

FCI HRMS

User Manual

Module Name: Mobile Application

Version: 0.1



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1 LOGIN

1.1 Login

- User shall access the HRMS mobile application by two ways :
 - Login with Employee ID and Password as shared by FCI Computer/IT section.
 - Login with MPIN created by user.



Figure 1: Mobile App Starting Screen

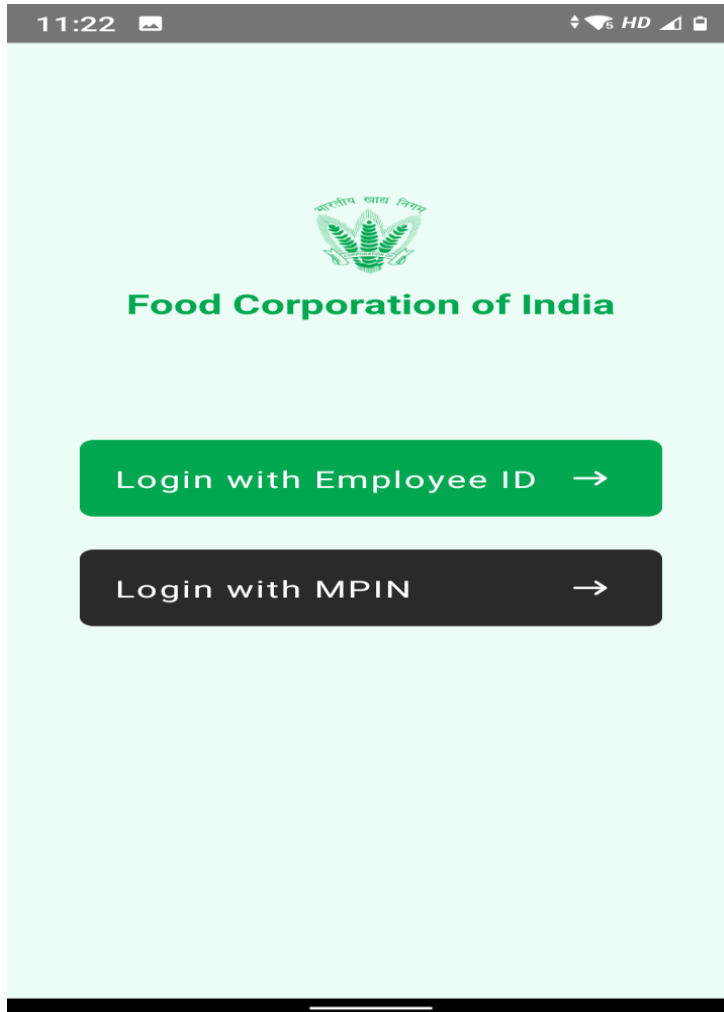


Figure 2: Login Screen

- Enter Login credentials on Login with Employee ID and click on 

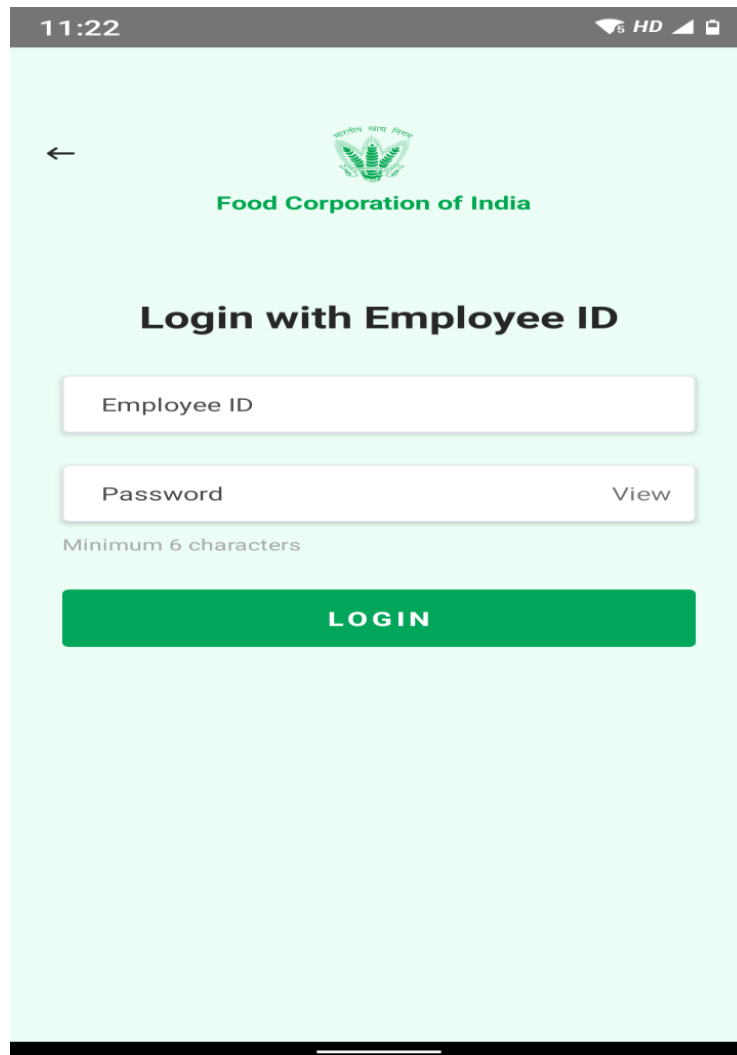



Figure 3: Login via ID & Password

- Enter MPIN for easy login and click on  as shown in Figure 4.

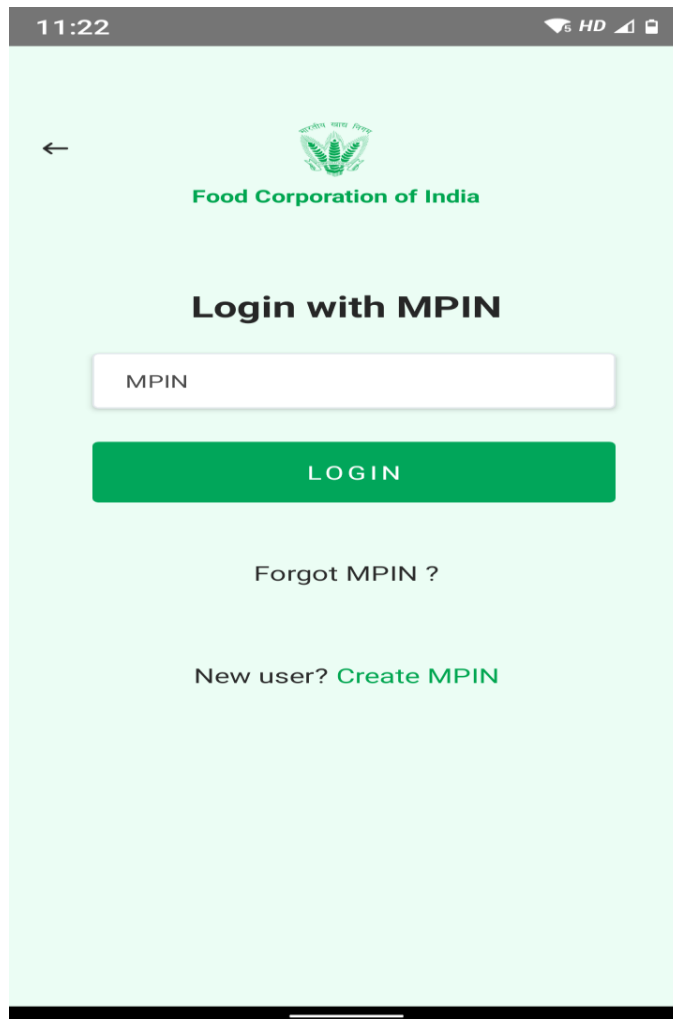


Figure 4: MPIN Login

1.2 Create New MPIN

To create new MPIN, Click on Login with MPIN as shown in Figure 2, and then click on Create MPIN as shown in Figure 4.

Enter the required details, and click on  as shown in Figure 5.



Figure 5: New MPIN

An OTP will be sent on registered mobile number for verification. Employee need to Enter OTP as shown in Figure 6 to verify and create MPIN.

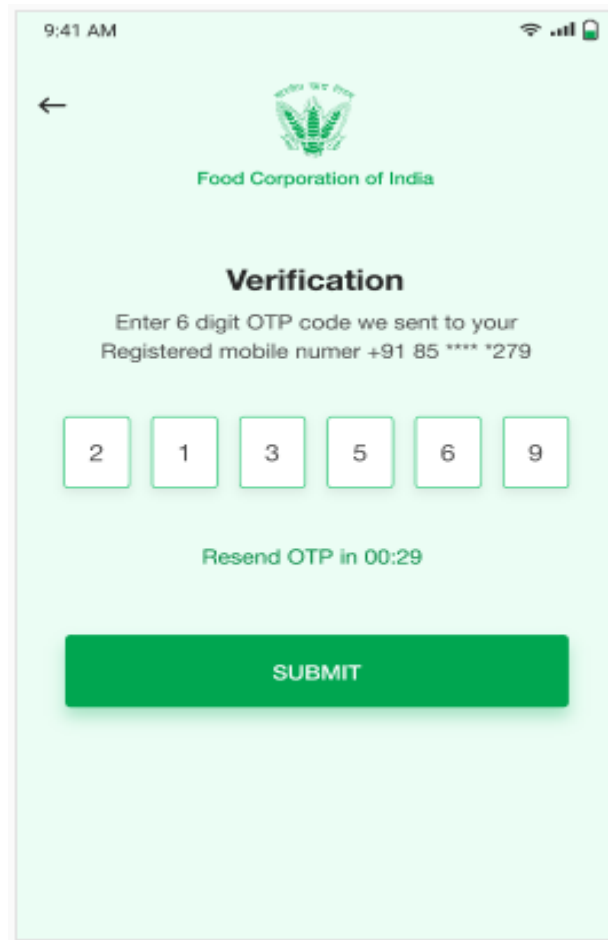



Figure 6: OTP for New MPIN

Click on  to create MPIN after entering OTP. And success message will be shown as Figure 7.

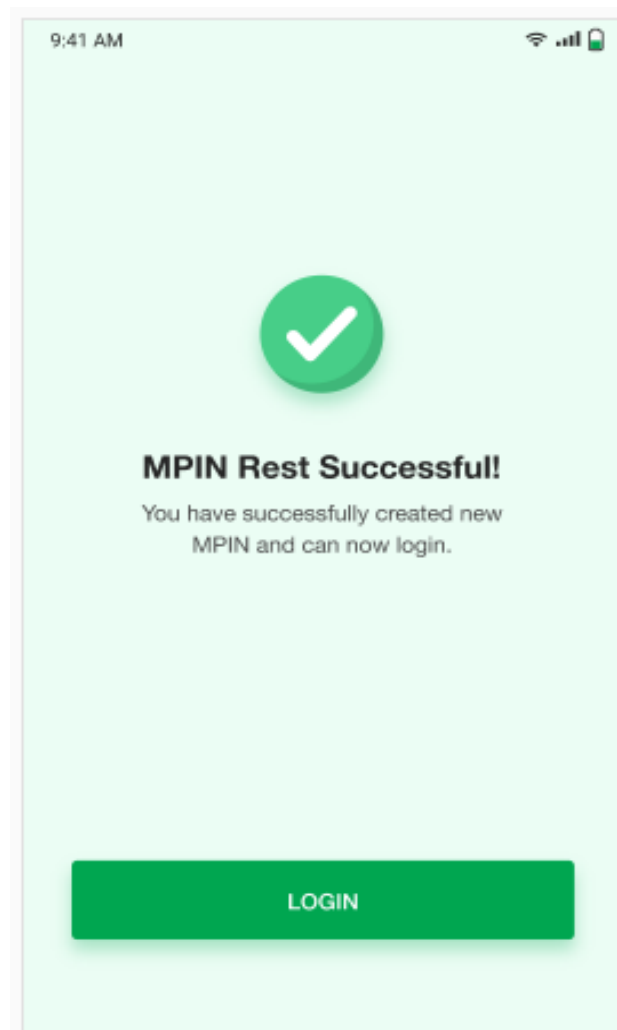


Figure 7: Success MPIN Message

2 Employee Dashboard

The Employee Self Service (ESS) will serve as employee service portal allowing foremost collaboration among FCI employees to initiate, track and monitor various service requests. ESS shall serve as one stop workspace for intercommunication of various other process areas in HRMS, providing an impression of seamless business transaction management with high degree of usability to FCI employees.

2.1 Employee Dashboard

- FCI employees can access the Employee Dashboard after login. After Login you will Land on Employee Self Service **Dashboard**

2.1.1 Navigation

Navigation: Login>>Dashboard

2.1.2 Landing Page

User shall traverse the navigation as mentioned to reach the Employee Dashboard.



Figure 8: Employee Dashboard

2.2 Profile

Profile contain detail of employee he can view them there

2.2.1 Navigation

Navigation: Home Page>> Dashboard(top right corner of the HRMS application)>> View Profile

2.2.2 Landing Page

User shall traverse the navigation.

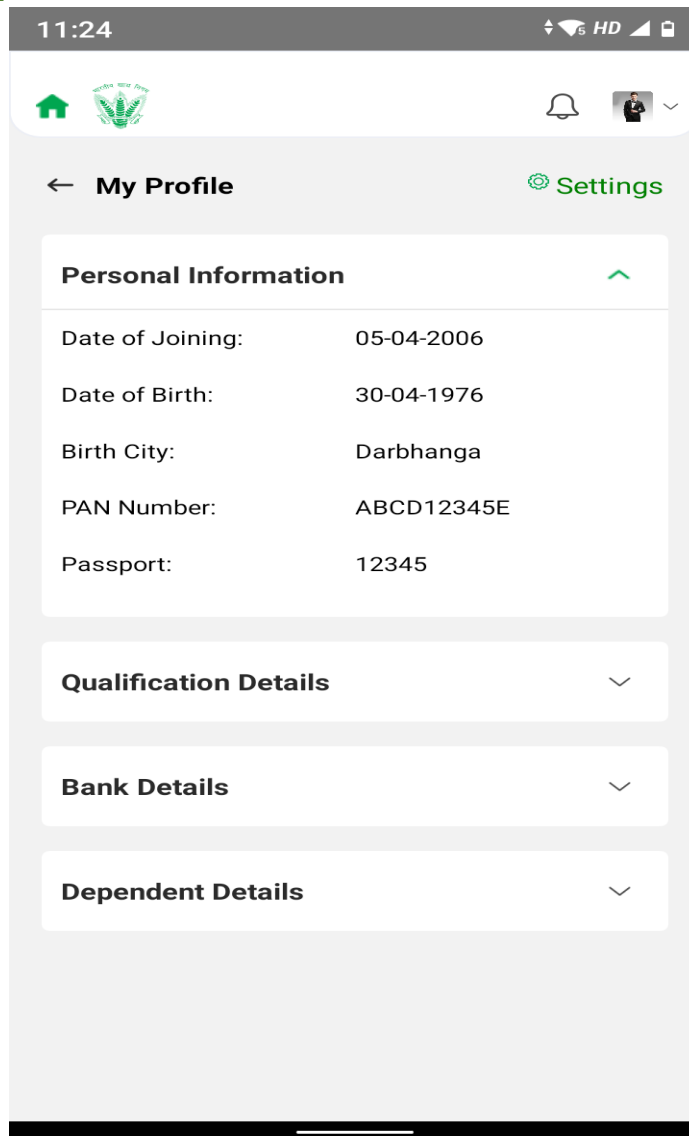


Figure 9: View Profile

2.3 Change MPIN

Its use to change MPIN

2.3.1 Navigation

Navigation: Home Page>> Dashboard (top right corner of the HRMS application)>> View Profile>> Setting

2.3.2 Landing Page

User shall traverse the navigation as mentioned.

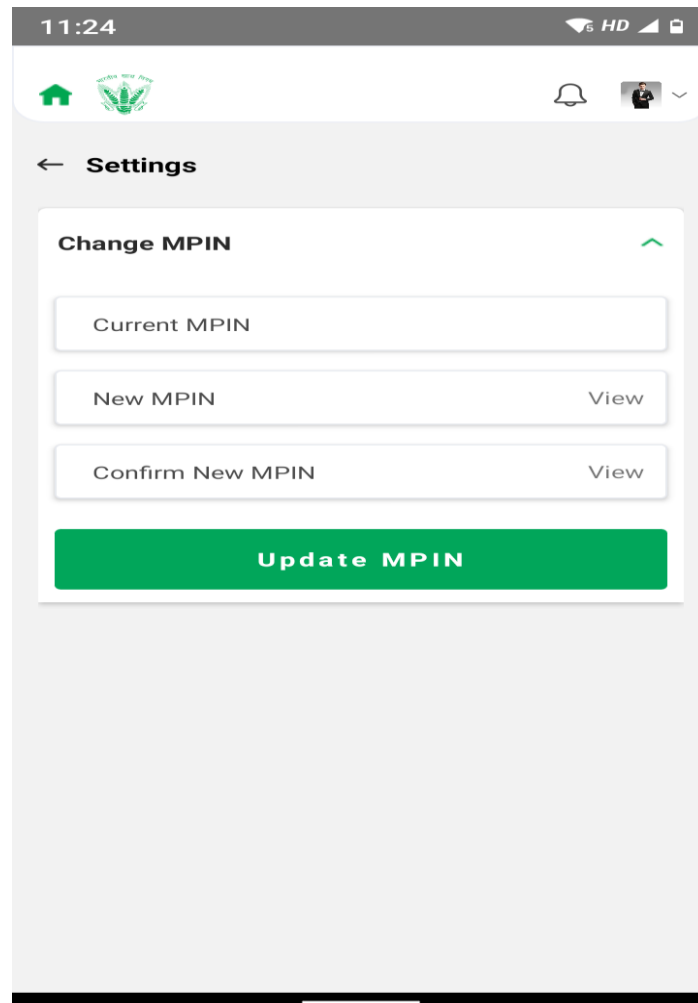


Figure 10: Change MPIN

2.4 Notification

Update and notification are shown here

2.4.1 Navigation

Navigation: Home Page >> Click Bell Icon

2.4.2 Landing Page

User shall traverse the navigation as mentioned.

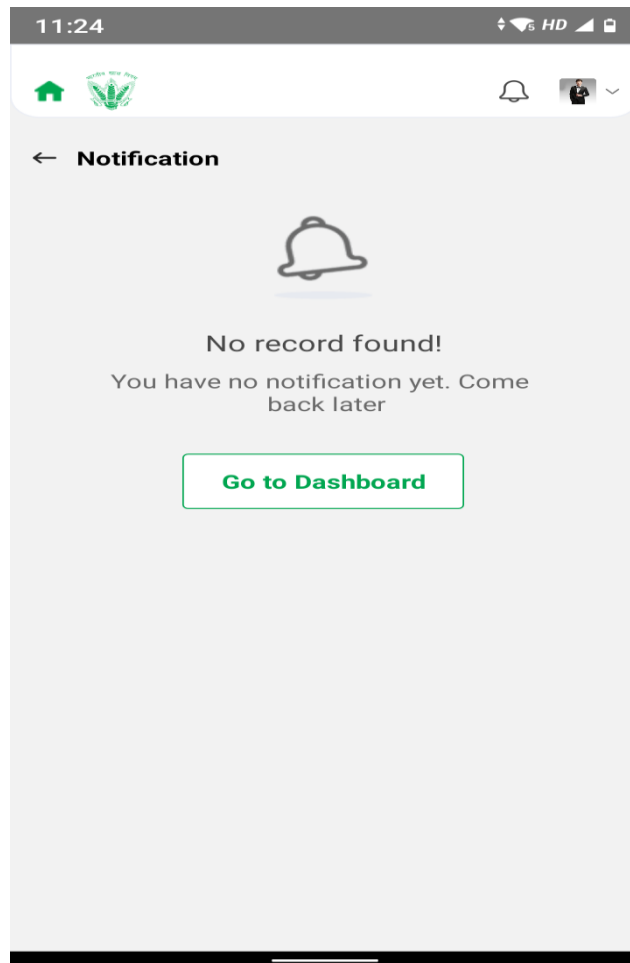


Figure 11: Notification

2.5 Attendance

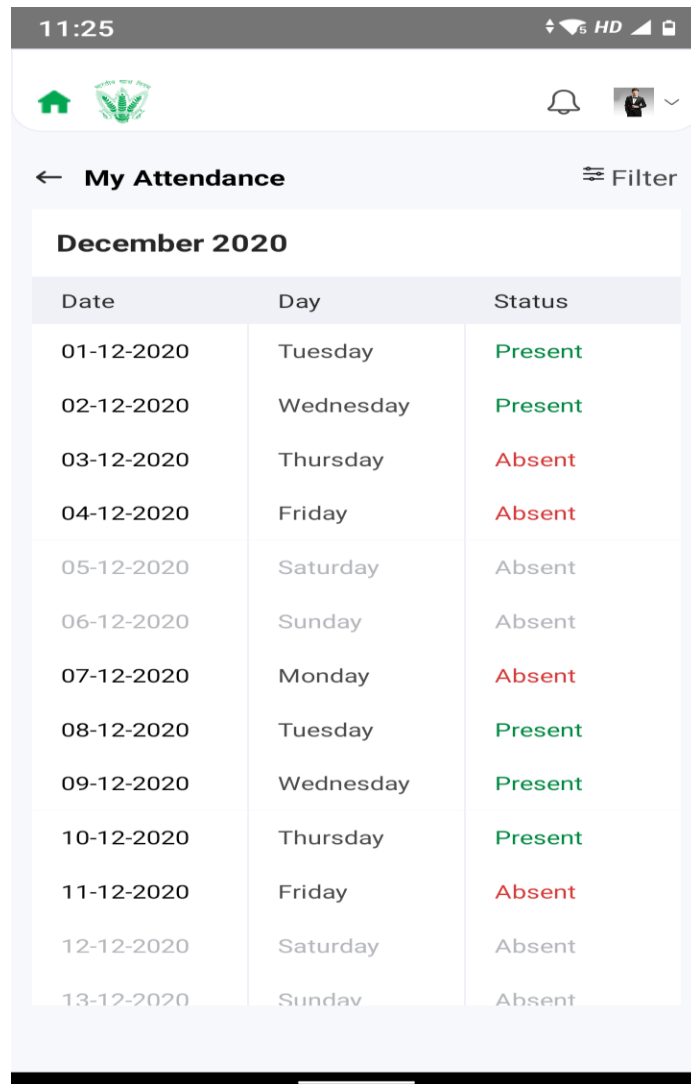
Employees' statement of being absent, present or on leave will be maintained in this process.

2.5.1 Navigation

Navigation: Home Page>> Dashboard>>Attendance

2.5.2 Landing Page

User shall traverse the navigation as mentioned.



Date	Day	Status
01-12-2020	Tuesday	Present
02-12-2020	Wednesday	Present
03-12-2020	Thursday	Absent
04-12-2020	Friday	Absent
05-12-2020	Saturday	Absent
06-12-2020	Sunday	Absent
07-12-2020	Monday	Absent
08-12-2020	Tuesday	Present
09-12-2020	Wednesday	Present
10-12-2020	Thursday	Present
11-12-2020	Friday	Absent
12-12-2020	Saturday	Absent
13-12-2020	Sunday	Absent

Figure 12: Attendance Statement

2.6 Leave

Employee can View leaves balance, apply leave, view applied leave

2.6.1 Navigation

Navigation: Home Page>> Dashboard>>Leave

2.6.2 Landing Page

User shall traverse the navigation as mentioned.

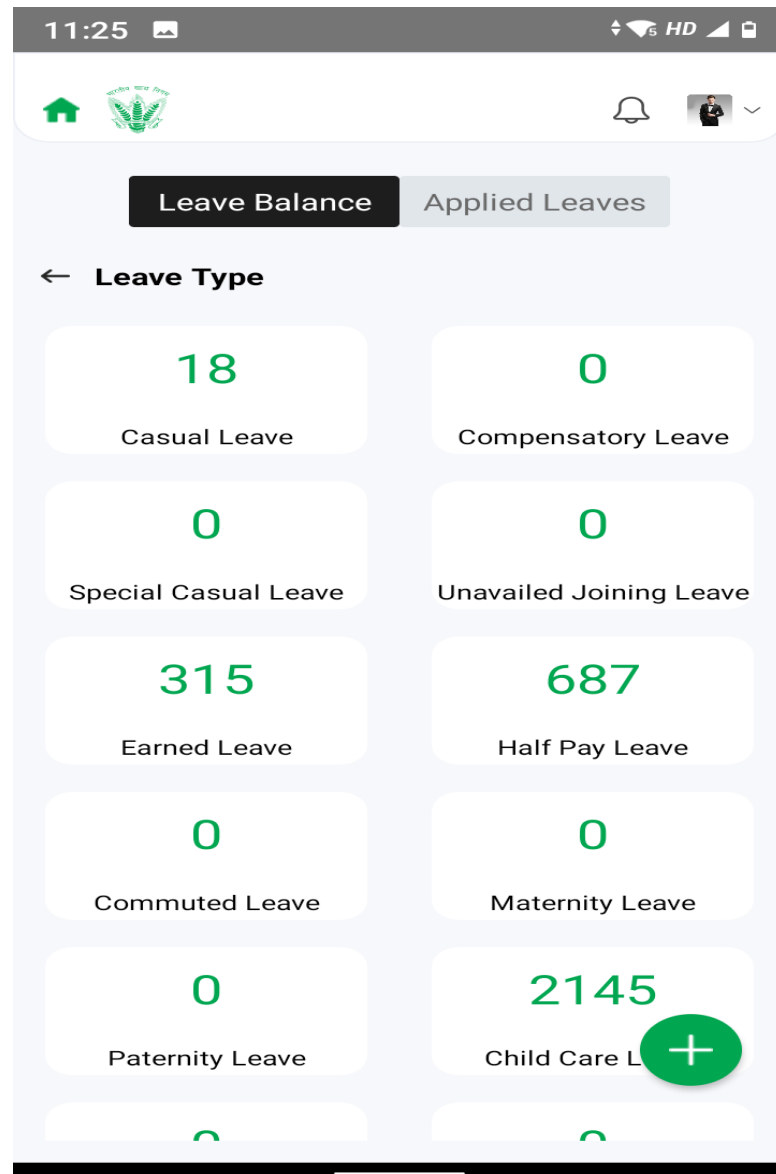


Figure 13: Leave Balance

2.6.3 Apply Leave Request


Click on  to open the Apply Leave Request.



Figure 14: Apply Leave Request

Enter the details and click on  such that a success message will be shown

2.6.4 View Leave Request

Click on Applied leave Tab in LEAVE Section to view Request of Leave and their status.

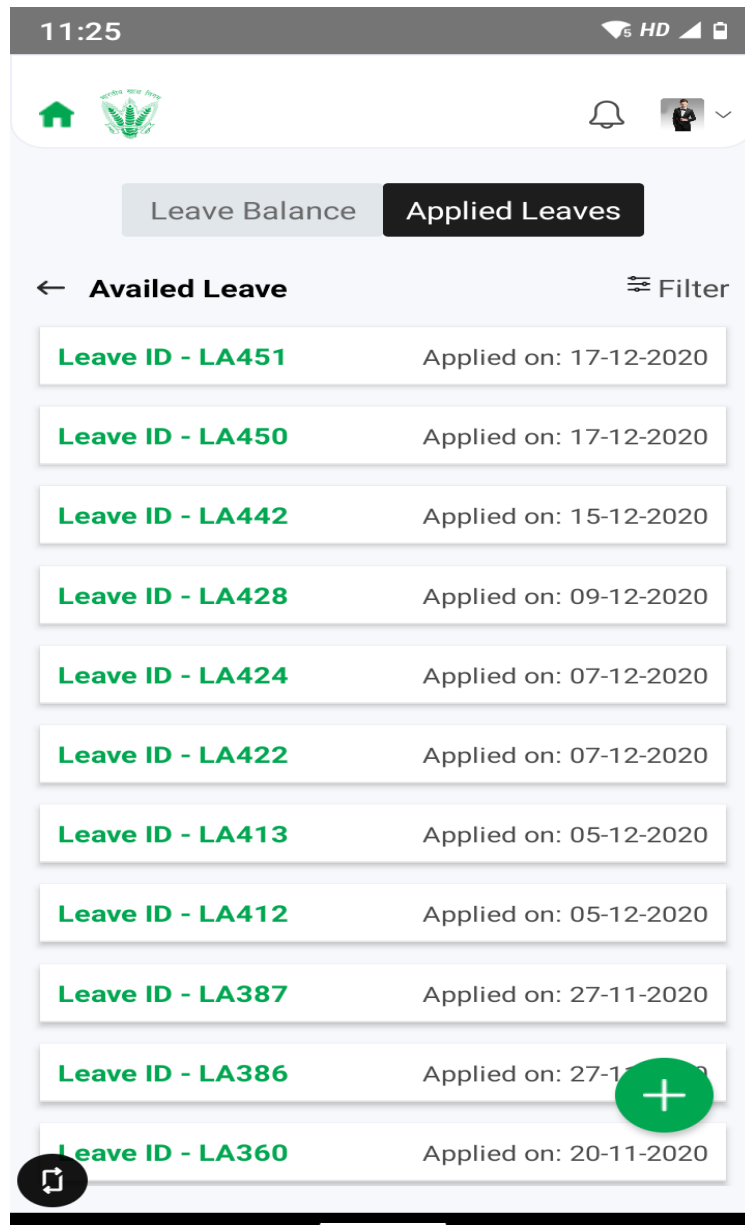


Figure 15: Apply Leave Status

2.7 Salary

This process is to generate Salary Slip and view post-retirement Benefits.

2.7.1 Navigation

Navigation: ESS Dashboard>>Salary

2.7.2 Landing Page

User shall traverse the navigation as mentioned.

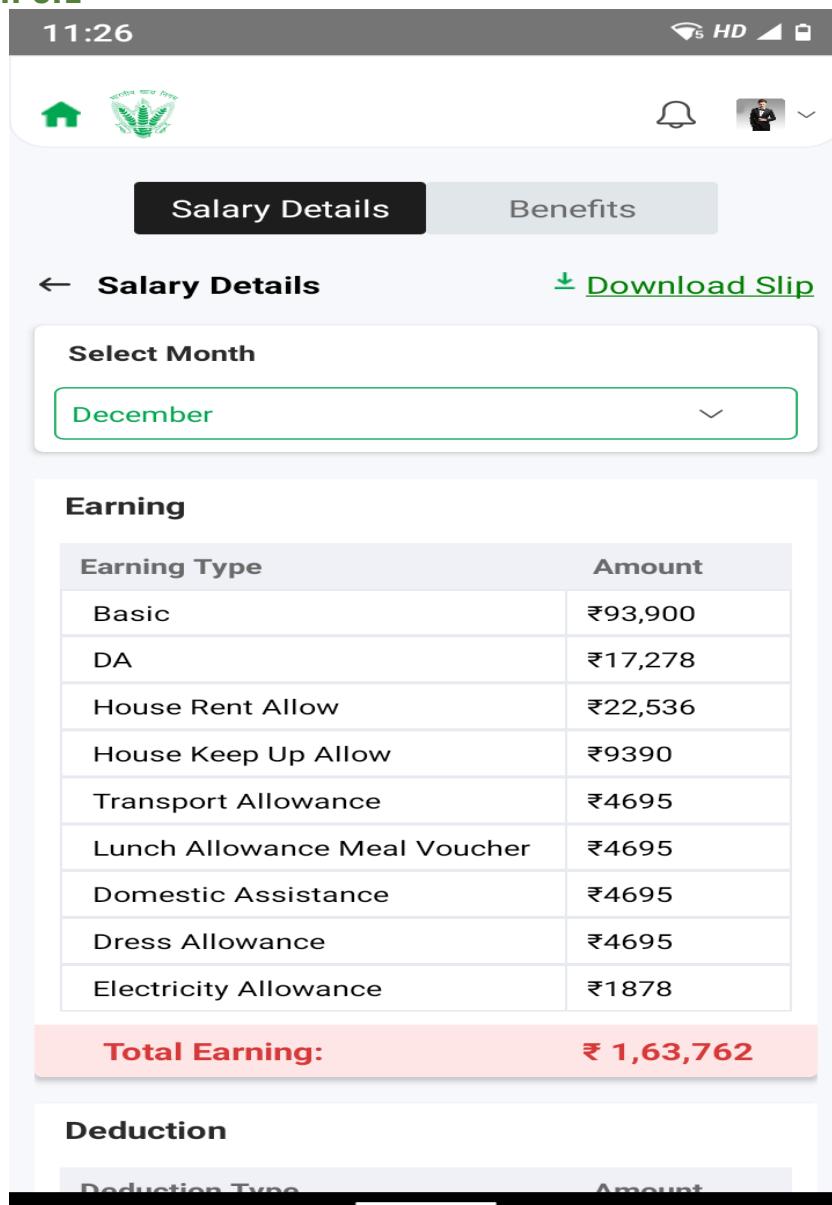


Figure 16: Salary landing

- Select Month of the salary slip.
- Salary Slip is generated.
- Click “Download Slip” to download

2.7.3 Benefits

To view the Benefits employee will receive after Retirement.

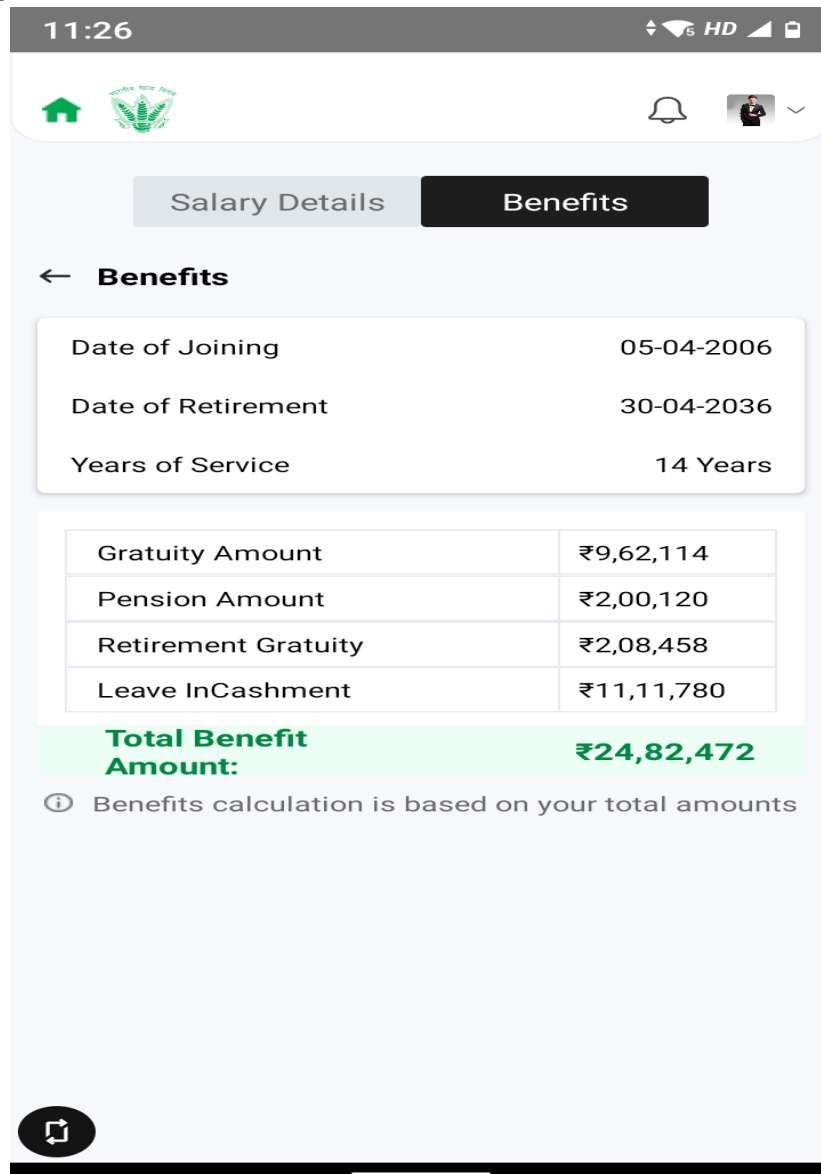


Figure 17: Benefits landing

2.8 My Holidays

As the holidays has been defined each year employees of the organization can view know the date and type of the holidays.

2.8.1 Navigation

Navigation: ESS >> My Holidays

2.8.2 Landing Page

User shall traverse the navigation as mentioned.

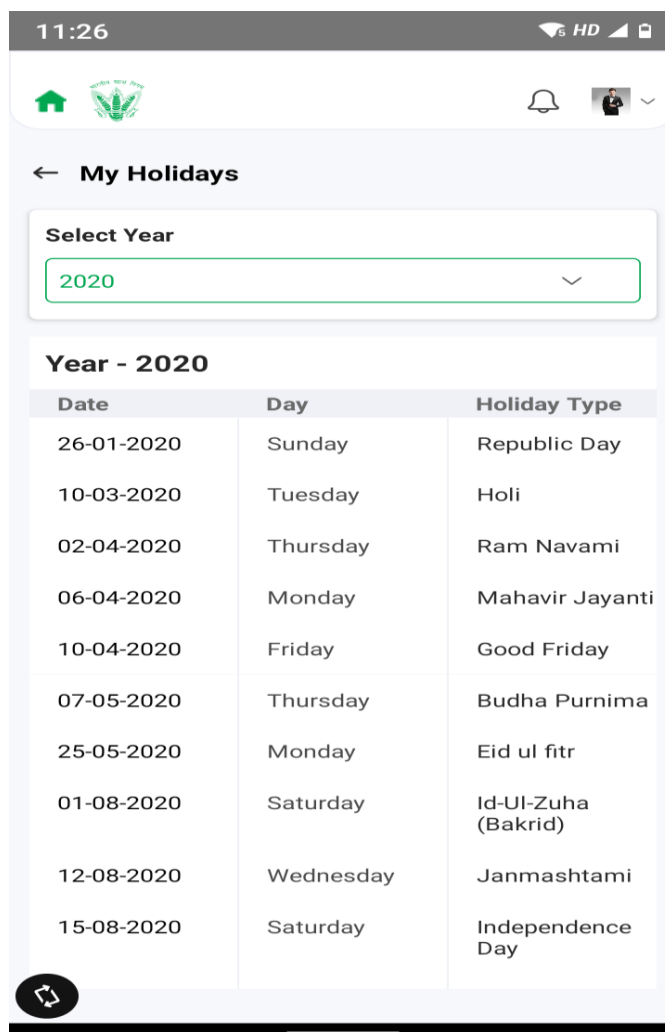


Figure 18: My Holidays

2.9 Attendance Regularization

As the employees is on duty to another site other than FCI or biometric is not being able to take the punch in or punch out or due to some personal reasons the employee is not being to reach on time, attendance regularization will allow the employees to add their updated in and out time through the system.

Step1: Employee will raise the request by adding their updated in and out time.

Step2: Assigned Reporting officer of that employee will approve the regularized time request.

2.9.1 Navigation

Navigation: ESS>>Attendance Regularization

2.9.2 Landing Page

User shall traverse the navigation as mentioned.

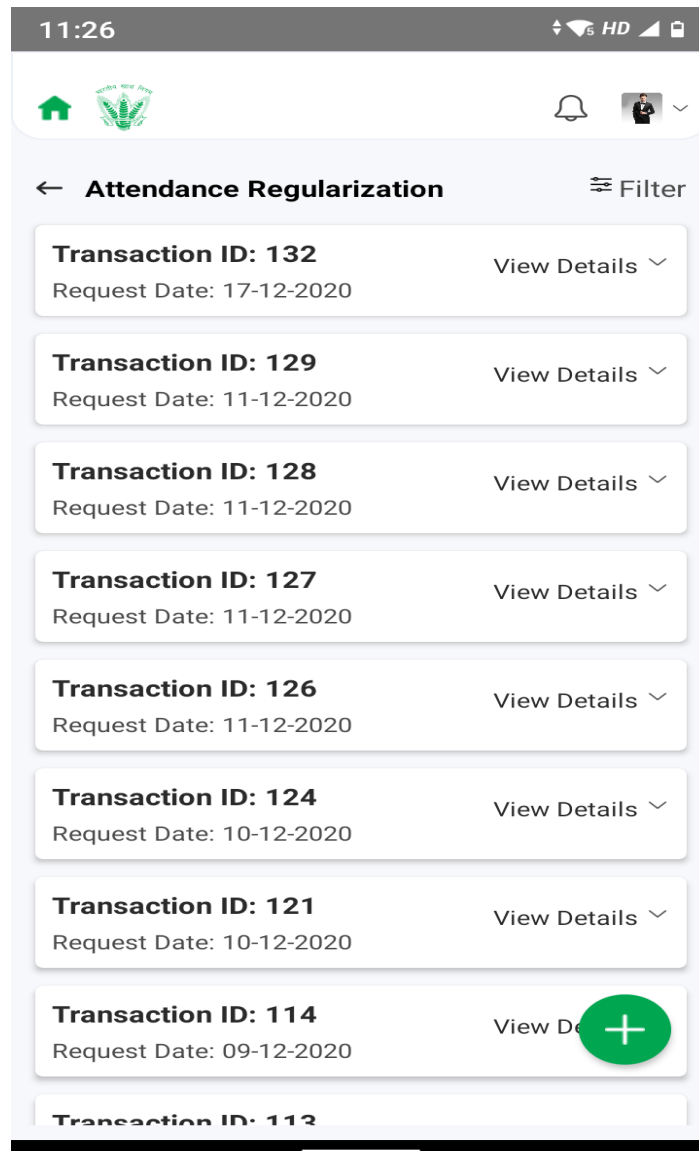

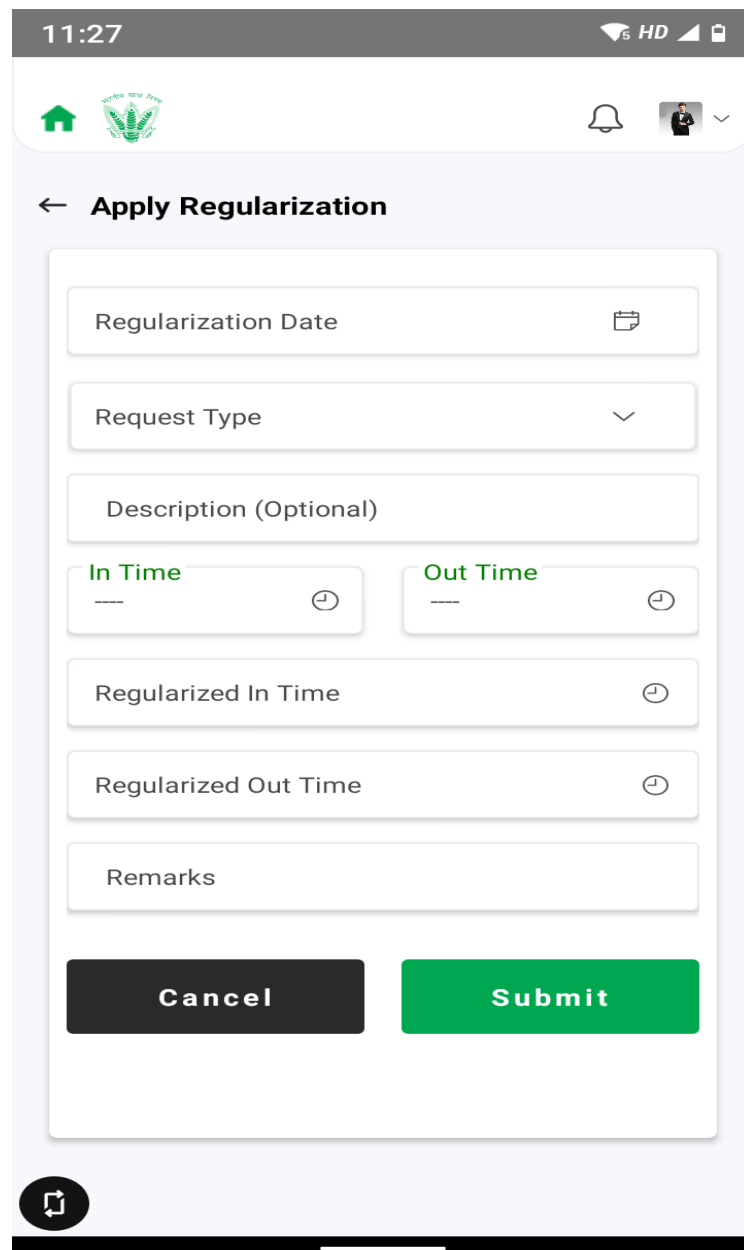


Figure 19: Attendance Regularization

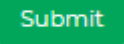
2.9.3 Apply Regularization

Click on  to open the Apply for Attendance Regularization.



The screenshot shows a mobile application interface for 'Apply Regularization'. At the top, there is a status bar with the time 11:27 and signal strength indicators. Below the status bar is a navigation bar with a home icon, the FCI logo, a notification bell, and a user profile icon. The main title is 'Apply Regularization'. The form contains the following fields: 'Regularization Date' with a calendar icon, 'Request Type' with a dropdown arrow, 'Description (Optional)', 'In Time' and 'Out Time' with clock icons, 'Regularized In Time' and 'Regularized Out Time' with clock icons, and 'Remarks'. At the bottom of the form are two buttons: 'Cancel' (black) and 'Submit' (green). A circular icon with a square is located at the bottom left of the form area.

Figure 20: Apply for Attendance Regularization

Enter the details and click on  such that a success message will be shown for addition of a new record.

2.10 Employee Directory

Employee Directory contains a list of FCI Employee spread across different zones and regions.

2.10.1 Navigation

Navigation: ESS >>Employee Directory

2.10.2 Landing Page

User shall traverse the navigation as mentioned.

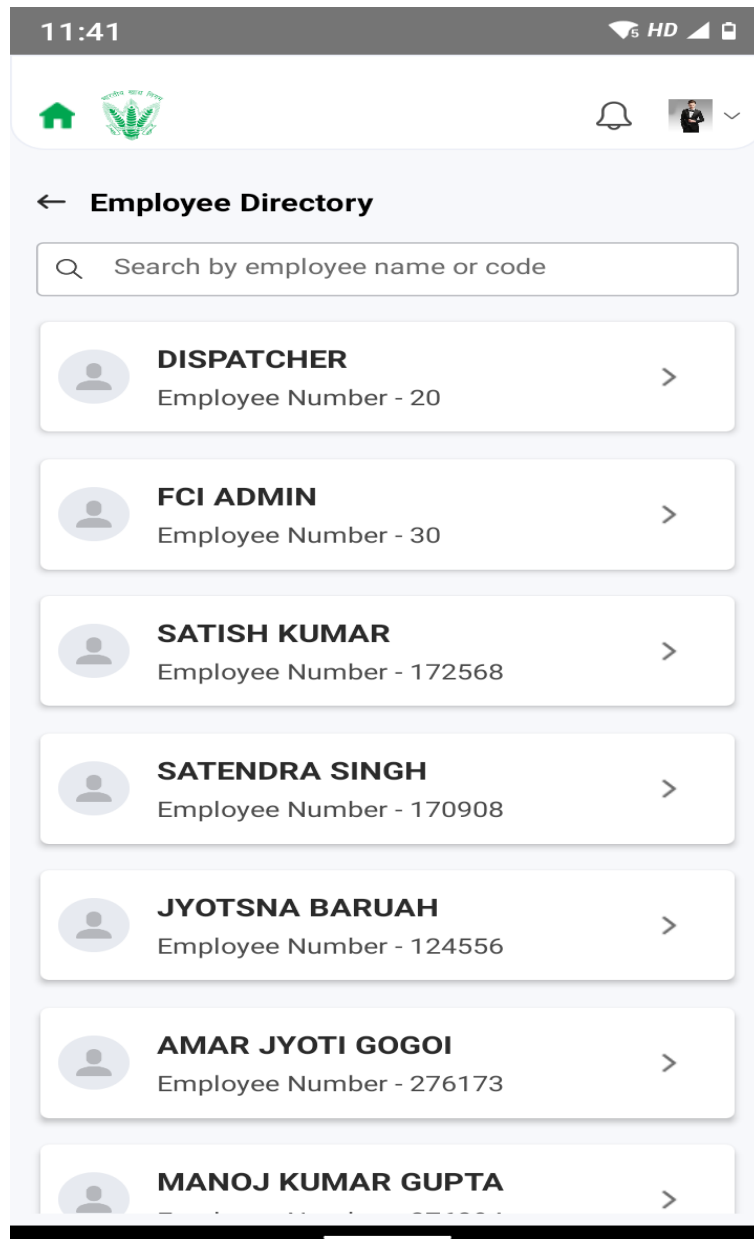


Figure 21: Employee Directory

Employee Directory can be search using name or employee Number.

2.11 Policies and Circular

Policies and Circulars section show policy and circular uploaded in organization.

2.11.1 Navigation

Navigation: ESS >> Policy and Circulars

2.11.2 Landing Page

User shall traverse the navigation as mentioned.

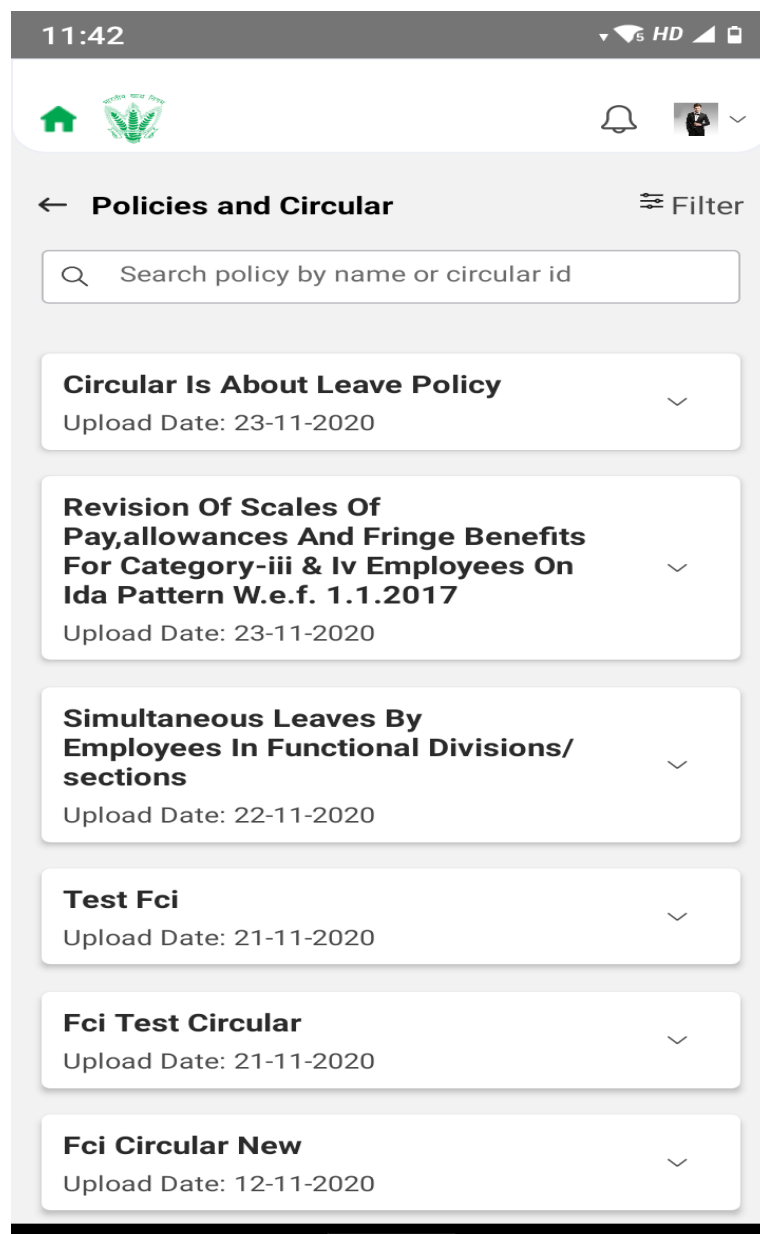


Figure 22: Policy and Circulars Page.

2.12 Newspaper Reimbursement

Employees can View Status of previously raised request and also apply for newspaper reimbursement here

2.12.1 Navigation

Navigation: Home Page>> Dashboard>> newspaper reimbursement

2.12.2 Landing Page

User shall traverse the navigation as mentioned.

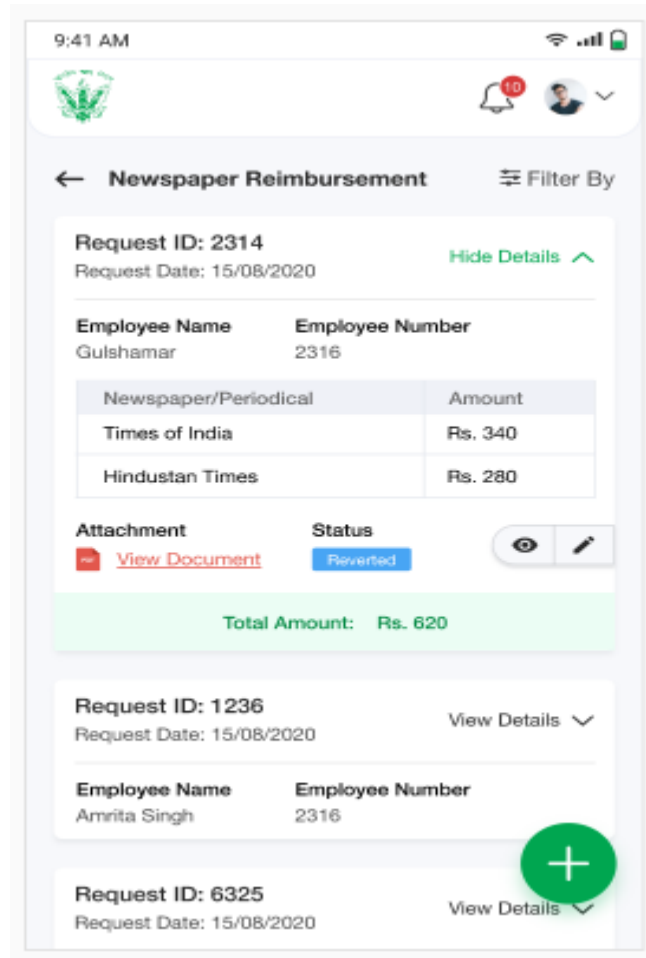


Figure 23: Newspaper Reimbursement Landing

2.12.3 Apply newspaper reimbursement

Click on  to Apply the newspaper reimbursement request.

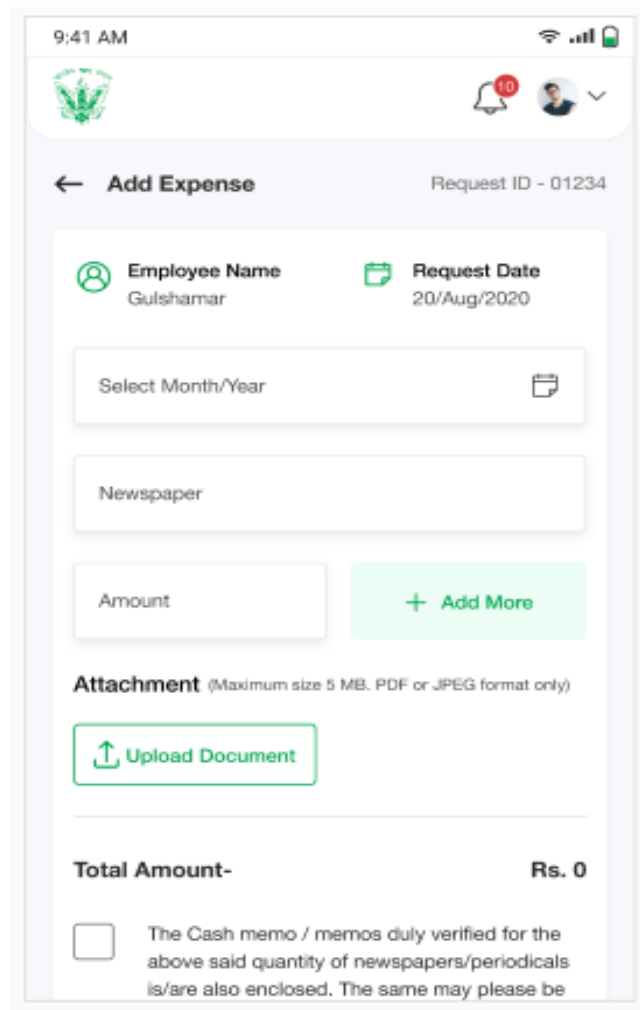


Figure 24: Apply Reimbursement

Enter the details and click on  such that a success message will be shown

2.13 Advances

Employees can View Status of all the advances against him/her here.

2.13.1 Navigation

Navigation: Home Page>> Dashboard>> Advance

2.13.2 Landing Page

User shall traverse the navigation as mentioned.

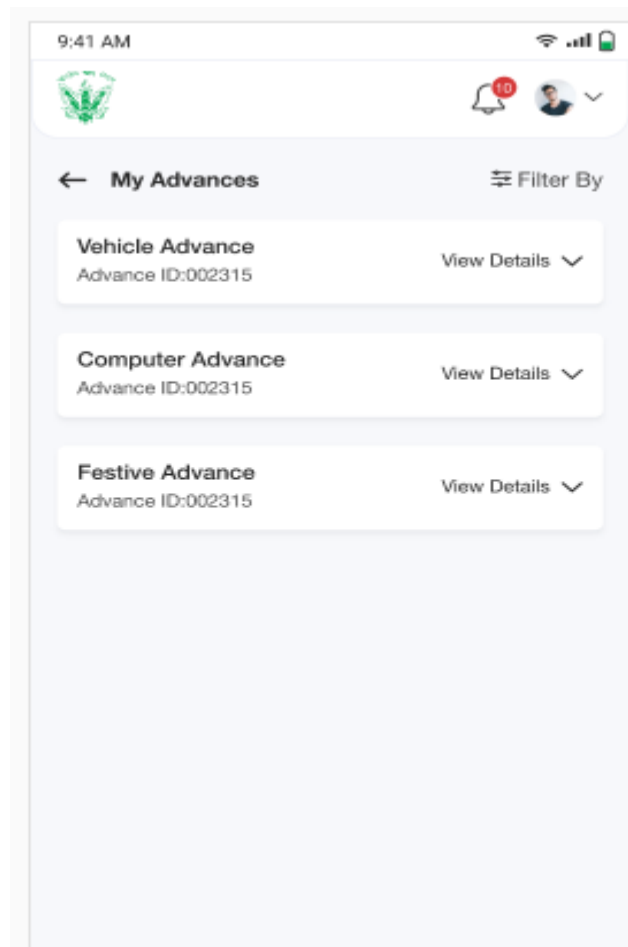


Figure 25: Advance Landing

2.14 Action History

In this Option Employee can view Action History of request, meaning employee can view all action taken against his/her request.

For this Employee have to navigate to respective category the request belong to.

(Click the Type of Request you wish to navigate Example: Leave Request, Attendance Regularization.)

And click on “EYE” icon on request in the Category. In this case Let’s take example of Leave Request

2.14.1 Navigation

Navigation: Home Page>> ESS Dashboard>> Leave Request

2.14.2 Landing Page

User shall traverse the navigation as mentioned.

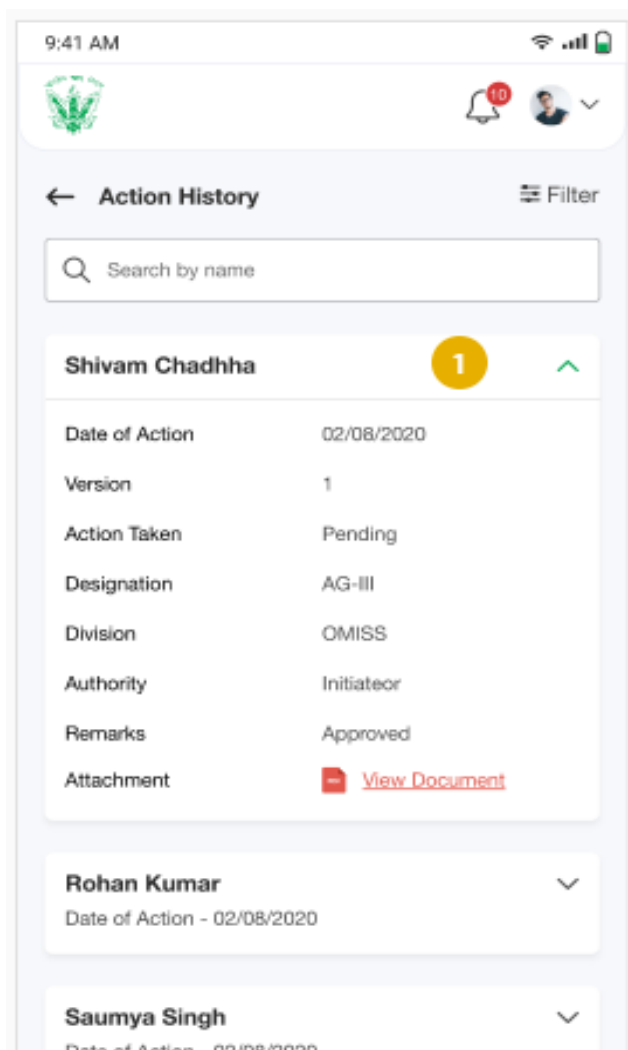


Figure 26: Action History

3 Manager Dashboard

3.1 Manager Dashboard

- Dashboards shall serve as a common workspace to track and carry out approval actions. After login, FCI managers can access the Dashboard based on access rights. It shows the pending requests to be approved by Manager. If an employee has been assigned the roles and responsibilities of a manager or competent authority, then by clicking the **MSS** link on the top right corner of the HRMS application.

3.1.1.1 Navigation

Navigation: Login>>Dashboard (top right corner of the HRMS application)>> MSS

3.1.1.2 Landing Page

User shall traverse the navigation as mentioned to reach the Manager Dashboard.

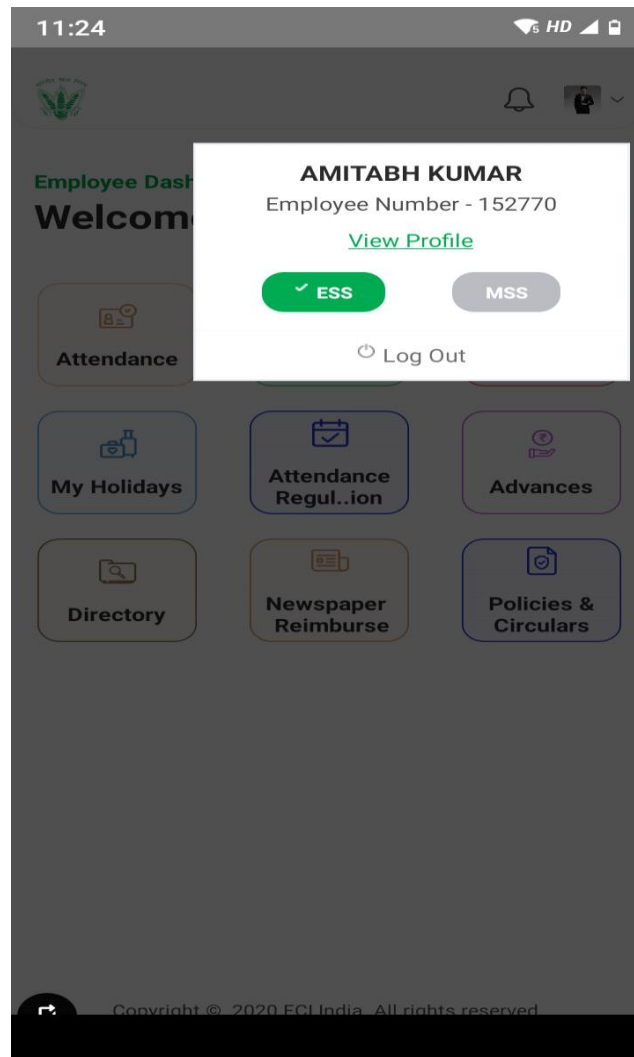
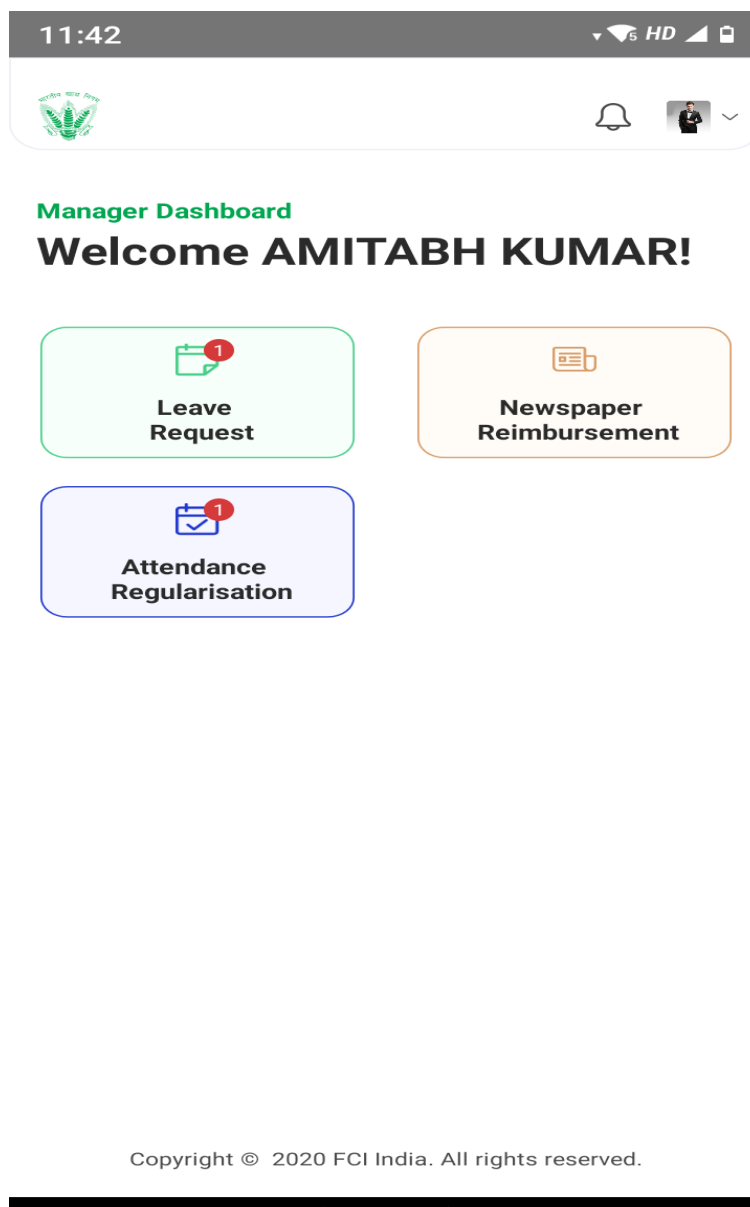


Figure 27: Navigation to MSS



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Figure 28: Manager Dashboard

3.2 Review/Approve

In MSS Dash Board Managers can Review/Approve request of employee based on DOP. (Click the Type of Request you wish to navigate Example: Leave Request, Attendance Regularization.) Let's take example of Leave Request

3.2.1 Navigation

Navigation: Home Page>> MSS Dashboard>> Leave Request (employee can select other categories he/she is responsible. Example of other categories: Attendance Regularization, Newspaper allowance etc.)

3.2.2 Landing Page

User shall traverse the navigation as mentioned.

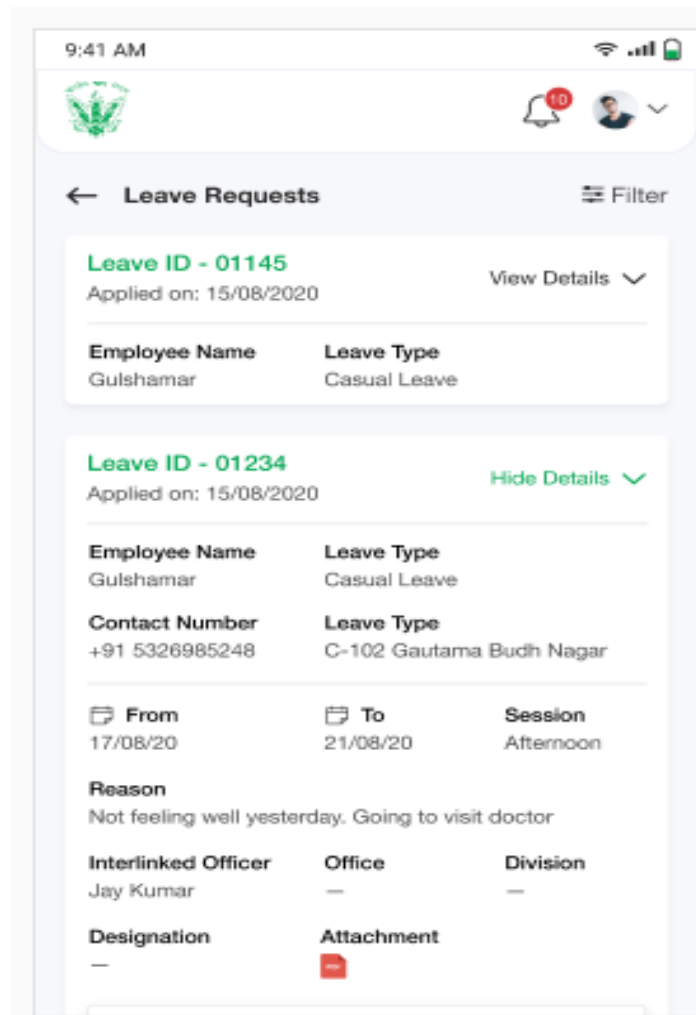


Figure 29: Leave Request-MSS

3.2.3 Review/Approve Leave Request

Manager can Review/Revert/Add Review/Approve Request based on DOP.

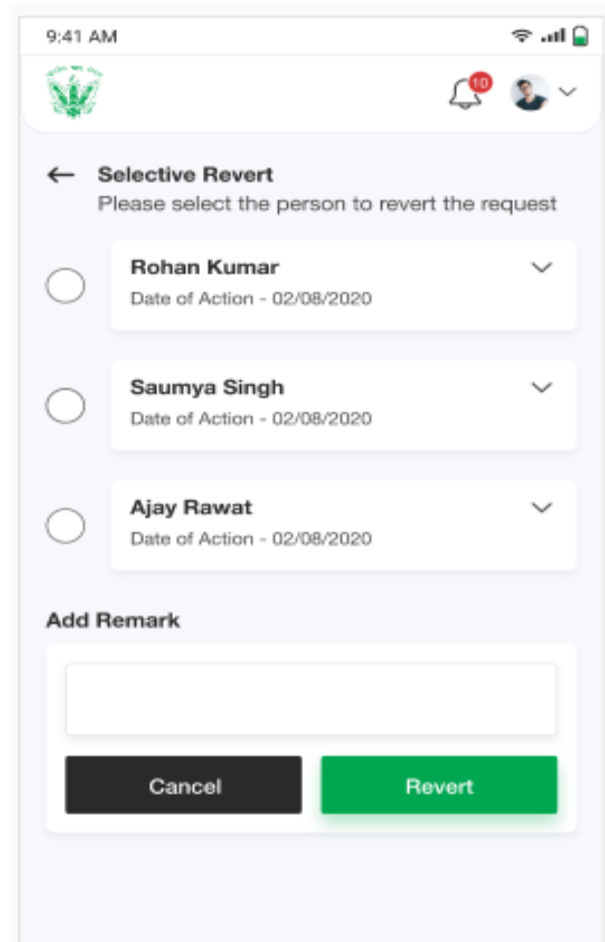


Figure 30: Leave Request - Revert

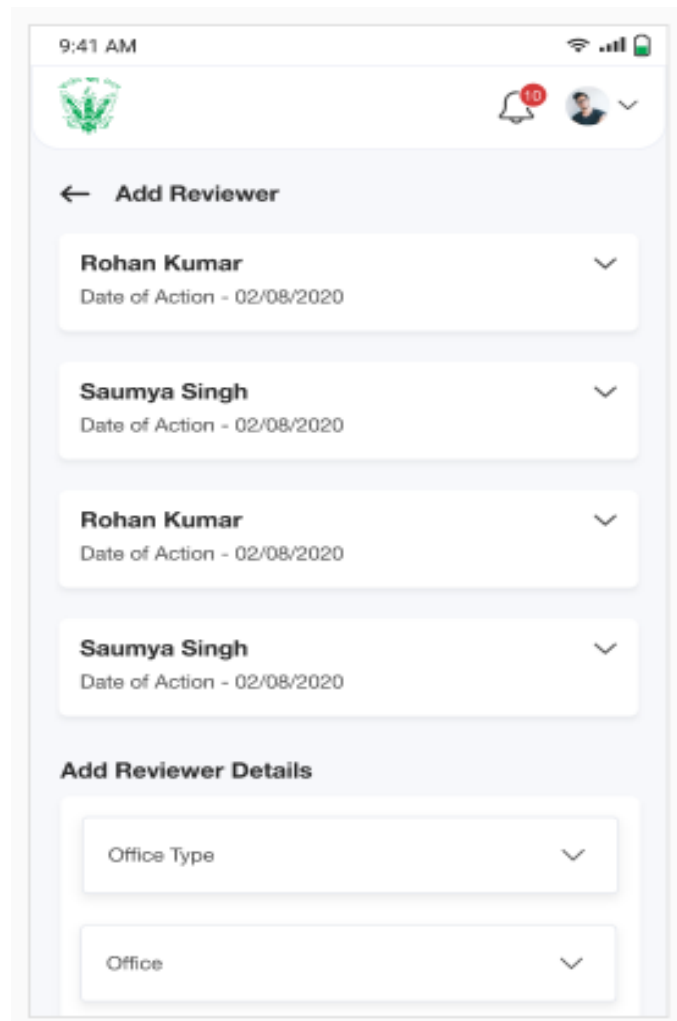


Figure 31: Leave Request – Add Reviewer

3.3 Action History

In this Option Employee can view Action History of request, meaning employee can view all action taken against his/her request.

(Click the Type of Request you wish to navigate Example: Leave Request, Attendance Regularization.)

And click on “EYE” icon on request in the Category. In this case let’s take example of Leave Request

3.3.1 Navigation

Navigation: Home Page>> MSS Dashboard>> Leave Request (employee can select other categories he/she is responsible. Example of other categories: Attendance Regularization, Newspaper allowance etc.)

3.3.2 Landing Page

User shall traverse the navigation as mentioned.

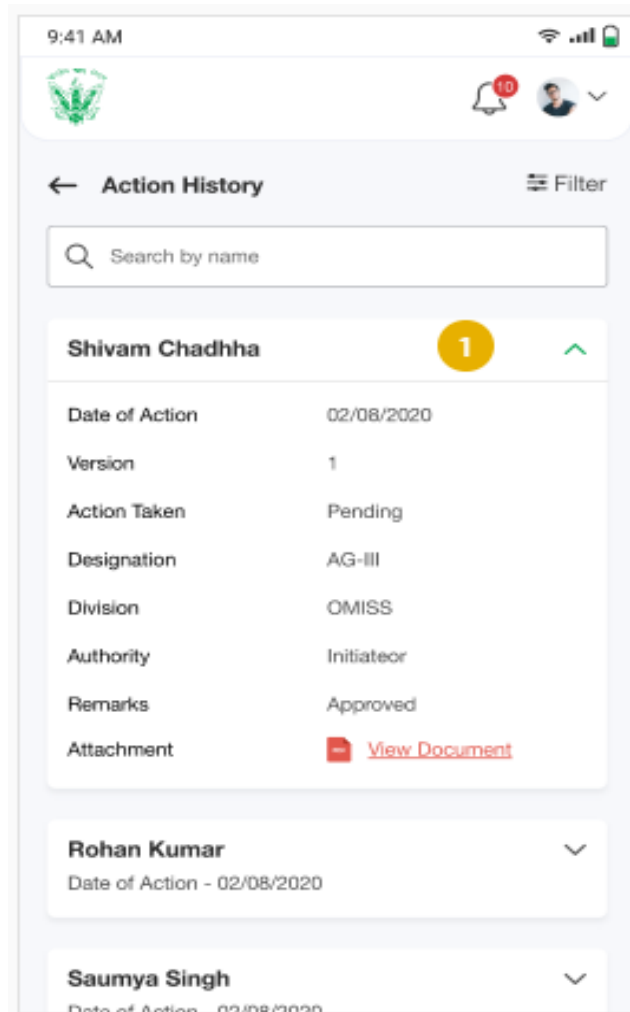


Figure 32: Action History