

# User Manual Template

## FCI HRMS

**Module Name: Leave Time Attendance**

**Version: 0.3**



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## 1. Introduction

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

### 1.1. Objective

The following objectives shall be fulfilled with the user manual

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

### 1.2. Target Audience

FCI Officers and FCI Employees

## 2. Overview

---

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

## 3. Getting Started

---

### 3.1. Set Up Consideration

**OS Compatibility:** Microsoft Windows 7 and above

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




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

**Minimum Software Requirements:** IE 9, 10+ Firefox 3.6+, Chrome 12+ on Windows, Firefox 3.6+, Safari 4+ on Mac 10.5.7+

### 3.2. Know Your Icons

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



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

**Table 3-1 Icons**

### 3.3. User Access and Permissions

HRMS user access and permissions is managed by a specialized workflow management system that is further supplemented with roles and permissions. The User Management Process (SRS\_HRMS\_CH\_02) has been coined as the centralized access manager where employees are provided various roles and permissions to access different set of features. Table 3-1 showcases the permission and user access provisions in general to HRMS Processes

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

**Table 3-2: User Profile and Permissions**

**\*(Add permission also provides an additional permission of Edit to update records by resubmission)**

**\*\* (A manager who is a part of the reviewing or approving authority shall be able to perform approvals)**

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

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

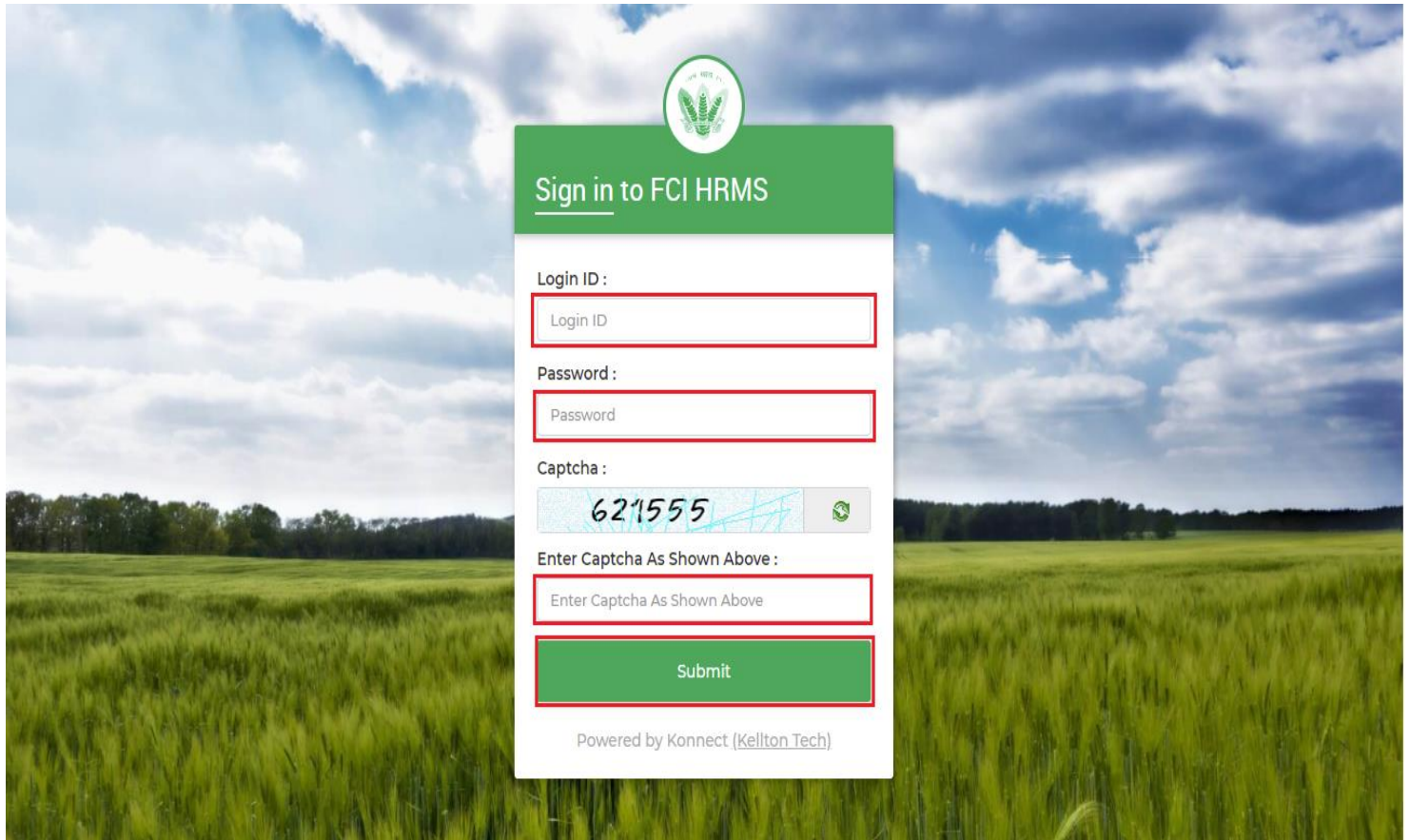
**Table 3-3: User Profile and Roles**

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

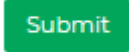
### 3.4. Accessing the system / System Organization and Navigation (Login, ESS and MSS)

URL: [uat.hrmsfci.in](http://uat.hrmsfci.in)

Login screen:



**Figure 3.1 Login Screen**

- Enter Login credentials, Captcha (Enter number here as shown in Figure 3.1) and Click on  to Log in to the system.
- Post Login, employee will land on the Home Page as shown in Figure 3.2



Welcome BHIM RAM












 Dashboard	 Attendance	 Leave	 Reimbursement
 Connect+	 Training	 Reports	 Policies And Circulars
 Directory	 Survey	 Performance	

Figure 3.2 Home Page



Employee Self Service (ESS) - Employee Dashboard

**AMITABH KUMAR**  
 Emp Id : 152770  
 Division : Personnel

**FCI HRMS**

**E-Notice**

- Culturals Program to be held tomorrow from 11 am in the Auditorium
- Cricket Tournament to be held on 29th February 2020.
- New Survey 'Office Timings' has been created.
- New Survey 'Rules and Regulations' has been created.

**My Pending Requests**

Request Id	Request Name
TEL19	Telephone Sanction Request
LTR53	Leave Transfer Request

**My Time** | My Team | My Reimbursements and Claims | Policies and Circulars | My Leaves

**October 2020**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1 Absent	2 Absent	3 Absent
4 Absent	5 Absent	6 Absent	7 Absent	8 Absent	9 Absent	10 Absent
11 Absent	12 Absent	13 Absent	14 Going out of Station	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

**Upcoming Holiday**

25 OCT Dussehra

**Attendance**

Last In/Out Time

**Legends**

- Leave (Orange)
- Today (Blue)
- Absence (Red)
- Weekends (Grey)
- Attendance (Green)
- Holiday (Light Blue)
- Late Coming (Purple)

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Figure 3.3 Employee Dashboard



**Manager Self Service (MSS Manager Dashboard)**

**AMITABH KUMAR**  
 Emp Id : 152770  
 Division : Personnel

FCI HRMS

🔍
🔔
👤

Home

**Manager Dashboard**

Talent Management

Core HR

Leave and Attendance

Compensation and Benefit

Payroll

Learning and Development

Employee Relation

#### Calendar

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1 Absent	2 Absent	3 Absent
4 Absent	5 Absent	6 Absent	7 Absent	8 Absent	9 Absent	10 Absent
11 Absent	12 Absent	13 Today	14 Going out of Station	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Legends**

● Leave  
 ● Today  
 ● Absence  
 ● Weekends  
 ● Attendance  
● Holiday  
 ● Late Coming

#### Biometric

Team Organization

Present	Absent	On Leave
0	3	0

#### Reminders For Pending Requests

Due Today 12 out of 186

- Shift Master: 1
- Salary Type: 1
- Employee Master: 2
- LTC Bharat Darshan (Destination Change): 1
- Higher Study Incentive Increment Request: 1
- Travel Allowance: 2
- Medical Allowance : 1
- Newspaper Allowance : 1
- Separation Listing: 1

#### To-Do-List

Shift Master	1
Shift Planning	1
Payroll Type	6
Salary Type	6
Pay Code	6
Salary Structure	1
Permission Master	2

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**Figure 3.4 Manager Dashboard**



### 3.5. Exiting the System



Figure 3.5 ESS Dashboard

- Click on  to log out of the system.

### 3.6. HRMS Login Configuration

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

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

These are timeout settings done at Key cloak IAM interface.

## 4. Using the System

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

### 4.1. Leave Type

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

#### 4.1.1. Navigation

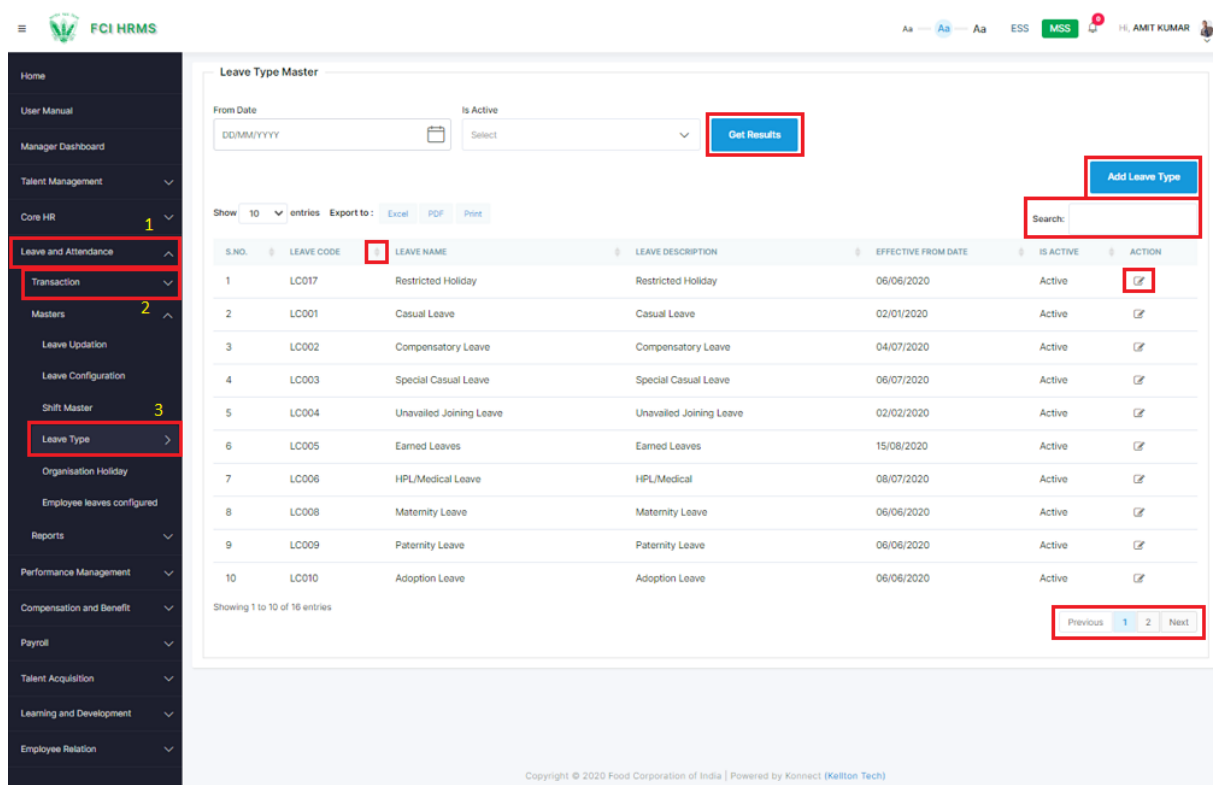
**Left Navigation:** Leave and Attendance >>Masters >> Leave Type Master

#### 4.1.2. SLA

NA

#### 4.1.3. Landing Page

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



The screenshot shows the 'Leave Type Master' interface. On the left, a dark sidebar contains a navigation menu. 'Leave and Attendance' is marked with a red box and the number '1'. Under it, 'Transaction' is marked with a red box and the number '2'. 'Leave Type' is marked with a red box and the number '3'. The main area has a 'From Date' field (DD/MM/YYYY) and an 'Is Active' dropdown menu, both with a red box around the 'Get Results' button. Below this is a table with 10 entries. The first row is highlighted. A red box highlights the 'Add Leave Type' button in the top right. Another red box highlights the search bar. At the bottom right, a red box highlights the pagination controls (Previous, 1, 2, Next). The footer contains the text: 'Copyright © 2020 Food Corporation of India | Powered by Konekt (Kelton Tech)'.

**Figure 4-1: Leave Type Master**

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

- Click on  to apply the available filters.

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

#### 4.1.4. Add Leave

Click on **Add Leave Type** to open the Add Leave as shown in figure

Leave ID	Leave Name	Effective From Date	Is Active	Uploaded Document	
3	LC002	Compensatory Leave	Compensatory Leave	04/07/2020	Active
4	LC003	Special Casual Leave	Special Casual Leave	06/07/2020	Active
5	LC004	Unvalled Joining Leave	Unvalled Joining Leave	02/02/2020	Active
6	LC005	Earned Leaves	Earned Leaves	15/08/2020	Active
7	LC006	HPL/Medical Leave	HPL/Medical	08/07/2020	Active

**Figure 4-2: Add Leave Type**

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

Success message will be displayed as



#### 4.1.5. Edit Leave Type

Click on to open Edit Leave Type as shown in figure

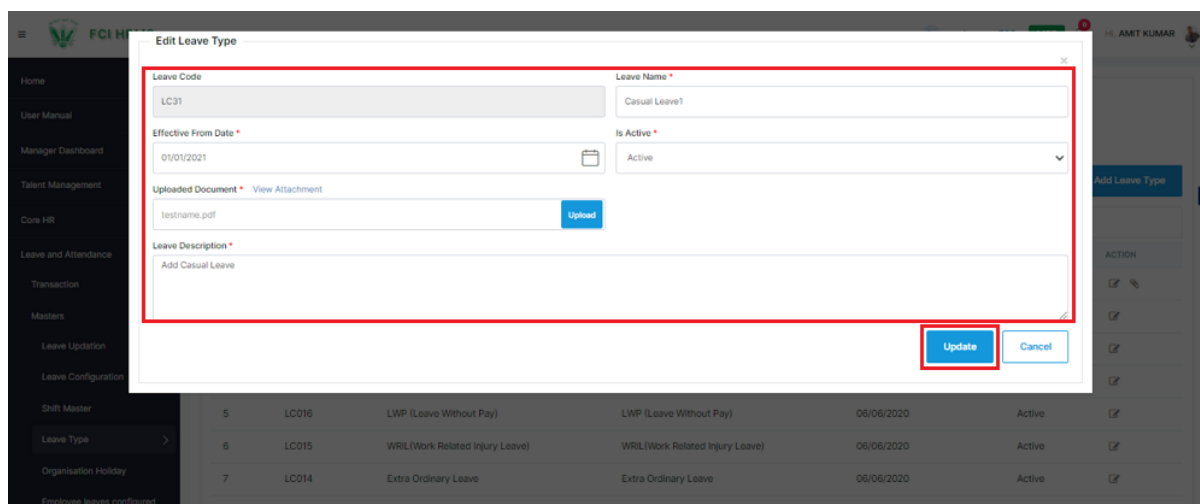


Figure 4-3: Edit Leave Type

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

Success message will be displayed as

Success Leave type has been added.

## 4.2. Leave Configuration

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

Admin shall enter the characteristics of the leave types.

### 4.2.1. Navigation

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

### 4.2.2. SLA

NA

### 4.2.3. Landing Page

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

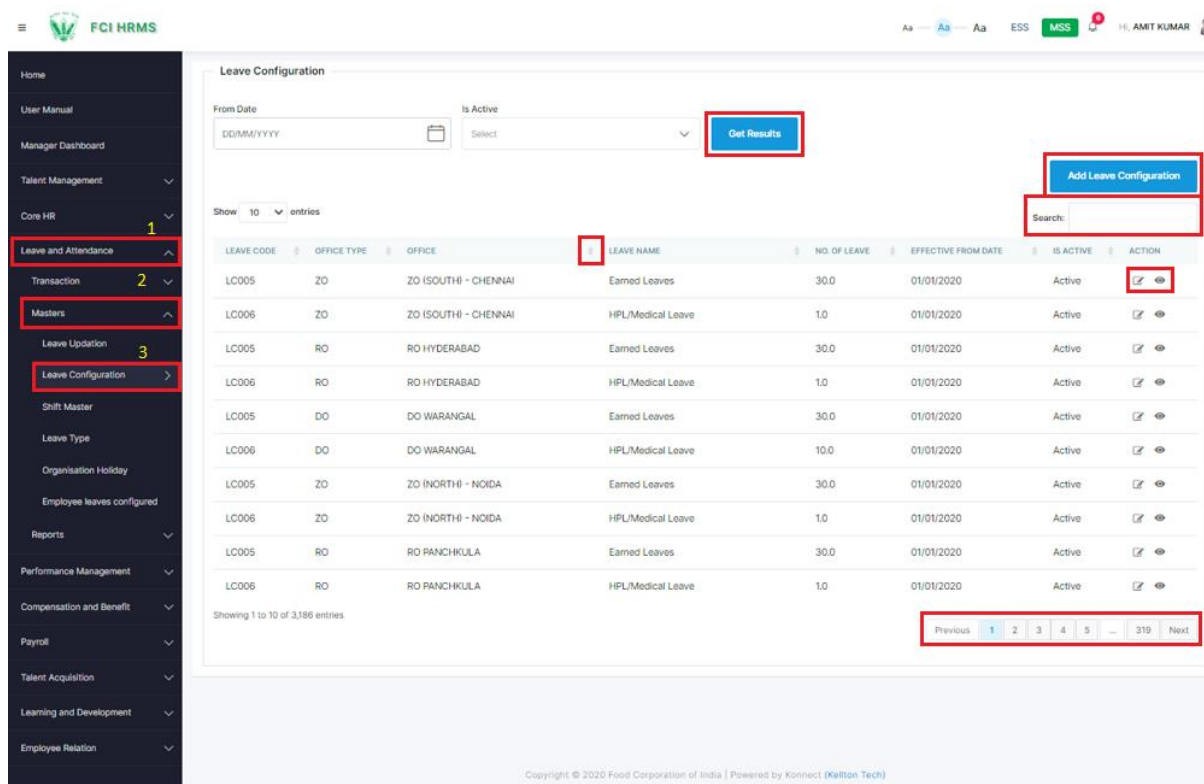
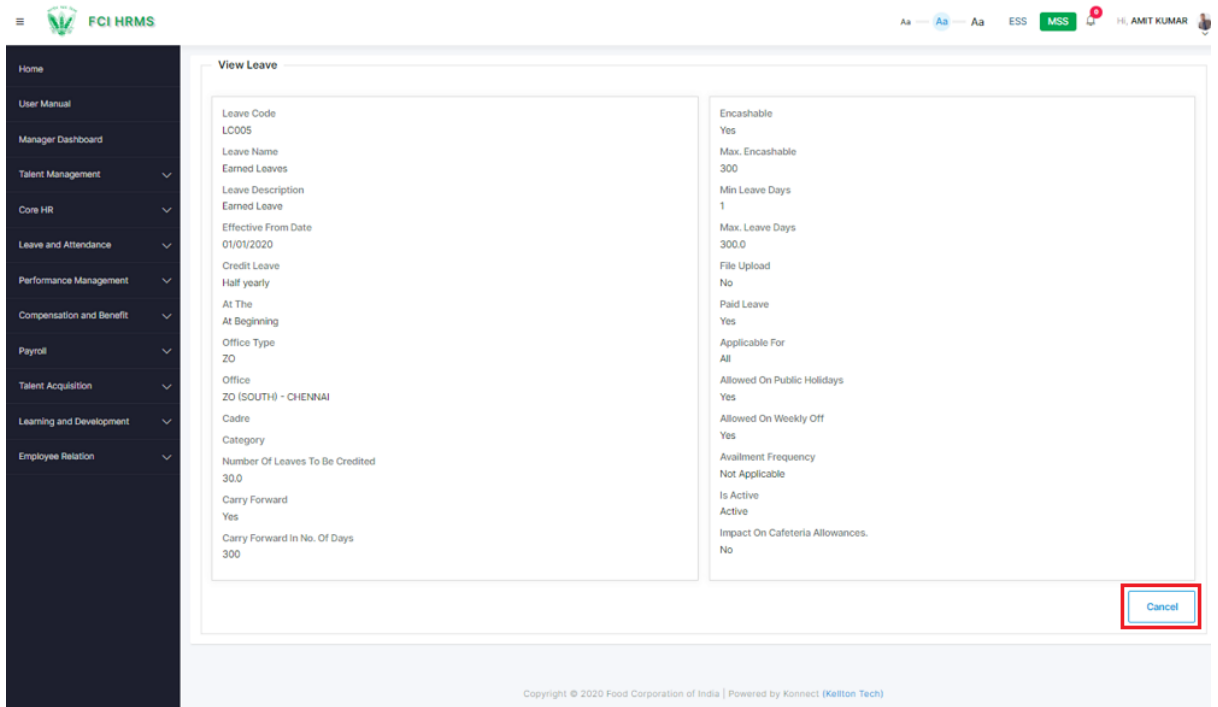


Figure 4-4: Leave Configuration Master

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

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel or CSV as per table columns.
- Click on **Search:**  to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **Next** to navigate table records
- Click on **Add Leave Configuration** to add a new record in the table as mentioned in Section 4.2.3 – Add Leave Configuration.
- Click on to edit an existing record in the table as mentioned in Section 4.2.4 – Edit Leave Configuration.
- Click on to view the record as shown in figure.

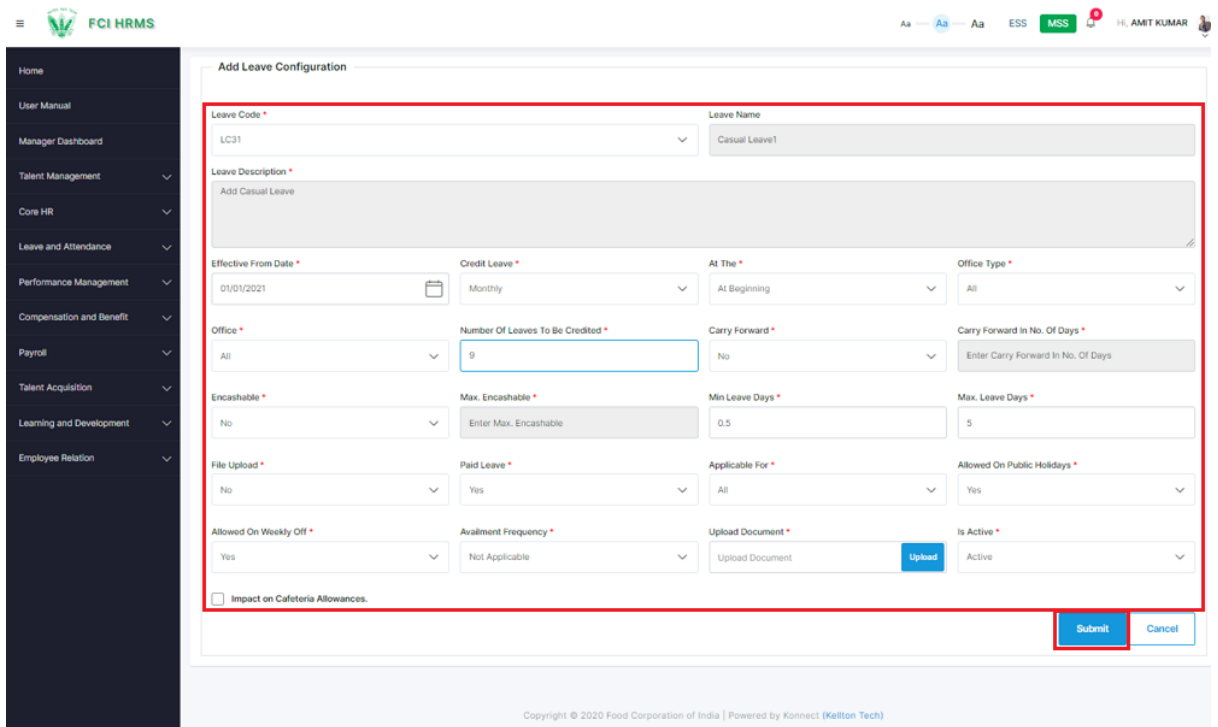


**Figure 4-5: View Leave Configuration**

Click on [Cancel](#) to exit the screen.

#### 4.2.4. Add Leave Configuration

Click on [Add Leave Configuration](#) to open the Add Leave Configuration as shown in figure.



**Figure 4-6: Add Leave Configuration**

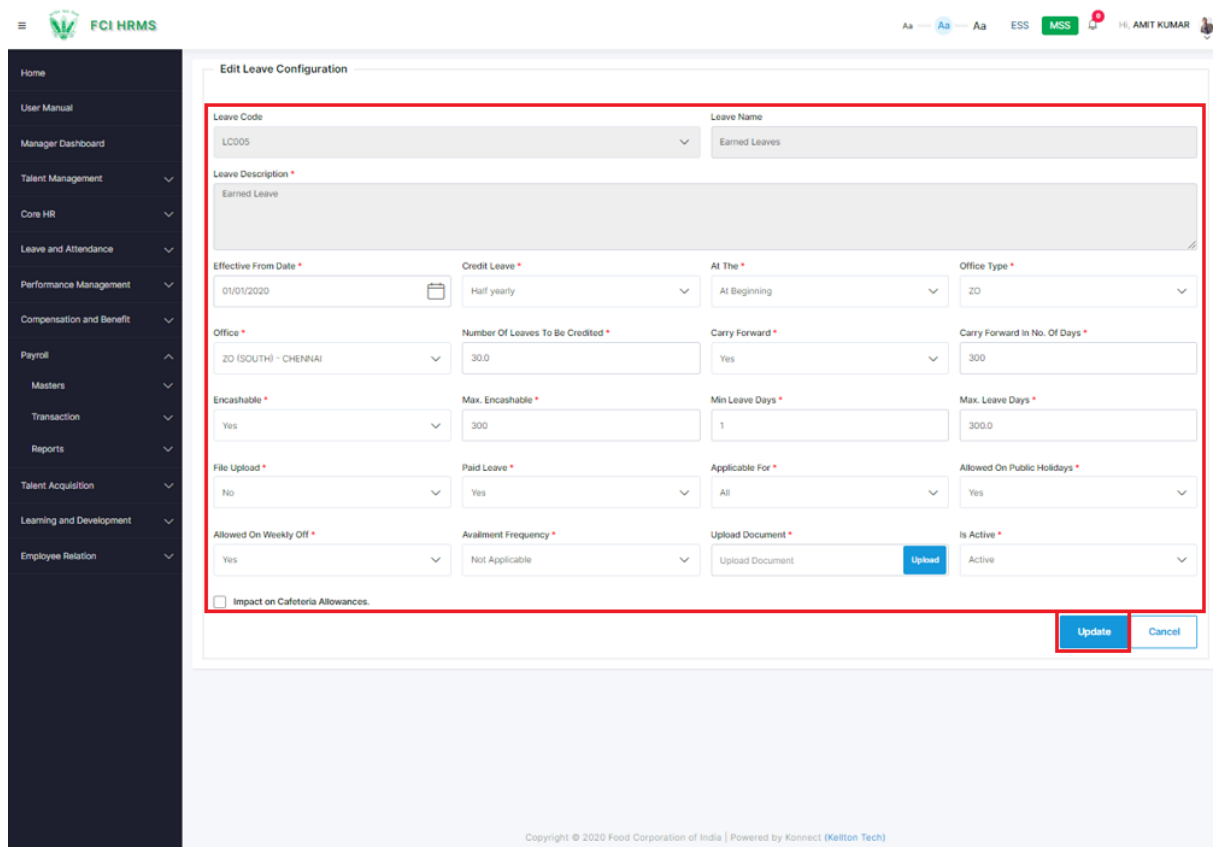
Enter the details and click on [Submit](#) such that a success message will be shown in the Leave Configuration Landing Page for addition of a new record in the table.

Success message will be displayed as




#### 4.2.5. Edit Leave Configuration

Click on  to open Edit Leave Configuration as shown in figure



**Figure 4-7: Edit Leave Configuration**

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

Success message will be displayed as



#### 4.3. Leave Updation

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

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

##### 4.3.1. Navigation

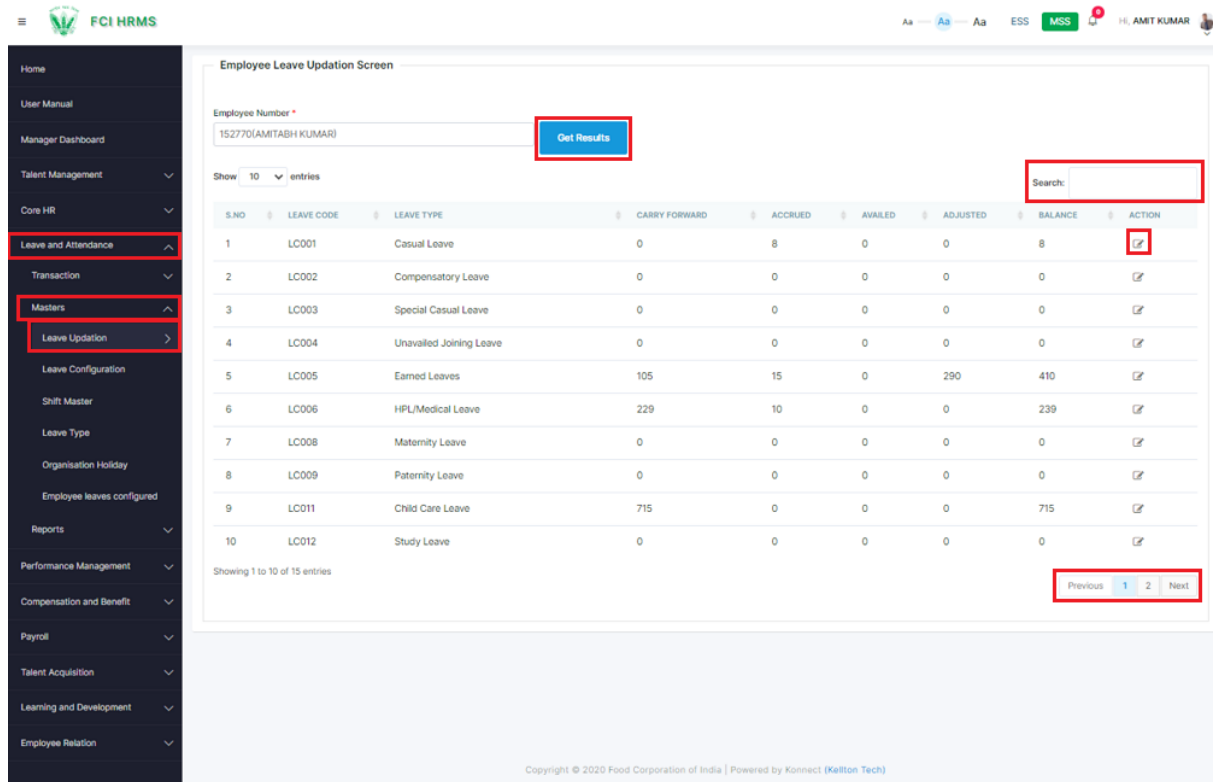
**Left Navigation:** Leave and Attendance >>Masters >> Leave Updation

4.3.2. SLA

NA







4.3.3. Landing Page

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




**Figure 4-8: Employee Leave Updation Master**

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

- Click on  to apply the available filters.
- Click on  to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to open Leave Updation as shown in figure



### 4.3.4. Leave Updation

Click on  to open the Leave Updation as shown in figure.

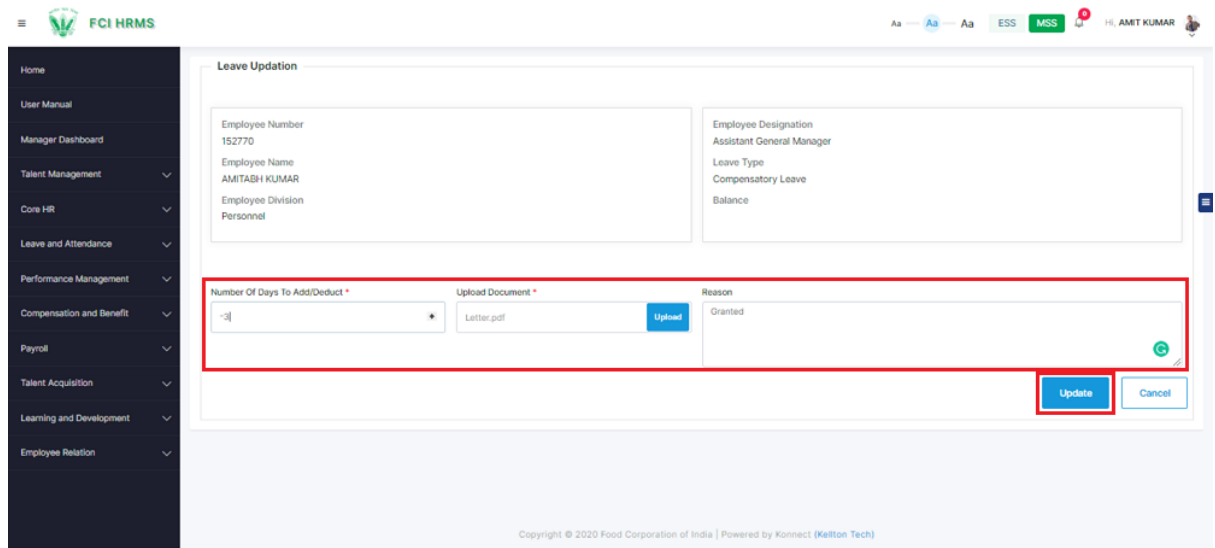



Figure 4-6: Leave Updation

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

Success message will be displayed as



## 4.4. Employees Leaves Configured

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

### 4.4.1. Navigation

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

### 4.4.2. SLA

NA

### 4.4.3. Landing Page

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

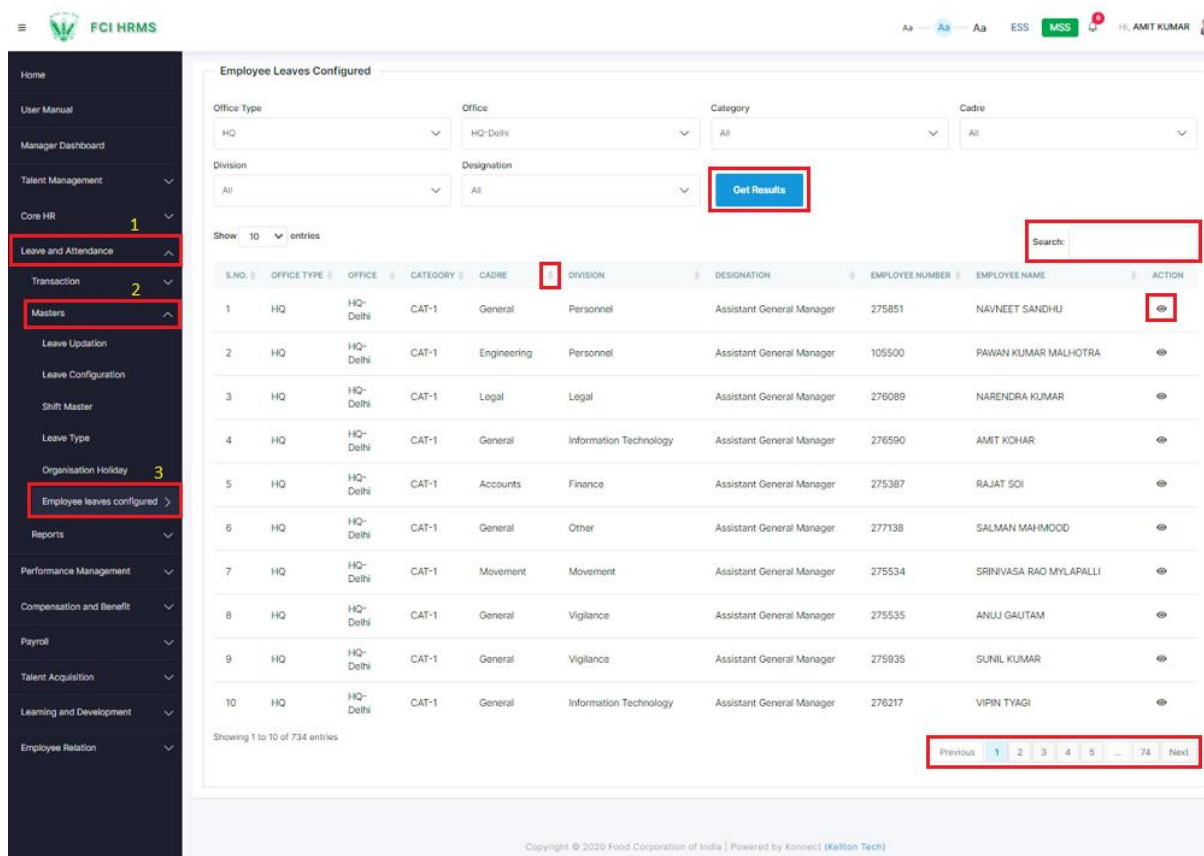


Figure 4-10: Employee Leave Configured

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

- Click on to apply the available filters.
- Click on to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to View Employee Leaves as shown in figure.

S.NO.	LEAVE TYPE	CARRIED FORWARDS	ACCRUED	AVAILED	ADJUSTED	BALANCE
1	Casual Leave	0	8	0	0	8
2	Compensatory Leave	0	0	0	0	0
3	Special Casual Leave	0	0	0	0	0
4	Unavailed Joining Leave	0	0	0	0	0
5	Earned Leaves	180	15	0	0	195
6	HPL/Medical Leave	87	10	0	0	97
7	Adoption Leave	0	0	0	0	0
8	Child Care Leave	520	0	0	0	520
9	Study Leave	0	0	0	0	0
10	Leave Not Due	0	0	0	0	0

**Figure 4-11: View Employee Leave**

Click on to exit the screen.

## 4.5. Organization Holidays

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

### 4.5.1. Navigation

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

### 4.5.2. SLA

NA

### 4.5.3. Landing Page

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

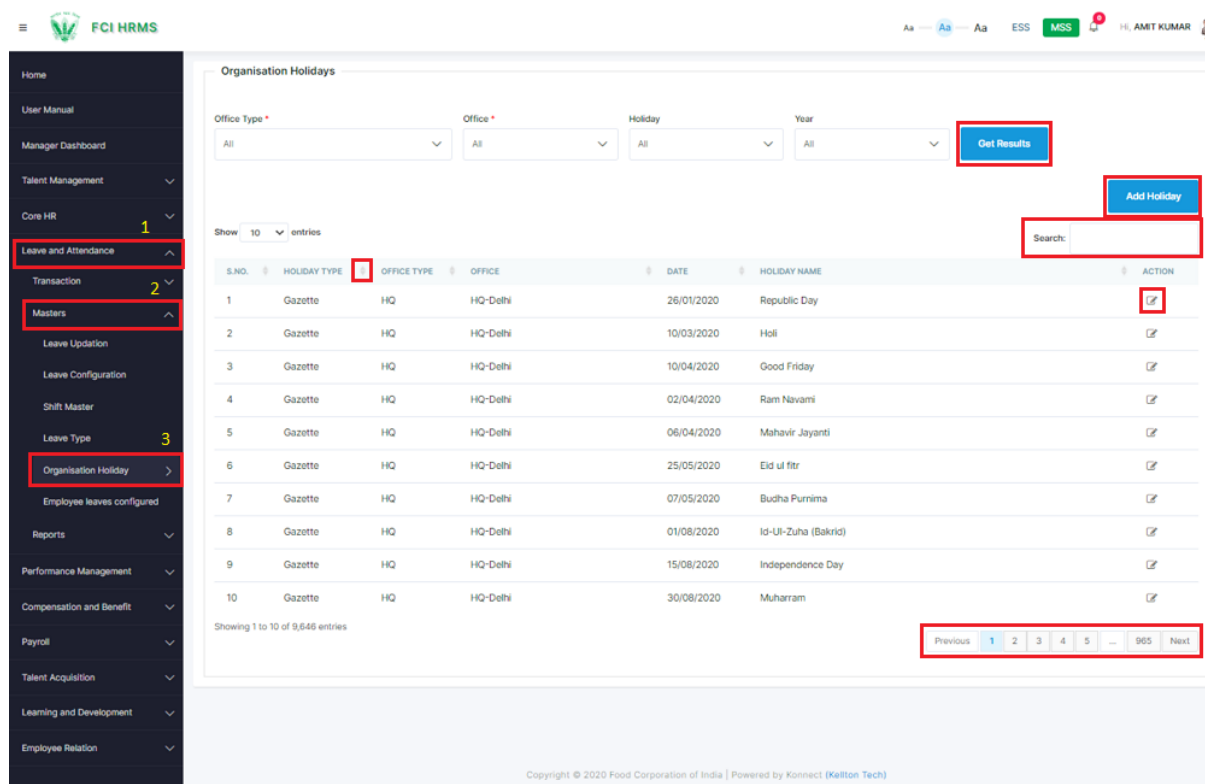


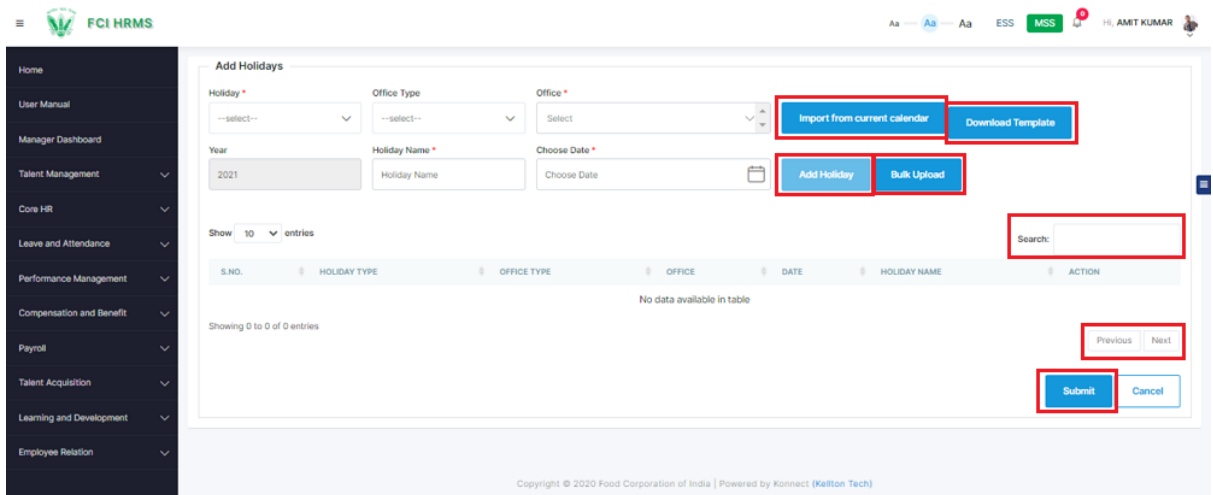
Figure 4-12: Organization Holidays

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

- Click on **Get Results** to apply the available filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel or CSV as per table columns.
- Click on **Search:**  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **Next** to navigate table records
- Click on **Add Holiday** to add a new record in the table as mentioned in Add Organization Holidays section.
- Click on to edit an existing record in the table as mentioned in Edit Organization Holidays section.

#### 4.5.4. Add Organization Holidays

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



**Figure 4-13: Add Organization Holidays**


- Click on **Import from current calendar** to import the records from the current calendar.
- Click on **Download Template** to download the sample file in excel form to fill in the records.
- Click on **Bulk Upload** to upload the records in bulk into the system.
- Click on **Add Holiday** to add the holiday in the grid before submitting them to publish.

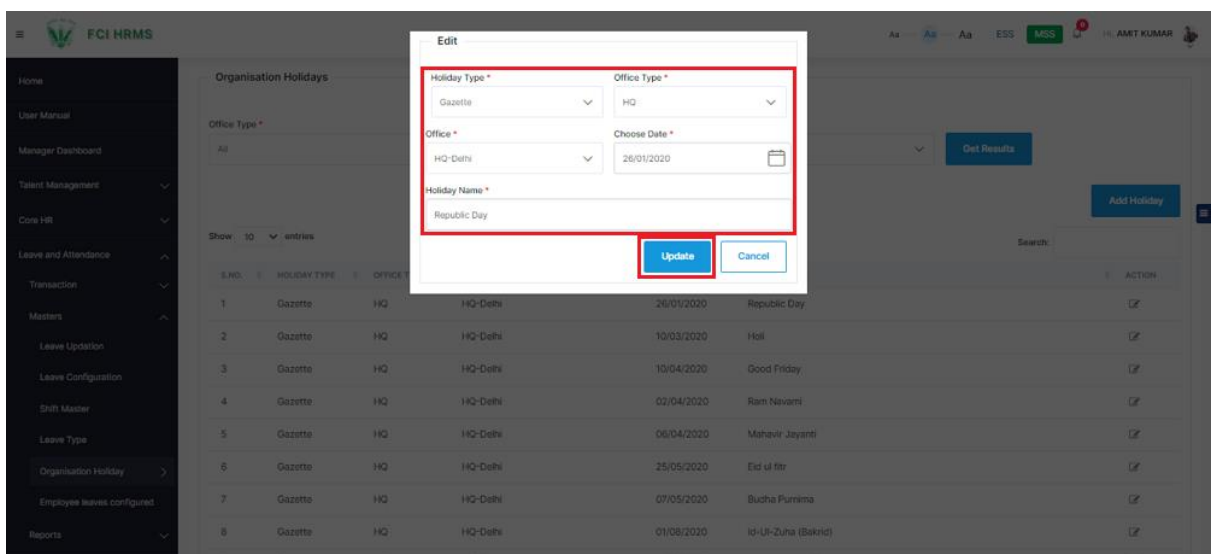
Enter the details and click on **Submit** such that a success message will be shown in the Organization Holidays Landing Page for publishing in the table.

Success message will be displayed as



#### 4.5.5. Edit Organization Holidays

Click on  to open Edit Organization Holidays as shown in figure.



**Figure 4-14: Edit Organization Holidays**

**Update**

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

Success message will be displayed as

Success!Holiday has been edited successfully.

#### 4.6. Shift Master

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

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

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

##### 4.6.1. Navigation

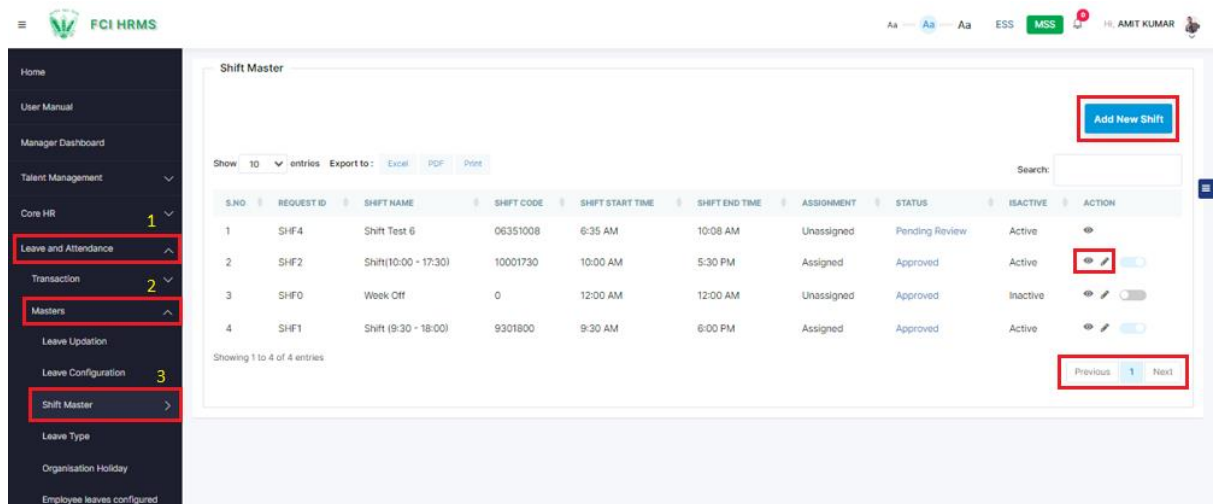
**Left Navigation:** Leave and Attendance >>Masters >> Shift Master

##### 4.6.2. SLA

NA

##### 4.6.3. Landing Page

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



**Figure 4-15: Shift master**

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

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

- Click on  to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on    to navigate table records
- Click on  to add a new Salary Revision in the table as mentioned in Section 4.18.3 – Add Shift.

**4.6.4. Add Shift**

Click on  to open the Add Shift as shown in figure:

**Figure 4-16: Add Shift**

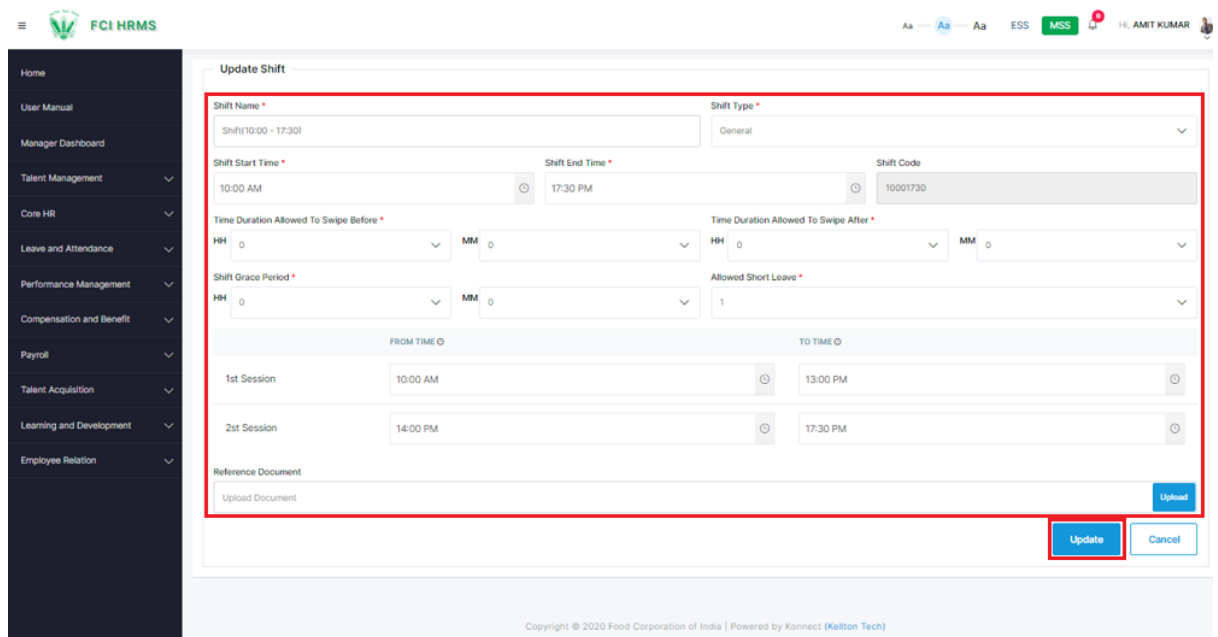
Enter the details and click on  such that a success message will be shown for addition of a new record in the table.

The success will be displayed as




**4.6.5. Edit Shift**

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



**Figure 4-17: Edit Shift**

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

#### 4.7. Attendance Regularization

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

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

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

##### 4.7.1. Navigation

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

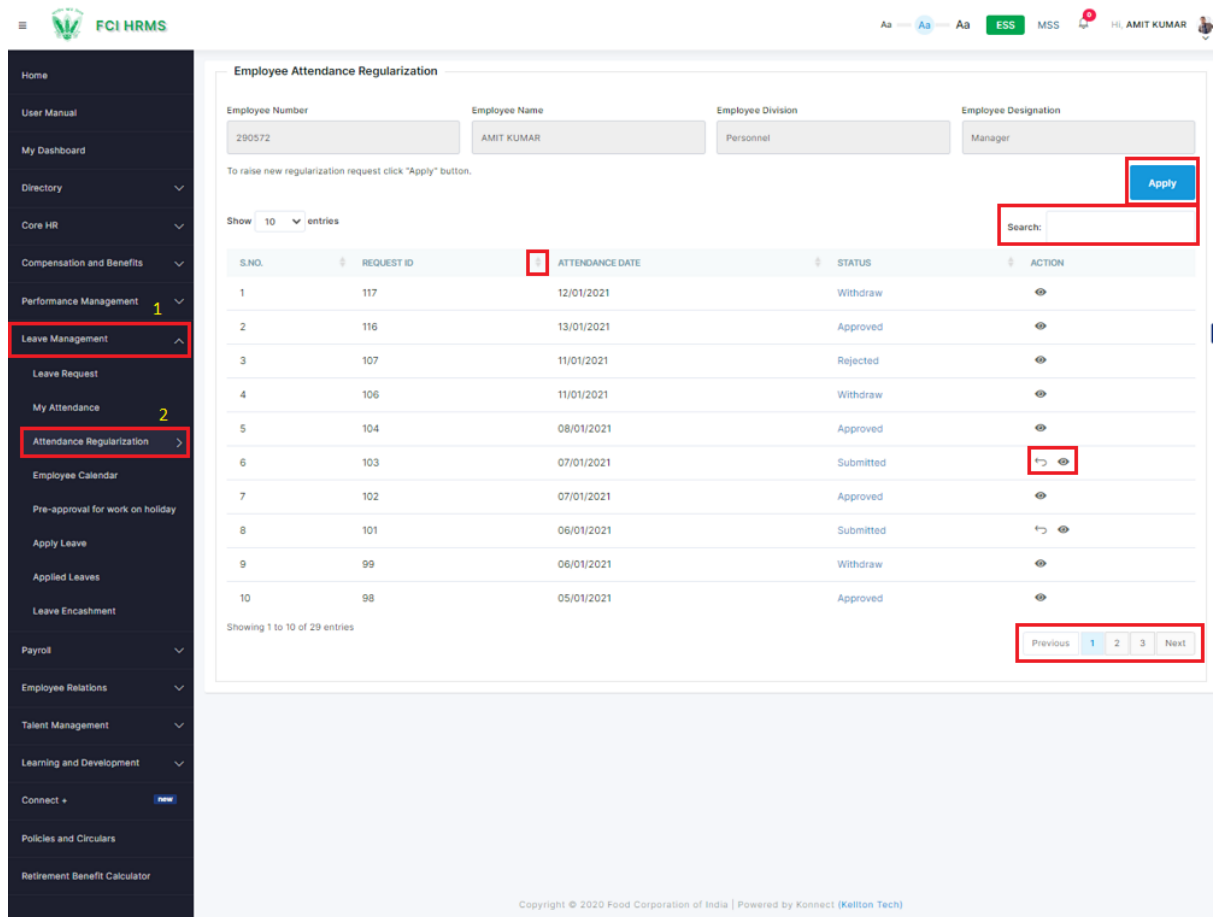
##### 4.7.2. SLA

21 Days

##### 4.7.3. Landing Page







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






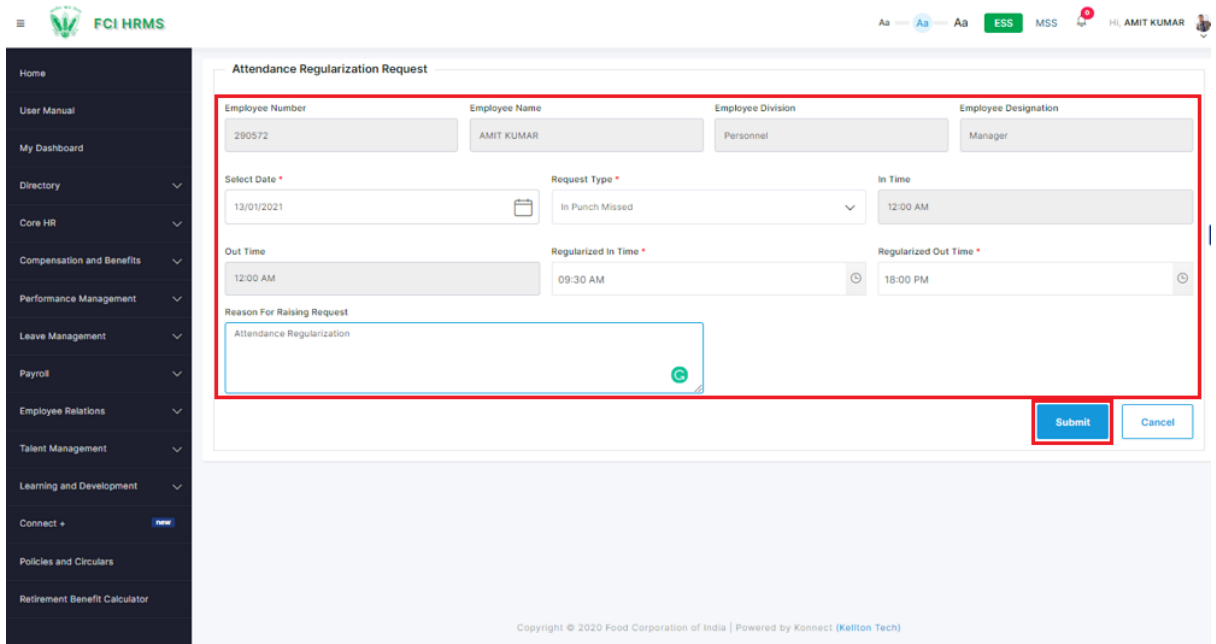
**Figure 4-18: Attendance Regularization**

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

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

#### 4.7.4. Add Attendance Regularization

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




**Figure 4-19: Add Attendance Regularization Request**

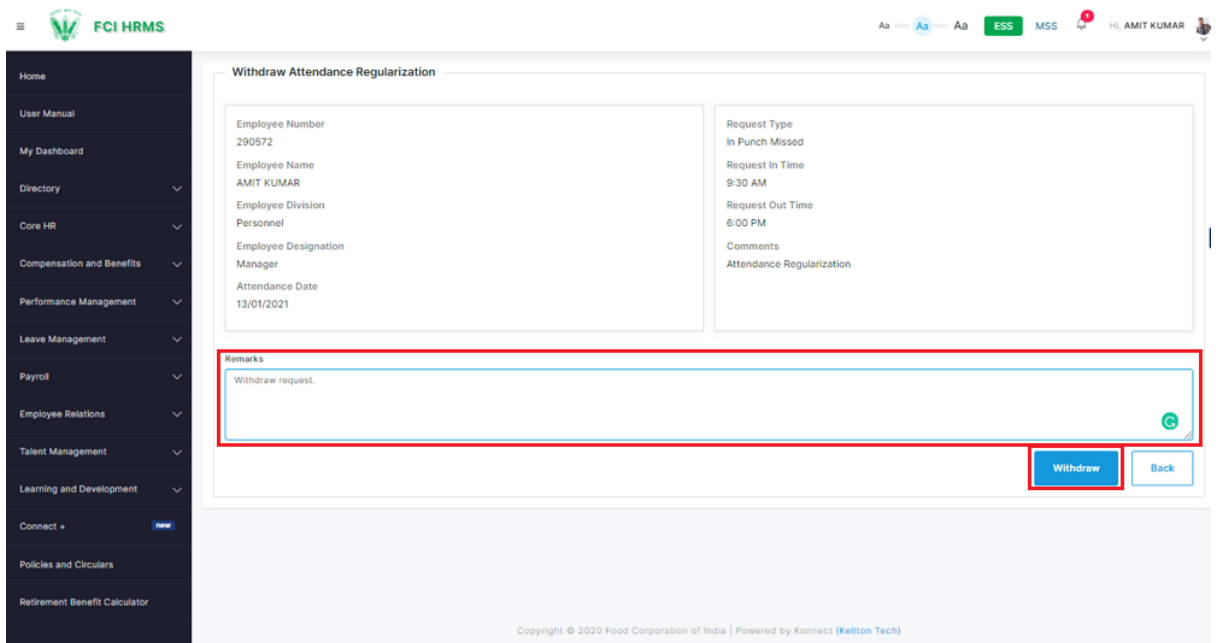
Enter the details and click on  such that a success message will be shown for addition of a new record in the table.

The success message will be displayed as



#### 4.7.5. Withdraw Attendance Regularization

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



**Figure 4-20: Attendance Regularization Withdraw Request.**

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



**4.7.6. Approve Attendance Regularization -Landing Page**

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

S.No.	REQUEST ID	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	DATE	STATUS	ACTION
1	118	290572	AMIT KUMAR	Manager	13/01/2021	Submitted	✓ 🔍
2	103	290572	AMIT KUMAR	Manager	07/01/2021	Submitted	✓ 🔍
3	101	290572	AMIT KUMAR	Manager	06/01/2021	Submitted	✓ 🔍
4	97	290572	AMIT KUMAR	Manager	18/12/2020	Submitted	✓ 🔍
5	95	290572	AMIT KUMAR	Manager	04/01/2021	Submitted	✓ 🔍
6	94	290572	AMIT KUMAR	Manager	01/01/2021	Submitted	✓ 🔍
7	87	290572	AMIT KUMAR	Manager	04/12/2020	Submitted	✓ 🔍
8	85	290572	AMIT KUMAR	Manager	28/12/2020	Submitted	✓ 🔍

**Figure 4-21: Attendance Regularization Request Approver’s Landing**

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

#### 4.7.7. Approve Attendance Regularization

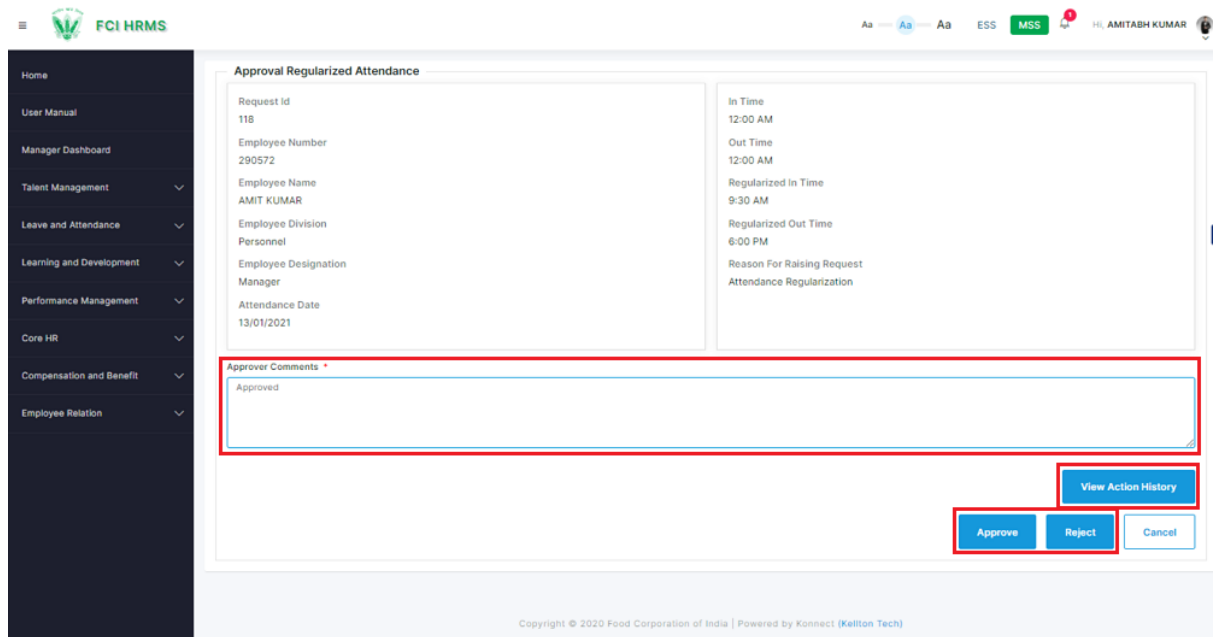


Figure 4-22: Attendance Regularization Request Approve

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

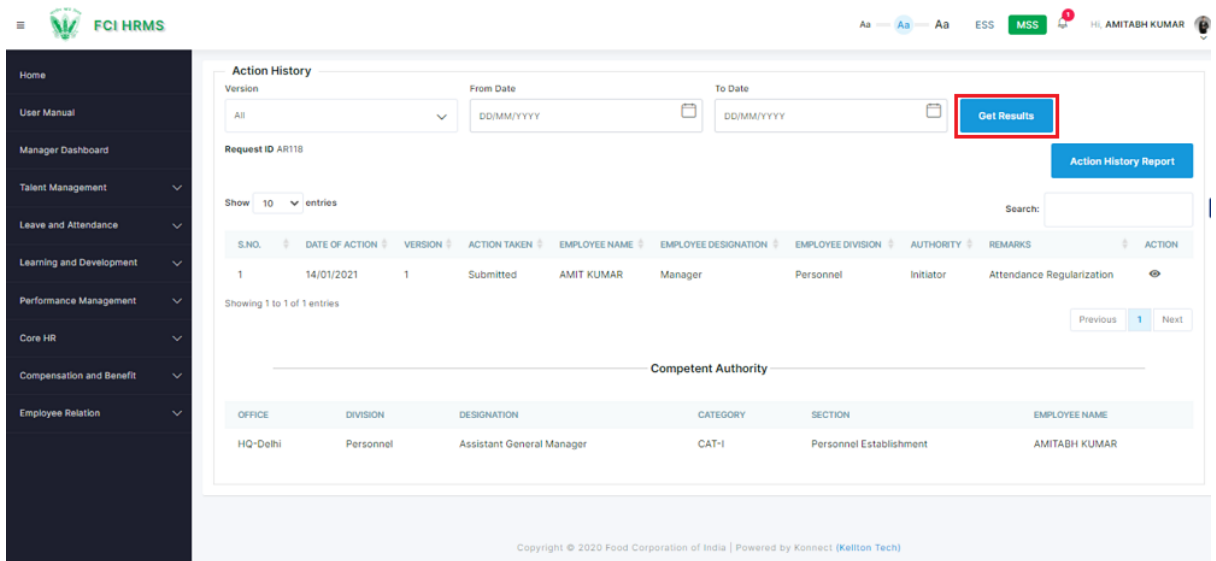
- Click on **View Action History** to view the action taken on the request as shown in Figure 4-35.
- Click on **Approve** to approve the request, and a success message will be shown in the Attendance Regularization Request Approver Landing Screen for approving the record as shown in Figure 4-34.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

The success will be displayed as





#### 4.7.8. View Action History

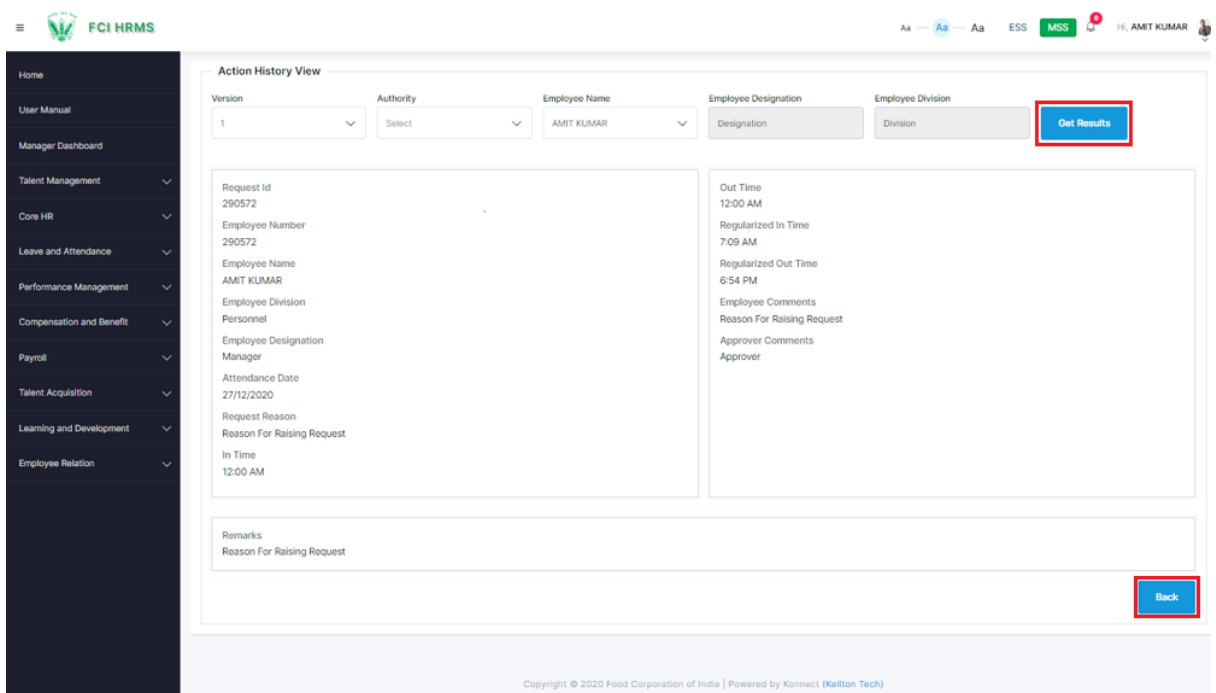
Click on **View Action History** as shown in Figure 4-33, to navigate to View Action History page as shown in figure.





**Figure 4-23: Action History**

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

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in figure.



**Figure 4-24: Action History View**

- Click on  to apply the available filters.
- Click on  to exit the screen.

## 4.8. Employee Calendar

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

### 4.8.1. Navigation

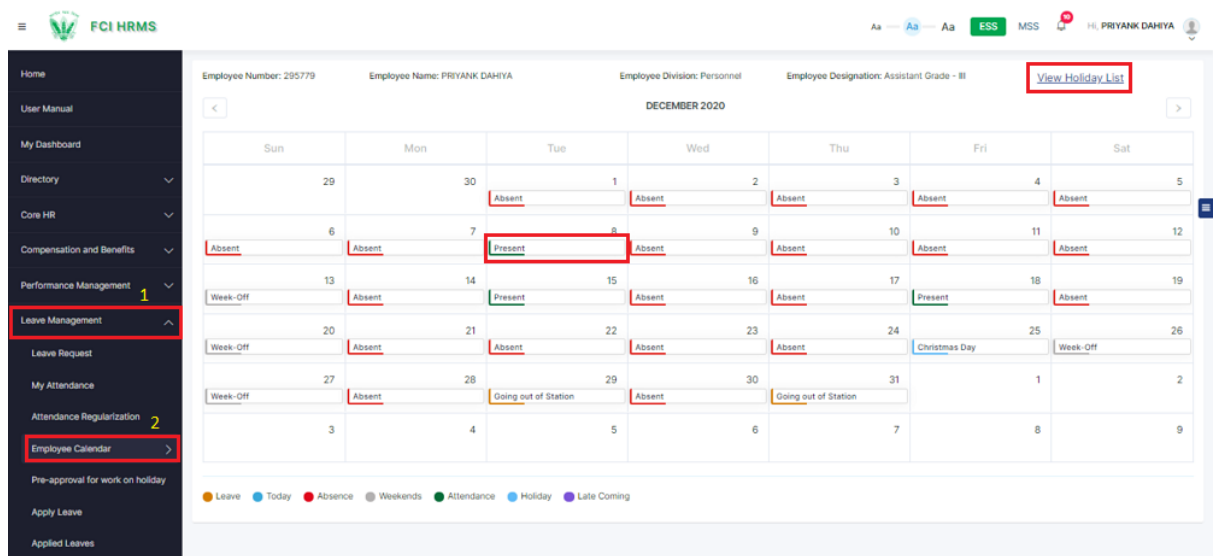
**Left Navigation:** Leave Management >> Transactions >> Employee Calendar

### 4.8.2. SLA

NA

### 4.8.3. Landing Page

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



The screenshot displays the Employee Calendar for December 2020. The calendar grid shows the following attendance status for each day:

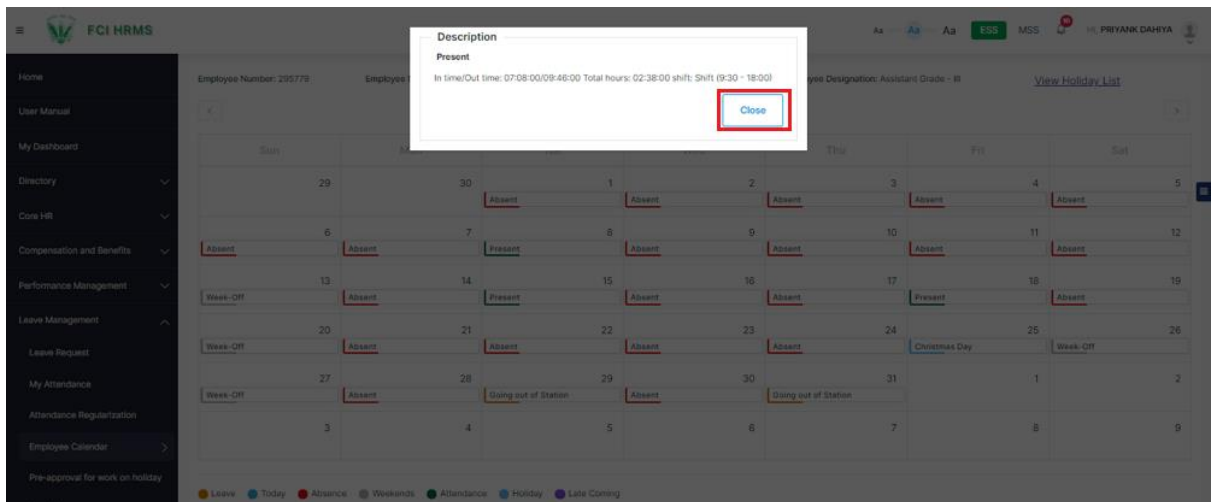
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1 Absent	2 Absent	3 Absent	4 Absent	5 Absent
6 Absent	7 Absent	8 Present	9 Absent	10 Absent	11 Absent	12 Absent
13 Week-Off	14 Absent	15 Present	16 Absent	17 Absent	18 Present	19 Absent
20 Week-Off	21 Absent	22 Absent	23 Absent	24 Absent	25 Christmas Day	26 Week-Off
27 Week-Off	28 Absent	29 Going out of Station	30 Absent	31 Going out of Station	1	2
3	4	5	6	7	8	9

The left navigation menu includes: Home, User Manual, My Dashboard, Directory, Core HR, Compensation and Benefits, Performance Management, Leave Management (highlighted), Leave Request, My Attendance, Attendance Regularization, Employee Calendar (highlighted), Pre-approval for work on holiday, Apply Leave, and Applied Leaves.

**Figure 4-25: Employee Calendar**

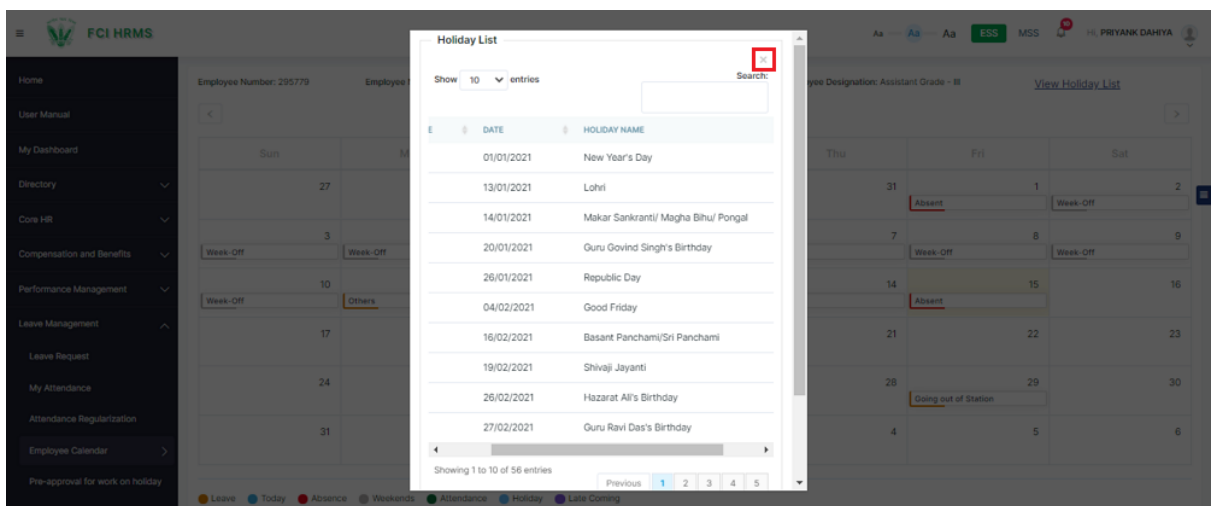
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on [Present](#) to navigate the description of the attendance as shown in figure.
- Click on [View Holiday List](#) to view the list of the holidays as shown in figure.



**Figure 4-26: Attendance Description**

Click on  to exit the screen.



**Figure 4-27: View Holiday List**

Click on  to exit the screen.

## 4.9. Leave Audit

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

The audit will be performed by the managers.

### 4.9.1. Navigation

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

### 4.9.2. SLA

NA

### 4.9.3. Landing Page

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

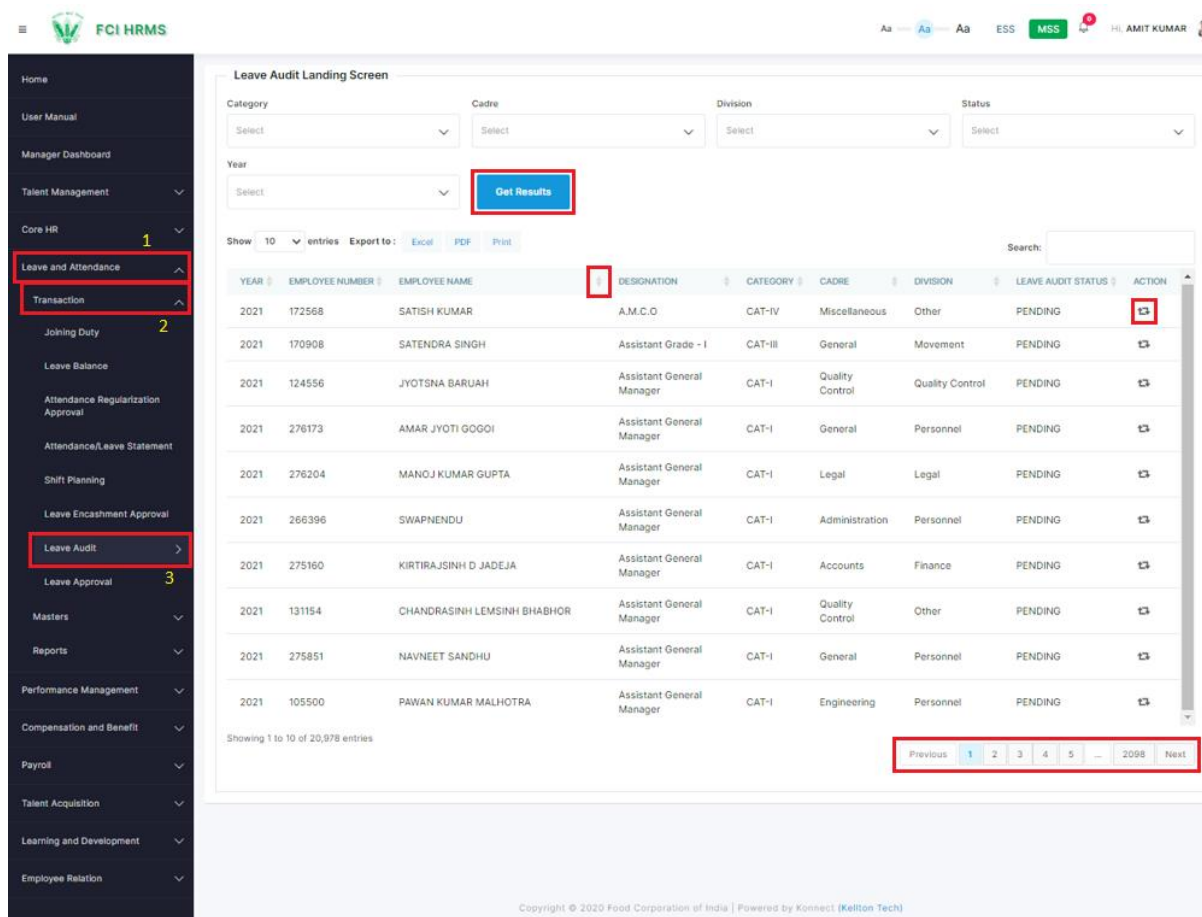


Figure 4-28: Leave Audit

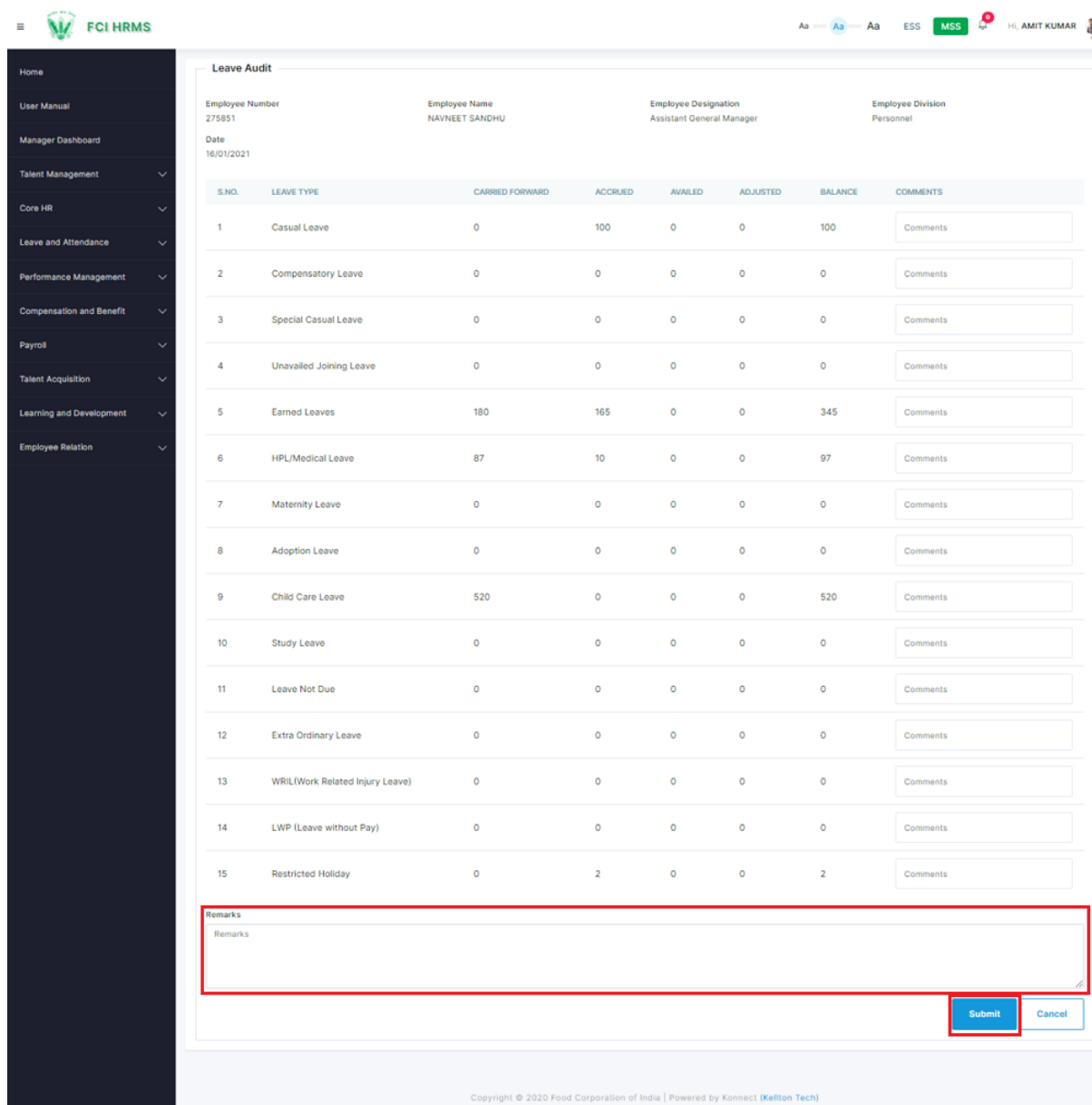
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on to apply the available filters.
- Click on to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to audit the leave as mentioned in Leave Audit section.

#### 4.9.4. Leave Audit

Click on to audit the leave as shown in figure.





S.NO.	LEAVE TYPE	CARRIED FORWARD	ACCRUED	AVAILED	ADJUSTED	BALANCE	COMMENTS
1	Casual Leave	0	100	0	0	100	Comments
2	Compensatory Leave	0	0	0	0	0	Comments
3	Special Casual Leave	0	0	0	0	0	Comments
4	Unavailed Joining Leave	0	0	0	0	0	Comments
5	Earned Leaves	180	165	0	0	345	Comments
6	HPL/Medical Leave	87	10	0	0	97	Comments
7	Maternity Leave	0	0	0	0	0	Comments
8	Adoption Leave	0	0	0	0	0	Comments
9	Child Care Leave	520	0	0	0	520	Comments
10	Study Leave	0	0	0	0	0	Comments
11	Leave Not Due	0	0	0	0	0	Comments
12	Extra Ordinary Leave	0	0	0	0	0	Comments
13	WRIL(Work Related Injury Leave)	0	0	0	0	0	Comments
14	LWP (Leave without Pay)	0	0	0	0	0	Comments
15	Restricted Holiday	0	2	0	0	2	Comments

**Figure 4-29: Leave Audit**

Click on  to submit the audited leave.

The success message will be displayed as:



## 4.10. Leave Request

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

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

### 4.10.1. Navigation

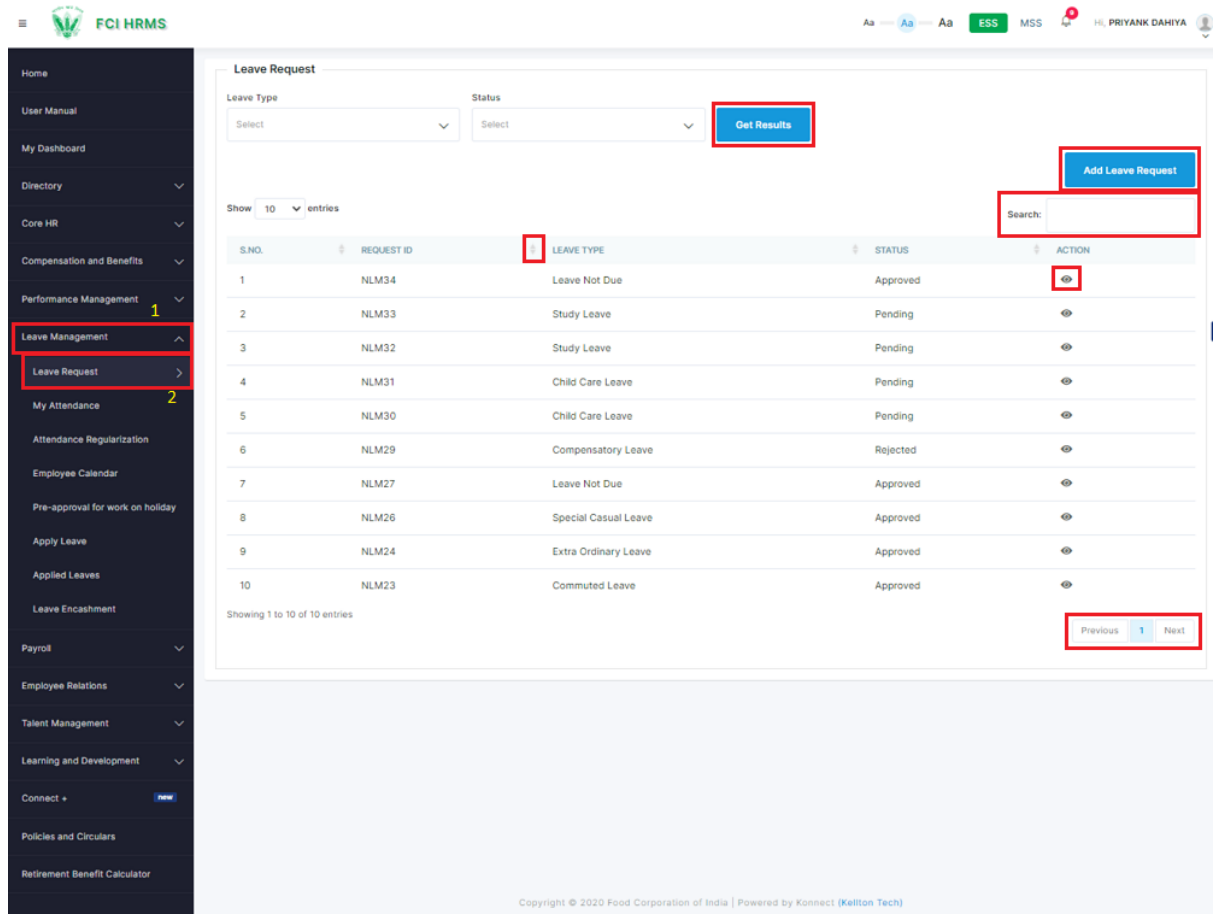
**Left Navigation:** Leave Management>>Transactions>>Leave Request

4.10.2. SLA

NA







4.10.3. Landing Page

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




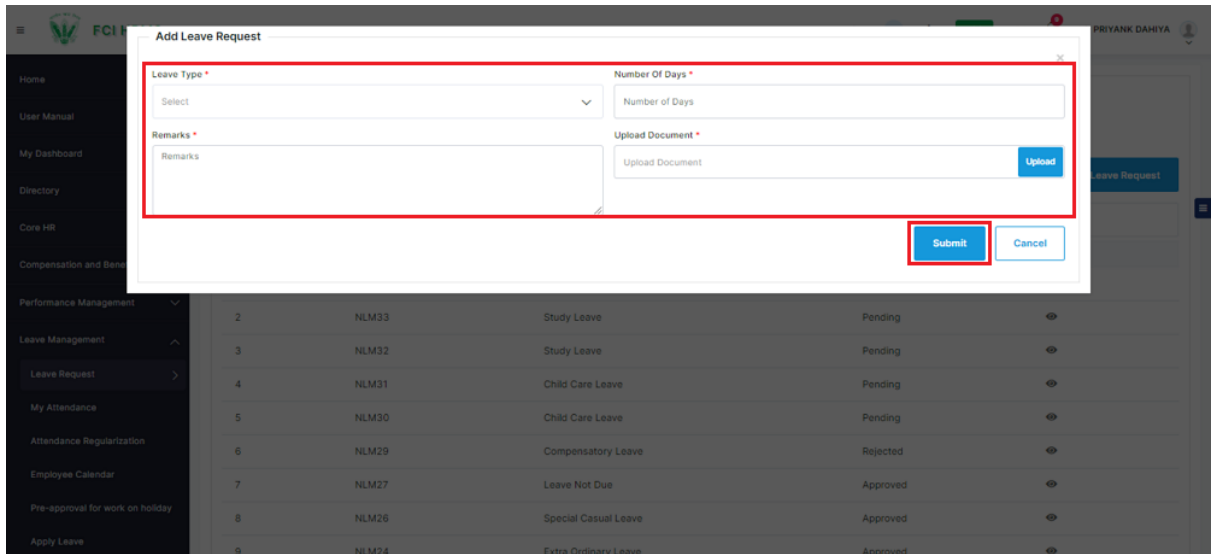
**Figure 4-30: Leave Request**

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


- Click on  to apply the available filters.
- Click on  to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to audit the leave as mentioned in Leave Audit section.

4.10.4. Leave Request

Click on  to audit the leave as shown in figure

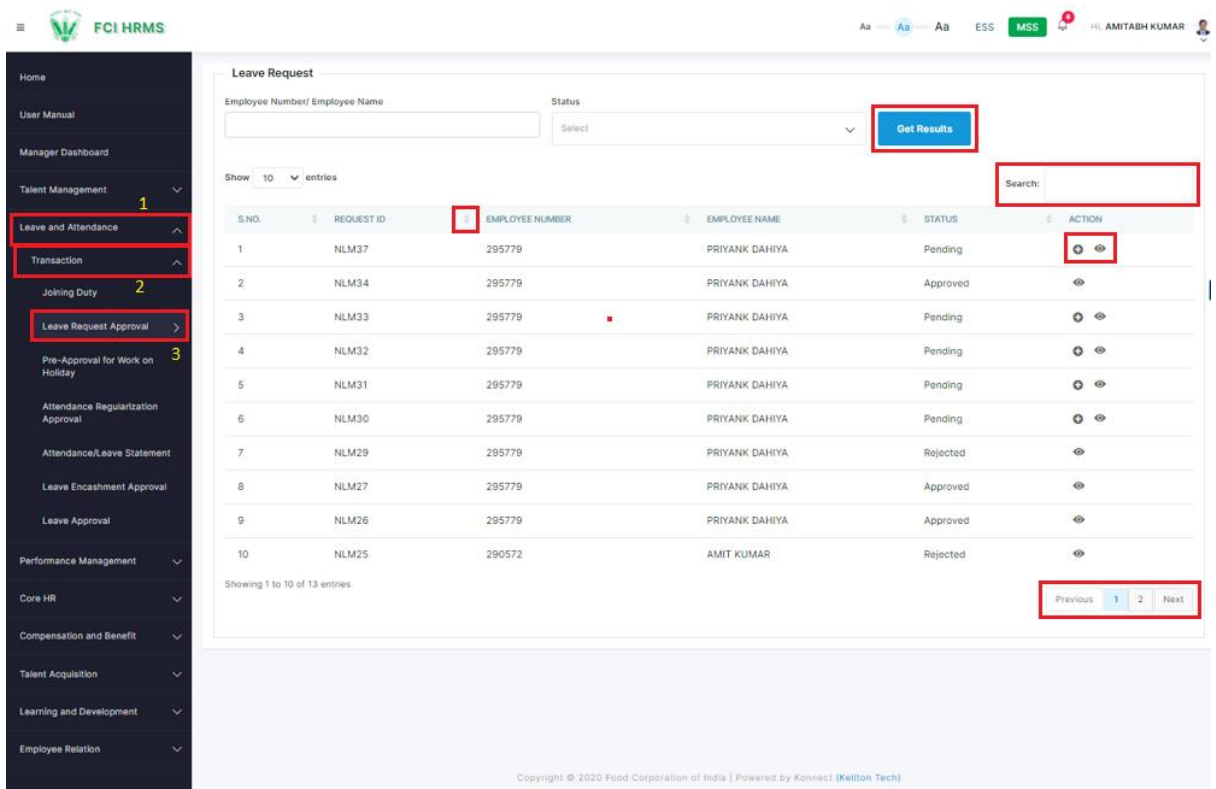


**Figure 4-31: Leave Request**


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

4.10.5. Approve Leave Balance Request -Landing Page

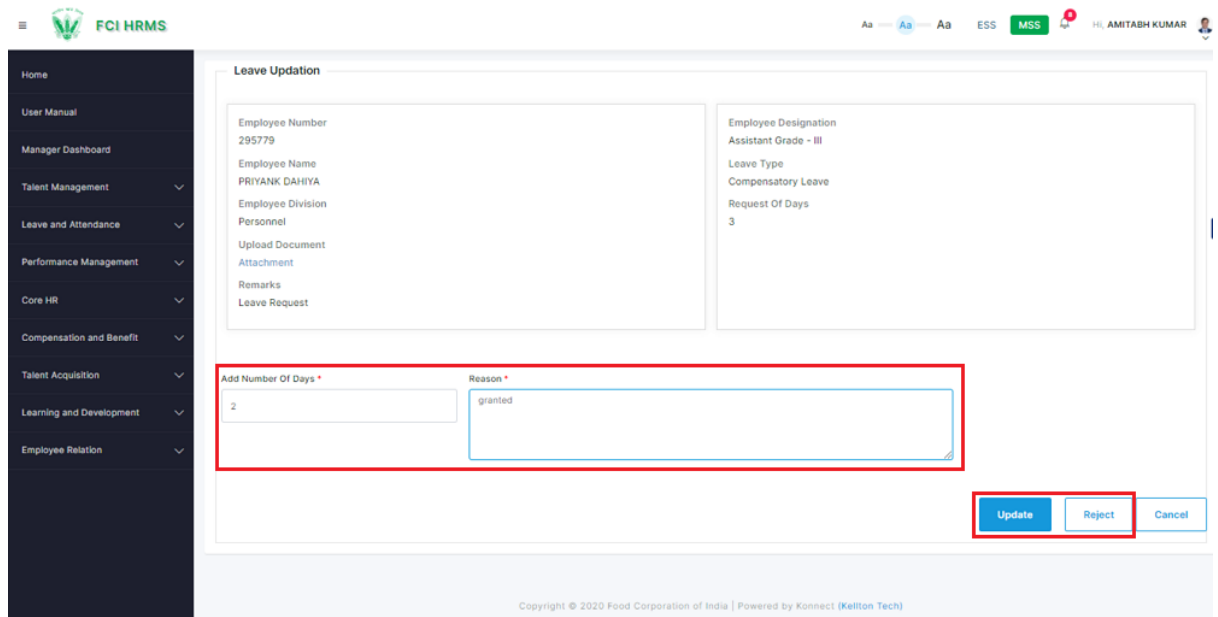
The submitted request will be forwarded to the approver’s landing page as shown in figure:



**Figure 4-32: Leave Balance Request Approver’s Landing**



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

#### 4.10.6. Approve Leave Balance Request



**Figure 4-33: Leave Balance Request Approve**

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

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

The success will be displayed as



### 4.11. Leave Encashment

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

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

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

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

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

#### 4.11.1. Navigation

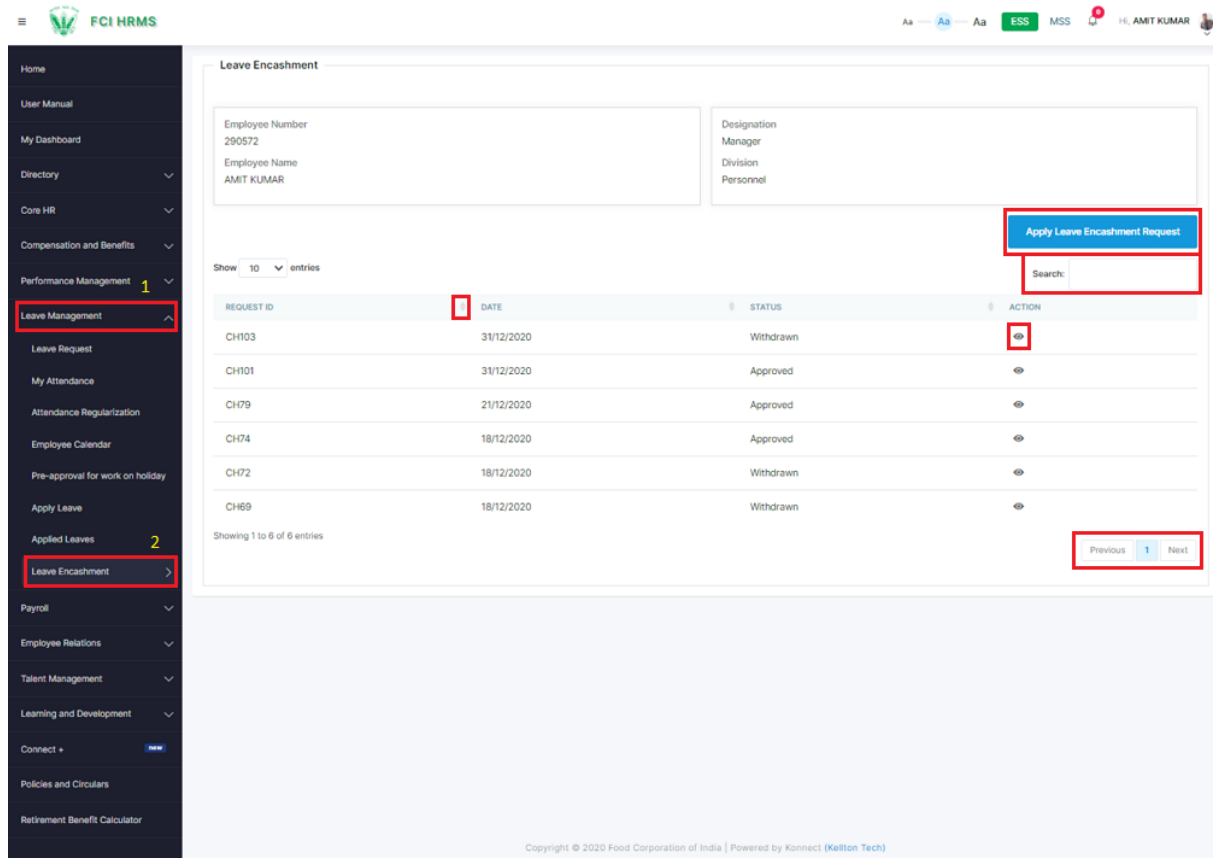
**Left Navigation:** Leave Management >>Transactions >> Leave Encashment

4.11.2. SLA

10 Days

4.11.3. Landing Page

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




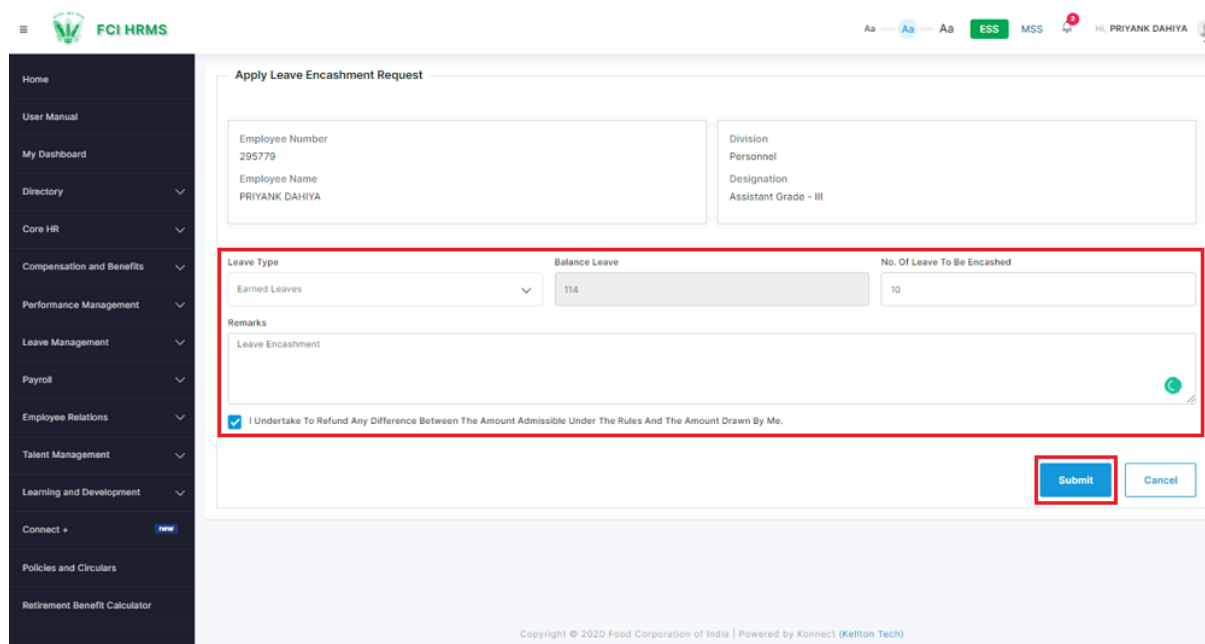
**Figure 4-34: Leave Encashment**

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

- Click on to apply the available filters.
- Click on to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to add a new Leave Encashment request in the table as mentioned in Add Leave Encashment Request section.

#### 4.11.4. Add Leave Encashment Request

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



**Figure 4-35: Add Leave Encashment Request**

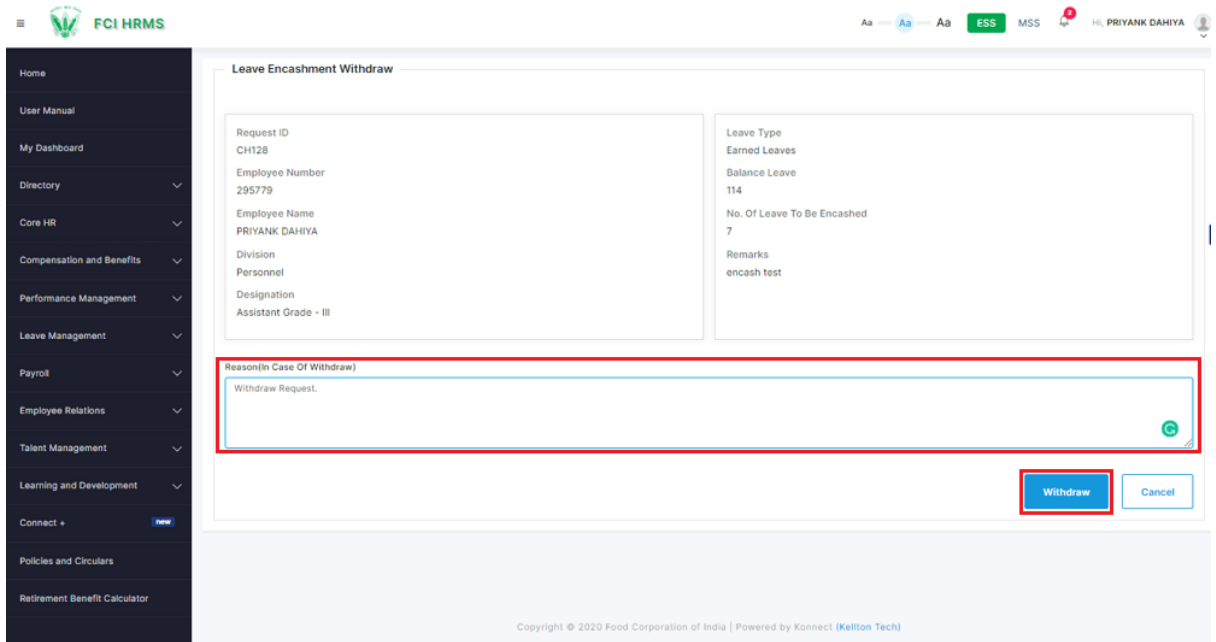
Enter the details and click on  such that a success message will be shown for addition of a new record in the table.

The success message will be displayed as



#### 4.11.5. Withdraw Leave Encashment Request

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



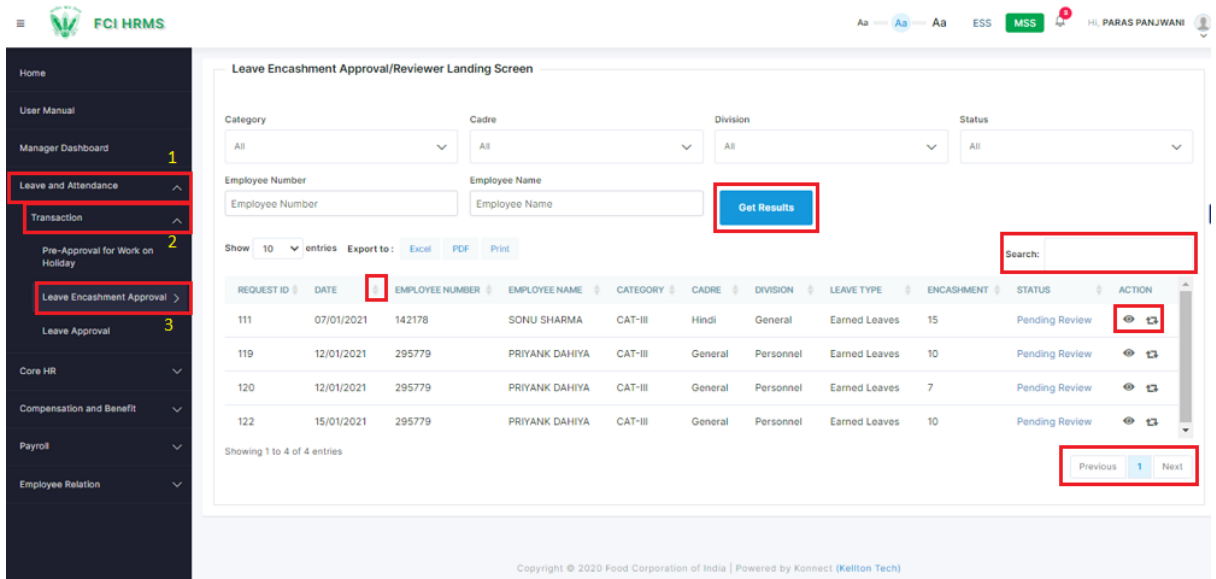
**Figure 4-36: Leave Encashment Withdraw Request.**

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


The success message will be displayed as

#### 4.11.6. Dispatch Leave Encashment Request-Landing

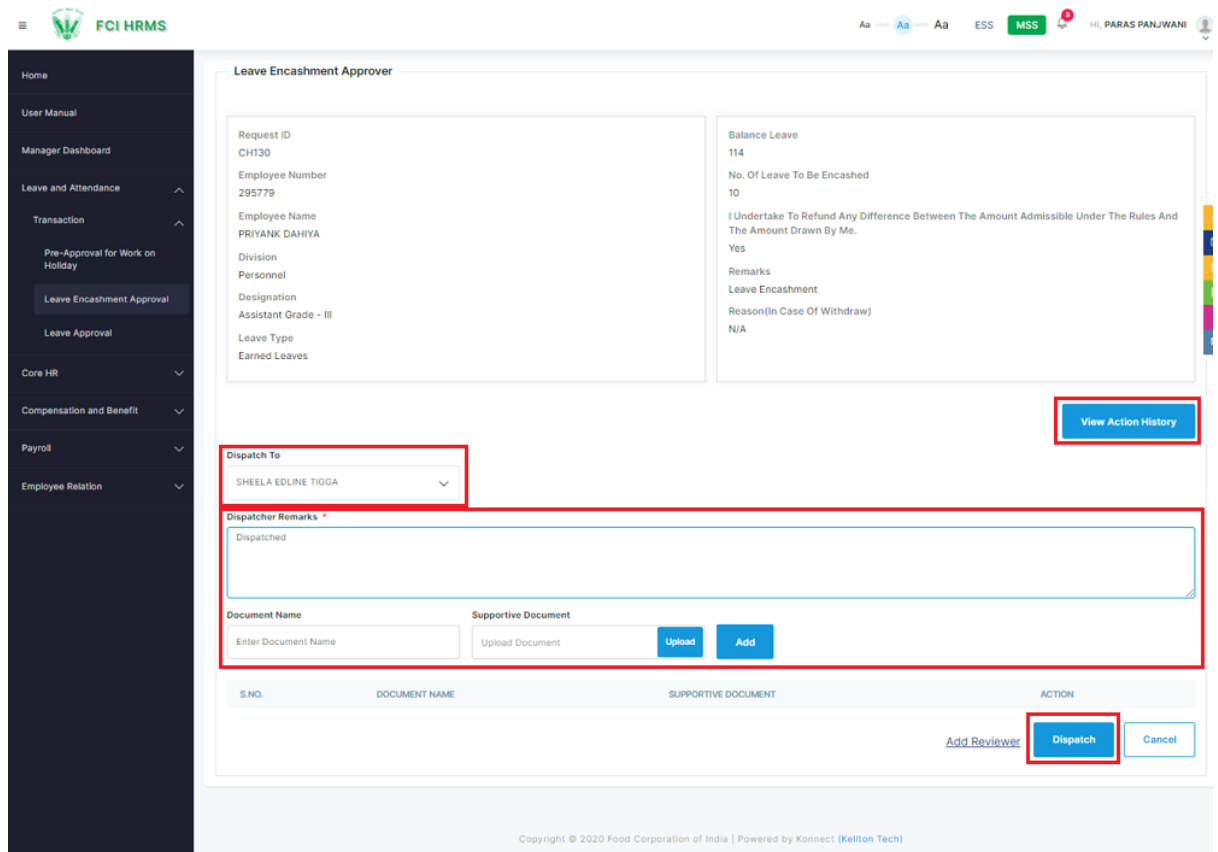
The submitted request will be listed in the Reviewer’s landing screen as shown in figure:



**Figure 4-37 Leave Encashment Dispatcher Landing**

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

4.11.7. Dispatch Leave Encashment Request



**Figure 4-38: Leave Encashment Request Dispatch**

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

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

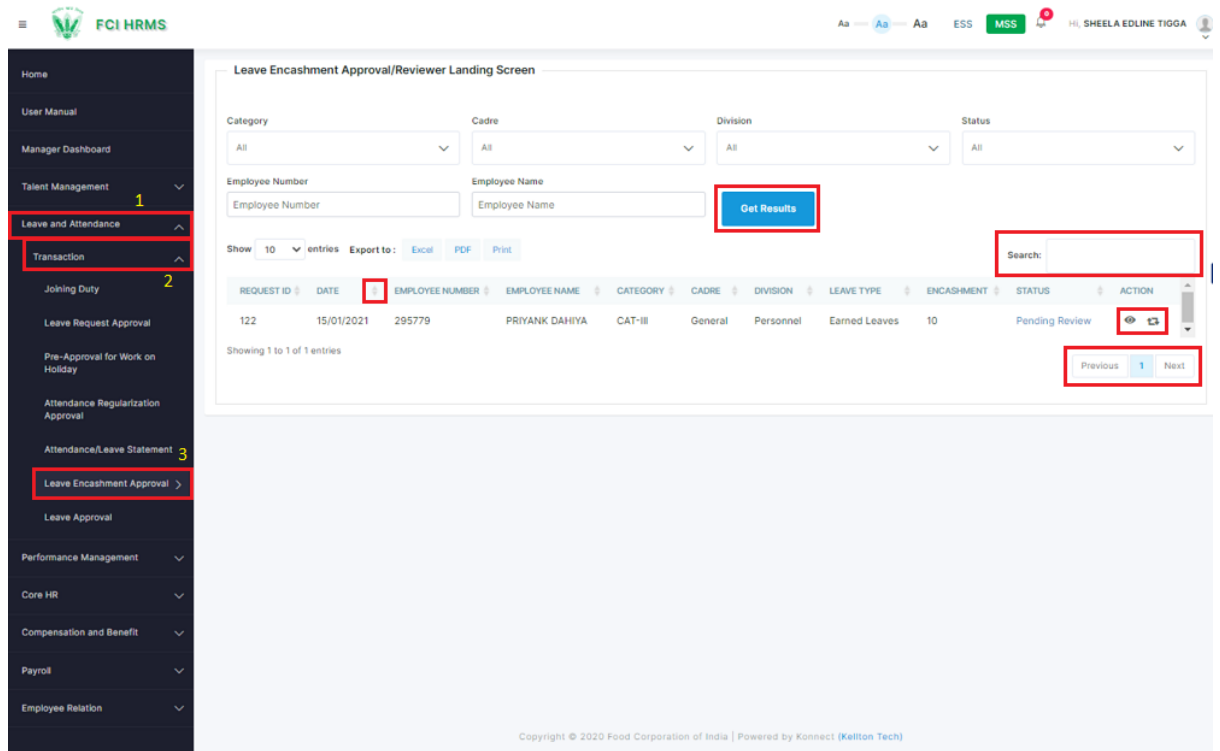
The success will be displayed as






**4.11.8. Review Leave Encashment Request-Landing**

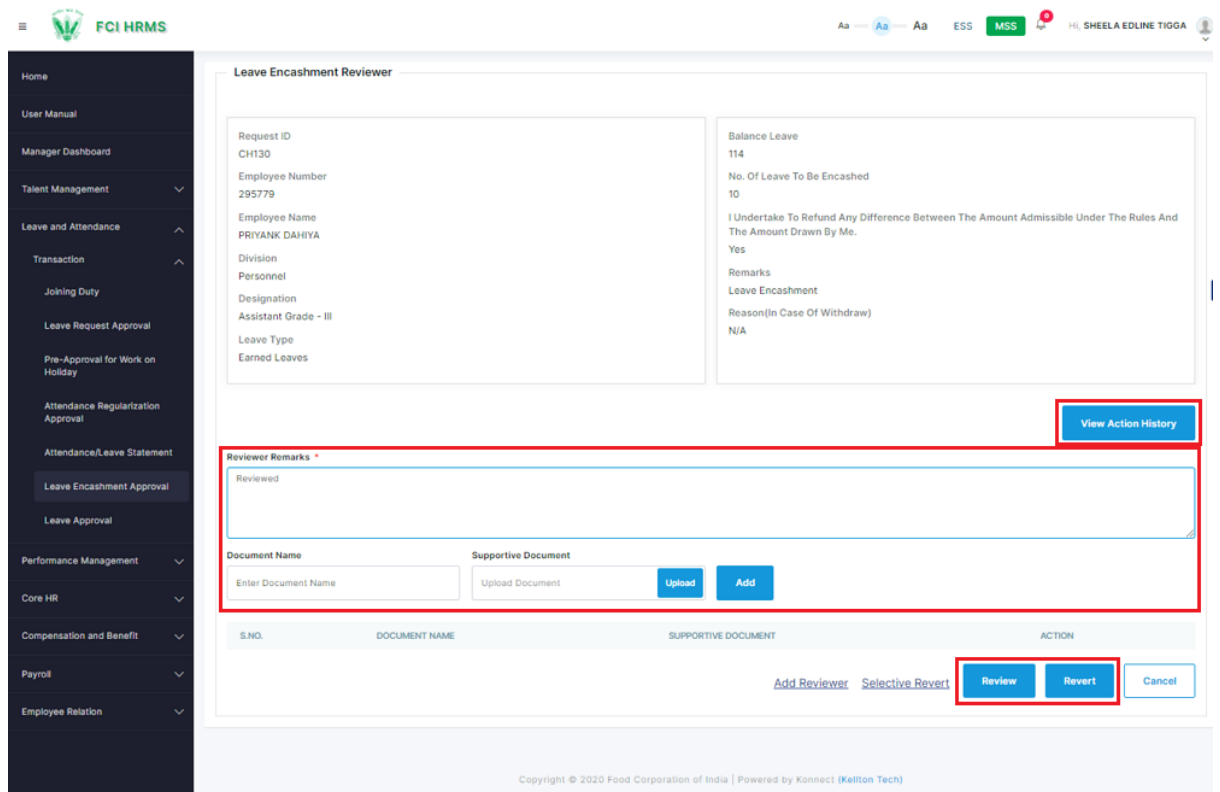
The submitted request will be listed in the Reviewer’s landing screen as shown in figure.



**Figure 4-39 Leave Encashment Reviewer Landing**

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

**4.11.9. Review Leave Encashment Request**



**Figure 4-40: Leave Encashment Request Review**

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

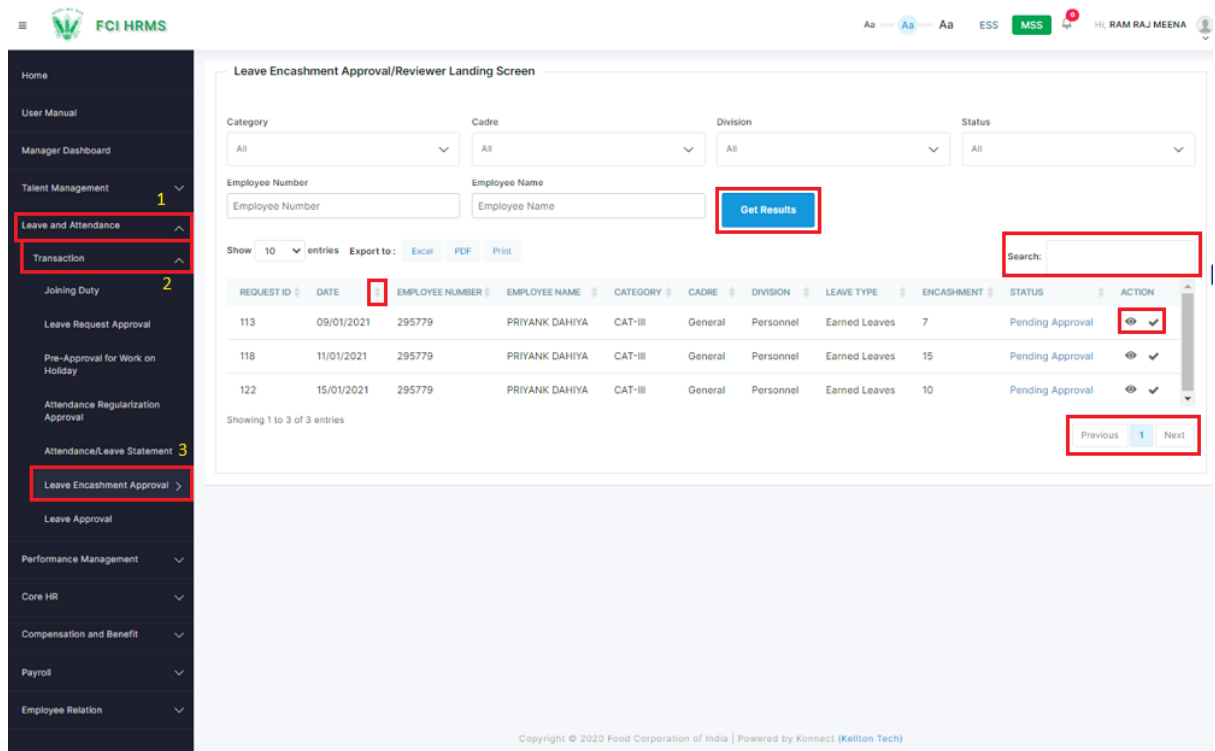
- Click on **View Action History** to view the action taken on the request.
- Click on **Review** to review the request.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.

The success will be displayed as



**4.11.10. Approve Leave Encashment Request -Landing Page**

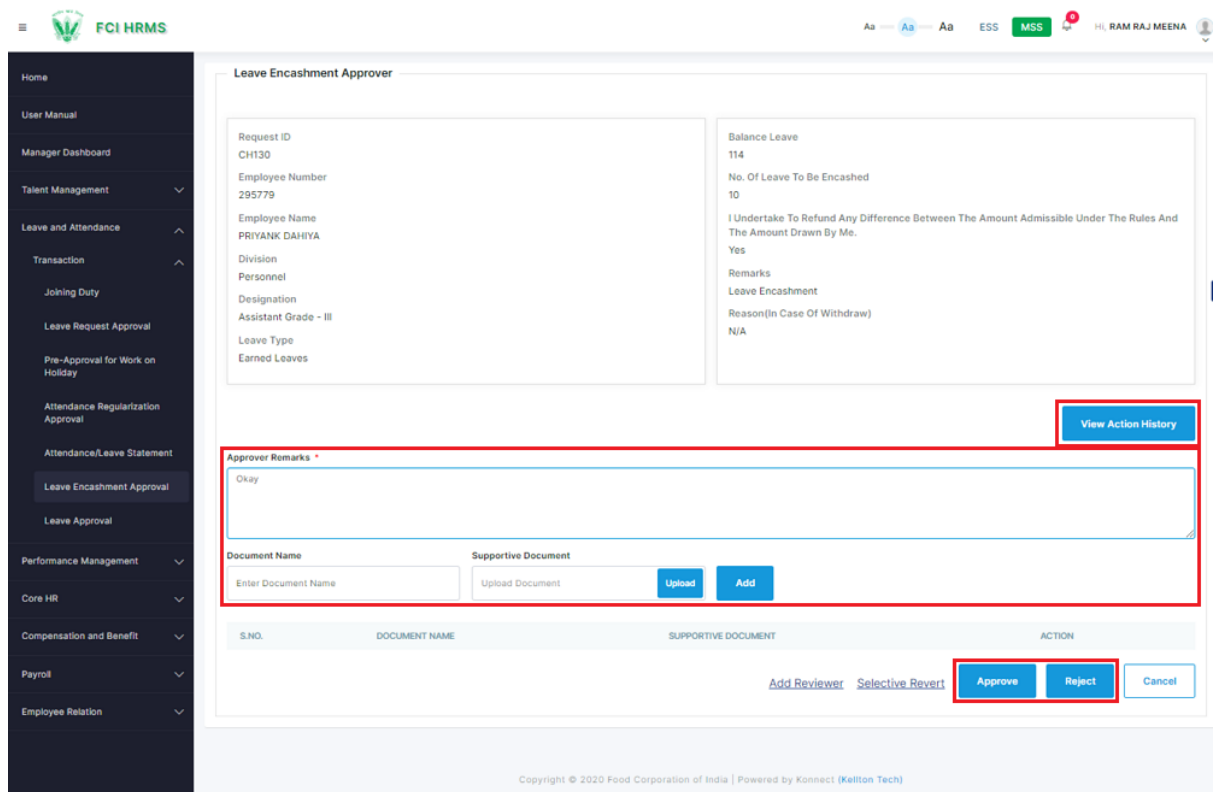
The submitted request will be forwarded to the approver’s landing page as shown in figure.



**Figure 4-41: Leave Encashment Request Approver’s Landing**




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

#### 4.11.11. Approve Leave Encashment Request



**Figure 4-42: Leave Encashment Request Approve**


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

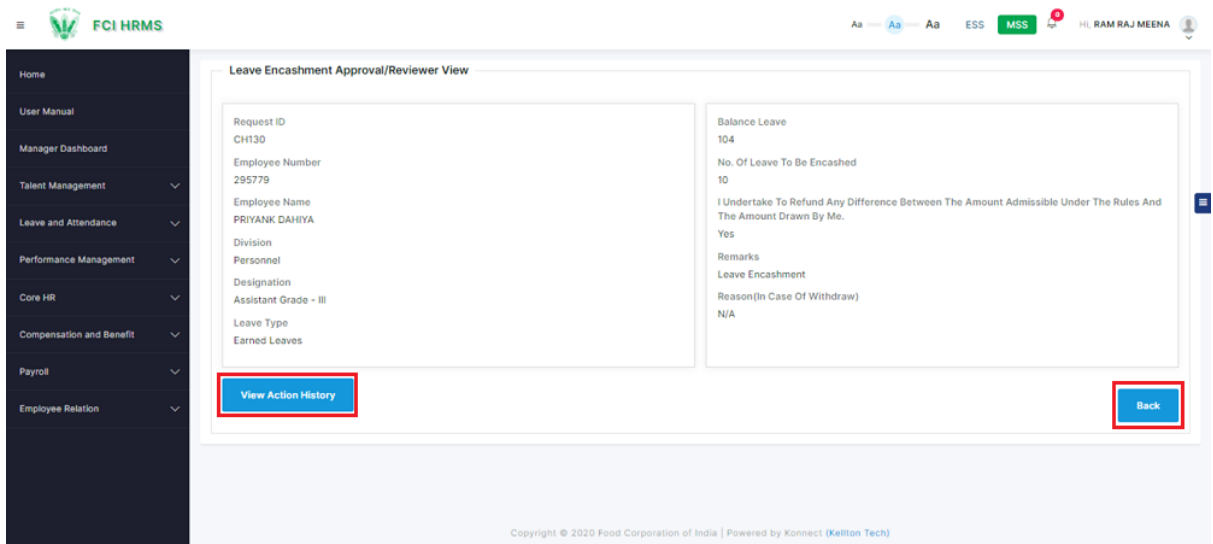
- Click on  to view the action taken on the request as shown in figure.
- Click on  to approve the request.
- Click on  to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

The success will be displayed as



#### 4.11.12. View Action History

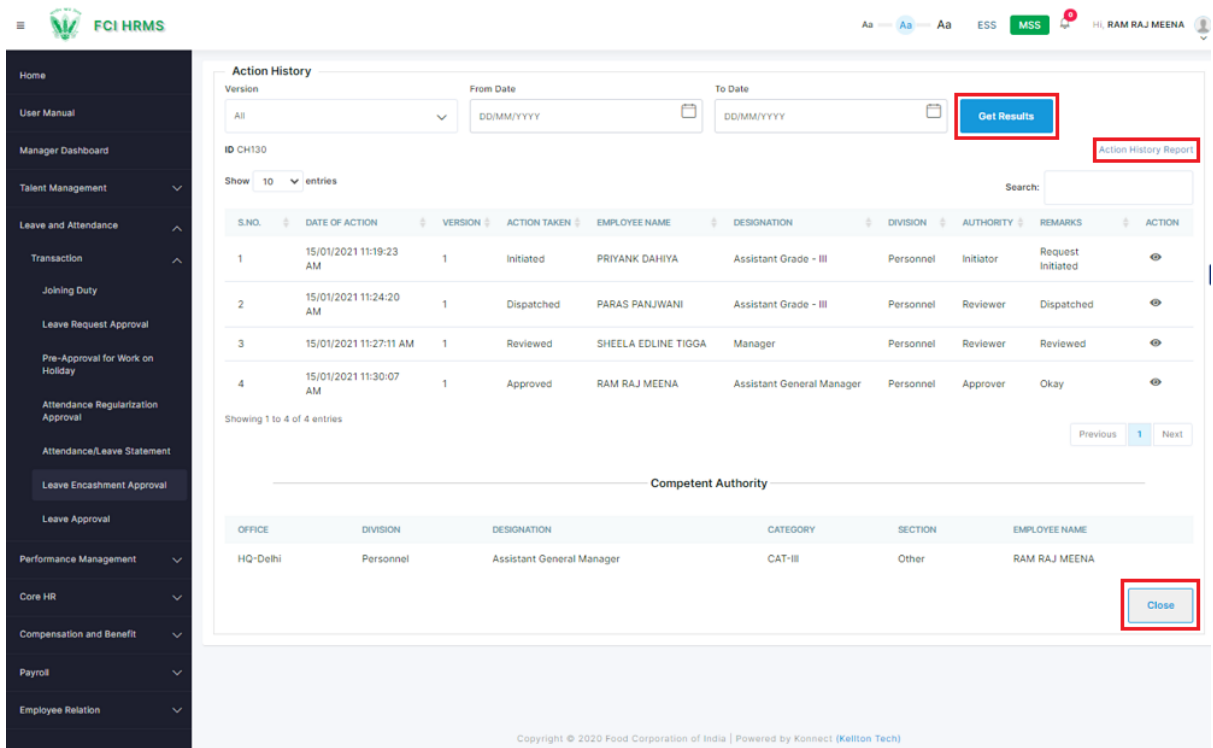
Click on  to navigate to View Action History page as shown in figure.



**Figure 4-43: Action History**

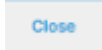
HRMS administrator shall be able to perform the following activities from Action History page:

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



**Figure 4-44: Action History View**

- Click on **Get Results** to apply the available filters.
- Click on **Action History Report** to view and download the action history report.

- Click on  to exit the screen.

#### 4.12. Pre-Approval for work on Holiday

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

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

Step2: HOD will approve the submitted request.

##### 4.12.1. Navigation

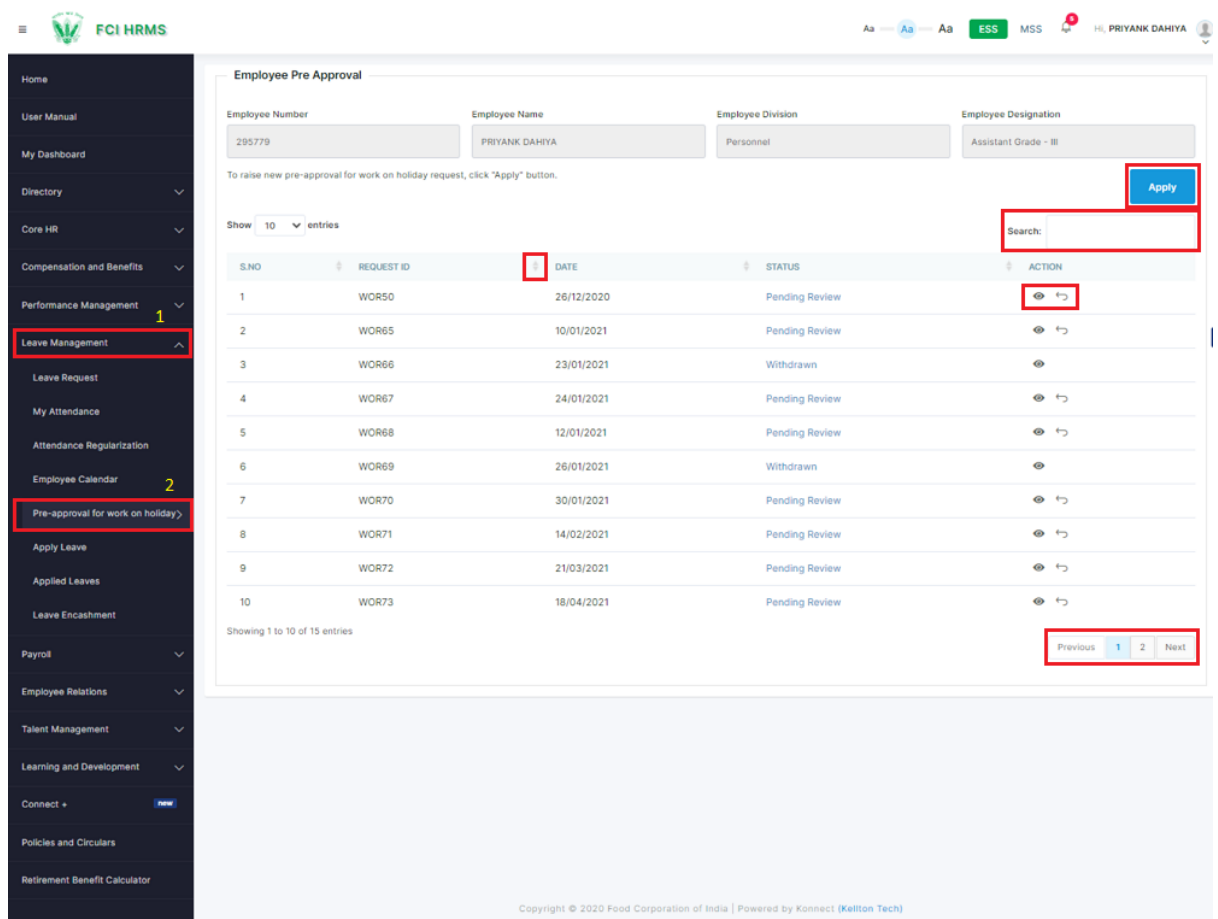
**Left Navigation:** Leave and Attendance >>Transactions >> Pre-Approval for work on holiday

##### 4.12.2. SLA

15 Days

##### 4.12.3. Landing Page

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



The screenshot displays the 'Employee Pre Approval' interface. On the left, a dark sidebar contains a menu where 'Pre-approval for work on holiday' is selected. The main area features a header with the user's name 'PRIYANK DAHIYA' and a search bar. Below this is a form with fields for Employee Number (295779), Employee Name (PRIYANK DAHIYA), Employee Division (Personnel), and Employee Designation (Assistant Grade - III). An 'Apply' button is located to the right of the form. A table below the form lists 10 pre-approval requests with columns for S.NO, REQUEST ID, DATE, STATUS, and ACTION. The table shows various statuses like 'Pending Review' and 'Withdrawn'. A search bar and a pagination control (Previous, 1, 2, Next) are also present.

**Figure 4-45: Pre-approval for work on holiday**

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

- Click on  to apply the available filters.

- Click on **Excel** **PDF** **Print** to export the table records in Excel or CSV as per table columns.
- Click on **Search:**  to enter a search query that shall search the table records.
- Click on **▲** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **Next** to navigate table records
- Click on **Apply** to add a new Pre-Approval for work on holiday request in the table as mentioned in Add Pre-Approval for work on holiday Section.

#### 4.12.4. Add Pre-Approval for work on holiday

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

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

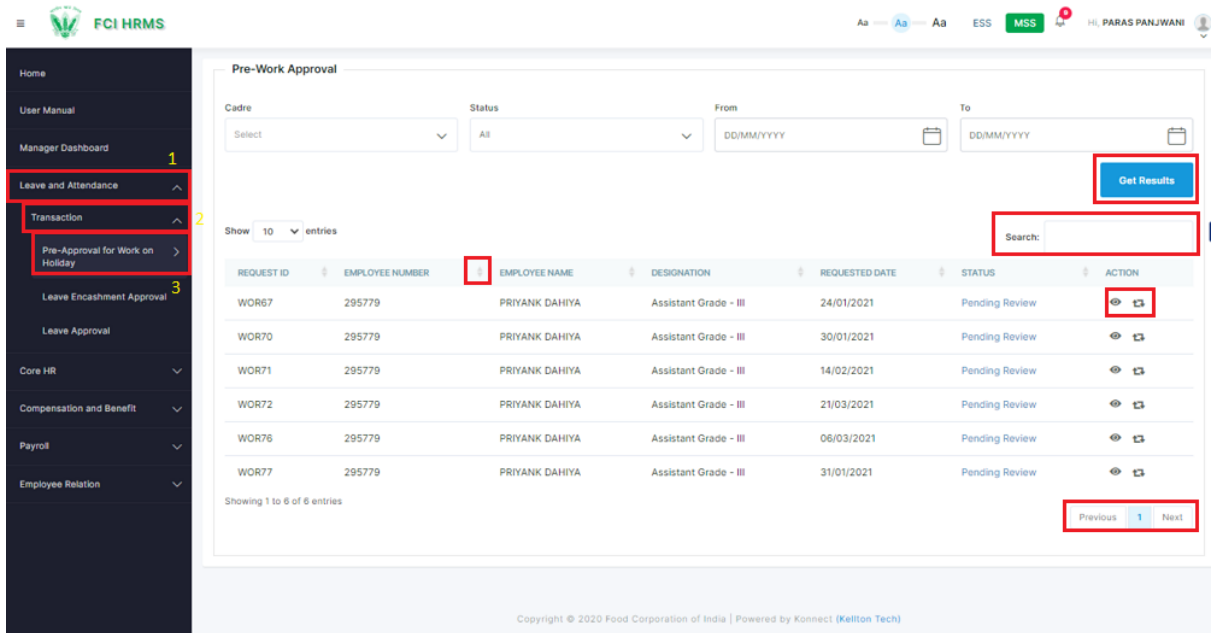
Enter the details and click on **Submit** such that a success message will be shown for addition of a new record in the table.

The success message will be displayed as



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

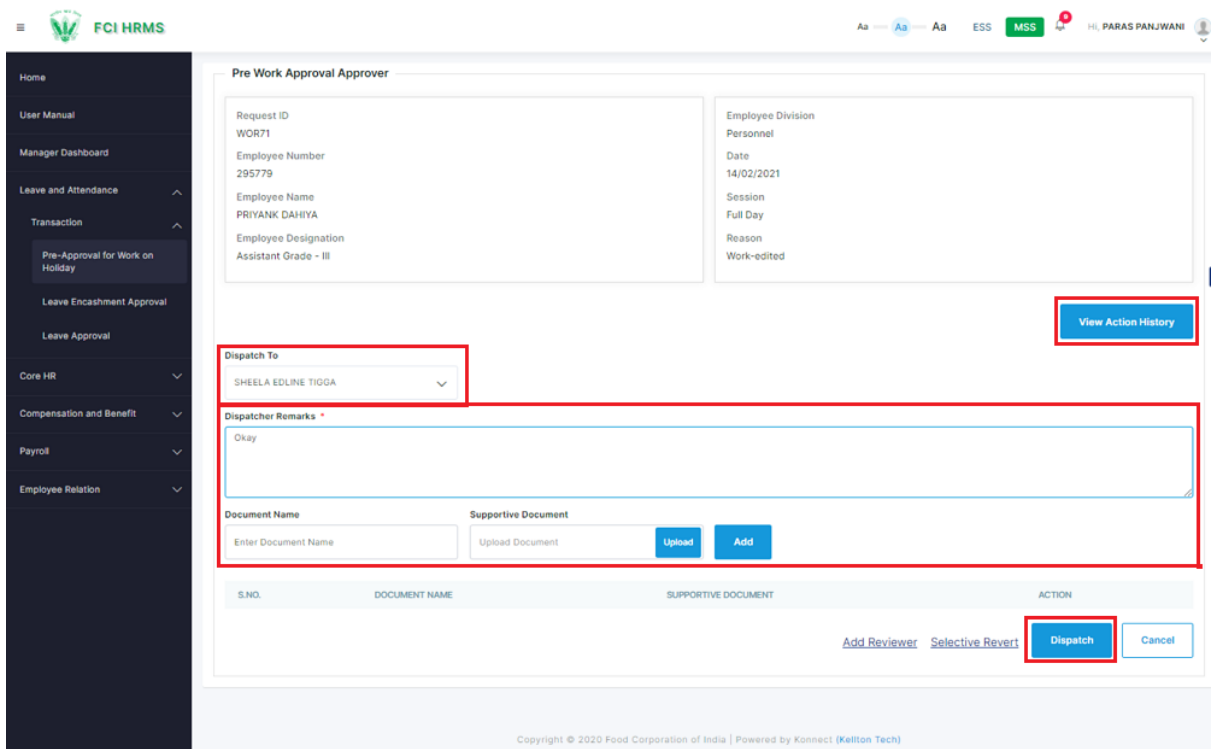
The submitted request will be listed in the Approver’s landing screen as shown in figure.



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

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

**4.12.6. Dispatch Pre-approval for work on holiday**



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

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

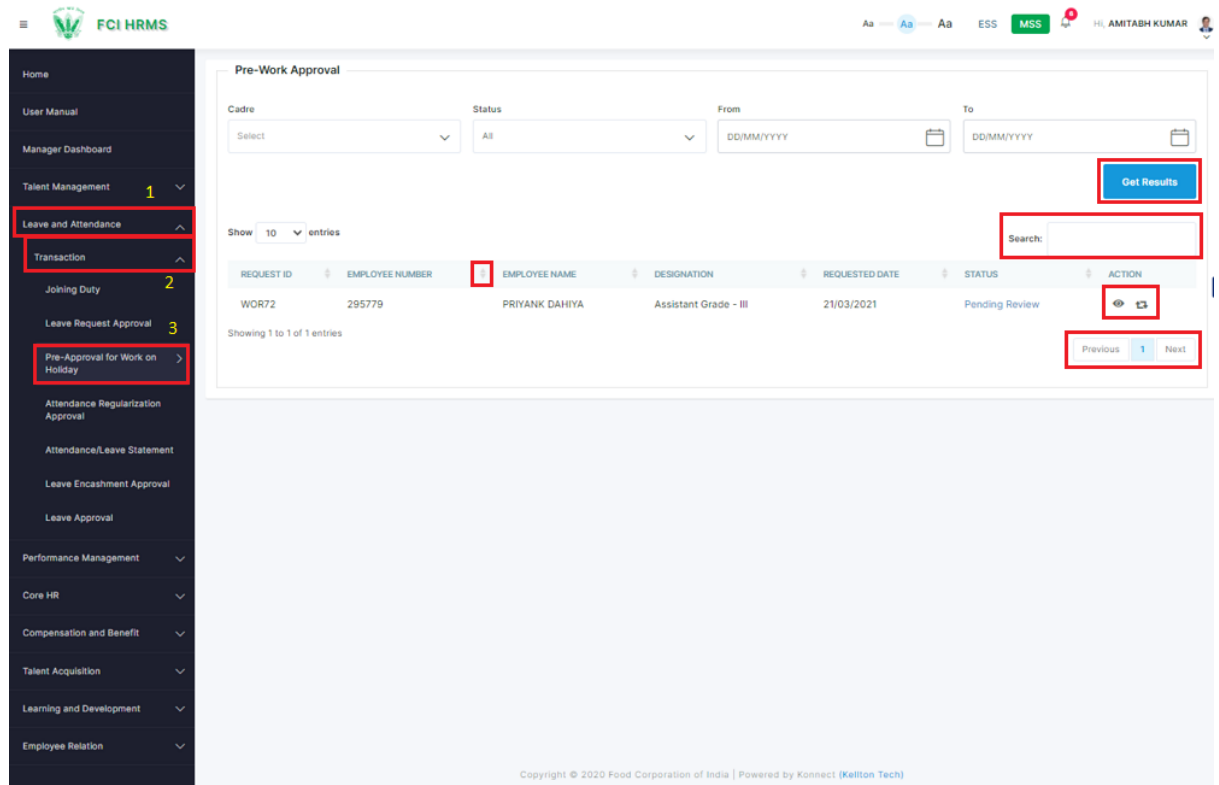
- Click on **View Action History** to view the action taken on the request as shown in Figure 4-68.
- Click on **Dispatch** to dispatch the request.

The success message will be displayed as




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

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

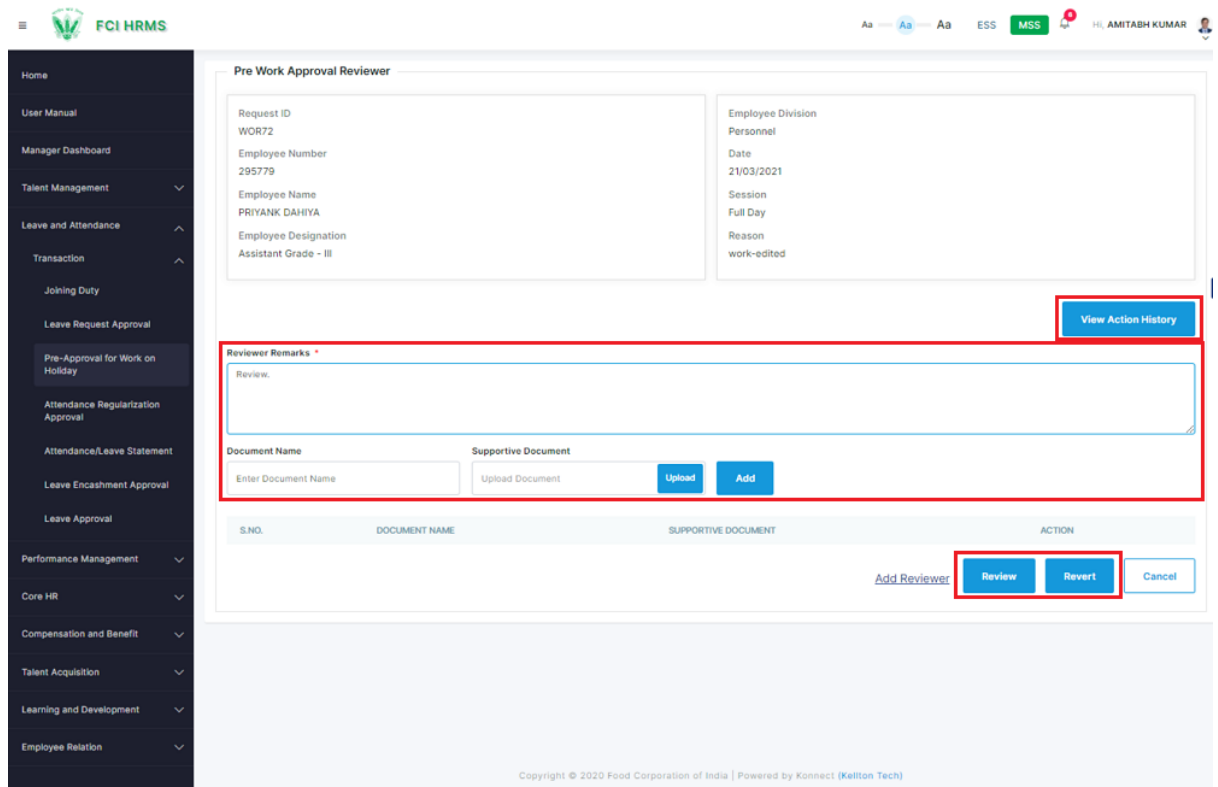


**Figure 4-49 Pre-approval for work on holiday Request Reviewer Landing**

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



4.12.8. Review Pre-approval for work on holiday



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

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

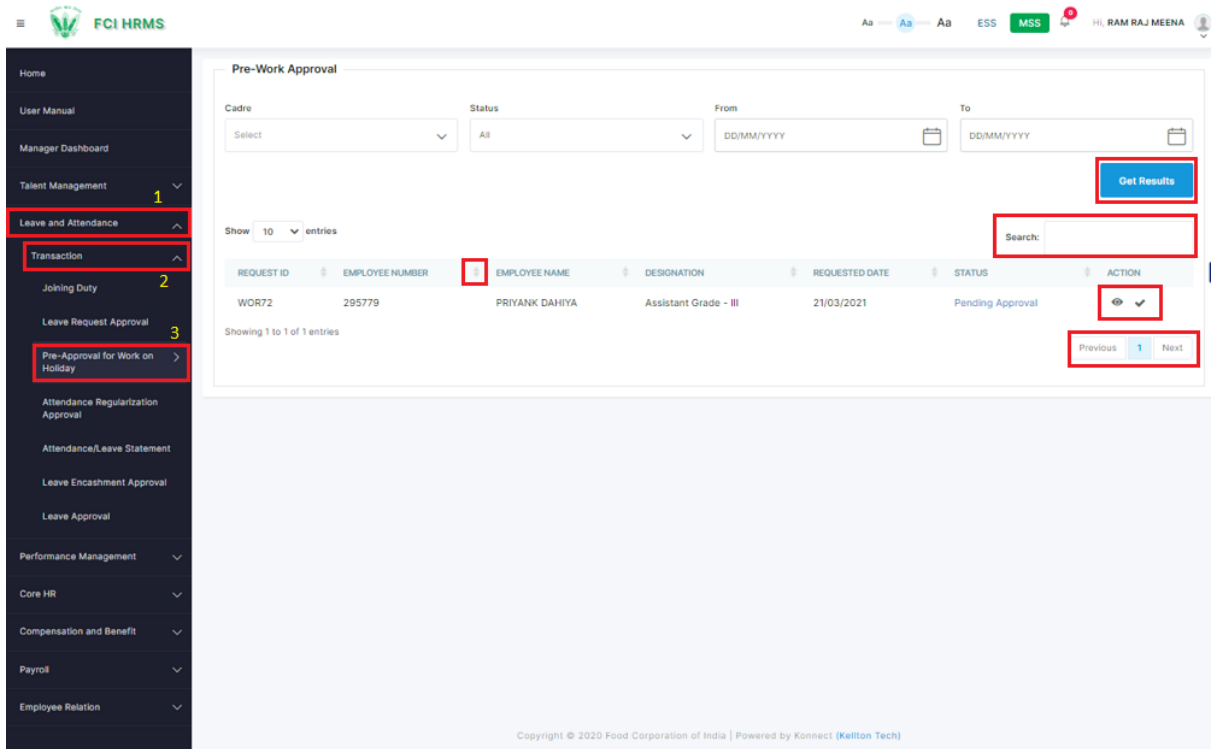
- Click on **View Action History** to view the action taken on the request as shown in Figure 4-68.
- Click on **Review** to review the request.
- Click on **Revert** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

The success message will be displayed as



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

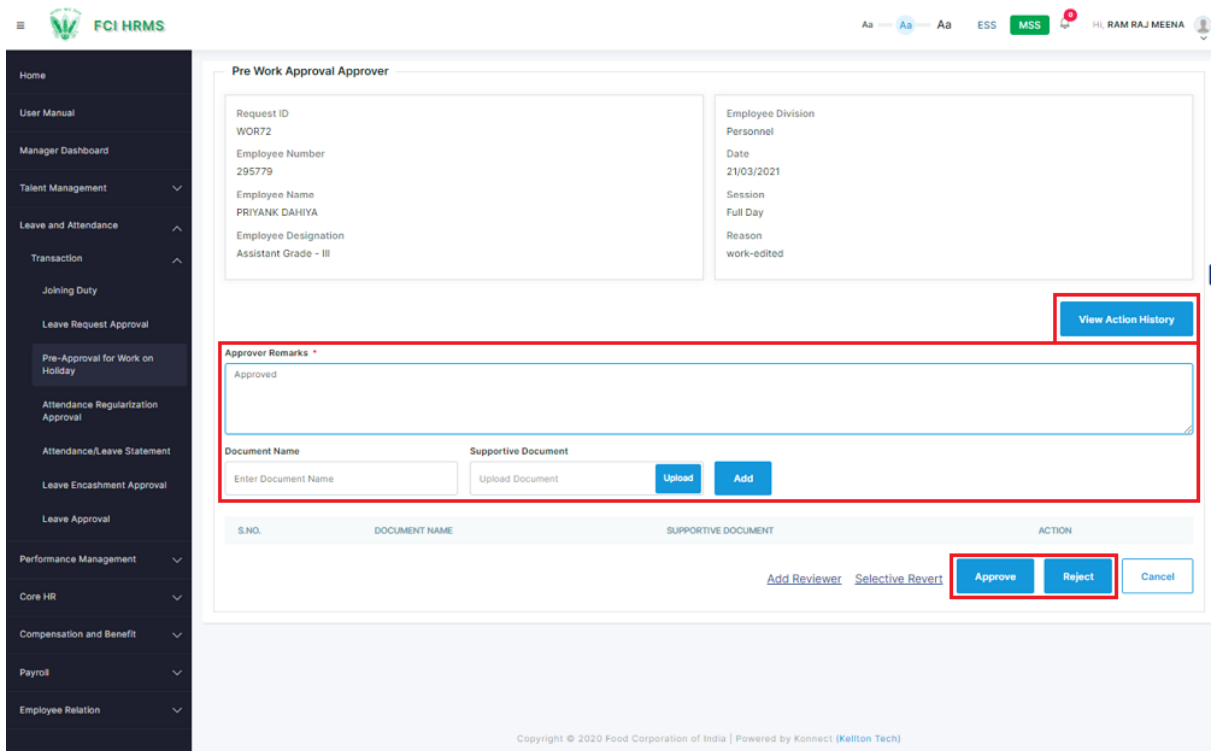
The submitted request will be listed in the Approver’s landing screen as shown in figure.



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




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

**4.12.10. Approve Pre-approval for work on holiday**



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


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

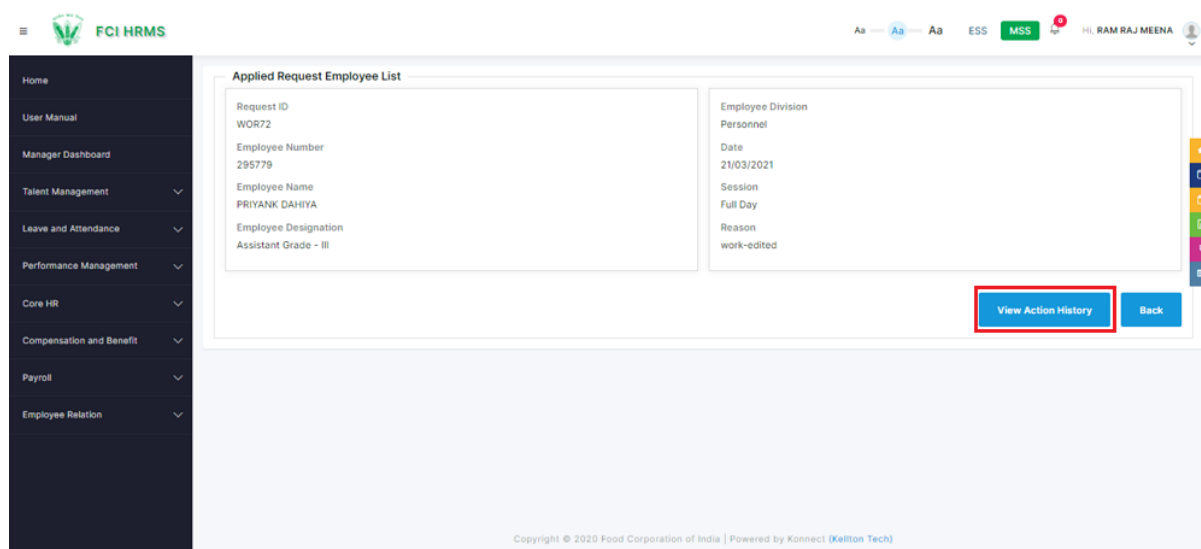
- Click on  to view the action taken on the request as shown in figure.
- Click on  to approve the request.
- Click on  to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

The success message will be displayed as





#### 4.12.11. View Action History

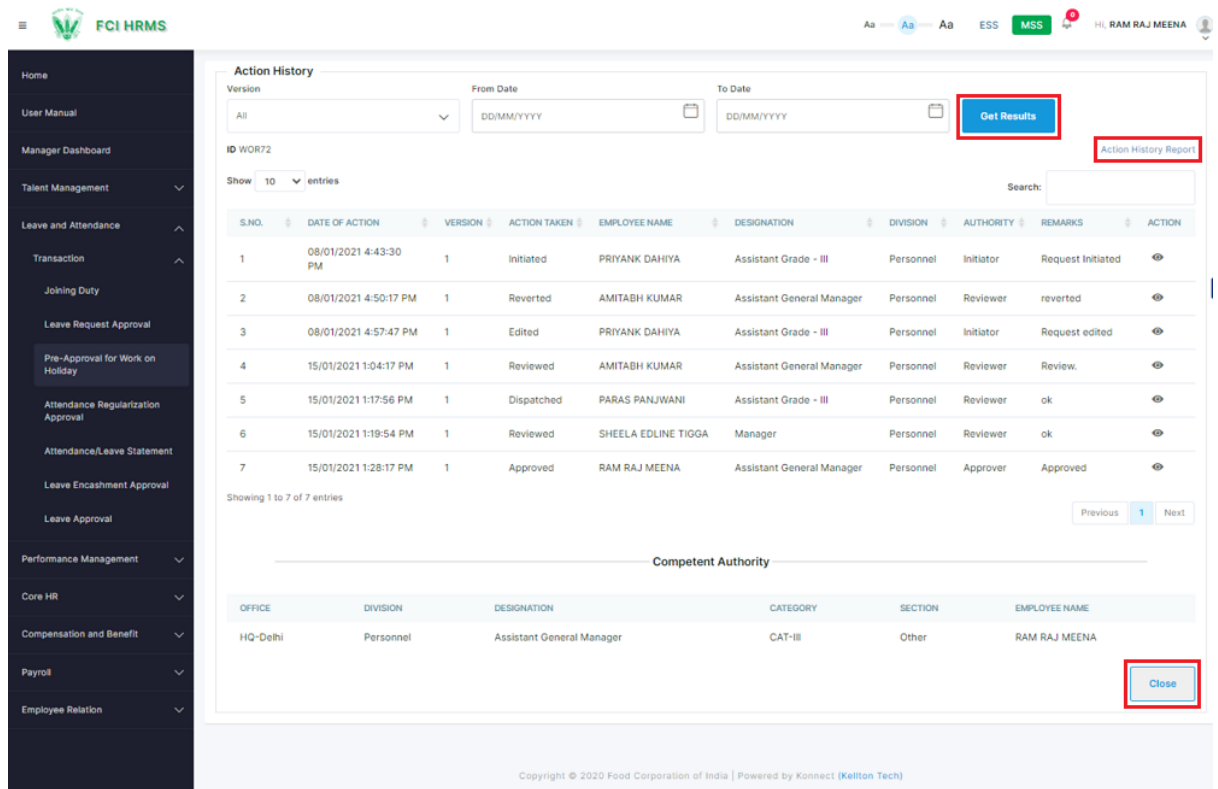
Click on  to navigate to View Action History page as shown in figure:



**Figure 4-53: Action History**

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

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-53.



**Figure 4-54: Action History View**

- Click on **Get Results** to apply the available filters.
- Click on **Action History Report** to view and download the action history report.
- Click on **Close** to exit the screen.

### 4.13. Shift Planning-General Shift

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

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

Step2: DGM-OMISS will review the assigned shift.

Step3: GM-OMISS approve the assigned shift.

#### 4.13.1. Navigation

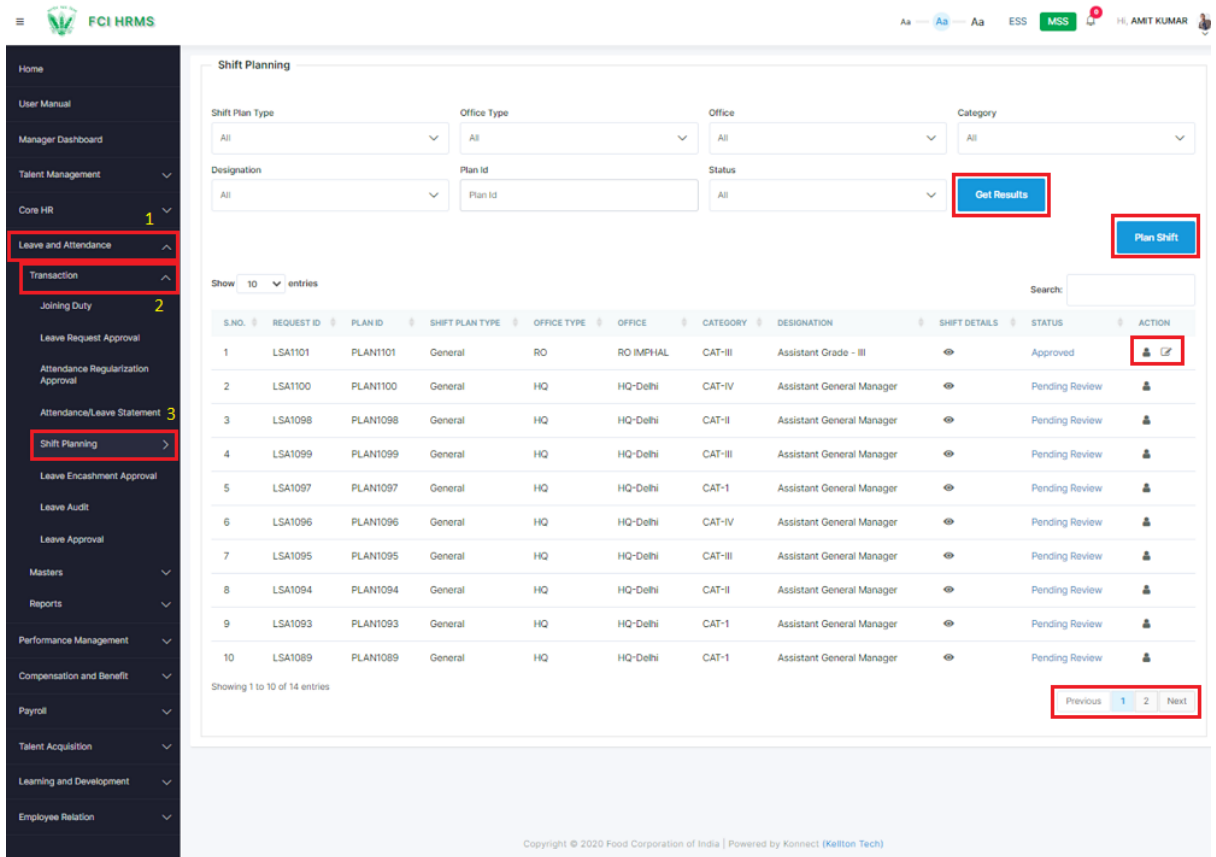
**Left Navigation:** Leave Management >>Transactions >> Shift Planning

#### 4.13.2. SLA

NA







#### 4.13.3. Landing Page

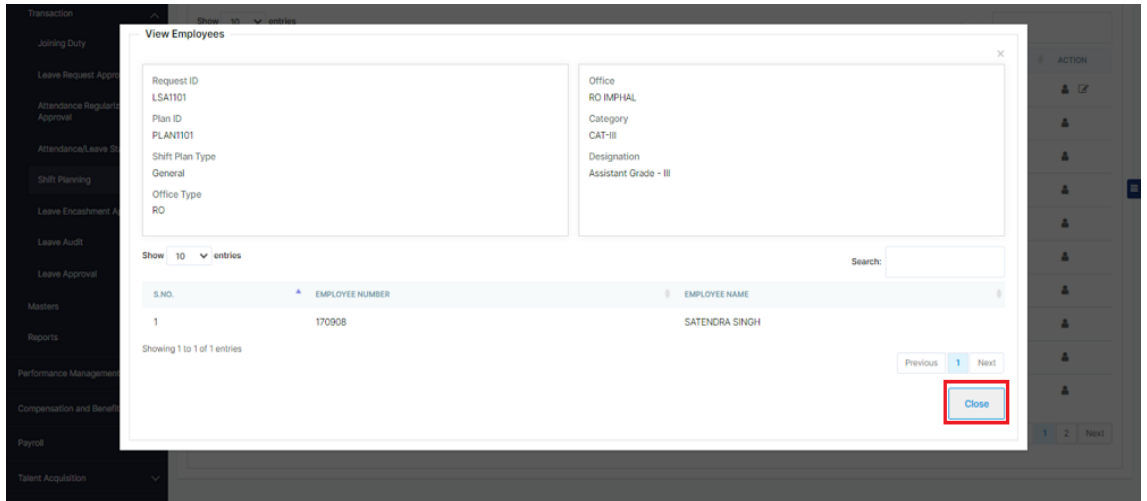
HRMS administrator shall traverse the navigation as mentioned in Section 4.13.1 to reach the General Shift Request Landing Page as shown in figure.



**Figure 4-55: Shift Planning**

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

- Click on  to apply the available filters.
- Click on  to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to view the employees assigned under a shift.

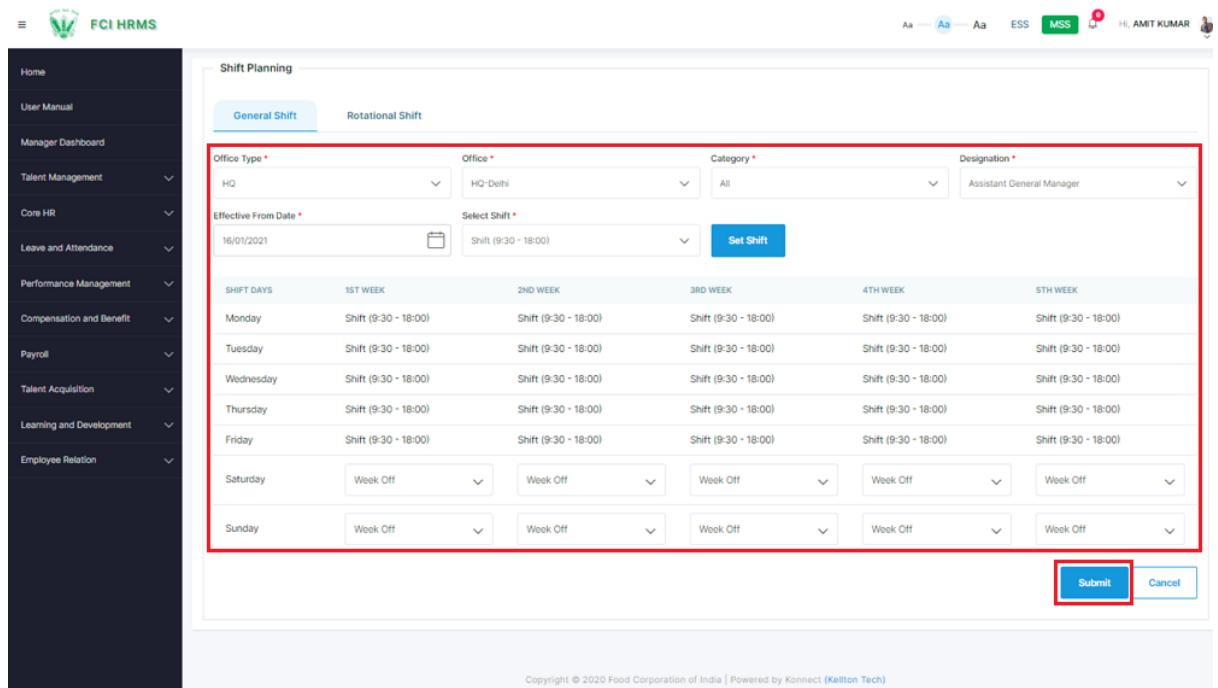


**Figure 4-56: View Employees**

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

#### 4.13.4. Add General Shift Request

Click on **General Shift** to open the Add General Shift Request as shown in figure:



**Figure 4-57: Add General Shift Request**

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

The success message will be displayed as

Success! Shift has been saved.

#### 4.13.5. Add Rotational Shift Request

Click on Rotational Shift to open the Add Rotational Shift Request as shown in figure:

The screenshot shows the 'Shift Planning' interface with the 'Rotational Shift' tab selected. The form includes the following fields and components:

- Office Type \***: HQ
- Office \***: HQ-Delhi
- Category \***: CAT-1
- Designation \***: Assistant General Manager
- Select Employee Name \***: NAVNEET SANGHU(Joining-2011-10-14)
- Effective From Date \***: 16/01/2021
- Select Shift \***: Shift (9:30 - 18:00)
- Buttons**: Get Employees, Set Shift, Submit, Cancel

SHIFT DAYS	1ST WEEK	2ND WEEK	3RD WEEK	4TH WEEK	5TH WEEK
Monday	Select	Select	Shift (9:30 - 18:00)	Shift (9:30 - 18:00)	Select
Tuesday	Select	Select	Shift (9:30 - 18:00)	Shift (9:30 - 18:00)	Select
Wednesday	Select	Select	Shift (9:30 - 18:00)	Shift (9:30 - 18:00)	Select
Thursday	Select	Select	Shift (9:30 - 18:00)	Shift (9:30 - 18:00)	Select
Friday	Select	Select	Select	Shift (9:30 - 18:00)	Shift (9:30 - 18:00)
Saturday	Select	Select	Shift (9:30 - 18:00)	Shift (9:30 - 18:00)	Shift (9:30 - 18:00)
Sunday	Select	Select	Shift (9:30 - 18:00)	Shift (9:30 - 18:00)	Shift (9:30 - 18:00)

**Figure 4-58: Add Rotational Shift Request**

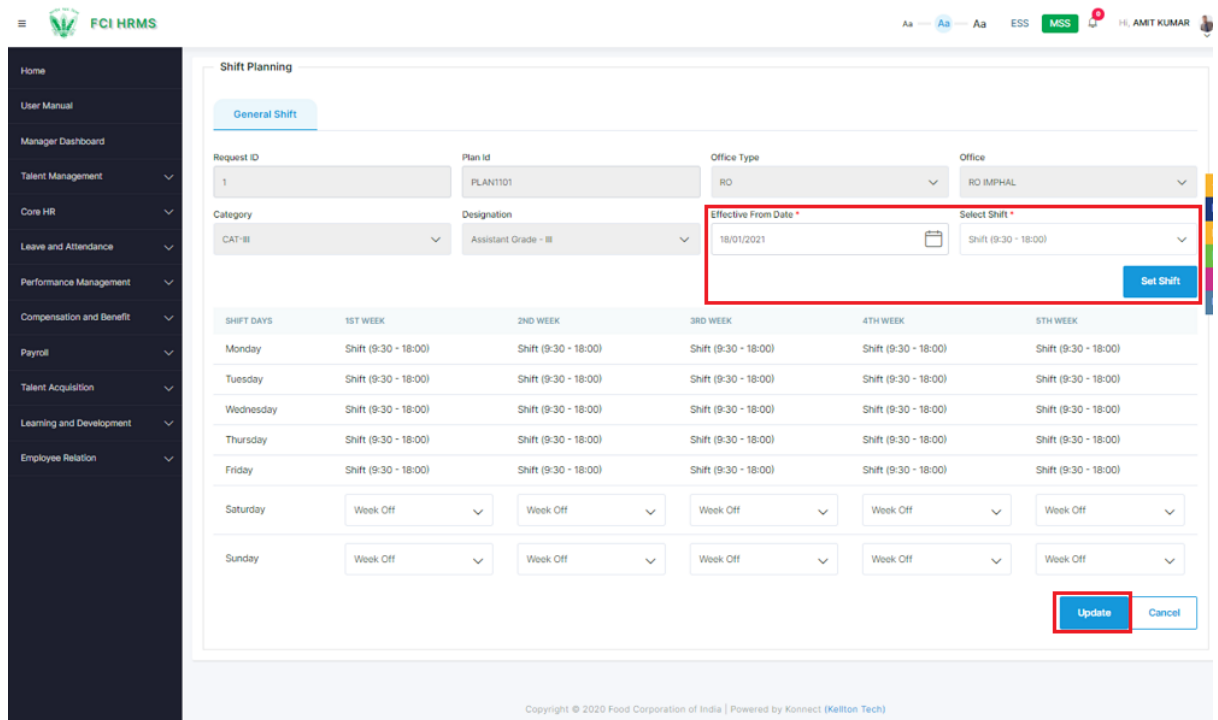
Enter the details and click on Submit such that a success message will be shown for addition of a new record in the table.

The success message will be displayed as


Success! Shift has been saved.

#### 4.13.6. Edit Shift Plan

Click on to edit the request as shown in figure:



**Figure 4-59: Edit Shift Request**

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

The success message shall be displayed as



#### 4.14. Apply Leave

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

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

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

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

##### 4.14.1. Navigation

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

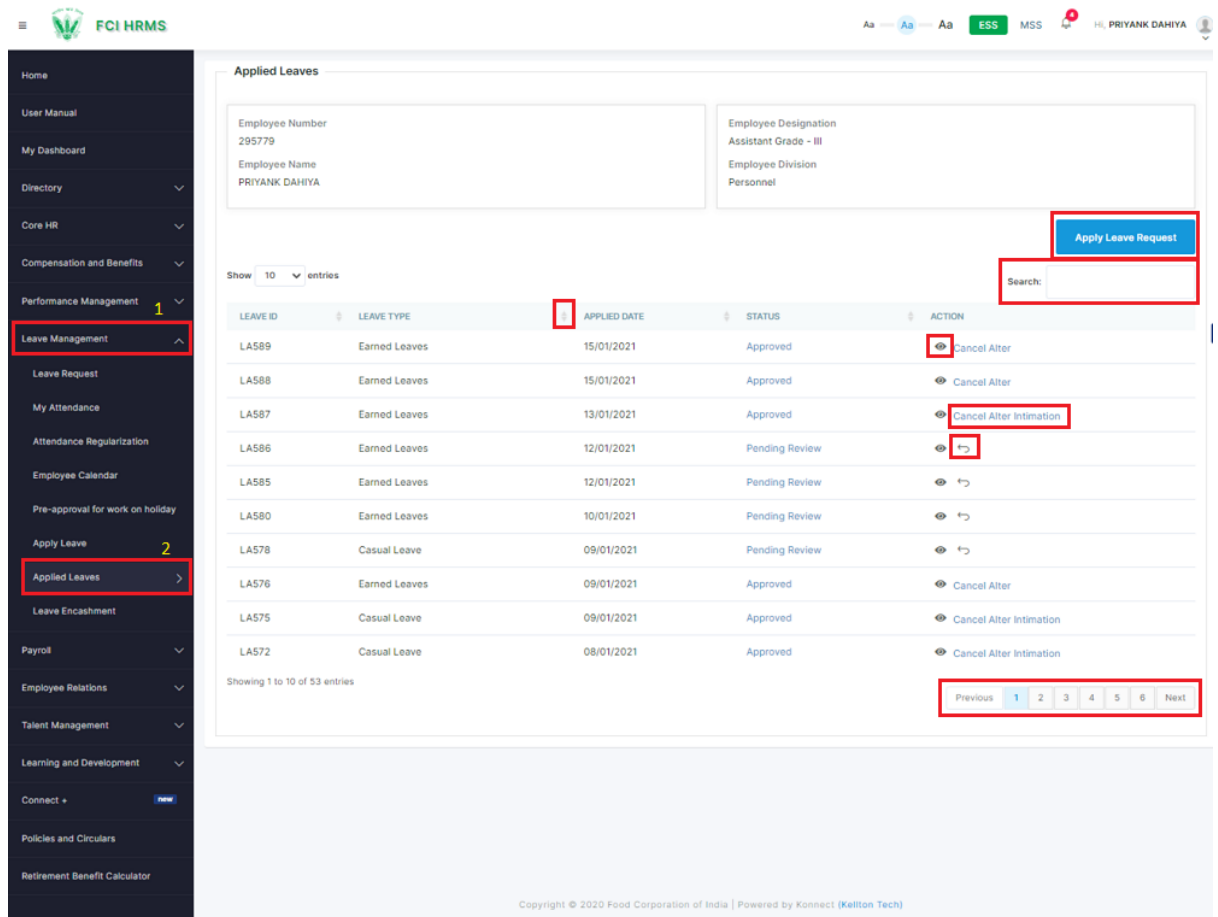
##### 4.14.2. SLA

15 Days

##### 4.14.3. Landing Page

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





**Figure 4-60: Apply Leave**

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

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

#### 4.14.4. Apply Leave Request

Click on **Apply Leave Request** to open the Apply Leave Request as shown in figure



**My Leave**

Employee Number: 295779 | Employee Name: PRIYANK DAHIYA | Employee Designation: Assistant Grade - III | Employee Division: Personnel

Show 10 entries | Search:

S.NO	LEAVE TYPE	CARRY FORWARD	ACCRUED	AVAILABLE	ADJUSTED	BALANCE	ACTION
1	Casual Leave	0	8	4	2	6	>
2	Compensatory Leave	0	1	0	0	1	>
3	Special Casual Leave	0	0	0	5	5	>
4	Unavailed Joining Leave	0	0	0	0	0	>
5	Earned Leaves	73	15	7	23	104	>
6	HPL/Medical Leave	59	10	43	0	26	>
7	Maternity Leave	0	0	0	0	0	>
8	Paternity Leave	0	0	0	0	0	>
9	Child Care Leave	229	0	7	180	402	>
10	Study Leave	0	0	0	300	300	>

Showing 1 to 10 of 15 entries | Previous 1 2 Next

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**Figure 4-61: Apply Leave Request**

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

**Apply Leave**

Employee Number: 295779 | Employee Name: PRIYANK DAHIYA | Employee Designation: Assistant Grade - III | Employee Division: Personnel | Leave Type: Earned Leaves

From: 01/03/2021 | To: 03/03/2021

Session: Full Day

Reason: Going out of Station | Duration: 3

Comment: Earned Leave

Link Officer in Absence: CHANDRASINH LEMSINH BHABHOR(131154) | Attachment: testname.pdf (Upload)

Address At The Time Of Leave: New Delhi | Contact Details: 9876543210

Submit Cancel

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**Figure 4-62: Apply Leave Request**

**Submit**

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

The success message will be displayed as

Success! Leave has been applied successfully.

#### 4.14.5. Withdraw Leave Request

Click on **Withdraw** to withdraw the applied request as shown in figure

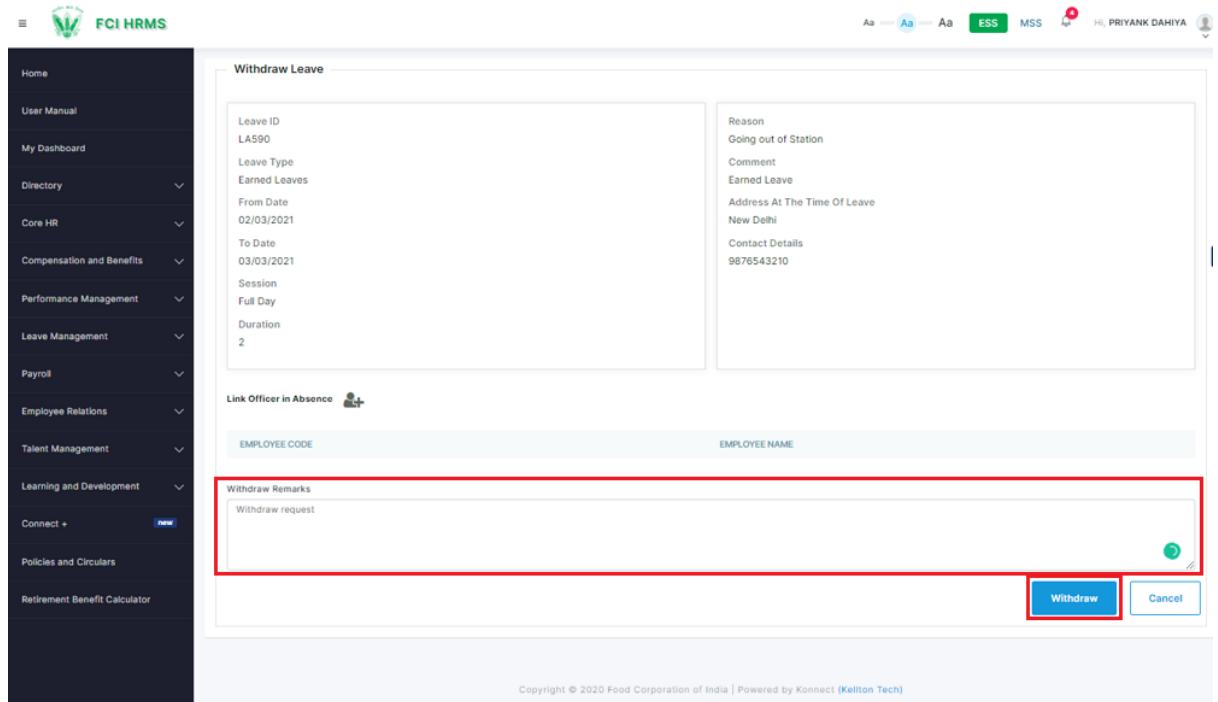


Figure 4-63: Leave Withdraw Request.

**Withdraw**

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

The success message will be displayed as

Success! Leave has been withdrawn successfully.

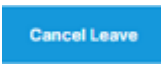
#### 4.14.6. Cancel Leave Request

**Cancel Leave**

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



**Figure 4-64: Leave Cancel Request.**

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

The success message will be displayed as



**4.14.7. Alter Leave Request**

Click on [Alter](#) to alter the applied request as shown in figure:

**Figure 4-65: Leave Alter Request.**

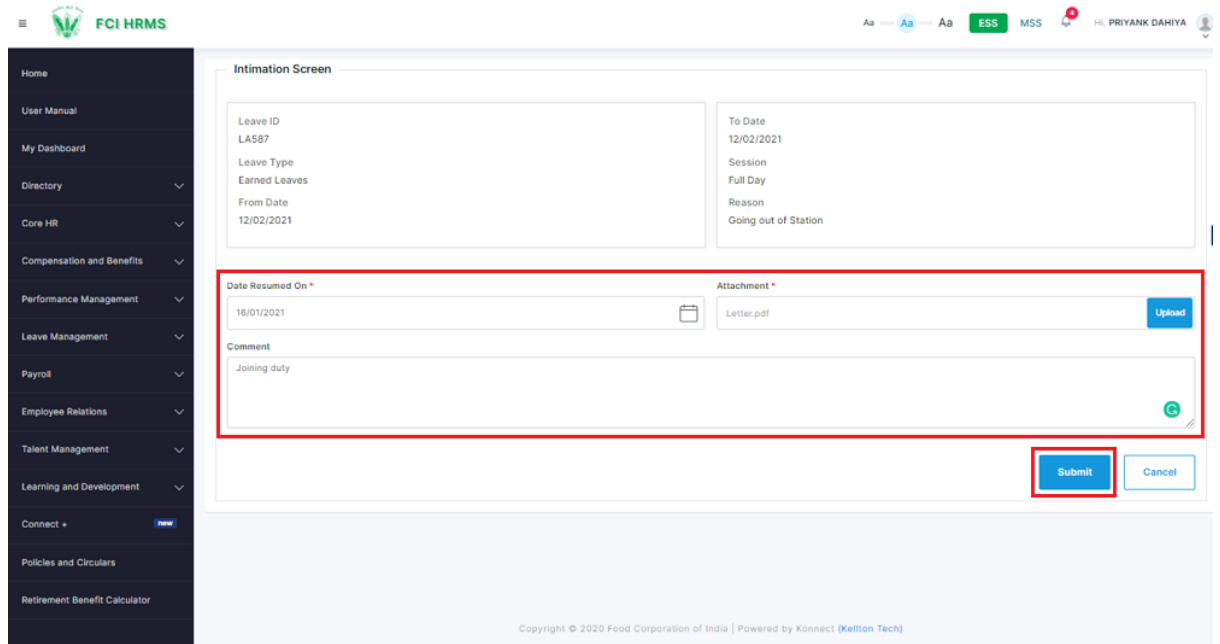
Enter the details and click on **Alter** to submit the alter request.

The success message will be displayed as



**4.14.8. Joining Duty Request**

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

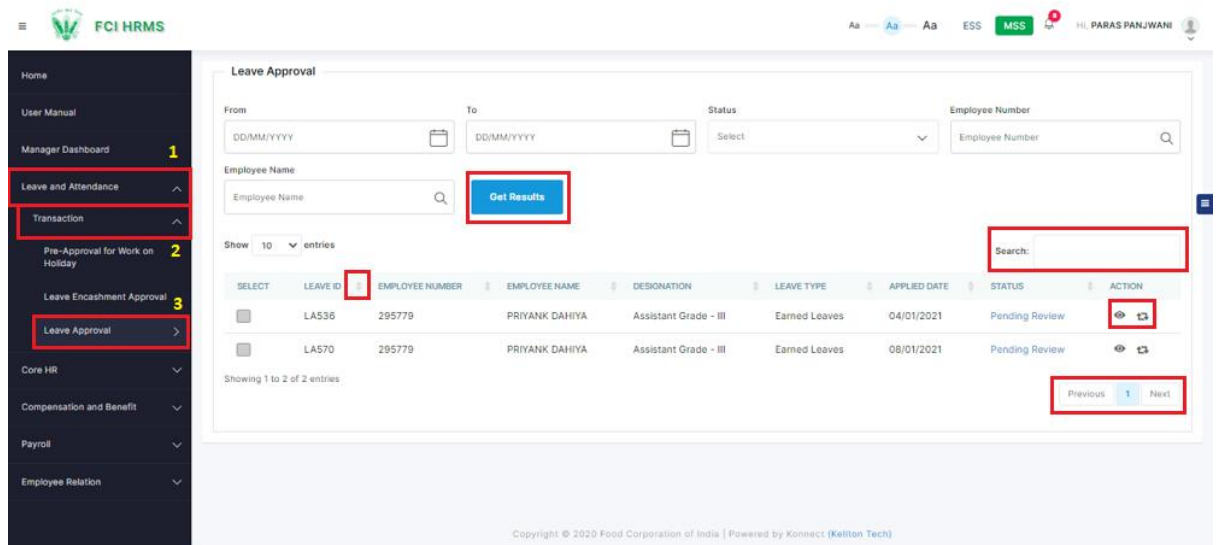


**Figure 4-66: Joining Duty Request.**


Enter the details and click on **Submit** to submit the joining duty request.

**4.14.9. Dispatch Leave Request-Landing**

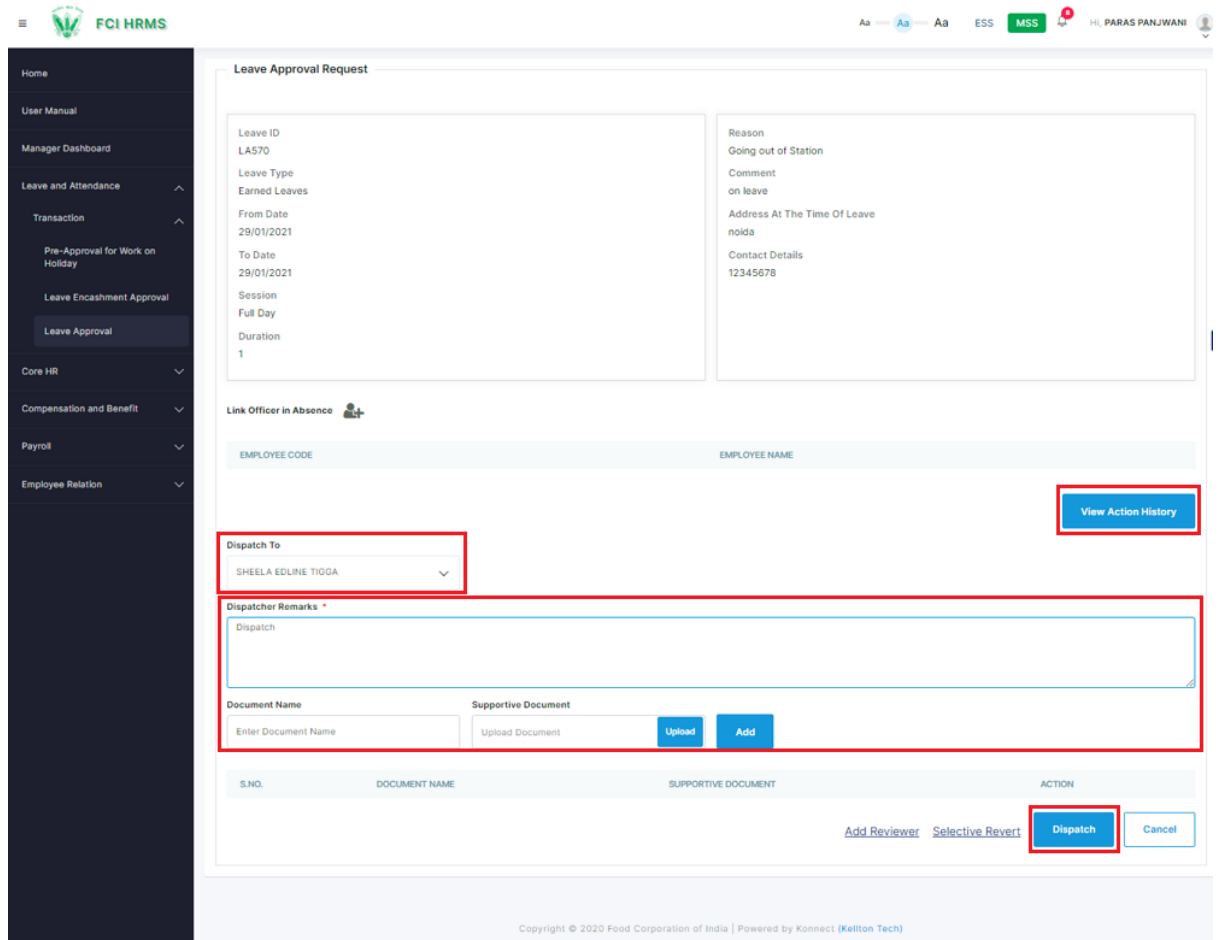
The submitted request will be listed in the Reviewer’s landing screen as shown in figure:



**Figure 4-67 Leave Request Dispatcher Landing**



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

#### 4.14.10. Dispatch Leave Request



**Figure 4-68: Leave Request Dispatch**

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

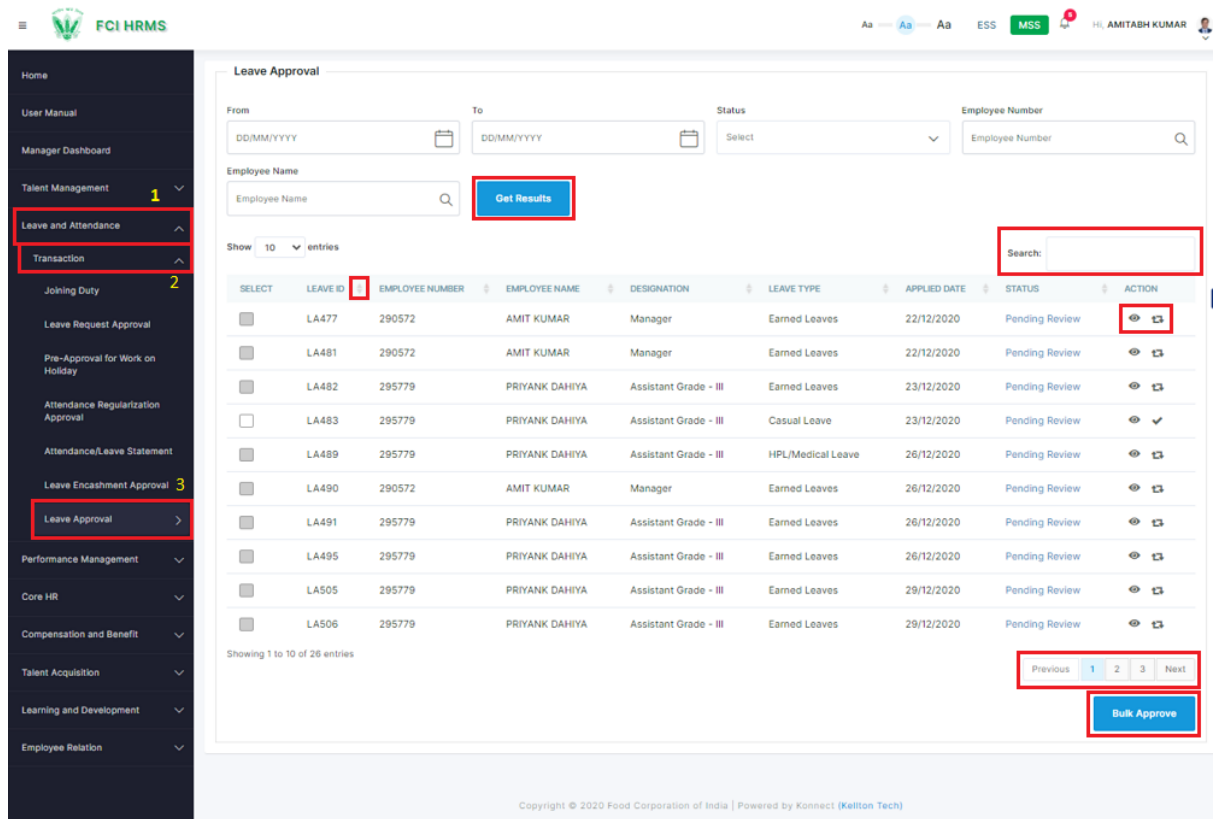
- Click on  to view the action taken on the request as shown in figure.
- Click on  to dispatch the request.

The success will be displayed as



#### 4.14.11. Review Leave Request-Landing

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



**Leave Approval**

From: DD/MM/YYYY To: DD/MM/YYYY Status: Select Employee Number: Employee Number

Employee Name: Employee Name **Get Results**

Show 10 entries Search:


SELECT	LEAVE ID	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	LEAVE TYPE	APPLIED DATE	STATUS	ACTION
<input type="checkbox"/>	LA477	290572	AMIT KUMAR	Manager	Earned Leaves	22/12/2020	Pending Review	
<input type="checkbox"/>	LA481	290572	AMIT KUMAR	Manager	Earned Leaves	22/12/2020	Pending Review	
<input type="checkbox"/>	LA482	295779	PRIYANK DAHIYA	Assistant Grade - III	Earned Leaves	23/12/2020	Pending Review	
<input type="checkbox"/>	LA483	295779	PRIYANK DAHIYA	Assistant Grade - III	Casual Leave	23/12/2020	Pending Review	
<input type="checkbox"/>	LA489	295779	PRIYANK DAHIYA	Assistant Grade - III	HPL/Medical Leave	26/12/2020	Pending Review	
<input type="checkbox"/>	LA490	290572	AMIT KUMAR	Manager	Earned Leaves	26/12/2020	Pending Review	
<input type="checkbox"/>	LA491	295779	PRIYANK DAHIYA	Assistant Grade - III	Earned Leaves	26/12/2020	Pending Review	
<input type="checkbox"/>	LA495	295779	PRIYANK DAHIYA	Assistant Grade - III	Earned Leaves	26/12/2020	Pending Review	
<input type="checkbox"/>	LA505	295779	PRIYANK DAHIYA	Assistant Grade - III	Earned Leaves	29/12/2020	Pending Review	
<input type="checkbox"/>	LA506	295779	PRIYANK DAHIYA	Assistant Grade - III	Earned Leaves	29/12/2020	Pending Review	

Showing 1 to 10 of 26 entries

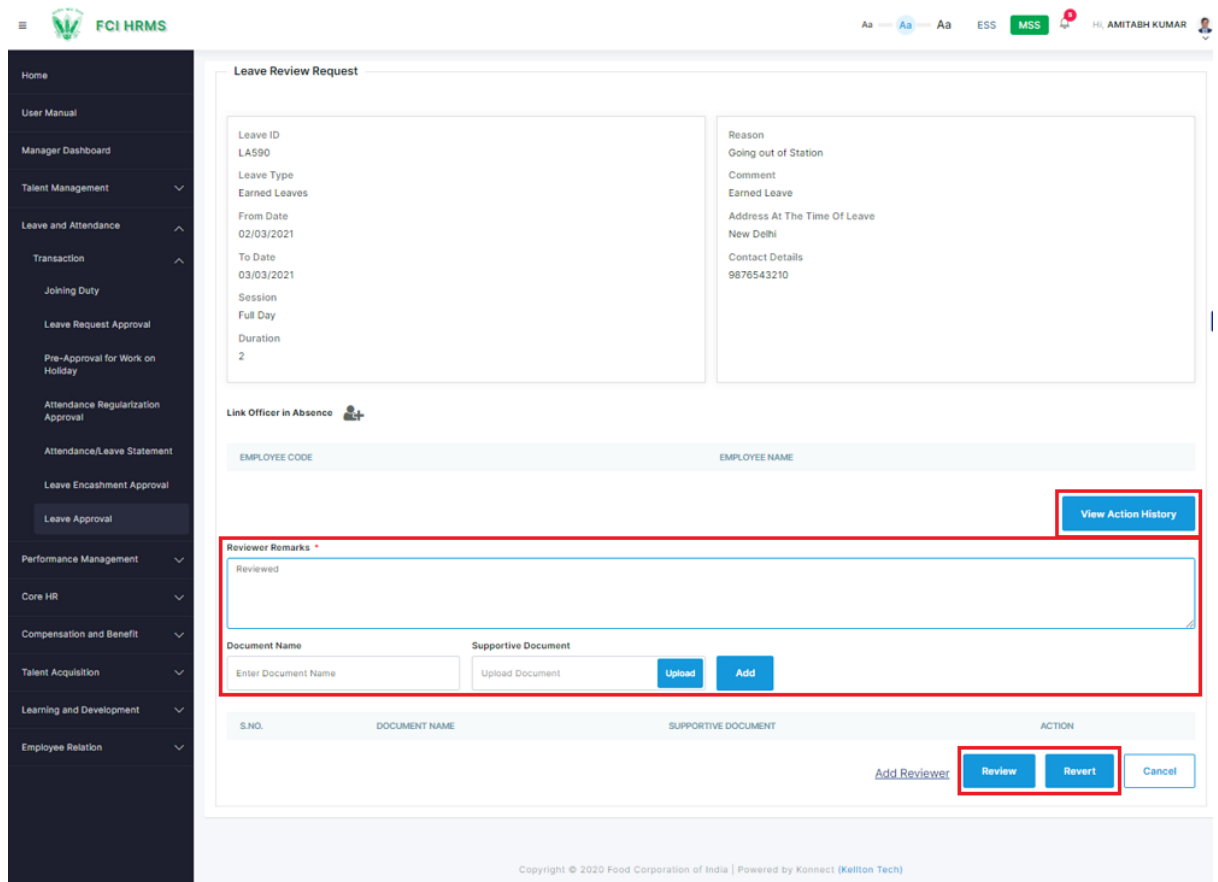
Previous 1 2 3 Next **Bulk Approve**

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**Figure 4-69 Leave Request Reviewer Landing**




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

4.14.12. Review Leave Request



**Figure 4-70: Leave Request Review**

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

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

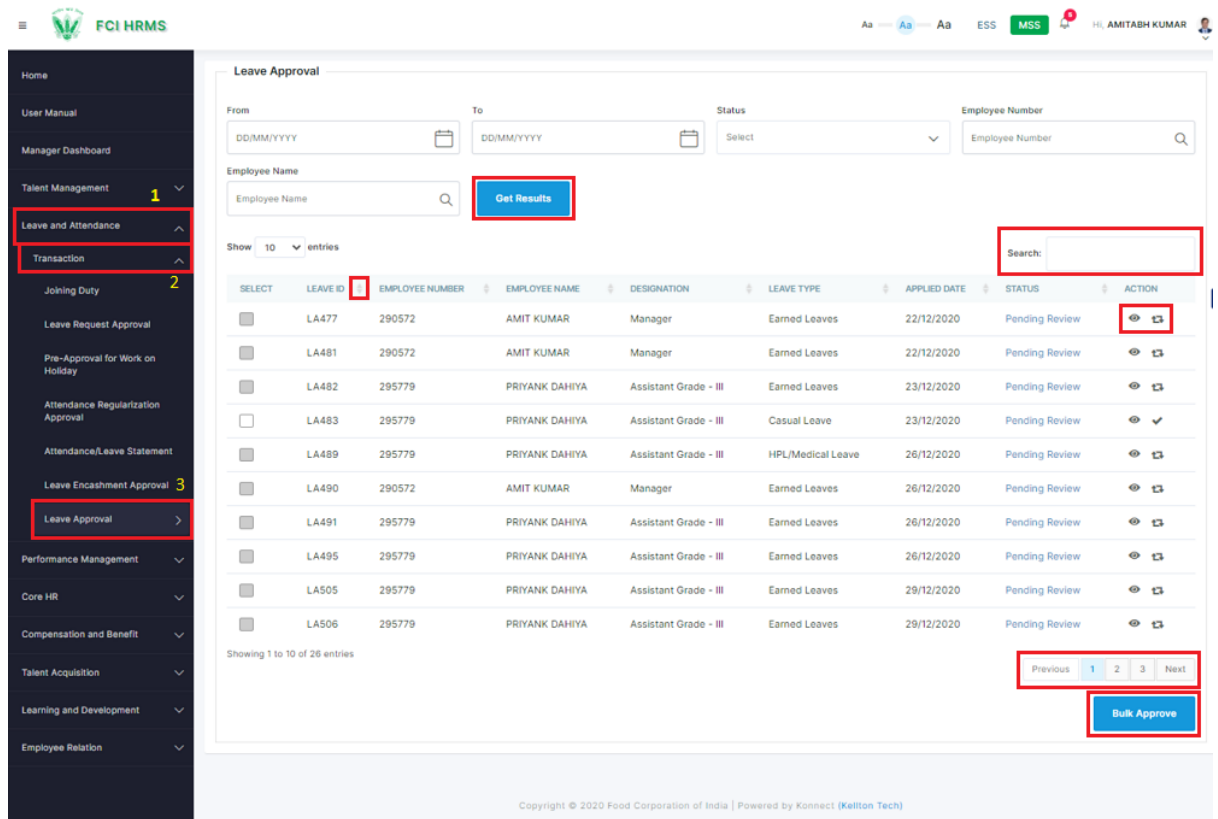
The success will be displayed as



4.14.13. Approve Leave Request -Landing Page


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



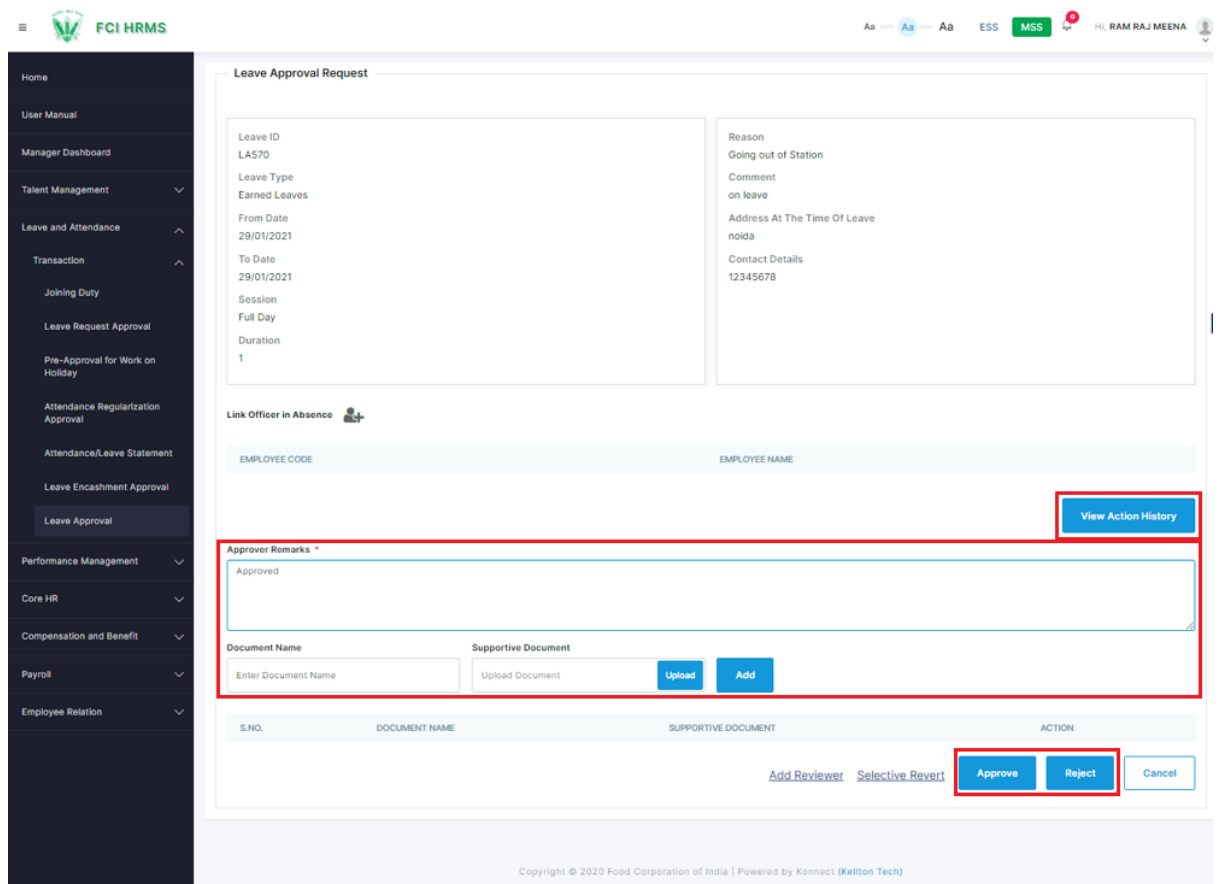


SELECT	LEAVE ID	EMPLOYEE NUMBER	EMPLOYEE NAME	DESIGNATION	LEAVE TYPE	APPLIED DATE	STATUS	ACTION
<input type="checkbox"/>	LA477	290572	AMIT KUMAR	Manager	Earned Leaves	22/12/2020	Pending Review	
<input type="checkbox"/>	LA481	290572	AMIT KUMAR	Manager	Earned Leaves	22/12/2020	Pending Review	
<input type="checkbox"/>	LA482	295779	PRIYANK DAHIYA	Assistant Grade - III	Earned Leaves	23/12/2020	Pending Review	
<input type="checkbox"/>	LA483	295779	PRIYANK DAHIYA	Assistant Grade - III	Casual Leave	23/12/2020	Pending Review	
<input type="checkbox"/>	LA489	295779	PRIYANK DAHIYA	Assistant Grade - III	HPL/Medical Leave	26/12/2020	Pending Review	
<input type="checkbox"/>	LA490	290572	AMIT KUMAR	Manager	Earned Leaves	26/12/2020	Pending Review	
<input type="checkbox"/>	LA491	295779	PRIYANK DAHIYA	Assistant Grade - III	Earned Leaves	26/12/2020	Pending Review	
<input type="checkbox"/>	LA495	295779	PRIYANK DAHIYA	Assistant Grade - III	Earned Leaves	26/12/2020	Pending Review	
<input type="checkbox"/>	LA505	295779	PRIYANK DAHIYA	Assistant Grade - III	Earned Leaves	29/12/2020	Pending Review	
<input type="checkbox"/>	LA506	295779	PRIYANK DAHIYA	Assistant Grade - III	Earned Leaves	29/12/2020	Pending Review	

Figure 4-71: Leave Request Approver's Landing

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

#### 4.14.14. Approve Leave Request



**Figure 4-72: Leave Request Approve**

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

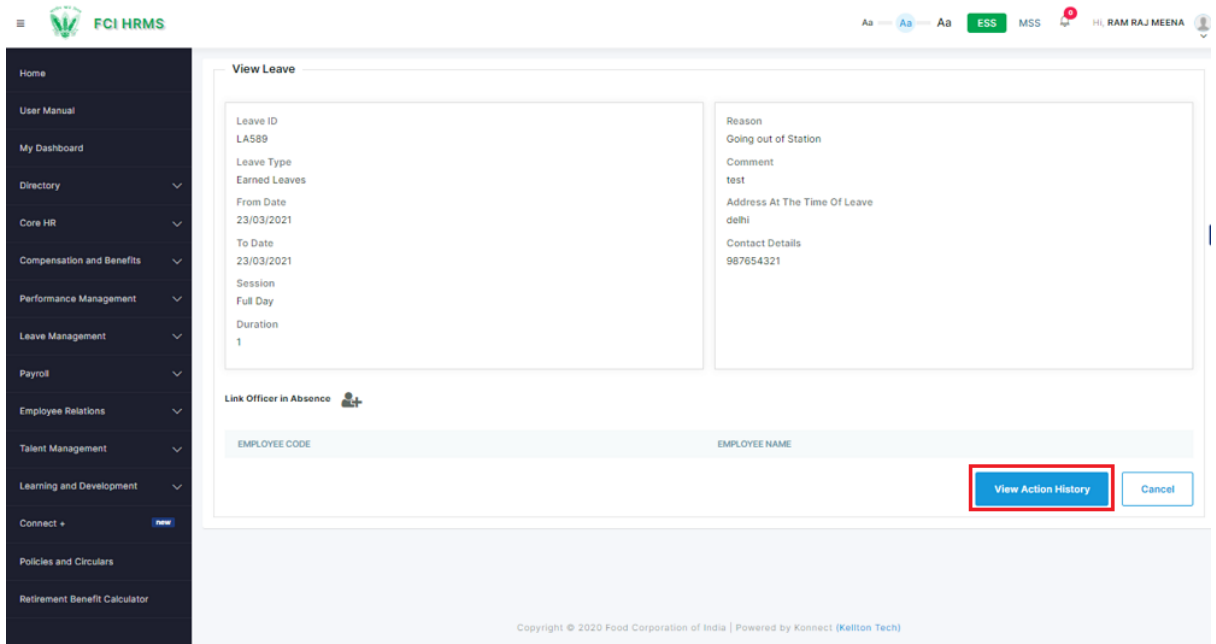
- Click on **View Action History** to view the action taken on the request as shown in Figure 4-92.
- Click on **Approve** to approve the request.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.

The success message will be displayed as



#### 4.14.15. View Action History

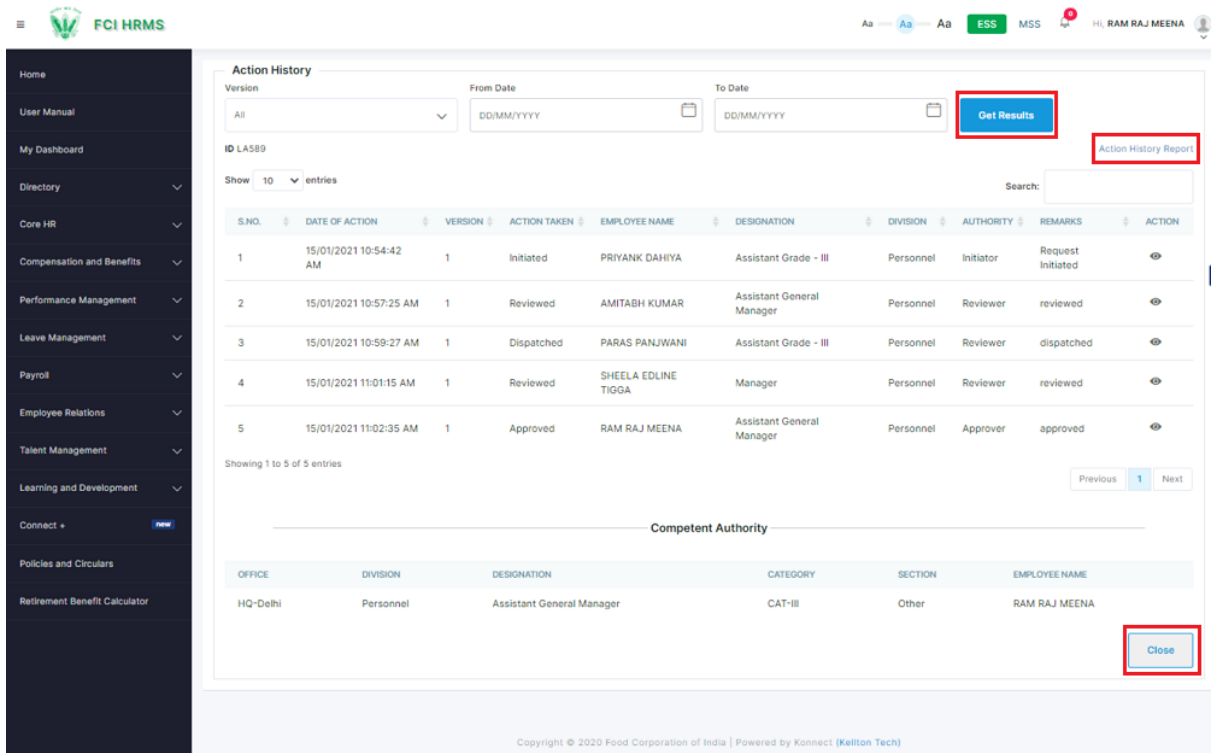
Click on **View Action History** to navigate to View Action History page as shown in figure:



**Figure 4-73: Action History**

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

- Click on to apply the available filters.
- Click on to view the particular detail of the record as shown in figure:



**Figure 4-74: Action History View**

- Click on **Get Results** to apply the available filters.
- Click on **Close** to exit the screen.

#### 4.15. Absenteeism Report

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

##### 4.15.1. Navigation

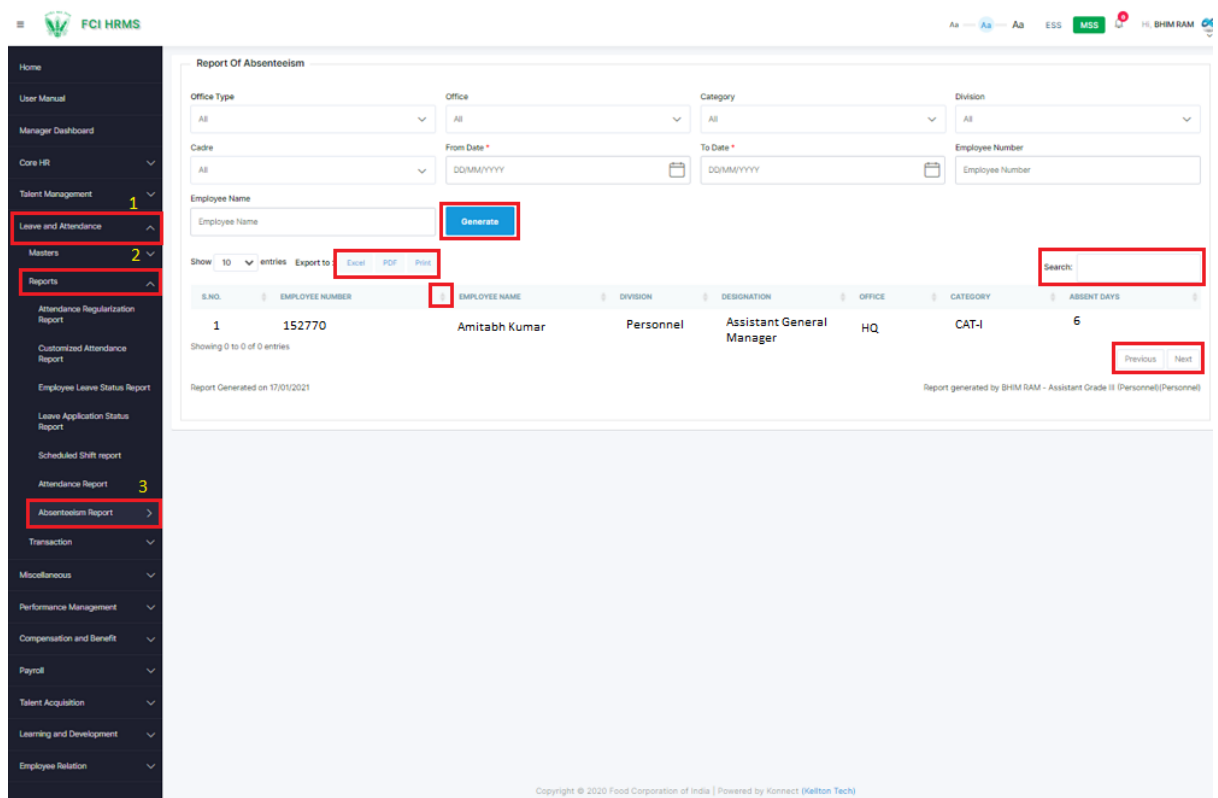
**Left Navigation:** Leave and Attendance >>Reports >> Absenteeism Report

##### 4.15.2. SLA

NA

##### 4.15.3. Landing Page

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



**Figure 4-75: Absenteeism Report**

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

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



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

#### 4.16. Attendance Regularization Report

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

##### 4.16.1. Navigation

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

##### 4.16.2. SLA

NA

##### 4.16.3. Landing Page

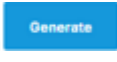





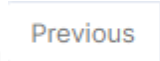

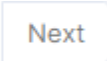
HRMS administrator shall traverse the navigation as mentioned in Section 4.16.1 to reach the Attendance Regularization Report Landing Page as shown in figure:

The screenshot displays the 'Attendance Regularization Report' interface. On the left, a dark navigation menu lists various HRMS functions, with 'Leave and Attendance' (1) and 'Reports' (2) highlighted. Under 'Reports', 'Attendance Regularization Report' (3) is selected. The main content area features a search bar (4) and a 'Generate' button (5). Below this is a table with columns for Employee Number, Employee Name, Cadre, Division, Designation, Office, Category, Date, Actual In Time, Actual Out Time, Regularized In Time, Regularized Out Time, and Status. The table contains several rows of data for employees like BHM RAM and ANIL KUMAR. At the bottom, there are pagination controls (6) showing 'Previous 1 2 3 4 Next' and a footer with copyright information.

**Figure 4-76: Attendance Regularization Report**



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

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

#### 4.17. Attendance Report

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

##### 4.17.1. Navigation

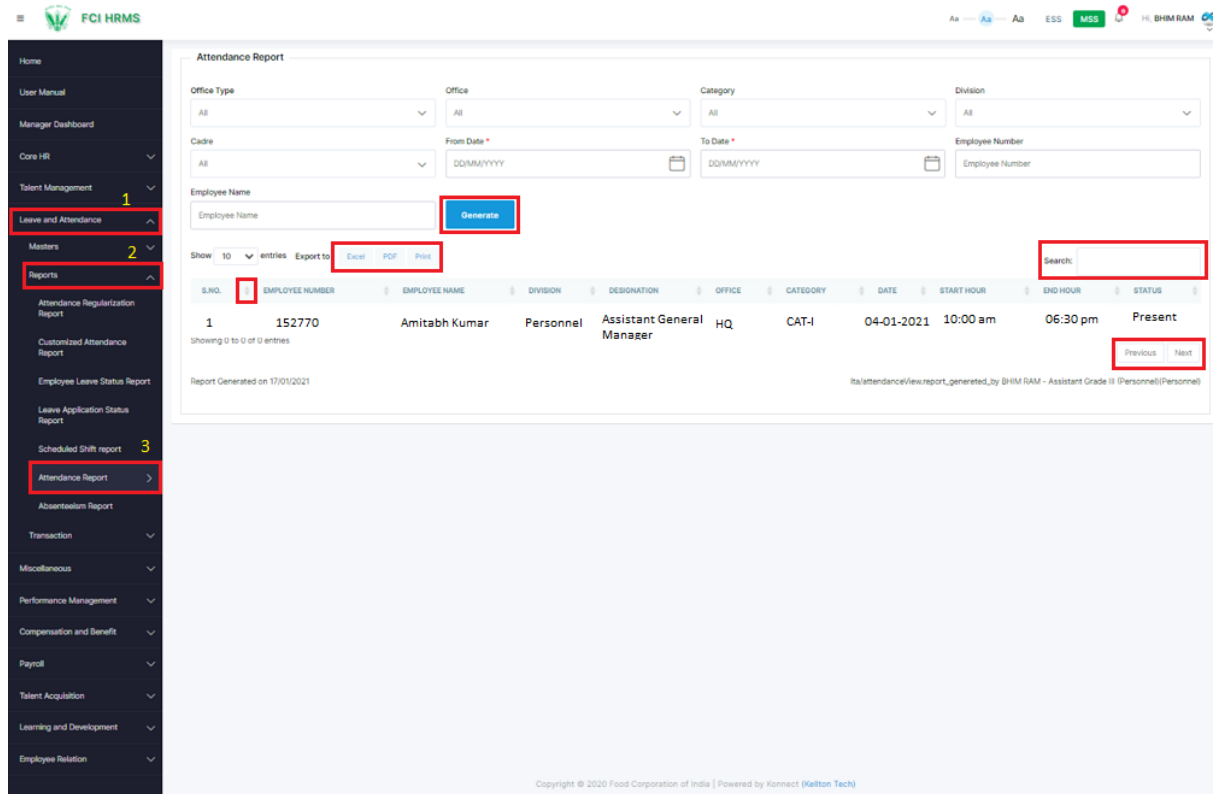
**Left Navigation:** Leave and Attendance >>Reports >> Attendance Report

##### 4.17.2. SLA

NA

##### 4.17.3. Landing Page

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



**Figure 4-77: Attendance Report**

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

- Click on **Generate** to generate the report on the applied filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel or CSV as per table columns.
- Click on **Search:**  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **Next** to navigate table records.

#### 4.18. Employee Leave Status Report

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

##### 4.18.1. Navigation

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

##### 4.18.2. Landing Page

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

The screenshot shows the 'Employee Leave Status Report' page. The left navigation menu has 'Leave and Attendance' selected, with 'Reports' and 'Employee Leave Status Report' highlighted. The main area contains filters for Office Type, Office, Category, and Division. Below these are fields for Employee Name and a 'Generate' button. There are also options to export to Excel, PDF, or Print, and a search box. A table displays 10 employee records with columns for S.NO, OFFICE TYPE, OFFICE, CATEGORY, CADRE, DIVISION, DESIGNATION, EMPLOYEE NUMBER, EMPLOYEE NAME, APPLIED LEAVES, APPROVED LEAVES, PENDING, REJECTED LEAVES, and CANCELLED LEAVES. At the bottom, there is a pagination control showing 'Previous', '1', '2', '3', '4', '5', '14', and 'Next'.

Figure 4-78: Employee Leave Status Report

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

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

## 4.19. Leave Application Status Report

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

### 4.19.1. Navigation

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



4.19.2. SLA

NA

4.19.3. Landing Page

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

**Figure 4-79: Leave Application Status Report**

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

- Click on **Generate** to generate the report on the applied filters.
- Click on **Excel**, **PDF**, **Print** to export the table records in Excel or CSV as per table columns.
- Click on **Search:**  to enter a search query that shall search the table records.
- Click on **▲** to sort the table records in ascending order or descending order of entries.
- Click on **Previous**, **1**, **Next** to navigate table records.

## 4.20. Scheduled Shift Report

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

### 4.20.1. Navigation

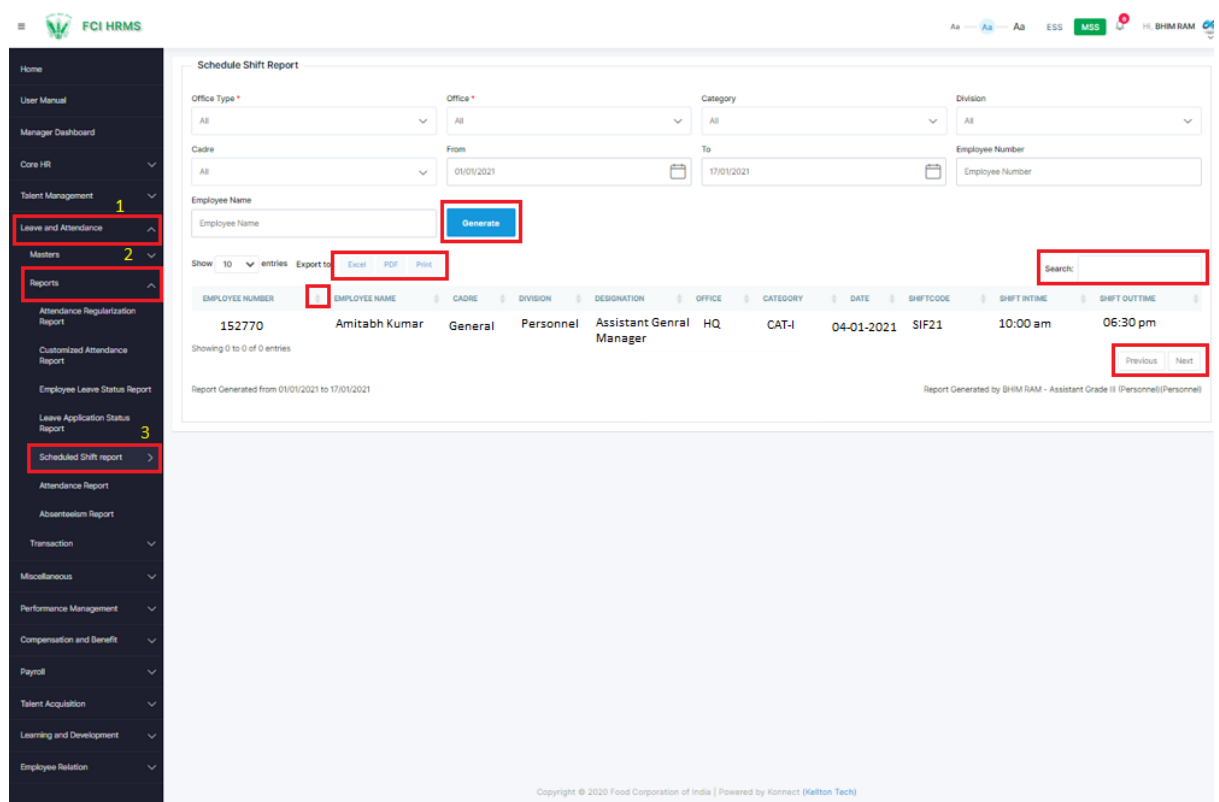
**Left Navigation:** Leave and Attendance >>Reports >> Scheduled Shift Report

### 4.20.2. SLA

NA

### 4.20.3. Landing Page



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



**Figure 4-80: Scheduled Shift Report**

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

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

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

#### 4.21. Customized Attendance Report

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

##### 4.21.1. Navigation

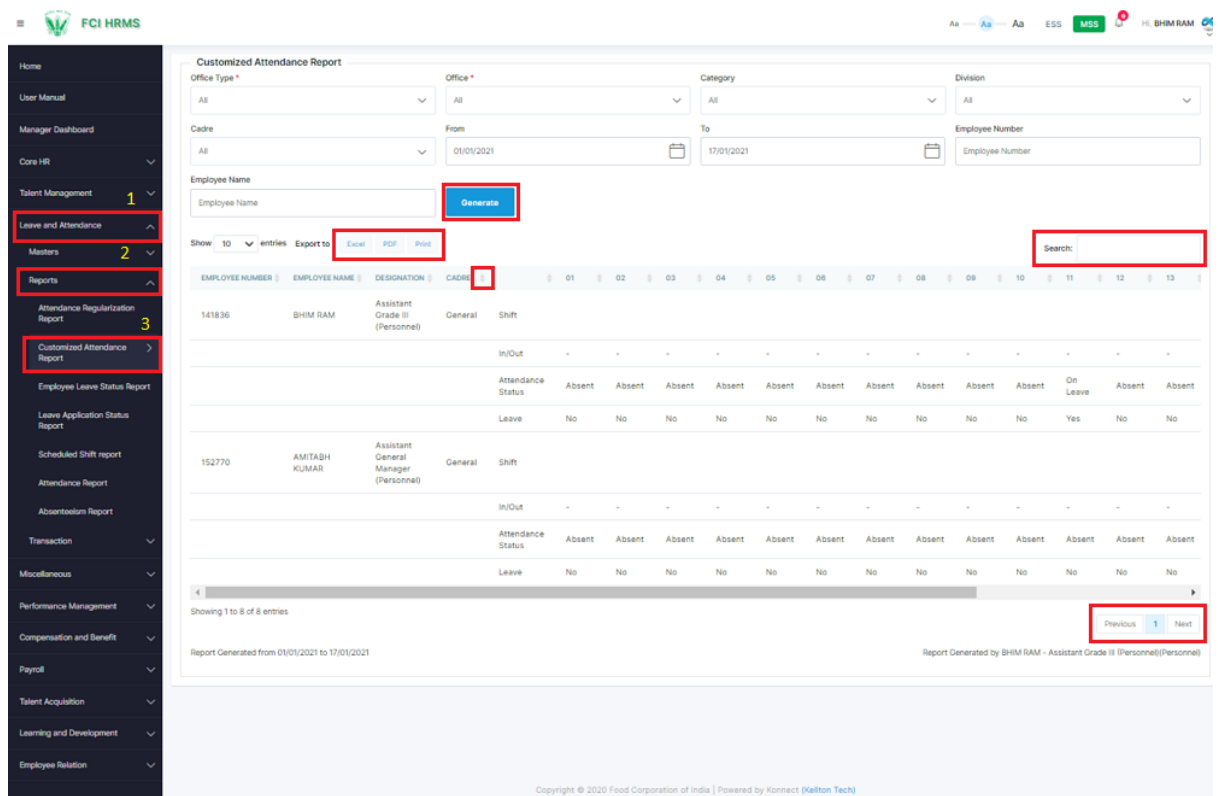
**Left Navigation:** Leave and Attendance >>Reports >> Customized Attendance Report

##### 4.21.2. SLA

NA

##### 4.21.3. Landing Page

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



**Figure 4-81: Customized Attendance Report**

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

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



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

## 5. Troubleshooting and Support

### 5.1.1. Error Messages

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

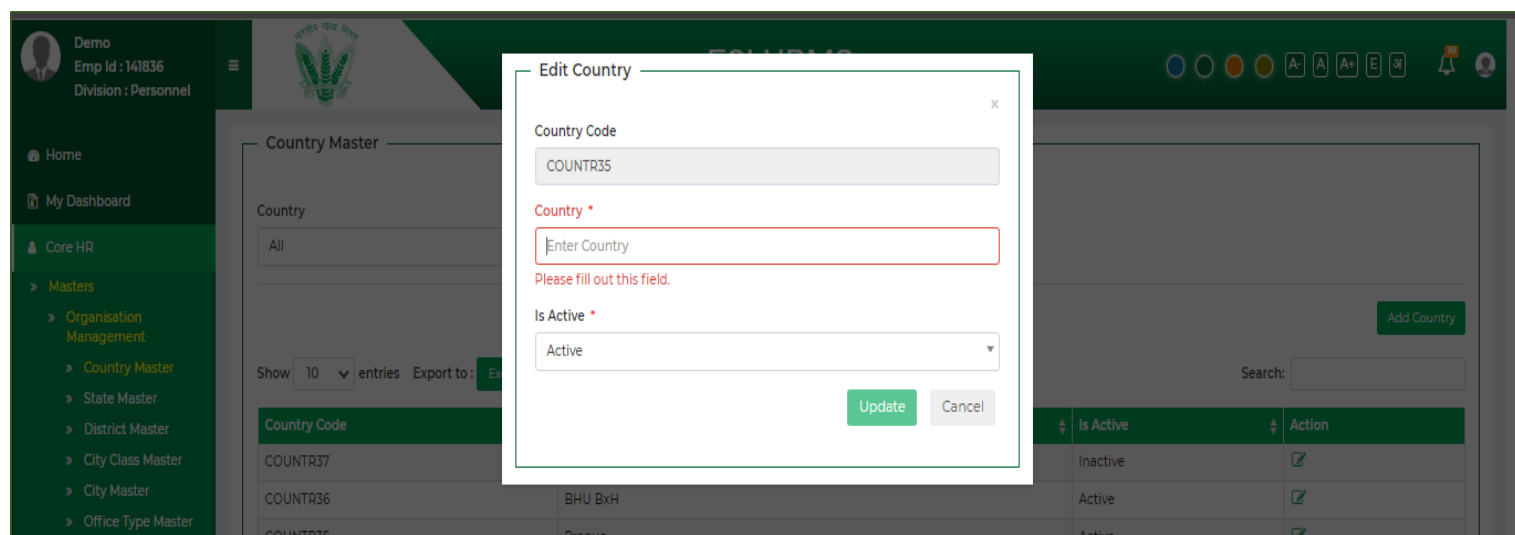
- If user enters a duplicate value, then HRMS shall throw a validation as shown in Figure 5-1:

The screenshot shows the 'Country Master' interface. At the top, there is a red error banner that reads 'Error! Validation error' and a message box stating 'The country name has already been taken.' Below this, the form has 'Country' and 'Is Active' dropdowns, both set to 'All', and a 'Get Results' button. A table below shows a list of countries with columns for Country Code, Country, Is Active, and Action. The table contains 10 entries, including Bangladesh, BHU BxH, Prague, Cuba, Zambia, Other, Vietnam, Ethiopia, Zaire, and Malawi. A search bar and 'Add Country' button are also visible.

Country Code	Country	Is Active	Action
COUNTR37	Bangladesh	Inactive	<input type="checkbox"/>
COUNTR36	BHU BxH	Active	<input type="checkbox"/>
COUNTR35	Prague	Active	<input type="checkbox"/>
COUNTR34	Cuba	Inactive	<input type="checkbox"/>
COUNTR11	Zambia	Active	<input type="checkbox"/>
COUNTR16	Other	Active	<input type="checkbox"/>
COUNTR15	Vietnam	Active	<input type="checkbox"/>
COUNTR14	Ethopia	Active	<input type="checkbox"/>
COUNTR13	Zaire	Active	<input type="checkbox"/>
COUNTR12	Malawi	Active	<input type="checkbox"/>

**Figure 5-1: Validation Error: Duplicate Record**

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



**Figure 5-2: Validation Error: Mandatory Field Empty**

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

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



13	403 Forbidden	Access is forbidden to the requested page.
14	404 Not Found	The server cannot find the requested page.
15	405 Method Not Allowed	The method specified in the request is not allowed.
16	406 Not Acceptable	The server can only generate a response that is not accepted by the client.
17	408 Request Timeout	The request took longer than the server was prepared to wait.
18	409 Conflict	The request could not be completed because of a conflict.
19	410 Gone	The requested page is no longer available.
20	415 Unsupported Media Type	The server will not accept the request, because the mediatype is not supported.
21	500 Internal Server Error	The request was not completed. The server met an unexpected condition.
22	501 Not Implemented	The request was not completed. The server did not support the functionality required.
23	502 Bad Gateway	The request was not completed. The server received an invalid response from the upstream server.
24	503 Service Unavailable	The request was not completed. The server is temporarily overloading or down.
25	504 Gateway Timeout	The gateway has timed out.
26	505 HTTP Version Not Supported	The server does not support the "http protocol" version.

**Table 5-1: HTTP Status Error Codes**

### 5.1.2. Frequently Asked Question

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

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



		<a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
3	I am unable to see my profile information in HRMS application	Please contact the nodal officer, whether the data for the concerned employee has been migrated to HRMS application or not. If the data has not been migrated, then kindly fill the required form and submit. The information for the employee shall be visible in the HRMS within 2 working days. In case the issue persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
4	I am unable to submit a request due to “Bad API Error”	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
5	I am unable to submit a request due to “Unauthorized Access Error”	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
6	I am unable to open the HRMS application in my web browser	Go to browser settings and clear the cache. Also to ensure the issue is resolved, please type %TEMP% using the run command to delete all cookies permanently. If the issue persists, then contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
7	I am unable to upload the documents in the HRMS application	Kindly check the file size as the HRMS application restricts document attachment till 5 MB (Except for Service Book). Also ensure that either .pdf or .jpeg files are uploaded as these are only supported. If the issue still persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
8	I am a competent authority but unable to see the review or approval icon in my listing	Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>
9	Unable to open HRMS application in web browser	Please note that the HRMS application is compatible with the following browsers only: <ul style="list-style-type: none"> <li>• Internet Explorer 11 and above</li> <li>• Google Chrome ver. 44 and above</li> <li>• Mozilla Firefox ver. 48 and above</li> <li>• Safari Browser ver. 5.1.7 and above</li> </ul> In case the issue persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a>



10	Unable to install the HRMS mobile application in Android/iOS mobile	<p>Please note that the HRMS application is compatible with the following mobile OS versions:</p> <ul style="list-style-type: none"> <li>• Android KitKat (Ver. 4.4) and above</li> <li>• IOS 12 and above</li> </ul> <p>In case the issue persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a></p>
11	I am unable to see the required information in the dropdowns and filters of HRMS application	<p>The issue that the intended information is not available for data entry might be because:</p> <ul style="list-style-type: none"> <li>• Permission or Role not assigned for the employee.</li> <li>• Information has not been migrated into the HRMS application</li> <li>• Information has been modified after scheduled maintenance of HRMS application</li> </ul> <p>Please contact the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a></p>
12	Information visibility as per organization hierarchy	<p>Employee posted in HQ shall be able to view the information of all employees posted in different FCI offices till DO level. However an employee posted in a ZO would only be able to view the details of all ROs and Dos falling within that zone. Similarly an employee posted in the RO office would only be able to access the information of all Dos falling within that RO. Finally a specific DO employee would only be able to see the information pertaining to the respective DO itself.</p> <p>Please crosscheck with the nodal officer in the HRMS application who shall crosscheck the roles and permissions along with the process workflow assigned in the User Management module. In case roles are assigned and the issue persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a></p>
13	I am unable to generate an eSign or apply digital signature as a competent authority	<p>Please send an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a> as eSign/Digital Signature credentials and any technical discrepancies related to the same shall be fixed.</p>
14	Unable to export or print the information in the HRMS Application	<p>Please ensure that MS Office with latest updates is installed in the system and print settings are set to "Default". In case the issue persists then please drop an email along with the employee number, employee name and office to <a href="mailto:hrmssupport.fci@gov.in">hrmssupport.fci@gov.in</a></p>
15	Biometric device is unable to recognize employee fingerprint.	<p>To ensure that the employee does not lose any attendance, the HRMS application provides the "Attendance Regularization" feature via which attendance can be modified to "Present Status" based on the request made by the employee. However, in case the issue persists, then kindly contact the nodal officer for resetting the fingerprint and initiate a fresh fingerprint registration using the biometric device w.r.t. the employee number. In case</p>





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

**Table 5-2: Troubleshooting and Next Steps**

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

## 6. Helpdesk

**Email ID:** support-hrms@kelltontech.com