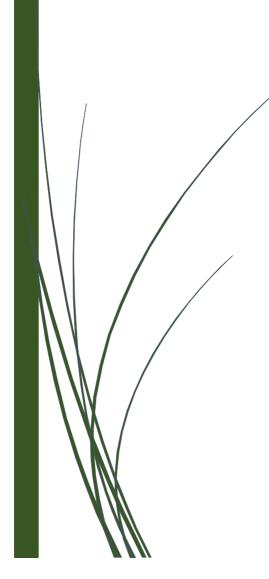
User Manual Template FCI HRMS

Module Name: Leave Time Attendance

Version: 2.2



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1. Introduction

An HRMS (Human Resource Management System) is a type of HR software that enables the management of several HR functions through the use of information technology. An HRMS aims to improve the productivity and efficiency of the business through the automation of manual and repetitive tasks. This, in turn, also frees up the time which can then be used to address more strategic, business-critical tasks. This document is intent to contain the working and usability descriptions related to the Compensation and Benefit processes identified and documented in System Requirement Specification document in the form of a user manual.

1.1. Objective

The following objectives shall be fulfilled with the user manual

- Serve as a standard document for FCI employees to gain experience in adopting the HRMS
- Provide comprehensive details about working on different Compensation and Benefit processes and managing exceptions and alerts as per different processes.
 - Reveal the user experience for working with the HRMS and act as a reference for users to reinforce working tactics with the HRMS as per requirement.

1.2. Target Audience

FCI Officers and FCI Employees

2. Overview

The Leave Time and Attendance is one of the most important aspects of the HRMS function that facilitates seamless tracking and reviewing of employees' working hours and the time they take off. It helps organizations to set up employee leave policy. Using this, an employee can check the status of leaves, daily attendance records, and can also apply for leaves. Leave is a provision to take leave from work for genuine reasons with the prior approval of the authorities.

3. Getting Started

3.1. Set Up Consideration

OS Compatibility: Microsoft Windows 7 and above

Browsers Supported: IE 9, 10+, Firefox 3.6+, Chrome 12+ on Windows, Firefox 3.6+, Safari 4+ on Mac 10.5.7+

Minimum Hardware Requirements: CPUs- Intel i3, RAM-8GB, 164GB (64GB for File Storage, 100GB for database storage)

Minimum Software Requirements: IE 9, 10+ Firefox 3.6+, Chrome 12+ on Windows,

Firefox 3.6+, Safari 4+ on Mac 10.5.7+

3.2. Know Your Icons

Icons	Descriptions
ß	It will allow editing a record.
t.	It will allow reviewing the submitted record/request.



~	It will allow approving the submitted record/request.
۲	It will allow viewing the details of the record/request in readable form.
Ø	It will allow viewing the uploaded document.

Table 3-1 Icons

3.3. User Access and Permissions

HRMS user access and permissions is managed by a specialized workflow management system that is further supplemented with roles and permissions. The User Management Process (SRS_HRMS_CH_02) has been coined as the centralized access manager where employees are provided various roles and permissions to access different set of features. Table 3-1 showcases the permission and user access provisions in general to HRMS Processes

User Profile	Employee S	elf Service	Manager Self Service		
Permissions	View	Add*	View	Add/Edit	Approval
HRMS Admin	Yes	Yes	Yes	Yes	No
Employee (ESS)	Yes	Yes	No	No	No
Manager (MSS)	No	No	Yes	Yes	Yes**
Competent Authority	No	No	Yes	No	Yes

Table 3-2: User Profile and Permissions

*(Add permission also provides an additional permission of Edit to update records by resubmission) ** (A manager who is a part of the reviewing or approving authority shall be able to perform approvals)

Table 3-2 defines the provision of different roles assigned as per the permissible architecture of HRMS application. A user role basically describes the user access of what the user can navigate around in the HRMS application. The user permissions as described in Table 3-1 combines with user roles to allow the user to "navigate" and "perform" the nature of processes as per the delegated power.

User Profile	Em	Employee Self Service			Manager Self Service		
Roles	Initiator	Reviewer	Approver	Initiator	Reviewer	Approver	
HRMS Admin	Yes	NA	NA	Yes	No	No	
Employee (ESS)	Yes	NA	NA	No	No	No	
Manager (MSS)	No	NA	NA	Yes	Yes	No	
Competent Authority	No	NA	NA	No	Yes	Yes	

Table 3-3: User Profile and Roles

*(For some process, the manager can initiate a transaction from the MSS on behalf of the employee but not based on grounds of request)

3.4. Accessing the system / System Organization and Navigation (Login, ESS and MSS)

URL: uat.hrmsfci.in

Login screen:



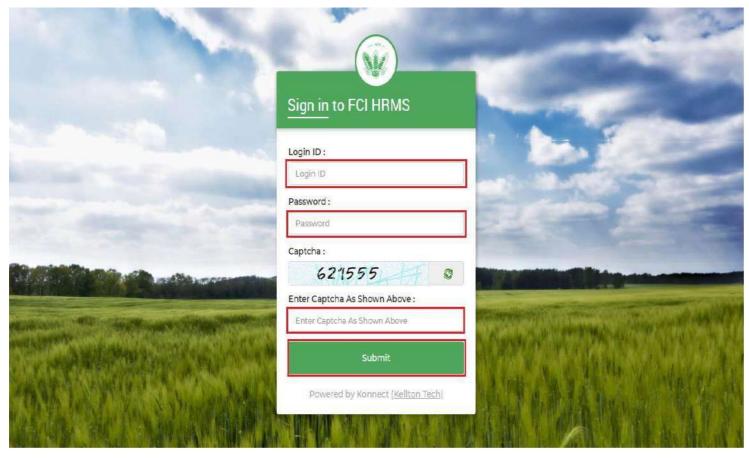


Figure 3.1 Login Screen

• Enter Login credentials, Captcha (Enter number here as shown in Figure 3.1) and Click on Log in to the system.

Submit

• Post Login, employee will land on the Home Page as shown in Figure 3.2

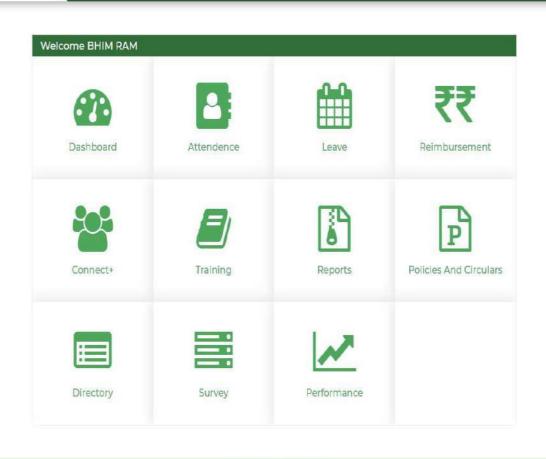




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@Powered by Konnect (Keliton Tech)

Figure 3.2 Home Page



Employee Self Service (ESS) - Employee Dashboard

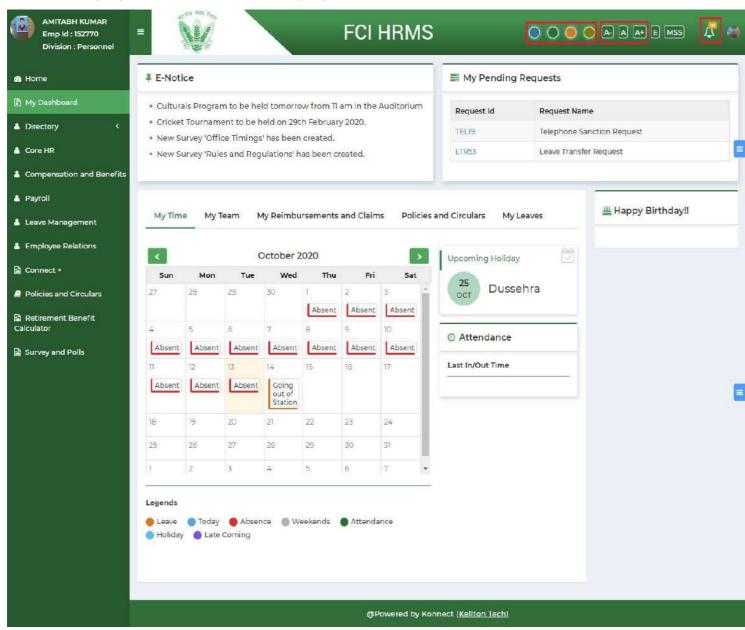


Figure 3.3 Employee Dashboard



Manager Self Service (MSS Manager Dashboard)



Figure 3.4 Manager Dashboard



3.5. Exiting the System



@Powered by Konnect (Keliton Tech)

Figure 3.5 ESS Dashboard

Click on to log out of the system.

3.6. HRMS Login Configuration

HRMS Login are handled using OAuth 2.0 protocol. The user credentials entered by user is passed on internet to HRMS System for validation and after successful validation a token is generated and shared to the application to use it at the time of every new server interaction to validate the user credentials. The login activity has few timeout settings as illustrated below.

- Access token Lifespan These is the setting for capturing the lifespan of Access token before it gets expired. Before access token gets expired a refresh process is triggered to get the new access token to keep the session alive until user logout of the session. Default is set to 1 hour.
- SSO Session Idle These is the setting for time a user session can be idle before it gets expired. Default is set to 1 hour.

These are timeout settings done at Key cloak IAM interface.



4. Using the System

Compensation and benefits are the results or rewards that the employees receive in return for their work. Compensation and benefits in FCI include payments like PLI, overtime allowance, wage revision policy inclusions, retirement grants, leave encashment and various types of reimbursements and claims. The compensation part will deal with updating the pay components of the employees that is used to process their salaries via payroll management.

4.1. Leave Type

As per the FCI policies, leaves shall be defined in the system by means of this process. Admin will define the leaves by filling in the required details.

4.1.1. Navigation

Left Navigation: Leave and Attendance >>Masters >> Leave Type Master

4.1.2. SLA

NA

4.1.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.1.1 to reach the Leave Type Master Landing Page as shown in figure:

NØ.	- Leave Ty	pe Master					
r Manual	From Date		As Active				
uger Dachtmart	DD/MM/TY	cov.	Select .	🗢 🔍 Get Results			
nt Management 🗸 🗸							Add Loave Typ
HR 1 ~	Show 10	v entries Export t	2. Licui IOF Dime			Search:	
ve and Attendance	5.ND	ILEAVE CODE	LEAVE NAME	ELEAVE DESCRIPTION	EFFECTIVE FROM DATE	IS ACTIVE.	ACTION
assaction 🗸	1	LC017	Restricted Holiday	Restricted Holiday	06/06/2020	Active	120
asters 2	2	LC001	Casual Leave	Casual Leave	02/01/2020	Active	R
Leave Updation	з	LC002	Compensatory Leave	Compensatory Leave	04/07/2020	Active	×
Leave Configuration	a.	LC003	Special Canual Leave	Special Casual Leave	06/07/2000	Active	2
Shift Master 3	5	LC004	Unaralled JoiningLeave	Unavailed Joining Leave	02/02/2020	Activo	€.
keave Type >	6	LC005	Earned Leaves	Earned Leaves	15/08/2020	Active	12
Organisation Holiday	7	LC006	HPL/Medical Leave	HFU/Medical	08/07/2020	Active	(2°
Employee leaves configured	8	LC006	Matemity Leave	Matemity Leave	06/06/2020	Active	(X
eporta ~	9	LC009	Paternity Leave	Paternity Leave	06/06/2020	Active	2
omance Management 🛛 🗸	10	LC010	Adoption Leave	Adaption Leave	05/05/2020	Activo	28
pensation and Benefit 🛛 🗸	Showing 1 to	10 of 16 entries					
s ~						Previou	1 2 1
t Acquisition 🗸 🗸							
sing and Development 🗸							
kyee Relation							

Figure 4-1: Leave Type Master

HRMS administrator shall be able to perform the following activities from the landing page:

Click on Get Results to apply the available filters.

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- Click on PDF Print to export the table records in Excel or CSV as per table columns.
- Search:
 Click on
 to enter a search query that shall
 search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 1
 Next
 to navigate table records
- Click on Add Leave Type to add a new record in the table as mentioned in Section 4.1.3 Add Leave Type.
- Click on *to edit an existing record in the table as mentioned in Section 4.1.4 Edit Leave Type.*

4.1.4. Add Leave

Click on

Add Leave Type to open the Add Leave as shown in figure

= V PCI H	Leave Type				100 C		🗖 🐘 ARAT KUMAR 🎍
Leave	Name *			Effective From Date *		×.	
Cas	cal Leave			01/01/2021		8	
is Acti	ve *			Uploaded Document *			
Militajii California	tett		~	Lemm.pdf		Upland	
	Description						Articl Leason Types
Add	Casual Leave						
Caserie and Ritlandance						۲	-
Transaction					Submit	Cancel	ce :
Mature							84
town Updation	3	10002	Comparisanter y Lanave	Corperustary Laster	04/01/2000	Activa	a.
	4		Special Cassal Lairve	Second Central Larve	0690722020	Active	a.
	6	10004	Unaming Jorieg Lines.	Universities and the second		Active	R.
	5		Earred Liberes	Tamat Laaves	15/51/2010	Active:	a
	2	40006	HPLAnedCalLasse	HPLAMeRcal	08/07/2020	Active	ar:

Figure 4-2: Add Leave Type

Submit

Enter the details and click on such that a success message will be shown in the Leave Type Landing Page for addition of a new record in the table.

Success message will be displayed as

Successi Leave type has been updated.

4.1.5. Edit Leave Type

Click on ^C to open Edit Leave Type as shown in figure





= W POIN	EditLe	ave Type						anat kunna 🛔
Acros	Liave Co	dz			Leave Name *		×	
Corr Harval	FC.33				Carual Leave1			
	Effective	From Date *			h Active *			
Manager Carltonic	01/01/2	2021			Active		*	
Talanti Management	Upkoader	d Document *	New Atsactament					Artel course Types
Comp (10)	Instan	tre publi		Upload				
Ceeve and Misidance		scription *						Actoni
Transactor	Add Ca	esual Locve						a
Midney							2	a :
Taxes Operation						Upda	te Dancel	œ
Searce Configuration								<i>u</i> :
		5	LCOIE	UNP (Lance Watsul Fay)	LWP (Leave Milliout Fay)	0006/1075	Attes	a.
	1	5		WRIL/Werk Related Ingory Lincon)	WRILLINGON Resulted Inputy Learnest	00/06/2020	Active	a.
		22	LC014	Extra Ontinery Lasse	Extra Ordinary Liseve	0606(1020)	Active	a:
	100							

Figure 4-3: Edit Leave Type

Enter the details and click on such that a success message will be shown in the Leave Type Master Landing Page for updating the existing record in the table.

Success message will be displayed as

Successi Leave type has been added.

4.2. Leave Configuration

As mentioned in the policies and circulars of the organization, defined leave types shall be configured in this process.

Admin shall enter the characteristics of the leave types.

4.2.1. Navigation

Left Navigation: Leave and Attendance >>Masters >> Leave Configuration

4.2.2. SLA

NA

4.2.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.2.1 to reach the Leave Configuration Master Landing Page as shown in figure

me	Leave Configu	ration						
er Manual	From Date		Is Active					
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lent Maragement 🗸 🗸							Add Leav	e Configuration
ine HR 1	Stow 10 👻	ontrios					Soarch:	
ave and Attendance	LEAVE CODE	EFFICE TYPE	area	T TEAM HAME	+ NO OFLEAVE	EFFECTIVE FROM DATE	1 BACTNE	ACTION .
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vlaiters 🔨	LC006	20	20 (SOUTH) - CHENNAI	HPL/Medical Leave	1.0	01/01/2020	Active	
Leave Updation 3	LC005	C4	RO HYDERABAD	Earned Leaves	30.0	01/01/2026	Active	
Leave Configuration	LC006	RO	RO HYDERABAD	HPL/Medical Leave	1.0	01/01/2026	Active	
Shift Master	LC005	DO	DO WARANGAL	Earned Loaves	30.0	01/01/2020	Active	g o
Leave Туре	LCODB	DO	DO-WARANGAL	HPL/Medical Leave	10.0	01/01/2020	Active	20
Organisation Holiday	LC005	zo	20 INDRTHI - NOIDA	Earned Leaves	30.0	01/01/2020	Active	2 e
Employee leaves configured	LC006	20	ZO (NORTH) - NOIDA	HPL Modical Leave	1.0	01/01/2020	Active	
eports 🗸	LC005	RO	RD PANCHKULA	Earned Leaves	30.0	01/01/2026	Active	8 0
ormanse Management 🛛 🗸	LC006	RO	RD PANCHKULA	HPLMedicalLeave	1.0	61/01/2020	Activo	20
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w ~						Previous 1 2	3 4 5	319 Ne
nt Acquisition 🗸 🗸	1							
ming and Development 🧠								
oloyee Relation 🛛 🗸 🗸								



HRMS administrator shall be able to perform the following activities from the landing page:

- Click on Get Results to apply the available filters.
- Click on Excel PDF Print to export the table records in Excel or CSV as per table columns.

Search: Click on to enter a search query that shall

- search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 1
 Next
 to navigate table records
- Click on Add Leave Coorfiguration
 Click on 4.2.3 Add Leave Configuration.
- Click on ^{CC} to edit an existing record in the table as mentioned in Section 4.2.4 –
 Edit Leave Configuration.
- Click on ⁽¹⁾ to view the record as shown in figure.

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ser Manual				
Dept. Header Hander		Leave Code	Encashable	
mager Destroyerd		LC005	Yes	
		Leave Name	Max.Encushable	
nt Maragement	~	Earned Leaves	300	
		Leave Description	Min Leave Days	
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		Effective From Date	Max, Leave Days	
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		Dairy Forward in No. Of Daya	Impact on Catetena Alowandes. No	
		300	1792	

Figure 4-5: View Leave Configuration

Click on ^{Cancel} to exit the screen.

4.2.4. Add Leave Configuration

me		Add Leave Configuration			
er Manual					
		Leave Code *		Leave Name	
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t Maragement	~	Leave Description *			
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omarce Management	~	01/01/0221	Monthly	At Experime	All
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ning and Development	~	ta v	Ketter Max, Kettashabie	0.5	.8
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		No 🗸	705 ~	All 🗸	Yin
		Allowed On Weekly Off 1	Availment Frequency *	Upload Document *	's Activo *
		Yes.	Not Applicable	Uphad Deturner Uphait	Active
		impact on Cafeteria Allowarces.			
					Submit Cancel

Enter the details and click on such that a success message will be shown in the Leave Configuration Landing Page for addition of a new record in the table.





Success message will be displayed as

Successi Leave configuration has been added successfully.

4.2.5. Edit Leave Configuration

Click on 🦉 to open Edit Leave Configuration as shown in fig	gure
---	------

lome		Edit Leave Configuration			
user Manual		Lrave Code		Leave Name	
Aenager Deshtoerd		LCOUR		Earned Leaves	
Sent Maragement		Leave Description *			
ann Maragerani.		Barred Laws			
lare HR	× 1				
nave and Attendance	~	And the second sec			
rformance Management	4	Effective From Date *	Credit Leave *	At the *	Office Type *
	228	01/01/2020	Half yeady 🔍 👻	A Beşinning 🗸 🗸	20 .
impensation and Benefit	~	Office *	Number Of Leaves To Be Credited *	Carry Forward *	Carry Forward in No. Of Days *
yrce	~	20 ISOUTHE CHENNAL	30.0	703 V	300
Matters	~	Enclashable *	Mox Encantrable *	MinLeare Days *	Max. Leare Days *
fransaction	~	We V	300	1	300.0
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ent Acquisition	×	No. 🗸	*** ×	AI ~	Ten
rning and Development	~	Allowed On Weekly Off *	Availment Frequency*	Upload Document*	IS Activo *
ployee Relation	~	Yes	Not Applicable	Upined Document	Active
			and species and set		
		Impact on Cafeteria Allowances			
					Upcate Cancel

Figure 4-7: Edit Leave Configuration

Enter the details and click on update such that a success message will be shown in the Leave Configuration Master Landing Page for updating the existing record in the table.

Success message will be displayed as

Successi Leave configuration has been updated successfully.

4.3. Leave Updation

As the employee is being absent without any prior information or any number of leaves needs to be added or deducted from the leave account of the employee, this process will allow updating the leaves.

Personnel Division will add or deduct the leaves from the leave account of the employee as per the scenario.

4.3.1. Navigation

Left Navigation: Leave and Attendance >>Masters >> Leave Updation



4.3.2. SLA

NA

4.3.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.3.1 to reach the Employee Leave Updation Master Landing Page as shown in figure.

ome		Employee	Leave Updation Scr	een							
ser Manual		Employee Num	nbor *	100							
anager Dechtmart		152770(AMI	TABHIKUMARI		Get Results						
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Transaction	\sim	2	LC002	Compensatory Leave		o	o	0	0	0	
Masters	~	з	LC003	Special Casual Leave		0	0	0	0	0	02
Leave Updation	2	4	LC004	Unavailed Joining Leave		0	0	0	0	0	12
Leave Corfiguration		5	LC005	Earnod Looves		105	15	0	290	410	2
Shift Master		6	£C006	HPL/Medical Leave		229	10	0	0	239	œ
Leave Type		7	LC008	Maternity Leave		0	0	0	0	0	3
Organisation Holiday		8	LC000	Patentity Leave		0	0	0	0	0	0r
Employee leaves configured	•	9	LCOII	Child Care Leave		715	ō	0	0	715	8
Reports	*	10	LC012	Study Leave		0	o	0	0	0	9
rformance Managament	~	Showing 1 to 1	0 of 15 entries								
mpensation and Benefit	\sim									Photoda	1 Z 110
vroi	~										
ent Acquisition	~										
uning and Development	~										
volovee Relation											

Figure 4-8: Employee Leave Updation Master

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on Get Results to apply the available filters.
- Click on Excel PDF Print to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 1
 Next
 to navigate table records
- Click on ^{III} to open Leave Updation as shown in figure





4.3.4. Leave Updation

Click on 🦉	to open	the Leave	Updation	as shown ir	n figure.

E FCI HRMS							Aa Ab Ab	ESS MSS	🥬 🕂 AMIT K	umar 🕹
Home		Leave Updation								
Lose Marsail										
Manager Tashboard		Einployee Number 152770				Employee Designation Assistant General Manager				
Talent Management	~	Englayse Name AMTABH KUMAR				Leave Type Compensatory Leave				
Core HR	~	Employee Division Personnel				Balance				6
Leave and Attendance	*									
Performance Management	~	Number Of Days To Add/Deduct *		Upload Document *		Reson				
Compensation and Benefit	~	-al	•	Latter and	Optional	Granted				
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Laaming and Development	~									
Employee Relation	~									
				Cipylight @	2220 Food Obsporation of	India Powered by Kornect (Ketton S	ectij			

Figure 4-6: Leave Updation

Enter the details and click on such that a success message will be shown in the Leave Updation Landing Page for addition of a new record in the table.

Success message will be displayed as

Successi Leave updation successfull.

4.4. Employees Leaves Configured

Employee Leaves Configured will allow the Personnel Division to view the number of leaves in account of a particular employee.

4.4.1. Navigation

Left Navigation: Leave and Attendance >>Masters >> Employees Leave Configured

4.4.2. SLA

NA

4.4.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.4.1 to reach the Employee Leave Configured Landing Page as shown in figure.

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er Manual	Office Type	6			Office		Catagory		Cadre	
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rve and Attendance	Show 10) 🗸 entries							Search:	
	5.ND,)	OFFICE TYPE	OFFICE	CATEGORY	CADRE	DIVISION	DESIGNATION	EMPLOYEE NUMBER	EMPLOYEE NAME	I ACT
Aasters ^	×.	HQ	HQ- Delhi	CAT-I	General	Personnel	Assistant General Manager	275851	NAVNEET SANDHU	0
Leave Updation	2	но	HQ- Delhi	CAT-1	Engineering	Personnel	Assistant General Managor	105500	PAWAN KUMAR MALHOTRA	0
Shift Wester	3	HQ	HQ- Delhà	CAT-1	Logal	Legal	Assistant General Manager	276089	NARENDRA KUMAR	
Leave Тура	4	HD	HQ- Delhi	CAT-1	General	information Technology	Assistant General Menager	276590	AMIT KOHAR	ø
Organisation Holiday 3	5	HQ	HD- Deihi	CAT-1	Accourts	Financo	Assistant General Manager	275387	RAJAT SOF	9
aporta 🗸 🗸	6	HQ	HQ- Delhi	CAT-1	General	Other	Assistant General Manager	277138	SALMAN MARMOOD	۵
omanse Management 🔍	7	CH	HD- Dethi	CAT-1	Movement	Movement	Assistant General Manager	275534	SRINIVASA RAO MYLAPALLI	•
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ning and Development 🗸	10	HQ	HQ- Delhi	CAT-1	General	Information Technology	Assistant General Manager	276217	VIPIN TYAGI	0
iloyse Relation 🗸 🗸 🗸	Showing 1	io 10 of 734 antries						· Prov	ous 1 2 3 4 5 .	. 74

Figure 4-10: Employee Leave Configured

HRMS administrator shall be able to perform the following activities from the landing page:

- Get Results Click on to apply the available filters. • PDF Print Excel Click on to export the table records in Excel or CSV as . per table columns. Search: Click on to enter a search query that shall • search the table records. Click on to sort the table records in ascending order or descending order of • entries.
 - Click on Previous 1 Next to navigate table records
- Click on ⁴ to View Employee Leaves as shown in figure.





ve and Riter Dates	View Emple	oyee Leaves						-	
rannadalidar									- Activ
Antere	Show 10	• entries					Search:		•
Angers Algoristics	5.80.	LEAVE TYPE	CARRES FORWARDS	3 ACON	IED AVAILE	GETINLAN 8 G	1 BA	LANCE	
Leave Configuration	1	Casual Leave	0	8	0	o	o		
Shift Maxme	2	Compensatory Leave	o	0	0	o	Q		
Laure Type	3	Special Casual Leave	0	0	0	0	Q		•
Deprination Healdow	4	Unavailed Joining Leave	o	0	0	0	0		3 .
Instrument and	5	Earned Leaves	180	15	0	0	19	5	
uteria	е	HPL/Modical Leave	87	10	0	0	07		•
State Management	7.	Acoption Leave	0	0	0	Û	0		10 C
constitute and benefit	0	Child Care Leave	520	0	0	0	52	0	
	9	Study Leave	0	0	0	0	0		
ut I	10	Leave Not Due	0	0	0	0	0		
el Acquinistes	Showing 1 to 10	of 14 entires					1 married	1 2 Not	

Figure 4-11: View Employee Leave

Click on \times to exit the screen.

4.5. Organization Holidays

As the holidays has been defined each year, organization holidays will allow to define the holidays and publish in the system for the employees of the organization to view know the date and type of the holidays.

4.5.1. Navigation

Left Navigation: Leave and Attendance >>Masters >> Organization Holidays

4.5.2. SLA

NA

4.5.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.5.1 to reach the Organization Holidays Master Landing Page as shown in figure.

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ro HR 🔰 🐣	Show 10	✓ entries								
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Masters A	1	Galette	140	HQ-Dolhi		36/01/2020	Repub	lic Day		(Z)
Leave Updation	2	Gazette	HQ	HQ-Delhi		10/03/2020	Holi			12
Leave Configuration	3	Gazette	HQ	HQ-Dethi		10/04/2020	Good	Friday		(<i>X</i>
Shift Master	4	Gazette	110	HQ-Dolhi		02/04/2020	Rom N	lavami		12
Leave Type 3	5	Gazotto	нq	HQ-Dethi		06/04/2020	Maha	rir Jayanti		(2)
Organisation Holiday	6	Gazette	HQ	HQ-Defni		25/05/2020	Eid ul	tar		œ
Employee leaves configured	7	Gaiutte	HQ	HQ-Dethi		07/05/2020	Budhe	Puttime		12
Reports 🗸 🗸	8	Gazette	HQ	HQ-Dethi		01/06/2020	Id+UI+	Zuha (Bakridi		œ
formance Managament 🛛 🗸	9	Gazette	HQ	HQ-Deihi		15/08/2020	Indep	endence Day		12
npensation and Benefit 🗸 🗸	10	Gazette	HQ	HQ-Demi		30/08/2020	Nuna	ram		12
rol ~	Showing 1	io 10 of 9,646 entries							Poviça 1	2 3 4 5 _ 965 1
ent Acquisition 🗸 🗸										
ming and Development 🤍										
ployee Relation 🗸 🗸 🗸										



HRMS administrator shall be able to perform the following activities from the landing page:

- Get Results Click on to apply the available filters. •
- Print Excel PDF to export the table records in Excel or CSV as Click on

per table columns.	
--------------------	--

- Search: to enter a search query that shall Click on search the table records.
- Click on 👘 to sort the table records in ascending order or descending order of entries.
- Next Previous Click on to navigate table records
- Add Holiday Click on to add a new record in the table as mentioned in Add Organization Holidays section.
- Click on ${}^{\fbox}$ to edit an existing record in the table as mentioned in Edit Organization • Holidays section.

4.5.4. Add Organization Holidays

Add Holiday to open the Add Organization Holidays as shown in figure. Click on

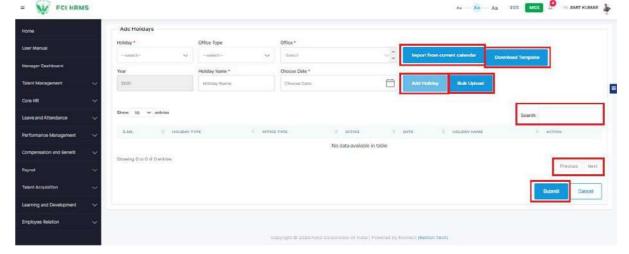
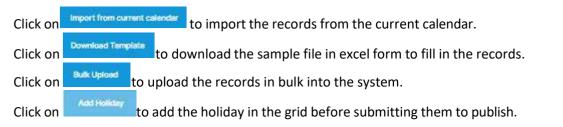


Figure 4-13: Add Organization Holidays



Enter the details and click on Submit such that a success message will be shown in the Organization Holidays Landing Page for publishing in the table.

Success message will be displayed as

Success! Holidays have been published

4.5.5. Edit Organization Holidays

Click on *constant of the second seco*

= 🙀 FCI HRMS				Edit				ne 🗛 Aa	- ESS (1995) (
1 const	Organia	sation Holidays		Holiday Type *		Office Type *				
Corr Mariani				Gamita	~	HD	~			
Managar Dainteoine	Citics type			Office*		Choose Date *			Renda	
Nergije danstoara i				HD-Dervi	~	26/01/2020			and the second se	
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Figure 4-14: Edit Organization Holidays



Update

Enter the details and click on such that a success message will be shown in the Organization Holidays Master Landing Page for updating the existing record in the table.

Success message will be displayed as

Success/Holiday has been edited successfully.

4.6. Shift Master

As the employee/officers of different categories have a defined shift, this process will allow adding the shifts for the categorized officers and employees with their reporting and leaving time.

Step1: AGM (OMISS) will define the shift for all the categories.

Step2: DGM, GM and ED (OMISS) will review and approve the shift which will become active to be assigned to the employees/officers.

4.6.1. Navigation

Left Navigation: Leave and Attendance >> Masters >> Shift Master

4.6.2. SLA

NA

4.6.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.6.1 to reach the Shift Master Landing Page as shown in figure.

ne	Shift Mas	ter								
er Manual										Add New Shift
lager Cashboard		in Links a	portio: Even PDF	Area						
nt Maragement: 🗸 🗸	Show 10	✓ entries Ex	portio: taces of the	Proze					Search	
^{HR} 1 [~]	5.80	REQUEST ID	SHIFTNAME	SHIFT CODE	SHIFT START TIME	SHIFT END TIME	ASSIONMENT	STATUS	ISACTIVE	ACTION
NOTIVINA ST	1	SHF4	Shift Test 6	06351008	6:35 AM	MA 80:01	Unassigned	Pending Review	Active	•
re and Attendance	2	SHF2	Shift(10:00 - 17:30)	10001730	10:00 AM	5:30 PM	Assigned	Approved	Activo	0/
assaction 2 ~	з	5HP0	Week Off	o	12:00 AM	12:00 AM	Unassigned	Approvad	mactive	**
atters 🔿	4	SHP	Shift (9:30 - 18:00)	9301800	9:30 AM	6:00 PM	Assigned	Approved	Active	0/
Leave Updation	Showing 110									
Leave Configuration 3										ferrereas 1 Next
Shift Master >										
Leave Type										

Figure 4-15: Shift master

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on Get Results
 to apply the available filters.
- Click on Excel PDF Print to export the table records in Excel or CSV as per table columns.



- Search: Click on to enter a search query that shall • search the table records.
- Click on 🔽 to sort the table records in ascending order or descending order of • entries.
 - Previous Next Click on

to navigate table records

Add New Shift Click on to add a new Salary Revision in the table as mentioned in Section 4.18.3 – Add Shift.

4.6.4. Add Shift

Click on

Add New Shift

me	Add New Shift								
er Manusi	Spirts harns *				Shift Type *				
nager Deshtoard	Shift 1				General		3		
	Shift Start Time*			Shift End Time *			Shift Code		
ent Maragement	09:30 AM		O	18:02-PM		0	00001800		
re HR ·	Time Suration Allowed To Swise	Defore *			Time Dynation Alte	wed to Swipe Alter	8.		
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formance Management	Shift Grace Period *				Allowed Short Lee	ww.e			
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ent Acquésition		DO-DU MAR			0	13.00 PW		O	
arning and Development	2et Session	14/30 PM			0	18-00 PM		0	
ployee Relation	Reference Document *								
	Upinia Sociament							Upow	

Figure 4-16: Add Shift

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

The success will be displayed as

Success! Shift has been submitted successfully.

4.6.5. Edit Shift

Click on *to open the edit Shift as shown in figure:*

User Manual		Shift Name *						20	dt Type *					
kanagar Dashboard		Shift(1000 - 17:30)						General						
		Shift Start Time *				i.	Shift End Time * Shift Code							
lent Maragement	~	10-00 AM			O		17:30 PM			0	10001720			
ore HR	~	Time Duration Allowed To Swig	re Defore *					. Tin	ne Ouration Alto	wed To Swipe After				
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mployee Relation	~	Reference Document												
		Upload Documum												Upbu
		-				-		-						_
													Update	Cancel

Figure 4-17: Edit Shift

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

4.7. 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.

4.7.1. Navigation

Left Navigation: Leave Management >>Transactions >> Attendance Regularization

4.7.2. SLA

21 Days

4.7.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.7.1 to reach the Attendance Regularization Landing Page as shown in figure.

•	Employee Attendanc	e Regularization							
Marual	Employee Number		Employee Name		Employee Division		Employee Design	ution	
leshboard	290572		AMIT KUMAR		Personnel		Managar		
zory ~	To raise new regularization	request click "Appy" by	tio1.						Appl
HR V	Show 10 v entries						Search	42	
pensation and Benefits 🛛 🗸	5.90.	REQUEST ID		ATTENDANCE DATE		STATUS	5 A	CTION	
inmance Management	1	117		12/01/2021		Wthdraw	3	6	
e Management	2	116		13/01/2021		Approved	9	ø	
ave Request	3	107		11/01/2021		Rejected	52	0	
	4	106		11/01/2021		Webdaw		0	
Attendance 2 Rodance Regularization	5	104		68/01/2021		Approved	1	0	
sployee Catendar	6	103		07/01/2021		Submitted		5 0	
e-approval for work on holiday	7	102		07/01/2021		Approved		0	
ply Leave	8	101		06/01/2021		Submitted	14	⊨ ø	
abled Leaves	9	99		06/01/2021		Withdraw		0	
ave Encashment	10	98		05/01/2021		Approved	5	0	
a ~	Showing 1 to 10 of 29 entrie	4:						neviture 1 2 3	5 0
ayee Relations 🛛 🗸									
n Managament 🛛 🗸									
ring and Development 🛛 🗠									
wet • .									
ies and Circulars									
ement Benefit Calculator									

Figure 4-18: Attendance Regularization

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on
 Get Results
 to apply the available filters.
- Click on Excel PDF Print to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 1
 Next
 to navigate table records
- Click on to add a new Attendance Regularization request in the table as mentioned in Add Attendance Regularization Request section.

4.7.4. Add Attendance Regularization

Click on

to open the Add Attendance Regularization Request as shown in figure.

Manual	Employee Number	Employee Number Employee Name		Employee Division	1	Employee Designation		
eshboard	200572	ANIT KUMAR		Personnel		Manager		
ary .	Select Date*		Mequest Type *		to Time			
R	13/01/2021	13/01/2021		Ý	12:00 АМ			
nsation and Benefits	Out Time		Regularized in Time *		Regularized Out Time *			
	12:00 AM		MA DE-RD	C	3 18:00 PM			
	Reason For Raising Request			1				
Masagement	 Attendance Regularization 							
	~		O					
ee Relations	() () () () () () () () () () () () () (Submit	Cano	
Management							_	
g and Development	4 ⁻							
t+								
and Circulars								

Figure 4-19: Add Attendance Regularization Request

Enter the details and click on addition of a new record in the table.

such that a success message will be shown for

The success message will be displayed as

Success! Request has been raised successfully.

4.7.5. Withdraw Attendance Regularization

Click on ¹ to withdraw the applied request as shown in figure.

= V FOLHRMS	As — As ESS MSS 🤌 in Amity climar 🎍
Home	Withdraw Attendance Regularization
User Manual	Employce Number Request Type
My Deshboard	200672 In Funch Missed Employee Name Request In Time
Einectory ~	AMIT RUMAR 9:30 AM Employee Division Request Out Time
Core HR 🗸	Personnel 6-00 PM Employee Designation Comments
Compensation and Benefits 🔍	Manager Attendance Date
Performance Management 🔍	Attondance Julie 13/07/2021
Lasive Management ~	Tenats
Payrol ~	Withdraw request,
Employee Relations >	0
Talen: Management ~	Withdraw Back
Learning and Development 🧼	
Connect +	
Policies and Circulars	
Retirement Benefit Calculator	
	Copyright © 2020 Holio Composition of most Powersisting Kommett (Netton Tech

Figure 4-20: Attendance Regularization Withdraw Request.



Withdraw

Enter the details and click on to submit the withdraw request.

The success message will be displayed as

SuccessI Request has been withdrawn successfully.

4.7.6. Approve Attendance Regularization - Landing Page

The submitted request will be forwarded to the approver's landing page as shown in figure:

ne	Attendanc	e Regularization	Landing Page										
r Manual	From			to			Status		-				
nager Dashboard	DD/MM/VYY	Ŷ		DD/MM/YYYY			Select		~	Get Results			
nt Management 1	Show 10	v entries								Search:			
ve and Attendance	8H0 0	HEQUEST ID	EMPLOYEE NO.	NORTH I	EMPLOYEE NAME	(pepe	NATION	ISATE I	STATUS	Actor	NO.		AR.
ensection	3	118	290572		AMIT KUMAR	Mana	roge	13/01/2021	Submitted	~	0		
Leave Request Approval 2	2	103	290572		AMIT KUMAR	Mana	roge	07/01/2021	Submitted	*	•		
Attendance Regularization	3	101	290572		AMIT AUMAR	Mana	ager	06(01/2021	Submittid	~	۰		
Approval	4	97	290572		AMIT KUMAR	Mani	hger	18/12/2020	Submitted	~	0		
Atterdance/Leave Statement	5	95	290572		AMIT KUMAR	Mana	agor	04/01/2021	Submitted	~	ø	0	
Pre-work approval landing page	6	94	290572		AMIT KUMAR	Mana	1026	01/01/2021	Submitted	~	ø		
Leave Encashment Approval	3 7 0	87	290572		AMIT KUMAR	Men	19261	04(12/2020	Submitted	~	ø		
Leave Approval	8	85	290572		AMIT KUMAR	Mana	sgor	28/12/2020	Submitted	~	0		
sing and Development 🧠	Showing 1 to 8	of 8 entries									Г	Previous	1 10
imaice Management 🔍											ulk Ap	orove	Cance
HR ~													
pensation and Benefit 🛛 🗸 🗸													

Figure 4-21: Attendance Regularization Request Approver's Landing

Click on ✓ to land on Approve Attendance Regularization as Request shown in figure:



4.7.7. Approve Attendance Regularization

FCI HRMS		жа — 🗛 — Ав ESS 🚺 💆 — Ангтари комая 🖉
Home	Approval Regularized Attendance	
User Manual	Request lef 118	In Time 12-00 AM
Manager Dashboard	Employee Number 290572	Out Time 12:00 AM
Talent Management 🗸	Employee Name AMIT KUMAR	Regularized In Time 5:30 AM
Leave and Attandance 🗸 🗸	Employee Division Personnel	Regularized Out Time 6:00 PM
Learning and Development 🗸 🗸	Employee Designation Manager	Reason For Raising Requist Attendance Regularization
Performance Management 🗸 🗸	Attendance Date 13/01/2021	
Core HR 🗸 🗸		
Compensation and Benefit 💦 🗸	Approved Commonts *	
Employee Relation 🔶 🗸		
	Con	yrtyft © 2020 Fund Corporation of India Pasares by Konness (Kalitan Tech)

Figure 4-22: Attendance Regularization Request Approve

Approver shall be able to perform the following activities from the Approve Page.

- View Action History Click on to view the action taken on the request as shown in Figure 4-35. Approve
- Click on to approve the request, and a success message will be shown in the Attendance Regularization Request Approver Landing Screen for approving the record as shown in Figure 4-34.

Reject

to reject the request back to the initiator, this request will Click on be listed in the landing page of Initiator with "Rejected" status.

The success will be displayed as

SuccessI Request has been approved successfully.

4.7.8. **View Action History**

Click on

View Action History

as shown in Figure 4-33, to navigate to View Action History page as shown in figure.

Home		Action H Version	instory			From Date			To Date						
iter Manual		All.			~	DD/MM/YYYY			DO/MM/YYYY		0	Get Results			
lanager Dashboard		Request ID	AR118										Action His	tory R	eport
alent Management	•	Show 10	v entries										-		
eave and Attendance	~											Search:			
aaming and Development	÷	E.NG.	1 DATE OF		VERSION I	ACTION TAKEN	EMPLOYEENAME I	Manager	EERONATION 1	EMPLOYEEDIVERON 8	AUTHORITY 3	REMARKS Attendance Re			CTION .
erformance Management	~	1.5	tu 1 al 1 entries				AND LOANS	manager		Personne	(The second s	antendante ne	guanzation		
are HR	~												Previous	3	New
ompensation and Benefit	~							Competent	Authority						
nployee Relation	~	OFFICE		DIVISIÓN		DESIGNATION		CA	TEGORY	TECTION		EMP.	OVEE NAME		
		HQ-Del	bì	Personnel		Assistant General	Manager	CA	T-1	Personnel Establis	hment	AMIT	ABH KUMAR		

Figure 4-23: Action History

HRMS administrator shall be able to perform the following activities from Action History page:

- Click on Get Results to apply the available filters.
- Click on ^(O) to view the particular detail of the record as shown in figure.

me	- 1	Action History View									
r Manual	Ve	rsion		Authority		Employee Name		Employee Designation	Employee Division		
		ê.	~	factors.	~	AAM? KUMAB	-	Designation	Division	Get Results	
ager Desnitoard											
nt Maragament		Request Id						Out Time			
HR	1 C	290572 Employee Number			24			12:00 AM Regularized In Time			
e and Alterdance	~	280572						7.09 AM			
omance Management		Employee Name AMIT KUMAR						Regularized Out Time 6:54 PM			
		Employee Division Personnel						Employee Comments Reason For Raising Request			
opensation and Serveit		Employee Designation						Approver Comments			
TON .		Manager Attendance Date						Approvor			
nt Acquisition		27/12/2020									
ning and Development		Request Reason Reason for Raising Requ	rest.								
loyee Relation		In Time 12:00 AM									
		Remarks Resson For Raising Rogi	Jest								
										[Back
						aayoynt 🖲 2520 Food C	erprestices of I	una Powered by Knonedi (Ketton	Tech		
			Fig	ure 4-24:	Actio	n History	View				
Click c	on	et Results	to	o apply tl	ne ava	ailable filt	ers.				
	C										



4.8. Employee Calendar

Employee Calendar will be employee based process, which will allow each employee of the FCI to view their Punch in, Punch out, Attendance status of a particular day and list of holidays.

4.8.1. Navigation

Left Navigation: Leave Management >>Transactions >> Employee Calendar

4.8.2. SLA

NA

4.8.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.9.1 to reach the Employee Calendar Landing Page as shown in figure.

me	Employee Number: 295779	Employee Name: PRYANC:	DAHIYA	imployee Division: Personnel	Employee Designation: Assic	tan) Gtade - 11	ew Holiday List
er Manual	(*)			DECEMBER 2020			3
Deshboard	Sun	Mari	Tue	Wed	Thu	Ri	5.tt
ectory 🗸 🗸	29	90	1	2	5	4	
HR V			Absant	Abient	Abaant	Mount	Abusent
	6	7	B	9	10	11	1
pensation and Benefits 🛛 🗸	Absent	Aboant	Present	Absent	Absent	Altheot	Absent
ormance Management 🔒 🗸	13	14	15	16	17	18	1
e Management	Week-Off	Athent	Present	Absent	Absent	Freshers	Absent
emenogeneni A	20	21	12	23	24	25	2
ave Request	Week Off	Absett	Absent	Apient	Absent	Christmas Day	Week-Off
Attendance	27	28	29	30	31	1	
	Week-Off	Absert	Oning out of Station	Absent	Going out of Station		
tendance Regularization 2	3	4	5	6	7	8	
nployse Calendar 💦 🗦							
e-approval for work on heliday							

Figure 4-25: Employee Calendar

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on Present to navigate the description of the attendance as shown in figure.
- Click on <u>View Holiday List</u> to view the list of the holidays as shown in figure.



			Description Present				Aat ESS MSS		
	Ematoyon Number 2	Str78 Smakuper	In lime/Out lime:07:08:00/09	46:00 Total hours: 02:38:00 shift	SN/1 (9:30 - 18:00	ess Deconocition: According Stre	101-18 X	inter Antonia Salat	
					Close				
4			in (1	2 Manut	a .	. Á	Falsant	
~				Laure -					
~	Lanet	Advant	Linner	Lotterer	. Linner	10 ⁻			
~	Line-ye	- 12	ia i	15	N.	17	-12	Income	
~		-20	21	22	21	24			
	Lines or	Annen	Alant	Louis	LABAUTE :		miai Tay	A MINING OF	
	Transa Det .	22	27 Lourgent state	29 [Alicent	30		1		3
				3					
- 61									

Figure 4-26: Attendance Description



to exit the screen.

4 Names 2017 75 England Same 27	Show 10 ✓ entries E II CMTE 01/01/2021 13/01/2021	Searce: NOLEAV NAME New Year's Day Lehri	uni Demperiori Austra Dem	er Buon - M	Sheel Holistov List
	01/01/2021	New Year's Day	7%		
			76		
.er	13/01/2021	f a bad			
		LOFPI	38		1
	14/01/2021	Makar Saskranti/ Magha Bihu/ Pongal		(America)	
a (www.ctt	26/01/2021	Ouru Govind Singh's Birthday	7	THERE STR.	a lana.on
10	26/01/2021	Populate Day			1: 'ta
gr <u>Lomm</u>	04/02/2021	Good Friday		Lanner	
.37	16/02/2021	Basant Panchami/Sri Panchami	- 20		
	19/02/2021	Shivaji Jayanti			
	26/02/2021	Hazarat Ars Brithday			
31	27/02/2021	Guru Ravi Dasis Birthday			s
	4				
	07 Lamm 17 24 81	ID Selection 10 24/01/2021 17 16/02/2021 24 26/02/2021 24 26/02/2021 31 27/02/2021 * 27/02/2021 * 21/02/2021	Internation 28/01/2021 Responde Day 10 28/01/2021 Good Friday 17 16/02/2021 Good Friday 24 28/02/2021 Easeint Penchany/Dri Punchany 24 28/02/2021 Shivaji Jayanti 24 28/02/2021 Hazarat Aris Bittriary 31 27/02/2021 Guru Ravi Dass Bittriday	Of Prevents 10 34/01/2021 Republic Day 10 34/02/2021 Good Friday 17 14/02/2021 Baset Percham/51 Percham/ 18 24/02/2021 Baset Percham/51 Percham/ 24 24/02/2021 Hazelat Arts Britholay 31 27/02/2021 Guru Ravi Dass Bithday 19 27/02/2021 Guru Ravi Dass Bithday	United and and and and and and and and and and

Figure 4-27: View Holiday List

Click on \times to exit the screen.

4.9. Leave Audit

Leave Audit will be a process followed by the auditors to audit the leaves of employee of the FCI.

The audit will be performed by the managers.

4.9.1. Navigation

Left Navigation: Leave and Attendance>>Transactions >> Leave Audit

4.9.2. SLA

NA

4.9.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.10.1 to reach the Leave Audit Landing Page as shown in figure.

9me		udit Landing Screen										
cor Manual	Category			Cadre		Divisi				Status		
anager Dashboard	Weffect		~	Select	~	59	erct.		~	59901		~
	Year											
lent Managemert 🛛 🗸	Delent		~	Get Results								
reHR 1	Show 10	v entries Export to	Excel PD	F Print							Search	
ave and Attendance	YEAR :	EMPLOYEE NUMBER	EMPLOYEE NAM		DESONATION	4	CATEGORY #	CADRE	DIVISION		LEAVE AUDIT STATUS	ACTION
Transaction A	2011	172566	SATISH KUMAI	R	A.M.C.O		GAT-IV	Miscelaneous	Other		PENDING	13
Johng Duty 2	2021	170908	SATENORA SIN	IGH.	Assistant Grade + I		CAT-II	General	Moveme	nt	FENDING	
Leave Ralance	2021	124556	JYOTSNA BAR	UAH	Assistant General		CAT-I	Quality	Quality C	ontrol	PENDING	-
Attendance Regularization Approval					Marager			Control				
Attenderce/Leave Statement	2021	2761/3	AMAR JYUTI G	0601	Assistant General Marager		CAT-I	General	Personne	11. 1	PENDING	5
Shift Planning	2021	276204	MANGJ KUMA	R GUPTA	Assistant General Managar		CAT-I	Legal	Legal		PENDING	13
Leave Encashment Approval	2021	266396	SWAPNENDU		Assistant General Manager		CAT-I	Administration	Personne	e,	PENDING	n
Leave Audit	2021	275160	KIRTIRAJSINH	D JADEJA	Assistant General Manager		CAT-I	Accounts	Finance		FENDING	13
Leave Approval 3	2021	131154	CHANDRASIN	H LEMSINH BHABHOR	Assistant General Manager		CAT-I	Quality Control	Other		PENDING	8
ieports 🗸	2021	275851	NAVNEET SAN	DHU	Assistant General Manager		CAT-I	General	Personne	e i	PENDING	13
formance Management 🛛 🗸 🗸	2021	105500	PAWAN KUMAI	R MALHOTRA	Assistant General Manager		CAT-I	Engineering	Personne	н	FENDING	13
npensation and Benefit 🛛 🗸 🗸	Showing 1 to	> 10 of 10,978 entries			warage:			an a dealar ar	111110010		CHARLES AND	1.028
nal 👻									Previous	1 2	3 4 5 -	2098 949
ent Acquisition 🛛 🗸 🗸												
ming and Development 🔍												
nployee Relation 🗸 🗸												

Figure 4-28: Leave Audit

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on
 Get Results
 to apply the available filters.
- Click on Excel PDF Print to export the table records in Excel or CSV as per table columns.
- Search:
 Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 I
 Next
 to navigate table records
- Click on 🕰 to audit the leave as mentioned in Leave Audit section.

4.9.4. Leave Audit

Click on 🖾 to audit the leave as shown in figure.

TCI HAMS



As — 🛵 — As ESS MSS 🤌 III AUTA KUMAR 🌡

er Vansel	Emp 2756	Boyee Nu 551	mber	Employee Name NAVNEE1 SANDHU		Employee Design Assistant General	ation Manager		mployse Division ersonnet
nager Dashboard	Date 16/0) 1/2021							
eni Managemert	¥	NO.	LEAVE TYPE	CARRIED FORWARD	ACORLED	JUNILED	ADJUSTED	BALANCE	COMMENTS
ne HR	~ 1		Casual Leave	0	100	c	0	100	Commerca
ive and Attendance	~								
formance Management	~ 2		Compensatory Leave	0	o	¢	0	0	Contains
opensation and Benefit	× 3		Special Casual Leave	0	0	0	0	0	Commanca
rol	~ 4		Unavailed Joining Leave	0	o	o	0	ō.	Cormeria
m Acquitation	· ·								
ming and Development	* 5		Earned Leaves	160	165	0	0	345	Commania
loyee Relation	÷ 6		HPL/Medical Leave	87	10	٥	0	97	Commercs
	7		Maternity Leave	o	o	o	0	o	Somers
			Adoption Leave	0	o	¢	a	0	Entrenaria
	9		Child Care Leave	520	0	0	0	520	Commence
	-	0	Study Leave	9	0	0	0	o	Cohroanse
	()	1	Leave Not Due	0	0	o	0	0	Commanus
	1	2	Extra Ordinary Leave	0	0	0	0	0	Commerce
	1	ð	WRIL(Work Related hijory Leave)	0	o	o	0	o	Commanda
	1	4	LWP (Leave without Pay)	0	0	c	0	0	Commence
	1	5	Restricted Holiday	0	2	0	0	2	Comments
	100 million (100 m	arks marks							Sabrrit

Figure 4-29: Leave Audit

Click on to submit the audited leave.

The success message will be displayed as:

Successi Loove audit created successfully

4.10. Leave Request

Leave Audit will be a process followed by the employees to add the balance in their leave account for any particular leave type.

The raised request shall be sent to the nodal officer to add the requested number of leaves in their leave type account.

4.10.1. Navigation

Left Navigation: Leave Management>>Transactions>>Leave Request



4.10.2. SLA

NA

4.10.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.10.1 to reach the Leave Audit Landing Page as shown in Figure 4.43.

Leave Re	quest			
Leave Type		Status		
Served	~	faneci 🗸 🗸	et Results	
				Add Leave Re
~ -				Add Leave Is
Show 10	✓ entries			Search
and Benefits 🗸 SN3.	0 REQUEST ID	LEAVE TYPE	6 STATUS	# ACTION
Aanagement 🗸 🗸	NLM34	Leave Not Due	Approved	۲
1 2	NIM31	Study Leave	Pending	ø
arrent A	NLM32	Study Leave	Pending	0
••• 4 2	NUMBI	Child Care Leave	Pending	0
5	NLM3D	Child Care Leave	Pending	ø
Regularization 6	NLM29	Companisatory Leave	Rejected	ø
alendar 7	NLM27	Leave Not Due	Approved	0
al for work on holday	NLM26	Special Casual Leave	Approved	ø
9	NLM24	Extra Ordinary Leave	Approved	٠
Nes 10	NLM23	Commuted Leave	Approved	ø
shinent Showing T to	10 of 10 entries			Prévious
tions 🗸				
imert ~				
Development ~				
iculars				

Figure 4-30: Leave Request

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on
 Get Results
 to apply the available filters.
- Click on Excel PDF Print to export the table records in Excel or CSV as per table columns.
- Search:
 Click on
 search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 1
 Next
 to navigate table records
- Click on 🕰 to audit the leave as mentioned in Leave Audit section.



4.10.4. Leave Request

Click on 🗳 to audit the leave as shown in figu
--

= W FOLF	Add Leave Re	equest					паталасания
Land	save Type *				Number Of Days *		
water Marital	Select			~	Number of Days		
	Remarks *				Upload Document*		
Wy Dathlages	Hernatha				Wpload Document		Upond Rest of Surgery Street
Finance:							
Tan III				- A			
Companyation and Bane						Submit	Cancel
	_					7. Sec. 1	
	1	2	10.MED	Study Lanva		Fenting	
	~	3	NEXCE21	Shidy Lawy		wantakig	•
	1	4	NUMBY	Child Com La	13-19	Ferritra	
		iii iii				Panding	
			NLMED				0
		*				Bajerted	
		a.	NLM27	Leave Not D	244	Approvat	•
	330	8	14534.210	Special Case	de Lauren	Approved	*
Apply Leave		5	P0.3424	Extra Online	view	Annuality	

Figure 4-31: Leave Request

Click on to submit the audited leave and success message will be displayed as shown in figure:

4.10.5. Approve Leave Balance Request -Landing Page

The submitted request will be forwarded to the approver's landing page as shown in figure:

	Leave Requ	est					
	Employee Numb	er/ Employee Name	Sta	nus			
r Manual				ierant)	2	V Get Results	
sager Dashboard							
ent Masagement \sim 1	Stow 10 Y	entrios				s	earch:
eve and Attendance	3.NC.	REQUESTID	I EMPLOYEE NUMBE	8	I EMPLOYEE NAME	status	I ACTION
Transaction	1	NEM37	295779		PRIYANK DAHIYA	Pending	0 0
Joining Duty 2	2	NLM34	295779		PRIYANK DAHIYA	Approved	۲
Leave Request Approval	3	NLM33	295779		PRIYANK DAHIYA	Panding	0 @
Pre-Approval for Work on 3	4	NLN32	295779		PRIVATES DAHIYA	Pending	0 0
Holklay	5	NLM31	295770		PRIVANK DAHIYA	Pending	0 @
Attendance Regularization Approval	5	NLM30	295779		PRIVANK DAHIYA	Pending	0 0
Atterdance/Leave Statement	7	NLM29	295770		PRIVANK DAHIYA	Rejected	ø
Leave Encashment Approval	5	NLW27	295779		PRIVANK DAHIYA	Approved	۲
Leave Approval	9	NLM26	295779		PRIVANK DAHIYA	Approved	۲
formance Manzgoment 🔍	10	NLM25	290572		AMIT KUMAR	Rejected	۲
ra HB 🗸 🗸	Shewing 1 to 10	of 13 entires					Prevince 1 3
mpensation and Benefit 🛛 🗸							-
ent Acculation 🗸 🗸							
ming and Development 🗸 🗸							
ployee Relation 🗸 🗸 🗸							

Figure 4-32: Leave Balance Request Approver's Landing

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Click on [©]as to land on Add leave balance as Request shown in figure.

4.10.6. Approve Leave Balance Request

= W FOLHRM			Au 🗛 Au ESS MBB 🤗 - Amitadh kumar
Home	Leave Updation		
User Manual	Employee Number		Employer Designation
Manager Dashboard	295779 Employee Name		Assistant Grade - III Loove Type
Talent Management	PRIYANK DAHIYA Employee Division		Compensatory Leave Request Of Days
Leave and Attendance	V Personnel Upload Document		3
Performance Management	Attachment		
Coré HR	Romarks Leave Request		
Compensation and Berefit	×		
Tatent Acquistion	Add Number Of Days *	Reason*	
Learning and Development	× ¹	granted	
Employee Relation	*		
			Update Reject Cancel
		Capyingin @ 2029 Poor	Conservation of India (Provating By Kommun (Kellige Tech)

Figure 4-33: Leave Balance Request Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on Update to approve the request.
 Reject
- Click on to reject the request back to the initiator, this request will be listed in the landing page of Initiator with "Rejected" status.

The success will be displayed as

Success! Request has been approved successfully.

4.11. Leave Encashment

Employees of the FCI will be able to encash their Earned leaves by raising the request of leave encashment by adding the required details for the encashment.

Step1: Employee will raise the request for Leave Encashment by filling the number of leaves they want to encash.

Step 2: Reporting officer and the concerned authorities based on category of the employee will review the request for the encashment process.

Step3: AGM and the concerned authorities based on category of the employee will approve the request.

Step4: Approved request will be forwarded to Payroll to encash the leaves in salary processing.

4.11.1. Navigation

Left Navigation: Leave Management >>Transactions >> Leave Encashment



4.11.2. SLA

10 Days

4.11.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.11.1 to reach the Leave Encashment Landing Page as shown in figure.

Leave Encashment			
LOA .			
Employee Number 290572		Designation Manager	
Employee Name		Division	
Hart Burger		Personnel	
×			Apply Leave Encachment Reque
ation and ileneilts V Show 10 V entries			
nce Management 1	_		Swarph:
anagement	CATE	I STATUS	8 ACTION
CH103	31/12/2020	Withdrawn	•
endance	31/12/2020	Approved	e
ance Regularization CH79	21/12/2020	Approved	e
yve Colendar CH74	18/12/2020	Approved	0
proval for workon holiday CH72.	18/12/2020	Withdrawn	e
Lawo CHEP	18/12/2020	Withdrawn	٠
dLeaves 2 Stiowing Tto 6 of 6 entries			Previous 1
Encastiment			The same of the sa
~			
a Relations 🗸 🗸			
anagement 🗸			
and Development 🧹			
• 2000			
ed Circulas			
ni Benefit Calculator			

Figure 4-34: Leave Encashment

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on Get Results to apply the available filters.
- Click on Excel PDF Print to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 1
 Next
 to navigate table records
- Click on Apply Large Encodement Request to add a new Leave Encodement request in the table as mentioned in Add Leave Encodement Request section.



4.11.4. Add Leave Encashment Request

Click on	Apply Leave Encoshment Request	to open	the	Add	Leave	Encashment	Request	as shown in	
figure.									

= 👿 FOLHRMS						Aa — Aa — Aa ESS	MSS 🤌 - per	VANK DAHIVA
Home		Apply Leave Encashment Request						
User Manual								
My Dashboard		Employee Number 295779			Division Personnel			
Directory	*	Employee Name PRIYANK DAHIYA			Designation Assistant Grade - III			
Core HR	~							
Compensation and Benefits	÷	Leave Type	2010	Balance Leave		No. Of Leave To Be Enclasher		
Performance Management	~	Earnoil Leaves	Ŷ	114		10		
Leave Management	×.	Leave Encashment						
Payrol	~							0
Employee Relations	~	Undertake To Refund Any Difference	Betwees The Amount Admis	sole Under The Rules And The Art	nount Drawn By Me.			
Talent Management	*							
Learning and Development	~						Submit	Canod
Connect •	-							
Policies and Circulars								
Retirement Benefit Calculator								
			C. CD VI	right & 2120 Folio Colporation (er lagis (Powelets sy Konness Scells	Ipri Terchi		

Figure 4-35: Add Leave Encashment Request

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

The success message will be displayed as

SuccessI Enceshment has been applied successfully.

4.11.5. Withdraw Leave Encashment Request

Click on ¹ to withdraw the applied request as shown in figure.

= V FOLHRMS	Au Aa Ess Mits 🦉 H DRIVANK DAHVA 👔
Home	Leave Encashment Withdraw
User Manual	
My Dashboard	Request(D) Leave Type CH128 Earned Leaves
Cirectory V	Employee Number Balance Leave 295179 114
Core HR ~	Employee Name No. Of Leave To Be Encashed PRIVANK DAHIYA 7
Compensation and Benefits 💦 🗸 🗸	Division Remarks Personnal encesh test
Performance Management 🔍	Designation Assistant Grade - III
Laave Matagement 🗸 🗸	
Payrol ~	Peison(In Case Of Withdraw) Withdraw Ringwest.
Employee Relations 🛛 🕹	
Talent Management 💦 🗸	
Learning and Development 🤍	Withdow
Connect +	
Policies and Circulars	
Retirement Benefit Calculator	
	Copyright & 2020 Yourd Corporation of India (Powerled by Kummet (Kumbe Tech

Figure 4-36: Leave Encashment Withdraw Request.

Enter the details and click on to submit the withdraw request. The success message will be displayed as

4.11.6. Dispatch Leave Encashment Request-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in figure:

ome	Leave Enca	ashment Approv	al/Reviewer La	nding Screen									
ser Manual	Category			Cadre		Divisi	ion			Status			
lanager Dashboard	λa		~	All		✓ A1			v	Al			~
ave and Attendance	Employee hum	ber		Employer Name		-							
Transaction	Employee No	mber		Employee Name			Get Results						
Pre-Approval for Work on Holiday	Show 10	v ontries Export	to: Ecs P	DF Print		-					Search		
Leave Encashment Approval >>	REQUESTIO	DATE	EMPLOYEE NU	MEER 1 EMPLOYEE NAME	CATEGORY	CADRE	DIVISION	LEAVE TYPE	ENCA	SHADIT	STATUS 1	ACTIO	95
Leave Approval 3	.111	07/01/2021	142178	SONU SHARMA	CAT-III	Hindi	General	Earned Leaves	15		Pending Review	۲	23
	119	12/01/2021	295779	PRIVANK DAHIYA	CAT-III	General	Personnal	Earned Leaves	10		Pending Review	۰	13
ns HR 🗸 🗸	120	12/01/2021	295779	PRIVANK DAHIYA	CAT-III	General	Personnel	Earned Leaves	7		Pending Review		13
mpensation and Benefit 🛛 🗸 🗸	122	15/01/2021	295779	PRIVANK DAHIYA	CAT-III	General	Personnel	Earned Leaves	10		Pending Review	۲	13
v kon	Showing 1 to 4	ut 4 entries									-		
playee Relation 🔷 🗸											Provi	ous 1	Nee
	24												

Figure 4-37 Leave Encashment Dispatcher Landing

Click on 🖘 to land on Review Leave Encashment Request as shown in figure.



4.11.7. Dispatch Leave Encashment Request

		Leave Encashment Approver			
		Long Lingsinian Approver			
ual		RequestID		Balarice Leave	
Dashboard		CH130		114	
d Attendance	^	Employee Number 295779		No. Of Leave To Be Encashed 10	
ation	~	Employee Name PRIYANK DAHIYA		LUndertake To Refund Any Difference Between The Amount Admissible U The Amount Drawn By Me.	Inder The Roles And
Approval for Work o day	X.	Division Personel		Yes Remarks	
e Encashment Appr	pval.	Designation Assistant Grade - III		Leave Encashment Reason(In Case Of Withdraw)	
e Approval		Leave Type		N/A	
		Earned Leaves			
Retation	~	Dispatcher Remarks *			
		Dispatched			
		Document Name	Supportivo Document		
		Enter Document Name	Uplead Dotument	Lipicout Add	
		S.NO. DOCUMENT	T HAME	SUPPORTIVE DOCUMENT ACTION	
				Acid Reviewer	toh Cance

Figure 4-38: Leave Encashment Request Dispatch

Dispatcher shall be able to perform the following activities from the dispatch screen.

- Click on View Action History to view the action taken on the request as shown in Figure 4-58.
- Click on computer to review the request and a success message will be displayed as shown in figure.

The success will be displayed as

Successi Request has been reviewed successfully





4.11.8. Review Leave Encashment Request-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in figure.

= V FCI HRMS			Aa 100	Aa ESS MSS 🤌 III SHEELA EOLINE TIOSA 🤹
Home	Leave Encashment Approval/Reviewer La	nding Screen		
User Manual	Calegory	Codm	Division	Status
Manager Dashboard	All 🗸 🗸	Al V	Ali	✓ Al ✓
Talent Management 🗸 🗸	Employee Number	Employee Name		
1	Employee Number	Employee Name	Oet Results	
Leave and Attendance				
Transaction	Show 10 v entries Expert to: Excel P	DF Print		Search:
Joining Duty 2		INTER : EMPLOYEENAME CATEDORY CA	ADRE I DIVIDION LEAVE TYPE	ENCASHMENT I STATUS I ACTION
Leave Request Approval	122 15/01/2021 295779	PRIYANK DAHIYA CAT-HI G	eneral Personnel Earned Leaves	10 Pending Rovew 🛛 🖷 🗸
Pre-Approval for Work on Holiciay	Streaming 3 for 5 of 5 writing			Previous 1 Nasi
Atterdance Regularization Approval				
Attendance/Leave Statement 3				
Leave Entachment Approval 5				
Leave Approval				
Performance Management 🤍				
Core HR 🗸 🗸				
Compensation and Benefit 🤍				
Payrol 🗸				
Employee Relation				
		Copyright © 2120 Hose Corporation o	man Prevented by Rommer (Kellitan Tech	

Figure 4-39 Leave Encashment Reviewer Landing

Click on ^{ta}to land on Review Leave Encashment Request as shown in figure.

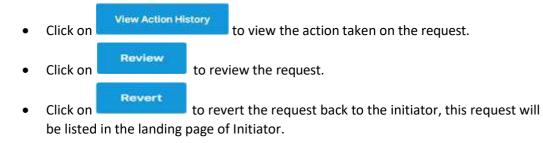
4.11.9. Review Leave Encashment Request

me	Leave Encashment Reviewer			
er Mansai				
mager Dashboard	RequestID DH130		Balance Loave 114	
leni Managemert 🔍 🗸	Employee Number 295779		No. Of Leave To Be Encashed 10	
ave and Attendance	Employee Name PRIVANK DAHIYA		I Undertake To Refund Any Difference Between Th The Amount Drawn By Me.	e Amount Admissible Under The Butes And
Transaction	Division Personnel		Yes Romarks	
Joining Duty	Designation Assistant Grade - III		Leave Encashment Reason(In Case Of Withdraw)	
Leave Request Approval	Leave Type		N/A	
Pre-Approval for Work on Holicay	Earnod Leaves			
Attendance Regularization Approval				View Action History
Attendance/Leave Statement	Reviewer Remarks *			
Leave Encachment Approval	Reviewed			
Leave Approval				
rformance Management 🔍 🗸	Document Name	Supportive Document		
reHR ~	Enter Document Name	Upmed Document	Uplicad Add	
mpensation and Benefit 🛛 🗸	S.NC DOCUM	ENT NAME	SUPPORTIVE DOCUMENT	ACTION
yrol 🗸 🗸			Add Reviewer Selective Revert	Revent Canod
10 III III III III III III III III III I				



Figure 4-40: Leave Encashment Request Review

Reviewer shall be able to perform the following activities from the Review Page.



The success will be displayed as

Success/ Request has been reviewed successfully

4.11.10. Approve Leave Encashment Request -Landing Page

The submitted request will be forwarded to the approver's landing page as shown in figure.

ne -	Leave Encash	ment Approva	I/Reviewer Lan	ding Screen								
er Manual	Calegory			Codre		Divis	ion.			Status		
nager Dashboard	Alt		~	A2		✓ A1			~	Až		,
	Employee Number			Employee Name		-						
1 ive and Attendance	Employee-Numb	er		Employee Name			Oet Results					
	Show 10 🗸	entries Export t	o: Bost PDF	F Print							Search.	
Joining Duty 2		DATE	EMPLOYIE NUM	RER (EMPLOYER NAME)	CATEGORY 1	CADRE	ontation (LEAVE TYPE	ENCASI	MENT I	STATUS 2	ACTION
Leave Request Approval	113	99/01/2021	295779	FRIVANK DAHIYA	CAT-III	General	Personnel	Earned Leaves	7		Pending Approval	• •
Pre-Approval for Work on Holiday	115	11/01/2021	295779	FRIYANK DAHIYA	CAI-III	General	Personnel	Earned Leaves	15		Pending Approval	• •
Attendence/Leave Statement 3 Leave Enceptment Approval	122 Showing 1 to 3 of 3	15/01/2021	205770	ERIVANK DAHIVA	CAT-IN	General	Personnel	Carnod Leavos	10		Penging Approval	a 1 Nr
omance Management 🤍												
n HR ~												
npensation and Benefit 🛛 🗸												
rol 🗸 🗸												
playee Relation												

Figure 4-41: Leave Encashment Request Approver's Landing

Click on ✓ to land on Approve Leave Encashment as Request shown in figure.



4.11.11. Approve Leave Encashment Request

= V FOLHRMS			Au — An — An I	ESS MESS 🥙 III. RAM RAJ MEDHA
Home	Leave Encashment Approver			
User Mansai				
Manager Dashboard	RequestID CH130		Balance Leave 114	
Taleni Management 🗸 🗸	Employee Number 295779		No. Of Leave To Be Encashed 10	
Leave and Attendance Transaction Transaction Johing Dury Leave Request Approval Pre-Approval for Work on Hendance Regularization Attendance Regularization Attendance Leave Statement Leave Approval Leave Approval	Employee Nome PRIVANK DAHIYA Sivilon Personnel Dosignation Assistant Grade - III Leave Type Earned Leaves		I Understant De Refund Any Ofference Between The A The Amount Drawn By Me. Yes Remarks Leave Encashment Reason(in Case Of Withdraw) N/A	knownt Activisibile Under The Bules And
Performance Management 🗸 🗸	Document Name	Supportive Document		
Core HR 🗸	Enter Document Namu	Upmad Document	Upined Add	
Compensation and Benefit 💦 🗸	S.NC DOCUMENT	VANE	SUPPORTIVE DOCUMENT	ACTION
Payroll ~			Add Reviewer Selective Reven	pprove Reject Cancel
Employee Relation				
		Converget © 2020 foor	Comparison of man Powerski by Kommeri (Mellium Nell)	

Figure 4-42: Leave Encashment Request Approve

Approver shall be able to perform the following activities from the Approve Page.

•	Click on	View Action History	to view the action taken on the request as shown in
	figure.		· · · · · · · · · · · · · · · · · · ·
•	Click on	Approve to ap	prove the request.

Click on to reject the request back to the initiator, this request will be listed in the landing page of Initiator with "Rejected" status.

The success will be displayed as

	Successi Request has been approved successfully.	*
4.11.12.	View Action History	
	Manual Addition of Manager	

Click on

to navigate to View Action History page as shown in figure.

ome	Leave Encashment Approval/Reviewer View	
ser Manual	RequestID	Balance Leave
mager Dashboard	CH13D Employee Number	104 No. Of Lawre To De Encashed
lert Management	205770 Employee Name	10 1 Undertake To Referad Any Difference Softwoon The Amount Astroisable Under The Kules And
ave and Attendance	PRIVANK DAJEVA	The Amount Drawn By Me. Yes
formarce Management	Personnal	Remotia Leave Incostment
ra i AR	Designation Assistant Grade - III	Reason(In Case Of Withdraw) N/A
empensation and Renefit	Earned Leaves	
yrca .		
nployee Relation	View Action History	Back

Figure 4-43: Action History

HRMS administrator shall be able to perform the following activities from Action History page:

- Click on Get Results to apply the available filters.
- Click on ^(O) to view the particular detail of the record as shown in figure.

110 H	Action Hist	ory								
	Version		Fro	m Date		To Date		-		
ir Manual	All		~ 1	DDHMM/YYYYY	0	DD/MM/YYYY		Get Resul	ha	
nager Dashboard	ID CH130							h	Ac	tion Watory Rep
ent Management 🔍 🗸	Show 10	r entries						Sea	rch	
ve and Attendance 🔗	S.NO.	DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEE NAME	DESCRIPTION 1	DIVISION	AUTHORITY	REMARKS) ACTIO
ransaction A	1	15/01/2021 11:19:23 AM	3	initiated	PRIYANK DAHIYA	Assistant Grade - III	Personnel	initiator	Request Initiated	÷
Joining Duty	2	15/01/2021 11:24:20 AM	i -	Dispatched	PARAS FANJWANI	Assistant Grade - III	Personnel	Reviewer	Dispatched	۲
Leave Request Approval	3	15/01/2021 13:27:11 AM	3	Reviewed	SHEELA EDUNE TIGGA	Marager	Personnel	Reviewer	Reviewed	۲
Pre-Approval for Work on Holicey	4	15/01/2021 11:30:07 AM	1	Approved	RAM RAJ MEENA	Assistant General Manager	Personnel	Approver	Okay	۲
Attendance Regularization Approval	Showing 1 to 4								Previou	a 1 Pér
Attendurce/Leave Statement									178734	1 1. 100
Leave Encashment Approval					Competen	t Authority				
Leave Approval	OFFICE	DVISION		DESIGNATION		CATEGORY	SECTION	EN	IFLOYEE NAME	
formance Management 🛛 🗸 🗸	HQ-Dehi	Personnel		Assistant General V	Aanager	CATH	Cther	RA	M RAJ MEENA	
e HR 🗸 🗸										Close
spensation and Benefit 🛛 🗸 🗸										-
os ~										
bisyee Relation										

Figure 4-44: Action History View

- Click on Get Results to apply the available filters.
- Click on action makes to view and download the action history report.

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• Click on to exit the screen.

4.12. Pre-Approval for work on Holiday

For the employees' of the FCI, who are going to work on holiday, they're required to take the pre-approval before working.

Step1: Employee will raise the request for approval of working on holiday.

Step2: HOD will approve the submitted request.

4.12.1. Navigation

Left Navigation: Leave and Attendance >>Transactions >> Pre-Approval for work on holiday

4.12.2. SLA

15 Days

4.12.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.12.1 to reach the Pre-Approval for work on holiday Request Landing Page as shown in Figure 4.60.

	Employee Pre Ap	proval			
Aanual	Employee Number		Employee Name	Employee Division	Employee Designation
shboard	395779		FRIVANK DAHVA	Personnel	Assistant Gradu III
ary ~	To raise new pre-appro	nal for work on holday re	quest, click "Apply" button,		Appl
a ~	Show 10 ¥ entr	ies			Search:
ensation and Benefits 🛛 😽	S.N0	I REQUEIT ID	I DATE	1 STATUS	ACTION
mance Management	1	WORSD	25/12/2020	Feeding Review	· • · 5
1 Management	2	WOR65	10/01/2021	Fending Review	6 5
ve Request	3	WOR68	23/01/2021	Withdrawn	۵
Attendance	4	WOR67	24/01/2021	Pending Review	@ \5
ndance Regularization	5	WOR68	12/01/2021	Pending Review	e '>
koyee Calerdar 2	6	WOREP	26/01/2021	Withdrawn	æ
approval for work on holiday)	7	WOR70	30/01/2021	Pending Review	@ 5
ty Leave	в	WOR71	14/02/2021	Fending Review	@ to
God Leaves	9	WOR72	21/03/2021	Fending Review	@ 5
ve Encashment	10	WOR73	18/04/2021	Funding Review	@ 5
	Showing 1 to 10 of 15 e	ortries.			Premous 1 2 8
yee Relations 🛛 🗸 🗸					
Managemeet 🗸 🗸					
ig and Development 🔍 🗸					
et • (****)					
s and Orculars					
merit Bevefit Calculator					



HRMS administrator shall be able to perform the following activities from the landing page:

Click on
 Get Results
 to apply the available filters.



•	Click on	Excel	PDF	Print to expo	rt the table records in Excel or CSV as
	per table	columns			
		Search:			
٠	Click on				to enter a search query that shall
	search th	ne table r	ecords.		
•	Click on	🔶 to sor	t the table	e records in asce	ending order or descending order of

- Click on sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 1
 Next
 to navigate table records
- Click on to add a new Pre-Approval for work on holiday request in the table as mentioned in Add Pre-Approval for work on holiday Section.

4.12.4. Add Pre-Approval for work on holiday

Click on

to open the Add Pre-Approval for work on holiday Request as shown in figure:

= W FOI HRM	15			Aa — 🗛 —	Aa ESS MSS 🤌 H PRIVANK BAHIVA 🦺
Home		Apply For Pre Approval To Work On Holida	у		
User Manual		Employee Number	Empinyee Name	Employeer Division	Employer Designation
My Dashboard		295779	PRYANK DAHIYA	Perspinel	Avsistant Grade - II
Directory	~	Date *	Session *	Reason	
Core HR	*	24/01/2021	Ful Day 👻	Pre-approvation work on a holdey.	
Compensation and Benefits	~				۲
Performance Management	~				Submit Cancel
Leave Masagement	~				
Payrol	÷				
Employee Relations	~				
Talent Management	÷				
Learning and Development	~				
Connect +					
Policies and Circulars					
Retirement Benefit Calculator					
			Copyright © 2020 Yosh Corporation of	mate Powerest by Atemat (Kellan Tech)	

Figure 4-46: Add Pre-approval for work on holiday Request

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

The success message will be displayed as

Success! Pre-approval for work has been applied successfully.

4.12.5. Dispatch Pre-approval for work on holiday -Landing

The submitted request will be listed in the Approver's landing screen as shown in figure.

mie	Pre-Work Approval							
er Manual	Cadre		Status		From		Tu	
nager Dashboard	Select	v	All	Ŷ	DD/MM/YYYY	Ē	DEMM/YYYY	6
ve and Attendance								Get Results
ransaction 🔋	Show 10 y entries						Search	
Pre-Approval for Work on 3 Holicay	REQUESTIN	EMPLOYEE HUMBLE	1 DAPLOYEE NAME	DEDIGNATION		REQUESTED DATE	Search	ACTION
Leave Encashment Approval	WCR67	295779	PRIYANK DAHIYA	Assistant Gr	ade - III	24/01/2021	Pending Review	• 3
Leave Approval	WCR70	295779	PRIYANK DAHIYA	Assistant Gr	ade - III	30/01/2021	Pending Review	0 0
ihr 🗸 🗸	WCR71	295779	PRIYANK DAHIYA	Assistant G	ada - III	14/02/2021	Pending Review	• 13
pensation and Benefit 🛛 🗸 🗸	WCR72	395779	PRIVANK DAHIYA	Acceletant Gr	ado - III	21/03/2021	Pending Reliary	@ 13
•• ••	WCR76	295779	PRIYANK DAHIYA	Ássistant Gr	ade - III	06/03/2021	Pending Review	@ G
ayee Relation 🗸 🗸 🗸	WCR77	295779	PRIYANK DAHIYA	Assistant Gr	ode - III	31/01/2021	Pending Review	e g
	Showing 1 to 6 of 6 entrie							Prenous 1 Ner

Figure 4-47 Pre-approval for work on holiday Request Dispatcher Landing

Click on to land on dispatch Pre-approval for work on holiday as Request shown in figure.

4.12.6. Dispatch Pre-approval for work on holiday

	Pre Work Approval Approver			
lansal	Request ID WOR71		Employee Division Personnel	
er Dashboard	Employee Number 295779		Date 14/02/2021	
and Attendance	Employee Name		Session	
sattion	PRIVANK DAHIYA Employee Designation		FullDay	
re-Approval for Work on olicay	Assistant Grade - III		Work-edited	
eave Encastment Approval				
neve Approval				View Action History
	Dispatch To			
	THEE, A EDLINE TODA	~		
insation and Benefit	Dispatcher Remarks *			
	Okay'			
	Y I I I I I I I I I I I I I I I I I I I			
		Supportive Document		
		Supportive Document	lipinud Add	
	Document Name Enter Document Name		Upshud Add	ACTION
	Document Name Enter Document Name	Upinart Dokument		
	Document Name Enter Document Name	Upinart Dokument	SUPPORTIVE DOCUMENT	

Figure 4-48: Pre-approval for work on holiday Request Dispatch

Dispatcher shall be able to perform the following activities from the dispatch screen.

•

Click on

Figure 4-68.



View Action History

to view the action taken on the request as shown in

• Click on to dispatch the request.

The success message will be displayed as

Success! Work on holiday has been approved successfully.

4.12.7. Review Pre-approval for work on holiday -Landing

The submitted request will be listed in the Approver's landing screen as shown in Figure 4-65

= V FOLHRMS			Aa — Aa — A	D ESS MGS 🤌 🛶 AMITADH KUMAR 🤱
Homa	Pre-Work Approval			
User Manual	Cadre	Status	From	to
Manager Dashboard	Selecti 🗸 🗸	40 V	- VYYYWWAD	DEAMAYYYY
Talent Management 1				Get Results
Leave and Attendance	Show 10 v entries			Search
Transaction	REQUEST ID EMPLOYEE NUMBER		H REQUESTED DATE	
Joining Duty 2	WCR72 295779	PRIYANK DAHIYA Assistant C		Pending Review
Leave Request Approval 3	Showing 1 to 1 of 1 entries	Children Printer Constantion	alour m allourori	- used between
Pre-Approval for Work on				Oravious 1 Nevi
Attendance Regularization Approval				
Attenderce/Leave Statement				
Leave Encestment Approval				
Leave Approval				
Performance Management 🗸 🗸				
Core HR 🗸				
Compensation and Benefit 🛛 🗸				
Talent Acquistion				
Learning and Development 🛛 🗸				
Employee Relation 🗸 🗸 🗸				
		Copyrigm @ 2020 Pood Corporation of	Initia (Provensid by Kannastt (Kelman family)	

Figure 4-49 Pre-approval for work on holiday Request Reviewer Landing

Click on 🖘 to land on review Pre-approval for work on holiday as Request shown in figure:



4.12.8. Review Pre-approval for work on holiday

E FOLHRMS				Aa Aa Aa ESS	мба 🤌 🛶 аметары комая 🛔
Home	Pre Work Approval Reviewer				
User Manual	Request ID WCR72		Employee Division Personnal		
Manager Dashboard	Employee Number 295779		Date 21/03/2021		
Talent Managemest. V	Employee Name PRIVANK DAHIYA		Session Full Day		
Leave and Attendance	Employee Designation		Reason		
Transaction	Assistant Grade - III		work-adited		
Joining Duty					
Leave Request Approval					View Action History
Pre-Approval for Work on Hotizay	Reviewer Remarks *				
Attendance Regularization Approval	Act and				
Attendance/Leave Statement	DocumentName	Supportive Document			
Leave Encashment Approval	Enter Document Name	tipmed Document	Uptoad Add		
Leave Approval	S.NO. DOCLAR	DITNAME	SUPPORTIVE DOCUMENT		ACTON
Performance Management 🗸 🗸				Add Reviewer	Revert Cancel
Core HR 🗸 🗸					
Compensation and Benefit 💦 🗸 🗸					
Talent Acquisition					
Learning and Development \sim					
Employee Helation 🔷					
		Copyright @ 2020 #	ion corporation of mitia (Powered by Ranne	it (Kelmus Timbl)	

Figure 4-50: Pre-approval for work on holiday Request Review

Approver shall be able to perform the following activities from the Approve Page.

•	Click on	View Action History	to view the action taken on the request as shown in
	Figure 4-	68.	
		Review	

- Click on to review the request.
- Click on **Revert** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with "Rejected" status.

The success message will be displayed as

Success! Work on holiday has been approved successfully.

4.12.9. Approve Pre-approval for work on holiday -Landing

The submitted request will be listed in the Approver's landing screen as shown in figure.

	Pre-Work Approval					
Manual	Cadre	Status		From	То	
ger Bashboard	Select	AB	~	DERIWW/AAAA	DD/MM/YYYY	Ē
Management ~						Get Hesutta
and Attendance	Show 10 v entries				Search:	
nsaction 🔨	REDUEST ID EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	REQUEITED DATE	STATUS	ACTION
olohg Duty 2	WOR72 295779	PRIVANK DAHIYA	Assistant Gra			
eave Request Approval	Showing 1 to 1 of 1 entries	PRITANE DEHILA	Assistant Gra	ide - III 21(03(202)	Fending Approval	
ve-Approval for Work on	manual concernance					Providus 1
tterdance Regularization						
tterduce/Leave Statement						
eave Encashment Approval						
eave Approval						
narce Management 🔍						
aR ∼						

Figure 4-51 Pre-approval for work on holiday Request Approver Landing

Click on 💙 to land on Approve Pre-approval for work on holiday as Request shown in figure.

4.12.10. Approve Pre-approval for work on holiday

= FCI HRMS					As Aa Aa	ESS MSS 🤌 🗉 RAM RAJ MEDHA 🥼
Home	Pre Work Approval Ap	oprover				
User Manzal	Request ID WOR72				Employee Division Personnei	
Manager Dashboard	Employee Number				Date	
Taleni Management 🔍 🗸	295779 Employee Name				21/03/2021 Session	
Leave and Attendance	PRIYANK DAHIYA Employee Designation				Full Day Resum	
Transaction	Assistant Grade - III				work-edited	
Joining Duty						
Leave Request Approval						View Action History
Pre-Approval for Work on	Approver Remarka *					
Atterdance Regularization Approval	Approved					
Attendance/Leave Statement	Document Name		Supportive Document			
Leave Encashment Approval	Enter Document Name		Upload Document	Upload	Add	
Leave Approval	5.110.	DOCUMENT NAME		SUPPORT	TIVE DOCUMENT	ACTON
Performance Management 🤍					and the second s	
Core HR ~					Add Reviewer Selective Revert	Approve Reject Cancel
Compensation and Benefit 💦 🗸 🗸						
Payrol 🗸						
Employee Relation 🗸 🗸						
			Creating of Series	er carperatus er	mita) Poenned by Remnest (Cellian Tech	

Figure 4-52: Pre-approval for work on holiday Request Approve

Approver shall be able to perform the following activities from the Approve Page.



- View Action History Click on to view the action taken on the request as shown in • figure. Approve Click on
 - to approve the request.
 - Reject Click on to reject the request back to the initiator, this request will be listed in the landing page of Initiator with "Rejected" status.

The success message will be displayed as

Click on	v Action History to navigate	to View Action History page as shown in figure:
= 🙀 FCI HRMS		Au — Au — Au ESS MASS 🔗
Home	Applied Request Employee List	
User Manual	Request ID WOR72	Employee Bivision Personnel
Nanager Dashboard	Employee Namber 295779	Date 21/05/2021
Talent Management 🔍	Employee Name PRIVANK DAHIYA	Session Full Day
Leave and Attendiance 🗸 🗸	Employee Designation Assistant Grade - III	Heraum Work-o Stead
Performance Management 🛛 🗸	Assistant Grade - III	work-eatrez
Core i IR 🗸 🗸		View Action Histo
Compensation and Benefit 🛛 🗸		
Payroll 🗸		
Employee Relation 🗸		



HRMS administrator shall be able to perform the following activities from Action History page:

- Get Results to apply the available filters. Click on .
- Click on ^(O) to view the particular detail of the record as shown in Figure 4-53.

	Action Hist Version	lor y	pro-	Date		To Date				
Manual	Alt			EMM2YYYY	0	DD/MIA/YYYY		Get Resu	Ita	
ager Dashboard	ID WOR72								Actio	n History Re
nt Management. 🗸 🗸	Show 10	¥ entries						Sea	rch:	
re and Attendance	S.N0. (DATE OF ACTION	VERSION)	ACTION TAKEN	EMIPLOYEE NAME	DESONATION I	DIVISION	AUTHORITY	REMARKS	ACTIO
ansaction	/3	08/01/2021 4:43:30 PM	1	Initiated	PRIYANK DAHIYA	Assistant Grade - III	Personnel	initiator	Request Initiated	÷
Joining Duty	2	08/01/2021 4:50:17 PM	ä	Reverted	AMITABH KUMAR	Assistant General Manager	Personnel	Reviewer	reverted	
Leave Request Approval	0	08/01/2021 4-57:47 PM	31	Edited	PRIVANIK DAHIVA	Aseatant Grade - III	Personal	Initiator.	Request edited	۰
Pre-Approval for Work on solicay	4	15/01/2021 1:04:17 PM	1	Reviewed	AMITABH KUMAR	Assistant General Manager	Personnel	Reviewer	Review.	ø
Attendance Regularization Approval	5	15/01/2021 1:17:55 PM	1	Dispatched	PARAS PANJWANI	Assistant Grade - III	Personnel	Reviewer	ok	Ð
Attendarce/Leave Statement	6	15/01/2021 1:19:54 PM	3	Reviewed	SHEELA EDLINE TIGGA	Marager	Personnel	Reviewer	ok	۲
Leave Encashment Approval	7	15/01/2021 1-28-17 PM	1	Approved	BAN RAJ MEENA	Assistant General Manager	Personnel	Approver	Approved	۰
Leave Approval	Showing 1 to 7	of 7 entres							Previous	1 No
rmance Management 🗸 🗸					Competent	Authority				
HR ~	DEFICE	DVIDON		DESIGNATION		CATEGORY	SECTION	B	PLOYEENAVE	
ensation and Benefit 🛛 🗸	HQ-Dohi	Personnel		Assistant Goneral V	(anager	CAT-IR	Other	¢.	IM RAJ MEENA	
i v										Close
ayea Relation 🗸 🗸 🗸										

Figure 4-54: Action History View

- Click on
 Get Results
 to apply the available filters.
- Click on action make to view and download the action history report.
- Click on to exit the screen.

4.13. Shift Planning-General Shift

The AGM (OMISS) will be able to assign the general shift to the officers/employees of the FCI at which they need to arrive or depart from the office.

Step1: AGM-OMISS will assign the shift to all the employees.

Step2: DGM-OMISS will review the assigned shift.

Step3: GM-OMISS approve the assigned shift.

4.13.1. Navigation

Left Navigation: Leave Management >>Transactions >> Shift Planning

4.13.2. SLA

NA

4.13.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.13.1 to reach the General Shift Request Landing Page as shown in figure.

FCI HRMS

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lome:	Shift Plar	ining											
ster Manual	Shift Plan Ty	pe		0	fice Type			Office			Category		
kanagar Dashtoard	AB			~	44		2				40		3
Went Maragement 🗸 🗸	Designation			P	an Id			Status			r	-	
are HR 1	Ali			~	Plait H			At		Y	Get Result	· .	
ave and Attendance													Plan Shi
Transaction	Show 10	♥ entries										Search:	
Joining Duty 2	5.ND. 1	REQUESTIO 1	RAND I	SHIFTPL	W TYPE	OFFICE TYPE	OFFICE	CATEDONY I	DESIDNATION		SHIFT DETAILS	STATUS	ACTION
Leave Request Approval	i	LSANO1	PLANTIO1	Gameral		RO	RO IMPHAL	CATHI	Ausistant Grade - III			Approved	4 12
Attendance Regularization Approval	2	L5A1100	PLAN1100	General		HQ	HQ-Dehi	CAT-IV	Assistant General Manager		0	Pending Review	4
Attendance/Leave Statement 3	3	LSA1098	PLAN1098	General		HQ	HQ-Dehi	CATH	Assistant General Manager		0	Pending Review	4
Shift Planning >	4	LSA1099	PLAN1059	General		HQ	HQ-Dethi	CAT-III	Assistant General Manager		•	Pending Review	
Leave Encashment Approval	5	LSA1097	PLAN1097	Goneral		но	HQ-Dehi	CAT-1	Assistant General Manager		0	Panding Review	4
Loave Aucit	6	LSA1096	PLANT096	General		но	HQ-Dethi	CAT-IV	Assistant General Manager		0	Pending Review	
Leave Approva	7	LSA1095	PLAN1095	General		HQ	HQ-Dehi	CATHI	Assistant General Manager		0	Pending Review	4
Aasters 🗸	8	1543094	PLAN1094	General		HQ	HQ-Dethi	CATH	Assistant General Manager		ø	Pending Review	4
Reports 🗸	9	LSA1093	PLAN1093	General		но	H0-Delhi	CAT-1	Assistant General Manager		0	Pending Review	
formance Management 🗸 🗸	10	LSA1089	PLAN1089	General		HQ	HQ-Dehi	CAT-1	Assistant General Manager		0	Pending Review	4
mpensation and Benefit 🛛 🗸	Showing 1 to	10 of 14 antiles.										-	
rol 🗸												Previous	1 2 1
ent Acquisition 🗸 🗸													
ening and Development 🤍													
ployee Relation 🗸 🗸													



HRMS administrator shall be able to perform the following activities from the landing page:

•	Click on	Get Resu		apply the available filters.
	Click on per table	Excel columns	PDF	Print to export the table records in Excel or CSV as
•	Click on search th Click on entries.			to enter a search query that shall ble records in ascending order or descending order of

Click on Previous 1 Next to navigate table records

• Click on ⁴ to view the employees assigned under a shift.



Figure 4-56: View Employees

• Click on to add a new General Shift request in the table as mentioned in Add General Shift Request section.

4.13.4. Add General Shift Request

Home		Shift Planning										
ser Manual		General Shift	Retational Shift									
Nanager Deshtoerd												
Talent Management		Office Type *	~	Office +			Catagory *		223	Designation *		
		HQ	Ý	HQ-Delh			All		×	Assistant G	ineral Méhager	~
Core HR	×	Effective From Date*	Ē	Select Shif	14 (18:00)		Set Shift					
Leave and Attendance	~	10/01/2021		PARTIAL	10 - 16(00)		Set Shift					
Performance Management	~	SHIFT DAVE	151 WEEK		2ND WEEK		36D WEEK		ATHWEEK		STH-WEEK	
Compensation and Benefit	~	Monday	Shift (9:30 - 18:00)		Shift (9:30 - 18:00)		Shift (9:30 - 18:00)		Shift (9:30 - 18:00)		Shift (9:30 - 18:00)	
Paytol		Tuesday	Shift (9:30 - 18:00)		Shift (9:35 - 18:00)		Shift (9:30 - 18:03)		Shift (9:30 - 18:00)		Shift (9:30 - 18:00)	
fulent Acquisition		Wednesday	Shift (9:30 - 18:00)		Shift (9:30 - 18:00)		Shift (9:30 - 18:00)		Shift (9:30 - 18:00)		Shift (9:30 - 18:00)	
and we and the second se	×.	Theradey	SNR (930 - 1800)		Shift (5:30 - 18/00)		Shift (9:30 - 18:00)		5hift (9:30 - 18:00)		Shih (9:30 - 18:00)	
Learning and Development	~	Friday	Shift (9:30 - 18:00)		Shift (9:30 - 18:00)		Shift (9:30 - 18:00)		Shift (9:30 - 18:00)		Shift (9:30 - 18:00)	
Employee Relation	~											
		Saturday	Week Off	~	Week Off	~	Week Off	~	Week Off	v	Week Off	~
		Sunday	Week Off	4	Week Off	~	Week Off	~	Week Off	v	Weak Off	~

Figure 4-57: Add General Shift Request

Enter the details and click on addition of a new record in the table.

such that a success message will be shown for

The success message will be displayed as



Success! Shift has been seved-

4.13.5. Add Rotational Shift Request

bme		Shift Planning										
er Manual		General Shift	Retational S	nift								
nagar Dashboarit		Office Type *		_	Office *							
int Maragement	~	HQ HQ		×	HQ-Delhi		*	Catagory *		~	Designation * Associate Central Manager	
e HR	~											
ve and Attendance	~	Select Employee Name *			Effective From	Date 5		Select Suft *			Get	Employees
formance Management	~	NINNNERT SMDHULIN	ing:-2011-10-14)	v.,	36/01/2021	Lote		*Shift (9:30 -	38:00	1	Set Shift	
npensation and Benefit	~	SHIFT DAYS	15.TWEEK		2ND WEEK		JRD WEEK		ATHWEEK		STHWEEK	
rođ	~	Monday	Select	~	Select	~	Shift (9:30 - 18:00)	~	Shift (9:30 - 18:00)	ş	✓ Select	~
int Acquisition	~	-										
ming and Development	~	Tuesday	Salect	~	Select	~	5hitt (9:30 - 18:00)	*	Shift (9:30 - 19:00)	2	 Silect 	~
ployee Relation	~	Wednesday	Select	~	Scient	\sim	Shift (9:30 - 18:00)	~	Shift (9:30 - 18:00)	2	Select	~
		Thireday	Select	~	Salact	~	Shin (9:30 - 18:03)	~	Shift (9:30 - 39:00)	3	- Silect	~
		Friday	Select	~	Salact	~	Select	~	shift (9:30 - 18:00)	3	shift (9:30 - 18:00)	Ŷ
		Saturday	Select	\sim	Select	\sim	Shift (9-30 -18-00)	~	Stuft (9:30 - 18:00)	ş	Shift (9:30 - 18:00)	÷
		Sunday	Select	~	Select.	~	Shift (9:30 - 18:00)	v	Shift (9:30 - 18:00)	,	Shift (9:30 - 18:00)	v
			_		_	_					Submit	Cancill

Figure 4-58: Add Rotational Shift Request

Submit Enter the details and click on

such that a success message will be shown for

addition of a new record in the table.

The success message will be displayed as

Success! Shift has been saved.

4.13.6. Edit Shift Plan

Click on to edit the request as shown in figure:

ome		Shift Planning											
ver Manual		General Shift											
anager Dashboard		ACTION AND						1212-112-11			casa-mic		
lent Maragement	~	Request ID		Plan Id	101			Office Tape		~	Office RC INPHAL		1
yre HR	~	Category		Designat	ines .			Effective From Date		1.53	Select Shift *		
eve and Attendance	~	CATE	÷		vit Oradii - W		5	12/01/2021		Ē	Skih (ebo	18:00	
rformance Management	~												Set Shift
impensation and Benefit	~	SHIFT DAYS	TET WEEK-		2ND WEEK		380	WEDE		ATH WEEK		STH WEEK	
yrol		Monclay	Shift (6:30 - 18:00)		Shift (9:30 - 18:00)		Shift	t (9:30 - 18:00)		Shift (9:30 - 18:00)		Shift (9:30 - 18:00)	
lent Acquisition	.	Tuesday	Shift (9:30 - 18:00)		Shift (9:30 - 18:00)		Shirt	t (9:30 - 18:00)		Shim (9:30 + 18:00)		Shift (9:30 - 18:06)	
aming and Development	~	Wednesday	Shift (9:30 - 18:00)		Shift (9:30 - 18:00)		Shift	t (9:30 - 18:00)		Shift (9:30 - 18:00)		Shift (9:30 - 18:00)	
	-	Thursday	SNIT (9:30 - 18:00)		Shift (9:30 - 18:00)		Shif	t (9:30 - 18:00)		Shift (9:30 - 18:00)		Shift (9:30 - 18:00)	
nployee Relation	×	Feiday	Shift (9:30 - 18:00)		Shift (9:30 - 19:00)		Shift	t (9:30 - 18:03)		SHIR (9:30 - 18:00)		SHIM (9:30 - 18:00)	
		Saturday	Weak Off	×	Week Off	~	w	ook Off	×	Week OH	×	Week Off	~
		Sunday	Week Off	×	Week Off	~	W	ook Off	~	Week Off	×	Week Off	ų
												Update	Cancei

Figure 4-59: Edit Shift Request

Enter the details and click on such that a success message will be shown in the Shift Planning Landing Page for updating the existing record in the table.

The success message shall be displayed as

SuccessI Shift has been saved.

4.14. Apply Leave

Employees of the FCI will be able to apply the leave by filling in the leave form with required details.

Step1: Employee will apply the leave by filling in the leave form.

Step2: Reporting Officer and the concerned authority as per the category of the employee will review the request.

Step3: AGM and the concerned authority as per the category of the employee will approve the request.

4.14.1. Navigation

Left Navigation: Leave Management >>Transactions >> Apply Leave

4.14.2. SLA

15 Days

4.14.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.15.1 to reach the Apply Leave Landing Page as shown in figure:

					and a second	AN UNIT ATTAC	
ta —	4	Αa	ESS	MSS	0		

	Applied Leaves	с			
Manual	Employee Numb			Employee Designation	
Jeshboard	295779			Assistant Grade - III	
5000000	Employee Name			Employee Division	
zory ~	PRIVANK DAHLW			Personnal	
ona 🗸 🗸					Apply Leave Request
pensation and Benefits 🛛 🗢	Show 10 v er	trica			Search
ormance Management 🔒 🗸	Consection)				
e Management	LEAVE ID	ERAVE TYDE	APPLIED DATE	# STATUS	1 ACTOR
	LA589	Earned Leaves	15/01/2021	Appreved	Cancel Altor
sove Reguest	LA588	Earned Leaves	15/01/2021	Approved	 Gancel Alter
y Atlendance	LAS87	Earned Leaves	13/01/2021	Appreved	Geneel Alter Intimetion
tendance Regularization	LA586	Earned Leaves	12/01/2021	Pending Review	e 5
sployee Calendar	LA585	Earned Leaves	12/01/2021	Panding Review	@ ty
e-approval for work on holiday	LA580	Earned Leaves	10/01/2021	Pending Review	e +5
poly Leave 2	LA578	Casual Leave	09/01/2021	Ponting Baview	م . بع
polled Leaves	LA576	Earned Leaves	09/01/2021	Approved	Cancel Attar
wve Encashment	LA575	Casual Leave	09/01/2021	Approved	Cancel Alter Intimation
un ~	LA572	Casual Leave	08/01/2021	Approved	Catuod Atter Intimation
isyee Relations 🔍 🗸	Showing 1 to 10 of 5	3 entries			Parvicus 1 2 3 4 5 6 N
m Management 🛛 🗸 🗸					
ring and Development 🧼	-				
nect +					
ies and Circulars					
ement Benefit Calculator					

Figure 4-60: Apply Leave

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on
 Get Results
 to apply the available filters.
- Click on Excel PDF Print to export the table records in Excel or CSV as per table columns.
- Search: to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on
 Previous
 1
 Next
 to navigate table records.
- Click on ApplyLarve Request to add a new Apply Leave request in the table as mentioned in Section 4.15.3 Apply Leave Request.

4.14.4. Apply Leave Request

Click on the Apply Leave Request as shown in figure

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Aa — Aa 🛛 🕵 Miss 🤌 🕷 drivank dahiya 🤱

ome	My Leave	r						
ser Manual	Employee Nu 265779	mber Employee Name Proyank Daktya		Designation Grade - III		mployee Division mscrinel		
ly Dashboard	510W 10	v entries					12000	
irectory ~	5.10	E LEAVE TYPE	CARRY FORWARD	ACCRUED	AVAILED	ADJUSTED	Search	ACTION
ore HR 🗸 🗸	1	Casual Leave	0	a	4	2	5	>
ompensation and Benefits 🛛 🗸	2	Compensatory Leave	¢.	1	0	o	1	>
orformance Management 🔍 🗸	з	Special Casual Leave	¢	0	0	5	5	>
seve Management	4	Unavailed Joining Leeve	¢	٥	0	0	D	
Leave Request	5	Earned Leaves	73	15	7	23	104	5
My Atlendance	8	HPL/Medical Leave	59	10	43	0	26	>
Attendance Regularization	7	Matemity Leave	q	0	0	0	Ð	
Employee Calendar	Ð	Fatemity Leave	¢	a	0	0	0	
Pre-approval for work on holiday	9	Child Care Leave	229	0	7	180	402	>
Apply Leave	10	Study Leave	o	0	0	300	300	>
Applied Leaves	Showing 1 to	10 of 15 entries					Provide	n 11 2 Ne
Leave Encashment								
ayros ~								
npisywe Relations 🛛 🗸 🗸								
len Managemen 🗸 🗸 🗸								
arring and Development \sim .								
onnect +								
licies and Circulars								
nirement Benefit Calculator								
				on et mate (Powerer p)				



Click on > to apply for any particular leave as shown in the figure:

Manual	Employee Number 295779	Employee Name PRIYANK DAHIYA		Employee Desig Assistant Glade			Employee Division Personnet	Leave Type Earned Leaves
shiboard	Prom -			To *				
a ~	01/02/2021		\Box	05/53/2021		Ħ		
R V	Session *							
insetion and Benefits 🛛 🗸	.Fun Day		\sim					
mance Management 🔍	Reason*				Duration			
Masagement ~	Gaing out of Station			~	3			
	Comment							
yee Relations 🔍 Management 🔍								
Management ~	Link Officer In Absence				Attactmont			
g and Development 🧠	CHANDRASTREE LENES NE	101640HOR(131154)			lieshame.pdf			
ci.•	Address At The Time Of Lea	we we			Contact Details			
s and Circulars	Now Detti				8879543210			
nent Benefit Calculator				0				
	-			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				Submit

Figure 4-62: Apply Leave Request



Enter the details and click on addition of a new record in the table.

such that a success message will be shown for

The success message will be displayed as

Successi Lasve has been applied successfully.

4.14.5. Withdraw Leave Request

Click on to withdraw the applied request as shown in figure

Submit

FCI HRMS		As — As — As IES MES 🤌 H PRIVADIC DAHIYA
Home	Withdraw Leave	
User Manual	Laare ID	Reason
My Dashboard	LASPO	Coing out of Staton
ilrectory ~	Leave Type Earned Leaves	Comment Earned Loave
ore HR 🗸	From Cate 02/03/2021	Address At The Time Of Leave New Della
ore HR 🗸 🗸	To Date	Contact Details
ompensation and Benefits 🔍 🗸	03/03/2021	H870543210
rformance Management 🔍 🗸	Session Full Day	
ave Management — —	Duration 2	
yrnil ~		
npisyee Relations 🛛 🗸 🗸	Lisk Officer in Absence	
ilent Management 🛛 🗸	EMPLOYEE CODE	EMPLOYEE NAME
arring and Development 🔍	Withdraw Remarks	
nnest+	Withdraw request	
vicies and Circulars		•
stirement Benefit Calculator		Withdraw Cancel
		pyligne © 2022 Fadd Colppiration (it mala (Powerlad by Kannels (Kanga Tach)
	Figure 4-63: Leave W	

Enter the details and click on to submit the withdraw request. The success message will be displayed as

4.14.6. Cancel Leave Request

Successi Leave has been withdrawn successfully.

Click on to cancel the applied request as shown in figure:

FCI HRMS **User Man**

FCI HRMS		As As As ESS MSS 🥭 BRIVANK	DAHIVA
ne	Cancellation Leave		
r Mansai Dishtboard crory e HR e HR ngensation and Benefits formance Management ve Management	Leave ID LASE7 Leave Type Earned Leaves From Date 12/02/2021 To Date 12/02/2021 Sestion Duration 1	Reason Going out of Station Comment eH-1 day Address At The Time Of Leave Dehi Contact Details 987654321	
rall okyee Relations		EMPCOVEEHAME	
ni Management	Cancellation Remarks		
nect +	California California		
ies and Circulars			_
rement Benefit Calculator		Carical Lawy	Cancel

Figure 4-64: Leave Cancel Request.

Enter the details and click on

Cancel Leave to submit the cancel request.

The success message will be displayed as

Successi Leave has been cancelled successfully

4.14.7. Alter Leave Request

Click on Alter to alter the applied request as shown in figure:

iser Manual		Leave ID	Leave Type *		From *	To *	
ly Deshboard		1.4547	CarualLauve	~	ts/dt/2821	14/01/2021	0
		Session *	Attachment *		Duration	Reason *	
vectory	~	ruit Cay 🗸 🗸	wetter.pdf	Uptowd	2	during out of Station	~
ore HR	×:	Lew Officerts Assence					
mpensation and Benefits	~	152770	AMITABH KUMAH				
rformarice Management	~	Comment					
ave Masagement	~	After the leave					
tyroli	~						C
nployee Relations	~	Address At The Time Of Leave			Contact Details 9879543212		
len: Mahagemerit	Ψ.			G			0
sarning and Development	~	Afteration Remarks		- 10			
onnect +	-	Attenation					
slicles and Circulars		3					
tirement Benefit Calculator						Atter	Cancel

Figure 4-65: Leave Alter Request.

तारतीय खाद्य निगक



Enter the details and click on to submit the alter request.

The success message will be displayed as

Success! Request has been altered successfully

4.14.8. Joining Duty Request

Click on *interact* to alter the applied request as shown in figure:

= 😿 FOLHR	мs		Aa — Aa ESS MASS 🖉 H DRIVANK GAHIVA 🛔
Home		Intimation Screen	
User Manual Ny Dashboard		Lisave ID LASS7	To Date 12/02/2021
Cinectory	~	Leave Type Earned Leaves From Date	Session Full Day Reason
Core HR Companyation and Benefits	~	12/02/2021	Going out of Station
Performance Management	~	Dato Resumed On * 18/01/2021	Attachment *
Leave Management	~	Comment	
Payrol	×	Loining duty	
Employee Relations	~		e ".
Talen: Management	~		Submit Canod
Learning and Development	~		
Connect +	(COMMC)		
Policies and Crculars			
Retirement Benefit Calculato	ť	Copyright © 2020 Noise Comportation of	nani Poweenistry Konnect (Kellon Tech

Figure 4-66: Joining Duty Request.

Submit

Enter the details and click on

to submit the joining duty request.

4.14.9. Dispatch Leave Request-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in figure:

	Leave Ap	proval					
Manual	From			to	Status		Employee Number
ger Dashboard 1	DD/MM/YY			DD/MM/YYYY	Senci	N.	Employee Number C
	Employee Na	ma					
and Attendance	Employee	time	Q	Get Results			
insaction A	100000 10000						
Pre-Approval for Work on 2 Holiday	Show 10	v estries					Soarch:
eave Encastment Approval 3	05,207	LEAVEID	ENFLORE HUMBER	EMPLOYEE NAME	CEDIONATION	LEAVE TYPE APPLIED DA	TE STATUS ACTION
.ezve Approval		LA536	295779	PRIVANK DAHIYA	Assistant Grade - III	Earned Leaves 04/01/202	1 Pending Review 🛛 🛛
and other control of the second se		LA570	295779	PRIVANK DAHIYA	Assistant Grade - III	Earned Leares 08/01/202	1 Penaling Review 🛛 🕫 😘
e v	Showing 1 to	2 of 2 entries					
ensation and Benefit 🛛 🗸 🗸							Previous 1 tes
vyee Relation 🔍 🗸 🗸 🗸 🗸 🗸 🗸 🗸							

Figure 4-67 Leave Request Dispatcher Landing



Click on to land on Review Leave Request as shown in figure:

4.14.10. Dispatch Leave Request

	Leave Approval Request			
hboard	Leave ID LA570		Reason Going out of Station	
tendance A	Leave Troo Earned Leaves		Comment on Bave	
• ^	From Data 29/01/2621		Address At The Time Of Leave	
roval for Work on	To Date 20/01/2021		Contact Details 12345678	
ncashment Approval	Session Full Day			
pproval	Duration 1			
~				
n and Decefit 🔍 🗸	Link Officer in Absence		EMPLOYEE NAME	
	EMPLOYEE CODE		ENPLOYEEROME	
				View Action Mid
	Dispatch To SHEELA EDLINE TOGA	~		View Action His
	and the second second second	~		View Action Hist
	SHEELA EDLINE TODGA	×		View Action Hist
	SHEELA EDLIKE TOGA	Supportire Document		View Action His
	Dispatcher Romarks * Dispatcher Romarks * Dispatcher	Supportive Document Uppmet Document	Lipined Add	View Action His
	Dreat A EDLINE TOGA Dispatcher Romarks * Dispatch Dispatch Document Name Enter Document Name		Lippined And Supportive DOCUMENT	View Action His ACTOR
	Dreat A EDLINE TOGA Dispatcher Romarks * Dispatch Dispatch Document Name Enter Document Name	Uppmed Disturners		Action Hist Action Dispetch
	Dreat A EDLINE TOGA Dispatcher Romarks * Dispatch Dispatch Document Name Enter Document Name	Uppmed Disturners	SUPPORTIVE DOCUMENT	ACTOR

Figure 4-68: Leave Request Dispatch

Dispatcher shall be able to perform the following activities from the dispatch screen.

- Click on
 View Action History
 to view the action taken on the request as shown in
 figure.
- Click on to dispatch the request.

The success will be displayed as

Successi Request has been reviewed successfully.

4.14.11. Review Leave Request-Landing

The submitted request will be listed in the Reviewer's landing screen as shown in figure

ome	Leave Ap	proval										
Seer Mansal	From			to		Status			Employee Nem	ber		
Aanager Dashboard	DD/MM/YY	¥Ϋ	Ħ	DEVMANUYYYY		Selact		~	Employee M.	inter		C
sient Management 💈 🗸	Employee Na	etter										
alent Management 1	Employee®	time :	Q	Get Results								
save and Attendance	Show 10	v entries										_
Transaction 🥎	aniene 10	· Entres							Seat	ch:		
Joining Duty 2	SELECT	LEAVEID	EMPLOYSE NUMBER	EMPLOYEE NAME	DESIGNATION	1	LEAVE TYPE	APPLIED DA	TE I STAT	15	I ACTO	OR
Leave Request Approval		LA477	290572	AMIT KUMAR	Manager		Earned Leaves	22/12/202	¢: ≠ano	ing Beview		
Pre-Approval for Work on Holiday		LA481	290572	AMIT KUMAR	Manager		EamedLeaves	22/12/2020	0 Penc	ting Review	0	•
		LA482	295779	PRIVANK DAHIYA	Assistant Grade -	115	Earned Leaves	23/12/202	D Peno	ting Review	٥	13
Attendance Regularization Approval		LA483	295779	PRIYANK DAHIYA	Assistant Grade -	m	Casual Leave	23/12/202	0 Pano	sing Review	۰	-
Attendance/Laave Statement		LA409	295779	PRIVANK DAHIYA	Assistant Grade -	m	HPL/Medical Leave	20/12/202	D Fand	Rog Review	0	124
Leave Encashment Approval		LA490	290572	AMIT KUMAR	Manager		Earned Learnes	26/12/202	5 Pend	ting Review	۵	13
Leave Approval		LA491	295779	PRIYANK DAHIYA	Assistant Grade -	an i	EarnedLeaves	26/12/202	0 Fand	Sing Review	۰	13
rformance Management 🛛 🗸 🗸		LA495	295779	PRIYANK DAHIYA	Assistant Grade -	ш	Earned Leaves	26/12/202	0 Penc	ting Review	۲	13
ore HR 🗸 🗸	10	LA505	295775	PRIVANIC DAHOVA	Assistant Grade -	ui.	Carried Leares	29/12/202	0 Perio	ting Review		5
mpensation and Benefit 🔍		1,4506	295779	PRIYANK DAHIYA	Assistant Grade -	ш	EamedLeaves	29/12/202	0 Pend	ting Review	۰	a
tent Acquisition	Stewing 1 to	10 pf 24 entries							Г	Perchas	1 2 3	160
arring and Development \sim									L	1	Bulk Ap	oprove
npityee Relation										L		

Figure 4-69 Leave Request Reviewer Landing

Click on ¹ to land on Review Leave Request as shown in figure:



4.14.12. Review Leave Request

	The second second second second								
•	Leave Review Reque	st							
Manzal	-								
iger Dashboard	Leave ID LA590				Reason Going out of Station				
t Management	Earned Leaves				Comment Earned Loave				
and Attendance	A 02/03/2521				Address At The Time New Dahi	OfLeave			
nsaction ,	Fo Date 03/03/2021				Contact Details 9876543210				
Joining Duty	Session Full Day								
Leave Request Approval	Duration								
Pre-Approval for Work on Holicey	2								
Attendance Regularization Approval	Link Officer in Absence	£+							
Attendance/Leave Statement	EMPLOYEE CODE				EMPLOYEENAME				
eave Encashment Approval									
eave Approval								View A	ction Histor
mance Management									
R :	Reviewed								
ensation and Benefit	Document Name		Supportive Document		0				
Acquisition	Enter Document Name		Uphaid Documunit	Upload	Add				
ng and Development	SNC.	DOCUMENT NAME		SUPPORT	IVE DOCUMENT			ACTION	
yee Ralation	~					Add Reviewer	Baview	Record	Cano
						-			

Figure 4-70: Leave Request Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on figure.
 Click on Review to review the request.
 - Click on to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in figure.

The success will be displayed as

Successi Request has been reviewed successfully.

4.14.13. Approve Leave Request -Landing Page

The submitted request will be forwarded to the approver's landing page as shown in figure:

ome	Leave Ap	proval									
ser Mansal	From			to		Status			Employee Number		
anager Dashboard	DD/MM/YY	¥Ϋ	ti -	DD/MM0YYYYY		Select		~	Employee Mumber		C
slent Management 🛛 🧝 🗸	Employee Na	enie									
	Employee®	41ere#	Q	Get Results							
Transaction	Show 10	$\mathbf v$ entries							Search:		
Joining Duty 2	SELECT	LEAVEID	EMPLOYCE NUMBER	EMPLOYEE NAME	DESIGNATION	1	LE/WE TYPE	APPLIED DA	TE I STATUS	ACT	IOR
Leave Request Approval		LA477	290572	AMIT KUMAR	Menager		Earned Leaves	22/12/202	C Fending Review		- 14
Pre-Approval for Work on		LA481	290572	AMIT KUMAR	Manager		EarnedLeares	22/12/2020	0 Pending Review	0	•
Holiday		LA482	295779	PRIVANK DAHIYA	Assistant Grade -	W.	Earned Leaves	23/12/202	0 Pending Review	0	13
Attendance Regularization Approval		LA483	295779	PRIYANK DAHIYA	Assistant Grade -	ш	Casual Leave	23/12/202	0 Pending Review	0	-
Attendance/Caave Statement		LA409	295779	PRIVANK DAHIYA	Assistant Glade -	m.	HPL/Medical Leave	20/12/202	D Finding Review	0	13
Leave Encashment Approval		1.4490	290572	AMIT KUMAR	Manager		Earned Leaves	26/12/202	6 Pending Review	ø	12
Leave Approval		LA491	295779	PRIYANK DAHIYA	Assistant Grade -	ш	Earned Leaves	26/12/202	0 Fending Review	ø	13
formance Management 🛛 🗸		LA495	295779	PRIVANK DAHIYA	Assistant Grade -	ш	Earned Leaves	26/12/202	0 Panding Review	۲	13
ne HR 🗸	10	LA505	295770	PRIVANK DAMIYA	Assistant Grade -	101	Carried Leaves	29/12/202	0 Pending Review	•	C 3-
mpensation and Benefit 🔍		1,4506	295779	PRIVANK DAHIYA	Assistant Grade -	m	Earned Leaves	29/12/202	0 Pending Review	0	-
ent Acquisition	Shewing 1 to	10 pf 24 entries							Persolum	1 2 3	3 144
arning and Development 🔍									-	BulkA	pprove
npityee Relation 🔹 🕹											

Figure 4-71: Leave Request Approver's Landing

Click on ✓to land on Approve Leave as Request shown in figure.



4.14.14. Approve Leave Request

•		Leave Approval Request			
Manual					
ager Dashboard		Leave ID LA570		Reason Going out of Station	
t Management	*	Leave Trpe Earned Leaves		Comment on leave	
and Attendance	~	From Data 29/01/2621		Adéress At The Time Of Leave noida	
nsaction	~	To Oato 29/01/2023		Contact Detalls 12345678	
Joining Duty		Session Full Day			
Leave Request Approval Pre-Approval for Work on		Duration			
Holicey Attendance Regularization	÷	-			
Approval		Link Officer in Absence			
Itterdance/Leave Statem		EMPLOYEE CODE		EMPLOYEE MAME	
eave Encashment Appro	vel.				View Action Histo
eave Approval	Ц.	Approver Remarks *			
mance Management	~	Approved			
-R	* 2				
ensation and Benefit	*	Document Name	Supportive Document		
	~	Enter Document Name	Upload Document	Upload Arit	
yee Relation	~	SNG DOG	UMERT NAME	SUPPORTIVE DOCUMENT	ACTION
				Add Reviewer Selective Revent	prove Reject Can

Figure 4-72: Leave Request Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on
 View Action History
 to view the action taken on the request as shown in
 Figure 4-92.
 Approve
- Click on

to approve the request.

Click on to reject the request back to the initiator, this request will be listed in the landing page of Initiator with "Rejected" status.

The success message will be displayed as



Home		View Leave	
User Manual		Leave ID	Reston
Ny Deshboard		LAS89 Leave Type	Going out of Station Comment
Cirectory	.	Earned Leaves From Date	test Address At The Time Of Leave
Core HR	~	23/03/2021	celni
ompensation and Benefits	~	Te Date 23/03/2021	Costaci Detalla 987654321
erformance Management	~	Sestion Full Day	
aave Matagement	~	Duration t	
wyrail	×		
imployee Relations	9	Link Officer in Absence	
falent Management	~	EMPLOYEE CODE	EMPLOYEENAME
saming and Development	~		View Action History Gunod
Connect +	-		
Policies and Circulars			
Retirement Benefit Calculator			
			Copyright & 2020 Hope Corporation of more However, by Kennich (Kellton Tech)

Figure 4-73: Action History

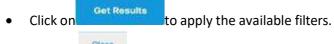
HRMS administrator shall be able to perform the following activities from Action History page:

- Click on Get Results to apply the available filters.
- Click on ^(a) to view the particular detail of the record as shown in figure:

me	Action Hist Version	tory	Fit	om Data		Te Date				
er Mansal	All		~ 1	DOMMYYYYY		DO/MM/YYYY		GetResul	6	
Dashboard	ID 14589								Act	ion History Rep
ictory 🗸	Shew 10	w unities						Scar	en:	
eine 🗸	3.MQ (DATE OF ACTION	VERSION	ACTION TAKEN	EMPLOYEENAME	C DESIGNATION	+ DIVISION 1	AUCHORITY 3	REMARKS	ACTION
pensation and Benefits 🛛 🗸	-1	15/01/2021 10:54:42 AM	,	mitiated	PRIVANK DAHIYA	Assistant Grade - III	Personnel	Initiator	Request Initiated	ø
lomance Management \sim	2	15/01/2021 10:57:25 AM	1	Reviewed	AMITABH KUMAR	Assistant Deneral Manager	Personnel	Reviewer	reviewed	۲
ve Management 💦 🗸 🗸	3	15/01/2021 10:59:27 AM	1	Dispatched	PARAS PANJWANI	Assistant Grade - III	Personnel	Reviewer	dispatched	۲
er v	4	15/01/2021 11:01:15 AM	1	Reviewed	SHEELA EDLINE	Manager	Personnel	Raviewor	reviewed	۲
kyee Relations 🛛 👻	5	15/01/2021 11:02:35 AM	1	Approved	RAM RAJ MEENA	Assistant General Manager	Personnel	Approver	approved	
ni Managementi 🗸 🗸 🗸	Shawing 1 ta 5	of 5 entries				Manager				
ning and Development \sim	1.1.1.1								Previou	s 1 Nes
nact a limit	-				Competen	t Authority				
des and Croulers	OFFICE	DIVISION		DESONATION		CATEGORY	SECTION	EM	PLOYEE NAME	
rement Benefit Calculator	HQ-Delhi	Personnel		Assistant General M	lanager	CATHE	Other	24	M RAJ MEENA	
										Close

Figure 4-74: Action History View





• Click on to exit the screen.

4.15. Absenteeism Report

Absenteeism report will be generated by the Personnel Division on the basis of number of days an employee was absent for the payroll processing.

4.15.1. Navigation

Left Navigation: Leave and Attendance >>Reports >> Absenteeism Report

4.15.2. SLA

NA

4.15.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.15.1 to reach the Absenteeism Report Landing Page as shown in figure.

	Report Of Absenteeism								
	Office Type	Office		Следогу			Division		
Deshboird	.4 ~	Al	~	All		~	At		Ŷ
	Cathe	Prom Date 1		To Date *			Employee Nonton		
~	4. ~	20MM/YVYY		DDMM/Y/YY		Ċ	Employee Number		
2 1 ×	Employee Name								
centifice 🔨	Implyee Same	Classes and							
2 ~	Ehow 10 - writing Exported East For have	1						Search:	
^	LNC DIROVENJALER	EMPLOYEE HAME	owniges	I SEDENATION	mer		CATEDORY	ABIENT DAYS	-
nce Regularization	1 152770	Amitabh Kumar	Personnel	Assistant General			CAT-I	6	
	1 152770	Amitaon kumar	reisonner		HQ		WH (1)		
nd Attendance	Showing D to 0 of 0 writies			Managar				These	And Area
	Showing 0 to 3 of 0 entries Resort Generated on 17/01/2021			Managar		Report	generated by BHMI RA		
t 1999 Lasve Status Report				ManaBar		Report	generated by BHUR RA	Prev 64 - Assistant Grade II (Perus	
yee Loove Status Report Application Status				Managar		Report	generated by British RA		
ore Lauve Status Repert Application Status				Managar		Report	generated by Britis RA		
yee Larve Status Report Application Status				Managar		Report	generated by Britis ICA		
nizna Attanlance yee Laeve Statu Report Application Essen Mart Britt menort Introe Report 3 resume Report 3				Managar		Report	generated by Britis RA		
ve Lavve Status Report popilication Radue Ned Shift report Ince Report 3				Managar		Report	generated by Binkt KA		
e Lawe Satas Report geleation Ranka nd Shift report see Report 3 nime Report > 1 ~ ~				Managar		Report	generated by Biniti KA		
Lawe Datas Repet station Datas 1 Dirth report 3 ans Report 3 ~ ~				Managar		Report	generated by Britis RA		
Lawe Shin Report Anticipation Shan Shift report an Report Shift Shift Sh				Managar		Report	generated by Britis RA		
e Lawe Status Report gelection Data al Unit report ce Report 3 line Report > v v v v v				Managar		Report	generated by Shift RA		
Leave Status Report picoston Bakes at Birth report at Birth report at Birth report and Report are Report are for a status are for a status for a				Managar		Aspert	generated by Shift RA		
e Larve Status Report policition Etuka ad Dift report cea Report 3 inime Report 3				Managar		Report	generated by Shift RA		
ne Lawer Status Report opplication Datas and Shift report non Report 3 n ~ ~ n ~ ~				Managar		Report	generated by Brink KA		

Figure 4-75: Absenteeism Report

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on determine to generate the report on the applied filters.
- Click on Excel PDF Print to export the table records in Excel or CSV as per table columns.



- Search: Click on •
- to enter a search query that shall
- search the table records.
- Click on 🔽 to sort the table records in ascending order or descending order of • entries.
 - Previous Click on

to navigate table records.

4.16. Attendance Regularization Report

Attendance Regularization Report will be generated by the Personnel Division to keep the track of the employees regularizing there in and out time due to defined reasons.

Next

4.16.1. Navigation

Left Navigation: Leave and Attendance >> Reports >> Attendance Regularization Report

4.16.2. SLA

NA

4.16.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.16.1 to reach the Attendance Regularization Report Landing Page as shown in figure:

-1	Attendance Regu	larization Report										
ter Manual	Office Type			Office				Caregory		Division		
Arrager Dashboerd	- 41			~ AI			~	24	~	AL		~
	Care			Fiom		10		Employee Namber	Employee Name			
eald 🗸	at 🗸 🗸		\$.50M	Morvey] DOWNING	· 🗇	Employee Humoer		Employee Hame			
ent Management 1		-		-								
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Abendance Regularization	121830	Brith RAM	General	Personnel	Assistant Grade II (Personnel)	HURS	CAT-III	0170842020	0	9-08-00	16:00:00	Withdraw
Report Customized Attendance 3 Report	141636	BHIM RAM	Coneral	Personnel	Assistant Grade III (Personnel)	HORS	CAT-III	29/09/2020	04	00:00	12:00:00	Approvad
Engloyee Love Status Report	141830	DIVN NAM	General	Firsomet	Assistent Drade III (Personnel)	HORS	GAT-III	20/00/2029		2.02.05	00.00.00	approved
Lieve ApplicationStatual Report Scheduled Svift report	141835	SHM RAM	General	Personnel	Assistant Drade III (Personnell	HORS	C.T.01	30/09/2020	a	00-00	00:00:00	Approved
Abendance Report Abentivetan Report	278571	VANNUR BASHA GARDLA	Génerali	General	Assistant Ceneral Manager	DB KARIMRADAR	G43-4	69/10/2020	a	20100	18-00-00	Approved
Transaction	278.756	BORHADE MALHADI MAGAN	Quality Control	Quality Control	Assistant General Manager	D0 KARDNINAGAR	C41-F	07/10/20/20		201-06	195-00:00	koproved
collectors 🗸 🗸	277701	ANL KUMAR	General	Personnel	Assistant Grade II (Personnel)	HORS	CAT-00	06/10/2020	0	20100	00.00.00	Submitter
npenation and Denefit 🔍	277705	ANL KUMAR	General	Personnel	Assistant Grade III (Personnel)	HURS	GAT-01	05/10/2020	9	9-00-00	00-00-00	subramed
nall 🗸 🗸	277705	ANIL KUMAR	General	Parsonnel	Assistant Grade II (Personnel)	HORS	CAT-III	06/70/2026	(a)	9:05:00	00:00:00	Submitted
ming and Development 🤍	277709	ANL KUMAI	General	Pyrsonnel	Assistant Grade II (Derscreal)	HORS	CAT-01	07/20/20/20) P	9:00:00	00-00-00	lubmitted
koyee Rulation 🔍 👻	(incoving i to 10 of 32 err	Thes									Previous 1 2	2 4 No
	Report Generaled on 10/	00/2023							Repo	rt generated by Dring I	RAM - Kasistant Grade II IPer	sorre@(Persor

Figure 4-76: Attendance Regularization Report



HRMS administrator shall be able to perform the following activities from the landing page:

- Click on the applied filters.
- Click on Excel PDF Print to export the table records in Excel or CSV as per table columns.
- Search:
 to enter a search query that shall

search the table records.

• Click on to sort the table records in ascending order or descending order of entries.

•	Click on	Previous	1	Next	to navigate table records.

4.17. Attendance Report

Attendance Report will be generated by the Personnel Division for the attendance of each employee per month for the Payroll processing.

4.17.1. Navigation

Left Navigation: Leave and Attendance >>Reports >> Attendance Report

4.17.2. SLA

NA

4.17.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.17.1 to reach the Attendance Report Landing Page as shown in figure.

÷	Attendance Report									
er Manual	Office Type		Office			Category		Division		
nager Dathboard	48	~	Al		~	All .	3	e Al		~
	Cath		Prom Date *			To Date 7		Exclose	e Namber	
4 V	48	~	COMMOVY			SIGNIM/VYYY	0	Empio	yee Number	
krogstart <u>1</u>	Employee Name									
and Abendance	Engliges hame		Generativ							
atera 2 ~	Shew 10 - entries Experite Car	4 F27 Proc.							Search	
54715 A		-								1. 5000
Atendance Regularization	ENG I EMPLOYEE HUMBER	EMPLOYIE	E HAVE	I SIVIZON I				STATE HOW		+ stars
	1 152770 Showing U to U at V entres	Amitab	oh Kumar	Personnel	Assistant General Manager	al HQ CA	T-I 04-01-2021	10:00 ai	m 06:30 pm	Present
										and the second second
	Theorem of the states of the states									Providence from
Catonizad Attendance Report Engloyee Lerve Status Report	Report Generated on 17/01/2021						ita.ettenSanceView.te	port_geiereted	.by BHIM IGAM - Assistant Grade	
Naport Ençkiyee Leave Status Report							RauttendarceView/m	pot_gelereted	.by BHIM RAM - Amistant Grade	
Neport Engloyee Leave Status Report Leave Application States Report							RauttenGanceViewim	port_gevereted	"by Britin RAM - Assistant Grade	
hport Inphyse Leave Status Report www. Application Status Report							italettenbanceViewse	oot, gelereted	"by Britis RAM - Assistant Grade	
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neert Inployee Leve Status Report aanse Application Reaan gegent Andreae Report 3 Andreae Report 3 Andreae Report 3 Andreae Report 3 Andreae Report 3							Raistendarch/insure	oot geserehd	.oy (IHMI NAM - Asistant Gende	
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Figure 4-77: Attendance Report

HRMS administrator shall be able to perform the following activities from the landing page:

•	Click on	to generate the report on the applied filters.
---	----------	--

Click on Excel PDF Print to export the table records in Excel or CSV as per table columns.

Search: Click on to enter a search query that shall

- search the table records.
- Click on to sort the table records in ascending order or descending order of entries.

Click on
 Previous
 1
 Next
 to navigate table records.

4.18. Employee Leave Status Report

Employee Leave Status Report will be generated by the Personnel Division to track the status of any employees' leave account for any further processing of leaves.

4.18.1. Navigation

Left Navigation: Leave and Attendance >>Reports >> Employee Leave Status Report

4.18.2. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.18.1 to reach the Employee Leave Status Report Landing Page as shown in figure

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Figure 4-78: Employee Leave Status Report

HRMS administrator shall be able to perform the following activities from the landing page:

- Generate Click on to generate the report on the applied filters.
- PDF Print Excel to export the table records in Excel or CSV as Click on . per table columns.
- Search: Click on to enter a search query that shall search the table records.
- Click on 📃 to sort the table records in ascending order or descending order of entries.

Next Previous Click on

to navigate table records.

4.19. Leave Application Status Report

Leave Application Status Report will be generated by the Personnel Division to track the status of any employees' leave account for any further processing of leaves.

4.19.1. Navigation

Left Navigation: Leave and Attendance >>Reports >> Leave Application Status Report



4.19.2. SLA

NA

4.19.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.19.1 to reach the Leave Application Status Report Landing Page as shown in figure.

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Figure 4-79: Leave Application Status Report

HRMS administrator shall be able to perform the following activities from the landing page:

•	Click on Generate	to generate the report on the applied filters.					
•	Click on Excel	PDF Print to export the table records in Excel or CSV as as.					
•	Search: Click on	to enter a search query that shall					
•	 search the table records. Click on to sort the table records in ascending order or descending order of entries. 						

Click on
 Previous
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 Next
 to navigate table records.



4.20. Scheduled Shift Report

Scheduled Shift report will be generated by the Personnel division as per the office, office type, category and cadre to track the shift and shift status of the assigned or unassigned employees.

4.20.1. Navigation

Left Navigation: Leave and Attendance >>Reports >> Scheduled Shift Report

4.20.2. SLA

NA

4.20.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.20.1 to reach the Scheduled Shift Report Landing Page as shown in figure.

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Figure 4-80: Scheduled Shift Report

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on Centernal to generate the report on the applied filters.
 Click on Excel PDF Print to export the table records in Excel or CSV as per table columns.
 Click on Click on to enter a search query that shall
 - search the table records.



- Click on to sort the table records in ascending order or descending order of entries.
- Click on

Next to navigate table records.

4.21. Customized Attendance Report

Customized Attendance Report will be generated by the Personnel division as per the office, office type, category and cadre to track the shift and shift status of the assigned or unassigned employees.

4.21.1. Navigation

Left Navigation: Leave and Attendance >>Reports >> Customized Attendance Report

4.21.2. SLA

NA

4.21.3. Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.21.1 to reach the Customized Attendance Report Landing Page as shown in figure.

	Customized Attend	ance Report		our contraction of the					and the second					al and the second				
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ubition 😒																		
nd Development 🔍																		
n Relation 👳																		

Figure 4-81: Customized Attendance Report

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on Generate the report on the applied filters.
- Click on Excel PDF Print to export the table records in Excel or CSV as per table columns.



- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.

Click on Previous

to navigate table records.

5. Troubleshooting and Support

5.1.1. Error Messages

The following error messages shall be showcased based on user behavior:

Next

• If user enters a duplicate value, then HRMS shall throw a validation as shown in Figure 5-1:

Demo Emp Id : 141836 Division : Personnel		FCI HRM	S C) 🔿 🔿 🛎 A A E Y 🗸 🧕
B Home	- Country Master			
My Dashboard	Error! Validation error			*
Core HR	Sec. 20 07 26	2017 - 1917		
 Mesters 	The country name has alread	ady been taken.		×.
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 Cadre Master 	COUNTR36	BHU BXH	Active	C.
Category Master	COUNTR35	Preque	Active	2
» Division Master	COUNTR34	Cuba	Inective	12
Section Master	COUNTRIL	Zampia	Active	8
Cell Master	The second state of the se			
Pay Grade Master	COUNTRIS	Other	Active	2
Designation Master	COUNTRIS	Vietnam	Active	ß
Item Master	COUNTR14	Ethopia	Active	2
 User Management Transaction 	COUNTR13	Zaire	Active	C2
Reports	COUNTRI2	Malawi	Active	02
A Leave and Attendance	Showing 1 to 10 of 20 entries			

Figure 5-1: Validation Error: Duplicate Record

• If user does not enter information which is required in the form, then HRMS shall throw a validation as shown in Figure 4-7:



Demo Emp ld : 141836 Division : Personnel	•	Edit Country			
💩 Home	Country Master	Country Code COUNTR35			
	Country	Country *			
	All	Enter Country			
		Please fill out this field.			
		Is Active *			Add Country
	Show 10 v entries Export to	Active		Search	
		Update Cancel			
	Country Code				Action
	COUNTR37		Inactive		2
	COUNTR36	BHU BXH	Active		8
 Office Type Master 	COUNTRIS	Dramie	Active		7

Figure 5-2: Validation Error: Mandatory Field Empty

In reference to standard error messages that may appear in the application with respect to user and internet settings, the following status codes may reflect:

S.No.	Status Code	Description
1	100 Continue	Only a part of the request has been received by the server, but as long as it has not been rejected, the client should continue with the request.
2	200 ОК	The request is OK.
3	201 Created	The request is complete, and a new resource is created
4	202 Accepted	The request is accepted for processing, but the processing is not complete.
5	203 Non-authoritative Information	The information in the entity header is from a local or third-party copy, not from the original server.
6	204 No Content	A status code and a header are given in the response, but there is no entity-body in the reply.
7	205 Reset Content	The browser should clear the form used for this transaction for additional input.
8	206 Partial Content	The server is returning partial data of the size requested
9	301 Moved Permanently	The requested page has moved to a new url.
10	307 Temporary Redirect	The requested page has moved temporarily to a new url.
11	400 Bad Request	The server did not understand the request.
12	401 Unauthorized	The requested page needs a username and a password.



403 Forbidden	Access is forbidden to the requested page
	Access is forbidden to the requested page.
404 Not Found	The server cannot find the requested page.
405 Method Not Allowed	The method specified in the request is not allowed.
406 Not Acceptable	The server can only generate a response that is not accepted by the client.
408 Request Timeout	The request took longer than the server was prepared to wait.
409 Conflict	The request could not be completed because of a conflict.
410 Gone	The requested page is no longer available.
415 Unsupported Media Type	The server will not accept the request, because the mediatype is not supported.
500 Internal Server Error	The request was not completed. The server met an unexpected condition.
501 Not Implemented	The request was not completed. The server did not support the functionality required.
502 Bad Gateway	The request was not completed. The server received an invalid response from the upstream server.
503 Service Unavailable	The request was not completed. The server is temporarily overloading or down.
504 Gateway Timeout	The gateway has timed out.
505 HTTP Version Not Supported	The server does not support the "http protocol" version.
	405 Method Not Allowed 406 Not Acceptable 408 Request Timeout 409 Conflict 410 Gone 415 Unsupported Media Type 500 Internal Server Error 501 Not Implemented 502 Bad Gateway 503 Service Unavailable 504 Gateway Timeout 505 HTTP Version Not

Table 5-1: HTTP Status Error Codes

5.1.2. Frequently Asked Question

This section shall address some of the frequently asked questions which may arise in the HRMS application under different circumstances as mentioned in Table 5-2

S.No	Circumstance	Next Step
1	Unable to Login to HRMS application	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
2	I am able to access the HRMS application but unable to access respective menu links	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to



		hrmssupport.fci@gov.in
3	I am unable to see my profile information in HRMS application	Please contact the nodal officer, whether the data for the concerned employee has been migrated to HRMS application or not. If the data has not been migrated, then kindly fill the required form and submit. The information for the employee shall be visible in the HRMS within 2 working days. In case the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
4	I am unable to submit a request due to "Bad API Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
5	I am unable to submit a request due to "Unauthorized Access Error"	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
6	I am unable to open the HRMS application in my web browser	Go to browser settings and clear the cache. Also to ensure the issue is resolved, please type %TEMP% using the run command to delete all cookies permanently. If the issue persists, then contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
7	I am unable to upload the documents in the HRMS application	Kindly check the file size as the HRMS application restricts document attachment till 5 MB (Except for Service Book). Also ensure that either .pdf or .jpeg files are uploaded as these are only supported. If the issue still persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
8	I am a competent authority but unable to see the review or approval icon in my listing	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
9	Unable to open HRMS application in web browser	 Please note that the HRMS application is compatible with the following browsers only: Internet Explorer 11 and above Google Chrome ver. 44 and above Mozilla Firefox ver. 48 and above Safari Browser ver. 5.1.7 and above In case the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in



10	Unable to install the HRMS mobile application in Android/iOS mobile	 Please note that the HRMS application is compatible with the following mobile OS versions: Android KitKat (Ver. 4.4) and above IOS 12 and above In case the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
11	I am unable to see the required information in the dropdowns and filters of HRMS application	 The issue that the intended information is not available for data entry might be because: Permission or Role not assigned for the employee. Information has not been migrated into the HRMS application Information has been modified after scheduled maintenance of HRMS application Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
12	Information visibility as per organization hierarchy	Employee posted in HQ shall be able to view the information of all employees posted in different FCI offices till DO level. However an employee posted in a ZO would only be able to view the details of all ROs and Dos falling within that zone. Similarly an employee posted in the RO office would only be able to access the information of all Dos falling within that RO. Finally a specific DO employee would only be able to see the information pertaining to the respective DO itself. Please crosscheck with the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
13	I am unable to generate an eSign or apply digital signature as a competent authority	Please send an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u> as eSign/Digital Signature credentials and any technical discrepancies related to the same shall be fixed.
14	Unable to export or print the information in the HRMS Application	Please ensure that MS Office with latest updates is installed in the system and print settings are set to "Default". In case the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
15	Biometric device is unable to recognize employee fingerprint.	To ensure that the employee does not lose any attendance, the HRMS application provides the "Attendance Regularization" feature via which attendance can be modified to "Present Status" based on the request made by the employee. However, in case the issue persists, then kindly contact the nodal officer for resetting the fingerprint and initiate a fresh fingerprint registration using the biometric device w.r.t. the employee number. In case



		the approach does not work, then kindly drop an email along with the employee number, employee name and office to https://www.hrmssupport.fci@gov.in
16	The leave details in the HRMS application is incorrect	There can be circumstances that the migrated information from Service Book to HRMS application might be incorrect or undefined under rare circumstances. However, in such cases the "Leave Updation" process provided by the HRMS application shall allow the Personnel Division to update the Leave balance of the employee. In case the approach does not work, then kindly drop an email along with the employee number, employee name and office to hrmssupport.fci@gov.in
17	Unable to generate MPIN for HRMS Mobile Application	Please crosscheck your mobile number that has been provided during the migration of information as the HRMS mobile application would verify the user based on SMS using OTP. In case the details are correct and the issue persists, then kindly drop an email along with the employee number, employee name, mobile number and office to <u>hrmssupport.fci@gov.in</u>
18	Unable to view my scanned service book in HRMS application	There can be circumstances that the migrated information and the scanned service book have not been linked in the HRMS during data migration. If so then kindly drop an email along with the employee number, employee name, mobile number and office to https://www.hrmsupport.fci@gov.in
19	I have setup a new DOP, but it is not reflecting in the system.	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <u>hrmssupport.fci@gov.in</u>
20	I have lost/damaged my mobile or PC.	In the event an employee has lost his mobile or damaged the PC, then the event is to be immediately informed to https://www.hrmssupport.fci@gov.in , so that the user profile could be made inactive preventing unauthorized access and protect sensitive information related to FCI work procedures.

Table 5-2: Troubleshooting and Next Steps

- Issues identified and formally received shall be addressed swiftly as per the support matrix.
- Corrections and improvements to the HRMS application shall be disbursed based on application updates which shall be performed during system maintenance, to ensure employees can work during the operating hours.
- HRMS mobile application shall receive regular updates only in the event of any reported issues which have been fixed.

6. Helpdesk

Email ID: support-hrms@kelltontech.com