

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

Developed By:



in collaboration with:

Microsoft, Technohaven Co Ltd and Computer Services Ltd



## **Executive Summary**

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

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

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

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

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

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

## Table of Contents

Introduction.....	12
Minimum Requirement.....	13
Get Started.....	14
How to Log In / Start.....	14
How to Log Out.....	16
How to Navigate Form / Page.....	17
HR-100 General Setup.....	18
HR-101 How to Setup HR Config.....	19
Access HR Config Setup .....	20
Gratuity Setup .....	23
Retirement Setup .....	25
CPF Setup.....	26
GPF Setup .....	27
Loan Setup.....	29
Leave Setup.....	31
Attendance Setup .....	32
Probation Setup.....	34
Performance Setup.....	35
Authentication Setup.....	36
Child Allowance Setup .....	38
Shift Duty Allowance Setup.....	40
Arrear Setup.....	41
Income Tax Setup .....	43
Overtime Setup.....	44
HR-102 How to: Setup Salary .....	46
Access Salary Setup.....	47
HR 102.1 Master Setup .....	50
HR-102.2 Income Tax Setup .....	72
HR-102.3 Pay Grade Mapping Setup .....	81
HR-102.4 Office Wise Salary Setup .....	107

HR-102.5 Employee Salary Setup .....	118
HR-102.6 Employee Increment History .....	121
HR-102.7 Salary Journal Setup.....	123
HR-102.8 Arrear Setup .....	125
HR-102.9 Arrear History .....	128
HR-103 How to: Setup Office.....	131
HR-104 How to: Setup Designation .....	137
HR-105 How to: Setup Department .....	142
HR-106 How to: Setup Leave .....	147
Access Leave Setup .....	147
HR-106.1 Leave Category Setup by Module User .....	150
HR-106.2 Company Leave Setup by Module User .....	153
HR-106.3 Approve or Reject an initiated Company Leave Setup .....	156
HR-106.4 Opening Earn Leave Setup by Module User .....	161
HR-106.5 Govt. Holiday Setup by Module User .....	163
HR-107 How to: Setup Performance.....	165
Access Performance setup.....	165
HR-107.1 Performance Criteria Setup .....	169
HR-107.2 Performance Criteria Group Setup .....	171
HR-108 How to: Setup Qualification.....	175
HR-109 How to: Setup Research & Publication.....	180
HR-110 How to: Setup Job Description .....	185
HR-111 How to: Setup Employment Type .....	190
HR-112 How to: Setup Office Bank .....	195
HR-113 How to: Setup Foreign Tour Category .....	200
HR-114 How to: Setup Foreign Tour Purpose.....	205
HR-115 How to: Setup HR No. Series.....	210
HR-200 Organogram View and Setup .....	215
HR-201 How to: Setup Organogram.....	216
Access Organogram Setup.....	217
HR-201.1 Add a New Organogram.....	220



HR-201.2 View an existing Organogram Master Setup .....	226
HR-201.3 Edit an Existing Organogram Master Setup.....	228
HR201.4 Delete an Organogram Master Setup.....	230
HR-202 How to: View Organogram.....	232
HR-202.1 View Organogram.....	233
HR-202.2 Office Wise Organogram View .....	236
HR-202.3 Download Organogram.....	237
HR-300 Employee Setup .....	238
HR-301 How to: View Employee List Page .....	239
HR-302 How to: View / Edit Employee Card.....	241
View Employee Card Page.....	242
HR-302.1 Official Information .....	246
HR-302.2 Personal Information .....	246
HR-302.3 Contact Information.....	246
HR-302.4 Emergency Contact Information .....	247
HR-302.5 Address Information .....	247
HR-302.6 Spouse Information.....	247
HR-302.7 Children Information .....	248
HR-302.8 Probation Information.....	248
HR-302.9 Qualification Information.....	248
HR-302.10 Training History.....	248
HR-302.11 Employment History.....	249
HR-302.12 Transfer History .....	249
HR-302.13 Foreign Tour History .....	249
HR-302.14 Attendance History .....	249
HR-302.15 Performance History.....	250
HR-302.16 Current Salary Breakdown.....	250
HR-302.17 Salary Payment History .....	250
HR-302.18 Loan History.....	250
HR-302.19 Official Asset.....	251
HR-302.20 Nominee Information .....	251

HR-302.21 Dependent Information .....	252
HR-303 How to: Add New Employee.....	253
HR-303.1: Add Official Information.....	257
HR-303.2: Add Personal Information .....	260
HR-303.3: Add Contact Information .....	261
HR-303.4: Add Emergency Contact Information.....	261
HR-303.5: Add Address Information.....	262
HR-303.6: Add Probation Information .....	264
HR-303.7: Add Employee Qualification Information .....	264
HR-303.8: Add Employee Bank Information.....	267
HR-303.9: Add Employment Information .....	268
HR-303.10: Add Official Assets Information .....	270
HR-303.11: Add Employee Children Information .....	272
HR-303.12: Add Employee Dependent Information.....	275
HR-303.13: Add Employee Nominee Information.....	278
HR-303.14: Add Employee Foreign Tour Information .....	281
HR-303.15: Add Employee Additional Charges Information.....	283
HR-303.16: Add Employee Parents Information .....	286
HR-303.17: Add Employee GPF Information .....	289
HR-303.18: Add Employee Recognition Information .....	290
HR-303.19: Add Employee Spouse Information.....	292
HR-303.20: Upload Employee Picture .....	295
HR-303.21: Add Loan Info .....	298
HR-400 Updating Employee Information .....	308
HR-401 How to:.....	309
HR-402 How to: Update Foreign Tour Information.....	315
HR-403 How to: Update Employee Attendance List.....	322
HR-500 Employee Initiated Actions .....	327
HR-501 How to: Process Leave for an Employee .....	327
HR-501.1 Initiate Leave Process by User.....	328
HR-501.2 Approve or Reject Initiated Leave by Admin.....	335

HR-600 Management Initiated Actions .....	340
HR- 601 How to: Transfer Individual or Multiple Employee(s).....	341
HR-601.1 Initiate Transfer Process by HR User.....	342
HR-601.2 Approve or Reject initiated Transfer by Admin.....	347
HR-601.3 Joining the transferred employee to latest office.....	352
HR-602 How to: Promote Individual or Multiple Employee(s).....	357
HR-602.1 Initiate Promotion Process by User.....	358
HR-602.2 Approve or Reject initiated Promotion by Admin.....	363
HR-603.3 Joining the promoted employee to latest office.....	367
HR- 603 How to: Process Deputation/Attachment - Inter Office.....	372
HR-604 How to: End Deputation/Attachment Period – Inter Office.....	380
HR-605 How to: Process Deputation/Attachment - Inter Organization.....	386
HR-606 How to: End Deputation/Attachment Period – Inter Organization.....	395
HR-607 How to: Disciplinary Action for an Employee.....	401
HR-607.1 Initiate Disciplinary Action by HR User.....	401
HR-607.2 Approve or Reject initiated Disciplinary action .....	409
HR-608 How to: Process Increment.....	413
HR-608.1 Initiate Increment Eligible list by HR User .....	414
HR-608.2 Approve or Reject initiated increment by HR Admin.....	422
HR-608.3 Apply Approved Increment.....	426
HR- 609 How to: Process Performance Evaluation.....	432
HR-609.1 Initiate Performance Process by HR User .....	433
HR-609.2 Approve or Reject initiated Performance Evaluation by HR Admin .....	441
HR-610 How to: Resign an Employee.....	445
HR-610.1 Initiate the resignation process by HR User .....	445
HR-610.2 Approve or Reject initiated Resignation by HR Admin .....	452
HR-611 How to: Terminate an Employee.....	456
HR-611.1 Initiate the Termination process by HR User.....	456
HR-611.2 Approve or Reject initiated Termination by HR Admin.....	463
HR-612 How to: Retire an Employee .....	468
HR-612.1 Initiate Retirement Process by Module User .....	468

HR-612.2 Approve or Reject initiated Retirement by HR Admin.....	475
HR-613 How to: Process Deceased Employee .....	480
HR-613.1 Initiate the Deceased process by module User. ....	480
HR-613.2 Approve or Reject initiated Deceased by HR Admin.....	486
HR-614 How to: Renew Employee Contract .....	491
HR-614.1 Initiate Contract Renew by Module User .....	492
HR-614.2 Approve or Reject initiated Contract Renew by HR Admin .....	498
HR-615 How to: Medical Reimbursement .....	501
HR-615.1 Generate Medical Reimbursement By Module Admin .....	502
HR-615.2 Initiate Medical Reimbursement by HR User .....	507
HR-615.3 Approve or Reject an initiated Medical Entry by HR Admin.....	512
HR-616 How to:PRL Process.....	501
HR-616.1 Initiate PRL Process by Module User.....	502
HR-616.2 Approve or Reject initiated PRL by HR Admin.....	507
HR-700 Batch Processes.....	529
HR-701 How to: Calculate Employee TDS.....	530
Access TDS Calculation Page.....	530
HR-701.1 Generate TDS.....	534
HR-701.2 Change Employee TDS.....	536
HR-702 How to: Setup Shift Duty .....	539
HR-703 How to: Calculate Overtime .....	545
HR-704 How to: Pre check Salary .....	551
HR-705 How to: Generate Salary Statement.....	557
HR-705.1 Generate Salary Statement.....	558
HR-705.2 Approve or Reject Monthly Salary Statement.....	565
HR-706 How to: Generate Bonus Statement .....	570
HR-706.1 Generate Bonus Statement .....	571
HR-706.2 Approve or Reject Employee Bonus Statement .....	577
HR-707 How to: Make Voucher Entry.....	581
HR-707.1 Voucher Preparation.....	582
HR-707.2 Approve or Reject Employee Voucher .....	587

HR-708 How to: View and Print Voucher Entries .....	592
HR-800 View Employee Related List and History .....	598
HR-801 How to: View Employee Leave Summary List.....	599
HR-802 How to: View Employee Evaluation List.....	6033
HR-803 How to: View Employee Publication List .....	607
HR-804 How to: View Employee Retirement List .....	611
HR-805 How to: View Employee Termination List .....	615
HR-806 How to: View Employee Resignation List.....	619
HR-807 How to: View Employee Provident Fund List.....	623
HR-808 How to: View Employee Training List .....	627
HR-809 How to: View Employee Foreign Tour List.....	631
HR-810 How to: View Employee Employment List.....	635
HR-811 How to: View Employee Loan Info List .....	639
HR-812 How to: View Employee Recognition List .....	643
HR-813 How to: View Employee Disciplinary Action List .....	647
HR-814 How to: View Additional Charges List.....	651
HR-815 How to: View Employee Leave History .....	655
HR-816 How to: View Employee Transfer History.....	659
HR-817 How to: View Employee Promotion History .....	663
HR-818 How to: View Employee Leave Adjustment .....	667
HR-819 How to: View Employee Deceased List .....	671
HR-900 Generating Reports.....	675
Access to Report Tab .....	675
HR-901 How To: Generate HR Management Reports.....	678
HR-901.1 Employee Specific Details Report .....	679
HR-901.2 Employee List Report.....	683
HR-901.3 Employee Seniority Report.....	687
HR-901.4 Performance Evaluation Summery Report .....	690
HR-901.5 Performance Evaluation Details Report.....	693
HR-901.6 Employee Qualification Report.....	697
HR-901.7 Employee Training Report .....	700

HR-901.8 Employee Attendance Report .....	704
HR-901.9 Leave Summery Report.....	707
HR-901.10 Leave Detail Report.....	710
HR-901.11 Employee Transfer History Report .....	713
HR-901.12 Foreign Tour Report .....	716
HR-901.13 Transfer List Report (Periodic) .....	720
HR-901.15 Employee Termination List Report (Periodic) .....	723
HR-901.16 Employee Promotion Report.....	726
HR-901.17 Employee Retirement Details Report.....	729
HR-901.18 Upcoming Retainment Report.....	732
HR 901.19 Employee Disciplinary Action Report .....	735
HR 901.20 Employee Resignation Report.....	738
HR 901.21 Employee Probation Period Report .....	741
HR 901.22 Organogram Wise Reporting Employee Report .....	744
HR 901.23 Reporting Office Report .....	747
HR 901.24 Vacancy Report.....	751
HR 901.25 Employee Job Description Report .....	754
HR 901.26 Employee Phone Number Report.....	758
HR 901.27 Employee House Loan Report.....	761
HR 901.28 User Usage Report.....	764
HR 901.29 User Usage Time Report.....	767
HR 901.30 Outside BD Report.....	771
HR-902 How To: Generate Payroll Reports .....	774
HR 902.1: Salary Statement Report.....	775
HR 902.2: Yearly Salary Report.....	779
HR 902.3: Monthly Net Salary Report .....	783
HR 902.4: Festival Bonus Statement Report .....	787
HR 902.5: Employee Pay Slip Report .....	791
HR 902.6 Employee TDS Report.....	795
HR 902.7 Employee Loan Report .....	799
HR 902.8 Employee Provident Fund Details Report .....	802

HR 902.9 Provident Fund Summary Report.....	805
HR 902.10 Employee CPF History Report .....	809
HR 902.11 Voucher List Report.....	812
HR 902.12 Employee Wise Income Tax Deduction Report .....	815
HR 902.13 EFTN Report .....	819
HR-1000 Dashboard .....	824
HR-1001 How to: View HR Management Dashboard .....	825
HR-1002 How to: View Financial Management Dashboard .....	830

## Introduction

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

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

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





## Minimum Requirement

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

### Browsers

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

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

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

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

### Mobile devices

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

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

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

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

### Internet Connection

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

# Get Started

## Introduction

This is a general instruction section to show

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

## Prerequisite


- Meeting minimum requirement
- ERP Credentials – Username and Password

## How to Log In / Start

### Steps

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

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



The screenshot shows the login interface for the 'POWER SECTOR ERP SYSTEM'. It features a blue header with the system name. Below the header, there are two input fields: 'User name:' with the value 'hr\_admin\_bpol' and 'Password:' with masked characters '\*\*\*\*\*'. A 'Sign In' button is located to the right of the password field, with a black arrow pointing to it. At the bottom of the screen, a copyright notice reads '© 2019 Techvision. All rights reserved.'

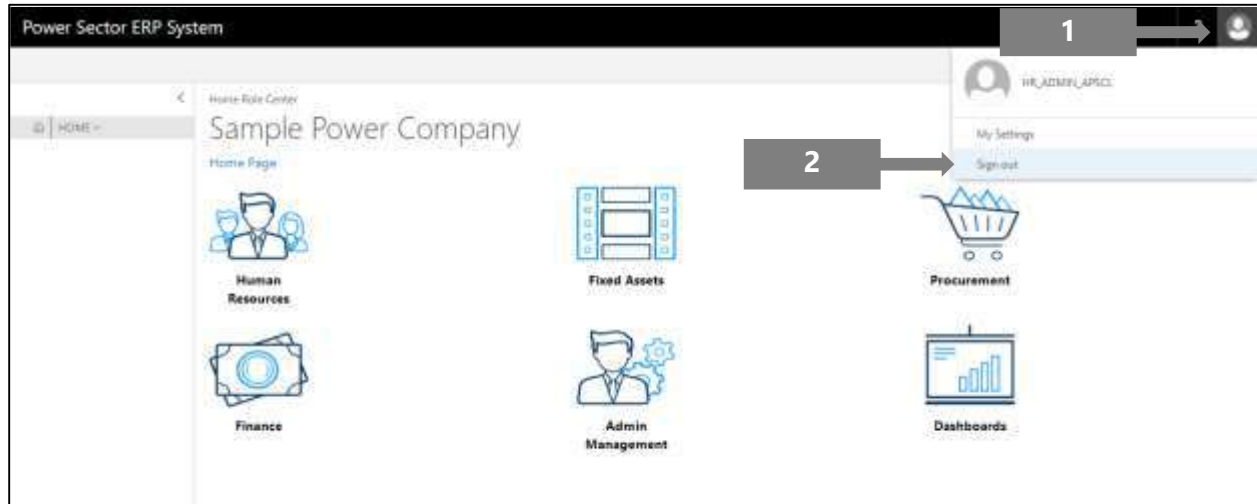
E. Select on "Sign In" button or press ENTER to load ERP Home Page. Following screen will be appeared



## How to Log Out

### Steps

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



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

## How to Navigate Form / Page

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



## HR-100 General Setup

### Introduction

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

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

### Role

- Module Admin

### Prerequisite

- Module Admin credentials – username and password

## HR-101 How to Setup HR Config

### Introduction

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

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

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

### Roles

- Module Admin

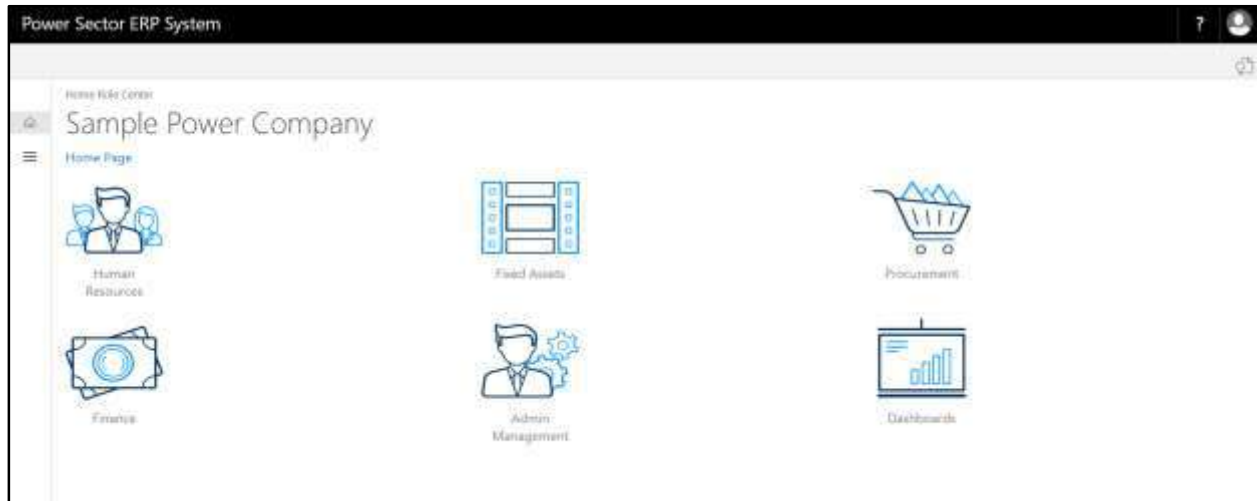
### Prerequisites

- Allowance Setup
- Deductions Setup
- TDS master Setup

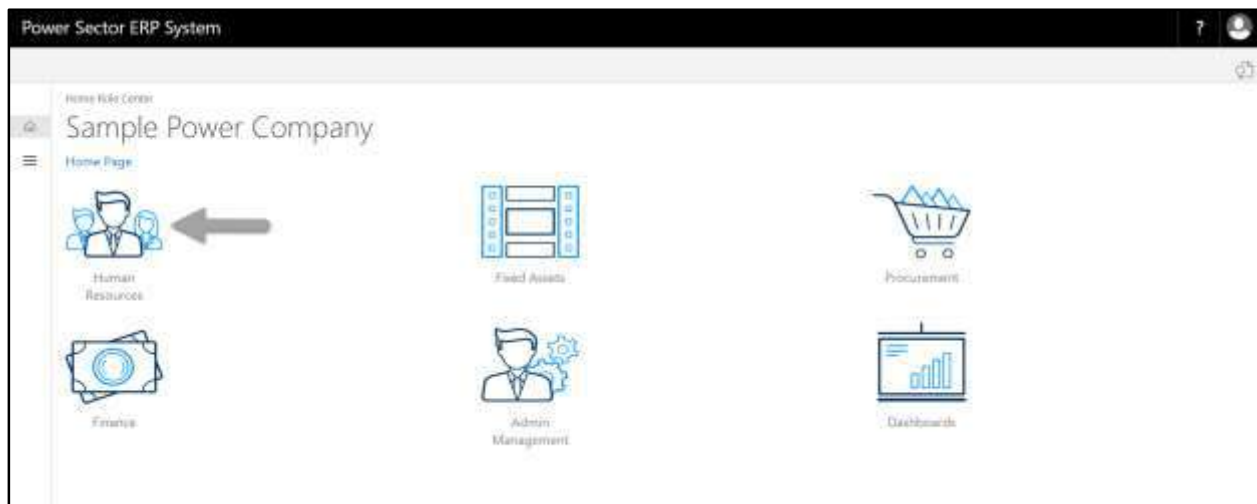
## Access HR Config Setup

To Initiate, follow the steps below.

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

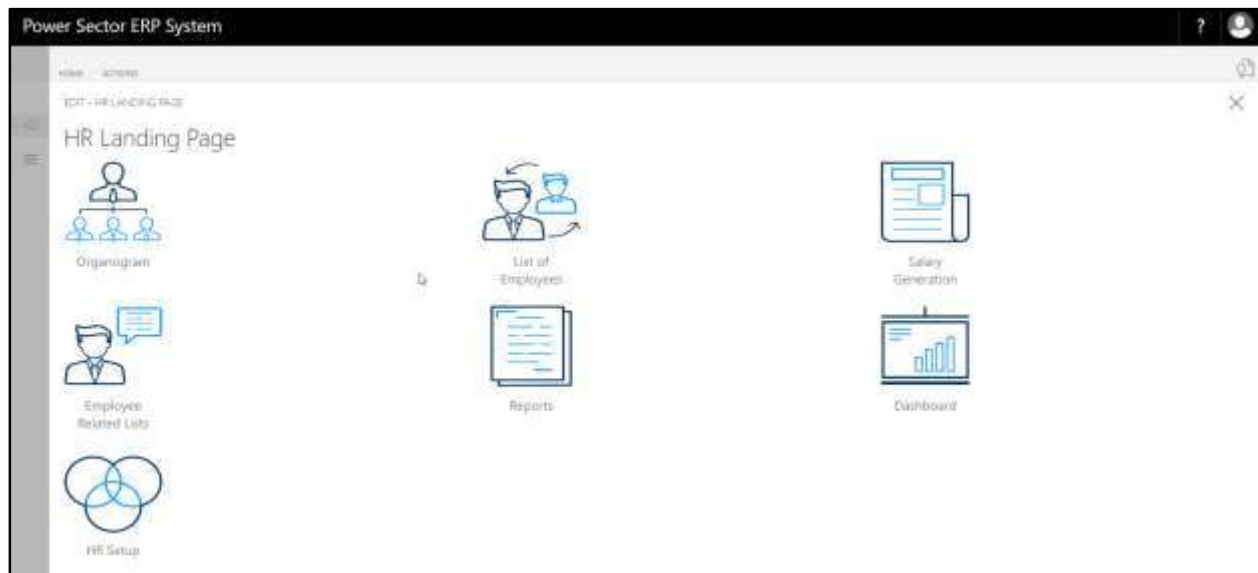


- B. Choose the **"Human Resources"** icon.

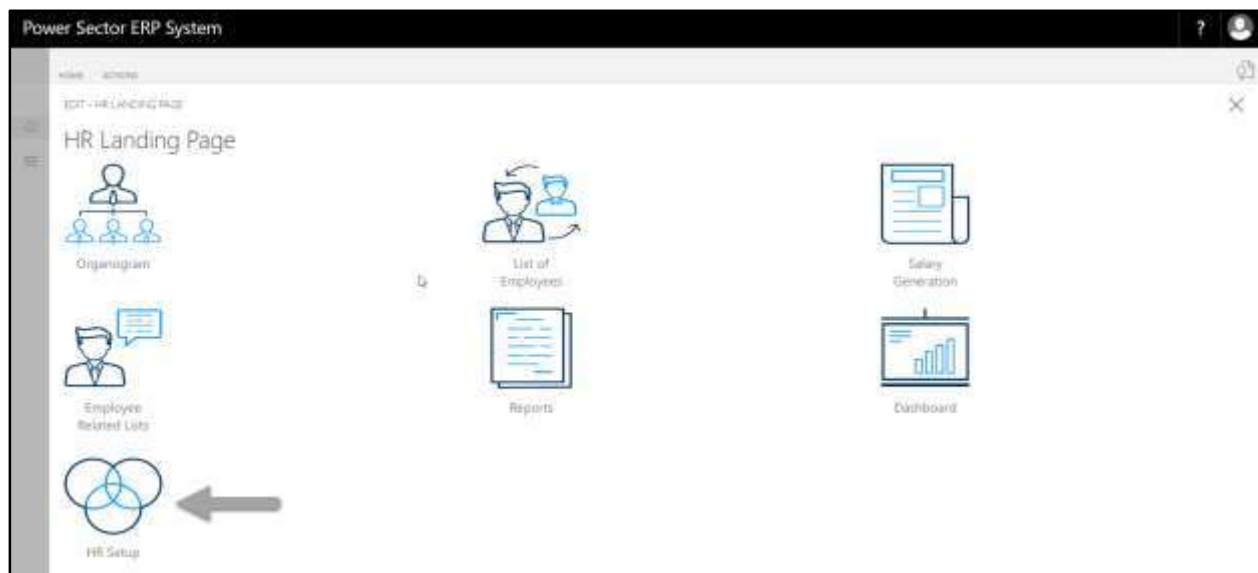




HR Landing Page will be appeared as below



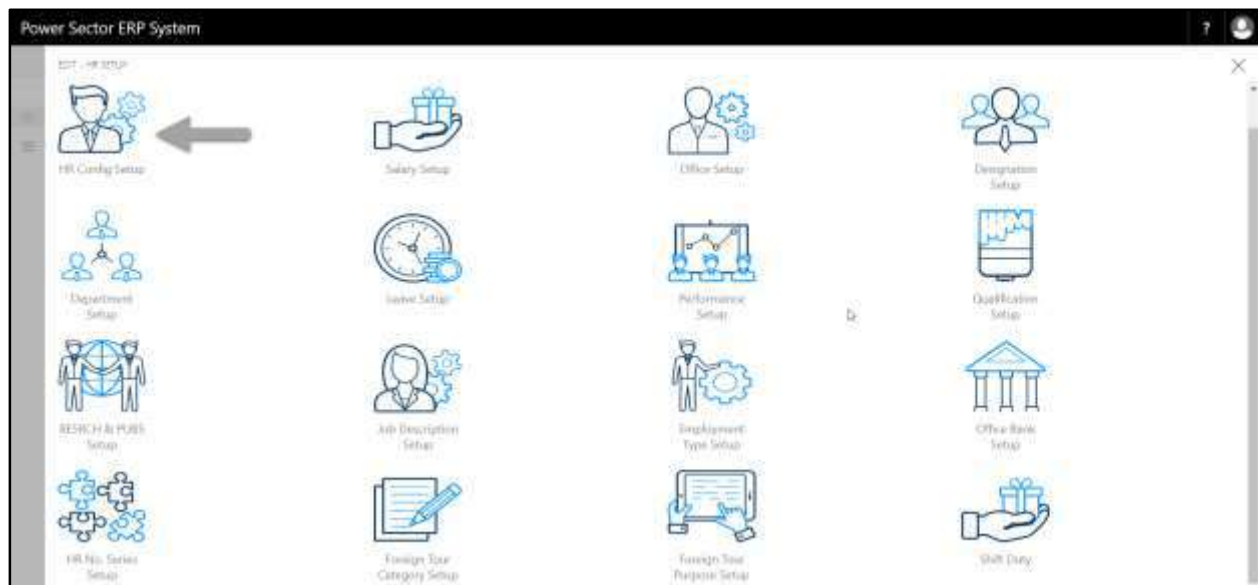
C. Choose the “**HR Setup**” in HR Landing Page.



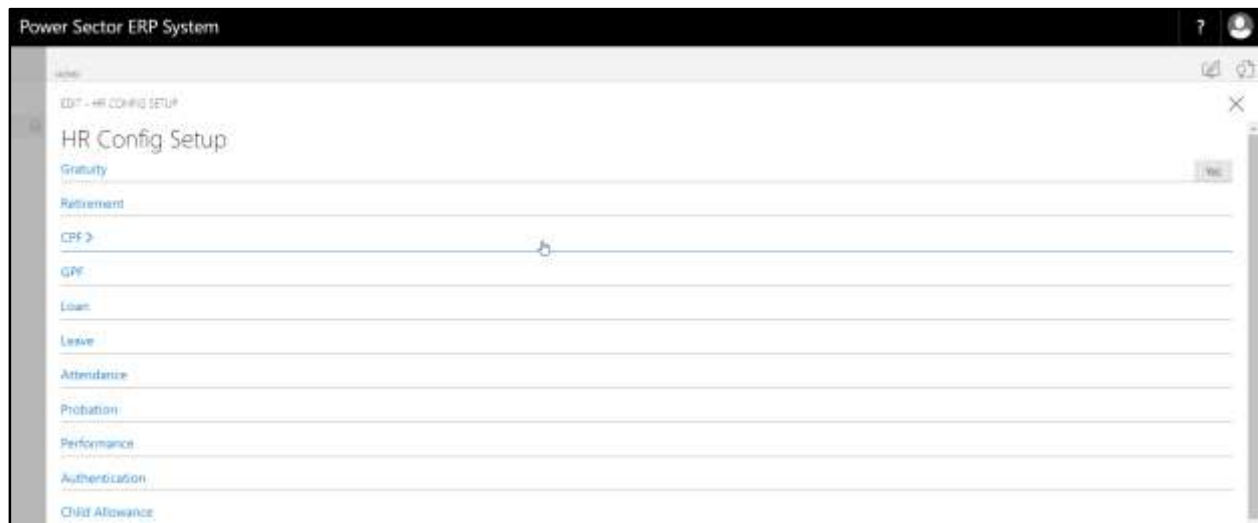
HR Setup landing page will be appeared as below



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



The following HR Config Setup page will be appeared.



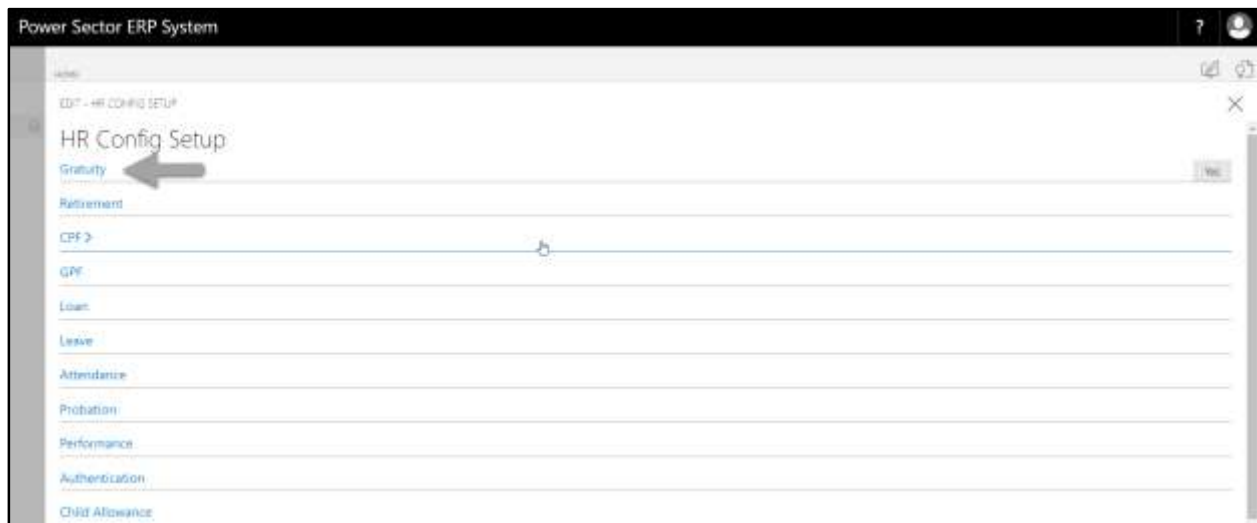
### Gratuuity Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



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



The following Gratuity portion will be appeared.



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

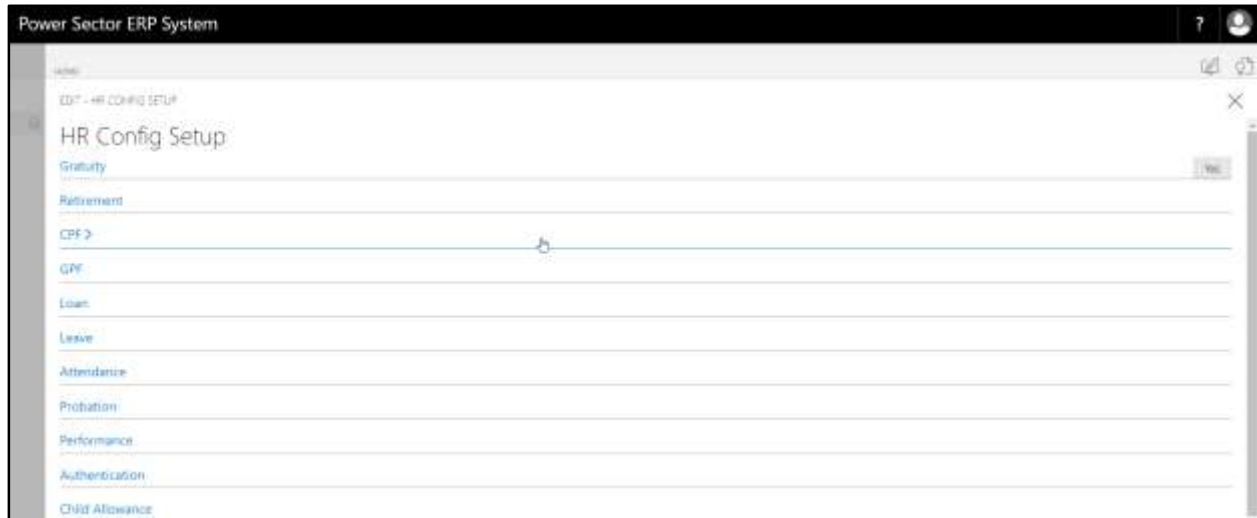
1. Select **Gratuity Applicable** checkbox to applicable gratuity for respective organization.
2. Provide **Multiple of Basic** for gratuity
  - **Multiple of Basic: 2**
3. Provide **Min Length of Service** for gratuity
  - **Min Length of Service: 15**



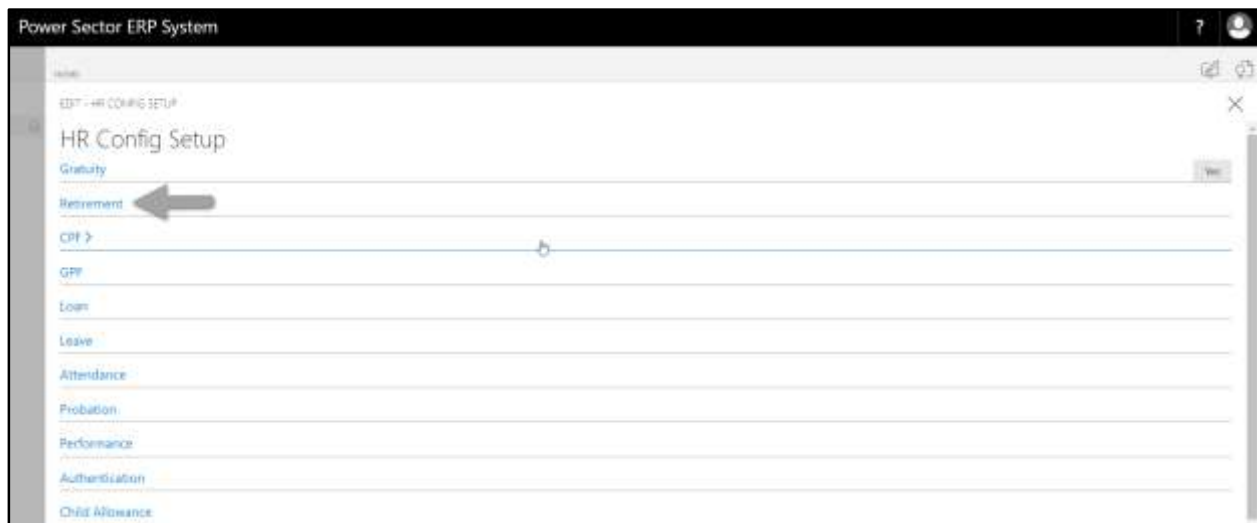
## Retirement Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



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



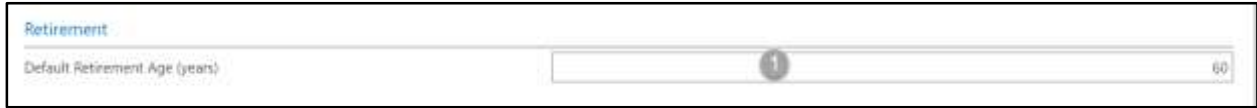
The following Retirement portion will be appeared.



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

1. Provide **Default Retirement Age (Years)** for gratuity

- **Default Retirement Age (Years): 60**



The screenshot shows a form titled "Retirement" with a sub-label "Default Retirement Age (years)". A text input field contains the value "60". A small circular icon with the number "1" is positioned above the input field.

## CPF Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



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



The following CPF portion will be appeared.

The screenshot shows a window titled 'EDIT - HR CONFIG SETUP' with a 'CPF' tab selected. It contains two checkboxes: 'CPF Applicable' and 'CPF Penalty Applicable', both of which are unchecked. To the right, there are two input fields: 'Company Contribution Rate %' and 'Personal Contribution Rate %', both of which are empty.

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

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

The screenshot shows the same 'EDIT - HR CONFIG SETUP' window with the 'CPF' tab selected. The 'CPF Applicable' checkbox is now checked and labeled with a circled '1'. The 'CPF Penalty Applicable' checkbox is still unchecked and labeled with a circled '2'. The 'Company Contribution Rate %' input field now contains the value '10.00' and is labeled with a circled '3'. The 'Personal Contribution Rate %' input field also contains the value '10.00' and is labeled with a circled '4'.

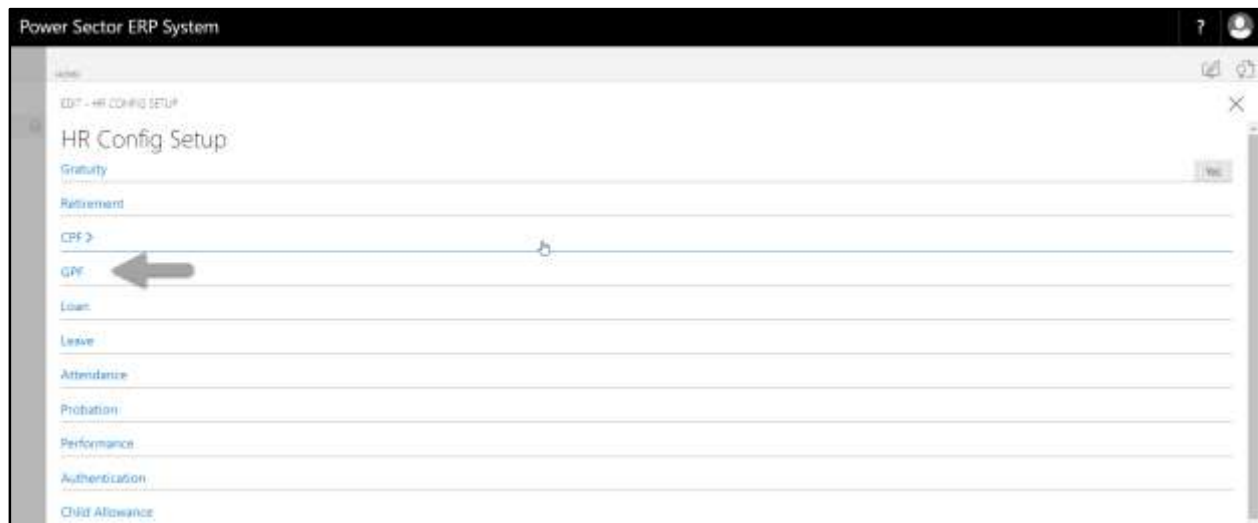
## GPF Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.

The screenshot shows the 'Power Sector ERP System' interface. The 'HR Config Setup' window is open, displaying a list of configuration options: Gratuity, Retirement, CPF, GPF, Loan, Leave, Attendance, Probation, Performance, Authentication, and Child Allowance. The 'CPF' option is highlighted with a blue arrow pointing to it.

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



The following GPF portion will be appeared.

The screenshot shows a form titled "GPF". It contains the following fields and controls:

- GPF Applicable**: A checkbox.
- Min GPF Deduction %**: A text input field.
- Min GPF Deduction Commencement**: A text input field.
- Max GPF Deduction %**: A text input field.
- Age Limit Ending Mandatory GPF D...**: A text input field.
- Yearly GPF Interest Rate %**: A text input field with a value of "0.00" displayed.

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

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



HR Config Setup

GPF

GPF Applicable: ☐ 1

Min GPF Deduction %:  2

Min GPF Deduction Commencement Period (Y...):  3

Max GPF Deduction %:  4

Age Limit Ending Mandatory GPF Deduction:  5

Yearly GPF Interest Rate %:  6

## Loan Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.

Power Sector ERP System

HR Config Setup

Gratuity

Retirement

CPF >

GPF

Loan

Leave

Attendance

Probation

Performance

Authentication

Child Allowance

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

Power Sector ERP System

HR Config Setup

Gratuity

Retirement

CPF >

GPF

Loan

Leave

Attendance

Probation

Performance

Authentication

Child Allowance

The following Loan portion will be appeared.

EDIT - HR CONFIG SETUP

Loan

Eligible for Loan	<input checked="" type="checkbox"/>	Min No. of Installments	<input type="text"/>
Max Loan Amount	<input type="text"/>	Max Interest Rate %	<input type="text" value="0.00"/>
Min Loan Amount	<input type="text"/>	Min Interest Rate %	<input type="text" value="0.00"/>
Max No. of Installments	<input type="text"/>		

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

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

EDIT - HR CONFIG SETUP

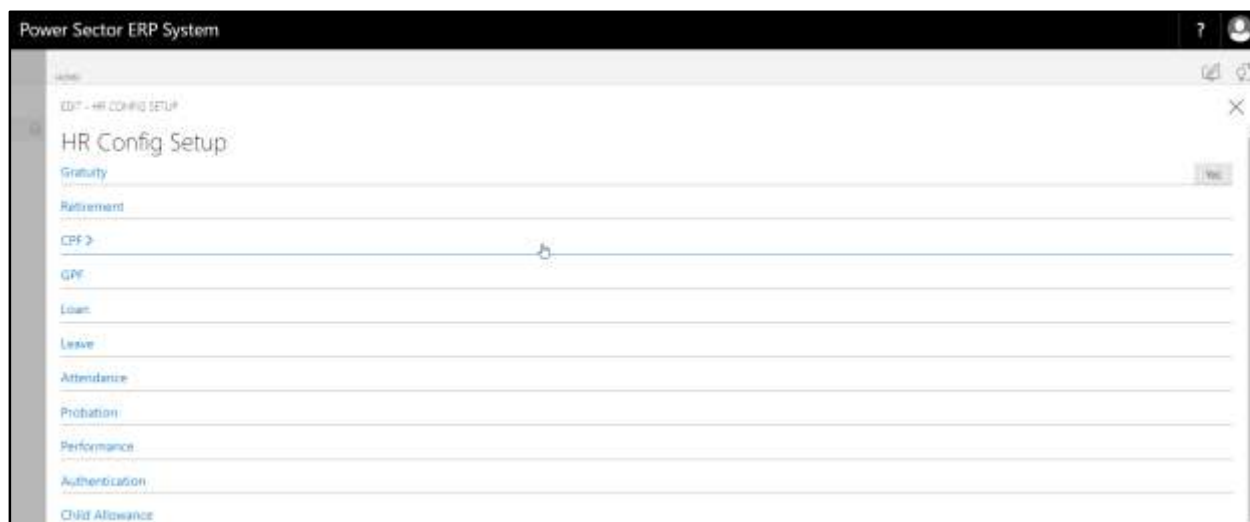
Loan

Eligible for Loan	<input checked="" type="checkbox"/>	Min No. of Installments	<input type="text" value="1"/>
Max Loan Amount	<input type="text" value="50,00,000.00"/>	Max Interest Rate %	<input type="text" value="15.00"/>
Min Loan Amount	<input type="text" value="1,000.00"/>	Min Interest Rate %	<input type="text" value="5.00"/>
Max No. of Installments	<input type="text" value="120"/>		

## Leave Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



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



The following Leave portion will be appeared.



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

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



HR Config Setup

Leave

Leave Penalty Applicable ☒ 1

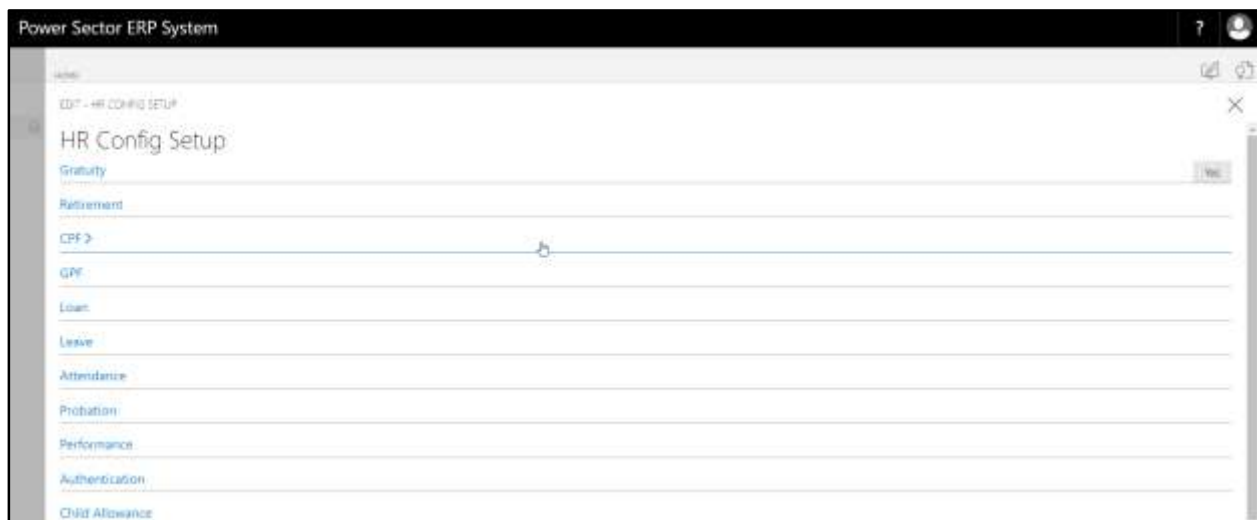
Approver Needed ☒ 2

Detailed Leave Entries Needed ☒ 3

## Attendance Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



Power Sector ERP System

HR Config Setup

Gratuity

Retirement

CPF

GPF

Loan

Leave

Attendance

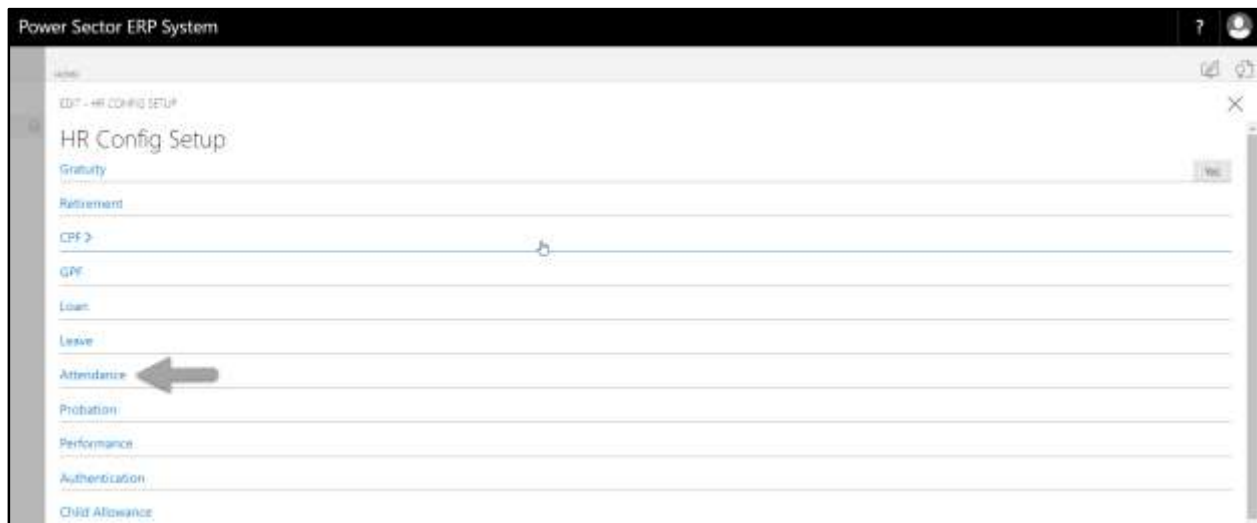
Probation

Performance

Authentication

Child Allowance

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

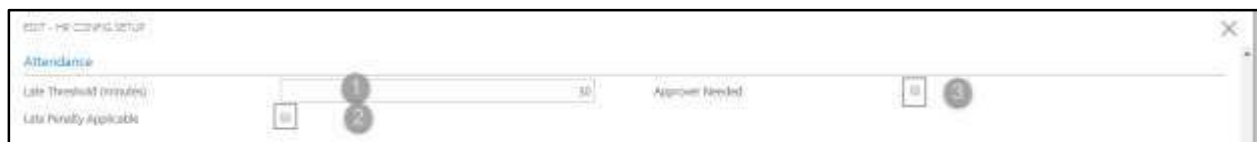


The following Attendance portion will be appeared.



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

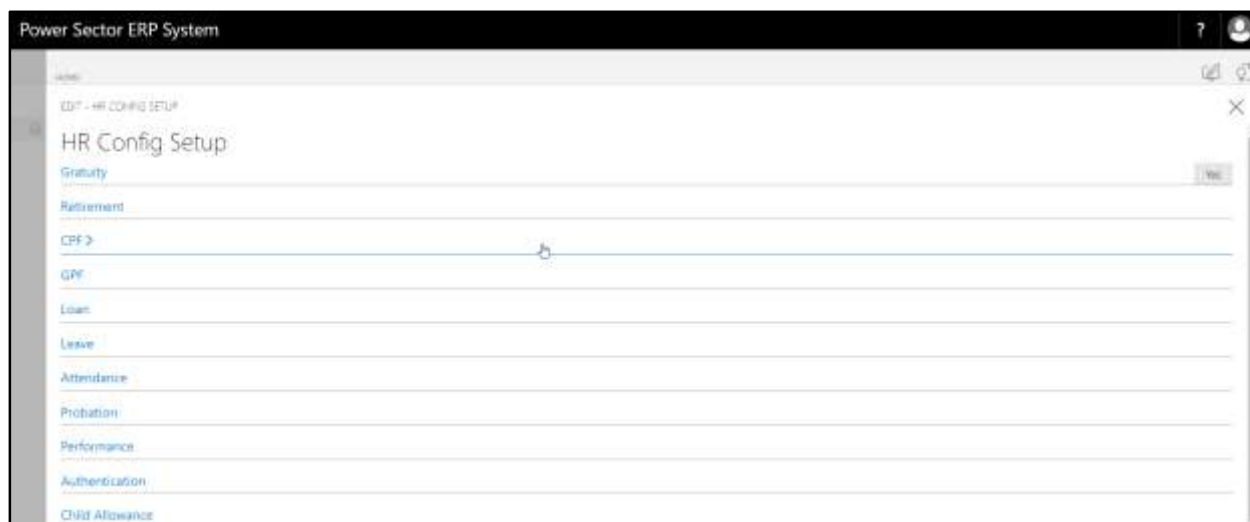
1. Provide **Late Threshold**.
  - **Late Threshold: 30**
2. Select **Late Penalty Applicable** checkbox to applicable Late Penalty for respective organization.
3. Select **Approver Needed** checkbox to applicable Approver for respective organization.



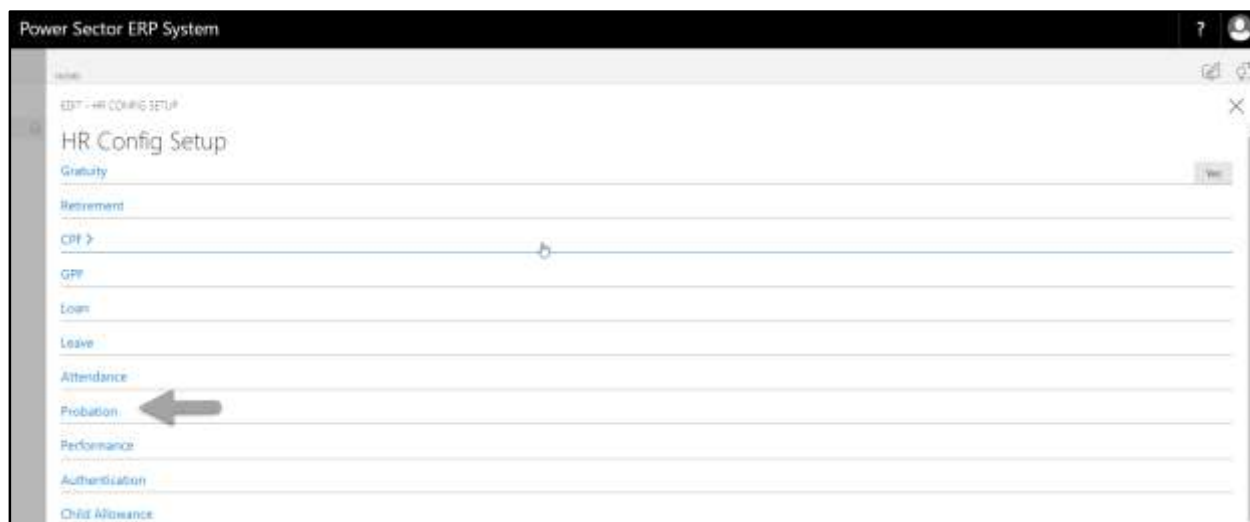
## Probation Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



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



The following Probation portion will be appeared.



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

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

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

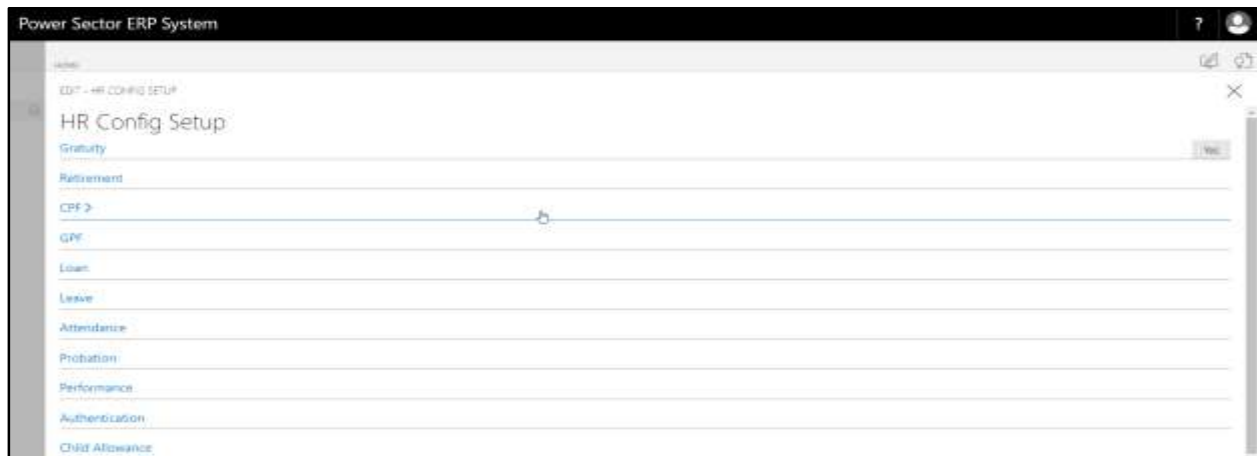


The screenshot shows a window titled "EDIT - HR CONFIG SETUP". Inside, the "Probation" tab is selected. A field labeled "Default Probation Period (months)" has a value of "24" entered. A small circular icon with the number "1" is positioned over the input field.

## Performance Setup

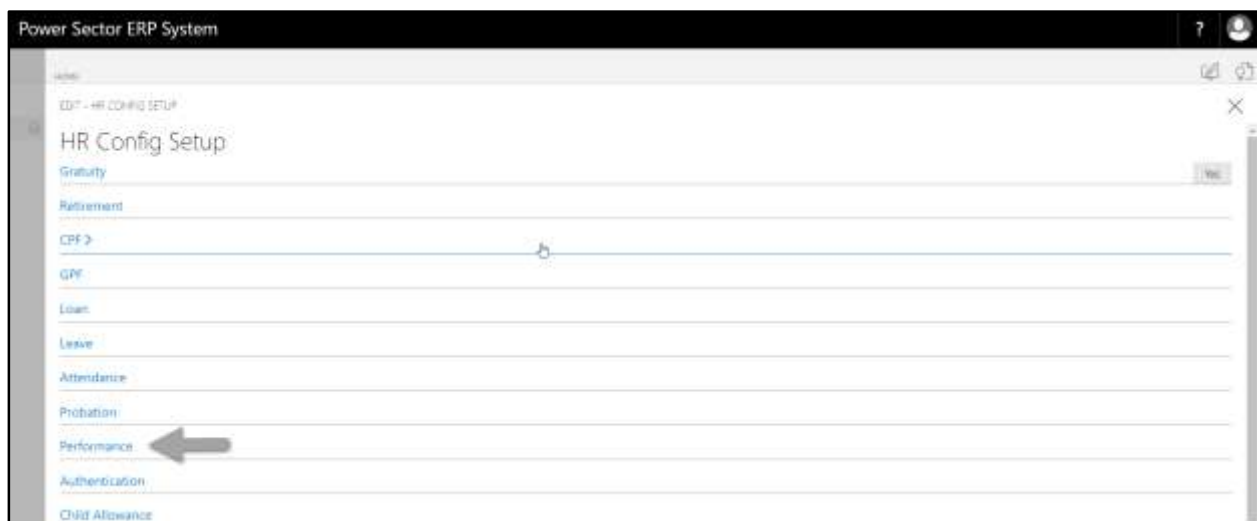
To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



The screenshot shows the "Power Sector ERP System" interface. The "HR Config Setup" page is displayed, with a list of configuration options on the left: Gratuity, Retirement, CPF >, GPB, Loan, Leave, Attendance, Probation, Performance, Authentication, and Child Allowance. The "Performance" option is highlighted with a blue background and a mouse cursor is pointing at it.

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



The screenshot shows the "Power Sector ERP System" interface. The "HR Config Setup" page is displayed, with a list of configuration options on the left: Gratuity, Retirement, CPF >, GPB, Loan, Leave, Attendance, Probation, Performance, Authentication, and Child Allowance. The "Performance" option is highlighted with a blue background, and a grey arrow points to it from the left.

The following Performance portion will be appeared.



The screenshot shows a window titled 'EDIT - HR CONFIG SETUP' with a 'Performance' section. It contains two checkboxes: 'Approver Needed' and 'Detailed Review Entries Needed', both of which are currently unchecked.

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

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

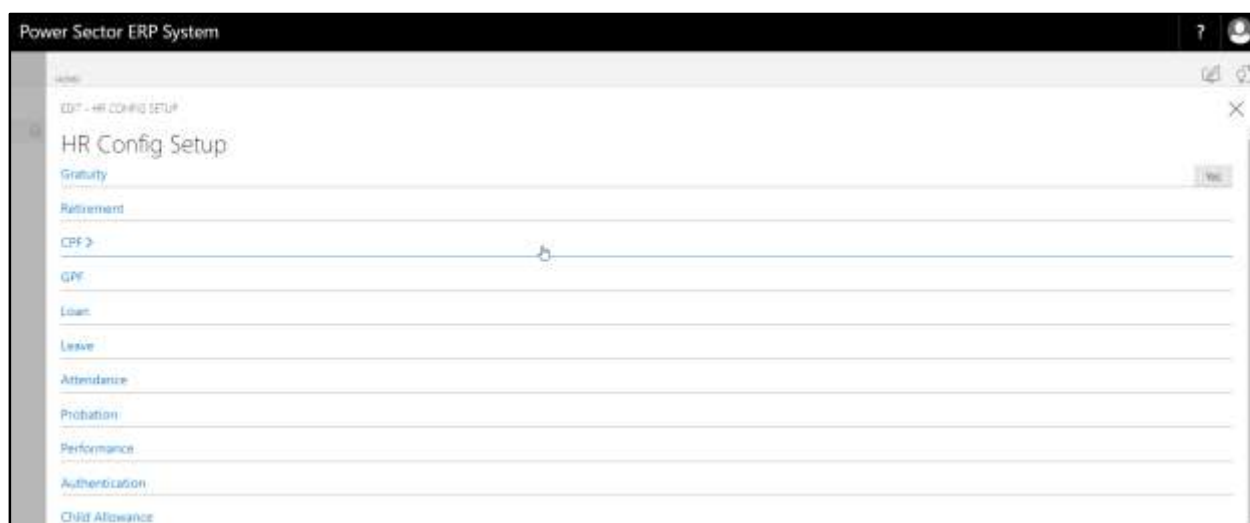


The screenshot shows the same 'EDIT - HR CONFIG SETUP' window, but now the 'Approver Needed' and 'Detailed Review Entries Needed' checkboxes are checked. To the right of each checkbox is a small circular icon with a number inside (1 and 2 respectively).

## Authentication Setup

To Initiate, follow the steps below.

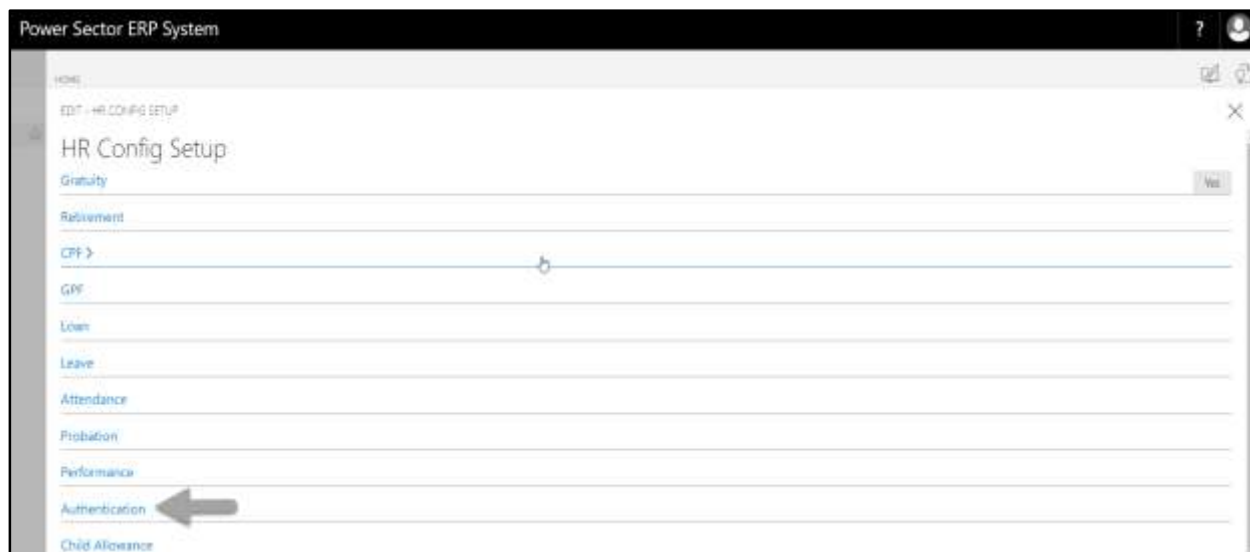
A. Access HR Config Setup by Human Resource Admin.



The screenshot shows the 'Power Sector ERP System' window. The 'HR Config Setup' section is active, displaying a list of configuration items: Gratuity, Retirement, CPF >, GPF, Loan, Leave, Attendance, Probation, Performance, Authentication, and Child Allowance. The 'Performance' item is highlighted with a mouse cursor.



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



The following Authentication portion will be appeared.



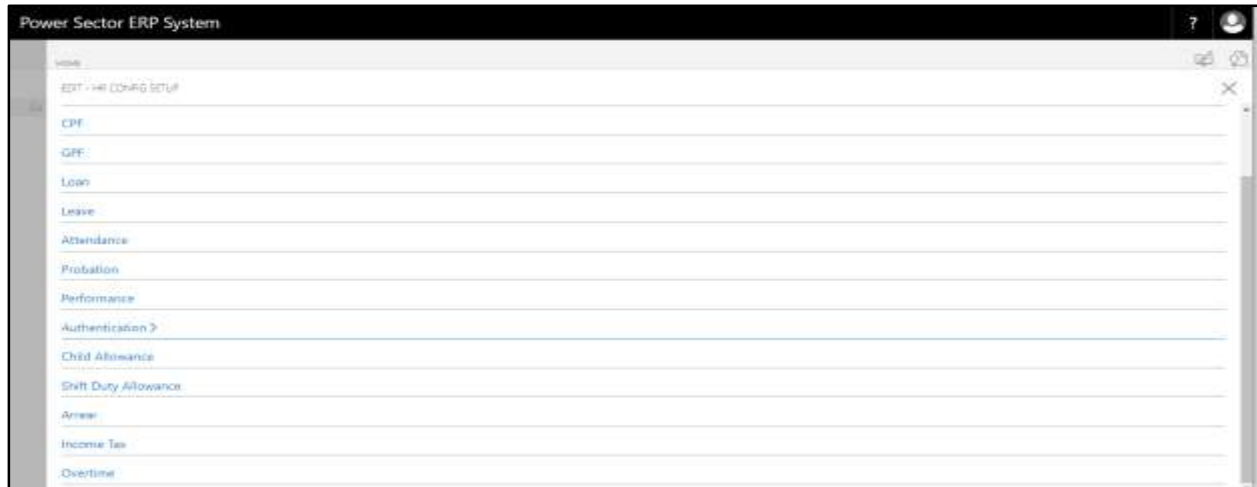
- C. Provide below Authentication information to proceed.
1. Select **OTP Authentication** checkbox to applicable OTP for respective organization.



## Child Allowance Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



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



The following Child Allowance portion will be appeared.

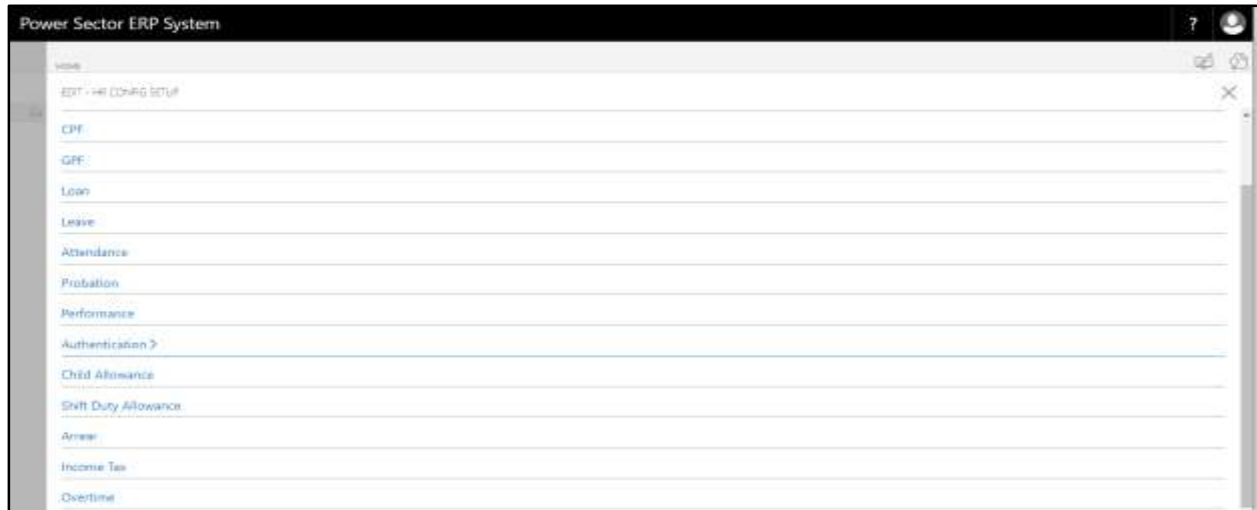
C. Provide below Child Allowance information to proceed.

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

## Shift Duty Allowance Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.




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



The following Shift Duty Allowance portion will be appeared.

Shift Duty Allowance	
Allowance Type	<input type="text"/>
Allowance Name	<input type="text"/>

C. Provide below Shift Duty Allowance information to proceed.

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

- **Allowance type: ALLOWANCE015**

**Allowance Name** will be populated by the system.



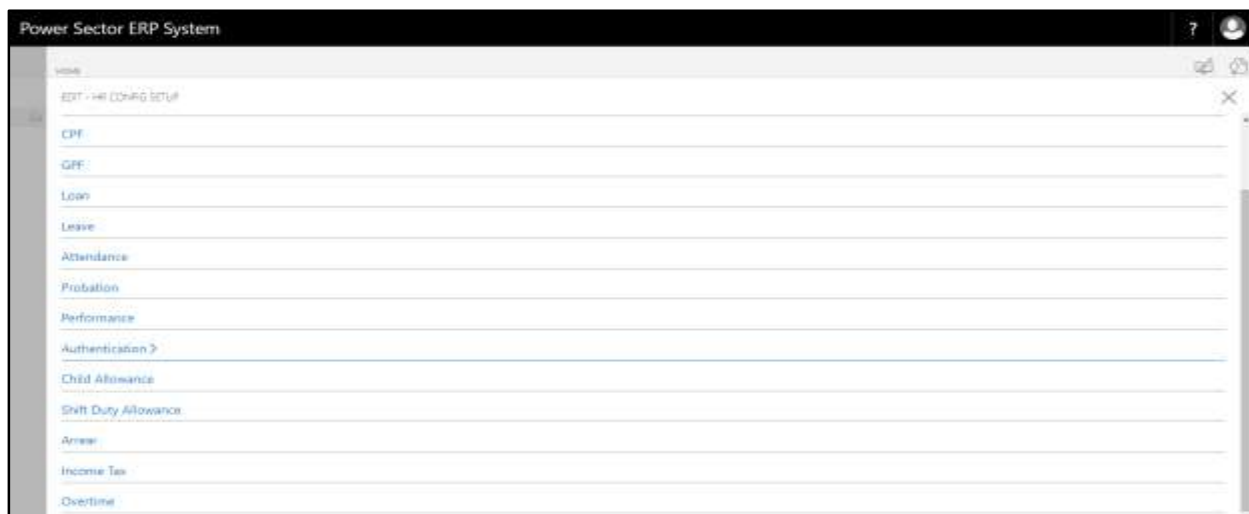
Shift Duty Allowance

Allowance Type	ALLOWANCE015	?
Allowance Name	Shift Duty Allowance	

## Arrear Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.

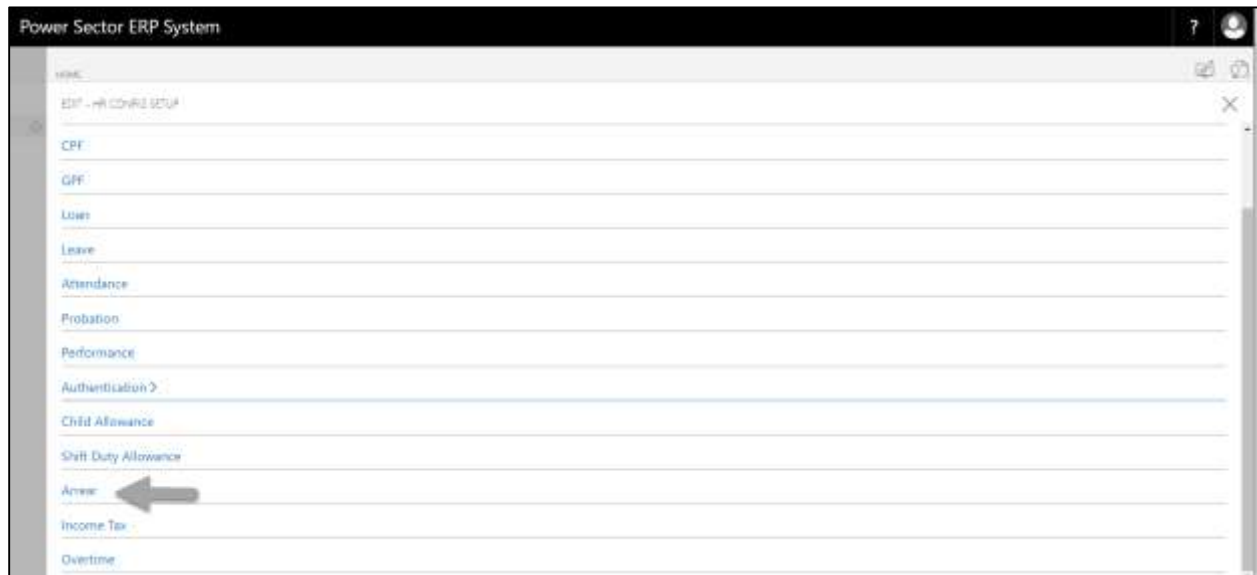


Power Sector ERP System

HR CONFIG SETUP

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

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



The following Arrear portion will be appeared.

C. Provide below Arrear information to proceed.

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

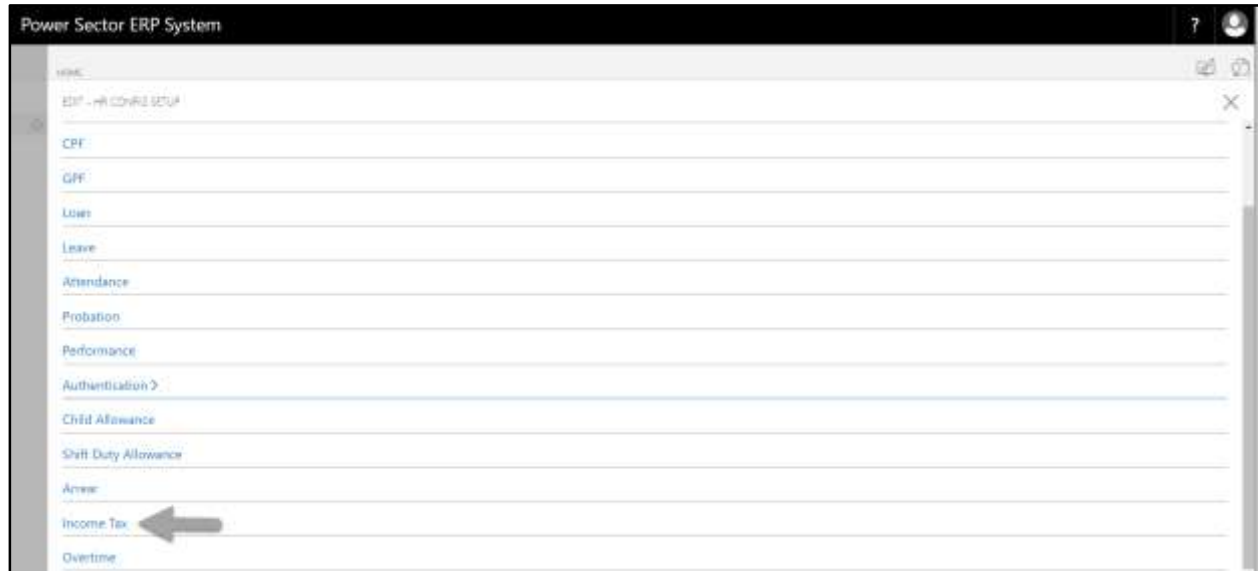
## Income Tax Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



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



The following Income Tax portion will be appeared.

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

C. Provide below Income Tax information to proceed.

1. Provide **Tax Investment Percentage**

- **Tax Investment Percentage: 25**

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

- **TDS Deduction: TDS001**

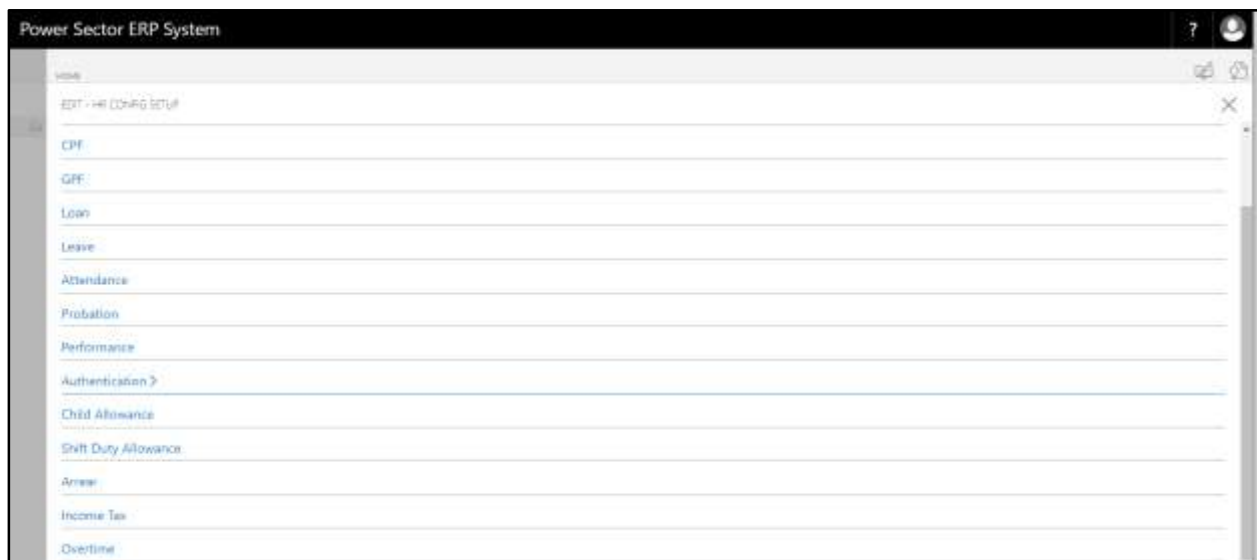


The screenshot shows a form titled "Income Tax". It contains two input fields. The first field is labeled "Tax Investment Percentage" and has a value of "25.00". The second field is labeled "TDS Deduction" and has a dropdown menu showing "TDS001". There are small circular icons with numbers 1 and 2 next to the respective fields.

## Overtime Setup

To Initiate, follow the steps below.

A. Access HR Config Setup by Human Resource Admin.



The screenshot shows the "Power Sector ERP System" window. The title bar says "Power Sector ERP System". The main area is titled "EDIT - HR CONFIG SETUP". It contains a list of configuration items: CPF, GPF, Loan, Leave, Attendance, Probation, Performance, Authentication, Child Allowance, Shift Duty Allowance, Arrear, Income Tax, and Overtime. The "Overtime" item is highlighted in blue.



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



The following Overtime portion will be appeared.

Overtime
Overtime Allowance
ALLOWANCE014

C. Provide below Overtime information to proceed.

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

- **Overtime Allowance: ALLOWANCE014**

Overtime
Overtime Allowance

## HR-102 How to: Setup Salary

### Introduction

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

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

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

### Roles

- Module Admin

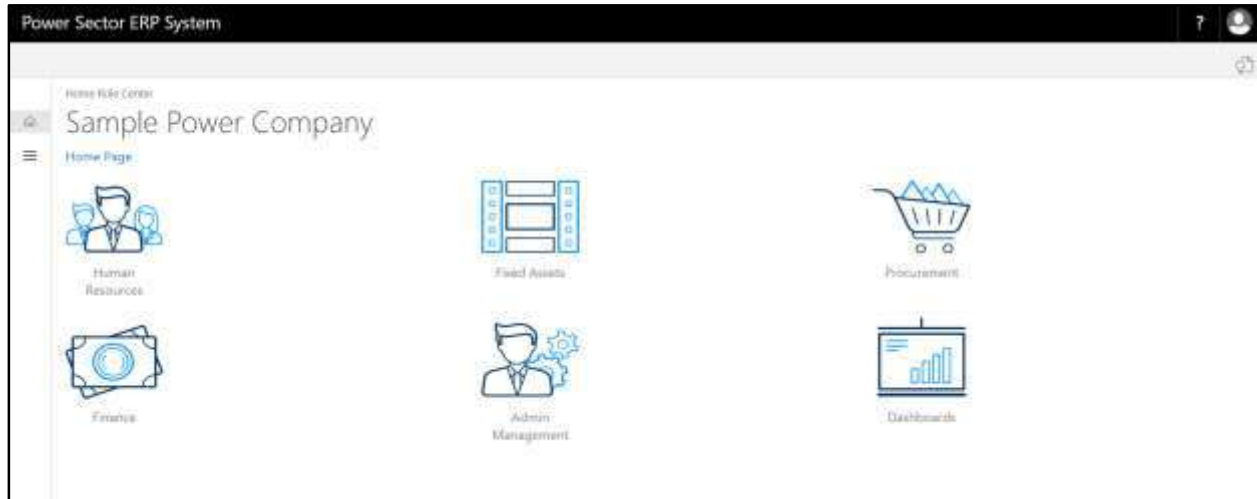
### Prerequisites

- HR No. Series Setup

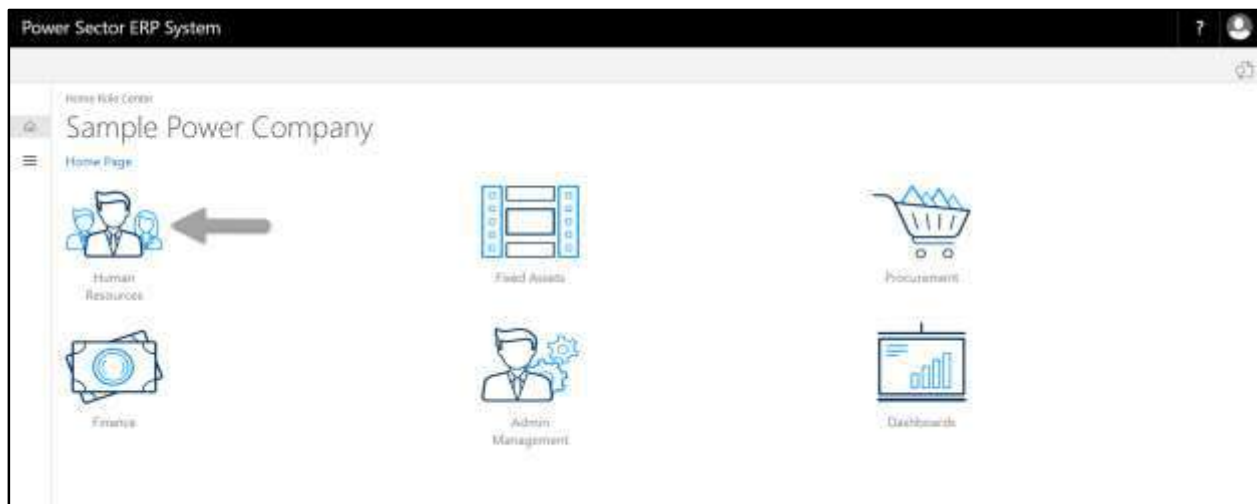
## Access Salary Setup

To Initiate, follow the steps below.

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



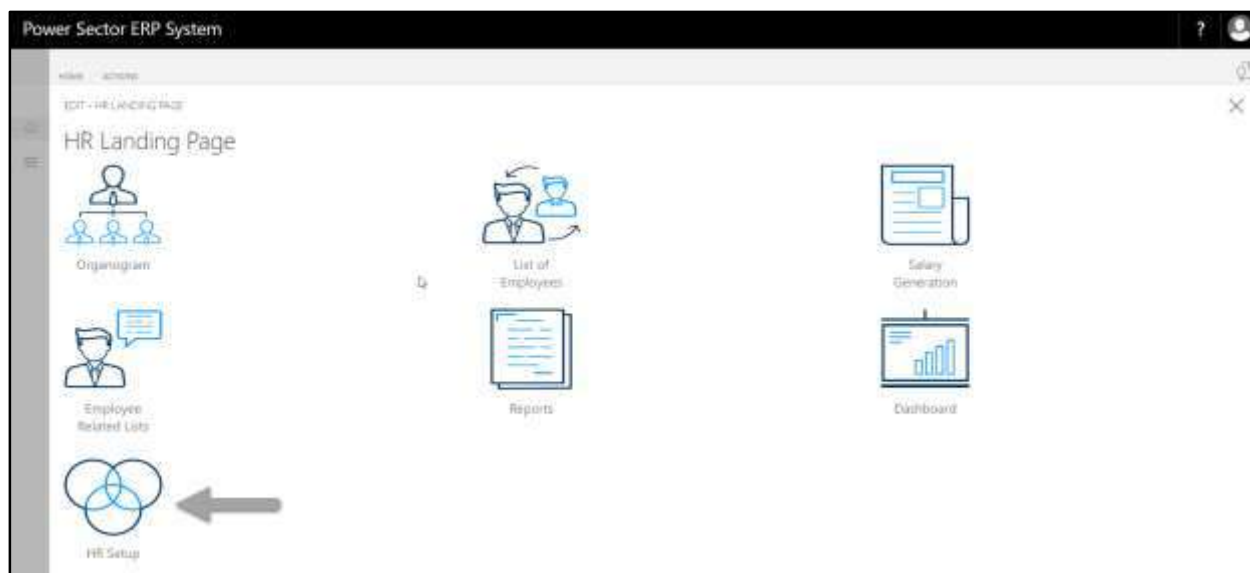
- B. Choose the **“Human Resources”** icon.



HR Landing Page will be appeared as below



C. Choose the “**HR Setup**” in HR Landing Page.



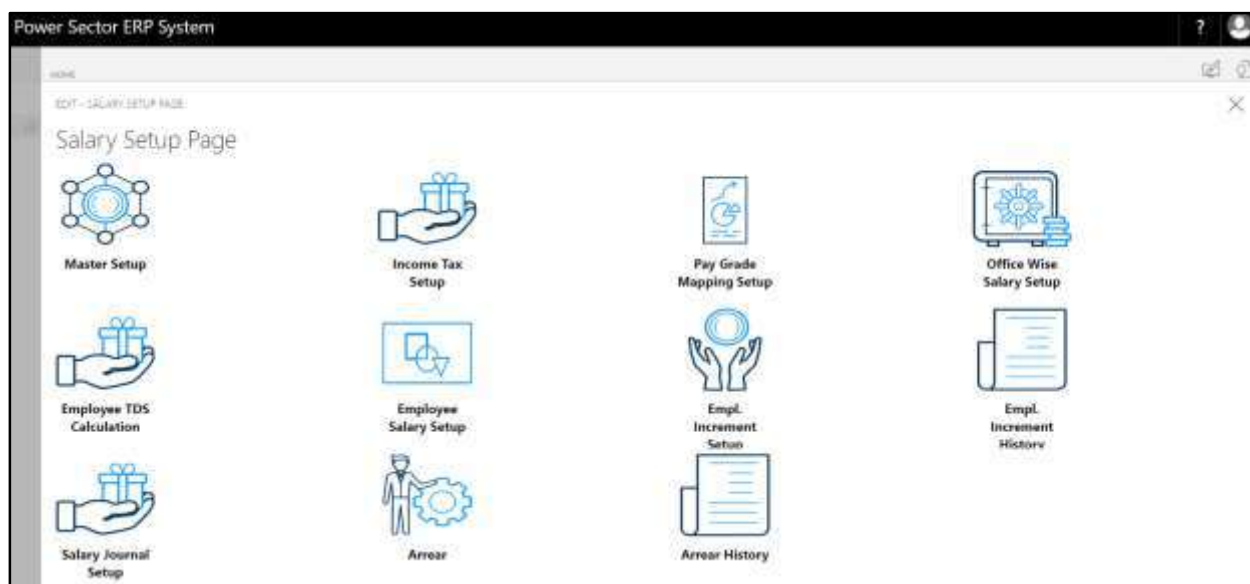
HR Setup landing page will be appeared as below



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



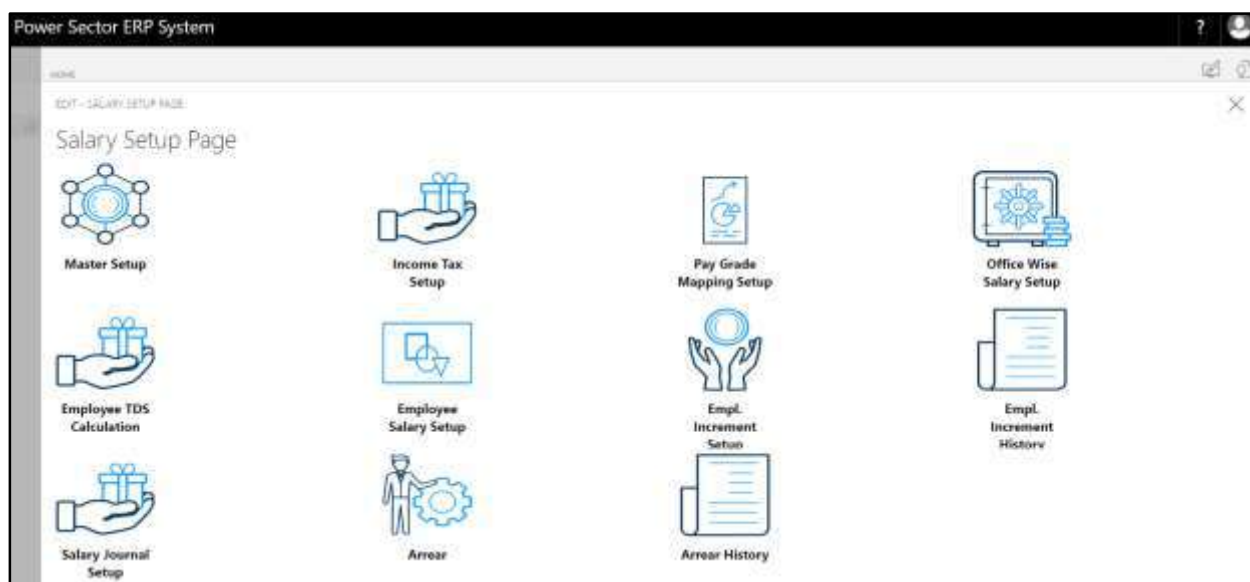
The following **Salary Setup** page will be appeared.



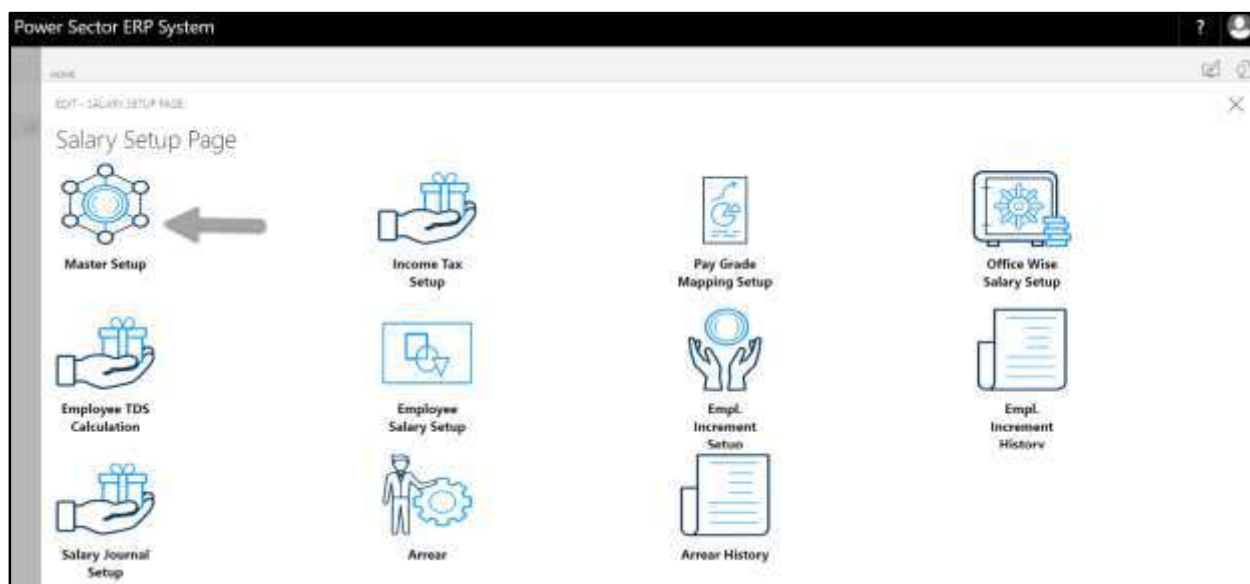
## HR 102.1 Master Setup

To Initiate, follow the steps below.

A. Access Salary Setup by Human Resource Admin.



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



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



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

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

HR-102.1.6 Deductions Setup

HR-102.1.7 TDS Setup

## HR-102.1.1 Pay Grade Setup

To Initiate, follow the steps below.

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



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

Power Sector ERP System						
EDIT - PAY GRADE MASTER + new						
Pay Grade Code		Pay Grade Name	Basic Amount	Min Basic Amount	Max Basic Amount	Order No.
GR001	---	Grade 1	175000	175000	0	0
GR002	---	Grade 2	149000	149000	0	0
GR003	---	Grade 3	123000	123000	0	0
GR004	---	Grade 4	105000	105000	0	0
GR005	---	Grade 5	91000	91000	0	0
GR006	---	Grade 6	70000	70000	0	0
GR007	---	Grade 7	63000	63000	0	0
GR008	---	Grade 8	52000	52000	0	0
GR009	---	Grade 9	44000	44000	0	0
GR010	---	Grade 10	40000	40000	0	0
GR011	---	Grade 11	38000	38000	0	0
GR012	---	Grade 12	29000	29000	0	0
GR013	---	Grade 13	20000	20000	0	0
GR014	---	Grade 14	20000	20000	0	0

### Note

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



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

Power Sector ERP System

EDIT - PAY GRADE MASTER **+ new**

Pay Grade Code	Pay Grade Name	Basic Amount	Min Basic Amount	Max Basic Amount	Order No.
GR001	Grade 1	175000	175000	0	0
GR002	Grade 2	149000	149000	0	0
GR003	Grade 3	123000	123000	0	0
GR004	Grade 4	105000	105000	0	0
GR005	Grade 5	91000	91000	0	0
GR006	Grade 6	70000	70000	0	0
GR007	Grade 7	63000	63000	0	0
GR008	Grade 8	52000	52000	0	0
GR009	Grade 9	44000	44000	0	0
GR010	Grade 10	40000	40000	0	0
GR011	Grade 11	39000	39000	0	0
GR012	Grade 12	29000	29000	0	0
GR013	Grade 13	26000	26000	0	0
GR014	Grade 14	23000	23000	0	0

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

Power Sector ERP System

NEW - PAY GRADE MASTER **+ new**

Pay Grade Code	Pay Grade Name	Basic Amount	Min Basic Amount	Max Basic Amount	Order No.
		0	0	0	0
GR001	Grade 1	175000	175000	0	0
GR002	Grade 2	149000	149000	0	0
GR003	Grade 3	123000	123000	0	0
GR004	Grade 4	105000	105000	0	0
GR005	Grade 5	91000	91000	0	0
GR006	Grade 6	70000	70000	0	0
GR007	Grade 7	63000	63000	0	0
GR008	Grade 8	52000	52000	0	0
GR009	Grade 9	44000	44000	0	0
GR010	Grade 10	40000	40000	0	0
GR011	Grade 11	39000	39000	0	0
GR012	Grade 12	29000	29000	0	0
GR013	Grade 13	26000	26000	0	0
GR014	Grade 14	23000	23000	0	0
GR015	Grade 15	20000	20000	0	0

C. Provide below information to proceed.

1. Provide **Pay Grade Code**

• **Pay Grade Code: GR016**

2. Provide **Pay Grade Name**

• **Pay Grade Name: Grade 16**

3. Provide **Basic Amount**

• **Basic Amount: 18000**

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

Power Sector ERP System

HOME

NEW > PAY GRADE MASTER > new

Pay Grade Code	Pay Grade Name	Basic Amount	Min Basic Amount	Max Basic Amount	Order No
NEW	Grade 15	18000	18000	0	0
GR001	Grade 1	175000	175000	0	0
GR002	Grade 2	140000	140000	0	0
GR003	Grade 3	122000	122000	0	0
GR004	Grade 4	105000	105000	0	0
GR005	Grade 5	95000	91000	0	0
GR006	Grade 6	70000	70000	0	0
GR007	Grade 7	63000	63000	0	0
GR008	Grade 8	52000	52000	0	0
GR009	Grade 9	44000	44000	0	0
GR010	Grade 10	40000	40000	0	0
GR011	Grade 11	39000	39000	0	0
GR012	Grade 12	39000	39000	0	0
GR013	Grade 13	36000	36000	0	0
GR014	Grade 14	23000	23000	0	0
GR015	Grade 15	20000	20000	0	0

### Tips

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

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

Power Sector ERP System

HOME

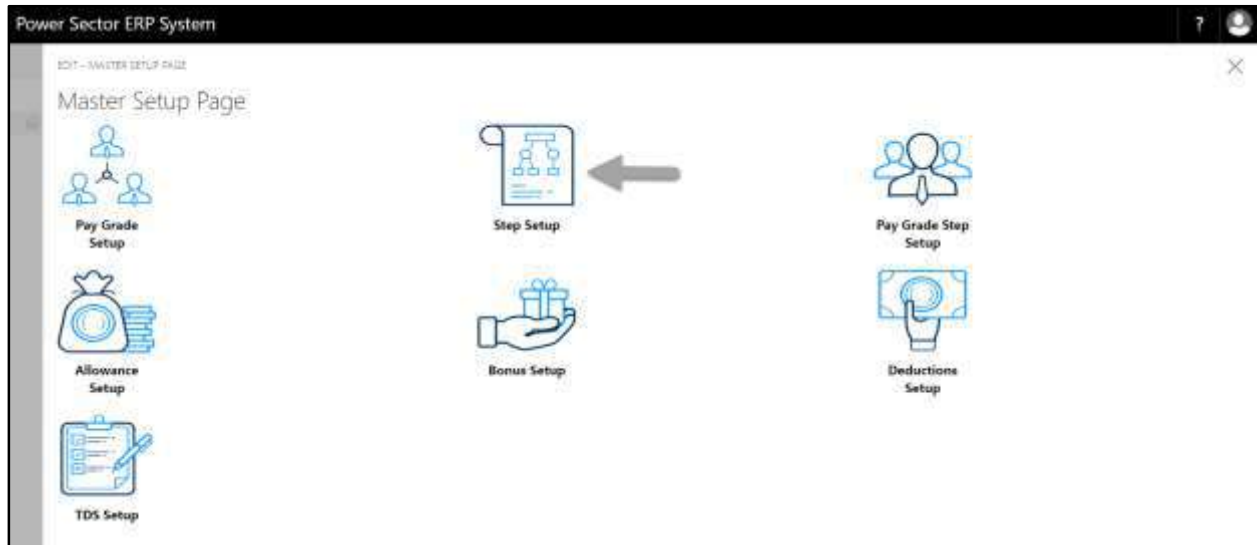
NEW > PAY GRADE MASTER > new

Pay Grade Code	Pay Grade Name	Basic Amount	Min Basic Amount	Max Basic Amount	Order No
NEW	Grade 15	18000	18000	0	0
GR001	Grade 1	175000	175000	0	0
GR002	Grade 2	140000	140000	0	0
GR003	Grade 3	122000	122000	0	0
GR004	Grade 4	105000	105000	0	0
GR005	Grade 5	95000	91000	0	0
GR006	Grade 6	70000	70000	0	0
GR007	Grade 7	63000	63000	0	0
GR008	Grade 8	52000	52000	0	0
GR009	Grade 9	44000	44000	0	0
GR010	Grade 10	40000	40000	0	0
GR011	Grade 11	39000	39000	0	0
GR012	Grade 12	39000	39000	0	0
GR013	Grade 13	36000	36000	0	0
GR014	Grade 14	23000	23000	0	0
GR015	Grade 15	20000	20000	0	0

## HR-102.1.2 Step Setup

To Initiate, follow the steps below.

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



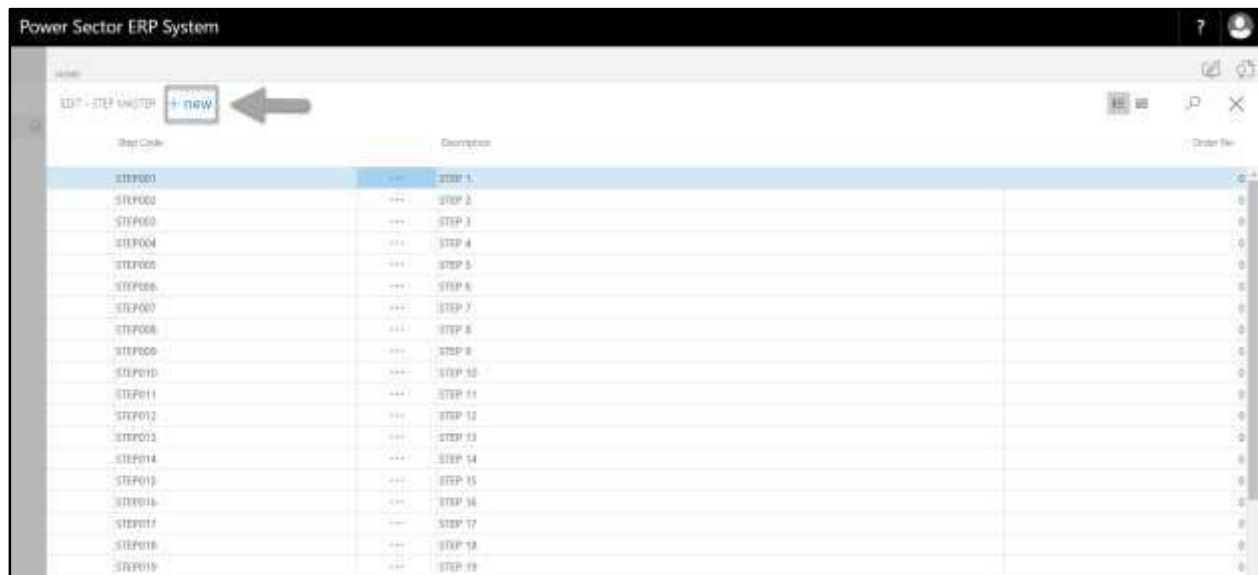
The following **Step Master** page will be appeared.

Step Code	Description
STEP001	STEP 1
STEP002	STEP 2
STEP003	STEP 3
STEP004	STEP 4
STEP005	STEP 5
STEP006	STEP 6
STEP007	STEP 7
STEP008	STEP 8
STEP009	STEP 9
STEP010	STEP 10
STEP011	STEP 11
STEP012	STEP 12
STEP013	STEP 13
STEP014	STEP 14
STEP015	STEP 15
STEP016	STEP 16
STEP017	STEP 17
STEP018	STEP 18
STEP019	STEP 19

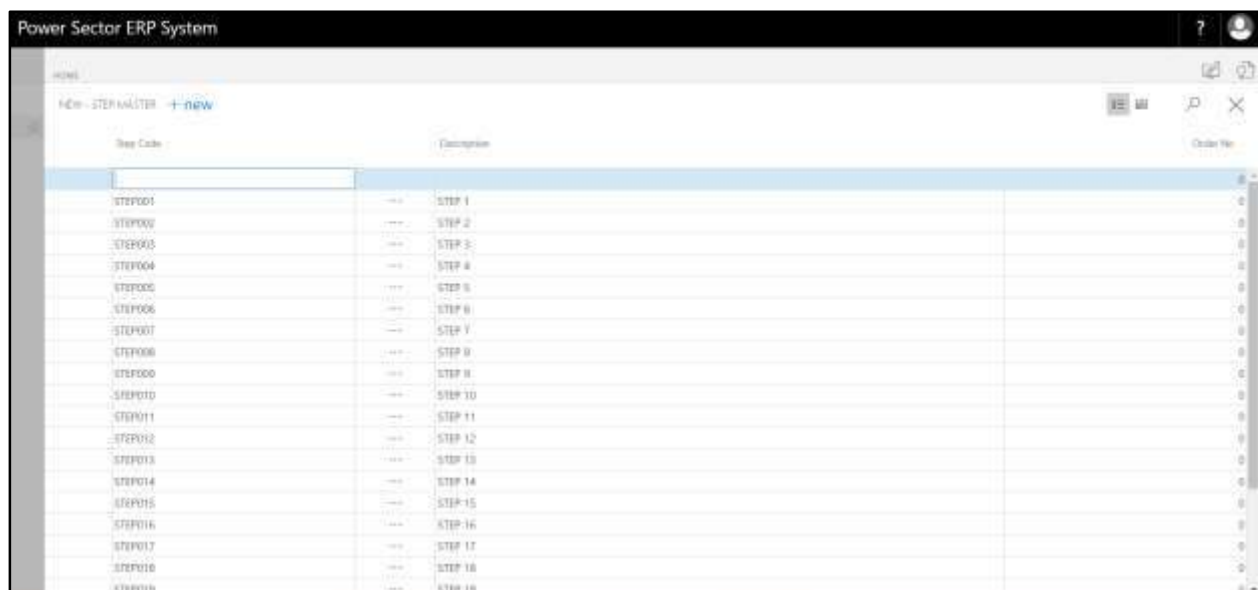
### Note

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

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



**New Row** will be appeared for Step entry as below.



C. Provide below information to proceed.

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

3. Provide **Order No**

- **Order No:0**

Step Code	Description	Order No
STEP000	STEP 0	0
STEP001	STEP 1	0
STEP002	STEP 2	0
STEP003	STEP 3	0
STEP004	STEP 4	0
STEP005	STEP 5	0
STEP006	STEP 6	0
STEP007	STEP 7	0
STEP008	STEP 8	0
STEP009	STEP 9	0
STEP010	STEP 10	0
STEP011	STEP 11	0
STEP012	STEP 12	0
STEP013	STEP 13	0
STEP014	STEP 14	0
STEP015	STEP 15	0
STEP016	STEP 16	0
STEP017	STEP 17	0
STEP018	STEP 18	0
STEP019	STEP 19	0

**Tips**

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

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

Step Code	Description	Order No
STEP000	STEP 0	0
STEP001	STEP 1	0
STEP002	STEP 2	0
STEP003	STEP 3	0
STEP004	STEP 4	0
STEP005	STEP 5	0
STEP006	STEP 6	0
STEP007	STEP 7	0
STEP008	STEP 8	0
STEP009	STEP 9	0
STEP010	STEP 10	0
STEP011	STEP 11	0
STEP012	STEP 12	0
STEP013	STEP 13	0
STEP014	STEP 14	0
STEP015	STEP 15	0
STEP016	STEP 16	0
STEP017	STEP 17	0
STEP018	STEP 18	0
STEP019	STEP 19	0

## HR-102.1.3 Pay Grade Step Setup

To Initiate, follow the steps below.

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



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

Pay Grade Code	Step Name	Basic Amount
GA001	STEP001	175000
GA001	STEP002	182000
GA001	STEP003	188280
GA001	STEP004	196600
GA001	STEP005	204720
GA001	STEP006	212840
GA001	STEP007	221400
GA001	STEP008	230200
GA001	STEP009	239500
GA001	STEP010	248040
GA001	STEP011	256040
GA001	STEP012	264600
GA001	STEP013	268100
GA001	STEP014	267100
GA001	STEP015	268000
GA001	STEP016	275100
GA001	STEP017	327700
GA001	STEP018	340800
GA001	STEP019	354300

### Note

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

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

Pay Grade Code	Step Num	Step Name	Base Amount
GR001	1	STEP001	175000
GR001	2	STEP002	182000
GR001	3	STEP003	188280
GR001	4	STEP004	196800
GR001	5	STEP005	204720
GR001	6	STEP006	212910
GR001	7	STEP007	221430
GR001	8	STEP008	230290
GR001	9	STEP009	239500
GR001	10	STEP010	249080
GR001	11	STEP011	259043
GR001	12	STEP012	269403
GR001	13	STEP013	280190
GR001	14	STEP014	291390
GR001	15	STEP015	303000
GR001	16	STEP016	315170
GR001	17	STEP017	327780
GR001	18	STEP018	340830
GR001	19	STEP019	354320

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

Pay Grade Code	Step Num	Step Name	Base Amount
GR001	1	STEP001	175000
GR001	2	STEP002	182000
GR001	3	STEP003	188280
GR001	4	STEP004	196800
GR001	5	STEP005	204720
GR001	6	STEP006	212910
GR001	7	STEP007	221430
GR001	8	STEP008	230290
GR001	9	STEP009	239500
GR001	10	STEP010	249080
GR001	11	STEP011	259043
GR001	12	STEP012	269403
GR001	13	STEP013	280190
GR001	14	STEP014	291390
GR001	15	STEP015	303000
GR001	16	STEP016	315170
GR001	17	STEP017	327780
GR001	18	STEP018	340830
GR001	19	STEP019	354320
GR001	20	STEP020	

C. Provide below information to proceed.

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

### 3. Provide **Basic Amount**

- **Basic Amount:0**

Power Sector ERP System

HOME

Home - PAY GRADE STEP MASTER + FHW

Pay Grade Code	Step Num	Basic Amount
GR001	STEP001	168700
GR001	STEP002	171000
GR001	STEP003	182000
GR001	STEP004	185280
GR001	STEP005	196800
GR001	STEP006	204720
GR001	STEP007	212910
GR001	STEP008	221430
GR001	STEP009	230280
GR001	STEP010	239500
GR001	STEP011	249080
GR001	STEP012	259040
GR001	STEP013	269420
GR001	STEP014	280180
GR001	STEP015	291390
GR001	STEP016	303050
GR001	STEP017	315170
GR001	STEP018	327780
GR001	STEP019	340890
GR001	STEP020	354520

#### Tips

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

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

Power Sector ERP System

HOME

Home - PAY GRADE STEP MASTER + FHW

Pay Grade Code	Step Num	Basic Amount
GR001	STEP001	168700
GR001	STEP002	171000
GR001	STEP003	182000
GR001	STEP004	185280
GR001	STEP005	196800
GR001	STEP006	204720
GR001	STEP007	212910
GR001	STEP008	221430
GR001	STEP009	230280
GR001	STEP010	239500
GR001	STEP011	249080
GR001	STEP012	259040
GR001	STEP013	269420
GR001	STEP014	280180
GR001	STEP015	291390
GR001	STEP016	303050
GR001	STEP017	315170
GR001	STEP018	327780
GR001	STEP019	340890
GR001	STEP020	354520



## HR-102.1.4 Allowance Setup

To Initiate, follow the steps below.

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



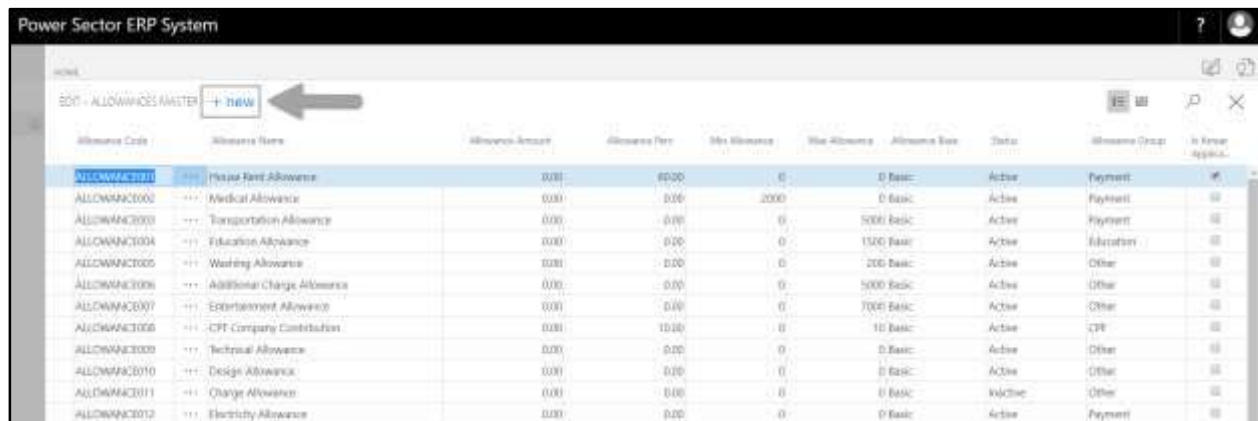
The following **Allowance Master** page will be appeared.

Allowance Code	Allowance Name	Allowance Amount	Allowance Per	Min Allowance	Max Allowance	Allowance Base	Status	Allowance Group	Is Kinest Applied
ALLOWANCE001	Housing Rent Allowance	0.00	80.00	0	0	0 Basic	Active	Payment	10
ALLOWANCE002	Medical Allowance	0.00	0.00	2000	0	0 Basic	Active	Payment	10
ALLOWANCE003	Transportation Allowance	0.00	0.00	0	5000	0 Basic	Active	Payment	10
ALLOWANCE004	Education Allowance	0.00	0.00	0	1500	0 Basic	Active	Education	10
ALLOWANCE005	Washing Allowance	0.00	0.00	0	200	0 Basic	Active	Other	10
ALLOWANCE006	Additional Charge Allowance	0.00	0.00	0	5000	0 Basic	Active	Other	10
ALLOWANCE007	Entertainment Allowance	0.00	0.00	0	7000	0 Basic	Active	Other	10
ALLOWANCE008	CPT Company Contribution	0.00	10.00	0	10	0 Basic	Active	CPT	10
ALLOWANCE009	Technical Allowance	0.00	0.00	0	0	0 Basic	Active	Other	10
ALLOWANCE010	Design Allowance	0.00	0.00	0	0	0 Basic	Active	Other	10
ALLOWANCE011	Change Allowance	0.00	0.00	0	0	0 Basic	InActive	Other	10
ALLOWANCE012	Electricity Allowance	0.00	0.00	0	0	0 Basic	Active	Payment	10

### Note

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

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



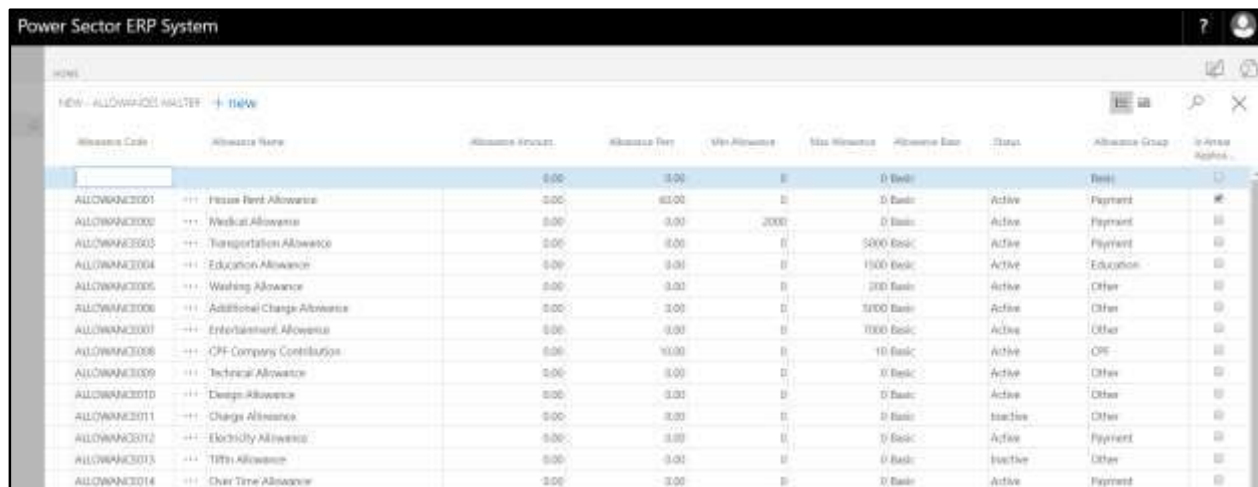
Power Sector ERP System

HOME

EDIT - ALLOWANCES MASTER + NEW

Allowance Code	Allowance Name	Allowance Amount	Allowance Perc	Min Allowance	Max Allowance	Allowance Base	Status	Allowance Group	In Force	Apply
ALLOWANCE001	Housing Rent Allowance	0.00	40.00	0	0	0 Basic	Active	Payment	10	
ALLOWANCE002	Medical Allowance	0.00	0.00	2000	0	0 Basic	Active	Payment	10	
ALLOWANCE003	Transportation Allowance	0.00	0.00	0	5000	Basic	Active	Payment	10	
ALLOWANCE004	Education Allowance	0.00	0.00	0	1500	Basic	Active	Education	10	
ALLOWANCE005	Washing Allowance	0.00	0.00	0	200	Basic	Active	Other	10	
ALLOWANCE006	Additional Change Allowance	0.00	0.00	0	5000	Basic	Active	Other	10	
ALLOWANCE007	Entertainment Allowance	0.00	0.00	0	7000	Basic	Active	Other	10	
ALLOWANCE008	CPI Company Contribution	0.00	10.00	0	10	Basic	Active	CPI	10	
ALLOWANCE009	Technical Allowance	0.00	0.00	0	0	Basic	Active	Other	10	
ALLOWANCE010	Design Allowance	0.00	0.00	0	0	Basic	Active	Other	10	
ALLOWANCE011	Change Allowance	0.00	0.00	0	0	Basic	Inactive	Other	10	
ALLOWANCE012	Electricity Allowance	0.00	0.00	0	0	Basic	Active	Payment	10	

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



Power Sector ERP System

HOME

NEW - ALLOWANCES MASTER + NEW

Allowance Code	Allowance Name	Allowance Amount	Allowance Perc	Min Allowance	Max Allowance	Allowance Base	Status	Allowance Group	In Force	Apply
		0.00	0.00	0	0	0 Basic	Active	Basic	10	
ALLOWANCE001	Housing Rent Allowance	0.00	40.00	0	0	0 Basic	Active	Payment	10	
ALLOWANCE002	Medical Allowance	0.00	0.00	2000	0	0 Basic	Active	Payment	10	
ALLOWANCE003	Transportation Allowance	0.00	0.00	0	5000	Basic	Active	Payment	10	
ALLOWANCE004	Education Allowance	0.00	0.00	0	1500	Basic	Active	Education	10	
ALLOWANCE005	Washing Allowance	0.00	0.00	0	200	Basic	Active	Other	10	
ALLOWANCE006	Additional Change Allowance	0.00	0.00	0	5000	Basic	Active	Other	10	
ALLOWANCE007	Entertainment Allowance	0.00	0.00	0	7000	Basic	Active	Other	10	
ALLOWANCE008	CPI Company Contribution	0.00	10.00	0	10	Basic	Active	CPI	10	
ALLOWANCE009	Technical Allowance	0.00	0.00	0	0	Basic	Active	Other	10	
ALLOWANCE010	Design Allowance	0.00	0.00	0	0	Basic	Active	Other	10	
ALLOWANCE011	Change Allowance	0.00	0.00	0	0	Basic	Inactive	Other	10	
ALLOWANCE012	Electricity Allowance	0.00	0.00	0	0	Basic	Active	Payment	10	
ALLOWANCE013	Tiffin Allowance	0.00	0.00	0	0	Basic	Inactive	Other	10	
ALLOWANCE014	Shift Time Allowance	0.00	0.00	0	0	Basic	Active	Payment	10	

C. Provide below information to proceed.

- Provide **Allowance Code**
  - Allowance Code: ALLOWANCE024**
- Provide **Allowance Name**
  - Allowance Name: Shift Duty**
- Provide **Allowance Amount**
  - Allowance Amount: 0**
- Provide **Allowance Perc**
  - Allowance Perc: 15**

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

Power Sector ERP System

NEW ALLOWANCES MASTER + new

Allowance Code	Allowance Name	Allowance Amount	Allowance Pct	Min Allowance	Max Allowance	Allowance Base	Status	Allowance Group	Is Arrear Applicable
ALLOWANC004	Full Day	0.00	15.00	0	0	0 Basic	Active	Payment	<input checked="" type="checkbox"/>
ALLOWANC001	House Rent Allowance	0.00	60.00	0	0	0 Basic	Active	Payment	<input type="checkbox"/>
ALLOWANC002	Medical Allowance	0.00	0.00	2000	0	0 Basic	Active	Payment	<input type="checkbox"/>
ALLOWANC003	Transportation Allowance	0.00	0.00	0	5000	0 Basic	Active	Payment	<input type="checkbox"/>
ALLOWANC004	Education Allowance	0.00	0.00	0	1500	0 Basic	Active	Education	<input type="checkbox"/>
ALLOWANC005	Washing Allowance	0.00	0.00	0	200	0 Basic	Active	Other	<input type="checkbox"/>
ALLOWANC006	Additional Charge Allowance	0.00	0.00	0	5000	0 Basic	Active	Other	<input type="checkbox"/>
ALLOWANC007	Entertainment Allowance	0.00	0.00	0	1000	0 Basic	Active	Other	<input type="checkbox"/>
ALLOWANC008	CPF Company Contribution	0.00	10.00	0	10	0 Basic	Active	CPF	<input type="checkbox"/>
ALLOWANC009	Technical Allowance	0.00	0.00	0	0	0 Basic	Active	Other	<input type="checkbox"/>
ALLOWANC010	Design Allowance	0.00	0.00	0	0	0 Basic	Active	Other	<input type="checkbox"/>
ALLOWANC011	Change Allowance	0.00	0.00	0	0	0 Basic	Inactive	Other	<input type="checkbox"/>
ALLOWANC012	Electricity Allowance	0.00	0.00	0	0	0 Basic	Active	Payment	<input type="checkbox"/>
ALLOWANC013	TTH Allowance	0.00	0.00	0	0	0 Basic	Inactive	Other	<input type="checkbox"/>
ALLOWANC014	Over Time Allowance	0.00	0.00	0	0	0 Basic	Active	Payment	<input type="checkbox"/>

### Tips

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

### IMPORTANT

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

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

Power Sector ERP System

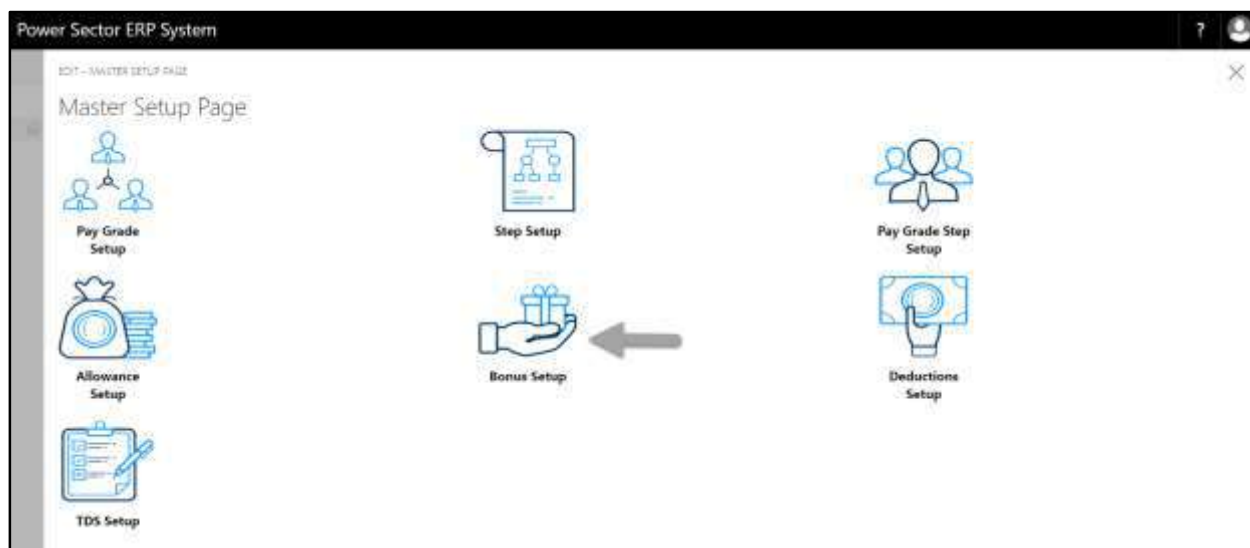
NEW ALLOWANCES MASTER + new

Allowance Code	Allowance Name	Allowance Amount	Allowance Rate	Min Allowance	Max Allowance	Allowance Base	Status	Allowance Group	To Amend
ALLOWANCE004	House Rent Allowance	0.00	80.00	0	0 Basic	Active	Payment		
ALLOWANCE001	Medical Allowance	0.00	0.00	2000	0 Basic	Active	Payment		
ALLOWANCE003	Transportation Allowance	0.00	0.00	0	5000 Basic	Active	Payment		
ALLOWANCE004	Education Allowance	0.00	0.00	0	1500 Basic	Active	Education		
ALLOWANCE005	Waiting Allowance	0.00	0.00	0	300 Basic	Active	Other		
ALLOWANCE006	Additional Charge Allowance	0.00	0.00	0	1000 Basic	Active	Other		
ALLOWANCE007	Entertainment Allowance	0.00	0.00	0	2000 Basic	Active	Other		
ALLOWANCE008	CIT Company Contribution	0.00	10.00	0	10 Basic	Active	CIT		
ALLOWANCE009	Technical Allowance	0.00	0.00	0	0 Basic	Active	Other		
ALLOWANCE010	Design Allowance	0.00	0.00	0	0 Basic	Active	Other		
ALLOWANCE011	Charge Allowance	0.00	0.00	0	0 Basic	Inactive	Other		
ALLOWANCE012	Electricity Allowance	0.00	0.00	0	0 Basic	Active	Payment		
ALLOWANCE013	Trip Allowance	0.00	0.00	0	0 Basic	Inactive	Other		
ALLOWANCE014	Overtime Allowance	0.00	0.00	0	0 Basic	Active	Payment		

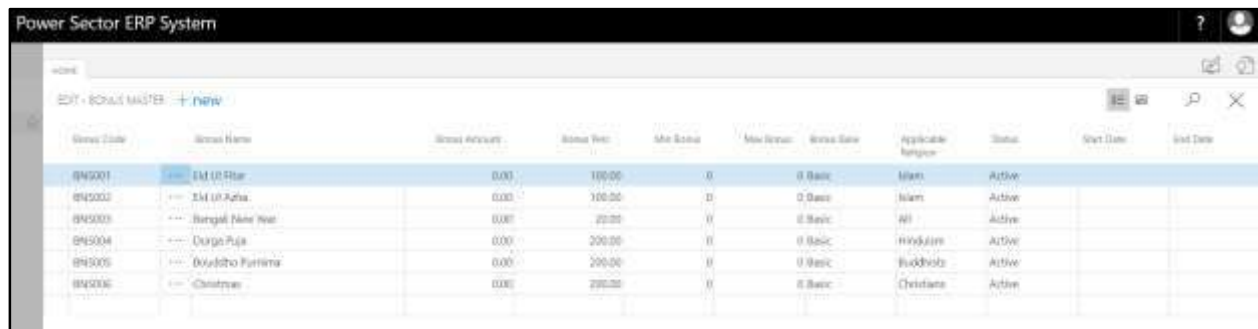
## HR-102.1.5 Bonus Setup

To Initiate, follow the steps below.

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



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

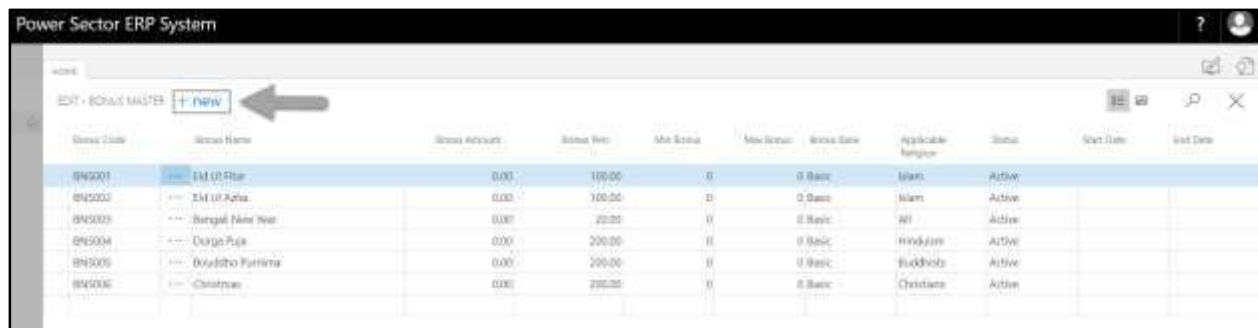


Bonus Code	Bonus Name	Bonus Amount	Bonus Year	Min Bonus	Max Bonus	Bonus Date	Applicable Religion	Status	Start Date	End Date
BN0001	Eid-ul-Fitr	0.00	100.00	0	0 Basic	Islam	Active			
BN0002	Eid-ul-Azha	0.00	100.00	0	0 Basic	Islam	Active			
BN0003	Bengali New Year	0.00	20.00	0	0 Basic	All	Active			
BN0004	Durga Puja	0.00	200.00	0	0 Basic	Hinduism	Active			
BN0005	Buddho Purnima	0.00	200.00	0	0 Basic	Buddhism	Active			
BN0006	Christmas	0.00	200.00	0	0 Basic	Christians	Active			

### Note

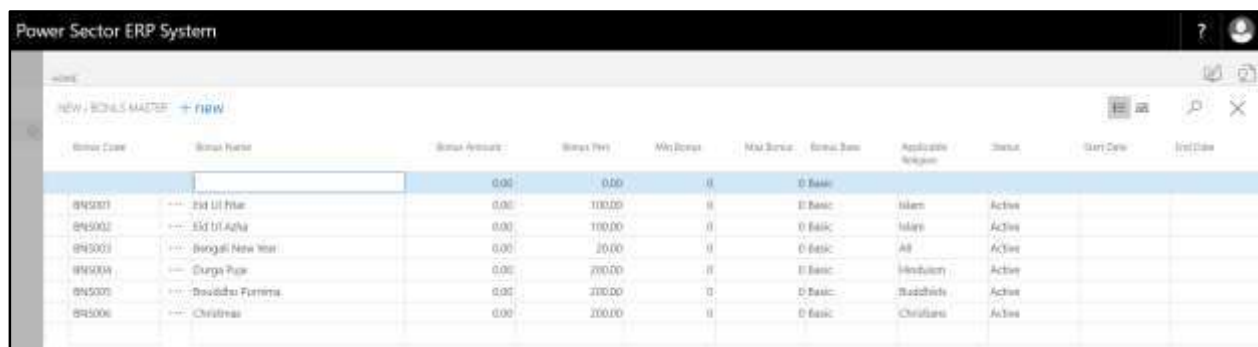
On first time load, page will be blank and will show existing data as new setup data will be entered.

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



Bonus Code	Bonus Name	Bonus Amount	Bonus Year	Min Bonus	Max Bonus	Bonus Date	Applicable Religion	Status	Start Date	End Date
BN0001	Eid-ul-Fitr	0.00	100.00	0	0 Basic	Islam	Active			
BN0002	Eid-ul-Azha	0.00	100.00	0	0 Basic	Islam	Active			
BN0003	Bengali New Year	0.00	20.00	0	0 Basic	All	Active			
BN0004	Durga Puja	0.00	200.00	0	0 Basic	Hinduism	Active			
BN0005	Buddho Purnima	0.00	200.00	0	0 Basic	Buddhism	Active			
BN0006	Christmas	0.00	200.00	0	0 Basic	Christians	Active			

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



Bonus Code	Bonus Name	Bonus Amount	Bonus Year	Min Bonus	Max Bonus	Bonus Date	Applicable Religion	Status	Start Date	End Date
		0.00	0.00	0	0 Basic					
BN0001	Eid-ul-Fitr	0.00	100.00	0	0 Basic	Islam	Active			
BN0002	Eid-ul-Azha	0.00	100.00	0	0 Basic	Islam	Active			
BN0003	Bengali New Year	0.00	20.00	0	0 Basic	All	Active			
BN0004	Durga Puja	0.00	200.00	0	0 Basic	Hinduism	Active			
BN0005	Buddho Purnima	0.00	200.00	0	0 Basic	Buddhism	Active			
BN0006	Christmas	0.00	200.00	0	0 Basic	Christians	Active			

C. Provide below information to proceed.

1. Provide **Bonus Code**

- **Bonus Code: Bonus001**

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

Power Sector ERP System

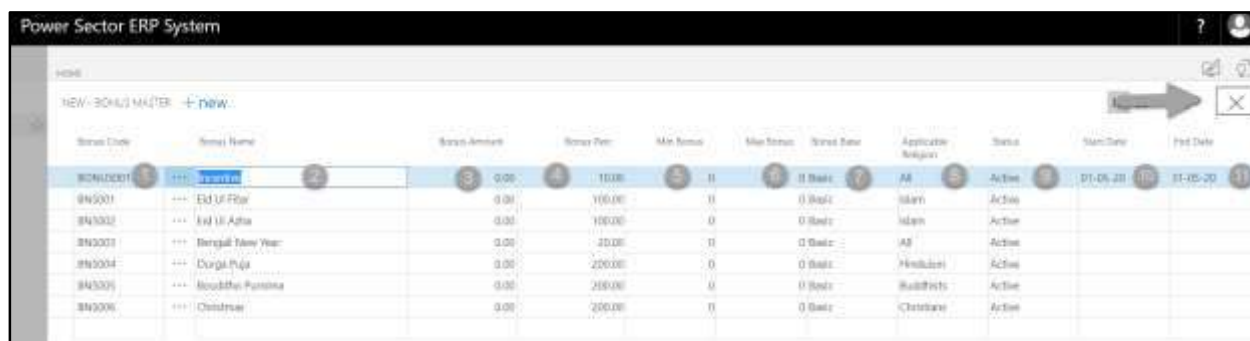
NEW-BONUS MASTER

Bonus Code	Bonus Name	Bonus Amount	Bonus Perc	Min Bonus	Max Bonus	Bonus Base	Applicable Religion	Status	Start Date	End Date
BONUS001	Incentive	0.00	10.00	0	0	Basic	ALL	Active	01-05-20	31-05-20
BNS001	End Of Pay	0.00	100.00	0	0	Basic	Islam	Active		
BNS002	End Of Aha	0.00	100.00	0	0	Basic	Islam	Active		
BNS003	Bergali New Year	0.00	20.00	0	0	Basic	AB	Active		
BNS004	Durga Puja	0.00	200.00	0	0	Basic	Hinduism	Active		
BNS005	Boudha Purnima	0.00	200.00	0	0	Basic	Buddhism	Active		
BNS006	Christmas	0.00	200.00	0	0	Basic	Christian	Active		

#### Tips

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

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

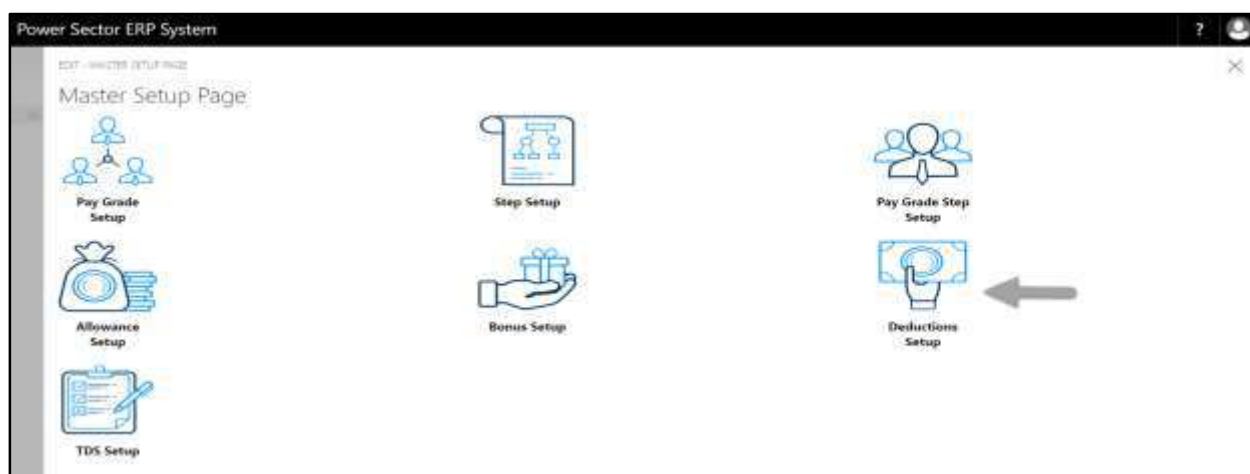


Bonus Code	Bonus Name	Bonus Amount	Bonus Per	Max Bonus	Min Bonus	Bonus Date	Applicable Salaries	Status	Start Date	End Date
BONUS001	Ed Up Pay	0.00	100%	0	0	0	All	Active	01-06-20	01-06-20
BONUS002	Ed Up Allow	0.00	100%	0	0	0	All	Active		
BONUS003	Bengal New Year	0.00	20%	0	0	0	All	Active		
BONUS004	Durga Puja	0.00	200%	0	0	0	All	Active		
BONUS005	Buddha Purnima	0.00	200%	0	0	0	All	Active		
BONUS006	Christmas	0.00	200%	0	0	0	Christians	Active		

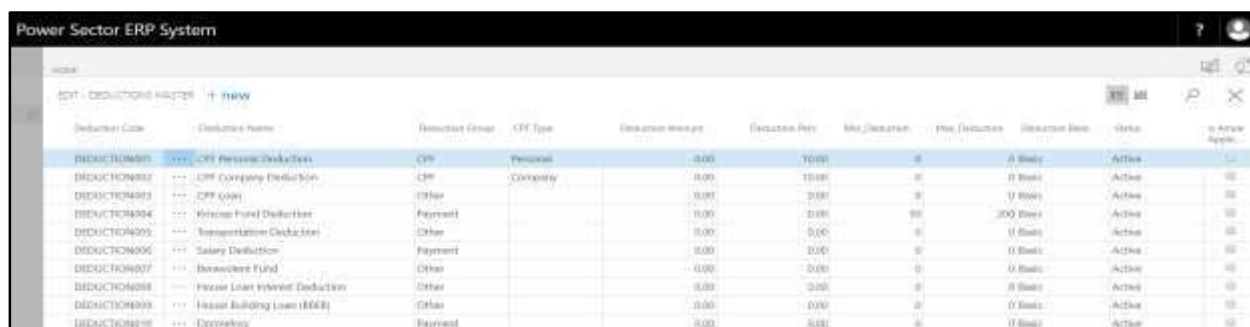
## HR-102.1.6 Deduction Setup

To Initiate, follow the steps below.

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



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

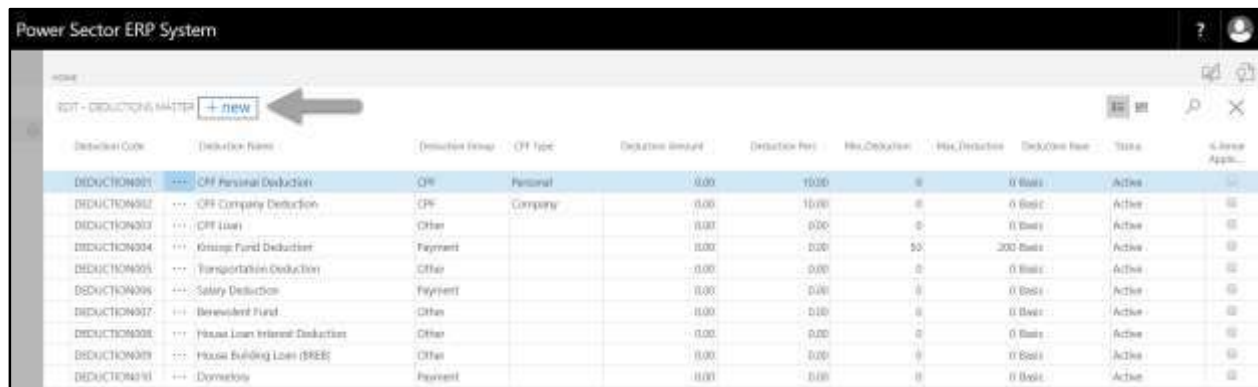


Deduction Code	Deduction Name	Deduction Group	DFT Type	Deduction Amount	Deduction Per	Min Deduction	Max Deduction	Deduction Date	Status	Applicable
DEDUCTION001	CPF Personal Deduction	CPF	Personal	0.00	70%	0	0	0	Active	00
DEDUCTION002	CPF Company Deduction	CPF	Company	0.00	70%	0	0	0	Active	00
DEDUCTION003	CPF Loan	Other		0.00	0.00	0	0	0	Active	00
DEDUCTION004	Village Fund Deduction	Payment		0.00	0.00	0	200	0	Active	00
DEDUCTION005	Transportation Deduction	Other		0.00	0.00	0	0	0	Active	00
DEDUCTION006	Salary Deduction	Payment		0.00	0.00	0	0	0	Active	00
DEDUCTION007	Nonresident Fund	Other		0.00	0.00	0	0	0	Active	00
DEDUCTION008	House Loan Interest Deduction	Other		0.00	0.00	0	0	0	Active	00
DEDUCTION009	House Building Loan (HBL)	Other		0.00	0.00	0	0	0	Active	00
DEDUCTION010	Donation	Payment		0.00	0.00	0	0	0	Active	00

### Note

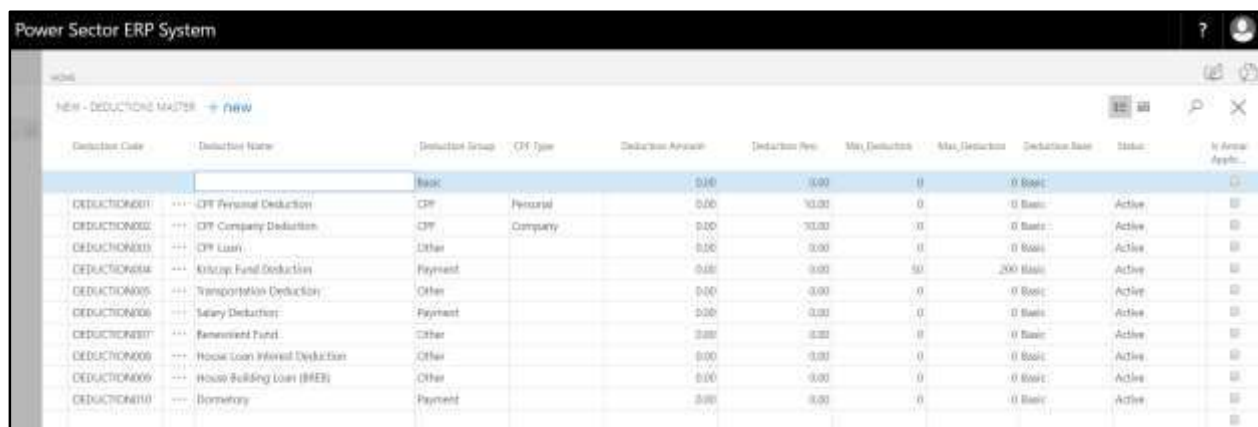
On first time load, page will be blank and will show existing data as new setup data will be entered.

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



Deduction Code	Deduction Name	Deduction Group	CPF Type	Deduction Amount	Deduction Per	Max Deduction	Min Deduction	Deduction Base	Status	Is Active
DEDUCTION001	CPF Personal Deduction	CPF	Personal	0.00	10.00	0	0	0 Basic	Active	10
DEDUCTION002	CPF Company Deduction	CPF	Company	0.00	10.00	0	0	0 Basic	Active	10
DEDUCTION003	CPF Loan	Other		0.00	0.00	0	0	0 Basic	Active	10
DEDUCTION004	Group Fund Deduction	Payment		0.00	0.00	50	200 Basic	Active	10	10
DEDUCTION005	Transportation Deduction	Other		0.00	0.00	0	0	0 Basic	Active	10
DEDUCTION006	Salary Deduction	Payment		0.00	0.00	0	0	0 Basic	Active	10
DEDUCTION007	Pension Fund	Other		0.00	0.00	0	0	0 Basic	Active	10
DEDUCTION008	House Loan Interest Deduction	Other		0.00	0.00	0	0	0 Basic	Active	10
DEDUCTION009	House Building Loan (FREE)	Other		0.00	0.00	0	0	0 Basic	Active	10
DEDUCTION010	Domestic	Payment		0.00	0.00	0	0	0 Basic	Active	10

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



Deduction Code	Deduction Name	Deduction Group	CPF Type	Deduction Amount	Deduction Per	Max Deduction	Min Deduction	Deduction Base	Status	Is Active
		Blank		0.00	0.00	0	0	0 Basic		10
DEDUCTION001	CPF Personal Deduction	CPF	Personal	0.00	10.00	0	0	0 Basic	Active	10
DEDUCTION002	CPF Company Deduction	CPF	Company	0.00	10.00	0	0	0 Basic	Active	10
DEDUCTION003	CPF Loan	Other		0.00	0.00	0	0	0 Basic	Active	10
DEDUCTION004	Group Fund Deduction	Payment		0.00	0.00	50	200 Basic	Active	10	10
DEDUCTION005	Transportation Deduction	Other		0.00	0.00	0	0	0 Basic	Active	10
DEDUCTION006	Salary Deduction	Payment		0.00	0.00	0	0	0 Basic	Active	10
DEDUCTION007	Pension Fund	Other		0.00	0.00	0	0	0 Basic	Active	10
DEDUCTION008	House Loan Interest Deduction	Other		0.00	0.00	0	0	0 Basic	Active	10
DEDUCTION009	House Building Loan (FREE)	Other		0.00	0.00	0	0	0 Basic	Active	10
DEDUCTION010	Domestic	Payment		0.00	0.00	0	0	0 Basic	Active	10

C. Provide below information to proceed.

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



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

Power Sector ERP System

HOME

NEW / DEDUCTION MASTER --new

Deduction Code	Deduction Name	Deduction Group	CFT Type	Deduction Amount	Deduction Perc	Min Deduction	Max Deduction	Deduction Base	Status	In Group Applic.
DEDUCTION01	Mother's Milk Fee	Basic		0.00	0.00	1000	4000	Basic	Active	
DEDUCTION001	CPF Personal Deduction	CPF	Personal	0.00	10.00	0	0	Basic	Active	
DEDUCTION002	CPF Company Deduction	CPF	Company	0.00	10.00	0	0	Basic	Active	
DEDUCTION003	CPF Loan	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION004	Krisang Fund Deduction	Payment		0.00	0.00	50	200	Basic	Active	
DEDUCTION005	Transportation Deduction	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION006	Salary Deduction	Payment		0.00	0.00	0	0	Basic	Active	
DEDUCTION007	Unemployment Fund	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION008	House Loan Interest Deduction	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION009	House Building Loan (HBL)	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION010	Domesticity	Payment		0.00	0.00	0	0	Basic	Active	

### Tips

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

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

Power Sector ERP System

HOME

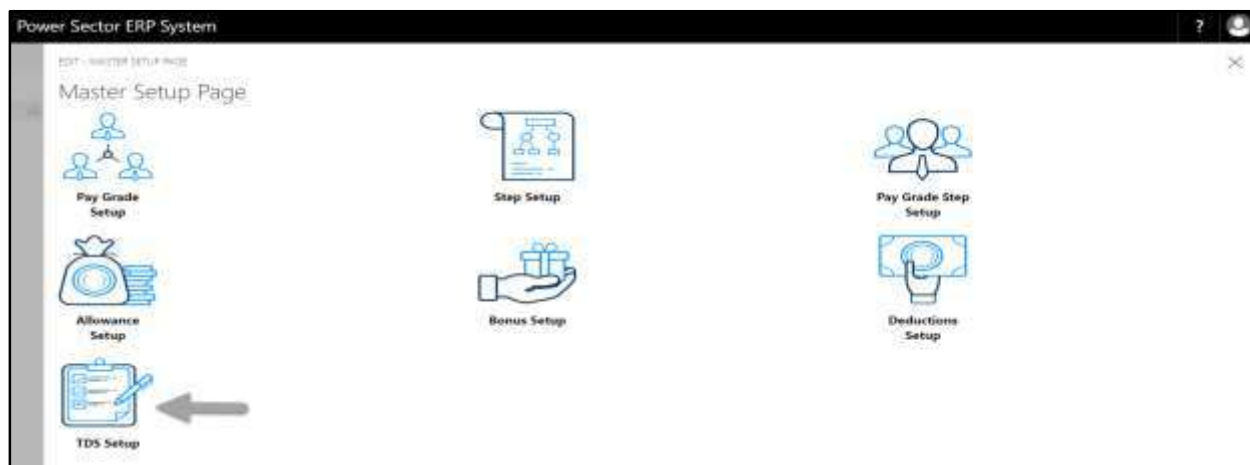
NEW / DEDUCTION MASTER --new

Deduction Code	Deduction Name	Deduction Group	CFT Type	Deduction Amount	Deduction Perc	Min Deduction	Max Deduction	Deduction Base	Status	In Group Applic.
DEDUCTION01	Mother's Milk Fee	Basic		0.00	0.00	1000	4000	Basic	Active	
DEDUCTION001	CPF Personal Deduction	CPF	Personal	0.00	10.00	0	0	Basic	Active	
DEDUCTION002	CPF Company Deduction	CPF	Company	0.00	10.00	0	0	Basic	Active	
DEDUCTION003	CPF Loan	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION004	Krisang Fund Deduction	Payment		0.00	0.00	50	200	Basic	Active	
DEDUCTION005	Transportation Deduction	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION006	Salary Deduction	Payment		0.00	0.00	0	0	Basic	Active	
DEDUCTION007	Unemployment Fund	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION008	House Loan Interest Deduction	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION009	House Building Loan (HBL)	Other		0.00	0.00	0	0	Basic	Active	
DEDUCTION010	Domesticity	Payment		0.00	0.00	0	0	Basic	Active	

## HR-102.1.7 TDS Setup

To Initiate, follow the steps below.

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



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

Power Sector ERP System

?

EST - TDS MA27SE

+ new

TDS Code	TDS Name	TDS Amount	TDS Fee	Min. TDS	Max. TDS	TDS Base	Status
TDS001	TDS	0.00	0.00	0	0 Basic		Active
TDS002	VAT	0.00	0.00	0	0 Basic		Active

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

Power Sector ERP System

EST - TDS MAS728

+ new

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

Power Sector ERP System

?

new - TDS MASTER + new

TDS Code	TDS Name	TDS Amount	TDS Fee	Min. TDS	Max. TDS	TDS Base	Status
		0.00	0.00	0	0 Basic		
TDS001	TDS	0.00	0.00	0	0 Basic		Active

C. Provide below information to proceed.

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

TDS Code	TDS Name	TDS Amount	TDS Perc	Min TDS	Max TDS	TDS Base	Status
TDS004	TAX	0.00	0.00	0	0	Basic	Active
TDS001	TDS	0.00	0.00	0	0	Basic	Active
TDS002	VAT	0.00	0.00	0	0	Basic	Active

**Tips**

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

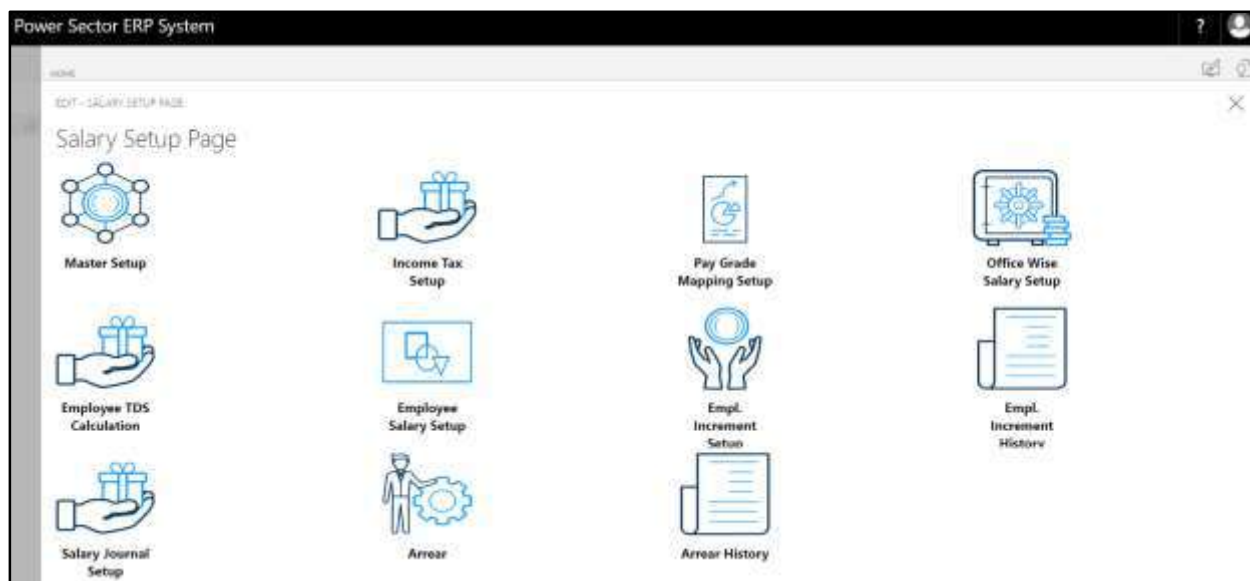
D. Click the "X" button to save and close.

TDS Code	TDS Name	TDS Amount	TDS Perc	Min TDS	Max TDS	TDS Base	Status
TDS004	TAX	0.00	0.00	0	0	Basic	Active
TDS001	TDS	0.00	0.00	0	0	Basic	Active
TDS002	VAT	0.00	0.00	0	0	Basic	Active

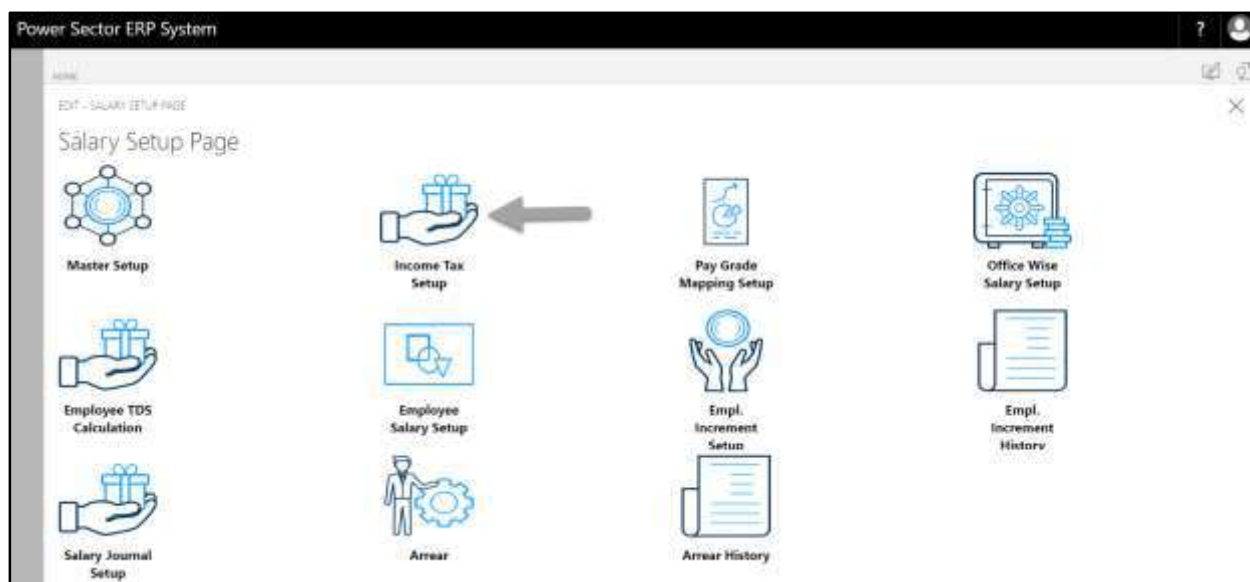
## HR-102.2 Income Tax Setup

To Initiate, follow the steps below.

A. Access Salary Setup by Human Resource Admin user.



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



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



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

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

### HR-102.2.1 Tax Slab Setup

To Initiate, follow the steps below.

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



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

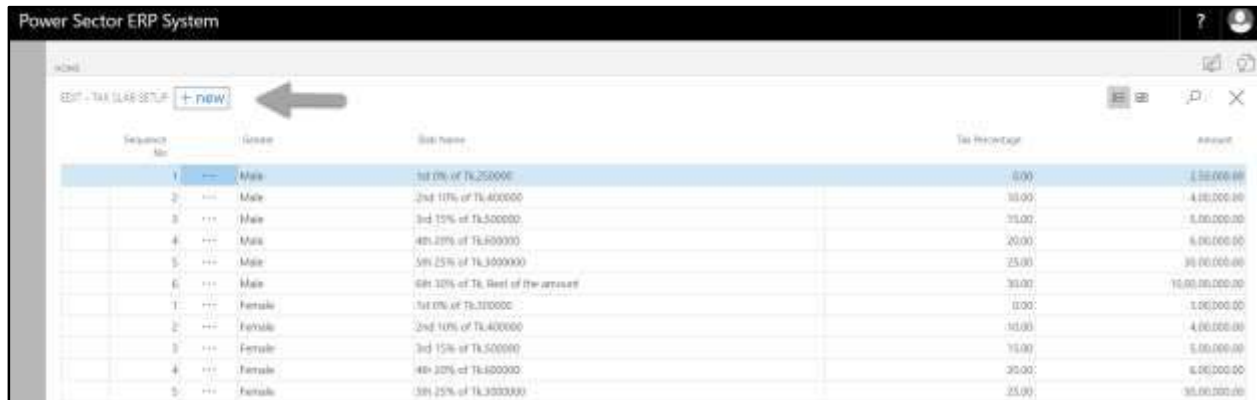


Sequence No.	Gender	Slab Range	Tax Percentage	Amount
1	Male	1st 0% of Tk.250000	0.00	2,50,000.00
2	Male	2nd 10% of Tk.400000	10.00	4,00,000.00
3	Male	3rd 15% of Tk.500000	15.00	5,00,000.00
4	Male	4th 20% of Tk.600000	20.00	6,00,000.00
5	Male	5th 25% of Tk.800000	25.00	8,00,000.00
6	Male	6th 30% of Tk. Rest of the amount	30.00	10,00,000.00
7	Female	1st 0% of Tk.320000	0.00	3,20,000.00

#### Note

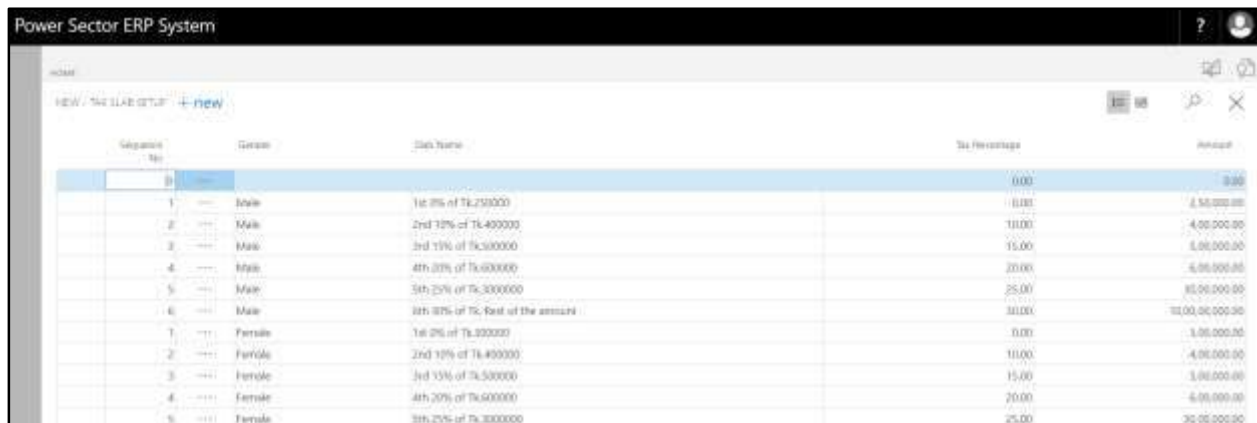
On first time load, page will be blank and will show existing data as new setup data will be entered.

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



Sequence No	Gender	Slab Name	Tax Percentage	Amount
1	Male	1st 0% of Tk.250000	0.00	1,50,000.00
2	Male	2nd 10% of Tk.400000	10.00	4,00,000.00
3	Male	3rd 15% of Tk.500000	15.00	5,00,000.00
4	Male	4th 20% of Tk.600000	20.00	6,00,000.00
5	Male	5th 25% of Tk.3000000	25.00	30,00,000.00
6	Male	6th 30% of Tk. Rest of the amount	30.00	10,00,00,00.00
1	Female	1st 0% of Tk.300000	0.00	1,00,000.00
2	Female	2nd 10% of Tk.400000	10.00	4,00,000.00
3	Female	3rd 15% of Tk.500000	15.00	5,00,000.00
4	Female	4th 20% of Tk.600000	20.00	6,00,000.00
5	Female	5th 25% of Tk.3000000	25.00	30,00,000.00

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



Sequence No	Gender	Slab Name	Tax Percentage	Amount
7	Male	1st 0% of Tk.250000	0.00	0.00
1	Male	1st 0% of Tk.250000	0.00	1,50,000.00
2	Male	2nd 10% of Tk.400000	10.00	4,00,000.00
3	Male	3rd 15% of Tk.500000	15.00	5,00,000.00
4	Male	4th 20% of Tk.600000	20.00	6,00,000.00
5	Male	5th 25% of Tk.3000000	25.00	30,00,000.00
6	Male	6th 30% of Tk. Rest of the amount	30.00	10,00,00,00.00
1	Female	1st 0% of Tk.300000	0.00	1,00,000.00
2	Female	2nd 10% of Tk.400000	10.00	4,00,000.00
3	Female	3rd 15% of Tk.500000	15.00	5,00,000.00
4	Female	4th 20% of Tk.600000	20.00	6,00,000.00
5	Female	5th 25% of Tk.3000000	25.00	30,00,000.00

C. Provide below information to proceed.

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

Power Sector ERP System

NEW TAX SLAB SETUP + new

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

### Tips

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

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

Power Sector ERP System

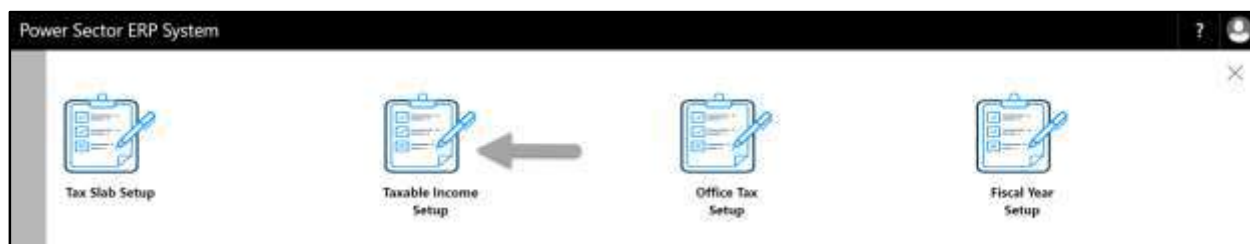
NEW TAX SLAB SETUP + new

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

## HR-102.2.2 Taxable Income Setup

To Initiate, follow the steps below.

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



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



Income Type	Income Code	Income Name	Percentage
Bonus	BN0001	Ed Ut Rba	100.00
Bonus	BN0002	Ed Ut Alpha	100.00
Bonus	BN0004	Gurga Paga	200.00
Bonus	BN0005	Boudhro Furning	200.00
Bonus	BN0006	Christmas	200.00

### Note

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

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



Income Type	Income Code	Income Name	Percentage
Bonus	BN0001	Ed Ut Rba	100.00
Bonus	BN0002	Ed Ut Alpha	100.00
Bonus	BN0004	Gurga Paga	200.00
Bonus	BN0005	Boudhro Furning	200.00
Bonus	BN0006	Christmas	200.00

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



Income Type	Income Code	Income Name	Percentage
Allowance	AL0001	Ed Ut Rba	100.00
Bonus	BN0001	Ed Ut Rba	100.00
Bonus	BN0002	Ed Ut Alpha	100.00
Bonus	BN0004	Gurga Paga	200.00
Bonus	BN0005	Boudhro Furning	200.00
Bonus	BN0006	Christmas	200.00

C. Provide below information to proceed.

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



- **Income Name: House Rent Allowance**

4. Provide **Percentage**

- **Percentage: 50**

Power Sector ERP System

NEW - TAXABLE INCOME SETUP + new

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

### Tips

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

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

Power Sector ERP System

NEW - TAXABLE INCOME SETUP + new

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

## HR-102.2.3 Office Tax Setup

To Initiate, follow the steps below.

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



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



Office Code	Office Name	Min Tax Amount
100	GRC Sub station, 450 MW South	4,000.00
120	COMPANY AFFAIRS	3,000.00
110	ENGINEERING OFFICE	0.00
560	UNIT 5 (SHIFT)	50,000.00
400	UNIT 5, 4 (SHIFT)	50,000.00

### Note

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

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



Office Code	Office Name	Min Tax Amount
100	GRC Sub station, 450 MW South	4,000.00
120	COMPANY AFFAIRS	3,000.00
110	ENGINEERING OFFICE	0.00
560	UNIT 5 (SHIFT)	50,000.00
400	UNIT 5, 4 (SHIFT)	50,000.00

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



Office Code	Office Name	Min Tax Amount
		0.00
100	GRC Sub station, 450 MW South	4,000.00
120	COMPANY AFFAIRS	3,000.00
110	ENGINEERING OFFICE	0.00
560	UNIT 5 (SHIFT)	50,000.00
400	UNIT 5, 4 (SHIFT)	50,000.00

C. Provide below information to proceed.

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

- **Office Code: 120**

**Office Name** will be populated by the system

2. Provide **Min Tax Amount**

- **Min Tax Amount: 4000**

Office Code	Office Name	Min. Tax Amount
100	ED (FINANCE OFFICE)	4000
1000	CPC Sub station, #50 MW South	4,000.00
110	COMMUNITY AFFAIRS	1,000.00
110	ENGINEERING OFFICE	0.00
500	UNIT 5 (SHIFT)	50,000.00
450	UNIT 3, 4 (SHIFT)	50,000.00

### Tips

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

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

## HR-102.2.4 Fiscal Year Setup

To Initiate, follow the steps below.

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

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



### Note

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

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



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



C. Provide below information to proceed.

1. Provide **Fiscal Year Name**

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

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

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

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

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

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



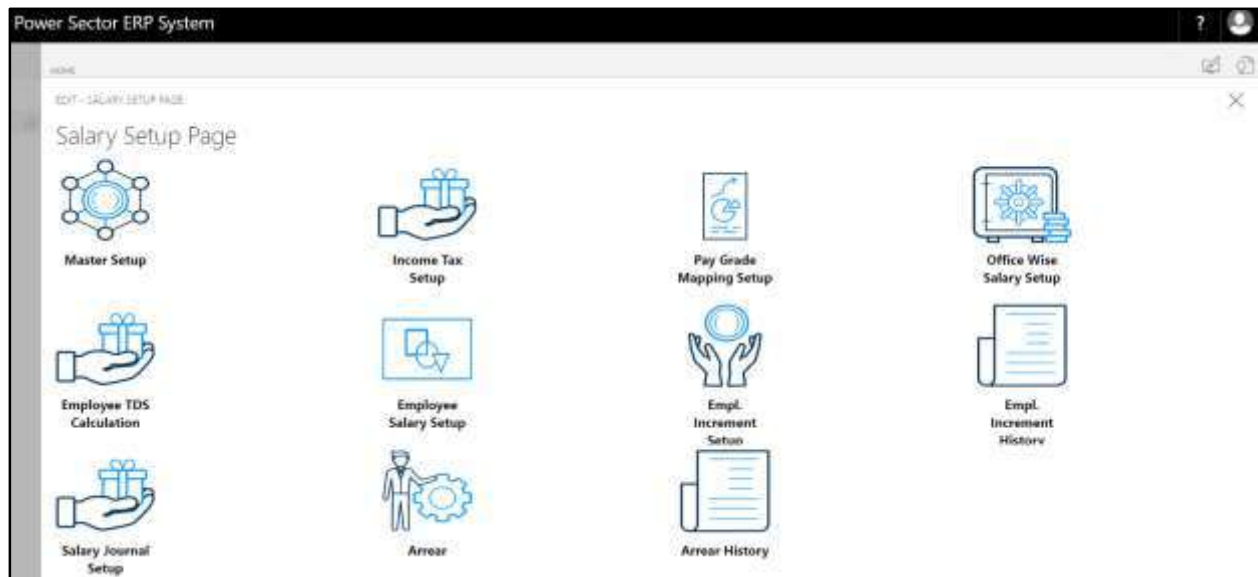
D. Click the “” button to save and close.



### HR-102.3 Pay Grade Mapping Setup

To Initiate, follow the steps below.

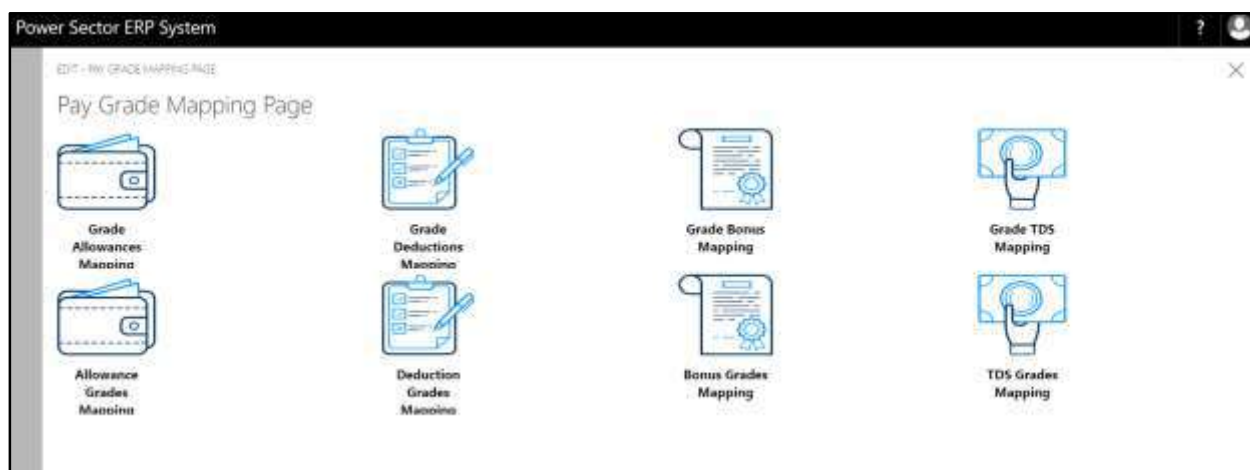
A. Access Salary Setup by Human Resource Admin.



- B. Choose the **"Pay Grade Mapping Setup"** icon on the Salary Setup page, as indicated in figure below.



The following **Pay Grade Mapping Setup** page will be appeared.



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

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

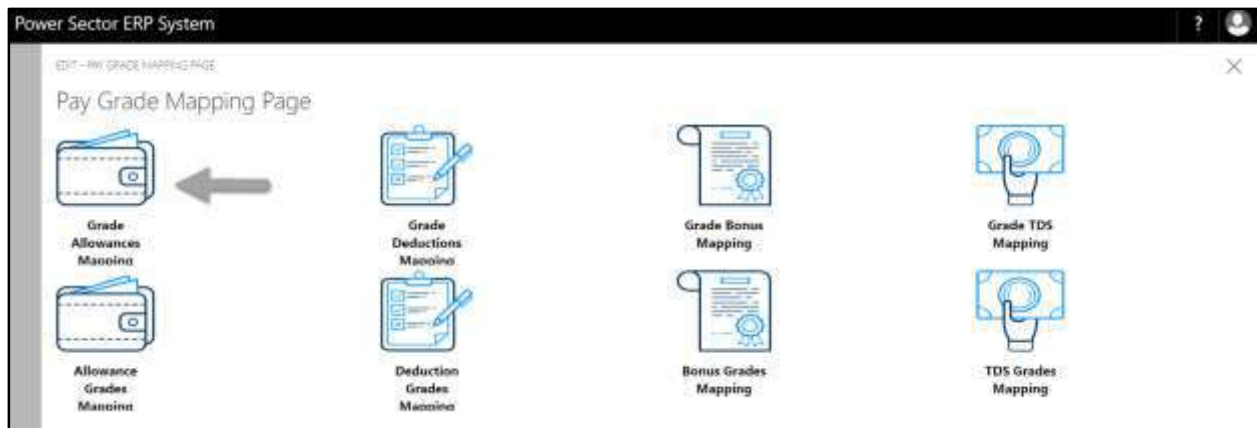
HR-102.3.7 Bonus Grade Mapping

HR-102.3.8 TDS Grade Mapping

## HR-102.3.1 Grade Allowances Mapping

To Initiate, follow the steps below.

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



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

Power Sector ERP System									
ERP - PAY GRADE ALLOWANCES MAP									
Pay Grade									
Pay Grade Code	Pay Grade Step	Allowance Code	Allowance Name	Allowance Amount	Allowance Per	Min Allowance	Max Allowance	Allowance Base	Applied
GR001	1	ALLOWANCE001	House Rent Allowance	0.00	50.00	0	0 Basic		
GR001	1	ALLOWANCE002	Medical Allowance	0.00	0.00	0	0 Basic		
GR001	1	ALLOWANCE003	Transportation Allowance	0.00	0.00	0	0 Basic		
GR001	1	ALLOWANCE004	Education Allowance	0.00	0.00	0	0 Basic		
GR001	1	ALLOWANCE005	Working Allowance	0.00	0.00	0	0 Basic		
GR001	1	ALLOWANCE006	Additional Charge Allowance	0.00	0.00	0	0000 Basic		
GR001	1	ALLOWANCE007	Entertainment Allowance	7,000.00	0.00	0	0 Basic		
GR001	1	ALLOWANCE008	CPI Company Contribution	0.00	0.00	0	0 Basic		
GR001	1	ALLOWANCE009	Technical Allowance	0.00	0.00	0	0 Basic		
GR001	1	ALLOWANCE010	Design Allowance	0.00	0.00	0	0 Basic		
GR001	1	ALLOWANCE011	Charge Allowance	0.00	0.00	0	0 Basic		

### Note

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

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

Power Sector ERP System

EDIT - PAY GRADE ALLOWANCES MAP + new

Pay Grade:

Pay Grade Code	Pay Grade Step	Allowance Code	Allowance Name	Allowance Amount	Allowance Per	Min Allowance	Max Allowance	Allowance Base	Apply...
GR001	...	ALLOWANCE001	House Rent Allowance	0.00	50.00	0	0 Basic		
GR001	...	ALLOWANCE002	Medical Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE003	Transportation Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE004	Education Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE005	Washing Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE006	Additional Charge Allowance	0.00	0.00	0	5000 Basic		
GR001	...	ALLOWANCE007	Entertainment Allowance	7,000.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE008	CPF Company Contribution	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE009	Technical Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE010	Design Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE011	Charge Allowance	0.00	0.00	0	0 Basic		

New Row will be appeared for entry as below.

Power Sector ERP System

NEW - PAY GRADE ALLOWANCES MAP + new

Pay Grade:

Pay Grade Code	Pay Grade Step	Allowance Code	Allowance Name	Allowance Amount	Allowance Per	Min Allowance	Max Allowance	Allowance Base	Apply...
GR001	...	ALLOWANCE001	House Rent Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE002	Medical Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE003	Transportation Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE004	Education Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE005	Washing Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE006	Additional Charge Allowance	0.00	0.00	0	5000 Basic		
GR001	...	ALLOWANCE007	Entertainment Allowance	7,000.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE008	CPF Company Contribution	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE009	Technical Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE010	Design Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE011	Charge Allowance	0.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE012	Electricity Allowance	2,575.00	0.00	0	0 Basic		
GR001	...	ALLOWANCE013	Trip Allowance	0.00	0.00	0	0 Basic		

C. Provide below information to proceed.

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

• **Pay Grade Code: GR003**

2. Choose the **Pay Grade Step** from the Dropdown by clicking on ... button.

• **Pay Grade Step: STEP001**

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

• **Allowance Code: ALLOWANCE001**

**Allowance Name will be populated by the system.**



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

Power Sector ERP System

NEW - PAY GRADE ALLOWANCE MAP + New

Pay Grade:

Pay Grade Code	Pay Grade Step	Allowance Code	Allowance Name	Allowance Amount	Allowance Perc	Min Allowance	Max Allowance	Allowance Base	Applicable
GR001	STEP01	ALLOWANCE01	House Rent Allowance	0.00	55.00	0	0	0 Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE02	House Rent Allowance	0.00	50.00	0	0	0 Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE03	Medical Allowance	0.00	0.00	0	0	0 Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE04	Transportation Allowance	0.00	0.00	0	0	0 Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE05	Education Allowance	0.00	0.00	0	0	0 Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE06	Washing Allowance	0.00	0.00	0	0	0 Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE07	Additional Charge Allowance	0.00	0.00	0	5000 Basic	0 Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE08	Entertainment Allowance	7000.00	0.00	0	0	0 Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE09	CPS Company Contribution	0.00	0.00	0	0	0 Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE10	Technical Allowance	0.00	0.00	0	0	0 Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE11	Design Allowance	0.00	0.00	0	0	0 Basic	<input checked="" type="checkbox"/>
GR001		ALLOWANCE12	Charge Allowance	0.00	0.00	0	0	0 Basic	<input checked="" type="checkbox"/>

### Tips

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

### IMPORTANT

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

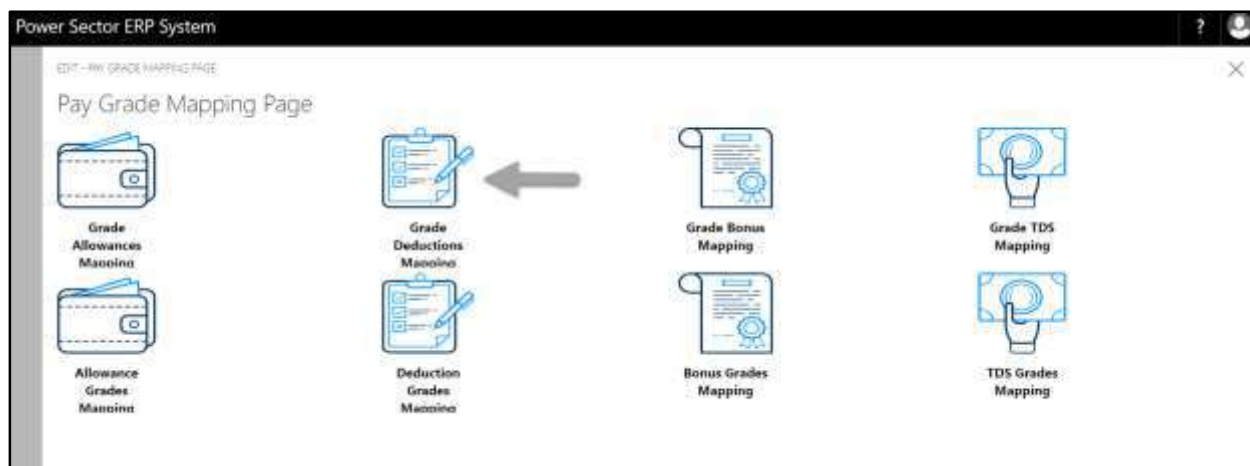
D. Click the "X" button to save and close.

Pay Grade Code	Pay Grade Name	Allowance Code	Allowance Name	Allowance Amount	Allowance Type	Add. Allowance	Min. Allowance	Allowance Base	Apply
GR001	STEP01	ALLOWANC001	House Rent Allowance	0.00	0.00	0.00	0	0 Basic	✓
GR001	---	ALLOWANC002	Medical Allowance	0.00	0.00	0.00	0	0 Basic	✓
GR001	---	ALLOWANC003	Transportation Allowance	0.00	0.00	0.00	0	0 Basic	✓
GR001	---	ALLOWANC004	Education Allowance	0.00	0.00	0.00	0	0 Basic	✓
GR001	---	ALLOWANC005	Washing Allowance	0.00	0.00	0.00	0	0 Basic	✓
GR001	---	ALLOWANC006	Additional Charge Allowance	0.00	0.00	0.00	0	5000 Basic	✓
GR001	---	ALLOWANC007	Entertainment Allowance	7,000.00	0.00	0.00	0	0 Basic	✓
GR001	---	ALLOWANC008	CPS Company Contribution	0.00	0.00	0.00	0	0 Basic	✓
GR001	---	ALLOWANC009	Technical Allowance	0.00	0.00	0.00	0	0 Basic	✓
GR001	---	ALLOWANC010	Design Allowance	0.00	0.00	0.00	0	0 Basic	✓
GR001	---	ALLOWANC011	Charge Allowance	0.00	0.00	0.00	0	0 Basic	✓

## HR-102.3.2 Grade Deductions Mapping

To Initiate, follow the steps below.

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



The following Grade Deductions Mapping page will be appeared.

Power Sector ERP System

HOME

EDIT - PAY GRADE DEDUCTIONS MAP + new

Grade Selection

Pay Grade

Pay Grade Code	Deduction Code	Deduction Name	Deduction Amount	Deduction Fee	Min Deduction	Max Deduction	Deduction Base	Apply...
GR001	+++ DEDUCTION001	CPI Personal Deduction	0.00	10.00	0	0 Basic	✓	
GR001	+++ DEDUCTION002	CPI Company Deduction	0.00	0.00	0	0 Basic	✓	
GR001	+++ DEDUCTION003	CPI Loan	0.00	0.00	0	0 Basic	✓	
GR001	+++ DEDUCTION004	Kinacop Fund Deduction	200.00	0.00	0	0 Basic	✓	
GR001	+++ DEDUCTION005	Transportation Deduction	0.00	0.00	0	0 Basic	✓	
GR001	+++ DEDUCTION006	Salary Deduction	0.00	0.00	0	0 Basic	✓	
GR001	+++ DEDUCTION007	Behevoient Fund	0.00	0.00	0	0 Basic	✓	
GR001	+++ DEDUCTION008	House Loan Interest Deduction	0.00	0.00	0	0 Basic	✓	
GR001	+++ DEDUCTION009	House Building Loan (RMB)	0.00	0.00	0	0 Basic	✓	

### Note

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

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

Power Sector ERP System

HOME

EDIT - PAY GRADE DEDUCTIONS MAP

+ new

Grade Selection

Pay Grade

Pay Grade Code	Deduction Code	Deduction Name	Deduction Amount	Deduction Fee	Min Deduction	Max Deduction	Deduction Base	Apply...
GR001	+++ DEDUCTION001	CPI Personal Deduction	0.00	10.00	0	0 Basic	✓	
GR001	+++ DEDUCTION002	CPI Company Deduction	0.00	0.00	0	0 Basic	✓	
GR001	+++ DEDUCTION003	CPI Loan	0.00	0.00	0	0 Basic	✓	
GR001	+++ DEDUCTION004	Kinacop Fund Deduction	200.00	0.00	0	0 Basic	✓	
GR001	+++ DEDUCTION005	Transportation Deduction	0.00	0.00	0	0 Basic	✓	
GR001	+++ DEDUCTION006	Salary Deduction	0.00	0.00	0	0 Basic	✓	
GR001	+++ DEDUCTION007	Behevoient Fund	0.00	0.00	0	0 Basic	✓	

New Row will be appeared for entry as below.

Power Sector ERP System

HOME

NEW - PAY GRADE DEDUCTIONS MAP

+ NEW

Grade Selection

Pay Grade

Pay Grade Code	Deduction Code	Deduction Name	Deduction Amount	Deduction Fee	Min Deduction	Max Deduction	Deduction Base	Apply...
GR001	+++ DEDUCTION001	CPI Personal Deduction	0.00	0.00	0	0 Basic		
GR001	+++ DEDUCTION002	CPI Company Deduction	0.00	10.00	0	0 Basic		
GR001	+++ DEDUCTION003	CPI Loan	0.00	0.00	0	0 Basic		
GR001	+++ DEDUCTION004	Kinacop Fund Deduction	200.00	0.00	0	0 Basic		
GR001	+++ DEDUCTION005	Transportation Deduction	0.00	0.00	0	0 Basic		
GR001	+++ DEDUCTION006	Salary Deduction	0.00	0.00	0	0 Basic		
GR001	+++ DEDUCTION007	Behevoient Fund	0.00	0.00	0	0 Basic		

C. Provide below information to proceed.

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

- **Pay Grade Code: GR003**

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

- **Deduction Code: DEDUCTION012**

**Deduction Name will be populated by the system.**

3. Provide **Deduction Amount**

- **Deduction Amount: 0**

4. Provide **Deduction Perc**

- **Deduction Perc: 55**

5. Provide **Min Deduction**

- **Min Deduction: 0**

6. Provide **Max Deduction**

- **Max Deduction: 0**

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

- **Deduction Base: Basic**

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

Power Sector ERP System

NEW / PAY GRADE DEDUCTION MAP + new

Grade Selection

Pay Grade

Pay Grade Code	Deduction Code	Deduction Name	Deduction Amount	Deduction Perc	Min Deduction	Max Deduction	Deduction Base	Applicable
GR006	DEDUCTION012	Motor cycle Loan	0.00	0.00	0	0	Basic	<input checked="" type="checkbox"/>
GR001	DEDUCTION001	CPF Personal Deduction	0.00	0.00	0	0	Basic	<input checked="" type="checkbox"/>
GR001	DEDUCTION002	CPF Company Deduction	0.00	0.00	0	0	Basic	<input checked="" type="checkbox"/>
GR001	DEDUCTION003	CPF Loan	0.00	0.00	0	0	Basic	<input checked="" type="checkbox"/>
GR001	DEDUCTION004	Kriscek Fund Deduction	250.00	0.00	0	0	Basic	<input checked="" type="checkbox"/>
GR001	DEDUCTION005	Transportation Deduction	0.00	0.00	0	0	Basic	<input checked="" type="checkbox"/>
GR001	DEDUCTION006	Salary Deduction	0.00	0.00	0	0	Basic	<input checked="" type="checkbox"/>
GR001	DEDUCTION007	Retirement Fund	0.00	0.00	0	0	Basic	<input checked="" type="checkbox"/>
GR001	DEDUCTION008	House Loan Interest Deduction	0.00	0.00	0	0	Basic	<input checked="" type="checkbox"/>
GR001	DEDUCTION009	House Building Loan (FREE)	0.00	0.00	0	0	Basic	<input checked="" type="checkbox"/>

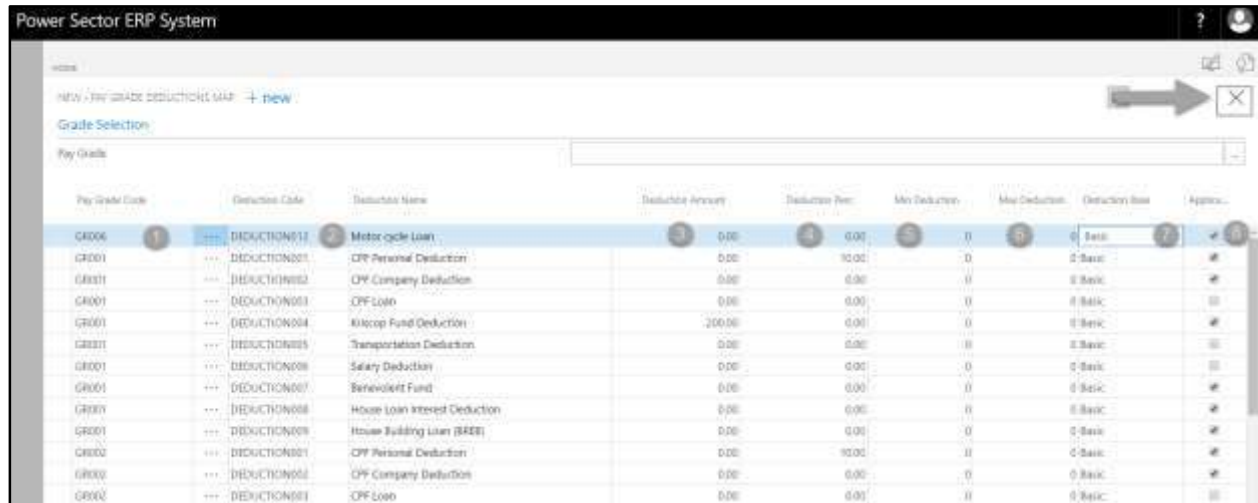
#### Tips

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

#### IMPORTANT

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

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

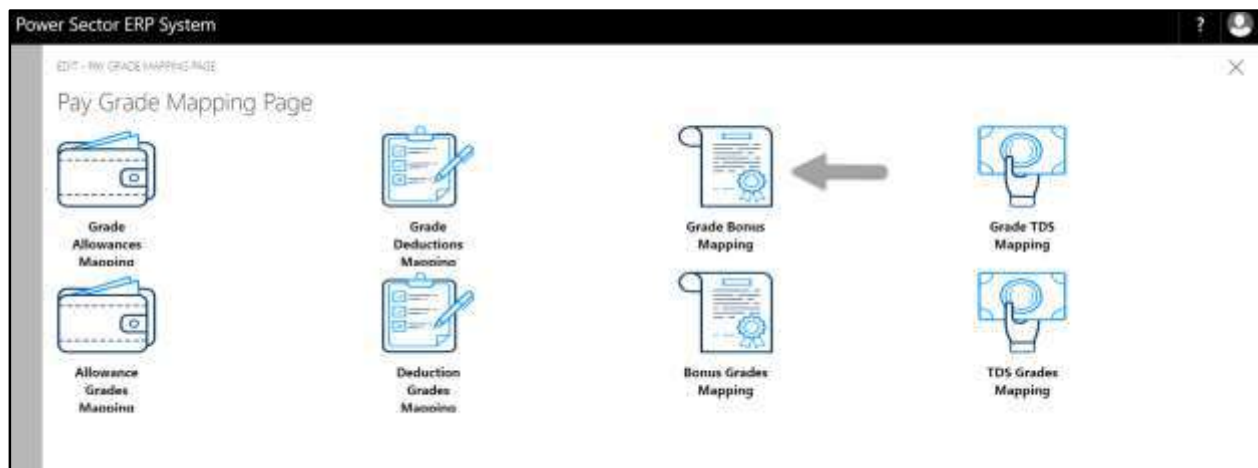


Pay Grade Code	Deduction Code	Deduction Name	Deduction Amount	Deduction Per	Min Deduction	Max Deduction	Deduction Base	Actions
GA006	DEDUCTION012	Motorcycle Loan	0.00	0.00	0	0	Basic	
GA001	DEDUCTION001	OPF Personal Deduction	0.00	10.00	0	0	Basic	
GA001	DEDUCTION002	OPF Company Deduction	0.00	0.00	0	0	Basic	
GA001	DEDUCTION003	OPF Loan	0.00	0.00	0	0	Basic	
GA001	DEDUCTION004	Kitchen Fund Deduction	200.00	0.00	0	0	Basic	
GA001	DEDUCTION005	Transportation Deduction	0.00	0.00	0	0	Basic	
GA001	DEDUCTION006	Salary Deduction	0.00	0.00	0	0	Basic	
GA001	DEDUCTION007	Benevolent Fund	0.00	0.00	0	0	Basic	
GA001	DEDUCTION008	House Loan Interest Deduction	0.00	0.00	0	0	Basic	
GA001	DEDUCTION009	House Building Loan (HBL)	0.00	0.00	0	0	Basic	
GA002	DEDUCTION001	OPF Personal Deduction	0.00	10.00	0	0	Basic	
GA002	DEDUCTION002	OPF Company Deduction	0.00	0.00	0	0	Basic	
GA002	DEDUCTION003	OPF Loan	0.00	0.00	0	0	Basic	

### HR-102.3.3 Grade Bonus Mapping

To Initiate, follow the steps below.

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



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

Power Sector ERP System

EDIT - PAY GRADE BONUS MAP + New

Pay Grade

Pay Grade Code	Bonus Code	Bonus Name	Bonus Amount	Bonus Pct	Min Bonus	Max Bonus	Bonus Date
GA001	BN45001	Eid ul Fitr	0.00	100.00	0	0 Basic	
GA001	BN45002	Eid ul Azha	0.00	100.00	0	0 Basic	
GA001	BN45003	Bengali New Year	0.00	20.00	0	0 Basic	
GA001	BN45004	Orange Puka	0.00	200.00	0	0 Basic	
GA001	BN45005	Boudhho Purnima	0.00	200.00	0	0 Basic	
GA001	BN45006	Christmas	0.00	200.00	0	0 Basic	
GA002	BN45001	Eid ul Fitr	0.00	100.00	0	0 Basic	
GA002	BN45002	Eid ul Azha	0.00	100.00	0	0 Basic	
GA003	BN45003	Bengali New Year	0.00	20.00	0	0 Basic	

## Note

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

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

Power Sector ERP System

EDIT - PAY GRADE BONUS MAP + New

Pay Grade

Pay Grade Code	Bonus Code	Bonus Name	Bonus Amount	Bonus Pct	Min Bonus	Max Bonus	Bonus Date
GA001	BN45001	Eid ul Fitr	0.00	100.00	0	0 Basic	
GA001	BN45002	Eid ul Azha	0.00	100.00	0	0 Basic	
GA001	BN45003	Bengali New Year	0.00	20.00	0	0 Basic	
GA001	BN45004	Orange Puka	0.00	200.00	0	0 Basic	
GA001	BN45005	Boudhho Purnima	0.00	200.00	0	0 Basic	
GA001	BN45006	Christmas	0.00	200.00	0	0 Basic	
GA002	BN45001	Eid ul Fitr	0.00	100.00	0	0 Basic	
GA002	BN45002	Eid ul Azha	0.00	100.00	0	0 Basic	
GA003	BN45003	Bengali New Year	0.00	20.00	0	0 Basic	

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

Power Sector ERP System

NEW - PAY GRADE BONUS MAP + New

Pay Grade

Pay Grade Code	Bonus Code	Bonus Name	Bonus Amount	Bonus Pct	Min Bonus	Max Bonus	Bonus Date
GA001	BN45001	Eid ul Fitr	0.00	0.00	0	0 Basic	
GA001	BN45002	Eid ul Azha	0.00	100.00	0	0 Basic	
GA001	BN45003	Bengali New Year	0.00	20.00	0	0 Basic	
GA001	BN45004	Orange Puka	0.00	200.00	0	0 Basic	
GA001	BN45005	Boudhho Purnima	0.00	200.00	0	0 Basic	
GA001	BN45006	Christmas	0.00	200.00	0	0 Basic	
GA002	BN45001	Eid ul Fitr	0.00	100.00	0	0 Basic	
GA002	BN45002	Eid ul Azha	0.00	100.00	0	0 Basic	
GA003	BN45003	Bengali New Year	0.00	20.00	0	0 Basic	

C. Provide below information to proceed.

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

• **Pay Grade Code: GR003**

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

• **Bonus Code: BNS001**

**Bonus Name will be populated by the system.**

3. Provide **Bonus Amount**

• **Bonus Amount: 0**

4. Provide **Bonus Perc**

• **Bonus Perc: 100**

5. Provide **Min Bonus**

• **Min Bonus: 0**

6. Provide **Max Bonus**

• **Max Bonus: 0**

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

• **Bonus Base: Basic**

Power Sector ERP System

NEW PAY GRADE BONUS MAP + New

Pay Grade:

Pay Grade Code	Bonus Code	Bonus Name	Bonus Amount	Bonus Perc	Min Bonus	Max Bonus	Bonus Base
GR003	BNS001	Eid Ul Fitr	0.00	100.00	0	0	0 Basic
GR001	BNS001	Eid Ul Fitr	0.00	100.00	0	0	0 Basic
GR001	BNS002	Eid Ul Adha	0.00	100.00	0	0	0 Basic
GR001	BNS003	Bengal New Year	0.00	20.00	0	0	0 Basic
GR001	BNS004	Deepa Puja	0.00	200.00	0	0	0 Basic
GR001	BNS005	Soukhe Punzima	0.00	200.00	0	0	0 Basic
GR001	BNS006	Christmas	0.00	200.00	0	0	0 Basic
GR002	BNS001	Eid Ul Fitr	0.00	100.00	0	0	0 Basic
GR002	BNS002	Eid Ul Adha	0.00	100.00	0	0	0 Basic

### Tips

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

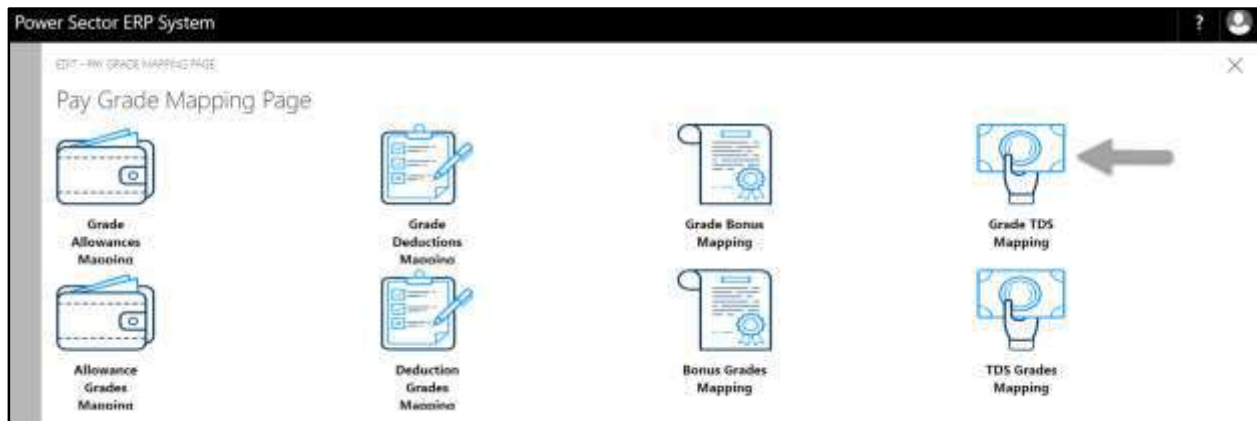
D. Click the "X" button to save and close.

Pay Grade Code	School Code	Bonus Name	Bonus Amount	Bonus Pct	Item Bonus	Allow Bonus	Bonus Rate
GR001	BN0001	End of Year	0.00	100.00	0	0	0 Basic
GR001	BN0001	End of Year	0.00	100.00	0	0	0 Basic
GR001	BN0002	End of Year	0.00	100.00	0	0	0 Basic
GR001	BN0003	Christmas	0.00	200.00	0	0	0 Basic
GR001	BN0004	Christmas	0.00	200.00	0	0	0 Basic
GR001	BN0005	Christmas	0.00	200.00	0	0	0 Basic
GR002	BN0001	End of Year	0.00	100.00	0	0	0 Basic
GR002	BN0002	End of Year	0.00	100.00	0	0	0 Basic

### HR-102.3.4 Grade TDS Mapping

To Initiate, follow the steps below.

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



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

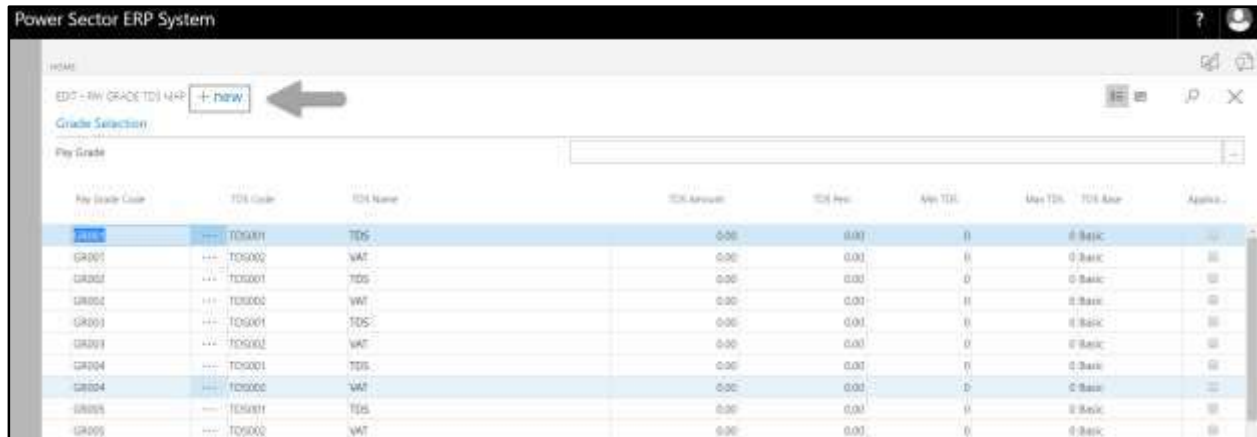
Pay Grade Code	TDS Code	TDS Name	TDS Amount	TDS Pct	Allow TDS	User TDS	TDS Rate	Approval
GR001	TDS001	TDS	0.00	0.00	0	0	0 Basic	00
GR001	TDS002	WAT	0.00	0.00	0	0	0 Basic	00
GR001	TDS001	TDS	0.00	0.00	0	0	0 Basic	00
GR001	TDS002	WAT	0.00	0.00	0	0	0 Basic	00
GR001	TDS001	TDS	0.00	0.00	0	0	0 Basic	00
GR001	TDS002	WAT	0.00	0.00	0	0	0 Basic	00
GR004	TDS001	TDS	0.00	0.00	0	0	0 Basic	00



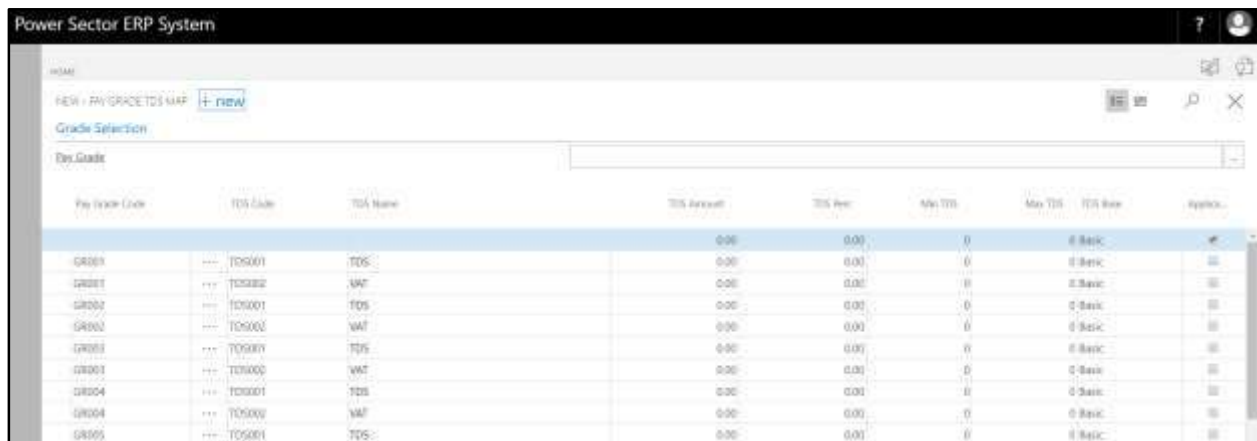
**Note**

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

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



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



C. Provide below information to proceed.

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

• **Pay Grade Code: GR007**

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

• **TDS Code: TDS001**

**TDS Name will be populated by the system.**

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

Power Sector ERP System

NEW: PAY GRADE TDS MAP + new

Grade Selection:

Pay Grade:

Pay Grade Code	TDS Code	TDS Name	TDS Amount	TDS Perc	Min TDS	Max TDS	TDS Base	Applicable
GR000	TDS001	TDS	0.00	0.00	0	0	0 Basic	<input checked="" type="checkbox"/>
GR001	TDS001	TDS	0.00	0.00	0	0	0 Basic	<input type="checkbox"/>
GR001	TDS003	TDS	0.00	0.00	0	0	0 Basic	<input type="checkbox"/>
GR002	TDS003	TDS	0.00	0.00	0	0	0 Basic	<input type="checkbox"/>
GR002	TDS002	TDS	0.00	0.00	0	0	0 Basic	<input type="checkbox"/>
GR003	TDS001	TDS	0.00	0.00	0	0	0 Basic	<input type="checkbox"/>
GR003	TDS002	TDS	0.00	0.00	0	0	0 Basic	<input type="checkbox"/>
GR004	TDS003	TDS	0.00	0.00	0	0	0 Basic	<input type="checkbox"/>
GR004	TDS002	TDS	0.00	0.00	0	0	0 Basic	<input type="checkbox"/>
GR005	TDS001	TDS	0.00	0.00	0	0	0 Basic	<input type="checkbox"/>

### Tips

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

### IMPORTANT

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

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

Power Sector ERP System

NEW - PAY GRADE TDE MAP + new

Grade Selection:

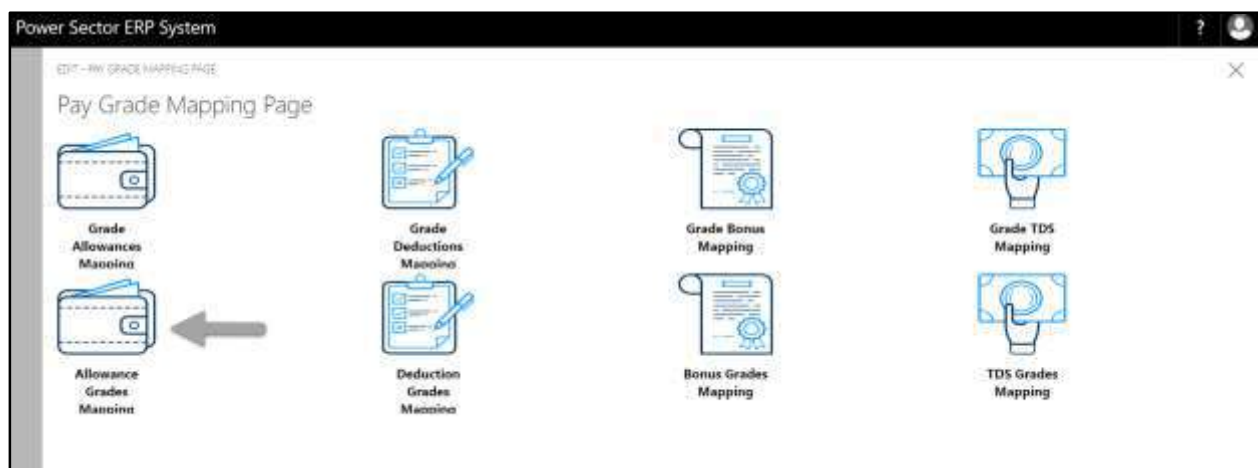
Pay Grade:

Pay Grade Code	TDS Code	TDS Name	TDS Amount	TDS Pct	Min TDS	Max TDS	TDS Base	Apply
GR000	TD50001	TDS	0.00	0.00	0	0	0 Basic	1
GR001	TD50001	TDS	0.00	0.00	0	0	0 Basic	2
GR001	TD50002	WAT	0.00	0.00	0	0	0 Basic	3
GR002	TD50001	TDS	0.00	0.00	0	0	0 Basic	4
GR002	TD50002	WAT	0.00	0.00	0	0	0 Basic	5
GR003	TD50001	TDS	0.00	0.00	0	0	0 Basic	6
GR003	TD50002	WAT	0.00	0.00	0	0	0 Basic	7
GR004	TD50001	TDS	0.00	0.00	0	0	0 Basic	8
GR004	TD50002	WAT	0.00	0.00	0	0	0 Basic	9
GR005	TD50001	TDS	0.00	0.00	0	0	0 Basic	10

### HR-102.3.5 Allowance Grade Mapping

To Initiate, follow the steps below.

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



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

Power Sector ERP System

HOME

EDIT - ALLOWANCE GRD GRADE MAP + new

Allowance

Allowance Code	Allowance Name	Pay Grade Code	Allowance Amount	Allowance Pay	Max Allowance	Min Allowance	Allowance Type
ALLOWANCE001	House Rent Allowance	G0001	0.00	10.00	0	0	H Basic
ALLOWANCE002	Medical Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE003	Transportation Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE004	Education Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE005	Welfare Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE006	Additional Charge Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE007	Entertainment Allowance	G0001	7,000.00	0.00	0	0	H Basic
ALLOWANCE008	CPF Company Contribution	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE009	Technical Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE010	Design Allowance	G0001	0.00	0.00	0	0	H Basic

## Note

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

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

Power Sector ERP System

HOME

EDIT - ALLOWANCE GRD GRADE MAP + new

Allowance

Allowance Code	Allowance Name	Pay Grade Code	Allowance Amount	Allowance Pay	Max Allowance	Min Allowance	Allowance Type
ALLOWANCE001	House Rent Allowance	G0001	0.00	10.00	0	0	H Basic
ALLOWANCE002	Medical Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE003	Transportation Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE004	Education Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE005	Welfare Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE006	Additional Charge Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE007	Entertainment Allowance	G0001	7,000.00	0.00	0	0	H Basic
ALLOWANCE008	CPF Company Contribution	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE009	Technical Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE010	Design Allowance	G0001	0.00	0.00	0	0	H Basic

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

Power Sector ERP System

HOME

NEW - ALLOWANCE GRD GRADE MAP + new

Allowance

Allowance Code	Allowance Name	Pay Grade Code	Allowance Amount	Allowance Pay	Max Allowance	Min Allowance	Allowance Type
ALLOWANCE001	House Rent Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE002	Medical Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE003	Transportation Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE004	Education Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE005	Welfare Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE006	Additional Charge Allowance	G0001	0.00	0.00	0	0	H Basic
ALLOWANCE007	Entertainment Allowance	G0001	7,000.00	0.00	0	0	H Basic
ALLOWANCE008	CPF Company Contribution	G0001	0.00	0.00	0	0	H Basic

C. Provide below information to proceed.

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

- **Allowance Code: ALLOWANCE021**

- **Allowance Name will be populated by the system.**

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

- **Pay Grade Code: GR021**

3. Provide **Allowance Amount**

- **Allowance Amount: 0**

4. Provide **Allowance Perc**

- **Allowance Perc: 0**

5. Provide **Min Allowance**

- **Min Allowance: 0**

6. Provide **Max Allowance**

- **Max Allowance: 0**

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

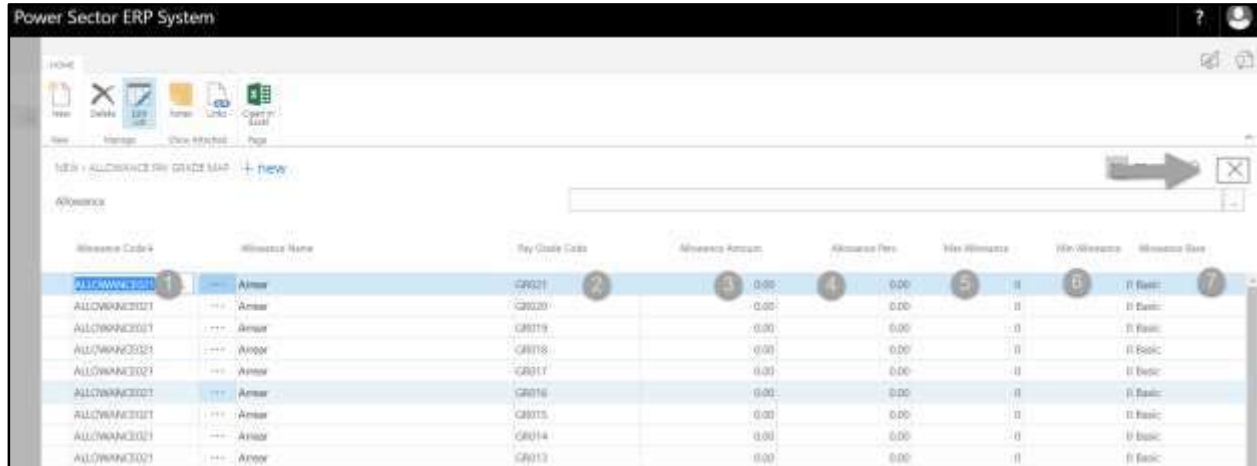
- **Allowance Base: Basic**

Allowance Code	Allowance Name	Pay Grade Code	Allowance Amount	Allowance Perc	Min Allowance	Max Allowance	Allowance Base
ALLOWANCE021	Allowance	GR021	0.00	0.00	0	0	Basic
ALLOWANCE021	Allowance	GR020	0.00	0.00	0	0	Basic
ALLOWANCE021	Allowance	GR019	0.00	0.00	0	0	Basic
ALLOWANCE021	Allowance	GR018	0.00	0.00	0	0	Basic
ALLOWANCE021	Allowance	GR017	0.00	0.00	0	0	Basic
ALLOWANCE021	Allowance	GR016	0.00	0.00	0	0	Basic
ALLOWANCE021	Allowance	GR015	0.00	0.00	0	0	Basic
ALLOWANCE021	Allowance	GR014	0.00	0.00	0	0	Basic
ALLOWANCE021	Allowance	GR013	0.00	0.00	0	0	Basic

#### Tips

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

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

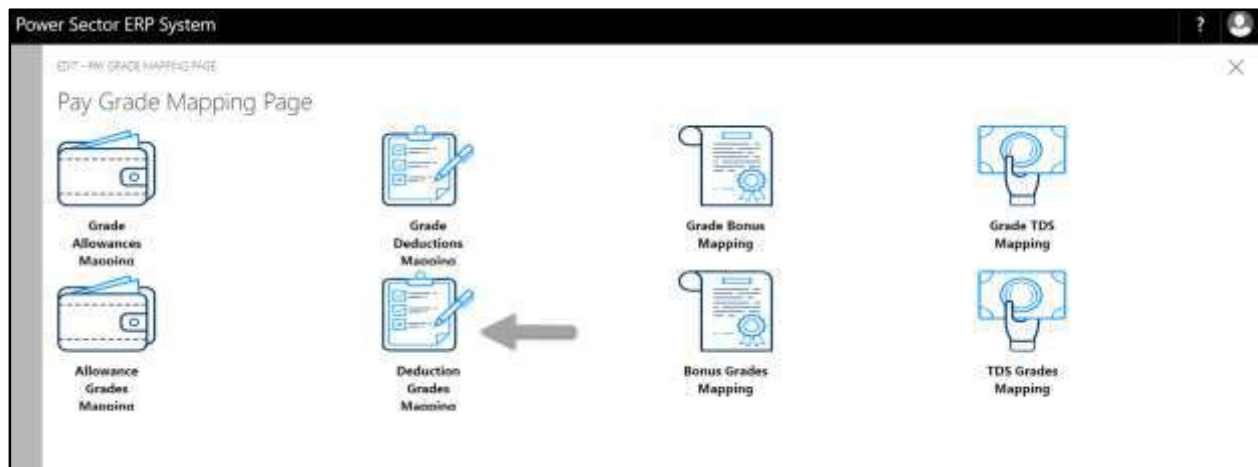


Allowance Code	Allowance Name	Pay Grade Code	Allowance Amount	Allowance Per	Max Allowance	Min Allowance	Allowance Date
ALLOWANCE001	Allowance	GR001	0.00	0.00	0	0	0 Basic
ALLOWANCE001	Allowance	GR002	0.00	0.00	0	0	0 Basic
ALLOWANCE001	Allowance	GR003	0.00	0.00	0	0	0 Basic
ALLOWANCE001	Allowance	GR004	0.00	0.00	0	0	0 Basic
ALLOWANCE001	Allowance	GR005	0.00	0.00	0	0	0 Basic
ALLOWANCE001	Allowance	GR006	0.00	0.00	0	0	0 Basic
ALLOWANCE001	Allowance	GR007	0.00	0.00	0	0	0 Basic
ALLOWANCE001	Allowance	GR008	0.00	0.00	0	0	0 Basic
ALLOWANCE001	Allowance	GR009	0.00	0.00	0	0	0 Basic
ALLOWANCE001	Allowance	GR010	0.00	0.00	0	0	0 Basic

### HR-102.3.6 Deduction Grade Mapping

To Initiate, follow the steps below.

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



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

Power Sector ERP System

EDIT - DEDUCTION GRD GRADE MAP → new

Grade Selection:

Deduction:

Deduction Code	Deduction Name	Pay Grade Code	Deduction Amount	Deduction Rate	Min Deduction	Max Deduction	Deduction Base
DEDUCTION001	CPF Personal Deduction	GA001	0.00	10.00	0	0	0 Basic
DEDUCTION002	CPF Company Deduction	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION003	CPF Loan	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION004	Krisop Fund Deduction	GA001	200.00	0.00	0	0	0 Basic
DEDUCTION005	Transportation Deduction	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION006	Salary Deduction	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION007	Removal Fund	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION008	House Loan Interest Deduction	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION009	House Building Loan (BIBB)	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION010	CPF Personal Deduction	GA002	0.00	10.00	0	0	0 Basic

**Note**

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

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

Power Sector ERP System

EDIT - DEDUCTION GRD GRADE MAP → new

Grade Selection:

Deduction:

Deduction Code	Deduction Name	Pay Grade Code	Deduction Amount	Deduction Rate	Min Deduction	Max Deduction	Deduction Base
DEDUCTION001	CPF Personal Deduction	GA001	0.00	10.00	0	0	0 Basic
DEDUCTION002	CPF Company Deduction	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION003	CPF Loan	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION004	Krisop Fund Deduction	GA001	200.00	0.00	0	0	0 Basic
DEDUCTION005	Transportation Deduction	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION006	Salary Deduction	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION007	Removal Fund	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION008	House Loan Interest Deduction	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION009	House Building Loan (BIBB)	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION010	CPF Personal Deduction	GA002	0.00	10.00	0	0	0 Basic

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

Power Sector ERP System

NEW - DEDUCTION GRD GRADE MAP → new

Grade Selection:

Deduction:

Deduction Code	Deduction Name	Pay Grade Code	Deduction Amount	Deduction Rate	Min Deduction	Max Deduction	Deduction Base
DEDUCTION001	CPF Personal Deduction	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION002	CPF Company Deduction	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION003	CPF Loan	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION004	Krisop Fund Deduction	GA001	200.00	0.00	0	0	0 Basic
DEDUCTION005	Transportation Deduction	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION006	Salary Deduction	GA001	0.00	0.00	0	0	0 Basic
DEDUCTION007	Removal Fund	GA001	0.00	0.00	0	0	0 Basic

C. Provide below information to proceed.

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

- **Deduction Code: DEDUCTION012**
- **Deduction Name will be populated by the system.**

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

- **Pay Grade Code: GR006**

3. Provide **Deduction Amount**

- **Deduction Amount: 0**

4. Provide **Deduction Perc**

- **Deduction Perc: 0**

5. Provide **Min Deduction**

- **Min Deduction: 0**

6. Provide **Max Deduction**

- **Max Deduction: 0**

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

- **Deduction Base: Basic**



#### Tips

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



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



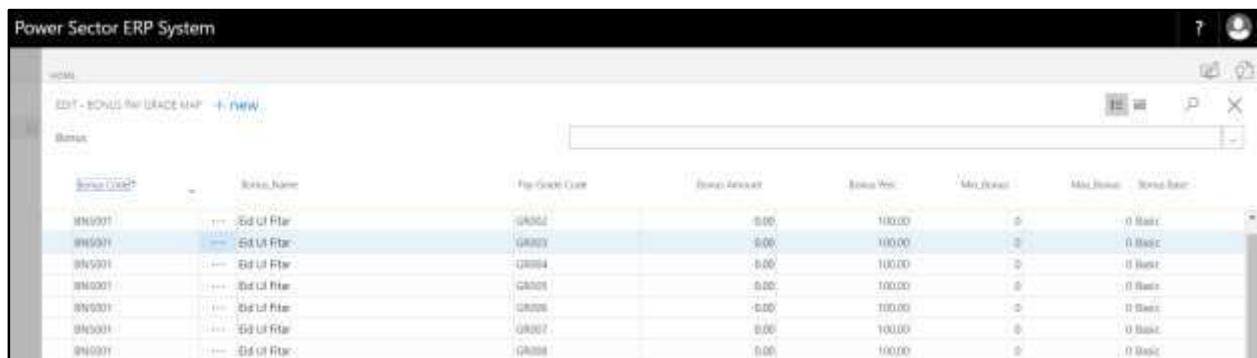
### HR-102.3.7 Bonus Grade Mapping

To Initiate, follow the steps below.

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



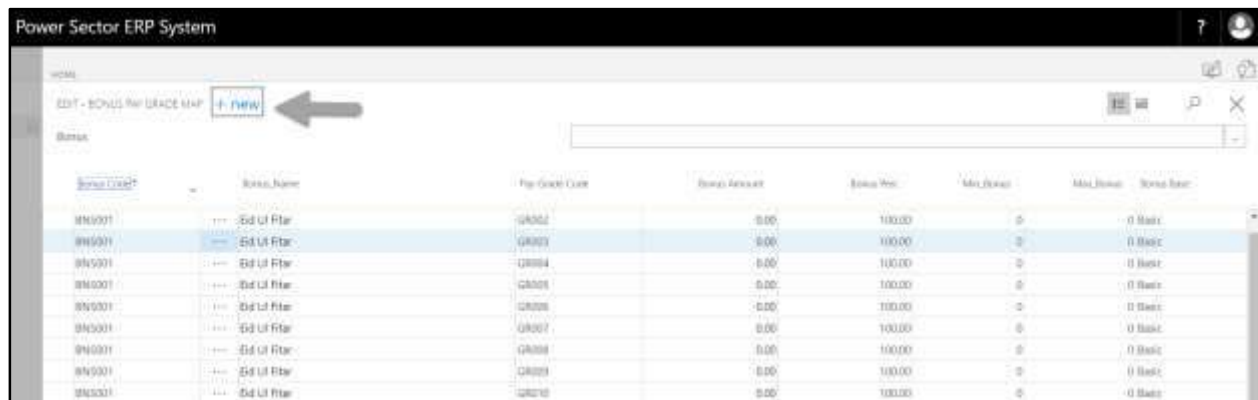
The following **Bonus Grade Mapping** page will be appeared as below.



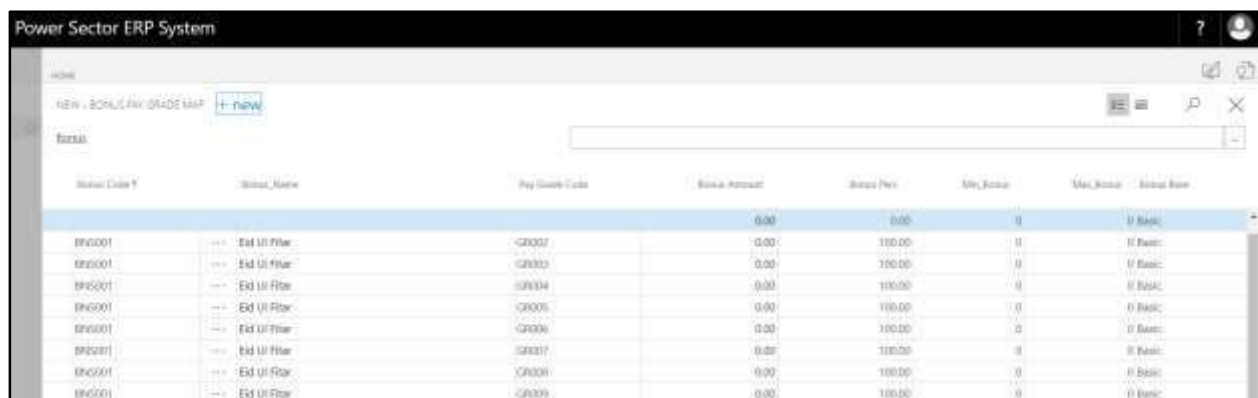
#### Note

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

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



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



C. Provide below information to proceed.

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

5. Provide **Min Bonus**

- **Min Bonus: 0**

6. Provide **Max Bonus**

- **Max Bonus: 0**

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

- **Bonus Base: Basic**

Power Sector ERP System

EDIT - BONUS PAY-GRADE-MAP + new

Bonus:

Bonus Code	Bonus Name	Pay Grade Code	Bonus Amount	Bonus Pay	Min Bonus	Max Bonus	Bonus Base
BH0001	End of Fajar	GR001	0.00	100.00	0	0	Basic
BH0002	End of Azha	GR001	0.00	100.00	0	0	Basic
BH0003	Bengali New Year	GR001	0.00	20.00	0	0	Basic
BH0004	Durga Puja	GR001	0.00	200.00	0	0	Basic
BH0005	Roukhsa-Purnima	GR001	0.00	200.00	0	0	Basic
BH0006	Christmas	GR001	0.00	200.00	0	0	Basic
BH0001	End of Fajar	GR002	0.00	100.00	0	0	Basic
BH0002	End of Azha	GR002	0.00	100.00	0	0	Basic
BH0003	Bengali New Year	GR002	0.00	20.00	0	0	Basic
BH0004	Durga Puja	GR002	0.00	200.00	0	0	Basic

**Tips**

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

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

Power Sector ERP System

EDIT - BONUS PAY-GRADE-MAP + new

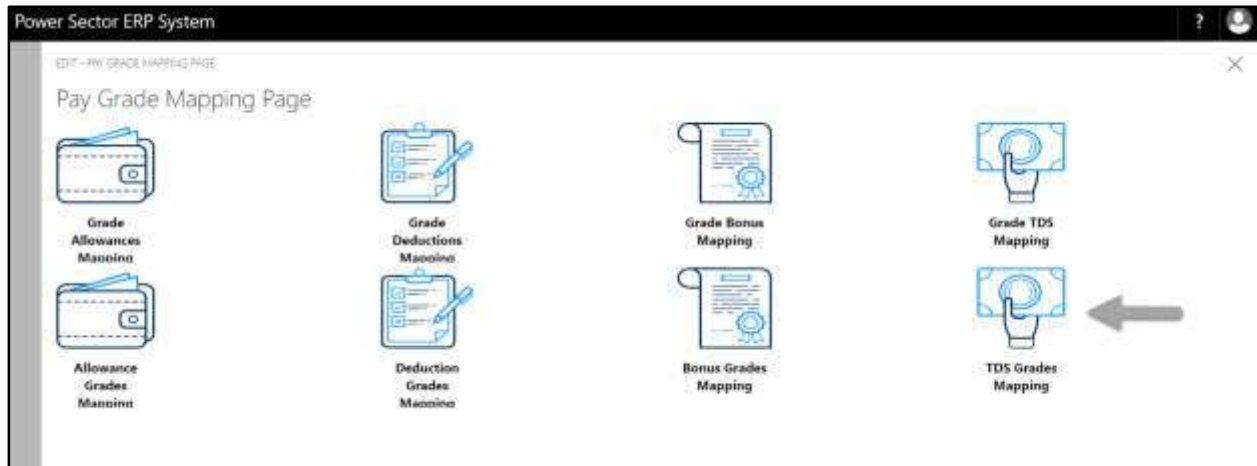
Bonus:

Bonus Code	Bonus Name	Pay Grade Code	Bonus Amount	Bonus Pay	Min Bonus	Max Bonus	Bonus Base
BH0001	End of Fajar	GR001	0.00	100.00	0	0	Basic
BH0002	End of Azha	GR001	0.00	100.00	0	0	Basic
BH0003	Bengali New Year	GR001	0.00	20.00	0	0	Basic
BH0004	Durga Puja	GR001	0.00	200.00	0	0	Basic
BH0005	Roukhsa-Purnima	GR001	0.00	200.00	0	0	Basic
BH0006	Christmas	GR001	0.00	200.00	0	0	Basic
BH0001	End of Fajar	GR002	0.00	100.00	0	0	Basic
BH0002	End of Azha	GR002	0.00	100.00	0	0	Basic
BH0003	Bengali New Year	GR002	0.00	20.00	0	0	Basic
BH0004	Durga Puja	GR002	0.00	200.00	0	0	Basic

## HR-102.3.8 TDS Grade Mapping

To Initiate, follow the steps below.

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



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

Power Sector ERP System

HOME

EDIT - TDS FOR GRADE MAP + new

Grade Selection

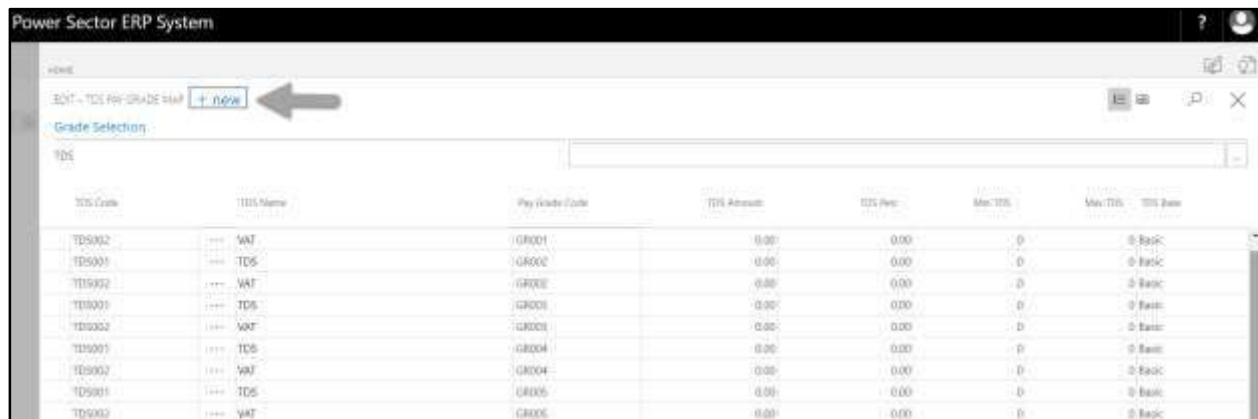
TDS

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

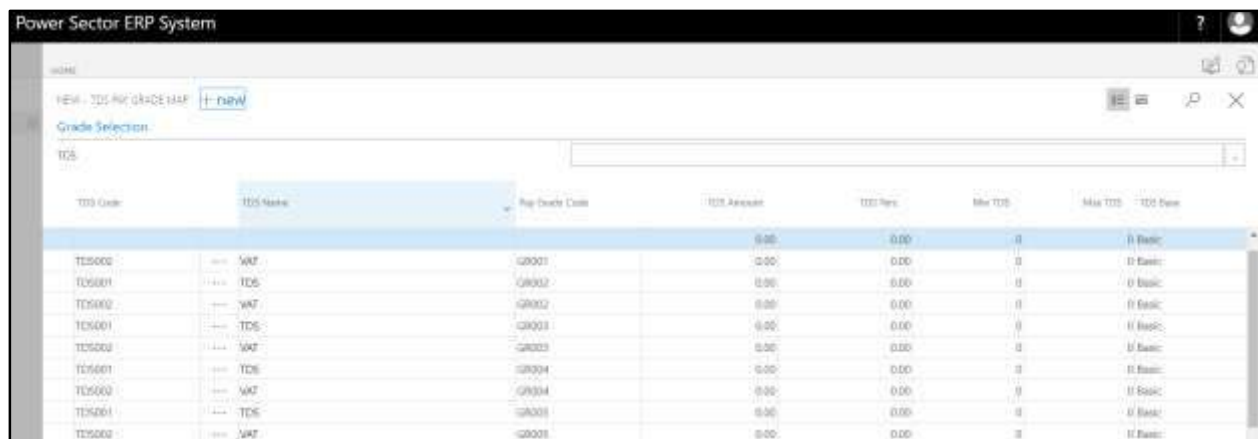
### Note

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

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



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



C. Provide below information to proceed.

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

- **TDS Perc: 0**

5. Provide **Min TDS**

- **Min TDS: 0**

6. Provide **Max TDS**

- **Max TDS: 0**

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

- **TDS Base: Basic**

Power Sector ERP System

EDIT - TDS PAY GRADE MAP +new

Grade Selection

TDS

TDS Code	TDS Name	Pay Grade Code	TDS Amount	TDS Perc	Min TDS	Max TDS	TDS Base
TDS001	TDS	GRO01	0.00	0.00	0	0	D Basic
TDS002	VAT	GRO01	0.00	0.00	0	0	D Basic
TDS003	TDS	GRO02	0.00	0.00	0	0	D Basic
TDS004	VAT	GRO02	0.00	0.00	0	0	D Basic
TDS005	TDS	GRO03	0.00	0.00	0	0	D Basic
TDS006	VAT	GRO03	0.00	0.00	0	0	D Basic
TDS007	TDS	GRO04	0.00	0.00	0	0	D Basic
TDS008	VAT	GRO04	0.00	0.00	0	0	D Basic
TDS009	TDS	GRO05	0.00	0.00	0	0	D Basic
TDS010	VAT	GRO05	0.00	0.00	0	0	D Basic

### Tips

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

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

Power Sector ERP System

EDIT - TDS PAY GRADE MAP +new

Grade Selection

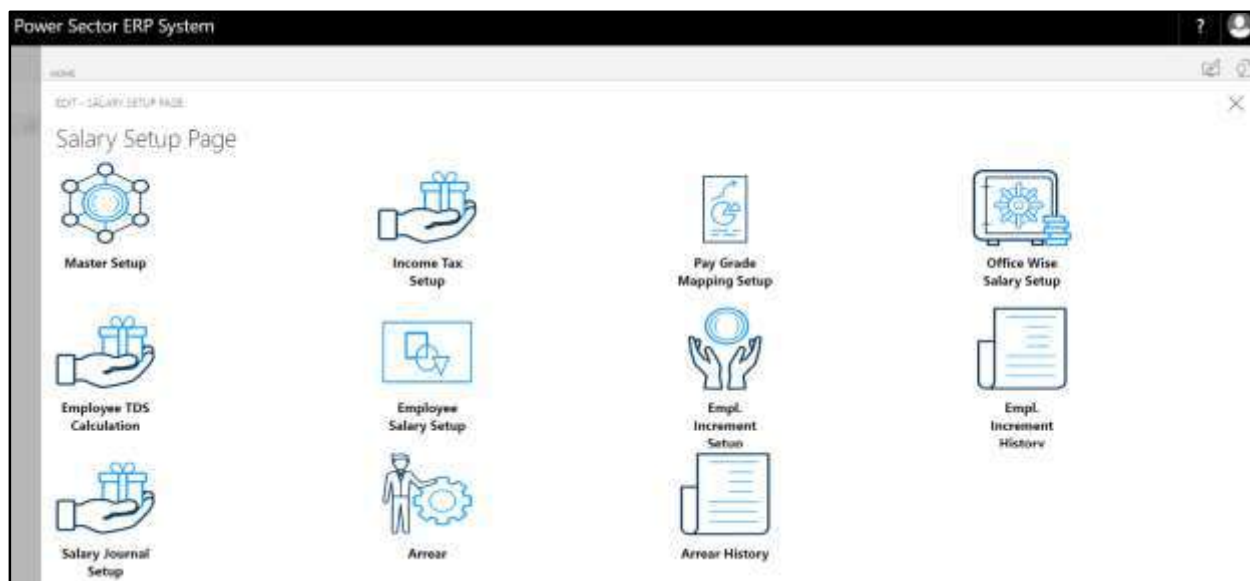
TDS

TDS Code	TDS Name	Pay Grade Code	TDS Amount	TDS Perc	Min TDS	Max TDS	TDS Base
TDS001	TDS	GRO01	0.00	0.00	0	0	D Basic
TDS002	VAT	GRO01	0.00	0.00	0	0	D Basic
TDS003	TDS	GRO02	0.00	0.00	0	0	D Basic
TDS004	VAT	GRO02	0.00	0.00	0	0	D Basic
TDS005	TDS	GRO03	0.00	0.00	0	0	D Basic
TDS006	VAT	GRO03	0.00	0.00	0	0	D Basic
TDS007	TDS	GRO04	0.00	0.00	0	0	D Basic
TDS008	VAT	GRO04	0.00	0.00	0	0	D Basic
TDS009	TDS	GRO05	0.00	0.00	0	0	D Basic
TDS010	VAT	GRO05	0.00	0.00	0	0	D Basic

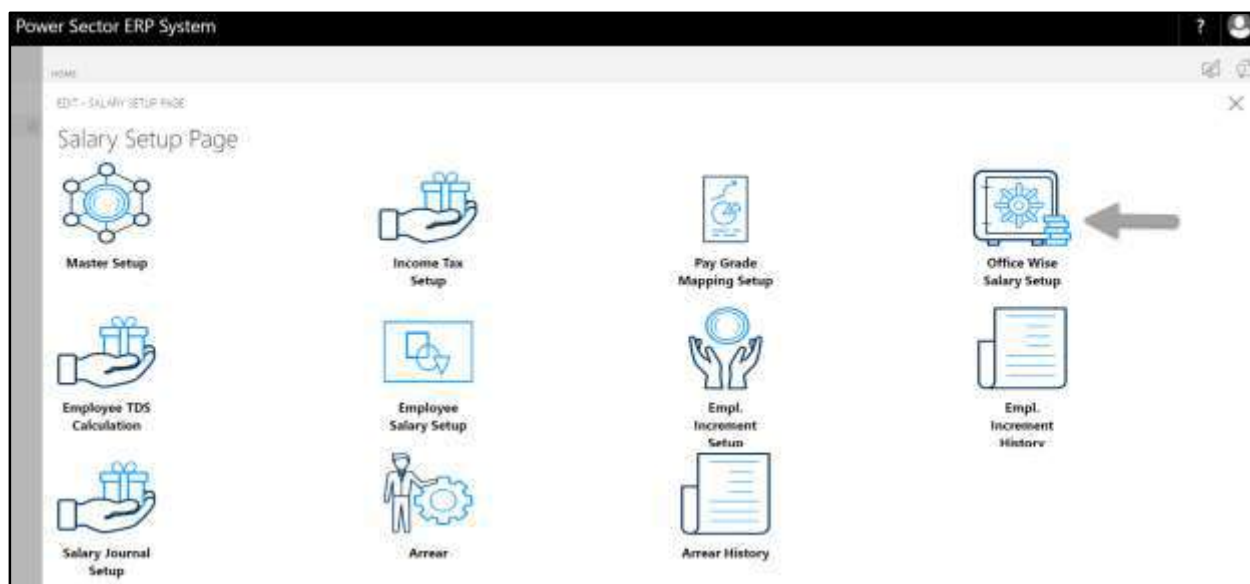
## HR-102.4 Office Wise Salary Setup

To Initiate, follow the steps below.

A. Access Salary Setup by Human Resource Admin user.



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



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



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

HR-102.4.1 Allowance Setup

HR-102.4.2 Deduction Setup

HR-102.4.3 Bonus Setup

HR-102.4.4 TDS Setup

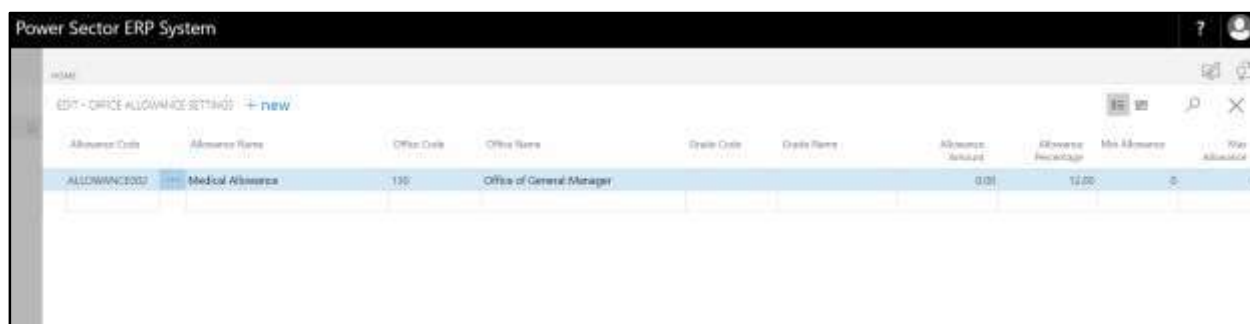
### HR-102.4.1 Allowance Setup

To Initiate, follow the steps below.

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

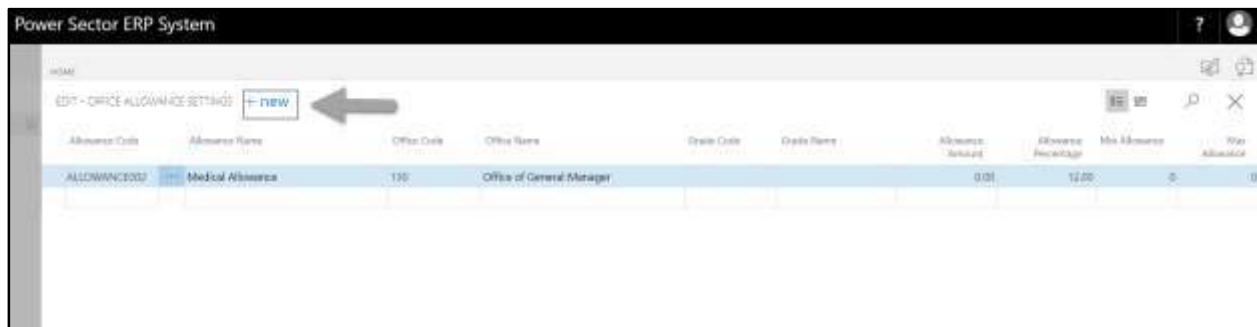


The following **Office Allowance Settings** page will be appeared.

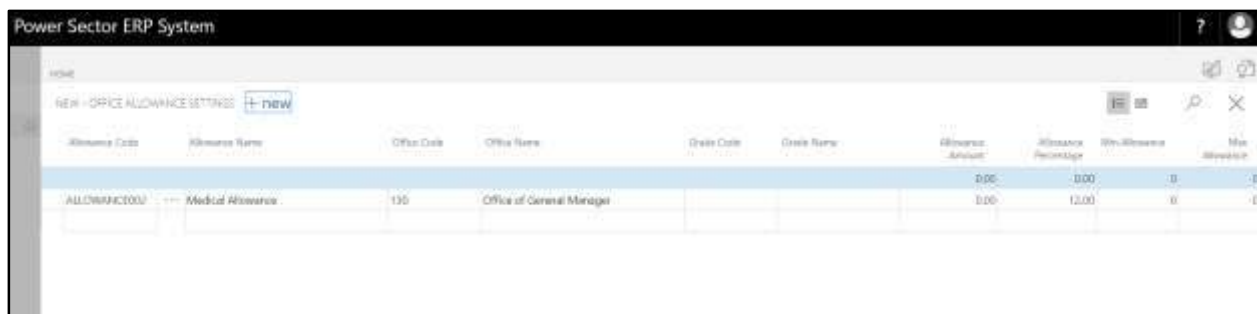




B. Choose "**New**" icon on the Office Allowance Settings page, as indicated in figure below.



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



C. Provide below information to proceed.

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

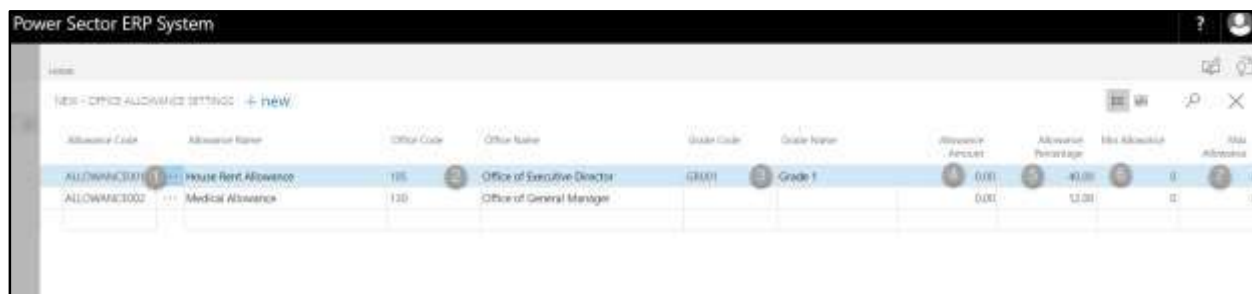
- **Allowance Perc: 40**

6. Provide **Min Allowance**

- **Min Allowance: 0**

7. Provide **Max Allowance**

- **Max Allowance: 0**



Allowance Code	Allowance Name	Office Code	Office Name	Grade Code	Grade Name	Allowance Amount	Allowance Percentage	Min Allowance	Max Allowance
ALLOWANCE001	House Rent Allowance	105	Office of Executive Director	GR001	Grade 1	0.00	40.00	0	0
ALLOWANCE002	Medical Allowance	120	Office of General Manager			0.00	12.00	0	0

### Tips

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

### IMPORTANT

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

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

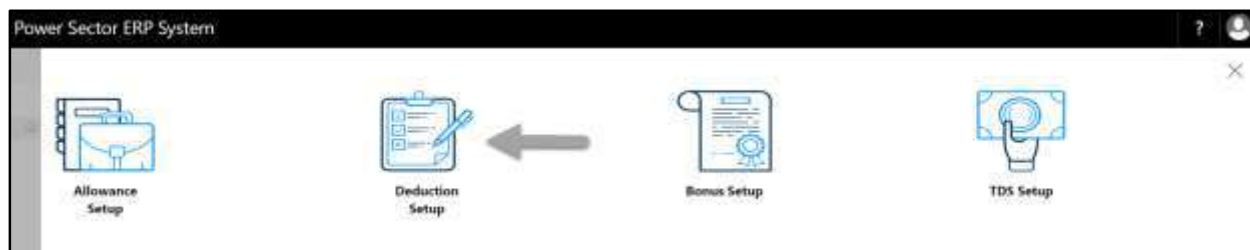


Allowance Code	Allowance Name	Office Code	Office Name	Grade Code	Grade Name	Allowance Amount	Allowance Percentage	Min Allowance	Max Allowance
ALLOWANCE001	House Rent Allowance	105	Office of Executive Director	GR001	Grade 1	0.00	40.00	0	0
ALLOWANCE002	Medical Allowance	120	Office of General Manager			0.00	12.00	0	0

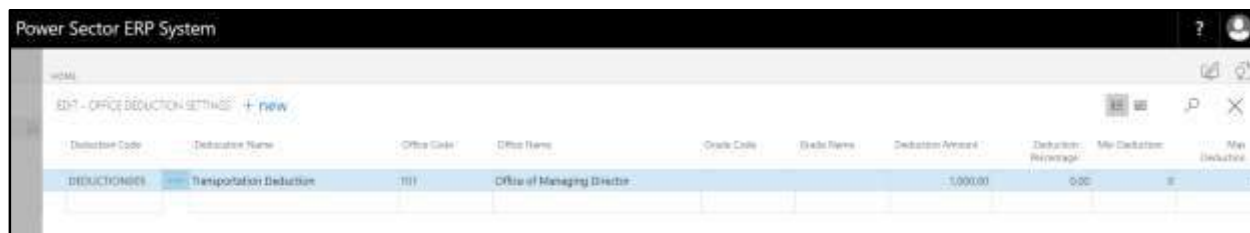
## HR-102.4.2 Deduction Setup

To Initiate, follow the steps below.

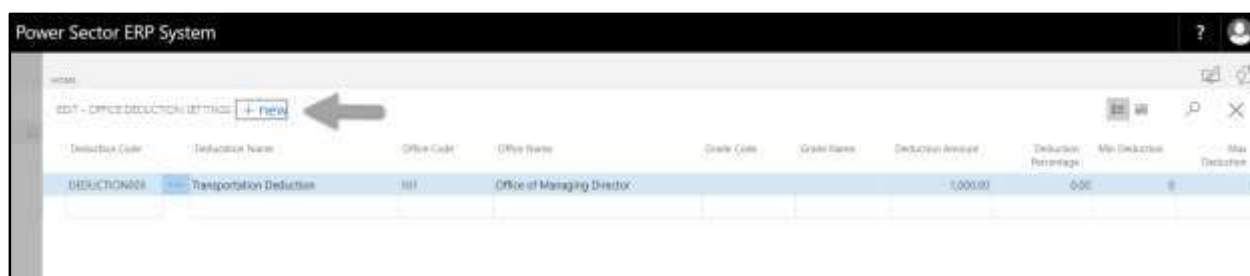
- A. Choose the **"Deduction Setup"** icon on the Office wise salary setup page, as indicated in figure below.



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



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



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



C. Provide below information to proceed.

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

- **Deduction Code: DEDUCTION010**

**Deduction Name will be populated by the system**

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

- **Office Code: 180**

**Office Name will be populated by the system**

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

- **Grade Code: GR008**

**Grade Name will be populated by the system.**

4. Provide **Deduction Amount**

- **Deduction Amount: 0**

5. Provide **Deduction Percentage**

- **Deduction Perc: 05**

6. Provide **Min Deduction**

- **Min Deduction: 0**

7. Provide **Max Deduction**

- **Max Deduction: 0**

Deduction Code	Deduction Name	Office Code	Office Name	Grade Code	Grade Name	Deduction Amount	Deduction Percentage	Min Deduction	Max Deduction
DEDUCTION010	Transportation Deduction	180	Office of Managing Director	GR008	Grade 8	0.00	0.05	0	0

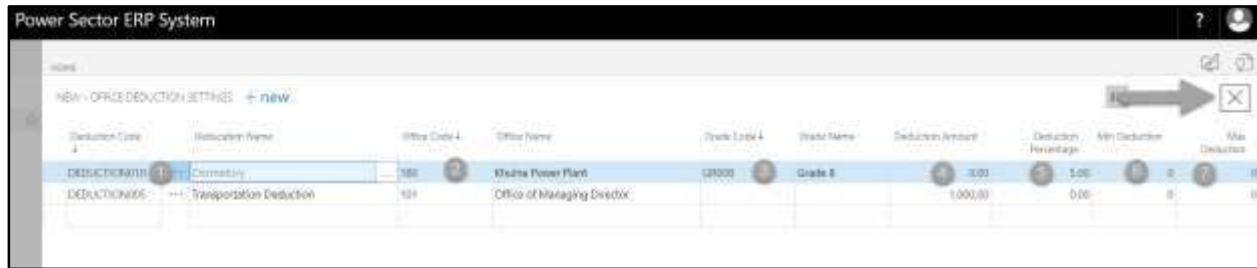
### Tips

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

### IMPORTANT

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

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



### HR-102.4.3 Bonus Setup

To Initiate, follow the steps below.

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



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



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



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

Bonus Code	Bonus Name	Office Code	Office Name	Grade Code	Grade Name	Bonus Amount	Bonus Percentage	Min Bonus	Max Bonus
BONUS001	Christmas	100		GR004		0	100	0	0

C. Provide below information to proceed.

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

- **Bonus Code: BONUS001**

**Bonus Name will be populated by the system**

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

- **Office Code: 100**

**Office Name will be populated by the system**

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

- **Grade Code: GR004**

**Grade Name will be populated by the system.**

4. Provide **Bonus Amount**

- **Bonus Amount: 0**

5. Provide **Bonus Percentage**

- **Bonus Perc: 100**

6. Provide **Min Bonus**

- **Min Bonus: 0**

7. Provide **Max Bonus**

- **Max Bonus: 0**

Power Sector ERP System

NEW - OFFICE BONUS SETTINGS + NEW

Bonus Code	Bonus Name	Office Code	Office Name	Grade Code	Grade Name	Bonus Amount	Bonus Percentage	Min Bonus	Max Bonus
BON/1001	Eid Ul Fitr	100	Corporate Office	GR004	Grade 4	0.00	100	0	0
BON/1005	Christmas	105	Office of Executive Director			0.00	100.00	0	0

### Tips

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

### IMPORTANT

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

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

Power Sector ERP System

NEW - OFFICE BONUS SETTINGS + NEW

Bonus Code	Bonus Name	Office Code	Office Name	Grade Code	Grade Name	Bonus Amount	Bonus Percentage	Min Bonus	Max Bonus
BON/1001	Eid Ul Fitr	100	Corporate Office	GR004	Grade 4	0.00	100	0	0
BON/1005	Christmas	105	Office of Executive Director			0.00	100.00	0	0

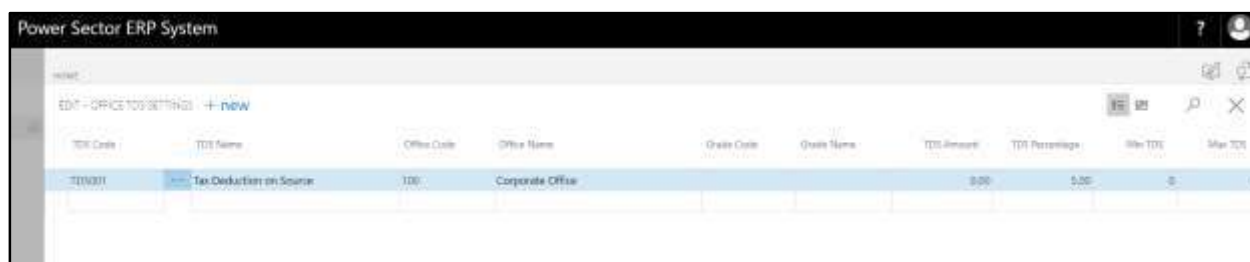
## HR-102.4.4 TDS Setup

To Initiate, follow the steps below.

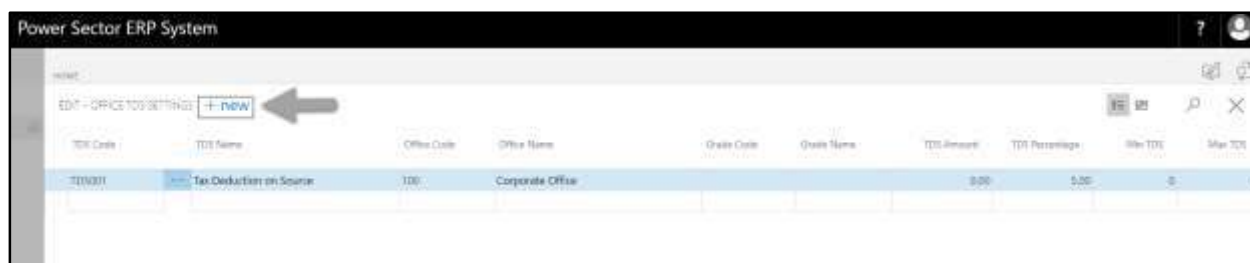
A. Choose the “**TDS Setup**” icon on the Office wise salary setup page, as indicated in figure below.



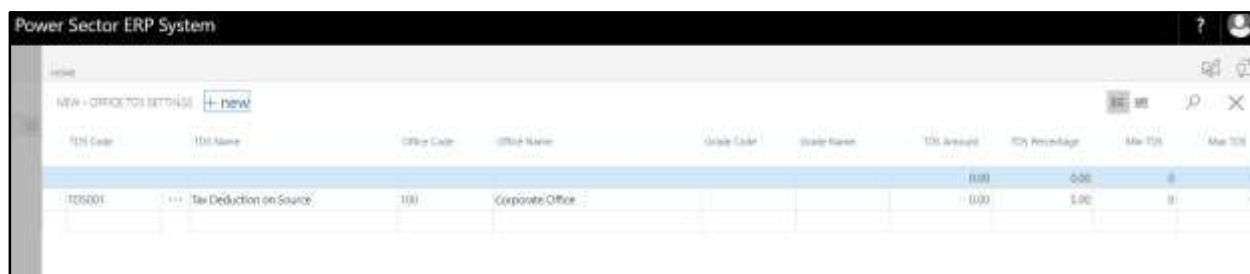
The following **Office TDS Settings** page will be appeared.



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



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



C. Provide below information to proceed.

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

- **TDS Code: TDS001**

**TDS Name will be populated by the system**

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

- **Office Code: 101**

**Office Name will be populated by the system**



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

- **Grade Code: GR010**

**Grade Name will be populated by the system.**

4. Provide **TDS Amount**

- **TDS Amount: 0**

5. Provide **Allowance Percentage**

- **TDS Perc: 4**

6. Provide **Min TDS**

- **Min TDS: 0**

7. Provide **Max TDS**

- **Max TDS: 0**

TDS Code	TDS Name	Office Code	Office Name	Grade Code	Grade Name	TDS Amount	TDS Percentage	Min TDS	Max TDS
TDS001	Tax Deduction at Source	101	Office of Managing Director	GR010	Grade 10	0.00	4.00	0	0
TDS001	Tax Deduction at Source	100	Corporate Office			0.00	5.00	0	0

### Tips

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

### IMPORTANT

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

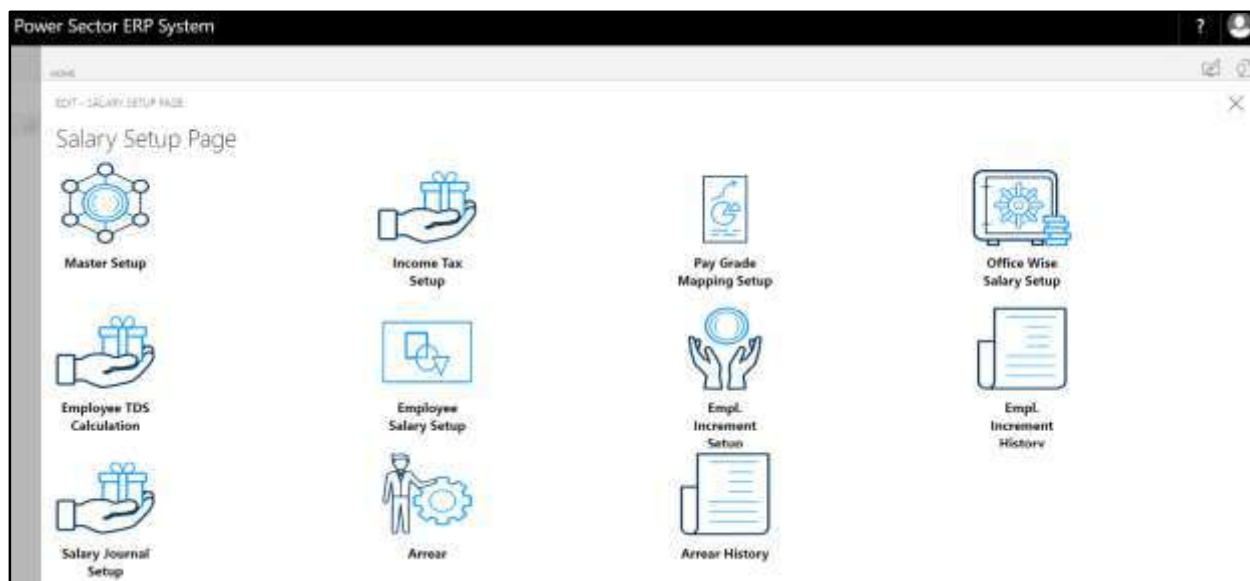
D. Click the "X" button to save and close.

TDS Code	TDS Name	Office Code	Office Name	Grade Code	Grade Name	TDS Amount	TDS Percentage	Min TDS	Max TDS
TDS001	Tax Deduction at Source	101	Office of Managing Director	GR010	Grade 10	0.00	4.00	0	0
TDS001	Tax Deduction at Source	100	Corporate Office			0.00	5.00	0	0

## HR-102.5 Employee Salary Setup

To Initiate, follow the steps below.

A. Access Salary Setup by Human Resource Admin.



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



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

Power Sector ERP System

HOME

EDIT - SALARY SETTINGS [+ new](#)

Employee ID	Employee Name	Settings Type	Settings Code	Settings Name	Percentage	Amount	Start Date	End Date
200001143	Tawal Islam Tulu	Deduction	DEDUCTION003	ERP Loan	0.00	20,000.00	01-02-20	05-11-20
200001093	Shahid Abdul Latif	TDS	TDS001	Tax Deduction on ...	0.00	3,500.00		
200001094	Abdullah Al Marzan	TDS	TDS001	Tax Deduction on ...	0.00	4,500.00		
200001067	MD. Abdullah Al Marzan	TDS	TDS001	Tax Deduction on ...	0.00	3,500.00		
200001072	MD. Amirul Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001096	Amirul Haque	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001058	MD. Moqueenul Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,000.00		
200001141	Sabnam Fariza	TDS	TDS001	Tax Deduction on ...	0.00	2,800.00		
200001084	MD. Akbaruzzaman Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		

### Note

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

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

Power Sector ERP System

HOME

EDIT - SALARY SETTINGS [+ new](#)

Employee ID	Employee Name	Settings Type	Settings Code	Settings Name	Percentage	Amount	Start Date	End Date
200001143	Tawal Islam Tulu	Deduction	DEDUCTION003	ERP Loan	0.00	20,000.00	01-02-20	05-11-20
200001093	Shahid Abdul Latif	TDS	TDS001	Tax Deduction on ...	0.00	3,500.00		
200001094	Abdullah Al Marzan	TDS	TDS001	Tax Deduction on ...	0.00	4,500.00		
200001067	MD. Abdullah Al Marzan	TDS	TDS001	Tax Deduction on ...	0.00	3,500.00		
200001072	MD. Amirul Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001096	Amirul Haque	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001058	MD. Moqueenul Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,000.00		
200001141	Sabnam Fariza	TDS	TDS001	Tax Deduction on ...	0.00	2,800.00		
200001084	MD. Akbaruzzaman Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001096	Abdul Madid	Deduction	DEDUCTION006	Salary Deduction	0.00	10,000.00	01-07-19	01-05-20
200001015	Mohammad Uzun Hossain	Deduction	DEDUCTION001	ERP Personal Debt	0.00	2,00,000.00	01-01-20	01-01-21

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

Power Sector ERP System

HOME

NEW - SALARY SETTINGS [+ new](#)

Employee ID	Employee Name	Settings Type	Settings Code	Settings Name	Percentage	Amount	Start Date	End Date
		Allowance			0.00	0.00		
200001143	Tawal Islam Tulu	Deduction	DEDUCTION003	ERP Loan	0.00	20,000.00	01-02-20	05-11-20
200001093	Shahid Abdul Latif	TDS	TDS001	Tax Deduction on ...	0.00	3,500.00		
200001094	Abdullah Al Marzan	TDS	TDS001	Tax Deduction on ...	0.00	4,500.00		
200001067	MD. Abdullah Al Marzan	TDS	TDS001	Tax Deduction on ...	0.00	3,500.00		
200001072	MD. Amirul Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001096	Amirul Haque	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001058	MD. Moqueenul Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,000.00		
200001141	Sabnam Fariza	TDS	TDS001	Tax Deduction on ...	0.00	2,800.00		
200001084	MD. Akbaruzzaman Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001096	Abdul Madid	Deduction	DEDUCTION006	Salary Deduction	0.00	10,000.00	01-07-19	01-05-20

D. Provide below information to proceed.

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

• **Employee ID: 200001003**

**Employee Name will be populated by the system**

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

• **Settings Type: Allowance**

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

• **Settings Code: ALLOWANCE003**

**Settings Name will be populated by the system.**

4. Provide **Percentage**

• **Percentage: 0**

5. Provide **Amount**

• **Amount: 3500**

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

• **Start Date: 01-04-20**

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

• **End Date: 30-04-20**

Power Sector ERP System

HOME

NEW - SALARY SETTINGS + new

Employee ID	Employee Name	Settings Type	Settings Code	Settings Name	Percentage	Amount	Start Date	End Date
200001003	Shahid Abdul Latif	Allowance	ALLOWANCE003	Transportation All...	0.00	3,500.00	01-04-20	30-04-20
200001006	Abdul Majid	Deduction	DEDUCTION006	Salary Deduction	0.00	10,000.00	01-01-19	01-05-20
200001007	MD. Abdullatif Al Mamun	TDS	TDS001	Tax Deduction on ...	0.00	2,100.00		
200001008	Avernet Haque	TDS	TDS001	Tax Deduction on ...	0.00	2,100.00		
200001015	Mohammed Ullah Khader	Deduction	DEDUCTION001	OFF Personal Ded...	0.00	3,00,000.00	01-03-20	01-01-21
200001019	Wongki Hossain	Deduction	DEDUCTION001	OFF Personal Ded...	0.00	10,000.00	01-04-20	01-03-21
200001058	Mr. Manjula Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	2,000.00		
200001072	Mr. Anand Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
200001084	Mr. Akbaruzzaman Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	2,100.00		
200001094	Abdullah W Momen	TDS	TDS001	Tax Deduction on ...	0.00	4,500.00		
200001100	Mr. Hamid Islam	Deduction	DEDUCTION001	OFF Personal Ded...	0.00	30,000.00	01-04-20	01-03-21
200001141	Sabbam Faris	TDS	TDS001	Tax Deduction on ...	0.00	2,100.00		
200001149	Tahid Islam Taha	Deduction	DEDUCTION003	OFF Loan	0.00	20,000.00	01-03-20	01-11-20

#### Tips

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

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

Power Sector ERP System

HOME

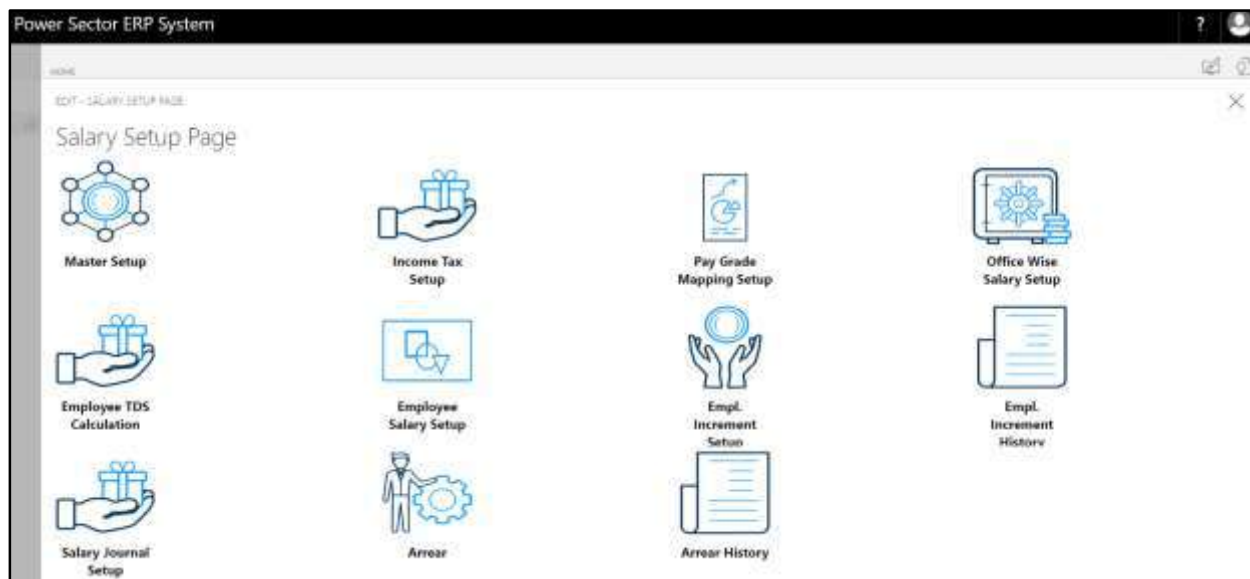
NEW - SALARY SETTINGS + new

Employee ID	Employee Name	Settings Type	Settings Code	Settings Name	Percentage	Amount	Start Date	End Date
300001001	Shahid Abdul Latif	Allowance	ALLOWANCE001	Transportation All...	0.00	1,500.00	01-04-20	31-03-21
300001006	Abdul Majid	Deduction	DEDUCTION006	Salary Deduction	0.00	10,000.00	01-01-19	01-05-20
300001007	MD. Abdullah Al Mamun	TDS	TDS001	Tax Deduction on ...	0.00	2,900.00		
300001006	Avonnet Haque	TDS	TDS001	Tax Deduction on ...	0.00	2,100.00		
300001013	Mohammad Ullah Khader	Deduction	DEDUCTION001	CPF Personal Ded...	0.00	3,00,000.00	01-03-20	01-01-21
300001019	Wong Hengwei	Deduction	DEDUCTION001	CPF Personal Ded...	0.00	10,000.00	01-04-20	01-03-21
300001058	Mr. Manjural Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	2,000.00		
300001072	Mr. Anwar Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	3,100.00		
300001084	Mr. Akbaruzzaman Chowdhury	TDS	TDS001	Tax Deduction on ...	0.00	2,100.00		
300001094	Abdullah W Mamun	TDS	TDS001	Tax Deduction on ...	0.00	4,500.00		
300001100	Mr. Nazim Islam	Deduction	DEDUCTION001	CPF Personal Ded...	0.00	30,000.00	01-04-20	01-03-21
300001141	Sabbam Faris	TDS	TDS001	Tax Deduction on ...	0.00	2,800.00		
300001149	Tasnuv Islam Taha	Deduction	DEDUCTION003	CPF Loan	0.00	30,000.00	01-03-20	01-11-20

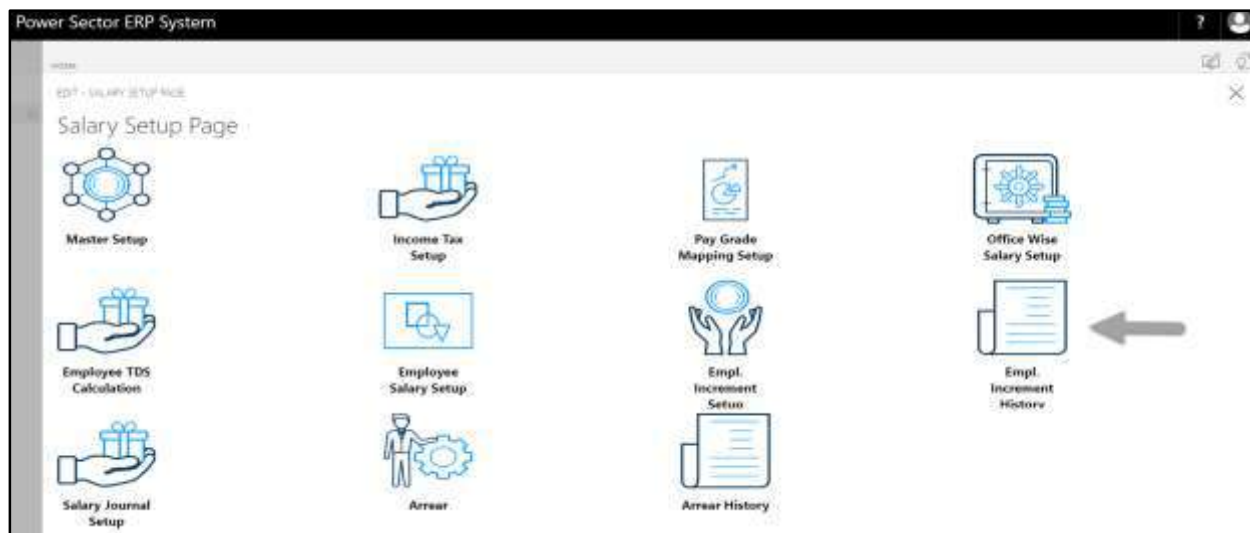
## HR-102.6 Employee Increment History

To Initiate, follow the steps below.

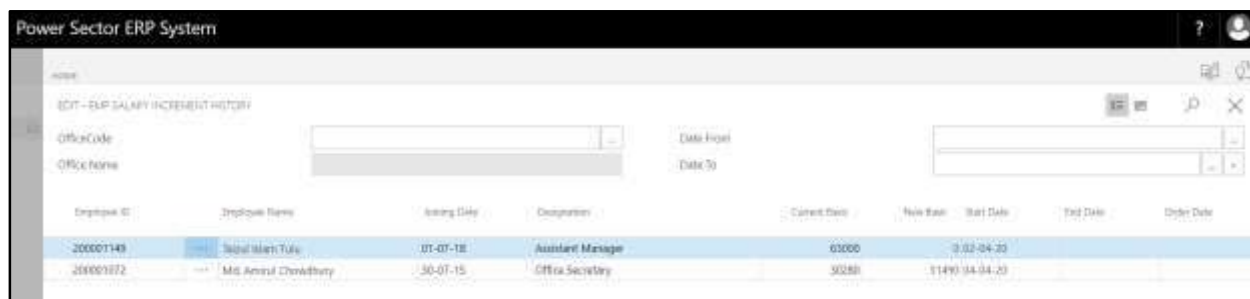
A. Access Salary Setup by Human Resource Admin.



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



The following **EMP Salary Increment History page** will be appeared.



**Note**

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

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

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

- **Office Code: 101**

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

- **Date From: 01-04-20**

- Date To: 30-04-20

Employee ID	Employee Name	Issuing Date	Designation	Current Basic	New Basic	Start Date	End Date	Order Date
200001072	AM, Annuja Chowdhury	00-07-15	Office Secretary	30000	31400	04-04-20		

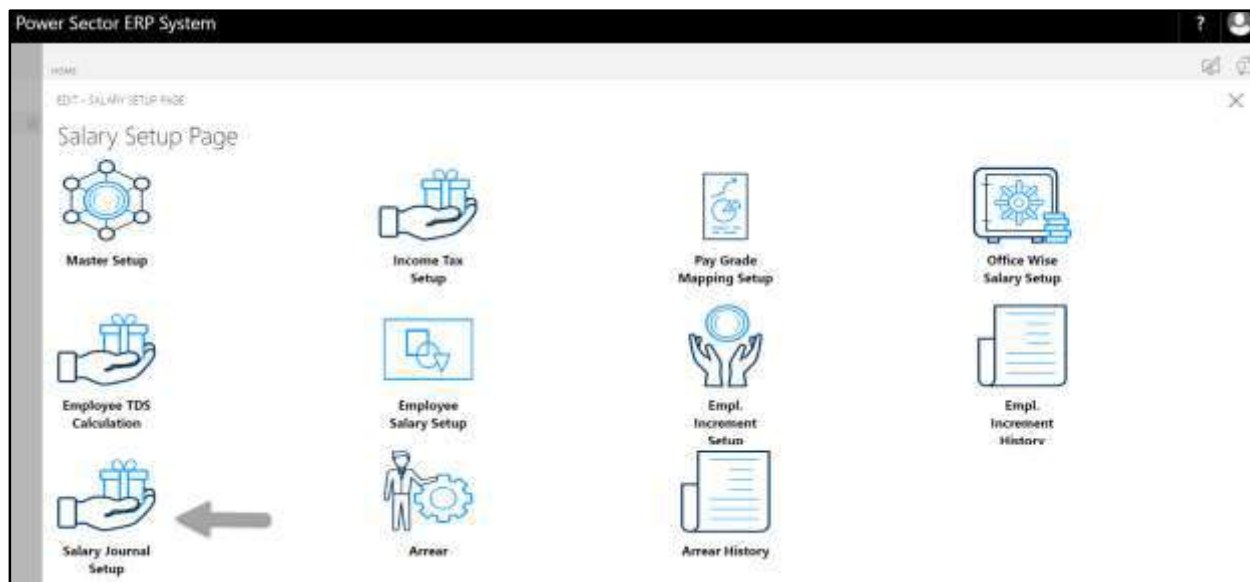
- D. Click the “” button to close.

## HR-102.7 Salary Journal Setup

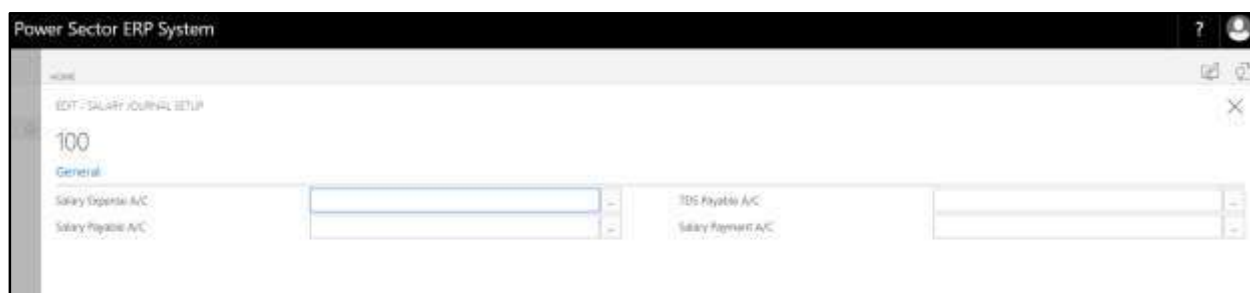
To Initiate, follow the steps below.

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

- B. Choose the **"Salary Journal Setup"** icon on the Salary Setup page, as indicated in figure below.



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



- C. Provide below information to proceed.

1. Choose the **Salary Expense A/C** from the Dropdown by clicking on  button.

- **Salary Expense A/C: 1010405000**

2. Choose the **Salary Payable A/C** from the Dropdown by clicking on  button.

- **Salary Payable A/C: 2030306001**

3. Choose the **TDS Payable A/C** from the Dropdown by clicking on  button.

- **TDS Payable A/C: 1020315000**



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

• **Salary Payment A/C: 4031700000**



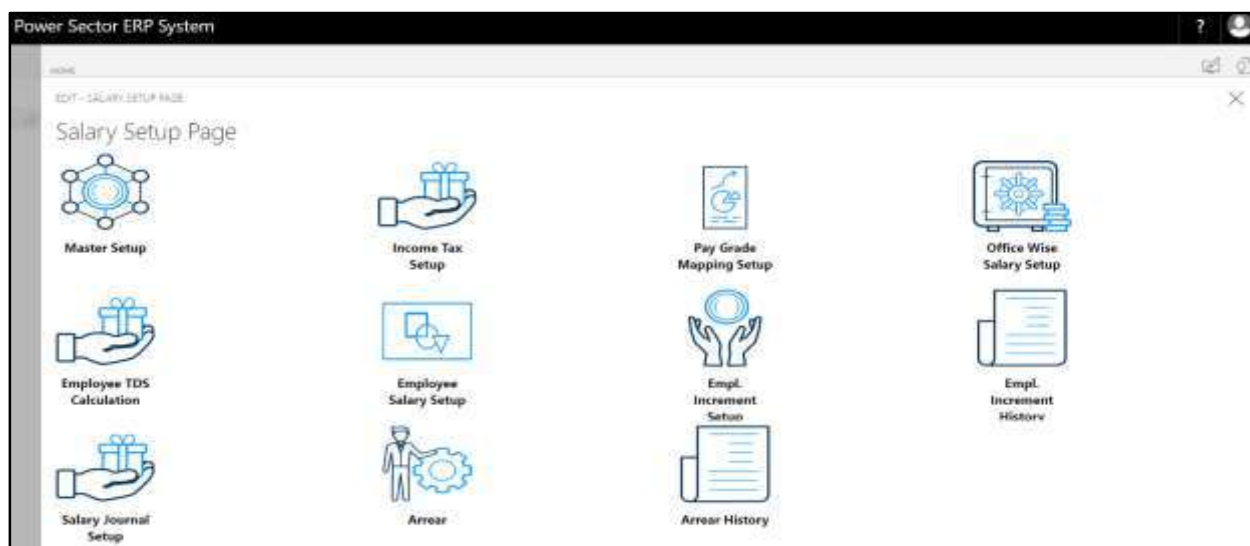
D. Click the “” button to save and close.



## HR-102.8 Arrear Setup

To Initiate, follow the steps below.

A. Access Salary Setup by Human Resource Admin.



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



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

Employee ID	Employee Name	Designation	Arrear Type	Start Date	End Date	Arrear Basic	Arrear Allowance	Arrear Deduction
300019037	MD. Abdulsah Al Maroun	Office Secretary	Salary	04-12-19	31-12-19	26,501.00	15,750.00	3,430.00

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



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

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

D. Provide below information to proceed.

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

• **Employee ID: 200001019**

**Employee Name will be populated by the system**

**Designation will be populated by the system**

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

• **Arrear Type: Salary**

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

• **Start Date: 01-04-20**

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

• **End Date: 30-04-20**

**Arrear Basic will be populated by the system**

**Arrear Allowance will be populated by the system**

**Arrear Deduction will be populated by the system**

Employee ID	Employee Name	Designation	Arrear Type	Start Date	End Date	Arrear Basic	Arrear Allowance	Arrear Deduction
200001019	Raju Sikdar	Assistant Manager	Salary	01-04-20	30-04-20	65,520.00	38,150.00	8,550.00
200001007	MD Abdulah Al Mamun	Office Secretary	Salary	04-12-19	31-12-19	26,301.00	15,790.00	2,830.00

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

Power Sector ERP System

HOME

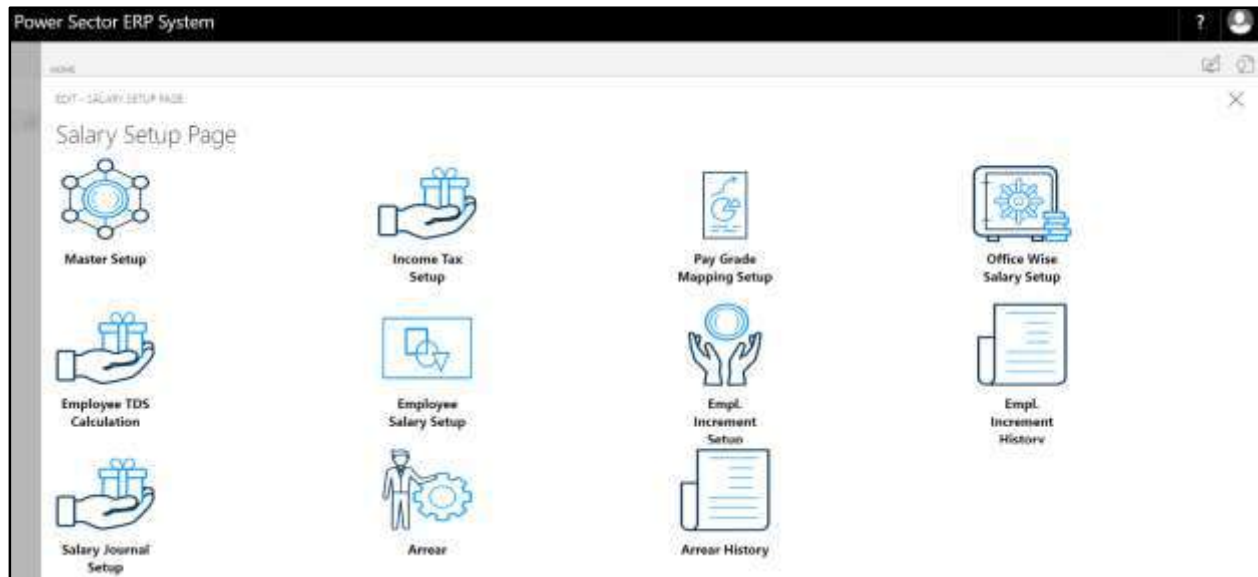
NEW - SALARY SETTINGS + new

Employee ID	Employee Name	Settings Type	Settings Label	Settings Name	Percentage	Amount	Start Date	End Date
300001001	Shahid Abdul Latif	Allowance	ALLOWANCE001	Transportation All...	0.00	1,100.00	01-04-20	31-03-21
300001006	Abdul Majid	Deduction	DEDUCTION006	Salary Deduction	0.00	10,000.00	01-01-19	01-05-20
300001007	MD. Abdullah Al Mannan	TDS	TD5001	Tax Deduction on ...	0.00	2,900.00		
300001008	Avonnet Haque	TDS	TD5001	Tax Deduction on ...	0.00	2,100.00		
300001013	Mohammad Ullah Khaderi	Deduction	DEDUCTION001	CPF Personal Ded...	0.00	3,00,000.00	01-03-20	01-01-21
300001019	Wongee Hossain	Deduction	DEDUCTION001	CPF Personal Ded...	0.00	10,000.00	01-04-20	01-03-21
300001058	Md. Minjurul Chowdhury	TDS	TD5001	Tax Deduction on ...	0.00	2,000.00		
300001072	Md. Anwar Chowdhury	TDS	TD5001	Tax Deduction on ...	0.00	3,100.00		
300001084	Md. Akteruzzaman Chowdhury	TDS	TD5001	Tax Deduction on ...	0.00	2,100.00		
300001094	Abdullah W Mannan	TDS	TD5001	Tax Deduction on ...	0.00	4,500.00		
300001100	Md. Nazim Islam	Deduction	DEDUCTION001	CPF Personal Ded...	0.00	30,000.00	01-04-20	01-03-21
300001141	Sabbam Faruk	TDS	TD5001	Tax Deduction on ...	0.00	2,800.00		
300001149	Tasnuv Islam Taluk	Deduction	DEDUCTION003	CPF Loan	0.00	30,000.00	01-03-20	01-11-20

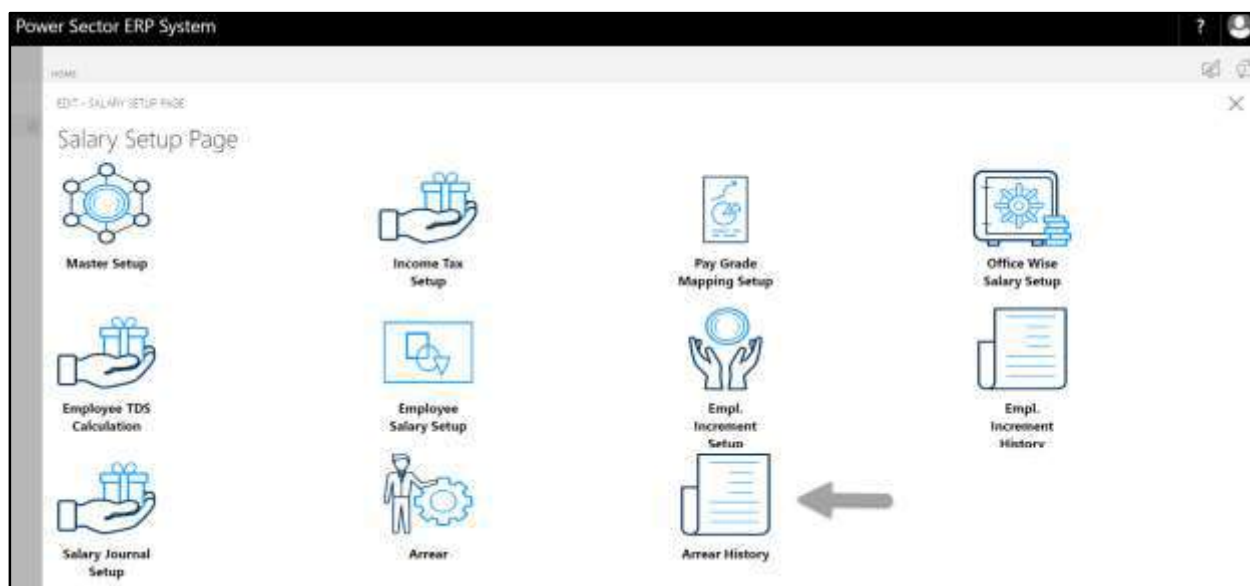
## HR-102.9 Arrear History

To Initiate, follow the steps below.

A. Access Salary Setup by Human Resource Admin.



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



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


Employee ID	Employee Name	Designation	Arrear Type	Start Date	End Date	Basic	Allowance	Deduction
130011003	...	...	Salary	25-01-20	31-01-20	36,250.00	21,750.00	0.00
130011001	...	...	Salary	27-12-19	31-12-19	41,781.20	0.00	0.00
130011046	...	...	Increment	01-01-20	27-09-19	0.00	0.00	0.00

C. The fields are:

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



1 Employee ID	2 Employee Name	3 Designation	4 Salary Type	5 Start Date	6 End Date	7 Basic	8 House Rent	9 Deduction
130011003	+++	+++	Salary	25-01-20	31-01-20	36,250.00	21,750.00	0.00
130011001	+++	+++	Salary	27-12-19	31-12-19	41,781.20	0.00	0.00
130011046	+++	+++	Increment	01-01-20	27-06-19	0.00	0.00	0.00

D. Click the “” button to close.



Employee ID	Employee Name	Designation	Salary Type	Start Date	End Date	Basic	House Rent	Deduction
130011003	+++	+++	Salary	25-01-20	31-01-20	36,250.00	21,750.00	0.00
130011001	+++	+++	Salary	27-12-19	31-12-19	41,781.20	0.00	0.00
130011046	+++	+++	Increment	01-01-20	27-06-19	0.00	0.00	0.00

## HR-103 How to: Setup Office

### Introduction

This process demonstrates how to setup Offices for an organization.

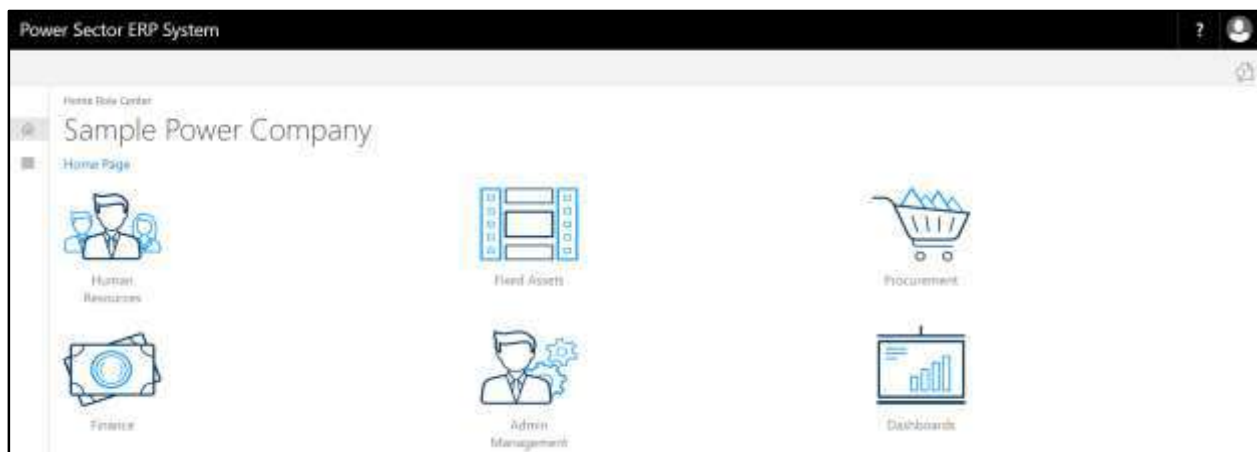
### Roles

- Module Admin

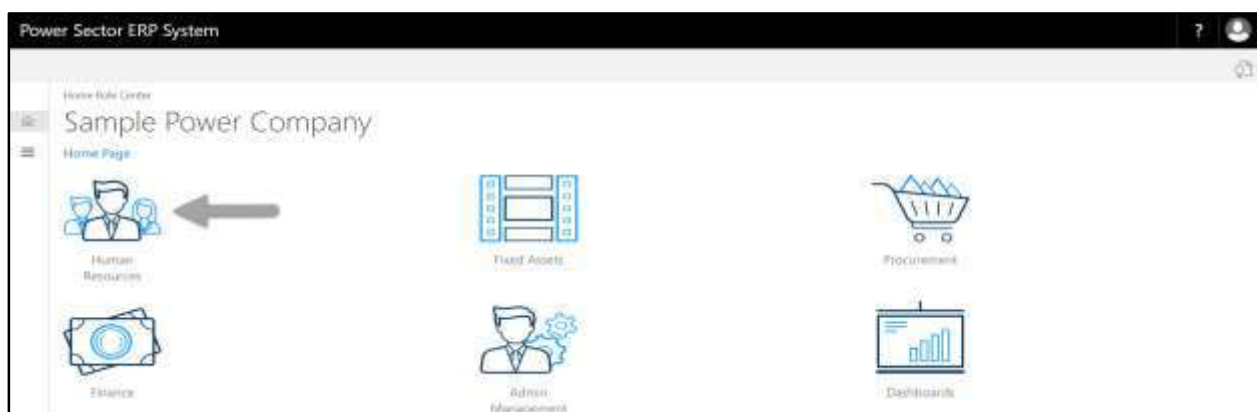
### Office Setup

To Initiate, follow the steps below.

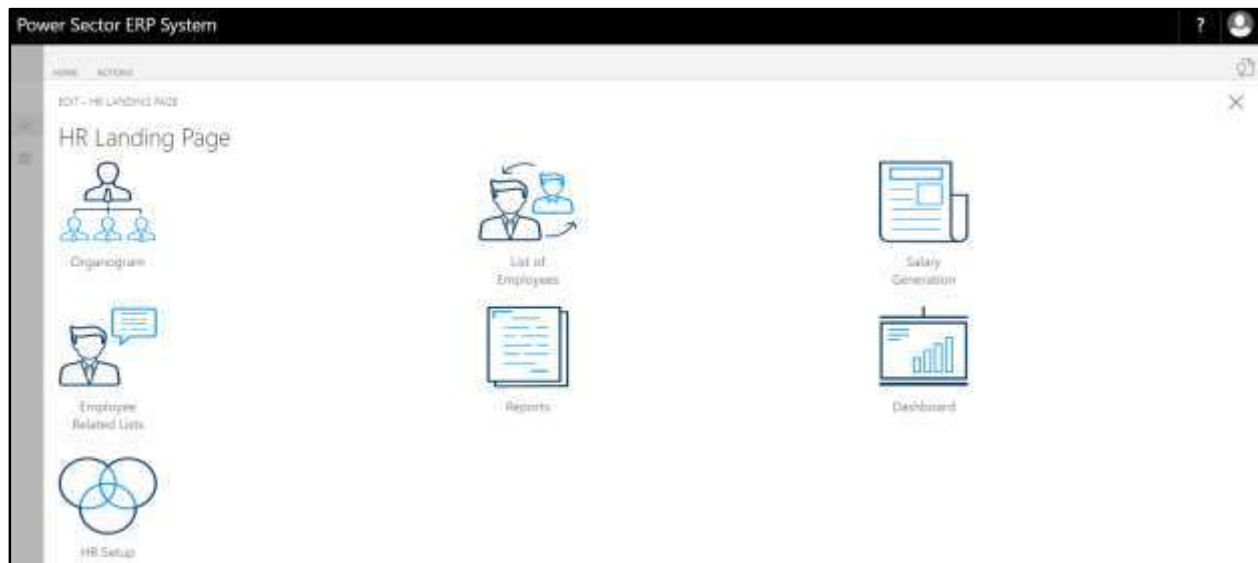
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



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



HR Landing Page will be appeared as below

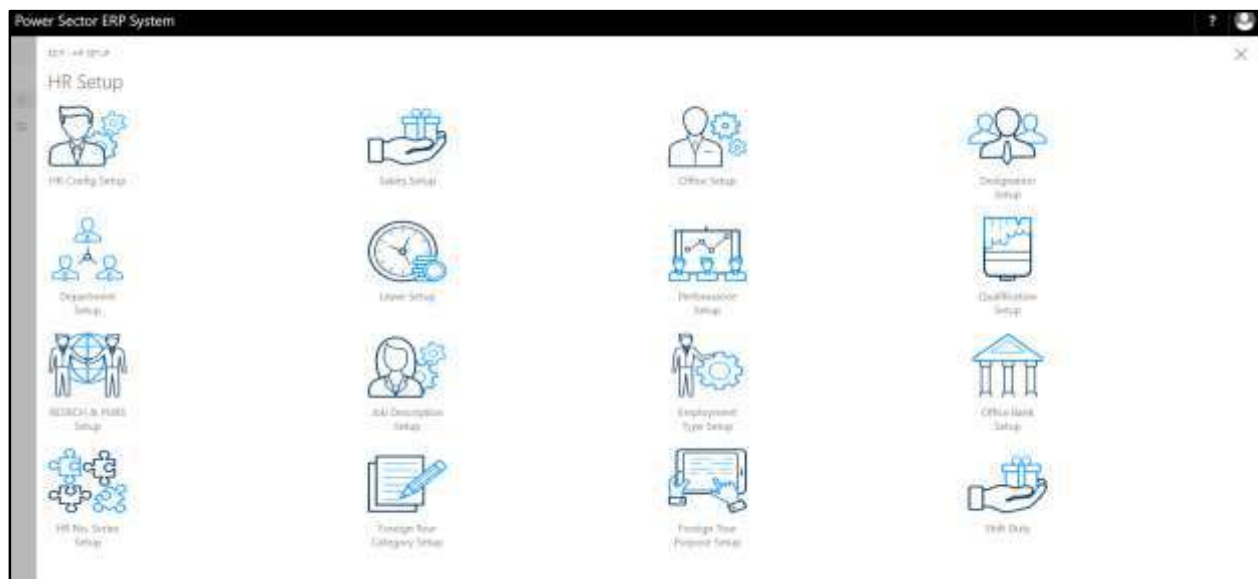


C. Choose the “**HR Setup**” in HR Landing Page.





HR Setup Landing Page will be appeared as below



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



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

Power Sector ERP System

EDIT - OFFICE MASTER LIST + new

Office Code	Office Of	Office Name in Bengali	Office Address	Parent Office Code	Office Head	Office Phone No	Office Level	Status
100	Corporate Office	কর্পোরেট অফিস	Dharmond, Dhaka	100	101		0	Active
101	Office of Managing Director	ব্যবস্থাপনা পরিচালকের কার্যালয়	Dharmond, Dhaka	100	101			Active
105	Office of Executive Director	নির্বাহী পরিচালকের কার্যালয়	Dharmond, Dhaka	100	101			Active
110	Office of Chief Engineer	প্রধান প্রকৌশলীর কার্যালয়	Dharmond, Dhaka	100	101			Active
120	Office of General Manager	সাধারণ ব্যবস্থাপকের কার্যালয়	Dharmond, Dhaka	100	101			Active
140	Office of Deputy General Manager	উপ-সাধারণ ব্যবস্থাপকের কার্যালয়	Dharmond, Dhaka	100	101			Active
150	Office of Manager	সাধারণ ব্যবস্থাপক	Dharmond, Dhaka	100	101			Active
160	Agshahi Power Plant	আগড়াই জলবিদ্যুৎ	Shahedi Bazar, Rajshahi	100	101			Active
170	Karail Power Plant	করগড়া জলবিদ্যুৎ	Katpott, Barisal		101			Active
180	Khulna Power Plant	খুলনা জলবিদ্যুৎ	Khulna City		101			Active
190	Chittagong Power Plant	চট্টগ্রাম জলবিদ্যুৎ	Agrabad, Chittagong		101			Active

### Note

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

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

Power Sector ERP System

EDIT - OFFICE MASTER LIST + new

Office Code	Office Of	Office Name in Bengali	Office Address	Parent Office Code	Office Head	Office Phone No	Office Level	Status
100	Corporate Office	কর্পোরেট অফিস	Dharmond, Dhaka	100	101		0	Active
101	Office of Managing Director	ব্যবস্থাপনা পরিচালকের কার্যালয়	Dharmond, Dhaka	100	101			Active
105	Office of Executive Director	নির্বাহী পরিচালকের কার্যালয়	Dharmond, Dhaka	100	101			Active
110	Office of Chief Engineer	প্রধান প্রকৌশলীর কার্যালয়	Dharmond, Dhaka	100	101			Active
120	Office of General Manager	সাধারণ ব্যবস্থাপকের কার্যালয়	Dharmond, Dhaka	100	101			Active
140	Office of Deputy General Manager	উপ-সাধারণ ব্যবস্থাপকের কার্যালয়	Dharmond, Dhaka	100	101			Active
150	Office of Manager	সাধারণ ব্যবস্থাপক	Dharmond, Dhaka	100	101			Active
160	Agshahi Power Plant	আগড়াই জলবিদ্যুৎ	Shahedi Bazar, Rajshahi	100	101			Active
170	Karail Power Plant	করগড়া জলবিদ্যুৎ	Katpott, Barisal		101			Active
180	Khulna Power Plant	খুলনা জলবিদ্যুৎ	Khulna City		101			Active
190	Chittagong Power Plant	চট্টগ্রাম জলবিদ্যুৎ	Agrabad, Chittagong		101			Active

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

Power Sector ERP System


NEW - OFFICE MASTER CARD


Office Master Card

General

Office Code	<input type="text"/>	Office Head	<input type="text"/>
Office Of	<input type="text"/>	Office Phone No	<input type="text"/>
Office Name in Bengali	<input type="text"/>	Office Level	<input type="text" value="0"/>
Office Address	<input type="text"/>	Office Description	<input type="text"/>
Parent Office Code	<input type="text"/>	Status	<input type="text" value="Active"/>

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

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



### Tips

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

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



Power Sector ERP System

EDIT - OFFICE MASTER CARD

200

General

Office Code	200	Office Head	100
Office Of	Gazipur Power Plant	Office Phone No	01988300000
Office Name in Bangla	গাজীপুর পাওয়ার প্লান্ট	Office Level	3
Office Address	vowel, garipur	Office Description	Plant office
Parent Office Code	100	Status	Active

## HR-104 How to: Setup Designation

### Introduction

This process demonstrates how to setup Designation for an organization.

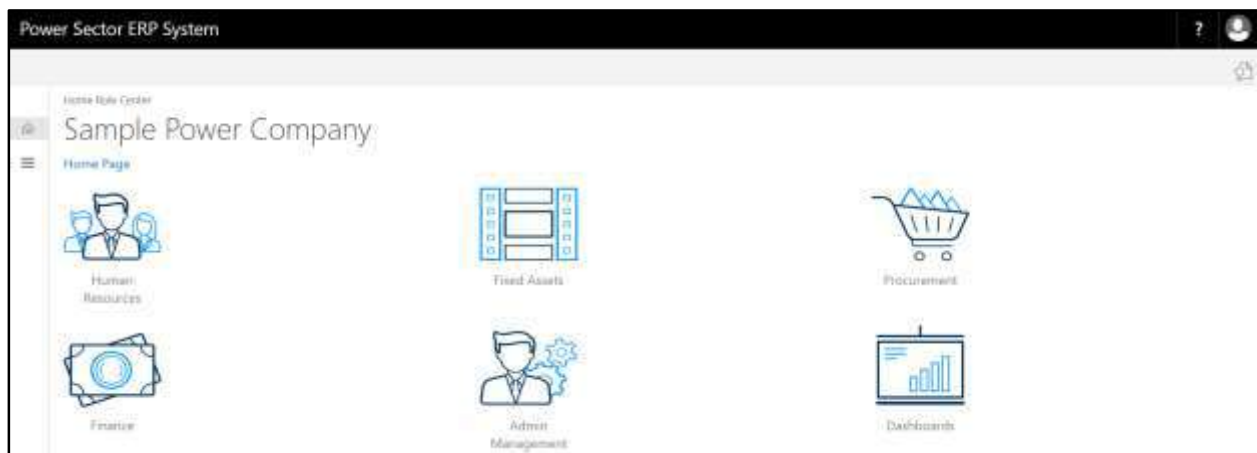
### Roles

- Module Admin

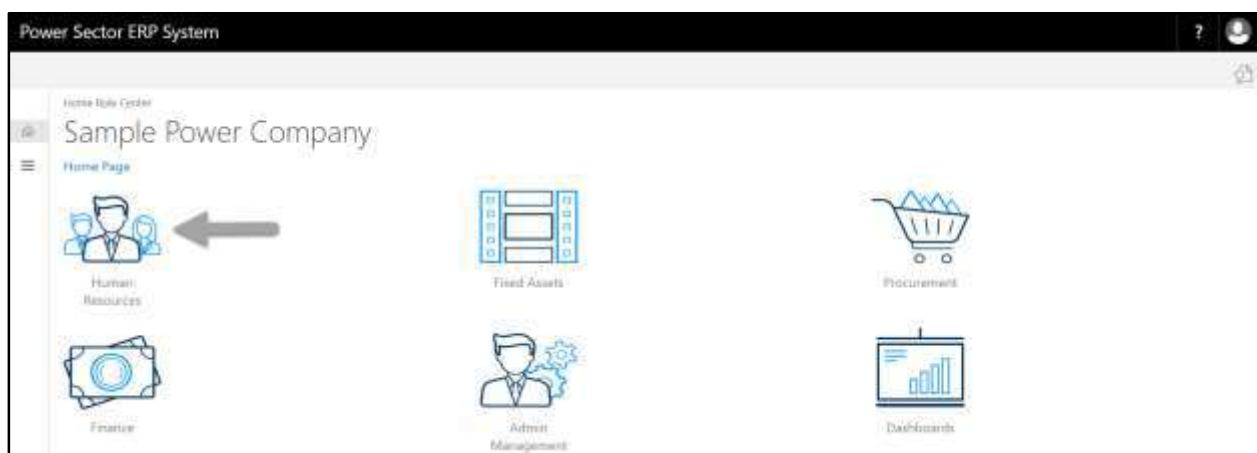
### Designation Setup

To Initiate, follow the steps below.

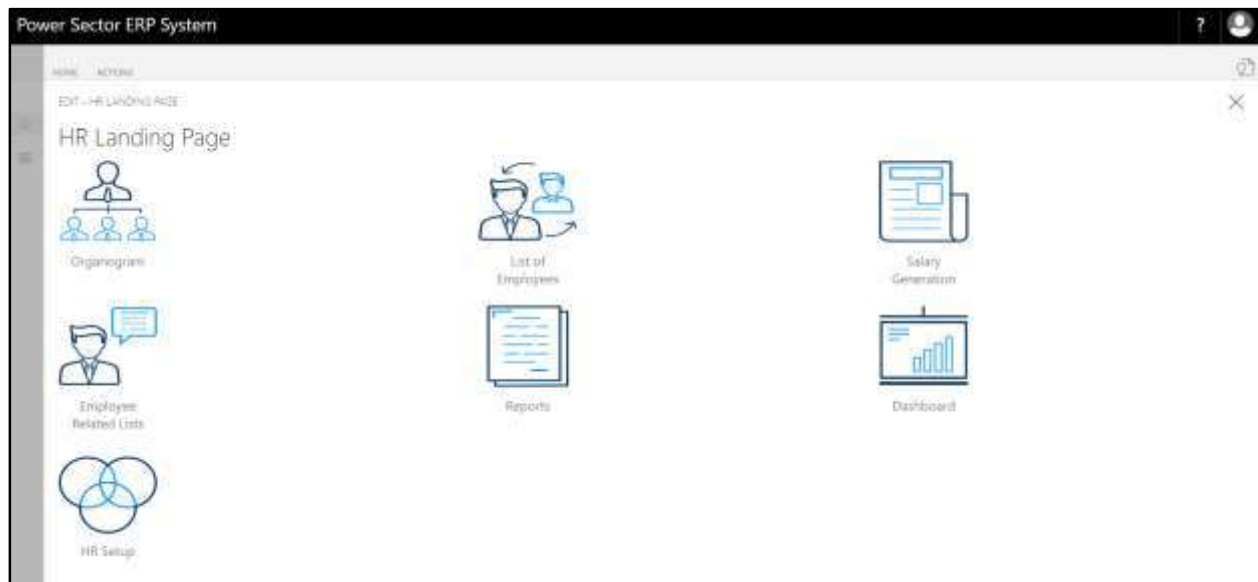
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



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



HR Landing Page will be appeared as below



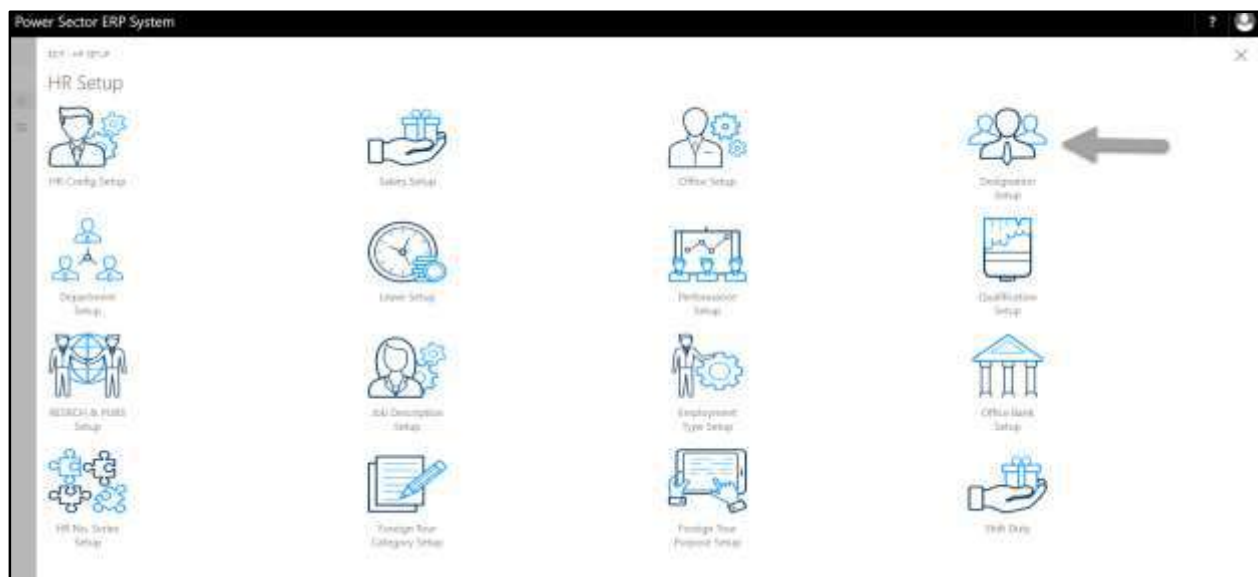
C. Choose the “**HR Setup**” in HR Landing Page.



HR Setup Landing Page will be appeared as below



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



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

Designation Code	Description	Designation in English	Post Type	Overtime Scale	Overtime Rate	Status
100	MANAGING DIRECTOR	ব্যবস্থাপনা পরিচালক	Officer	Hour	0.00	Active
101	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
110	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
115	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
120	CHIEF ENGINEER (DAM)	প্রধান প্রকৌশলী (পরিচালন ও সংরক্ষণ)	Officer		0.00	Active
121	CHIEF ENGINEER	প্রধান প্রকৌশলী	Officer		0.00	Active
125	SUPERINTENDING ENGINEER	অধ্যক্ষকাল প্রকৌশলী	Officer		0.00	Active

## Note

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

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

Designation Code	Description	Designation in English	Post Type	Overtime Scale	Overtime Rate	Status
100	MANAGING DIRECTOR	ব্যবস্থাপনা পরিচালক	Officer	Hour	0.00	Active
101	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
110	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
115	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
120	CHIEF ENGINEER (DAM)	প্রধান প্রকৌশলী (পরিচালন ও সংরক্ষণ)	Officer		0.00	Active
121	CHIEF ENGINEER	প্রধান প্রকৌশলী	Officer		0.00	Active
125	SUPERINTENDING ENGINEER	অধ্যক্ষকাল প্রকৌশলী	Officer		0.00	Active

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

Designation Code	Description	Designation in English	Post Type	Overtime Type	Overtime Rate	Status
			Officer		0.00	Active
100	MANAGING DIRECTOR	ব্যবস্থাপনা পরিচালক	Officer	Hour	0.00	Active
101	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
110	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
115	EXECUTIVE DIRECTOR	নির্বাহী পরিচালক	Officer		0.00	Active
120	CHIEF ENGINEER (DAM)	প্রধান প্রকৌশলী (পরিচালন ও সংরক্ষণ)	Officer		0.00	Active
121	CHIEF ENGINEER	প্রধান প্রকৌশলী	Officer		0.00	Active

F. Provide below information to proceed.





1. Provide **Designation Code**.

- **Designation Code: 101**

2. Provide **Description**.

- **Description: Store Keeper**



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

Power Sector ERP System

HRM

NEW DESIGNATION SETUP + new

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

### IMPORTANT

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

### Tips

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

G. Click the  button to save and close.

Power Sector ERP System

HRM

NEW DESIGNATION SETUP + new

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

## HR-105 How to: Setup Department

### Introduction

This process demonstrates how to setup Department for an organization.

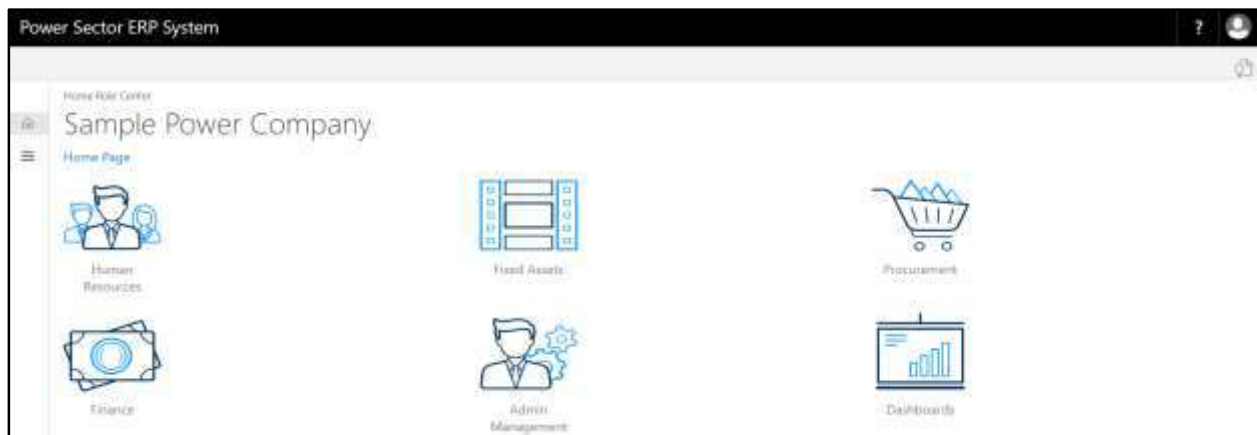
### Roles

- Module Admin

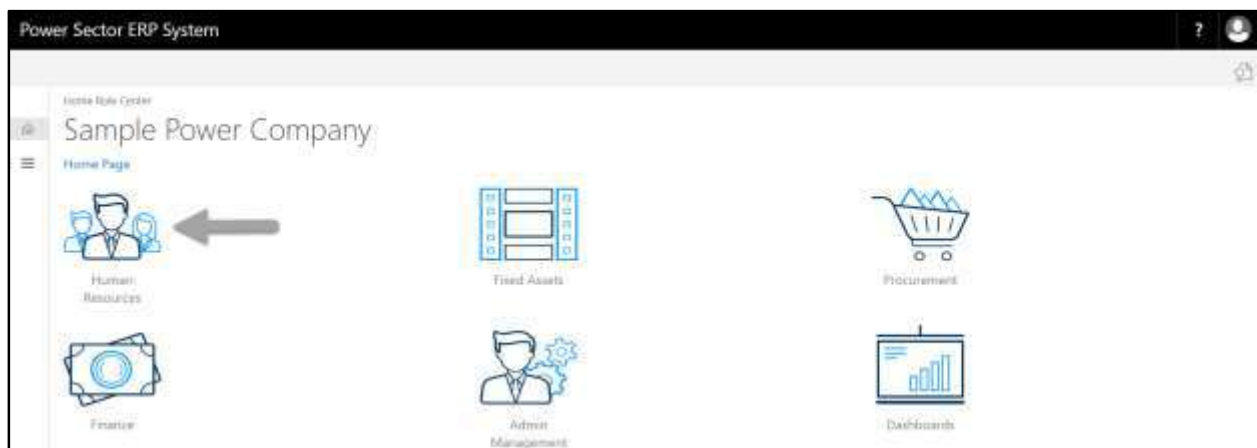
### Department Setup

To Initiate, follow the steps below.

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



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



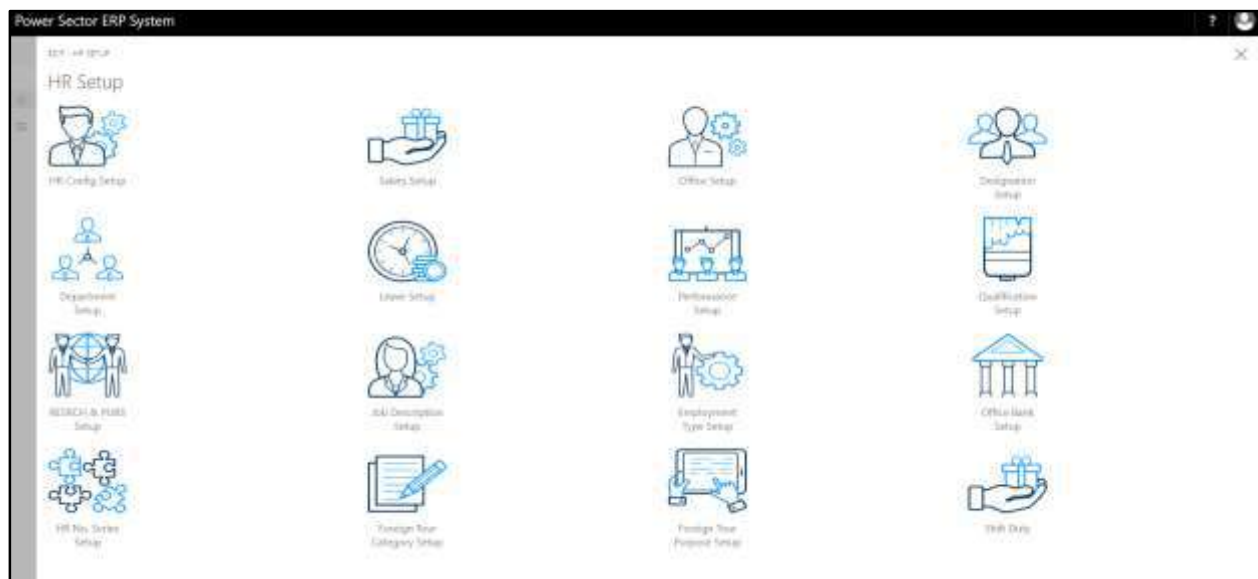
HR Landing Page will be appeared as below



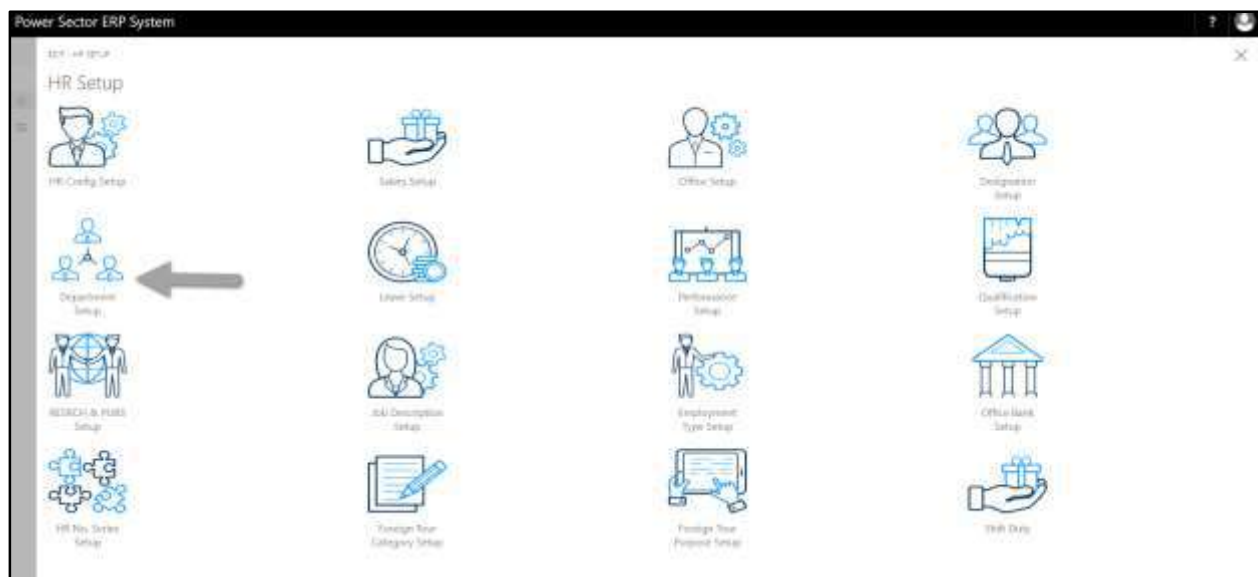
C. Choose the “**HR Setup**” in HR Landing Page.



HR Setup Landing Page will be appeared as below



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



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



Department Code	Department Name	Department Name in Bangla
001	Engineering	ইঞ্জিনিয়ারিং
002	HR & Admin	মানব সম্পদ ও প্রশাসন
003	Accounts & Finance	হিসাব ও খরচ
004	Technical	টেকনিক্যাল

### Note

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

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



Department Code	Department Name	Department Name in Bangla
001	Engineering	ইঞ্জিনিয়ারিং
002	HR & Admin	মানব সম্পদ ও প্রশাসন
003	Accounts & Finance	হিসাব ও খরচ
004	Technical	টেকনিক্যাল

**New Row** will be appeared for Department entry as below.



Department Code	Department Name	Department Name in Bangla
001	Engineering	ইঞ্জিনিয়ারিং
002	HR & Admin	মানব সম্পদ ও প্রশাসন
003	Accounts & Finance	হিসাব ও খরচ
004	Technical	টেকনিক্যাল

F. Provide below information to proceed.

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

3. Provide **Department Name in Bangla**

- **Department Name in Bangla: সিকিউরিটি**

Department Code	Department Name	Department Name in Bangla
002	Security	সিকিউরিটি
001	Engineering	প্রকৌশল
002	HR & Admin	মানব সম্পদ ও প্রশাসন
003	Accounts & Finance	হিসাব ও অর্থ
004	Technical	টেকনিক্যাল

**Tips**

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

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

Department Code	Department Name	Department Name in Bangla
002	Security	সিকিউরিটি
001	Engineering	প্রকৌশল
002	HR & Admin	মানব সম্পদ ও প্রশাসন
003	Accounts & Finance	হিসাব ও অর্থ
004	Technical	টেকনিক্যাল

## HR-106 How to: Setup Leave

### Introduction

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

The Leave setup process has been divided into 4 phrase –

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

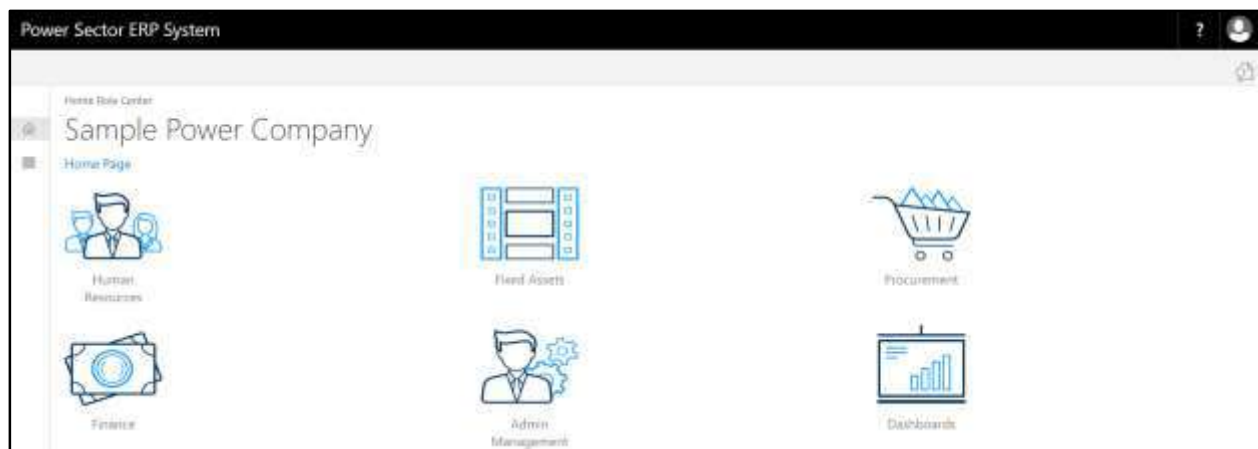
### Roles

- Module User
- Module Admin

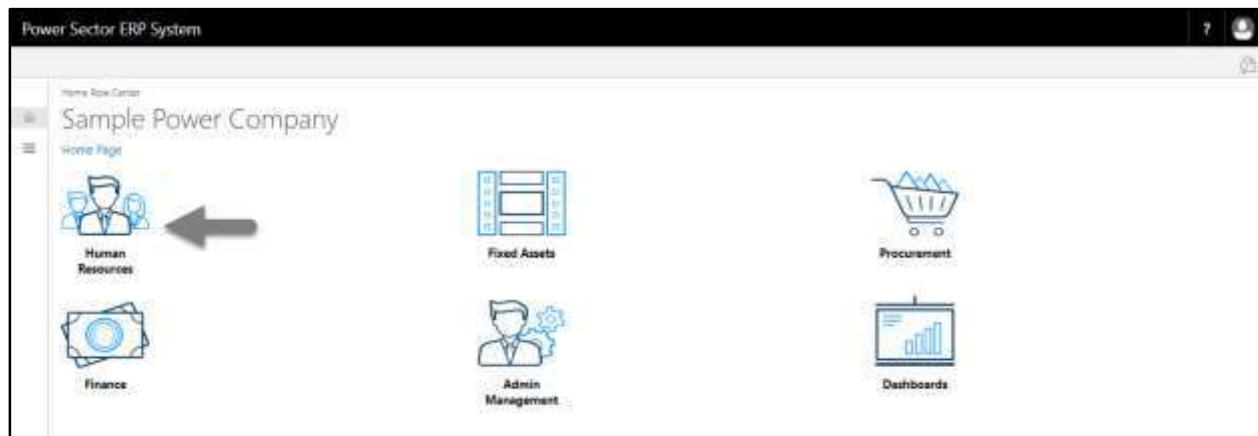
### Access Leave Setup

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

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



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

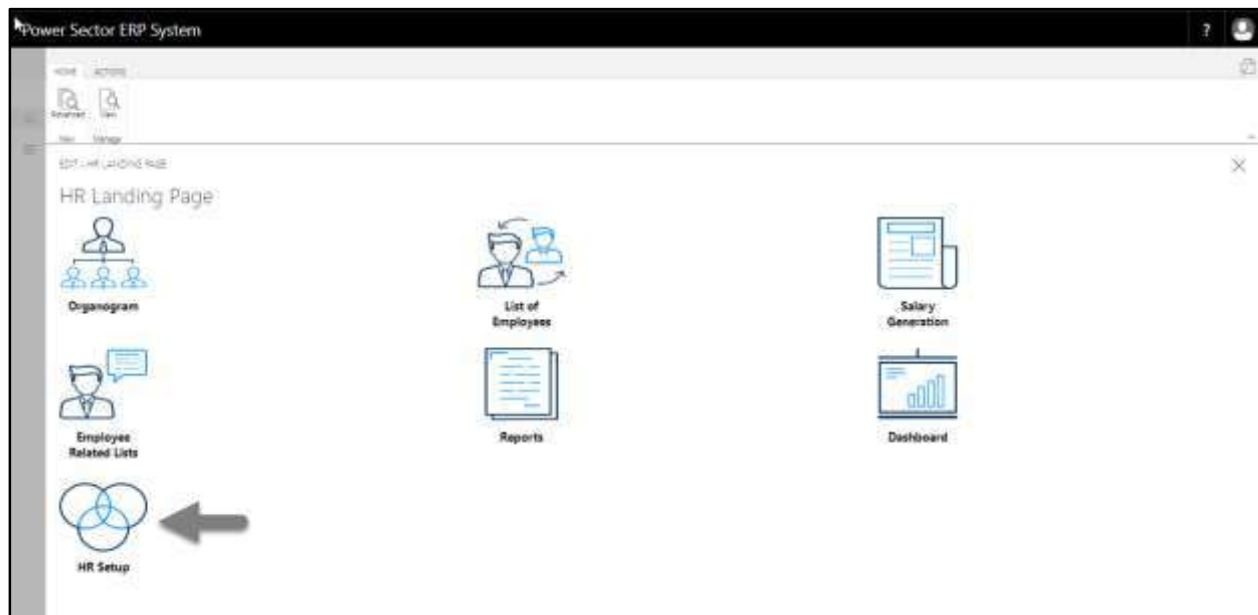


**HR Landing Page** will be appeared.

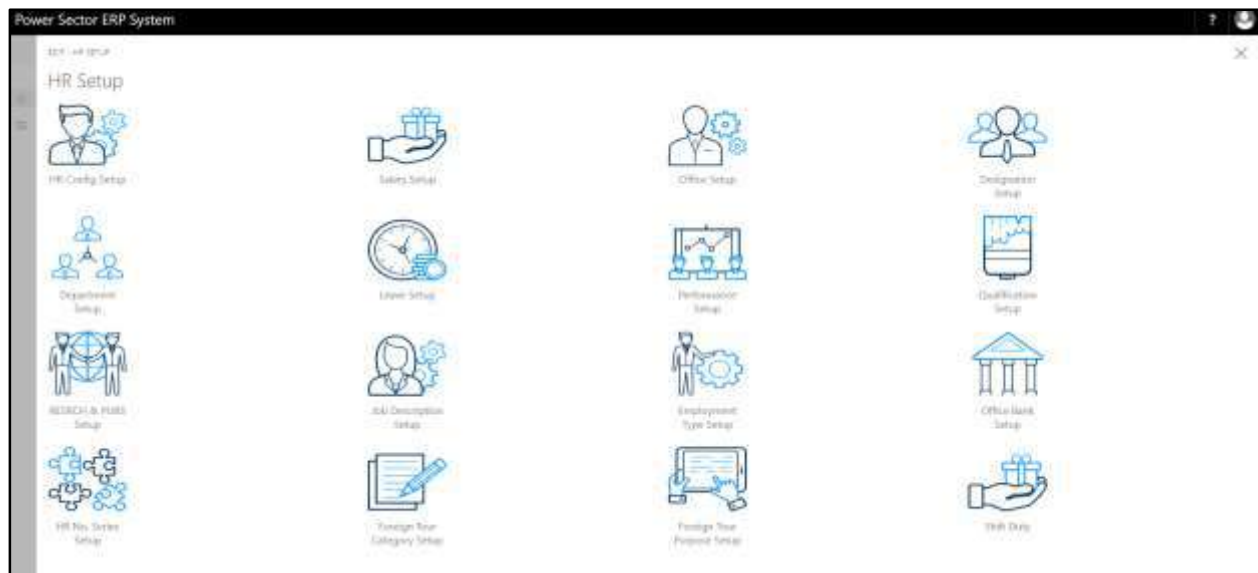




C. Choose the **"HR Setup"** in the HR Landing Page.



HR Setup Landing Page will be appeared.



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



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



## HR-106.1 Leave Category Setup by Module User

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

To setup the leave category, follow the steps below.

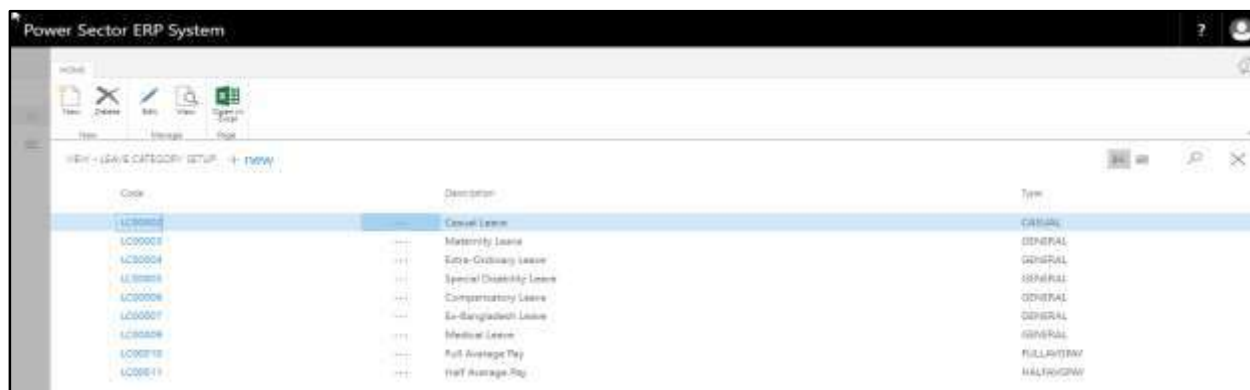
A. Log in with your respective **HR User credentials** and navigate to Leave setup page, the following leave setup page will appear.



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



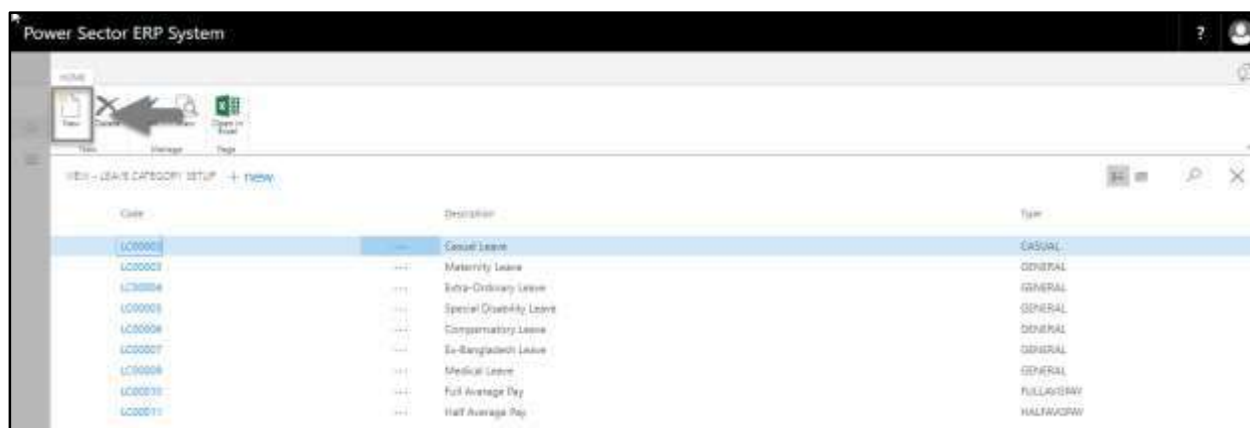
The following **Leave Category Setup page** will be appeared.



### Note

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


C. Choose **"New"** to create new leave category.



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

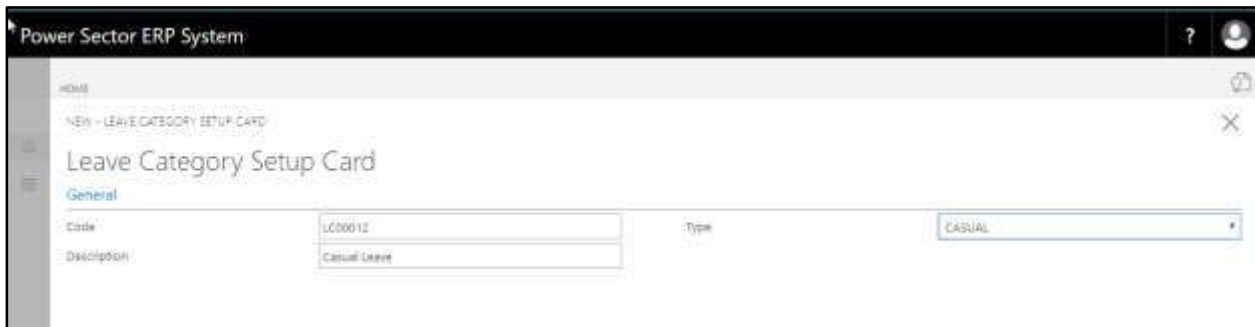


D. Provide below information to proceed.

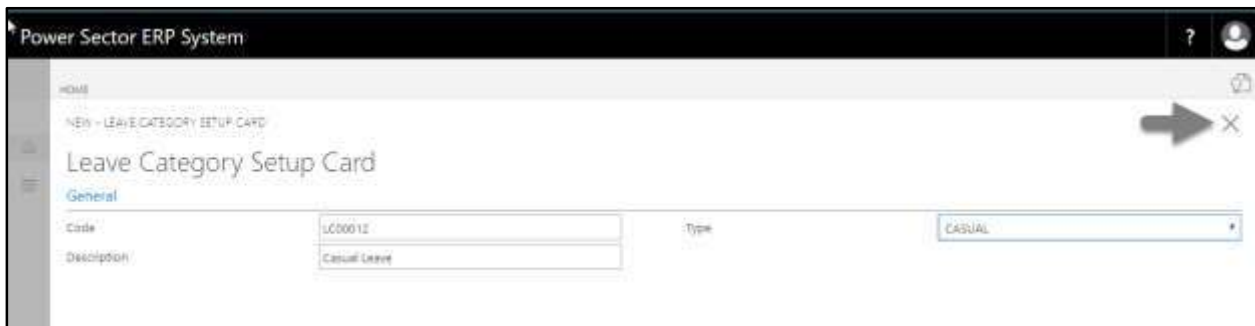
1. Provide **Leave Code**.
  - Leave Code:LC00012
2. Provide **Description**.
  - **Description: Casual Leave**
3. Choose **type** by clicking on  icon.
  - **Type: Casual**



The page will look like as below.



E. Click the  button to save and close.



## HR-106.2 Company Leave Setup by Module User

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

To setup the Company leave, follow the steps below.

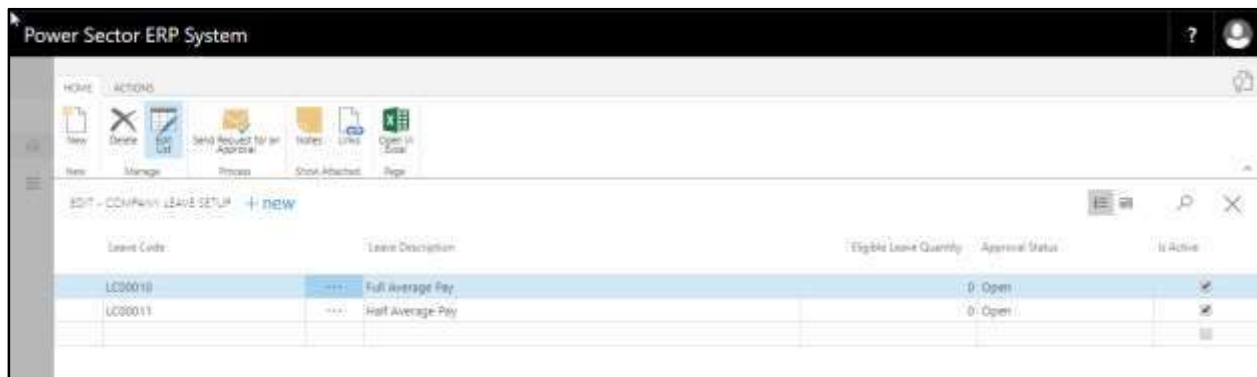
- A. Log in with your respective **HR User credentials** and navigate to Leave setup page, the following leave setup page will appear.



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



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



**Note**

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

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



The following page will be appeared.



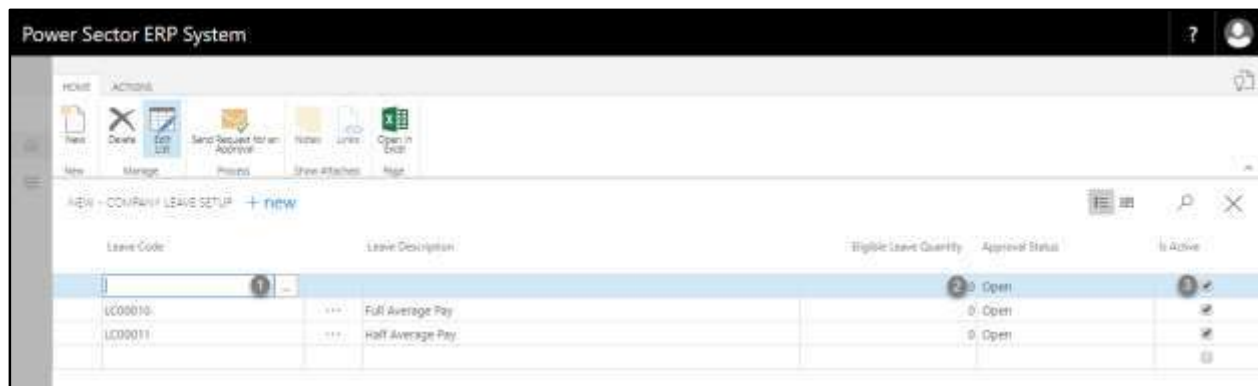
### TIPS

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

D. Provide the information below to proceed further.

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

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



The page will look like as below.



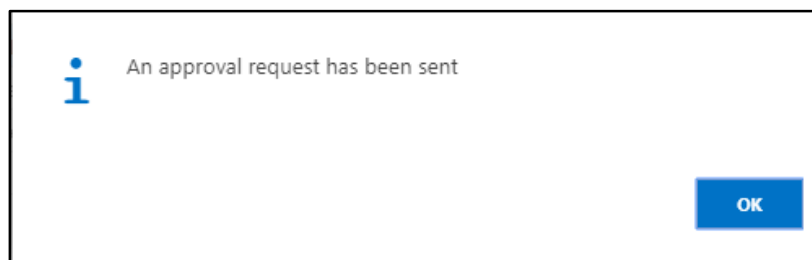
### TIPS

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

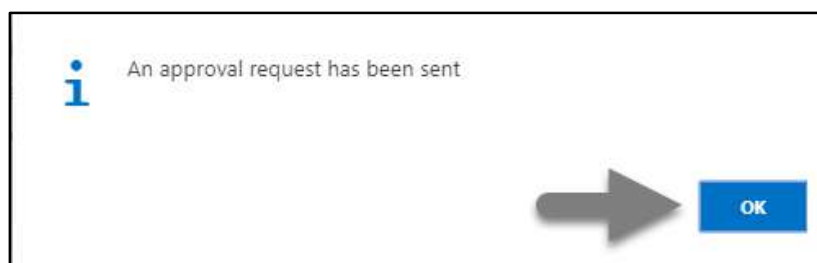
E. Choose the **Send Request for an Approval** icon.



The following pop up will be appeared.



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

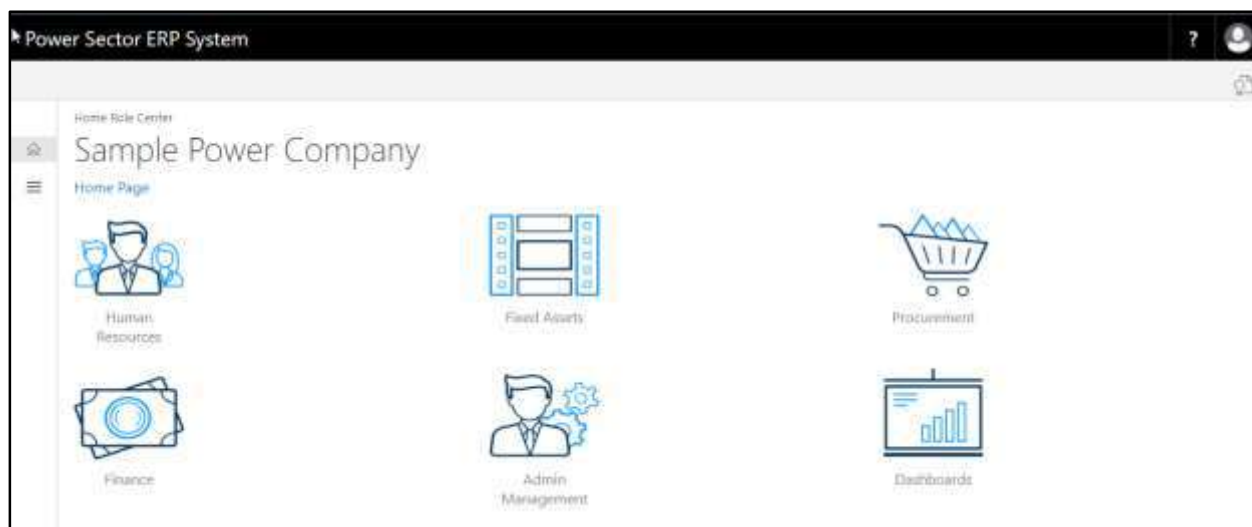


### HR-106.3 Approve or Reject an initiated Company Leave Setup

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

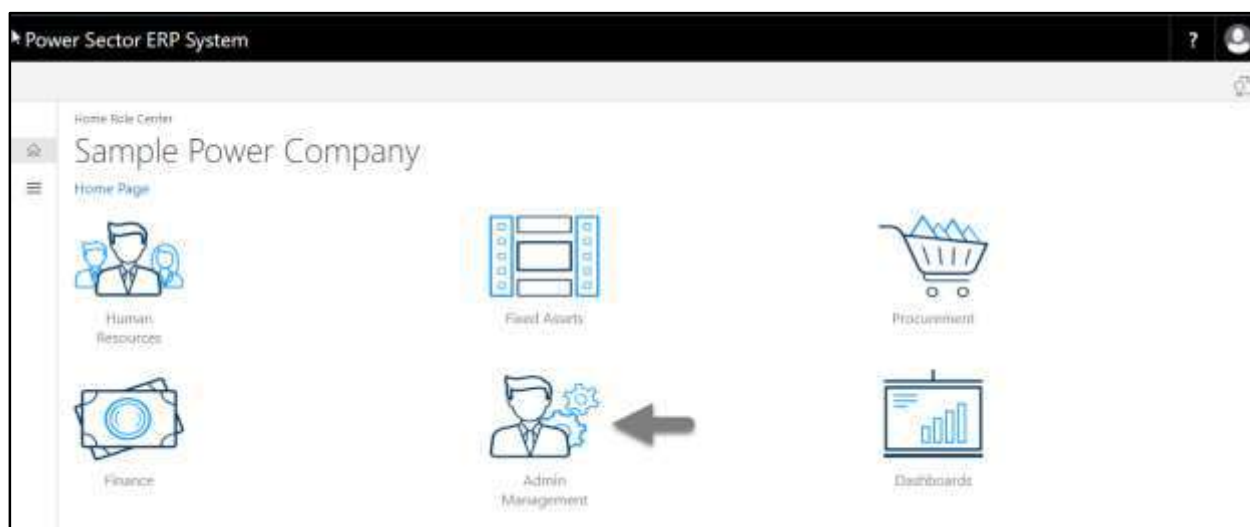
To Approve/Reject initiated company leave setup follow the steps below.

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

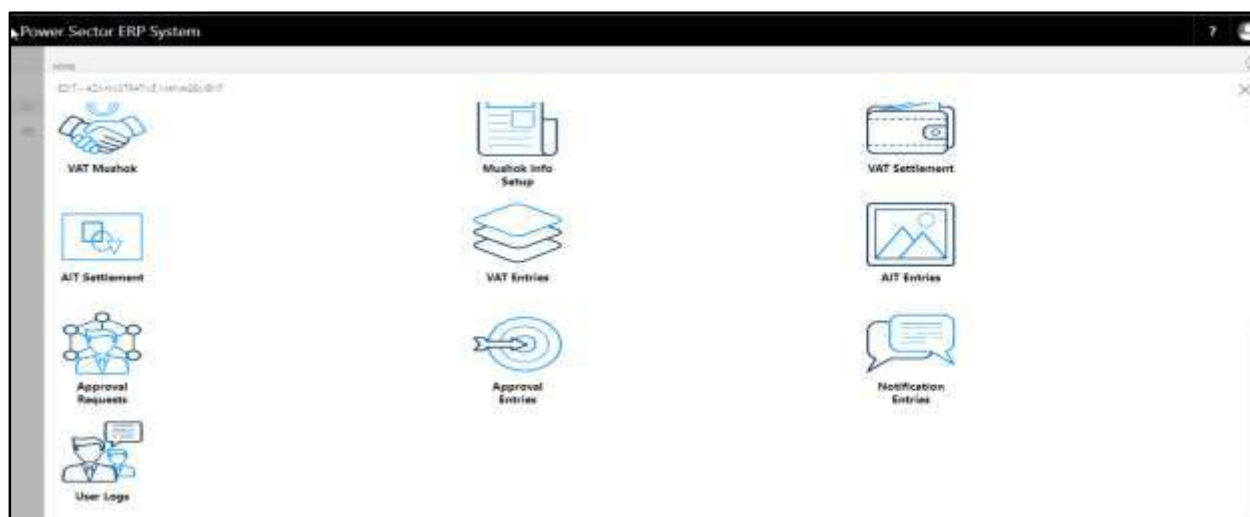




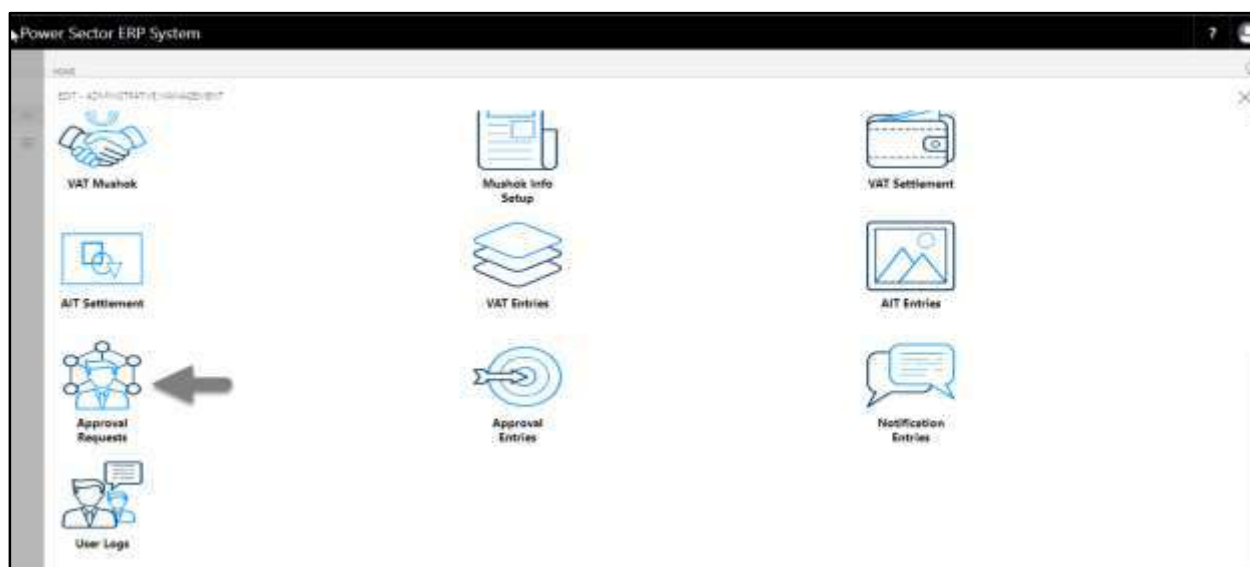
B. Choose the “**Admin Management**” icon to open the administrative page.



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



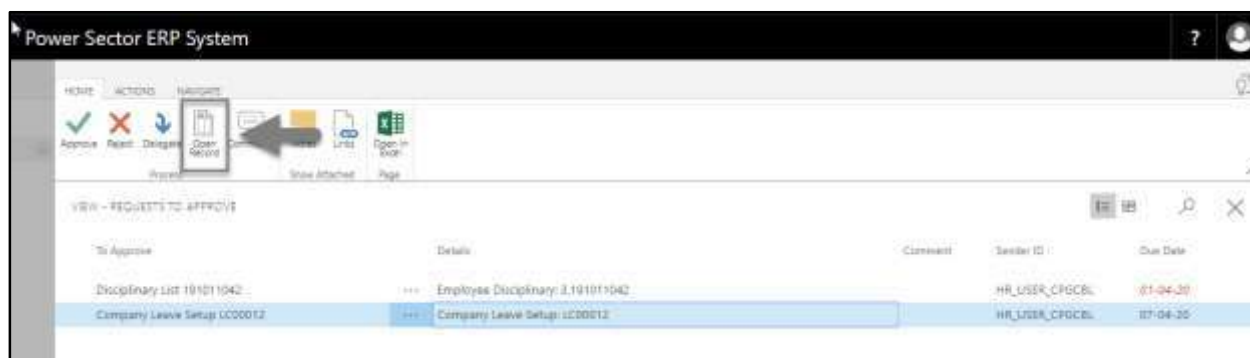
C. Choose the **"Approval Request"** icon to process initiated approval requests.



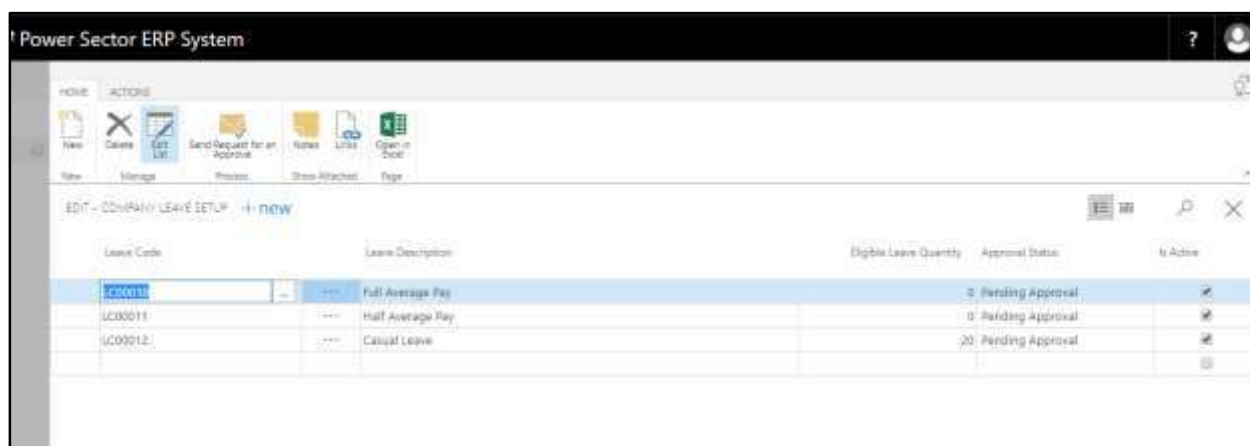
The following **Approval Request** page will be appeared.



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




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



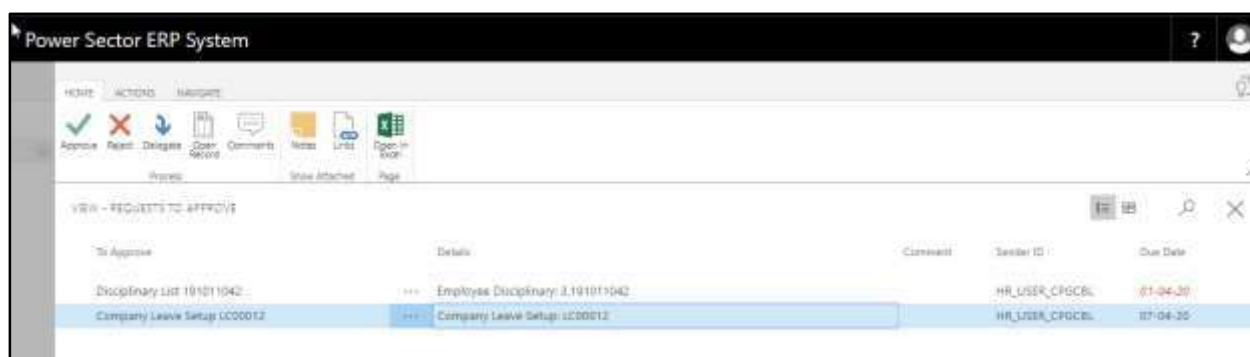
### TIPS

You can choose initiate record by clicking on the line.

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



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



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



The following pop- up will be appeared.



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



The following pop- up will be appeared as below.



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



### IMPORTANT

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

## HR-106.4 Opening Earn Leave Setup by Module User

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

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

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



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



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



C. Provide the information below to proceed.

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

Power Sector ERP System

HOME

EDIT - OPENING EARN LEAVE + new

Employee No. Leave Type Opening Earn Leave Opening Date

1 2 3 4

The page will look like below.

Power Sector ERP System

HOME

EDIT - OPENING EARN LEAVE + new

Employee No. Leave Type Opening Earn Leave Opening Date

191011035 FULLAVGPAY 25-07-04-20

**TIPS**

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

D. Choose the ☐ icon to save and Close.

Power Sector ERP System

HOME

EDIT - OPENING EARN LEAVE + new

Employee No. Leave Type Opening Earn Leave Opening Date

191011035 FULLAVGPAY 25-07-04-20

## HR-106.5 Govt. Holiday Setup by Module User

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

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

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



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



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



- C. Provide the information below.

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

**Days** will be populated by System.

3. Provide **Description**.

- **Description:** General Holidays

The screen will look like as below.

**TIPS**

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

D. Choose the  icon to save and Close.



## HR-107 How to: Setup Performance

### Introduction

This process demonstrates how to setup Performance for an organization.

The Performance setup process has been divided into 2 phase –

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

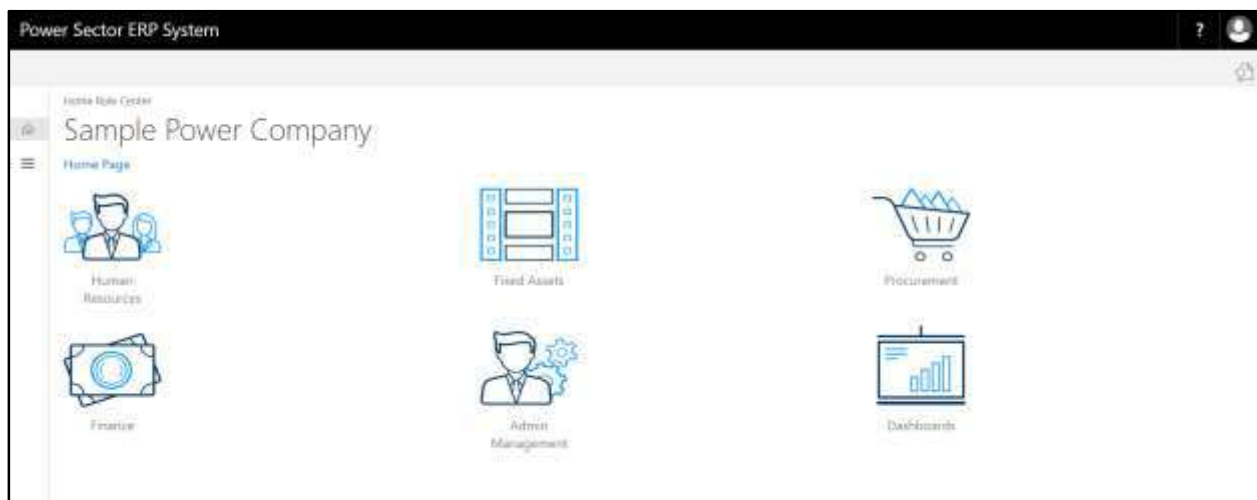
### Roles

- Module Admin

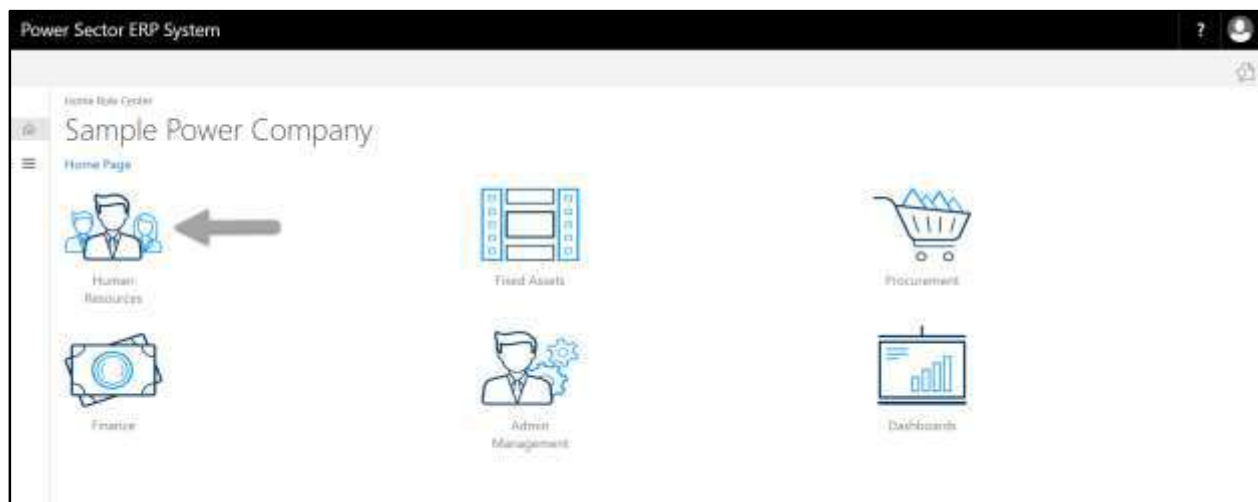
### Access Performance setup

To initiate, follow the steps below.

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



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



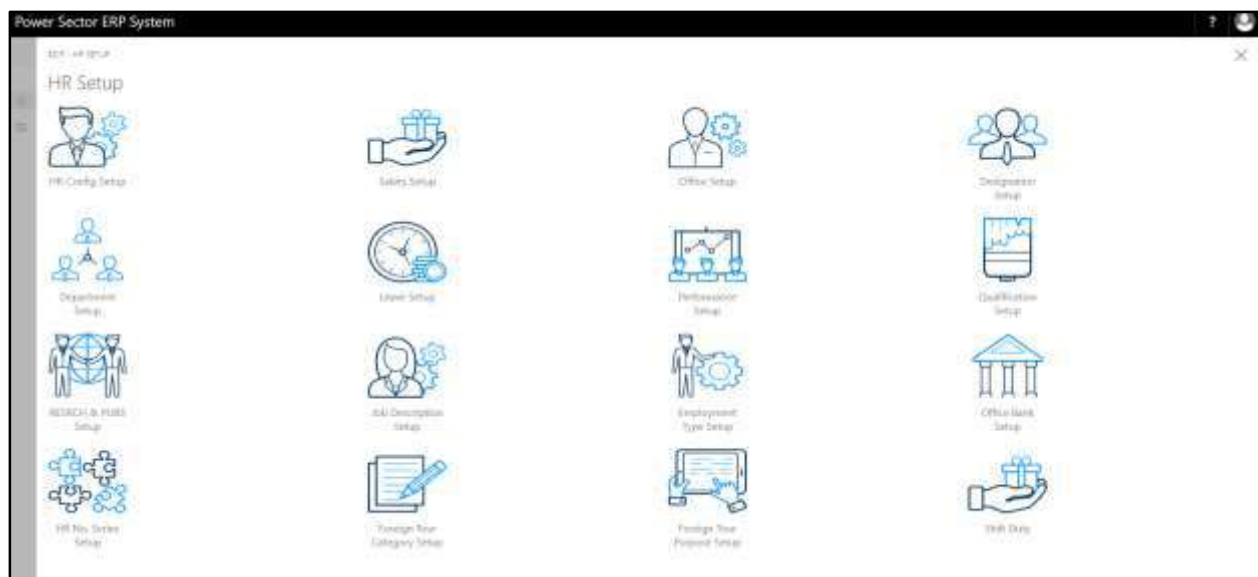
**HR Landing Page** will be appeared as below.



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



**HR Setup Landing** Page will be appeared as below



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



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



## HR-107.1 Performance Criteria Setup

To Initiate, follow the steps below.

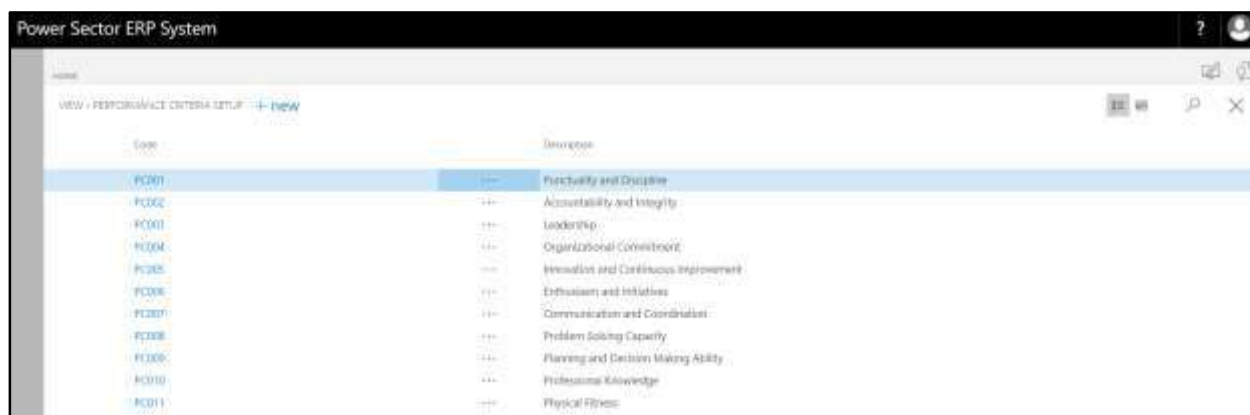
A. Log In with HR Admin user and open **"Performance Setup Page"**



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



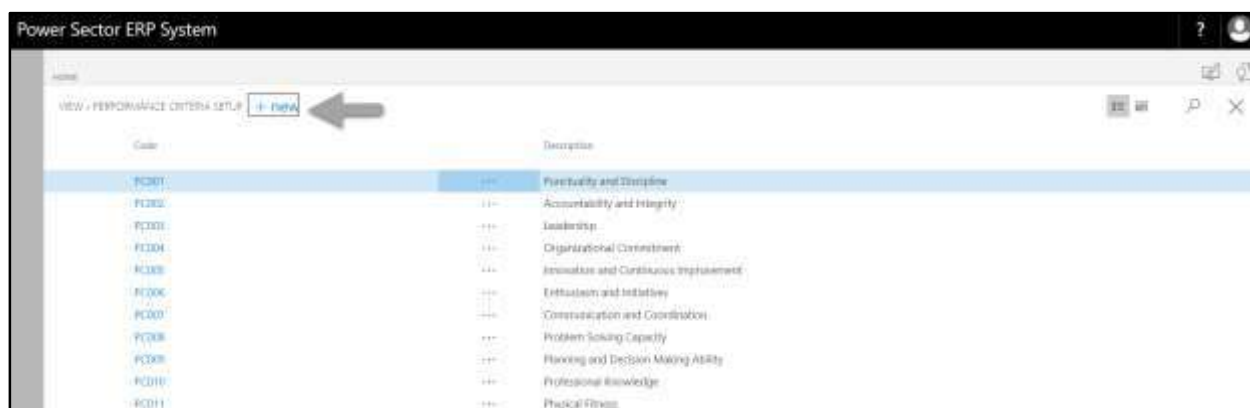
The following **Performance Criteria Setup** page will be appeared.



### Note

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

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



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



D. Provide below information to proceed.

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



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



## HR-107.2 Performance Criteria Group Setup

To Initiate, follow the steps below.

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



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



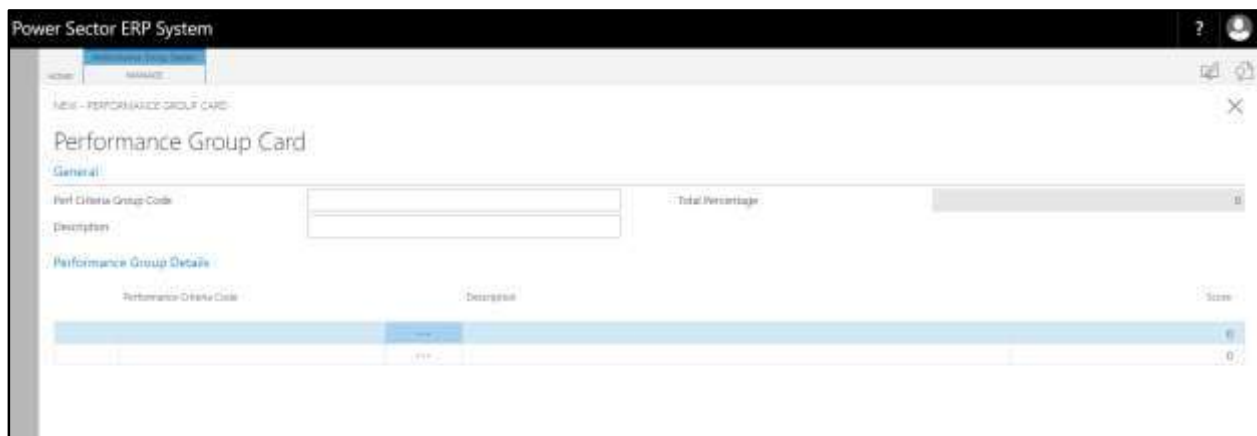
The following **Performance Criteria Group Master List** page will be appeared.



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



The following **Performance Group Card Page** will be appeared.



- D. Provide below **General** information to proceed.

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





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

The screenshot shows the 'Power Sector ERP System' window. The 'Manage' tab is selected, indicated by a grey arrow. The window title is 'EDIT - PERFORMANCE GROUP CARD'. The card displays 'PCG003' under the 'General' tab. Below this, there are two input fields: 'Perf Criteria Group Code' with the value 'PCG003' and 'Description' with the value 'Driver'. To the right, there is a 'Total Percentage' field with a value of '0'.

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

This screenshot shows the same 'Power Sector ERP System' window, but with the 'Performance Group Details' tab selected. A grey arrow points to the 'Add' button in the left-hand navigation pane. The main area shows the 'EDIT - PERFORMANCE GROUP CARD' for 'PCG003'. Below the 'General' tab, there is a 'Performance Group Details' section with a table. The table has two columns: 'Performance Criteria Code' and 'Description'. The 'Score' column is also visible on the right.

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

The screenshot shows the 'Power Sector ERP System' window with the 'Performance Code Setup Card' page. The window title is 'EDIT - PERFORMANCE CODE SETUP CARD'. The card displays '23 - PCG003' under the 'General' tab. Below this, there are two input fields: 'Performance Group Code' with the value 'PCG003' and 'Performance Criteria Code' with a value of '1'. To the right, there is a 'Performance Criteria Description' field with the value 'Driver' and a 'Score' field with a value of '10'.

F. Provide below information to proceed.

**Performance Group Code will be populated by system**

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

### Tips

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

### Important

Performance Score cannot exceed 100.

Power Sector ERP System

EDIT - PERFORMANCE CODE SETUP CARD

23 : PCG003

General

Performance Group Code: PCG003

Performance Criteria Code: PCD01

Performance Criteria Description: Qualification

Score: 10

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

Power Sector ERP System

EDIT - PERFORMANCE CODE SETUP CARD

23 : PCG003

General

Performance Group Code: PCG003

Performance Criteria Code: PCD01

Performance Criteria Description: Qualification

Score: 10

## HR-108 How to: Setup Qualification

### Introduction

This process demonstrates how to setup Qualification for an organization.

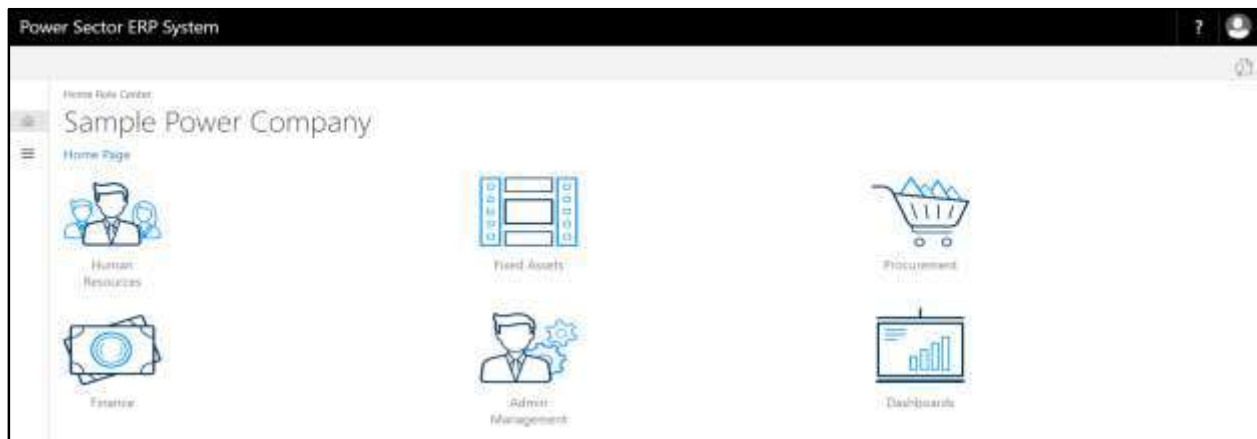
### Roles

- Module Admin

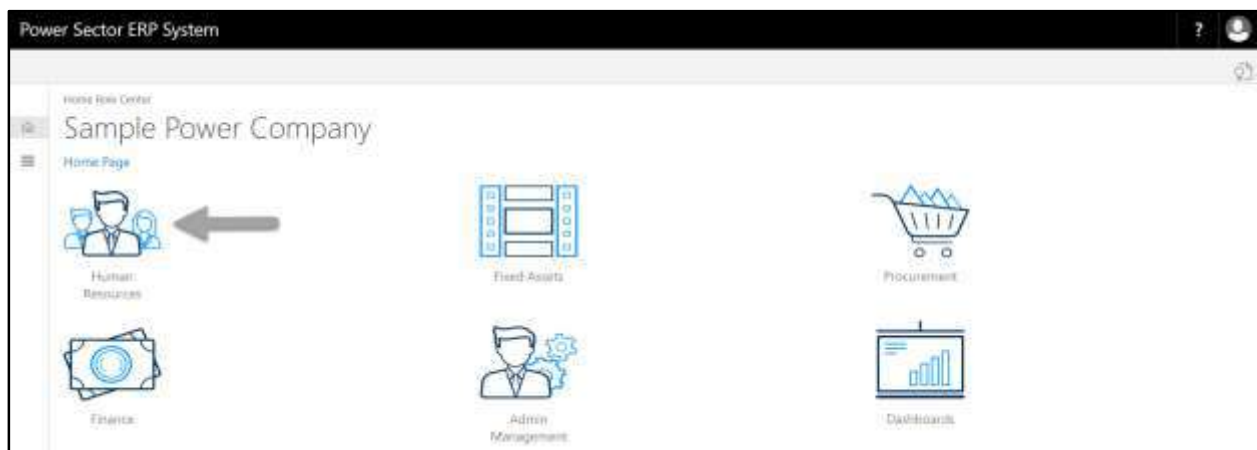
### Qualification Setup

To Initiate, follow the steps below.

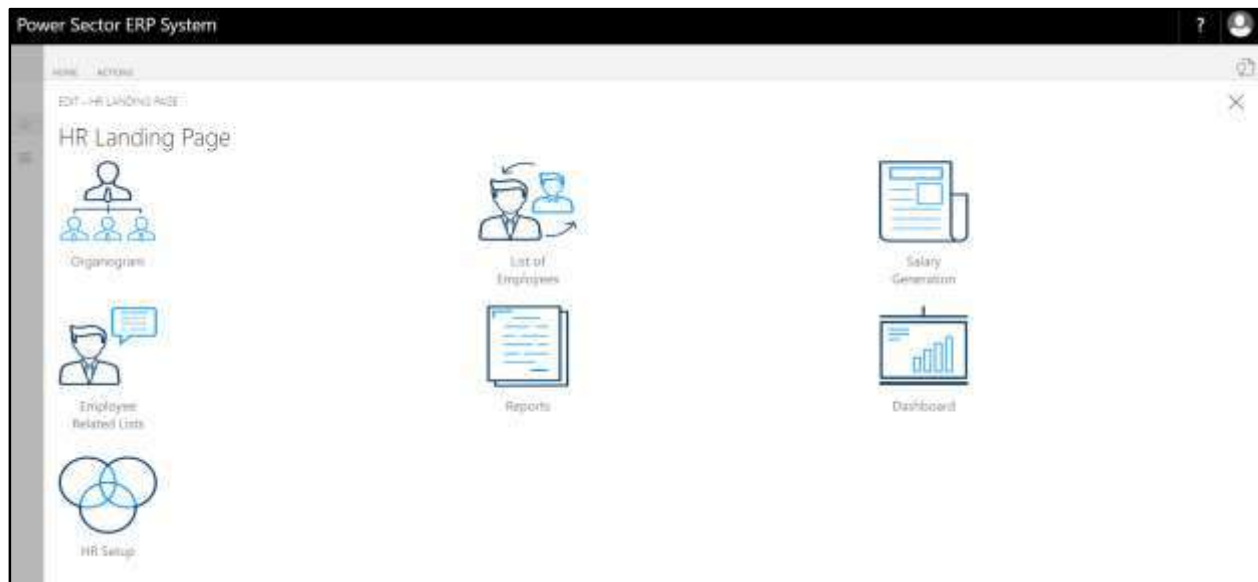
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



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



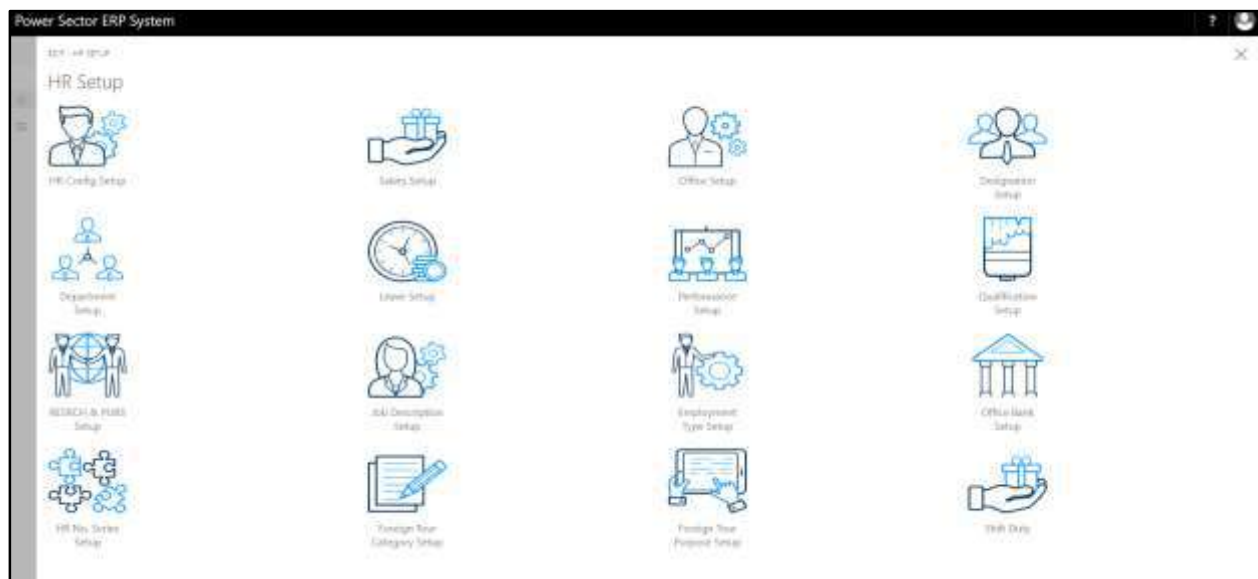
HR Landing Page will be appeared as below



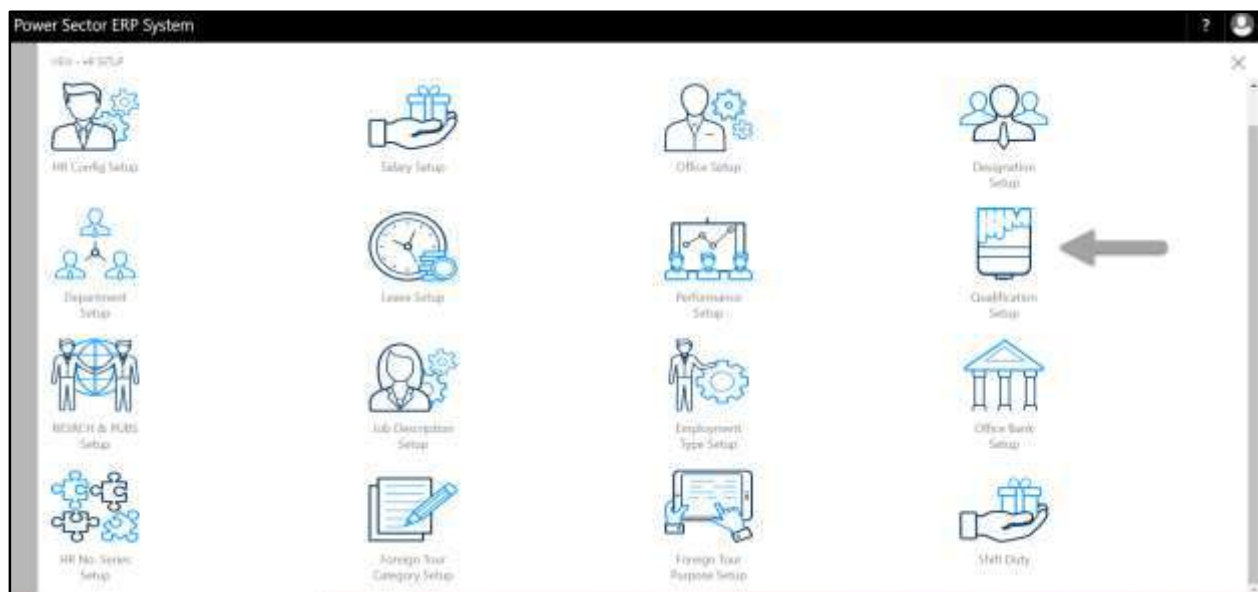
C. Choose the **“HR Setup”** in HR Landing Page.



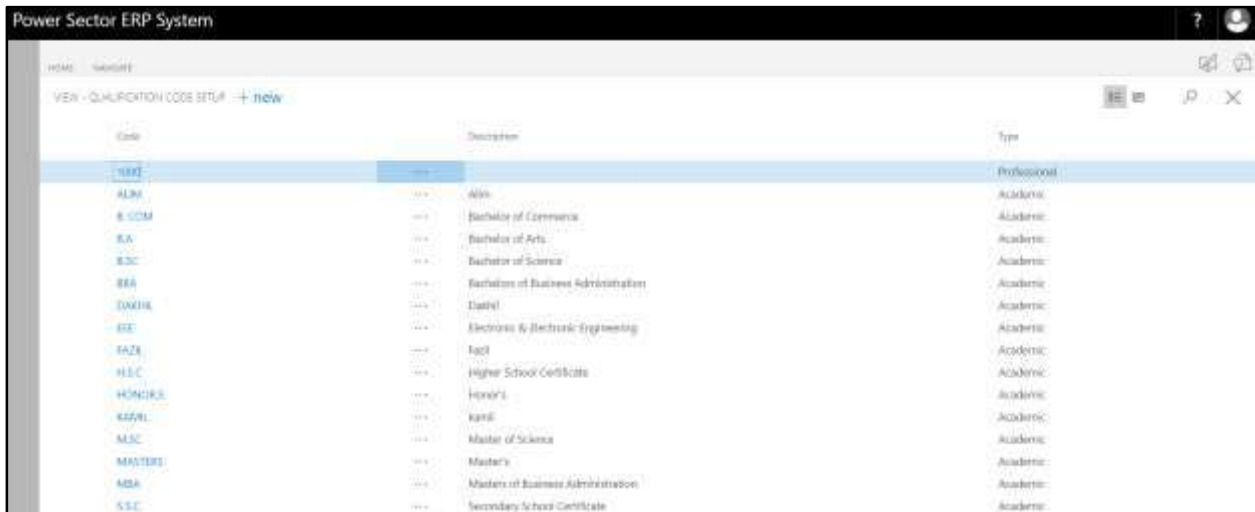
HR Setup Landing Page will be appeared as below



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



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

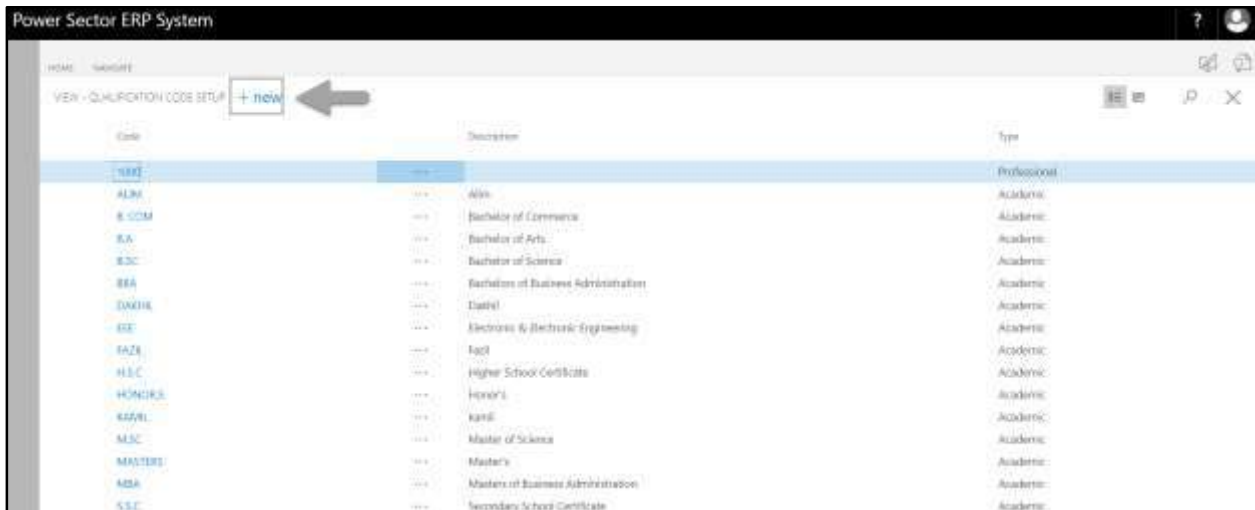


Code	Description	Type
PROF	Professional	Professional
ALMA	Alma	Academic
B.COM	Bachelor of Commerce	Academic
B.A	Bachelor of Arts	Academic
B.SC	Bachelor of Science	Academic
BBA	Bachelor of Business Administration	Academic
DIPLO	Diploma	Academic
EE	Electronics & Electronic Engineering	Academic
FAZ	Faci	Academic
H.S.C	Higher School Certificate	Academic
HONORS	Honor's	Academic
KANIL	Kanil	Academic
M.SC	Master of Science	Academic
MASTERS	Master's	Academic
MBA	Masters of Business Administration	Academic
S.S.C	Secondary School Certificate	Academic

### Note

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

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



Code	Description	Type
PROF	Professional	Professional
ALMA	Alma	Academic
B.COM	Bachelor of Commerce	Academic
B.A	Bachelor of Arts	Academic
B.SC	Bachelor of Science	Academic
BBA	Bachelor of Business Administration	Academic
DIPLO	Diploma	Academic
EE	Electronics & Electronic Engineering	Academic
FAZ	Faci	Academic
H.S.C	Higher School Certificate	Academic
HONORS	Honor's	Academic
KANIL	Kanil	Academic
M.SC	Master of Science	Academic
MASTERS	Master's	Academic
MBA	Masters of Business Administration	Academic
S.S.C	Secondary School Certificate	Academic

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

The screenshot shows the 'Qualification Setup Card' form in the 'Power Sector ERP System'. The form has a 'General' tab selected. It contains fields for 'Code', 'Description', 'Equivalent of', 'Qualification Type', and 'Academic'. The 'Code' field is empty, and the 'Description' field is empty. The 'Equivalent of' field is empty, and the 'Qualification Type' field is empty. The 'Academic' field is empty.


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

1. Provide **Code**.

- **Code: S.S.C.**

2. Provide **Description**.

- **Description: Secondary School Certificate**

3. Choose the **Equivalent of** from the dropdown by clicking on  button

- **Equivalent of: S.S.C. Equivalent**

4. Choose the **Status** from the dropdown by clicking on  button

- **Status: Academic**

The screenshot shows the 'Qualification Setup Card' form with the following data entered:

Field	Value	Annotation
Code	S.S.C.	1
Description	Secondary School Certificate	2
Equivalent of	S.S.C. Equivalent	3
Qualification Type	Academic	4

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

The screenshot shows the 'Qualification Setup Card' form with the same data as the previous screenshot. A red arrow points to the close button (a square button with an 'X' icon) in the top right corner of the form.

## HR-109 How to: Setup Research & Publication

### Introduction

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

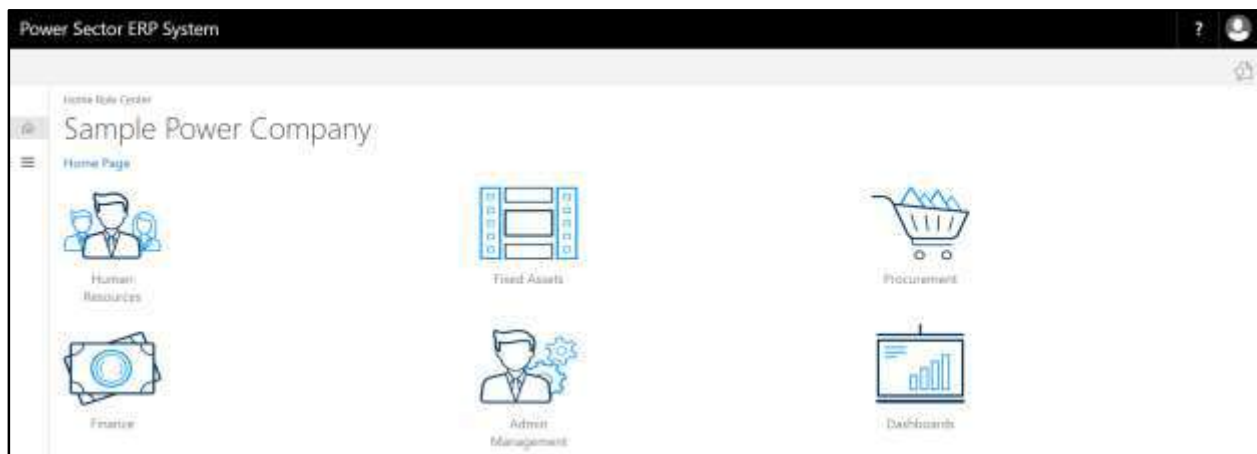
### Roles

- Module Admin

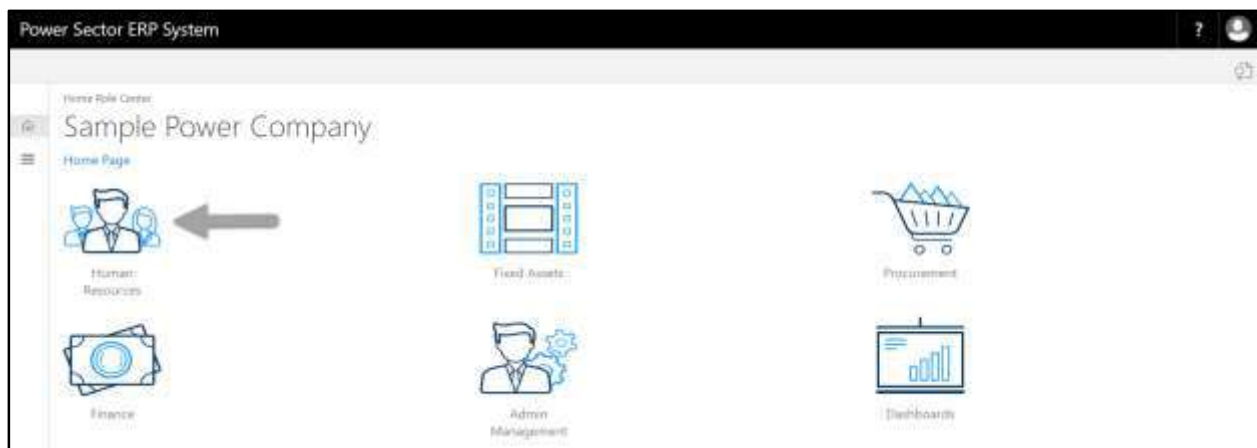
### Research and Publication Setup

To initiate, follow the steps below.

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



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





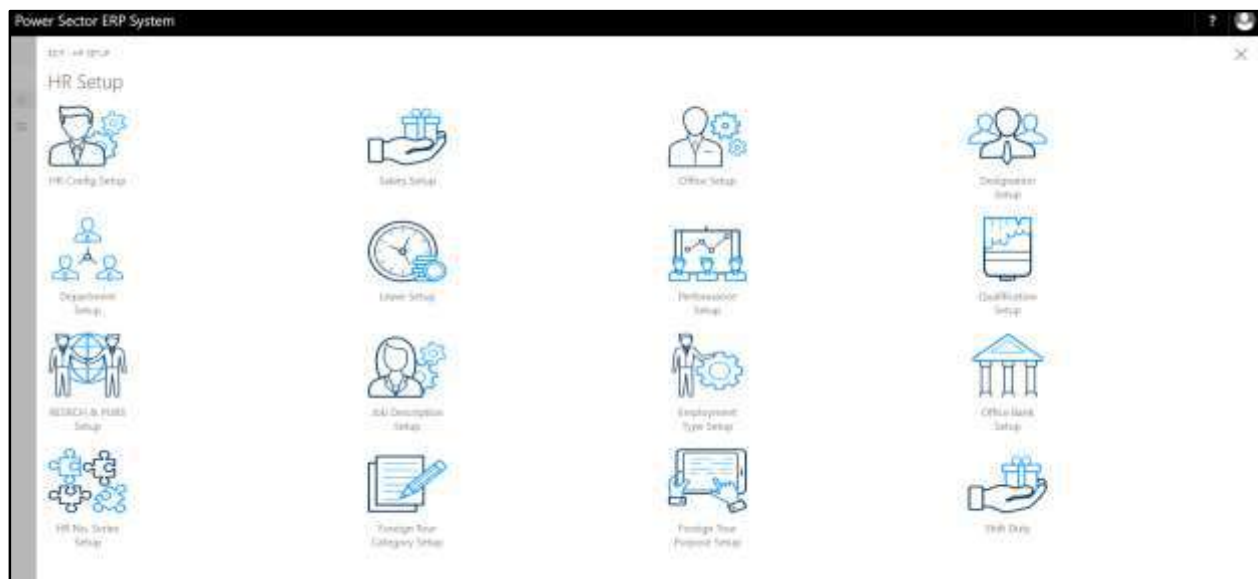
HR Landing Page will be appeared as below



C. Choose the “**HR Setup**” in HR Landing Page.



HR Setup Landing Page will be appeared as below



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



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



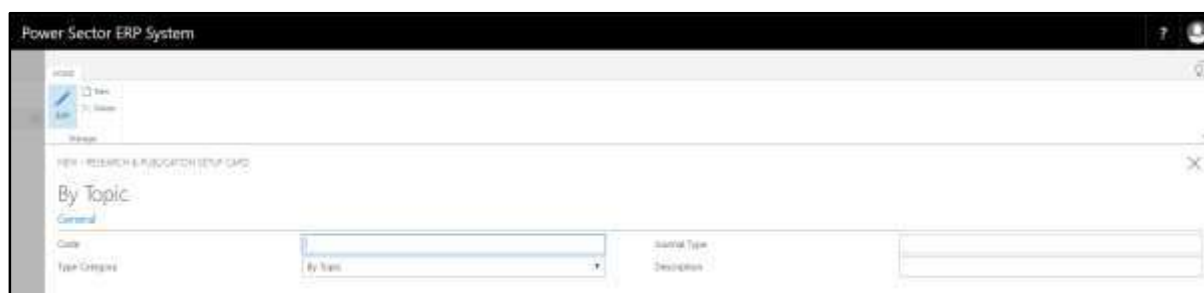
### Note

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

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



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



F. Provide below information to proceed.

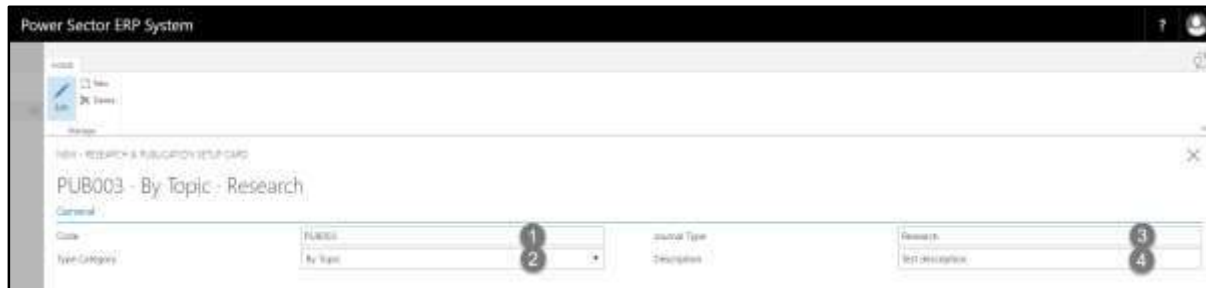
1. Provide Research & Publication **Code**.

- **Research & Publication Code: 101**

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

- **Type Category: By Topic**

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



Power Sector ERP System

HOME | NEW | EDIT | DELETE

CHANGE

HRM - RESEARCH & PUBLICATION SETUP CARD

PUB003 - By Topic - Research

General

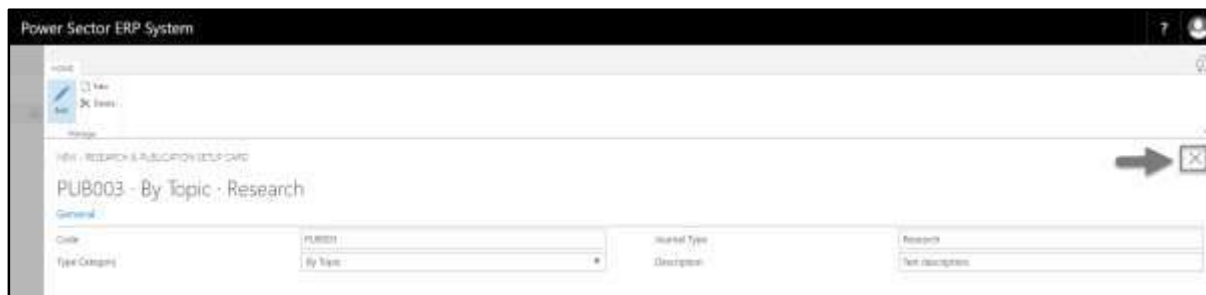
Code: PUB003 1

Type Category: By Topic 2

Journal Type: Research 3

Description: Test description 4

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



Power Sector ERP System

HOME | NEW | EDIT | DELETE

CHANGE

HRM - RESEARCH & PUBLICATION SETUP CARD

PUB003 - By Topic - Research

General

Code: PUB003

Type Category: By Topic

Journal Type: Research

Description: Test description

Close button (X icon) highlighted with a red arrow.

## HR-110 How to: Setup Job Description

### Introduction

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

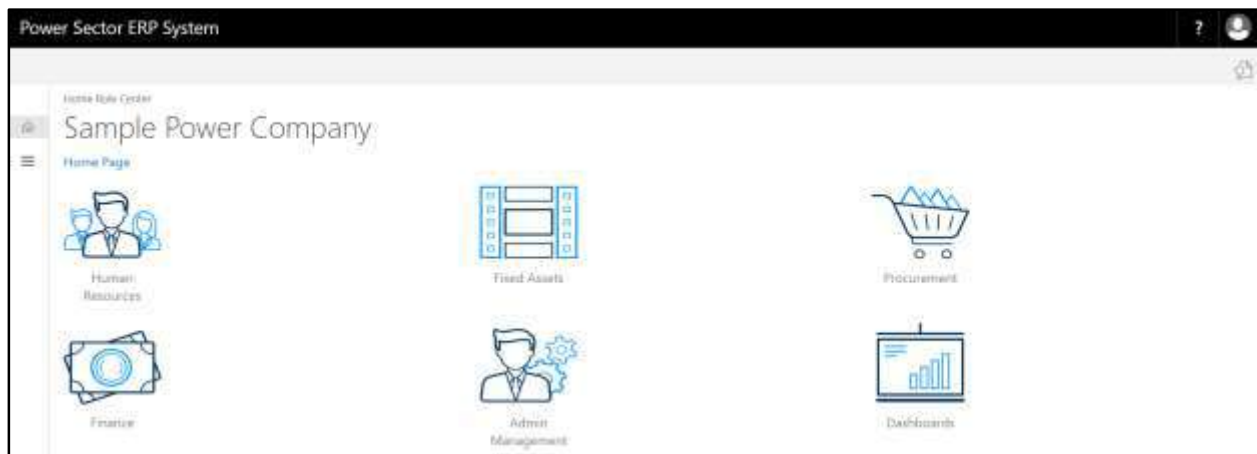
### Roles

- Module Admin

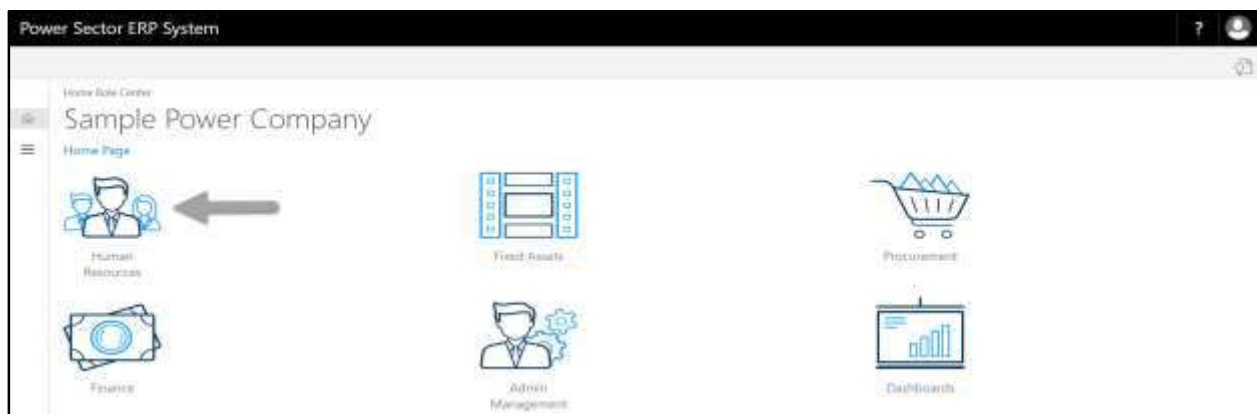
### Job Description Setup

To initiate, follow the steps below.

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



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



HR Landing Page will be appeared as below



C. Choose the “**HR Setup**” in HR Landing Page.



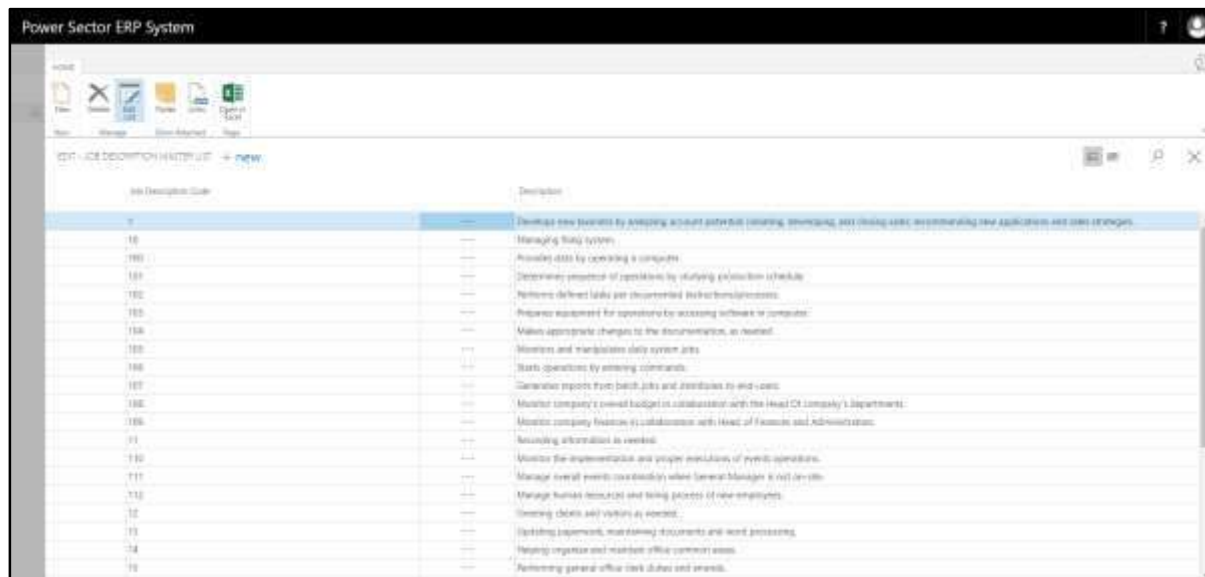
HR Setup Landing Page will be appeared as below



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



The following Job Description Setup List page will be appeared.

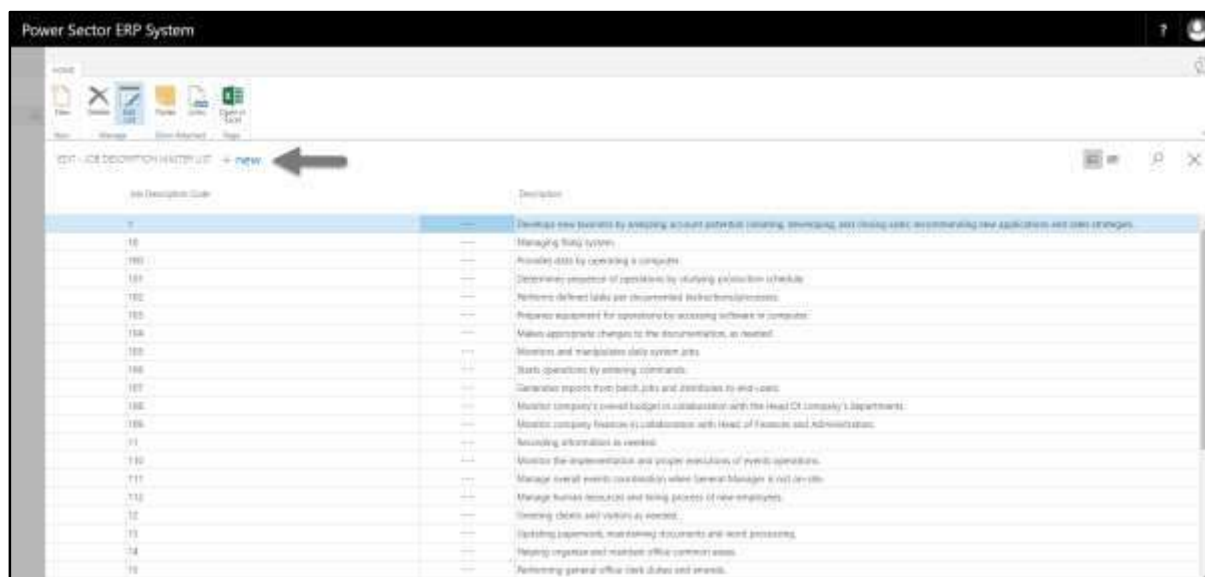


Job Description Code	Description
1	Develop new business by developing account potential, securing, generating, and closing sales, implementing new applications and sales strategies.
10	Managing Sales system.
100	Provide data by operating a computer.
101	Determine presence of problems by studying production schedule.
102	Perform defined tasks per documented instructions/processes.
103	Prepare equipment for operations by accessing software or computer.
104	Make appropriate changes to the documentation, as needed.
105	Monitor and maintain daily system jobs.
106	Start operations by entering commands.
107	Generate reports from batch jobs and distribute by e-mail.
108	Monitor company's overall budget in collaboration with the Head Of Company's Department.
109	Monitor company's financial collaboration with Head of Finance and Administration.
11	Accounting information in records.
110	Monitor the implementation and proper execution of system operations.
111	Manage overall events coordination where General Manager is not available.
112	Manage human resources and being parties of new employees.
12	Issuing checks and vouchers as needed.
13	Updating paperwork, maintaining documents and record processing.
14	Handling organization and maintain office common areas.
15	Performing general office tasks duties and errands.

### Note

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

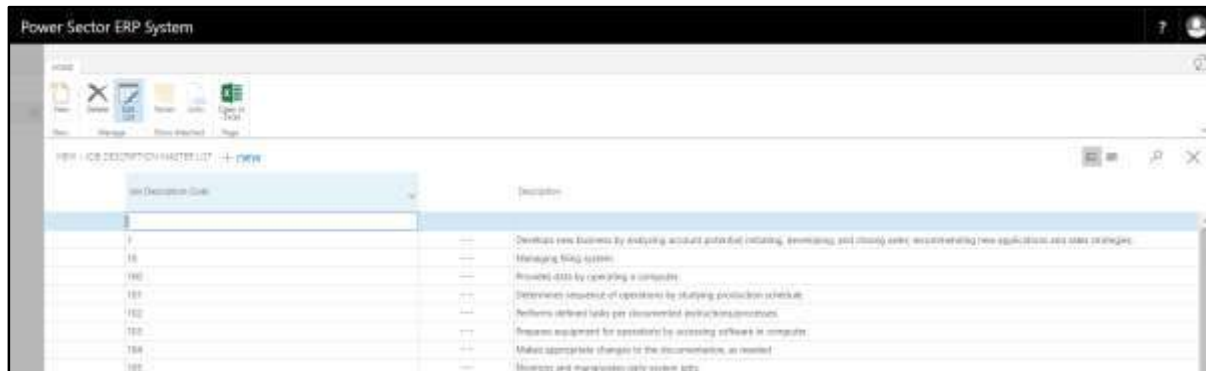
E. Choose the **"New"** icon on the Designation List page, as indicated in figure below.



Job Description Code	Description
1	Develop new business by developing account potential, securing, generating, and closing sales, implementing new applications and sales strategies.
10	Managing Sales system.
100	Provide data by operating a computer.
101	Determine presence of problems by studying production schedule.
102	Perform defined tasks per documented instructions/processes.
103	Prepare equipment for operations by accessing software or computer.
104	Make appropriate changes to the documentation, as needed.
105	Monitor and maintain daily system jobs.
106	Start operations by entering commands.
107	Generate reports from batch jobs and distribute by e-mail.
108	Monitor company's overall budget in collaboration with the Head Of Company's Department.
109	Monitor company's financial collaboration with Head of Finance and Administration.
11	Accounting information in records.
110	Monitor the implementation and proper execution of system operations.
111	Manage overall events coordination where General Manager is not available.
112	Manage human resources and being parties of new employees.
12	Issuing checks and vouchers as needed.
13	Updating paperwork, maintaining documents and record processing.
14	Handling organization and maintain office common areas.
15	Performing general office tasks duties and errands.



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



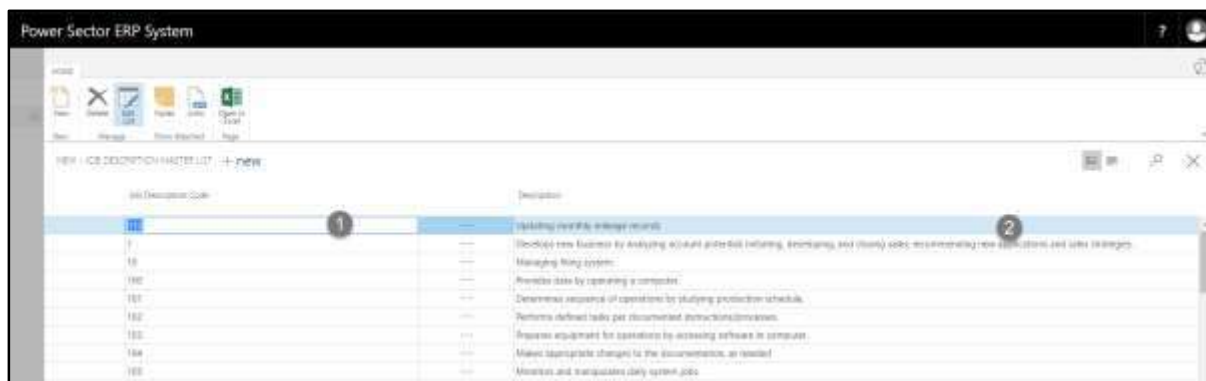
F. Provide below information to proceed.

1. Provide **Job Description Code**.

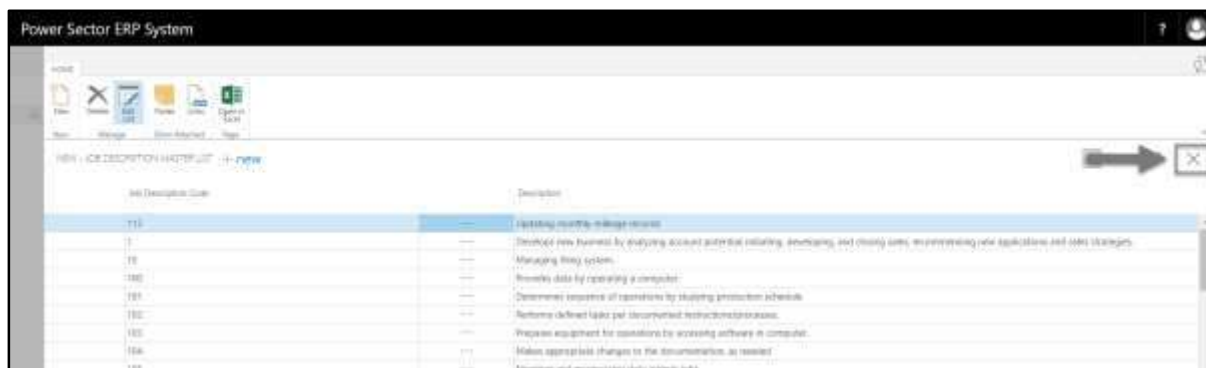
- **Job Description Code: 101**

2. Provide **Description**.

- **Description: Updating monthly mileage records**



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



## HR-111 How to: Setup Employment Type

### Introduction

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

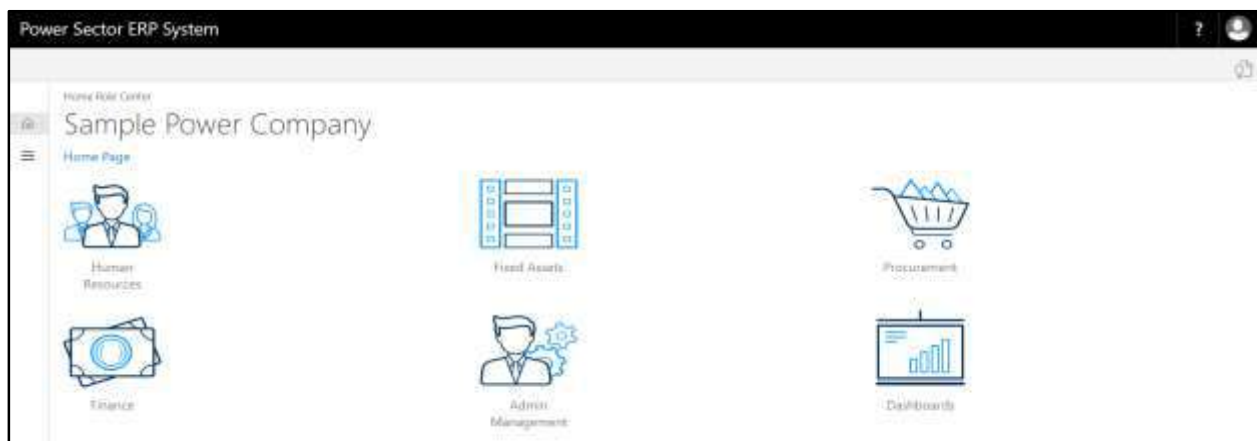
### Roles

- Module Admin

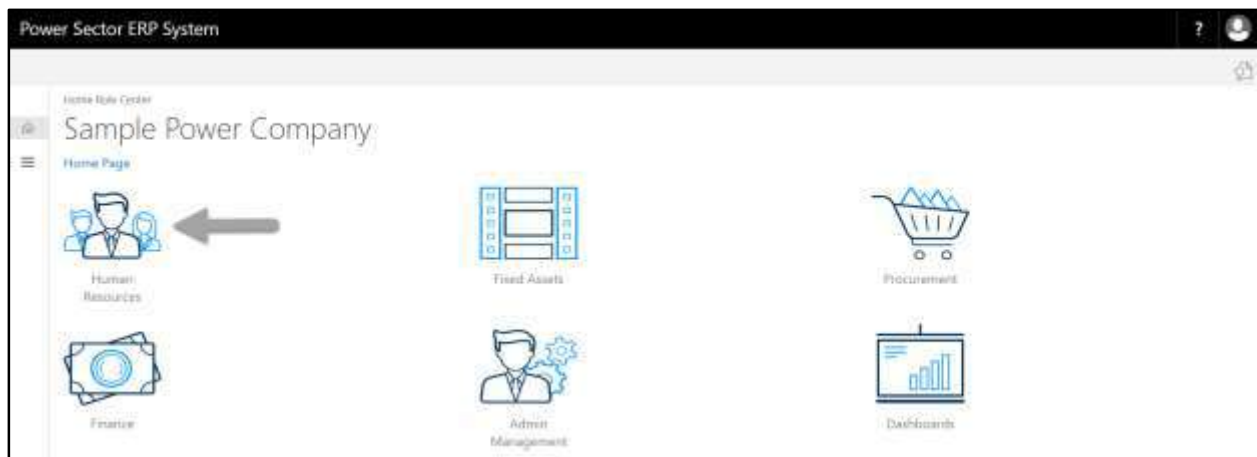
### Employment Type Setup

To initiate, follow the steps below.

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



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



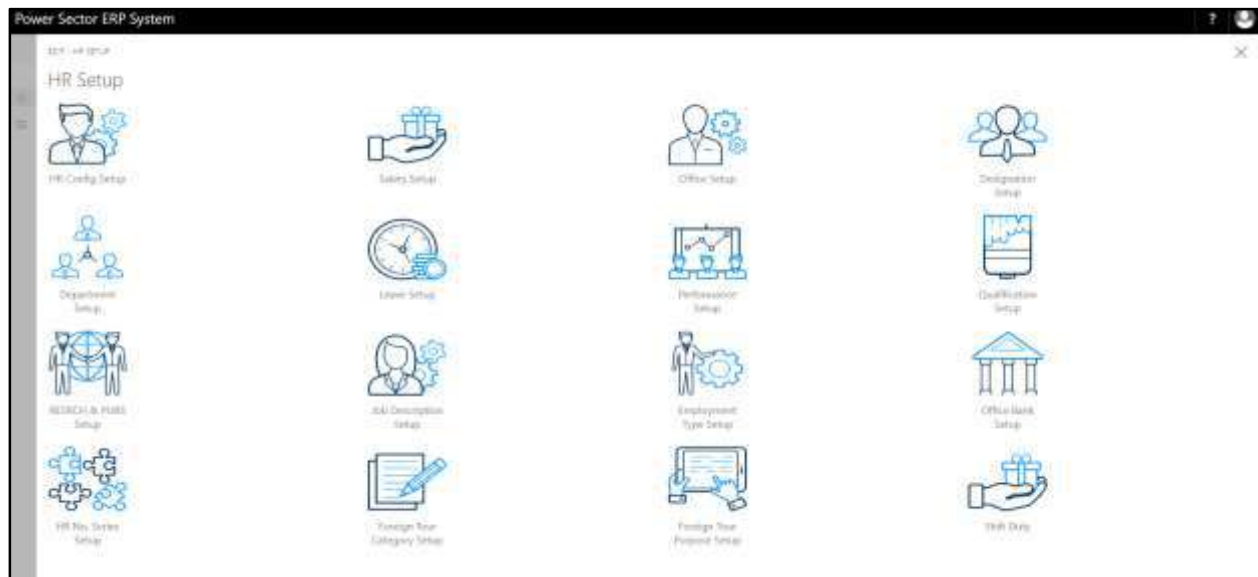
HR Landing Page will be appeared as below



C. Choose the “**HR Setup**” in HR Landing Page.



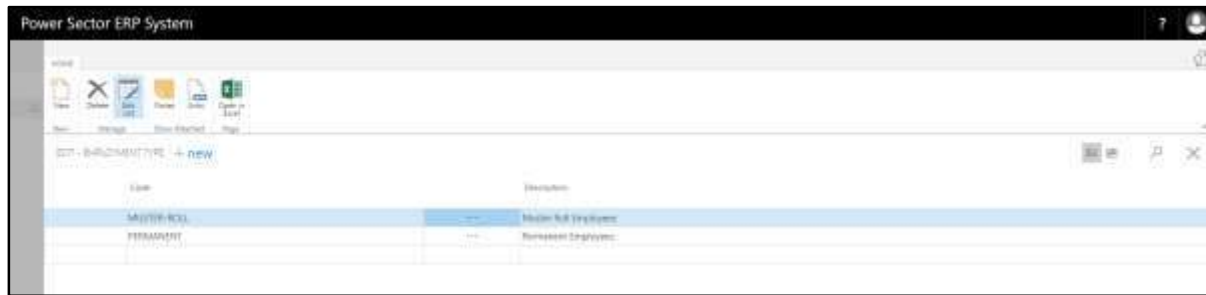
HR Setup Landing Page will be appeared as below



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



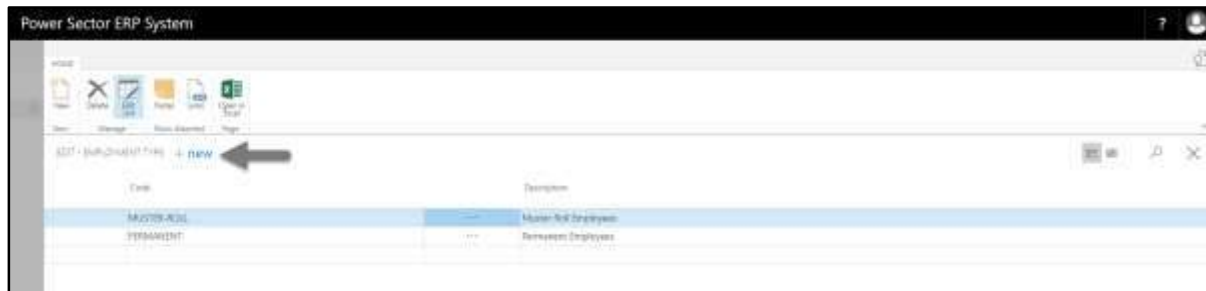
The following **Employment Type Setup List** page will be appeared.



### Note

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

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

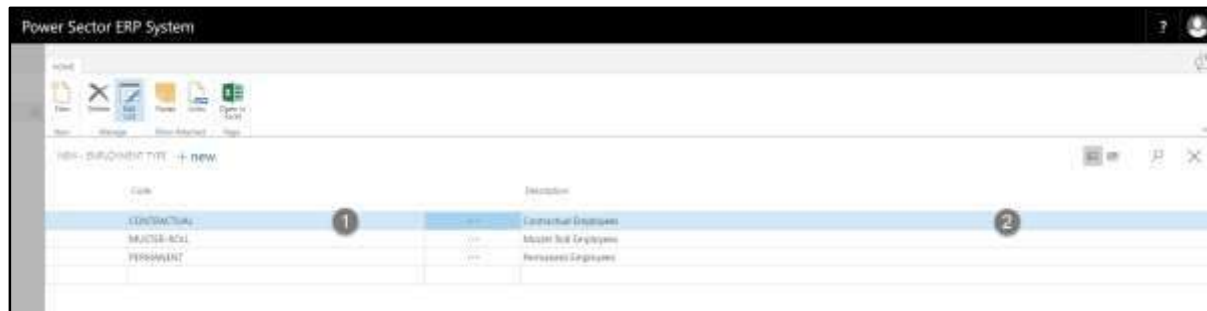



**New Row** will be appeared for Employment Type entry as below.

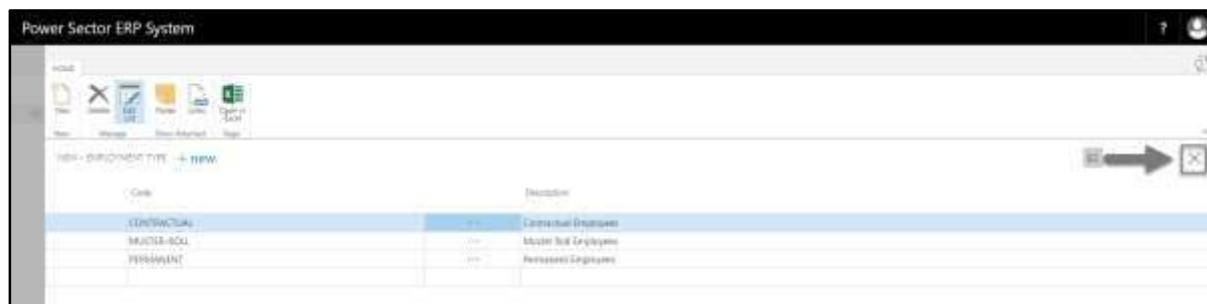


F. Provide below information to proceed.

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



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



## HR-112 How to: Setup Office Bank

### Introduction

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

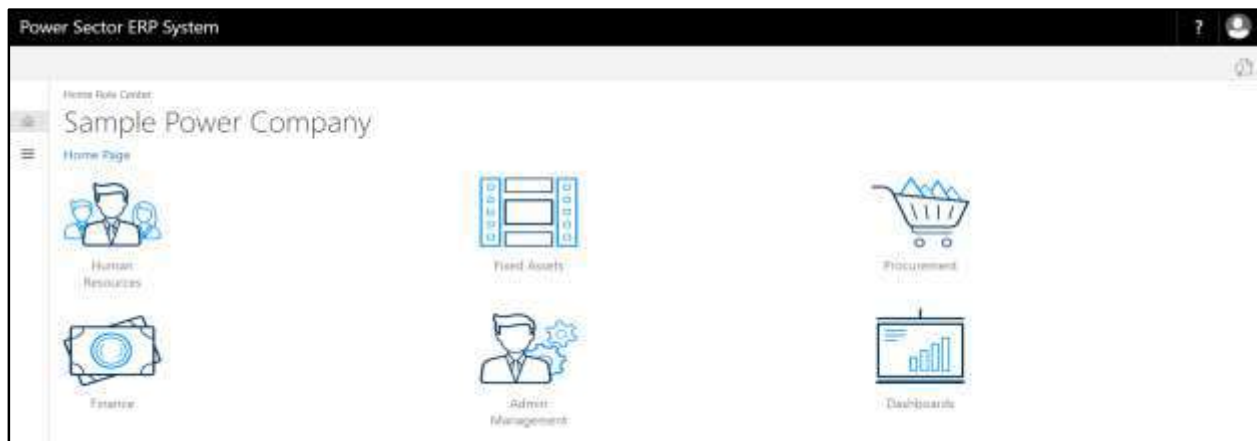
### Roles

- Module Admin

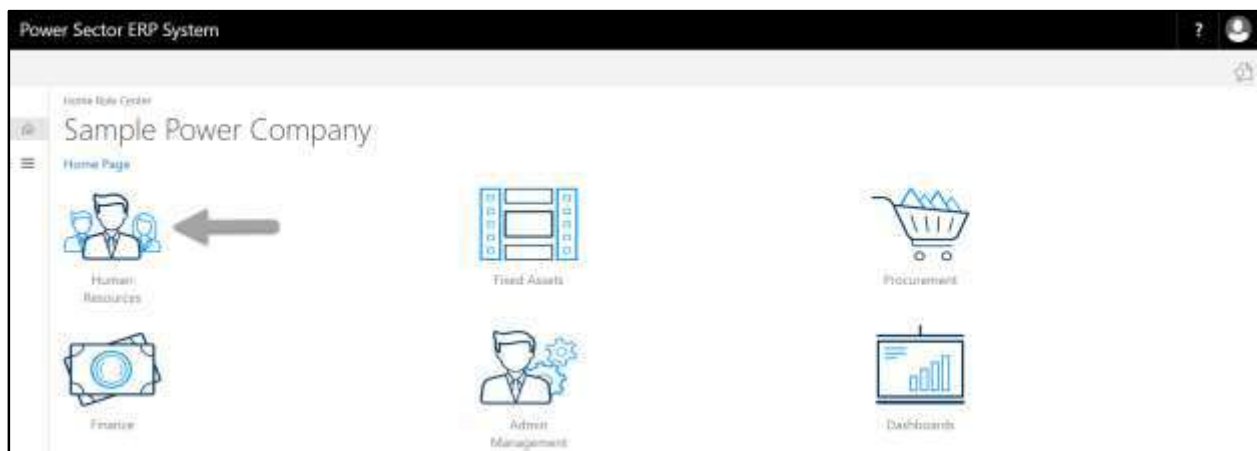
### Office Bank Setup

To initiate, follow the steps below.

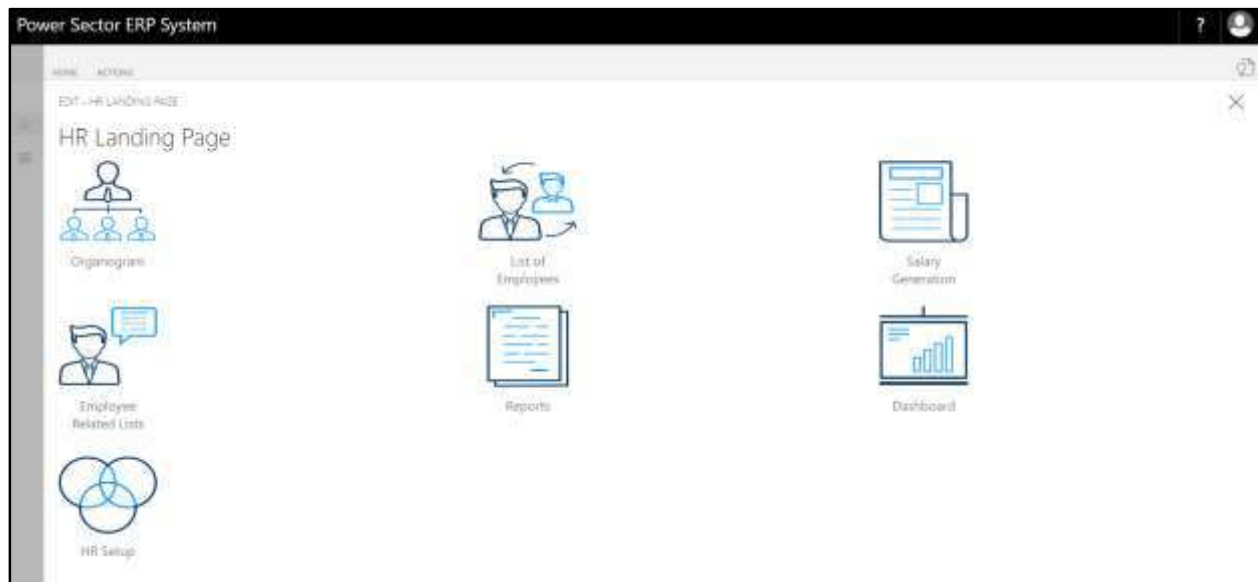
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



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



HR Landing Page will be appeared as below

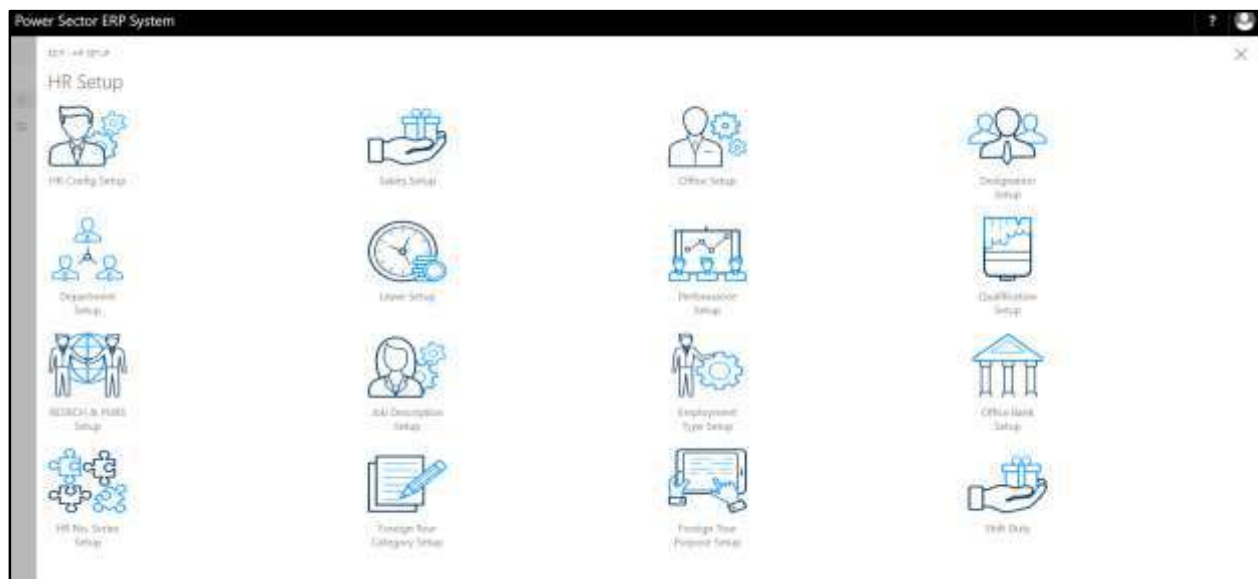


C. Choose the **“HR Setup”** in HR Landing Page.





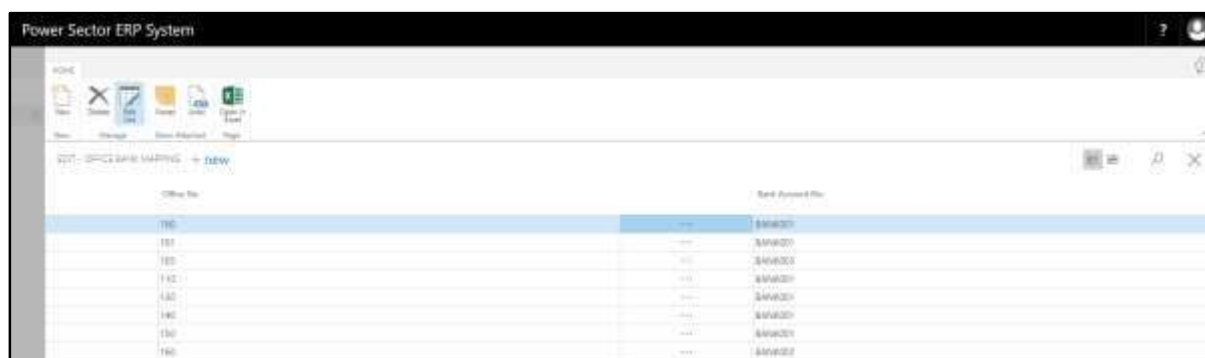
HR Setup Landing Page will be appeared as below



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



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

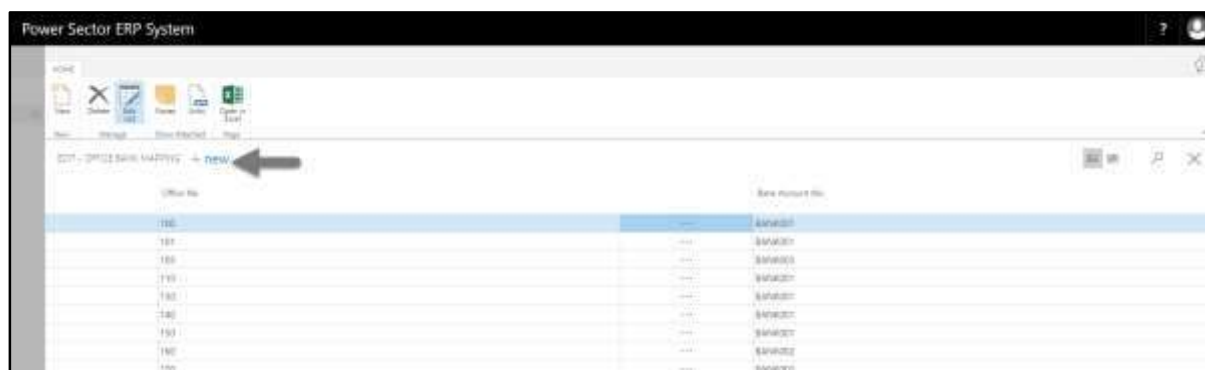


Office No.	Bank Account No.
100	00000000000000000000
101	00000000000000000000
102	00000000000000000000
103	00000000000000000000
104	00000000000000000000
105	00000000000000000000
106	00000000000000000000
107	00000000000000000000
108	00000000000000000000
109	00000000000000000000

### Note

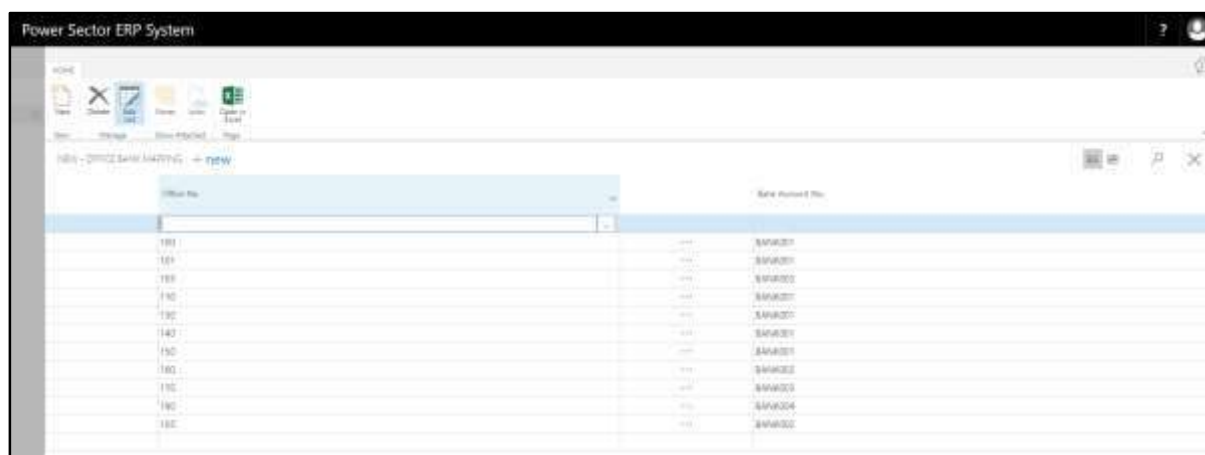
On first time load, page will be blank and will show existing data as new setup data will be entered.

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



Office No.	Bank Account No.
100	00000000000000000000
101	00000000000000000000
102	00000000000000000000
103	00000000000000000000
104	00000000000000000000
105	00000000000000000000
106	00000000000000000000
107	00000000000000000000
108	00000000000000000000
109	00000000000000000000

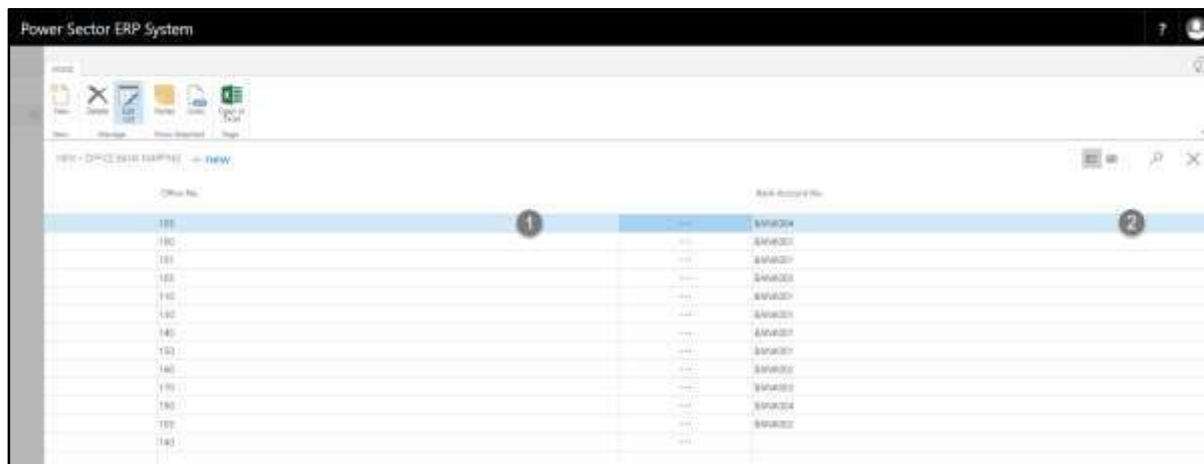
**New Row** will be appeared for Office Bank entry as below.




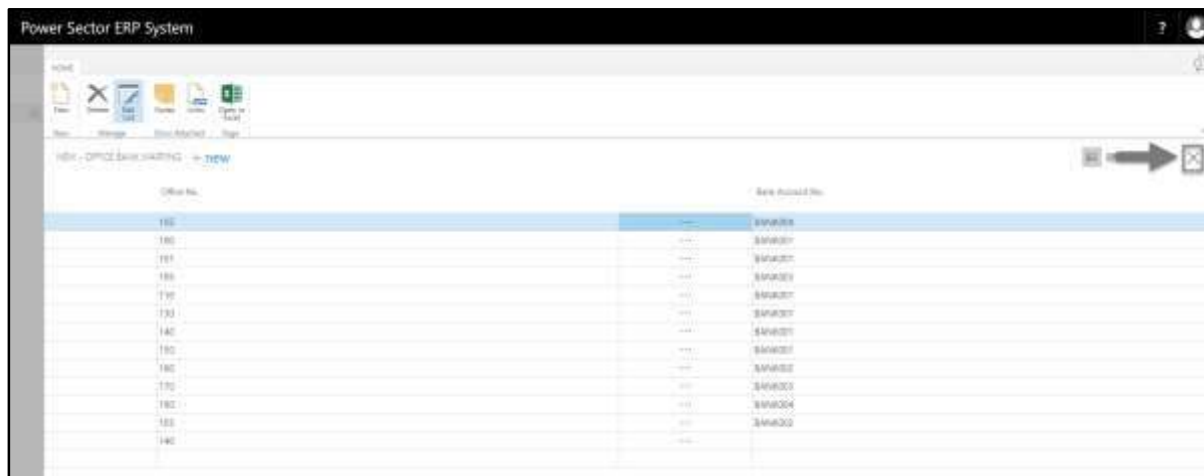
Office No.	Bank Account No.
100	00000000000000000000
101	00000000000000000000
102	00000000000000000000
103	00000000000000000000
104	00000000000000000000
105	00000000000000000000
106	00000000000000000000
107	00000000000000000000
108	00000000000000000000
109	00000000000000000000

F. Provide below information to proceed.

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



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



## HR-113 How to: Setup Foreign Tour Category

### Introduction

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

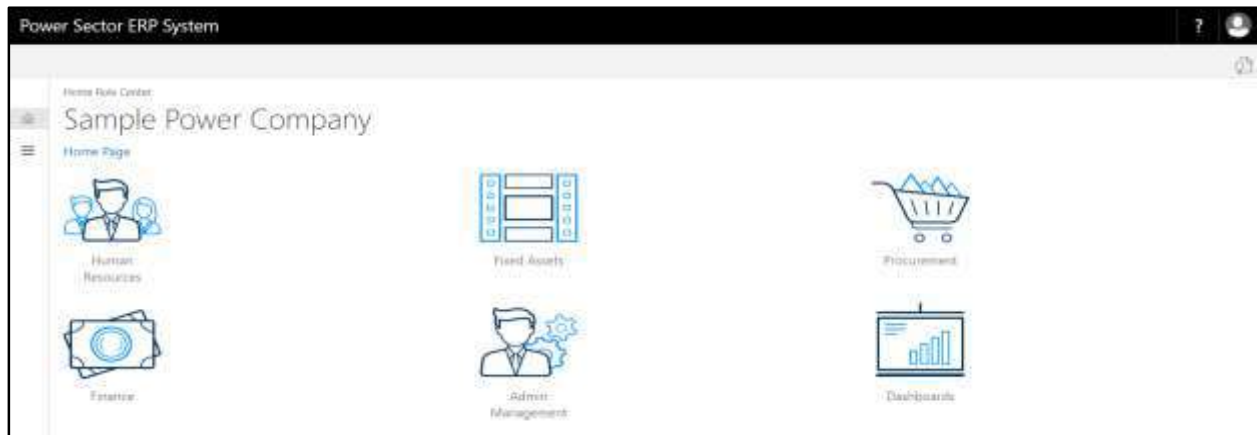
### Roles

- Module Admin

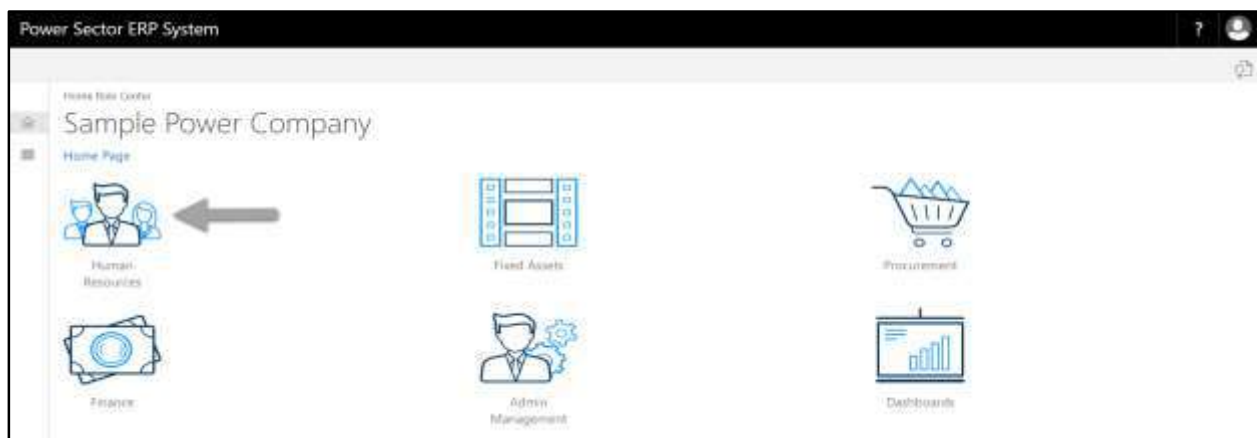
### Foreign Tour Category Setup

To initiate, follow the steps below.

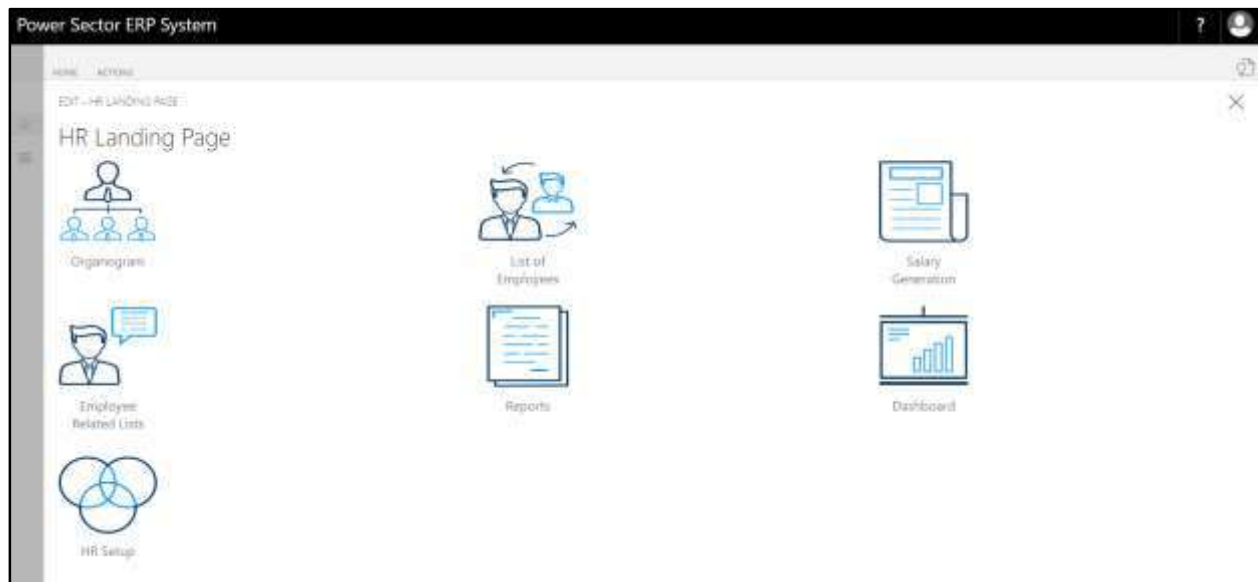
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



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



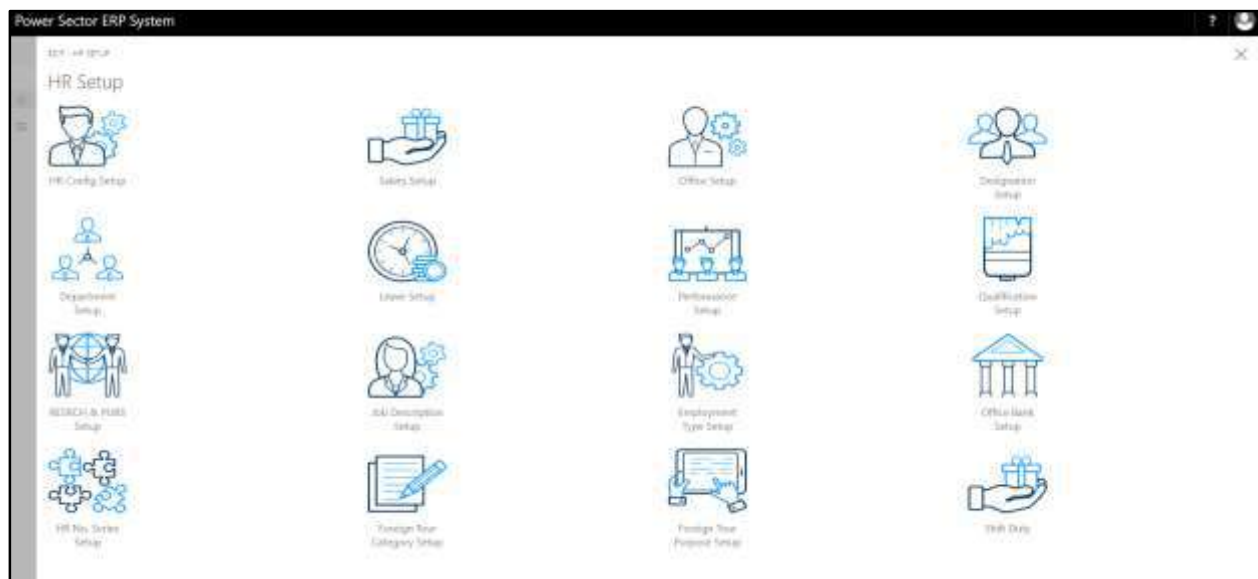
HR Landing Page will be appeared as below



C. Choose the “**HR Setup**” in HR Landing Page.



HR Setup Landing Page will be appeared as below



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



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



### Note

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

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

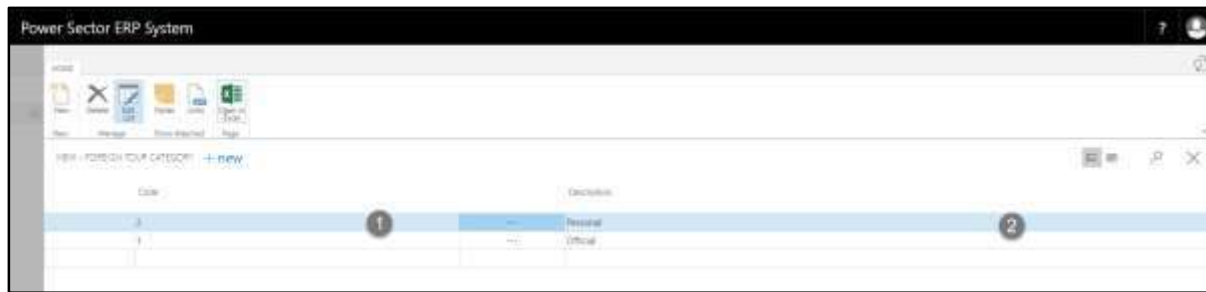


**New Row** will be appeared for Foreign Tour Category entry as below.

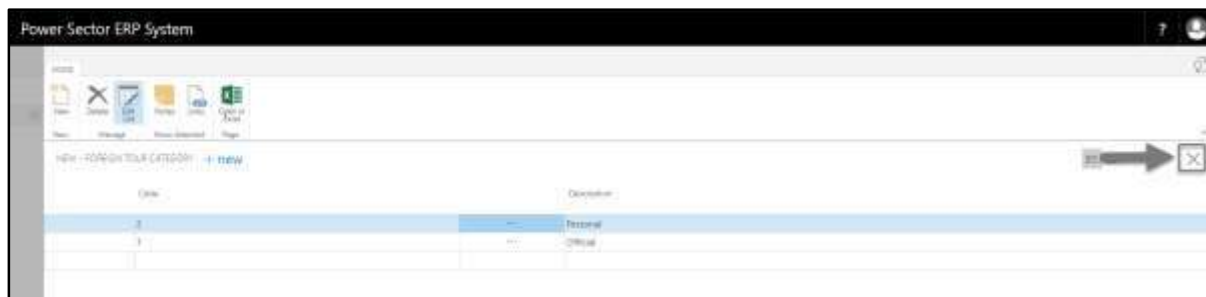


F. Provide below information to proceed.

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



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





## HR-114 How to: Setup Foreign Tour Purpose

### Introduction

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

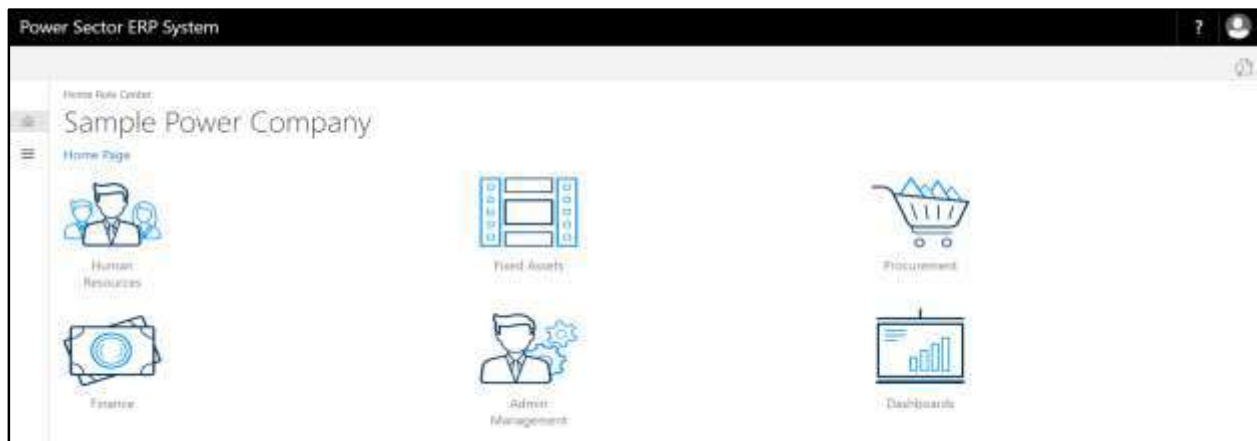
### Roles

- Module Admin

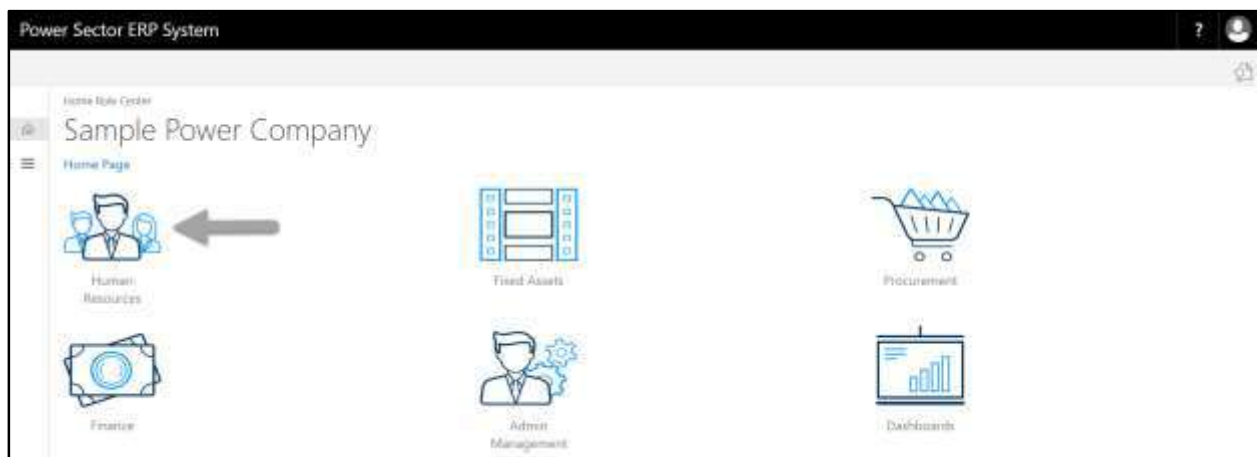
### Foreign Tour Purpose Setup

To initiate, follow the steps below.

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



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



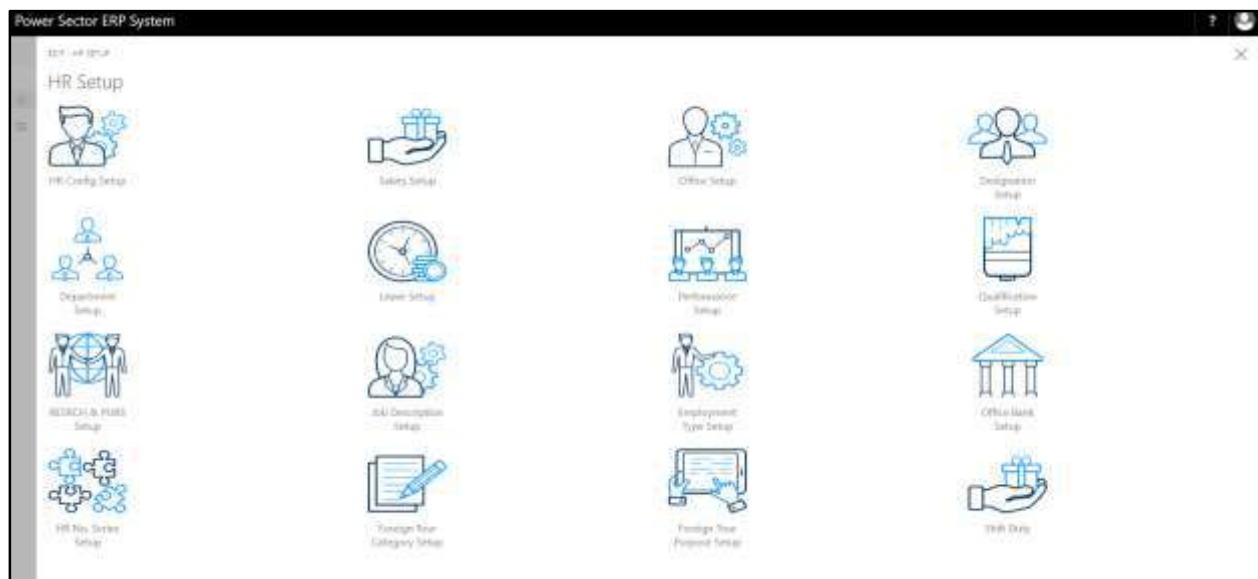
HR Landing Page will be appeared as below



C. Choose the “**HR Setup**” in HR Landing Page.



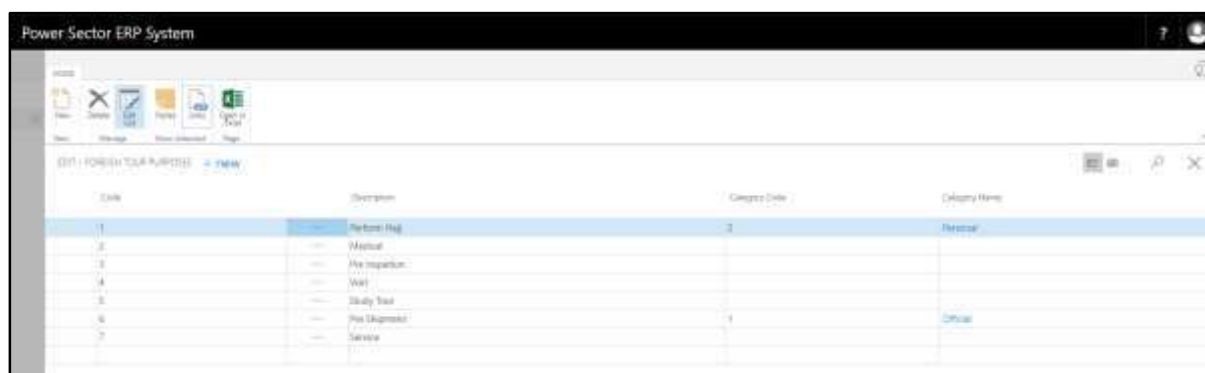
HR Setup Landing Page will be appeared as below



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

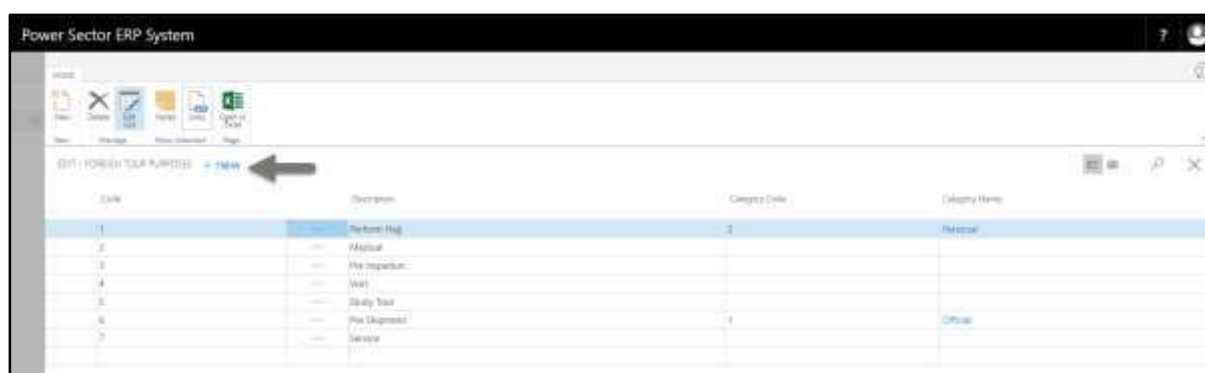


The following **Foreign Tour Purpose Setup List** page will be appeared.



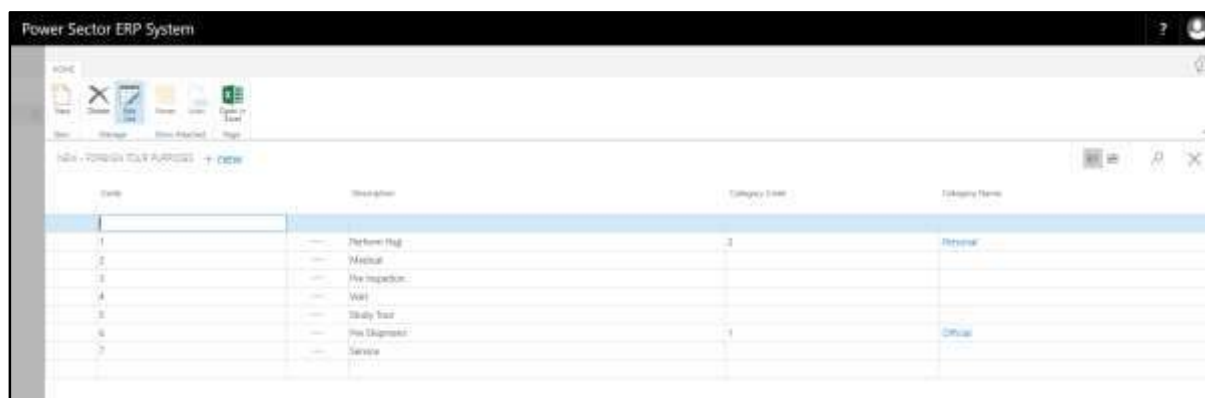
Code	Description	Category Code	Category Name
1	Performing	3	Personal
2	Medical		
3	Fire Inspection		
4	Weld		
5	Study Tour		
6	Fire Shipments	1	Official
7	Service		

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



Code	Description	Category Code	Category Name
1	Performing	3	Personal
2	Medical		
3	Fire Inspection		
4	Weld		
5	Study Tour		
6	Fire Shipments	1	Official
7	Service		

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



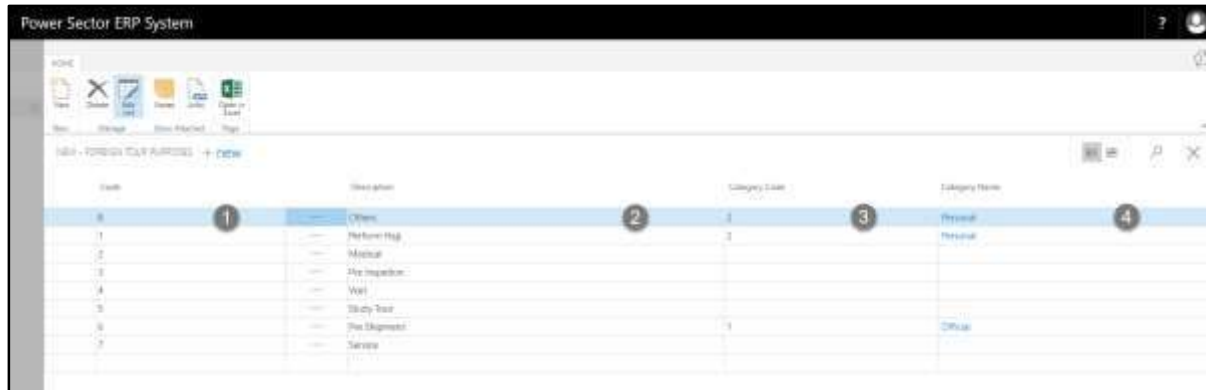
Code	Description	Category Code	Category Name
1	Performing	3	Personal
2	Medical		
3	Fire Inspection		
4	Weld		
5	Study Tour		
6	Fire Shipments	1	Official
7	Service		

F. Provide below information to proceed.

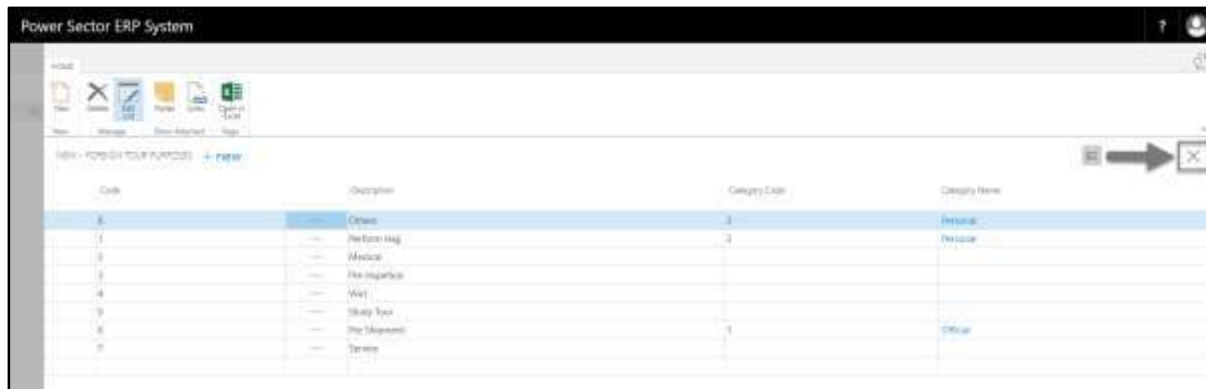
1. Provide **Foreign Tour Purpose Code**.

- **Foreign Tour Purpose Code: 8**

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



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



## HR-115 How to: Setup HR No. Series

### Introduction

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

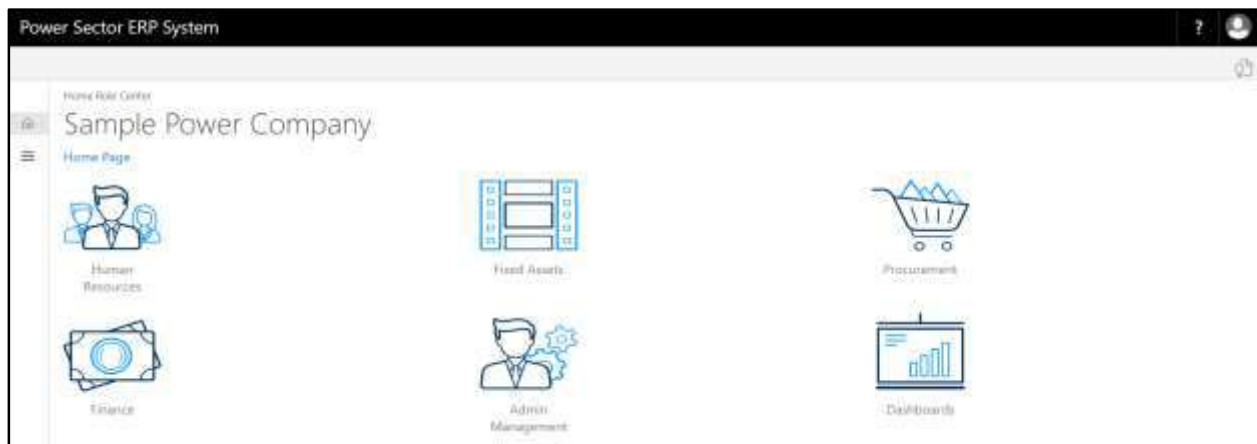
### Roles

- Module Admin

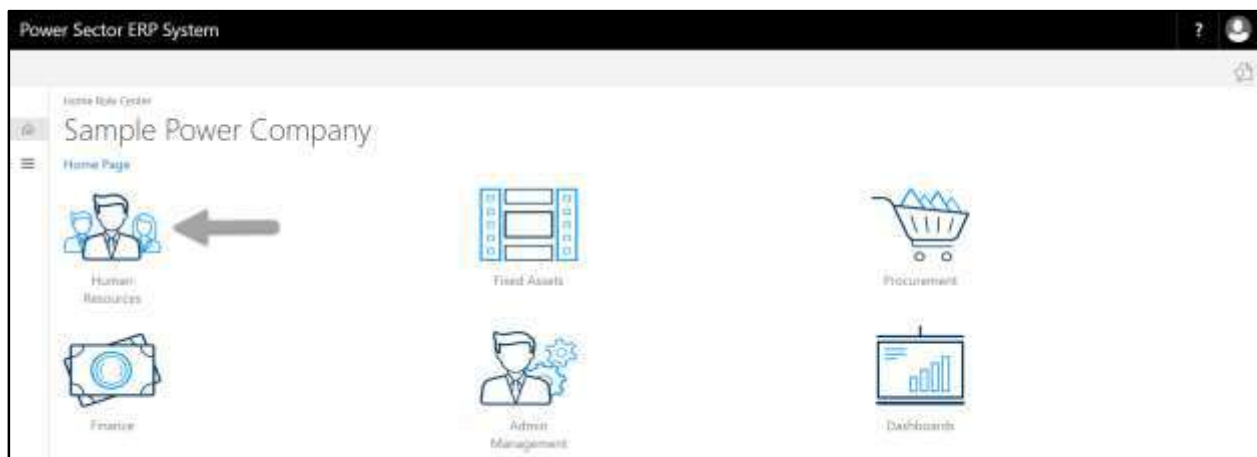
### HR No. Series Setup

To initiate, follow the steps below.

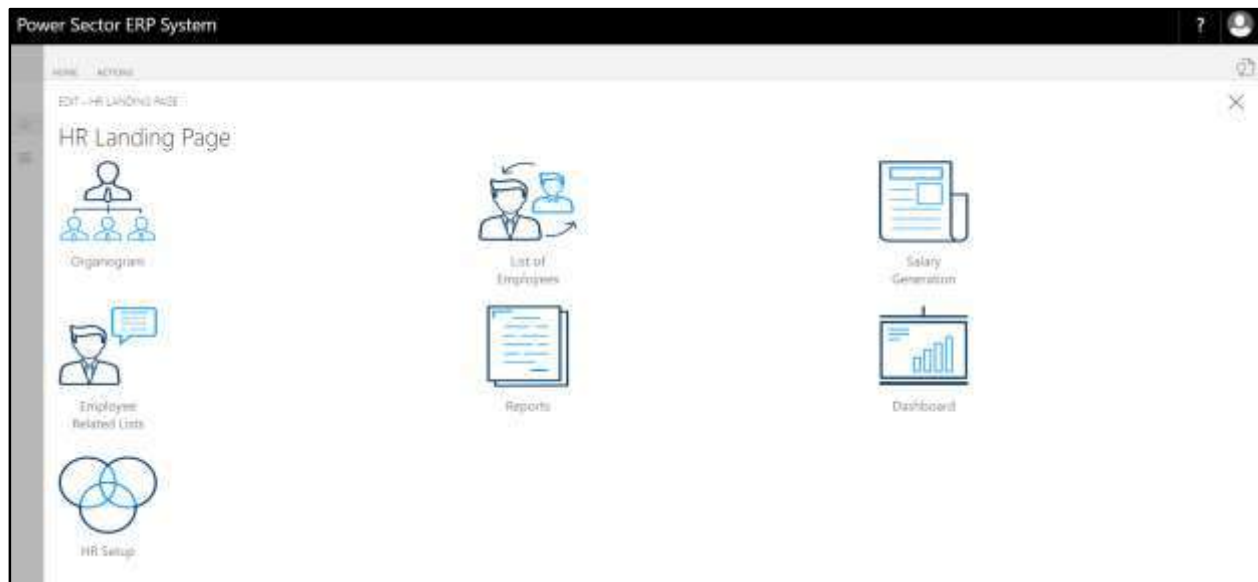
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



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



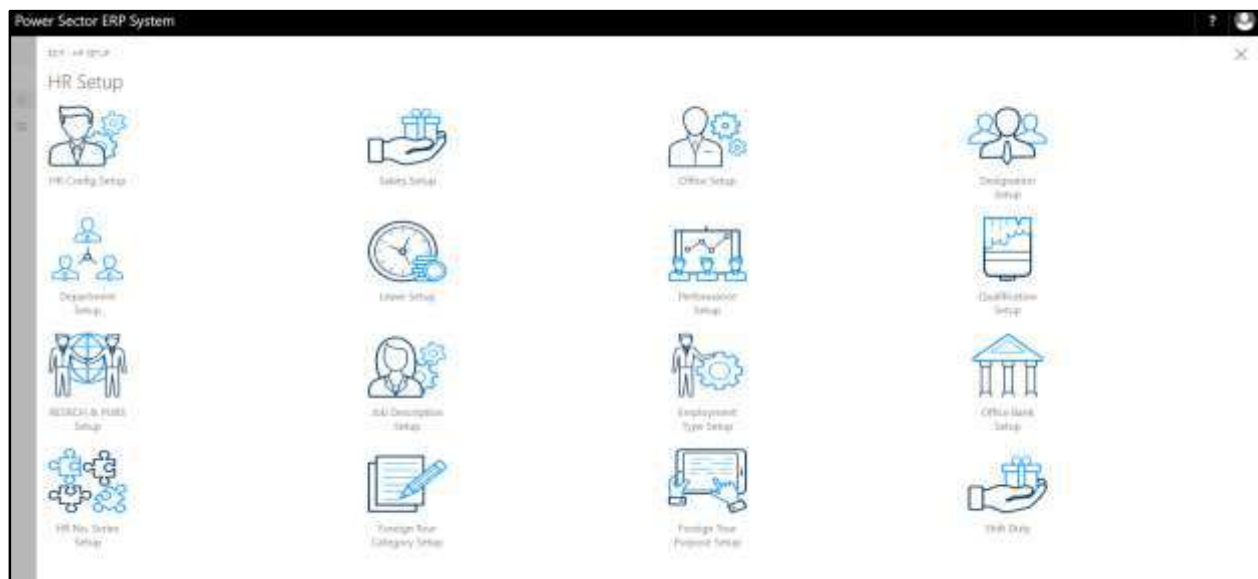
HR Landing Page will be appeared as below



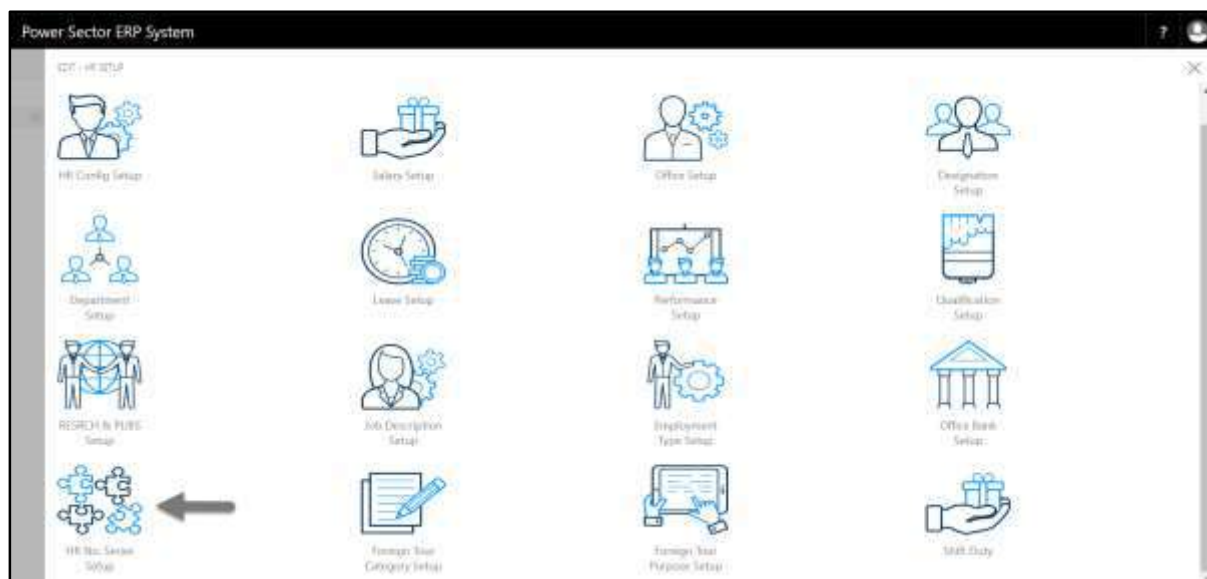
C. Choose the **"HR Setup"** in HR Landing Page.



HR Setup Landing Page will be appeared as below

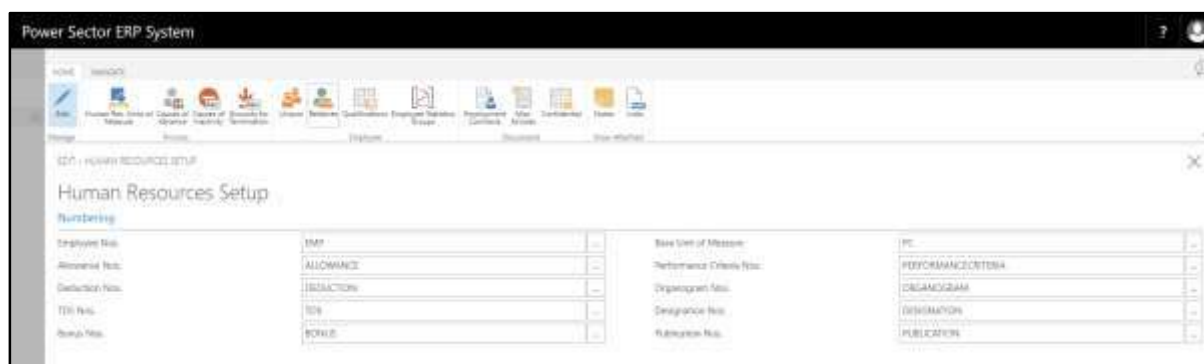


D. Choose the “**HR No. Series Setup**” in HR Setup Landing Page.





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



E. Provide below information to proceed.

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

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

- **Designation Nos.: DESIGNATION**

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

- **Publication Nos.: PUBLICATION**

Power Sector ERP System

Human Resources Setup

Numbering

Employee No.	EMP	1		Basic Unit of Measure	PC	6	
Allowance No.	ALLOWANCE	2		Performance Criteria No.	PERFORMANCECRITERIA	7	
Deduction No.	DEDUCTION	3		Organization No.	ORGANIZATION	8	
TDS No.	TDS	4		Designation No.	DESIGNATION	9	
Bonus No.	BONUS	5		Publication No.	PUBLICATION	10	

F. Click the  button to save and close.

Power Sector ERP System

Human Resources Setup

Numbering

Employee No.	EMP	1		Basic Unit of Measure	PC	6	
Allowance No.	ALLOWANCE	2		Performance Criteria No.	PERFORMANCECRITERIA	7	
Deduction No.	DEDUCTION	3		Organization No.	ORGANIZATION	8	
TDS No.	TDS	4		Designation No.	DESIGNATION	9	
Bonus No.	BONUS	5		Publication No.	PUBLICATION	10	

## HR-200 Organogram View and Setup

### Introduction

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

HR-201    Organogram Setup

HR-202    Organogram View

### Role

- Module Admin

### Prerequisite

- Module Admin credentials – username and password

## HR-201 How to: Setup Organogram

### Introduction

This process demonstrates how to setup organogram of an organization.

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

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

### Roles

- Module Admin

### Prerequisites

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

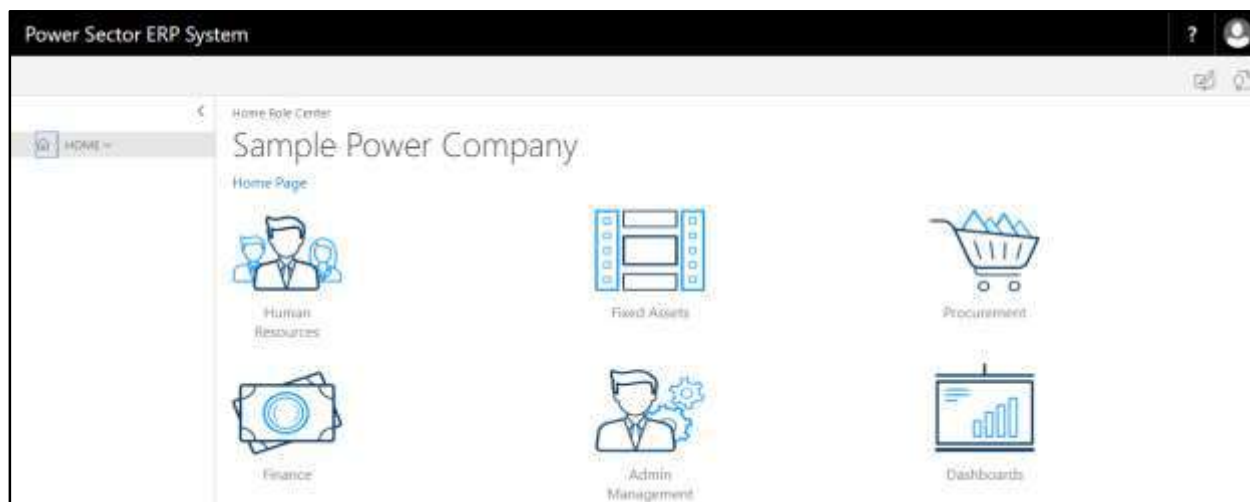
#### **IMPORTANT**

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

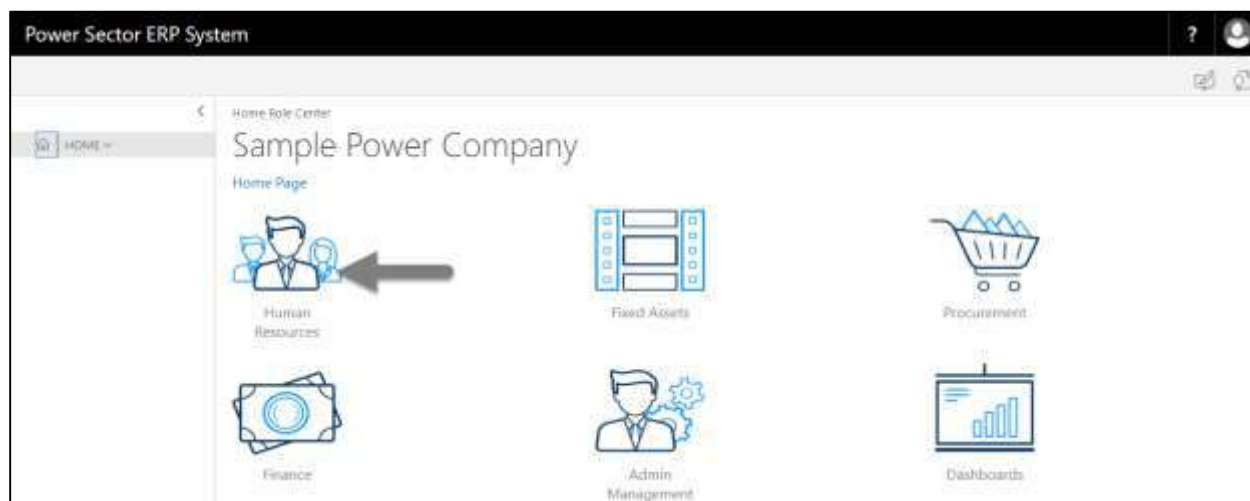
## Access Organogram Setup

To Initiate, follow the steps below.

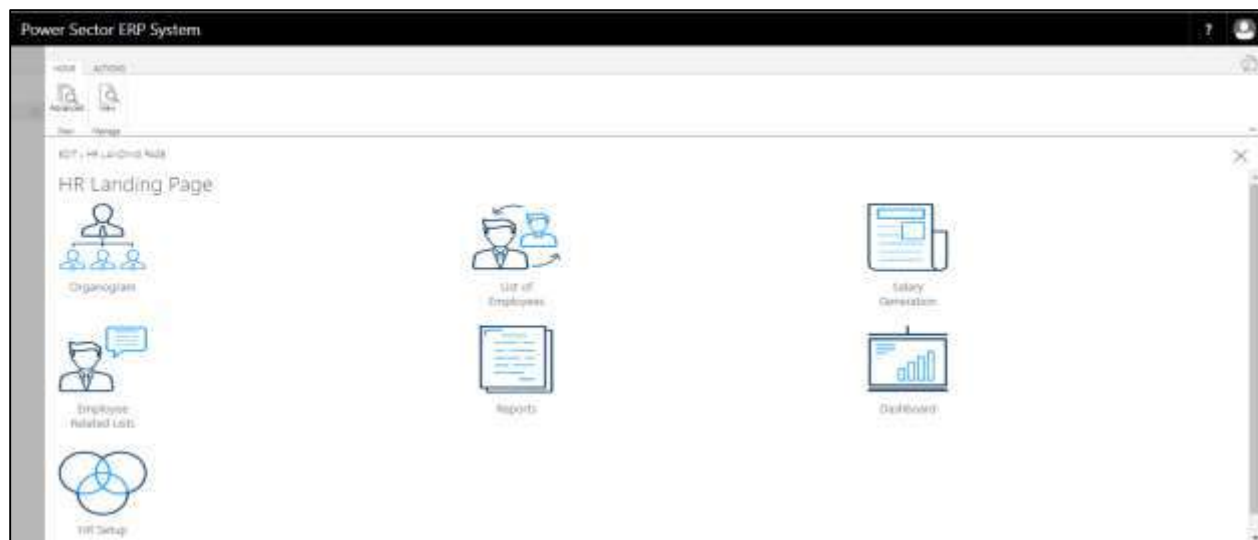
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



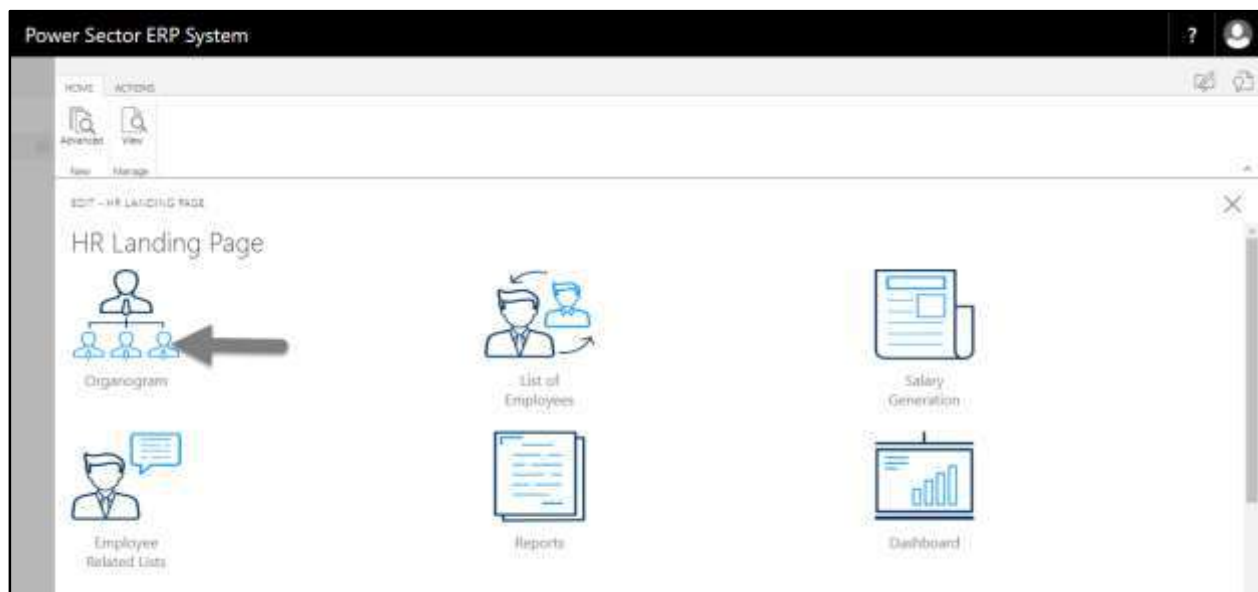
- B. Choose the “**Human Resources**” icon.



HR Landing Page will be appeared as below



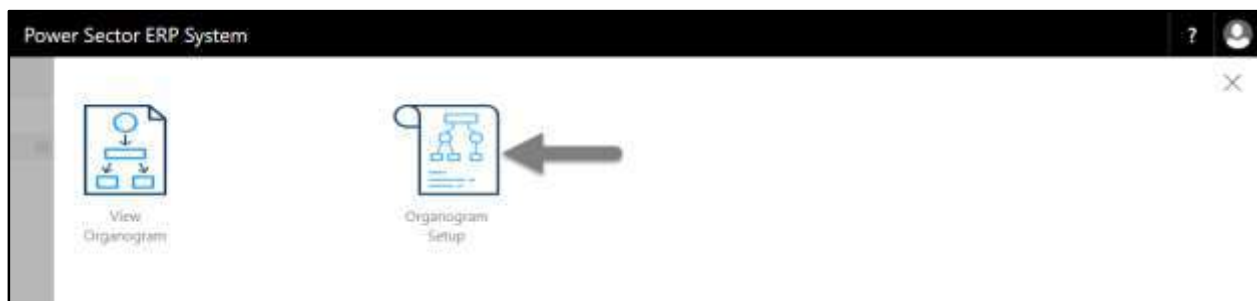
C. Choose the “**Organogram**” in HR Landing Page.



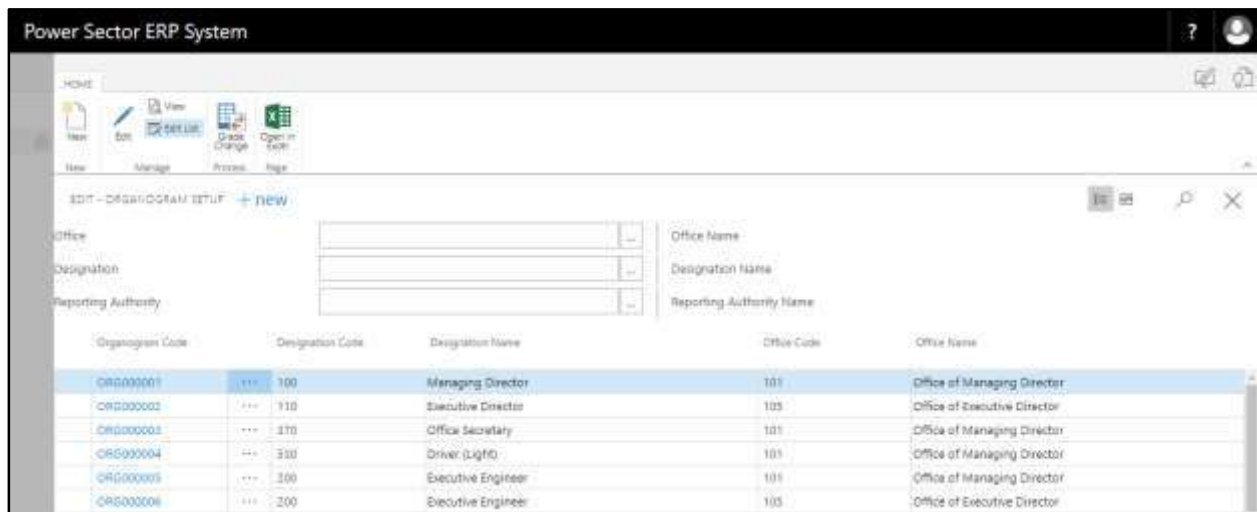
Organogram Landing Page will be appeared as below



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



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



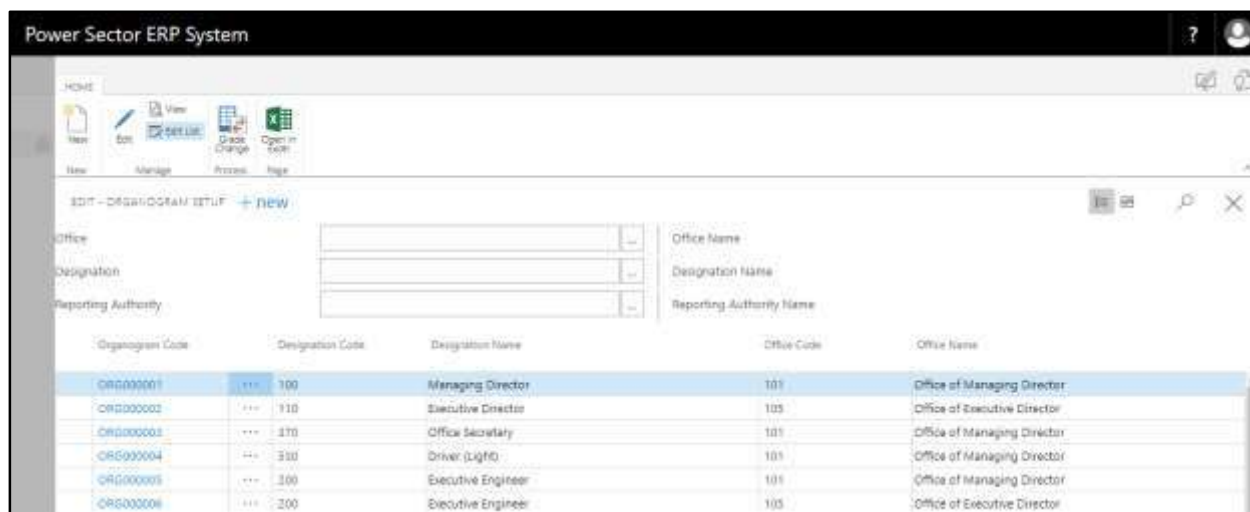
**Note**

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

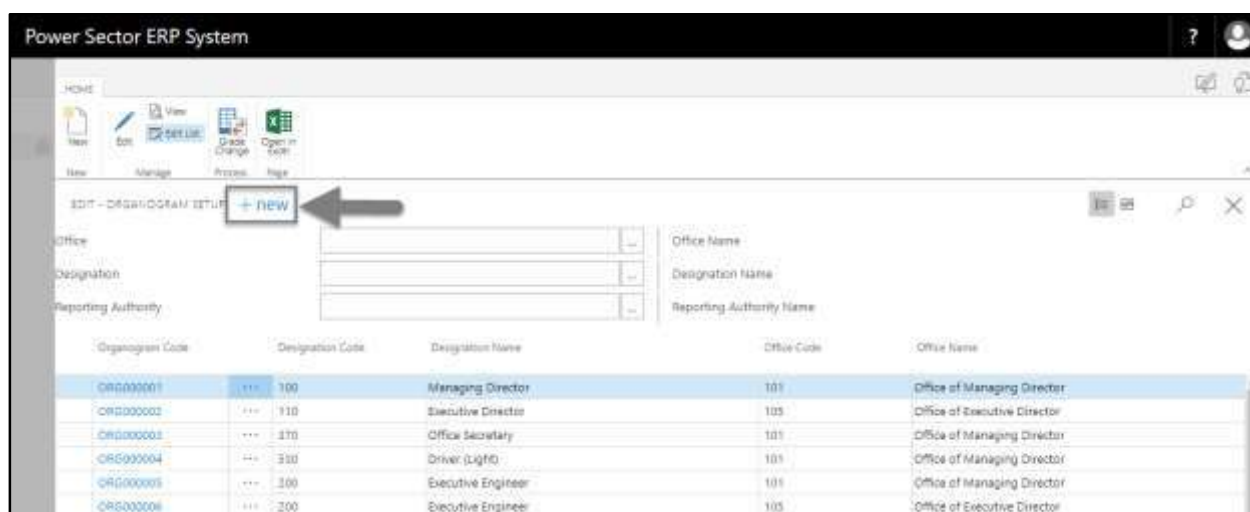
## HR-201.1 Add a New Organogram

To Initiate, follow the steps below.

A. Access Organogram Setup by Human Resource Admin user.



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





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

The screenshot shows the 'Power Sector ERP System' interface. At the top, there's a navigation bar with tabs for 'HOME', 'MANAGE', 'REPORT', 'ANALYSIS', and 'MANAGE'. Below this is a toolbar with icons for 'New', 'Edit', 'Delete', 'Previous', and 'Next'. The main content area is titled 'NEW - ORGANOGRAM MASTER CARD' and 'Organogram Master Card'. It has a 'General' tab selected. The form contains several fields: 'Description', 'Designation Code', 'Designation Name', 'Office Code', 'Office Name', 'Department Code', 'Department Name', 'Sanctioned Posts', 'Filled Posts', 'Vacant Posts', 'Reporting Authority Code', 'Reporting Authority Description', and 'Hide in Organogram View'. There are also 'Organogram Code' and 'Grade Code' fields at the bottom. The form is designed with a clean, professional look, using a light blue and white color scheme.

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

1. Provide **Description**.
  - **Description: Assistant Manager**
2. Choose the **Designation Code** from the dropdown by clicking on  button.
  - **Designation Code: 240**

**Designation Name** will be populated by the system.
3. Choose the **Office Code** from the dropdown by clicking on  button.
  - **Office Name: 130**

**Office Name** will be populated by the system.
4. Choose the **Department Code** from the dropdown by clicking on  button.
  - **Department Name: 002**

**Department Name** will be populated by the system.
5. Provide **Sanctioned Posts** for this organogram.
  - **Sanctioned Posts: 1**

**Filled Posts** and **Vacant Post** will be populated by the system.
6. Choose the **Reporting Authority Code** from the dropdown by clicking on  button.

- **Reporting Authority Code: ORG000020**

**Reporting Authority Description** will be populated by the system.

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

Power Sector ERP System

EDIT - ORGANOGRAM MASTER CARD

ORG000021

General

Description	Assistant Manager	1
Designation Code	240	2
Designation Name	Assistant Manager	
Office Code	130	3
Office Name	Office of General Manager	
Department Code	002	4
Department Name	HR & Admin	

Sanctioned Posts

Filled Posts	5	Y
Vacant Posts		0
Reporting Authority Code	ORG000020	6
Reporting Authority Description	Deputy Manager	
Hide in Organogram View	<input checked="" type="checkbox"/>	7

### Important

"Reporting Authority code" field is must for organogram view.

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

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

- **Grade Code: GR007**

Power Sector ERP System

EDIT - ORGANOGRAM MASTER CARD

Grade

Organogram Code	Grade Code
ORG000021	GR007

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

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

- **Leave Code: LEAVE003**

**Leave Description** will be populated by the system.

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

Power Sector ERP System

HOME | MANAGE | MANAGE | MANAGE | MANAGE

File Edit Create Previous Next

Manage Personal Page

EDIT - ORGANODRAM MASTER CARD

Leave

Organogram Code	Leave Code	Leave Description	Eligible Leave Quantity	Is Active
ORG0000001	LEAVE003	Casual Leave	20	<input checked="" type="checkbox"/>

### Tips

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

### Notes

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

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

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

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

Power Sector ERP System

HOME MANAGE MANAGE MANAGE MANAGE

EDIT - ORGANIZATION MASTER CARD

Job Description

Organization Code	Job Description Code
ORG000021	111

**Tips**

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

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

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

- **Performance Criteria Group Code: PCG001**

Power Sector ERP System

HOME MANAGE MANAGE MANAGE MANAGE

EDIT - ORGANIZATION MASTER CARD

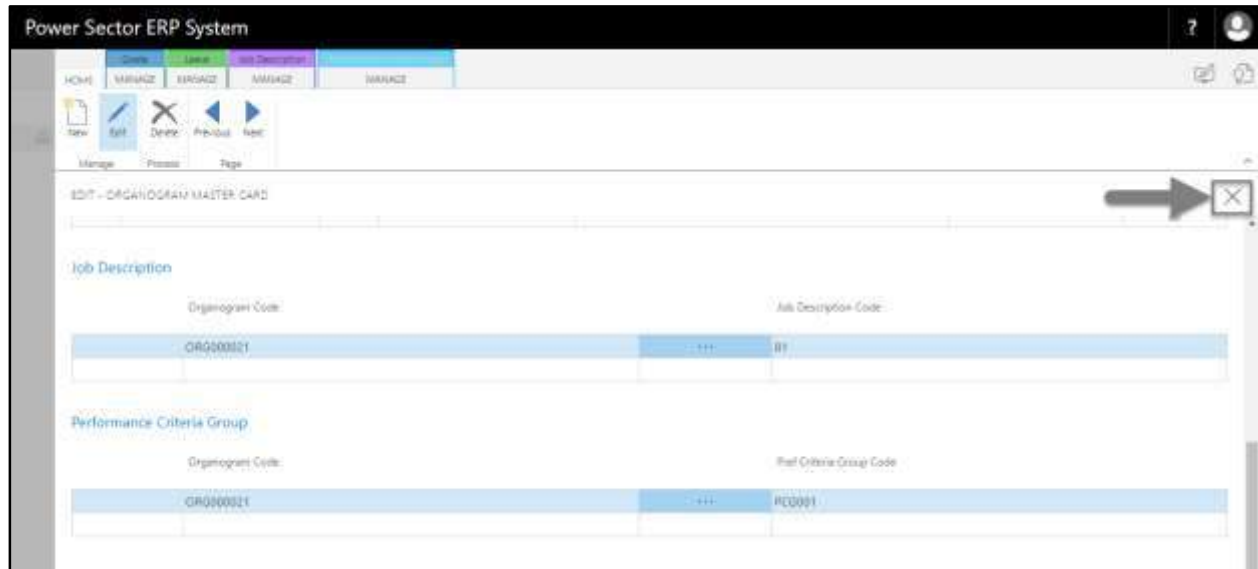
Job Description

Organization Code	Job Description Code
ORG000021	111

Performance Criteria Group

Organization Code	Performance Criteria Group Code
ORG000021	PCG001

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



Power Sector ERP System

HOME | MANAGE | MANAGE | MANAGE | MANAGE

Save Edit Delete Previous Next

Manage Process Page

EDIT - ORGANOGRAM MASTER CARD

Job Description

Organogram Code: ORG000021 Job Description Code: BT

Performance Criteria Group

Organogram Code: ORG000021 Performance Criteria Group Code: PC00001

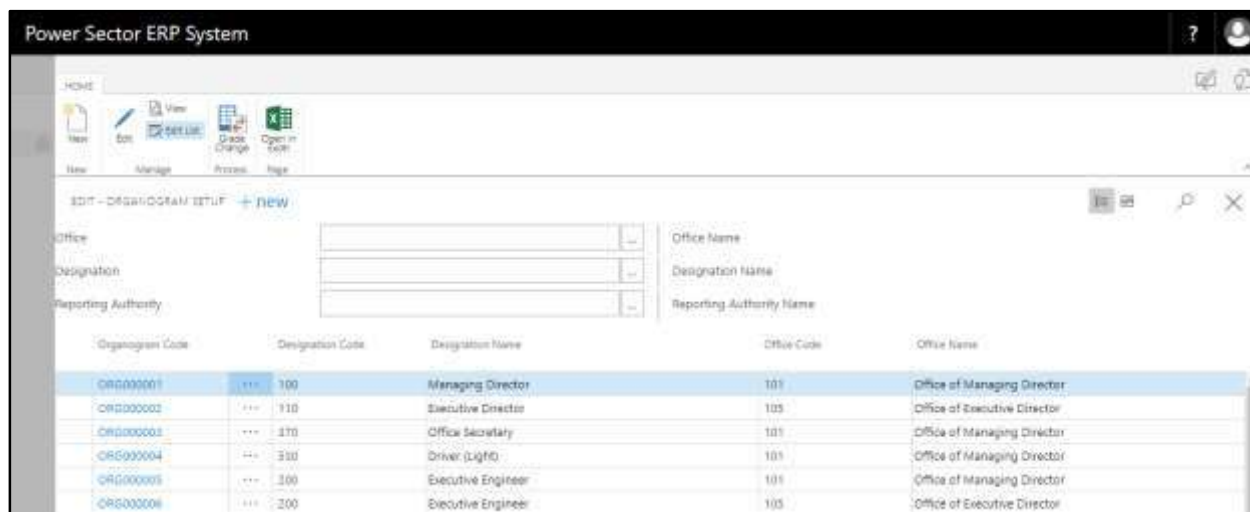
**Tips**

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

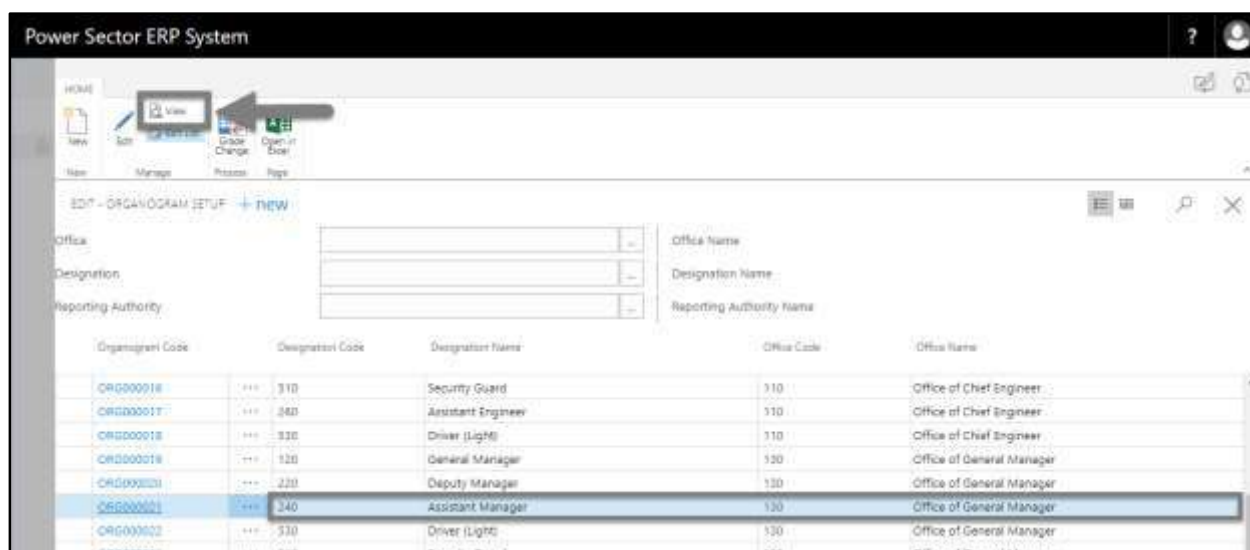
## HR-201.2 View an existing Organogram Master Setup.

To Initiate, follow the steps below.

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



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



### Important

Organogram selection should be from the marked area.

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

The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar includes 'HOME', 'MANAGE', 'MANAGE', 'MANAGE', and 'MANAGE'. Below this is a toolbar with icons for 'New', 'Edit', 'Delete', 'Previous', and 'Next'. The main content area is titled 'VIEW - ORGANOGRAM MASTER CARD' and displays the details for 'ORG000021'. The details are organized into two columns. The left column contains fields for 'Description', 'Designation Code', 'Designation Name', 'Office Code', 'Office Name', 'Department Code', and 'Department Name'. The right column contains fields for 'Sanctioned Posts', 'Filled Posts', 'Vacant Posts', 'Reporting Authority Code', 'Reporting Authority Description', and 'Hide in Organogram View'. At the bottom, there are fields for 'Organogram Code' and 'Grade Code'.

Field	Value
Description	Assistant Manager
Designation Code	340
Designation Name	Assistant Manager
Office Code	130
Office Name	Office of General Manager
Department Code	002
Department Name	HR & Admin
Sanctioned Posts	1
Filled Posts	0
Vacant Posts	1
Reporting Authority Code	ORG000021
Reporting Authority Description	Deputy Manager
Hide in Organogram View	<input type="checkbox"/>

### Notes

In view mode, Organogram Master cannot be edited.

C. Click the "X" button after viewing the organogram master.

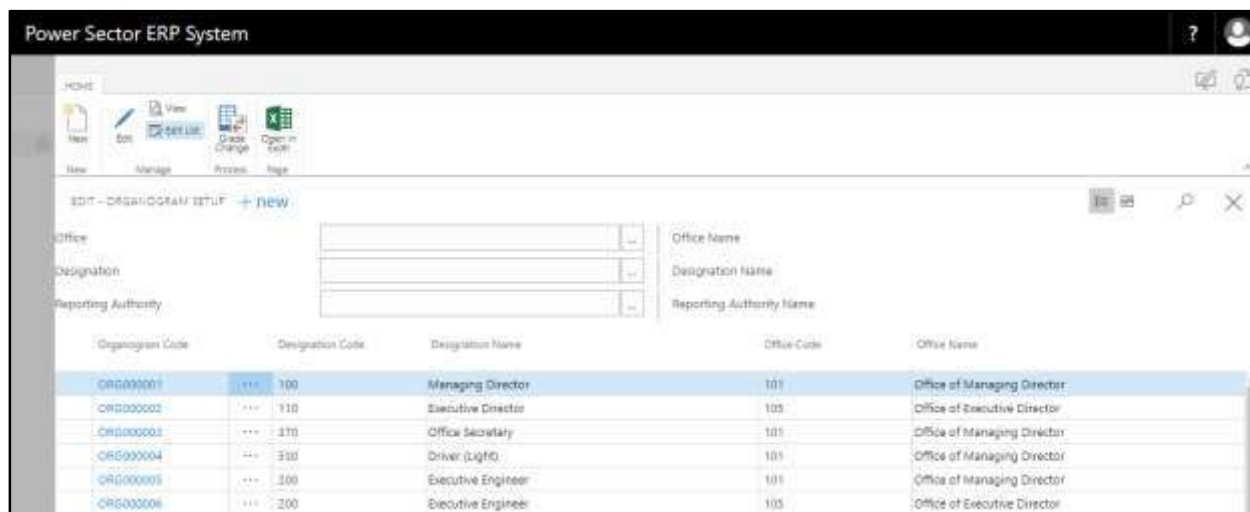
The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar includes 'HOME', 'MANAGE', 'MANAGE', 'MANAGE', and 'MANAGE'. Below this is a toolbar with icons for 'New', 'Edit', 'Delete', 'Previous', and 'Next'. The main content area is titled 'EDIT - ORGANOGRAM MASTER CARD' and displays the details for 'ORG000021'. The details are organized into two columns. The left column contains fields for 'Description', 'Designation Code', 'Designation Name', 'Office Code', 'Office Name', 'Department Code', and 'Department Name'. The right column contains fields for 'Sanctioned Posts', 'Filled Posts', 'Vacant Posts', 'Reporting Authority Code', 'Reporting Authority Description', and 'Hide in Organogram View'. At the bottom, there are fields for 'Organogram Code' and 'Grade Code'. A red 'X' button is highlighted in the top right corner of the main content area, with a red arrow pointing to it.

Field	Value
Description	Assistant Manager
Designation Code	340
Designation Name	Assistant Manager
Office Code	130
Office Name	Office of General Manager
Department Code	002
Department Name	HR & Admin
Sanctioned Posts	1
Filled Posts	0
Vacant Posts	1
Reporting Authority Code	ORG000021
Reporting Authority Description	Deputy Manager
Hide in Organogram View	<input type="checkbox"/>

## HR-201.3 Edit an Existing Organogram Master Setup

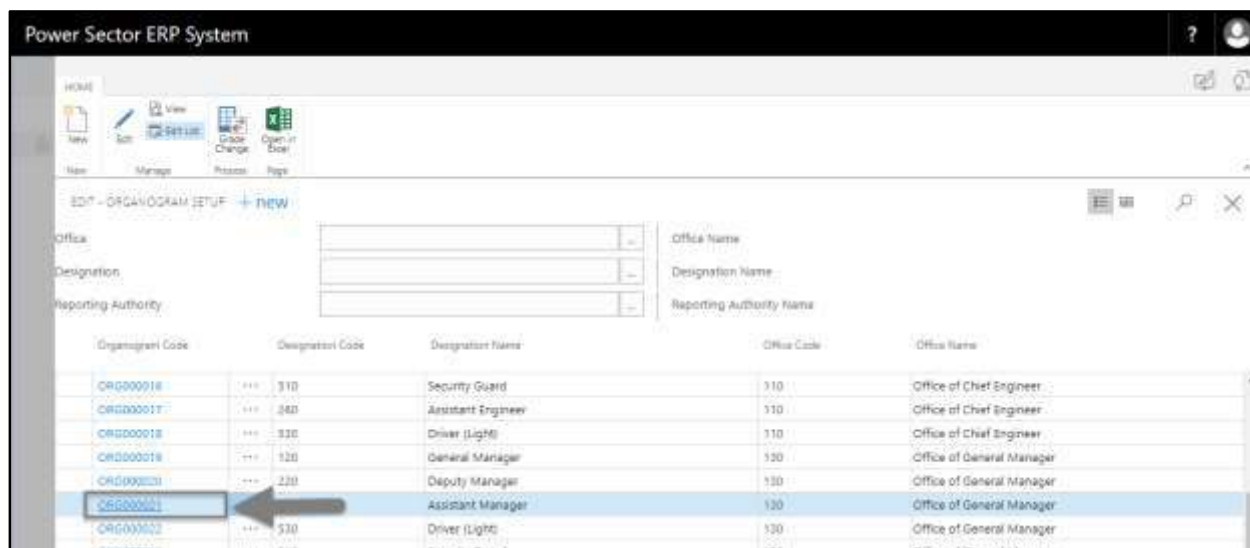
To Initiate, follow the steps below.

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



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

**Organogram Code: ORG000021**



### Tips

Select the Organogram Code which needs to be edited.



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

The screenshot displays the 'EDIT - ORGANOGRAM MASTER CARD' page in the Power Sector ERP System. The page is divided into two main sections: 'General' and 'Grade'. The 'General' section contains fields for Description, Designation Code, Designation Name, Office Code, Office Name, Department Code, and Department Name. The 'Grade' section contains fields for Organogram Code and Grade Code. The 'Description' field is currently set to 'Assistant Manager'. The 'Designation Code' is '340', 'Designation Name' is 'Assistant Manager', 'Office Code' is '130', 'Office Name' is 'Office of General Manager', 'Department Code' is '092', and 'Department Name' is 'HR & Admin'. The 'Organogram Code' is 'ORG000021' and the 'Grade Code' is 'GR007'. The page also includes a 'Show-less' button and a 'Save' button.

### Tips

Editable fields can be edited if necessary.

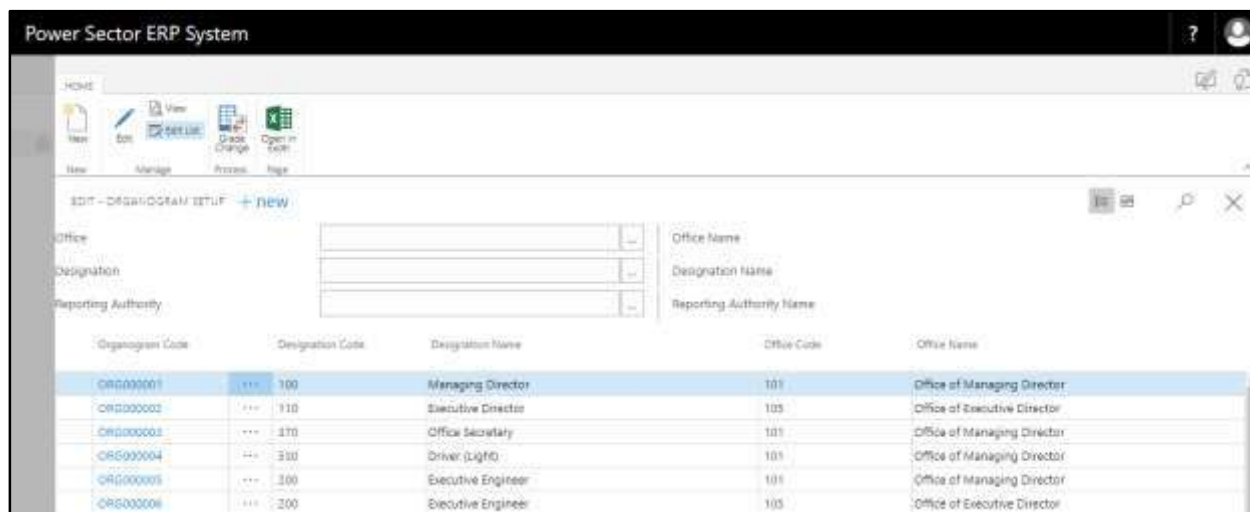
C. Click the “” button after editing the values to save and close.

This screenshot is identical to the one above, showing the 'EDIT - ORGANOGRAM MASTER CARD' page. A red arrow points to the close button (a square with an 'X') in the top right corner of the form, indicating the next step in the process.

## HR201.4 Delete an Organogram Master Setup.

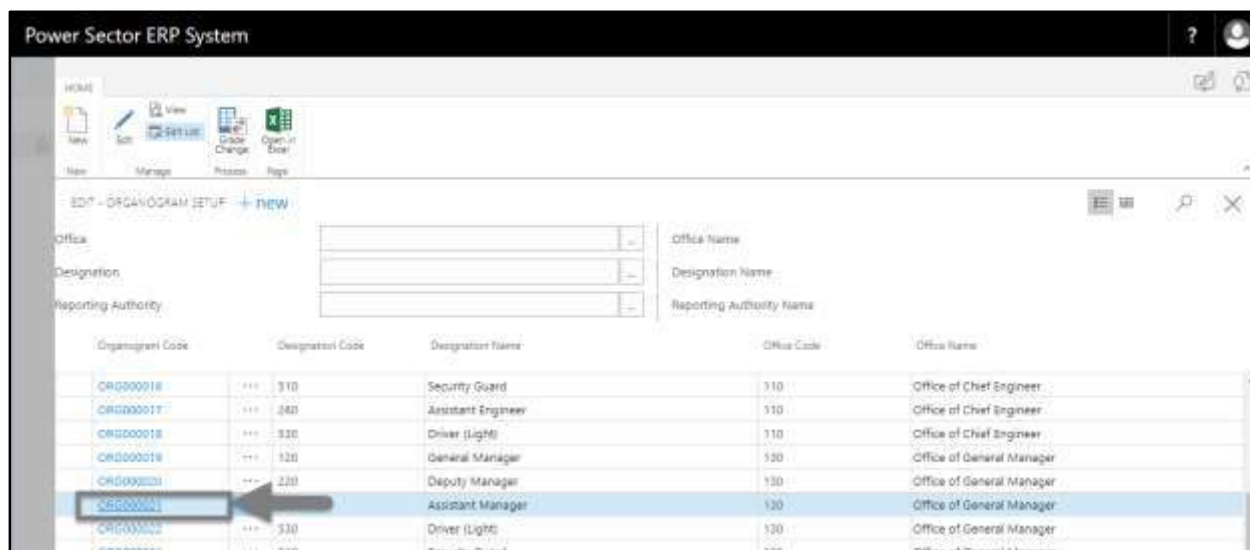
To Initiate, follow the steps below.

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



B. Click on the **"Organogram Code"** on the Organogram Setup page.

**Organogram, Code: ORG000021**



### IMPORTANT

Select the Organogram Code which needs to be deleted.

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

The screenshot shows the 'EDIT - ORGANOGRAM MASTER CARD' page for ORG000021. The page is divided into several sections: 'General', 'Grade', and 'Sanctioned Posts'. The 'General' section contains fields for Description, Designation Code, Designation Name, Office Code, Office Name, Department Code, and Department Name. The 'Grade' section contains fields for Organogram Code and Grade Code. The 'Sanctioned Posts' section contains fields for Sanctioned Posts, Filled Posts, Vacant Posts, Reporting Authority Code, Reporting Authority Description, and Hide in Organogram View. The 'Description' field is set to 'Assistant Manager', 'Designation Code' is '340', 'Designation Name' is 'Assistant Manager', 'Office Code' is '130', 'Office Name' is 'Office of General Manager', 'Department Code' is '092', and 'Department Name' is 'HR & Admin'. The 'Reporting Authority Code' is 'ORG000021' and 'Reporting Authority Description' is 'Deputy Manager'. The 'Sanctioned Posts' field is '1', 'Filled Posts' is '0', and 'Vacant Posts' is '1'. The 'Hide in Organogram View' checkbox is checked.

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

This screenshot is identical to the one above, but with a red box highlighting the 'Delete' button in the top navigation bar. A red arrow points to the 'Delete' button, indicating the action to be taken.

### Notes

An organogram with any kind of dependency cannot be deleted.

## HR-202 How to: View Organogram

### Introduction

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

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

HR-202.1 View Organogram.

HR-202.2 View Office Wise Organogram.

HR-202.3 Download Organogram

### Roles

- Module Admin

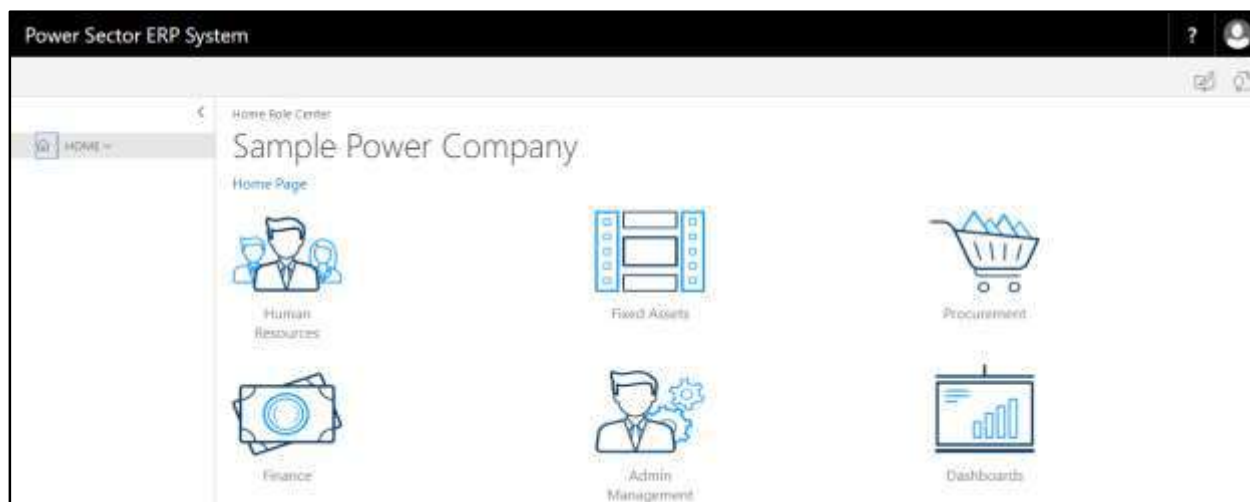
### Prerequisites

- Organogram Setup
- Reporting Authority in organogram setup

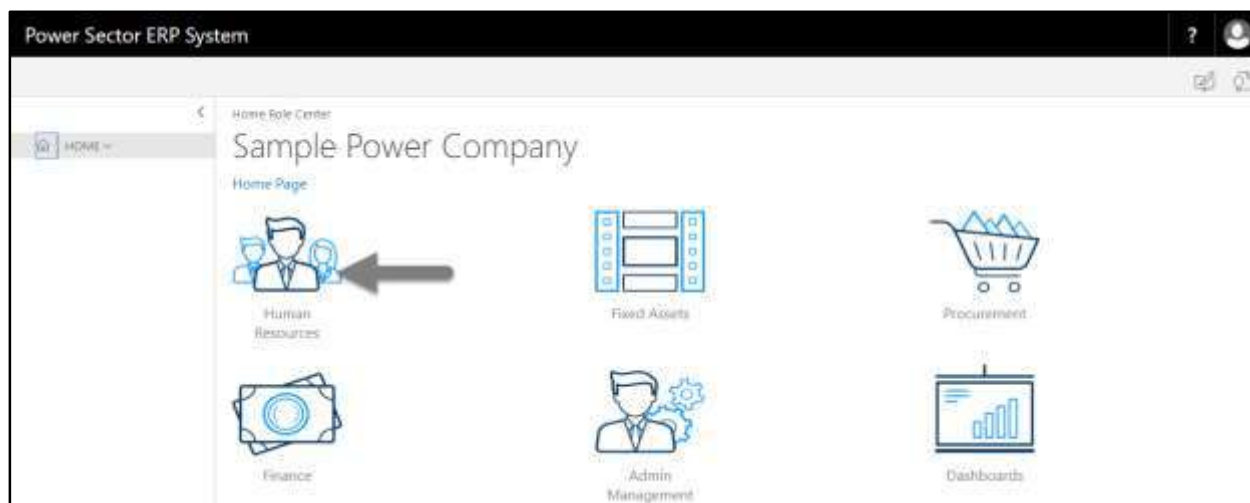
## HR-202.1 View Organogram

To Initiate, follow the steps below.

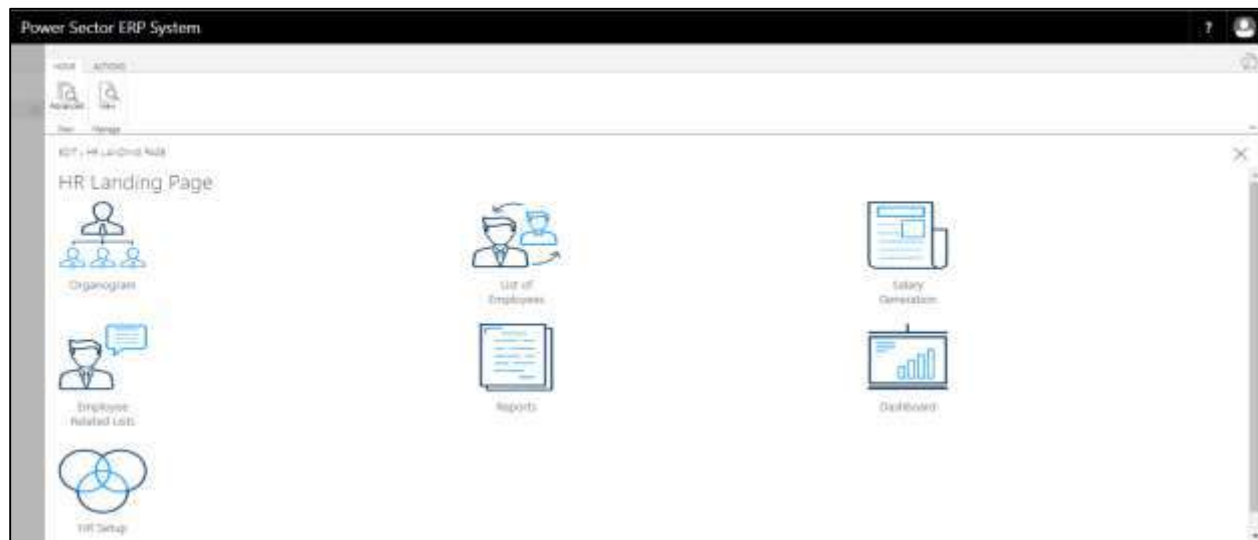
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



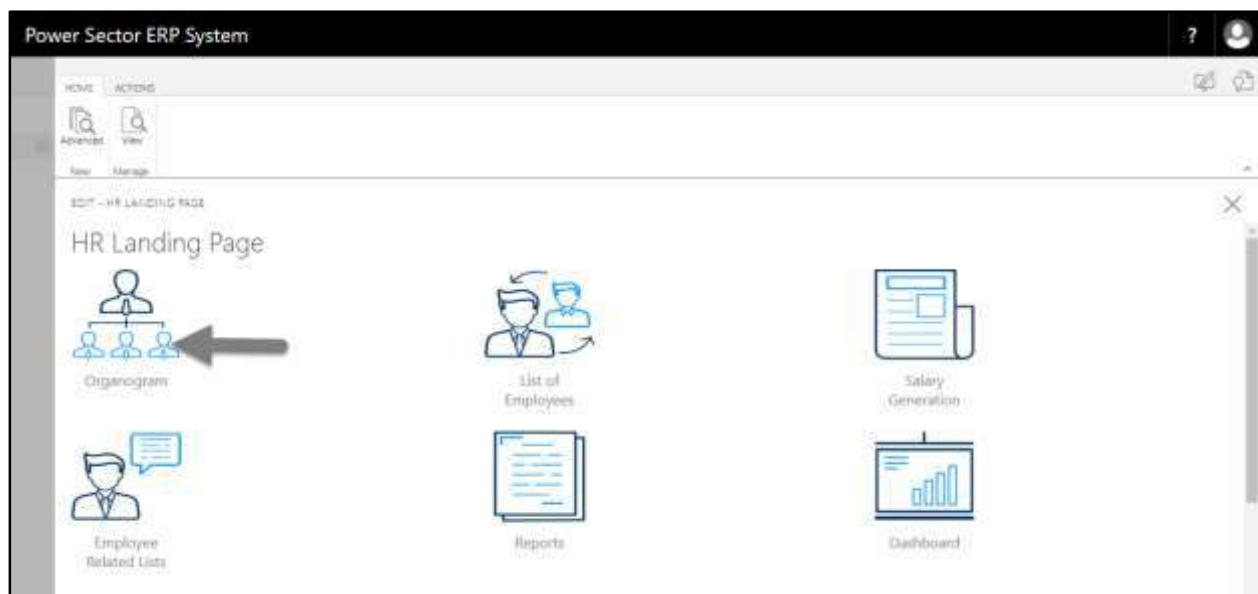
- B. Choose the “**Human Resources**” icon.



HR Landing Page will be appeared as below



C. Choose the “**Organogram**” in HR Landing Page.



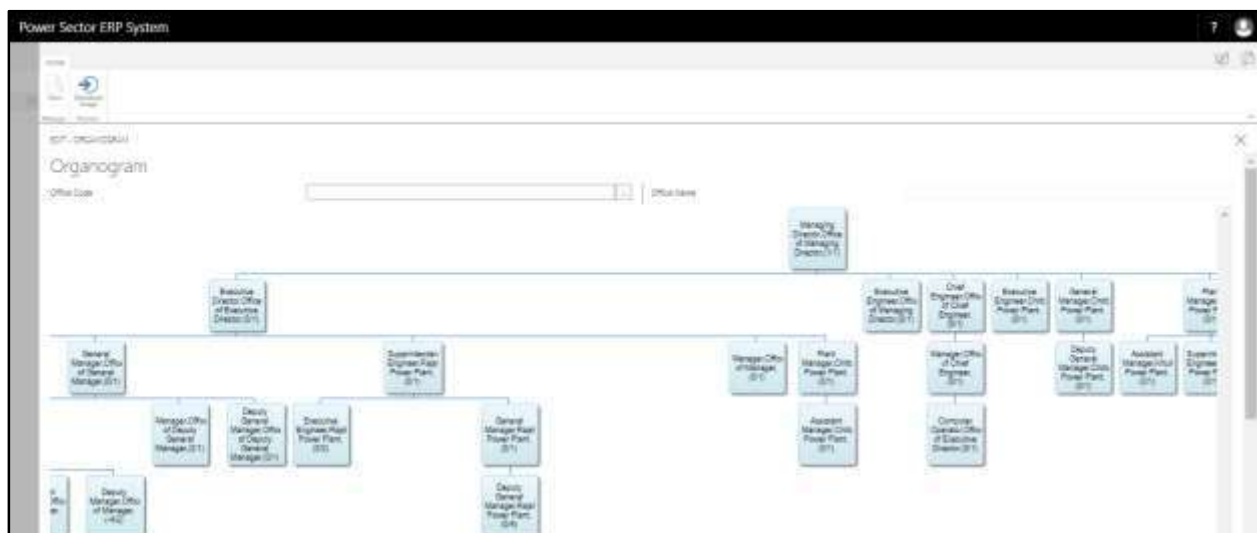
Organogram Landing Page will be appeared as below



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



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









## HR-300 Employee Setup

### Introduction

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

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

### Role

- Module Admin
- Module User

### Prerequisite

- Module credentials – username and password

## HR-301 How to: View Employee List Page

### Introduction

This process demonstrates, how to view employee list page.

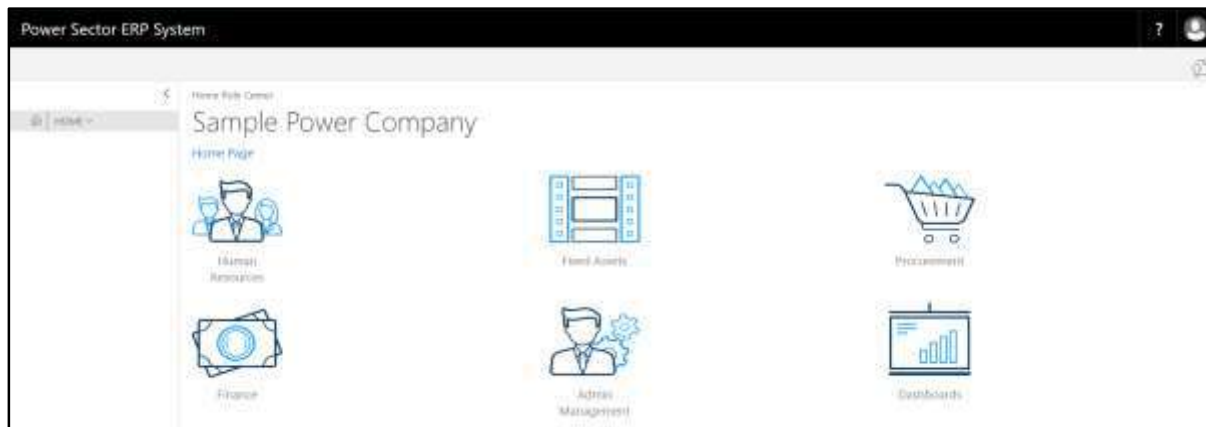
### Roles

- Module user

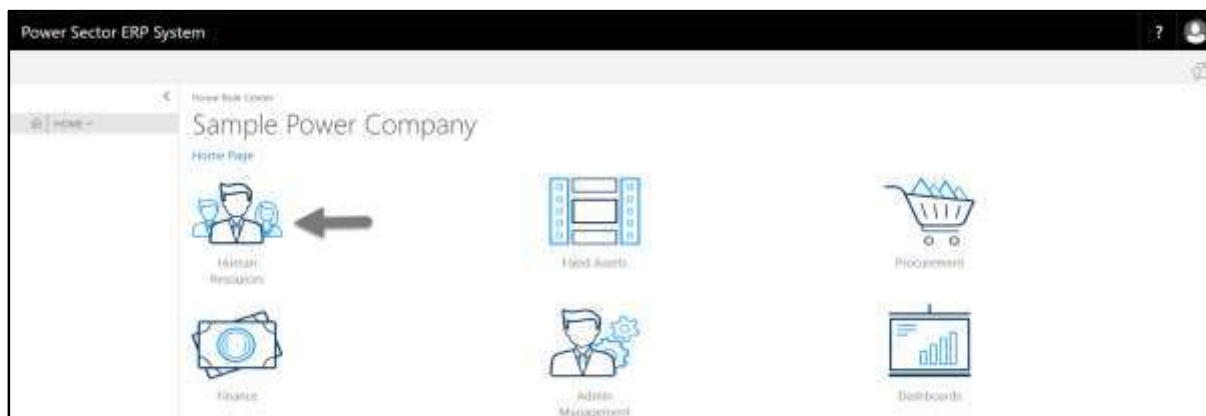
### View Employee List

To view employee list, follow the steps below.

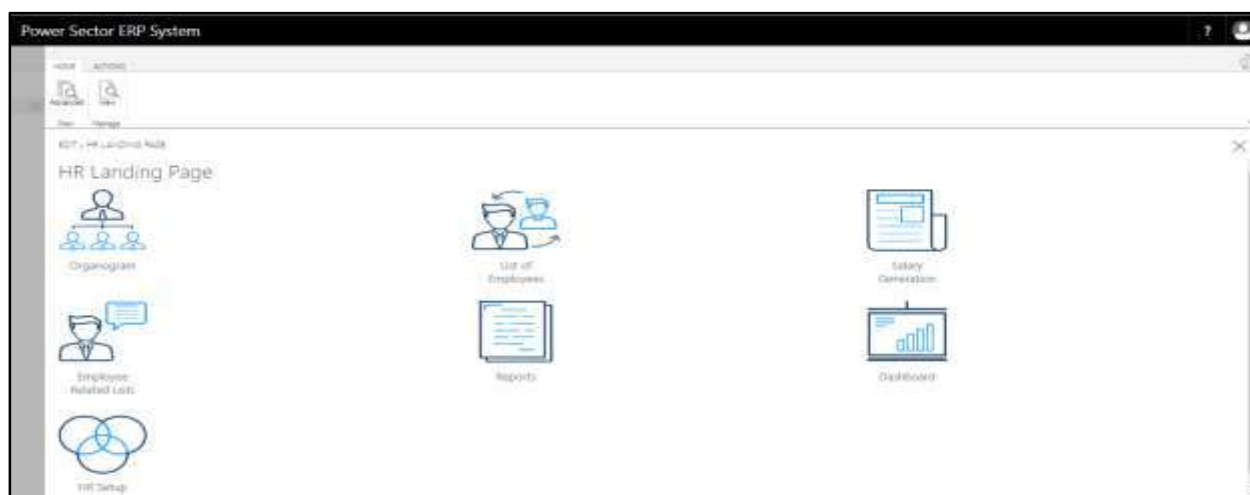
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



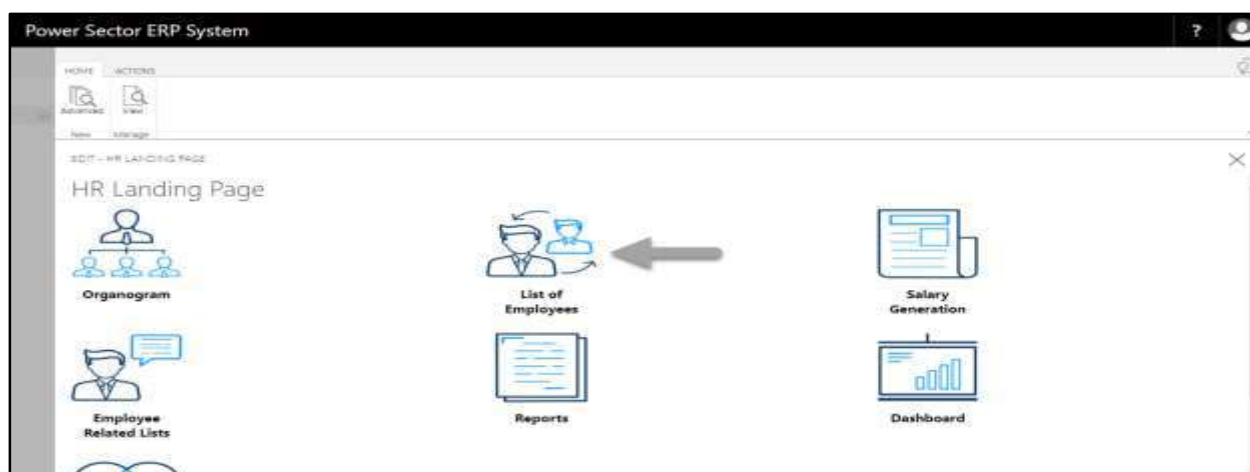
- B. Choose the “**Human Resources**” icon.



HR Landing Page will be appeared as below



C. Choose the “List of Employees” in HR Landing Page.



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

The screenshot shows the 'Employee List' page. At the top, there is a toolbar with various icons for actions like 'Show Filter', 'Add New', 'Edit', 'Delete', 'Print', etc. Below the toolbar is a table with the following columns: Employee ID, Employee Code, Employee Name, Office Name, Designation, Date of Birth, Contact No., Email, and Job Title. The table contains 8 rows of employee data.

Employee ID	Employee Code	Employee Name	Office Name	Designation	Date of Birth	Contact No.	Email	Job Title
200001003	11001	Shahid Abdul Latif	Office of Managing Director	Managing Director	01-08-81	01772142540	shahid@gmail.com	
200001005	11002	Abdur Razzaq	Office of Executive Director	Executive Director	01-01-81	01701546444		
200001006	11003	Abdul Malik	Office of Executive Director	Executive Director	11-11-80	01875064111		
200001004	11002	Alii Yaseen Sahel	Office of Executive Director	Executive Director	10-01-73			
200001014	11012	Sahadat Khaliq	Office of Chief Engineer	Chief Engineer	05-01-89			
200001020	11017	Mohamed Faisal Karim	Rajshahi Power Plant	Superintending Engineer	01-10-77			
200001020	11028	Sameer Masood	Rajshahi Power Plant	Superintending Engineer	02-01-88			
200001053	11035	Md. Abdul Hannan Sarkar	Rajshahi Power Plant	Deputy General Manager	01-01-82		ahabatai_ire@pshrc.com	

## HR-302 How to: View / Edit Employee Card

### Introduction

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

This section contains –

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

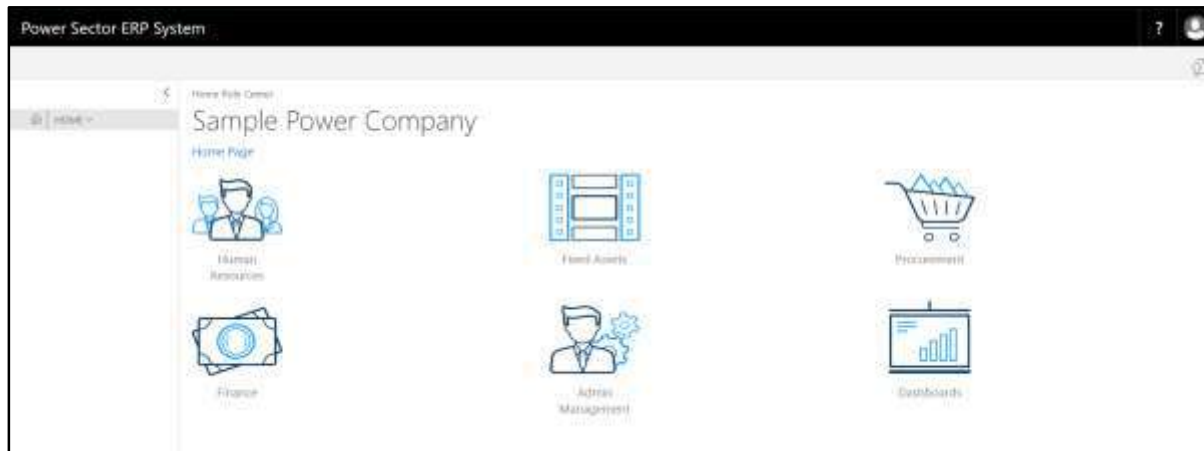
### Roles

- Module user

## View Employee Card Page

To view an employee, follow the steps described below.

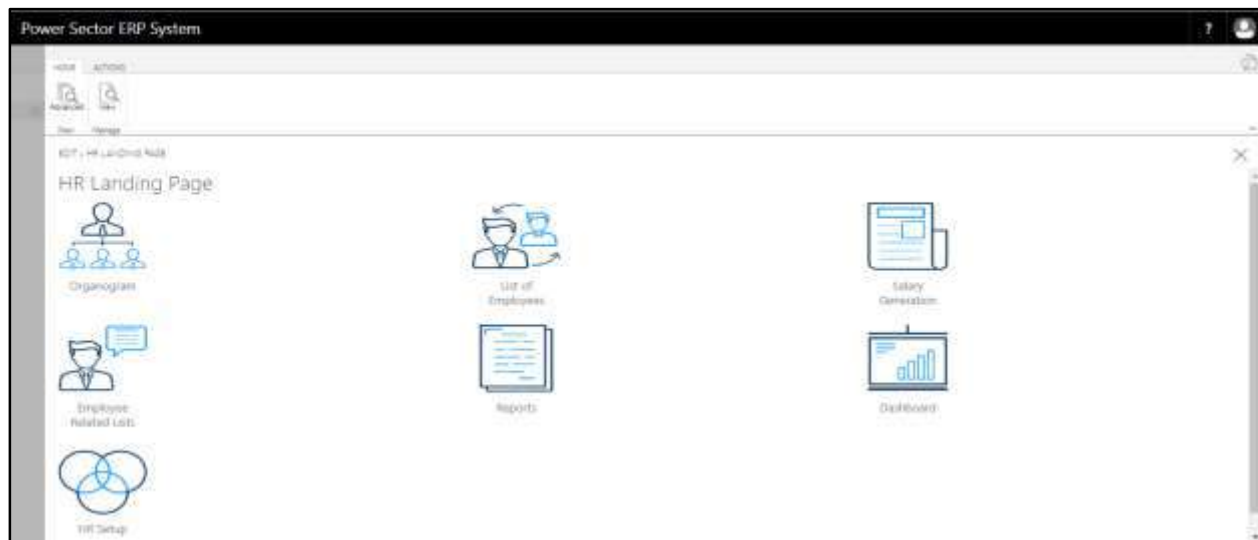
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



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



HR Landing Page will be appeared as below



C. Choose the “**List of Employees**” in HR Landing Page.



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

Power Sector ERP System

EMPLOYEE LIST

SHOW FILTER

Office: Designation:

Employee ID	Employee Code	Employee Name	Office Name	Department	Designation	Date of Birth	Contact No.	Email	User Role
10011001	000001	Md. Masudul Alam	Corporate Office	Office of Executive Director (F)	Executive Director (General)	15-04-68	00173000498	masud@wppg.gov.bd	
10011002	000002	Abu Ahmad Akbar Hossain	Corporate Office	Office of Executive Director (F)	Executive Director (F&C)	05-04-58	00173000499	ahp@wppg.gov.bd	
10011003	000003	Zahid ul Bari	Corporate Office	Office of Executive Director (F)	Executive Director (Engineering)	01-13-62	00173000500	zahid.uel3@gmail.com	
10011004	000004	Md. Mansur Rahman Ma...	Corporate Office	HR & Admin	General Manager	12-03-68	00173000497	mansur@wppg.gov.bd	
10011005	000005	Md. Masudul Alam	Regn. 1320 MW Thermal Power Pl...	Office of Chief Executive Officer	Chief Engineer (R&D)/Chief Eng...	02-01-68	00173000499	masud@wppg.gov.bd	
10011006	000006	Md. Harun Rashid	Office of the Chief Engineer, Regi...	Office of the Chief Engineer	Chief Engineer	15-07-62	00173000501	harunrashed@wppg.gov.bd	Chief
10011007	000007	Md. Md. Atique Samad	Corporate Office	Planning & Design	Chief Engineer	01-01-61	00173000506	md.uel3@gmail.com	Chief
10011008	000008	Md. Masudul Alam	Corporate Office	Procurement	Superintending Engineer	21-12-62	00173000499	masud@wppg.gov.bd	Super
10011009	000009	Muhammad Sahabuddin Akbar	Corporate Office	Planning & Design	Superintending Engineer	27-03-64	00173000498	ahb@wppg.gov.bd	
10011010	000010	S.M. Habibul Haqueen (S.M.)	Corporate Office	Audit	Deputy General Manager	01-04-71	0172284991	habib@wppg.gov.bd	Deputy
10011011	000011	Krishna Panto Maki	Regn. 225 MW Combined Cycle	Office of Chief Executive Officer	Superintending Engineer	01-05-66	00173000499	kpanth@wppg@gmail.com	

Employee Count: 830

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

Power Sector ERP System

EMPLOYEE LIST

SHOW FILTER

Office: Designation:

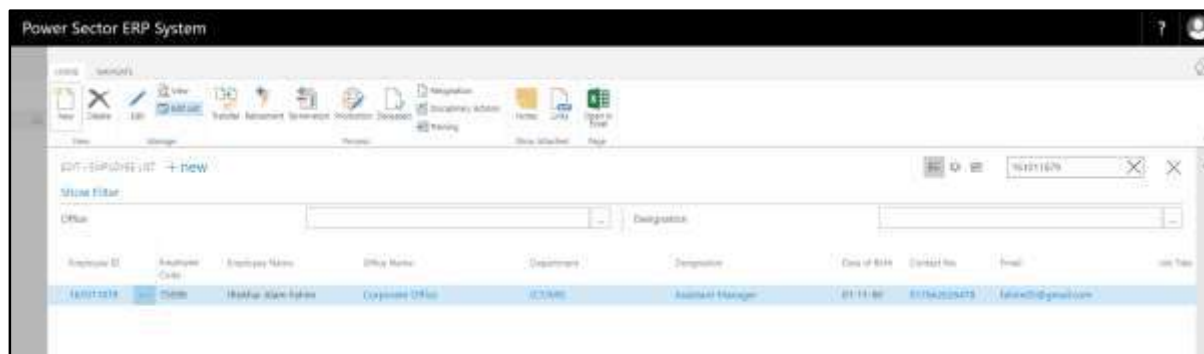
Employee ID	Employee Code	Employee Name	Office Name	Department	Designation	Date of Birth	Contact No.	Email	User Role
10011001	000001	Md. Masudul Alam	Corporate Office	Office of Executive Director (F)	Executive Director (General)	15-04-68	00173000498	masud@wppg.gov.bd	
10011002	000002	Abu Ahmad Akbar Hossain	Corporate Office	Office of Executive Director (F)	Executive Director (F&C)	05-04-58	00173000499	ahp@wppg.gov.bd	
10011003	000003	Zahid ul Bari	Corporate Office	Office of Executive Director (F)	Executive Director (Engineering)	01-13-62	00173000500	zahid.uel3@gmail.com	
10011004	000004	Md. Mansur Rahman Ma...	Corporate Office	HR & Admin	General Manager	12-03-68	00173000497	mansur@wppg.gov.bd	
10011005	000005	Md. Masudul Alam	Regn. 1320 MW Thermal Power Pl...	Office of Chief Executive Officer	Chief Engineer (R&D)/Chief Eng...	02-01-68	00173000499	masud@wppg.gov.bd	
10011006	000006	Md. Harun Rashid	Office of the Chief Engineer, Regi...	Office of the Chief Engineer	Chief Engineer	15-07-62	00173000501	harunrashed@wppg.gov.bd	Chief
10011007	000007	Md. Md. Atique Samad	Corporate Office	Planning & Design	Chief Engineer	01-01-61	00173000506	md.uel3@gmail.com	Chief
10011008	000008	Md. Masudul Alam	Corporate Office	Procurement	Superintending Engineer	21-12-62	00173000499	masud@wppg.gov.bd	Super
10011009	000009	Muhammad Sahabuddin Akbar	Corporate Office	Planning & Design	Superintending Engineer	27-03-64	00173000498	ahb@wppg.gov.bd	
10011010	000010	S.M. Habibul Haqueen (S.M.)	Corporate Office	Audit	Deputy General Manager	01-04-71	0172284991	habib@wppg.gov.bd	Deputy
10011011	000011	Krishna Panto Maki	Regn. 225 MW Combined Cycle	Office of Chief Executive Officer	Superintending Engineer	01-05-66	00173000499	kpanth@wppg@gmail.com	

Employee Count: 830

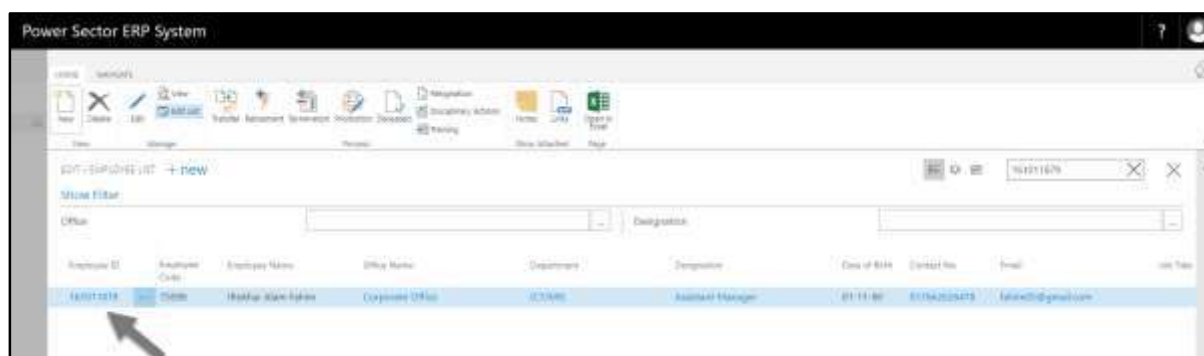


E. Search **Employee** by system ID in Employee List Page.

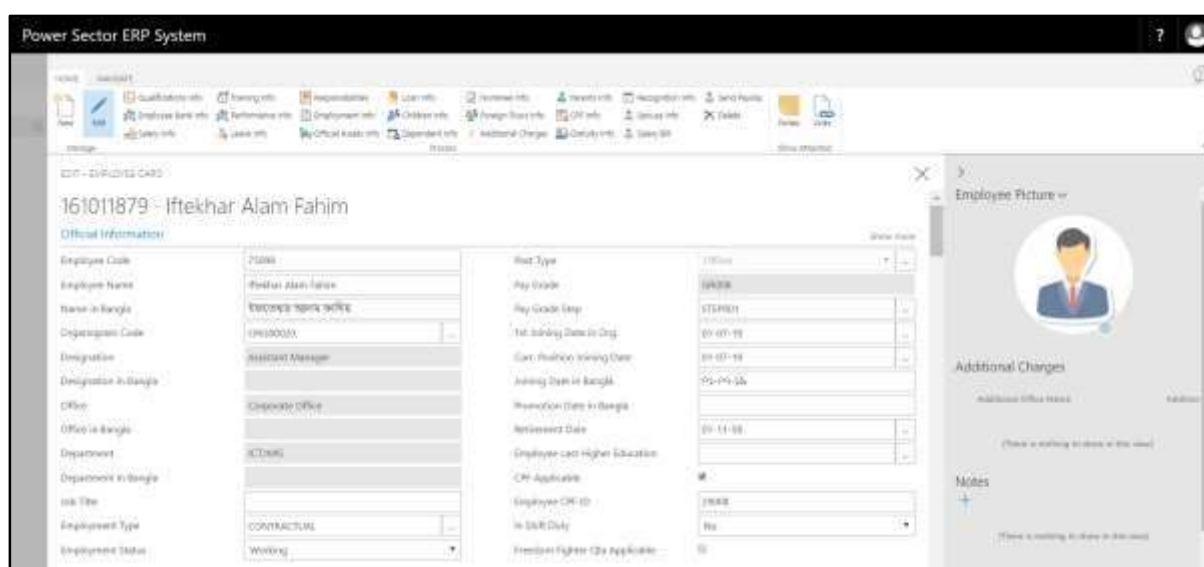
- **Employee ID: 161011879**



F. Select ID to access the Employee Card page.



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



Following section of Employee Card page can be viewed.

### HR-302.1 Official Information

Official Information		Show more	
Employee Code	75008	Post Type	Officer
Employee Name	Ihtekhar Alam Fahim	Pay Grade	GR008
Name in Bangla	ইহতেখার আলম ফাহিম	Pay Grade Step	STEP001
Organogram Code	ORG00020	1st Joining Date in Org	01-07-19
Designation	Assistant Manager	Curr. Position Joining Date	01-07-19
Designation in Bangla		Joining Date in Bangla	০১-০৭-১৯
Office	Corporate Office	Promotion Date in Bangla	
Office in Bangla		Retirement Date	01-11-58
Department	ICT/MIS	Employee Last Higher Education	
Department in Bangla		CPF Applicable	<input checked="" type="checkbox"/>
Job Title		Employee CPF ID	29008
Employment Type	CONTRACTUAL	In Shift Duty	No
Employment Status	Working	Freedom Fighter Qta Applicable	<input type="checkbox"/>

### HR-302.2 Personal Information

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

Personal Information	
Birth Date	01-11-90
Gender	Male
Marital Status	Married
Blood Group	A+
Religion	Islam
NID	7326509809
TIN	80923755367
Birth Reg. No.	199478653264787
Passport No.	BE-062389
Driving License No.	BM9023495720456

### HR-302.3 Contact Information

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

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

## HR-302.4 Emergency Contact Information

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

Emergency Contact Information			
Name	Mimul Binte Habib	Email	mimul7@gmail.com
Relation	Wife	Address Line 1	Rupnagar Abashik Area, Mirpur
Cell No.	017863654895	Address Line 2	

## HR-302.5 Address Information

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

Address Information			
<b>PRESENT ADDRESS</b>		<b>PERMANENT ADDRESS</b>	
Address Line 1	Rupnagar Abashik Area, Mirpur	Address Line 1	Akai, Nagarpar, Munshiganj
Address Line 2		Address Line 2	
Address in Bangla	রূপনগর আবশিক এলাকা, মিরপুর	Address in Bangla	আকি, নগরপার, মুন্সীগঞ্জ
Thana		Thana	Munshiganj Sadar
Upazila		Upazila	Munshiganj Sadar
District		District	Munshiganj
Post Office	Kalyanpur	Post Office	Munshiganj Sadar
Post Code	1216	Post Code	1501

## HR-302.6 Spouse Information

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

Spouse Information							
Name	Father Name	Mother Name	Occupation	Office	Cell No.	Address 1	
Mimul Binte Habib	Late Gafur Islam	Saleha Begum	Service Holder	Augmedix Bangladesh Limited	017863654895	Rupnagar Abashik Area, Mirpur	

Spouse Information							
Name	Address 1	Address 2	Date of Birth	Passport No.	NID	Blood Group	Drnk Hn.
Mimul Binte Habib	Rupnagar Abashik Area, Mirpur		10-07-94	87-987045	7129876045	B+	BA9

Spouse Information							
Name	Blood Group	Driving License No.	TR No	Email	Affiliation	Birn Reg No.	Status
Mimul Binte Habib	B+	BA0086457893657	678976862674	mimul7@gmail.c..		1994967888675437	Active

## HR-302.7 Children Information

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

Name	Relation	Occupation	Phone No.	Address Line 1	Address Line 2	Email
Naimul Shoroj	Son	Student	0175231837...	Rupnagar Abashik Area, Mirpur		shoroj84@gmail.com

Name	Date of Birth	Blood Group	MO	TF	Birth Registration No.	Passport No.	Driving License No.	Alc... App...
Naimul Shoroj	01-01-10	O+	7964654567...	45665433445	19948765456789...	BF-675634	AB656789876543...	✓

## HR-302.8 Probation Information

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

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

## HR-302.9 Qualification Information

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

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

## HR-302.10 Training History

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

Title	Institute	Start Date	End Date	Handled By
Accounts and Financial Management	BIAM	18-02-19	24-03-19	BIAM

## HR-302.11 Employment History

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

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

## HR-302.12 Transfer History

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

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

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

## HR-302.13 Foreign Tour History

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

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

## HR-302.14 Attendance History

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

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

## HR-302.15 Performance History

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

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

## HR-302.16 Current Salary Breakdown

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

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

## HR-302.17 Salary Payment History

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

Salary Payment History						
Year	Month	Basic	Total Allowances	Gross Pay	Total Deductions	Total TDs
2019	November	58493	42,000.00	1,00,513.00	5,968.00	3,000.00
2019	October	58493	43,000.00	1,00,513.00	5,968.00	3,000.00

## HR-302.18 Loan History

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

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

## HR-302.19 Official Asset

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

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

## HR-302.20 Nominee Information

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

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

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

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

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

## HR-302.21 Dependent Information

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

**Dependent Info**

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

**Dependent Info**

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

**Dependent Info**

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

**Dependent Info**

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



## HR-303 How to: Add New Employee

### Introduction

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

This section contains -

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

### Roles

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

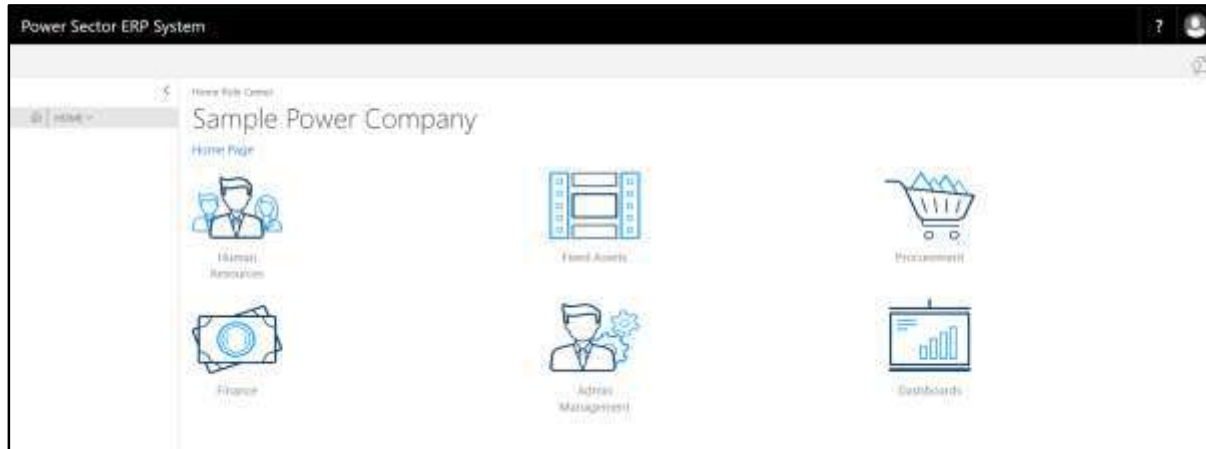
### Prerequisite

- Module Admin credentials – username and password

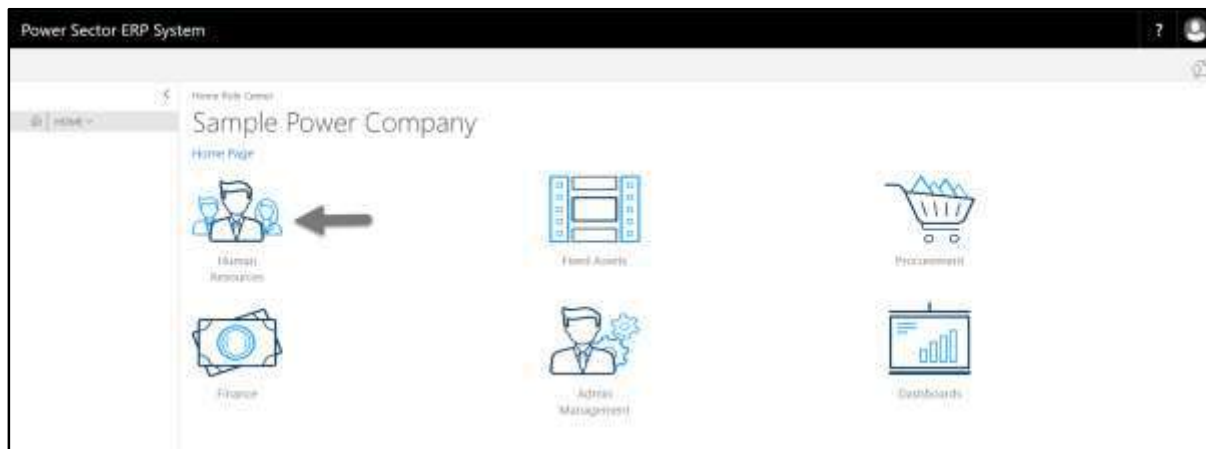
## Add New Employee

To add new employee, follow the steps described below.

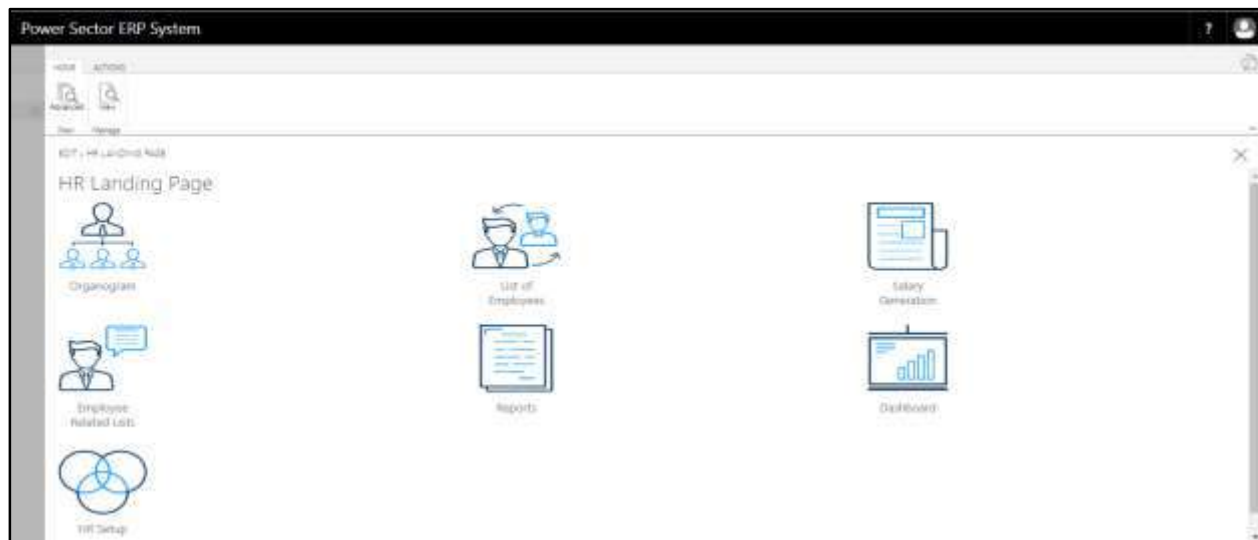
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



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



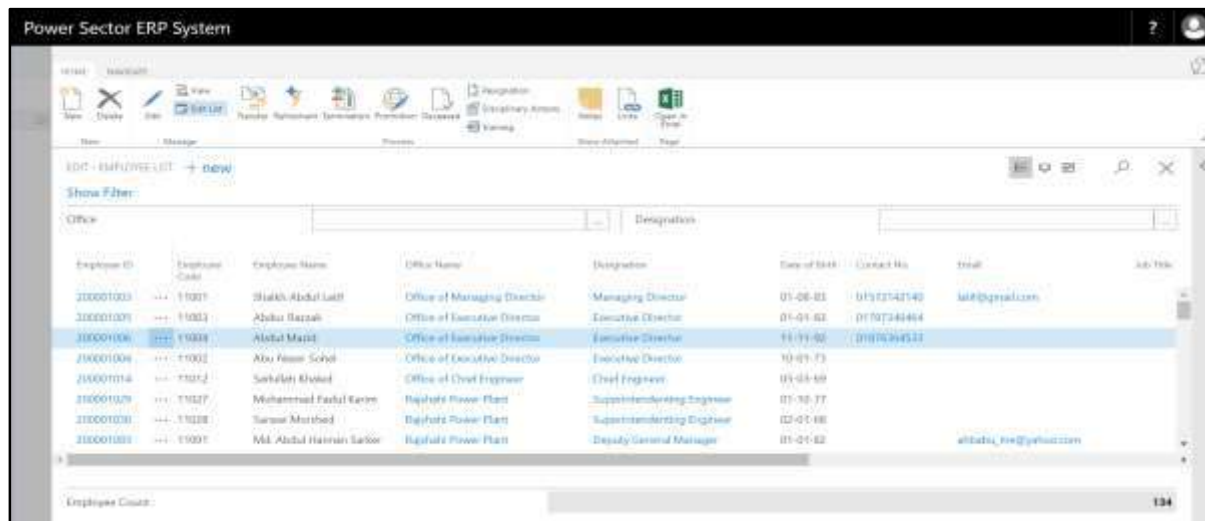
HR Landing Page will be appeared as below



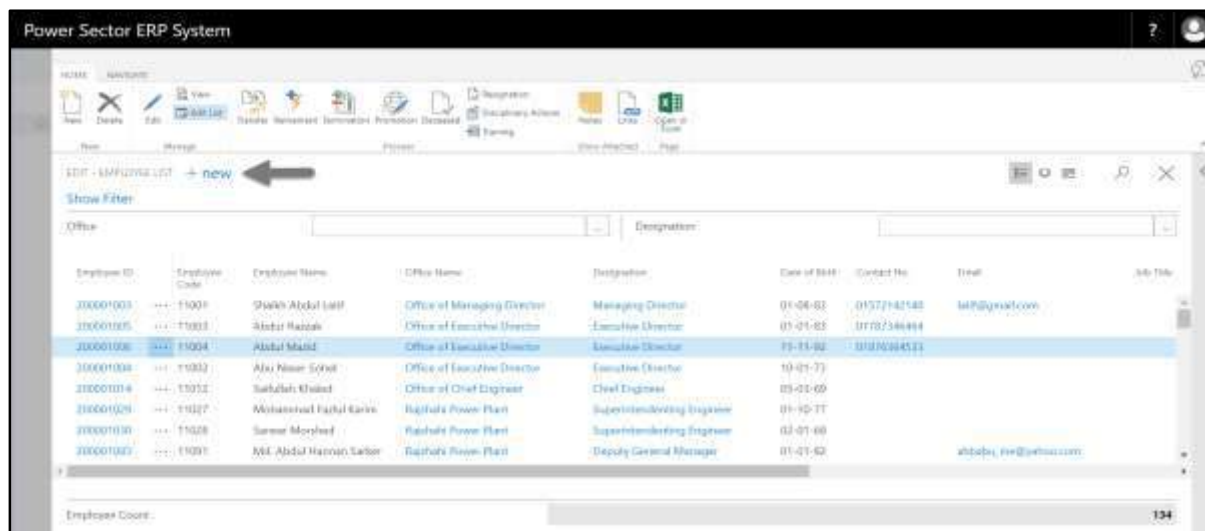
C. Choose the “**List of Employees**” in HR Landing Page.



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



D. Choose **"New"** in Employee List Page.












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

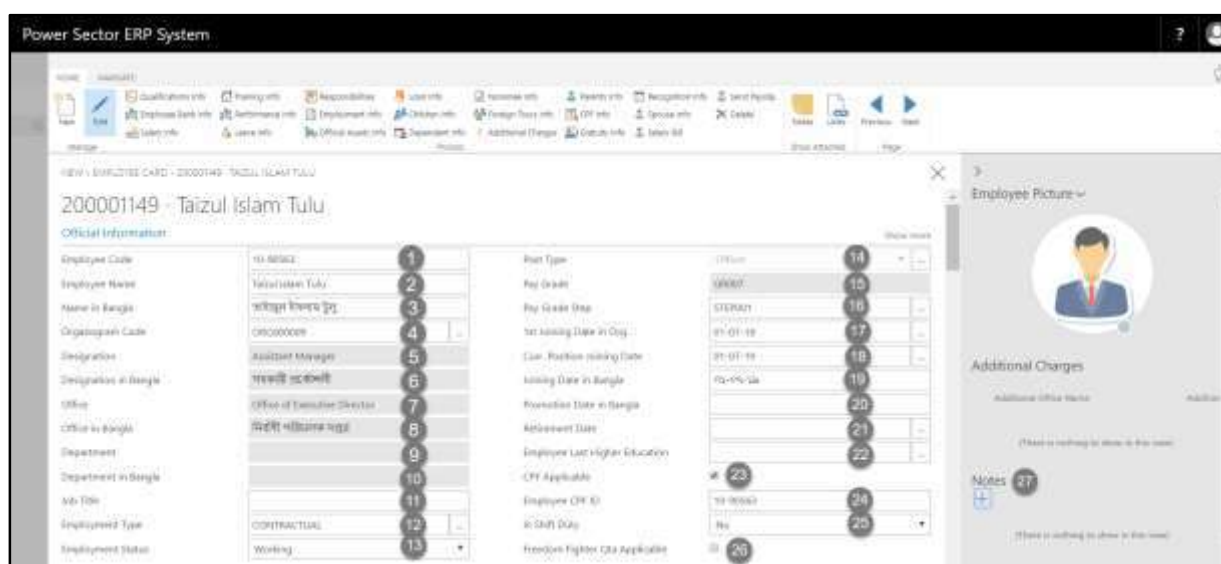
- E. Provide information described in HR-303.1 through HR-303.20 as available to proceed with new employee entry successfully.

### HR-303.1: Add Official Information

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

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

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








The screenshot displays the 'NEW EMPLOYEE CARD' form in the Power Sector ERP System. The form is for an employee named Taizul Islam Tulu with ID 200001149. It contains various fields for personal and professional information, including Employee Code, Name, Designation, Office, Department, and dates. There are also checkboxes for 'CPF Applicable', 'In Shift Duty', and 'Freedom Fighter Quota Applicable'. A sidebar on the right shows 'Employee Picture', 'Additional Charges', and 'Notes'.

### IMPORTANT

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

## HR-303.2: Add Personal Information

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

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



Personal Information					
Birth Date	01-11-90	1	NID	7326509872	6
Gender	Male	2	TIN	80923765393	7
Marital Status	Married	3	Birth Reg. No.	199478653264754	8
Blood Group	A+	4	Passport No.	BF-662348	9
Religion	Islam	5	Driving License No.	BM9023495720452	10

### HR-303.3: Add Contact Information

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

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

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

### HR-303.4: Add Emergency Contact Information

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

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

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

Emergency Contact Information			
Name	Saidul Islam Dulu	Email	saidul@gmail.com
Relation	Brother	Address Line 1	Uchartech Mor, Ashkona, Uttara
Cell No.	017963654086	Address Line 2	Kolatoli Mor, Nariya, Shariatpur

## HR-303.5: Add Address Information

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

### a. Present Address Information

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

## b. Add Permanent Address Information

9. Provide **Address** information here.

- **Address: Ariol, Nagerpar, Munshigonj**

10. Provide alternative **Address** information here.

- **Address: Kolatoli Mor, Nariya, Shariatpur**

11. Provide **Address in Bangla** here.

- **Address in Bangla: কলাতলী মোড়, নড়িয়া, শরীয়তপুর**

12. **Thana** will be populated by the system based on selected Post Code.

- **Thana: Shariatpur Sadar**

13. **Upazilla** will be populated by the system based on selected Post Code.

- **Upazilla: Shariatpur Sadar**

14. **District** will be populated by the system based on selected Post Code.

- **District: Shariatpur**

15. **Post Office** will be populated by the system based on selected Post Code.

- **Post Office: Shariatpur Sadar**

16. Choose the **Post Code** from the dropdown by clicking on  button.

- **Post Code: 8000**

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

## HR-303.6: Add Probation Information

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

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

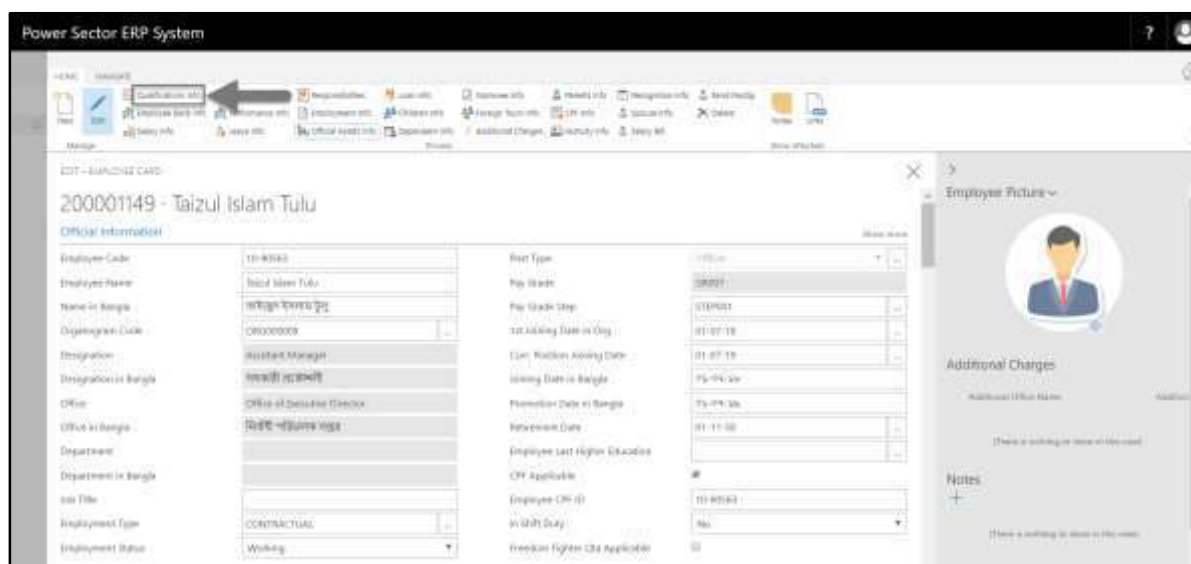


**Probation Information**

Start Date	01-07-18	1	Probation Completion Feedback	3	Successfully completed.
End Date	01-07-19	2	Comments	4	Successfully completed the probation period between July 01, 2018 to July 01, 2019.

## HR-303.7: Add Employee Qualification Information

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



**Power Sector ERP System**

Qualification Info

200001149 - Taizul Islam Tulu

Official Information

Employee Code	10-0000	Post Type	Officer
Employee Name	Taizul Islam Tulu	Pay Grade	GR001
Name in Bangla	তাইজুল ইসলাম তুলু	Pay Grade Step	STEP001
Organization Code	00000000	Joining Date in Org	01-07-18
Designation	Assistant Manager	Cur. Position Joining Date	01-07-19
Designation in Bangla	সহকারী পরিচালক	Joining Date in Bangla	15-04-19
Office	Office of Executive Director	Probation Date in Bangla	15-04-19
Office in Bangla	পরিচালক মহল্লা	Probation Date	01-11-20
Department		Employee last Higher Education	
Department in Bangla		Off Applicable	
Job Title		Employee OPI (I)	10-0000
Employment Type	CONTRACTUAL	in Unit Duty	No
Employment Status	Working	Freedom Figure (I) Applicable	0

Employee Picture

Additional Charges

Additional Allowance Name

Notes

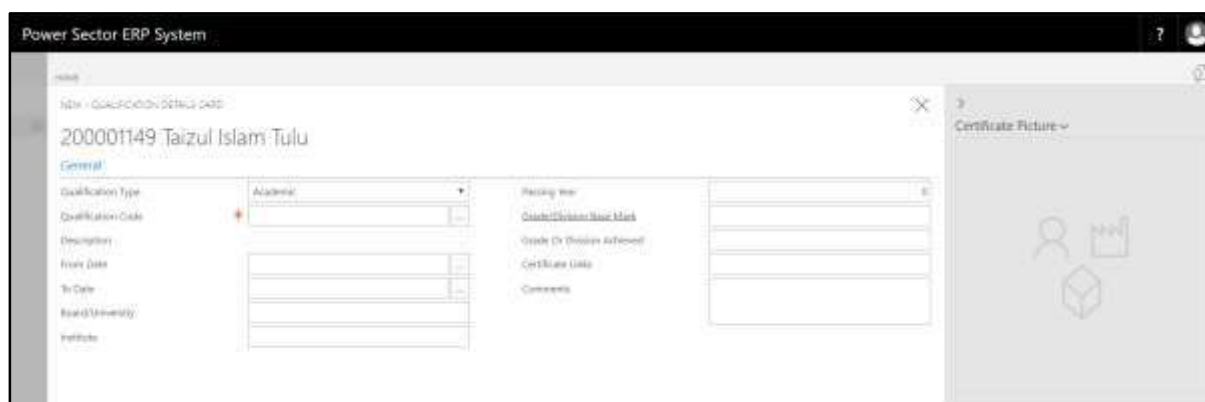
The Following Employee Qualifications page will be appeared as below.





II. Choose “**New**” to add new qualification.



**Qualification Detail Card page** will be appeared as below.



Provide the following information

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

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

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

## HR-303.8: Add Employee Bank Information

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

Power Sector ERP System

200001149 - Taizul Islam Tulu

Official Information

Employee Code	10-00001	Post Type	10000
Employee Name	Taizul Islam Tulu	Pay Grade	SP007
Name in Bangla	তাইজুল ইসলাম তুলু	Pay Grade Step	SP0001
Organization Code	00000000	For working time in Day	01-01-18
Designation	Assistant Manager	For working time in Day	01-01-18
Designation in Bangla	সহকারী ম্যানেজার	Joining Date in Bangla	01-01-18
Office	Office of Executive Director	Resignation Date in Bangla	01-01-18
Office in Bangla	সিএক্সডি কার্যালয়	Resignation Date	01-01-18
Department		Employee card Higher Education	
Department in Bangla		CPH Application	
Job Title		Employee CPH ID	10-00001
Employment Type	CONTRACTURE	is Shift Duty	No
Employment Status	Working	Freedom Fighter CPH Application	

Employee Picture

Additional Changes

Notes

**Employee Bank Info page** will be appeared as below.

Power Sector ERP System

200001149 - Taizul Islam Tulu

Employee Bank Info

Bank: BANK001

Branch Name: Corporate Branch

Account Number: 52345678987654

Employee Account Info

Provide the following information

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

### HR-303.9: Add Employment Information

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

**Employment History List page** will be appeared as below.

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



**Employment History Card** page will be appeared as below.



Provide the following information

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



The screenshot displays the 'Power Sector ERP System' interface. The top navigation bar contains various icons and labels. A red arrow points to the 'Official Information' tab in the top navigation bar. The main content area shows the 'Official Information' tab for employee 200001149 - Taizul Islam Tulu. The form includes fields for Employee Code, Employee Name, Name in Bangla, Organization Code, Designation, Designation in Bangla, Office, Office in Bangla, Department, Department in Bangla, Job Title, Employment Type, and Employment Status. The right sidebar shows the 'Employee Picture' section with a placeholder image and the 'Additional Changes' section with a placeholder text.

The screenshot shows the 'Power Sector ERP System' interface. At the top, there is a header bar with the system name and a user profile icon. Below the header is a navigation bar with icons for Home, Add, View, Update, Delete, Print, and Export. The main content area displays the title 'VIEW - ASST ASSIGNED TO EMPLOYEE' followed by the employee ID 'E000140' and the name 'DAGAL, BLANK FULL'. A red arrow points to the '+ new' button next to the employee name. Below the title bar, there are tabs for 'Description', 'Asset Serial No.', 'State Keyword', and 'Date Received'. The 'Description' tab is active, showing a table with columns for 'Description', 'Asset Serial No.', 'State Keyword', and 'Date Received'. The table is currently empty, with a message at the bottom stating 'There is nothing to show in this view'.

**Asset Information Card page** will be appeared as below.

Power Sector ERP System

Info - Asset assigned to employees

200001149 Taizul Islam Tulu

Assigned Asset Details

Asset Serial No.		Date Assigned	
Description		Date Returned	

Provide the following information

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

Assigned Asset Details

Asset Serial No.	123456890	Date Assigned	01-07-19
Description	Personal Computer	Date Returned	01-07-22

## HR-303.11: Add Employee Children Information

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

The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar includes tabs like 'Employee Info', 'Performance Info', 'Employment Info', 'Children Info' (selected), 'Medical Info', 'Travel Info', 'Recruitment Info', 'Send Points', 'Notes', and 'Attachments'. The main form displays 'Official Information' for employee '200001149 - Taizul Islam Tulu'. The form is divided into two columns. The left column contains fields for Employee Code, Employee Name, Name in Bangla, Organization Code, Designation, Designation in Bangla, Office, Office in Bangla, Department, Department in Bangla, Job Title, Employment Type, and Employment Status. The right column contains fields for Post Type, Pay Grade, Pay Grade Step, For joining Date in Org, For joining Date in Bangla, Promotion Date in Org, Promotion Date in Bangla, Retirement Date, Employee card Higher Education, CPE Applicable, Employee CPE ID, Is Shift Duty, and Freedom Figure CPE Application. On the right side, there is a section for 'Employee Picture' with a placeholder image and a section for 'Additional Changes' with a placeholder text. Below these is a 'Notes' section with a placeholder text.

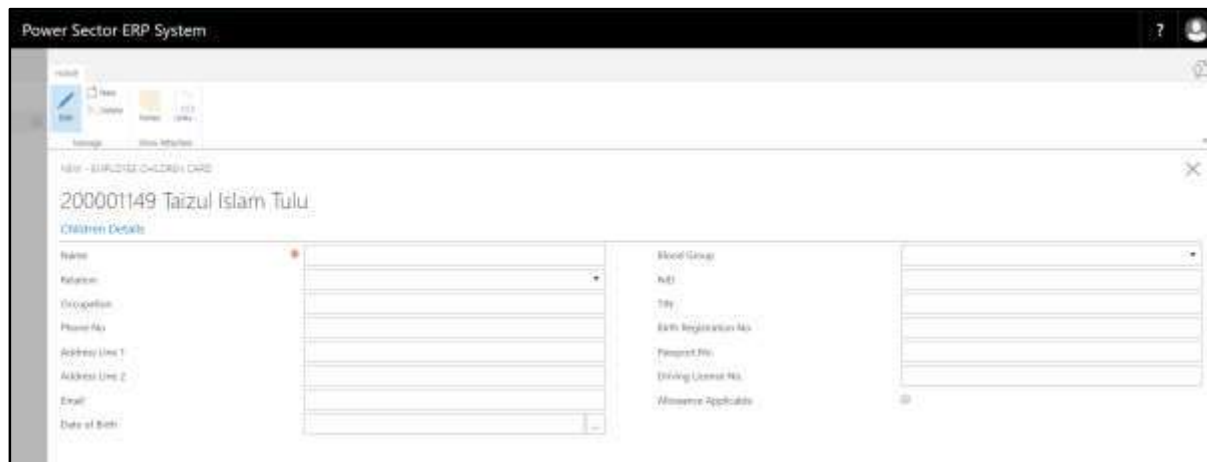
Employee Children List page will be appeared as below.

The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar includes tabs like 'New', 'Edit', 'View', 'Delete', 'Print', 'Export', 'Import', 'Open in SAP', and 'Close'. The main form displays 'VIEW - EMPLOYEE CHILDREN LIST - 200001149 - TAIZUL ISLAM TULU'. The form is divided into two columns. The left column contains fields for Name, Religion, Organization, Phone No, Address Line 1, Address Line 2, Email, Date of Birth, Blood Group, MBO, and TOL. The right column contains fields for Date of Birth, Blood Group, MBO, and TOL. The 'New' button is highlighted in the top navigation bar.



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

The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar includes tabs like 'New', 'Edit', 'View', 'Delete', 'Print', 'Export', 'Import', 'Open in SAP', and 'Close'. The main form displays 'VIEW - EMPLOYEE CHILDREN LIST - 200001149 - TAIZUL ISLAM TULU'. The form is divided into two columns. The left column contains fields for Name, Religion, Organization, Phone No, Address Line 1, Address Line 2, Email, Date of Birth, Blood Group, MBO, and TOL. The right column contains fields for Date of Birth, Blood Group, MBO, and TOL. The 'New' button is highlighted in the top navigation bar.

**Employee Children Card** page will be appeared as below.



Provide the following information

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

9. Choose **Blood Group** from dropdown by clicking on  button.

- **Blood Group: A+**

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

- **National Identification Card: 7864654567856**

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

- **Tax Identification Number: 45665433456**

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

- **Birth Registration No.: 19948765456789875676**

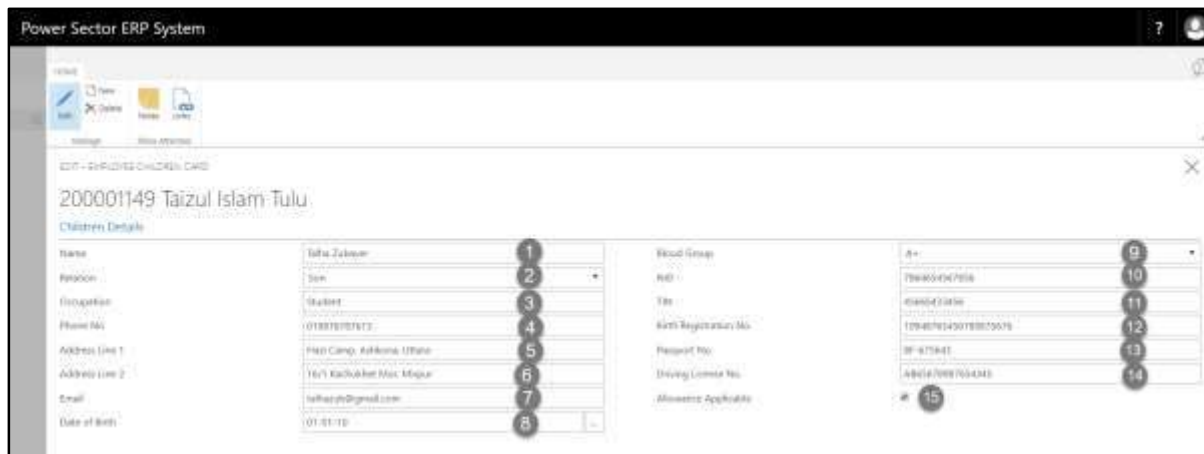
13. Provide **Passport No.** here.

- **Passport No.: BF-675643**

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

- **Driving License No.: AB65678987654345**

15. Select **Allowance Applicable** checkbox, if applicable.



Power Sector ERP System

EDIT - SYRISHES CHILDREN CARD

200001149 Taizul Islam Tulu

Children Details

Name	Taizul Zakwan	1	Blood Group	A+	9
Photo	Sex	2	NID	7864654567856	10
Occupation	Student	3	Tax	45665433456	11
Phone No	01887878787	4	Birth Registration No.	19948765456789875676	12
Address Line 1	Man Camp, Ashkara, Uthman	5	Passport No.	BF-675643	13
Address Line 2	16/1 Kachukhet Man, Mafar	6	Driving License No.	AB65678987654345	14
Email	taizul@sigmail.com	7	Allowance Applicable	<input checked="" type="checkbox"/>	15
Date of Birth	01-01-10	8			

## HR-303.12: Add Employee Dependent Information

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

The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar includes tabs for various HR functions, with 'Dependent Info' highlighted. The main form displays employee details for '200001149 - Taizul Islam Tulu'. The form is divided into sections: 'Official Information' (Employee Code, Name, Bengali Name, Designation, Office, Department, Job Title, Employment Type, Status), 'Personal Information' (Marital Status, Spouse Name, Spouse Designation, Spouse Office, Spouse Department, Spouse Job Title, Spouse Employment Type, Spouse Status), 'Education Information' (Highest Education, Date of Birth, Date of Birth in Bengali, Retirement Date, Employee Card Number, Employee Card ID, Is Staff Duty, Freedom Fighter Card Application), and 'Employee Picture' (a placeholder for a photo). The 'Dependent Info' tab is selected, and the 'Add New' button is visible.

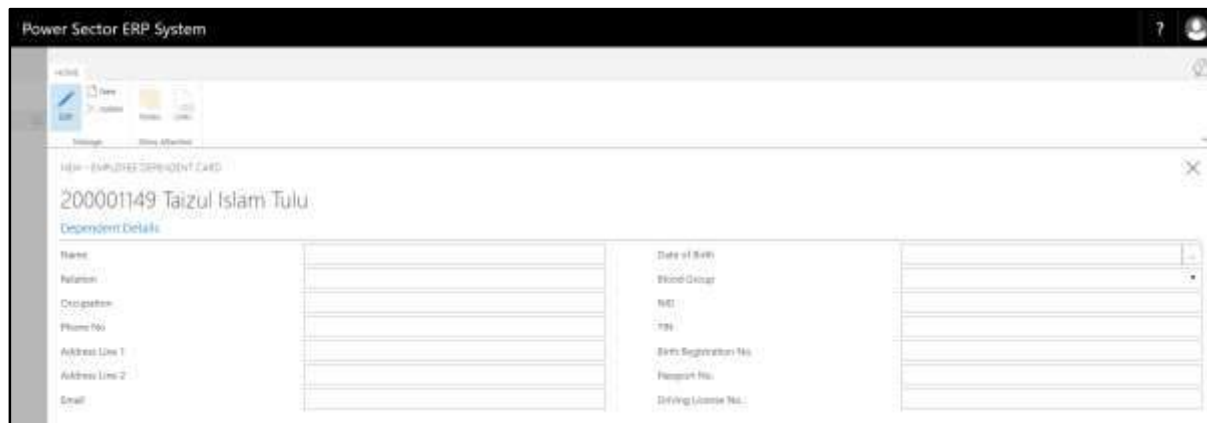
Employee Dependent List page will be appeared as below.

The screenshot shows the 'Employee Dependent List' page. The top navigation bar includes tabs for various HR functions, with 'Dependent Info' highlighted. The main table displays a list of employee dependents. The table has columns for Name, Designation, Department, Phone No., Salary Line 1, Salary Line 2, Email, Date of Birth, Blood Group, MTD, PWD, and Birth Date. The table is currently empty, and the 'Add New' button is visible.

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

The screenshot shows the 'Employee Dependent List' page. The top navigation bar includes tabs for various HR functions, with 'Dependent Info' highlighted. The main table displays a list of employee dependents. The table has columns for Name, Designation, Department, Phone No., Salary Line 1, Salary Line 2, Email, Date of Birth, Blood Group, MTD, PWD, and Birth Date. The table is currently empty, and the 'Add New' button is highlighted with a red arrow.

**Employee Dependent Card** page will be appeared as below.



The screenshot shows the 'Power Sector ERP System' interface. The main window is titled 'EMPLOYEE DEPENDENT CARD'. It displays a form for a dependent named 'Taizul Islam Tulu' with ID '200001149'. The form is divided into two columns. The left column contains fields for Name, Relation, Occupation, Phone No, Address Line 1, Address Line 2, and Email. The right column contains fields for Date of Birth, Blood Group, NID, TIN, Birth Registration No., Passport No., and Driving License No. The form is currently empty, showing only the field labels.

Provide the following information

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



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

- **National Identification Card: 7864654567857**

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

- **Tax Identification Number: 45665433457**

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

- **Birth Registration No.: 19948765456789875677**

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

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

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

- **Driving License No.: AB65678987654347**

The screenshot displays the 'Power Sector ERP System' interface. The main window is titled '200001149 Taizul Islam Tulu' and 'DEPENDENT DETAILS'. The form is divided into two columns of input fields, each with a numbered circular icon next to it. The fields are as follows:

Field Name	Value	Field Name	Value
Name	Taizul Islam Tulu	Date of Birth	06-09-90
Relation	Wife	Marital Status	A+
Occupation	Unemployed	WID	7864654567857
Phone No	01576736600	TIN	60405413457
Address Line 1	Haji Camp, Arjuna, Uttara	Birth Registration No.	19948765456789875677
Address Line 2	Mu't Kachukher Mat. Mosque	Passport No.	BF-675647
Email	taizul@ymail.com	Driving License No.	AB65678987654347

## HR-303.13: Add Employee Nominee Information

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

The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar includes tabs like 'Home', 'Employee Info', 'Performance Info', 'Employment Info', 'Change Info', 'Nominee Info', 'Additional Charges', 'Security Info', and 'Salary Info'. A black arrow points to the 'Nominee Info' tab. The main content area displays the 'Official Information' for employee 200001149 - Taizul Islam Tulu. The form includes fields for Employee Code, Employee Name, Name in Bangla, Employee Code, Designation, Designation in Bangla, Office, Office in Bangla, Department, Department in Bangla, Job Title, Employment Type, and Employment Status. The right side of the form shows fields for Post Type, Pay Grade, Pay Grade Step, Joining Date in Org, Joining Date in Bangla, Resignation Date in Bangla, Resignation Date, Employee and Higher Education, CPE Applicable, Employee CPE ID, Is Shift Duty, and Freedom Fighter CPE Application. A sidebar on the right shows the 'Employee Picture' and 'Additional Changes' section.

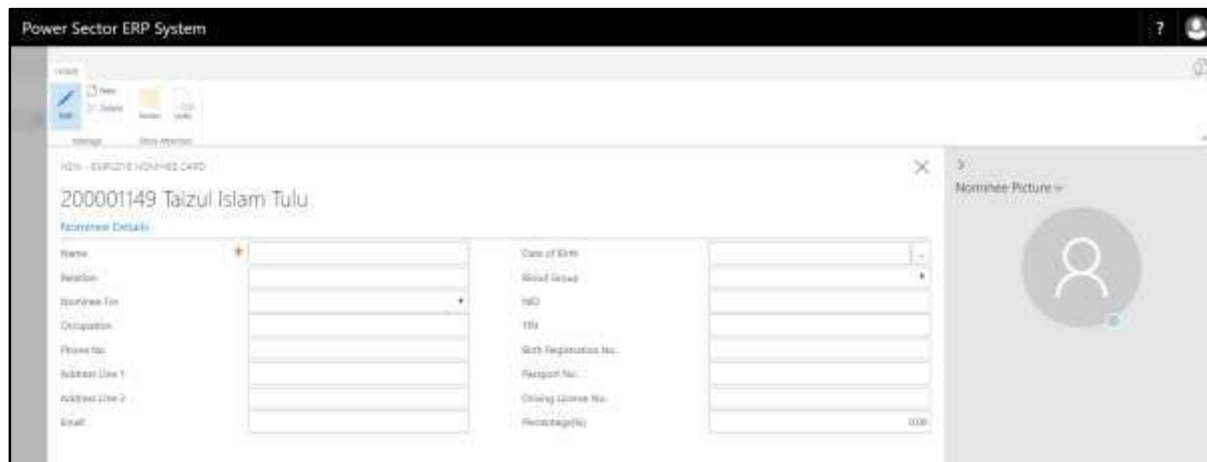
Employee Nominee List page will be appeared as below.

The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar includes tabs like 'Home', 'Employee Info', 'Performance Info', 'Employment Info', 'Change Info', 'Nominee Info', 'Additional Charges', 'Security Info', and 'Salary Info'. The main content area displays the 'Employee Nominee List' page for employee 200001149 - Taizul Islam Tulu. The page shows a table with columns for Name, Designation, Address Line 1, Address Line 2, Email, Date of Birth, Blood Group, and Sex. A black arrow points to the 'New' button in the top right corner.


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


The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar includes tabs like 'Home', 'Employee Info', 'Performance Info', 'Employment Info', 'Change Info', 'Nominee Info', 'Additional Charges', 'Security Info', and 'Salary Info'. The main content area displays the 'Employee Nominee List' page for employee 200001149 - Taizul Islam Tulu. The page shows a table with columns for Name, Designation, Address Line 1, Address Line 2, Email, Date of Birth, Blood Group, and Sex. A black arrow points to the 'New' button in the top right corner.

**Employee Nominee Card** page will be appeared as below.



Provide the following information

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

9. Choose **Date of Birth** from calendar by clicking on  button.

- **Date of Birth: 09-09-95**

10. Choose **Blood Group** from dropdown by clicking on  button.

- **Blood Group: A+**

11. Provide **National Identification** card information here, if applicable.

- **National Identification: 7864654567857**

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

- **Tax Identification Number: 45665433457**

13. Provide **Birth Registration No.** here.

- **Birth Registration No.: 19948765456789875677**

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

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

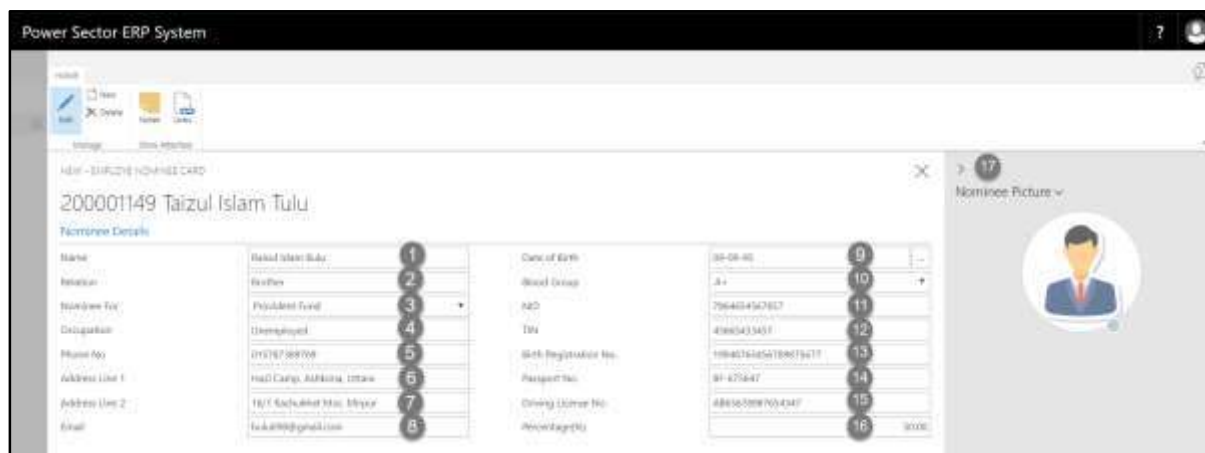
15. Provide **Driving License No.** here, if applicable.

- **Driving License No.: AB65678987654347**

16. Define the **Percentage Rate** here.

- **Percentage Rate: 50.00**

17. Insert **Nominee Picture** here.



Power Sector ERP System

Home > HR > Nominee Card

200001149 Taizul Islam Tulu

Nominee Details

Name	1	Taizul Islam Tulu	Date of Birth	9	09-09-95
Nationality	2	Bangladesh	Blood Group	10	A+
Nominee ID	3	200001149	NID	11	7864654567857
Designation	4	President	TIN	12	45665433457
Phone No	5	01717887008	Birth Registration No.	13	19948765456789875677
Address Line 1	6	House 10, A/10, Dhaka, Dhaka	Passport No.	14	BF-675647
Address Line 2	7	10/1, Kachua, Dhaka, Dhaka	Driving License No.	15	AB65678987654347
Email	8	taizul@taizul.com	Percentage (%)	16	50.00

Nominee Picture

## HR-303.14: Add Employee Foreign Tour Information

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

The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar has a tab labeled 'Foreign Tour Info' which is highlighted with a black arrow. Below the navigation bar, the main content area displays the 'Employee Information' form for '200001149 - Taizul Islam Tulu'. The form is divided into several sections: 'Official Information', 'Personal Information', 'Education', 'Employment', 'Performance', 'Training', 'Recruitment', 'Transfer', 'Promotion', 'Retirement', 'Termination', 'Dismissal', 'Resignation', 'Sick Leave', 'Casual Leave', 'Annual Leave', 'Maternity Leave', 'Paternity Leave', 'Gross Salary', 'Net Salary', 'Tax Deduction', 'Social Security', 'Health Insurance', 'Life Insurance', 'Pension Plan', 'Gratuity', 'Compensation', 'Benefits', 'Other Information'. The 'Official Information' section is expanded, showing fields for Employee Code, Employee Name, Name in Bangla, Organization Code, Designation, Designation in Bangla, Office, Office in Bangla, Department, Department in Bangla, Job Title, Employment Type, and Employment Status. The 'Personal Information' section shows fields for Marital Status, Marital Status in Bangla, Date of Birth, Date of Birth in Bangla, Date of Joining, Date of Joining in Bangla, Date of Resignation, Date of Resignation in Bangla, Date of Retirement, Date of Retirement in Bangla, Date of Termination, Date of Termination in Bangla, Date of Dismissal, Date of Dismissal in Bangla, Date of Resignation, Date of Resignation in Bangla, Date of Retirement, Date of Retirement in Bangla, Date of Termination, Date of Termination in Bangla, Date of Dismissal, Date of Dismissal in Bangla. The 'Education' section shows fields for Employee Last Higher Education, CPE Applicable, Employee CPE ID, Is Staff Duty, and Education Degree Cpe Applicable. The 'Employment' section shows fields for Employment Type and Employment Status. The 'Performance' section shows fields for Performance Rating and Performance Rating in Bangla. The 'Training' section shows fields for Training Type, Training Code, Training Code in Bangla, Training Date, Training Date in Bangla, Training Duration, Training Duration in Bangla, Training Location, Training Location in Bangla, Training Status, Training Status in Bangla, Training Remarks, Training Remarks in Bangla, Training Date, Training Date in Bangla, Training Duration, Training Duration in Bangla, Training Location, Training Location in Bangla, Training Status, Training Status in Bangla, Training Remarks, Training Remarks in Bangla. The 'Recruitment' section shows fields for Recruitment Type, Recruitment Code, Recruitment Code in Bangla, Recruitment Date, Recruitment Date in Bangla, Recruitment Duration, Recruitment Duration in Bangla, Recruitment Location, Recruitment Location in Bangla, Recruitment Status, Recruitment Status in Bangla, Recruitment Remarks, Recruitment Remarks in Bangla, Recruitment Date, Recruitment Date in Bangla, Recruitment Duration, Recruitment Duration in Bangla, Recruitment Location, Recruitment Location in Bangla, Recruitment Status, Recruitment Status in Bangla, Recruitment Remarks, Recruitment Remarks in Bangla. The 'Transfer' section shows fields for Transfer Type, Transfer Code, Transfer Code in Bangla, Transfer Date, Transfer Date in Bangla, Transfer Duration, Transfer Duration in Bangla, Transfer Location, Transfer Location in Bangla, Transfer Status, Transfer Status in Bangla, Transfer Remarks, Transfer Remarks in Bangla, Transfer Date, Transfer Date in Bangla, Transfer Duration, Transfer Duration in Bangla, Transfer Location, Transfer Location in Bangla, Transfer Status, Transfer Status in Bangla, Transfer Remarks, Transfer Remarks in Bangla. The 'Promotion' section shows fields for Promotion Type, Promotion Code, Promotion Code in Bangla, Promotion Date, Promotion Date in Bangla, Promotion Duration, Promotion Duration in Bangla, Promotion Location, Promotion Location in Bangla, Promotion Status, Promotion Status in Bangla, Promotion Remarks, Promotion Remarks in Bangla, Promotion Date, Promotion Date in Bangla, Promotion Duration, Promotion Duration in Bangla, Promotion Location, Promotion Location in Bangla, Promotion Status, Promotion Status in Bangla, Promotion Remarks, Promotion Remarks in Bangla. The 'Retirement' section shows fields for Retirement Type, Retirement Code, Retirement Code in Bangla, Retirement Date, Retirement Date in Bangla, Retirement Duration, Retirement Duration in Bangla, Retirement Location, Retirement Location in Bangla, Retirement Status, Retirement Status in Bangla, Retirement Remarks, Retirement Remarks in Bangla, Retirement Date, Retirement Date in Bangla, Retirement Duration, Retirement Duration in Bangla, Retirement Location, Retirement Location in Bangla, Retirement Status, Retirement Status in Bangla, Retirement Remarks, Retirement Remarks in Bangla. The 'Termination' section shows fields for Termination Type, Termination Code, Termination Code in Bangla, Termination Date, Termination Date in Bangla, Termination Duration, Termination Duration in Bangla, Termination Location, Termination Location in Bangla, Termination Status, Termination Status in Bangla, Termination Remarks, Termination Remarks in Bangla, Termination Date, Termination Date in Bangla, Termination Duration, Termination Duration in Bangla, Termination Location, Termination Location in Bangla, Termination Status, Termination Status in Bangla, Termination Remarks, Termination Remarks in Bangla. The 'Dismissal' section shows fields for Dismissal Type, Dismissal Code, Dismissal Code in Bangla, Dismissal Date, Dismissal Date in Bangla, Dismissal Duration, Dismissal Duration in Bangla, Dismissal Location, Dismissal Location in Bangla, Dismissal Status, Dismissal Status in Bangla, Dismissal Remarks, Dismissal Remarks in Bangla, Dismissal Date, Dismissal Date in Bangla, Dismissal Duration, Dismissal Duration in Bangla, Dismissal Location, Dismissal Location in Bangla, Dismissal Status, Dismissal Status in Bangla, Dismissal Remarks, Dismissal Remarks in Bangla. The 'Resignation' section shows fields for Resignation Type, Resignation Code, Resignation Code in Bangla, Resignation Date, Resignation Date in Bangla, Resignation Duration, Resignation Duration in Bangla, Resignation Location, Resignation Location in Bangla, Resignation Status, Resignation Status in Bangla, Resignation Remarks, Resignation Remarks in Bangla, Resignation Date, Resignation Date in Bangla, Resignation Duration, Resignation Duration in Bangla, Resignation Location, Resignation Location in Bangla, Resignation Status, Resignation Status in Bangla, Resignation Remarks, Resignation Remarks in Bangla. The 'Sick Leave' section shows fields for Sick Leave Type, Sick Leave Code, Sick Leave Code in Bangla, Sick Leave Date, Sick Leave Date in Bangla, Sick Leave Duration, Sick Leave Duration in Bangla, Sick Leave Location, Sick Leave Location in Bangla, Sick Leave Status, Sick Leave Status in Bangla, Sick Leave Remarks, Sick Leave Remarks in Bangla, Sick Leave Date, Sick Leave Date in Bangla, Sick Leave Duration, Sick Leave Duration in Bangla, Sick Leave Location, Sick Leave Location in Bangla, Sick Leave Status, Sick Leave Status in Bangla, Sick Leave Remarks, Sick Leave Remarks in Bangla. The 'Casual Leave' section shows fields for Casual Leave Type, Casual Leave Code, Casual Leave Code in Bangla, Casual Leave Date, Casual Leave Date in Bangla, Casual Leave Duration, Casual Leave Duration in Bangla, Casual Leave Location, Casual Leave Location in Bangla, Casual Leave Status, Casual Leave Status in Bangla, Casual Leave Remarks, Casual Leave Remarks in Bangla, Casual Leave Date, Casual Leave Date in Bangla, Casual Leave Duration, Casual Leave Duration in Bangla, Casual Leave Location, Casual Leave Location in Bangla, Casual Leave Status, Casual Leave Status in Bangla, Casual Leave Remarks, Casual Leave Remarks in Bangla. The 'Annual Leave' section shows fields for Annual Leave Type, Annual Leave Code, Annual Leave Code in Bangla, Annual Leave Date, Annual Leave Date in Bangla, Annual Leave Duration, Annual Leave Duration in Bangla, Annual Leave Location, Annual Leave Location in Bangla, Annual Leave Status, Annual Leave Status in Bangla, Annual Leave Remarks, Annual Leave Remarks in Bangla, Annual Leave Date, Annual Leave Date in Bangla, Annual Leave Duration, Annual Leave Duration in Bangla, Annual Leave Location, Annual Leave Location in Bangla, Annual Leave Status, Annual Leave Status in Bangla, Annual Leave Remarks, Annual Leave Remarks in Bangla. The 'Maternity Leave' section shows fields for Maternity Leave Type, Maternity Leave Code, Maternity Leave Code in Bangla, Maternity Leave Date, Maternity Leave Date in Bangla, Maternity Leave Duration, Maternity Leave Duration in Bangla, Maternity Leave Location, Maternity Leave Location in Bangla, Maternity Leave Status, Maternity Leave Status in Bangla, Maternity Leave Remarks, Maternity Leave Remarks in Bangla, Maternity Leave Date, Maternity Leave Date in Bangla, Maternity Leave Duration, Maternity Leave Duration in Bangla, Maternity Leave Location, Maternity Leave Location in Bangla, Maternity Leave Status, Maternity Leave Status in Bangla, Maternity Leave Remarks, Maternity Leave Remarks in Bangla. The 'Paternity Leave' section shows fields for Paternity Leave Type, Paternity Leave Code, Paternity Leave Code in Bangla, Paternity Leave Date, Paternity Leave Date in Bangla, Paternity Leave Duration, Paternity Leave Duration in Bangla, Paternity Leave Location, Paternity Leave Location in Bangla, Paternity Leave Status, Paternity Leave Status in Bangla, Paternity Leave Remarks, Paternity Leave Remarks in Bangla, Paternity Leave Date, Paternity Leave Date in Bangla, Paternity Leave Duration, Paternity Leave Duration in Bangla, Paternity Leave Location, Paternity Leave Location in Bangla, Paternity Leave Status, Paternity Leave Status in Bangla, Paternity Leave Remarks, Paternity Leave Remarks in Bangla. The 'Gross Salary' section shows fields for Gross Salary Type, Gross Salary Code, Gross Salary Code in Bangla, Gross Salary Date, Gross Salary Date in Bangla, Gross Salary Duration, Gross Salary Duration in Bangla, Gross Salary Location, Gross Salary Location in Bangla, Gross Salary Status, Gross Salary Status in Bangla, Gross Salary Remarks, Gross Salary Remarks in Bangla, Gross Salary Date, Gross Salary Date in Bangla, Gross Salary Duration, Gross Salary Duration in Bangla, Gross Salary Location, Gross Salary Location in Bangla, Gross Salary Status, Gross Salary Status in Bangla, Gross Salary Remarks, Gross Salary Remarks in Bangla. The 'Net Salary' section shows fields for Net Salary Type, Net Salary Code, Net Salary Code in Bangla, Net Salary Date, Net Salary Date in Bangla, Net Salary Duration, Net Salary Duration in Bangla, Net Salary Location, Net Salary Location in Bangla, Net Salary Status, Net Salary Status in Bangla, Net Salary Remarks, Net Salary Remarks in Bangla, Net Salary Date, Net Salary Date in Bangla, Net Salary Duration, Net Salary Duration in Bangla, Net Salary Location, Net Salary Location in Bangla, Net Salary Status, Net Salary Status in Bangla, Net Salary Remarks, Net Salary Remarks in Bangla. The 'Tax Deduction' section shows fields for Tax Deduction Type, Tax Deduction Code, Tax Deduction Code in Bangla, Tax Deduction Date, Tax Deduction Date in Bangla, Tax Deduction Duration, Tax Deduction Duration in Bangla, Tax Deduction Location, Tax Deduction Location in Bangla, Tax Deduction Status, Tax Deduction Status in Bangla, Tax Deduction Remarks, Tax Deduction Remarks in Bangla, Tax Deduction Date, Tax Deduction Date in Bangla, Tax Deduction Duration, Tax Deduction Duration in Bangla, Tax Deduction Location, Tax Deduction Location in Bangla, Tax Deduction Status, Tax Deduction Status in Bangla, Tax Deduction Remarks, Tax Deduction Remarks in Bangla. The 'Social Security' section shows fields for Social Security Type, Social Security Code, Social Security Code in Bangla, Social Security Date, Social Security Date in Bangla, Social Security Duration, Social Security Duration in Bangla, Social Security Location, Social Security Location in Bangla, Social Security Status, Social Security Status in Bangla, Social Security Remarks, Social Security Remarks in Bangla, Social Security Date, Social Security Date in Bangla, Social Security Duration, Social Security Duration in Bangla, Social Security Location, Social Security Location in Bangla, Social Security Status, Social Security Status in Bangla, Social Security Remarks, Social Security Remarks in Bangla. The 'Health Insurance' section shows fields for Health Insurance Type, Health Insurance Code, Health Insurance Code in Bangla, Health Insurance Date, Health Insurance Date in Bangla, Health Insurance Duration, Health Insurance Duration in Bangla, Health Insurance Location, Health Insurance Location in Bangla, Health Insurance Status, Health Insurance Status in Bangla, Health Insurance Remarks, Health Insurance Remarks in Bangla, Health Insurance Date, Health Insurance Date in Bangla, Health Insurance Duration, Health Insurance Duration in Bangla, Health Insurance Location, Health Insurance Location in Bangla, Health Insurance Status, Health Insurance Status in Bangla, Health Insurance Remarks, Health Insurance Remarks in Bangla. The 'Life Insurance' section shows fields for Life Insurance Type, Life Insurance Code, Life Insurance Code in Bangla, Life Insurance Date, Life Insurance Date in Bangla, Life Insurance Duration, Life Insurance Duration in Bangla, Life Insurance Location, Life Insurance Location in Bangla, Life Insurance Status, Life Insurance Status in Bangla, Life Insurance Remarks, Life Insurance Remarks in Bangla, Life Insurance Date, Life Insurance Date in Bangla, Life Insurance Duration, Life Insurance Duration in Bangla, Life Insurance Location, Life Insurance Location in Bangla, Life Insurance Status, Life Insurance Status in Bangla, Life Insurance Remarks, Life Insurance Remarks in Bangla. The 'Pension Plan' section shows fields for Pension Plan Type, Pension Plan Code, Pension Plan Code in Bangla, Pension Plan Date, Pension Plan Date in Bangla, Pension Plan Duration, Pension Plan Duration in Bangla, Pension Plan Location, Pension Plan Location in Bangla, Pension Plan Status, Pension Plan Status in Bangla, Pension Plan Remarks, Pension Plan Remarks in Bangla, Pension Plan Date, Pension Plan Date in Bangla, Pension Plan Duration, Pension Plan Duration in Bangla, Pension Plan Location, Pension Plan Location in Bangla, Pension Plan Status, Pension Plan Status in Bangla, Pension Plan Remarks, Pension Plan Remarks in Bangla. The 'Gratuity' section shows fields for Gratuity Type, Gratuity Code, Gratuity Code in Bangla, Gratuity Date, Gratuity Date in Bangla, Gratuity Duration, Gratuity Duration in Bangla, Gratuity Location, Gratuity Location in Bangla, Gratuity Status, Gratuity Status in Bangla, Gratuity Remarks, Gratuity Remarks in Bangla, Gratuity Date, Gratuity Date in Bangla, Gratuity Duration, Gratuity Duration in Bangla, Gratuity Location, Gratuity Location in Bangla, Gratuity Status, Gratuity Status in Bangla, Gratuity Remarks, Gratuity Remarks in Bangla. The 'Compensation' section shows fields for Compensation Type, Compensation Code, Compensation Code in Bangla, Compensation Date, Compensation Date in Bangla, Compensation Duration, Compensation Duration in Bangla, Compensation Location, Compensation Location in Bangla, Compensation Status, Compensation Status in Bangla, Compensation Remarks, Compensation Remarks in Bangla, Compensation Date, Compensation Date in Bangla, Compensation Duration, Compensation Duration in Bangla, Compensation Location, Compensation Location in Bangla, Compensation Status, Compensation Status in Bangla, Compensation Remarks, Compensation Remarks in Bangla. The 'Benefits' section shows fields for Benefits Type, Benefits Code, Benefits Code in Bangla, Benefits Date, Benefits Date in Bangla, Benefits Duration, Benefits Duration in Bangla, Benefits Location, Benefits Location in Bangla, Benefits Status, Benefits Status in Bangla, Benefits Remarks, Benefits Remarks in Bangla, Benefits Date, Benefits Date in Bangla, Benefits Duration, Benefits Duration in Bangla, Benefits Location, Benefits Location in Bangla, Benefits Status, Benefits Status in Bangla, Benefits Remarks, Benefits Remarks in Bangla. The 'Other Information' section shows fields for Other Information Type, Other Information Code, Other Information Code in Bangla, Other Information Date, Other Information Date in Bangla, Other Information Duration, Other Information Duration in Bangla, Other Information Location, Other Information Location in Bangla, Other Information Status, Other Information Status in Bangla, Other Information Remarks, Other Information Remarks in Bangla, Other Information Date, Other Information Date in Bangla, Other Information Duration, Other Information Duration in Bangla, Other Information Location, Other Information Location in Bangla, Other Information Status, Other Information Status in Bangla, Other Information Remarks, Other Information Remarks in Bangla. The right sidebar contains an 'Employee Picture' section with a placeholder image and an 'Additional Changes' section with a placeholder text. The bottom of the form has a 'Notes' section with a placeholder text.

Employee Foreign Tour List page will be appeared as below.

The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar has a tab labeled 'Employee Foreign Tour List'. Below the navigation bar, the main content area displays the 'Employee Foreign Tour List' page. The page has a header section with the text 'VIEW - EMPLOYEE FOREIGN TOUR LIST - 200001149 - TAIZUL ISLAM TULU' and a 'New' button. Below the header, there is a table with columns for 'From Date', 'To Date', 'New Category', 'New Personal', 'Personal By', 'Country Name', 'Start Date (DD/MM)', and 'Comments'. The table is currently empty. The bottom of the page has a footer section with the text 'There is nothing to show in this view'.

II. Choose **"New"** to add new foreign tour information.

The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar has a tab labeled 'Employee Foreign Tour List'. Below the navigation bar, the main content area displays the 'Employee Foreign Tour List' page. The page has a header section with the text 'VIEW - EMPLOYEE FOREIGN TOUR LIST - 200001149 - TAIZUL ISLAM TULU' and a 'New' button. Below the header, there is a table with columns for 'From Date', 'To Date', 'New Category', 'New Personal', 'Personal By', 'Country Name', 'Start Date (DD/MM)', and 'Comments'. The table is currently empty. The bottom of the page has a footer section with the text 'There is nothing to show in this view'. A black arrow points to the 'New' button.



- **Tour Purpose Description: Pre Shipment**

9. Provide **Funded By** mentioning who funded the tour.

- **Funded By: World Bank**

10. Provide Govt. Order (GO) No.

- **Govt. Order (GO) No.: 1234567890**

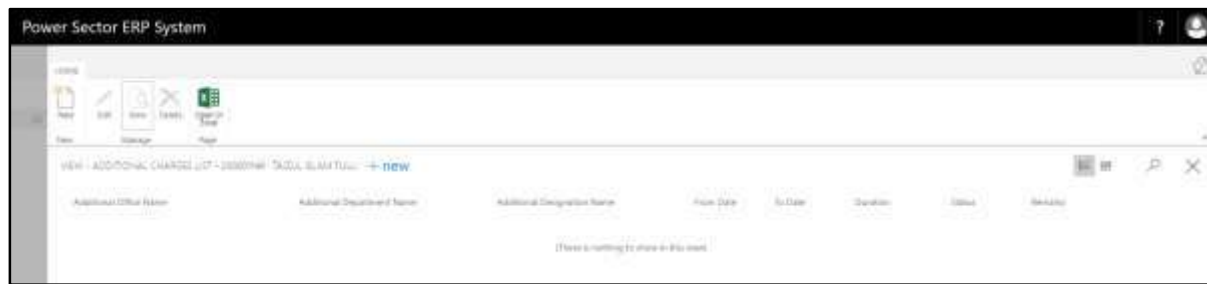
11. Provide **Comments**, if any.

- **Comments: Test comment**

## HR-303.15: Add Employee Additional Charges Information

I. Choose **Additional Charges tab** to open Employee Additional Charges List page:

**Employee Additional Charges List page** will be appeared as below.



II. Choose **"New"** to add new additional charges information.



**Employee Additional Charges Card page** will be appeared as below.

Provide the following information

1. **Employee ID** will be populated by the system.
2. **Employee Name** will be populated by the system.
3. **Current Office Name** will be populated by the system.
4. **Current Department Name** will be populated by the system.



5. **Current Designation Name** will be populated by the system.
6. Choose **Organogram** from dropdown by clicking on  button.
  - **Organogram: ORG000020**
7. **Office Name** will be populated by the system based on selected Organogram.
8. **Department Name** will be populated by the system based on selected Organogram.
9. **Designation Name** will be populated by the system based on selected Organogram.
10. Choose **From Date** from calendar by clicking on  button.
  - **From Date: 01-09-19**
11. Choose **To Date** from calendar by clicking on  button.
  - **To Date: 30-11-19**
12. Provide **Duration** of Additional Charges.
  - **Duration: 3 Months**
13. Choose **Status** from dropdown by clicking on  button.
  - **Status: Active**
14. Provide **Remarks** here, if any.
  - **Remarks: Test remarks**

Power Sector ERP System

NEW - ADDITIONAL CHARGE CARD

200001149 - Taizul Islam Tulu


General

Employee ID	200001149	1	Current Department Name		4
Employee Name	Taizul Islam Tulu	2	Current Designation Name		5
Current Office Name	Office of Executive Director	3			

Additional Charges

Organogram Code	ORG000020	6	To Date	30-11-19	11
Office Name	Office of General Manager	7	Duration	3 Months	12
Department Name	General Manager	8	Status	Active	13
Designation Name	Deputy Manager	9	Remarks	Test remarks	14
From Date	01-09-19	10			



- **Address 1: Hazi Camp, Ashkona, Uttara**
3. Provide **Address 2** information.
- **Address 2: 16/1 Kachukhet Mor, Mirpur**
4. Provide **Occupation** of employee's father here.
- **Occupation: Government Serviceholder**
5. Provide **Cell Phone No.** of employee's father here.
- **Cell Phone No.: 018765374653**
6. **Thana** will be populated by the system based on selected Post Code.
- **Thana: Dhaka Cantt.**
7. **Upazilla** will be populated by the system based on selected Post Code.
- **Upazilla: Dhaka Cantt.**
8. **District** will be populated by the system based on selected Post Code.
- **District: Dhaka**
9. **Post Office** will be populated by the system based on selected Post Code.
- **Post Office: Dhaka CantonmentTSO**
10. Choose **Post Code** from dropdown by clicking on  button.
- **Post Code: 1206**

**b. Mother's Information:**

11. Provide employees **Mother's Name** here.
- **Mother's Name: Abeda Begum**
12. Provide **Address 1** information.
- **Address 1: Hazi Camp, Ashkona, Uttara**
13. Provide **Address 2** information.
- **Address 2: 16/1 Kachukhet Mor, Mirpur**
14. Provide **Occupation** of employee's mother here.
- **Occupation: Housewife**
15. Provide **Cell Phone No.** of employee's mother here.
- **Cell Phone No.: 018765374609**
16. **Thana** will be populated by the system based on selected Post Code.

- **Thana: Dhaka Cantt.**

17. **Upazilla** will be populated by the system based on selected Post Code.

- **Upazilla: Dhaka Cantt.**

18. **District** will be populated by the system based on selected Post Code.

- **District: Dhaka**

19. **Post Office** will be populated by the system based on selected Post Code.

- **Post Office: Dhaka CantonmentTSO**

20. Choose **Post Code** from dropdown by clicking on  button.

- **Post Code: 1206**

Power Sector ERP System

ADD - PERSON INFO CARD

200001149 - Taizul Islam Tulu

**Father**

Name	Muhammad Shah	1	Thana	Dhaka Cantt.	6
Address 1	Haji Camp, Ashkani, Uthara	2	Upazilla	Dhaka Cantt.	7
Address 2	16/1 Kachukhat Mui, Mirpur	3	District	Dhaka	8
Group/Religion	Cantonment Cantonment	4	Post Office	Dhaka CantonmentTSO	9
Cell Phone No.	018765574809	5	Post Code	1206	10

**Mother**

Name	Akiba Begum	11	Thana	Dhaka Cantt.	16
Address 1	Haji Camp, Ashkani, Uthara	12	Upazilla	Dhaka Cantt.	17
Address 2	16/1 Kachukhat Mui, Mirpur	13	District	Dhaka	18
Group/Religion	Cantonment	14	Post Office	Dhaka CantonmentTSO	19
Cell Phone No.	018765574809	15	Post Code	1206	20


## HR-303.17: Add Employee GPF Information

I. Choose **GPF Info tab** to open Employee GPF Information page:

Employee GPF Information page will be appeared as below.

Provide the following information

1. **Employee No** will be populated by the system.
2. **First Name** will be populated by the system.
3. **Last Name** will be populated by the system.
4. Choose **GPF Deduction Type** from dropdown by clicking on  button.
  - **GPF Deduction Type: DEDUCTION001**
5. Provide **Monthly Personal Contribution** here.

- **Monthly Personal Contribution: 15,000.00**
6. **Yearly GPF Interest Amount (%)** will be populated by the system based on selected GPF Deduction Type.
- **Yearly GPF Interest Amount (%): 23,400.00**
7. Choose **Date of First GPF Deduction** from calendar by clicking on  button.
- **Date of First GPF Deduction: 31-07-18**



Power Sector ERP System

200001149 - Taizul Islam Tulu

Employee No.: 200001149 (1)

Last Name: (3)

First Name: Taizul Islam Tulu (2)

GPF Details

GPF Deduction Type: DEDUCTION01 (4)

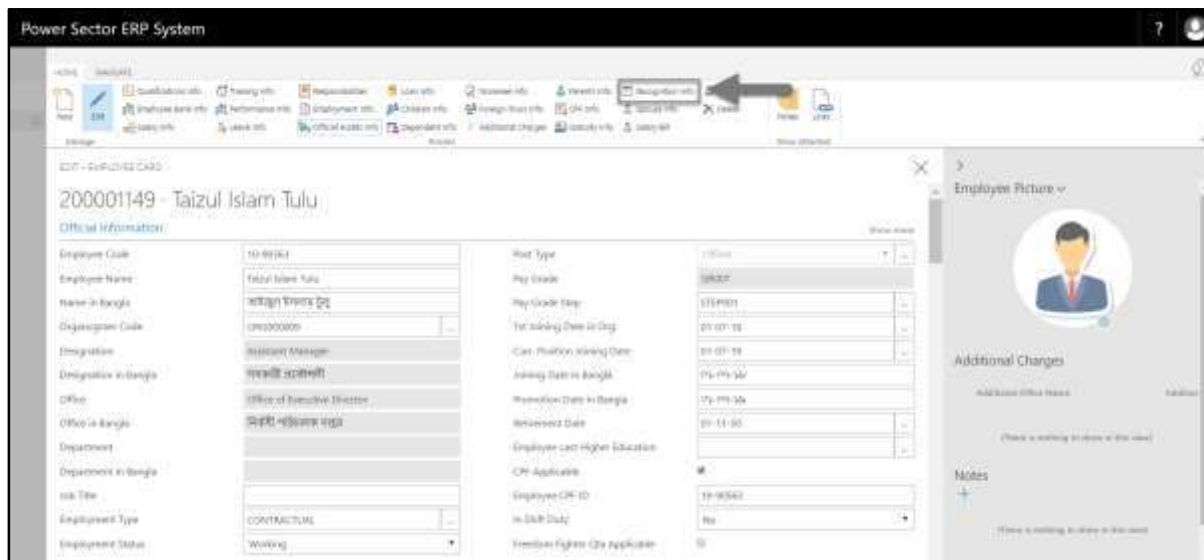
Monthly Personal Contribution: 15,000.00 (5)

Yearly GPF Interest Amount (%): 23,400.00 (6)

Date of First GPF Deduction: 31-07-18 (7)

## HR-303.18: Add Employee Recognition Information

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



Power Sector ERP System

200001149 - Taizul Islam Tulu

Official Information

Employee Code: 10-00001

Employee Name: Taizul Islam Tulu

Name in Bangla: তৈজুল ইসলাম তুলু

Designation Code: DEDUCTION01

Designation: Assistant Manager

Office: Office of Executive Director

Office in Bangla: নির্বাহী পরিচালক কার্যালয়

Department:

Department in Bangla:

Job Title:

Employment Type: CONTRACTURE

Employment Status: Working

Post Type:

Pay Grade: SP-07

Pay Grade Step: SP-07-01

First joining Date in Org: 01-07-18

Current Position joining Date: 01-07-18

Joining Date in Bangla: ০১-০৭-১৮

Promotion Date in Bangla: ০১-০৭-১৮

Retirement Date: 01-11-30

Employee last Higher Education:

OPI Application:

Employee OPI ID: 10-00001

Is Sub Duty: No

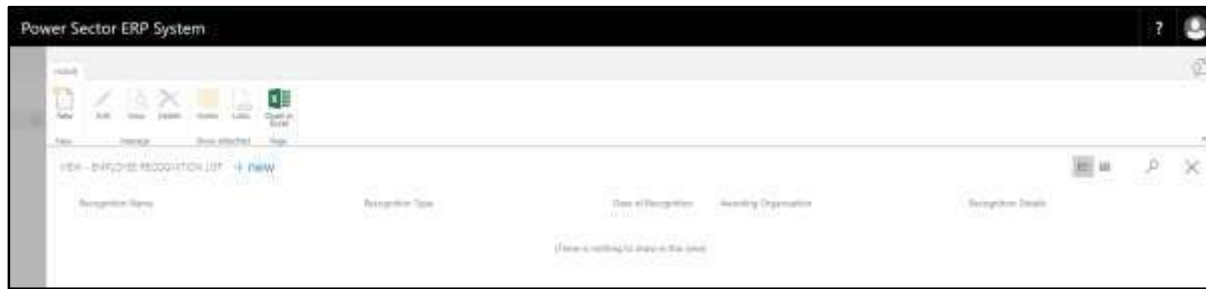
Freedom Rights OPI Application: No

Employee Picture

Additional Changes

Notes

**Employee Recognition List** page will be appeared as below.



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



**Employee Recognition Card** page will be appeared as below.

Provide the following information

1. Provide **Recognition Name** here.
  - **Recognition Name: Leadership Award**
2. Provide **Recognition Type** here.
  - **Recognition Type: Personal**
3. Choose **Date of Recognition** from calendar by clicking on  button.
  - **Date of Recognition: 05-01-20**
4. Provide **Awarding Organization** here.

- **Awarding Organization: University of Dhaka**

5. Provide **Recognition Details** here.

- **Recognition Details: Test detail**

Power Sector ERP System

NEW - EMPLOYEE RECOGNITION CARD

200001149 Taizul Islam Tulu

General

Recognition Name: University Award

Recognition Type: Personal

Date of Recognition: 05-01-20

Awarding Organization: University of Dhaka

Recognition Details: Test detail

## HR-303.19: Add Employee Spouse Information

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

Power Sector ERP System

NEW - EMPLOYEE INFORMATION

200001149 - Taizul Islam Tulu

Official Information

Employee Code: 10-000001

Employee Name: Taizul Islam Tulu

Name in Bangla: তৈজুল ইসলাম তুলু

Organization Code: 000000000

Designation: Assistant Manager

Designation in Bangla: সহকারী ম্যানেজার

Office: Office of Executive Director

Office in Bangla: নির্বাহী পরিচালকের কার্যালয়

Department:

Department in Bangla:

Job Title:

Employment Type: CONTRACTUAL

Employment Status: Working

Spouse Info

Spouse Name:

Spouse Code:

Spouse Designation:

Spouse Designation in Bangla:

Spouse Office:

Spouse Office in Bangla:

Spouse Department:

Spouse Department in Bangla:

Spouse Job Title:

Spouse Employment Type:

Spouse Employment Status:

Additional Changes

Notes

**Employee Spouse List page** will be appeared as below.

Power Sector ERP System

VIEW - EMPLOYEE SPOUSE LIST - 200001149 - TAIZUL ISLAM TULU

Name:

Contact Name:

Address:

Spouse Information:

There is nothing to show in this view.



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






**Employee Spouse Card page** will be appeared as below.

A screenshot of the 'NEW - EMPLOYEE SPOUSE CARD' form. The form is titled '200001149 Taizul Islam Tulu'. It contains several input fields organized into two main sections. The left section includes fields for 'Name', 'Father Name', 'Mother Name', 'Occupation', 'Office', 'Cell No.', 'Address 1', 'Address 2', and 'Date of Birth'. The right section includes fields for 'Ranking No.', 'NIC', 'Blood Group', 'Driving License No.', 'TIN No.', 'Email', 'Affiliation', 'Birth Reg No.', and 'Status'. There is also a large text area for 'Remarks' and a 'Save' button at the bottom right.

Provide the following information

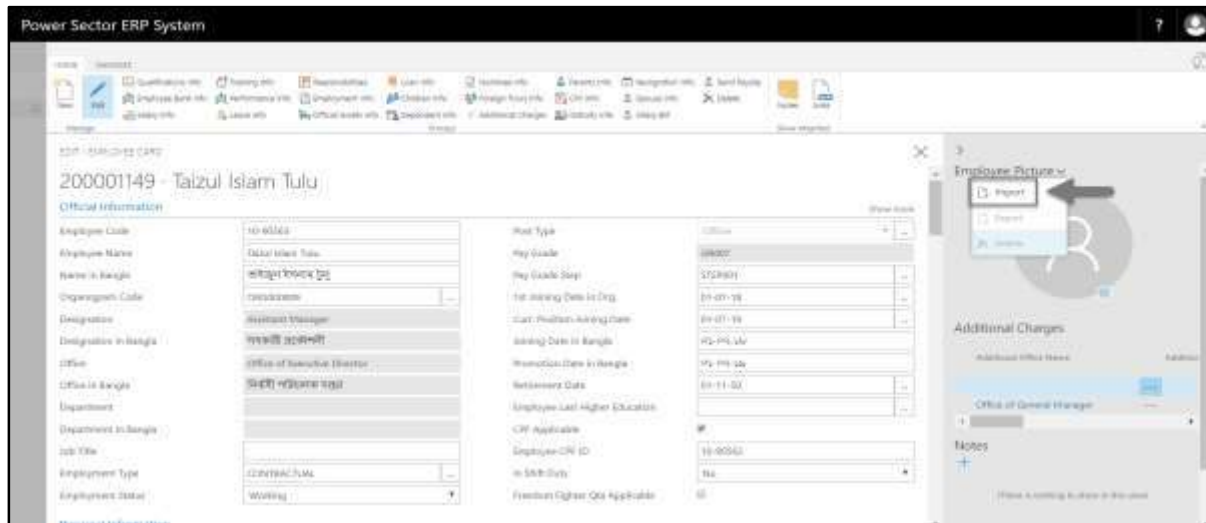
1. Provide **Spouse Name** here.
  - **Spouse Name: Sayma Islam**
2. Provide **Father's Name** of employee's spouse.
  - **Father's Name: Monjur Islam**
3. Provide **Mother's Name** of employee's spouse.
  - **Mother's Name: Parvin Akter**
4. Provide **Spouse Occupation** here.
  - **Spouse Occupation: Private Serviceholder**
5. Provide **Office** of the spouse here.
  - **Office: Bindu365 Limited, Moghbazar, Dhaka**
6. Provide **Cell Number** of spouse.

- **Cell Number: 017865894673**
7. Provide **Address Line 1** here.
- **Address Line 1: Hazi Camp, Ashkona, Uttara**
8. Provide **Address Line 2** here.
- **Address Line 2: 16/1 Kachukhet Mor, Mirpur**
9. Choose **Date of Birth** from calendar by clicking on  button.
- **Date of Birth: 10-07-94**
10. Provide **Passport No.** here. If applicable.
- **Passport No.: BF-987089**
11. Provide **National Identification Card** information here, if applicable.
- **National Identification Card: 7329876094**
12. Choose **Blood Group** from dropdown by clicking on  button.
- **Blood Group: A+**
13. Provide **Driving License No.** here, if applicable.
- **Driving License No.: BA9086457893657**
14. Provide **Tax Identification Number** here, if applicable.
- **Tax Identification Number: 678976862674**
15. Provide **Email** of spouse, if applicable.
- **Email: sayma94@gmail.com**
16. Provide **Affiliation** here.
- **Affiliation: No**
17. Provide **Birth Registration No.** here.
- **Birth Registration No.: 1994987898675437**
18. Choose **Status** from dropdown by clicking on  button.
- **Status: Active**

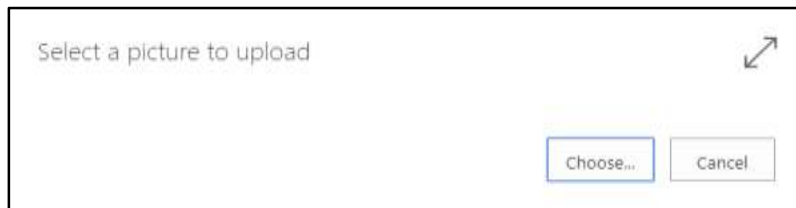
Page 295 of 834

- I. Choose **Employee Picture** to upload a picture in **Employee Card** page, as below

II. Choose **Import** to upload a picture.



The following pop up will be appeared as below.



III. Hit choose button to import employee picture from hard disk.



IV. Choose picture from the hard disk, then it will be appeared to the Employee Card page.

The screenshot displays the 'Employee Card' for employee 200001149, Taizul Islam Tulu. The interface is divided into several sections:

- Official Information:**
  - Employee Code: 10-00263
  - Employee Name: Taizul Islam Tulu
  - Name in Bangla: তৈজুল ইসলাম তুলু
  - Organization Code: 000000000
  - Designation: Assistant Manager
  - Designation in Bangla: সহকারী পরিচালক
  - Office: Office of Executive Director
  - Office in Bangla: নির্বাহী পরিচালক কার্যালয়
  - Department:
  - Department in Bangla:
  - Job Title:
  - Employment Type: CONTRACTUAL
  - Employment Status: Working
- Personal Information:**
  - Religion: Islam
  - Marital Status: Single
  - Gender: Male
  - Age: 35
  - Height: 170 cm
  - Weight: 65 kg
  - Blood Group: B+
  - Marriage Date:
  - Marriage Place:
  - Children Name:
  - Children Date of Birth:
  - Children Gender:
  - Children Education:
  - Children Occupation:
  - Children Address:
  - Children Contact No:
  - Children Email:
  - Children Photo:
- Employee Picture:** A section with a placeholder image and a magnifying glass icon, indicating where to upload the employee's photo.

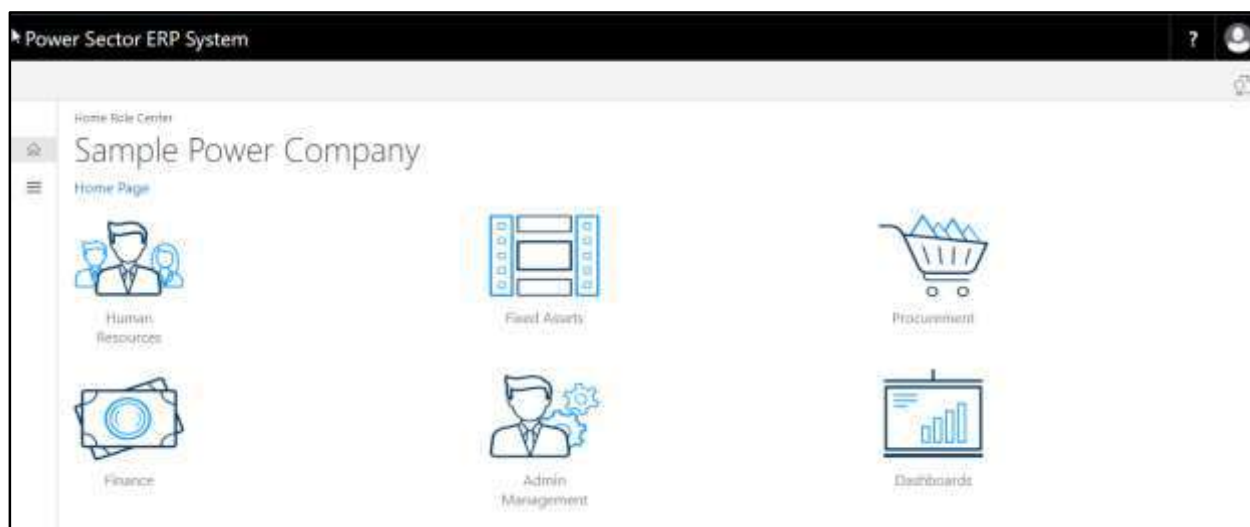
### Note

Picture size should be less than 1 MB.

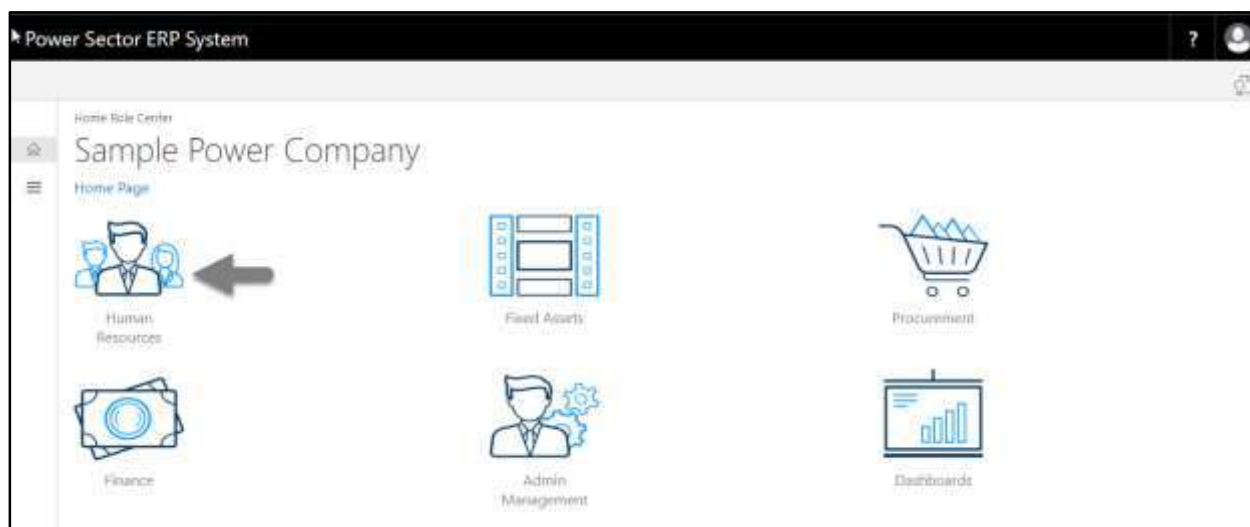
## HR-303.21: Add Loan Info

To initiate loan process, follow the steps described below.

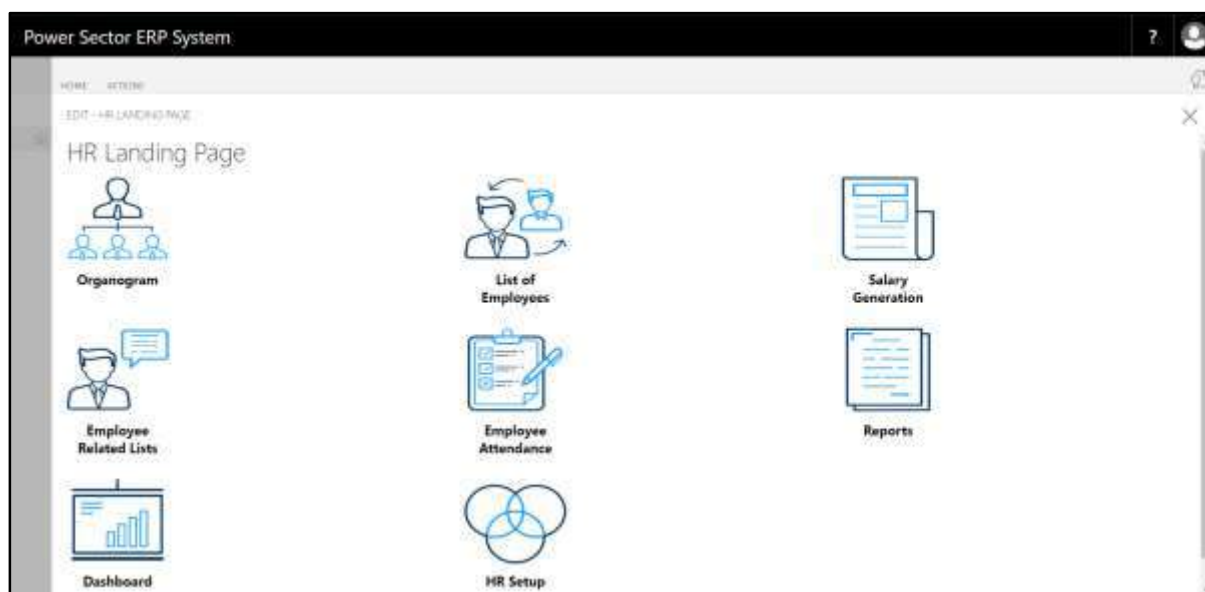
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



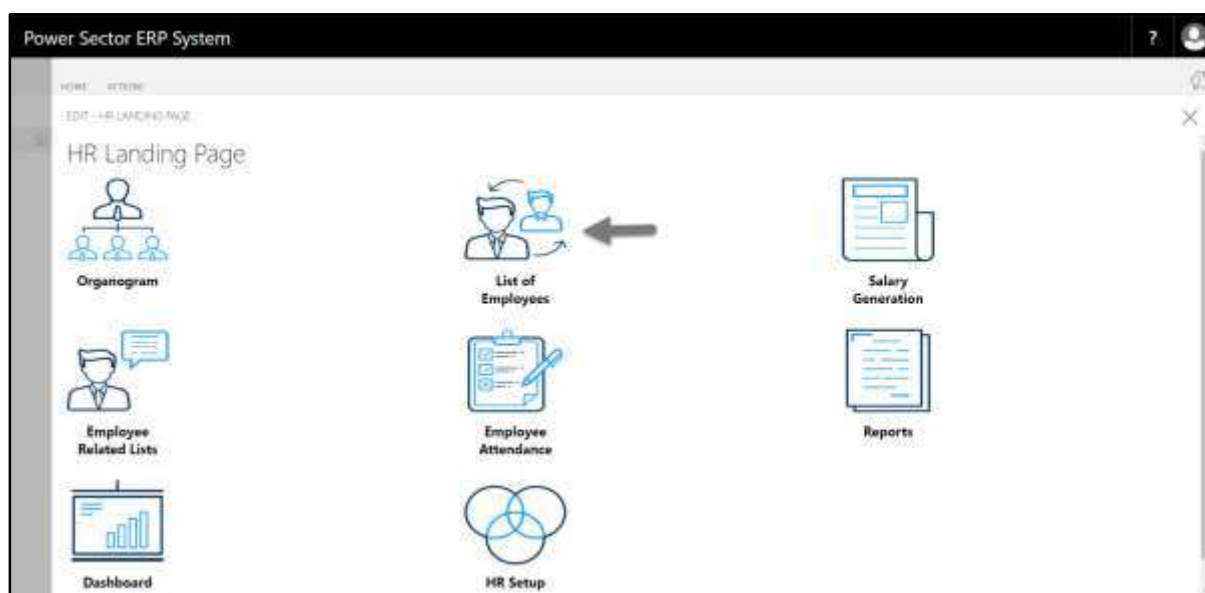
- B. Choose the “**Human Resources**” icon.



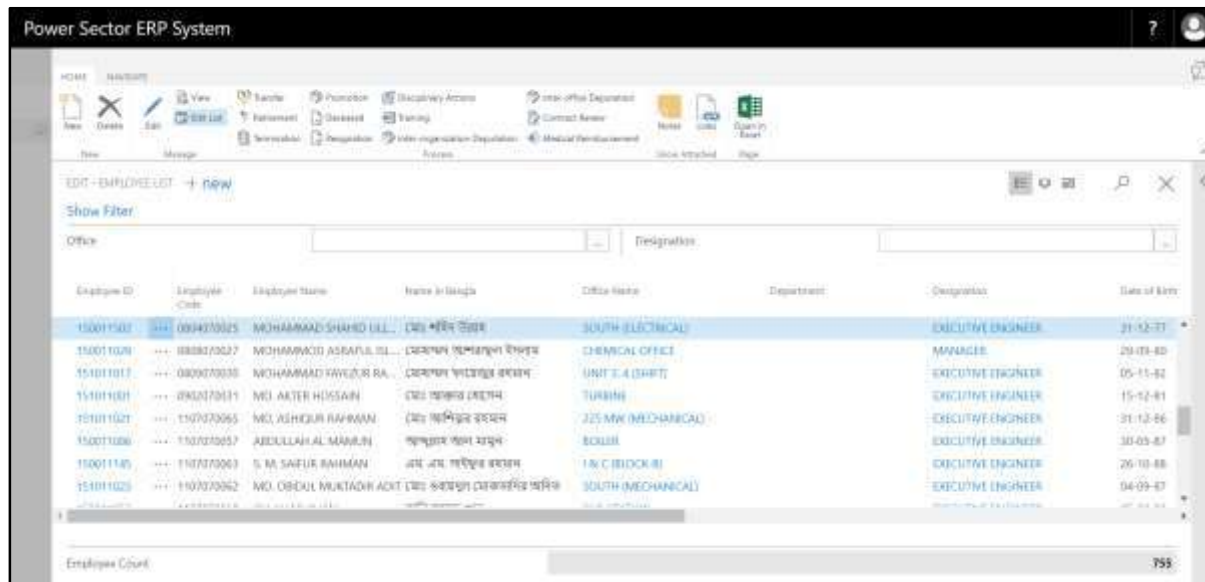
HR Landing Page will be appeared as below



C. Choose the “**List of Employee**” icon in the HR Landing Page.



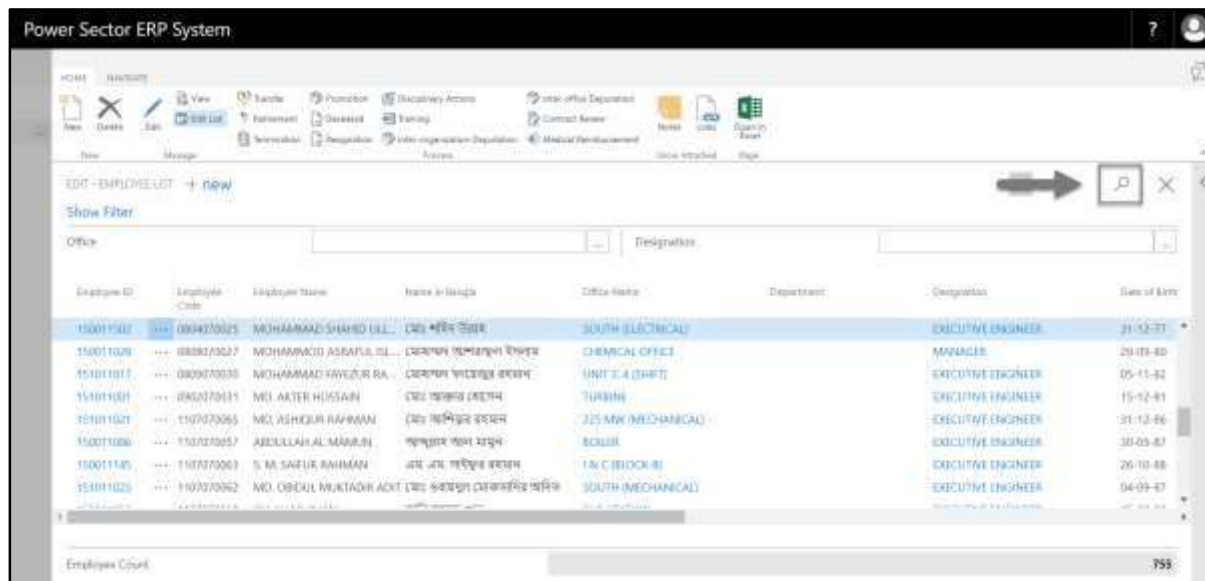
The following **Employee List Page** will be appeared.



Employee ID	Employee Code	Employee Name	Name in Bangla	Office Name	Department	Designation	Date of Birth
150015007	0004070025	MOHAMMAD SHARIF ULLAH	মোঃ শরিফ উল্লাহ	SOUTH (ELECTRICAL)		EXECUTIVE ENGINEER	21-12-77
150015008	0008070027	MOHAMMAD ASRAF ULLAH	মোহাম্মদ আম্রাফুল ইসলাম	CHEMICAL OFFICE		MANAGER	29-09-80
151011017	0009070030	MOHAMMAD FAUJER RA	মোহাম্মদ ফাউজুর রহমান	UNIT 3-4 (SHIFT)		EXECUTIVE ENGINEER	05-11-82
151011031	000270131	MD AKTER HOSSAIN	মোঃ আকতার হোসেন	TURBINE		EXECUTIVE ENGINEER	15-12-81
151011021	1107070065	MD ASHOUR RAHMAN	মোঃ আশিউর রহমান	225 MW (MECHANICAL)		EXECUTIVE ENGINEER	31-12-86
150010086	1107070057	ABDULLAH AL MAHLIN	আব্দুল্লাহ আল মাহলিন	BOILER		EXECUTIVE ENGINEER	30-03-87
150011145	1107070063	S. M. SAFUR RAHMAN	এস এম সফিুর রহমান	I & C (BLOCK-II)		EXECUTIVE ENGINEER	26-10-88
151011025	1107070062	MD. ABDUL MUKTADIR AKHT	মোঃ আবদুল মুক্তাদির আখিত	SOUTH (MECHANICAL)		EXECUTIVE ENGINEER	04-09-87

Employee Count: 755

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



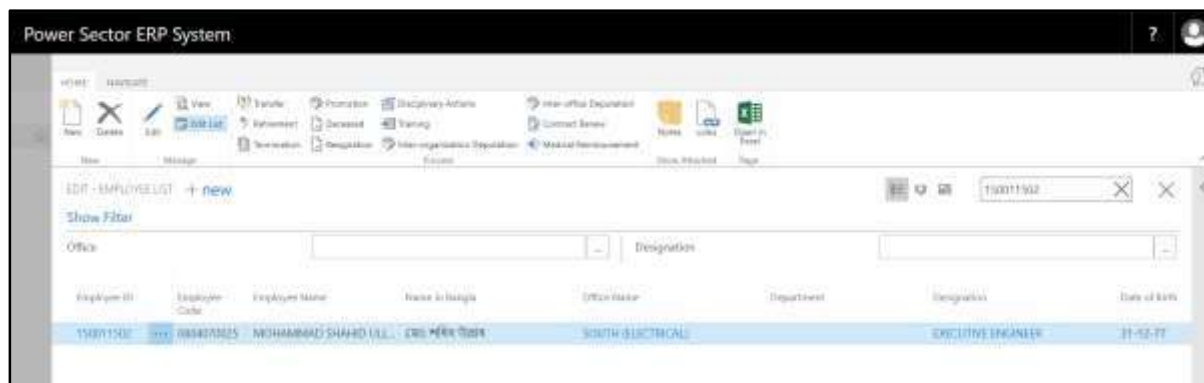
Employee ID	Employee Code	Employee Name	Name in Bangla	Office Name	Department	Designation	Date of Birth
150015007	0004070025	MOHAMMAD SHARIF ULLAH	মোঃ শরিফ উল্লাহ	SOUTH (ELECTRICAL)		EXECUTIVE ENGINEER	21-12-77
150015008	0008070027	MOHAMMAD ASRAF ULLAH	মোহাম্মদ আম্রাফুল ইসলাম	CHEMICAL OFFICE		MANAGER	29-09-80
151011017	0009070030	MOHAMMAD FAUJER RA	মোহাম্মদ ফাউজুর রহমান	UNIT 3-4 (SHIFT)		EXECUTIVE ENGINEER	05-11-82
151011031	000270131	MD AKTER HOSSAIN	মোঃ আকতার হোসেন	TURBINE		EXECUTIVE ENGINEER	15-12-81
151011021	1107070065	MD ASHOUR RAHMAN	মোঃ আশিউর রহমান	225 MW (MECHANICAL)		EXECUTIVE ENGINEER	31-12-86
150010086	1107070057	ABDULLAH AL MAHLIN	আব্দুল্লাহ আল মাহলিন	BOILER		EXECUTIVE ENGINEER	30-03-87
150011145	1107070063	S. M. SAFUR RAHMAN	এস এম সফিুর রহমান	I & C (BLOCK-II)		EXECUTIVE ENGINEER	26-10-88
151011025	1107070062	MD. ABDUL MUKTADIR AKHT	মোঃ আবদুল মুক্তাদির আখিত	SOUTH (MECHANICAL)		EXECUTIVE ENGINEER	04-09-87

Employee Count: 755

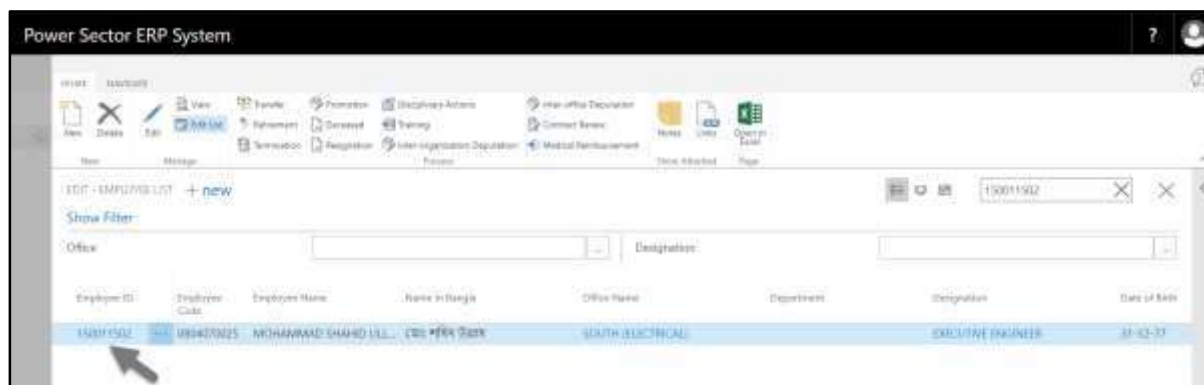


E. Search **Employee** by system ID in Employee List Page.

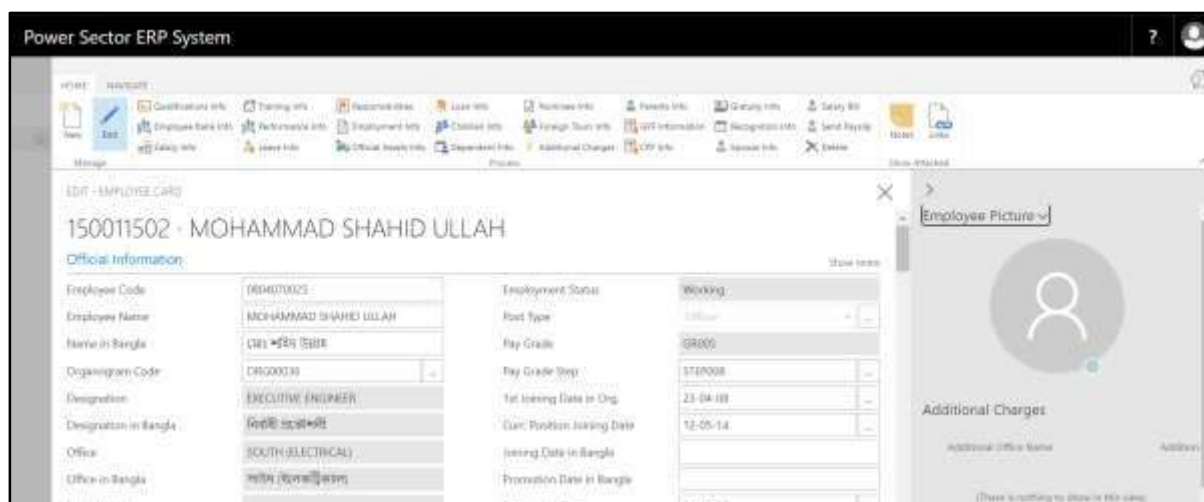
- **Employee ID: 161011879**



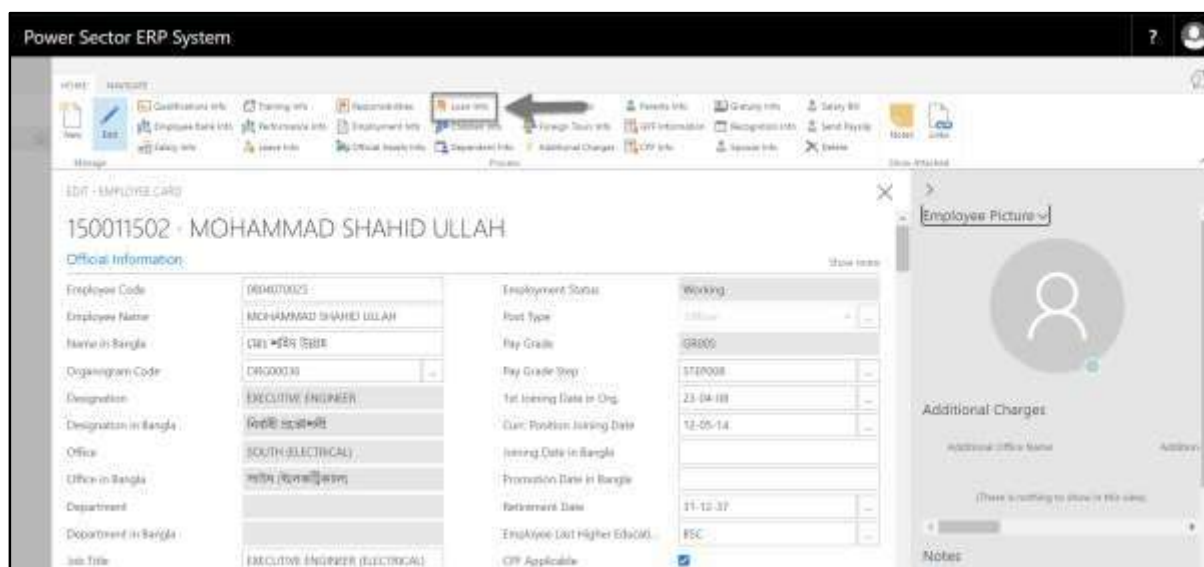
F. Select ID to access the Employee Card page.



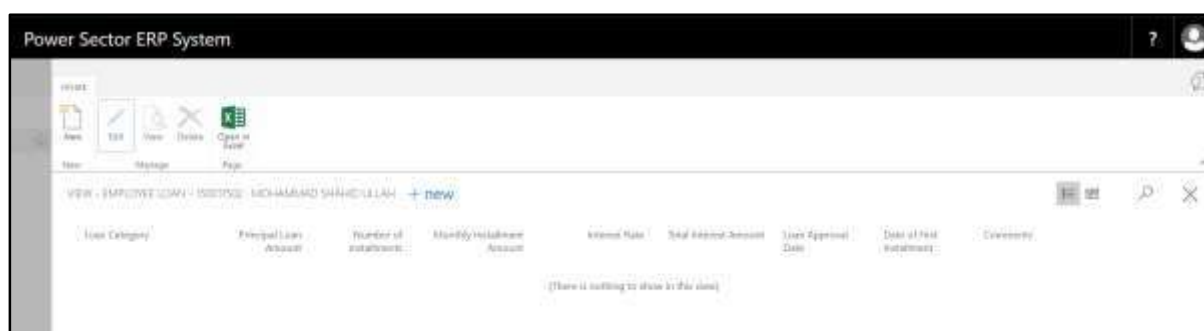
The following **Employee Card** page will be appeared.



G. Choose **Loan Info** to open Loan Info List page:



Employee Loan Info page will be appeared as below.



H. Choose **"New"** to add new loan information.



**Employee Loan Detail** page will be appeared as below.

Power Sector ERP System

HOME


NEW - EMPLOYEE LOAN DETAILS

150011502 MOHAMMAD SHAHID ULLAH


Loan Details

Loan Category	House Loan	Interest Rate	Day
Approval Date		Interest Rate	0.00
First Instalment Date		First Interest Instalment Date	
Principal Loan Amount	0	Total Interest Amount	0.00
Number of Instalments	0	Interest EMI	0.00
Principal EMI	0.00	Principal Deduction Head	
Last Instalment Date		Interest Deduction Head	
Payment Schedule Method		Comments	
Interest Deduction Method	Calculated		

Provide the following information

16. Choose **Loan Category** from the dropdown by clicking on  button.

- **Loan Category: House Loan**

17. Choose **Approval Date** from calendar by clicking on  button.

- **Approval Date: 09-05-2020**

18. Choose **First Instalment Date** from calendar by clicking on  button.

- **First Instalment Date: 31-05-2020**

19. Provide **Principal Loan Amount** of children if applicable.

- **Principal Loan Amount: 500000**

20. Provide **Number of Instalment** here.

- **Number of Instalment: 24**

21. **Principal EMI** will populated based on Principal Loan Amount and Number of Instalment.


22. **Last Instalment Date** will populated based on Principal Loan Amount and Number of Instalment.

23. Choose **Payment Schedule Method** from the dropdown by clicking on  button.

- **Payment Schedule Method: Principal then Interest**

24. Choose **Interest Deduction Method** from the dropdown by clicking on  button.

- **Interest Deduction Method: Calculated**

25. Choose **Interest Base** from the dropdown by clicking on  button.

- **Interest Base: Day**

26. Provide **Interest Rate** here.

- **Interest Rate: 10.00**

27. **Total Interest Amount** will be populated after clicking Loan Schedule.

28. Choose **Principal Deduction Head** from calendar by clicking on  button.

- **Principal Deduction Head: DEDUCTION001**

29. Choose **Interest Deduction Head** from calendar by clicking on  button.

- **Interest Deduction Head: DEDUCTION008**

30. Provide **Comments** here.

- **Comments: Test comments.**

Power Sector ERP System

HR

Sub New Delete Loan Schedule

Manage Process

NEW - EMPLOYEE LOAN DETAILS

150011502 MOHAMMAD SHAHID ULLAH

Loan Details

Loan Category	House Loan	1	Interest Base	Day	10
Approval Date	09-05-20	2	Interest Rate		11 10.00
First Installment Date	11-05-20	3	First Interest Installment Date		
Principal Loan Amount		4	Total Interest Amount		12 0.00
Number of Installments		5	Interest EMI		0.00
Principal EMI		6	Principal Deduction Head	DEDUCTION01	13
Last Installment Date	10-04-27	7	Interest Deduction Head	DEDUCTION02	14
Payment Schedule Method	Principal then Interest	8	Comments	Test comments	15
Interest Deduction Method	Calculated	9			

I. After providing all the necessary information, click **Loan Schedule**.

Power Sector ERP System

HR

Sub New Delete Loan Schedule

Manage Process

NEW - EMPLOYEE LOAN DETAILS

150011502 MOHAMMAD SHAHID ULLAH

Loan Details

Loan Category	House Loan	Interest Base	Day
Approval Date	09-05-20	Interest Rate	10.00
First Installment Date	11-05-20	First Interest Installment Date	
Principal Loan Amount	500000	Total Interest Amount	0.00
Number of Installments	24	Interest EMI	0.00
Principal EMI	20,813.00	Principal Deduction Head	DEDUCTION01
Last Installment Date	10-04-27	Interest Deduction Head	DEDUCTION02
Payment Schedule Method	Principal then Interest	Comments	Test comments
Interest Deduction Method	Calculated		

- J. Based on choosing Payment Schedule Method, Loan Schedule and Interest Schedule will be created.

Power Sector ERP System

NEW - EMPLOYEE LOAN DETAILS

Loan Schedule

Loan Schedule Serial No.	Schedule Period	Period Difference	Period Difference Unit	Principal Payable	Total Deduction	Balance	Next Date	Status
1st Installment	May 2040	23	Days	2,083.00	5,325.00	4,97,917.00		Unpaid
2nd Installment	Jun 2040	31	Days	2,083.00	6,164.00	4,95,544.00		Unpaid
3rd Installment	Jul 2040	31	Days	2,083.00	6,283.00	4,93,751.00		Unpaid
4th Installment	Aug 2040	31	Days	2,083.00	6,283.00	4,91,444.00		Unpaid

Interest Schedule

Loan Schedule Serial No.	Schedule Period	Outstanding Interest	Total Deduction	Balance	Next Date	Status
241th Installment	May 2040	3,01,110.00	2,083.00	4,95,627.00		Unpaid
242th Installment	Jun 2040	4,95,027.00	2,083.00	4,95,544.00		Unpaid
243th Installment	Jul 2040	4,96,944.00	2,083.00	4,94,881.00		Unpaid
244th Installment	Aug 2040	4,94,861.00	2,083.00	4,92,778.00		Unpaid
245th Installment	Sep 2040	4,90,778.00	2,083.00	4,90,695.00		Unpaid

Below information of Loan Schedule will be populated after creating loan schedule.

Power Sector ERP System

NEW - EMPLOYEE LOAN DETAILS

Loan Schedule

Loan Schedule Serial No.	Schedule Period	Period Difference	Period Difference Unit	Principal Payable	Total Deduction	Balance	Next Date	Status
1st Installment	May 2040	23	Days	2,083.00	5,325.00	4,97,917.00		Unpaid
2nd Installment	Jun 2040	31	Days	2,083.00	6,164.00	4,95,544.00		Unpaid
3rd Installment	Jul 2040	31	Days	2,083.00	6,283.00	4,93,751.00		Unpaid
4th Installment	Aug 2040	31	Days	2,083.00	6,283.00	4,91,444.00		Unpaid

Interest Schedule

Loan Schedule Serial No.	Schedule Period	Outstanding Interest	Total Deduction	Balance	Next Date	Status
241th Installment	May 2040	3,01,110.00	2,083.00	4,95,627.00		Unpaid
242th Installment	Jun 2040	4,95,027.00	2,083.00	4,95,544.00		Unpaid
243th Installment	Jul 2040	4,96,944.00	2,083.00	4,94,881.00		Unpaid
244th Installment	Aug 2040	4,94,861.00	2,083.00	4,92,778.00		Unpaid
245th Installment	Sep 2040	4,90,778.00	2,083.00	4,90,695.00		Unpaid

1. Loan Schedule Serial No.
2. Schedule Period
3. Period Difference
4. Period Difference Unit
5. Principal Payable

6. Total Deduction
7. Balance
8. Paid Date
9. Status

Below information of Interest Schedule will be populated after creating loan schedule.

Power Sector ERP System

VIEW - EMPLOYEE LOAN DETAILS

Loan Schedule

Loan Schedule Serial No.	Schedule Period	Period Difference	Period Difference Unit	Principal Payable	Total Deduction	Balance	Paid Date	Status
1st Installment	May 2020	23	Days	1,083.00	5,225.00	4,97,977.00		Unpaid
2nd Installment	Jun 2020	30	Days	1,083.00	6,164.00	4,99,834.00		Unpaid
3rd Installment	Jul 2020	31	Days	1,083.00	6,283.00	4,91,751.00		Unpaid
4th Installment	Aug 2020	31	Days	1,083.00	6,399.00	4,83,652.00		Unpaid

Interest Schedule

Loan Schedule Serial No.	Schedule Period	Outstanding Interest	Total Deduction	Balance	Paid Date	Status
23rd Installment	May 2040	3,01,110.00	1,083.00	4,98,927.00		Unpaid
24th Installment	Jun 2040	4,99,027.00	1,083.00	4,95,944.00		Unpaid
25th Installment	Jul 2040	4,96,944.00	1,083.00	4,94,861.00		Unpaid
26th Installment	Aug 2040	4,94,861.00	1,083.00	4,92,778.00		Unpaid
27th Installment	Sep 2040	4,92,778.00	1,083.00	4,90,695.00		Unpaid

1. Loan Schedule Serial No.
2. Schedule Period
3. Outstanding Interest
4. Total Deduction
5. Balance
6. Paid Date
7. Status

## HR-400 Updating Employee Information

### Introduction

This section shows the process of updating employee information. Section contains –

- HR-401 Training (Local & Foreign) Information Update Process
- HR-402 Foreign Tour Information Update Process
- HR-403 Attendance Data

### Role

- Module User

### Prerequisite

- Module User credentials – username and password



## HR-401 How to: Update Training (Local & Foreign)

### Introduction

This process demonstrates how to update local or foreign training information of an employee or multiple employees.

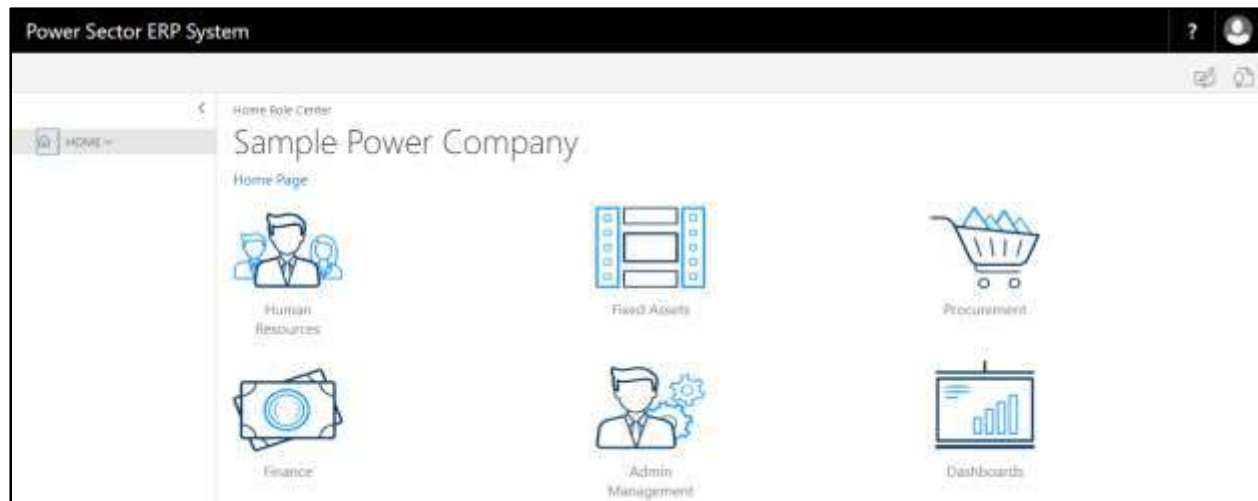
### Roles

- Module User

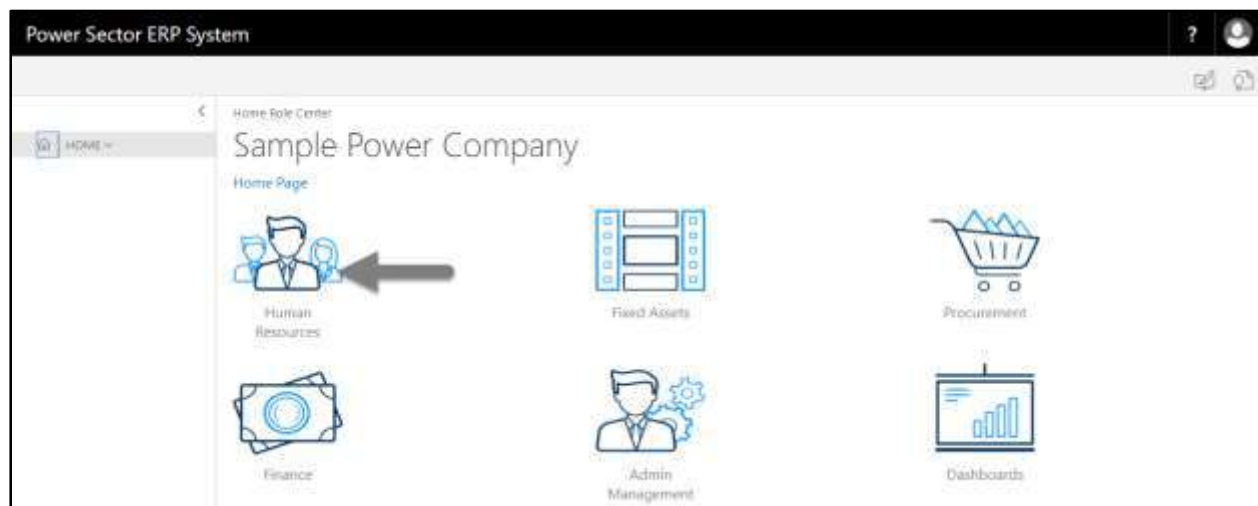
### Training (Local & Foreign) Information Update Process

To initiate the process, follow the steps described below.

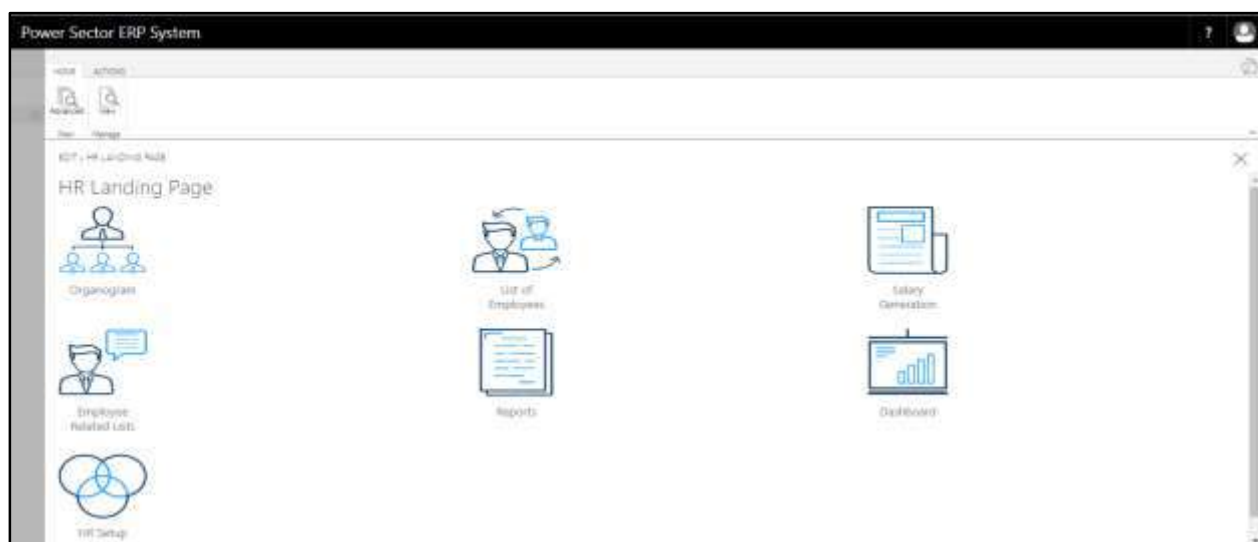
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



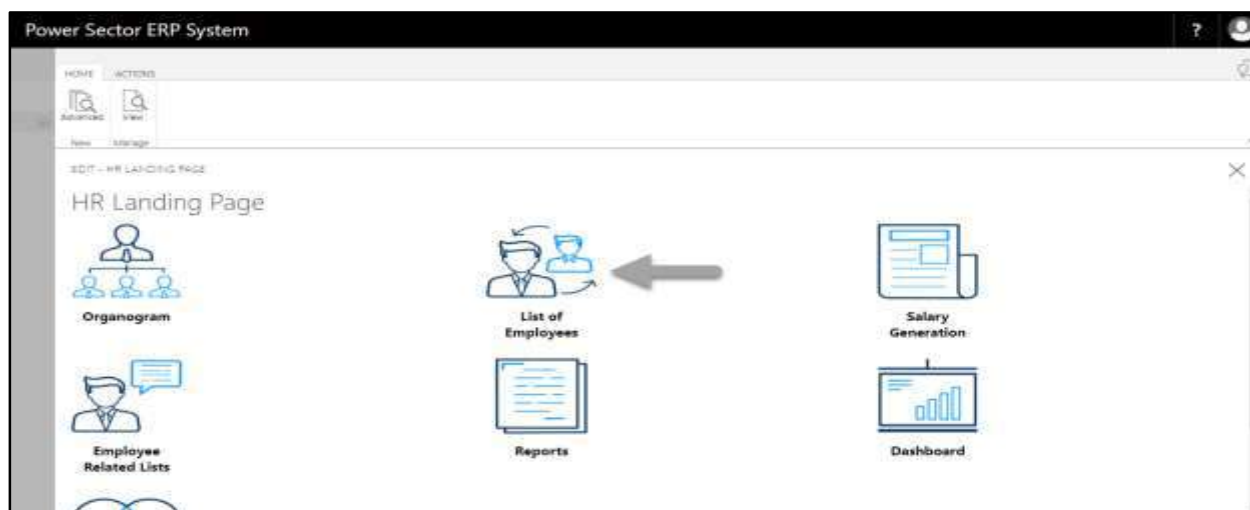
B. Choose the **"Human Resources"** icon.



**HR Landing Page** will be appeared as below.



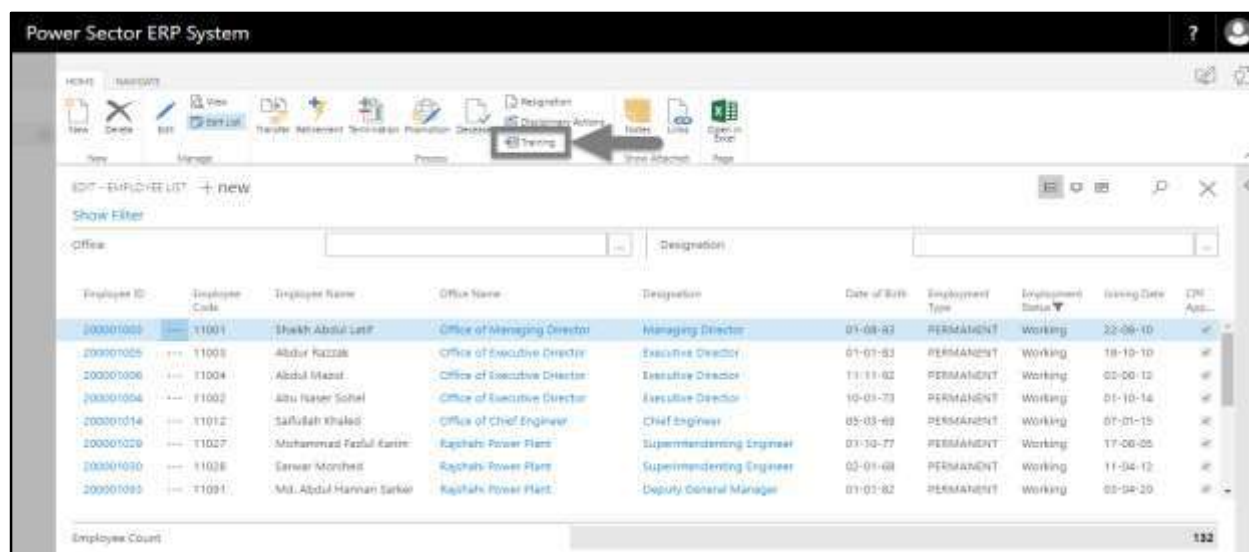
C. Choose the “List of Employees” in HR Landing Page.



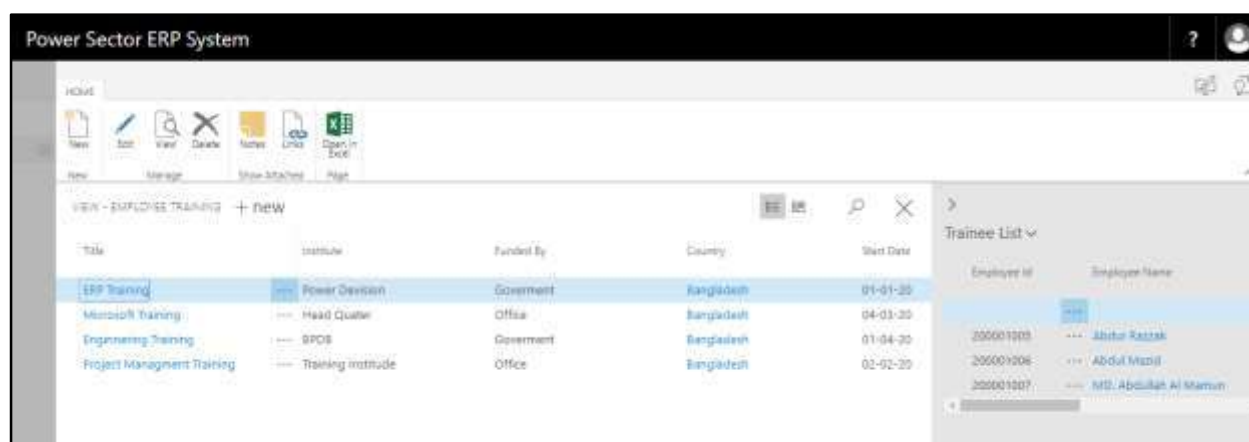
The following **Employee List** page will be appeared.

Employee ID	Employee Code	Employee Name	Office Name	Designation	Date of Birth	Employment Type	Employment Status	Issuing Date	ERP App.
200001000	11001	Shaikh Abdul Latif	Office of Managing Director	Managing Director	01-08-83	PERMANENT	Working	22-06-10	✓
200001005	11003	Abdur Razzak	Office of Executive Director	Executive Director	01-01-83	PERMANENT	Working	18-10-10	✓
200001006	11004	Abdul Mazid	Office of Executive Director	Executive Director	11-11-82	PERMANENT	Working	09-06-12	✓
200001004	11002	Abu Haseb Sohel	Office of Executive Director	Executive Director	10-01-73	PERMANENT	Working	01-10-14	✓
200001014	11012	Tafuiah Khaleel	Office of Chief Engineer	Chief Engineer	05-03-69	PERMANENT	Working	07-01-15	✓
200001029	11027	Mohammed Fazul Karim	Rupshah Power Plant	Superintending Engineer	01-10-77	PERMANENT	Working	17-06-05	✓
200001030	11028	Sanwar Morshed	Rupshah Power Plant	Superintending Engineer	02-01-68	PERMANENT	Working	11-04-12	✓
200001083	11091	Md. Abdul Hannan Sarkar	Rupshah Power Plant	Deputy General Manager	01-01-82	PERMANENT	Working	03-04-20	✓

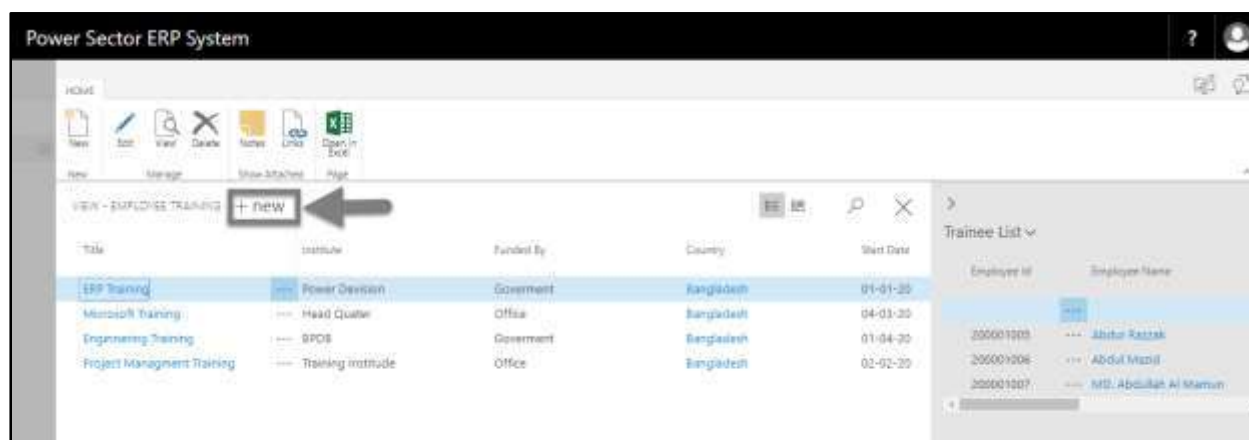
D. Choose the **“Training”** icon on the Employee List page, as indicated in figure below.



The Following **Employee Training List** page will be appeared.



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



The Following **Employee Training Card** page will be appeared.

The screenshot shows the 'Employee Training Card' form in the Power Sector ERP System. The form is divided into several sections. The 'General' section includes fields for Title, Institute, Funded By, Country Code (a dropdown menu), Country Name, Start Date (with a calendar icon), End Date (with a calendar icon), Duration (Hours), Certification Date, Certification Link, Govt. Order (GO) No., and Comments. Below this is a 'Trainee List' table with columns for Employee Id, Employee Name, Office, and Designation. On the right side of the form, there is a 'Certificate Picture' section with a placeholder image and a 'Certificate Picture' dropdown menu.

F. Provide below information to update employee training information successfully.

1. Provide **Title** of the training.
  - **Title: Training on Human Resource Module (Microsoft Dynamics Nav)**
2. Provide **Institution**.
  - **Institution: Techvision**
3. Provide **Funded By**.
  - **Funded By: Government**
4. Choose the **Country Code** from the dropdown  button.
  - **Country Code: BD**

**Country Name** will be populated by the system.
5. Choose the **Start date** from Calendar. To get the Calendar, Click on  button.
  - **Start Date: 28-03-20**
6. Choose the **End date** from Calendar. To get the Calendar, click on  button.
  - **End Date: 28-03-20**
7. Provide **Duration (Hours)**.
  - **Duration (Hours): 8 hours**

8. Choose the **Certification Date** from Calendar. To get the Calendar, click on  button.
  - **Certification Date: 28-03-20**
9. Provide **Certification Links** if any.
  - **Certification Links: <https://www.microsoft.com/en-us/>**
10. Provide **Govt. Order (GO) No.** if any.
  - **Govt. Order (GO) No. 4345678**
11. Provide **comments** if any.
  - **Comments: Power Sector HR training**
12. Upload **Certificate Picture** if any. To upload picture, click on  button.
13. Choose the **Employee ID** from the dropdown by clicking on  button.
  - **Employee ID: 200001009**

**Employee Name, Office and Designation** will be populated by the system.
14. Click on  button to **"Save"** and **"Close"** the page.

The screenshot displays the 'Power Sector ERP System' interface. The main form is titled 'Training on Human Resource Module (Microsoft Dynamics Nav)'. It contains several input fields and a table. The 'General' tab is active, showing fields for Title, Institute, Funded By, Country Code, Country Name, Start Date, End Date, Duration (Hours), Certification Date, Certification Links, Govt. Order (GO) No., and Comments. The 'Trainee List' table is also visible, showing Employee ID, Employee Name, Office, and Designation. A 'Certificate Picture' upload button is present on the right.

Employee ID	Employee Name	Office	Designation
200001009	Samuel Rahman	Office of Executive Director	Manager

#### Tips

To initiate multiple employees, use the next line in Trainee List and follow step 13.

#### IMPORTANT

Certificate picture should not exceed 1mb.

## HR-402 How to: Update Foreign Tour Information

### Introduction

This process demonstrates how to update foreign tour information of an employee

### Roles

- Module User

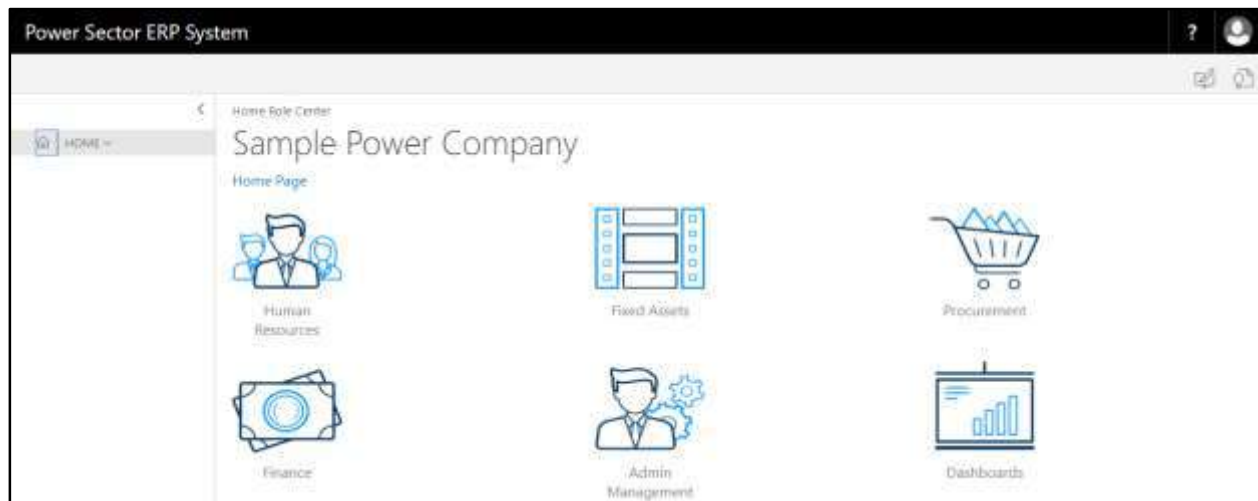
### Prerequisites

- Foreign Tour Category Setup
- Foreign Tour Purpose Setup

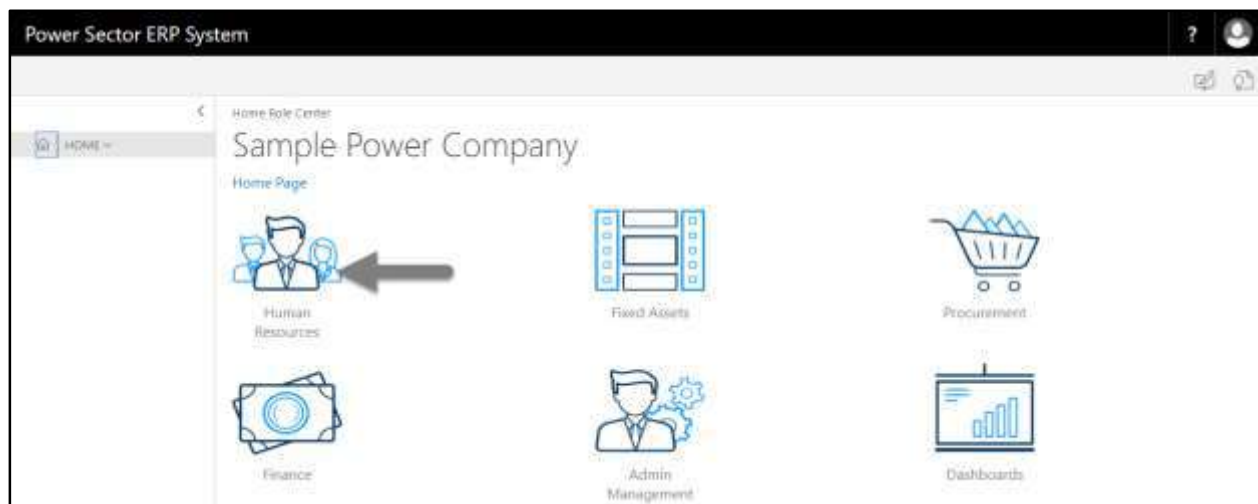
### Foreign Tour Information Update Process

To initiate the process, follow the steps described below.

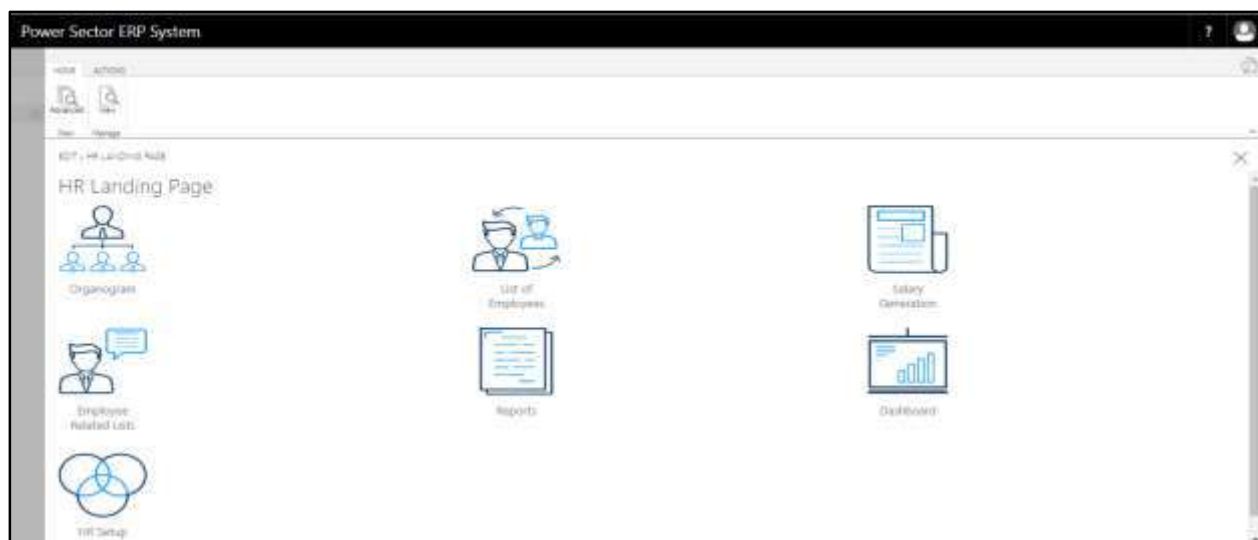
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



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

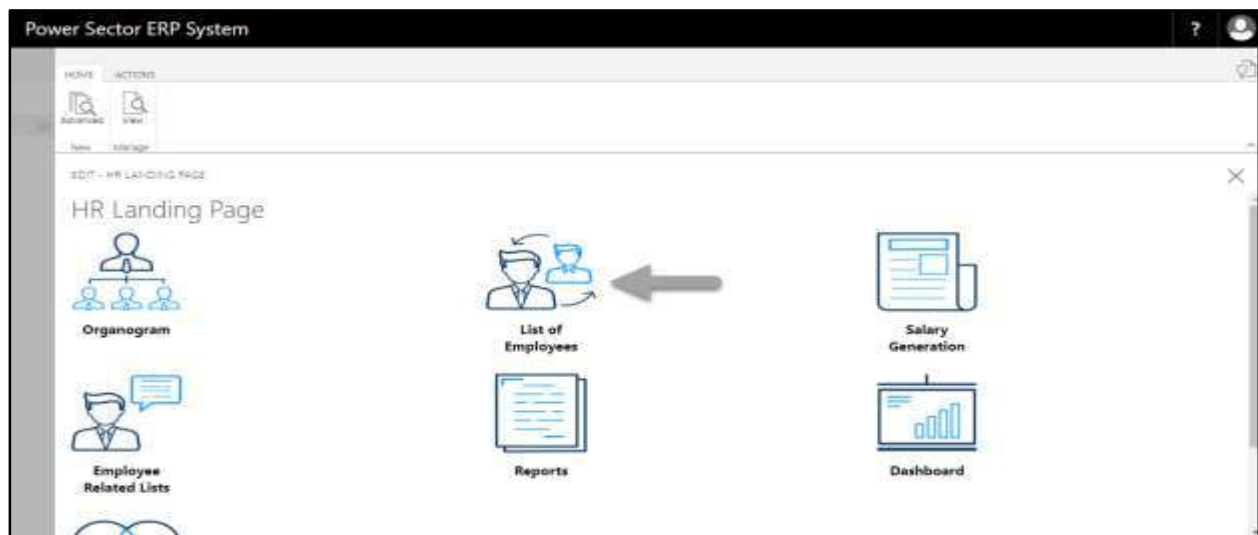


**HR Landing Page** will be appeared

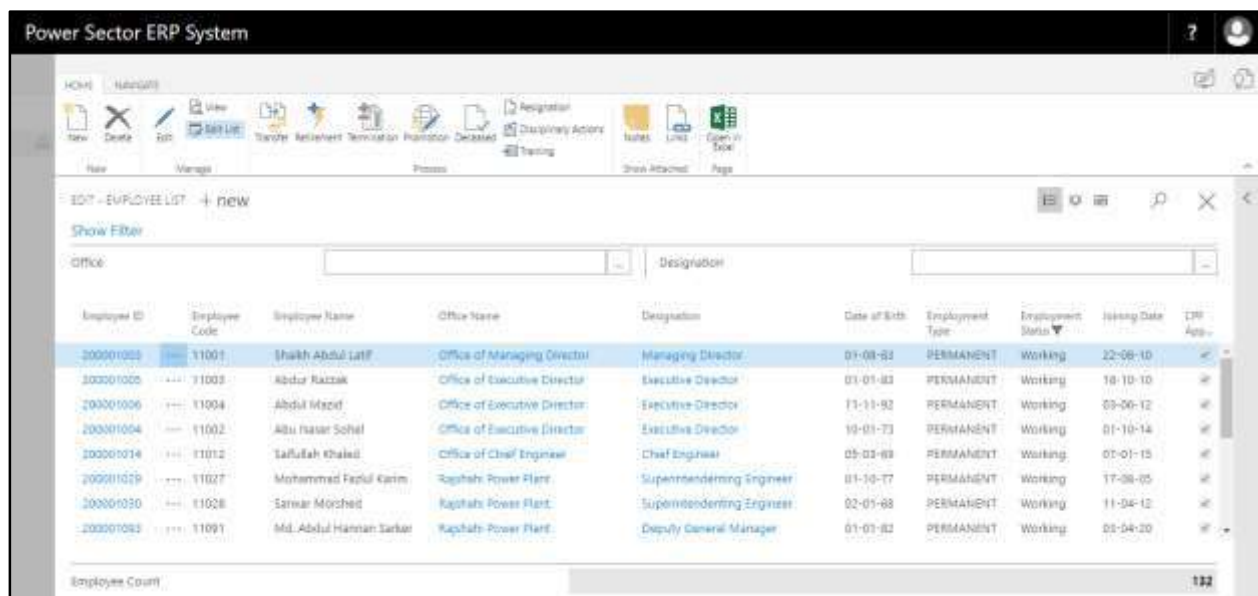




C. Choose the **"List of Employees"** in HR Landing Page.



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



Employee ID	Employee Code	Employee Name	Office Name	Designation	Date of Birth	Employment Type	Employment Status	Joining Date	DR App.
200001003	11001	Shahid Abdul Latif	Office of Managing Director	Managing Director	01-08-82	PERMANENT	Working	22-08-10	✓
200001005	11003	Abdur Razzak	Office of Executive Director	Executive Director	01-01-83	PERMANENT	Working	18-10-10	✓
200001006	11004	Abdul Mazed	Office of Executive Director	Executive Director	11-11-92	PERMANENT	Working	09-06-12	✓
200001004	11002	Abu Nasir Sohail	Office of Executive Director	Executive Director	10-01-73	PERMANENT	Working	01-10-14	✓
200001014	11012	Saifullah Khaleel	Office of Chief Engineer	Chief Engineer	05-03-89	PERMANENT	Working	01-01-15	✓
200001029	11027	Mohammed Fazlul Karim	Rupshah Power Plant	Superintending Engineer	01-10-77	PERMANENT	Working	17-08-05	✓
200001030	11028	Sarwar Morshed	Rupshah Power Plant	Superintending Engineer	02-01-88	PERMANENT	Working	11-04-12	✓
200001083	11091	Md. Abdul Hannan Sarker	Rupshah Power Plant	Deputy General Manager	01-01-82	PERMANENT	Working	08-04-20	✓

D. Choose **Employee ID** from the Employee List to update Foreign Tour Information.

### 1. Employee ID: 200001149

Power Sector ERP System

HOME

File Edit View Transfer Retirement Termination Promotion Dismissal Resignation Disciplinary Action Training Show Attached Page

EDIT - EMPLOYEE LIST + new

Show Filter

Office Designation

Employee ID	Employee Code	Employee Name	Office Name	Designation	Date of Birth	Employment Type	Employment Status	Joining Date	CPE App.
200001149	11148	Taizul Islam Tulu	Office of Executive Director	Assistant Manager	01-11-90	CONTRACTUAL	Working	01-07-19	
200001148	11148	Md. Salman Mukhtar	Rajshahi Power Plant	Plant Manager	01-01-93		Working		
200001147	11145	Md. Iftekharul Haque	Office of Executive Director	Computer Operator	14-09-94		Working	14-05-19	
200001146	11144	Md. Sunam Mia	Rajshahi Power Plant	Driver Light			Working	14-08-19	
200001145	11142	Md. Shadat Hossain	Office of General Manager	Driver Light	20-08-95		Working	21-03-19	
200001143	11141	K.B.M. Amir Ullah Patoary	Office of Chief Engineer	Driver Light	01-01-61		Working		
200001142	11140	Md. Rafat Rayhan	Office of Executive Director	Driver Light	01-11-60		Working		
200001141	11138	Sabnam Farja	Office of Managing Director	Driver Light	27-02-89		Working		

Employee Count 132

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

Power Sector ERP System

HOME

File Edit View Approval Change CPE Information Delete Transfer Retirement Termination Promotion Dismissal Resignation Disciplinary Action Training Show Attached Page

EDIT - EMPLOYEE CARD

200001149 - Taizul Islam Tulu

Official Information

Employee Code: 10-90563

Employee Name: Taizul Islam Tulu

Name in Bangla: তাইজুল ইসলাম তুলু

Organization Code: CRO000009

Designation: Assistant Manager

Designation in Bangla: সহকারী পরিচালক

Office: Office of Executive Director

Office in Bangla: নির্বাহী পরিচালকের কার্যালয়

Department:

Department in Bangla:

Job Title: Assistant Manager

Employment Type: CONTRACTUAL

Employment Status: Working

Post Type:

Pay Grade: GR007

Pay Grade Step: STD001

1st Joining Date in Org: 01-07-18

Cur. Position Joining Date: 01-07-19

Joining Date in Bangla: ০১-০৭-১৮

Promotion Date in Bangla: ০১-০৭-১৯

Retirement Date: 01-11-50

Employee Last Higher Education:

CPE Applicable:

Employee CPE ID: 10-90563

In Shift Duty: No

Freedom Fighter Qta Applicable:

Employee Picture

Additional Charges

Additional Office Name:

Office of General Manager

Notes

(There is nothing to show in this view)

- E. Choose the **“Foreign Tours Info”** icon on the Employee Card page, as indicated in figure below.

The screenshot shows the 'Power Sector ERP System' interface. In the top navigation bar, the 'Foreign Tours Info' icon is highlighted with a red box and an arrow. The main content area displays the 'EDIT - EMPLOYEE CARD' for '200001149 - Taizul Islam Tulu'. The card includes fields for Employee Code, Name, Designation, Office, Department, Job Title, Employment Type, and Employment Status. A sidebar on the right shows the 'Employee Picture', 'Additional Charges', and 'Notes'.

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

The screenshot shows the 'Power Sector ERP System' interface. The main content area displays the 'VIEW - EMPLOYEE FOREIGN TOUR LIST - 200001149 - TAZUL ISLAM TULU'. The table has the following columns: From Date, To Date, Tour Category, Tour Purpose, Funded By, Country Visited, Govt. Order (GO) No., and Comments. A red box highlights the '+ new' button.

From Date	To Date	Tour Category	Tour Purpose	Funded By	Country Visited	Govt. Order (GO) No.	Comments
01-03-20	10-03-20	Official	Pre-shipment	World Bank	United Kingdom	1234567890	Test comment

- F. Choose the **“New”** icon on the Employee Foreign Tour List page, as indicated in figure below.

The screenshot shows the 'Power Sector ERP System' interface. The main content area displays the 'VIEW - EMPLOYEE FOREIGN TOUR LIST - 200001149 - TAZUL ISLAM TULU'. A red box highlights the '+ new' button.

From Date	To Date	Tour Category	Tour Purpose	Funded By	Country Visited	Govt. Order (GO) No.	Comments
01-03-20	10-03-20	Official	Pre-shipment	World Bank	United Kingdom	1234567890	Test comment

The Following **Employee Foreign Tour Card** page will be appeared.

The screenshot shows the 'Power Sector ERP System' interface. At the top, there's a header with a question mark icon and a user profile icon. Below the header is a navigation bar with icons for 'Home', 'New', 'Delete', 'Print', 'Next', 'Previous', and 'Back'. The main content area is titled 'NEW - EMPLOYEE FOREIGN TOUR CARD' and displays the employee name '200001149 Taizul Islam Tulu'. Below the title is a 'Foreign Tour Details' section with two columns of input fields. The left column includes 'From Date', 'To Date', 'Visited Country Code', 'Visited Country Name', 'Tour Category', and 'Tour Category Description'. The right column includes 'Tour Purpose', 'Tour Purpose Description', 'Funded By', 'Govt. Order (GO) No.', and 'Comments'. Each field has a dropdown arrow icon next to it.

G. Provide below information to update employee foreign tour information successfully.

1. Choose the **From date** from Calendar. To get the Calendar, Click on  button.

- **From Date: 01-03-20**

2. Choose the **To date** from Calendar. To get the Calendar, click on  button.

- **To Date: 15-03-20**

3. Choose the **Visited Country Code** from the dropdown  button.

- **Visited Country Code: UK**

**Visited Country Name** will be populated by the system.

4. Choose the **Tour Category** from the dropdown  button.

- **Tour Category: 1**

**Tour Category Description** will be populated by the system.

5. Choose the **Tour Purpose** from the dropdown  button.


- **Tour Purpose: 6**

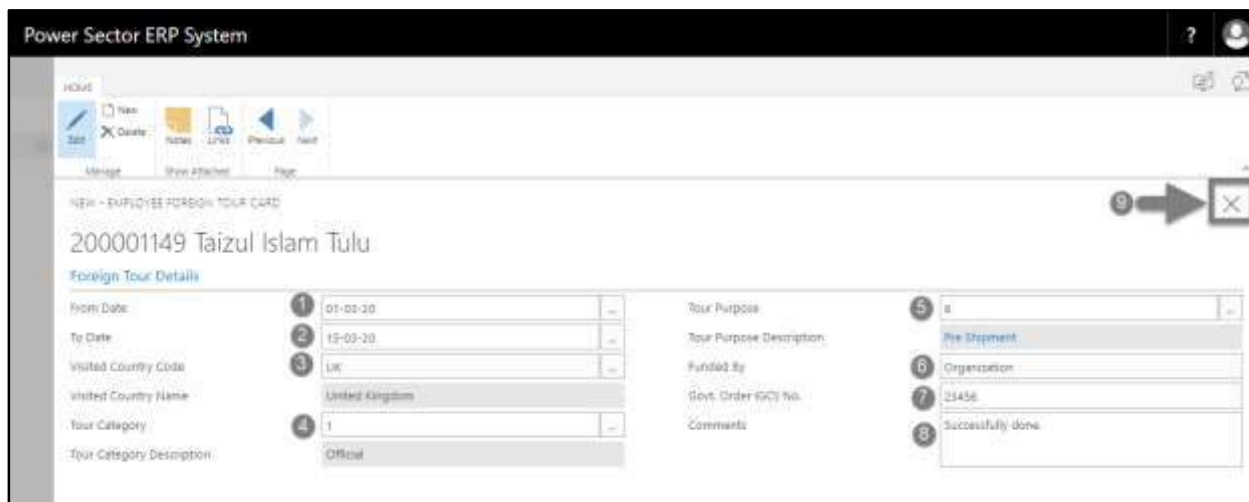
**Tour Purpose Description** will be populated by the system.

6. Provide **Funded By**.

- **Funded By: Organization**

7. Provide **Govt. Order (GO) No.** if any.

- **Govt. Order (GO) No. 23456**
8. Provide **comments** if any.
- **Comments: Successfully done.**
9. Click on  button to "**Save**" and "**Close**" the page.



Power Sector ERP System

HOME

Save | Cancel | Print | Attach | Previous | Next

Manage | Print Attached | Page

NEW - EMPLOYEE FOREIGN TOUR CARD

200001149 Taizul Islam Tulu

Foreign Tour Details

From Date	1	01-03-20	Tour Purpose	5	8
To Date	2	15-03-20	Tour Purpose Description	6	Free Statement
Visited Country Code	3	UK	Funded By	7	Organization
Visited Country Name	4	United Kingdom	Govt. Order (GO) No.	8	23456
Tour Category		1	Comments		Successfully done
Tour Category Description		Official			

### Notes

Completing the process successfully, the updated foreign tour information can be seen in the employee foreign tour list page.

## HR-403 How to: Update Employee Attendance List

### Introduction

This process demonstrates how to update employee attendance list.

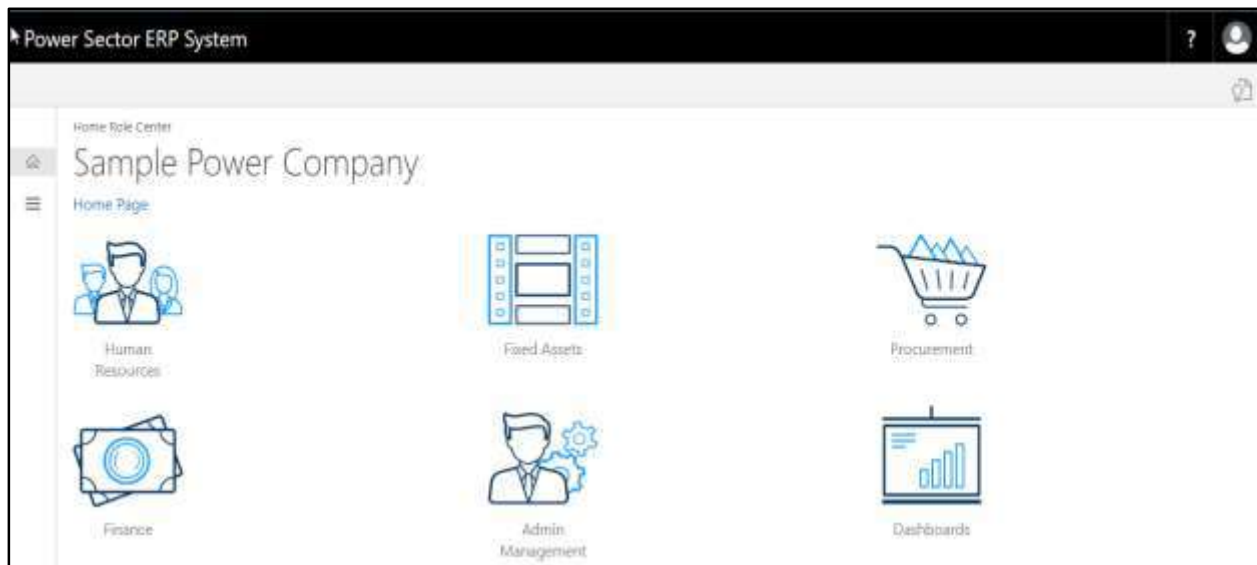
### Roles

- Module User

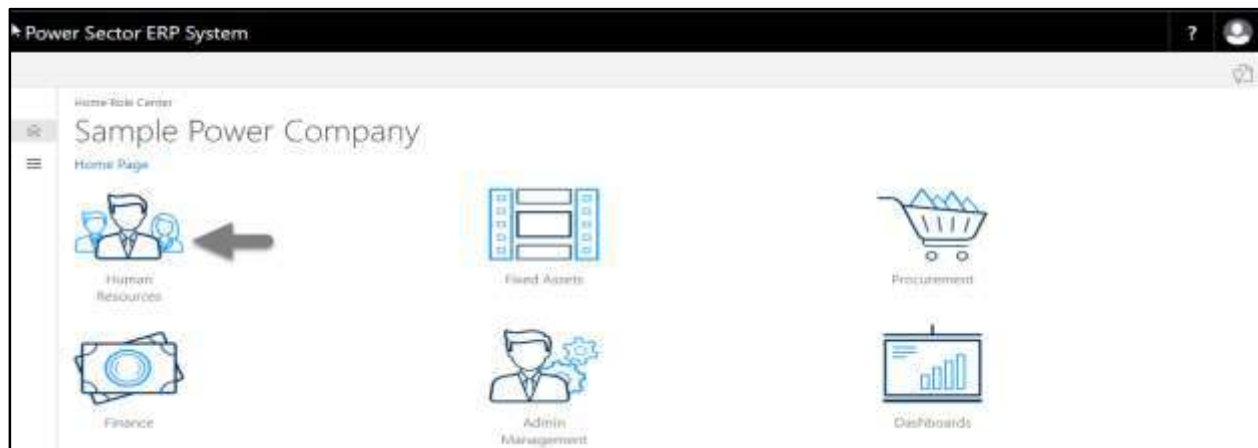
### Update Attendance Information

To update employee attendance list, follow the steps described below.

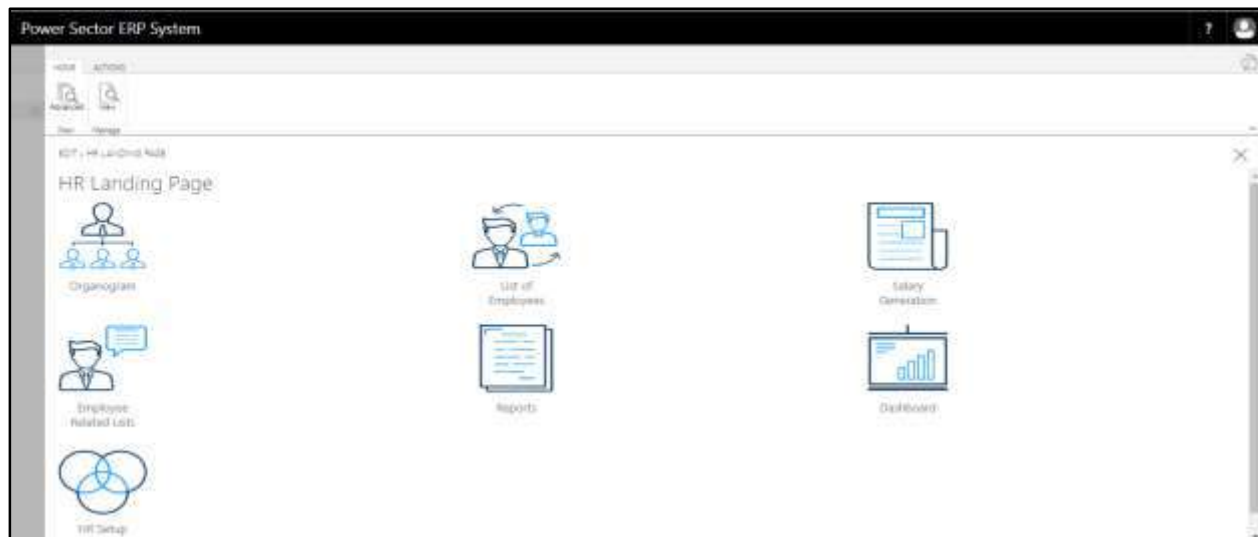
- A. Log in with your respective **HR credentials**. ERP Landing Page, as below, will be appeared on successful login.



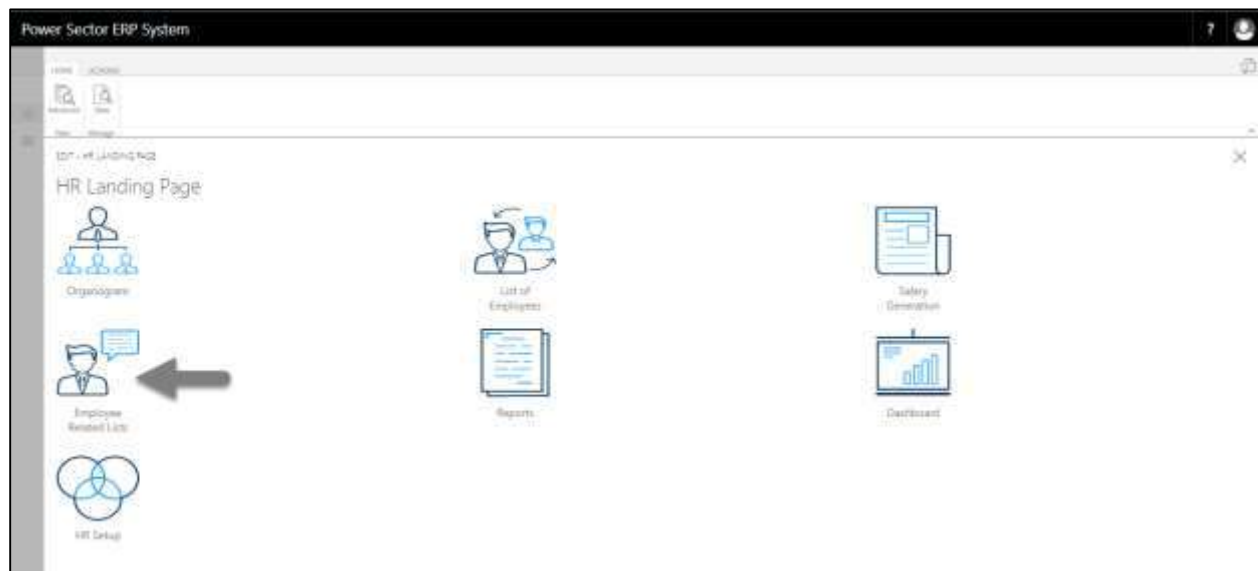
B. Choose the “**Human Resources**” icon.



The following **HR Landing Page** will be appeared.



C. Choose the “**Employee Related List**” icon in the HR Landing Page.

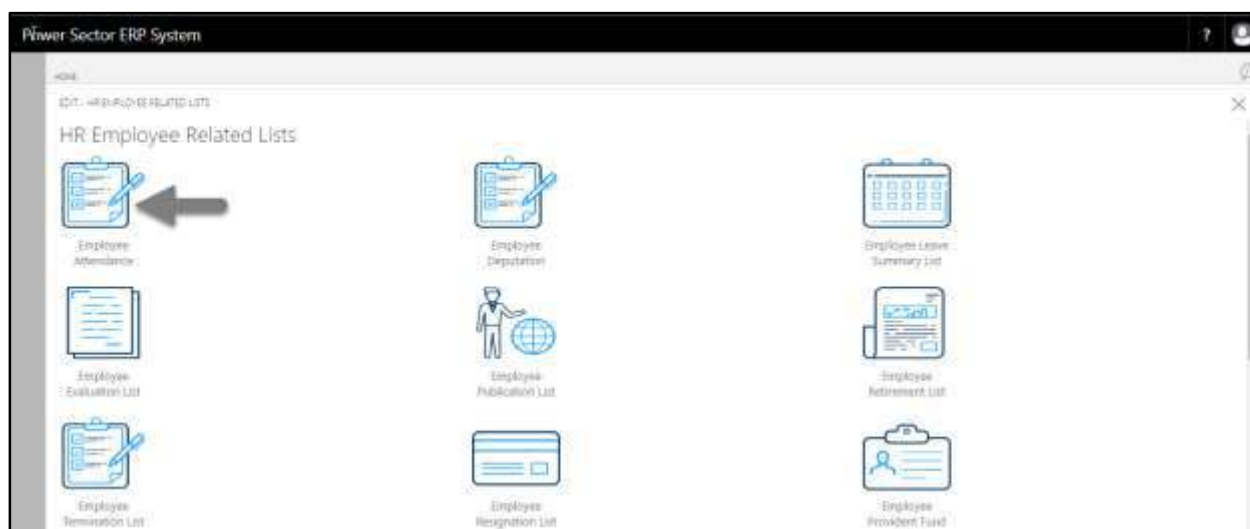


The following **Employee Related List** page will be appeared.





D. Choose the “**Employee attendance**” Icon.



The following **Employee Attendance list page** will be appeared.



E. Provide the below information to generate employee attendance.

1. Choose **Office Code** by clicking on the  button.
  - **Office Code: 101**
2. Choose **Attendance Date** by clicking on the  button.
  - **Attendance Date: 13-04-20**



The page will look as below.

Power Sector ERP System

EDIT - EMPLOYEE ATTENDANCE + new

Office Code: 12  
Office Name: Office of Managing Director  
Attendance Date: 15-04-20

Employee ID	Employee Name	Home	Office	Attendance Type	Duration (Hours)
				Automated	

F. Choose the **Attendance Generate** icon to generate employee attendance.

Power Sector ERP System

EDIT - EMPLOYEE ATTENDANCE + new

Office Code: 12  
Office Name: Office of Managing Director  
Attendance Date: 15-04-20

Employee ID	Employee Name	Home	Office	Attendance Type	Duration (Hours)
				Automated	

The attendance will generate as below.


Power Sector ERP System

EDIT - EMPLOYEE ATTENDANCE + new

Office Code: 12  
Office Name: Office of Managing Director  
Attendance Date: 15-04-20

Employee ID	Employee Name	Home	Office	Attendance Type	Duration (Hours)
200011001	Mr. Abdul Latif	09:00:00	17:00:00	Automated	8.0
200011007	Mr. Abdul A. Memon	09:00:00	17:00:00	Automated	8.0
200011008	Amirul Haque	09:00:00	17:00:00	Automated	8.0
200011012	Mr. Arifur Chowdhury	09:00:00	17:00:00	Automated	8.0

### TIPS

You can update attendance by importing excel, to do that choose the  icon.

## HR-500 Employee Initiated Actions

### HR-501 How to: Process Leave for an Employee

#### Introduction

This process demonstrates how to process leave for an employee.

The leave process of an individual employee is divided into 2 phases -

- HR-501.1      Initiate Leave Process by User.
- HR-501.2      Approve or Reject Initiated Leave by Admin.

#### Roles

- Module User
- Module Admin

#### Prerequisite

- Company Leave Setup
- Organogram Setup
- Eligible for leave

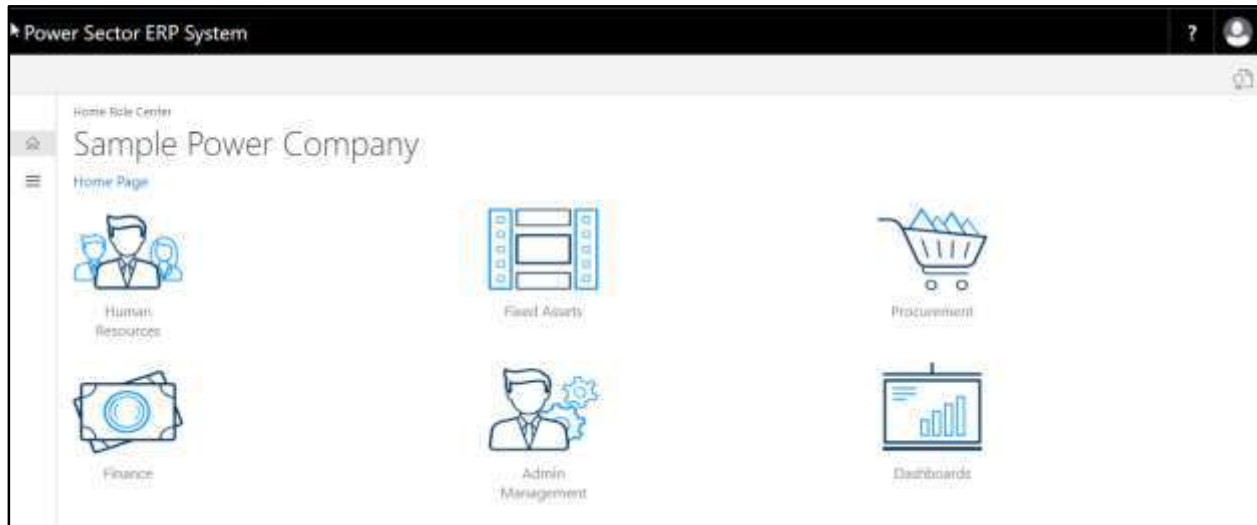
#### **IMPORTANT**

Leave must have assigned to Organogram for a successful leave process.

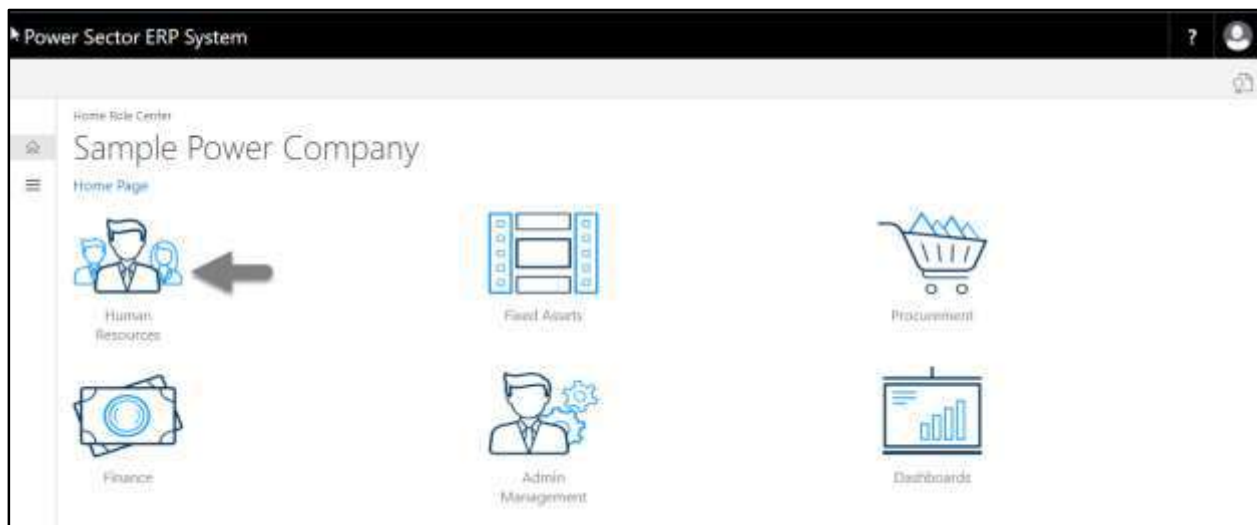
## HR-501.1 Initiate Leave Process by User

To Initiate a leave process, follow the steps described below.

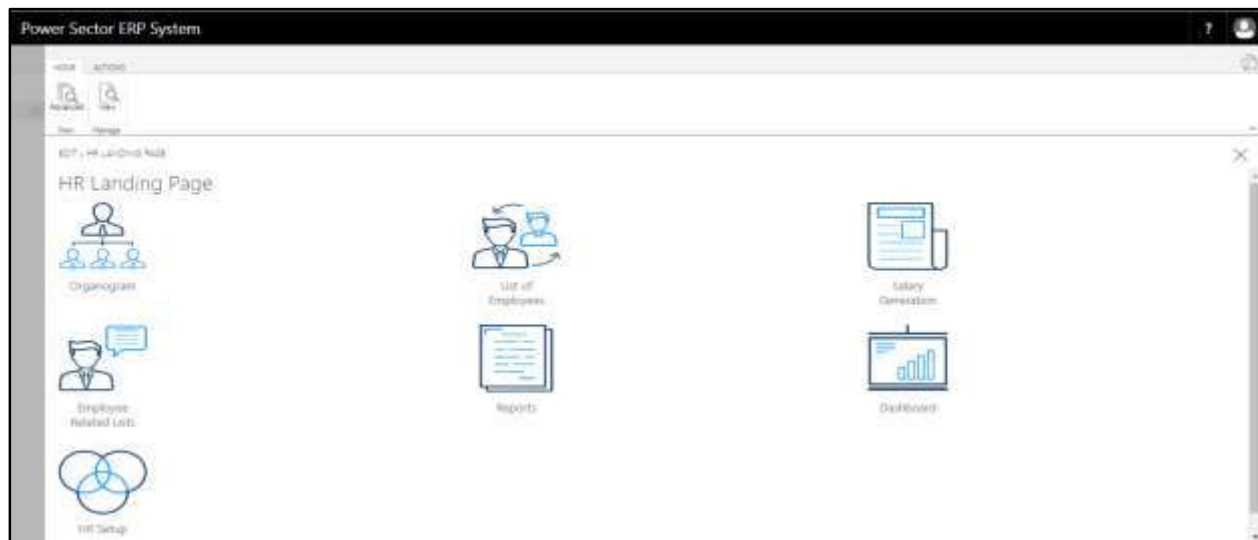
- A. Log in with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



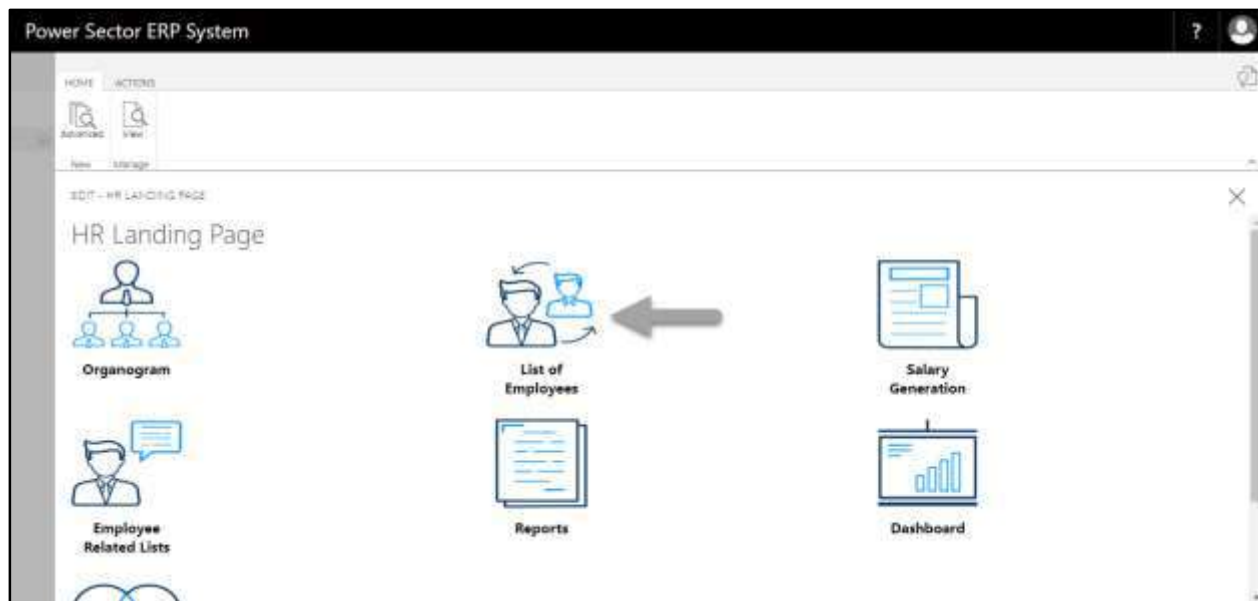
- B. Choose the “**Human Resources**” icon.



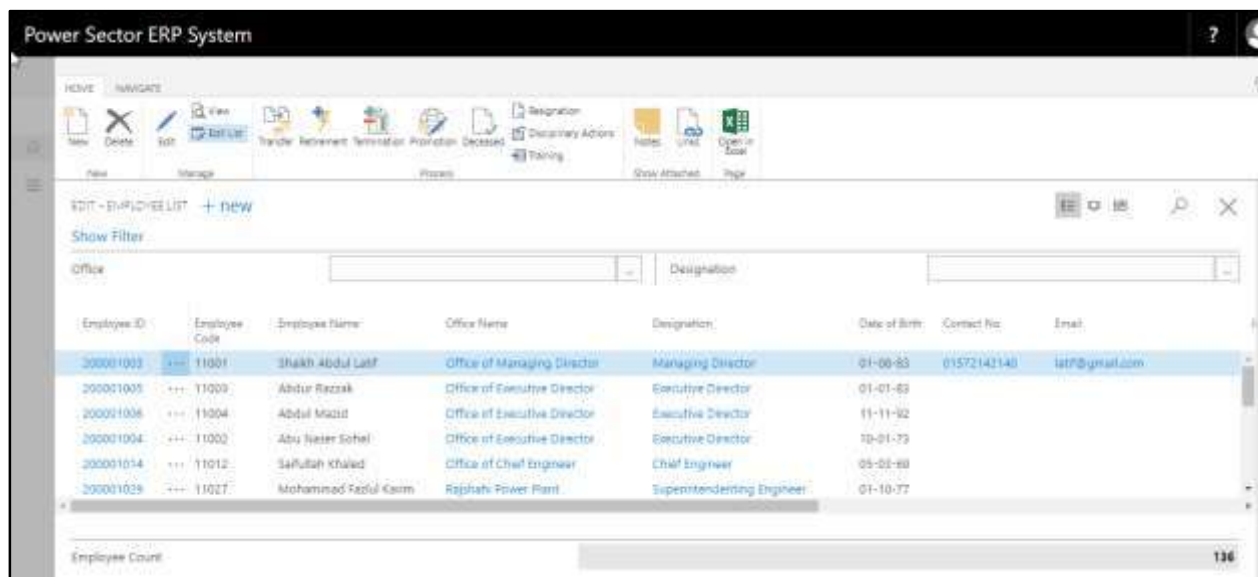
HR Landing Page will be appeared.



C. Choose the “**List of Employees**” in the HR Landing Page.

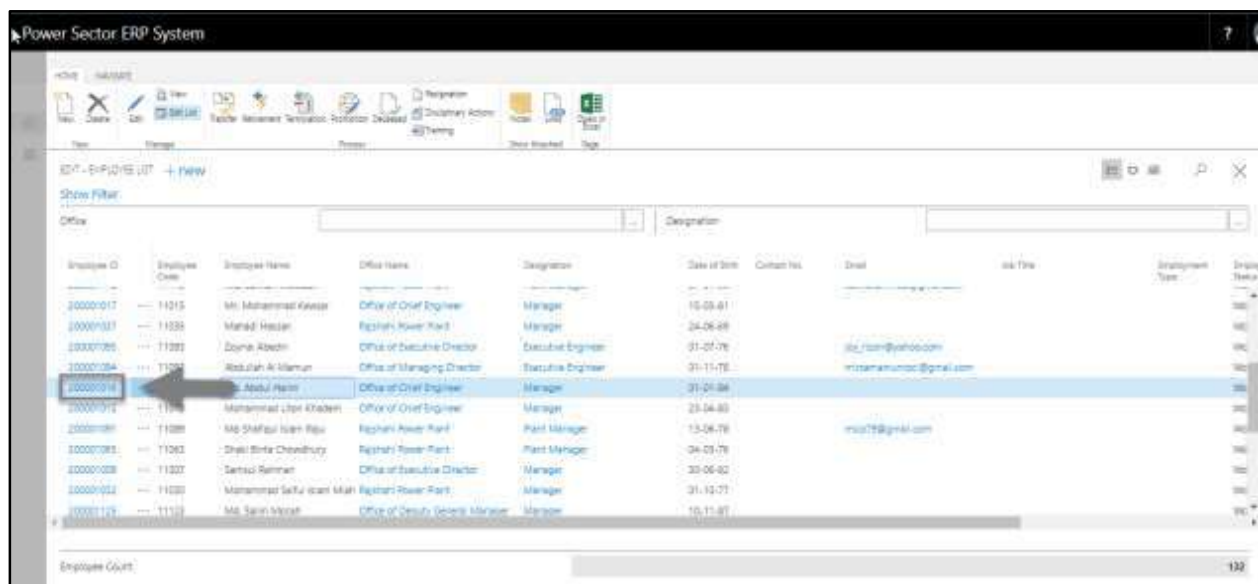


The following **Employee List** page will be appeared.



D. Choose the **Employee** by clicking on Employee ID.

a. **Employee ID: 200001016**




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

The screenshot shows the 'Employee Card' page for 'Md. Abdul Halim' (Employee Code: 200001016). The page is divided into two main sections: 'Official Information' and 'Personal Information'. The 'Official Information' section contains fields for Employee Code, Employee Name, Name in Bangla, Organization Code, Designation, Designation in Bangla, Office, Office in Bangla, Department, Department in Bangla, Job Title, Employment Type, and Employment Status. The 'Personal Information' section contains fields for Post Type, Pay Grade, Pay Grade Step, 1st Joining Date in Org., Current Appointment Joining Date, Joining Date in Bangla, Promotion Date in Bangla, Retirement Date, Employee Last Higher Education, OPA Applicable, Employee OPA ID, In Shift Duty, and Freedom Fighter OPA Applicable. The 'Leave Information' icon is highlighted in the top navigation bar.

Official Information		Personal Information	
Employee Code	10204	Post Type	Officer
Employee Name	Md. Abdul Halim	Pay Grade	SP000
Name in Bangla		Pay Grade Step	SP000
Organization Code	09000012	1st Joining Date in Org.	17-08-09
Designation	Manager	Current Appointment Joining Date	
Designation in Bangla	Manager	Joining Date in Bangla	
Office	Office of Chief Engineer	Promotion Date in Bangla	
Office in Bangla	অফিস অফ চীফ ইঞ্জিনিয়ার	Retirement Date	
Department		Employee Last Higher Education	
Department in Bangla		OPA Applicable	#
Job Title		Employee OPA ID	
Employment Type		In Shift Duty	No
Employment Status	Working	Freedom Fighter OPA Applicable	0

### TIPS

You can search employee, by clicking on the  icon.

E. Choose **Leave Information** Icon.

This screenshot is identical to the previous one, but with a black arrow pointing to the 'Leave Information' icon in the top navigation bar, which is highlighted with a red box.

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

**Power Sector ERP System**

200001016 Md. Abdul Halim

**General**

Year: 2020 Leave Taken: 0

Employee Leave Days: 01 Leave Remaining: 01

**Employee Leave History**

Leave Code	Leave Description	Employee Leave Days	Leave Taken	Leave Encashment	Leave Remaining	Action
LEAVE001	Full Average Pay	0	0	0	0	✖
LEAVE002	Half Average Pay	0	0	0	0	✖
LEAVE003	Casual Leave	20	0	0	20	✖
LEAVE004	On-Site/Standby Leave	0	0	0	0	✖

F. Choose **Leave Entry** icon.

**Power Sector ERP System**

200001016 Md. Abdul Halim

**General**

Year: 2020 Leave Taken: 0

Employee Leave Days: 01 Leave Remaining: 01

**Employee Leave History**

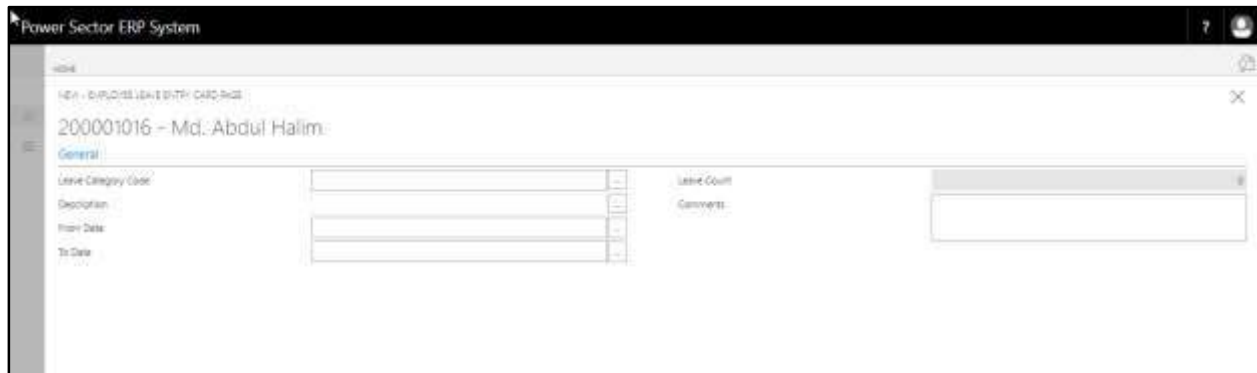
Leave Code	Leave Description	Employee Leave Days	Leave Taken	Leave Encashment	Leave Remaining	Action
LEAVE001	Full Average Pay	0	0	0	0	✖
LEAVE002	Half Average Pay	0	0	0	0	✖
LEAVE003	Casual Leave	20	0	0	20	✖
LEAVE004	On-Site/Standby Leave	0	0	0	0	✖

### TIPS

You will get leave calculation such as remaining casual leave, full average pay and half average pay in the employee leave card page.



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




G. Provide the below information to proceed with the transfer process successfully.

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

- **Leave Category Code: LEAVE003**

**Description** will be populated by system.

2. Choose the **From Date** from Calendar. Click on  button.

- **From Date: 05-04-20**

3. Choose the **To Date** from Calendar. Click on  button.

- **From Date: 05-04-20**

4. Provide **comments** if any.

- **Comments: Family Purpose**



The screen will look like the following.

Power Sector ERP System


HOME

EMPLOYEE LEAVE ENTRY CARD PAGE

200001016 - Md. Abdul Halim

General

Leave Category Code	LAW0003	Leave Count	
Description	Casual Leave	Comments	
From Date	25-04-23	Family Purpose	
To Date	25-04-23		

H. Choose the  button to save and send it for approval.

Power Sector ERP System

HOME

EMPLOYEE LEAVE ENTRY CARD PAGE

200001016 - Md. Abdul Halim

General

Leave Category Code	LAW0003	Leave Count	
Description	Casual Leave	Comments	
From Date	25-04-23	Family Purpose	
To Date	25-04-23		

The following pop up will be appeared.

? Do you want to send it for approval ?

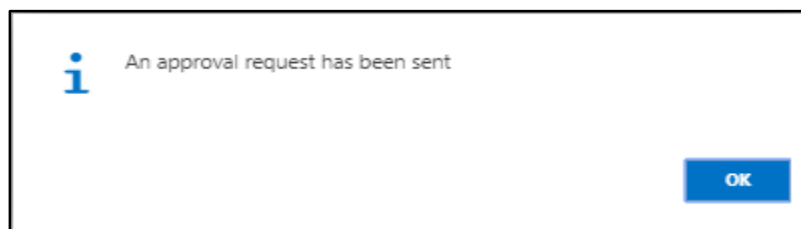
Yes No

I. Choose **Yes** to send approval.

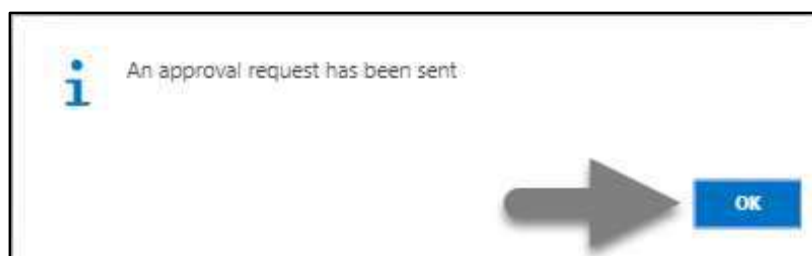
? Do you want to send it for approval ?

Yes No

The following pop up will be appeared.



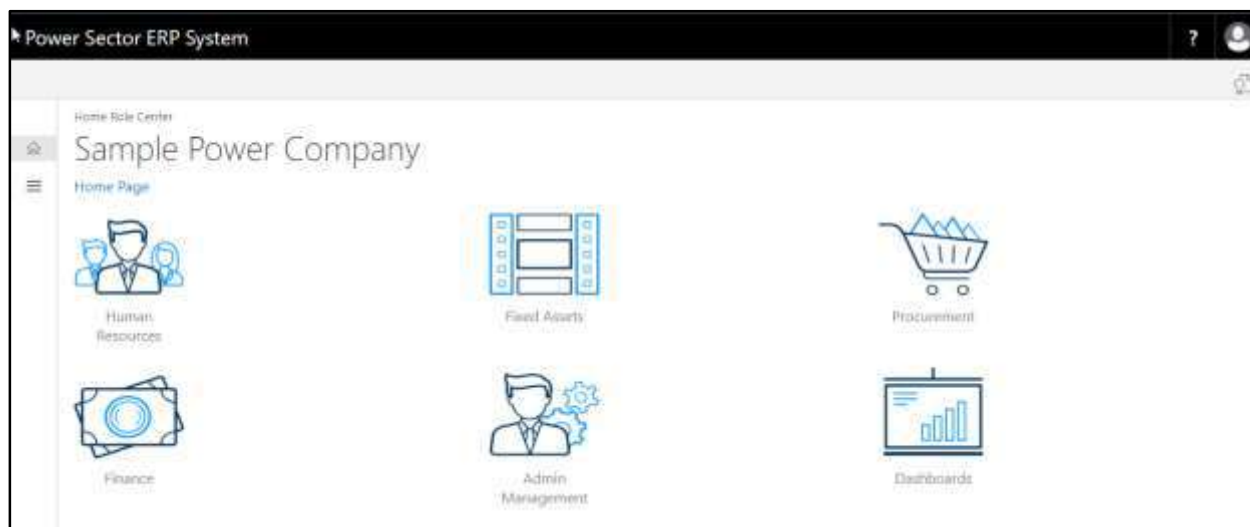
J. Choose **“OK”** icon to save and close.



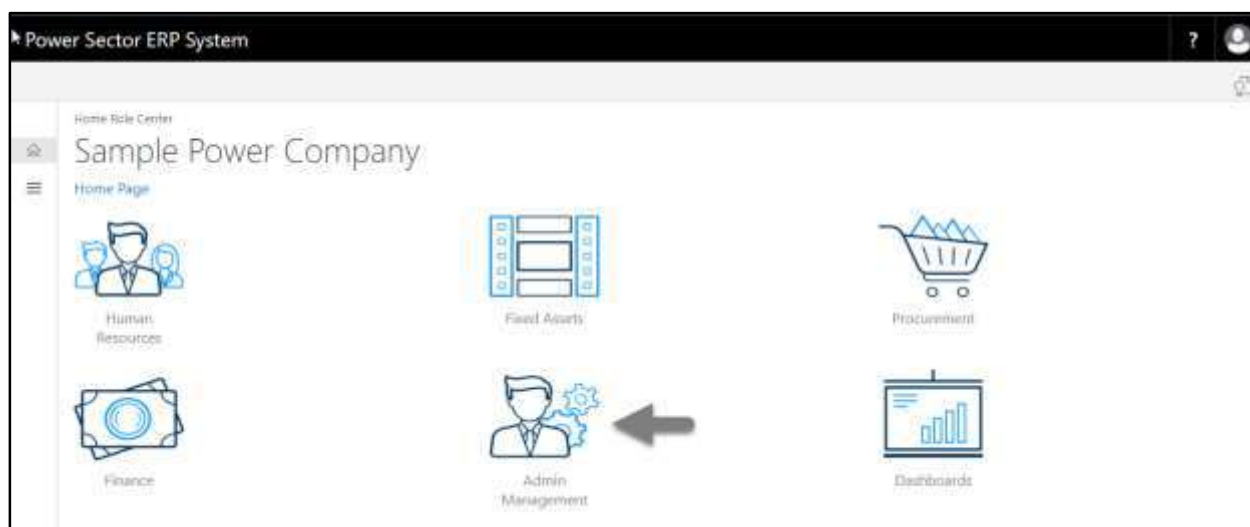
### HR-501.2 Approve or Reject Initiated Leave by Admin

To Approve or Reject an initiated leave action, follow the steps described below.

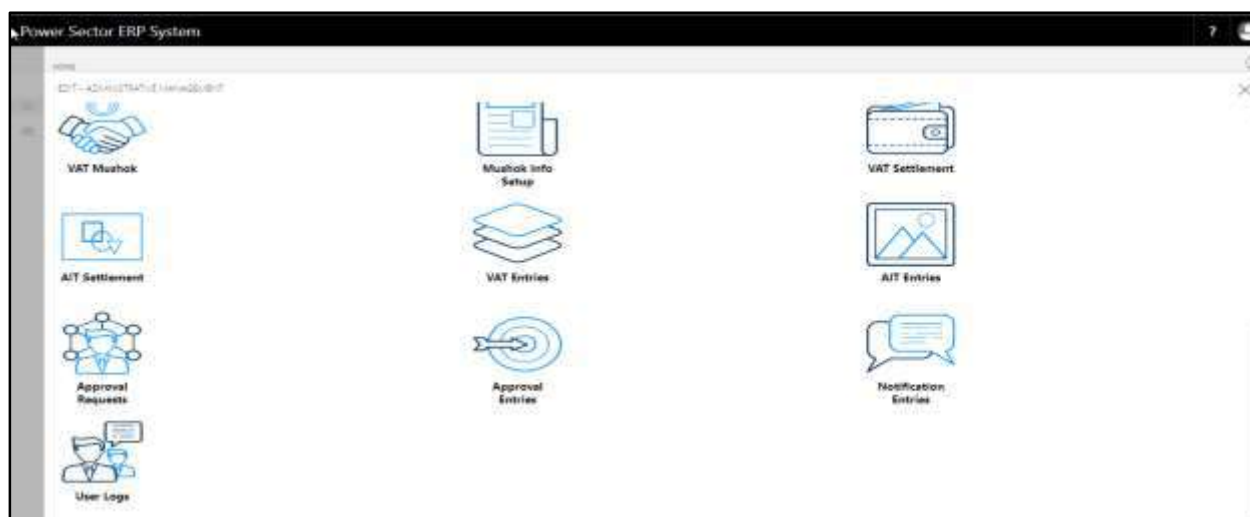
A. Log in with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



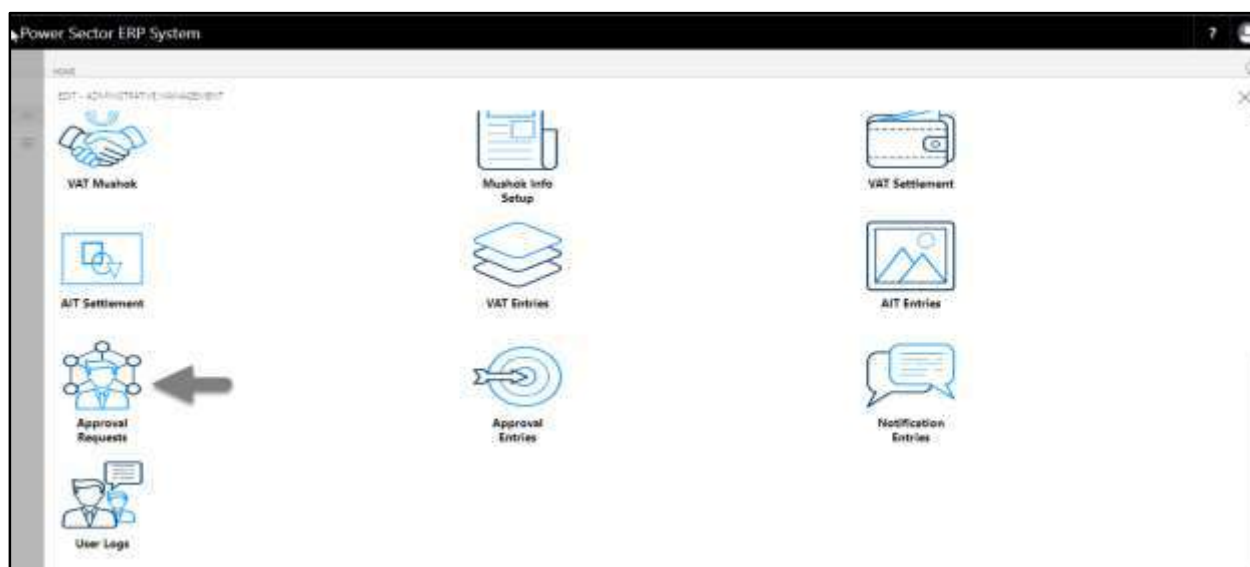
B. Choose the “**Admin Management**” icon to open the administrative page.



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



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



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



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




The detailed **Leave Record** page will be appeared as below.



### TIPS

You can view employees previous **Leave History** by clicking  icon during approval.

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



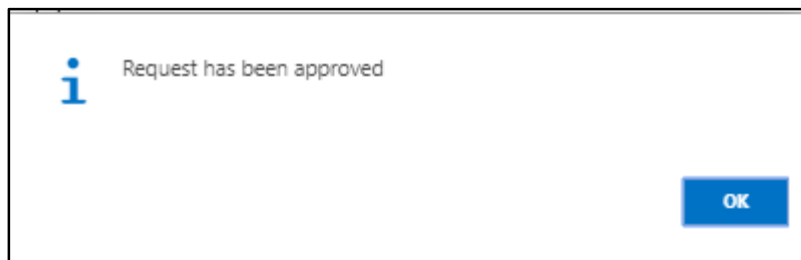
The following **Request to Approve** page will be appeared.



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



The following pop-up will be appeared as below.



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



**IMPORTANT**

After approve an initiated leave, you cannot delete or modify it.

## HR-600 Management Initiated Actions

### Introduction

This section describes and lists the actions initiated by management for different HR operations and also shows the process of those actions. Management initiated action in the system are –

- HR-601    Transfer and Posting Process
- HR-602    Promotion Process
- HR-603    Deputation or Attachment (Intra Organization) Process
- HR-604    Deputation or Attachment (Inter Organization) Process
- HR-605    Disciplinary Actions Process
- HR-606    Increment Process
- HR-607    Employee Performance Evaluation

#### Exit Process

- HR-608    Resignation
- HR-609    Termination
- HR-610    Retirement
- HR-611    Deceased

### Role

- Module User
- Module Admin

### Prerequisite

- Module Admin and User credentials
- Organogram Setup



## HR- 601 How to: Transfer Individual or Multiple Employee(s)

### Introduction

This process demonstrates how to transfer and perform posting of an employee or multiple employees to new offices.

The transfer process of an individual employee or multiple employees is divided into 3 phases -

- HR-601.1      Initiate the transfer process by module User.
- HR-601.2      Approve or Reject initiated transfer by module Admin.
- HR-601.3      Joining of the transferred employee to the latest office.

### Roles

- Module User
- Module Admin

### Prerequisite

- Organogram Setup

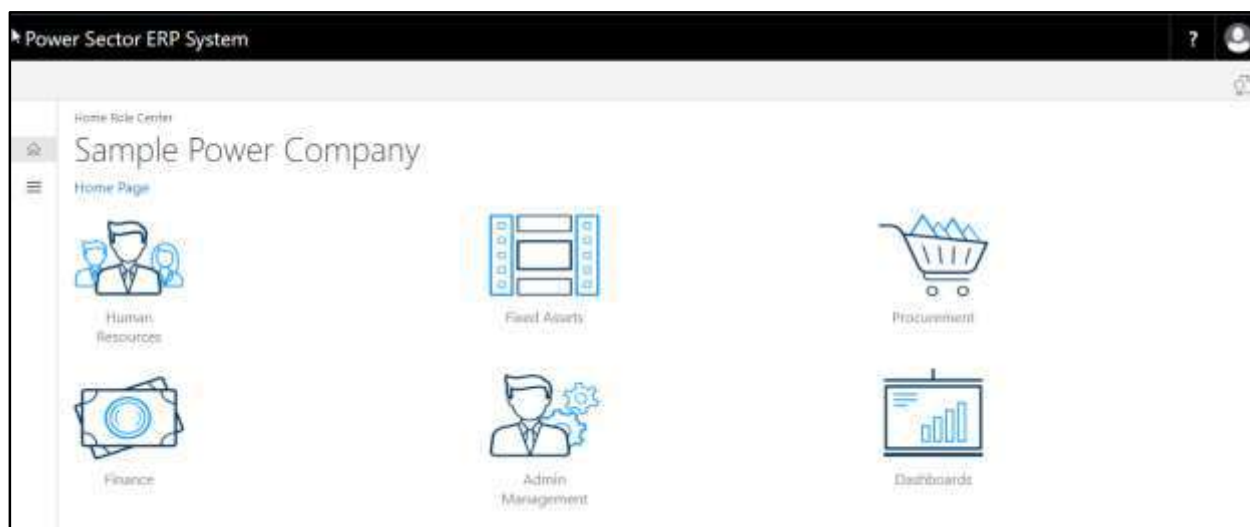
#### **IMPORTANT**

Joining date is must to get effect of the transfer on salary.

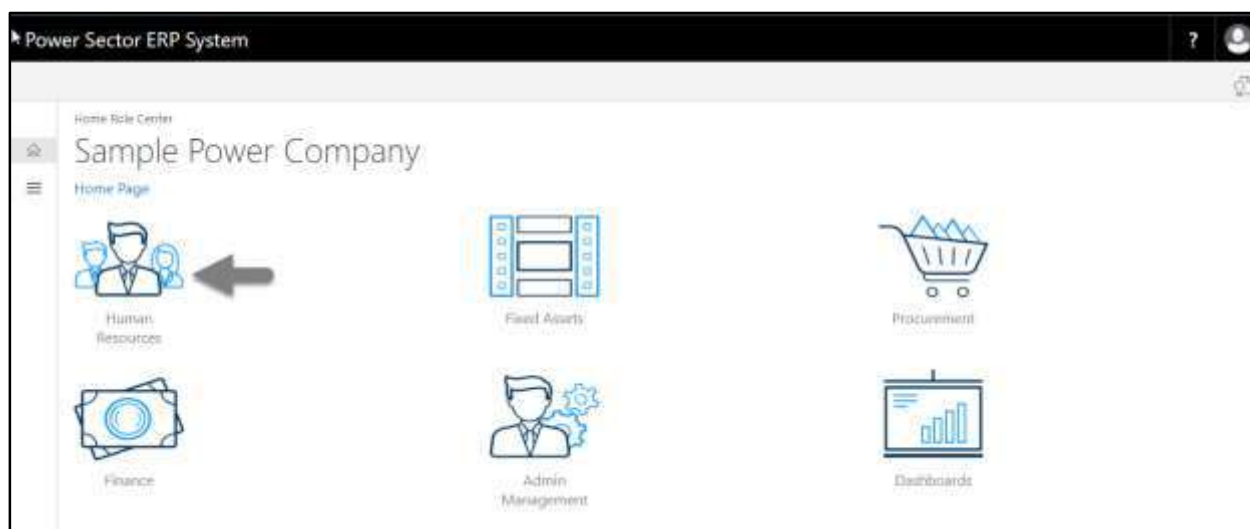
## HR-601.1 Initiate Transfer Process by HR User

To Initiate a transfer process, follow the steps described below.

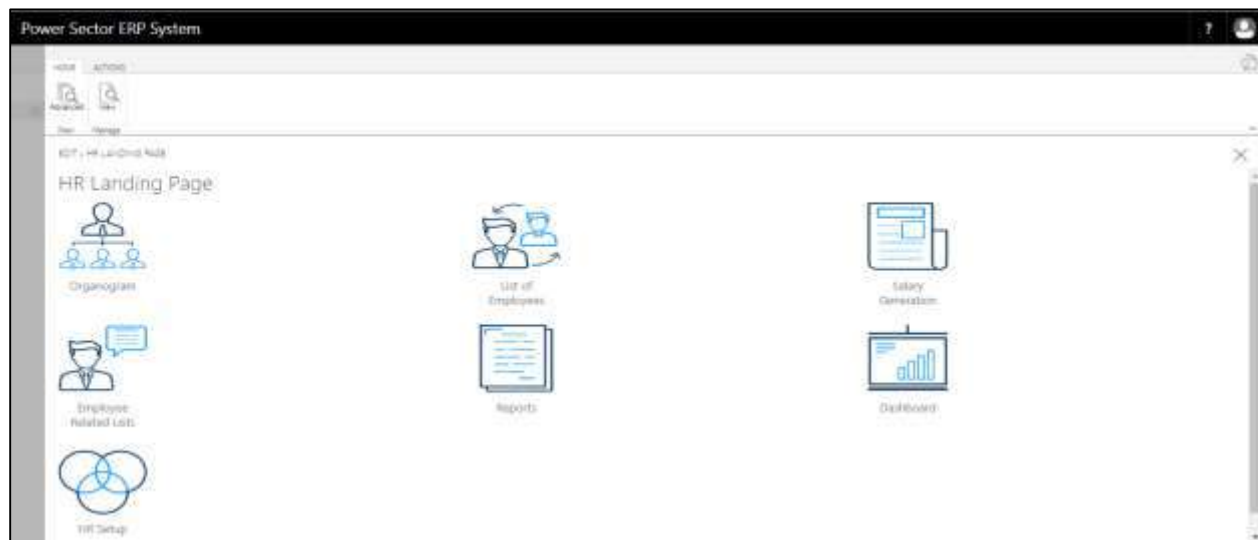
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



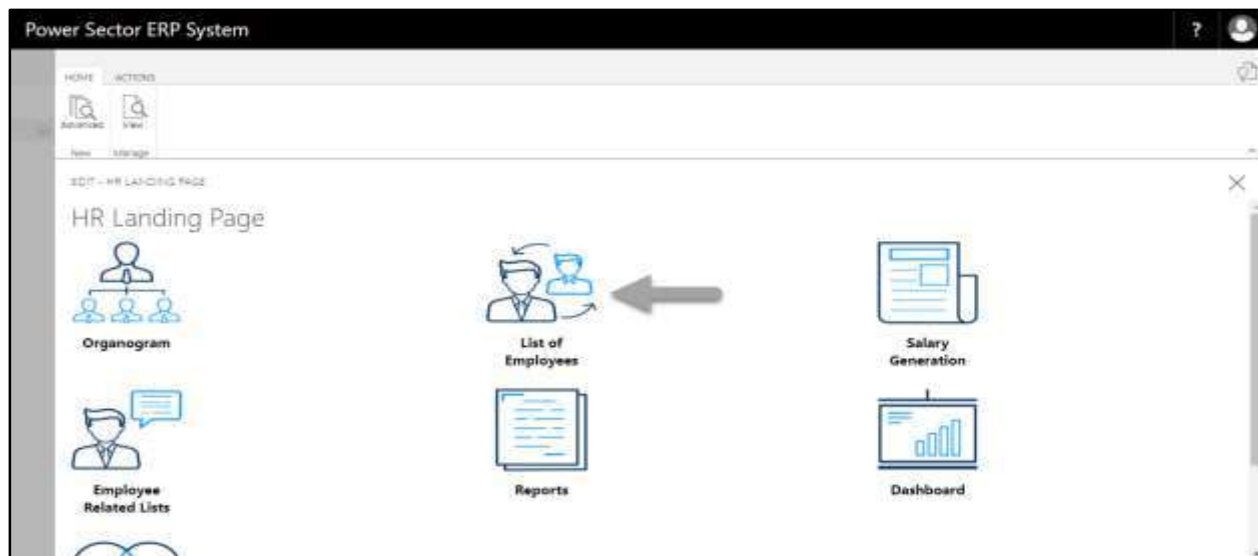
- B. Choose the **“Human Resources”** icon.



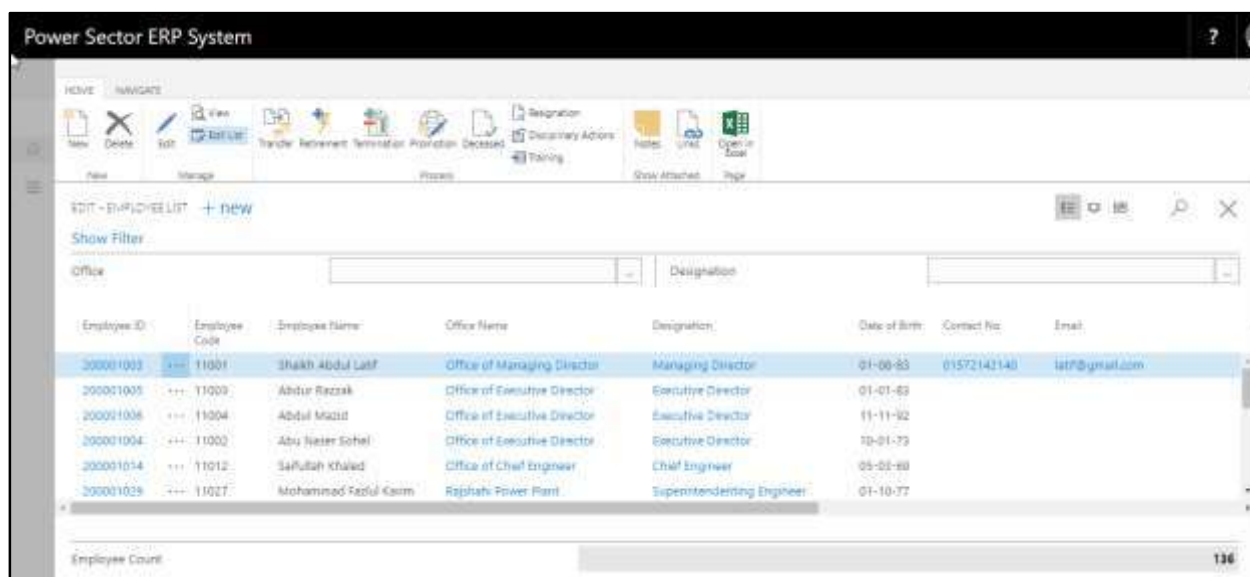
HR Landing Page will be appeared as below



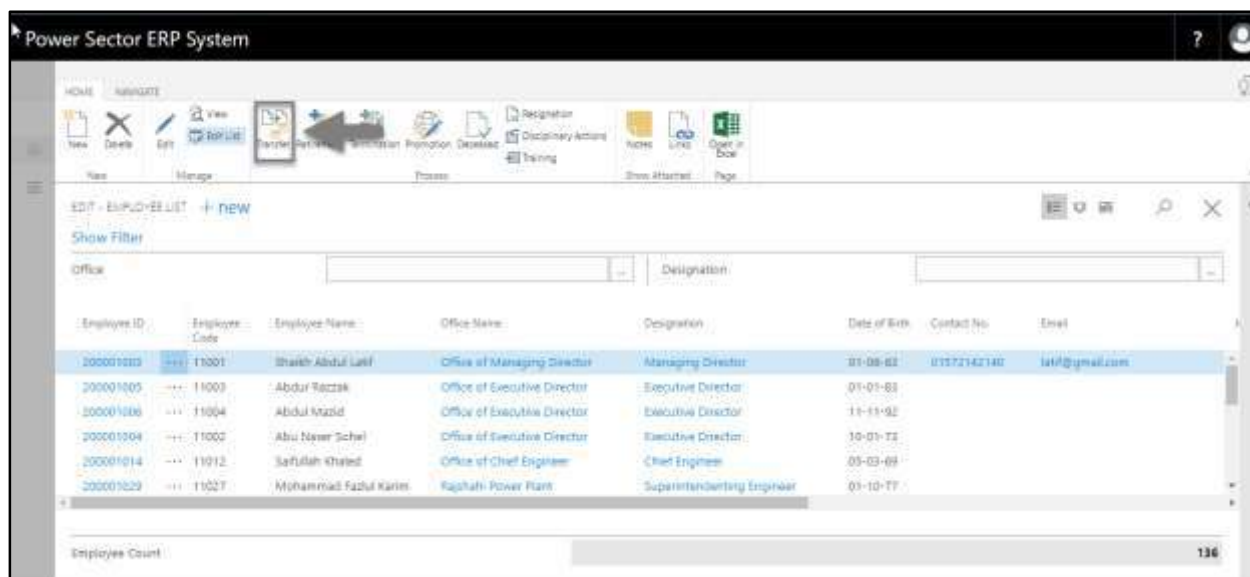
C. Choose the “**List of Employees**” in HR Landing Page.



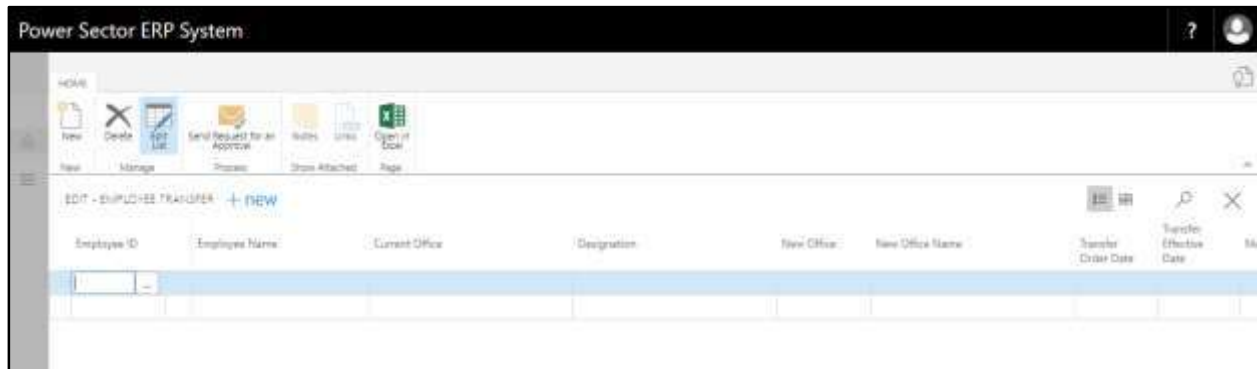
The following **Employee List** page will be appeared as below.



D. Choose the **“Transfer”** icon on the Employee List page, as indicated in figure below.



The Following **Transfer entry page** will be appeared.



E. Provide below information to proceed with the transfer process successfully.

1. Choose the **Employee ID** from the dropdown by clicking on  button.
  - **Employee ID: 200001024**
  - Employee Name, Current Office** and **Current Designation** will be populated by the system.
2. Choose the **New Office** from the dropdown to transfer. Click on  button.
  - **New Office: 160**
  - Office Name** will be populated by the system.
3. Choose the **Transfer order date** from Calendar. Click on  button.
  - **Transfer Order Date: 28-03-20**
4. Choose the **Transfer effective date** from Calendar. To get the Calendar, click on  button.
  - **Transfer Effective Date: 28-03-20**
5. Provide **Memo No.** if any.
  - **Memo No.: KHA1211421**
6. Provide **comments** if any.
  - **Comments: Urgent Transfer**



### TIPS

To initiate multiple transfers, use next line and follow steps 1 to 6.

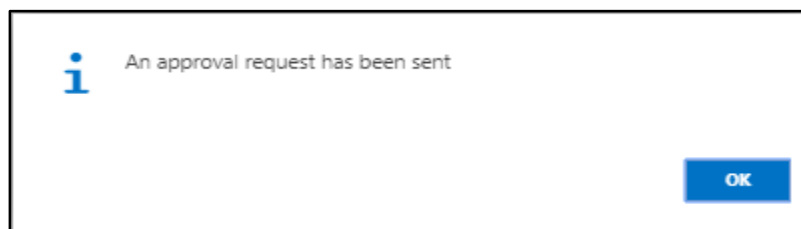
The screen will look like as below



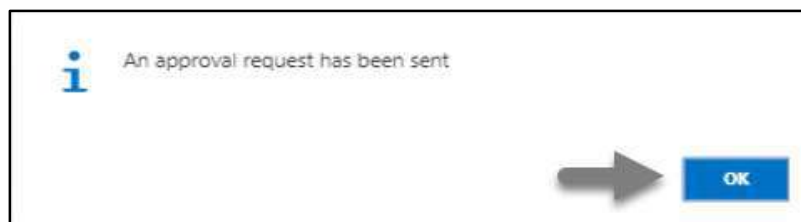
F. Choose the **“Send request for an Approval”** icon to proceed for approval.



The following pop up will be appeared as below.



G. Choose **“OK”** icon to save and close.



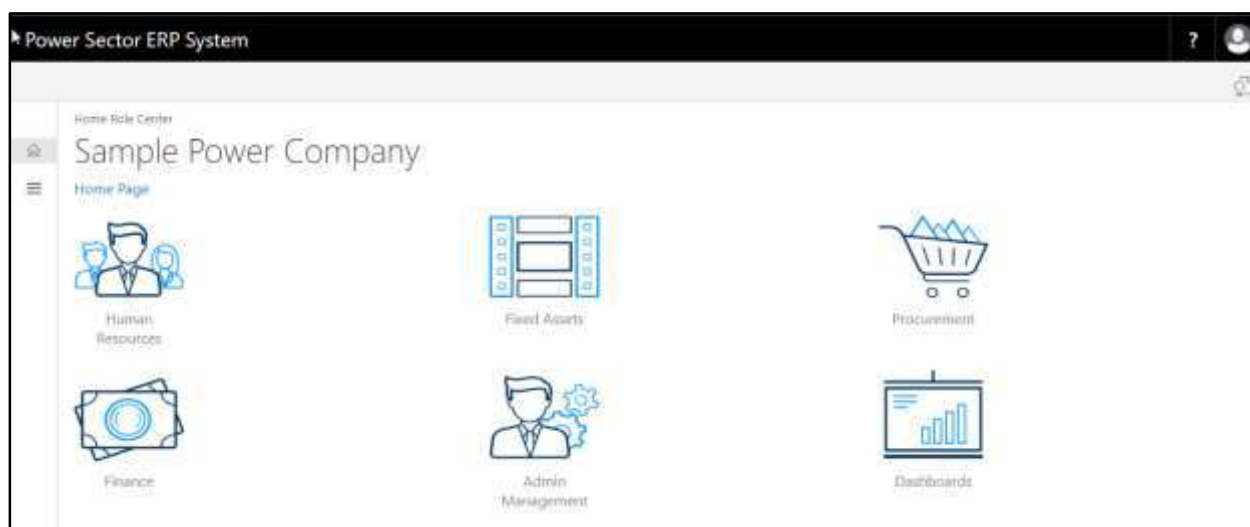
### NOTE

For successful transfer action, New office must have organogram for respective designation.

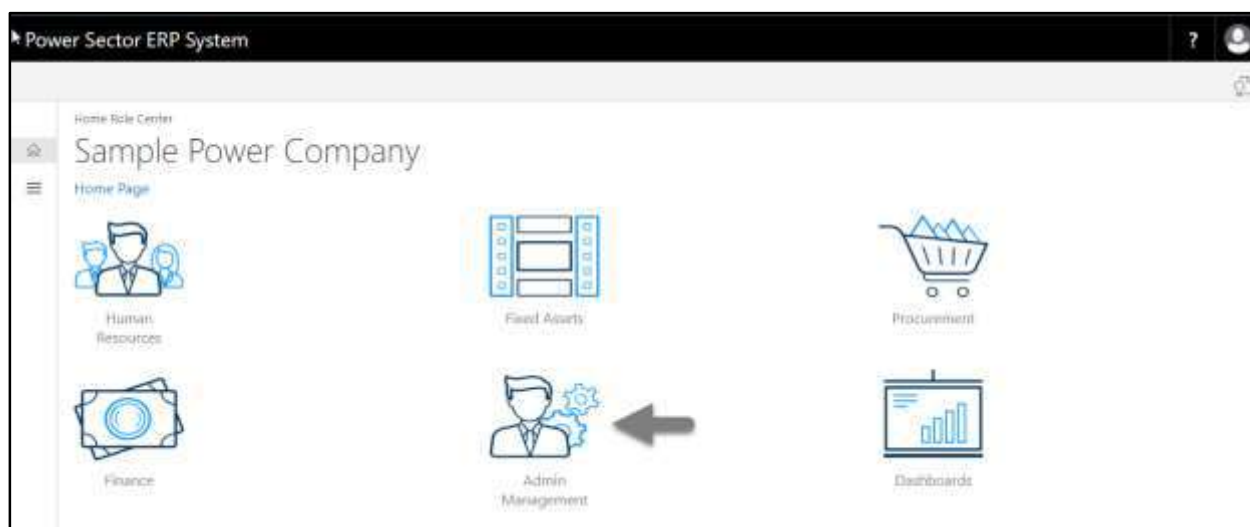
## HR-601.2 Approve or Reject initiated Transfer by Admin

To Approve or Reject an initiated transfer, follow the steps described below.

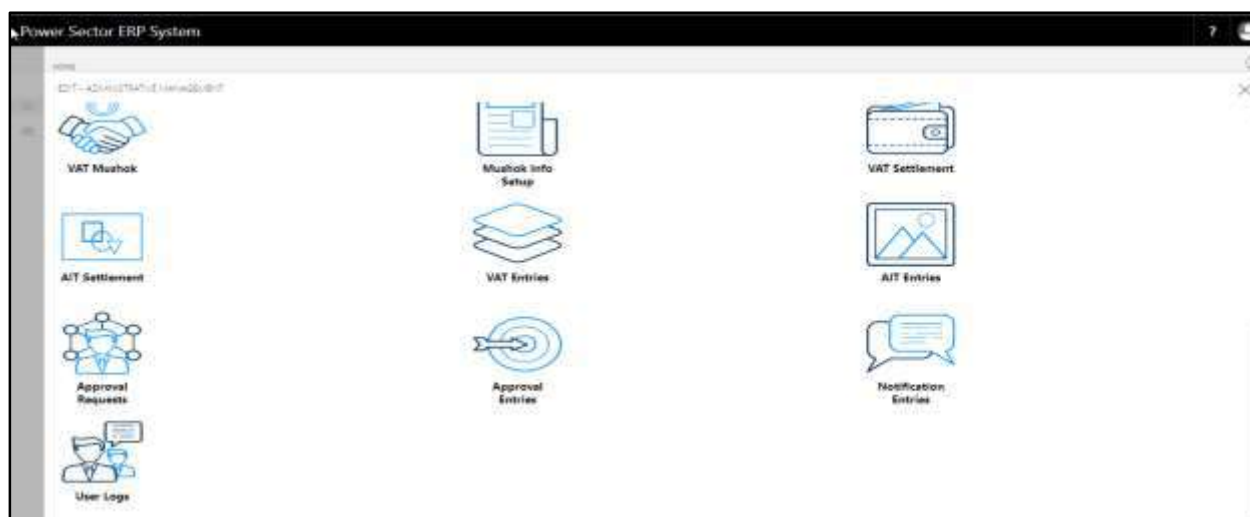
A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



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

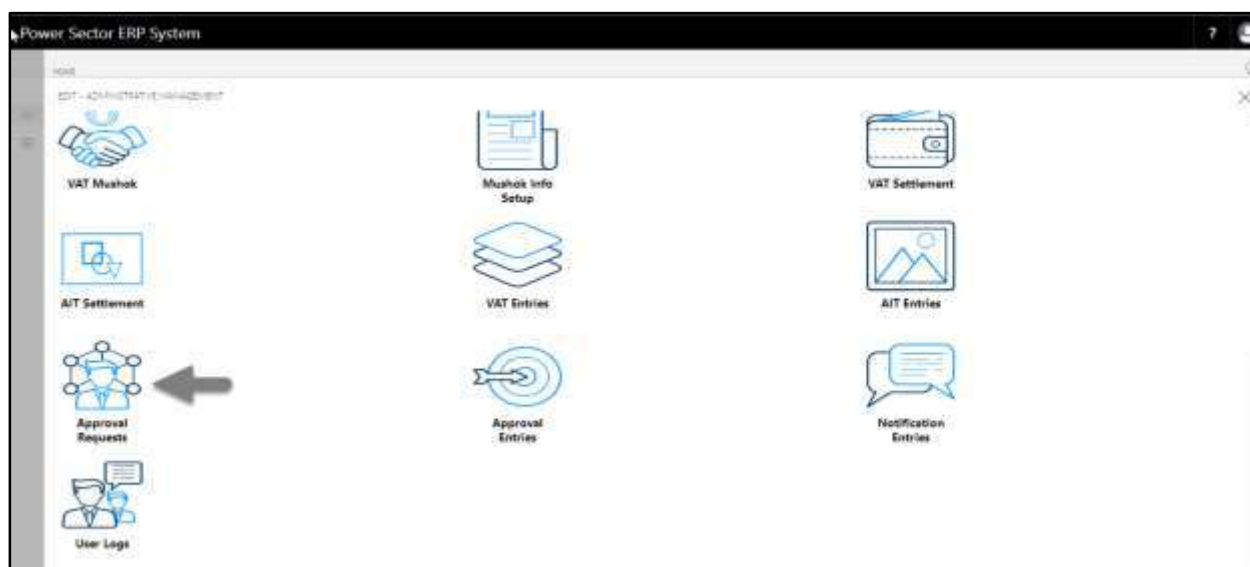


The Following **Admin Management** page will be appeared.





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



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



D. Select the initiated transfer and choose the **"Open Record"** icon.



**Detailed Employee Transfer page** will be appeared as below.

**Power Sector ERP System**


HOME


New Recent Edit View Delete Insert View attached Page

EDIT - EMPLOYEE TRANSFER + ISPW

Employee ID	Employee Name	Designation	Current Office	New Office	Transfer Order Date	Transfer Effective Date	Memo No.	Comments
203001028	Mr Swapnil	Driver (Night)	Office of Deputy General Manager	Rajghata Power Plant	29-09-20	29-09-20	40A1211421	Un...

## TIPS

You can view employees previous **Transfer History** by clicking  icon during approval.

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

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

Power Sector ERP System

?

HOME ACTIONS NAVIGATE

✓

Approve

✗

Reject

↺

Delegate

📄

Open Record

💬

Comments

📎

Notes

📧

Link

📄

Open in New

Process

Show Attached

Page

VIEW - REQUESTS TO APPROVE

☰

⌵

🔍

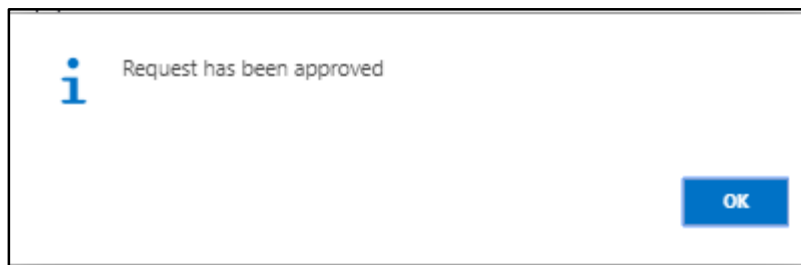
✕

To Approve	Details	Comment	Sender ID	Due Date
Disciplinary List 200001005	--- Employee Disciplinary 200001005		HR_USER_BPOL	01-04-20
Employee Transfer 200001024	--- Employee Transfer 200001024		HR_USER_BPOL	01-04-20

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



The following pop- up will be appeared as below.



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



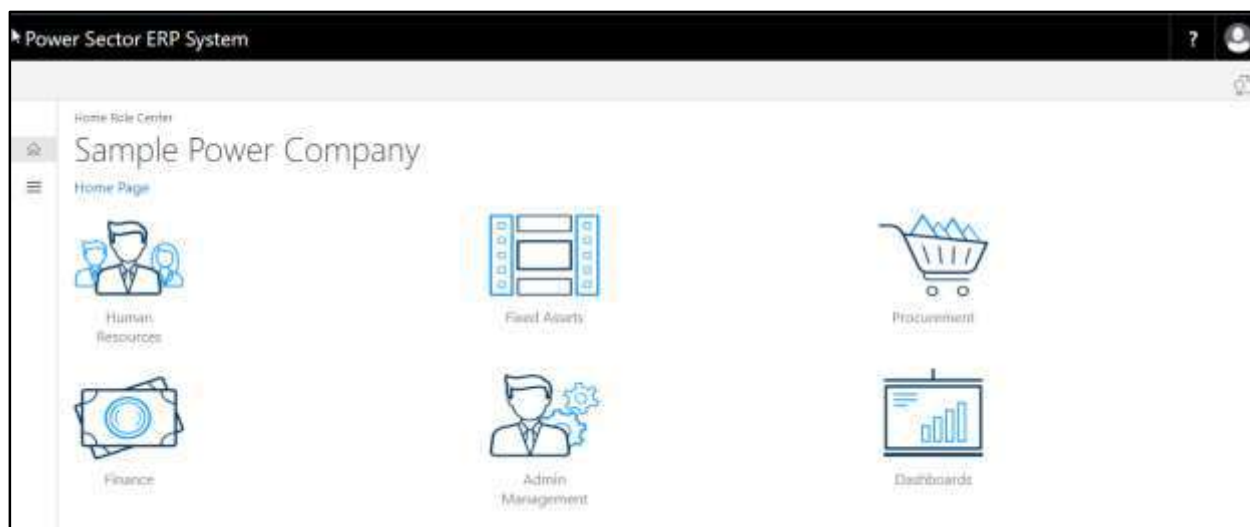
**IMPORTANT**

After approve an initiated transfer, you cannot delete or modify it.

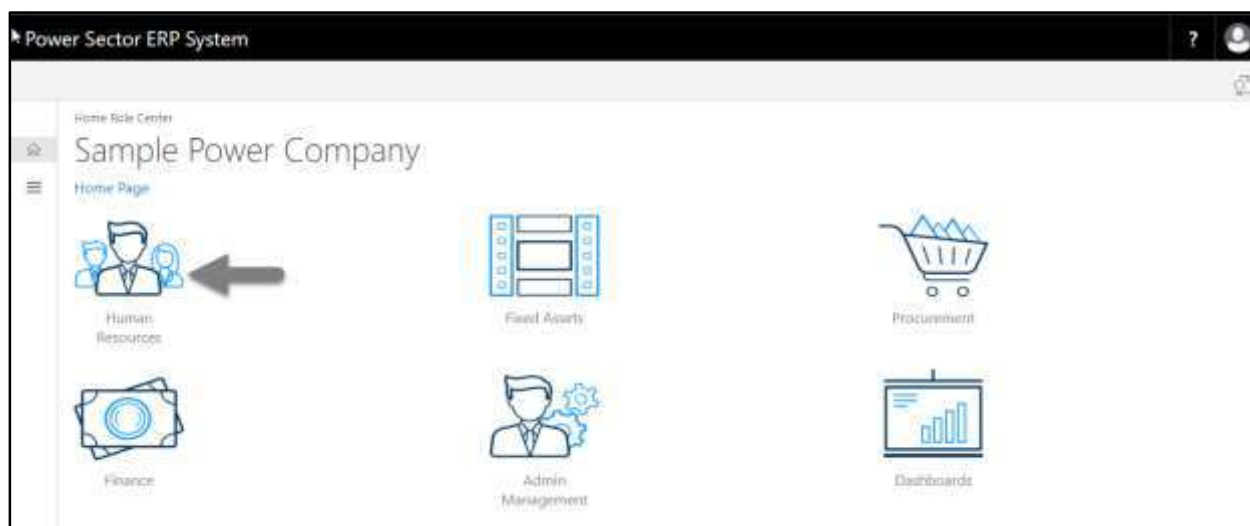
## HR-601.3 Joining the transferred employee to latest office

To Join that transferred employee to his/her new office which has an impact on his/her salary, follow the steps below.

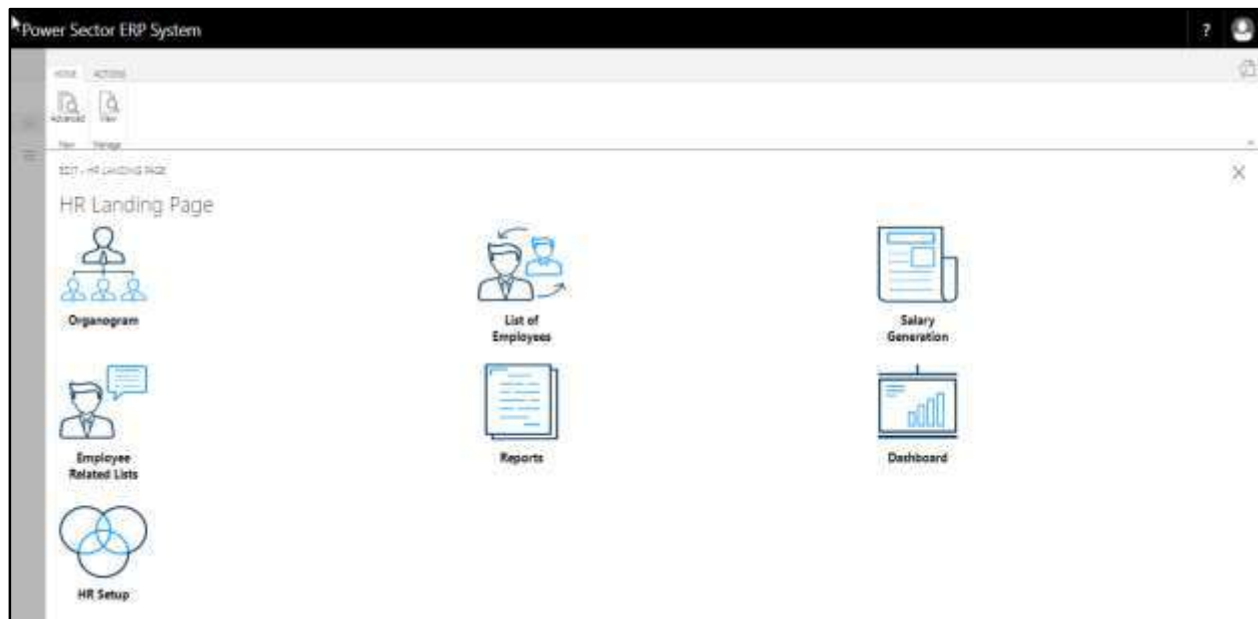
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



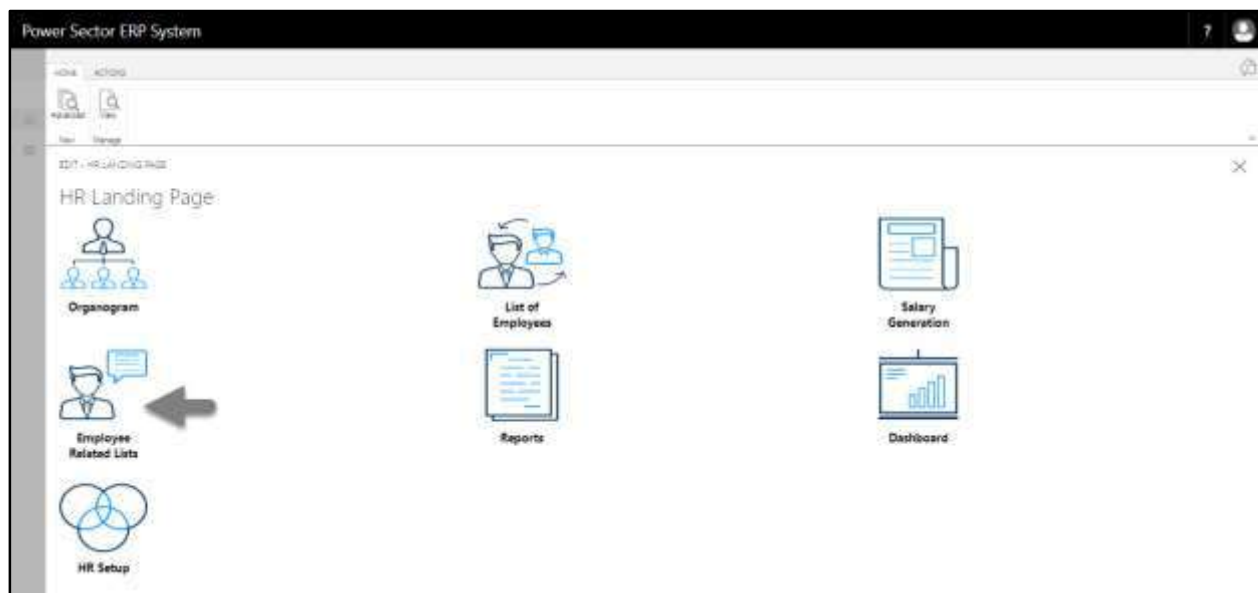
- B. Choose the **“Human Resources”** icon.



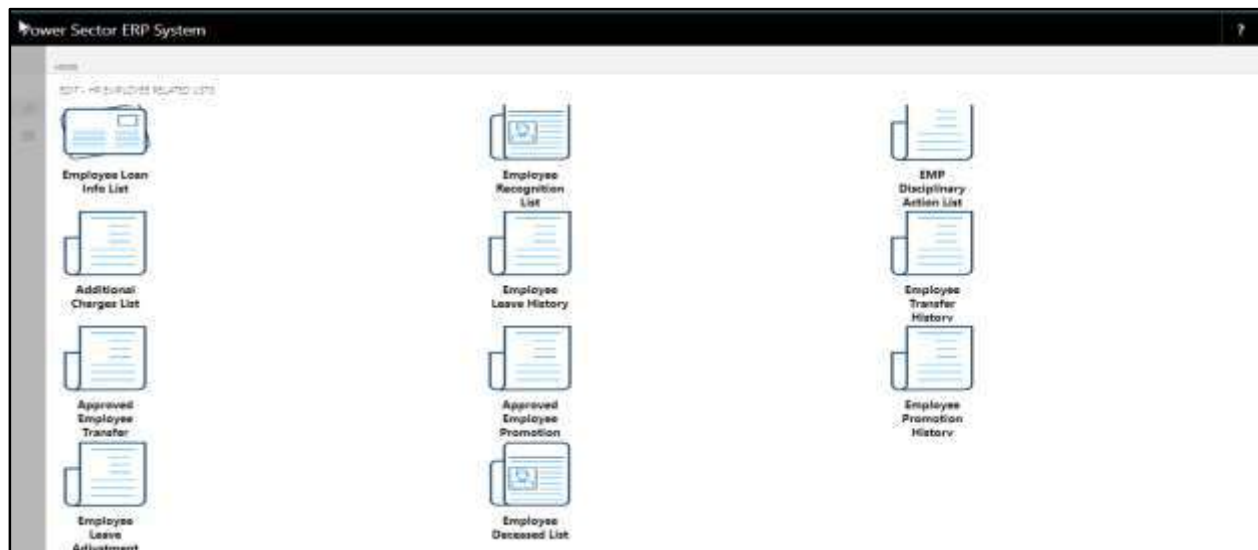
The Following **HR Landing page** will be appeared.



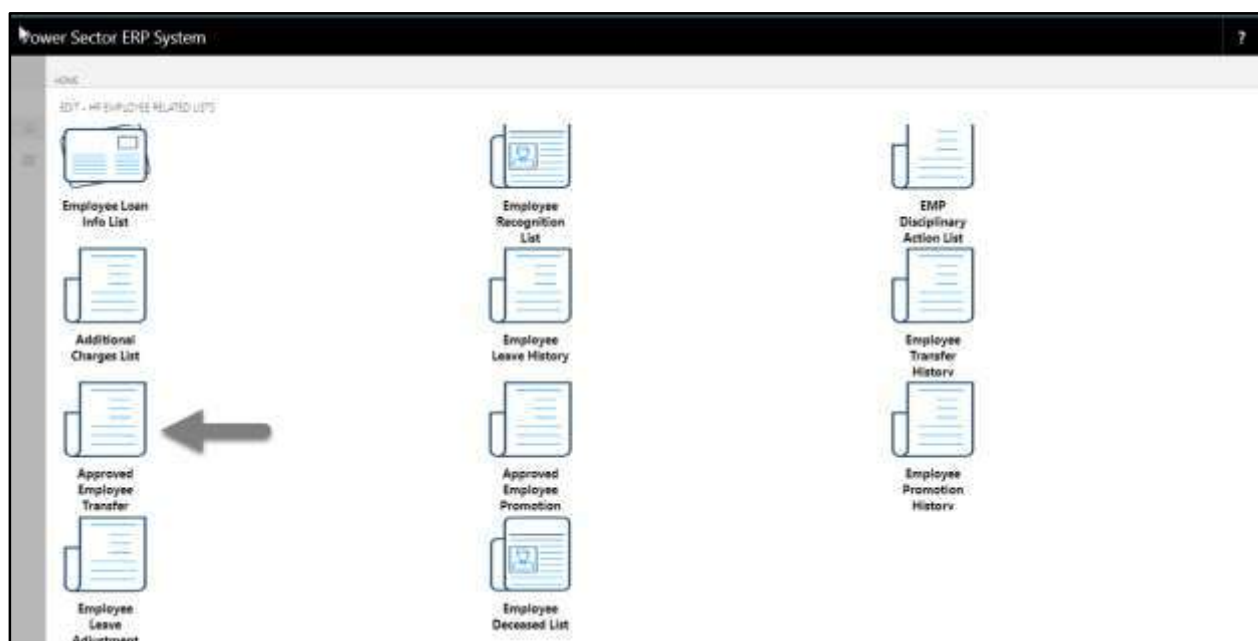
C. Choose the “**Employee Related Lists**” icon.



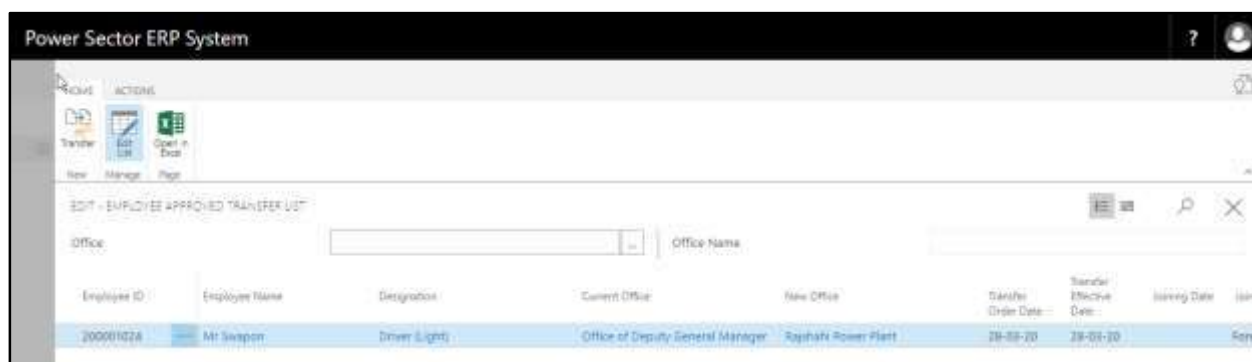
The Following **Employee Related Lists** page will be appeared.



D. Choose the “**Approved Employee Transfer**” icon.



The Following **Approved Employee Transfer** page will be appeared.



E. Choose **Employee** and Provide bellowed information-

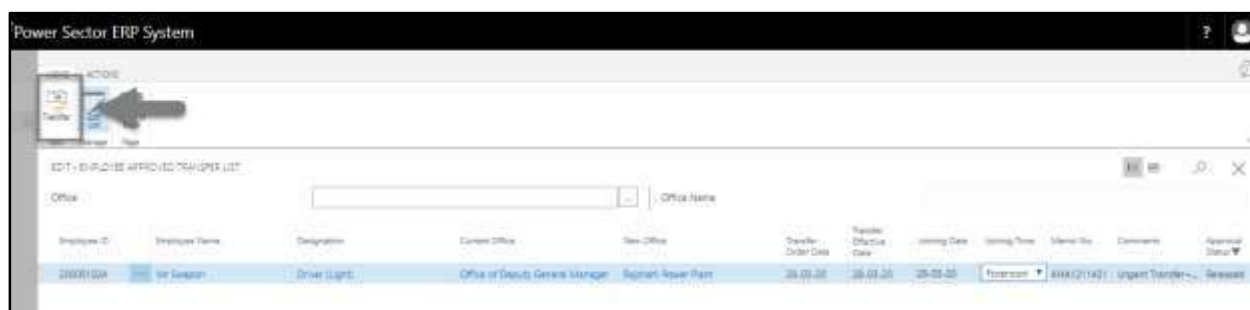
1. Choose **Joining Date** from the calendar. to get the calendar, click on  button.
  - **Joining Date: 28-03-20**
2. Select Joining Time from the dropdown menu. To get the dropdown, click on ▼ icon.
  - **Joining Time: Forenoon**



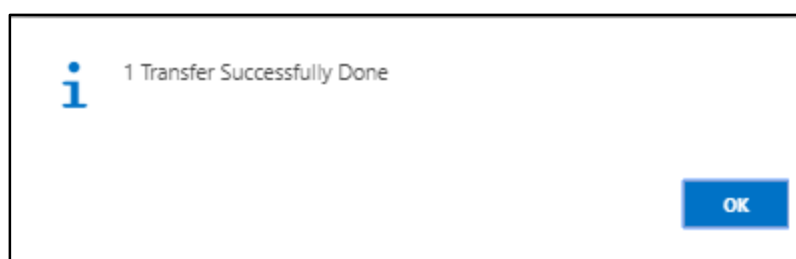
After providing the information page will look as below.



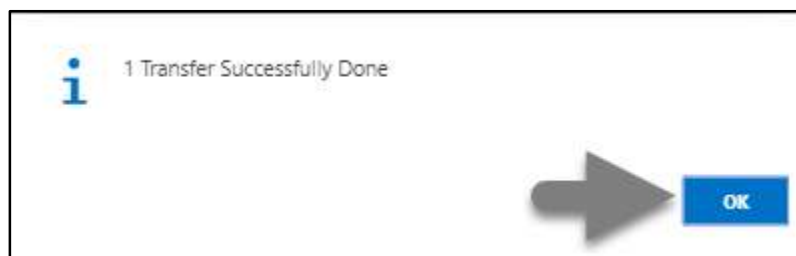
F. Choose the **"Transfer"** icon as shown in the image below.



The following page will be appeared.



G. Choose the **"OK"** icon as shown in the image below.





## HR-602 How to: Promote Individual or Multiple Employee(s)

### Introduction

This process demonstrates how to Promote and perform posting of an employee or multiple employees to new Designations.

The Promotion process of an individual employee or multiple employees completes in 3 phases

- |          |   |
|----------|---|
| HR-602.1 | Initiate the Promotion process User.                    |
| HR-602.2 | Approve or Reject initiated promotion Admin.            |
| HR-602.3 | Joining of the promoted employee to latest designation. |

### Roles

- Module User
- Module Admin

### Prerequisite

- Organogram Setup

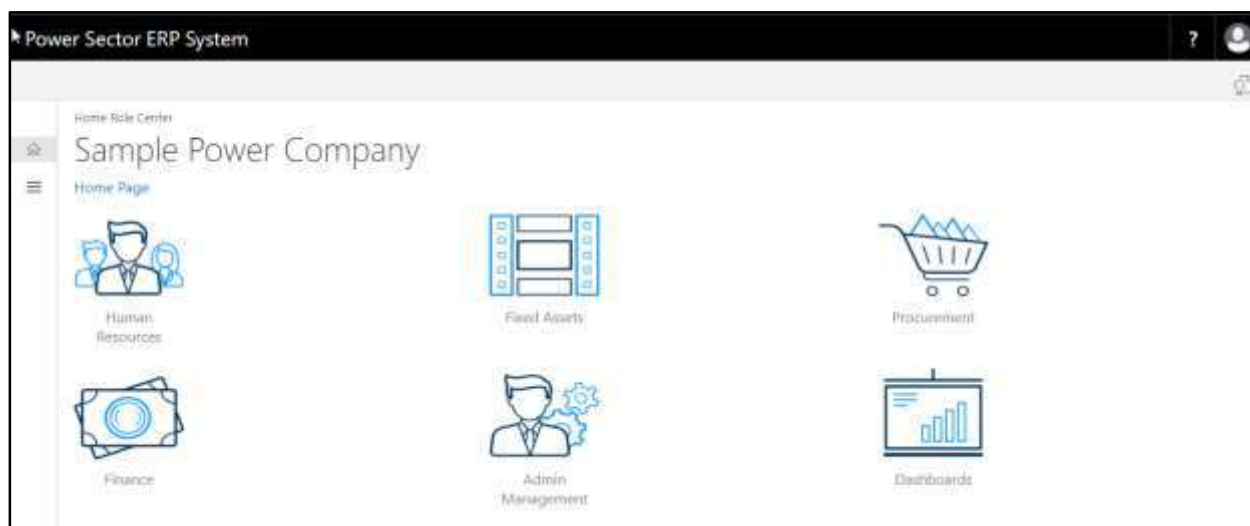
#### **IMPORTANT**

Joining date is must to get effect of the promotion on salary.

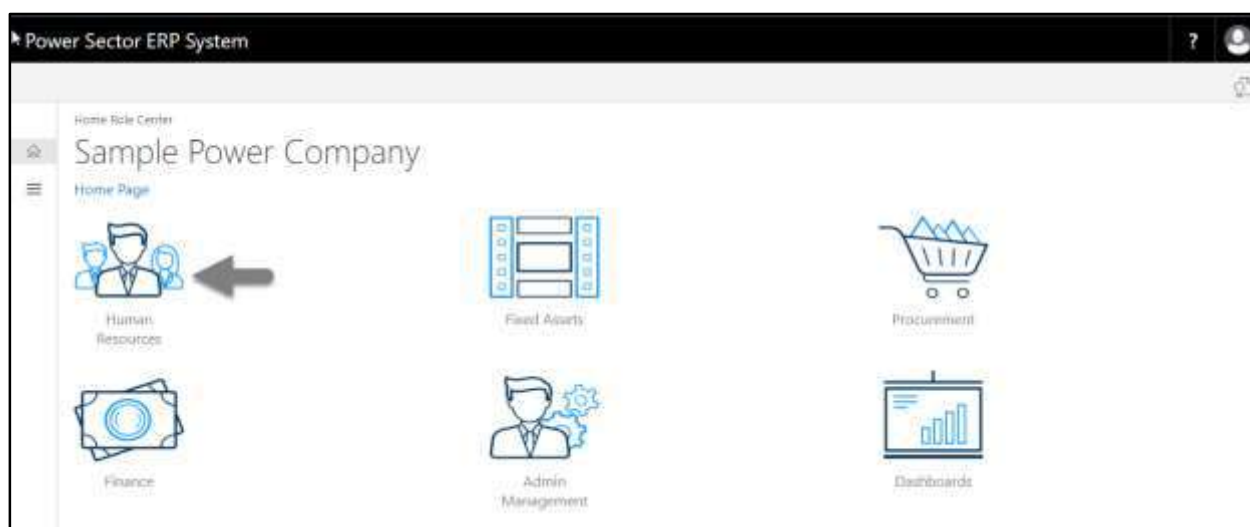
## HR-602.1 Initiate Promotion Process by User

To Initiate a promotion process, follow the steps described below.

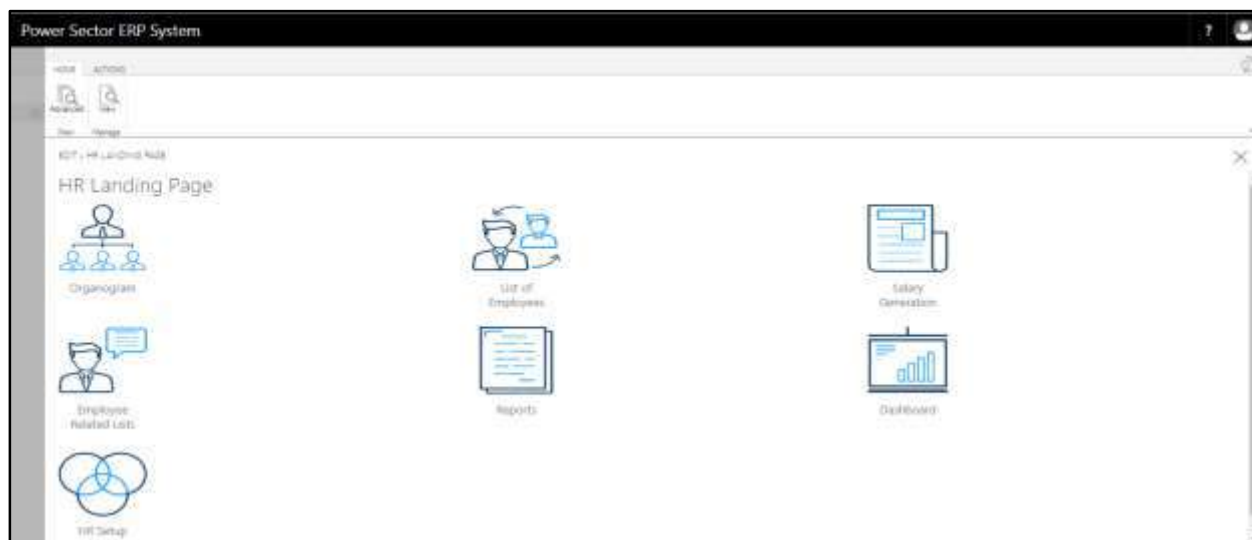
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



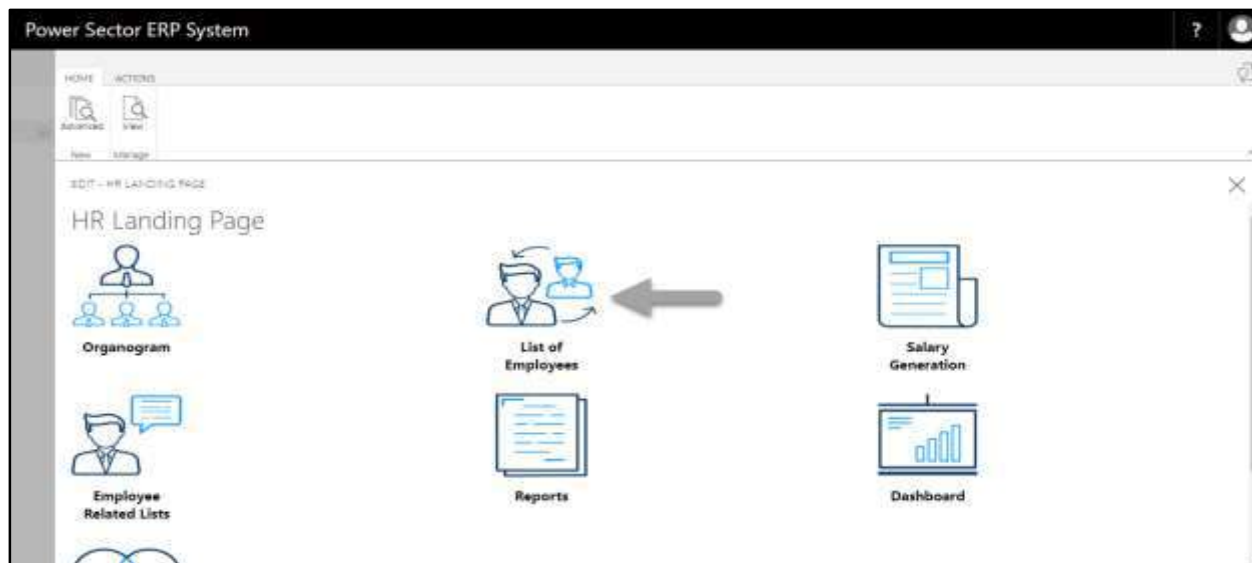
- B. Choose the “**Human Resources**” icon.



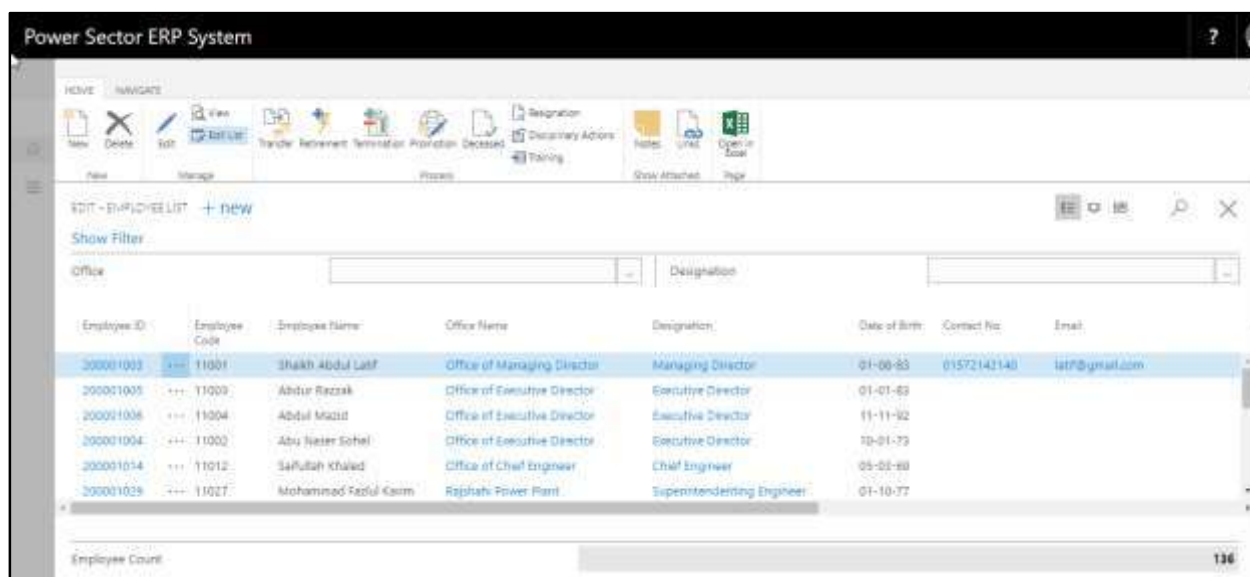
HR Landing Page will be appeared as below



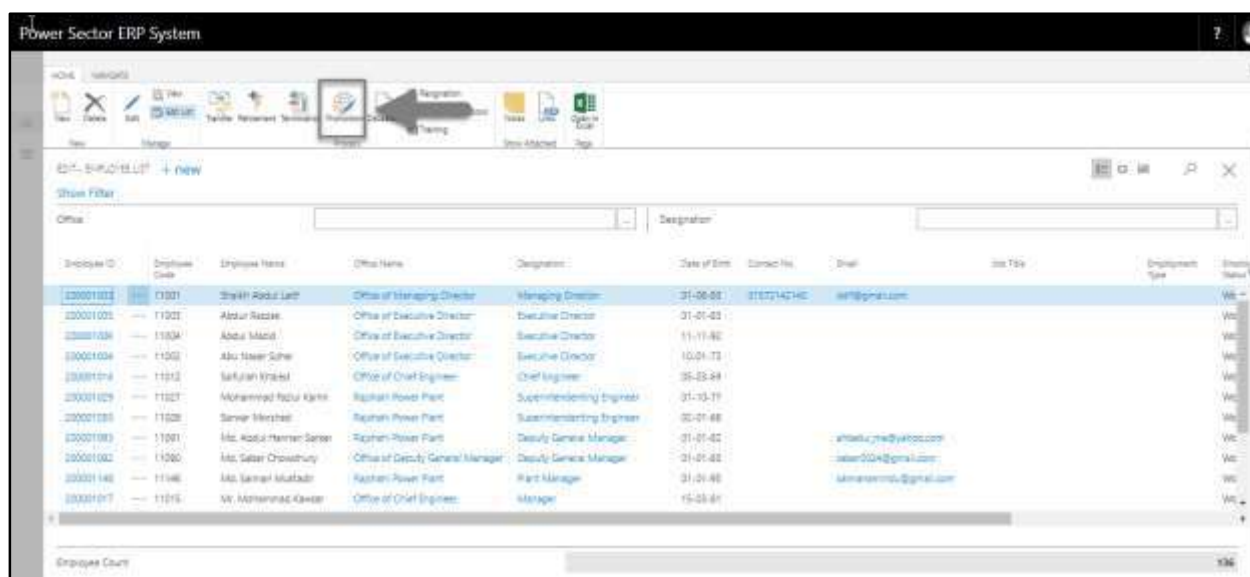
C. Choose the “List of Employees” in HR Landing Page.



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



D. Choose the **"Promotion"** icon on the Employee List page, as indicated in figure below.



The following **Promotion Entry** page will be appeared.



E. Provide below information to proceed with the Promotion process successfully.

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

- **Employee ID: 200001037**

**Employee Name, Current Office, Current Designation, Current Pay Grade**  
and **Current Pay Grade Step** will be populated by the system.

2. Choose the **New Office** from the dropdown by clicking on  button.

**New Office: 160**

**Office Name** will be populated by the system.

3. Choose the **New Designation** from the dropdown by clicking on  button.

**New Designation: 210**

**Designation Name** and **New Grade** will be populated by the system.

4. Choose the **New Pay Step** from the dropdown by clicking on  button.

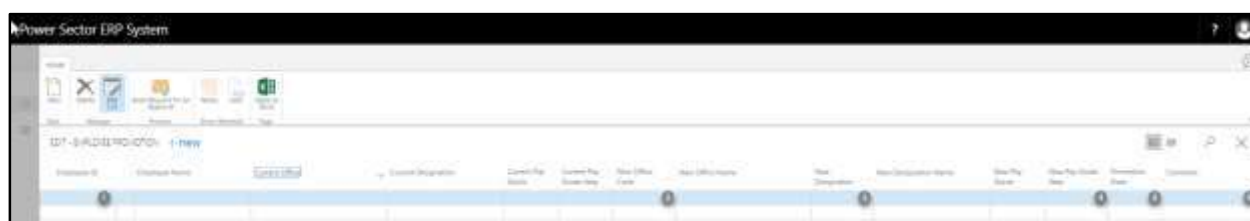
**New Pay Step: STEP001**

5. Choose the **Promotion Date** from the dropdown by clicking on  button.

**Promotion Date: 01-04-20**

6. Provide **Comments** If Any.

**Comments: Hard Working**



### Tips

To initiate multiple promotions, use next line and follow steps 1 to 6.

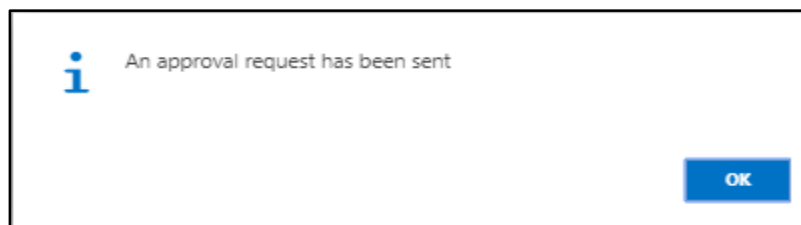
The screen will look like as below



F. Choose the **“Send request for an Approval”** icon to proceed for approval.



The following pop up will be appeared.



G. Choose **“OK”** icon to save and close.



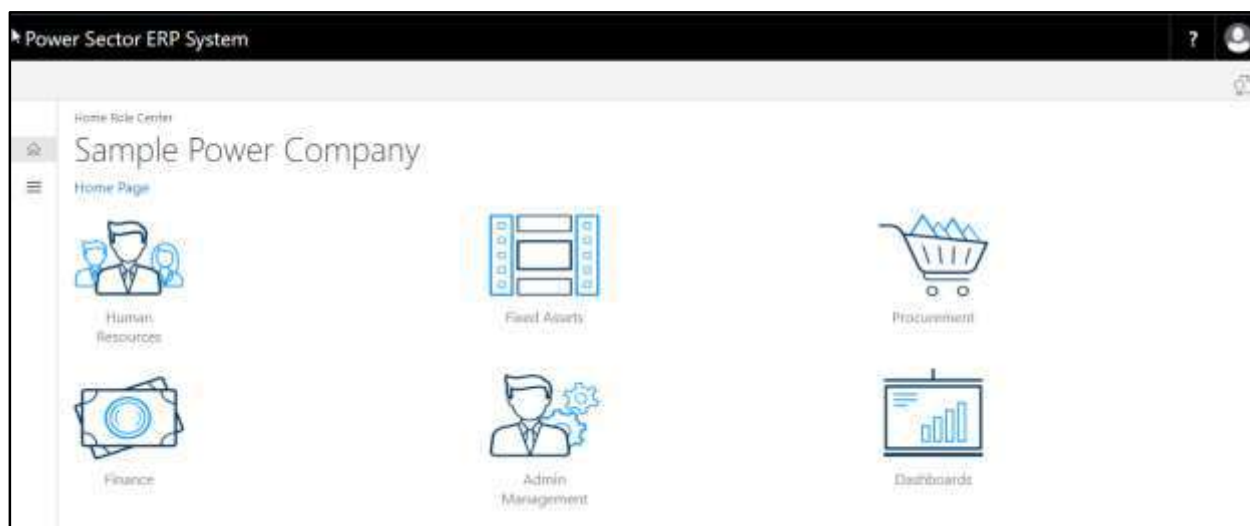
### NOTE

For successful promotion action, New office must have organogram for respective designation.

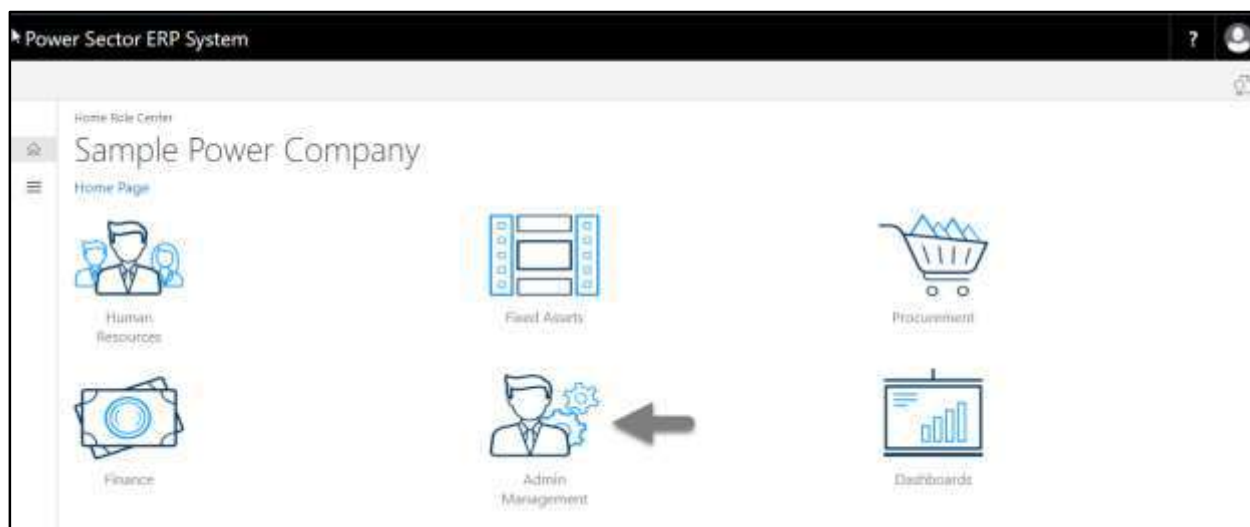
## HR-602.2 Approve or Reject initiated Promotion by Admin

To Approve or Reject an initiated promotion action, follow the steps described below.

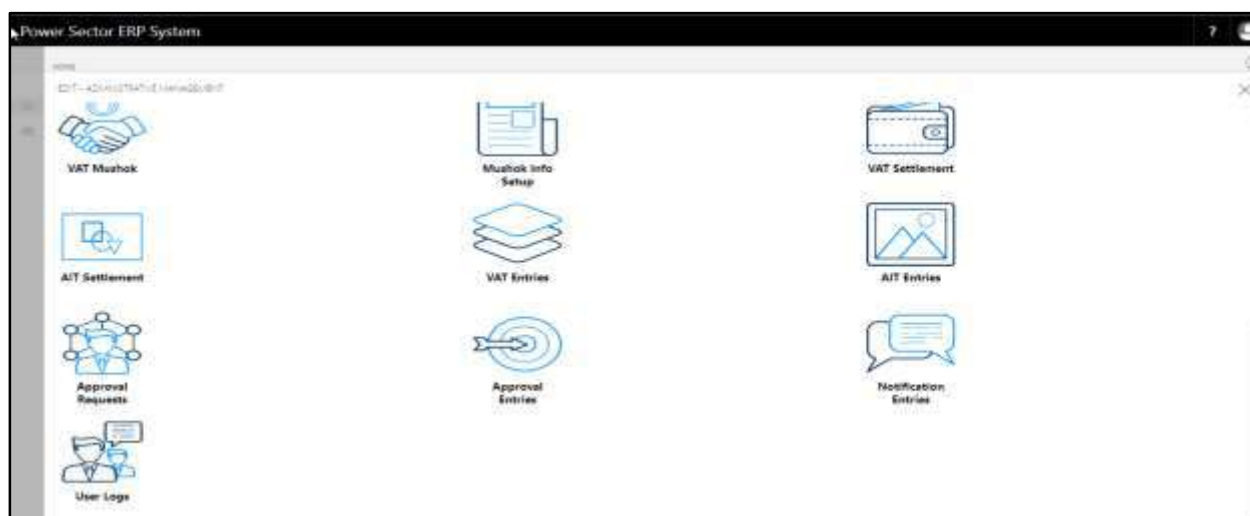
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



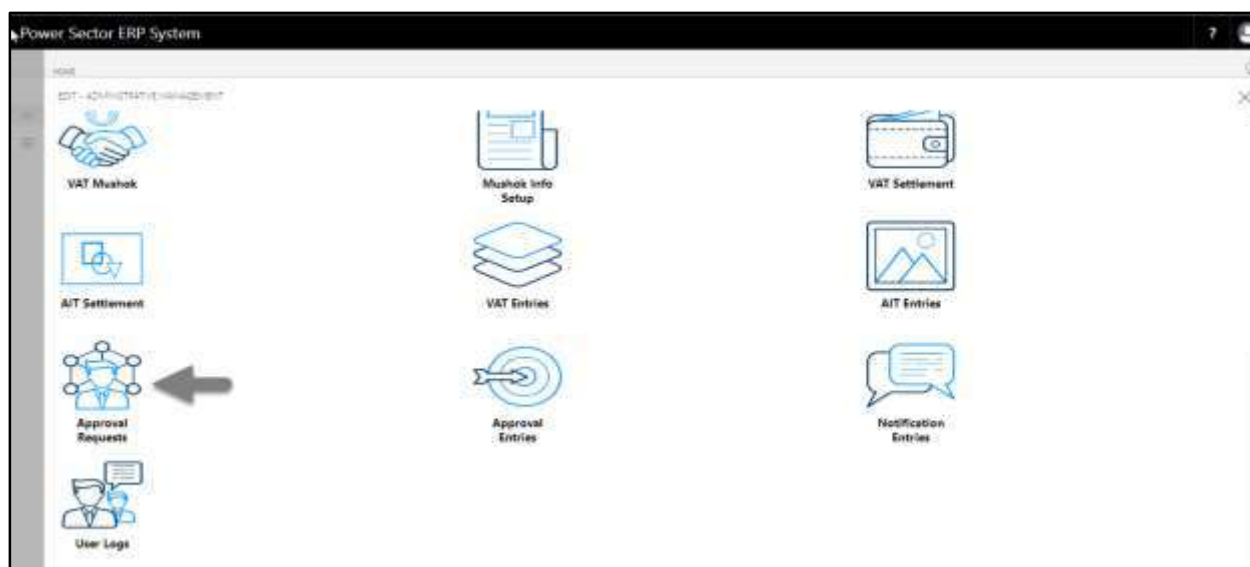
- B. Choose the “**Admin Management**” icon to open the administrative page.



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



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



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

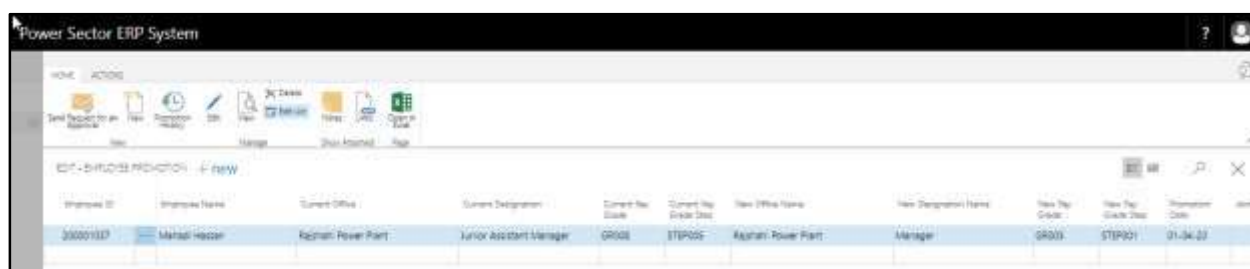





D. Select the initiated promotion and choose the **“Open Record”** icon.




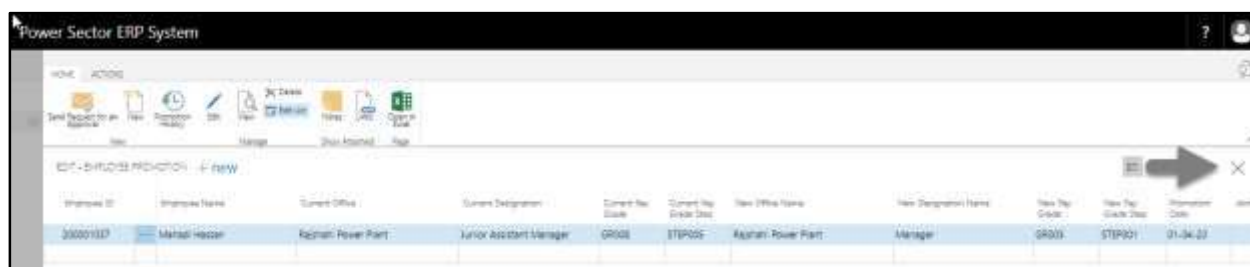
Detailed Employee Promotion page will be appeared as below.



### TIPS

You can view employees previous Promotion History by clicking  icon during approval.

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



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



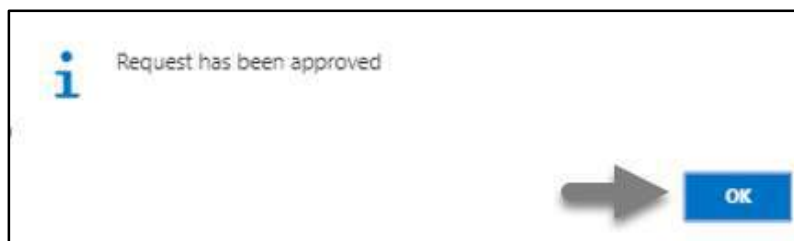
- F. Choose the **"Approve"** icon to approve the initiated promotion process or select **"Reject"** (besides "Approve") to reject.



The following pop- up will be appeared.



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



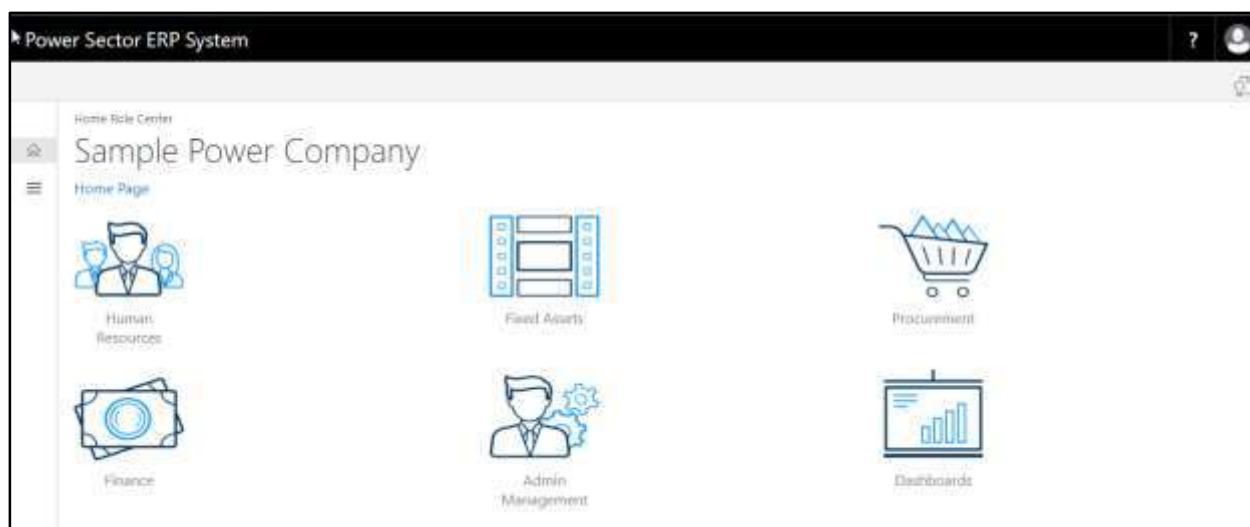
**IMPORTANT**

After approve an initiated promotion, you cannot delete or modify it.

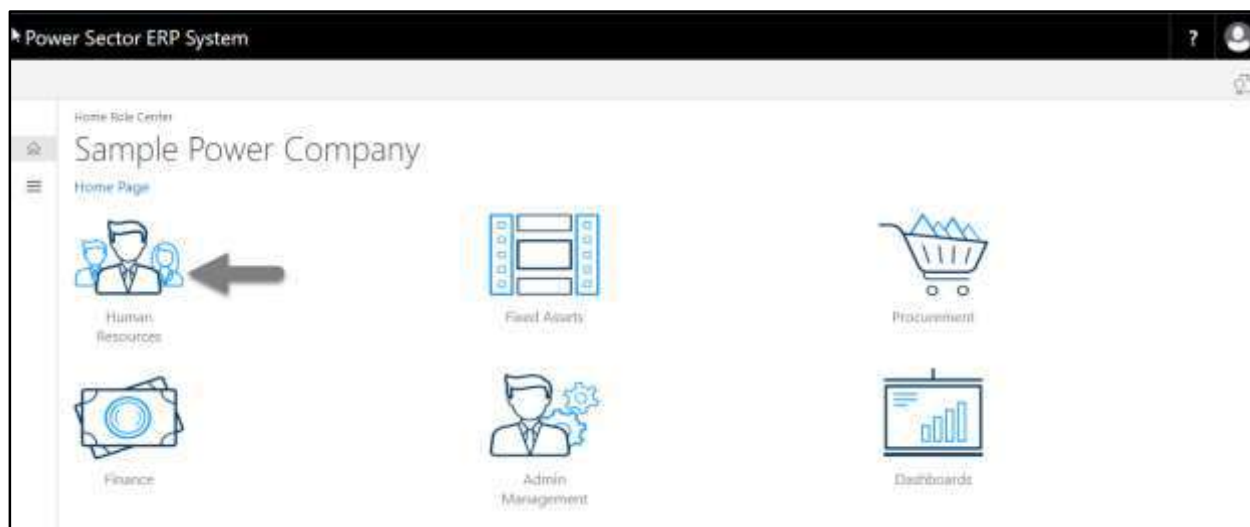
## HR-603.3 Joining the promoted employee to latest office

To Join that promoted employee to his/her new office which has an impact on his/her salary, follow the steps below.

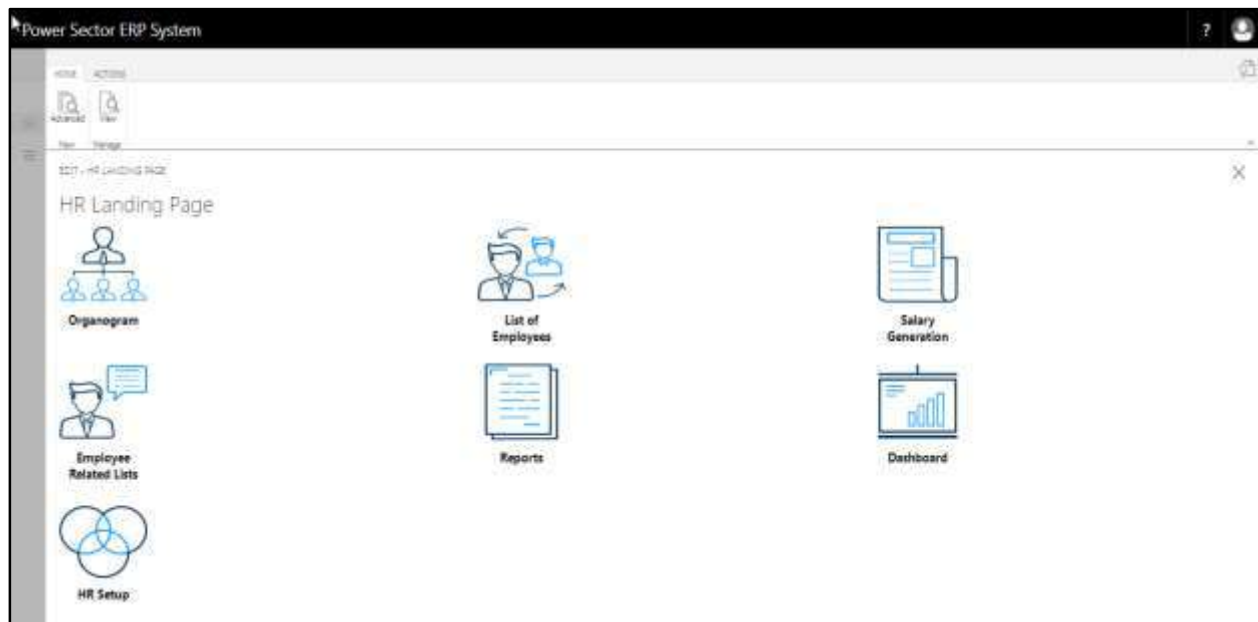
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



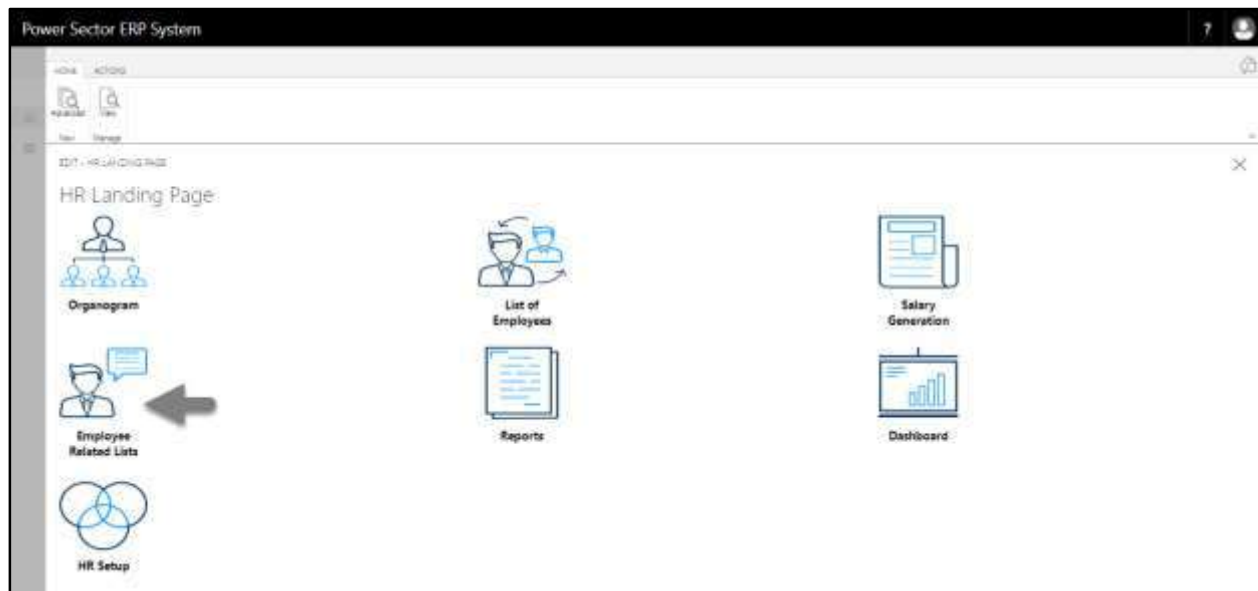
- B. Choose the “**Human Resources**” icon.



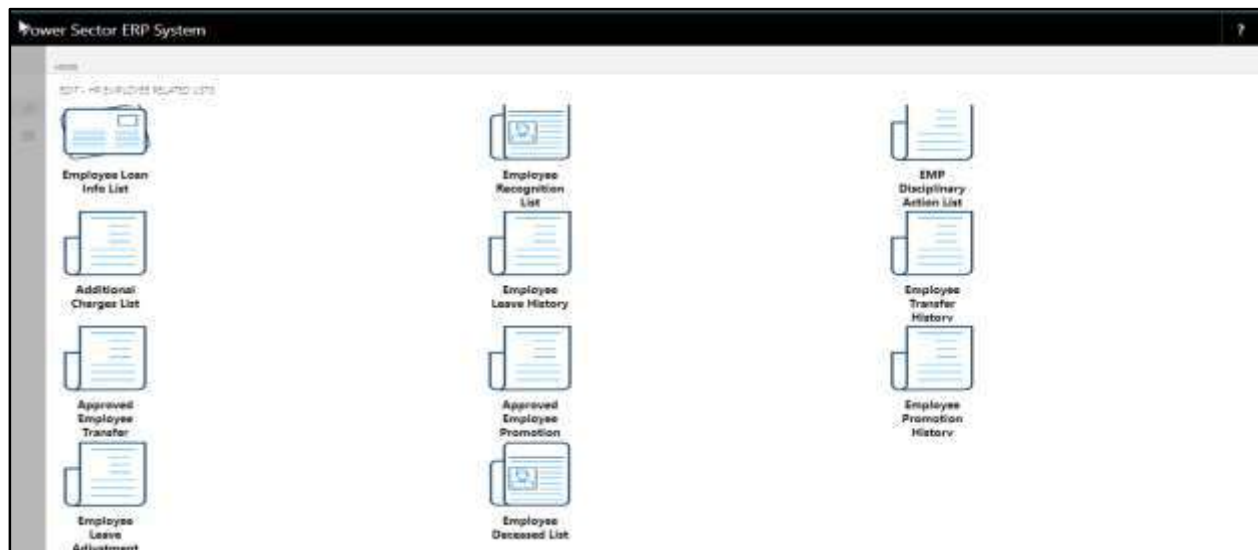
The Following **HR Landing page** will be appeared.



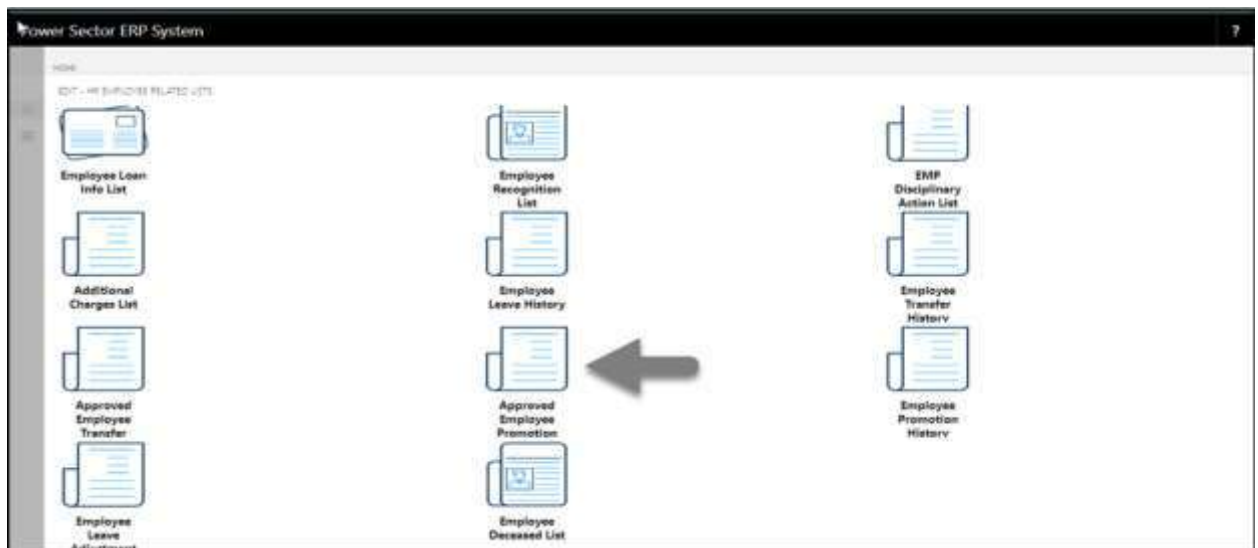
C. Choose the “**Employee Related Lists**” icon.



The Following **Employee Related Lists** page will be appeared.




D. Choose the “**Approved Employee Promotion**” icon.



The Following **Approved Employee promotion** page will be appeared.



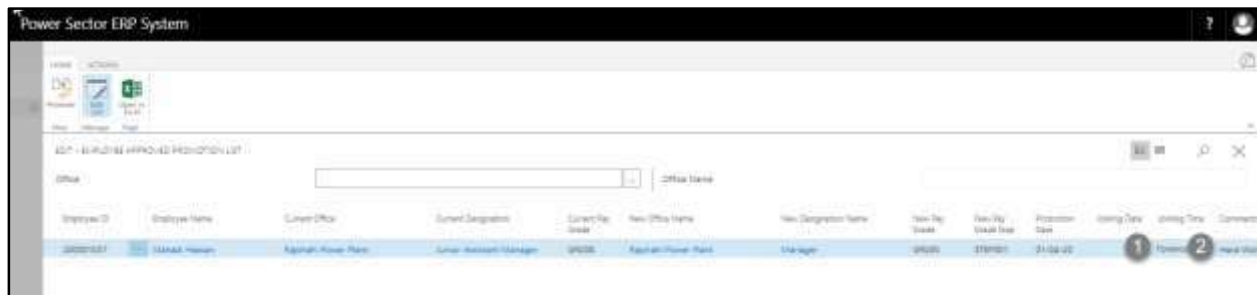
E. Choose **Employee** and Provide bellowed information-

1. Choose **Joining Date** from the calendar. to get the calendar, click on  button.

- **Joining Date: 01-04-20**

2. Select **Joining Time** from the dropdown menu. To get the dropdown, click on ▼ icon.

- **Joining Time: Forenoon**



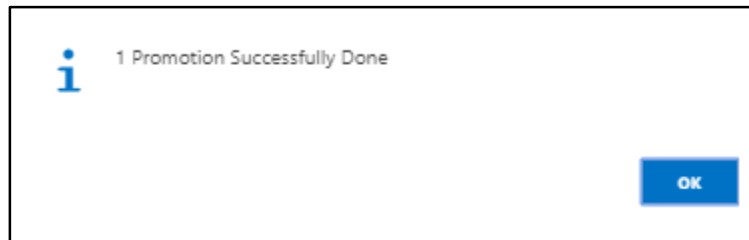
After providing the information page will look as below.



F. Choose the "**Promotion**" icon as shown in the image below.



The following page will be appeared.



G. Choose the "**OK**" icon as shown in the image below.



## HR- 603 How to: Process Deputation/Attachment - Inter Office

### Introduction

This process demonstrates how to depute or attach individual / Multiple employees in offices within the organization.

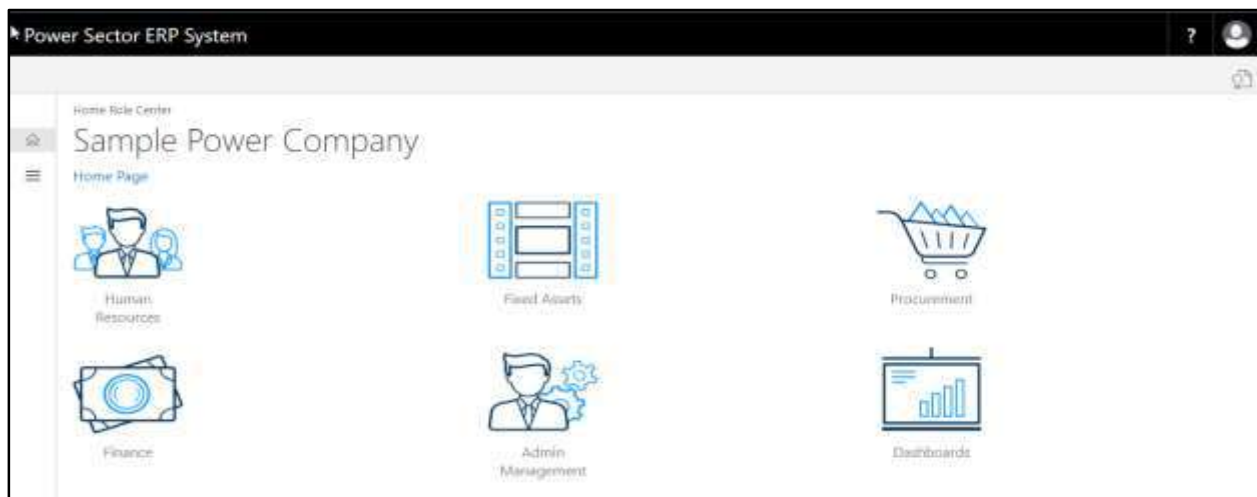
### Role

- Module Admin

### Depute/Attach Employee to the new office

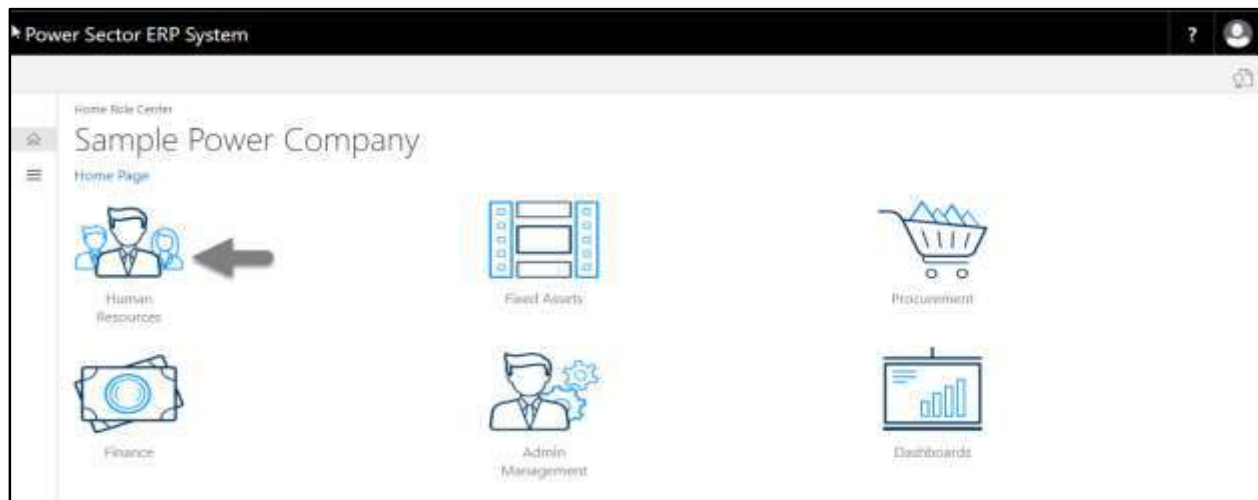
To Initiate a deputation process, follow the steps described below.

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

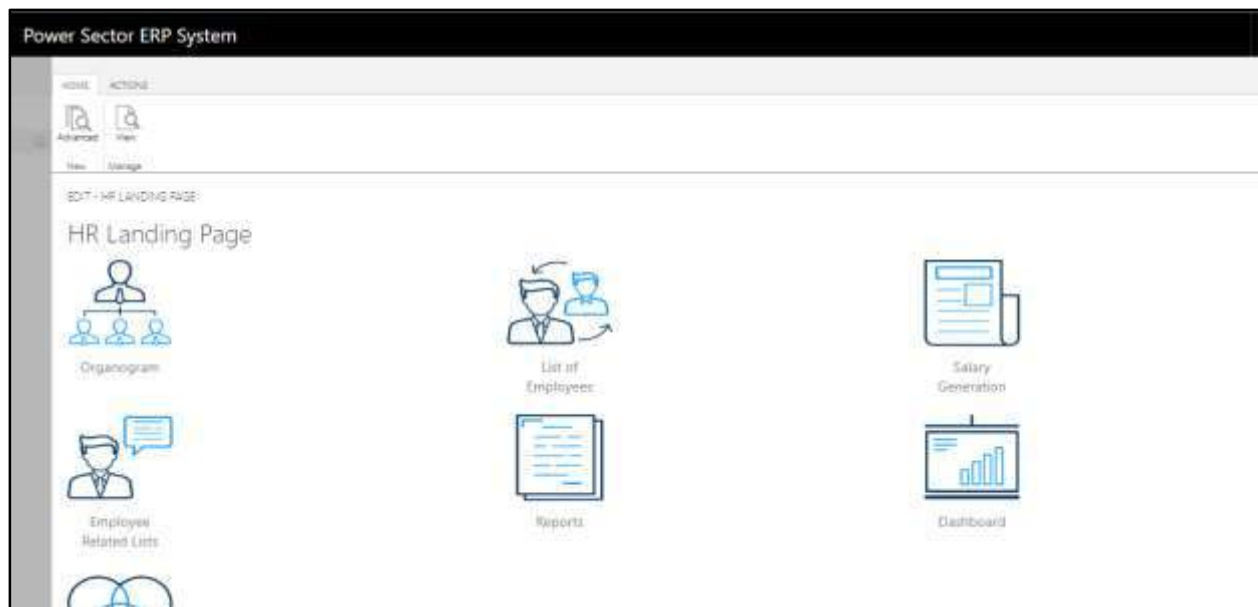




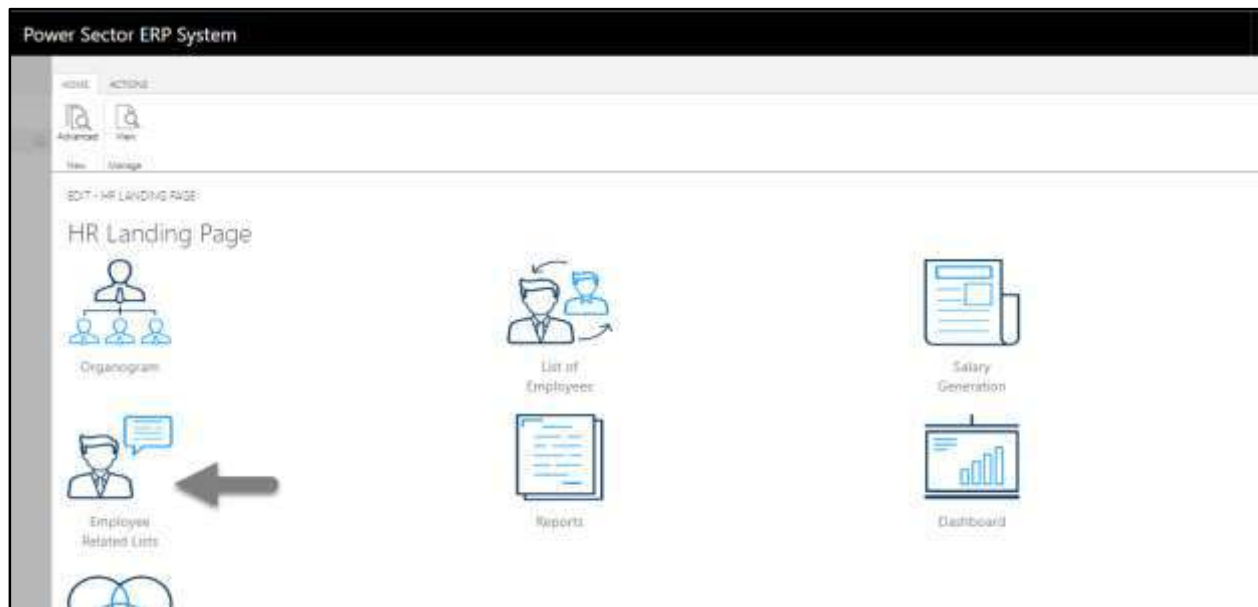
B. Choose the **"Human Resources"** icon.



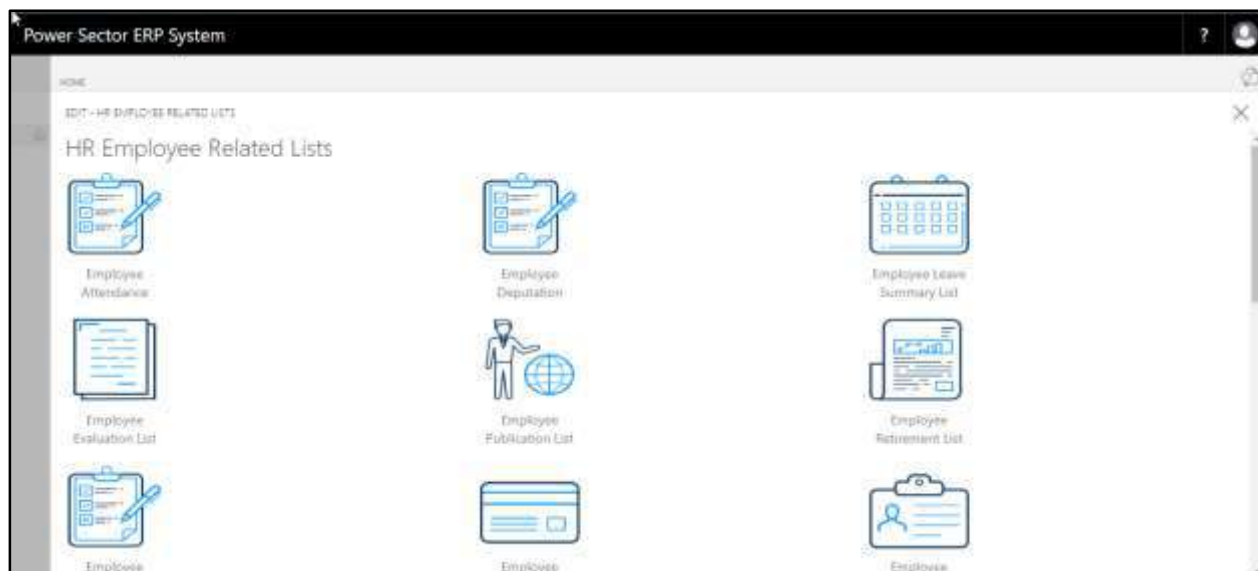
The following **HR Landing Page** will be appeared.



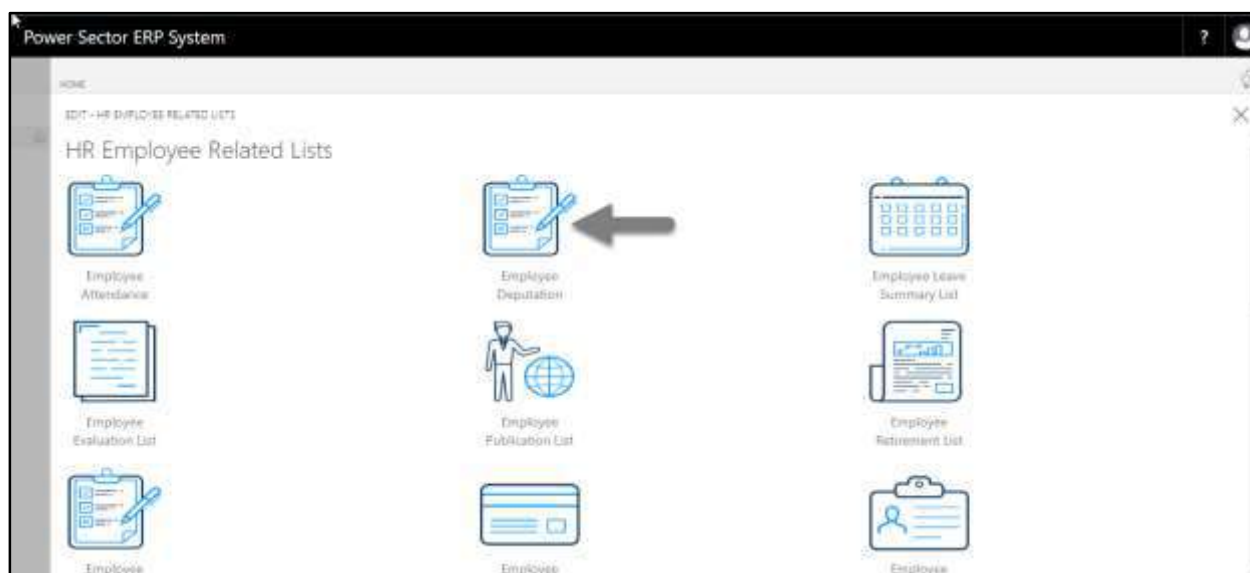
C. Choose the **“Employee Related List”** in the HR Landing Page.



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



D. Choose the “**Employee Deputation**” icon.



The following page will be appeared.



E. Choose the “**Inter-Office Deputation**” to proceed.









The Following **Inter Office Deputation Entry** page will be appeared.

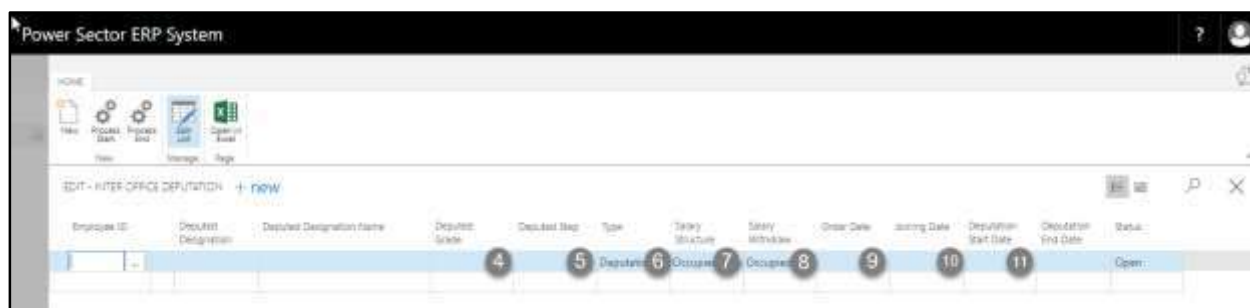
The top screenshot shows the 'Power Sector ERP System' interface with the 'Inter Office Deputation Entry' page. The page has a header with 'HOME', 'New', 'Process Start', 'Process End', 'Edit', and 'Open in New'. Below the header, there is a table with columns: Employee ID, Employee Name, Occupied Office Name, Occupied Designation Name, Occupied Grade, Deputed Office, Deputed Designation Name, and Deputed Designation Name. The 'Employee ID' column is highlighted with a blue background.

The bottom screenshot shows the same interface, but with the 'Deputed Office' dropdown menu open. The dropdown menu lists 'Deputed Office' and 'Deputed Designation'. The 'Deputed Office' is highlighted with a blue background.

F. Provide below information to proceed with the deputation process successfully.

1. Choose the **Employee ID** from the dropdown by clicking on  button.
  - **Employee ID: 200001093****Employee Name, Occupied Office Name, Occupied Designation Name,**  
and **Occupied Grade** will populate by the system.
2. Choose **Deputed Office** from the dropdown by clicking on  button.
  - **Deputed Office: 140****Deputed Office Name** will populate by the system.
3. Choose **Deputed Designation** from the dropdown by clicking on  button.
  - **Deputed Designation: 180****Deputed Designation Name** will populate by the system.
4. Choose **Deputed Grade** from the dropdown by clicking on  button.
  - **Deputed Grade: GR004**
5. Choose **Deputed Step** from the dropdown by clicking on  button.
  - **Deputed Step: STEP001**

6. Choose **Type** from the dropdown by clicking on  button to select Deputation/Attachment.
  - **Type: Deputation**
7. Choose the **Salary Structure** from the dropdown by clicking on  button.
  - **Salary Structure: Occupied Organization**
8. Choose the **Salary Withdraw** from the dropdown by clicking on  button.
  - **Salary Structure: Deputed Organization**
9. Choose **Order Date** from the dropdown by clicking on  button.
  - **Order Date: 02-04-20**
10. Choose **Joining Date** from the dropdown by clicking on  button.
  - **Joining Date: 02-04-20**
11. Choose **Deputation Start Date** from the dropdown by clicking on  button.
  - **Deputation Start Date: 02-04-20**

#### Note

To Attach employee, choose Attachment in the **Type** field as pointed in the number 6.

#### IMPORTANT

The employee to be deputed, has to be assigned an Organogram Code

The screen will look like as below

Power Sector ERP System

HOME

New Process Start Process End Edit List Open in Excel

EDIT - INTER OFFICE DEPUTATION + new

Employee ID	Employee Name	Occupied Office Name	Occupied Designation Name	Occupied Grade	Deputed Office	Deputed Office Name
200001093	Md. Abdul Hannan Sarkar	Rajshahi Power Plant	Deputy General Manager	GR004	140	Office of Deputy General Manager

Power Sector ERP System

HOME

New Process Start Process End Edit List Open in Excel

EDIT - INTER OFFICE DEPUTATION + new

Employee ID	Deputed Grade	Deputed Strip	Type	Salary Structure	Salary Withdraw	Order Date	Joining Date	Deputation Start Date	Deputation End Date	Status
200001093	GR004	STEP001	Deputation	Occupied Orga	Deputed Orga	02-04-20	02-04-20	02-04-20		Open

### NOTE

To Depute/Attach multiple employee use next line and follow the step 1 to 11.

G. Choose the **“Process Start”** icon.

Power Sector ERP System

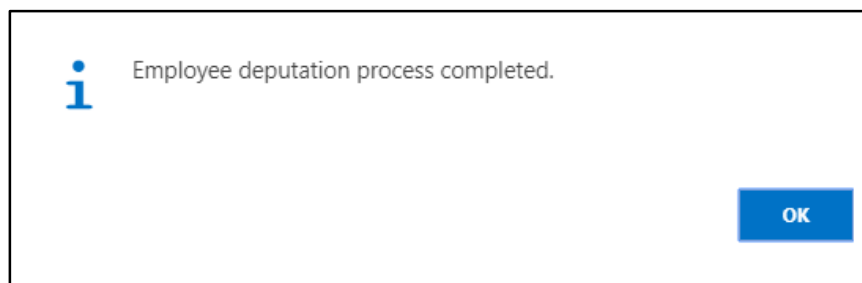
HOME

New Process Start Process End Edit List Open in Excel

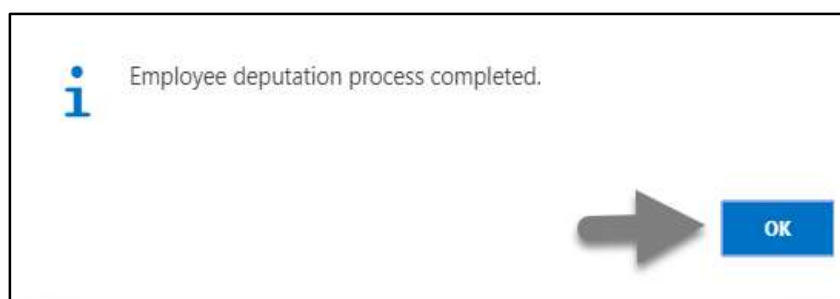
EDIT - INTER OFFICE DEPUTATION + new

Employee ID	Employee Name	Occupied Office Name	Occupied Designation Name	Occupied Grade	Deputed Office	Deputed Office Name
200001093	Md. Abdul Hannan Sarkar	Rajshahi Power Plant	Deputy General Manager	GR004	140	Office of Deputy General Manager

The following pop up will be appeared.



H. Choose **“OK”** icon to save and close.



**NOTE**

Deputation/Attachment start date has impact on salary.

## HR-604 How to: End Deputation/Attachment Period – Inter Office

### Introduction

This process demonstrates how to end an employee's deputation or attachment period and back him/her to previous office.

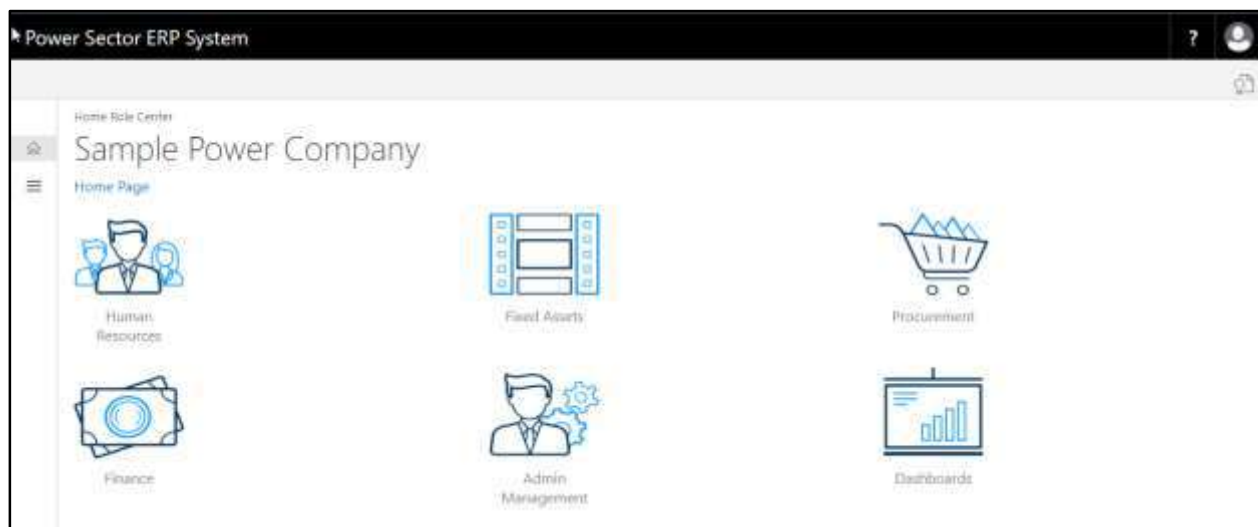
### Role

- Module Admin

### End Deputation/Attachment period and Back Employee to previous office

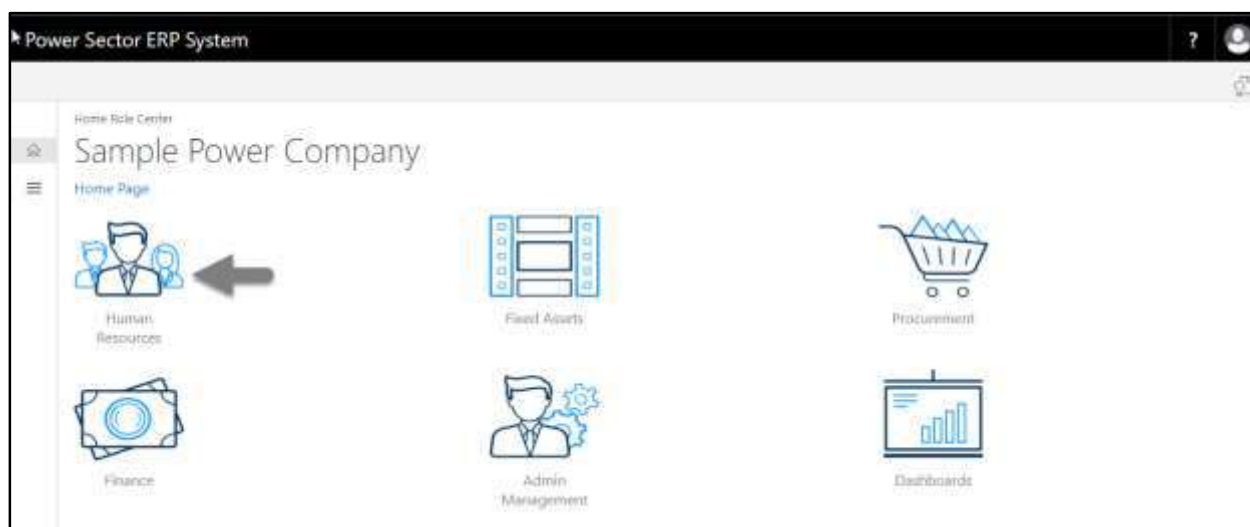
To End the Deputation/Attachment period and Back Employee to the previous office follow the steps mentioned below.

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

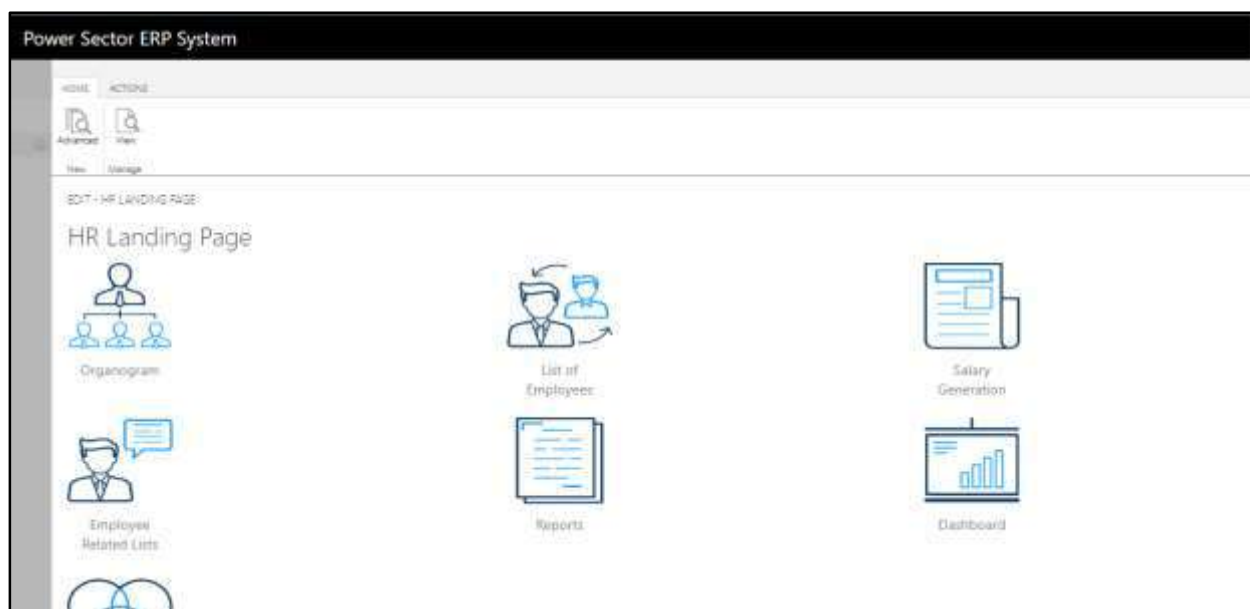




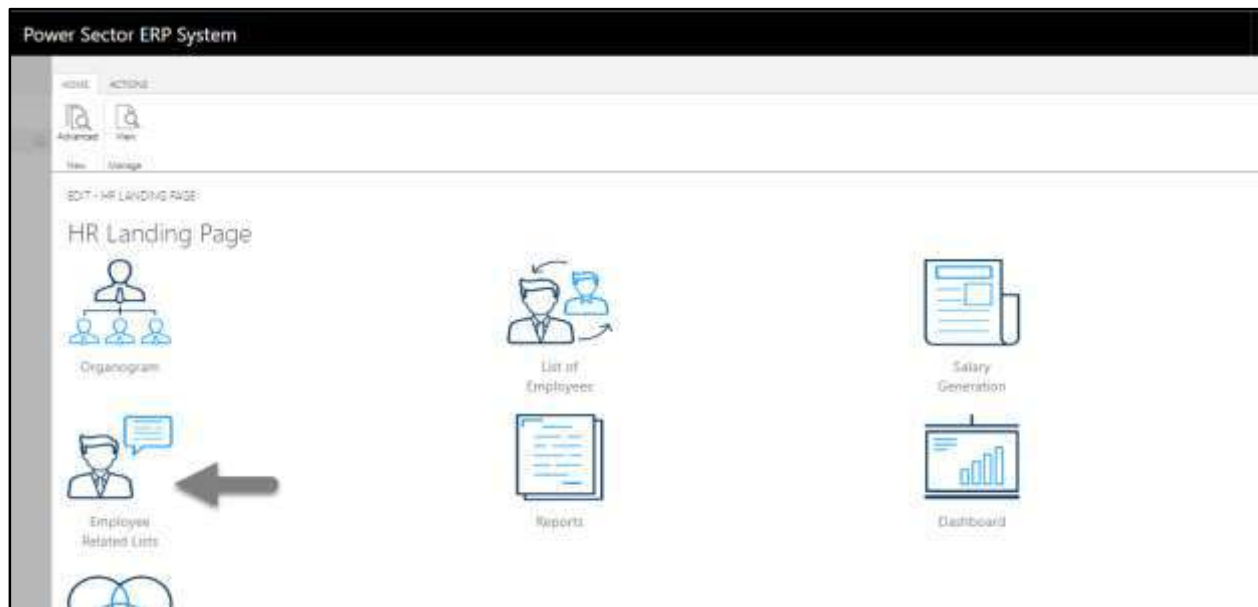
B. Choose the “**Human Resources**” icon.



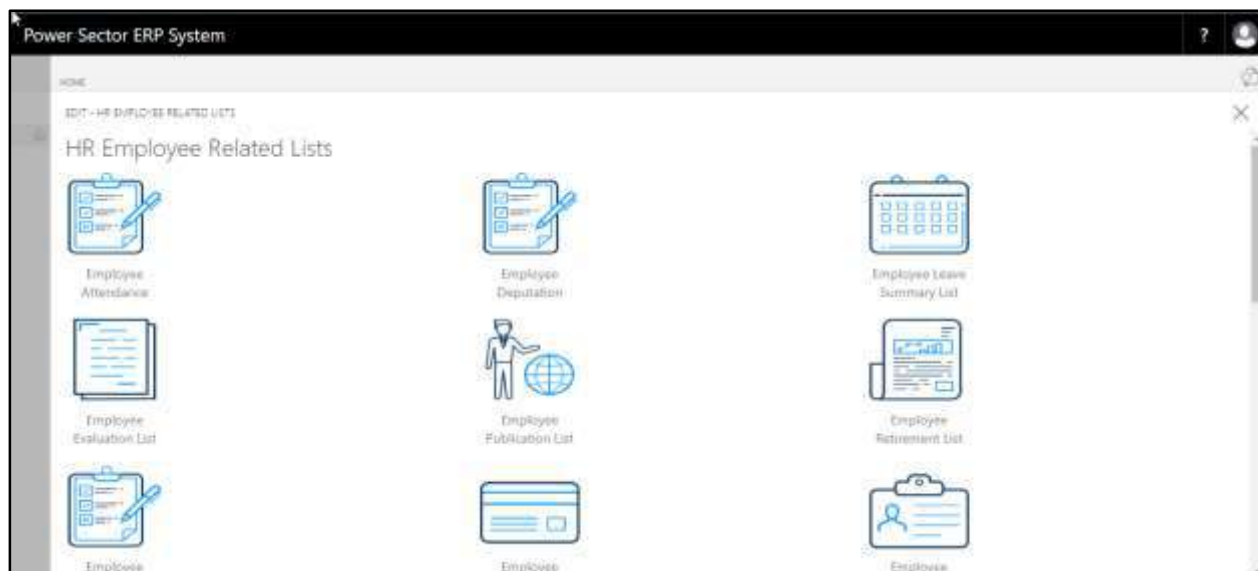
The following **HR Landing Page** will be appeared.



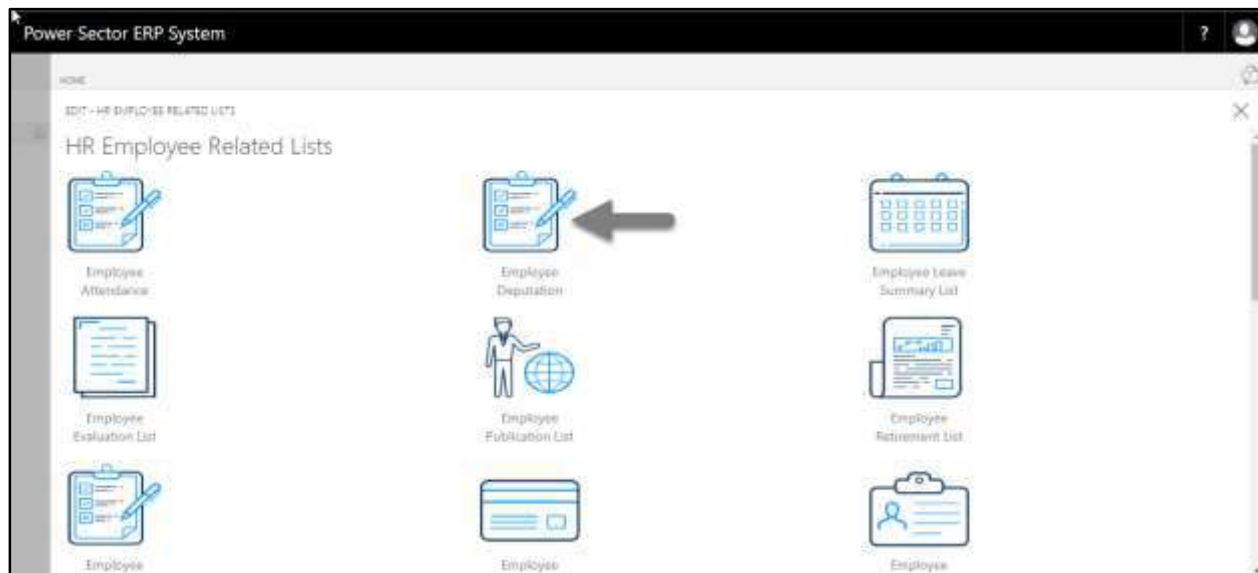
C. Choose the **"Employee Related List"** in the HR Landing Page.



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



D. Choose the **"Employee Deputation"** icon.



The following page will be appeared.



E. Choose the **"InterOffice Deputation"** to proceed.



The Following **Inter Office Deputation Entry** page will be appeared.

Employee ID	Employee Name	Occupied Office Name	Occupied Designation Name	Occupied Grade	Deputed Office	Deputed Office Name
200001001	Md. Abdul Hannun Sarkar	Rajshahi Power Plant	Deputy General Manager	GR004	140	Office of Deputy General Manager

Employee ID	Deputed Grade	Deputed Step	Type	Salary Structure	Salary Withdrawal	Order Date	Joining Date	Deputation Start Date	Deputation End Date	Status
200001001	GR004	STEP001	Deputation	Occupied Org	Deputed Org	02-04-20	02-04-20	02-04-20	02-04-20	Ongoing

F. Provide below information to **End the Deputation** and Back employee to his office.


- **Deputation End Date: 03-04-20**

Employee ID	Deputed Grade	Deputed Step	Type	Salary Structure	Salary Withdrawal	Order Date	Joining Date	Deputation Start Date	Deputation End Date	Status
200001001	GR004	STEP001	Deputation	Occupied Org	Deputed Org	02-04-20	02-04-20	02-04-20	02-04-20	Ongoing

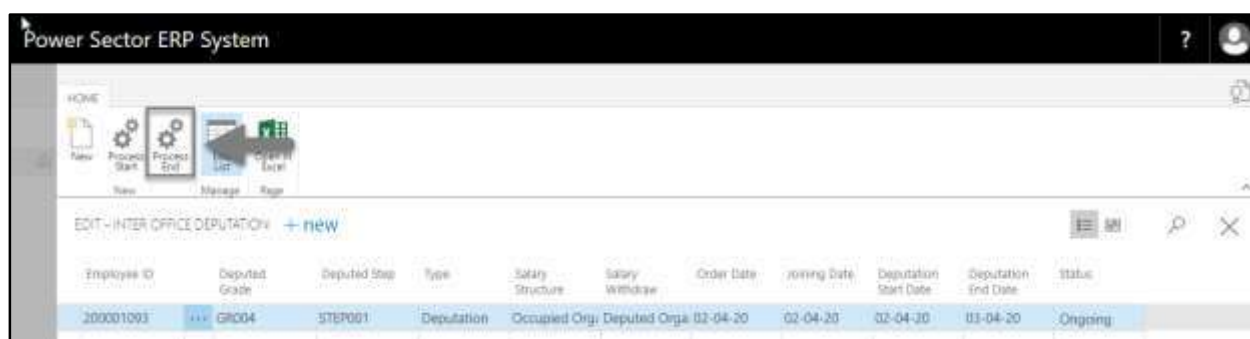
The screen will look like below.



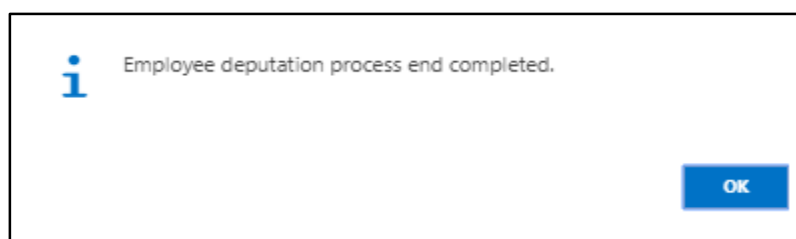
### TIPS

You can search employee, by clicking on the  icon.

G. Choose the **Process End** icon to end the deputation period.



The following Pop Up will be appeared.



H. Choose the **OK** Icon.



## HR-605 How to: Process Deputation/Attachment - Inter Organization

### Introduction

This process demonstrates how to depute or attach individual / Multiple employees from one organization to other within the Power Division.

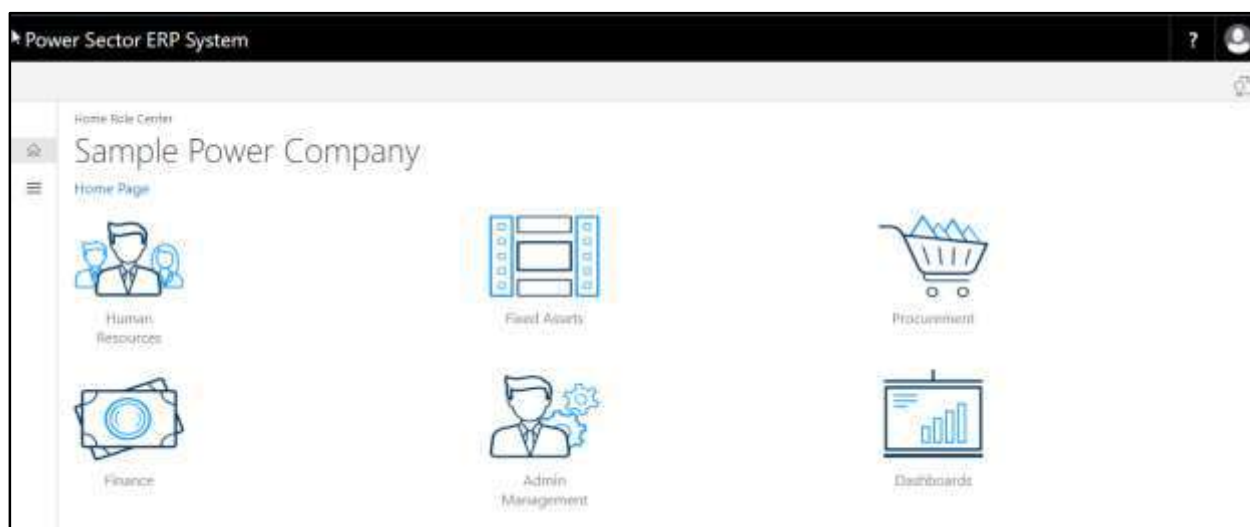
### Role

- Module Admin

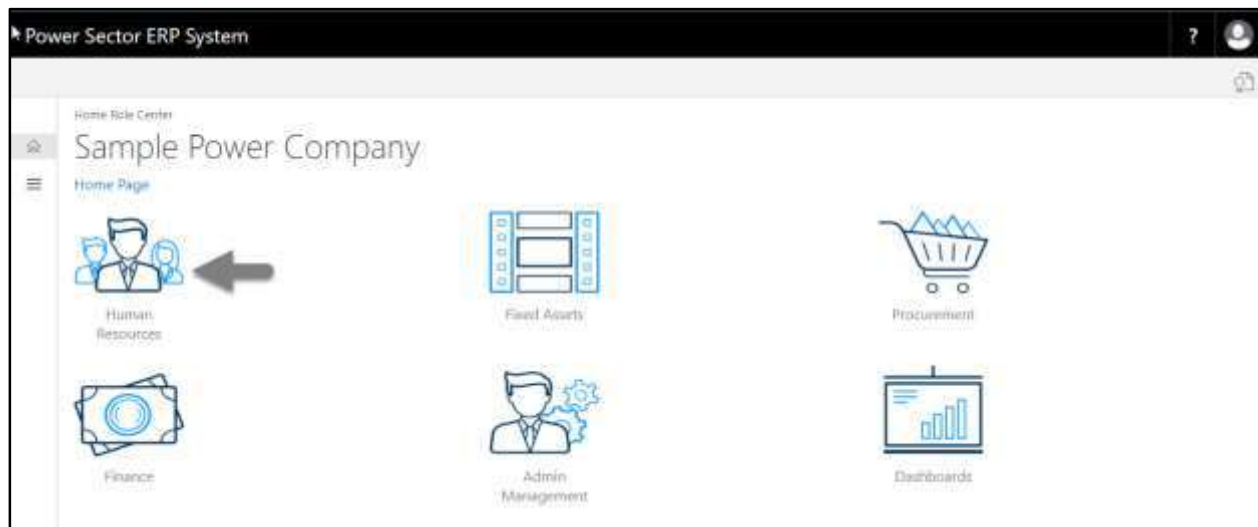
### Depute/Attach Employee to the New Organization

To Initiate a deputation/attachment process, follow the steps described below.

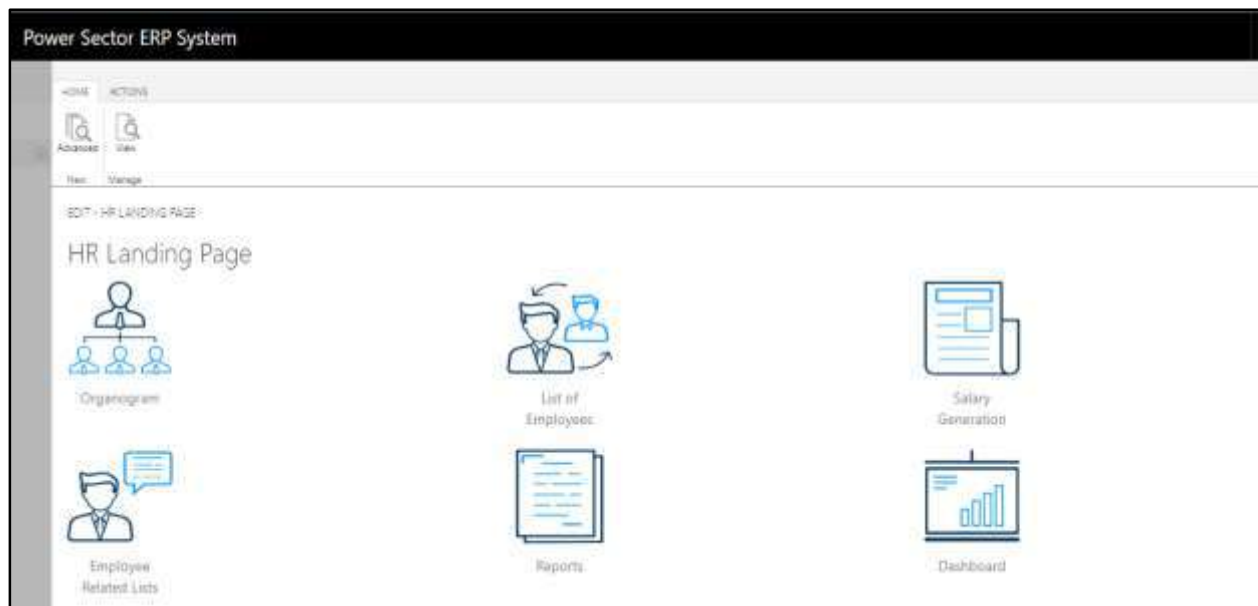
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



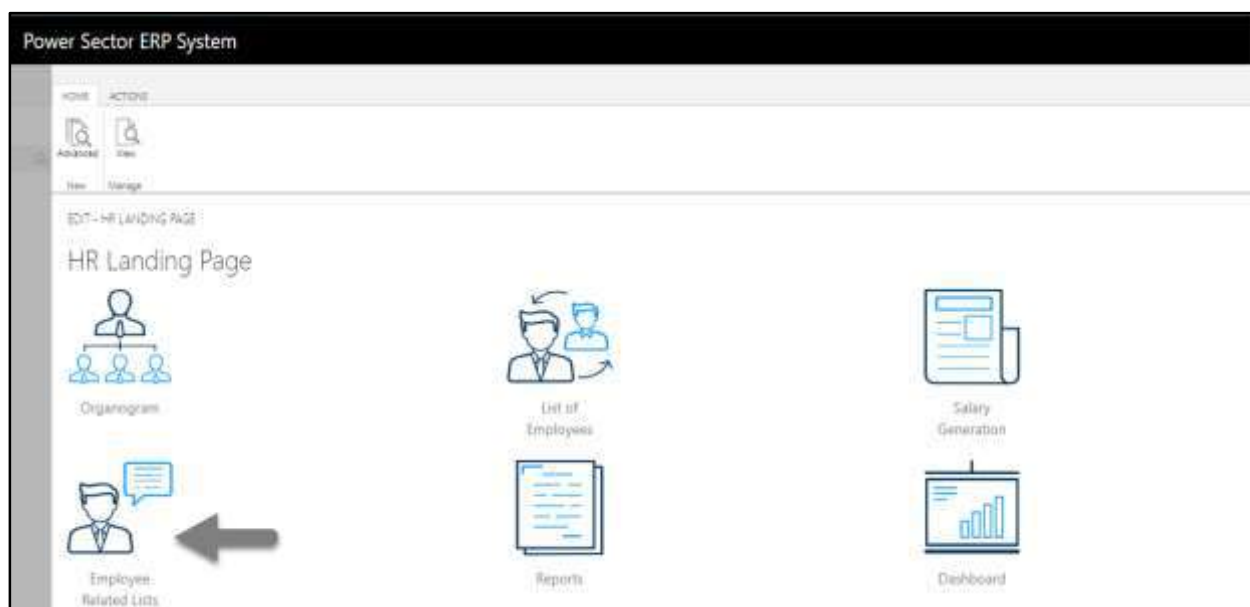
B. Choose the **"Human Resources"** icon.



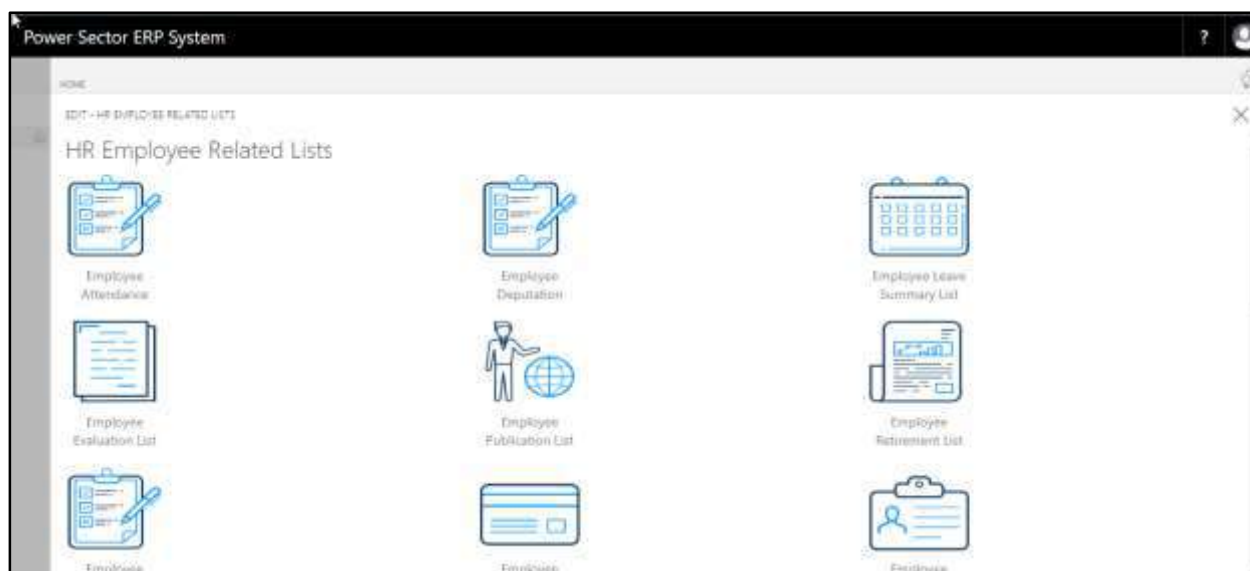
The following **HR Landing Page** will be appeared.



C. Choose the **"Employee Related List"** in the HR Landing Page.

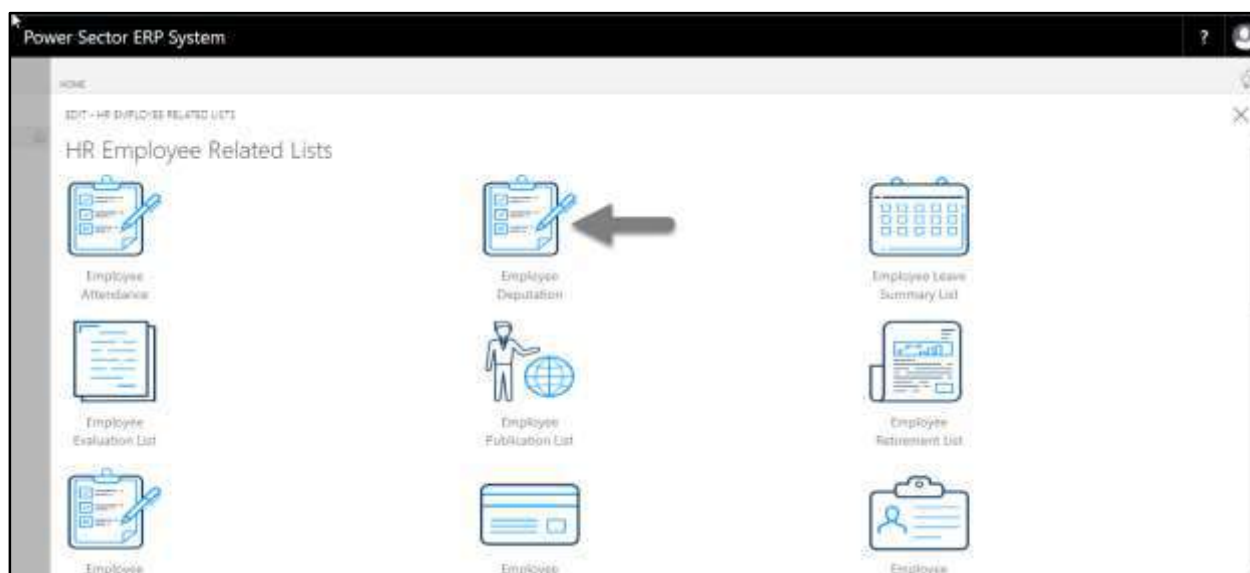


The following **Employee List** page will be appeared.





D. Choose the **“Employee Deputation”** icon.



The following page will be appeared.



E. Choose the **“Inter Organization Deputation”** to proceed.



The Following **Inter Organization Deputation/attachment** entry page will be appeared.

The first two screenshots show the initial state of the 'EDIT - EMPLOYEE DEPUTATION LIST PAGE'. The interface includes a top navigation bar with 'Power Sector ERP System' and a user icon. Below this is a toolbar with icons for 'New', 'Process Start', 'Process End', 'List', and 'Open in Excel'. The main area contains a table with columns: 'Employee ID', 'Employee Name', 'Occupied Organization', 'Occupied Office Name', 'Occupied Designation Name', 'Occupied Grade', 'Deputed Organization', and 'Deputed Office'. A '+ new' button is visible next to the table header.


The third screenshot shows the same page after data entry. The table now contains a single row with the following values: 'Employee ID' (200001019), 'Employee Name' (BREB), 'Occupied Organization' (BREB), 'Occupied Office Name' (BREB), 'Occupied Designation Name' (BREB), 'Occupied Grade' (BREB), 'Deputed Organization' (BREB), and 'Deputed Office' (BREB). The '+ new' button is still present.

F. Provide below information to proceed with the Deputation/Attachment process successfully.

1. Choose the **Employee ID** from the dropdown by clicking on  button.
  - **Employee ID: 200001019**
2. Choose **Deputed Organization** from the dropdown by clicking on  button.
  - **Deputed Organization: BREB**
3. Choose **Deputed Office** from the dropdown by clicking on  button.


- **Deputed Office: 002**

**Deputed Office Name** will populate by the system.


4. Choose **Deputed Designation** from the dropdown by clicking on  button.

- **Deputed Designation: 260**


**Deputed Designation Name** will populate by the system.

5. Choose **Deputed Grade** from the dropdown by clicking on  button.


- **Deputed Grade: GR004**

6. Choose **Deputed Step** from the dropdown by clicking on  button.


- **Deputed Step: STEP001**

7. Choose **Type** from the dropdown by clicking on  button to select Deputation/Attachment.

- **Type: Deputation**

8. Choose the **Salary Structure** from the dropdown by clicking on  button.


- **Salary Structure: Occupied Organization**

9. Choose the **Salary Withdraw** from the dropdown by clicking on  button.


- **Salary Structure: Deputed Organization**

10. Choose **Order Date** from the dropdown by clicking on  button.

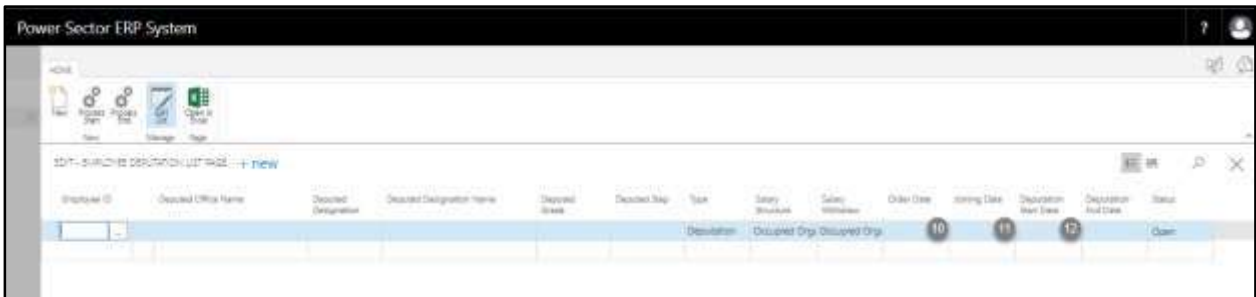
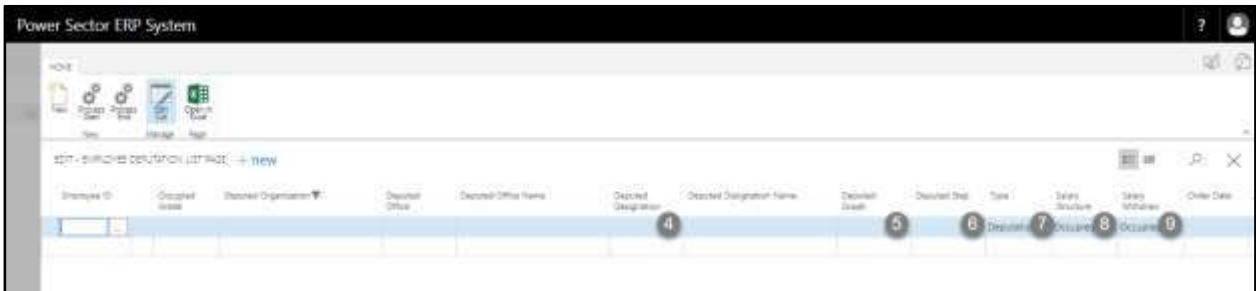
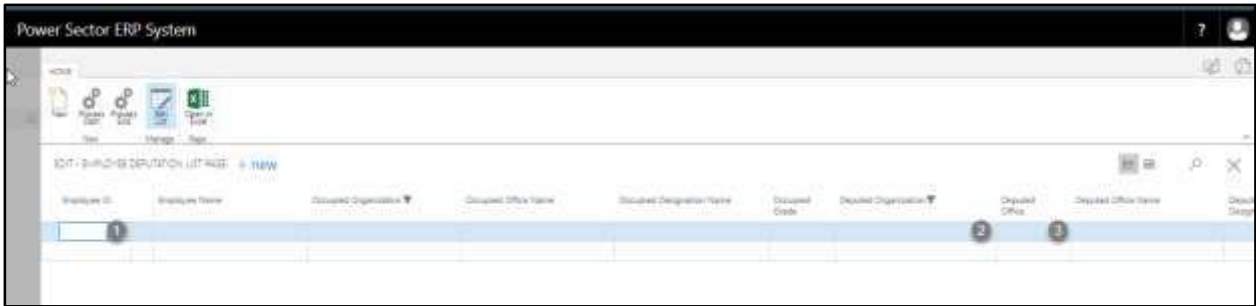
- **Order Date: 02-04-20**

11. Choose **Joining Date** from the dropdown by clicking on  button.

- **Joining Date: 02-04-20**

12. Choose **Deputation Start Date** from the dropdown by clicking on  button.

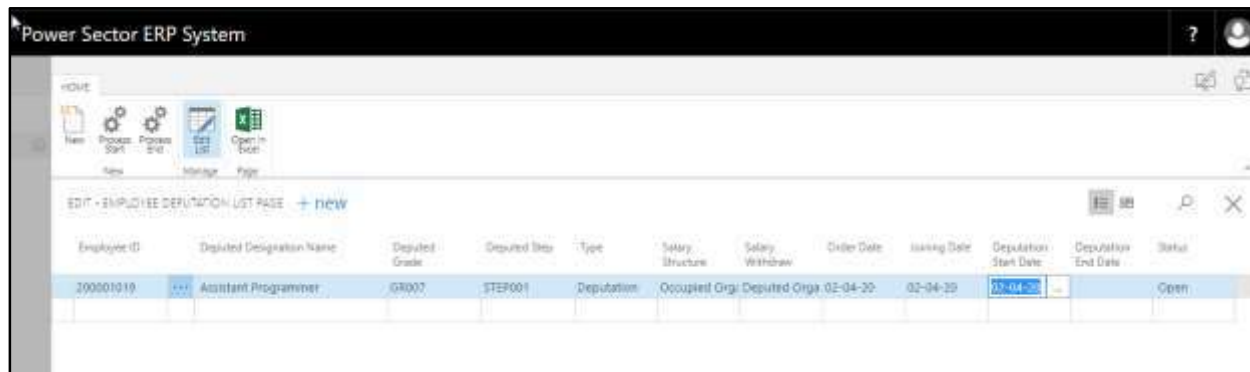
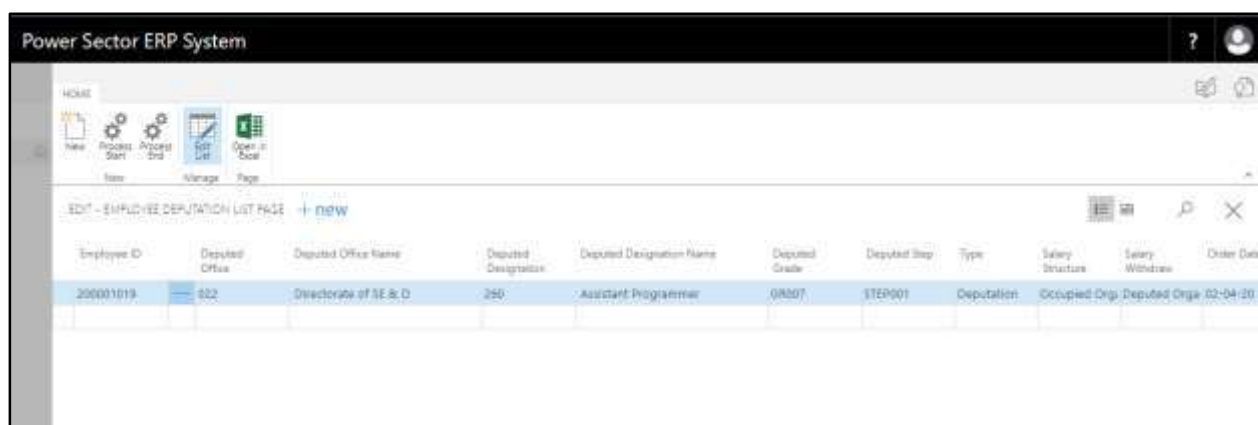
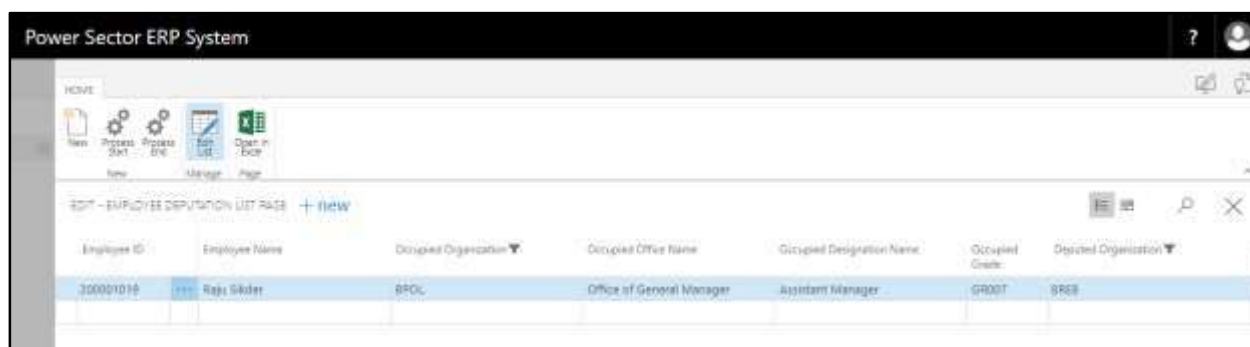
- **Deputation Start Date: 02-04-20**



**Note**  
To Attach an employee, choose Attachment in the **Type** field as pointed as the number 6.

**IMPORTANT**  
The employee to be deputed, has to be assigned an Organogram Code

The screen will look like as below



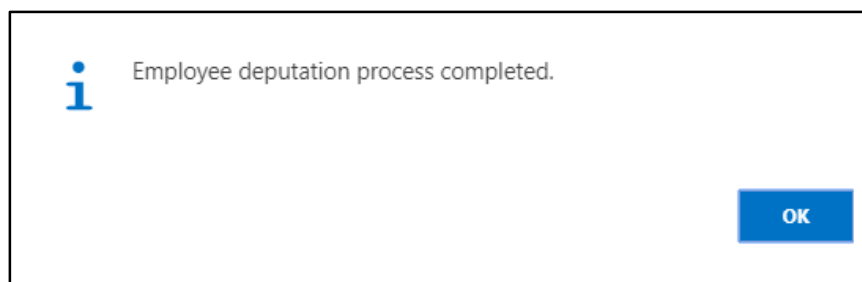
### TIPS

To Depute/Attach multiple employee use next line and follow the step 1 to 11.

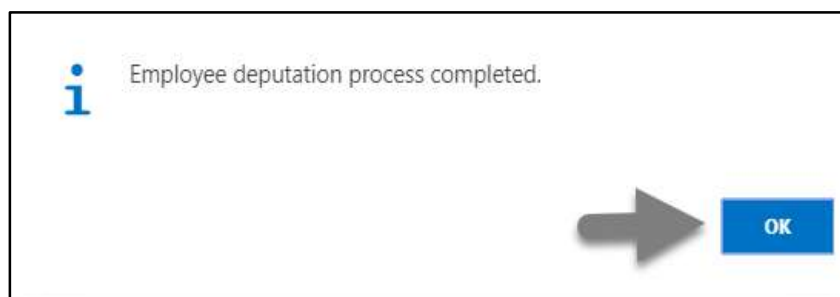
G. Choose the **"Process Start"** icon.



The following pop up will be appeared.



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



### NOTE

Deputation/Attachment start date does have impact on salary.

## HR-606 How to: End Deputation/Attachment Period – Inter Organization

### Introduction

This process demonstrates how to end an employee's deputation or attachment period and back him/her to previous organization.

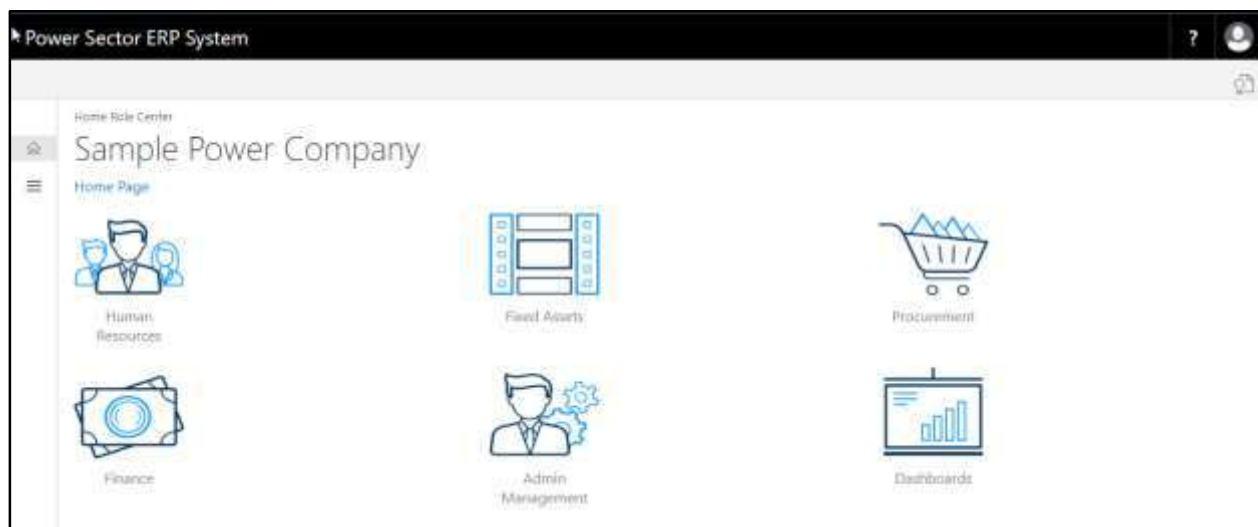
### Role

- Module Admin

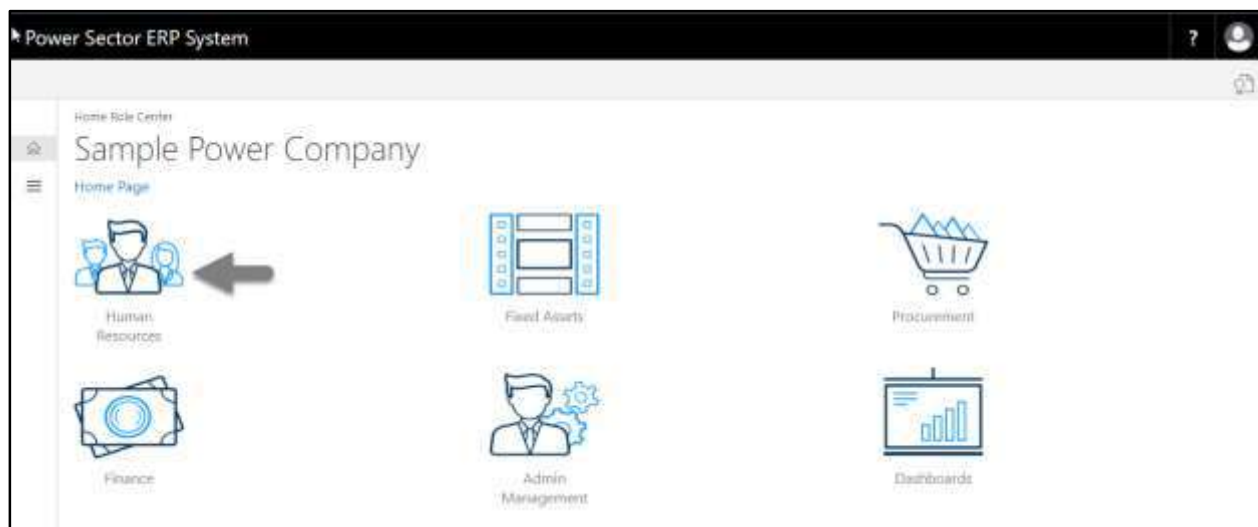
### End Deputation/Attachment Period and Back Employee to previous Organization

To End the Deputation/Attachment period and Back Employee to the previous organization, follow the steps described below.

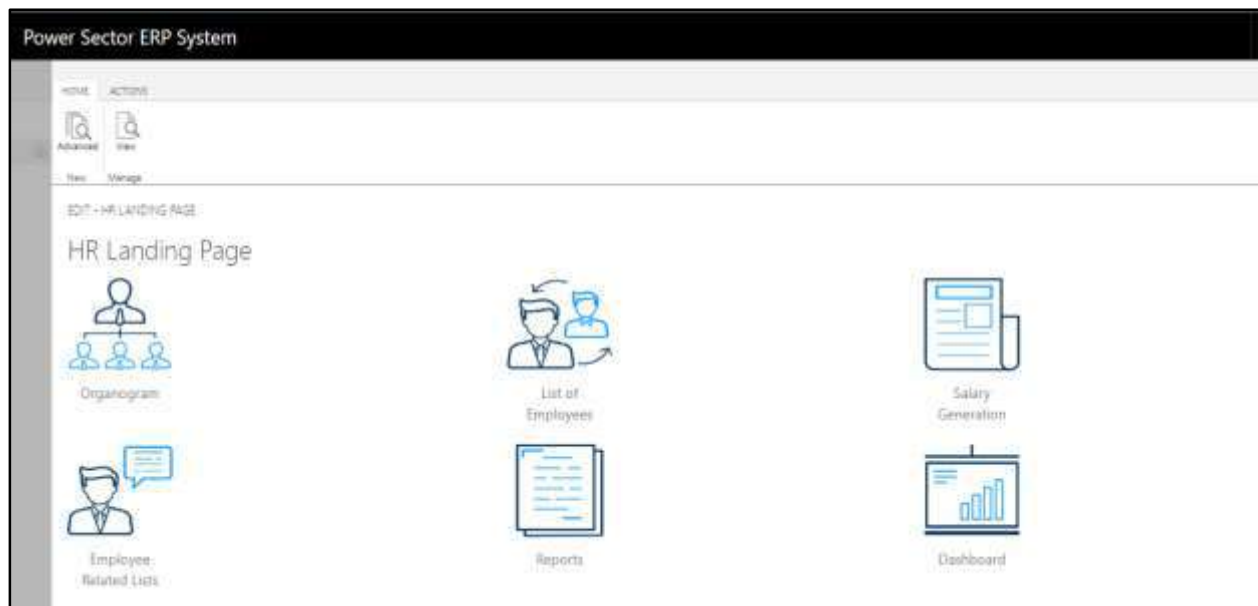
- A. Log in with your respective **HR User credentials**. ERP Landing Page, as below, will be appear on successful login.



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

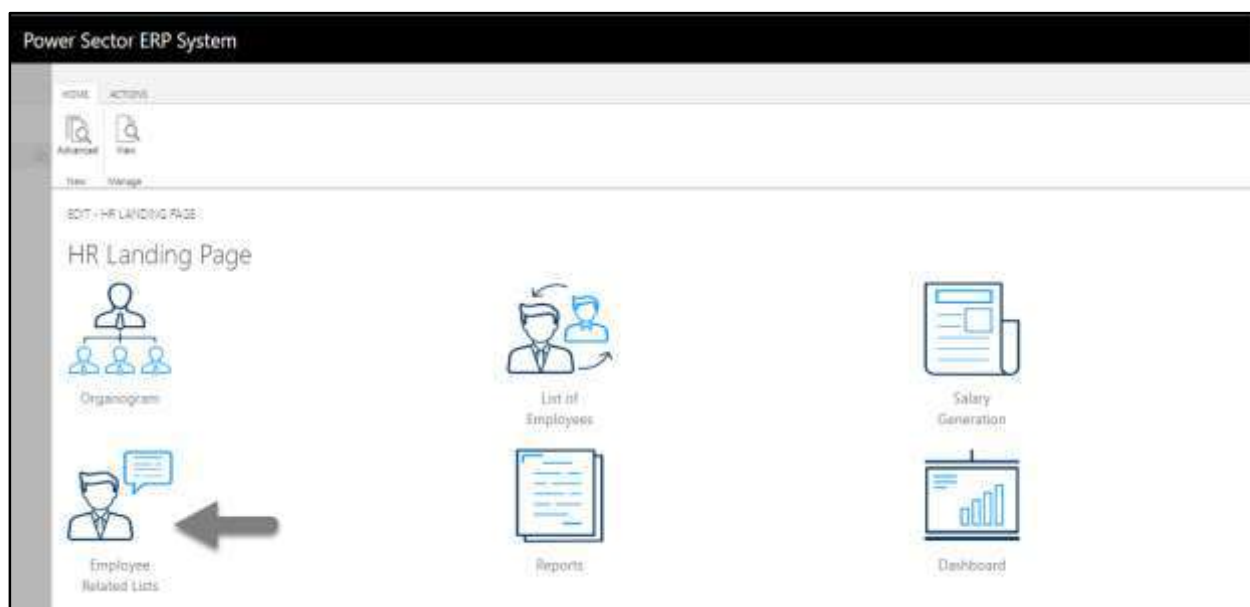


The following **HR Landing Page** will be appeared.

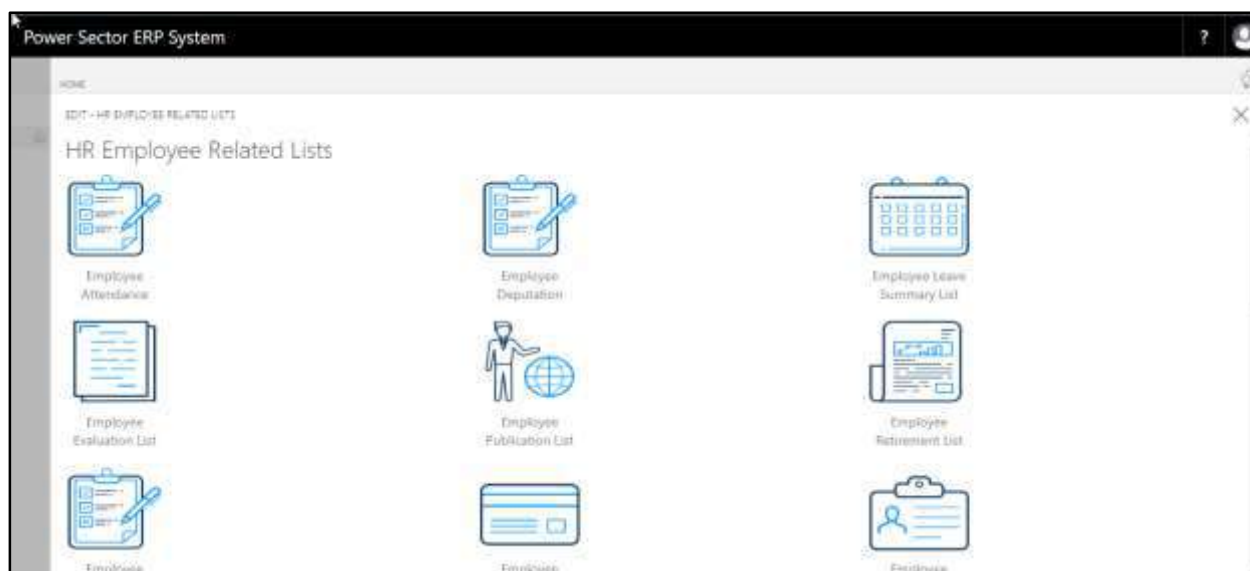




C. Choose the **"Employee Related List"** in the HR Landing Page.



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



D. Choose the “**Employee Deputation**” icon.



The following page will be appeared.



E. Choose the “**Inter Organization Deputation**” to proceed.



The Following **Inter Organization Deputation** entry page will be appeared.

Power Sector ERP System

HOME


New Process Start Process End Edit List Open in Excel


EDIT - EMPLOYEE DEPUTATION LIST PAGE + new


Employee ID	Employee Name	Deputed Organization	Deputed Office Name	Deputed Designation Name	Deputed Grade	Deputed Organization
300001019	Raja Sikder	BPOL	Office of General Manager	Assistant Manager	GR007	BR02


Power Sector ERP System


HOME

New

Process Start

Process End

Edit List

Open in Excel


Home Manage Page


EDIT - EMPLOYEE DEPUTATION LIST PAGE [+ new](#)


Employee ID	Deputed Office	Deputed Office Name	Deputed Designation	Deputed Designation Name	Deputed Grade	Deputed Step	Type	Salary Structure	Salary Withdraw	Order Date
200001019	622	Directorate of IE & D	250	Assistant Programmer	GR007	STEP001	Deputation	Occupied Org: Deputed Org	02-04-20	


Power Sector ERP System


HOME

 Home

 Process Start

 Process End

 Edit List

 Open in Excel

Home



Process Start



Process End

Edit List

Open in Excel

EDIT - EMPLOYEE DEPUTATION LIST PAGE + NEW

Employee ID	Deputed Designation Name	Deputed Grade	Deputed Step	Type	Salary Structure	Salary Withdraw	Order Date	Joining Date	Deputation Start Date	Deputation End Date	Status
200001019	Assistant Programmer	GR007	STEP001	Deputation	Occupied Org: Deputed Org	02-04-20	02-04-20	03-04-20			Open

F. Provide below information to **End the Deputation** and Back employee to his office.

- **Deputation End Date: 03-04-20**

Power Sector ERP System

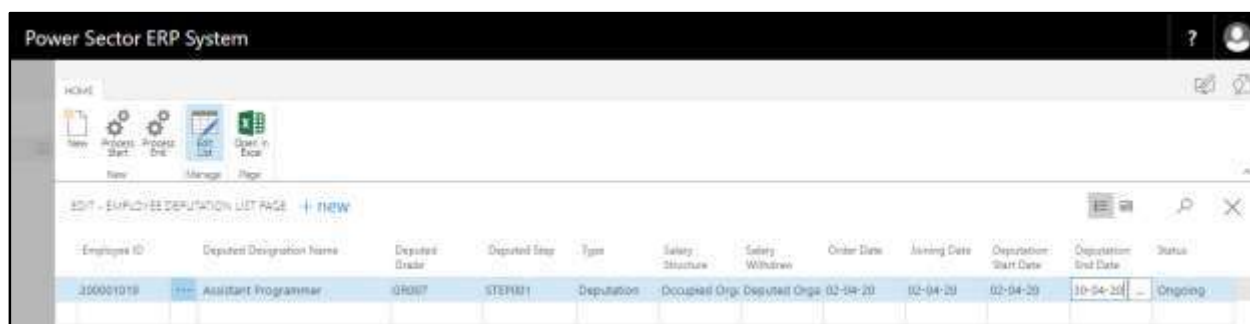
HOME

New Process Start Process End Edit List Open in Excel


EDIT - EMPLOYEE DEPUTATION LIST PAGE + new

Employee ID	Deputed Designation Name	Deputed Grade	Deputed Step	Type	Salary Structure	Salary Withdraw	Order Date	Joining Date	Deputation Start Date	Deputation End Date	Status
300001019	Assistant Programmer	GR007	STEP001	Deputation	Occupied Org: Deputed Org	02-04-20	02-04-20	02-04-20	03-04-20	1	Ongoing

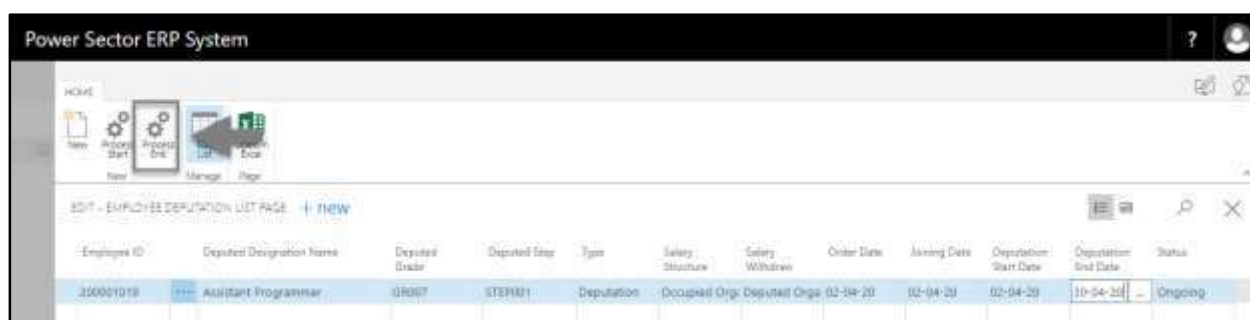
The screen will look like below.



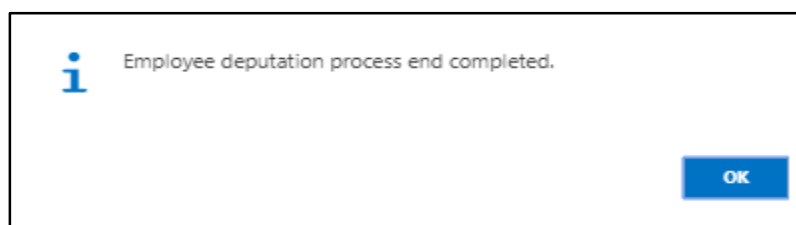
### TIPS

You can search employee, by clicking on the  icon.

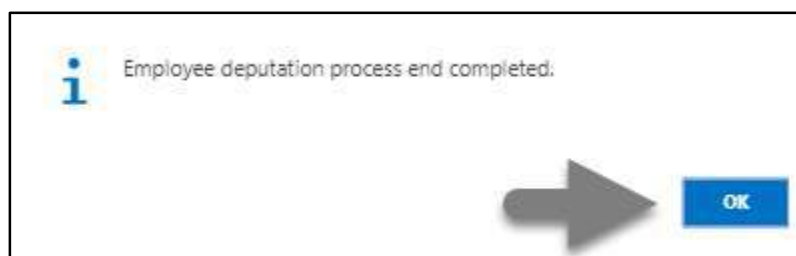
G. Choose the **Process End** icon to end the deputation period.



The following Pop Up will be appeared.



H. Choose the **OK** Icon.



## HR-607 How to: Disciplinary Action for an Employee

### Introduction

This process demonstrates how to proceed with Disciplinary Actions for an employee.

The Disciplinary Action process of an employee is divided into 2 phases -

- HR-607.1 Initiate the disciplinary action process by module User.
- HR-607.2 Approve or Reject initiated actions by module Admin.

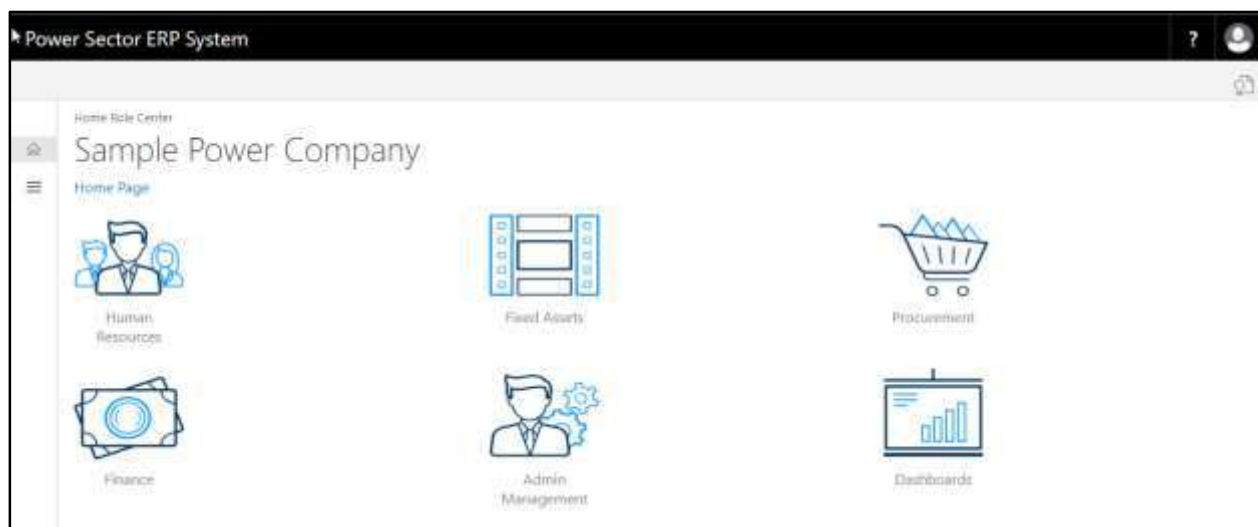
### Roles

- Module User
- Module Admin

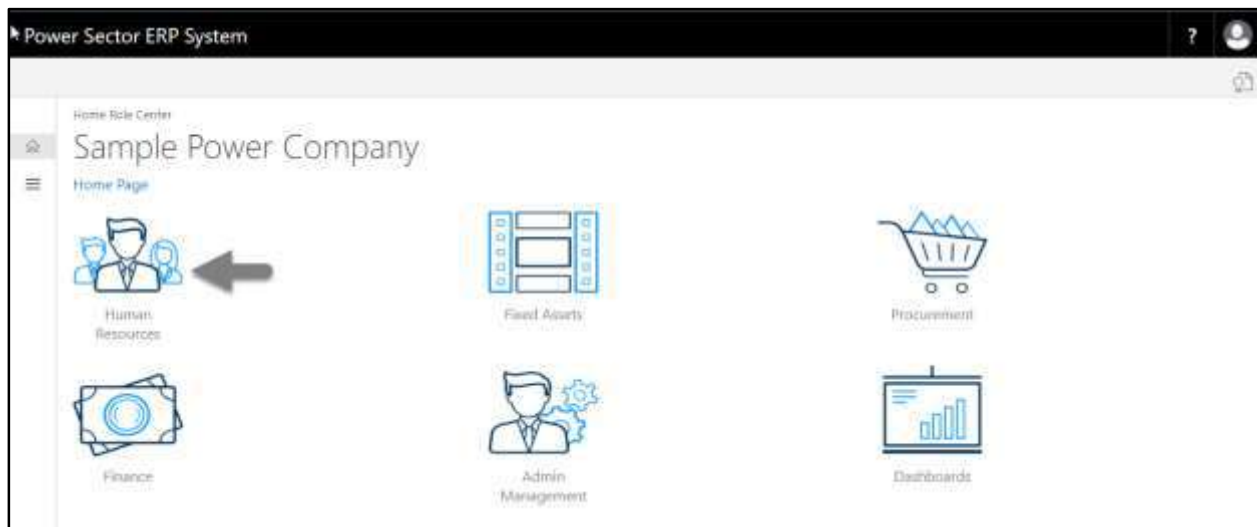
### HR-607.1 Initiate Disciplinary Action by HR User

To initiate a disciplinary action for an individual, follow the steps described below.

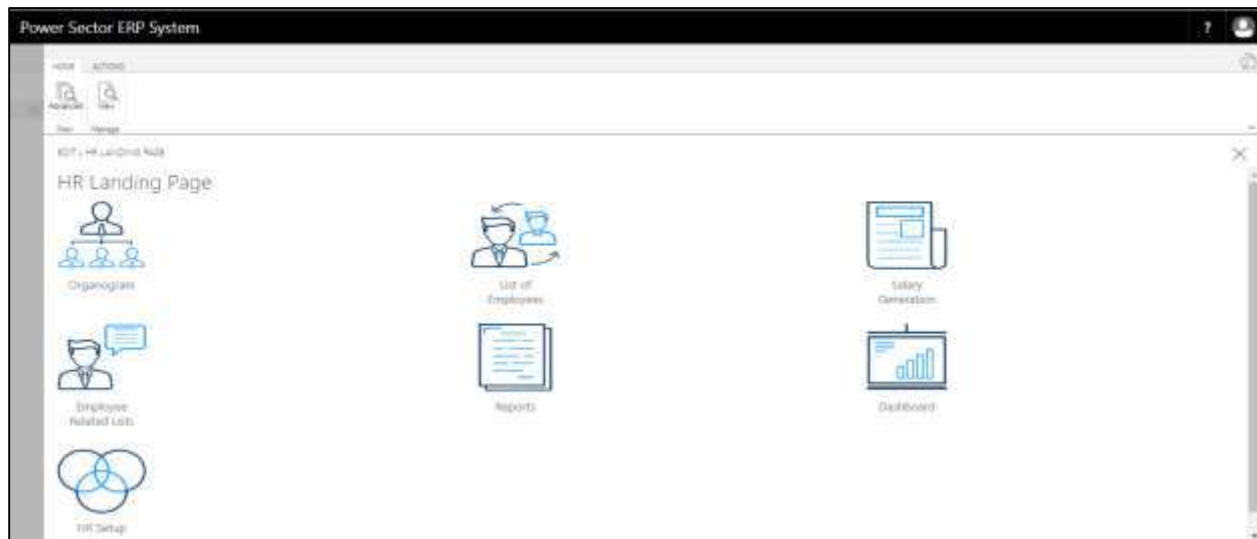
- A. Log in with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



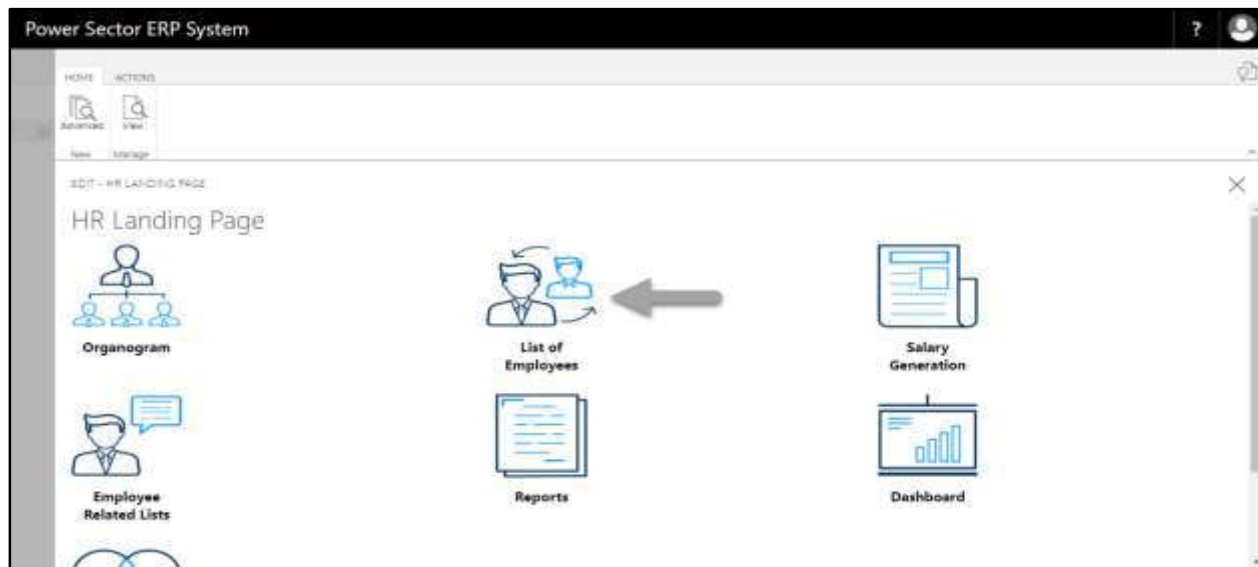
B. Choose the “**Human Resources**” icon.



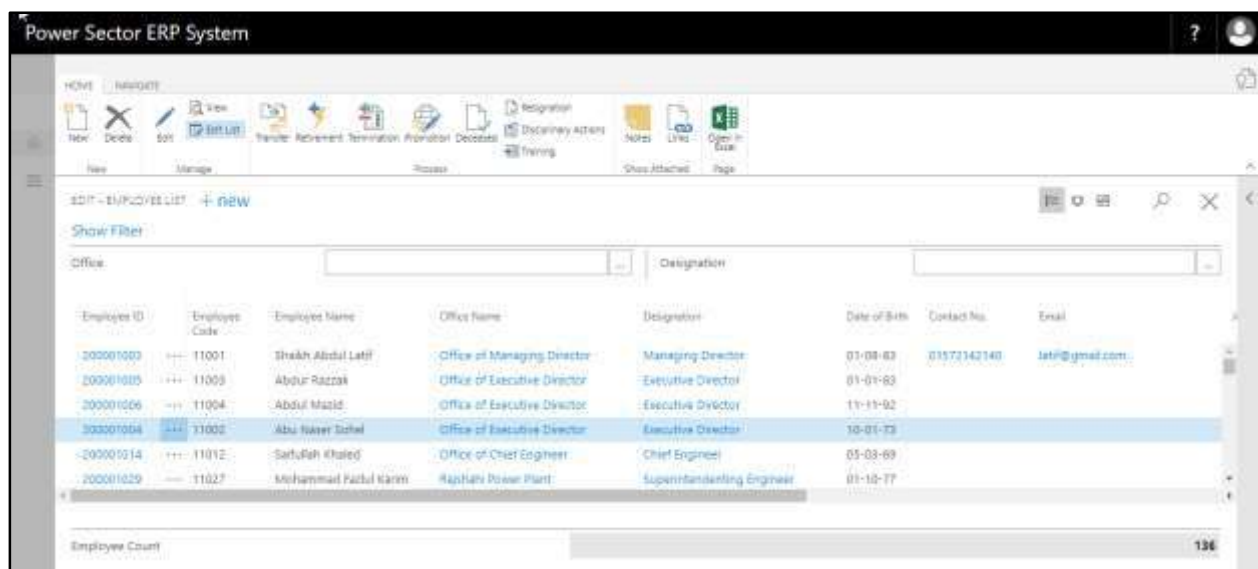
The following **HR Landing Page** will be appeared.



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

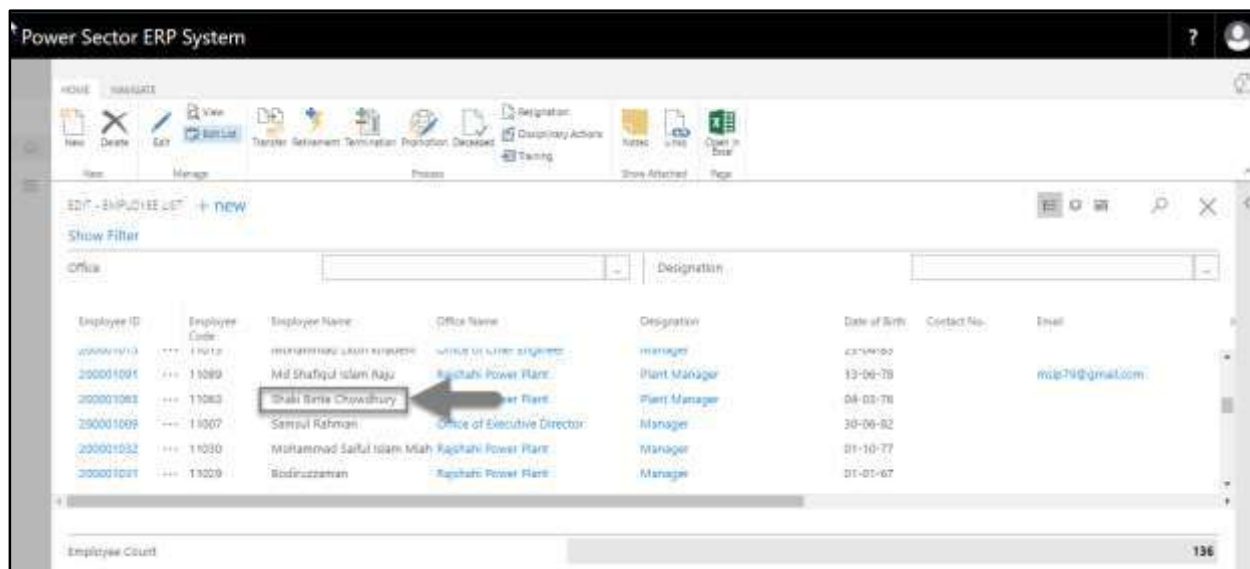


The following **Employee List** page will be appeared.




D. Choose an employee by click on **"Employee Name"**.

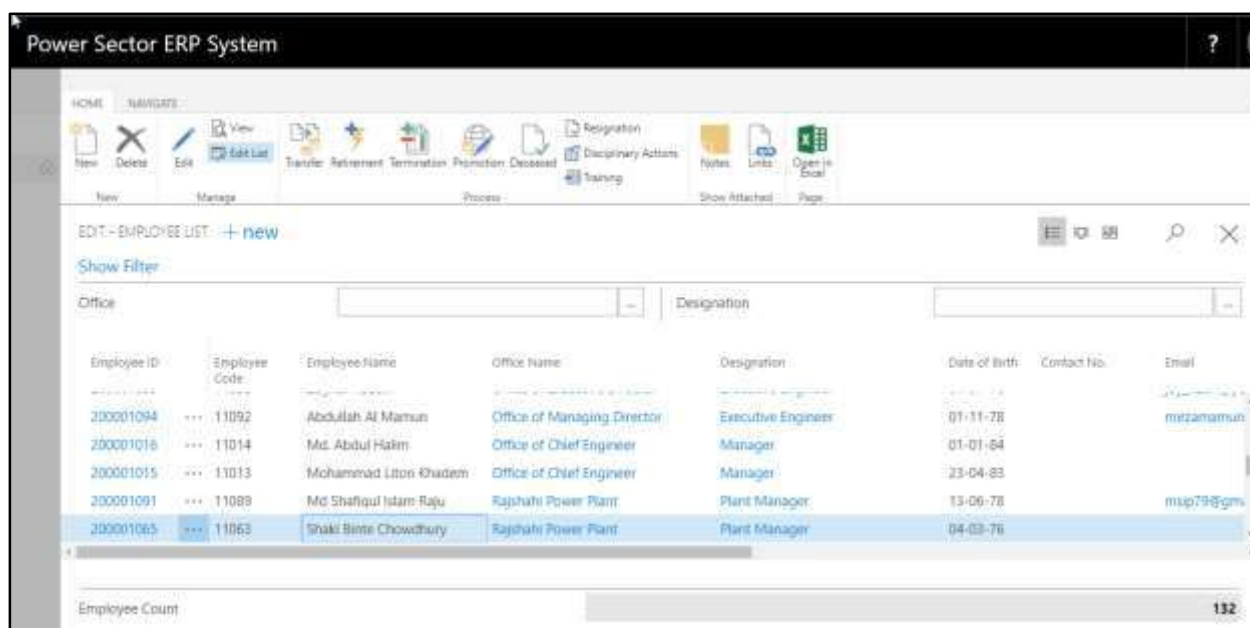
- **Employee Name: Shaki Binte Chowdhury**



### TIPS

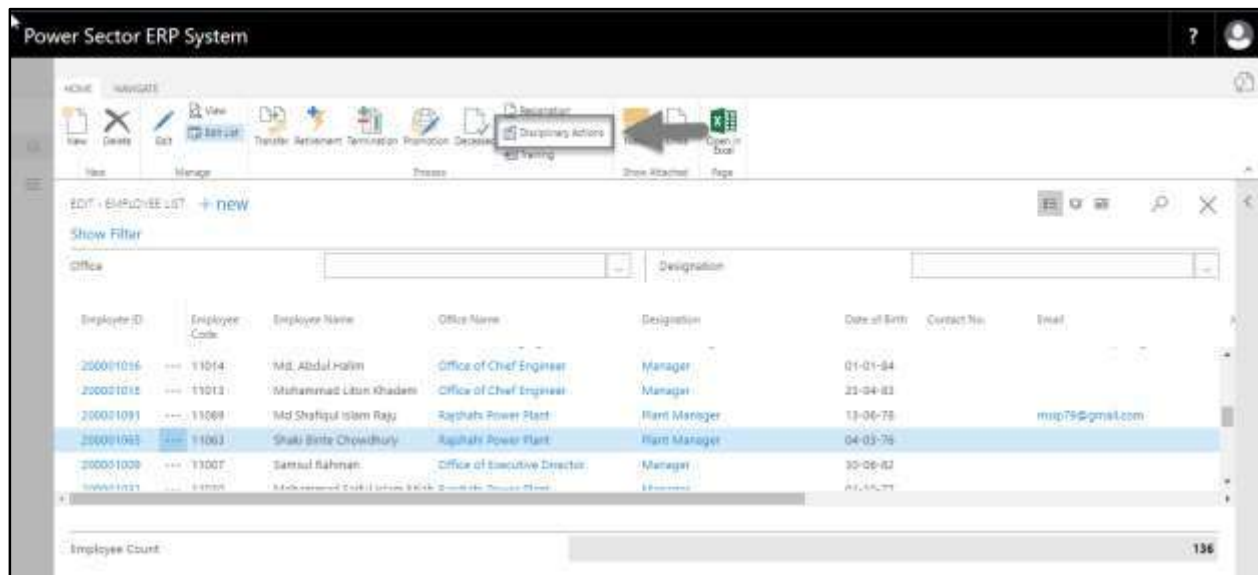
You can search employee by clicking the  icon and enter employee name or ID.

The following page will be appeared.

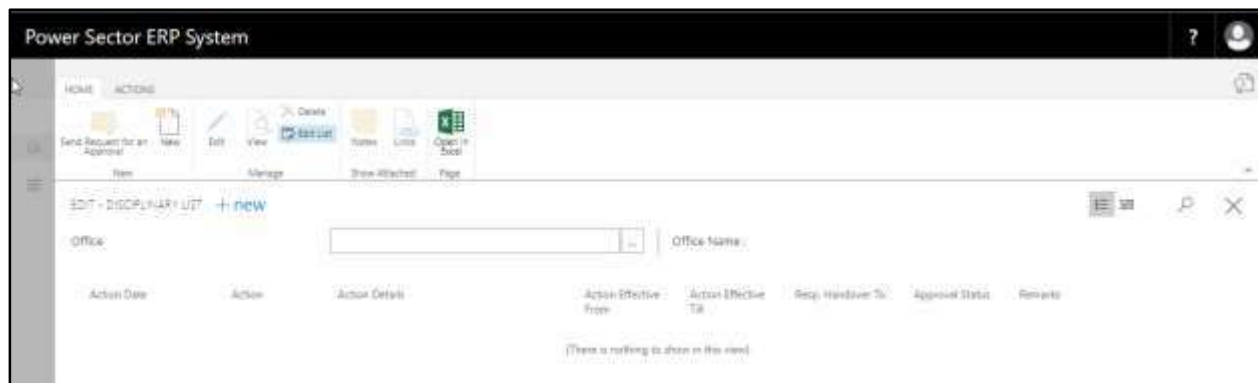




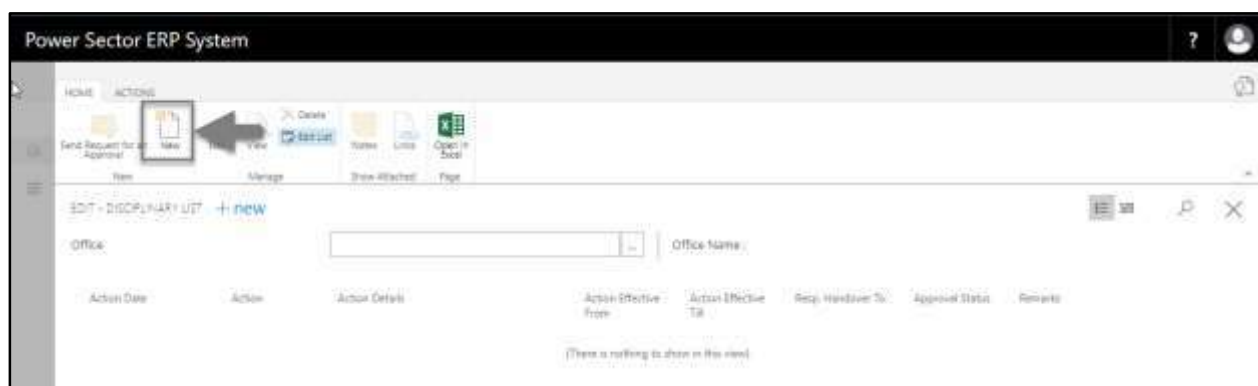
E. Choose the **"Disciplinary"** icon on the Employee List page, as indicated in the figure below.



The Following **Disciplinary Actions** entry page will be appeared.




F. Choose the **New** icon to proceed further actions.



The following **Disciplinary Action** page will be appeared.


The screenshot shows the 'NEW - DISCIPLINARY CARD' form in the 'Power Sector ERP System'. The form is divided into several sections. The 'General' section is active, showing fields for Employee ID (200001065), Employee Name (Shakti Banta Chowdhury), Action Date (a dropdown menu), Action (a dropdown menu), and Action Details (a text area). To the right, there are fields for Action Effective From, Action Effective Till, Resp. Handover To, and Remarks. The form has a sidebar with 'HOME' and 'MANAGE' buttons, and a top bar with 'Power Sector ERP System' and a user profile icon.

G. Provide the information mentioned below to proceed with the disciplinary actions process successfully.

4. Choose the **Actions Date** from the dropdown by clicking on  button.

- **Actions Date: 08-04-20**


**Employee ID and Employee Name** will be populated by the system.

3. Choose the **Actions** from the dropdown by click on  button.


- **Actions: Censure/Written Warning**

4. Provide **Actions Details**.

- **Action Details: Written Warning**

5. Choose the **Actions Effective From** the dropdown by clicking on  button.

- **Actions Effective From: 02-04-20**

6. Choose the **Actions Effective Till** the dropdown by clicking on  button.

- **Actions Effective Till: 09-04-20**

7. Choose the **Responsibility Handover to** from the dropdown by clicking on  button.

- **Responsibility Handover To: N/A**

8. Provide **Remarks**, If any.

- **Remarks: 1st Time**

Power Sector ERP System

HOME MANAGE

NEW - DISCIPLINARY CARD

200001065

General

Employee ID: 200001065

Employee Name: Shaki Binte Chowdhury

Action Date: [Field 1]

Action: [Field 2]

Action Details: [Field 3]

Action Effective From: [Field 4]

Action Effective Till: [Field 5]

Resp. Handover To: [Field 6]

Remarks: [Field 7]

The screen will look like as below.

Power Sector ERP System

HOME MANAGE

NEW - DISCIPLINARY CARD

200001065

General

Employee ID: 200001065

Employee Name: Shaki Binte Chowdhury

Action Date: 08-04-20

Action: Censure/ Written Warning

Action Details: Written Warning

Action Effective From: 02-04-20


Action Effective Till: 09-04-20

Resp. Handover To: [Field]

Remarks: Not True

### TIPS

You can take several types of disciplinary action by clicking  icon in the action field.

H. Choose the  icon to back to the previous page.

Power Sector ERP System

HOME MANAGE

NEW - DISCIPLINARY CARD

200001065

General

Employee ID: 200001065

Employee Name: Shaki Binte Chowdhury

Action Date: 08-04-20

Action: Censure/ Written Warning

Action Details: Written Warning

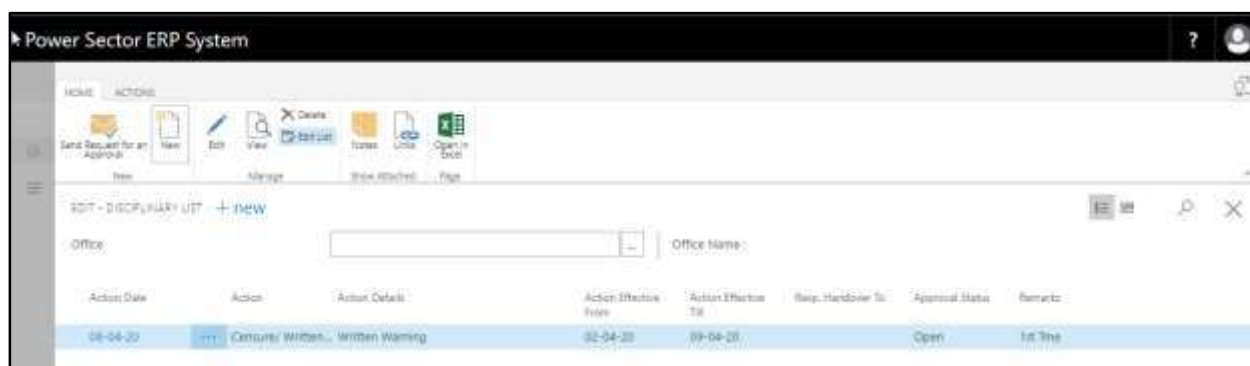
Action Effective From: 02-04-20

Action Effective Till: 09-04-20

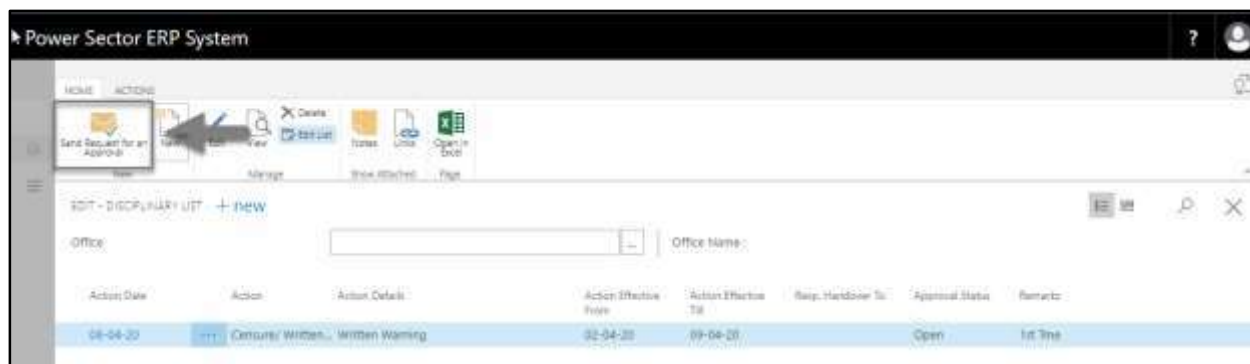
Resp. Handover To: [Field]

Remarks: Not True

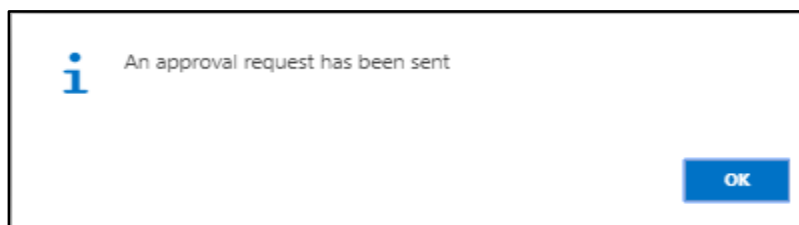
The following **Disciplinary Action list page** will be appeared.



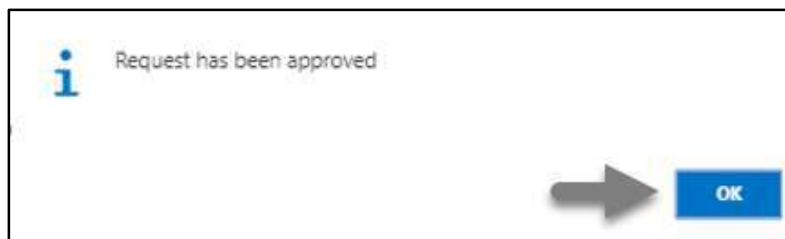
I. Choose the **“Send request for an Approval”** icon to proceed for approval.



The following pop up will be appeared as below.



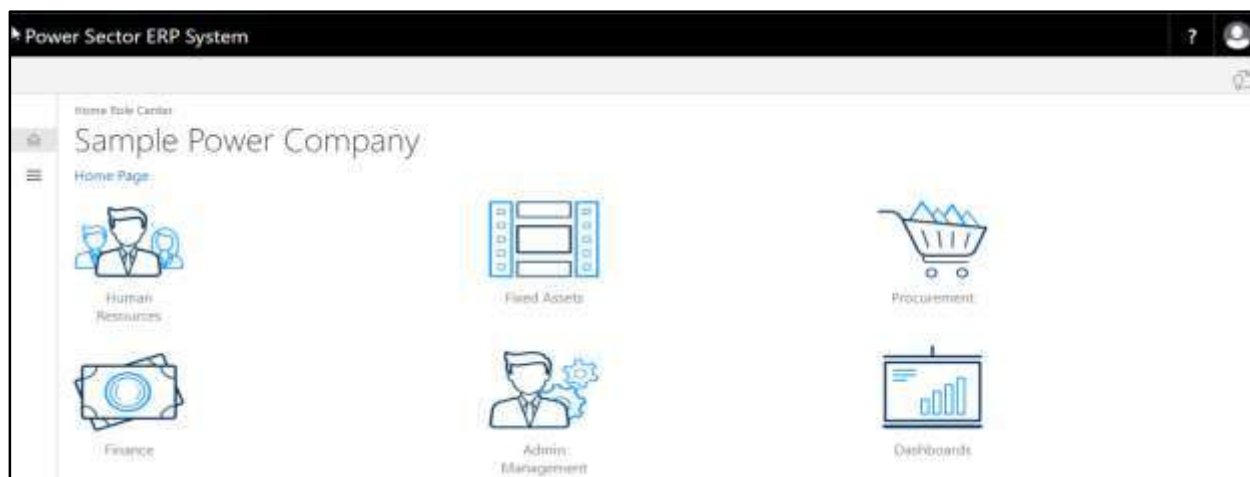
J. Choose the **"OK"** icon to save and close.



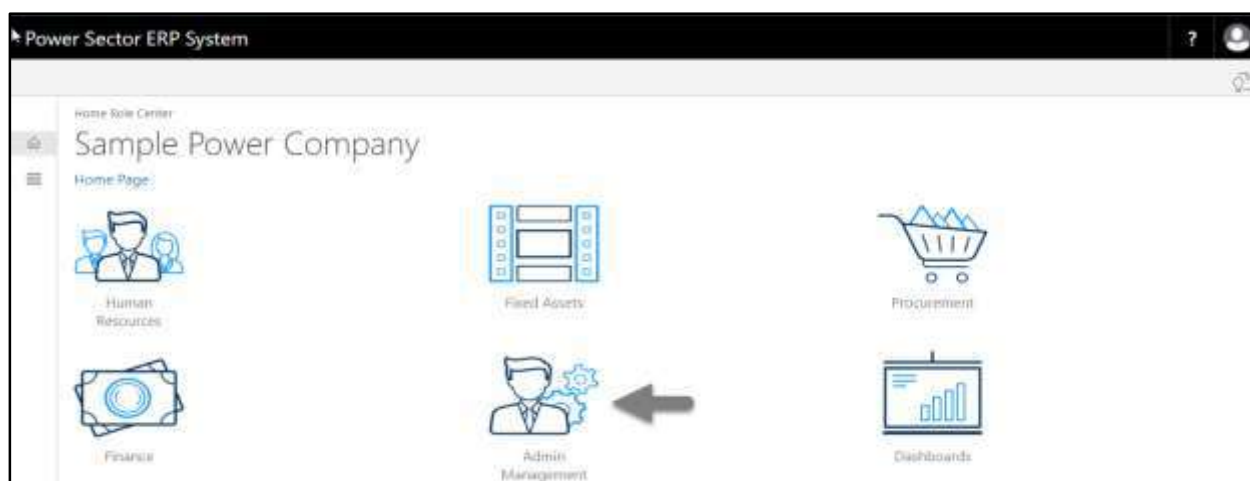
## HR-607.2 Approve or Reject initiated Disciplinary action

To Approve or Reject an initiated transfer action, follow the steps described below.

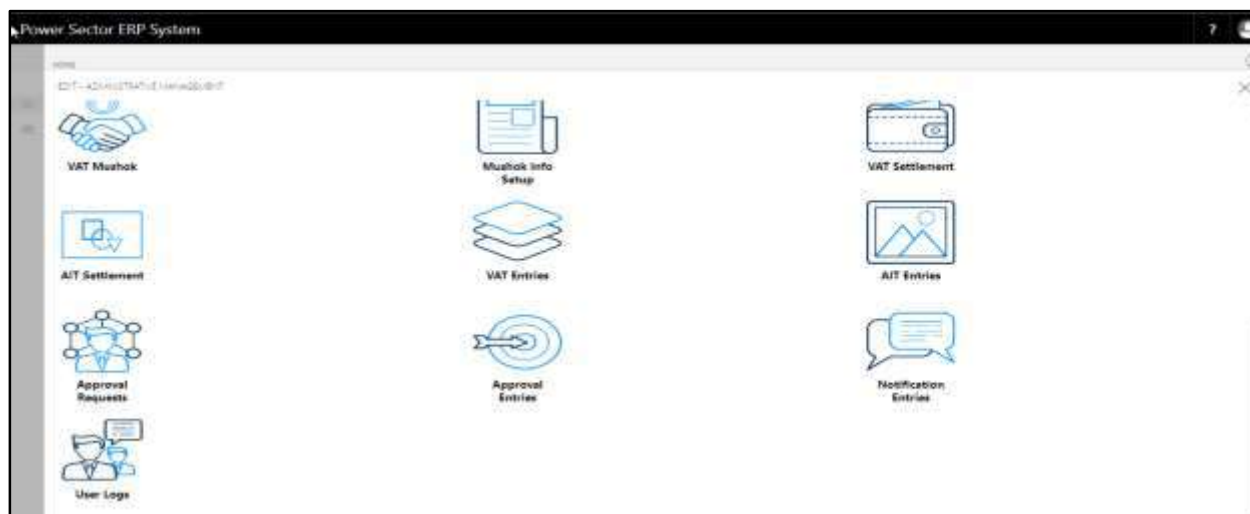
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



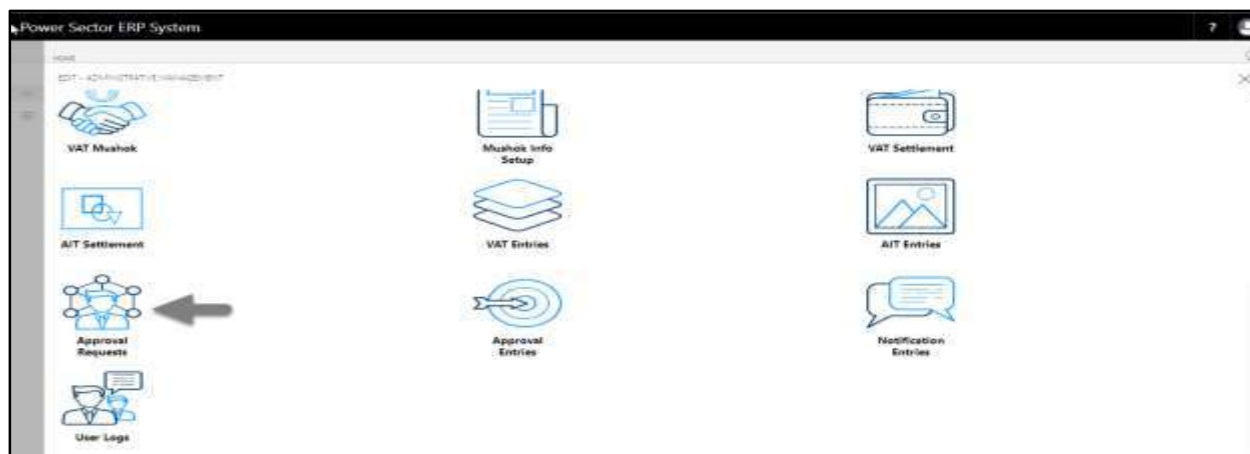
- B. Choose the **“Admin Management”** icon to open the administrative page.



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



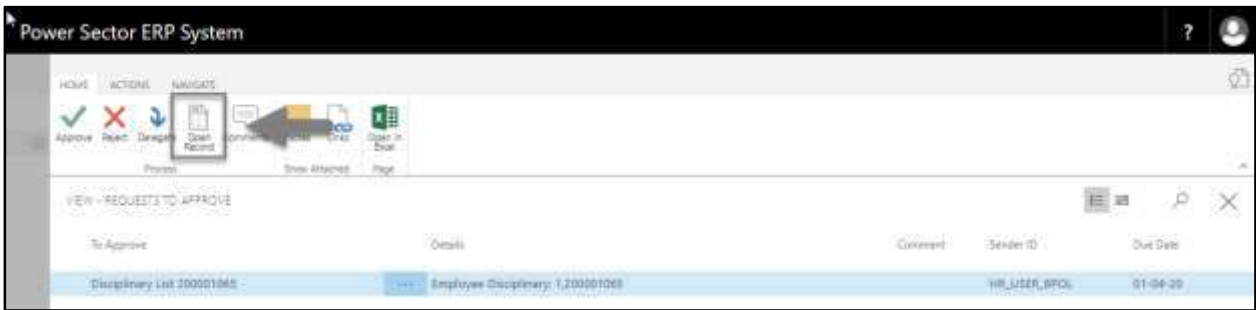
C. Choose the **"Approval Request"** icon to process initiated approval requests.



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



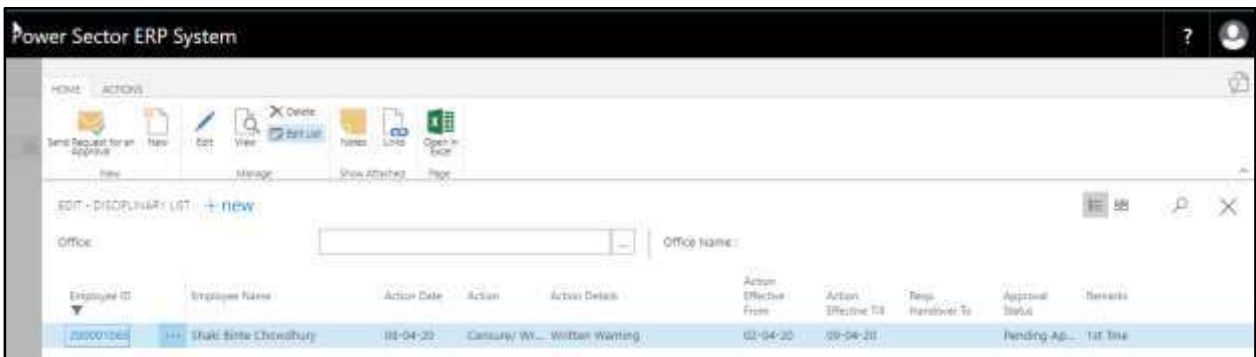
D. Select the initiated disciplinary action and choose the **“Open Record”** icon.



**TIPS**


You can choose initiated disciplinary process by clicking the line.

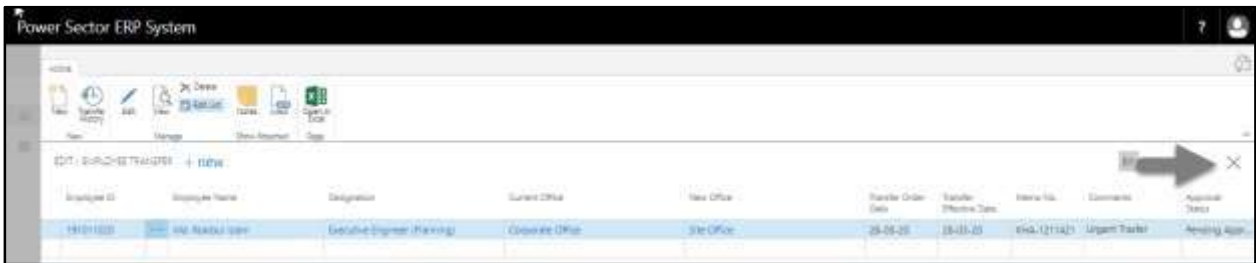
Detailed Employee Disciplinary Actions page will be appeared as below.



**TIPS**

You can drill down for more info by clicking employee ID.

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



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



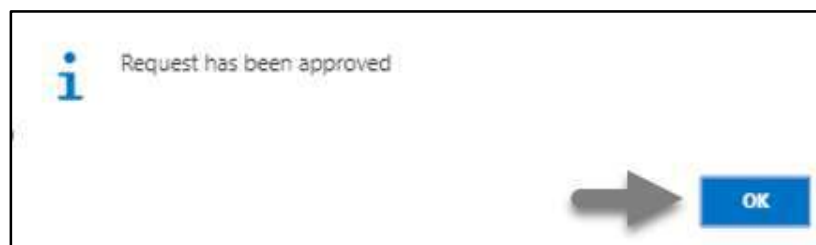
- F. Choose the **“Approve”** icon to approve the disciplinary action or select **“Reject”** (besides “Approve”) to reject.



The following pop- up will be appeared



- G. Choose the **OK** icon.





## HR-608 How to: Process Increment

### Introduction

This process demonstrates how to process salary increment for an employee or multiple employees.

The Salary increment process of an individual employee or multiple employees is divided into 3 phases -

- |          |  |
|----------|--|
| HR-608.1 | Initiate the increment eligible list by module User. |
| HR-608.2 | Approve or Reject initiated actions by module Admin. |
| HR-608.3 | Apply the Approved Increment.                        |

### Roles

- Module User
- Module Admin

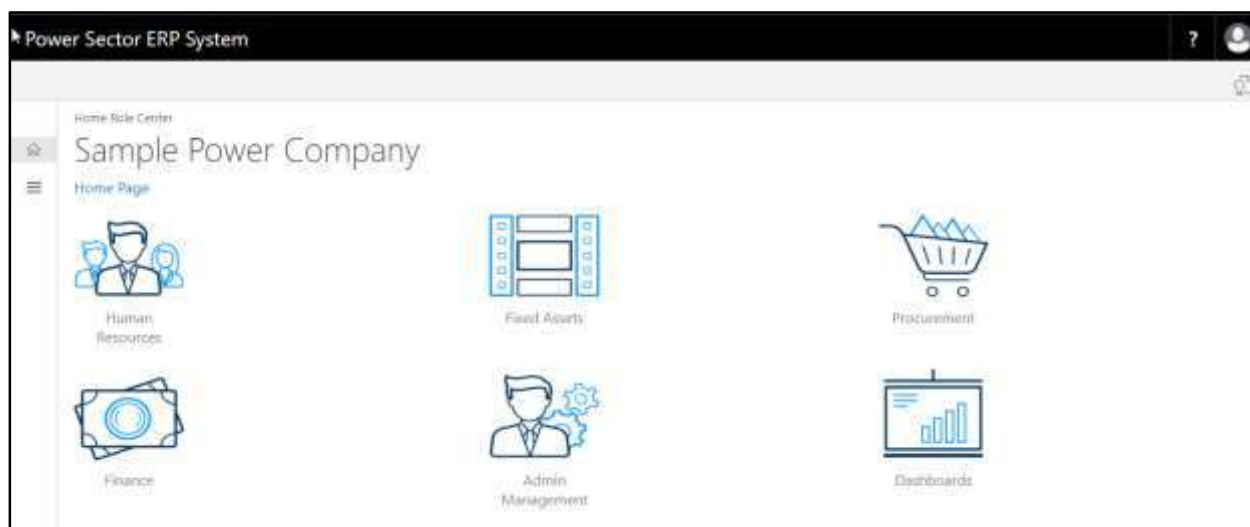
#### **IMPORTANT**

Joining date is must to generate eligible increment list.

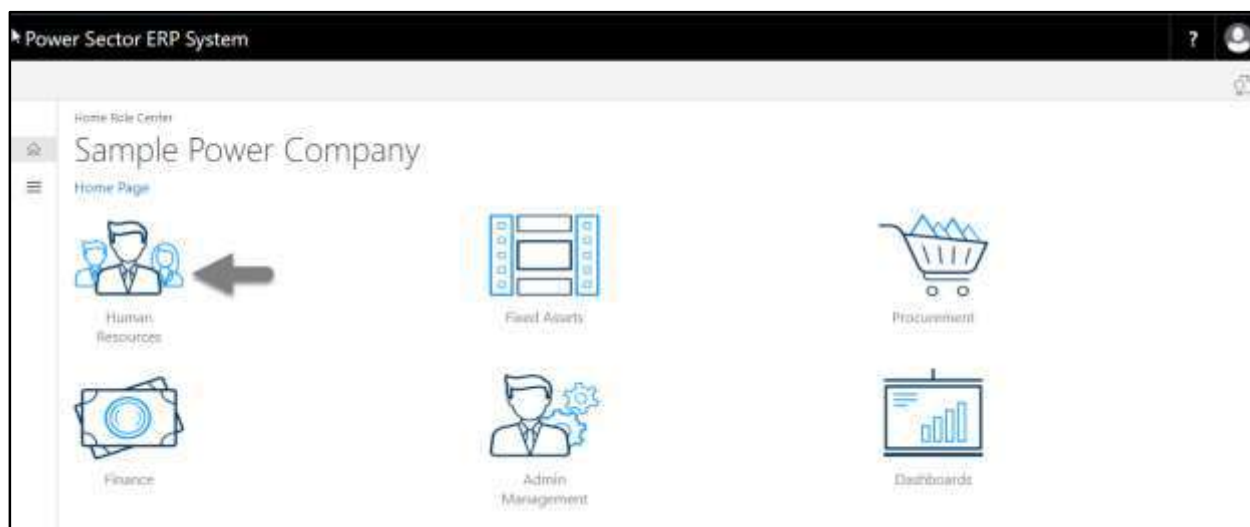
## HR-608.1 Initiate Increment Eligible list by HR User

To Initiate Increment eligible list, follow the steps described below.

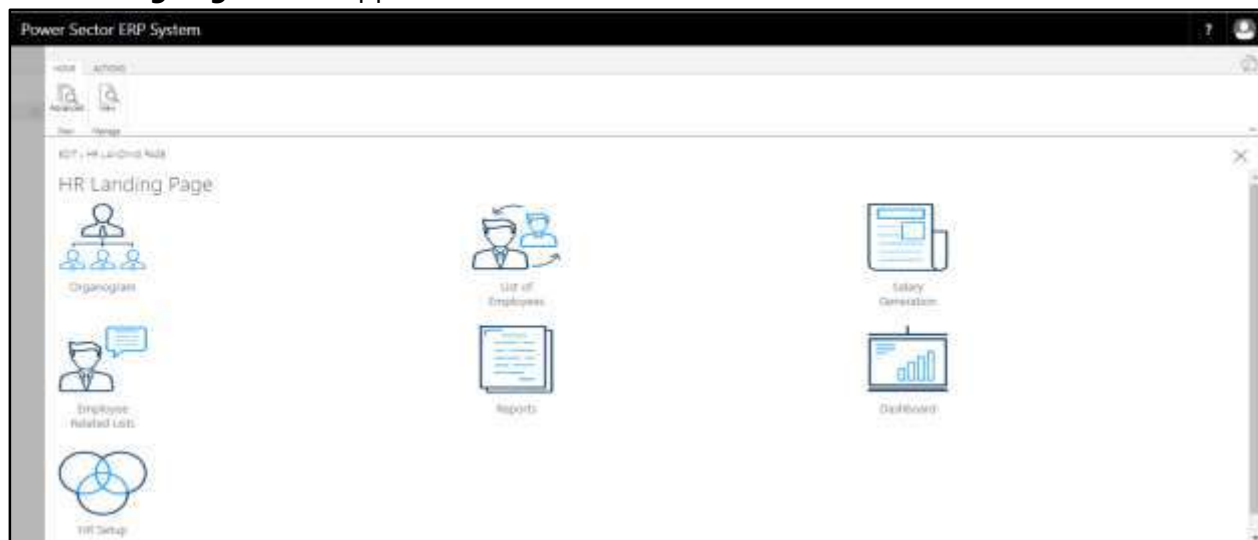
- K. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



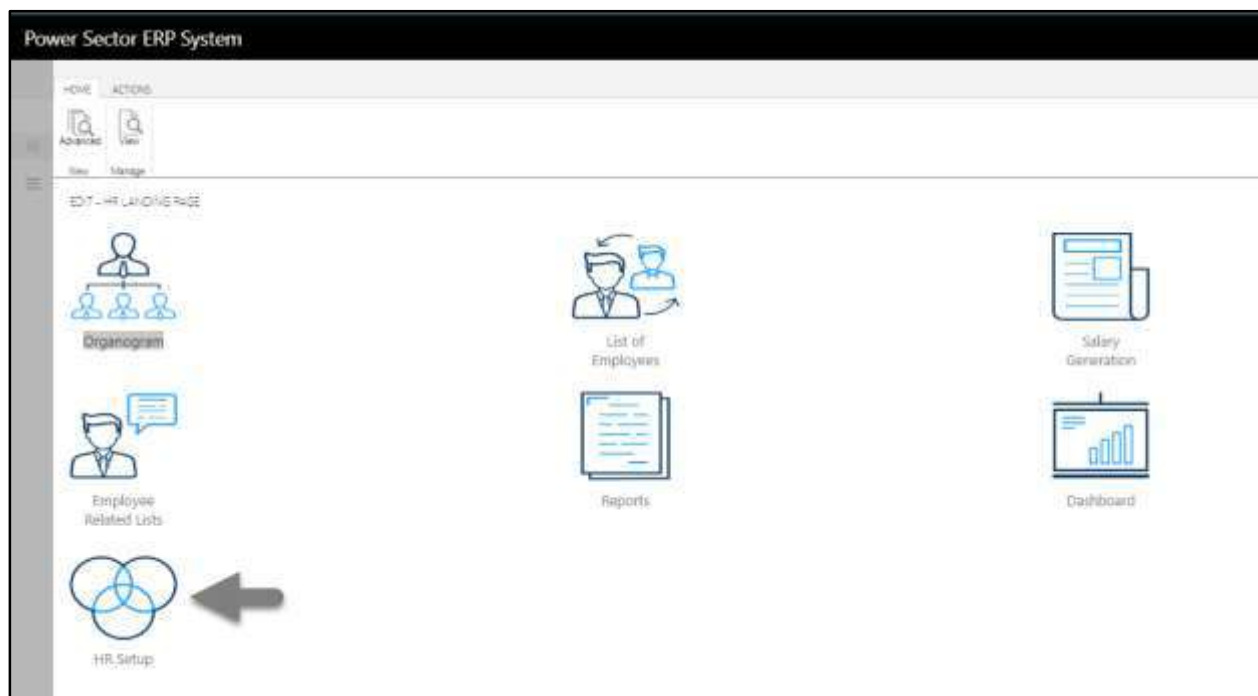
- L. Choose the “**Human Resources**” icon.



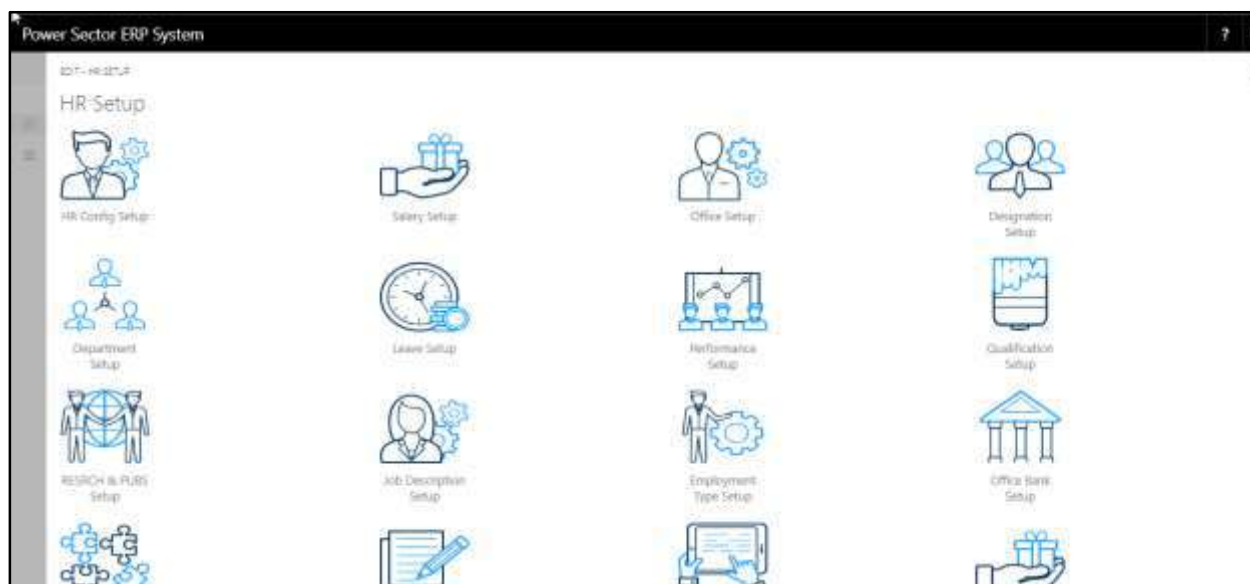
HR Landing Page will be appeared as below



M. Choose the “**HR Setup**” icon in the HR Landing Page.



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



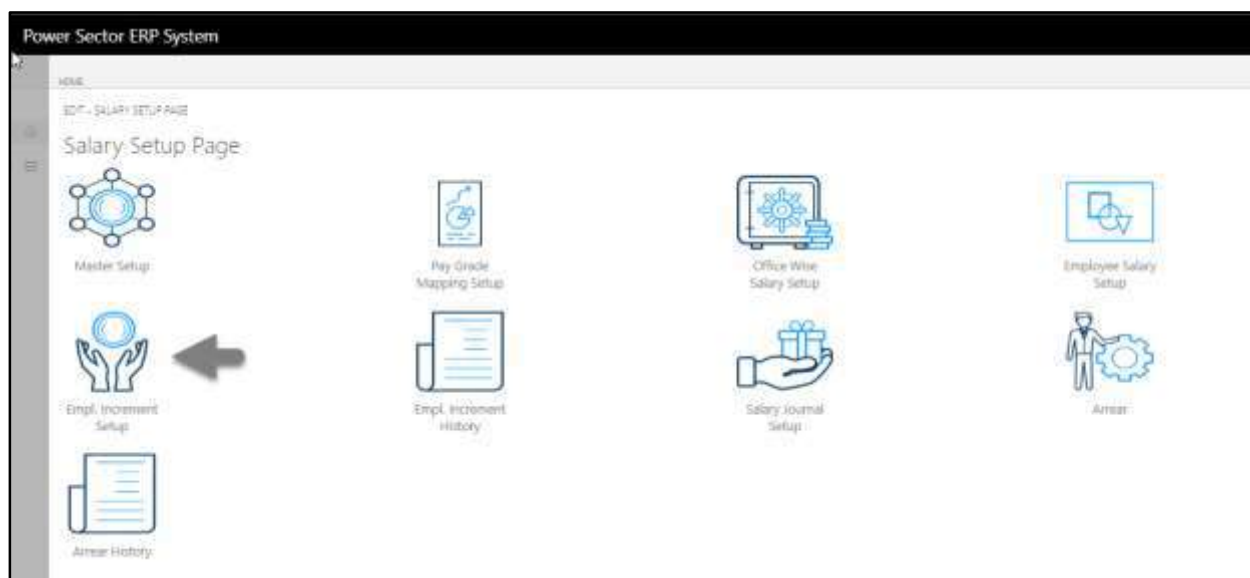
N. Choose the **“Salary Setup”** icon on the HR Setup page, as indicated in the figure below.



The Following **salary setup page** will be appeared.



O. Choose the "**Employee Increment Setup**" icon.



The Following **Increment setup** page will be appeared.

P. Provide the information mentioned below to generate an Eligible Increment list.

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

- **Office Code: 101**

2. Choose **Date from** by clicking on  button.

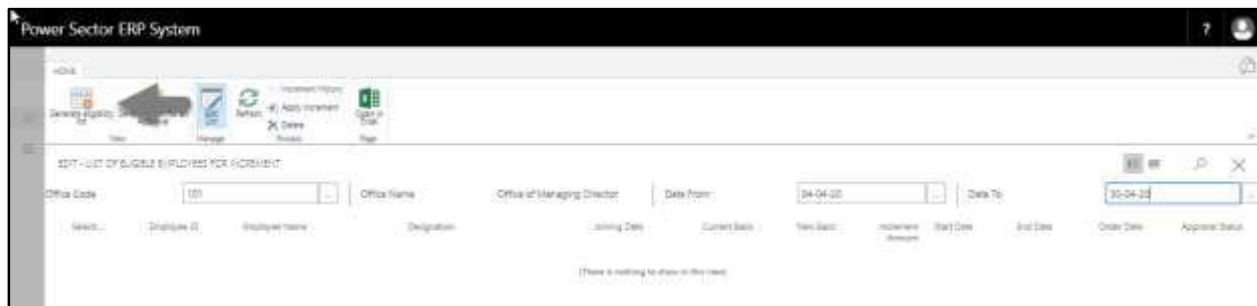
- **Date From: 04-04-20**

3. Choose **Date to** by clicking on  button.

- **Date To: 30-04-20**

The screen will look like below.

Q. Choose the **Generate Increment List** icon.



The following list will be appeared.

The screenshot shows the 'Power Sector ERP System' interface with the 'LIST - LIST OF ELIGIBLE EMPLOYEES FOR INCREMENT' section. The search filters are the same as in the previous screenshot. The table now displays a list of employees with their details.

Employee ID	Employee Name	Designation	Joining Date	Current Basic	New Basic	Increment Amount	Start Date	End Date	Order Date	Approval Status
200001008	Shahin Akbar Lari	Managing Director	22-08-05	180000	180000	0000	0000-00-00			Open
200001007	MD. Asadul Karim	Office Secretary	13-06-13	29100	30300	1200	13-06-13			Open
200001006	Amrul Hossain	Driver (Light)	01-01-05	21600	22400	800	01-01-05			Open
200001058	Ms. Maryam Chowdhury	Driver (Light)	07-06-05	20000	20800	800	07-06-05			Open
200001072	Ms. Aminul Chowdhury	Office Secretary	30-07-15	30000	31400	1400	30-07-15			Open
200001064	Ms. Arshadul Chowdhury	Driver (Light)	05-12-08	21600	22400	800	05-12-08			Open
200001064	Asadul Karim	Executive Engineer	11-05-03	81000	84600	3600	11-05-03			Open
200001141	Sabirul Haque	Driver (Light)	02-05-16	23000	24000	1000	02-05-16			Open

## TIPS

To initiate increment for full organization, leave the office code blank.

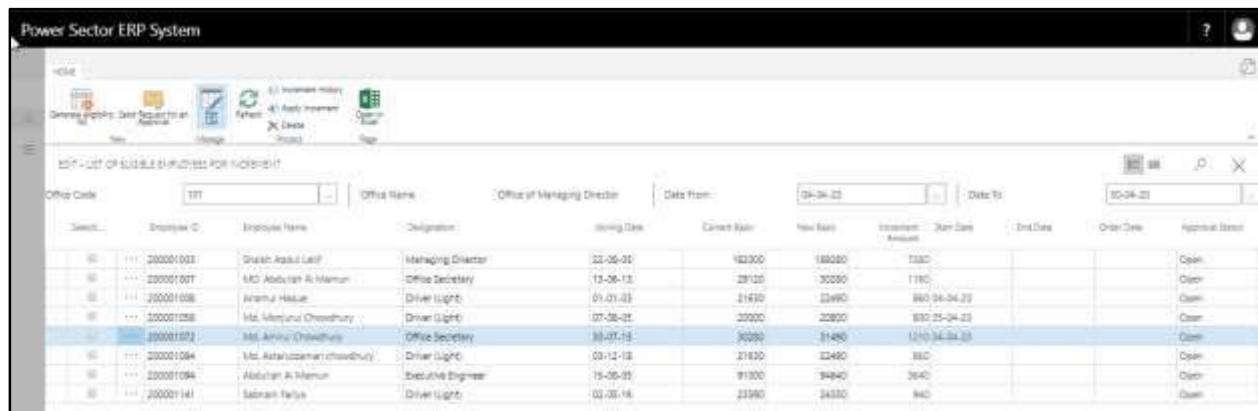
R. Choose an employee and Provide **Start Date** below to Initiate the increment process.

a. **Start date: 04-04-20**

The screenshot shows the 'Power Sector ERP System' interface with the 'LIST - LIST OF ELIGIBLE EMPLOYEES FOR INCREMENT' section. The search filters are the same as in the previous screenshot. The table now displays a list of employees with their details. The 'Start Date' field for the employee 'Ms. Aminul Chowdhury' is highlighted with a red circle and the number '1'.

Employee ID	Employee Name	Designation	Joining Date	Current Basic	New Basic	Increment Amount	Start Date	End Date	Order Date	Approval Status
200001008	Shahin Akbar Lari	Managing Director	22-08-05	180000	180000	0000	0000-00-00			Open
200001007	MD. Asadul Karim	Office Secretary	13-06-13	29100	30300	1200	13-06-13			Open
200001006	Amrul Hossain	Driver (Light)	01-01-05	21600	22400	800	01-01-05			Open
200001058	Ms. Maryam Chowdhury	Driver (Light)	07-06-05	20000	20800	800	07-06-05			Open
200001072	Ms. Aminul Chowdhury	Office Secretary	30-07-15	30000	31400	1400	30-07-15			Open
200001064	Ms. Arshadul Chowdhury	Driver (Light)	05-12-08	21600	22400	800	05-12-08			Open
200001064	Asadul Karim	Executive Engineer	11-05-03	81000	84600	3600	11-05-03			Open
200001141	Sabirul Haque	Driver (Light)	02-05-16	23000	24000	1000	02-05-16			Open

The screen will look like below.

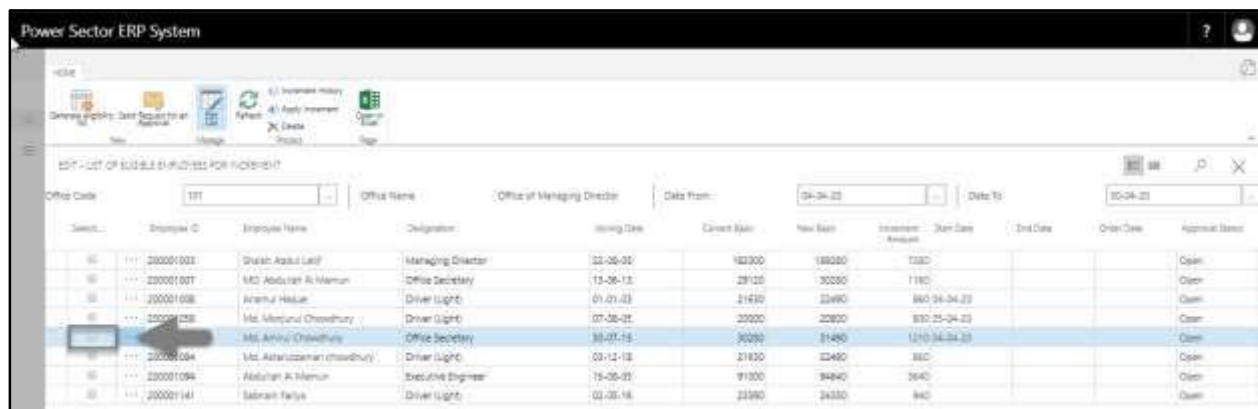


Employee ID	Employee Name	Designation	Joining Date	Current Rate	New Rate	Increment Amount	Start Date	End Date	Order Date	Approval Status
200001003	Shreshth Abdul Latif	Managing Director	22-06-00	102300	189080	7380				Open
200001007	MD. Abdulaziz Al Mamun	Office Secretary	12-06-13	29120	30350	1180				Open
200001008	Kamrul Haque	Driver (Light)	01-01-03	21630	22490	860	04-04-23			Open
200001009	Md. Marjuna Chowdhury	Driver (Light)	07-08-05	20000	20800	800	25-04-23			Open
200001012	Md. Arifur Chowdhury	Office Secretary	30-07-18	30000	31480	1210	04-04-23			Open
200001014	Md. Arifur Chowdhury	Driver (Light)	03-12-18	21630	22490	860				Open
200001019	Abdulaziz Al Mamun	Executive Engineer	15-05-05	81000	84840	3840				Open
200001141	Sabnam Faruk	Driver (Light)	02-05-16	22390	24350	940				Open

### TIPS

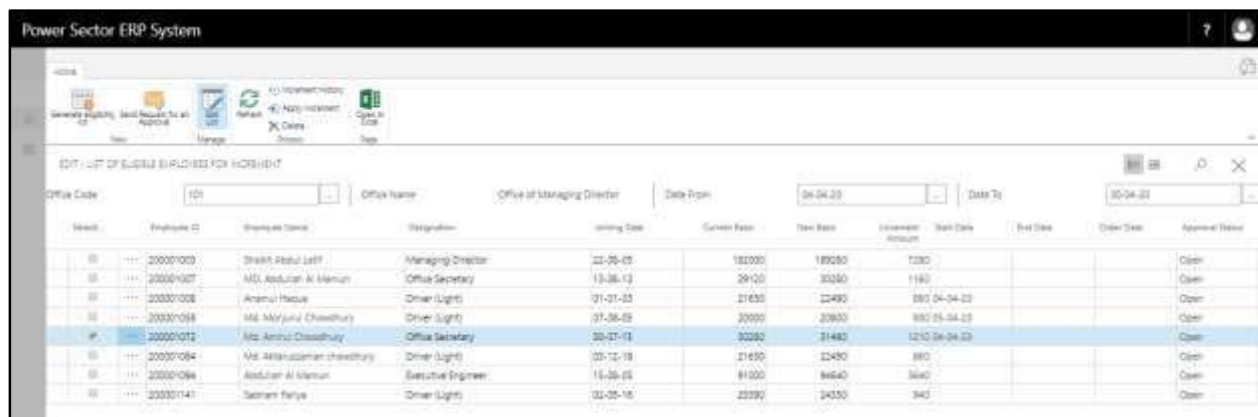
To initiate increment for multiple employee, select another employee and follow the step H.

### S. Mark the **Checkbox**.



Employee ID	Employee Name	Designation	Joining Date	Current Rate	New Rate	Increment Amount	Start Date	End Date	Order Date	Approval Status
200001003	Shreshth Abdul Latif	Managing Director	22-06-00	102300	189080	7380				Open
200001007	MD. Abdulaziz Al Mamun	Office Secretary	12-06-13	29120	30350	1180				Open
200001008	Kamrul Haque	Driver (Light)	01-01-03	21630	22490	860	04-04-23			Open
200001009	Md. Marjuna Chowdhury	Driver (Light)	07-08-05	20000	20800	800	25-04-23			Open
200001012	Md. Arifur Chowdhury	Office Secretary	30-07-18	30000	31480	1210	04-04-23			Open
200001014	Md. Arifur Chowdhury	Driver (Light)	03-12-18	21630	22490	860				Open
200001019	Abdulaziz Al Mamun	Executive Engineer	15-05-05	81000	84840	3840				Open
200001141	Sabnam Faruk	Driver (Light)	02-05-16	22390	24350	940				Open

The screen will look like below.



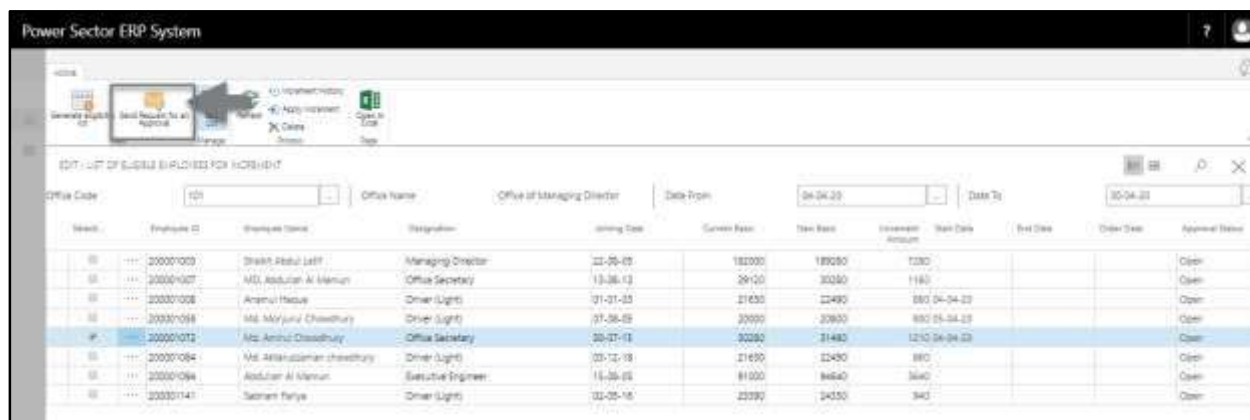
Employee ID	Employee Name	Designation	Joining Date	Current Rate	New Rate	Increment Amount	Start Date	End Date	Order Date	Approval Status
200001003	Shreshth Abdul Latif	Managing Director	22-06-00	102300	189080	7380				Open
200001007	MD. Abdulaziz Al Mamun	Office Secretary	12-06-13	29120	30350	1180				Open
200001008	Kamrul Haque	Driver (Light)	01-01-03	21630	22490	860	04-04-23			Open
200001009	Md. Marjuna Chowdhury	Driver (Light)	07-08-05	20000	20800	800	25-04-23			Open
200001012	Md. Arifur Chowdhury	Office Secretary	30-07-18	30000	31480	1210	04-04-23			Open
200001014	Md. Arifur Chowdhury	Driver (Light)	03-12-18	21630	22490	860				Open
200001019	Abdulaziz Al Mamun	Executive Engineer	15-05-05	81000	84840	3840				Open
200001141	Sabnam Faruk	Driver (Light)	02-05-16	22390	24350	940				Open



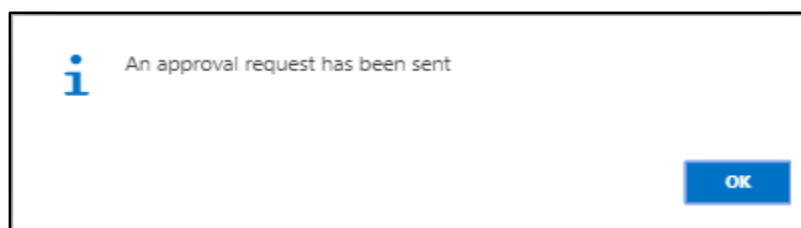
### TIPS

To Send initiated increment for multiple employee for approval, select another employee and follow the step I.

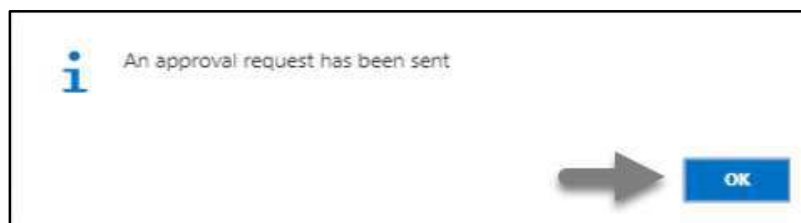
T. Choose the **“Send request for an Approval”** icon to proceed for approval.



The following pop up will be appeared.



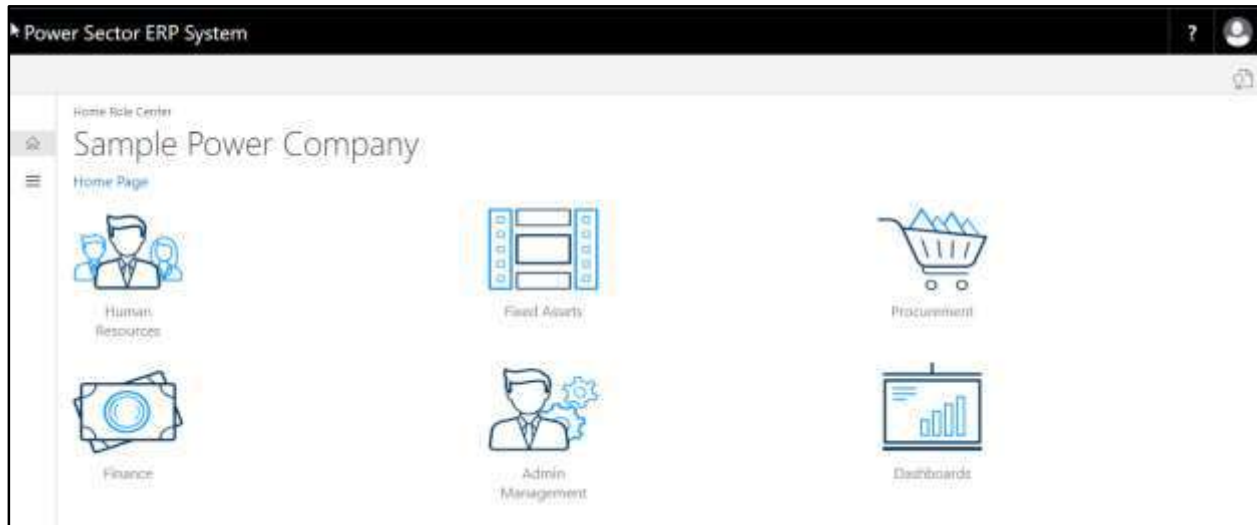
U. Choose **“OK”** icon to save and close.



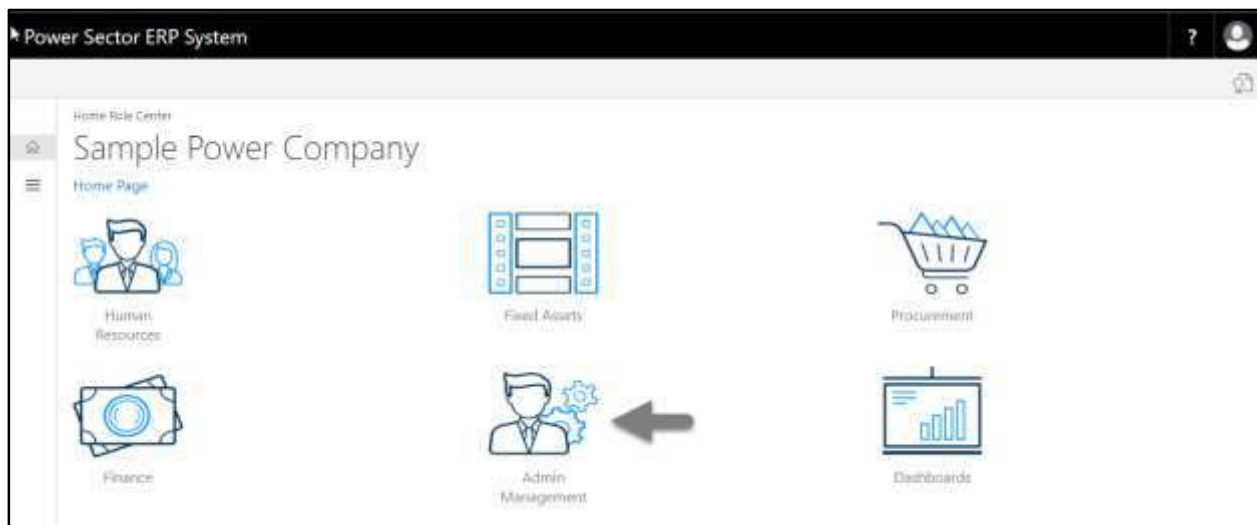
## HR-608.2 Approve or Reject initiated increment by HR Admin

To Approve or Reject an initiated increment action, follow the steps described below.

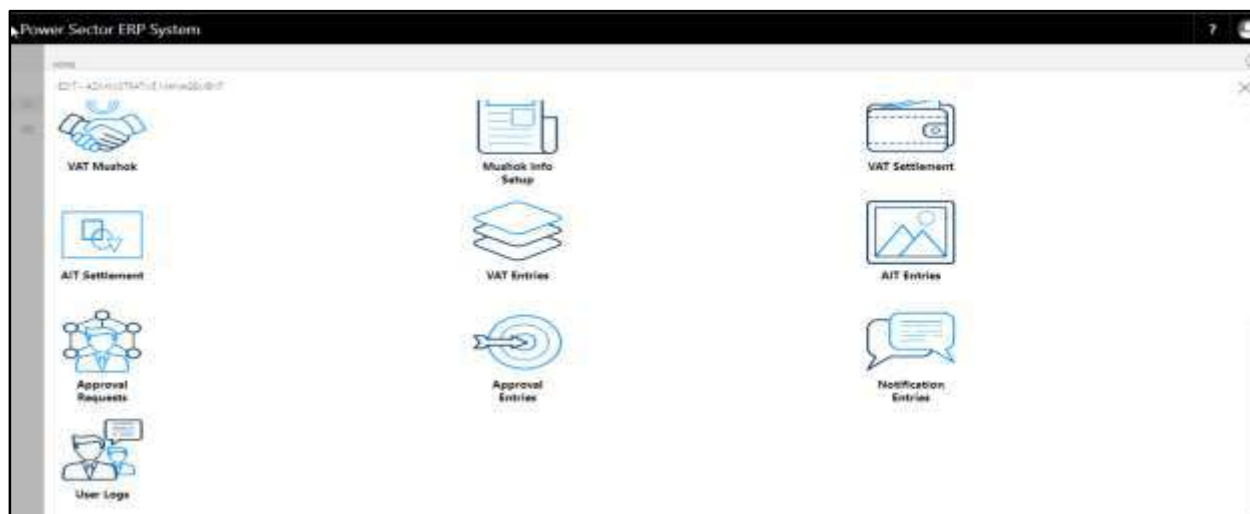
- A. Login with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



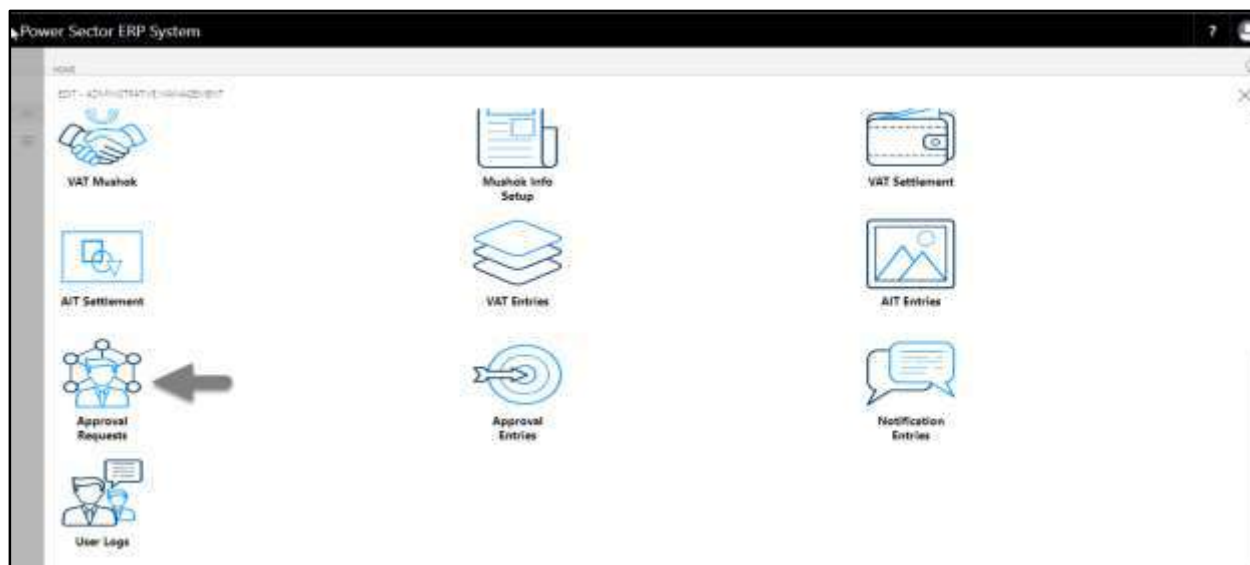
- B. Choose the “**Admin Management**” icon to open the administrative page.



The Following **Admin Management** page will appear as below.



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



The following Approval Request page will be appeared.




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




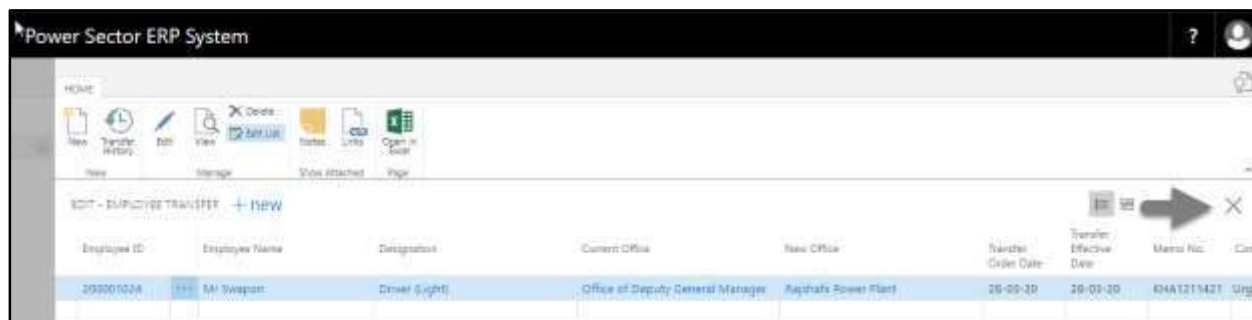
**Detailed Employee increment page** will be appeared as below.



### TIPS

You can view employees previous Increment History by clicking  icon during approval.

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



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



F. Choose the **“Approve”** icon to approve the initiated increment process or select **“Reject”** besides “Approve”) to reject.



The following pop- up will be appeared.



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



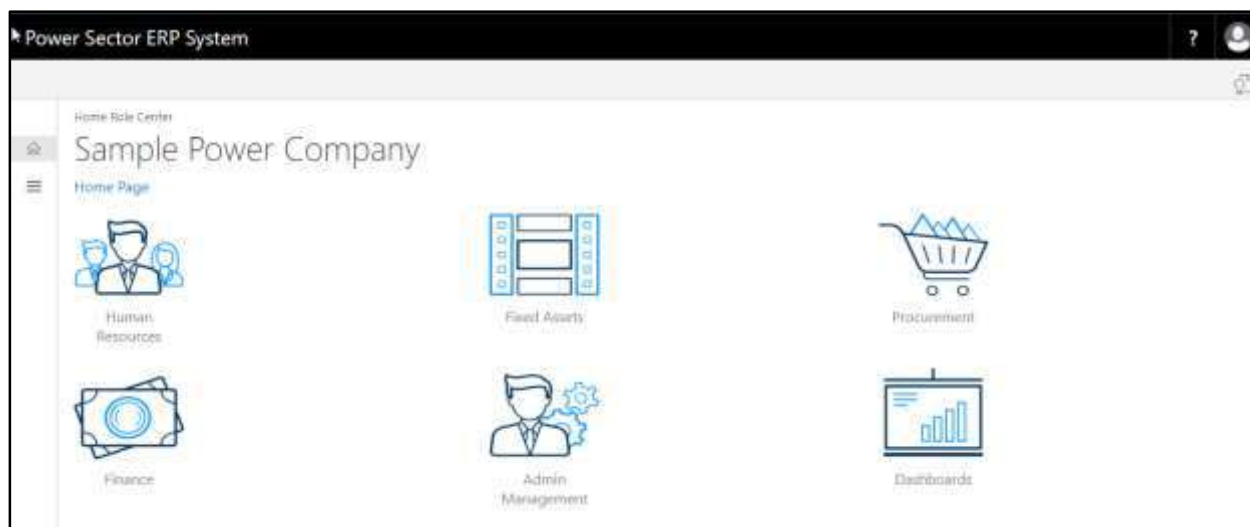
### IMPORTANT

After approve an initiated increment, you cannot delete or modify.

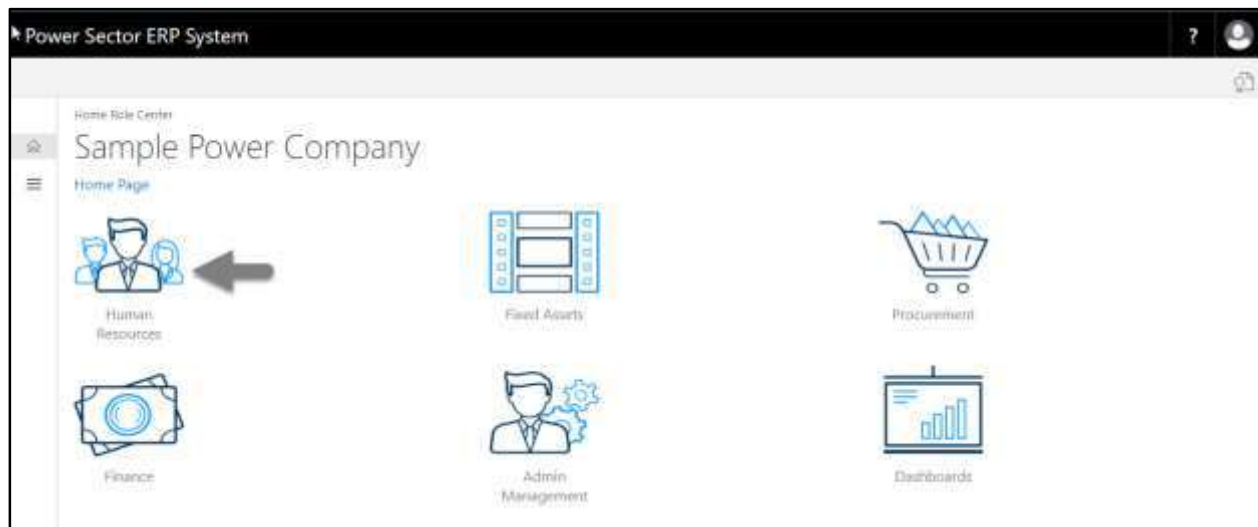
## HR-608.3 Apply Approved Increment

To apply approved employee increment, follow the steps mentioned below.

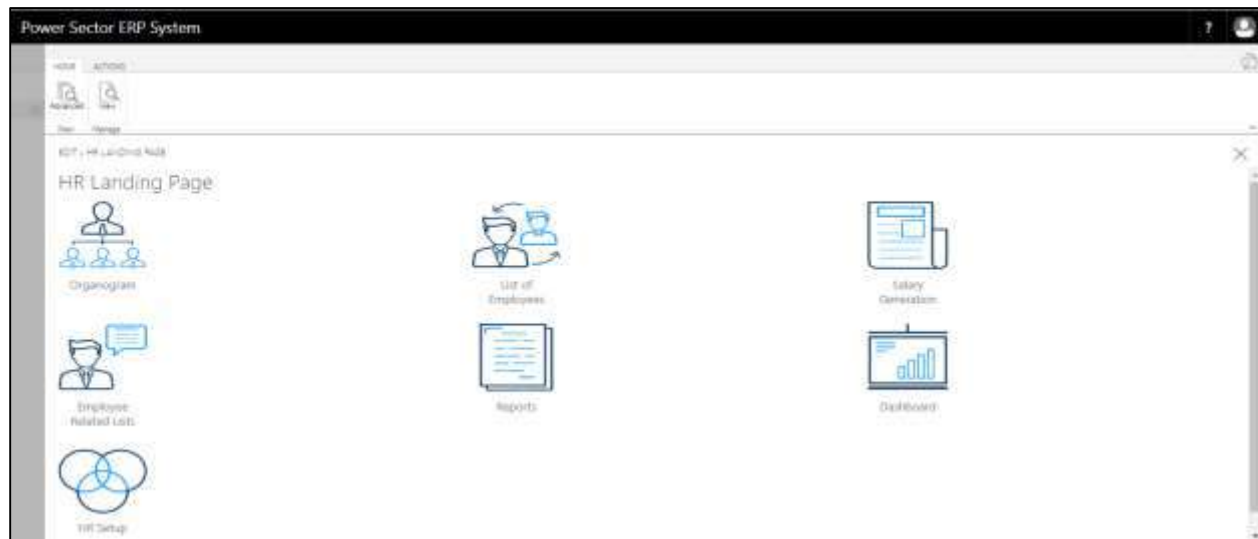
A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



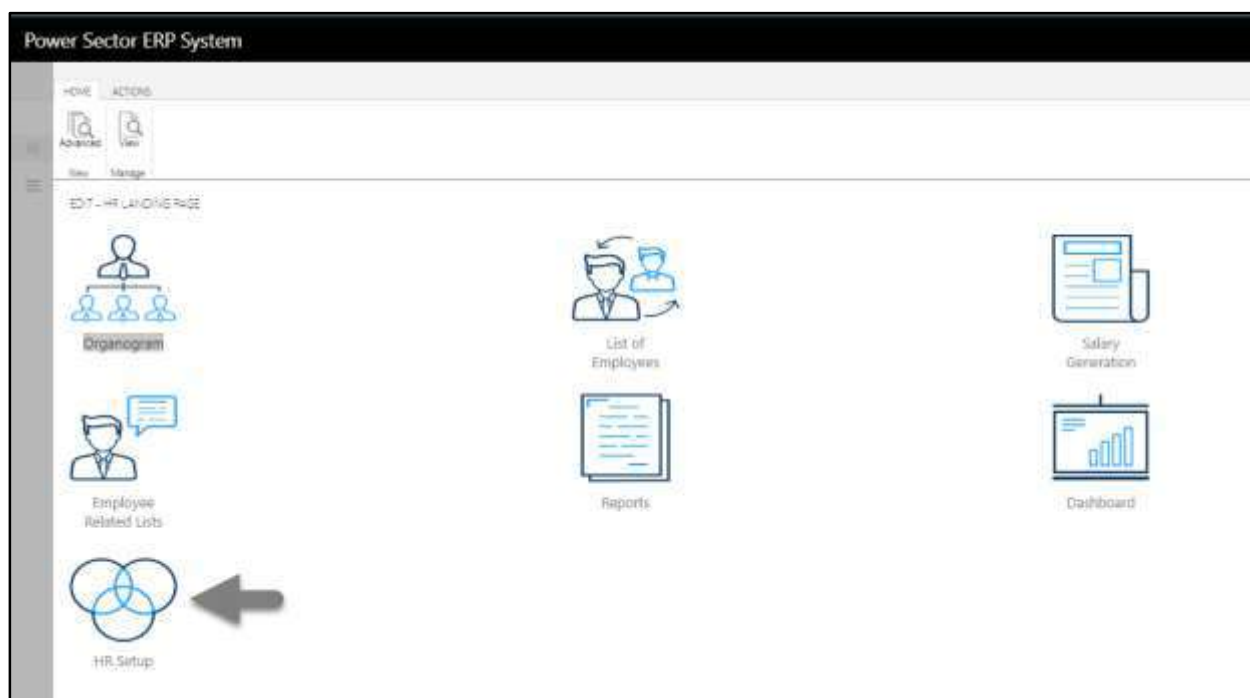
B. Choose the “**Human Resources**” icon.



**HR Landing Page** will be appeared as below



C. Choose the **"HR Setup"** icon in HR Landing Page.



The following **HR Setup** page will be appeared.

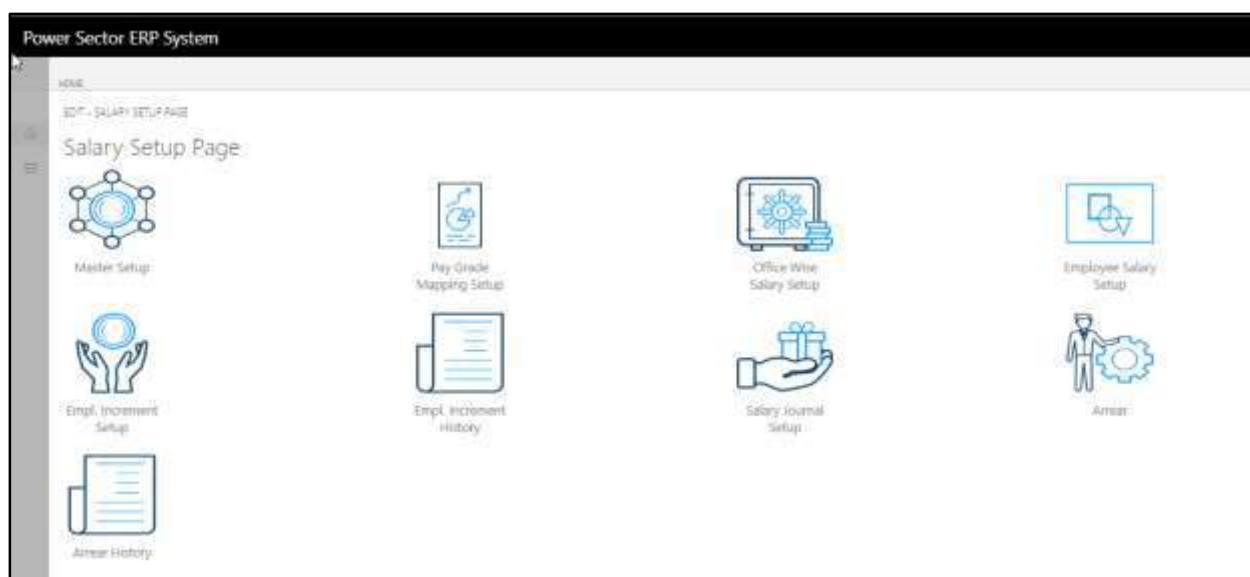




D. Choose the **“Salary Setup”** icon on the HR Setup page, as indicated in figure below.

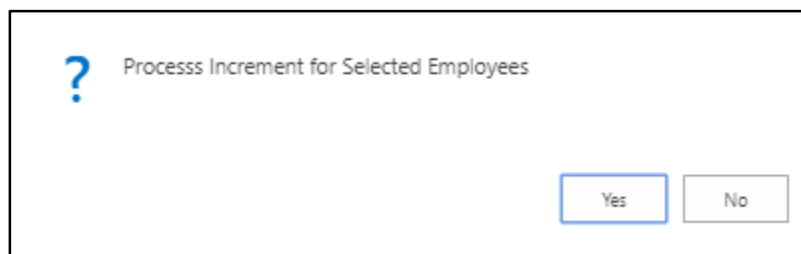


The Following **salary setup page** will be appeared.

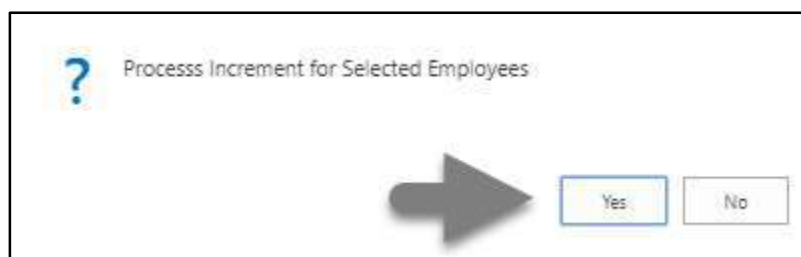




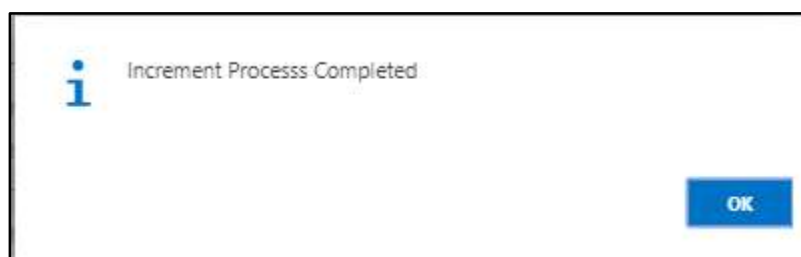
The following pop up will be appeared.



G. Choose **Yes**.



The following pop up will be appeared.



H. Choose **OK**.



**IMPORTANT**

After apply an approved increment, you cannot delete or modify it.

## HR- 609 How to: Process Performance Evaluation

### Introduction

This process demonstrates how to process performance evaluation for an employee.

The performance process of an individual employee is divided into 2 phases -

- HR-609.1      Initiate the performance process by module User.
- HR-609.2      Approve or Reject initiated performance by module Admin.

### Roles

- Module User
- Module Admin

### Prerequisite

- Performance Setup
- Organogram Setup

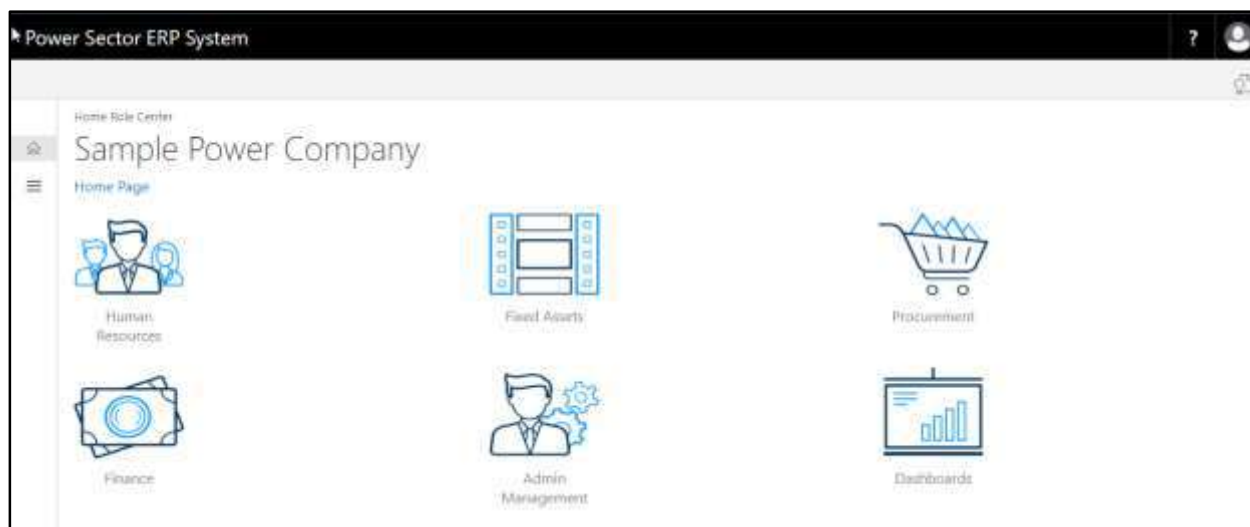
#### **IMPORTANT**

Performance must have assigned to Organogram for a successful performance process.

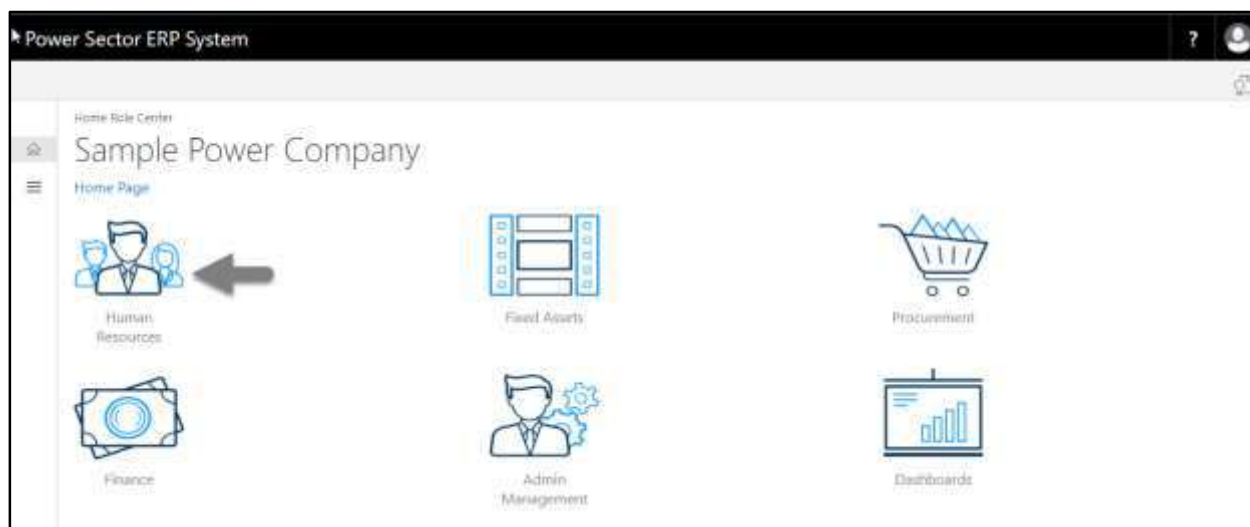
## HR-609.1 Initiate Performance Process by HR User

To Initiate a performance evaluation process, follow the steps described below.

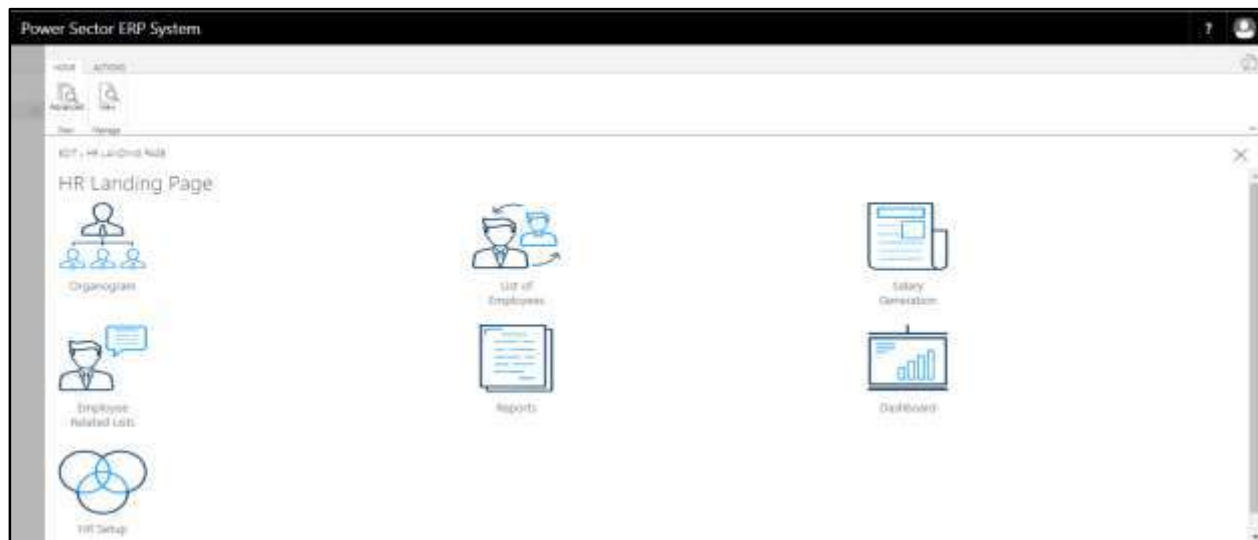
- A. Log in with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



- B. Choose the “**Human Resources**” icon.



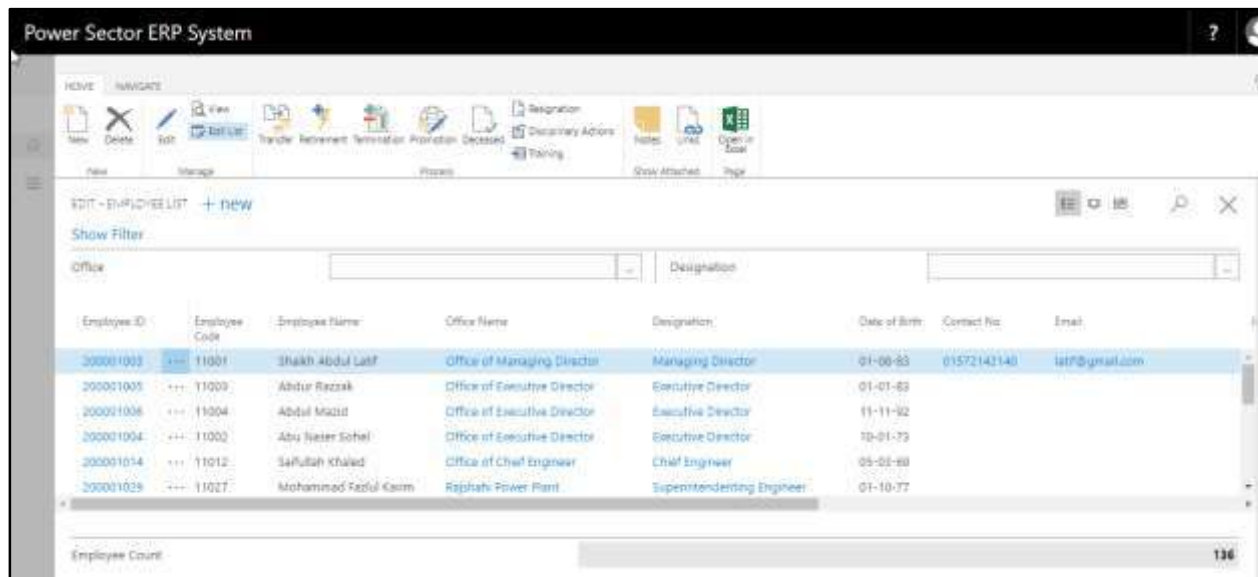
HR Landing Page will be appeared.



C. Choose the “**List of Employees**” in the HR Landing Page.

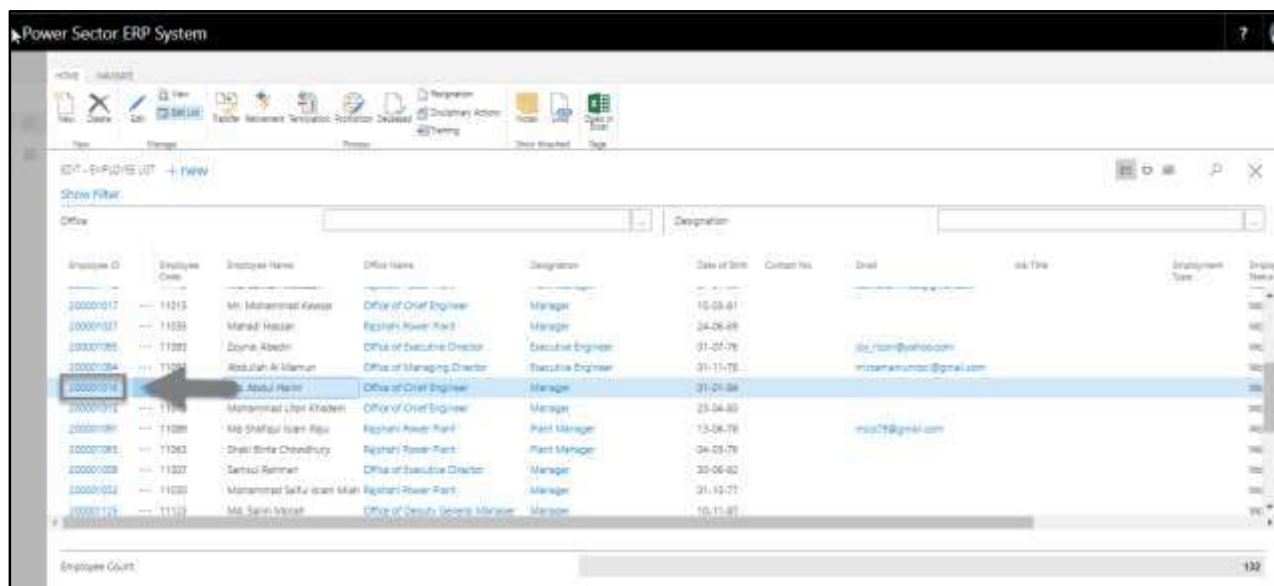


The following **Employee List** page will be appeared.



D. Choose the **Employee** by clicking on Employee ID.

a. **Employee ID: 200001016**



The following **Employee Card** page will be appeared.

Power Sector ERP System

EDIT - EMPLOYEE CARD


200001016 · Md. Abdul Halim

Official Information

Employee Code	F1014	Post Type	Officer
Employee Name	Md. Abdul Halim	Pay Grade	GR000
Name in Bangla		Pay Grade Step	STEP000
Organization Code	ORG000013	1st Joining Date in Org	17-08-05
Designation	Manager	Curr. Position Joining Date	
Designation in Bangla	সিএম	Joining Date in Bangla	
Office	Office of Chief Engineer	Promotion Date in Bangla	
Office in Bangla	প্রধান প্রকৌশলীর কার্যালয়	Retirement Date	
Department		Employee Last Higher Education	
Department in Bangla		CTF Applicable	Yes
Job Title		Employee CTF ID	
Employment Type		In Shift Duty	No
Employment Status	Working	Freedom Fighter CTA Applicable	No

Personal Information

### TIPS

You can search employee, by clicking on the  icon.

E. Choose **Performance Info** Icon.

Power Sector ERP System

EDIT - EMPLOYEE CARD

200001016 · Md. Abdul Halim

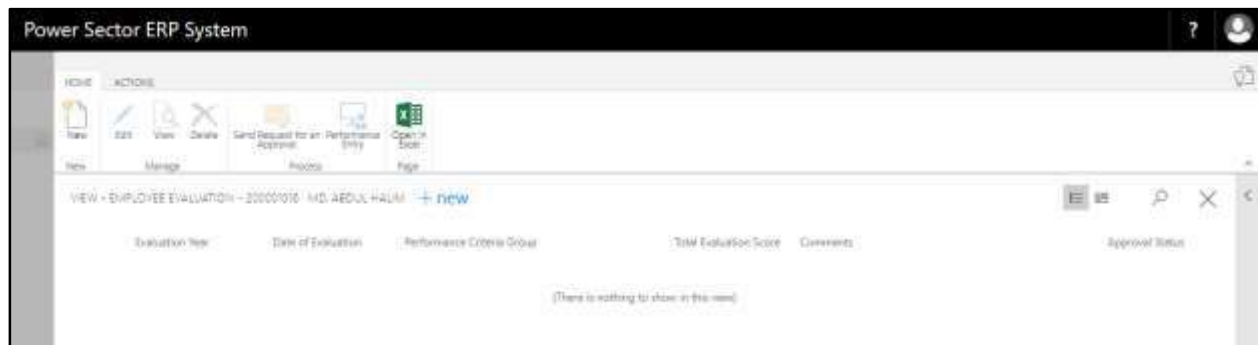
Official Information

Employee Code	F1014	Post Type	Officer
Employee Name	Md. Abdul Halim	Pay Grade	GR000
Name in Bangla		Pay Grade Step	STEP000
Organization Code	ORG000013	1st Joining Date in Org	17-08-05
Designation	Manager	Curr. Position Joining Date	
Designation in Bangla	সিএম	Joining Date in Bangla	
Office	Office of Chief Engineer	Promotion Date in Bangla	
Office in Bangla	প্রধান প্রকৌশলীর কার্যালয়	Retirement Date	
Department		Employee Last Higher Education	
Department in Bangla		CTF Applicable	Yes
Job Title		Employee CTF ID	
Employment Type		In Shift Duty	No
Employment Status	Working	Freedom Fighter CTA Applicable	No

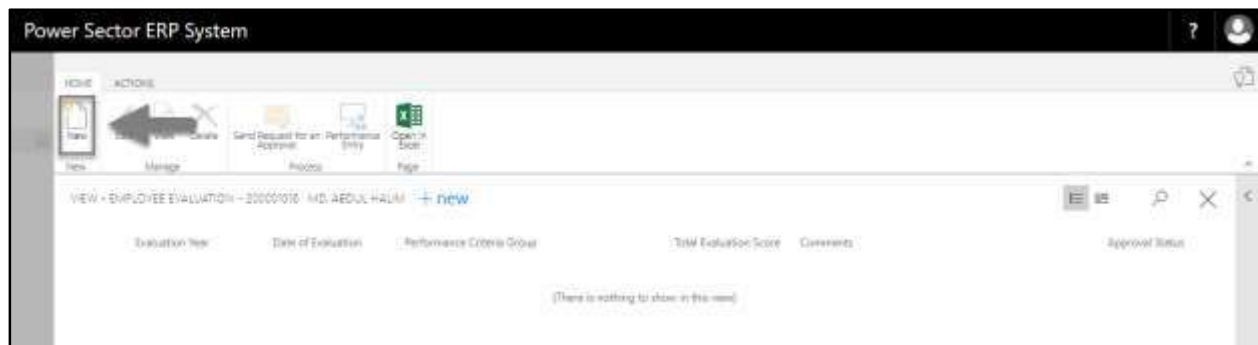
Personal Information



The following **Employee Evaluation List** page will be appeared.



F. Choose **New** icon.



The following **Employee Evaluation Card** page will appear.

The screenshot shows the 'Power Sector ERP System' interface for the 'Employee Evaluation Card' page. The top navigation bar includes a 'HOME' button and a 'MANAGE' button. The page title is 'NEW - EMPLOYEE EVALUATION CARD' with a close button. The main content area displays the employee information '200001016 Md. Abdul Halim'. Below this, there is a 'General' section with fields for 'Evaluation Year' (set to 0), 'Date of Evaluation', 'Performance Criteria Group', 'Total Evaluation Score' (set to 0), and 'Comments'. There is also an 'Employee Performance Entry' section with columns for 'Performance Criteria Code', 'Performance Criteria Desc.', 'Total Score', and 'Evaluation Score'. A message at the bottom states '(There is nothing to show in this view)'.

G. Provide the below information to proceed with the evaluation process successfully.

1. Provide the **Evaluation Year**.

- **Evaluation Year: 2020**

**Performance Criteria Group** and **Total Evaluation Score** will be populated by the system.

2. Choose the **Date of evaluation** from Calendar. Click on  button.

- **Date of evaluation: 11-04-20**

3. Provide **comments** if any.

- **Comments:**

The screenshot shows the 'Employee Evaluation Card' form in the Power Sector ERP System. The form is for employee '200001016 Md. Abdul Halim'. It has tabs for 'General' and 'Employee Performance Entry'. The 'General' tab is active, showing fields for 'Evaluation Year' (with a dropdown arrow labeled 1), 'Date of Evaluation' (with a calendar icon labeled 2), and 'Performance Criteria Group'. To the right, there are fields for 'Total Evaluation Score' (value 0) and 'Comments' (with a text area labeled 3). Below these fields, there is a table with columns 'Performance Criteria Code', 'Performance Criteria Desc.', 'Total Score', and 'Evaluation Score'. A message '(There is nothing to show in this view)' is displayed at the bottom.

The screen will look like the following.

The screenshot shows the 'Employee Evaluation Card' form with data populated. The 'Evaluation Year' is set to '2020', 'Date of Evaluation' is '11-04-20', and 'Performance Criteria Group' is 'PCG001'. The 'Total Evaluation Score' is 0. The 'Comments' field is empty. The 'Employee Performance Entry' tab is active, showing a table with performance criteria. The table has columns: 'Performance Criteria Code', 'Performance Criteria Desc.', 'Total Score', and 'Evaluation Score'.

Performance Criteria Code	Performance Criteria Desc.	Total Score	Evaluation Score
PC001	Punctuality and Discipline	10	0
PC002	Accountability and Integrity	10	0
PC003	Leadership	10	0
PC004	Organizational Commitment	10	0
PC005	Innovation and Continuous Improvement	10	0
PC006	Enthusiasm and Initiative	10	0
PC007	Professionalism and Communication	10	0

H. Choose the criteria and provide the evaluation score as shown in the image below

- **Evaluation Score: 10**

Power Sector ERP System

HOME MANAGE

NEW - EMPLOYEE EVALUATION CARD

200001016 Md. Abdul Halim

General

Evaluation Year: 2020  
Date of Evaluation: 11-04-20  
Performance Criteria Group: PCG001

Total Evaluation Score: 0


Comments: Employee Evaluation

Employee Performance Entry

Performance Criteria Code	Performance Criteria Desc	Total Score	Evaluation Score
PC001	Punctuality and Discipline	10	10
PC002	Accountability and Integrity	10	0
PC003	Leadership	10	0
PC004	Organizational Commitment	10	0
PC005	Innovation and Continuous Improvement	10	0
PC006	Enthusiasm and Initiatives	10	0
PC007	Communication and Collaboration	10	0

### TIPS

You can provide evolution score for multiple criteria, to do that choose other criteria and follow the steps H.

I. Choose the  button to save and proceed further.

Power Sector ERP System

HOME MANAGE

NEW - EMPLOYEE EVALUATION CARD

200001016 Md. Abdul Halim

General

Evaluation Year: 2020  
Date of Evaluation: 11-04-20  
Performance Criteria Group: PCG001

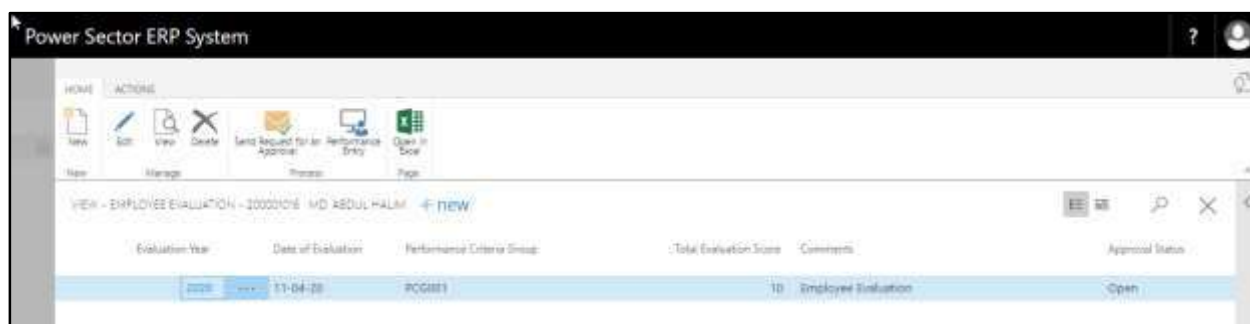
Total Evaluation Score: 0

Comments: Employee Evaluation

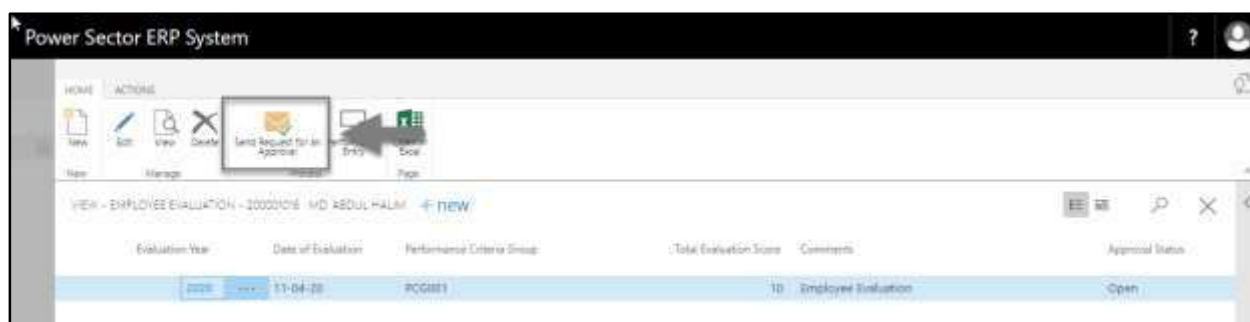
Employee Performance Entry

Performance Criteria Code	Performance Criteria Desc	Total Score	Evaluation Score
PC001	Punctuality and Discipline	10	10
PC002	Accountability and Integrity	10	0
PC003	Leadership	10	0
PC004	Organizational Commitment	10	0
PC005	Innovation and Continuous Improvement	10	0
PC006	Enthusiasm and Initiatives	10	0
PC007	Communication and Collaboration	10	0

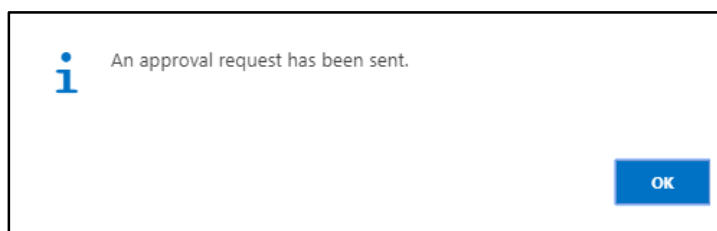
The following **Employee Evaluation** page will be appeared.



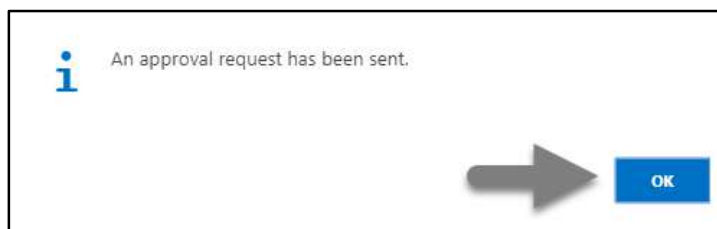
J. Choose the "Send request for an approval" icon.



The following pop up will be appeared.



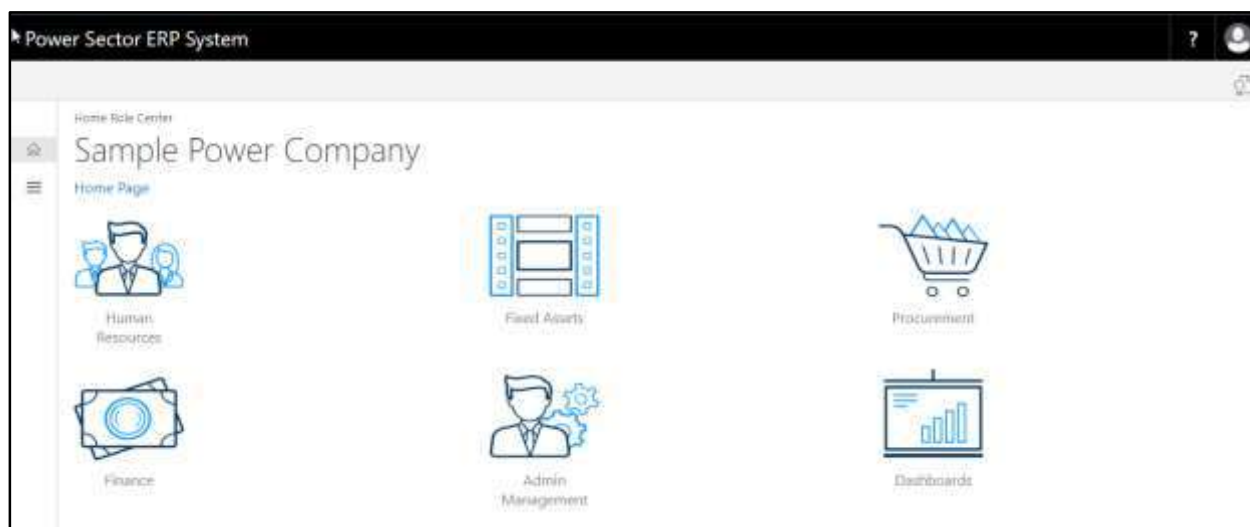
K. Choose **OK** to save and close.



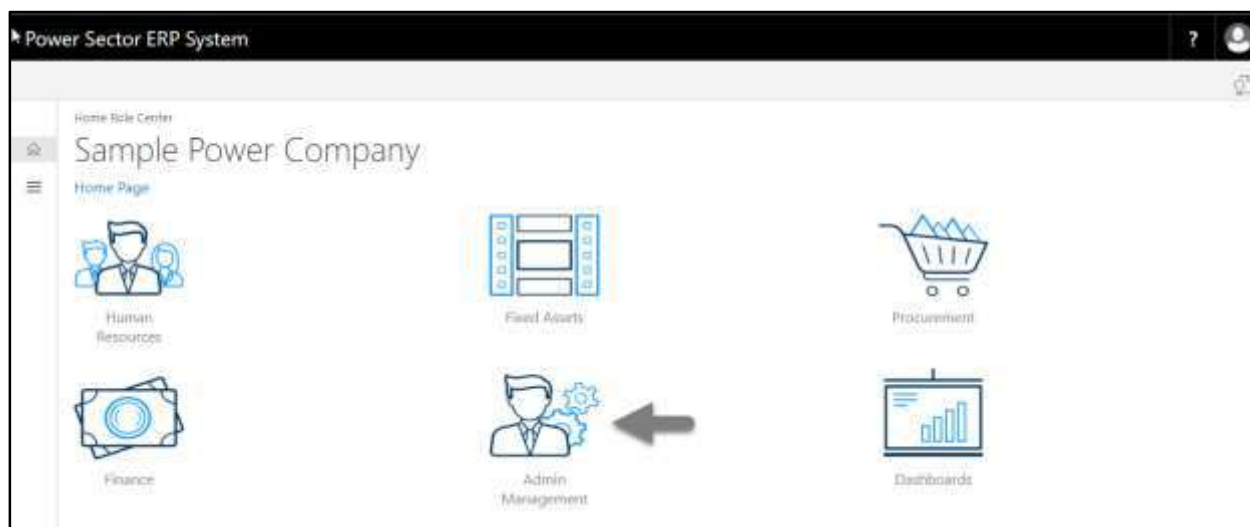
## HR-609.2 Approve or Reject initiated Performance Evaluation by HR Admin

To Approve or Reject an initiated evaluation action, follow the steps described below.

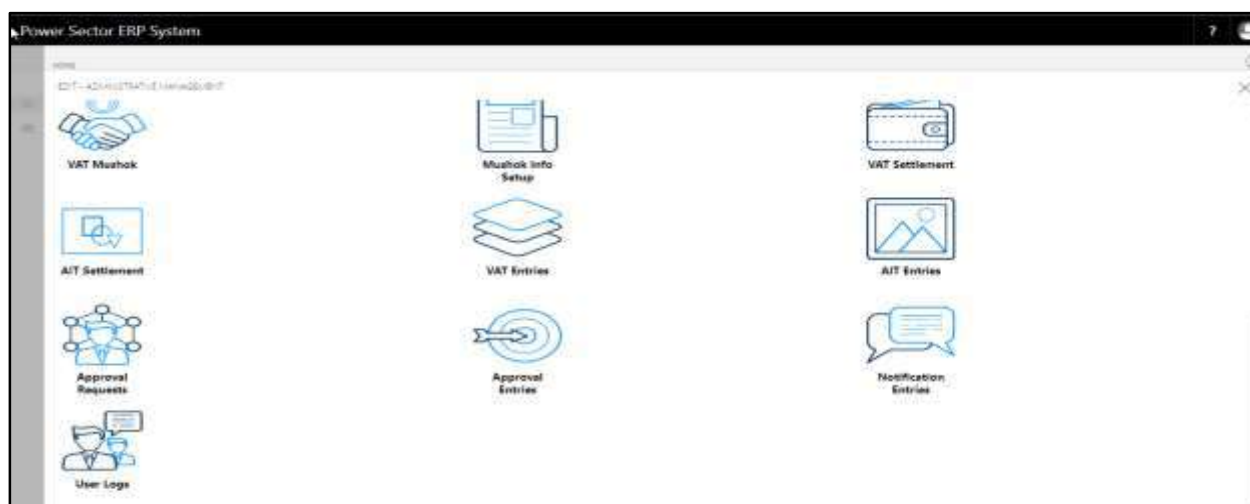
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



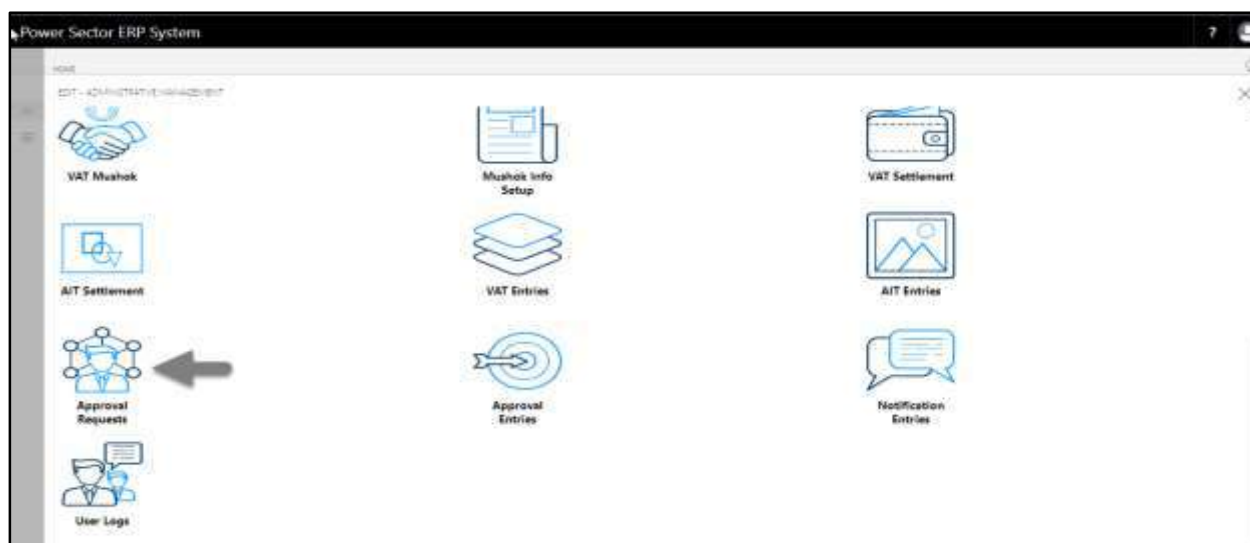
- B. Choose the “**Admin Management**” icon to open the administrative page.



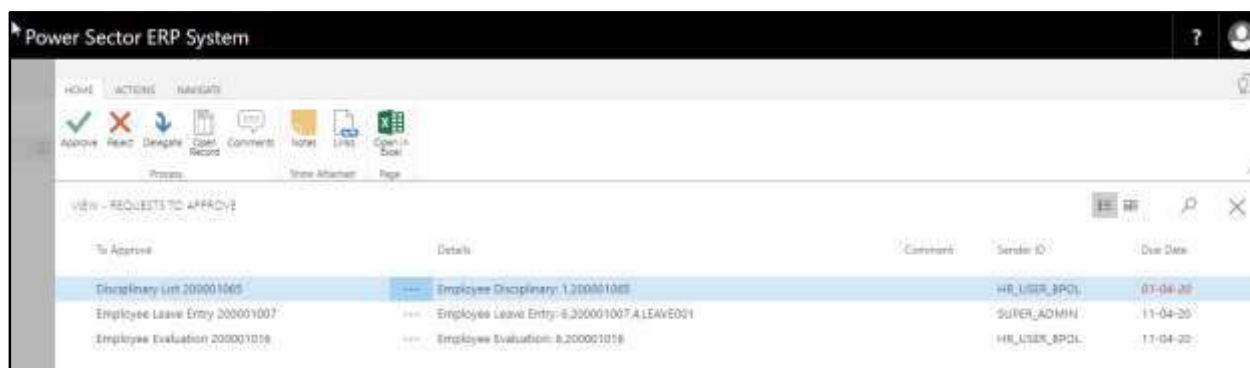
The Following **Admin Management** page will be appeared.



C. Choose the **"Approval Request"** icon to process initiated approval requests.



The following **Approval Request** page will be appeared.



D. Select the initiated performance evaluation and choose the **“Open Record”** icon.




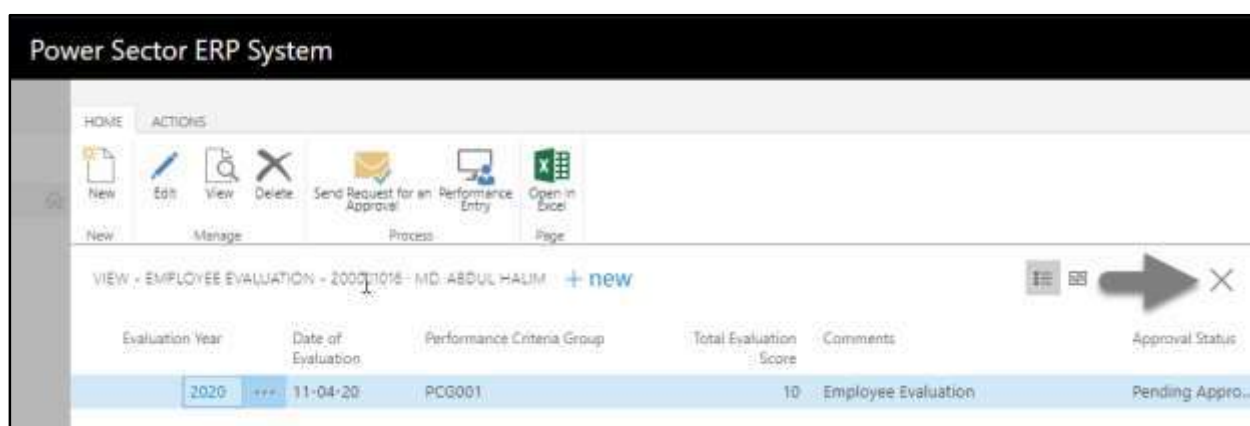
The detailed evaluation record page will be appeared as below.



### TIPS

You can view employees detailed performance evaluation by clicking on evaluation year.

E. Select the  icon to back to the previous page.



The following **Request to Approve** page will be appeared.



- F. Choose the **“Approve”** icon to approve the initiated evaluation or select **“Reject”** (besides “Approve”) to reject.



The following pop-up will be appeared.



- G. Choose the **“OK”** icon to save and close.



### IMPORTANT

After approve an initiated performance evaluation, you cannot delete or modify it.



## HR-610 How to: Resign an Employee

### Introduction

This process demonstrates how to process resignation of an employee.

The Resignation process of an individual employee is divided into 2 phases -

- HR-610.1 Initiate the Resignation process by module User.
- HR-610.2 Approve or Reject initiated resignation by module Admin.

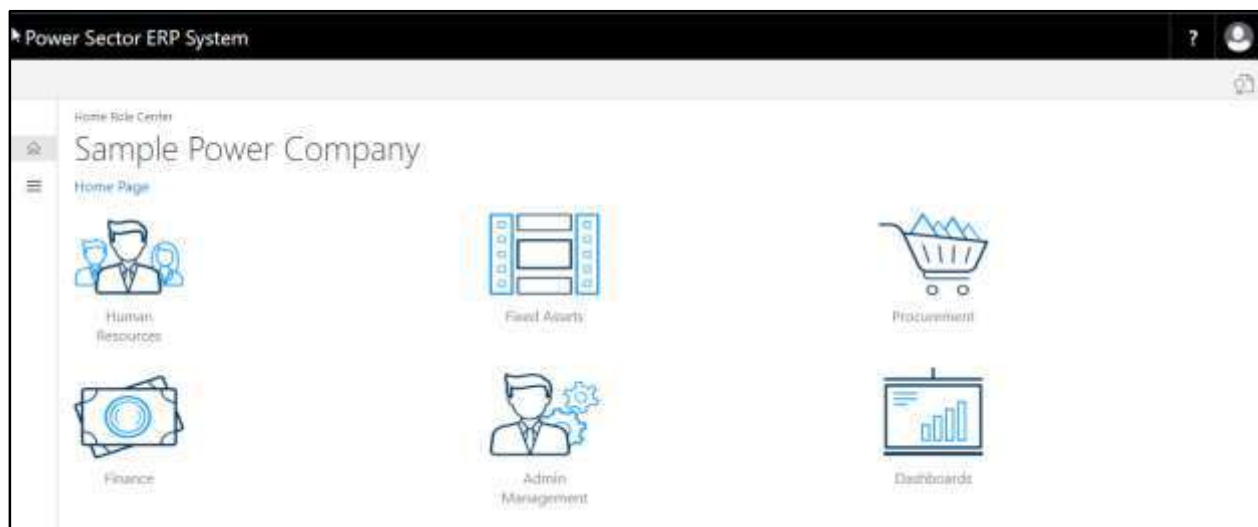
### Roles

- Module User
- Module Admin

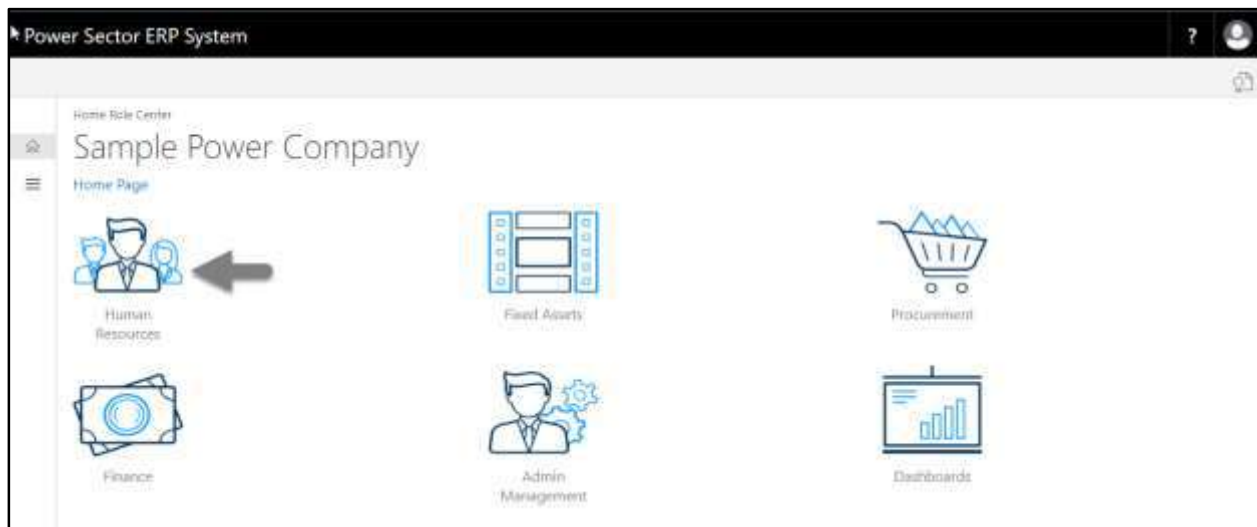
### HR-610.1 Initiate the resignation process by HR User

To Initiate a resignation process, follow the steps described below.

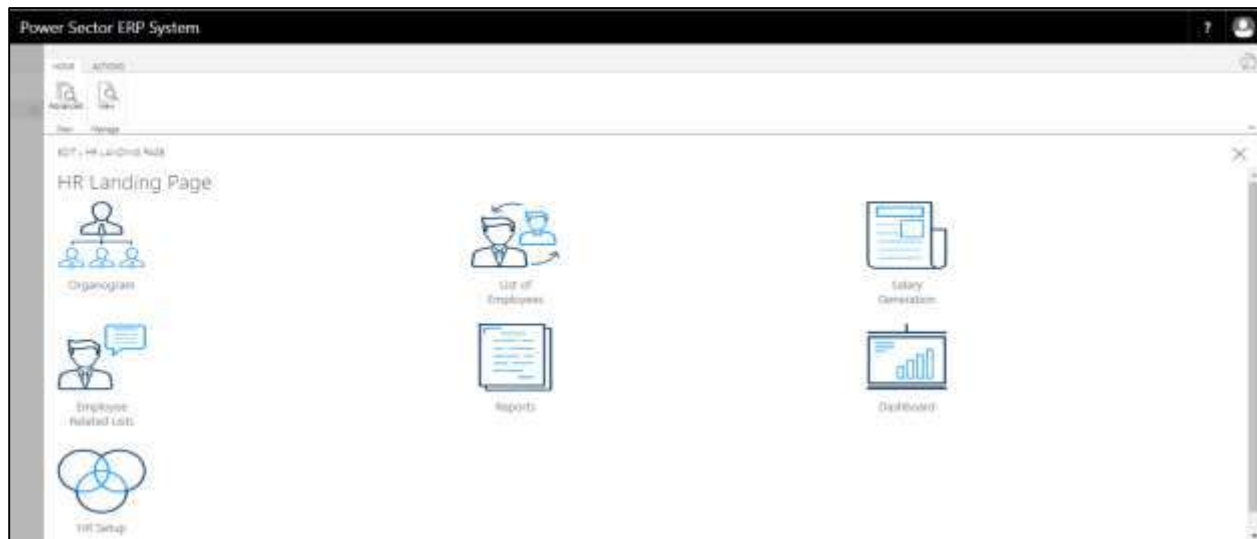
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



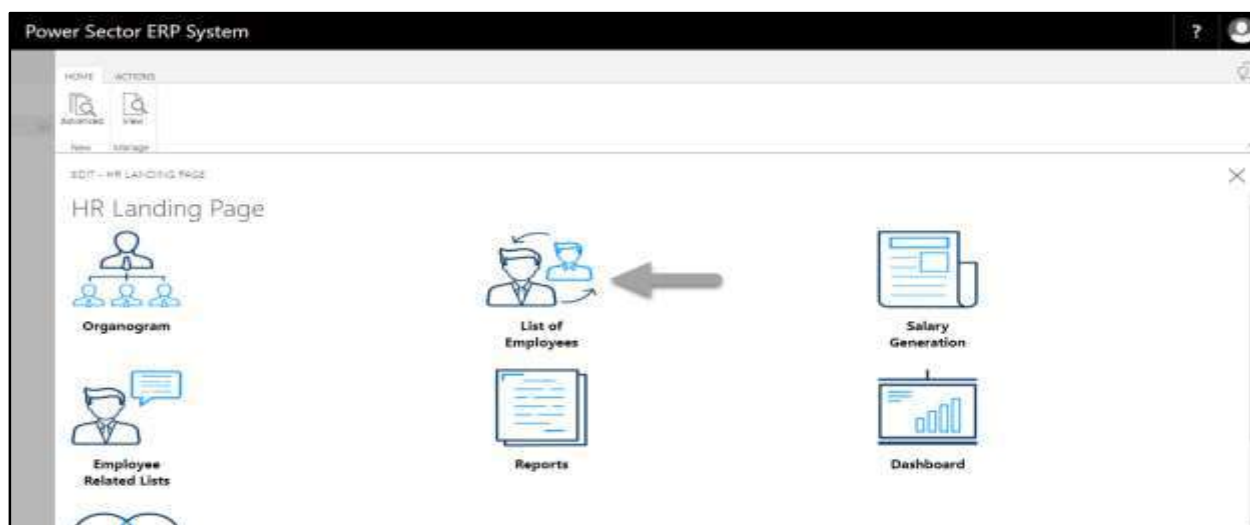
B. Choose the “**Human Resources**” icon.



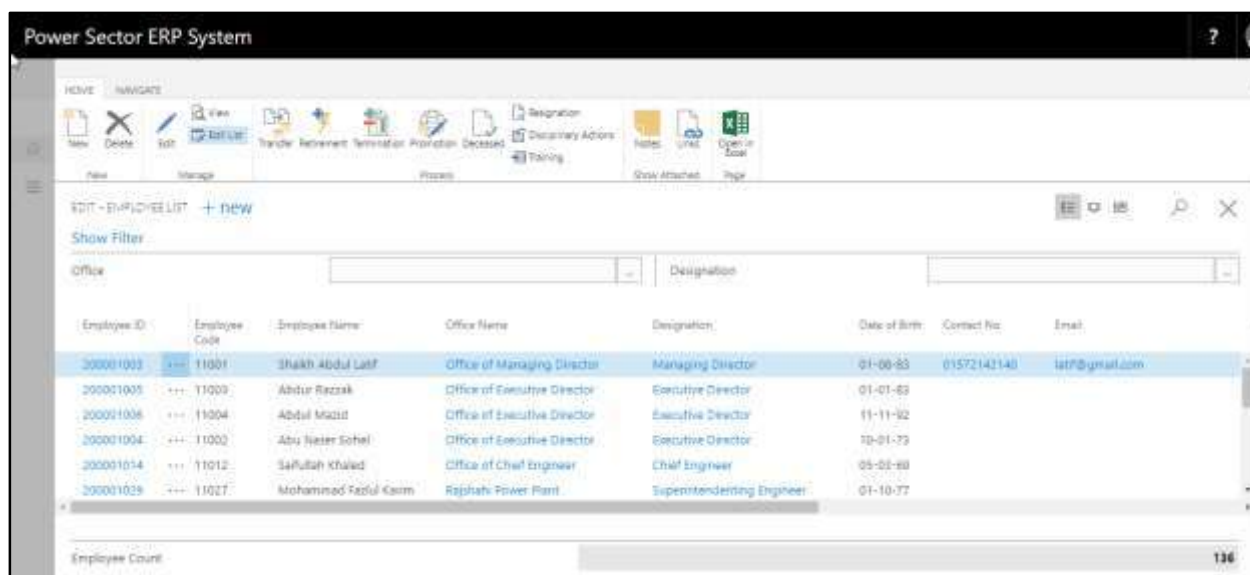
**HR Landing Page** will be appeared.



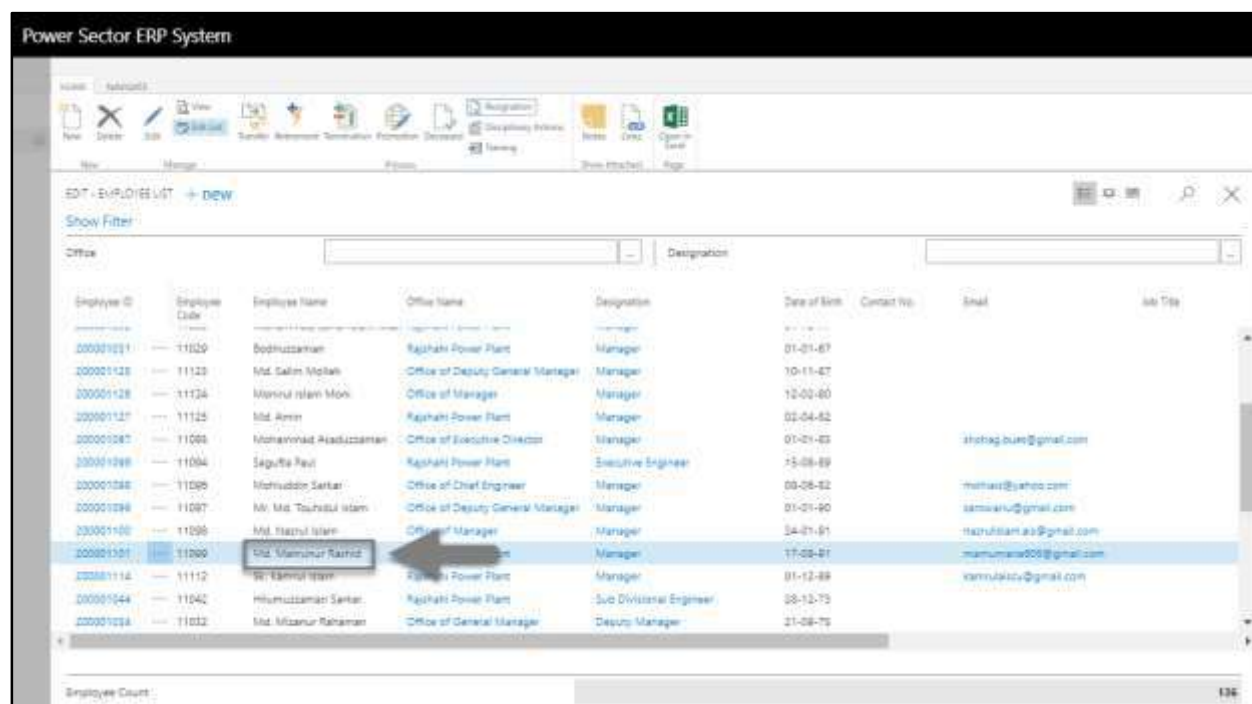
C. Choose the “**List of Employees**” in HR Landing Page.



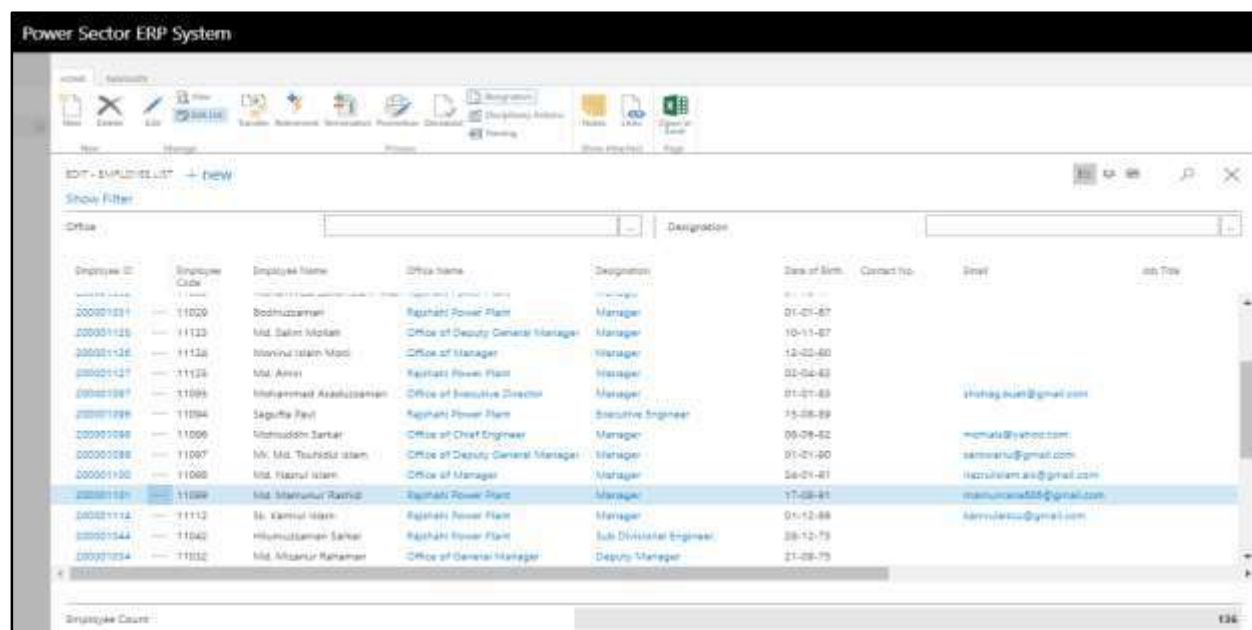
The following **Employee List page** will be appeared.




D. Choose the **"Employee"** by clicking the employee name.



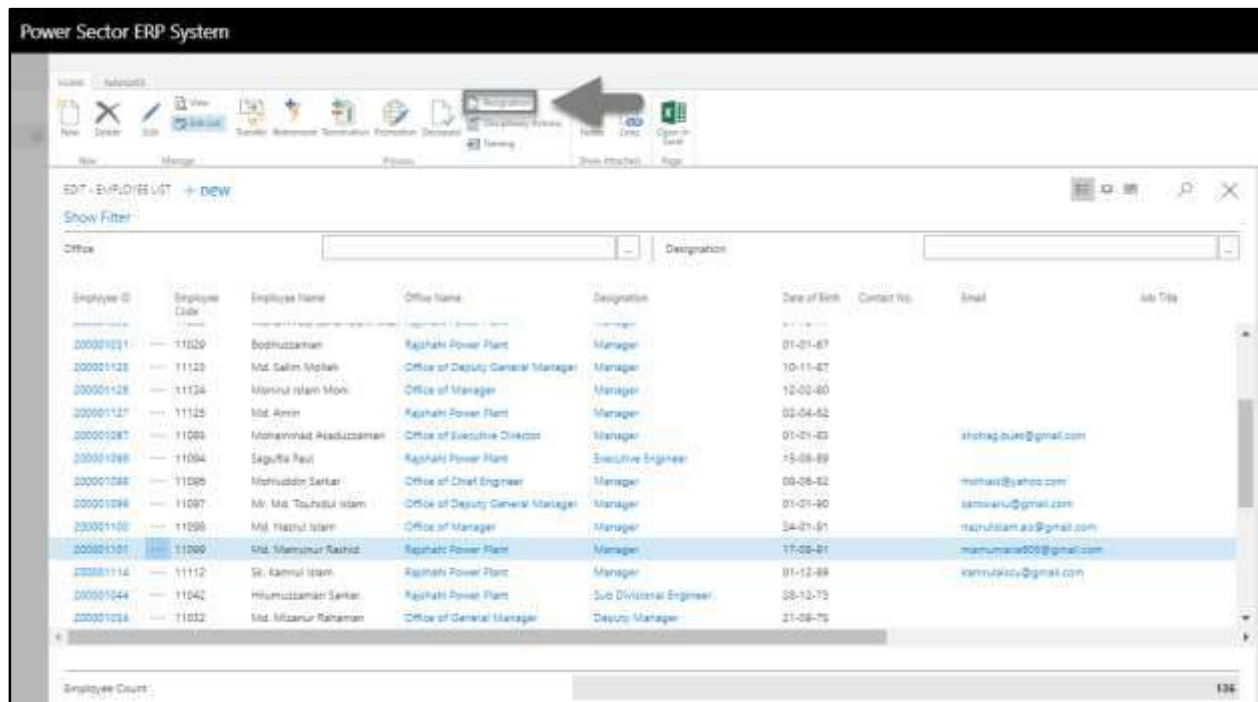
The following Employee list page will look like below.



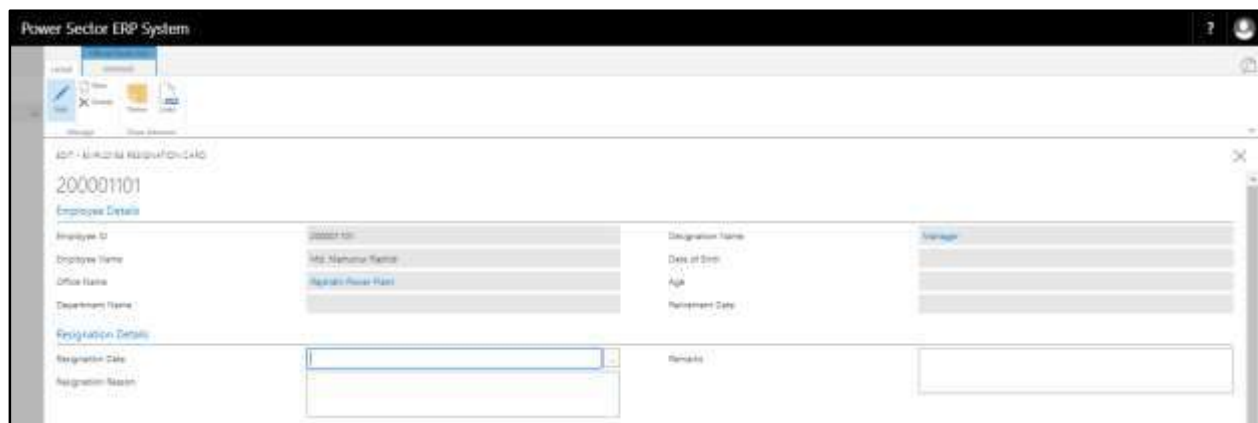
### TIPS

You can search employee, by clicking on the  icon.


E. Choose the **“Resignation”** icon on the Employee List page, as indicated in the figure below.



The Following **Resignation entry page** will be appeared.



F. Provide below information to proceed with the Resignation process successfully.

1. Choose the **Resignation Date** from the dropdown by clicking on  button.

- **Resignation Date: 02-04-20**

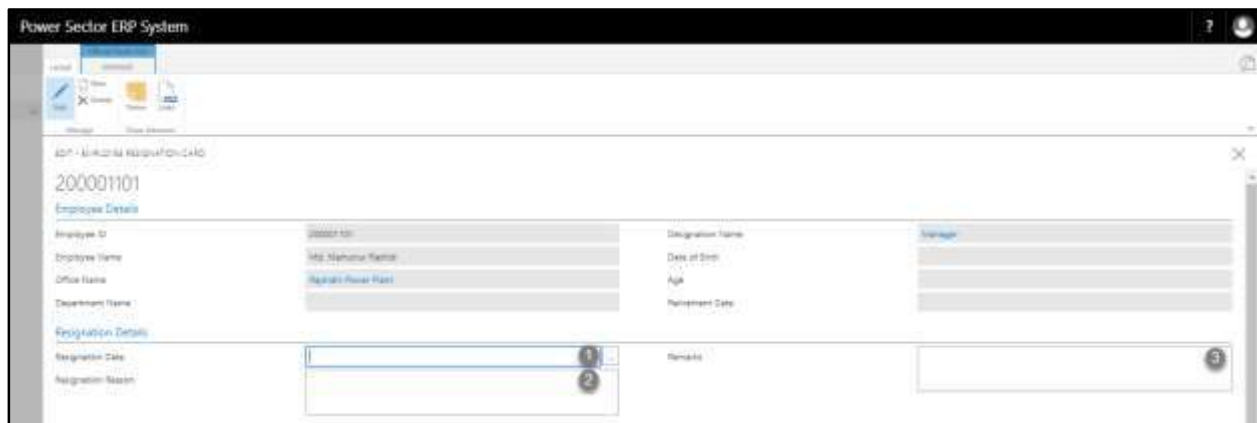
**Employee Details** will populate by the system.

2. Provide **Resignation Reason** if any.

- **Resignation Reason: Self**

3. Provide **Remarks** if any.

- **Remarks: Resigned to Join BPDB**



Power Sector ERP System

Resignation Form

Employee ID: 200001101

Employee Name: [Text Field]

Office Name: [Text Field]

Department Name: [Text Field]

Designation Name: [Text Field]

Date of Birth: [Text Field]

Age: [Text Field]

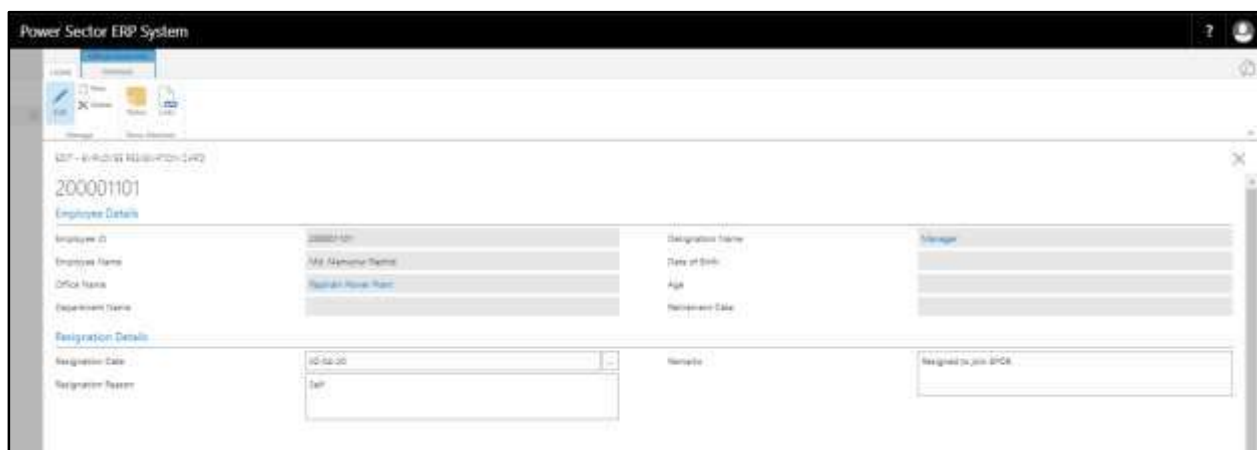
Retirement Date: [Text Field]

Resignation Date: [Dropdown Menu]

Resignation Reason: [Text Field]

Remarks: [Text Field]

The screen will look like as below



Power Sector ERP System

Resignation Form

Employee ID: 200001101

Employee Name: [Text Field]

Office Name: [Text Field]

Department Name: [Text Field]

Designation Name: [Text Field]

Date of Birth: [Text Field]


Age: [Text Field]

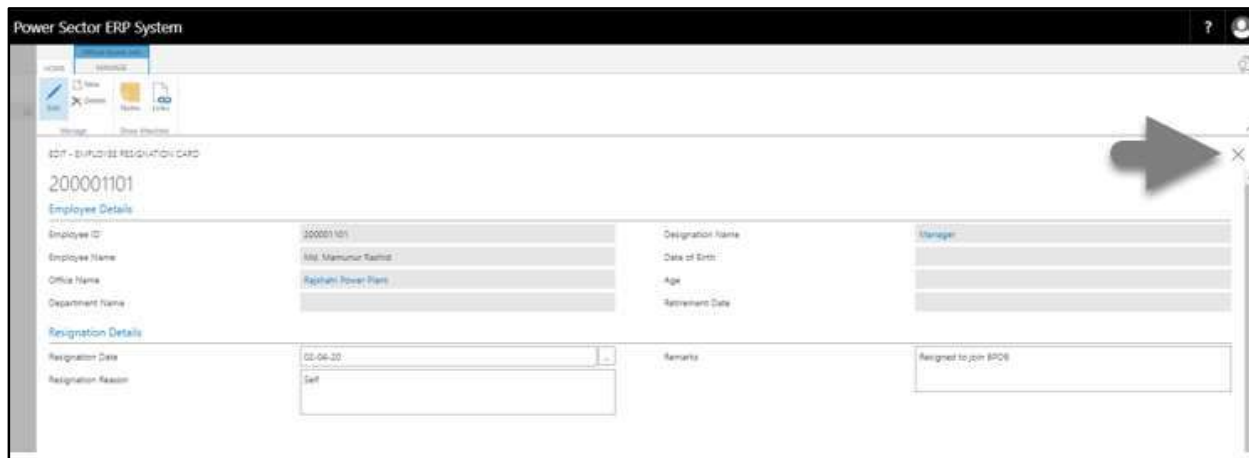
Retirement Date: [Text Field]

Resignation Date: 02-04-20

Resignation Reason: Self

Remarks: Resigned to join BPDB

G. Choose the  icon to Save and Send request for approval.



Power Sector ERP System

EDIT - EMPLOYEE RESIGNATION CARD

200001101

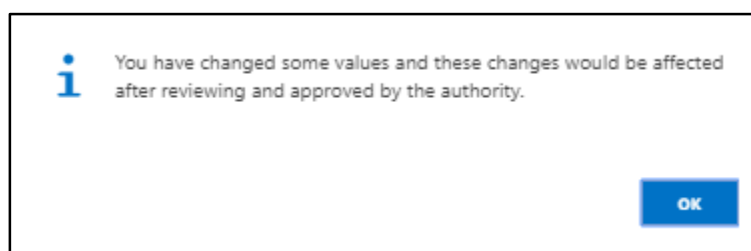
Employee Details

Employee ID	200001101	Designation Name	Manager
Employee Name	Md. Mamunur Raftab	Date of Birth	
Office Name	Rajshahi Power Plant	Age	
Department Name		Retirement Date	

Resignation Details

Resignation Date	02-04-20	Remarks	Resigned to join BPOB
Resignation Reason	Self		

The following pop up will be appeared.



H. Choose **“OK”** icon to save and close.



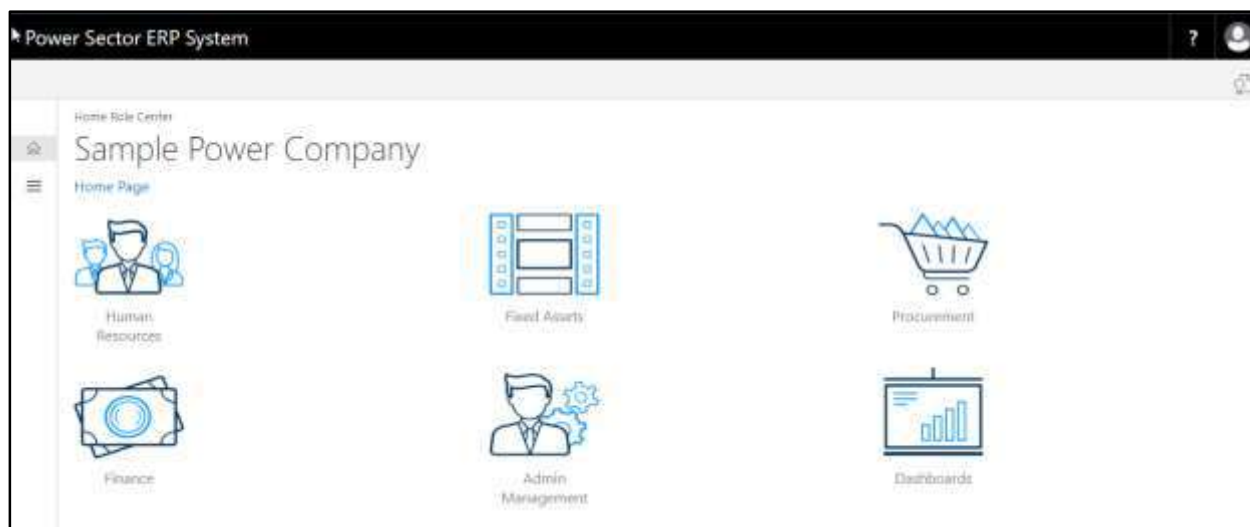
### Note

Resignation date does have impact on salary.

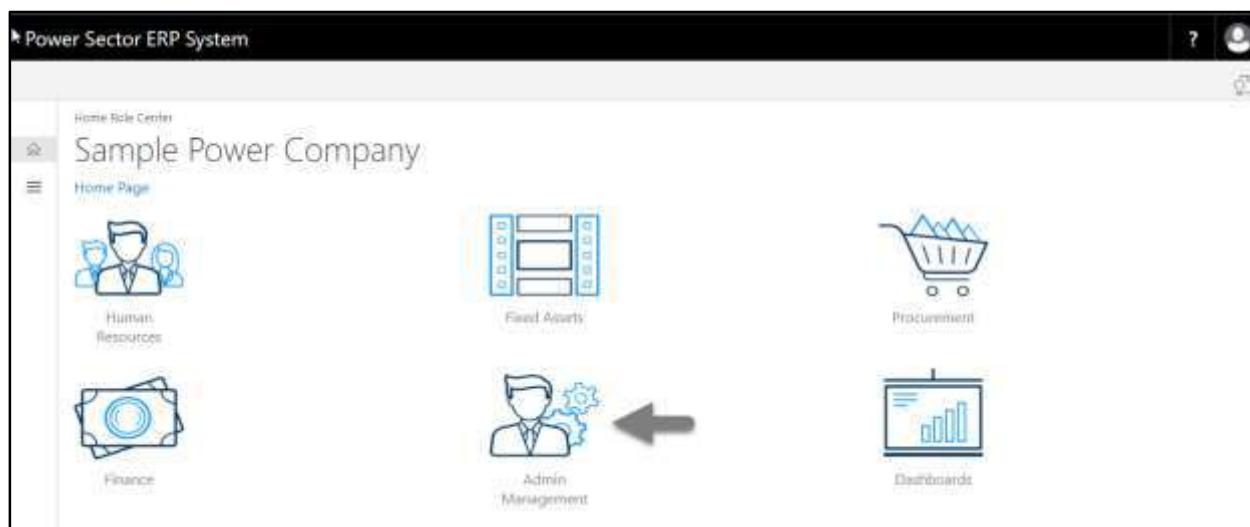
## HR-610.2 Approve or Reject initiated Resignation by HR Admin

To Approve or Reject an initiated resigned action, follow the steps described below.

- A. Log in with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.

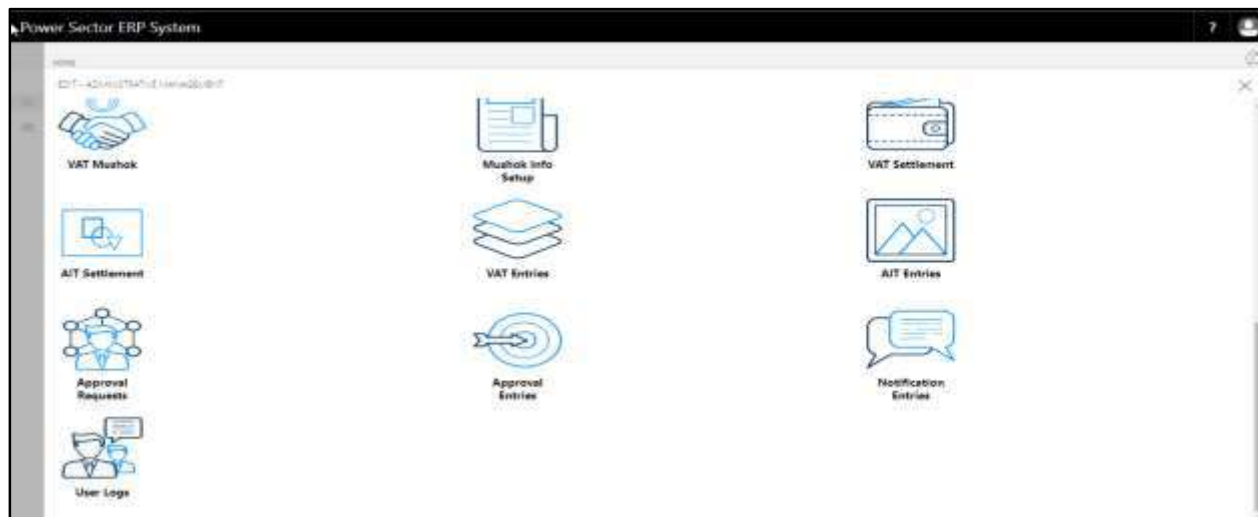


- B. Choose the “**Admin Management**” icon to open the administrative page.

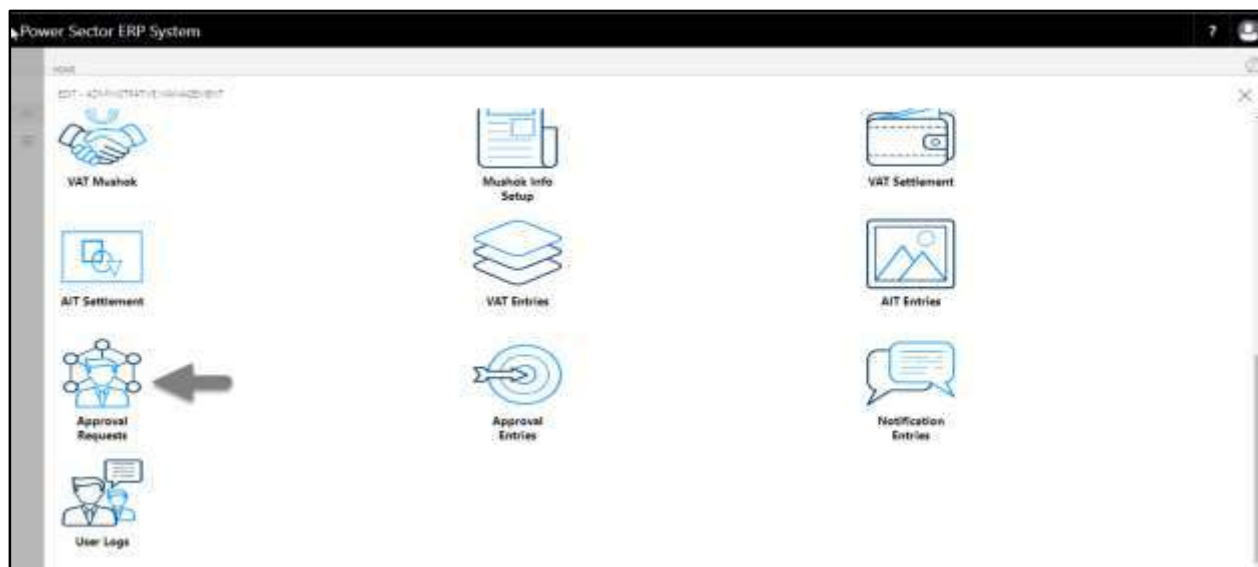




The Following **Admin Management** page will be appeared.



C. Choose the **"Approval Request"** icon to process initiated approval requests.



The following **Approval Request** page will be appeared.



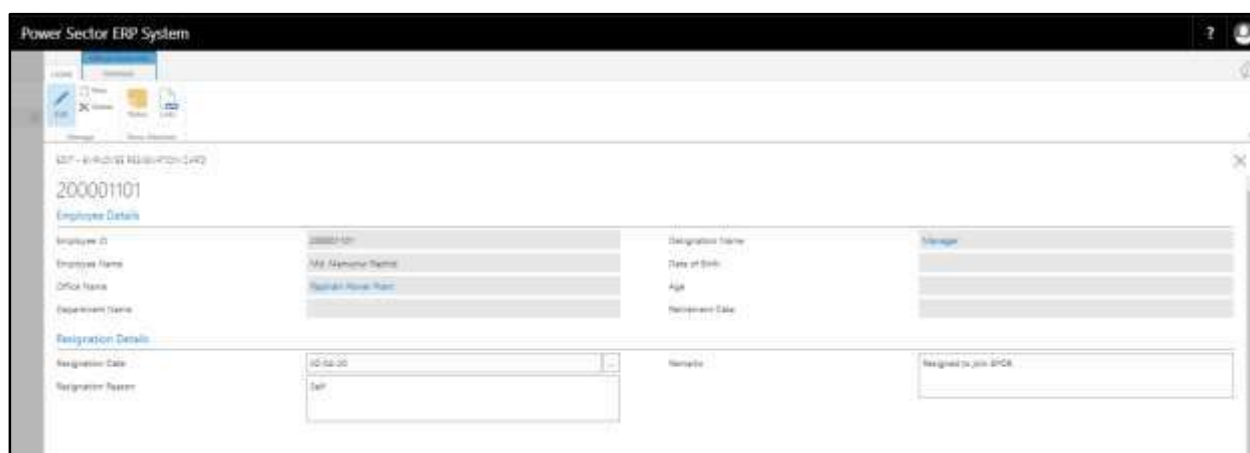
D. Select the initiated resignation process and choose the **“Open Record”** icon.




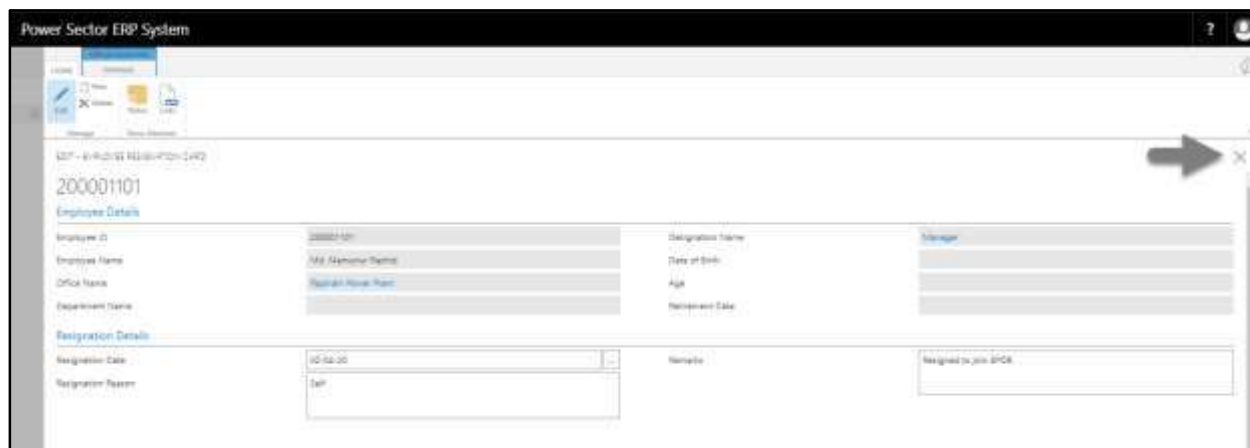
### TIPS

You can choose initiated record by selecting the line.

The following detailed employee resignation card page will be appeared.



E. Select the  icon to back to the previous page.



The following **Request to Approve** page will be appeared.



- F. Select the Initiated resignation process and Choose the **“Approve”** icon to approve the initiated resign process or select **“Reject”** (besides “Approve”) to reject.



### TIPS

You can choose initiated record by selecting the line.

The following pop- up will be appeared.



- G. Choose the **“OK”** icon to save and close.



### IMPORTANT

After approve an initiated resignation process, you cannot delete or modify it.

## HR-611 How to: Terminate an Employee

### Introduction

This process demonstrates how to Terminate an employee.

The Termination process of an individual employee is divided into 2 phases -

- HR-611.1 Initiate the Termination process by module User.
- HR-611.2 Approve or Reject initiated termination by module Admin.

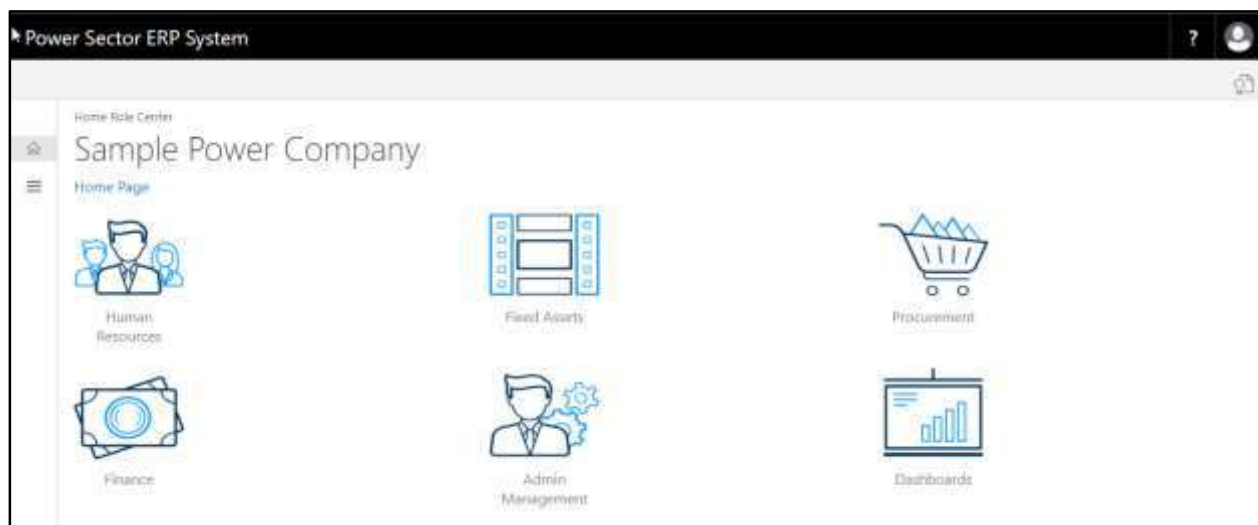
### Roles

- Module User
- Module Admin

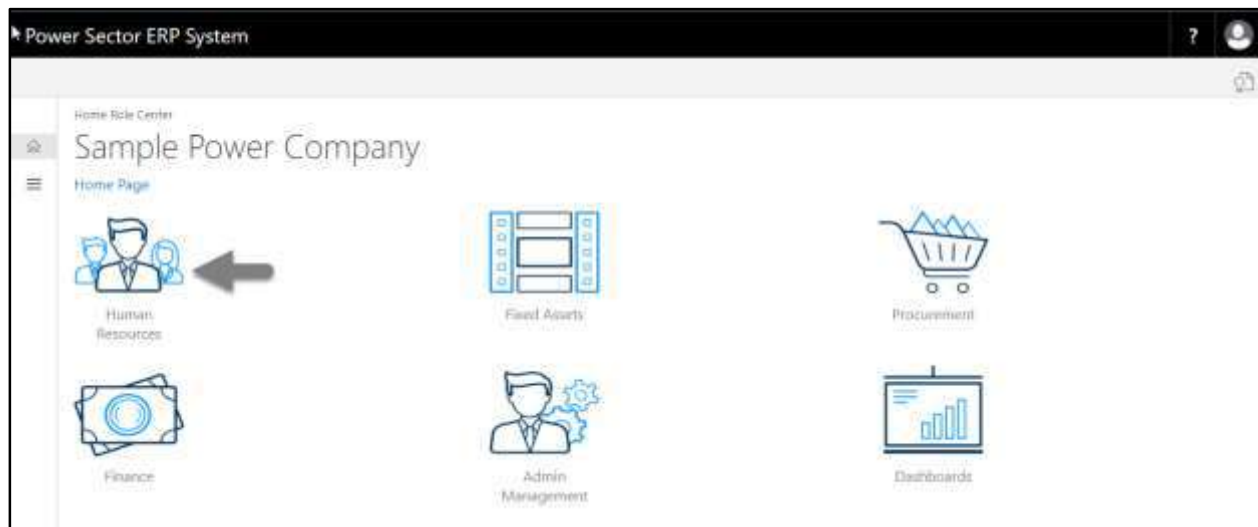
### HR-611.1 Initiate the Termination process by HR User

To Initiate a termination process, follow the steps described below.

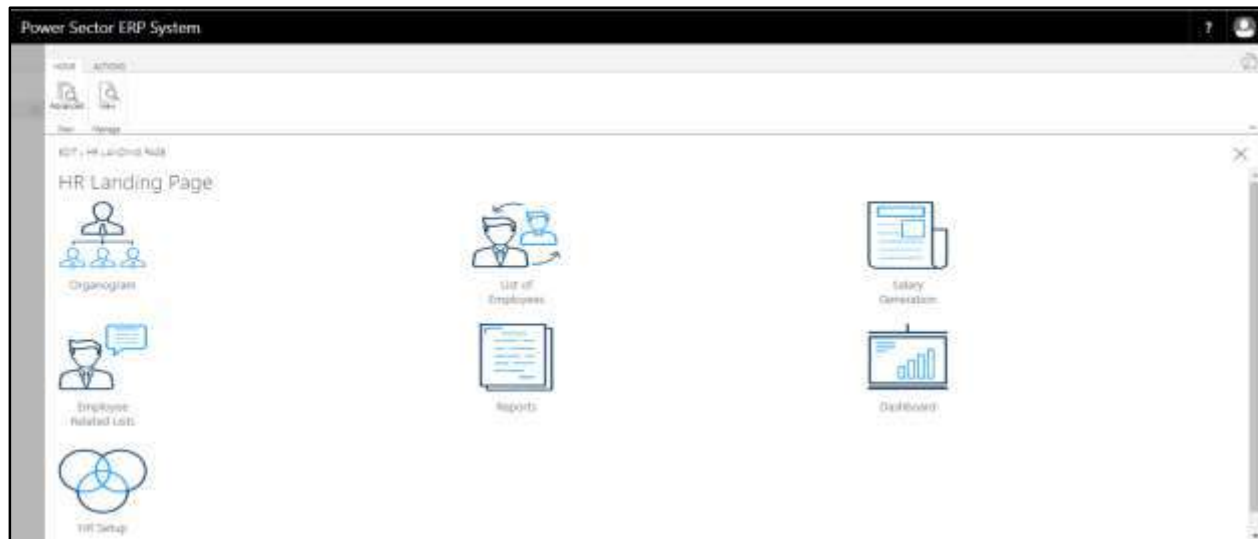
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the “**Human Resources**” icon.



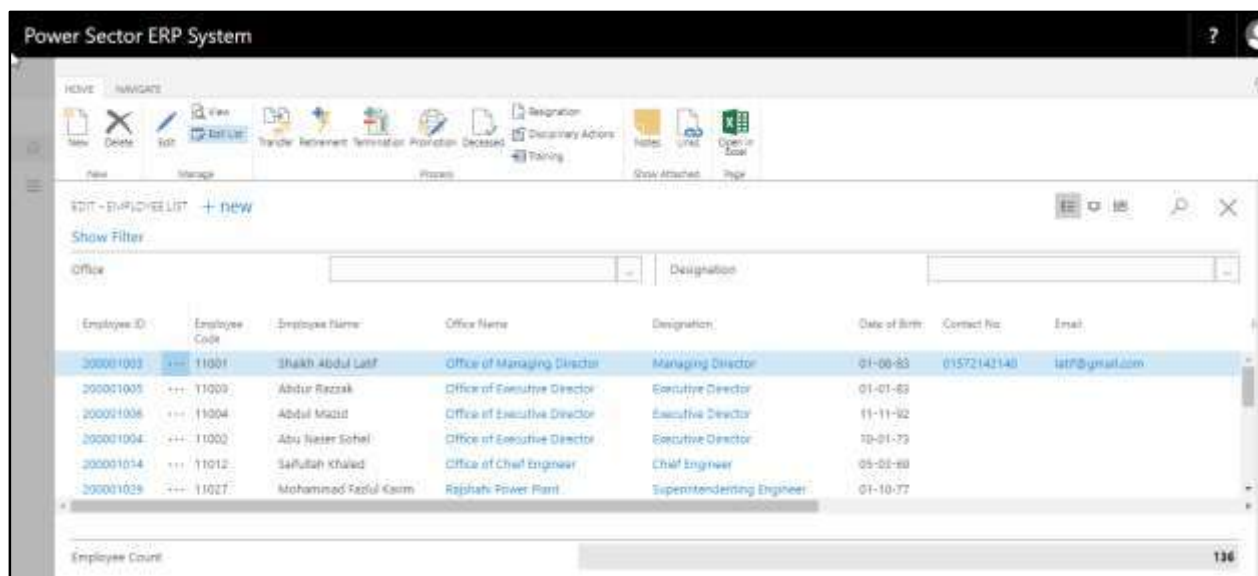
**HR Landing Page** will be appeared as below



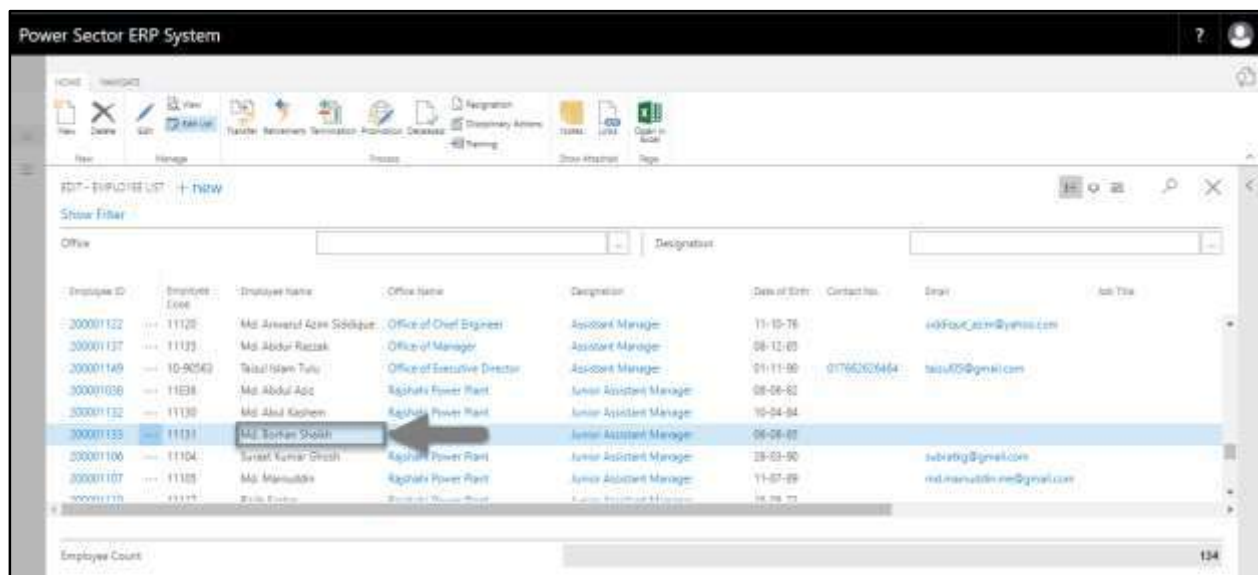
C. Choose the **"List of Employees"** in the HR Landing Page.



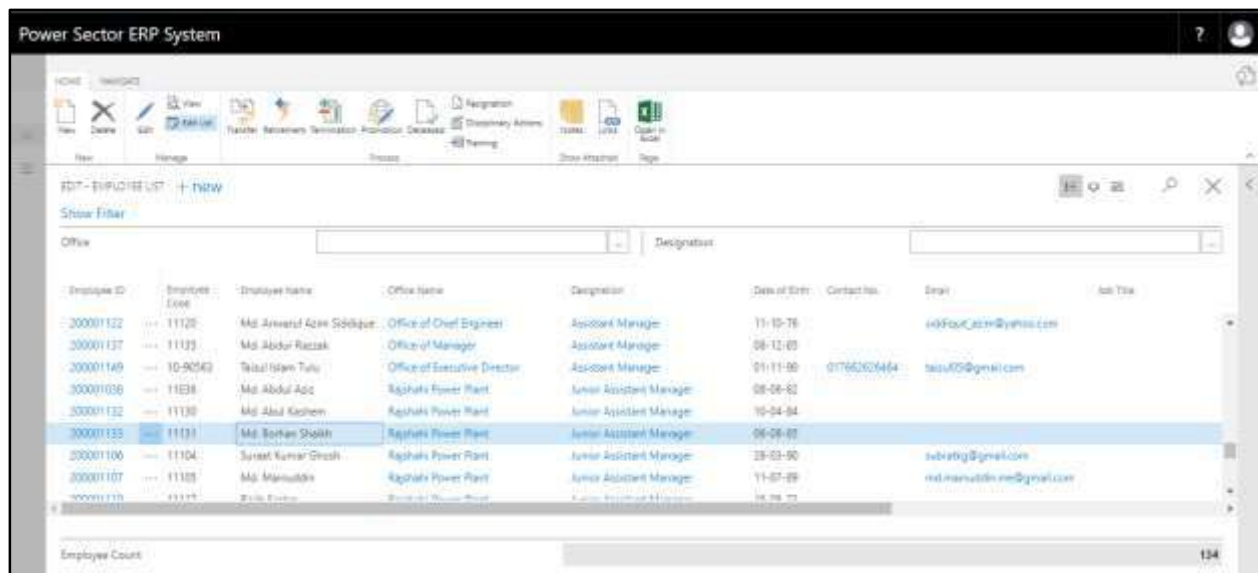
The following **Employee List** page will be appeared.



D. Choose the **"Employee"** by clicking the employee name.



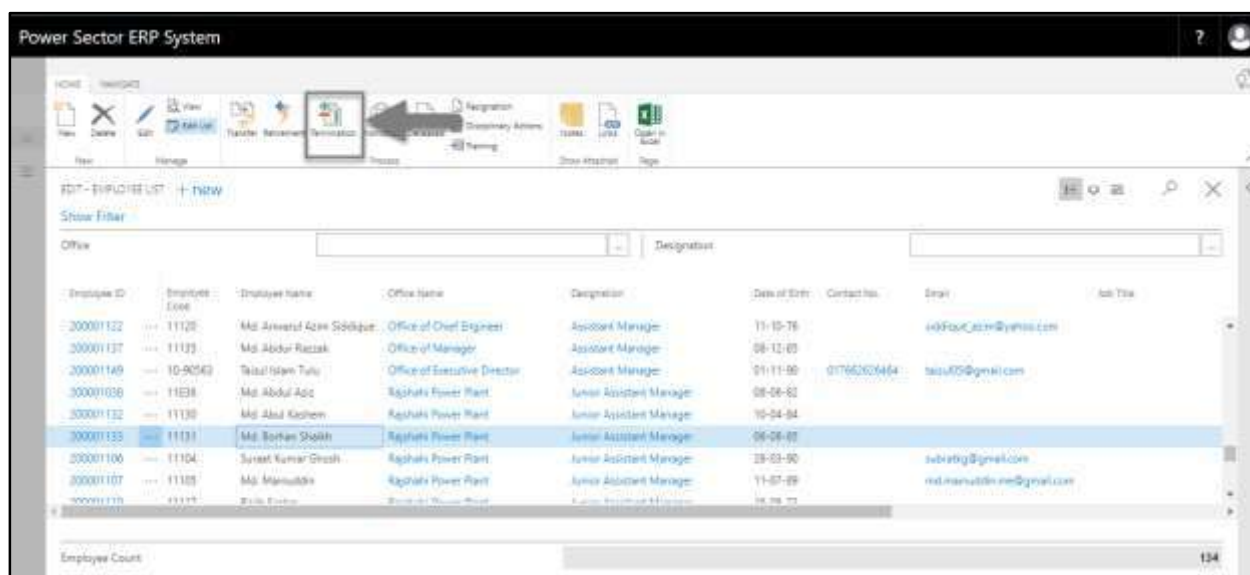
The following Employee list page will look like.



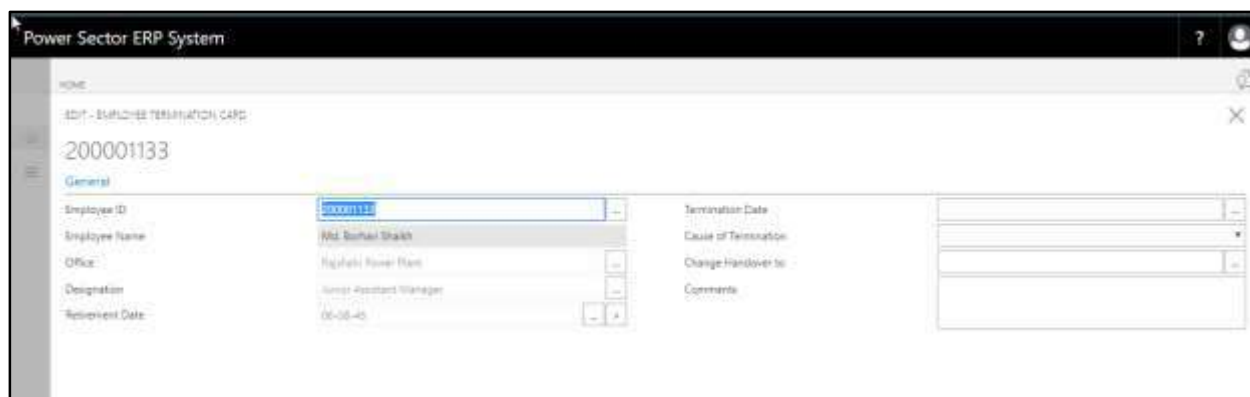
### TIPS

You can search employee by clicking on the  icon.

E. Choose the **“Termination”** icon on the Employee List page, as indicated in the figure below.



The Following **Termination entry** page will be appeared.



F. Provide below information to proceed with the Resignation process successfully.

1. Choose the **Termination Date** from the dropdown by clicking on  button.


- **Termination Date: 02-04-20**

**Employee ID, Employee Name, Office, Designation and Retirement Date** will be populated by the system.

2. Choose **Cause of Termination** from the dropdown by clicking on  button.

- **Cause of Termination: Business Operational Cost Minimization**

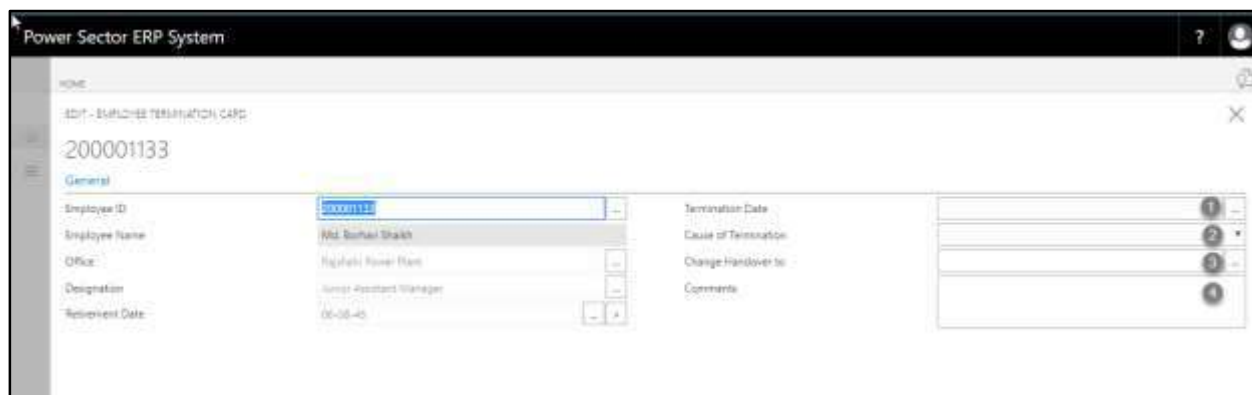


3. Choose the **Charge Handover to** from the dropdown by clicking on  button.

- **Charge Handover to: 200001043**


4. Provide **Remarks** if any.

- **Comments: Higher Authority Decision**



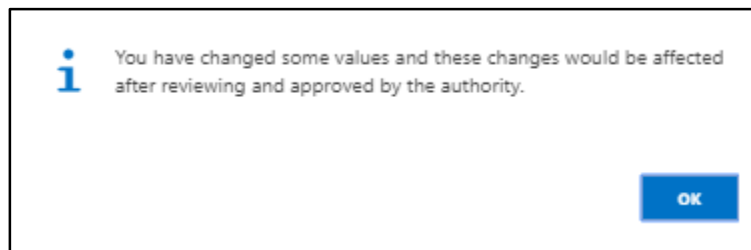
The screen will look like as below



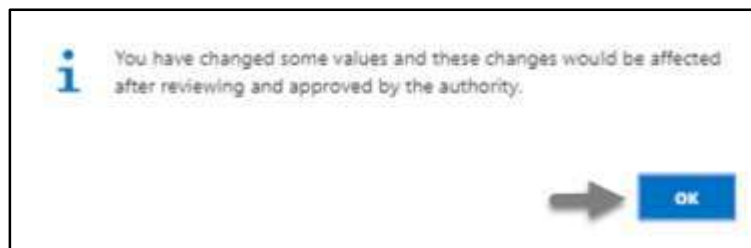
G. Choose the  icon to Save and Send request for approval.



The following pop up will be appeared.



H. Choose **"OK"** icon to save and close.



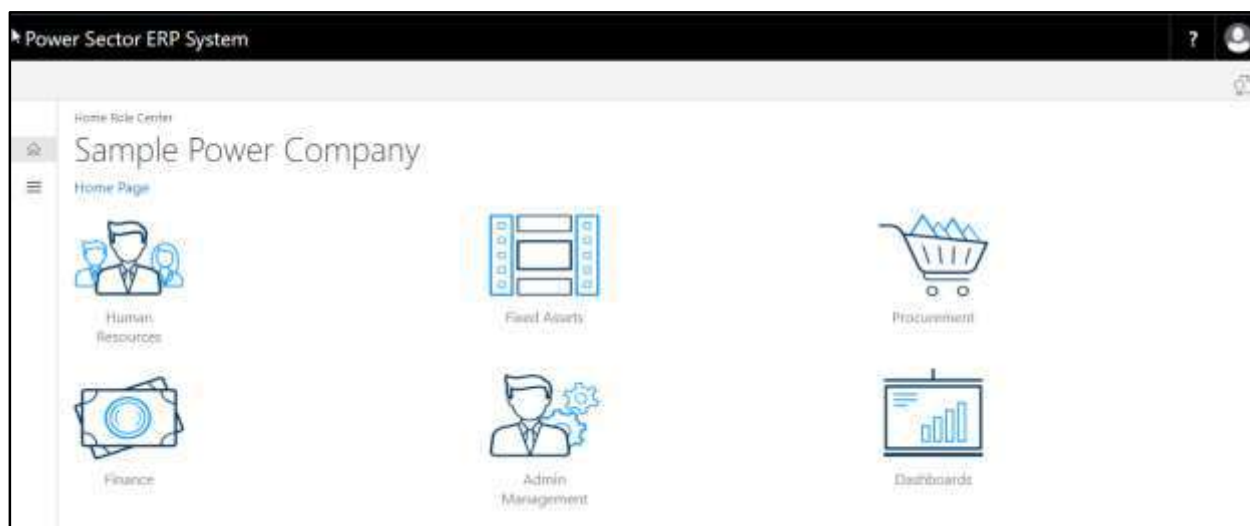
**NOTE**

Termination date does have impact on salary.

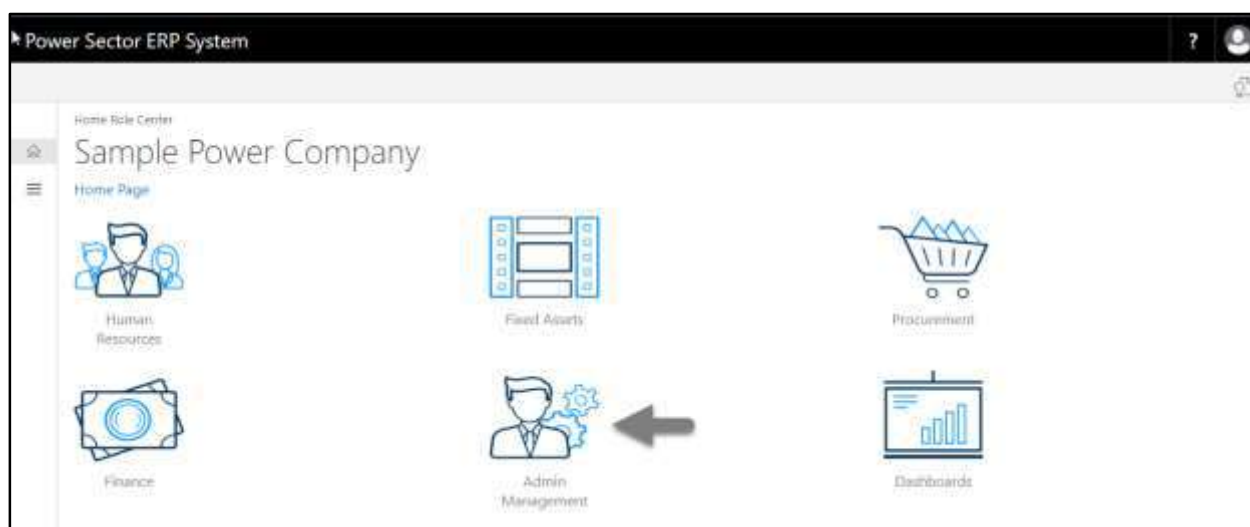
## HR-611.2 Approve or Reject initiated Termination by HR Admin

To Approve or Reject an initiated termination, follow the steps described below.

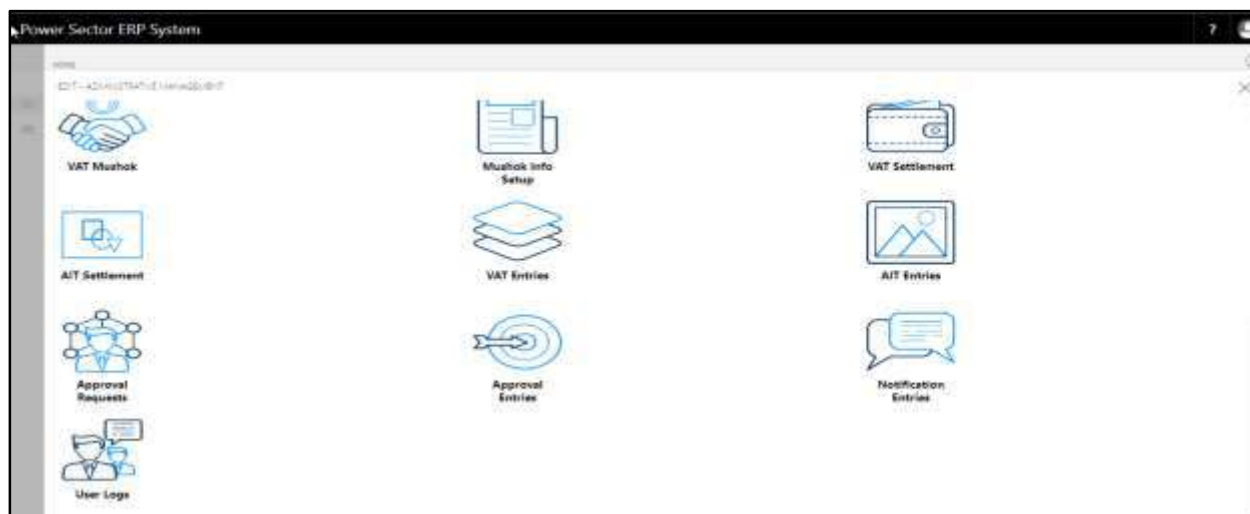
- A. Login with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



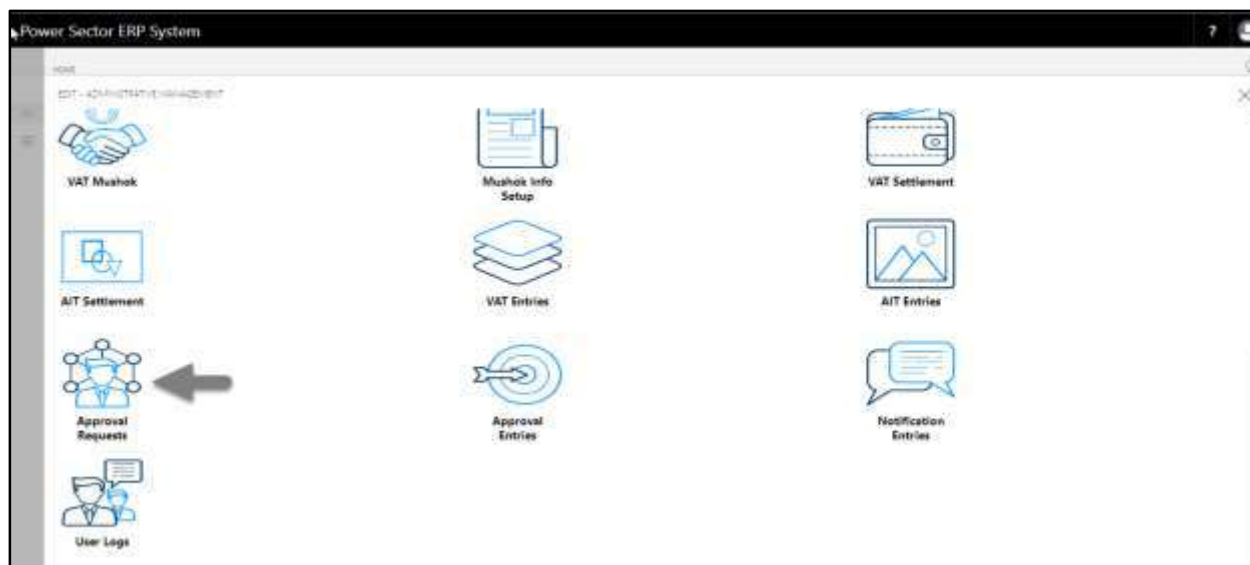
- B. Choose the “**Admin Management**” icon to open the administrative page.



The Following **Admin Management** page will be appeared.



C. Choose the **"Approval Request"** icon to process initiated approval requests.



The following **Approval Request** page will appear as below.



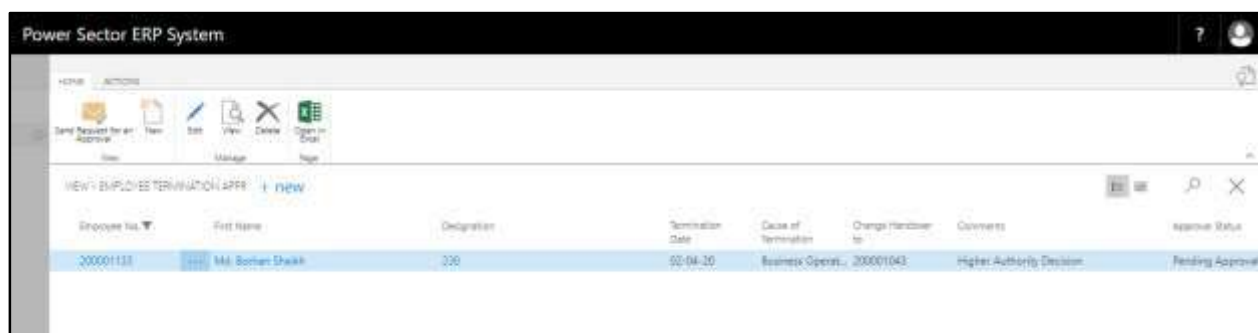
D. Select the initiated termination process and choose the **“Open Record”** icon.




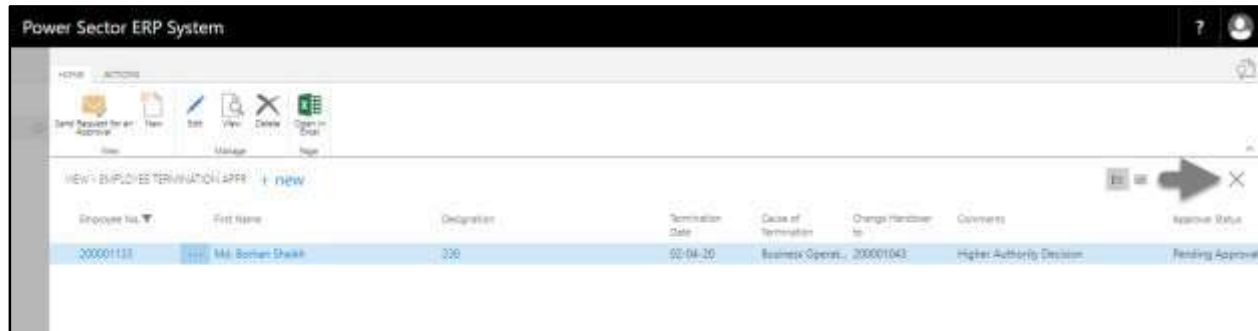
### TIPS

You can choose initiated termination process by selecting the line.

**Detailed Employee termination page** will be appeared as below.



E. Select the  icon to back to the previous page.



The following **Request to Approve** page will be appeared.



F. Select the Initiated retirement process and Choose the **“Approve”** icon to approve the initiated terminate process or select **“Reject”** (besides “Approve”) to reject.



### TIPS

You can choose initiated termination process by selecting the line.

The following Pop up will be appeared.



G. Choose the "**OK**" icon to save and close.



**IMPORTANT**

After approve an initiated termination process, you cannot delete or modify.

## HR-612 How to: Retire an Employee

### Introduction

This process demonstrates how to Retire an employee from the organization.

The Retirement process of an individual employee is divided into 2 phases -

- HR-612.1 Initiate the Retirement process by module User.
- HR-612.2 Approve or Reject initiated retirement by module Admin.

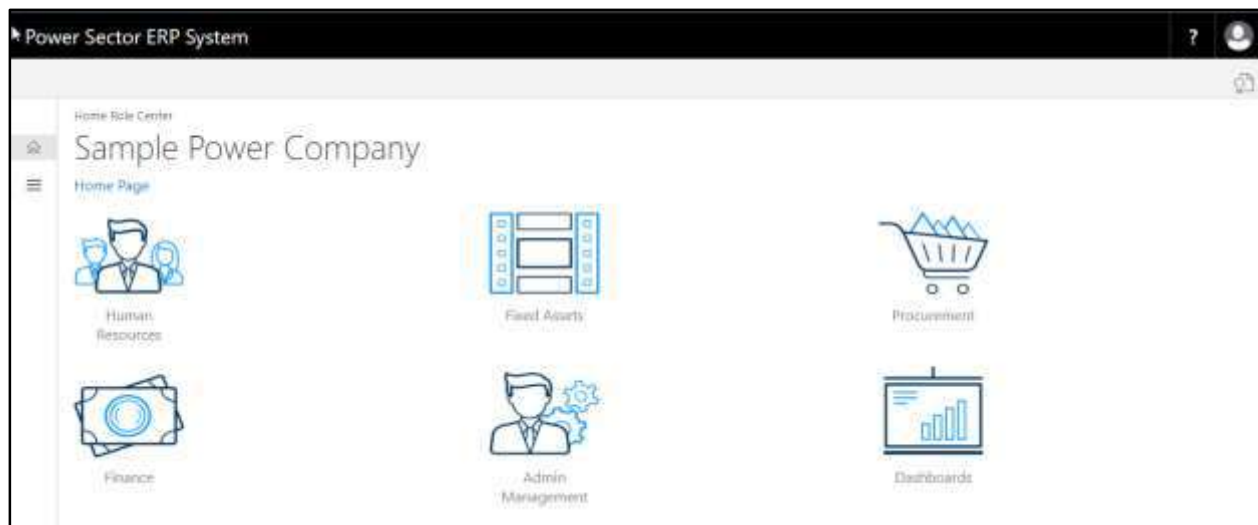
### Roles

- Module User
- Module Admin

### HR-612.1 Initiate Retirement Process by Module User

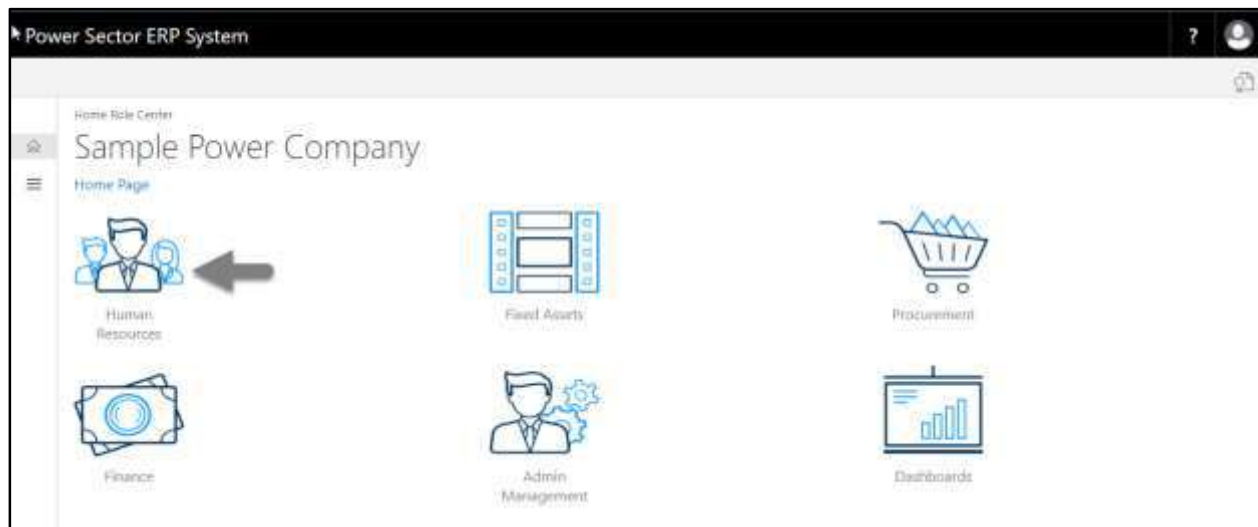
To Initiate a retirement process, follow the steps described below.

- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.

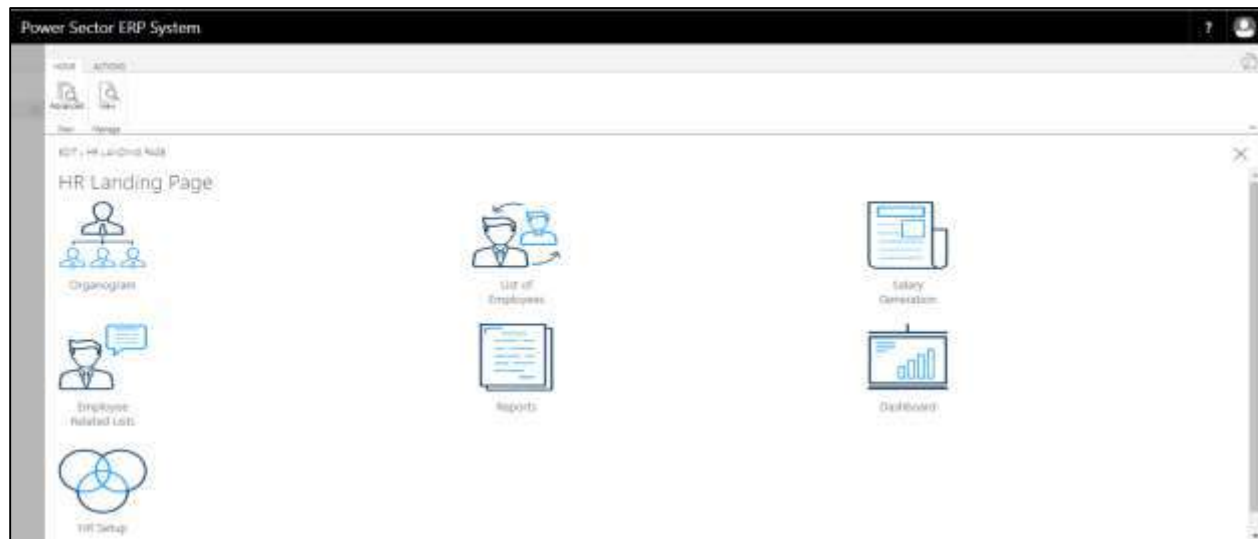




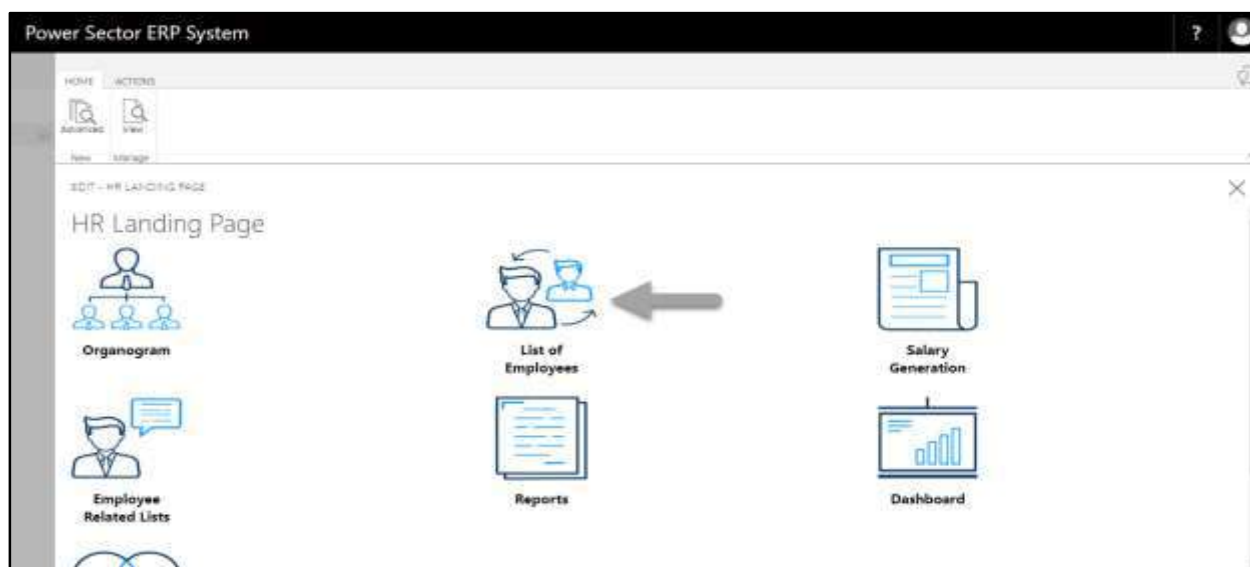
B. Choose the “**Human Resources**” icon.



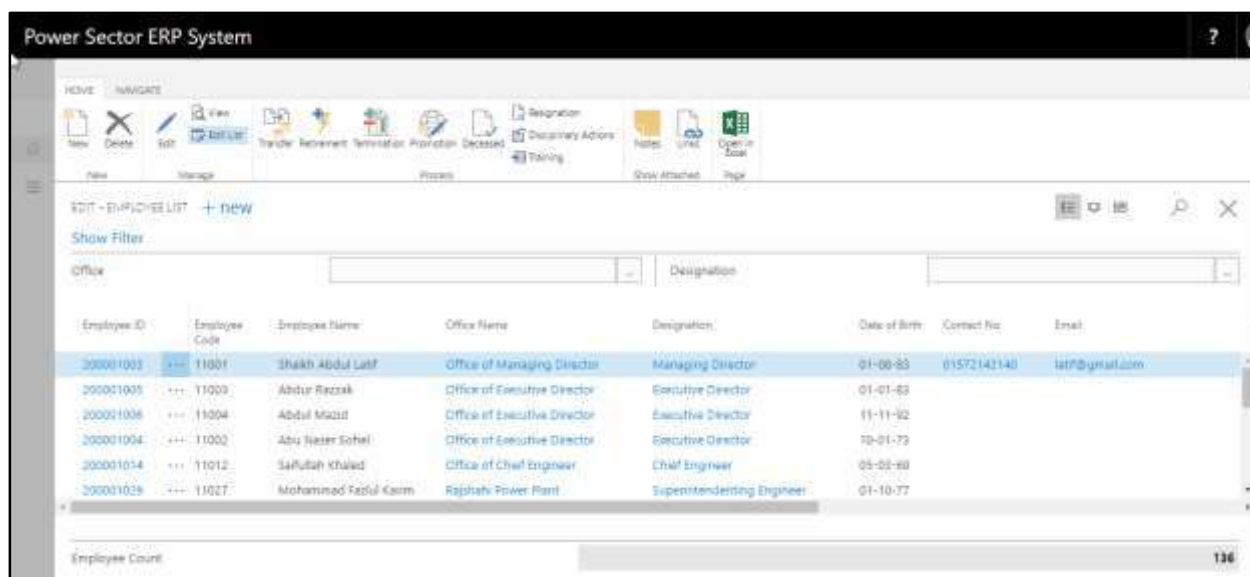
**HR Landing Page** will be appeared as below



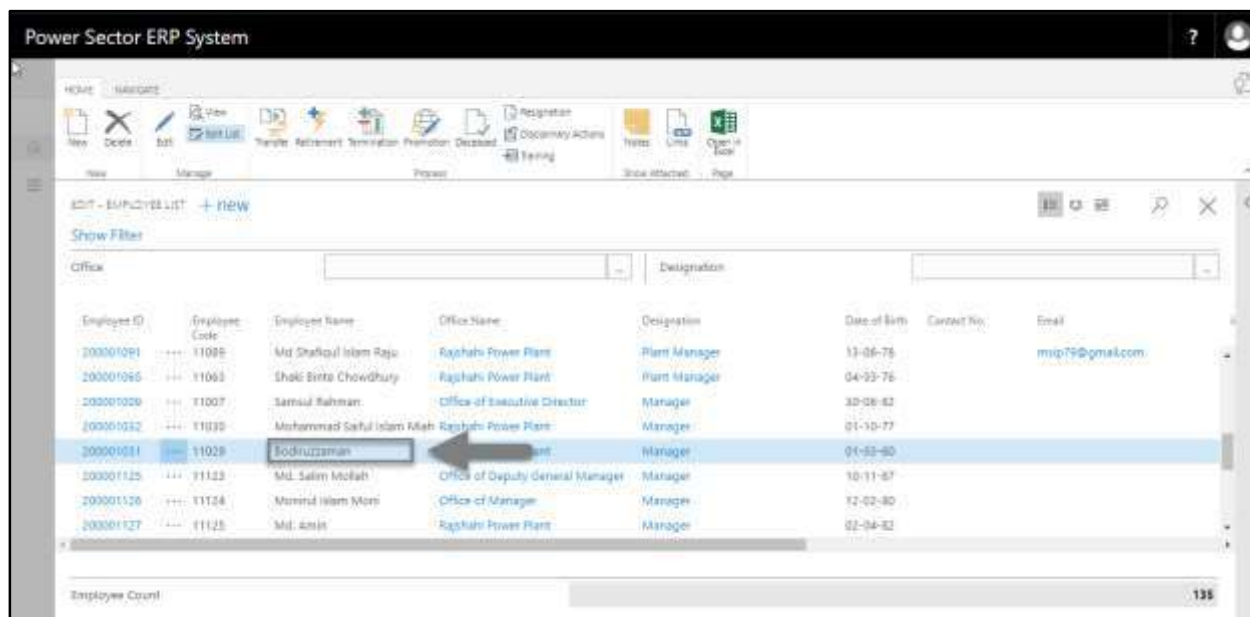
C. Choose the **"List of Employees"** in the HR Landing Page.



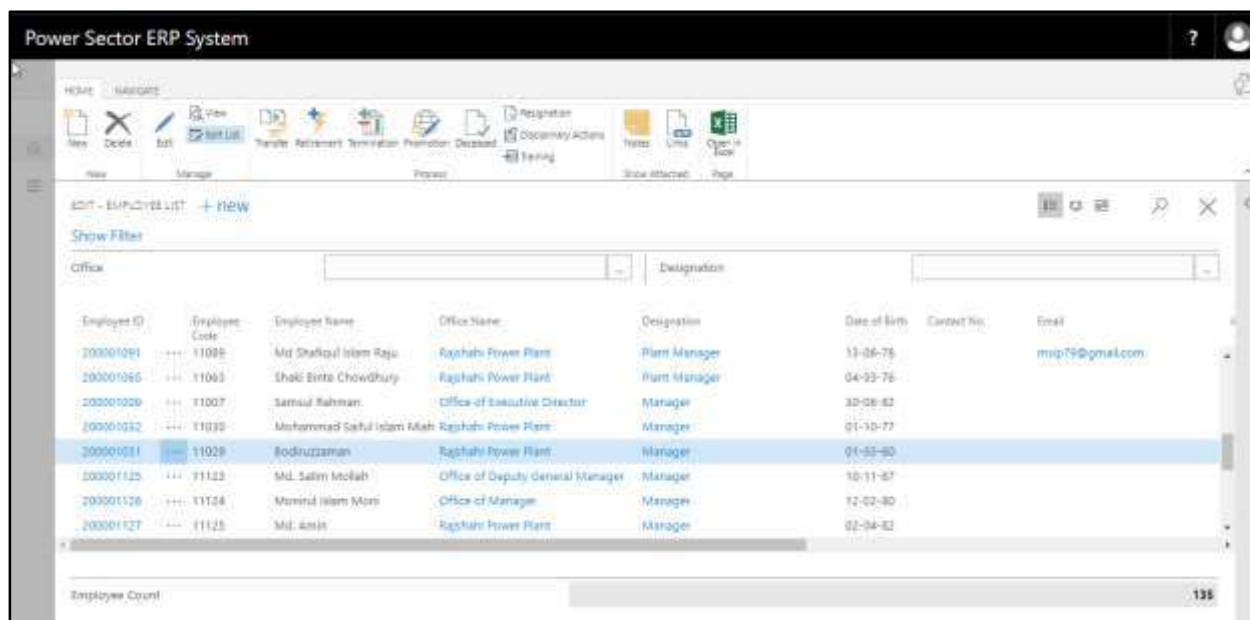
The following **Employee List** page will be appeared.




D. Choose the “**Employee**” by clicking the employee name.



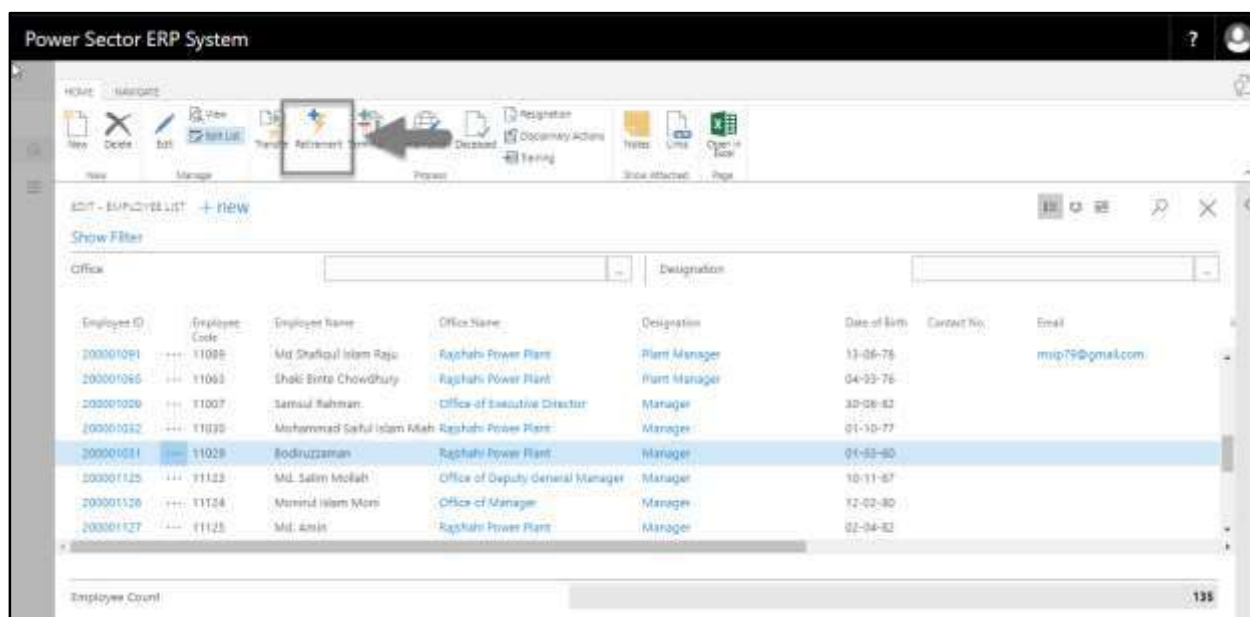
The following **Employee list** page will look like.



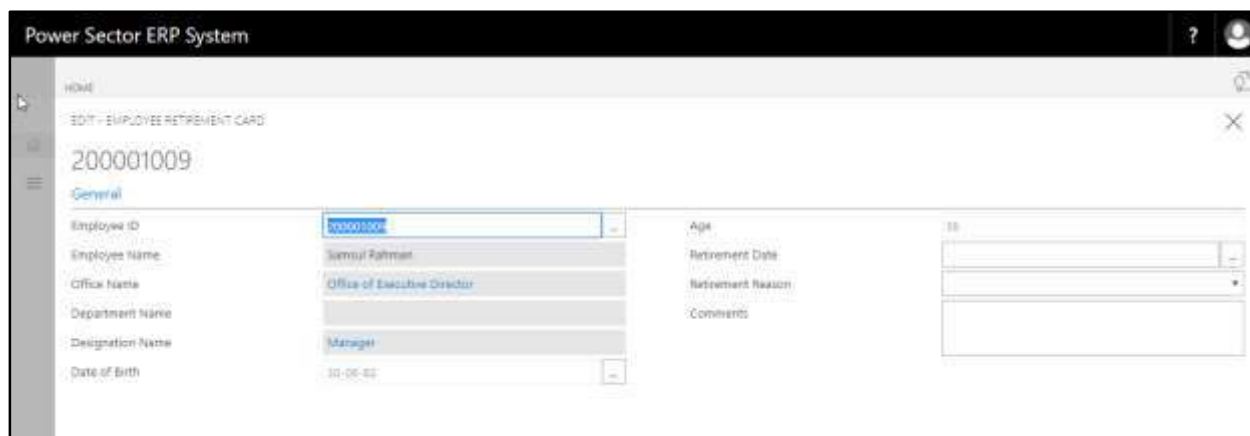
### TIPS

You can search employee, by clicking on the  icon.

E. Choose the **"Retirement"** icon on the Employee List page, as indicated in the figure below.



The Following **Retirement entry page** will be appeared.



F. Provide below information to proceed with the Retirement process successfully.

1. Choose the **Retirement Date** from the dropdown by clicking on  button.

- **Retirement Date: 02-04-20**

**Employee Name, Office Name, Department Name, Designation, Birth Date and Age** will be populated by system.

2. Provide **Resignation Reason** if any.

- **Retirement Reason: Over Age**

3. Provide **Remarks** if any.

- **Comments: Due to Age**

Power Sector ERP System

HOME

EDIT - EMPLOYEE RETIREMENT CARD

200001031

General

Employee ID: 200001031

Employee Name: Boduruzzaman

Office Name: Rajshahi Power Plant

Department Name:

Designation Name: Manager

Date of Birth: 01-03-88

Age: 40

Retirement Date:

Retirement Reason:

Comments:

The screen will look like as below

Power Sector ERP System

HOME

EDIT - EMPLOYEE RETIREMENT CARD

200001031

General

Employee ID: 200001031

Employee Name: Boduruzzaman

Office Name: Rajshahi Power Plant

Department Name:

Designation Name: Manager


Date of Birth: 01-03-88

Age: 40

Retirement Date: 02-04-20

Retirement Reason: Over Age

Comments: Due to Age

G. Choose the  icon to Save and Send request for approval.



Power Sector ERP System

HRMS

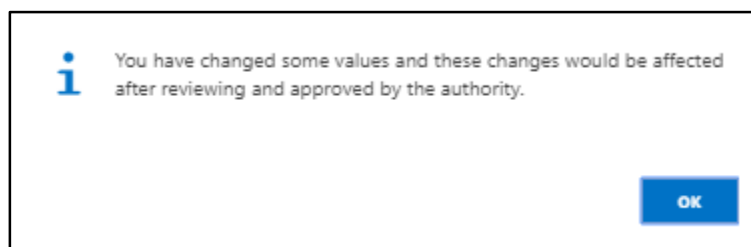
EMPLOYEE RETIREMENT CARD

200001031

General

Employee ID	200001031	Age	55
Employee Name	Radhikaan	Retirement Date	02-04-20
Office Name	Kapildh River Plant	Retirement Reason	Over Age
Department Name		Comments	Due to Age
Designation Name	Manager		
Date of Birth	01-02-62		

The following pop up will be appeared.



H. Choose **“Ok”** icon to save and close.



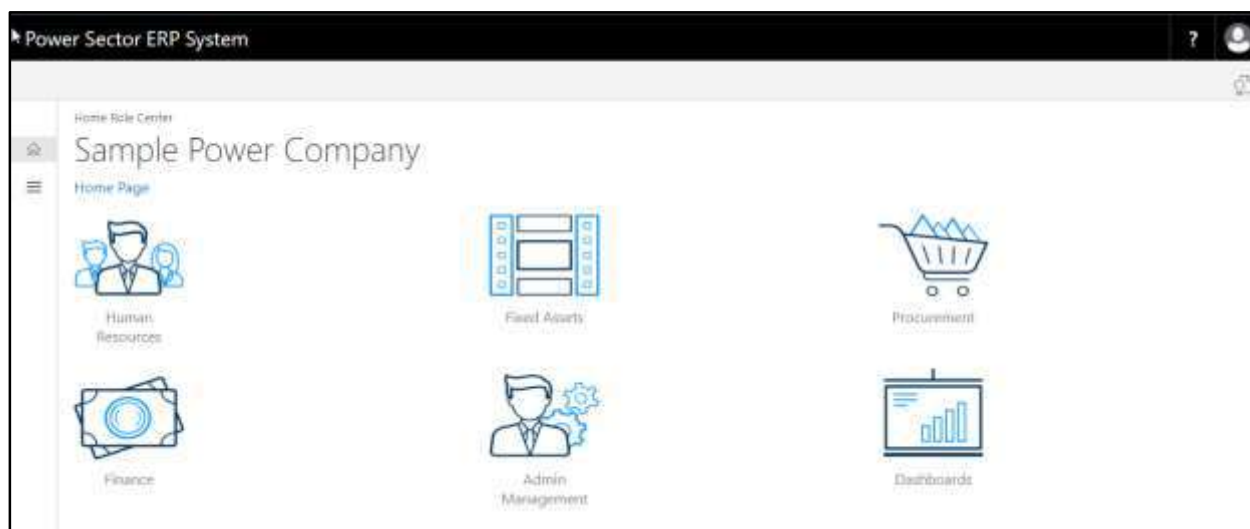
### NOTE

Retirement date does have impact on salary.

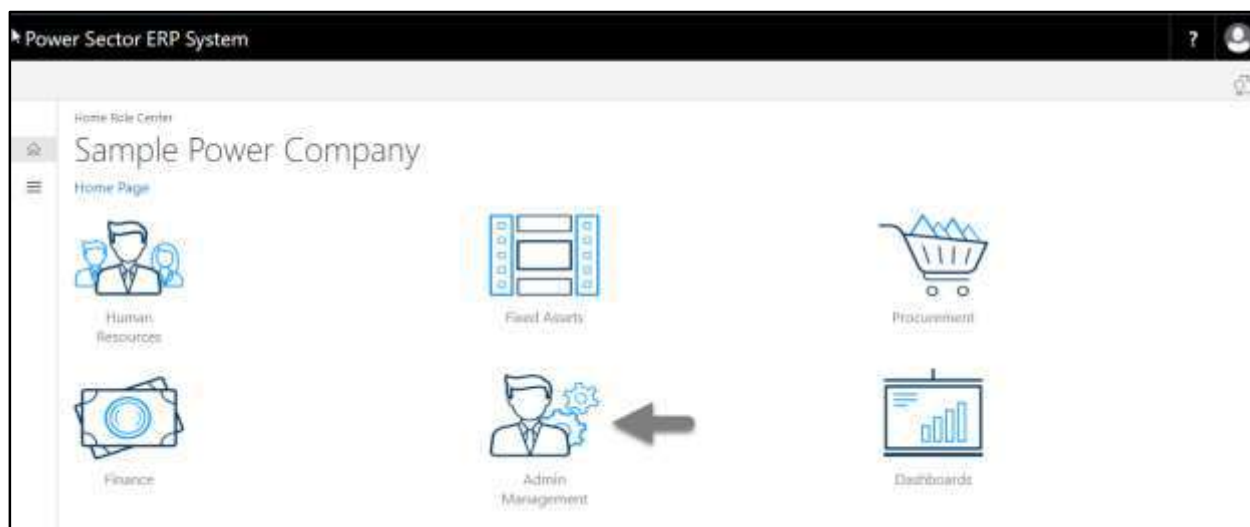
## HR-612.2 Approve or Reject initiated Retirement by HR Admin

To Approve or Reject an initiated resigned action, follow the steps described below.

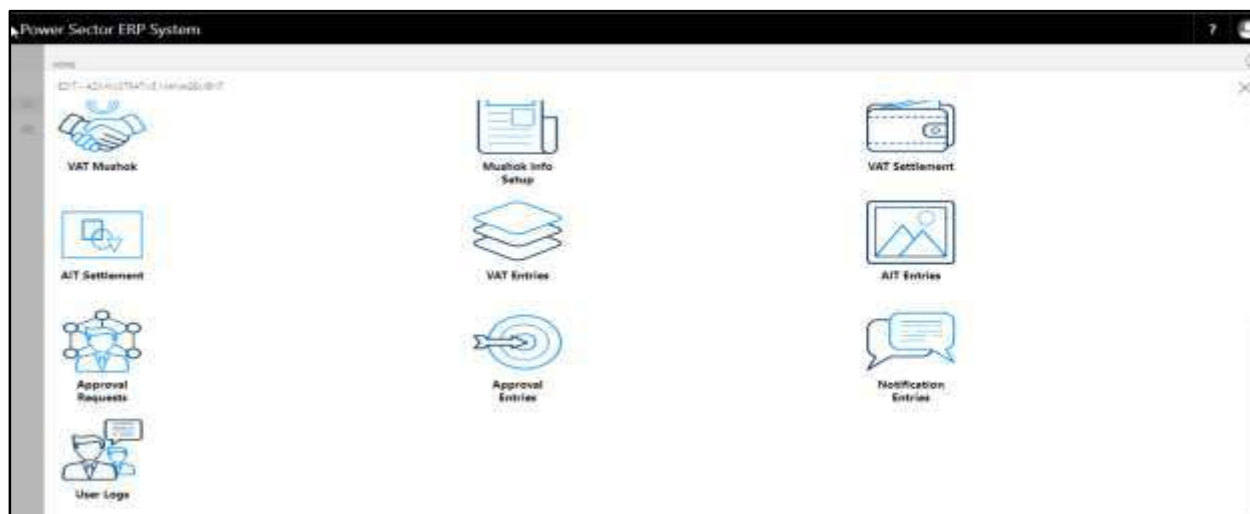
- A. Log in with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



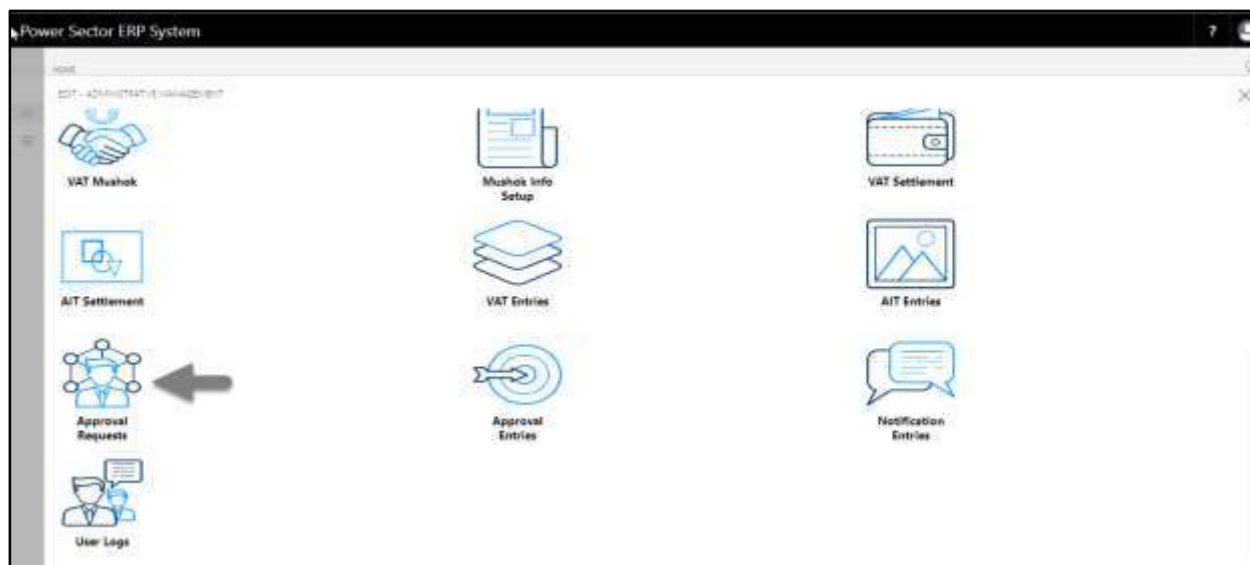
- B. Choose the “**Admin Management**” icon to open the administrative page.



The Following **Admin Management** page will be appeared.

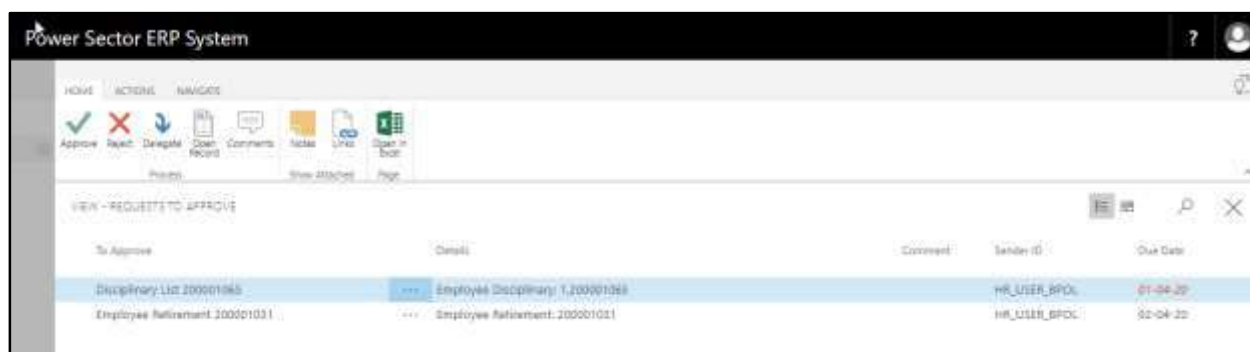


C. Choose the **"Approval Request"** icon to process initiated approval requests.





The following **Approval Request** page will be appeared.



D. Select the initiated Retirement process and choose the **“Open Record”** icon.




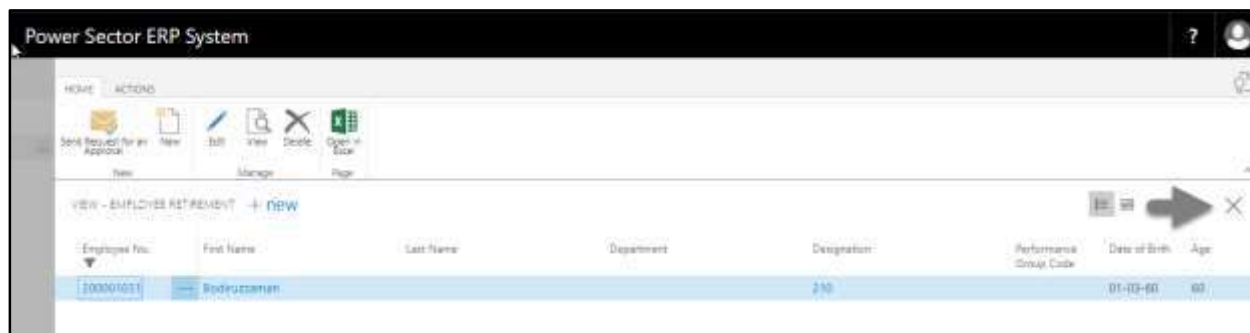
### TIPS

You can choose initiated retirement by selecting the line.

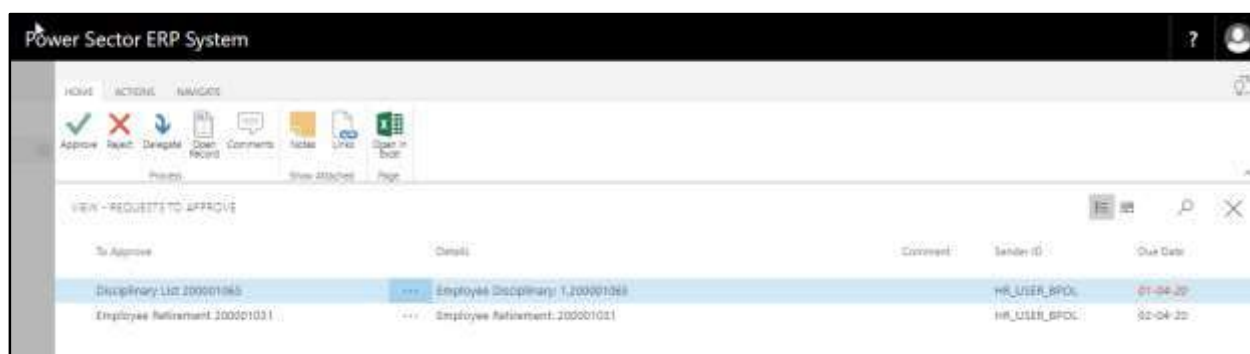
**Detailed Employee Retirement** page will be appeared as below.



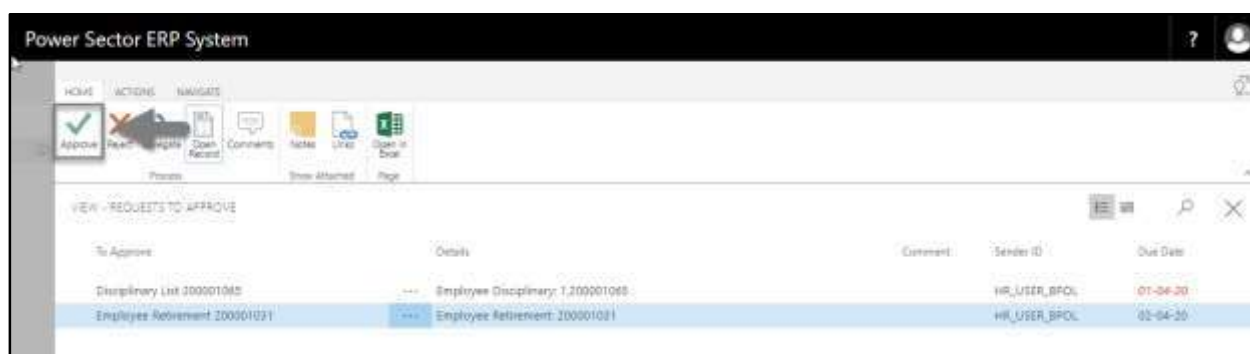
E. Select the  icon to back to the previous page.



The following **Request to Approve** page will be appeared.



F. Select the Initiated retirement process and Choose the **“Approve”** icon to approve the initiated retirement process or select **“Reject”** (besides “Approve”) to reject.



### TIPS

You can choose employee by selecting the line.

The following pop- up will be appeared.



G. Choose the “**OK**” icon to save and close.



**IMPORTANT**

After approve an initiated retirement process, you cannot delete or modify it.

## HR-613 How to: Process Deceased Employee

### Introduction

This process demonstrates how to update the deceased information of an employee.

The Deceased process of an individual employee is divided into 2 phases -

- HR-613.1 Initiate the Deceased process by module User.
- HR-613.2 Approve or Reject initiated deceased by module Admin.

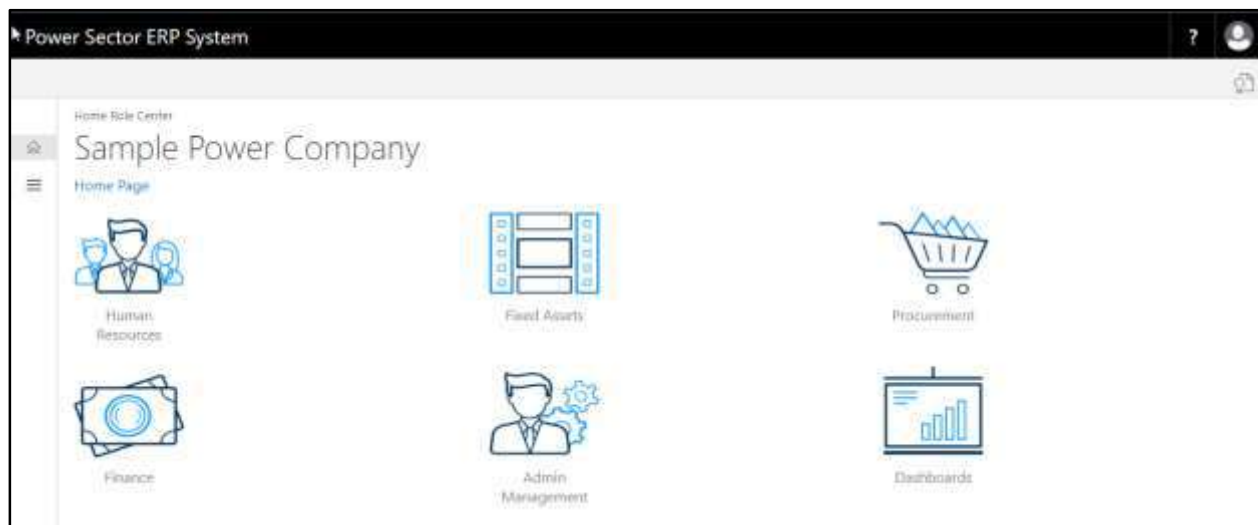
### Roles

- Module User
- Module Admin

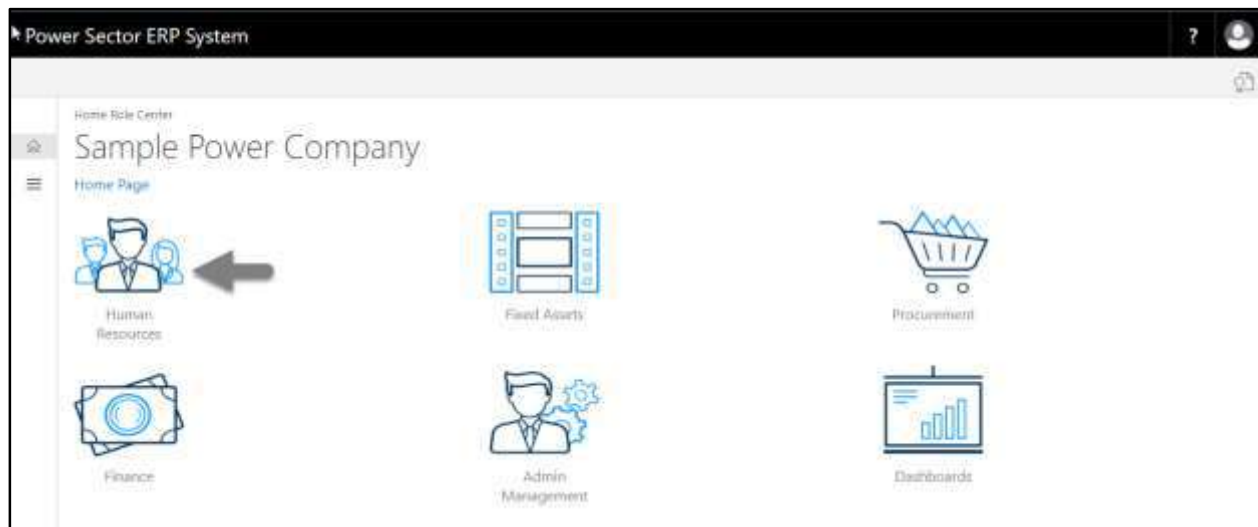
### HR-613.1 Initiate the Deceased process by module User.

To Initiate a deceased process, follow the steps described below.

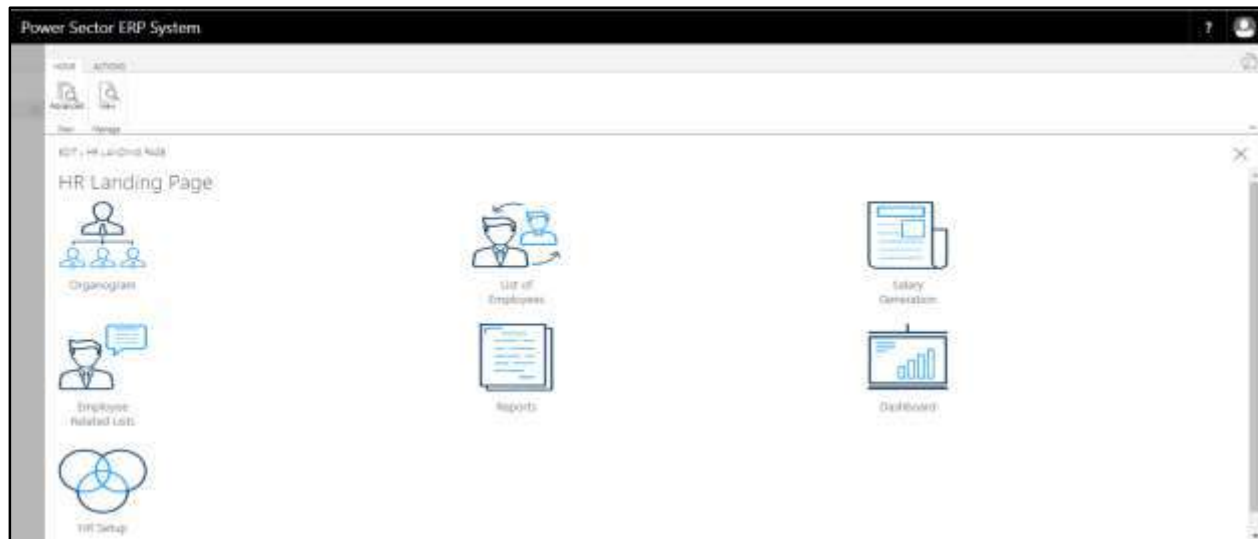
- A. Log in with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



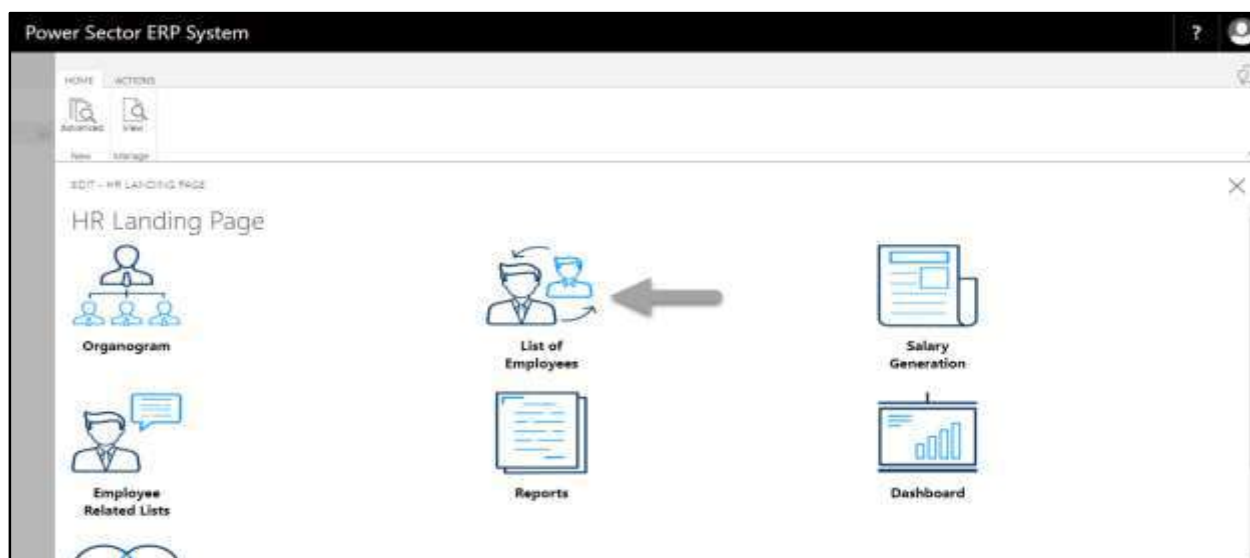
B. Choose the “**Human Resources**” icon.



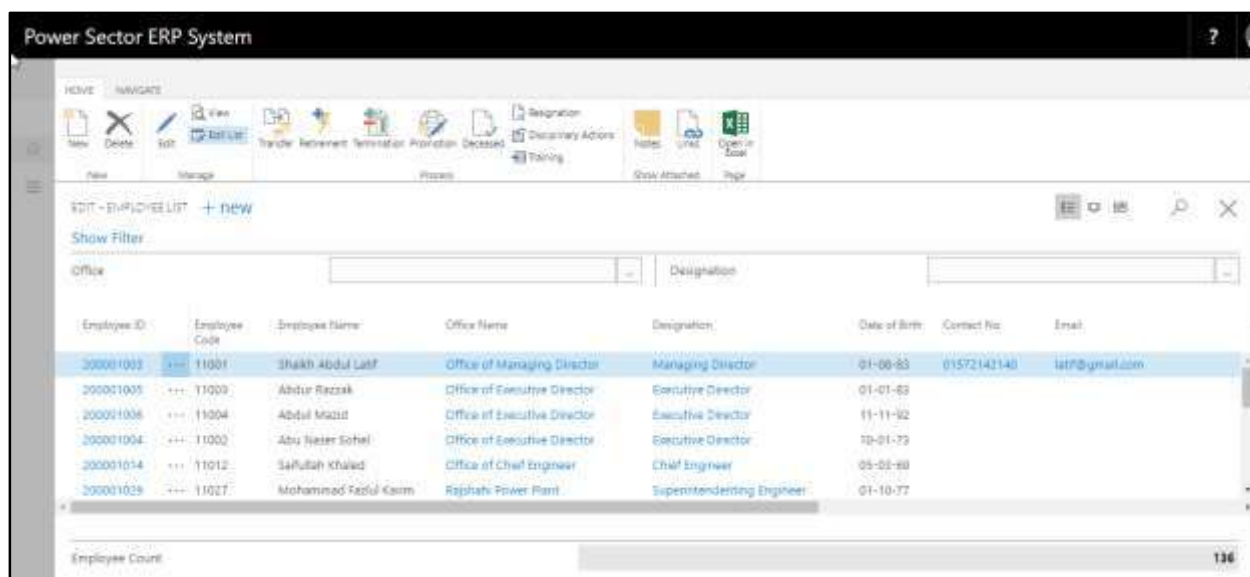
The following **HR Landing Page** will be appeared.

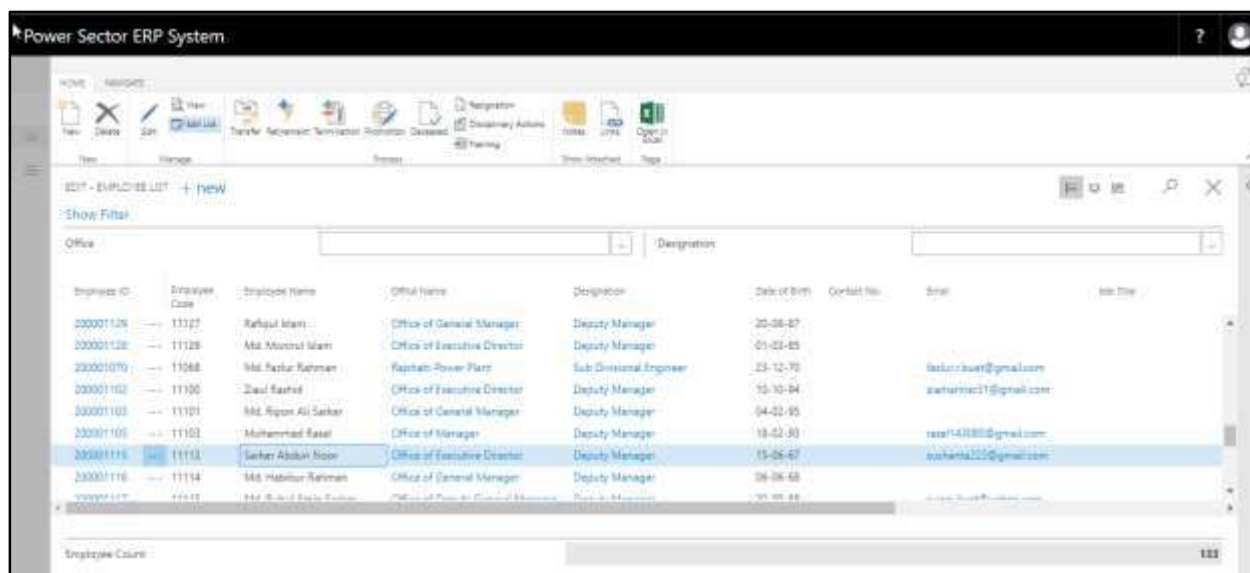
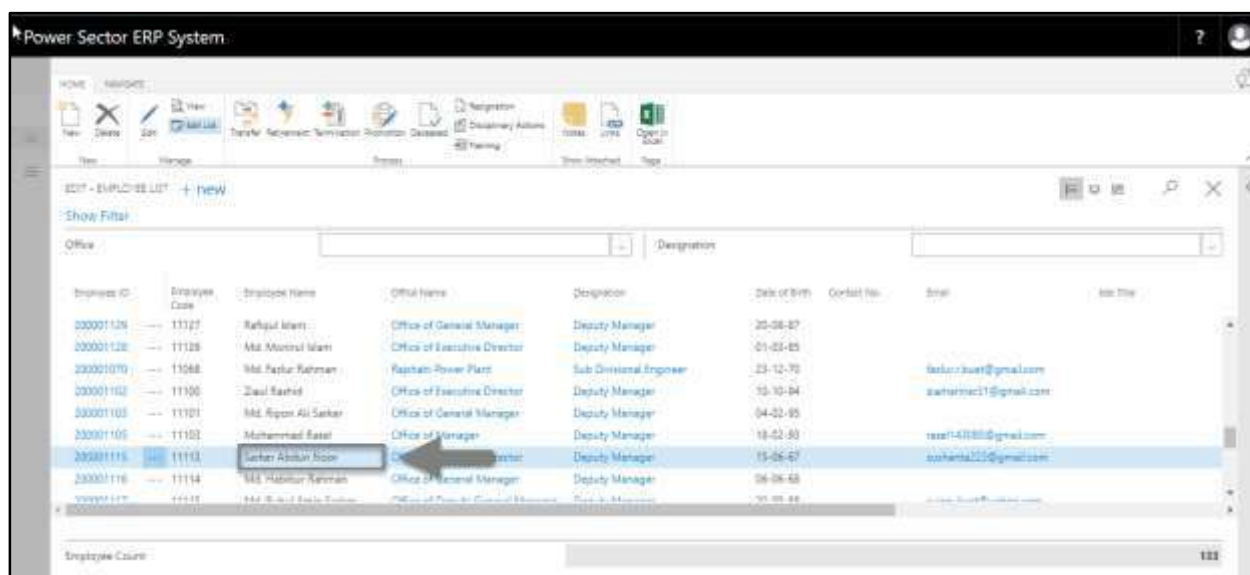


C. Choose the “**List of Employees**” in the HR Landing Page.

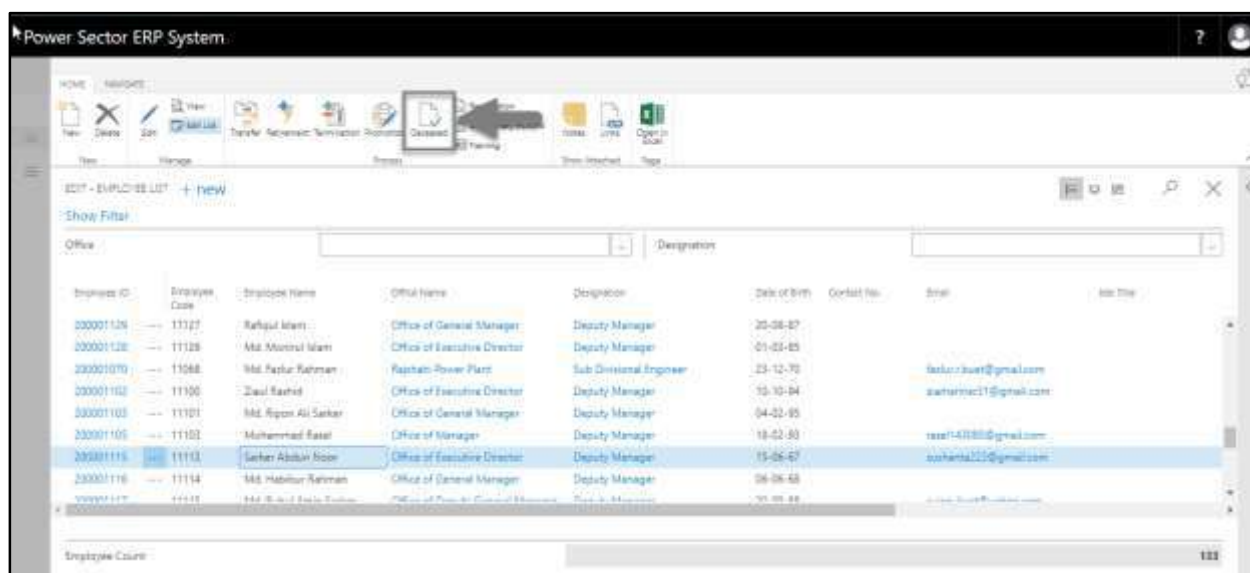


The following **Employee List page** will be appeared.





E. Choose the **"Deceased"** icon on the Employee List page, as indicated in the figure below.



The Following **Deceased Entry** page will be appeared.

Power Sector ERP System

HOME

EDIT - EMPLOYEE DECEASED CARD

200001115

Employee Details

Employee ID: 200001115

Employee Name: Sarker Abdur Roid

Office Name: Office of Executive Director

Designation Name: Deputy Manager

Date of Birth:

Age:

Retirement Date:

Deceased Details

Deceased Date:

Deceased Reason:

Remarks:

F. Provide the information mentioned below to proceed with the deceased process successfully.

1. Choose the **Deceased Date** from the dropdown by clicking on  button.

- **Termination Date: 02-04-20**

**Employee Details** will be populated by the system.

2. Provide **Deceased Reason**, If any.

- **Deceased Reason: Heart Attack**



3. Provide **Remarks** if any.

- **Remarks: Heart Attack**

Power Sector ERP System

HOME

EDIT - EMPLOYEE DECEASED CARD

200001115

**Employee Details**

Employee ID	200001115	Designation Name	Deputy Manager
Employee Name	Sarker Abdul Hossain	Date of Birth	
Office Name	Office of Executive Director	Age	
Department Name		Retirement Date	

**Deceased Details**

Deceased Date		Remarks	
Deceased Reason			

1 2 3

The screen will look like as below

Power Sector ERP System

HOME

EDIT - EMPLOYEE DECEASED CARD


200001115

**Employee Details**

Employee ID	200001115	Designation Name	Deputy Manager
Employee Name	Sarker Abdul Hossain	Date of Birth	
Office Name	Office of Executive Director	Age	
Department Name		Retirement Date	

**Deceased Details**

Deceased Date	02-04-20	Remarks	Heart Attack
Deceased Reason	Heart Attack		

G. Choose the  icon to Save and Send request for approval.

Power Sector ERP System

HOME

EDIT - EMPLOYEE DECEASED CARD

200001115

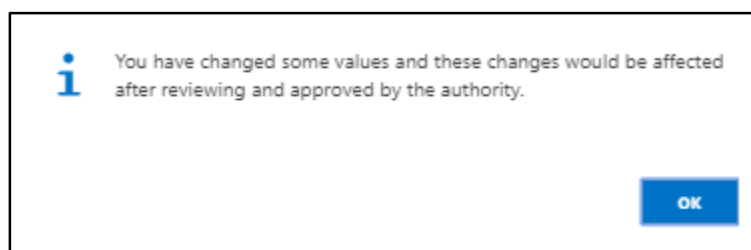
**Employee Details**

Employee ID	200001115	Designation Name	Deputy Manager
Employee Name	Sarker Abdul Hossain	Date of Birth	
Office Name	Office of Executive Director	Age	
Department Name		Retirement Date	

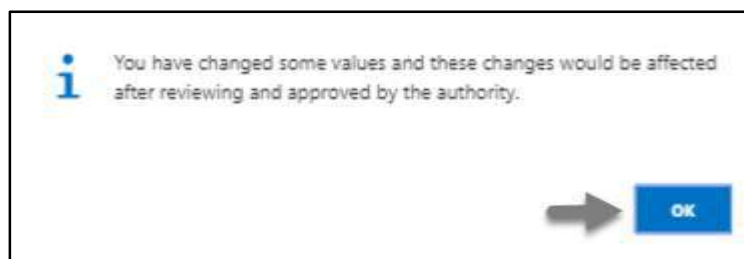
**Deceased Details**

Deceased Date	02-04-20	Remarks	Heart Attack
Deceased Reason	Heart Attack		

The following pop up will be appeared.



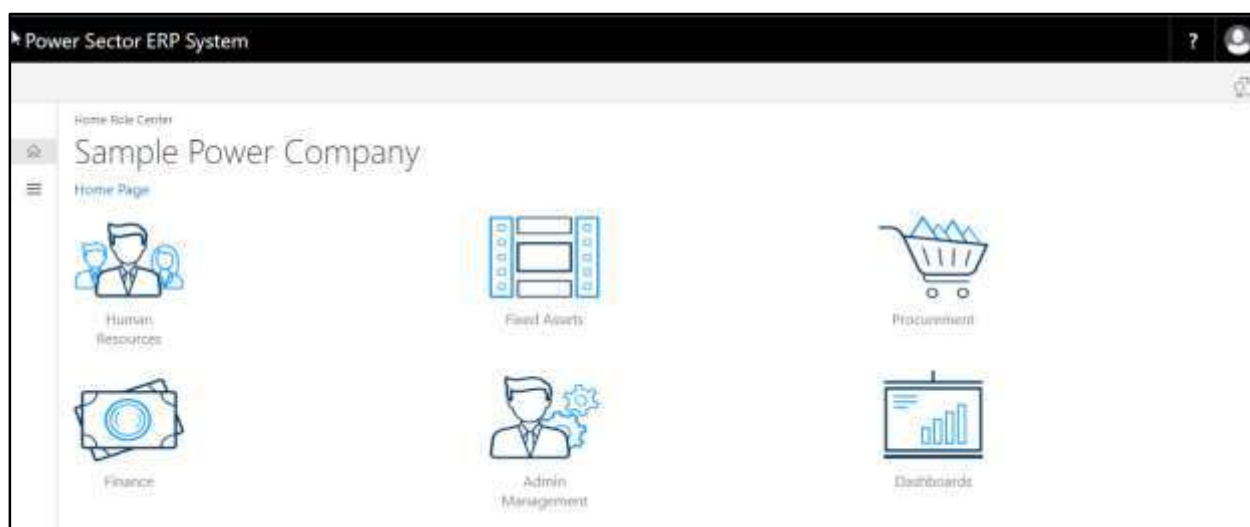
H. Choose **"OK"** icon to save and close.



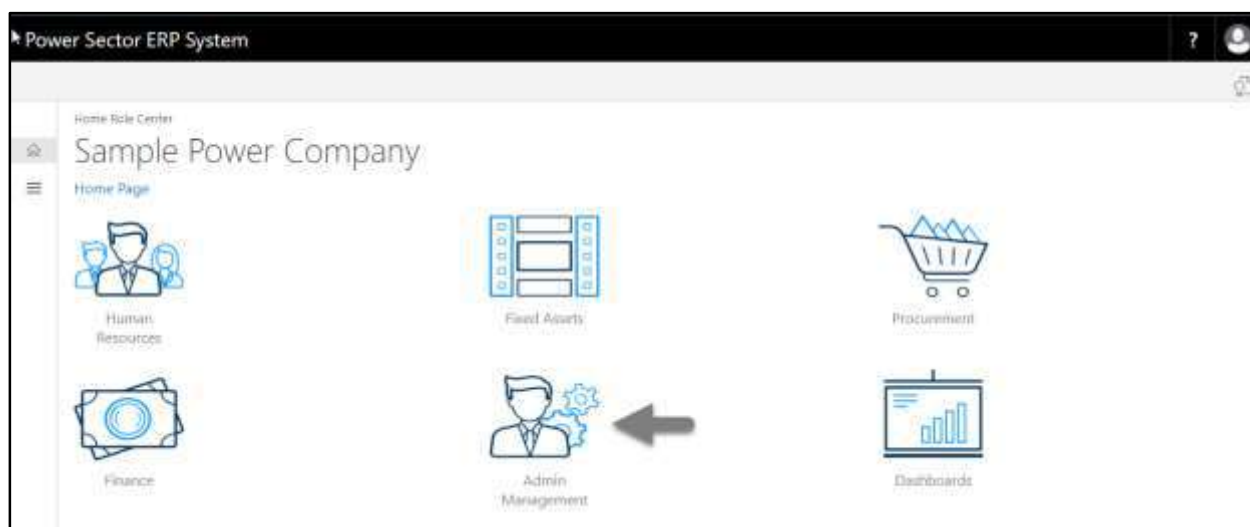
### HR-613.2 Approve or Reject initiated Deceased by HR Admin

To Approve or Reject an initiated Deceased action, follow the steps described below.

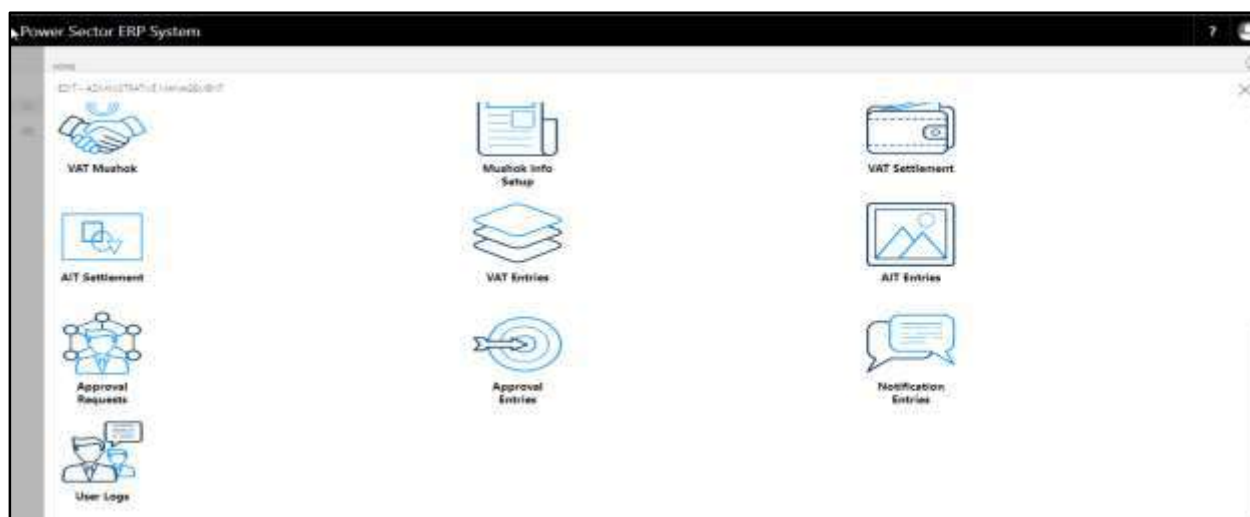
A. Log in with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



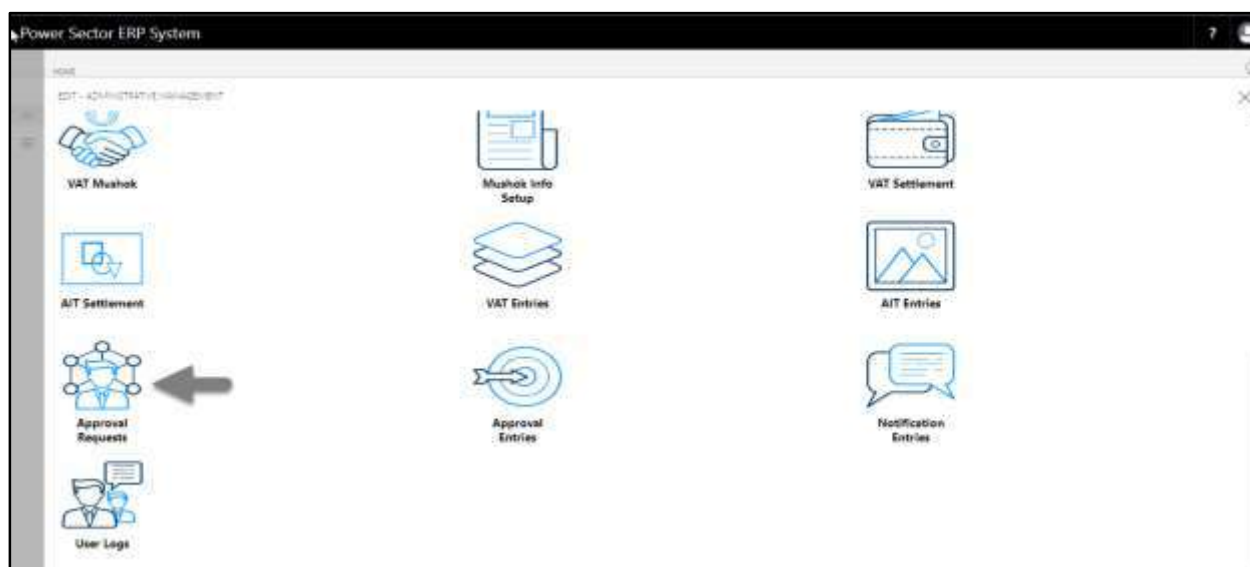
B. Choose the “**Admin Management**” icon to open the administrative page.



The Following **Admin Management** page will be appeared.



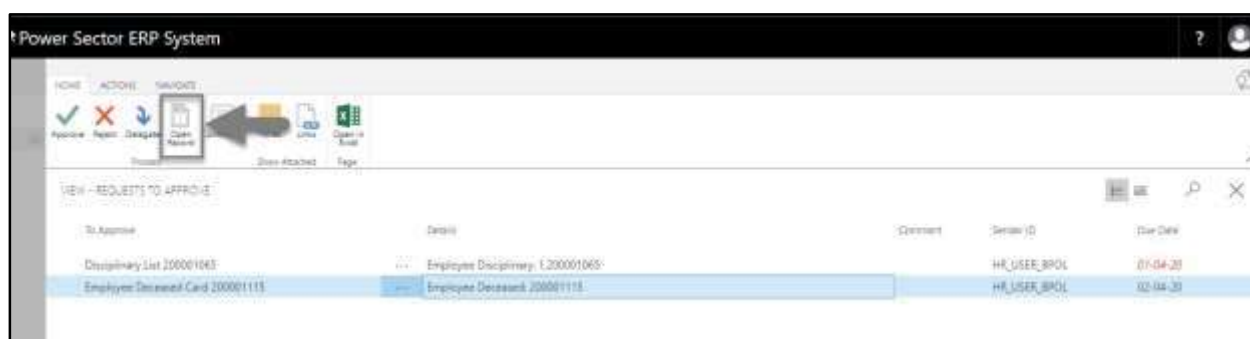
C. Choose the **"Approval Request"** icon to process initiated approval requests.



The following **Approval Request** page will be appeared.



D. Select the initiated Deceased process and choose the **"Open Record"** icon.



### TIPS

You can choose employee by selecting the line.

Detailed Employee Deceased page will be appeared.

Power Sector ERP System

HOME

EDIT - EMPLOYEE DECEASED CARD


200001115

Employee Details

Employee ID	200001115	Designation Name	Deputy Manager
Employee Name	Sarben Abdulh Nasser	Date of Birth	
Office Name	Office of Executive Director	Age	
Department Name		Retirement Date	

Deceased Details

Deceased Date	02-04-20	Remarks	Heart Attack
Deceased Reason	Heart Attack		

E. Select the  icon to back to the previous page.

Power Sector ERP System

HOME

EDIT - EMPLOYEE DECEASED CARD

200001115

Employee Details

Employee ID	200001115	Designation Name	Deputy Manager
Employee Name	Sarben Abdulh Nasser	Date of Birth	
Office Name	Office of Executive Director	Age	
Department Name		Retirement Date	

Deceased Details

Deceased Date	02-04-20	Remarks	Heart Attack
Deceased Reason	Heart Attack		

The following **Request to Approve** page will appear.

Power Sector ERP System

HOME ACTIONS INQUIRY

Approve Reject Delegate Open Request Comments Tables PDFs Open in Excel

VIEW - REQUESTS TO APPROVE

To Approve	Details	Comment	Serial ID	Use Date
Disciplinary List 200001043	Employee Disciplinary: 200001043		HR_USER_BPOL	07-04-20
Employee Deceased Card 200001115	Employee Deceased: 200001115		HR_USER_BPOL	02-04-20

- F. Select Initiated deceased process and Choose the **“Approve”** icon to approve the initiated deceased process or select **“Reject”** (besides “Approve”) to reject.



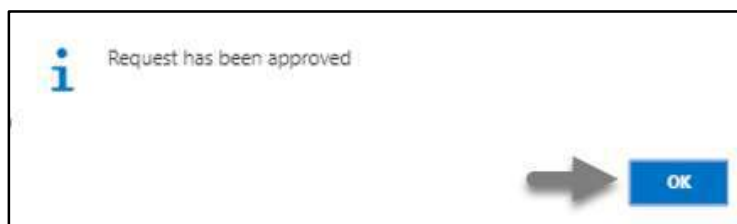
### TIPS

You can choose initiated deceased records, by selecting the line.

The following Pop up will be appeared.



- G. Choose the **“OK”** icon to save and close.



### IMPORTANT

After approve an initiated deceased process, you cannot delete or modify it.

## HR-614 How to: Renew Employee Contract

### Introduction

This process demonstrates how to initiate and approve individual/multiple employees contract renewal.

The contract renew process of an individual/multiple employees is divided into 2 phases -

1. Initiate Contract Renew
2. Approve the Contract renew process.

### Roles

- Module User
- Module Admin

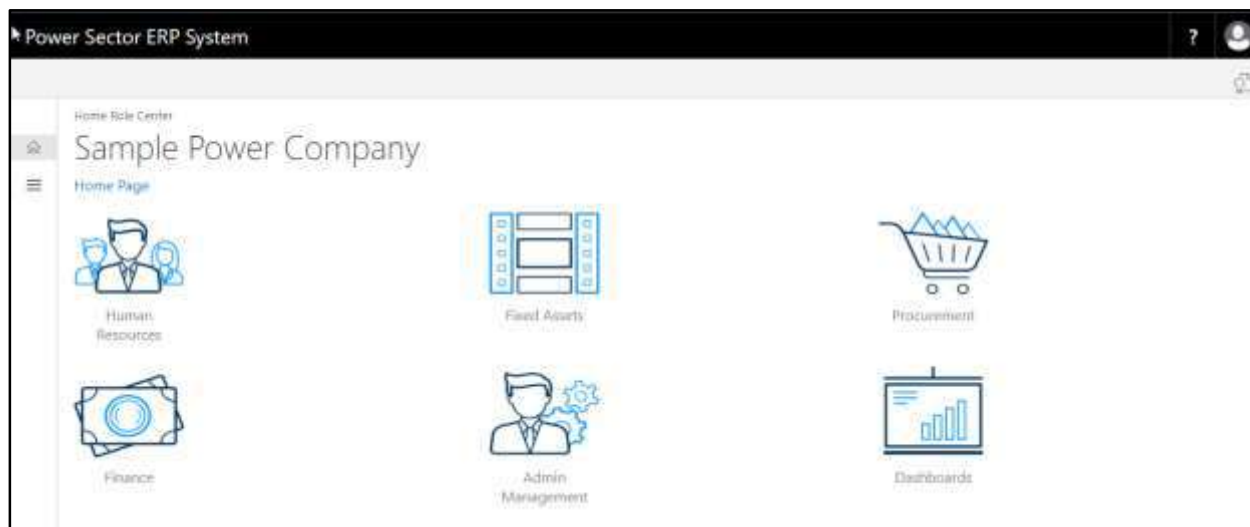
### Prerequisite

- Employee Joining Date

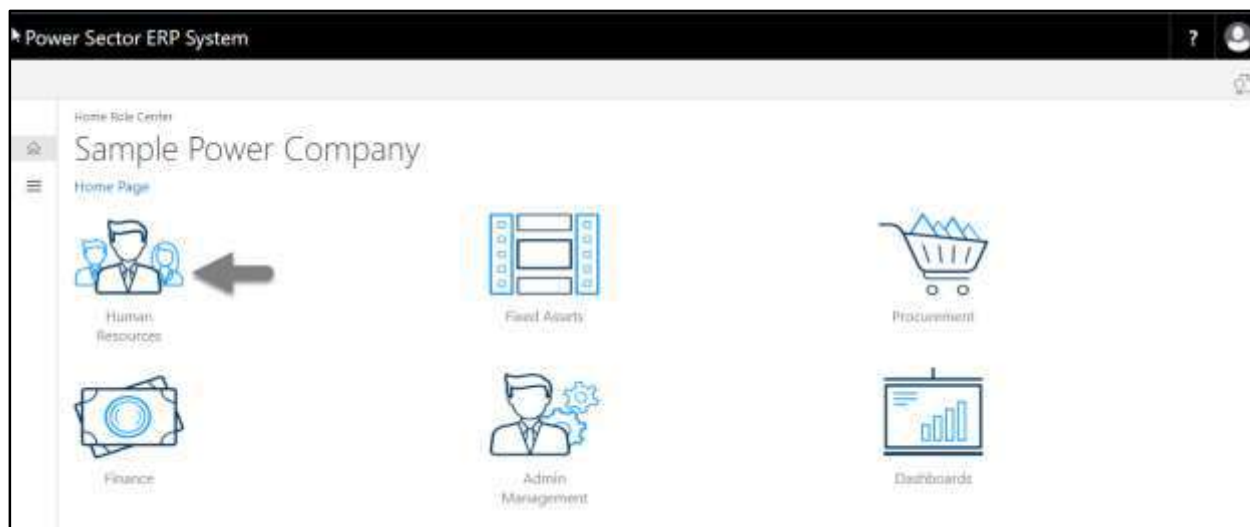
## HR-614.1 Initiate Contract Renew by Module User

To initiate employee contract renew, follow the steps described below.

- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.

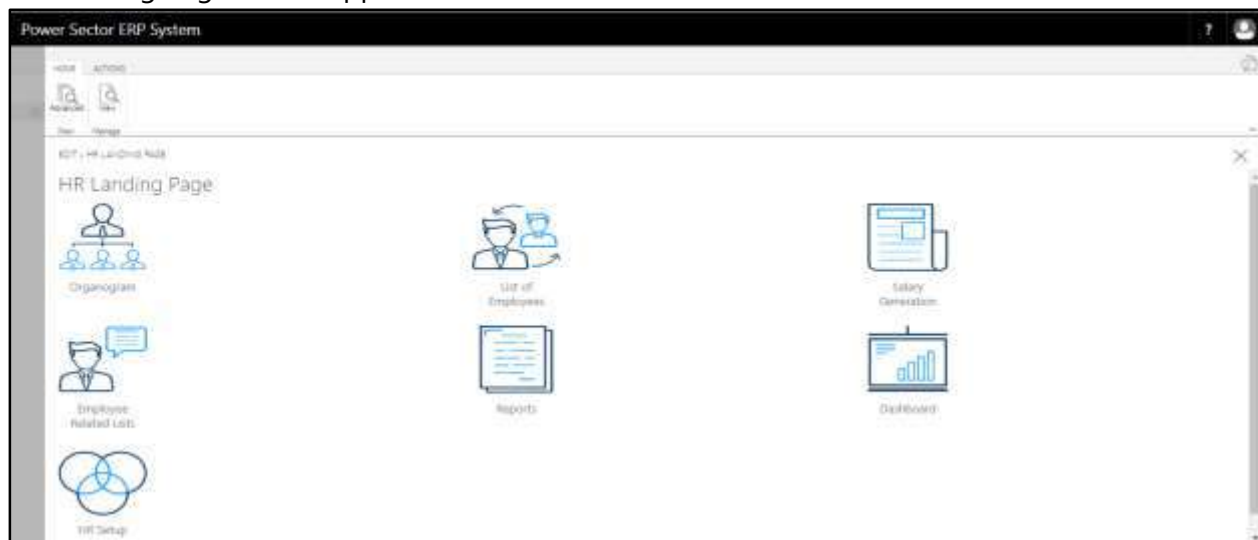


- B. Choose the “**Human Resources**” icon.





HR Landing Page will be appeared as below

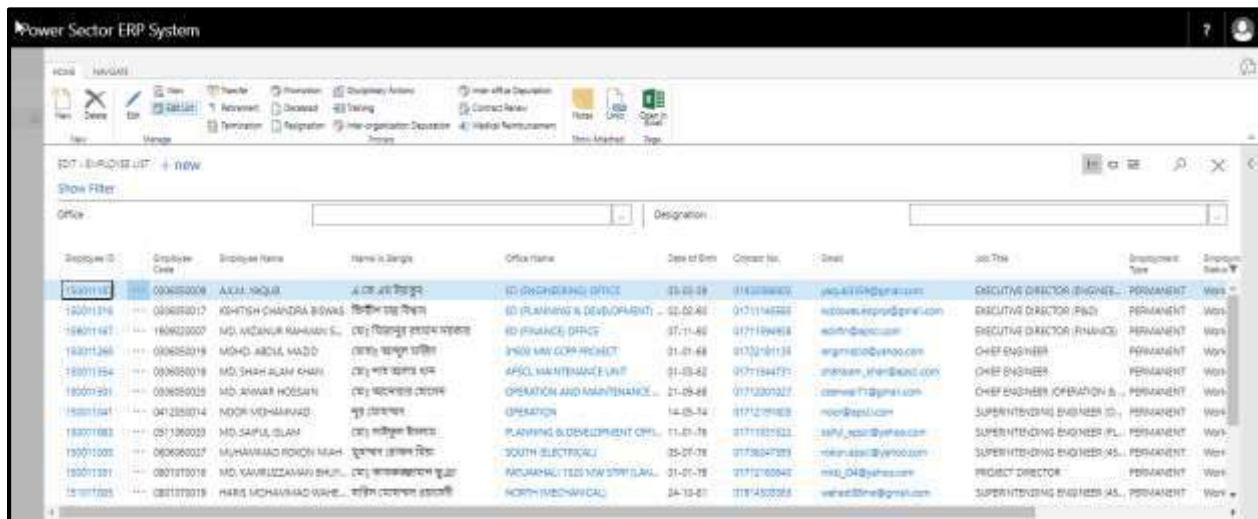


C. Choose the **"List of Employee"** in HR Landing Page.



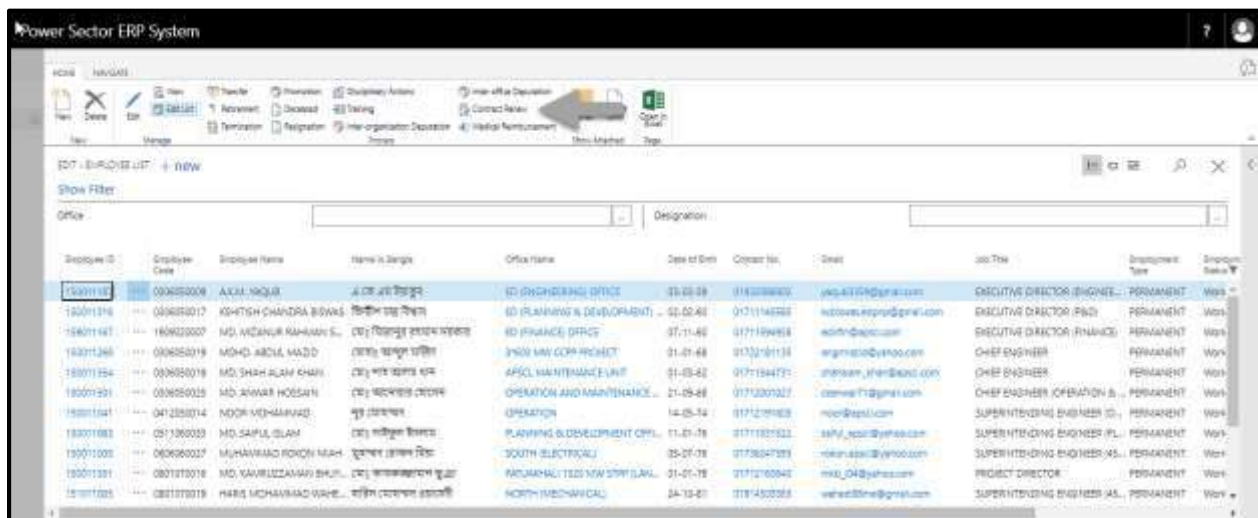
## User Manual for HR Module, ERP System for Power Division

The following list of employee page will appear.



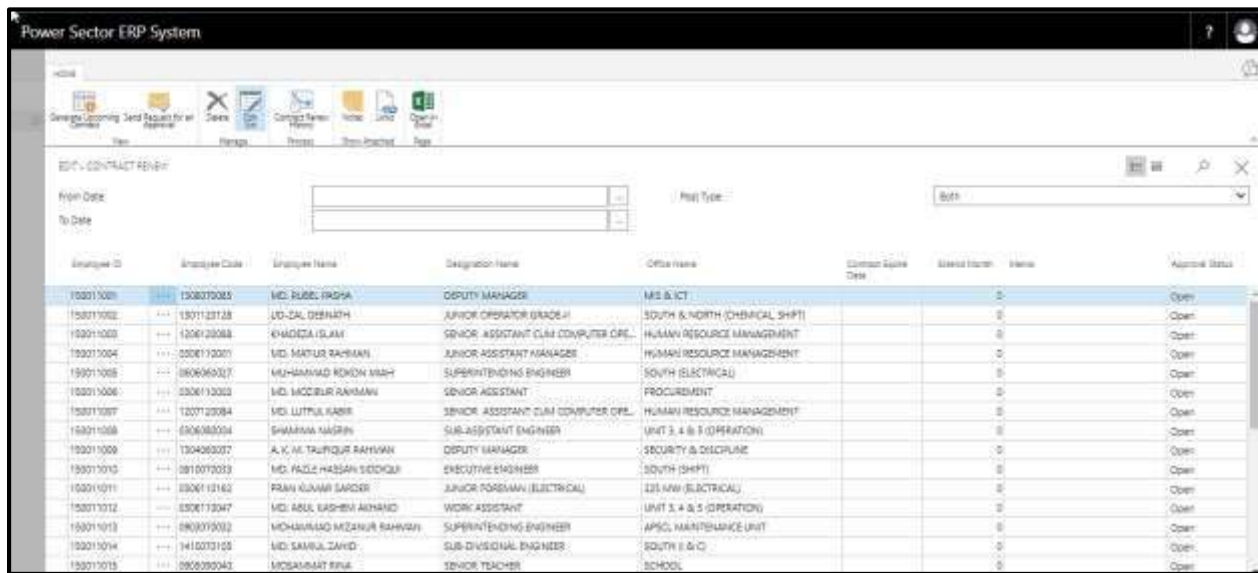
Employee ID	Employee Code	Employee Name	Name in Bengali	Office Name	Date of Birth	Contact No.	Email	Job Title	Employment Type	Employee Status
15001101	000605008	ALAM, NAQIB	আলম নাঈব	ED (ENGINEERING) OFFICE	05-05-88	0183388603	naqib110@gmail.com	EXECUTIVE DIRECTOR (ENGINEER)	PERMANENT	Work
150011016	000605017	KHATISH CHANDRA BHOWM	খটীশ চন্দ্র বৈশ্য	ED (PLANNING & DEVELOPMENT)	02-02-80	0171146288	khataish.kpr@gmail.com	EXECUTIVE DIRECTOR (P&D)	PERMANENT	Work
150011467	1606020007	MD. NAZANUR RAHAMAN S.	ডেঃ নাজমুর রহমান মাহসুদ	ED (FINANCE) OFFICE	07-11-80	0171194968	naizanur@gmail.com	EXECUTIVE DIRECTOR (FINANCE)	PERMANENT	Work
150011266	000605019	MOHD. ABDUL MAZID	মোঃ আব্দুল মজিদ	INSDM W&P CORP PROJECT	01-01-88	01332081134	argunapio@yahoo.com	CHIEF ENGINEER	PERMANENT	Work
150011554	000605018	MD. SHAH ALAM KHAN	ডেঃ শাহ আলম খান	AFSC, MAINTENANCE UNIT	01-03-82	0171544731	shaham_mh@gmail.com	CHIEF ENGINEER	PERMANENT	Work
150011591	000605025	MD. ANWAR HOSSAIN	ডেঃ আবদুল হাশেম	OPERATION AND MAINTENANCE	21-05-88	0173300527	anwar17@gmail.com	CHIEF ENGINEER (OPERATION & MAINTENANCE)	PERMANENT	Work
150011561	0472350714	NJOOR MOHAMMAD	নূর মোহাম্মদ	OPERATION	14-05-74	0173209808	njoor@gmail.com	SUPERINTENDING ENGINEER (O&M)	PERMANENT	Work
150011683	0517360033	MD. SAPIUL ISLAM	ডেঃ সপীকুল ইসলাম	PLANNING & DEVELOPMENT OFF.	11-01-78	01711827522	sapiul_sapiul@yahoo.com	SUPERINTENDING ENGINEER (P&D)	PERMANENT	Work
150011003	0606060027	MUHAMMAD ROJOON MAH	মুহাম্মদ রোজন মাহ	SOUTH ELECTRICAL	25-07-78	01738047393	rojan.sapiul@yahoo.com	SUPERINTENDING ENGINEER (S&M)	PERMANENT	Work
150011331	0807187018	MD. KAMRUZZAMAN SHUK	ডেঃ কামরুজ্জামান শূক	MOUMAHAT TSD NEW STAFF CLAN.	01-01-78	01712160845	mkd_04@yahoo.com	PROJECT DIRECTOR	PERMANENT	Work
150011025	0801070019	HABIB MOHAMMAD WAHE	হাবিব মোহাম্মদ হাবিব	NORTH (MECHANICAL)	24-12-81	01874533368	wahed30ne@gmail.com	SUPERINTENDING ENGINEER (AS)	PERMANENT	Work

D. Choose the “**Contract Renew**” icon.



Employee ID	Employee Code	Employee Name	Name in Bengali	Office Name	Date of Birth	Contact No.	Email	Job Title	Employment Type	Employee Status
15001101	000605008	ALAM, NAQIB	আলম নাঈব	ED (ENGINEERING) OFFICE	05-05-88	0183388603	naqib110@gmail.com	EXECUTIVE DIRECTOR (ENGINEER)	PERMANENT	Work
150011016	000605017	KHATISH CHANDRA BHOWM	খটীশ চন্দ্র বৈশ্য	ED (PLANNING & DEVELOPMENT)	02-02-80	0171146288	khataish.kpr@gmail.com	EXECUTIVE DIRECTOR (P&D)	PERMANENT	Work
150011467	1606020007	MD. NAZANUR RAHAMAN S.	ডেঃ নাজমুর রহমান মাহসুদ	ED (FINANCE) OFFICE	07-11-80	0171194968	naizanur@gmail.com	EXECUTIVE DIRECTOR (FINANCE)	PERMANENT	Work
150011266	000605019	MOHD. ABDUL MAZID	মোঃ আব্দুল মজিদ	INSDM W&P CORP PROJECT	01-01-88	01332081134	argunapio@yahoo.com	CHIEF ENGINEER	PERMANENT	Work
150011554	000605018	MD. SHAH ALAM KHAN	ডেঃ শাহ আলম খান	AFSC, MAINTENANCE UNIT	01-03-82	0171544731	shaham_mh@gmail.com	CHIEF ENGINEER	PERMANENT	Work
150011591	000605025	MD. ANWAR HOSSAIN	ডেঃ আবদুল হাশেম	OPERATION AND MAINTENANCE	21-05-88	0173300527	anwar17@gmail.com	CHIEF ENGINEER (OPERATION & MAINTENANCE)	PERMANENT	Work
150011561	0472350714	NJOOR MOHAMMAD	নূর মোহাম্মদ	OPERATION	14-05-74	0173209808	njoor@gmail.com	SUPERINTENDING ENGINEER (O&M)	PERMANENT	Work
150011683	0517360033	MD. SAPIUL ISLAM	ডেঃ সপীকুল ইসলাম	PLANNING & DEVELOPMENT OFF.	11-01-78	01711827522	sapiul_sapiul@yahoo.com	SUPERINTENDING ENGINEER (P&D)	PERMANENT	Work
150011003	0606060027	MUHAMMAD ROJOON MAH	মুহাম্মদ রোজন মাহ	SOUTH ELECTRICAL	25-07-78	01738047393	rojan.sapiul@yahoo.com	SUPERINTENDING ENGINEER (S&M)	PERMANENT	Work
150011331	0807187018	MD. KAMRUZZAMAN SHUK	ডেঃ কামরুজ্জামান শূক	MOUMAHAT TSD NEW STAFF CLAN.	01-01-78	01712160845	mkd_04@yahoo.com	PROJECT DIRECTOR	PERMANENT	Work
150011025	0801070019	HABIB MOHAMMAD WAHE	হাবিব মোহাম্মদ হাবিব	NORTH (MECHANICAL)	24-12-81	01874533368	wahed30ne@gmail.com	SUPERINTENDING ENGINEER (AS)	PERMANENT	Work

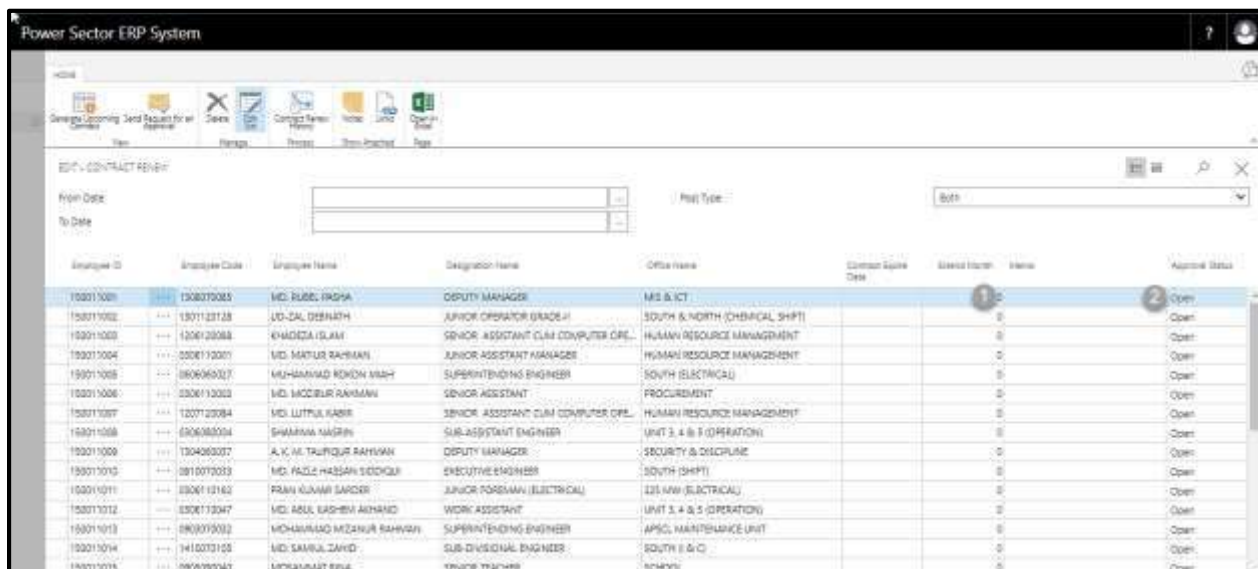
The following Contract Renew page will appear.



Employee ID	Employee Code	Employee Name	Designation Name	Office Name	Common Scale Date	Salary Increment	Increment	Approval Status
10001001	130070005	MD. RUBE. IRGA	DEPUTY MANAGER	MS & ICT		0		Open
10001002	1301123128	UD-ZAL DEBNATH	JUNIOR OPERATOR GRADE-II	SOUTH & NORTH (CHEMICAL SHIFT)		0		Open
10001003	1300120084	KHADEJA GLAM	SENIOR ASSISTANT CLM COMPUTER OPE.	HUMAN RESOURCE MANAGEMENT		0		Open
10001004	0300112001	MD. MATUR RAHMAN	JUNIOR ASSISTANT MANAGER	HUMAN RESOURCE MANAGEMENT		0		Open
10001005	0806060027	MUHAMMAD ROKON MAH	SUPERINTENDING ENGINEER	SOUTH (ELECTRICAL)		0		Open
10001006	0300112003	MD. MOCEBUR RAHMAN	SENIOR ASSISTANT	PROCUREMENT		0		Open
10001007	12007120084	MD. LUTFUL KABIR	SENIOR ASSISTANT CLM COMPUTER OPE.	HUMAN RESOURCE MANAGEMENT		0		Open
10001008	0306080004	SHARMINA NAGRI	SUB-ASSISTANT ENGINEER	UNIT 3, 4 & 5 (OPERATION)		0		Open
10001009	1304060007	A. K. M. TRUFIQUR RAHMAN	DEPUTY MANAGER	SECURITY & DISCIPLINE		0		Open
10001010	0810070033	MD. FAZLE HASSEN SIDDIQUI	EXECUTIVE ENGINEER	SOUTH (SHIFT)		0		Open
10001011	0300112162	FRAN KUNAMI SARDER	JUNIOR FOREMAN (ELECTRICAL)	125 MW (ELECTRICAL)		0		Open
10001012	0300112047	MD. ABUL KASHEM AKHUND	WORK ASSISTANT	UNIT 3, 4 & 5 (OPERATION)		0		Open
10001013	0800070032	MUHAMMAD MOZANUR RAHMAN	SUPERINTENDING ENGINEER	APSC MAINTENANCE UNIT		0		Open
10001014	1410031105	MD. SAMUEL ZAYED	SUB-DIVISIONAL ENGINEER	SOUTH E & C		0		Open
10001015	0800090043	MOSAMMAT RIFA	SENIOR TEACHER	SCHOOL		0		Open

E. Choose an Employee and provide information below.

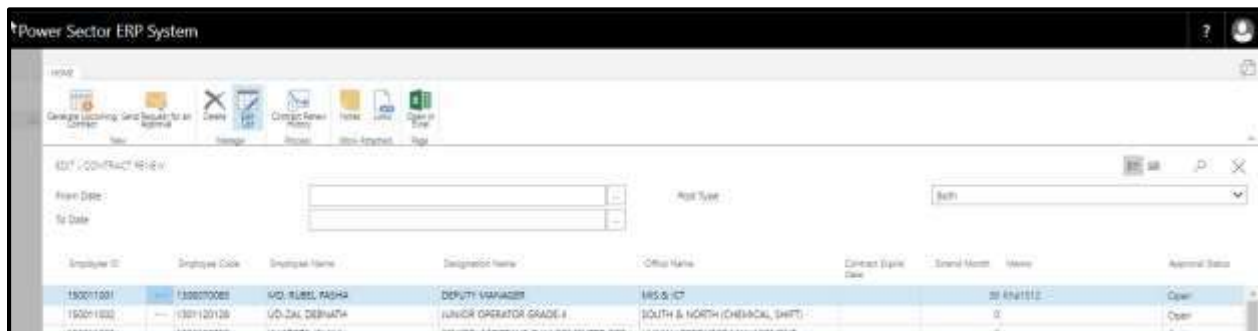
1. Provide **“Extended month”**.
  - **Extended month** – 36 Months.
2. Provide **“Memo”**.
  - **Memo** – KHA1512



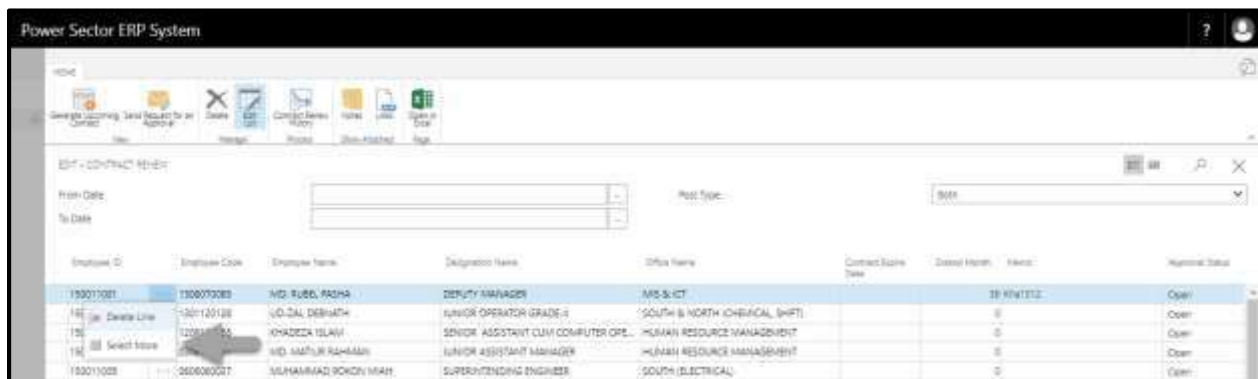
Employee ID	Employee Code	Employee Name	Designation Name	Office Name	Common Scale Date	Salary Increment	Increment	Approval Status
10001001	130070005	MD. RUBE. IRGA	DEPUTY MANAGER	MS & ICT		0		Open
10001002	1301123128	UD-ZAL DEBNATH	JUNIOR OPERATOR GRADE-II	SOUTH & NORTH (CHEMICAL SHIFT)		0		Open
10001003	1300120084	KHADEJA GLAM	SENIOR ASSISTANT CLM COMPUTER OPE.	HUMAN RESOURCE MANAGEMENT		0		Open
10001004	0300112001	MD. MATUR RAHMAN	JUNIOR ASSISTANT MANAGER	HUMAN RESOURCE MANAGEMENT		0		Open
10001005	0806060027	MUHAMMAD ROKON MAH	SUPERINTENDING ENGINEER	SOUTH (ELECTRICAL)		0		Open
10001006	0300112003	MD. MOCEBUR RAHMAN	SENIOR ASSISTANT	PROCUREMENT		0		Open
10001007	12007120084	MD. LUTFUL KABIR	SENIOR ASSISTANT CLM COMPUTER OPE.	HUMAN RESOURCE MANAGEMENT		0		Open
10001008	0306080004	SHARMINA NAGRI	SUB-ASSISTANT ENGINEER	UNIT 3, 4 & 5 (OPERATION)		0		Open
10001009	1304060007	A. K. M. TRUFIQUR RAHMAN	DEPUTY MANAGER	SECURITY & DISCIPLINE		0		Open
10001010	0810070033	MD. FAZLE HASSEN SIDDIQUI	EXECUTIVE ENGINEER	SOUTH (SHIFT)		0		Open
10001011	0300112162	FRAN KUNAMI SARDER	JUNIOR FOREMAN (ELECTRICAL)	125 MW (ELECTRICAL)		0		Open
10001012	0300112047	MD. ABUL KASHEM AKHUND	WORK ASSISTANT	UNIT 3, 4 & 5 (OPERATION)		0		Open
10001013	0800070032	MUHAMMAD MOZANUR RAHMAN	SUPERINTENDING ENGINEER	APSC MAINTENANCE UNIT		0		Open
10001014	1410031105	MD. SAMUEL ZAYED	SUB-DIVISIONAL ENGINEER	SOUTH E & C		0		Open
10001015	0800090043	MOSAMMAT RIFA	SENIOR TEACHER	SCHOOL		0		Open

## User Manual for HR Module, ERP System for Power Division

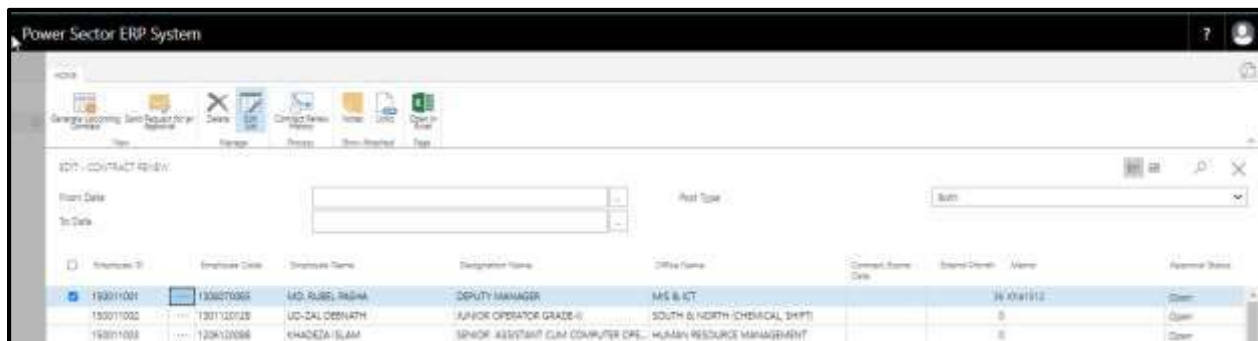
The screen will be look like below.



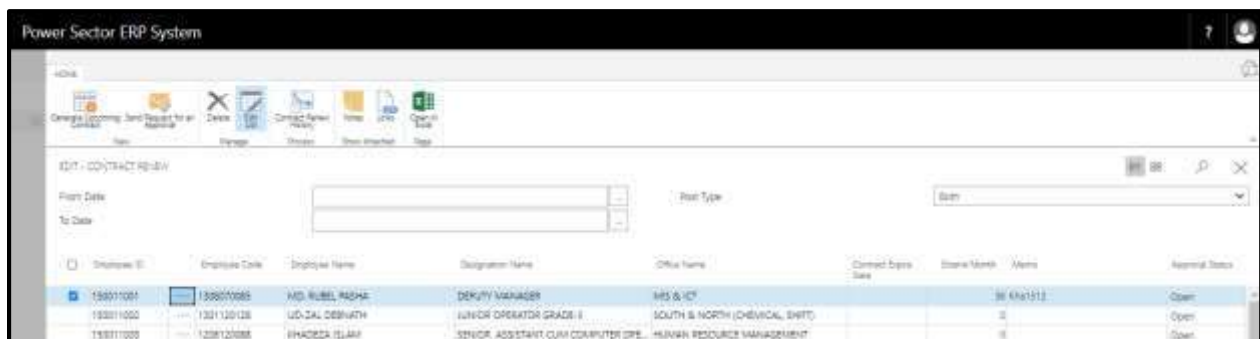
F. Select the **...** dropdown and choose the **"Select More"**.



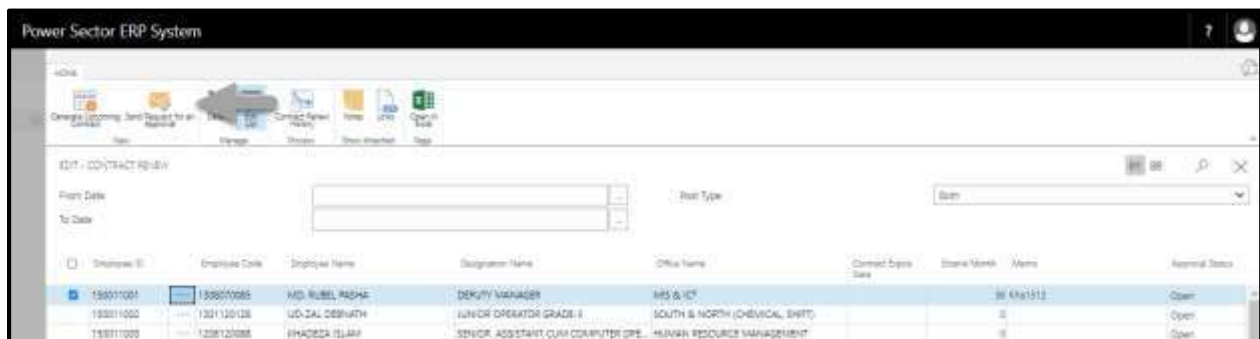
The screen will be look like below.



G. Check the box as described below.



H. Choose the “Send Request for an approval” icon.



The following pop up will be appeared.



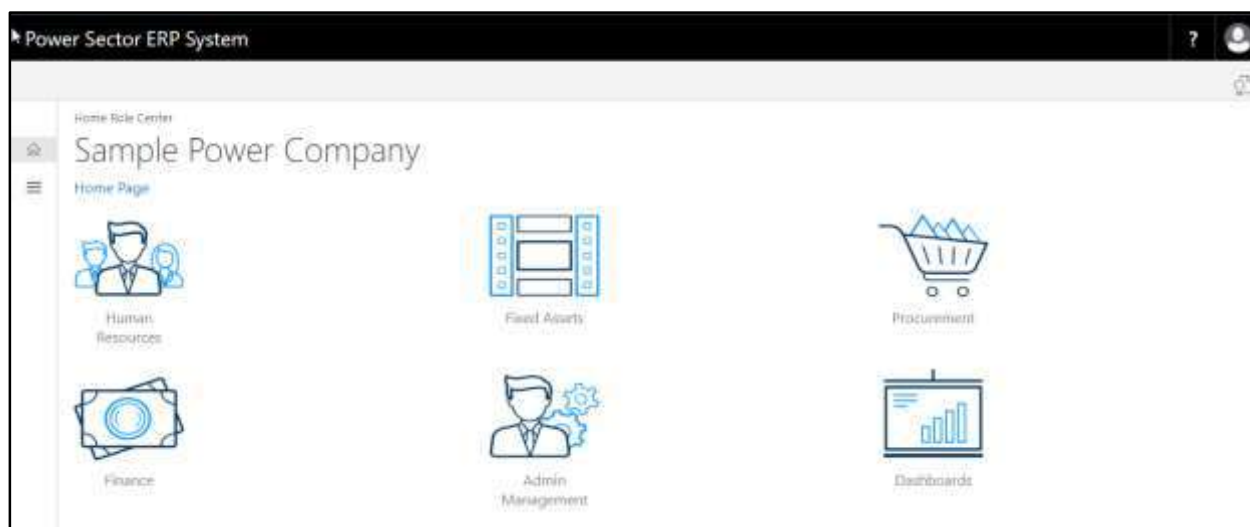
I. Choose the “Ok” button.



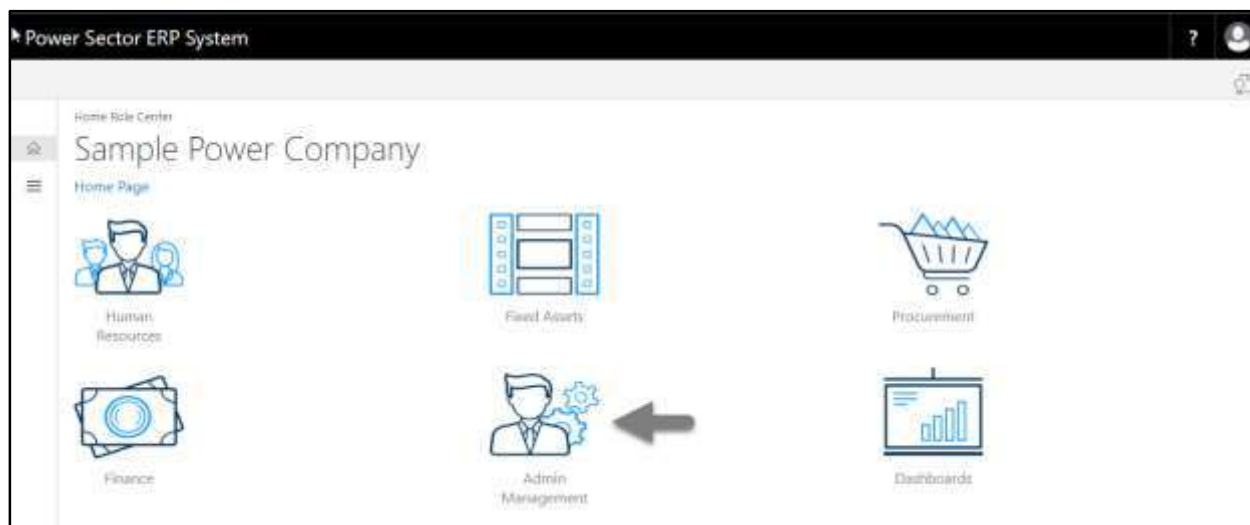
## HR-614.2 Approve or Reject initiated Contract Renew by HR Admin

To approve or Reject an initiated contract renewal process, follow the steps described below.

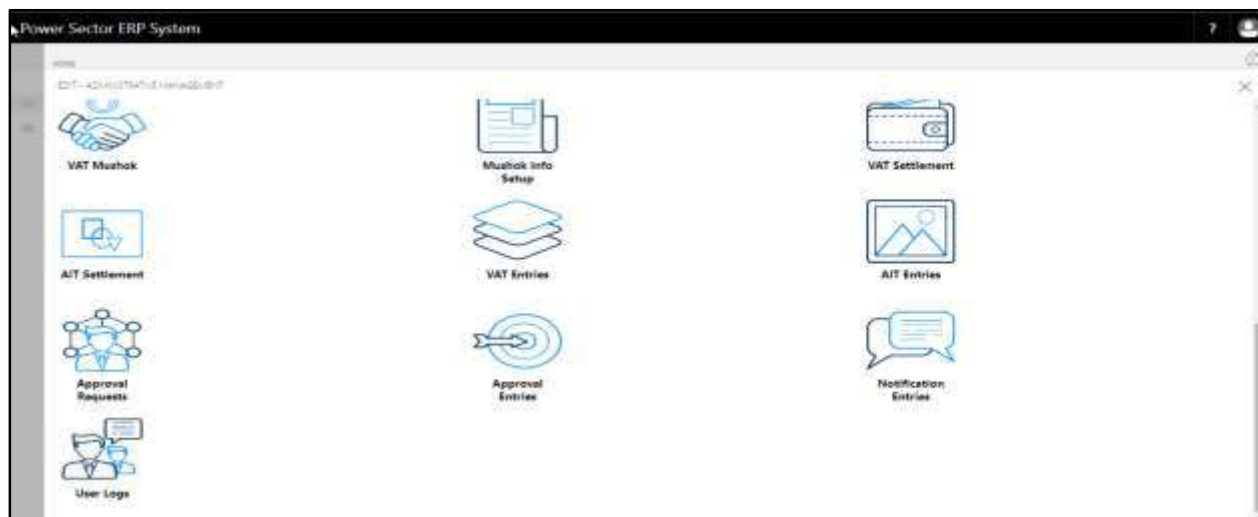
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



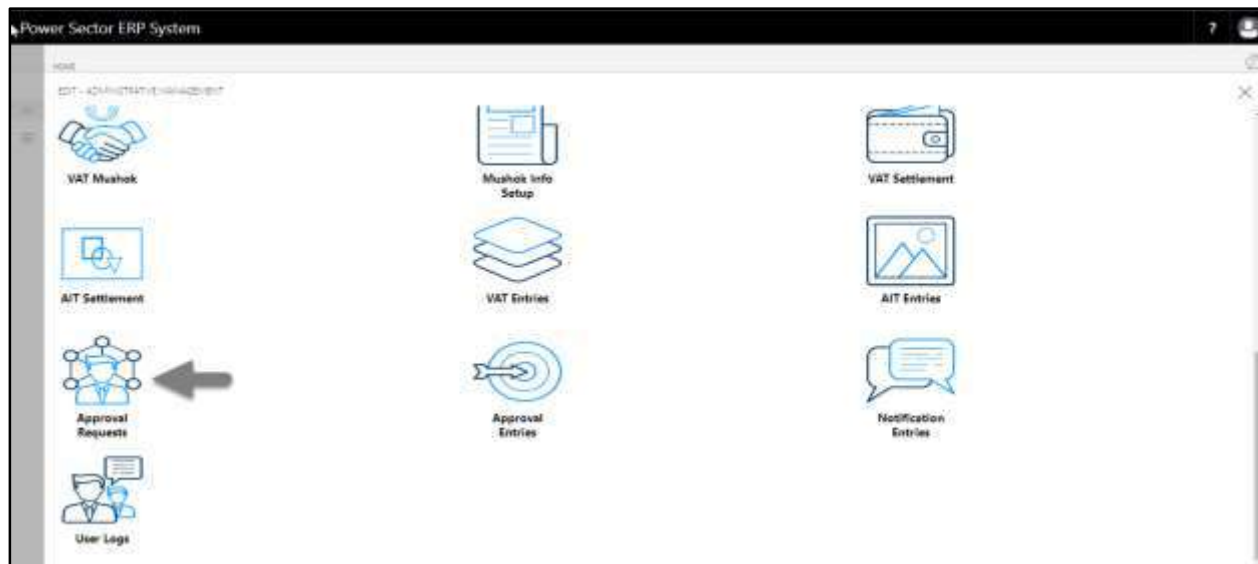
- B. Choose the “**Admin Management**” icon to open the administrative page.



The Following Admin Management page will appear as below.

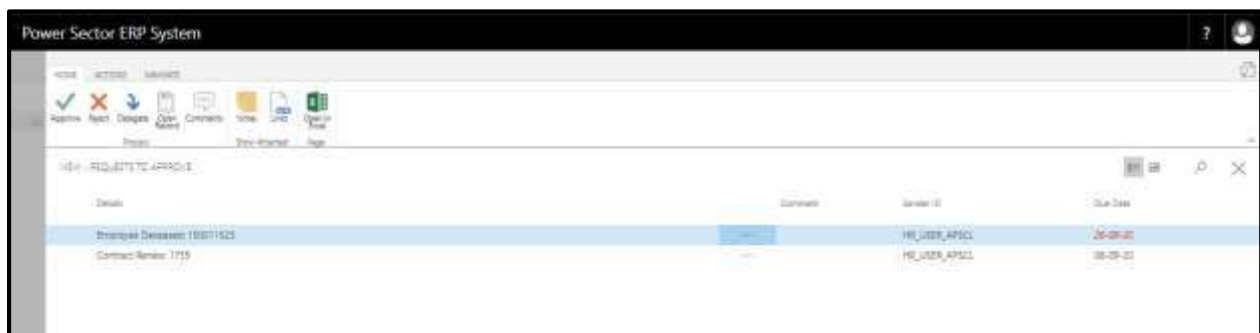


C. Choose the “**Approval Request**” icon to process initiated approval requests.





The following Approval Request page will appear as below.



D. Select the initiated action and choose the **"Approve"** icon.



The following pop up will appear.



E. Choose the **"Approve"** icon to approve the initiated action or select **"Reject"** (besides "Approve") to reject.





## HR-615 How to: Medical Reimbursement

### Introduction

This process demonstrates how to generate and perform medical reimbursement process for an employee.

The Medical Reimbursement process of an individual employee or multiple employees is divided into 3 phases -

3. Generate Medical Reimbursement by Module Admin.
4. Initiate Medical Reimbursement process.
5. Approve Medical Reimbursement process.

### Roles

- Module User
- Module Admin

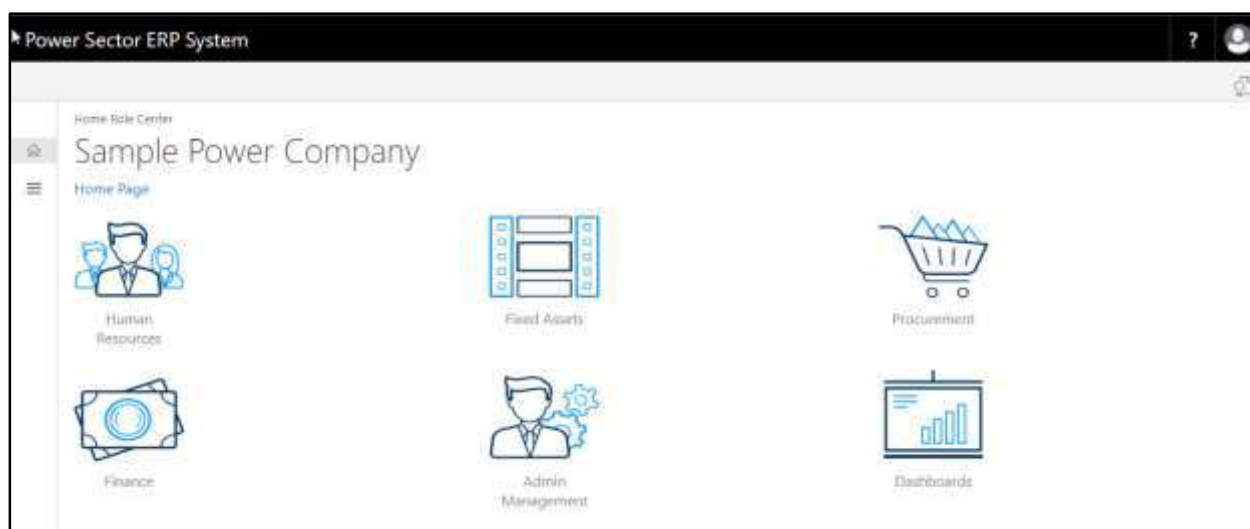
### Prerequisite

- Pay Grade Setup

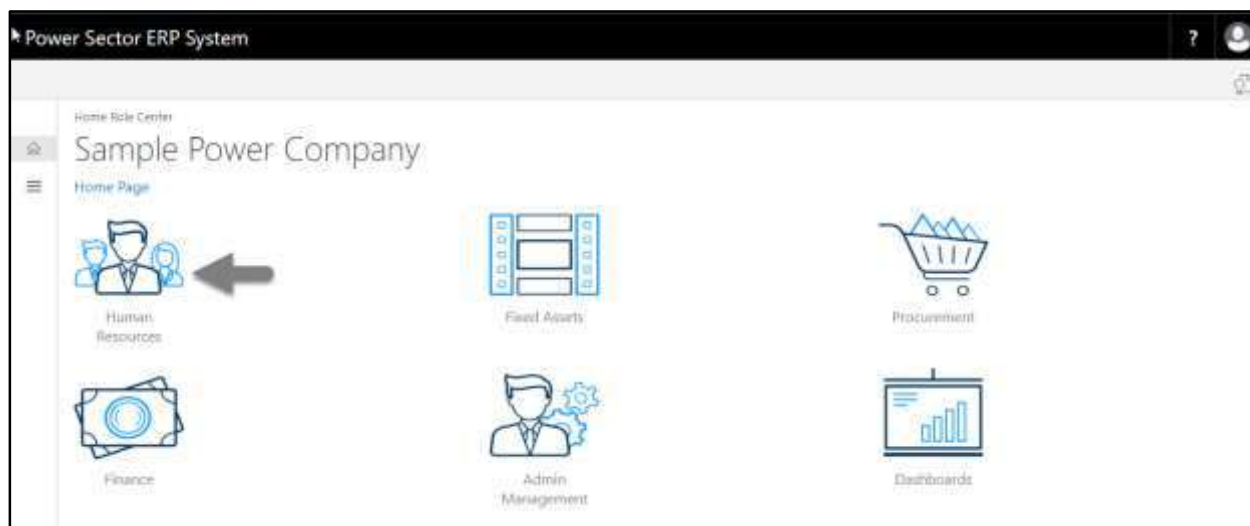
## HR-615.1 Generate Medical Reimbursement By Module Admin

To generate medical reimbursement, follow the steps described below.

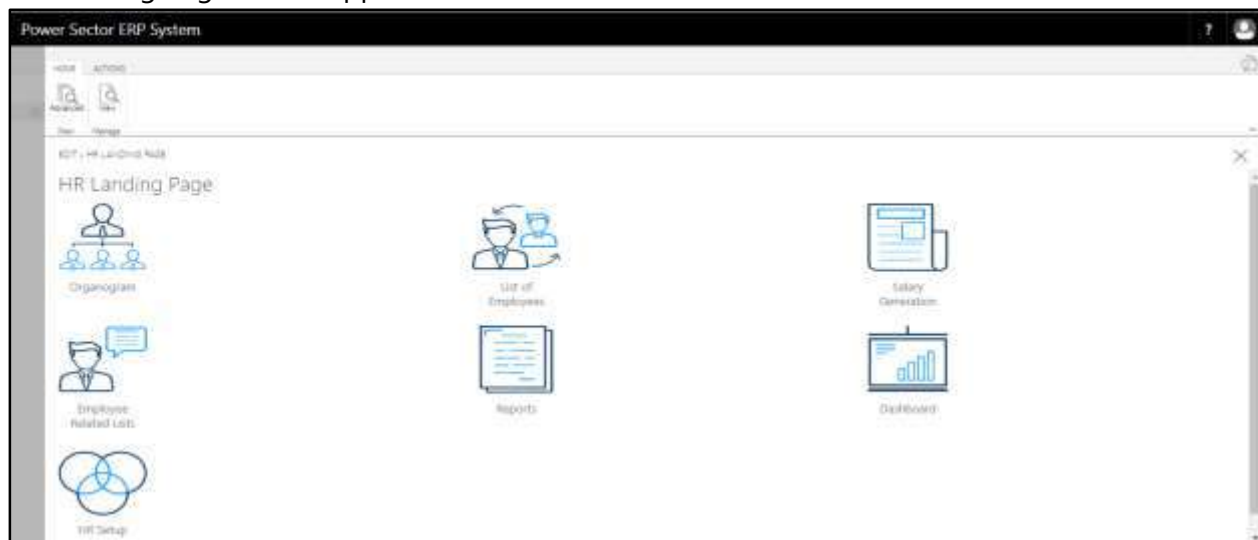
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



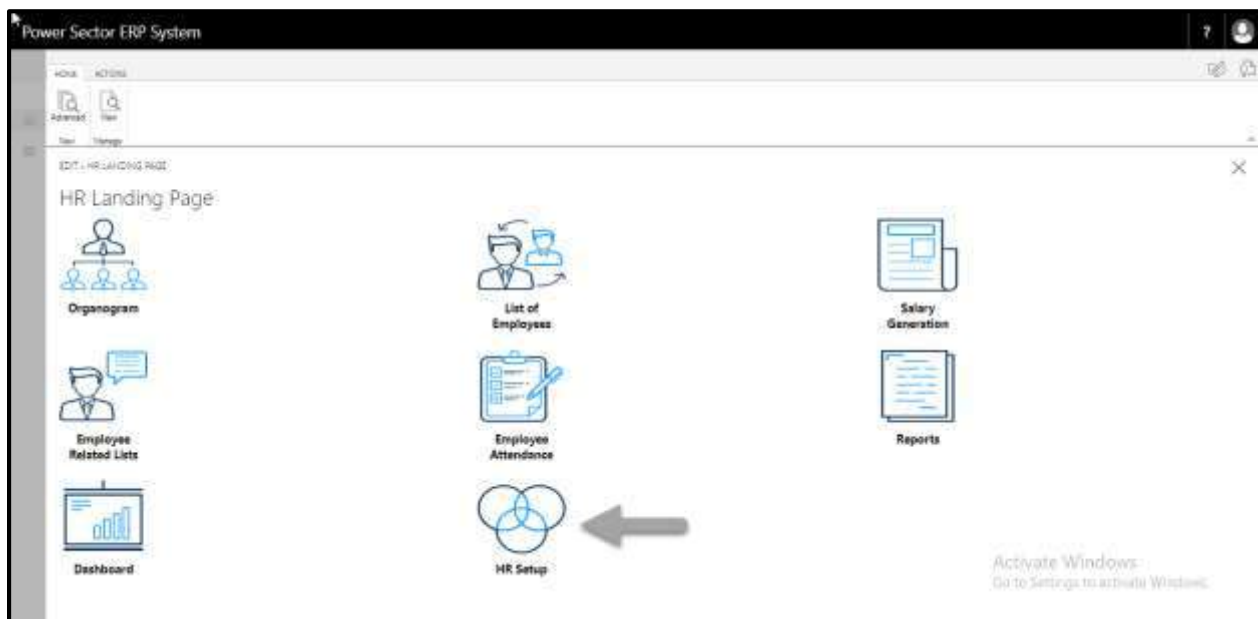
- B. Choose the “**Human Resources**” icon.



HR Landing Page will be appeared as below



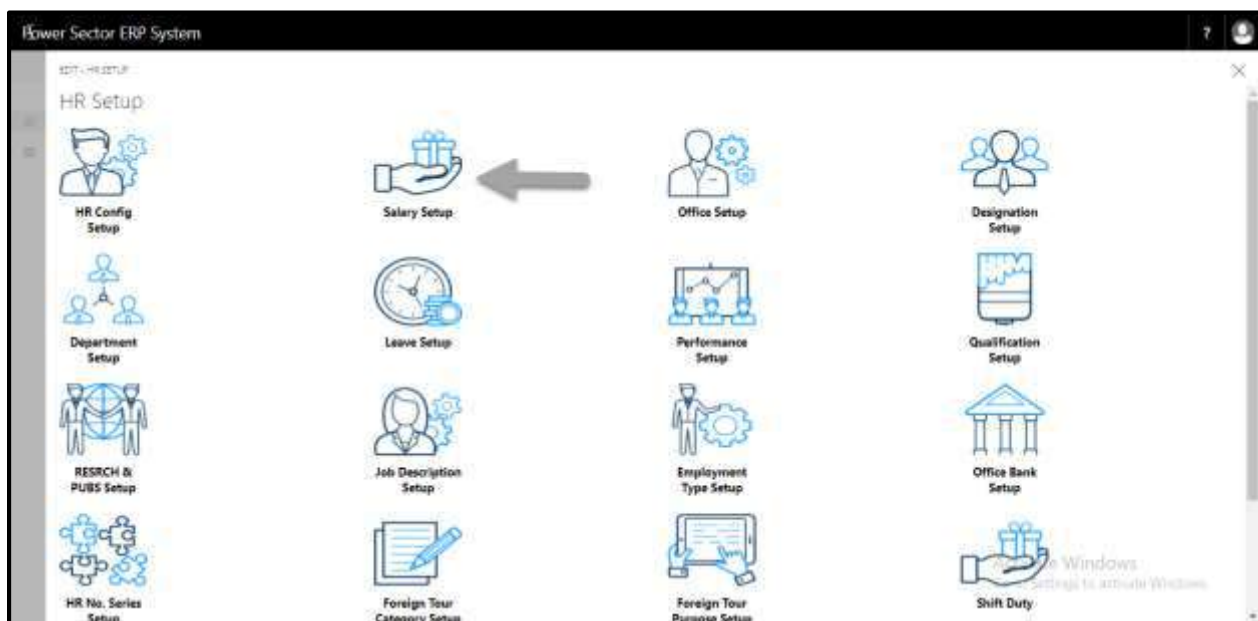
C. Choose the **"HR Setup"** in HR Landing Page.



The following HR Setup page will appear.



D. Choose the “**Salary Setup**” icon.



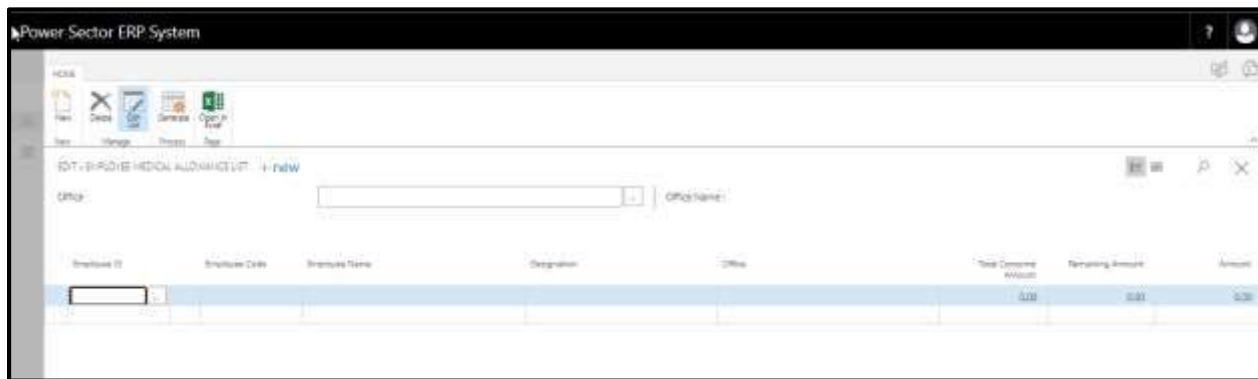
The following Salary setup page will be appeared as below.



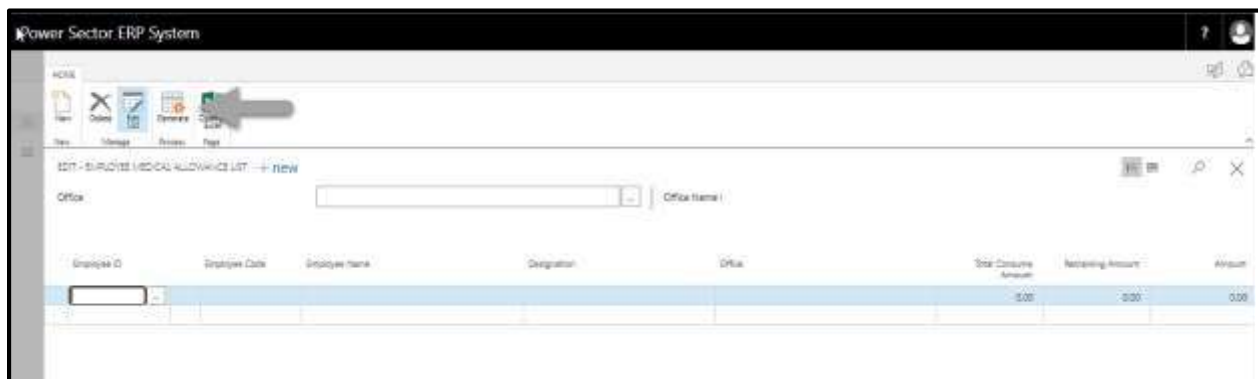
E. Choose the “**Medical Allowance**” icon.



The following Medical Allowance page will be appeared.



F. Choose **"Generate"** button to generate medical reimbursement.



The following screen will appear.

Employee ID	Employee Code	Employee Name	Designation	Office	Total Consumed Amount	Remaining Amount	Amount
150011901	150011901	MD. ALIB, RAHMA	DEPUTY MANAGER	MIS & ICT	0.00	180,278.00	0.00
150011902	150011902	MD. TALIB, RAHMAN	SUPER OPERATOR GRADE-II	SOUTH & NORTH (CHEMICAL SHIFT)	0.00	0.00	4,197.90
150011904	150011904	MD. MOSTAFI, RAHMAN	JUNIOR ASSISTANT MANAGER	HUMAN RESOURCE MANAGEMENT	0.00	0.00	6,580.00
150011905	150011905	MUHAMMAD ROHON UVAH	SUPERINTENDING ENGINEER	SOUTH (ELECTRICAL)	0.00	236,222.00	0.00
150011906	150011906	MD. MOJIBUR RAHMAN	SENIOR ASSISTANT	PROCUREMENT	0.00	0.00	6,217.00
150011907	150011907	MD. LUTFUL KABIR	SENIOR ASSISTANT CUM COMPUTER OP.	HUMAN RESOURCE MANAGEMENT	0.00	0.00	4,962.00
150011908	150011908	SHAMMA NASRIN	SUB ASSISTANT ENGINEER	UNIT 3 & 5 (OPERATION)	0.00	0.00	10,160.00
150011909	150011909	A. K. M. TALHAUUR RAHMAN	DEPUTY MANAGER	SECURITY & DISCIPLINE	0.00	184,282.00	0.00
150011910	150011910	MD. RAJUL HASAN DODDUL	EXECUTIVE ENGINEER	SOUTH (SHIFT)	0.00	212,914.00	0.00
150011911	150011911	PRAN KUMAR SARDAR	JUNIOR FOREMAN (ELECTRICAL)	EST AND ELECTRICAL	0.00	0.00	6,446.00

G. Choose  button to save and close.

Power Sector ERP System

EDIT - EMPLOYEE MEDICAL ALLOWANCE LIST - NEW

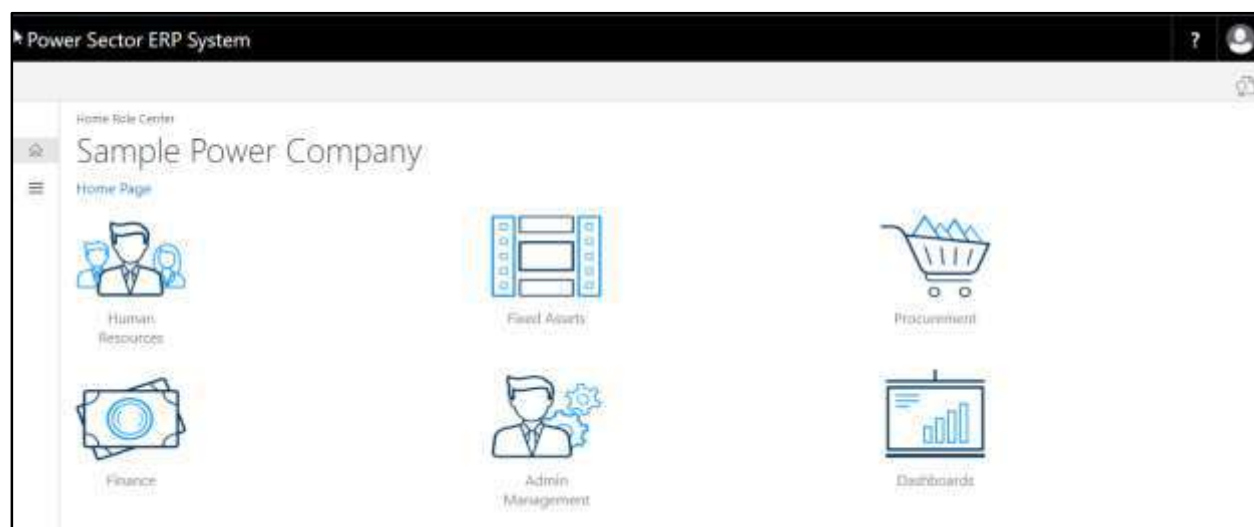
Office:  Office Name:

Employee ID	Employee Code	Employee Name	Designation	Office	Total Consumed Amount	Remaining Amount	Amount
10001001	130010001	MR. KUNAL KADAR	DEPUTY MANAGER	MS & ICT	0.00	186,519.00	0.00
10001002	130110129	UD-DAL DEBHATH	JUNIOR OPERATOR (GRADE-A)	SOUTH & NORTH (CHEMICAL SHIFT)	0.00	0.00	4,197.00
10001003	000810001	MR. MATULU RAHMANN	JUNIOR ASSISTANT MANAGER	HUMAN RESOURCE MANAGEMENT	0.00	0.00	8,000.00
10001004	000400001	MUHAMMAD BOKON AHMAD	SUPERINTENDING ENGINEER	SOUTH ELECTRICAL	0.00	138,222.00	0.00
10001005	010110002	MR. MOHDUL RAHMAN	SENIOR ASSISTANT	ROCKFORD	0.00	0.00	6,217.00
10001007	120710004	MR. LUTFUL KABIR	SENIOR ASSISTANT CUM COMPUTER OP.	HUMAN RESOURCE MANAGEMENT	0.00	0.00	4,362.00
10001008	000800004	SHAMMAL HAJEN	JUNIOR ASSISTANT ENGINEER	UNIT 3, 4 & 5 OPERATION	0.00	0.00	10,160.00
10001009	100400003	A. K. M. TALUDDIN RAHMANN	DEPUTY MANAGER	SECURITY & DISCIPLINE	0.00	194,233.00	0.00
10001010	001000003	MR. RAJUL HASAN SODHAI	EXECUTIVE ENGINEER	SOUTH SHIFT	0.00	212,974.00	0.00
10001011	010110192	MR. KUNAL KADAR	JUNIOR OPERATOR (ELECTRONIC)	UNIT 3 (ELECTRONIC)	0.00	0.00	6,466.00
10001012	010110047	MR. ABUL KADIR AHMAD	WORK ASSISTANT	UNIT 1, 4 & 5 OPERATION	0.00	0.00	6,406.00
10001013	000300002	MOHAMMAD MOHAMMAD RAHMANN	SUPERINTENDING ENGINEER	APSC, MAINTENANCE UNIT	0.00	136,222.00	0.00
10001014	141000005	MR. SAMUEL DRIES	SUB-DIVISIONAL ENGINEER	SOUTH (I & C)	0.00	145,600.00	0.00
10001015	000000000	MOHAMMAD BINA	SENIOR TEACHER	SCHOOL	0.00	0.00	8,892.00
10001016	130000000	MOOR VED. MOHTAK KANAL	SUPERINTENDING ENGINEER	SOUTH (MECHANICAL)	0.00	186,519.00	0.00
10001017	010070045	MR. ATUL RAHMANN	SUB-DIVISIONAL ENGINEER	UNIT 1 & 4 SHIFT	0.00	186,519.00	0.00
10001018	000100017	MR. SHAMUL RAHMANN	SENIOR OPERATOR (GRADE-A)	CHEMICAL (SHIFT)	0.00	0.00	7,996.00

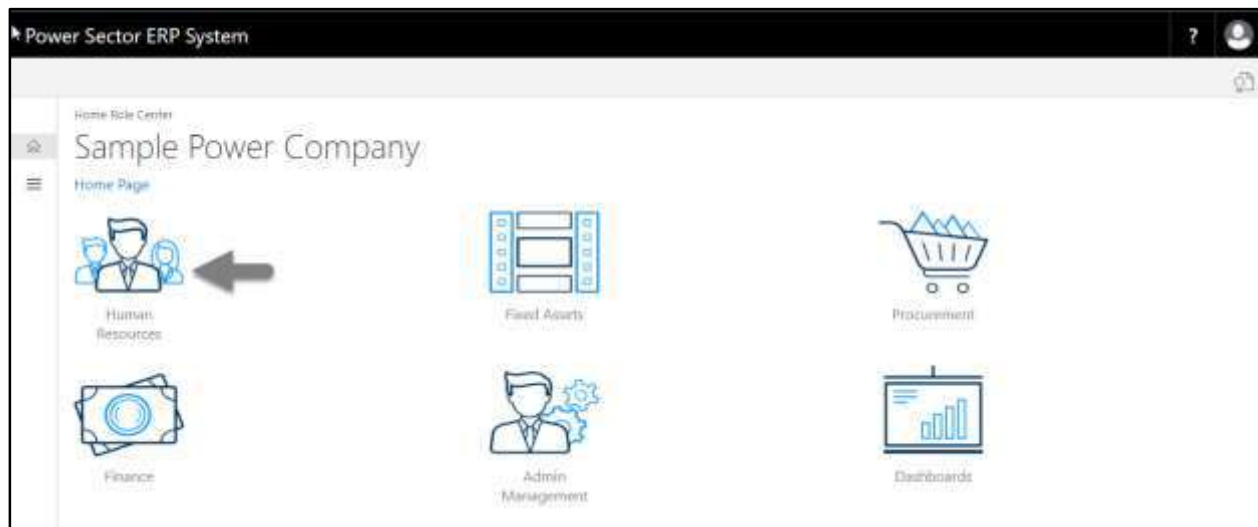
## HR-615.2 Initiate Medical Reimbursement by HR User

To Initiate a Medical Reimbursement process, follow the steps described below.

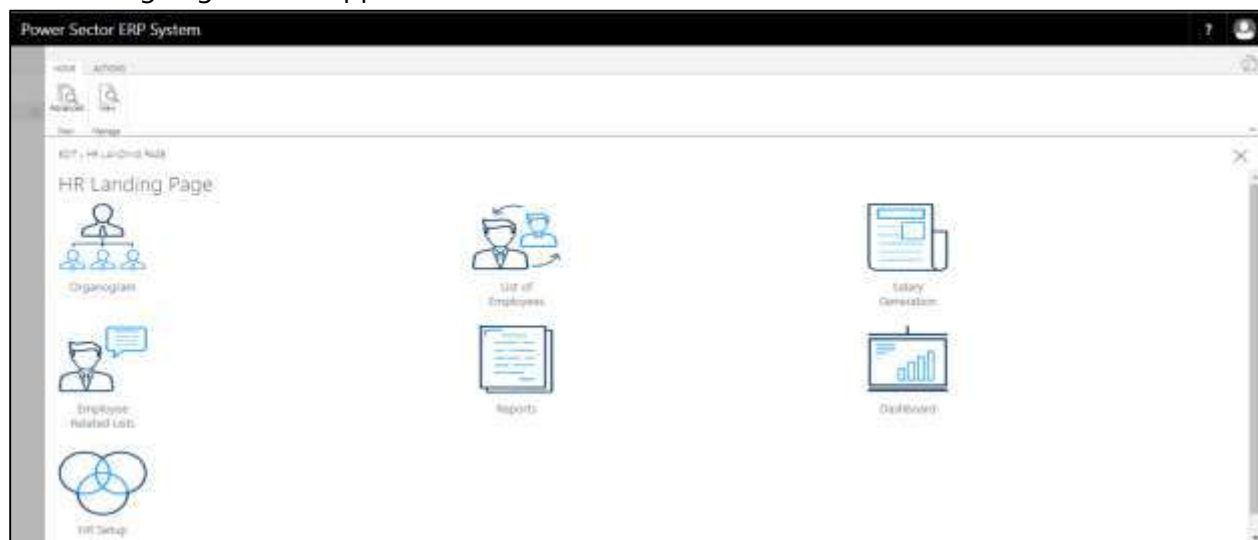
A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the “**Human Resources**” icon.

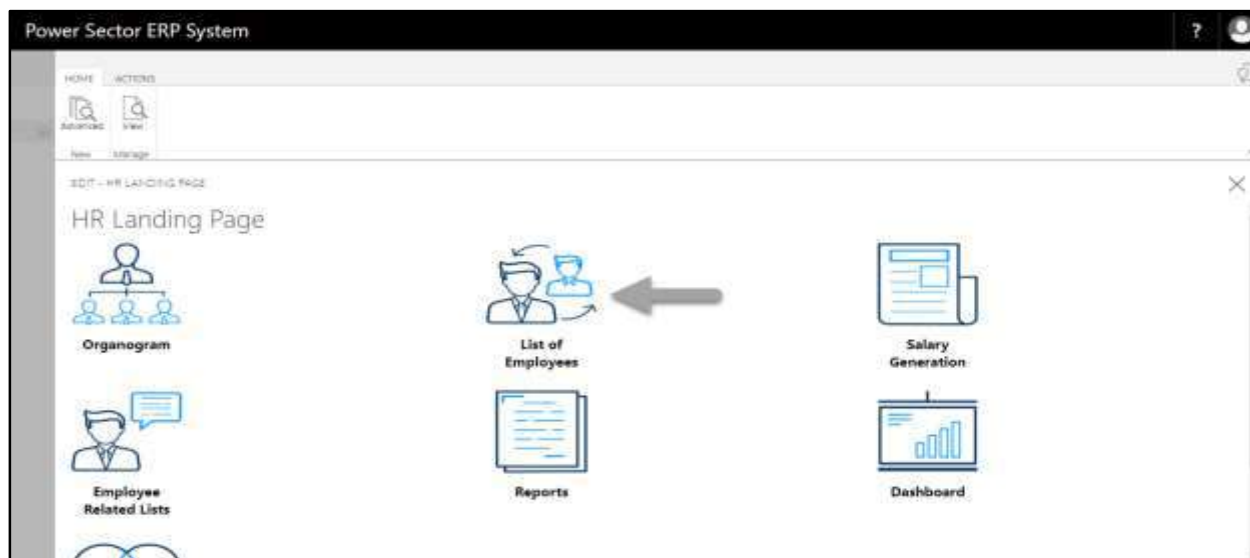


HR Landing Page will be appeared as below





C. Choose the “List of Employees” in HR Landing Page.



The following Employee List page will be appeared as below.

Power Sector ERP System

HOME ACTIONS

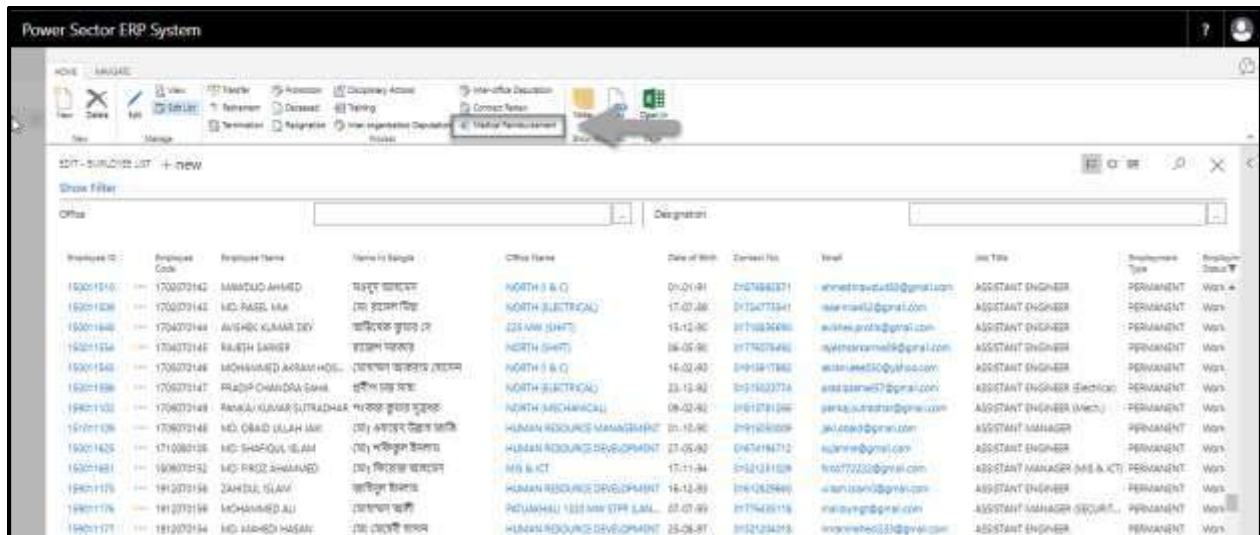
EDIT - EMPLOYEE LIST - NEW

Show Filter

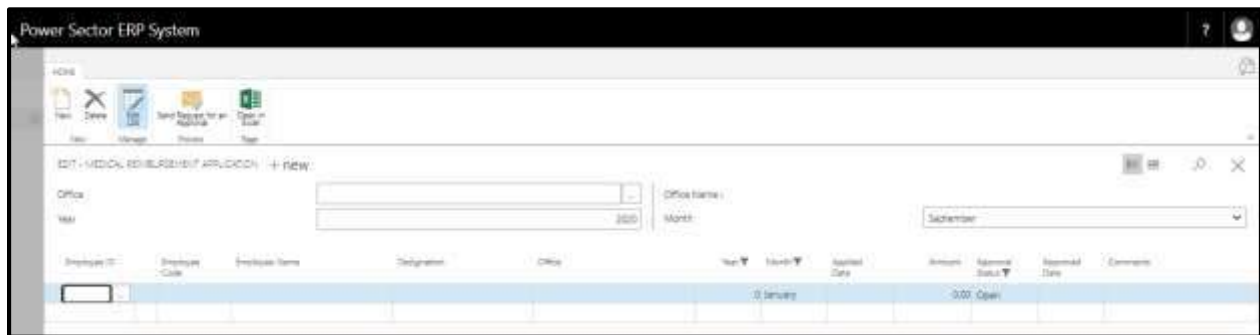
Employee ID	Employee Code	Employee Name	Name in Bangla	Office Name	Date of Birth	Contract No.	Email	Job Title	Employment Type	Employment Status
150011810	1700207140	MAHAUD AHMED	মহমুদ আহমদ	NORTH S & C	01-01-81	01078833371	amredtravels09@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work
150011808	1700207140	MD. RASUL MIA	মে. রাসুল মিয়া	NORTH-ELECTRICAL	17-07-88	01704770247	mdrmiak42@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work
150011840	1704207144	AUSHEK KUMAR DEY	অশিষেক কুমার দে	225 000 (SHIFT)	15-12-80	01738830080	ashishkark4@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work
150011854	1704207140	RAJESH SARKER	রাজেশ সর্কার	NORTH (SHIFT)	06-05-90	01736076402	rajshankarm0@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work
150011840	1508071146	MCHAMMED AKRAM HOSSEIN	মোহাম্মদ আকরাম হোসেন	NORTH S & C	18-02-88	01918877880	akram.akr00@yahoo.com	ASSISTANT ENGINEER	PERMANENT	Work
150011838	1700207147	PRADIP CHANDRA SAHA	প্রদীপ চন্দ্র সাহা	NORTH (ELECTRICAL)	22-12-80	01915030774	pradiprashed7@gmail.com	ASSISTANT ENGINEER (Electric)	PERMANENT	Work
150011832	1708071149	PANJAB KUNJAR SUTRADHAR	পানজাব কুমার সুত্রধর	NORTH (MECHANICAL)	08-05-82	01913791286	panjab.kutradhar@gmail.com	ASSISTANT ENGINEER (Mech)	PERMANENT	Work
151011008	1708071140	MD. OBAID ULLAH AMI	মে. ওবায়দুল্লাহ আমি	HUMAN RESOURCE MANAGEMENT	01-10-90	01910000000	ami.obaid@gmail.com	ASSISTANT MANAGER	PERMANENT	Work
150011803	1710801100	MD. SHAFIQUEUL ISLAM	মে. শফিউল ইসলাম	HUMAN RESOURCE DEVELOPMENT	27-06-90	08059184712	shafique@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work
150011881	1806071182	MD. FIROZ AHAMMED	মে. ফিরোজ আহমদ	MS & ICT	17-11-84	01521211009	firoz73232@gmail.com	ASSISTANT MANAGER (MS & ICT)	PERMANENT	Work
150011075	1812071138	ZAHEEDUL ISLAM	জাহিদুল ইসলাম	HUMAN RESOURCE DEVELOPMENT	16-12-93	01813829660	zshahidul@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work
150011076	1812071139	MCHAMMED ALI	মোহাম্মদ আলী	PUTUJANAI 1333 NVA STR. SAIL...	07-07-89	01776430116	malisungr@gmail.com	ASSISTANT MANAGER (SECURIT...	PERMANENT	Work
150011077	1812071134	MD. MAHEDI HASAN	মে. মেহেদী হাসান	HUMAN RESOURCE DEVELOPMENT	25-08-87	01521234018	mdmahedi0334@gmail.com	ASSISTANT ENGINEER	PERMANENT	Work

Employee Count: 782

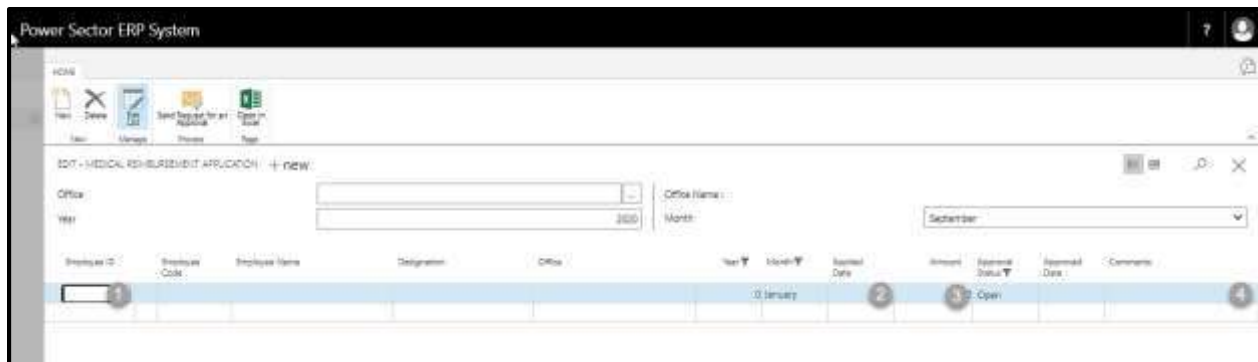
- D. Choose the **“Medical Reimbursement”** icon on the Employee List page, as indicated in figure below.



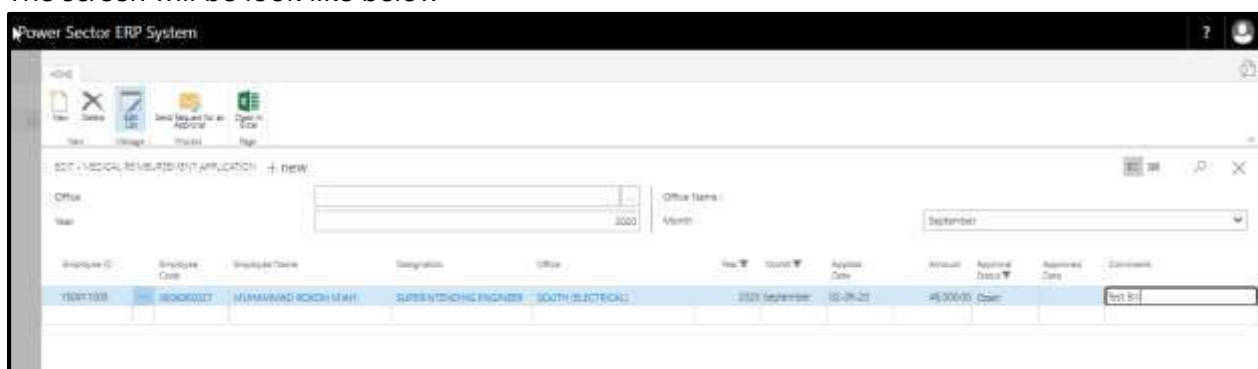
The Following Medical Reimbursement page will appear.



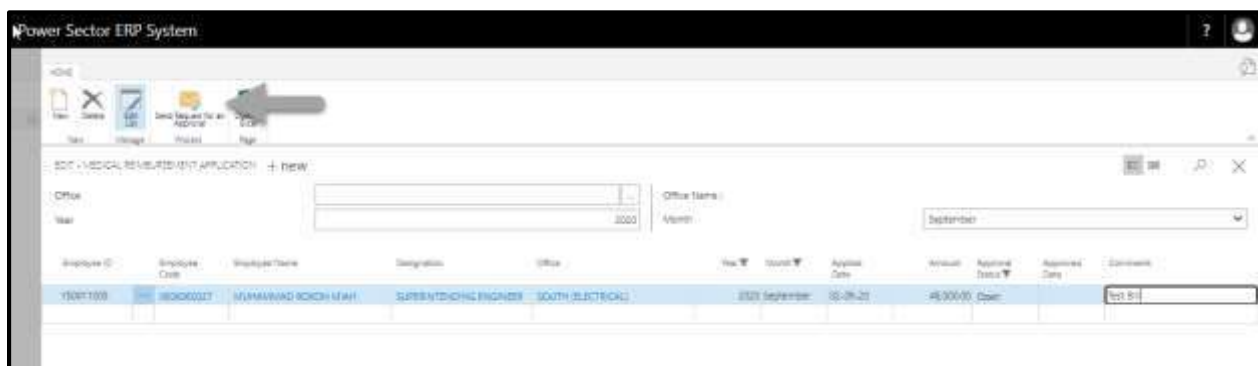
- E. Provide information below to proceed.
- Choose **“Employee Id”** form dropdown menu.
    - Employee Id: 150011005**
  - Choose **“Applied Date”** from calendar dropdown.
    - Applied Date: 02-09-20**
  - Provide **“Amount”**.
    - Amount: 26000**
  - Provide **“Comments”** if any.
    - “Comments”: Test Bill**



The screen will be look like below



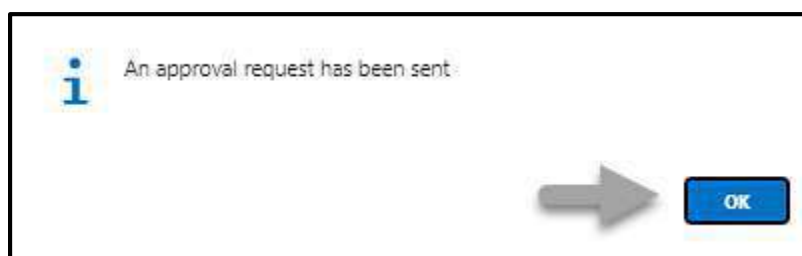
F. Choose **“Send Request for an approval”**.



Following screen will be appeared.



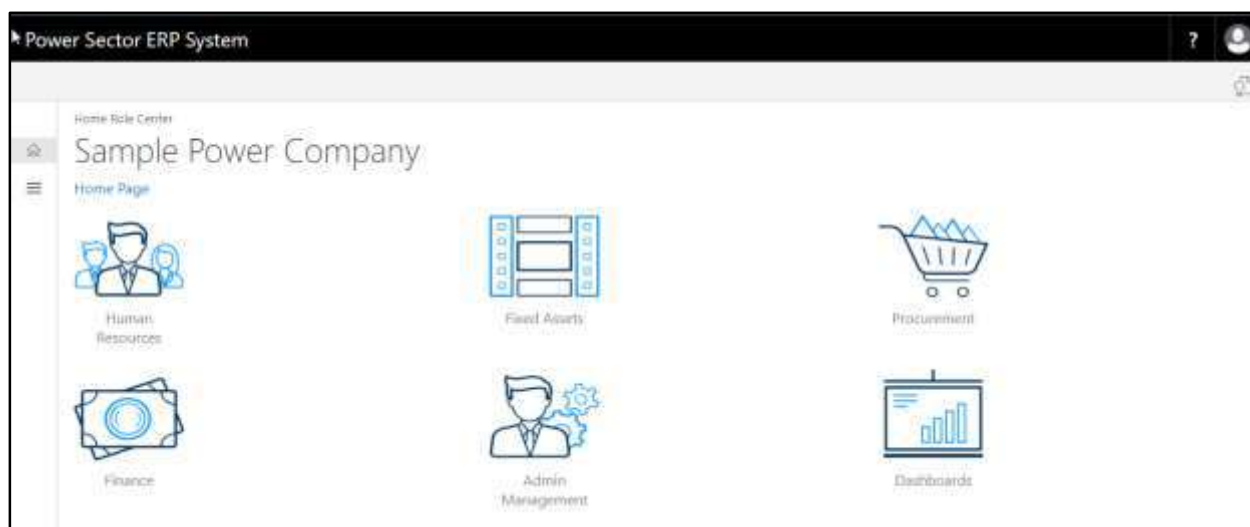
G. Choose "Ok".



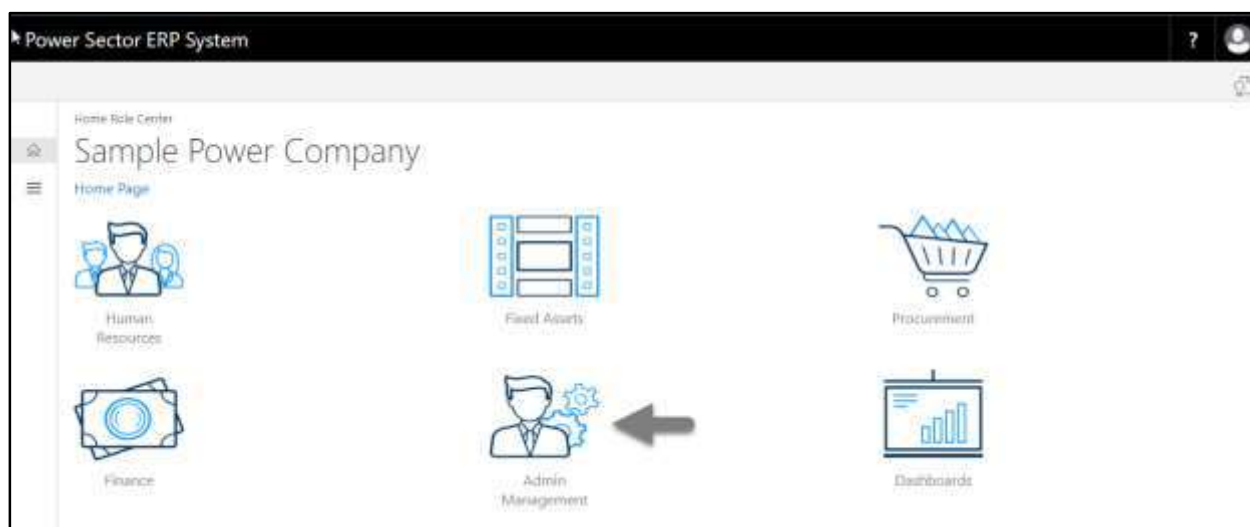
### HR-615.3 Approve or Reject an initiated Medical Entry by HR Admin

To approve or Reject an initiated medical reimbursement, follow the steps described below.

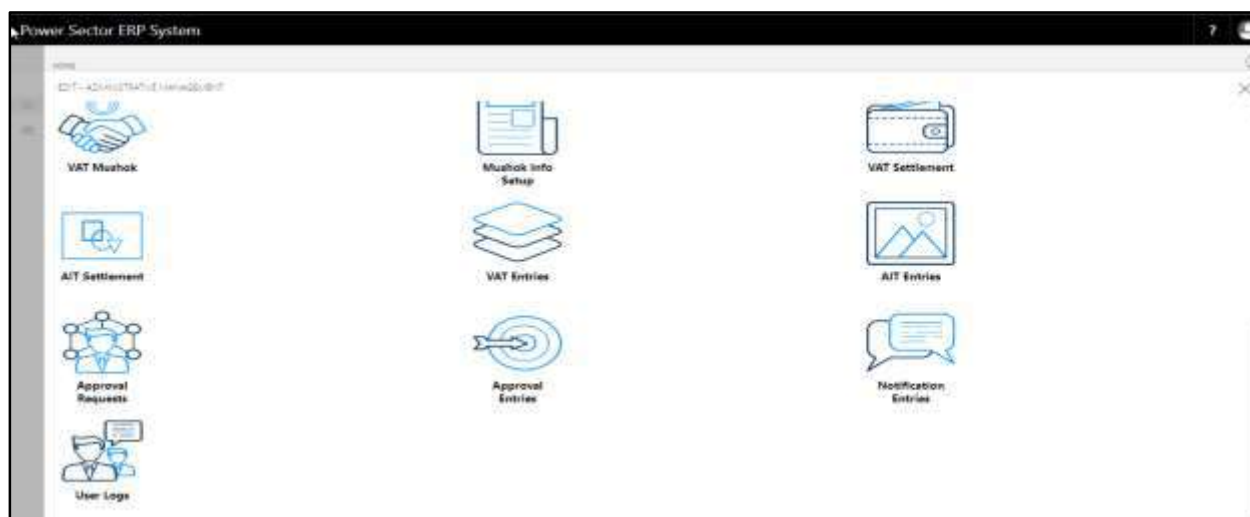
A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



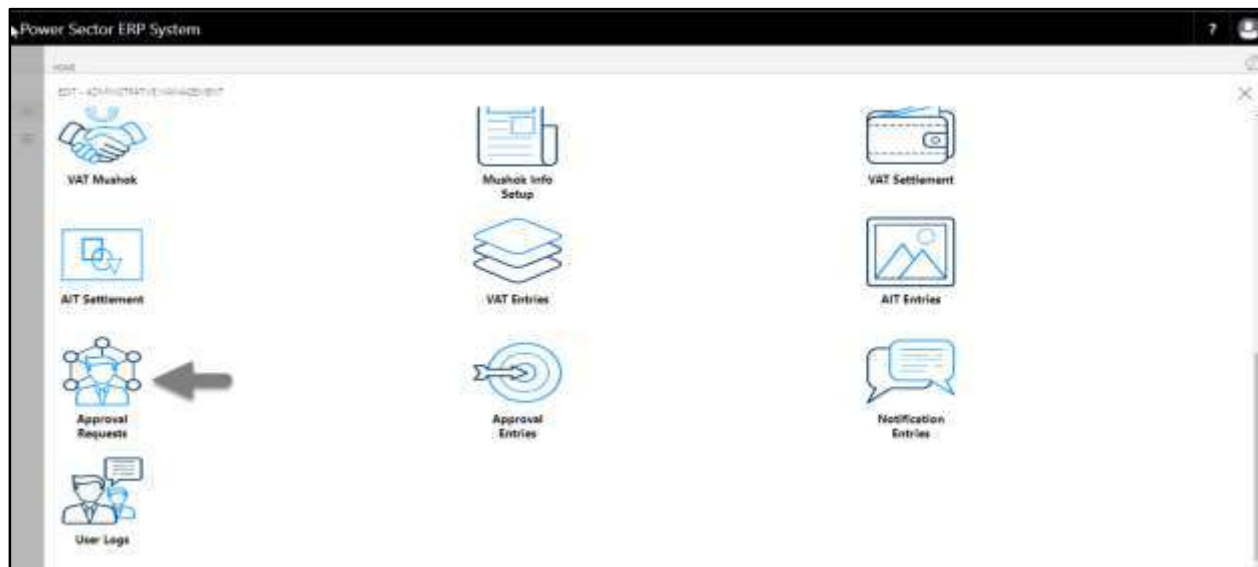
B. Choose the “**Admin Management**” icon to open the administrative page.



The Following Admin Management page will appear as below.



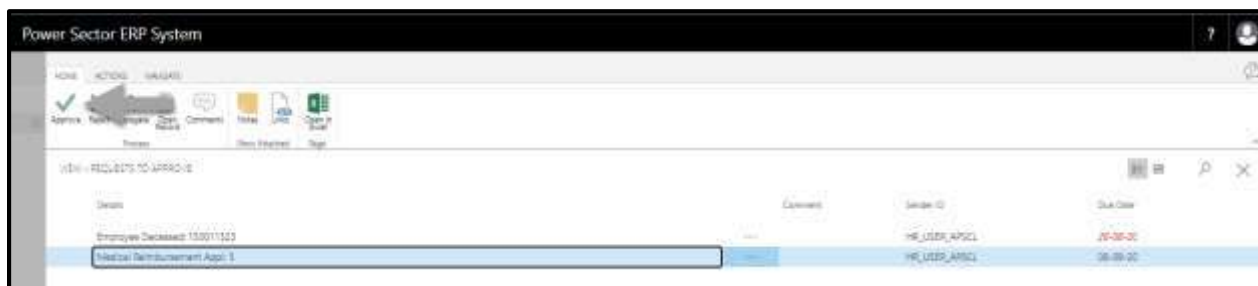
C. Choose the **"Approval Request"** icon to process initiated approval requests.



The following Approval Request page will appear as below.



D. Select the initiated action and choose the **"Approve"** icon.



The following pop up will appear.



- E. Choose the **"Approve"** icon to approve the initiated action or select **"Reject"** (besides "Approve") to reject.



## HR-616 How to: Process PRL an Employee

### Introduction

This process demonstrates how to process an employee PRL from the organization.

The PRL process of an individual employee is divided into 2 phases -

- HR-616.1      Initiate the PRL process by module User.
- HR-616.2      Approve or Reject initiated PRL by module Admin.

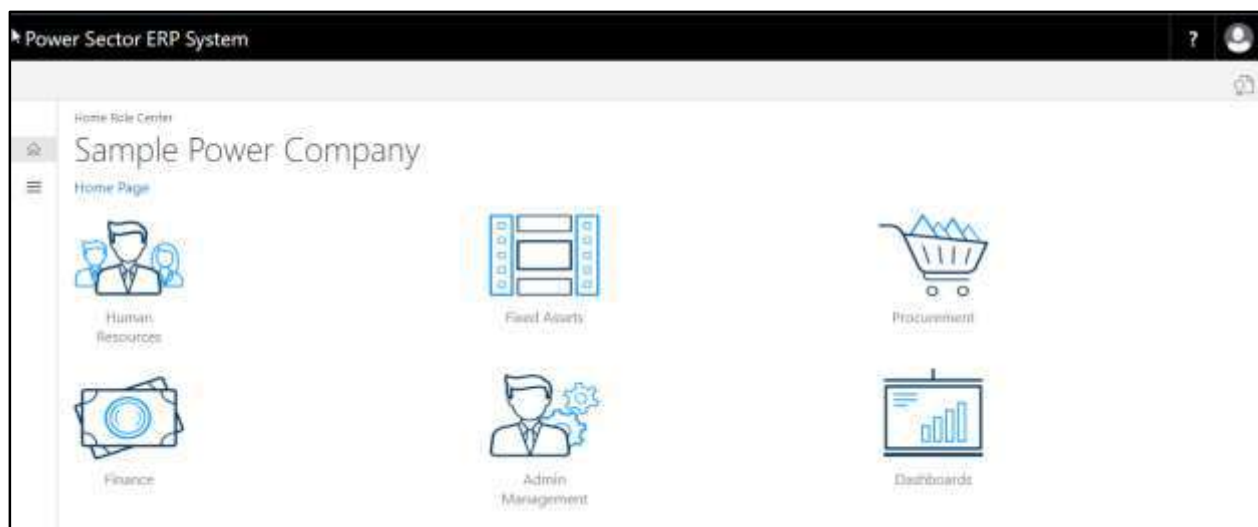
### Roles

- Module User
- Module Admin

## HR-616.1 Initiate PRL Process by Module User

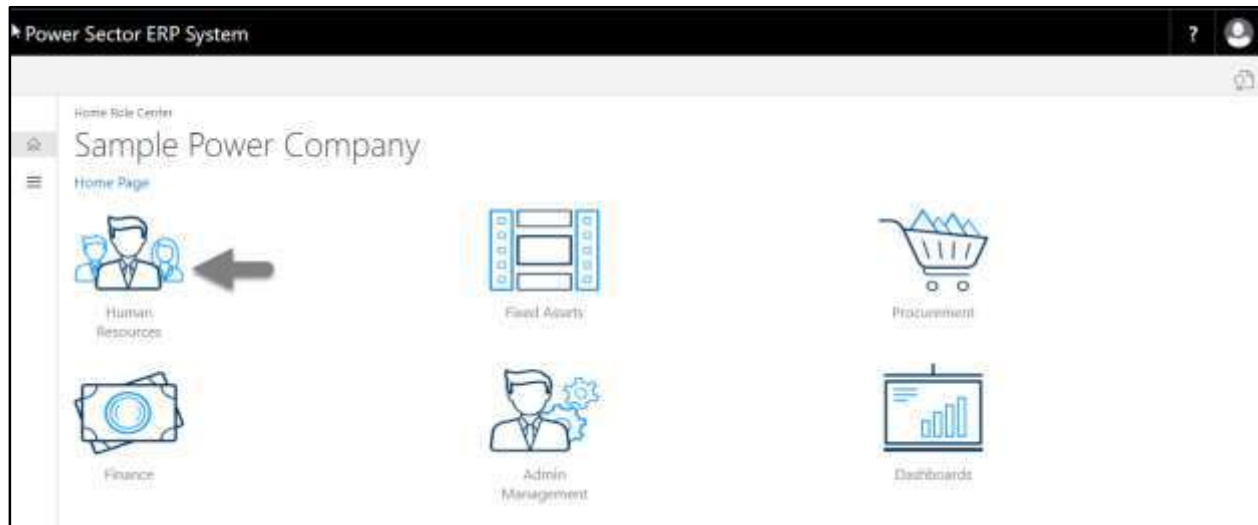
To Initiate a PRL process, follow the steps described below.

- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.

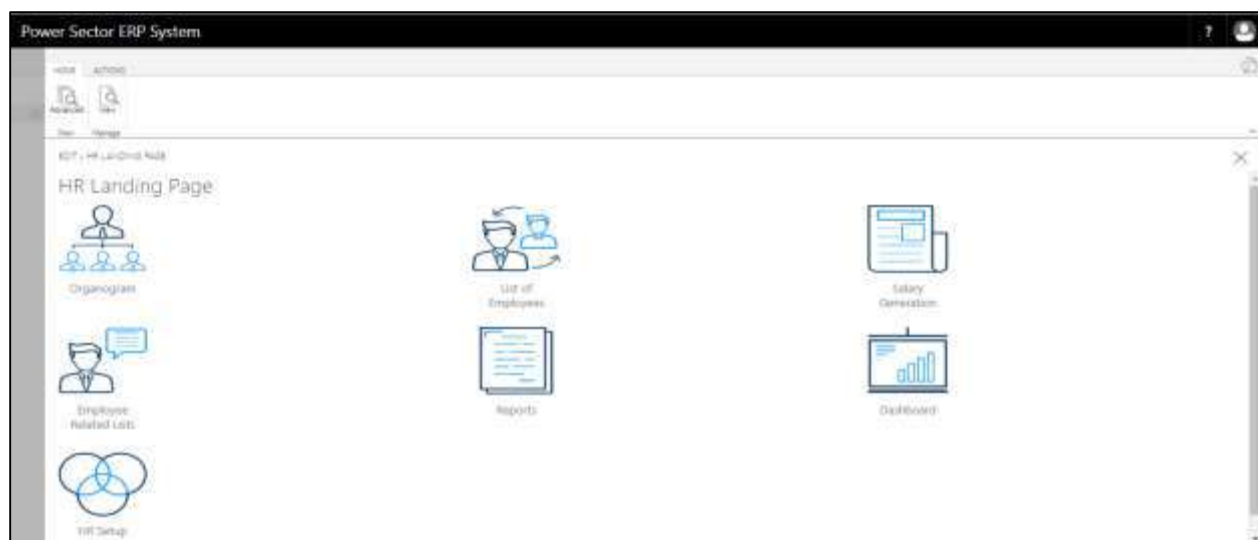




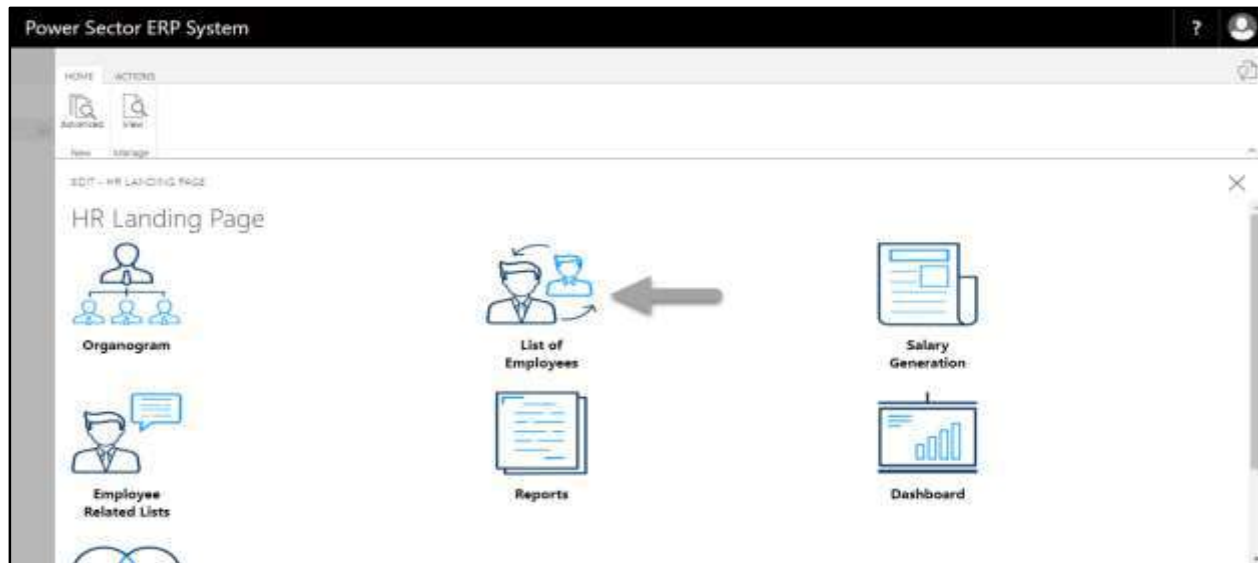
B. Choose the “**Human Resources**” icon.



**HR Landing Page** will be appeared as below



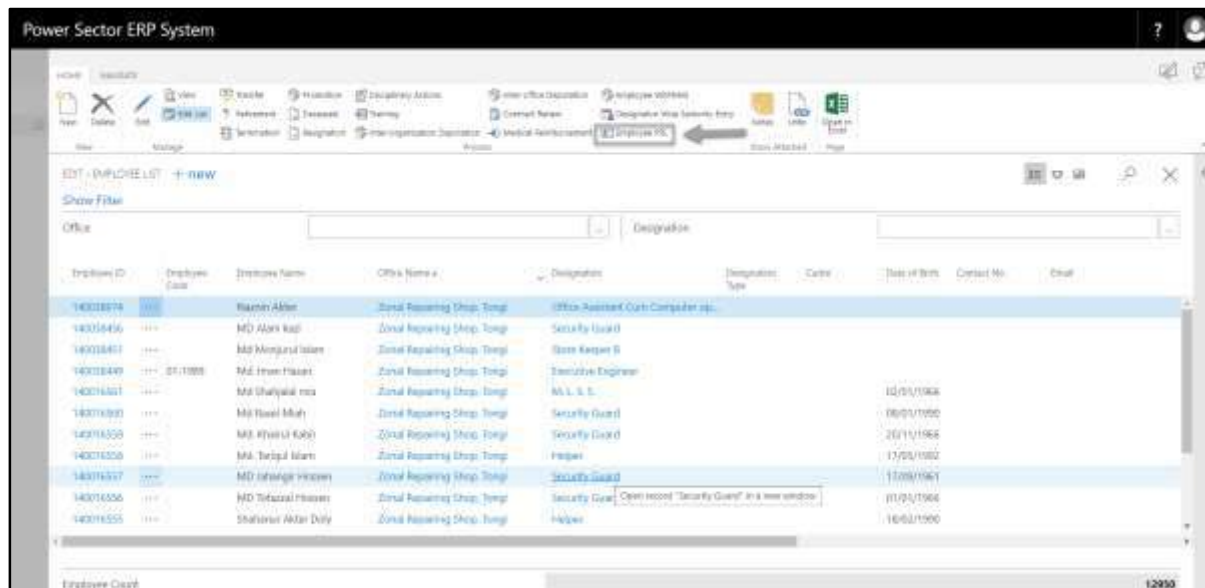
C. Choose the “**List of Employees**” in the HR Landing Page.



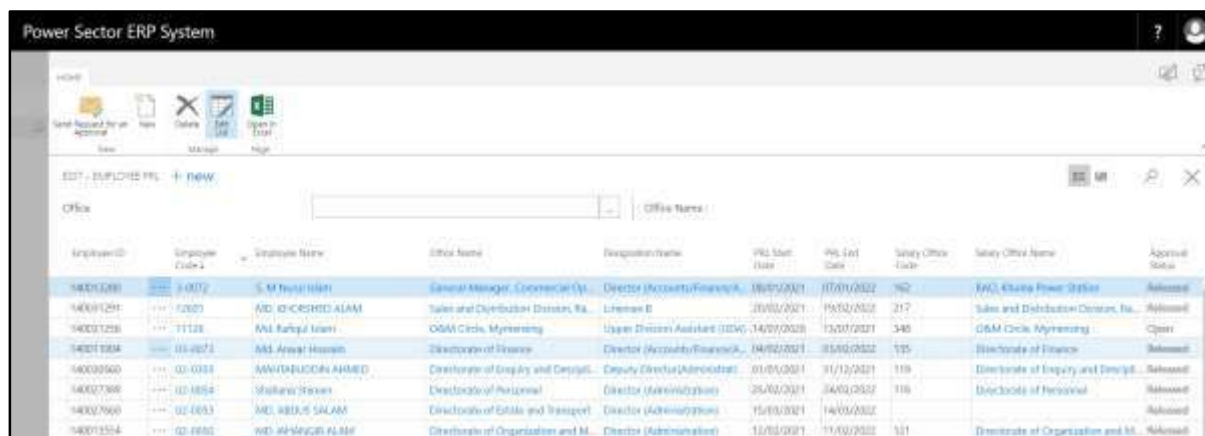
The following **Employee List** page will be appeared.

Employee ID	Employee Code	Employee Name	Office Name	Designation	Designation Type	Center	Date of Birth	Contact No.	Email
140038076	---	Nasim Akter	Zonal Repairing Shop, Tongri	Office Assistant (Data Computer op...	---	---	---	---	---
140038406	---	MD Akter Kabir	Zonal Repairing Shop, Tongri	Security Guard	---	---	---	---	---
140038461	---	Abd Mungul Islam	Zonal Repairing Shop, Tongri	Store Keeper B	---	---	---	---	---
140038499	06/1989	Md. Imran Hossain	Zonal Repairing Shop, Tongri	Executive Engineer	---	---	---	---	---
140038561	---	Eni Shafiqul Hossain	Zonal Repairing Shop, Tongri	M. L. S. S.	---	---	02/01/1966	---	---
140038605	---	Abd Rashed Miah	Zonal Repairing Shop, Tongri	Security Guard	---	---	06/01/1980	---	---
140038629	---	MD Khairul Kabir	Zonal Repairing Shop, Tongri	Security Guard	---	---	20/11/1966	---	---
140038632	---	Eni. Teriqul Hossain	Zonal Repairing Shop, Tongri	Helper	---	---	17/05/1982	---	---
140038657	---	SMD Jahangir Hossain	Zonal Repairing Shop, Tongri	Security Guard	---	---	17/09/1961	---	---
140038736	---	MD Tahazzul Hossain	Zonal Repairing Shop, Tongri	Security Guard	---	---	21/01/1966	---	---
140038755	---	Shahinur Akter Dey	Zonal Repairing Shop, Tongri	Helper	---	---	18/02/1990	---	---

D. Choose the “Employee PRL”.

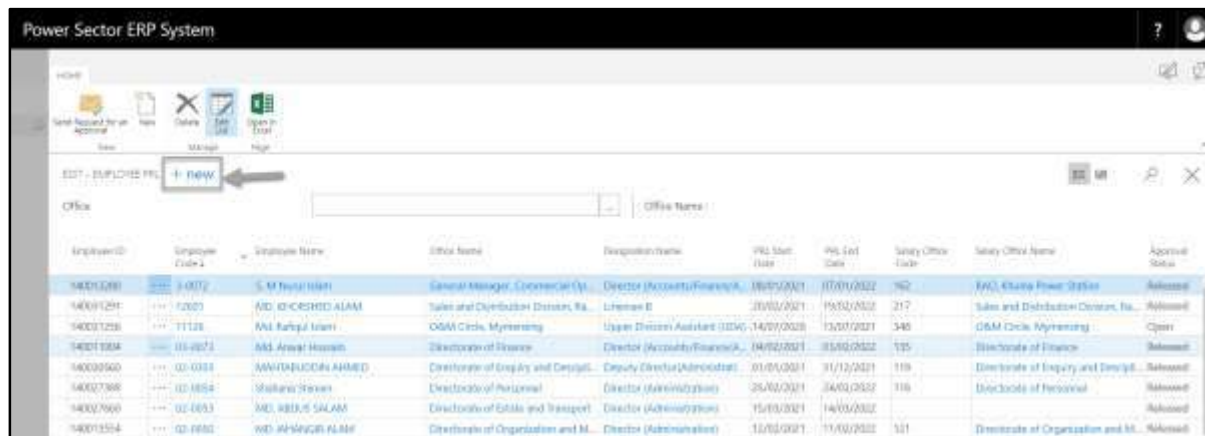


The following **Employee PRL** page will be appear.

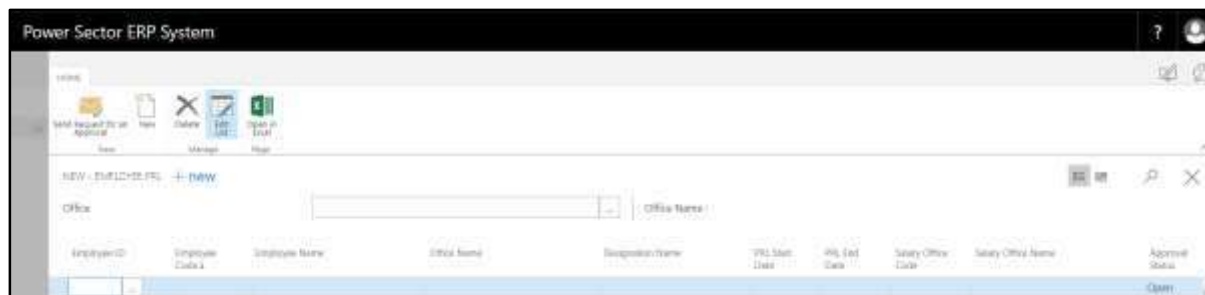




E. Choose "new" to add employee for PRL process.



F. The following new line will be appeared.



Provide below information to proceed PRL process successfully.

7. Choose the **Employee ID** from the dropdown by clicking on  button.

- **Employee ID:** [140038449](#)

**Employee Code, Employee Name, Office Name and Designation Name**

will be populated by the system.

8. Choose the **PRL Start Date** from the calendar by clicking on  button.

**PRL Start Date: 01-01-2020**

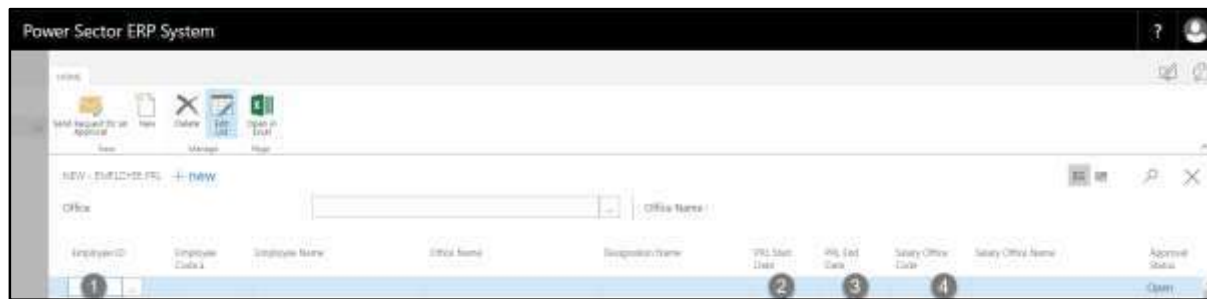
9. Choose the **PRL End Date** from the calendar by clicking on  button.

**PRL End Date: 31-12-2021**

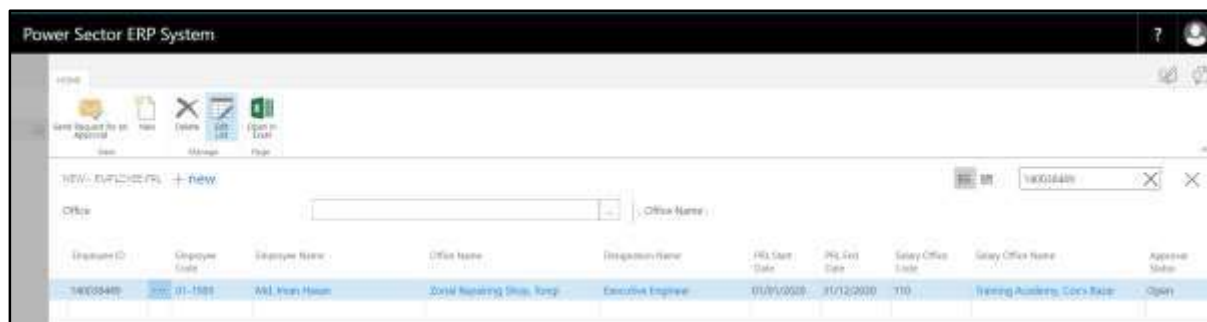
10. Choose the **Salary Office Code** from the dropdown by clicking on  button.

**Salary Office Code: 110**

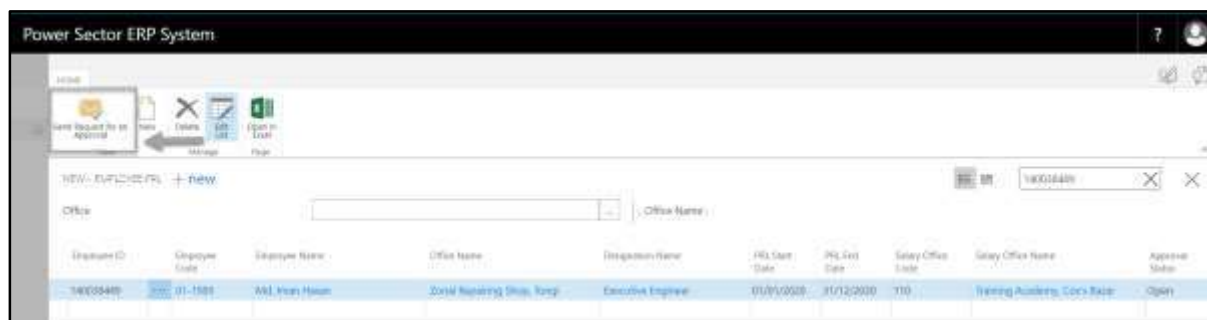
Salary Office Name will be populate automatically.



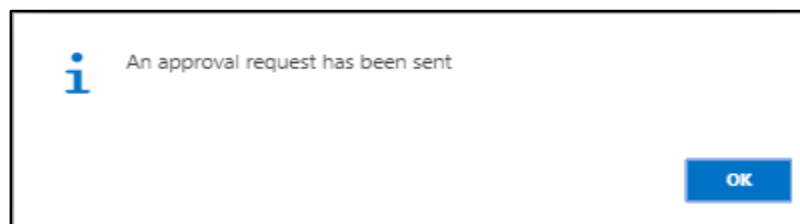
The screen will look like below.



G. Choose the **“Send request for an Approval”** icon to proceed for approval.

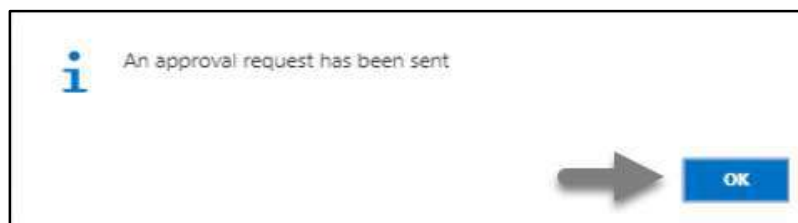


The following pop up will be appeared as below.





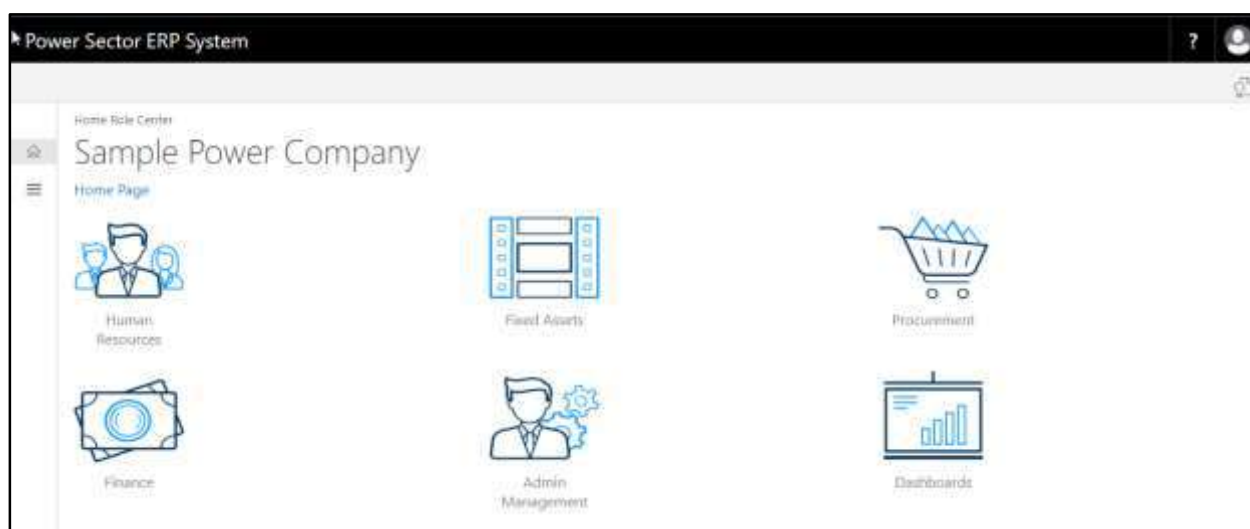
H. Choose **"OK"** icon to save and close.



### HR-616.2 Approve or Reject initiated PRL by HR Admin

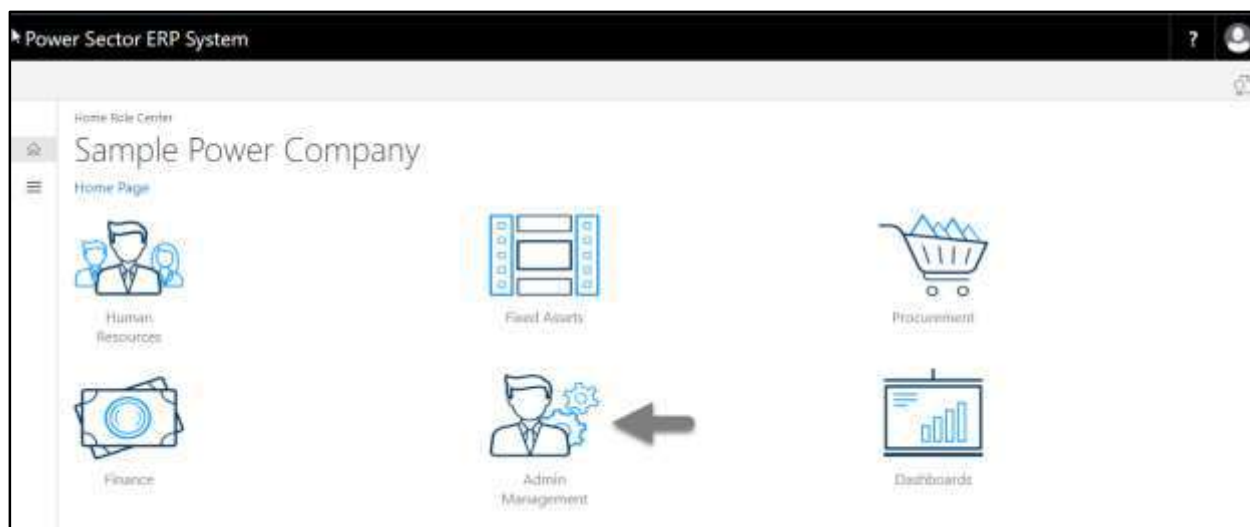
To approve or Reject an initiated PRL action, follow the steps described below.

- A. Log in with your respective HR Admin credentials. ERP Landing Page, as below, will be appeared on successful login.

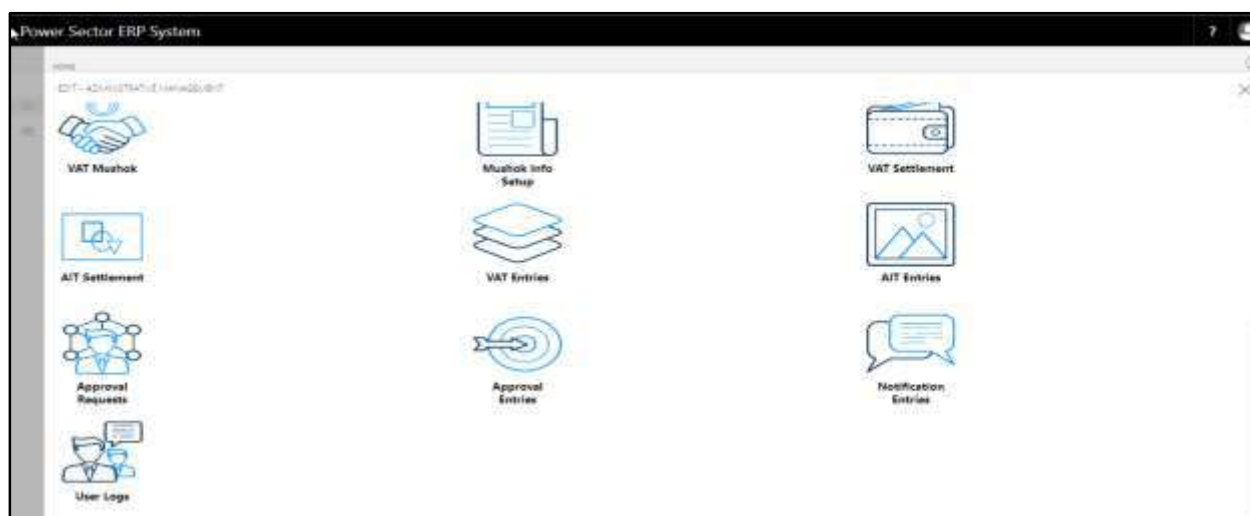


- B. Choose the **"Admin Management"** icon to open the administrative page.

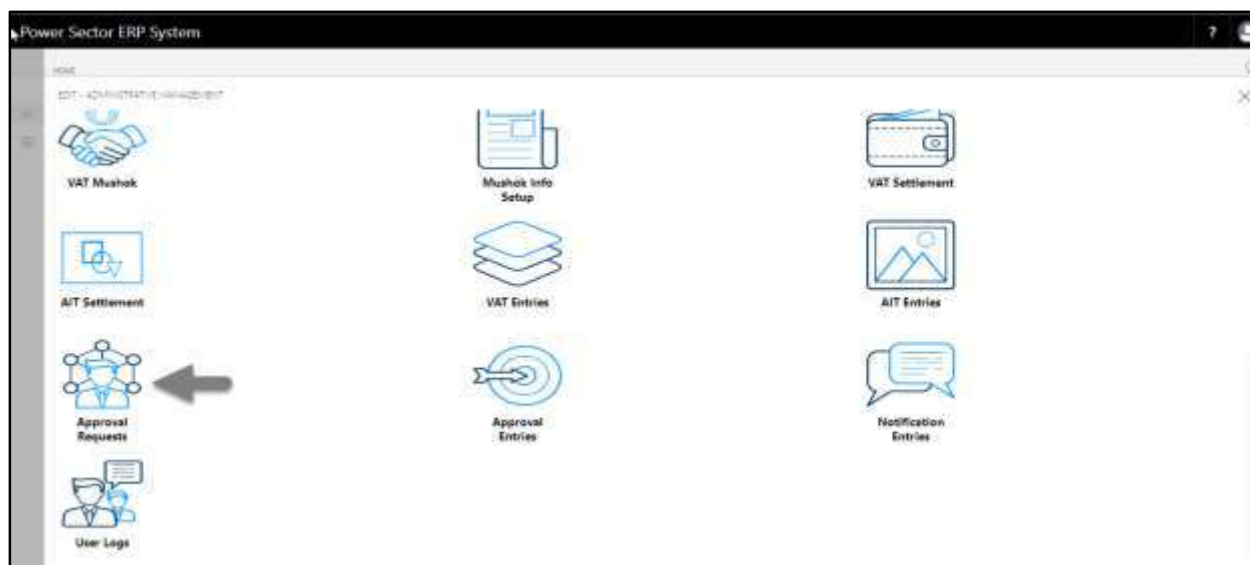




The Following **Admin Management** page will be appeared.



C. Choose the **“Approval Request”** icon to process initiated approval requests.



The following **Approval Request** page will be appeared.



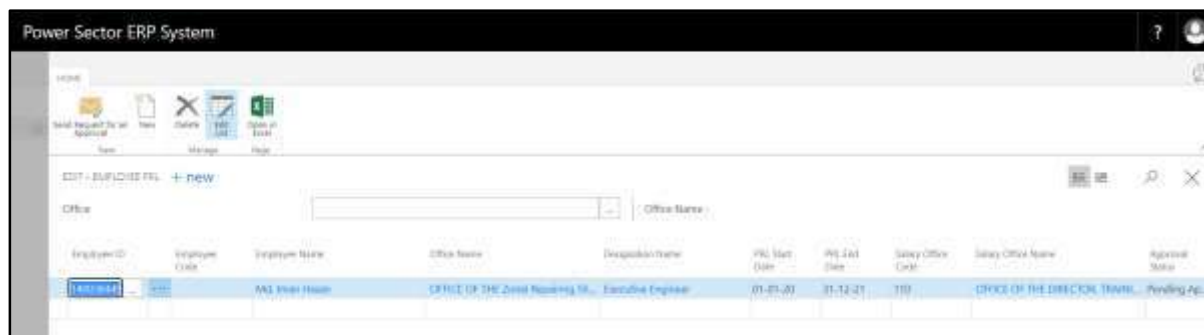
D. Select the initiated PRL process and choose the **“Open Record”** icon.




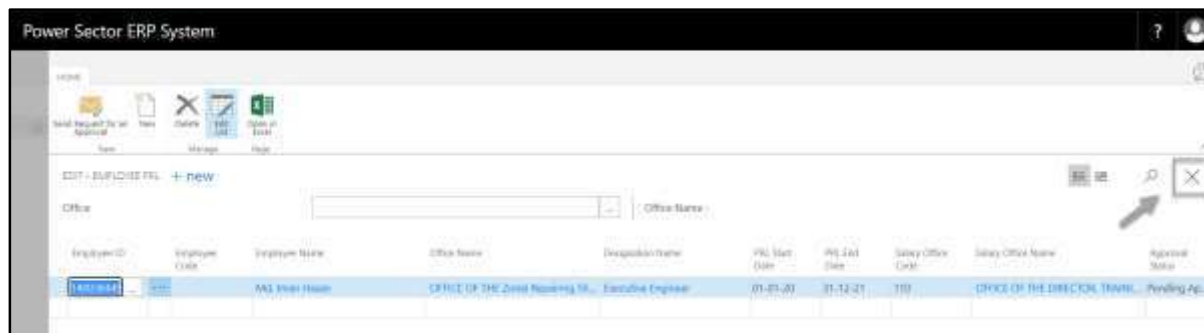
### TIPS

You can choose initiated PRL by selecting the line.

Detailed Employee PRL page will be appeared as below.



E. Select the  icon to back to the previous page.



The following **Request to Approve** page will be appeared.



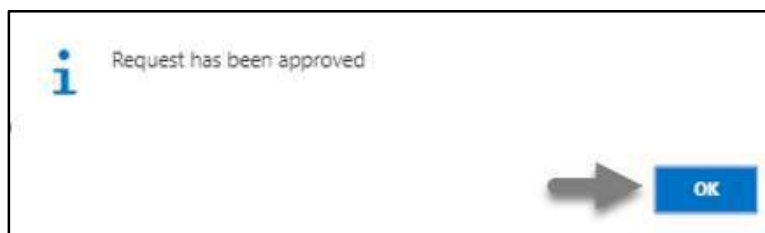
F. Select the Initiated PRL process and Choose the **“Approve”** icon to approve the initiated PRL process or select **“Reject”** (besides “Approve”) to reject.



The following pop- up will be appeared.



G. Choose the “**OK**” icon to save and close.



### IMPORTANT

After approve an initiated PRL process, you cannot delete or modify it.

## HR-700 Batch Processes

### Introduction

This section of the user manual describes and lists the batch processes for different HR operations and also shows how to operate those. Batch processes in the system are –

- HR-701 Income Tax Calculation
- HR-702 Shift Duty Entry Process
- HR-703 Over Time Calculation
- HR-704 Salary Precheck Process
- HR-705 Salary Generation Process
- HR-706 Bonus Generation Process
- HR-707 Voucher Entry
- HR-708 View Voucher Entries

### Role

- Module User
- Module Admin

### Prerequisite

- Module Admin and User credentials
- Related Setup

## HR-701 How to: Calculate Employee TDS

### Introduction

This process demonstrates how to Calculate TDS for Employees of an organization.

The TDS Calculation process of an organization is divided into 2 Major activities-

- HR-701.1      Generate TDS.
- HR-701.2      Change Employee TDS.

### Roles

- Module Admin

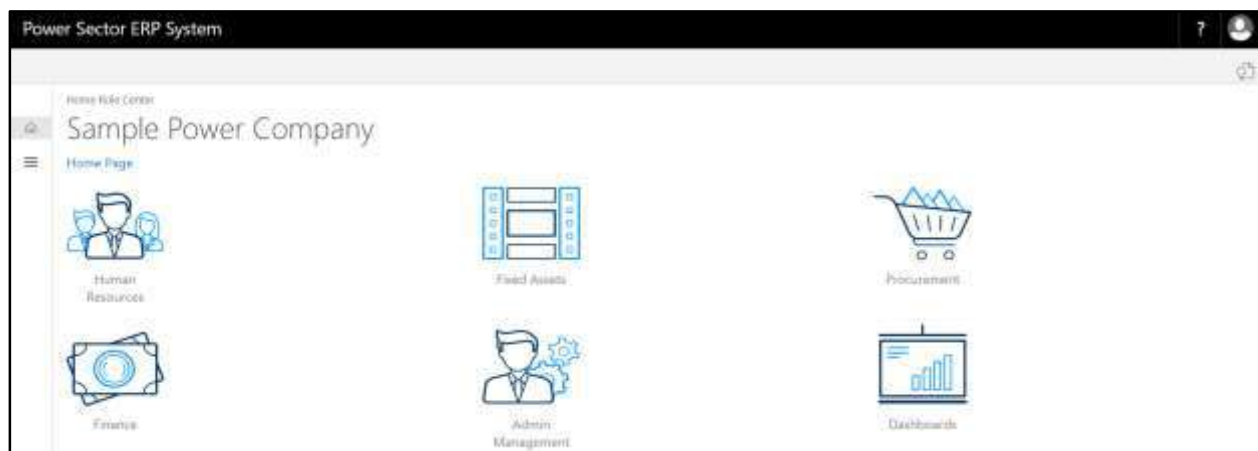
### Prerequisites

- Income tax Setup

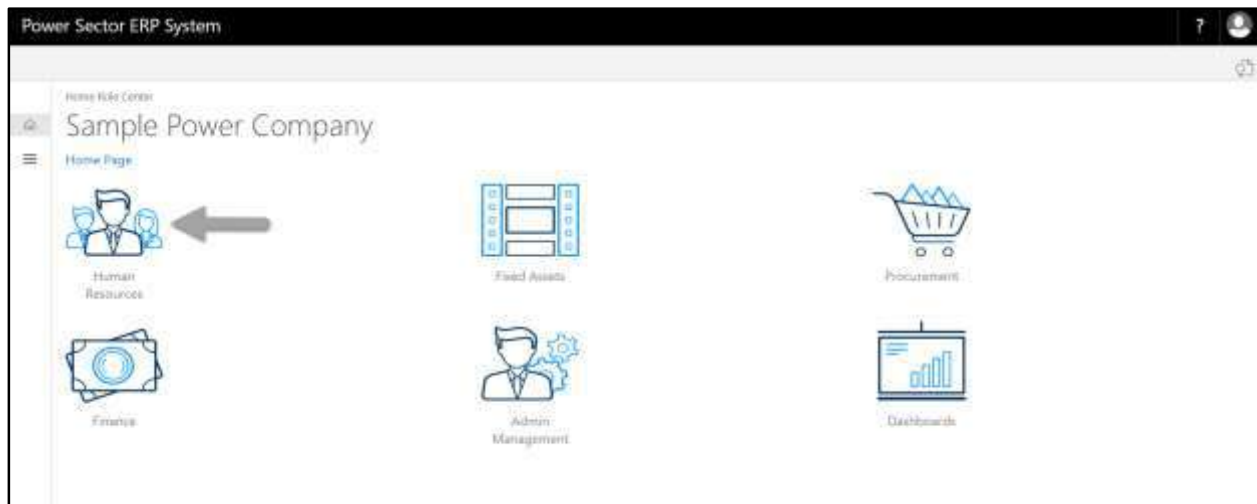
## Access TDS Calculation Page

To Initiate, follow the steps below.

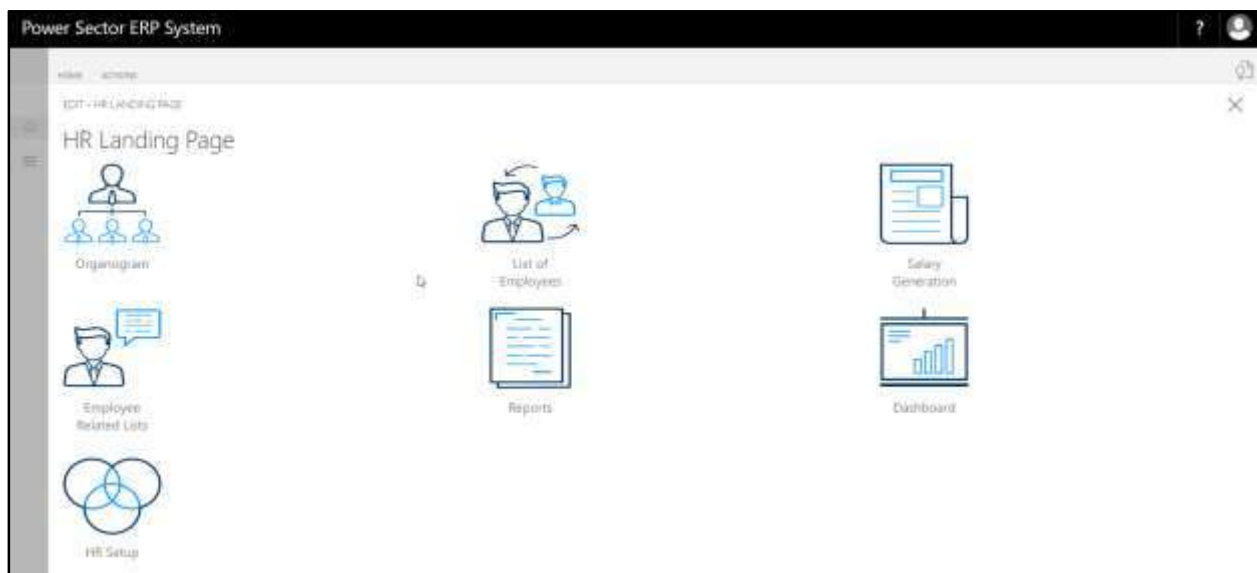
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



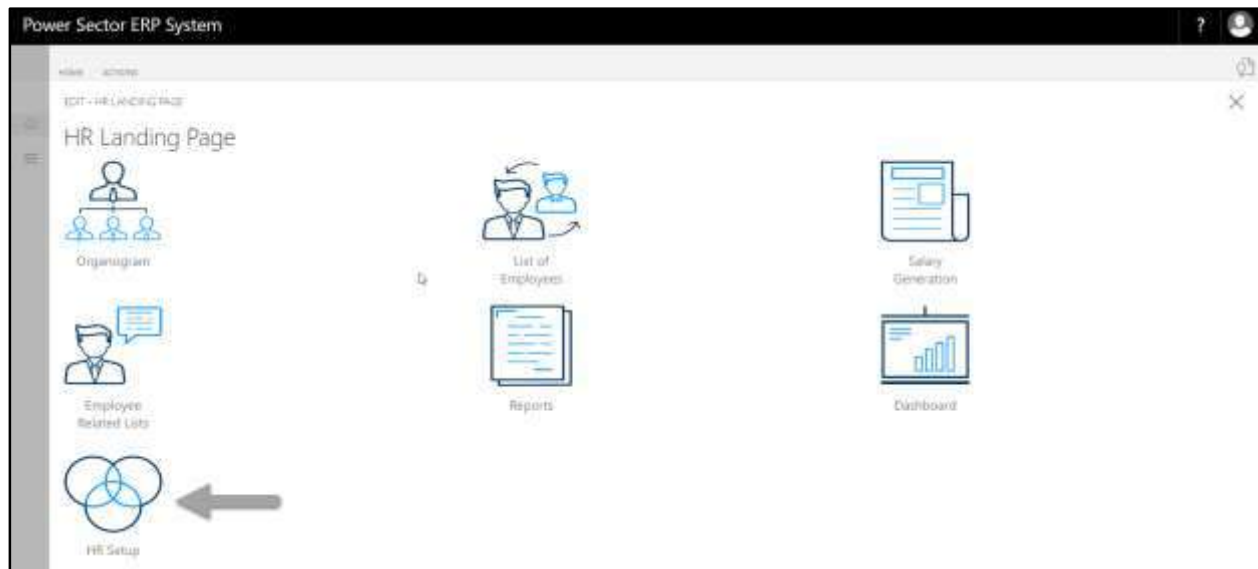
B. Choose the “**Human Resources**” icon.



**HR Landing Page** will be appeared as below



C. Choose the “**HR Setup**” in HR Landing Page.



**HR Setup landing page** will be appeared as below

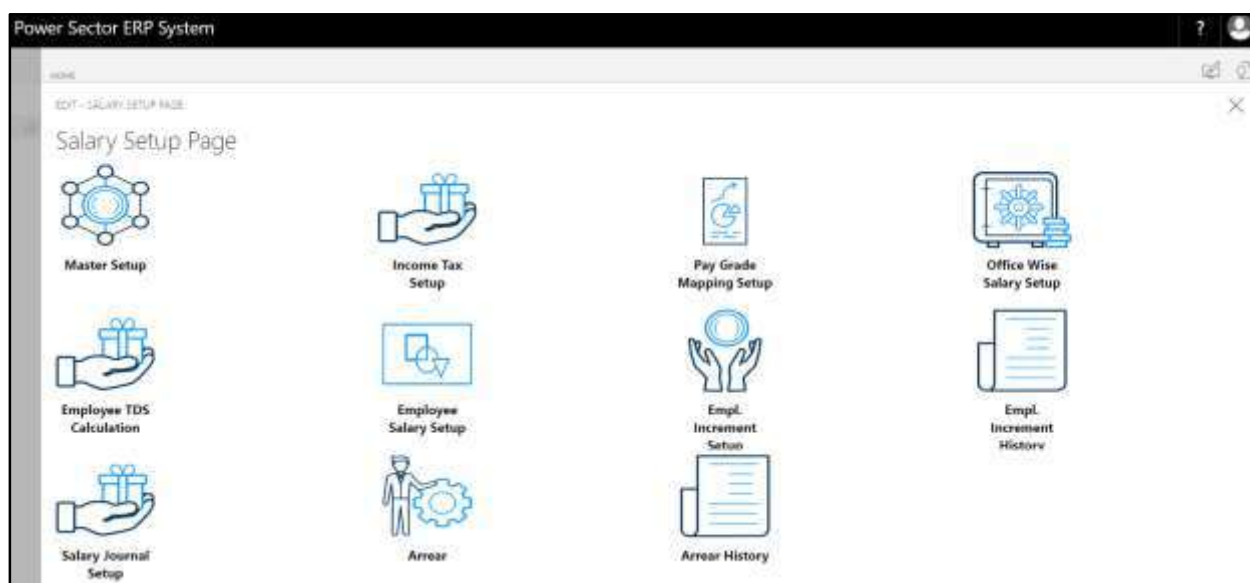




D. Choose the “**Salary Setup**” in HR Setup Landing Page.



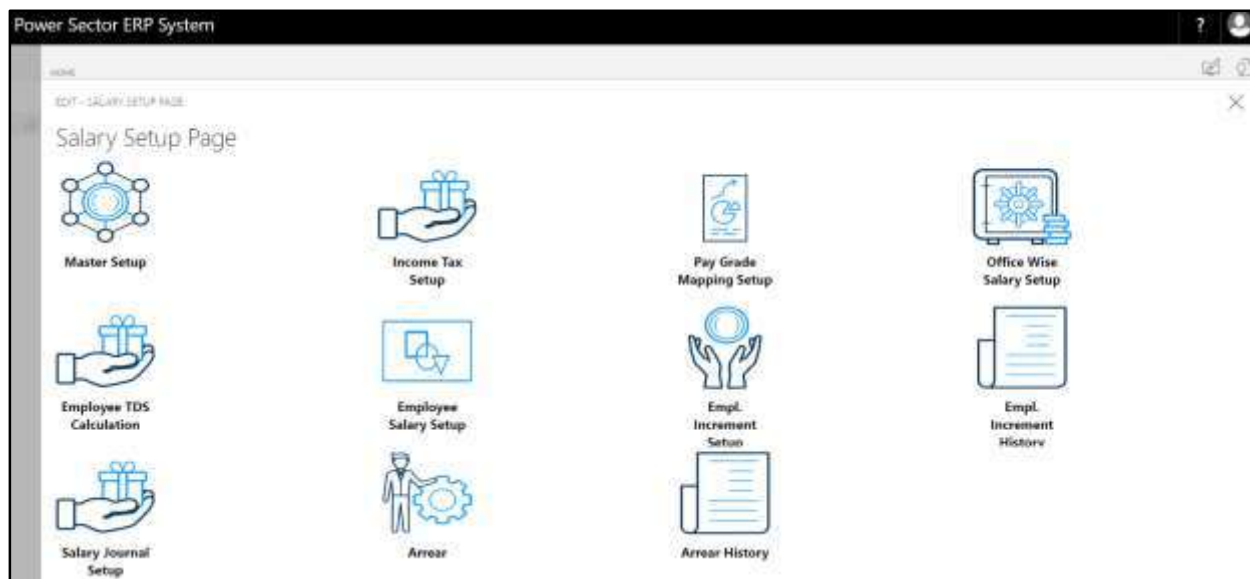
The following **Salary Setup** page will be appeared.



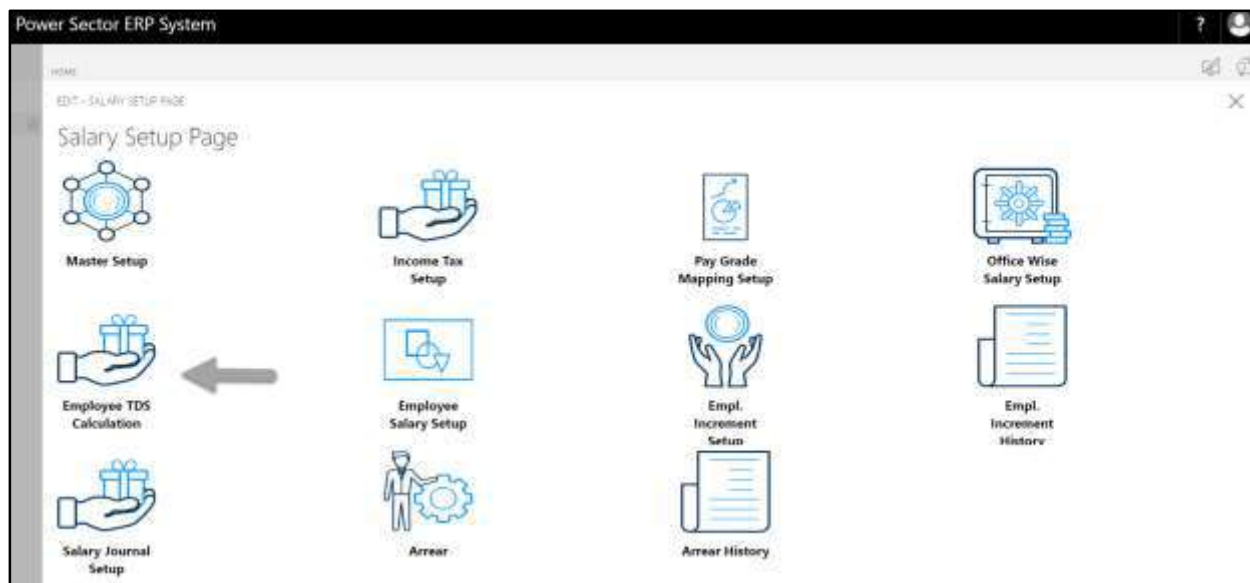
## HR-701.1 Generate TDS

To Initiate, follow the steps below.

A. Access Employee TDS Calculation Page by Human Resource Admin.



B. Choose the “**Employee TDS Calculation**” icon on the Salary Setup page, as indicated in figure below.



The following **Employee TDS Calculation** page will be appeared as below.

Power Sector ERP System

EDIT - EMPLOYEE TDS CALCULATION +new

Office: [ ] Office Name: [ ] Fiscal Year: 2019 - 2020

Employee No.	Yearly Total Basic	Yearly Total Allowance	Yearly Total Bonus	Yearly Total Income	Yearly Projected Income Tax	Investment Allowance	Investment Percentage	Tax rebate (15 % of investment)	Yearly Total Calculated Tax	Projected Monthly TDS	Monthly TDS Applicable
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

C. Click "**Generate**" icon on the Employee TDS Calculation Page, as indicated in figure below.

Power Sector ERP System

EDIT - EMPLOYEE TDS CALCULATION +new

Office: [ ] Office Name: [ ] Fiscal Year: 2019 - 2020

Employee No.	Yearly Total Basic	Yearly Total Allowance	Yearly Total Bonus	Yearly Total Income	Yearly Projected Income Tax	Investment Allowance	Investment Percentage	Tax rebate (15 % of investment)	Yearly Total Calculated Tax	Projected Monthly TDS	Monthly TDS Applicable
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TDS for all employees will be generated based on income tax setup.

Power Sector ERP System

EDIT - EMPLOYEE TDS CALCULATION +new

Office: [ ] Office Name: [ ] Fiscal Year: July 2019 - June 2020

Employee No.	Yearly Total Basic	Yearly Total Allowance	Yearly Total Bonus	Yearly Total Income	Yearly Projected Income Tax	Investment Allowance	Investment Percentage	Tax rebate (15 % of investment)	Yearly Total Calculated Tax	Projected Monthly TDS	Monthly TDS Applicable
150011009	11,25,380.00	2,30,800.00	1,84,230.00	15,10,410.00	1,81,062.00	25.00	3,77,602.00	56,640.00	1,30,442.00	10,870.00	0.00
150011010	12,77,484.00	2,55,000.00	2,32,914.00	17,65,398.00	2,34,075.00	25.00	4,36,349.00	65,452.00	1,68,627.00	14,052.00	0.00
150011013	14,17,332.00	2,83,200.00	2,36,222.00	19,36,754.00	2,81,688.00	25.00	4,84,166.00	72,628.00	2,09,060.00	17,421.00	0.00
150011005	8,62,680.00	1,96,200.00	1,63,780.00	12,42,660.00	1,53,532.00	25.00	3,35,665.00	50,349.00	1,03,183.00	8,598.00	0.00

D. Click the "X" button to save and close.

Power Sector ERP System

EDIT - EMPLOYEE TDS CALCULATION + new

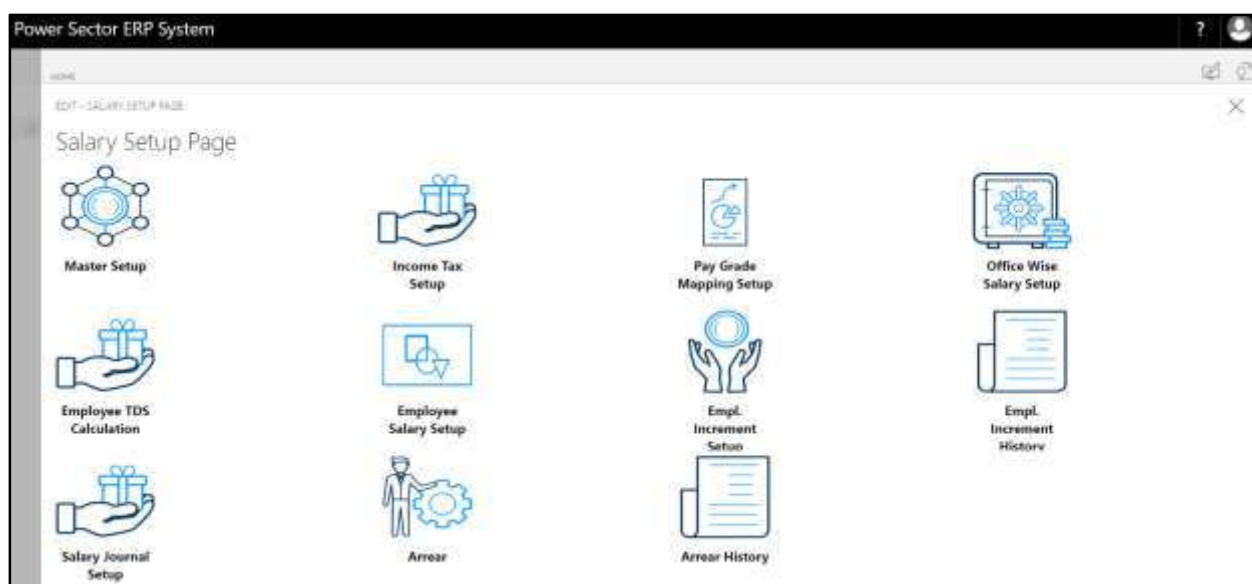
Office:  Office Name:  Fiscal Year: July 2019 - June 2020

Employee No.	Yearly Basic Salary	Yearly Total Allowance	Yearly Total Bonus	Yearly Total Income	Yearly Total Income Tax	Income Tax Percentage	Income Tax Amount	Tax Deductible (15 % of Income)	Yearly Total Calculated Tax	Provisional Monthly TDS	Monthly TDS Applicable
150011009	11,05,380.00	2,30,800.00	1,84,230.00	15,10,410.00	1,81,062.00	25.00	3,77,602.00	88,640.00	1,30,442.00	10,870.00	0.00
150011010	12,77,444.00	2,55,000.00	2,12,954.00	17,45,398.00	2,34,076.00	25.00	4,36,349.00	85,412.00	1,68,627.00	14,052.00	0.00
150011013	14,17,332.00	2,83,200.00	2,36,122.00	19,36,754.00	2,81,688.00	25.00	4,84,166.00	72,628.00	2,09,060.00	17,421.00	0.00
150011005	8,62,680.00	1,96,200.00	1,63,780.00	13,42,660.00	1,53,832.00	25.00	3,35,665.00	85,149.00	1,03,103.00	8,598.00	0.00

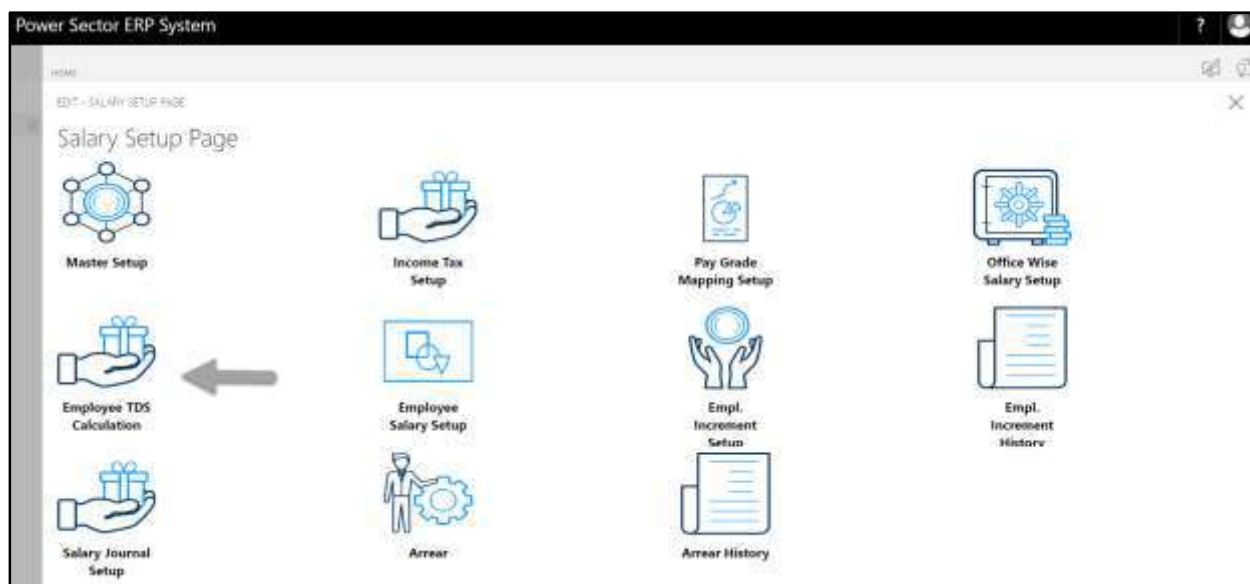
## HR-701.2 Change Employee TDS

To Initiate, follow the steps below.

A. Access Employee TDS Calculation by Human Resource Admin.



- B. Choose the “**Employee TDS Calculation**” icon on the Salary Setup page, as indicated in figure below.



The following **Employee TDS Calculation** page will be appeared.

Power Sector ERP System

EDIT - EMPLOYEE TDS CALCULATION + new

Office: [ ] Office Name: [ ] Fiscal Year: July 2019 - June 2020

Employee No.	Yearly Total Basic	Yearly Total Allowance	Yearly Total Bonus	Yearly Total Income	Yearly Projected Income Tax	Provisional Percentage	Provisional Amount	Tax rebate (15 % of income)	Yearly Total Calculated Tax	Projected Monthly TDS	Monthly TDS Applicable
150011000	11,55,180.00	2,20,800.00	1,84,200.00	15,10,410.00	1,87,082.00	25.00	5,77,602.00	58,940.00	1,30,442.00	10,870.00	0.00
150011010	12,77,484.00	2,55,000.00	2,12,914.00	17,45,398.00	2,34,079.00	25.00	4,36,349.00	65,452.00	1,60,627.00	14,052.00	0.00
150011013	14,17,332.00	2,83,200.00	2,36,222.00	19,36,754.00	2,81,688.00	25.00	4,84,188.00	72,628.00	2,09,060.00	17,421.00	0.00
150011001	8,82,680.00	1,96,200.00	1,63,780.00	13,42,660.00	1,53,532.00	25.00	3,36,465.00	50,348.00	1,03,183.00	8,598.00	0.00

- C. Change the Amount of Monthly TDS Applicable, as below.

Power Sector ERP System

EDIT - EMPLOYEE TDS CALCULATION + new

Office: [ ] Office Name: [ ] Fiscal Year: July 2019 - June 2020

Employee No.	Yearly Total Basic	Yearly Total Allowance	Yearly Total Bonus	Yearly Total Income	Yearly Projected Income Tax	Provisional Percentage	Provisional Amount	Tax rebate (15 % of income)	Yearly Total Calculated Tax	Projected Monthly TDS	Monthly TDS Applicable
150011000	11,55,180.00	2,20,800.00	1,84,200.00	15,10,410.00	1,87,082.00	25.00	5,77,602.00	58,940.00	1,30,442.00	10,870.00	10,000.00
150011010	12,77,484.00	2,55,000.00	2,12,914.00	17,45,398.00	2,34,079.00	25.00	4,36,349.00	65,452.00	1,60,627.00	14,052.00	14,000.00
150011013	14,17,332.00	2,83,200.00	2,36,222.00	19,36,754.00	2,81,688.00	25.00	4,84,188.00	72,628.00	2,09,060.00	17,421.00	17,500.00
150011001	8,82,680.00	1,96,200.00	1,63,780.00	13,42,660.00	1,53,532.00	25.00	3,36,465.00	50,348.00	1,03,183.00	8,598.00	8,000.00

D. Click the "X" button to save and close.

Power Sector ERP System

FILE EDIT VIEW TOOLBOX HELP

EDIT - EMPLOYEE TDS CALCULATION + new

Office: [ ] Office Name: [ ] Fiscal Year: July 2019 - June 2020

Employee No.	Yearly Total Basic	Yearly Total Allowance	Yearly Total Bonus	Yearly Total Insurance	Yearly Projected Income Tax	Provident Fund Percentage	Investment Amount	Tax rebate (15 % of investment)	Yearly Total Calculated Tax	Projected Monthly TDS	Monthly TDS Application
150011009	11,05,182.00	2,20,800.00	1,94,230.00	15,10,418.00	1,07,037.00	25.00	5,77,037.00	86,540.00	1,38,442.00	10,870.00	10,000.00
150011010	12,71,484.00	2,51,000.00	2,52,914.00	17,45,398.00	2,34,075.00	25.00	4,38,349.00	65,452.00	1,68,627.00	14,052.00	14,000.00
150011012	14,17,332.00	2,83,200.00	2,36,772.00	19,34,754.00	2,81,688.00	25.00	4,84,188.00	72,628.00	2,09,060.00	17,421.00	17,300.00
150011001	8,82,682.00	1,96,200.00	1,83,780.00	13,42,663.00	1,33,532.00	25.00	5,35,665.00	80,348.00	1,01,183.00	8,398.00	8,000.00

## HR-702 How to: Setup Shift Duty

### Introduction

This process demonstrates how to setup Shift Duty for an organization.

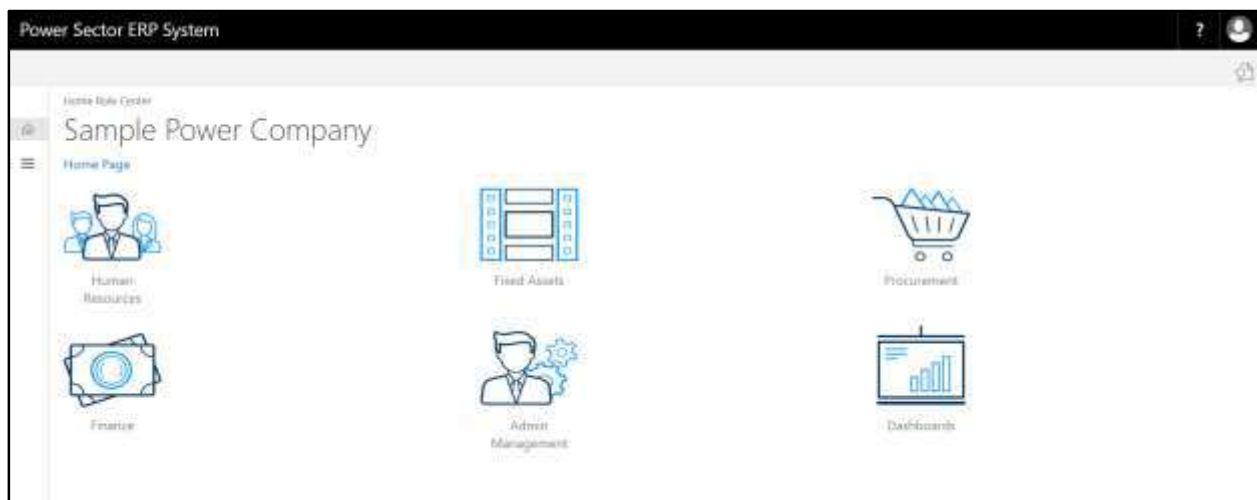
### Roles

- Module Admin

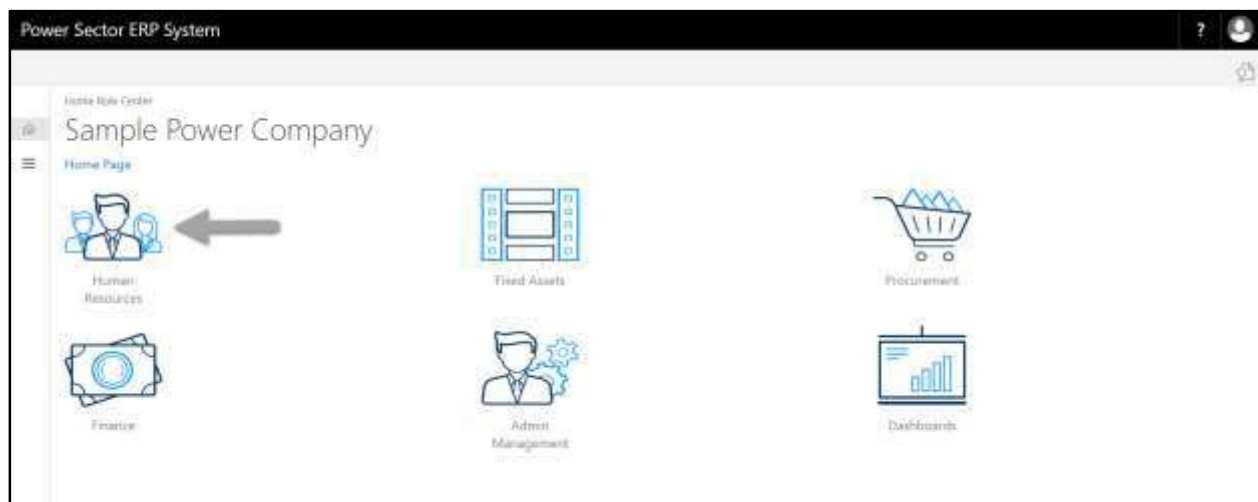
### Shift Duty Setup

To initiate, follow the steps below.

- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the **"Human Resources"** icon.



**HR Landing Page** will be appeared as below

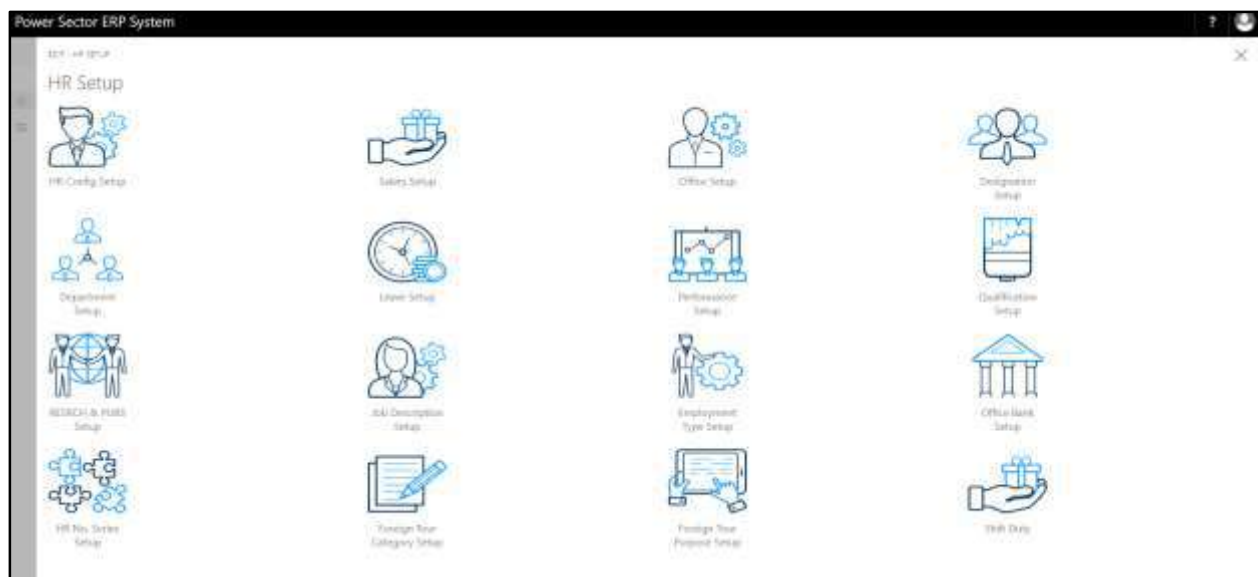




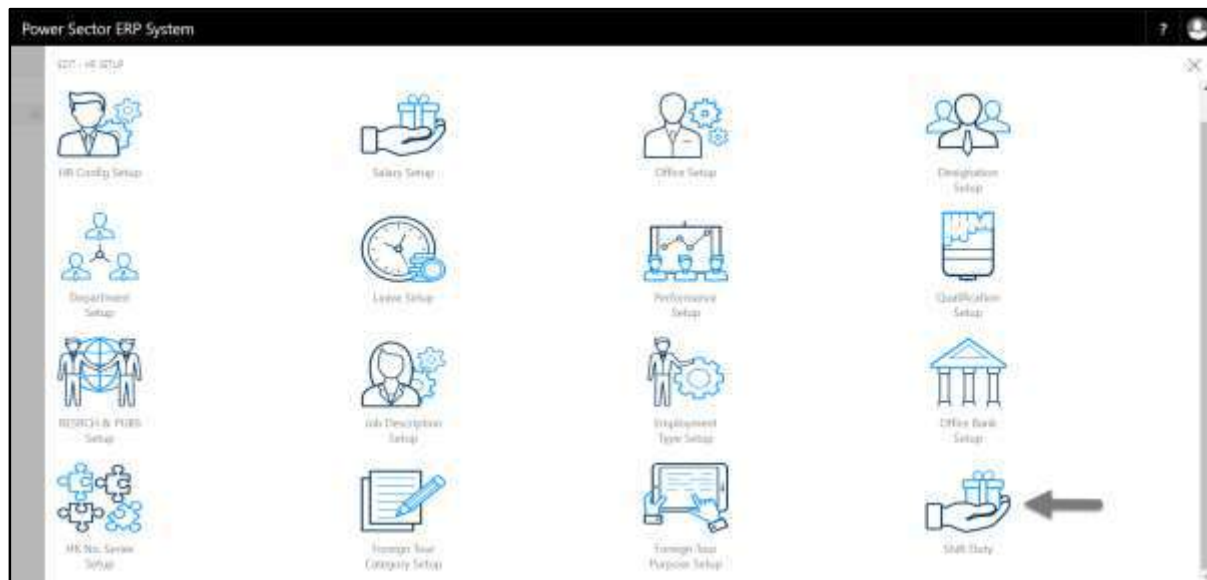
C. Choose the **"HR Setup"** in HR Landing Page.



**HR Setup Landing Page** will be appeared as below



D. Choose the **"Shift Duty Setup"** in HR Setup Landing Page.



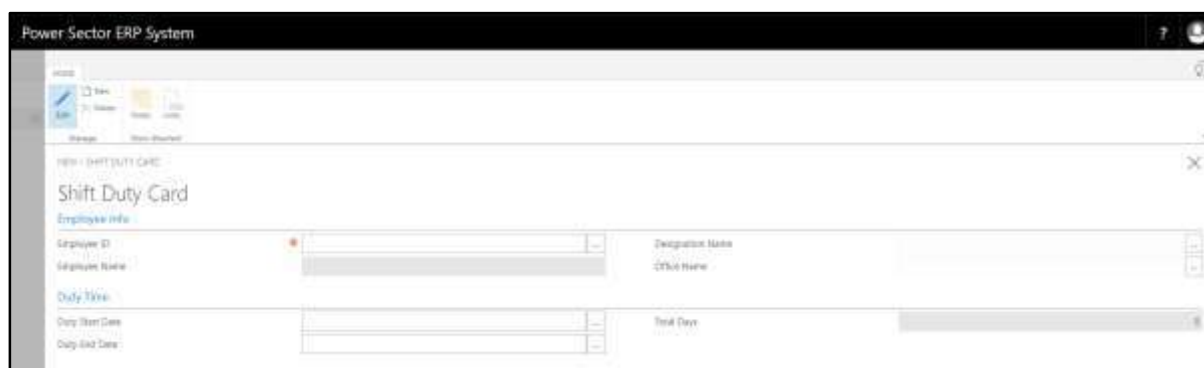
The following **Shift Duty Setup** page will be appeared.



E. Choose the **"New"** icon on the Shift Duty List page, as indicated in figure below.



The following page will be appeared for **Shift Duty entry**.



The screenshot shows the 'Shift Duty Card' form within the 'Power Sector ERP System'. The form is titled 'Shift Duty Card' and includes a sidebar with 'Employee info' and 'Duty info'. The main form area contains several input fields: 'Employee ID' (with a dropdown arrow), 'Designation Name' (with a dropdown arrow), 'Office Name' (with a dropdown arrow), 'Duty Start Date' (with a calendar icon), 'Duty End Date' (with a calendar icon), and 'Total Days' (with a dropdown arrow). The form is designed for data entry and includes standard UI elements like a search bar and a sidebar.

F. Provide below information to proceed.

1. Choose **Employee ID** from dropdown by clicking on  button.
  - **Employee ID: 200001007**
2. **Employee Name** will be automatically generated when Employee Code will select.
  - **Employee Name: MD. Abdullah Al Mamun**
3. **Designation Name** will be automatically generated when Employee Code will select.
  - **Designation Name: Office Secretary**
4. **Office Name** will be automatically generated when Employee Code will select.
  - **Office Name: Office of Managing Director**
5. Choose **Duty Start Date** from calendar by clicking on  button.
  - **Duty Start Date: 01-01-20**
6. Choose **Duty End Date** from calendar by clicking on  button.
  - **Duty End Date: 29-02-20**
7. **Total Days** will be automatically generated when Duty Start Date and Duty End Date will select.
  - **Total Days: 60**

### Tips

To enter multiple Shift Duty data, use next line and follow steps 1 and 7.

Power Sector ERP System

HR - SHIFT DUTY CARD

Shift Duty Card

Employee Info:

Employee ID	00001001	Designation Name	Office Secretary
Employee Name	MR. Abdullah Al-Masari	Office Name	Office of Managing Director

Duty Time:

Duty Start Date	01-01-20	Total Days	05
Duty End Date	05-02-20		

G. Click the “” button to save and close.

Power Sector ERP System

HR - SHIFT DUTY CARD

Shift Duty Card

Employee Info:

Employee ID	00001001	Designation Name	Office Secretary
Employee Name	MR. Abdullah Al-Masari	Office Name	Office of Managing Director

Duty Time:

Duty Start Date	01-01-20	Total Days	05
Duty End Date	05-02-20		

## HR-703 How to: Calculate Overtime

### Introduction

This process demonstrates how to Calculate Overtime for Employees of an organization.

### Roles

- Module Admin

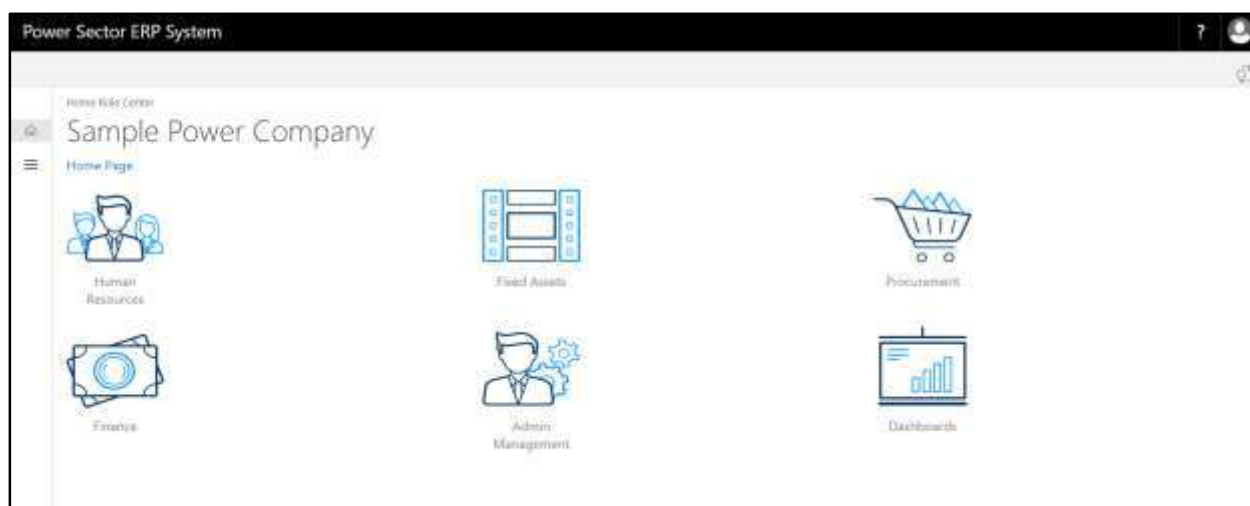
### Prerequisites

- Overtime rate in Designation Setup

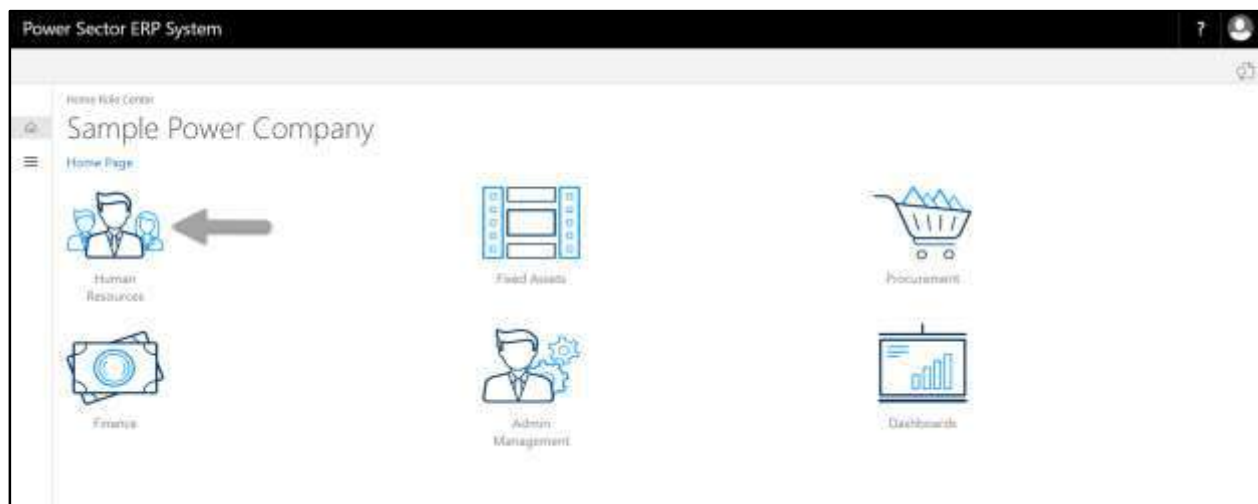
### Access Overtime Calculation

To Initiate, follow the steps below.

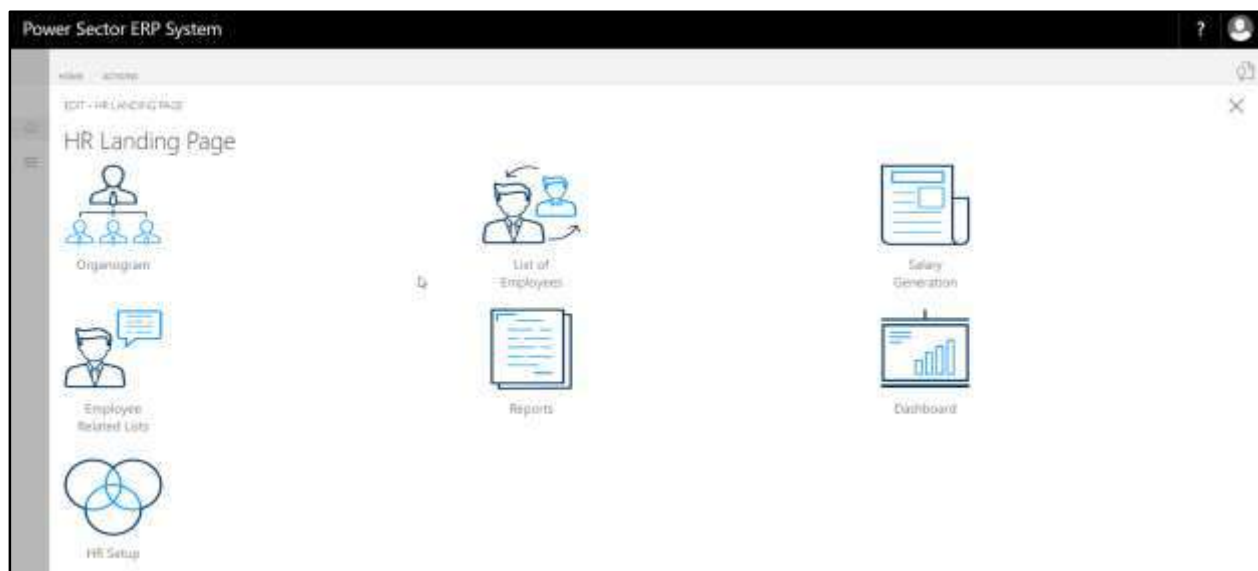
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



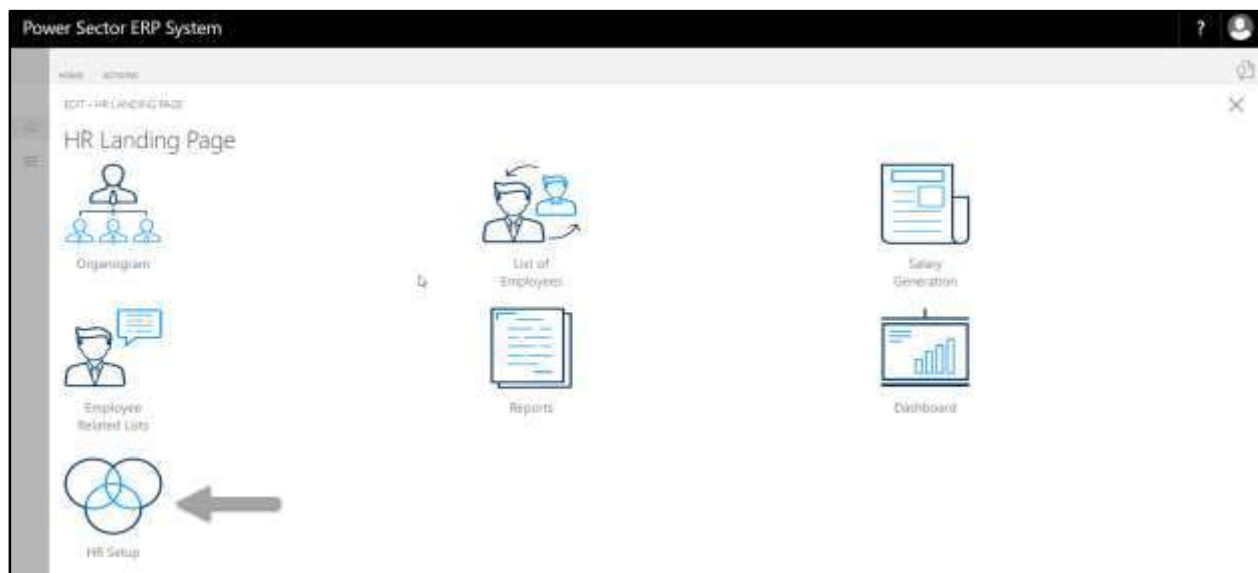
B. Choose the **"Human Resources"** icon.



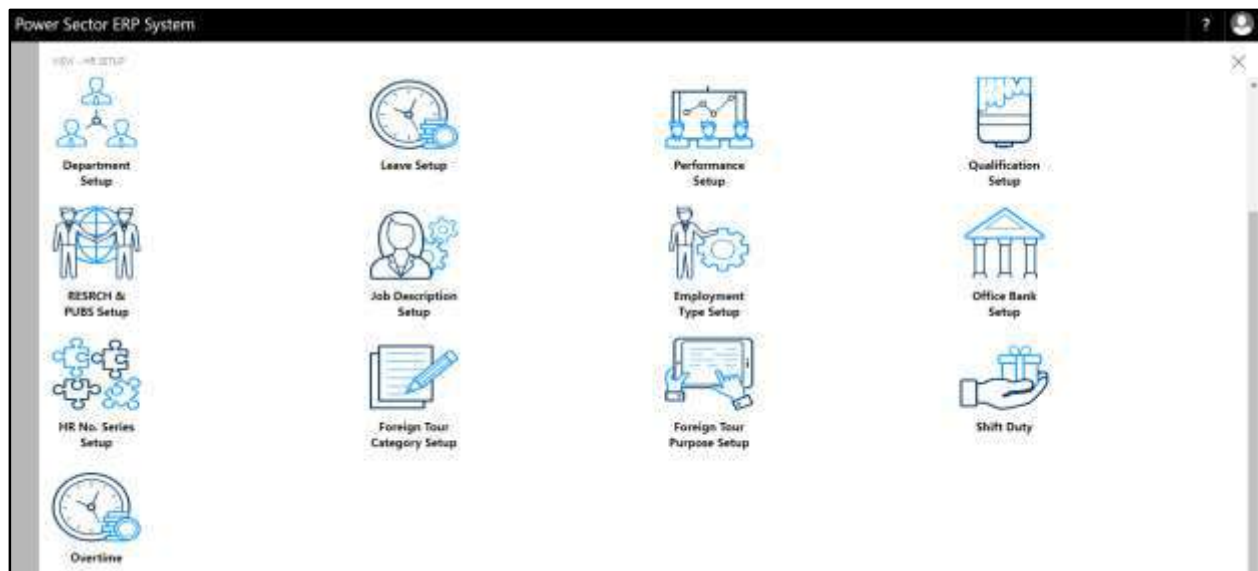
HR Landing Page will be appeared as below



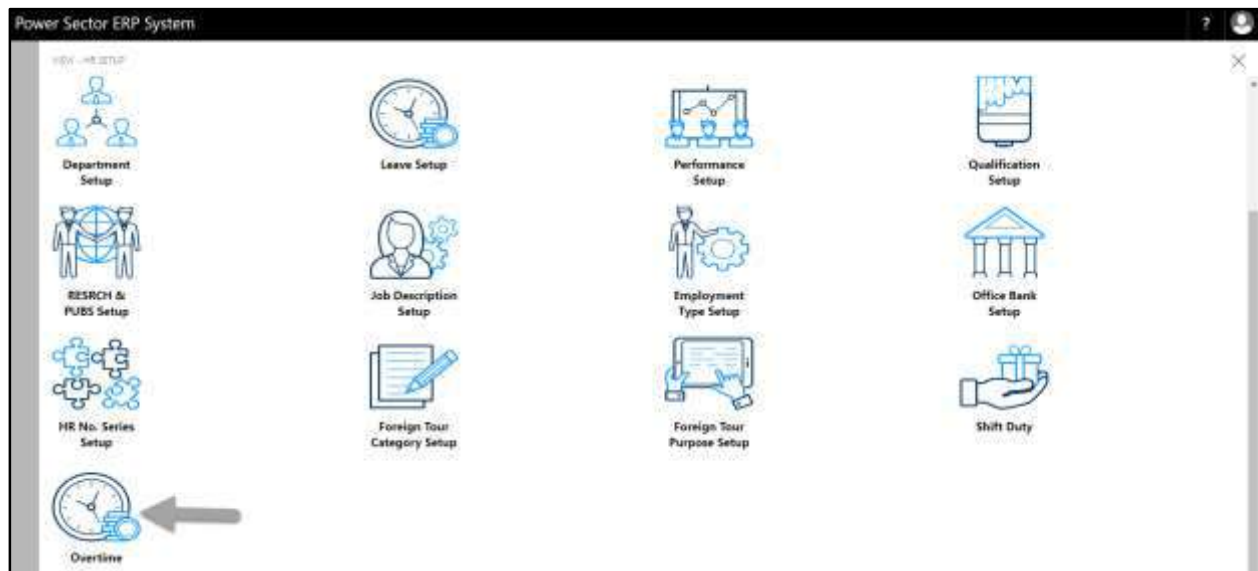
C. Choose the **"HR Setup"** in HR Landing Page.



**HR Setup landing page** will be appeared as below



D. Choose the “**Overtime**” in HR Setup Landing Page.



The following **Overtime List** page will be appeared.

The screenshot shows the 'Overtime List' page with the following data:

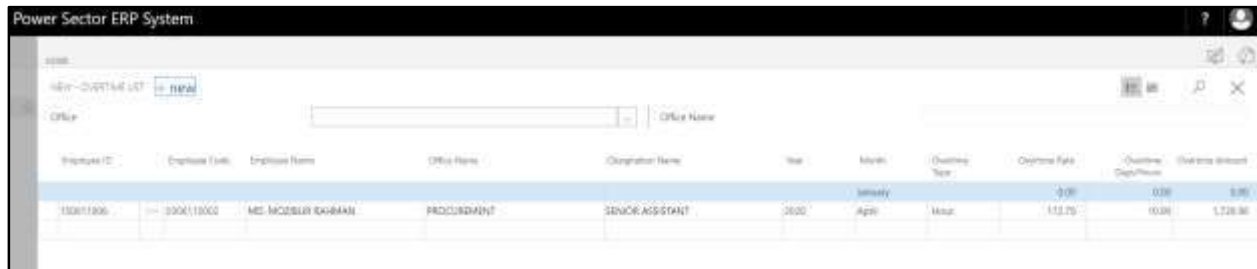
Employee ID	Employee Code	Employee Name	Office Name	Designation Name	Year	Month	Overtime Type	Overtime Rate	Overtime Days/Hours	Overtime Amount
TR001006	001-000010000	MD. MOJIBUR RAHMAN	PROCUREMENT	SENIOR ASSISTANT	2025	Apr-4	Hour	110.00	10.00	1,100.00

E. Choose “**New**” icon on the Overtime List page, as indicated in figure below.






The **New Row** will be appeared for Overtime entry as below.



Employee ID	Employee Code	Employee Name	Office Name	Designation Name	Year	Month	Overtime Type	Overtime Rate	Overtime Days/Hours	Overtime Amount
10011006	1000110000	MR. MOHAMMAD KHAN	PROCUREMENT	SENIOR ASSISTANT	2020	April	Month	111.75	10.00	1,117.50

F. Provide below information to proceed.

1. Choose **Employee ID** from the dropdown by clicking on  button

- **Employee ID:**

**Employee Code will be populated by the system**

**Employee Name Will be populated by the system**

**Office Name Will be populated by the system**

**Designation Name Will be populated by the system**

2. Provide **Year**

- **Year: 2020**

3. Provide **Month**

- **Month: April**

**Overtime Type will be populated by the system based on Employees**

**Designation**

**Overtime Rate will be populated by the system based on Employees**

**Designation**

4. Provide **Overtime Days/Hours**

- **Overtime Days/Hours: 15**

**Overtime Amount will be calculated based on overtime rate and Overtime hour/days**

Power Sector ERP System

NAV - OVERTIME LIST + NEW

Office:  Office Name:

Employee ID	Employee Code	Employee Name	Office Name	Designation Name	Year	Month	Overtime Type	Overtime Rate	Overtime Days/Hours	Overtime Amount
19071227	806718912	MD. AZAL NAQUE MOKAL	WCRG-OPF	SENIOR DRIVER	2023	April	Hour	116.67	10.26	1,756.85
19071896	806713002	MD. MOZIBUR RAHMAN	PROCUREMENT	SENIOR ASSISTANT	2023	April	Hour	172.70	10.08	1,728.56

### Tips

To enter multiple Overtime data, use next line and follow steps 1 and 4.

G. Click the "X" button to save and close.

Power Sector ERP System

NAV - OVERTIME LIST + NEW

Office:  Office Name:

Employee ID	Employee Code	Employee Name	Office Name	Designation Name	Year	Month	Overtime Type	Overtime Rate	Overtime Days/Hours	Overtime Amount
19071227	806718912	MD. AZAL NAQUE MOKAL	WCRG-OPF	SENIOR DRIVER	2023	April	Hour	116.67	10.26	1,756.85
19071896	806713002	MD. MOZIBUR RAHMAN	PROCUREMENT	SENIOR ASSISTANT	2023	April	Hour	172.70	10.08	1,728.56

→ X

## HR-704 How to: Pre check Salary

### Introduction

This process demonstrates how to pre check salary before salary generation.

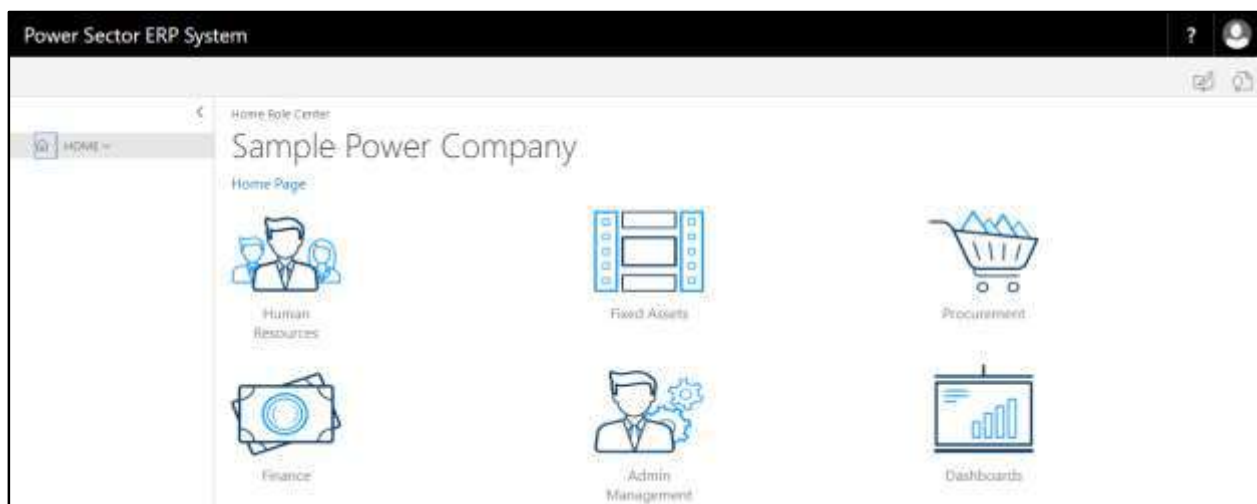
### Roles

- Module User

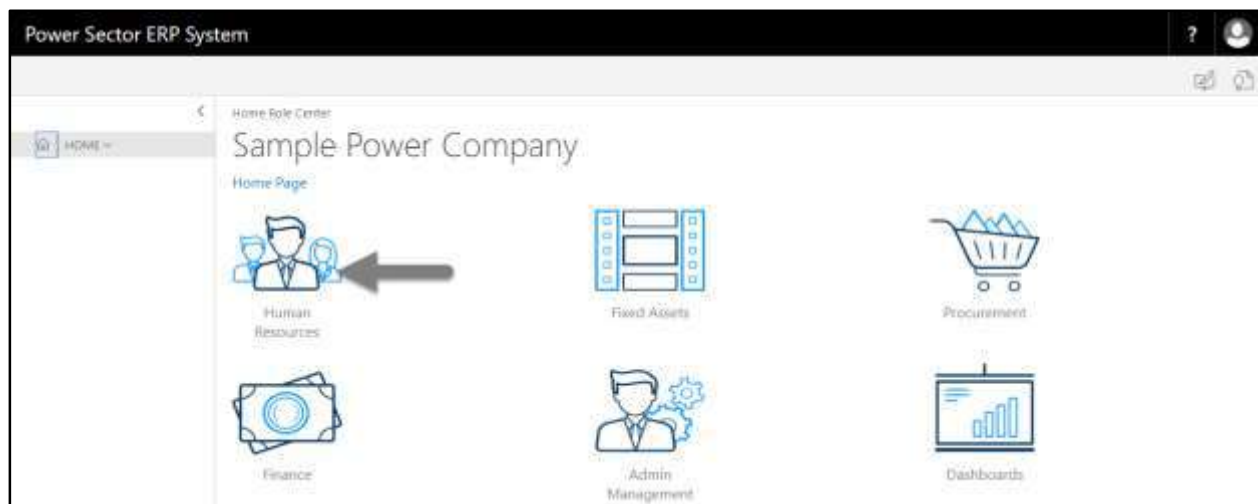
### Initiate Pre check Salary

To Initiate the process, follow the steps described below.

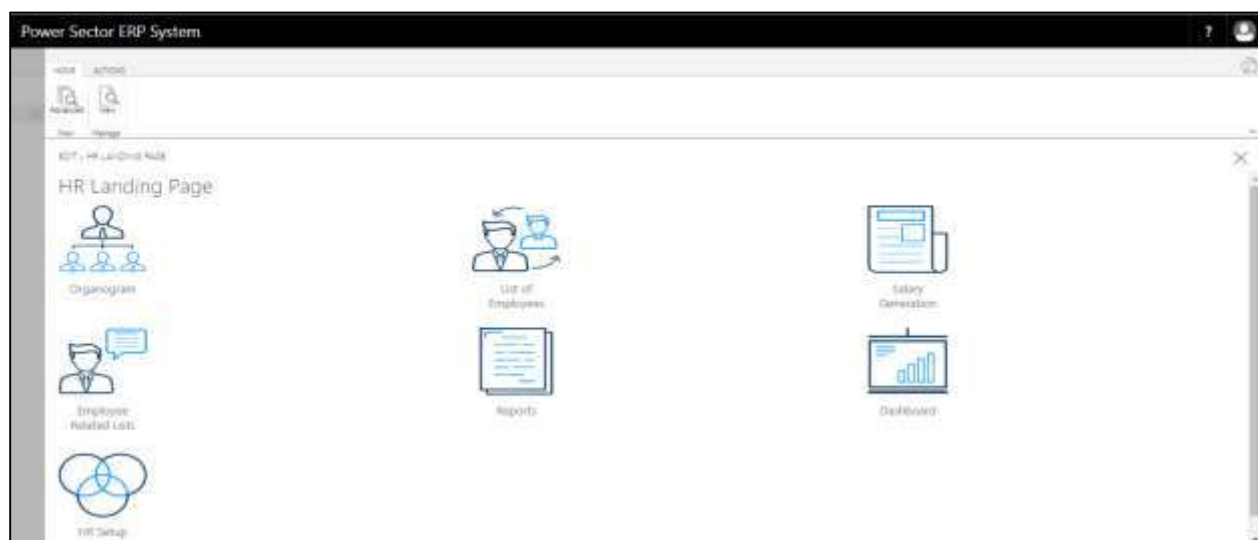
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



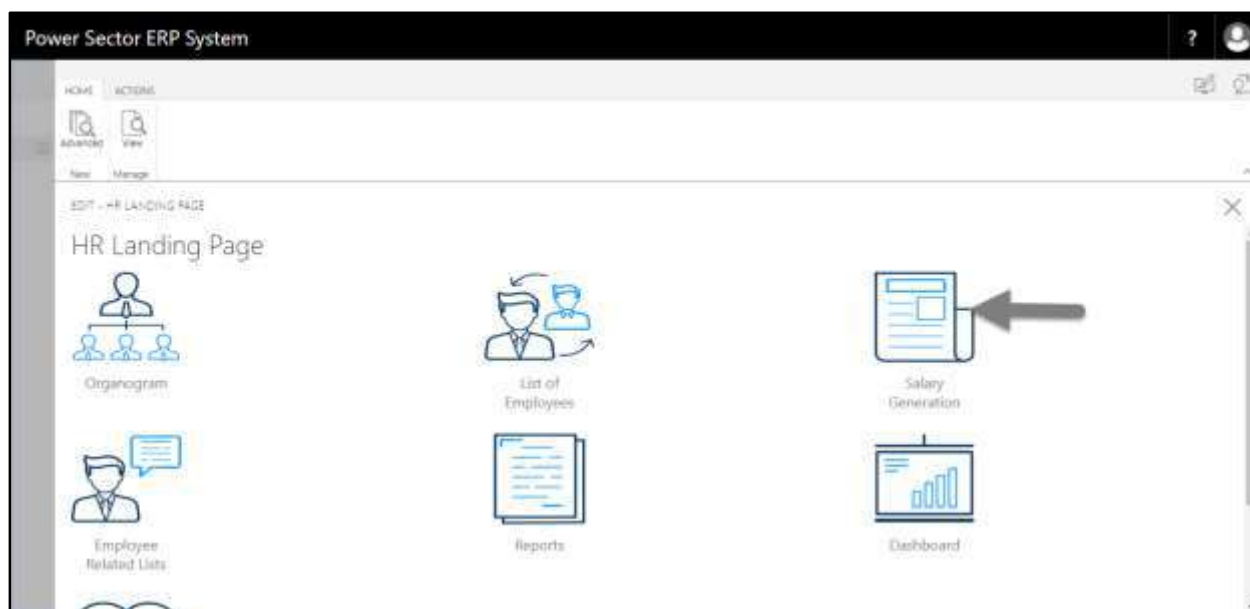
B. Choose the **"Human Resources"** icon.



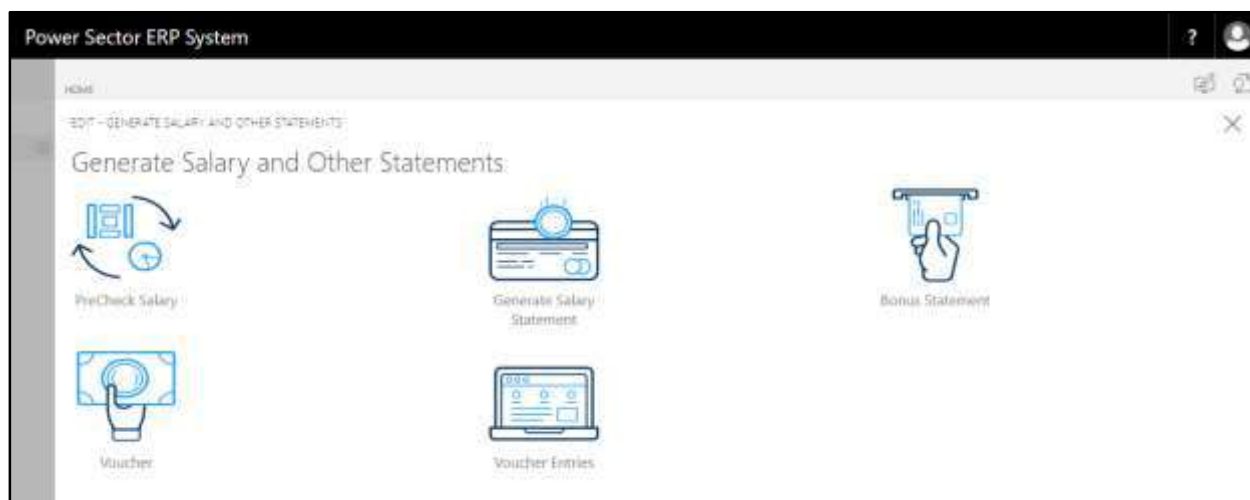
**HR Landing Page** will be appeared as below



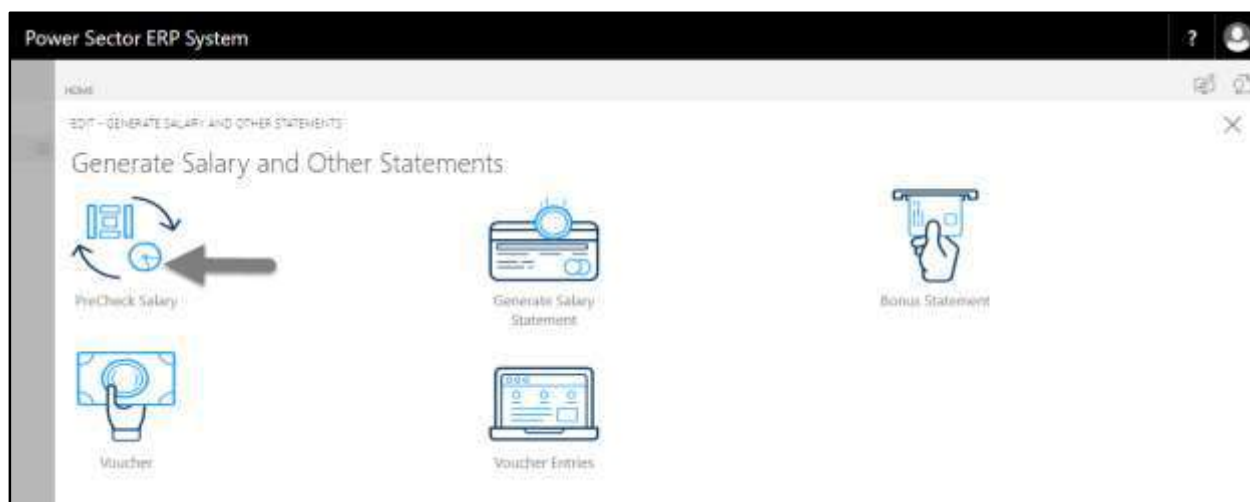
C. Choose the **"Salary Generation"** in HR Landing Page.



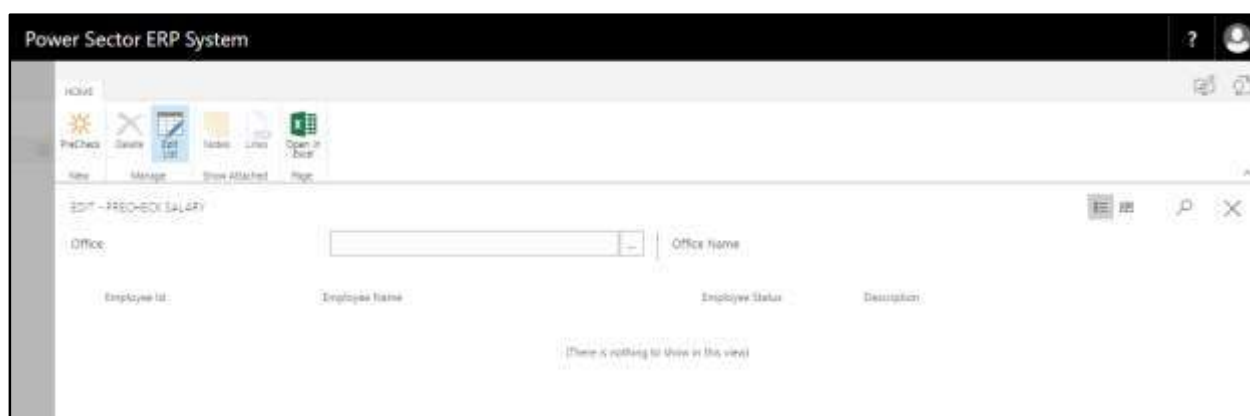
The following Generate Salary and Other Statements page will be appeared as below.



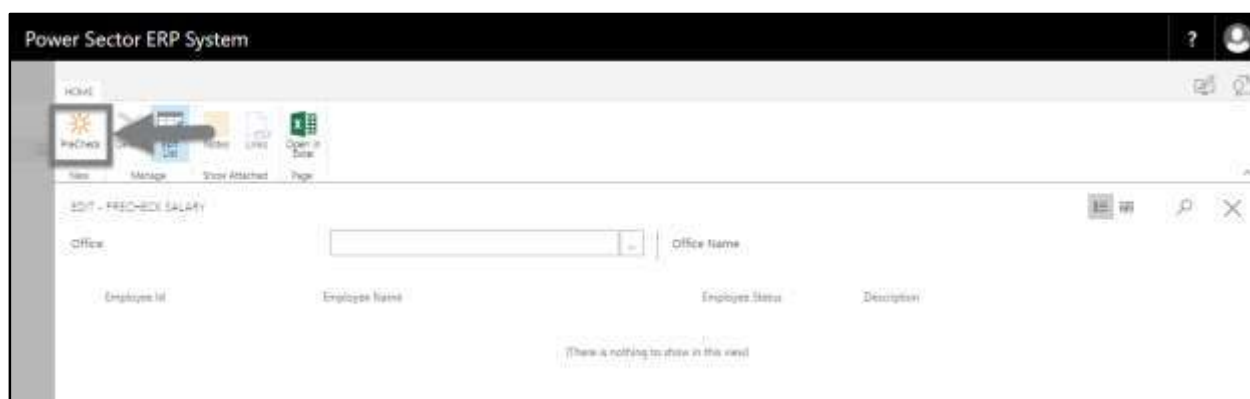
D. Choose the **“PreCheck Salary”** in Generate Salary and Other Statements page.



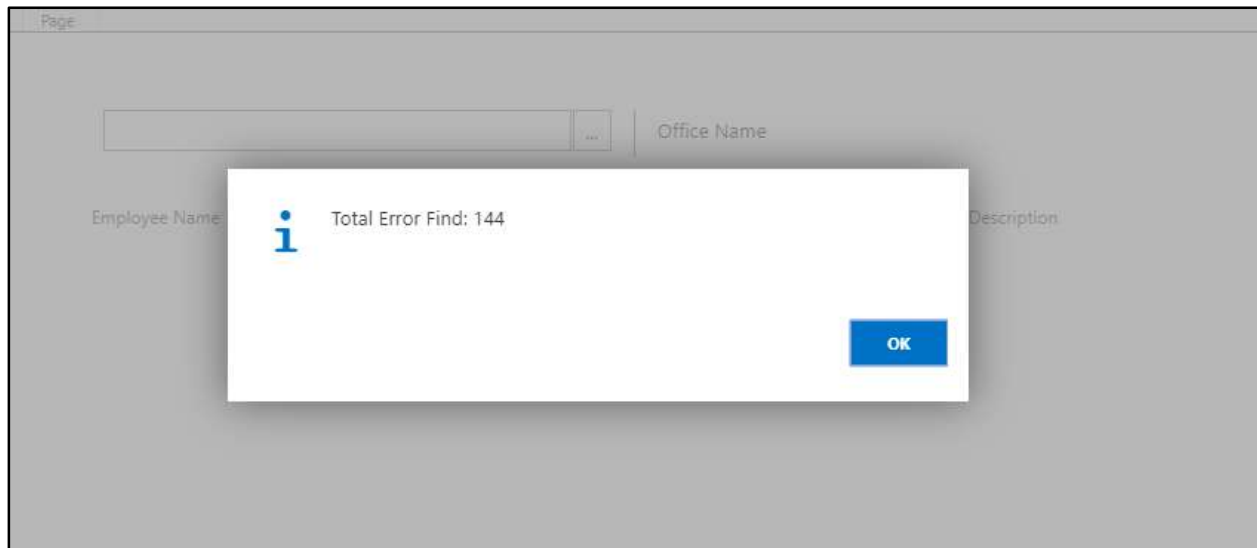
The following **Pre check Salary** page will be appeared.



E. Choose the **“Pre Check”** icon in Precheck Salary page, as indicated in figure below.

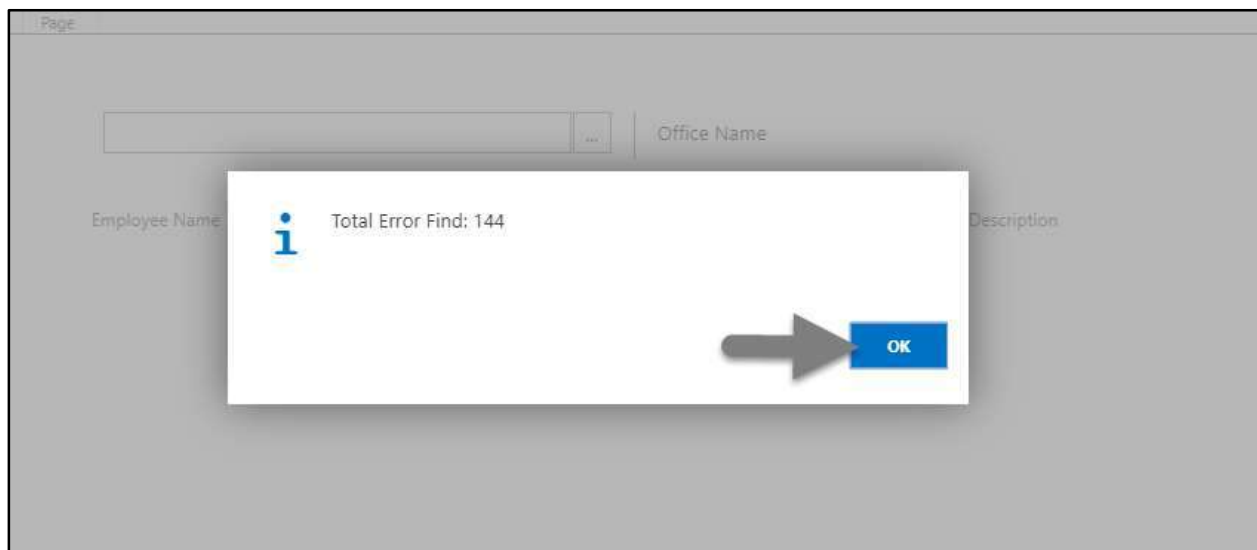


The following popup page will be appeared.

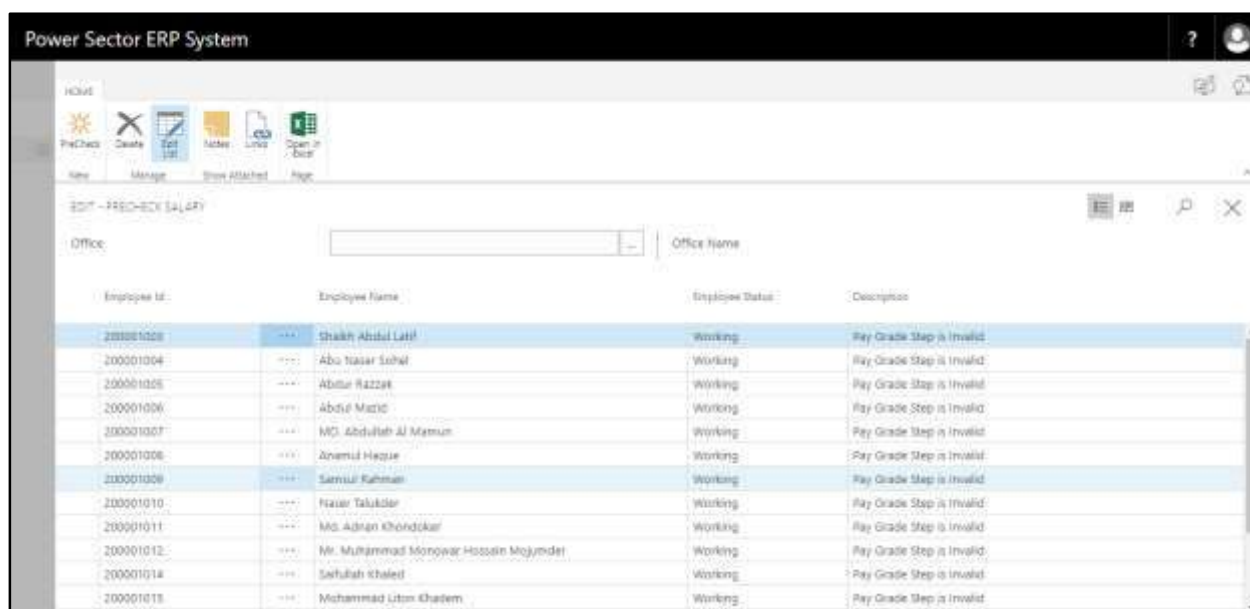


F. Click **"OK"** in the popup box.

**1. Total Error Find: 144**



The following page will be appeared with all the errors found.



Power Sector ERP System

EDIT - PRECHECK SALARY

Office:  Office Name:

Employee Id	Employee Name	Employee Status	Description
200001003	Shahin Abdul Latif	Working	Pay Grade Step is Invalid
200001004	Abu Nasar Sohel	Working	Pay Grade Step is Invalid
200001005	Abdur Razzaq	Working	Pay Grade Step is Invalid
200001006	Abdul Mazid	Working	Pay Grade Step is Invalid
200001007	MD. Abdullah Al Mamun	Working	Pay Grade Step is Invalid
200001008	Anamul Haque	Working	Pay Grade Step is Invalid
200001009	Samsul Rahman	Working	Pay Grade Step is Invalid
200001010	Faziar Talukder	Working	Pay Grade Step is Invalid
200001011	MS. Adnan Khondokar	Working	Pay Grade Step is Invalid
200001012	Mr. Muhammad Monowar Hossain Mojumder	Working	Pay Grade Step is Invalid
200001014	Sahulab Khaled	Working	Pay Grade Step is Invalid
200001015	Mohammad Liton Khadem	Working	Pay Grade Step is Invalid

### Notes

Precheck Salary finds all the errors before generating salary statement. Using this feature errors can be solved before generating salary statement.



## HR-705 How to: Generate Salary Statement

### Introduction

This process demonstrates how to generate office wise or full organization salary statement in one click and send it for approval. The process contains 2 activities –

- |          |                                    |
|----------|------------------------------------|
| HR-705.1 | Generate Salary Statement          |
| HR-705.2 | Approve or Reject Salary Statement |

### Roles

- Module User

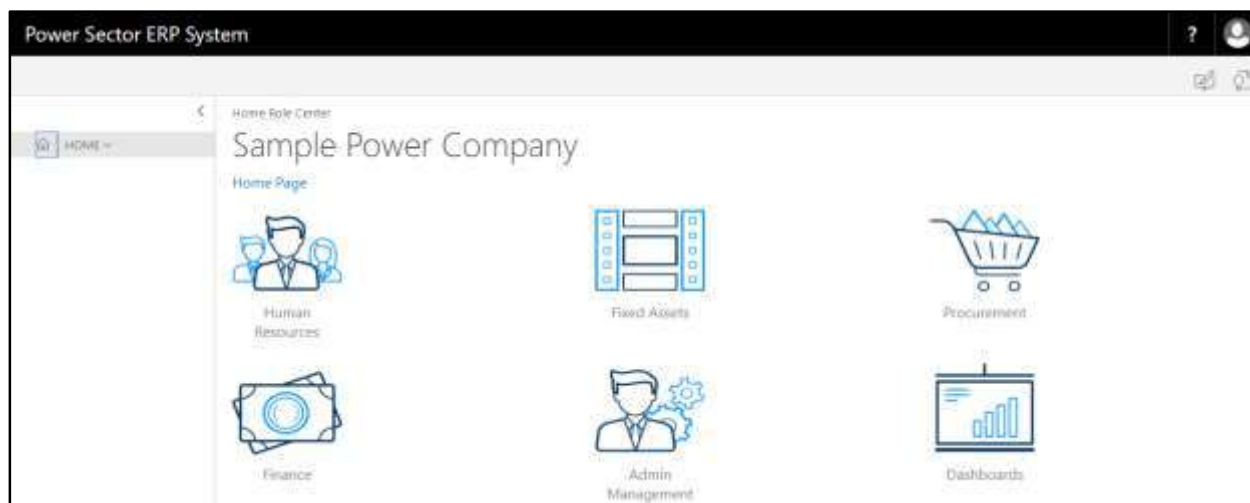
### Prerequisites

- HR Config Setup
- Salary Setup
- Shift Duty Setup
- Overtime Setup
- TDS Setup
- Arrear Setup
- Transfer
- Promotion
- Increment
- Retirement
- Resigned
- Terminated
- Deceased
- Organogram Setup
- Step information in Employee Card page
- Precheck Salary

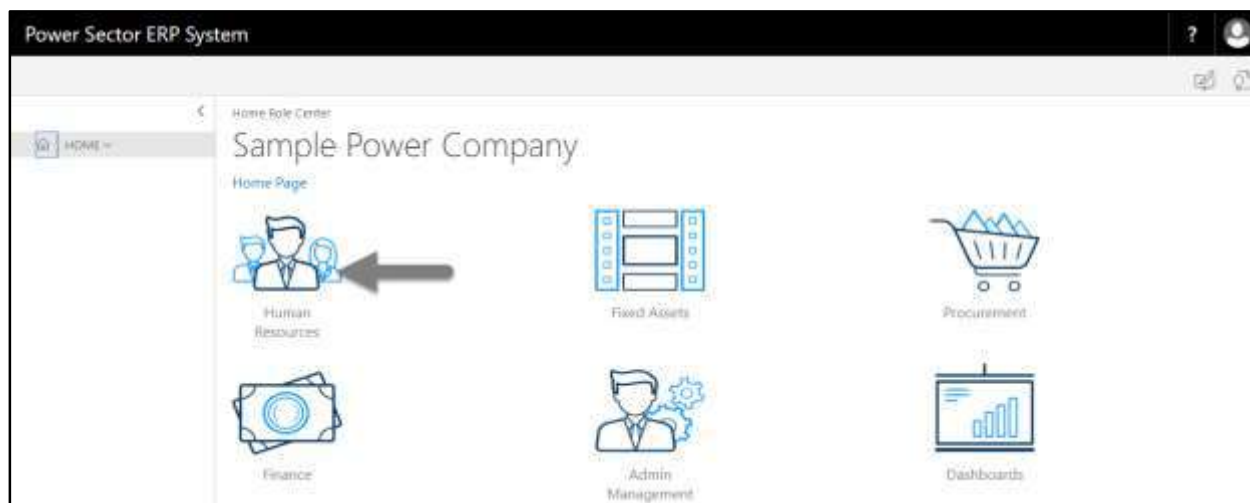
## HR-705.1 Generate Salary Statement

To initiate the process, follow the steps described below.

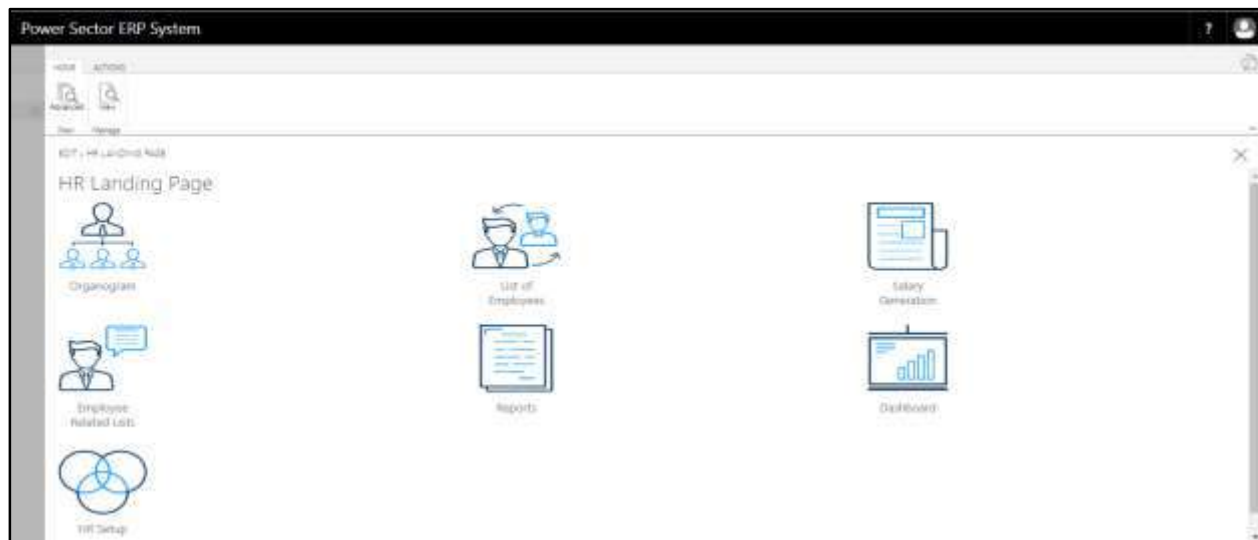
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



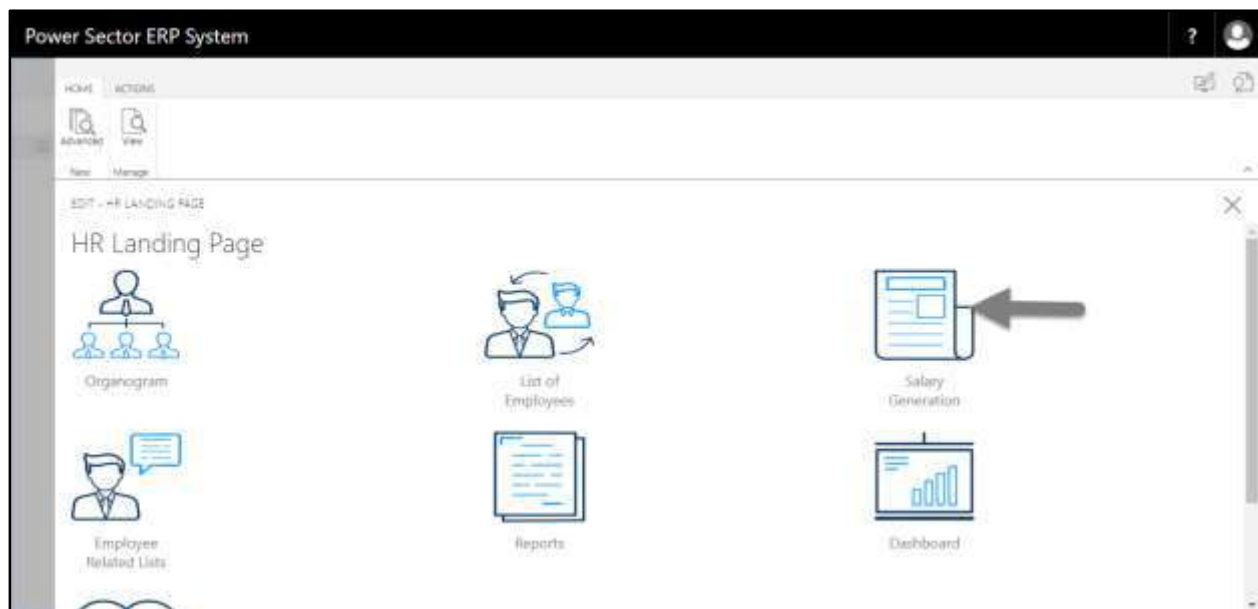
- B. Choose the “**Human Resources**” icon.



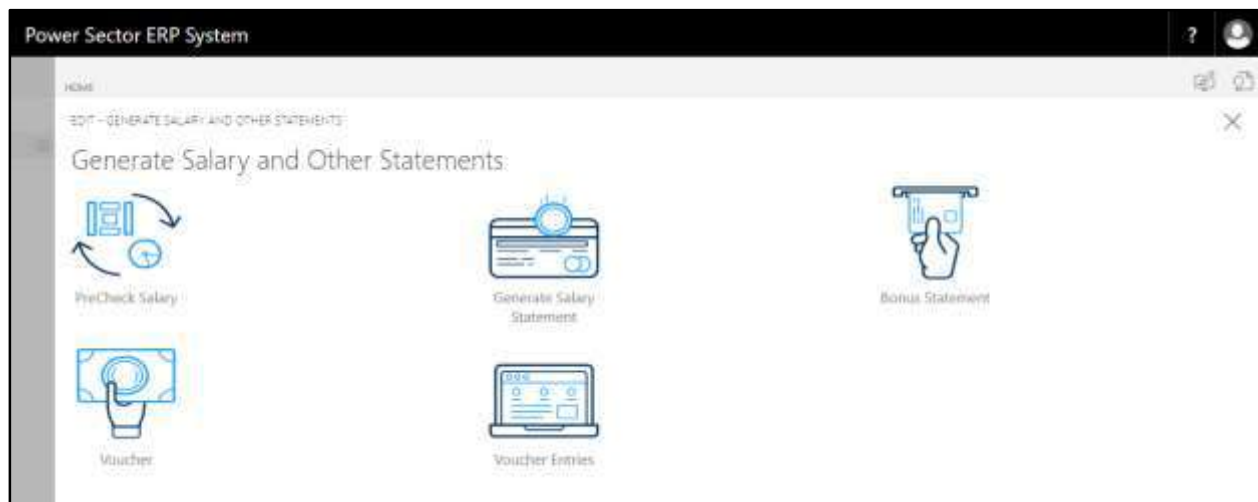
HR Landing Page will be appeared as below



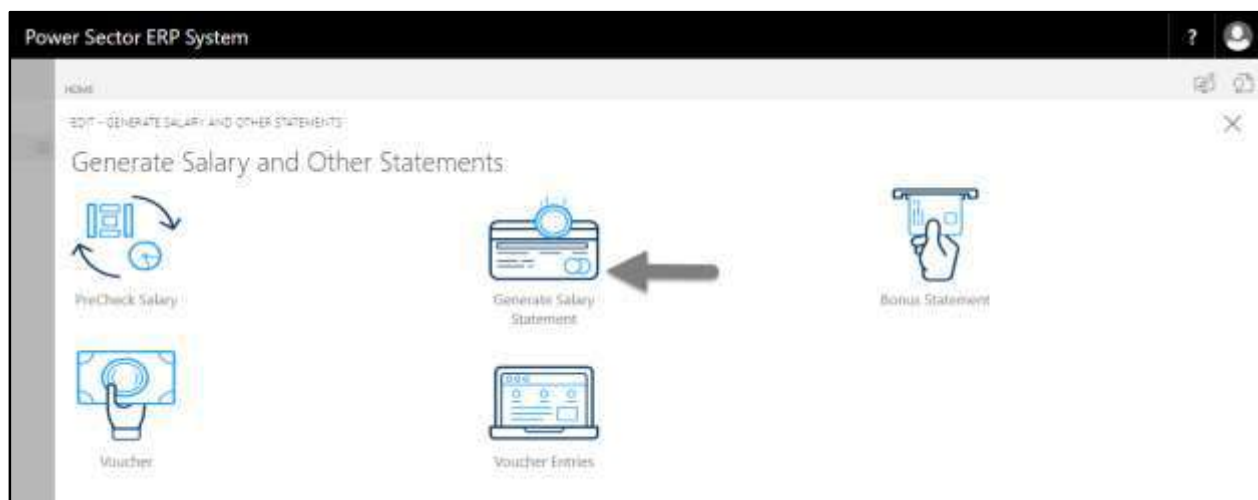
C. Choose the **"Salary Generation"** in HR Landing Page.



The following Generate Salary and Other Statements page will be appeared.



D. Choose the “**Generate Salary Statement**” in Generate Salary and Other Statements page.



The following **Monthly Salary Statement** page will be appeared.

The screenshot shows the 'Power Sector ERP System' interface. At the top, there's a navigation bar with icons for 'Generate Salary Request for an Employee', 'Salary Statement', 'Manager', 'Process', 'Report', and 'Page'. Below this, the 'MONTHLY SALARY STATEMENT' form is displayed. It includes fields for 'Office Code', 'Office Name', 'Year', and 'Month'. The 'Year' field is set to '2020' and the 'Month' field is set to 'April'. There is an 'Apply Arrear' checkbox. Below the form, a table header is visible with columns: 'Employee ID', 'Employee Code', 'Name', 'Basic', 'Total Allowances', 'Gross Pay', 'Total Deductions', 'Total TDS', 'Net Pay', and 'Approval Status'. A message '(There is nothing to show in this view)' is displayed below the table header. At the bottom, a summary row shows totals for 'Total Basic', 'Total Allowances', 'Total Gross', 'Total Deductions', 'Total TDS', and 'Total Net Pay', all with values of '0.00'.

E. Provide below information to Generate Salary Statement process successfully.

1. Choose the **Office Code** from the dropdown. Click on  button.
  - **Office Code: 101**

**Office Name** will be populated by the system.
2. Provide **Year**.
  - **Year: 2020**

By default, current **Year** will be shown by the system.
3. Choose the **Month** from the dropdown. Click on  button.
  - **Month: April**

By default, current **Month** will be shown by the system.
4. Select **Apply Arrear** checkbox to apply arrear calculation while generating salary.
5. Choose the **"Generate Salary"** icon to proceed salary generation.

Power Sector ERP System

Generate Salary

Office Code: 101

Month: April

Year: 2020

Apply Arrear: [X]

Employee ID, Employee Code, Name, Basic, Total Allowances, Gross Pay, Total Deductions, Total TDS, Net Pay, Approval Status

(There is nothing to show in this view)

Employee ID	Employee Code	Name	Basic	Total Allowances	Gross Pay	Total Deductions	Total TDS	Net Pay	Approval Status
(There is nothing to show in this view)									
Total Basic	0.00	Total Allowances	0.00	Total Gross	0.00	Total Deductions	0.00	Total TDS	0.00
Total Net Pay: 0.00									

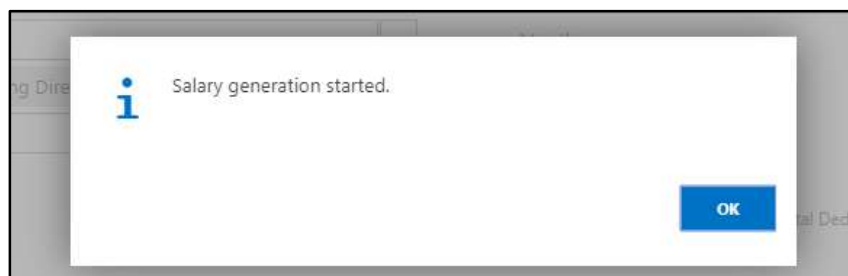
### Tips

To generate salary for full organization, follow steps 2 to 5. Step 1 (Office Code) should be empty.

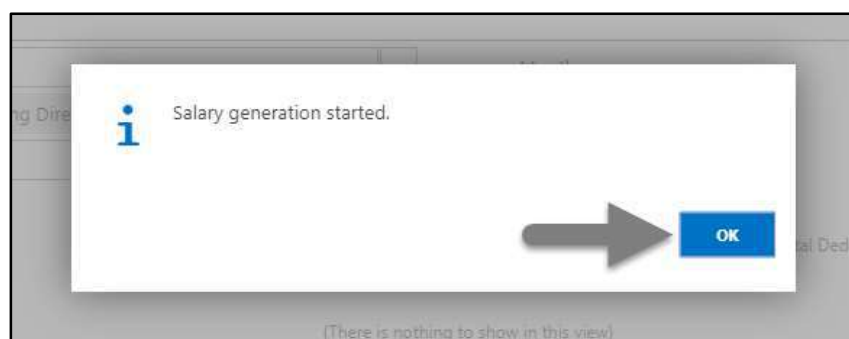
### Notes

Skip step 4 if there is no arrear applicable in that month.

The following popup page will be appeared.



F. Click **"OK"** to start salary generation.



The following monthly salary statement will be appeared on completion.

Power Sector ERP System

HOME

Generate Salary Statement for an Approval

Send Request for an Approval

Stop Process

Delete

Manager

Process

Report

Page

EDIT - MONTHLY SALARY STATEMENT

Office Code

101

Month

April

Office Name

Office of Managing Director

Apply Annual

Yes

Year

2020

Employee ID	Employee Code	Name	Basic	Total Allowance	Gross Pay	Total Deductions	Total TDS	Net Pay	Approval Status				
200001001	11001	Shahin Abdul Latif	182000	1,21,813	3,09,813	18,400	5,500	2,83,713	Open				
200001004	11002	Abdullah Al Mamun	91000	74,911	1,65,911	9,250	4,500	1,52,161	Open				
200001007	11003	MD. Abdullah Al Mamun	29120	20,825	49,945	2,967	2,900	42,968	Open				
200001012	11010	MD. Amrul Chowdhury	31369	30,749	62,117	3,213	3,100	55,804	Open				
200001006	11006	Anamul Haque	21630	22,356	43,986	2,213	3,100	38,543	Open				
200001008	11008	MD. Monirul Chowdhury	20000	20,940	40,940	2,030	2,000	36,850	Open				
Total Basic:			420128	Total Allow...	3,51,541.00	Total Gross...	7,71,680.00	Total Dedu...	42,715.00	Total TDS:	36,500.00	Total Net Pay	7,02,463.00

G. Choose the **"Send request for an Approval"** icon to proceed for approval.

Power Sector ERP System

HOME

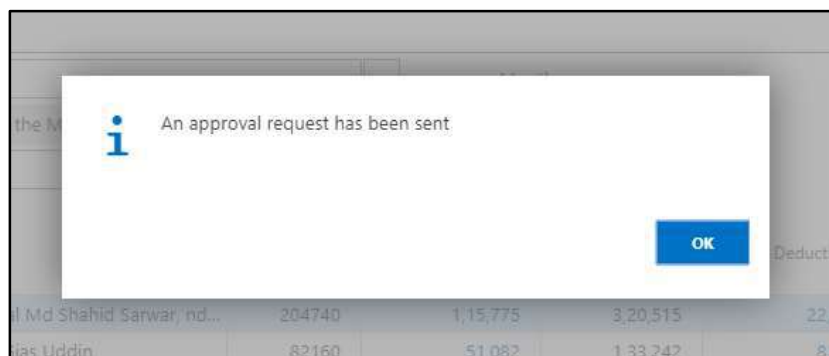
Generate Salary | **Send Request for an Approval** | Send Request for an Approval | Stop Process | Delete | Manager | Process | Report | Page

EDIT - MONTHLY SALARY STATEMENT

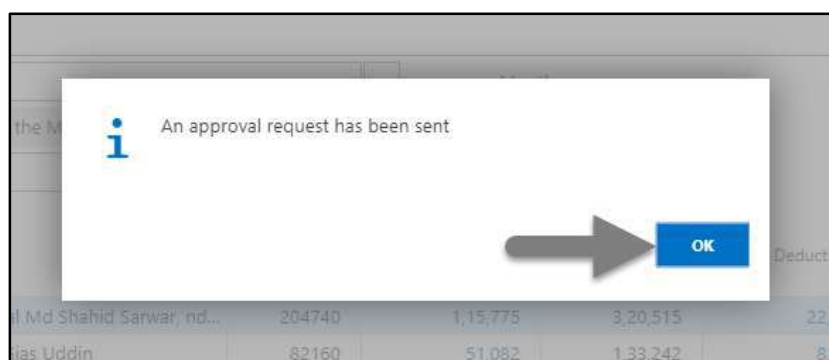
Office Code: 101 | Office Name: Office of Managing Director | Month: April | Apply Annual: ☒ | Year: 2020

Employee ID	Employee Code	Name	Basic	Total Allowances	Gross Pay	Total Deductions	Total TDS	Net Pay	Approval Status
200001001	11001	Shahin Abdul Latif	182000	1,21,813	3,09,813	18,400	5,500	2,83,713	Open
200001004	11002	Abdullah Al Mamun	91000	74,911	1,65,911	9,250	4,500	1,52,161	Open
200001007	11003	MD. Abdullah Al Mamun	29120	20,825	49,945	2,967	2,900	42,968	Open
200001012	11010	MD. Amrul Chowdhury	31369	30,749	62,117	3,213	3,100	55,804	Open

The following pop up will be appeared.



H. Choose **"OK"** icon to save and close.



**NOTE**

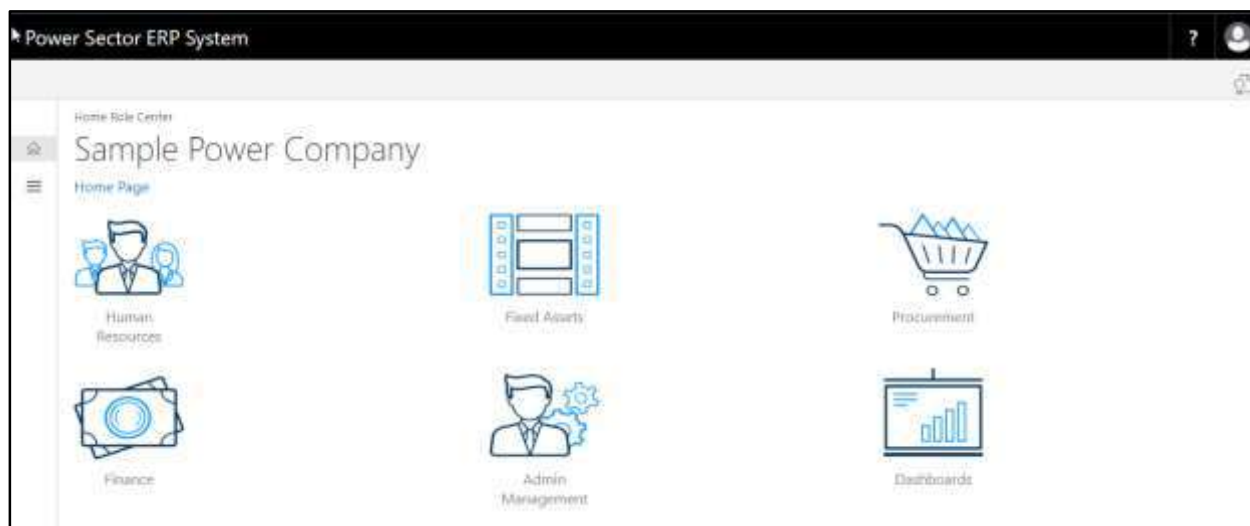
For successful salary generation, employees must be assigned to their respective organogram and step.



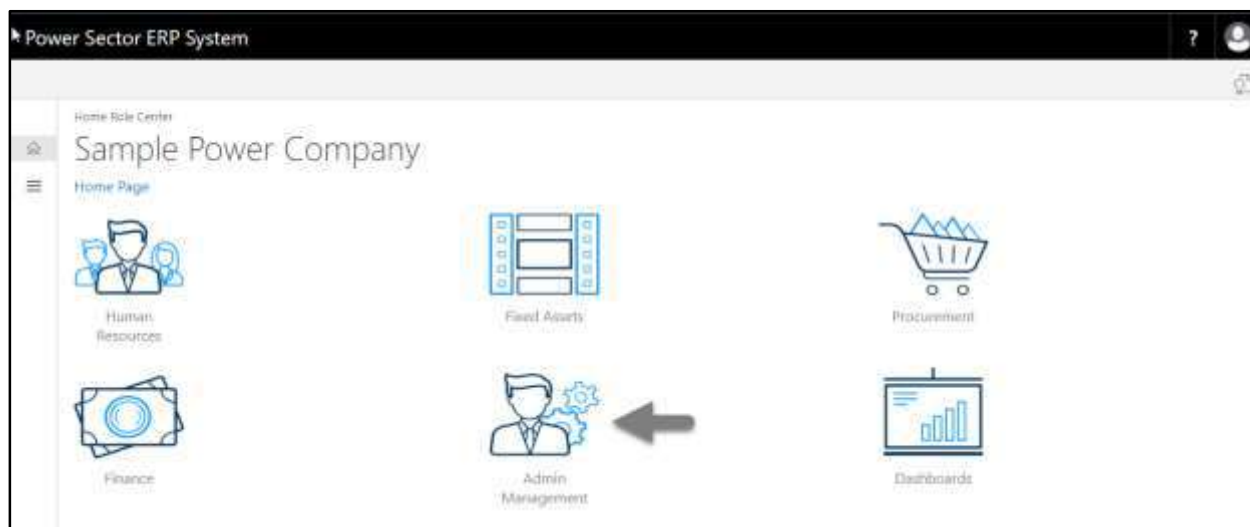
## HR-705.2 Approve or Reject Monthly Salary Statement

To Approve or Reject Monthly Salary Statement, follow the steps described below.

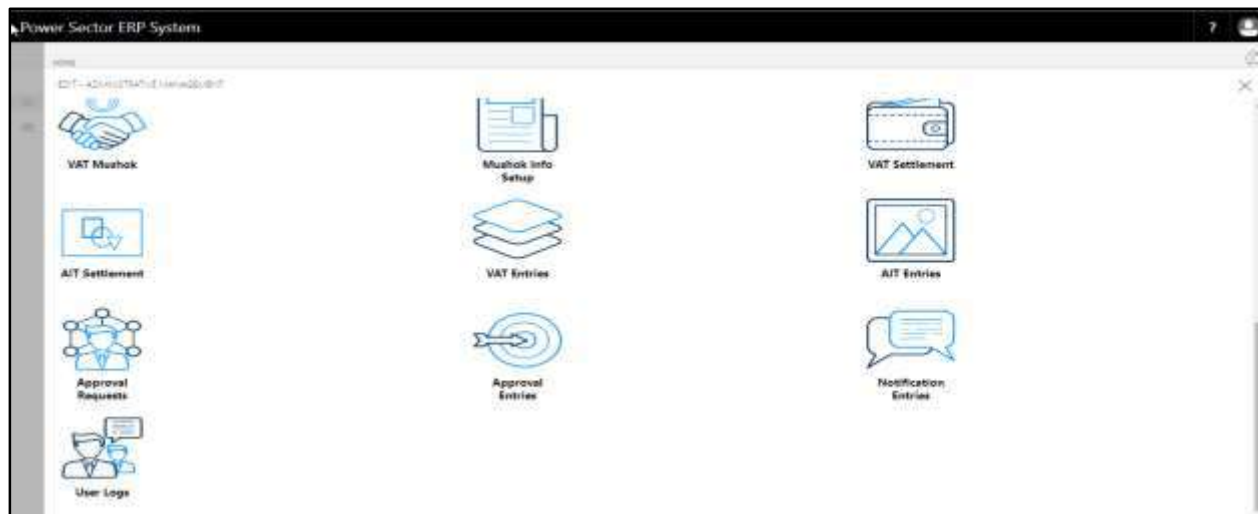
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



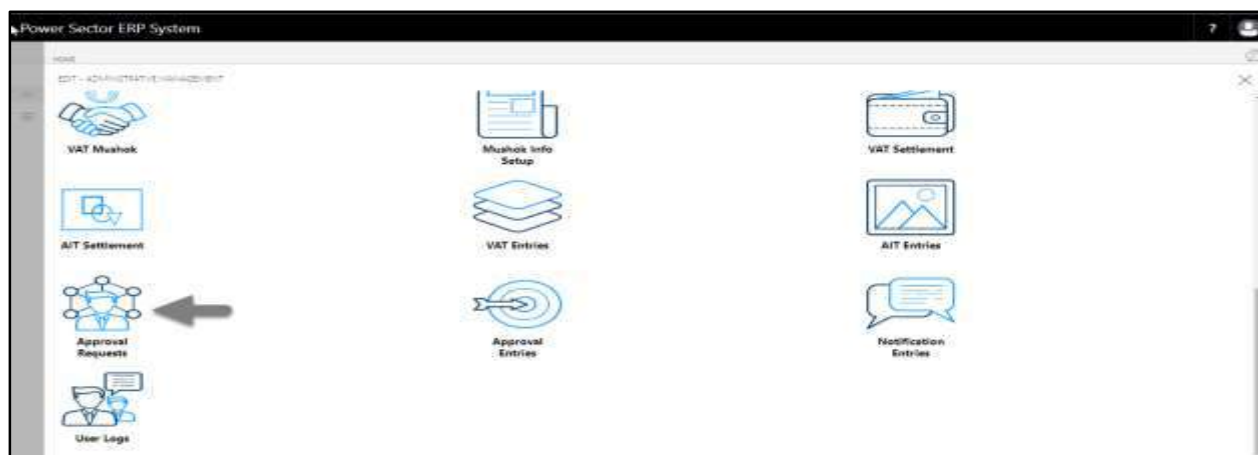
- B. Choose the “**Admin Management**” icon to open the administrative page.



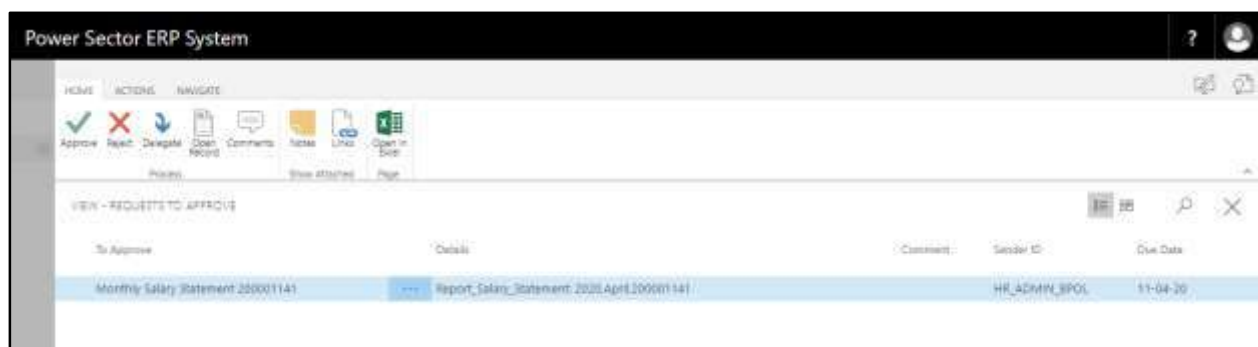
The Following **Admin Management** page will appear as below.



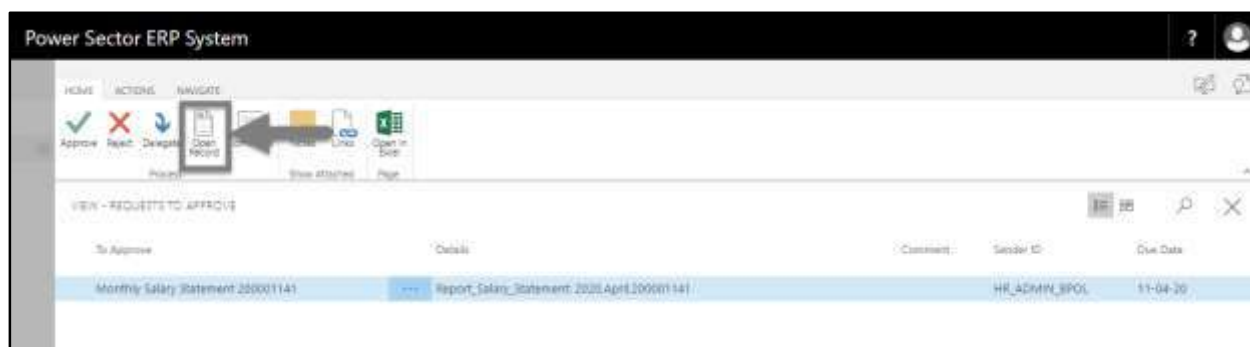
C. Choose the **"Approval Request"** icon to process initiated approval requests.



The following **Approval Request** page will appear.



D. Select the initiated records and choose the **"Open Record"** icon.



Detailed Monthly Salary Statement page will be appeared as below.

Power Sector ERP System

HOME

Delete

Print

Notes

Link

Open in Excel

Manage

Show Attached


Page

EDIT - MONTHLY SALARY STATEMENT

IE

MR


Employee ID	Name	Basic	Total Allowances	Total Deductions	Gross Pay	Total TDS	Net Pay	Year	Month		
200001003	+++ Shaikh Abdul Latif	182000	1,27,613	18,400	3,06,613	1,500	2,85,113	2020	April		
200001007	+++ MD. Abdullah Al Mamun	28120	28,835	2,987	37,955	2,900	32,058	2020	April		
200001008	+++ Anamul Haque	21630	22,326	2,213	43,956	2,100	39,843	2020	April		
200001058	+++ Ms. Monjurul Chowdhury	20000	20,940	2,080	40,940	2,000	36,890	2020	April		
200001072	+++ Ms. Aminul Chowdhury	31369	30,748	3,213	62,117	3,100	55,804	2020	April		
200001084	+++ Md. Akbaruzzaman Chowdhury	21630	22,326	2,213	43,956	2,100	39,843	2020	April		
200001094	+++ Abdullah Al Mamun	81000	74,011	9,250	1,66,311	6,500	1,32,181	2020	April		
200001141	+++ Sabnam Faris	23880	23,822	2,389	47,212	2,300	42,529	2020	April		
Total Basic	420139	Total Allow...	3,31,541.00	Total Gross...	7,71,880.00	Total Dedu...	42,715.00	Total TDS	26,500.00	Total Net Pay	7,02,485.00


E. Select the  icon to back to the previous page.


Power Sector ERP System


?


HOME

 Delete

 Edit

 Notes

 Links


 Open in Excel


Manage

Show Attached

Page

EDIT - MONTHLY SALARY STATEMENT





Employee ID	Name	Basic	Total Allowances	Total Deductions	Gross Pay	Total TDS	Net Pay	Year	Month
200001000	Shahid Abdul Latif	183000	1,27,513	18,400	3,06,513	7,500	2,99,013	2020	April
200001007	MD. Abdullah Al Mamun	29120	28,835	2,987	37,955	2,500	32,068	2020	April
200001008	Anamul Haque	21630	22,326	2,213	43,956	2,100	39,643	2020	April
200001038	MD. Monjurul Chowdhury	29000	20,540	2,050	40,540	2,000	36,590	2020	April
200001072	Md. Aminul Chowdhury	31364	30,744	3,213	62,117	3,100	55,804	2020	April
200001084	MD. Akhauzzaman Chowdhury	21630	22,326	2,213	43,956	2,100	39,643	2020	April
200001094	Abdullah Al Mamun	91000	74,911	9,250	1,65,661	4,350	1,52,181	2020	April
200001141	Sabnam Farjia	23388	23,822	2,388	47,212	2,300	42,528	2020	April

Total Basic

420139

Total Allow...

3,51,541.00

Total Gross...

7,71,680.00

Total Dedu...

42,715.00

Total TDS

26,500.00

Total Net Pay

7,02,465.00

The following **Request to Approve** page will be appeared



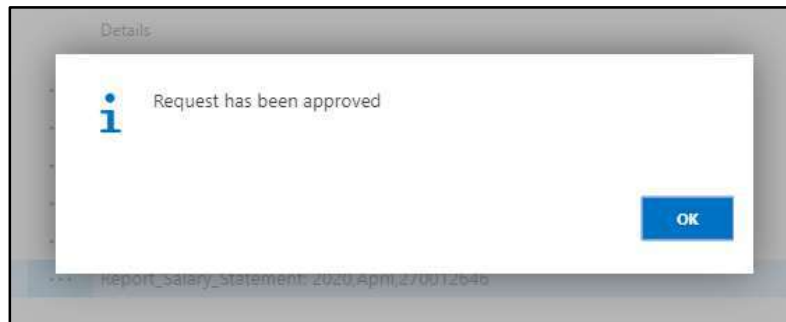
To Approve	Details	Comment	Sender ID	Due Date
Monthly Salary Statement 270012648	Report, Salary Statement: 2020 April 270012648		HR_ADMIN	09-04-20

F. Choose the **“Approve”** icon to approve the Monthly Salary Statement or select **“Reject”** (besides “Approve”) to reject.

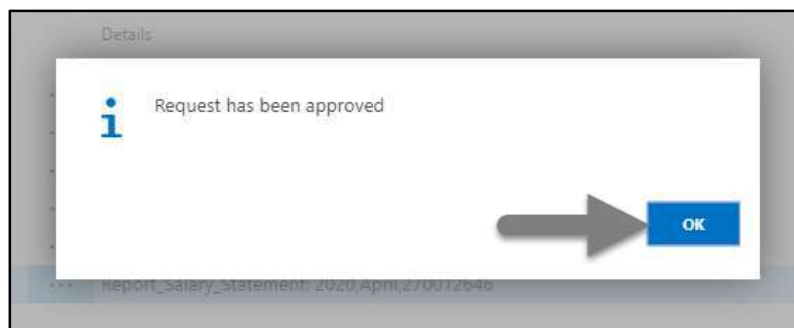


To Approve	Details	Comment	Sender ID	Due Date
Monthly Salary Statement 200001141	Report, Salary Statement: 2020 April 200001141		HR_ADMIN_SPOL	11-04-20

The following pop- up will be appeared.



G. Choose the “Ok” icon to save and close.



**IMPORTANT**

After approval of Monthly Salary Statement, you cannot delete or modify it.

## HR-706 How to: Generate Bonus Statement

### Introduction

This process demonstrates how to generate office wise or full organization bonus statement in one click and send it for approval. Full process completes in 2 phases –

- HR-706.1      Generate Bonus Statement
- HR-706.2      Approve or Reject Bonus Statement

### Roles

- Module User

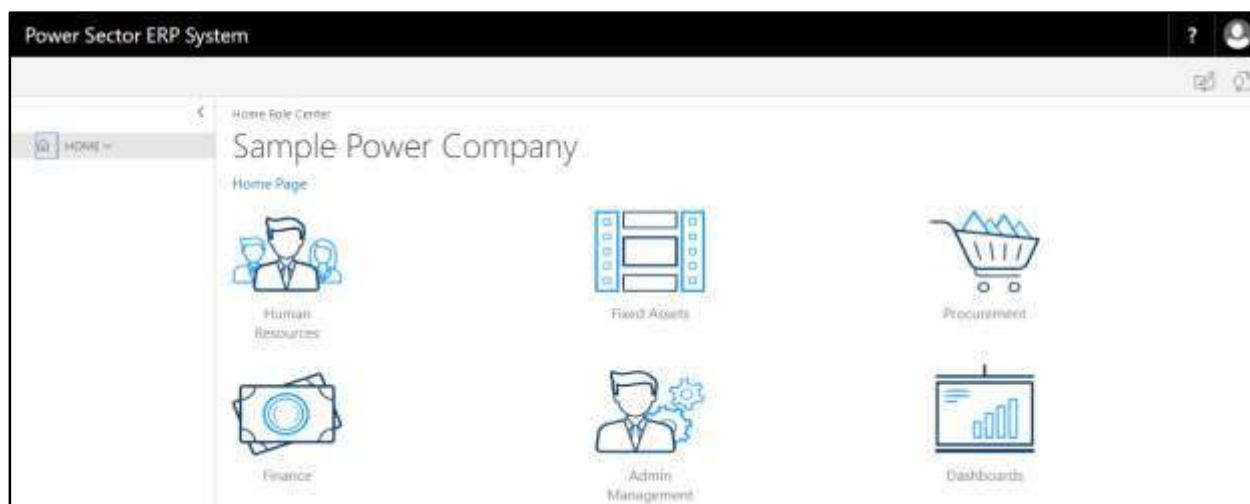
### Prerequisites

- Salary Setup
  - Bonus Setup
  - Bonus Grade Mapping
- Employee Religion in Employee Card Page

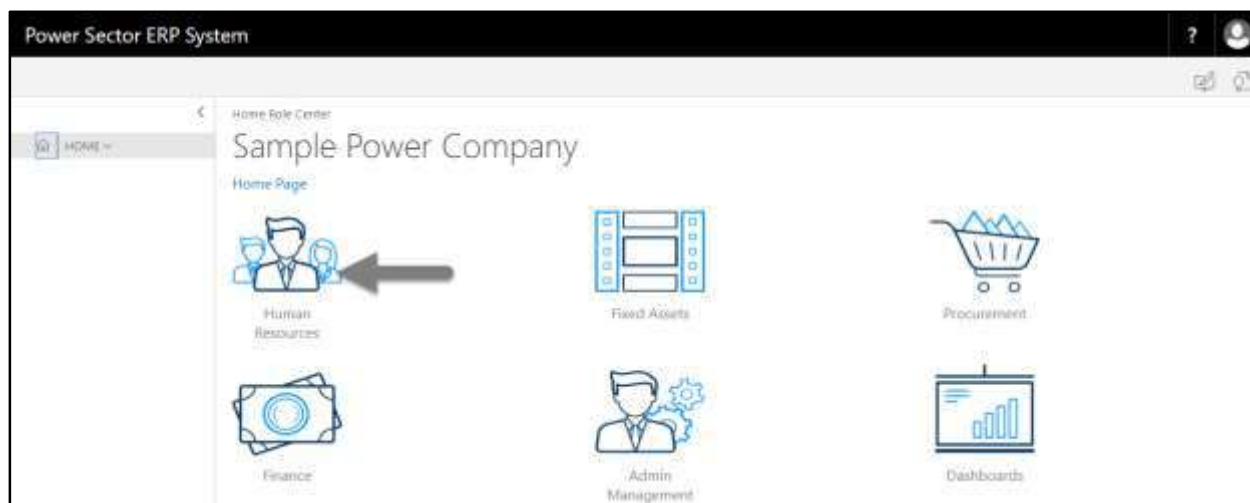
## HR-706.1 Generate Bonus Statement

To initiate the process, follow the steps described below.

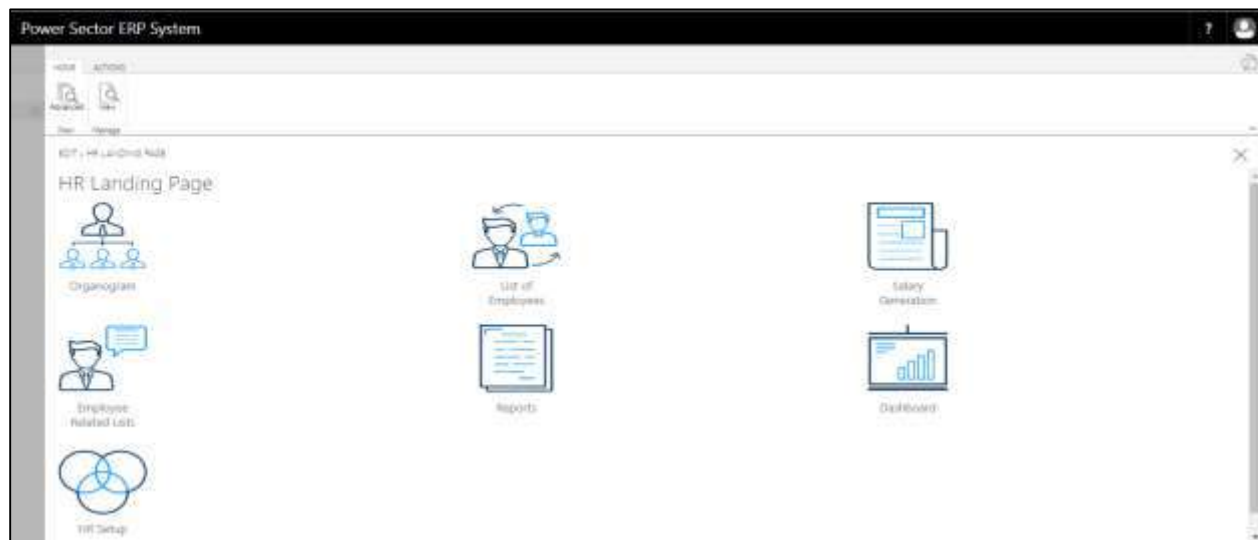
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



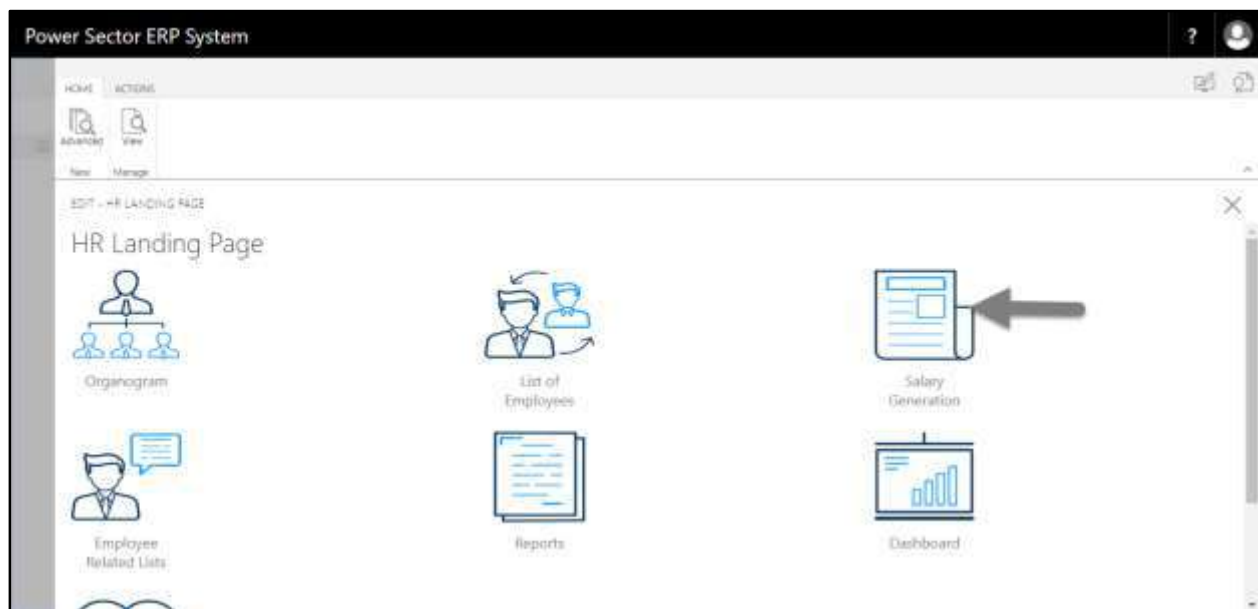
- B. Choose the “**Human Resources**” icon.



HR Landing Page will be appeared as below

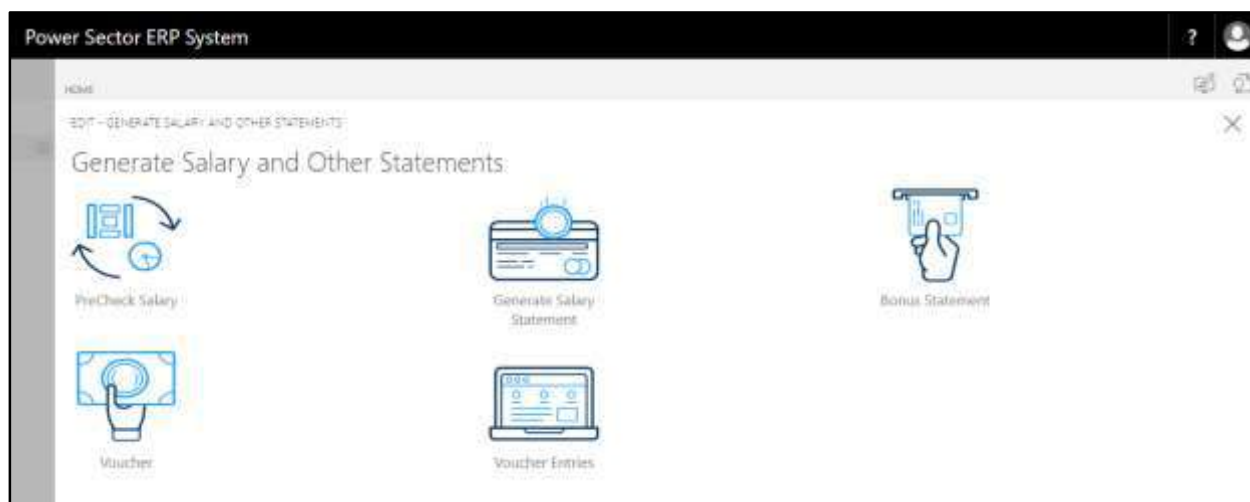


C. Choose the **"Salary Generation"** in HR Landing Page.

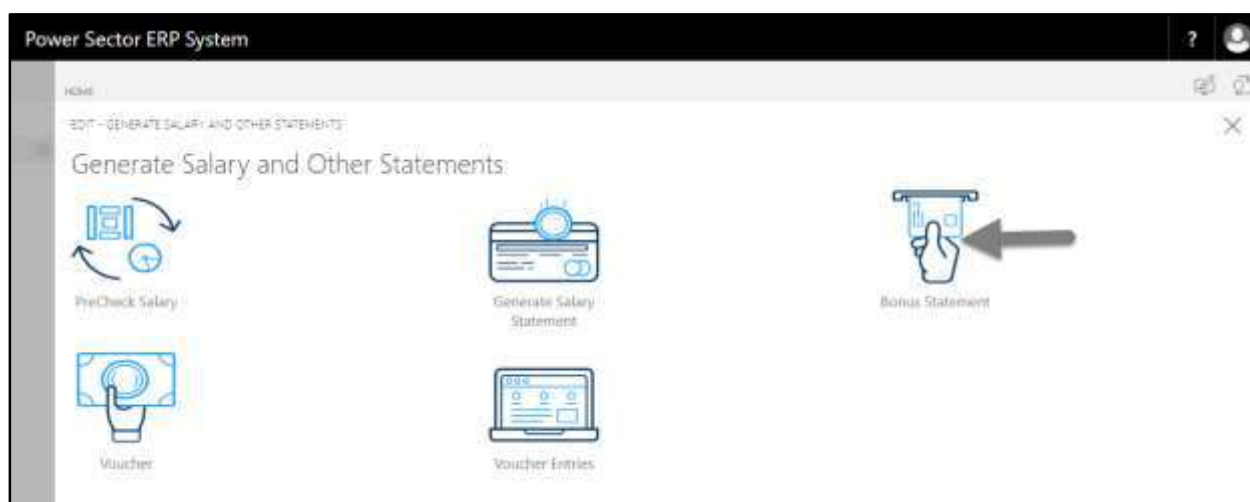




The following Generate Salary and Other Statements page will be appeared as below.



D. Choose the “**Bonus Statement**” in Generate Salary and Other Statements page.



The following Employee **Bonus Statement** page will be appeared.

The screenshot displays the 'Power Sector ERP System' interface. At the top, there is a navigation bar with icons for 'Send Request for an Approval', 'Generate Bonus', 'Notes', 'Open PDF', and 'Open PDF Excel'. Below this, the main area is titled 'EDIT - EMPLOYEE BONUS STATEMENT'. It contains several input fields: 'Office', 'Bonus', 'Year' (set to 2020), 'Religion', 'Employee ID', 'Employee Name', 'Office Name', 'Bonus Name', 'Month' (set to April), and 'Bonus Date'. There are also buttons for 'Generate' and 'Approval Status'. At the bottom, a message states '(There is nothing to show in this view)'.

E. Provide below information to Generate Employee Bonus Statement successfully.

1. Choose the **Office** from the dropdown. Click on  button.

- **Office: 101**

**Office Name** will be populated by the system.

2. Choose the **Bonus** from the dropdown. Click on  button.

- **Bonus: BONUS003**

**Bonus Name** will be populated by the system.

3. Provide **Year**.

- **Year: 2020**

By default, current **Year** will be shown by the system.

4. Choose the **Month** from the dropdown. Click on  button.

- **Month: April**

By default, current **Month** will be shown by the system.

5. Choose the **Bonus Date** from Calendar. To get the Calendar, click on  button.

- **Bonus Date: 14-04-20**

6. Choose the **"Generate Bonus"** icon to proceed bonus generation.

**Power Sector ERP System**

HOME

Send Request for Approval | Generate Bonus | New | Process | Create Attachment | PDF | Open in Excel

**EDIT - EMPLOYEE BONUS STATEMENT**

Office: 101 | Office Name: Office of Managing Director  
 Bonus: BONUS003 | Bonus Name: Bangladesh New Year  
 Year: 2020 | Month: April  
 Religion: All | Bonus Date: 14-04-20

Employee ID: | Employee Name: | Amount: | Approval Status: |

(There is nothing to show in this view)

### Tips

To generate Bonus for full organization, follow steps 2 to 6. Step Office [1] should be kept empty.

### Notes

Depending on the Bonus, Religion field will be populated by the system.

The following employee bonus statement will appear on completion.

**Power Sector ERP System**

HOME

Send Request for Approval | Generate Bonus | New | Process | Create Attachment | PDF | Open in Excel

**EDIT - EMPLOYEE BONUS STATEMENT**

Office: 101 | Office Name: Office of Managing Director  
 Bonus: BONUS003 | Bonus Name: Bangladesh New Year  
 Year: 2020 | Month: April  
 Religion: All | Bonus Date: 14-04-20

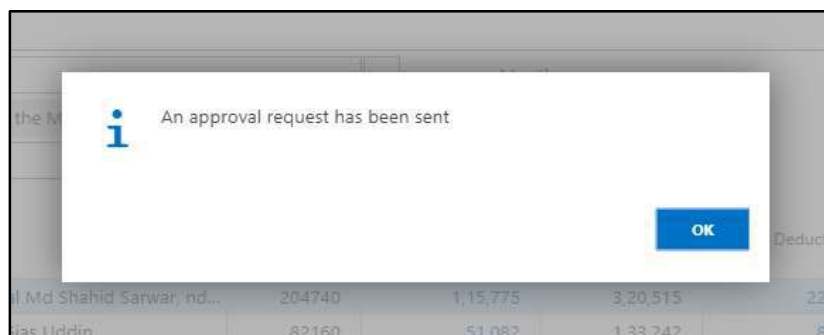
Employee ID	Employee Name	Amount	Approval Status
200001003	Sheikh Abdul Latif	36,400.00	Open
200001048	Abdullah Al Mamun	18,200.00	Open
200001007	Md. Abdullah Al Mamun	9,834.00	Open
200001072	Md. Aminul Chowdhury	8,298.00	Open
200001009	Anamul Haque	4,325.00	Open
200001058	Md. Marjurul Chowdhury	4,000.00	Open
200001141	Sobram Fariza	4,675.00	Open
200001084	Md. Aktaruzzaman Chowdhury	4,325.00	Open

F. Choose the **“Send request for an Approval”** icon to proceed for approval.

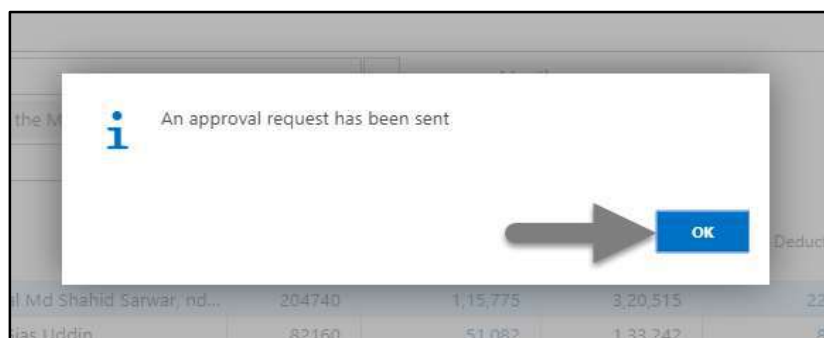
The screenshot shows the 'Power Sector ERP System' interface. At the top, there is a 'HOME' button and a navigation bar with icons for 'Send Request for an Approval', 'Process', 'View Attached', and 'Page'. Below this, the 'EMPLOYEE BONUS STATEMENT' form is displayed. It includes fields for 'Office' (101), 'Bonus' (BONUS003), 'Year' (2020), 'Religion' (all), 'Office Name' (Office of Managing Director), 'Bonus Name' (Bangali Bonus Year), 'Month' (April), and 'Bonus Date' (14-04-20). A table below the form lists employee bonus details:

Employee ID	Employee Name	Amount	Approval Status
200001003	Shakir Abdul Latif	36,400.00	Open
200001094	Abdullah Al Mamun	18,200.00	Open
200001007	MD. Abdullah Al Mamun	9,334.00	Open
200001072	Md. Anwar Chowdhury	8,298.00	Open
200001009	Anwarul Haque	4,326.00	Open
200001058	Md. Marjurul Chowdhury	4,000.00	Open
200001141	Sobram Fanyas	4,675.00	Open
200001084	Md. Aktaruzzaman Chowdhury	4,326.00	Open

The following pop up will be appeared.



G. Choose **“OK”** icon to save and close.



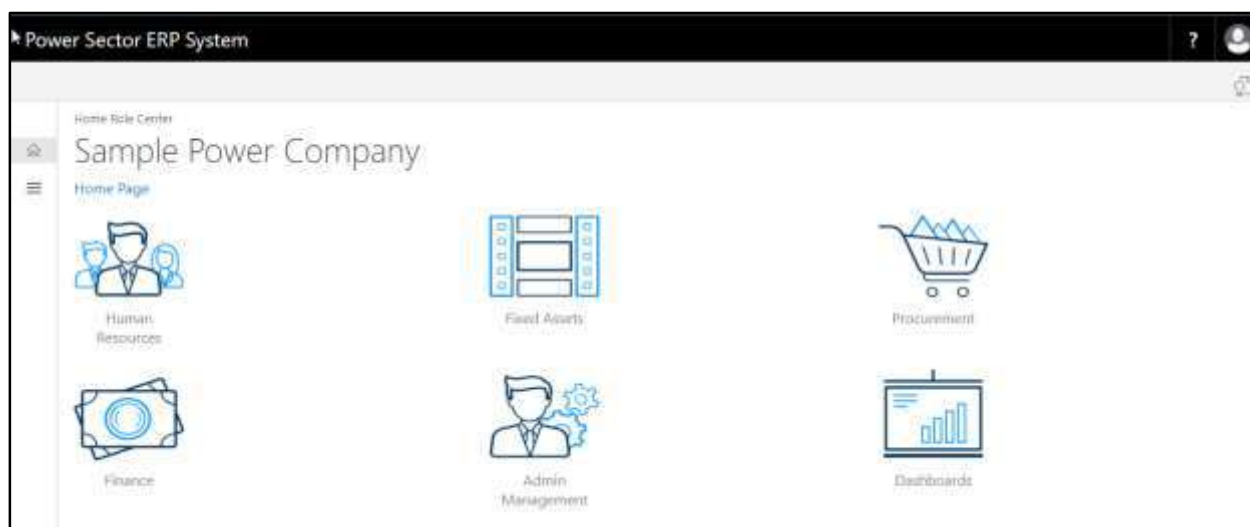
### Note

For successful bonus generation, employees must be assigned to their respective religion in employee card page.

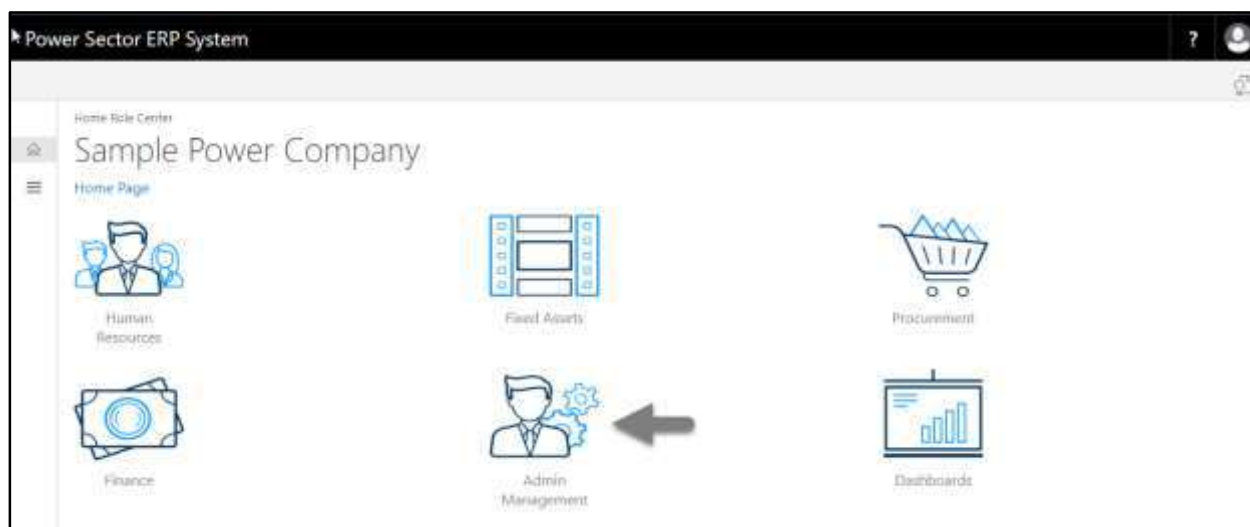
## HR-706.2 Approve or Reject Employee Bonus Statement

To approve or Reject Employee Bonus Statement, follow the steps described below.

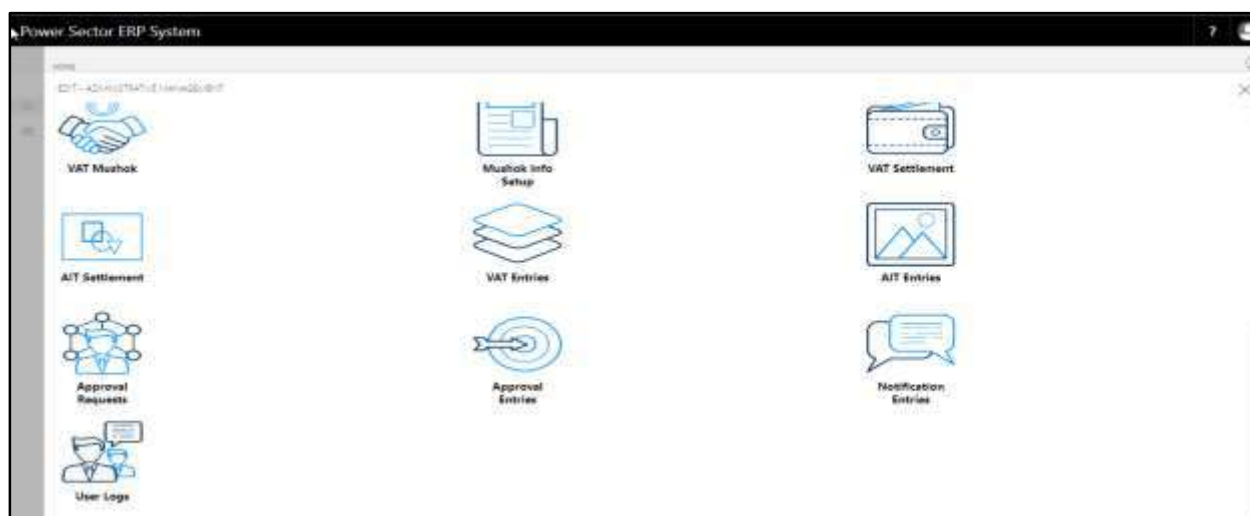
- A. Login with your respective **Finance Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



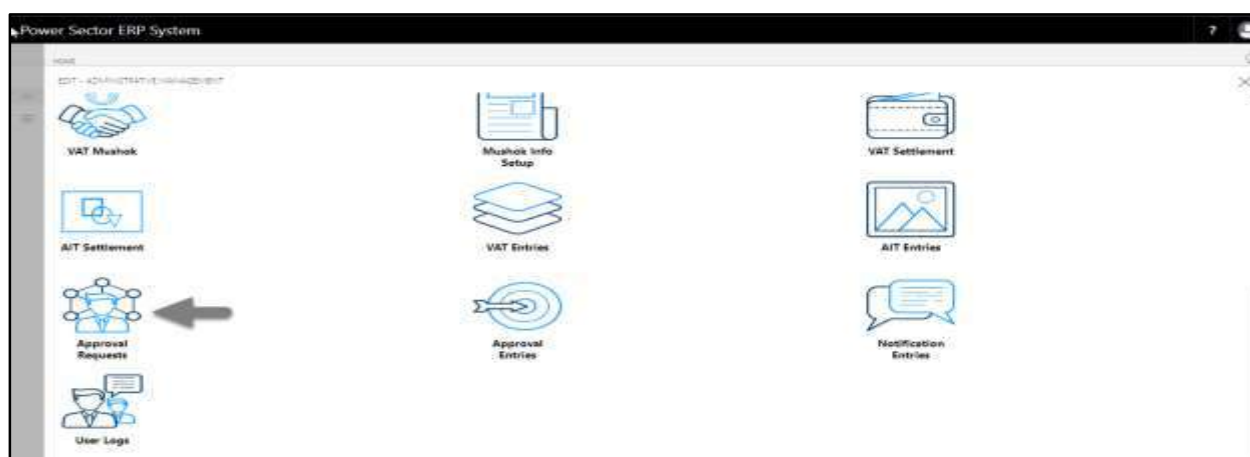
- B. Choose the **"Admin Management"** icon to open the administrative page.



The Following **Admin Management** page will be appeared.



C. Choose the **“Approval Request”** icon to process initiated approval requests.



The following **Approval Request** page will be appeared.




D. Select the initiated records and choose the **"Open Record"** icon.

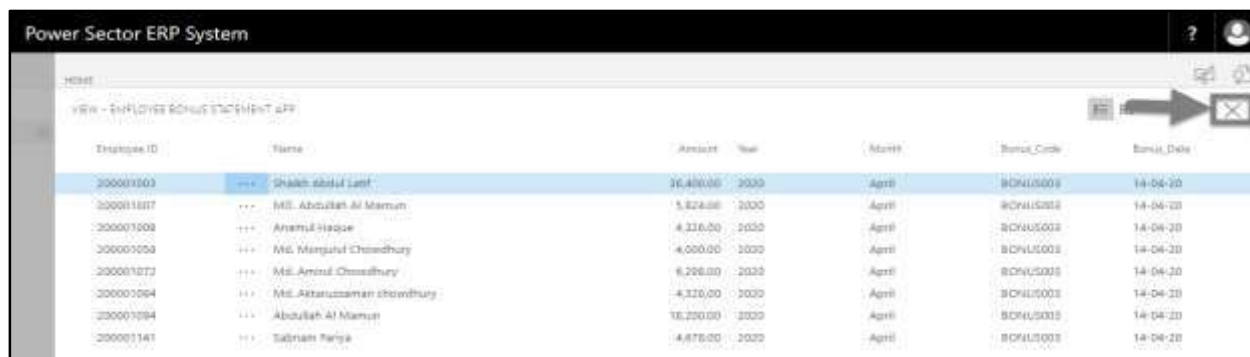


Detailed Employee Bonus Statement page will be appeared as below.

The screenshot shows the 'Power Sector ERP System' interface. The top navigation bar includes 'HOME', 'ACTORS', and 'NAVIGATE'. The 'NAVIGATE' section contains several icons, with the 'Open Record' icon (a document with a magnifying glass) highlighted by a red box. Below the navigation bar, there is a section titled 'VIEW - EMPLOYEE BONUS STATEMENT APP'. It contains a table with columns: 'Employee ID', 'Name', 'Amount', 'Year', 'Month', 'Bonus Code', and 'Bonus Date'. The first row of the table is highlighted in blue and contains the following data: '200001003', 'Shahid Abdul Latif', '16,400.00', '2020', 'April', 'BONUS000', and '14-04-20'.

Employee ID	Name	Amount	Year	Month	Bonus Code	Bonus Date
200001003	Shahid Abdul Latif	16,400.00	2020	April	BONUS000	14-04-20
200001007	MD. Abdullah Al Marzin	5,824.00	2020	April	BONUS000	14-04-20
200001008	Anamul Haque	4,316.00	2020	April	BONUS000	14-04-20
200001009	Ms. Mergul Chowdhury	4,000.00	2020	April	BONUS000	14-04-20
200001072	Ms. Armin Chowdhury	6,396.00	2020	April	BONUS000	14-04-20
200001084	Ms. Aktaruzzaman Chowdhury	4,316.00	2020	April	BONUS000	14-04-20
200001094	Abdullah Al Mamun	16,200.00	2020	April	BONUS000	14-04-20
200001141	Sabnam Farja	4,876.00	2020	April	BONUS000	14-04-20

E. Select the  icon to back to the previous page.



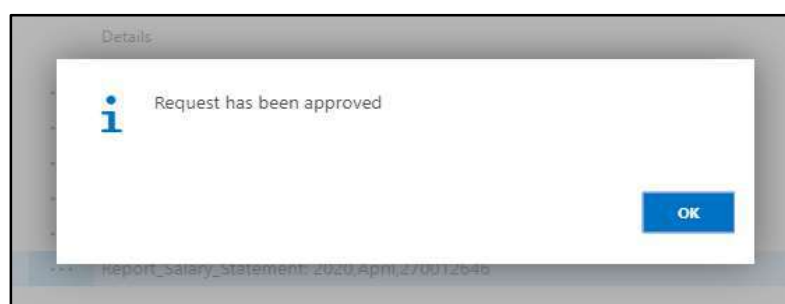
The following **Request to approve** page will be appeared



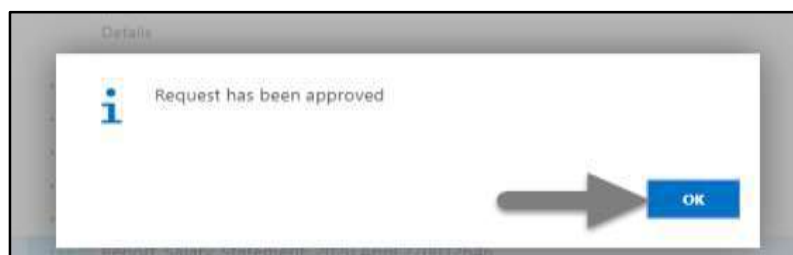
- F. Choose the **"Approve"** icon to approve the Employee Bonus Statement App or select **"Reject"** (besides "Approve") to reject.



The following pop- up will be appeared.



- G. Choose the **"Ok"** icon to save and close.



### IMPORTANT

After approval of Employee Bonus Statement, you cannot delete or modify it.



## HR-707 How to: Make Voucher Entry

### Introduction

This process demonstrates, how to prepare voucher entry and send it for approval. This has 2 activities to complete the cycle –

- |          |                           |
|----------|---------------------------|
| HR-707.1 | Voucher Preparation       |
| HR-707.2 | Approve or Reject Voucher |

### Roles

- Module User

### Prerequisites

- Salary Setup

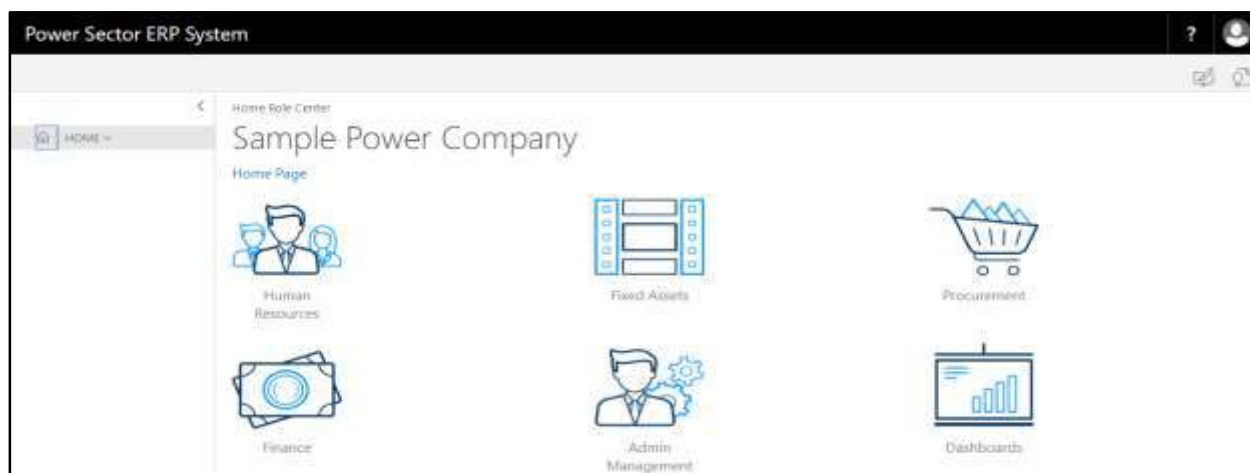
### Notes

Voucher entry for Allowances, Bonus, Leave Encashment, Overtime, T.A./ D.A and Medical Reimbursement can be provided using this feature.

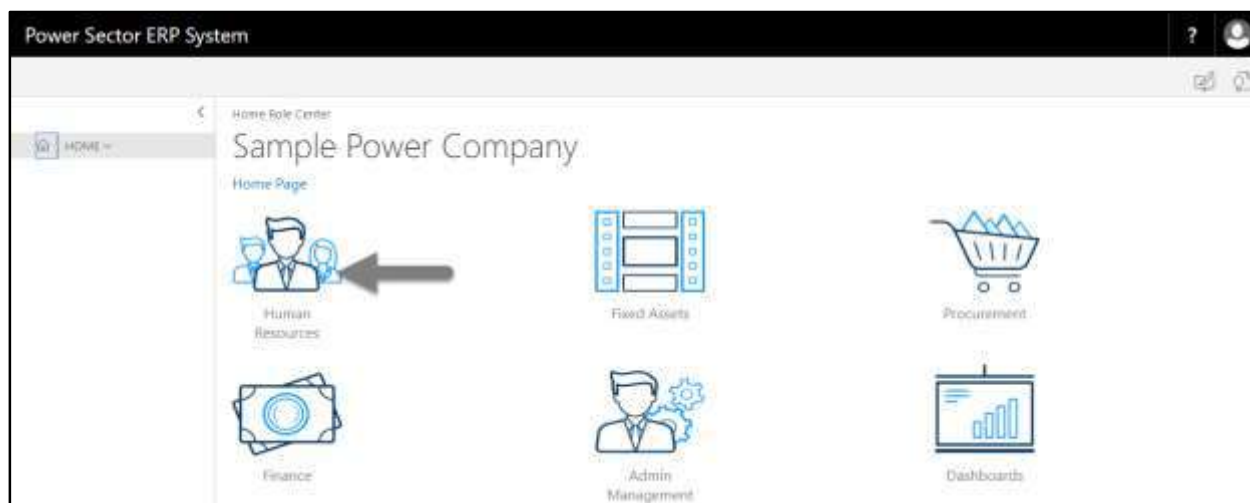
## HR-707.1 Voucher Preparation

To initiate the process, follow the steps described below.

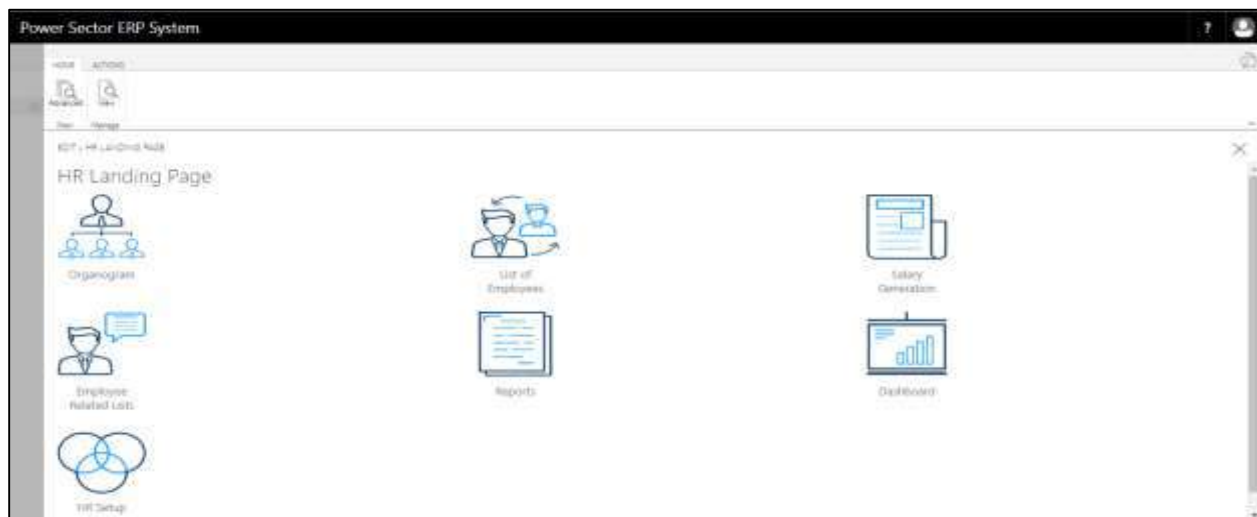
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



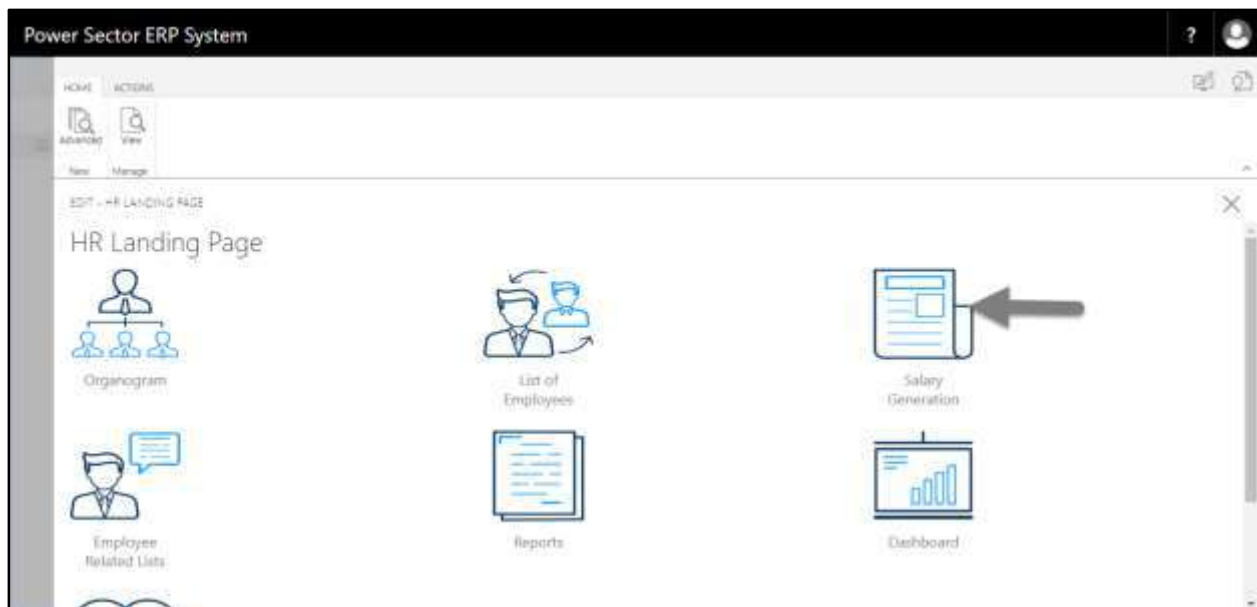
- B. Choose the “**Human Resources**” icon.



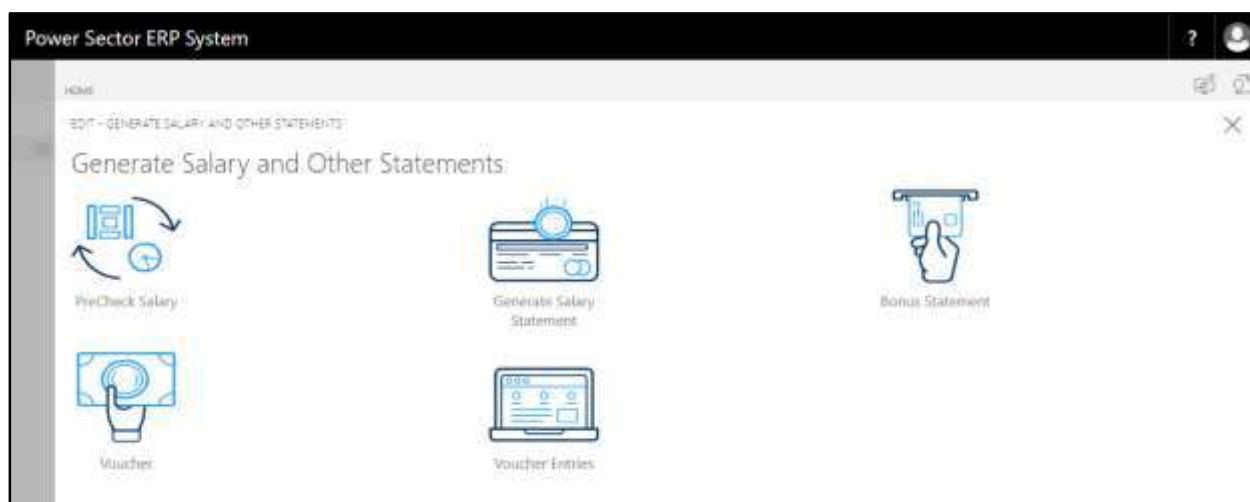
HR Landing Page will be appeared as below



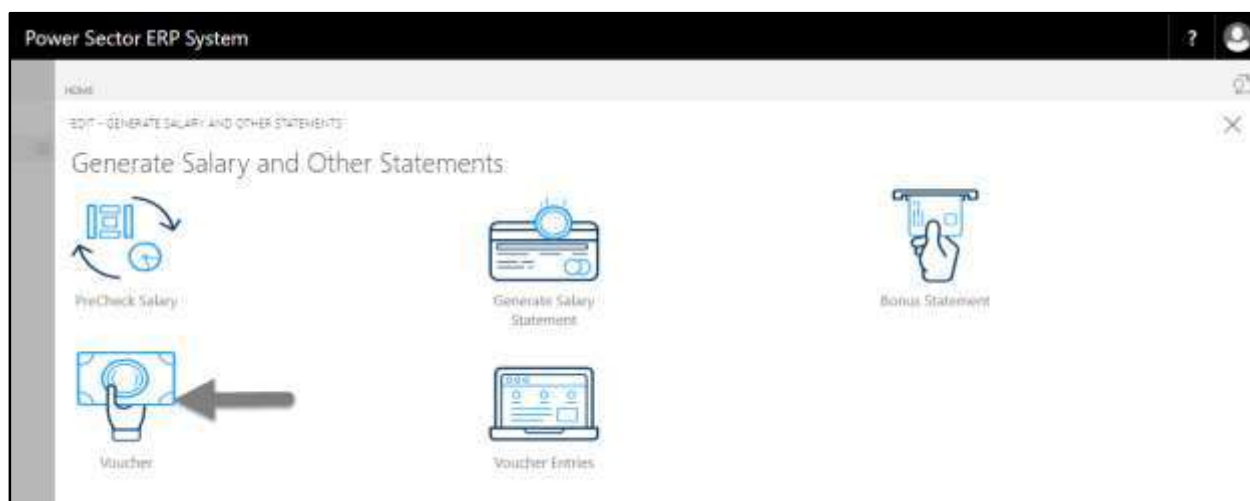
C. Choose the “**Salary Generation**” in HR Landing Page.



The following Generate Salary and Other Statements page will be appeared.



D. Choose the “**Voucher**” in Generate Salary and Other Statements page.



The following **Employee Voucher entry page** will be appeared as below.

The screenshot shows the 'Power Sector ERP System' interface. At the top, there's a navigation bar with 'HOME' and a user profile icon. Below it, a toolbar contains icons for 'Submit and Send for Approval', 'Print', 'Clear', 'Edit', 'Cancel', and 'Save'. The main area is titled 'EDIT - EMPLOYEE VOUCHER' and 'Employee Voucher'. It features a 'General' tab and a form with the following fields:

Field	Value
Voucher Date	[Calendar icon]
Employee No.	[Dropdown icon]
Name	[Text field]
Detail Type	Allowance
Detail Code	[Dropdown icon]
Leave Days	0
Amount Per Leave	0.00
Total Amount	0.00
Type	[Dropdown icon]
Approval Status	Open

E. Provide below information to provide a voucher entry for an employee successfully.

1. Choose the **Voucher Date** from Calendar. To get the Calendar, click on  button.
  - **Voucher Date: 12-04-20**
2. Choose the **Employee No.** from the dropdown. Click on  button.
  - **Employee No: 200001007**

**Name** will be populated by the system.
3. Choose the **Detail Type** from the dropdown. Click on  button.
  - **Detail Type: Leave Encashment**
4. Choose the **Detail Code** from the dropdown. Click on  button.
  - **Detail Code: LEAVE001**
5. Provide **Leave Days**. (This field is only applicable for leave encashment)
  - **Leave Days: 9**

By default, Leave Days will be shown by the system.
6. Provide **Amount Per Leave**. (This field is only applicable for leave encashment)
  - **Amount Per Leave: 1000**
7. Provide **Total Amount**.
  - **Total Amount: 9000**

By default, Total Amount will be shown by the system only for leave encashment.

8. Choose the **Type** from the dropdown. Click on  button. If needed-
  - **Detail Type: -----**
9. Choose the **“Submit and Send for Approval”** icon to submit and proceed for approval.

Power Sector ERP System

HOME

Submit and Send for Approval Message Show Attached

EDIT - EMPLOYEE VOUCHER

Employee Voucher

General

Voucher Date 12-04-20

Employee No. 200001007

Name MR. Abdulrah Al Mansur

Detail Type Leave Encashment

Detail Code LEAVE001

Leave Days 5

Amount Per Leave 1,000.00

Total Amount 9,000.00

Type

Approval Status Open

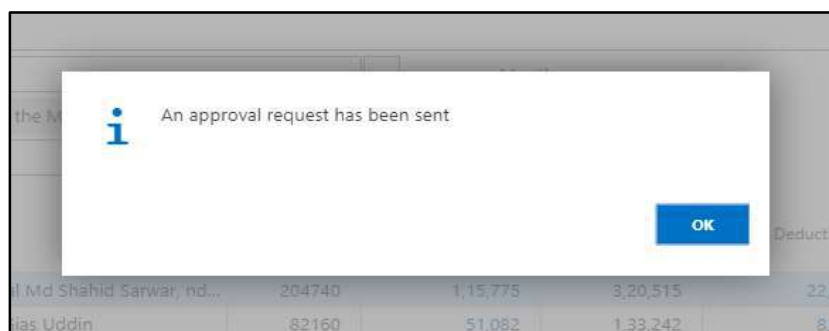
### Tips

- For any other type of voucher entries other than leave encashment, skip step 5 and step 6.
- Use step 8 if the voucher type is Overtime, T.A.D.A and Medical Reimbursement. If not please keep it empty.

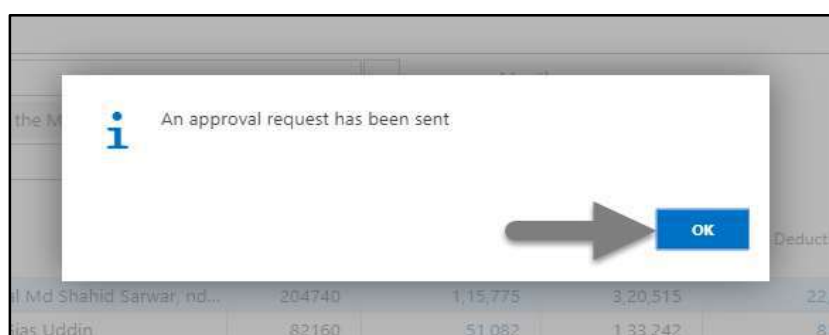
### Notes

To clear the data in the page, choose **“Clear”** icon” above. (If wrong voucher input provided.)

The following pop up will be appeared.



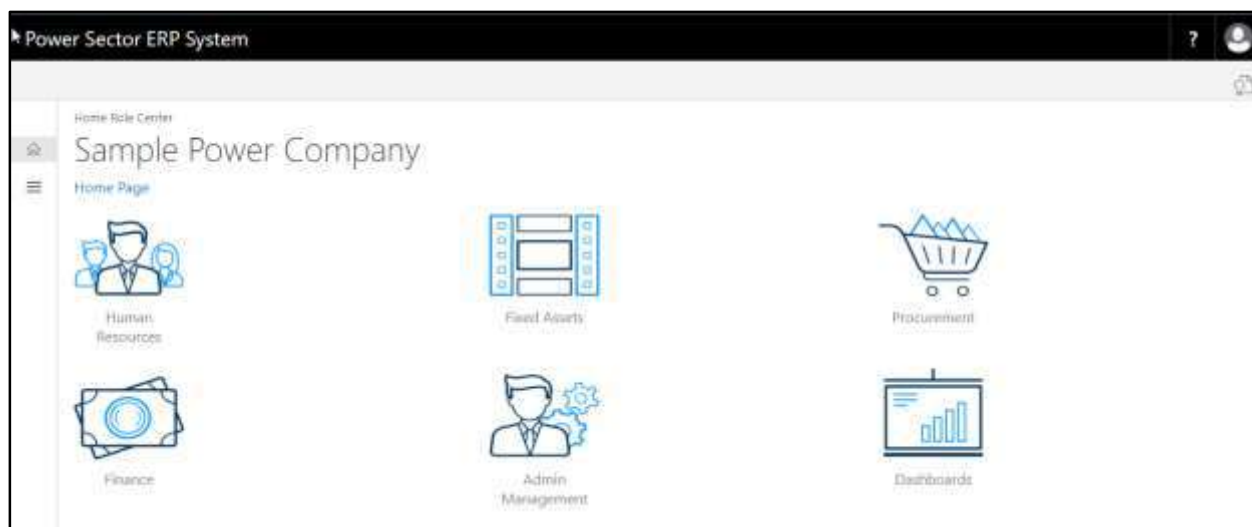
F. Choose **"OK"** icon to save and close.



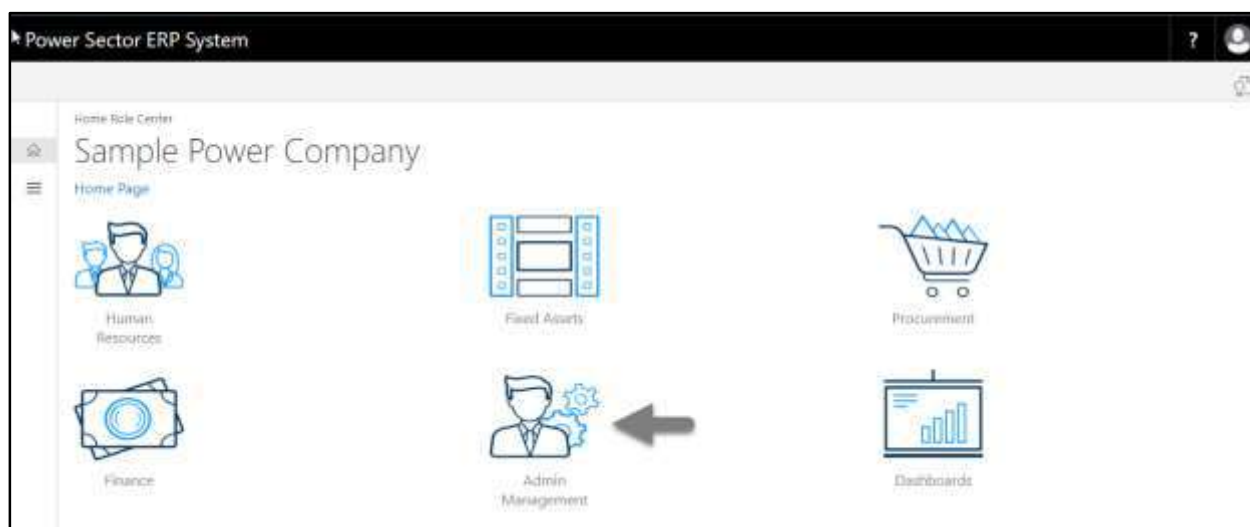
### HR-707.2 Approve or Reject Employee Voucher

To approve or Reject Employee Voucher sent for approval, follow the steps described below.

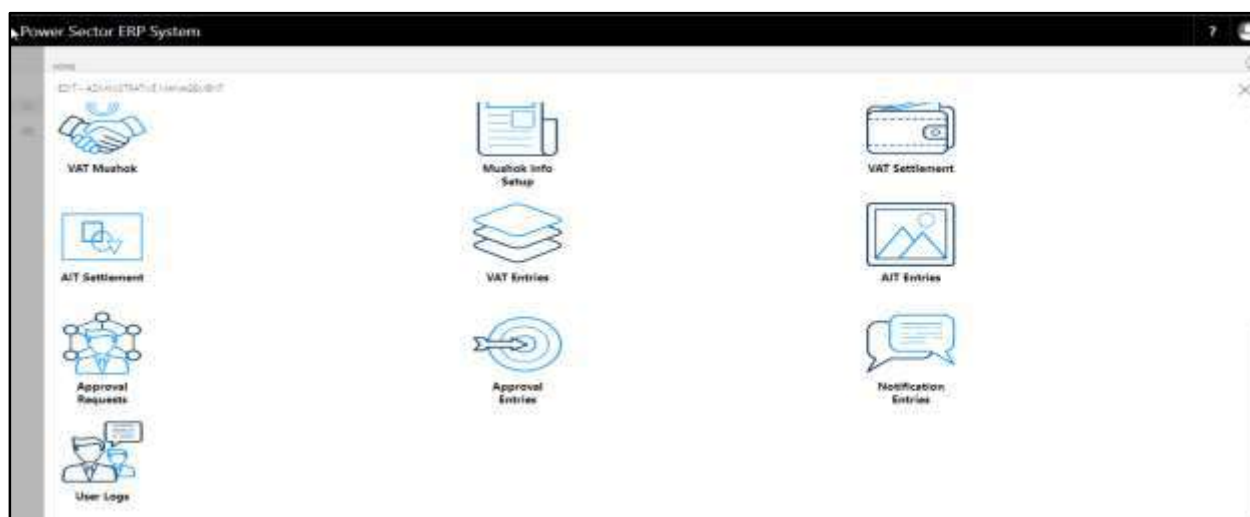
A. Login with your respective Finance Admin credentials. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the “**Admin Management**” icon to open the administrative page.

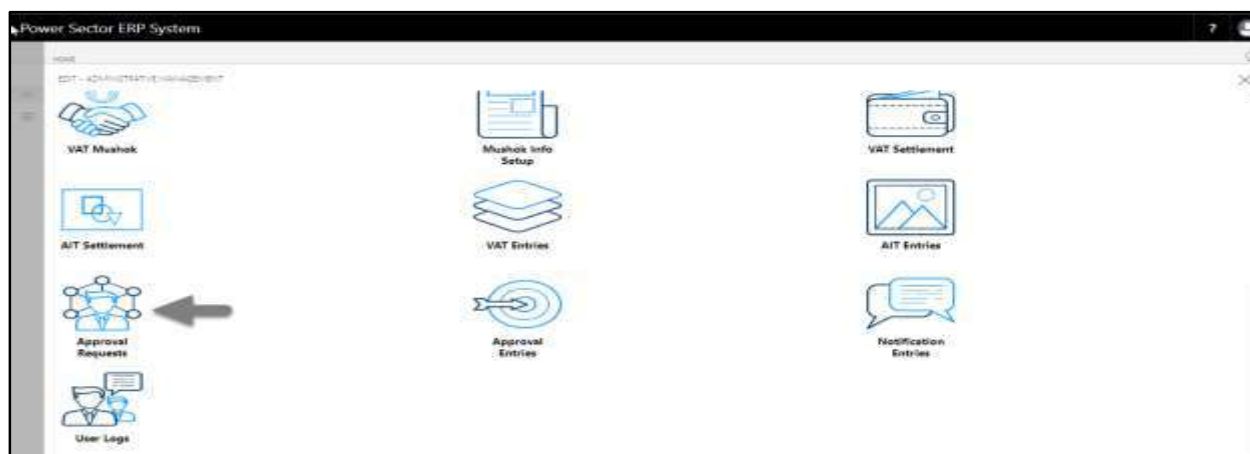


The Following **Admin Management** page will be appeared.





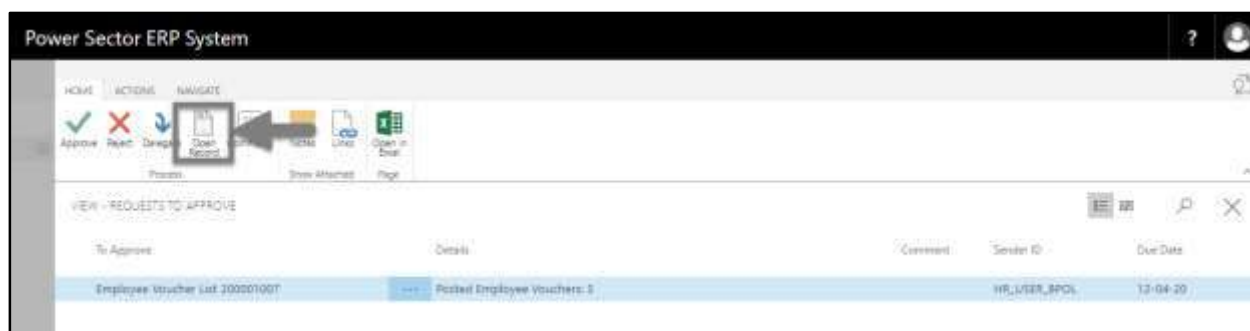
C. Choose the **"Approval Request"** icon to process initiated approval requests.



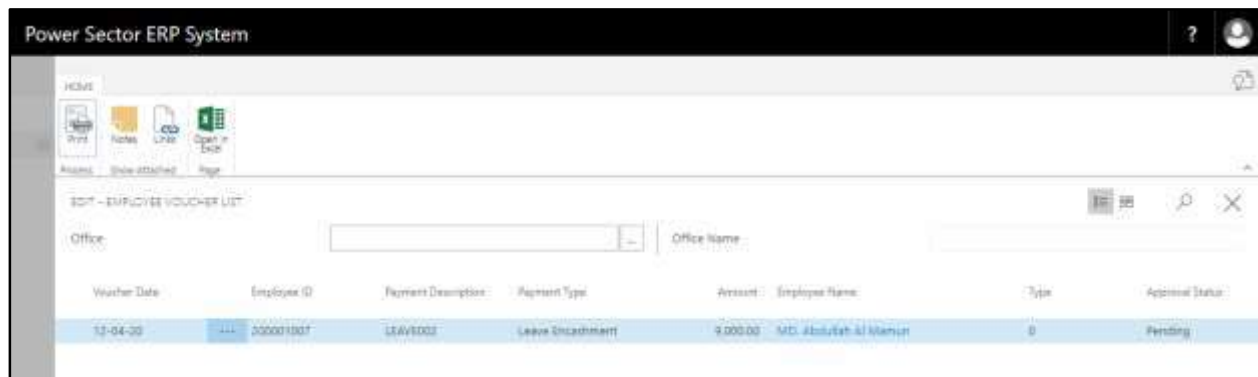
The following **Approval Request** page will be appeared.




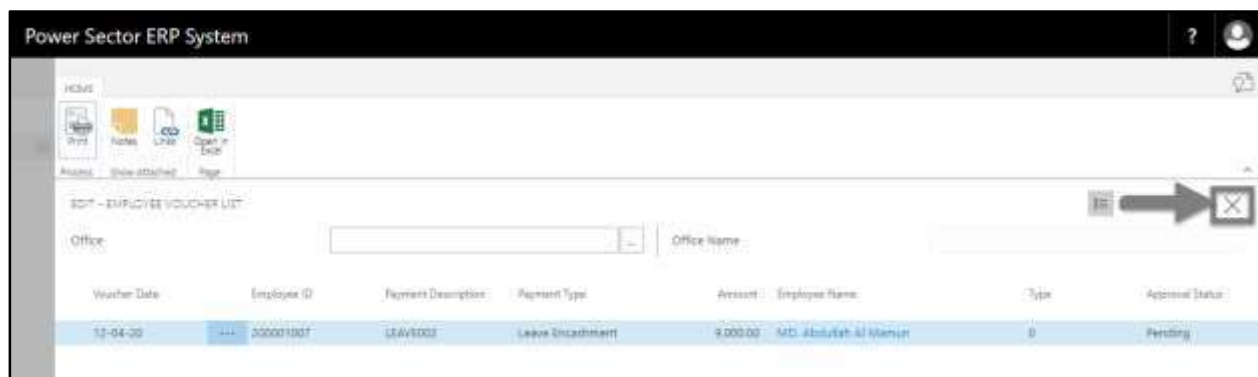
D. Select the initiated records and choose the **"Open Record"** icon.



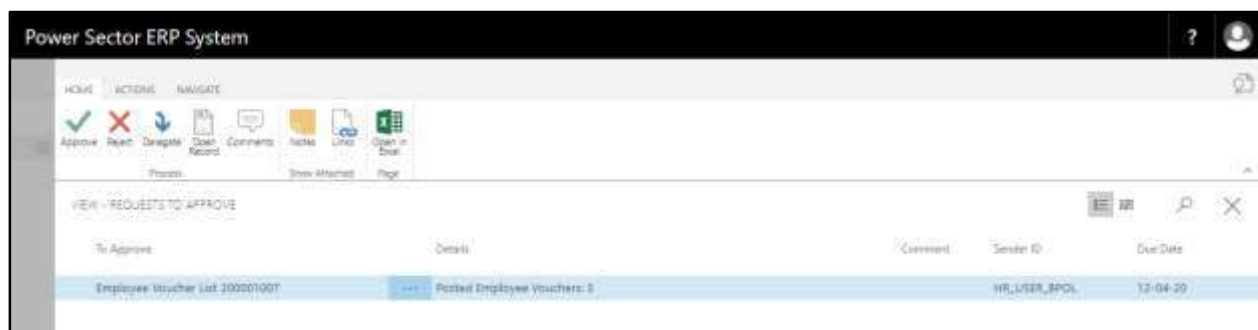
**Detailed Employee Voucher List page** will be appeared as below.



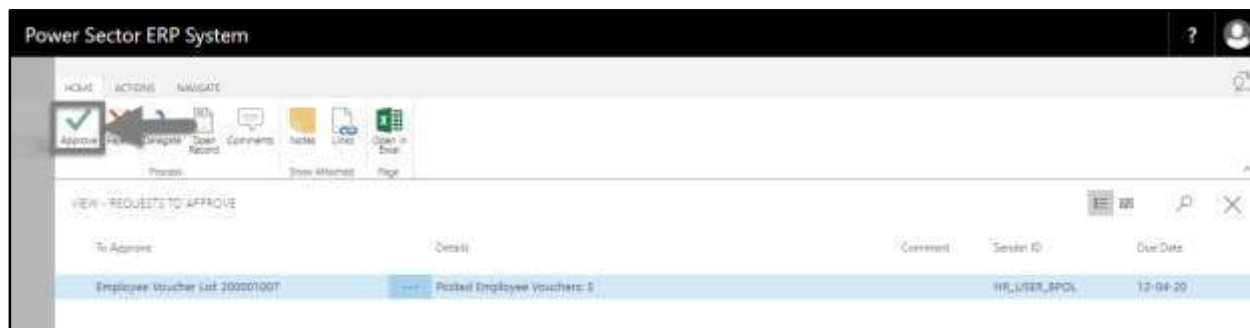
E. Select the  icon to back to the previous page.



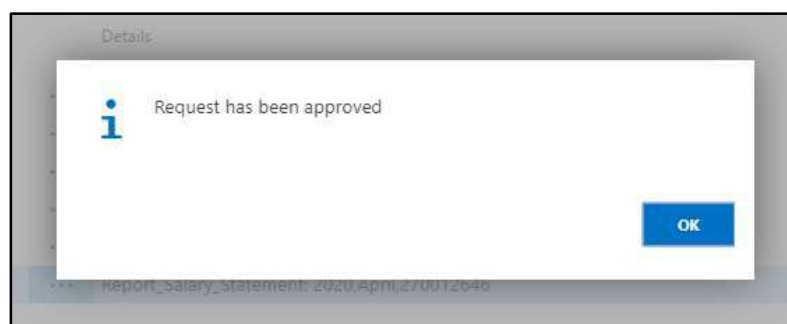
The following **Request to Approve** page will be appeared.



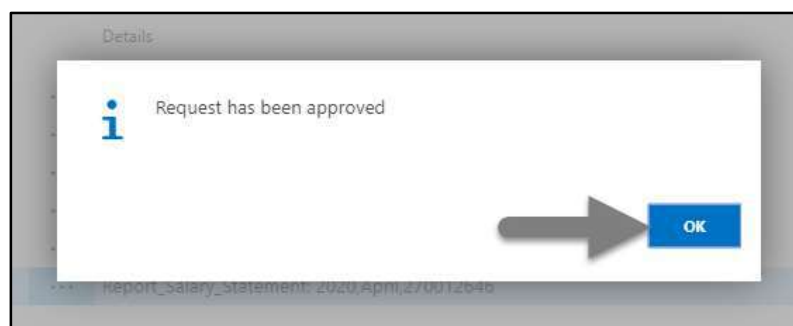
- F. Choose the **"Approve"** icon to approve the Employee Voucher List or select **"Reject"** (besides "Approve") to reject.



The following pop- up will be appeared.



- G. Choose the **"OK"** icon to save and close.



### Notes

After approval of Employee Voucher, you can view and print the voucher from Voucher Entries in Salary Generation landing page.

## HR-708 How to: View and Print Voucher Entries

### Introduction

This process demonstrates, how to view and print voucher entries.

### Roles

- Module User

### Prerequisites

- Voucher Entry

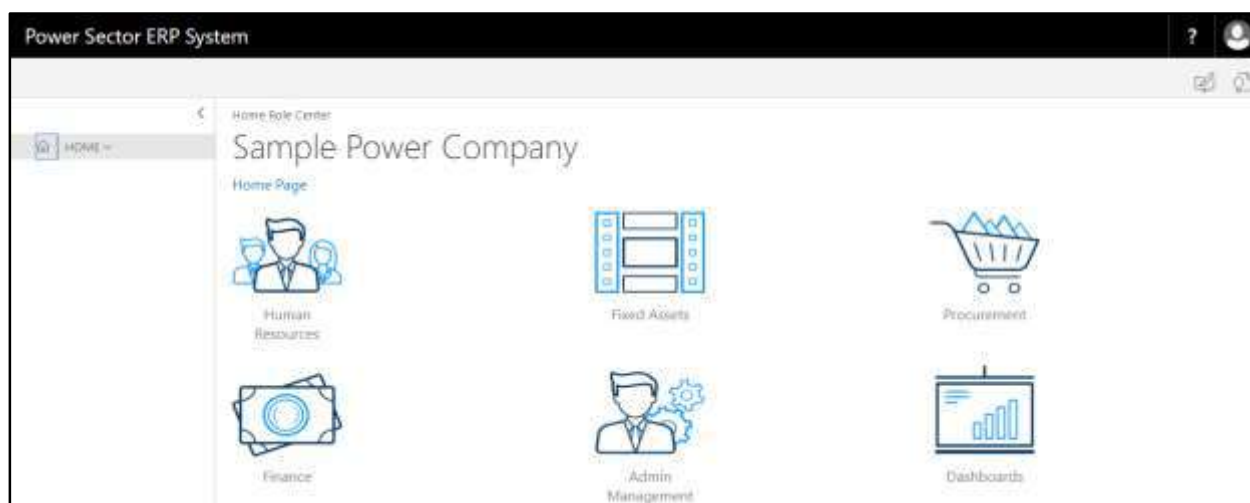
### Notes

Provided employee voucher entries will be shown in "Voucher Entries" page.

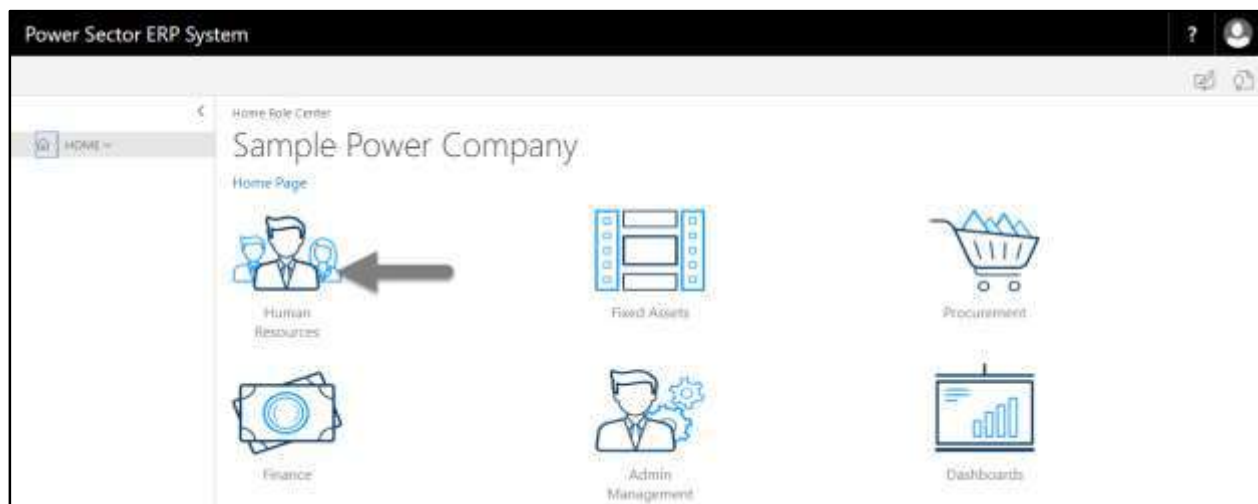
### View and Print Voucher

To Initiate the process, follow the steps described below.

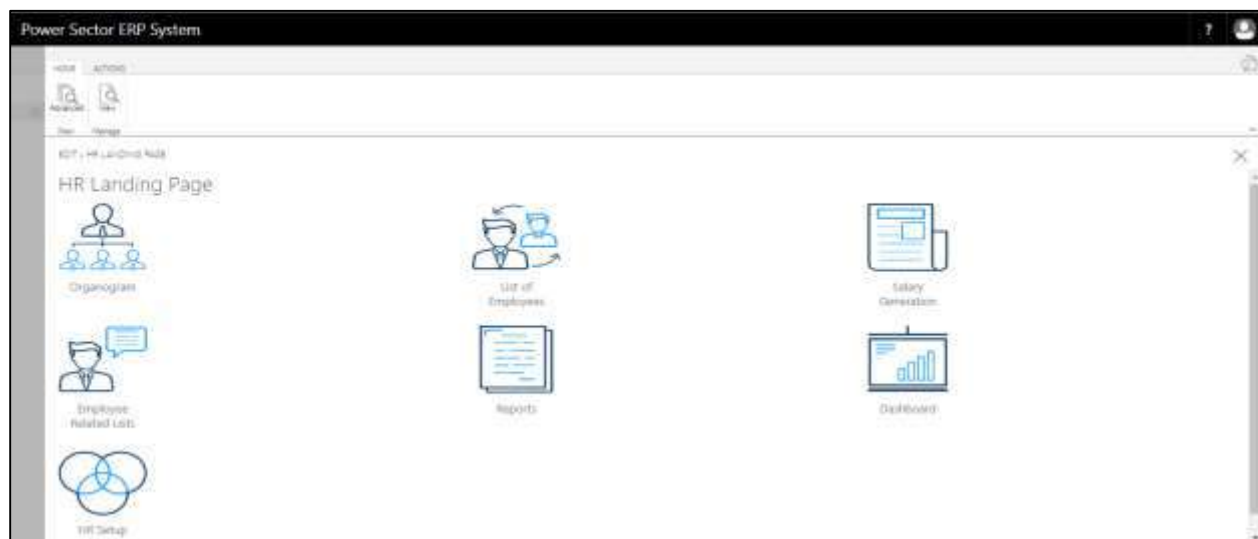
- A. Login with your respective **HR User credentials**. ERP Landing Page, as below, will be appeared on successful login.



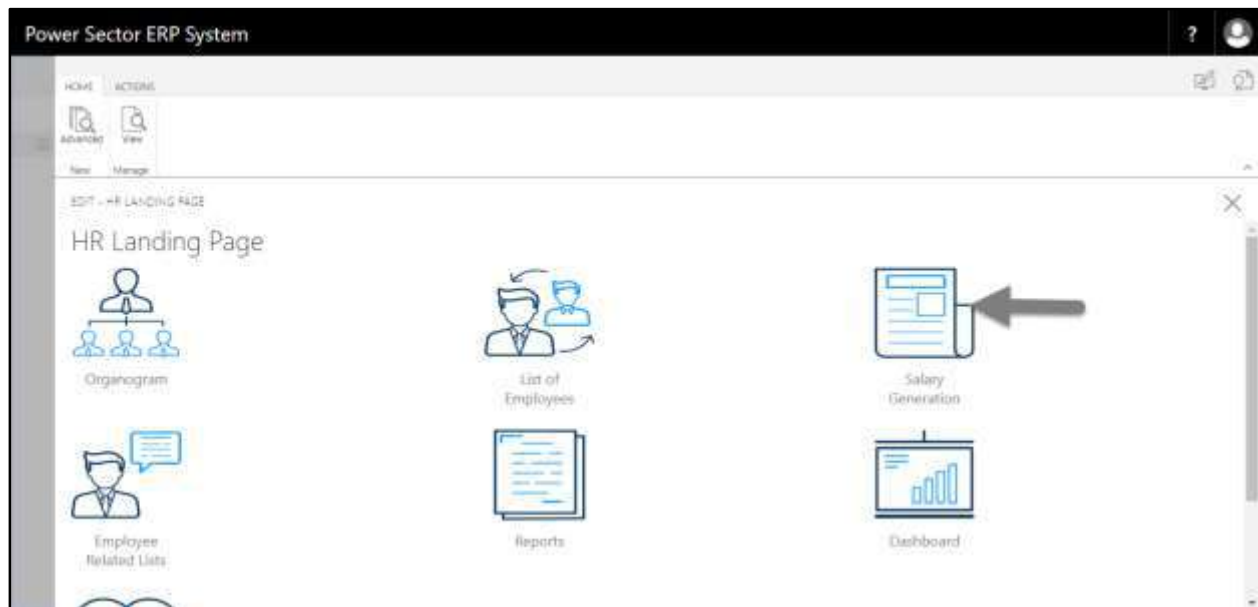
B. Choose the “**Human Resources**” icon.



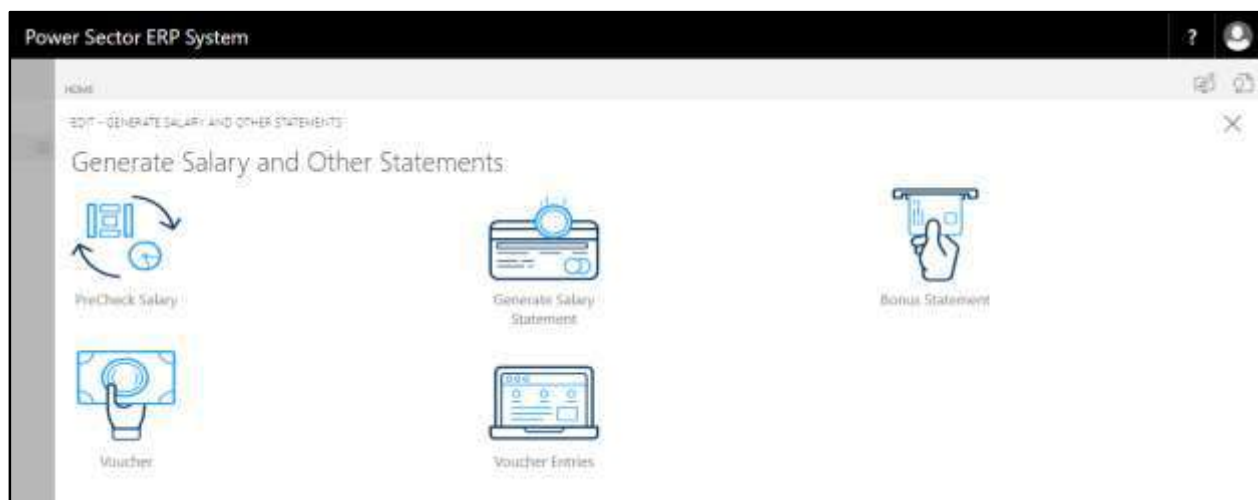
HR Landing Page will be appeared as below



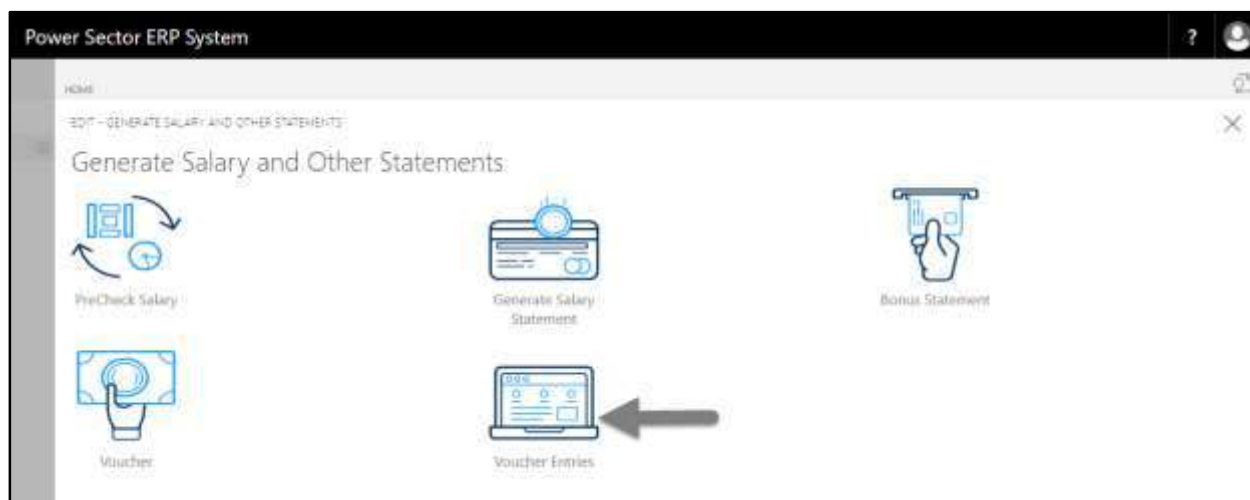
C. Choose the **"Salary Generation"** in HR Landing Page.



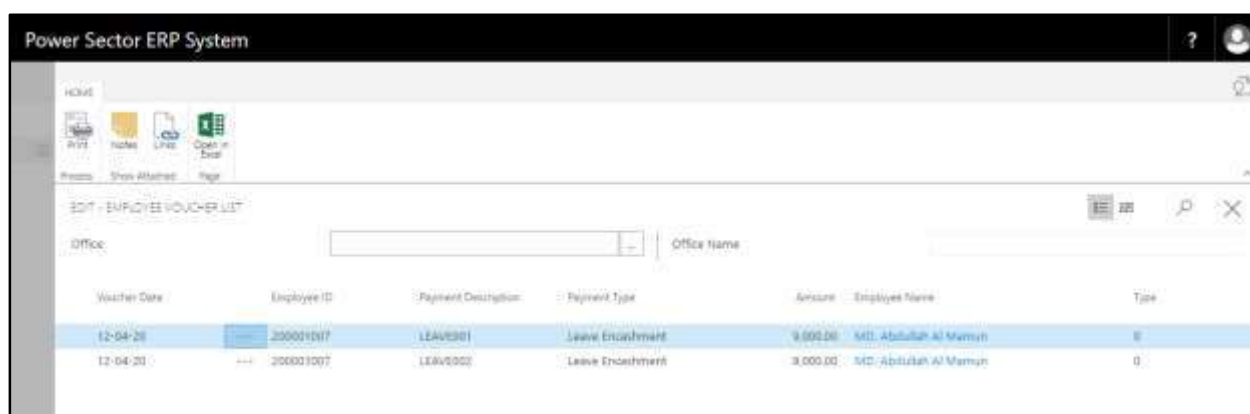
The following Generate Salary and Other Statements page will be appeared.



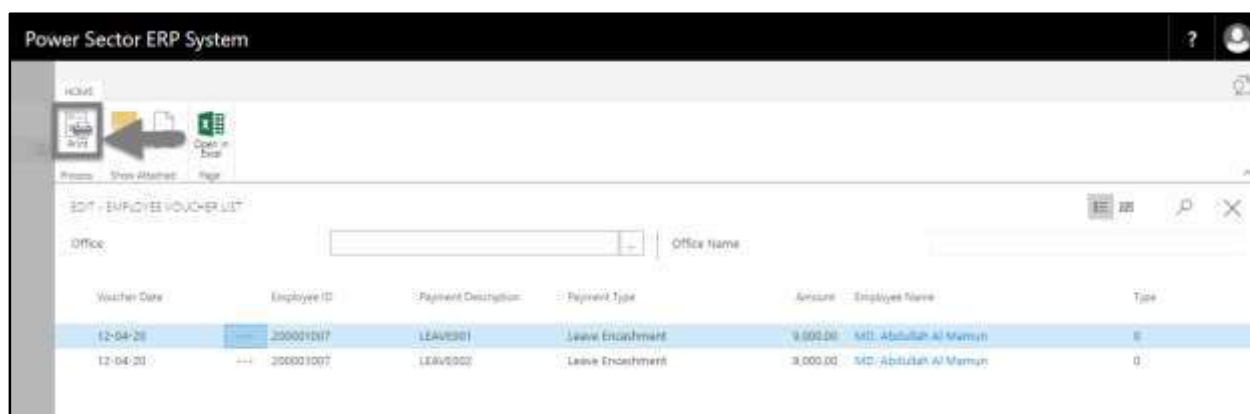
D. Choose the **“Voucher Entries”** in Generate Salary and Other Statements page.



The following **Employee Voucher Entries List** page will be appeared.



E. Select the initiated voucher and choose the **“Print”** icon.



The following popup page will be appeared as below.


F. Choose the actions below-

1. Choose **"Send to"** to take it on PDF, Excel And Word

- Click **"OK"** after selecting an option.
  - Click **"Cancel"** to cancel this page
2. Choose **"Print"** to print the document.
  3. Choose **"Preview"** to preview the document.
  4. Choose **"Cancel"** to close this page.



The following Employee Voucher will be appeared as below

		<b>Sample Power Company</b>	
<hr/>			
<b>Employee Voucher</b>			
Voucher ID: 2			
<b>Voucher Date:</b>	12-04-2020	<b>Detail Code:</b>	LEAVE001
<b>Employee ID:</b>	200001007	<b>Amount:</b>	9000
<b>Employee Name:</b>	MD. Abdullah Al Mamun	<b>Type</b>	
<b>Detail Type:</b>	Leave Encashments		
<hr/>		<hr/>	
Approved By		Authorized By	

## HR-800 View Employee Related List and History

### Introduction

This section describes and lists the processes to view the list employee related different operational activities and history of the same. This section contains the following –

HR-801	Employee Leave Summary List
HR-802	Employee Evaluation List
HR-803	Employee Publication List
HR-804	Employee Retirement List
HR-805	Employee Termination List
HR-806	Employee Resignation List
HR-807	Employee Provident Fund List
HR-808	Employee Training List
HR-809	Employee Foreign Tour List
HR-810	Employee Employment List
HR-811	Employee Loan Info List
HR-812	Employee Recognition List
HR-813	Employee Disciplinary Action List
HR-814	Additional Charges List
HR-815	Employee Leave History
HR-816	Employee Transfer History
HR-817	Employee Promotion History
HR-818	Employee Leave Adjustment
HR-819	Employee Deceased List

### Role

- Module User

### Prerequisite

- Module User credentials

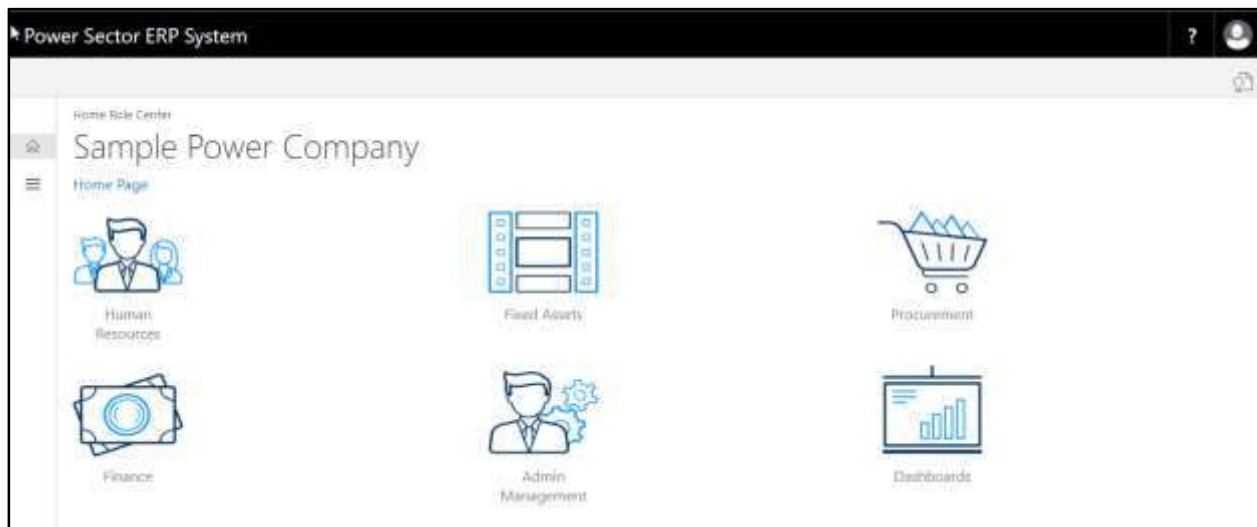
## HR-801 How to: View Employee Leave Summary List

### Introduction

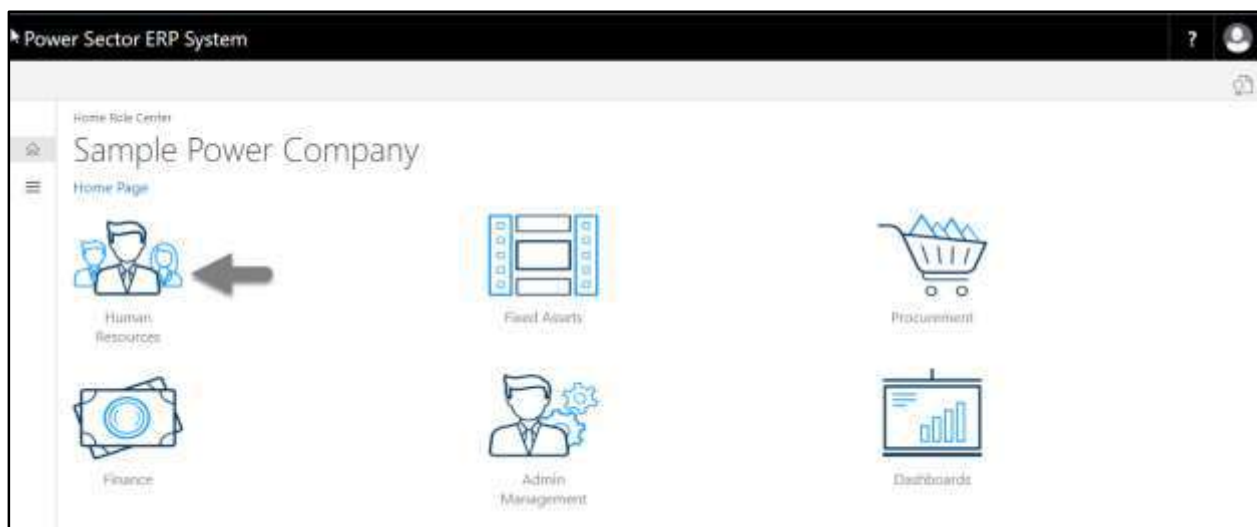
This process demonstrates how to view employee leave summary list.

To view employee leave summary list, follow the steps described below.

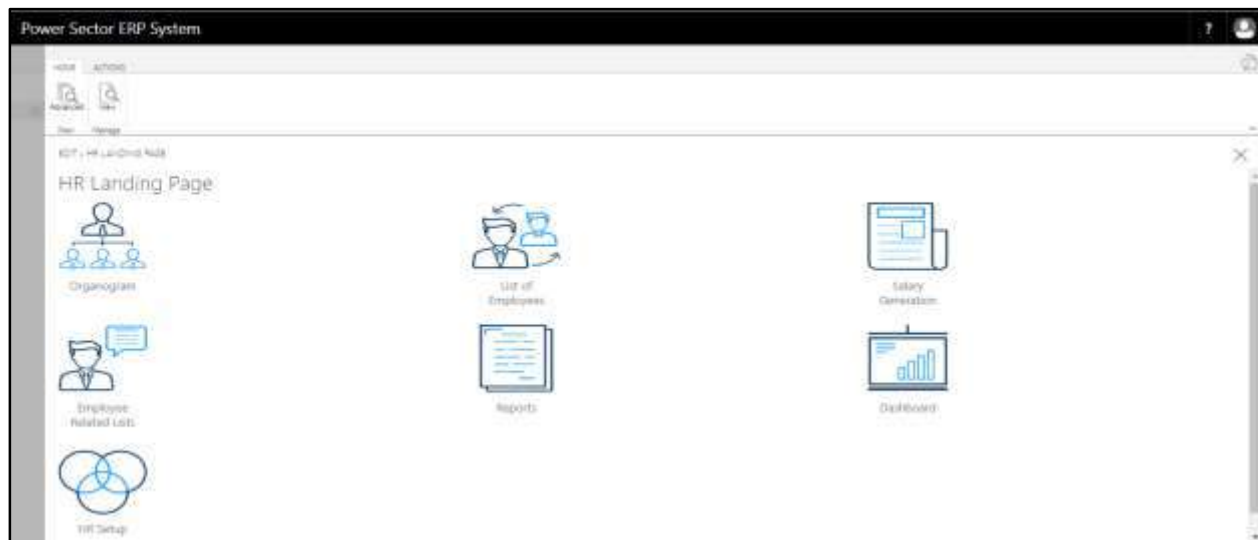
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



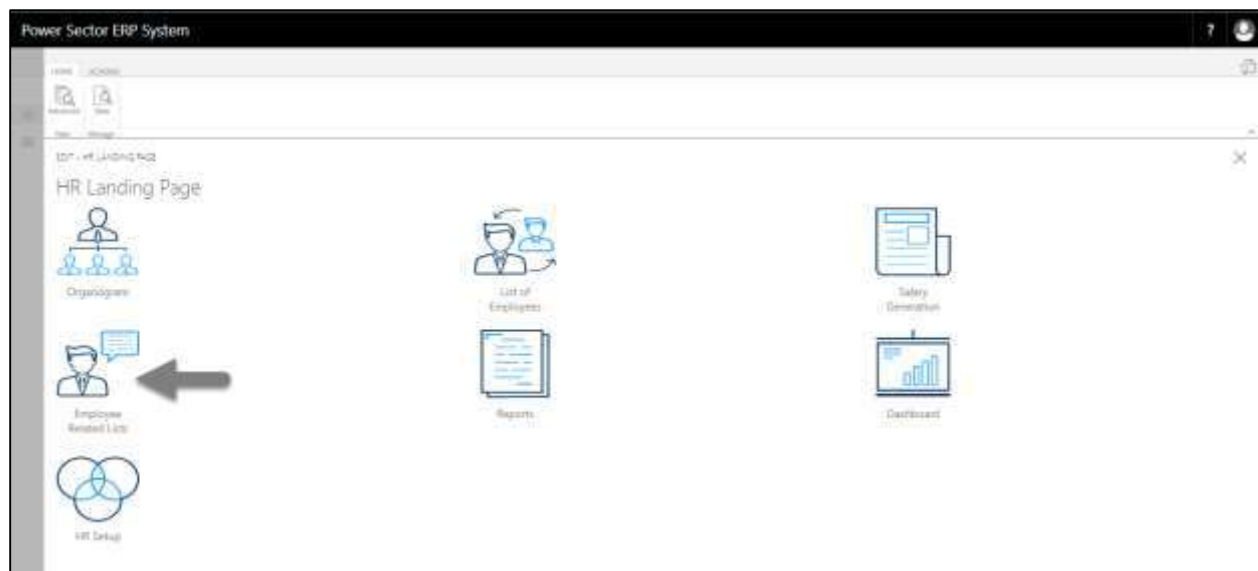
- B. Choose the “**Human Resources**” icon.



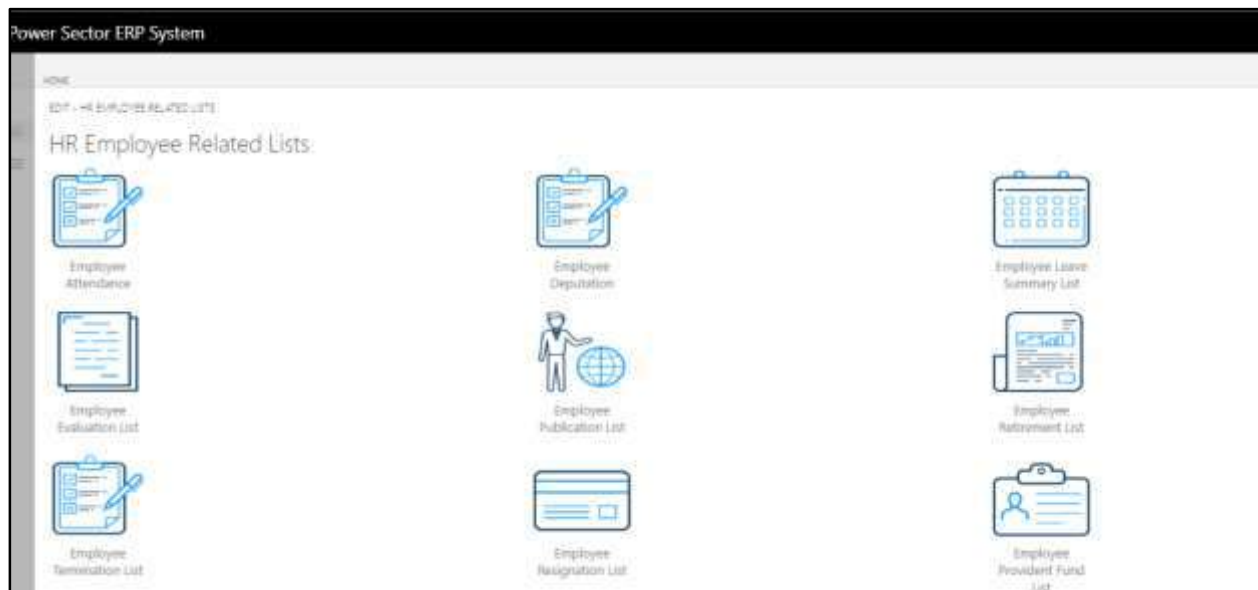
The following **HR Landing Page** will be appeared.



C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee Related List** page will be appeared.



D. Choose the “**Employee Leave Summary List**” Icon.



The following leave summary list page will be appeared.

Power Sector ERP System

HOME

EMPLOYEE LEAVE SUMMARY

Office:  Office Name:

Year:

Employee ID	Employee Name	Leave Absence Date	Employee Leave Date	Leave Taken	Leave Remaining
200001094	ABDUL K. MAMUN		19	3	16
200001014	M. A. ABU HANAN		11	0	11
200001149	TAKUL KAHN TULU		0	0	0
200001007	M. D. ABDUL K. MAMUN		11	0	11

Employee Leave History


Leave Code:  Leave Category:

LEAVE001 Full Average

LEAVE002 Half Average

LEAVE003 Casual Leave

### TIPS

You can search employee by clicking on the  icon.

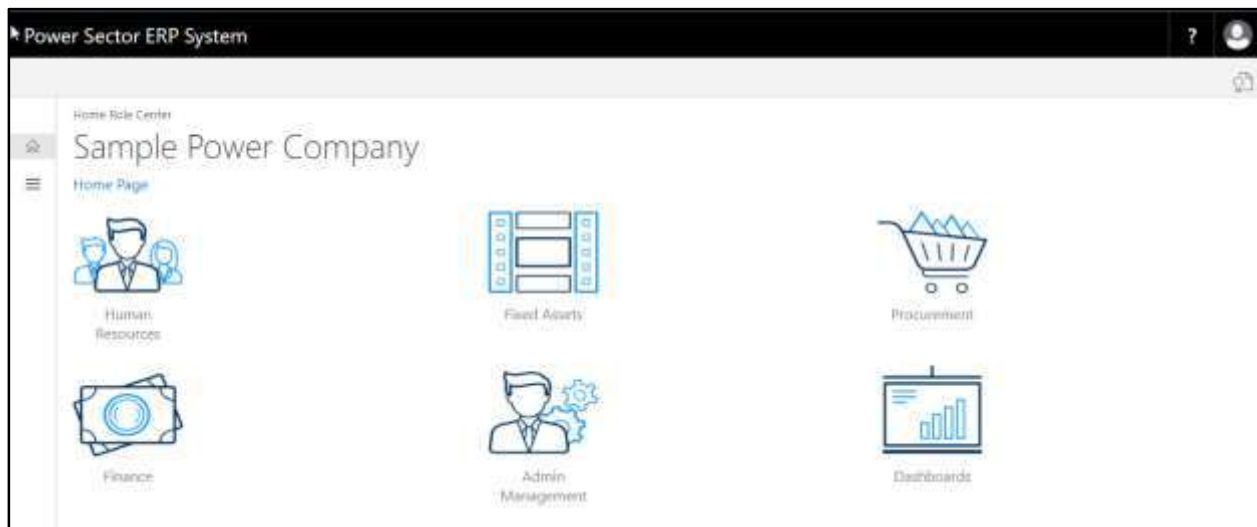
## HR-802 How to: View Employee Evaluation List

### Introduction

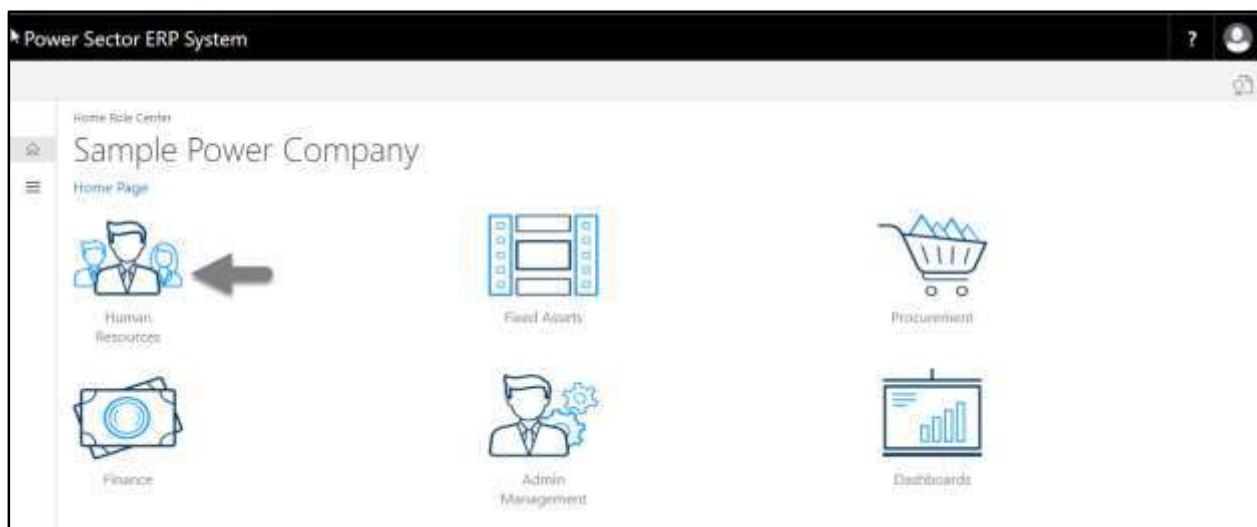
This process demonstrates how to view employee evaluation list.

To view employee evaluation list, follow the steps described below.

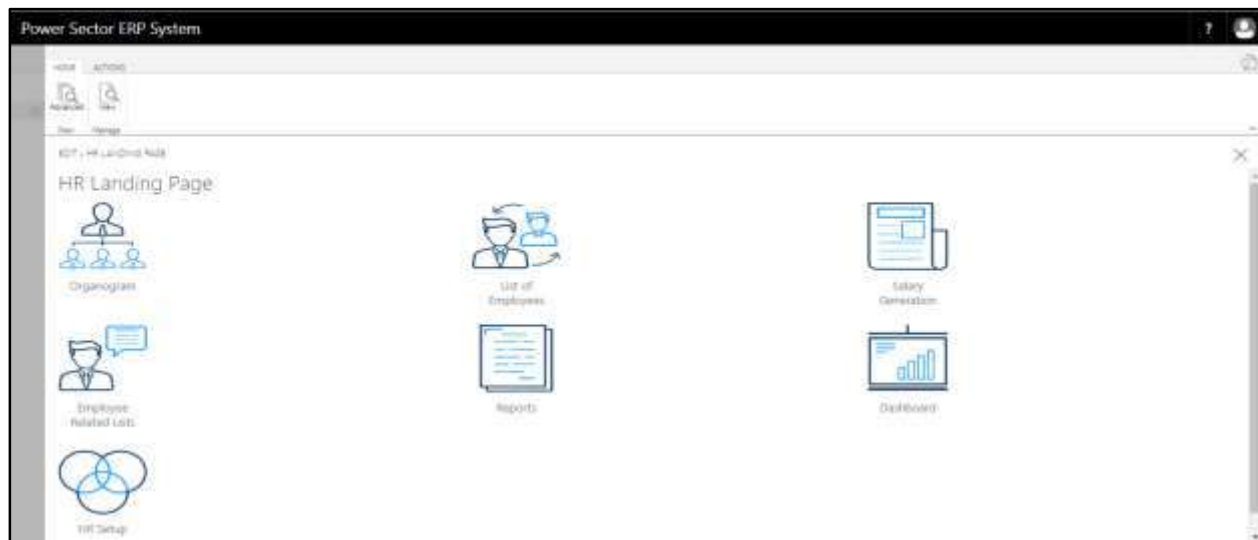
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



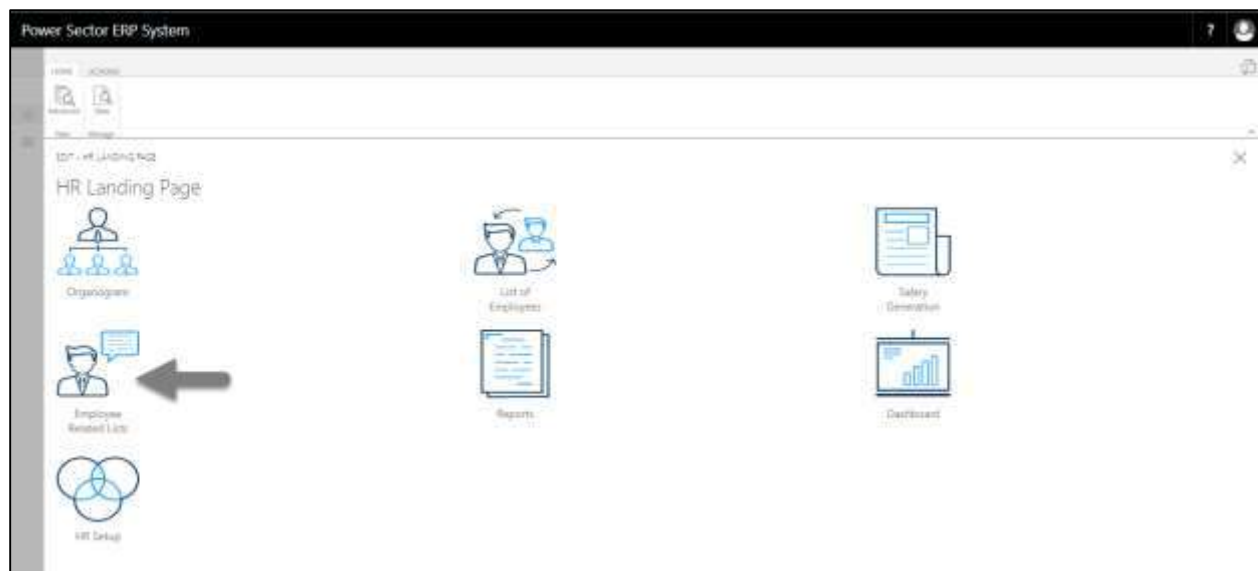
- B. Choose the **“Human Resources”** icon.



The following **HR Landing Page** will be appeared.

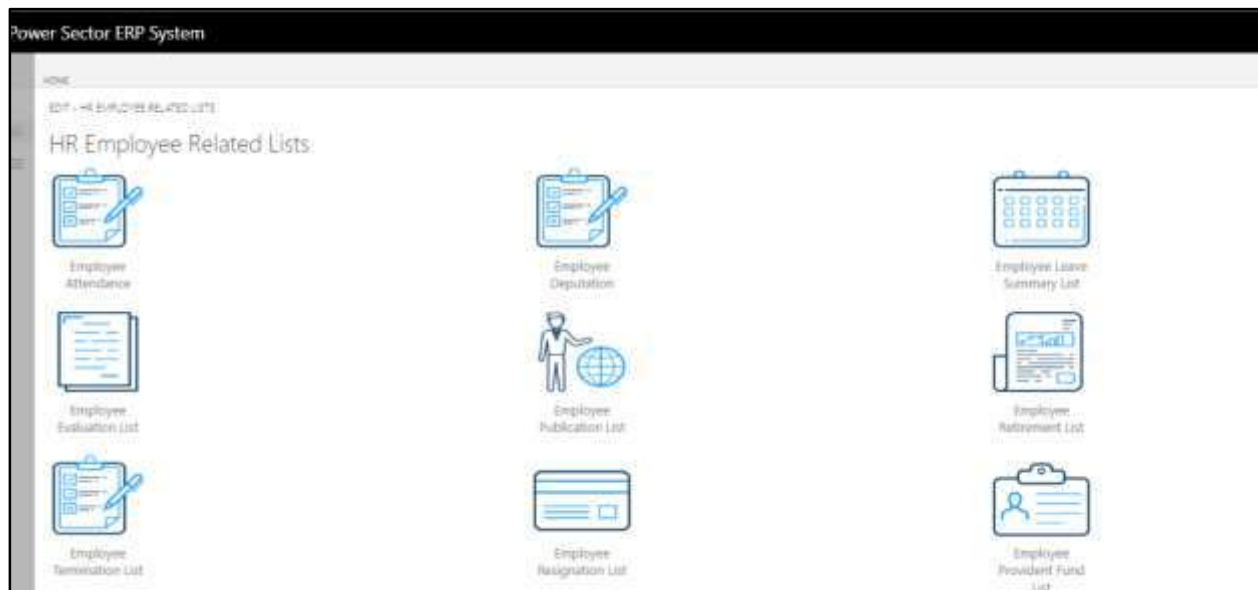


C. Choose the **“Employee Related List”** icon in the HR Landing Page.

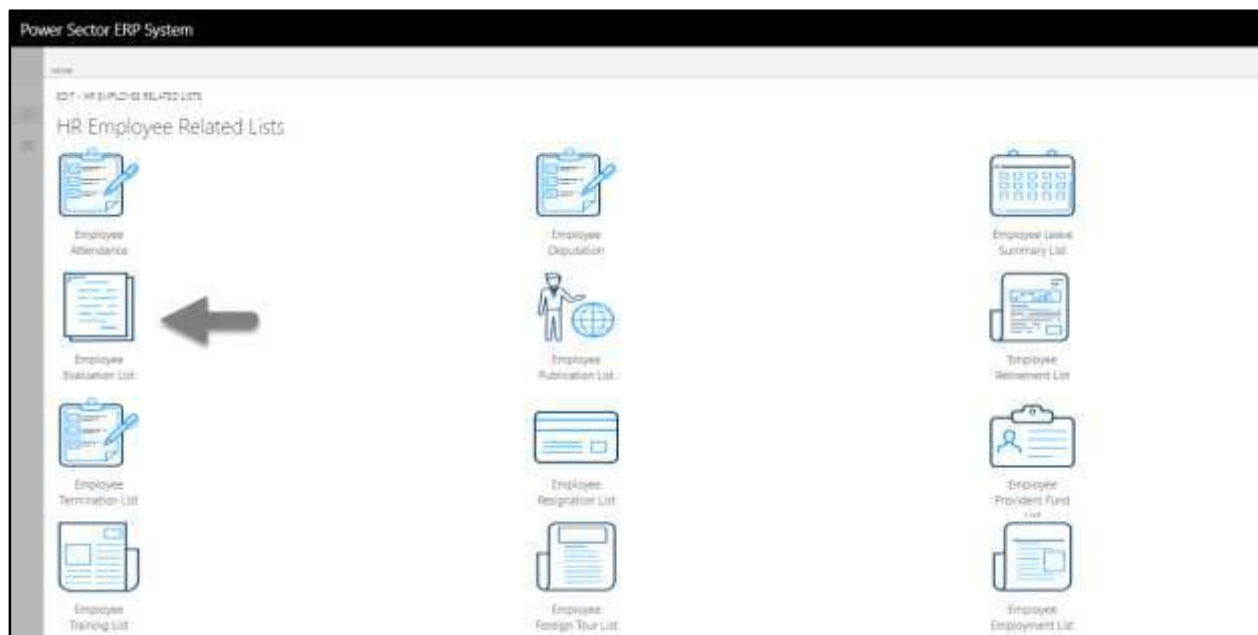




The following **Employee Related List** page will be appeared.



D. Choose the “**Employee Evaluation List**” Icon.



The following **employee evaluation list page** will be appeared.

**Power Sector ERP System**

---

Module

EMPLOYEE EVALUATION LST

Office:		Office Name:
Year:	2018	

Employee ID	Employee Name	Description	Date Of Evaluation	Score	Performance Group	Remarks
00000104	Sarkhan Chirad	Chief Engineer	01-02-18	81	P00001	Excellent Performer
00000104	Sarkhan Chirad	Chief Engineer	01-04-18	81	P00001	
00000104	Sarkhan Chirad	Chief Engineer	01-06-18	79	P00001	
00000104	M. Ezer Chowdhury	Deputy General Manager	12-04-20	80	P00001	
00000106	M. Saman Mullaibadi	Plant Incharge	12-04-20	81	P00001	Employee Evaluation
00000107	M. Mohammod Karim	Manager	12-04-20	84	P00001	
00000108	Ashuddin K Islam	Executive Engineer	12-04-20	86	P00001	
00000109	Mg. Abdul Halim	Manager	11-04-20	10	P00001	
00000101	M.C. Hossain K. Mojum	Office Secretary	01-04-20	80	P00001	

## TIPS

You can search employee by clicking on the  icon.



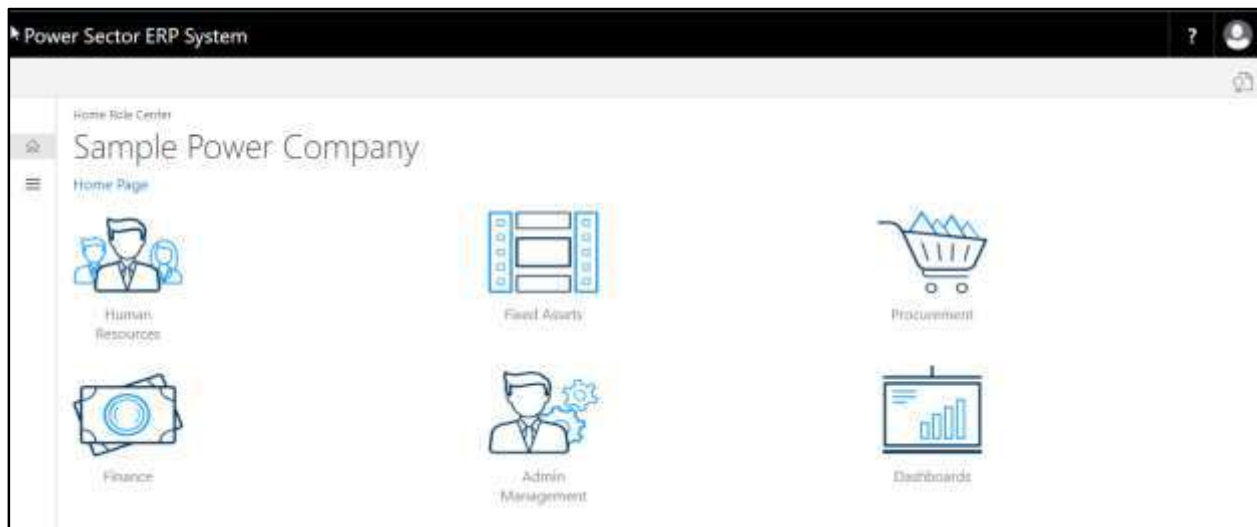
## HR-803 How to: View Employee Publication List

### Introduction

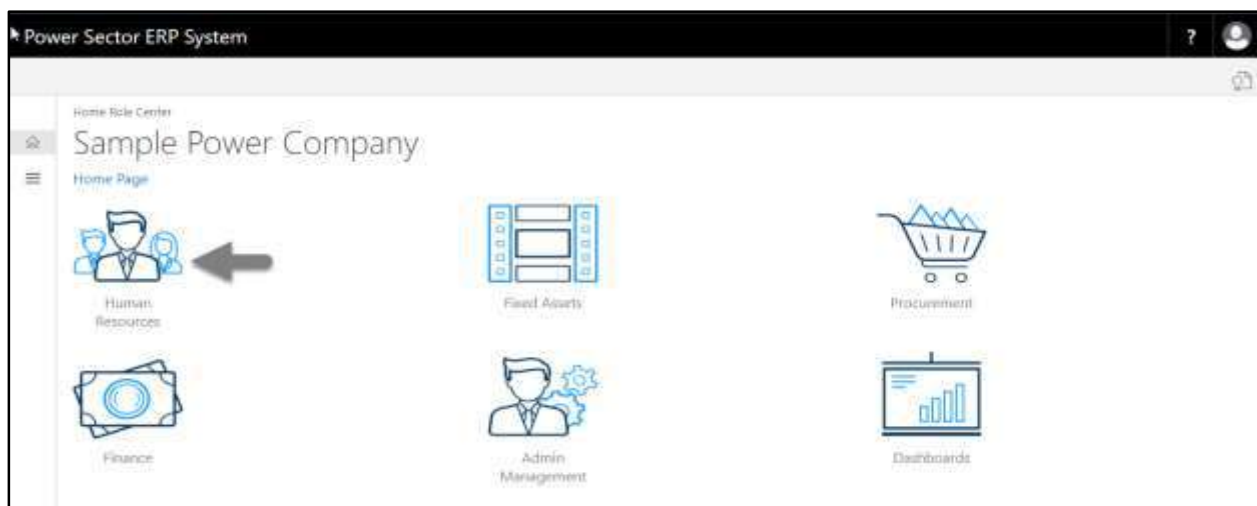
This process demonstrates how to view employee Publication list.

To view employee Publication list, follow the steps described below.

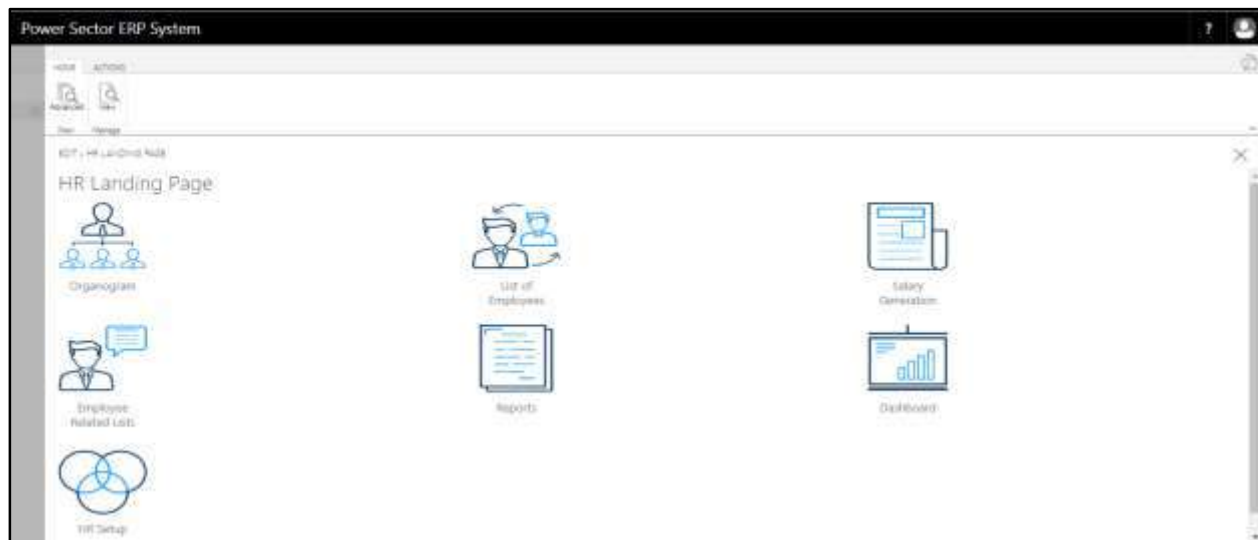
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



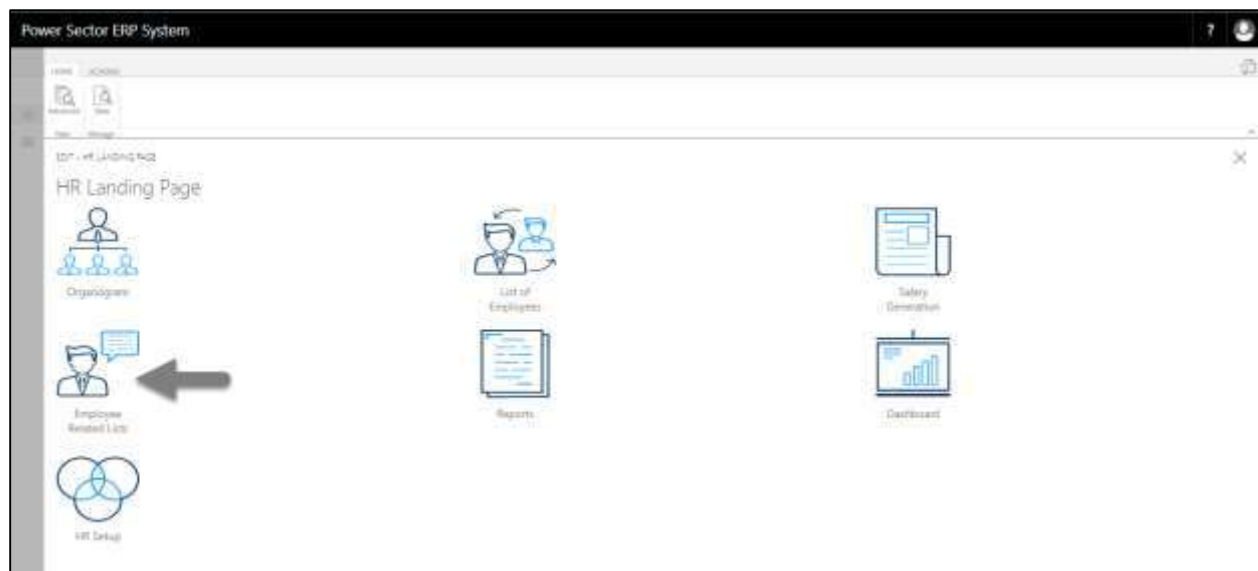
- B. Choose the “**Human Resources**” icon.



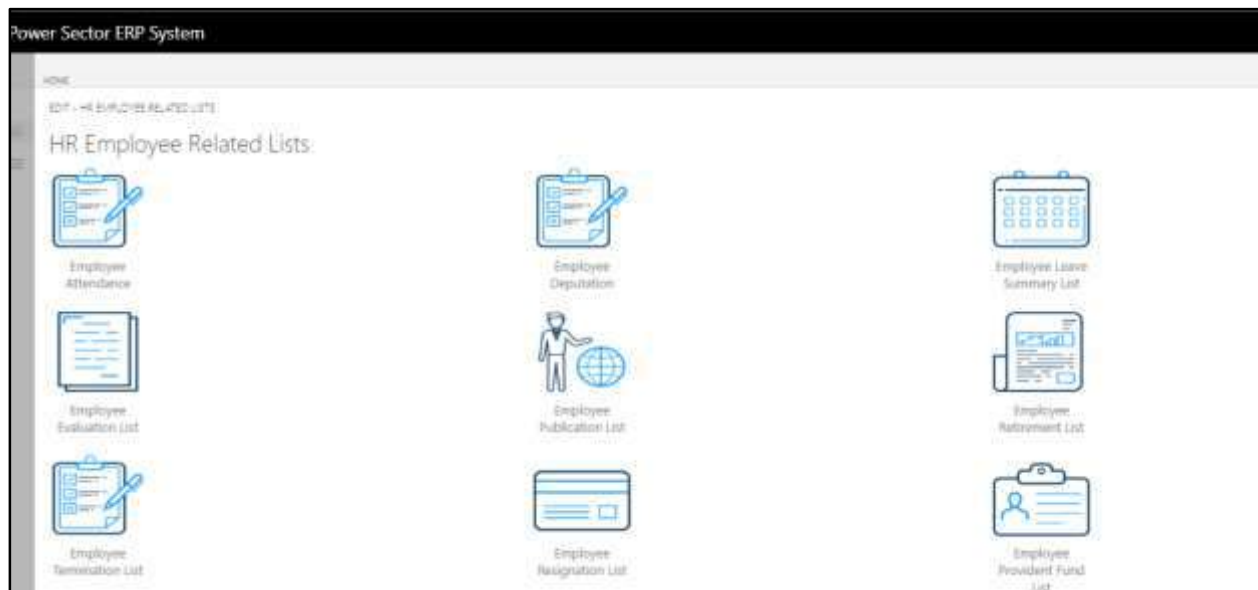
The following **HR Landing Page** will be appeared.



C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee Related List** page will be appeared.




D. Choose the “**Employee Publication List**” Icon.



The following **employee publication list** page will be appeared.

Power Sector ERP System							
VIEW: EMPLOYEE PUBLICATION LIST							
Employee ID	Employee Name	Journal Type	Journal Title	Author	Publication Date	Link	Comments
...	...	PJ0000	Electric Power and ...				
...	...	PJ0000	Electric Power Secto... Shatin Abdul Latif		01-04-90		
...	...	PJ0000	Electrical and Electr... Abdul Razzaq		07-04-75		
...	...	PJ0000	Human Resource M... Muz Abdul Hamman Sarker		09-04-12		

TIPS

You can search employee by clicking on the  icon.

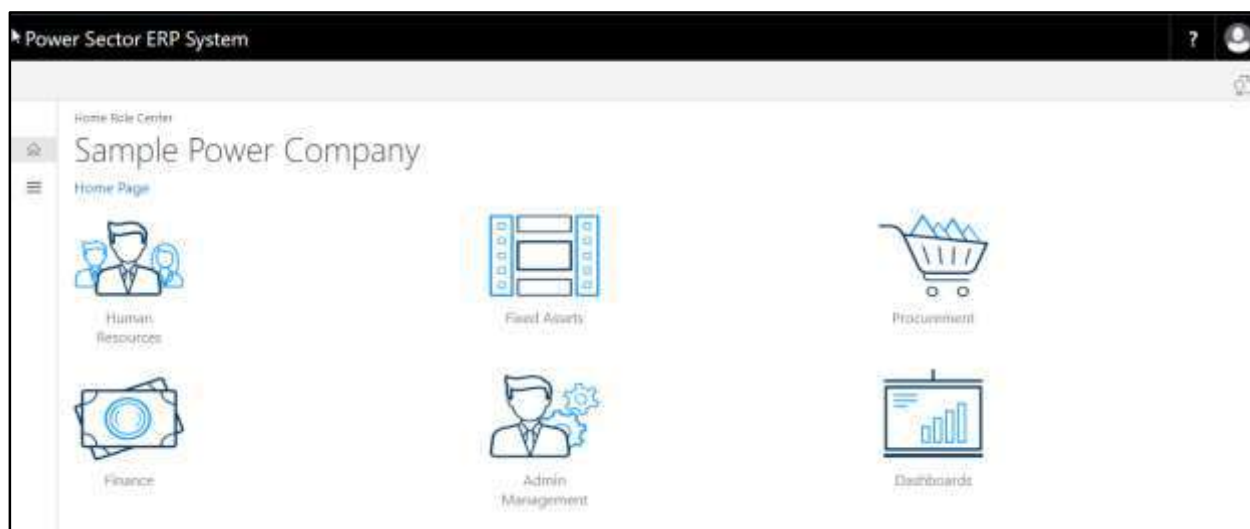
## HR-804 How to: View Employee Retirement List

### Introduction

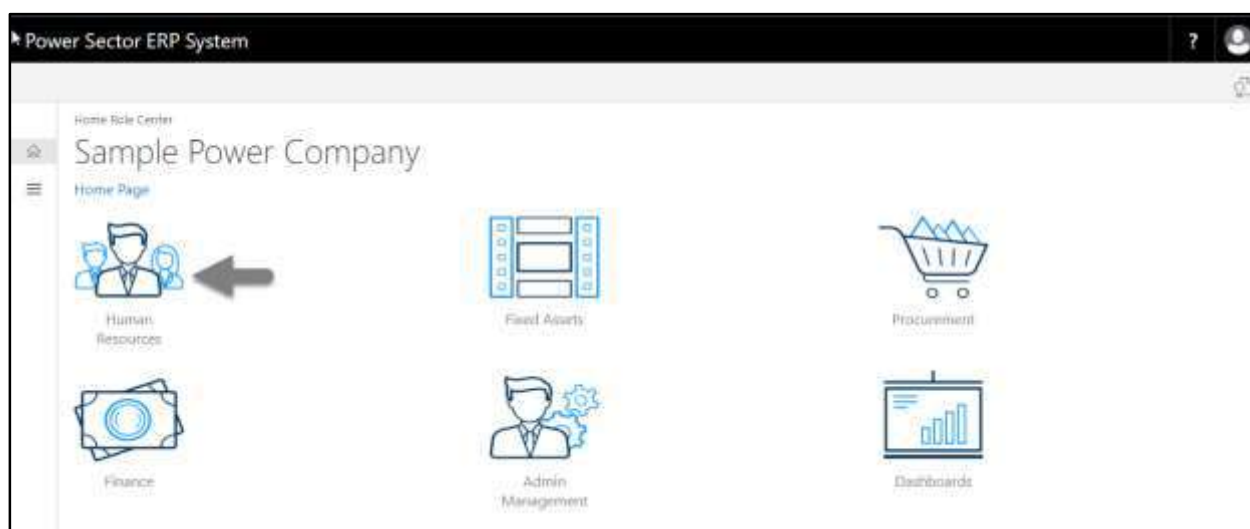
This process demonstrates how to view employee retirement list.

To view employee retirement list, follow the steps described below.

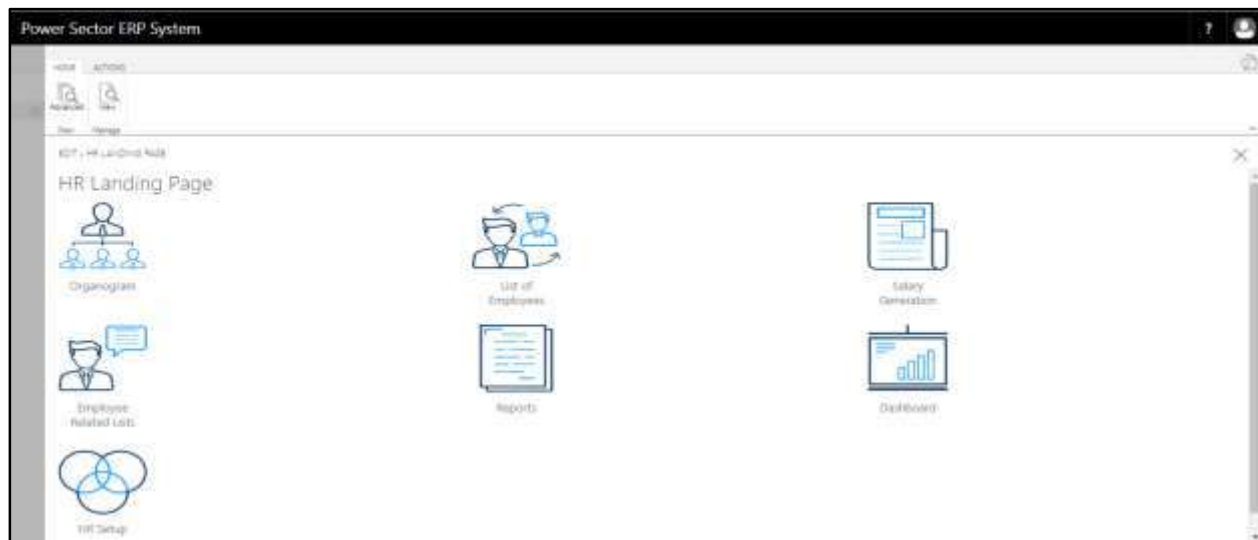
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



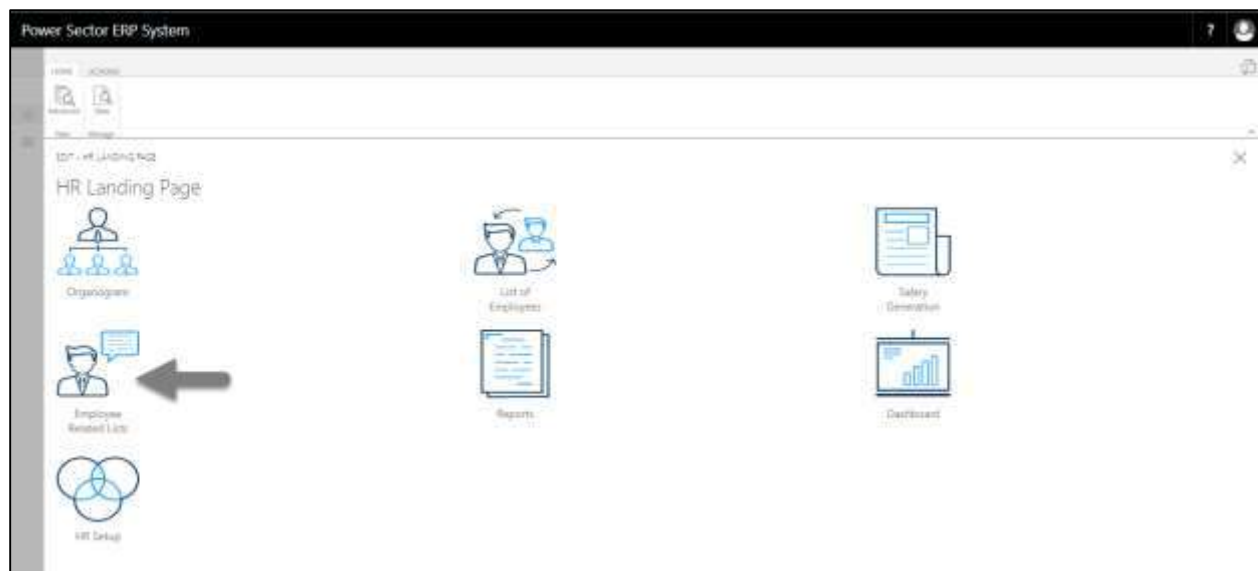
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.

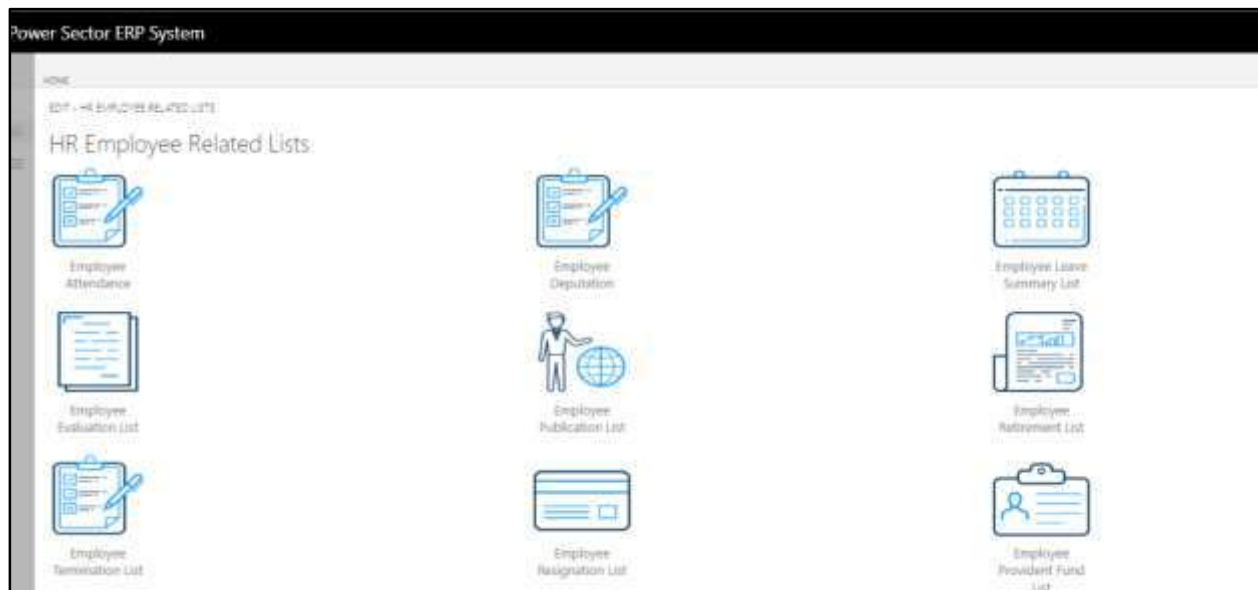


C. Choose the **“Employee Related List”** icon in the HR Landing Page.

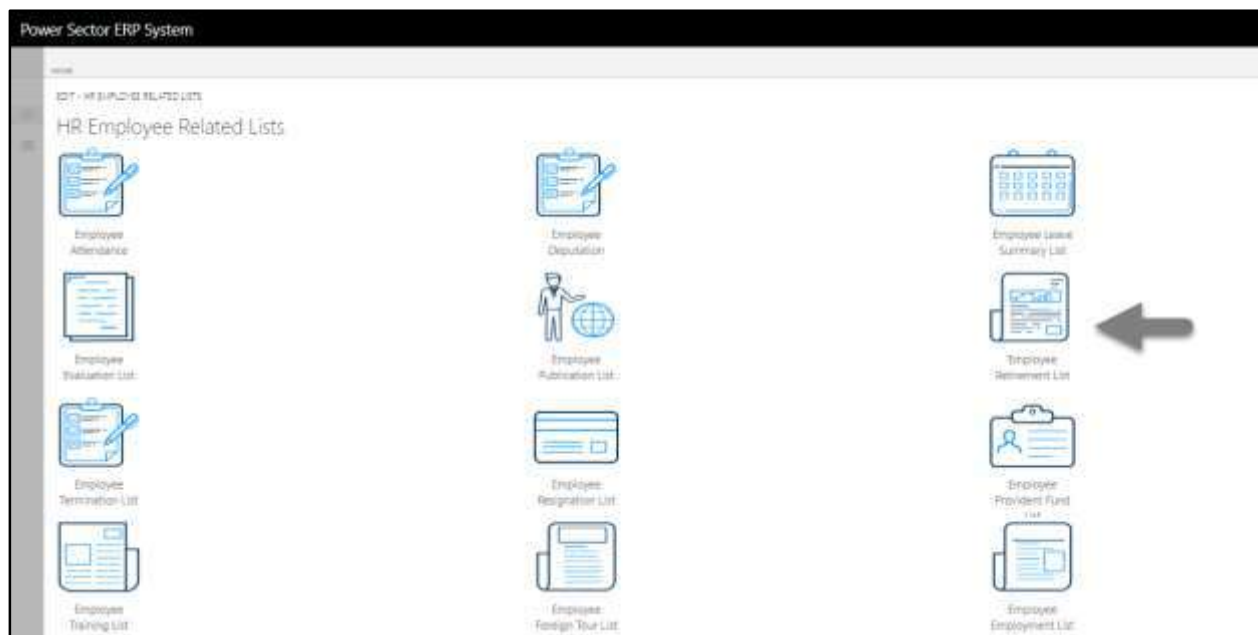




The following **Employee Related List** page will be appeared.




D. Choose the “**Employee Retirement List**” Icon.



The following **Employee Retirement list page** will be appeared.

Employee ID	Employee Name	Department	Designation	Performance Group Code	Date of Birth	Age	Retirement Date	Retirement Reason	Comments
200001041	Bismillahzaman		210		01-03-80	60	02-04-20	Other Age	Due to Age
200001044	Hafizuzzaman Serhan		230		28-12-73	47	12-04-20	Self	
200001134	Shakihul Islam		240		29-06-83	35	02-04-20	Self	
200001132	Md. Abul Kashem		230		10-04-84	36	12-04-20	Self	

### TIPS

You can search employee by clicking on the  icon.

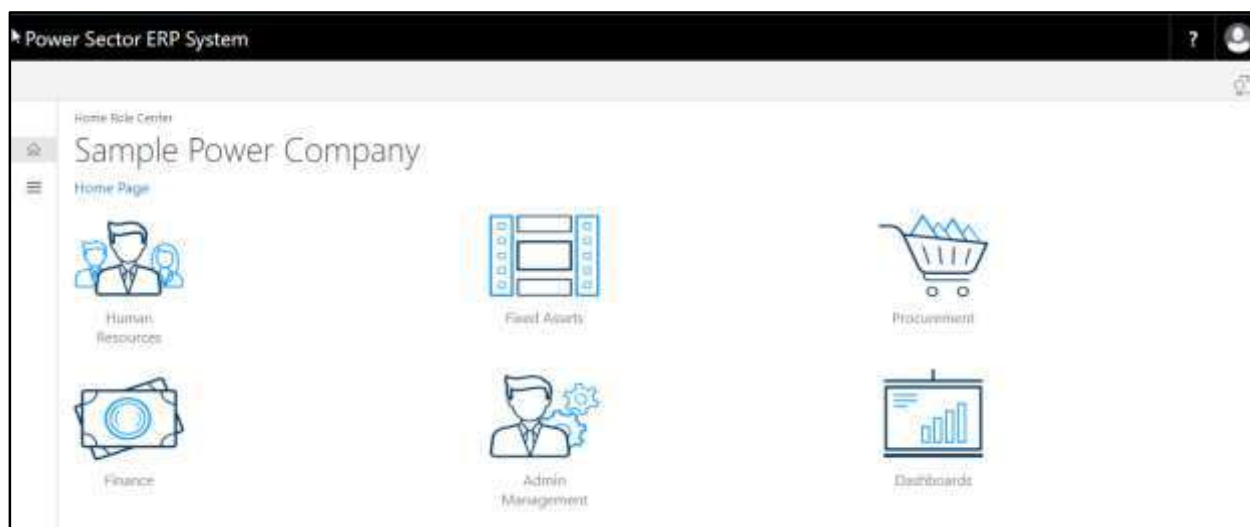
## HR-805 How to: View Employee Termination List

### Introduction

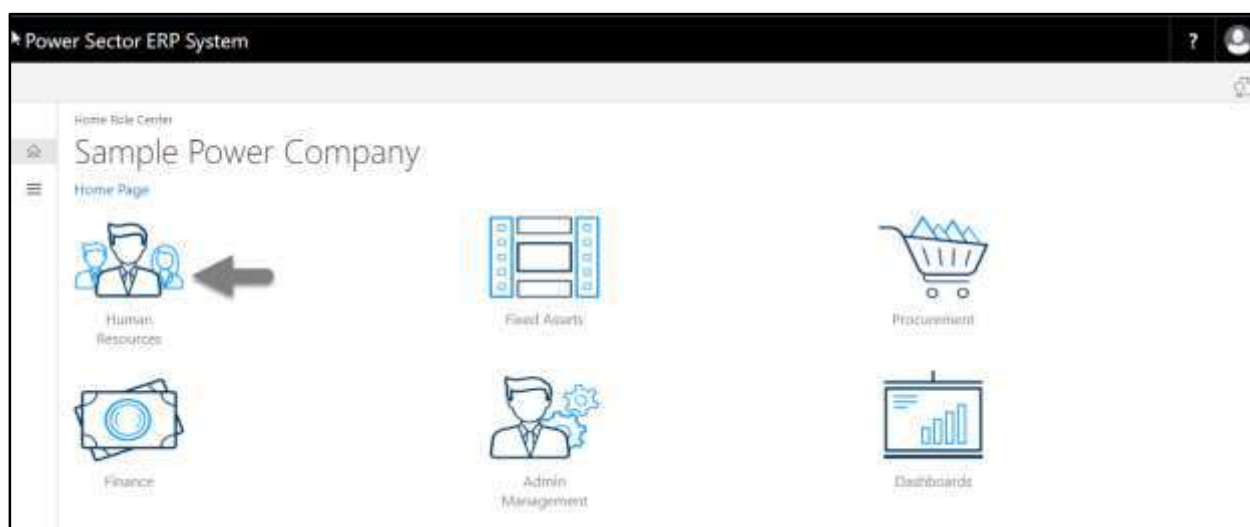
This process demonstrates how to view list of terminated employees.

To view employee termination list, follow the steps described below.

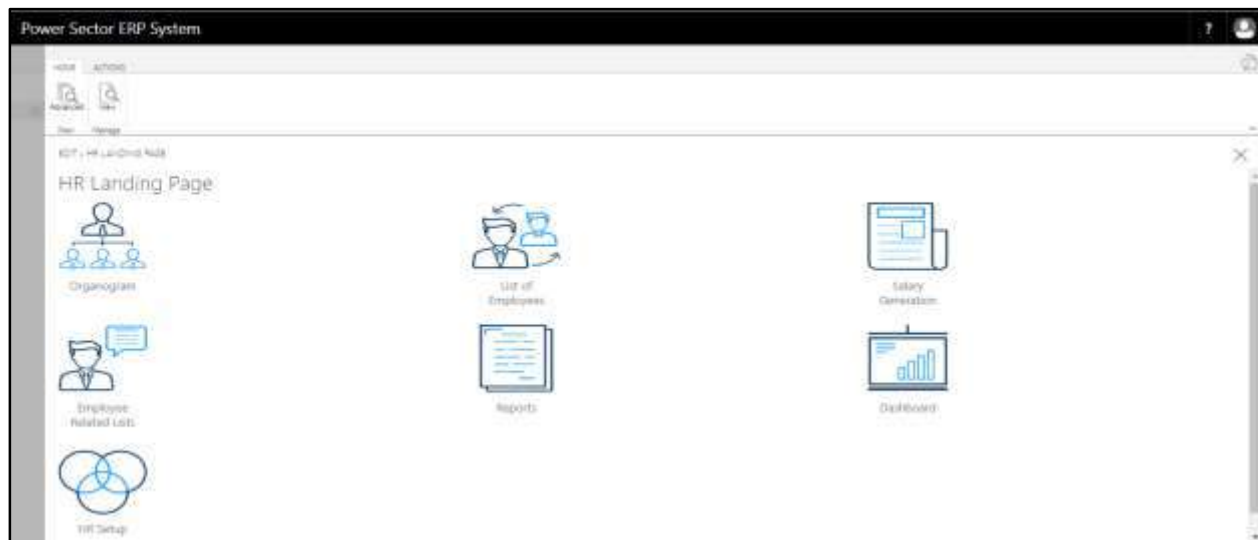
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



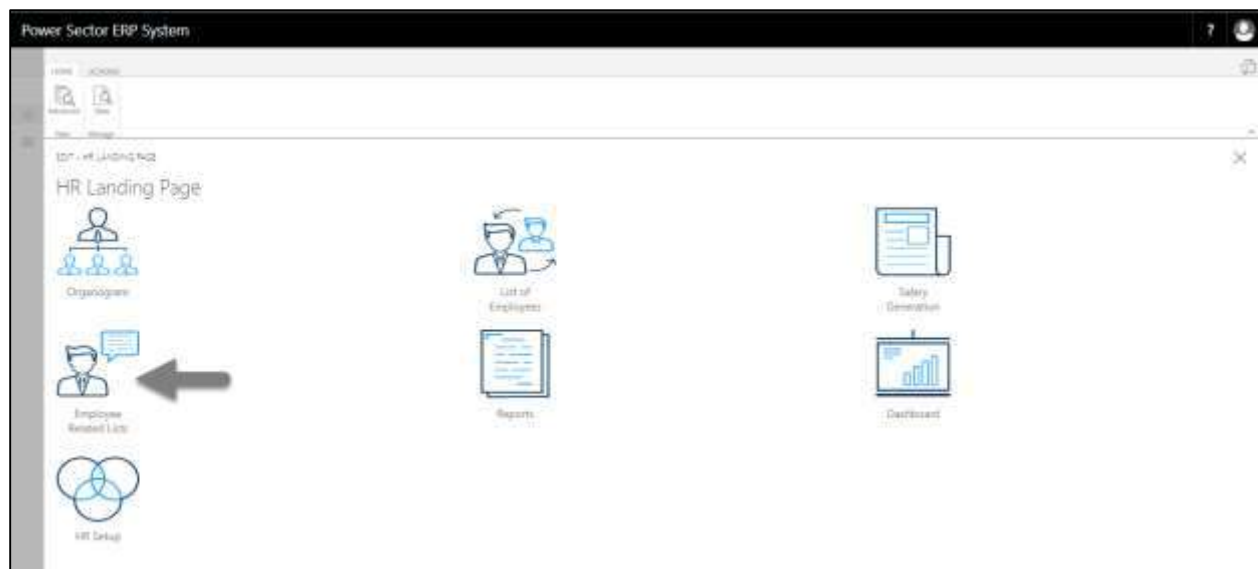
- B. Choose the **"Human Resources"** icon.



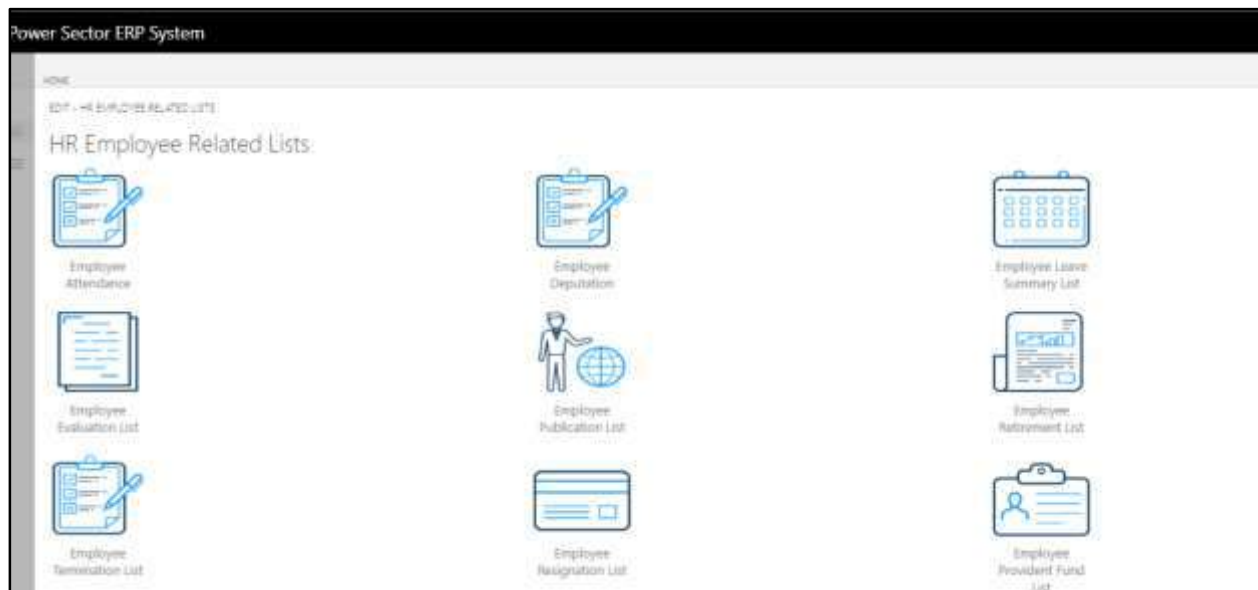
The following **HR Landing Page** will be appeared.



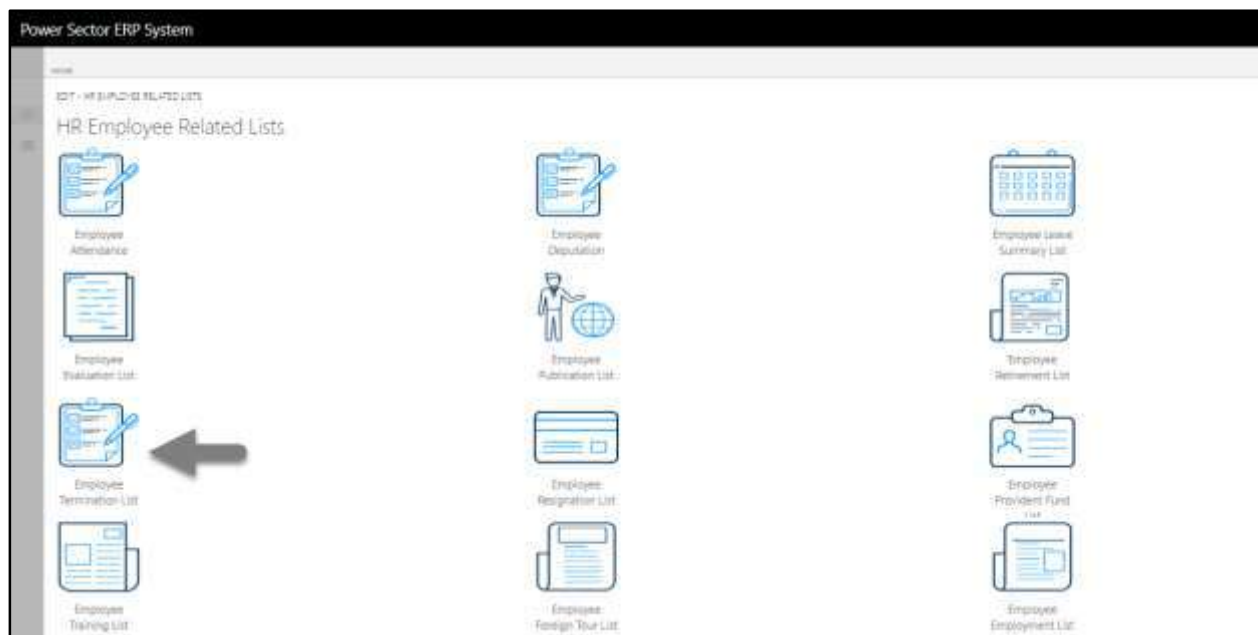
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



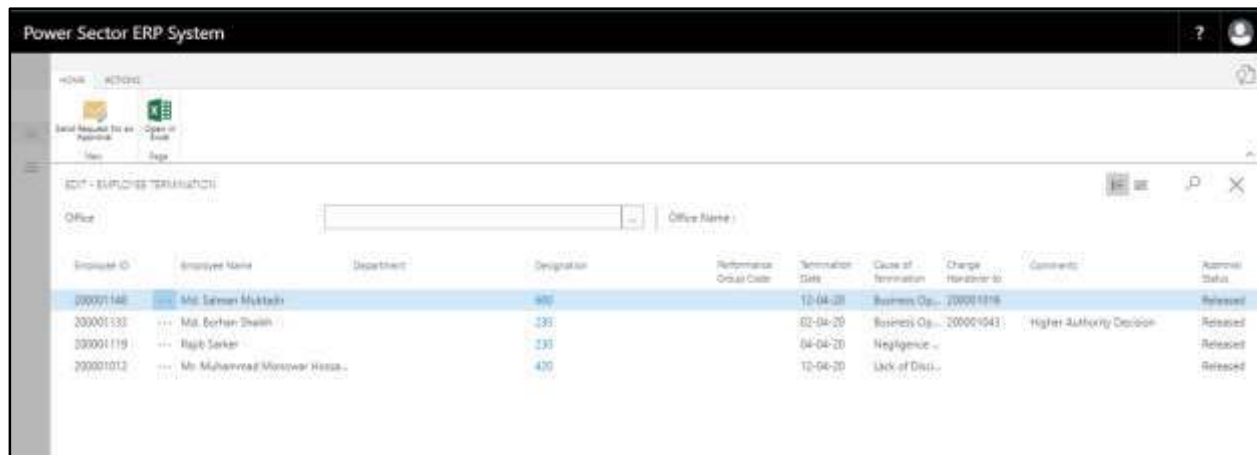
The following **Employee Related List** page will be appeared.



D. Choose the “**Employee Termination List**” Icon.



The following **employee termination list** page will be appeared.



Power Sector ERP System

HOME ACTIONS

Serial Number To an Approval View Open All Page

EDIT - EMPLOYEE TERMINATION

Office: [Search Bar] Office Name: [Search Bar]

Employee ID	Employee Name	Department	Designation	Performance Grade Code	Termination Date	Cause of Termination	Change Number to	Comments	Approval Status
200001148	Mr. Saïman Muktach		980		12-04-20	Business Op...	200001816		Released
200001133	Mr. Borhan Shalsh		233		02-04-20	Business Op...	200001043	Higher Authority Decision	Released
200001119	Rajib Sarkar		233		04-04-20	Negligence			Released
200001012	Mr. Muhammad Morsowar Hossain		420		12-04-20	Lack of Disc...			Released

### TIPS

You can search employee by clicking on the  icon.

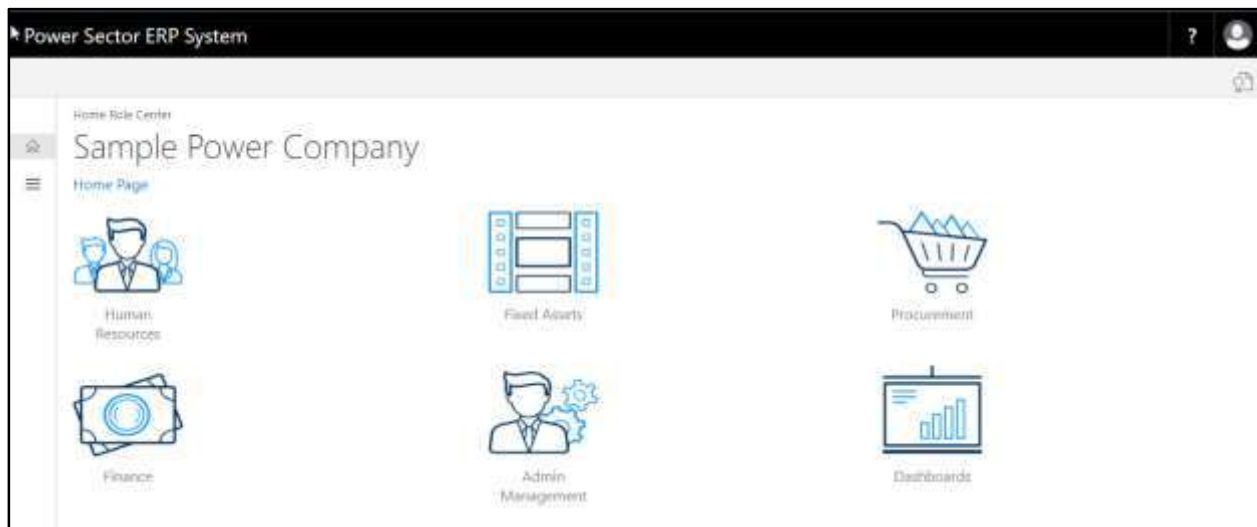
## HR-806 How to: View Employee Resignation List

### Introduction

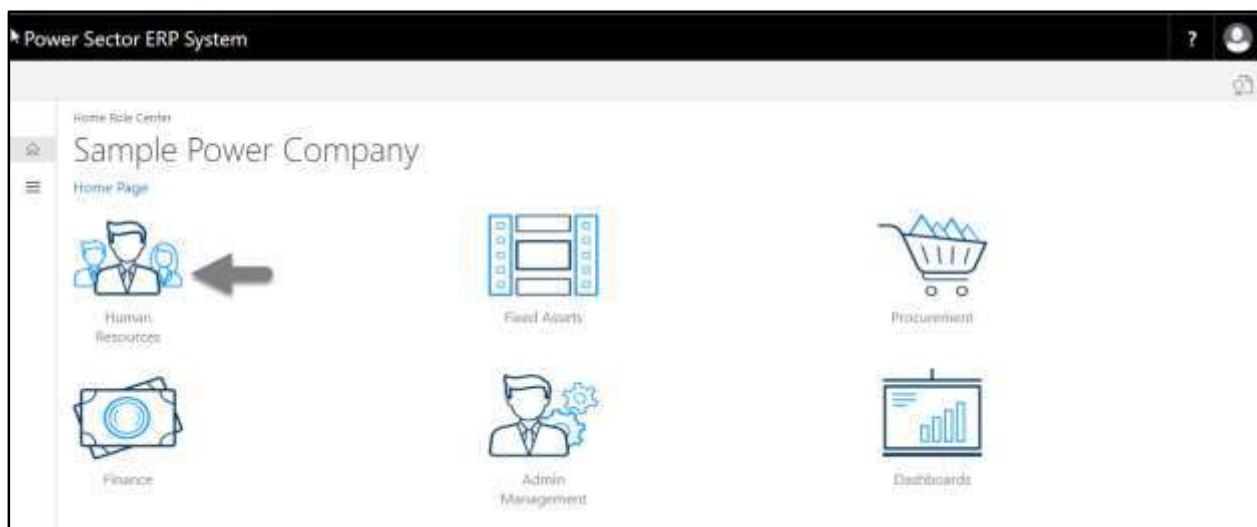
This process demonstrates how to view list of resigned employees.

To view employee Resignation list, follow the steps described below.

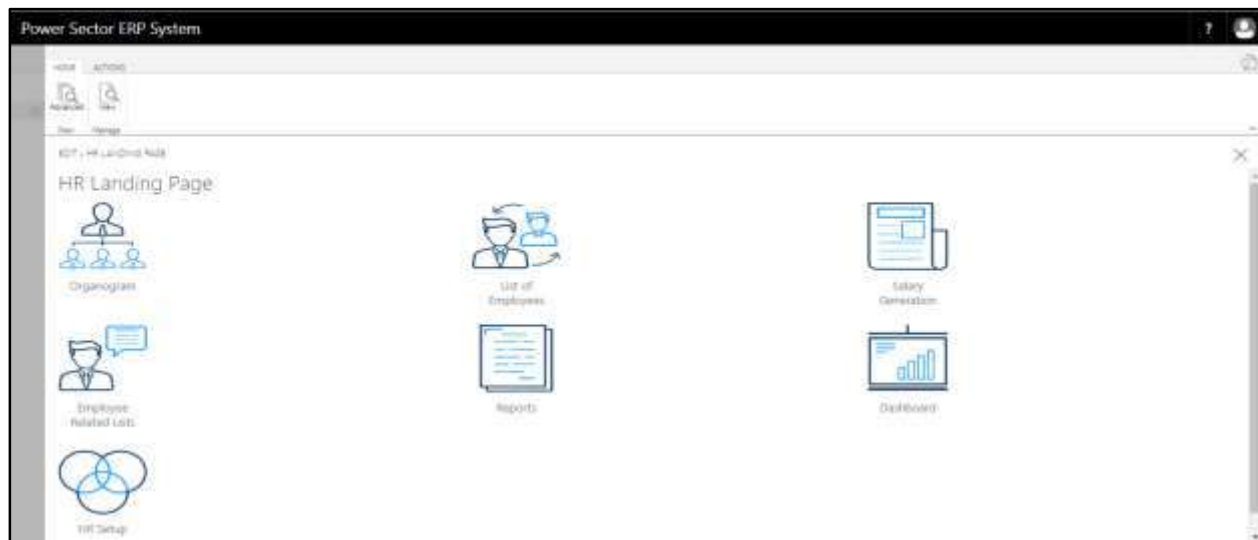
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



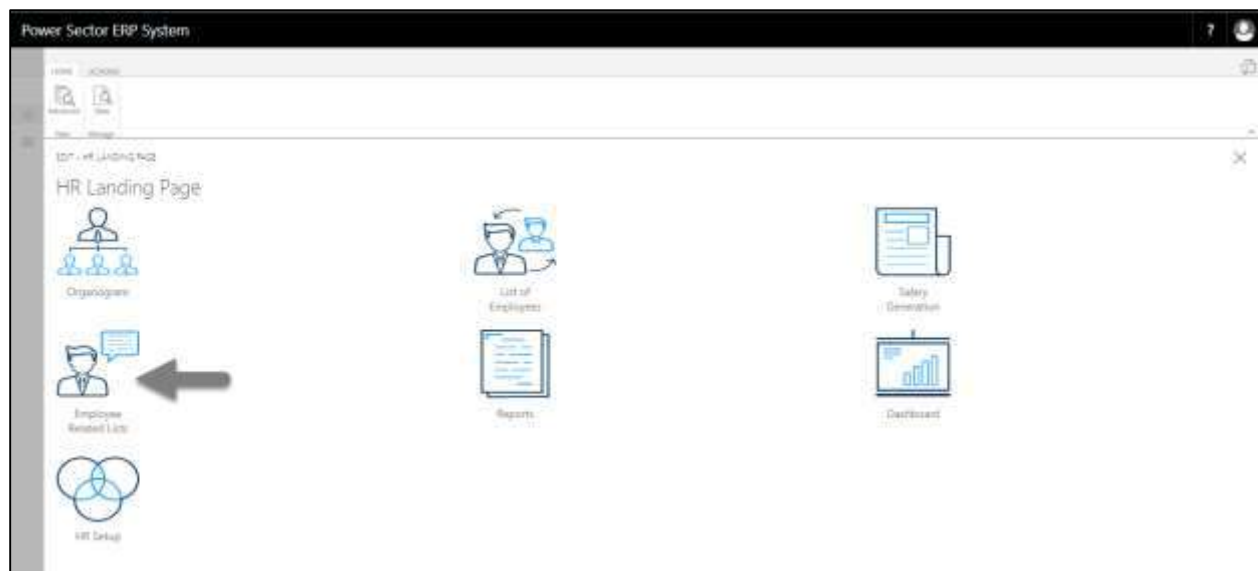
- B. Choose the **“Human Resources”** icon.



The following **HR Landing Page** will be appeared.

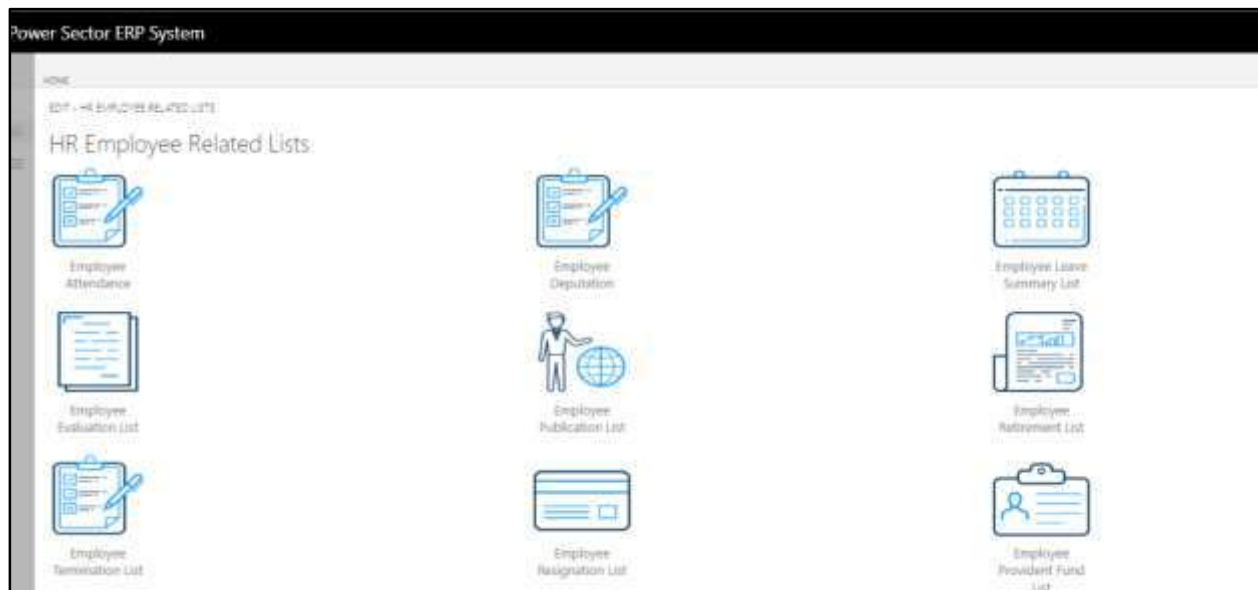


C. Choose the **“Employee Related List”** icon in the HR Landing Page.

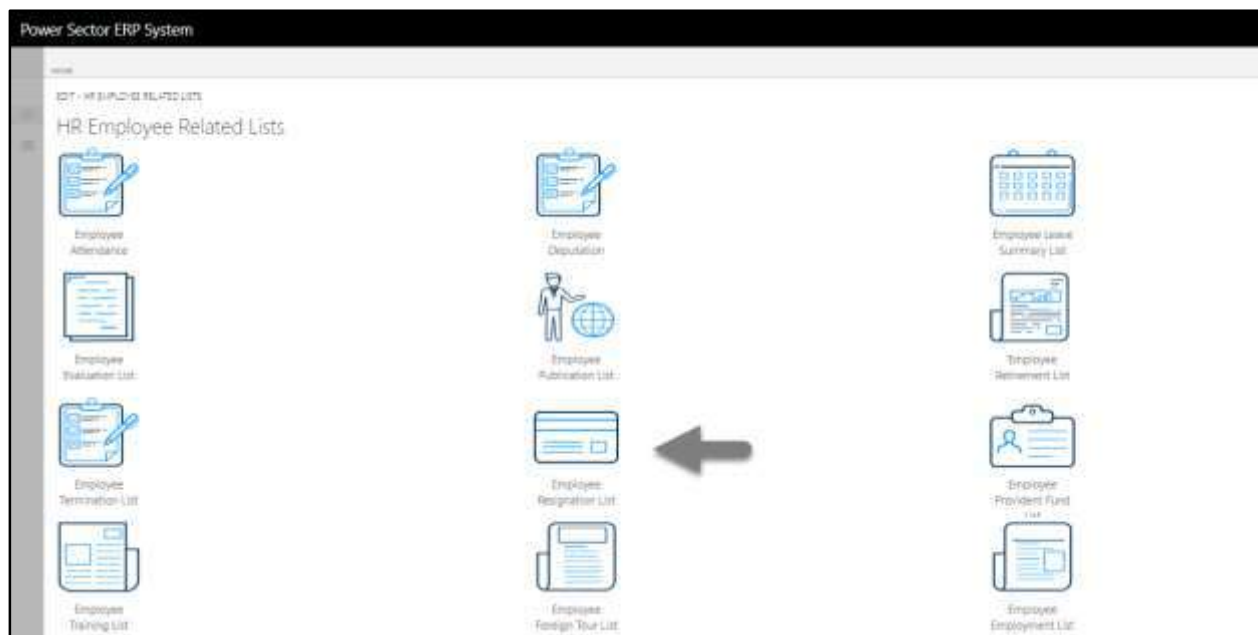




The following **Employee Related List** page will be appeared.



D. Choose the “**Employee Publication List**” Icon.



The following **employee resignation list** page will be appeared.

Power Sector ERP System


HOME

EDIT - EMPLOYEE RESIGNATION LIST

Office:  Office Name:

Employee ID	Employee Name	Designation	Resignation Date	Resignation Reason	Comments	Performance Group Code	Date of Birth	Age	Approval Status
200001016	Md. Asad Hossain	218	12-04-20						Released
200001101	Md. Mansur Rashid	218	02-04-20	Self	Resigned to join BROB				Pending Appr.
200001114	Sd. Karimul Islam	218	04-04-20						Released
200001135	Mohammad Hira	220	10-04-20	Working in other Organization					Released
200001154	Habibur Rahman	225	10-04-20	Self	Test				Released

### TIPS

You can search employee by clicking on the  icon.

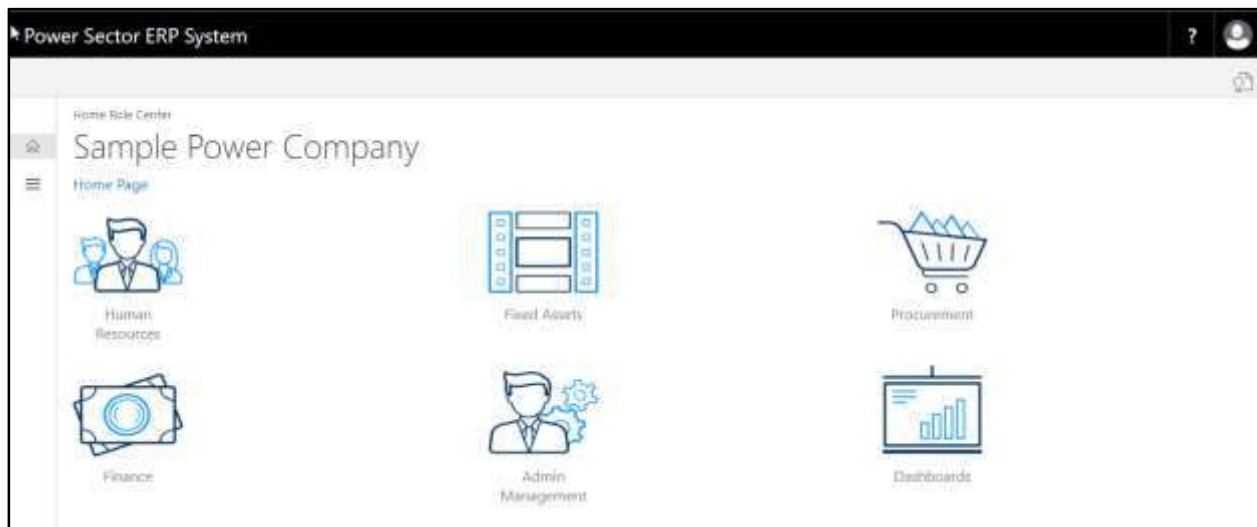
## HR-807 How to: View Employee Provident Fund List

### Introduction

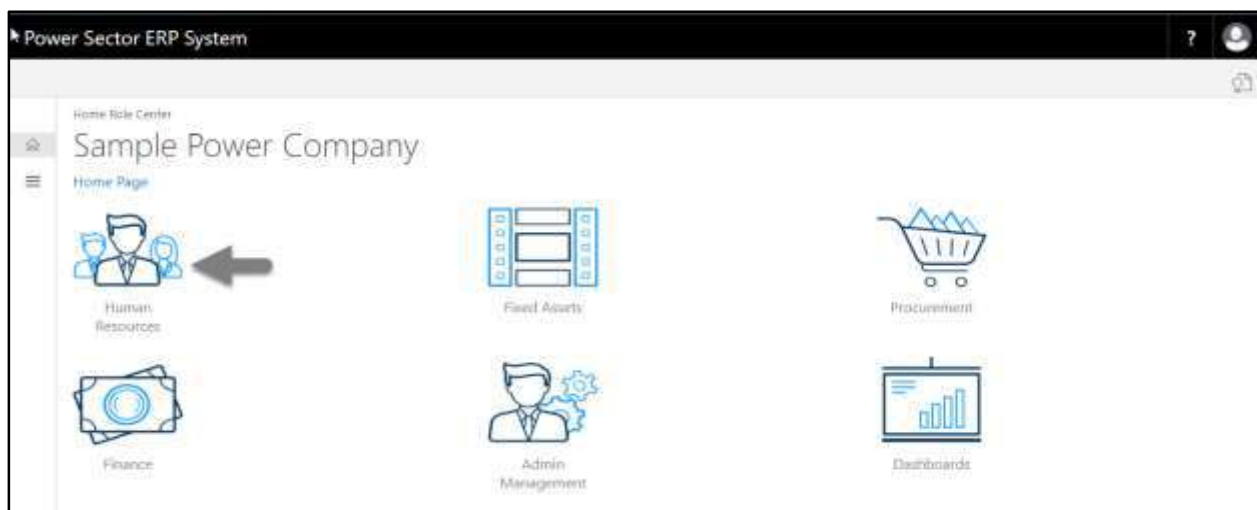
This process demonstrates how to view employee provident fund list..

To view employee provident fund list, follow the steps described below.

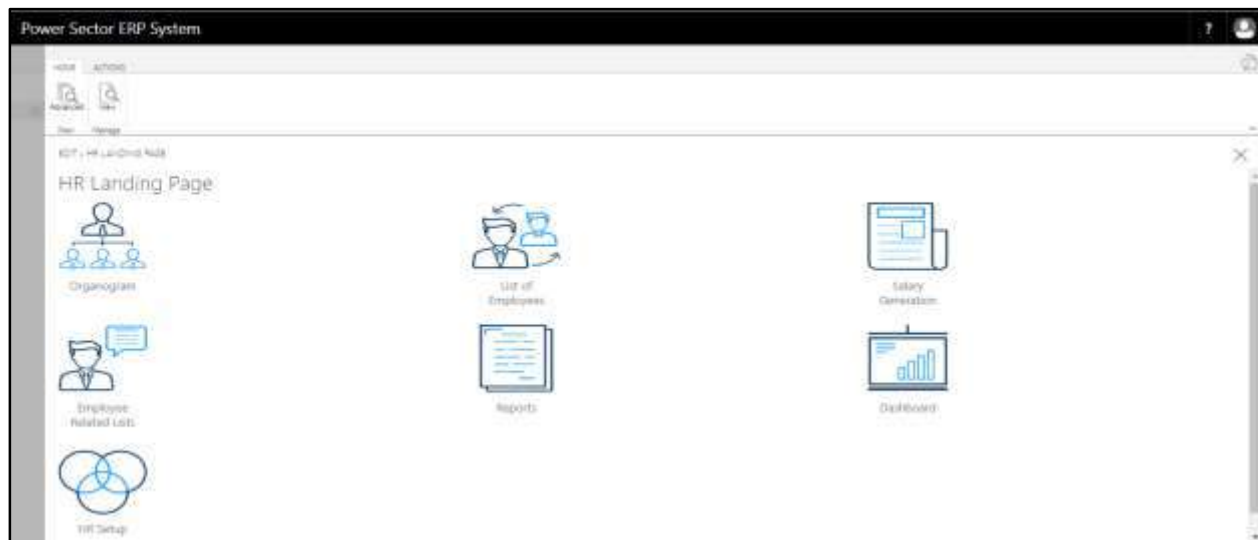
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



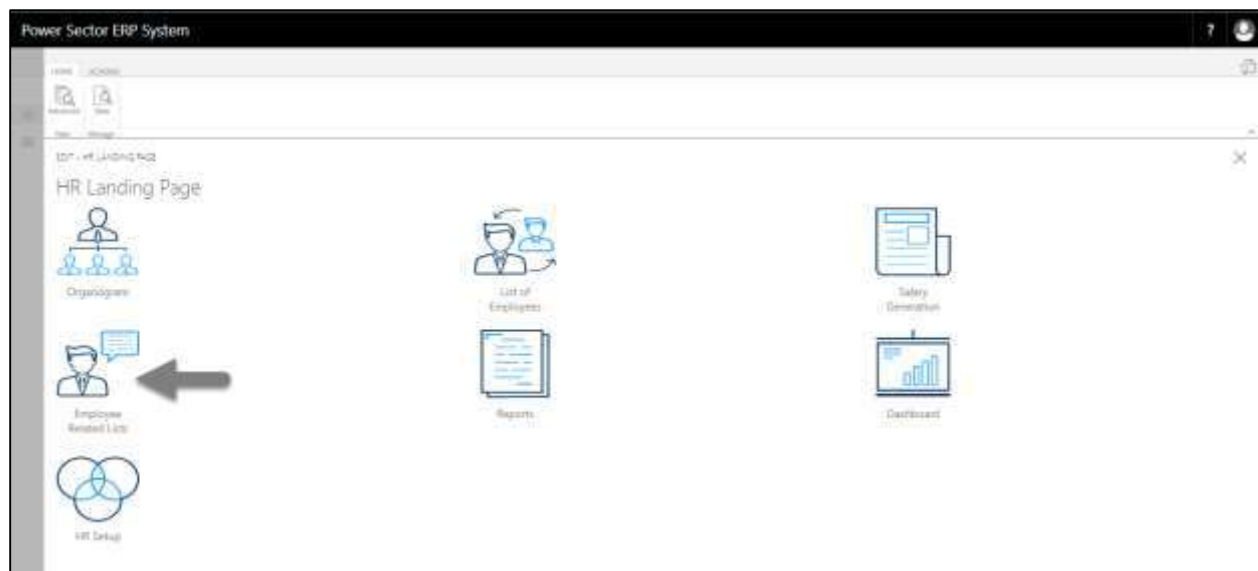
- B. Choose the “**Human Resources**” icon.



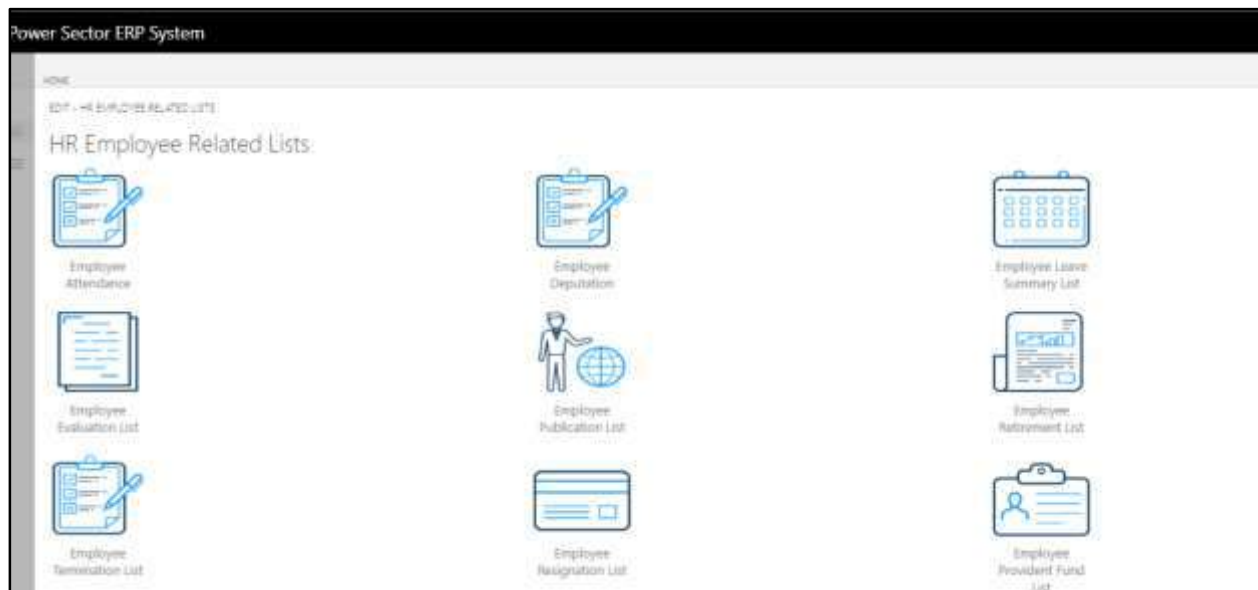
The following **HR Landing Page** will be appeared.



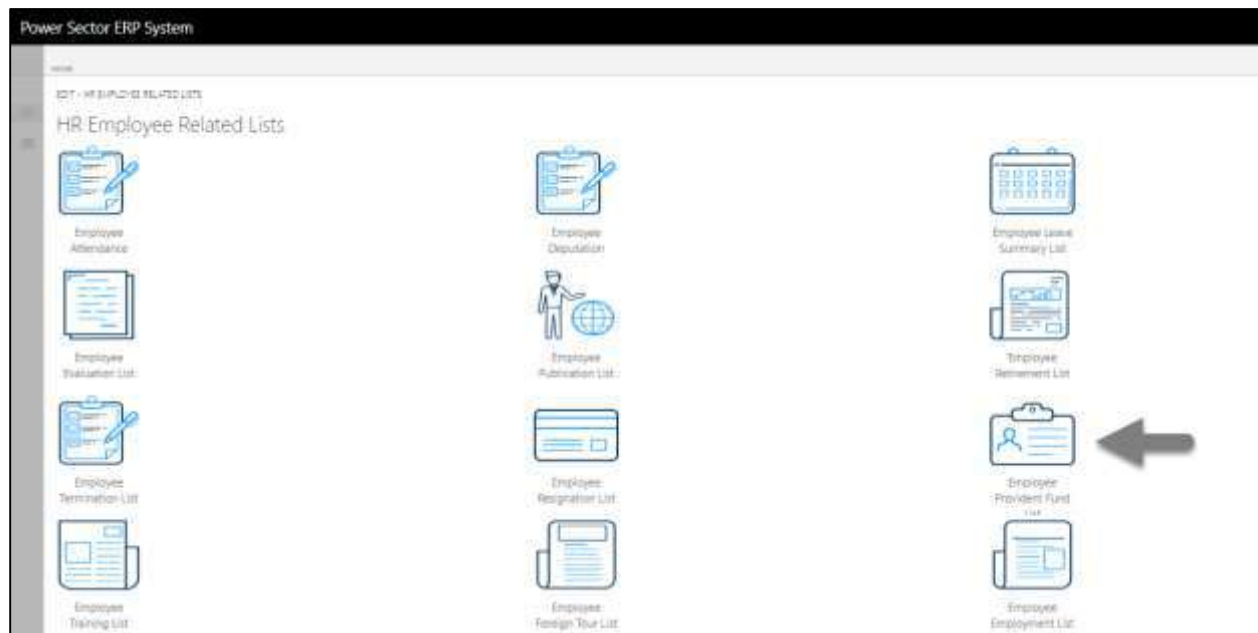
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee Related List** page will be appeared.



D. Choose the “**Employee Provident Fund List**” Icon.



The following **employee provident fund** list page will be appeared.


Power Sector ERP System

Employee Provident Fund List

Office:  Office Name:

Employee ID	Employee Name	Monthly Personal Contribution	Monthly Company Contribution	Monthly Total Contribution
200000003	Osman Abdul Latif	16,300.00	0.00	16,300.00
200000000	Muhammad Faisal	17,431.00	0.00	17,431.00
200000000	Muhammad Faisal	16,800.00	0.00	16,800.00
200000004	Abdul Hameed	16,116.00	0.00	16,116.00
200000014	Safwan Khayat	12,200.00	0.00	12,200.00
200000009	Muhammad Nizar Kamil	12,283.00	0.00	12,283.00
200000000	Saeed Mughni	10,000.00	0.00	10,000.00
200000000	Saeed Mughni	0.00	0.00	0.00
200000000	Mu. Abdul Wahid Saeed	12,283.00	0.00	12,283.00
200000002	Mu. Saeed Chowdhury	11,357.00	0.00	11,357.00
200000017	Mu. Muhammad Hameed	10,846.00	0.00	10,846.00
200000017	Muhammad Hameed	9,100.00	0.00	9,100.00
200000005	Zayid Aljoudi	9,484.00	0.00	9,484.00
200000004	Muhammad Al Muntari	9,100.00	0.00	9,100.00
200000018	Mu. Abdul Hameed	9,843.00	0.00	9,843.00
200000018	Muhammad Umm Khadim	9,484.00	0.00	9,484.00
200000001	Mu. Shafiq Islam Raza	9,484.00	0.00	9,484.00
200000000	Mu. Shafiq Chowdhury	10,846.00	0.00	10,846.00

### TIPS

You can search employee by clicking on the  icon.

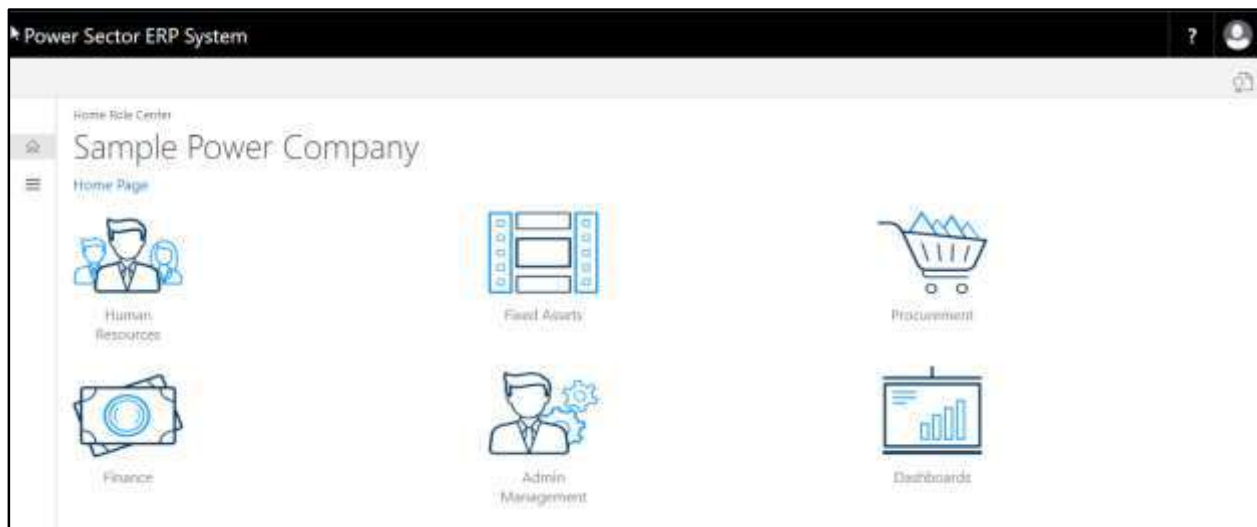
## HR-808 How to: View Employee Training List

### Introduction

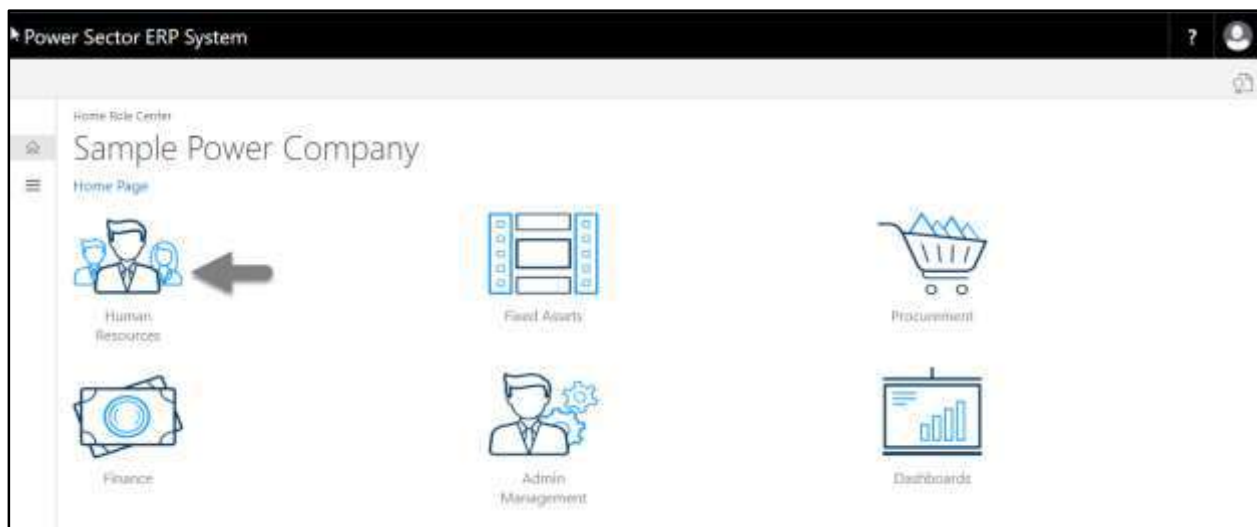
This process demonstrates how to view employee training list.

To view employee training list, follow the steps described below.

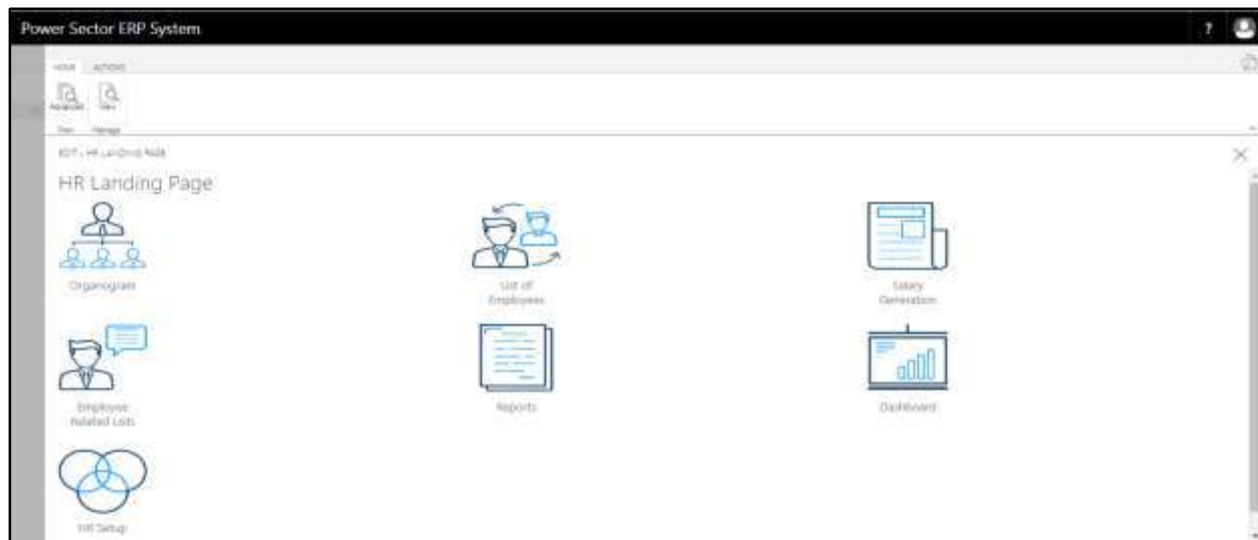
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



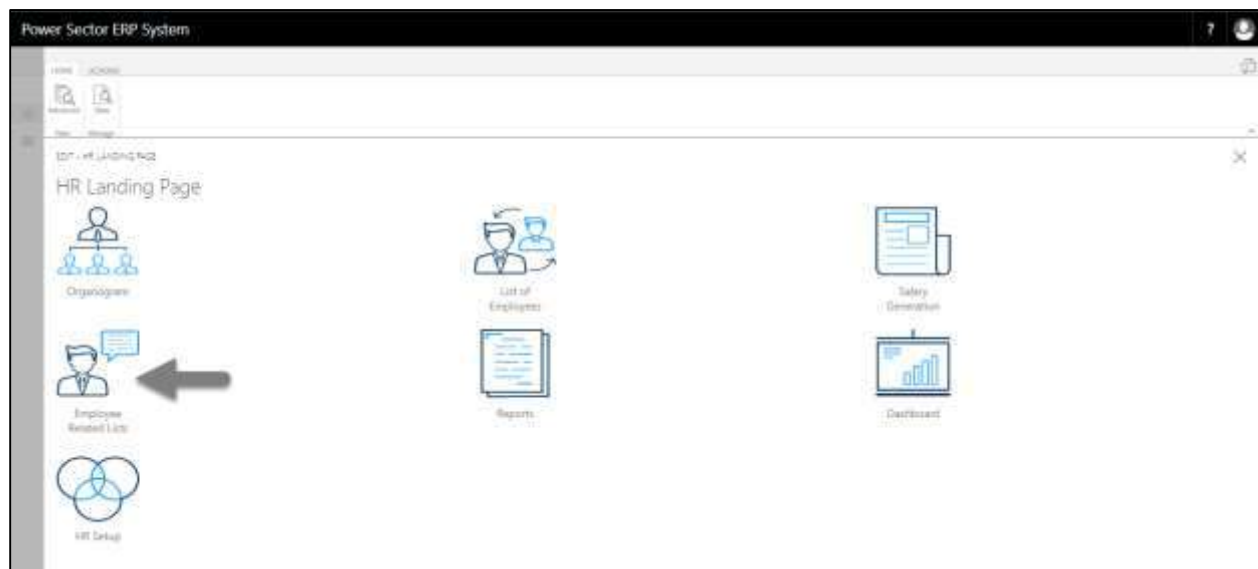
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.



C. Choose the **“Employee Related List”** icon in the HR Landing Page.

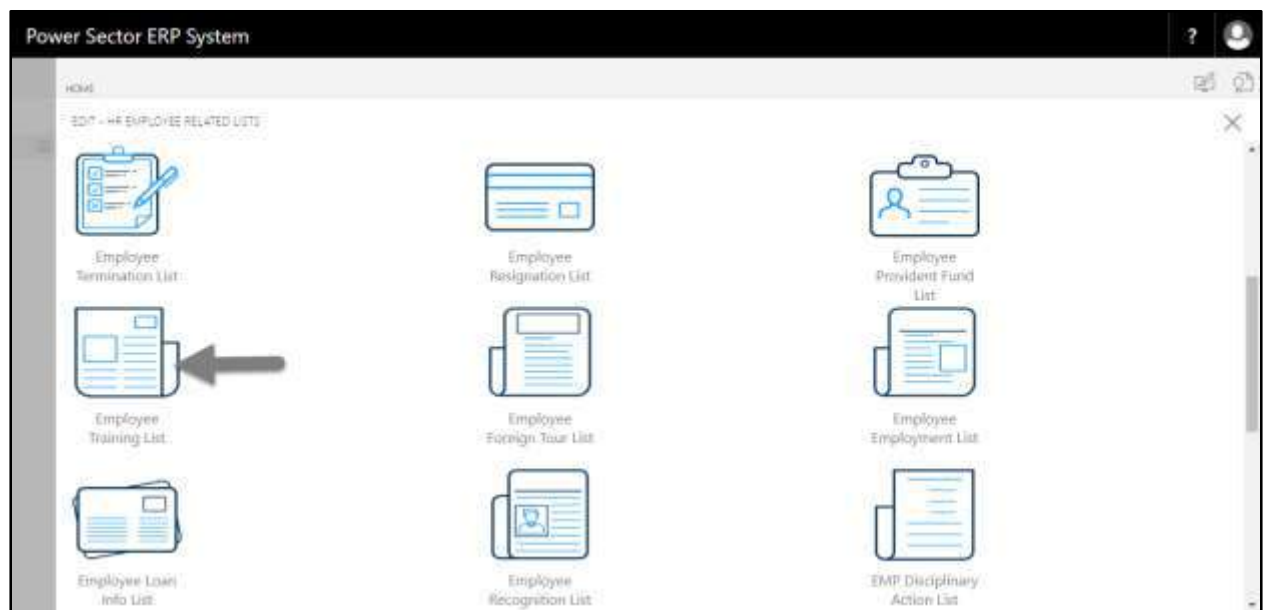




The following **Employee List** page will be appeared.



D. Choose the “**Employee Training List**” Icon.



The following **Employee Training list** page will be appeared.

Power Sector ERP System


HOME

ERP - ERP TRAINING

Office  Office Name

Employee ID	Employee Name	Office	Designation	Title	Institute	Country
200001005	Abdur Razzak	Office of Executive Director	Executive Director	ERP Training	Power Division	Bangladesh
200001006	Abdul Mudd	Office of Executive Director	Executive Director	ERP Training	Power Division	Bangladesh
200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	ERP Training	Power Division	Bangladesh
200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Microsoft Training	Head Quarter	Bangladesh
200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Engineering Training	BPCB	Bangladesh
200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Project Management Training	Training Institute	Bangladesh
200001009	Samsul Rahman	Office of Executive Director	Manager	Training on Human Resource Mod...	Techvision	Bangladesh

### TIPS

You can search employee by clicking on the  icon.

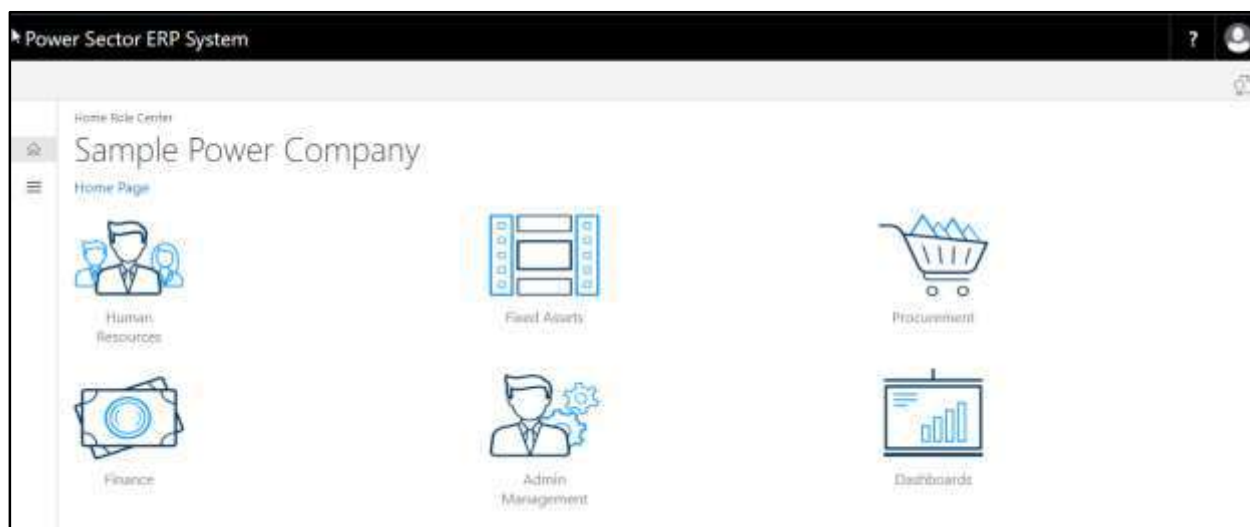
## HR-809 How to: View Employee Foreign Tour List

### Introduction

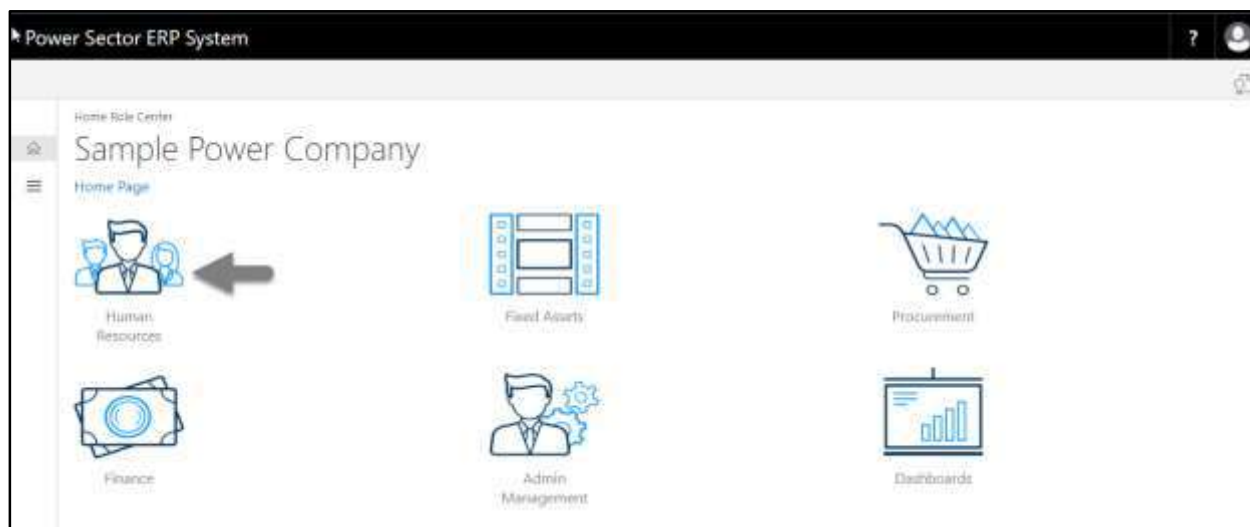
This process demonstrates how to view employee foreign tour list.

To view employee foreign tour list, follow the steps described below.

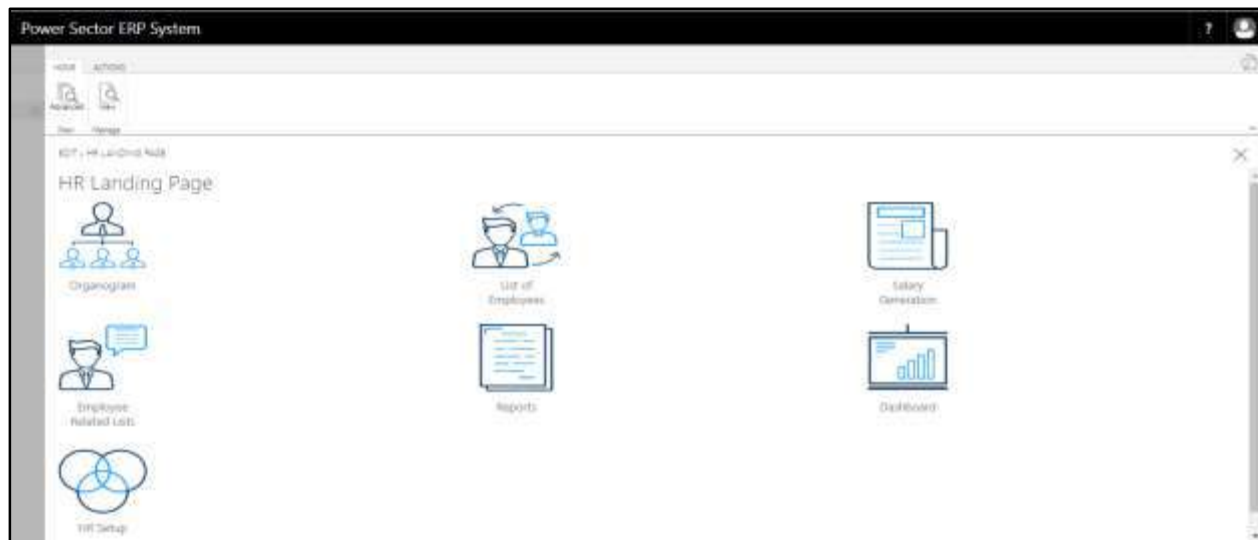
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



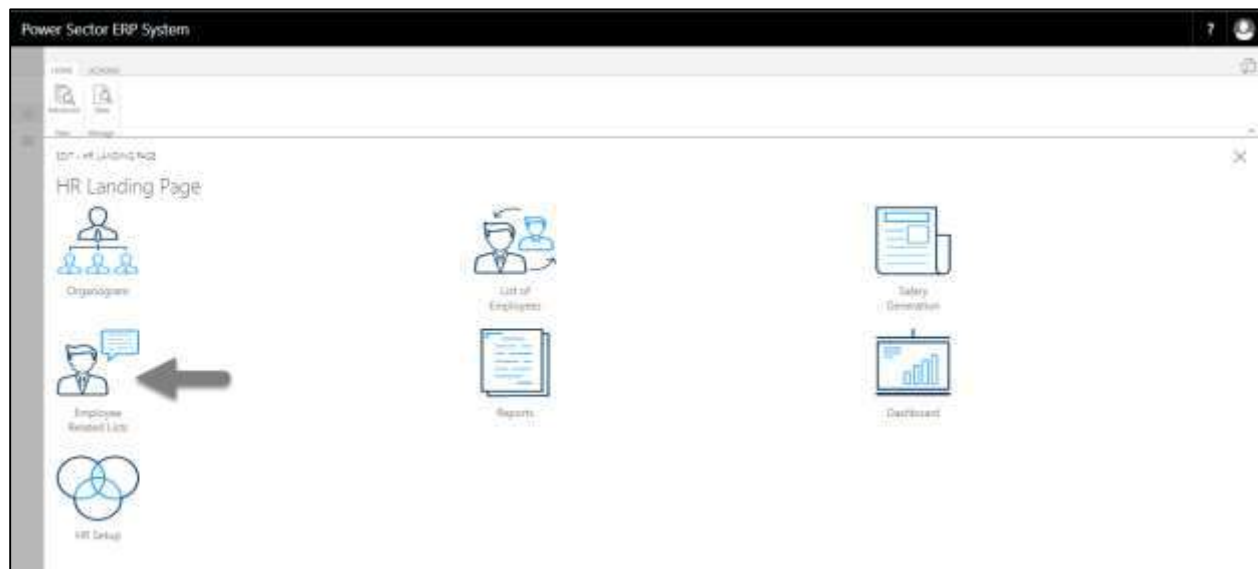
- B. Choose the “**Human Resources**” icon.



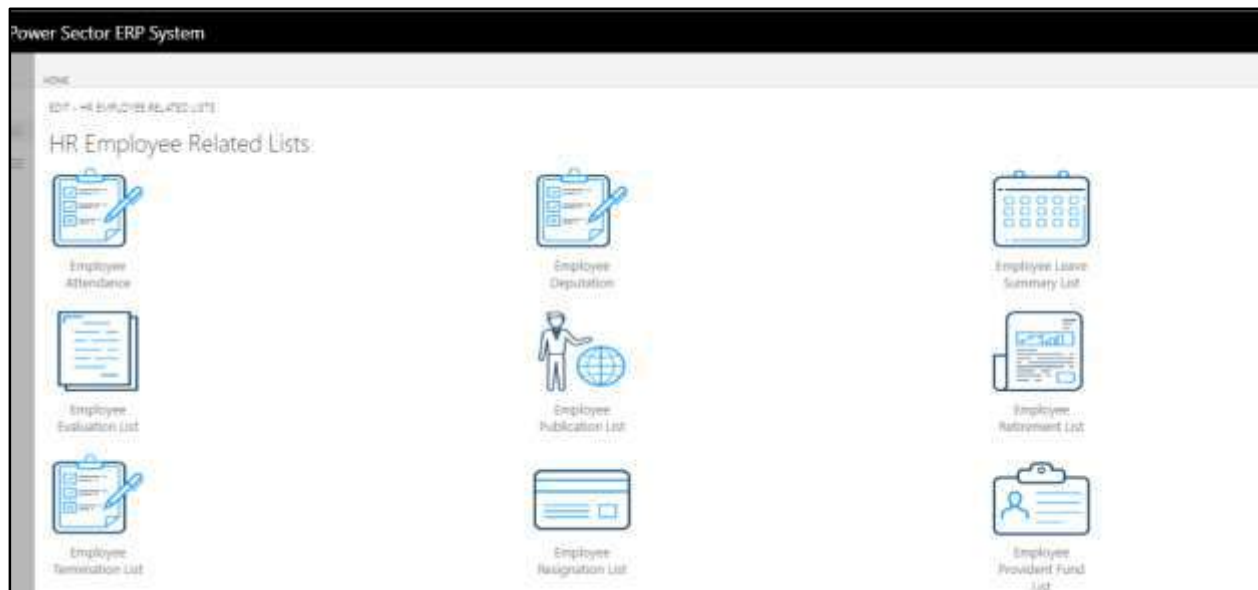
The following **HR Landing Page** will be appeared.



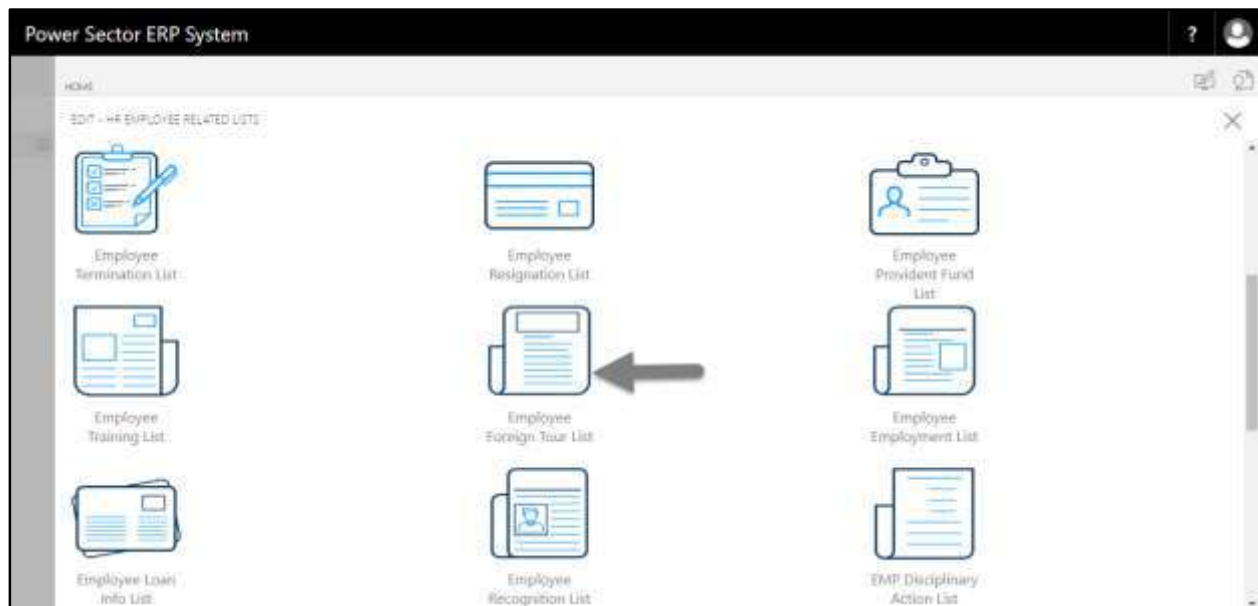
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee List** page will be appeared.



D. Choose the “**Employee Foreign Tour List**” Icon.



The following **Employee Foreign Tour List** page will be appeared.

Power Sector ERP System


HOME

EDIT - EMP FOREIGN TOUR LIST

Office:  Office Name:

Employee ID	Employee Name	From Date	To Date	Tour Purpose	Funded By	Country Visited
200001148	Tajul Islam Tuli	01-03-20	10-03-20	Pre Shipment	World Bank	United Kingdom
200001149	Tajul Islam Tuli	01-03-20	15-03-20	Pre Shipment	Organization	United Kingdom
200001036	Uttak Chowdhury	01-03-20	05-04-20	Pre Shipment	World Bank	United State of America
200001102	Ziaul Rashid	01-01-20	31-01-20	Others	Own fund	New Zealand
200001041	Ahmedul Karim Sarraf	01-09-19	05-09-19	Performing	Own fund	Saudi Arabia
200001069	Mritu Das	14-03-20	15-03-20	Others	Own fund	India

### TIPS

You can search employee by clicking on the  icon.

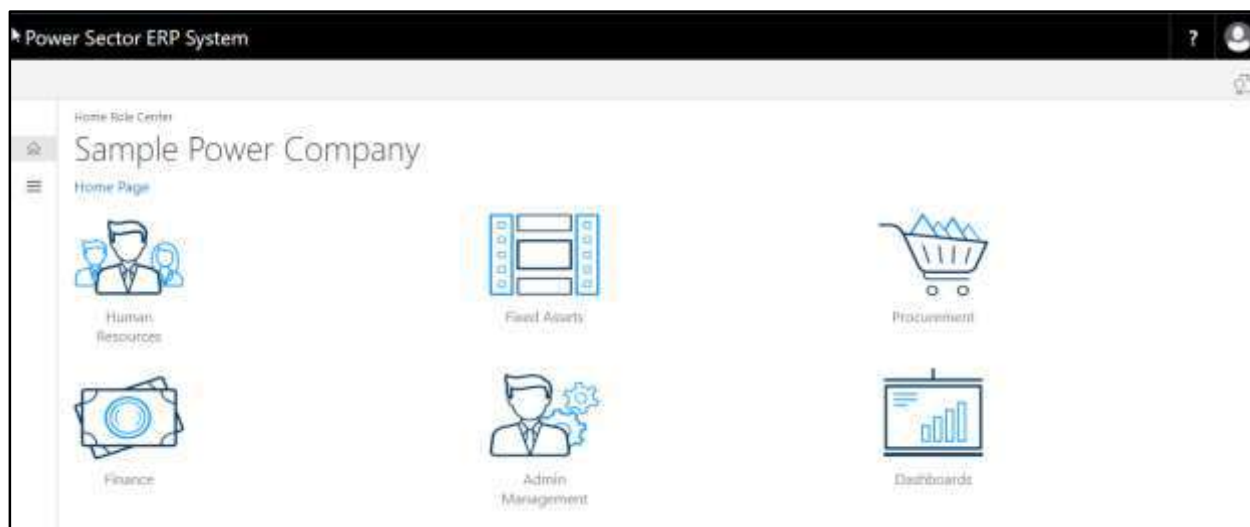
## HR-810 How to: View Employee Employment List

### Introduction

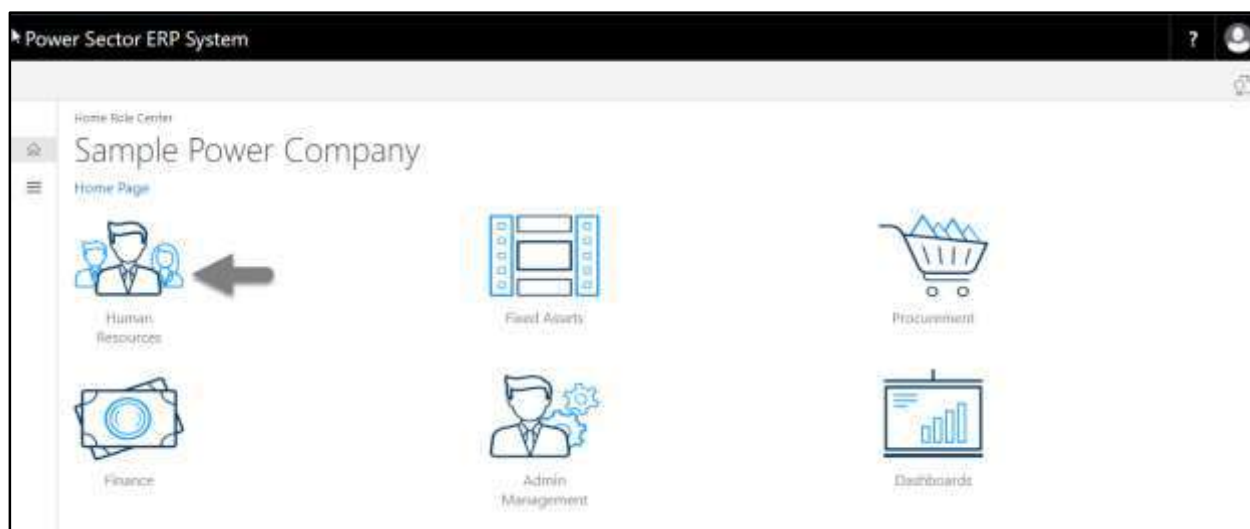
This process demonstrates how to view employee employment list.

To view employee employment list, follow the steps described below.

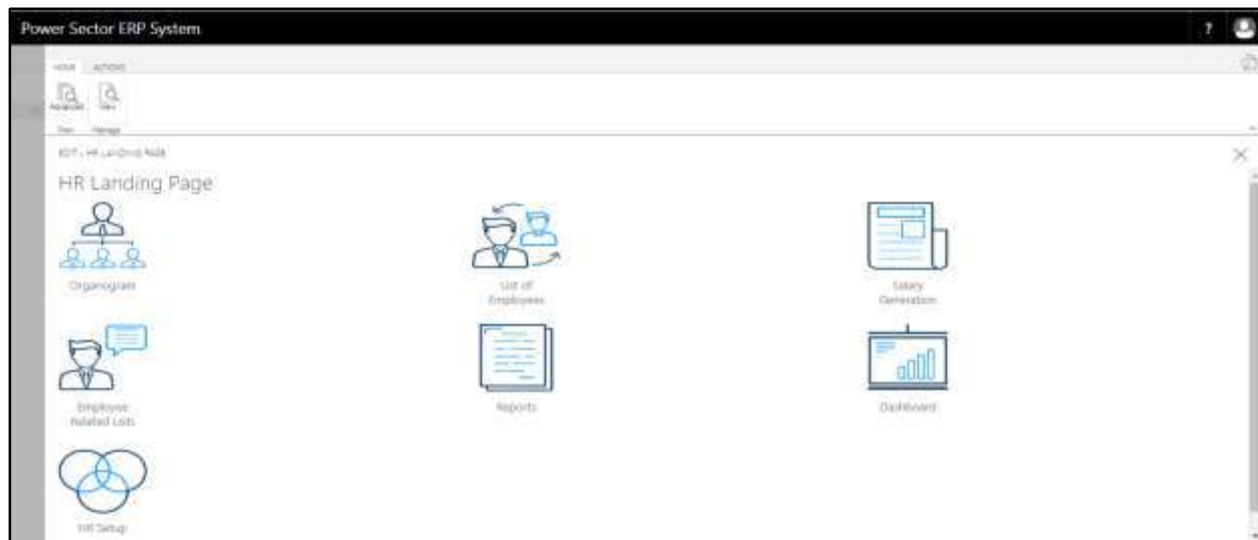
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



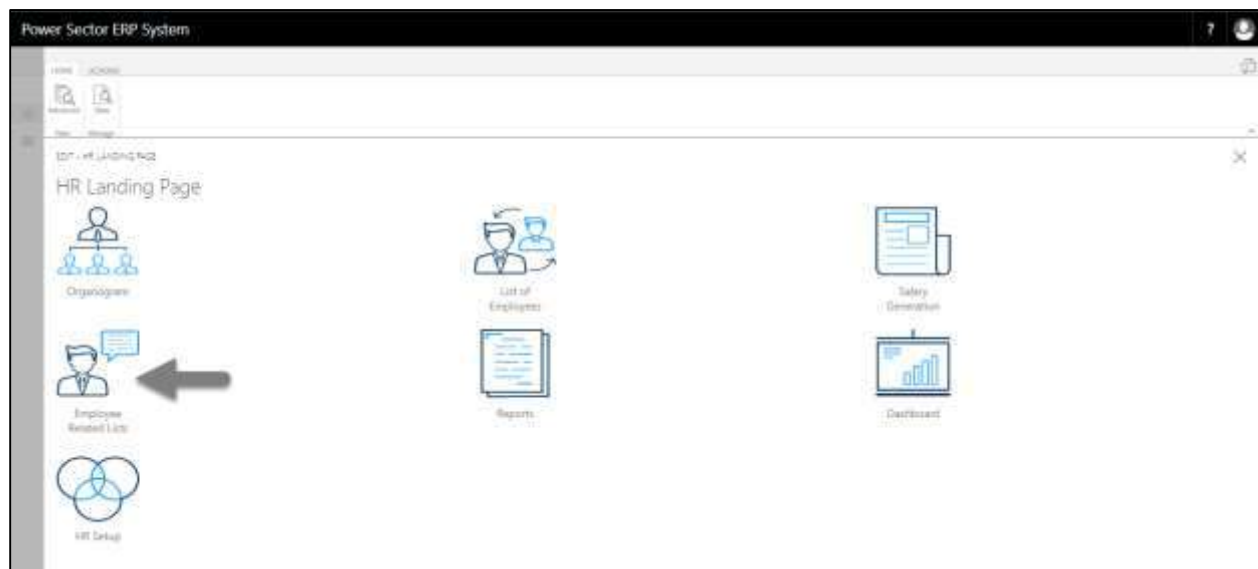
- B. Choose the “**Human Resources**” icon.



The following **HR Landing Page** will be appeared.



C. Choose the **“Employee Related List”** icon in the HR Landing Page.

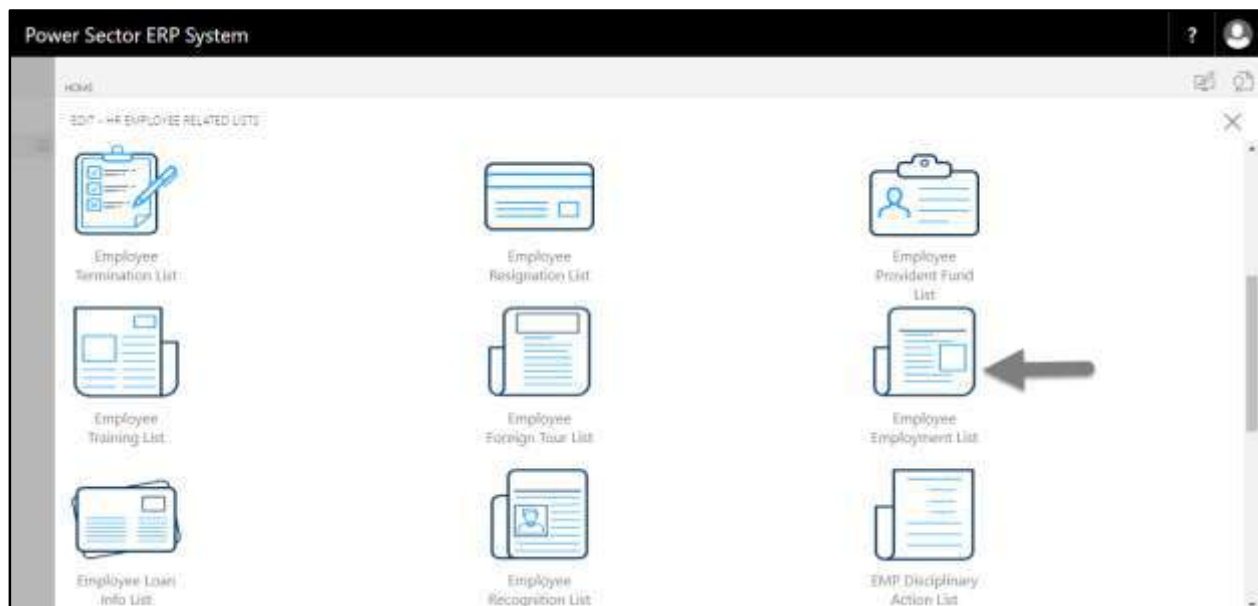




The following **Employee List** page will be appeared.



D. Choose the “**Employee Employment List**” Icon.



The following **Employee Employment List** page will be appeared.

Power Sector ERP System


HOME

EDIT - EMPLOYEE EMPLOYMENT LIST

Office:  Office Name:

Employee ID	Employee Name	Company Name	From	To	Department	Designation	Responsibilities
200001037	Mahadi Hassan	BNKS	12-01-16	12-12-16	Human Resource	Project Officer	1. Reporting 2. Deal with government sec
200001015	Mohammad Liton Khadem	BNKS	01-01-15	01-01-17	Accounts	HR and Admin Officer	1. Reporting 2. Maintaining salary sheet an other documents Teaching drawing
200001097	Mohammad Asaduzzaman	Adarsha Girl High School	12-09-16	12-09-18	Drawing	Teacher	Test responsibilities
200001036	Istak Chowdhury	Kazi IT	01-09-18	01-01-19	Doordash	Business Analyst	Test responsibilities
200001149	Tasul Islam Tuli	Seskester Bangladesh Limited	01-07-17	01-02-18	Lead Generation	Business Analyst	Creating a detailed business analyst, outlining problems, recommendations and solutions

### TIPS

You can search employee by clicking on the  icon.

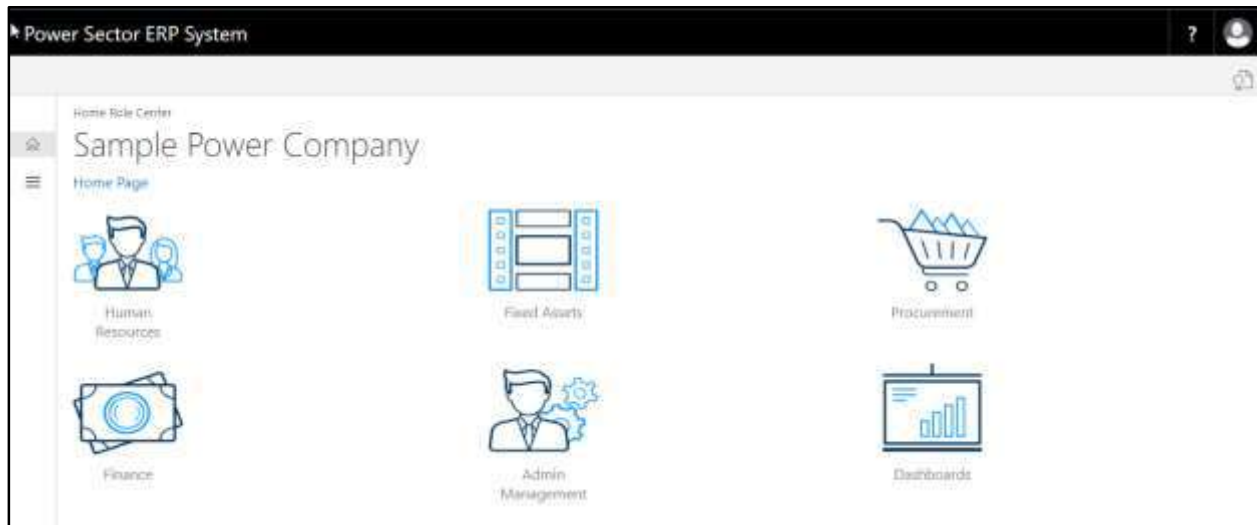
## HR-811 How to: View Employee Loan Info List

### Introduction

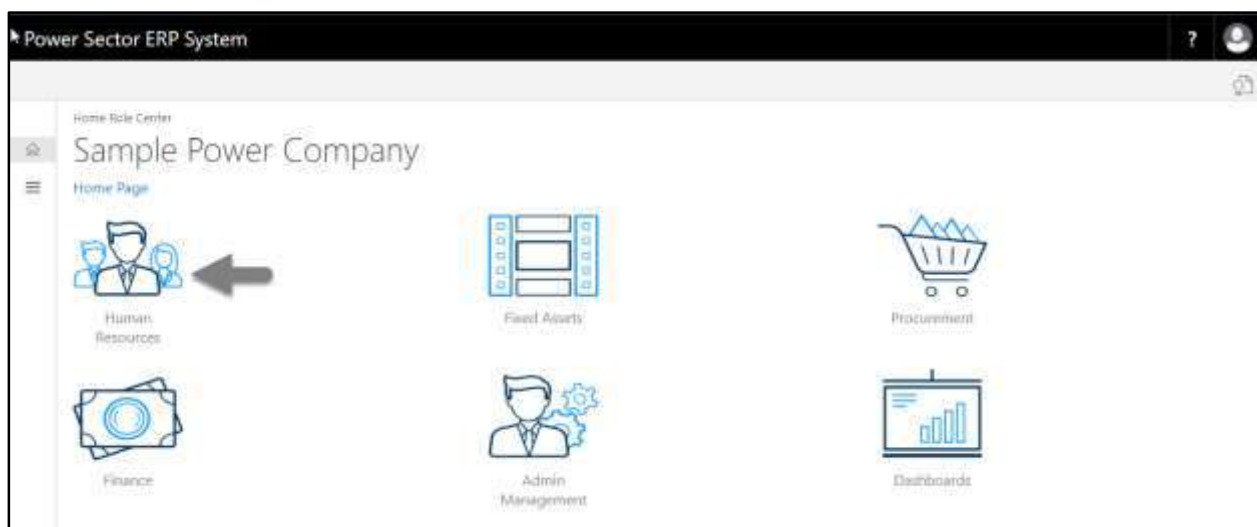
This process demonstrates how to view employee loan info list.

To view employee loan info list, follow the steps described below.

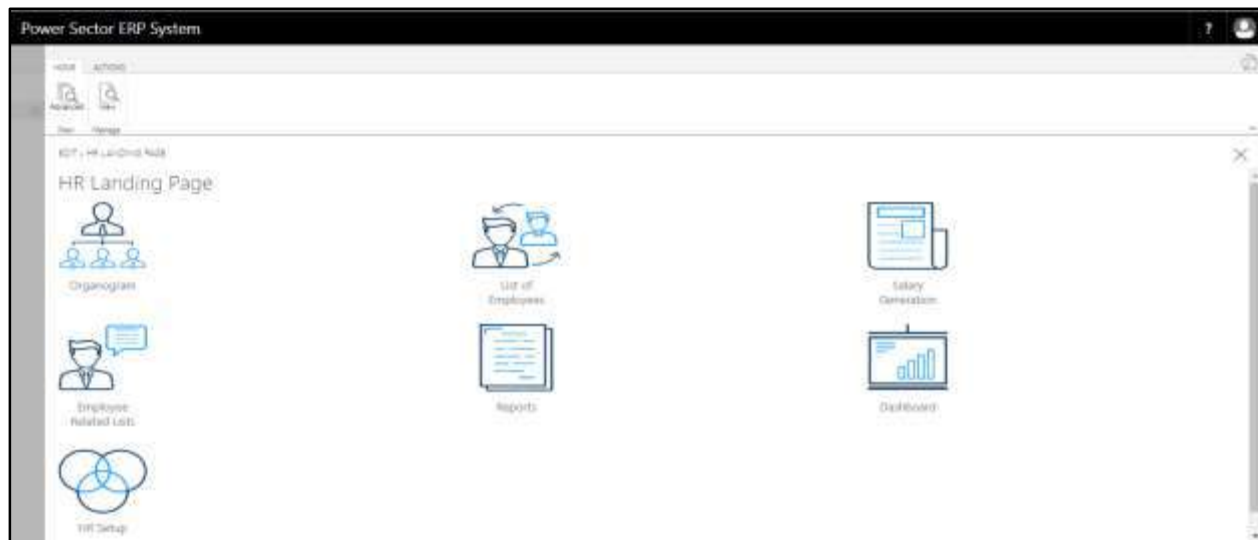
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



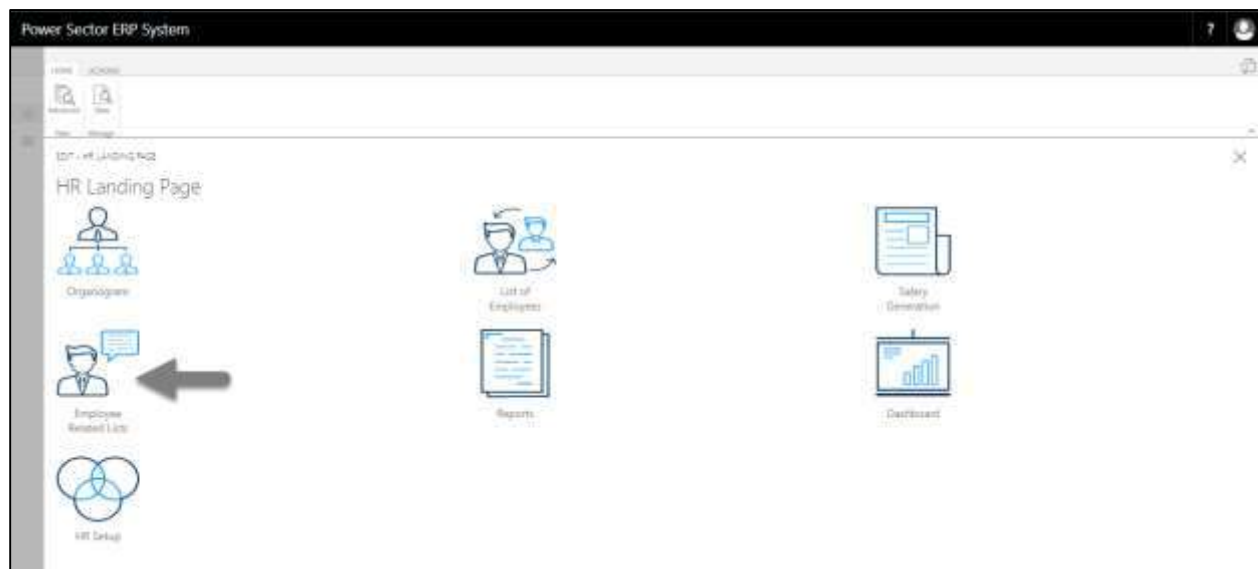
- B. Choose the “**Human Resources**” icon.



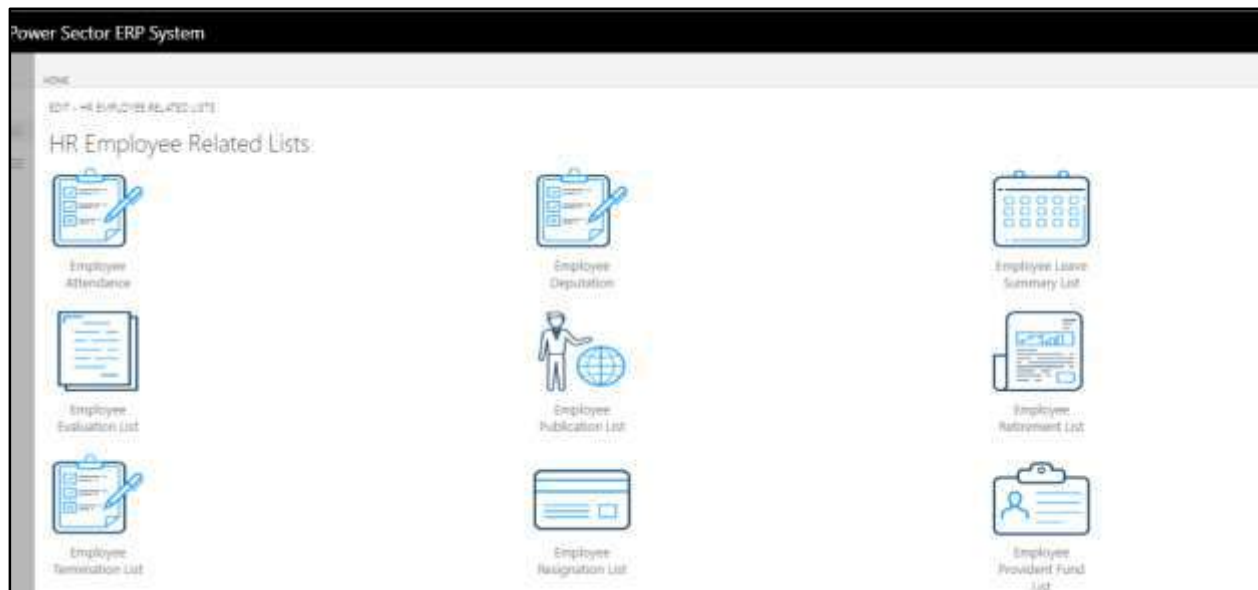
The following **HR Landing Page** will be appeared.



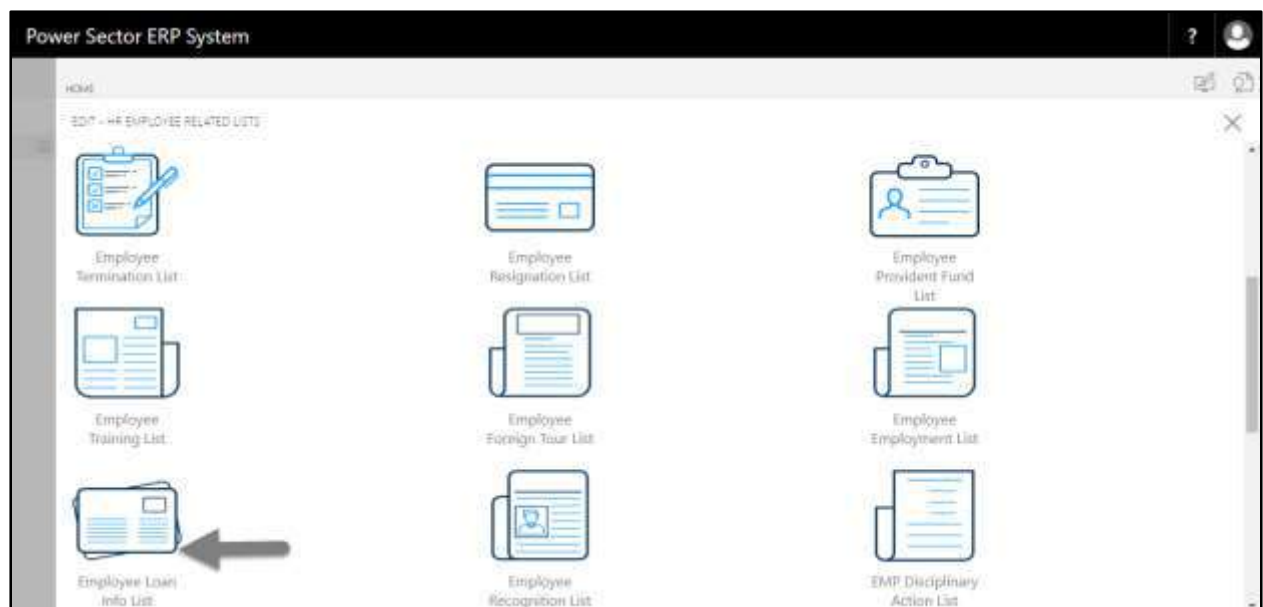
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee List** page will be appeared.



D. Choose the “**Employee Loan Info List**” Icon.



The following **Employee Loan Info List** page will be appeared.

Power Sector ERP System


HOME

EDIT - EMPLOYEE LOAN

Office  Office Name

Loan Category	Loan Deduction Type	Principal Loan Amount	Total Interest Payable	Total Loan Amount Payable	Number of Installments	Monthly Installment Amount	Outstanding Loan Balance	Loan Approval Date	Date of First Installment	Comments
House Loan	+++ DEDUCTION003	10,00,000.00	1,00,000.00	11,00,000.00	10	20,000.00	2,00,000.00	01-01-20	01-02-20	Test comment.
House Loan	+++ DEDUCTION006	1,00,000.00	10,000.00	1,10,000.00	11	10,000.00	1,10,000.00	01-06-19	01-07-19	Test comments
House Loan	+++ DEDUCTION005	20,00,000.00	2,00,000.00	22,00,000.00	11	2,00,000.00	22,00,000.00	01-02-20	01-03-20	Test Comments
House Loan	+++ DEDUCTION003	5,00,000.00	50,000.00	5,50,000.00	11	50,000.00	5,50,000.00	01-05-20	01-04-20	Test comments
House Loan	+++ DEDUCTION001	1,00,000.00	10,000.00	1,10,000.00	11	10,000.00	1,10,000.00	01-03-20	01-04-20	Test comments

### TIPS

You can search employee by clicking on the  icon.

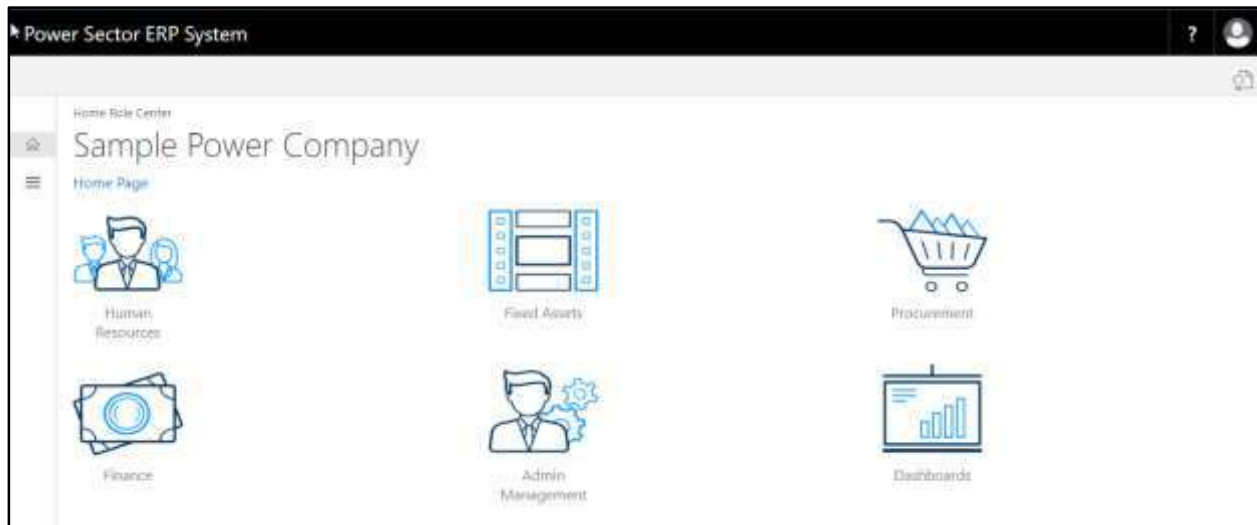
## HR-812 How to: View Employee Recognition List

### Introduction

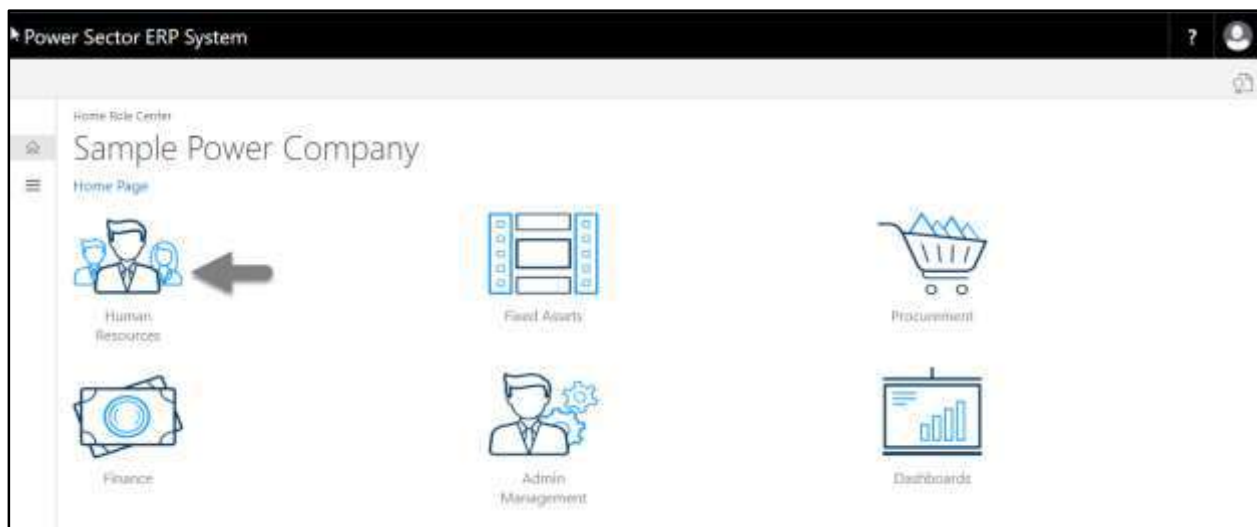
This process demonstrates how to view employee recognition list.

To view employee recognition list, follow the steps described below.

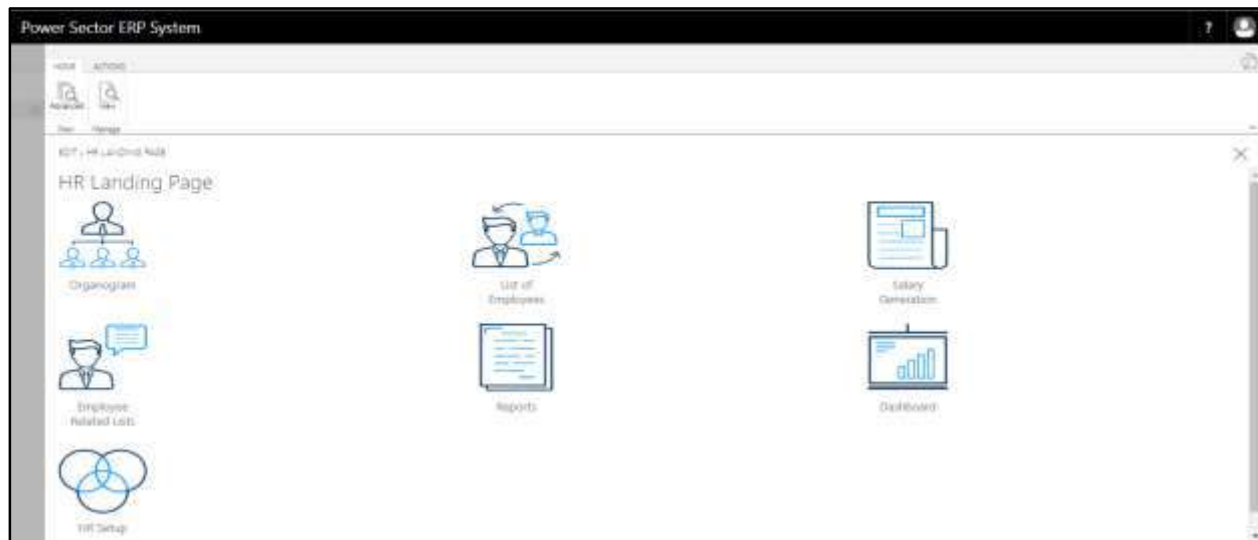
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



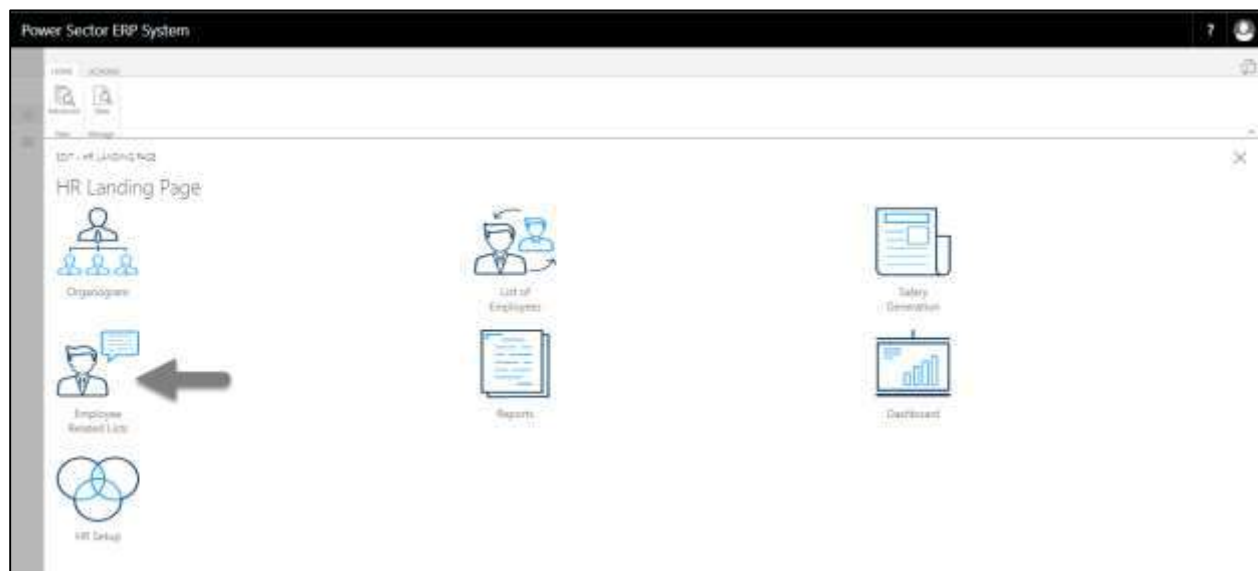
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.

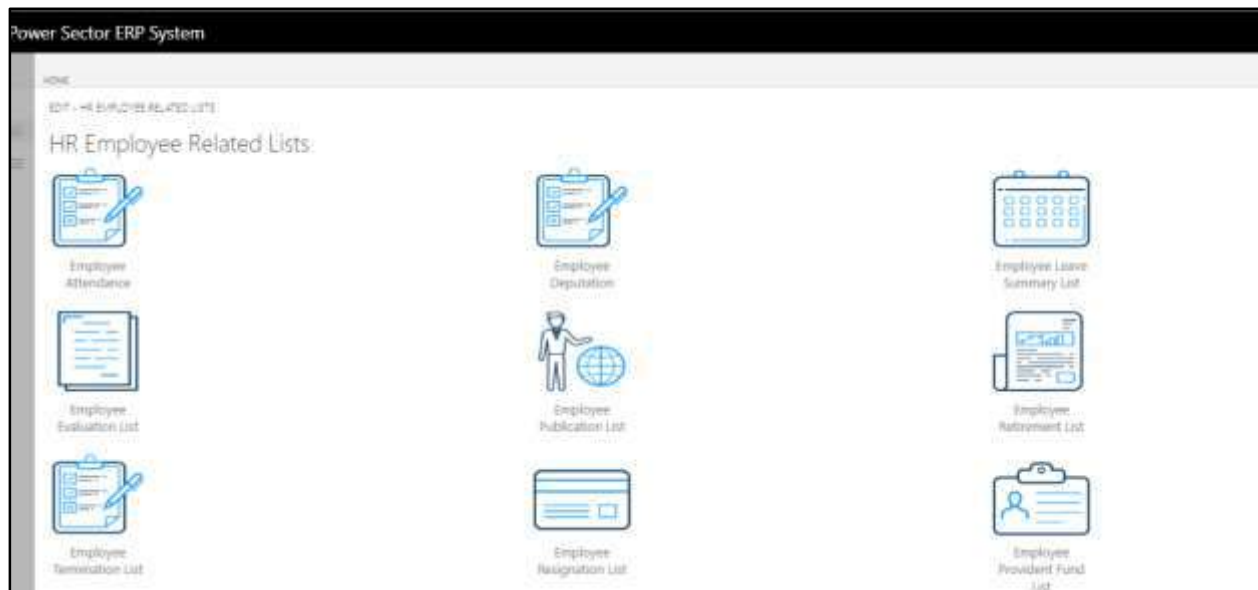


C. Choose the **“Employee Related List”** icon in the HR Landing Page.

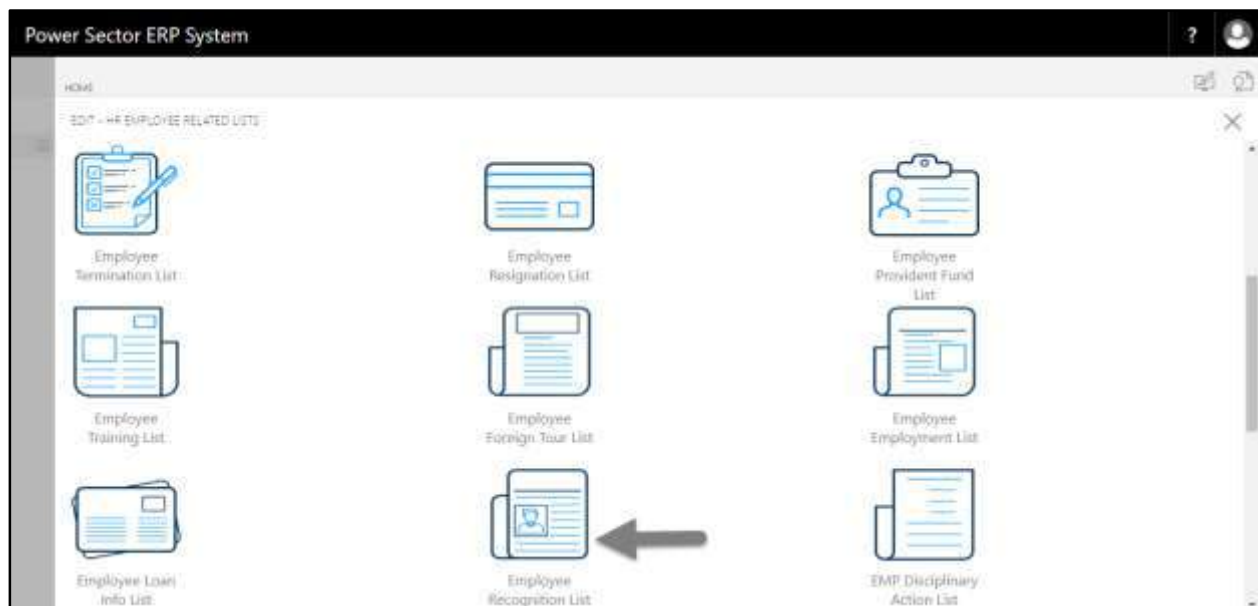




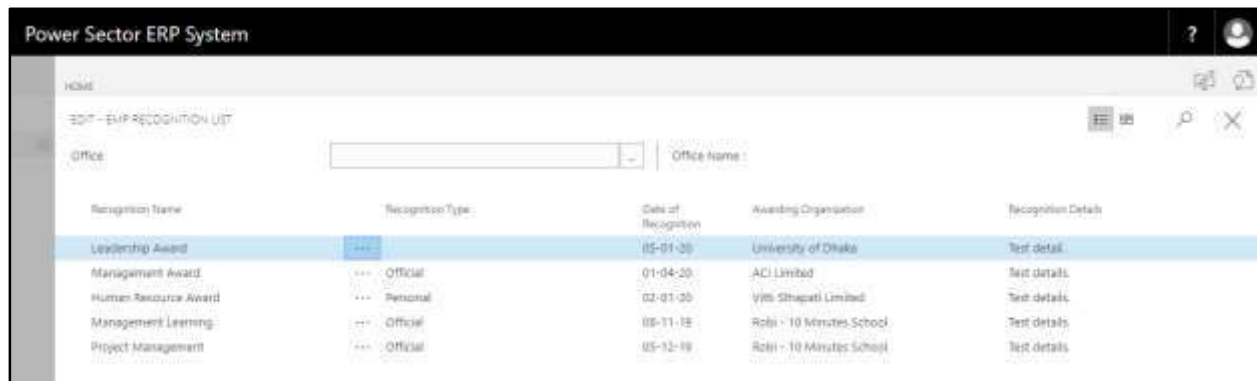
The following **Employee List** page will be appeared.



D. Choose the “**Employee Recognition List**” Icon.




The following **Employee Recognition list** page will be appeared.



Recognition Name	Recognition Type	Date of Recognition	Awarding Organization	Recognition Details
Leadership Award	...	05-01-20	University of Dhaka	Text details
Management Award	... Official	01-04-20	ACI Limited	Text details
Human Resource Award	... Personal	02-01-20	Vibh Shupath Limited	Text details
Management Learning	... Official	05-11-18	Rohi - 10 Minutes School	Text details
Project Management	... Official	05-12-18	Rohi - 10 Minutes School	Text details

### TIPS

You can search employee by clicking on the  icon.

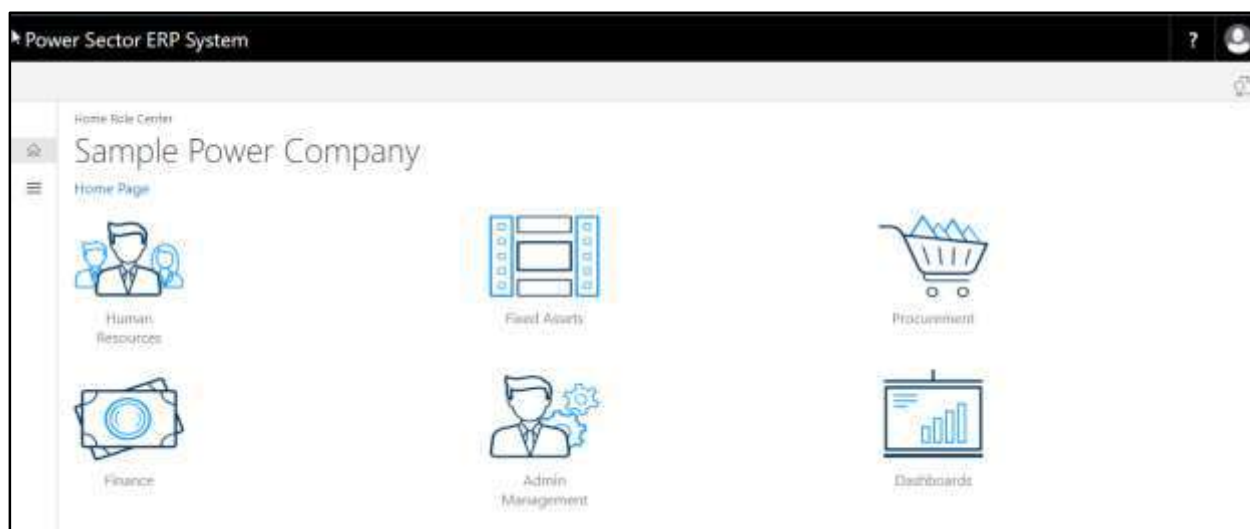
## HR-813 How to: View Employee Disciplinary Action List

### Introduction

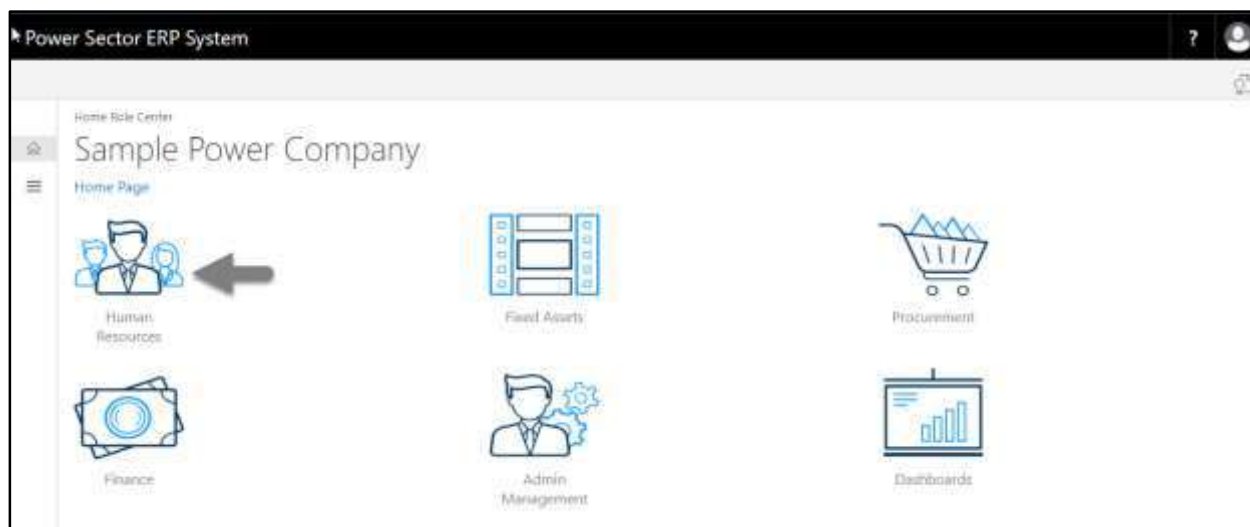
This process demonstrates how to view employee disciplinary action list.

To view employee disciplinary action list, follow the steps described below.

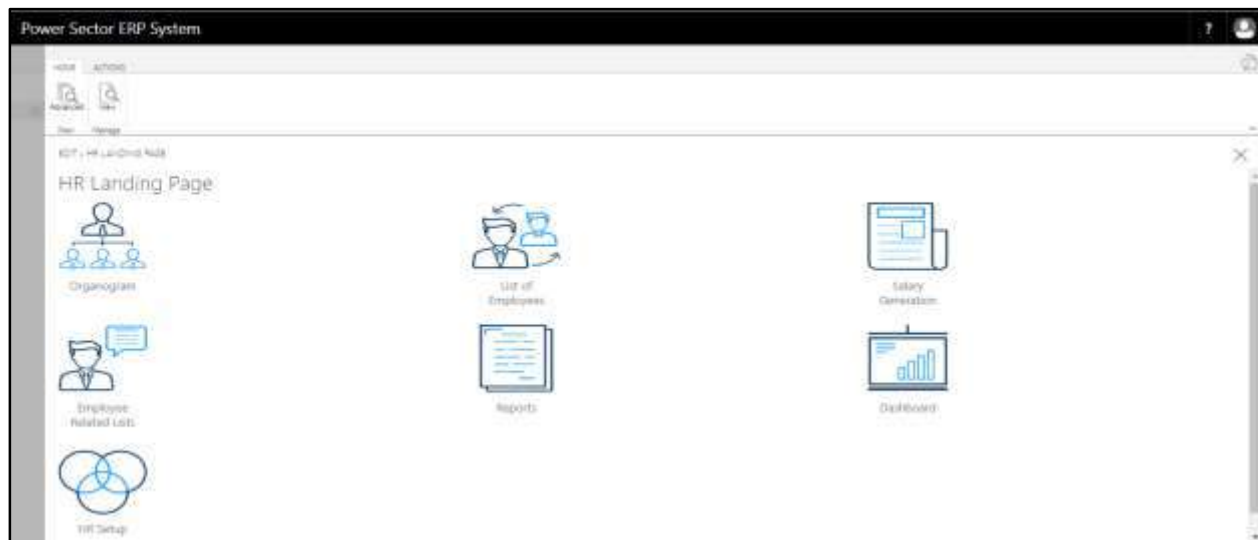
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



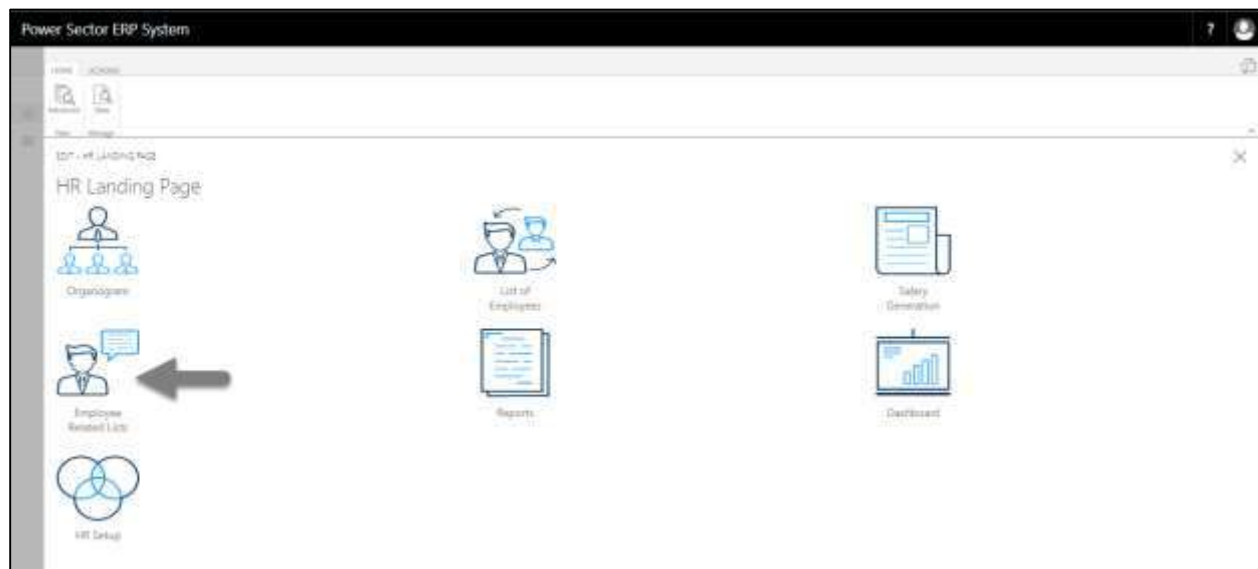
- B. Choose the “**Human Resources**” icon.



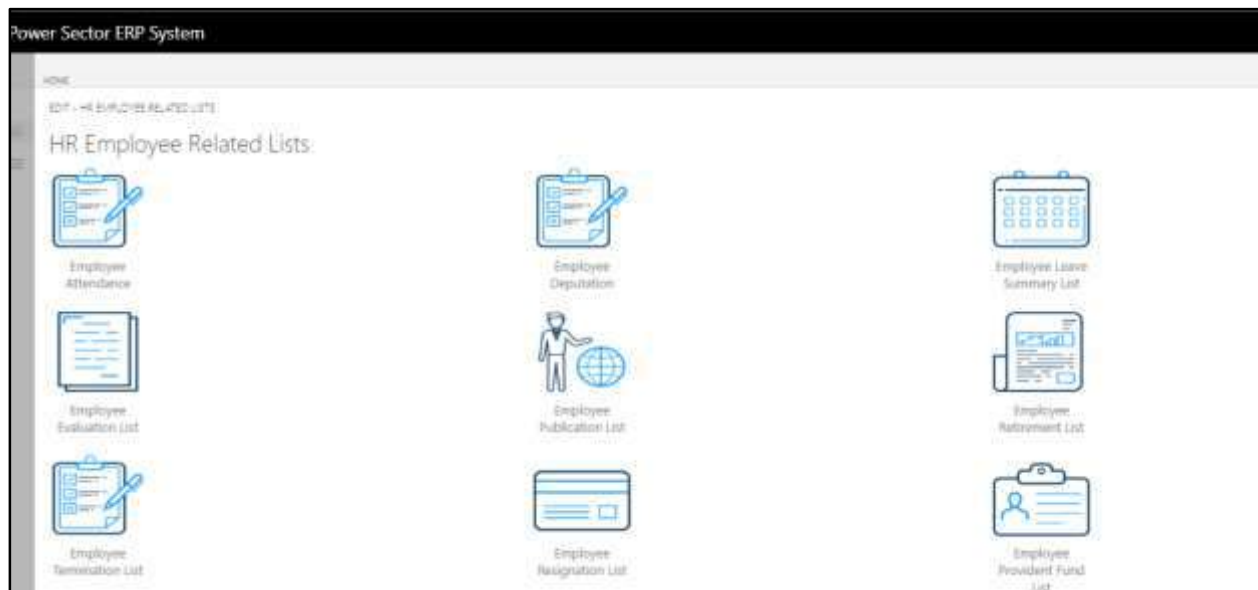
The following **HR Landing Page** will be appeared.



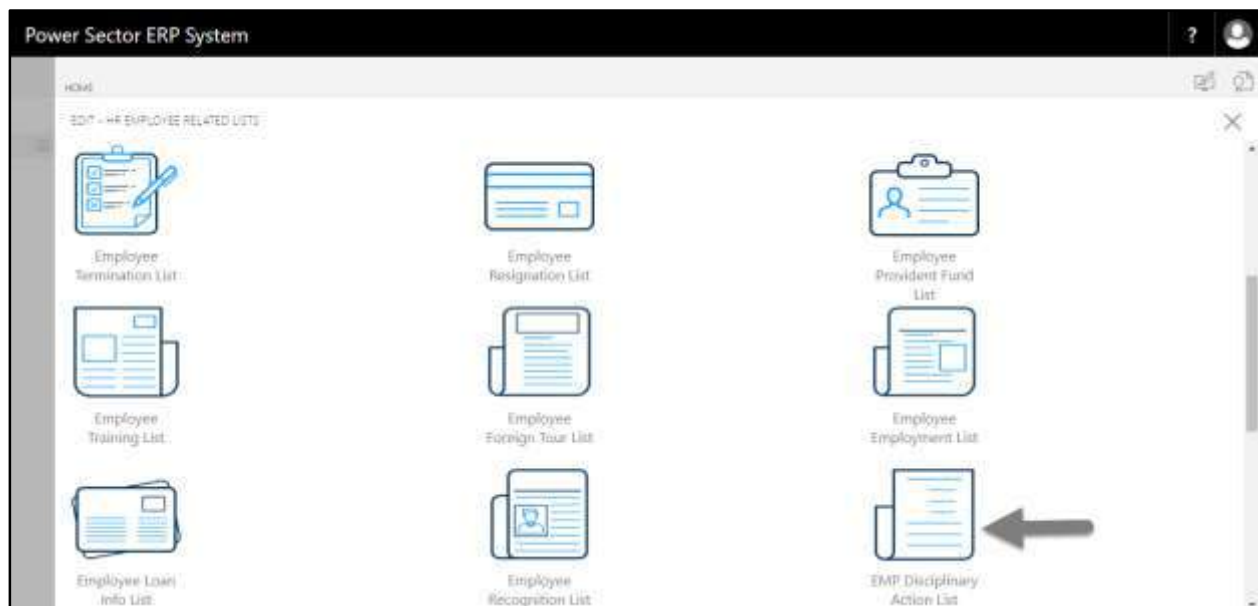
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee List** page will be appeared.



D. Choose the “**Employee Disciplinary Action List**” Icon.



The following **Employee Disciplinary List** page will be appeared.

Power Sector ERP System


HOME ACTIONS

Send Request for an Approval Save Edit View Print List Notes Links Open in Excel

Office: [ ] Office Name: [ ]

Employee ID	Employee Name	Action Date	Action	Action Details	Action Effective From	Action Effective To	Regd. Handover To	Approval Status	Remarks
200001045	Shahi Binte Chowdhury	28-04-20	Censorial Wr...	Written Warning	22-04-20	29-04-20		Rejected	Id Time
200001124	Md. Mutad Hasan	21-04-20	Discharge fr...	Test details	21-04-20		200001126	Open	Test remarks
200001077	Abdur Rahim	21-02-20	Recovery fr...	Test details	21-02-20	20-04-20	200001078	Open	Test remarks
200001064	Mp. Akbaruzzaman chowdhury	05-04-20	Dismissal fr...	Test details	05-04-20	05-05-20	200001080	Open	Test remarks
200001074	Md. Azad Abdul Kader	20-04-20	Termination ...	Test details	28-04-20	30-06-20	200001076	Open	Test remarks
200001026	Suram Kumar Ghosh	29-02-20	Demotion fr...	Test details	29-02-20	30-04-20	200001107	Open	Test remarks

### TIPS

You can search employee by clicking on the  icon.

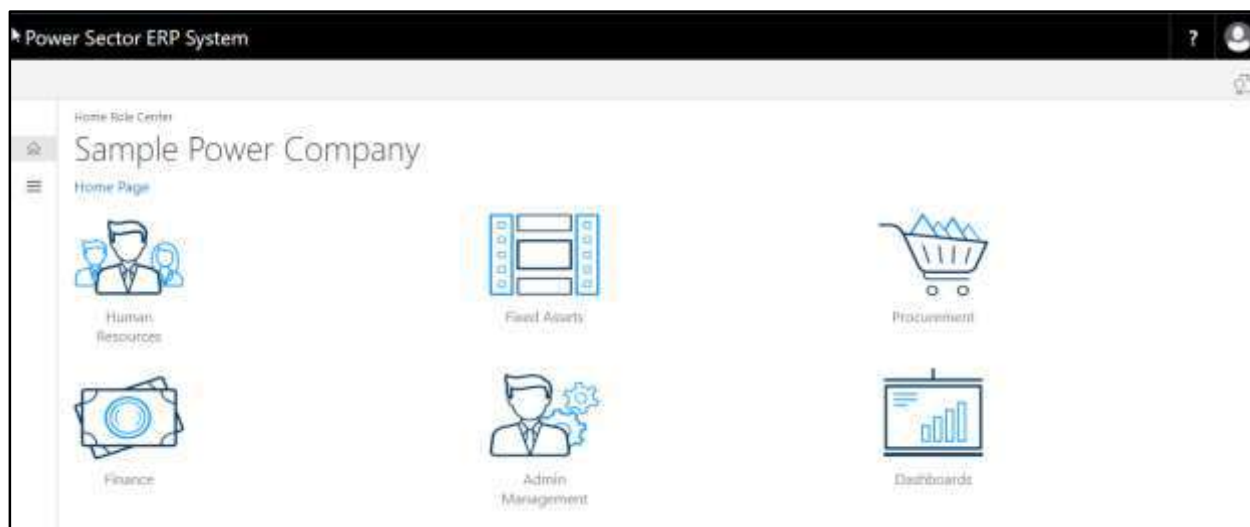
## HR-814 How to: View Additional Charges List

### Introduction

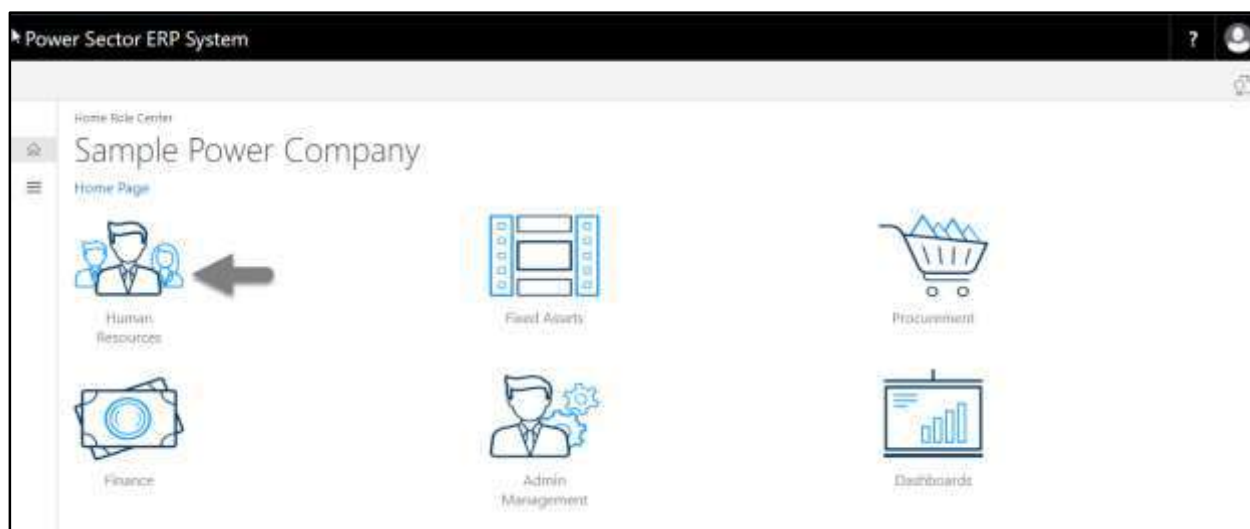
This process demonstrates how to view additional charges list.

To view additional charges list, follow the steps described below.

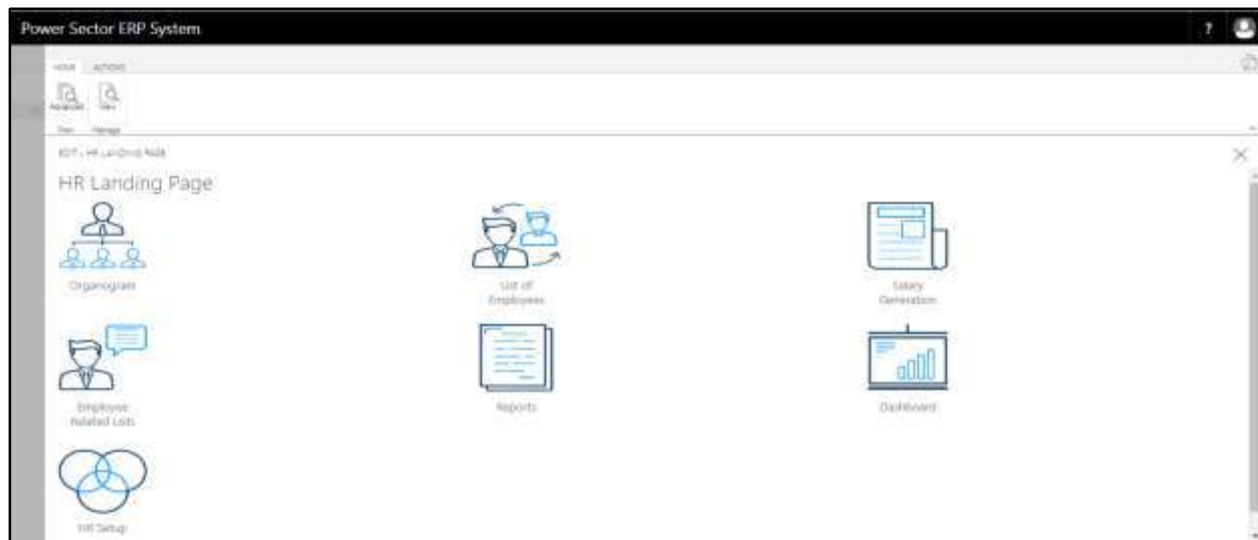
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



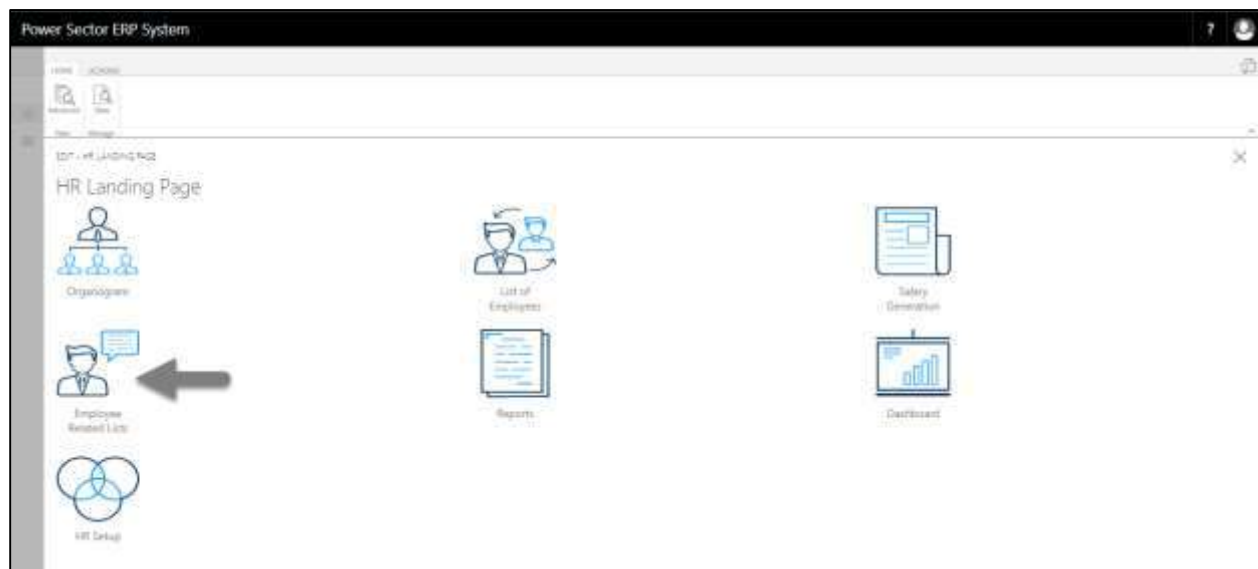
- B. Choose the **"Human Resources"** icon.



The following **HR Landing Page** will be appeared.

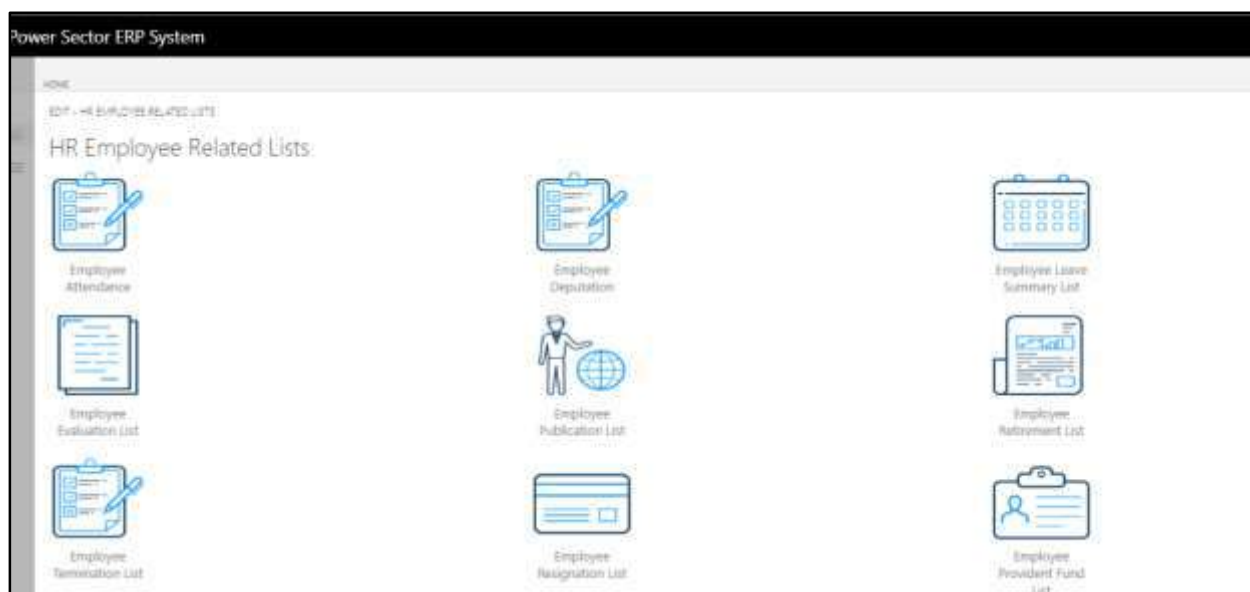


C. Choose the **“Employee Related List”** icon in the HR Landing Page.

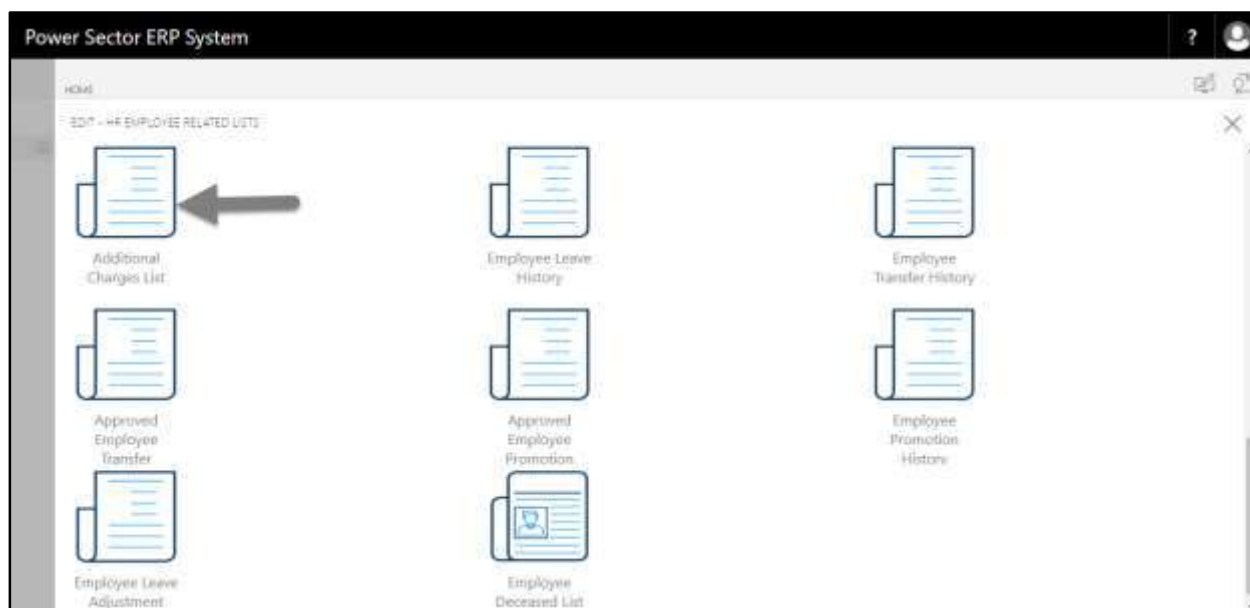




The following **Employee List** page will be appeared.



D. Choose the **“Additional Charges List”** Icon.



The following **Additional Charges List** page will be appeared.

Power Sector ERP System


HOME

EDIT - EMP ADDITIONAL CHARGES LIST

Office  Office Name

Employee ID	Employee Name	Additional Organogram Code	Additional Office Name	Additional Department Name	Additional Designation Name	From Date	To Date
200001149	+++ Taizul Islam Tulu	ORG000029	Office of General Manager		Deputy Manager	01-09-19	
200001017	+++ Mr. Mohammad Kowser	ORG000021	Office of General Manager	HR & Admin	Assistant Manager	01-03-20	
200001097	+++ Mohammad Asaduzzaman	ORG000006	Office of Executive Director		Executive Engineer	01-01-20	
200001045	+++ Hafizur Rahman Karoni	ORG000024	Office of General Manager		Manager	01-02-20	
200001126	+++ Md. Monirul Islam	ORG000017	Office of Chief Engineer		Assistant Engineer	17-05-19	

### TIPS

You can search employee by clicking on the  icon.

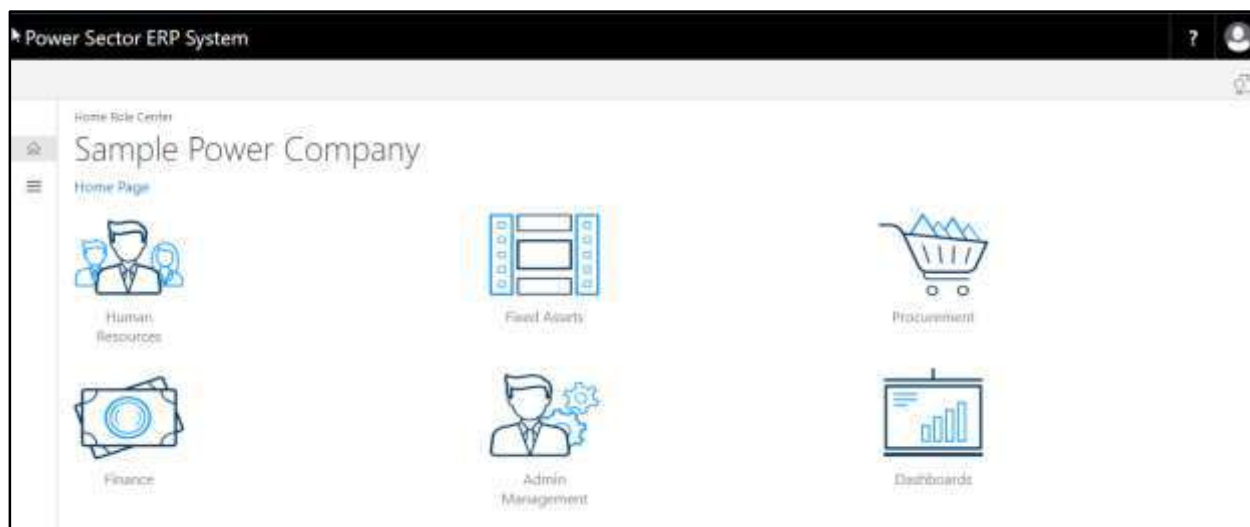
## HR-815 How to: View Employee Leave History

### Introduction

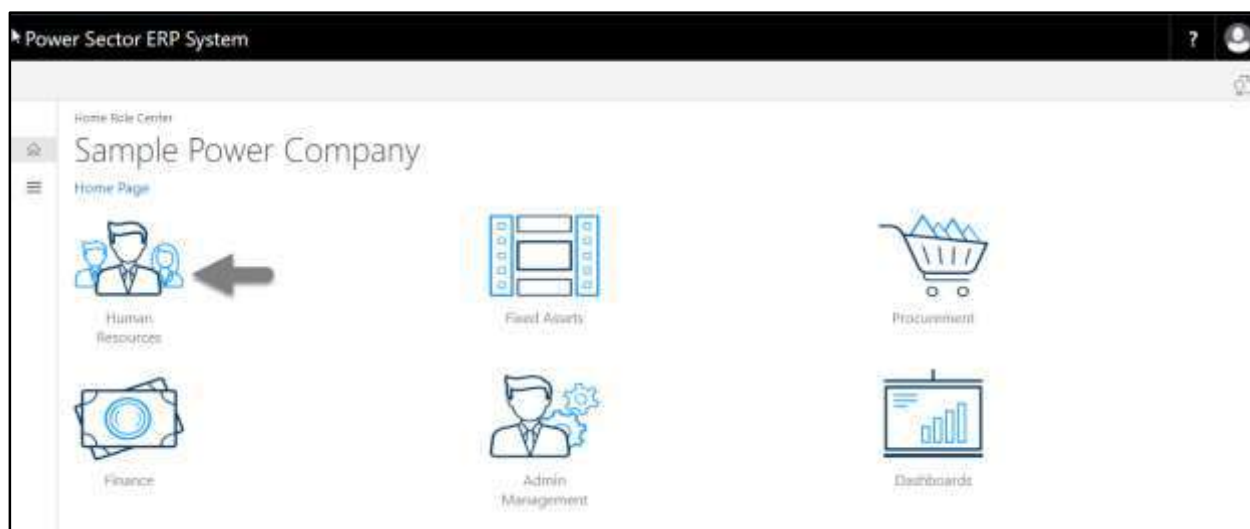
This process demonstrates how to view employee leave history.

To view employee leave history, follow the steps described below.

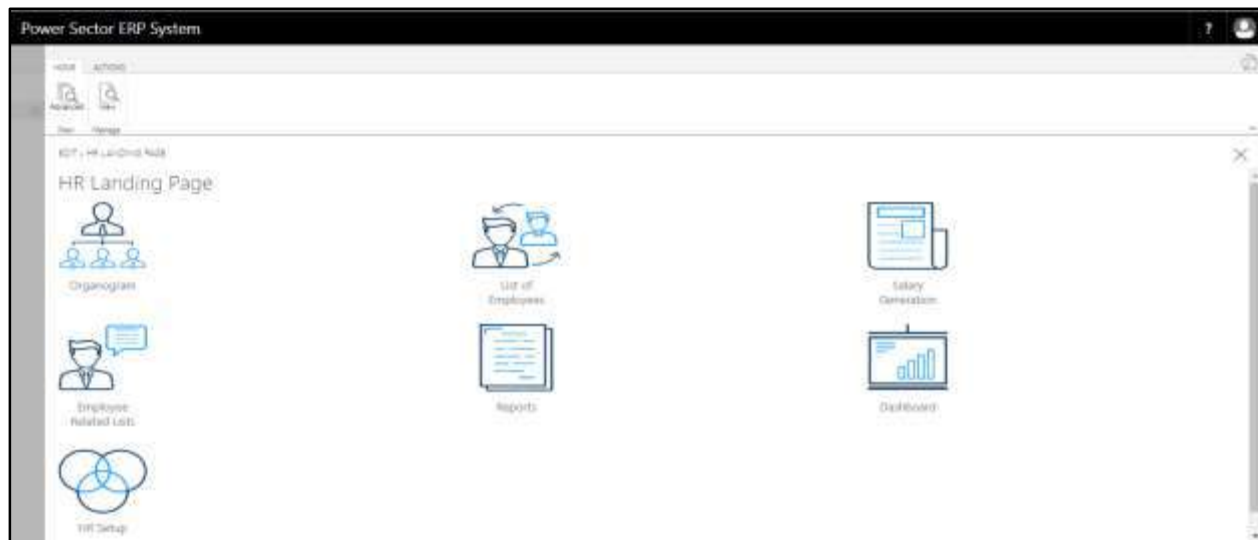
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



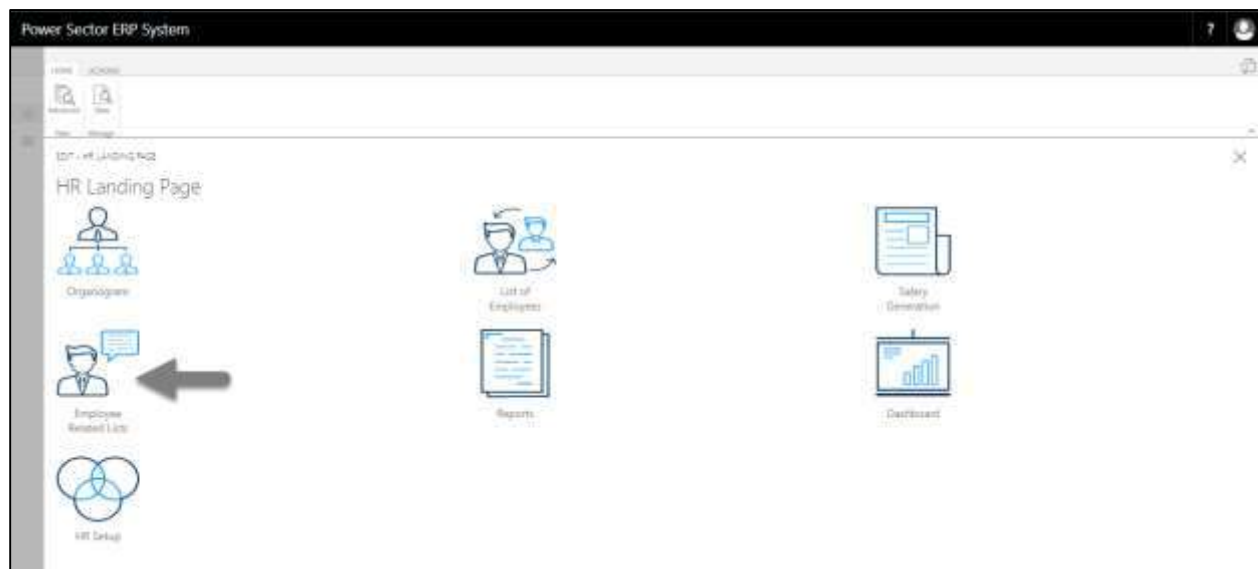
- B. Choose the **"Human Resources"** icon.



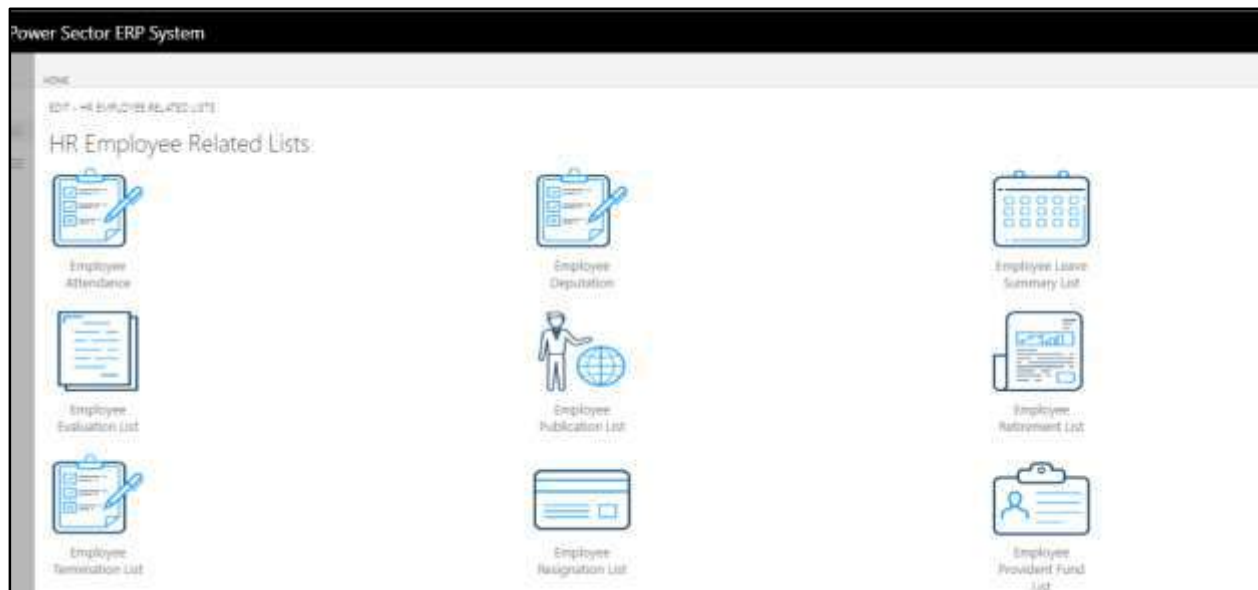
The following **HR Landing Page** will be appeared.



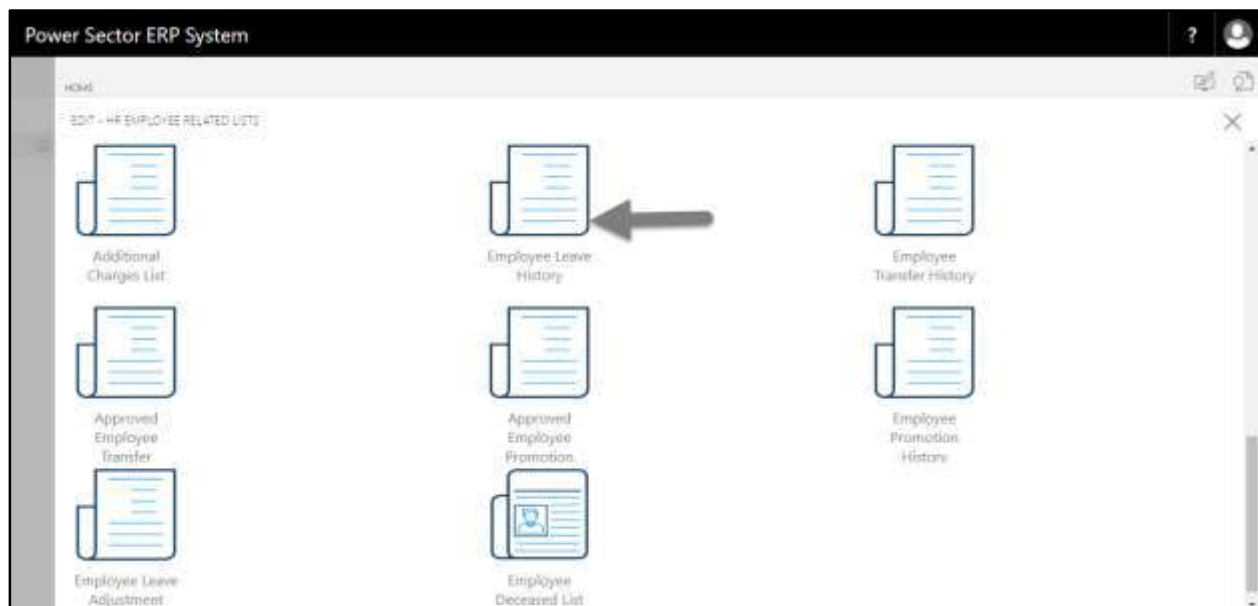
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



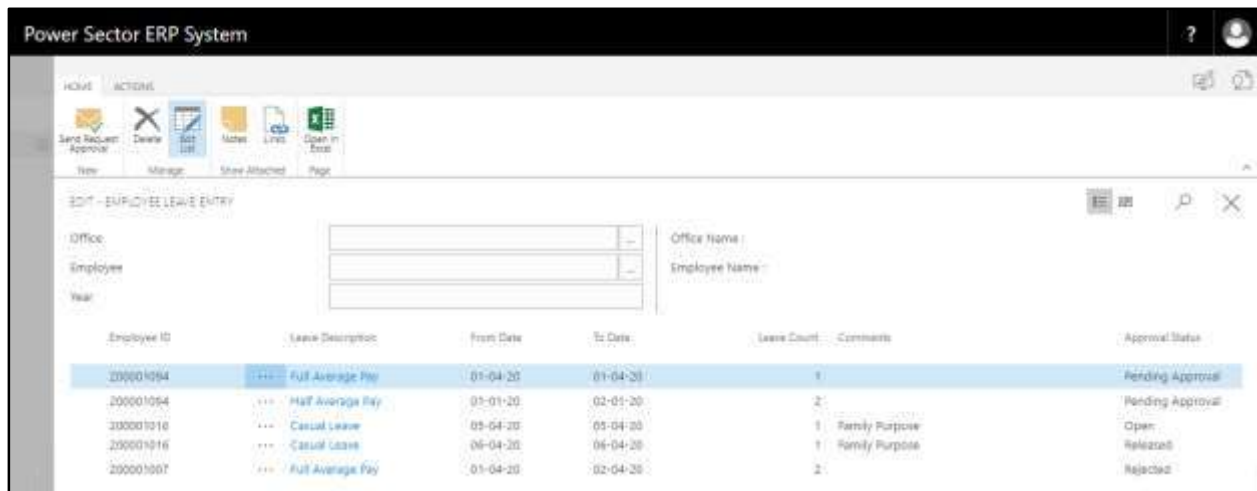
The following **Employee List** page will be appeared.



D. Choose the “**Employee Leave History**” Icon.



The following **Employee Leave History** page will be appeared.



Power Sector ERP System

HOME ACTIONS

Send Request Approval, Delete, Add Entry, Notes, Attach, Open in Excel

View, Manage, Show Attached, Page

EDIT - EMPLOYEE LEAVE ENTRY

Office, Employee, Year

Office Name, Employee Name

Employee ID	Leave Description	From Date	To Date	Leave Count	Comments	Approval Status
200001094	Full Average Pay	01-04-20	01-04-20	1		Pending Approval
200001094	Half Average Pay	01-01-20	02-01-20	2		Pending Approval
200001010	Casual Leave	05-04-20	05-04-20	1	Family Purpose	Open
200001016	Casual Leave	06-04-20	06-04-20	1	Family Purpose	Rejected
200001007	Full Average Pay	01-04-20	02-04-20	2		Rejected

### TIPS

You can use Office, Employee and Year filter for searching

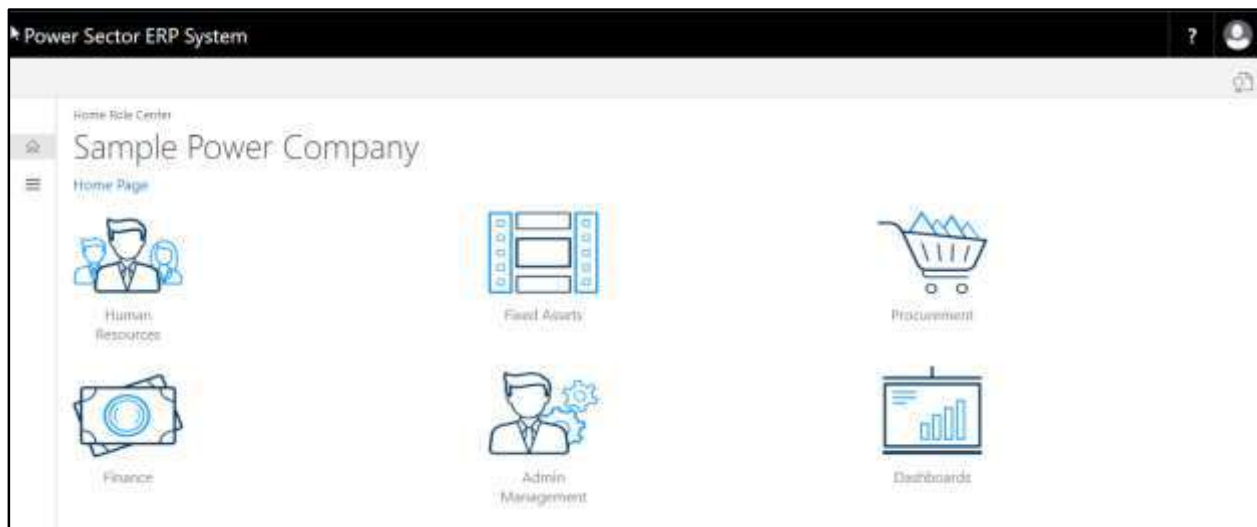
## HR-816 How to: View Employee Transfer History

### Introduction

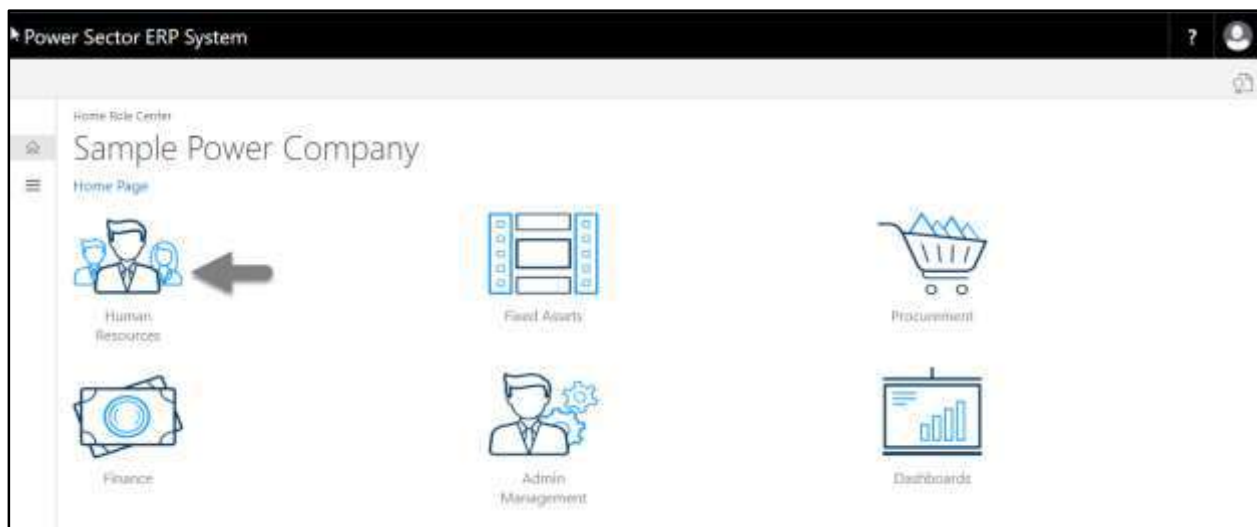
This process demonstrates how to view employee transfer history.

To view employee transfer history, follow the steps described below.

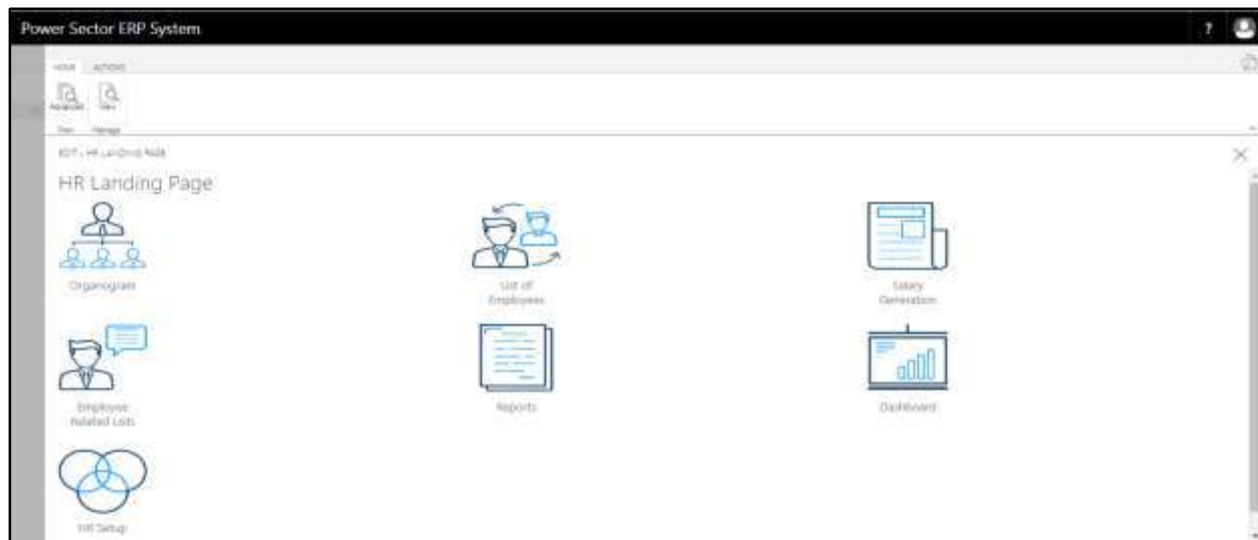
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



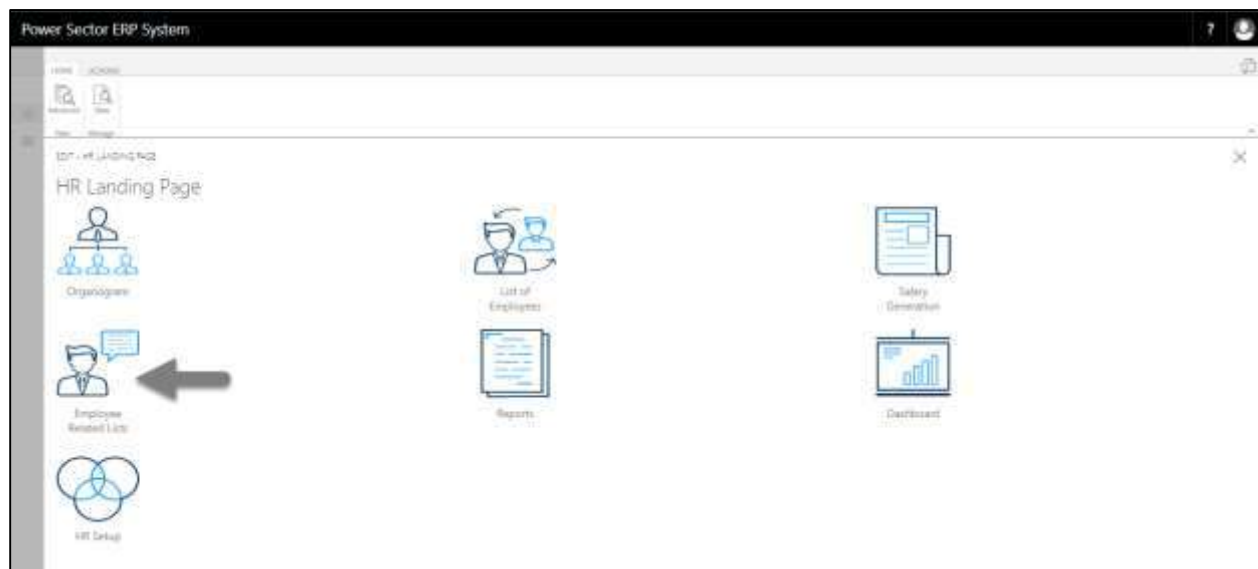
- B. Choose the “**Human Resources**” icon.



The following **HR Landing Page** will be appeared.

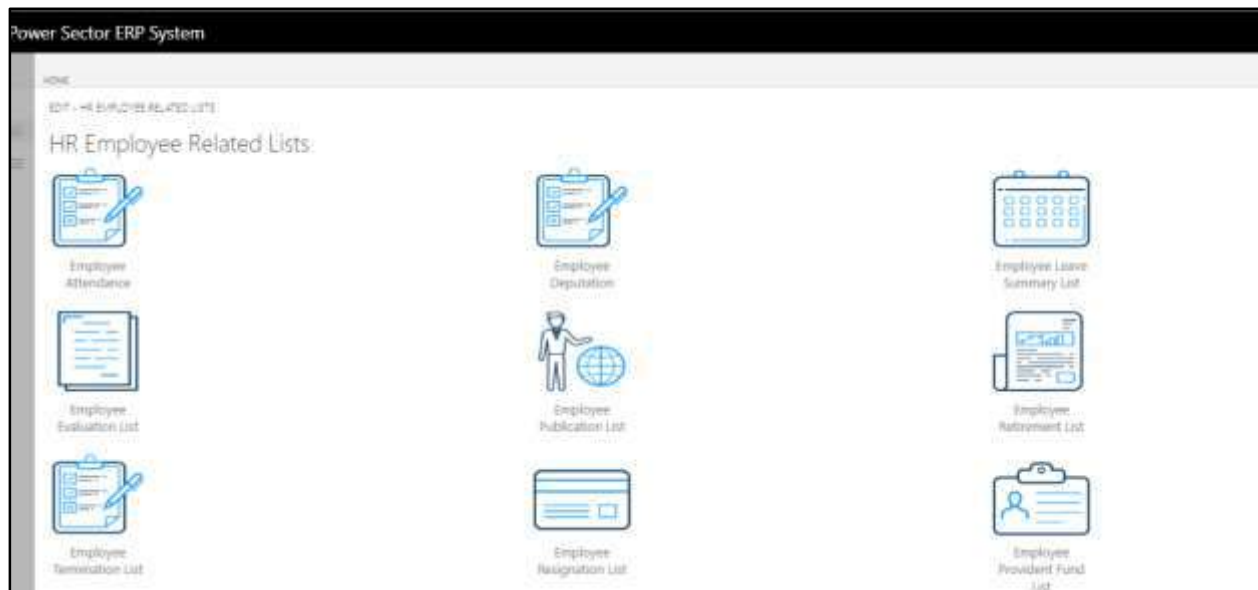


C. Choose the **“Employee Related List”** icon in the HR Landing Page.

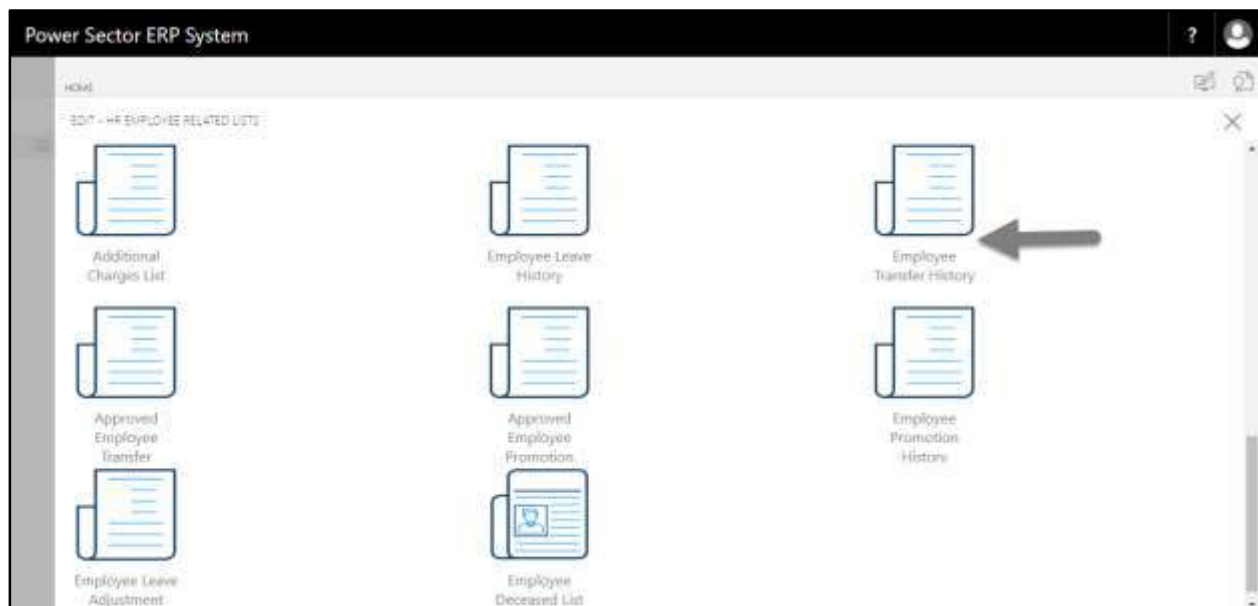




The following **Employee List** page will be appeared.



D. Choose the “**Employee Transfer History**” Icon.



The following **Employee Transfer History** page will be appeared.

Power Sector ERP System


HOME

EDIT - EMPLOYEE RELATED TRANSFER LIST

Office  Office Name

Employee	Employee Name	Designation	Old Office	New Office	Transfer Order Date	Transfer Effective Date	Joining Date	Join
200001128	Mr. Moinul Islam	Deputy Manager	Office of Executive Director	Office of Executive Director	01-01-20	01-01-20	01-01-20	Join
200001116	Mr. Habibur Rahman	Deputy Manager	Office of General Manager	Office of Executive Director	01-01-20	01-01-20	01-01-20	Join
200001012	Mr. Muhammad Mohiwar Hossain	Office Assistant	Office of Executive Director	Rajshahi Power Plant	05-01-20	06-01-20	06-01-20	Join
200001013	Mr. Sultana Hossain	Office Assistant	Office of Executive Director	Rajshahi Power Plant	28-01-20	28-01-20	28-01-20	Join
200001024	Mr. Swapon	Driver (Light)	Office of Deputy General Manager	Rajshahi Power Plant	28-01-20	28-01-20	28-01-20	Join

TIPS

You can search employee by clicking on the  icon.

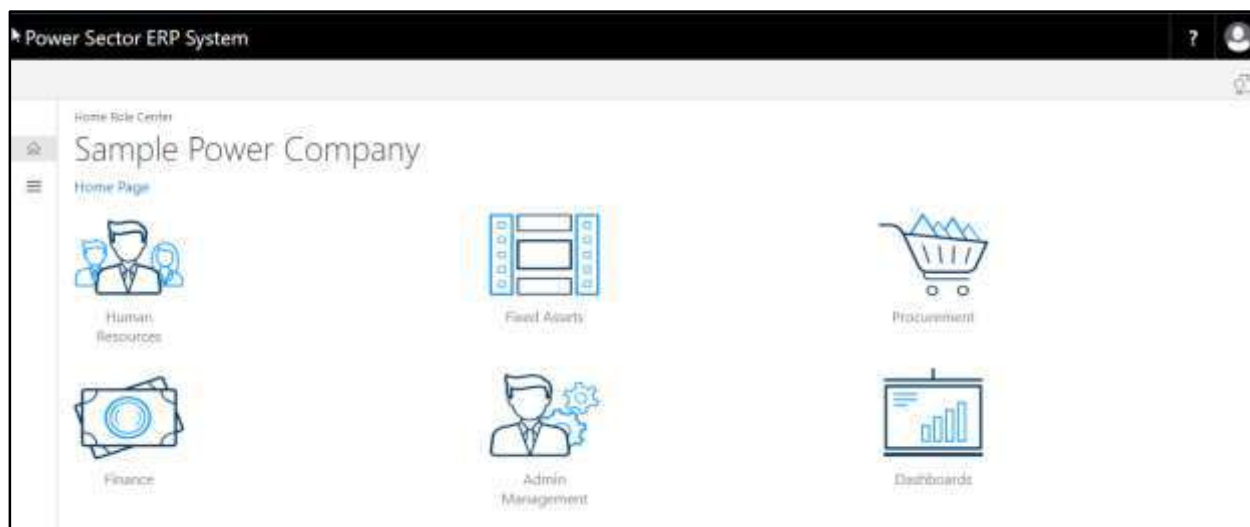
## HR-817 How to: View Employee Promotion History

### Introduction

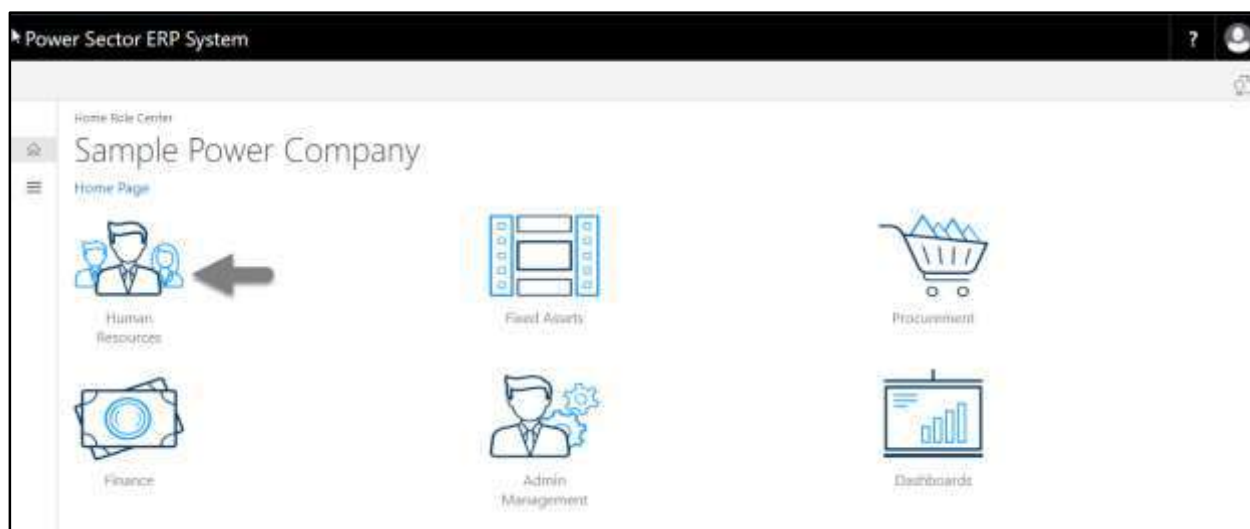
This process demonstrates how to view employee promotion history.

To view employee promotion history, follow the steps described below.

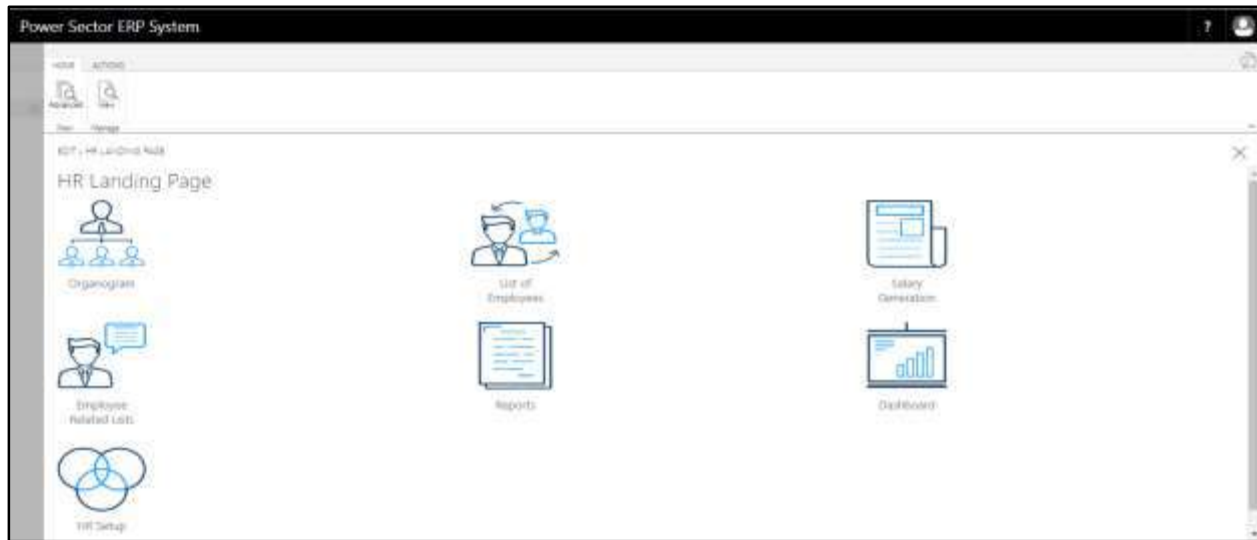
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



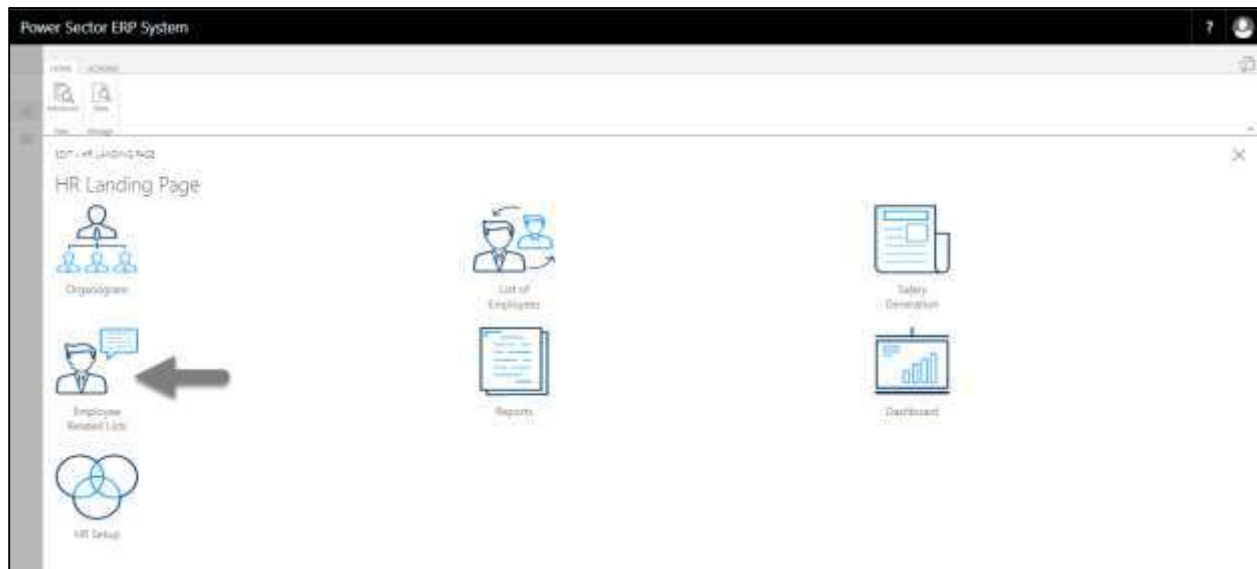
- B. Choose the “**Human Resources**” icon.



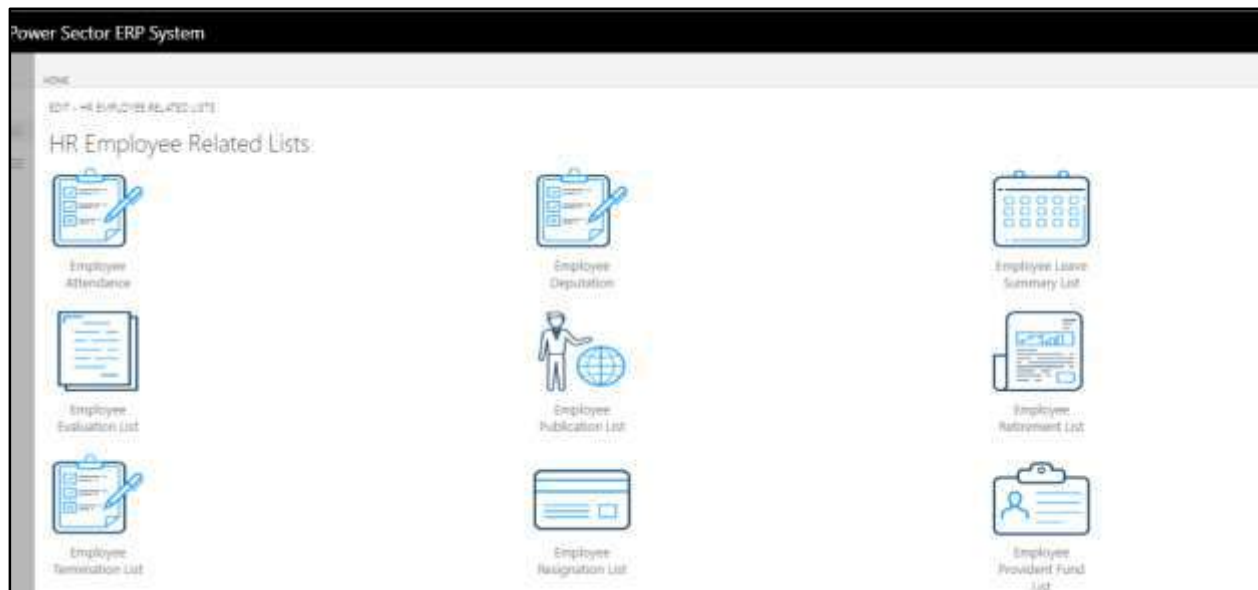
The following **HR Landing Page** will be appeared.



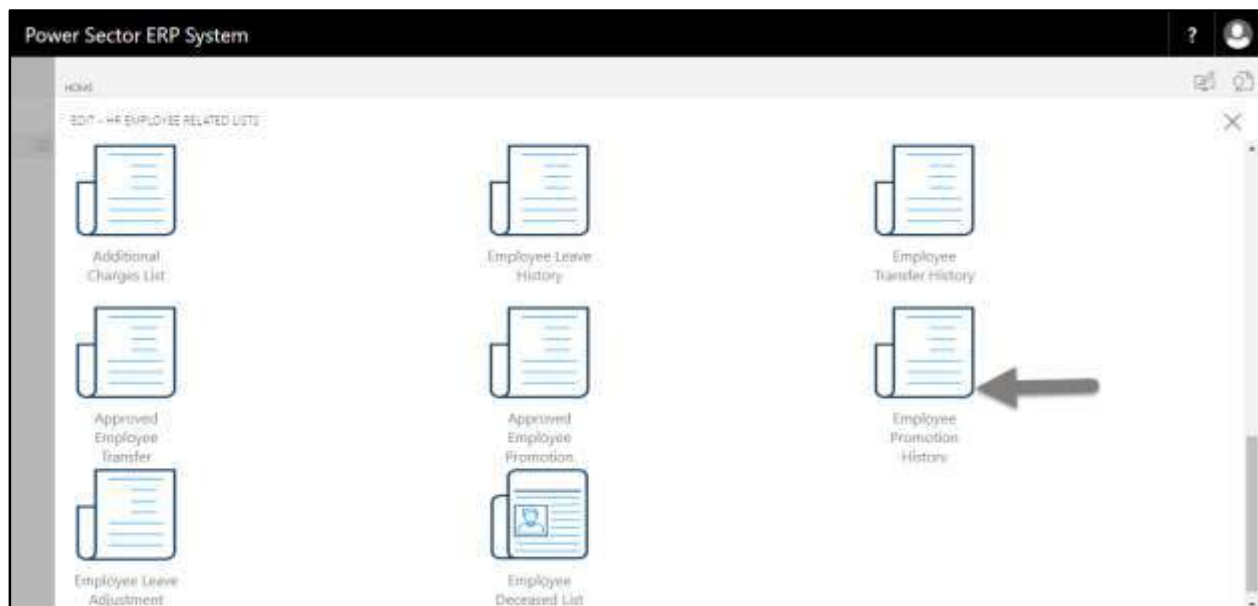
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



The following **Employee List** page will be appeared.



D. Choose the “**Employee Promotion History**” Icon.



The following **Employee Promotion History** page will be appeared.

Power Sector ERP System


HOME

EDIT - EMPLOYEE PROMOTION HISTORY

Office:  Office Name:

Employee ID	Employee Name	Current Office	Current Designation	Current Pay Grade	Current Pay Grade Step	New Office Name	New Designation Name
200005037	Mahadi Hassan	Sajdah Power Plant	Junior Assistant Manager	GR008	STEP005	Sajdah Power Plant	Manager
200001045	Hafizur Rahman Kikon	Office of Chief Engineer	Assistant Engineer	GR007	STEP005	Office of Chief Engineer	Manager
200001104	Mubibur Rahman	Office of Deputy General Manager	Deputy Manager	GR006	STEP005	Office of Deputy General Manager	Manager
200001119	Rajib Sarkar	Sajdah Power Plant	Junior Assistant Manager	GR008	STEP005	Office of Chief Engineer	Manager

### TIPS

You can search employee by clicking on the  icon.

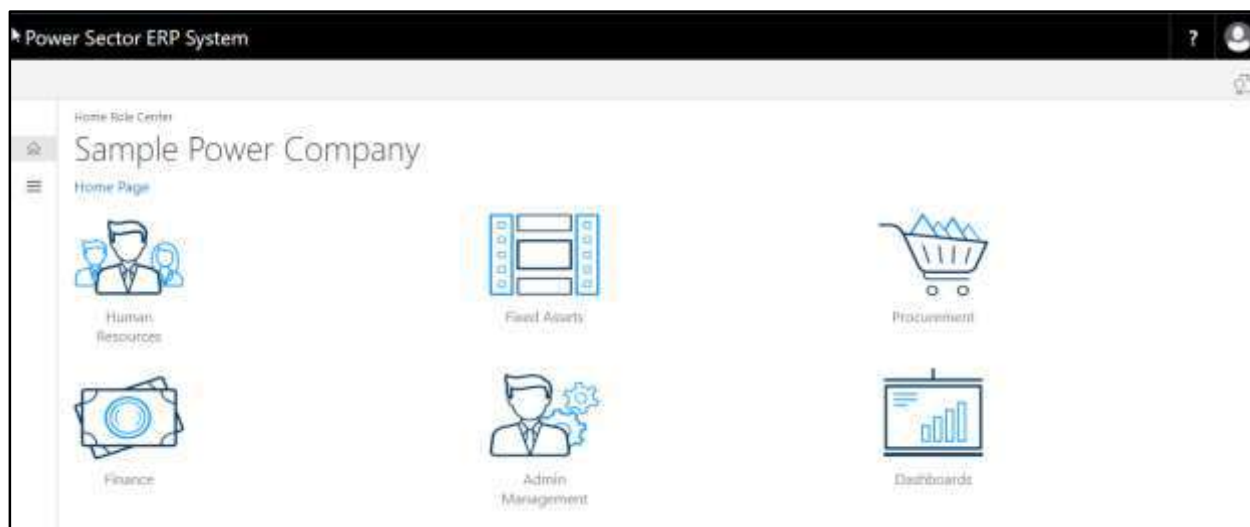
## HR-818 How to: View Employee Leave Adjustment

### Introduction

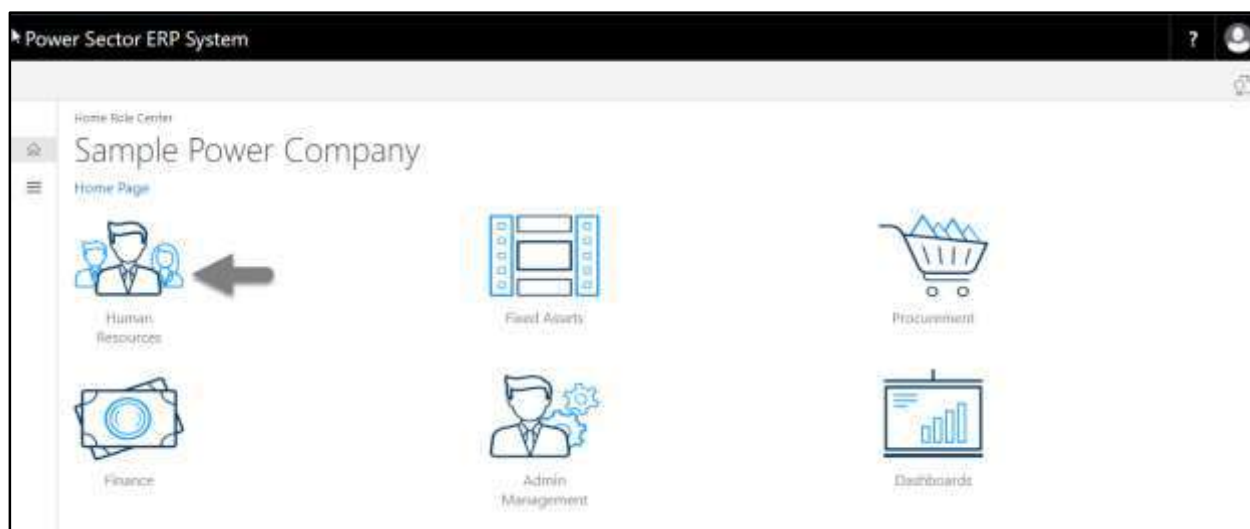
This process demonstrates how to view employee leave adjustment.

To view employee leave adjustment, follow the steps described below.

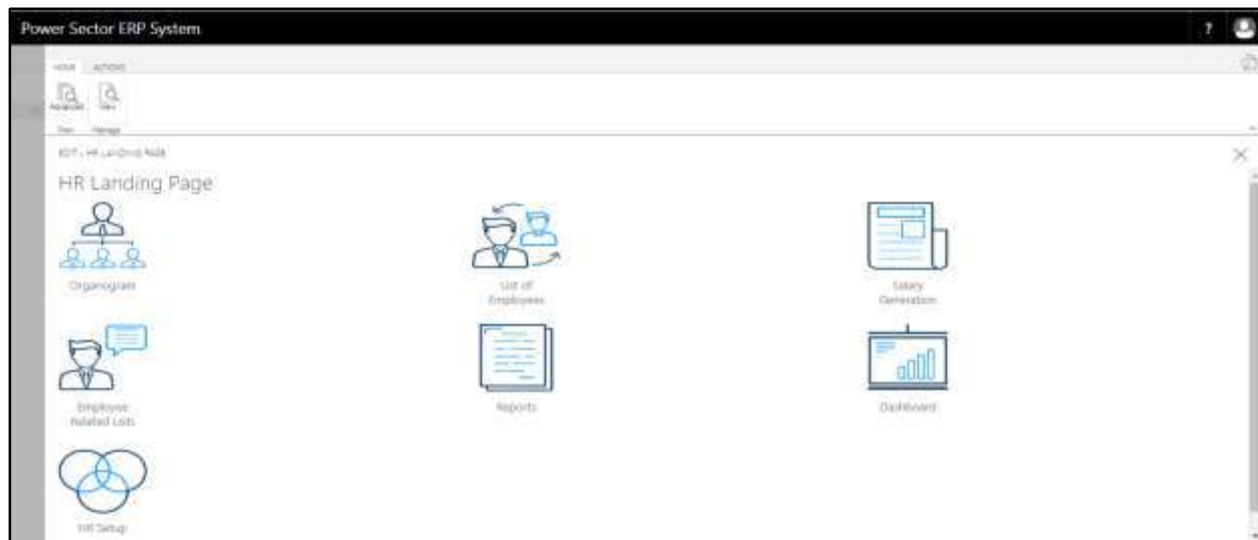
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



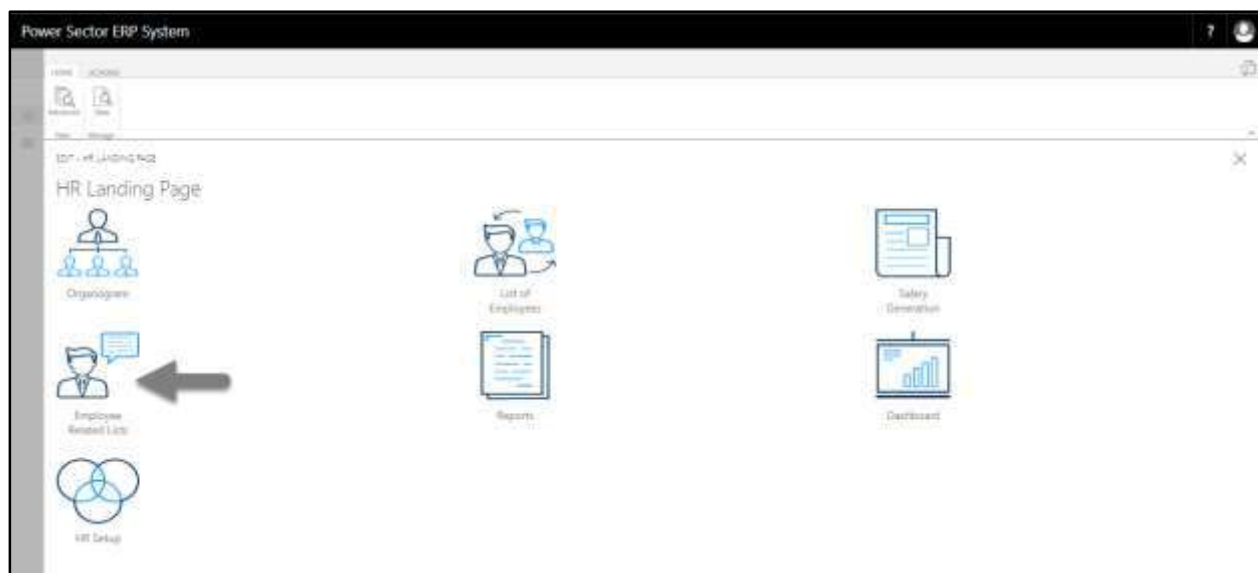
- B. Choose the **“Human Resources”** icon.



The following **HR Landing Page** will be appeared.

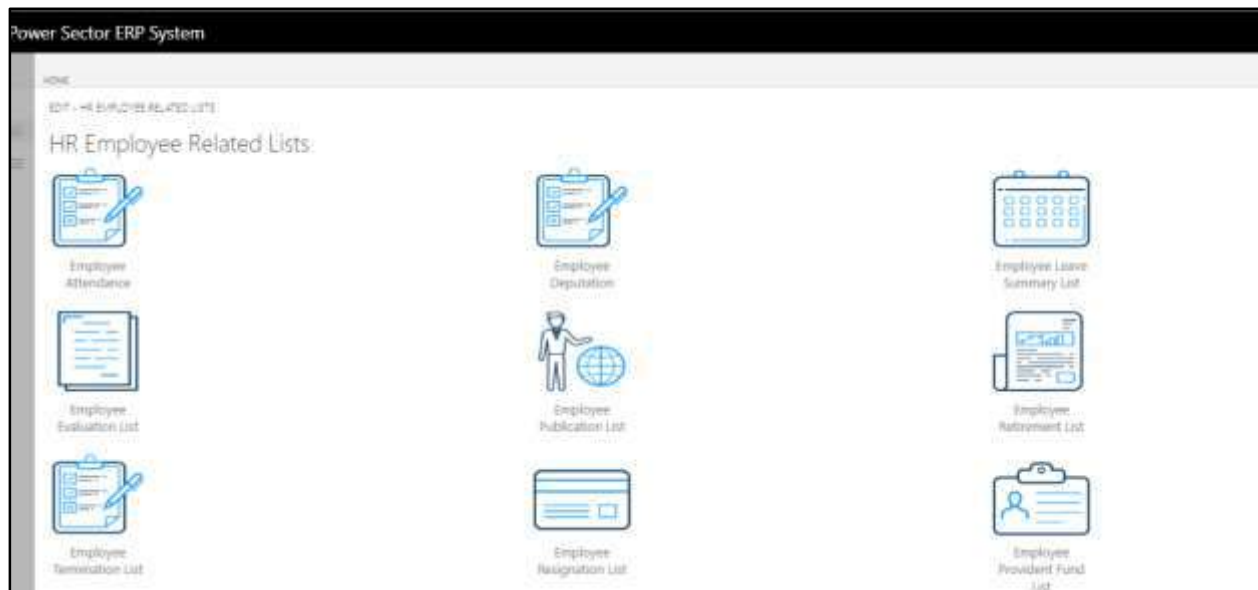


C. Choose the **“Employee Related List”** icon in the HR Landing Page.

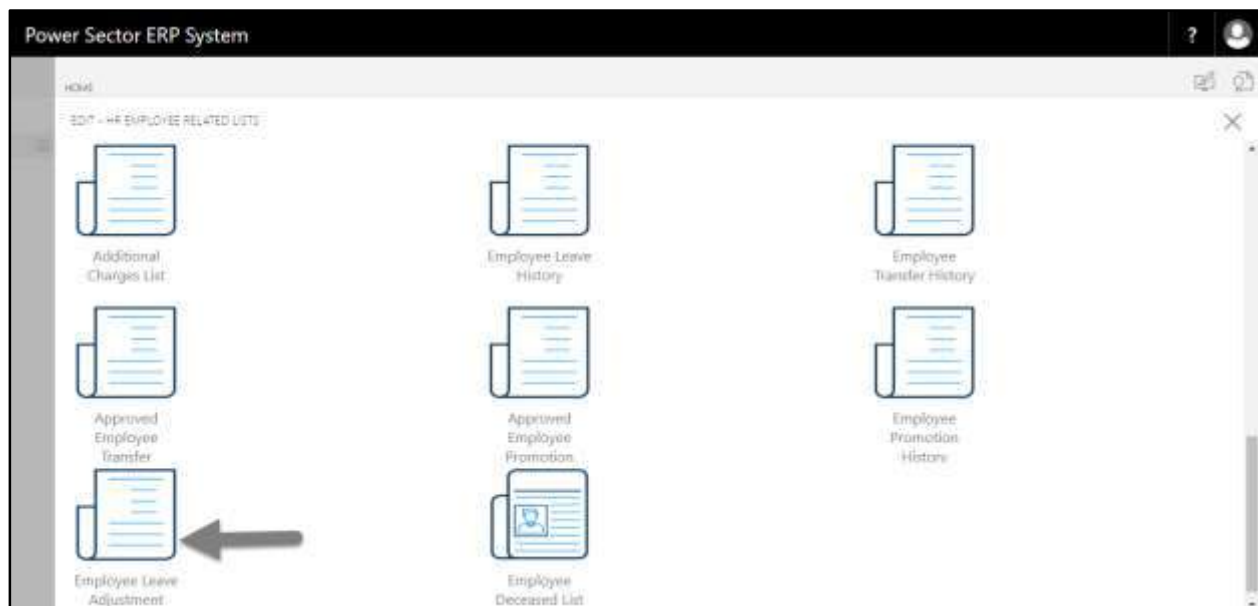




The following **Employee List** page will be appeared.



D. Choose the “**Employee Leave Adjustment**” Icon.



The following **Employee Leave Adjustment** page will be appeared.

Employee ID	Employee Name	Leave Description	Adj. From Date	Adj. To Date	Adj. Quantity	Adj. Comments
200001094	Abdullah Al Mamun	Half Average Pay	02-01-20	02-01-20	1	
200001067	MD. Abdullah Al Mamun	Full Average Pay	01-04-20	02-04-20	2	

### TIPS

You can use Office, Employee and Year filter for searching.

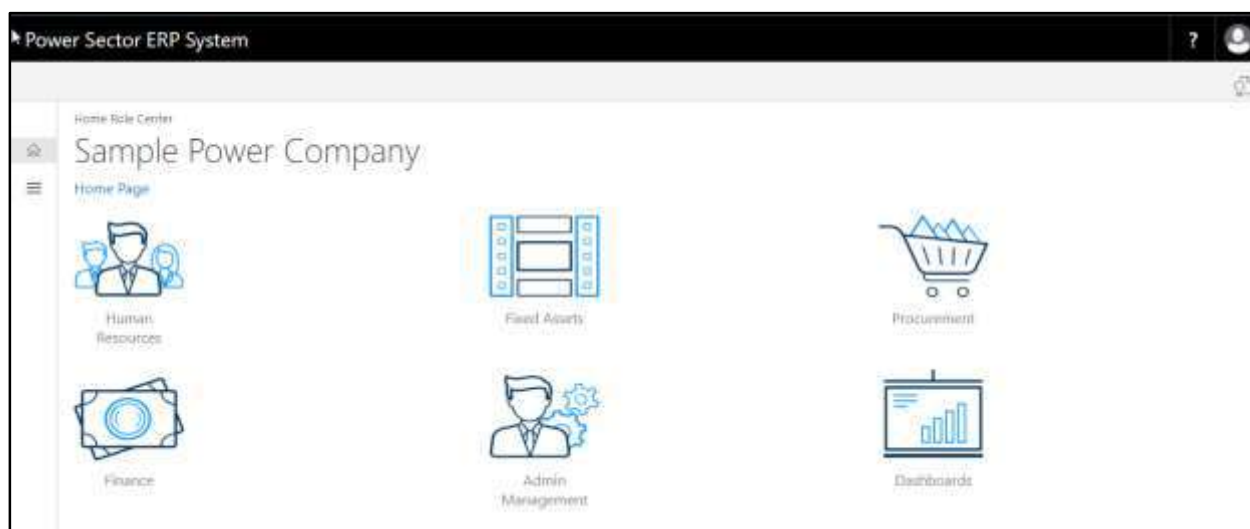
## HR-819 How to: View Employee Deceased List

### Introduction

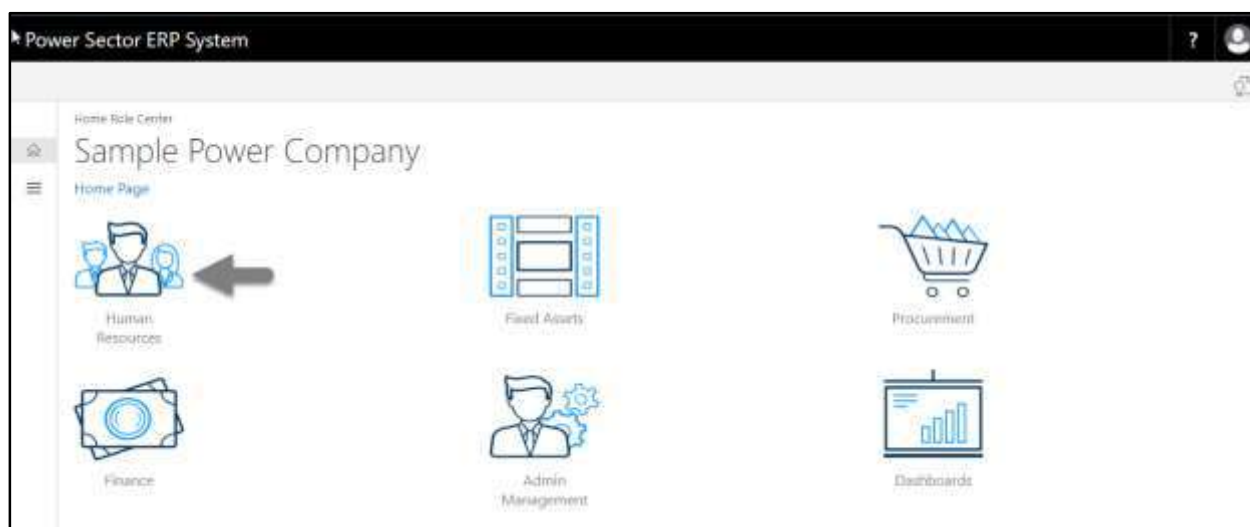
This process demonstrates how to view employee deceased list.

To view employee deceased list, follow the steps described below.

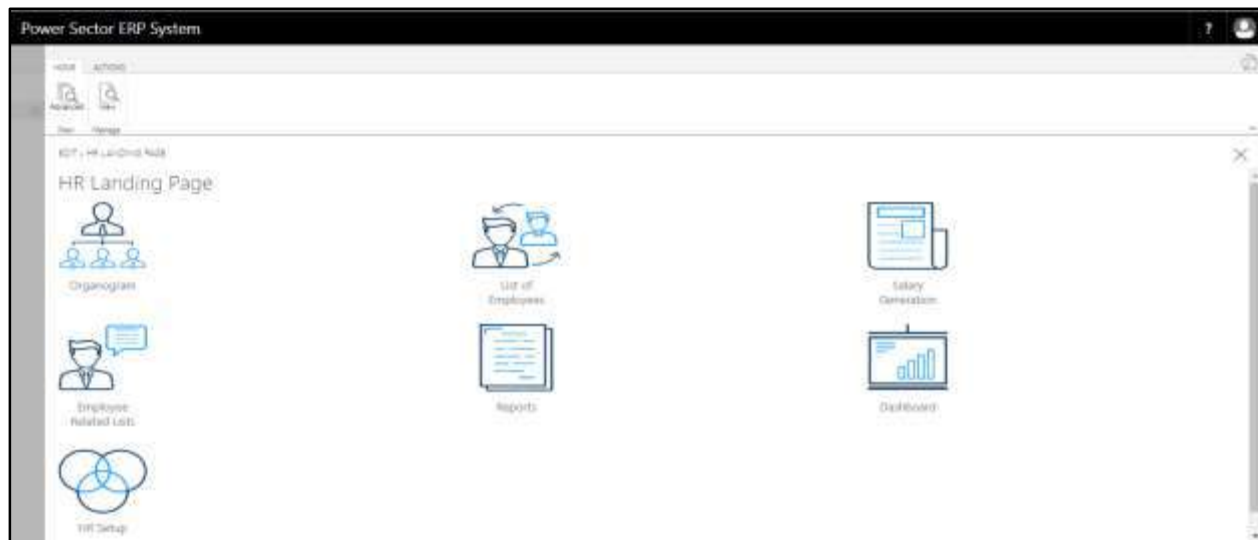
- A. Log in with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



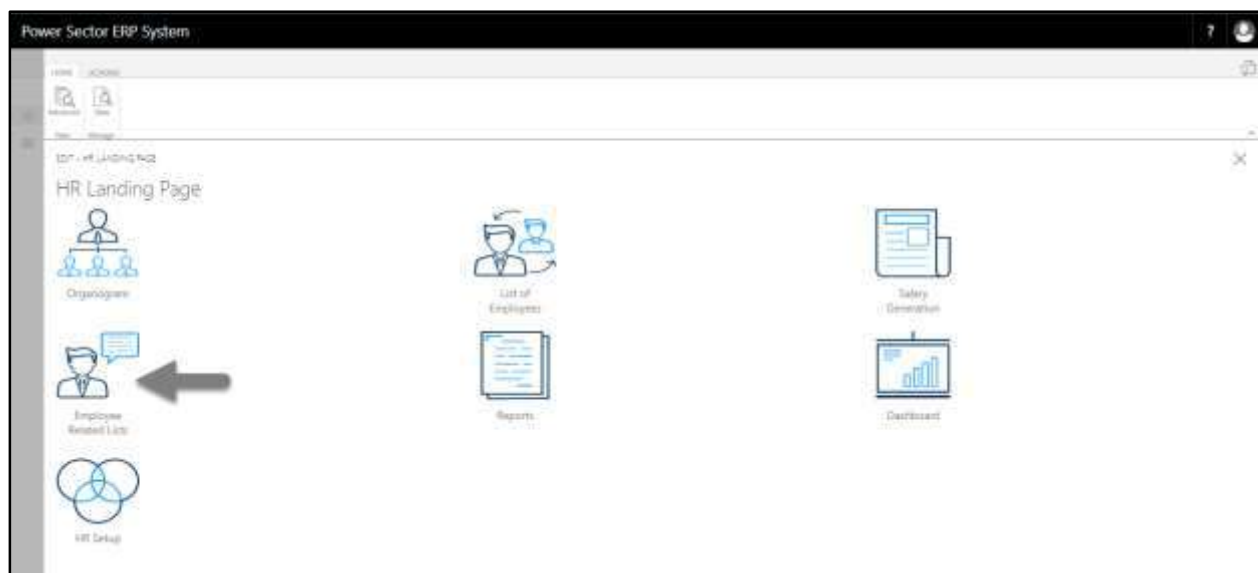
- B. Choose the **"Human Resources"** icon.



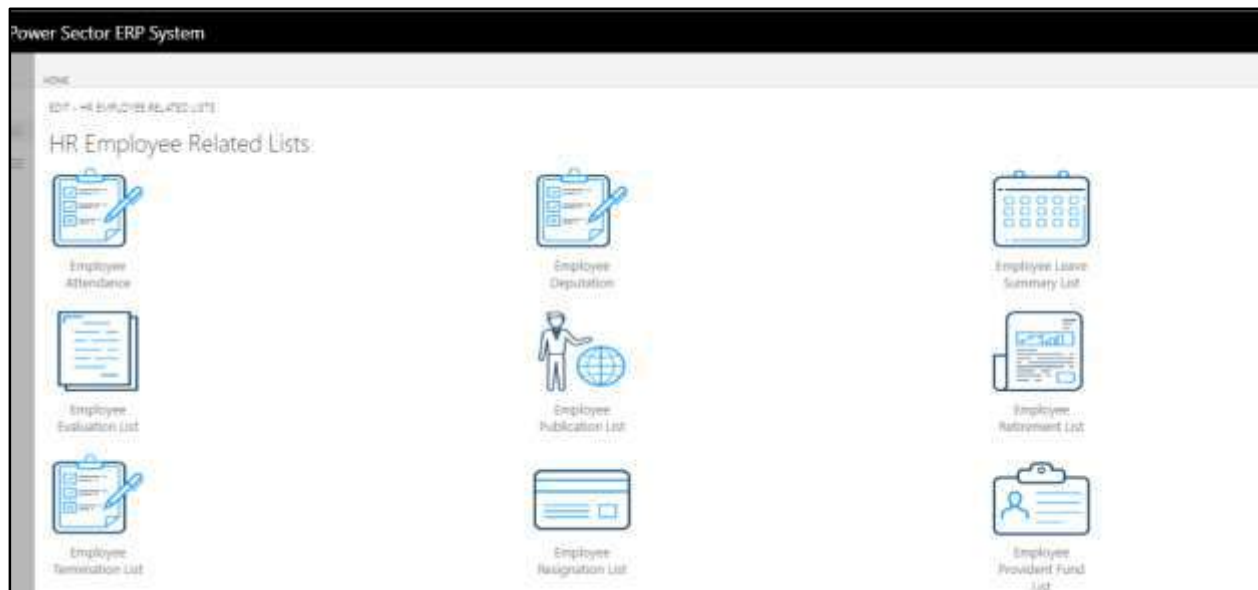
The following **HR Landing Page** will be appeared.



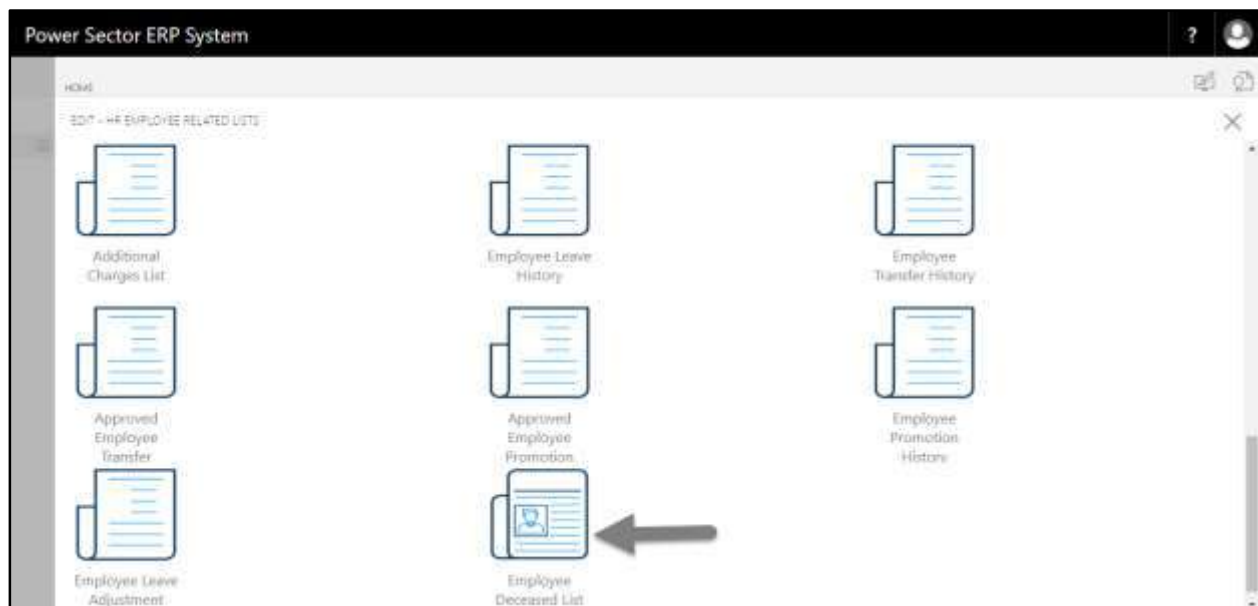
C. Choose the **“Employee Related List”** icon in the HR Landing Page.



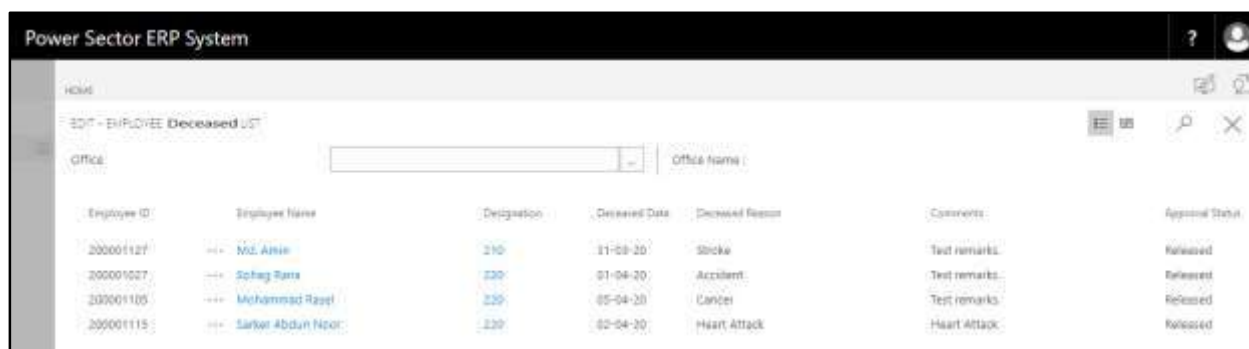
The following **Employee List** page will be appeared.



D. Choose the “**Employee Deceased List**” Icon.




The following **Employee Deceased List** page will be appeared.



Employee ID	Employee Name	Designation	Deceased Date	Deceased Reason	Comments	Approval Status
200001127	Md. Anis	210	31-03-20	Stroke	Test remarks	Released
200001027	Sahag Sana	230	01-04-20	Accident	Test remarks	Released
200001105	Mohammad Razvi	230	05-04-20	Cancer	Test remarks	Released
200001115	Sarker Abdul Nzor	230	02-04-20	Heart Attack	Heart Attack	Released

### TIPS

You can search employee by clicking on the  icon.

## HR-900 Generating Reports

### Introduction

This section shows how to generate different reports related to HR Management and Payroll functions. This section contains the following –

- HR-901 HR Related Reports
- HR-902 Payroll Reports

### Role

- Module User

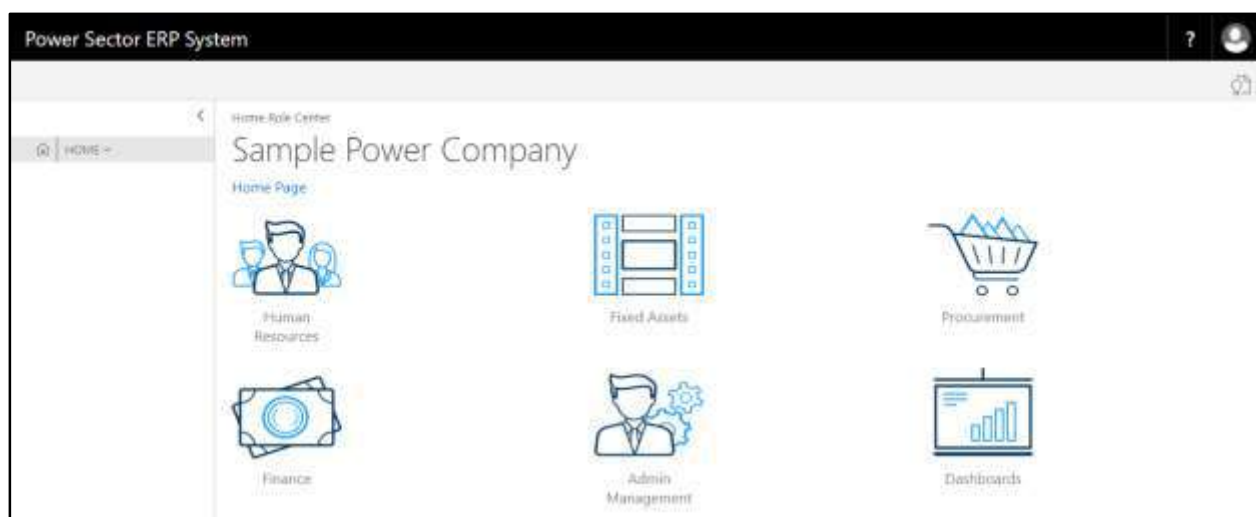
### Prerequisite

- Module User credentials

## Access to Report Tab

Follow the steps below.

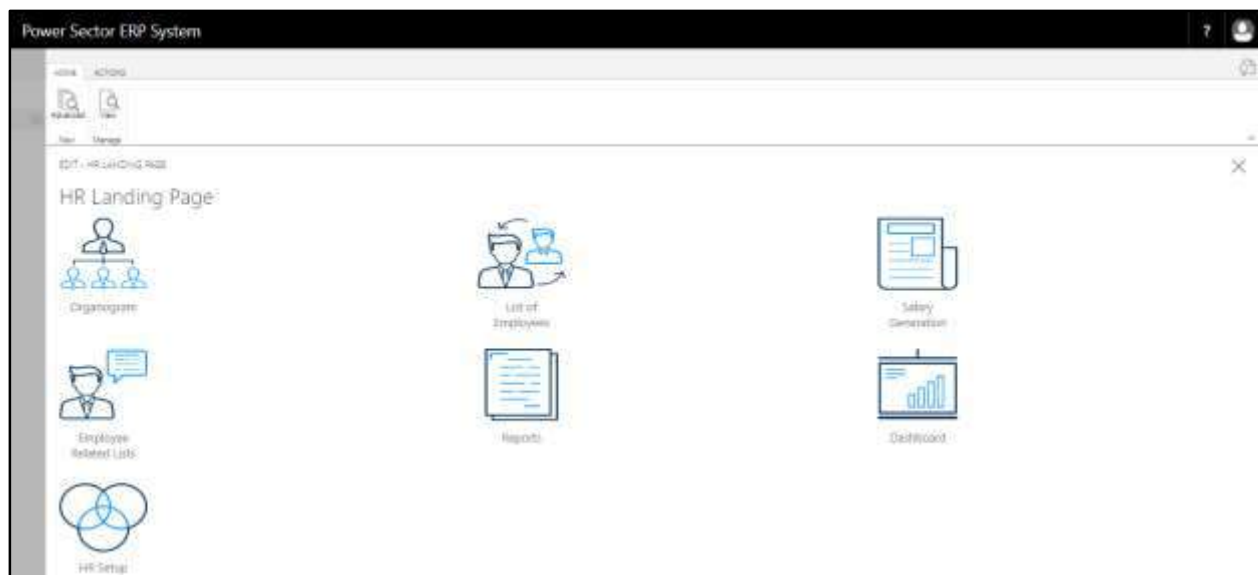
- A. Login with your respective **HR credentials**. ERP Landing Page, as below, will be appeared on successful login.



B. Choose the **“Human Resources”** icon.

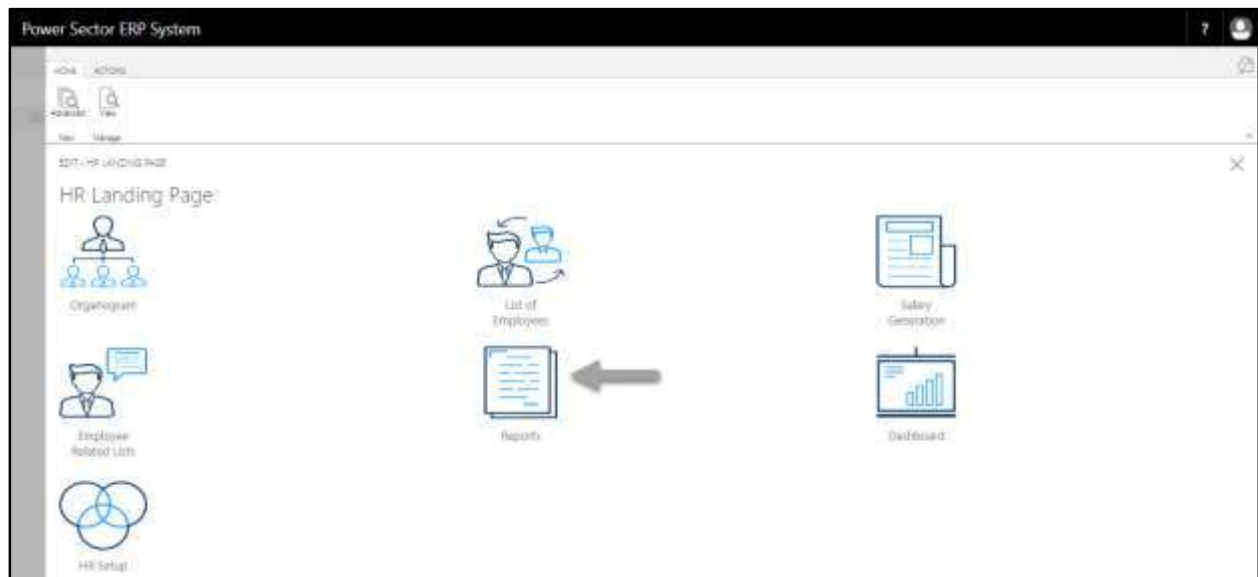


**HR Landing Page** will be appeared as below





C. Choose the “**Reports**” in HR Landing Page.



The following **HR report landing** page will be appeared.



## HR-901 How To: Generate HR Management Reports

### Introduction

This process demonstrates how to generate HR Management Reports. This section contains –

HR-901.1	Employee Specific Details Report
HR-901.2	Employee List Report
HR-901.3	Employee Seniority Report
HR-901.4	Performance Evaluation Summary Report
HR-901.5	Performance Evaluation Detail Report
HR-901.6	Employee Qualification Report
HR-901.7	Employee Training Report
HR-901.8	Employee Attendance Report
HR-901.9	Leave Summary Report
HR-901.10	Leave Detail Report
HR-901.11	Employee Transfer History Report
HR-901.12	Employee Foreign Tour Report
HR-901.13	Transfer List Report (Periodic)
HR-901.14	Employee Transfer Order Report
HR-901.15	Employee Termination List Report (Periodic)
HR-901.16	Employee Promotion Report
HR-901.17	Employee Retirement Details Report
HR-901.18	Upcoming Retirement Report
HR-901.19	Employee Disciplinary Action Report
HR-901.20	Employee Resignation Report
HR-901.21	Employee Probation Period Report
HR-901.22	Organogram Wise Reporting Employee
HR-901.23	Reporting Office Report
HR-901.24	Vacancy Report
HR-901.25	Employee Job Description Report
HR-901.26	Employee Phone Number Report
HR-901.27	Employee House Loan Report
HR-901.28	User Usage Report
HR-901.29	User Usage Time Report
HR-901.30	Outside BD Report

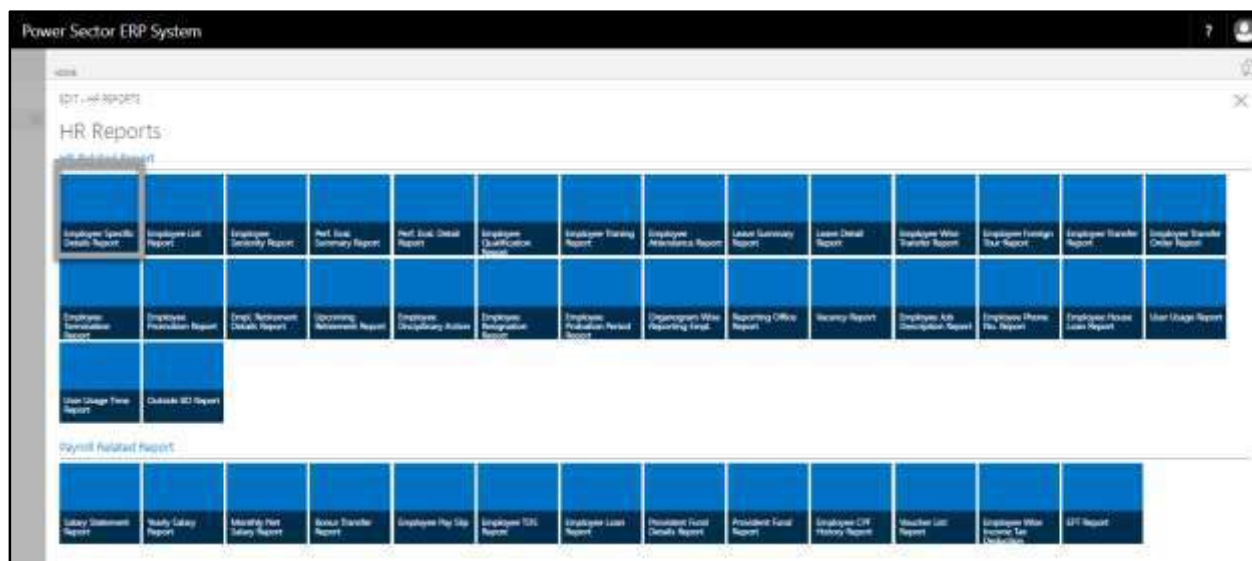
### Roles

- Module Admin / User

## HR-901.1 Employee Specific Details Report

To generate Employee Specific Detail report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee Specific Details Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

Edit - Employee Details Report

↗

Filter Criteria

1

Office

101

...

2

Employee ID

200001003

...

Office Name :

Office of Managin...

Employee Name :

Shaikh Abdul Latif

3

4

5

6

Send to...

Print

Preview

Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

- **Office Code: 101**

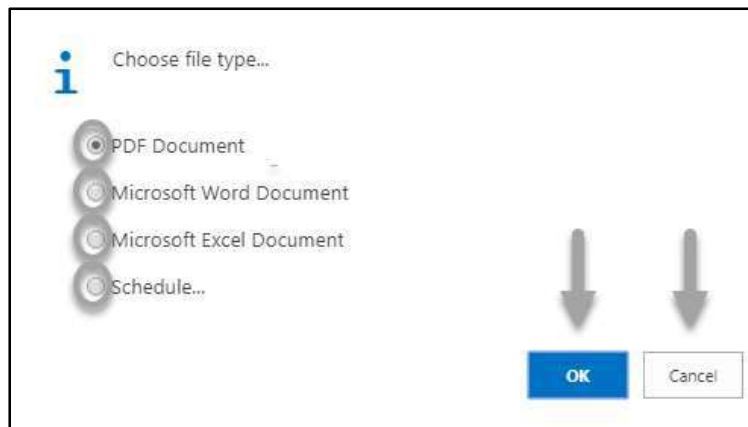
**Office Name** will be populated by the system.

2. Choose the **Employee ID** from the dropdown by clicking on  button.

- **Employee ID: 200001003**

**Employee Name** will be populated by the system.



3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
  5. Choose **Preview** to preview the document.
  6. Choose **Cancel** to close this page.
  7. Click on ↗ button to make it full page.

The following Report will be appeared.

Date: 06-04-20





## Sample Power Company

---

### Employee Specific Information

Employee ID:	200001003	Joining Date:	22-08-05
Employee Name:	Shaikh Abdul Latif	Retirement Date :	
Office:	Office of Managing Director	Job Status:	Active
Department:		TIN No:	689464614292
Designation:	Managing Director		
Pay Grade:	GR001		
Grade Step:	STEP002		



#### Contact Information

Company Phone:	Company Email: md@spc.com.gov
Personal Phone: 01572142140	Personal Email: latif@gmail.com

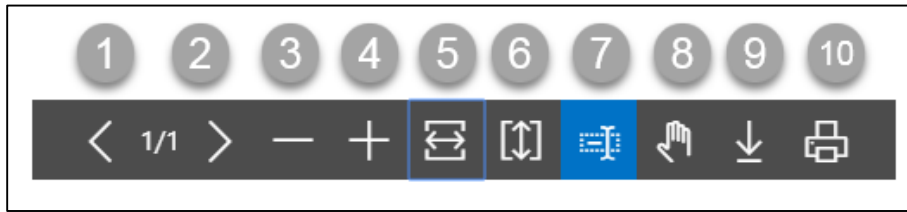
#### Emergency Contact Information

Name: Fatema Johora	Phone: 01778000000
Relation: Wife	Email: fatema@yahoo.com

#### Address Information

Present Address	Permanent Address
Address Line 1: VILL-SHIMLA, POST- CHADICONA	Address Line 1: VILL-SHIMLA, POST-CHADICONA, P/S-SHERPUR, DIST-Dhaka
Address Line 2: DIST- Dhaka.	Address Line 2: Dhaka
Thana: Sutrapur	Thana: Sutrapur
District: Dhaka	District: Dhaka
Post Office: Gendaria TSO	Post Office: Dhaka Sadar HO

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print


## HR-901.2 Employee List Report

To generate Employee List Report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee List Report" from HR Report Page.



The following **Report Calling Page** will appear.

Edit - Employee List Report 

---

Employee

Status	1	Working	▼
Office	2	101	...
Designation	3		...

4  
Send to...

5  
Print



6  
Preview

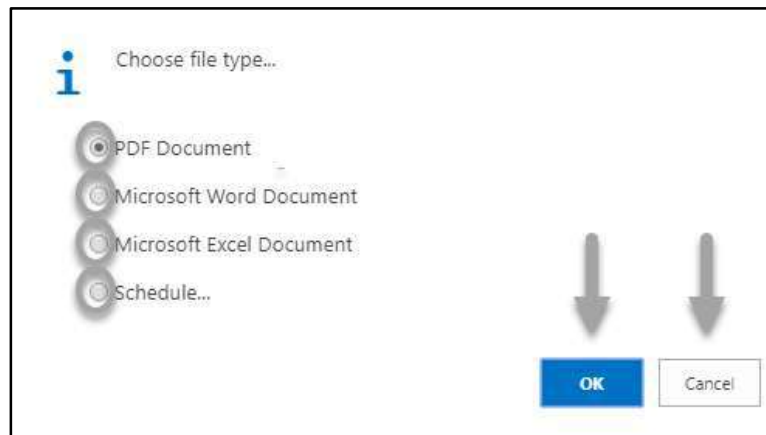
7  
Cancel


## IMPORTANT

You can see this report full office together, or office wise or designation wise.

C. Provide below information to view report successfully.

1. Select **Status** from the dropdown menu. To get the dropdown, click on ▼ icon.
2. Choose **Office** from the dropdown by clicking on  button.
  - **Office Code: 101**
3. Choose **Designation** from the dropdown by clicking on  button.
4. Choose **Send to** take it on PDF, Excel And Word





- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.



The following Report will be appeared.

Date: 03-04-20

## Sample Power Company

### Employee List Report

Employee ID	Employee Name	Office Name	Designation	Date Of Birth	Cell No.	E-Mail
200001003	Shaikh Abdul Latif	Office of Managing Director	Managing Director	01-08-1983	01572142140	latif@gmail.com
200001094	Abdullah Al Mamun	Office of Managing Director	Executive Engineer	01-11-1978		mirzamamunrpi@gmail.com
200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	18-02-1988		
200001072	Md. Amirul Chowdhury	Office of Managing Director	Office Secretary			
200001008	Anamul Haque	Office of Managing Director	Driver (Light)	21-04-1971		
200001058	Md. Monjurul Chowdhury	Office of Managing Director	Driver (Light)	22-12-1970		
200001141	Sabnam Faris	Office of Managing Director	Driver (Light)	27-02-1989		
200001084	Md. Aktaruzzaman chowdhury	Office of Managing Director	Driver (Light)	24-10-1998		

Employee Count : 8

Approved By

Authorized By

D. Report Action Bar will be appeared as below initially -

1

2

3

4

5

6

7

8

9

10

< 1/1 >
—
+
↔
↕
≡
☞
↓
🖨

Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-901.3 Employee Seniority Report

To generate Employee Seniority Report please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee Seniority Report" from HR Report Page.



The following report calling page will be appeared.

Edit - Designation Wise Seniority

Filter Criteria

Office	1	101	...	Office Name :	Office of Managing...
Designation	2	200	...	Designation Nam...	Executive Engineer

3

4

5

6


Send to...
Print
Preview
Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

- **Office Code: 101**

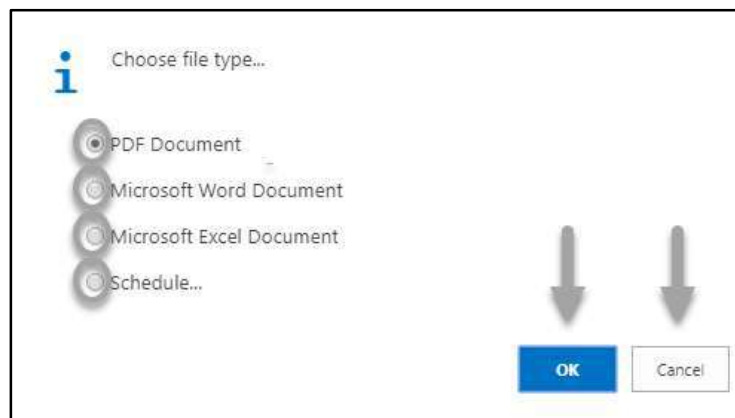
**Office Name** will be populated by the system.


2. Choose the **Designation** from the dropdown by clicking on  button.

- **Designation Code: 200**



**Designation Name** will be populated by the system.

3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
  5. Choose **Preview** to preview the document.
  6. Choose **Cancel** to close this page.
  7. Click on  button to make it full page.

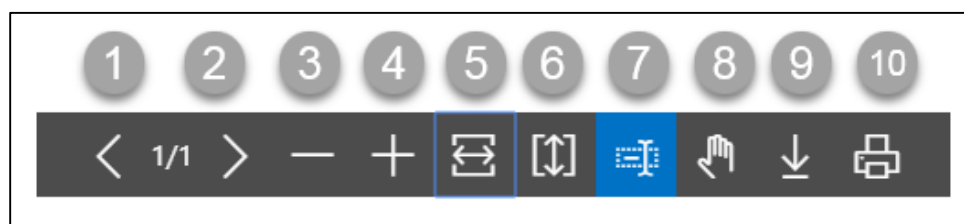
The following Report will be appeared.

Date: 06-04-20

**Sample Power Company**

Employee Id	Employee Name	Office Name	Department	First Joining Date	Current Position Joining Date
140011016	Abu Sama Md. Asif Ikbal	Board Secretariat, Dhaka		13-09-2012	12-03-2013
140011010	Mr. Ness Dotta	Board Secretariat, Dhaka		13-09-2012	04-03-2015
140011012	Jannatul Ferdous Semu	Board Secretariat, Dhaka		13-09-2012	14-01-2017
140011011	Md. Tamzid Hossin Bhuyan	Board Secretariat, Dhaka		05-09-1995	04-03-2018

D. Report Action Bar will be appeared on the report as below initially -

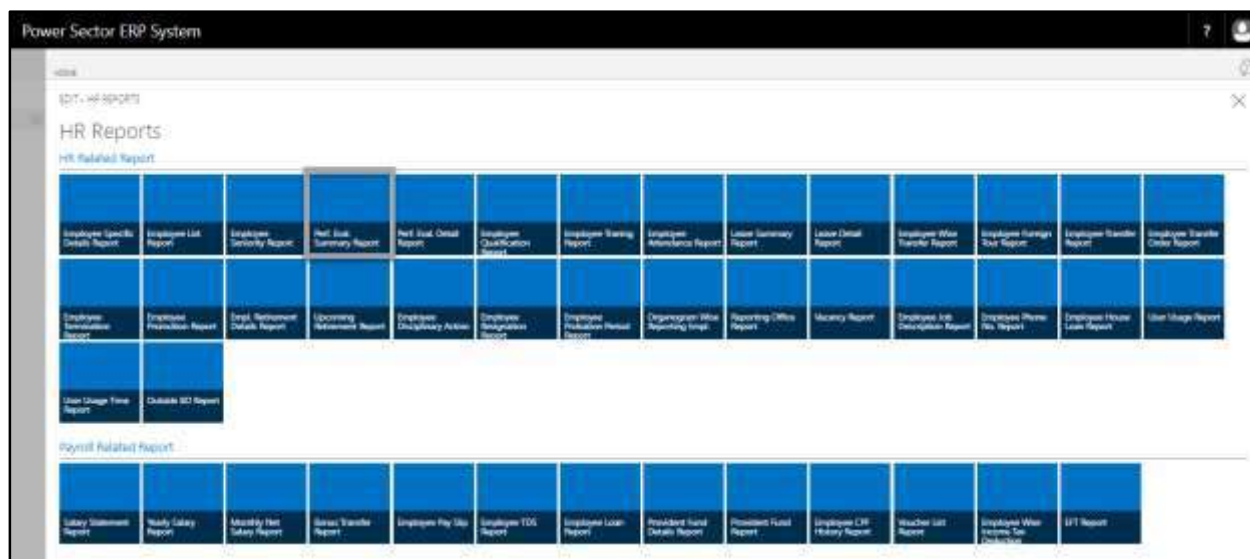


Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

To generate Performance Evaluation Report please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Performance Evaluation Summery Report" from HR Report Page.



The following **Report Calling** page will appear.

Edit - Perf Evaluation Summary Report

↗

Filter Criteria

Office

1

110

...

Designation

2

115

...

Employee Categ...

Officer

Year

3

2020

Office Name :

Office of Chief En...

Designation Na...

Chief Engineer

4

5

6

7

Send to...

Print

Preview


Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

- **Office Code: 110**

**Office Name** will be populated by the system.

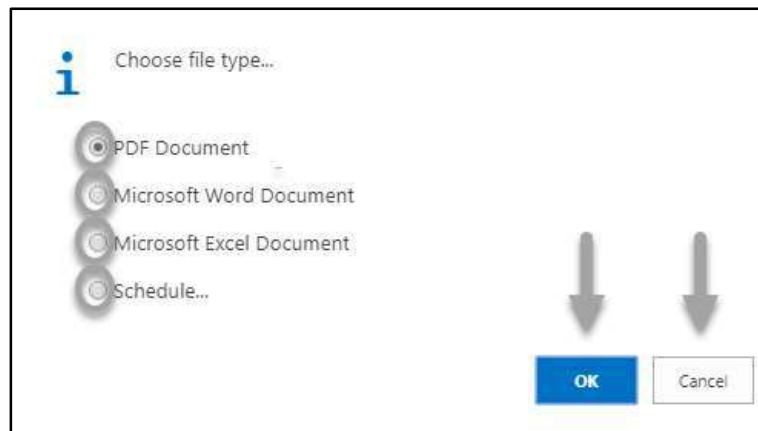
2. Choose the **Designation** from the dropdown by clicking on  button.

- **Designation Code: 115**


**Designation Name** will be populated by the system.

Type **Year** as per your choice.

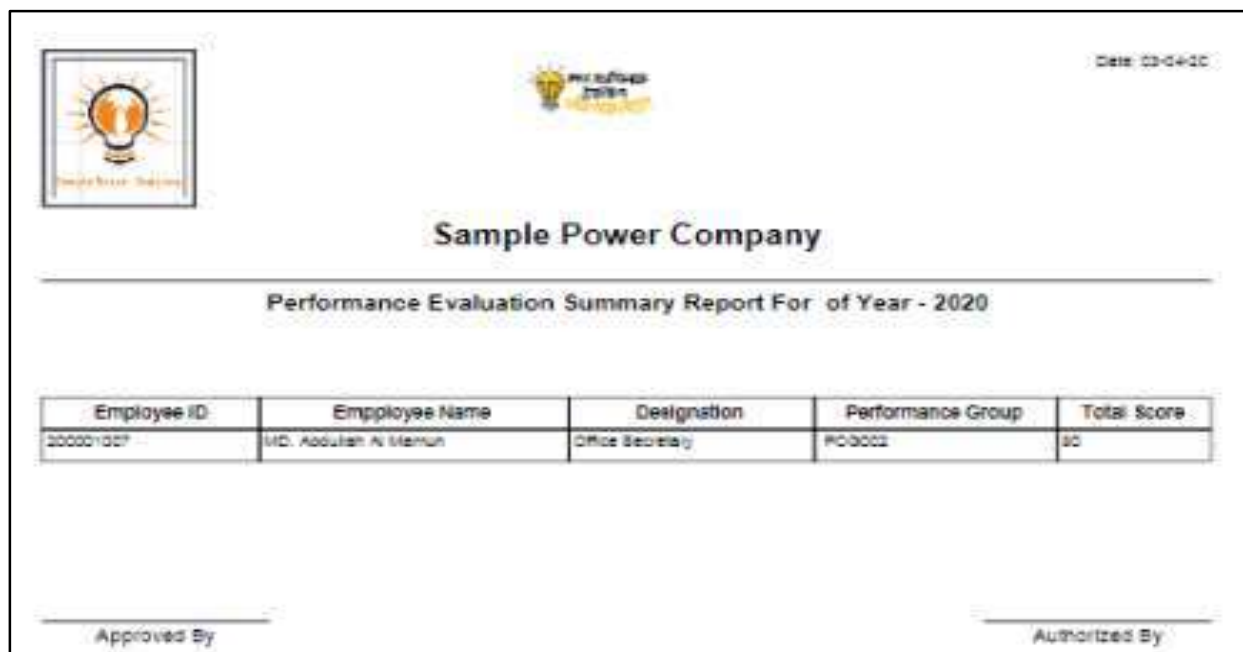
3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

4. Choose **Print to** print the document.
5. Choose **Preview** to preview the document.
6. Choose **Cancel** to close this page.
7. Click on  button to make it full page.

The following Report will be appeared.



The report header includes a logo on the left, a date 'Date: 03-04-20' on the right, and the company name 'Sample Power Company' in the center. Below the company name is the title 'Performance Evaluation Summary Report For of Year - 2020'. A table displays employee performance data. At the bottom, there are fields for 'Approved By' and 'Authorized By'.

Employee ID	Employee Name	Designation	Performance Group	Total Score
200001007	MD. Abdullah Al Mamun	Office Secretary	PO-0002	90

D. Report Action Bar will be appeared as below initially -



Actions are chronologically organized as below.

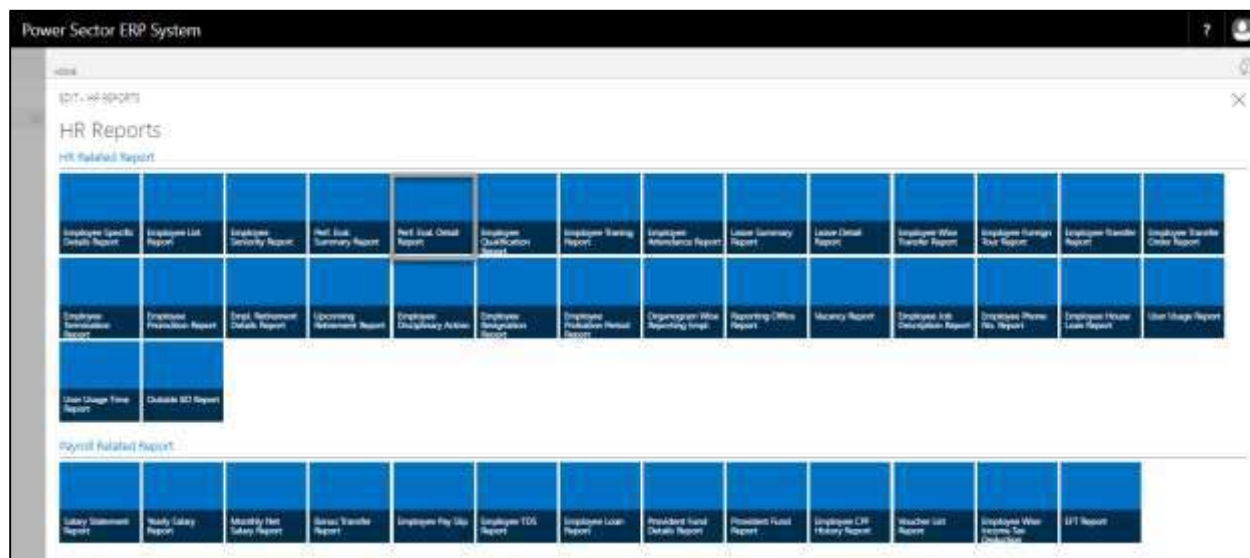
1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print



## HR-901.5 Performance Evaluation Details Report

To generate Performance Evaluation Detail Report please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Performance Evaluation Details Report" from HR Report Page.



The following **Report Calling** page will be appeared.

Edit - Perf Evaluation Detail Rptort

Filter Criteria

Office	1	101	...	Office Name :	Office of Managing...
Employee	2	200001007	...	Employee Name :	MD. Abdullah Al M...
Year	3		2020		

4

5

6

7

Send to...

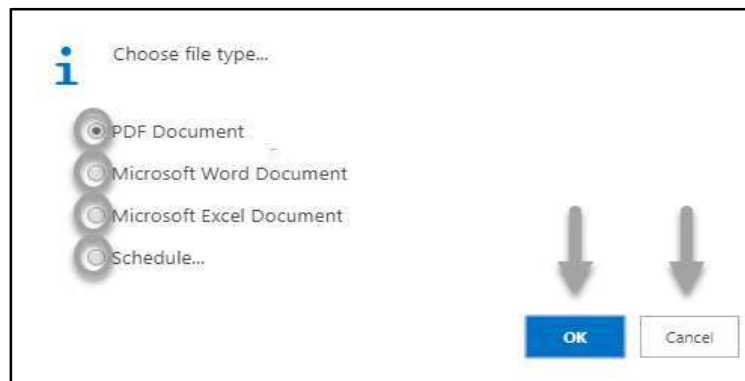
Print

Preview

Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.
  - **Office Code: 101****Office Name** will be populated by the system.
2. Choose the **Employee ID** from the dropdown by clicking on  button.
  - **Employee ID: 200001007****Employee Name** will be populated by the system.
3. Type **Year** as per your choice.
4. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on ↗ button to make it full page.

The following Report will be appeared.



Date: 03-04-20

## Sample Power Company

### Performance Evaluation Report Of MD. Abdullah Al Mamun , Office Secretary For Year - 2020

Office of Managing Director

Performance Criteria	Base Score	Obtained Score
Punctuality and Discipline	10	10
Accountability and Integrity	10	0
Leadership	10	8
Organizational Commitment	10	7
Innovation and Continuous Improvement	10	10
Enthusiasm and Initiatives	10	10
Communication and Coordination	10	9
Problem Solving Capacity	10	8
Planning and Decision Making Ability	10	10
Physical Fitness	10	8

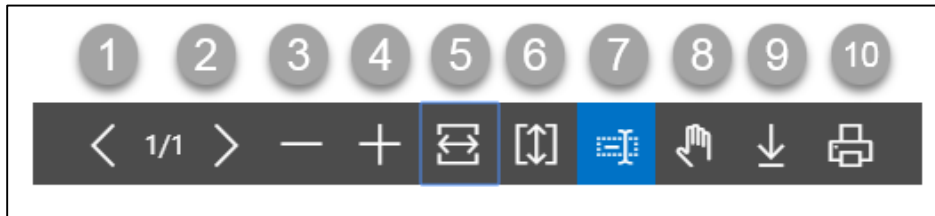
Total Base Score = 100

Total Obtained Score = 80

Approved By

Authorized By

D. Report Action Bar will be appeared as below initially -



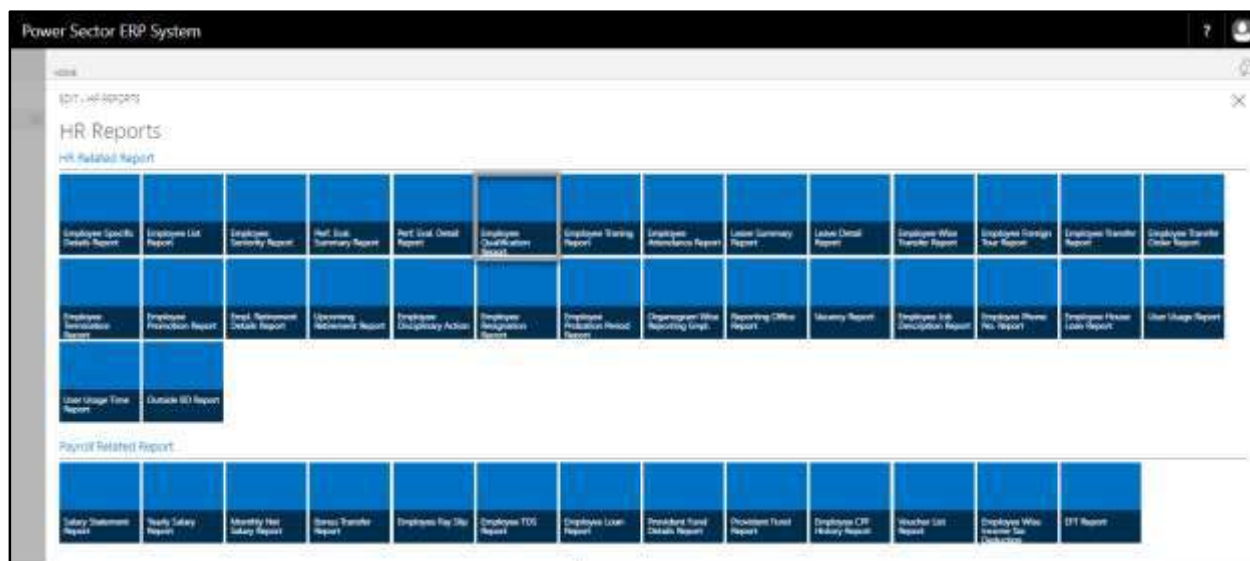
Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-901.6 Employee Qualification Report



To generate Employee Qualification Report, please follow the steps below:

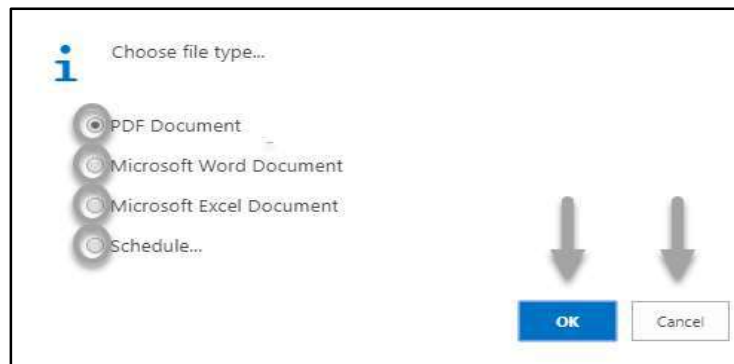
- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Qualification Report" from HR Report Page.




The following **Report calling page** will be appeared.



C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.
  - **Office Code: 101****Office Name** will be populated by the system.
2. Choose the **Employee ID** from the dropdown by clicking on  button.
  - **Employee ID: 200001007****Employee Name** will be populated by the system.
3. Choose **Send to** take it on PDF, Excel And Word

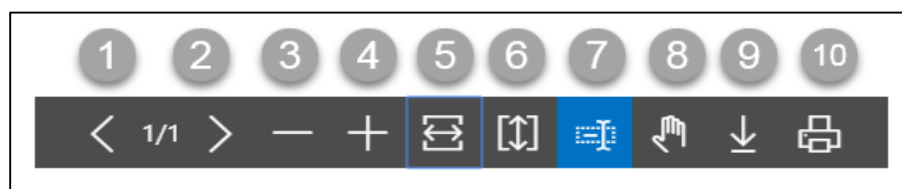


- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
  5. Choose **Preview** to preview the document.
  6. Choose **Cancel** to close this page.
  7. Click on  button to make it full page.

The following Report will be appeared.

				Date: 03-04-20	
<h2>Sample Power Company</h2>					
<h3>Employee Qualification Report</h3>					
Office of Managing Director					
200001007	MD. Abdullah Al Mamun				
1000	01-03-17	30-10-18			Microsoft
B.SC	01-04-96	01-04-99	Bachelor of Science		Dhaka
MBA	01-09-02	01-10-04	Masters of Business Administration		Dhaka University

D. Report Action Bar will be appeared on the report as below initially -



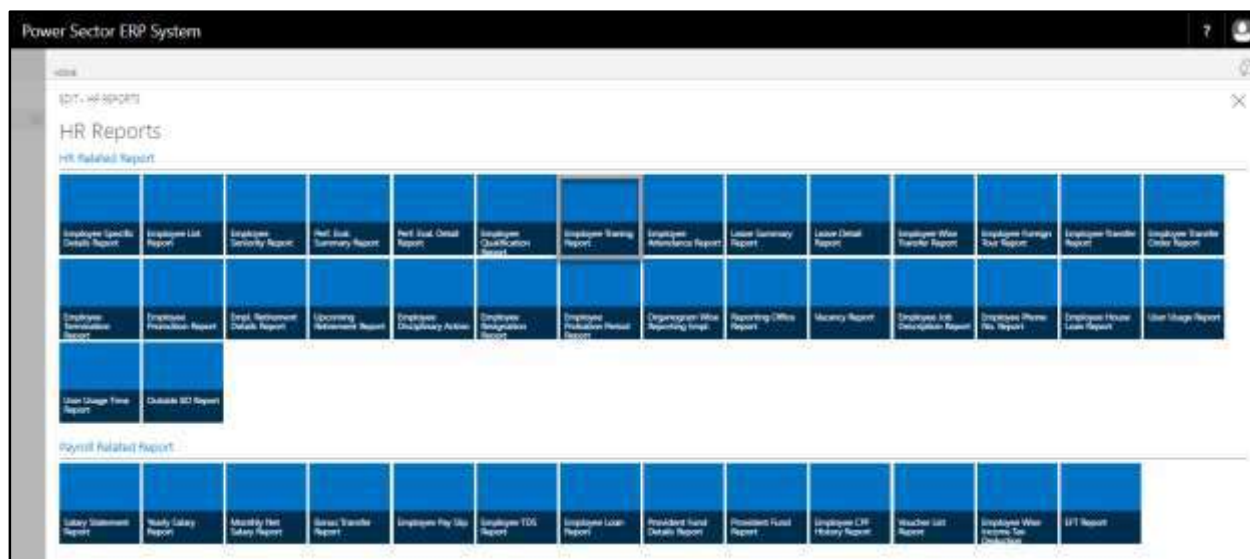
Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-901.7 Employee Training Report

To generate Employee Training Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Training Report" from HR Report Page.



The following **Report Calling page** will be appeared.

### Edit - Employee Training Report




Filter Criteria
↗

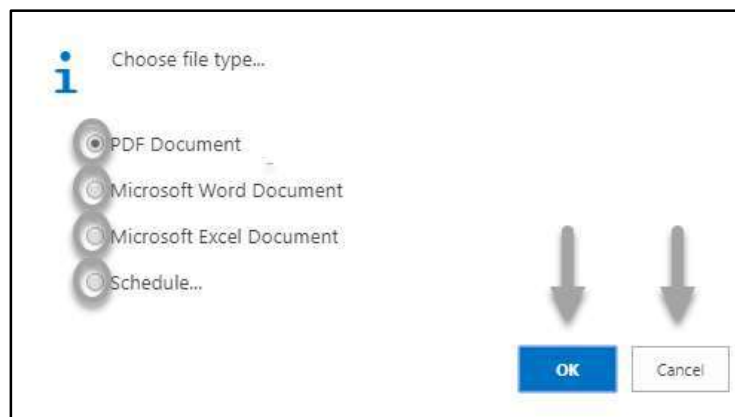
Office	1	101	...	Office Name :	Office of Managing...
Employee	2	200001007	...	Employee Name :	MD. Abdullah Al M...
Country	3	BD	...	Country Name :	Bangladesh


4  
Send to...
5  
Print
6  
Preview
7  
Cancel





C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.
  - **Office Code: 101**  
**Office Name** will be populated by the system.
2. Choose the **Employee ID** from the dropdown by clicking on  button.
  - **Employee ID: 200001007**  
**Employee Name** will be populated by the system.
3. Choose the **Country Code** from the dropdown by clicking on  button.
  - **Country Code: BD**  
**Country Name** will be populated by the system.
4. Choose **Send to** take it on PDF, Excel And Word

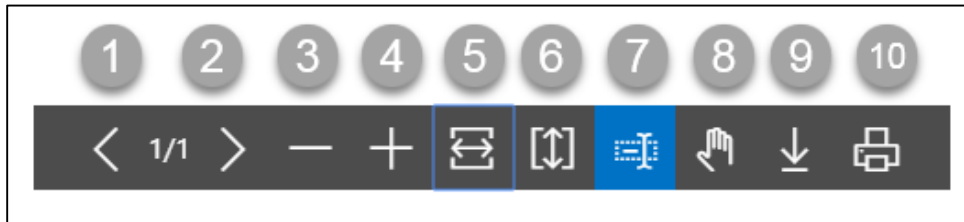


- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.

The following Report will be appeared.

		Date: 03-04-20																																			
<b>Sample Power Company</b>																																					
<b>Training Information Report of MD. Abdullah Al Mamun</b>																																					
<table border="1"><thead><tr><th>Course Title</th><th>Institute</th><th>Country</th><th>Start Date</th><th>End Date</th><th>Duration</th><th>Certification</th></tr></thead><tbody><tr><td>Project Managment Training</td><td>Training Institute</td><td></td><td>02-02-2020</td><td>03-02-2020</td><td>6 hours</td><td></td></tr><tr><td>ERP Training</td><td>Power Devision</td><td>Bangladesh</td><td>01-01-2020</td><td>02-01-2020</td><td>16 hours</td><td></td></tr><tr><td>Enginnering Training</td><td>BPDB</td><td>Bangladesh</td><td></td><td></td><td>5 hours</td><td></td></tr><tr><td>Microsoft Training</td><td>Head Quater</td><td>Bangladesh</td><td></td><td></td><td>5 hours</td><td></td></tr></tbody></table>	Course Title	Institute	Country	Start Date	End Date	Duration	Certification	Project Managment Training	Training Institute		02-02-2020	03-02-2020	6 hours		ERP Training	Power Devision	Bangladesh	01-01-2020	02-01-2020	16 hours		Enginnering Training	BPDB	Bangladesh			5 hours		Microsoft Training	Head Quater	Bangladesh			5 hours			
Course Title	Institute	Country	Start Date	End Date	Duration	Certification																															
Project Managment Training	Training Institute		02-02-2020	03-02-2020	6 hours																																
ERP Training	Power Devision	Bangladesh	01-01-2020	02-01-2020	16 hours																																
Enginnering Training	BPDB	Bangladesh			5 hours																																
Microsoft Training	Head Quater	Bangladesh			5 hours																																
_____ Approved By		_____ Authorized By																																			

D. Report Action Bar will be appeared on the report as below initially -



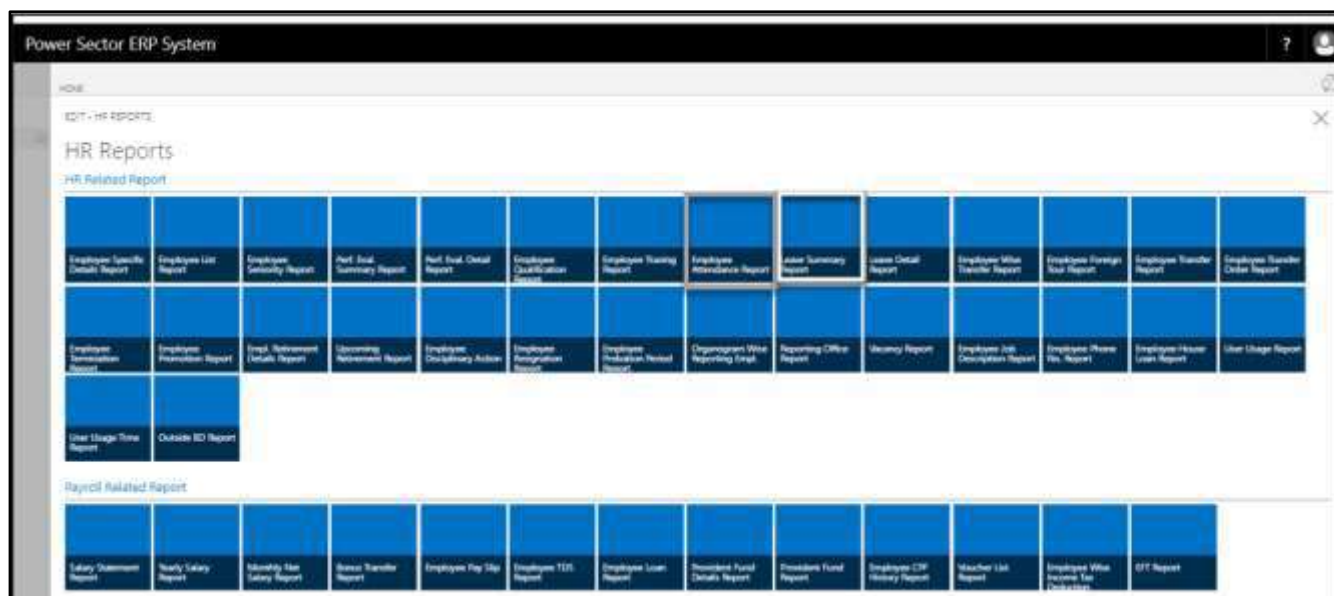
Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-901.8 Employee Attendance Report

To generate Employee Attendance report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Attendance Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

Edit - Emp. Attendance Report

Filter Criteria

Office
1
101
...

Employee
2
210011005
...

Office Name :
Executive Director (...)

Employee Name :
Md. Ali Haider

Attendance Date Filter

Start Date
3
01-03-20
...

End Date
4
30-04-20
...

5
Send to...

6
Print

7
Preview


8
Cancel

C. Provide below information to view report successfully.

5. Choose the **Office** from the dropdown by clicking on  button.

- **Office Code: 101**

**Office Name** will be populated by the system.

6. Choose the **Employee ID** from the dropdown by clicking on  button.

- **Employee ID: 200001003**

**Employee Name** will be populated by the system.

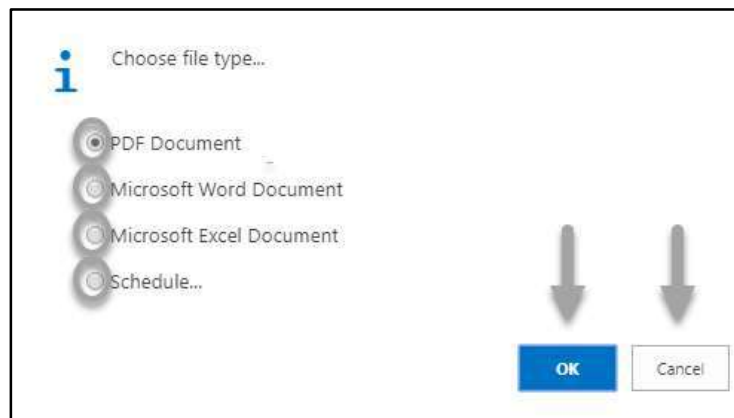
7. Choose the **Start Date** from the Calendar by clicking on  button.

- **Start Date: 01-03-20**

8. Choose the **End Date** from the Calendar by clicking on  button.

- **End Date: 30-04-20**

9. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

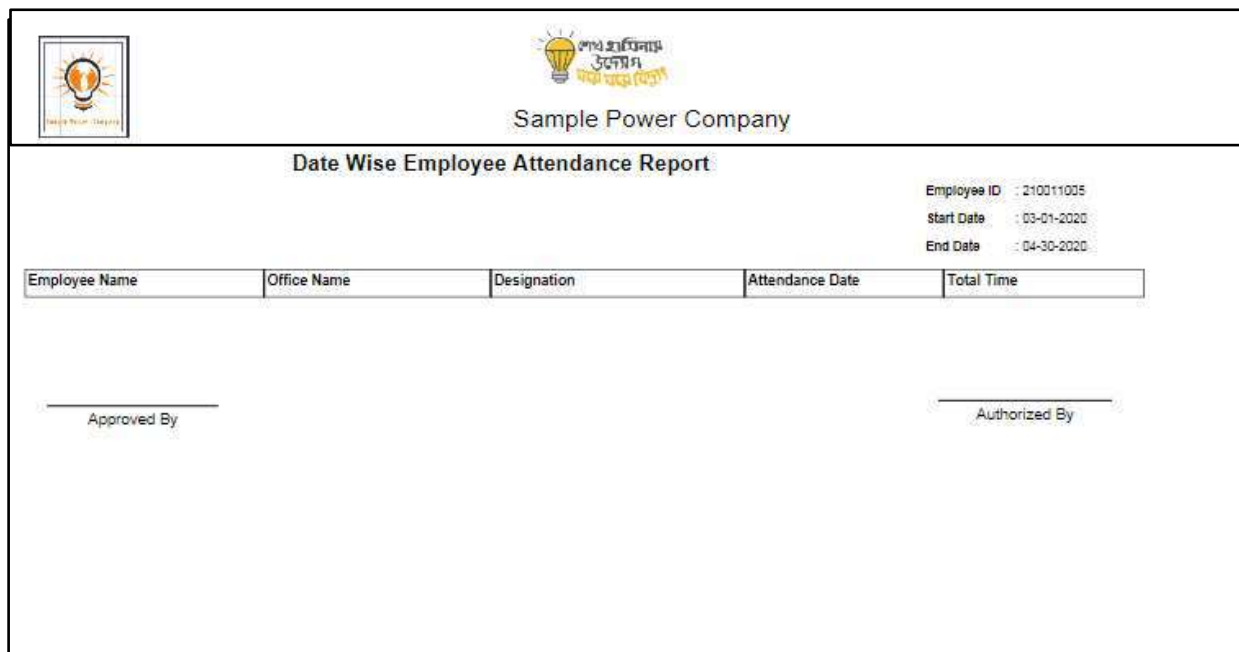
10. Choose **Print to** print the document.

11. Choose **Preview** to preview the document.

12. Choose **Cancel** to close this page.

13. Click on  button to make it full page.

The following Report will be appeared.



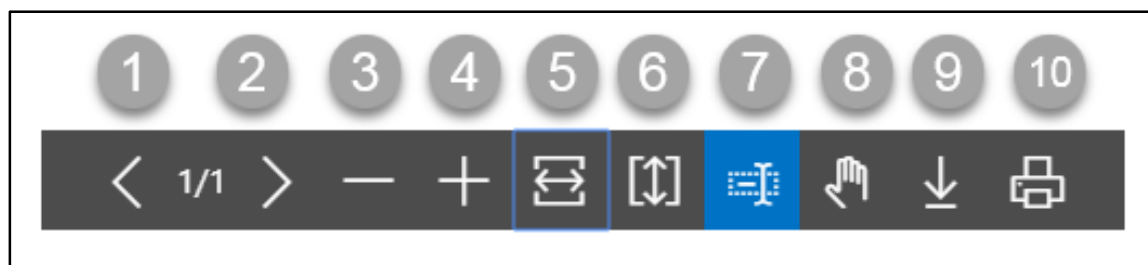
The screenshot shows the 'Date Wise Employee Attendance Report' interface for 'Sample Power Company'. At the top left is a logo with a lightbulb and the text 'Sample Power Company'. To its right is a logo with a lightbulb and the text 'শক্তি সঞ্চালন কর্তৃক' and 'সম্পদ সুরক্ষা'.

Below the company name, the title 'Date Wise Employee Attendance Report' is centered. On the right side, there are three fields: 'Employee ID : 210011005', 'Start Date : 03-01-2020', and 'End Date : 04-30-2020'.

Below these fields is a table with the following columns: 'Employee Name', 'Office Name', 'Designation', 'Attendance Date', and 'Total Time'.

At the bottom of the interface, there are two fields: 'Approved By' and 'Authorized By'.

D. Report Action Bar will be appeared on the report as bellow initially-



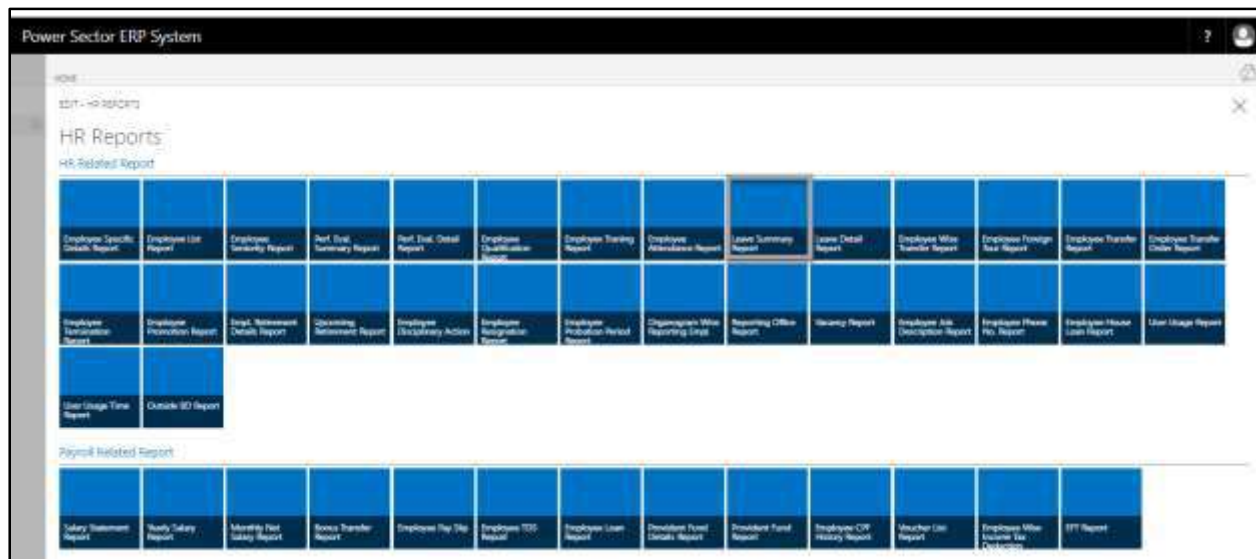
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-901.9 Leave Summery Report

To generate Leave Summary Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Leave Summery Report" from HR Report Page.



The following **Report Calling** page will be appeared.

Edit - Leave Summary Report

Filter Criteria

Office

1101...

Office Name : Office of Managin...

Year

22020

3Send to...

4Print

5Preview

6Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

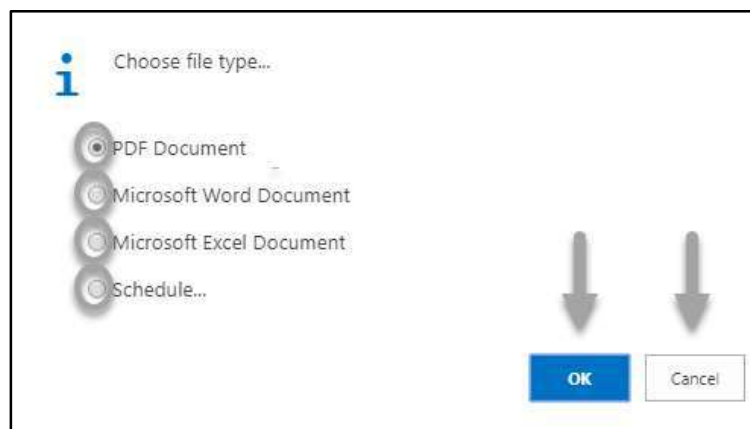
- **Office Code: 101**

**Office Name** will be populated by the system.

2. Choose **Year** As per your choice.

- **Year: 2020**

3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

4. Choose **Print to** print the document.



5. Choose **Preview** to preview the document.

6. Choose **Cancel** to close this page.

7. Click on  button to make it full page.



The following Report will be appeared.

Date: 03-04-20

### Sample Power Company

---

#### Employee Leave Summary Report

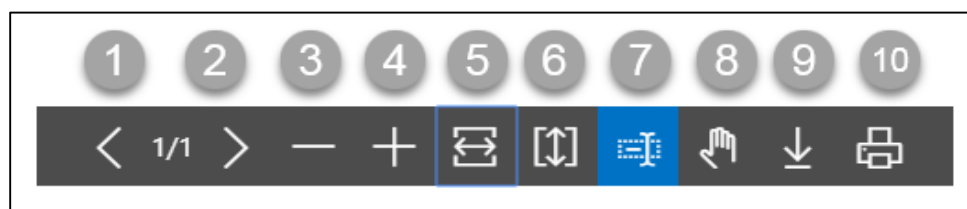
Office of Managing Director

Year	Employee ID	Employee Name	Designation	Eligible Leave Qty.	Leave Taken	Leave Remaining
2020	200001094	Abdullah Al Mamun	Executive Engineer	16	1	15

Approved By

Authorized By

D. Report Action Bar will be appeared on the report as below initially -



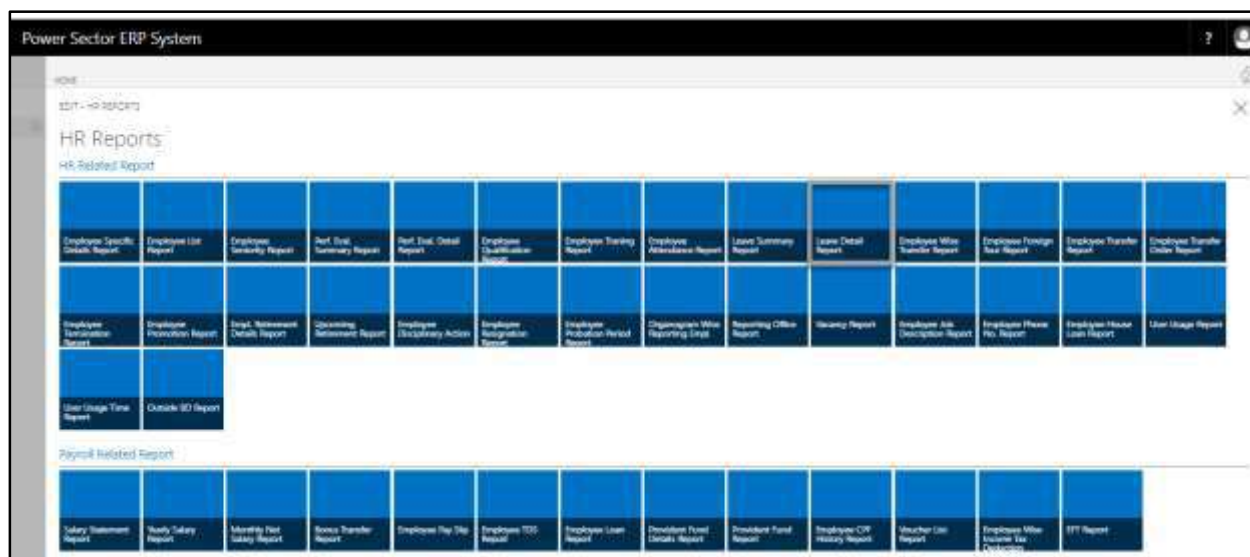
Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-901.10 Leave Detail Report

To generate Employee Leave Detail Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Leave Detail Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Leave Detail Report

Filter Criteria

Office
1
101
...

Employee
2
200001007
...

Year
3
2020



Office Name :
Office of Managing ...

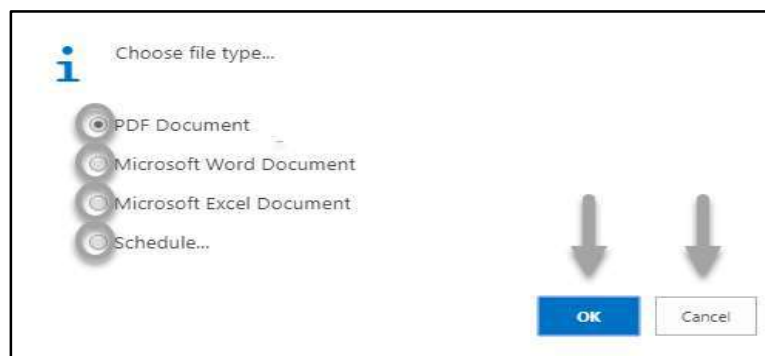
Employee Name :
MD. Abdullah Al M...


4
5
6
7

Send to...
Print
Preview
Cancel



C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.
  - **Office Code: 101****Office Name** will be populated by the system.
2. Choose **Employee ID** from the dropdown by clicking on  button.
  - **Employee ID: 200001007****Employee Name** will be populated by the system.
3. Choose **Year** As per your choice.
  - **Year: 2020**
4. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.

The following Report will be appeared.

Date: 08-04-20

**Sample Power Company**

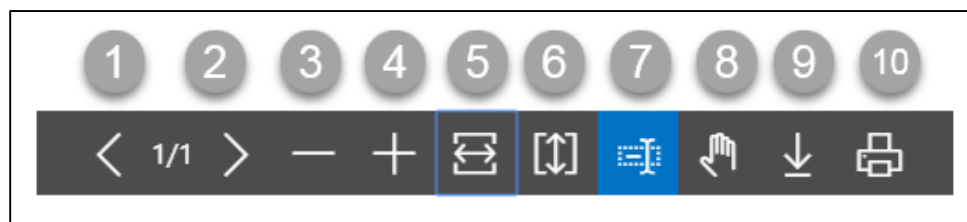
Leave Report of MD. Abdullah Al Mamun

Year	Employee Name	Designation	Office	Leave Type	Eligible Leave Qty	Leave Taken	Leave Encashed	Leave Remaining
------	---------------	-------------	--------	------------	--------------------	-------------	----------------	-----------------

Approved By

Authorized By

D. Report Action Bar will be appeared on the report as below initially -



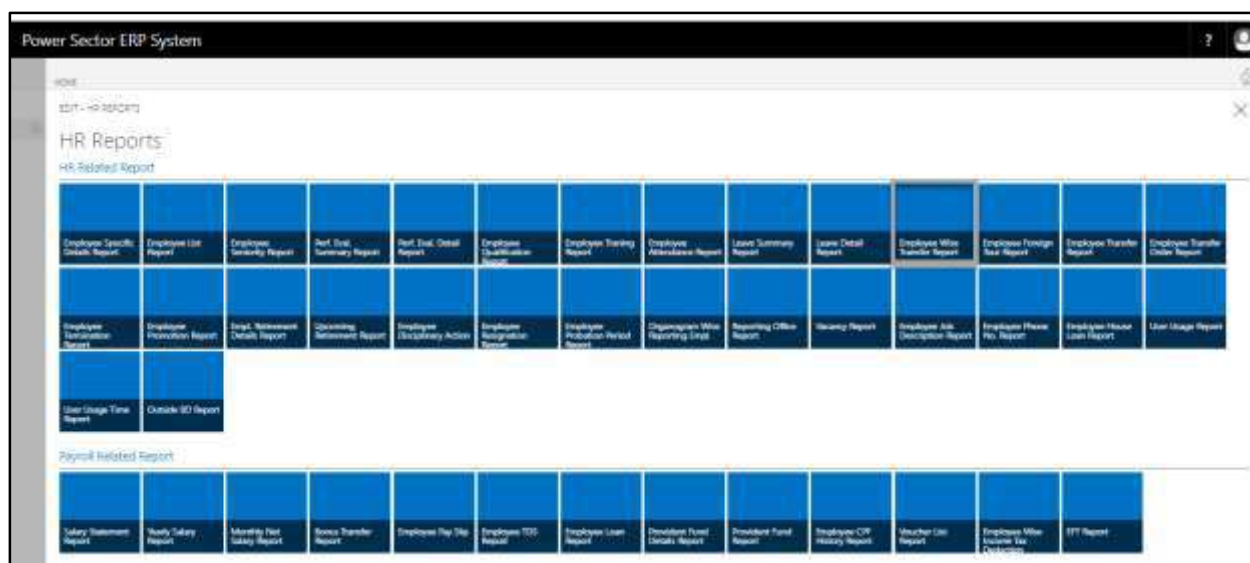
Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-901.11 Employee Transfer History Report

To generate Employee Transfer History Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Wise Transfer Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Employee Wise Transfer Report

Filter Criteria

Office

1

170

...

Employee

2

200001024

...

Office Name :

Barisal Power Pl...

Employee Nam...

Mr Swapon

3

4

5

6

Send to...

Print

Preview

Cancel

C. Provide below information to view report successfully.


1. Choose the **Office** from the dropdown by clicking on  button.

- **Office Code: 170**

**Office Name** will be populated by the system.

**IMPORTANT**

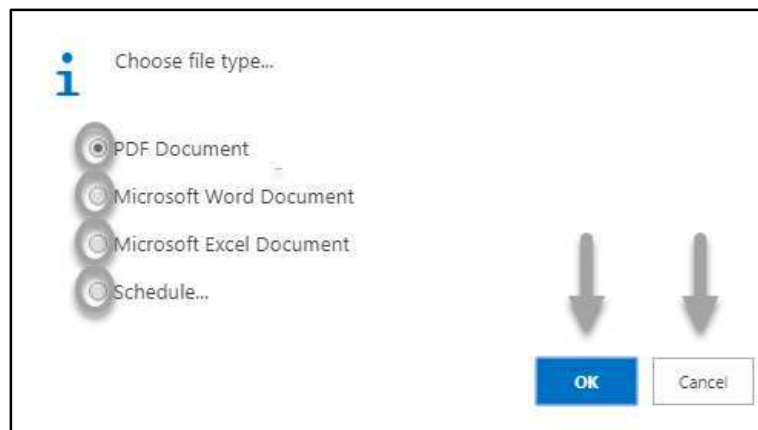
Here always we give new office information.

2. Choose **Employee ID** from the dropdown by clicking on  button.

- **Employee ID: 200001024**

**Employee Name** will be populated by the system.

3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.

- Click "Cancel" to cancel this page


4. Choose **Print to** print the document.

5. Choose **Preview** to preview the document.


6. Choose **Cancel** to close this page.

7. Click on  button to make it full page.

The following Report will be appeared.



**Sample Power Company**



Date: 05-04-20

---

### Employee Transfer Report

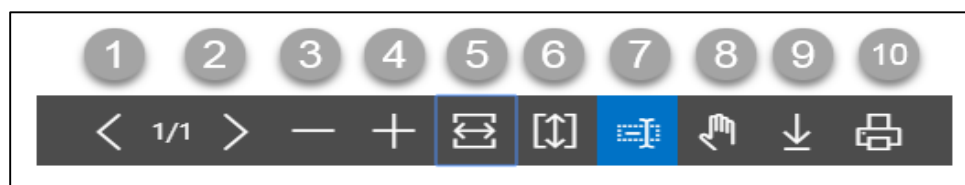
Employee ID :   
Employee Name : Mr Swapon   
Job Title :   
Department :   
Designation :   
Office Name :

Passport No :   
TIN No :   
Driving License No :   
NID :   
Grade :   
Blood Group :

**Transfer History:**

Transfer Order Date	Transfer Effective Date	Reason	Curr. Office Name	New Office Name	Curr. Designation	New Designation	Memo No.
28-03-2020	28-03-2020	Urgent Transfer			Driver (Light)		KHA1211421

D. Report Action Bar will be appeared on the report as below initially -



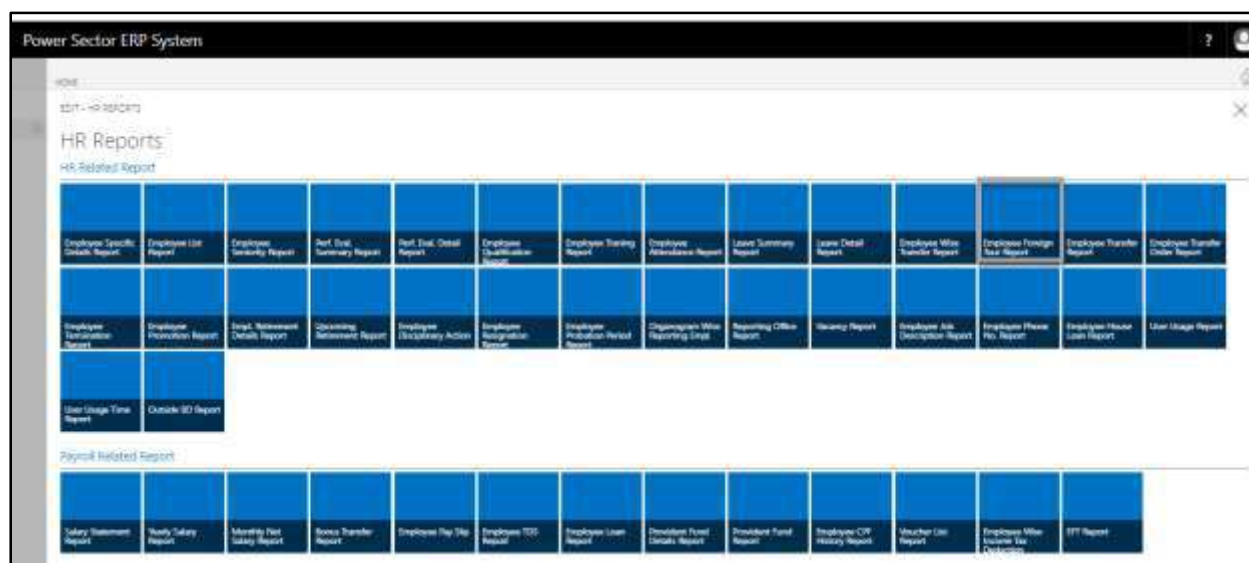
Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-901.12 Foreign Tour Report

To generate Employee Qualification Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Foreign Tour Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Employee Foreign Tour

Foreign Tour Date Filter

From Date

1

01-03-20

...

To Date

15-03-20

...

Others

Office

2

105

...

Employee

3

200001149

...

Tour Category

4

1

...

Tour Purpose

5

6

...

Country

6

UK

...

Office Name :

Office of Executive...

Employee Name :

Taizul Islam Tulu

Tour Category N...

Official

Tour Purpose Na...

Pre Shipment

Country Name :

United Kingdom

7

8

9

10

Send to...

Print

Preview

Cancel



C. Provide below information to view report successfully.

1. Choose **Date** from the calendar by clicking on  button.
  - **From Date: 01-03-20**
  - **To Date: 15-03-20**
2. Choose the **Office** from the dropdown by clicking on  button.
  - **Office Code: 105**

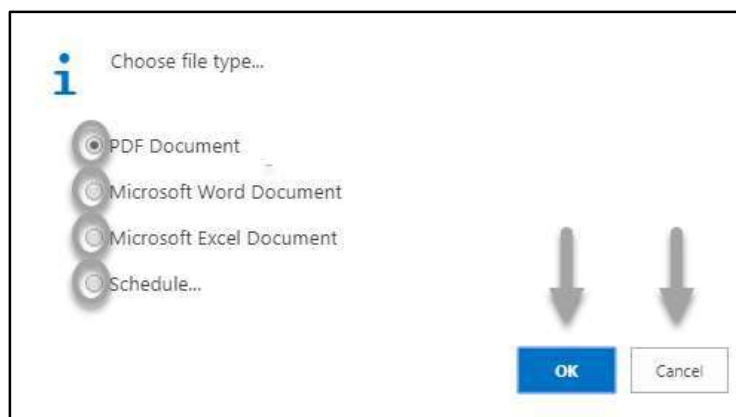
**Office Name** will be populated by the system.
3. Choose the **Employee ID** from the dropdown by clicking on  button.
  - **Employee ID: 200001149**

**Employee Name** will be populated by the system.
4. Choose the **Tour Category Code** from the dropdown by clicking on  button.
  - **Tour Category Code: 1**

**Tour Category Name** will be populated by the system.
5. Choose the **Tour Purpose Code** from the dropdown by clicking on  button.
  - **Tour purpose Code: 6**


**Tour Purpose Name** will be populated by the system.
6. Choose the **Country Code** from the dropdown by clicking on  button.
  - **Country Code: UK**


**Country Name** will be populated by the system.
7. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
8. Choose **Print** to print the document.
  9. Choose **Preview** to preview the document.
  10. Choose **Cancel** to close this page.
  11. Click on ↗ button to make it full page.

The following Report will be appeared.





**Employee Foreign Tour Report**

Date: 06-04-20

---

**Sample Power Company**

**Employee ID** : 200001149

**Office** : Office of Executive Director

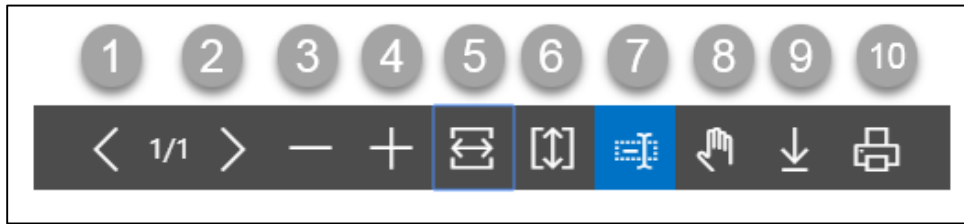
**Country** : United Kingdom

**From Date** : 01-03-2020  
**To Date** : 15-03-2020

**Tour Category** : Official  
**Tour Purpose** : Pre Shipment

Employee ID	Employee Name	Tour Start Date	Tour End Date	Tour Category	Tour Purpose	Country	Remarks
200001149	Taizul Islam Tulu	01-03-2020	15-03-2020	Official	Pre Shipment	United Kingdom	Successfully done.
200001149	Taizul Islam Tulu	01-03-2020	10-03-2020	Official	Pre Shipment	United Kingdom	Test comment.

D. Report Action Bar will be appeared on the report as below initially -



Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-901.13 Transfer List Report (Periodic)

To generate Transfer List Report (Periodic), please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Transfer Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Employee Transfer Report

Transfer Date Filter

Office

1

160

...

Office Name :

Rajshahi Power Plant

From Date

2

01-04-20

...

To Date

30-04-20

...

3

4

5

6

Send to...

Print

Preview


Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

- **Office Code: 160**

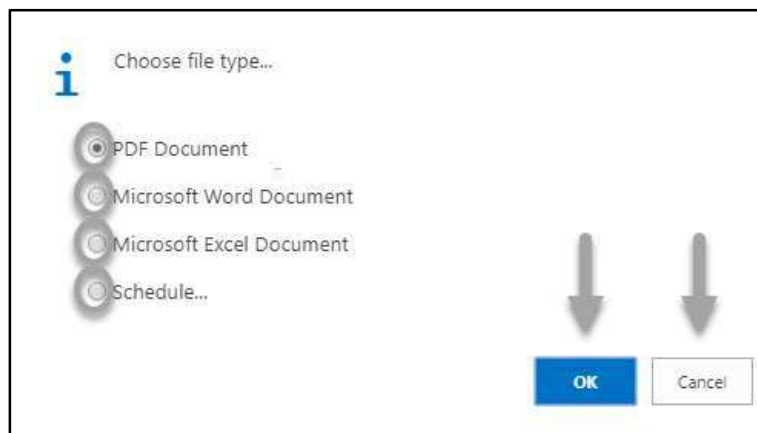
**Office Name** will be populated by the system.

2. Choose **Date** from the calendar by clicking on  button.

- **From Date: 01-04-20**

- **To Date: 30-04-20**

3. Choose **Send to** take it on PDF, Excel And Word



- Click "OK" after select an option.
- Click "Cancel" to cancel this page


4. Choose **Print to** print the document.

5. Choose **Preview** to preview the document.

6. Choose **Cancel** to close this page.

7. Click on  button to make it full page.

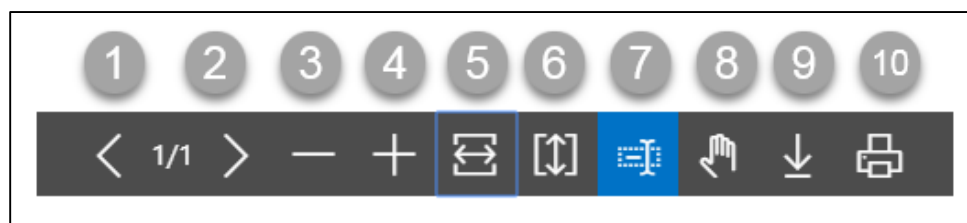
The following Report will be appeared.

  <span>Date: 05-04-20</span>									
<b>Sample Power Company</b>									
<b>Employee Transfer Report</b>									
<span>From Date : 01-01-2020</span> <span>To Date : 30-04-2020</span>									
Employee ID	Employee Name	Office Name	Transfer Effective Date	Curr. Department	Curr. Designation	New Department	New Designation	Reason	Memo No.
200001013	Mr. Bulbul Hossain	Rajshahi Power Plant	28-03-2020		Office Assistant			Urgent Transfer	KD/A1211421
200001024	Mr. Saapon	Rajshahi Power Plant	28-03-2020		Driver (Light)			Urgent Transfer	KD/A1211421

Approved By

Authorized By

D. Report Action Bar will be appeared on the report as below initially -



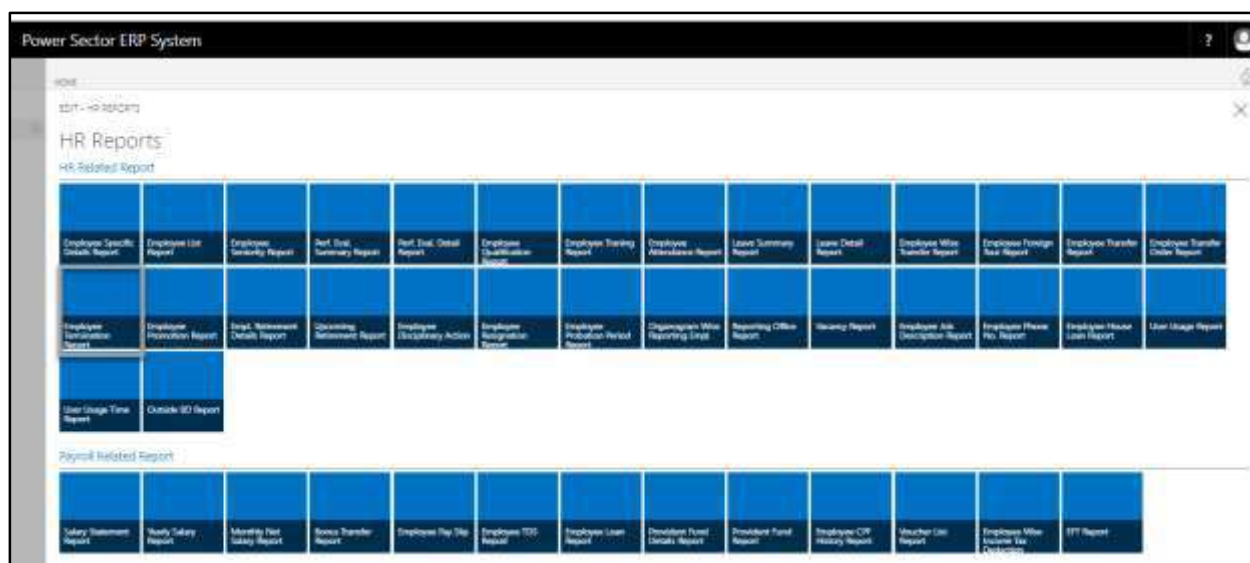
Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-901.15 Employee Termination List Report (Periodic)

To generate Employee Termination List Report (Periodic), please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Termination Report" from HR Report Page.



The following **Report Calling** page will be appeared.

Edit - Employee Termination Report

Filter Criteria

Office	1	160	...	Office Name :	Rajshahi Power Plant
Employee	2	200001133	...	Employee Name :	Md. Borhan Shaikh

Termination Start Date Filter

From Date	3	01-04-20	...	To Date	30-04-20	...
-----------	---	----------	-----	---------	----------	-----

4

5

6

7




Send to...

Print

Preview

Cancel

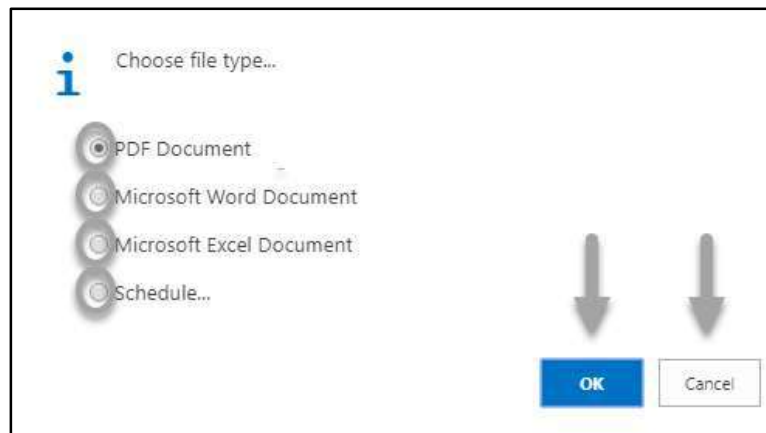
C. Provide below information to view report successfully.


1. Choose the **Office** from the dropdown by clicking on  button.
  - **Office Code: 160****Office Name** will be populated by the system.
2. Choose **Employee ID** from the dropdown by clicking on  button.
  - **Employee ID: 200001133****Employee Name** will be populated by the system.
3. Choose **Date** from the calendar by clicking on  button.
  - **From Date: 01-04-20**
  - **To Date: 30-04-20**

**NOTE**

Here we can see date wise terminated employee.


4. Choose **Send to** take it on PDF, Excel And Word.




- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.



The following Report will be appeared.





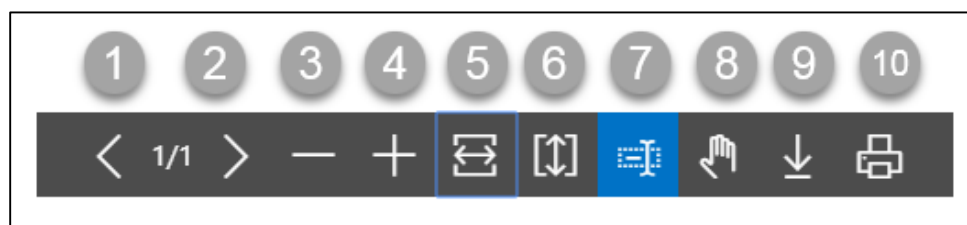
Date: 05-04-20

Sample Power Company

Employee termination report for Rajshahi Power Plant Office

Employee ID	Employee Name	Designation	Termination Date	Cause of Termination	Change Handover to
200001133	Md. Borhan Shaikh	Junior Assistant Manager	02-04-2020	Business Operational Cost Minimization	200001043

D. Report Action Bar will be appeared on the report as below initially -



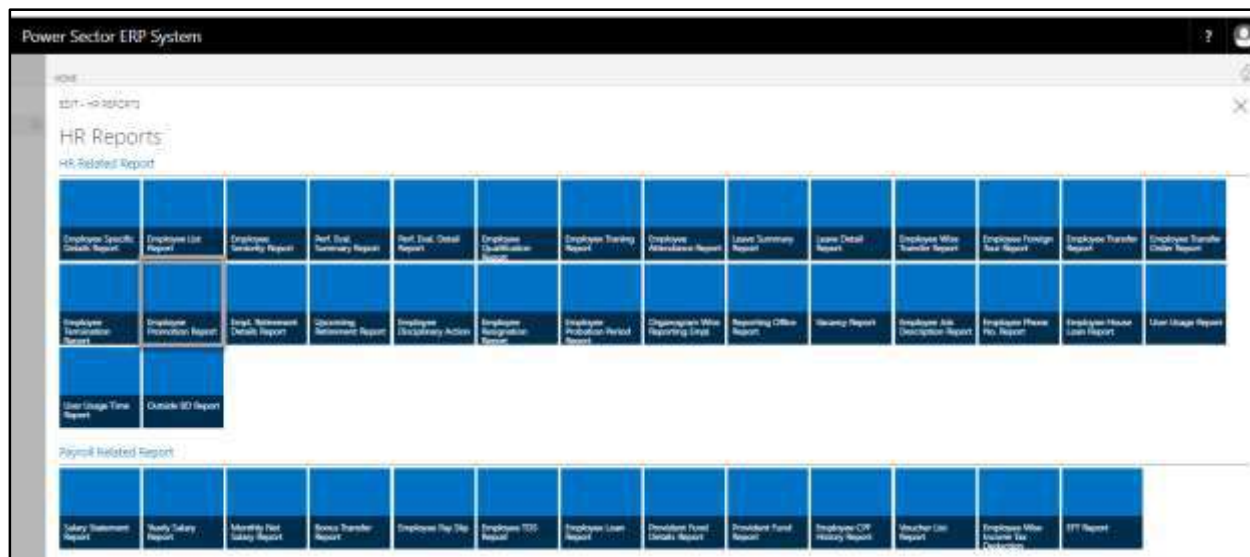
Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-901.16 Employee Promotion Report

To generate Employee Promotion Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Promotion Report" from HR Report Page.



The following **Report Calling page** will be appeared.

**Edit - Employee Promotion Report**
↗

**Filter Criteria**

Office 1 160 ...

Employee 2 200001037 ...

Office Name : Rajshahi Power Plant

Employee Name : Mahadi Hassan

**Promotion Date Filter**

Start Date 3 01-04-20 ...

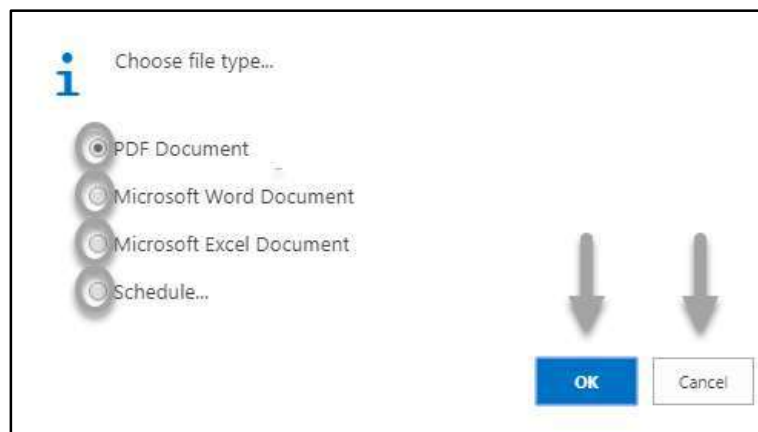
End Date 30-04-20 ...


4
5
6
7

Send to...
Print
Preview
Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.
  - **Office Code: 160****Office Name** will be populated by the system.
2. Choose **Employee ID** from the dropdown by clicking on  button.
  - **Employee ID: 200001037****Employee Name** will be populated by the system.
3. Choose **Date** from the calendar by clicking on  button.
  - **From Date: 01-04-20**
  - **To Date: 30-04-20**
4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.

The following Report will be appeared.

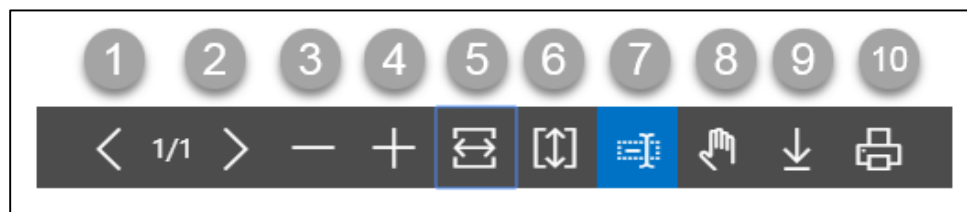
Date: 05-04-20

## Sample Power Company

Employee promotion report for Rajshahi Power Plant Office and promotion date from 01-04-20 to 30-04-20

Employee ID	Employee Name	Promotion Date	Current Designation	Proposed Designation	Remarks
200001037ss	Mahadi Hassan	01-04-20	Junior Assistant Manager	Manager	Hard Worker

D. Report Action Bar will be appeared on the report as below initially -



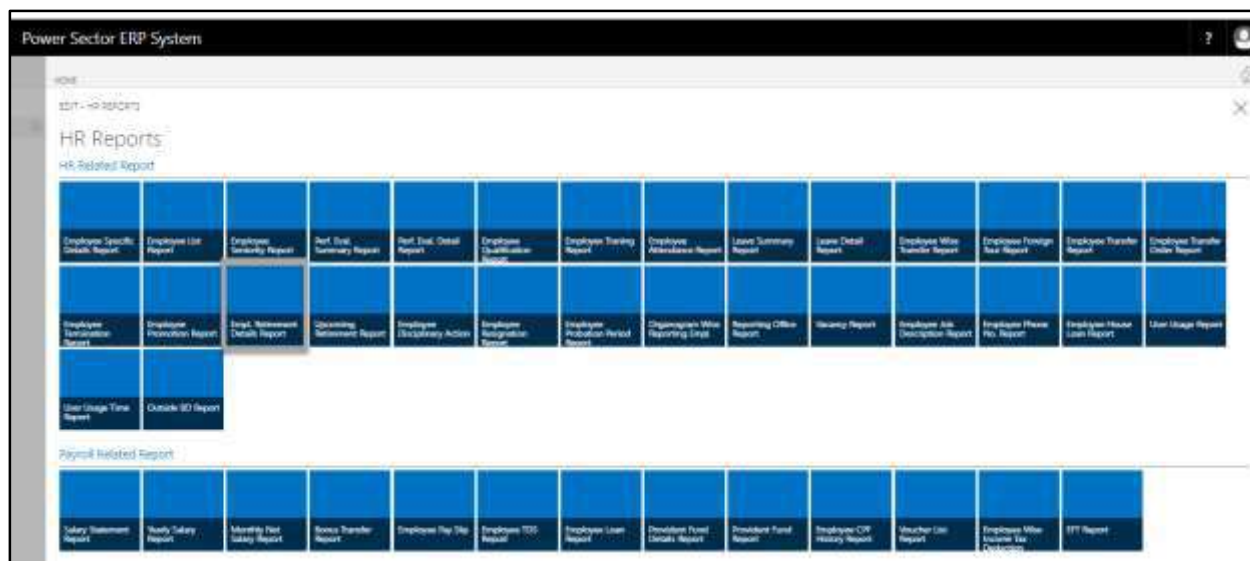
Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-901.17 Employee Retirement Details Report

To generate Employee Retirement Detail Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Retirement Details Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Employee Retirement Det Report

**Filter Criteria**

Office	1	160	...	Office Name :	Rajshahi Power Plant
Employee	2	200001031	...	Employee Name :	Bodiruzzaman




**Retirement Date Filter**

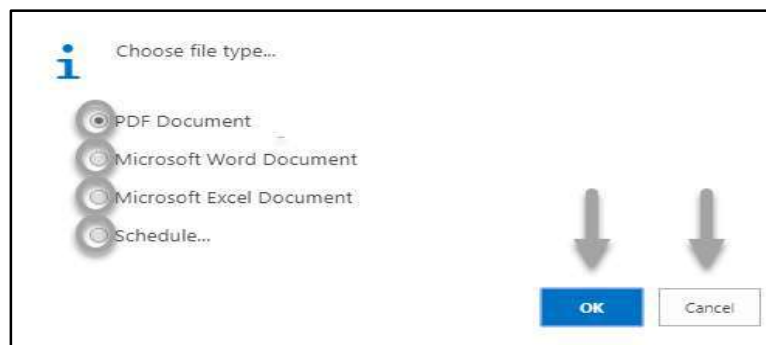
From Date	3	01-04-20	...	To Date	30-04-20	...
-----------	---	----------	-----	---------	----------	-----


4 5 6 7

Send to... Print Preview Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.
  - **Office Code: 160****Office Name** will be populated by the system.
2. Choose **Employee ID** from the dropdown by clicking on  button.
  - **Employee ID: 200001031****Employee Name** will be populated by the system.
3. Choose **Date** from the calendar by clicking on  button.
  - **From Date: 01-04-20**
  - **To Date: 30-04-20**
4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.

The following Report will be appeared as below.





Date: 05-04-20

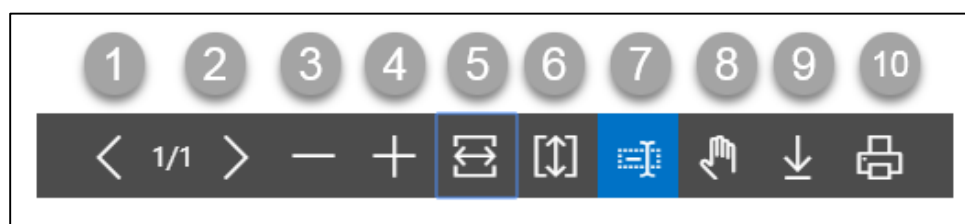
### Sample Power Company

---

**Retirement report for Rajshahi Power Plant Office and retirement date from 01-04-20 to 30-04-20**

Employee ID	Employee Name	Office Name	Designation	Age	Retirement Date	Retirement Reason
200001031	Sodruzaman	Rajshahi Power Plant	Manager	60	02-04-2020	Over Age

D. Report Action Bar will be appeared on the report as below initially -



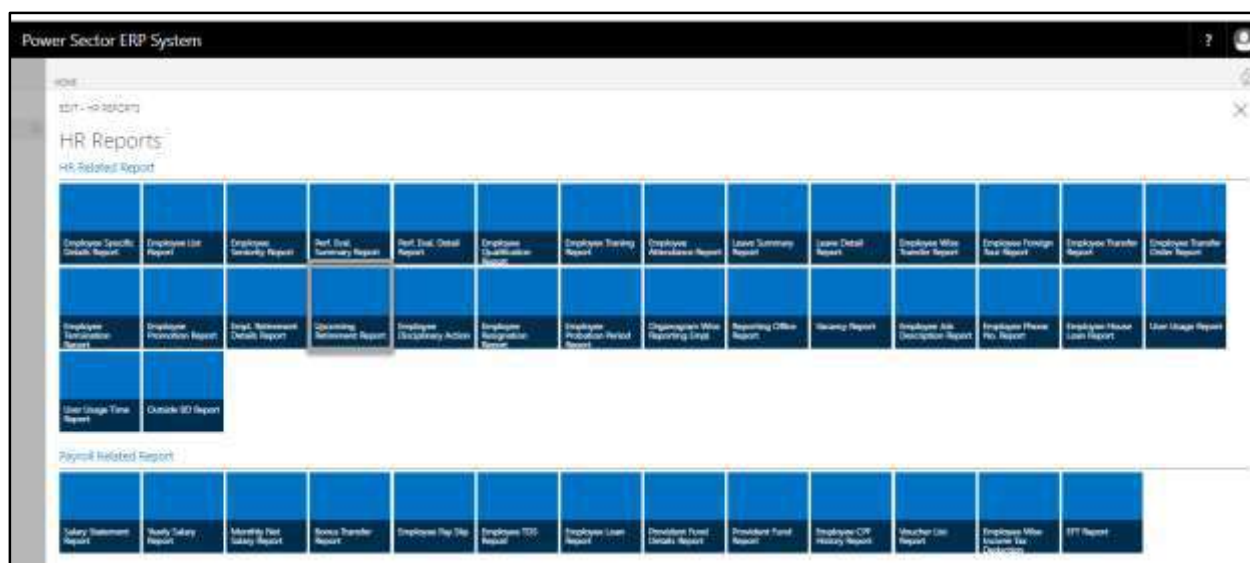
Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-901.18 Upcoming Retainment Report

To generate Upcoming Retirement Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab"..
- B. Choose "Upcoming Retirement Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Employee Upcoming Retirement

Filter Criteria

Office
1
...

Employee
2
...

Office Name :

Employee Na...

Retirement Date Filter

FromDate
3
05-04-20

To Date
31-12-21
...

4
Send to...




5
Print

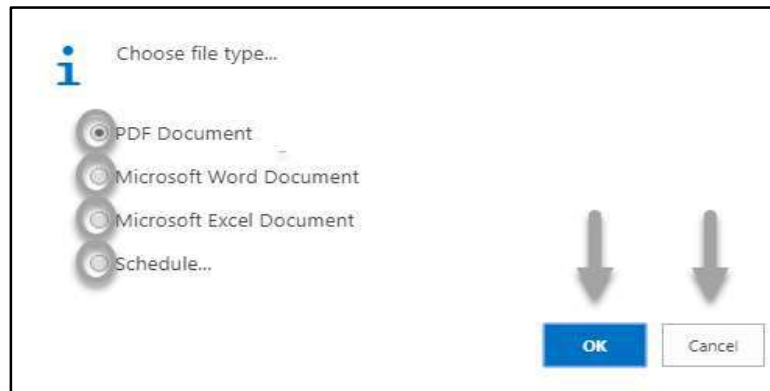
6
Preview


7
Cancel



C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.  
**Office Name** will be populated by the system.
2. Choose **Employee ID** from the dropdown by clicking on  button.  
**Employee Name** will be populated by the system.
3. Choose **Date** from the calendar by clicking on  button.
  - **From Date: 05-04-20**
  - **To Date: 31-12-21**
4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.

The following Report will be appeared as below.

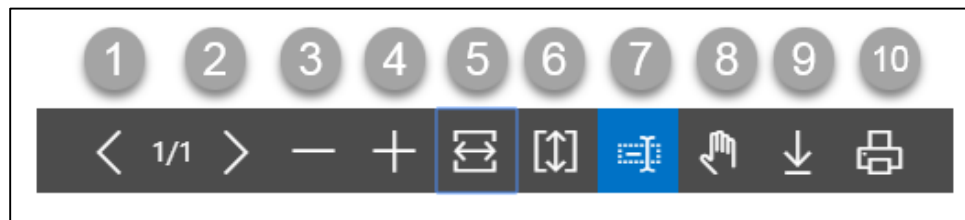
Date: 05-04-20

## Sample Power Company

Upcoming retirement report for Office and upcoming retirement date from 05-04-20 to 31-12-21

Employee ID	Employee Name	Designation	Birth Date	Retirement Date	Reason
200001143	K.B.M. Amin Ullah Patoary	Driver (Light)	01-01-61	01-01-21	

D. Report Action Bar will be appeared on the report as below initially -



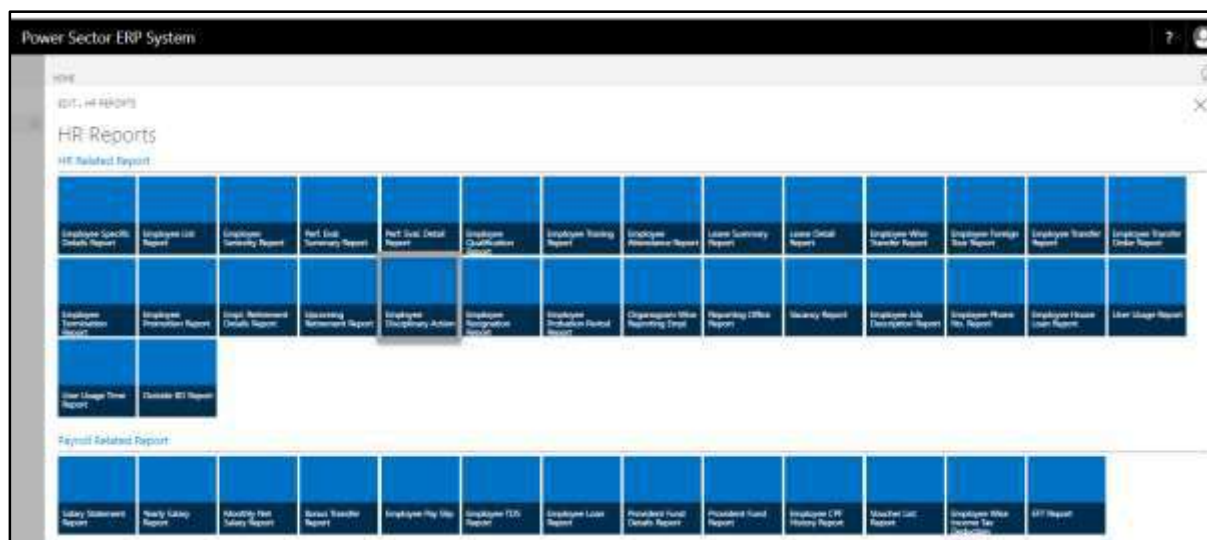
Actions are chronologically organized as below.

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

# HR 901.19 Employee Disciplinary Action Report

To generate Employee Disciplinary Action report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee Disciplinary Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

Edit - Emp. Disciplinary Action Rpt ↗

---

**Filter Criteria**

Office	1	<input type="text" value="160"/>	...	Office Name :	Rajshahi Power Plant
Employee	2	<input type="text" value="200001065"/>	...	Employee Name :	Shaki Binte Chowd...

---

**Date Filter**

Start Date	3	<input type="text" value="01-04-20"/>	...	End Date	<input style="border: 2px solid blue;" type="text" value="30-04-20"/>	...
------------	---	---------------------------------------	-----	----------	---	-----

4
5
6
7

Send to...

Print

Preview

Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

- **Office Name: 160**

**Office Name** will be populated by the system.

2. Choose **Employee ID** from the dropdown by clicking on  button.

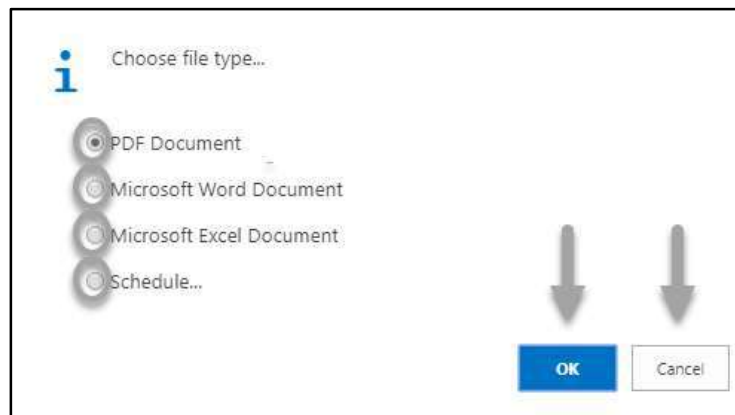
- **Employee ID: 200001065**

**Employee Name** will be populated by the system.

3. Choose **Date** from the calendar by clicking on  button.

- **From Date: 01-04-20**
- **To Date: 30-04-20**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page



5. Choose **Print to** print the document.

6. Choose **Preview** to preview the document.

7. Choose **Cancel** to close this page.

8. Click on  button to make it full page.

The following Report will be appeared.

Date: 05-04-20

**Sample Power Company**

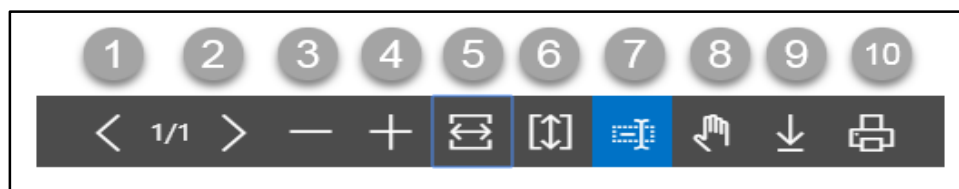
**Employee disciplinary action report for Rajshahi Power Plant Office and disciplinary date from 01-04-20 to 30-04-20**

Employee ID	Employee Name	Designation	Action Date	Cause of Action	Action Effective From	Action Effective Till
200001065	Shaki Binte Chowdhury	Plant Manager	04-08-2020	Censure/ Written Warning	04-02-2020	04-09-2020

Approved By

Authorized By

D. Report Action Bar will be appeared on the report as bellow initially-



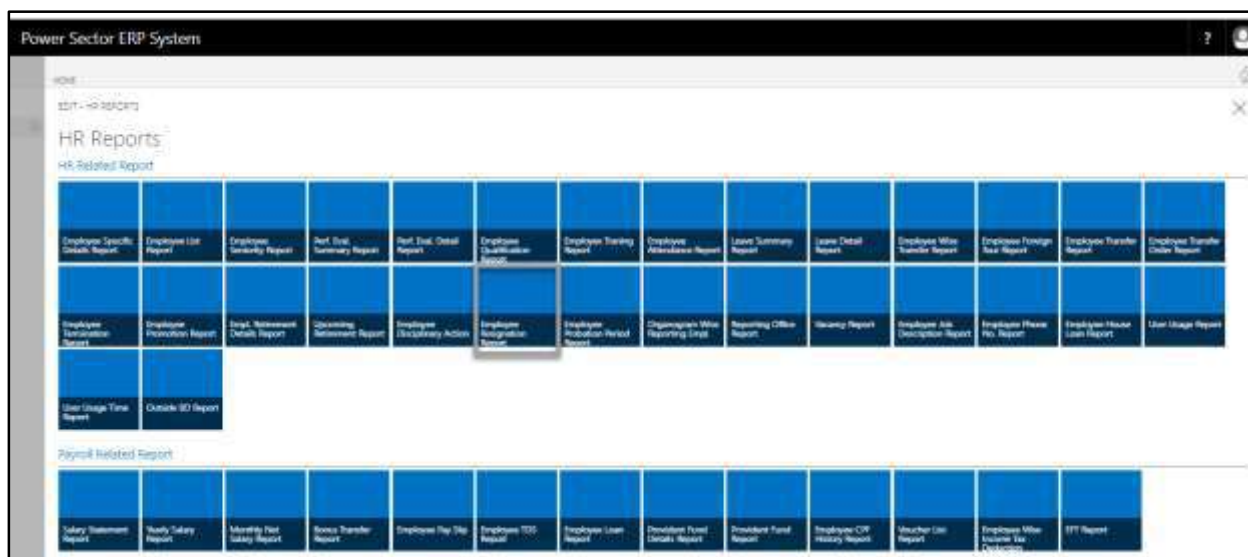
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 901.20 Employee Resignation Report

To generate Employee Resignation report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee Resignation Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

Edit - Employee Resignation Report

Filter criteria

Office

1

160

...

Office Name :Rajshahi Power Plant

Resignation Date Filter

Start Date

2

01-04-20

...

End Date

30-04-20

...

3

4

5

6

Send to...

Print

Preview


Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

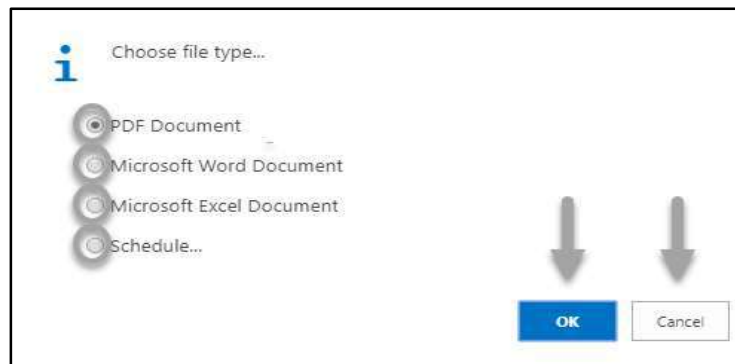
- **Office Name: 160**

**Office Name** will be populated by the system.

2. Choose **Date** from the calendar by clicking on  button.

- **From Date: 01-04-20**
- **To Date: 30-04-20**

3. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page



4. Choose **Print to** print the document.

5. Choose **Preview** to preview the document.

6. Choose **Cancel** to close this page.

7. Click on  button to make it full page.

The following Report will be appeared.

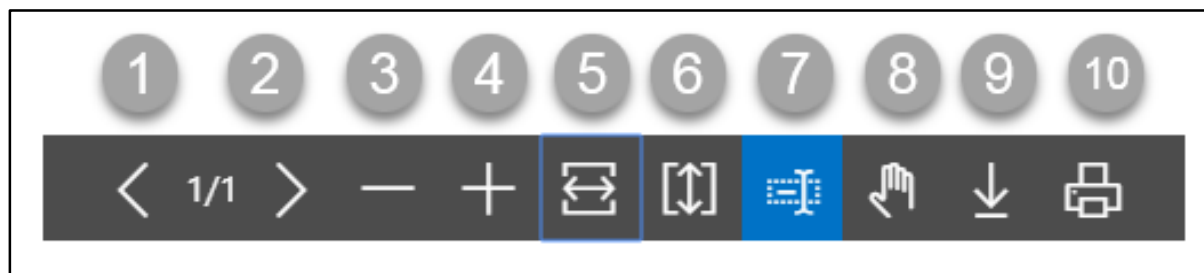
Date: 05-04-20

**Sample Power Company**

**Employee resignation report for Rajshahi Power Plant Office and resignation date from 01-04-20 to 30-04-20**

Employee ID	Employee Name	Designation	Reg. Date	Reg. Reason
200001101	Md. Mamunur Rashid	Manager	4-2-2020	Self

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

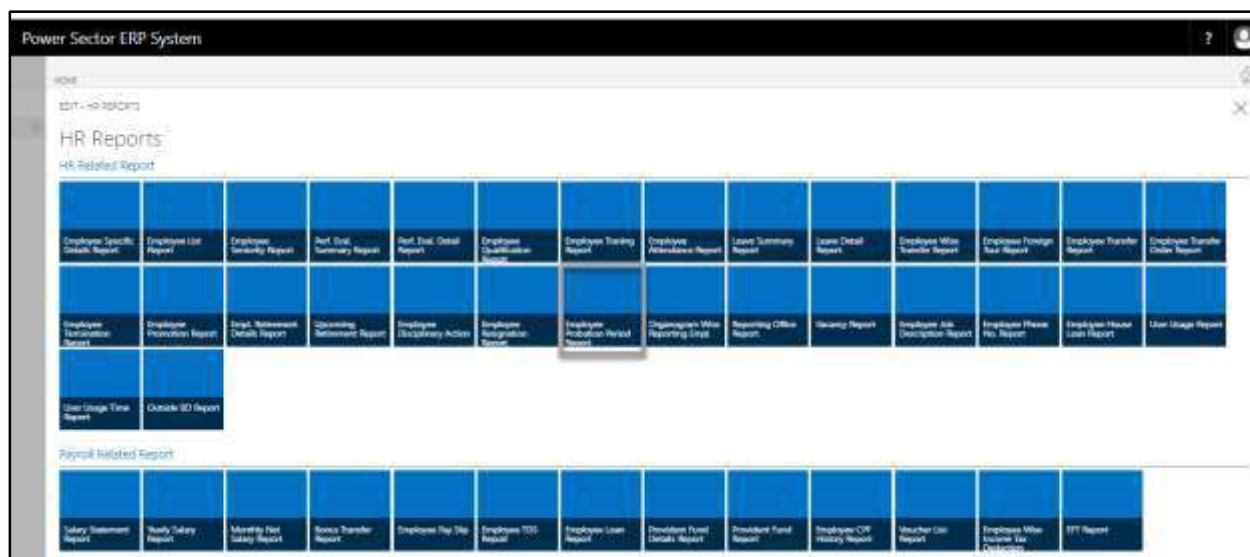
1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print



## HR 901.21 Employee Probation Period Report

To generate Employee Probation Period report, please follow the steps below




- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee Probation Period Report" from HR Report Page.

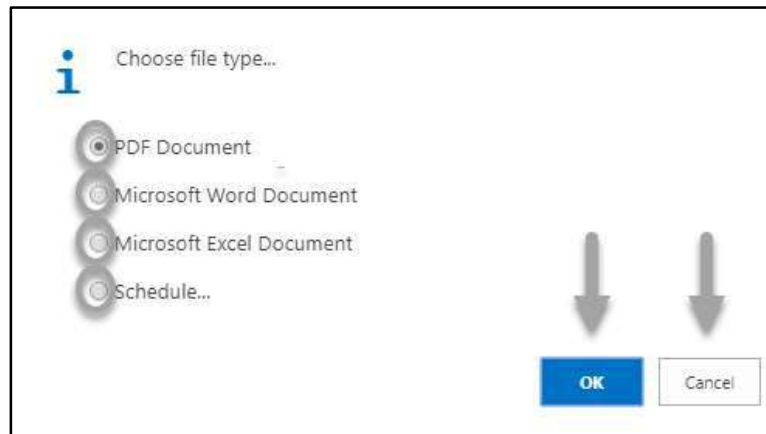



The following **Report Calling Page** will be appeared.

The screenshot shows the 'Edit - Employee Probationary Period' report calling page. The page has a title bar with a maximize button. Below the title bar, there are two sections: 'Filter Criteria' and 'Probation start date Filter'. The 'Filter Criteria' section has two rows of input fields: 'Office Code' with value '101' and 'Office Name' with value 'Office of Managing ...'; 'Employee' with value '2' and 'Employee Name' with value '...'. The 'Probation start date Filter' section has two rows of input fields: 'From Date' with value '01-04-19' and 'To Date' with value '31-03-20'. At the bottom of the page, there are four buttons: 'Send to...', 'Print', 'Preview', and 'Cancel'. Each button has a numbered circle above it: 4, 5, 6, and 7 respectively.



C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.
  - **Office Name: 101****Office Name** will be populated by the system.
2. Choose **Employee Name** from the dropdown by clicking on  button.**Employee Name** will be populated by the system.
3. Choose **Date** from the calendar by clicking on  button.
  - **From Date: 01-04-19**
  - **To Date: 31-03-20**
4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
5. Choose **Print to** print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.

The following Report will be appeared.

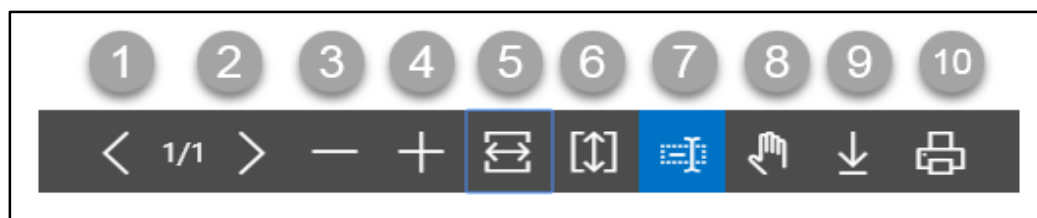
Date: 05-04-20

**Sample Power Company**

**Employee resignation report for Rajshahi Power Plant Office and resignation date from 01-04-20 to 30-04-20**

Employee ID	Employee Name	Designation	Reg. Date	Reg. Reason
200001101	Md. Mamunur Rashid	Manager	4-2-2020	Self

D. Report Action Bar will be appeared on the report as bellow initially-



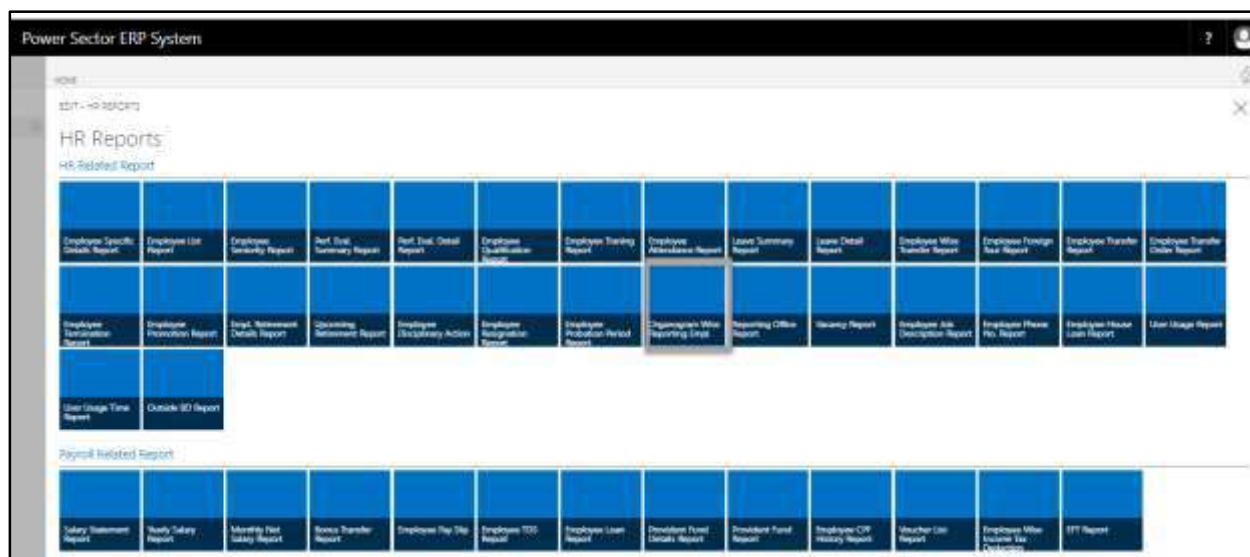
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 901.22 Organogram Wise Reporting Employee Report

To generate Organogram Wise Reporting Employee report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Organogram Wise Reporting Employee" from HR Report Page.



The following **Report Calling Page** will be appeared.


The screenshot shows the 'Edit - Employee Organogram Wise' report calling page. The page has a title bar 'Edit - Employee Organogram Wise'. Below the title bar, there is a 'Filter Criteria' section. The 'Filter Criteria' section contains two rows of input fields: 'Office' with value '160' and 'Organogram' with value 'ORG000026'. To the right of these fields, there are labels for 'Office Name' (Rajshahi Power Plant) and 'Designation Name' (Superintending En...). At the bottom of the page, there are four buttons: 'Send to...', 'Print', 'Preview', and 'Cancel'.

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

- **Office Name: 160**

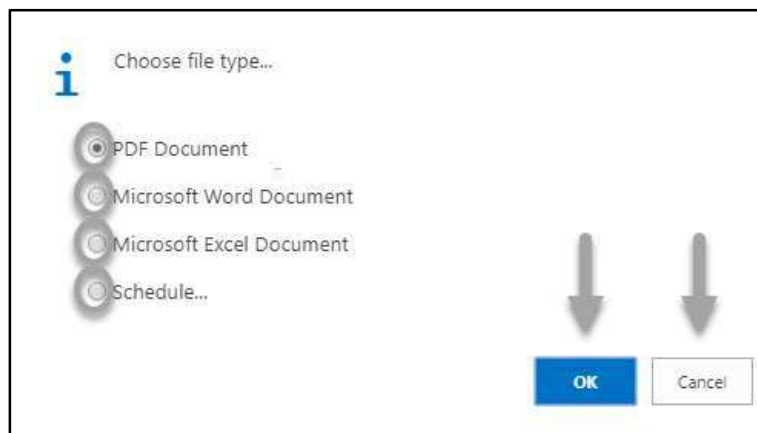
**Office Name** will be populated by the system.


2. Choose **Organogram** from the dropdown by clicking on  button.

- **Organogram Code: ORG000026**



**Designation Name** will be populated by the system.

3. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
  5. Choose **Preview** to preview the document.
  6. Choose **Cancel** to close this page.
  7. Click on  button to make it full page.

The following Report will be appeared.

Date: 13-04-20

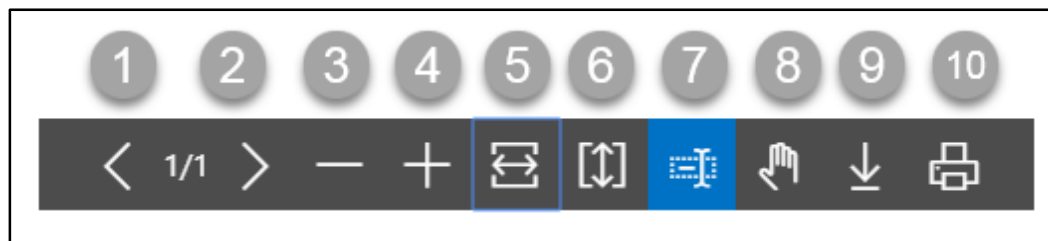
**Sample Power Company**

**Organogram Wise Reporting Employee Report**

Organogram Code : ORG000028

Employee Name	Office Name	Designation	Joining Date	Retirement Date	Job Type	Job Status
---------------	-------------	-------------	--------------	-----------------	----------	------------

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 901.23 Reporting Office Report

To generate Reporting Office report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Reporting Office Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

The screenshot shows the 'Edit - OfficeTree' report calling page. The page has a title bar 'Edit - OfficeTree' and a 'Filter criteria' section. The 'Filter criteria' section contains a text box labeled 'Office' with a dropdown arrow, a text box labeled 'Office Name', and a 'Send to...' button. At the bottom, there are four buttons: 'Send to...', 'Print', 'Preview', and 'Cancel'.

C. Provide below information to view report successfully.

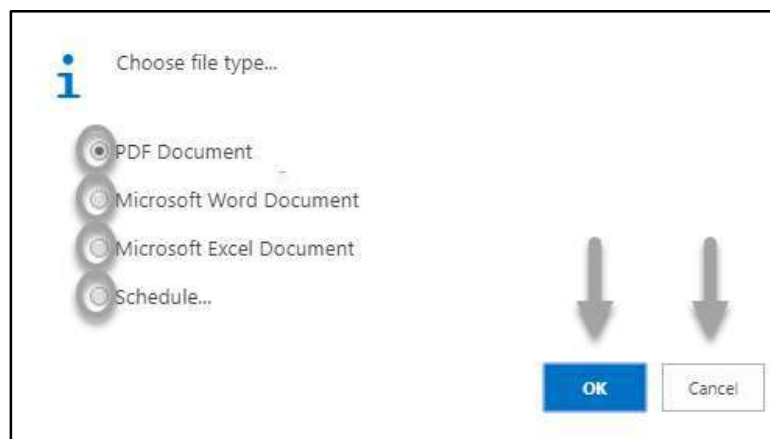
1. Choose the **Office** from the dropdown by clicking on  button.


**Office Name** will be populated by the system.

**NOTE**

Here we did not give any Office code, because in report we show full Reporting office cycle.



2. Choose **Send to** take it on PDF, Excel And Word.



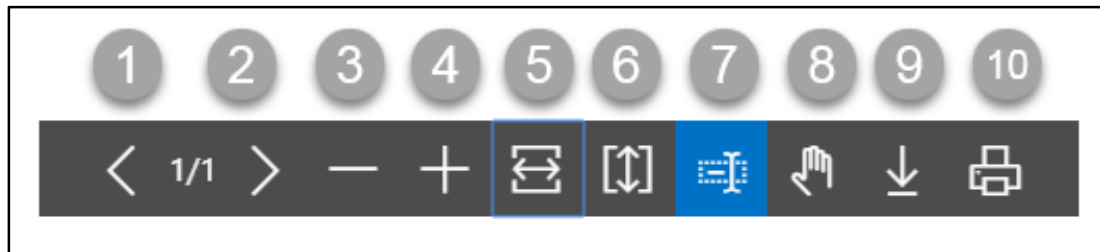
- Click "OK" after select an option.
  - Click "Cancel" to cancel this page.
3. Choose **Print to** print the document.
  4. Choose **Preview** to preview the document.
  5. Choose **Cancel** to close this page.
  6. Click on  button to make it full page.



The following Report will be appeared.

		Date: 05-04-20											
<b>Sample Power Company</b>													
<b>Office Tree</b>													
Office Name:													
<table border="1"><tr><td>Barisal Power Plant</td></tr><tr><td>Chittagong Power Plant</td></tr><tr><td>Corporate Office</td></tr><tr><td>Office of Chief Engineer</td></tr><tr><td>Office of Deputy General Manager</td></tr><tr><td>Office of Executive Director</td></tr><tr><td>Office of General Manager</td></tr><tr><td>Office of Manager</td></tr><tr><td>Office of Managing Director</td></tr><tr><td>Rajshahi Power Plant</td></tr><tr><td>Khulna Power Plant</td></tr></table>			Barisal Power Plant	Chittagong Power Plant	Corporate Office	Office of Chief Engineer	Office of Deputy General Manager	Office of Executive Director	Office of General Manager	Office of Manager	Office of Managing Director	Rajshahi Power Plant	Khulna Power Plant
Barisal Power Plant													
Chittagong Power Plant													
Corporate Office													
Office of Chief Engineer													
Office of Deputy General Manager													
Office of Executive Director													
Office of General Manager													
Office of Manager													
Office of Managing Director													
Rajshahi Power Plant													
Khulna Power Plant													

D. Report Action Bar will be appeared on the report as bellow initially-





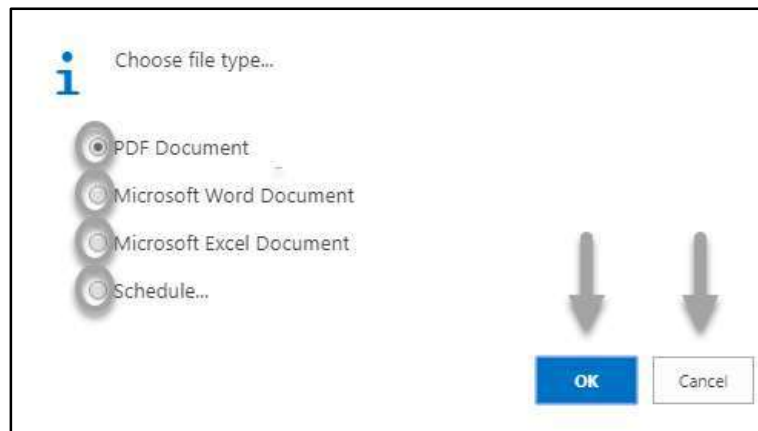
Actions are chronologically organized as below


1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print



C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.
  - **Office Code: 101****Office Name** will be populated by the system.
2. Choose **Designation ID** from the dropdown by clicking on  button.
  - **Designation Code: 530****Designation Name** will be populated by the system.
3. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page.
4. Choose **Print to** print the document.
  5. Choose **Preview** to preview the document.
  6. Choose **Cancel** to close this page.
  7. Click on  button to make it full page.

The following Report will be appeared.

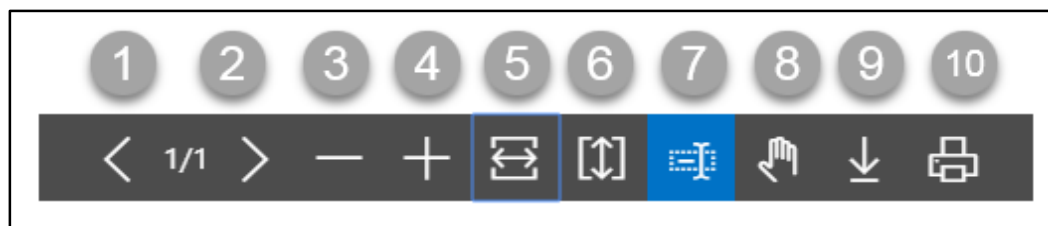
Date: 05-04-20

## Sample Power Company

### Vacancy Report

Office	Designation	Sanctioned Posts	Filled Posts	Vacant Posts
	Total			
Office of Managing Director	Driver (Light)	1	0	1
	Total	1	0	1
	Total	1	0	1

D. Report Action Bar will be appeared on the report as bellow initially-



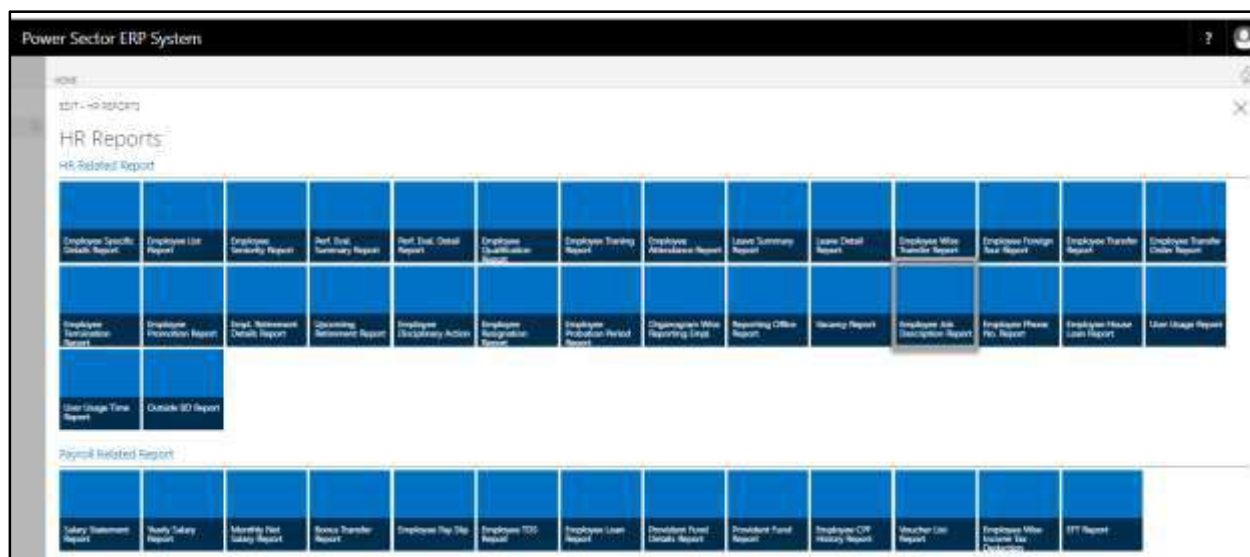
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 901.25 Employee Job Description Report

To generate Employee Job Description report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee Job Description Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

Edit - Job Description List

Filter Criteria

Office	1	101	...	Office Name :	Office of Managin...
Organogram	2	ORG000004	...	Designation Na...	Driver (Light)

3

4

5

6

Send to...

Print

Preview


Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

- **Office Code: 101**

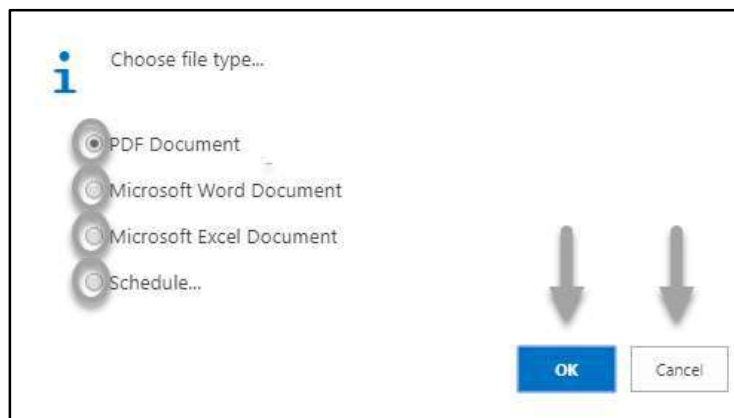
**Office Name** will be populated by the system.


2. Choose **Organogram Code** from the dropdown by clicking on  button.

- **Organogram Code: ORG00004**



**Designation Name** will be populated by the system.

3. Choose **Send to** take it on PDF, Excel And Word.



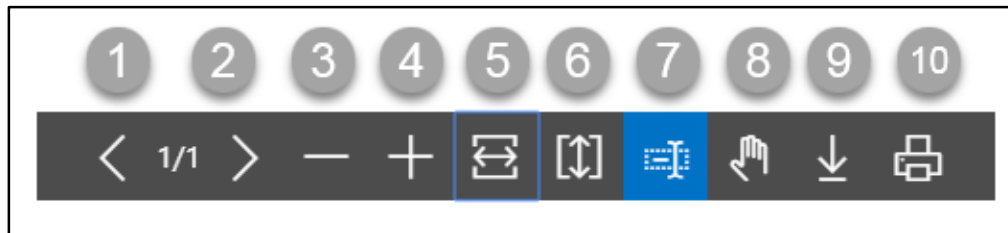
- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
  5. Choose **Preview** to preview the document.
  6. Choose **Cancel** to close this page.
  7. Click on  button to make it full page.

The following Report will be appeared.

		Date: 05-04-20
<b>Sample Power Company</b>		
<b>Job Description List</b>		
		Organogram Code : ORG000004
<b>Job Description Code</b>	<b>Job Description</b>	
16	Organizing travel by booking accommodations and reservations needs as required.	
17	Carrying out vehicle maintenance checks	
18	Picking up office purchases or other administrative needs.	
19	Interacting with clients in a professional conduct.	
20	Updating monthly mileage records	
21	Maintaining an organized travel schedule.	
<hr/> Approved By		<hr/> Authorized By



D. Report Action Bar will be appeared on the report as bellow initially-



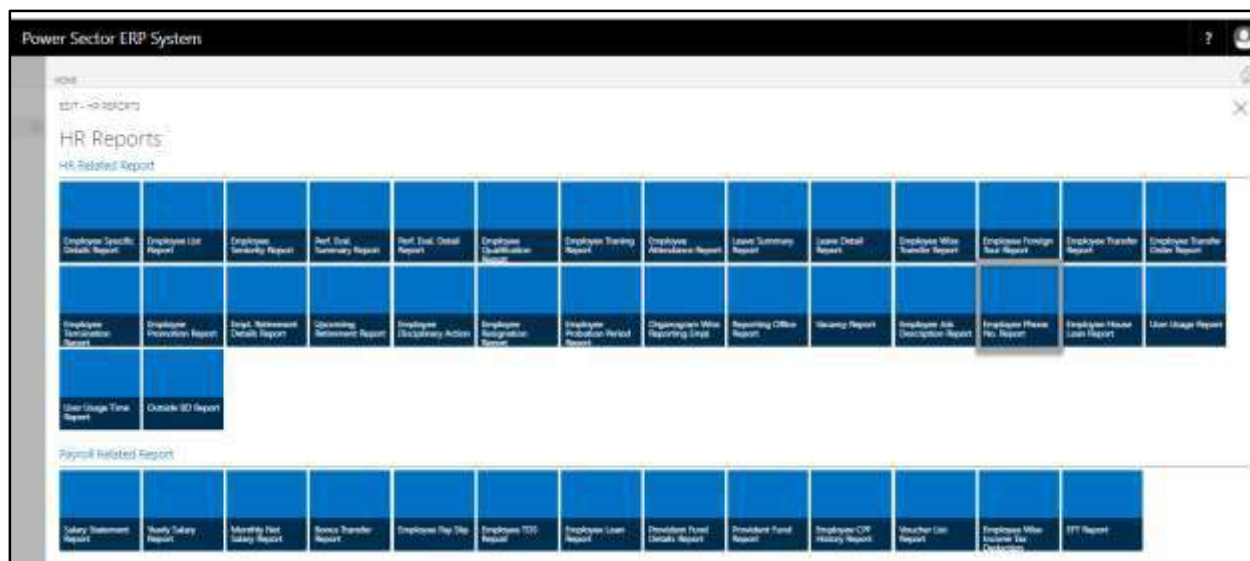
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 901.26 Employee Phone Number Report

To generate Employee Phone Number report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee Phone Number Report" from HR Report Page.



The following **Report Calling Page** will be appeared.


The screenshot shows the 'Edit - Employee Phone No Report' form. It has a title bar with a maximize icon. Below the title, there's a 'Filter Criteria' section. It contains two rows of input fields: 'Office' with a value of '105' and 'Employee' with a value of '200001005'. To the right of these fields, there are labels for 'Office Name : Office of Executiv...' and 'Employee Name : Abdur Razzak'. At the bottom of the form, there are four buttons: 'Send to...', 'Print', 'Preview', and 'Cancel'. The buttons are numbered 1 through 6 in the original image: 1 for Office, 2 for Employee, 3 for Send to..., 4 for Print, 5 for Preview, and 6 for Cancel.

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.

- **Office Code: 105**

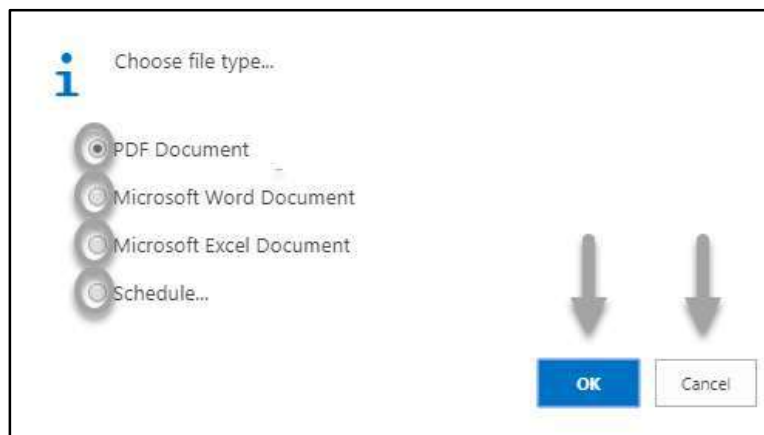
**Office Name** will be populated by the system.


2. Choose **Employee ID** from the dropdown by clicking on  button.

- **Employee ID: 200001005**

**Employee Name** will be populated by the system.

3. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page.
4. Choose **Print to** print the document.
  5. Choose **Preview** to preview the document.
  6. Choose **Cancel** to close this page.
  7. Click on  button to make it full page.

The following Report will be appeared.



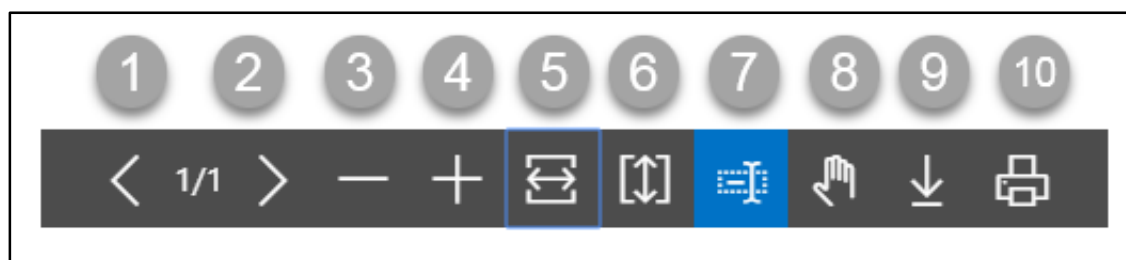
Date: 05-04-20

Sample Power Company

Employee Phone No.

Employee Id	Employee Names	Employee Phone No
200001005	Abdur Razzak	01787346464

D. Actions are chronologically organized as below.



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 901.27 Employee House Loan Report

To generate Employee House Loan report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Employee House Loan Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

Edit - House Loan Report

Filter Criteria

Office \*

Employee \*

Outstanding ...

Outstanding I...

Office Name :

Employee Na...



Send to...

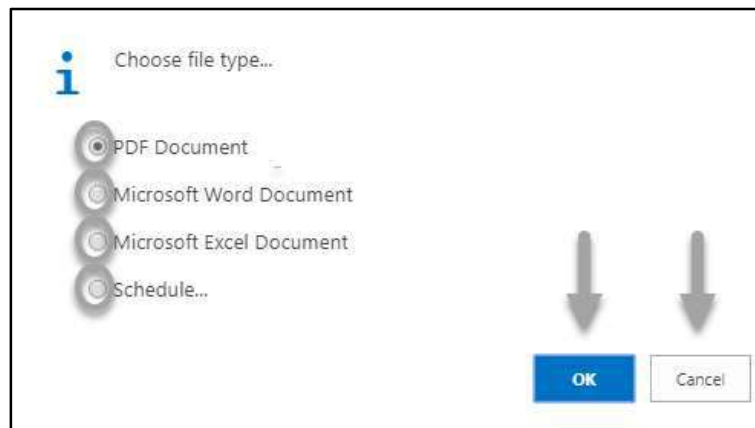
Print


Preview

Cancel

C. Provide below information to view report successfully.

1. Choose the **Office** from the dropdown by clicking on  button.
  - **Office Code:**  
**Office Name** will be populated by the system.
2. Choose **Employee ID** from the dropdown by clicking on  button.
  - **Employee ID:**  
**Employee Name** will be populated by the system.
3. Choose the **Out Standing Loan** as per your requirement.
  - **Out Standing Loan:**
4. Choose the **Out Standing Interest** as per your requirement.
  - **Out Standing Interest:**
5. Choose **Send to** take it on PDF, Excel And Word.

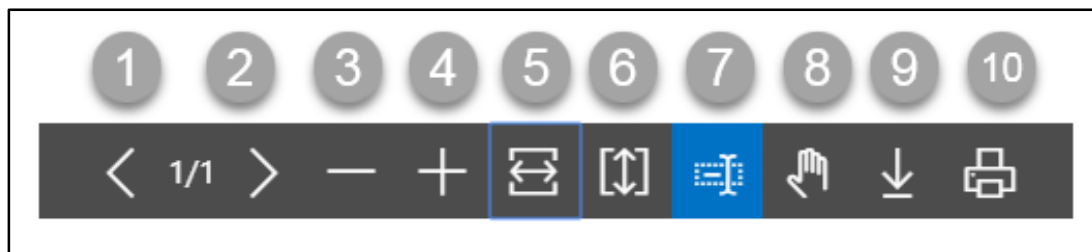


- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
6. Choose **Print to** print the document.
  7. Choose **Preview** to preview the document.
  8. Choose **Cancel** to close this page.
  9. Click on  button to make it full page.

The following Report will be appeared.



D. Report Action Bar will be appeared on the report as bellow initially-



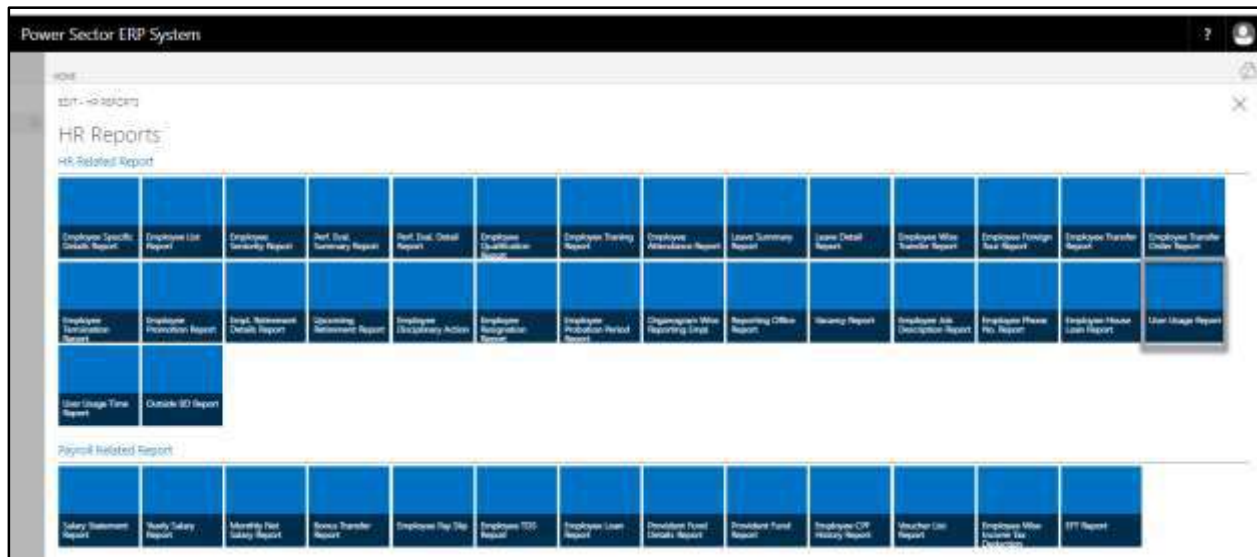
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 901.28 User Usage Report

To generate User Usage report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "User Usage Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

Edit - User Usage Report

Filter Criteria

From Date
1
01-04-20
...

To Date
05-04-20
...

Office
2
...

Office Name :

User
3
...

4
Send to...



5
Print


6
Preview

7
Cancel



C. Provide below information to view report successfully.

1. Choose the **Date** from the calendar by clicking on  button.
  - From Date: 01-04-20
  - To Date: 05-04-20
2. Choose the **Office** from the dropdown by clicking on  button.

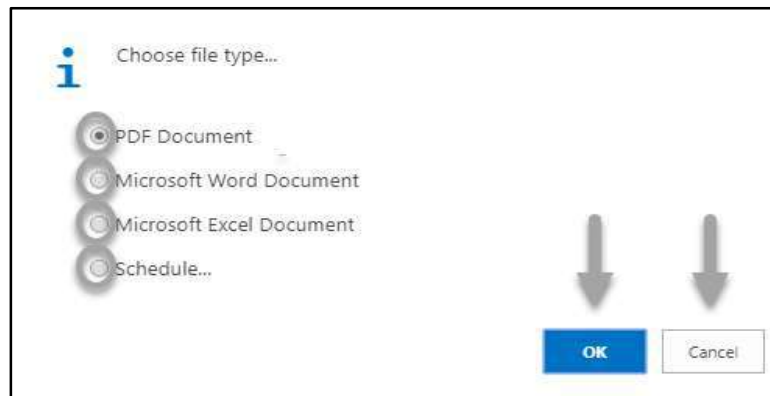
**Office Name** will be populated by the system.
3. Choose **User ID** from the dropdown by clicking on  button.


**User Name** will be populated by the system.

**NOTE**


Here we did not select any office or user, Because we show full organization user report.


4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page.
5. Choose **Print to** print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.

The following **Report Calling Page** will be appeared





Date: 05-04-20

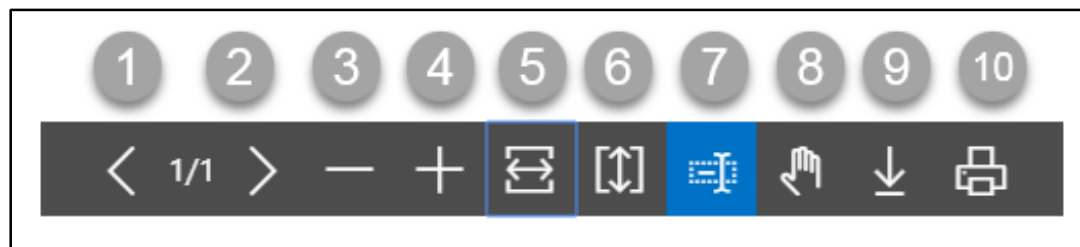
Sample Power Company

---

User Usage Report From 05-03-20 To 05-04-20

Month	User Name	Total Insertion	Total Deletion	Total Modification
00000	HR_ADMIN_BPOL	0	0	1
	HR_USER_BPOL	0	0	1
	SUPER_ADMIN	5	0	0

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 901.29 User Usage Time Report

To generate User Usage report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "User Usage Time Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

Edit - User Usage Time Report

Filter Criteria

Office

1

101

...

Office Name :

Office of Managin...

Start Date

2

13-03-20

...

End Date

3

13-04-20

...

4

5

6

7

Send to...

Print

Preview


Cancel

C. Provide below information to view report successfully.


1. Choose the **Office** from the dropdown by clicking on  button.

- **Office Code: 101**

**Office Name** will be populated by the system.

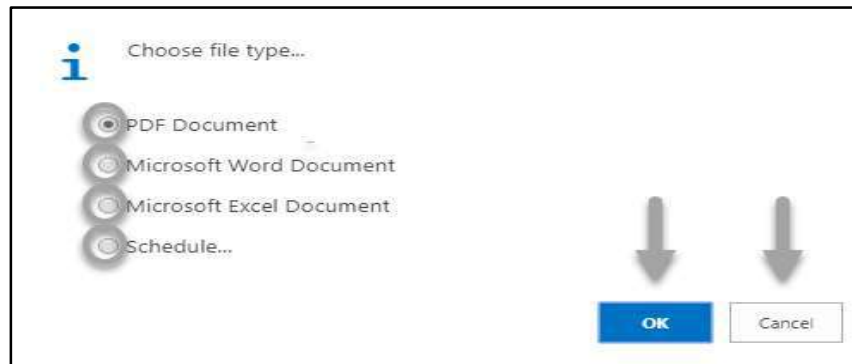
2. Choose the **Date** from the calendar by clicking on  button.

- **Start Date: 13-03-20**

3. Choose the **Date** from the calendar by clicking on  button.

- **End Date: 13-04-20**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page



5. Choose **Print to** print the document.

6. Choose **Preview** to preview the document.

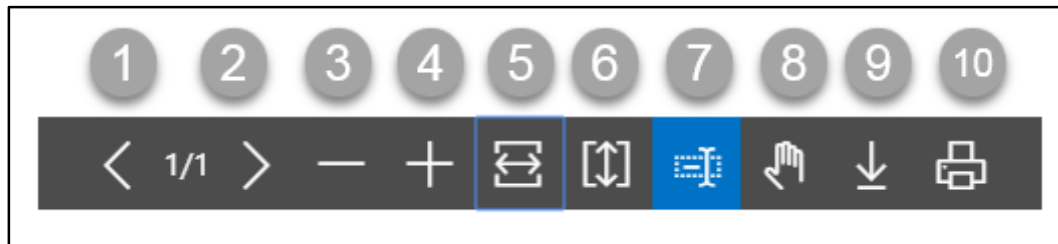
7. Choose **Cancel** to close this page.

8. Click on  button to make it full page.

The following Report will be appeared.

		Date: 13-04-20
Sample Power Company		
User Usage Time Report From 13-03-20 To 13-04-20		
User Name	Duration	
151011052	2 minutes	
FA_ADMIN_APSCl	1 hour 14 minutes	
FA_ADMIN_BREB	32 minutes	
FA_ADMIN_CPGCBL	8 hours 28 minutes	
FA_ADMIN_DPOC	8 minutes	
FA_ADMIN_NWPGCL	1 day 7 hours 52 minutes	
FA_ADMIN_RPCL	1 hour 28 minutes	
FA_ADMIN_WZPDCL	4 hours	
FA_USER_APSCl	1 hour 4 minutes	
FA_USER_BREB	8 hours 24 minutes	
FA_USER_WZPDCL	38 minutes	
FINANCE_ADMIN_APSCl	10 minutes	
FINANCE_ADMIN_BRPL	6 minutes	
FINANCE_ADMIN_CPGCBL	4 minutes	
FINANCE_ADMIN_NWPGCL	1 hour 58 minutes	
HR_ADMIN_APSCl	9 days 4 hours 8 minutes	
HR_ADMIN_BPDB		
HR_ADMIN_BPOL	5 days 17 hours 20 minutes	
HR_ADMIN_BREB	5 days 2 hours 10 minutes	
HR_ADMIN_BRPL	2 days 16 hours 34 minutes	
HR_ADMIN_CPGCBL	7 hours 26 minutes	
HR_ADMIN_DESCO	1 day 2 hours 54 minutes	

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 901.30 Outside BD Report

To generate Outside BD report, please follow the steps below

- A. Open "HR Report Landing Page" through "Access to Report Tab"
- B. Choose "Outside BD Report" from HR Report Page.



The following **Report Calling Page** will be appeared.

**Edit - Outside BD Report**

Designation	1	240	...	Designation Na...	Assistant Manager
Purpose	2	6	...	Purpose Name :	Pre Shipment
Country	3	UK	...	Country Name :	United Kingdom
Start Date	4	05-04-19	...	End Date	05-04-20

5

6

7

8


Send to...

Print

Preview

Cancel

C. Provide below information to view report successfully.

1. Choose the **Designation Code** from the calendar by clicking on  button.


- **Designation Code: 240**

**Designation Name** will be populated by the system.

2. Choose the **purpose** from the dropdown by clicking on  button.

- **Purpose Code: 06**

**Office Name** will be populated by the system.

3. Choose **Country Code** from the dropdown by clicking on  button.

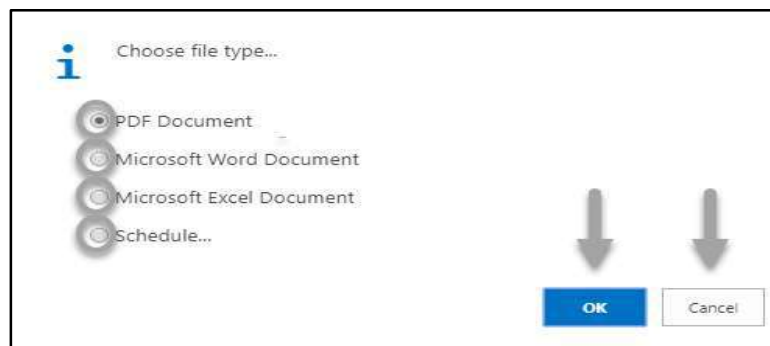
- **Country Code: UK**

**Country Name** will be populated by the system.

4. Choose **Date** from the calendar by clicking on  button.

- **Start Date:05-04-19**
- **End Date:05-04-20**

5. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page.

6. Choose **Print to** print the document.


7. Choose **Preview** to preview the document.


8. Choose **Cancel** to close this page.

9. Click on  button to make it full page.



The following Report will be appeared.





Date: 05-04-2020

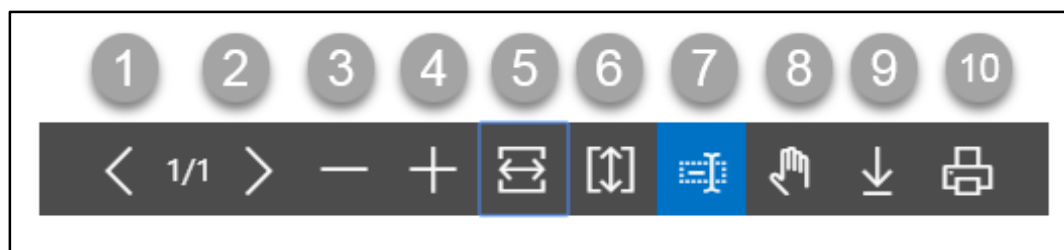
### Sample Power Company

#### Employee Outside BD Report From 05-04-2019 to 05-04-2020

Total Employee : 1

Organization	Office Name	Designation	Employee ID	Employee Name	Purpose	Country	Start Date	End Date
BPOL	Office of Executive Director	Assistant Manager	200001149	Taizul Islam Tulu	Pre Shipment	United Kingdom	01-03-2020	10-03-2020
				Total	1			

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR-902 How To: Generate Payroll Reports

### Introduction

This section lists and demonstrates how to generate Payroll related Reports of HR. This section contains –

HR-902.1	Salary Statement report
HR-902.2	Yearly Salary Report
HR-902.3	Monthly net Salary Report
HR-902.4	Bonus Statement Report
HR-902.5	Employee Pay Slip
HR-902.6	Employee TDS Report
HR-902.7	Employee Loan Report
HR-902.8	Employee Provident Fund Details Report
HR-902.9	Provident Fund Summary Report
HR-902.10	Employee CPF History Report
HR-902.11	Voucher List Report
HR-902.12	Employee Wise Income Tax Deduction
HR-902.13	EFT Report

### Roles

- Module Admin / User

## HR 902.1: Salary Statement Report

To generate Salary Statement Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Salary Statement Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Salary Statement Details


Filter Criteria

Office	1	101	...	Office Name :	Office of Managin...	
Include Child Off.	2	<input type="checkbox"/>		Employment Type	4	<input type="text"/>
Year	3	2020		Month	5	April

6 7 8 9


Send to... Print Preview Cancel

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

**Office Name** will be populated by the system.


2. Choose the **Include Child office** from the Tick mark oration by clicking on  button.

**NOTE**

Mark in this box, you can generate parents' office with its including child offices.

3. Choose **Year** as per your choice.

- **Year: 2020**

4. Choose **Employment Type** from the Dropdown by clicking on  button.

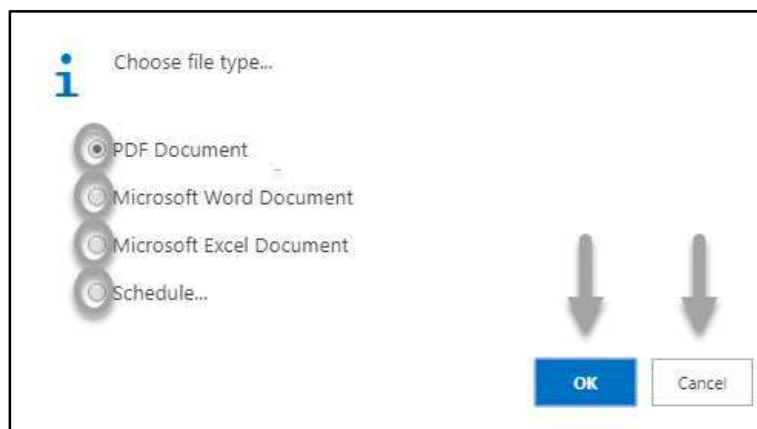
**NOTE**

From here, you can divide Officers and stuff salary in a single click.


5. Choose **Month** from the Dropdown by clicking on  button.

- **Month: April**


6. Choose **Send to** take it on PDF, Excel And Word.




- Click "OK" after select an option.
- Click "Cancel" to cancel this page.

7. Choose **Print** to print the document.
8. Choose **Preview** to preview the document.
9. Choose **Cancel** to close this page.
10. Click on  button to make it full page.

The following Report will be appeared.





**Sample Power Company**

Date: 10-04-20

---

**Salary Statement Report For The Month Of April - 2020**

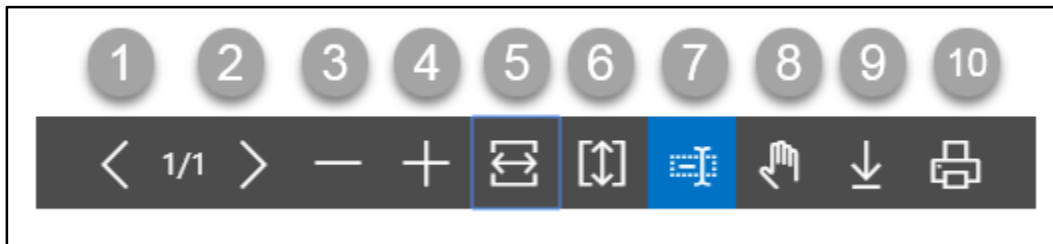
Sl. No.	Employee ID	Employee Code	Employee Name	Office Name	Designation	Emp. Type	Basic	House Rent Allowance	Medical Allowance	Transportation Allowance	Electricity Allowance	Shift Duty Allowance	Other Allowance	Gross Pay	CPF Personal Deduction	Krisco Fund Deduction	Other Deduction	Net Pay	
1	200001003	11001	Sheikh Abdul Latif	Office of Managing Director	Managing Director	Officer	162000	91000			2315	27308	7000	308613	18208	200	0	291213	
2	200001004	11002	Abdullah Al Mamun	Office of Managing Director	Executive Engineer	Officer	91000	54000		5000	1681	13650	0	165001	9100	150	0	156801	
3	200001007	11005	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Staff	29120	17472	2912	3000	1063	4368	0	57055	2912	75	0	54000	
4	200001072	11070	MD. Anbul Chowdhury	Office of Managing Director	Office Secretary	Staff	31369	18622	3137	3000	1063	4798	0	62117	3137	75	0	58904	
5	200001006	11006	Asmaul Haque	Office of Managing Director	Driver (Light)	Staff	21030	12978	2163	3000	940	3245	0	43658	2163	50	0	41743	
6	200001058	11050	Mr. Monjurul Chowdhury	Office of Managing Director	Driver (Light)	Staff	20000	12000	2000	3000	940	3000	0	40940	2000	50	0	38900	
7	200001141	11139	Sabreen Faruq	Office of Managing Director	Driver (Light)	Staff	23390	14034	2339	3000	940	3000	0	47212	2339	50	0	44823	
8	200001084	11082	Mr. Ahtuzzaman Chowdhury	Office of Managing Director	Driver (Light)	Staff	21630	12978	2163	3000	940	3245	0	43658	2163	50	0	41743	
<b>Total</b>		<b>Basic = 4,20,139.00</b>		<b>Allowance = 3,51,541.00</b>		<b>Gross = 7,71,680.00</b>		<b>Deduction = 42,715.00</b>		<b>Tax = 0.00</b>		<b>Net = 7,28,965.00</b>							

Approved By \_\_\_\_\_

Authorized By \_\_\_\_\_

Page 1 of 1

D. Report Action Bar will be appeared on the report as bellow initially-



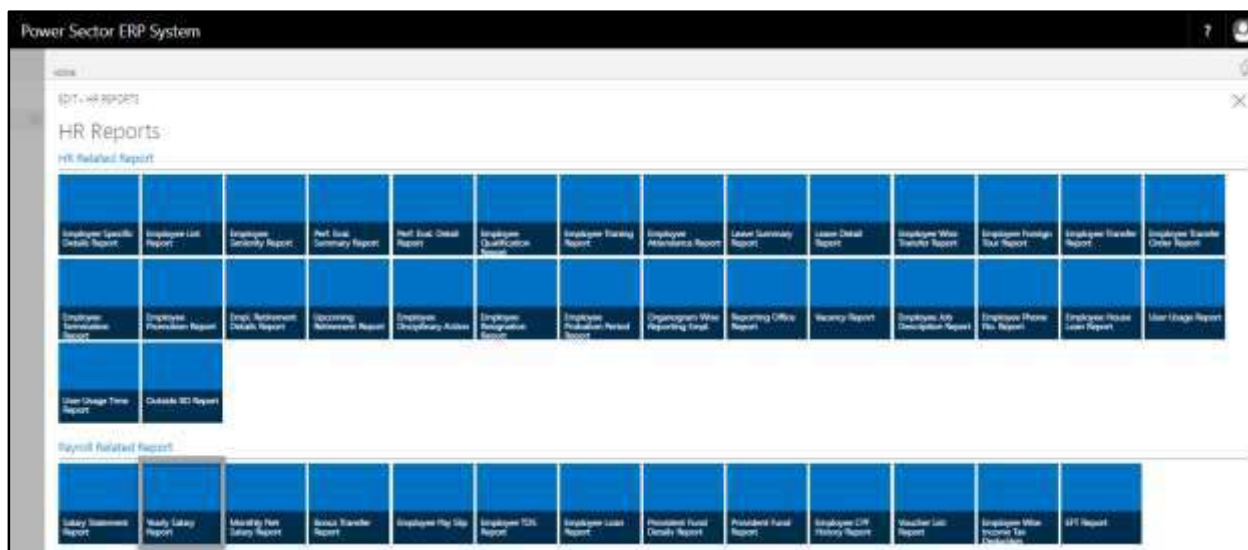
Actions are chronologically organized as below

11. Previous Page
12. Next Page
13. Zoom Out
14. Zoom In
15. Fit page to window width
16. Fit full page in window
17. Select Text
18. Pan the document
19. Download to file
20. Print

## HR 902.2: Yearly Salary Report

To generate Yearly Salary Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Yearly Salary Report" from HR Report Page.



The following **Report Calling** page will be appeared.

Edit - Employee Yearly Salary Report


Filter Criteria

Office	1	101	...	Office Name:	Office of Managing ...
Employee	2	200001007	...	Employee Name :	MD. Abdullah Al Ma...
Salary Year	3	2019			

4 5 6 7


Send to... Print Preview Cancel

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

**Office Name** will be populated by the system.

2. Choose the **Employee** from the calendar by clicking on  button.

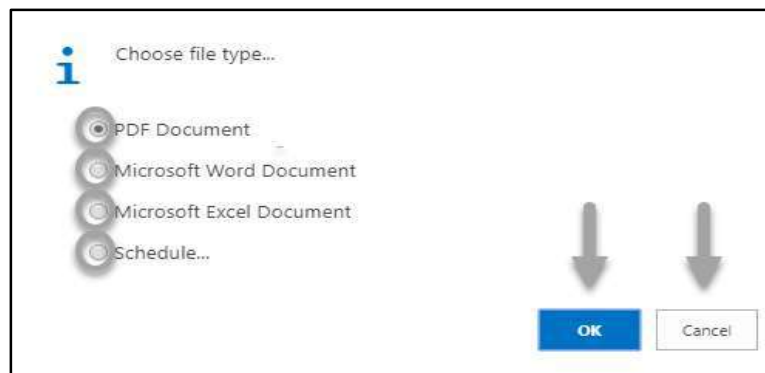
- **Employee Code: 200001007**

**Employee Name** will be populated by the system.

3. Choose **Salary Year** as per your choice.

- **Year: 2019**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

5. Choose **Print to** print the document.

6. Choose **Preview** to preview the document.



7. Choose **Cancel** to close this page.

8. Click on  button to make it full page.



The following Report will be appeared.

Date: 10-04-20

### Sample Power Company

---

#### Salary Statement Of MD. Abdullah Al Mamun For The Year 2019

Type	January	February	March	April	May	June	July	August	September	October	November	December
Basic	29120	29120	29120	29120	29120	29120	29120	29120	29120	29120	29120	29120
Electricity Allowance	1083	1083	1083	1083	1083	1083	1083	1083	1083	1083	1083	1083
House Rent Allowance	17472	17472	17472	17472	17472	17472	17472	17472	17472	17472	17472	17472
Medical Allowance	2912	2912	2912	2912	2912	2912	2912	2912	2912	2912	2912	2912
Shift Duty Allowance	4368	4368	4368	4368	4368	4368	4368	4368	4368	4368	4368	4368
Transportation Allowance	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000
Other Allowance	0	0	0	0	0	0	0	0	0	0	0	0
<b>Gross</b>	<b>57955</b>	<b>57955</b>	<b>57955</b>	<b>57955</b>	<b>57955</b>	<b>57955</b>	<b>57955</b>	<b>57955</b>	<b>57955</b>	<b>57955</b>	<b>57955</b>	<b>57955</b>
CPF Personal Deduction	2912	2912	2912	2912	2912	2912	2912	2912	2912	2912	2912	2912
Kriscop Fund Deduction	75	75	75	75	75	75	75	75	75	75	75	75
Other Deduction	0	0	0	0	0	0	0	0	0	0	0	0
Other TDS	0	0	0	0	0	0	0	0	0	0	0	0
<b>Net Pay</b>	<b>54968</b>	<b>54968</b>	<b>54968</b>	<b>54968</b>	<b>54968</b>	<b>54968</b>	<b>54968</b>	<b>54968</b>	<b>54968</b>	<b>54968</b>	<b>54968</b>	<b>54968</b>

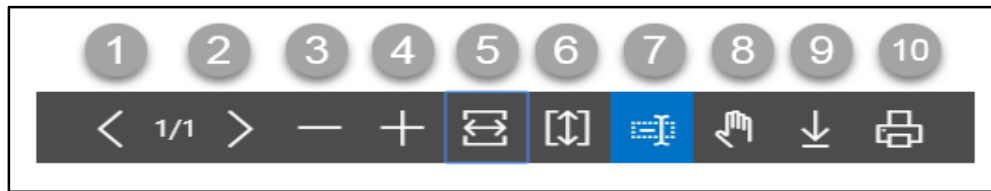
---

Approved By

---

Authorized By

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 902.3: Monthly Net Salary Report

To generate Monthly Net Salary Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Monthly Net Salary Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Monthly Net Salary Report


Filter Criteria

Office: 1 101 ... Office Name: Office of Managin...

Salary Year: 2 2020 Salary Month: 3 April

4 Send to... 5 Print 6 Preview 7 Cancel

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

**Office Name** will be populated by the system.

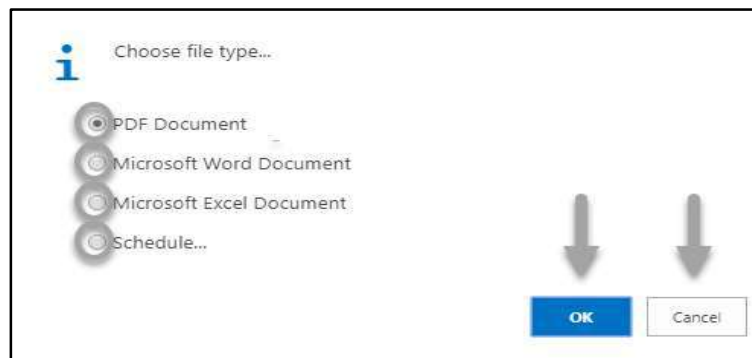
2. Choose **Salary Year** as per your choice.

- **Year: 2020**

3. Choose **Salary Month** from the Dropdown by clicking on  button.

- **Month: April**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page



5. Choose **Print to** print the document.

6. Choose **Preview** to preview the document.

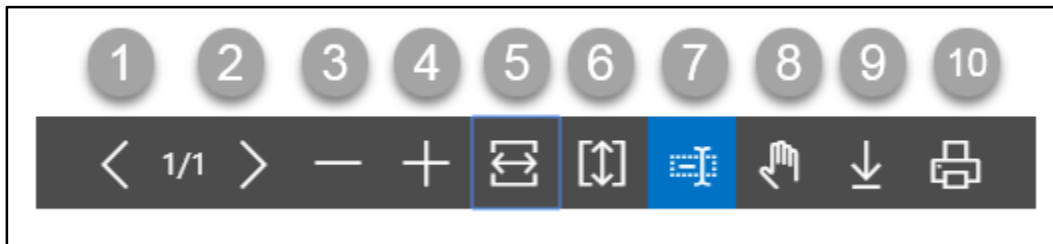
7. Choose **Cancel** to close this page.

8. Click on  button to make it full page.

The following Report will be appeared.

		Date: 10-04-20		
<b>Sample Power Company</b>				
<b>Employee Salary Report For The Month Of April Year - 2020</b>				
Office of Managing Director				
<b>Sl. No.</b>	<b>Employee ID</b>	<b>Employee Name</b>	<b>Designation</b>	<b>Net Pay</b>
1	200001003	Shaikh Abdul Latif	Managing Director	2,91,213
2	200001094	Abdullah Al Mamun	Executive Engineer	1,56,681
3	200001007	MD. Abdullah Al Mamun	Office Secretary	54,968
4	200001072	Md. Amirul Chowdhury	Office Secretary	58,904
5	200001008	Anamul Haque	Driver (Light)	41,743
6	200001058	Md. Monjurul Chowdhury	Driver (Light)	38,890
7	200001141	Sabnam Fariya	Driver (Light)	44,823
8	200001084	Md. Aktaruzzaman chowdhury	Driver (Light)	41,743
			<b>Total</b>	<b>7,28,965</b>
Approved By		Authorized By		

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 902.4: Festival Bonus Statement Report

To generate Festival Bonus Statement Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Bonus Transfer Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Bonus Transfer Report

Filter Criteria

Office	1	101	...	Office Name :	Office of Managin...
Bonus	2	BONUS003	...	Bonus Name :	Bengali New Year
Year	3	2020			

4

5

6

7


Send to...

Print

Preview

Cancel

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

**Office Name** will be populated by the system.

2. Choose the **Bonus** from the calendar by clicking on  button.

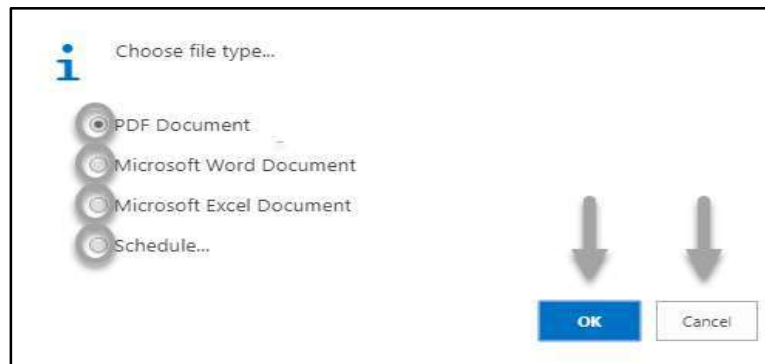
- **Bonus Code: Bonus003**

**Bonus Name** will be populated by the system.

3. Choose **Year** as per your choice.

- **Year: 2020**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page

5. Choose **Print to** print the document.

6. Choose **Preview** to preview the document.

7. Choose **Cancel** to close this page.

8. Click on  button to make it full page.



The following Report will be appeared.

Date: 10-04-20

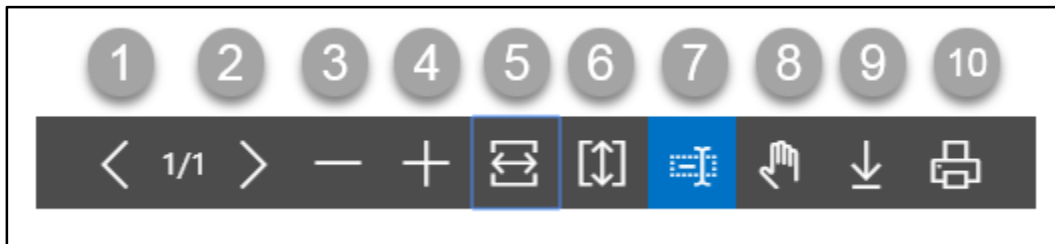
## Sample Power Company

### Officials and Staffs Bonus Transfer Report Of Bengali New Year For The Year 2020

Office of Managing Director

Debit Account	Credit Account	Employee ID	Employee Name	Designation	Transfer Amount
Dhaka Bank Ltd : 12332156778	1254231551	200001003	Shalkh Abdul Latif	Managing Director	36,400
Dhaka Bank Ltd : 12332156778	1254231555	200001007	MD. Abdullah Al Mamun	Office Secretary	5,824
Dhaka Bank Ltd : 12332156778	1254231556	200001008	Anamul Haque	Driver (Light)	4,326
Dhaka Bank Ltd : 12332156778	1254231606	200001058	Md. Monjurul Chowdhury	Driver (Light)	4,000
Dhaka Bank Ltd : 12332156778	1254231620	200001072	Md. Amirul Chowdhury	Office Secretary	6,298
Dhaka Bank Ltd : 12332156778	1254231632	200001084	Md. Aktaruzzaman chowdhury	Driver (Light)	4,326
Dhaka Bank Ltd : 12332156778	1254231642	200001094	Abdullah Al Mamun	Executive Engineer	18,200
Dhaka Bank Ltd : 12332156778	1254231689	200001141	Sabnam Farlya	Driver (Light)	4,678
Total					84,052

D. Report Action Bar will be appeared on the report as bellow initially-



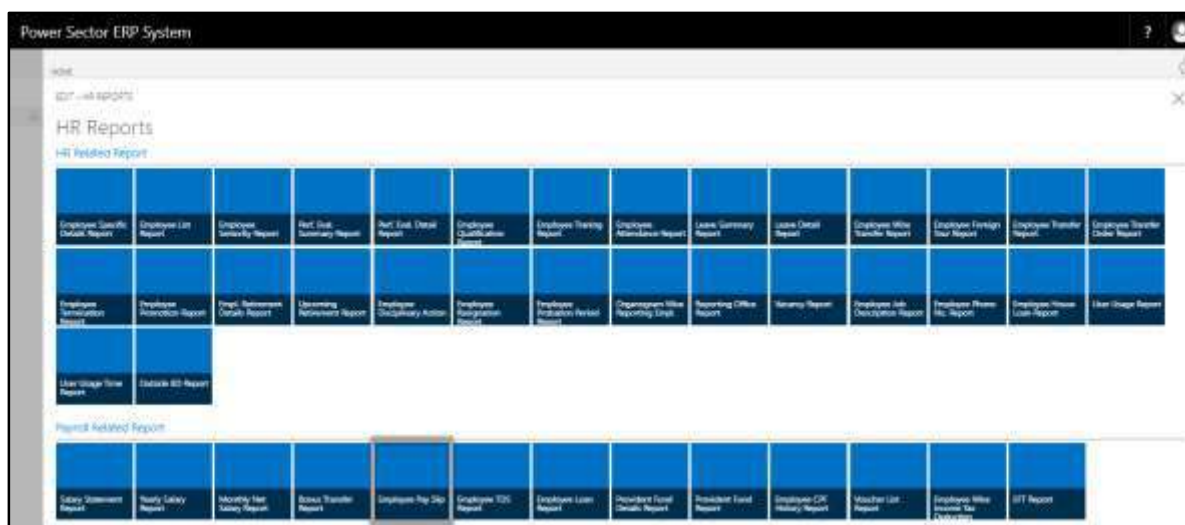
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 902.5: Employee Pay Slip Report

To generate Employee Pay Slip Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Pay Slip Report" from HR Report Page.



The following **Report Calling** page will be appeared.




Edit - Salary Pay Slip

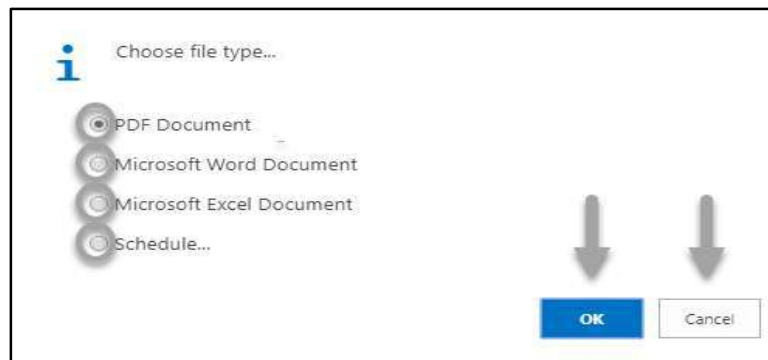
Pay Slip Filter


Office	1	101	...	Office Name :	Office of Managing ...
Employee	2	200001007	...	Employee Name :	MD. Abdullah Al Ma...
Year	3	2020		Month	4 April

5 Send to... 6 Print 7 Preview 8 Cancel

C. Provide below information to view report successfully.



1. Choose the **Office Code** from the calendar by clicking on  button.
  - **Office Code: 101****Office Name** will be populated by the system.
2. Choose the **Employee Code** from the calendar by clicking on  button.
  - **Employee Code: 2000010107****Employee Name** will be populated by the system.
3. Choose **Year** as per your choice.
  - **Year: 2020**
4. Choose **Month** from the Dropdown by clicking on  button.
  - **Month: April**
5. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
6. Choose **Print to** print the document.
  7. Choose **Preview** to preview the document.
  8. Choose **Cancel** to close this page.
  9. Click on  button to make it full page.

The following Report will be appeared.

Date: 11-04-20

## Sample Power Company

---

### Pay Slip For The Month of April - 2020

Office of Managing Director

Employee ID : 200001007

Employee Name : MD. Abdullah Al Mamun

Designation : Office Secretary

Basic : 29,120.00

Salary Particulars	Allowances	Deductions
Basic	29,120.00	
Electricity Allowance	1,083.00	
House Rent Allowance	17,472.00	
Medical Allowance	2,912.00	
Shift Duty Allowance	4,368.00	
Transportation Allowance	3,000.00	
CPF Personal Deduction		2,912.00
Kriscop Fund Deduction		75.00
<b>Total :</b>	<b>57,955.00</b>	<b>2,987.00</b>

Net Payable : **54,968**

( \*\*\*\* FIFTY FOUR THOUSAND NINE HUNDRED SIXTY EIGHT TAKA ONLY )

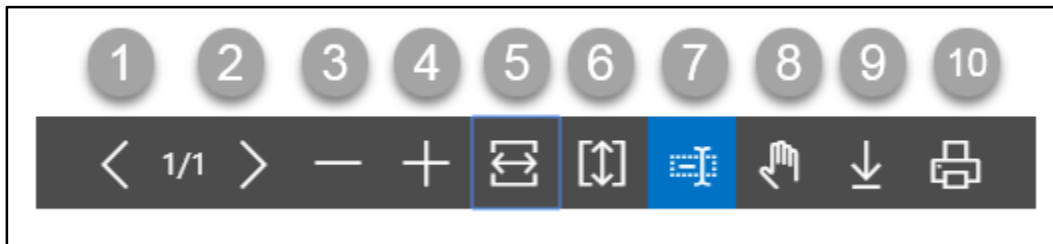
Accountant ( Payroll )

Date: 11-04-2020

Assistant Director ( Payroll )

Date: 11-04-2020

D. Report Action Bar will be appeared on the report as bellow initially-




Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print



C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

**Office Name** will be populated by the system.

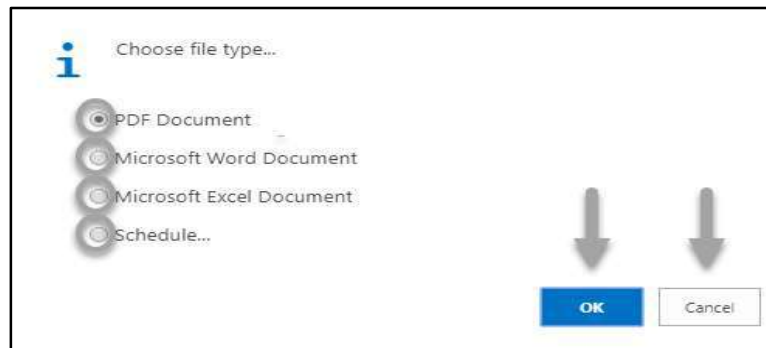
2. Choose **Year** as per your choice.

- **Year: 2020**

3. Choose **Month** from the Dropdown by clicking on  button.

- **Month: April**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page.

5. Choose **Print to** print the document.



6. Choose **Preview** to preview the document.

7. Choose **Cancel** to close this page.

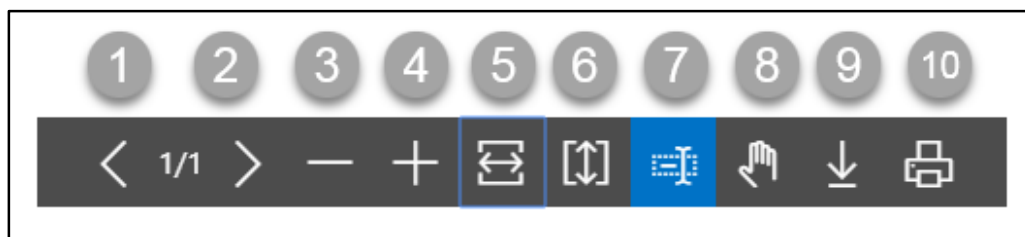
8. Click on  button to make it full page.



The following Report will be appeared.

		Date: 12-04-20			
<b>Sample Power Company</b>					
<b>Income TAX Deduction Statement For The Month Of April - 2020</b>					
Sl. No.	Employee ID	Employee Name	Designation	TIN No.	TDS
1	200001141	Sabnam Fariya	Driver (Light)	815618165671	2,300
2	200001094	Abdullah Al Mamun	Executive Engineer	749883806695	4,500
3	200001084	Md. Aktaruzzaman chowdhury	Driver (Light)		2,100
4	200001072	Md. Aminul Chowdhury	Office Secretary	579738793229	3,100
5	200001058	Md. Monjurul Chowdhury	Driver (Light)	876744612098	2,000
6	200001008	Anamul Haque	Driver (Light)	654447322710	2,100
7	200001007	MD. Abdullah Al Mamun	Office Secretary		2,900
8	200001003	Shahkh Abdul Latif	Managing Director	689464614292	7,500
			Total		26,500
Approved By			Authorized By		

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 902.7 Employee Loan Report

To generate Employee Loan Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Loan Report" from HR Report Page.




The following **Report Calling page** will be appeared.

Edit - Loan Management Report

**Filter Criteria**


Office	<input type="text"/>	...	Office Name :
Employee	<input type="text"/>	...	Employee Na...
Year	<input type="text" value="2020"/>		
Month	<input type="text" value="April"/>	▼	
Loan Category	<input type="text"/>	▼	

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code:**

**Office Name** will be populated by the system.

2. Choose the **Employee** from the calendar by clicking on  button.

- **Employee Code:**

**Employee Name** will be populated by the system.

3. Choose **Year** as per your choice.

- **Year: 2020**

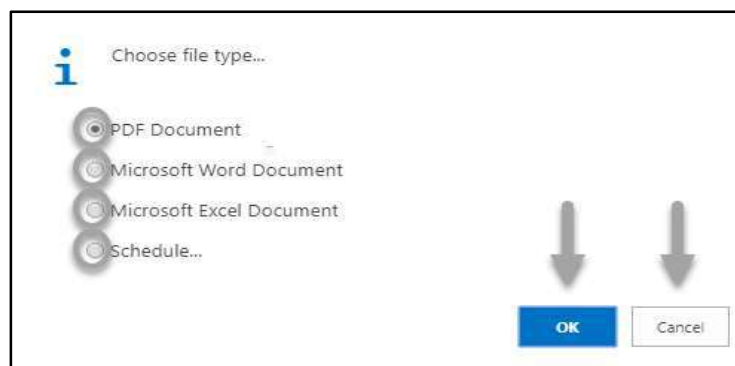
4. Choose **Month** from the Dropdown by clicking on  button.

- **Month: April**

5. Choose **Loan Category** from the Dropdown by clicking on  button.

- **Loan Category:**

6. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page.



7. Choose **Print to** print the document.

8. Choose **Preview** to preview the document.

9. Choose **Cancel** to close this page.

10. Click on  button to make it full page.

The following Report will be appeared.

Date: 12-04-20

**Sample Power Company**

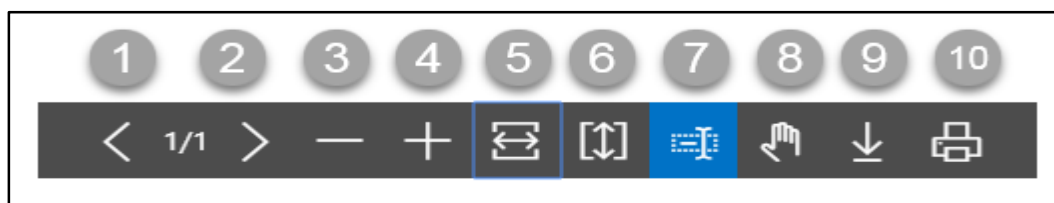
Report For The Month Of April - 2020

Employee ID	Employee Name	Designation	Approval Date	Loan Amount Payable	No. of Installment	Monthly Installment Amount	Outstanding Loan Amount
-------------	---------------	-------------	---------------	---------------------	--------------------	----------------------------	-------------------------

Approved By

Authorized By

D. Report Action Bar will be appeared on the report as bellow initially-



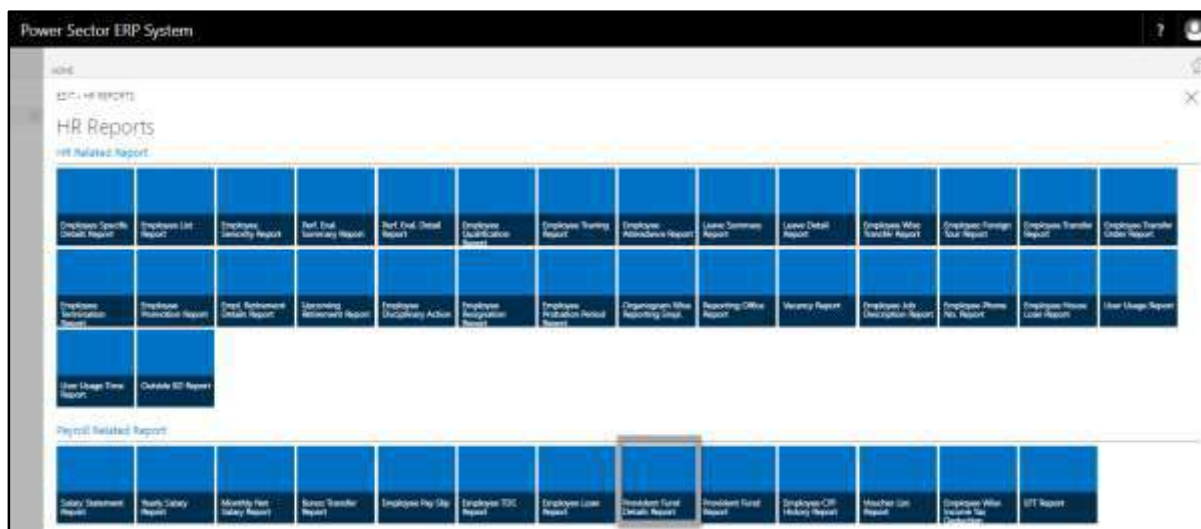
Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 902.8 Employee Provident Fund Details Report

To generate Provident Fund Detail Report of a specific employee, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Provident Fund Details Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Provident Fund Details Report

Filter Criteria

Office
1
101
...

Employee
2
200001007
...

Office Name :
Office of Managing...

Employee Name :
MD. Abdullah Al M...


3
Send to...

4
Print

5
Preview


6
Cancel

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

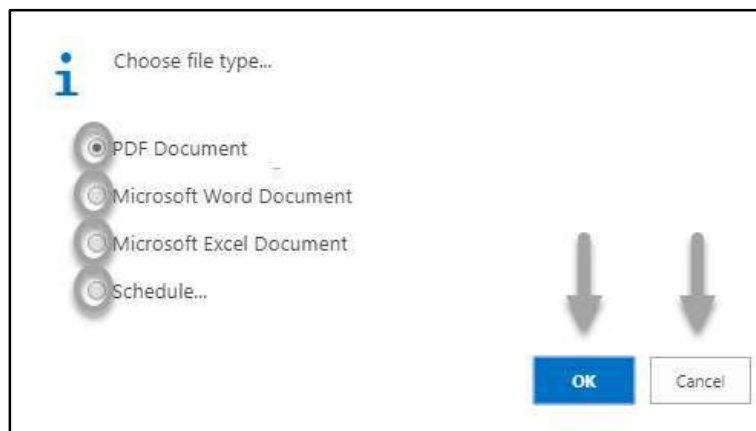
**Office Name** will be populated by the system.


2. Choose the **Employee** from the calendar by clicking on  button.

- **Employee Code: 2000010107**



**Employee Name** will be populated by the system.

3. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
  - Click "Cancel" to cancel this page
4. Choose **Print to** print the document.
  5. Choose **Preview** to preview the document.
  6. Choose **Cancel** to close this page.
  7. Click on  button to make it full page.

The following Report will be appeared.

Date: 11-04-20

**Sample Power Company**

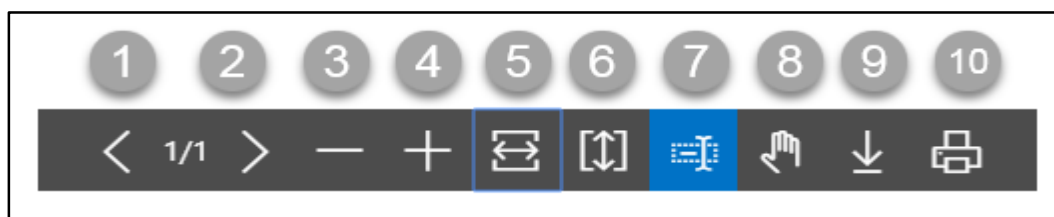
**Provident Fund Report Of MD. Abdullah Al Mamun**

Employee ID	Office Name	Designation	Joining Date	Personal Contribution	Company Contribution
200001007	Office of Managing Director	Office Secretary	06-13-2013	2912	0

Approved By

Authorized By

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

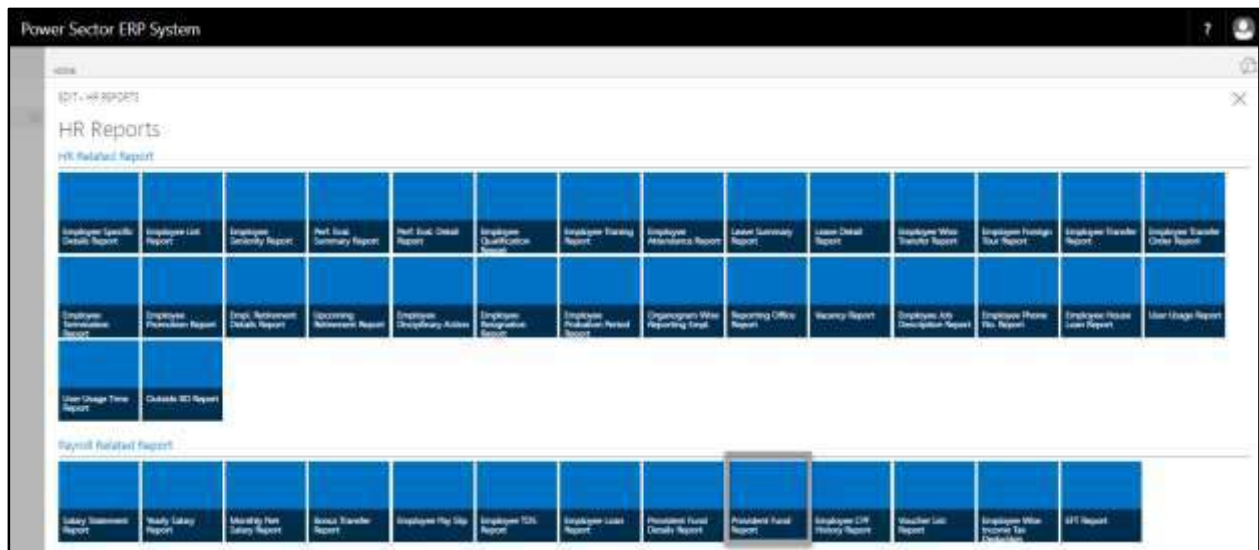
1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print



## HR 902.9 Provident Fund Summary Report

To generate Provident Fund Summary Report of a specific office or full organization for a specific period, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Provident Fund Report" from HR Report Page.



The following **Report Calling page** will be appeared.


Edit - Provident Fund Report

**Filter Criteria**

Office	1	101	...	Office Name :	Office of Managin...		
Year	2		2020	Month	3	April	▼

4 Send to... 5 Print 6 Preview 7 Cancel

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

**Office Name** will be populated by the system.

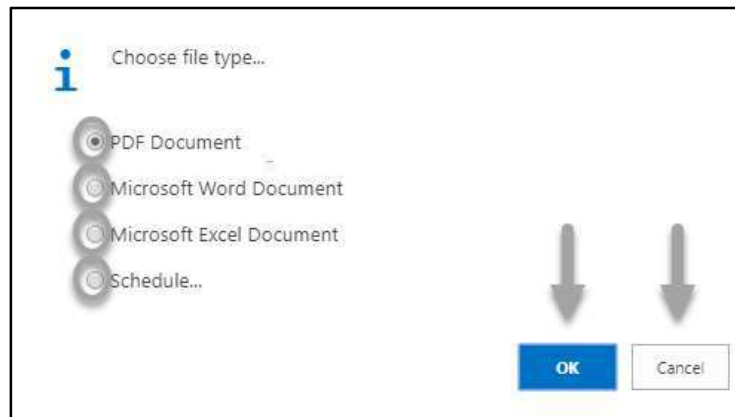
2. Choose **Year** as per your choice.

- **Year: 2020**

3. Choose **Month** from the Dropdown by clicking on  button.

- **Month: April**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page.


5. Choose **Print to** print the document.


6. Choose **Preview** to preview the document.

7. Choose **Cancel** to close this page.

8. Click on  button to make it full page.

The following Report will be appeared.





Date: 11-04-20

### Sample Power Company

---

#### Provident Fund Report For The Month Of April - 2020

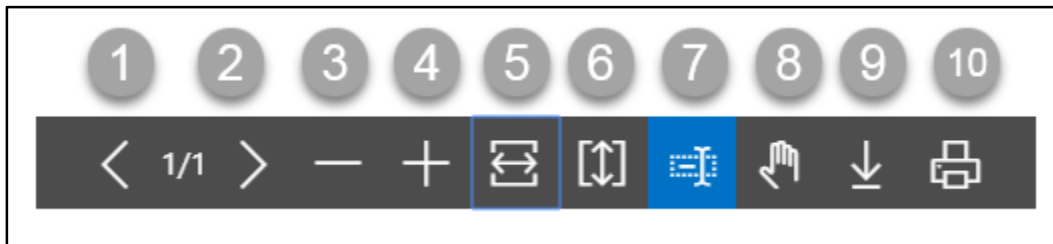
Office of Managing Director

Employee ID	Employee Name	Designation	Joining Date	Personal Contribution	Company Contribution
200001007	MD. Abdullah Al Mamun	Office Secretary	13-06-13	2,912	0
200001003	Shaikh Abdul Latif	Managing Director	22-08-05	18,200	0
200001007	MD. Abdullah Al Mamun	Office Secretary	13-06-13	2,912	0
200001008	Anamul Haque	Driver (Light)	01-01-03	2,163	0
200001008	Anamul Haque	Driver (Light)	01-01-03	0	0
200001058	Md. Monjurul Chowdhury	Driver (Light)	07-08-05	2,000	0
200001072	Md. Aminul Chowdhury	Office Secretary	30-07-15	3,137	0
200001084	Md. Aktaruzzaman chowdhury	Driver (Light)	03-12-18	2,163	0
200001094	Abdullah Al Mamun	Executive Engineer	15-08-05	9,100	0
200001141	Sabnam Fariya	Driver (Light)	02-05-16	2,339	0
200001003	Shaikh Abdul Latif	Managing Director	22-08-05	18,200	0
200001007	MD. Abdullah Al Mamun	Office Secretary	13-06-13	2,912	0
200001008	Anamul Haque	Driver (Light)	01-01-03	2,163	0
200001008	Anamul Haque	Driver (Light)	01-01-03	0	0
200001058	Md. Monjurul Chowdhury	Driver (Light)	07-08-05	2,000	0
200001072	Md. Aminul Chowdhury	Office Secretary	30-07-15	3,137	0
200001084	Md. Aktaruzzaman chowdhury	Driver (Light)	03-12-18	2,163	0
200001094	Abdullah Al Mamun	Executive Engineer	15-08-05	9,100	0
200001141	Sabnam Fariya	Driver (Light)	02-05-16	2,339	0
<b>Total</b>				<b>86,940</b>	<b>0</b>

Approved By \_\_\_\_\_

Authorized By \_\_\_\_\_

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 902.10 Employee CPF History Report

To generate Employee CPF History Report, please follow the steps below:


- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee CPF History Report" from HR Report Page.



The following **Report Calling** page will be appeared.


The screenshot shows the 'Edit - Employee CPF History Report' form. The form has a 'Filter Criteria' section with three input fields: 'Office' (1) with value '101', 'Employee' (2) with value '200001007', and 'Year' (3) with value '2020'. To the right of these fields are two more input fields: 'Office Name' with value 'Office of Managing ...' and 'Employee Name' with value 'MD. Abdullah Al Ma...'. At the bottom of the form are four buttons: 'Send to...' (4), 'Print' (5), 'Preview' (6), and 'Cancel' (7).

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**

**Office Name** will be populated by the system.

2. Choose the **Employee** from the calendar by clicking on  button.

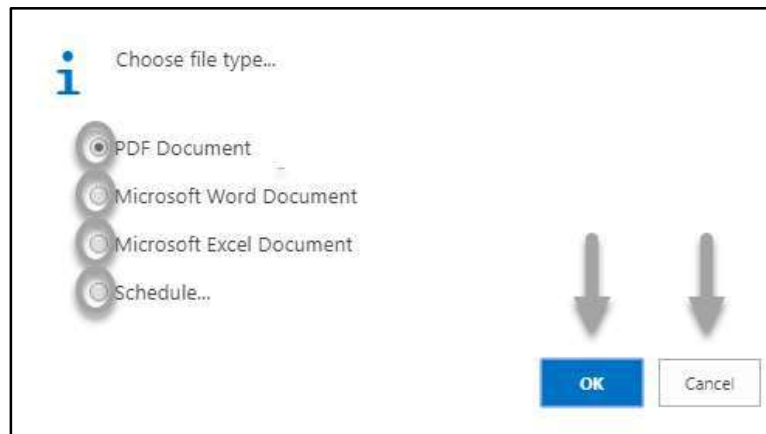
- **Employee Code: 200001007**

**Employee Name** will be populated by the system.

3. Choose **Year** as per your choice.

- **Year: 2020**

4. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page.


5. Choose **Print to** print the document.

6. Choose **Preview** to preview the document.

7. Choose **Cancel** to close this page.

8. Click on  button to make it full page.

The following Report will be appeared.

Date: 11-04-20

**Sample Power Company**

**Employee CPF History Report**

Year	Month	Employee ID	Employee Name	Office Name	Designation	Detail Type	Amount
2020	January	200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Deduction	2912
Total Amount							2912
2020	February	200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Deduction	2912
Total Amount							2912
2020	March	200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Deduction	2912
Total Amount							2912
2020	April	200001007	MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary	Deduction	2912
Total Amount							2912

Approved By

Authorized By

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 902.11 Voucher List Report

To generate Voucher List Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Voucher List Report" from HR Report Page.



The following **Report Calling page** will be appeared.

Edit - Employee Voucher List Report

Filter Criteria


Office  ... Office Name :

From Date \*  ... To Date \*  ...

Send to... Print Preview Cancel



C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

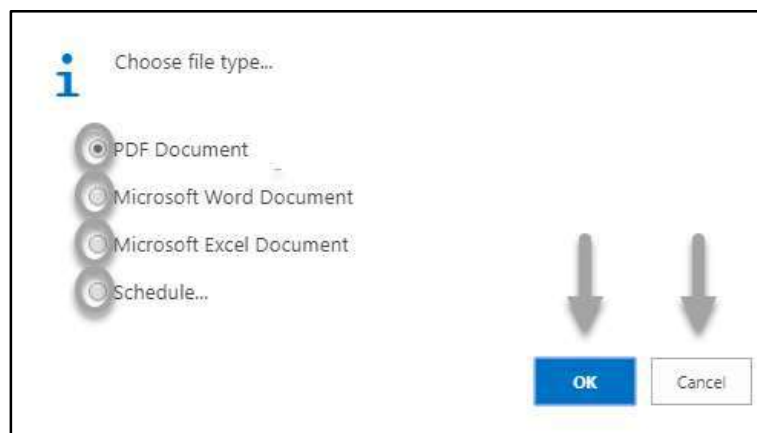
- **Office Code:**

**Office Name** will be populated by the system.

2. Choose **Date** as per your choice.

- **From Date:**
- **To Date:**

3. Choose **Send to** take it on PDF, Excel And Word.



- Click "OK" after select an option.
- Click "Cancel" to cancel this page.



4. Choose **Print to** print the document.

5. Choose **Preview** to preview the document.

6. Choose **Cancel** to close this page.

7. Click on  button to make it full page.

The following Report will be appeared.

Date: 13-04-20

**Sample Power Company**

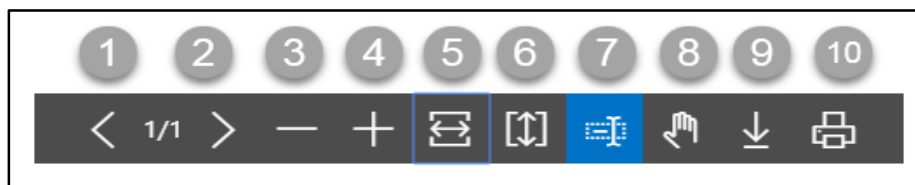
**Employee Voucher List From 01-04-2020 To 30-04-2020**  
Rajshahi Power Plant

Voucher Date	Employee ID	Employee Name	Voucher Purpose	Description	Amount	Type
Total						

Approved By

Authorized By

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 902.12 Employee Wise Income Tax Deduction Report

To generate Employee Qualification Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "Employee Wise Income Tax Deduction Report" from HR Report Page.



The following **Report Calling** page will be appeared.

Edit - Person Income Tax Deduction

Filter Criteria

Office
1
101
...

Employee
2
200001007
...

Generation Date
\*
01-04-20
3




Office Name :
Office of Managing...

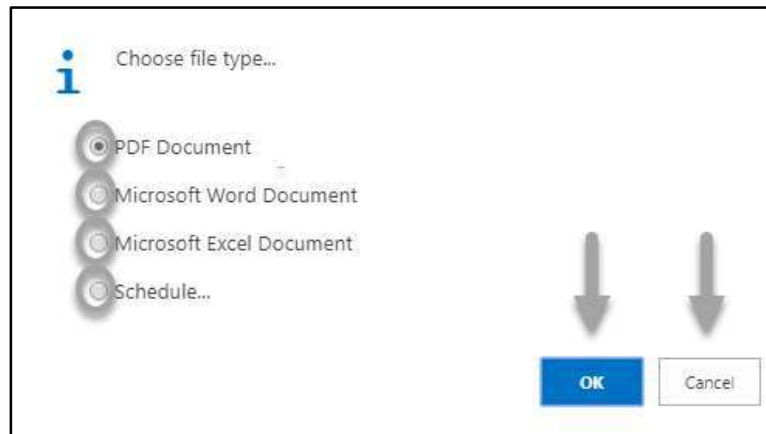
Employee Name :
MD. Abdullah Al M...


4
5
6
7

Send to...
Print
Preview
Cancel



C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.
  - **Office Code: 101****Office Name** will be populated by the system.
2. Choose the **Employee** from the calendar by clicking on  button.
  - **Employee Code: 200001007****Employee Name** will be populated by the system.
3. Choose the **Generation Date** from the calendar by clicking on  button.
  - **Generation Date: 01-04-20**
4. Choose **Send to** take it on PDF, Excel And Word.

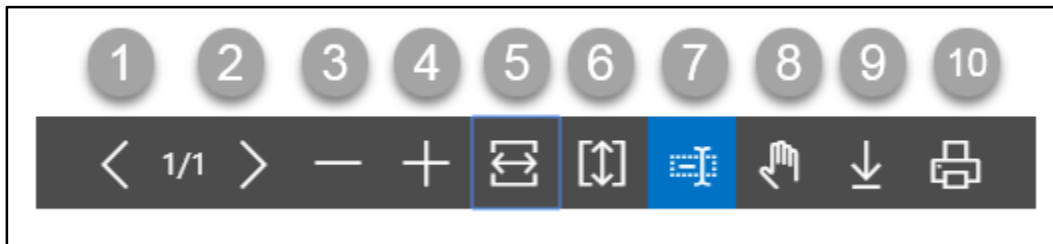


- Click "OK" after select an option.
  - Click "Cancel" to cancel this page.
5. Choose **Print to** print the document.
  6. Choose **Preview** to preview the document.
  7. Choose **Cancel** to close this page.
  8. Click on  button to make it full page.

The following Report will be appeared.

				Date: 13-04-20	
				Office of Managing Director Sample Power Company	
<b>Sample Power Company</b>				Telephone No:	
				Email:	
Memo No-		Employee ID : 200001007		Generation Date : 01-04-20	
Date: 13-04-20					
Certificate of deduction of tax under section 50 (1B) on income chargeable under the head "Salaries"					
for the year ended as on 30-06-20					
<b>Name of the Employee</b>	<b>Name of the Office</b>	<b>Designation</b>	<b>Taxpayer's Identification Number</b>	<b>Amount of Tax Deducted (Taka)</b>	<b>Remarks</b>
MD. Abdullah Al Mamun	Office of Managing Director	Office Secretary		2900	
Taka in figure: **** TWO THOUSAND NINE HUNDRED TAKA ONLY					

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

## HR 902.13 EFTN Report

To generate EFTN Report, please follow the steps below:

- A. Open "HR Report Landing Page" through "Access to Report Tab".
- B. Choose "EFT Report" from HR Report Page.



The following **Report Calling** page will be appeared.

Edit - EFT Report

**Filter Criteria**

Office Code **1** 101 ... Office Name : Office of Managing ...

Memo No. **2** 343

Bank **3** BANK001 ...

Bank Name **4** Dhaka Bank Ltd

STD A/C No. **5** 12332156778

To **6** Head Of Accounts

**Salary Month**


Year **7** 2020

Month **8** January

**Signature** **9**

**10** Send to... **11** Print **12** Preview **13** Cancel

C. Provide below information to view report successfully.

1. Choose the **Office Code** from the calendar by clicking on  button.

- **Office Code: 101**


**Office Name** will be populated by the system.

2. Choose the **Memo No.** as per your choice.

- **Memo No: 343**

**NOTE**

Select Memo Number as per your organization policy.

3. Choose the **Office Code** from the calendar by clicking on  button.

- **Bank Name: BANK101**

4. **Bank Name** will be populated by the system.

5. **STD A/C NO.** will be populated by the system.

6. Choose the **TO** as per your choice.

- **To: Head of Accounts**

**NOTE**

Select To as per your organization policy whom you want to send this report.

7. Choose the **Year** as per your choice.

- **Year: 2020**

8. Choose the **Month** from the Dropdown by clicking on  button.

- **Month: April**

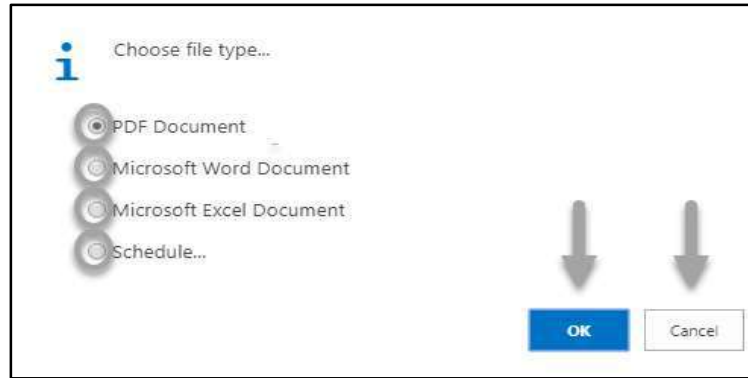
9. Choose the **Signature** as per your choice.

**NOTE**


Select Signature as per your organization policy.

10. Choose **Send to** take it on PDF, Excel And Word.





- Click "OK" after select an option.
- Click "Cancel" to cancel this page

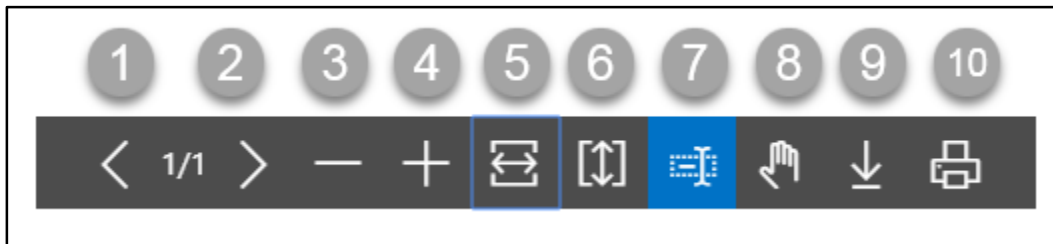
11. Choose **Print to** print the document.
12. Choose **Preview** to preview the document.
13. Choose **Cancel** to close this page.
14. Click on  button to make it full page.

The following Report will be appeared.

SL No.	Name	Designation	Bank A/C No	Amount (Taka)
1	Shakh Abdul Latif	Managing Director	1254231551	2,91,213.00
2	Abu Naser Sohel	Executive Director	1254231552	2,56,911.00
3	Abdur Razzak	Executive Director	1254231553	2,77,294.00
4	Abdul Mazid	Executive Director	1254231554	2,36,063.00
5	MD. Abdullah Al Mamun	Office Secretary	1254231555	54,968.00
6	Anamul Haque	Driver (Light)	1254231556	41,743.00
7	Samsul Rahman	Manager	1254231557	1,82,190.00
8	Naser Talukder	Office Assistant	1254231558	49,508.00
9	Md. Adnan Khondoker	Office Assistant	1254231559	51,328.00
10	Mr. Muhammad Monowar Hossain Mojumder	Office Assistant	1254231560	53,218.00
11	Saifulah Khaled	Chief Engineer	1254231562	2,05,781.00
12	Mohammad Liton Khadem	Manager	1254231563	1,62,687.00
13	Md. Abdul Halim	Manager	1254231564	1,68,941.00

Page 1 of 5

D. Report Action Bar will be appeared on the report as bellow initially-



Actions are chronologically organized as below

1. Previous Page
2. Next Page
3. Zoom Out
4. Zoom In
5. Fit page to window width
6. Fit full page in window
7. Select Text
8. Pan the document
9. Download to file
10. Print

# HR-1000 Dashboard

## Introduction

This process demonstrates how to view HR Operational Dashboards which can assist top management in decision making.

The operational dashboard is divided into 2 sections -

- |         |                          |
|---------|--------------------------|
| HR-1001 | HR Management Dashboard. |
| HR-1002 | HR Financial Dashboard.  |

## Roles

- Module Admin

## Prerequisites

- HR Operational live data in the system

## HR-1001 How to: View HR Management Dashboard

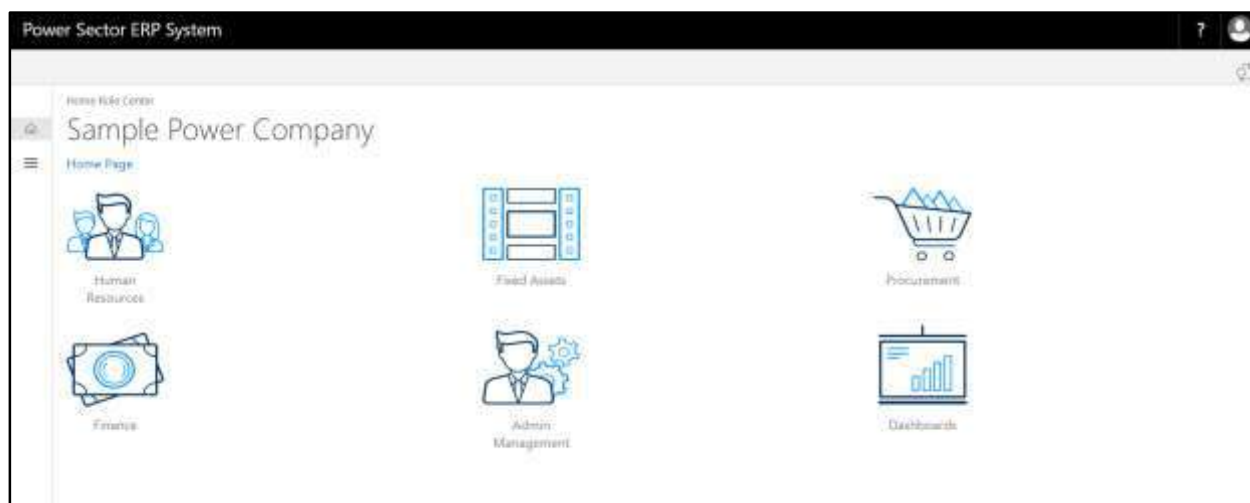
### Introduction

HR Management Dashboard shows graphs on selected KPIs on HR core functions.

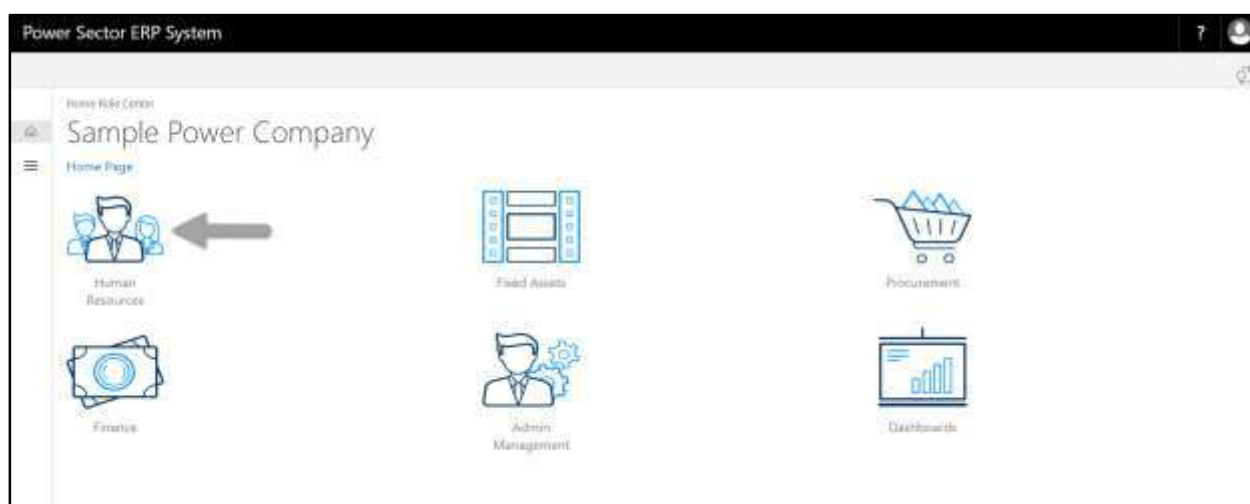
### HR Management Dashboard

To view HR Management Dashboard, follow the steps below –

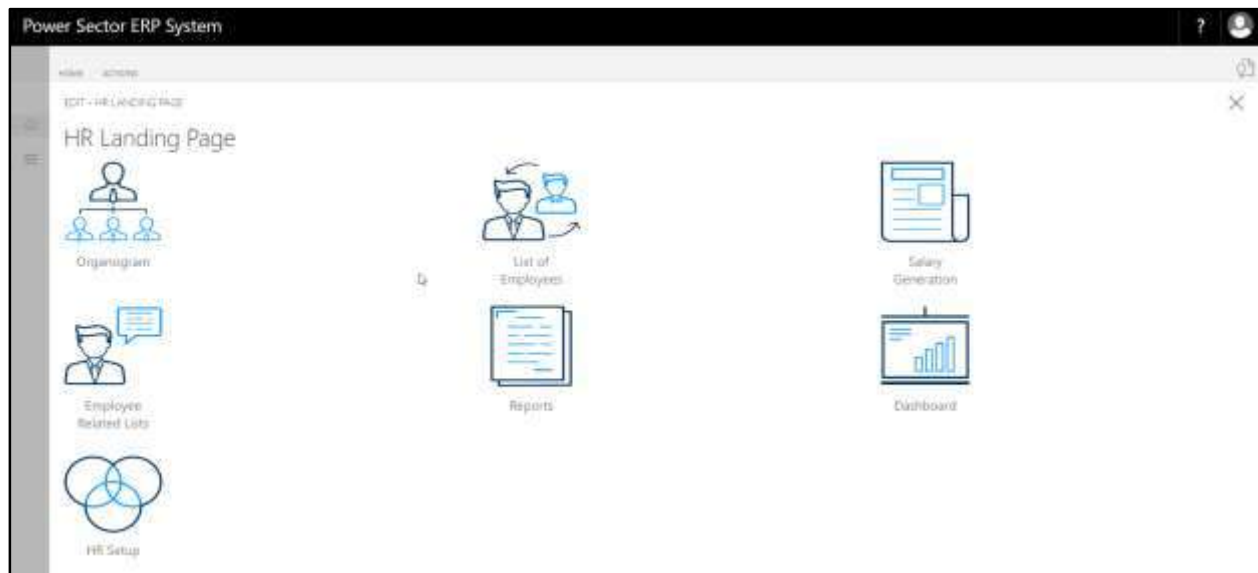
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



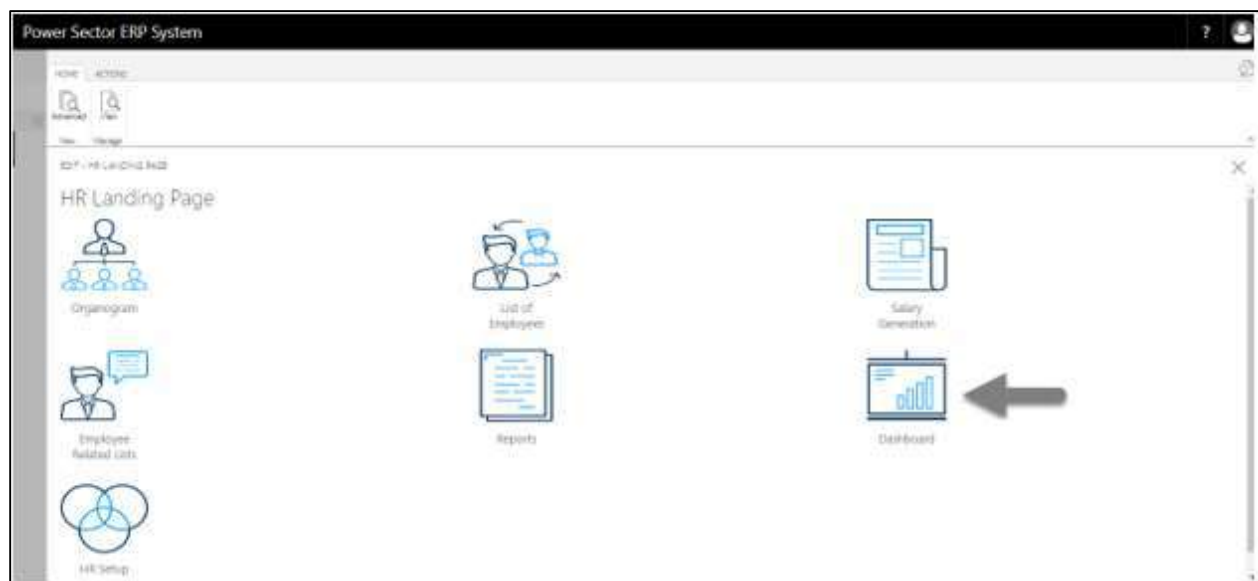
- B. Choose the “**Human Resources**” icon.



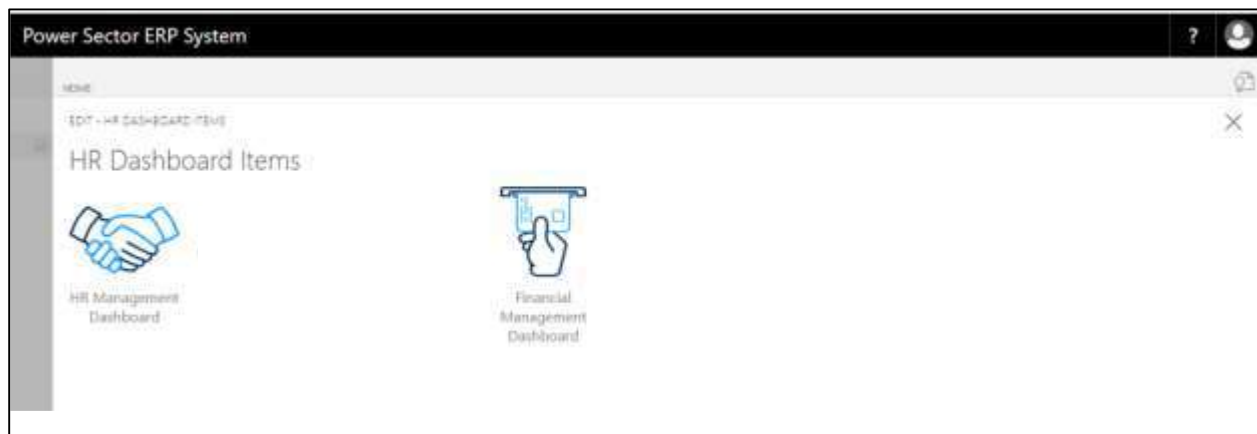
HR Landing Page will be appeared as below



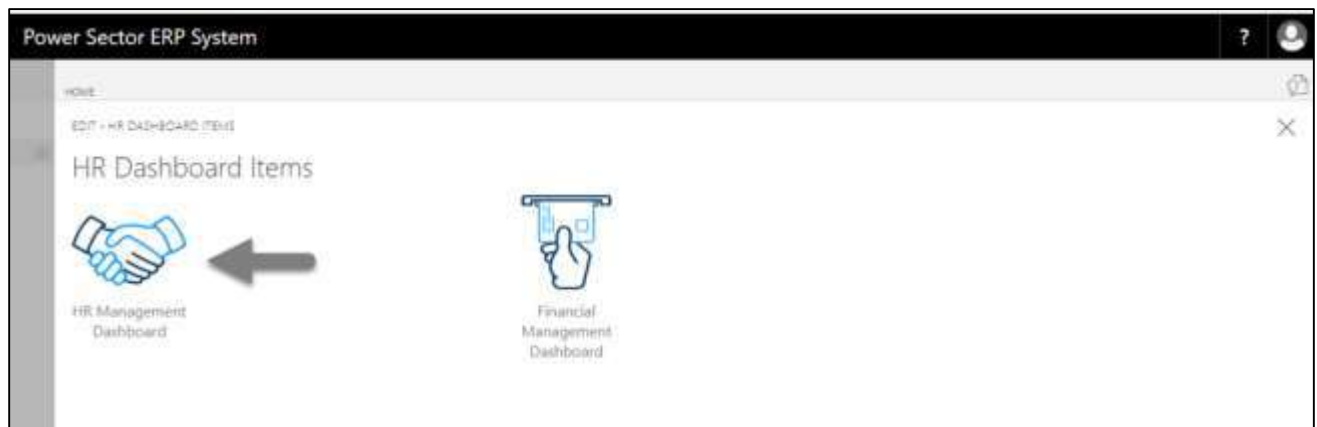
C. Choose the “**Dashboard**” in HR Landing Page.



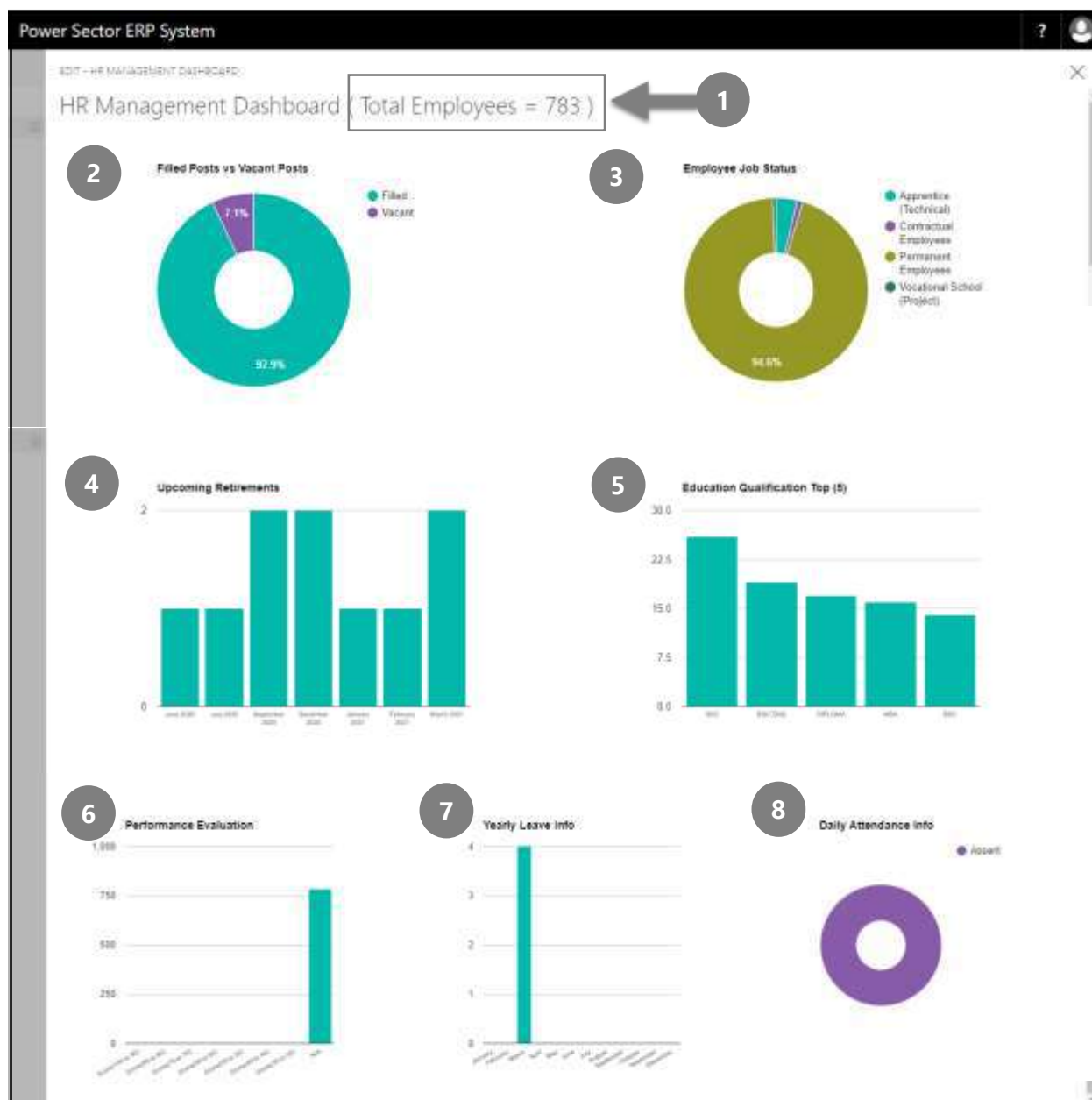
**HR Dashboard Items Page** will be appeared as below



D. Choose the **“HR Management Dashboard”** in HR Dashboard Items page.



Following **Dashboard** page containing KPIs will be appeared



The dashboard contains total employee information and 7 graphs of respective organization –

1. Organization Total Number of Employee
2. **Filled Posts vs Vacant Posts:** Pie graph showing ratio of “Filled Post” vs “Vacant Post”.



3. **Employee Job Status:** Pie graph showing ratio of employee count aggregated by "Employment Type" like Permanent, Contractual, Apprentice and others as defined in ERP system.
4. **Upcoming Retirement:** Bar chart showing number of employees to be retired in next 12 months, as defined in ERP system.
5. **Education Qualification Top (5):** Bar chart showing number of employees with highest 5 educational qualification, as defined in ERP system. In the graph, X axis contains the value of **Educational Qualification** and Y axis contains **Employee Number**.
6. **Performance Evaluation:** Bar chart showing number of employees in each score group of performance evaluation. Score group has been defined as
  - a. Score – 90 to 100
  - b. Score – 80 to 89
  - c. Score – 70 to 79
  - d. Score – 60 to 69
  - e. Score – 50 to 59
  - f. Score – 40 to 49
  - g. Score – 0 to 39
  - h. N/A (Not Available)

N/A shows the employees count whose performance have not yet been evaluated and hence no score is available.

In the graph, X axis contains **Score Group** and Y axis contains **Employee Number**.

7. **Yearly Leave Info:** Bar chart showing number of employees on leave (any leave type) aggregated by month of current calendar year. In the graph, X axis contains **Month** and Y axis contains **Employee Number**.
8. **Daily Attendance Info:** Pie chart showing ratio of Present and Absent employees of current date.

## HR-1002 How to: View Financial Management Dashboard

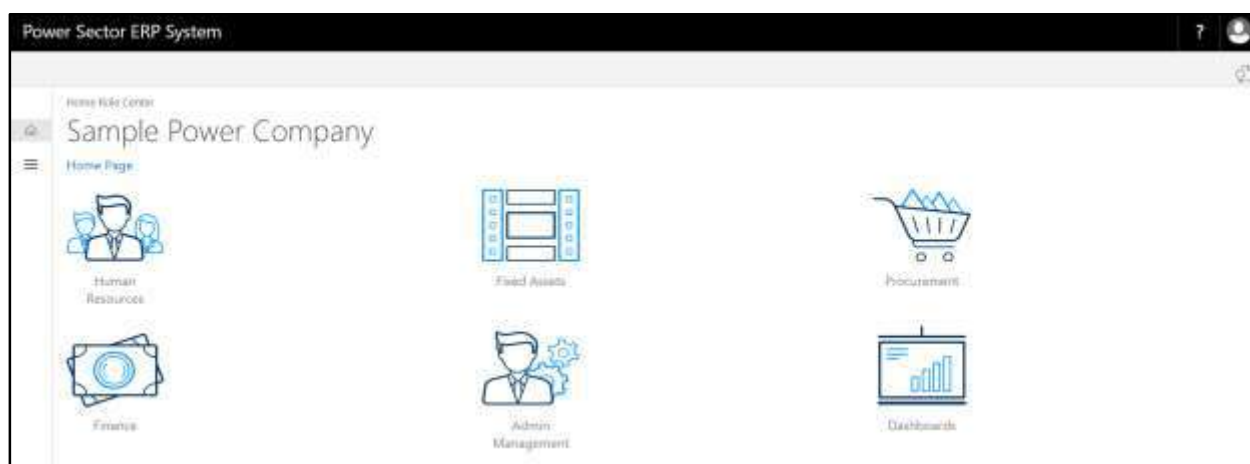
### Introduction

HR Financial Dashboard shows HR related financial graphs which directly connects with payroll processes.

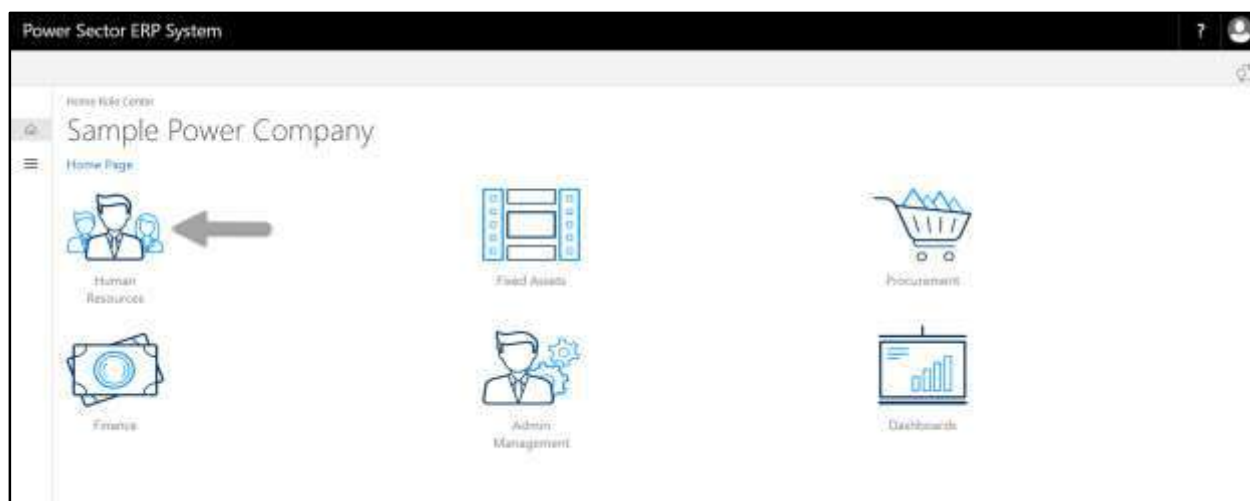
### HR Financial Management Dashboard

To view Financial Management Dashboard, follow the steps below –

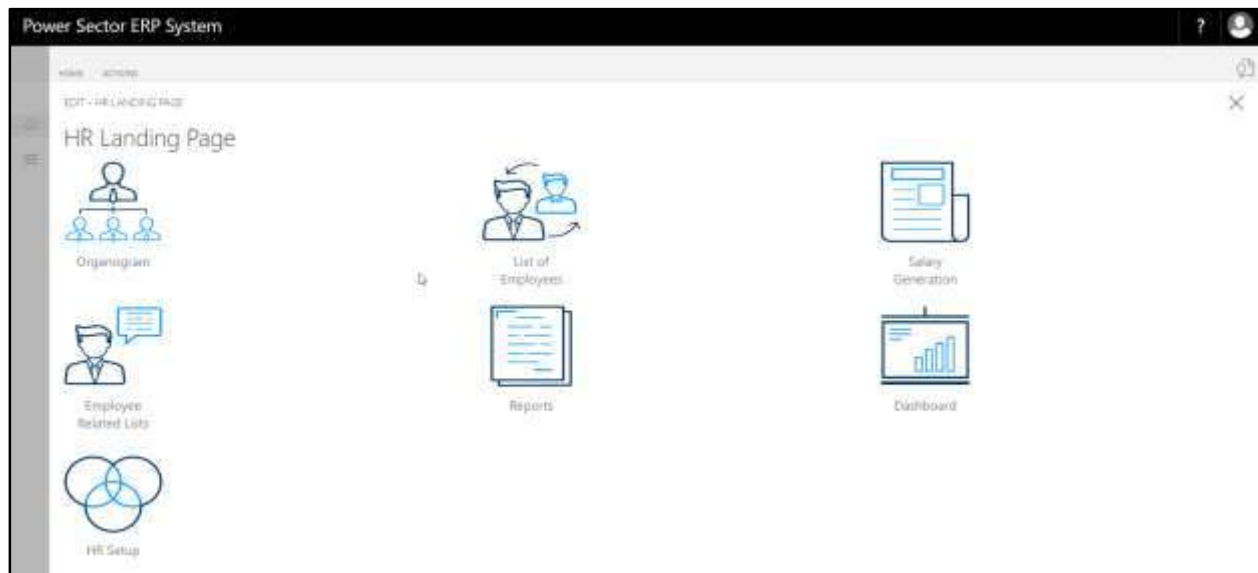
- A. Login with your respective **HR Admin credentials**. ERP Landing Page, as below, will be appeared on successful login.



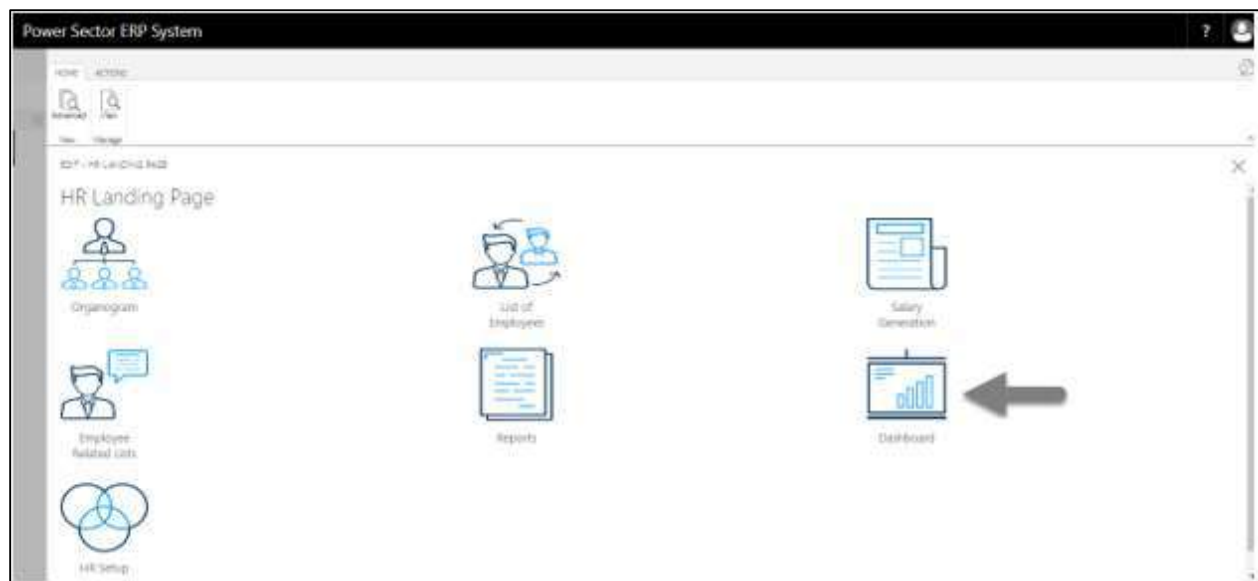
- B. Choose the **"Human Resources"** icon.



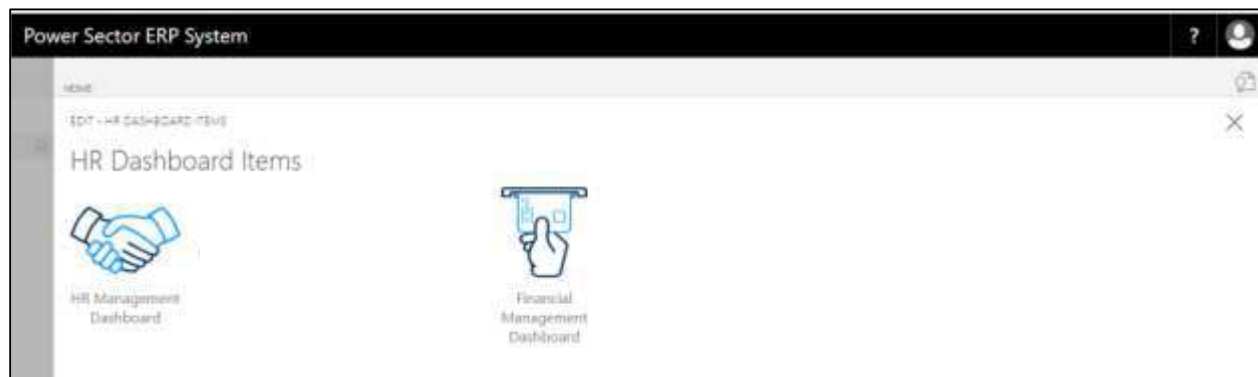
HR Landing Page will be appeared as below



C. Choose the “**Dashboard**” in HR Landing Page.



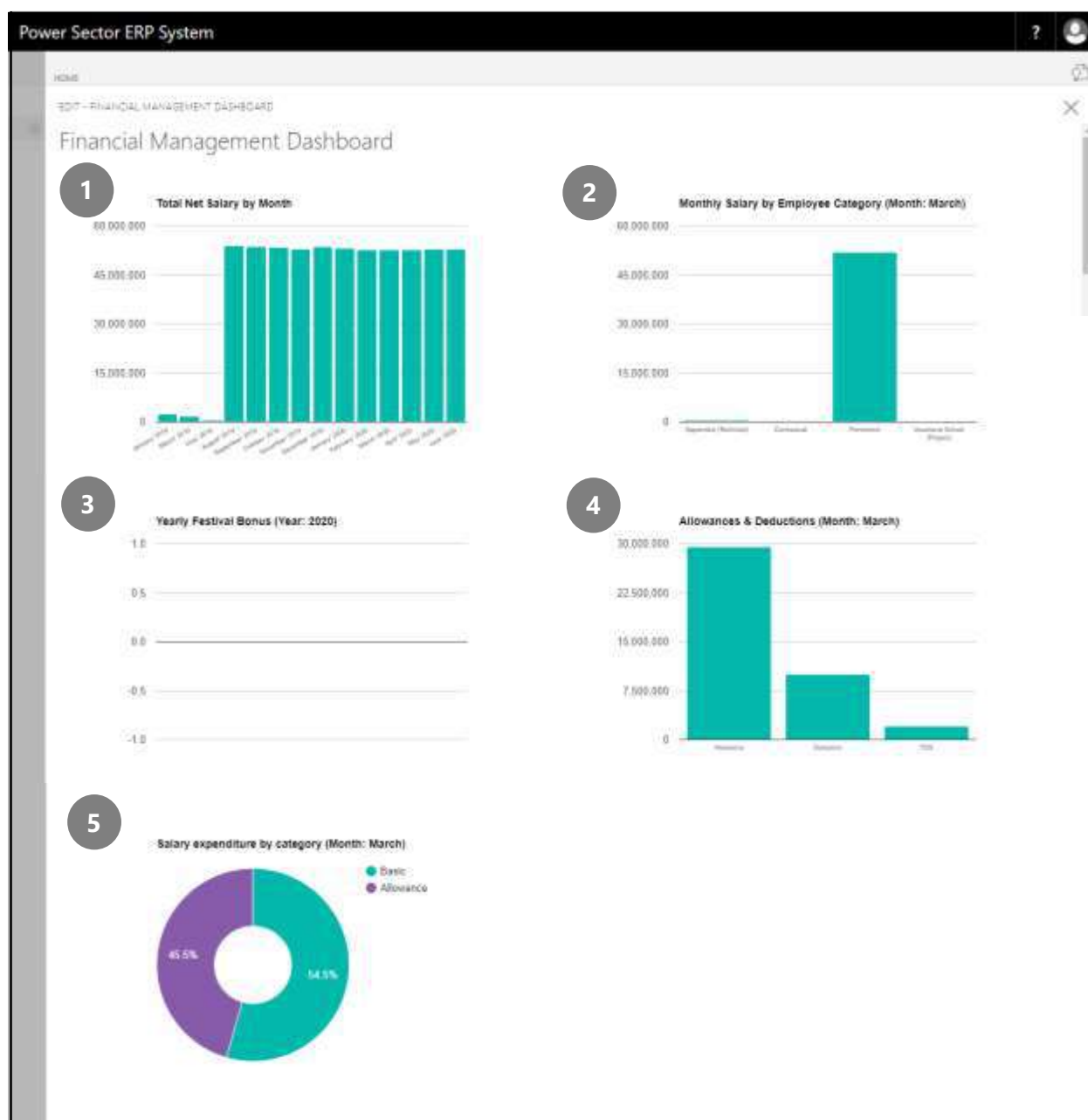
**HR Dashboard Items Page** will be appeared as below



D. Choose the **“Financial Management Dashboard”** in HR Dashboard Items page.



Following **Dashboard** page containing KPIs will be appeared



The dashboard contains 5 graphs of respective organization –

1. **Total Net Salary by Month:** Bar graph showing total amount of net salary of the organization aggregated by month. In the graph, X axis contains **Month** and Y axis contains **Net Salary Amount**.

2. **Monthly Salary by Employee Category (Previous Month):** Bar graph showing previous month's net salary aggregated by Employment Type like Permanent, Contractual, Apprentice and others as defined ERP system. In the graph, X axis contains **Employment Type** and Y axis contains **Net Salary Amount**.
3. **Yearly Festival Bonus (Current Year):** Bar chart showing amount of disbursed festival bonus aggregated by festivals. In the graph, X axis contains **Festival Type** and Y axis contains **Net Bonus Amount**.
4. **Allowances & Deductions (Previous Month):** Bar chart showing total amount of all allowances, all deductions and Income Tax Deduction at Source (TDS) of previous month. In the graph, X axis contains **Allowances, Deduction and TDS** and Y axis contains **Total Amount**.
5. **Salary Expenditure by Category (Previous Month):** Pie chart showing ratio of expensed amount on Basic Salary and Allowances in previous month.