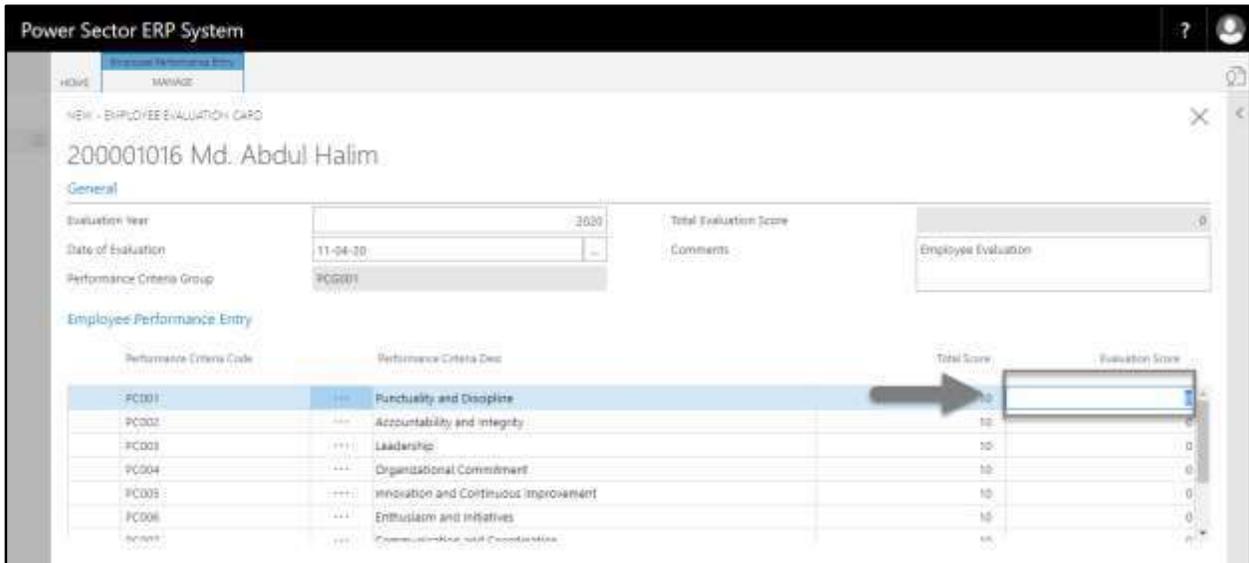


The screen will look like the following.



H. Choose the criteria and provide the evaluation score as shown in the image below

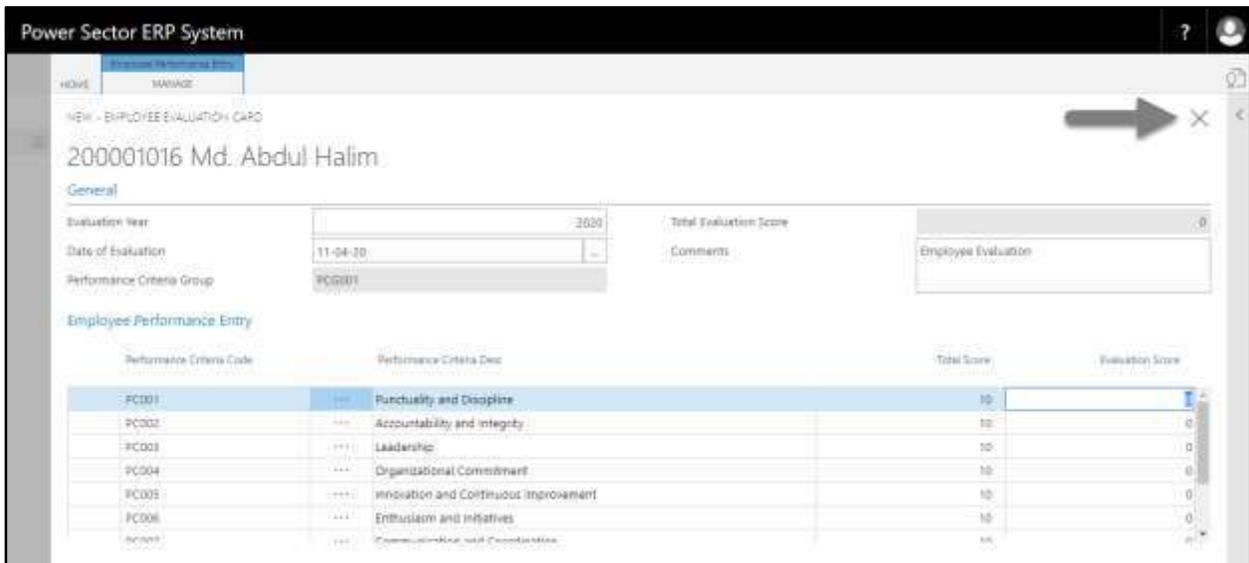
- Evaluation Score: 10



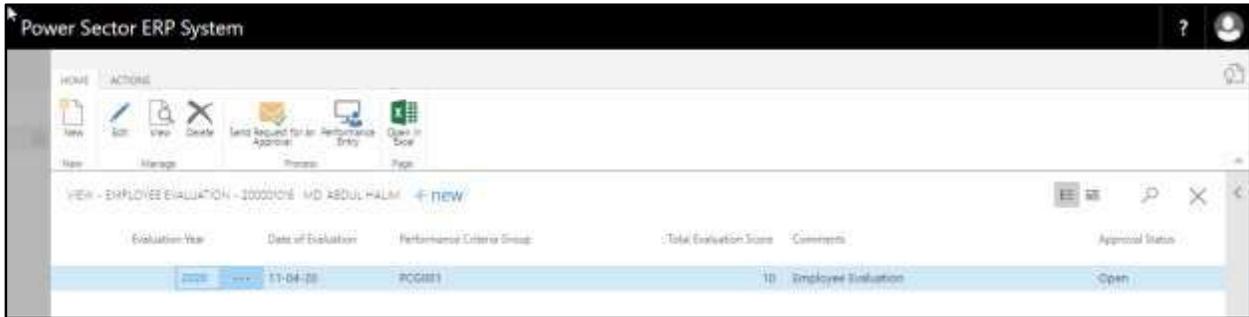
TIPS

You can provide evolution score for multiple criteria, to do that choose other criteria and follow the steps H.

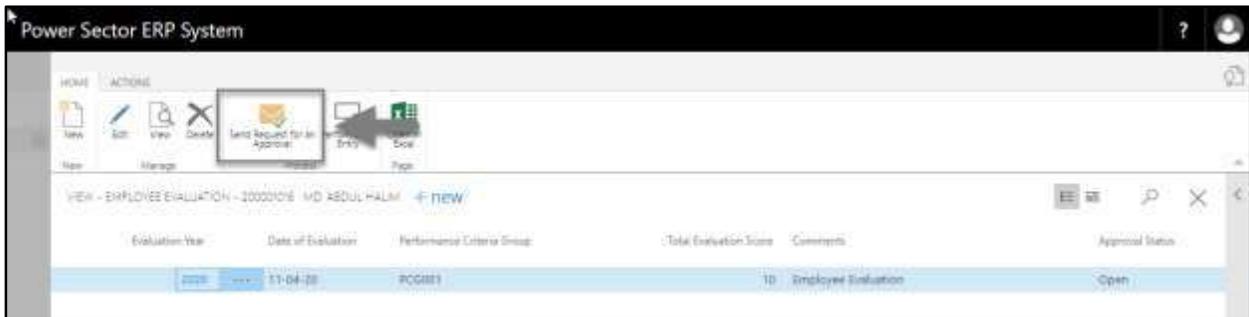
I. Choose the  button to save and proceed further.



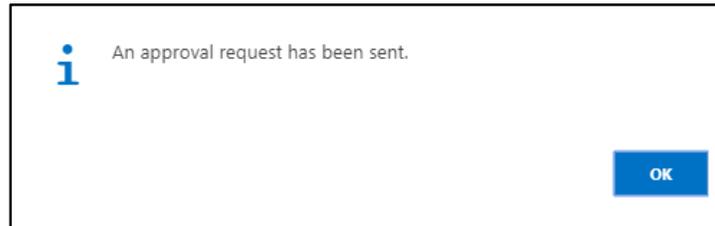
The following **Employee Evaluation** page will be appeared.



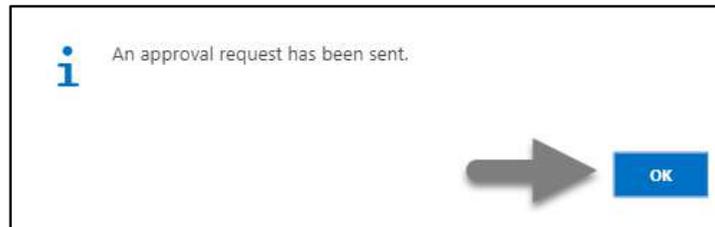
J. Choose the "Send request for an approval" icon.



The following pop up will be appeared.



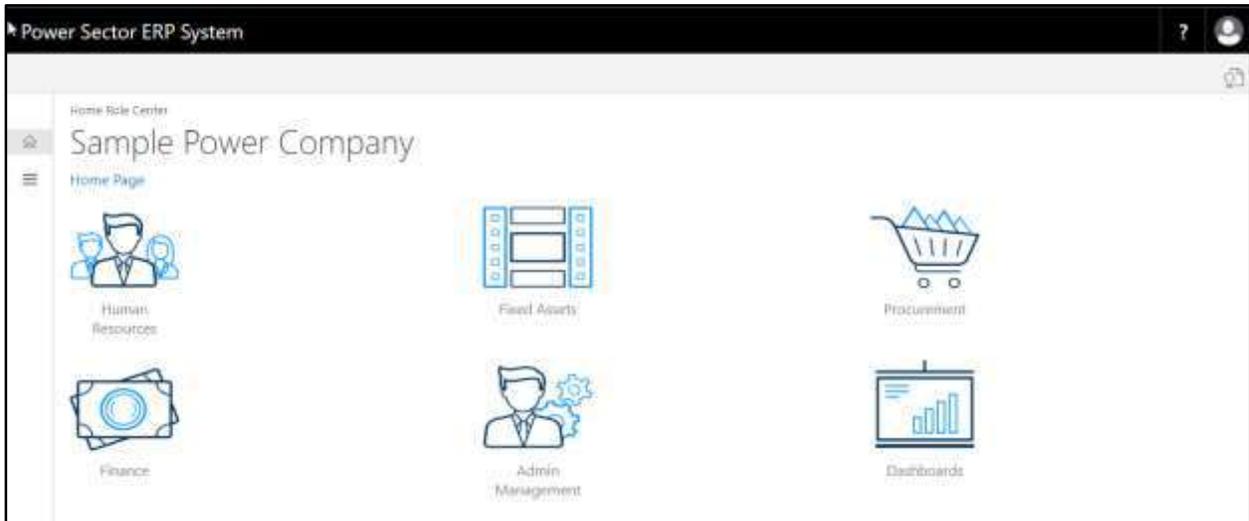
K. Choose **OK** to save and close.



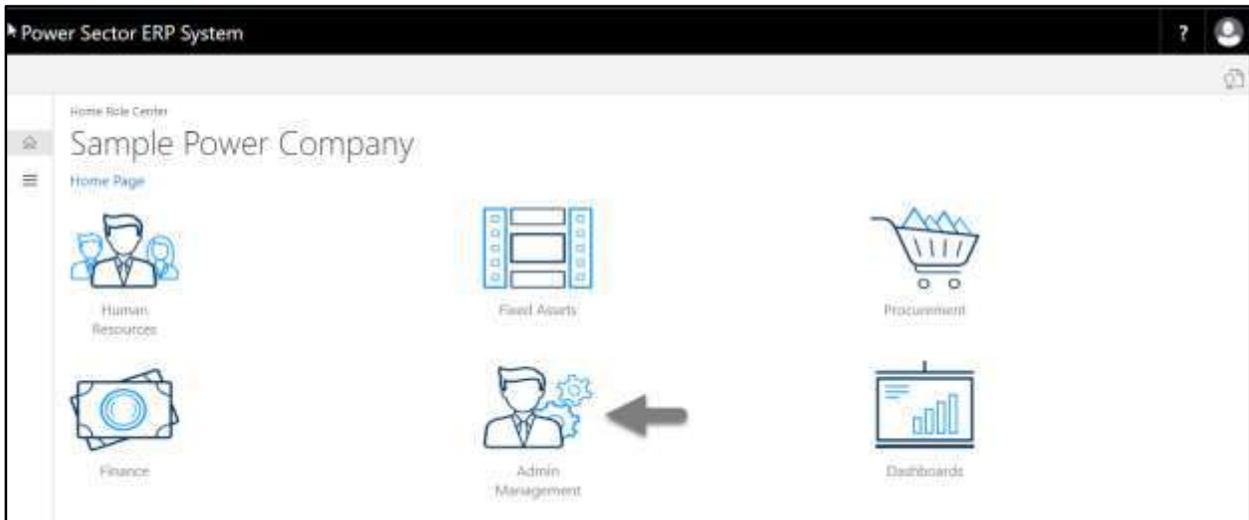
HR-609.2 Approve or Reject initiated Performance Evaluation by HR Admin

To Approve or Reject an initiated evaluation action, follow the steps described below.

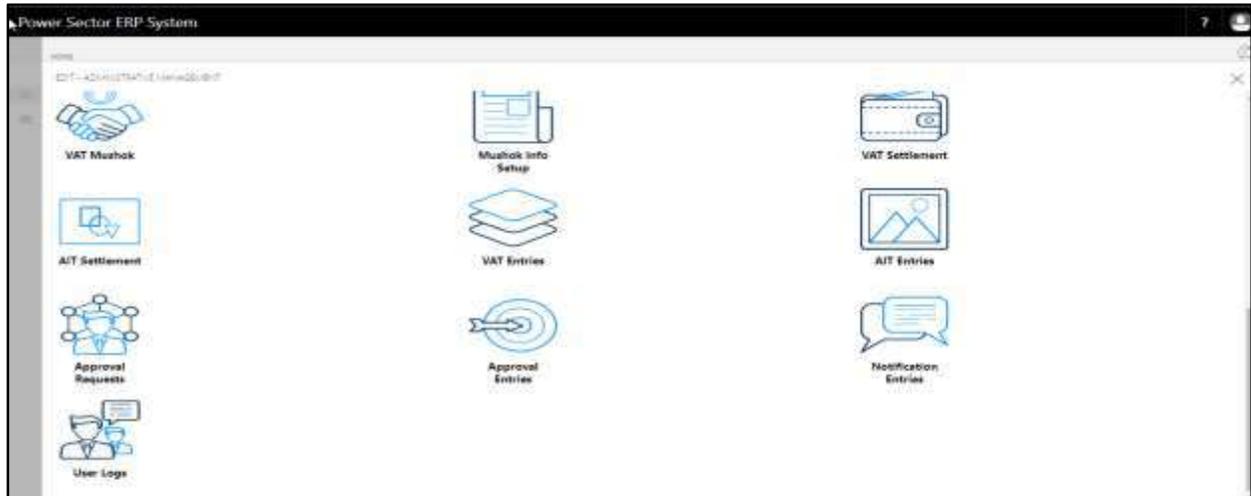
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



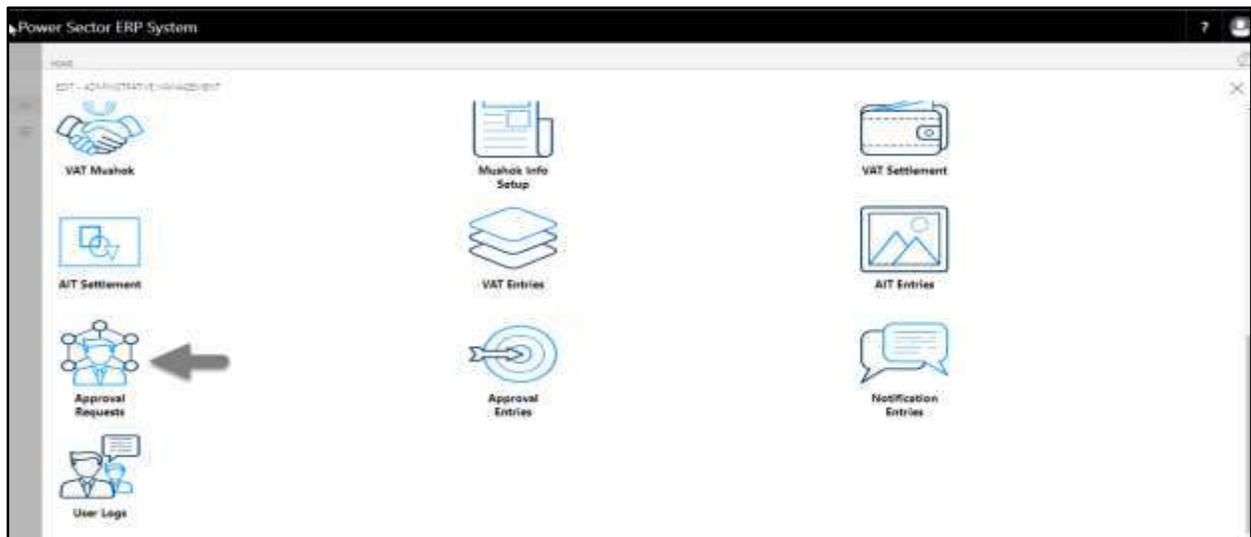
- B. Choose the **“Admin Management”** icon to open the administrative page.



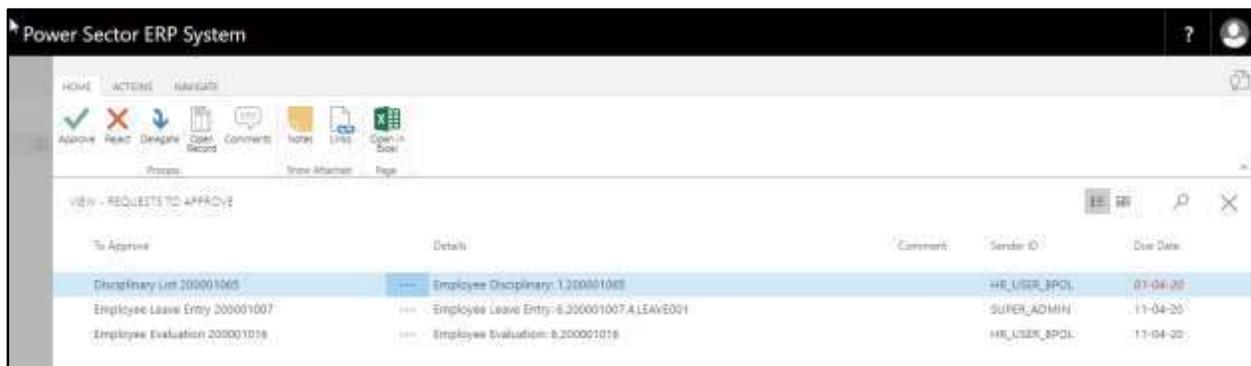
The Following **Admin Management** page will be appeared.



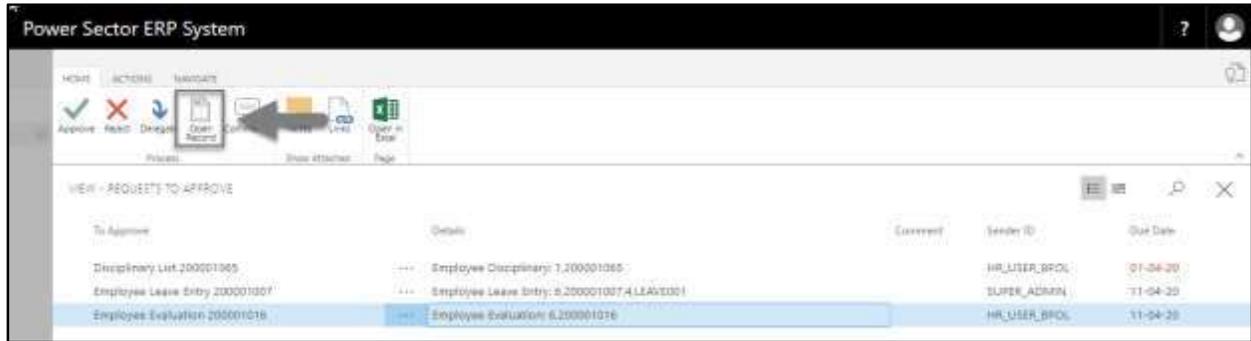
C. Choose the **“Approval Request”** icon to process initiated approval requests.



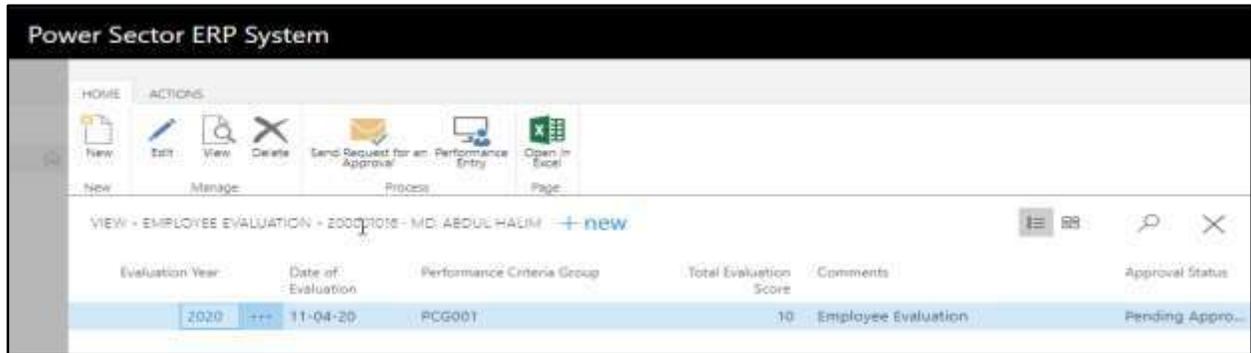
The following **Approval Request** page will be appeared.



D. Select the initiated performance evaluation and choose the **“Open Record”** icon.



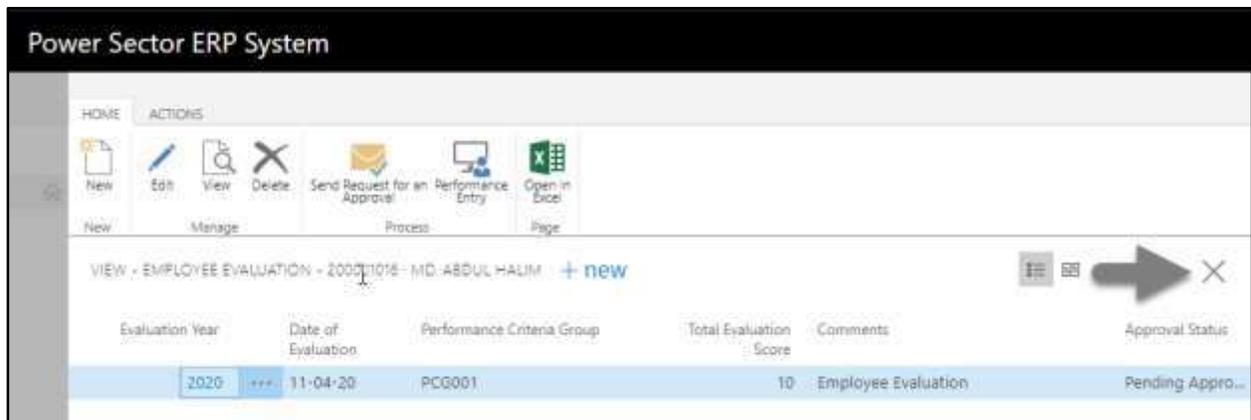
The detailed evaluation record page will be appeared as below.



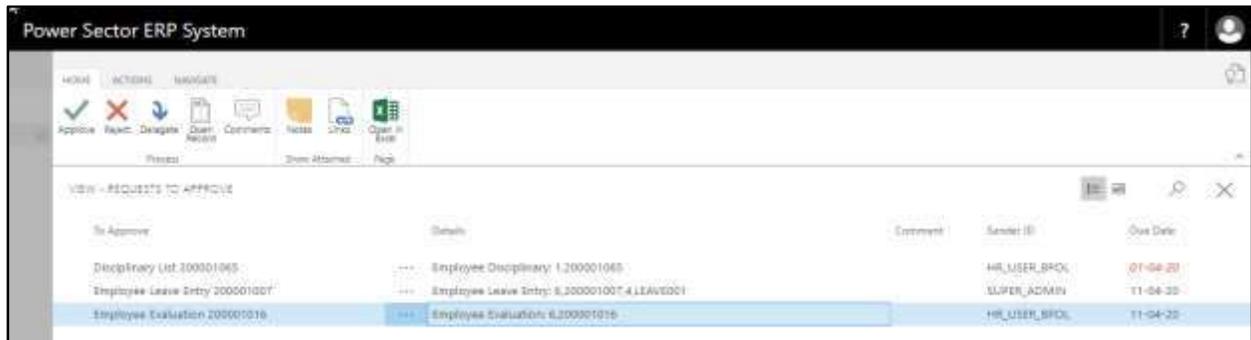
TIPS

You can view employees detailed performance evaluation by clicking on evaluation year.

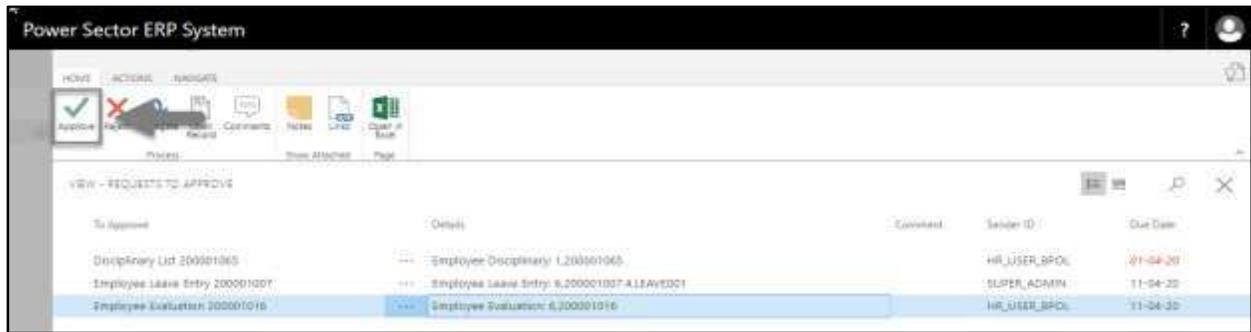
E. Select the  icon to back to the previous page.



The following **Request to Approve** page will be appeared.



F. Choose the **“Approve”** icon to approve the initiated evaluation or select **“Reject”** (besides **“Approve”**) to reject.



The following pop- up will be appeared.



G. Choose the **“OK”** icon to save and close.



IMPORTANT
After approve an initiated performance evaluation, you cannot delete or modify it.

HR-610 How to: Resign an Employee

Introduction

This process demonstrates how to process resignation of an employee.

The Resignation process of an individual employee is divided into 2 phases -

- HR-610.1 Initiate the Resignation process by module User.
- HR-610.2 Approve or Reject initiated resignation by module Admin.

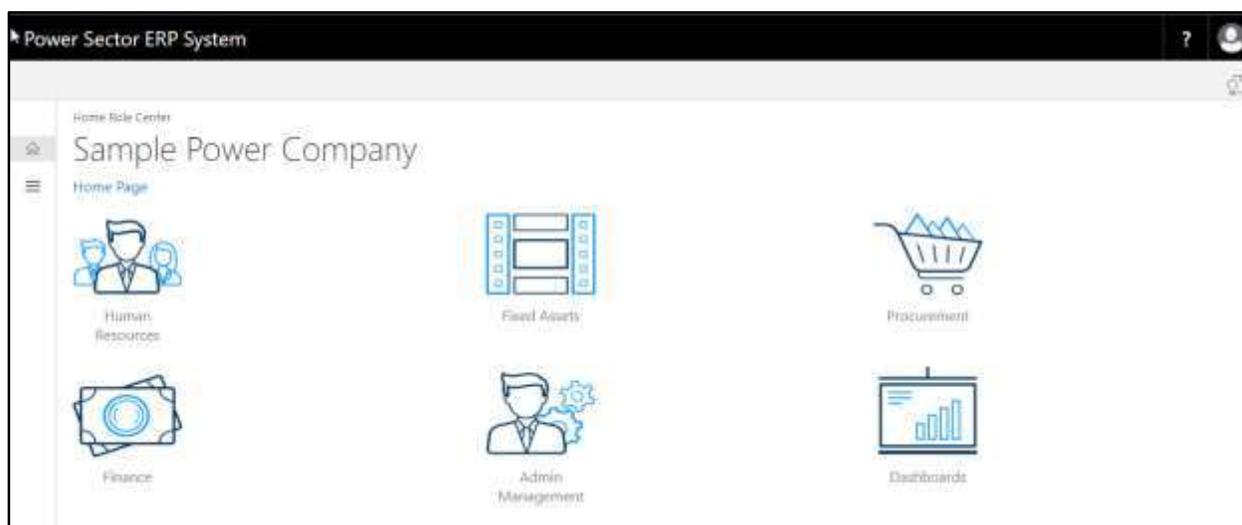
Roles

- Module User
- Module Admin

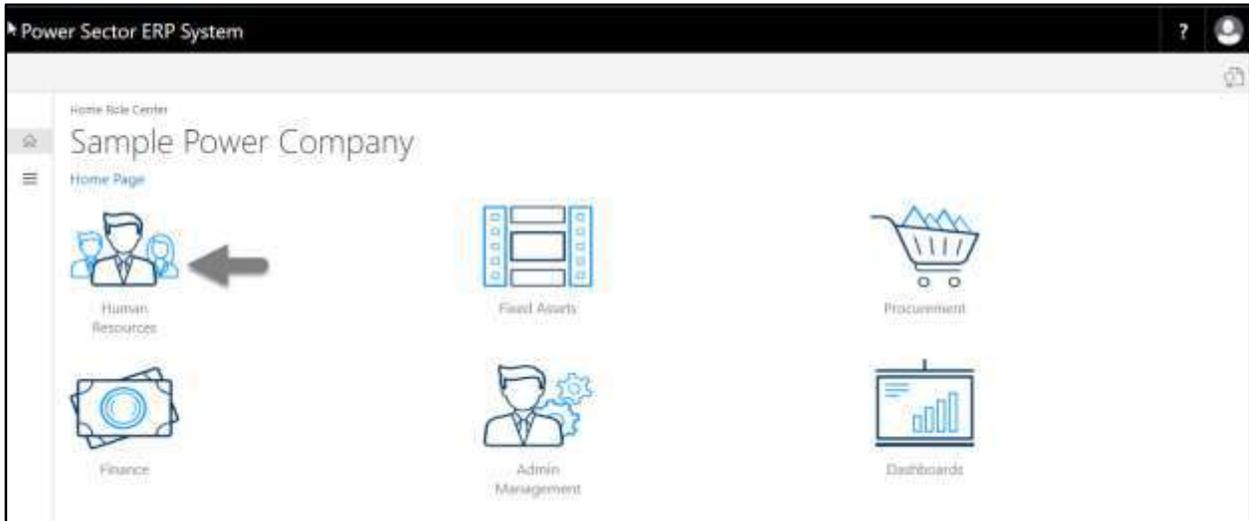
HR-610.1 Initiate the resignation process by HR User

To Initiate a resignation process, follow the steps described below.

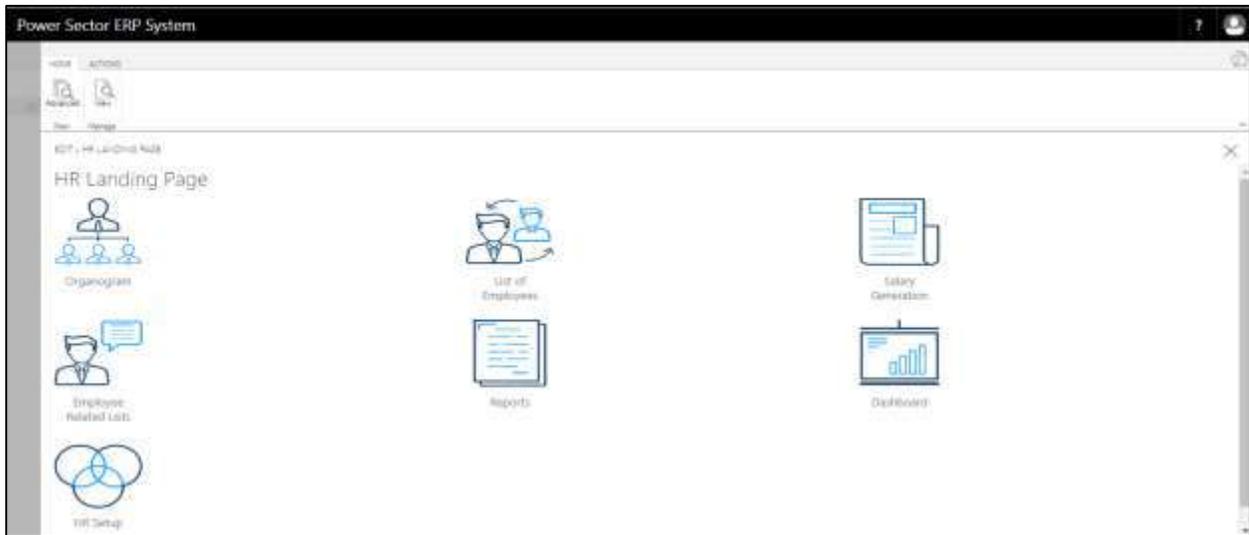
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



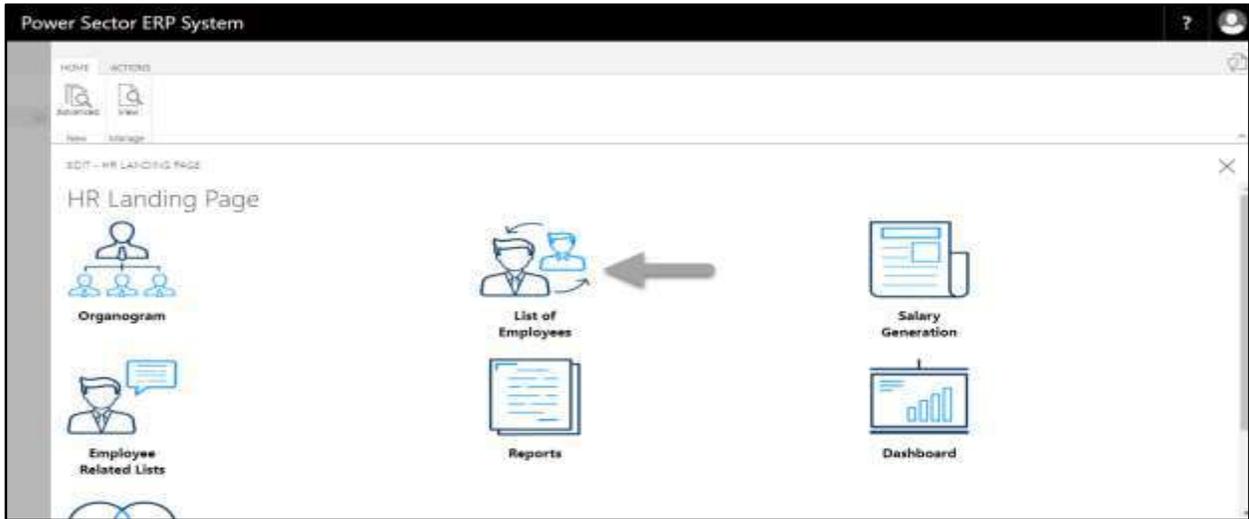
B. Choose the "Human Resources" icon.



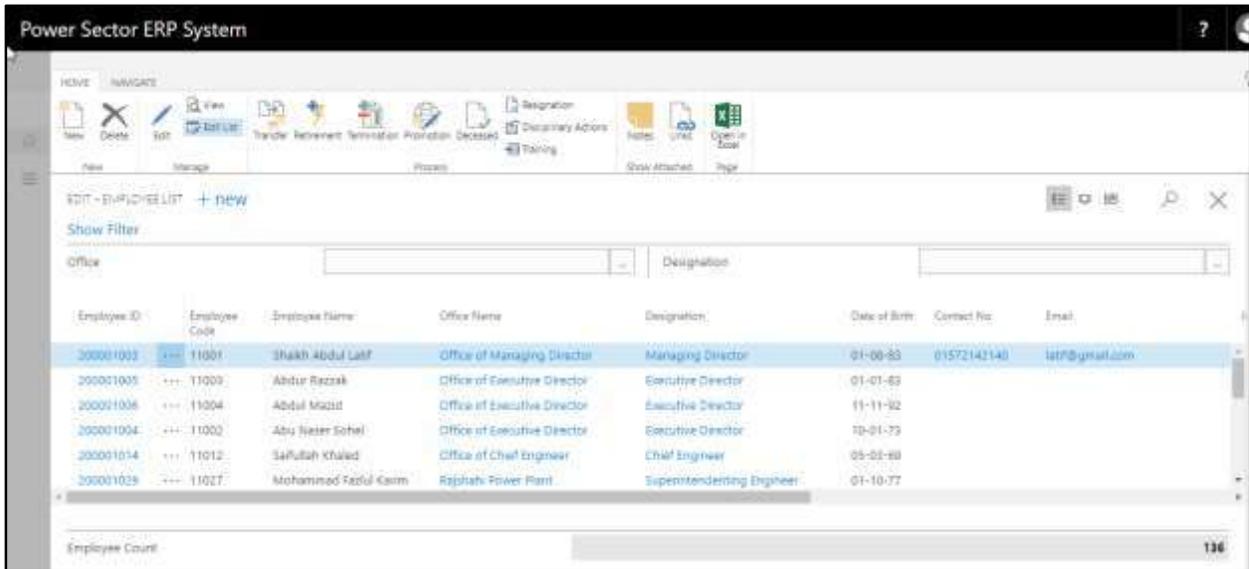
HR Landing Page will be appeared.



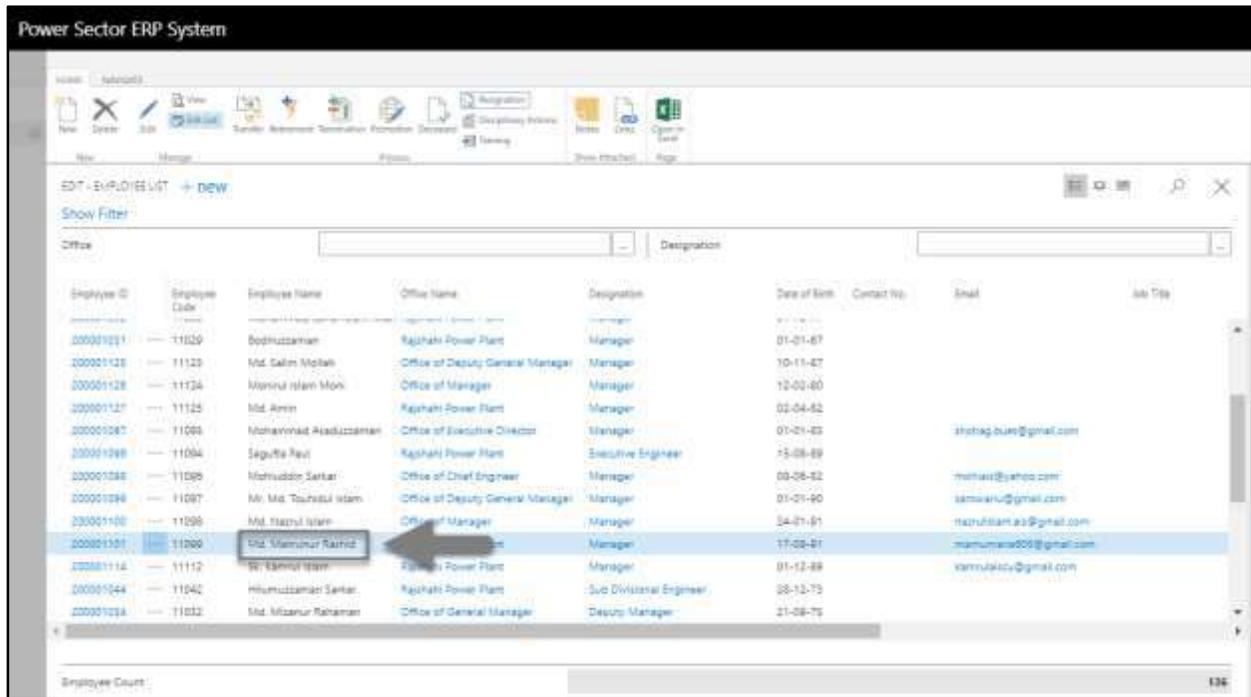
C. Choose the "List of Employees" in HR Landing Page.



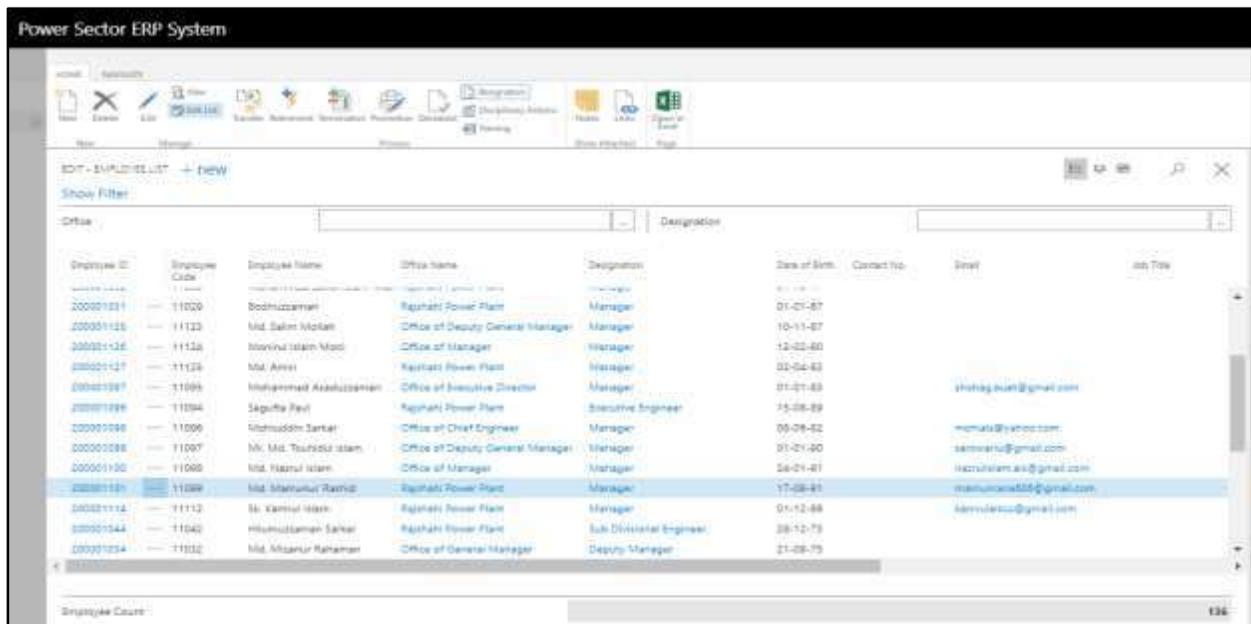
The following **Employee List page** will be appeared.



D. Choose the "Employee" by clicking the employee name.



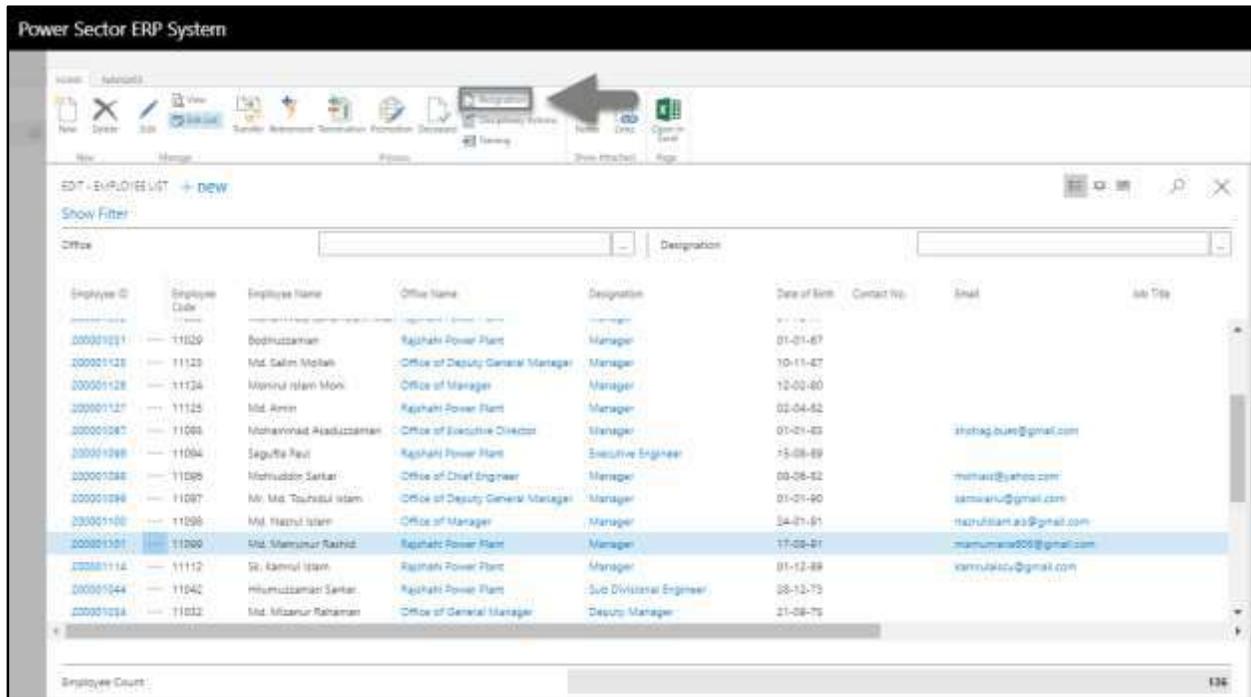
The following Employee list page will look like below.



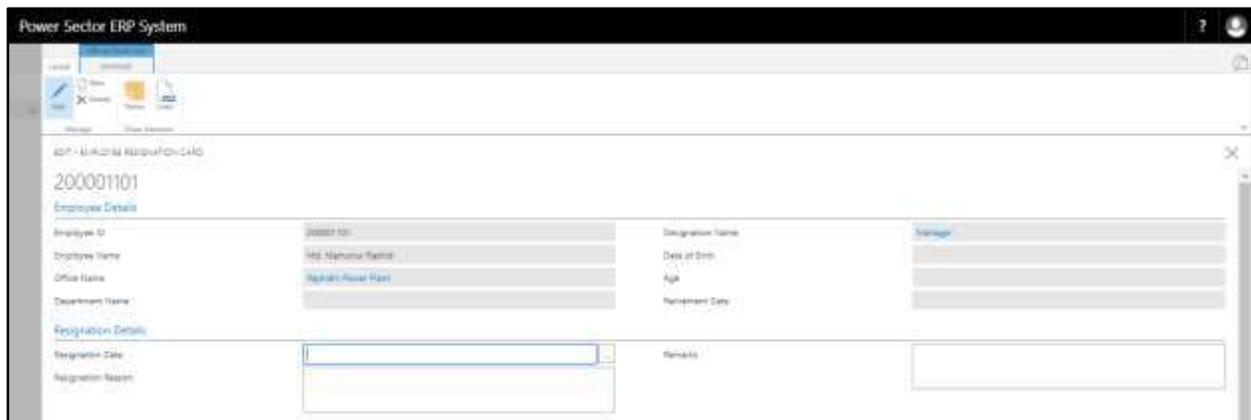
TIPS

You can search employee, by clicking on the  icon.

E. Choose the “Resignation” icon on the Employee List page, as indicated in the figure below.



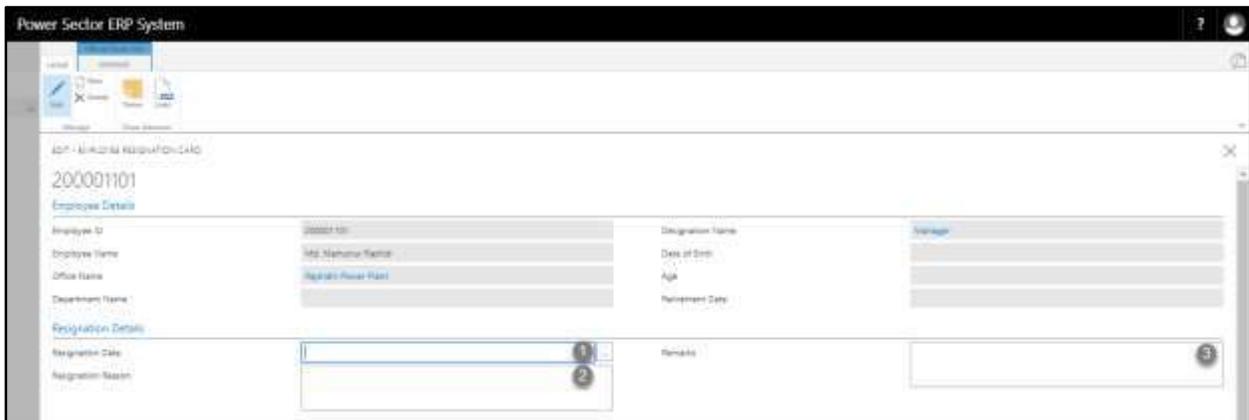
The Following Resignation entry page will be appeared.



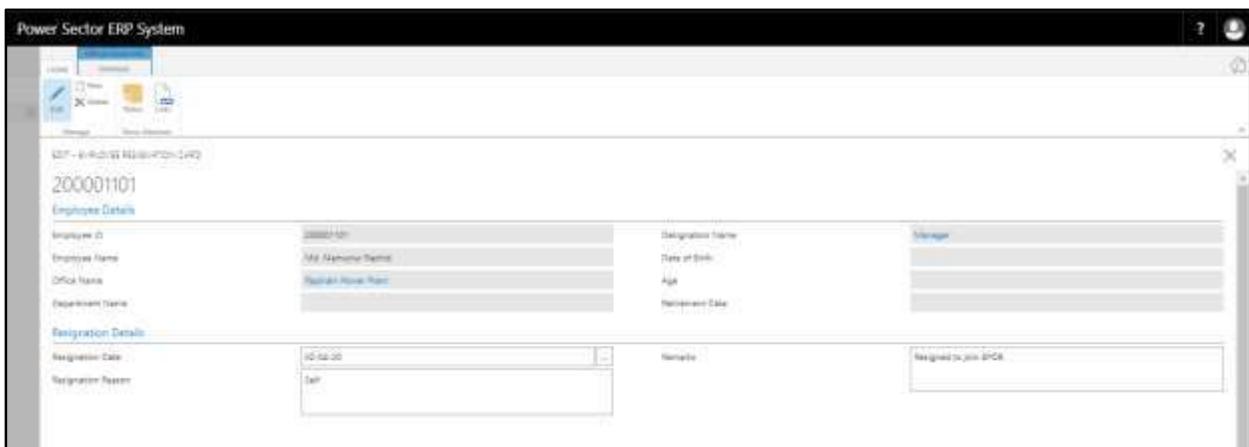
F. Provide below information to proceed with the Resignation process successfully.

1. Choose the **Resignation Date** from the dropdown by clicking on button.
 - **Resignation Date: 02-04-20**

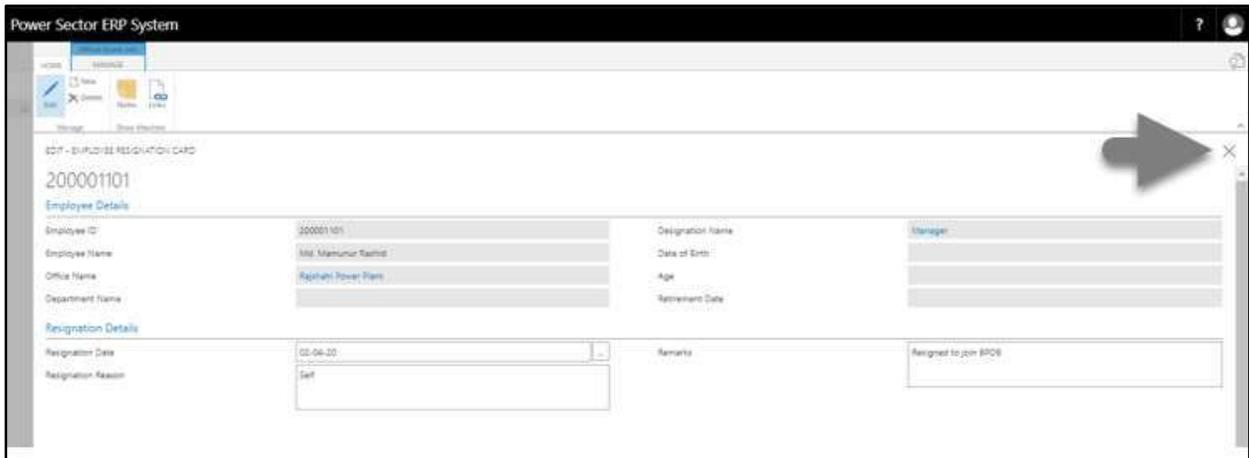
Employee Details will populate by the system.
2. Provide **Resignation Reason** if any.
 - **Resignation Reason: Self**
3. Provide **Remarks** if any.
 - **Remarks: Resigned to Join BPDB**



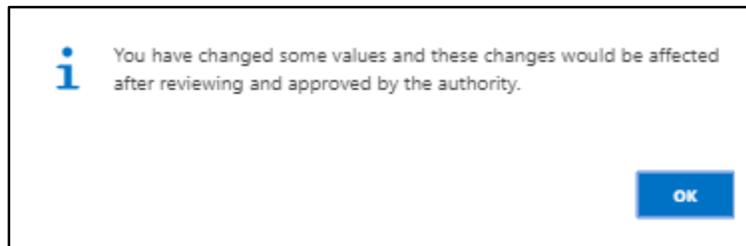
The screen will look like as below



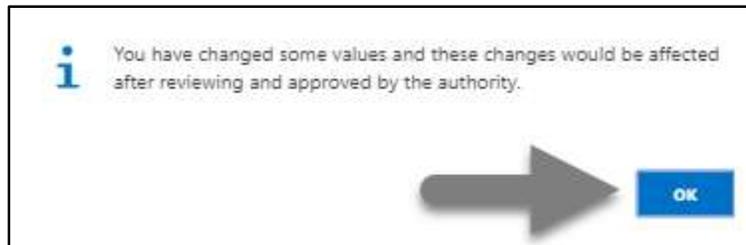
G. Choose the  icon to Save and Send request for approval.



The following pop up will be appeared.



H. Choose **“OK”** icon to save and close.

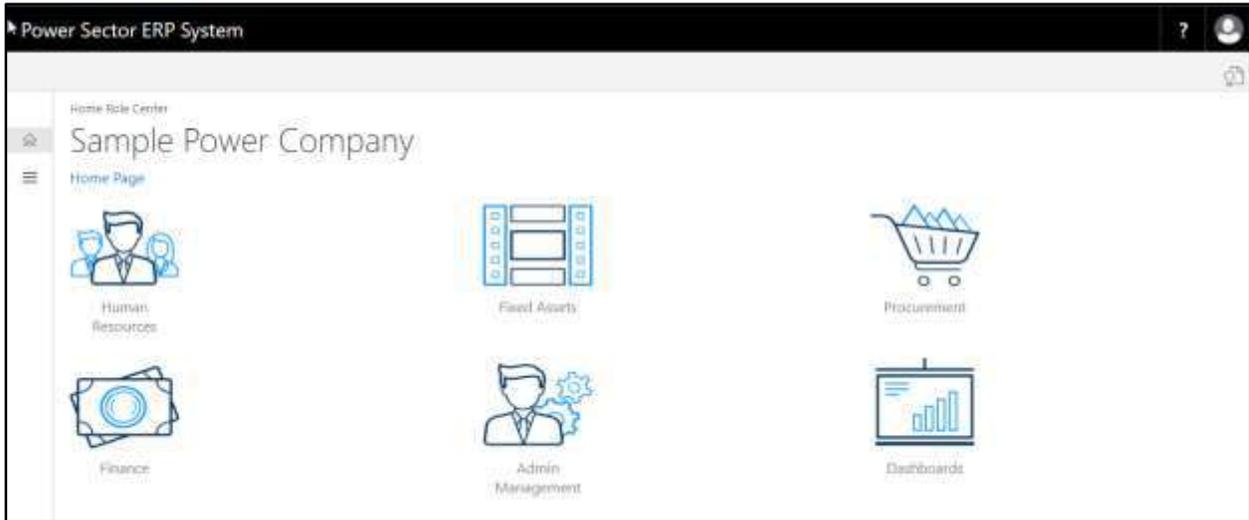


Note
Resignation date does have impact on salary.

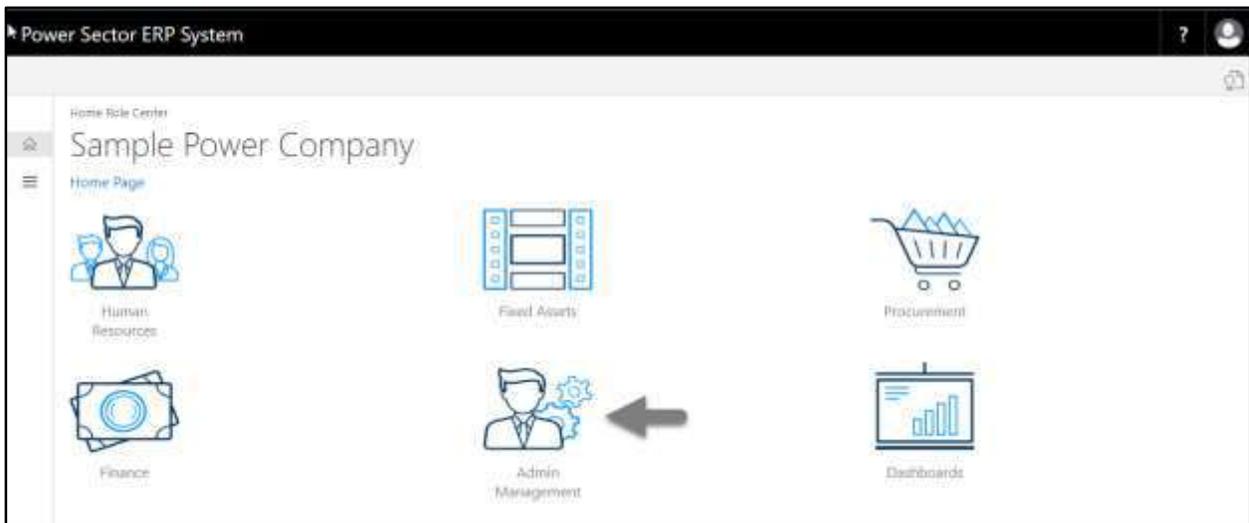
HR-610.2 Approve or Reject initiated Resignation by HR Admin

To Approve or Reject an initiated resigned action, follow the steps described below.

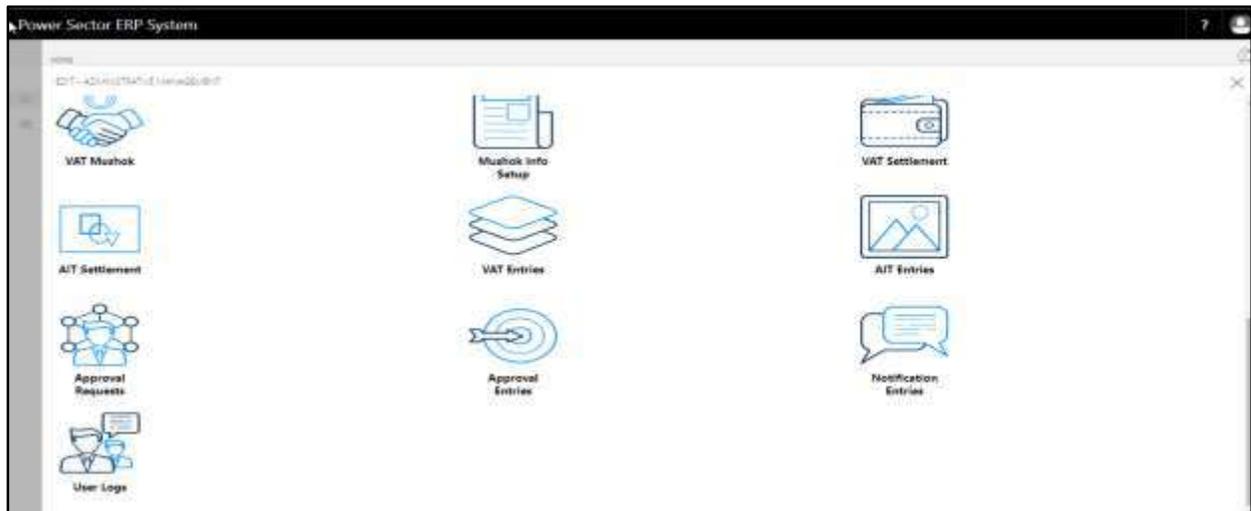
- A. Log in with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



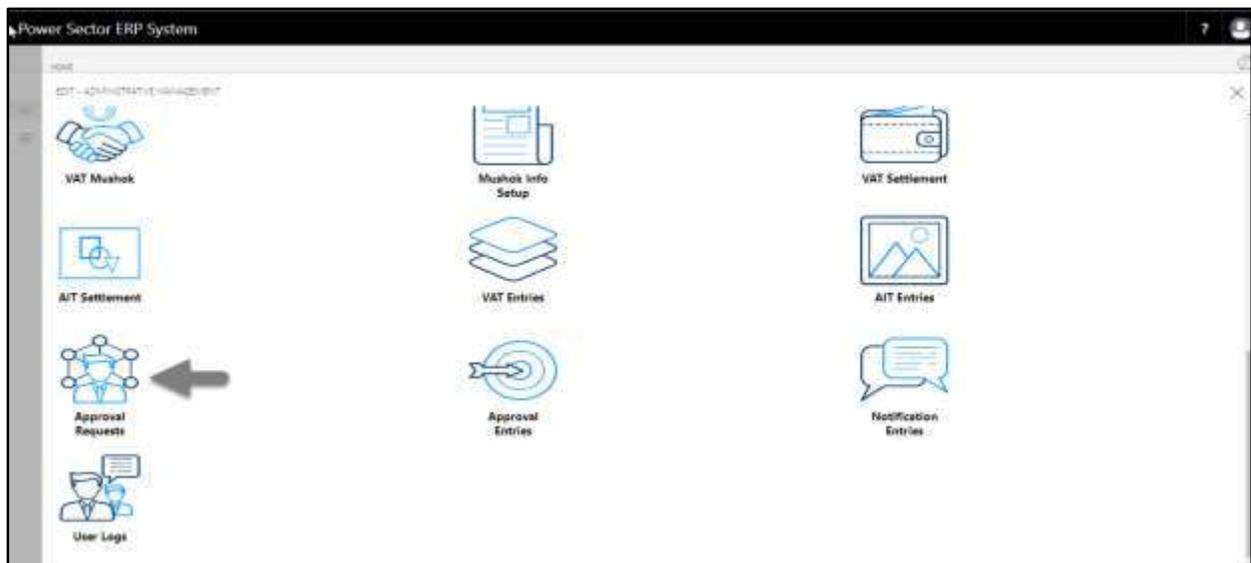
- B. Choose the “**Admin Management**” icon to open the administrative page.



The Following **Admin Management** page will be appeared.



C. Choose the **“Approval Request”** icon to process initiated approval requests.



The following **Approval Request** page will be appeared.



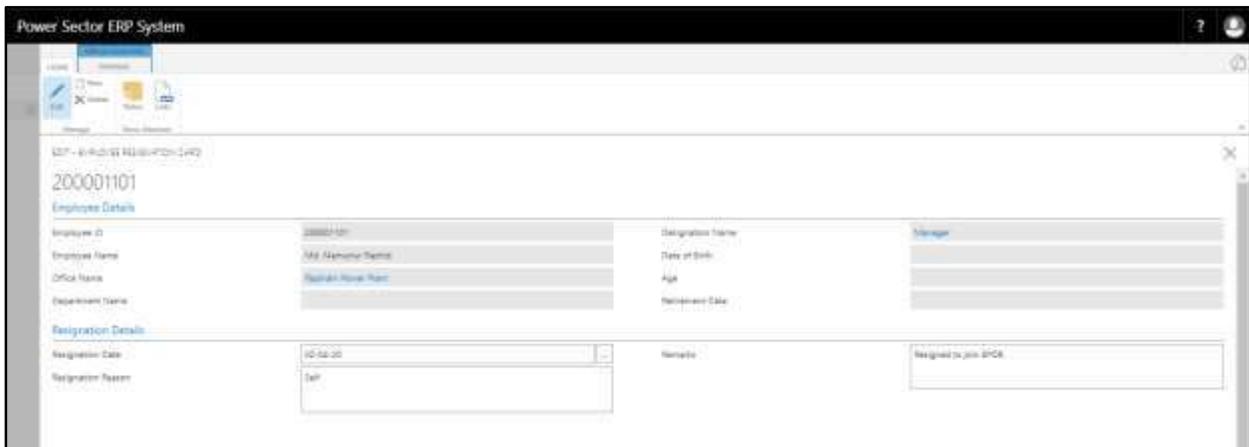
D. Select the initiated resignation process and choose the **“Open Record”** icon.



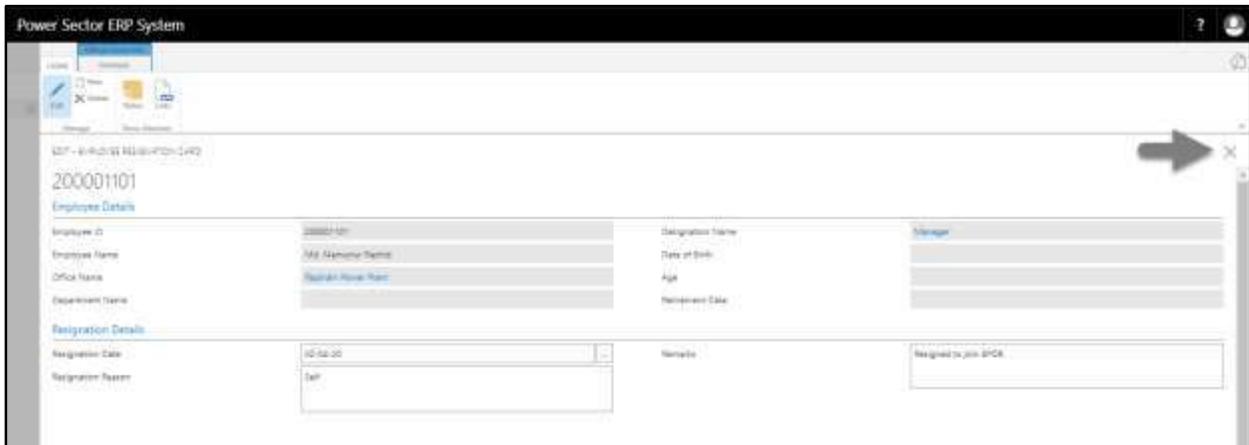
TIPS

You can choose initiated record by selecting the line.

The following detailed employee resignation card page will be appeared.



E. Select the  icon to back to the previous page.



The following **Request to Approve** page will be appeared.



- F. Select the Initiated resignation process and Choose the **“Approve”** icon to approve the initiated resign process or select **“Reject”** (besides “Approve”) to reject.



TIPS
You can choose initiated record by selecting the line.

The following pop- up will be appeared.



- G. Choose the **“OK”** icon to save and close.



IMPORTANT
After approve an initiated resignation process, you cannot delete or modify it.

HR-611 How to: Terminate an Employee

Introduction

This process demonstrates how to Terminate an employee.

The Termination process of an individual employee is divided into 2 phases -

- HR-611.1 Initiate the Termination process by module User.
- HR-611.2 Approve or Reject initiated termination by module Admin.

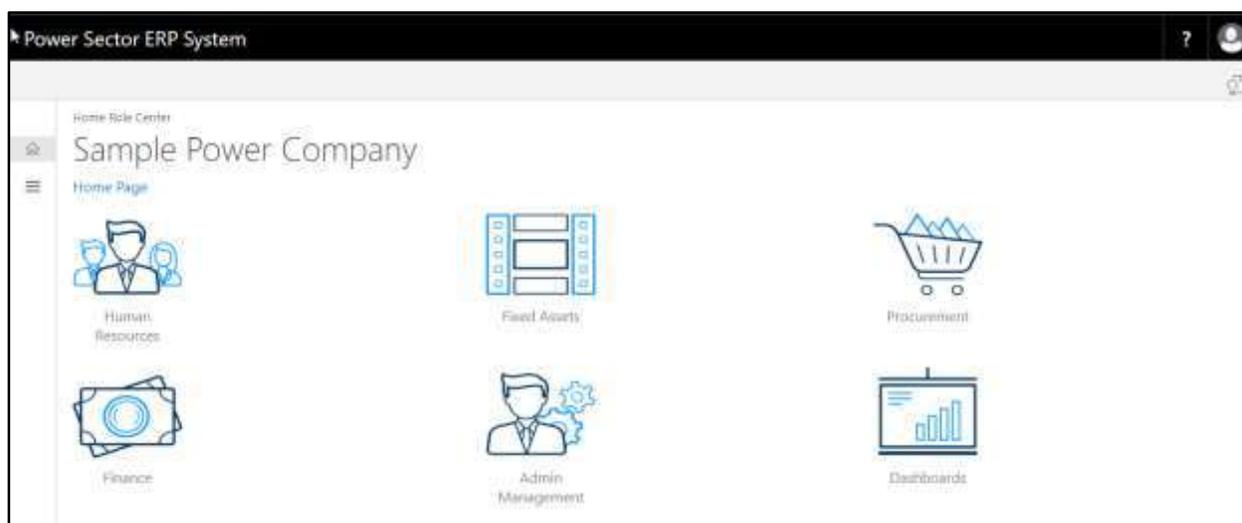
Roles

- Module User
- Module Admin

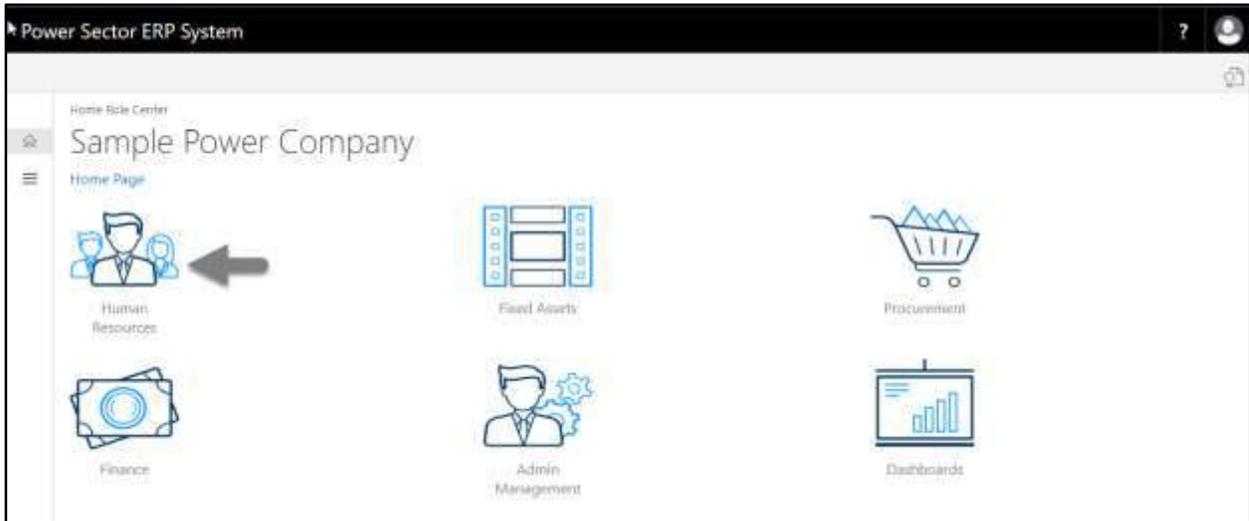
HR-611.1 Initiate the Termination process by HR User

To Initiate a termination process, follow the steps described below.

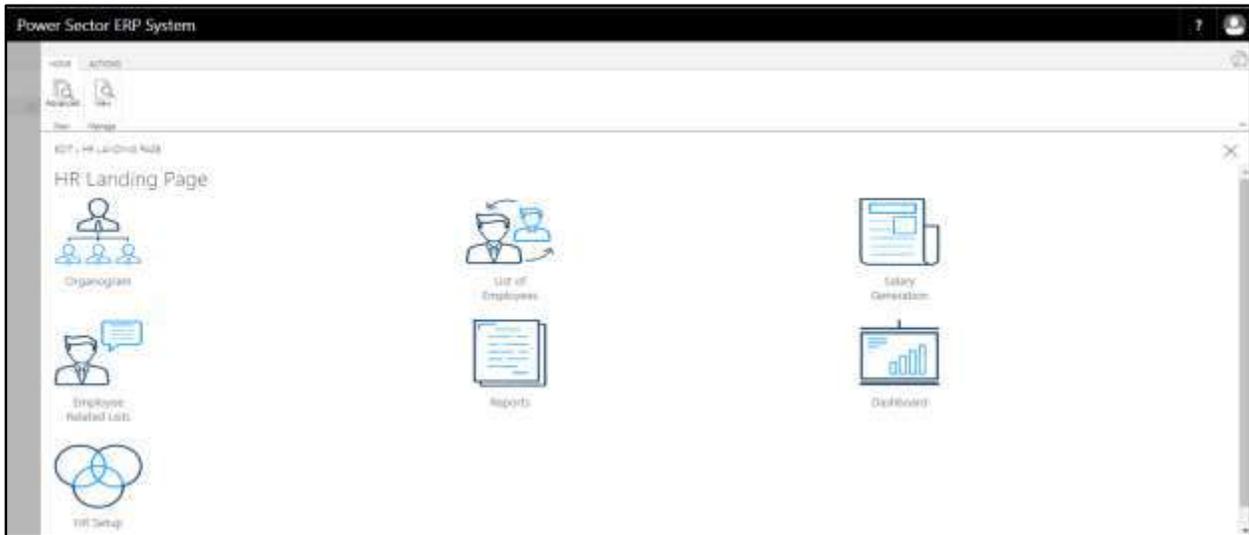
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



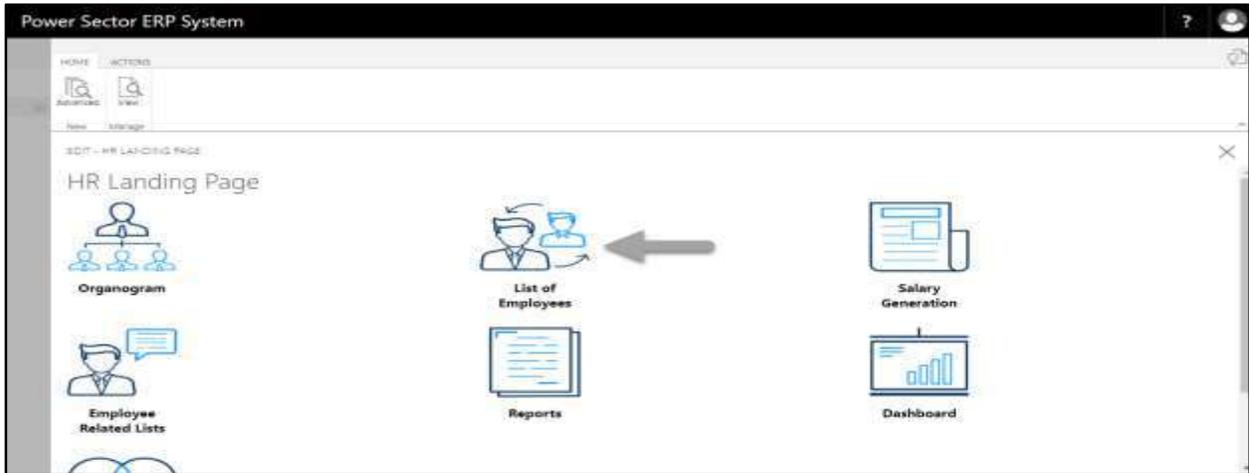
B. Choose the "Human Resources" icon.



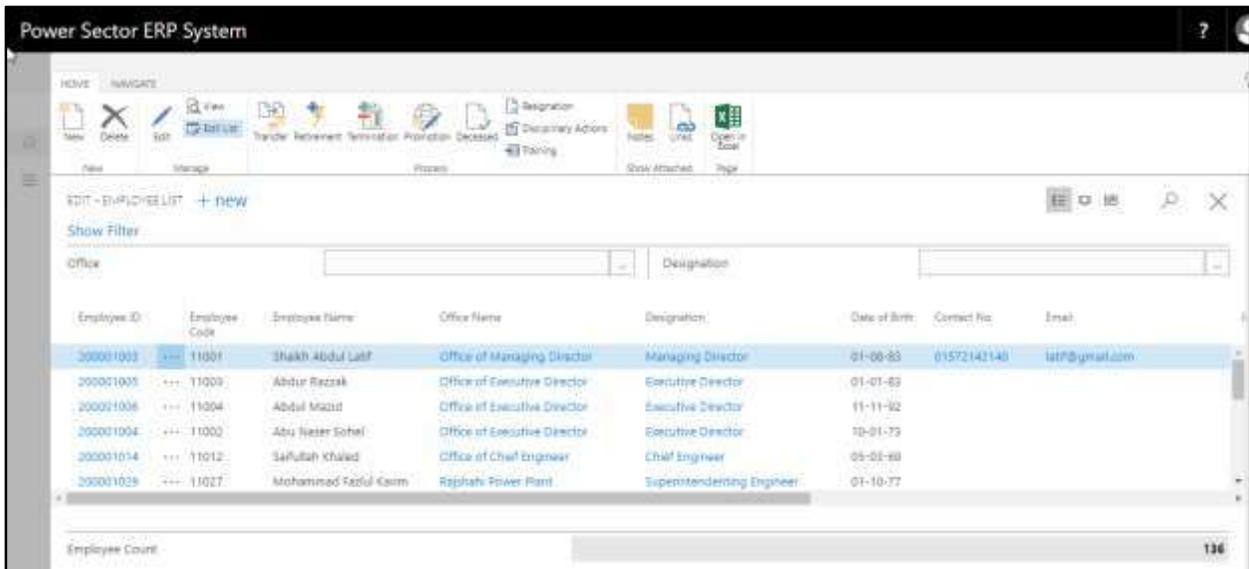
HR Landing Page will be appeared as below



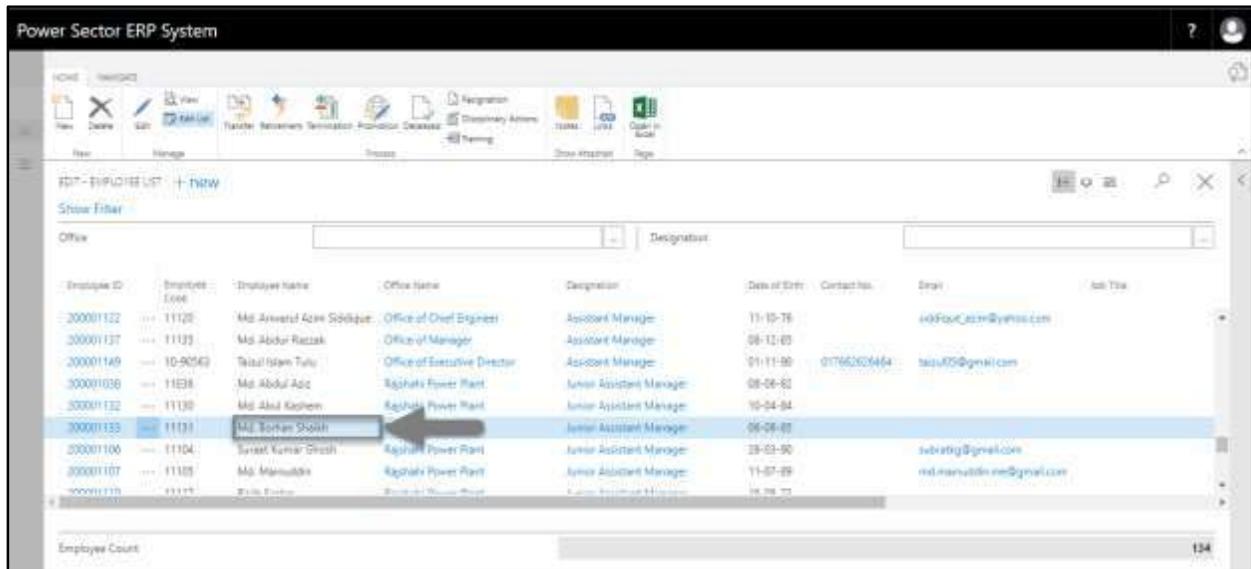
C. Choose the "List of Employees" in the HR Landing Page.



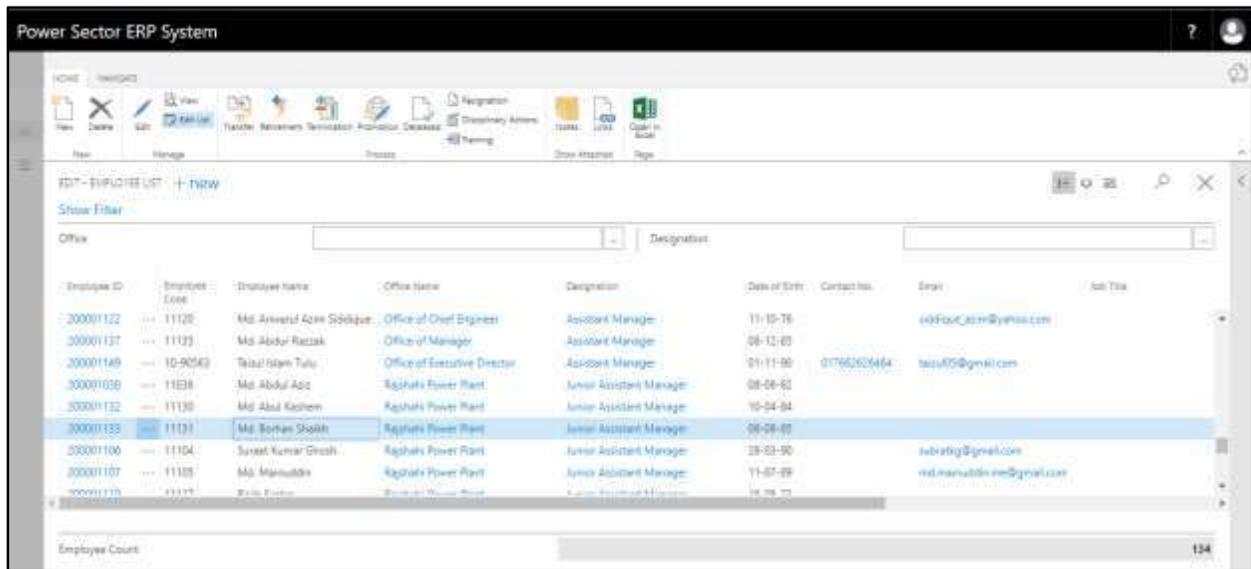
The following **Employee List** page will be appeared.



D. Choose the "Employee" by clicking the employee name.



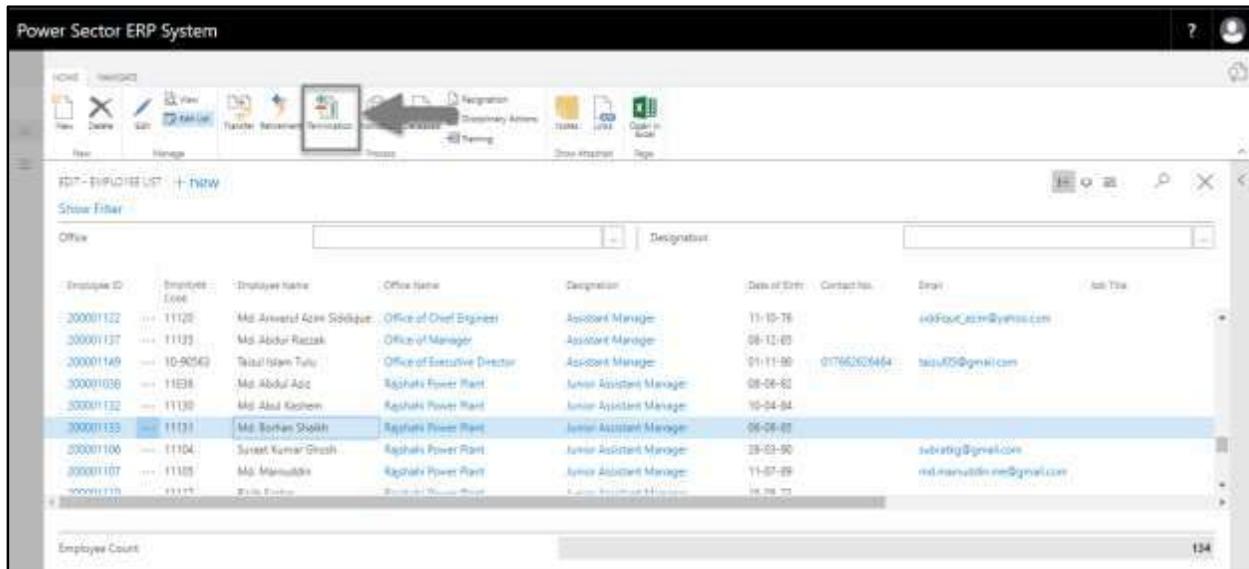
The following Employee list page will look like.



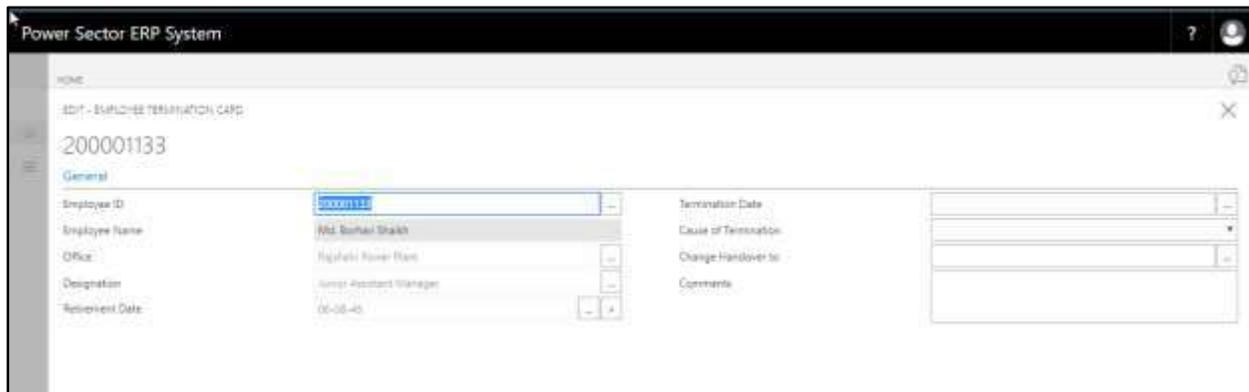
TIPS

You can search employee by clicking on the  icon.

E. Choose the **“Termination”** icon on the Employee List page, as indicated in the figure below.



The Following **Termination** entry page will be appeared.



F. Provide below information to proceed with the Resignation process successfully.

1. Choose the **Termination Date** from the dropdown by clicking on button.

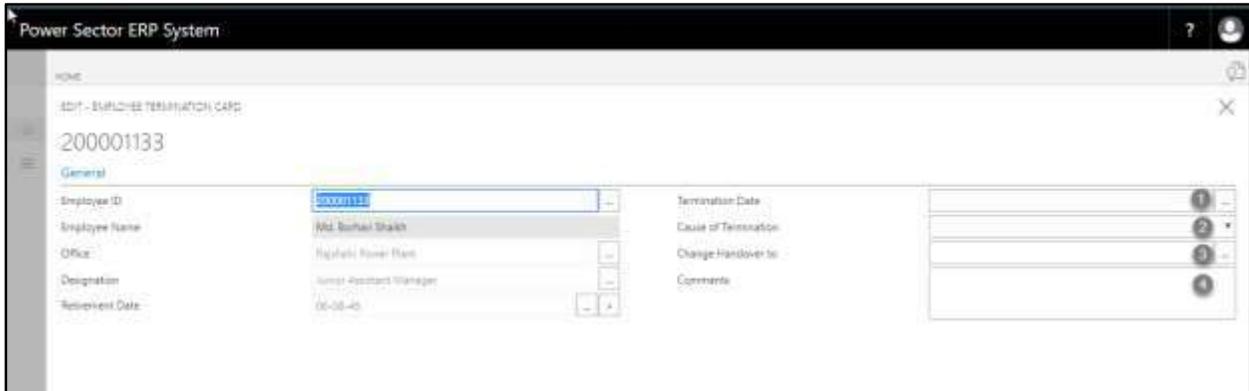
- **Termination Date: 02-04-20**

Employee ID, Employee Name, Office, Designation and Retirement Date will be populated by the system.

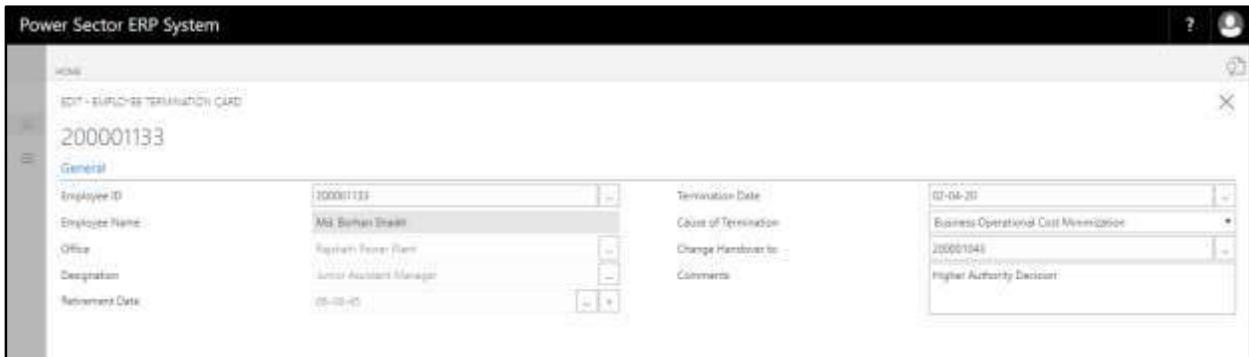
2. Choose **Cause of Termination** from the dropdown by clicking on button.

- **Cause of Termination: Business Operational Cost Minimization**

3. Choose the **Charge Handover to** from the dropdown by clicking on  button.
 - **Charge Handover to: 200001043**
4. Provide **Remarks** if any.
 - **Comments: Higher Authority Decision**



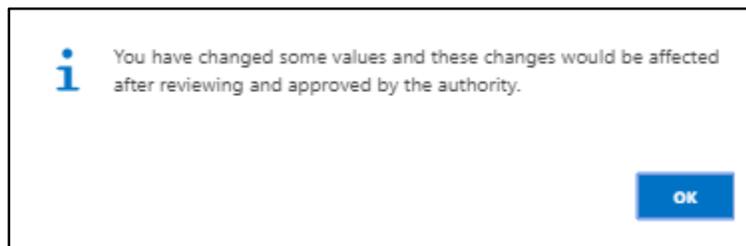
The screen will look like as below



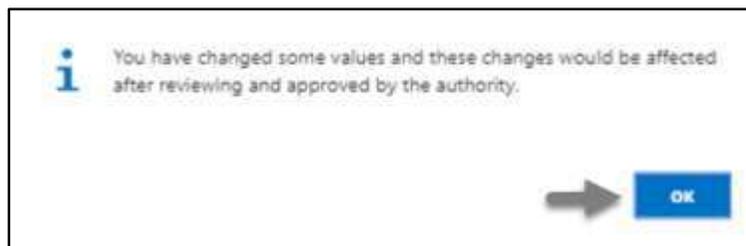
- G. Choose the  icon to Save and Send request for approval.



The following pop up will be appeared.



H. Choose **"OK"** icon to save and close.



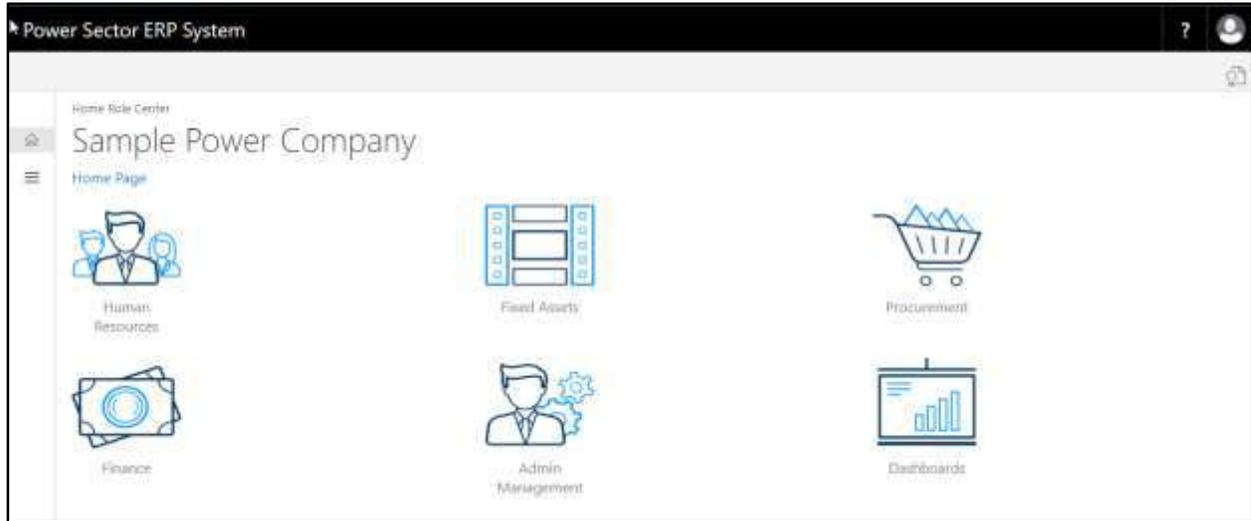
NOTE

Termination date does have impact on salary.

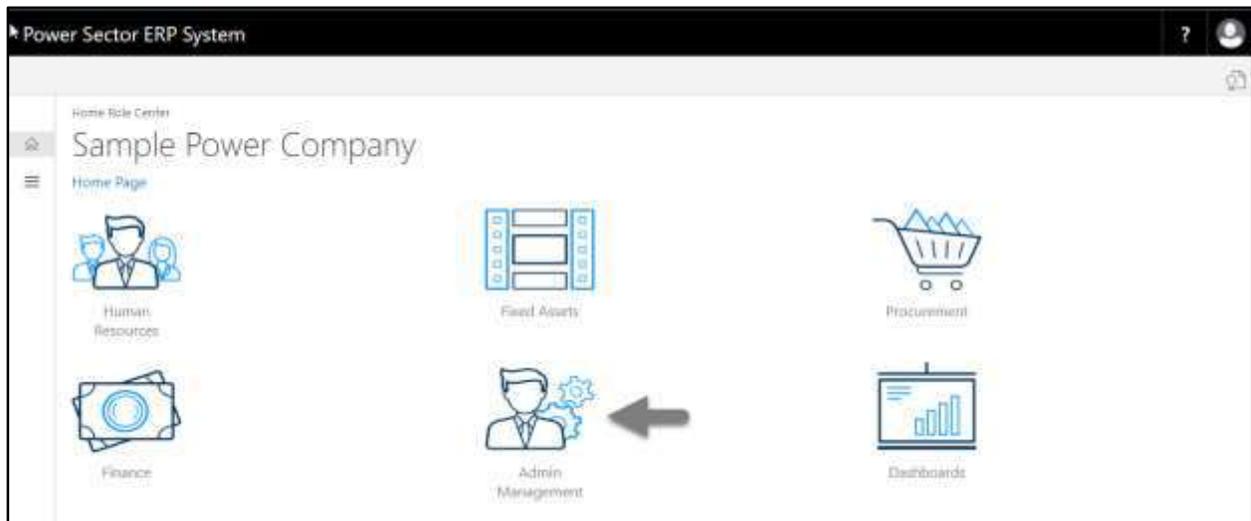
HR-611.2 Approve or Reject initiated Termination by HR Admin

To Approve or Reject an initiated termination, follow the steps described below.

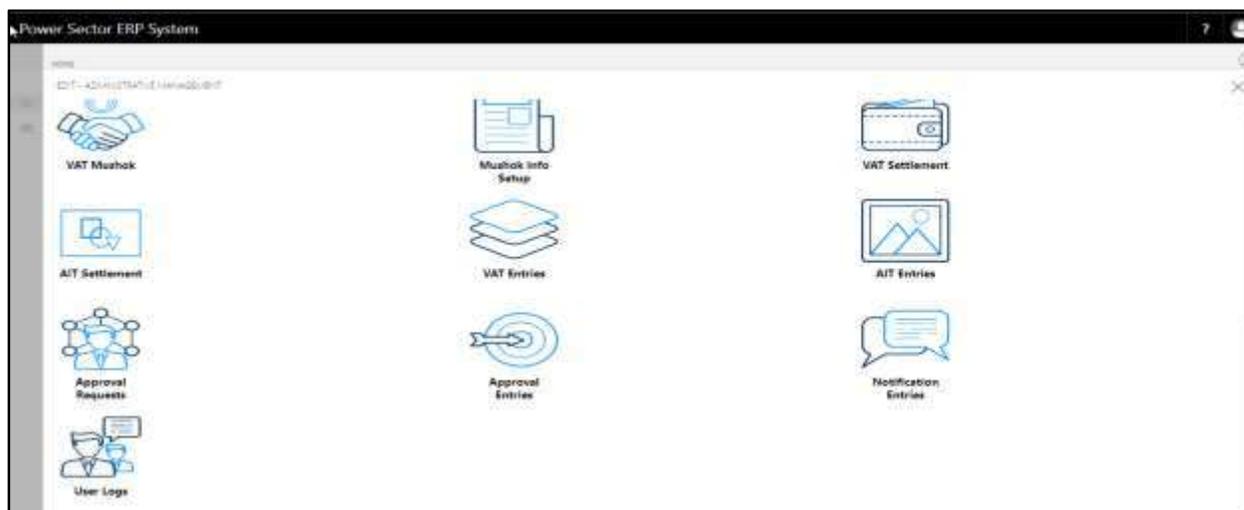
- A. Login with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



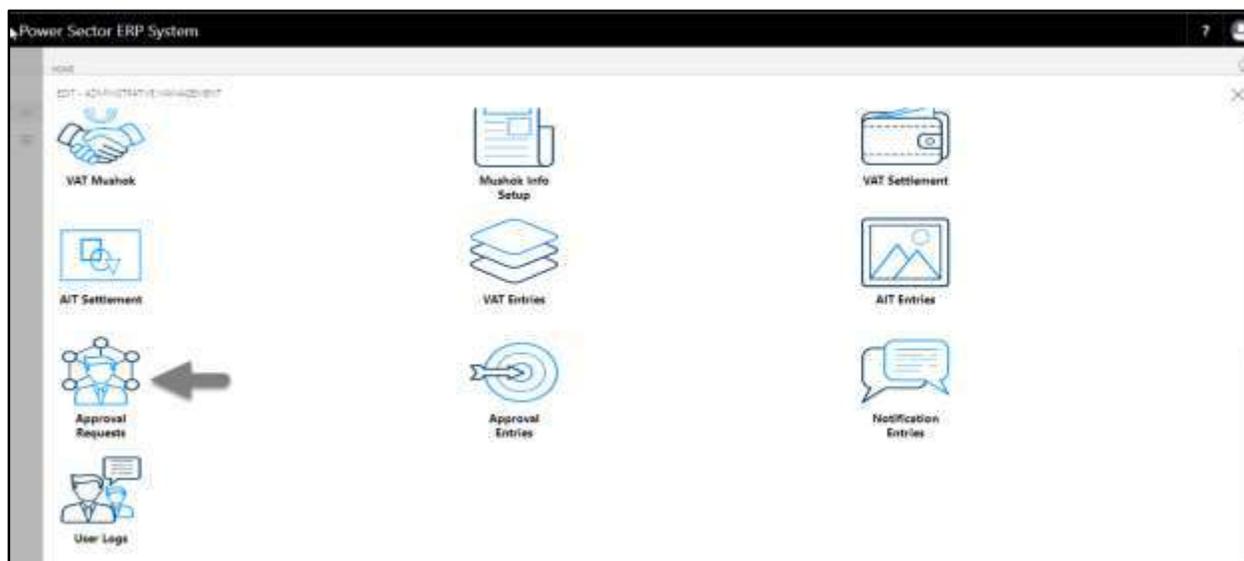
- B. Choose the “**Admin Management**” icon to open the administrative page.



The Following **Admin Management** page will be appeared.



C. Choose the **“Approval Request”** icon to process initiated approval requests.



The following **Approval Request** page will appear as below.



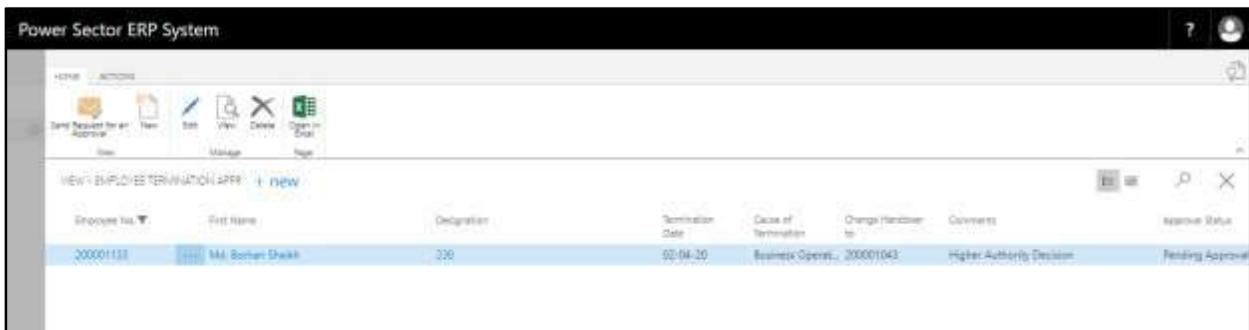
D. Select the initiated termination process and choose the **“Open Record”** icon.



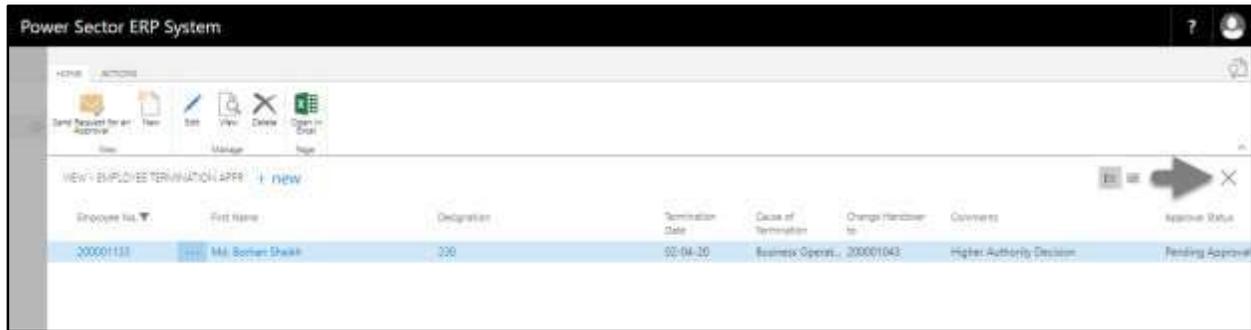
TIPS

You can choose initiated termination process by selecting the line.

Detailed Employee termination page will be appeared as below.



E. Select the  icon to back to the previous page.



The following **Request to Approve** page will be appeared.



F. Select the Initiated retirement process and Choose the **“Approve”** icon to approve the initiated terminate process or select **“Reject”** (besides “Approve”) to reject.



TIPS

You can choose initiated termination process by selecting the line.

The following Pop up will be appeared.



G. Choose the "OK" icon to save and close.



IMPORTANT

After approve an initiated termination process, you cannot delete or modify.

HR-612 How to: Retire an Employee

Introduction

This process demonstrates how to Retire an employee from the organization.

The Retirement process of an individual employee is divided into 2 phases -

- HR-612.1 Initiate the Retirement process by module User.
- HR-612.2 Approve or Reject initiated retirement by module Admin.

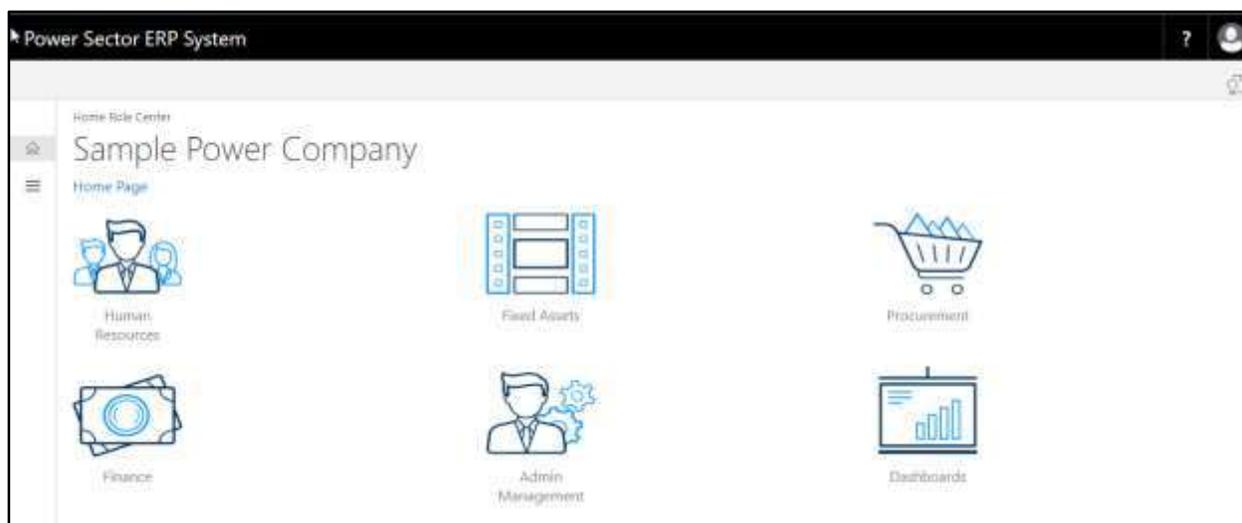
Roles

- Module User
- Module Admin

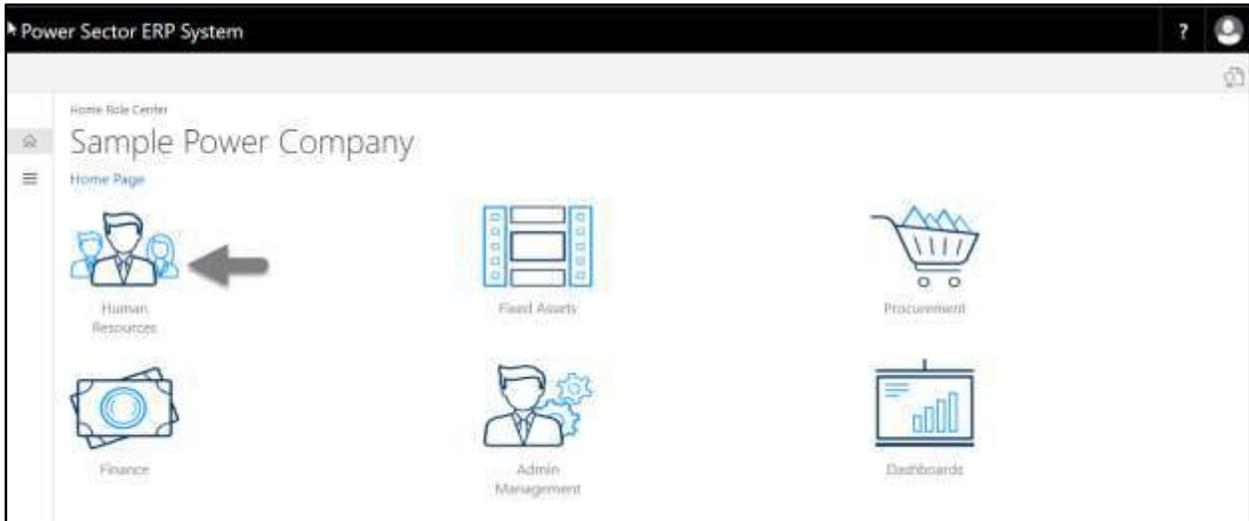
HR-612.1 Initiate Retirement Process by Module User

To Initiate a retirement process, follow the steps described below.

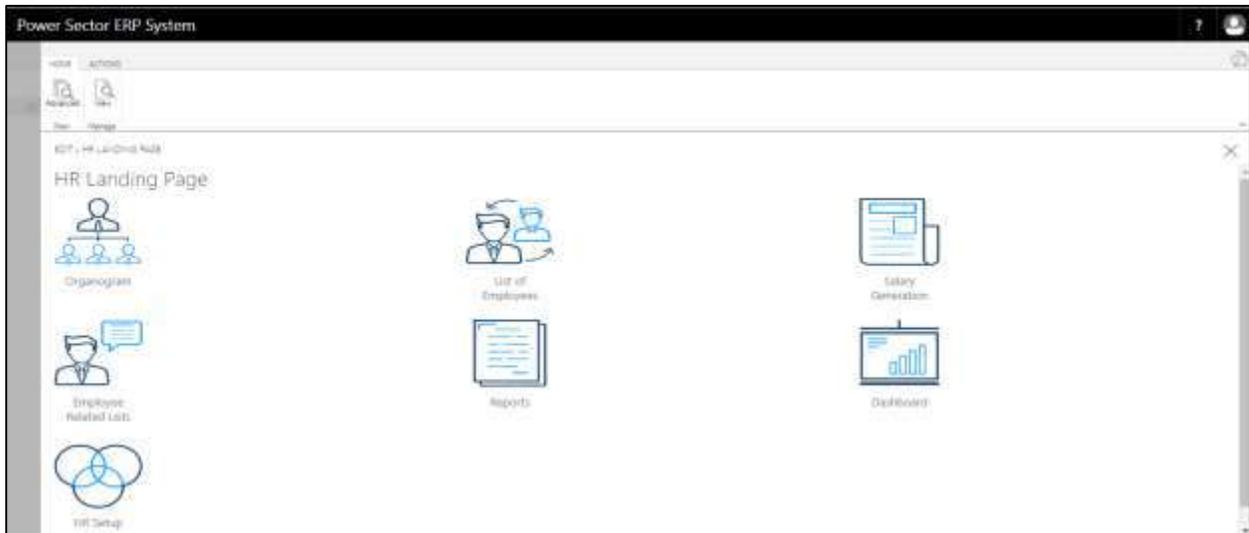
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



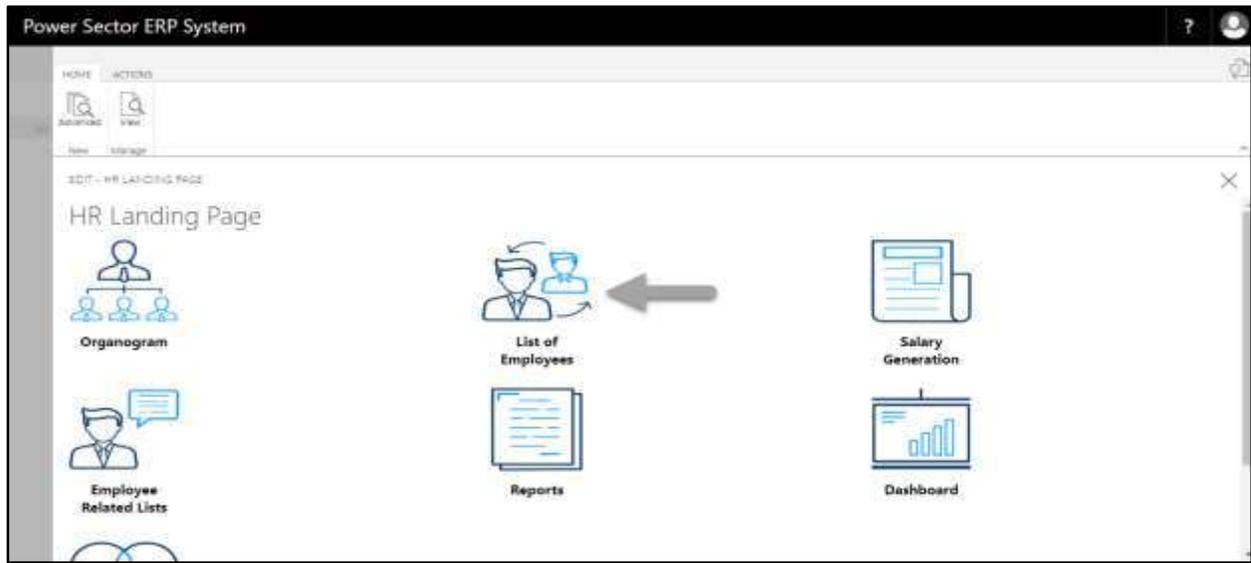
B. Choose the "Human Resources" icon.



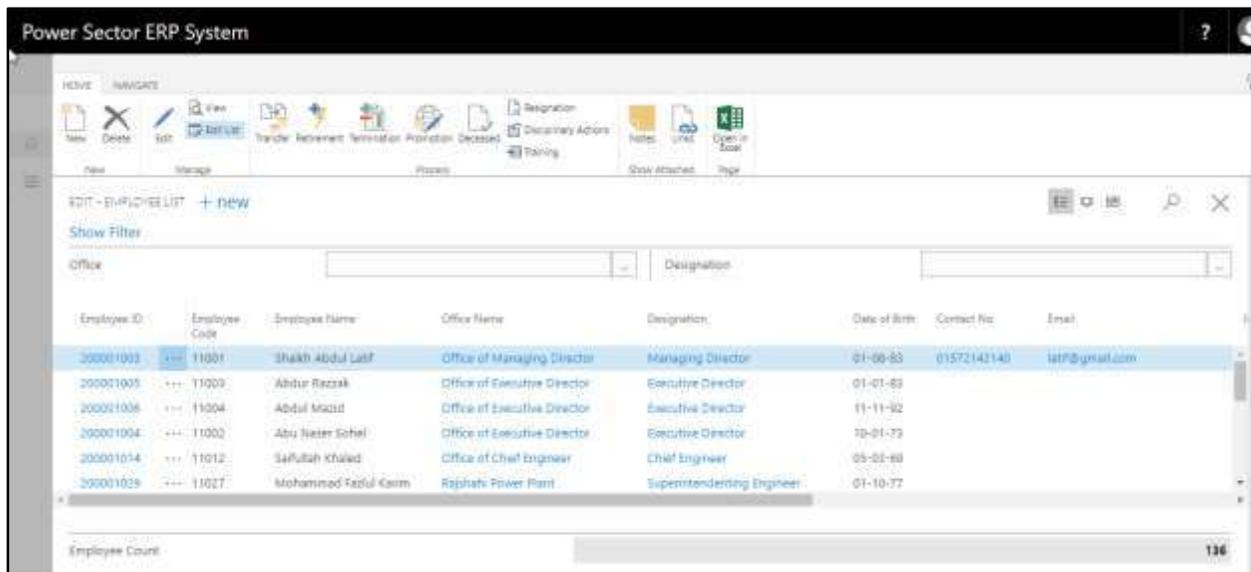
HR Landing Page will be appeared as below



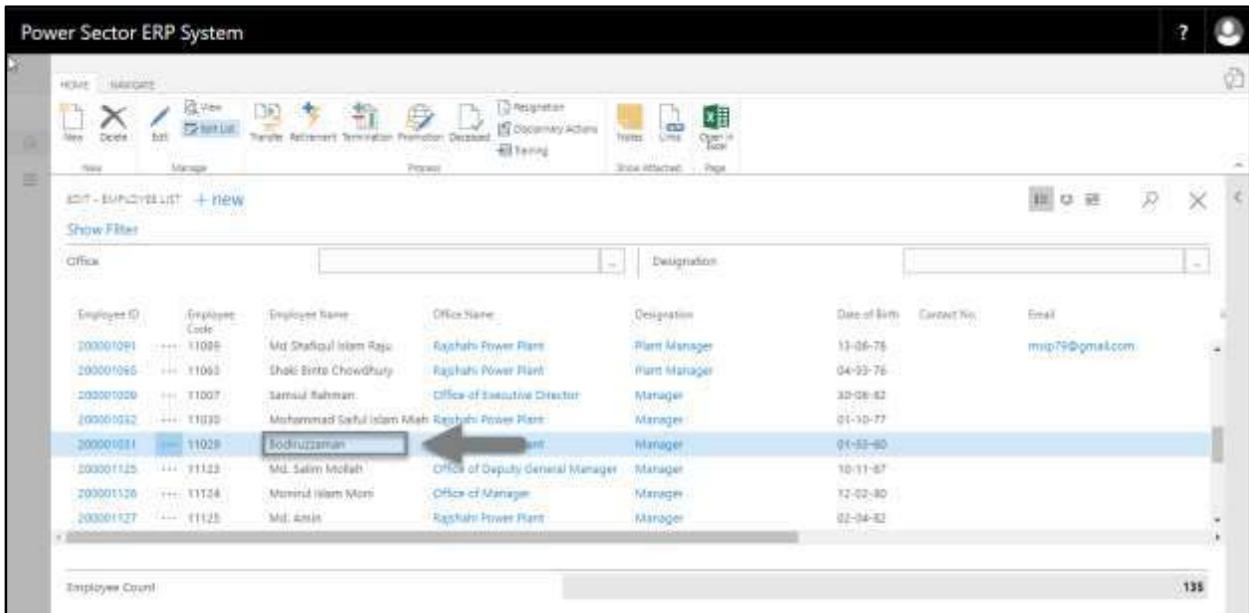
C. Choose the "List of Employees" in the HR Landing Page.



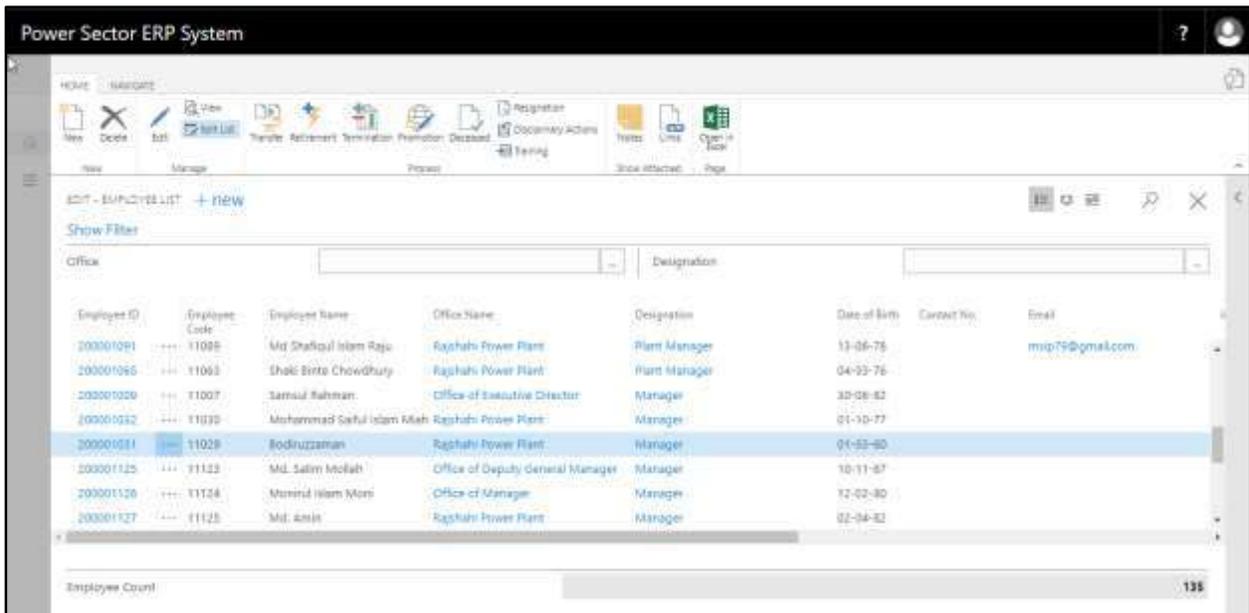
The following **Employee List** page will be appeared.



D. Choose the "Employee" by clicking the employee name.



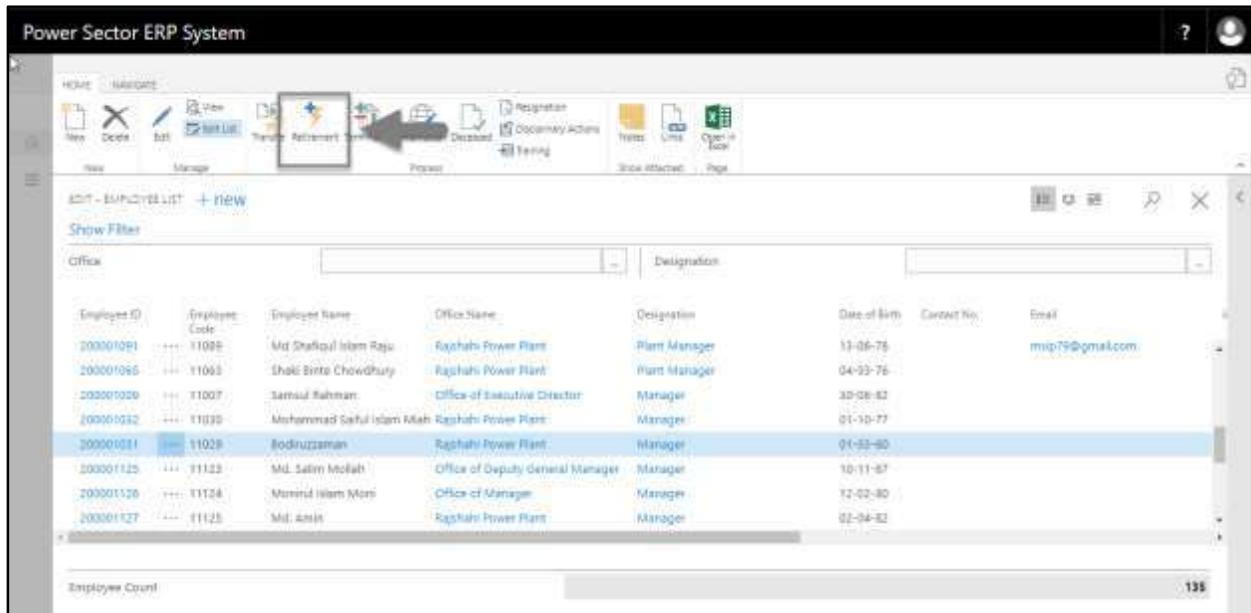
The following Employee list page will look like.



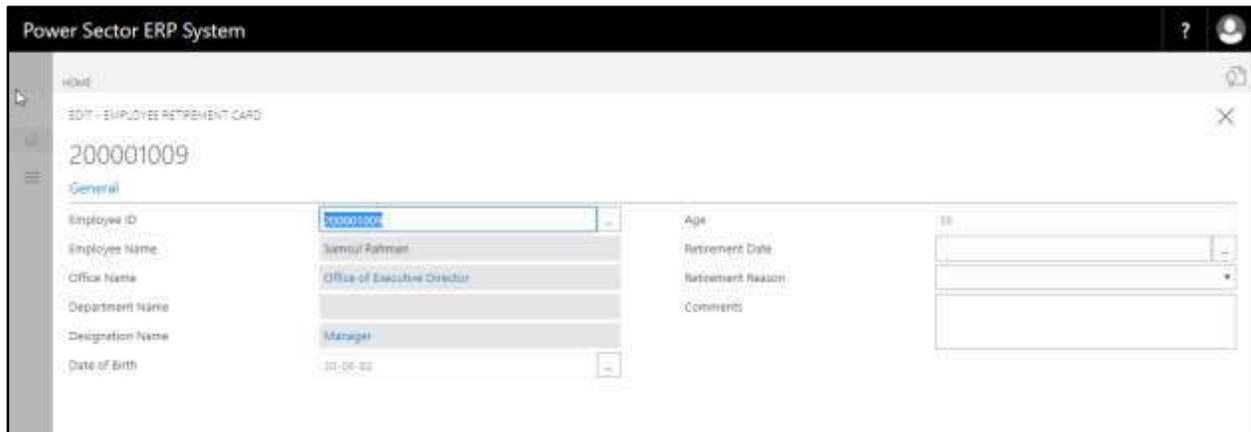
TIPS

You can search employee, by clicking on the  icon.

E. Choose the **“Retirement”** icon on the Employee List page, as indicated in the figure below.



The Following **Retirement entry page** will be appeared.



F. Provide below information to proceed with the Retirement process successfully.

1. Choose the **Retirement Date** from the dropdown by clicking on button.

- **Retirement Date: 02-04-20**

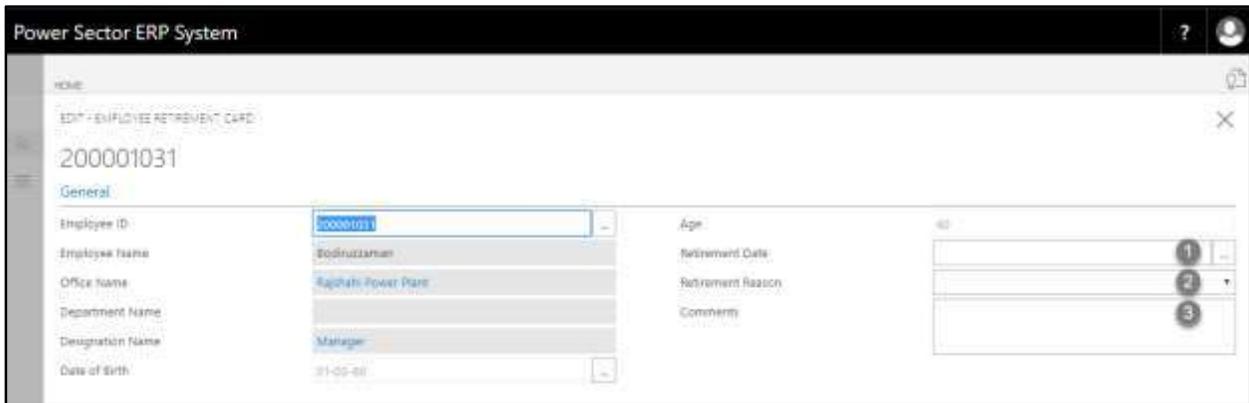
Employee Name, Office Name, Department Name, Designation, Birth Date and Age will be populated by system.

2. Provide **Resignation Reason** if any.

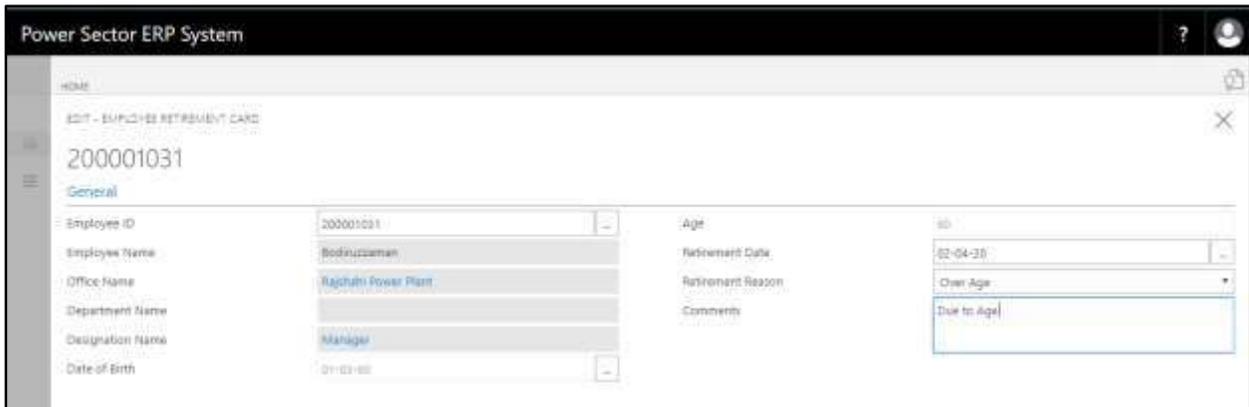
- **Retirement Reason: Over Age**

3. Provide **Remarks** if any.

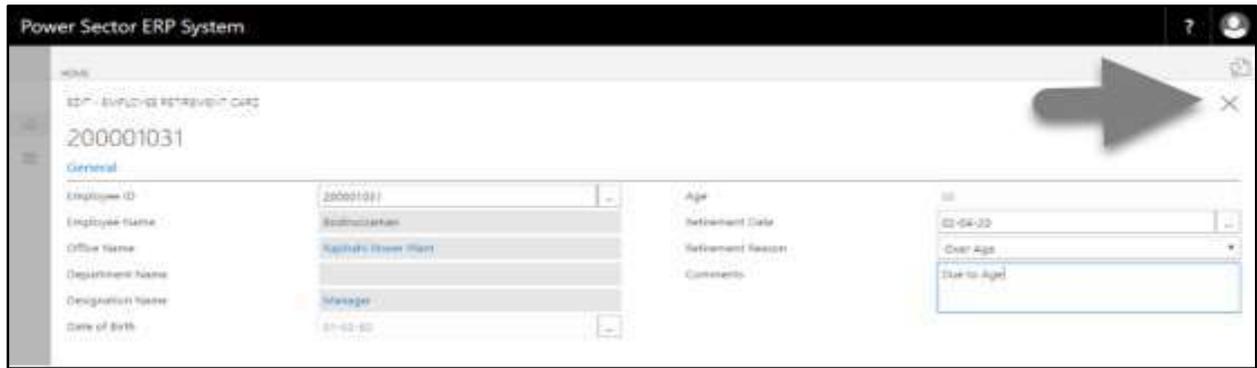
- **Comments: Due to Age**



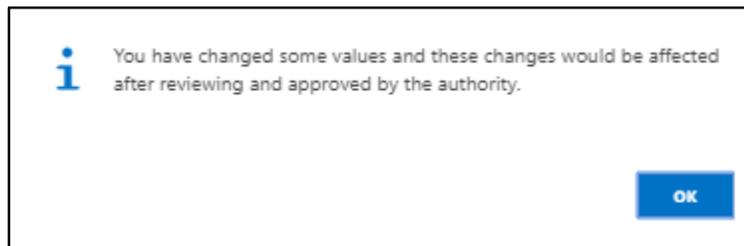
The screen will look like as below



G. Choose the  icon to Save and Send request for approval.



The following pop up will be appeared.



H. Choose "Ok" icon to save and close.



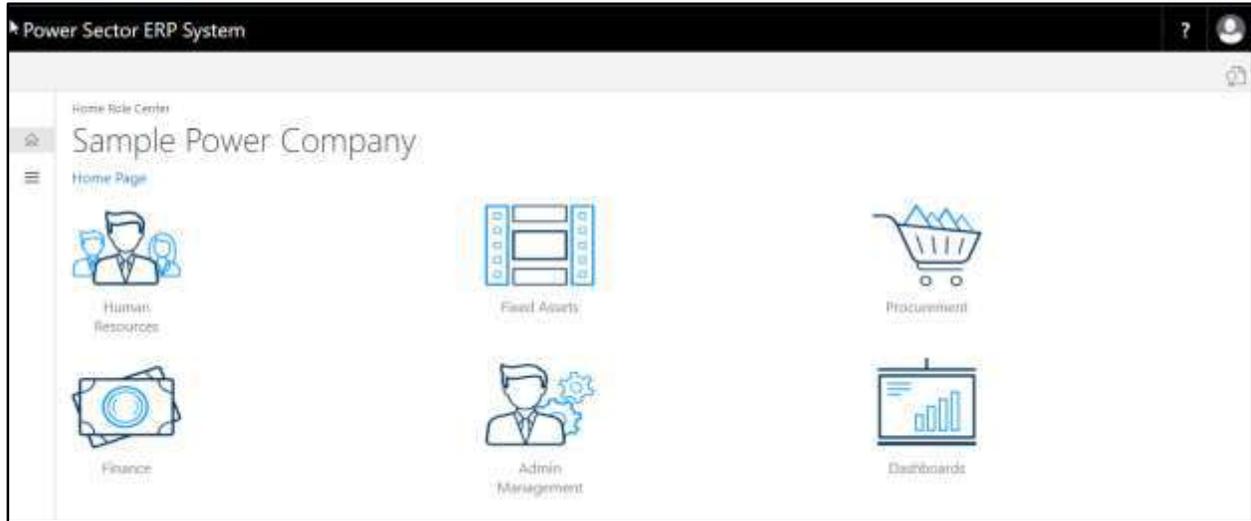
NOTE

Retirement date does have impact on salary.

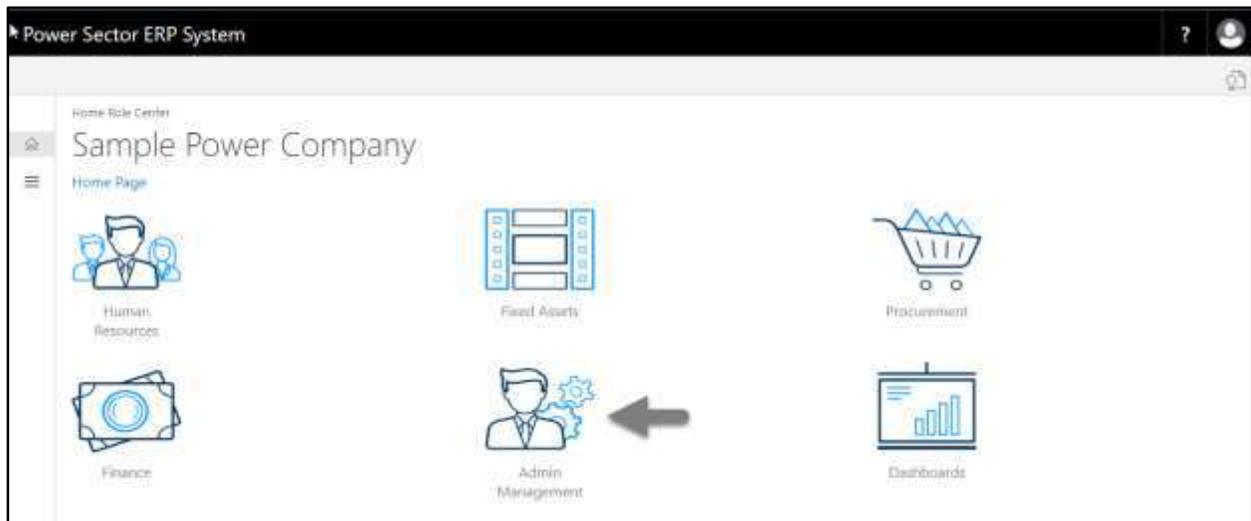
HR-612.2 Approve or Reject initiated Retirement by HR Admin

To Approve or Reject an initiated resigned action, follow the steps described below.

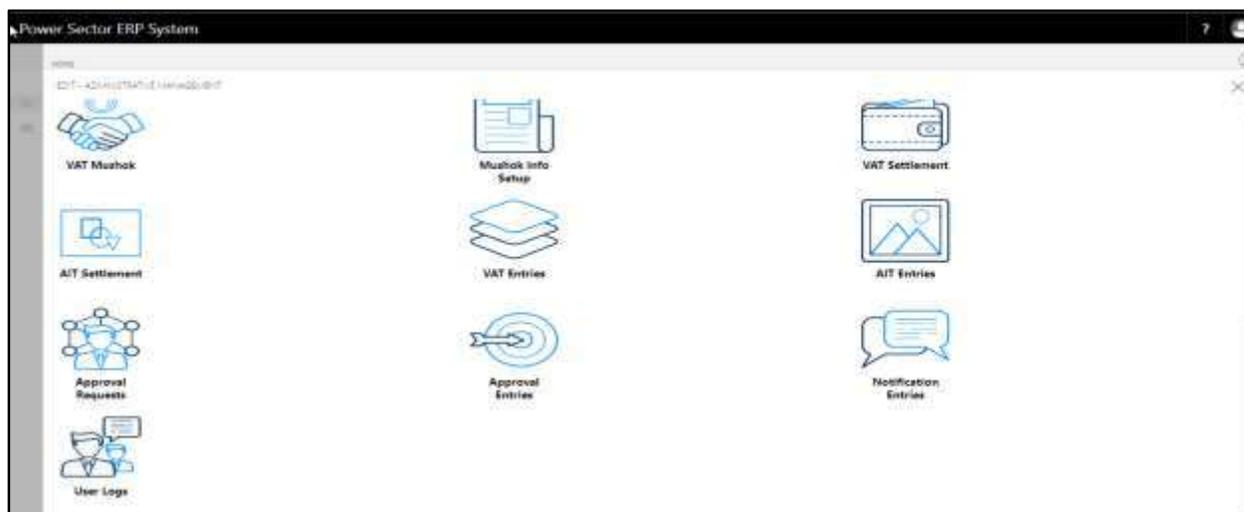
- A. Log in with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



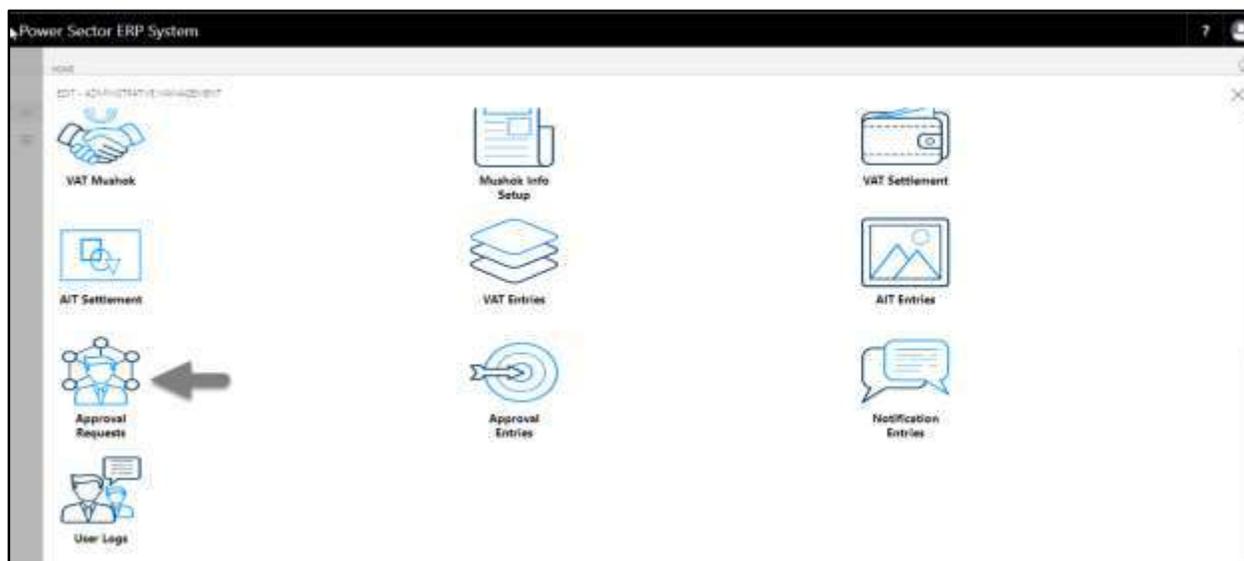
- B. Choose the “Admin Management” icon to open the administrative page.



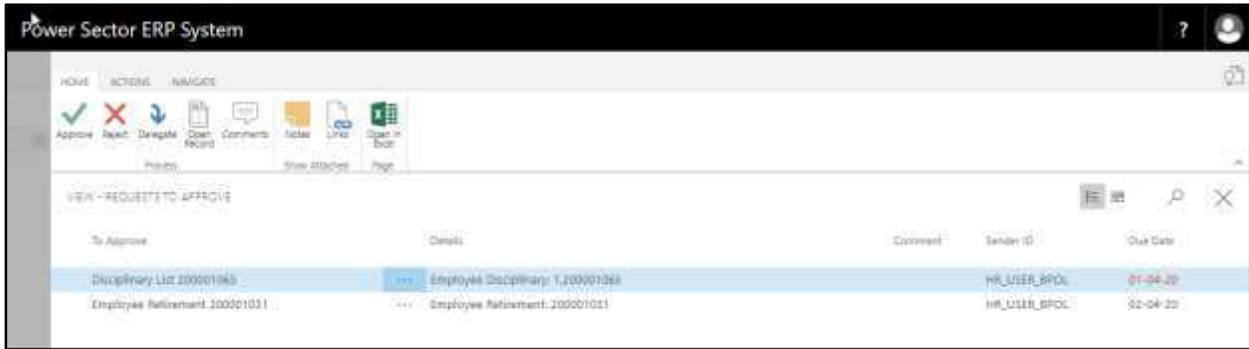
The Following **Admin Management** page will be appeared.



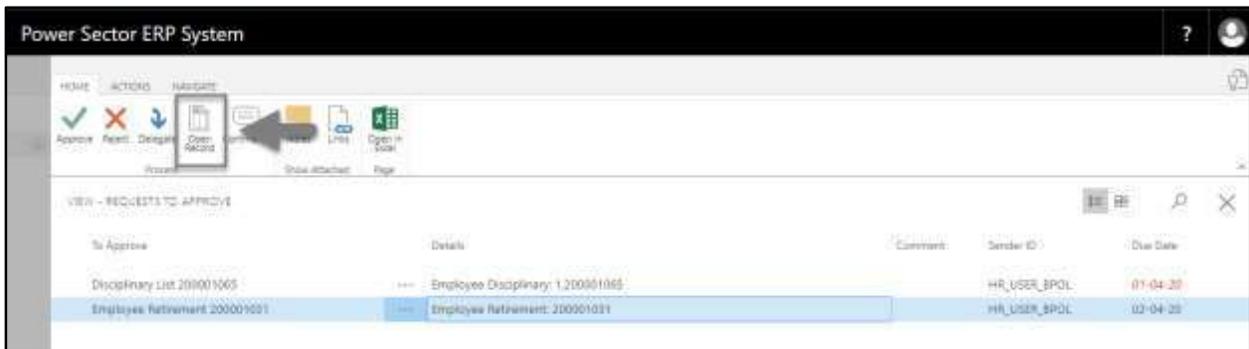
C. Choose the **“Approval Request”** icon to process initiated approval requests.



The following **Approval Request** page will be appeared.



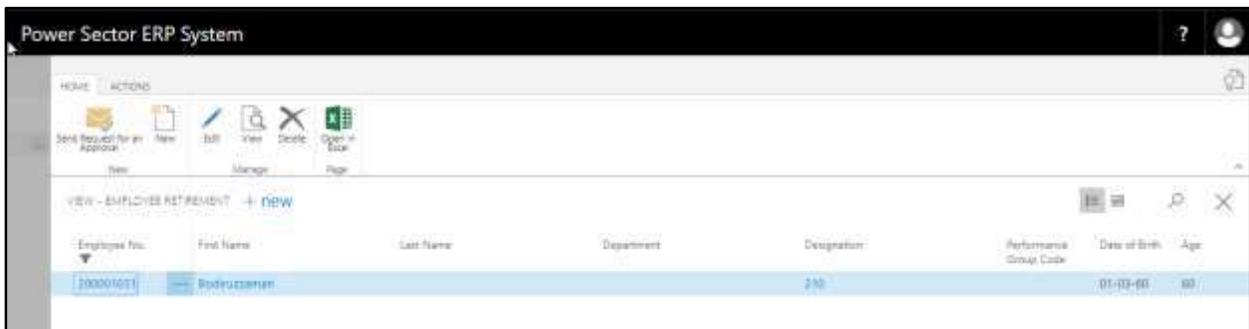
D. Select the initiated Retirement process and choose the **“Open Record”** icon.



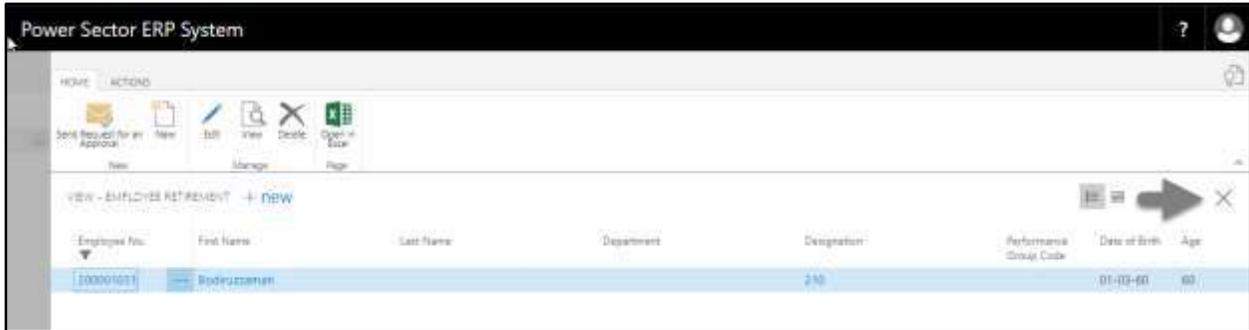
TIPS

You can choose initiated retirement by selecting the line.

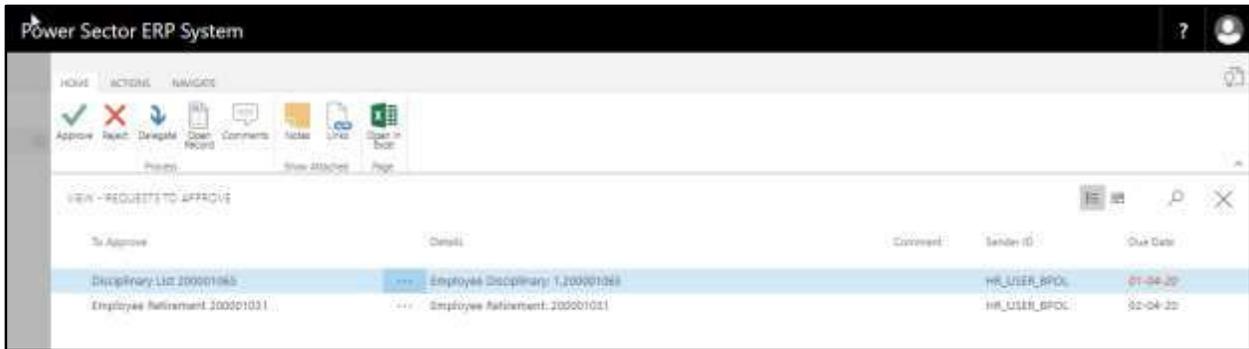
Detailed Employee Retirement page will be appeared as below.



E. Select the  icon to back to the previous page.



The following **Request to Approve** page will be appeared.



F. Select the Initiated retirement process and Choose the **“Approve”** icon to approve the initiated retirement process or select **“Reject”** (besides “Approve”) to reject.



TIPS

You can choose employee by selecting the line.

The following pop- up will be appeared.



G. Choose the “**OK**” icon to save and close.



IMPORTANT

After approve an initiated retirement process, you cannot delete or modify it.

HR-613 How to: Process Deceased Employee

Introduction

This process demonstrates how to update the deceased information of an employee.

The Deceased process of an individual employee is divided into 2 phases -

- HR-613.1 Initiate the Deceased process by module User.
- HR-613.2 Approve or Reject initiated deceased by module Admin.

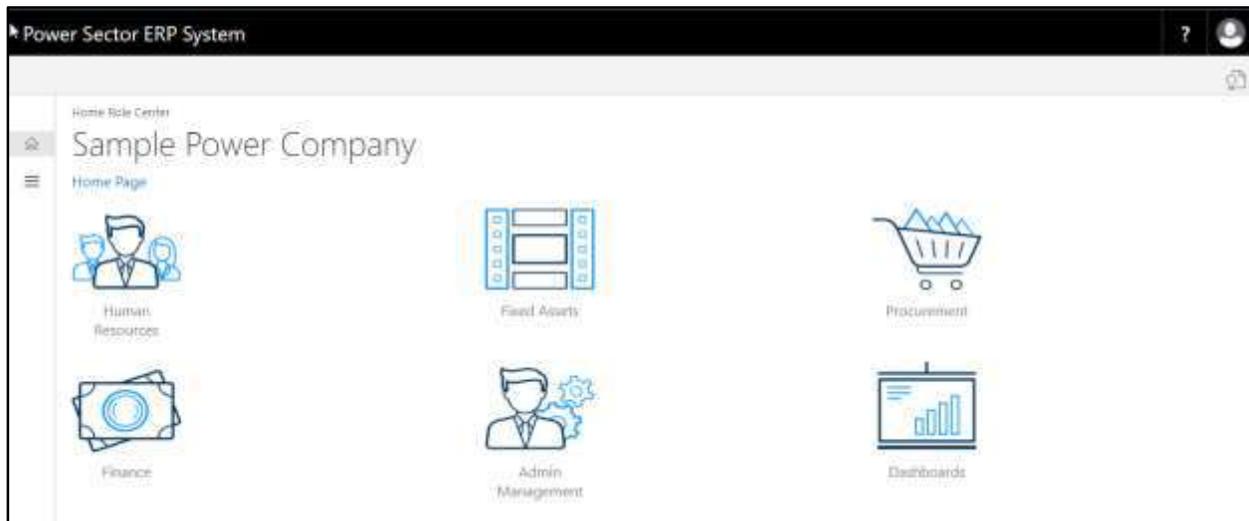
Roles

- Module User
- Module Admin

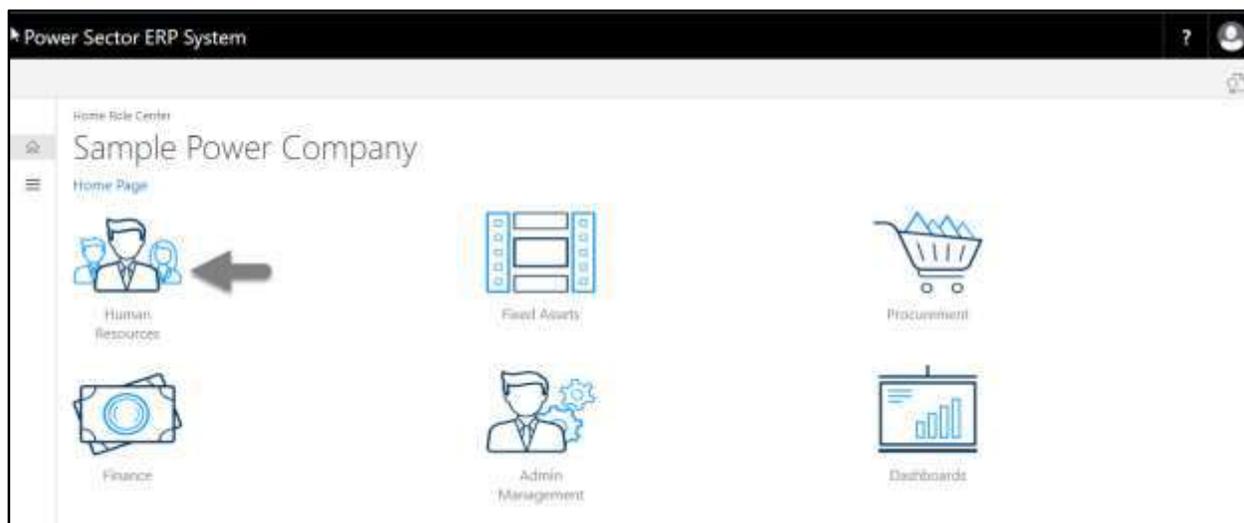
HR-613.1 Initiate the Deceased process by module User.

To Initiate a deceased process, follow the steps described below.

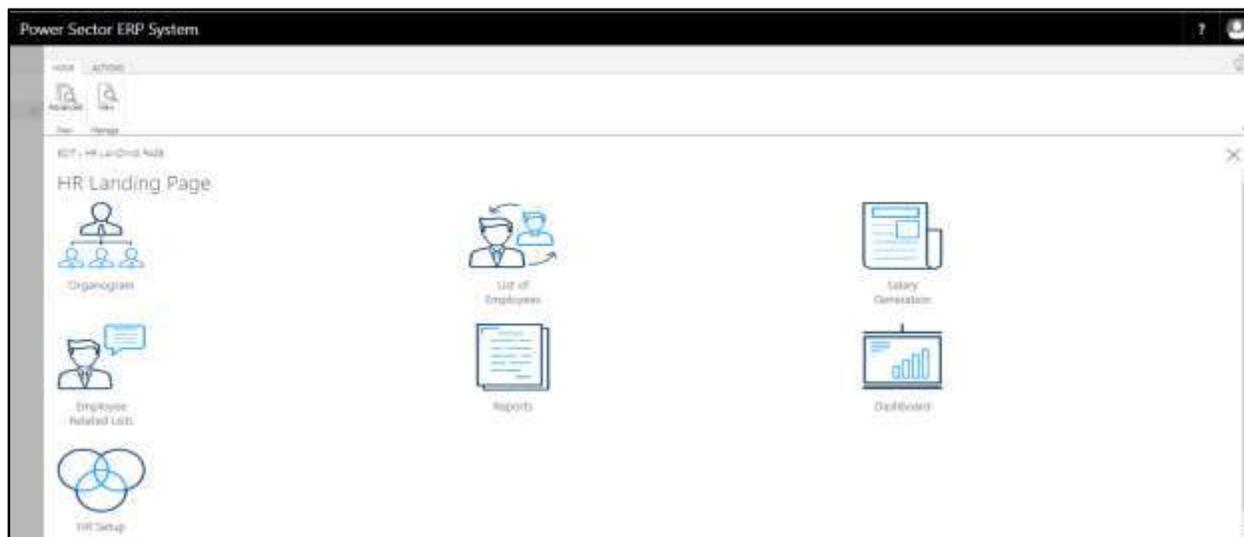
- A. Log in with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



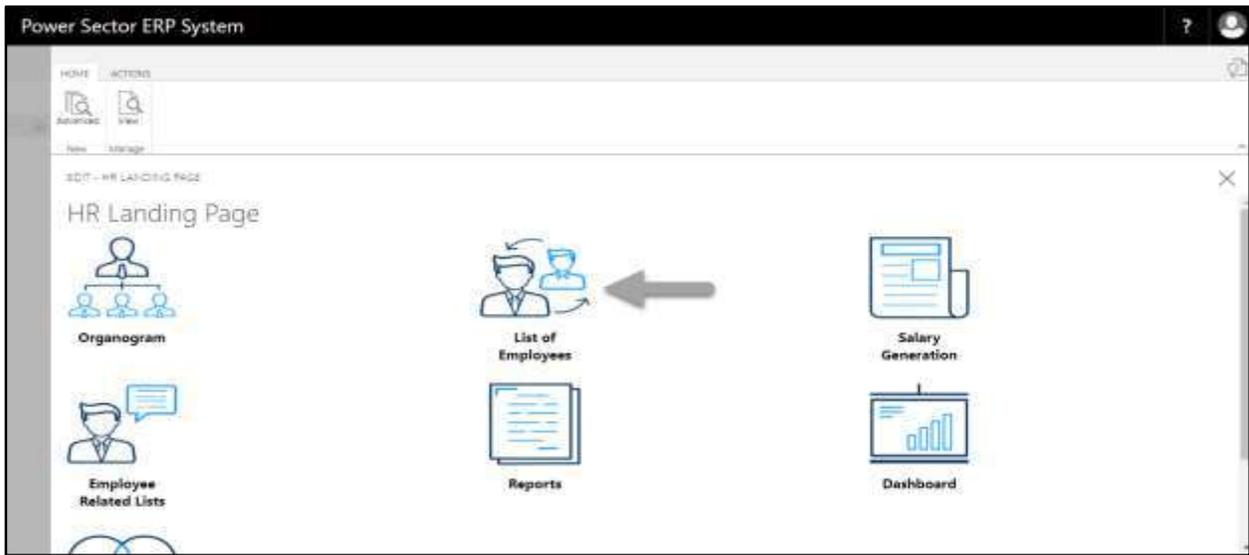
B. Choose the “Human Resources” icon.



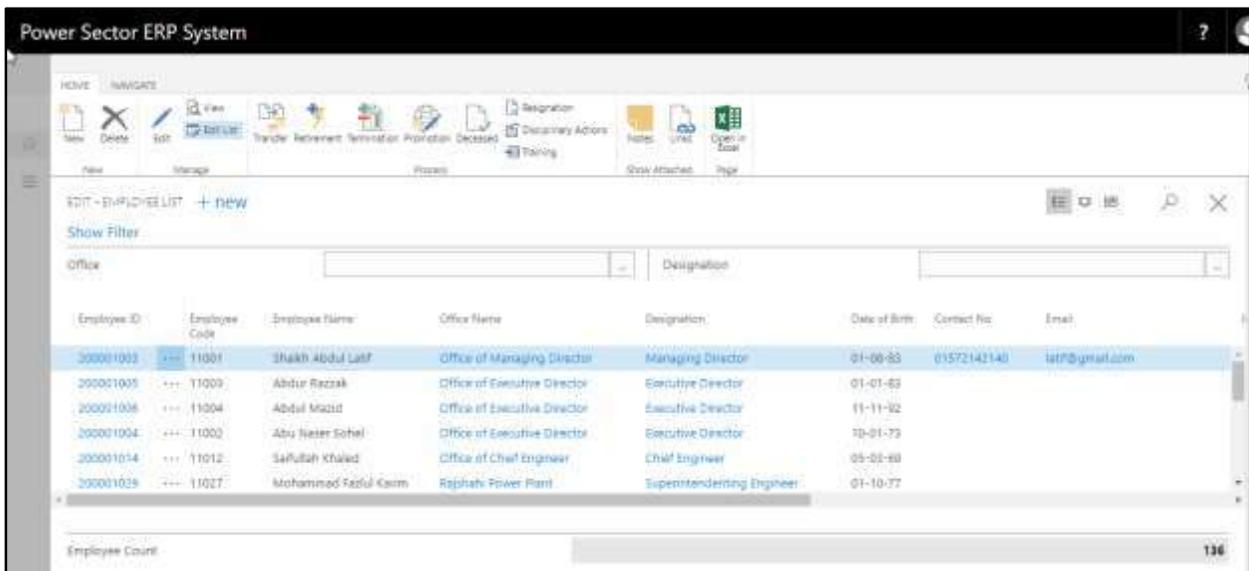
The following **HR Landing Page** will be appeared.



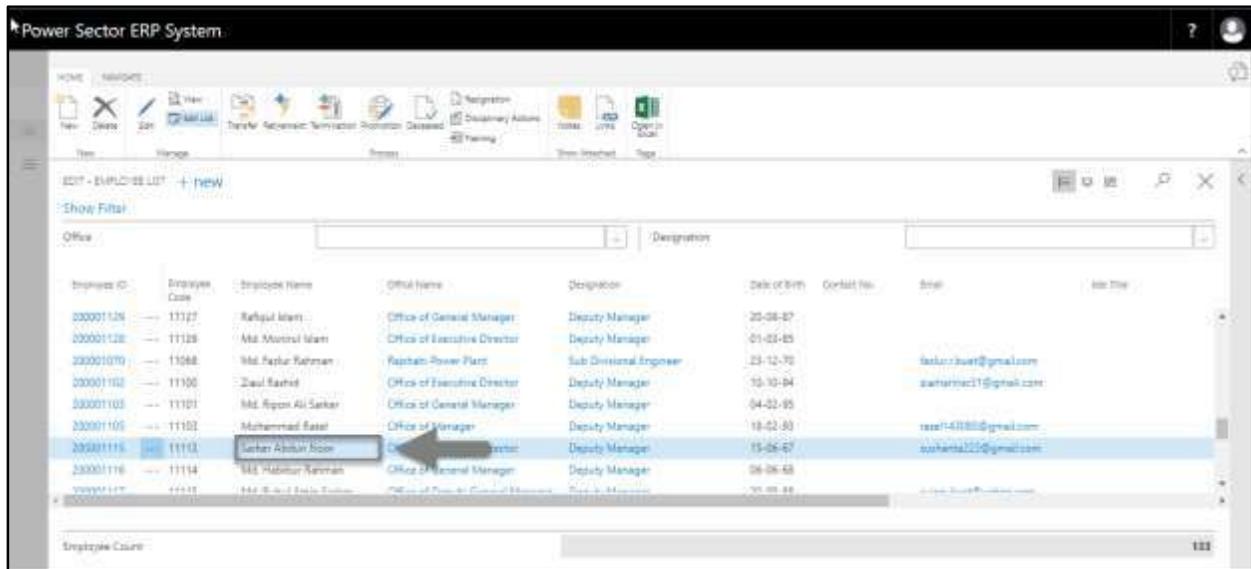
C. Choose the "List of Employees" in the HR Landing Page.



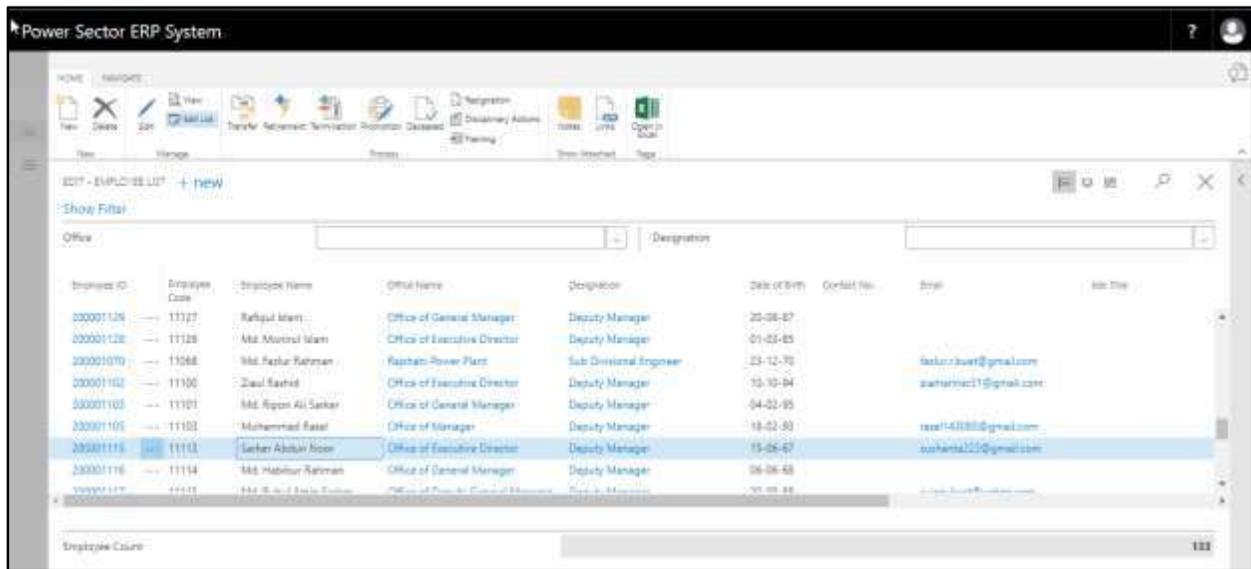
The following **Employee List page** will be appeared.



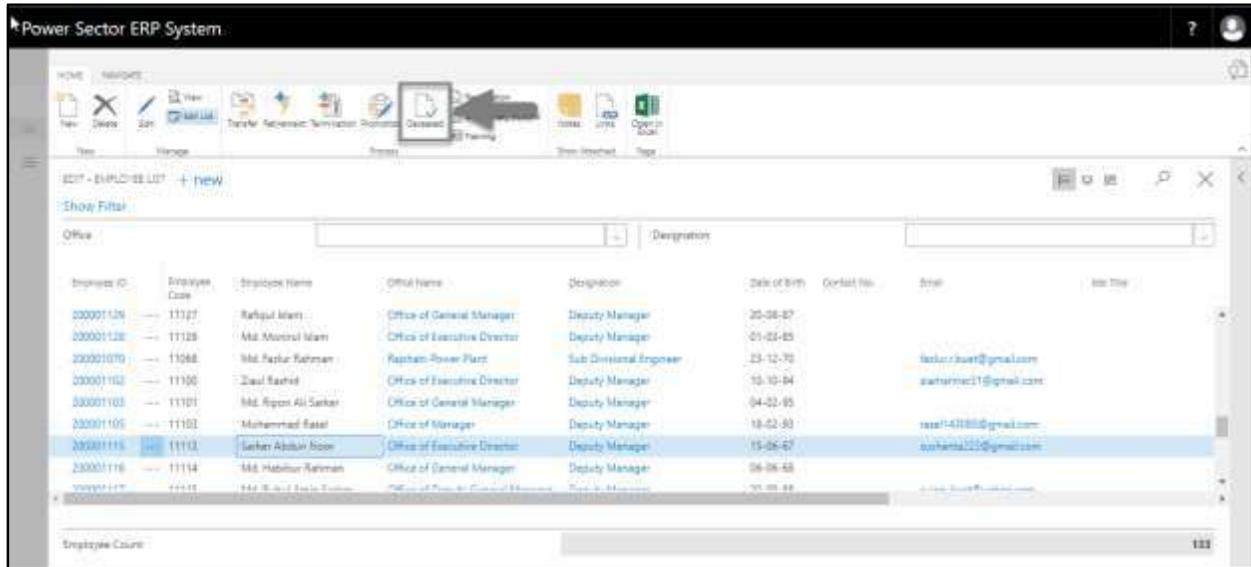
D. Choose the "Employee" by clicking the employee name.



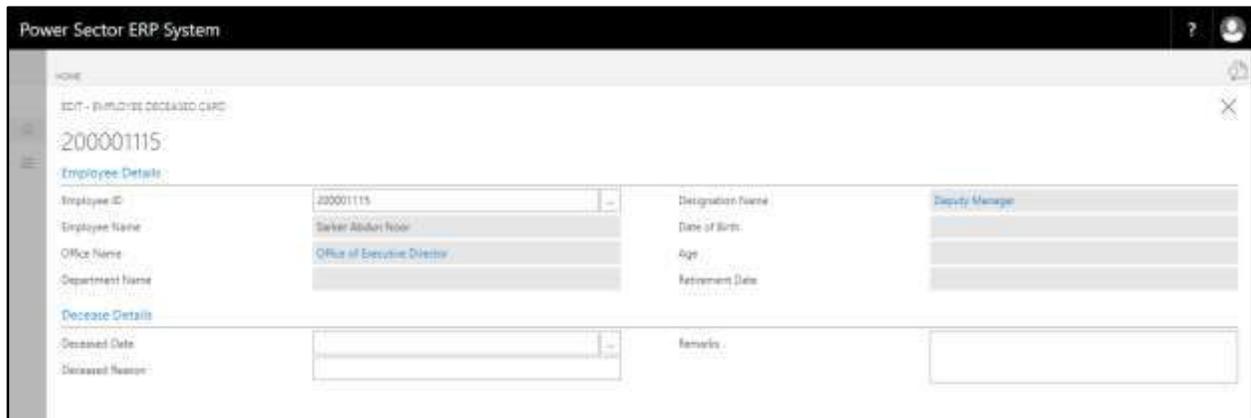
The page will look like as below.



E. Choose the **“Deceased”** icon on the Employee List page, as indicated in the figure below.



The Following **Deceased Entry** page will be appeared.



F. Provide the information mentioned below to proceed with the deceased process successfully.

1. Choose the **Deceased Date** from the dropdown by clicking on button.

- **Termination Date: 02-04-20**

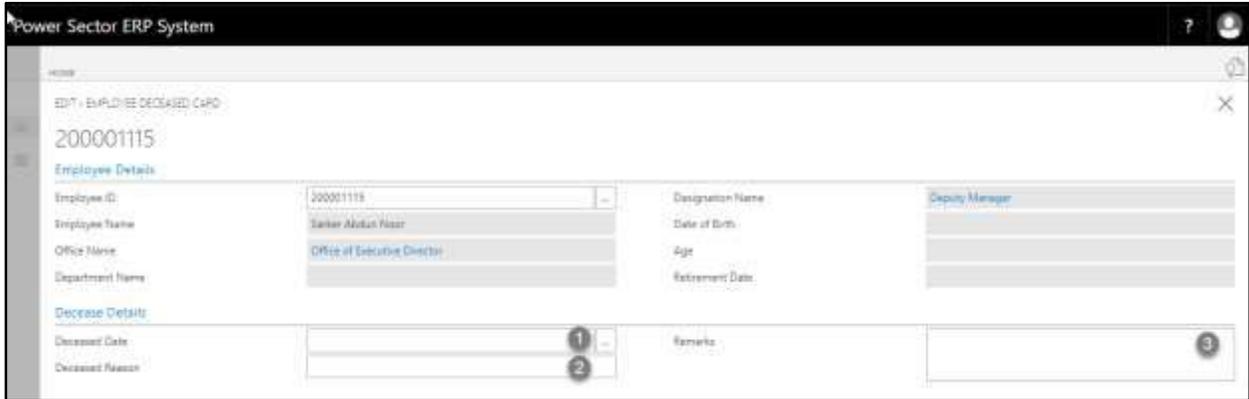
Employee Details will be populated by the system.

2. Provide **Deceased Reason**, If any.

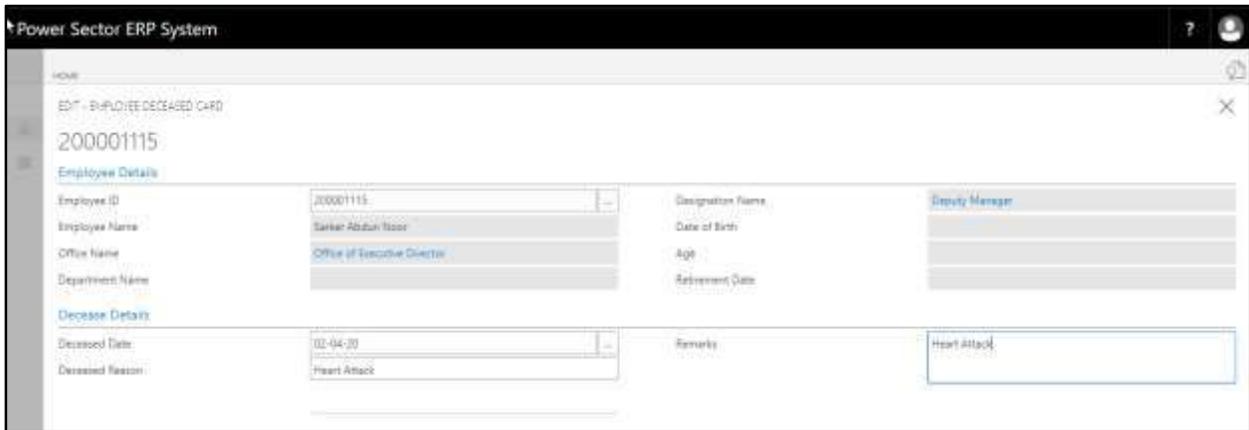
- **Deceased Reason: Heart Attack**

3. Provide **Remarks** if any.

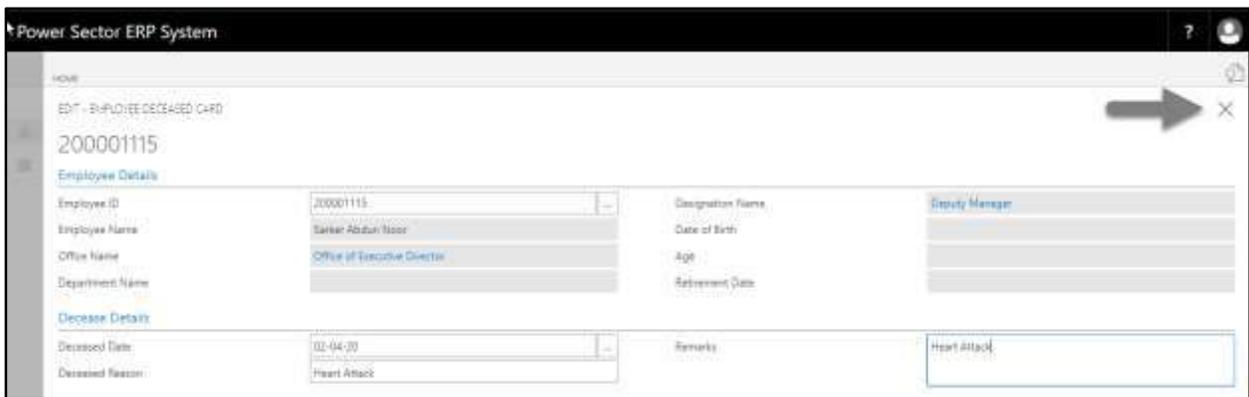
- **Remarks: Heart Attack**



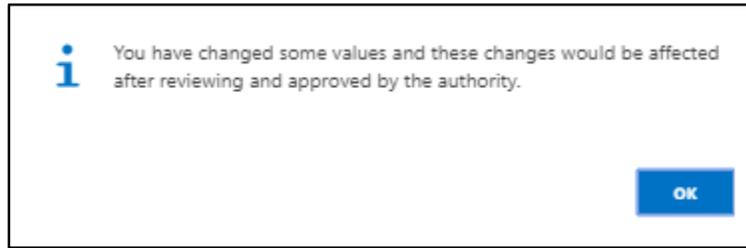
The screen will look like as below



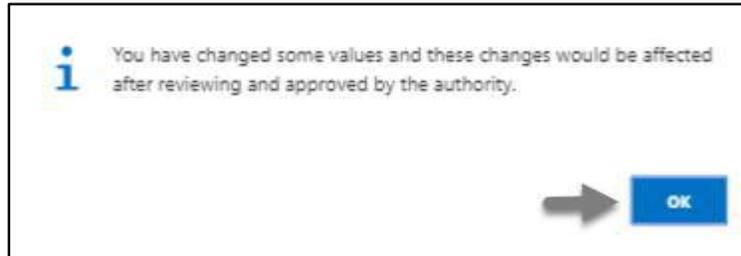
G. Choose the  icon to Save and Send request for approval.



The following pop up will be appeared.



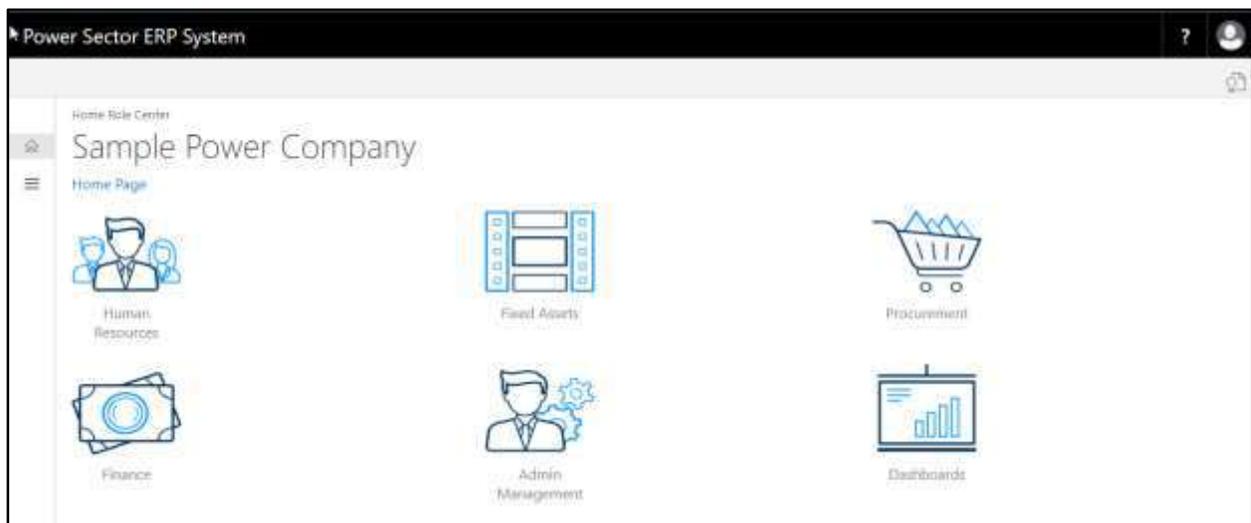
H. Choose **“OK”** icon to save and close.



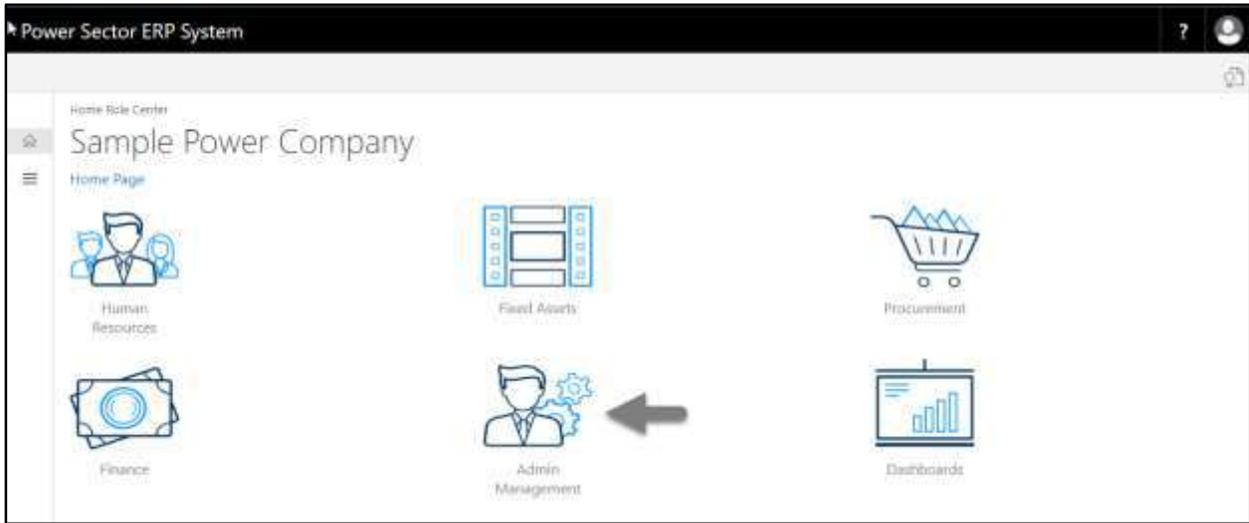
HR-613.2 Approve or Reject initiated Deceased by HR Admin

To Approve or Reject an initiated Deceased action, follow the steps described below.

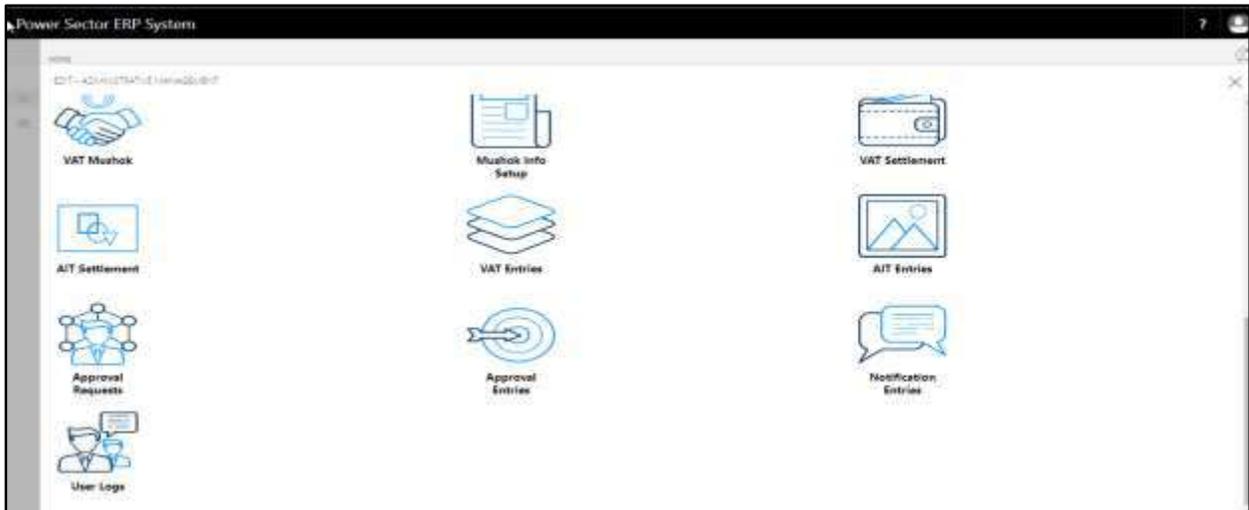
A. Log in with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



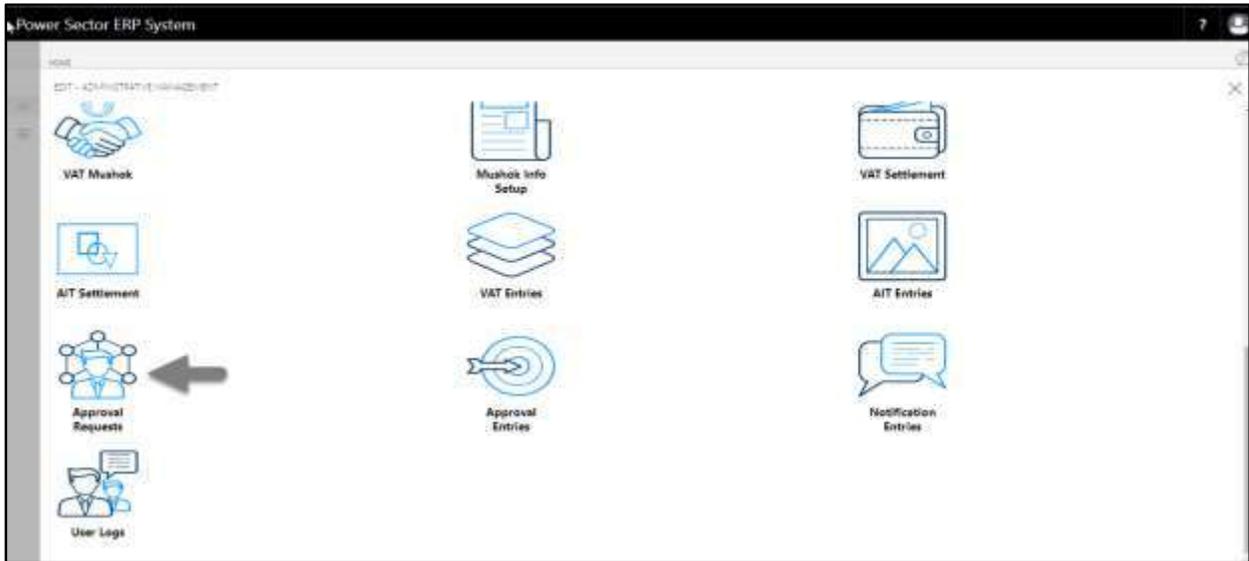
B. Choose the “Admin Management” icon to open the administrative page.



The Following **Admin Management** page will be appeared.



C. Choose the **“Approval Request”** icon to process initiated approval requests.



The following **Approval Request** page will be appeared.



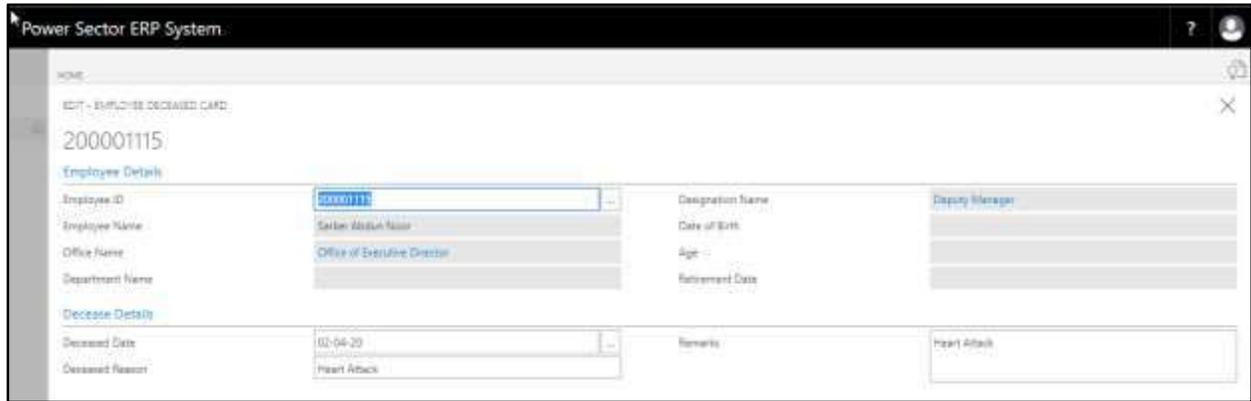
D. Select the initiated Deceased process and choose the **“Open Record”** icon.



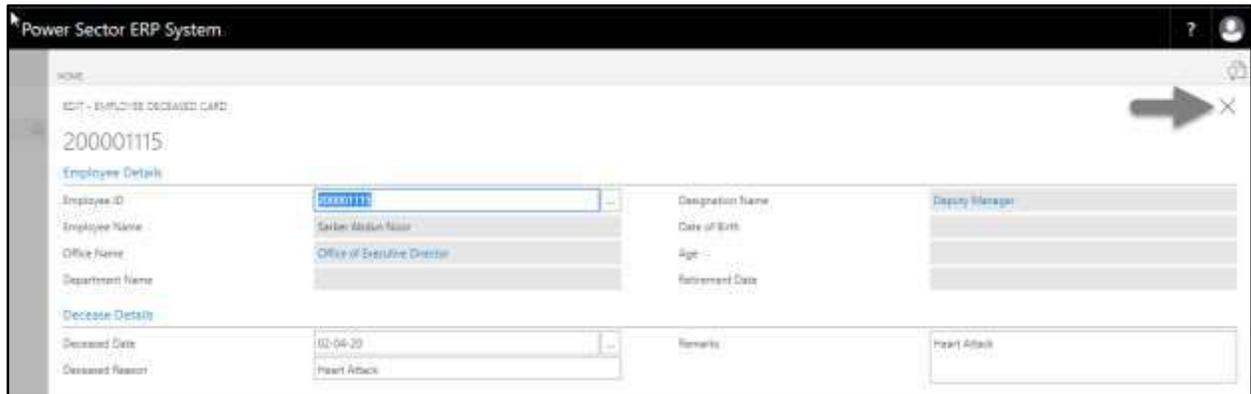
TIPS

You can choose employee by selecting the line.

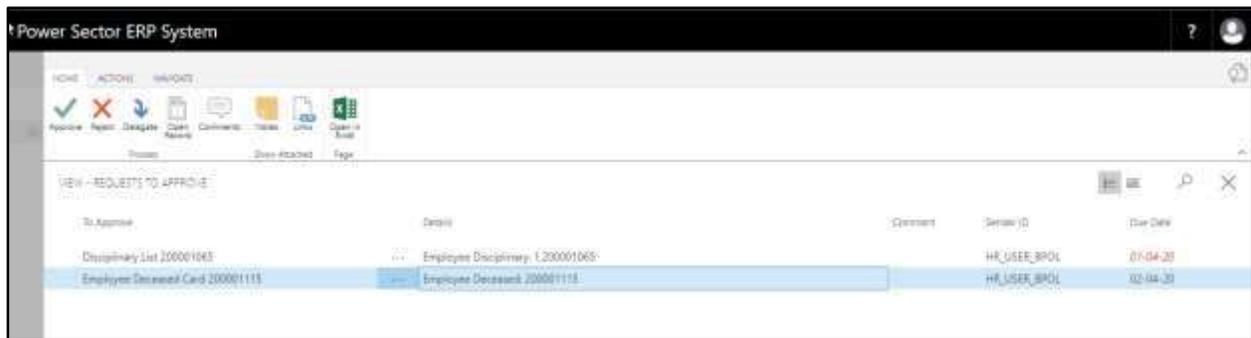
Detailed Employee Deceased page will be appeared.



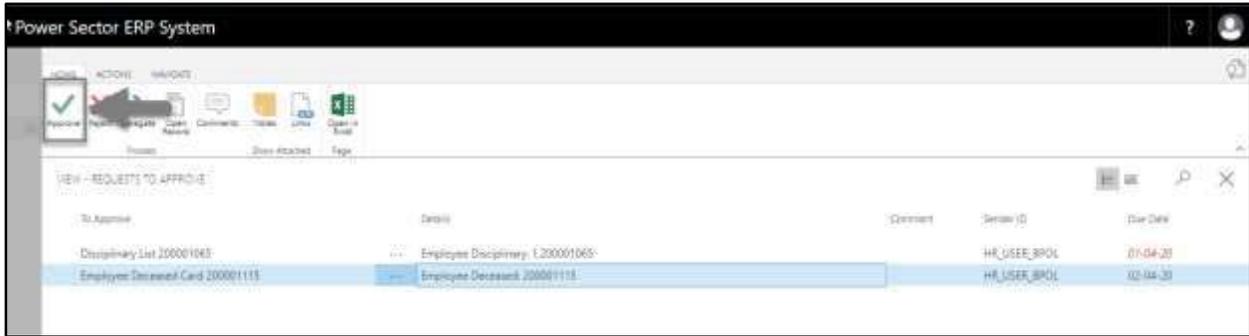
E. Select the  icon to back to the previous page.



The following **Request to Approve** page will appear.



- F. Select Initiated deceased process and Choose the **“Approve”** icon to approve the initiated deceased process or select **“Reject”** (besides “Approve”) to reject.



TIPS
You can choose initiated deceased records, by selecting the line.

The following Pop up will be appeared.



- G. Choose the **“OK”** icon to save and close.



IMPORTANT
After approve an initiated deceased process, you cannot delete or modify it.

HR-614 How to: Renew Employee Contract

Introduction

This process demonstrates how to initiate and approve individual/multiple employees contract renewal.

The contract renew process of an individual/multiple employees is divided into 2 phases -

1. Initiate Contract Renew
2. Approve the Contract renew process.

Roles

- Module User
- Module Admin

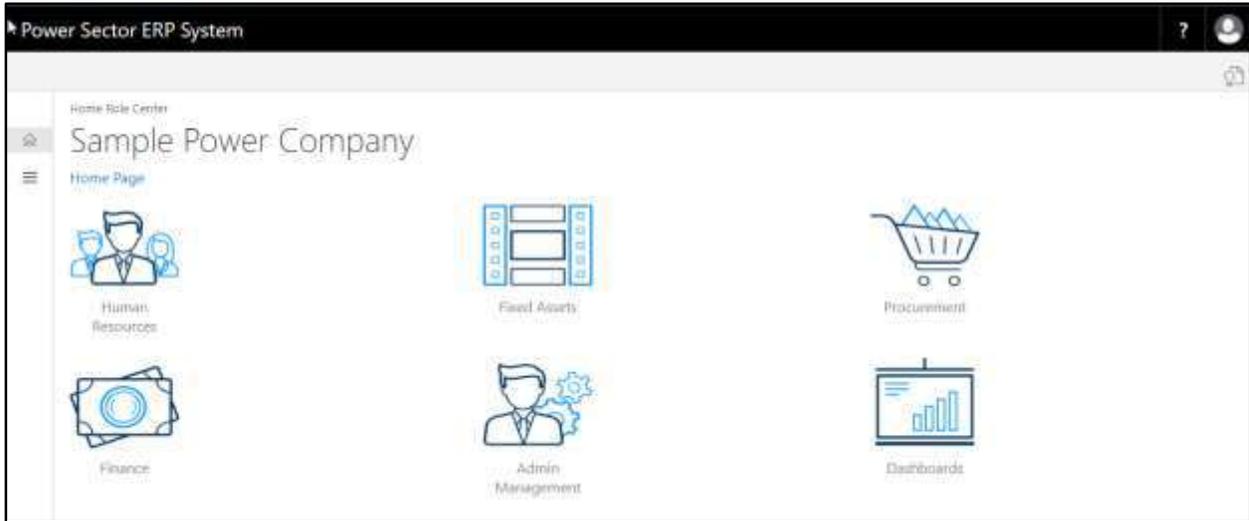
Prerequisite

- Employee Joining Date

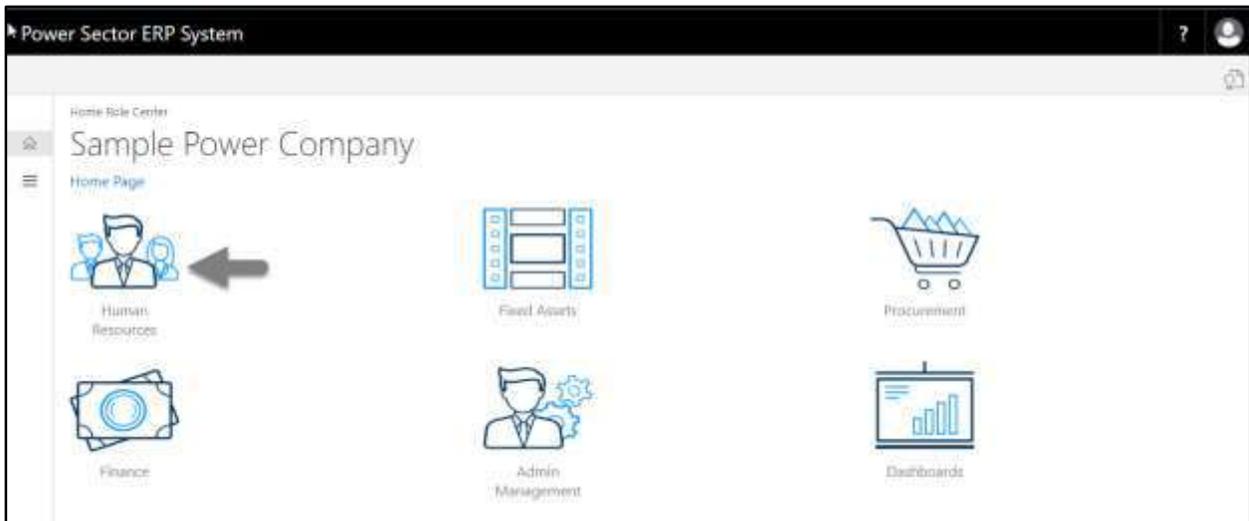
HR-614.1 Initiate Contract Renew by Module User

To initiate employee contract renew, follow the steps described below.

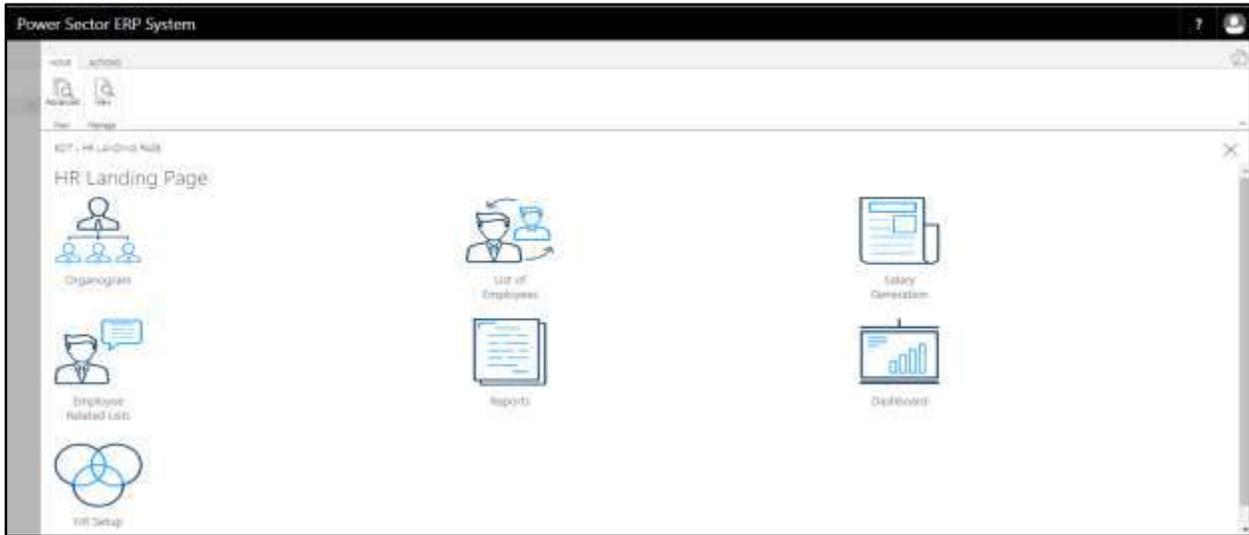
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the **“Human Resources”** icon.



HR Landing Page will be appeared as below

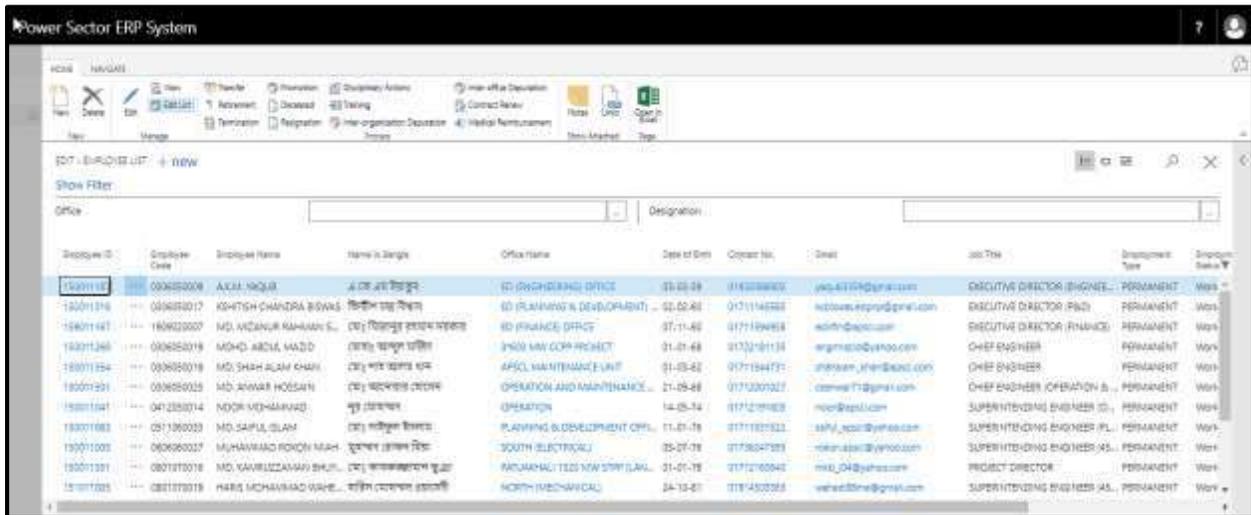


C. Choose the "List of Employee" in HR Landing Page.



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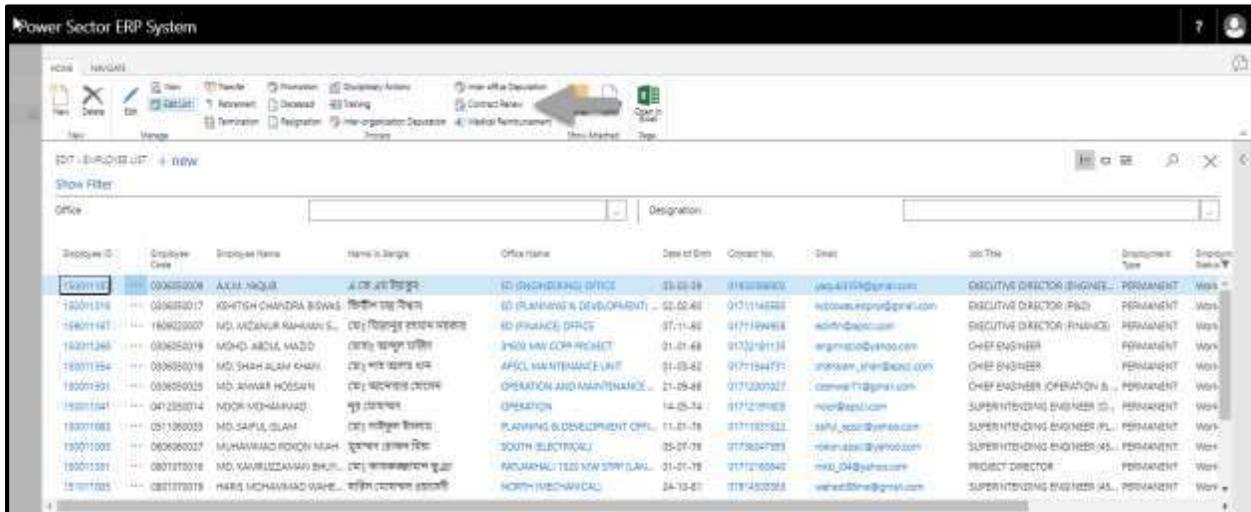
The following list of employee page will appear.



The screenshot displays the 'EMPLOYEE LIST' page in the Power Sector ERP System. The table lists various employees with their details, including Employee ID, Employee Code, Employee Name, Name in Bengali, Office Name, Date of Birth, Contact No., Email, Job Title, Employment Type, and Employment Status.

Employee ID	Employee Code	Employee Name	Name in Bengali	Office Name	Date of Birth	Contact No.	Email	Job Title	Employment Type	Employment Status
15001131	000650008	AJAM-NAQIB	আজম নাঈকুজ্জামান	ED (REGULATING OFFICE)	05-05-58	0182098803	ajam@psec.com	EXECUTIVE DIRECTOR (ENGINEER)	PERMANENT	Work
150011316	000650017	KSHITISH CHANDRA BHOWM	কিশিষ্ কান্ত বোহম	ED (PLANNING & DEVELOPMENT)	02-02-60	0171146233	ksbhowm@psec.com	EXECUTIVE DIRECTOR (P&D)	PERMANENT	Work
150011467	1606020007	MD. ANJANUR RAHAMAN S.	মেঃ আনজানুর রহমান	ED (FINANCE OFFICE)	07-11-46	0171194958	anjanur@psec.com	EXECUTIVE DIRECTOR (FINANCE)	PERMANENT	Work
150011266	000650019	MOHD. ABDUL MAJID	মোঃ আব্দুল মজিদ	CHIEF ENGR. (M&M)	01-01-48	01732081134	argmajo@psec.com	CHIEF ENGINEER	PERMANENT	Work
150011254	000650018	MD. SHAH ALAM KHAN	মেঃ শাহ আলম খান	AFSC (MAINTENANCE UNIT)	01-03-42	0171544731	shaham_shah@psec.com	CHIEF ENGINEER	PERMANENT	Work
150011291	000650025	MD. ANWAR HOSSAIN	মেঃ আনবার হোসেন	OPERATION AND MAINTENANCE	21-05-48	0173205027	anwar17@gmail.com	CHIEF ENGINEER (OPERATION & M&M)	PERMANENT	Work
150011241	041250014	NOOR MUHAMMAD	নূর মুহাম্মদ	OPERATION	14-05-74	0171209809	noor@psec.com	SUPERINTENDING ENGINEER (O&M)	PERMANENT	Work
150011083	051306003	MO. SAFUL ISLAM	মোঃ সাফুল ইসলাম	PLANNING & DEVELOPMENT OFF.	11-01-78	0171837522	msf_islam@psec.com	SUPERINTENDING ENGINEER (P&D)	PERMANENT	Work
150011003	0606060027	MUHAMMAD ROYON MAH	মুহাম্মদ রয়ান মাহ	SOUTH ELECTRICAL	05-07-78	0173804739	mohammar@psec.com	SUPERINTENDING ENGINEER (S&M)	PERMANENT	Work
150011331	0801010018	MO. YAMRUZZAMAN SHUK	মোঃ যামরুজ্জামান শুক	MCDM (M&M) NEW STAFF (S&M)	01-01-78	0172160845	msk_04@yahoo.com	PROJECT DIRECTOR	PERMANENT	Work
150011025	0821010019	HARI MOHAMMAD WAHE	হারি মোহাম্মদ হোসেন	NORTH (MECHANICAL)	24-12-81	0184520258	harid@psec.com	SUPERINTENDING ENGINEER (S&M)	PERMANENT	Work

D. Choose the “Contract Renew” icon.



The screenshot shows the same 'EMPLOYEE LIST' page as above. In this view, the 'Contract Renew' icon in the top toolbar is highlighted with a yellow mouse cursor, indicating the action to be performed.

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The following Contract Renew page will appear.

Employee ID	Employee Code	Employee Name	Designation Name	Office Name	Contract Expiry Date	Status	Memo	Approval Status
100010001	1308070005	MR. RUBE. IRDHA	DEPUTY MANAGER	MS & ICT		0		Open
100010002	1307123128	UD-ZAL DEBNATH	JUNIOR OPERATOR GRADE-II	SOUTH & NORTH (CHEMICAL SHIFT)		0		Open
100010003	1306120088	EHADIZA SLAM	SENIOR ASSISTANT CLM COMPUTER OPE.	HUMAN RESOURCE MANAGEMENT		0		Open
100010004	13006112007	MR. MATUR RAHMAN	JUNIOR ASSISTANT MANAGER	HUMAN RESOURCE MANAGEMENT		0		Open
100010005	0806060027	MUHAMMAD ROKHON MIAH	SUPERINTENDING ENGINEER	SOUTH (ELECTRICAL)		0		Open
100010006	13006112003	MR. MOCEBUR RAHMAN	SENIOR ASSISTANT	PROCUREMENT		0		Open
100010007	1207120084	MR. LUTFUL KABIR	SENIOR ASSISTANT CLM COMPUTER OPE.	HUMAN RESOURCE MANAGEMENT		0		Open
100010008	0906080004	SHARMINA NAGRIN	SUB-ASSISTANT ENGINEER	UNIT 3, 4 & 5 (OPERATION)		0		Open
100010009	1304080007	A. K. M. TRUFUQUR RAHMAN	DEPUTY MANAGER	SECURITY & DISCIPLINE		0		Open
100010010	0810070033	MR. FAZLE HASAN SIDDIQUE	EXECUTIVE ENGINEER	SOUTH (SHIFT)		0		Open
100010011	13006112162	FRAN KUNAMI SARDER	JUNIOR FOREMAN (ELECTRICAL)	225 MW (ELECTRICAL)		0		Open
100010012	13006112047	MR. ABUL KASHEM AHMAD	WORK ASSISTANT	UNIT 3, 4 & 5 (OPERATION)		0		Open
100010013	0803070032	MUHAMMAD MEZANUR RAHMAN	SUPERINTENDING ENGINEER	APSC MAINTENANCE UNIT		0		Open
100010014	1410070108	MR. SARAFUL ZAID	SUB-DIVISIONAL ENGINEER	SOUTH E & C		0		Open
100010015	0803070043	MOSAMMAT RINA	SENIOR TEACHER	SCHOOL		0		Open

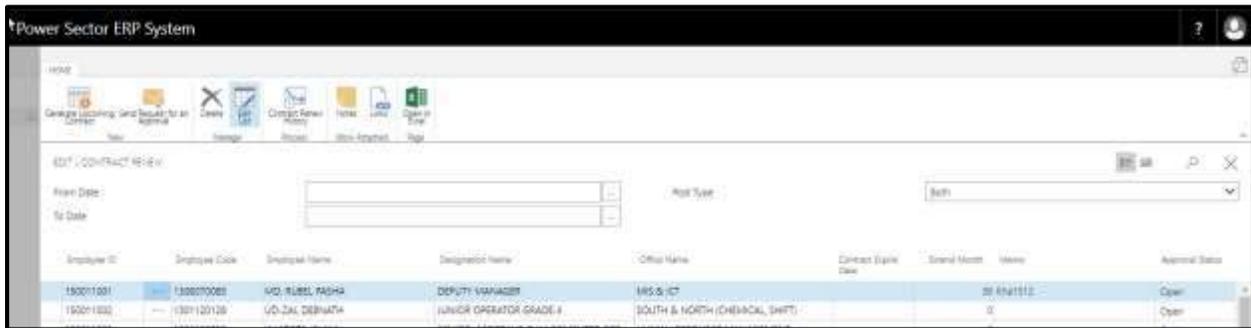
E. Choose an Employee and provide information below.

- Provide **"Extended month"**.
 - Extended month** – 36 Months.
- Provide **"Memo"**.
 - Memo** – KHA1512

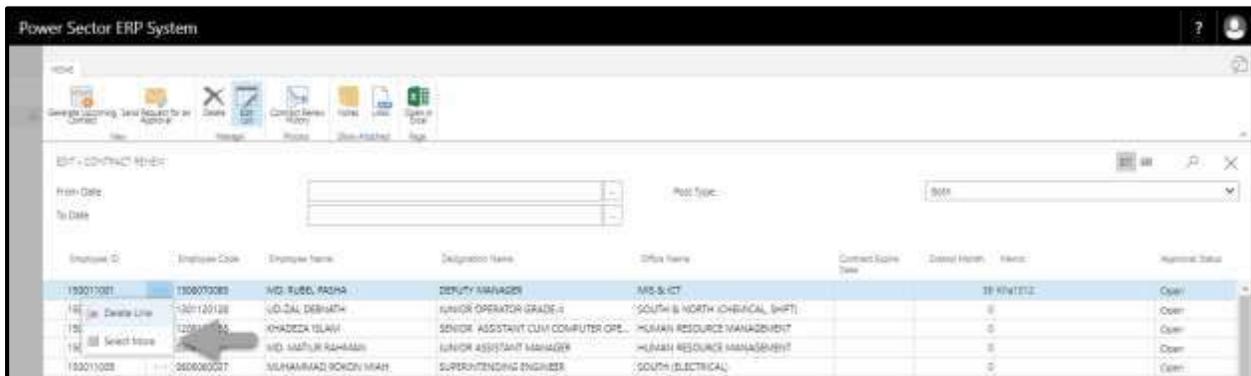
Employee ID	Employee Code	Employee Name	Designation Name	Office Name	Contract Expiry Date	Status	Memo	Approval Status
100010001	1308070005	MR. RUBE. IRDHA	DEPUTY MANAGER	MS & ICT		0		Open
100010002	1307123128	UD-ZAL DEBNATH	JUNIOR OPERATOR GRADE-II	SOUTH & NORTH (CHEMICAL SHIFT)		0		Open
100010003	1306120088	EHADIZA SLAM	SENIOR ASSISTANT CLM COMPUTER OPE.	HUMAN RESOURCE MANAGEMENT		0		Open
100010004	13006112007	MR. MATUR RAHMAN	JUNIOR ASSISTANT MANAGER	HUMAN RESOURCE MANAGEMENT		0		Open
100010005	0806060027	MUHAMMAD ROKHON MIAH	SUPERINTENDING ENGINEER	SOUTH (ELECTRICAL)		0		Open
100010006	13006112003	MR. MOCEBUR RAHMAN	SENIOR ASSISTANT	PROCUREMENT		0		Open
100010007	1207120084	MR. LUTFUL KABIR	SENIOR ASSISTANT CLM COMPUTER OPE.	HUMAN RESOURCE MANAGEMENT		0		Open
100010008	0906080004	SHARMINA NAGRIN	SUB-ASSISTANT ENGINEER	UNIT 3, 4 & 5 (OPERATION)		0		Open
100010009	1304080007	A. K. M. TRUFUQUR RAHMAN	DEPUTY MANAGER	SECURITY & DISCIPLINE		0		Open
100010010	0810070033	MR. FAZLE HASAN SIDDIQUE	EXECUTIVE ENGINEER	SOUTH (SHIFT)		0		Open
100010011	13006112162	FRAN KUNAMI SARDER	JUNIOR FOREMAN (ELECTRICAL)	225 MW (ELECTRICAL)		0		Open
100010012	13006112047	MR. ABUL KASHEM AHMAD	WORK ASSISTANT	UNIT 3, 4 & 5 (OPERATION)		0		Open
100010013	0803070032	MUHAMMAD MEZANUR RAHMAN	SUPERINTENDING ENGINEER	APSC MAINTENANCE UNIT		0		Open
100010014	1410070108	MR. SARAFUL ZAID	SUB-DIVISIONAL ENGINEER	SOUTH E & C		0		Open
100010015	0803070043	MOSAMMAT RINA	SENIOR TEACHER	SCHOOL		0		Open

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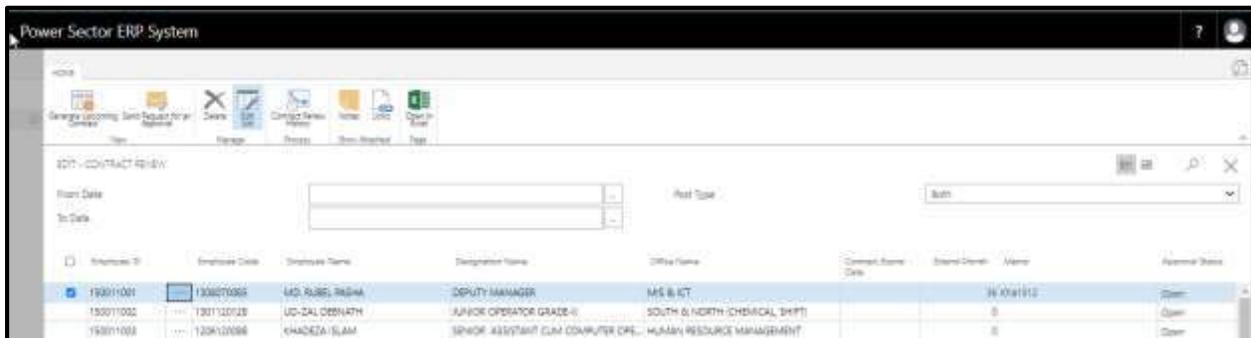
The screen will be look like below.



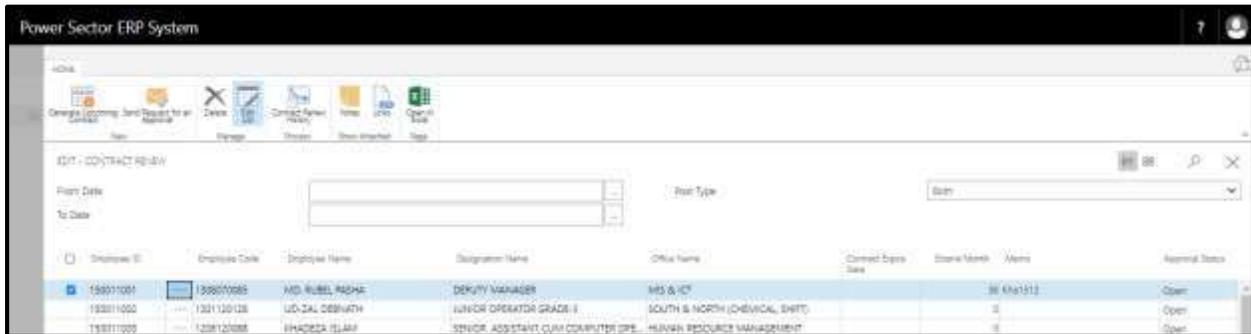
F. Select the **...** dropdown and choose the **"Select More"**.



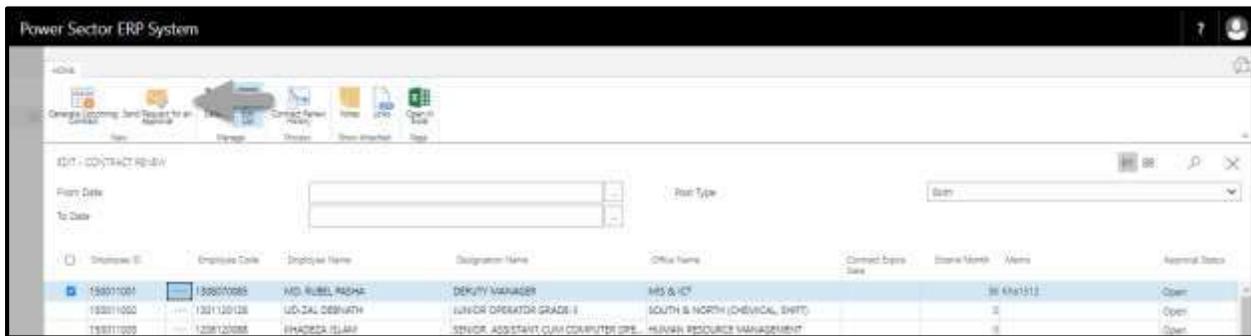
The screen will be look like below.



G. Check the box as described below.



H. Choose the "Send Request for an approval" icon.



The following pop up will be appeared.



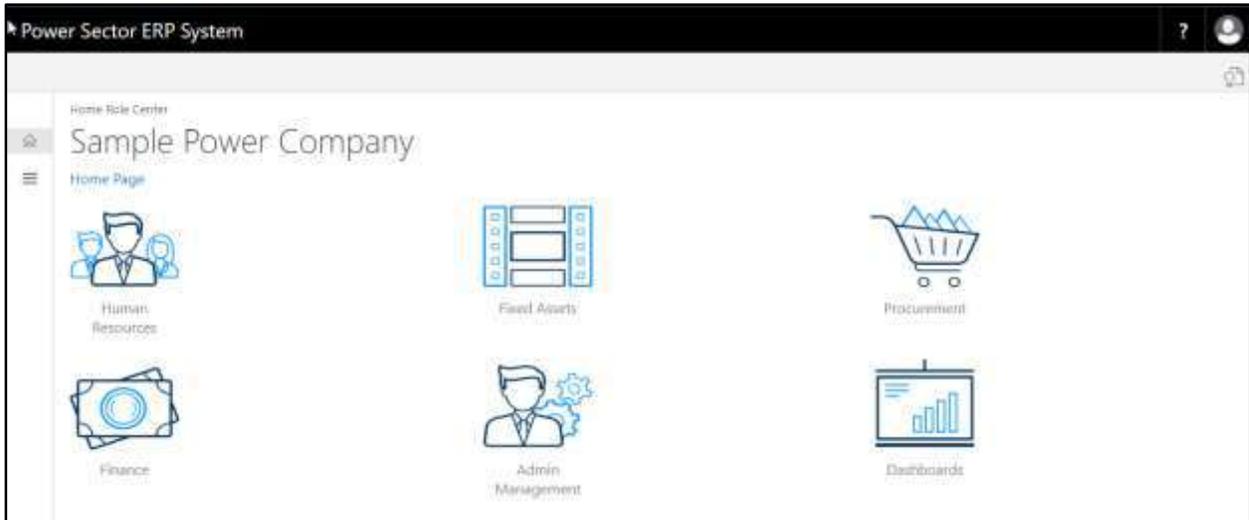
I. Choose the "Ok" button.



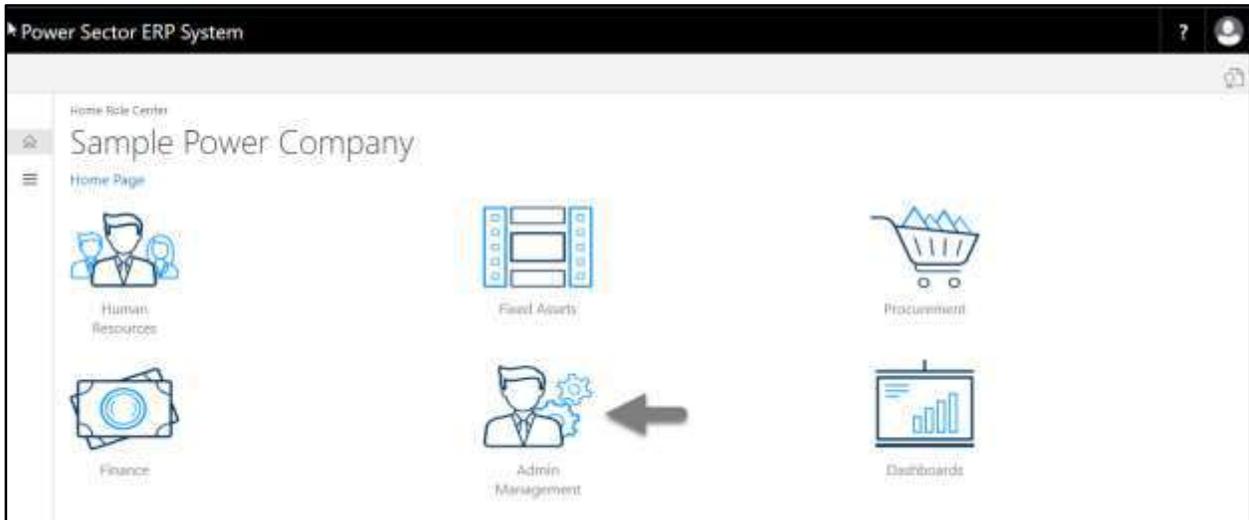
HR-614.2 Approve or Reject initiated Contract Renew by HR Admin

To approve or Reject an initiated contract renewal process, follow the steps described below.

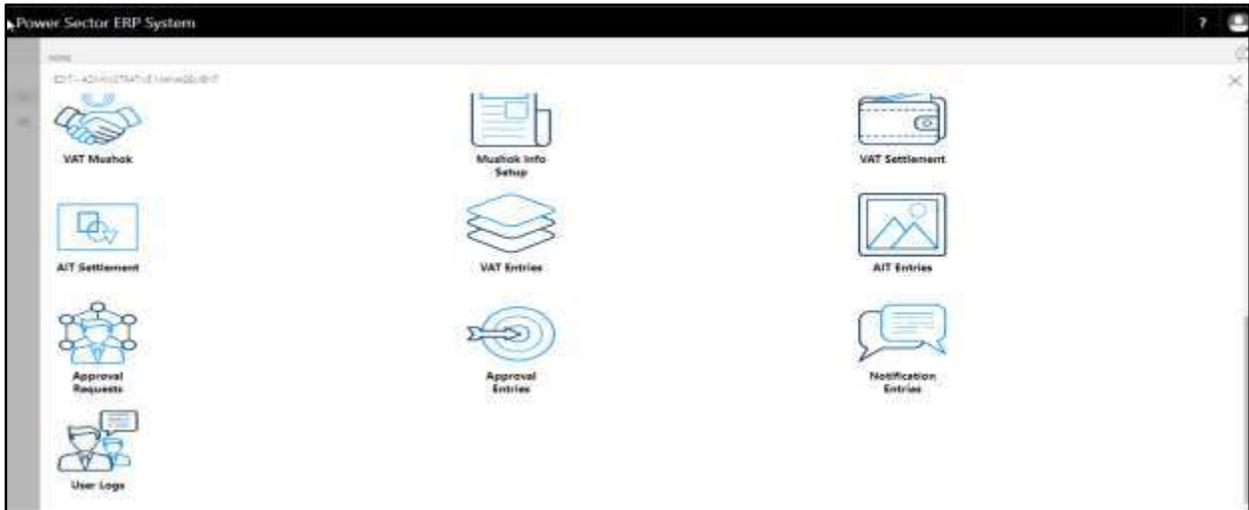
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



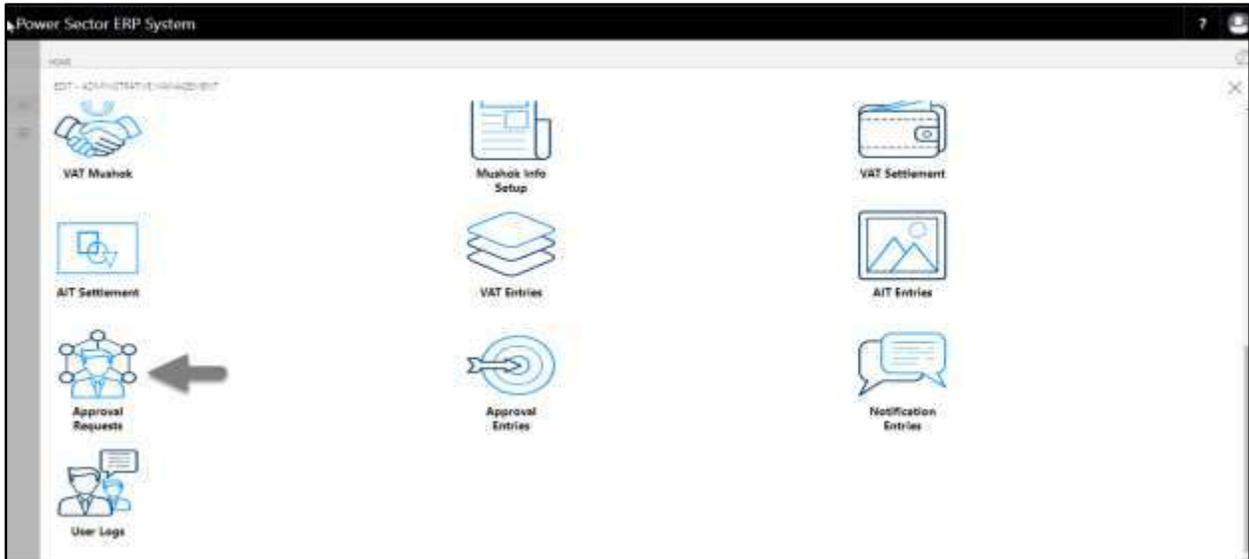
- B. Choose the **"Admin Management"** icon to open the administrative page.



The Following Admin Management page will appear as below.



C. Choose the “**Approval Request**” icon to process initiated approval requests.



The following Approval Request page will appear as below.



D. Select the initiated action and choose the **“Approve”** icon.



The following pop up will appear.



E. Choose the **“Approve”** icon to approve the initiated action or select **“Reject”** (besides “Approve”) to reject.



HR-615 How to: Medical Reimbursement

Introduction

This process demonstrates how to generate and perform medical reimbursement process for an employee.

The Medical Reimbursement process of an individual employee or multiple employees is divided into 3 phases -

3. Generate Medical Reimbursement by Module Admin.
4. Initiate Medical Reimbursement process.
5. Approve Medical Reimbursement process.

Roles

- Module User
- Module Admin

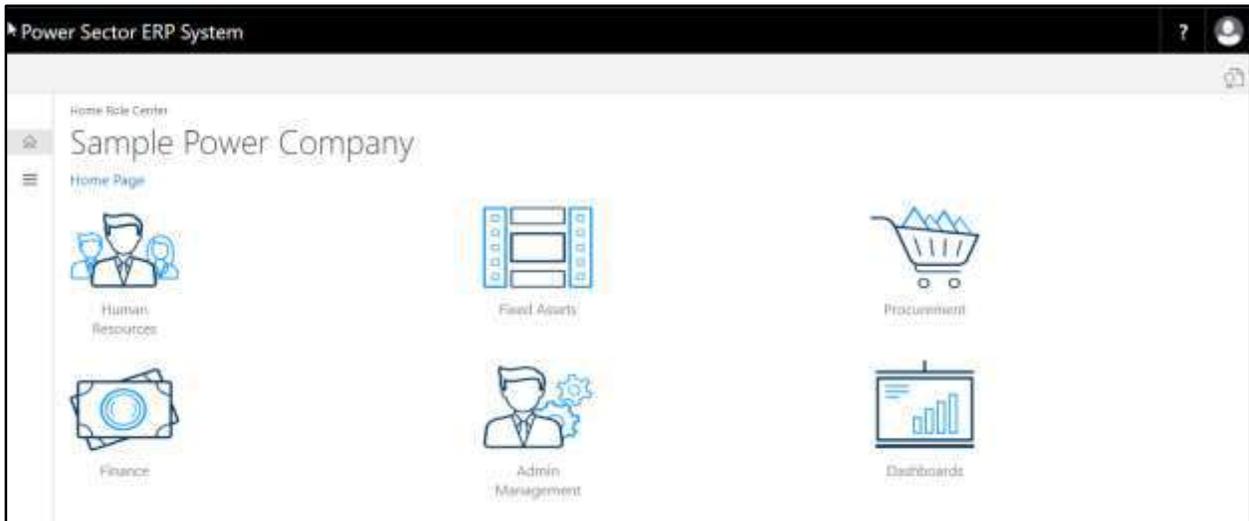
Prerequisite

- Pay Grade Setup

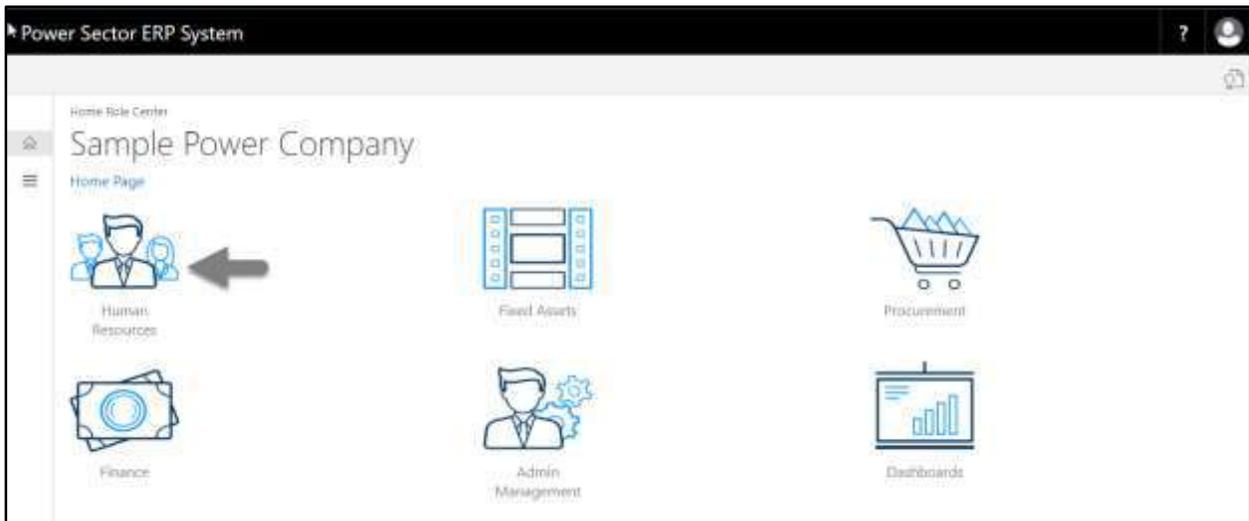
HR-615.1 Generate Medical Reimbursement By Module Admin

To generate medical reimbursement, follow the steps described below.

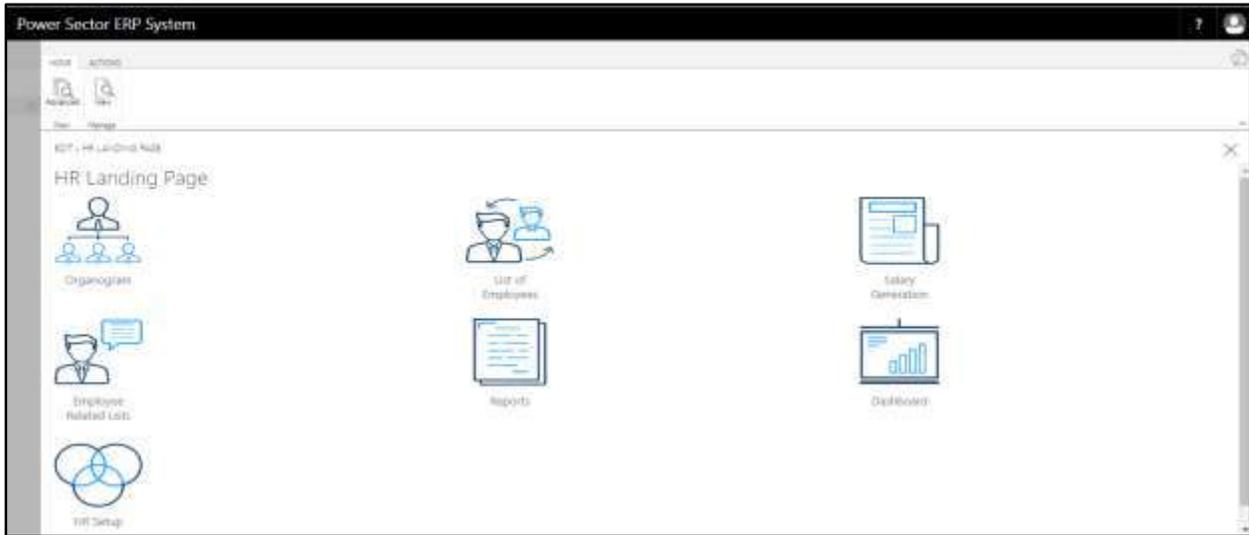
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



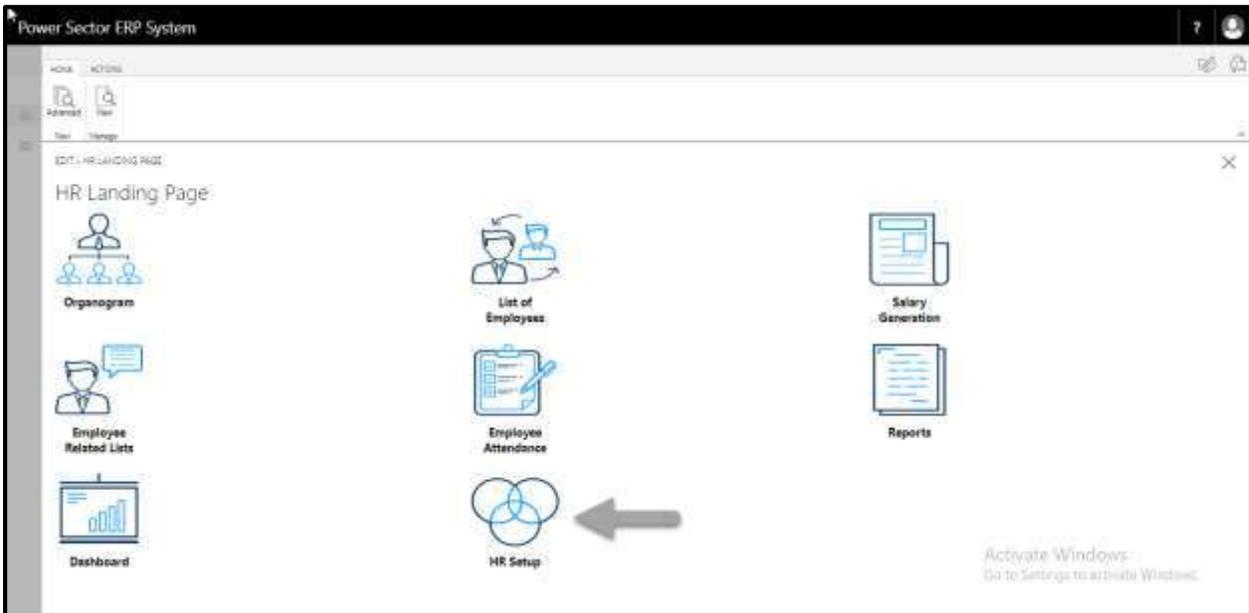
- B. Choose the **“Human Resources”** icon.



HR Landing Page will be appeared as below



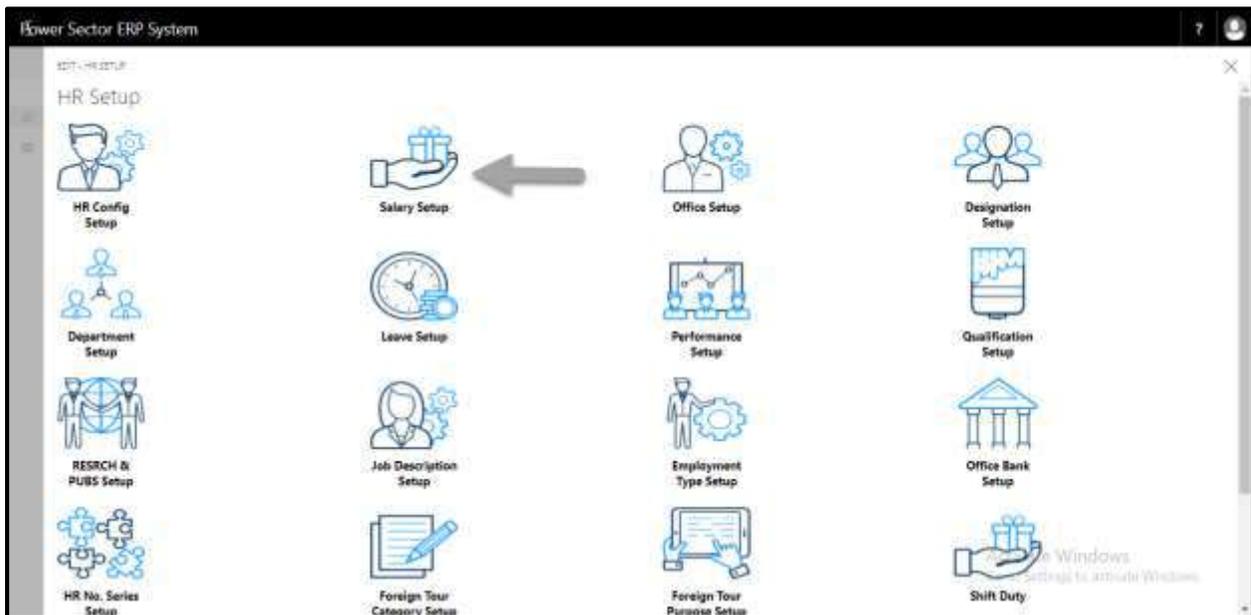
C. Choose the "HR Setup" in HR Landing Page.



The following HR Setup page will appear.



D. Choose the “Salary Setup” icon.



The following Salary setup page will be appeared as below.

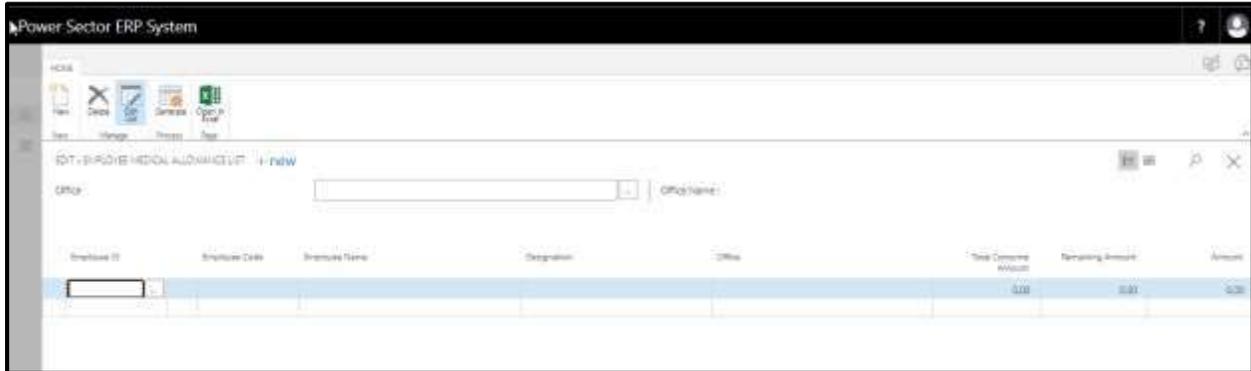


E. Choose the “**Medical Allowance**” icon.

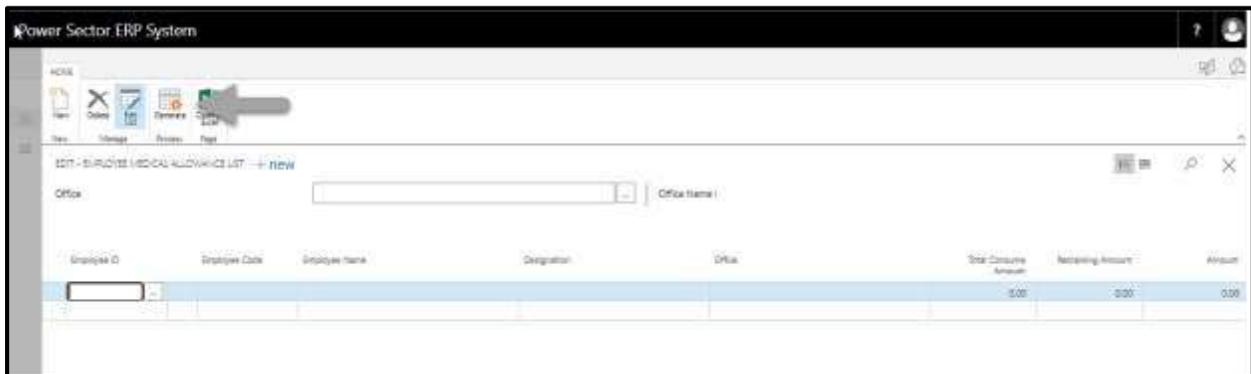


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The following Medical Allowance page will be appeared.



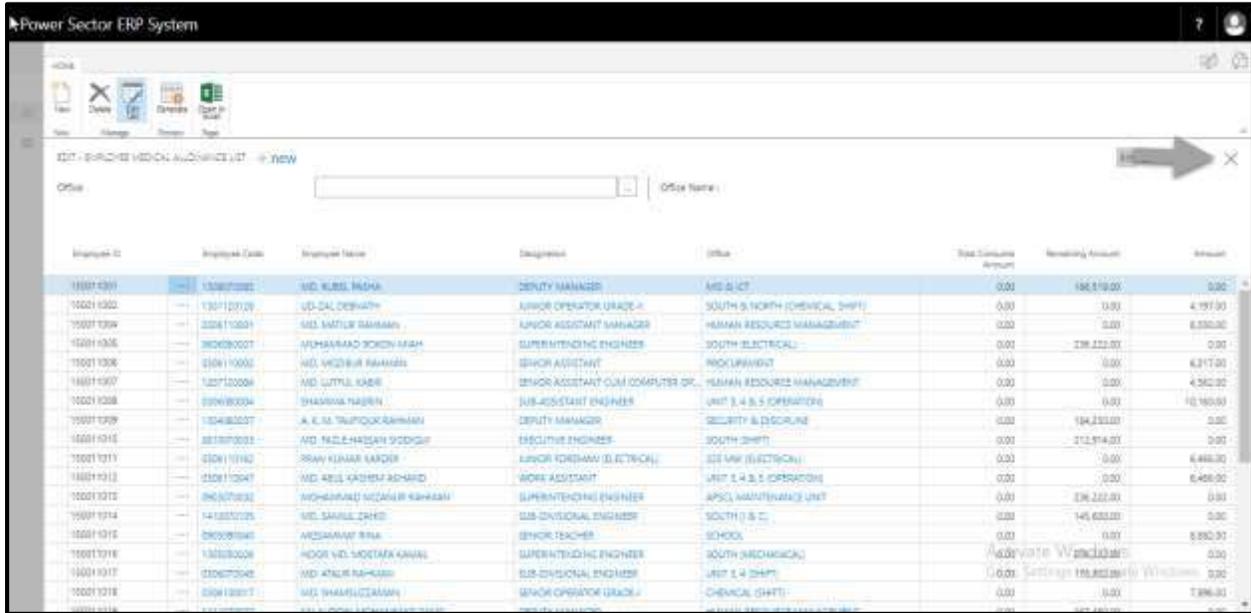
F. Choose **“Generate”** button to generate medical reimbursement.



The following screen will appear.

Employee ID	Employee Code	Employee Name	Designation	Office	Total Consumed Amount	Remaining Amount	Amount
150011901	1300020001	MD. ALIB. PASHA	DEPUTY MANAGER	MIS & ICT	0.00	180276.00	0.00
150011902	1301120128	MD. DAL USMAN	SUPER OPERATOR GRADE-II	SOUTH & NORTH (CHEMICAL SHIFT)	0.00	0.00	4,197.00
150011904	030913001	MD. MOSTAFI SAHABU	JUNIOR ASSISTANT MANAGER	HUMAN RESOURCE MANAGEMENT	0.00	0.00	6,890.00
150011909	0406080027	MUNIRUDDIN ROHON UMAR	SUPERINTENDING ENGINEER	SOUTH (ELECTRICAL)	0.00	236,222.00	0.00
150011906	0308130008	MD. NIZZAR RAHMAN	SENIOR ASSISTANT	PROCUREMENT	0.00	0.00	6,217.00
150011907	1207120084	MD. LUTFUL KABIR	SENIOR ASSISTANT CUM COMPUTER OP.	HUMAN RESOURCE MANAGEMENT	0.00	0.00	4,982.00
150011908	0306090054	SHAMMA NAGRIH	SUB ASSISTANT ENGINEER	UNIT 3, 4 & 5 (OPERATION)	0.00	0.00	10,160.00
150011909	1304060037	A. K. M. TALHAUQUR RAHMAN	DEPUTY MANAGER	SECURITY & DISCIPLINE	0.00	184,293.00	0.00
150011910	0810020033	MD. FAZLE HASSAN DODDUL	DISCRETE ENGINEER	SOUTH (SHIFT)	0.00	232,914.00	0.00
150011911	0309130162	PRAN KUMAR SAHOO	JUNIOR FOREMAN (ELECTRICAL)	EST AND ELECTRICAL	0.00	0.00	6,446.00

G. Choose  button to save and close.

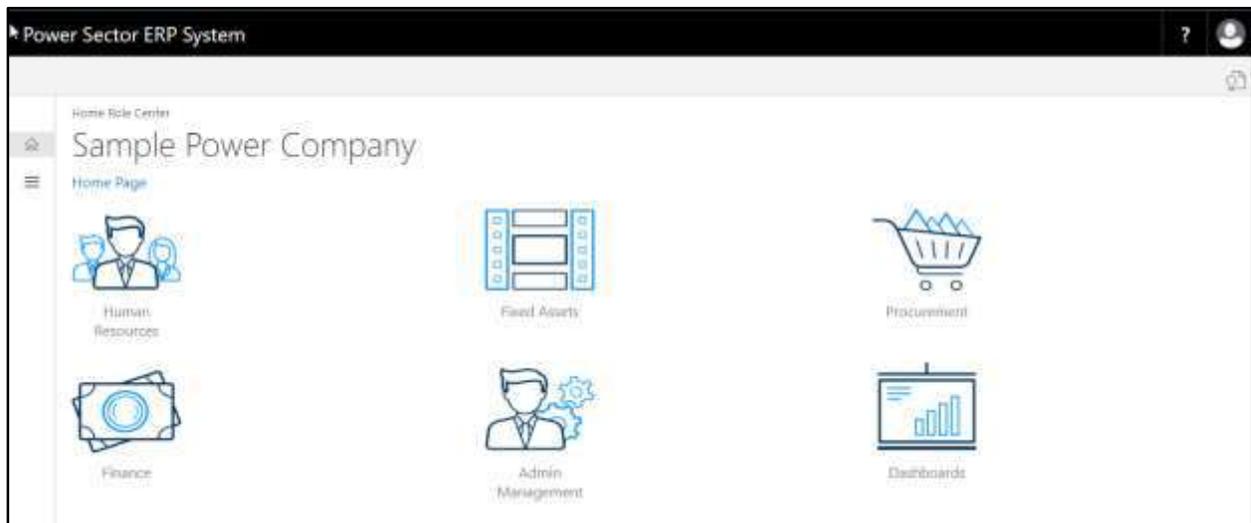


Employee ID	Employee Code	Employee Name	Designation	Office	Total Consumed Amount	Remaining Amount	Amount
10001001	13001001	MR. KUNAL KUMAR	DEPUTY MANAGER	MS & ICT	0.00	186,519.00	0.00
10001002	13011010	UD-DAL DEBNATH	JUNIOR OPERATOR GRADE-I	SOUTH S NORTH (CHEMICAL SHIFT)	0.00	0.00	4,197.00
10001004	000810001	MRS. MITULI SAHMAN	JUNIOR ASSISTANT MANAGER	HUMAN RESOURCE MANAGEMENT	0.00	0.00	6,000.00
10001005	000800001	MUHAMMAD BOKHI KHAN	SUPERINTENDING ENGINEER	SOUTH ELECTRICAL	0.00	139,272.00	0.00
10001006	010110001	MR. VIKRANT KUMAR	SENIOR ASSISTANT	ROCKFORD	0.00	0.00	6,217.00
10001007	120710004	MR. LUTFUL KABIR	SENIOR ASSISTANT CUM COMPUTER DR.	HUMAN RESOURCE MANAGEMENT	0.00	0.00	4,362.00
10001008	000800004	SHAMVAI KUMAR	JUNIOR ASSISTANT ENGINEER	UNIT 3, 4 & 5 OPERATION	0.00	0.00	10,160.00
10001009	000800007	A. K. S. TALPOOKA KHAN	DEPUTY MANAGER	SECURITY & DISCIPLINE	0.00	194,233.00	0.00
10001010	000800002	MR. RAJESH KUMAR SINGH	EXECUTIVE ENGINEER	SOUTH SHIFT	0.00	112,974.00	0.00
10001011	010110101	MR. KUNAL KUMAR	JUNIOR OPERATOR (ELECTRON)	SEMI (ELECTRON)	0.00	0.00	6,466.00
10001012	010110047	MR. RAJESH KUMAR	SENIOR ASSISTANT	UNIT 1, 4, 5 OPERATION	0.00	0.00	6,466.00
10001013	000800003	MOHAMMAD NADIM KHAN	SUPERINTENDING ENGINEER	APSC MAINTENANCE UNIT	0.00	136,222.00	0.00
10001014	141001005	MR. SAJJAD KHAN	SUB-DIVISIONAL ENGINEER	SOUTH (S & C)	0.00	145,633.00	0.00
10001015	000800005	MOHAMMAD RANA	SENIOR TEACHER	SCHOOL	0.00	0.00	8,892.00
10001016	130010009	MR. V. S. MOHANTH KUMAR	SUPERINTENDING ENGINEER	SOUTH (MEDICAL)	0.00	186,519.00	0.00
10001017	000800006	MR. ATUL KUMAR	SUB-DIVISIONAL ENGINEER	UNIT 1, 4 SHIFT	0.00	186,519.00	0.00
10001018	000800007	MR. SHAMSHAD KHAN	SENIOR OPERATOR GRADE-I	CHEMICAL (SHIFT)	0.00	0.00	1,996.00

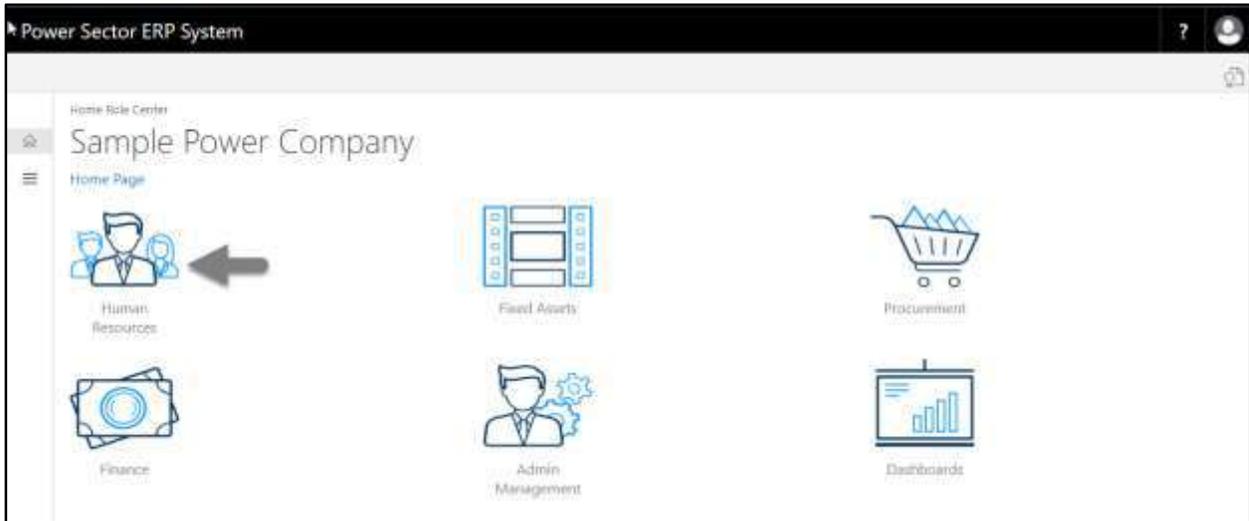
HR-615.2 Initiate Medical Reimbursement by HR User

To Initiate a Medical Reimbursement process, follow the steps described below.

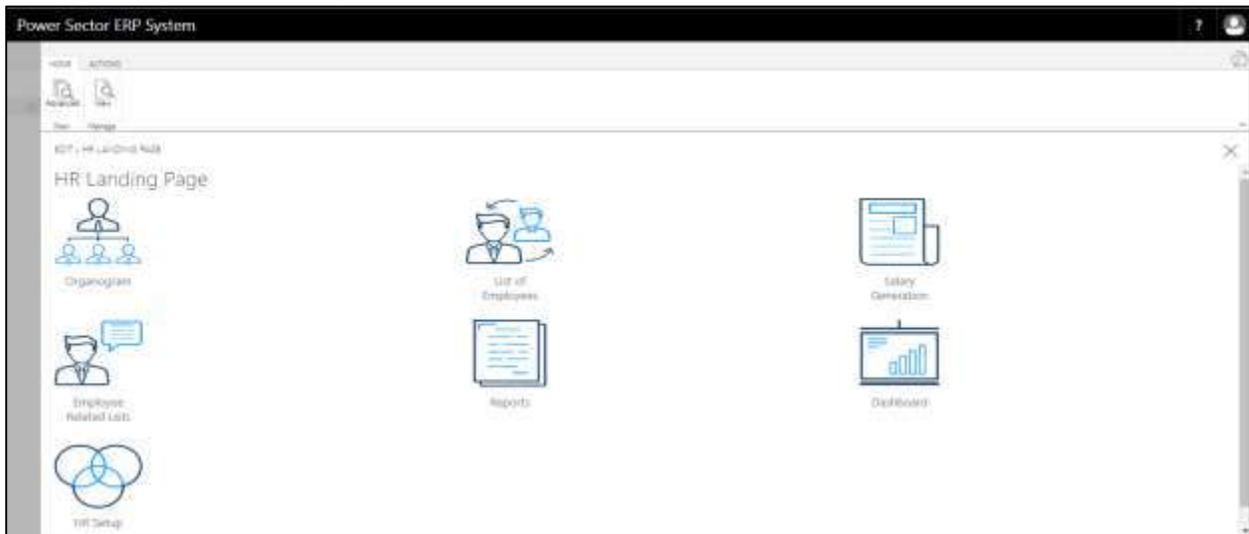
A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



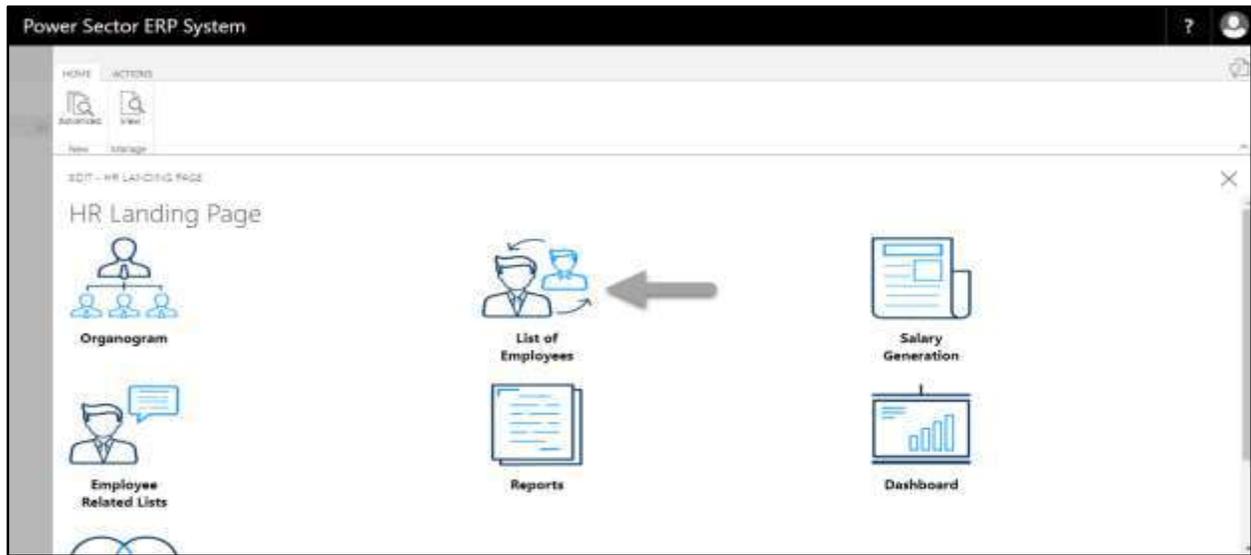
B. Choose the "Human Resources" icon.



HR Landing Page will be appeared as below



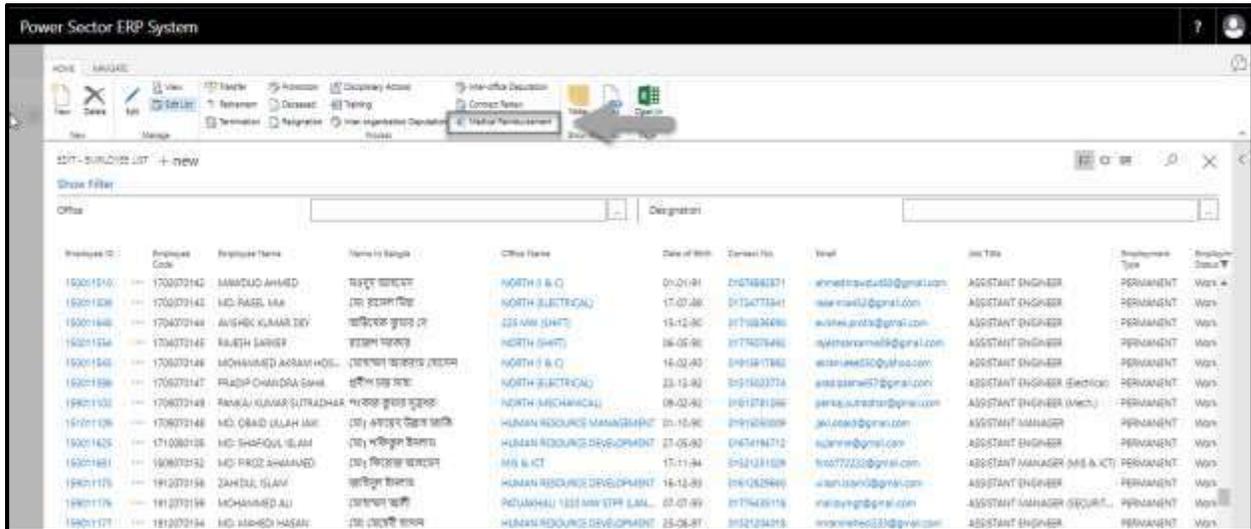
C. Choose the “List of Employees” in HR Landing Page.



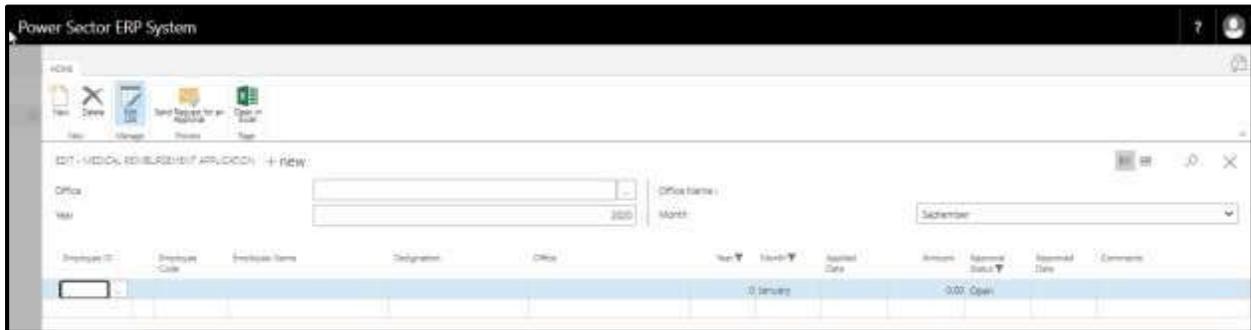
The following Employee List page will be appeared as below.

Employee ID	Employee Code	Employee Name	Name in Bangla	Office Name	Date of Birth	Contact No.	Email	Job Title	Employment Type	Employee Status
15001810	1700070140	AAFIQUO AHMED	আফিকু আহমেদ	NORTH (B & C)	07-01-91	0167883371	afiqahmed09@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work
15001808	1700070140	MD. RAJUL HAQ	মুজিবুল হক	NORTH (ELECTRICAL)	17-07-98	0170477047	rajuhaq42@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work
15001840	1704070144	AVSHIKI SUMAR DEY	অবশিকি সুমার দে	225 SWA (SHFT)	15-12-90	0173830080	avshikidey@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work
15001854	1704070140	RAJESH SARKER	রাজেশ সার্কর	NORTH (SHIFT)	06-05-90	0173807640	rajsharker09@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work
15001840	1508070146	MCHAMRUD AKRAM HOS.	মোহাম্মদ আমরুদ (হোসেন)	NORTH (B & C)	18-02-99	0191587780	amam02@yahoo.com	ASSISTANT ENGINEER	PERMANENT	Work
15001838	1700070147	PRADIP CHANDRA SAHA	প্রদীপ চন্দ্র সাহা	NORTH (ELECTRICAL)	22-12-90	0191500774	pradip0457@gmail.com	ASSISTANT ENGINEER (Electric)	PERMANENT	Work
15001802	1708070149	PANJAJ KUNJAR SUTRADHAR	পানজা কুন্জা সুত্রধর	NORTH (MECHANICAL)	09-05-92	01913791286	panjajsutradhar@gmail.com	ASSISTANT ENGINEER (Mech)	PERMANENT	Work
15101108	1708070140	MD. OBAID ULLAH AHM	মে. ওবাইদুল্লাহ আহমি	HUMAN RESOURCE MANAGEMENT	01-10-90	0191000000	obaid04@gmail.com	ASSISTANT MANAGER	PERMANENT	Work
15001803	1710801100	MD. SHAFIQUL ISLAM	মে. শফিকুল ইসলাম	HUMAN RESOURCE DEVELOPMENT	27-06-90	0045984712	shafiq04@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work
15001861	1506070150	MD. PROZ AHAMMED	মে. প্রিজাহ আহমেদ	MS & ICT	17-11-94	0191231009	proz7222@gmail.com	ASSISTANT MANAGER (MS & ICT)	PERMANENT	Work
15001175	1812070138	ZAHEDUL ISLAM	জাহিদুল ইসলাম	HUMAN RESOURCE DEVELOPMENT	16-12-93	01613829660	zahnul0@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work
15001176	1812070139	MOHAMMED ALI	মোহাম্মদ আলী	INDUSTRY 1333 SWA STR. S.M.L.	07-07-99	0179430116	malium0@gmail.com	ASSISTANT MANAGER (EQUIP.)	PERMANENT	Work
15001177	1812070134	MD. MAHEDI HAQAN	মে. মোহেদি হাফেজ	HUMAN RESOURCE DEVELOPMENT	28-08-97	0191234016	mahedi0214@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work

D. Choose the **“Medical Reimbursement”** icon on the Employee List page, as indicated in figure below.

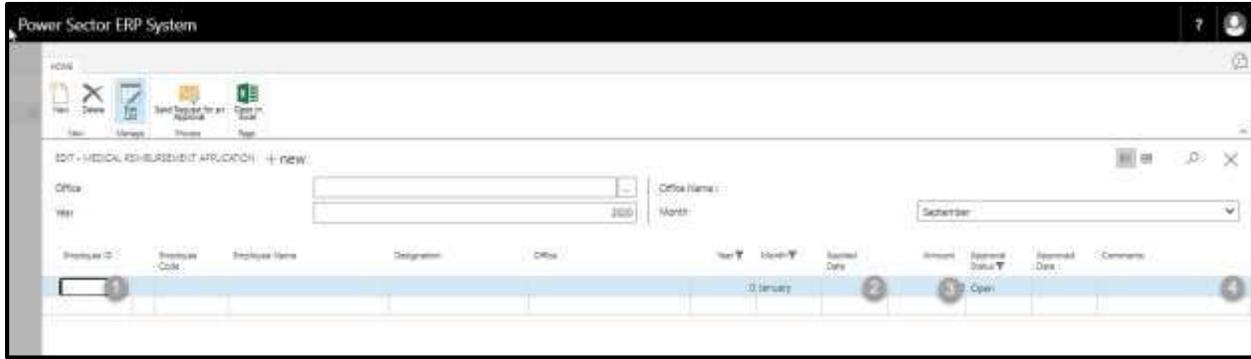


The Following Medical Reimbursement page will appear.

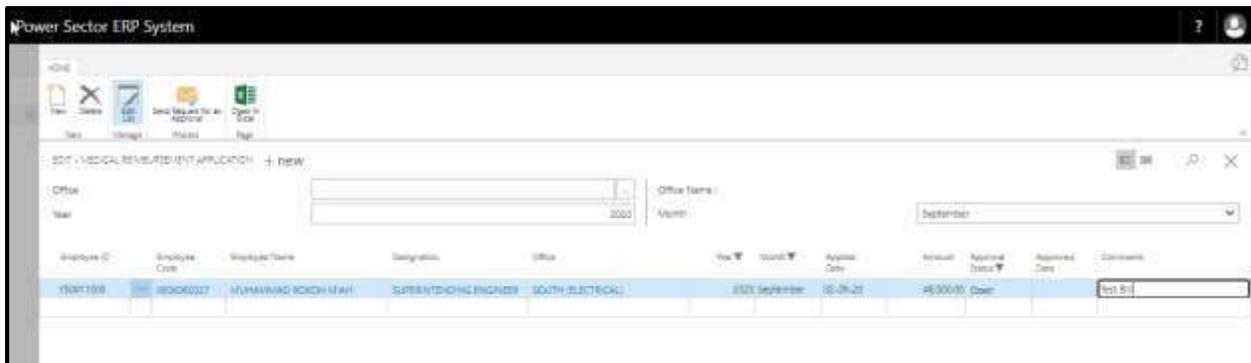


E. Provide information below to proceed.

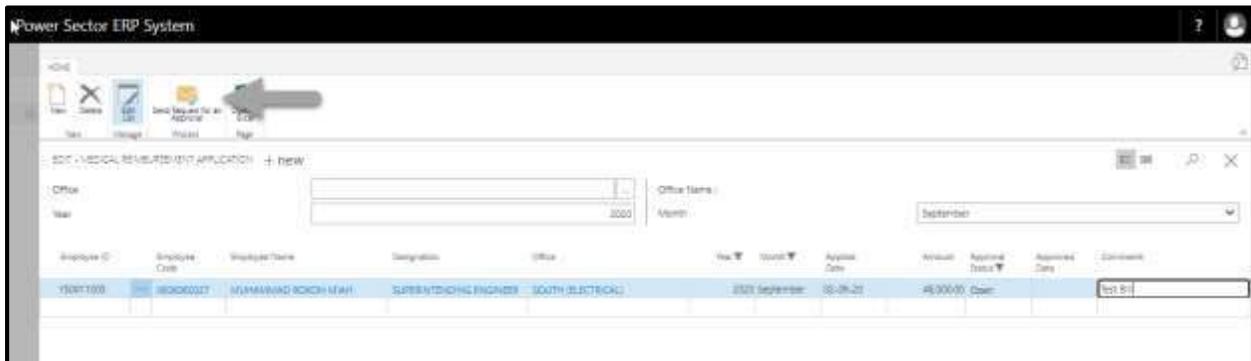
1. Choose **“Employee Id”** form dropdown menu.
 - **Employee Id: 150011005**
2. Choose **“Applied Date”** from calendar dropdown.
 - **Applied Date: 02-09-20**
3. Provide **“Amount”**.
 - **Amount: 26000**
4. Provide **“Comments”** if any.
 - **“Comments”: Test Bill**



The screen will be look like below



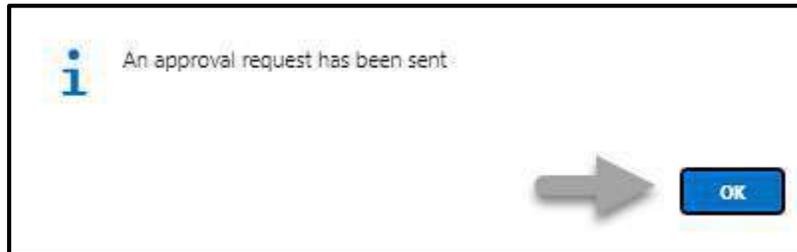
F. Choose "Send Request for an approval".



Following screen will be appeared.



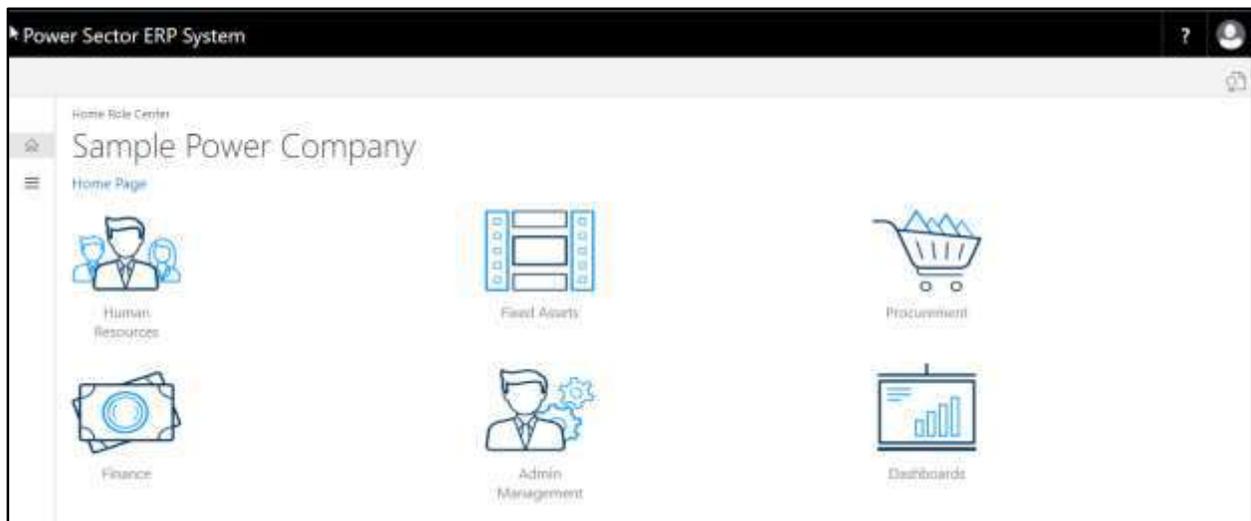
G. Choose "Ok".



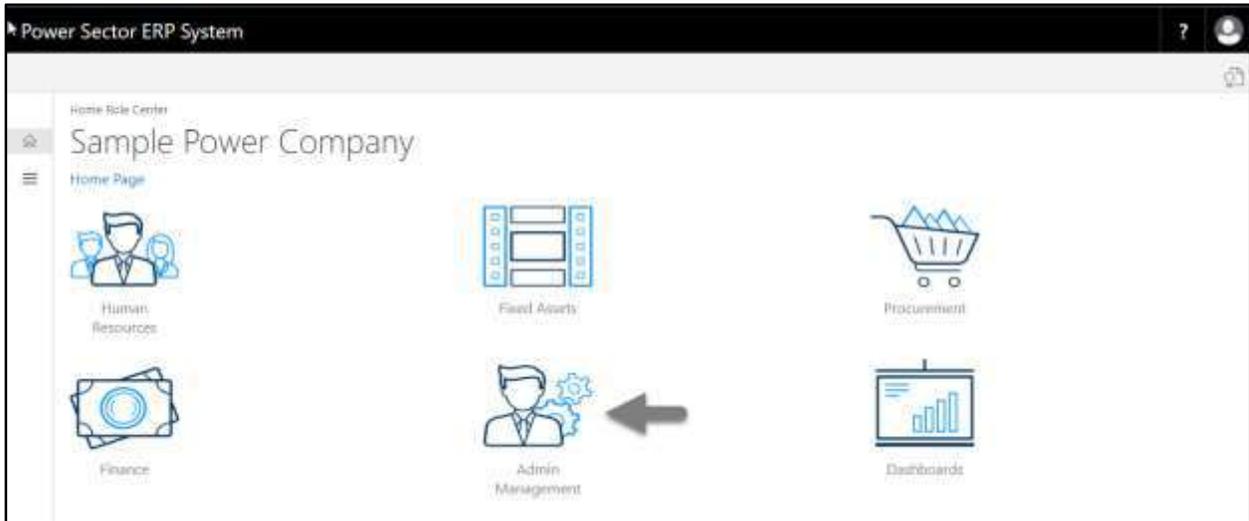
HR-615.3 Approve or Reject an initiated Medical Entry by HR Admin

To approve or Reject an initiated medical reimbursement, follow the steps described below.

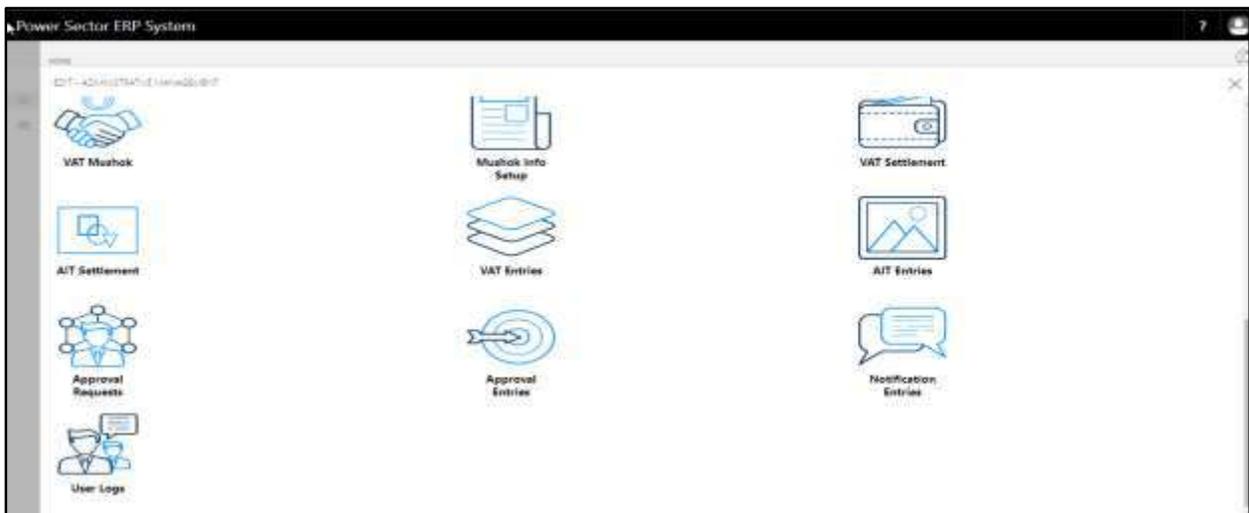
A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



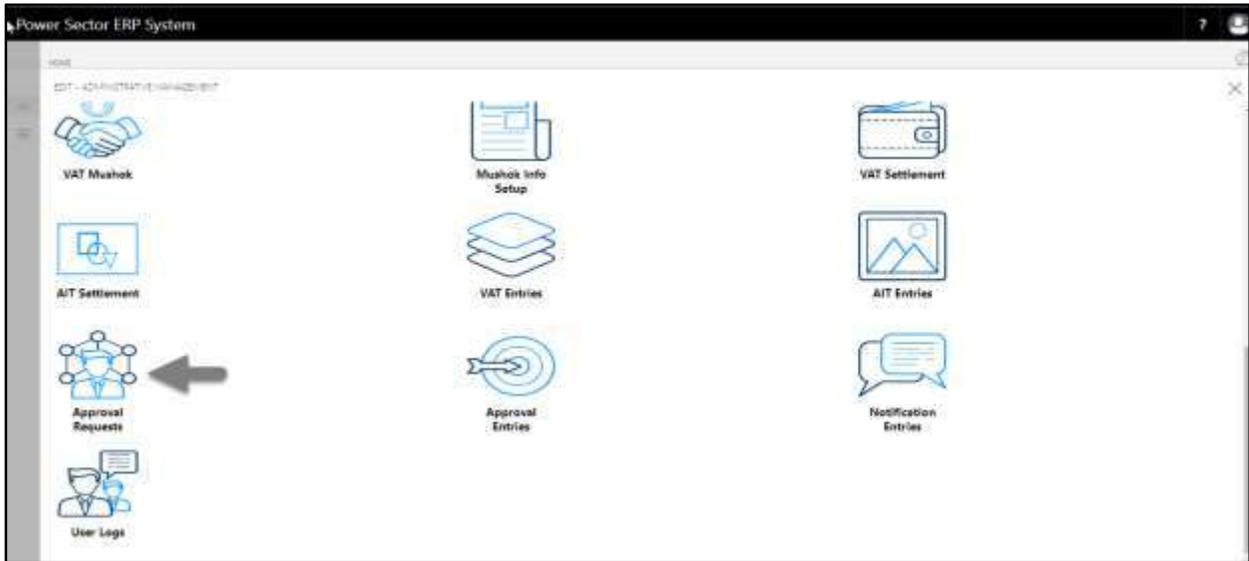
B. Choose the “Admin Management” icon to open the administrative page.



The Following Admin Management page will appear as below.



C. Choose the “Approval Request” icon to process initiated approval requests.



The following Approval Request page will appear as below.



D. Select the initiated action and choose the “Approve” icon.



The following pop up will appear.



- E. Choose the **"Approve"** icon to approve the initiated action or select **"Reject"** (besides "Approve") to reject.



HR-616 How to: Process PRL an Employee

Introduction

This process demonstrates how to process an employee PRL from the organization.

The PRL process of an individual employee is divided into 2 phases -

- HR-616.1 Initiate the PRL process by module User.
- HR-616.2 Approve or Reject initiated PRL by module Admin.

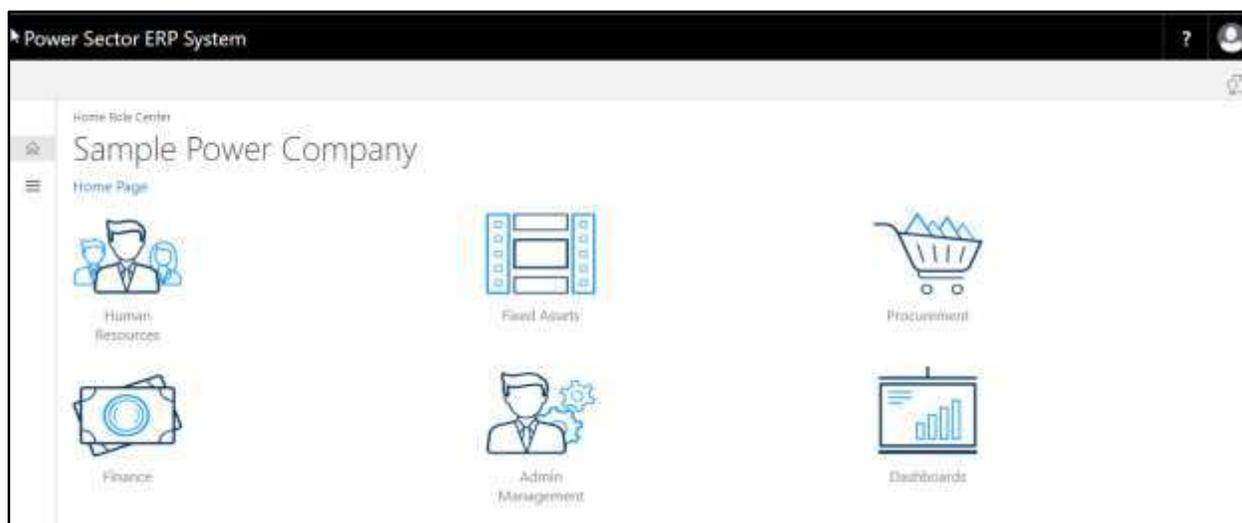
Roles

- Module User
- Module Admin

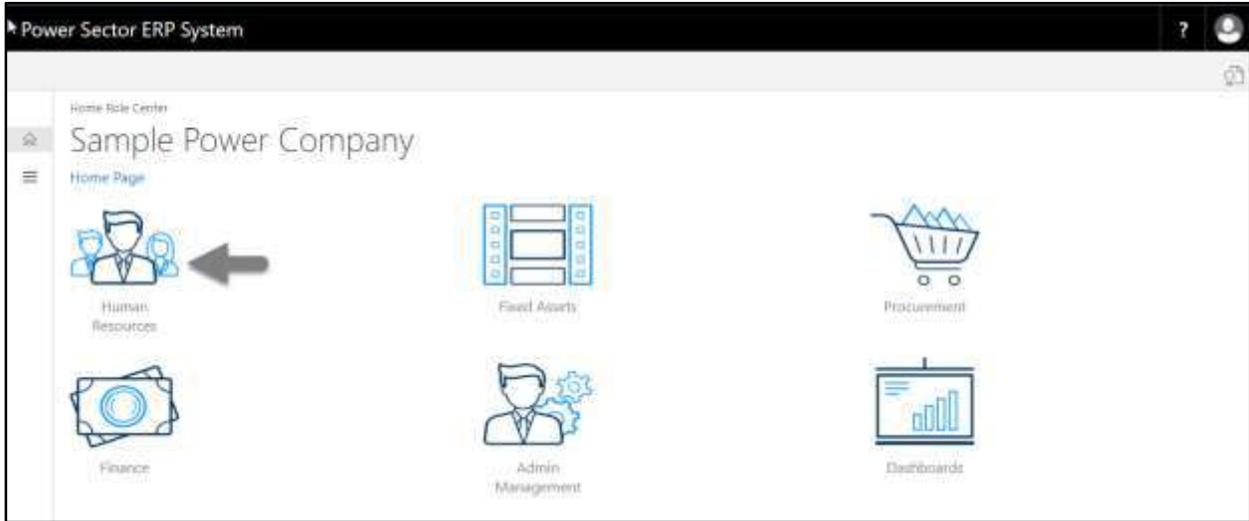
HR-616.1 Initiate PRL Process by Module User

To Initiate a PRL process, follow the steps described below.

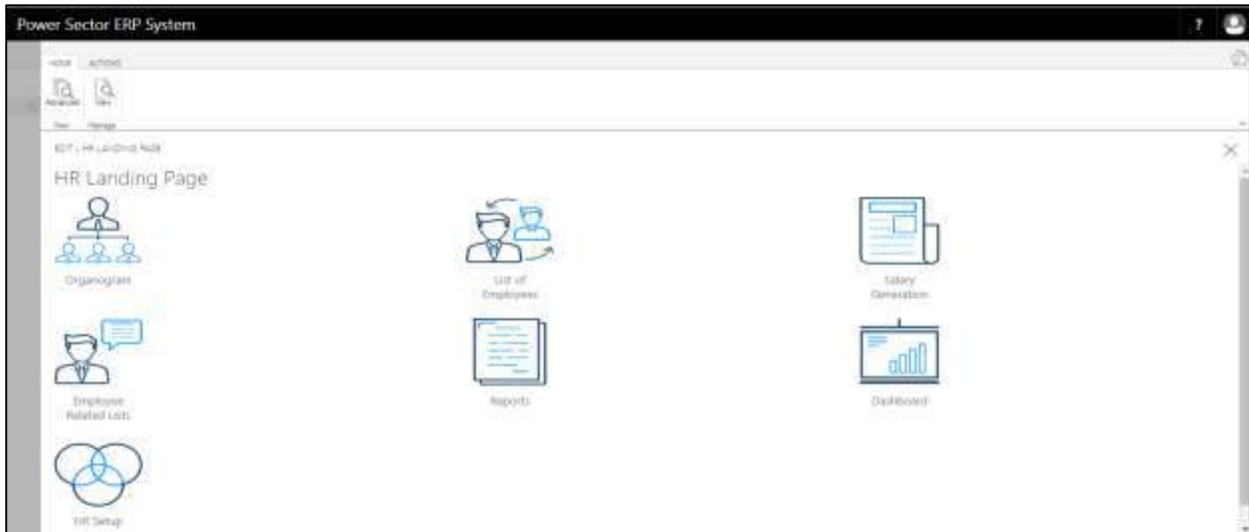
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



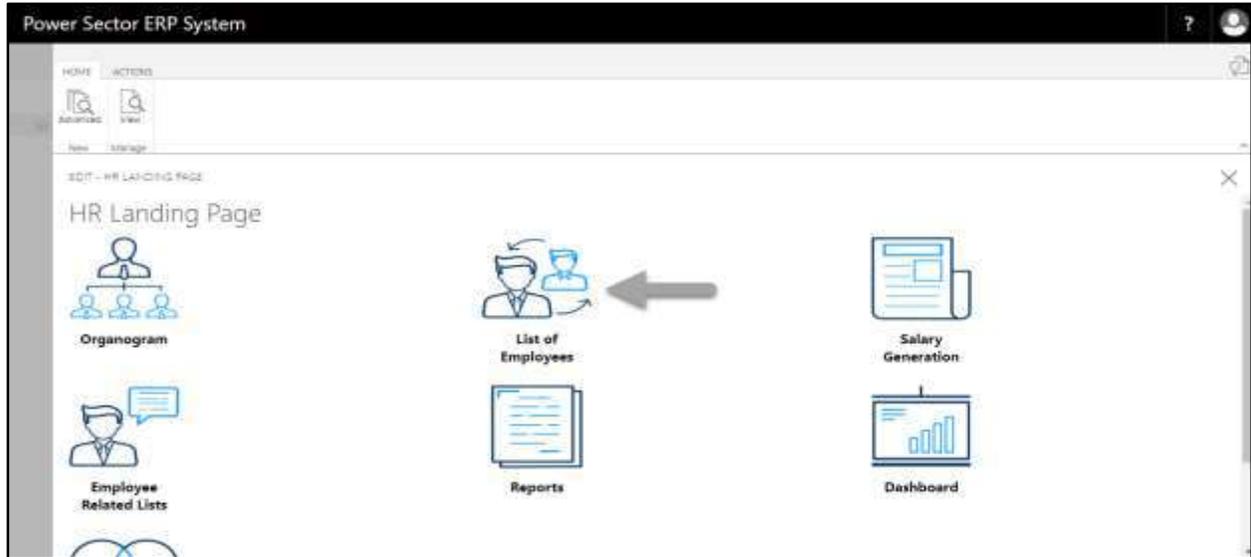
B. Choose the “Human Resources” icon.



HR Landing Page will be appeared as below



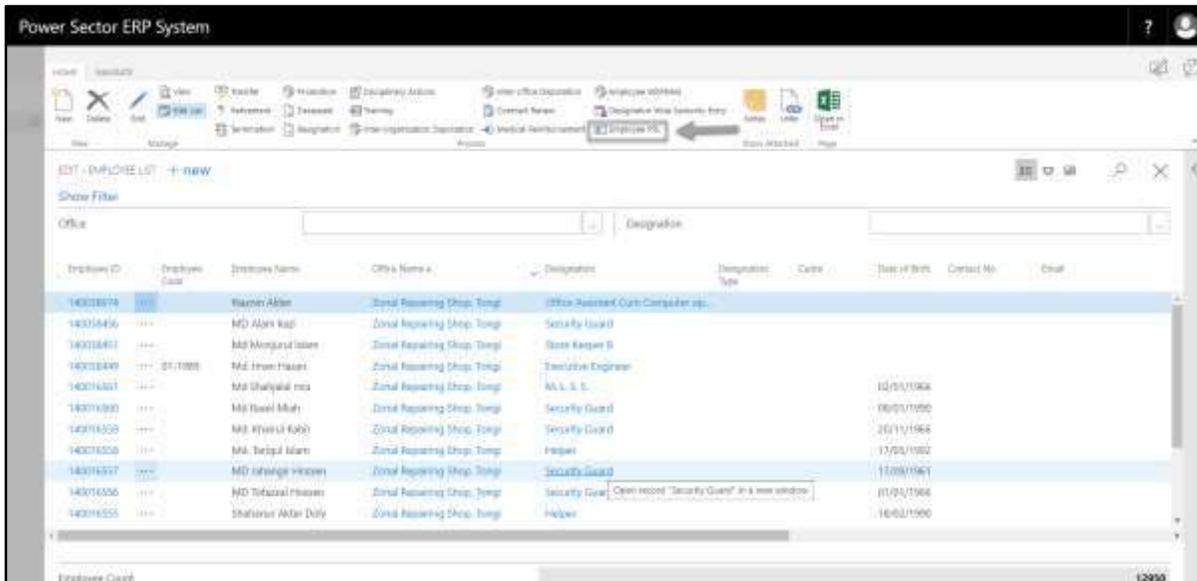
C. Choose the “List of Employees” in the HR Landing Page.



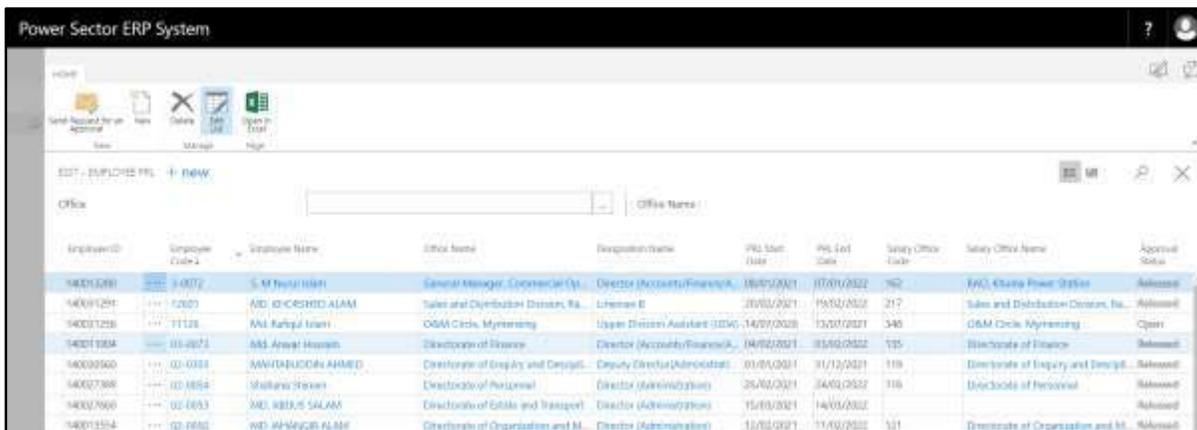
The following **Employee List** page will be appeared.

Employee ID	Employee Name	Office Name	Designation	Date of Birth	Email
14003074	Naamh Akter	Zonal Repeating Shop, Tong	Office Assistant (Gen. Computer op...		
14003040	MD Akbar Kabir	Zonal Repeating Shop, Tong	Security Guard		
14003041	MD Mingsul Islam	Zonal Repeating Shop, Tong	Store Keeper II		
14003049	MD. Imran Hossain	Zonal Repeating Shop, Tong	Executive Engineer		
14003051	MD. Shahjalal Hossain	Zonal Repeating Shop, Tong	M. L. S. S.	02/01/1966	
14003060	MD Ismail Mah	Zonal Repeating Shop, Tong	Security Guard	06/01/1980	
14003029	MD. Khairul Kabir	Zonal Repeating Shop, Tong	Security Guard	20/11/1986	
14003038	MD. Tarikul Islam	Zonal Repeating Shop, Tong	Helper	17/05/1982	
14003037	MD Jahangir Hossain	Zonal Repeating Shop, Tong	Security Guard	17/09/1981	
14003036	MD Tahazzul Hossain	Zonal Repeating Shop, Tong	Security Guard	21/01/1966	
14003020	Shahana Akter Dily	Zonal Repeating Shop, Tong	Helper	18/02/1990	

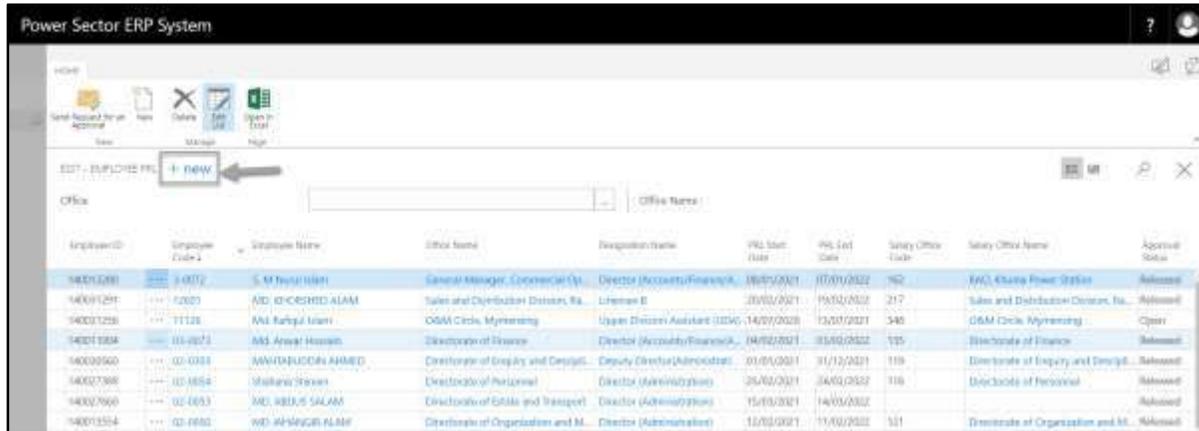
D. Choose the “Employee PRL”.



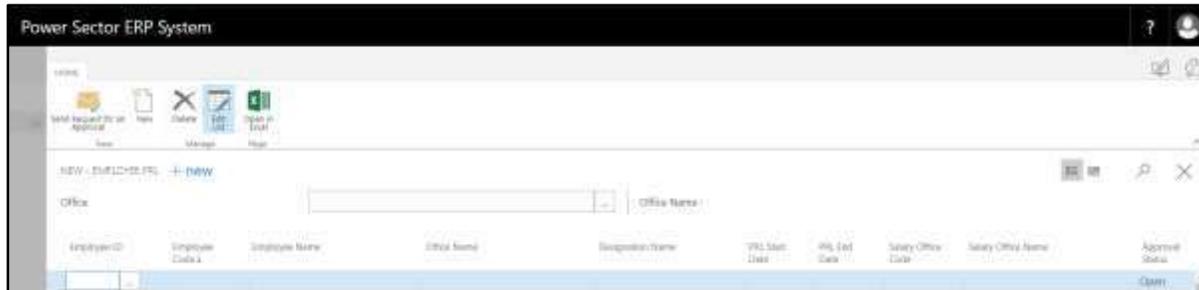
The following Employee PRL page will be appear.



E. Choose "new" to add employee for PRL process.



F. The following new line will be appeared.



Provide below information to proceed PRL process successfully.

7. Choose the **Employee ID** from the dropdown by clicking on button.

- **Employee ID: [140038449](#)**

Employee Code, Employee Name, Office Name and Designation Name

will be populated by the system.

8. Choose the **PRL Start Date** from the calendar by clicking on button.

PRL Start Date: 01-01-2020

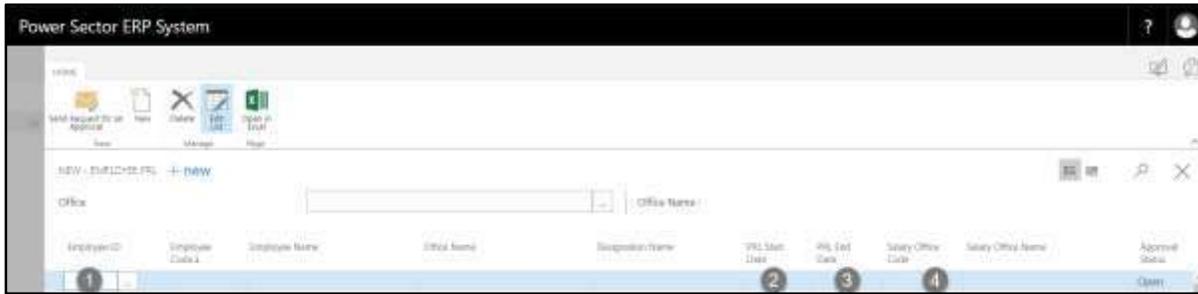
9. Choose the **PRL End Date** from the calendar by clicking on button.

PRL End Date: 31-12-2021

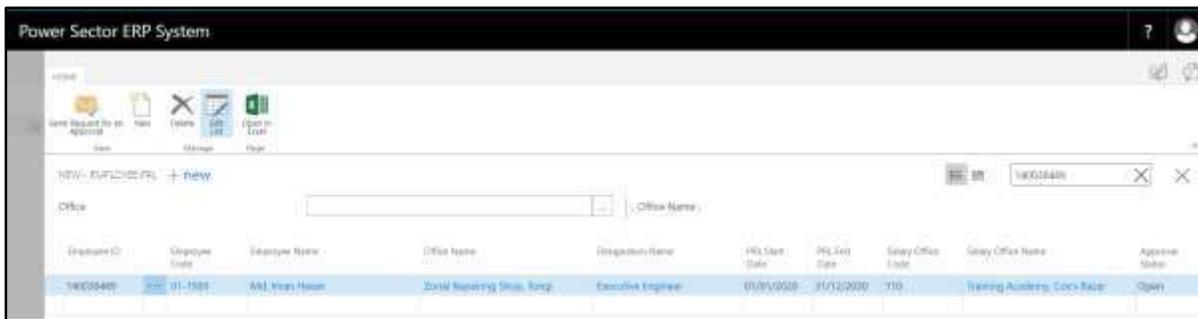
10. Choose the **Salary Office Code** from the dropdown by clicking on button.

Salary Office Code: 110

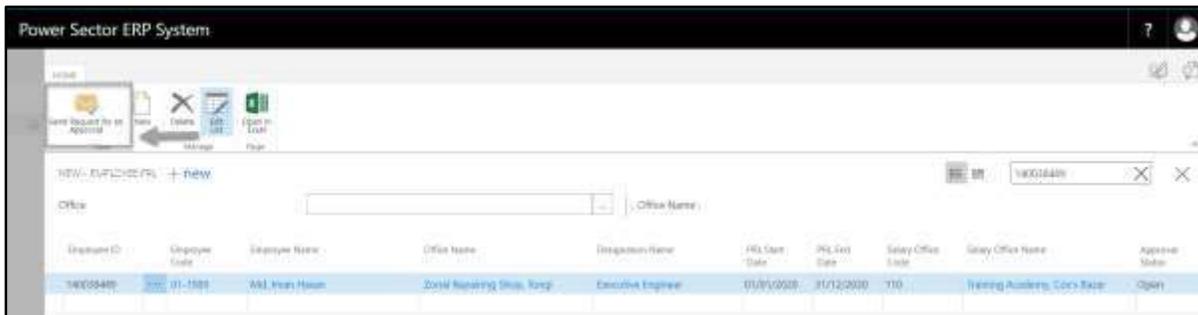
Salary Office Name will be populate automatically.



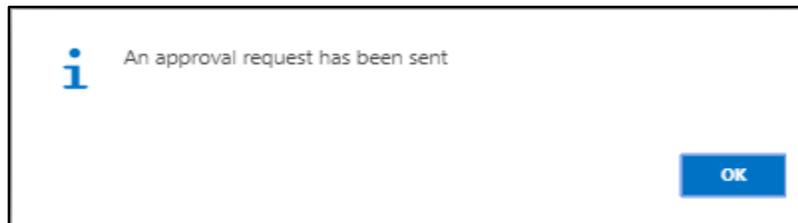
The screen will look like below.



G. Choose the **“Send request for an Approval”** icon to proceed for approval.



The following pop up will be appeared as below.



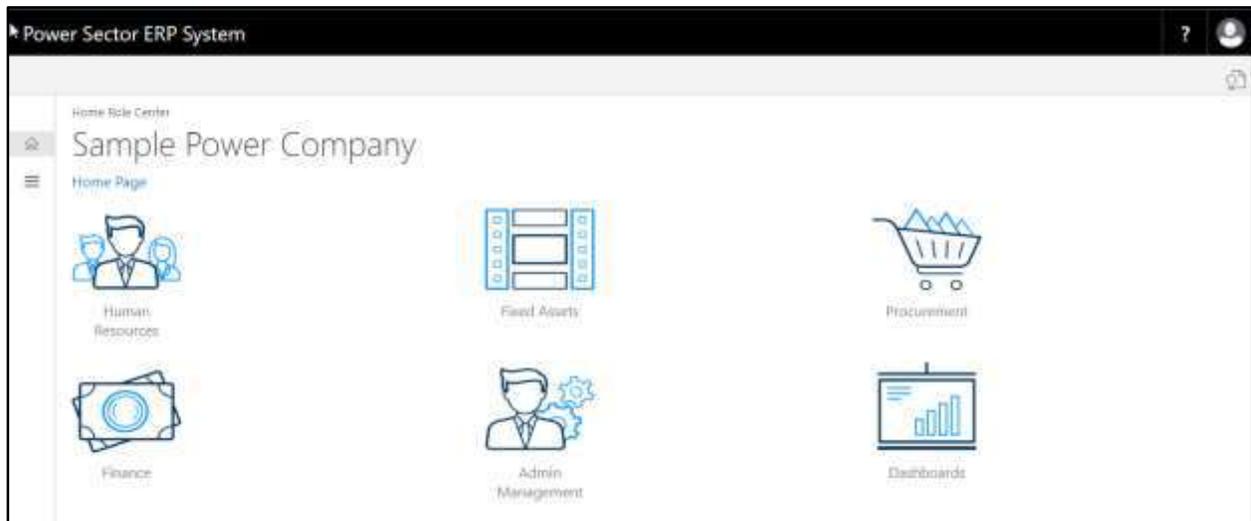
H. Choose “OK” icon to save and close.



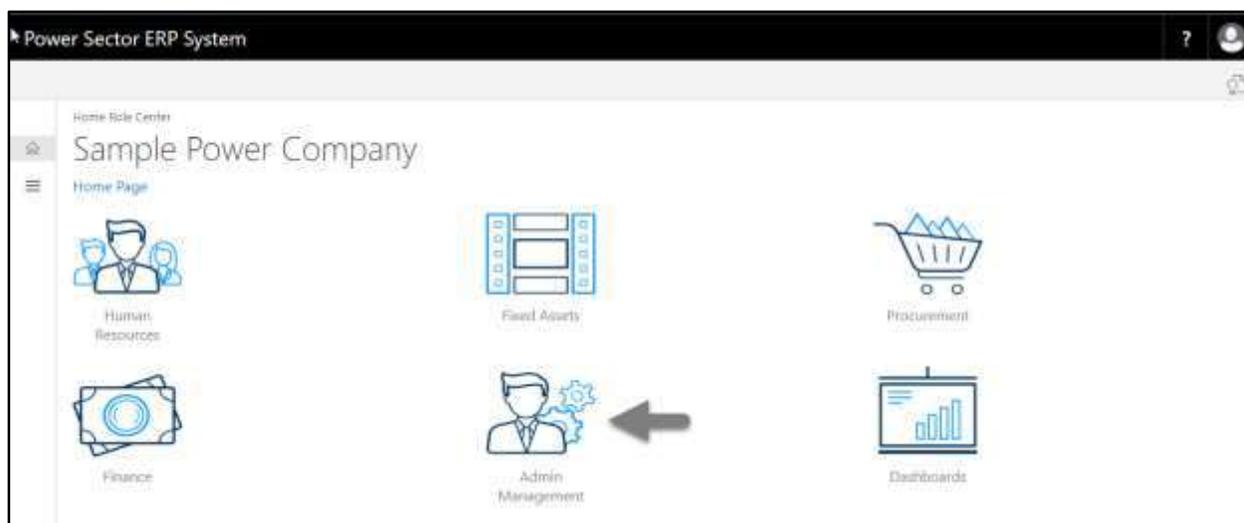
HR-616.2 Approve or Reject initiated PRL by HR Admin

To approve or Reject an initiated PRL action, follow the steps described below.

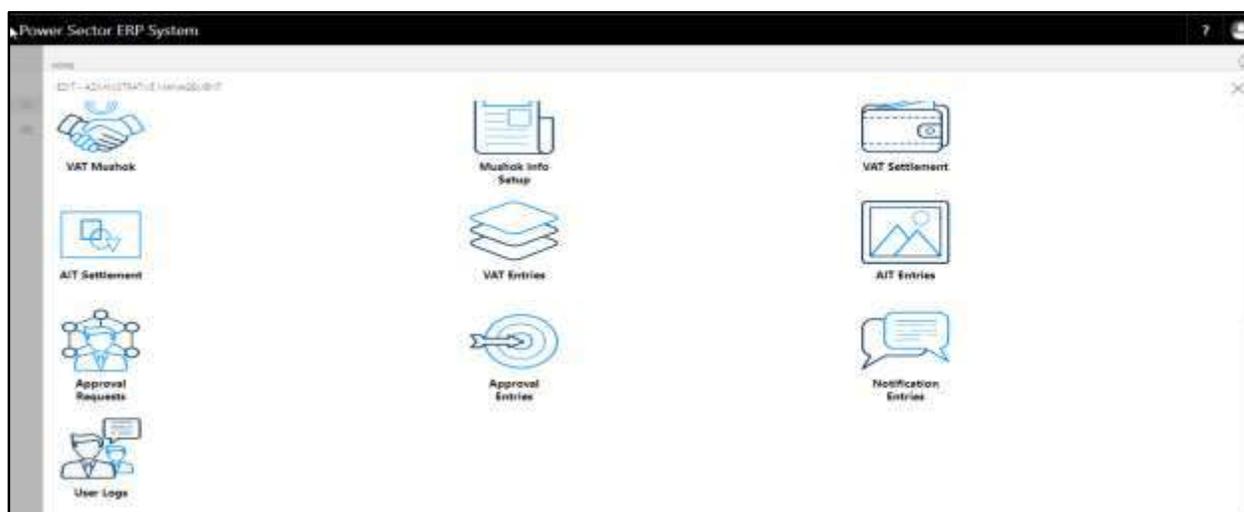
- A. Log in with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



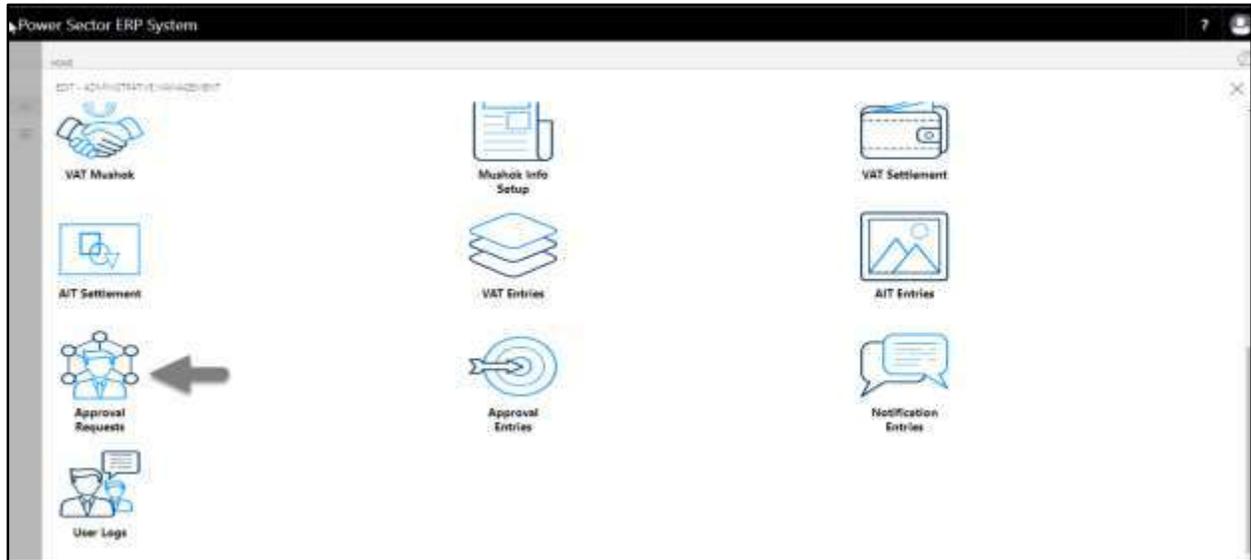
- B. Choose the “Admin Management” icon to open the administrative page.



The Following **Admin Management** page will be appeared.



C. Choose the **“Approval Request”** icon to process initiated approval requests.



The following **Approval Request** page will be appeared.



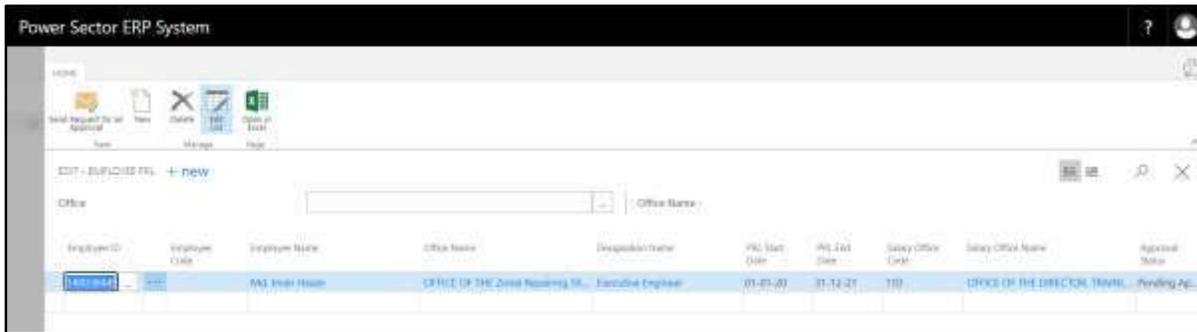
D. Select the initiated PRL process and choose the **“Open Record”** icon.



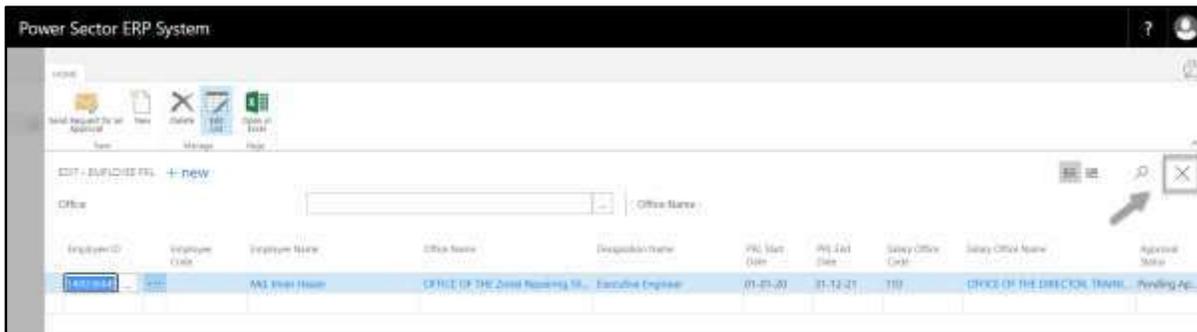
TIPS

You can choose initiated PRL by selecting the line.

Detailed Employee PRL page will be appeared as below.



E. Select the  icon to back to the previous page.



The following **Request to Approve** page will be appeared.



F. Select the Initiated PRL process and Choose the **“Approve”** icon to approve the initiated PRL process or select **“Reject”** (besides “Approve”) to reject.



The following pop- up will be appeared.



G. Choose the "OK" icon to save and close.



IMPORTANT

After approve an initiated PRL process, you cannot delete or modify it.

HR-700 Batch Processes

Introduction

This section of the user manual describes and lists the batch processes for different HR operations and also shows how to operate those. Batch processes in the system are –

HR-701	Income Tax Calculation
HR-702	Shift Duty Entry Process
HR-703	Over Time Calculation
HR-704	Salary Precheck Process
HR-705	Salary Generation Process
HR-706	Bonus Generation Process
HR-707	Voucher Entry
HR-708	View Voucher Entries

Role

- Module User
- Module Admin

Prerequisite

- Module Admin and User credentials
- Related Setup

HR-701 How to: Calculate Employee TDS

Introduction

This process demonstrates how to Calculate TDS for Employees of an organization.

The TDS Calculation process of an organization is divided into 2 Major activities-

- HR-701.1 Generate TDS.
- HR-701.2 Change Employee TDS.

Roles

- Module Admin

Prerequisites

- Income tax Setup

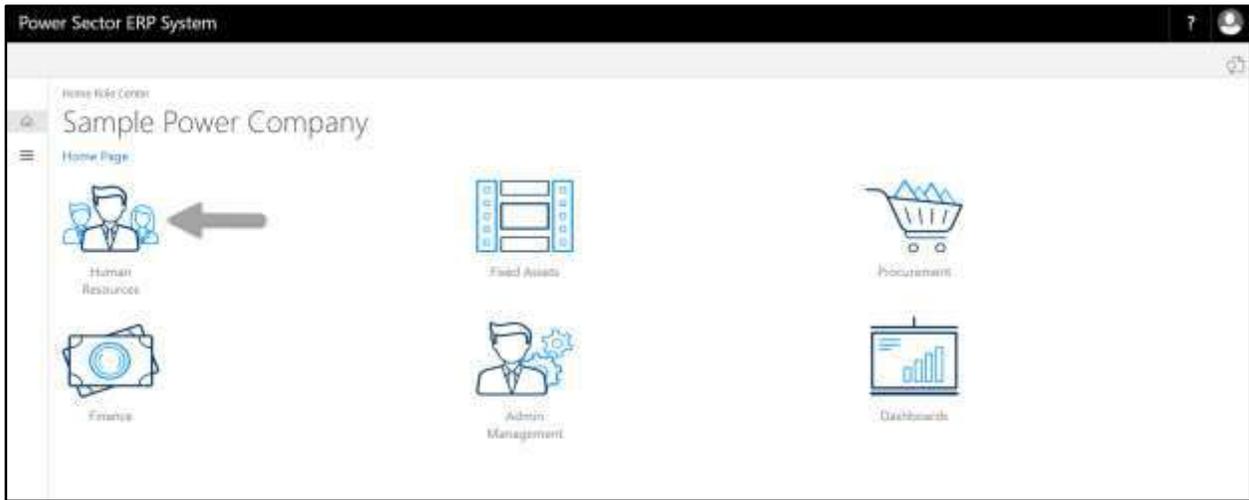
Access TDS Calculation Page

To Initiate, follow the steps below.

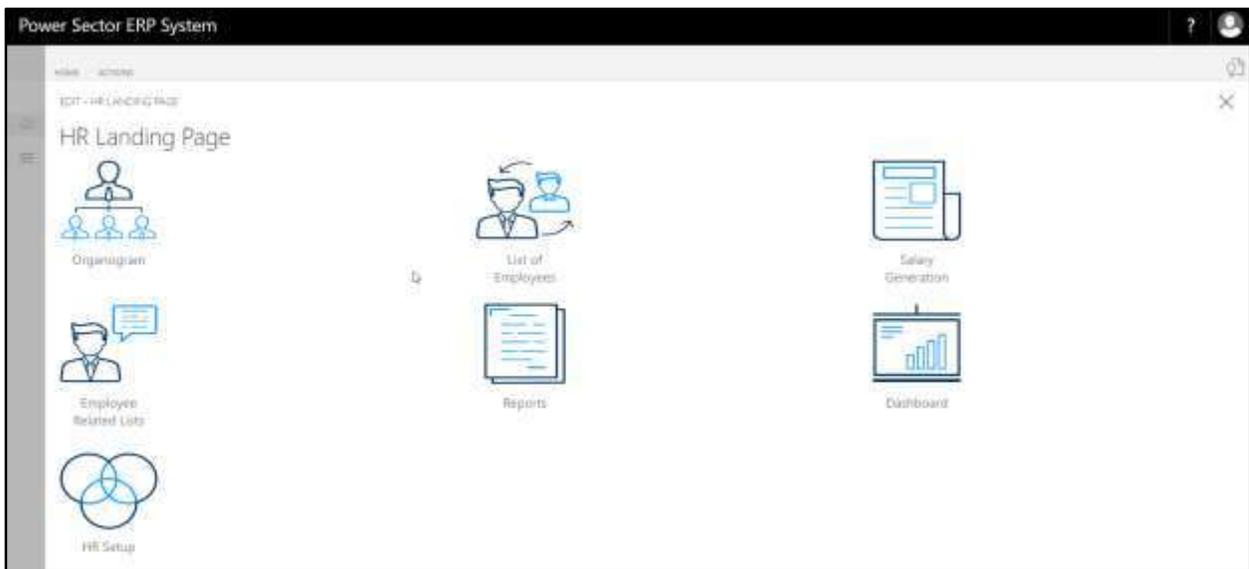
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



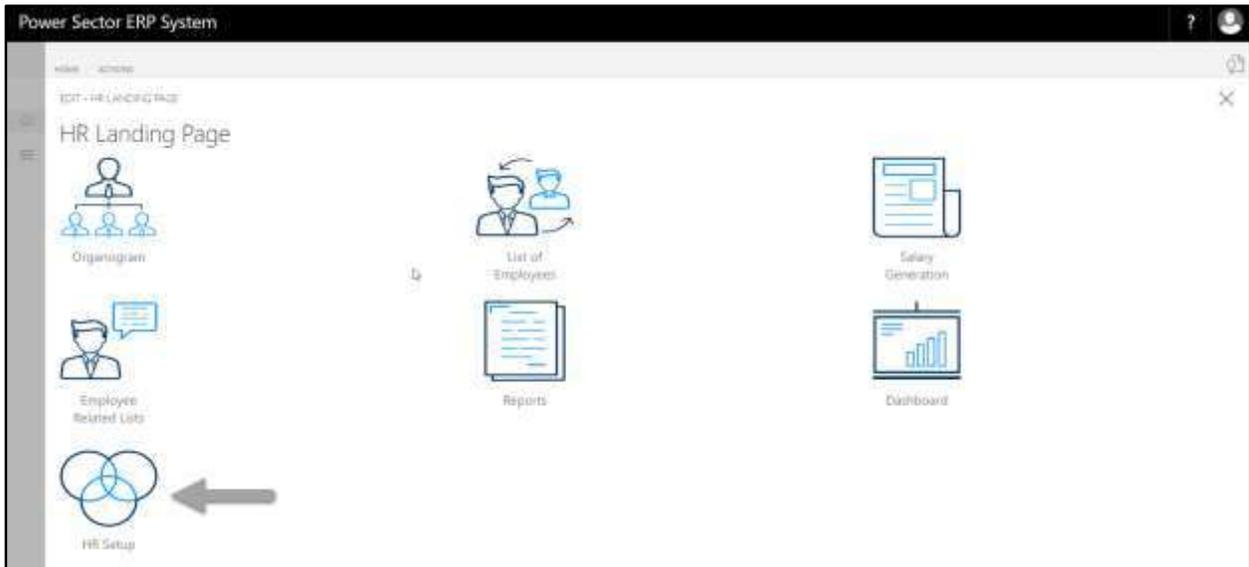
B. Choose the “Human Resources” icon.



HR Landing Page will be appeared as below



C. Choose the “HR Setup” in HR Landing Page.



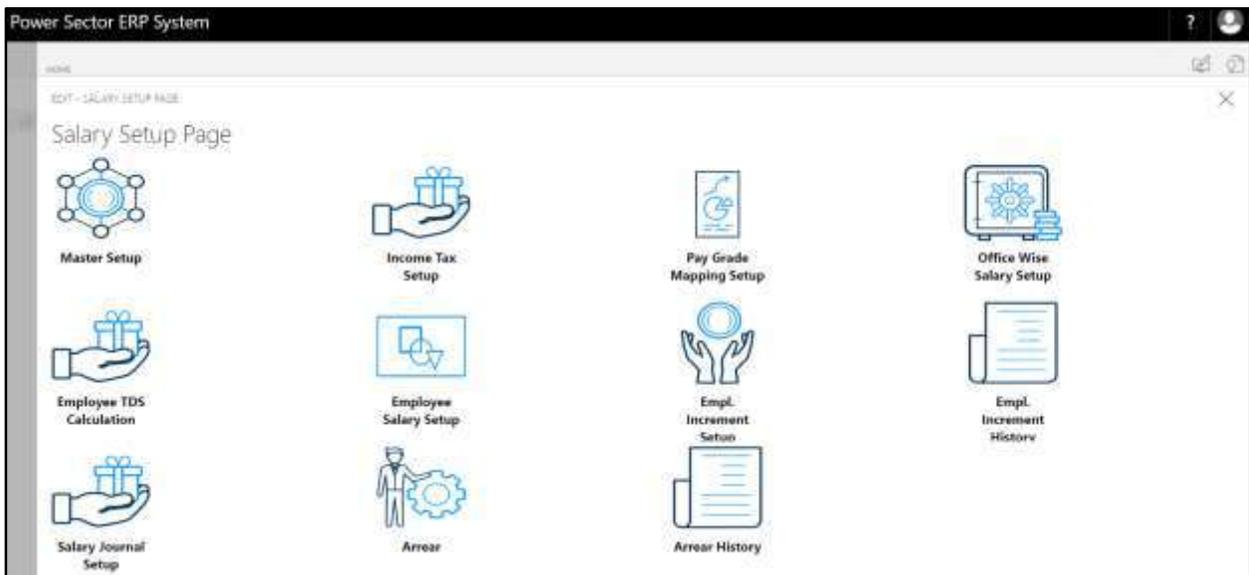
HR Setup landing page will be appeared as below



D. Choose the “Salary Setup” in HR Setup Landing Page.



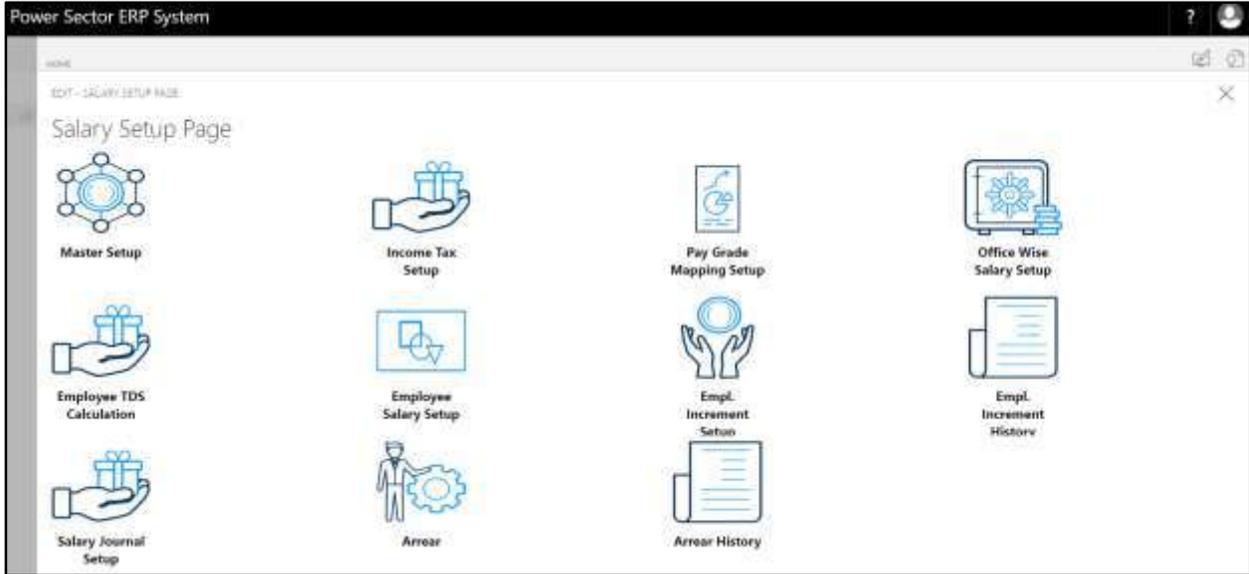
The following **Salary Setup** page will be appeared.



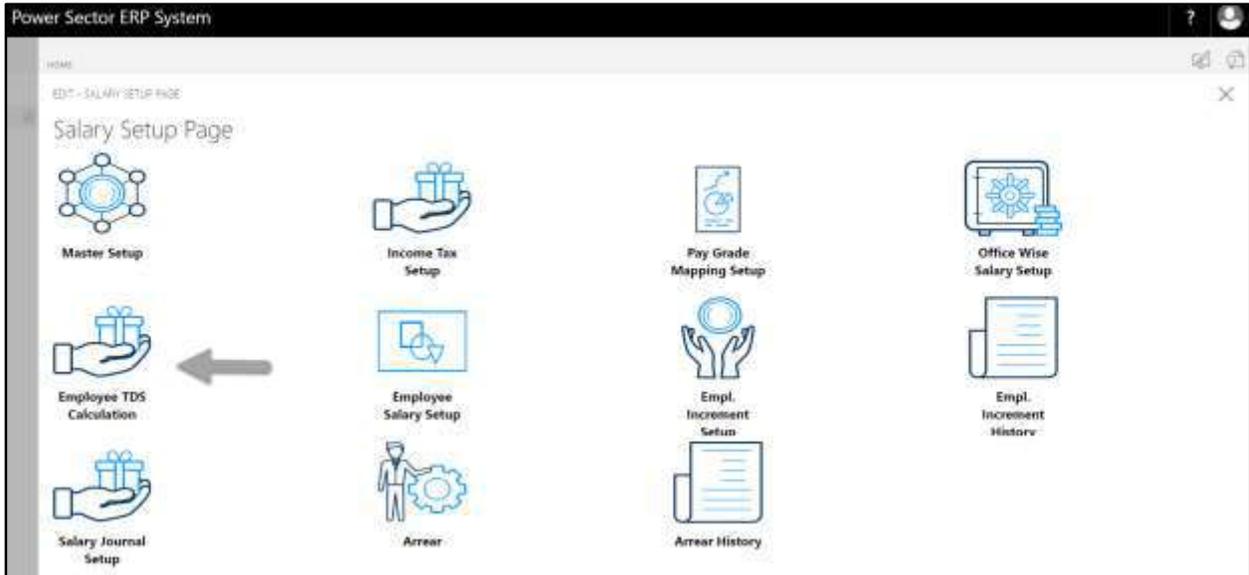
HR-701.1 Generate TDS

To Initiate, follow the steps below.

- A. Access Employee TDS Calculation Page by Human Resource Admin.

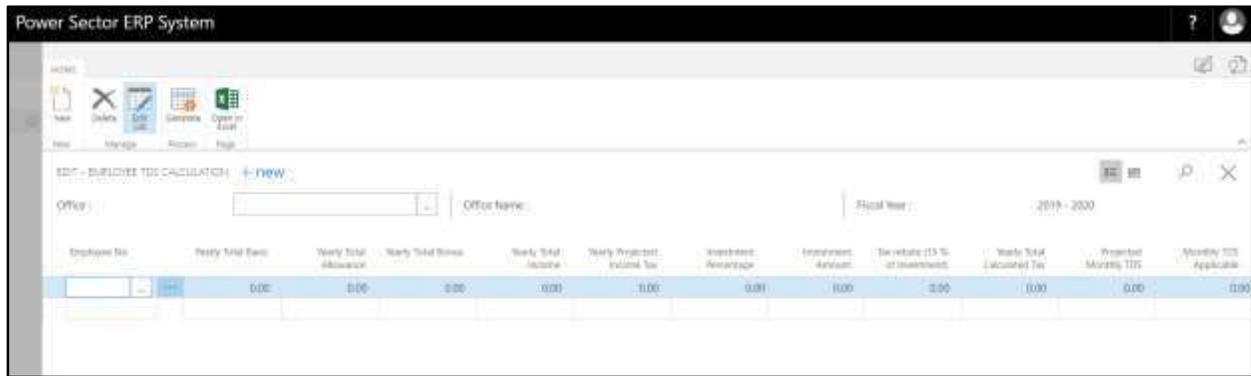


- B. Choose the “**Employee TDS Calculation**” icon on the Salary Setup page, as indicated in figure below.

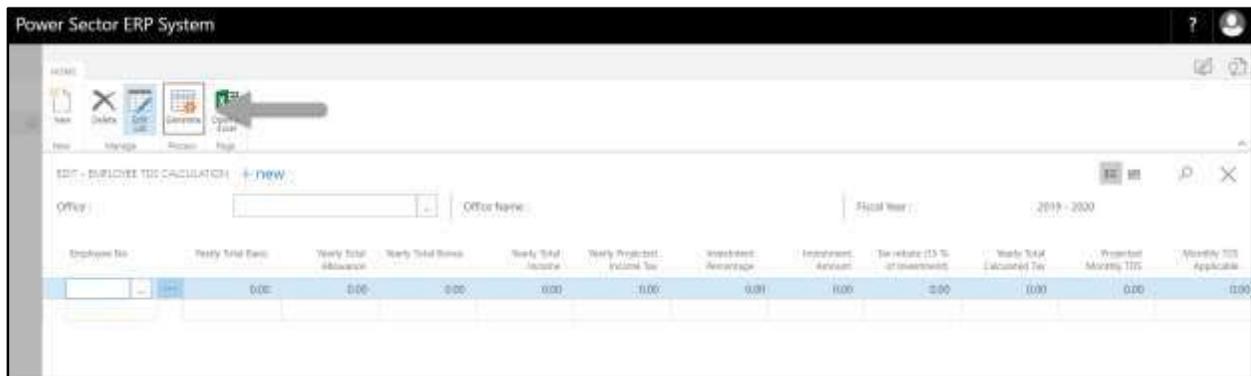


User Manual for HR Module, ERP System for Power Division

The following **Employee TDS Calculation** page will be appeared as below.



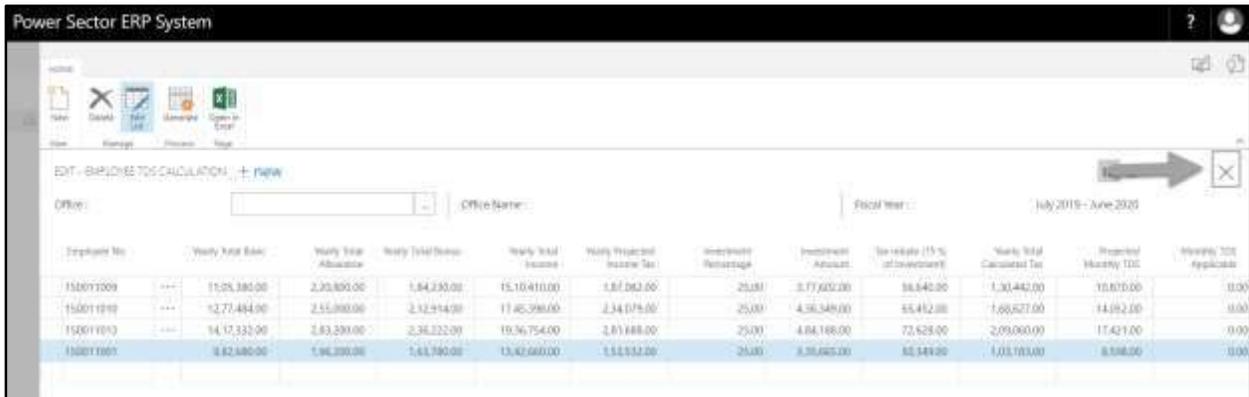
C. Click "**Generate**" icon on the Employee TDS Calculation Page, as indicated in figure below.



TDS for all employees will be generated based on income tax setup.

Employee No.	Yearly Total Basic	Yearly Total Allowance	Yearly Total Bonus	Yearly Total Income	Yearly Projected Income Tax	Investment Percentage	Investment Amount	Tax rebate (15 % of investment)	Yearly Total Calculated Tax	Projected Monthly TDS	Monthly TDS Applicable
15001009	11,25,380.00	2,30,800.00	1,84,230.00	15,10,410.00	1,87,062.00	20.00	3,17,602.00	47,640.30	1,39,421.70	10,870.00	0.00
15001010	12,77,494.90	2,51,000.00	2,32,914.00	17,61,408.90	2,34,076.00	25.00	4,38,349.00	65,752.25	1,68,326.65	14,027.22	0.00
15001013	14,17,332.90	2,83,200.00	2,36,222.00	19,36,754.90	2,81,688.00	25.00	4,84,186.00	72,627.90	2,09,056.90	17,421.41	0.00
15001005	8,82,680.00	1,96,200.00	1,43,780.00	12,22,660.00	1,53,532.00	20.00	2,44,532.00	36,679.80	1,16,852.20	9,580.00	0.00

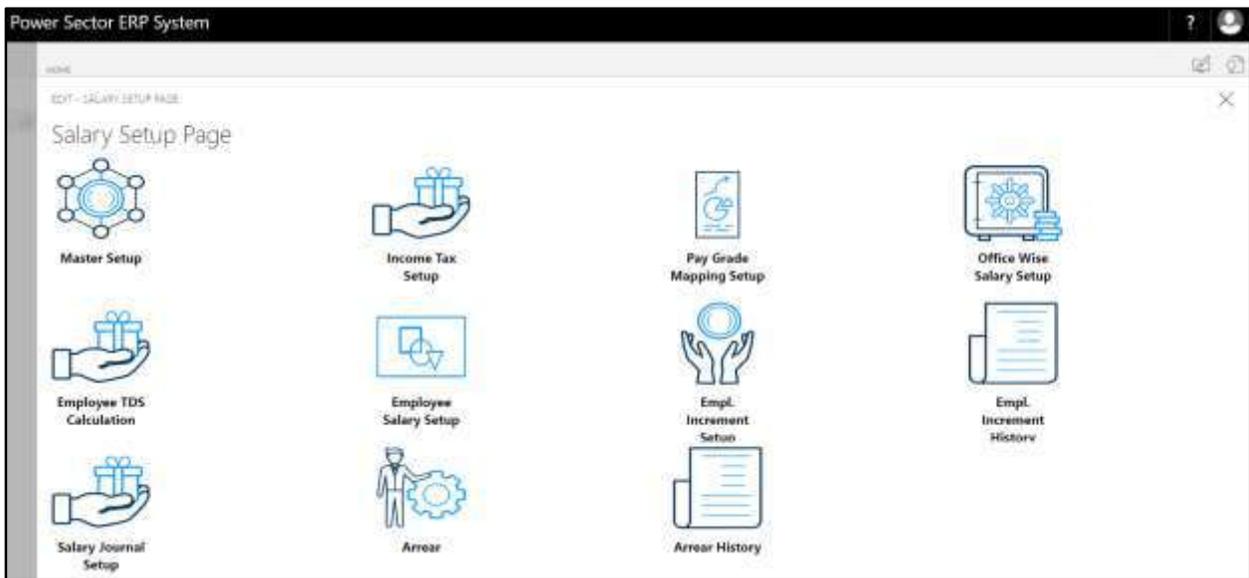
D. Click the "X" button to save and close.



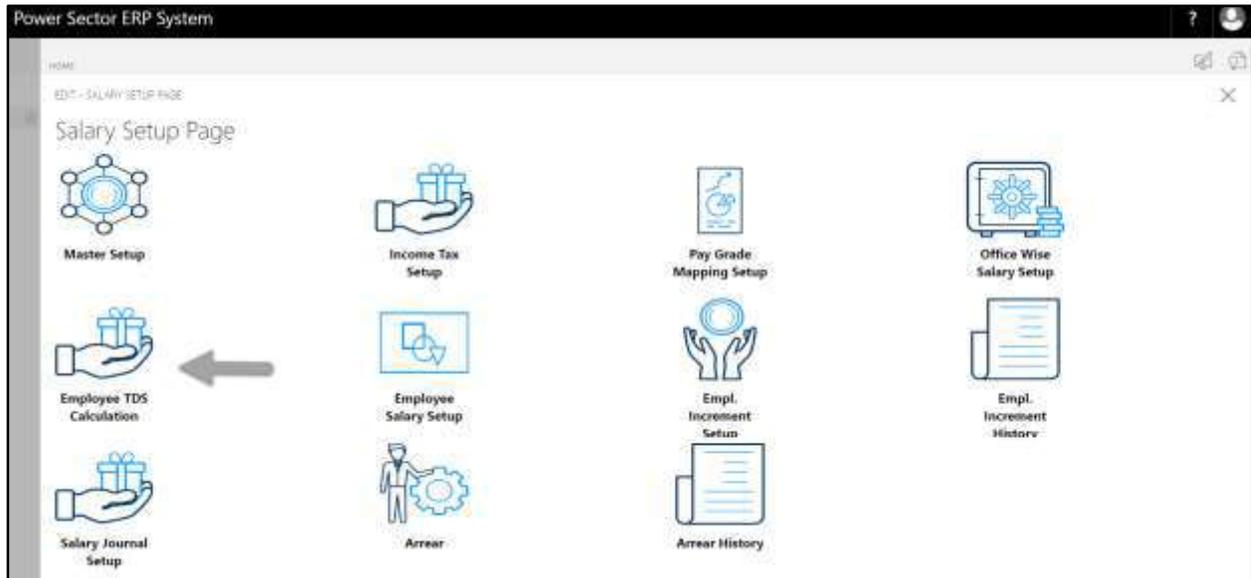
HR-701.2 Change Employee TDS

To Initiate, follow the steps below.

A. Access Employee TDS Calculation by Human Resource Admin.



B. Choose the “Employee TDS Calculation” icon on the Salary Setup page, as indicated in figure below.



The following Employee TDS Calculation page will be appeared.

Employee No.	Yearly Total Basic	Yearly Total Allowance	Yearly Total Gross	Yearly Total Income	Yearly Projected Income Tax	Provident Percentage	Provident Amount	Tax rebate (15% of investment)	Yearly Total Calculated Tax	Projected Monthly TDS	Monthly TDS Applicable
15001100	11,05,190.00	2,20,900.00	1,84,230.00	18,10,410.00	1,87,082.00	25.00	5,77,602.00	86,640.00	1,20,440.00	10,870.00	0.00
15001101	12,77,484.00	2,55,000.00	2,12,940.00	17,45,288.00	2,34,079.00	25.00	4,36,348.00	65,452.00	1,66,627.00	14,052.00	0.00
15001102	14,17,332.00	2,83,200.00	2,36,222.00	19,36,754.00	2,81,688.00	25.00	4,84,188.00	72,628.00	2,09,060.00	17,421.00	0.00
15001103	8,82,680.00	1,96,200.00	1,83,780.00	13,42,680.00	1,53,532.00	25.00	5,26,665.00	80,148.00	1,03,183.00	8,598.00	0.00

C. Change the Amount of Monthly TDS Applicable, as below.

Employee No.	Yearly Total Basic	Yearly Total Allowance	Yearly Total Gross	Yearly Total Income	Yearly Projected Income Tax	Provident Percentage	Provident Amount	Tax rebate (15% of investment)	Yearly Total Calculated Tax	Projected Monthly TDS	Monthly TDS Applicable
15001100	11,05,190.00	2,20,900.00	1,84,230.00	18,10,410.00	1,87,082.00	25.00	5,77,602.00	86,640.00	1,20,440.00	10,870.00	10,000.00
15001101	12,77,484.00	2,55,000.00	2,12,940.00	17,45,288.00	2,34,079.00	25.00	4,36,348.00	65,452.00	1,66,627.00	14,052.00	14,000.00
15001102	14,17,332.00	2,83,200.00	2,36,222.00	19,36,754.00	2,81,688.00	25.00	4,84,188.00	72,628.00	2,09,060.00	17,421.00	17,500.00
15001103	8,82,680.00	1,96,200.00	1,83,780.00	13,42,680.00	1,53,532.00	25.00	5,26,665.00	80,148.00	1,03,183.00	8,598.00	8,000.00

D. Click the "X" button to save and close.

The screenshot shows the 'EMPLOYEE TDS CALCULATION + new' window in the Power Sector ERP System. The window title is 'EMPLOYEE TDS CALCULATION + new'. The interface includes a toolbar with icons for New, Save, Print, and Close. Below the toolbar are input fields for 'Office', 'Office Name', and 'Fiscal Year' (set to 'July 2019 - June 2020'). A table displays employee TDS calculation data with columns for Employee No., Yearly Total Basic, Yearly Total Allowance, Yearly Total Bonus, Yearly Total Income, Yearly Proposed Income Tax, Provident Percentage, Investment Amount, Tax rebate (15% of investment), Yearly Total Calculated Tax, Proposed Monthly TDS, and Monthly TDS Application. A red arrow points to the 'X' button in the top right corner of the window.

Employee No.	Yearly Total Basic	Yearly Total Allowance	Yearly Total Bonus	Yearly Total Income	Yearly Proposed Income Tax	Provident Percentage	Investment Amount	Tax rebate (15% of investment)	Yearly Total Calculated Tax	Proposed Monthly TDS	Monthly TDS Application
150011009	11,05,182.00	2,00,000.00	1,942,800.00	15,104,182.00	1,07,082.00	25.00	5,77,000.00	86,550.00	1,30,442.00	10,870.00	10,000.00
150011010	12,71,484.00	2,55,000.00	2,529,140.00	17,45,288.00	2,34,075.00	25.00	4,36,348.00	65,452.00	1,68,627.00	14,052.00	14,000.00
150011013	14,17,332.00	2,83,200.00	2,36,550.00	19,26,754.00	2,81,688.00	25.00	4,84,188.00	72,628.00	2,09,060.00	17,421.00	17,000.00
150011001	8,92,488.00	1,96,200.00	1,83,780.00	13,42,648.00	1,53,530.00	25.00	5,35,660.00	80,349.00	1,01,180.00	8,390.00	8,000.00

HR-702 How to: Setup Shift Duty

Introduction

This process demonstrates how to setup Shift Duty for an organization.

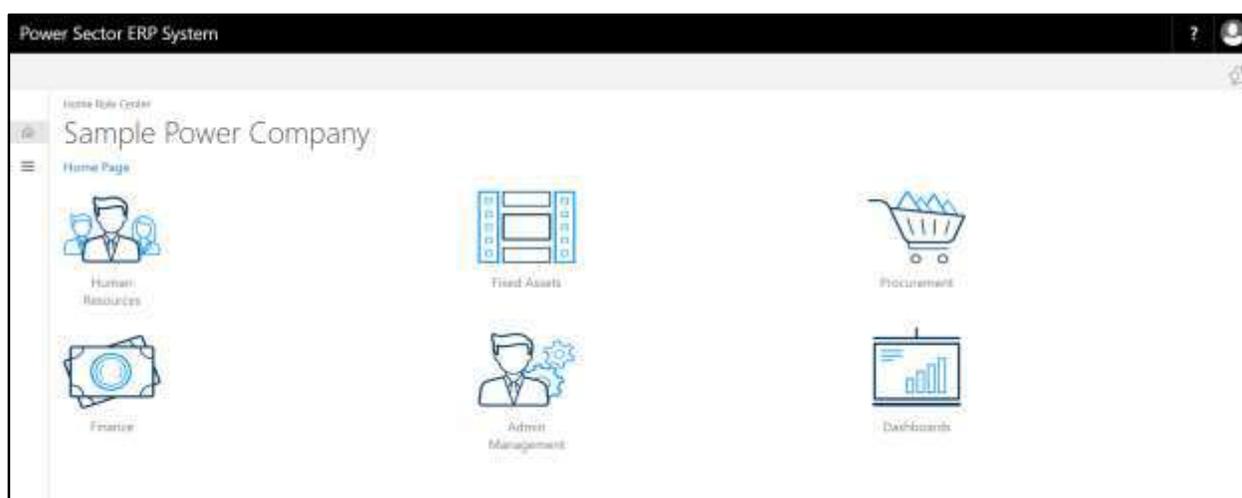
Roles

- Module Admin

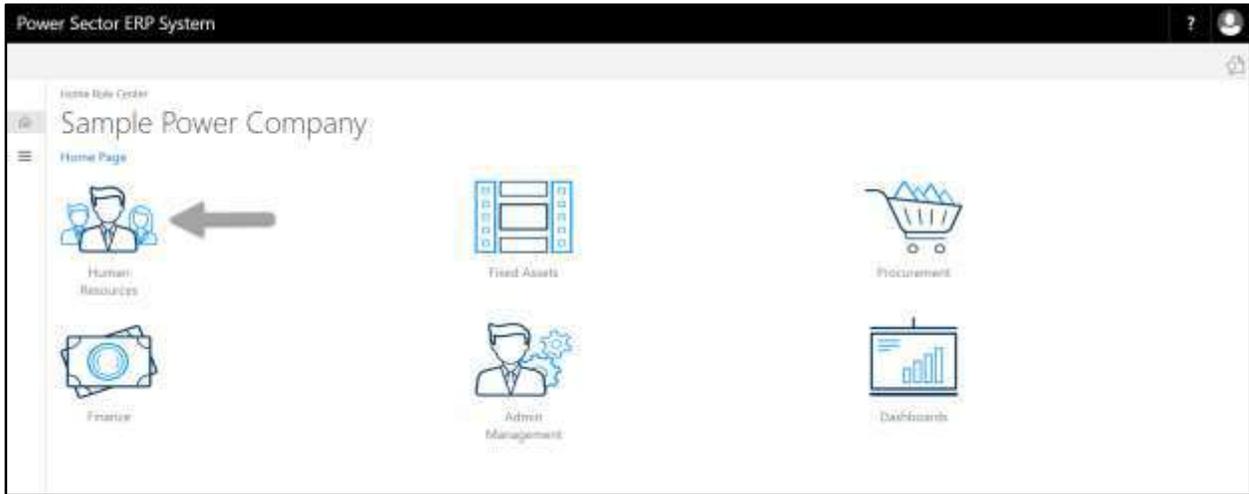
Shift Duty Setup

To initiate, follow the steps below.

- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



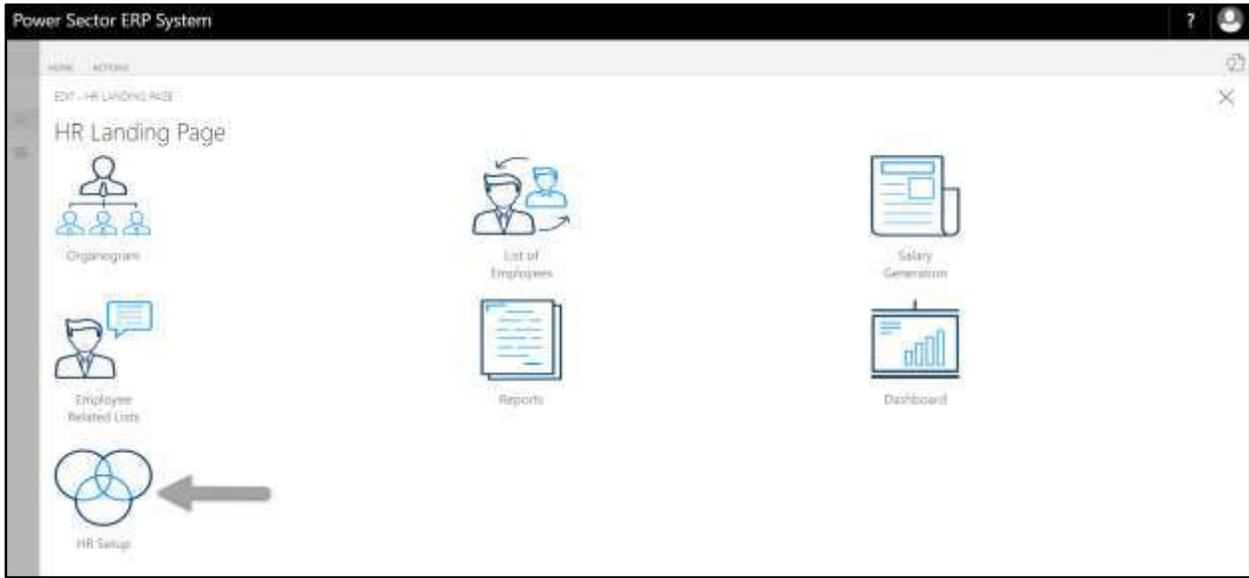
B. Choose the "Human Resources" icon.



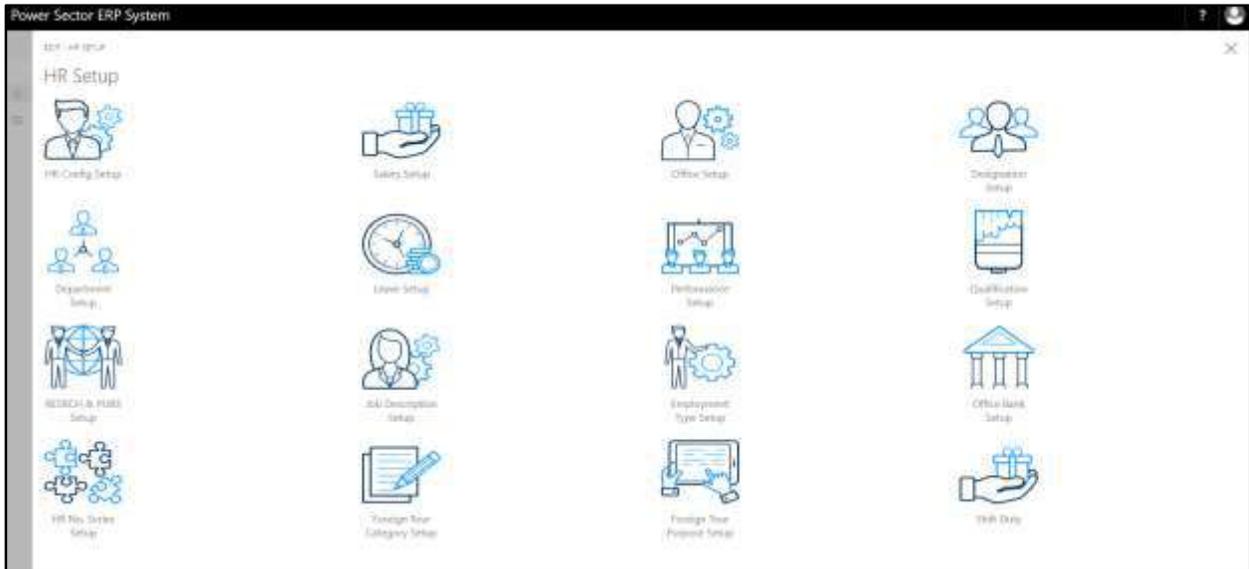
HR Landing Page will be appeared as below



C. Choose the "HR Setup" in HR Landing Page.



HR Setup Landing Page will be appeared as below



D. Choose the **“Shift Duty Setup”** in HR Setup Landing Page.



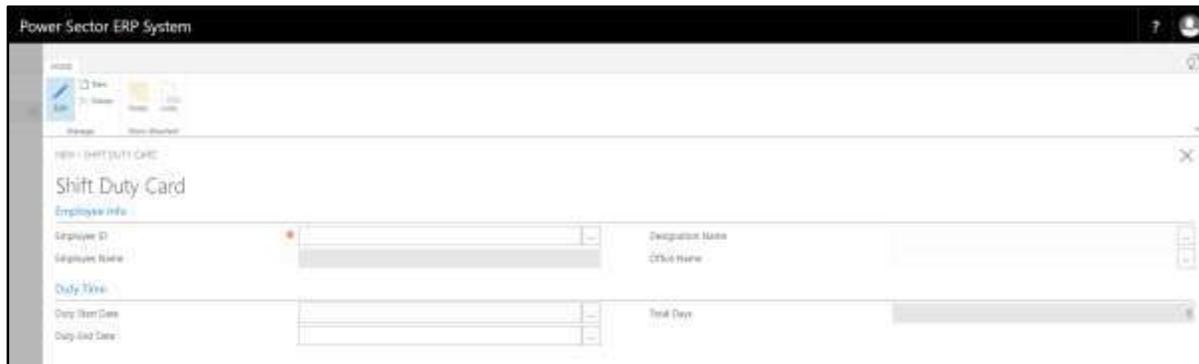
The following **Shift Duty Setup** page will be appeared.



E. Choose the **“New”** icon on the Shift Duty List page, as indicated in figure below.



The following page will be appeared for **Shift Duty entry**.

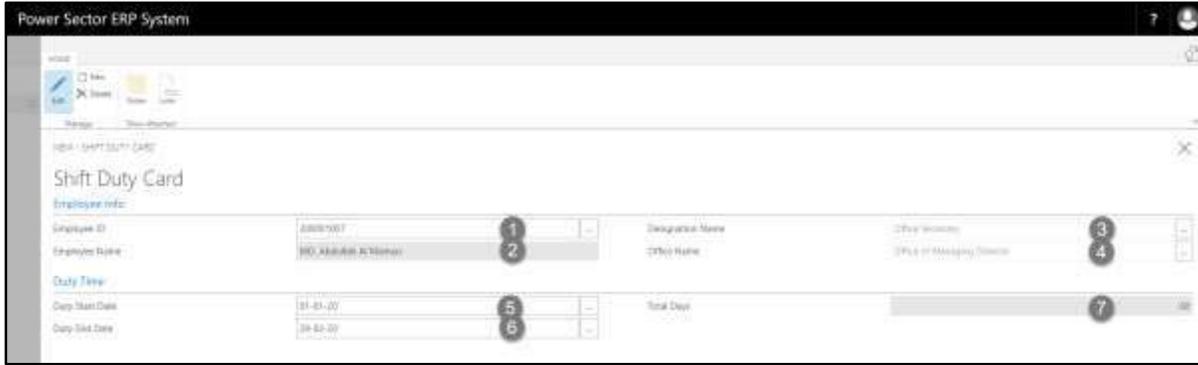


F. Provide below information to proceed.

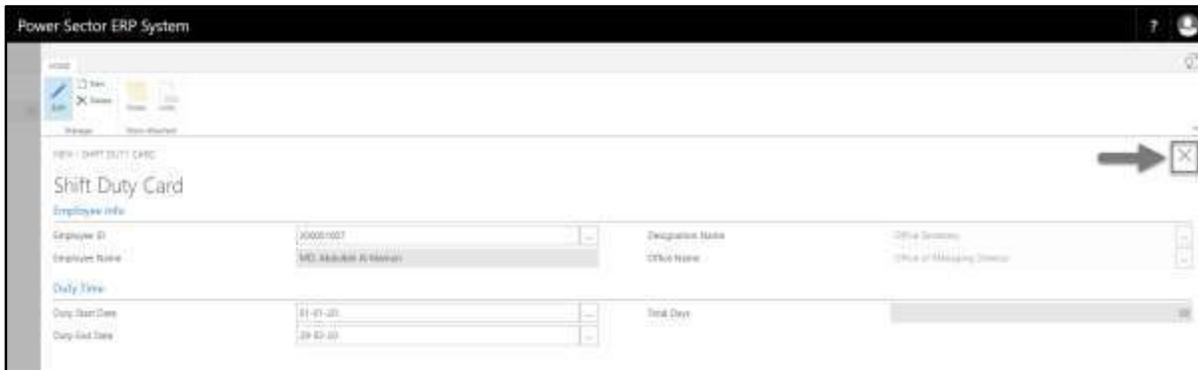
1. Choose **Employee ID** from dropdown by clicking on button.
 - **Employee ID: 200001007**
2. **Employee Name** will be automatically generated when Employee Code will select.
 - **Employee Name: MD. Abdullah Al Mamun**
3. **Designation Name** will be automatically generated when Employee Code will select.
 - **Designation Name: Office Secretary**
4. **Office Name** will be automatically generated when Employee Code will select.
 - **Office Name: Office of Managing Director**
5. Choose **Duty Start Date** from calendar by clicking on button.
 - **Duty Start Date: 01-01-20**
6. Choose **Duty End Date** from calendar by clicking on button.
 - **Duty End Date: 29-02-20**
7. **Total Days** will be automatically generated when Duty Start Date and Duty End Date will select.
 - **Total Days: 60**

Tips

To enter multiple Shift Duty data, use next line and follow steps 1 and 7.



G. Click the “” button to save and close.



HR-703 How to: Calculate Overtime

Introduction

This process demonstrates how to Calculate Overtime for Employees of an organization.

Roles

- Module Admin

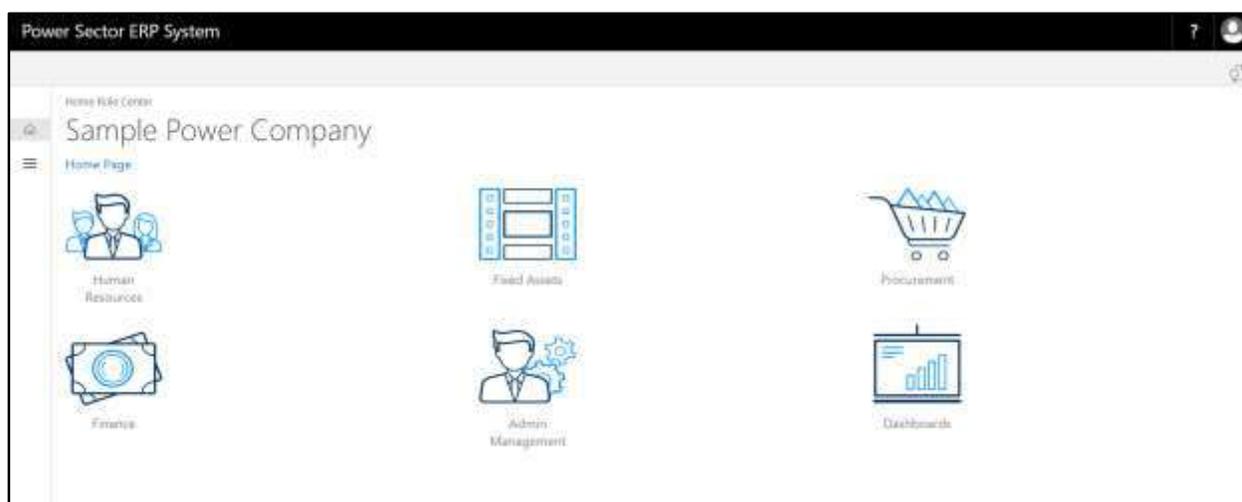
Prerequisites

- Overtime rate in Designation Setup

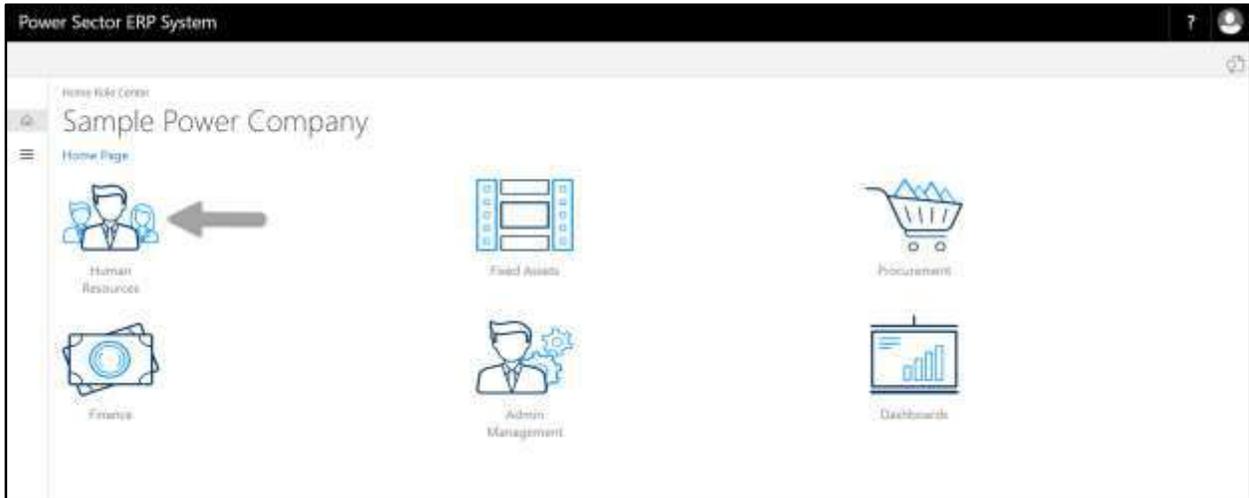
Access Overtime Calculation

To Initiate, follow the steps below.

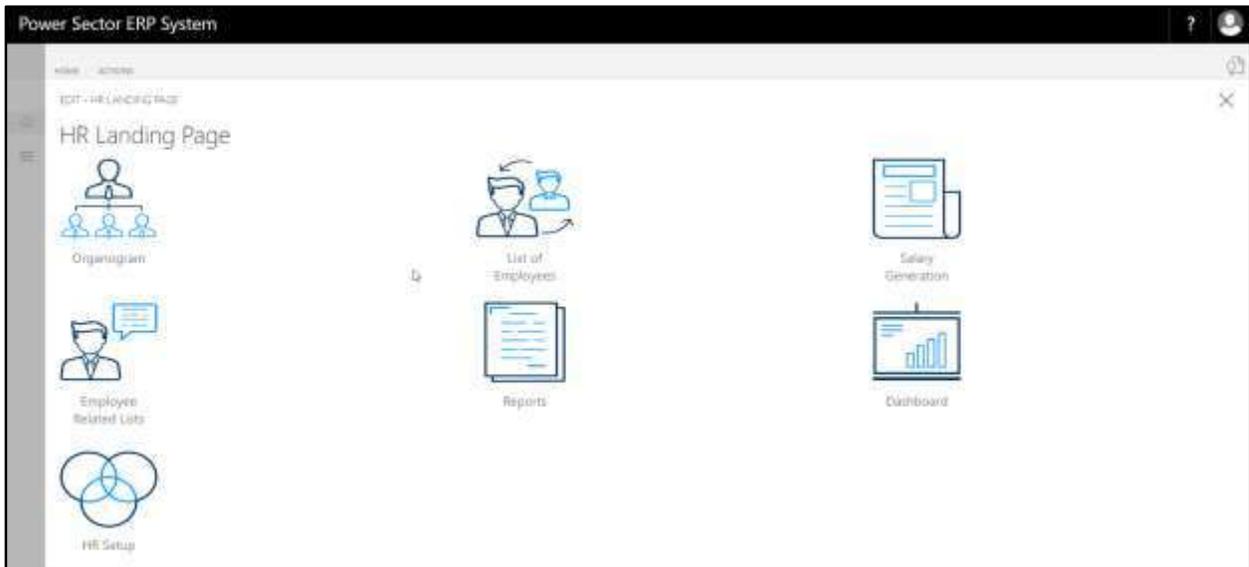
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



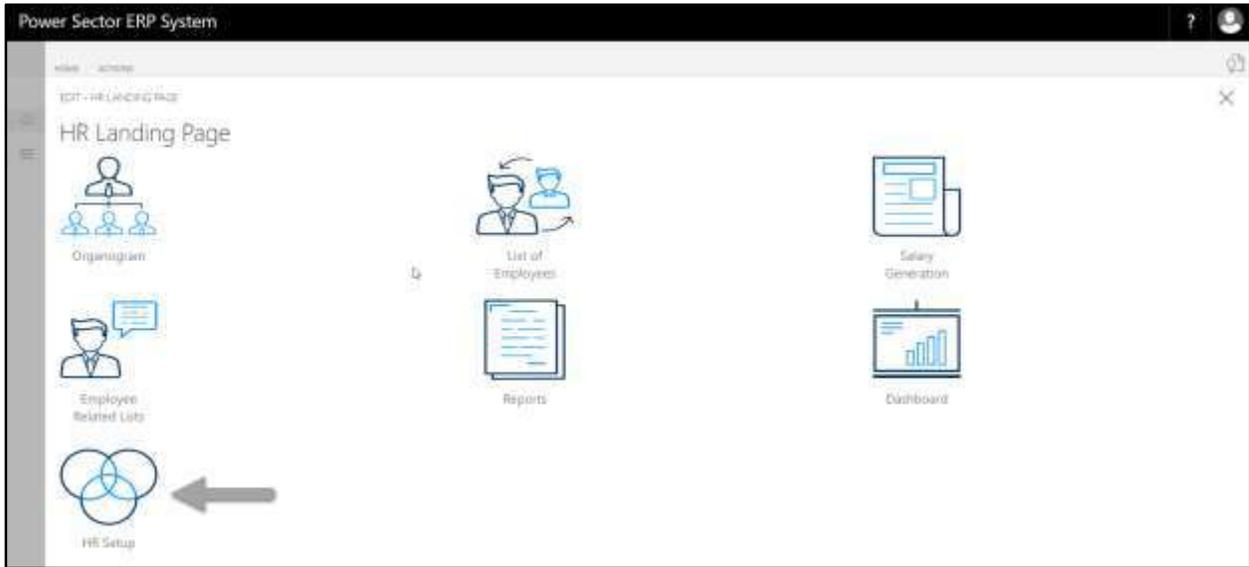
B. Choose the "Human Resources" icon.



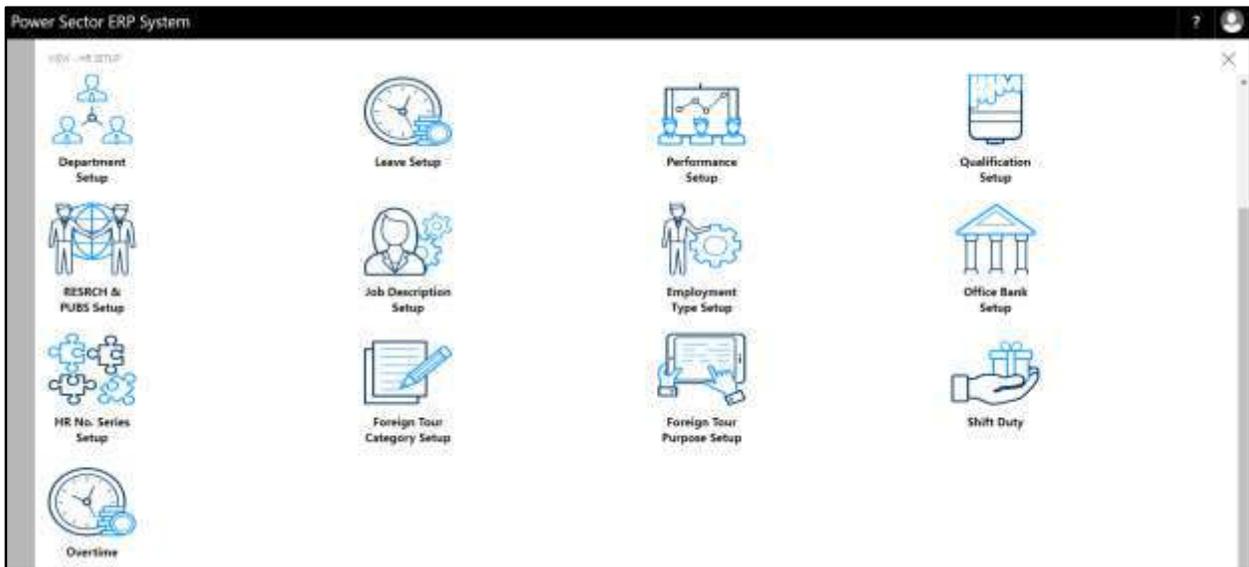
HR Landing Page will be appeared as below



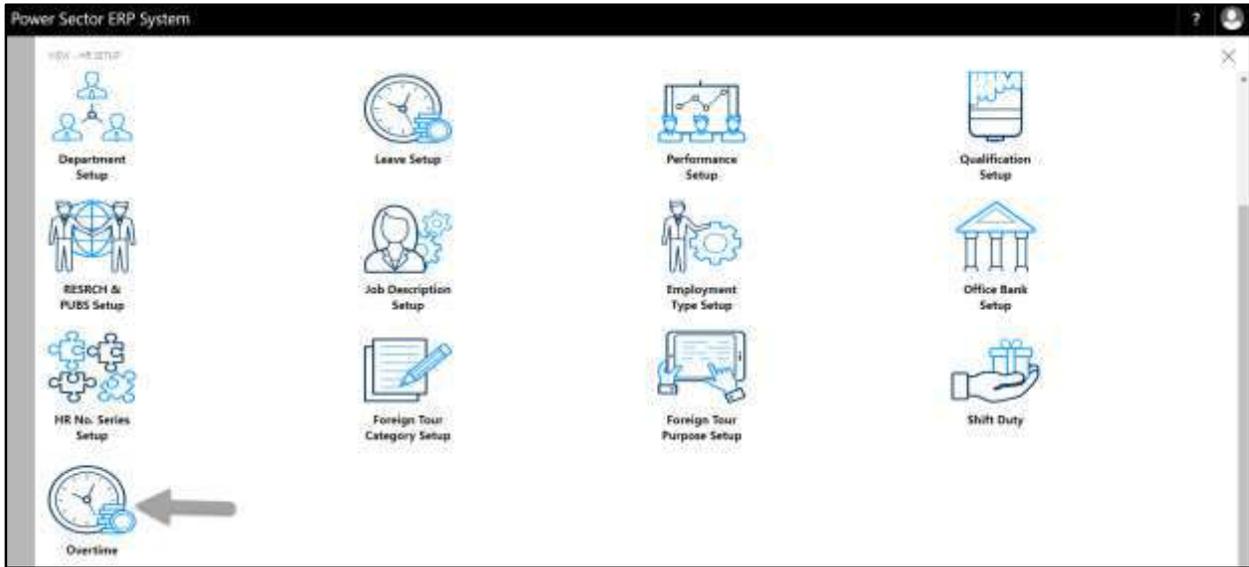
C. Choose the "HR Setup" in HR Landing Page.



HR Setup landing page will be appeared as below



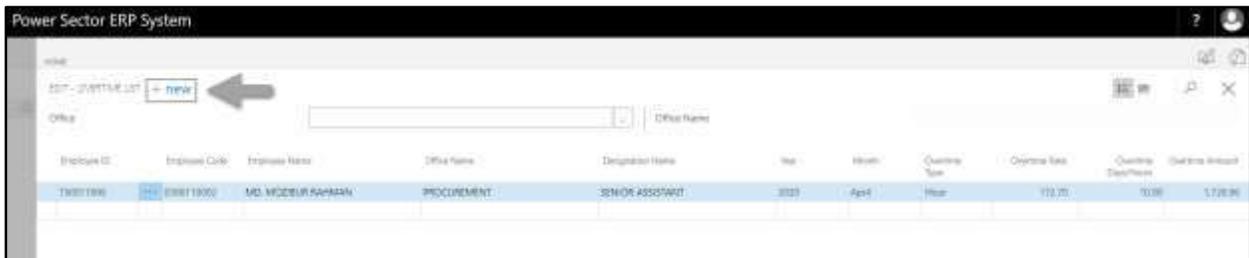
D. Choose the “Overtime” in HR Setup Landing Page.



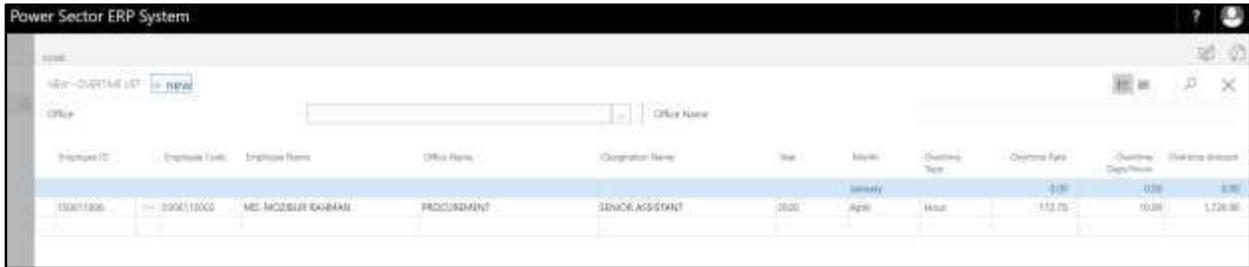
The following Overtime List page will be appeared.



E. Choose “New” icon on the Overtime List page, as indicated in figure below.



The **New Row** will be appeared for Overtime entry as below.



F. Provide below information to proceed.

1. Choose **Employee ID** from the dropdown by clicking on  button

- **Employee ID:**

Employee Code will be populated by the system

Employee Name Will be populated by the system

Office Name Will be populated by the system

Designation Name Will be populated by the system

2. Provide **Year**

- **Year: 2020**

3. Provide **Month**

- **Month: April**

Overtime Type will be populated by the system based on Employees Designation

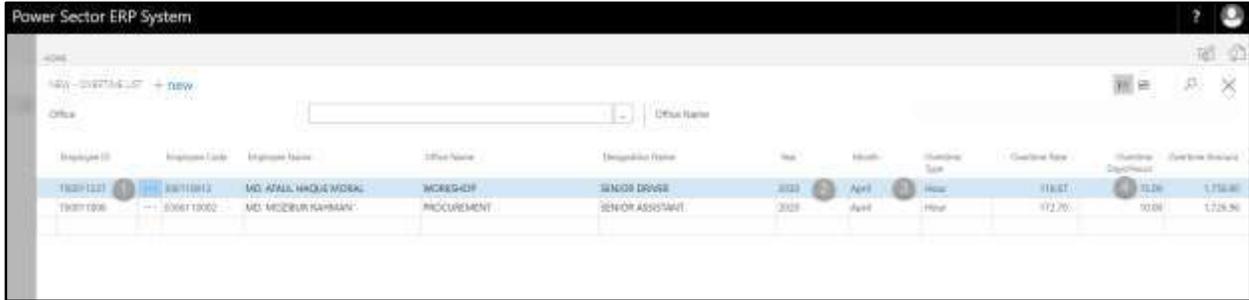
Overtime Rate will be populated by the system based on Employees Designation

Designation

4. Provide **Overtime Days/Hours**

- **Overtime Days/Hours: 15**

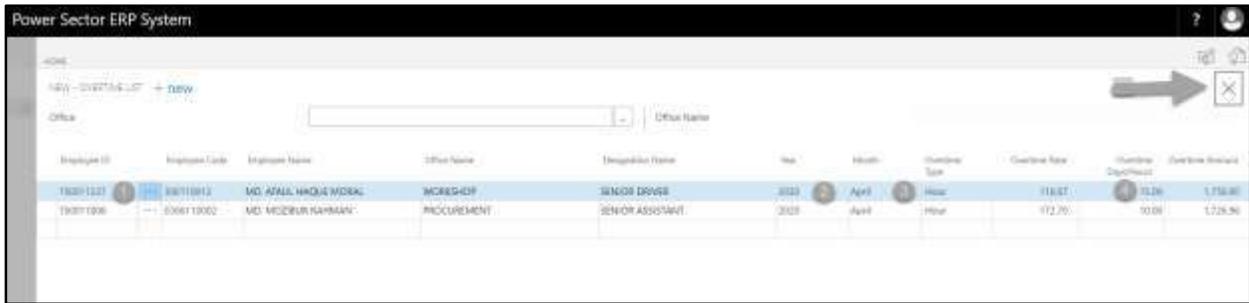
Overtime Amount will be calculated based on overtime rate and Overtime hour/days



Tips

To enter multiple Overtime data, use next line and follow steps 1 and 4.

G. Click the “” button to save and close.



HR-704 How to: Pre check Salary

Introduction

This process demonstrates how to pre check salary before salary generation.

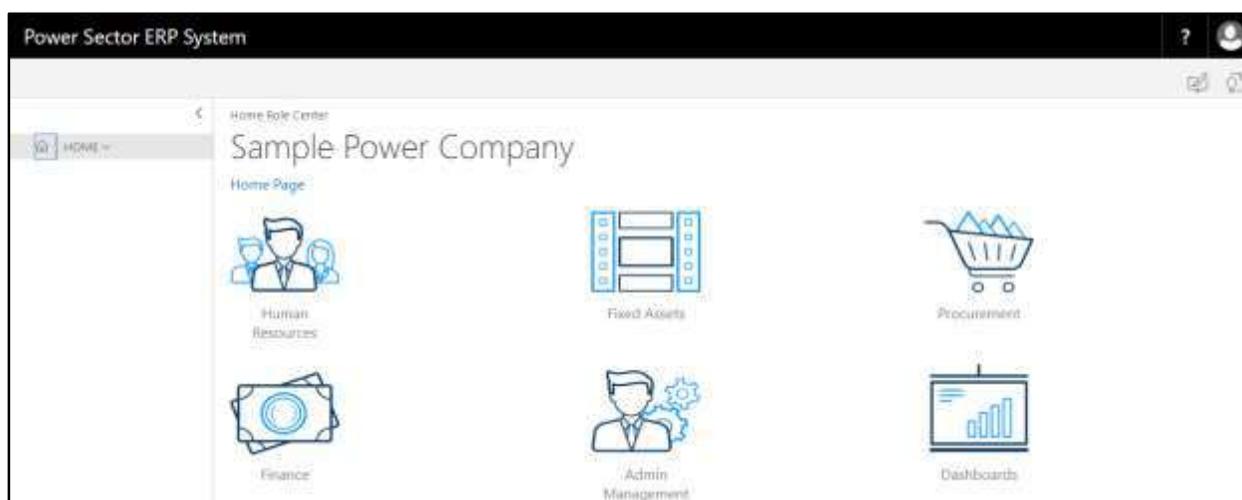
Roles

- Module User

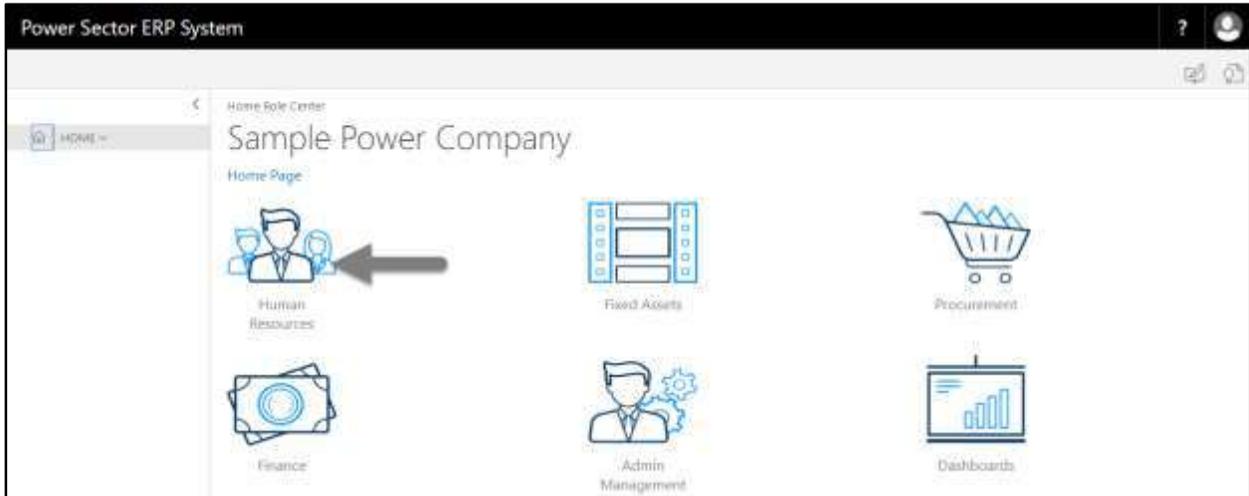
Initiate Pre check Salary

To Initiate the process, follow the steps described below.

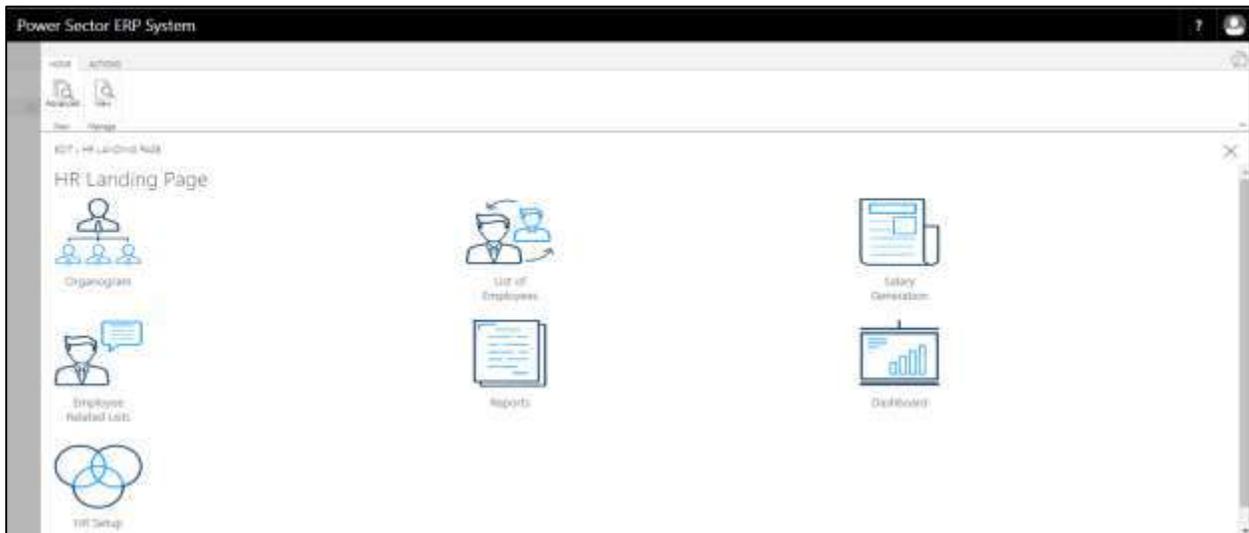
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



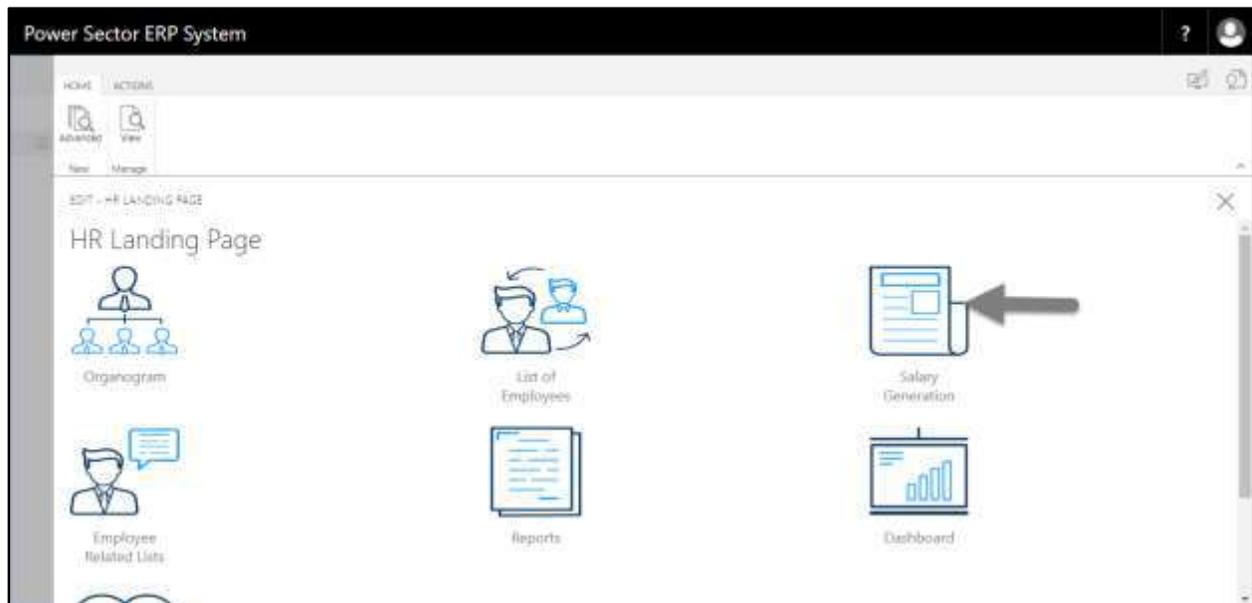
B. Choose the "Human Resources" icon.



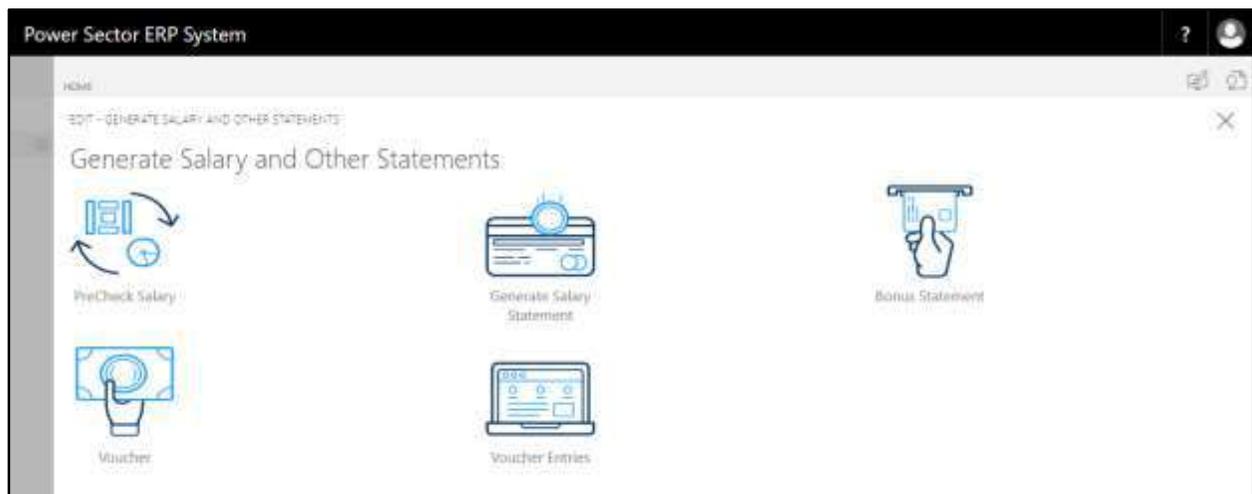
HR Landing Page will be appeared as below



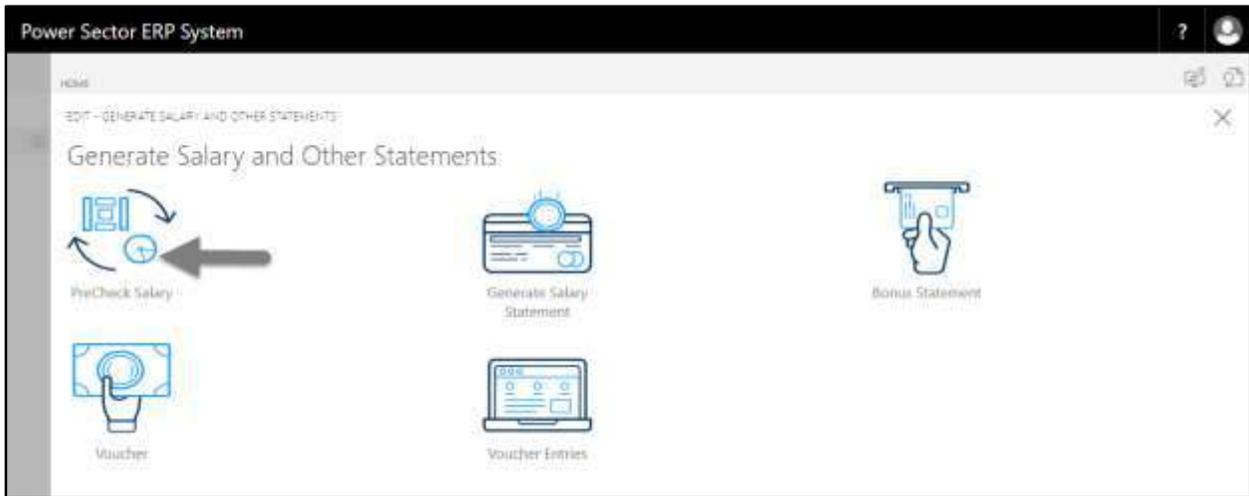
C. Choose the "Salary Generation" in HR Landing Page.



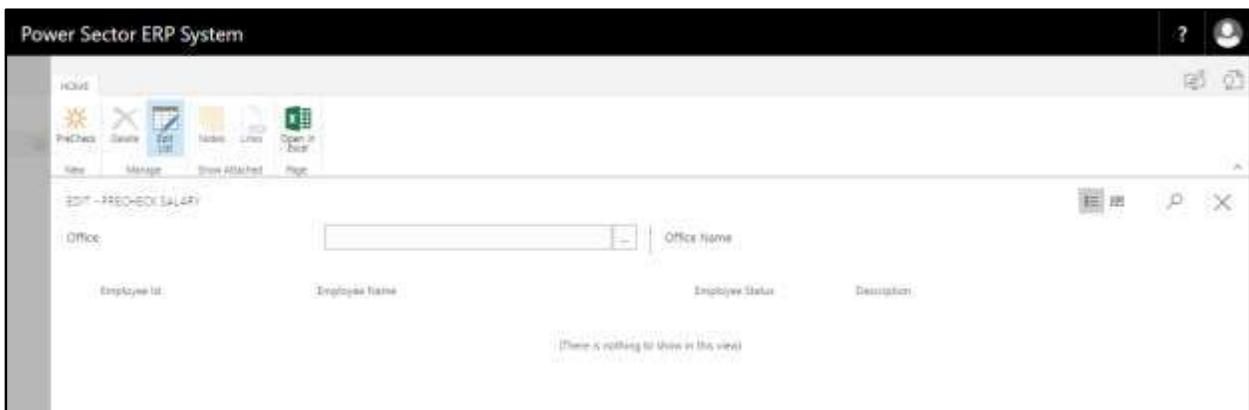
The following Generate Salary and Other Statements page will be appeared as below.



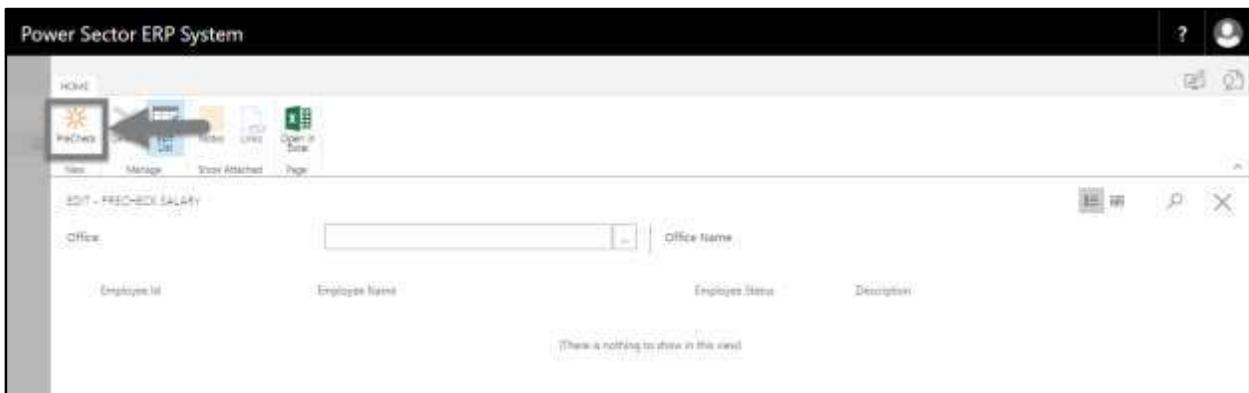
D. Choose the “PreCheck Salary” in Generate Salary and Other Statements page.



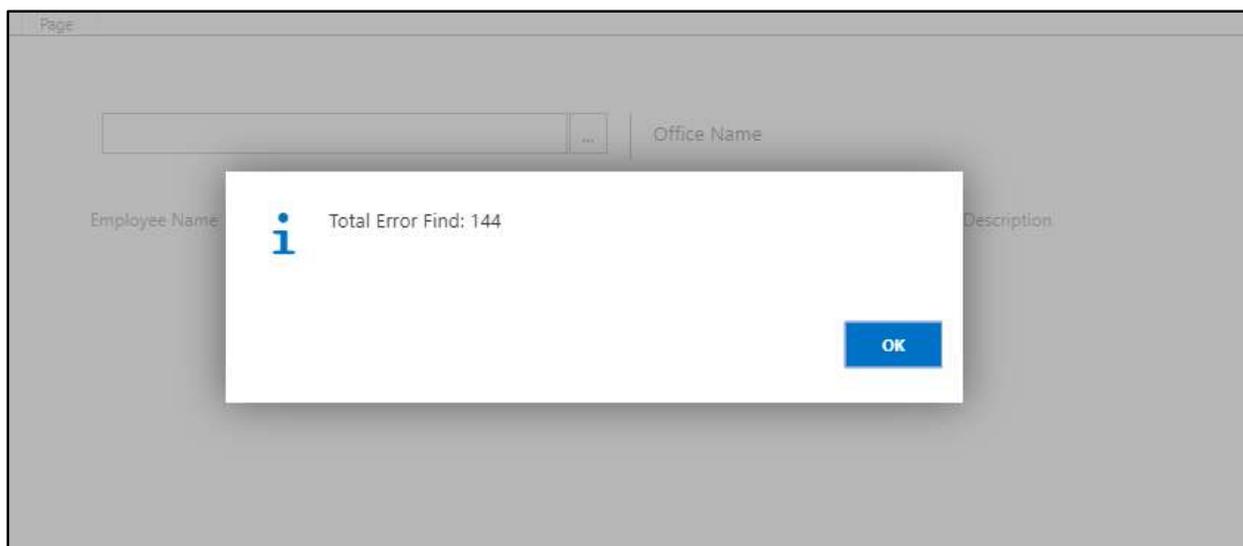
The following Pre check Salary page will be appeared.



E. Choose the “Pre Check” icon in Precheck Salary page, as indicated in figure below.

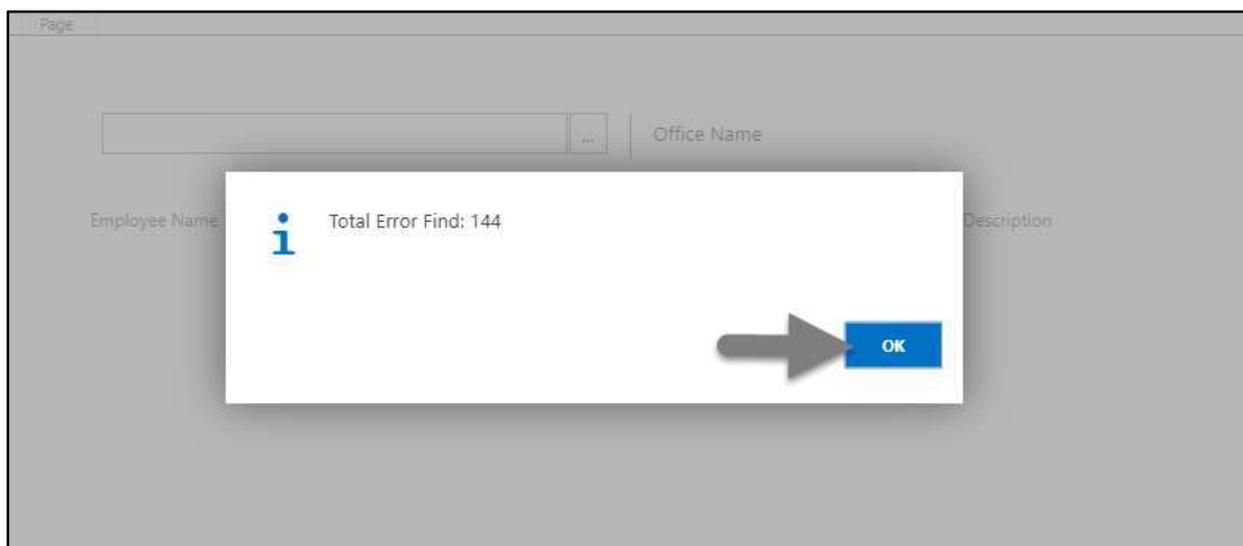


The following popup page will be appeared.

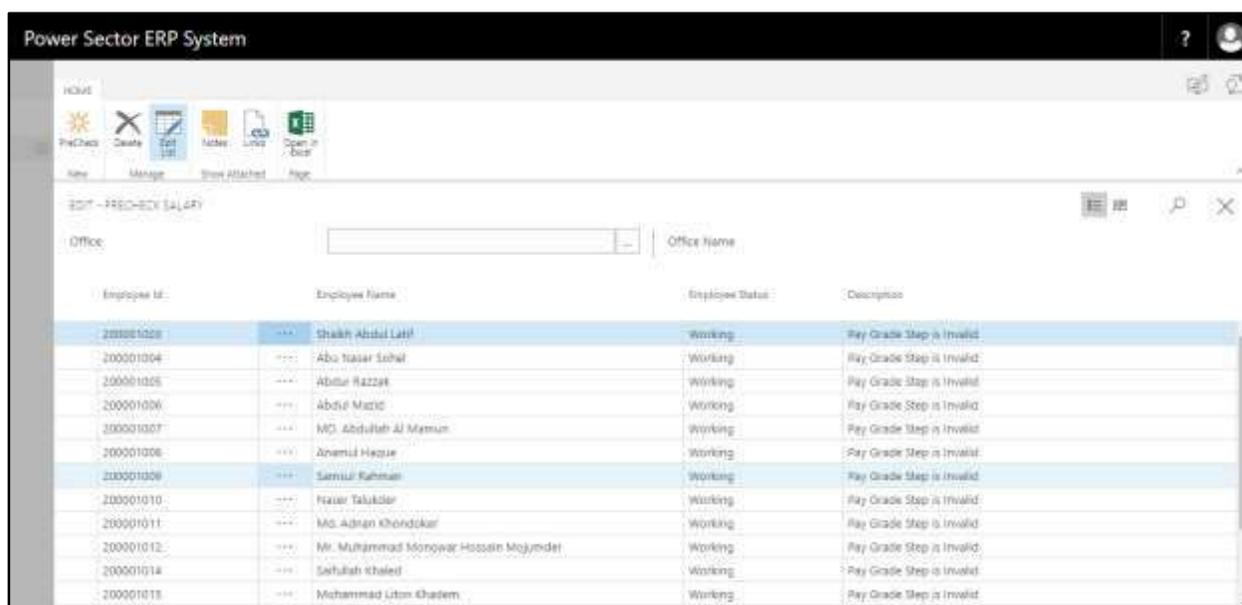


F. Click "OK" in the popup box.

1. Total Error Find: 144



The following page will be appeared with all the errors found.



The screenshot shows the 'Power Sector ERP System' interface. A window titled 'EDIT - PRECHECK SALARY' is open. It features a search bar for 'Office Name' and a table with the following columns: Employee Id., Employee Name, Employee Detail, and Description. The table lists 13 employees, all of whom have the error message 'Pay Grade Step is Invalid' in the Description column.

Employee Id.	Employee Name	Employee Detail	Description
200001003	Shahk Abdul Latif	Working	Pay Grade Step is Invalid
200001004	Abu Nasar Sohal	Working	Pay Grade Step is Invalid
200001005	Abdur Razzak	Working	Pay Grade Step is Invalid
200001006	Abdul Mazid	Working	Pay Grade Step is Invalid
200001007	Md. Abdullah Al Mamun	Working	Pay Grade Step is Invalid
200001008	Anamul Haque	Working	Pay Grade Step is Invalid
200001009	Samsul Rahman	Working	Pay Grade Step is Invalid
200001010	Fazal Talukder	Working	Pay Grade Step is Invalid
200001011	Md. Adnan Khondokar	Working	Pay Grade Step is Invalid
200001012	Mr. Muhammad Monwar Hossain Mojumder	Working	Pay Grade Step is Invalid
200001014	Sahulab Khaled	Working	Pay Grade Step is Invalid
200001015	Mohammad Liton Khadem	Working	Pay Grade Step is Invalid

Notes

Precheck Salary finds all the errors before generating salary statement. Using this feature errors can be solved before generating salary statement.

HR-705 How to: Generate Salary Statement

Introduction

This process demonstrates how to generate office wise or full organization salary statement in one click and send it for approval. The process contains 2 activities –

- HR-705.1 Generate Salary Statement
- HR-705.2 Approve or Reject Salary Statement

Roles

- Module User

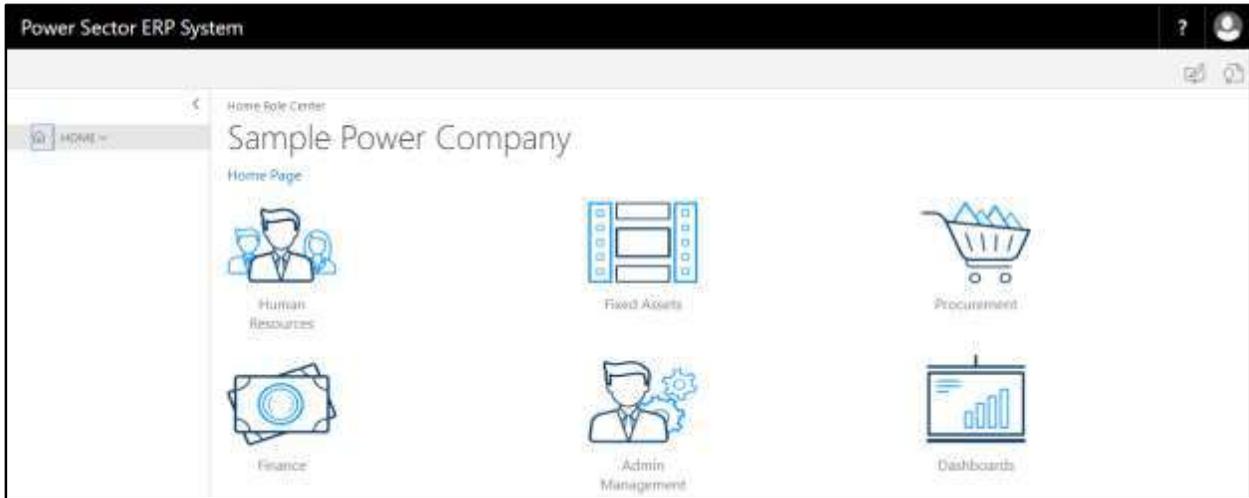
Prerequisites

- HR Config Setup
- Salary Setup
- Shift Duty Setup
- Overtime Setup
- TDS Setup
- Arrear Setup
- Transfer
- Promotion
- Increment
- Retirement
- Resigned
- Terminated
- Deceased
- Organogram Setup
- Step information in Employee Card page
- Precheck Salary

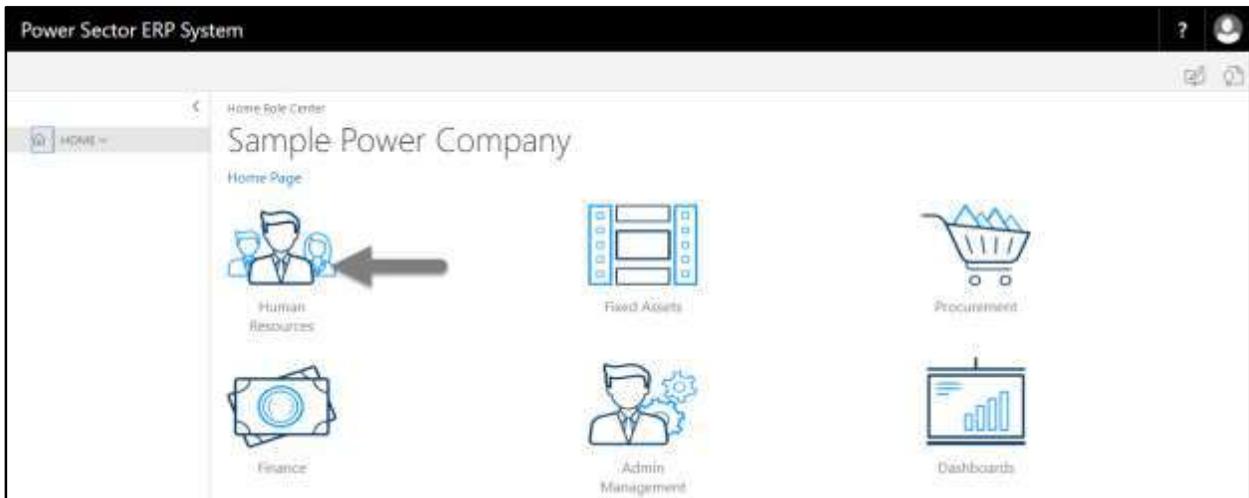
HR-705.1 Generate Salary Statement

To initiate the process, follow the steps described below.

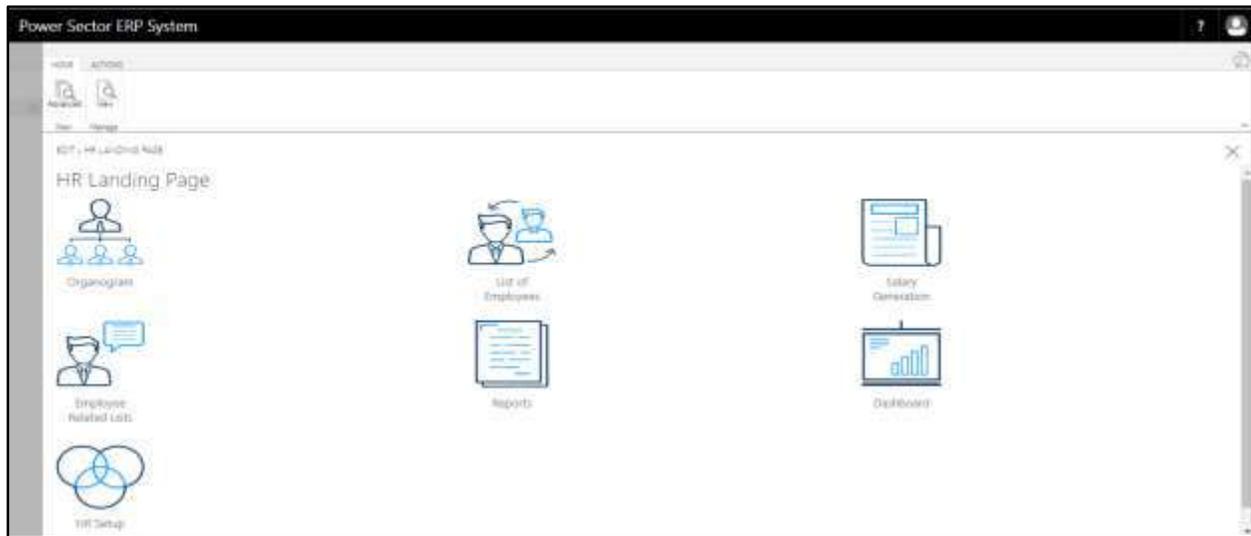
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



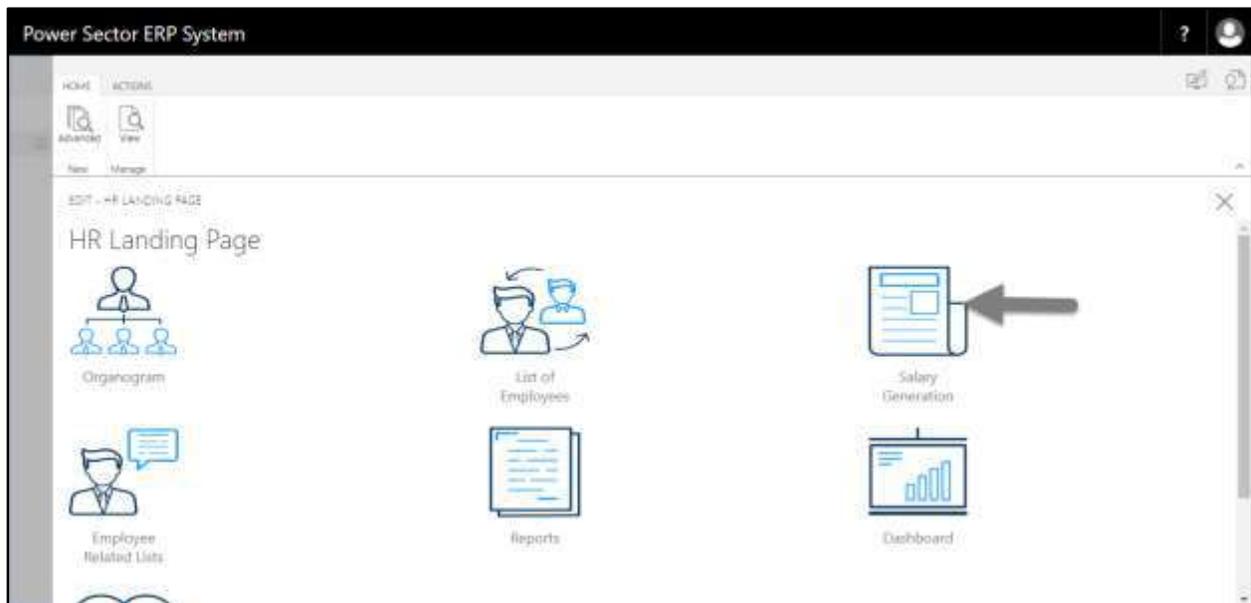
- B. Choose the **"Human Resources"** icon.



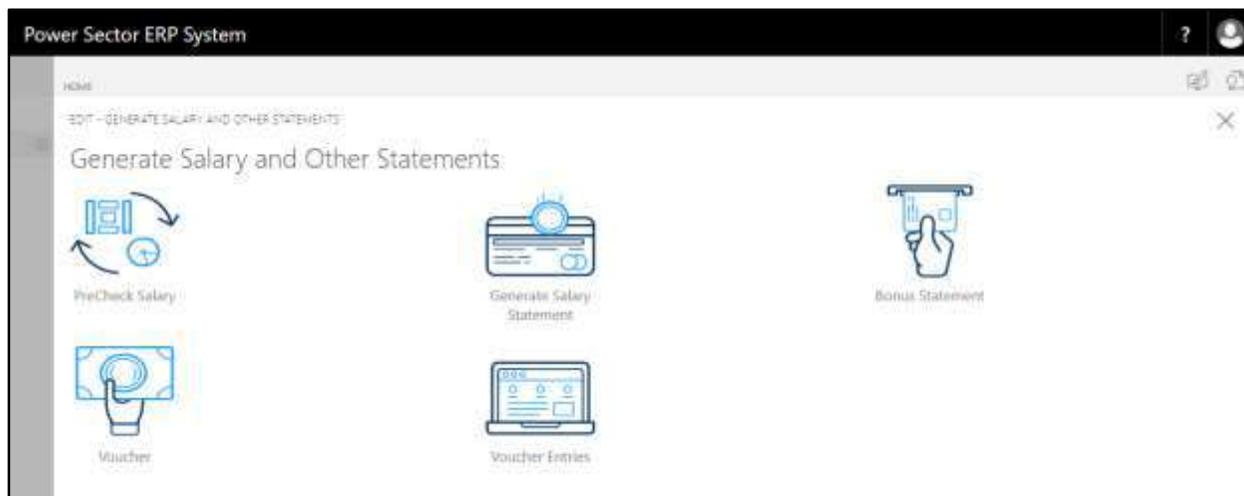
HR Landing Page will be appeared as below



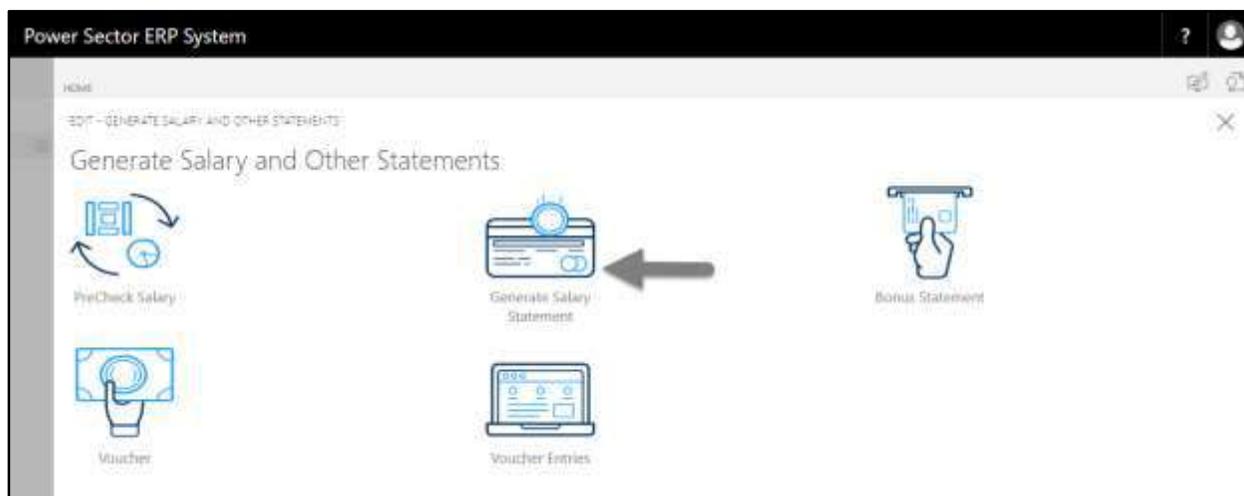
C. Choose the "Salary Generation" in HR Landing Page.



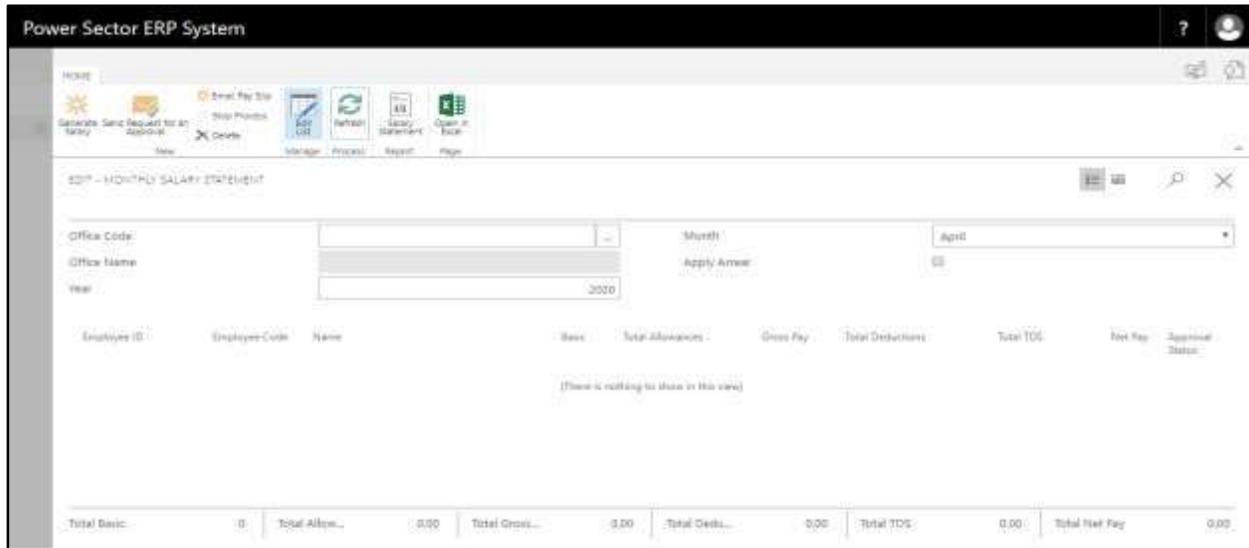
The following Generate Salary and Other Statements page will be appeared.



D. Choose the **"Generate Salary Statement"** in Generate Salary and Other Statements page.



The following **Monthly Salary Statement** page will be appeared.



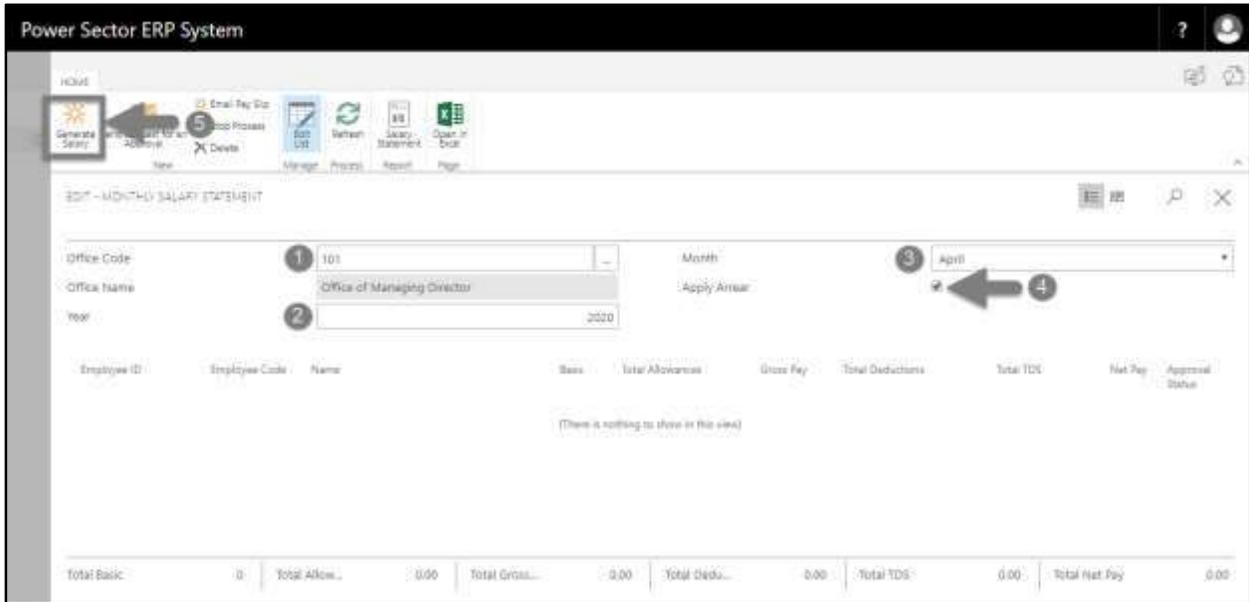
E. Provide below information to Generate Salary Statement process successfully.

1. Choose the **Office Code** from the dropdown. Click on button.
 - **Office Code: 101**

Office Name will be populated by the system.
2. Provide **Year**.
 - **Year: 2020**

By default, current **Year** will be shown by the system.
3. Choose the **Month** from the dropdown. Click on button.
 - **Month: April**

By default, current **Month** will be shown by the system.
4. Select **Apply Arrear** checkbox to apply arrear calculation while generating salary.
5. Choose the **"Generate Salary"** icon to proceed salary generation.



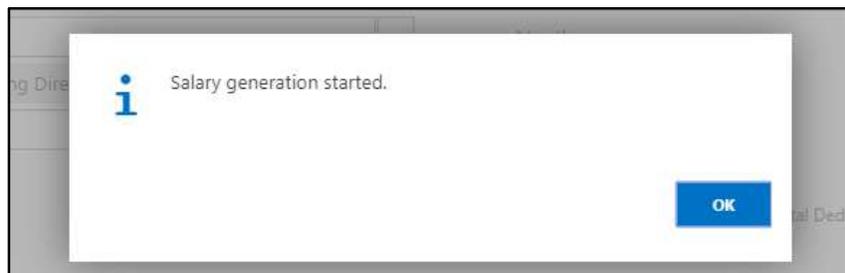
Tips

To generate salary for full organization, follow steps 2 to 5. Step 1 (Office Code) should be empty.

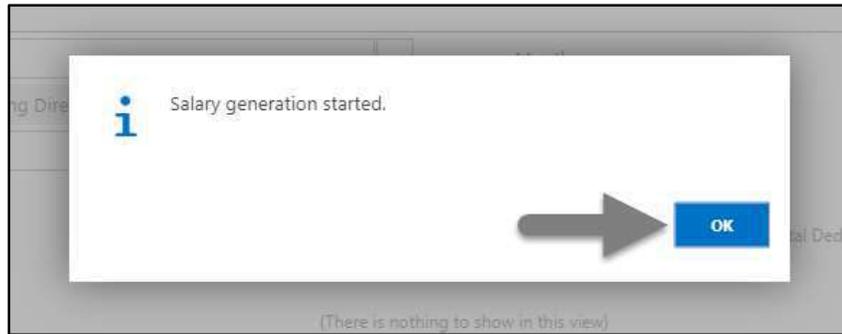
Notes

Skip step 4 if there is no arrear applicable in that month.

The following popup page will be appeared.



F. Click "OK" to start salary generation.



The following monthly salary statement will be appeared on completion.

Power Sector ERP System

HOME

Generate Salary Statement for an Approval

Send Request for an Approval

Apply

Manage Process

Return

Salary Statement

Open if Error

EDIT - MONTHLY SALARY STATEMENT

Office Code: 101

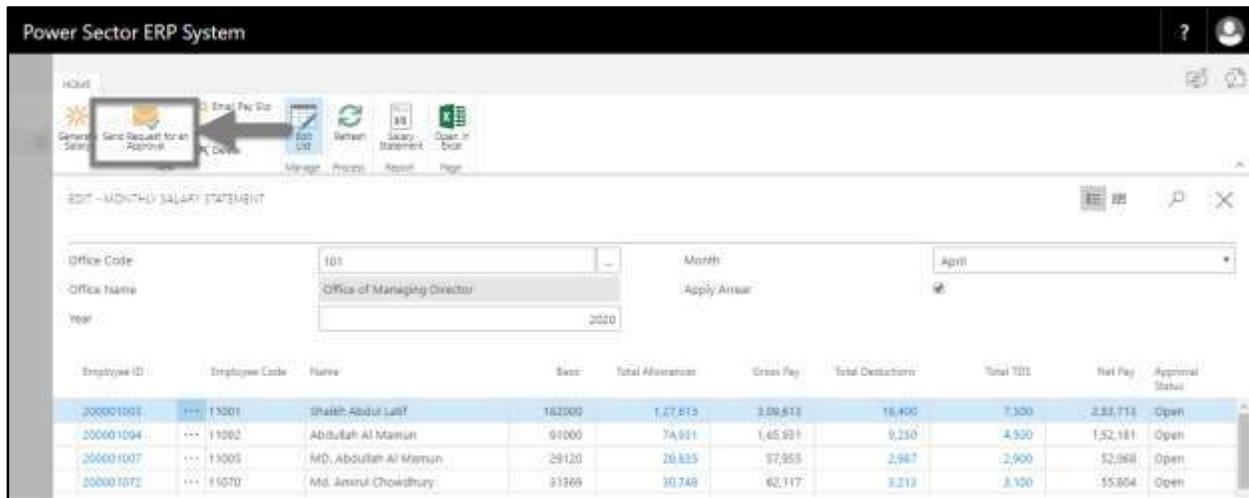
Office Name: Office of Managing Director

Month: April

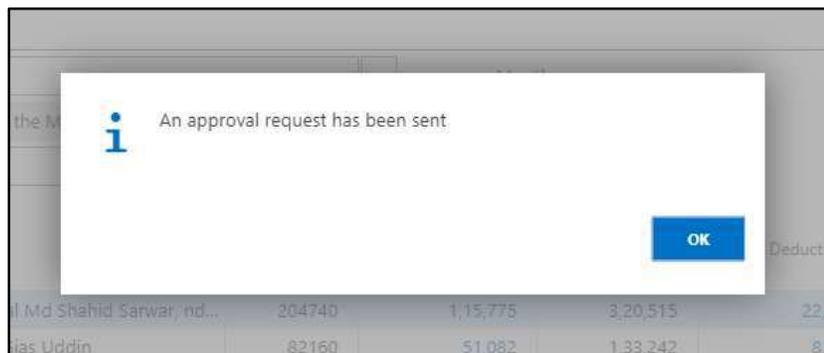
Year: 2020

Employee ID	Employee Code	Name	Basic	Total Allowances	Gross Pay	Total Deductions	Total TDS	Net Pay	Approval Status				
200001003	11001	Shaikh Abdul Latif	182000	1,27,813	3,09,813	18,400	7,500	2,83,713	Open				
200001004	11002	Abdullah Al Mamun	91000	74,911	1,65,911	9,250	4,500	1,52,161	Open				
200001007	11005	MD. Abdullah Al Mamun	29120	26,825	55,945	2,987	2,900	52,958	Open				
200001072	11070	Ms. Annuul Chowdhury	31369	30,749	62,117	3,213	3,100	55,804	Open				
200001008	11008	Anamul Haque	21630	22,326	43,956	2,213	3,100	38,543	Open				
200001006	11006	Ms. Monzurul Chowdhury	20000	20,940	40,940	2,030	2,000	36,850	Open				
Total Basic:			420128	Total Allow...	3,51,541.00	Total Gross...	7,71,680.00	Total Dedu...	42,775.00	Total TDS:	35,500.00	Total Net Pay	7,02,403.00

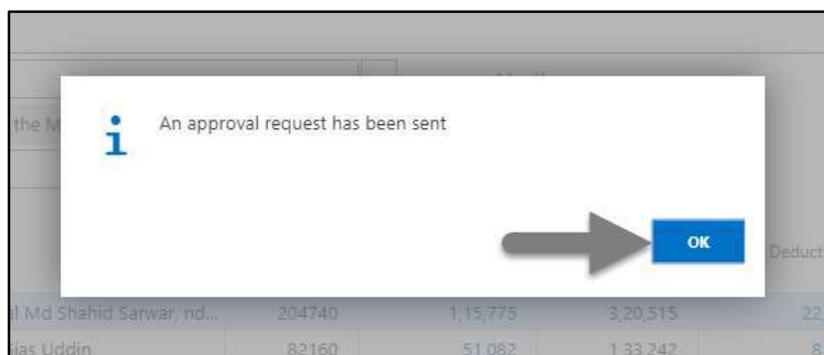
G. Choose the "Send request for an Approval" icon to proceed for approval.



The following pop up will be appeared.



H. Choose **"OK"** icon to save and close.



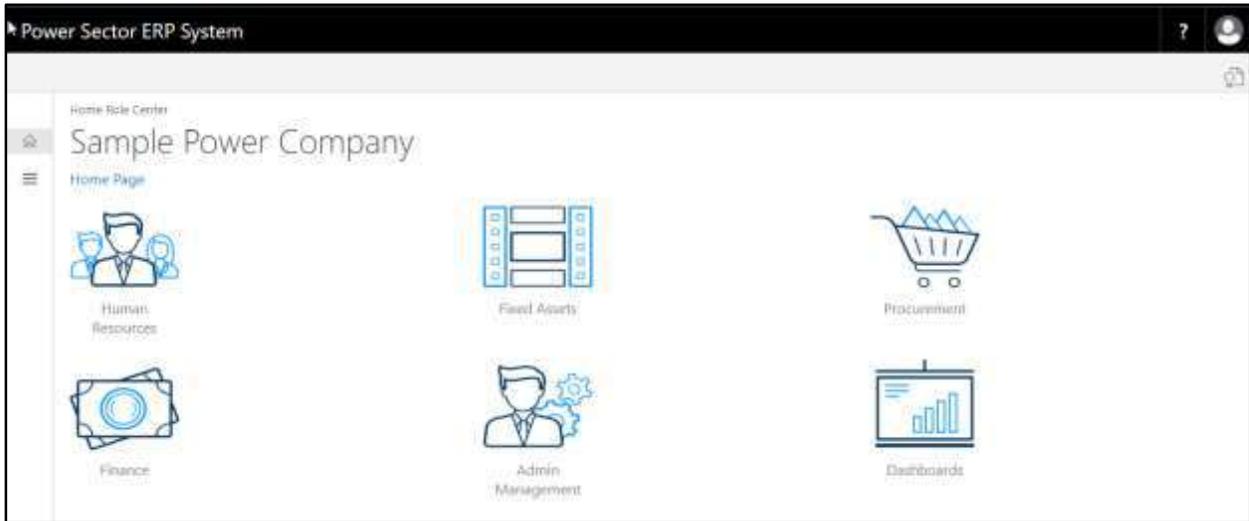
NOTE

For successful salary generation, employees must be assigned to their respective organogram and step.

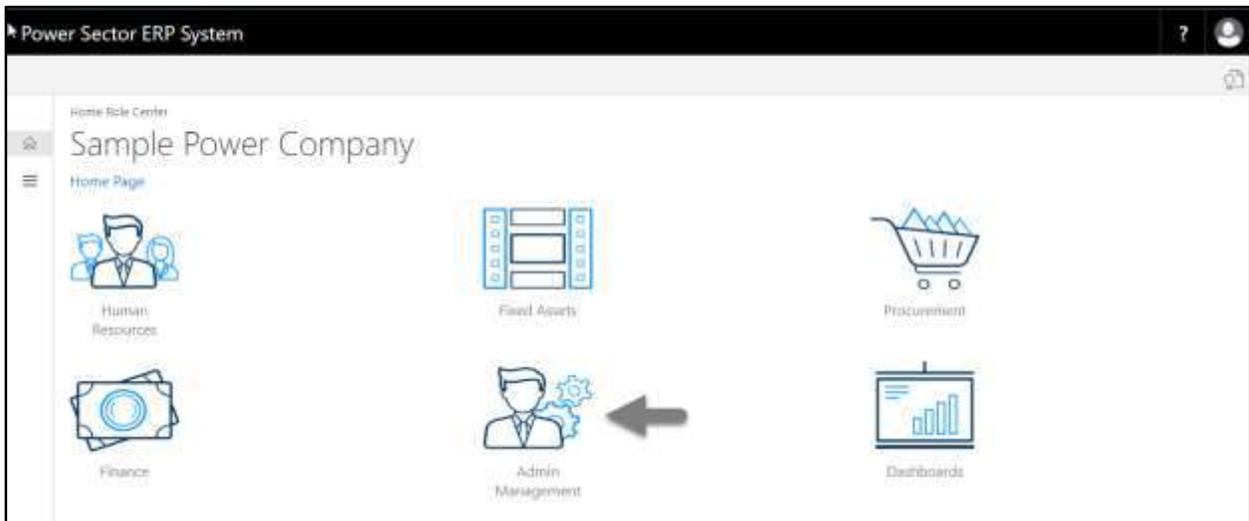
HR-705.2 Approve or Reject Monthly Salary Statement

To Approve or Reject Monthly Salary Statement, follow the steps described below.

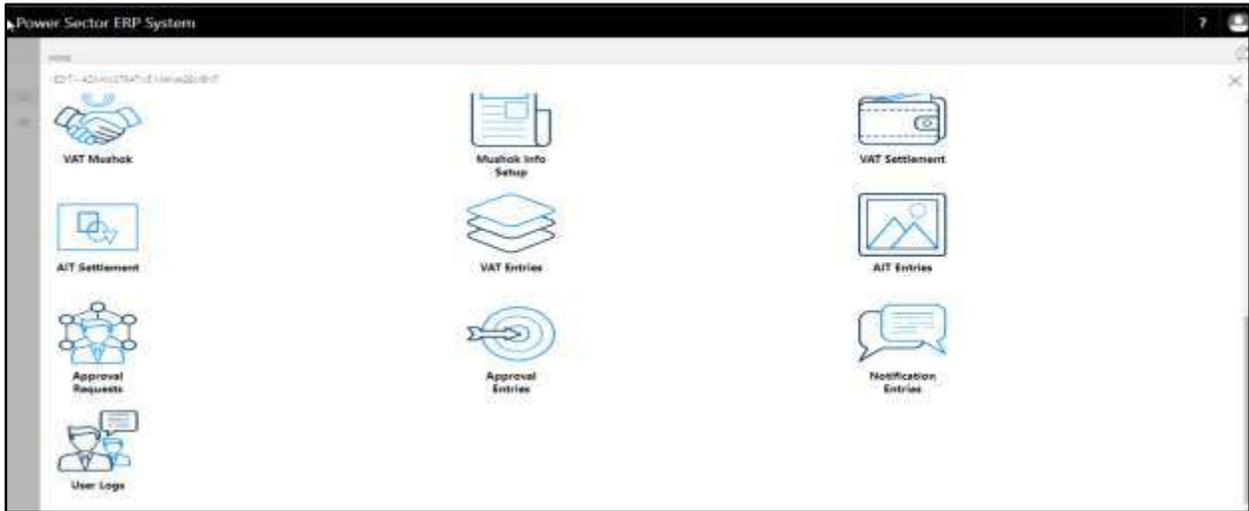
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



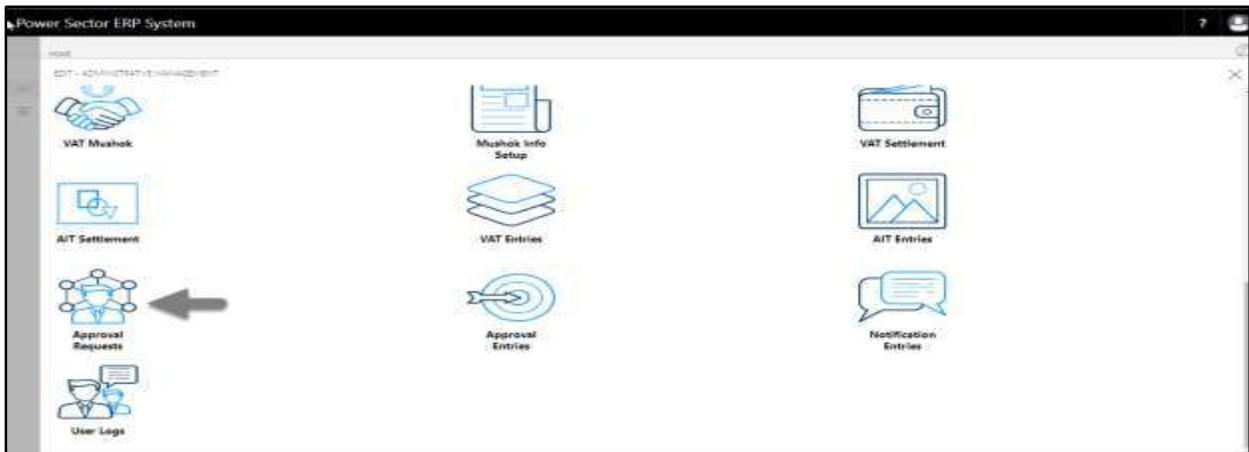
- B. Choose the **“Admin Management”** icon to open the administrative page.



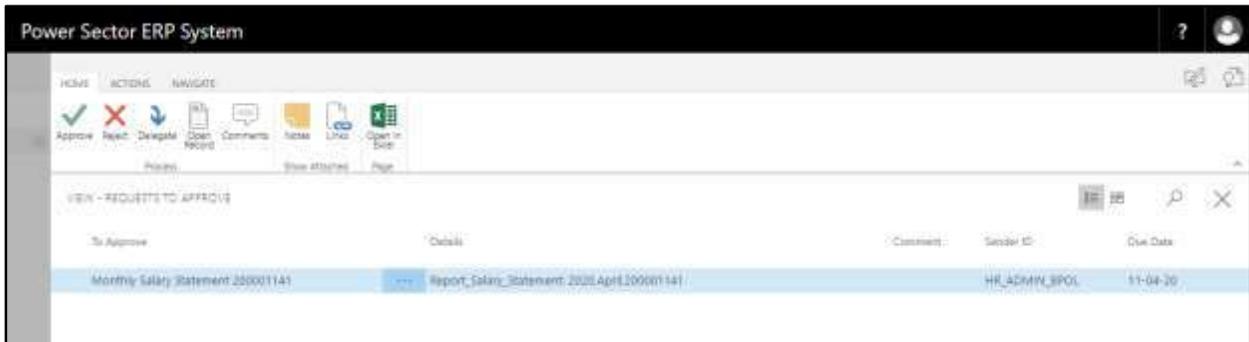
The Following **Admin Management** page will appear as below.



C. Choose the **“Approval Request”** icon to process initiated approval requests.



The following **Approval Request** page will appear.



D. Select the initiated records and choose the **“Open Record”** icon.



Detailed Monthly Salary Statement page will be appeared as below.

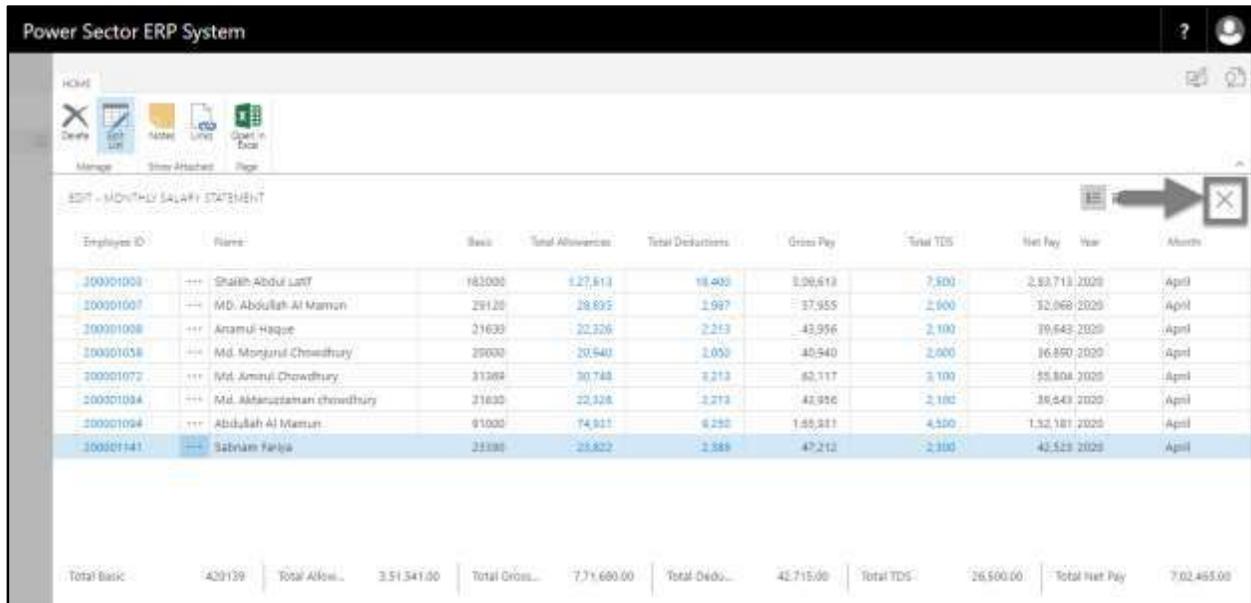
The screenshot shows the 'Power Sector ERP System' interface with a detailed table of 'MONTHLY SALARY STATEMENT'. The table has columns for Employee ID, Name, Basic, Total Allowances, Total Deductions, Gross Pay, Total TDS, Net Pay, Year, and Month. The data is as follows:

Employee ID	Name	Basic	Total Allowances	Total Deductions	Gross Pay	Total TDS	Net Pay	Year	Month
20001003	Shaikh Abdul Latif	182000	1,27,613	18,400	3,06,613	1,500	2,85,713	2020	April
20001007	MD. Abdoullah Al Mamun	28120	28,835	2,987	37,955	2,900	32,058	2020	April
20001008	Anamul Haque	21630	22,326	3,213	48,956	3,100	39,643	2020	April
20001058	Ms. Monjurul Chowdhury	20000	20,940	2,080	40,940	2,000	36,690	2020	April
20001072	Ms. Aminul Chowdhury	31369	30,748	3,213	62,117	3,100	55,804	2020	April
20001084	Md. Mdanzaman Chowdhury	21630	22,326	3,213	48,956	3,100	39,643	2020	April
20001094	Abdullah Al Mamun	81000	74,011	9,250	1,65,311	6,100	1,32,181	2020	April
20001141	Sabnam Faris	23980	23,827	3,289	47,212	2,300	42,329	2020	April

At the bottom of the table, there is a summary row:

Total Basic	420129	Total Allow...	3,51,541.00	Total Gross...	7,71,880.00	Total Dedu...	42,715.00	Total TDS	26,500.00	Total Net Pay	7,02,485.00
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E. Select the  icon to back to the previous page.



Employee ID	Name	Basic	Total Allowances	Total Deductions	Gross Pay	Total TDS	Net Pay	Year	Month
20001001	Shahid Abdul Latif	183000	1,27,513	18,400	3,08,113	7,500	2,93,713	2020	April
20001007	MD. Abdullah Al Mamun	29120	28,835	1,997	37,955	2,500	32,068	2020	April
20001028	Arzamul Haque	21630	22,326	2,213	43,956	2,100	39,642	2020	April
20001038	Md. Monjurul Chowdhury	29000	20,940	1,050	48,940	2,000	46,940	2020	April
20001072	Md. Aminul Chowdhury	31269	30,748	2,213	62,117	3,100	55,804	2020	April
20001084	Md. Akhannur Rahman Chowdhury	21630	22,326	2,213	43,956	2,100	39,643	2020	April
20001094	Abdullah Al Mamun	91000	74,911	9,250	1,65,311	4,100	1,52,181	2020	April
20001141	Sabriam Farjia	23380	23,822	1,888	47,212	2,300	45,528	2020	April

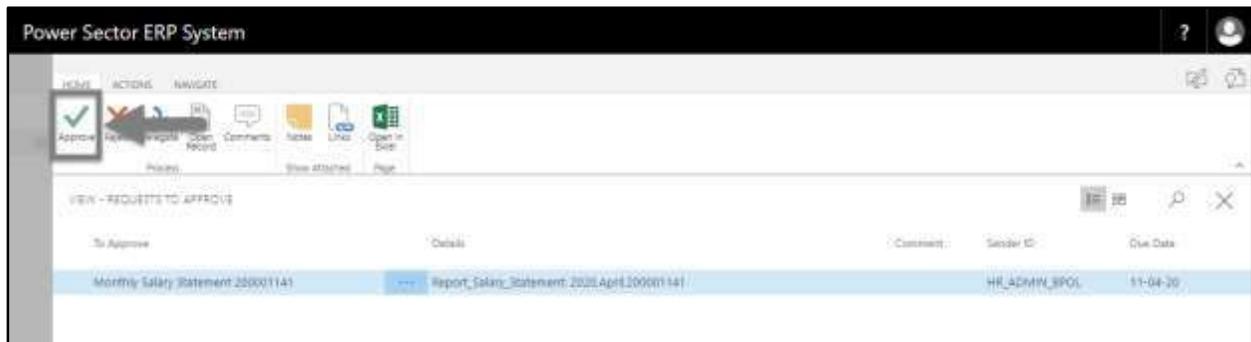
Total Basic: 420139 Total Allow...: 3,51,341.00 Total Gross...: 7,71,680.00 Total Dedu...: 42,715.00 Total TDS: 26,500.00 Total Net Pay: 7,02,465.00

The following **Request to Approve** page will be appeared



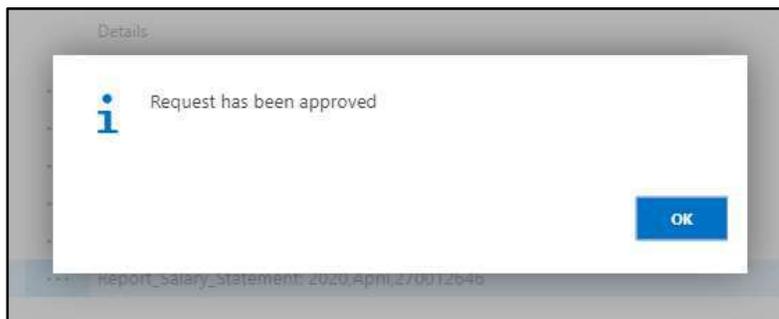
To Approve	Details	Comment	Sender ID	Due Date
Monthly Salary Statement 270012648	Report_Salary_Statement: 2020 April 270012648		HR_ADMIN	09-04-20

F. Choose the **“Approve”** icon to approve the Monthly Salary Statement or select **“Reject”** (besides “Approve”) to reject.

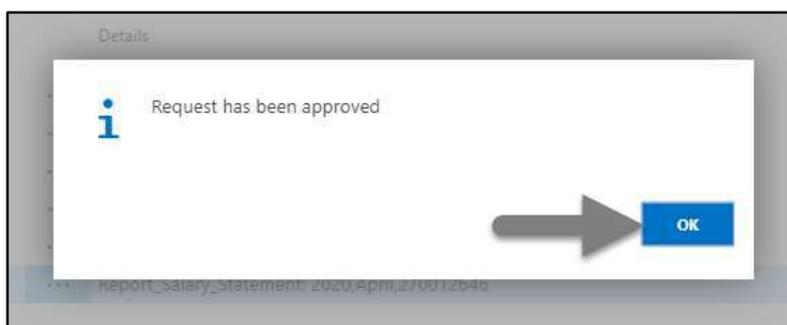


To Approve	Details	Comment	Sender ID	Due Date
Monthly Salary Statement 250011141	Report_Salary_Statement: 2020 April 20001141		HR_ADMIN_SPOL	11-04-20

The following pop-up will be appeared.



G. Choose the "Ok" icon to save and close.



IMPORTANT

After approval of Monthly Salary Statement, you cannot delete or modify it.

HR-706 How to: Generate Bonus Statement

Introduction

This process demonstrates how to generate office wise or full organization bonus statement in one click and send it for approval. Full process completes in 2 phases –

- HR-706.1 Generate Bonus Statement
- HR-706.2 Approve or Reject Bonus Statement

Roles

- Module User

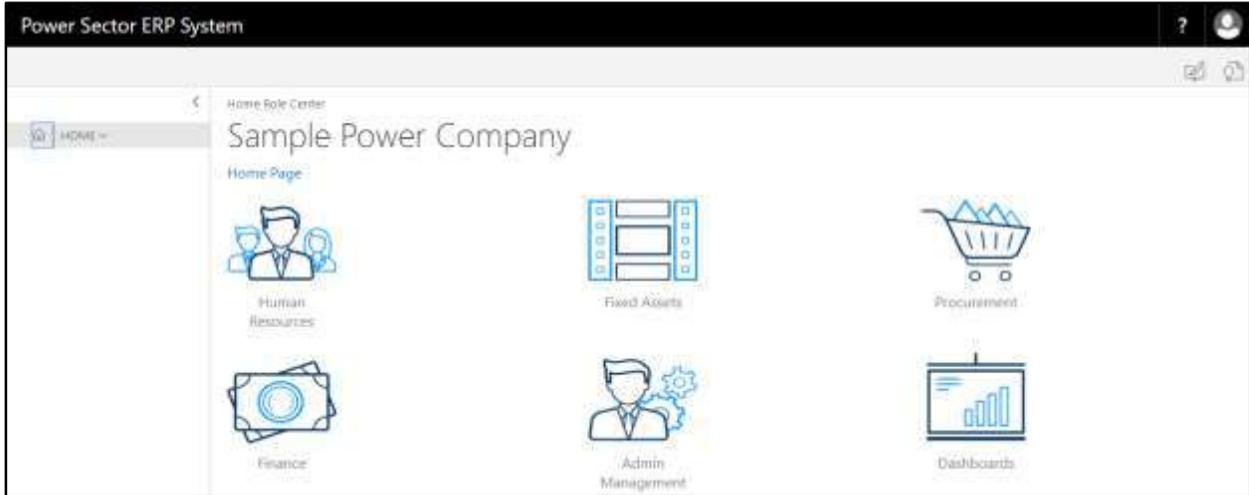
Prerequisites

- Salary Setup
 - Bonus Setup
 - Bonus Grade Mapping
- Employee Religion in Employee Card Page

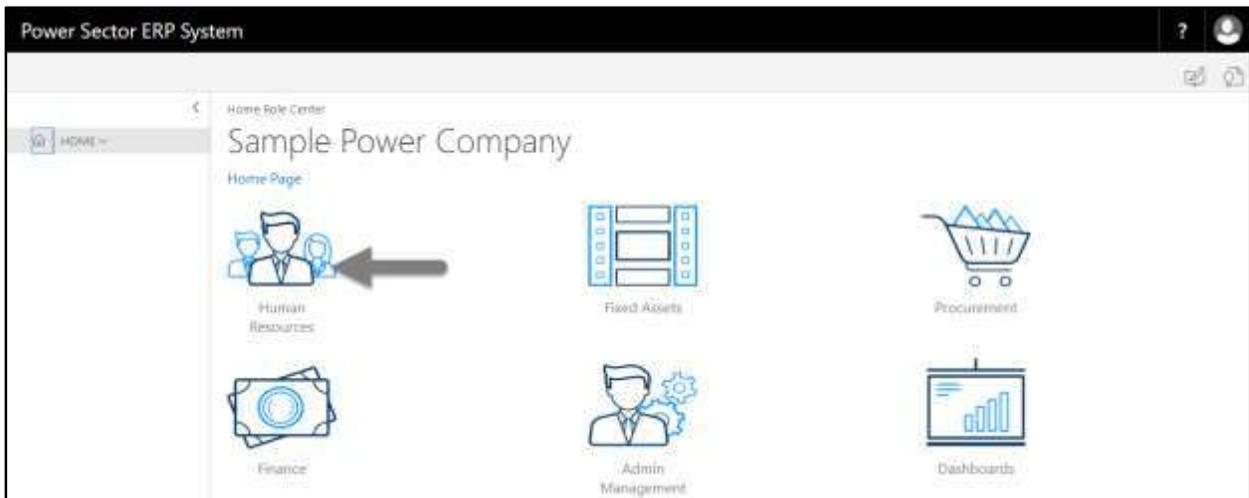
HR-706.1 Generate Bonus Statement

To initiate the process, follow the steps described below.

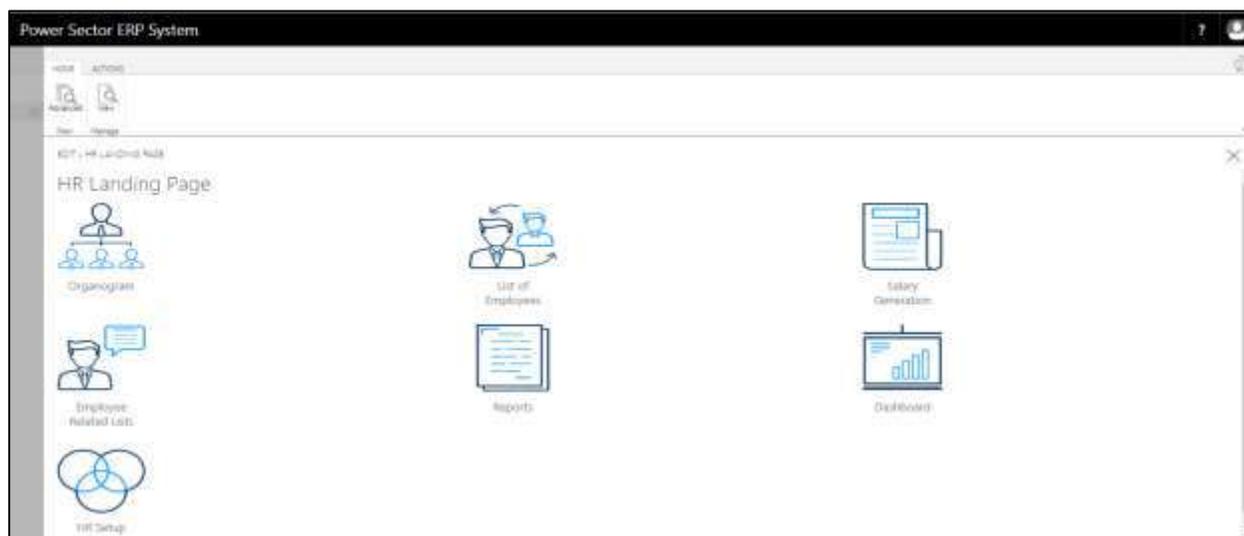
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



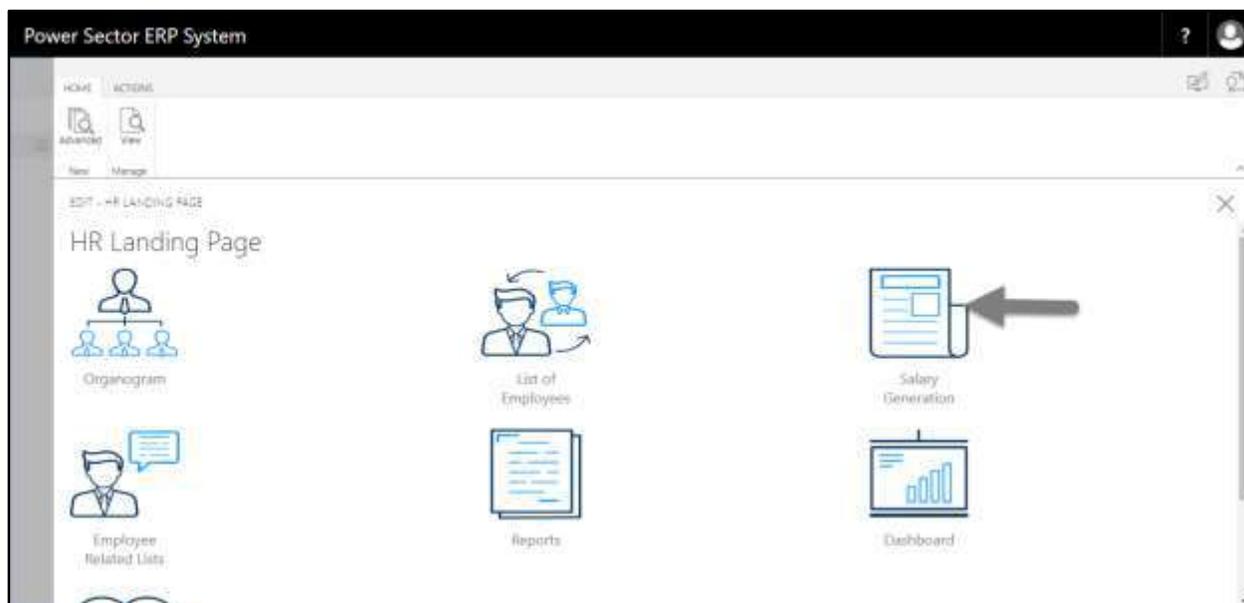
- B. Choose the **“Human Resources”** icon.



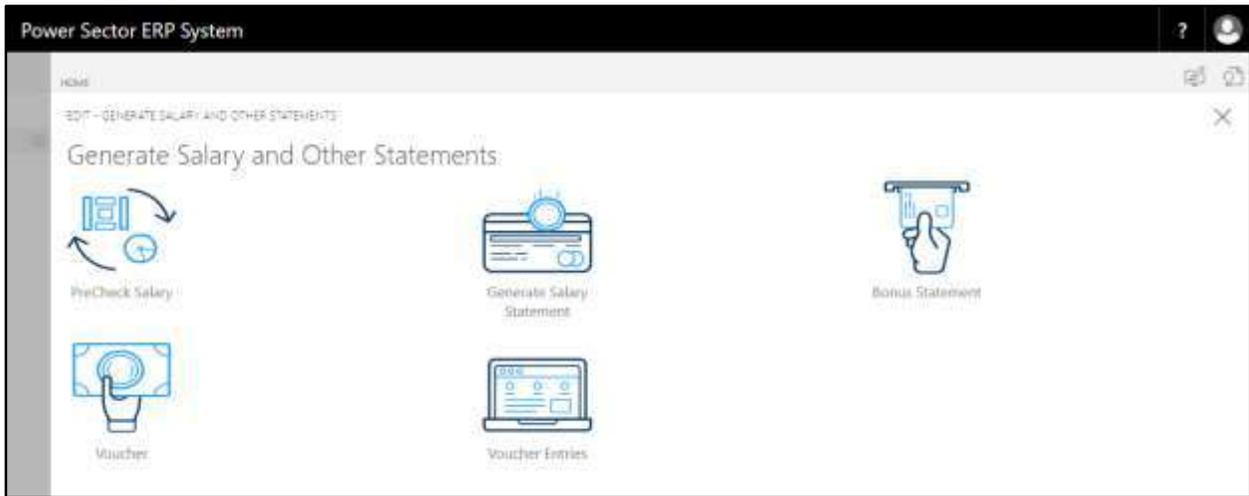
HR Landing Page will be appeared as below



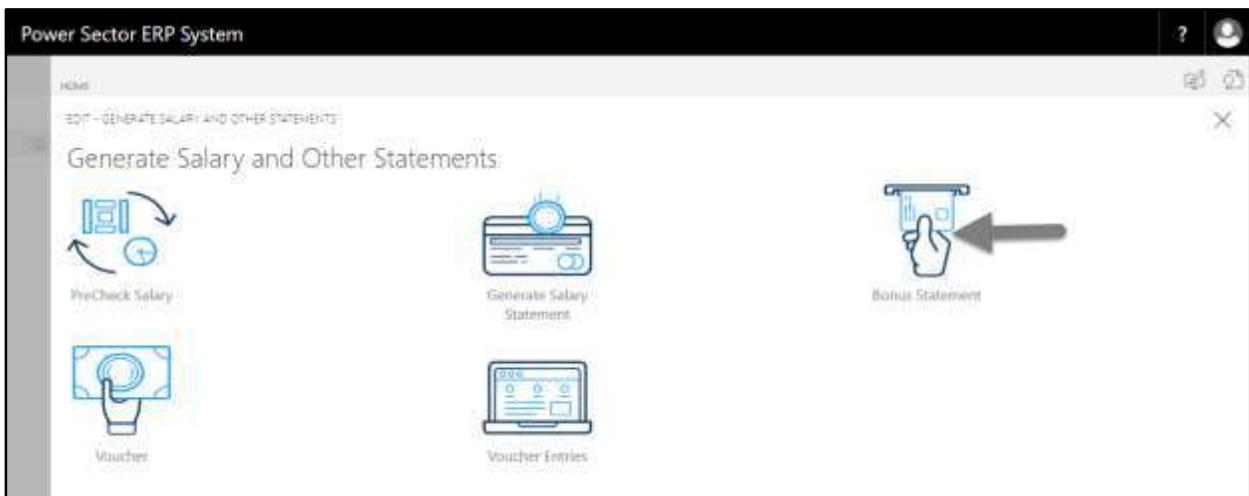
C. Choose the "Salary Generation" in HR Landing Page.



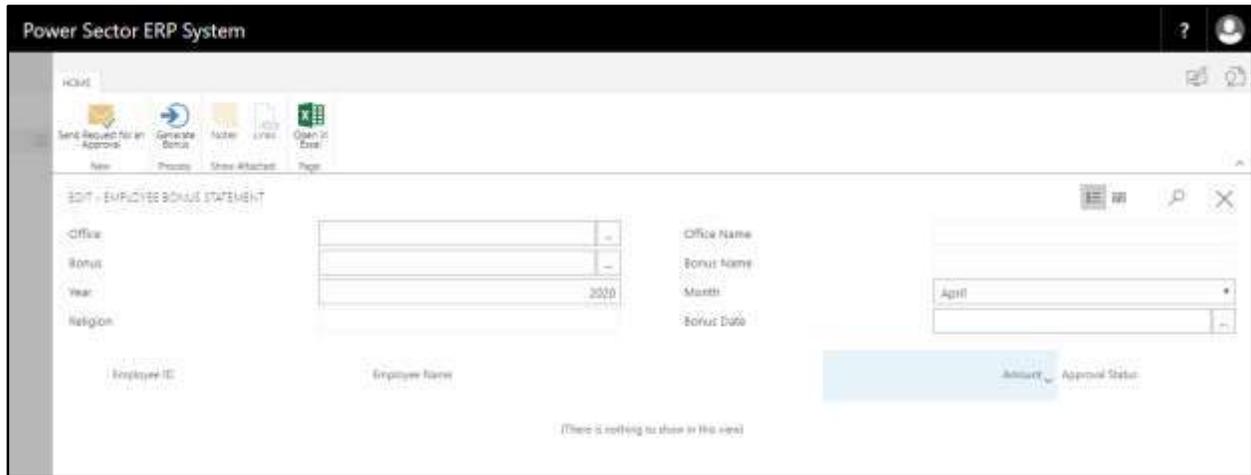
The following Generate Salary and Other Statements page will be appeared as below.



D. Choose the **“Bonus Statement”** in Generate Salary and Other Statements page.

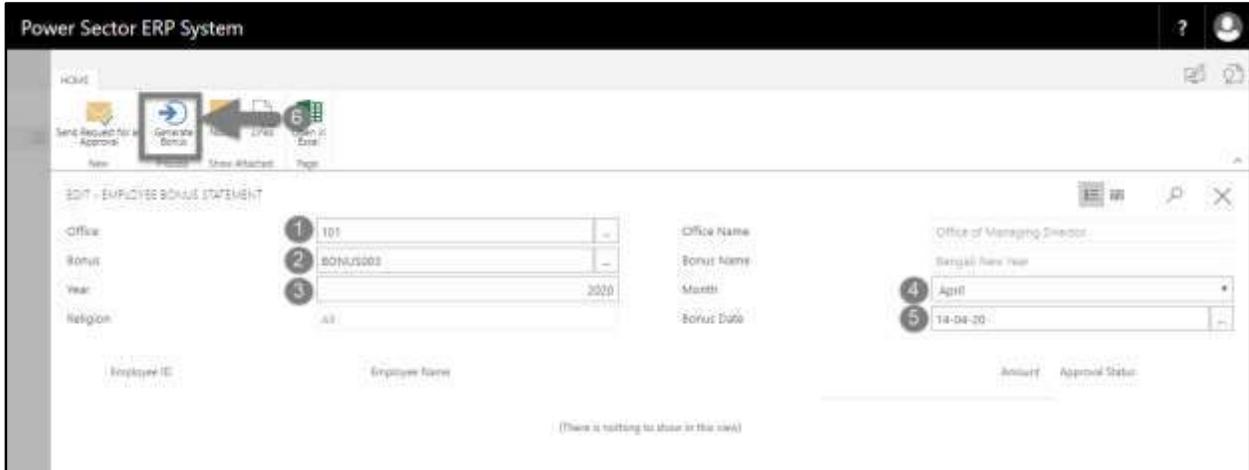


The following Employee **Bonus Statement** page will be appeared.



E. Provide below information to Generate Employee Bonus Statement successfully.

1. Choose the **Office** from the dropdown. Click on button.
 - **Office: 101**
Office Name will be populated by the system.
2. Choose the **Bonus** from the dropdown. Click on button.
 - **Bonus: BONUS003**
Bonus Name will be populated by the system.
3. Provide **Year**.
 - **Year: 2020**
By default, current **Year** will be shown by the system.
4. Choose the **Month** from the dropdown. Click on button.
 - **Month: April**
By default, current **Month** will be shown by the system.
5. Choose the **Bonus Date** from Calendar. To get the Calendar, click on button.
 - **Bonus Date: 14-04-20**
6. Choose the **"Generate Bonus"** icon to proceed bonus generation.



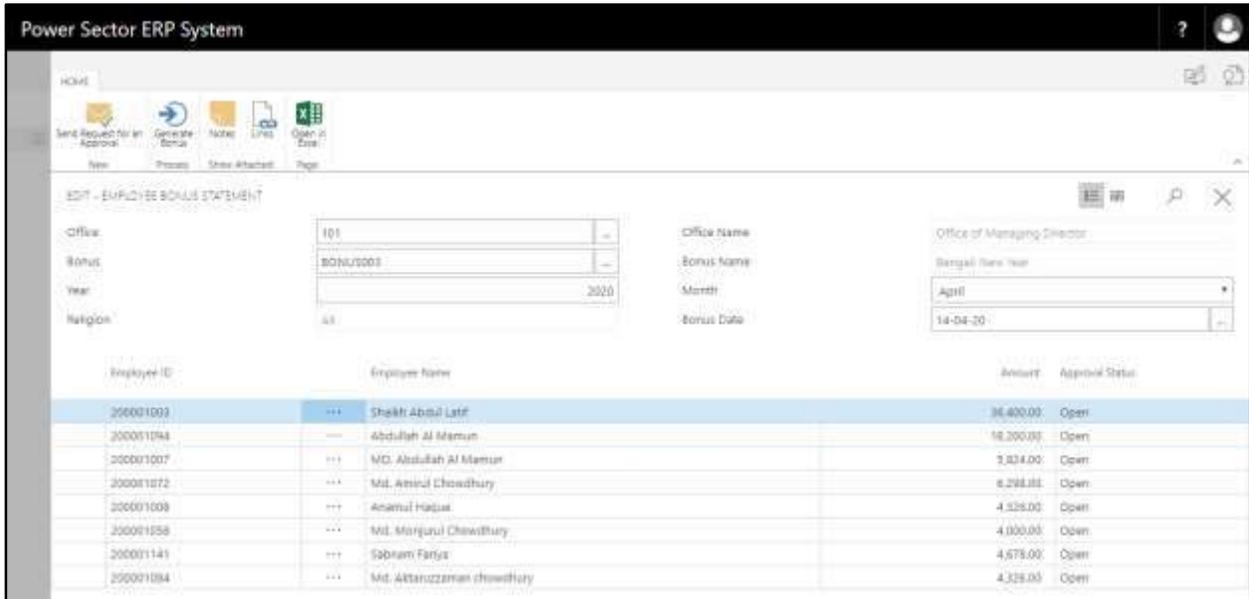
Tips

To generate Bonus for full organization, follow steps 2 to 6. Step Office [1] should be kept empty.

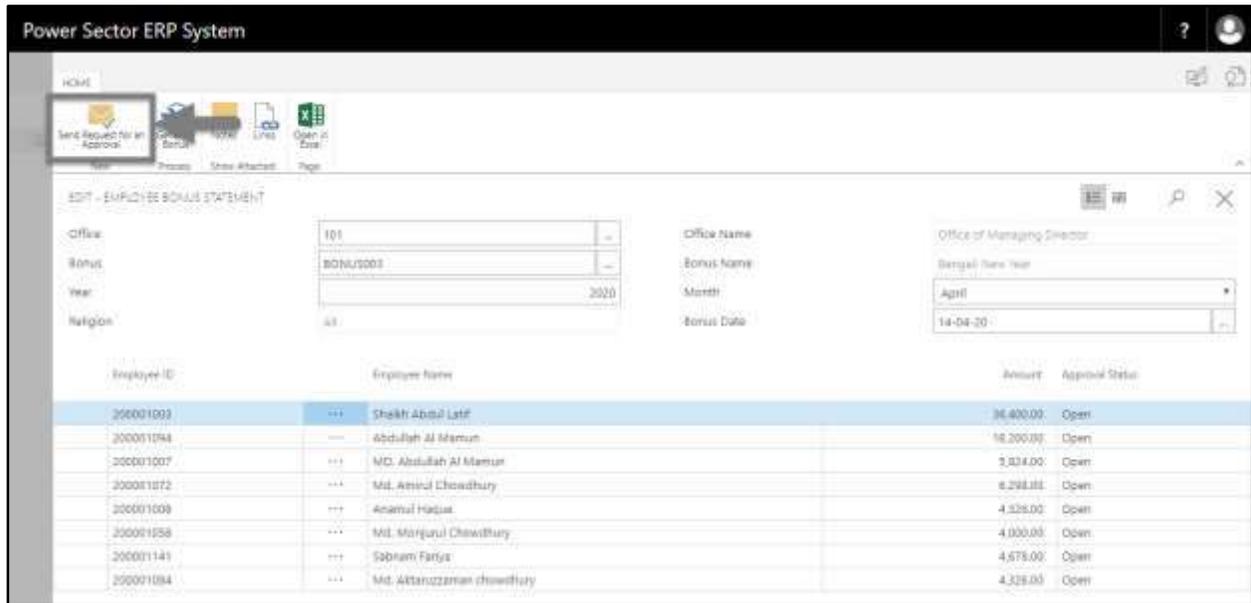
Notes

Depending on the Bonus, Religion field will be populated by the system.

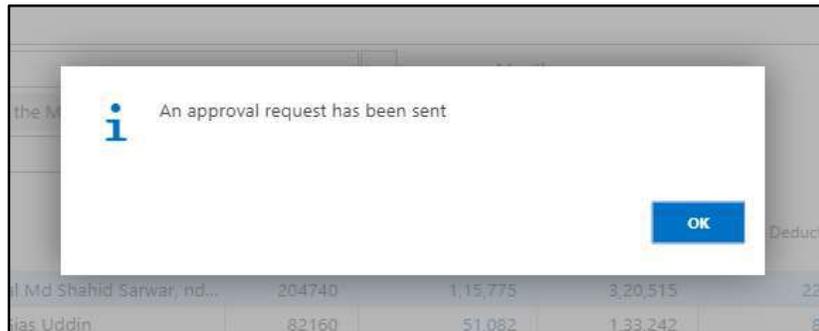
The following employee bonus statement will appear on completion.



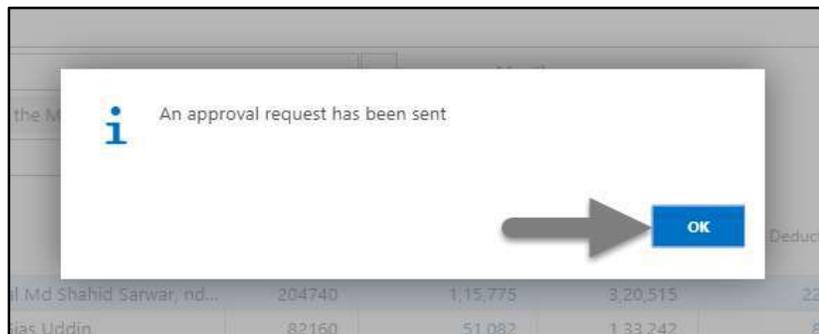
F. Choose the **“Send request for an Approval”** icon to proceed for approval.



The following pop up will be appeared.



G. Choose **“OK”** icon to save and close.

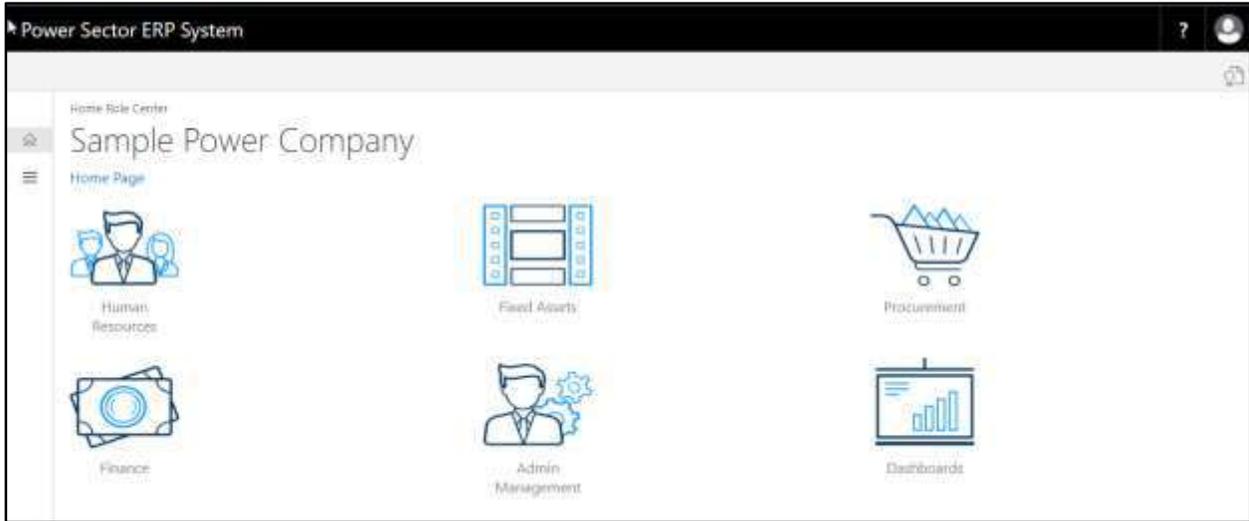


Note
For successful bonus generation, employees must be assigned to their respective religion in employee card page.

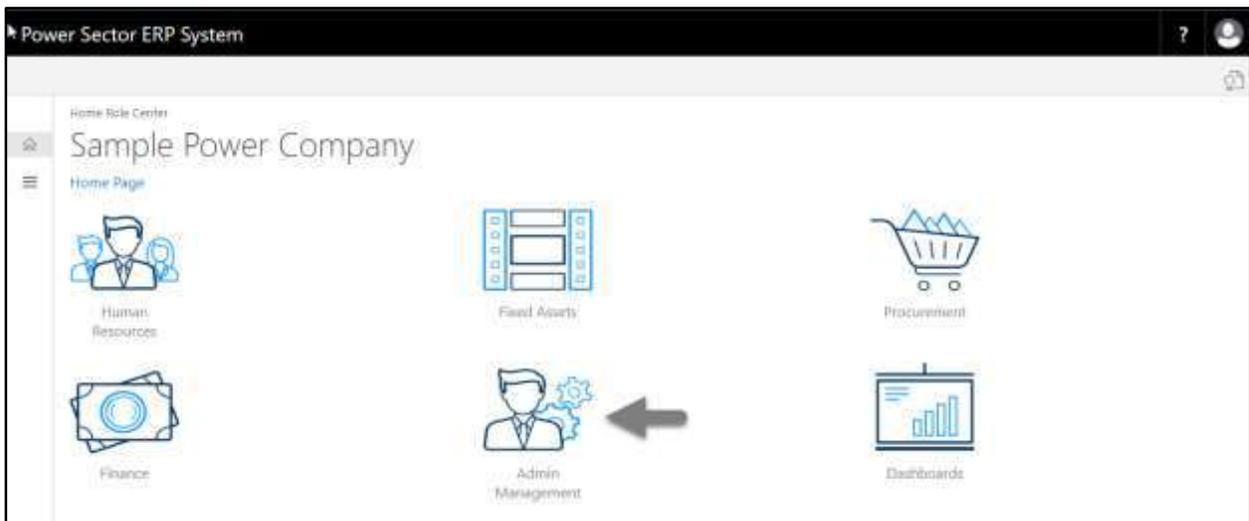
HR-706.2 Approve or Reject Employee Bonus Statement

To approve or Reject Employee Bonus Statement, follow the steps described below.

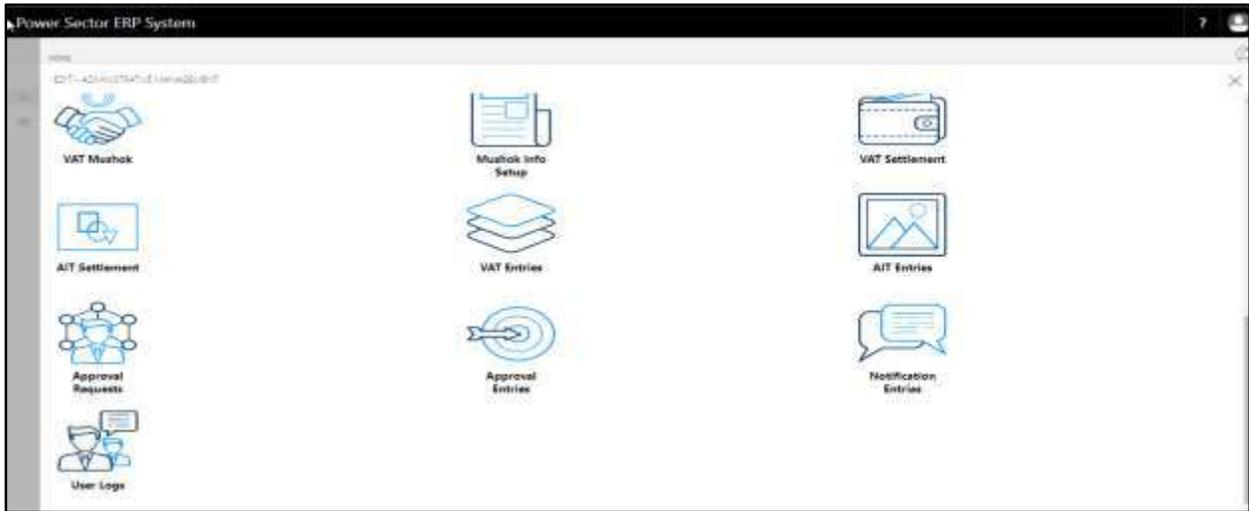
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



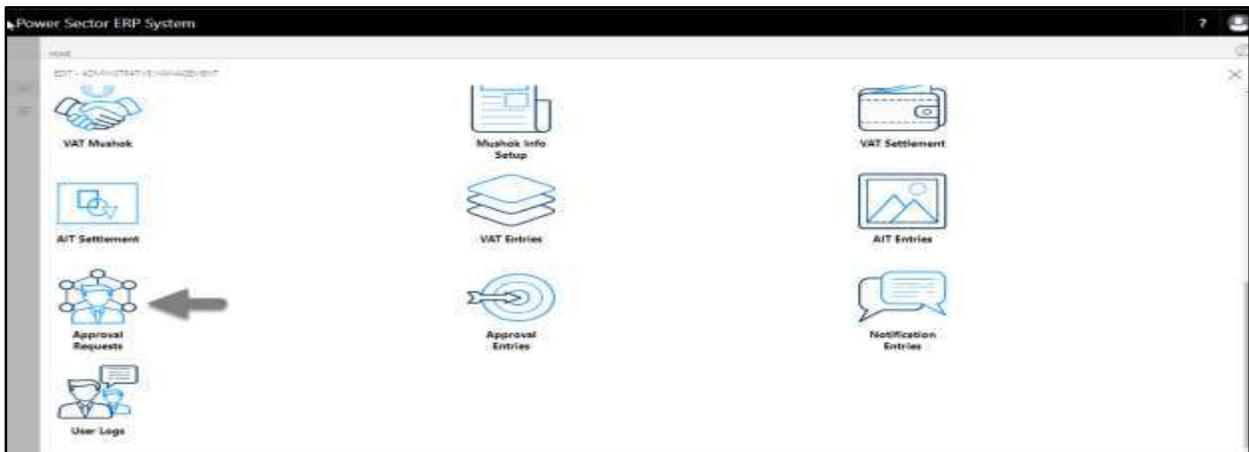
- B. Choose the **"Admin Management"** icon to open the administrative page.



The Following **Admin Management** page will be appeared.



C. Choose the **“Approval Request”** icon to process initiated approval requests.



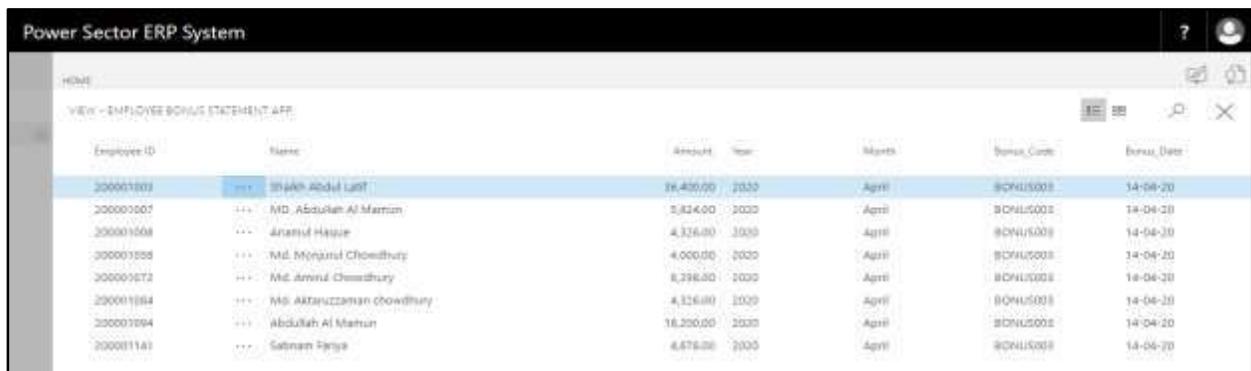
The following **Approval Request** page will be appeared.



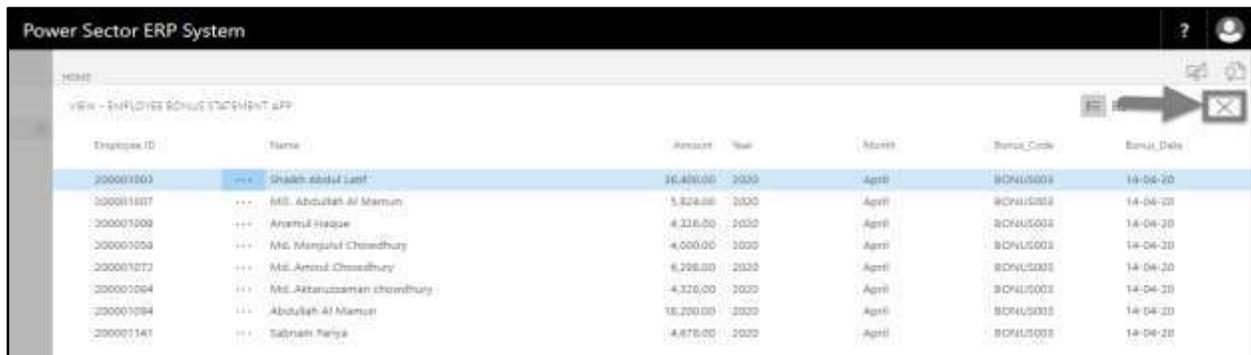
D. Select the initiated records and choose the **“Open Record”** icon.



Detailed Employee Bonus Statement page will be appeared as below.



E. Select the  icon to back to the previous page.



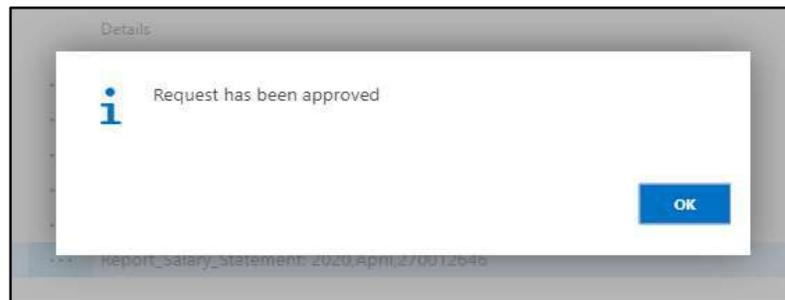
The following **Request to approve** page will be appeared



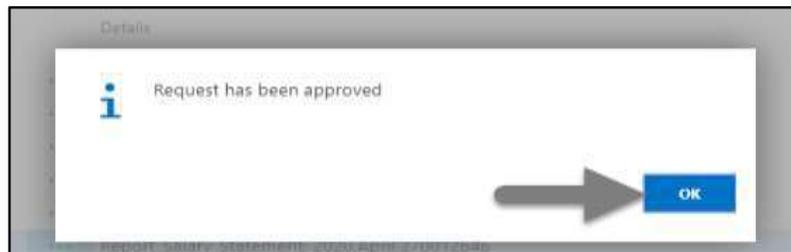
- F. Choose the **“Approve”** icon to approve the Employee Bonus Statement App or select **“Reject”** (besides “Approve”) to reject.



The following pop- up will be appeared.



- G. Choose the **“Ok”** icon to save and close.



IMPORTANT
After approval of Employee Bonus Statement, you cannot delete or modify it.

HR-707 How to: Make Voucher Entry

Introduction

This process demonstrates, how to prepare voucher entry and send it for approval. This has 2 activities to complete the cycle –

- HR-707.1 Voucher Preparation
- HR-707.2 Approve or Reject Voucher

Roles

- Module User

Prerequisites

- Salary Setup

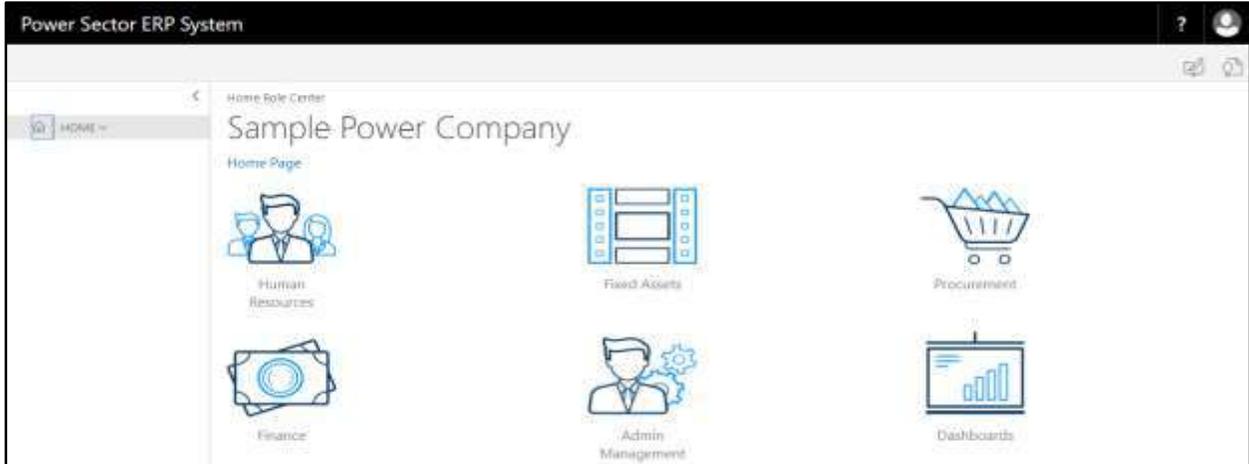
Notes

Voucher entry for Allowances, Bonus, Leave Encashment, Overtime, T.A./ D.A and Medical Reimbursement can be provided using this feature.

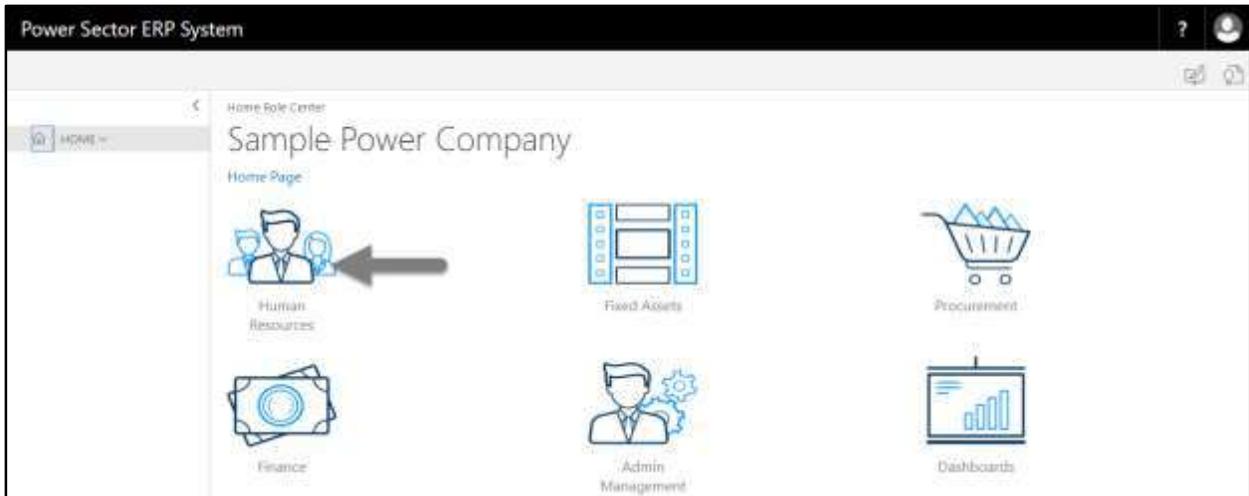
HR-707.1 Voucher Preparation

To initiate the process, follow the steps described below.

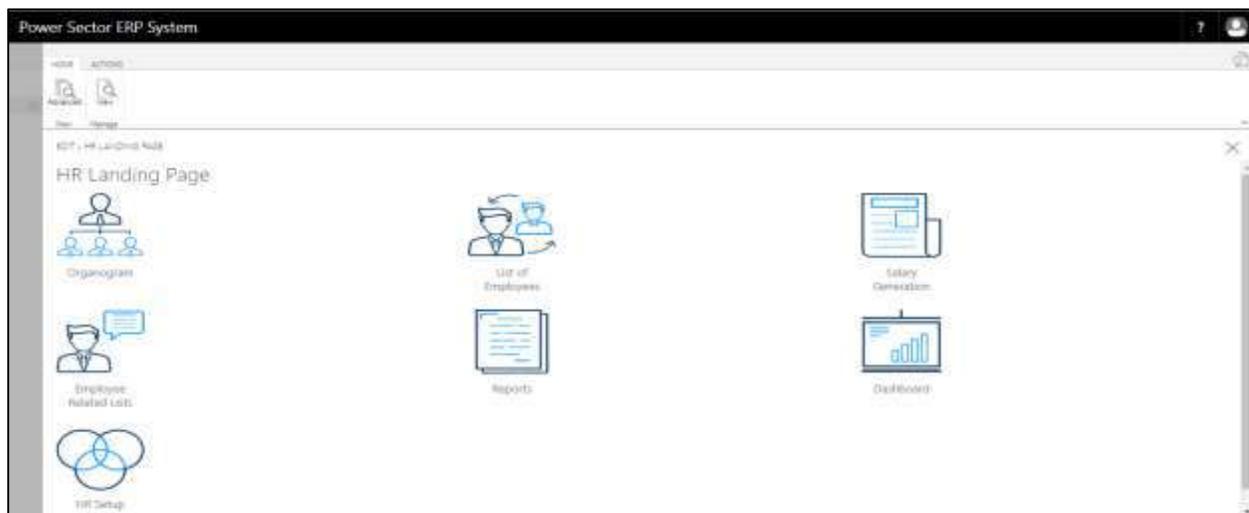
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



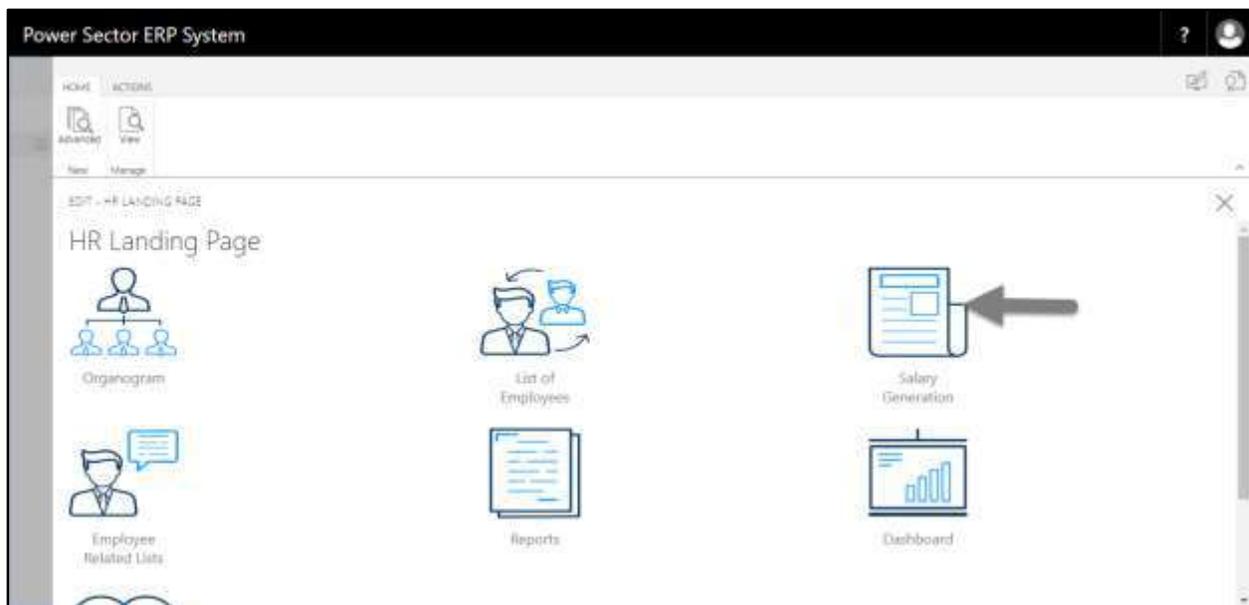
- B. Choose the **“Human Resources”** icon.



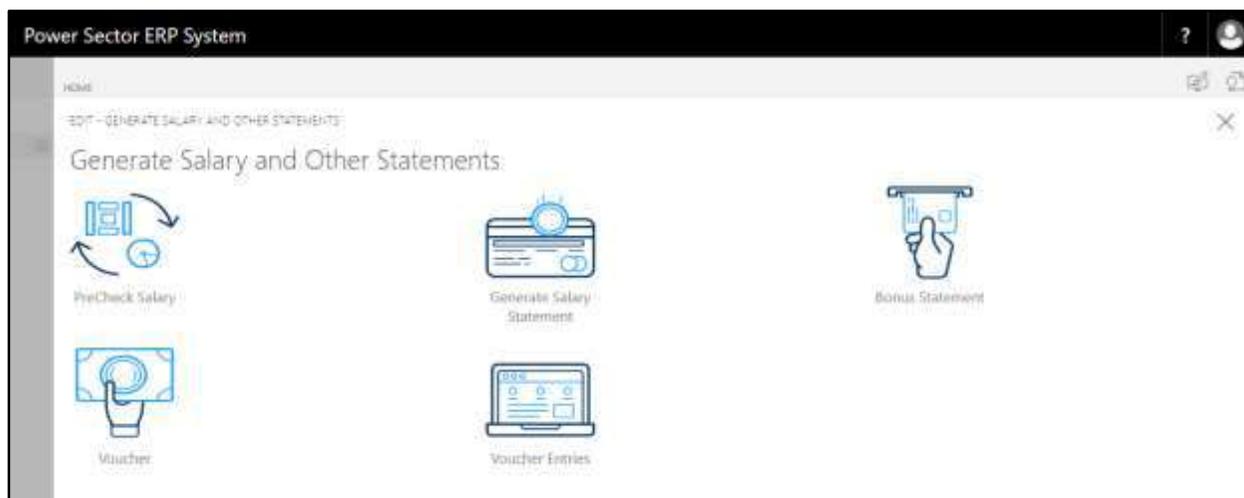
HR Landing Page will be appeared as below



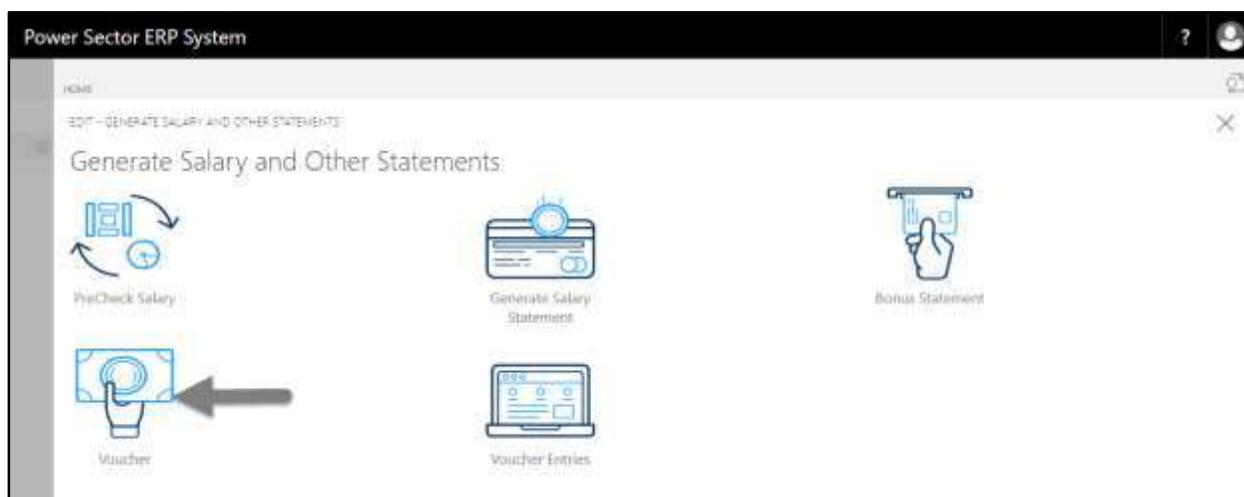
C. Choose the "Salary Generation" in HR Landing Page.



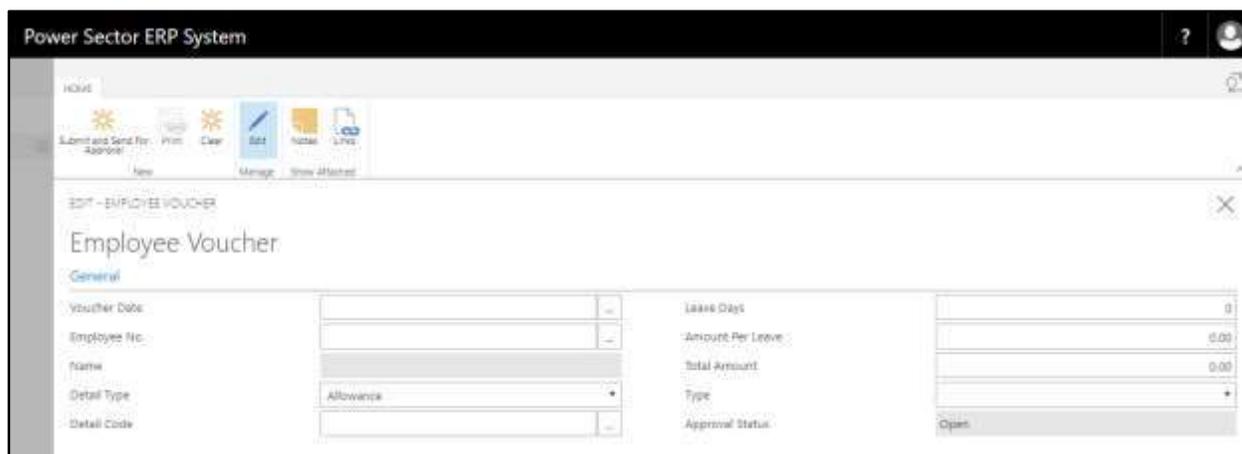
The following Generate Salary and Other Statements page will be appeared.



D. Choose the **"Voucher"** in Generate Salary and Other Statements page.



The following **Employee Voucher entry page** will be appeared as below.



The screenshot shows the 'Employee Voucher' entry page in the Power Sector ERP System. The page title is 'EDIT - EMPLOYEE VOUCHER'. The main heading is 'Employee Voucher'. The 'General' tab is active, displaying a form with the following fields:

Field	Value
Voucher Date	
Employee No.	
Name	
Detail Type	Allowance
Detail Code	
Leave Days	0
Amount Per Leave	0.00
Total Amount	0.00
Type	
Approval Status	

The 'Open' button is visible at the bottom right of the form.

E. Provide below information to provide a voucher entry for an employee successfully.

1. Choose the **Voucher Date** from Calendar. To get the Calendar, click on button.
 - **Voucher Date: 12-04-20**
2. Choose the **Employee No.** from the dropdown. Click on button.
 - **Employee No: 200001007**
 - Name** will be populated by the system.
3. Choose the **Detail Type** from the dropdown. Click on button.
 - **Detail Type: Leave Encashment**
4. Choose the **Detail Code** from the dropdown. Click on button.
 - **Detail Code: LEAVE001**
5. Provide **Leave Days**. (This field is only applicable for leave encashment)
 - **Leave Days: 9**
 - By default, Leave Days will be shown by the system.
6. Provide **Amount Per Leave**. (This field is only applicable for leave encashment)
 - **Amount Per Leave: 1000**
7. Provide **Total Amount**.
 - **Total Amount: 9000**

By default, Total Amount will be shown by the system only for leave encashment.

8. Choose the **Type** from the dropdown. Click on button. If needed-
 - **Detail Type:** -----
9. Choose the **“Submit and Send for Approval”** icon to submit and proceed for approval.

Power Sector ERP System

HOME

Submit and Send for Approval (9) Message Show All Fields

EDIT - EMPLOYEE VOUCHER

Employee Voucher

General

Voucher Date	(1) 12-04-20	Leave Days	(5)
Employee No.	(2) 200001007	Amount Per Leave	(6) 1,000.00
Name	(3) MD. Abdulhah Al Mansur	Total Amount	(7) 9,000.00
Detail Type	(4) Leave Encashment	Type	(8)
Detail Code	(4) LEAVED01	Approval Status	(8) Open

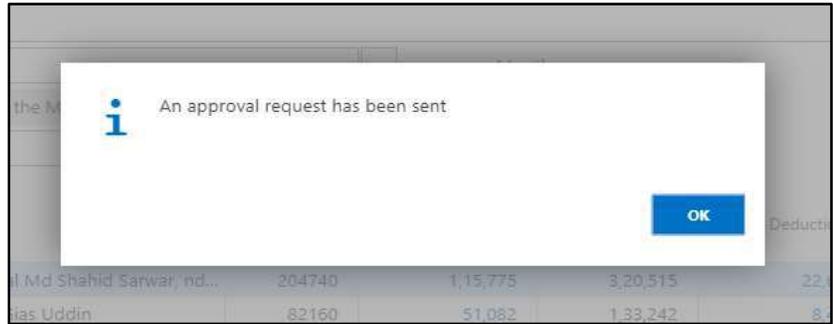
Tips

- For any other type of voucher entries other than leave encashment, skip step 5 and step 6.
- Use step 8 if the voucher type is Overtime, T.A.D.A and Medical Reimbursement. If not please keep it empty.

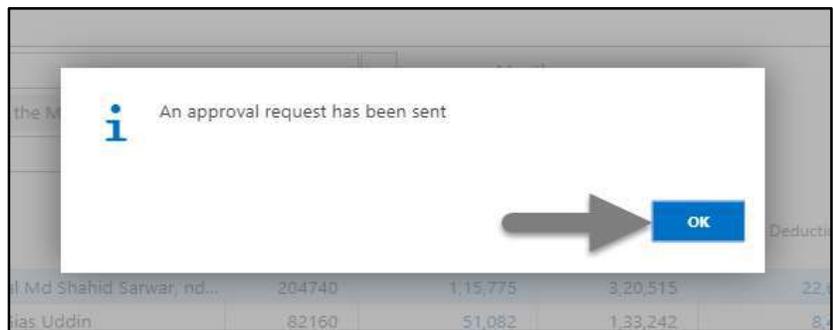
Notes

To clear the data in the page, choose **“Clear”** icon” above. (If wrong voucher input provided.)

The following pop up will be appeared.



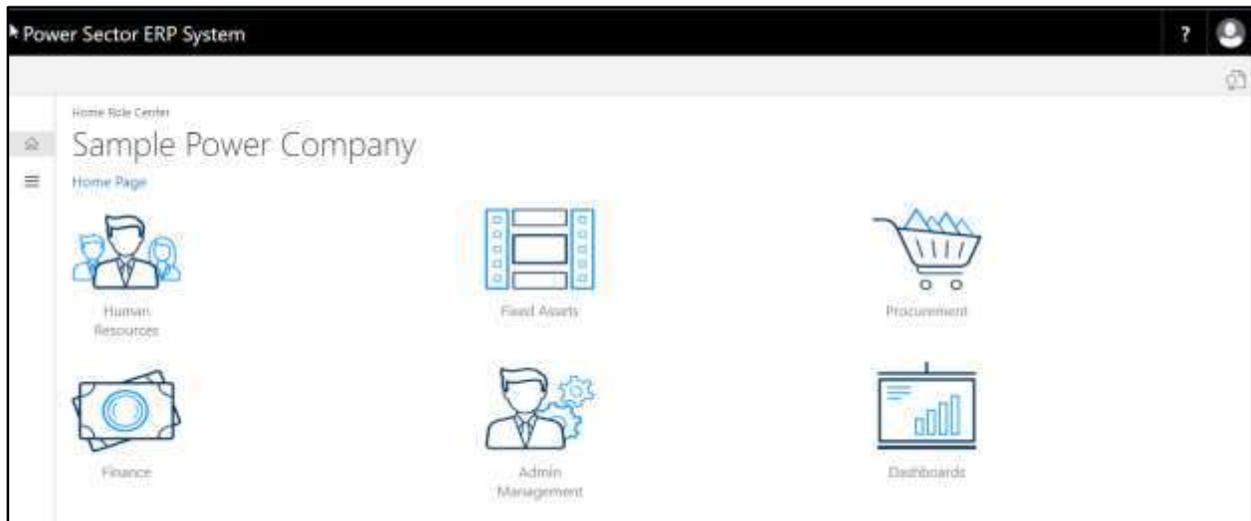
F. Choose **"OK"** icon to save and close.



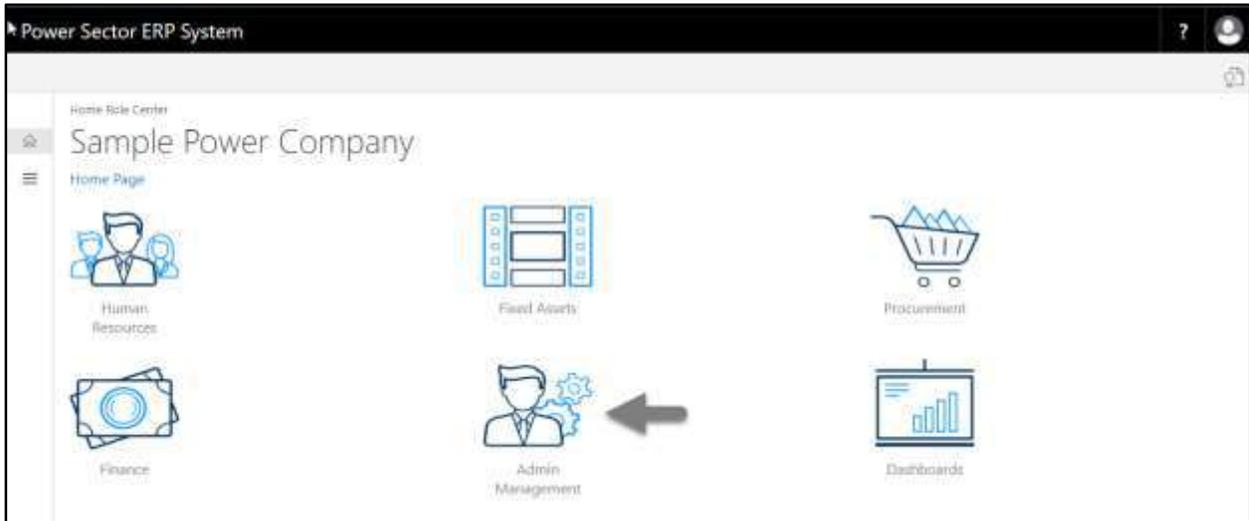
HR-707.2 Approve or Reject Employee Voucher

To approve or Reject Employee Voucher sent for approval, follow the steps described below.

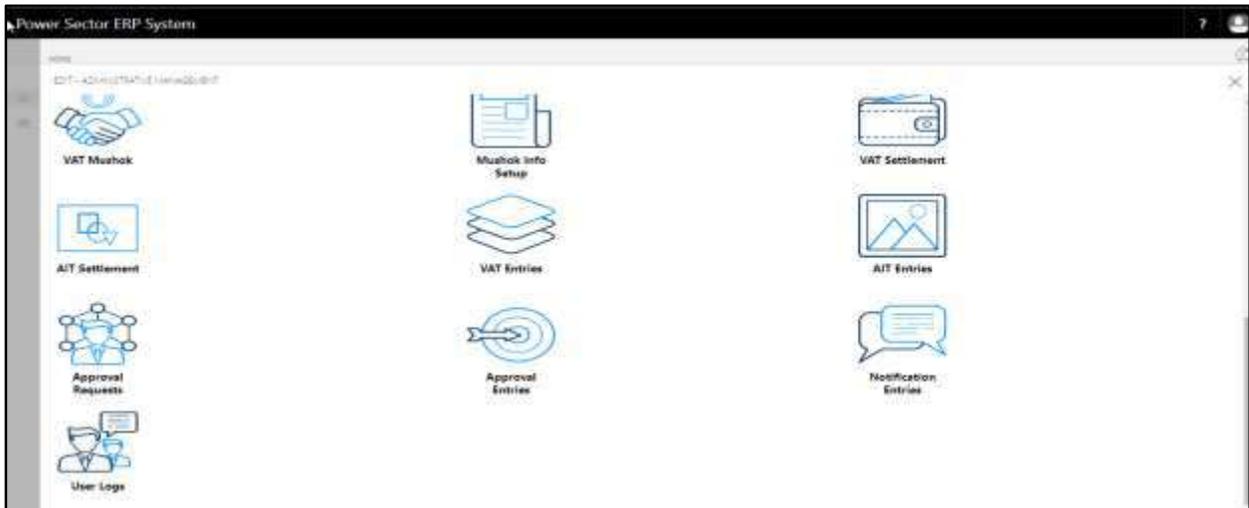
A. Login with your respective Finance Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



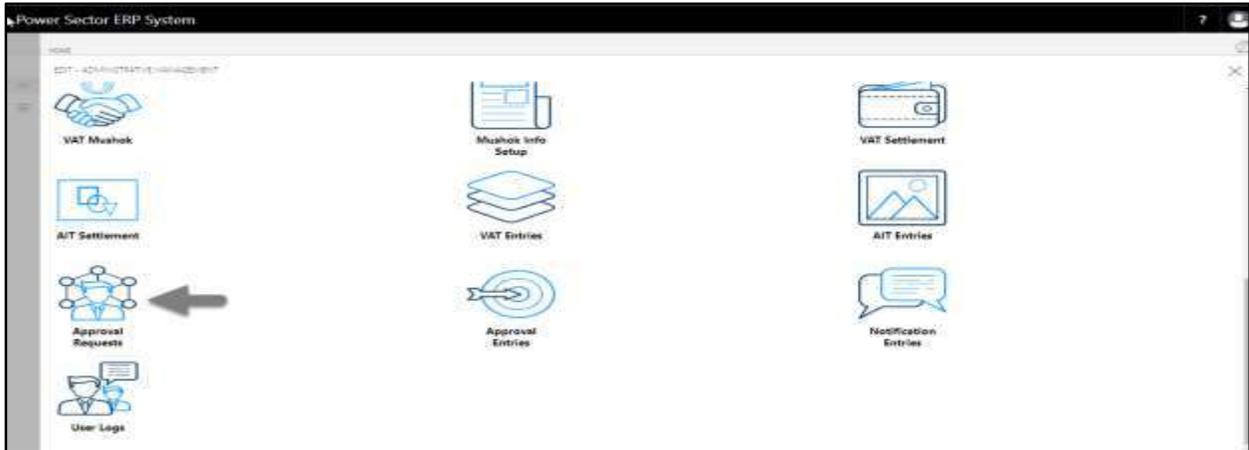
B. Choose the “Admin Management” icon to open the administrative page.



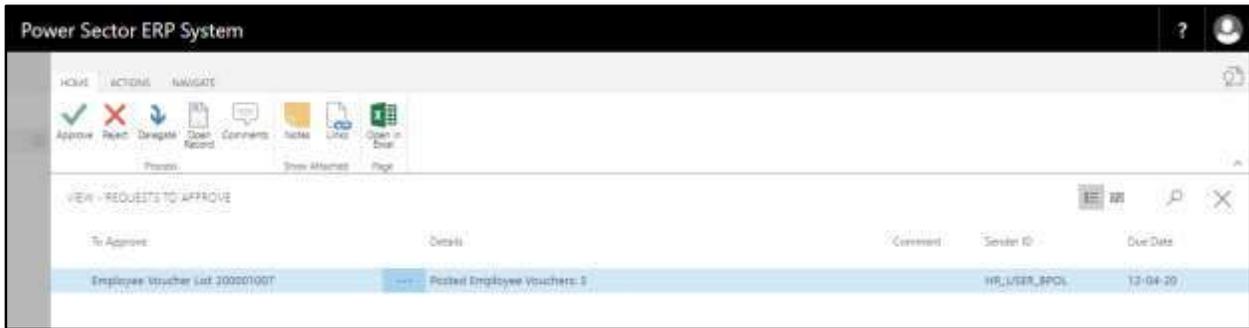
The Following **Admin Management** page will be appeared.



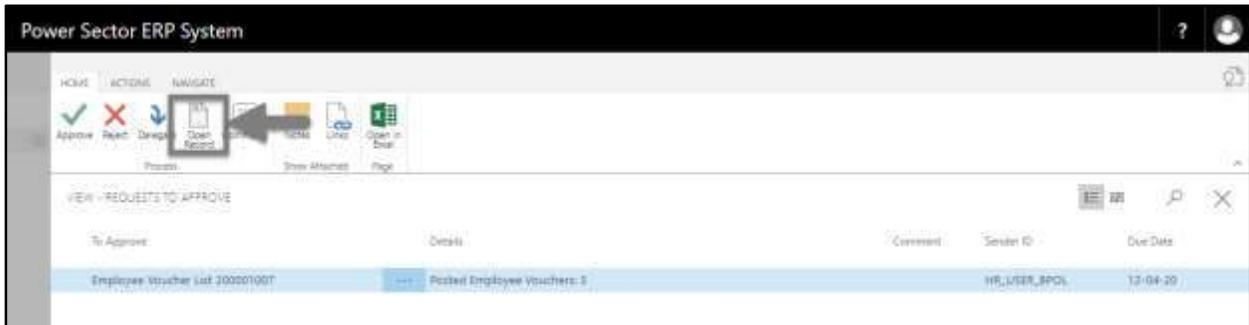
C. Choose the **“Approval Request”** icon to process initiated approval requests.



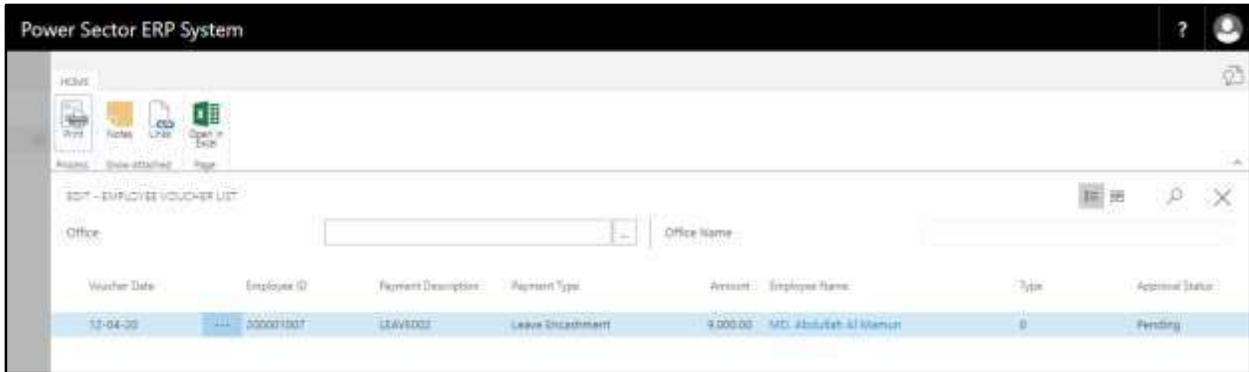
The following **Approval Request** page will be appeared.



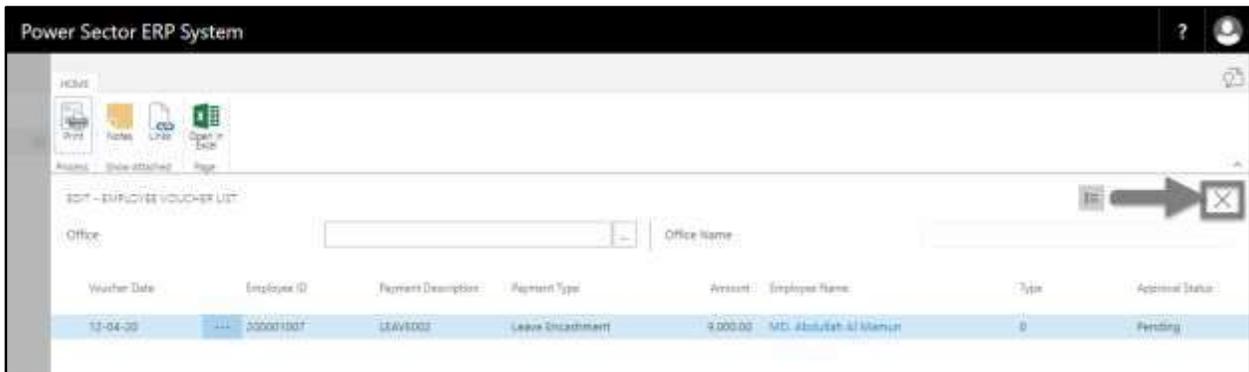
D. Select the initiated records and choose the **“Open Record”** icon.



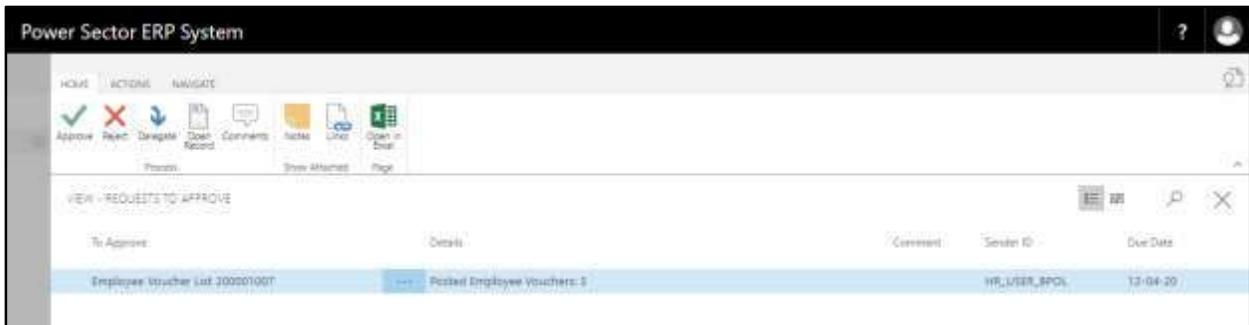
Detailed Employee Voucher List page will be appeared as below.



E. Select the  icon to back to the previous page.



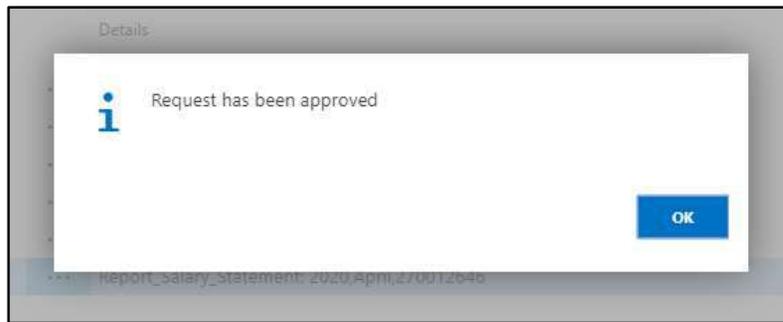
The following **Request to Approve** page will be appeared.



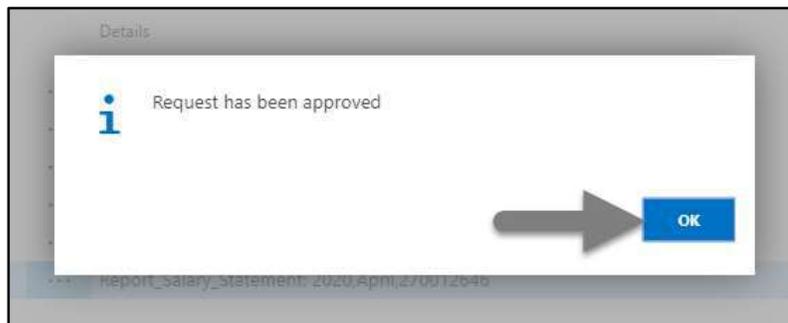
- F. Choose the **“Approve”** icon to approve the Employee Voucher List or select **“Reject”** (besides “Approve”) to reject.



The following pop- up will be appeared.



- G. Choose the **“OK”** icon to save and close.



Notes

After approval of Employee Voucher, you can view and print the voucher from Voucher Entries in Salary Generation landing page.

HR-708 How to: View and Print Voucher Entries

Introduction

This process demonstrates, how to view and print voucher entries.

Roles

- Module User

Prerequisites

- Voucher Entry

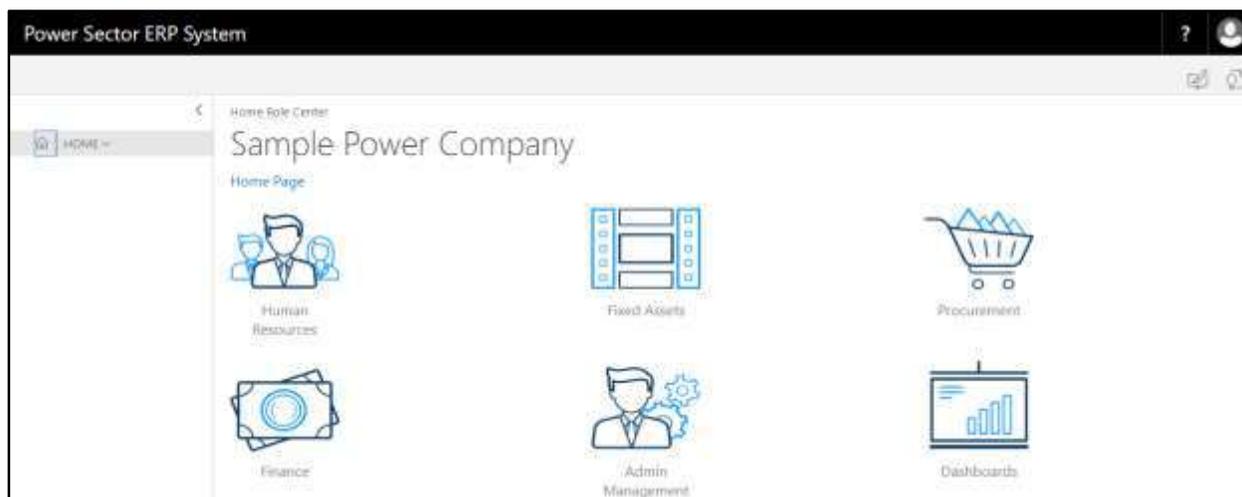
Notes

Provided employee voucher entries will be shown in "Voucher Entries" page.

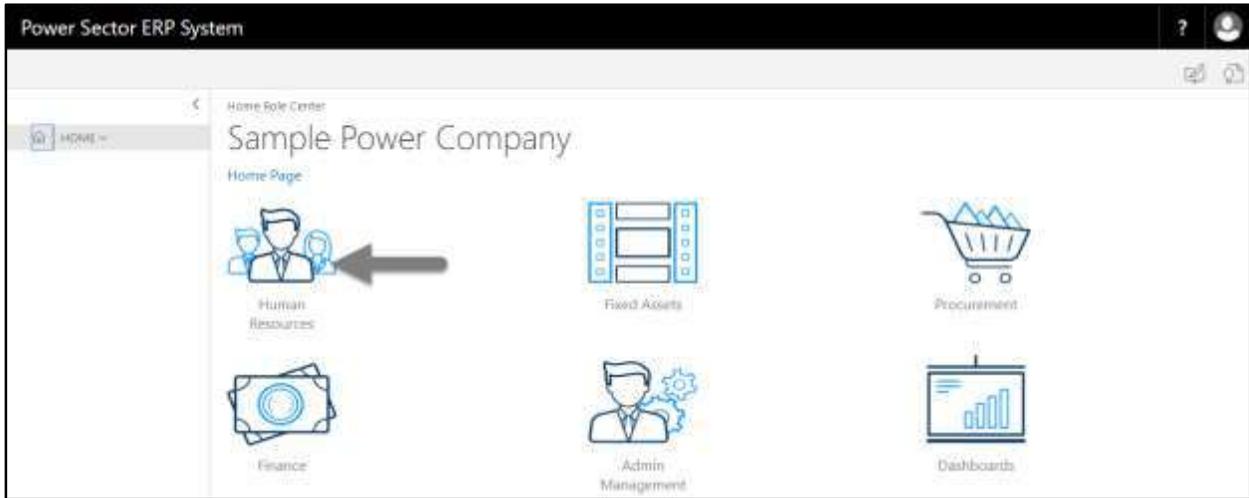
View and Print Voucher

To Initiate the process, follow the steps described below.

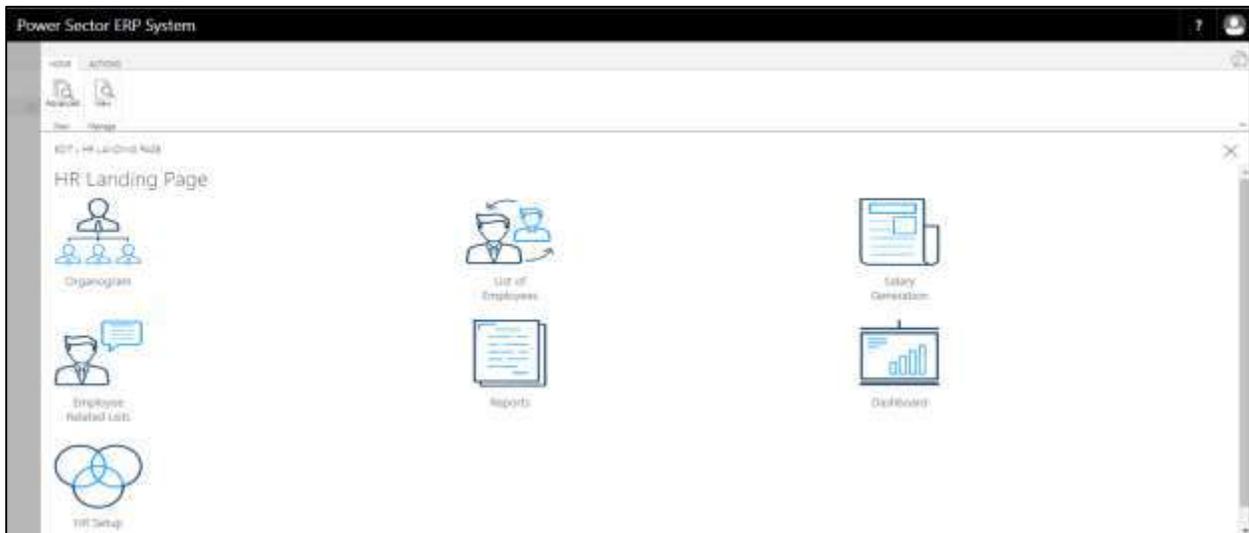
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



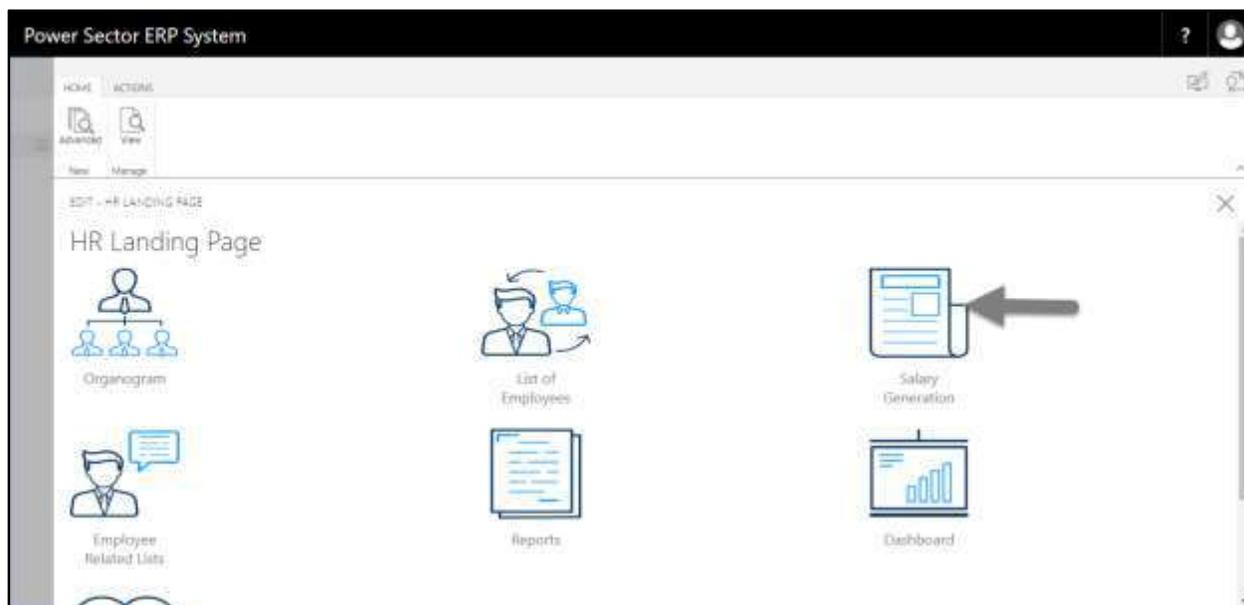
B. Choose the "Human Resources" icon.



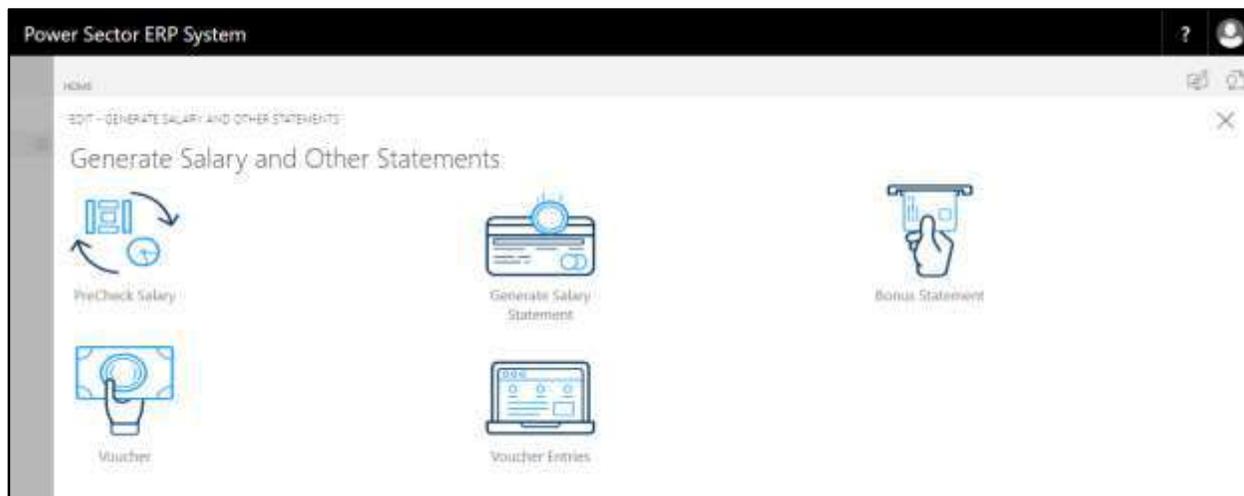
HR Landing Page will be appeared as below



C. Choose the "Salary Generation" in HR Landing Page.



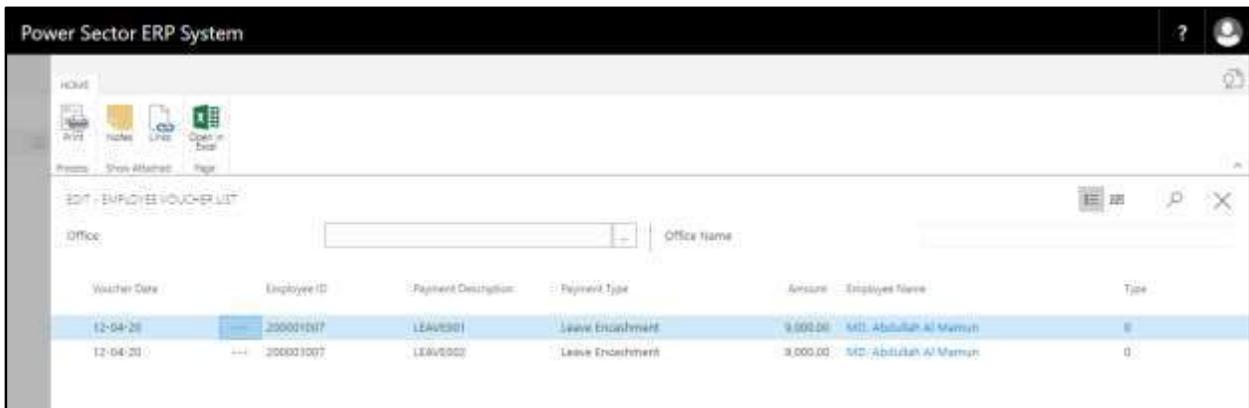
The following Generate Salary and Other Statements page will be appeared.



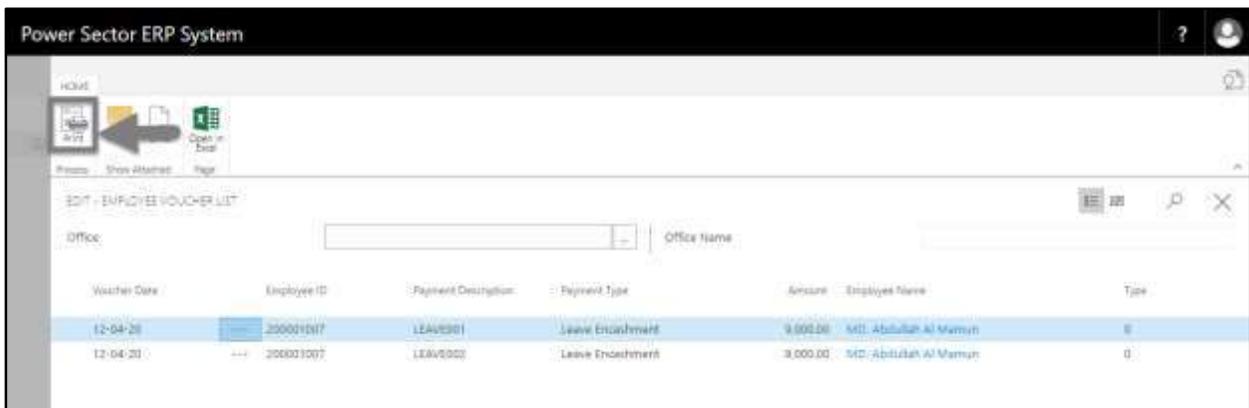
D. Choose the **“Voucher Entries”** in Generate Salary and Other Statements page.



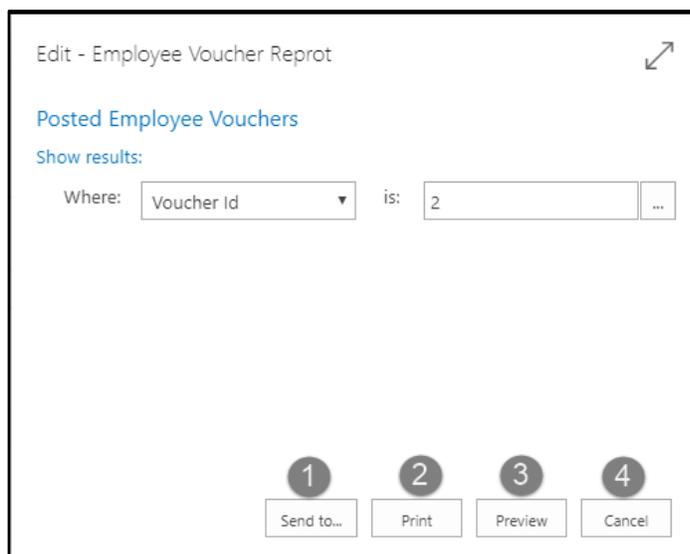
The following **Employee Voucher Entries List** page will be appeared.



E. Select the initiated voucher and choose the **“Print”** icon.

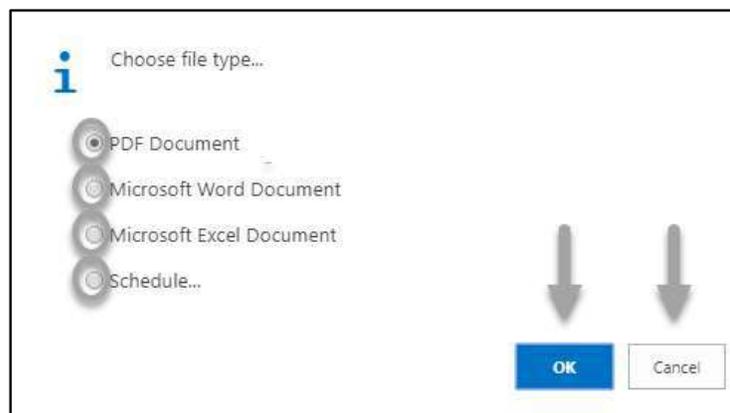


The following popup page will be appeared as below.



F. Choose the actions below-

1. Choose **"Send to"** to take it on PDF, Excel And Word



- Click **"OK"** after selecting an option.
 - Click **"Cancel"** to cancel this page
2. Choose **"Print"** to print the document.
 3. Choose **"Preview"** to preview the document.
 4. Choose **"Cancel"** to close this page.

The following Employee Voucher will be appeared as below

	Sample Power Company		
Employee Voucher			
Voucher ID: 2			
Voucher Date:	12-04-2020	Detail Code:	LEAVE001
Employee ID:	200001007	Amount:	9000
Employee Name:	MD. Abdullah Al Mamun	Type	
Detail Type:	Leave Encashments		
_____ Approved By		_____ Authorized By	

HR-800 View Employee Related List and History

Introduction

This section describes and lists the processes to view the list employee related different operational activities and history of the same. This section contains the following –

HR-801	Employee Leave Summary List
HR-802	Employee Evaluation List
HR-803	Employee Publication List
HR-804	Employee Retirement List
HR-805	Employee Termination List
HR-806	Employee Resignation List
HR-807	Employee Provident Fund List
HR-808	Employee Training List
HR-809	Employee Foreign Tour List
HR-810	Employee Employment List
HR-811	Employee Loan Info List
HR-812	Employee Recognition List
HR-813	Employee Disciplinary Action List
HR-814	Additional Charges List
HR-815	Employee Leave History
HR-816	Employee Transfer History
HR-817	Employee Promotion History
HR-818	Employee Leave Adjustment
HR-819	Employee Deceased List

Role

- Module User

Prerequisite

- Module User credentials

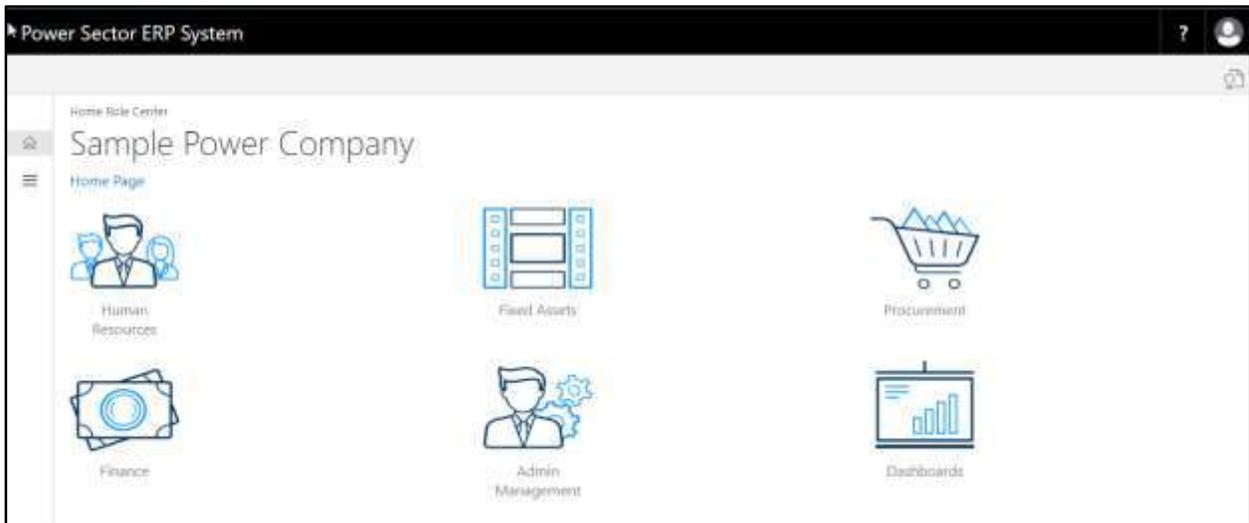
HR-801 How to: View Employee Leave Summary List

Introduction

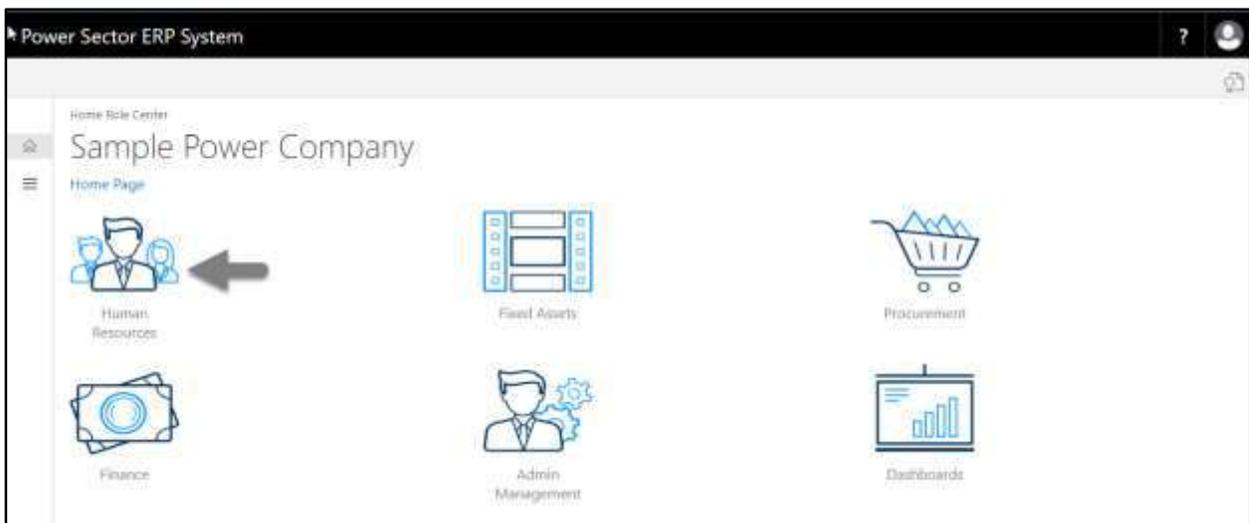
This process demonstrates how to view employee leave summary list.

To view employee leave summary list, follow the steps described below.

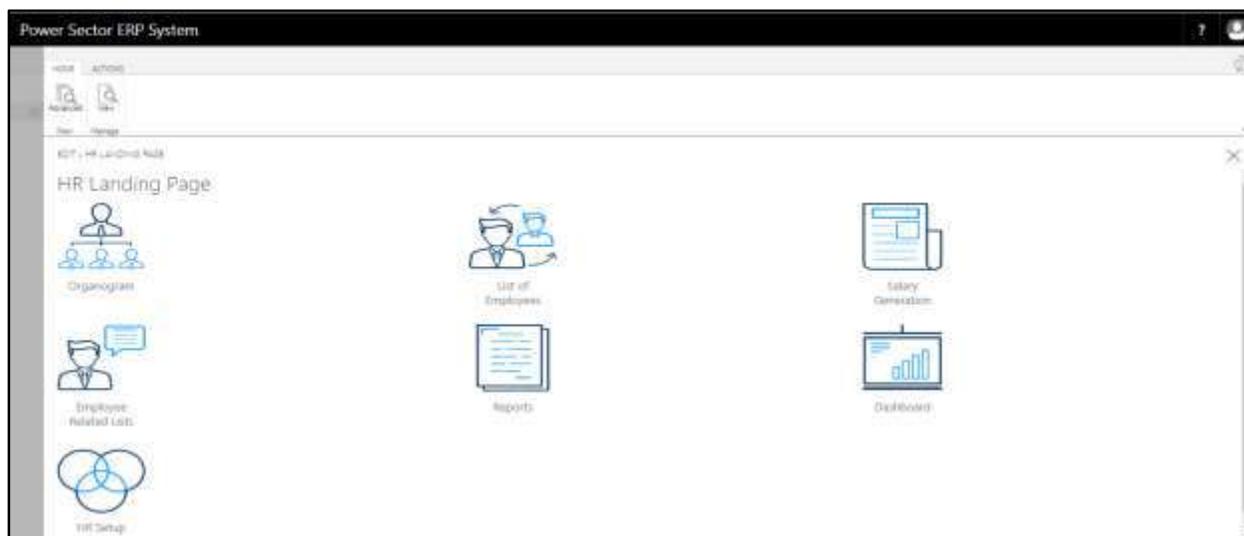
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



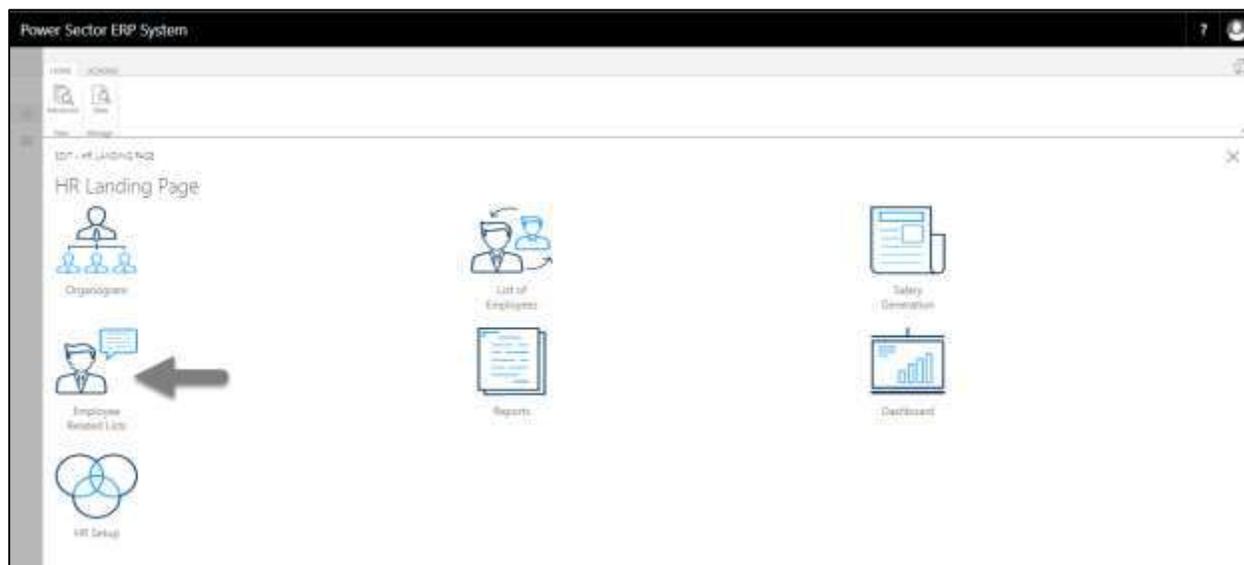
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



C. Choose the **“Employee Related List”** icon in the HR Landing Page.



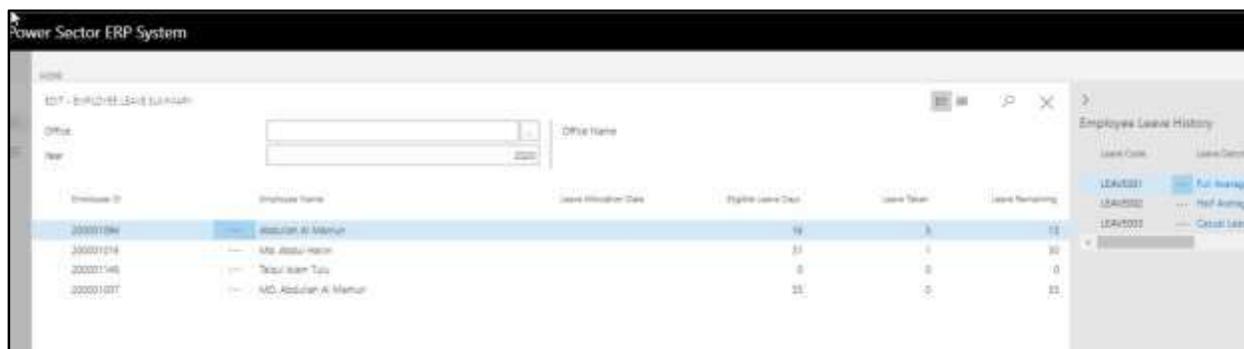
The following **Employee Related List** page will be appeared.



D. Choose the **“Employee Leave Summary List”** Icon.



The following leave summary list page will be appeared.



Employee ID	Employee Name	Leave Allocation Date	Rights Leave Date	Leave Type	Leave Remaining
20001084	Abdullah Al-Mansur		19	3	16
20001214	Muhammad Hassan		11	0	11
20001148	Takul Isam Taha		0	0	0
20001007	Md. Abdurrah A. Mansur		11	0	11

TIPS

You can search employee by clicking on the  icon.

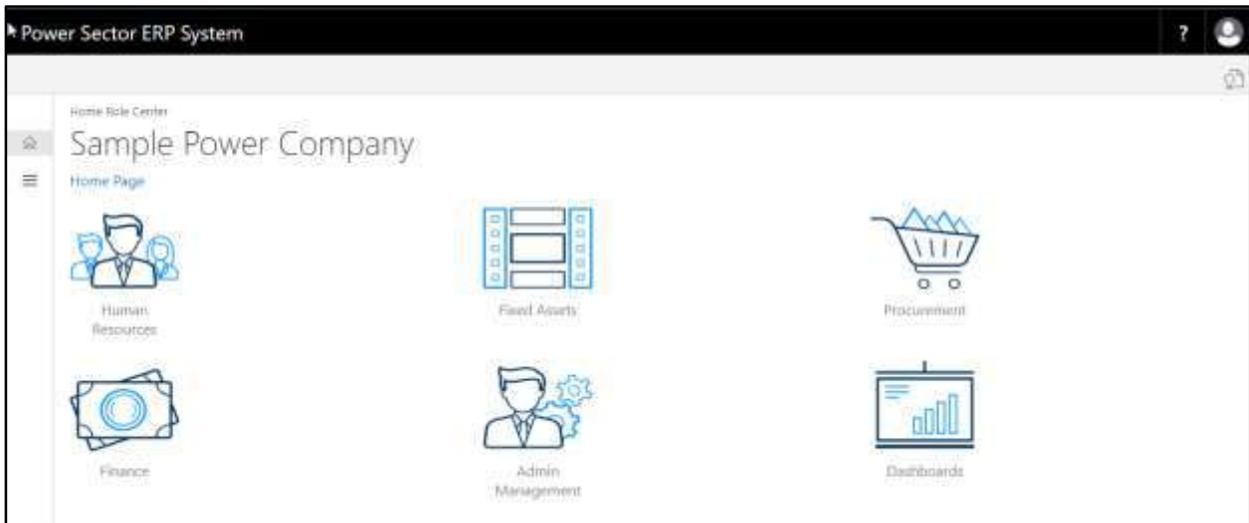
HR-802 How to: View Employee Evaluation List

Introduction

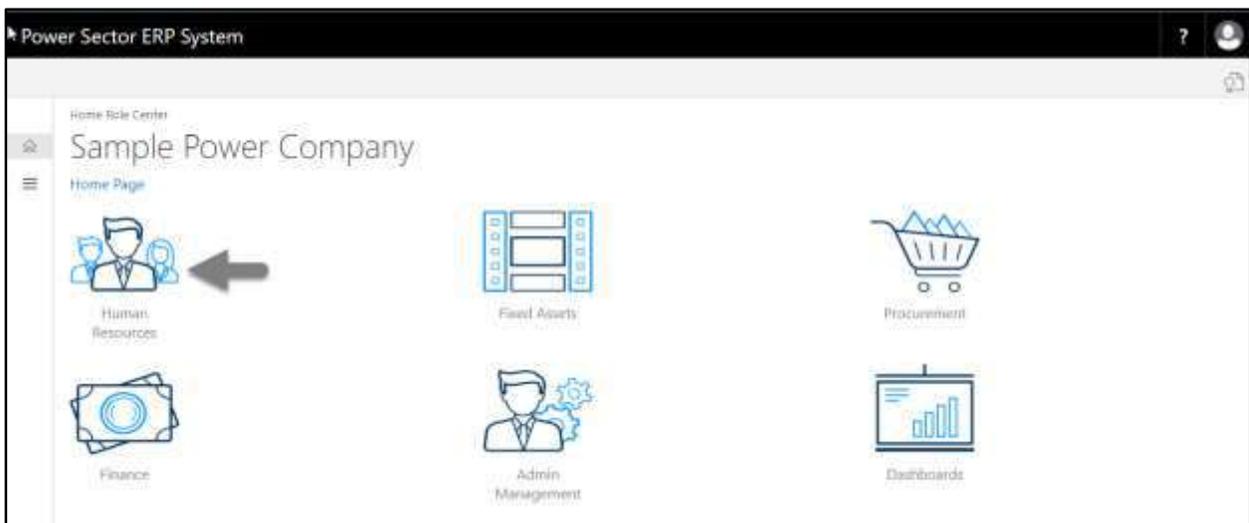
This process demonstrates how to view employee evaluation list.

To view employee evaluation list, follow the steps described below.

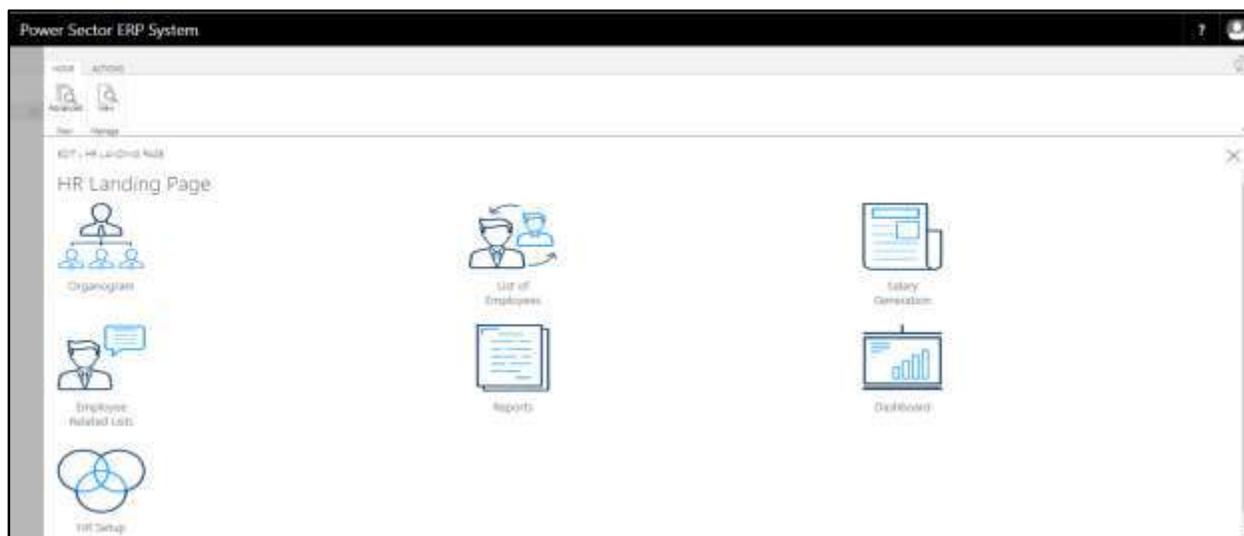
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



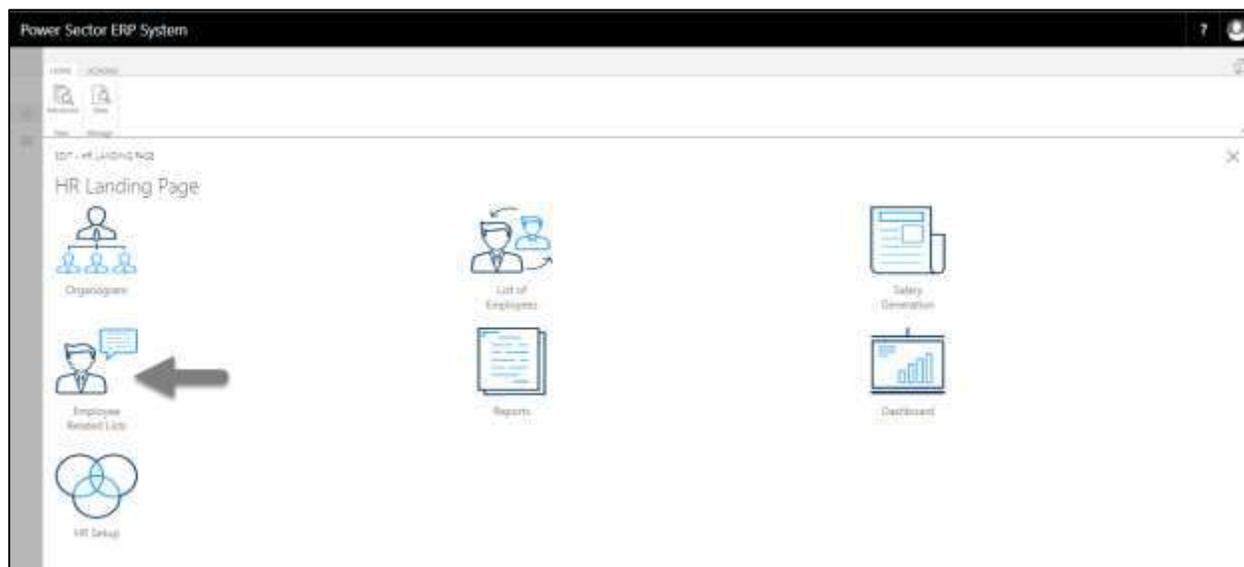
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



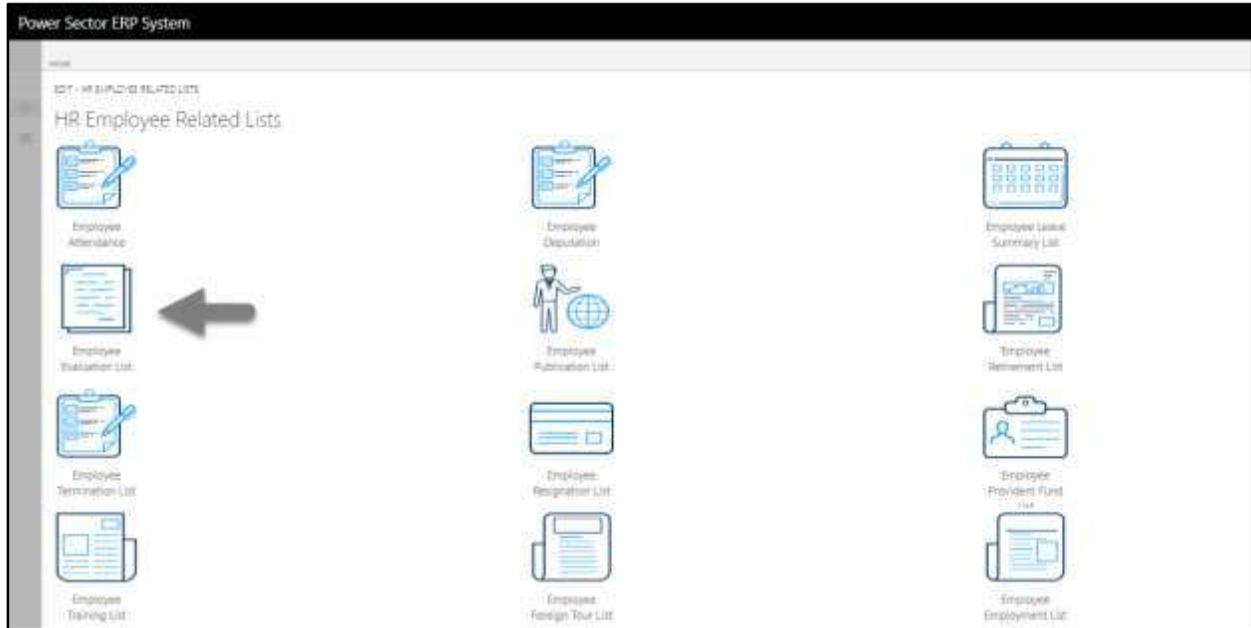
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee Related List** page will be appeared.



D. Choose the **“Employee Evaluation List”** Icon.



The following **employee evaluation list page** will be appeared.

Power Sector ERP System

EMPLOYEE EVALUATION LIST

Office: Office Name:

Name:

Employee ID	Employee Name	Designation	Date of Evaluation	Score	Performance Group	Remarks
000001014	Sarkhan Chaudh	Chief Engineer	01-12-18	81	PCSD01	
000001014	Sarkhan Chaudh	Chief Engineer	01-04-19	81	PCSD01	
000001014	Sarkhan Chaudh	Chief Engineer	01-08-18	78	PCSD01	
000001010	Mr. Saad Chaudhary	Deputy General Manager	11-04-20	82	PCSD01	Excellent Performance
000001148	Mr. Saman Mustafa	Plant Incharge	11-04-20	83	PCSD01	
000001017	Mr. Wahidullah Khan	Manager	12-04-20	84	PCSD01	
000001014	Abdulaziz Al Hamud	Executive Engineer	11-04-20	88	PCSD01	
000001018	Mr. Abdul Hakim	Manager	11-04-20	70	PCSD01	Employee Evaluation
000001017	Mr. Mubashir K. Memon	Office Secretary	01-08-20	80	PCSD02	

TIPS

You can search employee by clicking on the  icon.

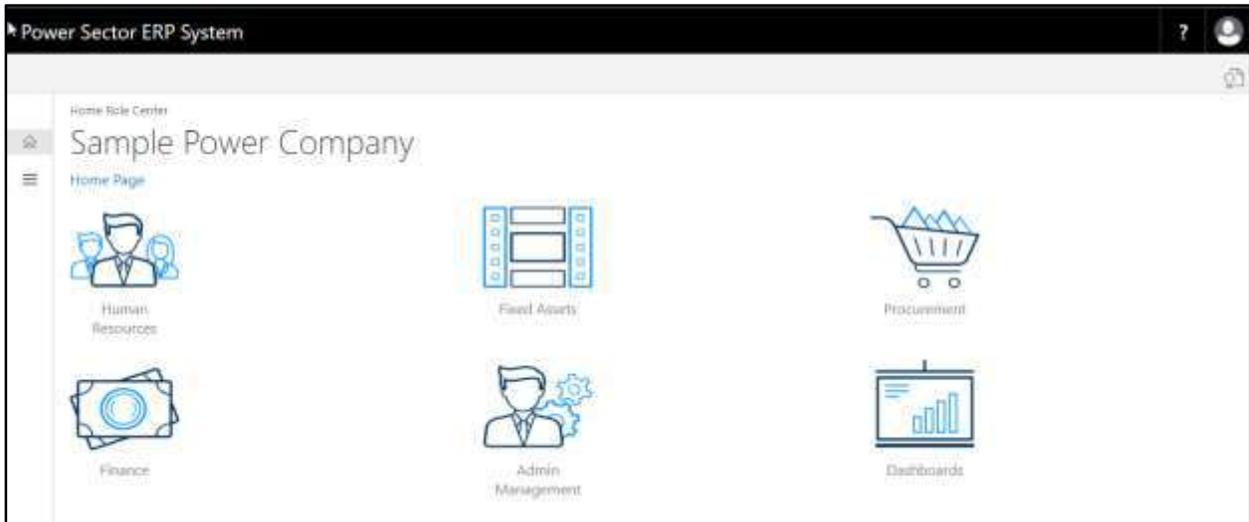
HR-803 How to: View Employee Publication List

Introduction

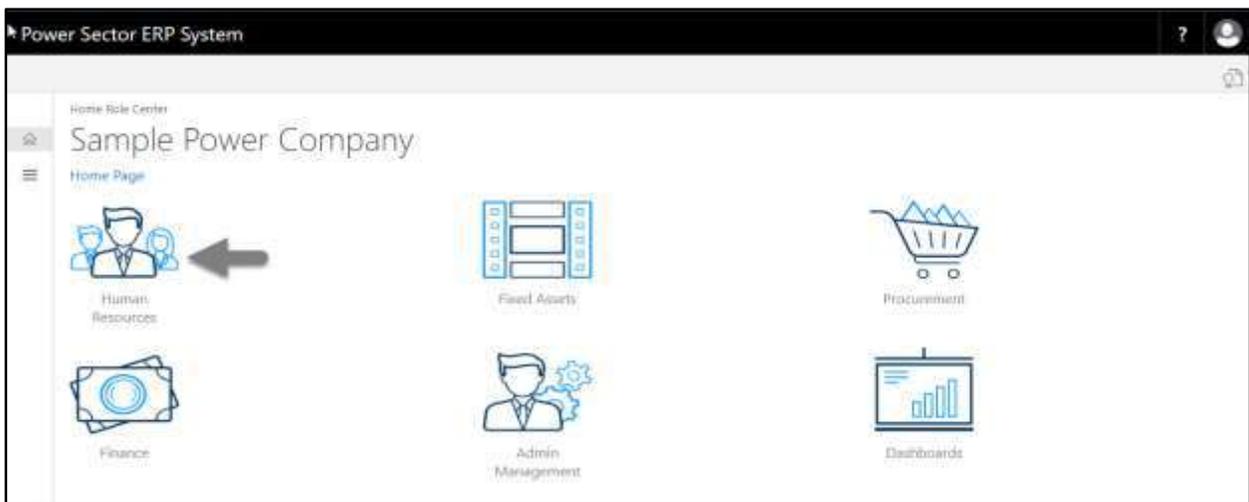
This process demonstrates how to view employee Publication list.

To view employee Publication list, follow the steps described below.

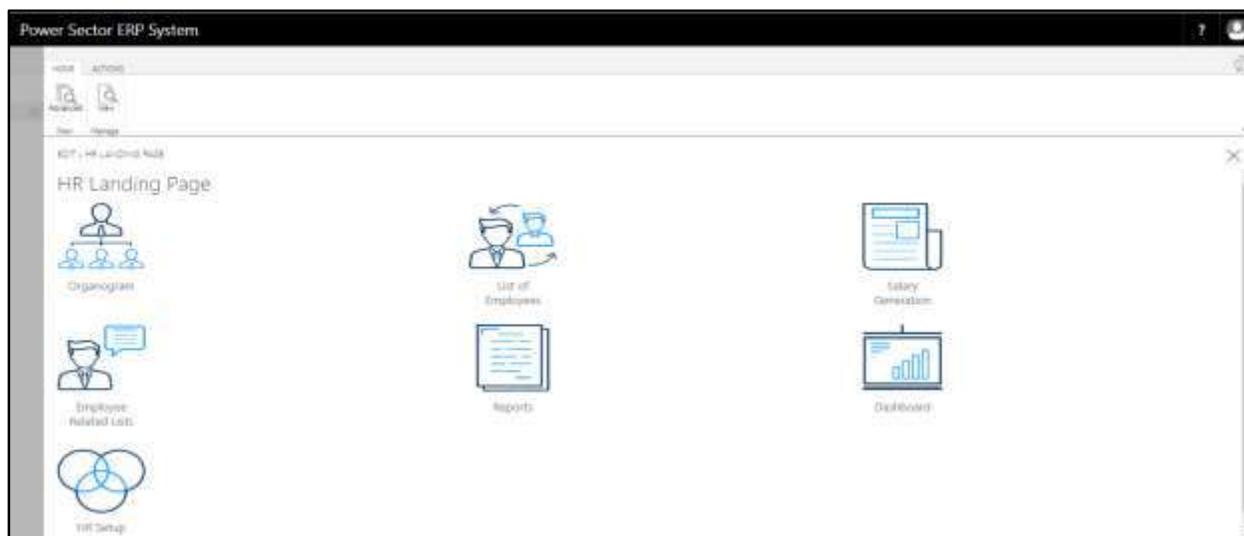
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



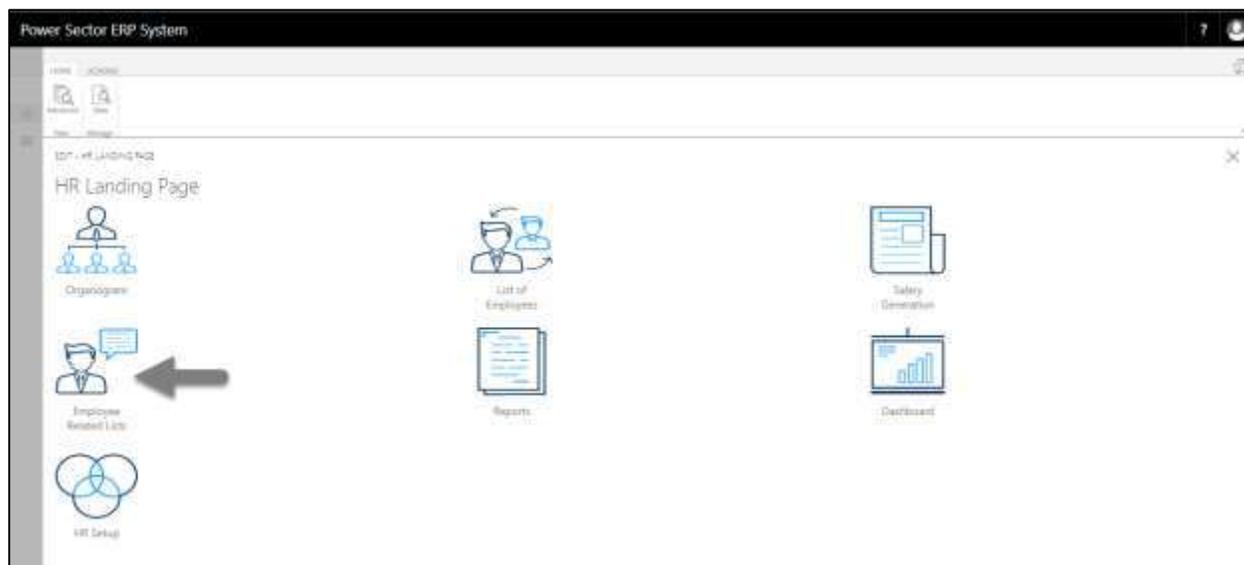
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee Related List** page will be appeared.



D. Choose the **“Employee Publication List”** Icon.



The following **employee publication list** page will be appeared.



The screenshot shows a web application window titled "Power Sector ERP System". The main content area displays a table with the following columns: Employee ID, Employee Name, Journal Type, Journal Title, Author, Publication Date, and Comments. The first row is highlighted in blue. Below the table, there are three rows of vertical ellipses indicating more data.

Employee ID	Employee Name	Journal Type	Journal Title	Author	Publication Date	Comments
PJ0004		PJ0004	Electric Power and ...			
...	...	PJ0004	Electric Power Secto... Shatin Abdul Latif		01-04-20	
...	...	PJ0005	Electrical and Elect... Abdul Razzaq		07-04-19	
...	...	PJ0005	Human Resource M... Mr. Abdul Hamman Saker		09-04-12	

TIPS

You can search employee by clicking on the  icon.

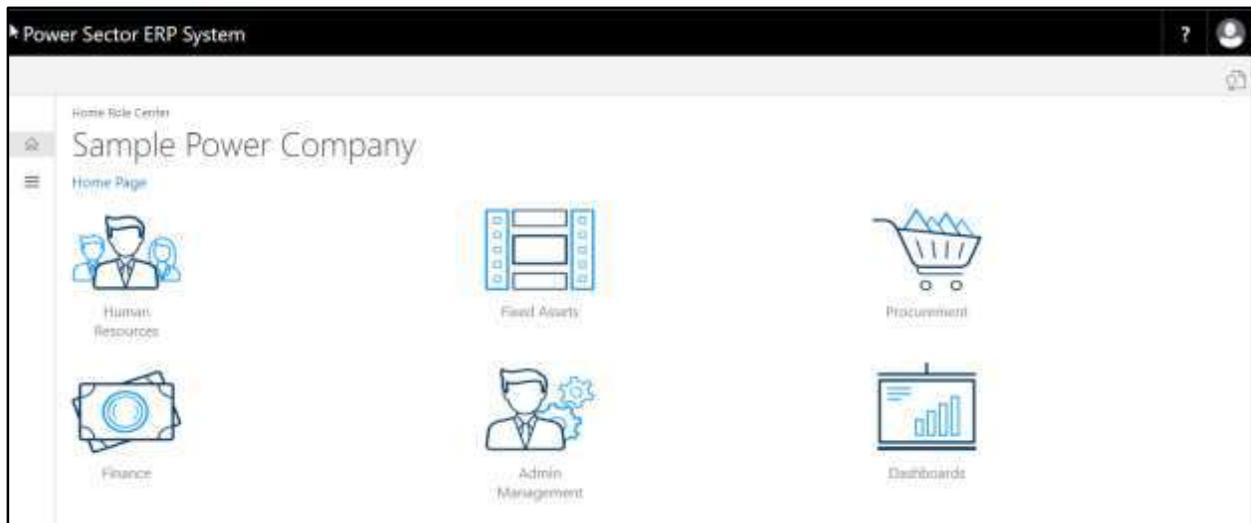
HR-804 How to: View Employee Retirement List

Introduction

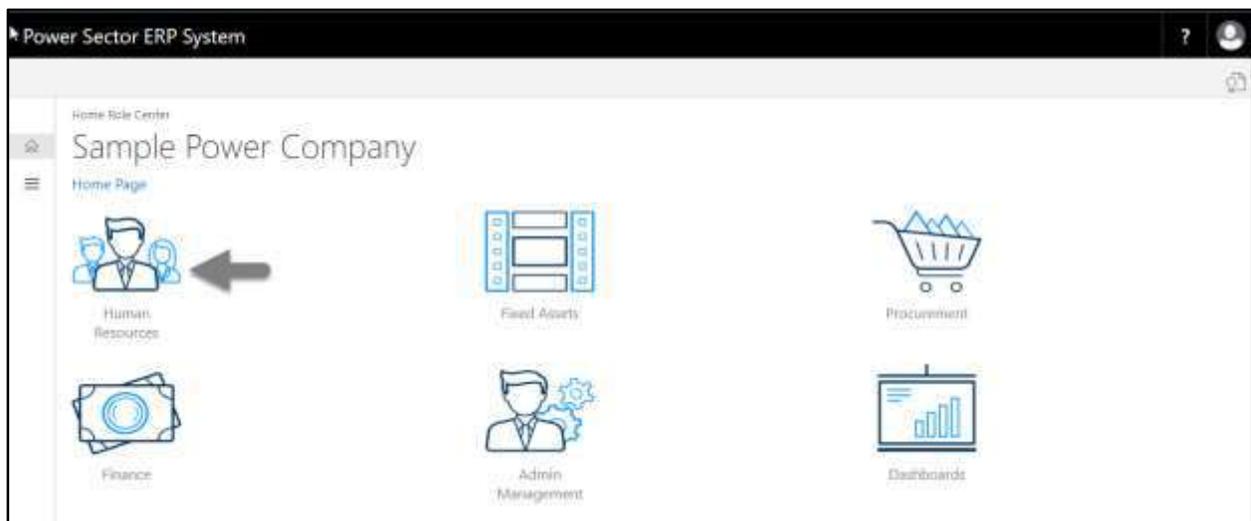
This process demonstrates how to view employee retirement list.

To view employee retirement list, follow the steps described below.

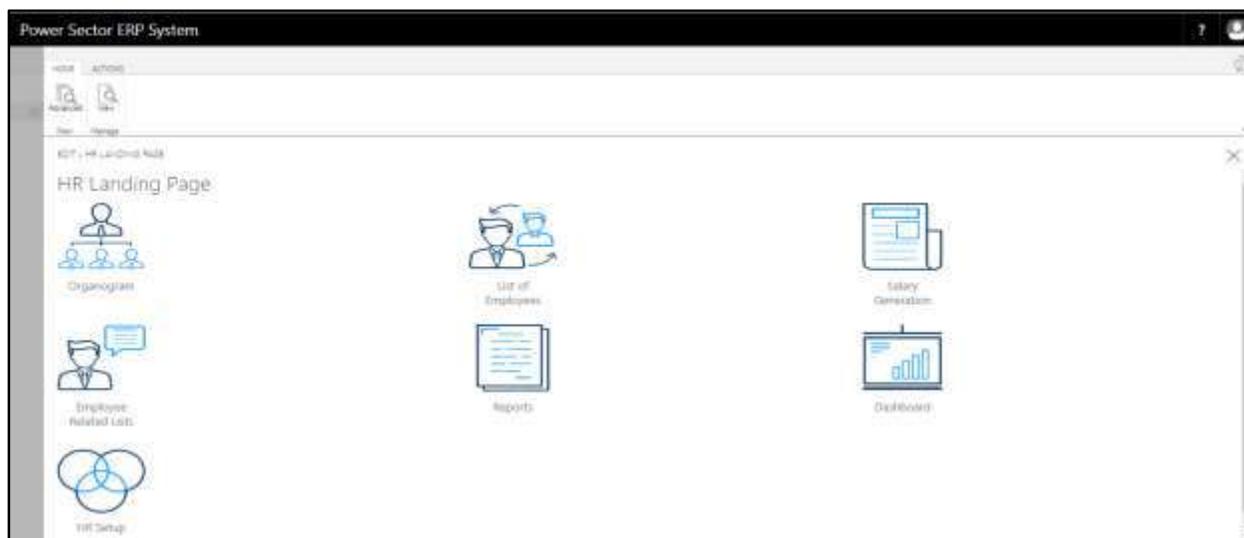
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



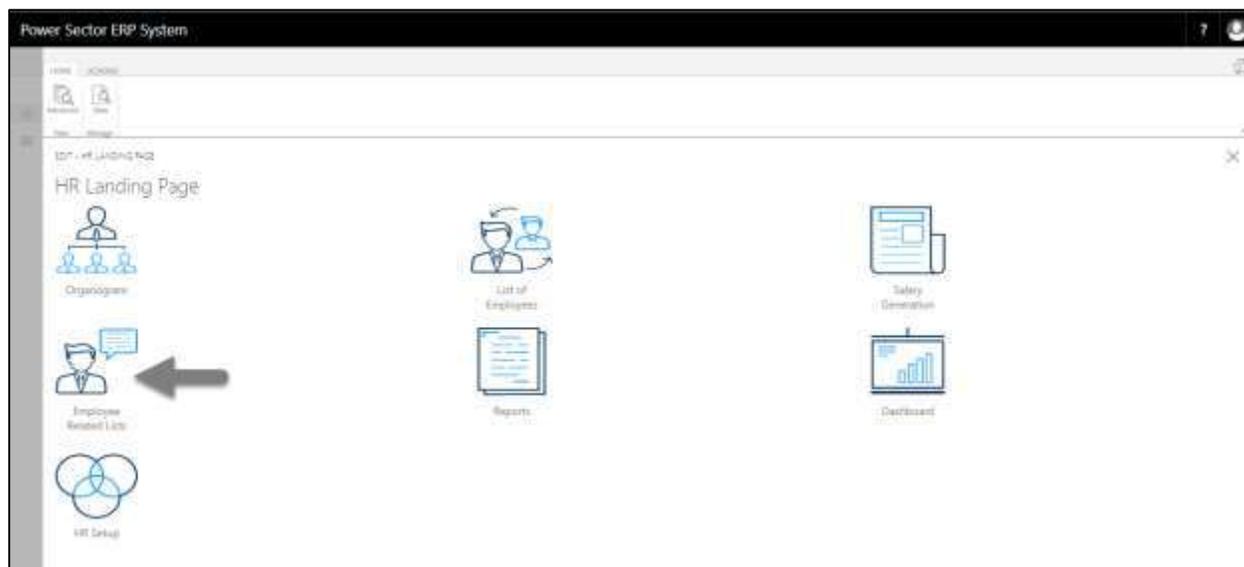
- B. Choose the **“Human Resources”** icon.



The following **HR Landing Page** will be appeared.



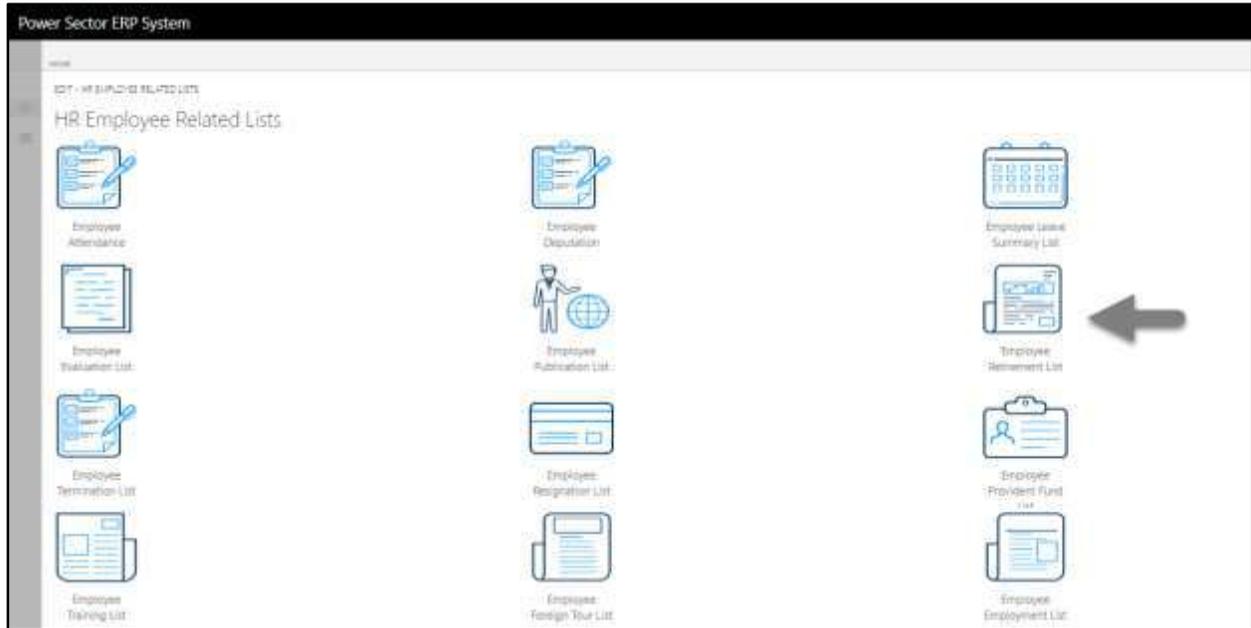
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



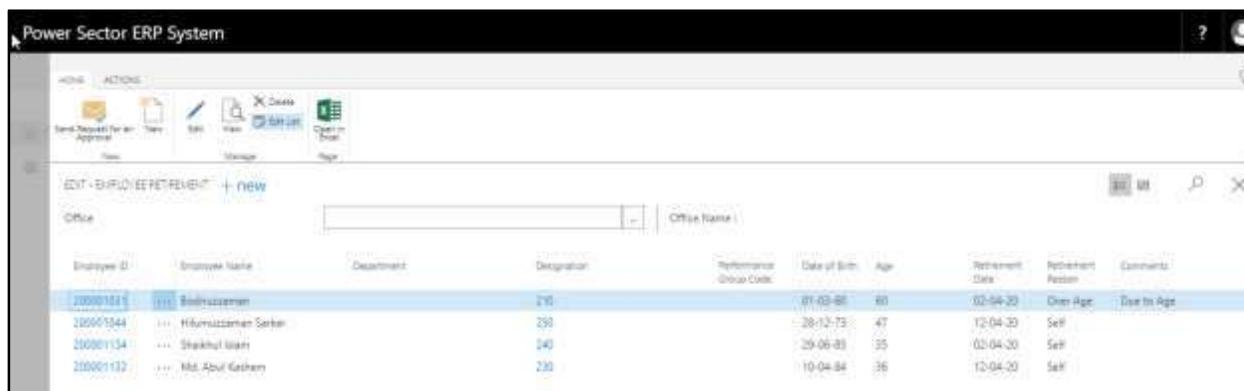
The following **Employee Related List** page will be appeared.



D. Choose the **“Employee Retirement List”** Icon.



The following **Employee Retirement list page** will be appeared.



Employee ID	Employee Name	Department	Designation	Performance Group Code	Date of Birth	Age	Retirement Date	Retirement Reason	Comments
200001041	Bahriuzzaman		210		01-02-80	40	02-04-20	Over Age	Due to Age
200001044	Hikmuzzaman Serhan		230		28-12-73	47	12-04-20	Self	
200001134	Shakihul Islam		240		29-06-83	35	02-04-20	Self	
200001132	Md. Abul Kashem		230		10-04-84	35	12-04-20	Self	

TIPS

You can search employee by clicking on the  icon.

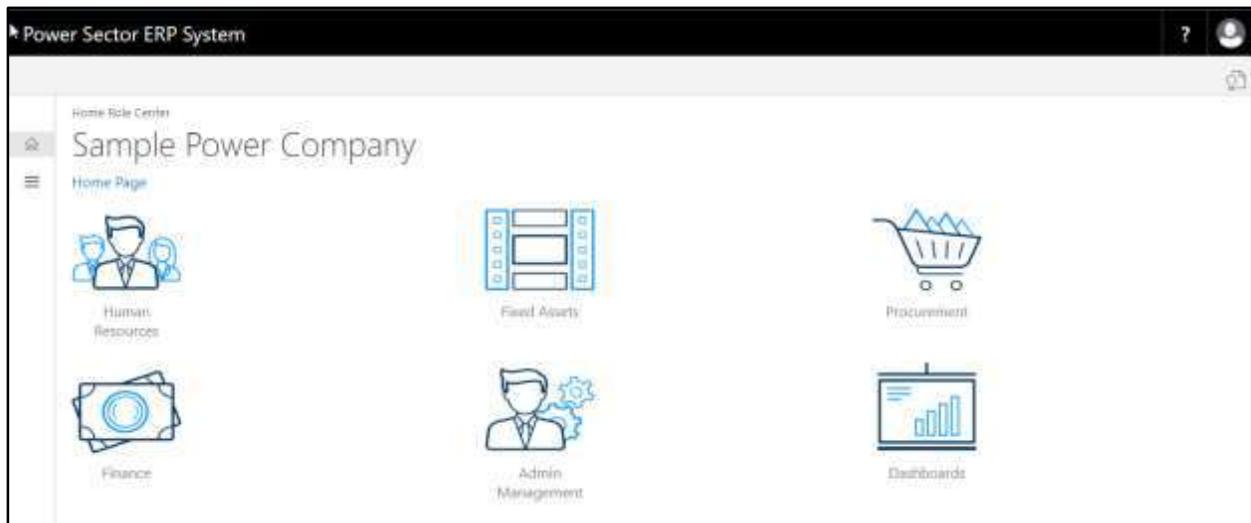
HR-805 How to: View Employee Termination List

Introduction

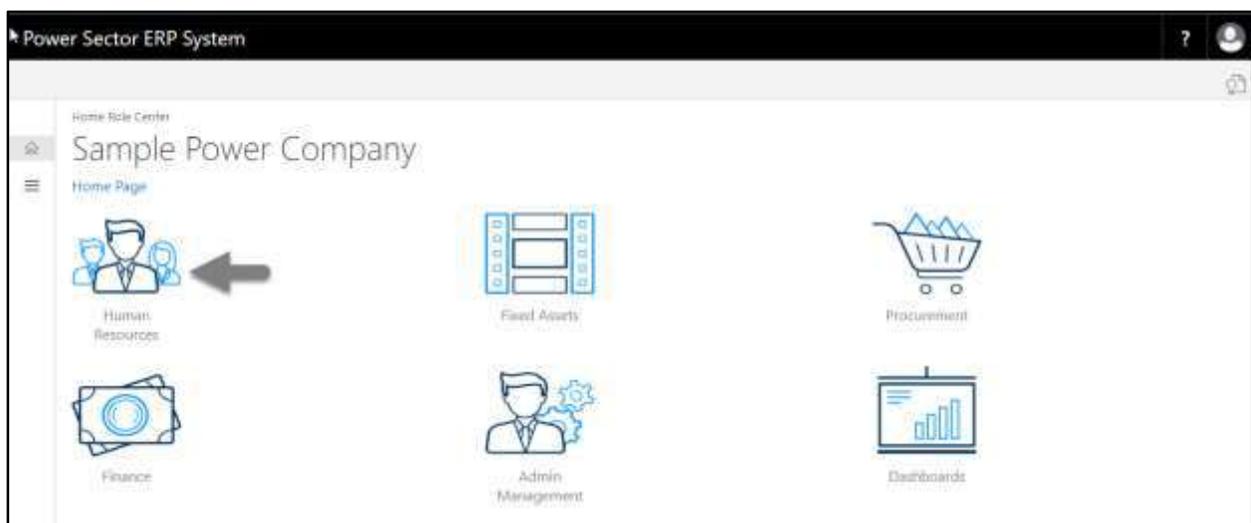
This process demonstrates how to view list of terminated employees.

To view employee termination list, follow the steps described below.

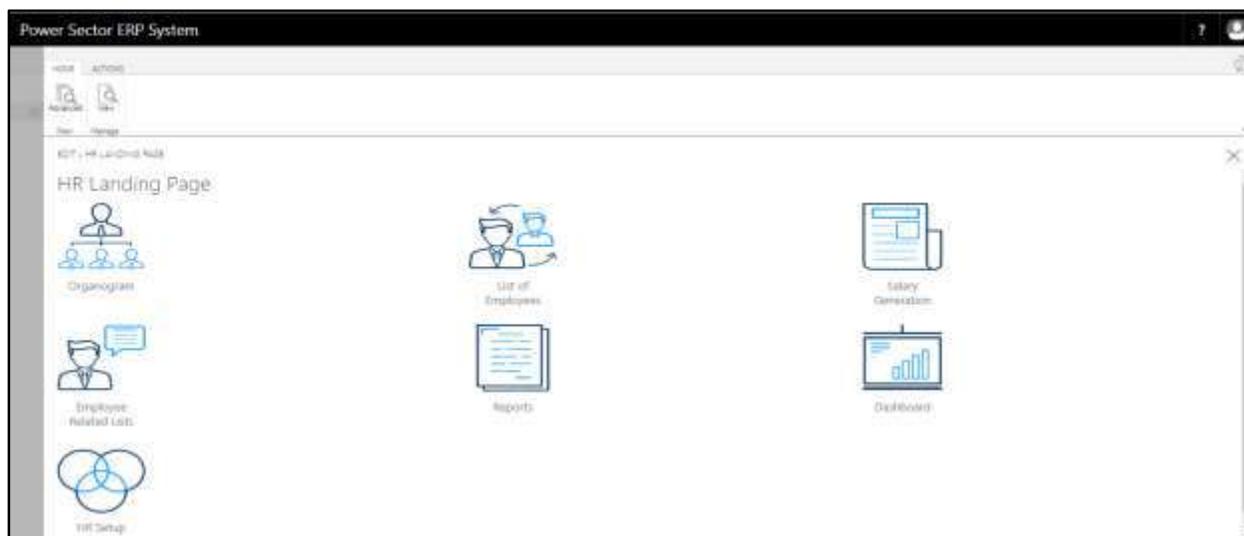
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



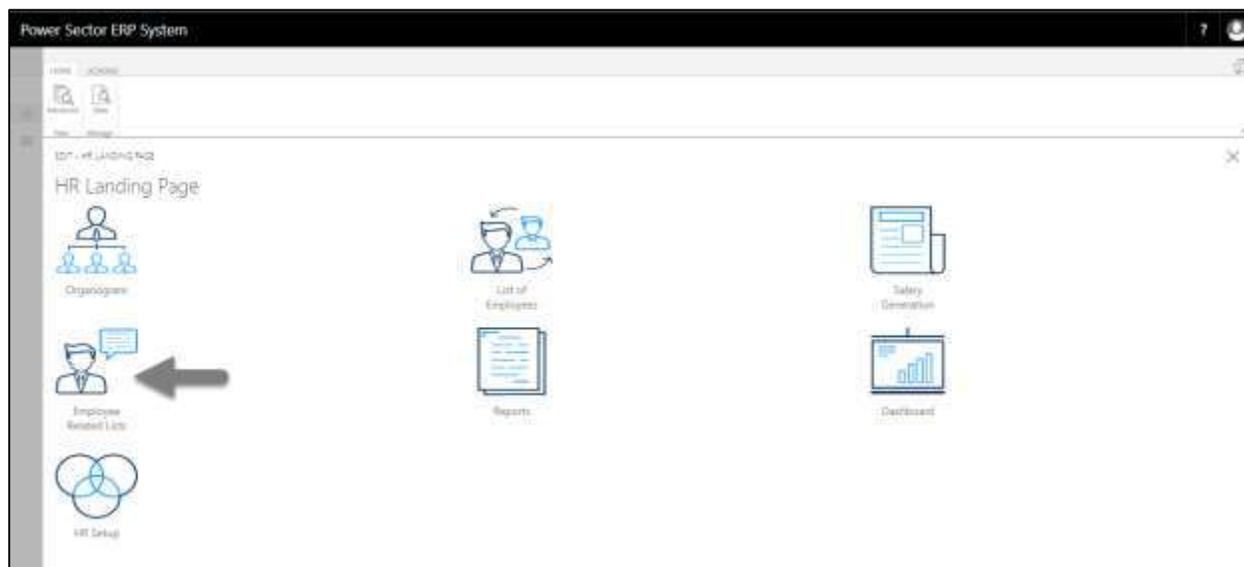
- B. Choose the **"Human Resources"** icon.



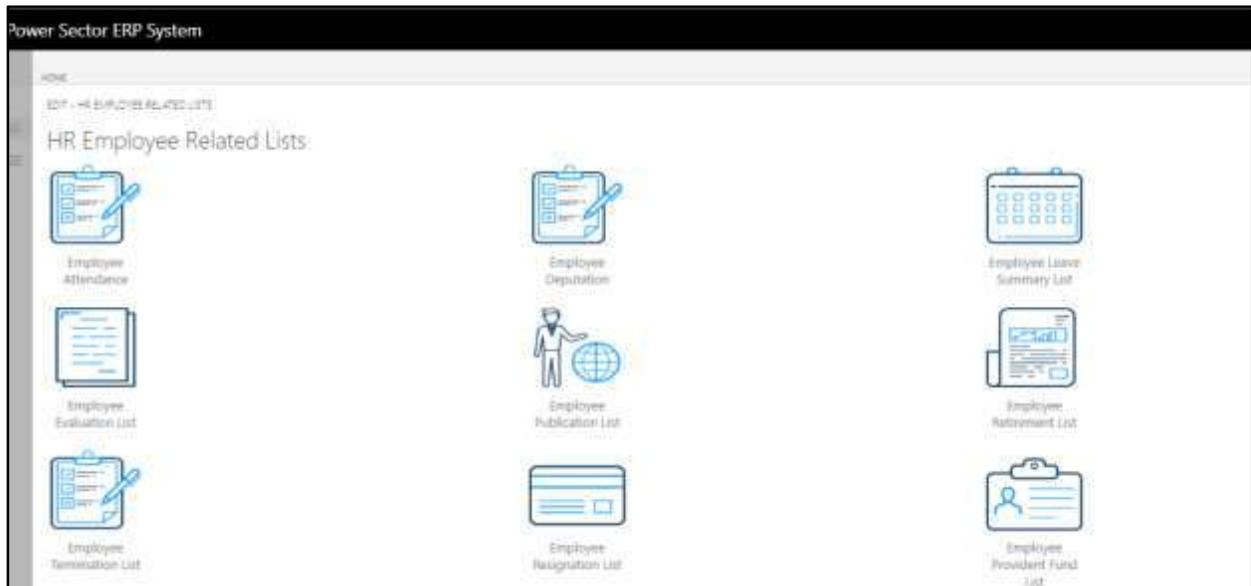
The following **HR Landing Page** will be appeared.



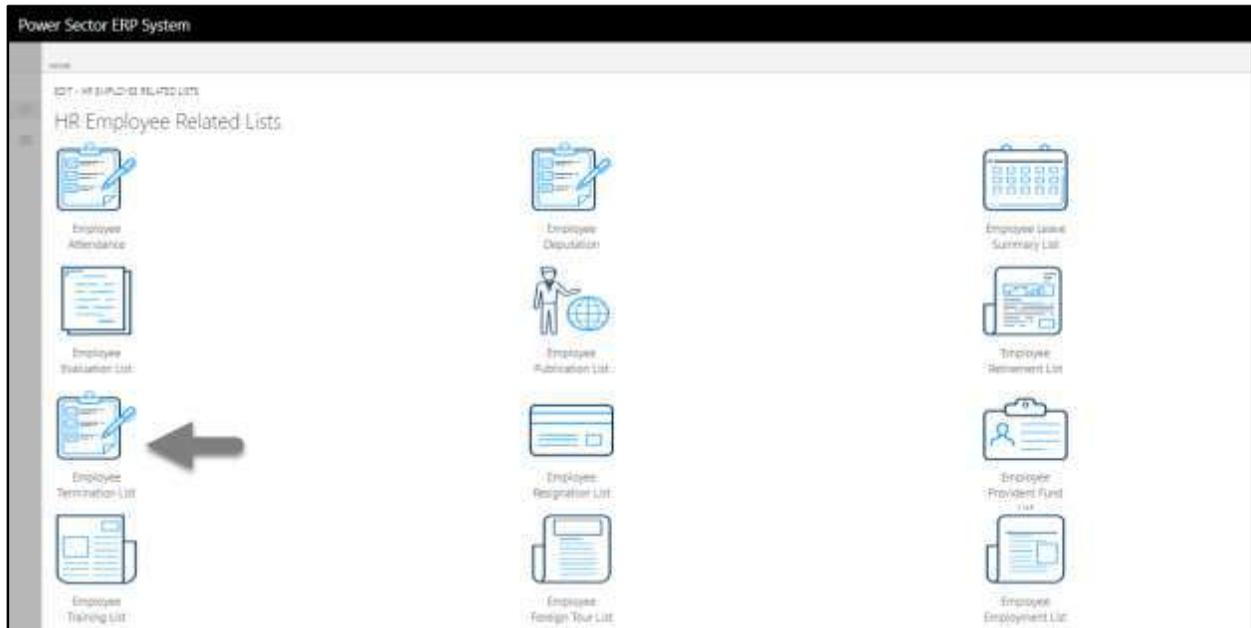
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



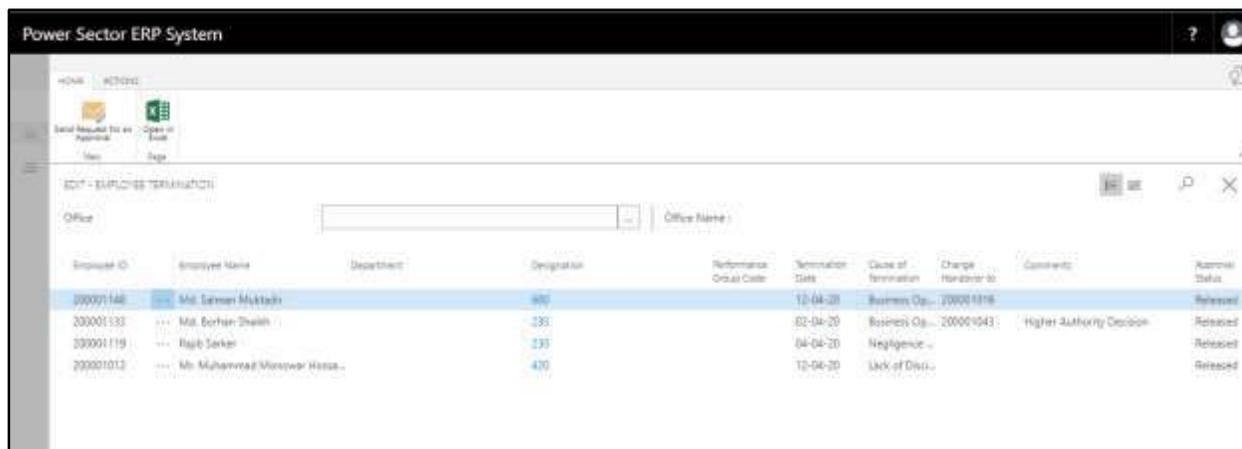
The following **Employee Related List** page will be appeared.



D. Choose the **“Employee Termination List”** Icon.



The following **employee termination list** page will be appeared.



Employee ID	Employee Name	Department	Designation	Performance Grade Code	Termination Date	Cause of Termination	Change Horizon to	Comments	Approval Status
200001148	Mr. Sarwan Muktach		400		12-04-20	Business Op...	200001118		Released
200001133	Mr. Borhan Shalim		233		02-04-20	Business Op...	200001043	Higher Authority Decision	Released
200001119	Rajib Sarkar		233		04-04-20	Negligence...			Released
200001012	Mr. Muhammad Mosowar Hossain		420		12-04-20	Lack of Disc...			Released

TIPS

You can search employee by clicking on the  icon.

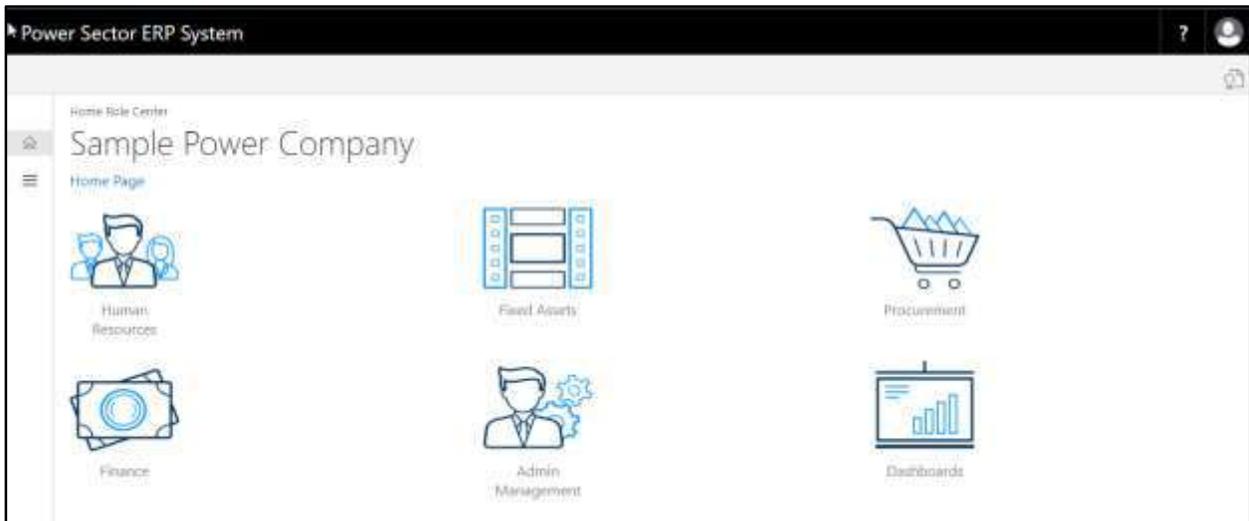
HR-806 How to: View Employee Resignation List

Introduction

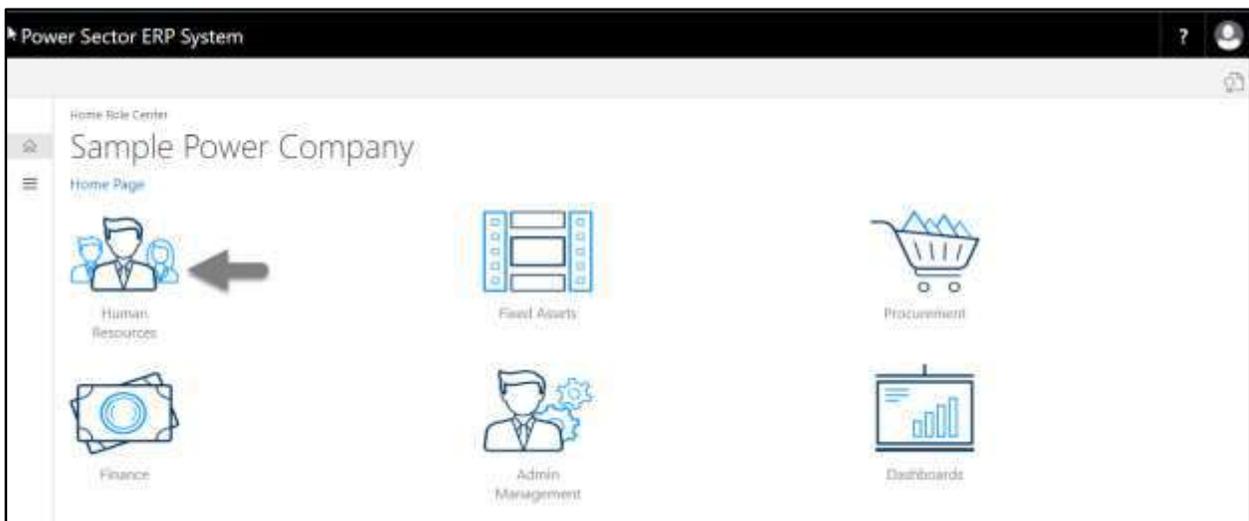
This process demonstrates how to view list of resigned employees.

To view employee Resignation list, follow the steps described below.

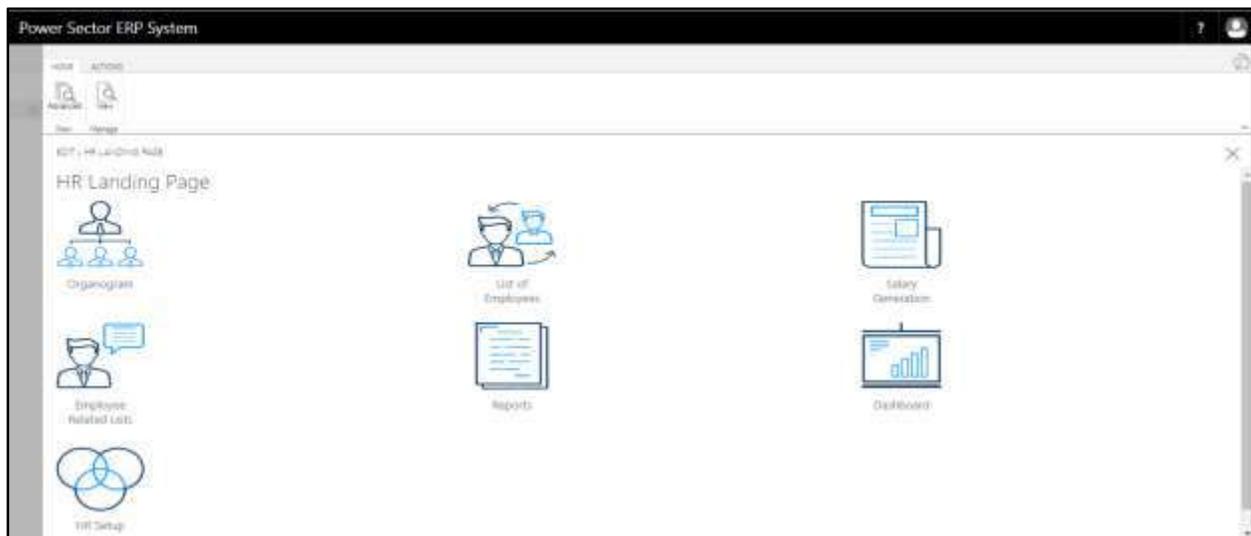
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



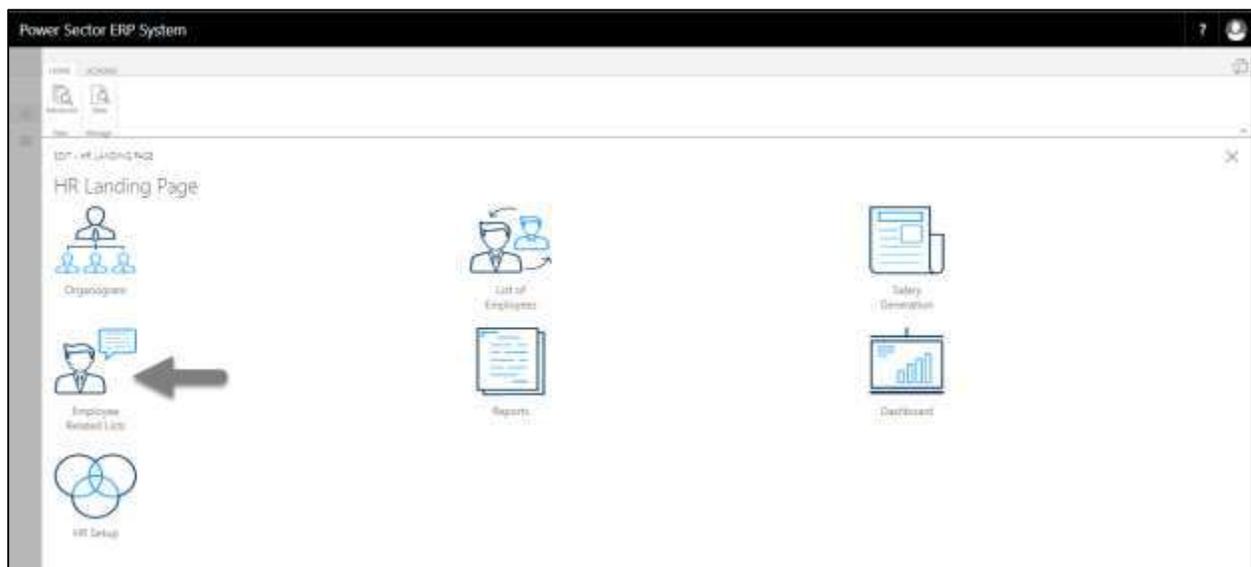
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



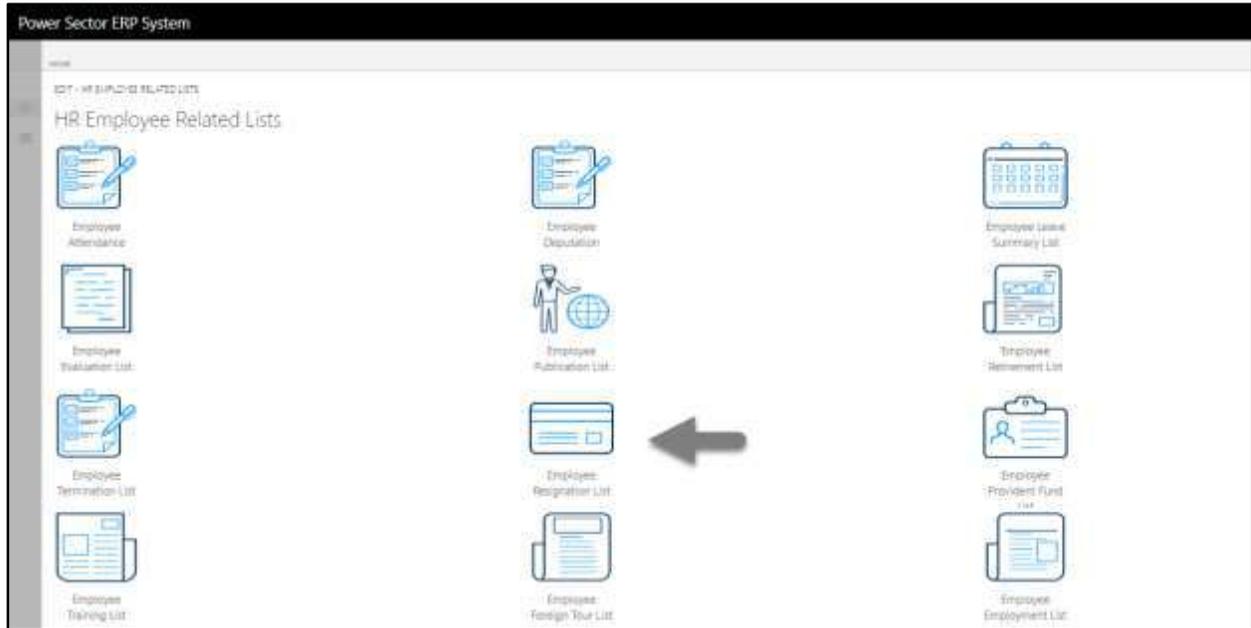
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee Related List** page will be appeared.



D. Choose the **“Employee Publication List”** Icon.



The following **employee resignation list** page will be appeared.

Employee ID	Employee Name	Designation	Resignation Date	Resignation Reason	Comments	Performance Group Code	Date of Birth	Age	Approval Status
200001016	Md. Akbul Hameed	218	12-04-20						Released
200001101	Md. Mansurul Rashid	218	02-04-20	Self	Resigned to join BROS				Pending App.
200001114	Sd. Karimul Islam	218	04-04-20						Released
200001130	Muhsenul Huda	231	10-04-20	Working in other Organization					Released
200001134	Habibur Rahaman	225	10-04-20	Self	Self				Released

TIPS

You can search employee by clicking on the  icon.

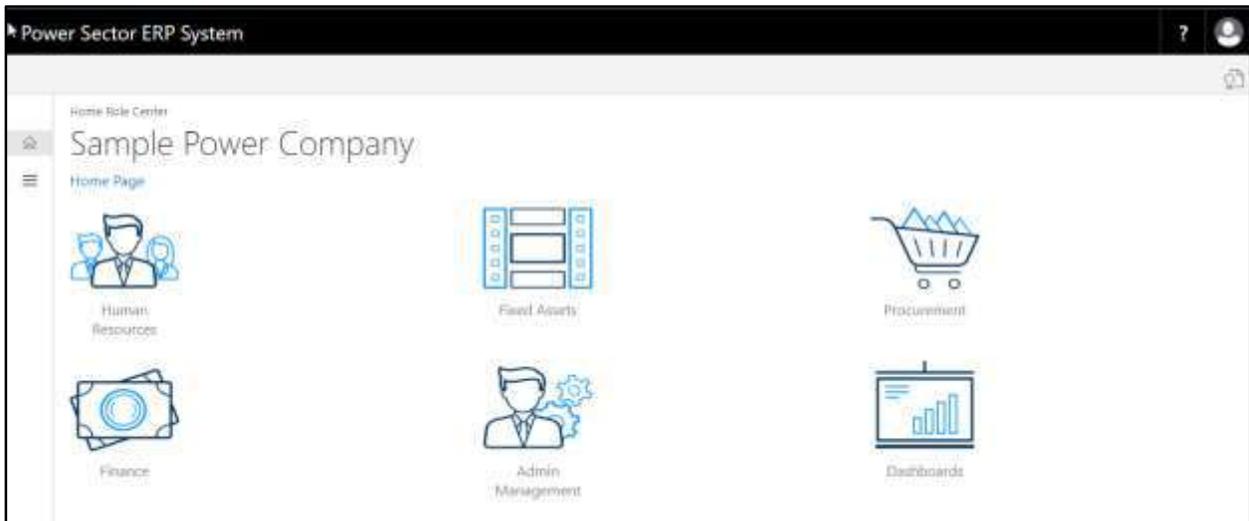
HR-807 How to: View Employee Provident Fund List

Introduction

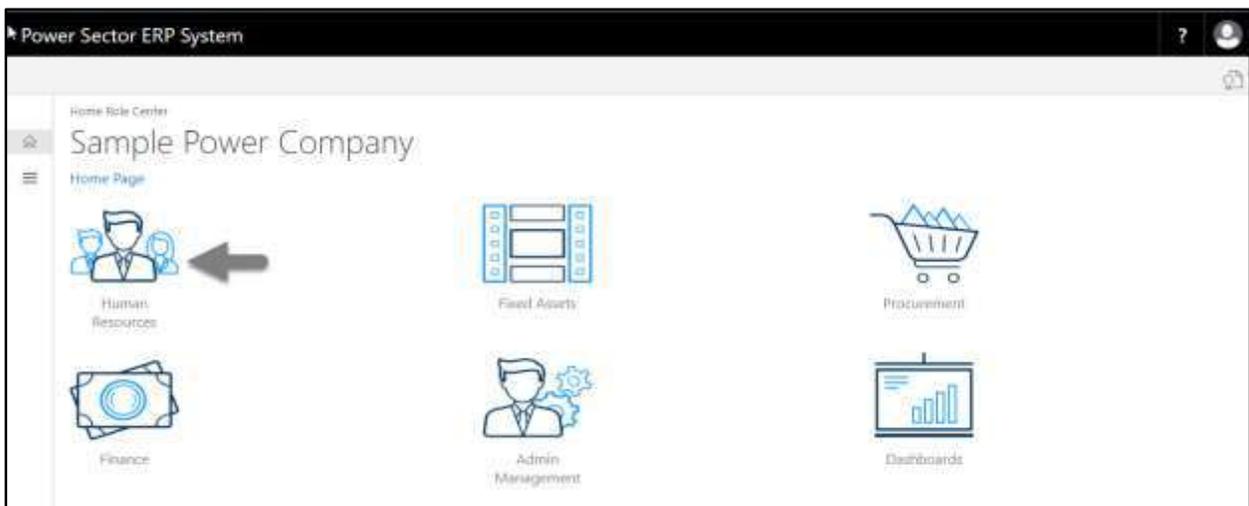
This process demonstrates how to view employee provident fund list..

To view employee provident fund list, follow the steps described below.

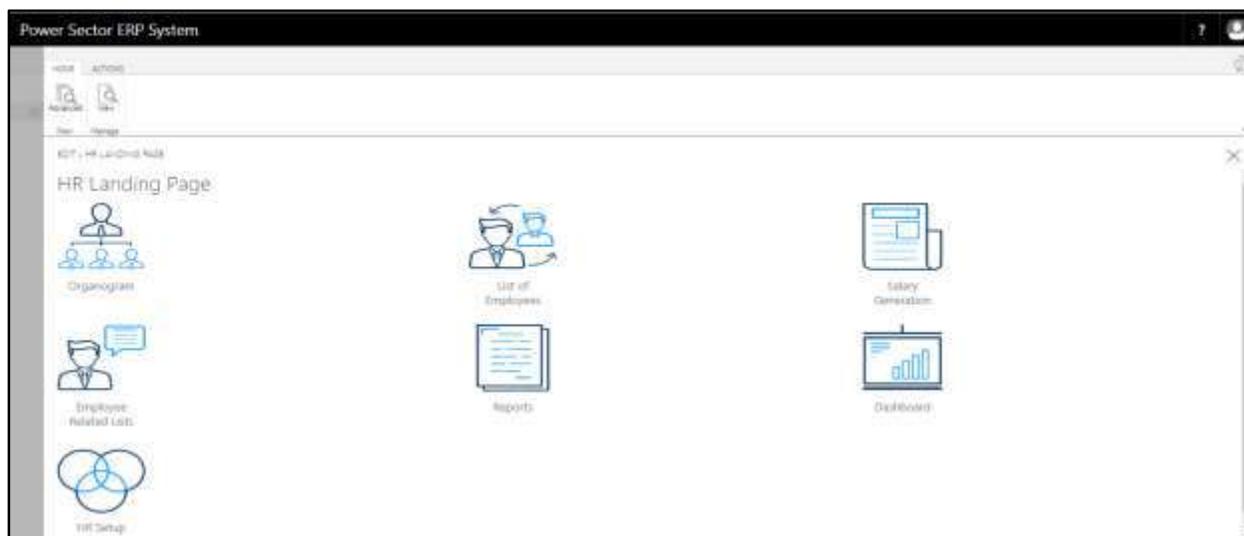
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



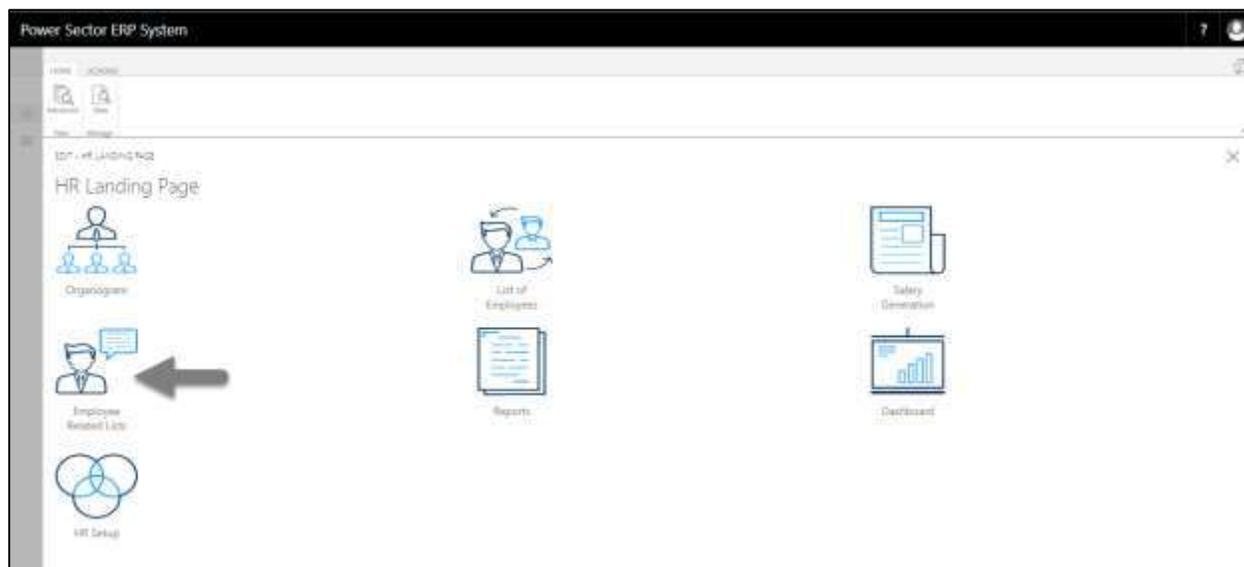
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



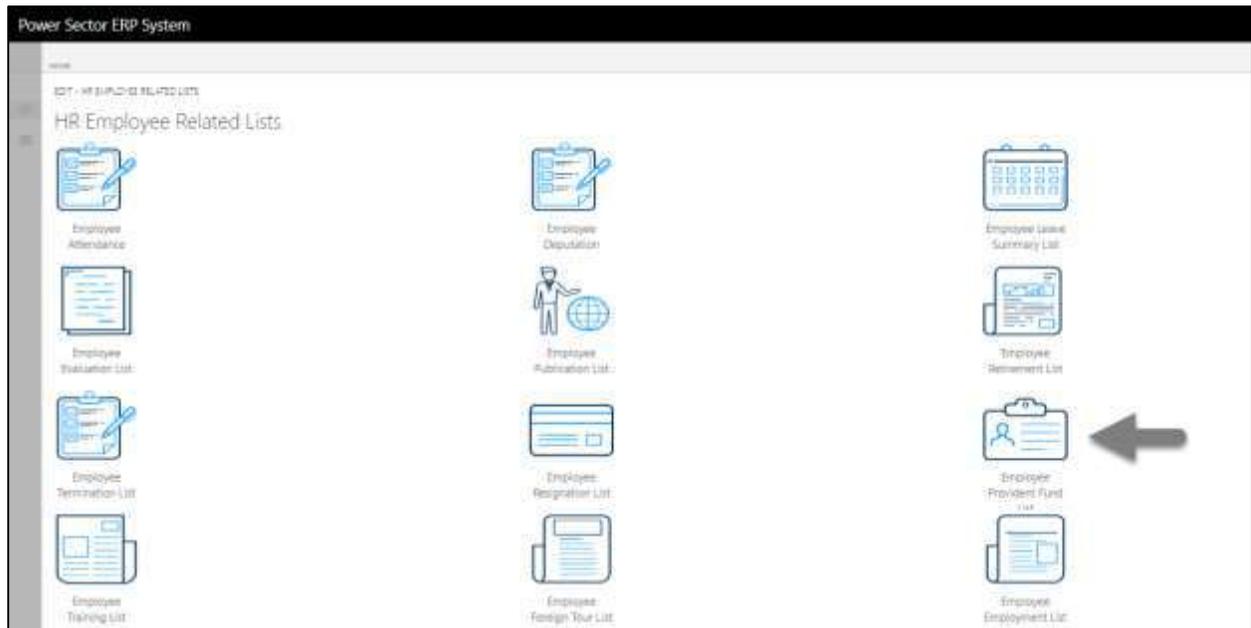
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee Related List** page will be appeared.



D. Choose the **“Employee Provident Fund List”** Icon.



The following **employee provident fund** list page will be appeared.

Employee ID	Employee Name	Monthly Personal Contribution	Monthly Company Contribution	Monthly Total Contribution
20000000	Chairi Anis Lutfi	16,200.00	0.00	16,200.00
20000001	Muhammad Rizki	17,431.20	0.00	17,431.20
20000002	Muhammad Rizki	14,800.00	0.00	14,800.00
20000003	Abu Bakar Saiful	16,116.00	0.00	16,116.00
20000004	Sekizul Khairi	12,200.00	0.00	12,200.00
20000005	Muhammad Rizki	12,200.00	0.00	12,200.00
20000006	Sekizul Khairi	10,000.00	0.00	10,000.00
20000007	Sekizul Khairi	0.00	0.00	0.00
20000008	Muhammad Rizki	12,263.00	0.00	12,263.00
20000009	Muhammad Rizki	11,357.00	0.00	11,357.00
20000010	Muhammad Rizki	10,848.00	0.00	10,848.00
20000011	Muhammad Rizki	9,100.00	0.00	9,100.00
20000012	Muhammad Rizki	9,484.00	0.00	9,484.00
20000013	Muhammad Rizki	9,100.00	0.00	9,100.00
20000014	Muhammad Rizki	9,843.00	0.00	9,843.00
20000015	Muhammad Rizki	9,843.00	0.00	9,843.00
20000016	Muhammad Rizki	9,484.00	0.00	9,484.00
20000017	Muhammad Rizki	10,848.00	0.00	10,848.00

TIPS

You can search employee by clicking on the  icon.

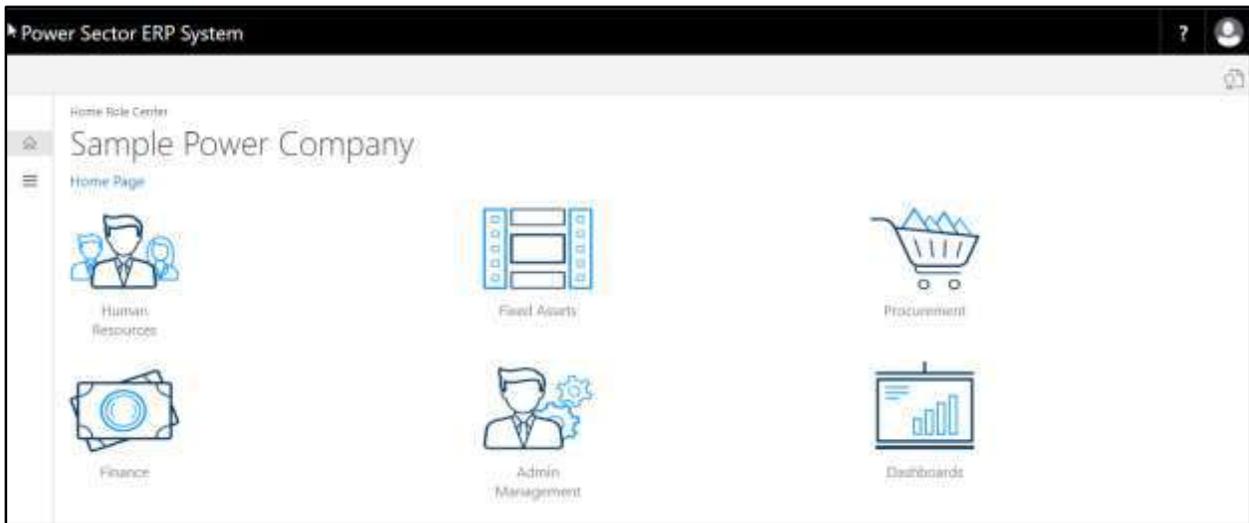
HR-808 How to: View Employee Training List

Introduction

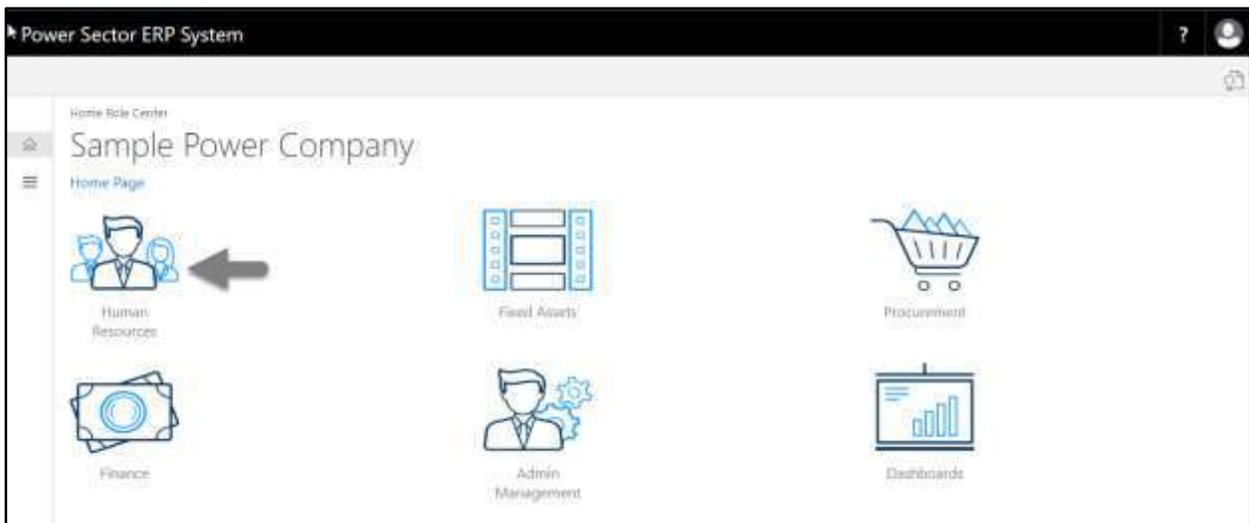
This process demonstrates how to view employee training list.

To view employee training list, follow the steps described below.

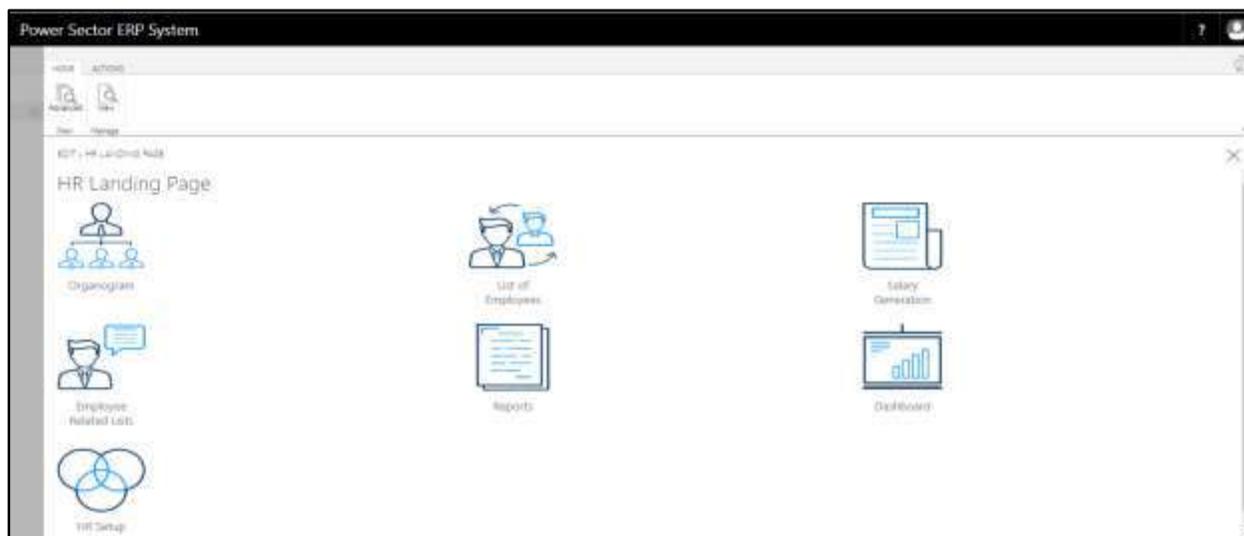
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



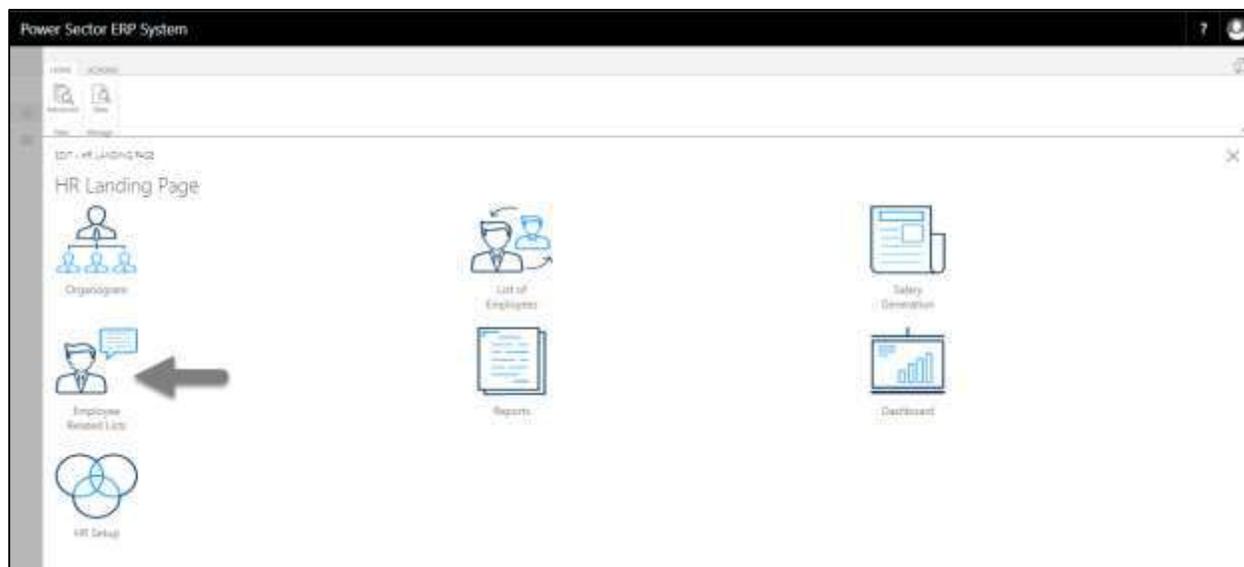
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



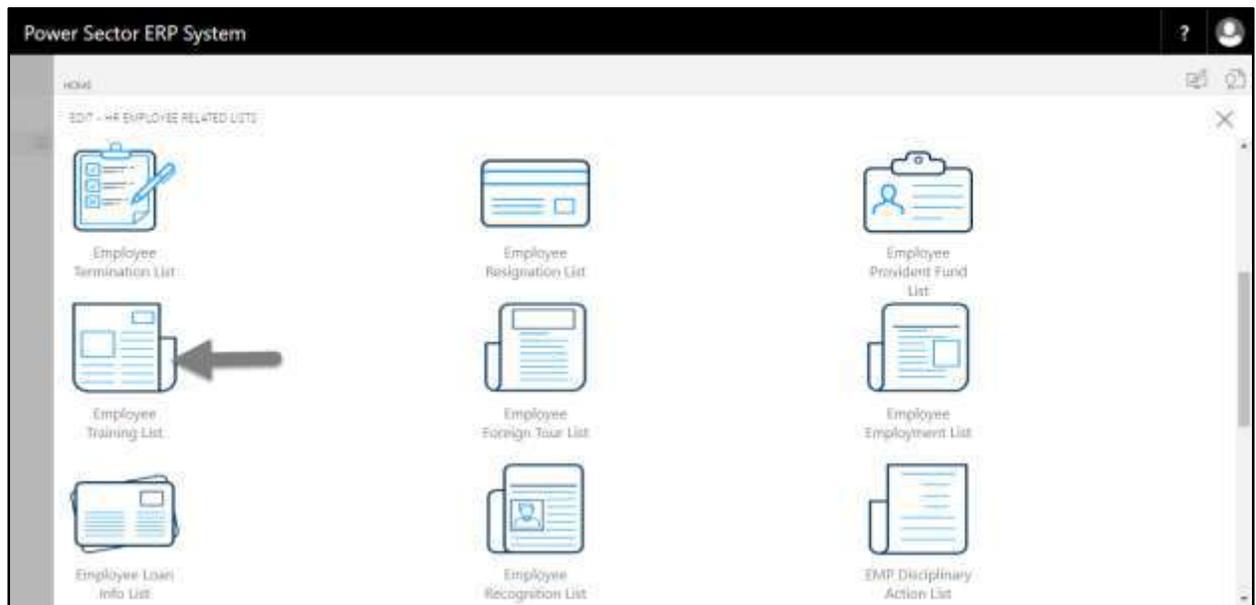
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



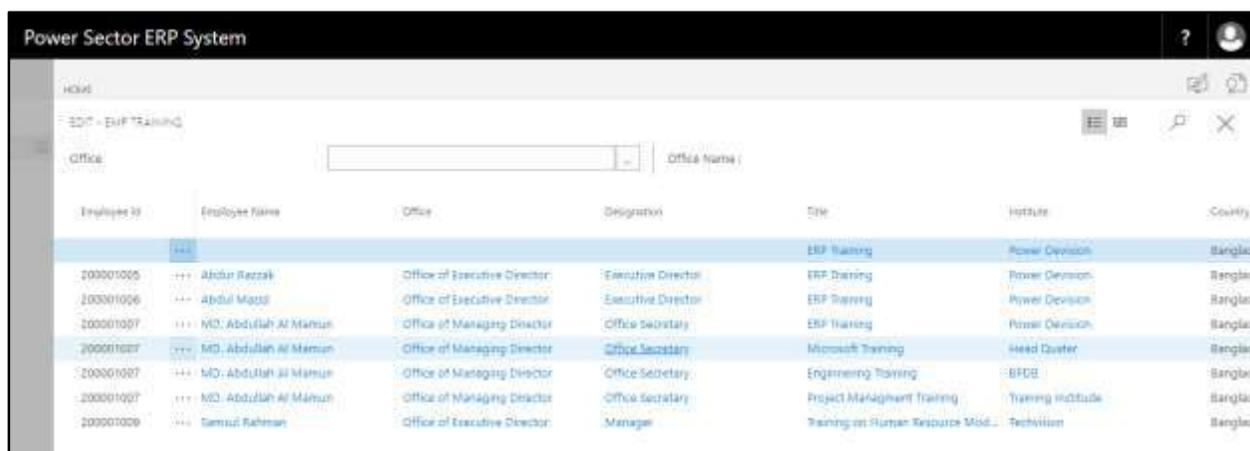
The following **Employee List** page will be appeared.



D. Choose the “**Employee Training List**” Icon.



The following **Employee Training list** page will be appeared.



Employee ID	Employee Name	Office	Designation	Title	Institute	Country
200001005	Abdur Rezzak	Office of Executive Director	Executive Director	ERP Training	Power Division	Bangla
200001006	Abdul Mostaf	Office of Executive Director	Executive Director	ERP Training	Power Division	Bangla
200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	ERP Training	Power Division	Bangla
200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Microsoft Training	Head Quarter	Bangla
200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Engineering Training	BPOB	Bangla
200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Project Management Training	Training Institute	Bangla
200001009	Samsul Rahman	Office of Executive Director	Manager	Training on Human Resource Mgt...	Techvision	Bangla

TIPS

You can search employee by clicking on the  icon.

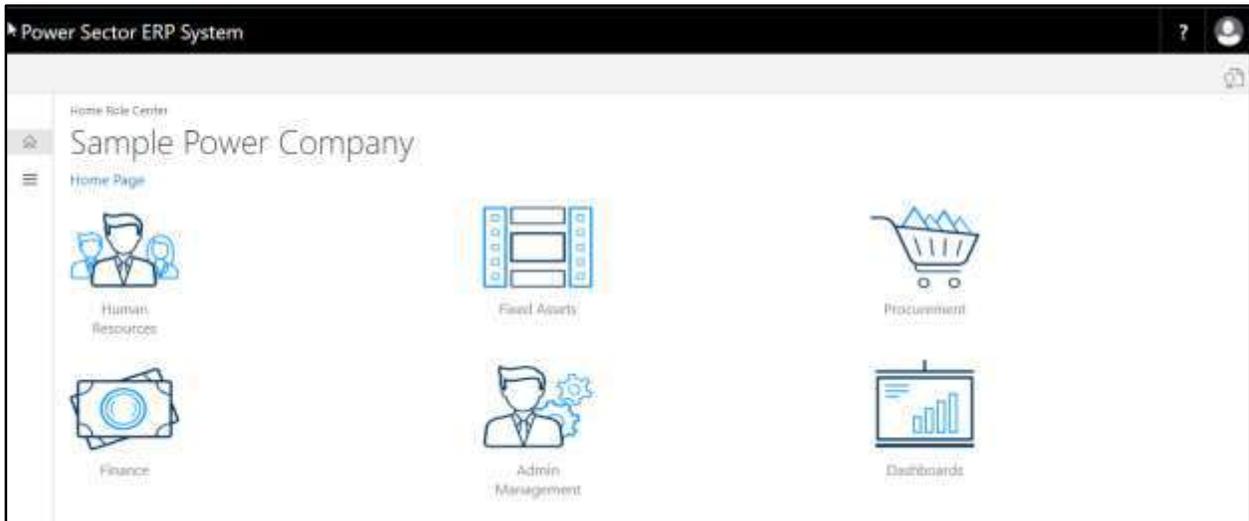
HR-809 How to: View Employee Foreign Tour List

Introduction

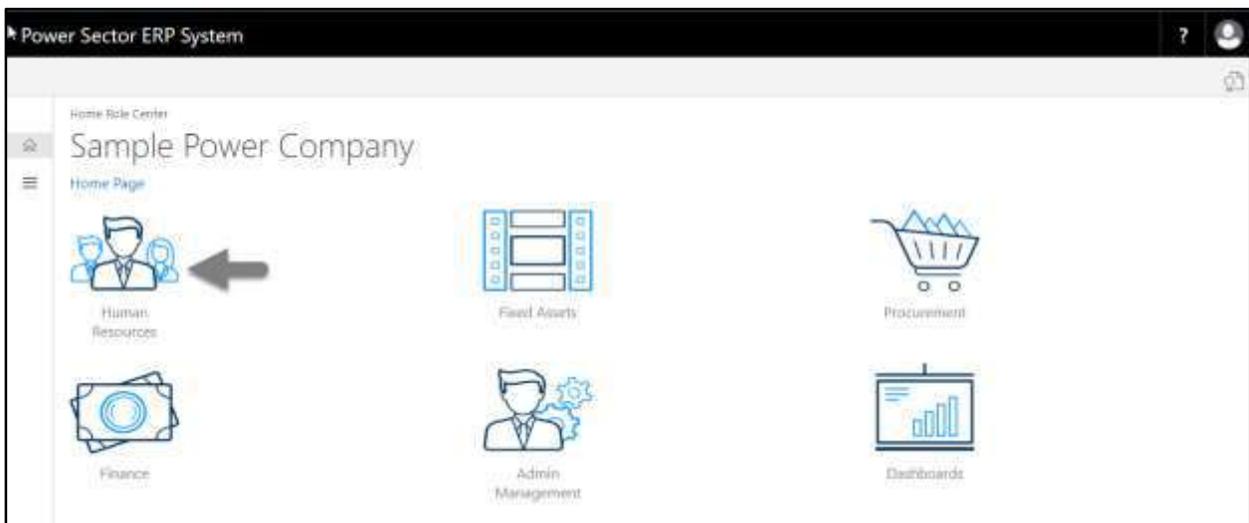
This process demonstrates how to view employee foreign tour list.

To view employee foreign tour list, follow the steps described below.

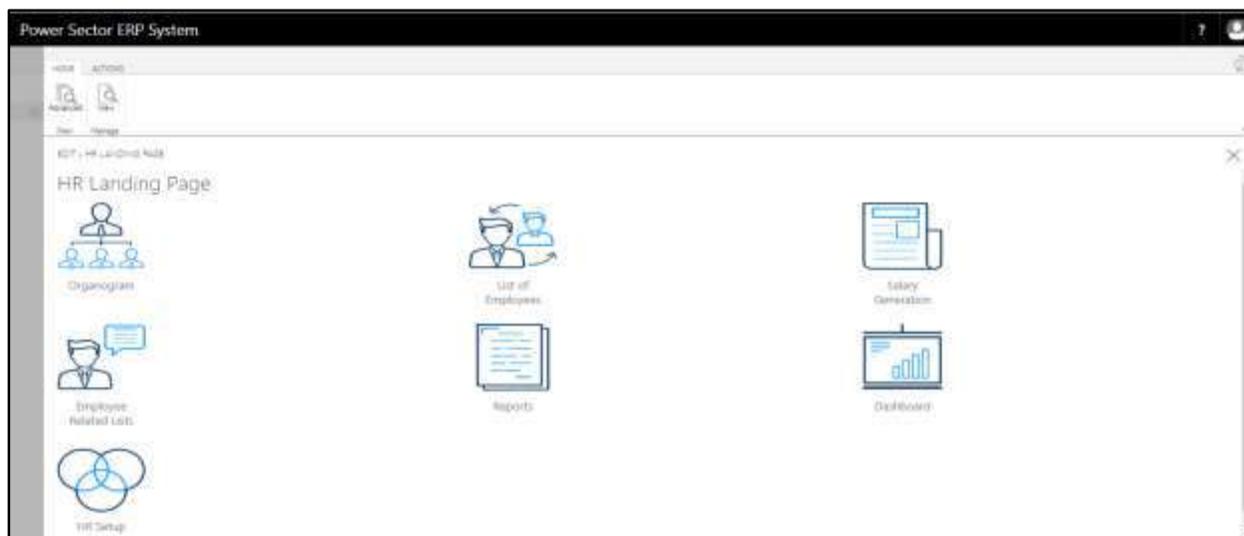
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



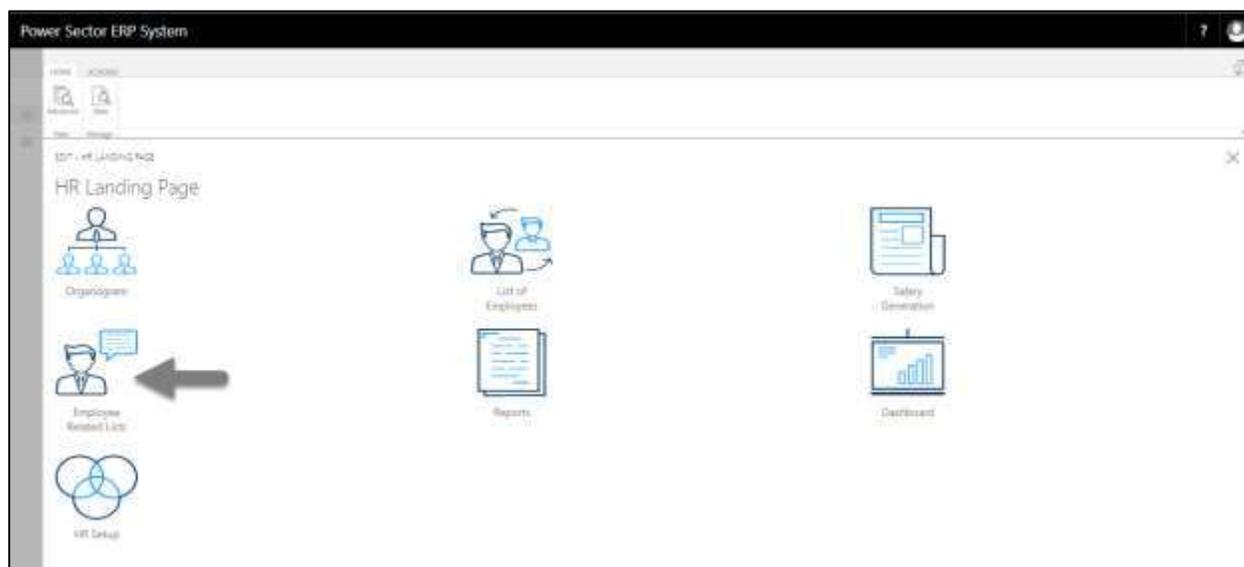
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



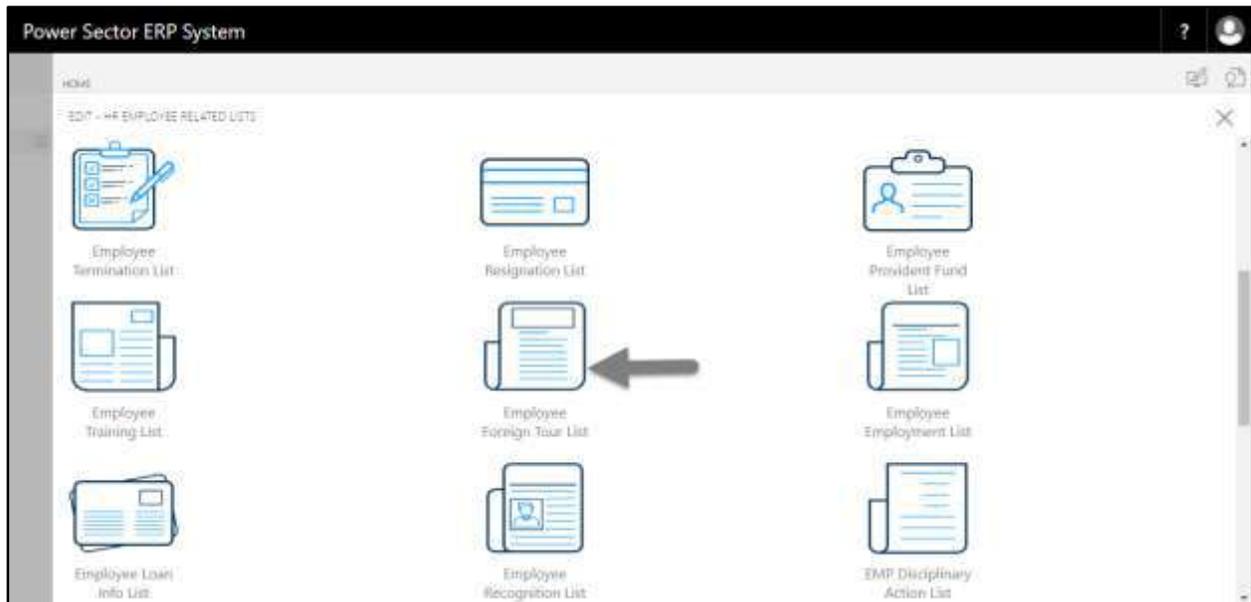
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



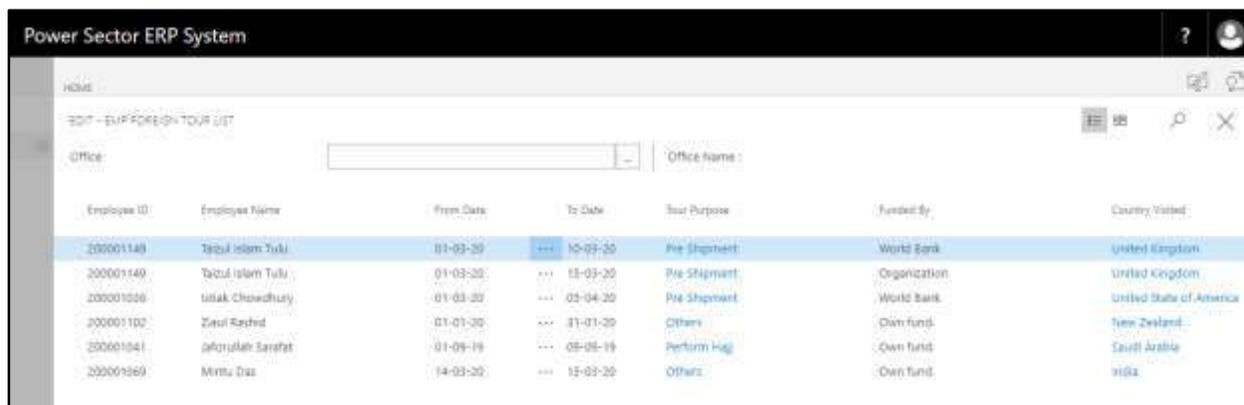
The following **Employee List** page will be appeared.



D. Choose the **“Employee Foreign Tour List”** Icon.



The following **Employee Foreign Tour List** page will be appeared.



Employee ID	Employee Name	From Date	To Date	Tour Purpose	Funded By	Country Visited
200001148	Tajul Islam Tulu	01-03-20	10-03-20	Pre Shipment	World Bank	United Kingdom
200001149	Tajul Islam Tulu	01-03-20	15-03-20	Pre Shipment	Organization	United Kingdom
200001036	Uttak Chowdhury	01-03-20	05-04-20	Pre Shipment	World Bank	United State of America
200001102	Zaoul Rashid	01-01-20	31-01-20	Others	Own fund	New Zealand
200001041	Abdulrahman Sarrafat	01-09-19	05-09-19	Performing	Own fund	Saudi Arabia
200001069	Minu Das	14-03-20	15-03-20	Others	Own fund	India

TIPS

You can search employee by clicking on the  icon.

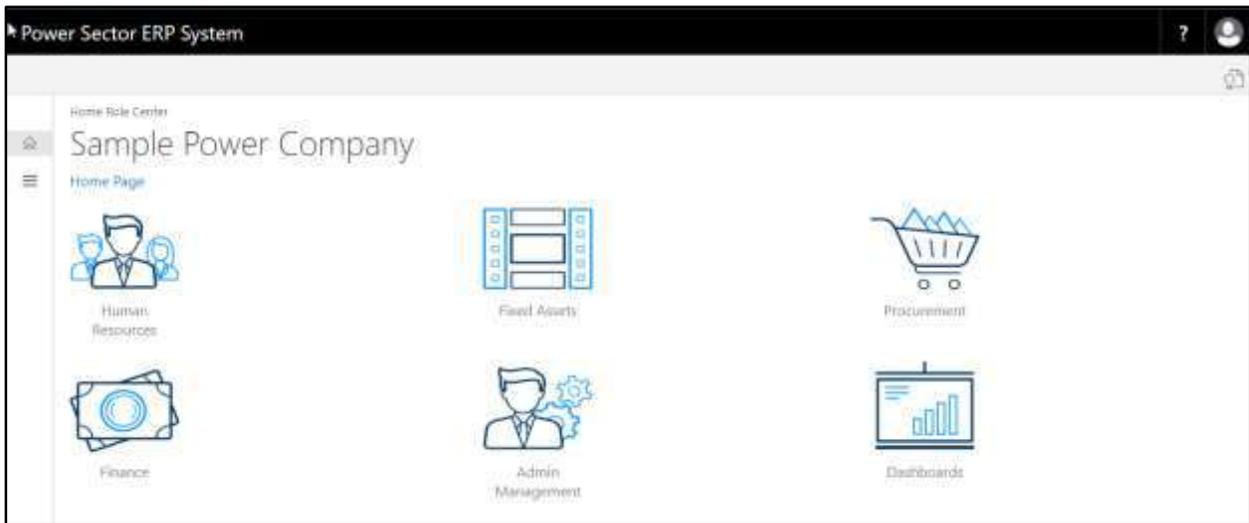
HR-810 How to: View Employee Employment List

Introduction

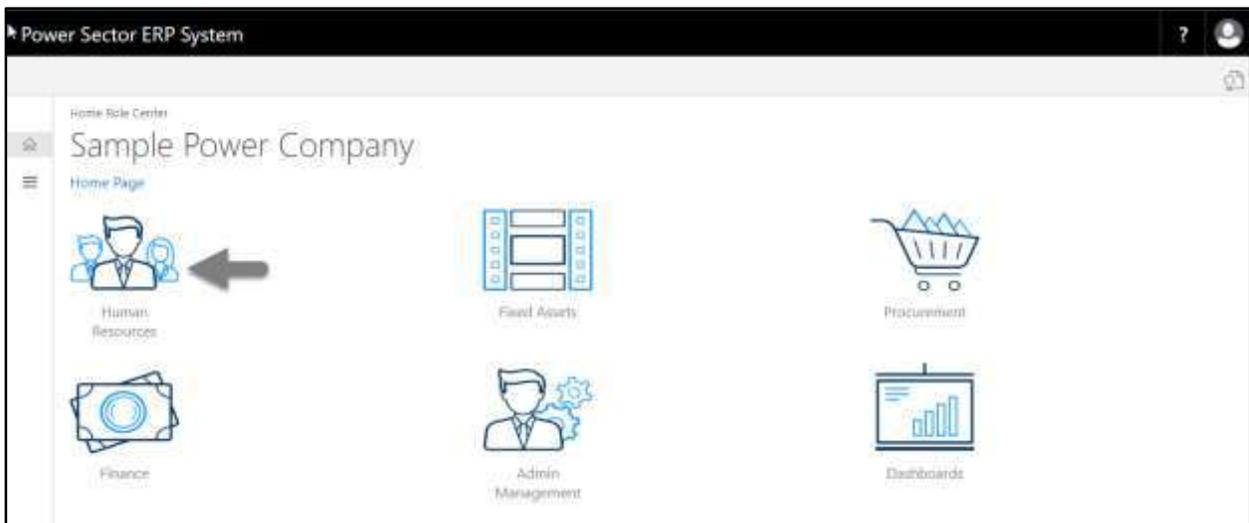
This process demonstrates how to view employee employment list.

To view employee employment list, follow the steps described below.

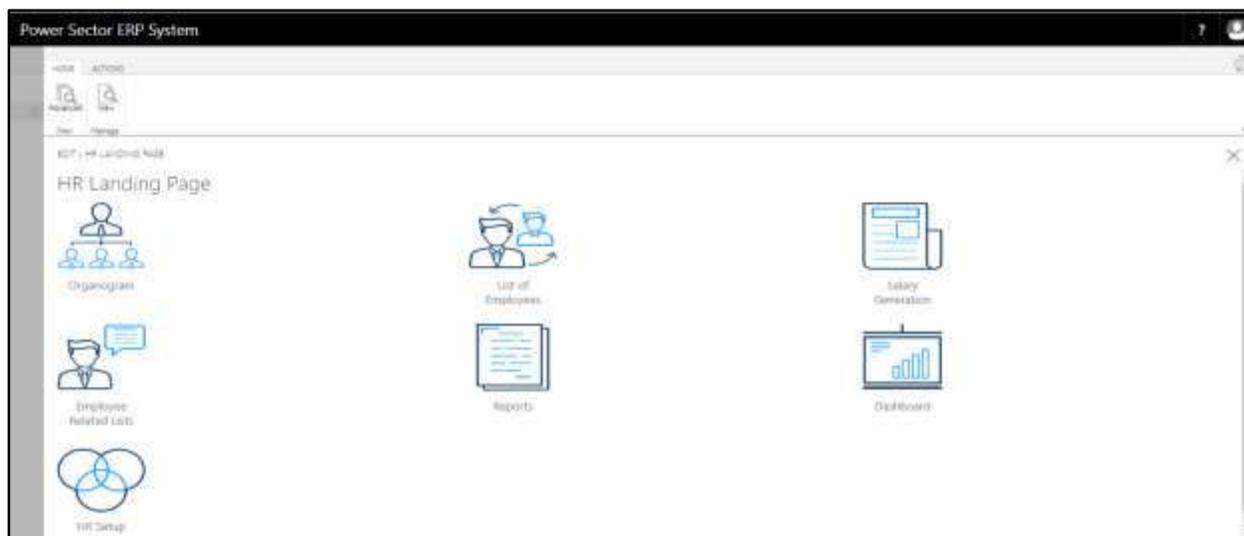
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



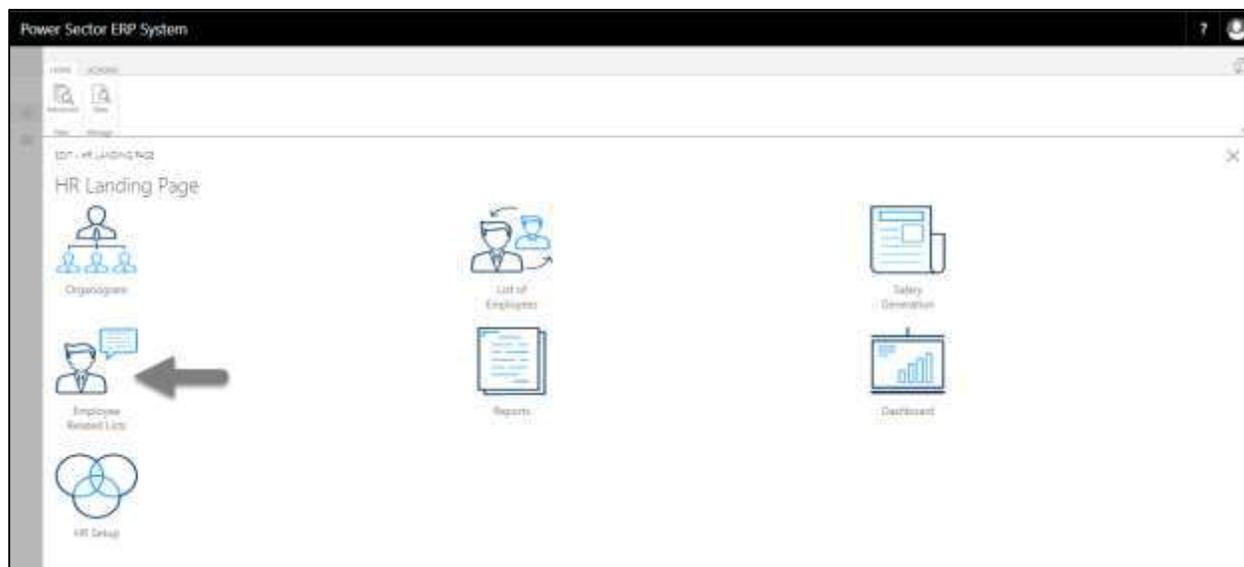
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



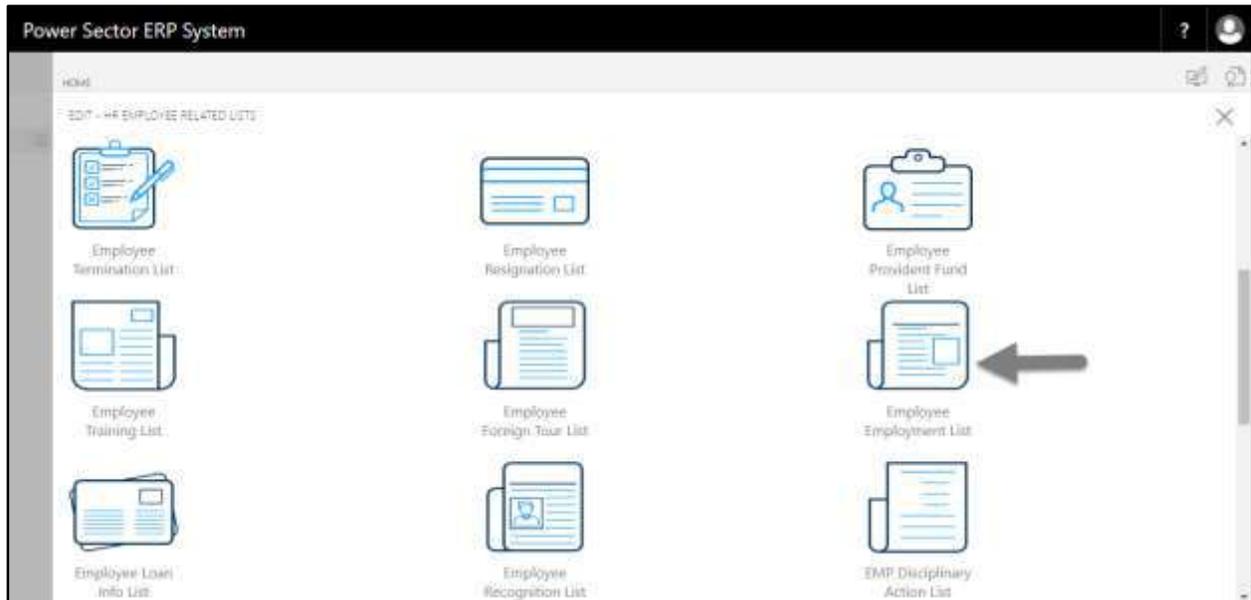
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



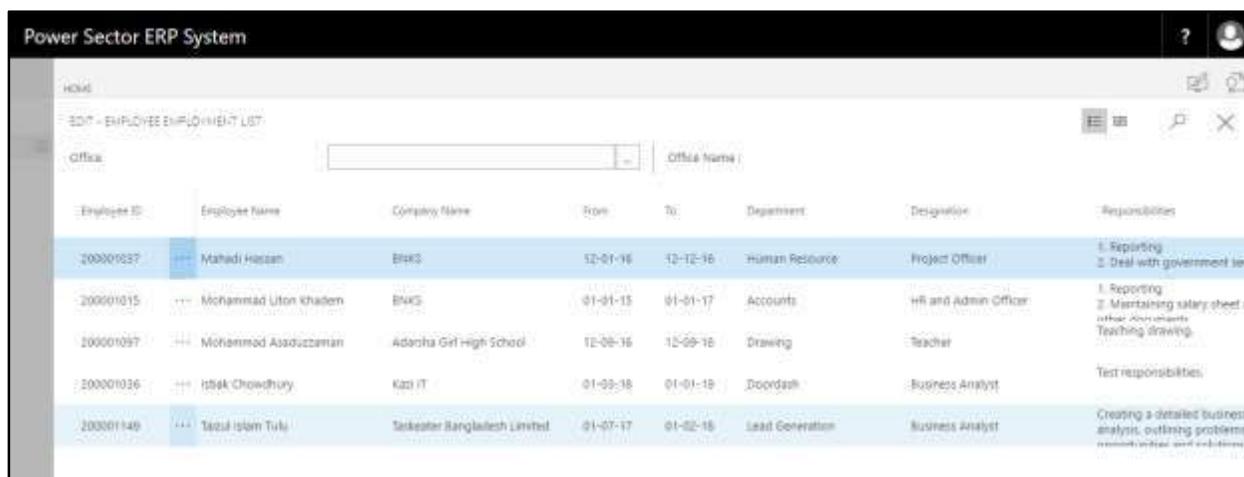
The following **Employee List** page will be appeared.



D. Choose the **“Employee Employment List”** Icon.



The following **Employee Employment List** page will be appeared.



Employee ID	Employee Name	Company Name	Role	To	Department	Designation	Responsibilities
200001037	Mahadi Haszan	BPKS	12-01-16	12-12-16	Human Resource	Project Officer	1. Reporting 2. Deal with government lec
200001015	Mohammad Liton Khadem	BKAC	01-01-13	01-01-17	Accounts	HR and Admin Officer	1. Reporting 2. Maintaining salary sheet and other documents Teaching drawing
200001097	Mohammed Assduzzaman	Adarsha Girl High School	12-09-16	12-09-18	Drawing	Teacher	Test responsibilities
200001036	Istak Chowdhury	Kazi IT	01-09-18	01-01-19	Doordash	Business Analyst	Test responsibilities
200001149	Taqi Islam Tuli	Saskester Bangladesh Limited	01-07-17	01-02-18	Lead Generation	Business Analyst	Creating a detailed business analyst, outlining problems, recommending work solutions

TIPS

You can search employee by clicking on the  icon.

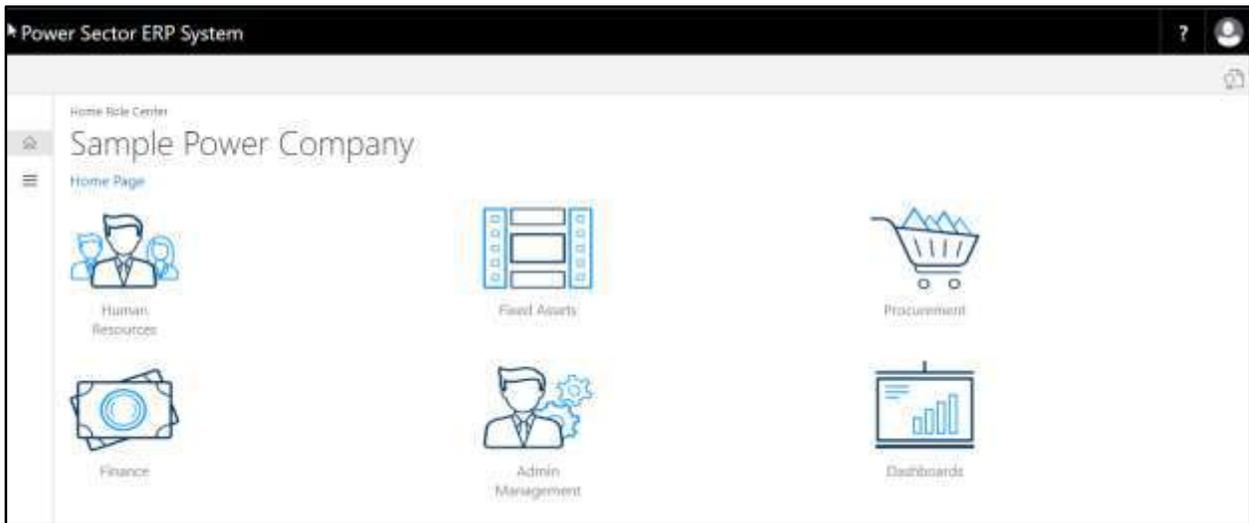
HR-811 How to: View Employee Loan Info List

Introduction

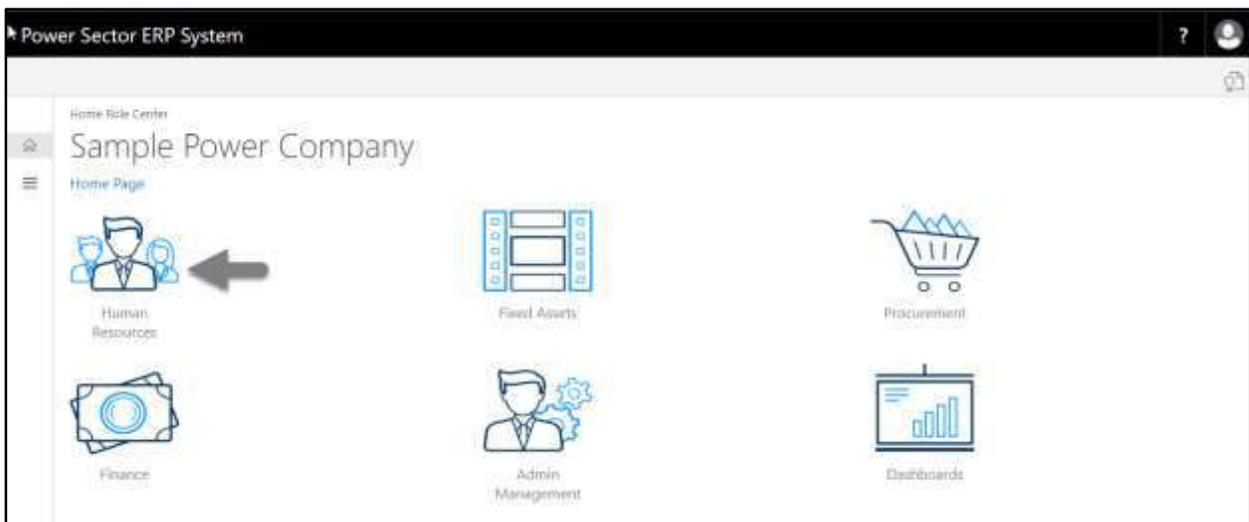
This process demonstrates how to view employee loan info list.

To view employee loan info list, follow the steps described below.

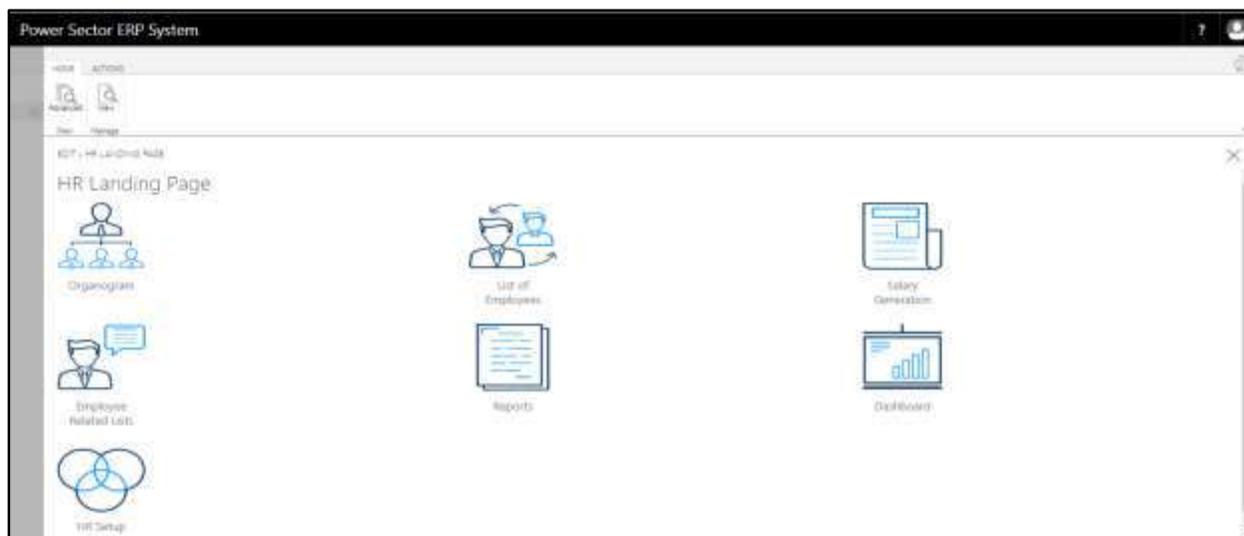
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



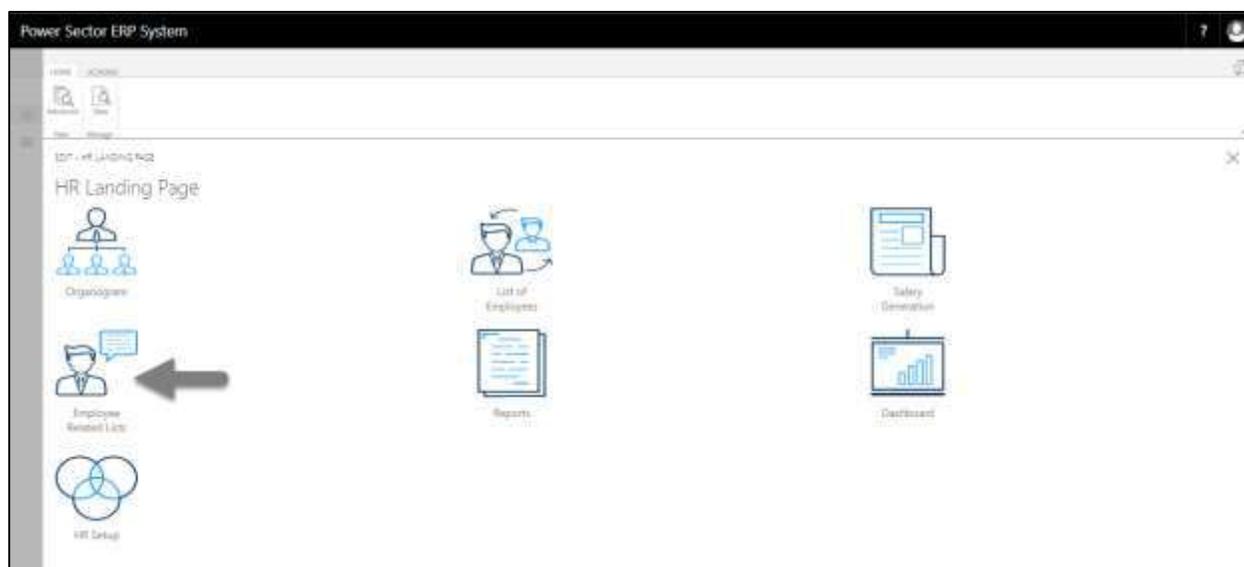
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



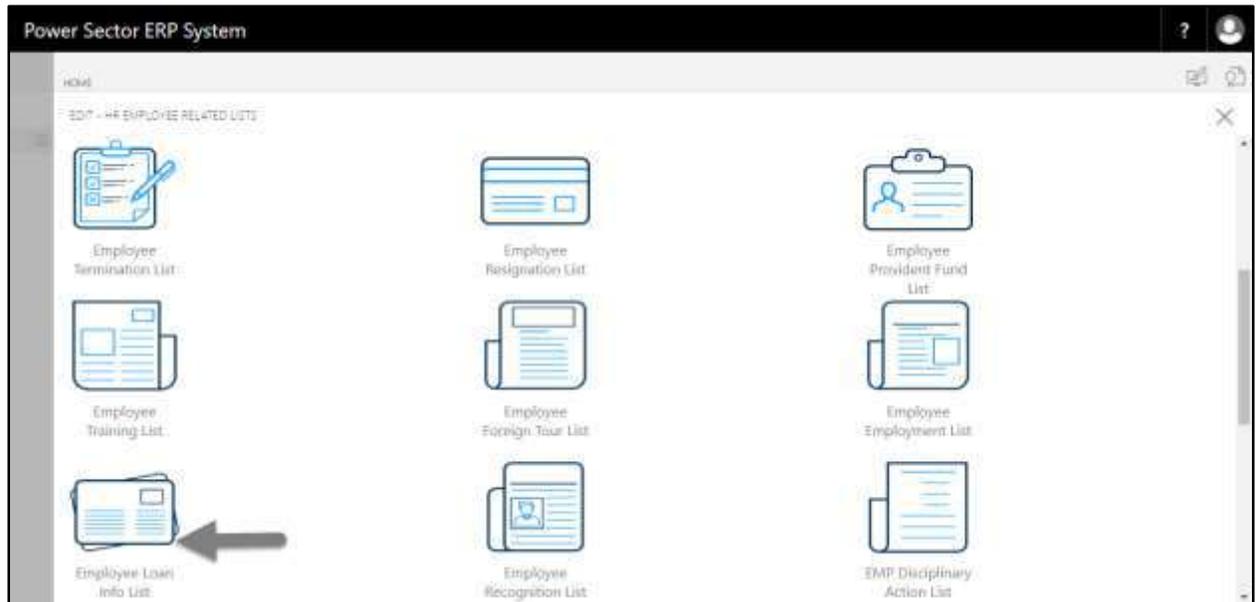
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee List** page will be appeared.



D. Choose the **“Employee Loan Info List”** Icon.



The following **Employee Loan Info List** page will be appeared.

Loan Category	Loan Deduction Type	Principal Loan Amount	Total Interest Payable	Total Loan Amount Payable	Number of Installments	Monthly Installment Amount	Outstanding Loan Balance	Loan Approval Date	Date of First Installment	Comments
House Loan	DEDUCTION003	10,00,000.00	1,00,000.00	11,00,000.00	10	20,000.00	2,00,000.00	01-01-20	01-02-20	Test comment.
House Loan	DEDUCTION006	1,00,000.00	10,000.00	1,10,000.00	11	10,000.00	1,10,000.00	01-06-19	01-07-19	Test comments.
House Loan	DEDUCTION005	20,00,000.00	2,00,000.00	22,00,000.00	11	2,00,000.00	22,00,000.00	01-02-20	01-03-20	Test Comments.
House Loan	DEDUCTION001	5,00,000.00	30,000.00	5,30,000.00	11	30,000.00	5,30,000.00	01-05-20	01-04-20	Test comments.
House Loan	DEDUCTION001	1,00,000.00	10,000.00	1,10,000.00	11	10,000.00	1,10,000.00	01-05-20	01-04-20	Test comments.

TIPS

You can search employee by clicking on the  icon.

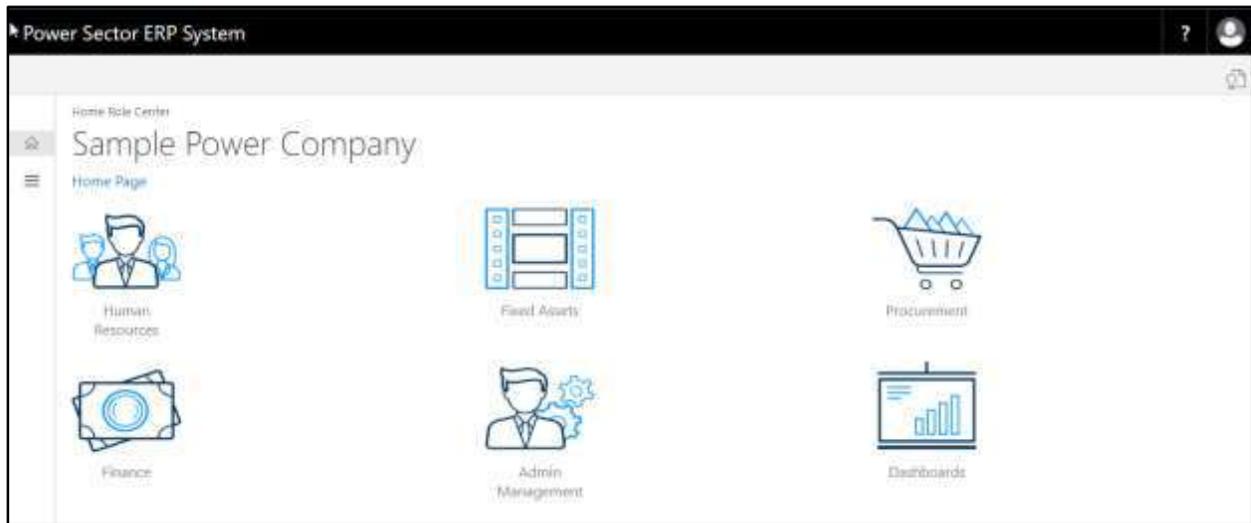
HR-812 How to: View Employee Recognition List

Introduction

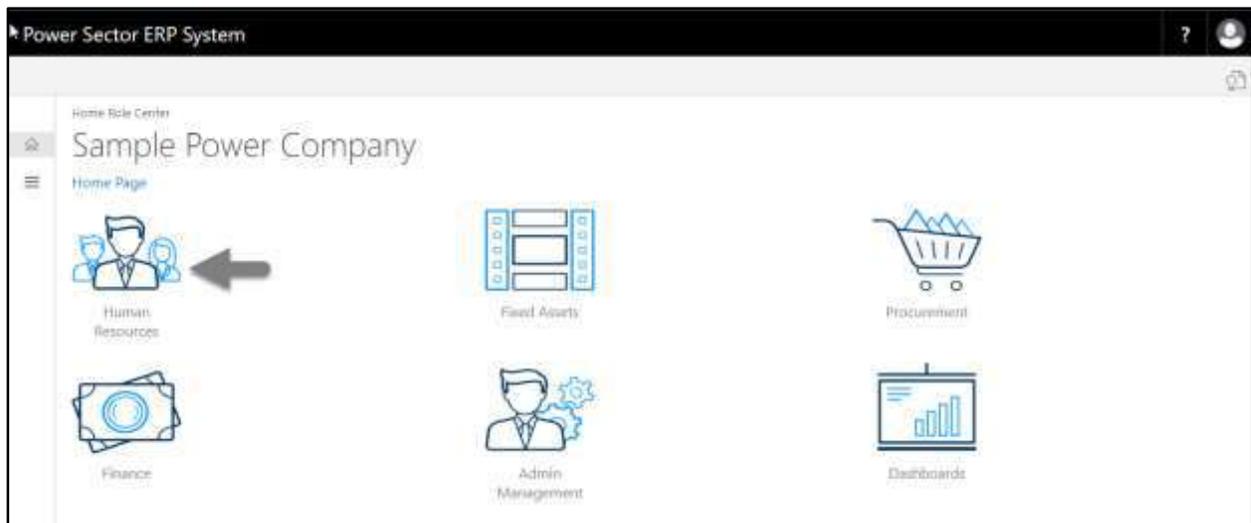
This process demonstrates how to view employee recognition list.

To view employee recognition list, follow the steps described below.

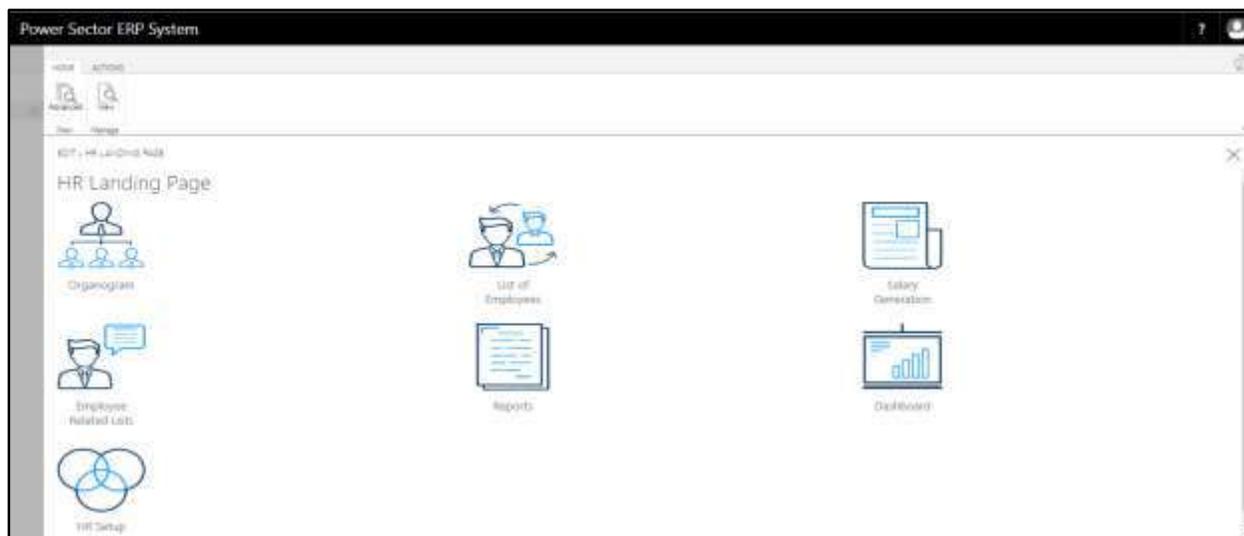
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



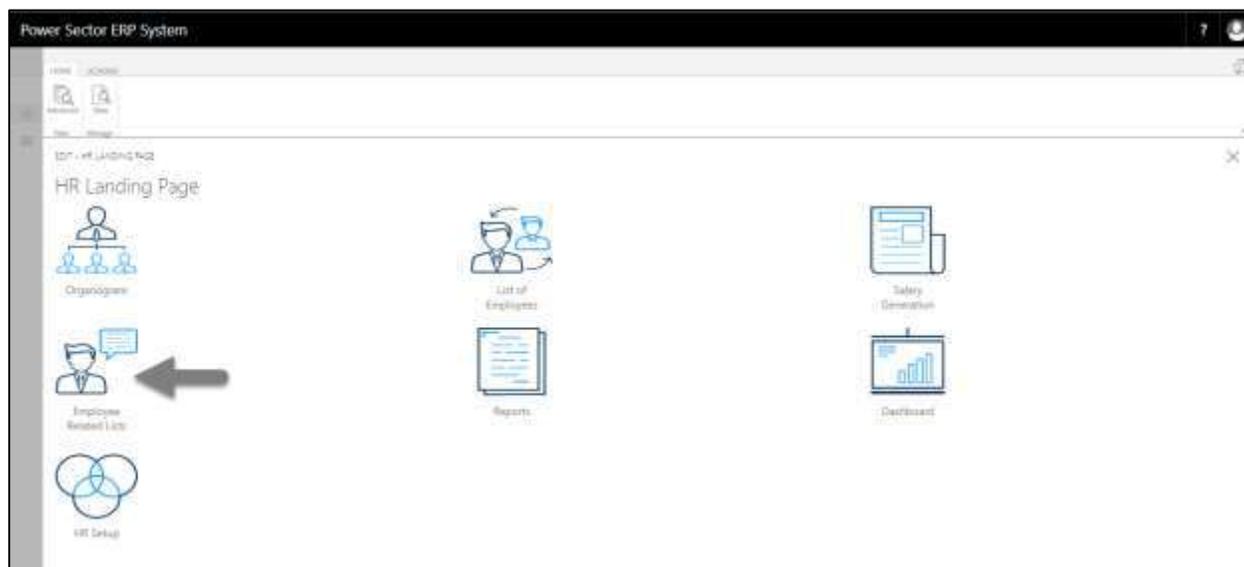
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



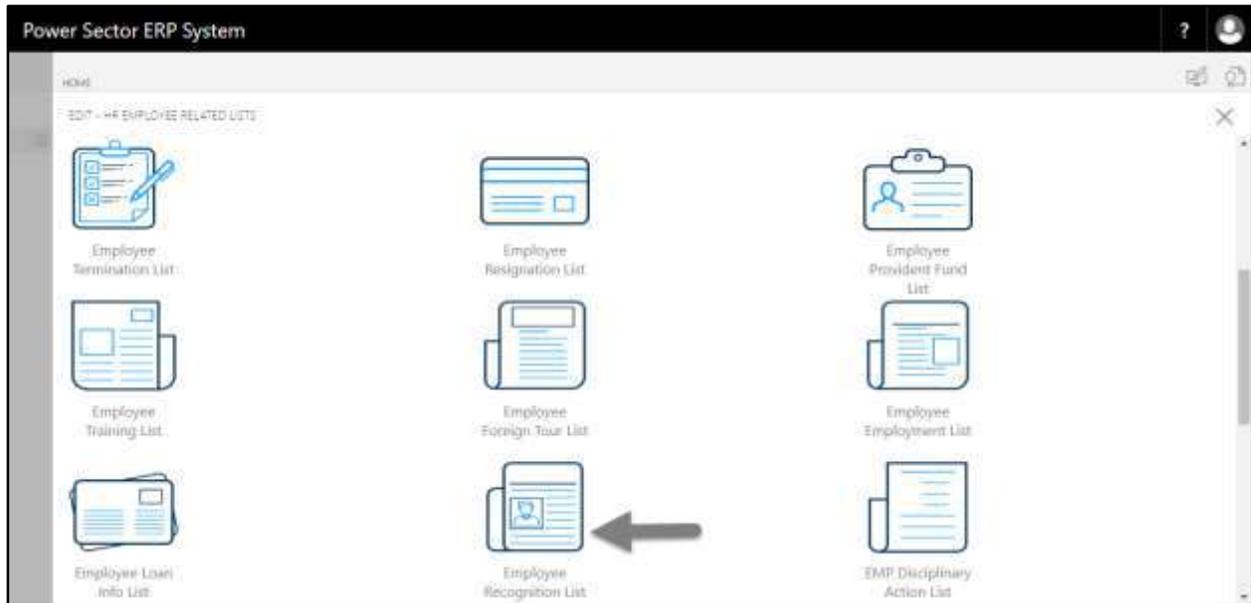
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



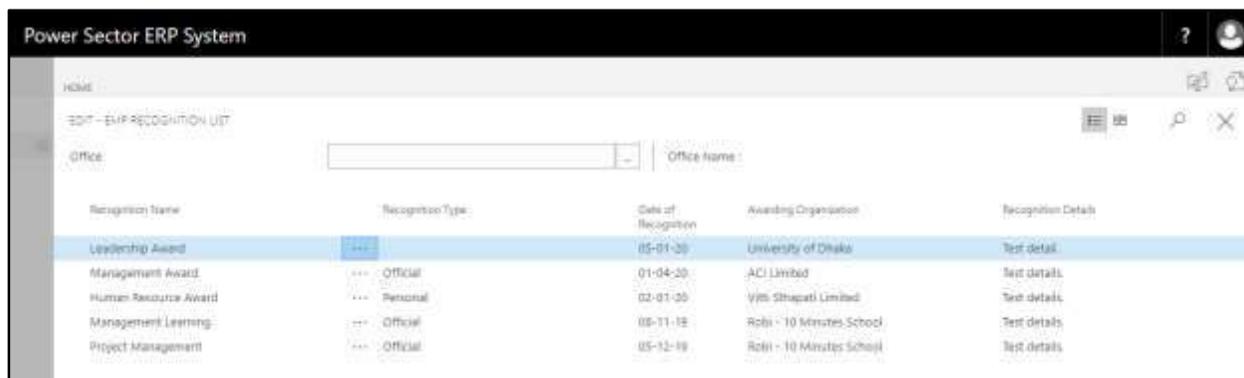
The following **Employee List** page will be appeared.



D. Choose the **“Employee Recognition List”** Icon.



The following **Employee Recognition list** page will be appeared.



TIPS

You can search employee by clicking on the  icon.

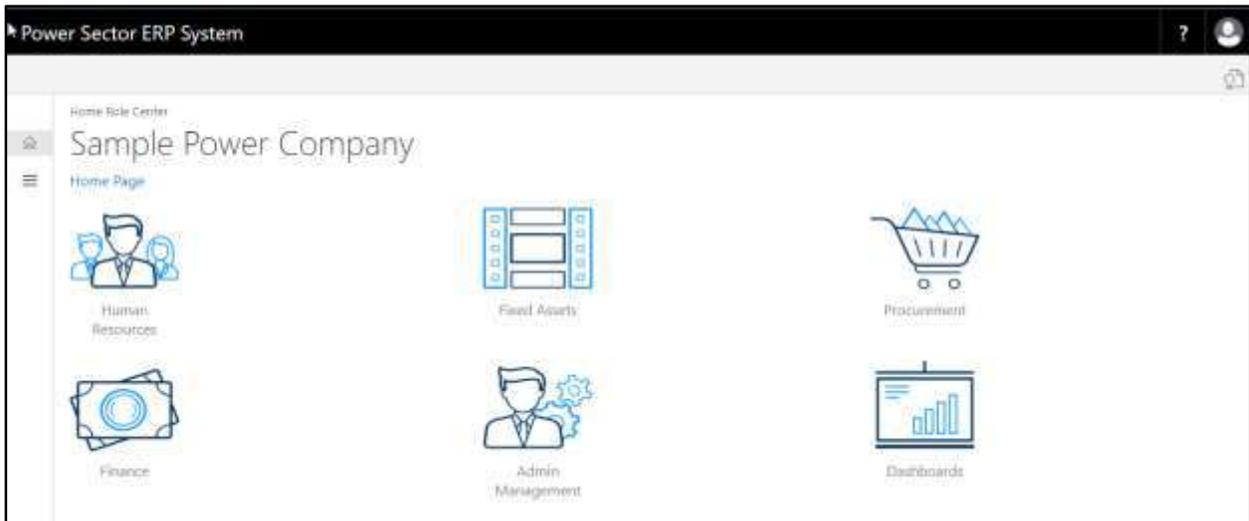
HR-813 How to: View Employee Disciplinary Action List

Introduction

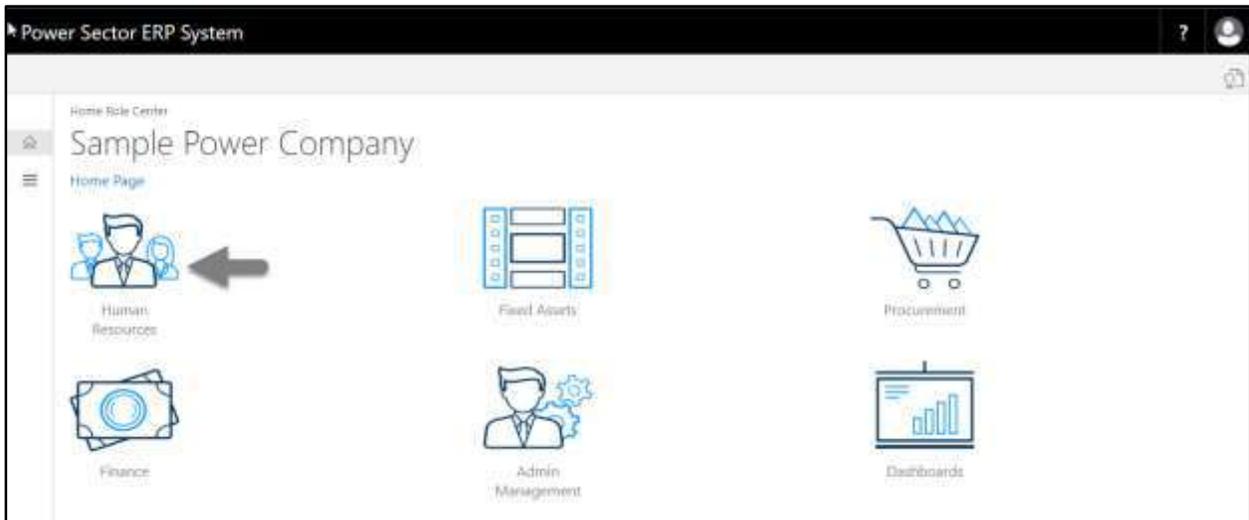
This process demonstrates how to view employee disciplinary action list.

To view employee disciplinary action list, follow the steps described below.

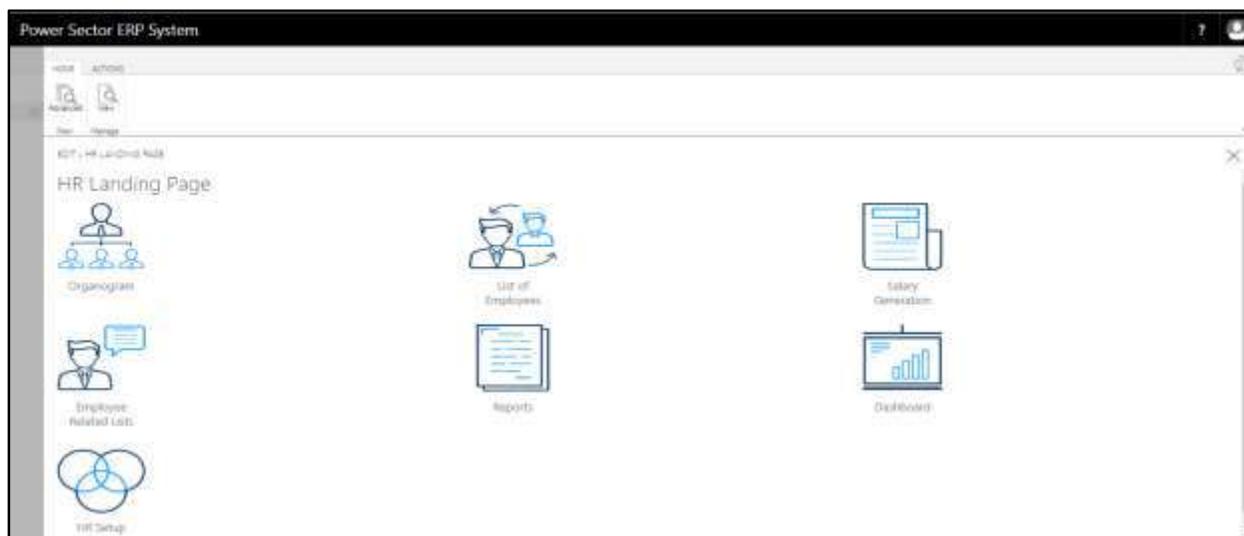
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



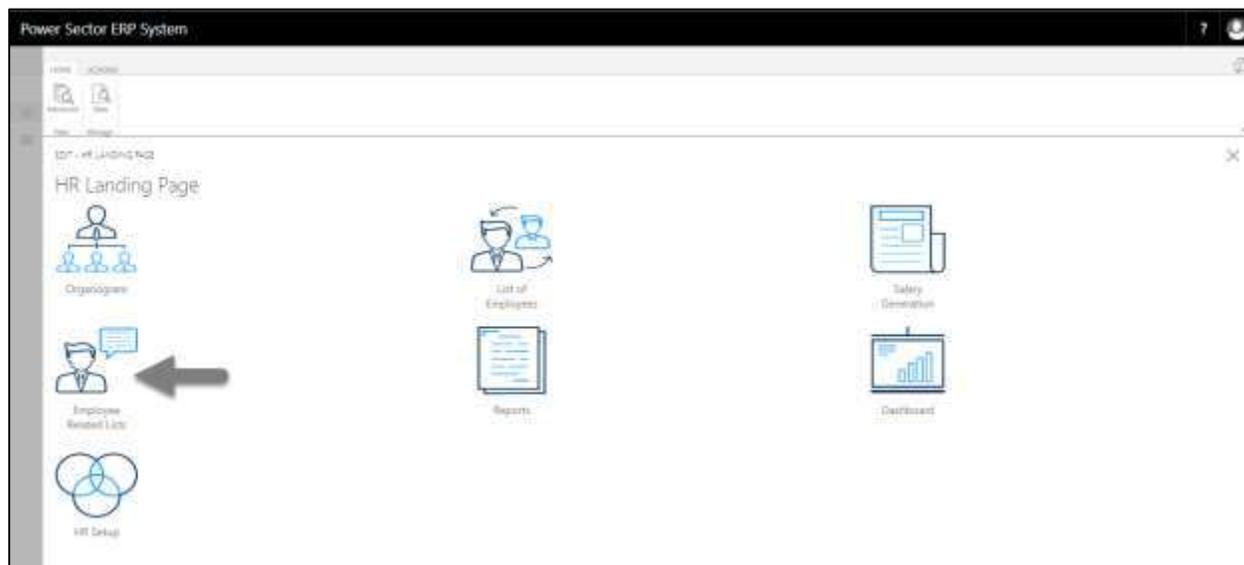
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



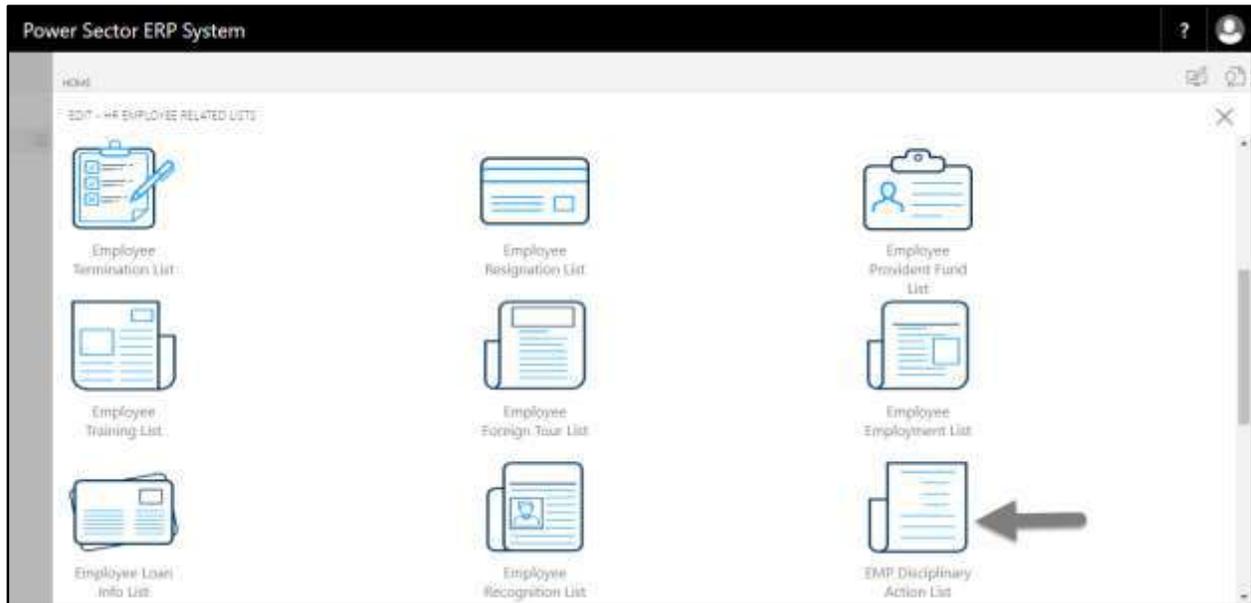
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee List** page will be appeared.



D. Choose the “**Employee Disciplinary Action List**” Icon.



The following **Employee Disciplinary List** page will be appeared.

Employee ID	Employee Name	Action Date	Action	Action Details	Action Effective From	Action Effective To	Regs. Number To	Approval Status	Remarks
200001043	Shahi Binte Chowdhury	28-04-20	Censure/ Wn...	Written warning	02-04-20	09-04-20		Rejected	Ed Time
200001124	Md. Mutad Hasan	21-04-20	Discharge fr...	Test details	01-04-20		200001126	Open	Test remarks
200001077	Abdur Rahim	01-02-20	Recovery fr...	Test details	01-02-20	30-04-20	200001078	Open	Test remarks
200001064	Md. Akbaruzzaman chowdhury	05-04-20	Dismissal fr...	Test details	05-04-20	05-05-20	200001080	Open	Test remarks
200001074	Md. Azad Abul Kalam	09-04-20	Termination ...	Test details	08-04-20	30-06-20	200001076	Open	Test remarks
200001086	Suraal Kumar Ghosh	09-02-20	Demotion fr...	Test details	29-02-20	30-04-20	200001107	Open	Test remarks

TIPS

You can search employee by clicking on the  icon.

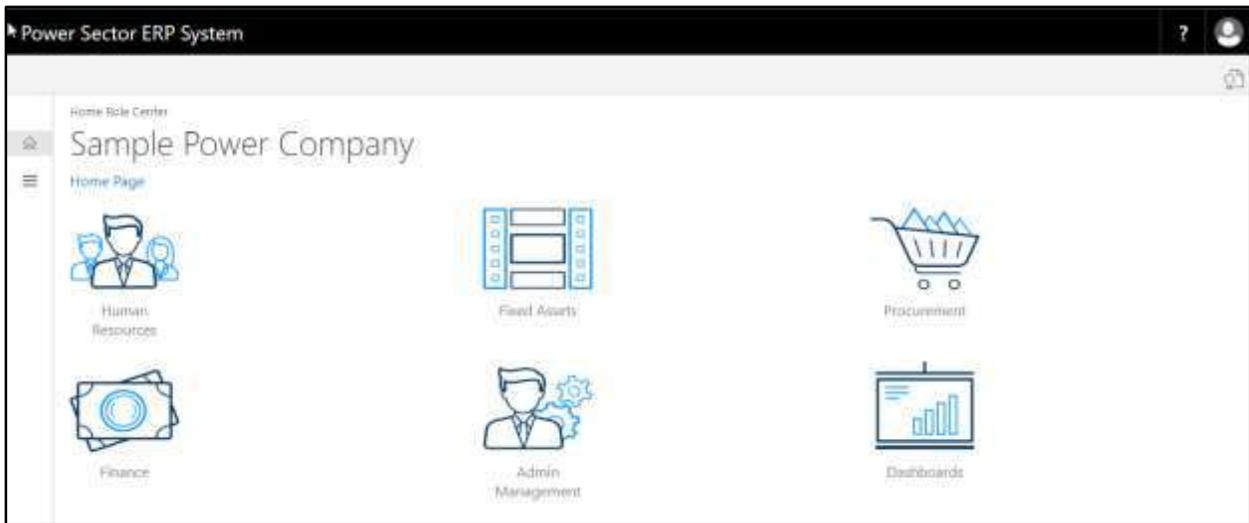
HR-814 How to: View Additional Charges List

Introduction

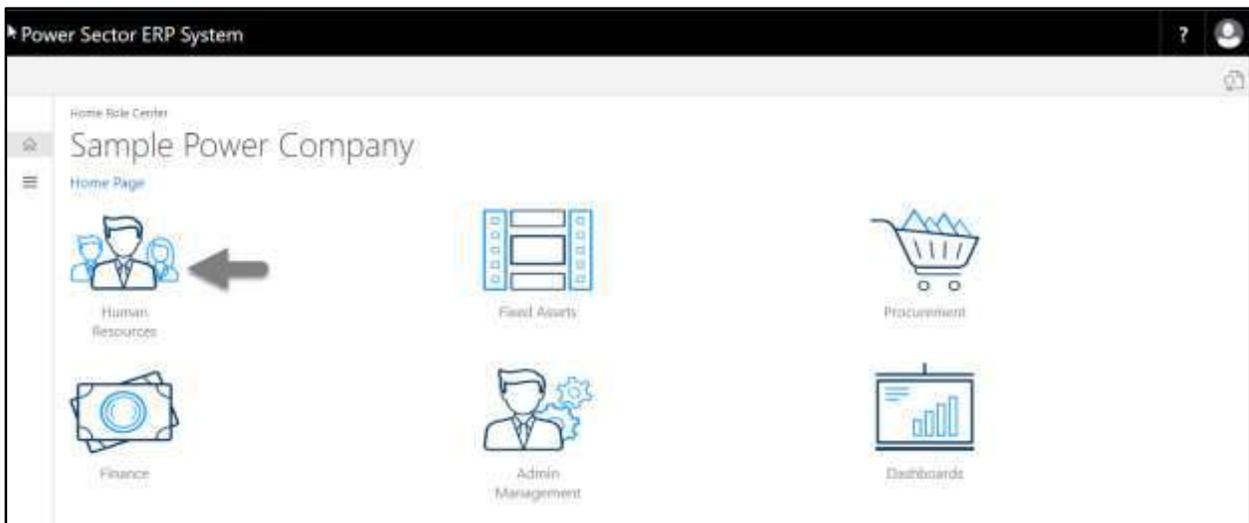
This process demonstrates how to view additional charges list.

To view additional charges list, follow the steps described below.

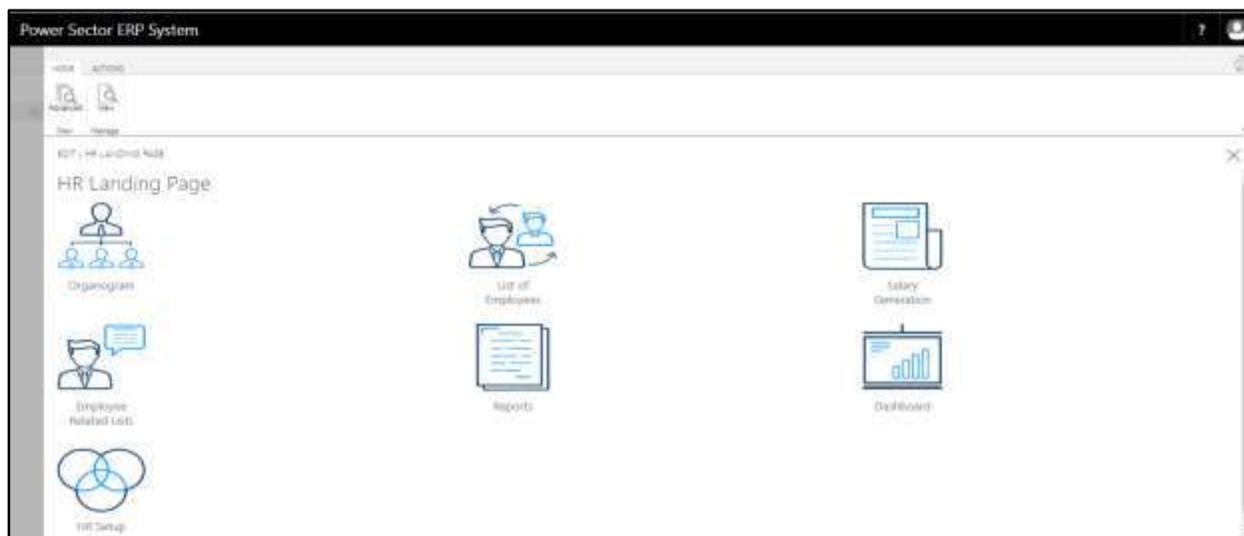
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



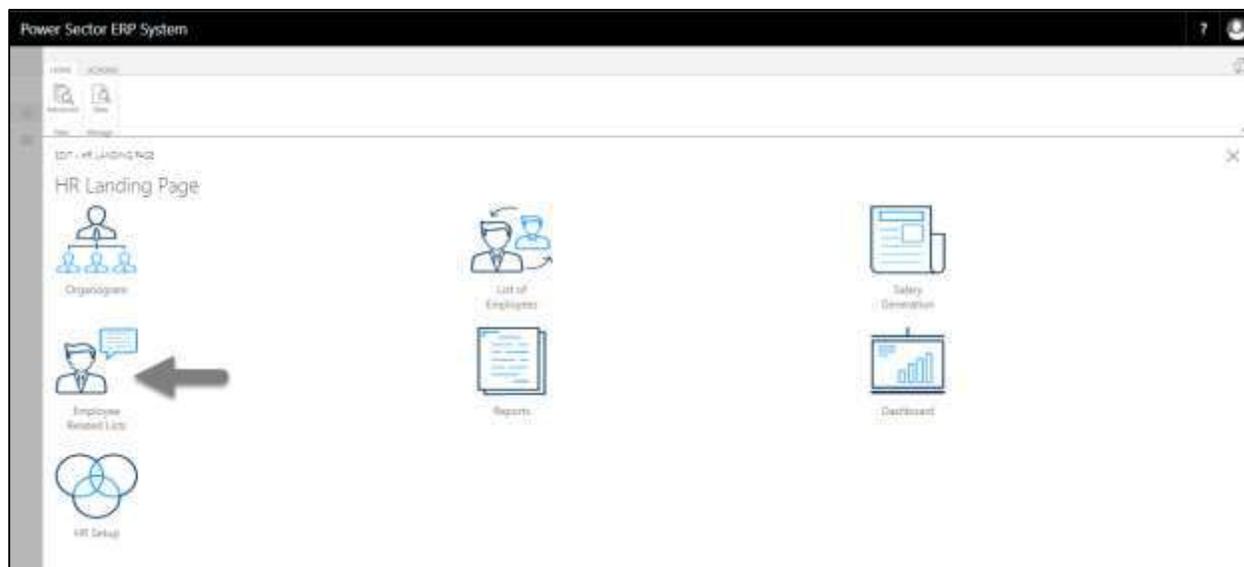
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



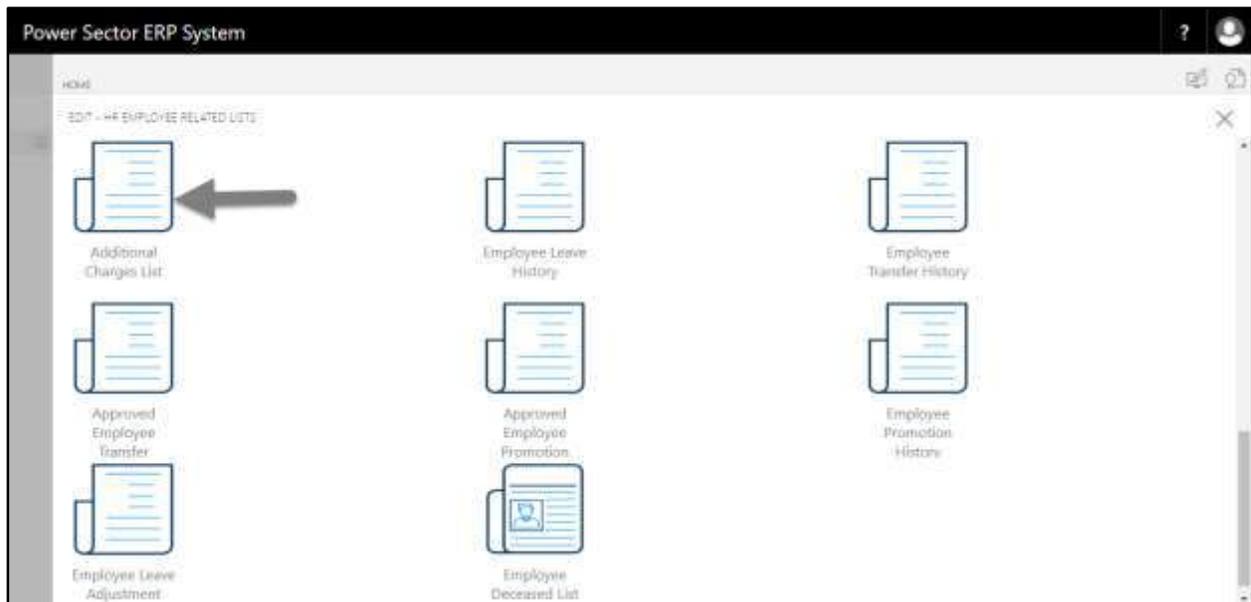
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



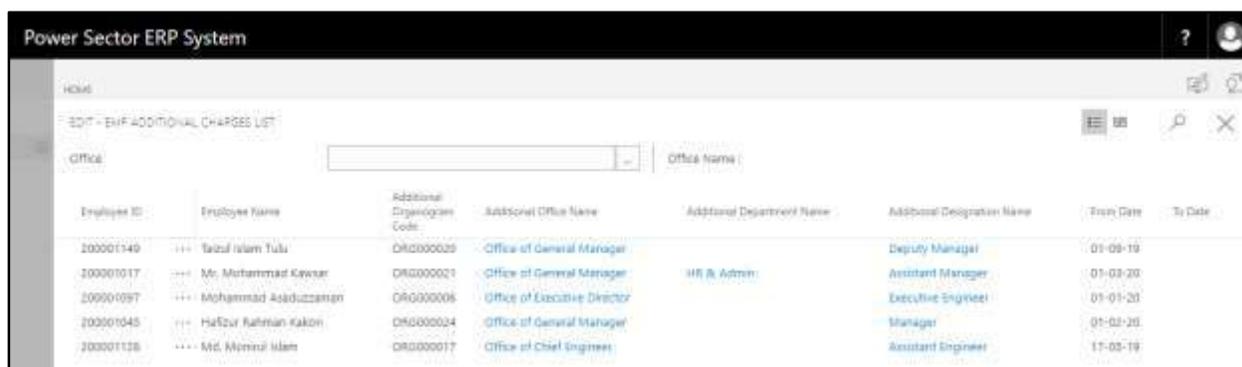
The following **Employee List** page will be appeared.



D. Choose the **“Additional Charges List”** Icon.



The following **Additional Charges List** page will be appeared.



Power Sector ERP System

HOME

EDIT - ENF ADDITIONAL CHARGES LIST

Office Office Name

Employee ID	Employee Name	Additional Organization Code	Additional Office Name	Additional Department Name	Additional Designation Name	From Date	To Date
200001449	Taufiq Islam Tulu	ORG000020	Office of General Manager		Deputy Manager	01-09-19	
200001017	Mr. Mohammad Kowar	ORG000021	Office of General Manager	HR & Admin	Assistant Manager	01-03-20	
200001097	Mohammad Asaduzzaman	ORG000006	Office of Executive Director		Executive Engineer	01-01-20	
200001045	Hafizur Rahman Karon	ORG000024	Office of General Manager		Manager	01-02-20	
200001126	Md. Monirul Islam	ORG000017	Office of Chief Engineer		Assistant Engineer	17-05-19	

TIPS

You can search employee by clicking on the  icon.

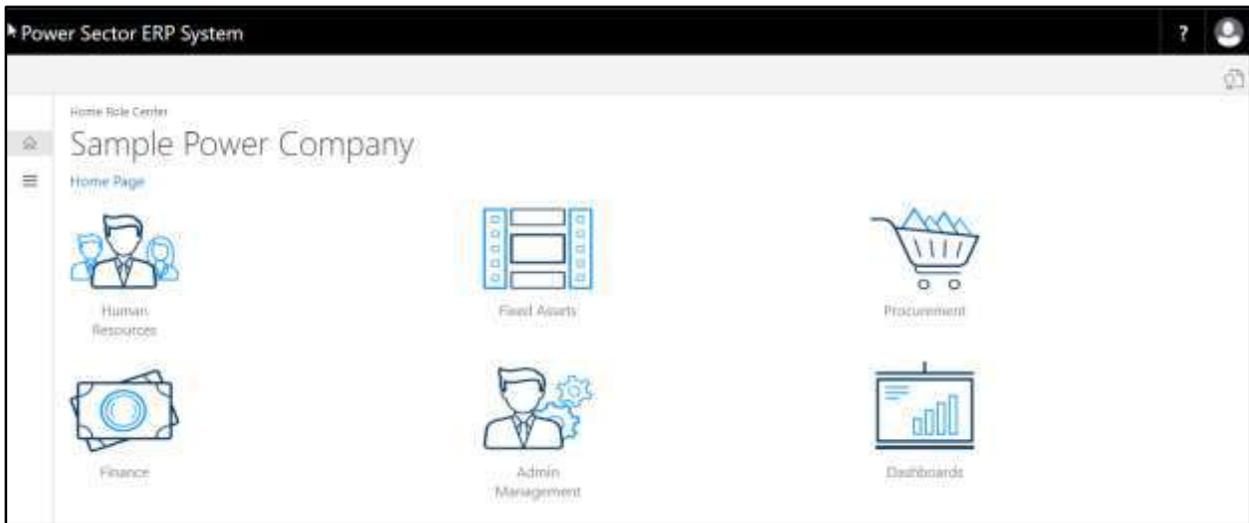
HR-815 How to: View Employee Leave History

Introduction

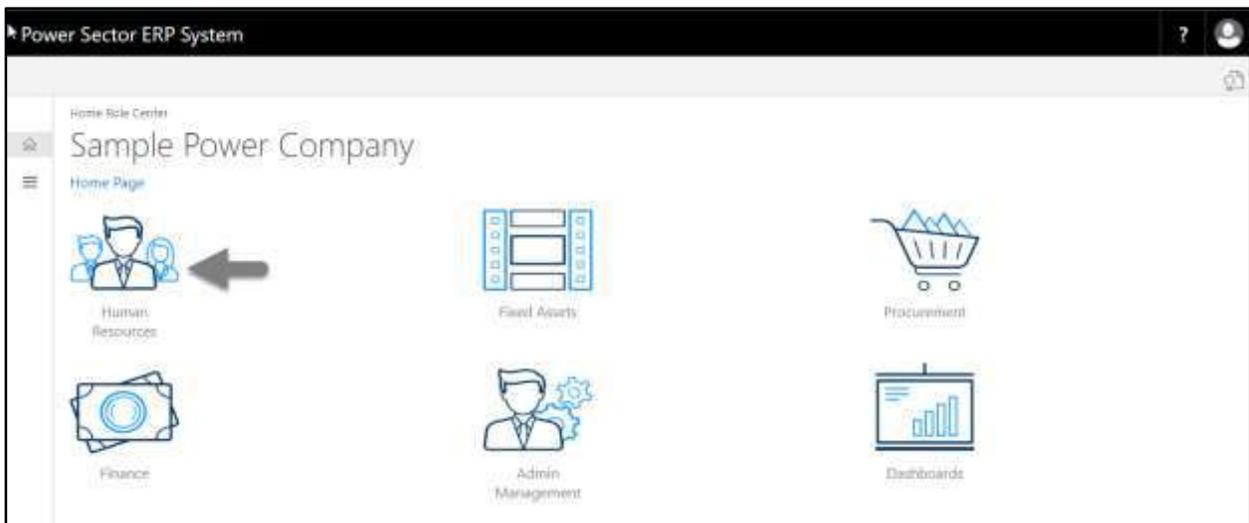
This process demonstrates how to view employee leave history.

To view employee leave history, follow the steps described below.

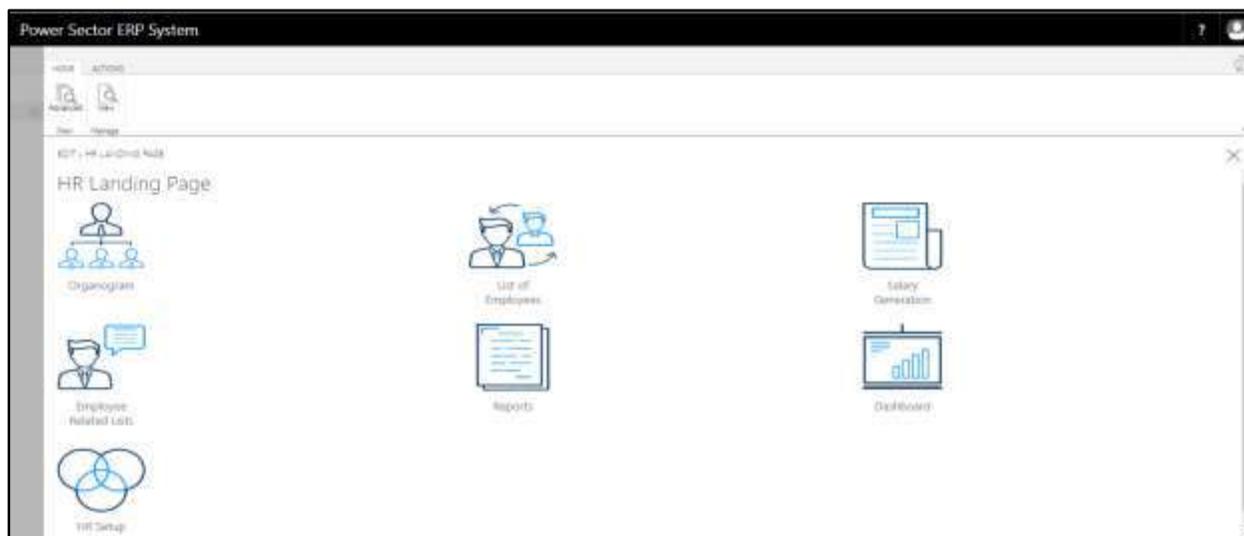
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



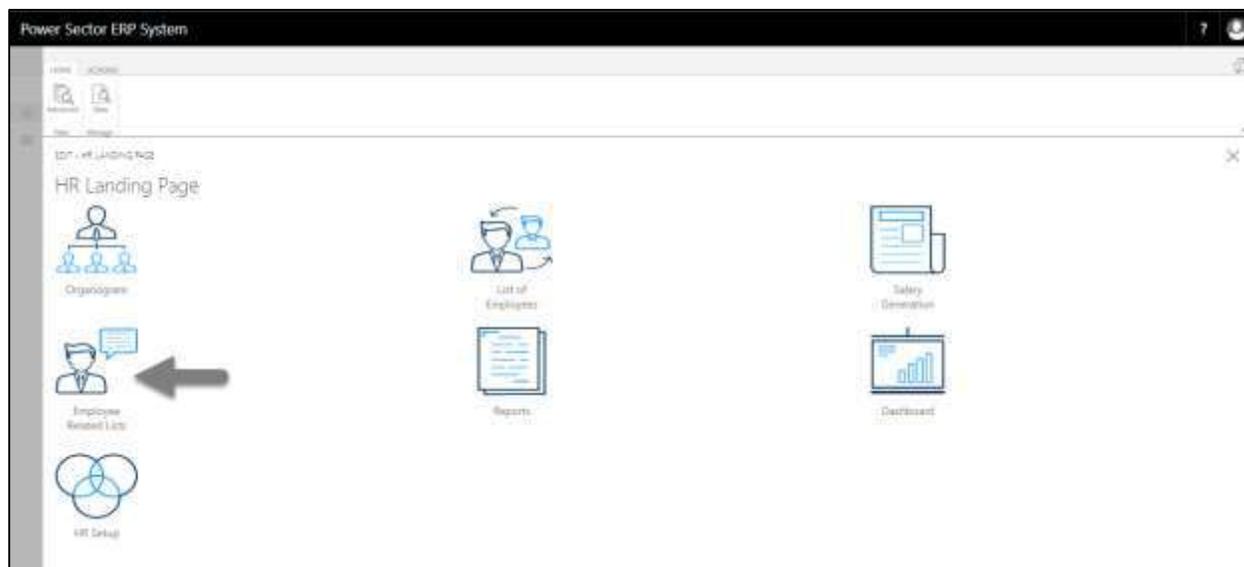
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



C. Choose the **“Employee Related List”** icon in the HR Landing Page.



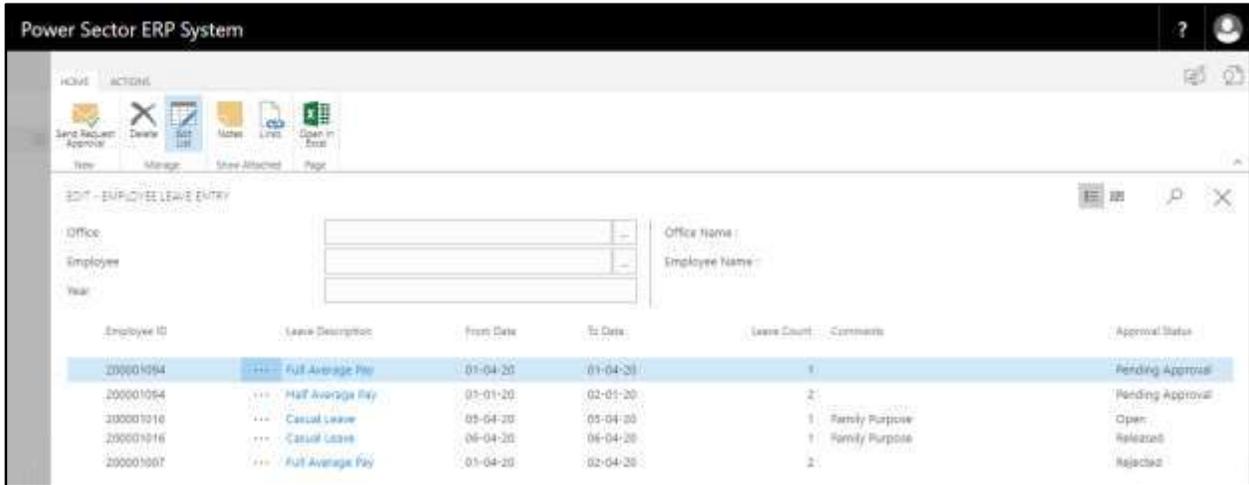
The following **Employee List** page will be appeared.



D. Choose the **“Employee Leave History”** Icon.



The following **Employee Leave History** page will be appeared.



TIPS

You can use Office, Employee and Year filter for searching

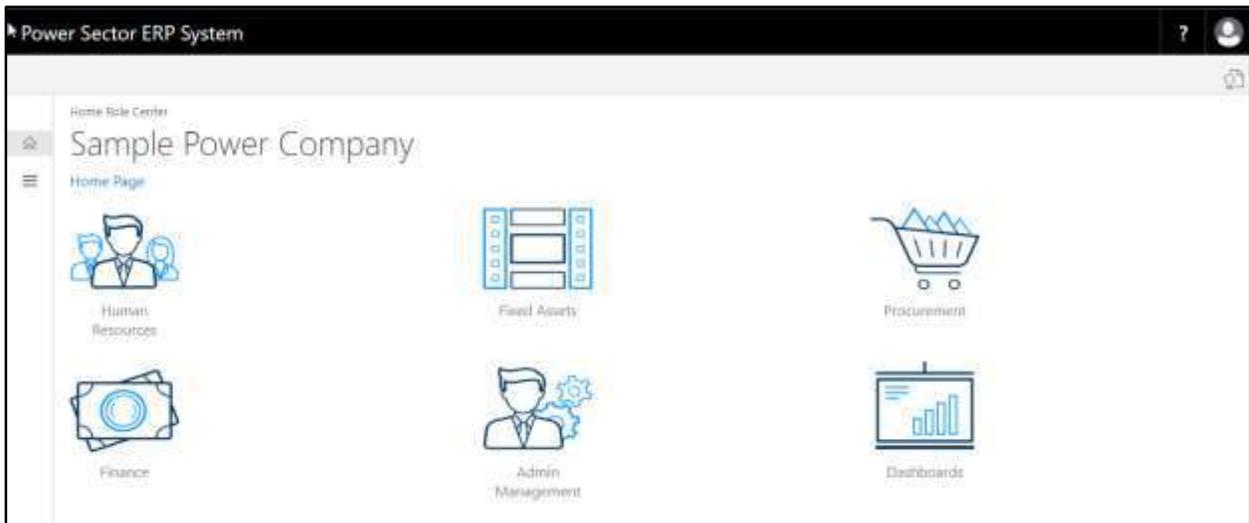
HR-816 How to: View Employee Transfer History

Introduction

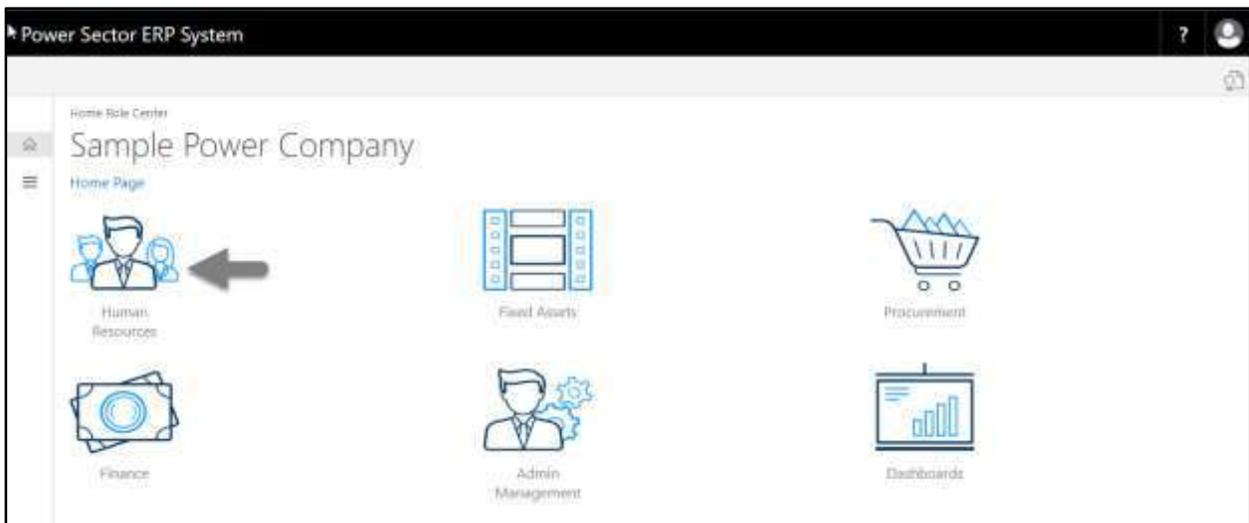
This process demonstrates how to view employee transfer history.

To view employee transfer history, follow the steps described below.

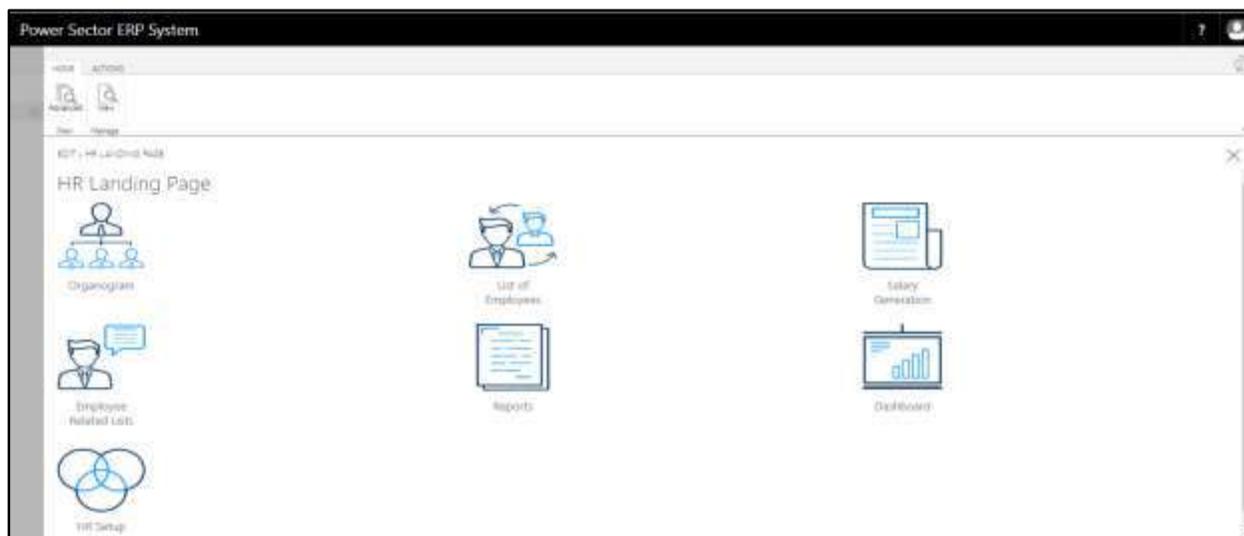
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



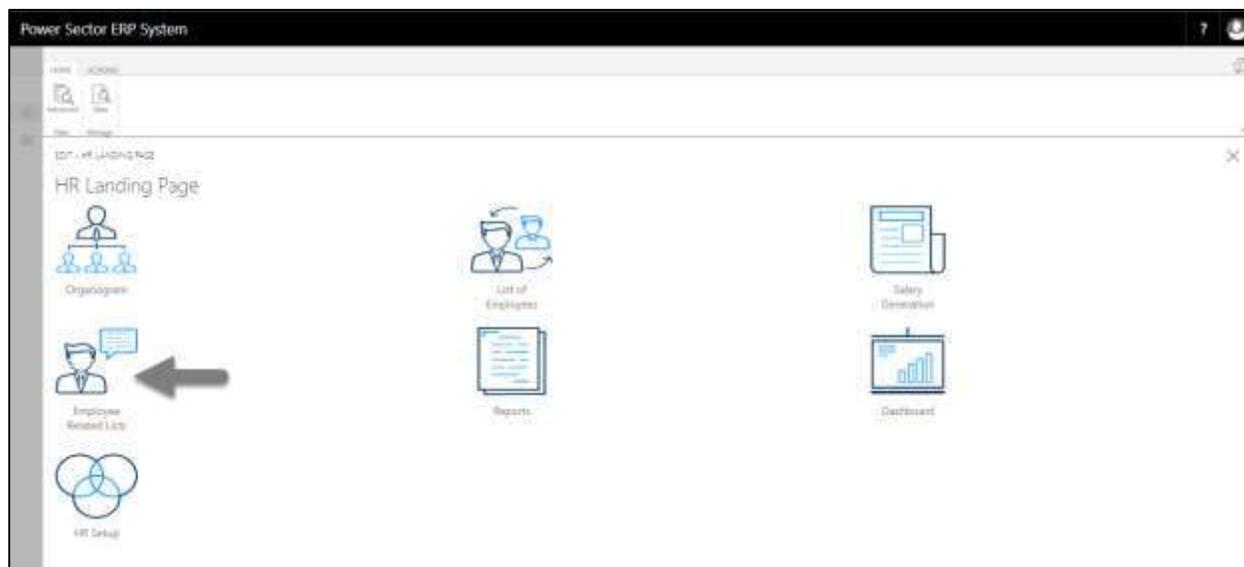
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



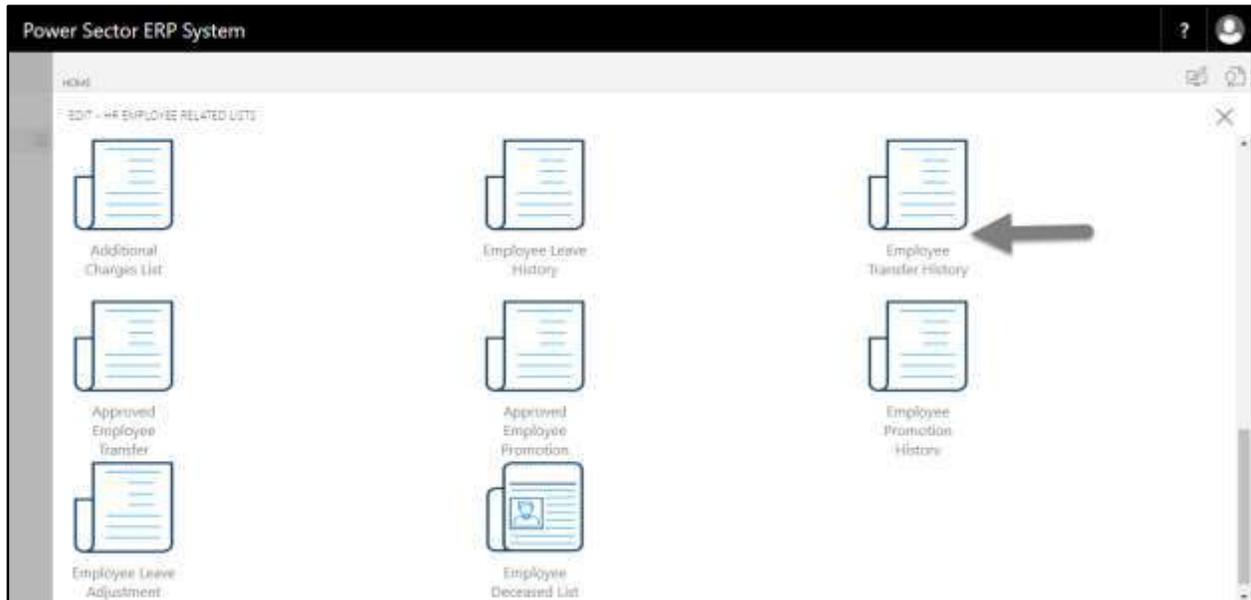
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee List** page will be appeared.



D. Choose the **“Employee Transfer History”** Icon.



The following **Employee Transfer History** page will be appeared.

Employee	Employee Name	Designation	Old Office	New Office	Transfer Order Date	Transfer Effective Date	Joining Date	Status
200001128	Ms. Mohsin Ullah	Deputy Manager	Office of Executive Director	Office of Executive Director	01-03-20	04-03-20	03-03-20	Fore
200001116	Ms. Habiba Raiman	Deputy Manager	Office of General Manager	Office of Executive Director	01-01-20	01-01-20	01-01-20	Fore
200001012	Mr. Muhammad Mohwar H.	Office Assistant	Office of Executive Director	Rajshahi Power Plant	05-03-20	06-03-20	06-03-20	Fore
200001013	Mr. Sultan Hossain	Office Assistant	Office of Executive Director	Rajshahi Power Plant	28-03-20	28-03-20	28-03-20	Fore
200001024	Mr Swapan	Driver (Light)	Office of Deputy General Manager	Rajshahi Power Plant	28-03-20	28-03-20	28-03-20	Fore

TIPS

You can search employee by clicking on the  icon.

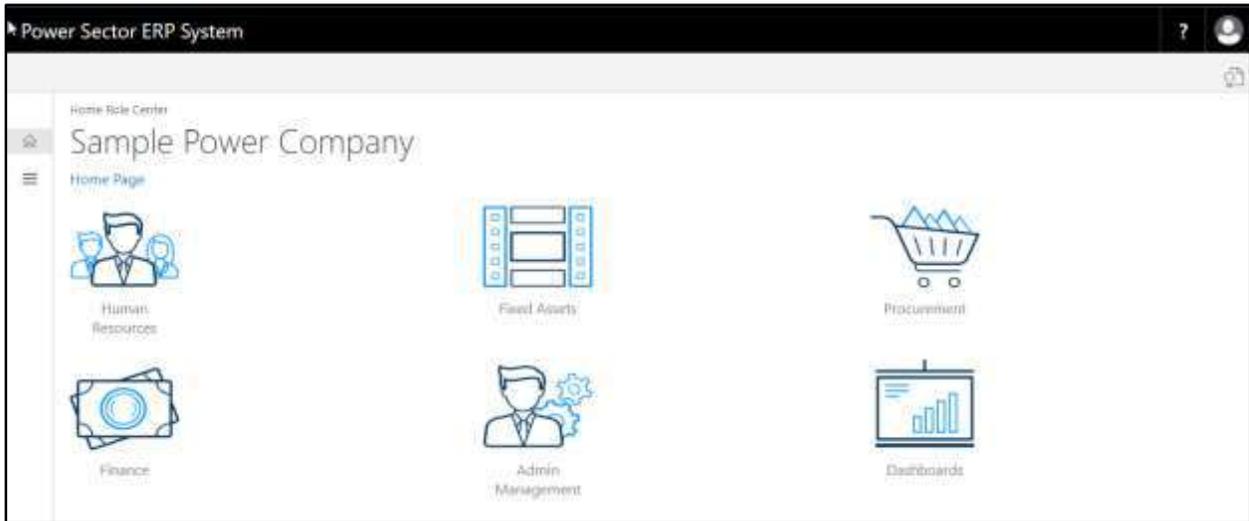
HR-817 How to: View Employee Promotion History

Introduction

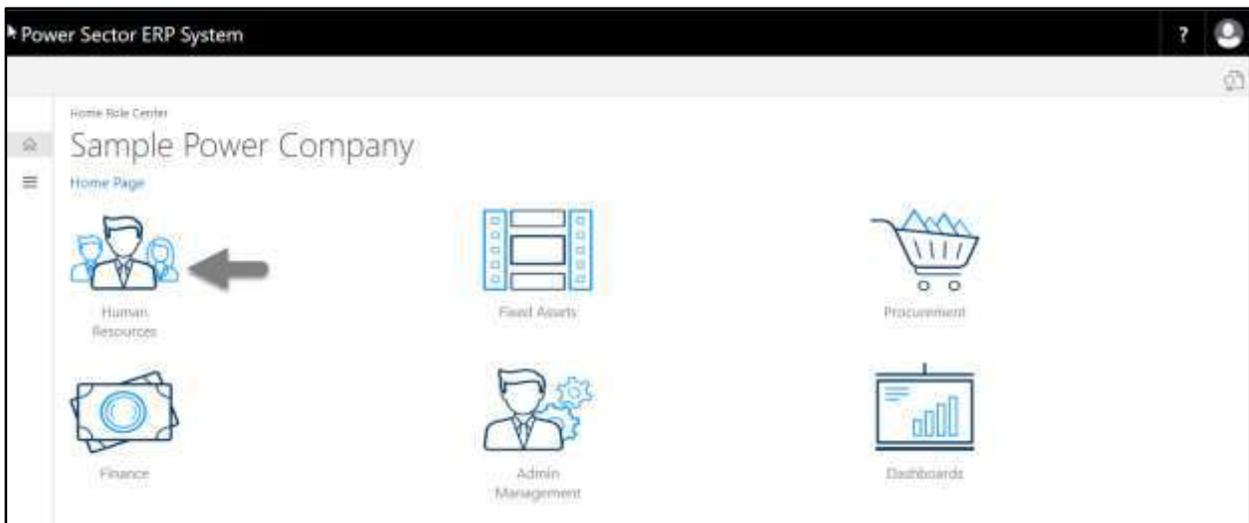
This process demonstrates how to view employee promotion history.

To view employee promotion history, follow the steps described below.

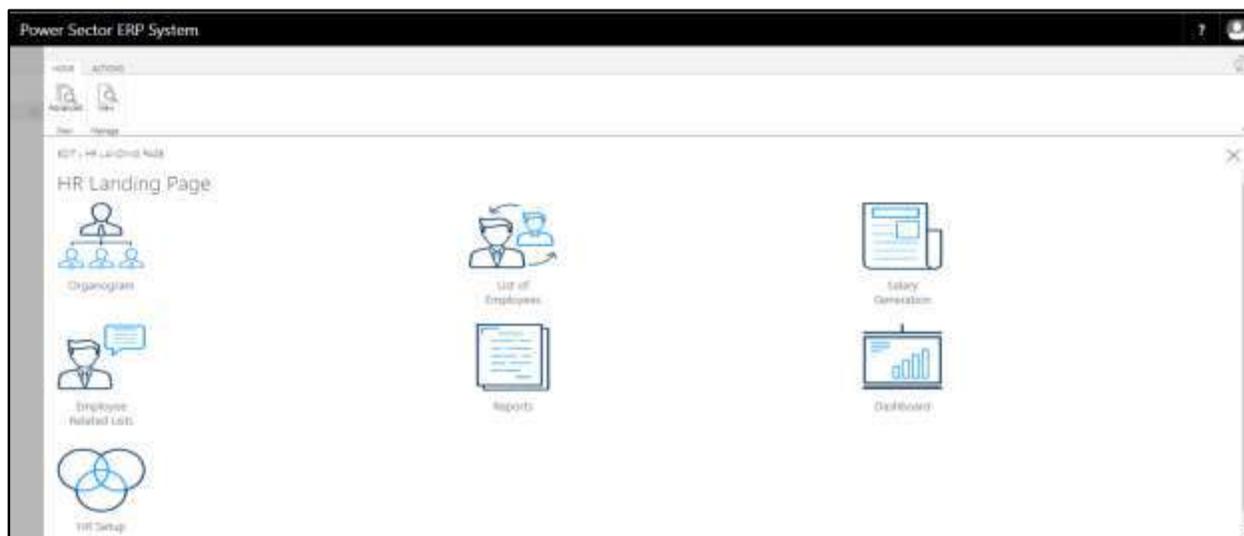
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



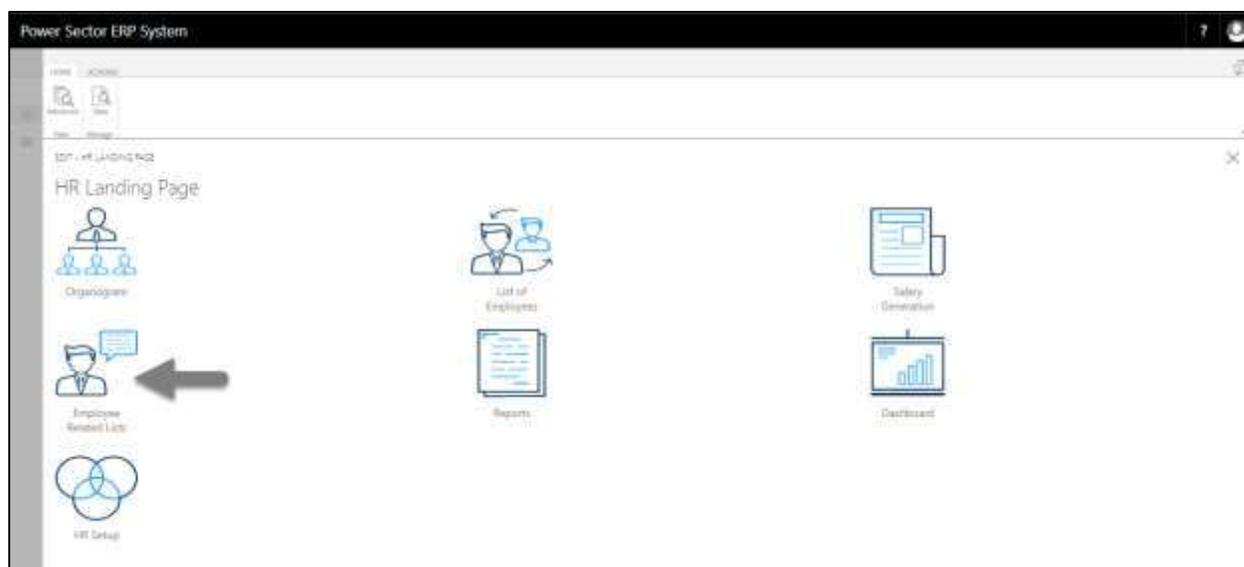
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



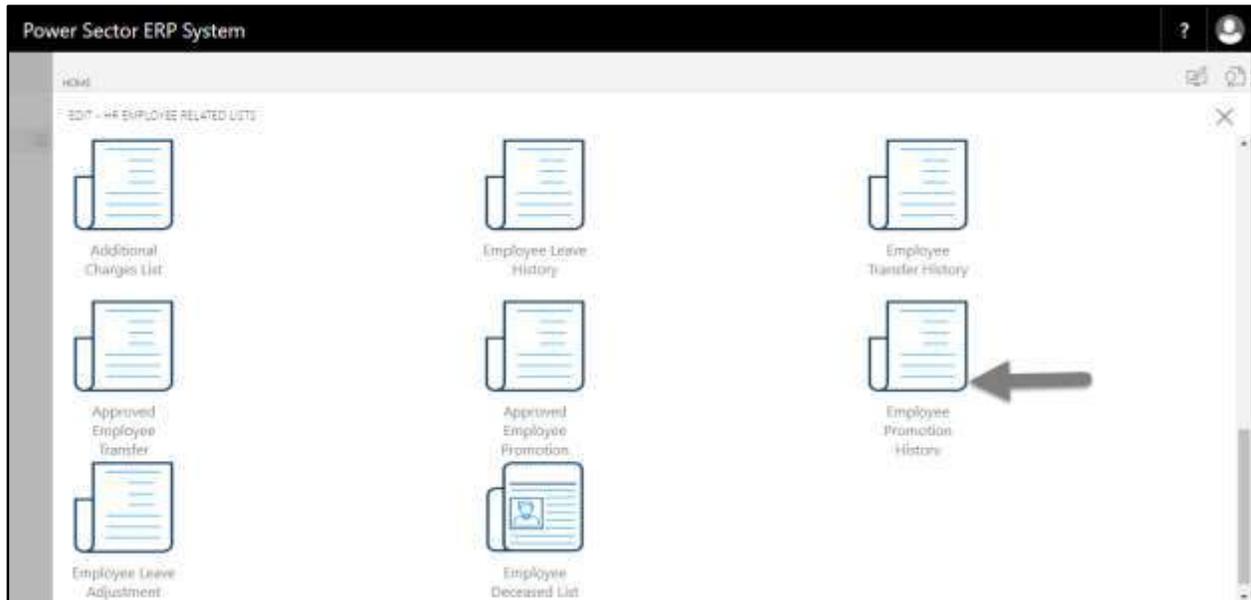
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



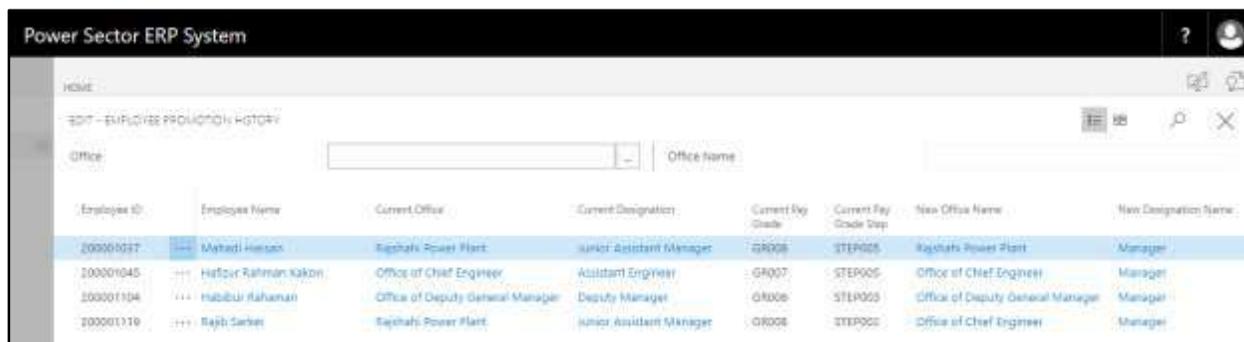
The following **Employee List** page will be appeared.



D. Choose the **“Employee Promotion History”** Icon.



The following **Employee Promotion History** page will be appeared.



Employee ID	Employee Name	Current Office	Current Designation	Current Pay Grade	Current Pay Grade Step	New Office Name	New Designation Name
200001037	Mehadi Hossain	Rajshahi Power Plant	Junior Assistant Manager	GR008	STEP005	Rajshahi Power Plant	Manager
200001045	Hafiqur Rahman Kakhon	Office of Chief Engineer	Assistant Engineer	GR007	STEP005	Office of Chief Engineer	Manager
200001104	Habibur Rahman	Office of Deputy General Manager	Deputy Manager	GR006	STEP005	Office of Deputy General Manager	Manager
200001119	Rajib Sarkar	Rajshahi Power Plant	Junior Assistant Manager	GR008	STEP005	Office of Chief Engineer	Manager

TIPS

You can search employee by clicking on the  icon.

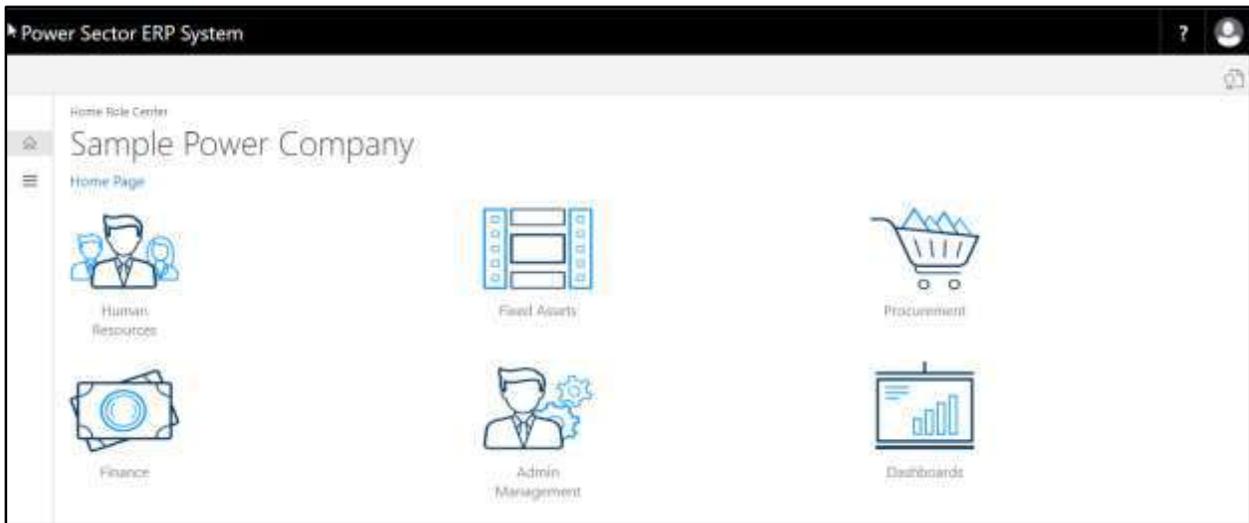
HR-818 How to: View Employee Leave Adjustment

Introduction

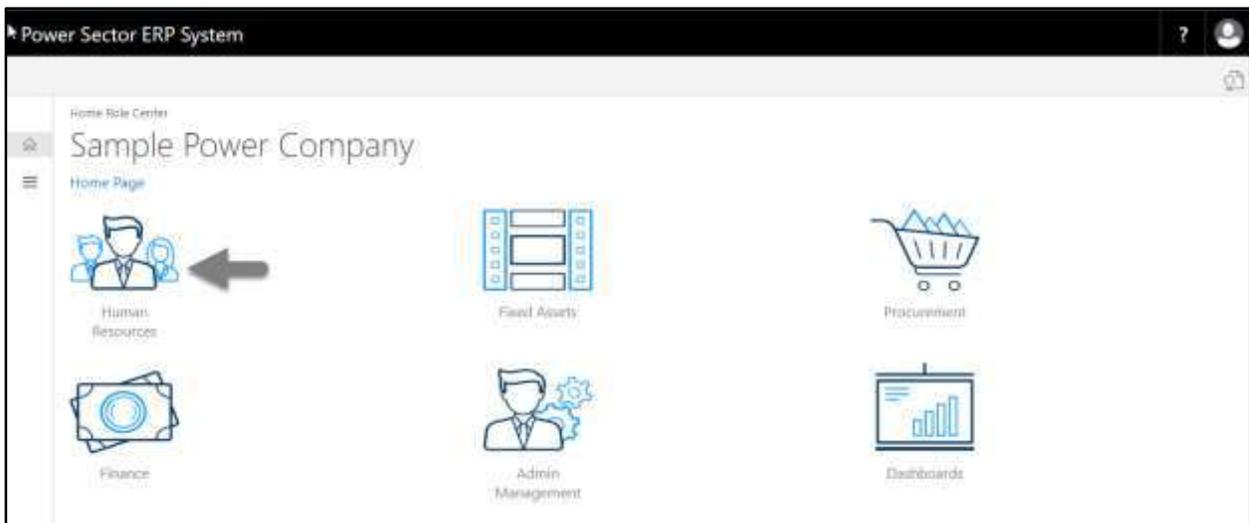
This process demonstrates how to view employee leave adjustment.

To view employee leave adjustment, follow the steps described below.

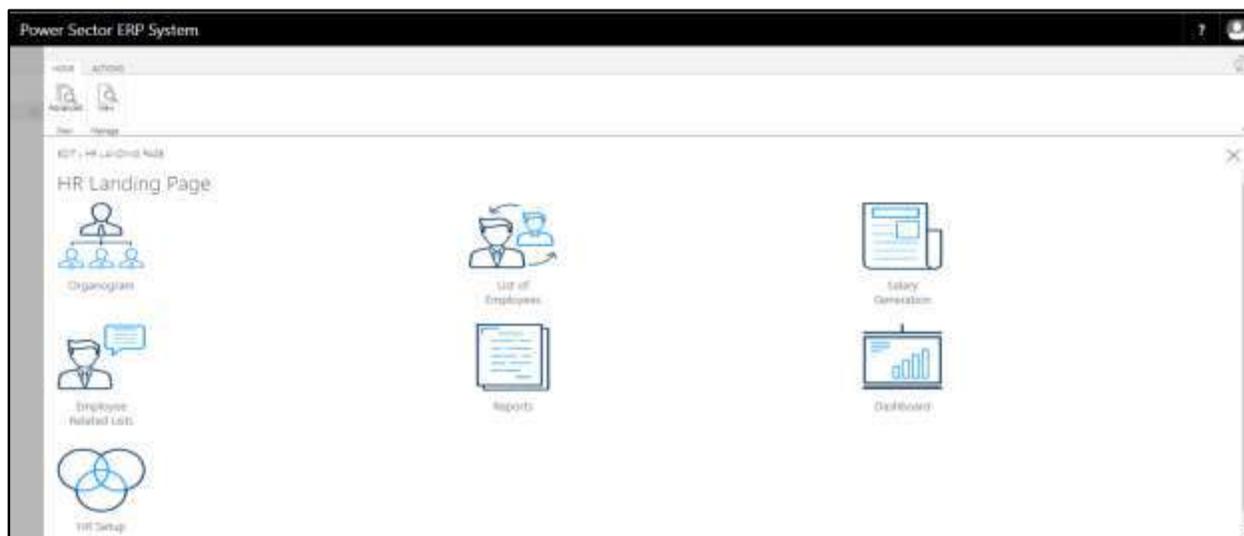
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



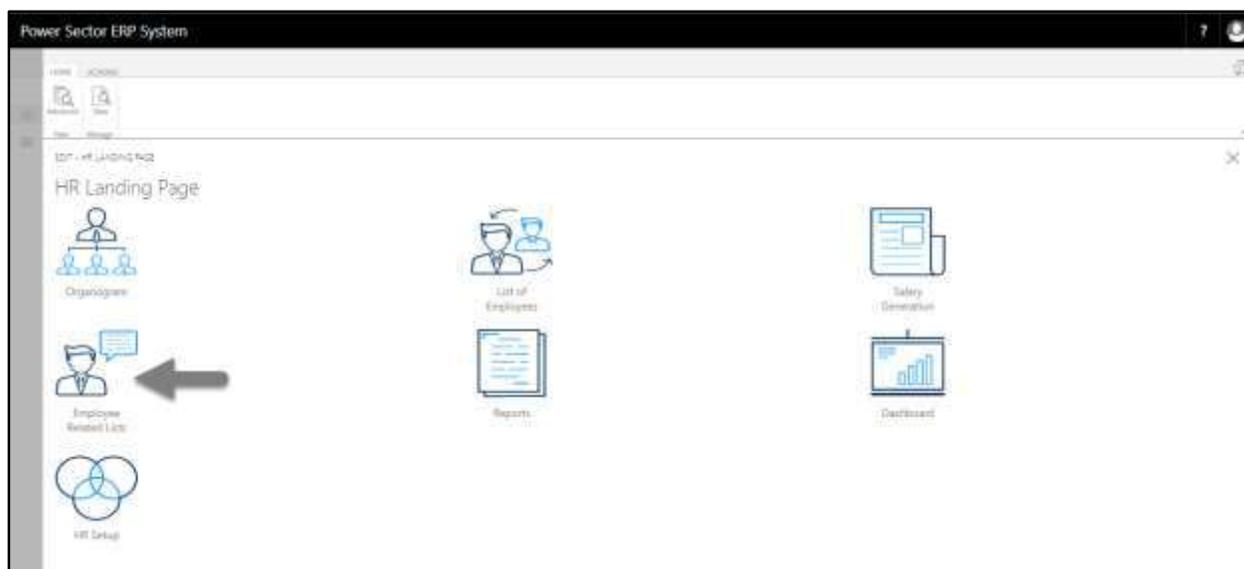
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



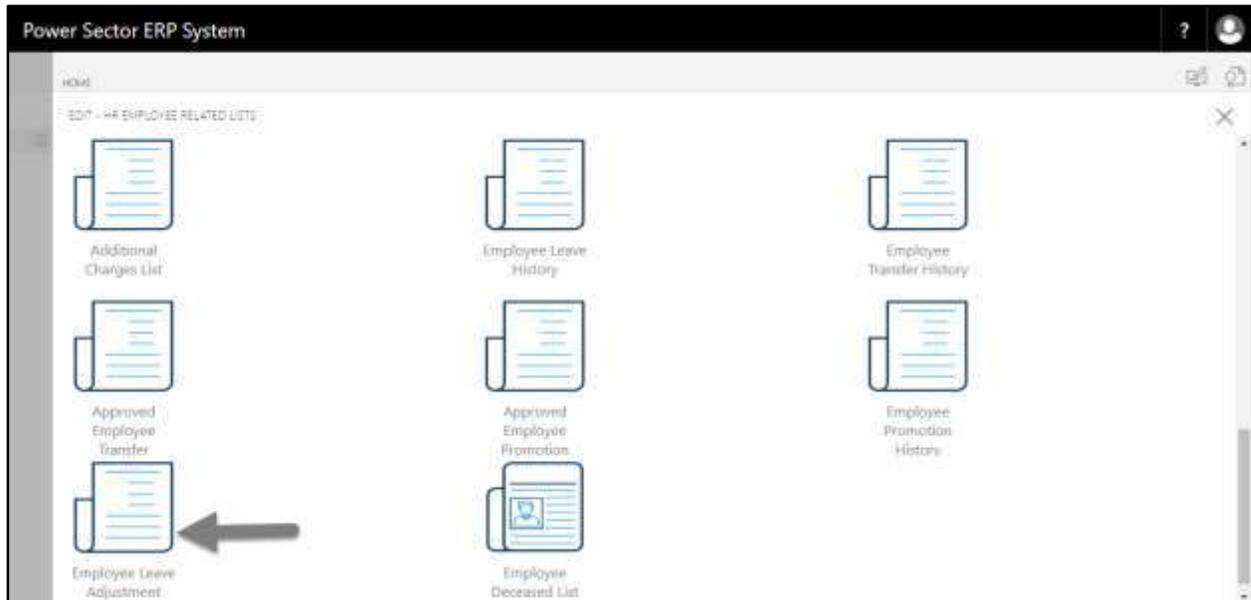
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



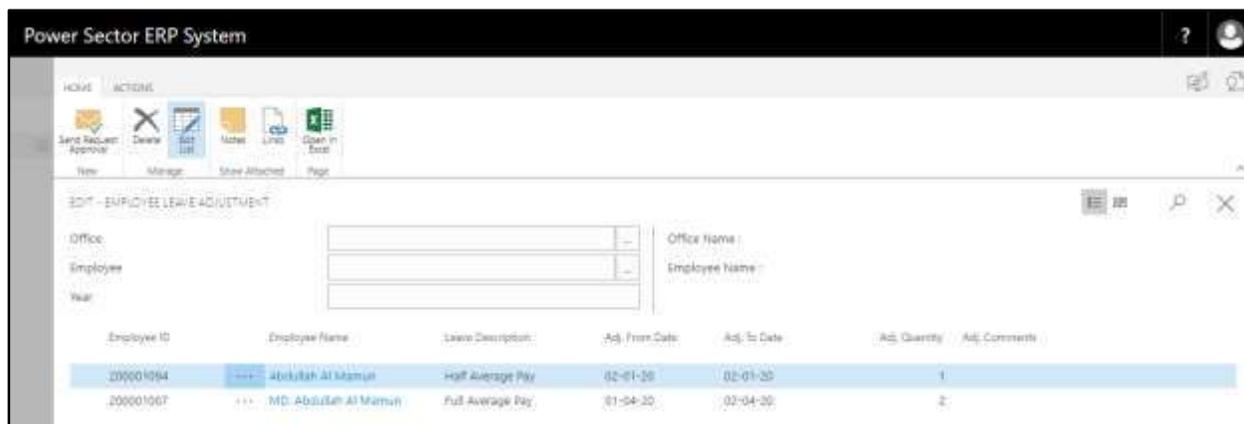
The following **Employee List** page will be appeared.



D. Choose the **“Employee Leave Adjustment”** Icon.



The following **Employee Leave Adjustment** page will be appeared.



TIPS

You can use Office, Employee and Year filter for searching.

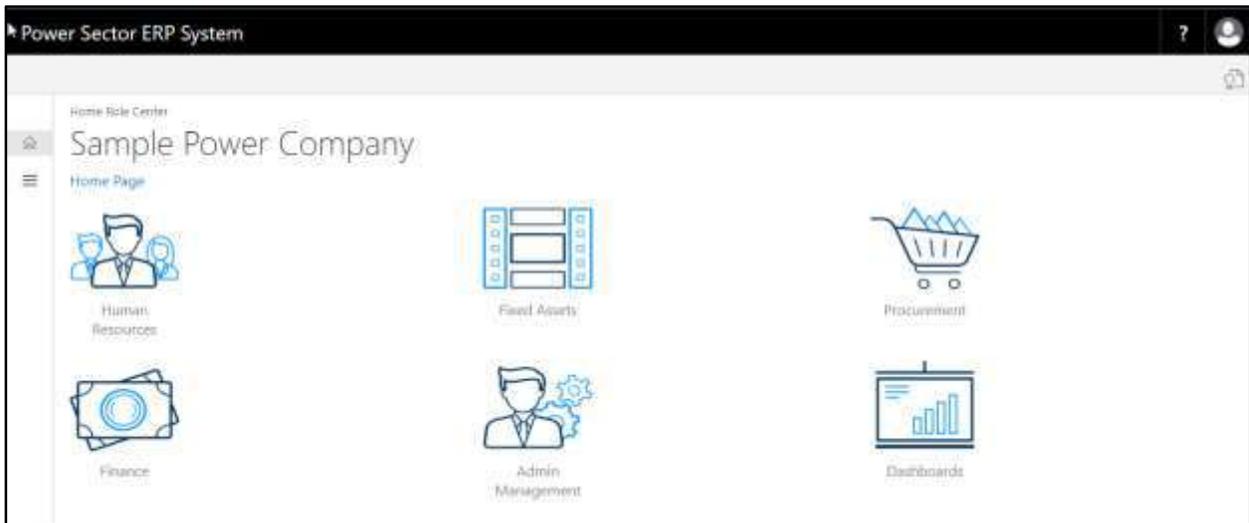
HR-819 How to: View Employee Deceased List

Introduction

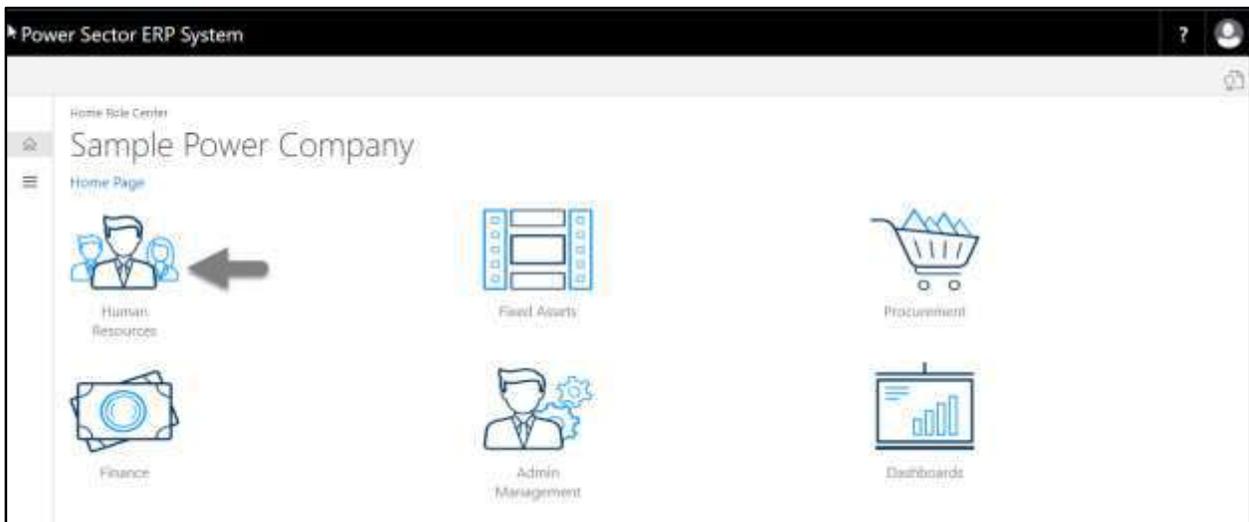
This process demonstrates how to view employee deceased list.

To view employee deceased list, follow the steps described below.

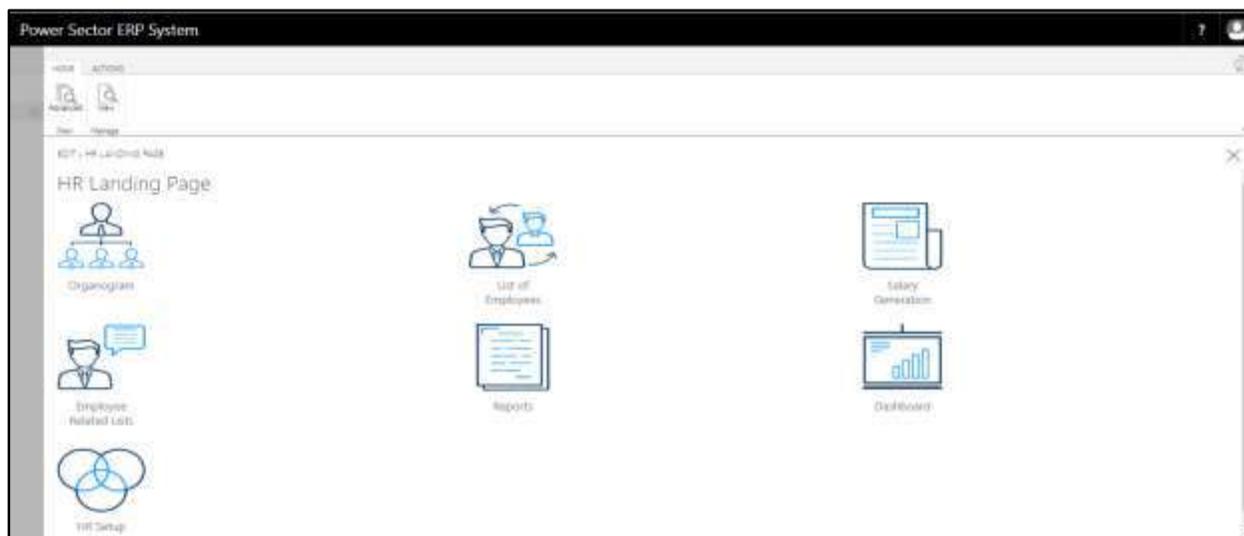
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



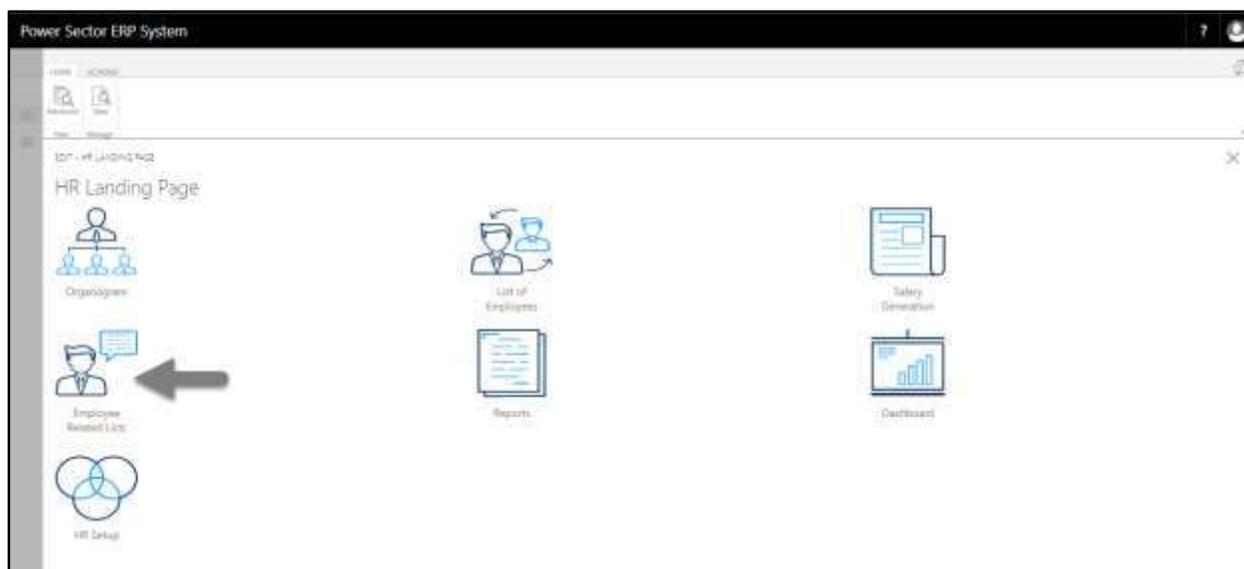
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



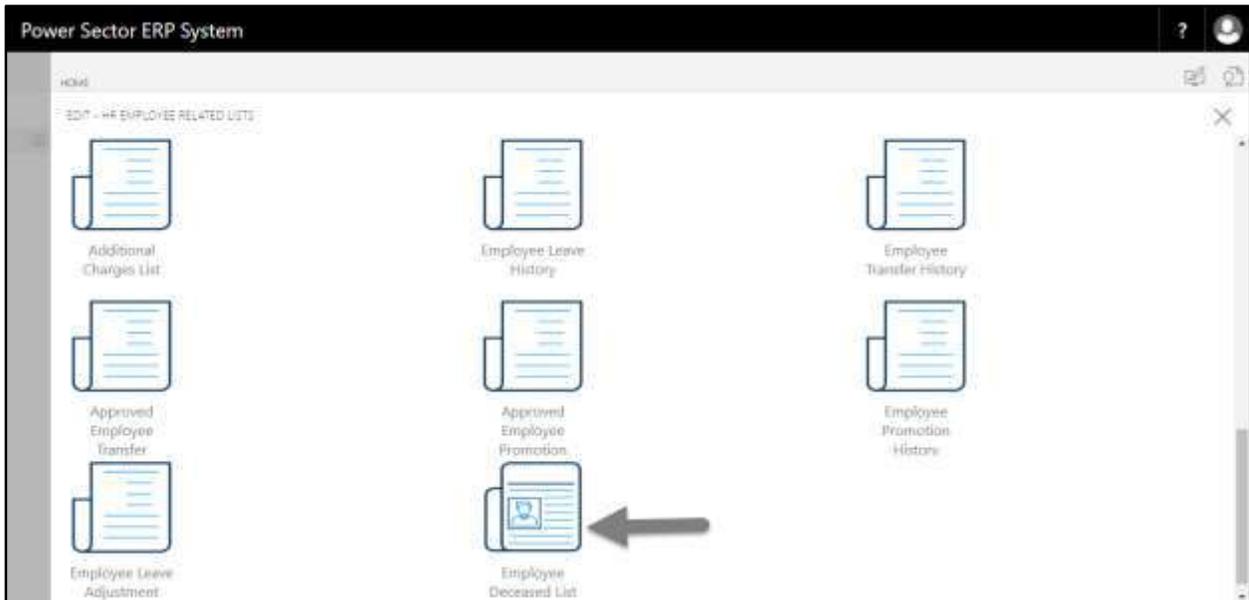
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



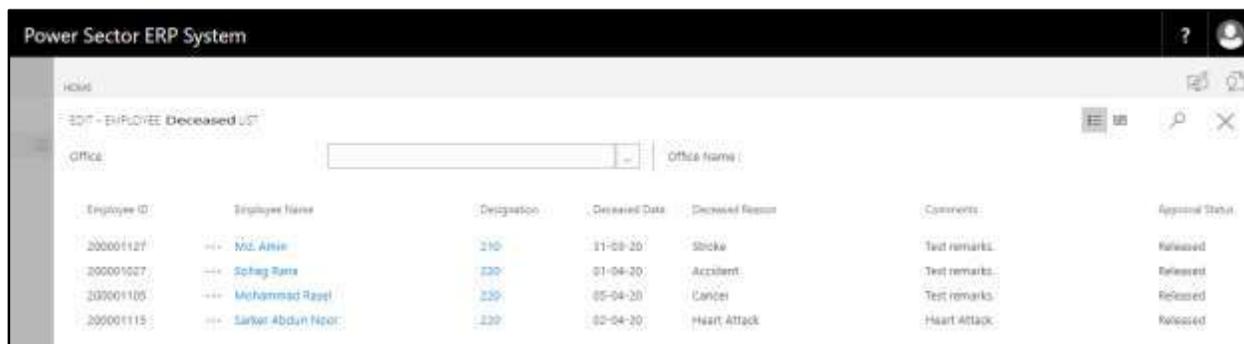
The following **Employee List** page will be appeared.



D. Choose the **“Employee Deceased List”** Icon.



The following **Employee Deceased List** page will be appeared.



Employee ID	Employee Name	Designation	Deceased Date	Deceased Reason	Comments	Approval Status
200001127	MU. Amin	210	11-03-20	Stroke	Text remarks	Released
200001027	Sahag Zams	230	01-04-20	Accident	Text remarks	Released
200001105	Mohammad Razzi	230	05-04-20	Cancer	Text remarks	Released
200001115	Sarker Abdul Nour	230	02-04-20	Heart Attack	Heart Attack	Released

TIPS

You can search employee by clicking on the  icon.

HR-900 Generating Reports

Introduction

This section shows how to generate different reports related to HR Management and Payroll functions. This section contains the following –

- HR-901 HR Related Reports
- HR-902 Payroll Reports

Role

- Module User

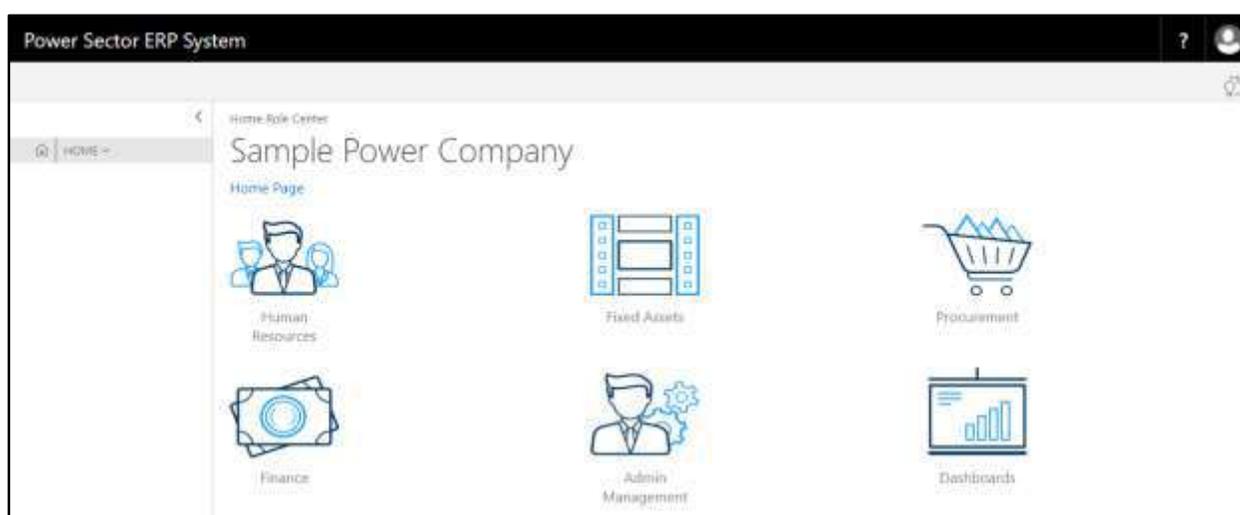
Prerequisite

- Module User credentials

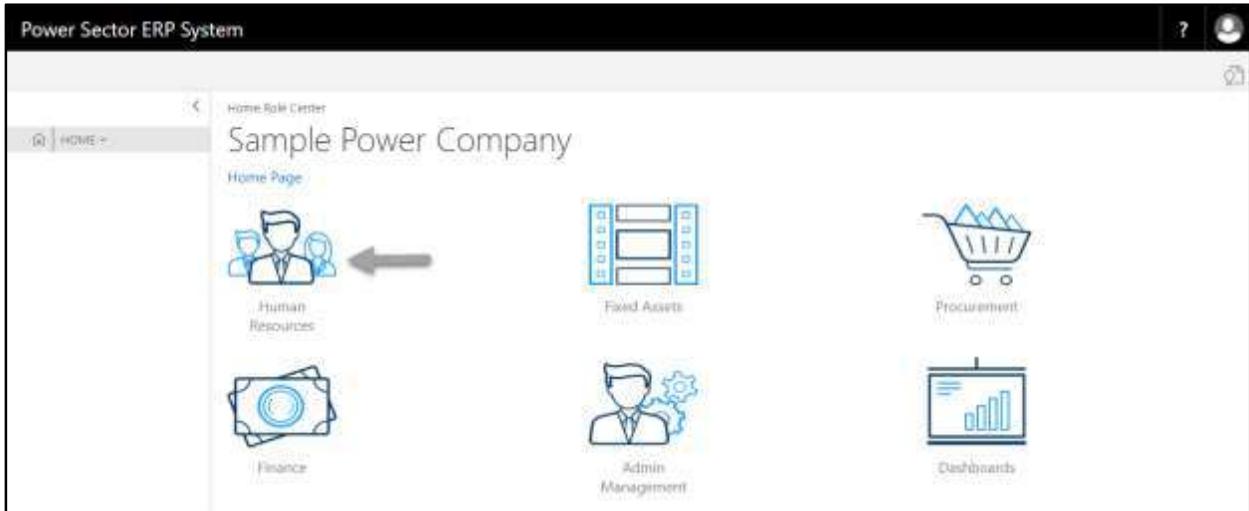
Access to Report Tab

Follow the steps below.

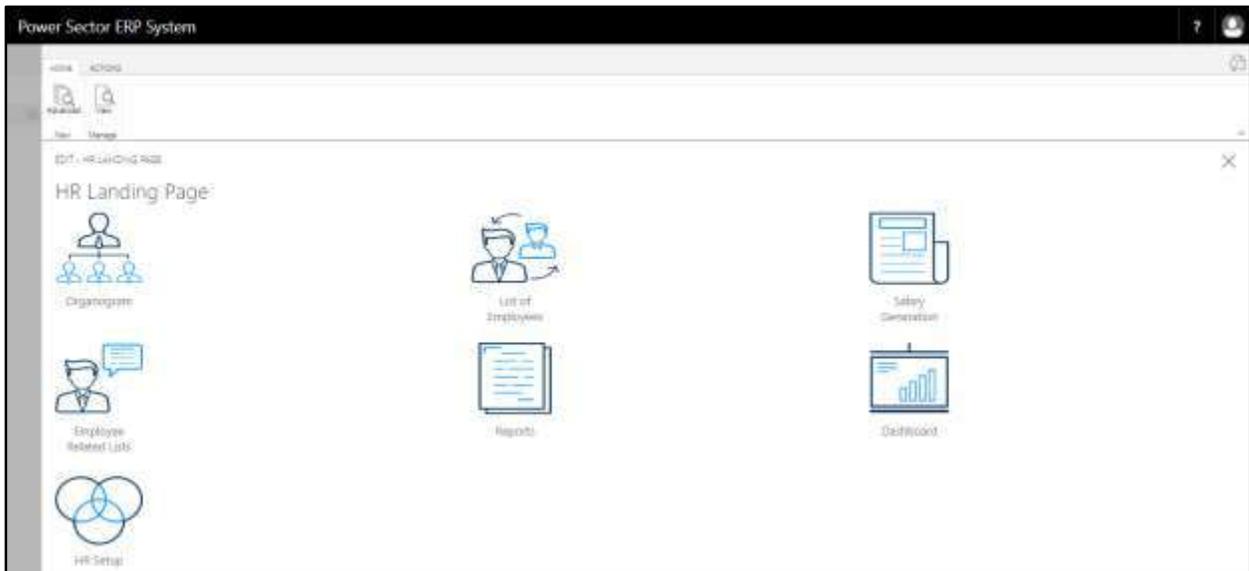
- Login with your respective **HR credentials**. ERP Landing Page, as below, will be appeared on successful login.



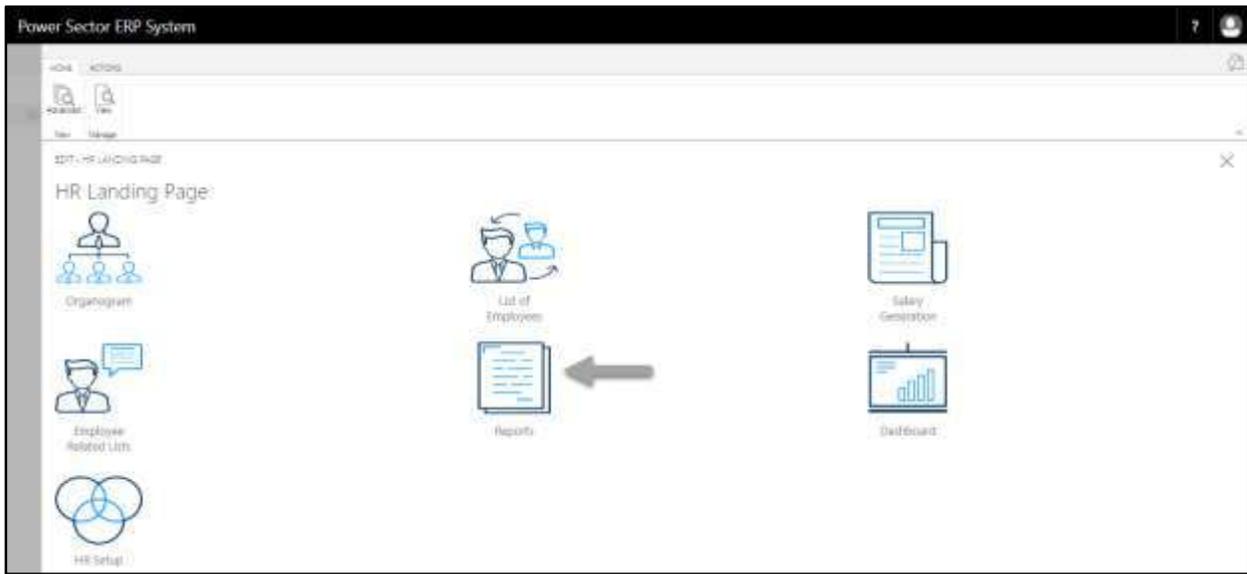
B. Choose the "Human Resources" icon.



HR Landing Page will be appeared as below



C. Choose the “Reports” in HR Landing Page.



The following **HR report landing** page will be appeared.



HR-901 How To: Generate HR Management Reports

Introduction

This process demonstrates how to generate HR Management Reports. This section contains –

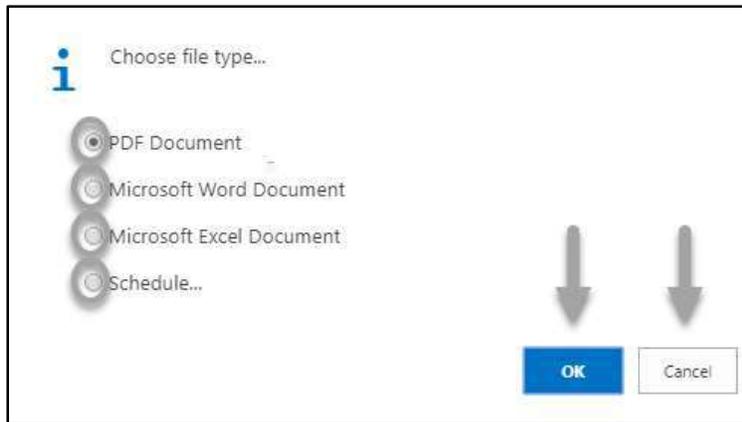
HR-901.1	Employee Specific Details Report
HR-901.2	Employee List Report
HR-901.3	Employee Seniority Report
HR-901.4	Performance Evaluation Summary Report
HR-901.5	Performance Evaluation Detail Report
HR-901.6	Employee Qualification Report
HR-901.7	Employee Training Report
HR-901.8	Employee Attendance Report
HR-901.9	Leave Summary Report
HR-901.10	Leave Detail Report
HR-901.11	Employee Transfer History Report
HR-901.12	Employee Foreign Tour Report
HR-901.13	Transfer List Report (Periodic)
HR-901.14	Employee Transfer Order Report
HR-901.15	Employee Termination List Report (Periodic)
HR-901.16	Employee Promotion Report
HR-901.17	Employee Retirement Details Report
HR-901.18	Upcoming Retirement Report
HR-901.19	Employee Disciplinary Action Report
HR-901.20	Employee Resignation Report
HR-901.21	Employee Probation Period Report
HR-901.22	Organogram Wise Reporting Employee
HR-901.23	Reporting Office Report
HR-901.24	Vacancy Report
HR-901.25	Employee Job Description Report
HR-901.26	Employee Phone Number Report
HR-901.27	Employee House Loan Report
HR-901.28	User Usage Report
HR-901.29	User Usage Time Report
HR-901.30	Outside BD Report

Roles

- Module Admin / User

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.
 - **Office Code: 101**
Office Name will be populated by the system.
2. Choose the **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001003**
Employee Name will be populated by the system.
3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
 5. Choose **Preview** to preview the document.
 6. Choose **Cancel** to close this page.
 7. Click on ↗ button to make it full page.

The following Report will be appeared.

Date: 06-04-20

Sample Power Company

Employee Specific Information

Employee ID:	200001003	Joining Date: 22-08-05
Employee Name:	Shaikh Abdul Latif	Retirement Date :
Office:	Office of Managing Director	Job Status: Active
Department:		TIN No: 689464614292
Designation:	Managing Director	
Pay Grade:	GR001	
Grade Step:	STEP002	



Contact Information

Company Phone:	Company Email: md@spc.com.gov
Personal Phone: 01572142140	Personal Email: latif@gmail.com

Emergency Contact Information

Name: Fatema Johora	Phone: 01778000000
Relation: Wife	Email: fatema@yahoo.com

Address Information

Present Address	Permanent Address
Address Line 1: VILL-SHIMLA, POST- CHADICONA	Address Line 1: VILL-SHIMLA, POST-CHADICONA, P/S-SHERPUR, DIST-Dhaka
Address Line 2: DIST- Dhaka.	Address Line 2: Dhaka
Thana: Sutrapur	Thana: Sutrapur
District: Dhaka	District: Dhaka
Post Office: Gendaria TSO	Post Office: Dhaka Sadar HO

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-901.2 Employee List Report

To generate Employee List Report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee List Report" from HR Report Page.



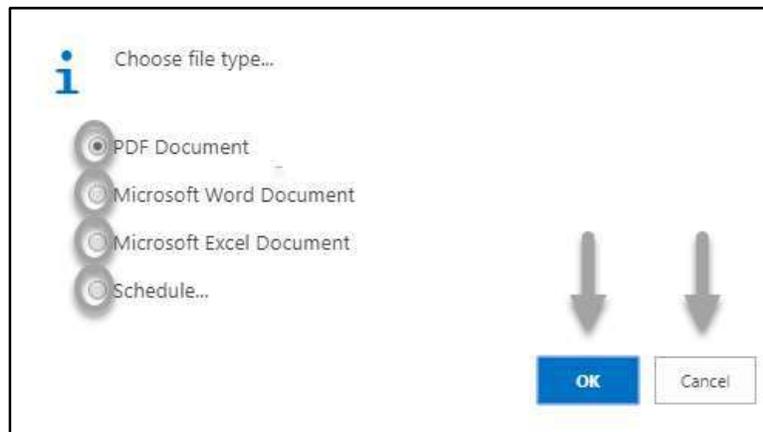
The following **Report Calling Page** will appear.

IMPORTANT

You can see this report full office together, or office wise or designation wise.

C. Provide below information to view report successfully.

1. Select **Status** from the dropdown menu. To get the dropdown, click on ▼ icon.
2. Choose **Office** from the dropdown by clicking on button.
 - **Office Code: 101**
3. Choose **Designation** from the dropdown by clicking on button.
4. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
 6. Choose **Preview** to preview the document.
 7. Choose **Cancel** to close this page.
 8. Click on ↗ button to make it full page.

The following Report will be appeared.





Date: 03-04-20

Sample Power Company

Employee List Report

Employee ID	Employee Name	Office Name	Designation	Date Of Birth	Cell No.	E-Mail
200001003	Shaikh Abdul Latif	Office of Managing Director	Managing Director	01-08-1983	01572142140	latif@gmail.com
200001094	Abdullah Al Mamun	Office of Managing Director	Executive Engineer	01-11-1978		mirzamamunrpci@gmail.com
200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	18-02-1988		
200001072	Md. Amirul Chowdhury	Office of Managing Director	Office Secretary			
200001008	Anamul Haque	Office of Managing Director	Driver (Light)	21-04-1971		
200001068	Md. Monjurul Chowdhury	Office of Managing Director	Driver (Light)	22-12-1970		
200001141	Sabnam Farlya	Office of Managing Director	Driver (Light)	27-02-1989		
200001084	Md. Aktaruzzaman chowdhury	Office of Managing Director	Driver (Light)	24-10-1998		

Employee Count : 8

Approved By

Authorized By

D. Report Action Bar will be appeared as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-901.3 Employee Seniority Report

To generate Employee Seniority Report please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee Seniority Report" from HR Report Page.



The following report calling page will be appeared.



C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.

- **Office Code: 101**

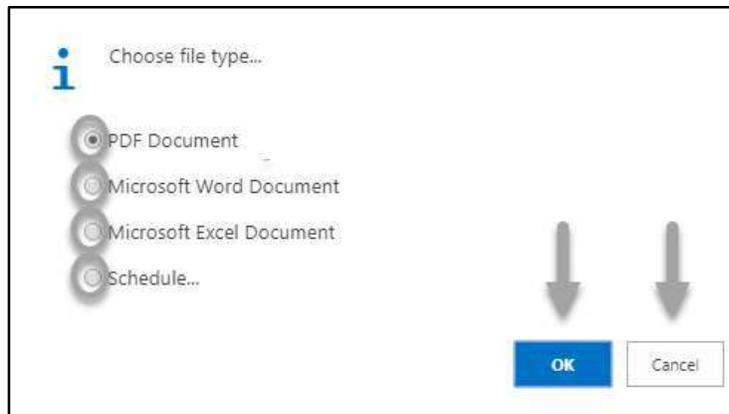
Office Name will be populated by the system.

2. Choose the **Designation** from the dropdown by clicking on button.

- **Designation Code: 200**

Designation Name will be populated by the system.

3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.

- Click "Cancel" to cancel this page

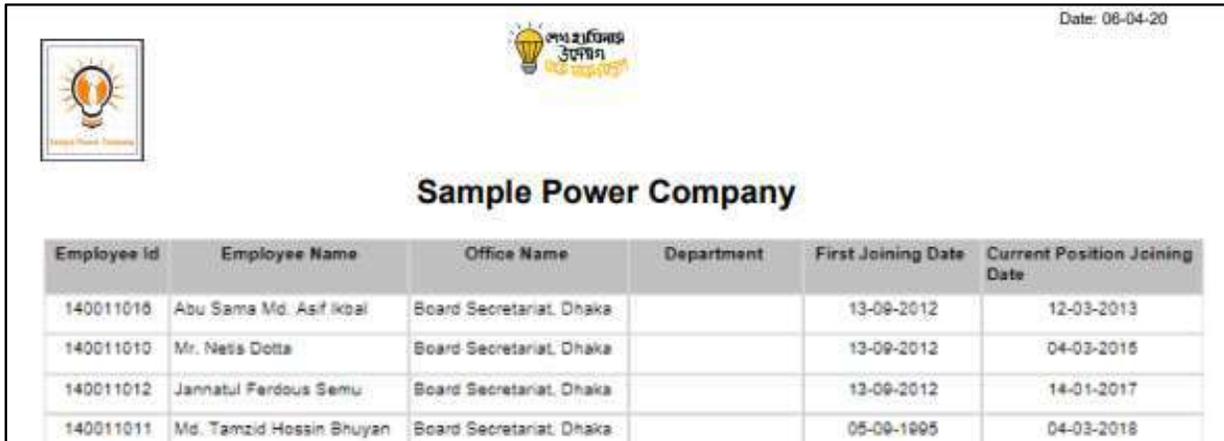
4. Choose **Print to** print the document.

5. Choose **Preview** to preview the document.

6. Choose **Cancel** to close this page.

7. Click on button to make it full page.

The following Report will be appeared.



The report header for 'Sample Power Company' includes a logo on the left, a date 'Date: 06-04-20' on the right, and a central title 'Sample Power Company'. Below the title is a table with the following data:

Employee Id	Employee Name	Office Name	Department	First Joining Date	Current Position Joining Date
140011016	Abu Sama Md. Asif Ikbal	Board Secretariat, Dhaka		13-09-2012	12-03-2013
140011010	Mr. Nesa Dotta	Board Secretariat, Dhaka		13-09-2012	04-03-2016
140011012	Jannatul Ferdous Semu	Board Secretariat, Dhaka		13-09-2012	14-01-2017
140011011	Md. Tamzid Hossin Bhuyan	Board Secretariat, Dhaka		05-09-1995	04-03-2018

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

- **Office Code: 110**

Office Name will be populated by the system.

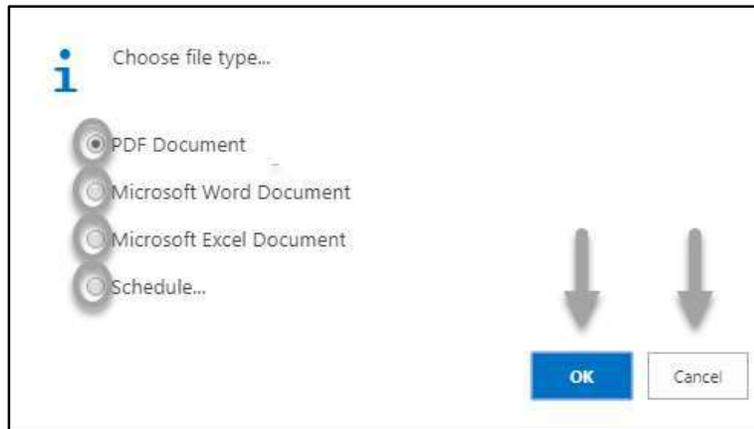
2. Choose the **Designation** from the dropdown by clicking on  button.

- **Designation Code: 115**

Designation Name will be populated by the system.

Type **Year** as per your choice.

3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

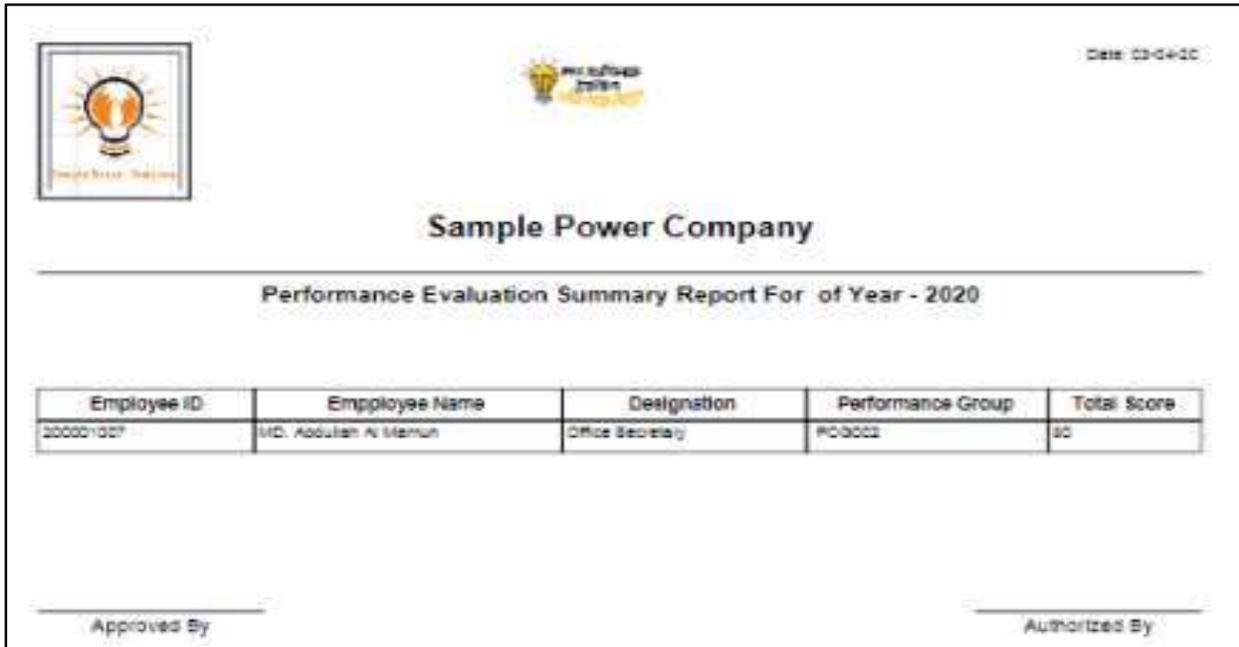
4. Choose **Print to** print the document.

5. Choose **Preview** to preview the document.

6. Choose **Cancel** to close this page.

7. Click on  button to make it full page.

The following Report will be appeared.



The image shows a report header for 'Sample Power Company'. It includes a logo on the left, a date 'Date: 03-04-20' on the right, and a title 'Performance Evaluation Summary Report For of Year - 2020'. Below the title is a table with five columns: Employee ID, Employee Name, Designation, Performance Group, and Total Score. The table contains one row of data. At the bottom, there are two lines for 'Approved By' and 'Authorized By'.

Employee ID	Employee Name	Designation	Performance Group	Total Score
200001007	MD. Abdullah Al Mamun	Office Secretary	PO-0002	90

D. Report Action Bar will be appeared as below initially -



Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-901.5 Performance Evaluation Details Report

To generate Performance Evaluation Detail Report please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Performance Evaluation Details Report" from HR Report Page.



The following **Report Calling** page will be appeared.

Edit - Perf Evaluation Detail Rptort ↗

Filter Criteria

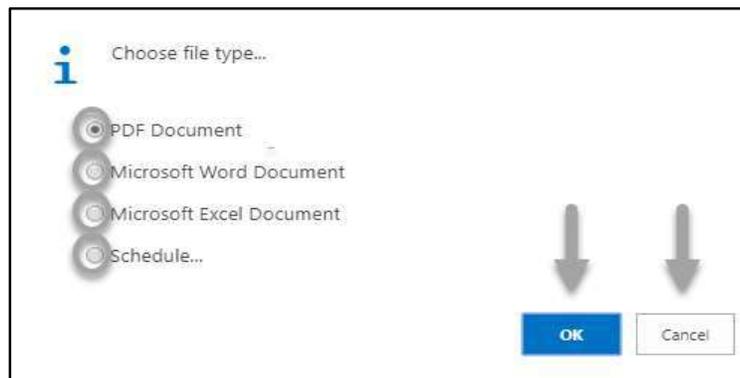
Office	1	101	...	Office Name :	Office of Managing...
Employee	2	200001007	...	Employee Name :	MD. Abdullah Al M...
Year	3	2020			

4
5
6
7

Send to...
Print
Preview
Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.
 - **Office Code: 101**
 - Office Name** will be populated by the system.
2. Choose the **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001007**
 - Employee Name** will be populated by the system.
3. Type **Year** as per your choice.
4. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
 6. Choose **Preview** to preview the document.
 7. Choose **Cancel** to close this page.
 8. Click on button to make it full page.

The following Report will be appeared.



Date: 03-04-20

Sample Power Company

Performance Evaluation Report Of MD. Abdullah Al Mamun , Office Secretary For Year - 2020

Office of Managing Director

Performance Criteria	Base Score	Obtained Score
Punctuality and Discipline	10	10
Accountability and Integrity	10	0
Leadership	10	8
Organizational Commitment	10	7
Innovation and Continuous Improvement	10	10
Enthusiasm and Initiatives	10	10
Communication and Coordination	10	9
Problem Solving Capacity	10	8
Planning and Decision Making Ability	10	10
Physical Fitness	10	8

Total Base Score = 100

Total Obtained Score = 80

Approved By

Authorized By

D. Report Action Bar will be appeared as below initially -

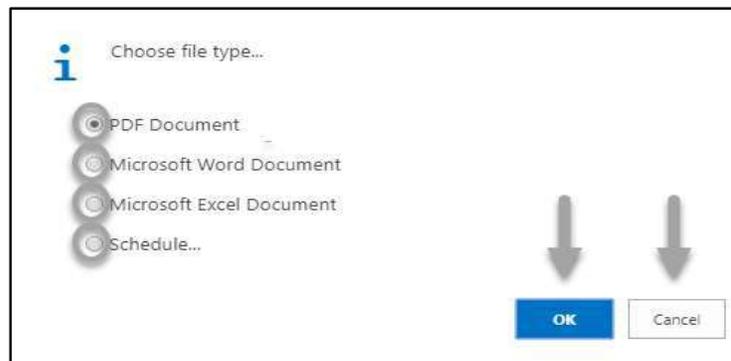


Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

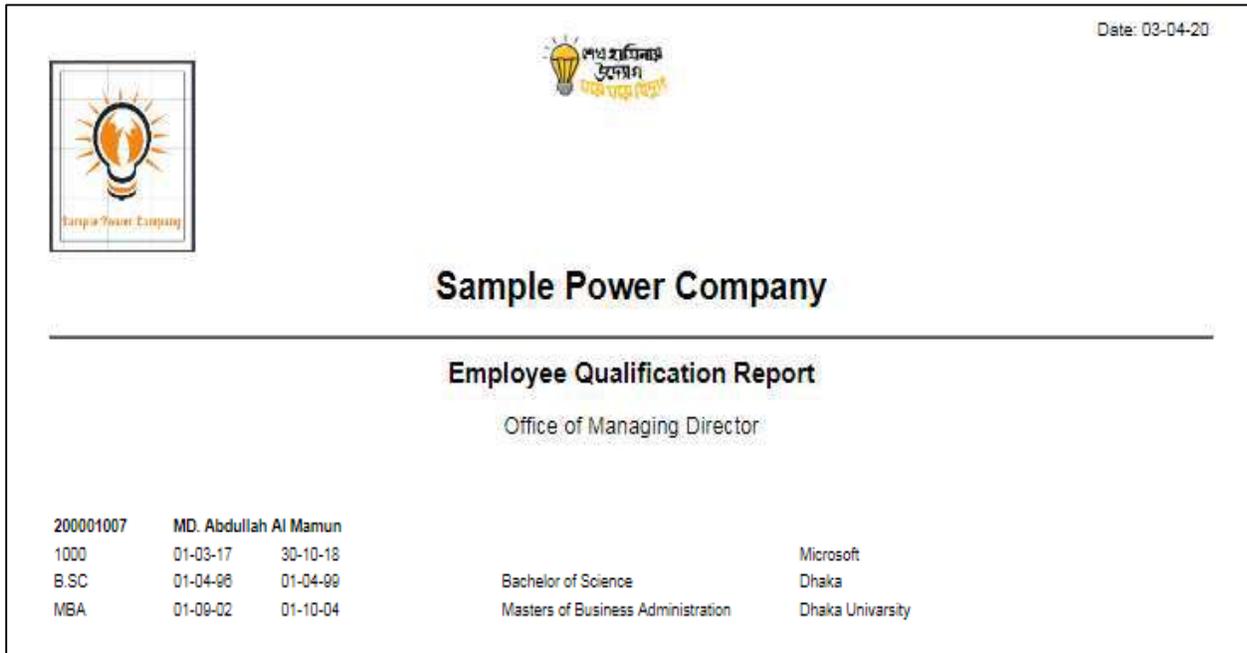
C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.
 - **Office Code: 101**
Office Name will be populated by the system.
2. Choose the **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001007**
Employee Name will be populated by the system.
3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
 5. Choose **Preview** to preview the document.
 6. Choose **Cancel** to close this page.
 7. Click on button to make it full page.

The following Report will be appeared.



D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-901.7 Employee Training Report

To generate Employee Training Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Training Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Employee Training Report

Filter Criteria

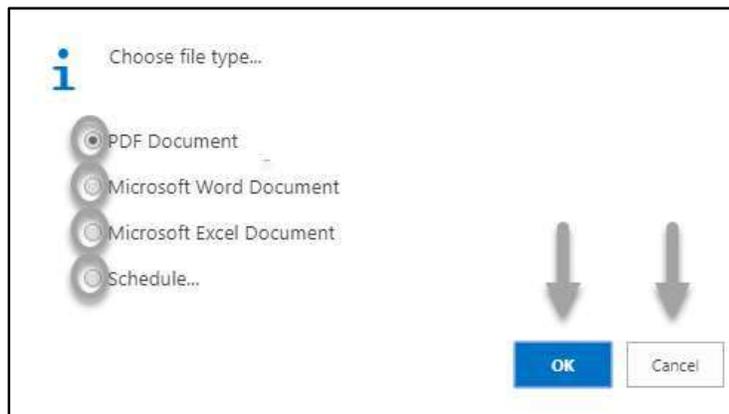
Office	1	101	...	Office Name :	Office of Managing...
Employee	2	200001007	...	Employee Name :	MD. Abdullah Al M...
Country	3	BD	...	Country Name :	Bangladesh

4
5
6
7

Send to...	Print	Preview	Cancel
------------	-------	---------	--------

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.
 - **Office Code: 101**
Office Name will be populated by the system.
2. Choose the **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001007**
Employee Name will be populated by the system.
3. Choose the **Country Code** from the dropdown by clicking on button.
 - **Country Code: BD**
Country Name will be populated by the system.
4. Choose **Send to** take it on PDF, Excel And Word

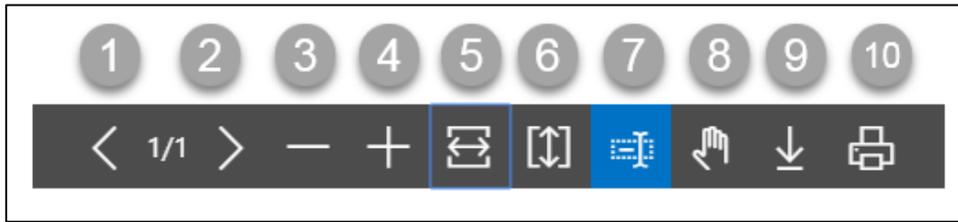


- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
 6. Choose **Preview** to preview the document.
 7. Choose **Cancel** to close this page.
 8. Click on ↗ button to make it full page.

The following Report will be appeared.

		Date: 03-04-20				
Sample Power Company						
Training Information Report of MD. Abdullah Al Mamun						
Course Title	Institute	Country	Start Date	End Date	Duration	Certification
Project Managment Training	Training Institute		02-02-2020	03-02-2020	6 hours	
ERP Training	Power Devison	Bangladesh	01-01-2020	02-01-2020	16 hours	
Enginnering Training	BPDB	Bangladesh			5 hours	
Microsoft Training	Head Quater	Bangladesh			5 hours	
Approved By _____			Authorized By _____			

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-901.8 Employee Attendance Report

To generate Employee Attendance report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Attendance Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

C. Provide below information to view report successfully.

5. Choose the **Office** from the dropdown by clicking on  button.

- **Office Code: 101**

Office Name will be populated by the system.

6. Choose the **Employee ID** from the dropdown by clicking on  button.

- **Employee ID: 200001003**

Employee Name will be populated by the system.

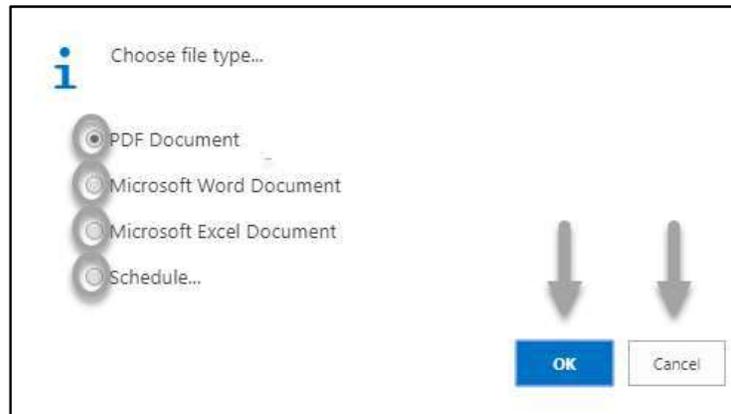
7. Choose the **Start Date** from the Calendar by clicking on  button.

- **Start Date: 01-03-20**

8. Choose the **End Date** from the Calendar by clicking on  button.

- **End Date: 30-04-20**

9. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

10. Choose **Print to** print the document.

11. Choose **Preview** to preview the document.

12. Choose **Cancel** to close this page.

13. Click on  button to make it full page.

The following Report will be appeared.

Employee Name	Office Name	Designation	Attendance Date	Total Time
---------------	-------------	-------------	-----------------	------------

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-901.9 Leave Summery Report

To generate Leave Summary Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Leave Summery Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Leave Summary Report 

Filter Criteria

Office	<input type="text" value="101"/>	...	Office Name :	Office of Managin...
Year	<input type="text" value="2020"/>			

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

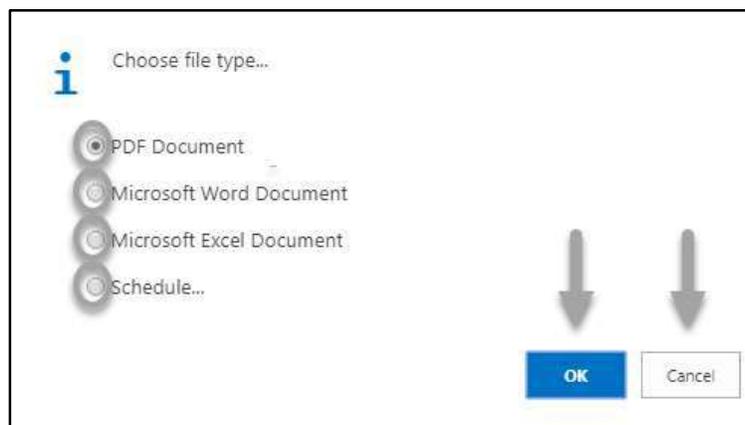
- **Office Code: 101**

Office Name will be populated by the system.

2. Choose **Year** As per your choice.

- **Year: 2020**

3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

4. Choose **Print to** print the document.

5. Choose **Preview** to preview the document.

6. Choose **Cancel** to close this page.

7. Click on  button to make it full page.

The following Report will be appeared.


Sample Power Company

Date: 03-04-20

Employee Leave Summary Report
Office of Managing Director

Year	Employee ID	Employee Name	Designation	Eligible Leave Qty.	Leave Taken	Leave Remaining
2020	200001094	Abdullah Al Mamun	Executive Engineer	16	1	15

Approved By

Authorized By

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-901.10 Leave Detail Report

To generate Employee Leave Detail Report, please follow the steps below:

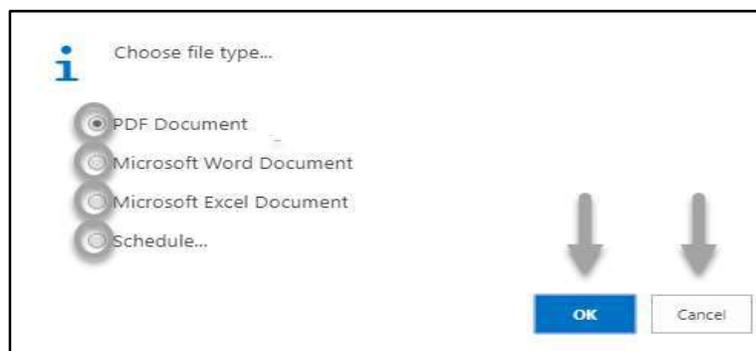
- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Leave Detail Report" from HR Report Page.



The following **Report Calling page** will be appeared.

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.
 - **Office Code: 101**
Office Name will be populated by the system.
2. Choose **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001007**
Employee Name will be populated by the system.
3. Choose **Year** As per your choice.
 - **Year: 2020**
4. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
 6. Choose **Preview** to preview the document.
 7. Choose **Cancel** to close this page.
 8. Click on button to make it full page.

The following Report will be appeared.

Date: 08-04-20

Sample Power Company

Leave Report of MD. Abdullah Al Mamun

Year	Employee Name	Designation	Office	Leave Type	Eligible Leave Qty	Leave Taken	Leave Encashed	Leave Remaining
------	---------------	-------------	--------	------------	--------------------	-------------	----------------	-----------------

Approved By _____ Authorized By _____

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

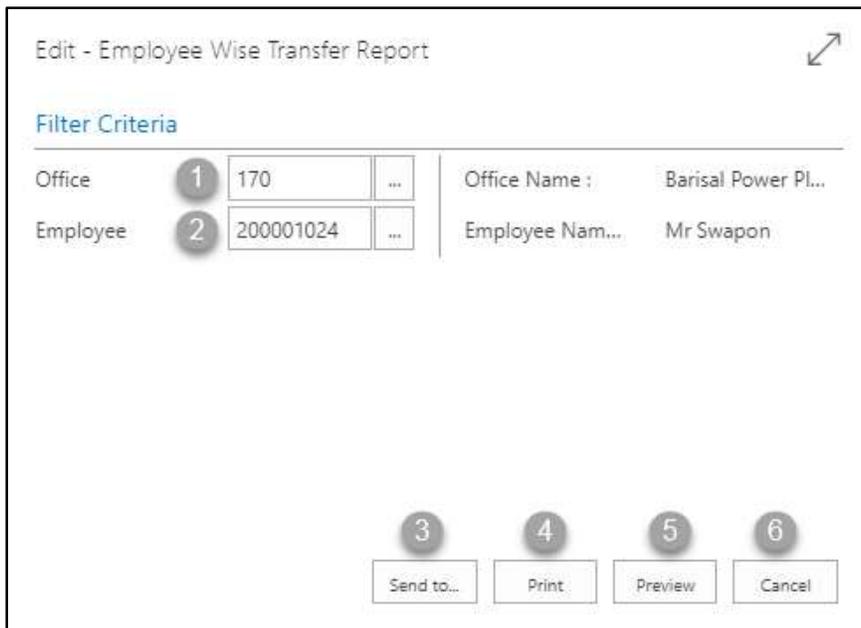
HR-901.11 Employee Transfer History Report

To generate Employee Transfer History Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Wise Transfer Report" from HR Report Page.



The following **Report Calling page** will be appeared.



C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

- **Office Code: 170**

Office Name will be populated by the system.

IMPORTANT

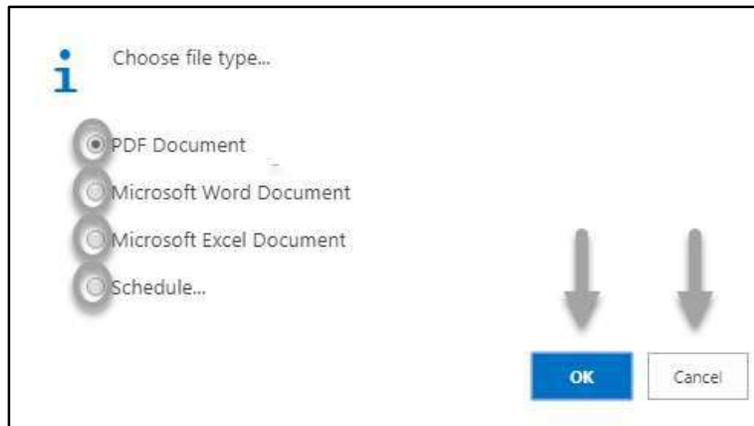
Here always we give new office information.

2. Choose **Employee ID** from the dropdown by clicking on  button.

- **Employee ID: 200001024**

Employee Name will be populated by the system.

3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
 5. Choose **Preview** to preview the document.
 6. Choose **Cancel** to close this page.
 7. Click on  button to make it full page.

The following Report will be appeared.





শেখ হাসিনার
উদ্যোগ
যত্নে যত্নে বিদ্যুৎ

Date: 05-04-20

Sample Power Company

Employee Transfer Report

Employee ID :
Employee Name : Mr Swapon
Job Title :
Department :
Designation :
Office Name :

Passport No :
TIN No :
Driving License No :
NID :
Grade :
Blood Group :

Transfer History:

Transfer Order Date	Transfer Effective Date	Reason	Curr. Office Name	New Office Name	Curr. Designation	New Designation	Memo No.
28-03-2020	28-03-2020	Urgent Transfer			Driver (Light)		KHA1211421

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-901.12 Foreign Tour Report

To generate Employee Qualification Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Foreign Tour Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Employee Foreign Tour 

Foreign Tour Date Filter

From Date 1 01-03-20 ... To Date 15-03-20 ...

Others

Office 2	105 ...	Office Name :	Office of Executive...
Employee 3	200001149 ...	Employee Name :	Taizul Islam Tulu
Tour Category 4	1 ...	Tour Category N...	Official
Tour Purpose 5	6 ...	Tour Purpose Na...	Pre Shipment
Country 6	UK ...	Country Name :	United Kingdom

7 8 9 10

Send to... Print Preview Cancel

C. Provide below information to view report successfully.

1. Choose **Date** from the calendar by clicking on button.
 - **From Date: 01-03-20**
 - **To Date: 15-03-20**
2. Choose the **Office** from the dropdown by clicking on button.
 - **Office Code: 105**

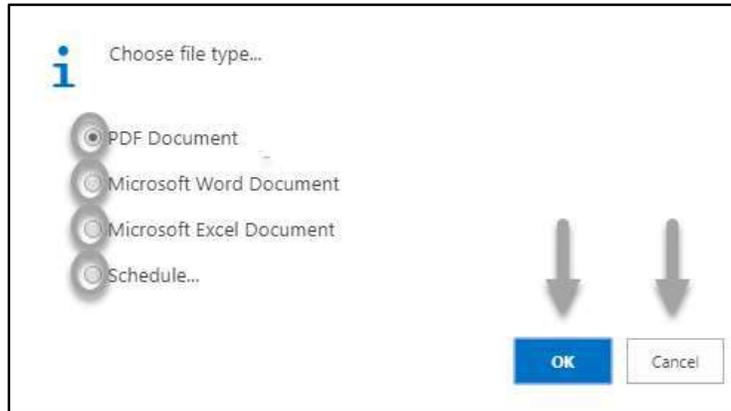
Office Name will be populated by the system.
3. Choose the **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001149**

Employee Name will be populated by the system.
4. Choose the **Tour Category Code** from the dropdown by clicking on button.
 - **Tour Category Code: 1**

Tour Category Name will be populated by the system.
5. Choose the **Tour Purpose Code** from the dropdown by clicking on button.
 - **Tour purpose Code: 6**

Tour Purpose Name will be populated by the system.
6. Choose the **Country Code** from the dropdown by clicking on button.
 - **Country Code: UK**

Country Name will be populated by the system.
7. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
8. Choose **Print to** print the document.
 9. Choose **Preview** to preview the document.
 10. Choose **Cancel** to close this page.
 11. Click on ↗ button to make it full page.

The following Report will be appeared.





Employee Foreign Tour Report

Date: 06-04-20

Sample Power Company

Employee ID : 200001149

Office : Office of Executive Director

Country : United Kingdom

From Date : 01-03-2020

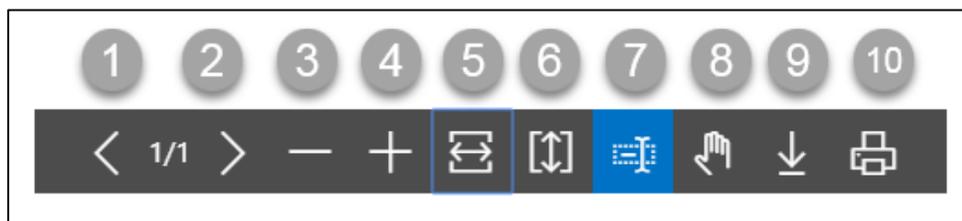
To Date : 15-03-2020

Tour Category : Official

Tour Purpose : Pre Shipment

Employee ID	Employee Name	Tour Start Date	Tour End Date	Tour Category	Tour Purpose	Country	Remarks
200001149	Taizul Islam Tulu	01-03-2020	15-03-2020	Official	Pre Shipment	United Kingdom	Successfully done.
200001149	Taizul Islam Tulu	01-03-2020	10-03-2020	Official	Pre Shipment	United Kingdom	Test comment.

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-901.13 Transfer List Report (Periodic)

To generate Transfer List Report (Periodic), please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Transfer Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Employee Transfer Report

Transfer Date Filter

Office 1 160 ... Office Name : Rajshahi Power Plant

From Date 2 01-04-20 ... To Date 30-04-20 ...

3 Send to... 4 Print 5 Preview 6 Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.

- **Office Code: 160**

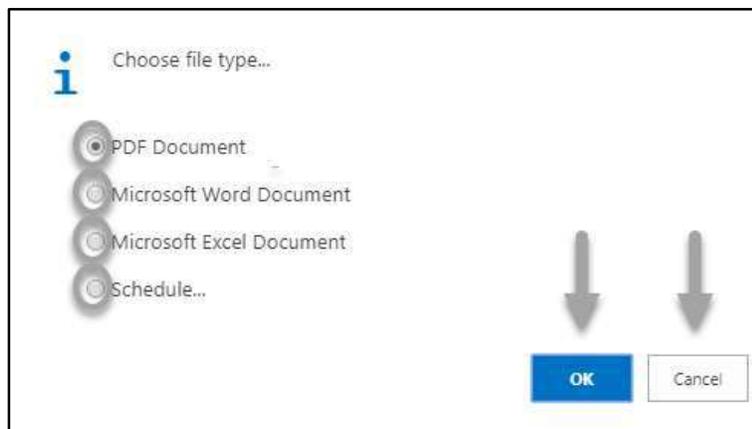
Office Name will be populated by the system.

2. Choose **Date** from the calendar by clicking on button.

- **From Date: 01-04-20**

- **To Date: 30-04-20**

3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.

- Click "Cancel" to cancel this page

4. Choose **Print to** print the document.

5. Choose **Preview** to preview the document.

6. Choose **Cancel** to close this page.

7. Click on button to make it full page.

The following Report will be appeared.

Date: 05-04-20

Sample Power Company

Employee Transfer Report

From Date : 01-01-2020
To Date : 30-04-2020

Employee ID	Employee Name	Office Name	Transfer Effective Date	Curr. Department	Curr. Designation	New Department	New Designation	Reason	Memo No.
200001013	Mr. Bulbul Hossain	Rajshahi Power Plant	28-03-2020		Office Assistant			Urgent Transfer	KDA1211421
200001024	Mr. Saapon	Rajshahi Power Plant	28-03-2020		Driver (Light)			Urgent Transfer	KDA1211421

Approved By _____ Authorized By _____

D. Report Action Bar will be appeared on the report as below initially -



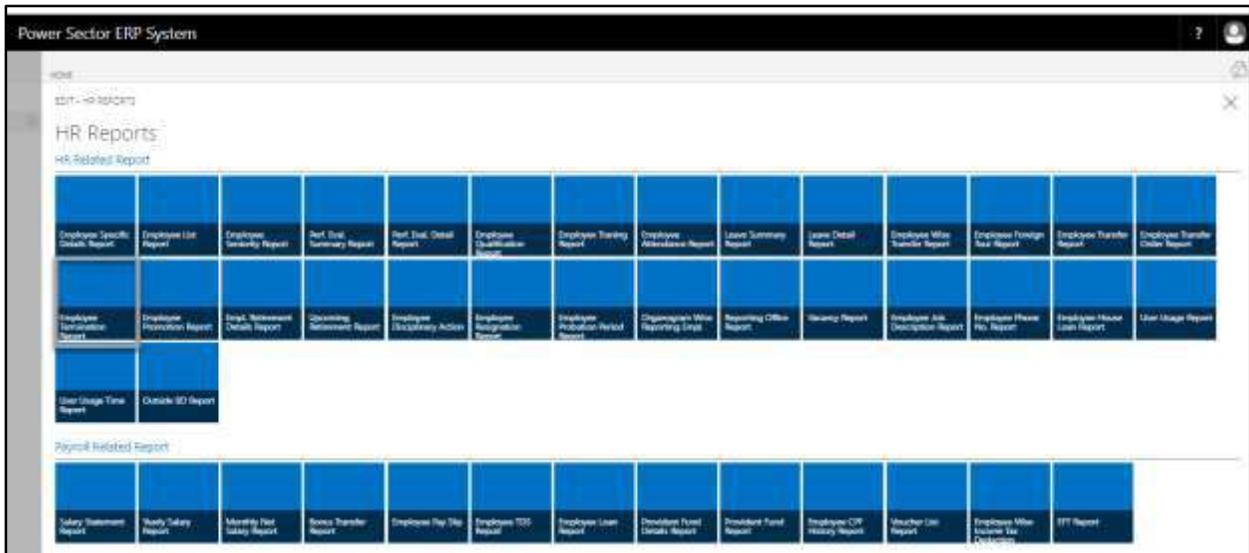
Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-901.15 Employee Termination List Report (Periodic)

To generate Employee Termination List Report (Periodic), please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Termination Report" from HR Report Page.



The following **Report Calling page** will be appeared.

The screenshot shows the 'Edit - Employee Termination Report' form. The form has a title bar 'Edit - Employee Termination Report' with a refresh icon. Below the title bar is a 'Filter Criteria' section. It contains two rows of input fields: 'Office' with value '160' and 'Office Name : Rajshahi Power Plant', and 'Employee' with value '200001133' and 'Employee Name : Md. Borhan Shaikh'. Below this is a 'Termination Start Date Filter' section with 'From Date' set to '01-04-20' and 'To Date' set to '30-04-20'. At the bottom of the form are four buttons: 'Send to...' (labeled 4), 'Print' (labeled 5), 'Preview' (labeled 6), and 'Cancel' (labeled 7).

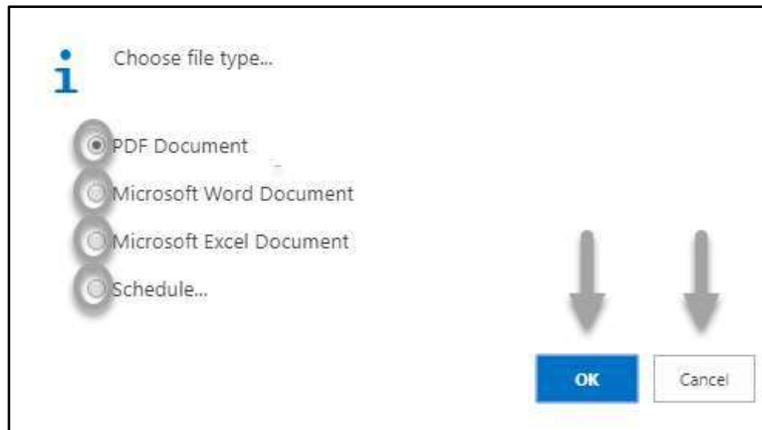
C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.
 - **Office Code: 160**
 - Office Name** will be populated by the system.
2. Choose **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001133**
 - Employee Name** will be populated by the system.
3. Choose **Date** from the calendar by clicking on button.
 - **From Date: 01-04-20**
 - **To Date: 30-04-20**

NOTE

Here we can see date wise terminated employee.

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
 6. Choose **Preview** to preview the document.
 7. Choose **Cancel** to close this page.
 8. Click on button to make it full page.

The following Report will be appeared.



Date: 05-04-20

Sample Power Company

Employee termination report for Rajshahi Power Plant Office

Employee ID	Employee Name	Designation	Termination Date	Cause of Termination	Change Handover to
200001133	Md. Borhan Shaikh	Junior Assistant Manager	02-04-2020	Business Operational Cost Minimization	200001043

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-901.16 Employee Promotion Report

To generate Employee Promotion Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Promotion Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Employee Promotion Report ↗

Filter Criteria

Office	1	<input type="text" value="160"/>	<input type="button" value="..."/>	Office Name :	Rajshahi Power Plant
Employee	2	<input type="text" value="200001037"/>	<input type="button" value="..."/>	Employee Name :	Mahadi Hassan

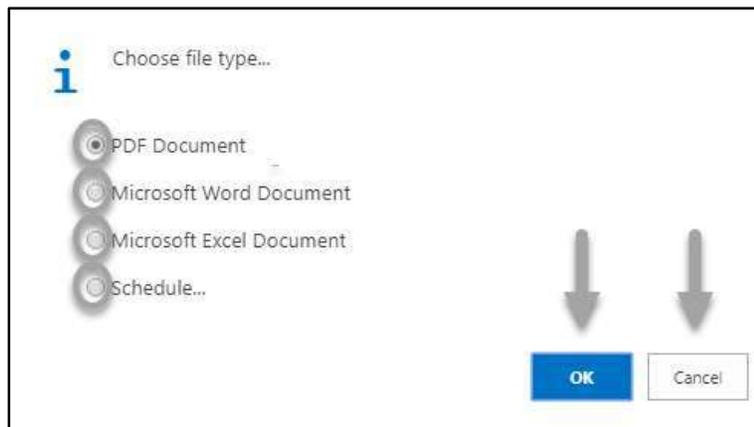
Promotion Date Filter

Start Date	3	<input type="text" value="01-04-20"/>	<input type="button" value="..."/>	End Date	<input type="text" value="30-04-20"/>	<input type="button" value="..."/>
------------	---	---------------------------------------	------------------------------------	----------	---------------------------------------	------------------------------------

4	5	6	7
Send to...	Print	Preview	Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.
 - **Office Code: 160**
Office Name will be populated by the system.
2. Choose **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001037**
Employee Name will be populated by the system.
3. Choose **Date** from the calendar by clicking on button.
 - **From Date: 01-04-20**
 - **To Date: 30-04-20**
4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
 6. Choose **Preview** to preview the document.
 7. Choose **Cancel** to close this page.
 8. Click on button to make it full page.

The following Report will be appeared.





Sample Power Company

Date: 05-04-20

Employee promotion report for Rajshahi Power Plant Office and promotion date from 01-04-20 to 30-04-20

Employee ID	Employee Name	Promotion Date	Current Designation	Proposed Designation	Remarks
200001037ss	Mahadi Hassan	01-04-20	Junior Assistant Manager	Manager	Hard Worker

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-901.17 Employee Retirement Details Report

To generate Employee Retirement Detail Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Retirement Details Report" from HR Report Page.

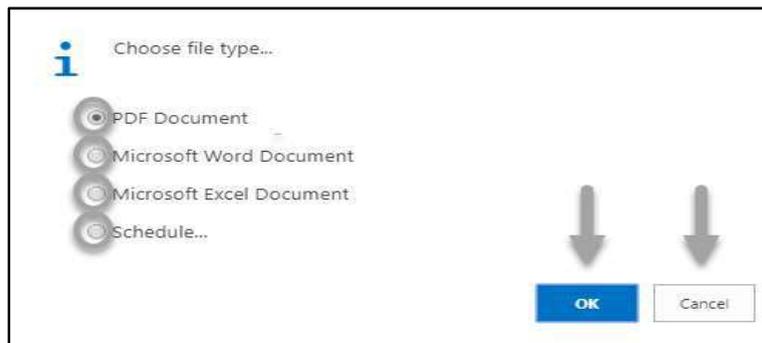


The following **Report Calling page** will be appeared.

The screenshot shows the 'Edit - Employee Retirement Det Report' form. It has a title bar with 'Edit - Employee Retirement Det Report' and a maximize icon. Below the title bar is a 'Filter Criteria' section with two rows of input fields. The first row has 'Office' with a value of '160' and a dropdown arrow, and 'Office Name : Rajshahi Power Plant'. The second row has 'Employee' with a value of '200001031' and a dropdown arrow, and 'Employee Name : Bodiruzzaman'. Below this is a 'Retirement Date Filter' section with 'From Date' set to '01-04-20' and 'To Date' set to '30-04-20'. At the bottom, there are four buttons: 'Send to...' (with a circled '4'), 'Print' (with a circled '5'), 'Preview' (with a circled '6'), and 'Cancel' (with a circled '7').

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.
 - **Office Code: 160**
 - Office Name** will be populated by the system.
2. Choose **Employee ID** from the dropdown by clicking on button.
 - **Employee ID: 200001031**
 - Employee Name** will be populated by the system.
3. Choose **Date** from the calendar by clicking on button.
 - **From Date: 01-04-20**
 - **To Date: 30-04-20**
4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
 6. Choose **Preview** to preview the document.
 7. Choose **Cancel** to close this page.
 8. Click on  button to make it full page.

The following Report will be appeared as below.

Date: 05-04-20

Sample Power Company

Retirement report for Rajshahi Power Plant Office and retirement date from 01-04-20 to 30-04-20

Employee ID	Employee Name	Office Name	Designation	Age	Retirement Date	Retirement Reason
200001031	Bodruzzaman	Rajshahi Power Plant	Manager	60	02-04-2020	Over Age

D. Report Action Bar will be appeared on the report as below initially -

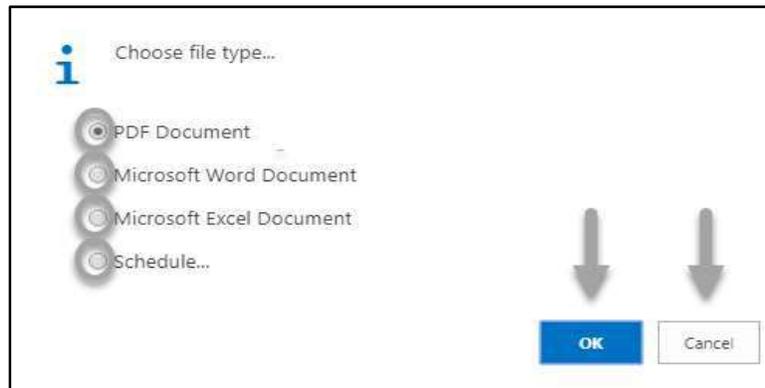


Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.
Office Name will be populated by the system.
2. Choose **Employee ID** from the dropdown by clicking on button.
Employee Name will be populated by the system.
3. Choose **Date** from the calendar by clicking on button.
 - **From Date: 05-04-20**
 - **To Date: 31-12-21**
4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
 6. Choose **Preview** to preview the document.
 7. Choose **Cancel** to close this page.
 8. Click on button to make it full page.

The following Report will be appeared as below.



Date: 05-04-20

Sample Power Company

Upcoming retirement report for Office and upcoming retirement date from 05-04-20 to 31-12-21

Employee ID	Employee Name	Designation	Birth Date	Retirement Date	Reason
200001143	K.B.M. Amin Ullah Patoary	Driver (Light)	01-01-61	01-01-21	

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.

- **Office Name: 160**

Office Name will be populated by the system.

2. Choose **Employee ID** from the dropdown by clicking on button.

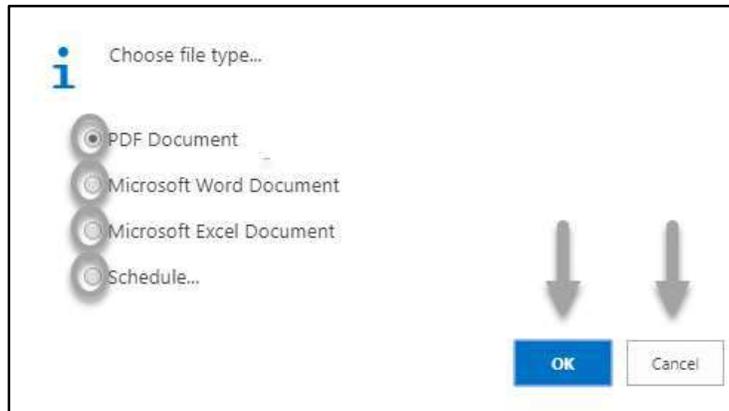
- **Employee ID: 200001065**

Employee Name will be populated by the system.

3. Choose **Date** from the calendar by clicking on button.

- **From Date: 01-04-20**
- **To Date: 30-04-20**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

5. Choose **Print to** print the document.

6. Choose **Preview** to preview the document.

7. Choose **Cancel** to close this page.

8. Click on button to make it full page.

The following Report will be appeared.

Date: 05-04-20

Sample Power Company

Employee disciplinary action report for Rajshahi Power Plant Office and disciplinary date from 01-04-20 to 30-04-20

Employee ID	Employee Name	Designation	Action Date	Cause of Action	Action Effective From	Action Effective Till
200001065	Shaki Binte Chowdhury	Plant Manager	04-08-2020	Censure/ Written Warning	04-02-2020	04-09-2020

Approved By

Authorized By

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 901.20 Employee Resignation Report

To generate Employee Resignation report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee Resignation Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

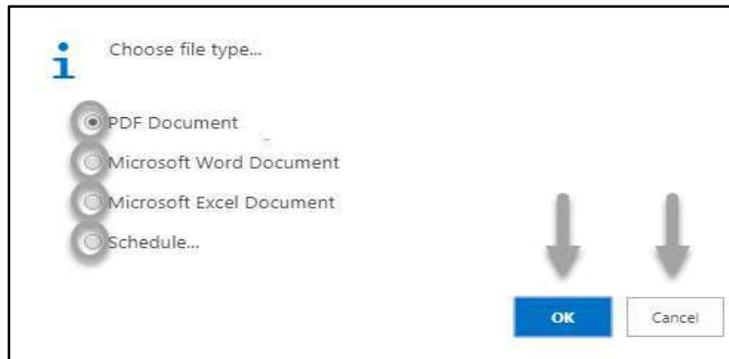
The screenshot shows the 'Edit - Employee Resignation Report' form. It includes the following fields and buttons:

- Filter criteria:**
 - Office: 160 (with callout 1)
 - Office Name: Rajshahi Power Plant
- Resignation Date Filter:**
 - Start Date: 01-04-20 (with callout 2)
 - End Date: 30-04-20
- Buttons:** Send to... (with callout 3), Print (with callout 4), Preview (with callout 5), and Cancel (with callout 6).

C. Provide below information to view report successfully.

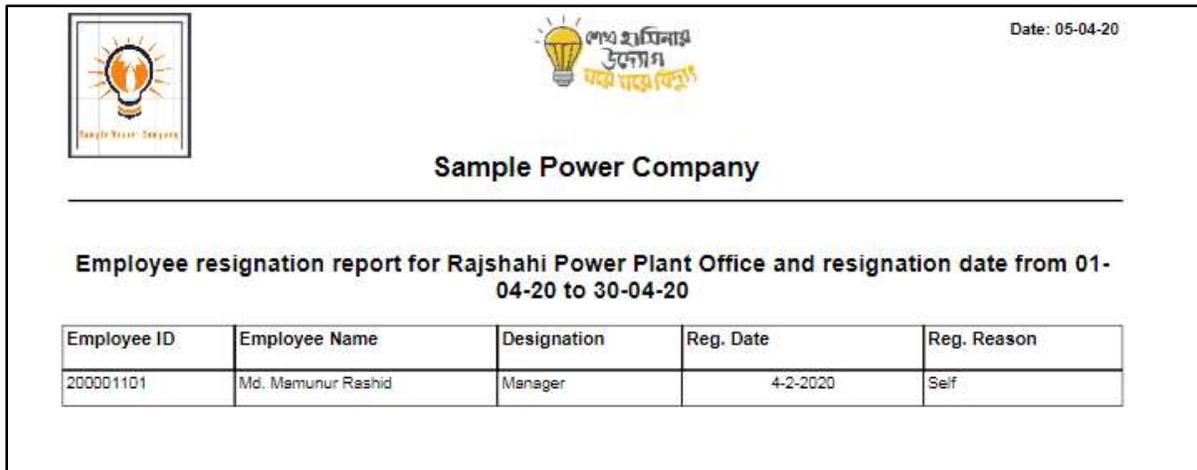
1. Choose the **Office** from the dropdown by clicking on button.
 - **Office Name: 160**

Office Name will be populated by the system.
2. Choose **Date** from the calendar by clicking on button.
 - **From Date: 01-04-20**
 - **To Date: 30-04-20**
3. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
 5. Choose **Preview** to preview the document.
 6. Choose **Cancel** to close this page.
 7. Click on button to make it full page.

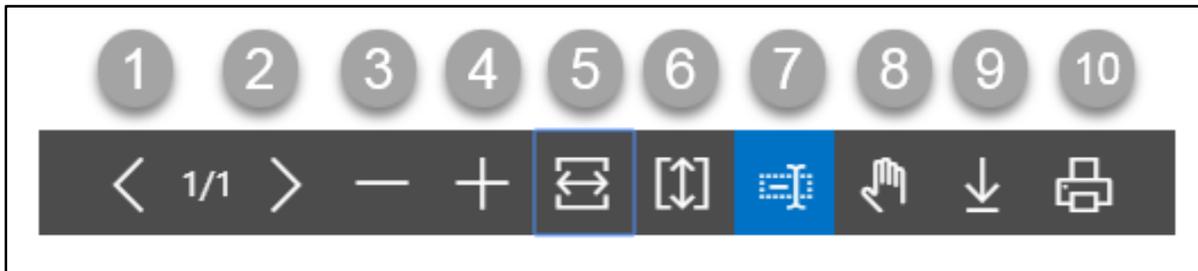
The following Report will be appeared.



The report header includes a logo on the left, a date 'Date: 05-04-20' on the right, and the company name 'Sample Power Company' in the center. Below the company name is a horizontal line, followed by the report title: 'Employee resignation report for Rajshahi Power Plant Office and resignation date from 01-04-20 to 30-04-20'. At the bottom of the header is a table with the following data:

Employee ID	Employee Name	Designation	Reg. Date	Reg. Reason
200001101	Md. Mamunur Rashid	Manager	4-2-2020	Self

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 901.21 Employee Probation Period Report

To generate Employee Probation Period report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee Probation Period Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

The screenshot shows the 'Edit - Employee Probationary Period' report calling page. It includes a 'Filter Criteria' section with the following fields:

- Office Code: 101 (with a circled '1' next to the input field)
- Office Name: Office of Managing ...
- Employee: (with a circled '2' next to the input field)
- Employee Name: (empty)

A 'Probation start date Filter' section contains:

- From Date: 01-04-19 (with a circled '3' next to the input field)
- To Date: 31-03-20 (with a circled '4' next to the input field)

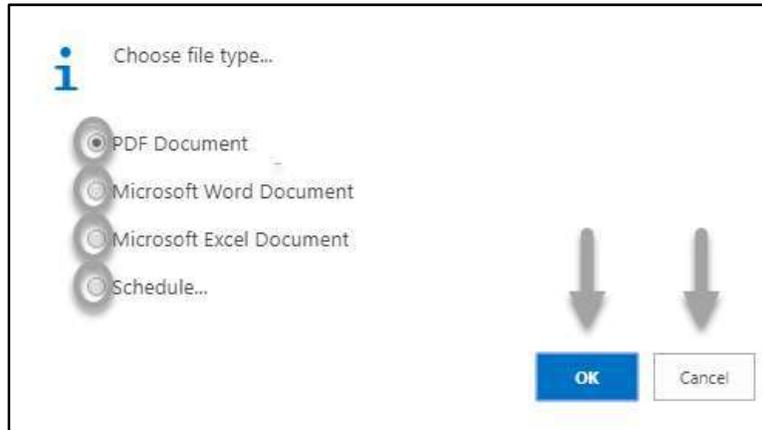
At the bottom, there are four buttons: 'Send to...' (with a circled '4' above it), 'Print' (with a circled '5' above it), 'Preview' (with a circled '6' above it), and 'Cancel' (with a circled '7' above it).

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.
 - **Office Name: 101**

Office Name will be populated by the system.
2. Choose **Employee Name** from the dropdown by clicking on button.

Employee Name will be populated by the system.
3. Choose **Date** from the calendar by clicking on button.
 - **From Date: 01-04-19**
 - **To Date: 31-03-20**
4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
 6. Choose **Preview** to preview the document.
 7. Choose **Cancel** to close this page.
 8. Click on button to make it full page.

The following Report will be appeared.



Date: 05-04-20

Sample Power Company

Employee resignation report for Rajshahi Power Plant Office and resignation date from 01-04-20 to 30-04-20

Employee ID	Employee Name	Designation	Reg. Date	Reg. Reason
200001101	Md. Mamunur Rashid	Manager	4-2-2020	Self

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

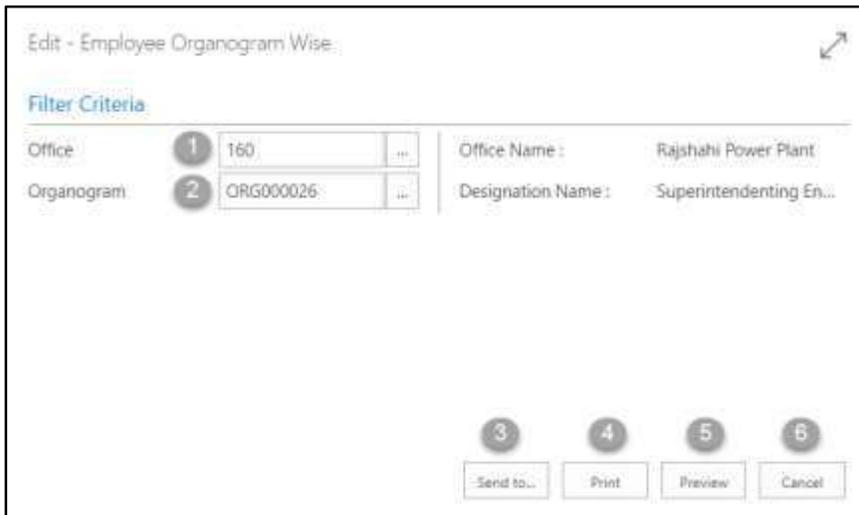
HR 901.22 Organogram Wise Reporting Employee Report

To generate Organogram Wise Reporting Employee report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Organogram Wise Reporting Employee" from HR Report Page.



The following **Report Calling Page** will be appeared.



C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

- **Office Name: 160**

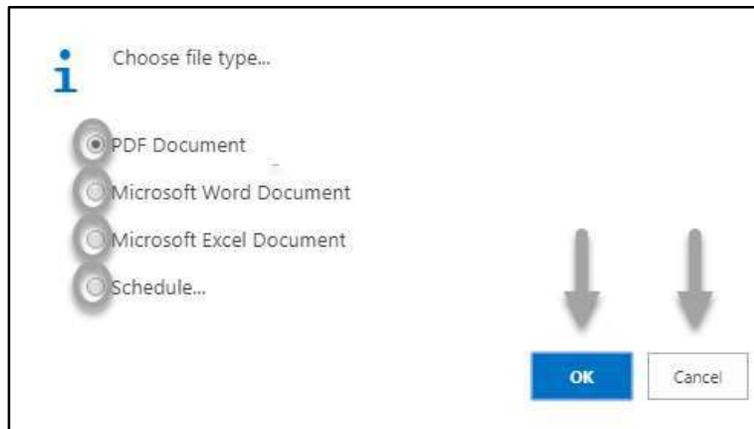
Office Name will be populated by the system.

2. Choose **Organogram** from the dropdown by clicking on  button.

- **Organogram Code: ORG000026**

Designation Name will be populated by the system.

3. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

4. Choose **Print to** print the document.

5. Choose **Preview** to preview the document.

6. Choose **Cancel** to close this page.

7. Click on  button to make it full page.

The following Report will be appeared.



D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 901.23 Reporting Office Report

To generate Reporting Office report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Reporting Office Report" from HR Report Page.



The following **Report Calling Page** will be appeared.



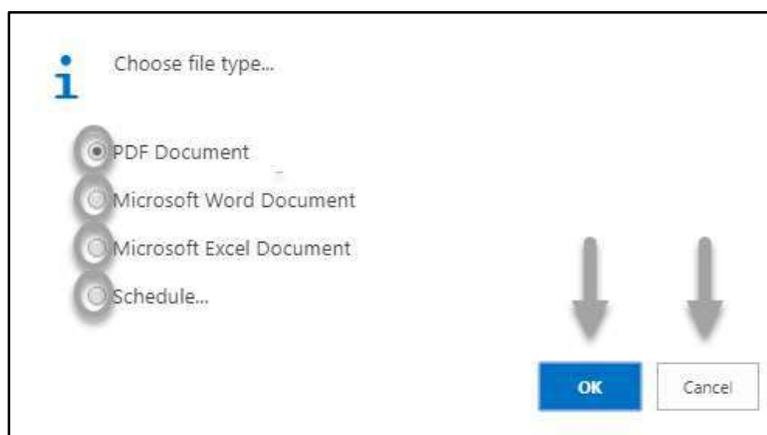
C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.
Office Name will be populated by the system.

NOTE

Here we did not give any Office code, because in report we show full Reporting office cycle.

2. Choose **Send to** take it on PDF, Excel And Word.

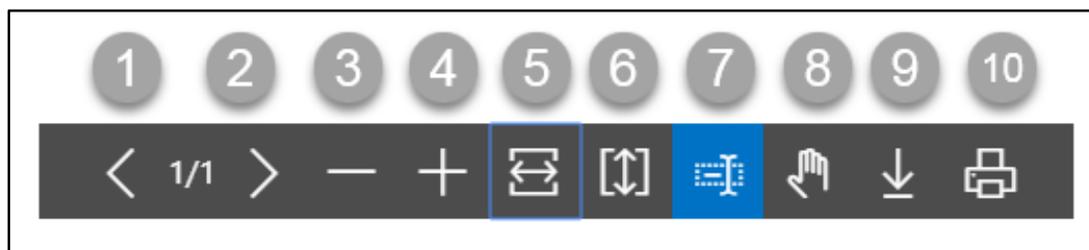


- Click "OK" after select an option.
 - Click "Cancel" to cancel this page.
3. Choose **Print to** print the document.
 4. Choose **Preview** to preview the document.
 5. Choose **Cancel** to close this page.
 6. Click on  button to make it full page.

The following Report will be appeared.

		Date: 05-04-20												
Sample Power Company														
<hr/>														
Office Tree														
Office Name:														
<table border="1"><tr><td> </td></tr><tr><td>Barisal Power Plant</td></tr><tr><td>Chittagong Power Plant</td></tr><tr><td>Corporate Office</td></tr><tr><td> Office of Chief Engineer</td></tr><tr><td> Office of Deputy General Manager</td></tr><tr><td> Office of Executive Director</td></tr><tr><td> Office of General Manager</td></tr><tr><td> Office of Manager</td></tr><tr><td> Office of Managing Director</td></tr><tr><td>Rajshahi Power Plant</td></tr><tr><td>Khulna Power Plant</td></tr></table>				Barisal Power Plant	Chittagong Power Plant	Corporate Office	Office of Chief Engineer	Office of Deputy General Manager	Office of Executive Director	Office of General Manager	Office of Manager	Office of Managing Director	Rajshahi Power Plant	Khulna Power Plant
Barisal Power Plant														
Chittagong Power Plant														
Corporate Office														
Office of Chief Engineer														
Office of Deputy General Manager														
Office of Executive Director														
Office of General Manager														
Office of Manager														
Office of Managing Director														
Rajshahi Power Plant														
Khulna Power Plant														

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 901.24 Vacancy Report

To generate Vacancy report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Vacancy Report" from HR Report Page.

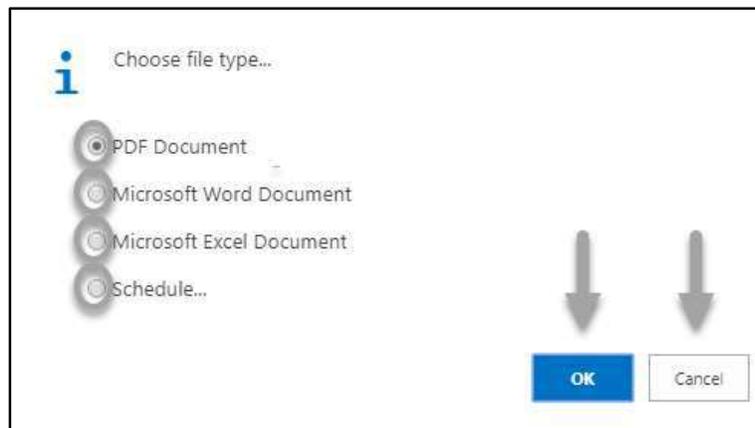


The following **Report Calling Page** will be appeared.

The screenshot shows the 'Edit - Vacancy Report' form. It has a title bar 'Edit - Vacancy Report' and a close button. Below the title bar is a 'Filter Criteria' section. The 'Filter Criteria' section has two rows of input fields. The first row is for 'Office' with a value of '101' and a dropdown arrow. The second row is for 'Designation' with a value of '530' and a dropdown arrow. To the right of these input fields are labels for 'Office Name' (Office of Managin...) and 'Designation Na...' (Driver (Light)). At the bottom of the form are four buttons: 'Send to...', 'Print', 'Preview', and 'Cancel'. Each button has a numbered circle above it: 3, 4, 5, and 6 respectively.

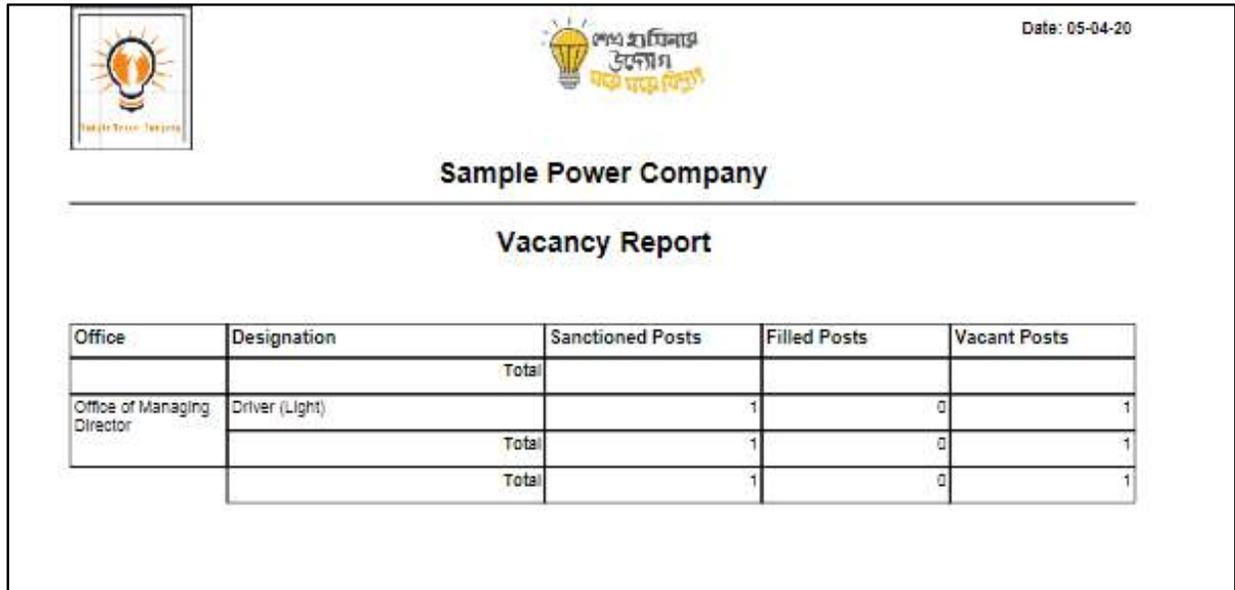
C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.
 - **Office Code: 101**
Office Name will be populated by the system.
2. Choose **Designation ID** from the dropdown by clicking on  button.
 - **Designation Code: 530**
Designation Name will be populated by the system.
3. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page.
4. Choose **Print to** print the document.
 5. Choose **Preview** to preview the document.
 6. Choose **Cancel** to close this page.
 7. Click on  button to make it full page.

The following Report will be appeared.



The image shows a report header for 'Sample Power Company' with a logo on the left and a date '05-04-20' on the right. The report title is 'Vacancy Report'. Below the title is a table with 5 columns: Office, Designation, Sanctioned Posts, Filled Posts, and Vacant Posts. The table contains three rows of data, including a total row for the 'Office of Managing Director'.

Office	Designation	Sanctioned Posts	Filled Posts	Vacant Posts
	Total			
Office of Managing Director	Driver (Light)	1	0	1
	Total	1	0	1
	Total	1	0	1

D. Report Action Bar will be appeared on the report as bellow initially-



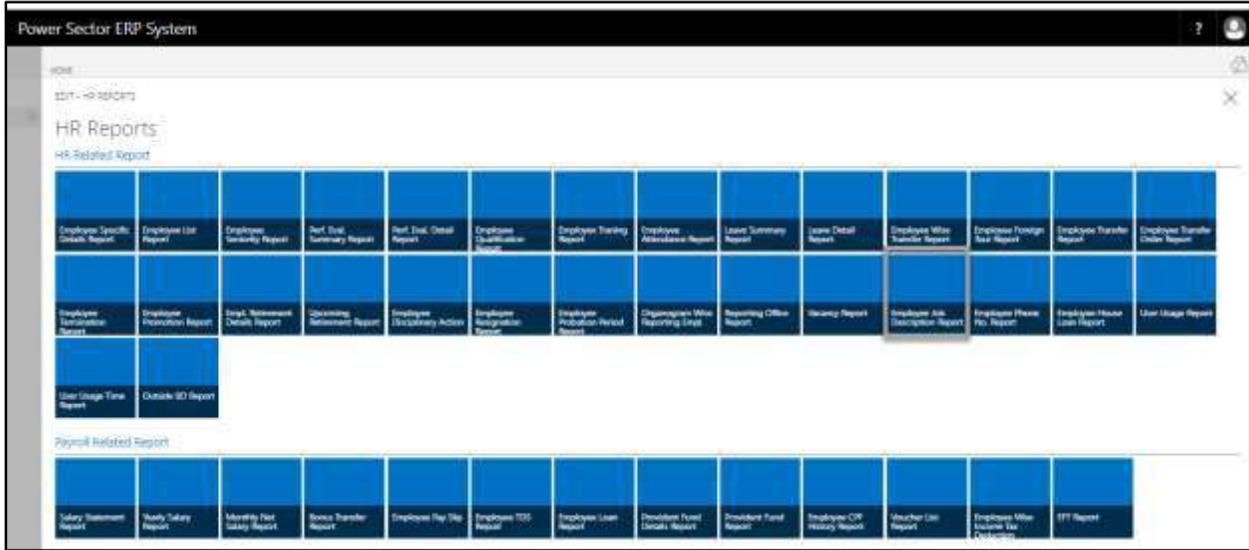
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 901.25 Employee Job Description Report

To generate Employee Job Description report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee Job Description Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

The screenshot shows the 'Edit - Job Description List' report calling page. The page has a title bar 'Edit - Job Description List' and a close button. Below the title bar, there is a section for 'Filter Criteria'. The 'Filter Criteria' section has two rows: 'Office' with a value of '101' and 'Organogram' with a value of 'ORG000004'. To the right of the filter criteria, there are two rows of text: 'Office Name : Office of Managin...' and 'Designation Na... Driver (Light)'. At the bottom of the page, there are four buttons: 'Send to...', 'Print', 'Preview', and 'Cancel'. The buttons are numbered 1 through 6 in circles above them.

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.

- **Office Code: 101**

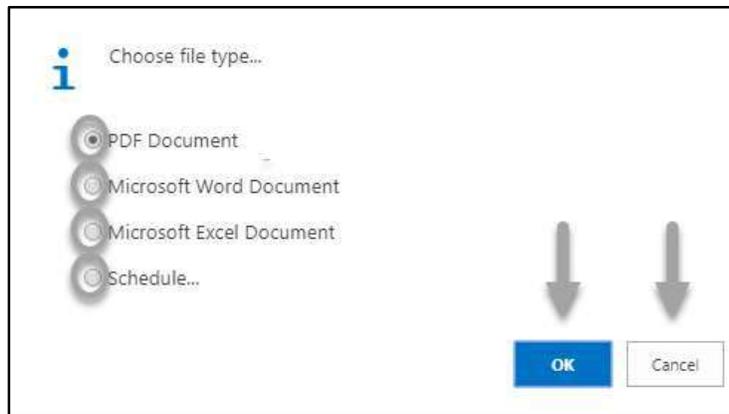
Office Name will be populated by the system.

2. Choose **Organogram Code** from the dropdown by clicking on button.

- **Organogram Code: ORG00004**

Designation Name will be populated by the system.

3. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

4. Choose **Print to** print the document.

5. Choose **Preview** to preview the document.

6. Choose **Cancel** to close this page.

7. Click on  button to make it full page.

The following Report will be appeared.

		Date: 05-04-20
Sample Power Company		
Job Description List		
		Organogram Code : ORG000004
Job Description Code	Job Description	
16	Organizing travel by booking accommodations and reservations needs as required.	
17	Carrying out vehicle maintenance checks	
18	Picking up office purchases or other administrative needs.	
19	Interacting with clients in a professional conduct.	
20	Updating monthly mileage records	
21	Maintaining an organized travel schedule.	
Approved By _____		Authorized By _____

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

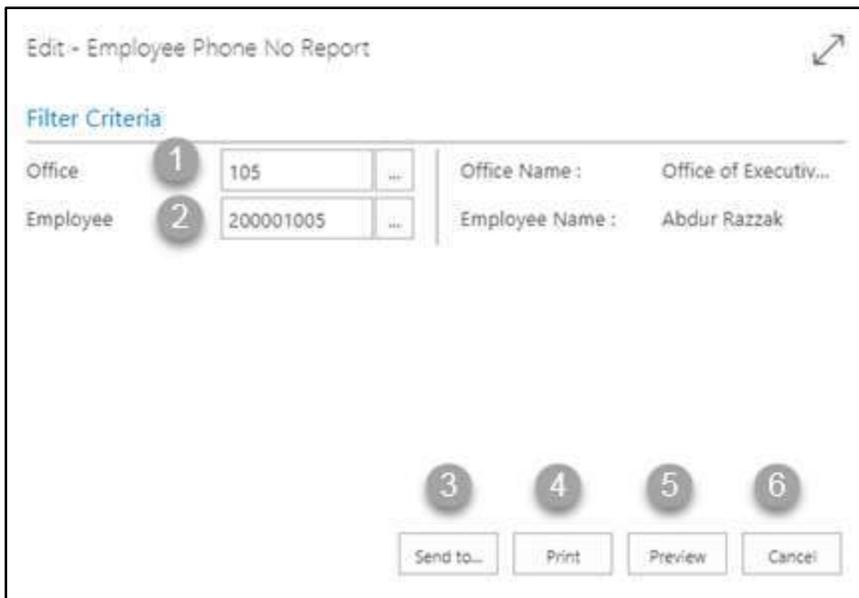
HR 901.26 Employee Phone Number Report

To generate Employee Phone Number report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee Phone Number Report" from HR Report Page.

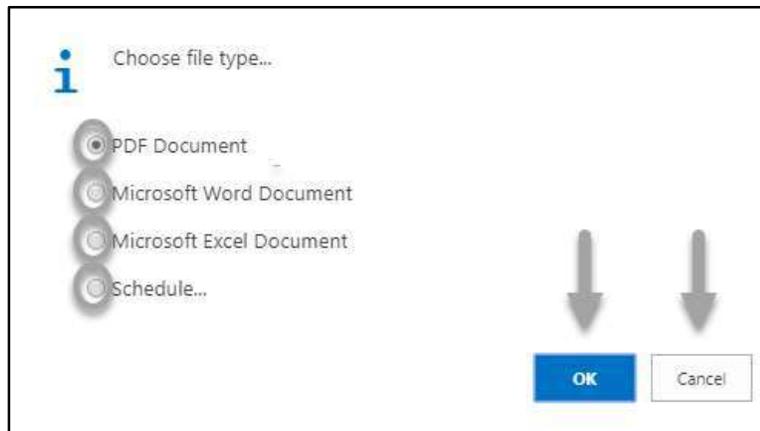


The following **Report Calling Page** will be appeared.



C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.
 - **Office Code: 105**
 - Office Name** will be populated by the system.
2. Choose **Employee ID** from the dropdown by clicking on  button.
 - **Employee ID: 200001005**
 - Employee Name** will be populated by the system.
3. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page.
4. Choose **Print to** print the document.
 5. Choose **Preview** to preview the document.
 6. Choose **Cancel** to close this page.
 7. Click on  button to make it full page.

The following Report will be appeared.



Date: 05-04-20

Sample Power Company

Employee Phone No.

Employee Id	Employee Names	Employee Phone No
200001005	Abdur Razzak	01787346464

D. Actions are chronologically organized as below.



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 901.27 Employee House Loan Report

To generate Employee House Loan report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee House Loan Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

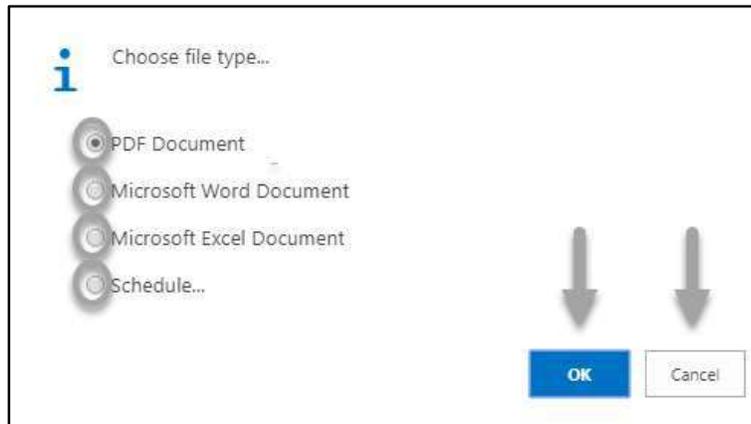
Edit - House Loan Report 

Filter Criteria

Office *	<input type="text"/>	...	Office Name :
Employee *	<input type="text"/>	...	Employee Na...
Outstanding ...	<input type="text"/>	0	
Outstanding l...	<input type="text"/>	0	

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.
 - **Office Code:**
Office Name will be populated by the system.
2. Choose **Employee ID** from the dropdown by clicking on  button.
 - **Employee ID:**
Employee Name will be populated by the system.
3. Choose the **Out Standing Loan** as per your requirement.
 - **Out Standing Loan:**
4. Choose the **Out Standing Interest** as per your requirement.
 - **Out Standing Interest:**
5. Choose **Send to** take it on PDF, Excel And Word.

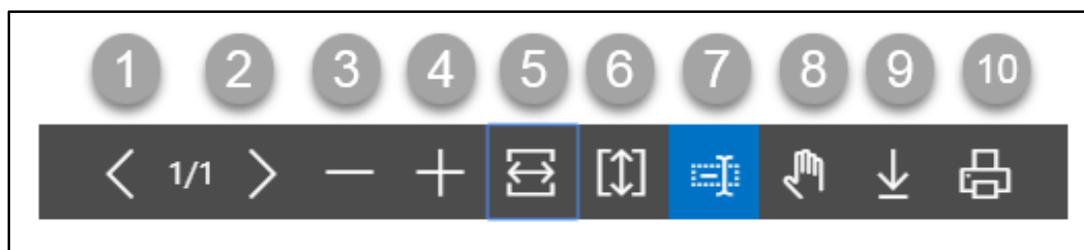


- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
6. Choose **Print to** print the document.
 7. Choose **Preview** to preview the document.
 8. Choose **Cancel** to close this page.
 9. Click on  button to make it full page.

The following Report will be appeared.



D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 901.28 User Usage Report

To generate User Usage report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "User Usage Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

The screenshot shows the 'Edit - User Usage Report' form. The form has a title bar 'Edit - User Usage Report' and a close button. Below the title bar is a 'Filter Criteria' section. The 'Filter Criteria' section has four rows of input fields: 'From Date' (1), 'To Date' (2), 'Office' (3), and 'User' (4). The 'From Date' field is set to '01-04-20' and the 'To Date' field is set to '05-04-20'. Below the 'Filter Criteria' section are four buttons: 'Send to...' (5), 'Print' (6), 'Preview' (7), and 'Cancel' (8).

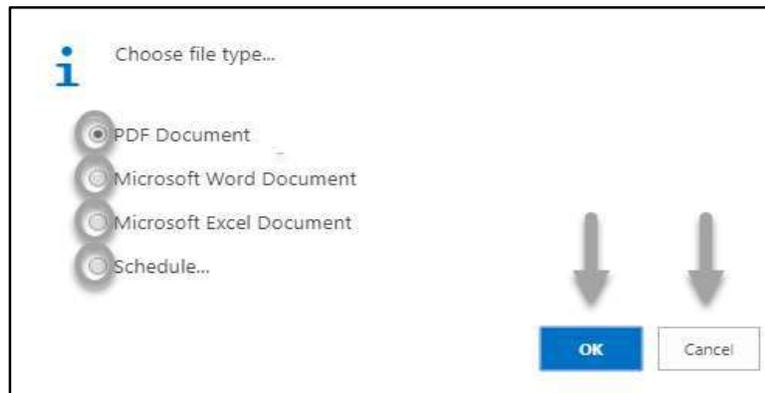
C. Provide below information to view report successfully.

1. Choose the **Date** from the calendar by clicking on  button.
 - From Date: 01-04-20
 - To Date: 05-04-20
2. Choose the **Office** from the dropdown by clicking on  button.
Office Name will be populated by the system.
3. Choose **User ID** from the dropdown by clicking on  button.
User Name will be populated by the system.

NOTE

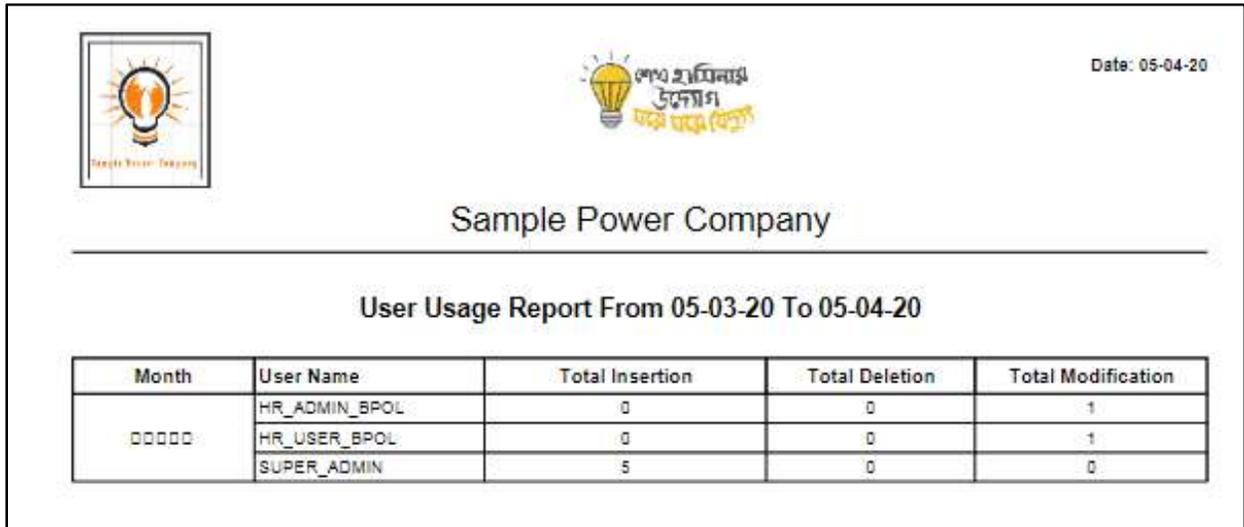
Here we did not select any office or user, Because we show full organization user report.

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page.
5. Choose **Print to** print the document.
 6. Choose **Preview** to preview the document.
 7. Choose **Cancel** to close this page.
 8. Click on  button to make it full page.

The following **Report Calling Page** will be appeared



Month	User Name	Total Insertion	Total Deletion	Total Modification
00000	HR_ADMIN_BPOL	0	0	1
	HR_USER_BPOL	0	0	1
	SUPER_ADMIN	5	0	0

D. Report Action Bar will be appeared on the report as bellow initially-



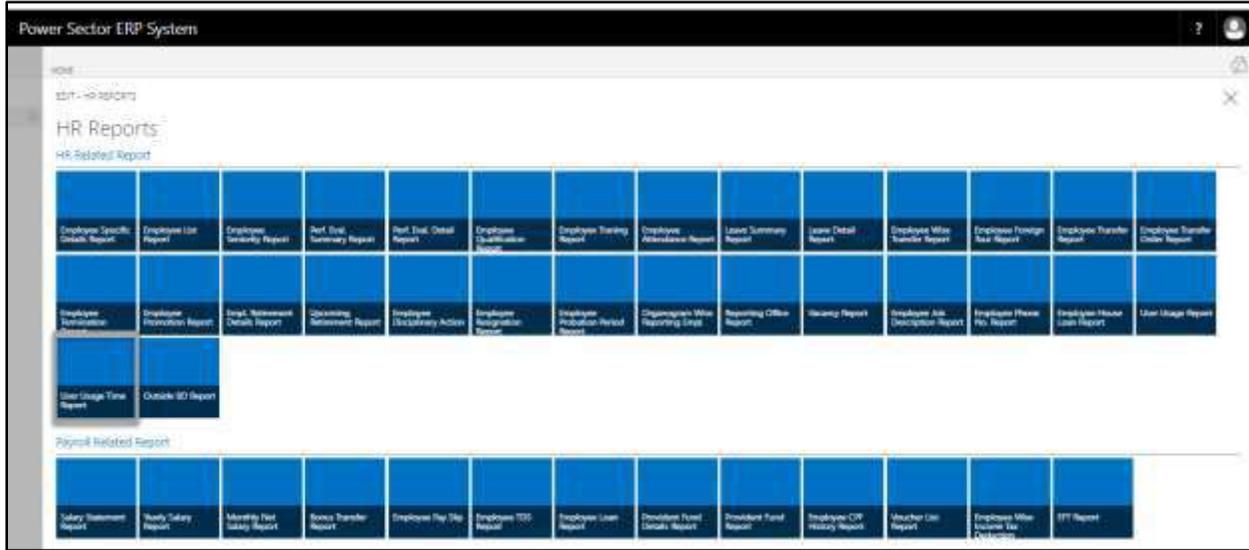
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 901.29 User Usage Time Report

To generate User Usage report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "User Usage Time Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

Edit - User Usage Time Report

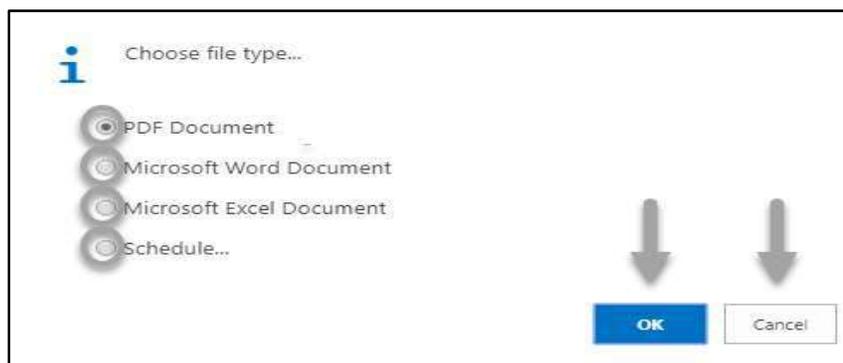
Filter Criteria

Office	1	101	...	Office Name :	Office of Managin...		
Start Date	2	13-03-20	...	End Date	3	13-04-20	...

4 Send to... 5 Print 6 Preview 7 Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on button.
 - **Office Code: 101****Office Name** will be populated by the system.
2. Choose the **Date** from the calendar by clicking on button.
 - **Start Date: 13-03-20**
3. Choose the **Date** from the calendar by clicking on button.
 - **End Date: 13-04-20**
4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
 6. Choose **Preview** to preview the document.
 7. Choose **Cancel** to close this page.
 8. Click on button to make it full page.

The following Report will be appeared.

User Name	Duration
181011052	2 minutes
FA_ADMIN_APSCl	1 hour 14 minutes
FA_ADMIN_BREB	32 minutes
FA_ADMIN_CPGCBL	8 hours 28 minutes
FA_ADMIN_DPOC	8 minutes
FA_ADMIN_NWPGCL	1 day 7 hours 52 minutes
FA_ADMIN_RPCL	1 hour 28 minutes
FA_ADMIN_WZPDCL	4 hours
FA_USER_APSCl	1 hour 4 minutes
FA_USER_BREB	8 hours 24 minutes
FA_USER_WZPDCL	38 minutes
FINANCE_ADMIN_APSCl	10 minutes
FINANCE_ADMIN_BRPL	6 minutes
FINANCE_ADMIN_CPGCBL	4 minutes
FINANCE_ADMIN_NWPGCL	1 hour 58 minutes
HR_ADMIN_APSCl	9 days 4 hours 8 minutes
HR_ADMIN_BPDB	
HR_ADMIN_BPOL	5 days 17 hours 20 minutes
HR_ADMIN_BREB	5 days 2 hours 10 minutes
HR_ADMIN_BRPL	2 days 16 hours 34 minutes
HR_ADMIN_CPGCBL	7 hours 28 minutes
HR_ADMIN_DESCO	1 day 2 hours 54 minutes

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 901.30 Outside BD Report

To generate Outside BD report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Outside BD Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

Edit - Outside BD Report ↗

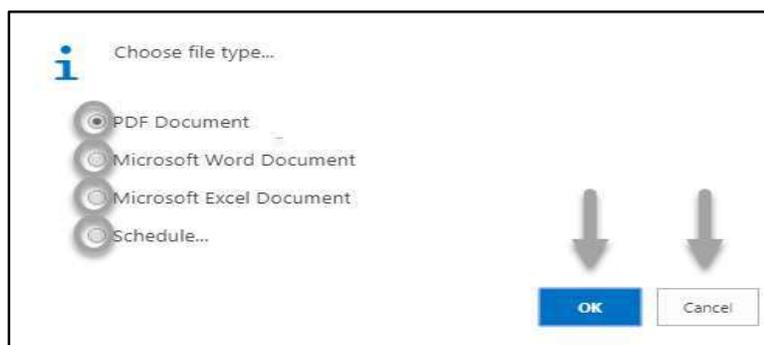
Designation	1	<input type="text" value="240"/>	...	Designation Na...	Assistant Manager
Purpose	2	<input type="text" value="6"/>	...	Purpose Name :	Pre Shipment
Country	3	<input type="text" value="UK"/>	...	Country Name :	United Kingdom
Start Date	4	<input type="text" value="05-04-19"/>	...	End Date	<input type="text" value="05-04-20"/>

5678

Send to...	Print	Preview	Cancel
------------	-------	---------	--------

C. Provide below information to view report successfully.

1. Choose the **Designation Code** from the calendar by clicking on button.
 - **Designation Code: 240****Designation Name** will be populated by the system.
2. Choose the **purpose** from the dropdown by clicking on button.
 - **Purpose Code: 06****Office Name** will be populated by the system.
3. Choose **Country Code** from the dropdown by clicking on button.
 - **Country Code: UK****Country Name** will be populated by the system.
4. Choose **Date** from the calendar by clicking on button.
 - **Start Date:05-04-19**
 - **End Date:05-04-20**
5. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page.
6. Choose **Print to** print the document.
 7. Choose **Preview** to preview the document.
 8. Choose **Cancel** to close this page.
 9. Click on  button to make it full page.

The following Report will be appeared.



Sample Power Company

Employee Outside BD Report From 05-04-2019 to 05-04-2020

Total Employee : 1

Organization	Office Name	Designation	Employee ID	Employee Name	Purpose	Country	Start Date	End Date
BPOL	Office of Executive Director	Assistant Manager	200001149	Taizul Islam Tulu	Pre Shipment	United Kingdom	01-03-2020	10-03-2020
Total					1			

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-902 How To: Generate Payroll Reports

Introduction

This section lists and demonstrates how to generate Payroll related Reports of HR. This section contains –

HR-902.1	Salary Statement report
HR-902.2	Yearly Salary Report
HR-902.3	Monthly net Salary Report
HR-902.4	Bonus Statement Report
HR-902.5	Employee Pay Slip
HR-902.6	Employee TDS Report
HR-902.7	Employee Loan Report
HR-902.8	Employee Provident Fund Details Report
HR-902.9	Provident Fund Summary Report
HR-902.10	Employee CPF History Report
HR-902.11	Voucher List Report
HR-902.12	Employee Wise Income Tax Deduction
HR-902.13	EFT Report

Roles

- Module Admin / User

HR 902.1: Salary Statement Report

To generate Salary Statement Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Salary Statement Report" from HR Report Page.



The following **Report Calling page** will be appeared.

The screenshot shows the 'Edit - Salary Statement Details' form. It includes the following fields and buttons:

- Office: 1 (text input with value 101)
- Include Child Off.: 2 (checkbox)
- Year: 3 (text input with value 2020)
- Office Name: Office of Managin...
- Employment Type: 4 (dropdown menu)
- Month: 5 (dropdown menu with value April)
- Buttons: 6 (Send to...), 7 (Print), 8 (Preview), 9 (Cancel)

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

Office Name will be populated by the system.

2. Choose the **Include Child office** from the Tick mark oration by clicking on  button.

NOTE

Mark in this box, you can generate parents' office with its including child offices.

3. Choose **Year** as per your choice.

- **Year: 2020**

4. Choose **Employment Type** from the Dropdown by clicking on  button.

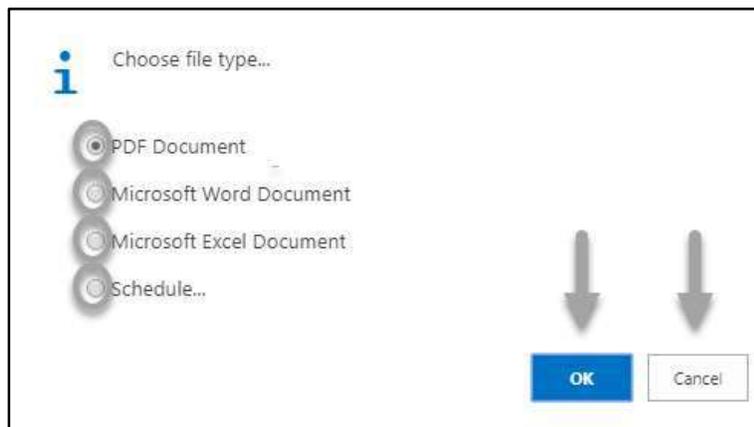
NOTE

From here, you can divide Officers and stuff salary in a single click.

5. Choose **Month** from the Dropdown by clicking on  button.

- **Month: April**

6. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page.

7. Choose **Print** to print the document.
8. Choose **Preview** to preview the document.
9. Choose **Cancel** to close this page.
10. Click on  button to make it full page.

The following Report will be appeared.

Sl. No.	Employee ID	Employee Code	Employee Name	Office Name	Designation	Emp. Type	Basic	House Rent Allowance	Medical Allowance	Transportation Allowance	Electricity Allowance	Shift Duty Allowance	Other Allowance	Gross Pay	CPF Personal Deduction	Kriscof Fund Deduction	Other Deduction	Net Pay	
1	200001003	11001	Sheikh Abdul Latif	Office of Managing Director	Managing Director	Officer	16000	91000			2315	27308	7000	308613	18208	200	0	281213	
2	200001004	11032	Abdullah Al Mansur	Office of Managing Director	Executive Engineer	Officer	91000	54600		5000	1881	13650	0	165001	9100	150	0	156881	
3	200001007	11025	MD. Abdullah Al Mansur	Office of Managing Director	Office Secretary	Staff	29120	17472	3912	3000	1063	4368	0	57055	2912	75	0	54068	
4	200001072	11070	MD. Arsal Chowdhury	Office of Managing Director	Office Secretary	Staff	31369	18622	3137	3000	1063	4708	0	62117	3137	75	0	58904	
5	200001006	11006	Asarul Haque	Office of Managing Director	Driver (Light)	Staff	21030	12978	2163	3000	940	3245	0	43668	2163	50	0	41743	
6	200001056	11050	Mr. Monzur Chowdhury	Office of Managing Director	Driver (Light)	Staff	20000	12000	2000	3000	940	3000	0	40040	2000	50	0	38890	
7	200001141	11139	Sabreen Farze	Office of Managing Director	Driver (Light)	Staff	23390	14034	2339	3000	940	3000	0	47212	2339	50	0	44823	
8	200001084	11082	Mr. Atanuzzaman Chowdhury	Office of Managing Director	Driver (Light)	Staff	21030	12978	2163	3000	940	3245	0	43668	2163	50	0	41743	
Total		Basic = 4,20,139.00		Allowance = 3,51,541.00		Gross = 7,71,680.00		Deduction = 42,715.00		Tax = 0.00		Net = 7,28,965.00							
Approved By _____										Authorized By _____									
Page 1 of 1																			

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

11. Previous Page
12. Next Page
13. Zoom Out
14. Zoom In
15. Fit page to window width
16. Fit full page in window
17. Select Text
18. Pan the document
19. Download to file
20. Print

HR 902.2: Yearly Salary Report

To generate Yearly Salary Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Yearly Salary Report" from HR Report Page.



The following **Report Calling** page will be appeared.

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

Office Name will be populated by the system.

2. Choose the **Employee** from the calendar by clicking on  button.

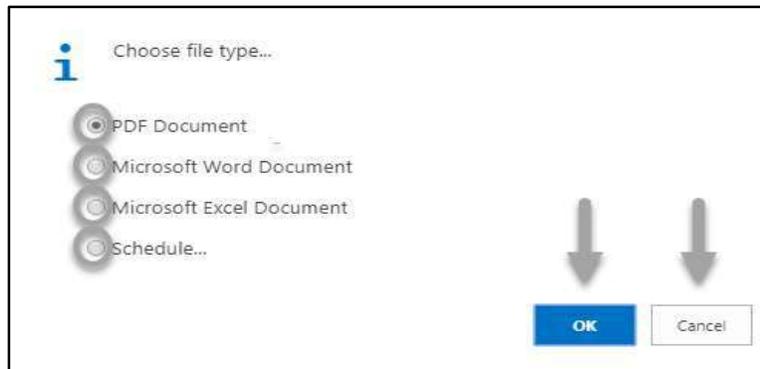
- **Employee Code: 200001007**

Employee Name will be populated by the system.

3. Choose **Salary Year** as per your choice.

- **Year: 2019**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

5. Choose **Print to** print the document.

6. Choose **Preview** to preview the document.

7. Choose **Cancel** to close this page.

8. Click on  button to make it full page.

The following Report will be appeared.

Date: 10-04-20




Sample Power Company

Salary Statement Of MD. Abdullah Al Mamun For The Year 2019

Type	January	February	March	April	May	June	July	August	September	October	November	December
Basic	29120	29120	29120	29120	29120	29120	29120	29120	29120	29120	29120	29120
Electricity Allowance	1083	1083	1083	1083	1083	1083	1083	1083	1083	1083	1083	1083
House Rent Allowance	17472	17472	17472	17472	17472	17472	17472	17472	17472	17472	17472	17472
Medical Allowance	2912	2912	2912	2912	2912	2912	2912	2912	2912	2912	2912	2912
Shift Duty Allowance	4368	4368	4368	4368	4368	4368	4368	4368	4368	4368	4368	4368
Transportation Allowance	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000
Other Allowance	0	0	0	0	0	0	0	0	0	0	0	0
Gross	57955											
CPF Personal Deduction	2912	2912	2912	2912	2912	2912	2912	2912	2912	2912	2912	2912
Kriscop Fund Deduction	75	75	75	75	75	75	75	75	75	75	75	75
Other Deduction	0	0	0	0	0	0	0	0	0	0	0	0
Other TDS	0	0	0	0	0	0	0	0	0	0	0	0
Net Pay	54968											

Approved By

Authorized By

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 902.3: Monthly Net Salary Report

To generate Monthly Net Salary Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Monthly Net Salary Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Monthly Net Salary Report

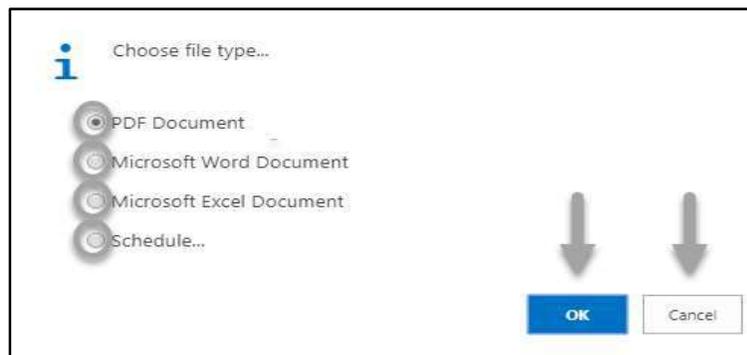
Filter Criteria

Office	1	101	...	Office Name :	Office of Managin...
Salary Year	2	2020		Salary Month	3 April

4 Send to... 5 Print 6 Preview 7 Cancel

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.
 - **Office Code: 101****Office Name** will be populated by the system.
2. Choose **Salary Year** as per your choice.
 - **Year: 2020**
3. Choose **Salary Month** from the Dropdown by clicking on  button.
 - **Month: April**
4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
 6. Choose **Preview** to preview the document.
 7. Choose **Cancel** to close this page.
 8. Click on  button to make it full page.

The following Report will be appeared.

		Date: 10-04-20		
Sample Power Company				
Employee Salary Report For The Month Of April Year - 2020				
Office of Managing Director				
Sl. No.	Employee ID	Employee Name	Designation	Net Pay
1	200001003	Shaikh Abdul Latif	Managing Director	2,91,213
2	200001094	Abdullah Al Mamun	Executive Engineer	1,56,681
3	200001007	MD. Abdullah Al Mamun	Office Secretary	54,968
4	200001072	Md. Amirul Chowdhury	Office Secretary	58,904
5	200001008	Anamul Haque	Driver (Light)	41,743
6	200001058	Md. Monjurul Chowdhury	Driver (Light)	38,890
7	200001141	Sabnam Fariya	Driver (Light)	44,823
8	200001084	Md. Aktaruzzaman chowdhury	Driver (Light)	41,743
			Total	7,28,965
_____ Approved By		_____ Authorized By		

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 902.4: Festival Bonus Statement Report

To generate Festival Bonus Statement Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Bonus Transfer Report" from HR Report Page.



The following **Report Calling page** will be appeared.



C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on button.

- **Office Code: 101**

Office Name will be populated by the system.

2. Choose the **Bonus** from the calendar by clicking on button.

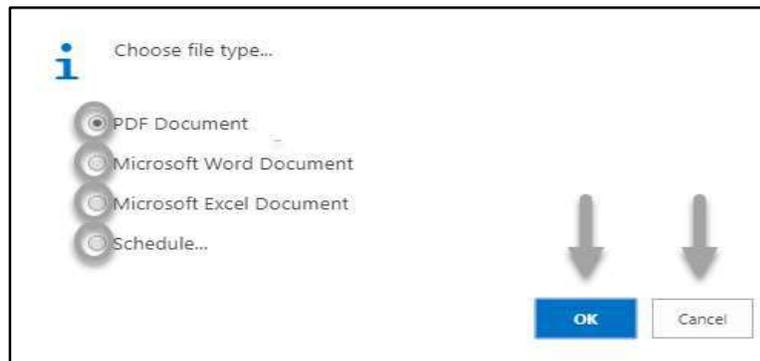
- **Bonus Code: Bonus003**

Bonus Name will be populated by the system.

3. Choose **Year** as per your choice.

- **Year: 2020**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

5. Choose **Print to** print the document.

6. Choose **Preview** to preview the document.

7. Choose **Cancel** to close this page.

8. Click on button to make it full page.

The following Report will be appeared.

Date: 10-04-20

Sample Power Company

Officials and Staffs Bonus Transfer Report Of Bengali New Year For The Year 2020

Office of Managing Director

Debit Account	Credit Account	Employee ID	Employee Name	Designation	Transfer Amount
Dhaka Bank Ltd : 12332156778	1254231551	200001003	Shaikh Abdul Latif	Managing Director	36,400
Dhaka Bank Ltd : 12332156778	1254231555	200001007	MD. Abdullah Al Mamun	Office Secretary	5,824
Dhaka Bank Ltd : 12332156778	1254231556	200001008	Anamul Haque	Driver (Light)	4,326
Dhaka Bank Ltd : 12332156778	1254231606	200001058	Md. Monjurul Chowdhury	Driver (Light)	4,000
Dhaka Bank Ltd : 12332156778	1254231620	200001072	Md. Amirul Chowdhury	Office Secretary	6,298
Dhaka Bank Ltd : 12332156778	1254231632	200001084	Md. Aktaruzzaman chowdhury	Driver (Light)	4,326
Dhaka Bank Ltd : 12332156778	1254231642	200001094	Abdullah Al Mamun	Executive Engineer	18,200
Dhaka Bank Ltd : 12332156778	1254231689	200001141	Sabnam Farlya	Driver (Light)	4,678
Total					84,052

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 902.5: Employee Pay Slip Report

To generate Employee Pay Slip Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Pay Slip Report" from HR Report Page.



The following **Report Calling** page will be appeared.

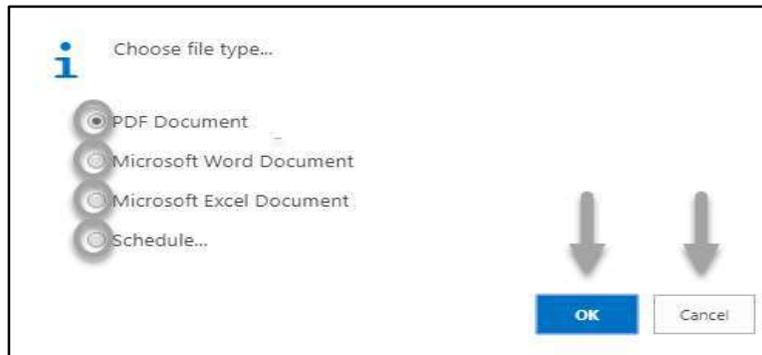
The screenshot shows the 'Edit - Salary Pay Slip' report calling page. The page has a title bar 'Edit - Salary Pay Slip' with a refresh icon. Below the title bar is a 'Pay Slip Filter' section. The filter section contains the following fields and values:

Office	1	101	...	Office Name :	Office of Managing ...
Employee	2	200001007	...	Employee Name :	MD. Abdullah Al Ma...
Year	3	2020		Month	4 April

Below the filter section are four buttons: 'Send to...' (5), 'Print' (6), 'Preview' (7), and 'Cancel' (8).

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.
 - **Office Code: 101****Office Name** will be populated by the system.
2. Choose the **Employee Code** from the calendar by clicking on  button.
 - **Employee Code: 2000010107****Employee Name** will be populated by the system.
3. Choose **Year** as per your choice.
 - **Year: 2020**
4. Choose **Month** from the Dropdown by clicking on  button.
 - **Month: April**
5. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page
6. Choose **Print to** print the document.
 7. Choose **Preview** to preview the document.
 8. Choose **Cancel** to close this page.
 9. Click on  button to make it full page.

The following Report will be appeared.

Date: 11-04-20



Sample Power Company

Pay Slip For The Month of April - 2020

Office of Managing Director

Employee ID : 200001007 Basic : 29,120.00
Employee Name : MD. Abdullah Al Mamsun
Designation : Office Secretary

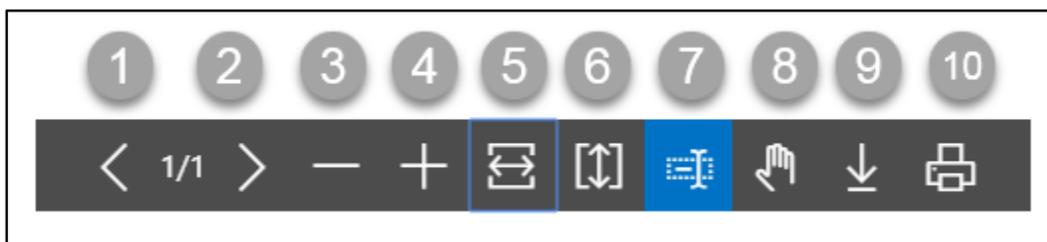
Salary Particulars	Allowances	Deductions
Basic	: 29,120.00	
Electricity Allowance	: 1,083.00	
House Rent Allowance	: 17,472.00	
Medical Allowance	: 2,912.00	
Shift Duty Allowance	: 4,368.00	
Transportation Allowance	: 3,000.00	
CPF Personal Deduction		2,912.00
Kriscop Fund Deduction		75.00
Total :	57,955.00	2,987.00

Net Payable : **54,968** (**** FIFTY FOUR THOUSAND NINE HUNDRED SIXTY EIGHT TAKA ONLY)

Accountant (Payroll)
Date: 11-04-2020

Assistant Director (Payroll)
Date: 11-04-2020

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 902.6 Employee TDS Report

To generate Employee TDS Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee TDS Report" from HR Report Page.



The following **Report Calling page** will be appeared.

The screenshot shows the 'Edit - Salary TDS Report' form. The form contains filter criteria for Office, Year, Office Name, and Month. The Office field is set to '101', the Year field is set to '2020', the Office Name field is set to 'Office of Managin...', and the Month field is set to 'April'. There are also buttons for 'Send to...', 'Print', 'Preview', and 'Cancel'.

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

Office Name will be populated by the system.

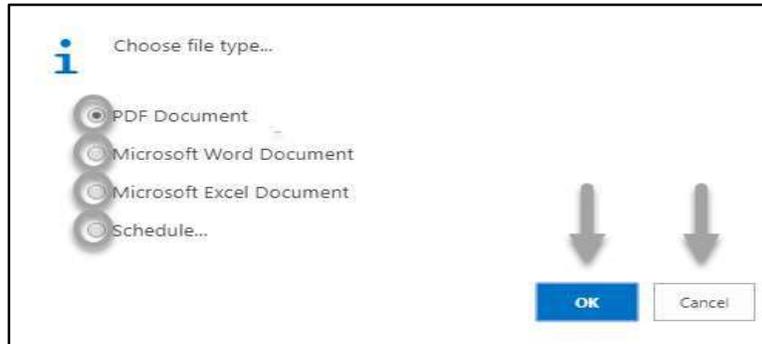
2. Choose **Year** as per your choice.

- **Year: 2020**

3. Choose **Month** from the Dropdown by clicking on  button.

- **Month: April**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page.

5. Choose **Print to** print the document.

6. Choose **Preview** to preview the document.

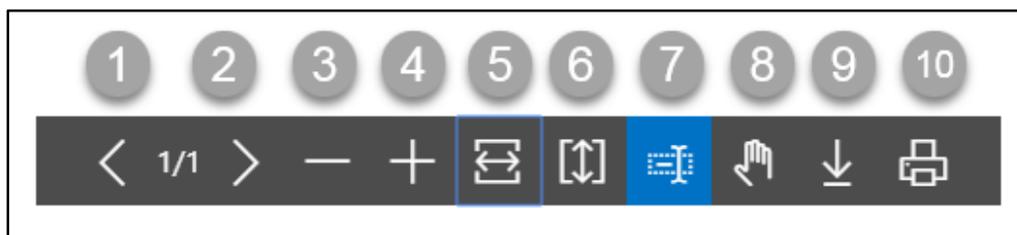
7. Choose **Cancel** to close this page.

8. Click on  button to make it full page.

The following Report will be appeared.

		Date: 12-04-20			
Sample Power Company					
Income TAX Deduction Statement For The Month Of April - 2020					
Sl. No.	Employee ID	Employee Name	Designation	TIN No.	TDS
1	200001141	Sabnam Fariya	Driver (Light)	815618165671	2,300
2	200001094	Abdullah Al Mamun	Executive Engineer	749883806695	4,500
3	200001084	Md. Aktaruzzaman chowdhury	Driver (Light)		2,100
4	200001072	Md. Amirul Chowdhury	Office Secretary	579738793229	3,100
5	200001058	Md. Monjurul Chowdhury	Driver (Light)	876744612098	2,000
6	200001008	Anamul Haque	Driver (Light)	654447322710	2,100
7	200001007	MD. Abdullah Al Mamun	Office Secretary		2,900
8	200001003	Shakh Abdul Latif	Managing Director	689464614292	7,500
			Total		26,500
Approved By _____			Authorized By _____		

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 902.7 Employee Loan Report

To generate Employee Loan Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Loan Report" from HR Report Page.



The following **Report Calling page** will be appeared.

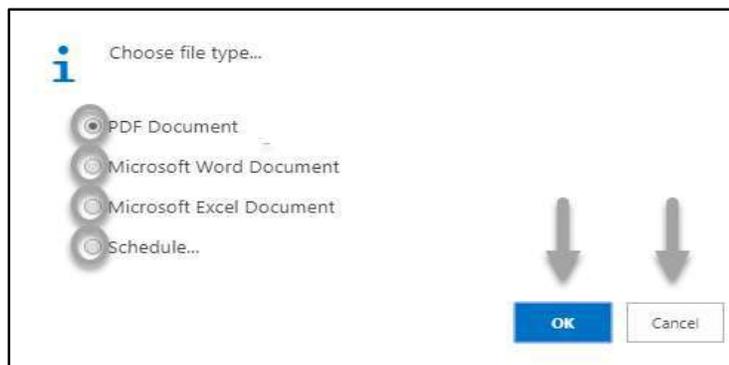
Edit - Loan Management Report 

Filter Criteria

Office	<input type="text"/>	...	Office Name :
Employee	<input type="text"/>	...	Employee Na...
Year	<input type="text" value="2020"/>		
Month	<input type="text" value="April"/>	▼	
Loan Category	<input type="text"/>	▼	

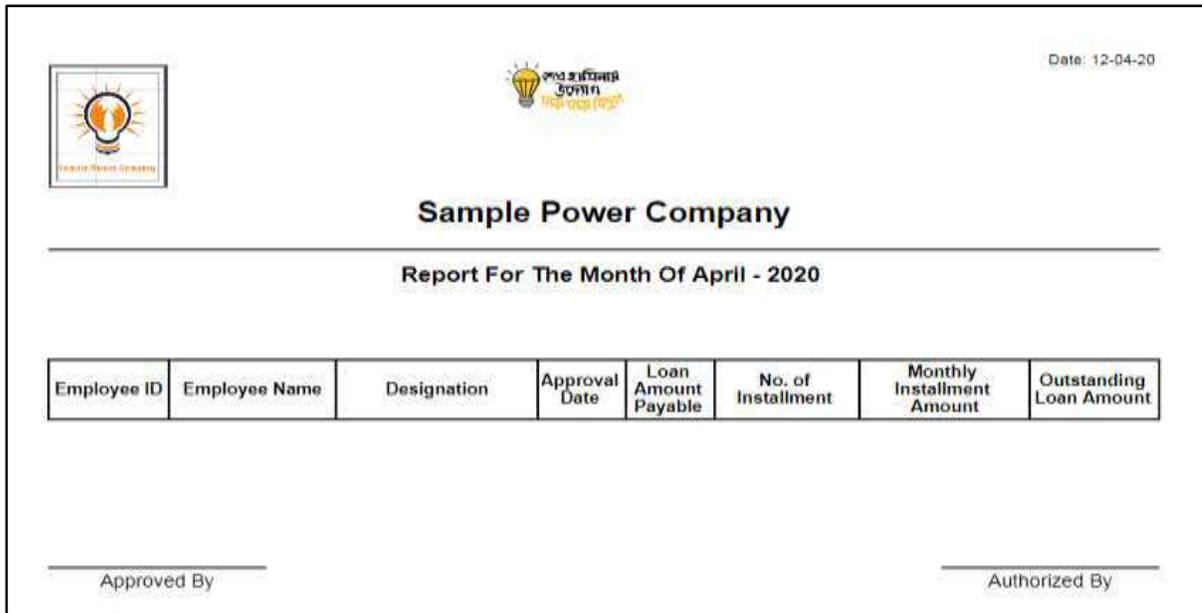
C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.
 - **Office Code:**
Office Name will be populated by the system.
2. Choose the **Employee** from the calendar by clicking on  button.
 - **Employee Code:**
Employee Name will be populated by the system.
3. Choose **Year** as per your choice.
 - **Year: 2020**
4. Choose **Month** from the Dropdown by clicking on  button.
 - **Month: April**
5. Choose **Loan Category** from the Dropdown by clicking on  button.
 - **Loan Category:**
6. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page.
7. Choose **Print to** print the document.
 8. Choose **Preview** to preview the document.
 9. Choose **Cancel** to close this page.
 10. Click on  button to make it full page.

The following Report will be appeared.



Employee ID	Employee Name	Designation	Approval Date	Loan Amount Payable	No. of Installment	Monthly Installment Amount	Outstanding Loan Amount
-------------	---------------	-------------	---------------	---------------------	--------------------	----------------------------	-------------------------

Approved By _____ Authorized By _____

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 902.8 Employee Provident Fund Details Report

To generate Provident Fund Detail Report of a specific employee, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Provident Fund Details Report" from HR Report Page.



The following **Report Calling page** will be appeared.



C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

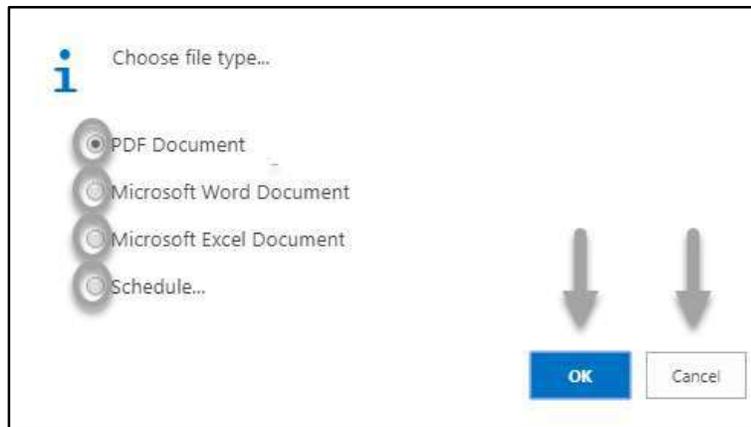
Office Name will be populated by the system.

2. Choose the **Employee** from the calendar by clicking on  button.

- **Employee Code: 2000010107**

Employee Name will be populated by the system.

3. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

4. Choose **Print to** print the document.

5. Choose **Preview** to preview the document.

6. Choose **Cancel** to close this page.

7. Click on  button to make it full page.

The following Report will be appeared.


Sample Power Company

Date: 11-04-20


Provident Fund Report Of MD. Abdullah Al Mamun

Employee ID	Office Name	Designation	Joining Date	Personal Contribution	Company Contribution
200001007	Office of Managing Director	Office Secretary	06-13-2013	2912	0

Approved By

Authorized By

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 902.9 Provident Fund Summary Report

To generate Provident Fund Summary Report of a specific office or full organization for a specific period, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Provident Fund Report" from HR Report Page.



The following **Report Calling page** will be appeared.

The screenshot shows the 'Edit - Provident Fund Report' form. It includes the following fields and buttons:

- Filter Criteria:**
- Office:** 101 (with a dropdown arrow)
- Year:** 2020
- Office Name:** Office of Managin...
- Month:** April (with a dropdown arrow)
- Buttons:** Send to..., Print, Preview, Cancel

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

Office Name will be populated by the system.

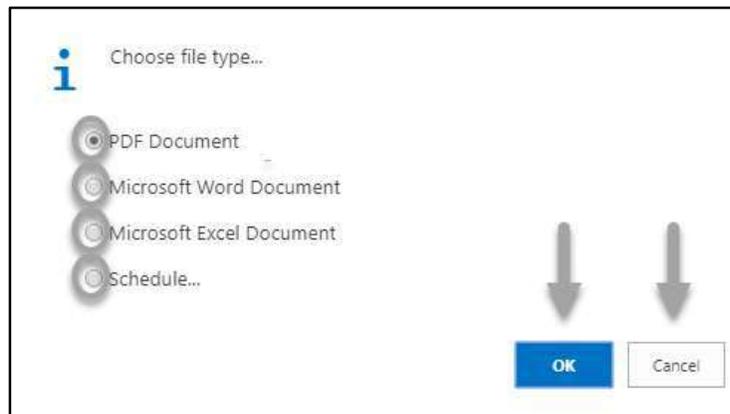
2. Choose **Year** as per your choice.

- **Year: 2020**

3. Choose **Month** from the Dropdown by clicking on  button.

- **Month: April**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page.

5. Choose **Print to** print the document.

6. Choose **Preview** to preview the document.

7. Choose **Cancel** to close this page.

8. Click on  button to make it full page.

The following Report will be appeared.

Date: 11-04-20




Sample Power Company

Provident Fund Report For The Month Of April - 2020

Office of Managing Director

Employee ID	Employee Name	Designation	Joining Date	Personal Contribution	Company Contribution
200001007	MD. Abdullah Al Mamun	Office Secretary	13-06-13	2,912	0
200001003	Shaikh Abdul Latif	Managing Director	22-08-05	18,200	0
200001007	MD. Abdullah Al Mamun	Office Secretary	13-06-13	2,912	0
200001008	Anamul Haque	Driver (Light)	01-01-03	2,163	0
200001008	Anamul Haque	Driver (Light)	01-01-03	0	0
200001058	Md. Monjurul Chowdhury	Driver (Light)	07-08-05	2,000	0
200001072	Md. Aminul Chowdhury	Office Secretary	30-07-15	3,137	0
200001084	Md. Aktaruzzaman chowdhury	Driver (Light)	03-12-18	2,163	0
200001094	Abdullah Al Mamun	Executive Engineer	15-08-05	9,100	0
200001141	Sabnam Fariya	Driver (Light)	02-05-16	2,339	0
200001003	Shaikh Abdul Latif	Managing Director	22-08-05	18,200	0
200001007	MD. Abdullah Al Mamun	Office Secretary	13-06-13	2,912	0
200001008	Anamul Haque	Driver (Light)	01-01-03	2,163	0
200001008	Anamul Haque	Driver (Light)	01-01-03	0	0
200001058	Md. Monjurul Chowdhury	Driver (Light)	07-08-05	2,000	0
200001072	Md. Aminul Chowdhury	Office Secretary	30-07-15	3,137	0
200001084	Md. Aktaruzzaman chowdhury	Driver (Light)	03-12-18	2,163	0
200001094	Abdullah Al Mamun	Executive Engineer	15-08-05	9,100	0
200001141	Sabnam Fariya	Driver (Light)	02-05-16	2,339	0
Total				86,940	0

Approved By _____

Authorized By _____

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 902.10 Employee CPF History Report

To generate Employee CPF History Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee CPF History Report" from HR Report Page.



The following **Report Calling** page will be appeared.

The screenshot shows the 'Edit - Employee CPF History Report' form. It has a title bar with 'Edit - Employee CPF History Report' and a refresh icon. Below the title is a 'Filter Criteria' section with three input fields: 'Office' (101), 'Employee' (200001007), and 'Year' (2020). To the right of these fields are two text labels: 'Office Name: Office of Managing ...' and 'Employee Name: MD. Abdullah Al Ma...'. At the bottom of the form, there are four buttons: 'Send to...' (with a circular icon containing the number 4), 'Print' (with a circular icon containing the number 5), 'Preview' (with a circular icon containing the number 6), and 'Cancel' (with a circular icon containing the number 7).

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

Office Name will be populated by the system.

2. Choose the **Employee** from the calendar by clicking on  button.

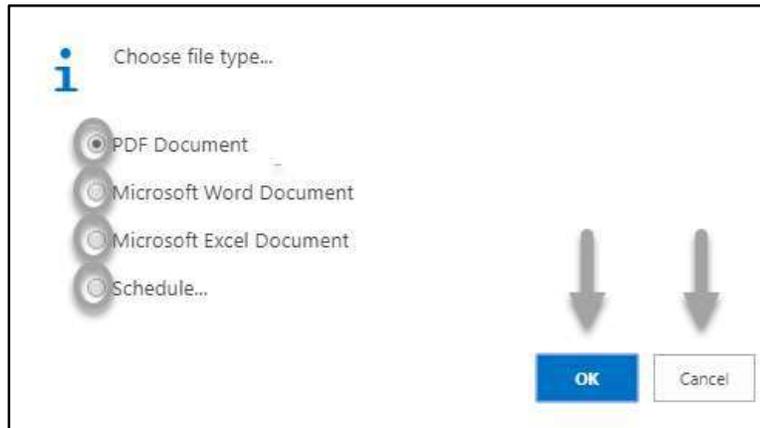
- **Employee Code: 200001007**

Employee Name will be populated by the system.

3. Choose **Year** as per your choice.

- **Year: 2020**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page.

5. Choose **Print to** print the document.

6. Choose **Preview** to preview the document.

7. Choose **Cancel** to close this page.

8. Click on  button to make it full page.

The following Report will be appeared.



Date: 11-04-20

Sample Power Company

Employee CPF History Report

Year	Month	Employee ID	Employee Name	Office Name	Designation	Detail Type	Amount
2020	January	200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Deduction	2912
Total Amount							2912
2020	February	200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Deduction	2912
Total Amount							2912
2020	March	200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Deduction	2912
Total Amount							2912
2020	April	200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Deduction	2912
Total Amount							2912

Approved By _____ Authorized By _____

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 902.11 Voucher List Report

To generate Voucher List Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Voucher List Report" from HR Report Page.



The following **Report Calling page** will be appeared.

The screenshot shows the 'Edit - Employee Voucher List Report' form. It includes a 'Filter Criteria' section with the following fields:

- Office: ...
- Office Name:
- From Date: * ...
- To Date: * ...

At the bottom of the form, there are four buttons: 'Send to...', 'Print', 'Preview', and 'Cancel'.

C. Provide below information to view report successfully.

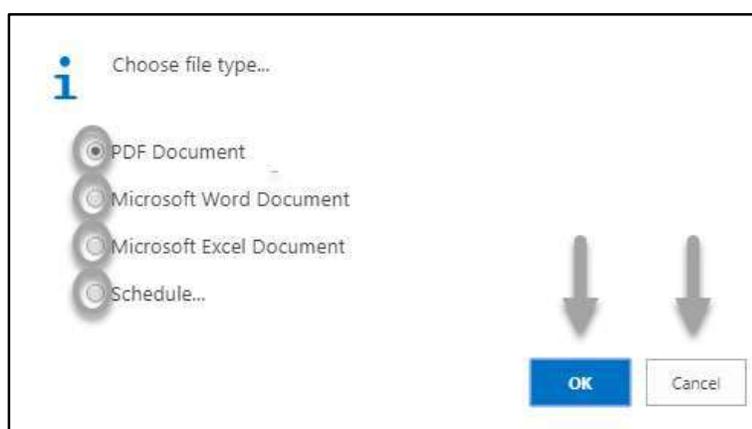
1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code:**
Office Name will be populated by the system.

2. Choose **Date** as per your choice.

- **From Date:**
- **To Date:**

3. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page.

4. Choose **Print to** print the document.

5. Choose **Preview** to preview the document.

6. Choose **Cancel** to close this page.

7. Click on  button to make it full page.

The following Report will be appeared.



Sample Power Company



সম্পদ শক্তি
উন্নয়ন

Date: 13-04-20

Sample Power Company

Employee Voucher List From 01-04-2020 To 30-04-2020

Rajshahi Power Plant

Voucher Date	Employee ID	Employee Name	Voucher Purpose	Description	Amount	Type
Total						

Approved By

Authorized By

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 902.12 Employee Wise Income Tax Deduction Report

To generate Employee Qualification Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Wise Income Tax Deduction Report" from HR Report Page.

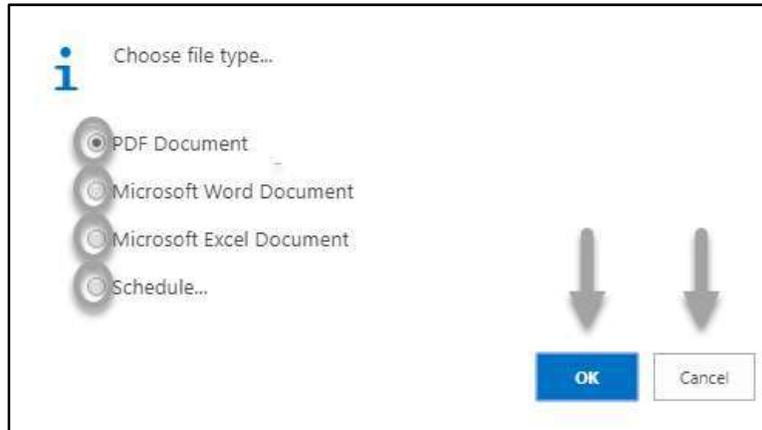


The following **Report Calling** page will be appeared.

The screenshot shows the 'Edit - Person Income Tax Deduction' report calling page. The page has a title bar with the text 'Edit - Person Income Tax Deduction' and a refresh icon. Below the title bar is a section titled 'Filter Criteria'. The filter criteria are: Office (1) 101, Employee (2) 200001007, and Generation Date (3) 01-04-20. The Employee Name is MD. Abdullah Al M... The page also has buttons for Send to..., Print, Preview, and Cancel.

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on button.
 - **Office Code: 101**
 - Office Name** will be populated by the system.
2. Choose the **Employee** from the calendar by clicking on button.
 - **Employee Code: 200001007**
 - Employee Name** will be populated by the system.
3. Choose the **Generation Date** from the calendar by clicking on button.
 - **Generation Date: 01-04-20**
4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
 - Click "Cancel" to cancel this page.
5. Choose **Print to** print the document.
 6. Choose **Preview** to preview the document.
 7. Choose **Cancel** to close this page.
 8. Click on button to make it full page.

The following Report will be appeared.

				Date: 13-04-20	
Sample Power Company				Office of Managing Director Sample Power Company	
				Telephone No: Email:	
Memo No-				Employee ID : 200001007 Generation Date : 01-04-20	
Date: 13-04-20					
Certificate of deduction of tax under section 50 (1B) on income chargeable under the head "Salaries" for the year ended as on 30-06-20					
Name of the Employee	Name of the Office	Designation	Taxpayer's Identification Number	Amount of Tax Deducted (Taka)	Remarks
MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary		2900	
Taka in figure: **** TWO THOUSAND NINE HUNDRED TAKA ONLY					

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR 902.13 EFTN Report

To generate EFTN Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "EFT Report" from HR Report Page.



The following **Report Calling page** will be appeared.

The 'Edit - EFT Report' form contains the following fields and callouts:

- 1: Office Code (101)
- Office Name: Office of Managing ...
- 2: Memo No. (343)
- 3: Bank (BANK001)
- 4: Bank Name (Dhaka Bank Ltd)
- 5: STD A/C No. (12332156778)
- 6: To (Head Of Accounts)
- 7: Salary Month - Year (2020)
- 8: Salary Month - Month (January)
- 9: Signature
- 10: Send to... button
- 11: Print button
- 12: Preview button
- 13: Cancel button

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

Office Name will be populated by the system.

2. Choose the **Memo No.** as per your choice.

- **Memo No: 343**

NOTE

Select Memo Number as per your organization policy.

3. Choose the **Office Code** from the calendar by clicking on  button.

- **Bank Name: BANK101**

4. **Bank Name** will be populated by the system.

5. **STD A/C NO.** will be populated by the system.

6. Choose the **TO** as per your choice.

- **To: Head of Accounts**

NOTE

Select To as per your organization policy whom you want to send this report.

7. Choose the **Year** as per your choice.

- **Year: 2020**

8. Choose the **Month** from the Dropdown by clicking on  button.

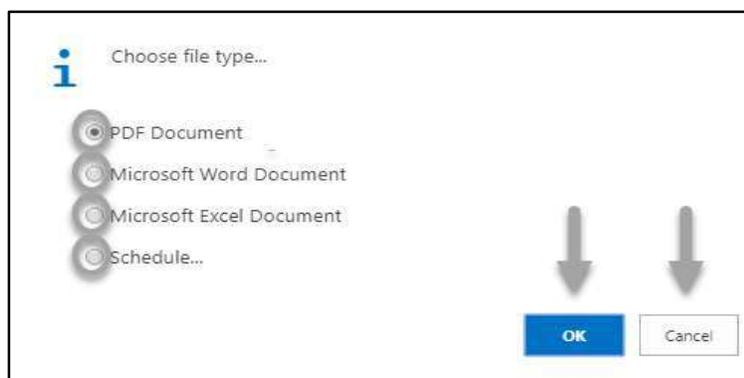
- **Month: April**

9. Choose the **Signature** as per your choice.

NOTE

Select Signature as per your organization policy.

10. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

11. Choose **Print to** print the document.
12. Choose **Preview** to preview the document.
13. Choose **Cancel** to close this page.
14. Click on  button to make it full page.

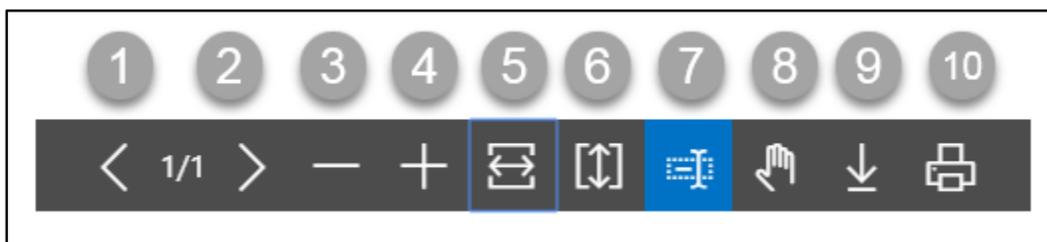
User Manual for HR Module, ERP System for Power Division

The following Report will be appeared.

SL No.	Name	Designation	Bank A/C No	Amount (Taka)
1	Shaikh Abdul Latif	Managing Director	1254231551	2,91,213.00
2	Abu Nasser Sohel	Executive Director	1254231552	2,56,911.00
3	Abdur Razzak	Executive Director	1254231553	2,77,294.00
4	Abdul Mazid	Executive Director	1254231554	2,36,063.00
5	MD. Abdullah Al Mamun	Office Secretary	1254231555	54,968.00
6	Anamul Haque	Driver (Light)	1254231556	41,743.00
7	Samsul Rahman	Manager	1254231557	1,82,190.00
8	Naser Talukder	Office Assistant	1254231558	49,508.00
9	Md. Adnan Khondoker	Office Assistant	1254231559	51,328.00
10	Mr. Muhammad Monowar Hossain Mojumder	Office Assistant	1254231560	53,218.00
11	Saifulah Khaled	Chief Engineer	1254231562	2,05,781.00
12	Mohammad Liton Khadem	Manager	1254231563	1,62,687.00
13	Md. Abdul Halim	Manager	1254231564	1,68,941.00

Page 1 of 5

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

HR-1000 Dashboard

Introduction

This process demonstrates how to view HR Operational Dashboards which can assist top management in decision making.

The operational dashboard is divided into 2 sections -

- HR-1001 HR Management Dashboard.
- HR-1002 HR Financial Dashboard.

Roles

- Module Admin

Prerequisites

- HR Operational live data in the system

HR-1001 How to: View HR Management Dashboard

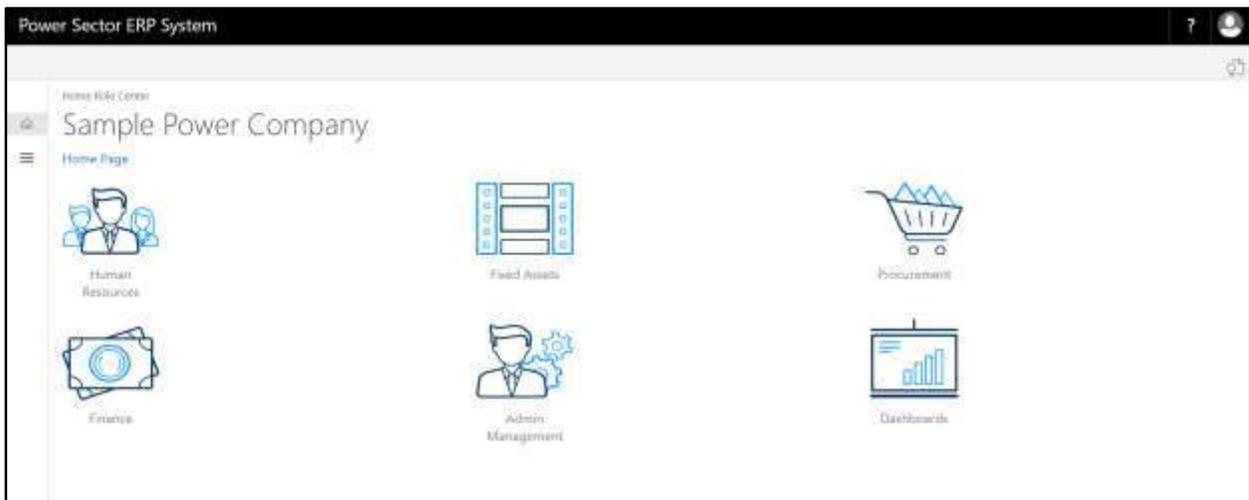
Introduction

HR Management Dashboard shows graphs on selected KPIs on HR core functions.

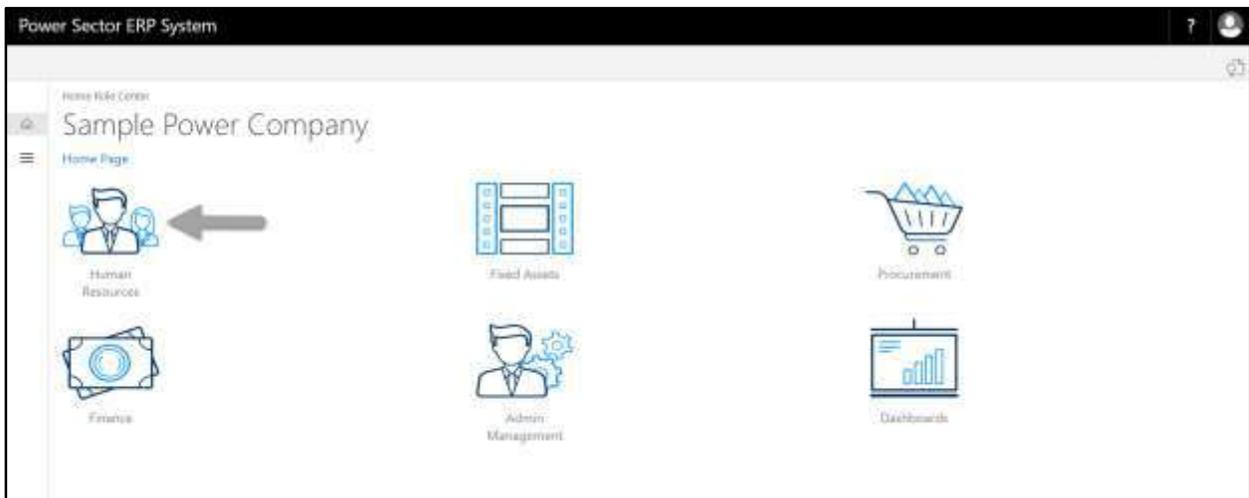
HR Management Dashboard

To view HR Management Dashboard, follow the steps below –

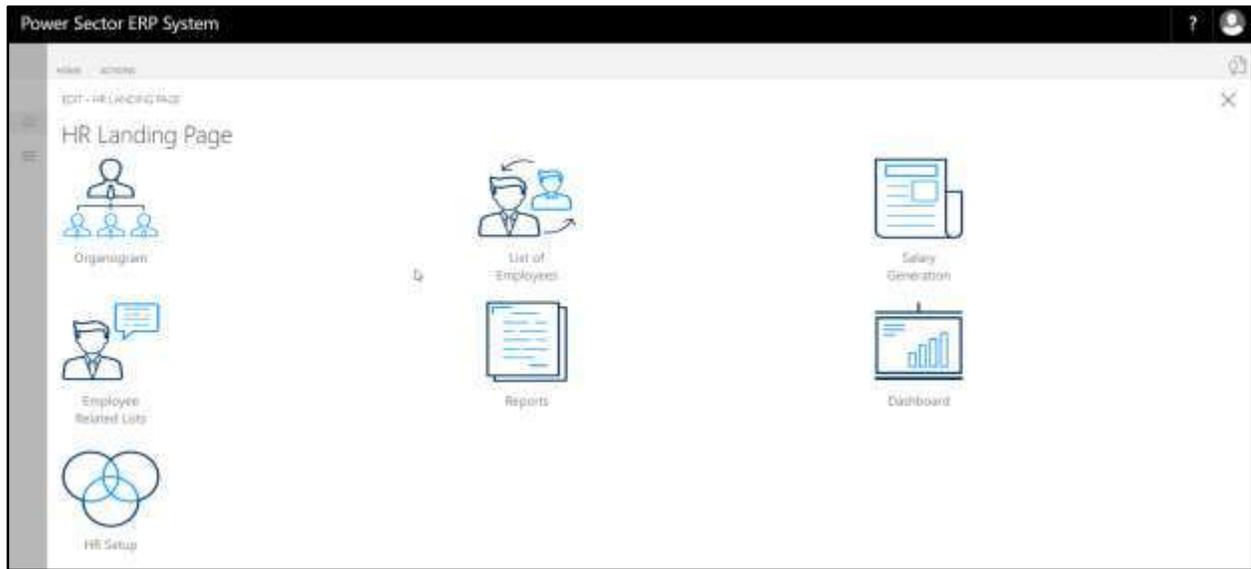
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



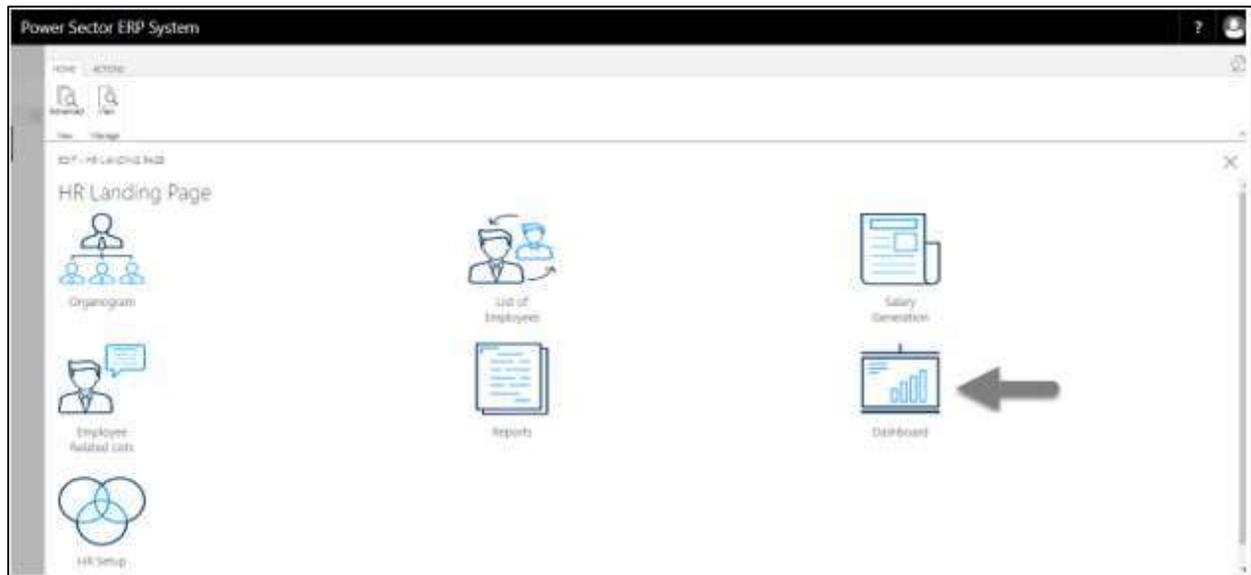
- B. Choose the **"Human Resources"** icon.



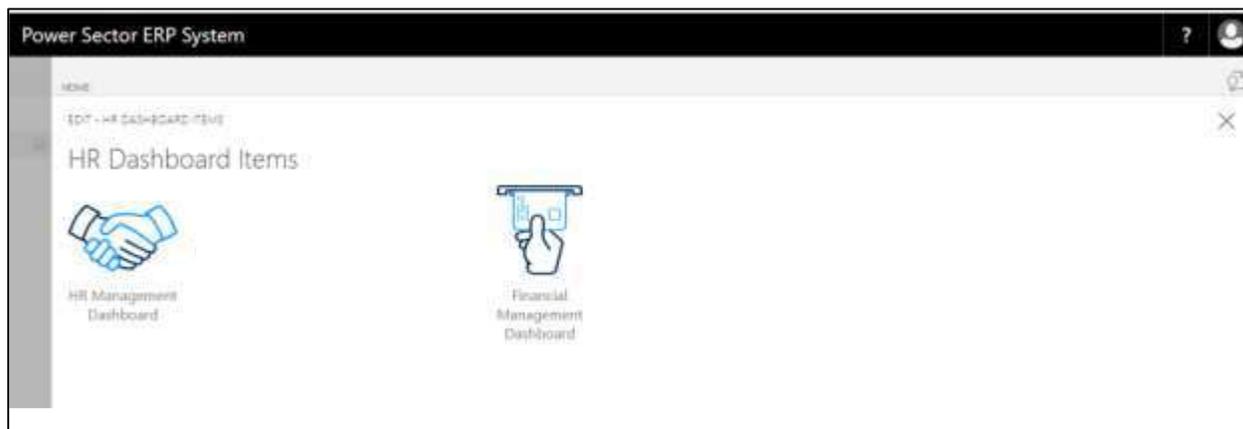
HR Landing Page will be appeared as below



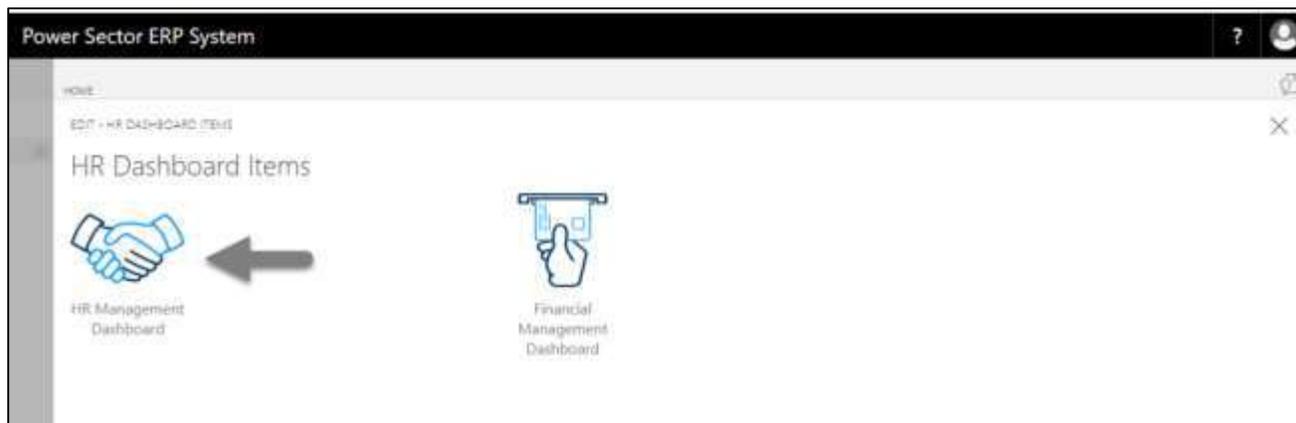
C. Choose the “**Dashboard**” in HR Landing Page.



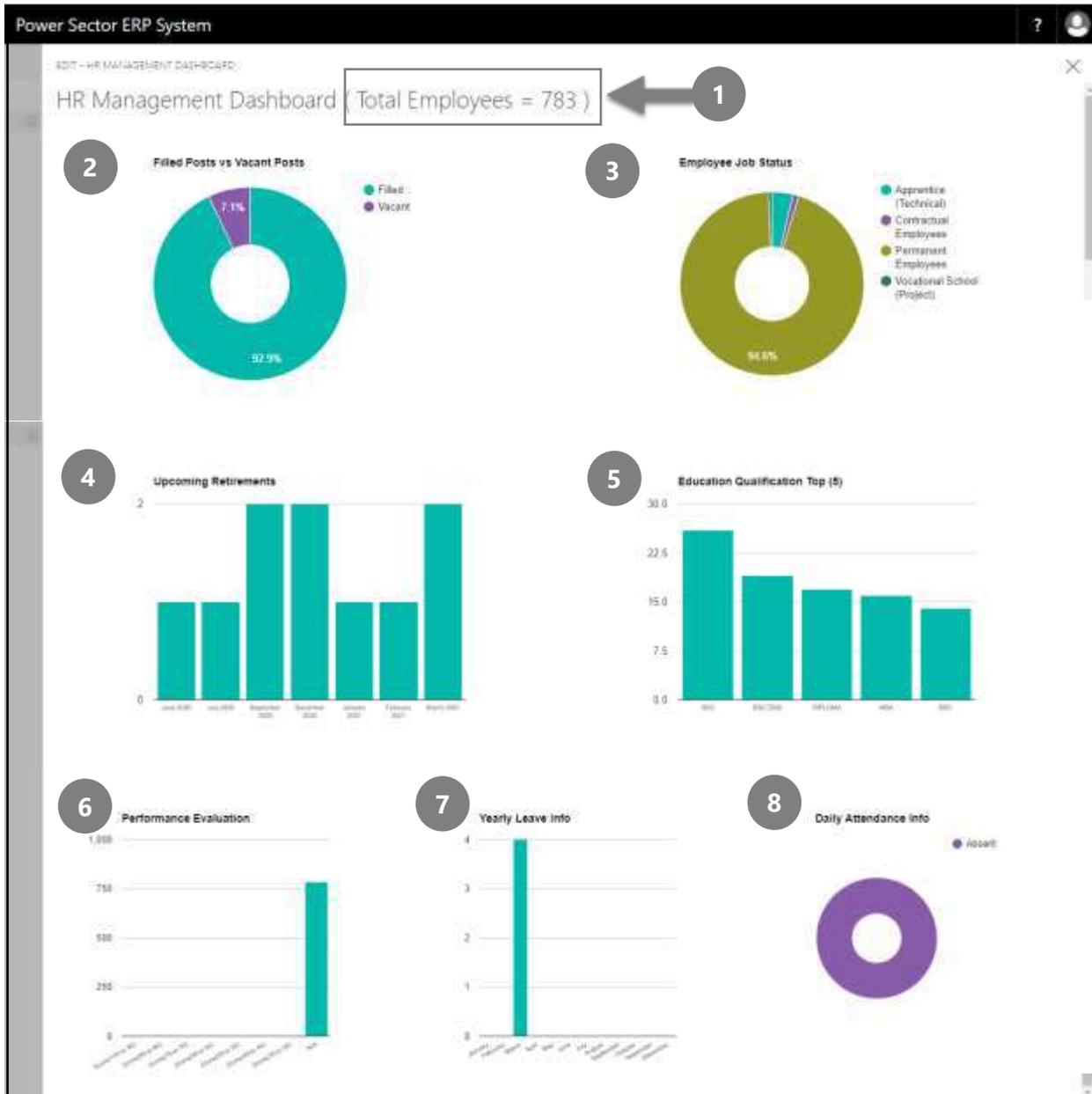
HR Dashboard Items Page will be appeared as below



D. Choose the "HR Management Dashboard" in HR Dashboard Items page.



Following **Dashboard** page containing KPIs will be appeared



The dashboard contains total employee information and 7 graphs of respective organization –

1. Organization Total Number of Employee
2. **Filled Posts vs Vacant Posts:** Pie graph showing ratio of "Filled Post" vs "Vacant Post".

3. **Employee Job Status:** Pie graph showing ratio of employee count aggregated by "Employment Type" like Permanent, Contractual, Apprentice and others as defined in ERP system.
4. **Upcoming Retirement:** Bar chart showing number of employees to be retired in next 12 months, as defined in ERP system.
5. **Education Qualification Top (5):** Bar chart showing number of employees with highest 5 educational qualification, as defined in ERP system. In the graph, X axis contains the value of **Educational Qualification** and Y axis contains **Employee Number**.
6. **Performance Evaluation:** Bar chart showing number of employees in each score group of performance evaluation. Score group has been defined as
 - a. Score – 90 to 100
 - b. Score – 80 to 89
 - c. Score – 70 to 79
 - d. Score – 60 to 69
 - e. Score – 50 to 59
 - f. Score – 40 to 49
 - g. Score – 0 to 39
 - h. N/A (Not Available)

N/A shows the employees count whose performance have not yet been evaluated and hence no score is available.

In the graph, X axis contains **Score Group** and Y axis contains **Employee Number**.

7. **Yearly Leave Info:** Bar chart showing number of employees on leave (any leave type) aggregated by month of current calendar year. In the graph, X axis contains **Month** and Y axis contains **Employee Number**.
8. **Daily Attendance Info:** Pie chart showing ratio of Present and Absent employees of current date.

HR-1002 How to: View Financial Management Dashboard

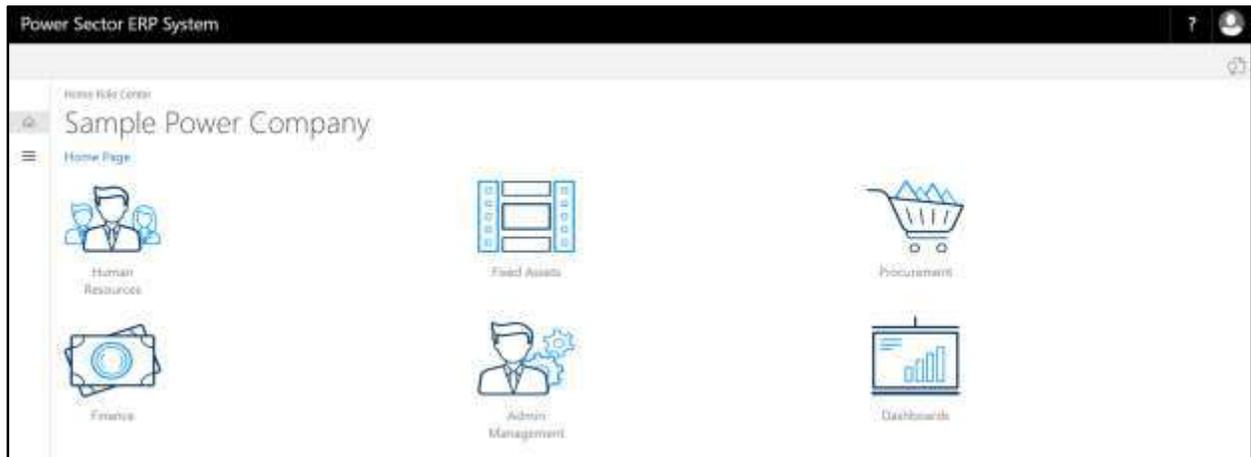
Introduction

HR Financial Dashboard shows HR related financial graphs which directly connects with payroll processes.

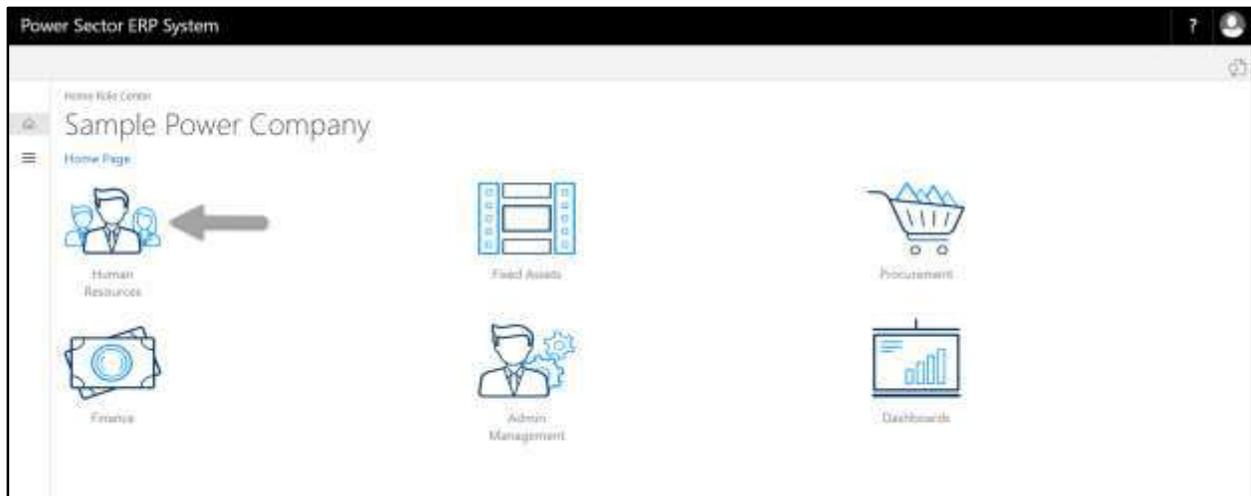
HR Financial Management Dashboard

To view Financial Management Dashboard, follow the steps below –

- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



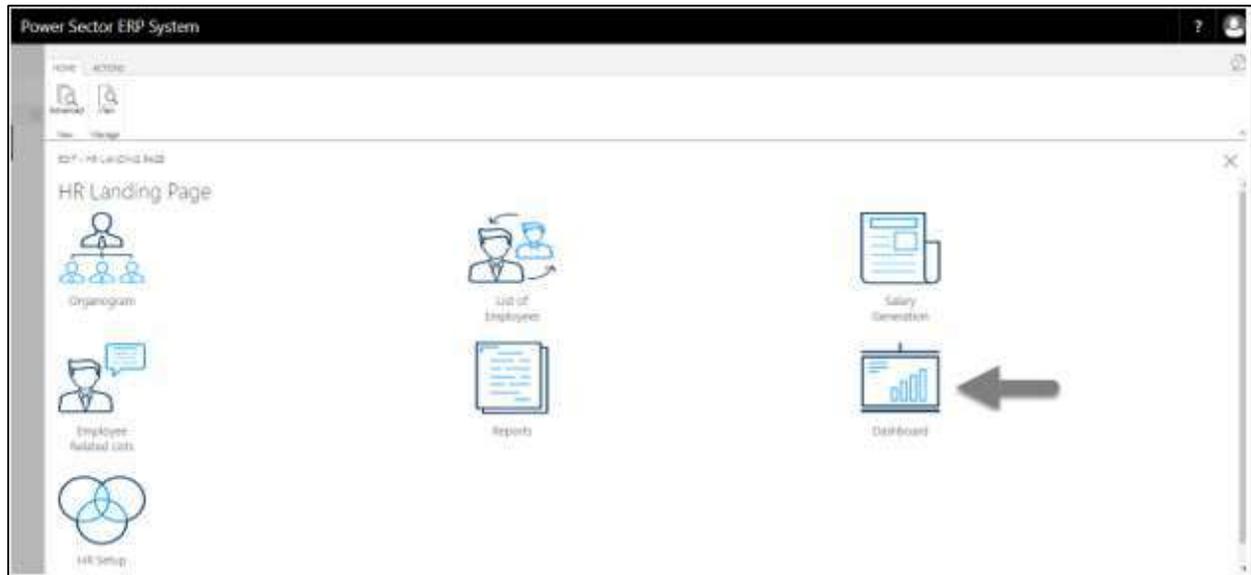
- B. Choose the **"Human Resources"** icon.



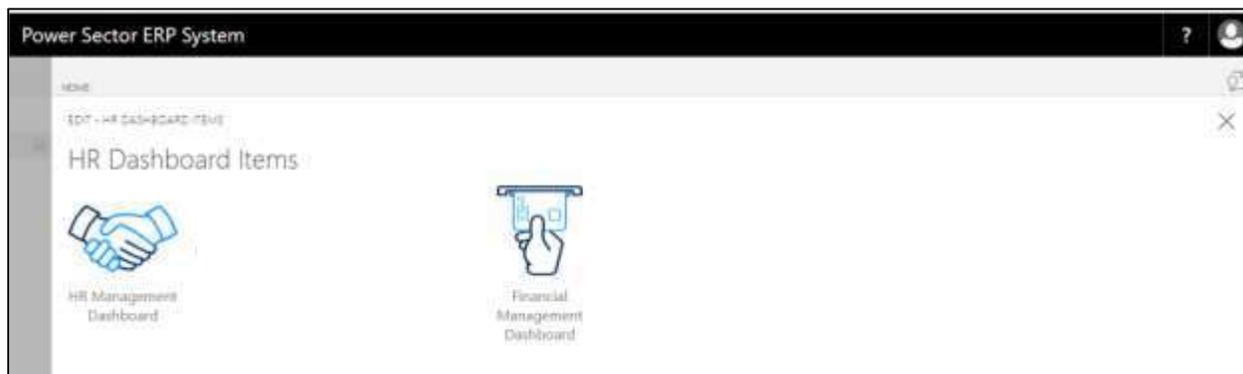
HR Landing Page will be appeared as below



C. Choose the “**Dashboard**” in HR Landing Page.



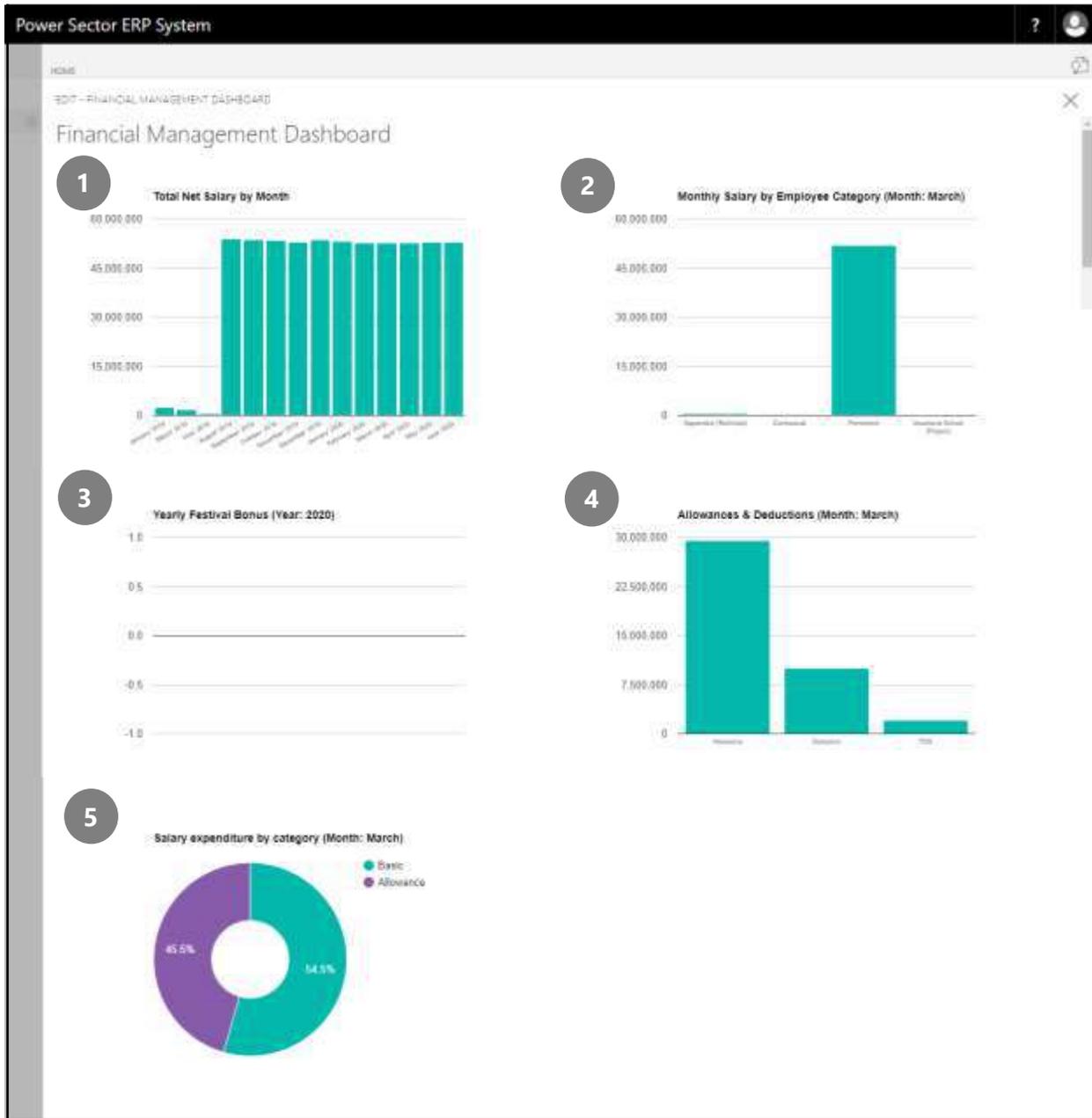
HR Dashboard Items Page will be appeared as below



D. Choose the **“Financial Management Dashboard”** in HR Dashboard Items page.



Following **Dashboard** page containing KPIs will be appeared



The dashboard contains 5 graphs of respective organization –

1. **Total Net Salary by Month:** Bar graph showing total amount of net salary of the organization aggregated by month. In the graph, X axis contains **Month** and Y axis contains **Net Salary Amount**.

2. **Monthly Salary by Employee Category (Previous Month)**: Bar graph showing previous month's net salary aggregated by Employment Type like Permanent, Contractual, Apprentice and others as defined ERP system. In the graph, X axis contains **Employment Type** and Y axis contains **Net Salary Amount**.
3. **Yearly Festival Bonus (Current Year)**: Bar chart showing amount of disbursed festival bonus aggregated by festivals. In the graph, X axis contains **Festival Type** and Y axis contains **Net Bonus Amount**.
4. **Allowances & Deductions (Previous Month)**: Bar chart showing total amount of all allowances, all deductions and Income Tax Deduction at Source (TDS) of previous month. In the graph, X axis contains **Allowances, Deduction and TDS** and Y axis contains **Total Amount**.
5. **Salary Expenditure by Category (Previous Month)**: Pie chart showing ratio of expensed amount on Basic Salary and Allowances in previous month.