



Human Resource Management System

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USER'S GUIDE

SoftConsults
Information System Consultants

House No. 46, Street No. 2
Cavalry Grounds
Lahore Cantt, Pakistan

Voice: (9242) 3665 0622, 3667 0625
Email: support@softconsults.com

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1 Introduction to Human Resource Management System:

The HRMS is an all-in-one solution designed to manage employee records, administer benefits, process payroll, and support government compliance. It also offers secure electronic storage for employee documents and certificates.

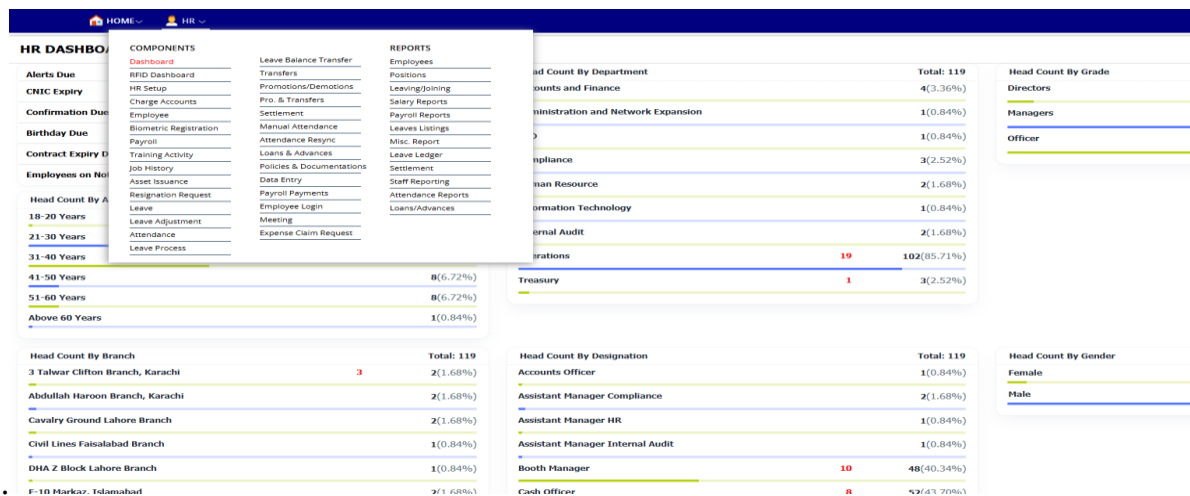
It simplifies payroll setup and management, including earnings, deductions, taxes, and other pay elements. Payroll can be processed through timecards, manual entries, or pre-defined employee setups, with results available through on-screen views and reports.

Key employee information managed through HRMS includes:

- Personal and contact details
- Education, training, and certifications
- Dependents and emergency contacts
- Job roles, salaries, transfers, and promotions
- Performance reviews and disciplinary actions
- Leave tracking and absence history

HRMS also handles leave accruals and carry-overs with flexible options for defining absence codes and policies. It supports detailed attendance tracking tailored to your organization's needs.

The system includes robust security features, allowing controlled access to data based on department or location

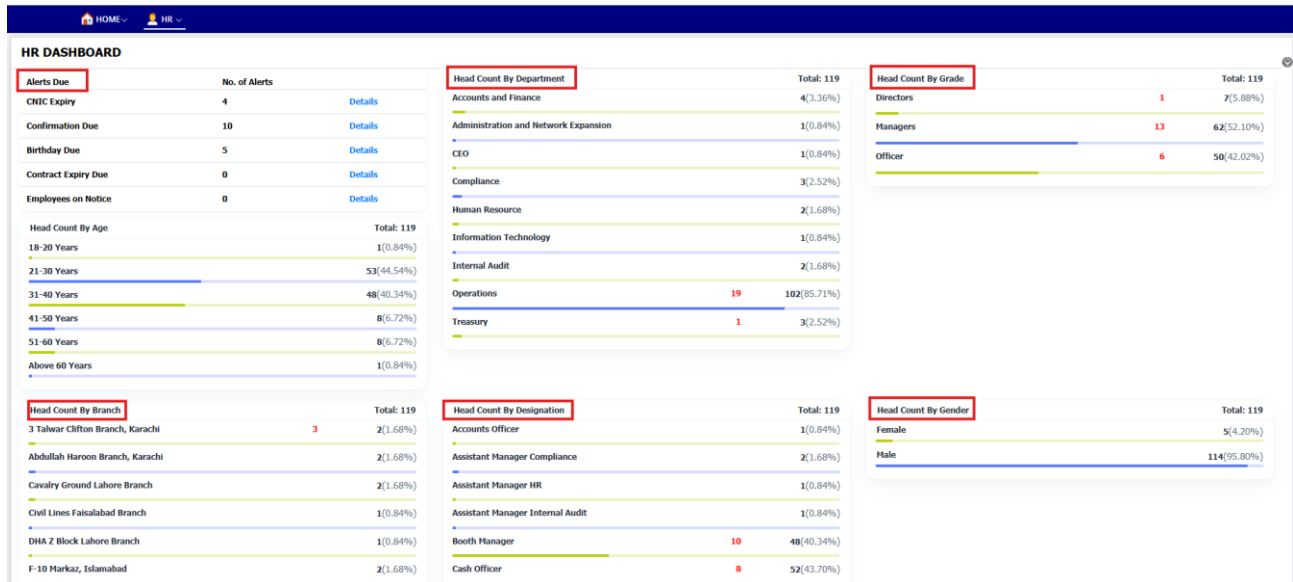


2 HR Dashboard:

The HR Dashboard provides a comprehensive view of all employee-related information on a single screen. You can view due alerts such as CNIC expiry, confirmation due, birthday alerts, and more. Additionally, the dashboard displays:

- Headcount by department
- Headcount by branch
- Headcount by designation
- Headcount by grade
- Headcount by gender and age

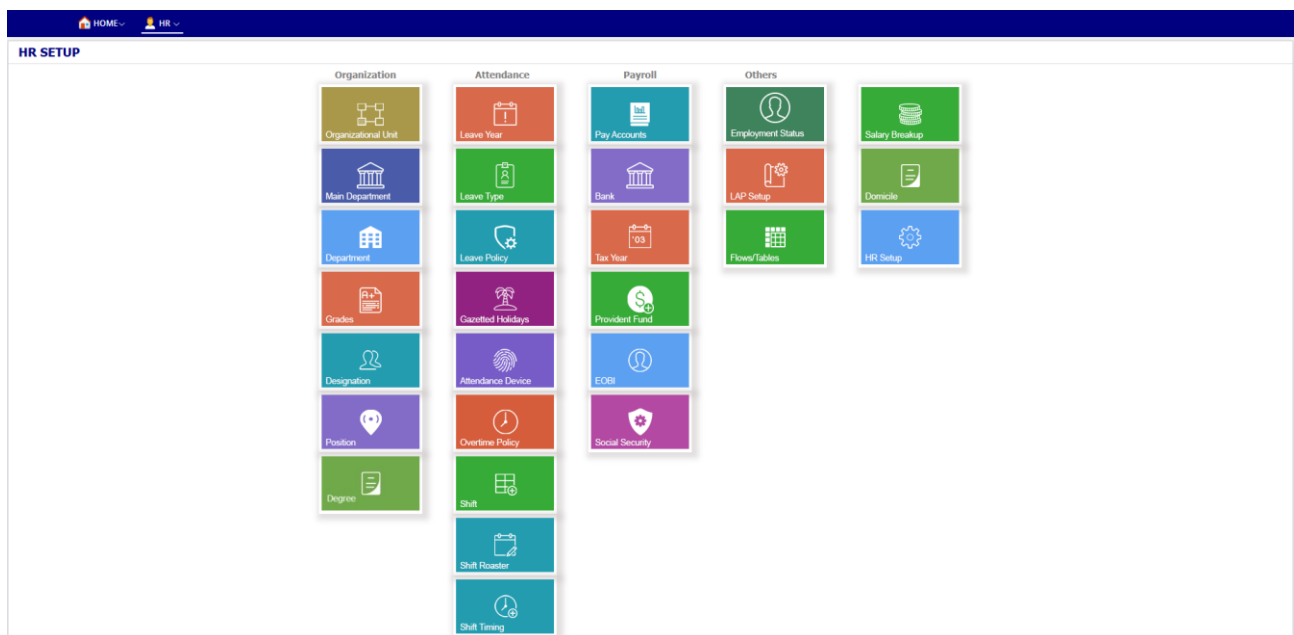
This allows HR and management to monitor workforce data efficiently and make informed decisions.



3 HR Setups:

You will define Organizational Unit, Main Department, Department, Grades, Position, Shift, Leave Year, Leave Type, Leave Policy, Gazette Holidays, Attendance Device, Overtime Policy, Pay Account, Bank, Tax Year, Income Tax, Provident Fund, EOBI, HR Setup, LAP setup, Section Unit, Shift Timing, Flows/Tables, Designation, Salary Breakup, List, Department Level, Section, and Domicile. The ID and Descriptions cannot be duplicated. The searches are available on following:

- by Grade
- by Designation
- by Section

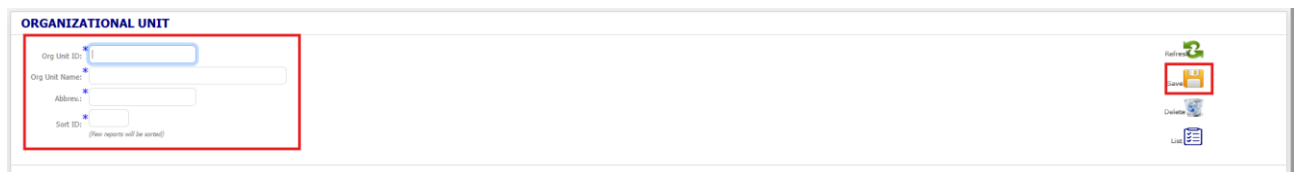
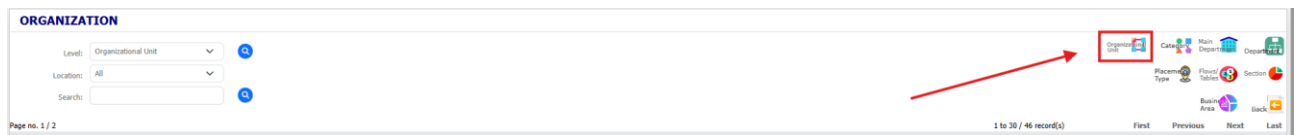
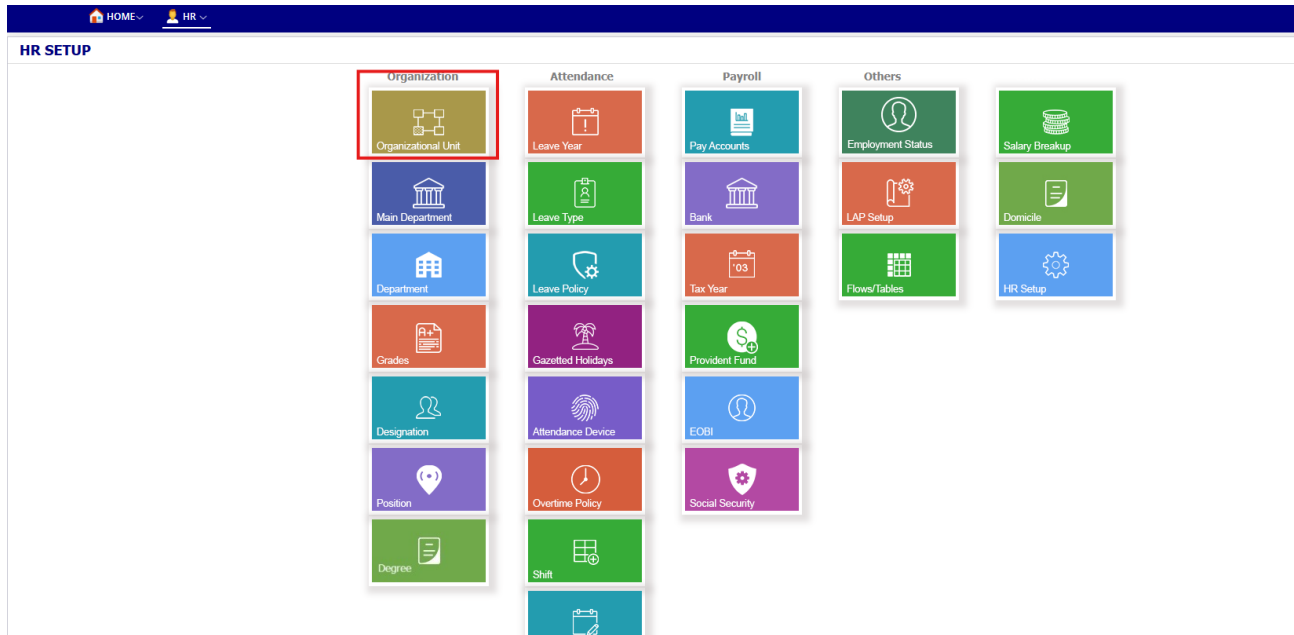


3.1 Creating Organizational Unit

You will define new Organizational Unit on following page. The data entry will be made in following manner:

- Enter Org Unit ID.
- Enter Org Unit Description.
- Enter Abbreviation.
- Enter Sort Code for sorting.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click . Is used to delete the record.



3.2 Creating Main Department

You will define Main Department on following page. The data entry will be made in following manner:

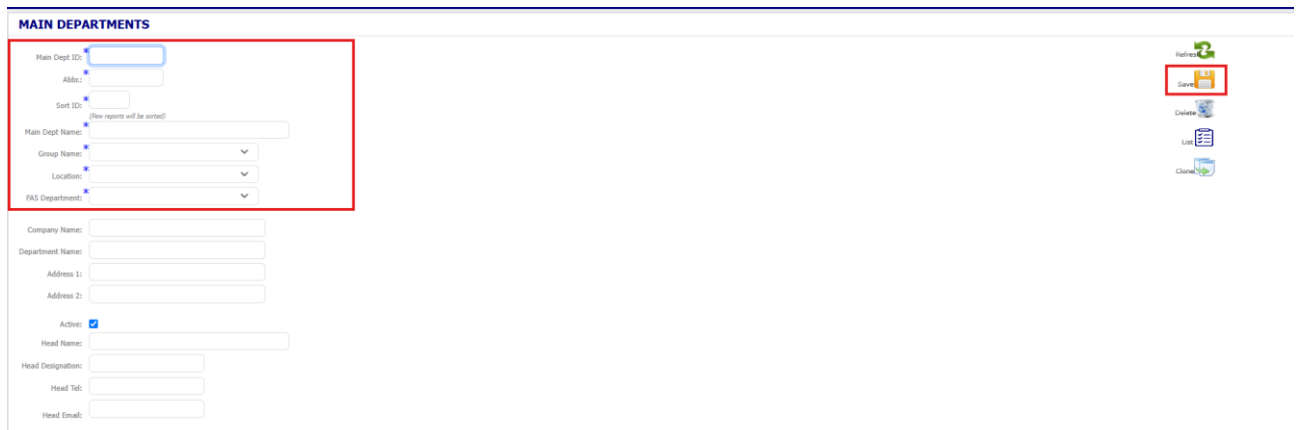
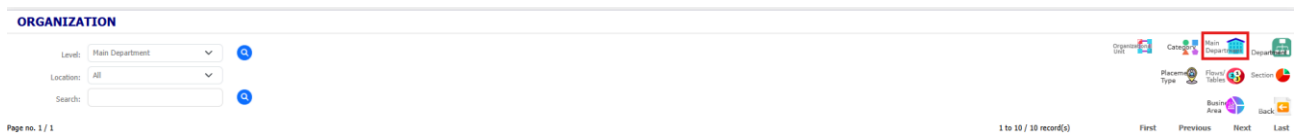
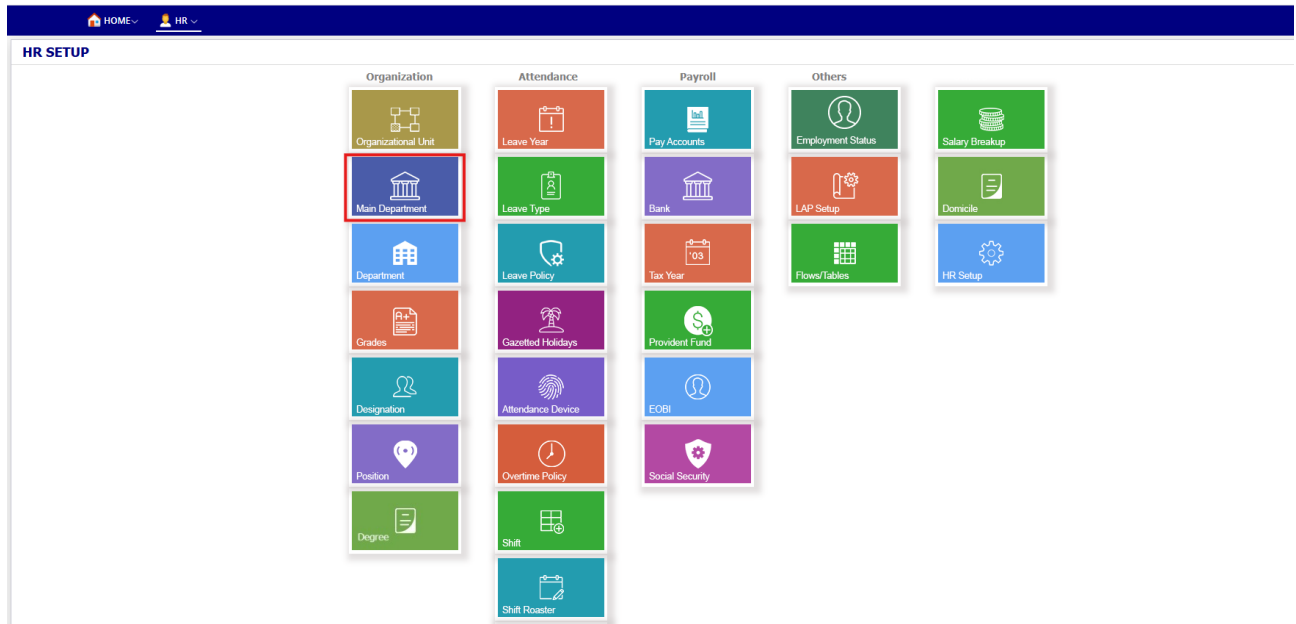
- Enter Main Department ID.
- Enter Abbreviation.
- Enter Sort Code for sorting.
- Enter Main Department Name.

HR Management System

- Enter Group Name.
- Enter Location.
- Enter FAS Department.

All above mentioned information is compulsory to provide for creation of Main Department.

Similarly, click to save record. For next entry click to refresh the input fields. To go to search please click. Is used to delete the record.



3.3 Creating Department

You will define Department on following page. The data entry will be made in following manner:

- Enter Department/ Section ID.
- Enter Department/ Section Name.
- Enter Abbreviation.
- Enter Department/ Section Limit.
- Mark Active to activate the option.

Similarly, click to save record. For next entry click to refresh the input fields. To go to search please click. Is used to delete the record.

The screenshot displays the HR Management System interface. At the top, there is a navigation bar with 'HOME' and 'HR' options. Below this, the 'HR SETUP' section is visible, containing a grid of icons for various HR functions. The 'Department' icon is highlighted with a red border. Below the 'HR SETUP' section, the 'ORGANIZATION' data entry form is shown. The form includes fields for 'Level' (set to 'Department'), 'Location' (set to 'All'), and a 'Search' field. On the right side of the form, there are icons for 'Main Department', 'Department', 'Section', and 'Business Area'. At the bottom of the form, there is a pagination bar showing '1 to 14 / 14 record(s)' and navigation buttons for 'First', 'Previous', 'Next', and 'Last'.

DEPARTMENT/SECTIONS

Dept/Section ID:

Dept/Section Name:

Abb:

Dept/Section Limit: 0

Active: ☐

Section: ☐ (Check for Section)

Unit: ☐ (Check for Unit)

Face Attendance: ☐ (Check for Face Attendance)

Fullview

Save

Create

List

Grade

Design

3.4 Creating Section

You will define new Section on following page. The data entry will be made in following manner: Section can be created by clicking on the department icon in setup page. Section is located on the left side of the page having icon shape.

- Enter Section ID.
- Enter Section Name.
- Enter Section Abbreviation.
- Enter Department/Section Limit.
- Select Active to activate the option.

Click to save record. For next entry click to refresh the input fields. To go to search please click. Is used to delete the record.

ORGANIZATION

Level: Department

Location: All

Search:

Organization

Career

Main Department

Department

Planning Type

Flowchart

Section

Business Area

Link

Page no. 1 / 1

1 to 14 / 14 record(s)

First

Previous

Next

Last

SECTION - UNIT ASSIGNMENT

Section ID:

Section Name:

Abb:

Section:

Active: ☐

Fullview

Save

Create

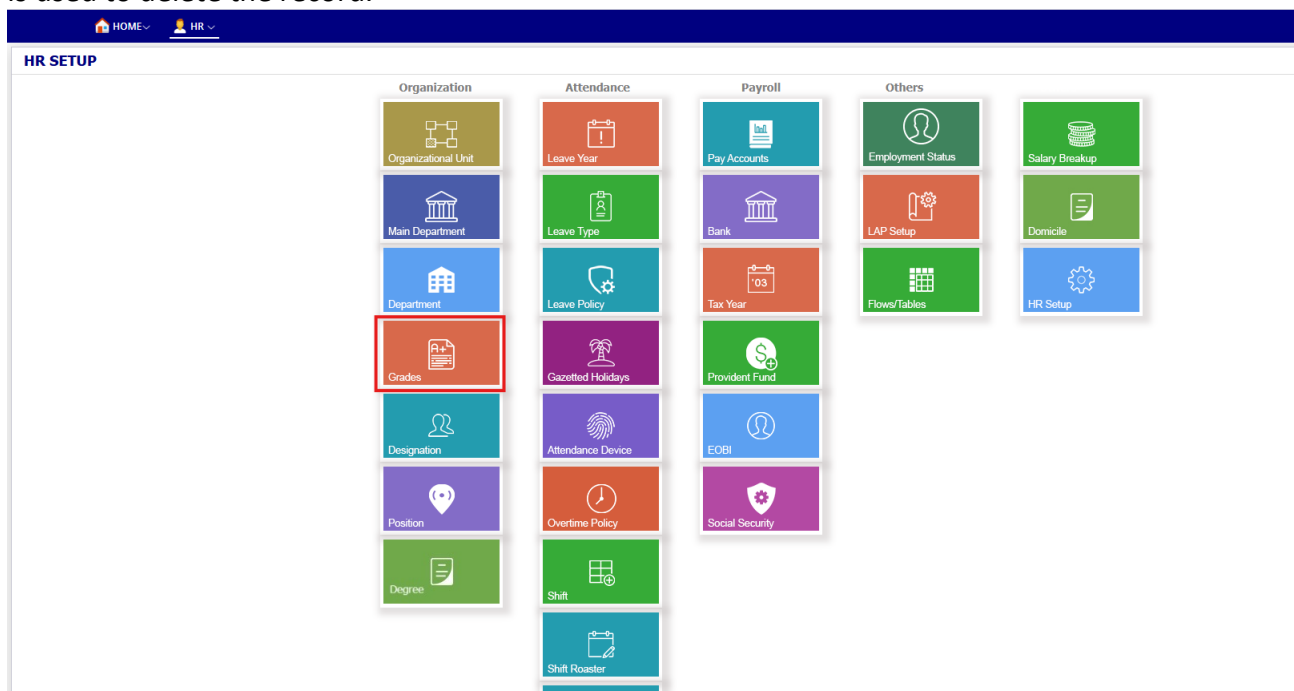
List

3.5 Creating Grades

You will define new Grade on following page. The data entry will be made in following manner:

- Enter Grade ID.
- Enter Grade Description.
- Enter Sort Code for sorting.
- Select Grade Group from the list.
- Enter Grade Position.
- Select Active Option to activate the option.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click . Is used to delete the record.



GRADES

Grade ID:

Grade:

Grade Sort:

Grade Group:

Grade Position:

Active: ☐

A1: ☐

A2: ☐

Benevolent Fund: ☐

Group Insurance: ☐

Dashboard Alerts

DOB: ☐

Confirmation: ☐

Refresh

Save

Delete

List

3.6 Creating Position

Provide information as required in the columns below. Descriptions with steric are compulsory to provide.

Click to save record. For next entry click to refresh the input fields. To go to search please click. Is used to delete the record.

HOME
HR

HR SETUP

Organization

Attendance

Payroll

Others

Organizational Unit

Main Department

Department

Grades

Designation

Position

Degree

Leave Year

Leave Type

Leave Policy

Gazetted Holidays

Attendance Device

Overtime Policy

Shift

Shift Roster

Pay Accounts

Bank

Tax Year

Provident Fund

EOBI

Social Security

Employment Status

LAP Setup

Flows/Tables

Salary Breakup

Domicile

HR Setup

POSITIONS

Branch:

Main Department:

Department:

Grade:

Category:

Search:

Org. Unit:

Sub Area:

Designation:

Employment Status:

Placement type:

Status:

Filter

Back

POSITION

Position ID:

Designation:

Grade:

Employment Type:

ORGANIZATIONAL STRUCTURE

Branch:

Organizational Unit:

Department:

Section:

PERSONNEL STRUCTURE

Business Area:

Category:

Placement Type:

Reference Meeting:

POSITION VALIDITY

Sanctioned: ☐

Status Remarks:

Valid From: Valid To:

DISCONTINUE POSITION

Approval Meeting:

Remarks:

Current Assignment

Employee ID:

Date of Joining:

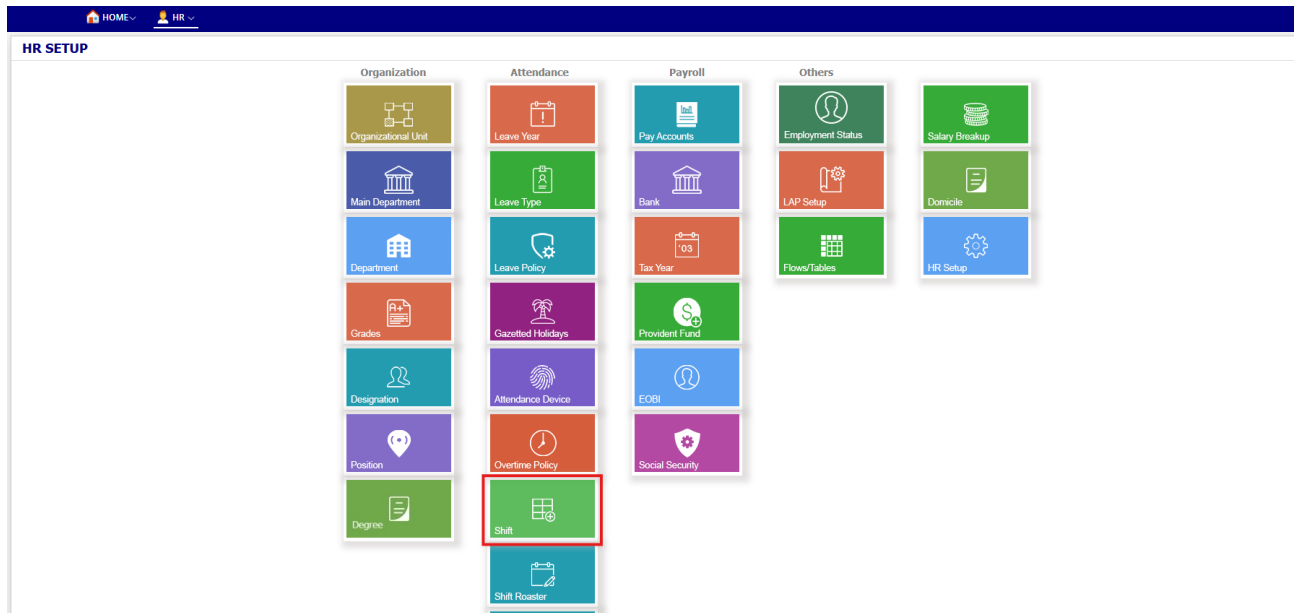
Job Status:

3.7 Creating Shift

You will define new Shift on following page. The data entry will be made in following manner:

- Enter Shift ID.
- Enter Description.

Click to save record. For next entry click to refresh the input fields. To go to search please click . Is used to delete the record.



3.8 Creating Leave Year

You will define new Leave Year on following page. For leave year creation following information is needed.

- Enter Leave year ID.
- Enter Year Start Date.
- Enter Year End Date.
- Select Active to activate the leave year.

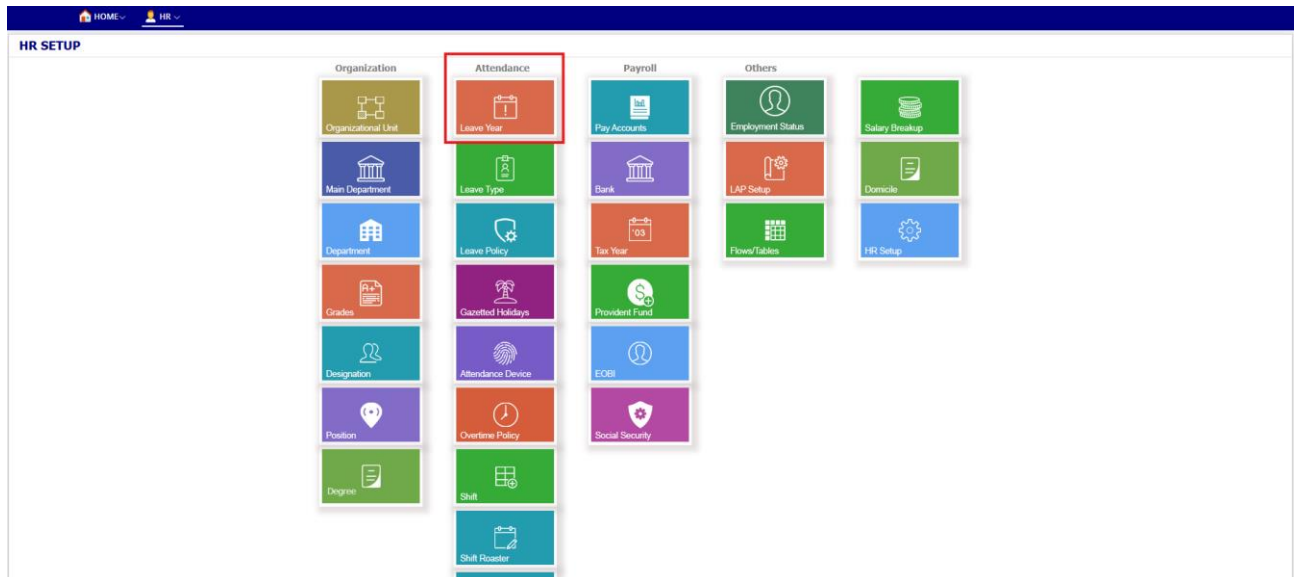
Click  to save record. For next entry click  to refresh the input fields. To go to search please click .  is used to delete the record.

3.9 Creating Leave Type

You will define new Leave Type on following page. For leave type creation following information is needed.

- Enter Abbreviation.
- Enter Leave Type.

Click to save record. For next entry click to refresh the input fields. To go to search please click. Is used to delete the record.



LEAVE TYPES

Leave Type:

☐

Short Leave:

☐

Half Day:

☐

Probation:

☐

CPU/Credit:

☐

Post:

☐

Use in Employee Portal:

☐

Post Leave Type:

Post Value:

Back Days:

Female:

☐

Paid:

☐

OverTime:

☐

Rep. Date in case of CPU:

☐

Check Leave Bal:

☐

CPU:

☐

Ledger:

☐

Absent:

☐

Check Present in case of CPU/Credit:

☐

Required Remarks/Reason:

☐

Post Value:

Future Days:

Refresh

Save

Delete

List

3.10 Creating Gazetted Holidays

You will define new Gazetted Holiday on following page. The data entry will be made in following manner:

- Enter Gazetted Holidays.
- Select From Date.
- Enter To Date.
- System Calculated Days.

Click to save record. For next entry click to refresh the input fields. To go to search please click. Click button to edit or update records. Click button to delete the record.

HR SETUP

Organization

Organizational Unit

Main Department

Department

Grades

Designation

Position

Degree

Attendance

Leave Year

Leave Type

Leave Policy

Gazetted Holidays

Attendance Device

Overtime Policy

Shift

Payroll

Pay Accounts

Bank

Tax Year

Provident Fund

EOBI

Social Security

Others

Employment Status

LAP Setup

Floors/Tables

Salary Breakup

Domestic

HR Setup

GAZETTED HOLIDAYS

Holidays

From

To

Days

07/05/2025

07/05/2025

1

Refresh

Save

Delete

List

Page no. 1 / 1

1 to 1 / 1 record(s)

First Previous Next Last

3.11 Creating Attendance Device

In many organizations, the Time Attendance Devices are installed to record In/Out of employees. You will enter Attendance Device ID, Location and Department on following page. The data entry will be made in following manner:

- Enter Device ID.
- Enter Device/ Specs.
- Enter Department.
- Enter Physical Location.

Click  to save record.

ATTENDANCE DEVICES

Device ID: *

Device Model/Specs: *

Department: *

Physical Location: *

Refresh

Save

Back

no record(s) found

no record(s) found

First

Previous

Next

Last

Device ID	Device Model/Specs	Location	User/Date Time
no record(s) found	no record(s) found	no record(s) found	First Previous Next Last

3.12 Overtime Policy

You will define new overtime policy on following page. The data entry will be made in following manner:

- Enter Policy ID.
- Enter Policy Name.

Columns with steric are compulsory to be filled as mentioned above.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click .

Click  button to edit or update records. Click  button to delete the record.

OVERTIME POLICY

Policy ID: Policy Name: P/F: R/F: G/F: Max Minutes:

Page no. 1 / 1 1 to 2 / 2 record(s) First Previous Next Last

Policy ID	Policy Name	P/F	R/F	G/F	Max	Max Minutes	User	User Login
OT-1	OT-1	0.00	0.00	0.00	No	0	Support1	26-Dec-2023 05:13 PM
0021	Overtime1	0.00	0.00	0.00	No	0	Support1	26-Dec-2023 05:44 PM

Page no. 1 / 1 1 to 2 / 2 record(s) First Previous Next Last

3.13 Creating Bank

The Bank Profiles are used in payroll payments to transfer employees' salary. You will define new Bank on following page. The data entry will be made in following manner:

- Enter Bank Code.
- Enter Short Name.
- Enter Bank Account No.
- Enter Bank Name.
- Enter Branch Name.
- Enter Branch Address 1, 2 and 3.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click . Click  to edit or update records. Press  to delete the record.

BANK

Bank Code:

Short Name:

Bank Account No:

Bank Name:

Branch Name:

Branch Address 1:

Branch Address 2:

Branch Address 3:

Page no. 1 / 1 1 to 1 / 1 record(s) First Previous Next Last

Bank Code	Short Name	Bank Name	Account No.	Branch Name	Address	User/Date
190201	ALB	Allied Bank	001-002	Casality		Support1 26-Dec-2023 05:14 PM

Page no. 1 / 1 1 to 1 / 1 record(s) First Previous Next Last

3.14 Creating Tax Year

You will define new Tax year on following page. The data entry will be made in following manner:

- Enter Tax year.
- Enter Start Date.
- Enter End Date.

Mark Active to activate the option.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click . Click  to edit or update records. Press  to delete the record.

SALARY TAX YEAR

Tax Year: Start Date: End Date: Active: ☐

Page no. 1 / 1 1 to 1 / 1 record(s) First Previous Next Last

Tax Year	Start Date	End Date	Active	User Login
2023-2024	01-Jul-2023	30-Jun-2024	Yes	Supports 27-Dec-2023 10:28 AM

Page no. 1 / 1 1 to 1 / 1 record(s) First Previous Next Last

3.15 Creating EOBI

You will define EOBI setup on following page. The data entry will be made in following manner:

- Enter Account ID.
- Enter Status.
- Enter Amount.
- Enter Percentage.
- Enter Rate.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click . Click  to edit or update records. Press  to delete the record.

EOBI

Account ID:

On Working Days: ☐ On Salary: ☐ Registered Only: ☐

Status:

Amount: %: Rate:

Page no. 1 / 1 1 to 4 / 4 record(s) First Previous Next Last

Acc. ID	Account Description	OWD	OS	RO	Status	Amount	(%)	Rate	User Name	Date Time
202	EOBI Employee	True	False	False	Permanent	13,000	0	1.00	Supports	27-Dec-2023 12:27 PM
202	EOBI Employee	True	False	False	Probation	13,000	0	1.00	Supports	27-Dec-2023 12:43 PM
203	EOBI Employer	False	False	False	Probation	13,000	0	1.00	Supports	27-Dec-2023 12:28 PM
203	EOBI Employer	False	False	False	Permanent	13,000	0	1.00	Supports	27-Dec-2023 12:28 PM

Page no. 1 / 1 1 to 4 / 4 record(s) First Previous Next Last

3.16 Configuring HR System Setup

You will define Overtime Calculations and Salary breakup on the following page. The data entry will be made in following manner:

- Enter P. Fund Breakup.
- Enter Income Tax.
- Enter Dashboard Alerts
- Enter Settlement.

Click  to save record.

HR SETUP




Emp ID: (Do not change Employee ID, as it will change Employee Sequence No)
 Open Emp: ☒ Char Length:

P.FUND BREAKUP

PFund_PF: ☐
 PFund: Days: PF_Comp_ID:
 PFund_EMR: AC_1: AC_2:
 AC_3: AC_4:

INCOME TAX

☒
 S.Income Tax: S.Basic: S.PFund: O.Type:

DASHBOARD ALERTS

DOB Days: Confirmation Days: CNIC Days: Contract Days:

SETTLEMENT

Basic Gratuity: ☐

Validate Account from Financials: ☒

Process Salary on Branch: ☐

PROMOTIONS/DEMOTIONS SETTINGS

Allow all Employees: ☒ (including not on job)

3.17 Creating Shift Timing

You will define new Sifting Timing on following page. The data entry will be made in following manner:

- Select Shift from the list.
- Enter Start Date.
- Enter End Date.
- Enter break Start time and break End Time.
- Enter total working minutes
- Enter Late time and Absent time
- Enter Time In (Min) and Time Out (Max):
- Enter No Absent, No Break, Night, Overtime, and Split accordingly.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click . Click  to edit or update records. Click  to delete the record.

SHIFT TIMING

Shift Time Code:

Start Time 1: 12:33 PM

End Time 1: 12:33 PM

Break Start Time: 12:33 PM

Break End Time: 12:33 PM

Total Working Min: 0

Late Time: 0

Absent Time: 0

Time In (Min): 0

Time Out (Min): 0

No Absent: ☐ No Break: ☐ Night: ☐ OverTime: ☐






no record(s) found

Shift	Time 1 Start/End	Time 2 Start/End	Break Start/End	Time In Min	Time Out Max	Late Time	Absent Time	Total Minutes	User Logs
no record(s) found									

no record(s) found

First

Previous

Next

Last

3.18 Creating Salary Breakup

You will define Salary Breakup on following page. The data entry will be made in following manner:

- Enter Account ID.
- Enter Account Description.
- Enter Salary (%).
- Enter Fixed Salary.
- Enter Mark fixed Salary Active to activate the option.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click . Click  to edit or update records. Press  to delete the record.

SALARY BREAKUP

Account ID:

Account Description:

Salary(%):

Fixed Salary:

Fixed Salary: ☐






Page no. 1 / 1

2 to 4 / 4 record(s)

Account ID	Account Description	Salary(%)	Fixed Salary	Fixed Salary	User Name	Date Time
101	Basic Salary	66.667000	0	No	SupportAHECL	10-Jan-2024 06:19 PM
102	House Rent	26.667000	0	No	SupportAHECL	10-Jan-2024 06:19 PM
103	Utilities	6.667000	0	No	SupportAHECL	10-Jan-2024 06:20 PM
104	Medical	0.000000	3,000	Yes	SupportAHECL	10-Jan-2024 06:21 PM

Page no. 1 / 1

2 to 4 / 4 record(s)

First

Previous

Next

Last

3.19 Domicile List

Domicile list page is used to add domiciles of the respective employees. You will add domiciles on following page by clicking on the  button displayed on the left side of the page. The data entry will be made in following manner:

- Enter Domicile Name.
- Enter Domicile District.
- Enter Domicile Division.
- Enter Domicile Province.
- Enter Country.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click . Click  to edit or update records. Press  to delete the record.

Domicile

Domicile Name

Domicile District

Domicile Division

Domicile Province

Domicile Country

Refresh

Save

Delete

List

Saved by

Last updated by

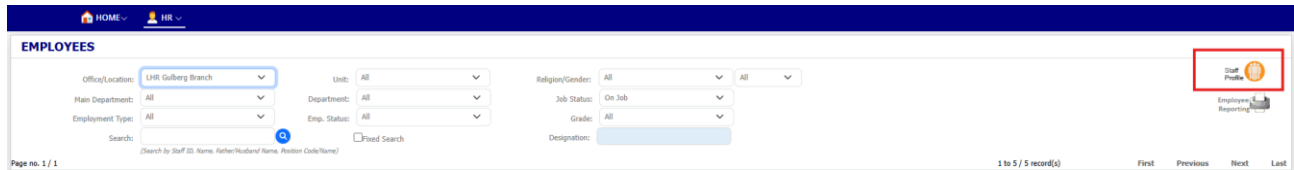
4 Employees

The Employee profiles are maintained in HR System, which covers employment data, personal information, education, experience and family. The system generated employee IDs are issued. The searches are available on following:

- By Location
- By Department
- By Job Status
- By Level
- By Section
- By Religion
- By Gender
- By Employment Status
- By Staff ID, Name, Father/ Husband Name.

Click  for required search and Click on  to create a new employee. Click  to edit or update records.

To go to employee profile click on  and for salary profile please click on . To upload related documents, file and certifications of an employee click on .



4.1 Creating Employee Profile

You will define new Employee on following page. Each employee profile will be given unique ID No. The data entry will be made in following manner:

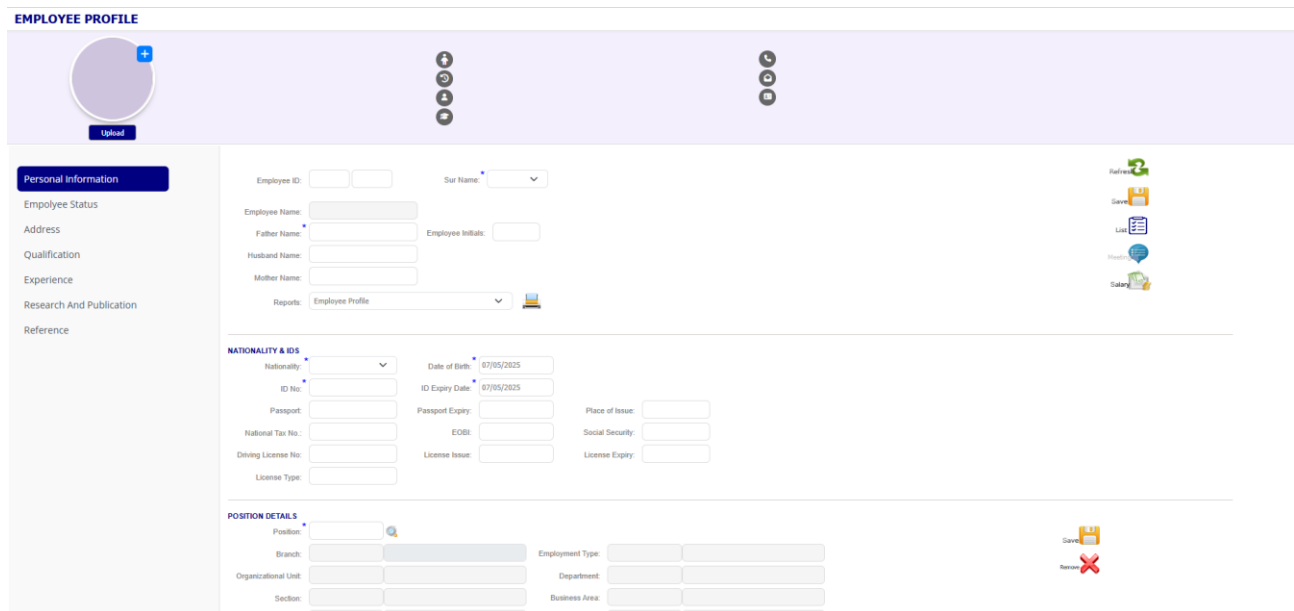
- Enter Employee First, Middle and Last Name.
- Enter Father/Husband Name.
- Select Sur Name from the list.
- Enter Employee Initial.
- Select Nationality from the list.
- Enter Date of Birth.
- Enter CNIC and CNIC Expiry Date.
- Enter Passport No. and Passport Expiry Date if available.
- Enter NTN No., EOBI, and Social Security No. if available.
- Enter Driving License No, License Issue and License Expiry License Type if available.
- Enter position created as mentioned above in the respective column.
- Select Department from the list.
- Select Location from the list.
- Select Designation from the list. Also enter Additional Designation if any.
- Select Religion, Gender, and Shift from the list.
- Select Weekly off Day, Second off Day from the list.
- Select Last Degree from the list. Also enter Specialization if any.
- Select Marital Status, Blood Group, Grade from the list
- Enter Joining Date, Employment Status and Confirmation Date.
- Select Job Status from the list.

The users with specific authorization can edit the Employee data. Click  to save record. For next entry click  to refresh the input fields. To go to search please click .

Click ,  and  to enter address, Information (education, experience and family) and salary of respective employee.

Uploading Employee Image

After creating the employee profile, the image can be uploaded. Click [Choose File](#) and select the image file (maximum up to 100k) and click [Upload](#).



EMPLOYEE PROFILE

Personal Information

Employee ID: Sur Name:

Employee Name: Employee Initials:

Father Name: Husband Name: Mother Name:

Reports: 

NATIONALITY & IDS

Nationality: Date of Birth: ID No.: ID Expiry Date:

Passport: Passport Expiry: Place of Issue:

National Tax No.: EOB: Social Security:

Driving License No.: License Issue: License Expiry:

License Type:

POSITION DETAILS

Position: 

Branch: Employment Type:

Organizational Unit: Department:

Section: Business Area:

Address

Following steps are required to record the address of an Employee ID.

- Enter Present Address, City, Country, Zip Code, Phone No., Mobile No. and Email.
- Enter Permanent Address, City, Country, Zip Code, Phone No., Mobile No. and Email.
- Enter Kin Information consisting of Name, Relation, and Tel/Mobile No., CNIC, City and Address.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click .

EMPLOYEE PROFILE













Personal Information

Employee Status

Address

Qualification

Experience

Research And Publication

Reference

PRESENT ADDRESS

Address:

City: Country: Zip Code:

Phone: Mobile:

Skype ID: Email:

Colony Resident: ☐

PERMANENT ADDRESS

Address:

City: Country: Zip Code:

Phone: Mobile:

Email:

DOMICILE

Domicile:

KIN INFORMATION

Name: Relation:

CNIC No: TelMobile:

Address:

City:




4.1.1 Education

Following Steps are required to record educational details against Employee ID:

- Enter Year.
- Select Month, Degree Type and Degree from the list.
- Enter Result.
- Enter Institute.
- Enter Remarks.

.Click  to save record. For next entry click  to refresh the input fields. To go to search please click .Click  button to edit or update records. Click  button to delete the records.

EMPLOYEE PROFILE

Personal Information
Employee Status
Address
Qualification
Experience
Research And Publication
Reference

ACADEMIC QUALIFICATION

Degree Level	Degree Title	Board / University	Session	Specialization / Major Subjects	Completion Date
					07/05/2025
Total Marks/CGPA	Marks/CGPA Obtained	Result Awaited	%Age		
0.00	0.00	☐ Yes/No	0.00	Choose File No file chosen	

PROFESSIONAL QUALIFICATIONS

Certificate/Diploma	Name of Certificate/Diploma	Institution Name/Place	Session	Major Subjects	Completion Date
					07/05/2025
Total Marks (if any)	Marks Obtained (if any)				
0.00	0.00	Choose File No file chosen			

4.1.2 Experience

Following Steps are required to record experience details against Employee ID:

- Enter Date From.
- Enter Date To.
- Enter Company.
- Enter Position.
- Enter Salary.
- Enter Reason if any.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click . Click  button to edit or update records. Click  button to delete the records.

EMPLOYEE PROFILE

Personal Information
Employee Status
Address
Experience
Research And Publication
Reference

EXPERIENCE

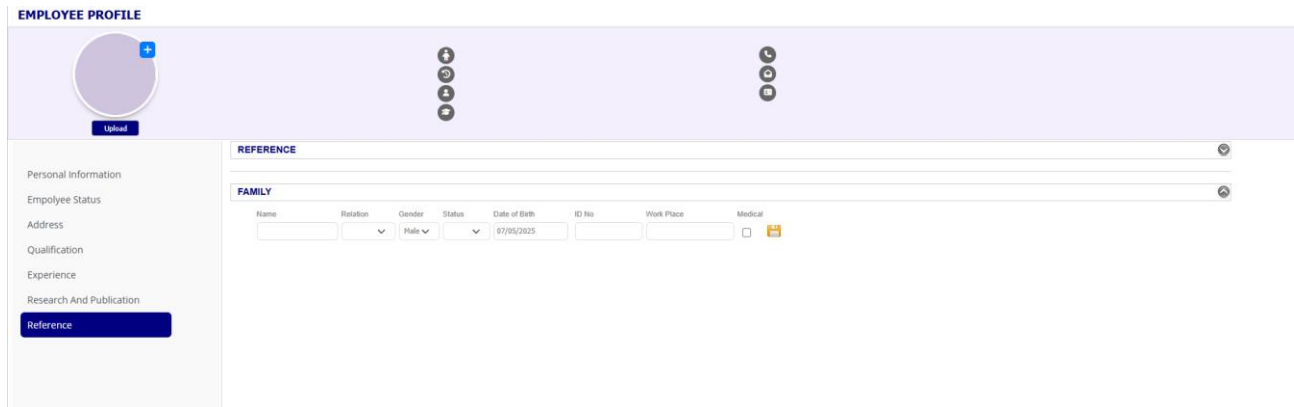
Designation	Organization	Job Sector Type	BPS / Equivalent	Duration From	Duration To
				07/05/2025	07/05/2025
Cause Of Leaving	Last Pay	Job Major Responsibility	Still working here		
	0.00	☐ Yes/No	☐ Yes/No	Choose File No file chosen	

4.1.3 Family

Following Steps are required to record family details against Employee ID:

- Enter Name.
- Select Relation, Gender and Marital Status from the lists.
- Enter Date of Birth.
- Enter CNIC.
- Enter Work Place.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click . Click  button to edit or update records. Click  button to delete the records.



EMPLOYEE PROFILE

Personal Information
Employee Status
Address
Qualification
Experience
Research And Publication
Reference

REFERENCE

FAMILY

Name	Relation	Gender	Status	Date of Birth	ID No	Work Place	Medical
		Male		07/05/2025			☐ 

4.2 Creating Salary Profile

Click  button on the right side of Employee Profile page. The basic information of Employee will be loaded automatically. This component is used to maintain employment profile and all detail about Employee salaries, deductions and allowances. Following steps are required to create Employee Salary Profile;

Select Employee ID from the search button, the system will display Employee Name, Father/Husband Name, Grade, Department, Designation, Employment, Job Status and Image against selected Employee ID.

Enter Gross Salary and click , the system will calculate Basic Salary, House Rent and Utilities. Enter Conveyance, Over Time, and Other allowances, if required. Enter Income Tax, Provident Fund, EOBI, Deductions, and Loans, if required.

By selecting following information, the salary will be added to Bank Transfer List generated by the EMS.

- Select Bank and enter Bank GL Account.
- Enter Transfer Bank Account.
- Enter Loan Account if required.

HOME
HR

EMPLOYEE PROFILE

Personal Information

Employee Status
Address
Qualification
Experience
Research And Publication
Reference

Employee ID:
Sur Name:
Employee Name:
Father Name:
Employee Initials:
Husband Name:
Mother Name:
Reports: Employee Profile

NATIONALITY & IDS

Nationality:
Date of Birth: 07/05/2025
ID No:
ID Expiry Date: 07/05/2025
Passport:
Passport Expiry:
Place of Issue:
National Tax No:
EORI:
Social Security:
Driving License No:
License Issue:
License Expiry:

Refresh
Save
List

Salary

EMPLOYEE PAYROLL

Office/Location:
Employee ID:
Employee Name:
Father/Hus. Name:
Depart/Unit/Sec:
Designation:
Job Status:

NET SALARY, PAYMENT MODE, BANK TRANSFER

Gross Salary:
Net Salary:
Salary Payment Mode:
Branch Code:
Account No:
Bank:
Bank A/C No:
Pay Branch Code:
LHR: Gulberg Branch
Fund Center:

INCOME TAX DEDUCTION

Stop Tax Deduction:
Manual Income Tax:
Annualized Income Tax:
Relief 1:
Relief 2:

SALARY, ALLOWANCES AND BENEFITS

Account Type:
Fixed:
Calculated:
Total Salary:

Sl.	Acc. Type	Description	Fixed	Calculated	Adj.	Net Amt
1	101	Basic Salary	Tax	0.00	0	
2	102	House Rent	Tax	0.00	0	
3	103	Utilities	Tax	0.00	0	
4	104	Medical	Tax	0.00	0	

4.3 Payroll Processing | Charge Account

This component is designed to create salary charge accounts. To create new Salary Charge Accounts click at Pay accounts in HR setup. Click  for required search. Click  for making new entry.

PAYROLL PROCESSING | CHARGE ACCOUNT

Search: 

(Search by Nominal Code/Sub Code/Account Name and Account ID)

Report Type: Charge Account Listing 

Page no. 1 / 2 1 to 22 / 22 record(s)    

Acc. ID	Charge Account Name/ Abbr.	Category/Option	Active	NPR	On Gross	Piece Rate	Incl. in LTax/Basic	GL/Sub/CC	User Logs
101	Basic Salary BS	Basic Calculate	Yes	No	No	No	Yes	250113	  
102	House Rent HR	House Rent/Medical Calculate	Yes	No	No	No	No	250103	  
103	Utilities UTL	House Rent/Medical Calculate	Yes	No	No	No	No	250105	  
104	Medical MD	House Rent/Medical Calculate	Yes	No	No	No	No	250104	  
105	Travelling Allowance TA	Other Allowance Calculate	Yes	No	No	No	No	251001	  
106	Overtime OT	Incentive/Arrear/Bonus Calculate	Yes	No	No	No	No	050104	  
107	Incentive INC	Other Allowance Calculate	Yes	No	No	No	No	250147	  
108	Arrears APR	Incentive/Arrear/Bonus Calculate	Yes	No	No	No	No	250119	  
115	Bonus	Other Allowance	Yes	No	No	No	No	060105	  

You will define new Charge account on following page. The data entry will be made in following manner:

- Enter Ch. Account ID.
- Enter Account Name.
- Enter Account Abbreviation.
- Select Category from list.
- Enter Sequence.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click . Click  to delete the record. Click  button to edit or update records.

PAYROLL PROCESSING | CHARGE ACCOUNT

Account ID:

Account Name:

Abbr.:

Seq: Head:

Category:

Options: Calculate ☒ Fixed ☐

Active: ☐ Non Payroll: ☐ Calculate on Gross: ☐

Calculate on Piece Rate Setup: ☐ Include in Income Tax: ☐ Factor (Rate): 0

Basic Salary: ☐ Expense: ☐ Bank: ☐

Show in Payroll Slip: ☐ Pension: ☐ PFund: ☐

Nominal Code:

Sub Code:

Created by:

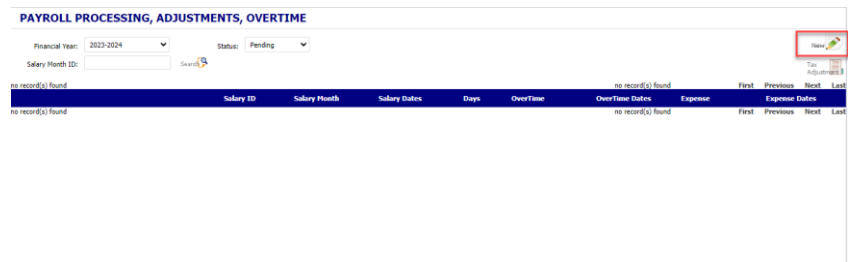
Last updated by:

4.4 Salary Month

This component is designed to create Salary Month ID.

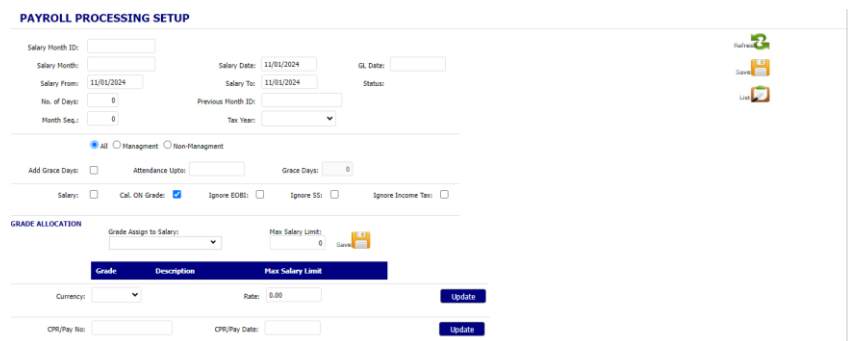
Click  for required search. Click  for making new entry.



You will define new Salary month on following page. The data entry will be made in following manner:

- Enter Salary Month ID.
- Enter Salary Month.
- Enter Salary Date.
- Enter Salary From.
- Enter Salary To.
- Enter No. of Days.
- Enter Previous Month ID.
- Enter Month Sequence.
- Select Tax Year from list.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click .



4.5 Monthly Pay Adjustments

This component is designed to View, Search and record pay adjustments against salary of Employee. To record new Monthly Pay Adjustments click  from Salary Processing menu as shown below. Click  for required search. Click  for making new entry.

Financial Year

2024-2025

Type

All

Salary Month ID

1

Status

Pending

Filter

Adjustments

Payroll

1

2

3

Page no. 1 / 1

You will define monthly pay adjustment on following page. The data entry will be made in following manner:

- Enter Ch. Account ID.
- Enter Employee ID.
- Enter Tr. Date.
- Enter Remarks.
- Enter Document No.
- Enter Adjustment Amount.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click . Click  button to edit or update records.

MONTHLY PAY ADJUSTMENT															
Salary Month:	2023-08	August-2023													
Charge Account:															
Staff ID	To Date	Remarks	Doc. No	Credit	Deduction										
	11/01/2024			0.00	0.00										
Staff Name:															
Refres/Pos. Name:															
Department:															
Designation:															
Upload File:	Choose File	No file chosen													
Ch.A/C	Charge Account	Date	Emp ID	Employee Name	Remarks	Doc. No	To Pay	To Deduct	First	Last					

- Enter Employee ID.
- Enter No. of Days

For next entry click  to refresh the input fields. To go to search please click .  button is used for cancellation.

PAYROLL PROCESSING | DAYS ADJUSTMENT

Salary Month: 2023-08August-202331Get

Staff ID: SearchNo. of Days: 0

Staff Name:Father/Hus. Name:Department:Designation:

Upload File: Choose FileNo file chosenUpload The File

RefreshSaveDeleteListPay Adjust

no record(s) foundno record(s) foundno record(s) foundno record(s) found

Emp ID	Employee Name	Father Name	Department	Designation	Days
no record(s) found					

FirstPreviousNextLast

4.7 Salary Processing

This component is designed to View, Search, and Create salary profile, finalize salary profile and delete salary profile. To record new Pay Adjustments click  from Salary Processing menu as shown below.

PAYROLL PROCESSING, ADJUSTMENTS, OVERTIME

Financial Year: 2024-2025Status: Pending

Type: AllSalary Month ID: Search

Page no. 1 / 1

Salary IDSalary MonthSalary DatesTypeTaxDaysOverTimeExpenseUser Logs

HPE-2025-03-BMarch27-Mar-202501-Mar-202531-Mar-2025Bonus31NoNoHL/Head27-Mar-2025 12:34 PM

1 to 1 / 1 record(s)

FirstPreviousNextLast

After creating the Salary Month Code, the user can create salary on the basis of salary profiles of ON JOB Employee available at the time of processing. For this, click [Create Salary Profiles](#) and system will process the salary. All processing will be shown on the module. This process is managed under separate authorization.

PAYROLL PROCESSING

Salary Month:
Pending Get Auto File

Staff ID: Sal Days: Abs Days:

Staff Name: Add

Father/Hus. Name:

Department:

Grade:

Note: Adjustment days should be entered BEFORE Salary Processing.
Adjustment days will be considered for Permanent, Adhoc, Contract and On-Probation Employees.

Search: 🔍 Department:

Refresh
Delete
List
Days Adjustment

Days Calculate
Create Salary Profile

no record(s) found										no record(s) found										First	Previous	Next	Last
E ID	Name	Desig/Dept.	DOJ/Status	Days	Gross	Salary & Allowances	Deductions	Net Sal	Stop Sal	OT(Hr)													
no record(s) found										no record(s) found										First	Previous	Next	Last

For deleting Salary Profiles

The user can remove the Salary Profiles of any month if required. For this purpose, Salary Month Code has to be entered and click Delete Salary Profiles and system will remove the profiles. If given Salary Month has been already finalized, the system will not remove the profiles. This process is managed under separate authorization.

For making Salary Days Adjustment

The short attendance and days deductions are also entered in the system to deduct the salary for required no. of days. For this purpose call the Employee ID and enter Attendance Days, the system will recalculate the salary.

PAYROLL PROCESSING

Salary Month:
Pending Get Auto File

Staff ID: Sal Days: Abs Days:

Staff Name: Add

Father/Hus. Name:

Department:

Grade:

Note: Adjustment days should be entered BEFORE Salary Processing.
Adjustment days will be considered for Permanent, Adhoc, Contract and On-Probation Employees.

Search: 🔍 Department:

Refresh
Delete
List
Days Adjustment

Days Calculate
Create Salary Profile

no record(s) found										no record(s) found										First	Previous	Next	Last
E ID	Name	Desig/Dept.	DOJ/Status	Days	Gross	Salary & Allowances	Deductions	Net Sal	Stop Sal	OT(Hr)													
no record(s) found										no record(s) found										First	Previous	Next	Last

For Finalizing Salary Profiles

After paying the salary the respective Salary Month Code has to be locked in the system so that no modification/edit can be done. For this purpose, Salary Month Code has to be entered and click **Final**

Salary Profiles and system will lock the profiles. This process is managed under separate authorization.

PAYROLL PROCESSING

Salary Month: HPE-2025-05 May-2025 Processed Get Auto Pay ☒

Staff ID: Sal Days: All Days:

Staff Name: Add

Father/Mrs. Name:

Department:

Grade:

Note: Adjustment days should be entered BEFORE Salary Processing.
Adjustment days will be considered for Permanent, Adhoc, Contract and On Probation Employees.

Search: 4 Department: All ▼

Page no. 1 / 5 1 to 30 / 145 record(s) First Previous Next Last

E. ID	Name	Design/Dept.	DOJ/Status	Days	Gross	Salary & Allowances	Deductions	Net Sal	Stop Sal	OT(Hr)

Icons: Refresh, Delete, List, Days Adjustments, Finalize Salary, Create Salary Profile

5 RFID Dashboard:

The RFID Dashboard allows you to view the headcount of all departments on a regular basis. You can see how many employees are **present**, **absent**, or **on leave** in each department. This data can be viewed **overall** or **branch-wise**.

HOME **HR**

RFID DASHBOARD

Office/Location: All Load

Department: All

Job Status: On Job

Date: 08/05/2025 ◀ ▶

EMPLOYEE ATTENDANCE - BY SHIFT

Shift	Department	Total	Present	Absent	On Leave	Off Duty
G	Compliance	3	3	0	0	0
G	Internal Audit	2	1	1	0	0
G	Information Technology	1	1	0	0	0
G	Accounts and Finance	4	3	1	0	0
G	Treasury	3	3	0	0	0
G	Human Resource	2	2	0	0	0
G	Operations	102	91	11	0	0
G	CEO	1	1	0	0	0
G	Administration and Network Expansion	1	0	1	0	0
Total		119	105	14	0	0
Total:		119	105	14	0	0

Employee Name:

Code:

Designation: Refresh

Department: Leave Ledger Staff Profile

* G: General (9:00AM - 5:30PM)

6 Bio Matic Registration:

This component is used to perform biometric registration for attendance purposes.

7 Charge Account:

To create a charge account. Click on "New", enter the Account ID, provide the Account Name, and Abbreviation. Enter the Sort Code, select the Category, then below that, enter the Nominal Account. Activate it and click Save.

8 Training Activity:

This module allows you to provide training to your employees for specific departments or individuals. Follow these steps:

1. **Select the Department** for which the training is to be conducted.

2. Click on "**New**" to create a new training activity.
3. Select the **Training Type**.
4. Enter the **Training Program Name**.
5. Choose the appropriate **Category**.
6. Write the **Objective** of the training.
7. Add the **Content** or description of the training.
8. Select the **Training Date** (From and To).
9. Enter the **Training Hours**.
10. Choose the **Open Day** or **Time Slot** for the training.
11. Add the **Number of Participants**.
12. If the training involves any **Cost**, add the amount.
13. If a **Test is required**, select the appropriate option.
14. Select the **Department** again for assigning employees.
15. Enter the **Employee IDs** of participants.
16. If there are any **Training Materials** (e.g., pictures, documents, or videos), upload them as well.

TRAININGS

Location: UPR, Gulberg Branch | 14

Department: Compliance

Activity No:

Training Type: Category:

Training Programme Name:

Objectives:

Comments:

Training From: 07/05/2025 Training To: 07/05/2025

Start Time:

Training Hours: 0

Open Day/Time Slot: Deadline for Online: 07/05/2025

Number of Participants: 0 Training Cost: 0

Test Required: ☐

IF PCQ's: ☐

AD: ☐

AA: ☐

Department: Department

Trainer Name:

Trainer Name:

Internal Trainer: ☐

Employee: Employee ID Employee Name Designation Department

Activity Remarks:

User Logs Training Material Questionare

Print

Save

Link

Print

9 Job History:

Here, you can view the job history of your employees, including any **promotions, increments, or transfers**. From this section, you can also generate documents such as **confirmation letters, offer letters, increment letters, transfer letters, and promotion letters** for employees.

JOB HISTORY

Location: Head Office | 01

Department: All

Letter Type: All

Status: All

From Date: 08/11/2024 To Date: 08/05/2025

Search: (Search by User ID, Staff ID, Staff Name)

Page no. 1 / 1

LOC	Record No	Document Date	Document No	Effective Date	Letter Type	Employee Details	Designation	Pay	User Logs
Head Office	34-000001	01-Apr-2025		01-Apr-2025	Increment Letter				Confirmed

Page no. 1 / 1

1 to 1 / 1 record(s)

First Previous Next Last

HOME

HR

Location: Head Office | 01

Record No:

Employee ID/Name:

Designation/Grade:

Department/Section:

Pay: 0

Doc No:

Doc Date: 06/05/2025

Effective Date: 06/05/2025

Letter Type:

Remarks:

Additional Details:

Upload Documents: Choose File No file chosen Upload PDF file only(100KB)

Refresh

Save

List

Print

10 Asset Issuance:

Here, you can add the details of any assets issued to your employees. This helps in maintaining a record of assets and is useful at the time of final settlement.

ASSET ISSUANCE

Location/Branch: LHR Gulberg Branch

Issue Date: 07/05/2025

Issue No:

Emp ID:

Asset Code:

Issue Details:

Remarks:

Attachments: Choose File No file chosen Upload

Returned: ☐

Return No:

Return Date:

Return Remarks:

Remarks:

Date and Time

User Name

Level

Actions

Comments

Refresh

Save

List

Print

11 Resignation Request:

From here, you can add an employee's resignation request. Normally, the employee submits it themselves, but if someone resigns immediately and does not submit the form, you can generate the resignation request from here to maintain the record and mark the employee as resigned.

HOME

HR

RESIGNATION REQUEST

Location: LHR, Gulberg Branch | 14

Request No: Request Date: 07/05/2025

Employee ID/Name: Designation/Grade: Department/Section:

Requested From Date: 07/05/2025 Requested Exit Date: 07/05/2025

Upload Documents: Choose File No file chosen Upload PDF file only(500K)

Refresh

Save

Link

Print

RESIGN APPROVAL

Serve Type: Reason Category: Resign Type: Last Working Date: 07/05/2025

Reason of Resign: Pay Status: Remarks:

Save

Date and Time

User

Level

Event

Remarks

First Previous Next Last

First Previous Next Last

12 Leave Adjustment:

This section allows you to manually issue leave balance to employees. Follow the steps below:

1. Enter the **Employee ID** and click **Search** to find the employee.
2. Select the **Leave Type** you want to issue (e.g., Annual, Sick, etc.).
3. Choose the **Date** from which the leave should be credited.
4. Enter the **Number of Leave Days** you wish to credit.

5. Check the **Credit** box to mark the leave as credited.
6. Select the appropriate **Category** (if applicable).
7. Enter the **Reason** for the leave adjustment.
8. Click **Save**.

LEAVE ADJUSTMENT

Leave No.

Staff ID:

Staff Name: Father/Hus. Name:

Designation: Department: Status:

Location:

Leave Type: ☐ Credit Leave: ☐

Date From: 02/05/2025 Days: 1.00

Category:

Reason:

LEAVE SUMMARY

Leaves Type	Pending	HOD	In Process	Credit	Availed	Balance

COMMENTS

Comments:

Comments/Actions	User Name	Date and Time

13 Attendance:

This section allows you to mark leave on behalf of an employee if they haven't done it themselves. Follow these steps:

1. Enter the **Employee ID** and search for the employee.
2. Check the box for **Future Leave**.
3. Select the **Date From** and **Date To** for the leave period.
4. Choose the **Leave Type**.

- The leave will be recorded in the employee's attendance.

14 Leave Processing

The system will display the records on any of below given combinations:

- By Location.
- By Leave Type.
- By Department.
- By dates.
- By Leave No, Employee ID or Employee Name.

Click  for required search. Click  for making new entry.

LEAVES

Location: Category:

Department: Leave Status:

Leave Type: Information:

From Date: To Date:

Search: 

(Search by Leave No, Staff ID, Name)

Page no. 1 / 1 1 to 1 / 1 record(s) First Previous Next Last

Leave Date	Leave No	Staff Name / ID	Dept./Design.	Days	Applied for	Status/User Log
29-Dec-2023	23500001	Riaz 00010	Karachi - Gulshan Iqbal Branch Head Office Branch Manager	1.00	Annual Leaves With Prior Approval	Pending (HOD) Support1 29-Dec-2023 11:02 AM

Page no. 1 / 1 1 to 1 / 1 record(s) First Previous Next Last

14.1 Creating Leave Application

You will create leave application on following page. All entries will be given unique Leave No. The data entry will be made in following manner:

- The Leave No is based on of Yearly Leave Serial No.
- Enter Employee ID the system will display Employee Name, Father/Husband Name, Department, Designation, Location, Grade and Date of Joining.
- Enter Date From and Date To the system will be display no of days.
- Select Leave Type from Annual, Casual, Earned, Examination, Maternity, Sick, Special or Without Pay from the List.
- Select Leave Classification from the list.
- Enter Reason up to 200 characters.
- Enter Alternative Arrangements. It means, who will perform duty in absence of this employee.

Click  to save record. For next entry click  to refresh the input fields. To go to search please click . Click  to cancel. For multiple employees same leave type can be processed through clone  button. Click on clone all information will be cloned except employee information which can be fetched by clicking on search button as mentioned above.

LEAVE

Leave No: 235000001 Status: Pending (Recommendation)

Staff ID: 00010 

Staff Name: Riaz 

Father/Hus. Name: Muhammad Razaq 

Designation: Branch Manager 

Department: Front Office

Location: Karachi - Gulshan Iqbal Branch

Status: Contract

Leave Type: Casual Leave Credit Leave: ☐ Required Date: ☐ Check Present: ☐

CPL Date:

Date From: 29/12/2023 Days: 1.00 Date To: 29/12/2023

Category: Annual Leaves Intimation: With Prior Approval

Reason: Approved

Replacement:

LEAVE SUMMARY

Leaves Type	Pending	Recommend	HOD	In Process	Credit	Availed	Balance
Casual Leave	0.00	-1.00	0.00	0.00	10.83	1.00	9.83

COMMENTS

Comments:



Comments/Actions	User Name	Date and Time



14.2 Forwarding Leave application to HOD

After creating leave application, click  to forward leave record to HOD for approval. The user actions are visible in Logs.

14.3 HOD approval on Leave application

In HOD login, the user will enter comments and click  to forward the leave application to HR Department. The HOD can click  to cancel the leave. To rollback the leave application click . The user actions are visible in Logs.

LEAVE

Leave No: 235000001 Status: Pending with HOD

Staff ID: 00010

Staff Name: Riaz Father/Hus. Name: Muhammad Razzaq

Designation: Branch Manager Department: Front Office Status: Contract

Location: Karachi - Gulshan Iqbal Branch

Leave Type: Credit Leave: ☐ Required Date: ☐ Check Present: ☐

CPL Date:

Date From: 29/12/2023 Days: 1.00 Date To: 29/12/2023

Category: Information:

Reason:

Replacement:

LEAVE SUMMARY

Leave Type	Pending	Recommend	HOD	In Process	Credit	Availed	Balance
Casual Leave	0.00	0.00	-1.00	0.00	10.83	1.00	9.83

COMMENTS

Comments:

Comments/Actions	User Name	Date and Time

Forward to HR

14.4 HR Department functions

All approved leaves are visible in HR Login final classification and posting in leave record. The available classifications are Casual Leave, Sick Leave, Earned/Annual Leave and Other Leave:

- Enter Comments if required.
- Enter No. of Leaves posing in employee leave ledger. (CL, SL, EL or OL)
- Enter Remarks, if required.

Please click on to cancel the leave.

LEAVE

Leave No: 235000001 Status: Pending with HOD

Staff ID: 00010 Search

Staff Name: Riaz Father/Hus. Name: Muhammad Kazzaq

Designation: Branch Manager Department: Front Office Status: Contract

Location: Karachi - Gulshan Iqbal Branch

Leave Type: Casual Leave Credit Leave: ☐ Required Date: ☐ Check Present: ☐

CPL Date:

Date From: 29/12/2023 Days: 1.00 Date To: 29/12/2023

Category: Annual Leaves Information: With Prior Approval

Reason: Approved

Replacement:

LEAVE SUMMARY

Leaves Type	Pending	Recommend	HOD	In Process	Credit	Availed	Balance
Casual Leave	0.00	0.00	-1.00	0.00	10.83	1.00	9.83

COMMENTS

Comments:

Comments/Actions	User Name	Date and Time

Forward to HR

Save

Cancel

15 Transfer:

In this section, you can view transfer details of employees and also perform employee transfers if needed. Follow these steps:

1. Enter the **Employee ID**.
2. The system will display the employee's **current location**.
3. Enter the **new location** where the employee is to be transferred.
4. Click **Save** to complete the transfer process.

TRANSFER

Doc No: Doc Date: 08/05/2025

Staff ID: Search

Status:

Position ID:

Staff Name: Father/Hus. Name:

Designation: Section:

Location: Department:

Unit:

TRANSFER DETAILS

Location:

Department:

Section:

Reason:

Remark:

Effective Date: 08/05/2025

COMMENTS

Comments:

Save

Forward to HR

Save

Cancel

16 Promotion & Demotion:

In this section, you can **view** the promotion and demotion history of your employees, as well as **assign promotions or demotions** to them as needed.

PROMOTIONS/DEMOTIONS

Location:

Main Department: Department:

Unit: Status:

From: To:

Search:

(Search by Doc.No/Emp ID Name)

Page no. 1 / 1 1 to 21 / 21 record(s) [First](#) [Previous](#) [Next](#) [Last](#)

PROMOTIONS/DEMOTIONS

Doc No: Doc Date: Status: Status

Staff ID:

Staff Name: Father/Hus. Name:

Designation: Section:

Location: Unit:

Status/Salary: Position:

Change Type: Effective Date:

Designation:

Position:

New Salary:

Benefit:

Reason:

Remarks for Letter:

17 Settlement:

In this section, you can mark the **final settlement** of an employee when they are leaving the organization, either by resignation or otherwise.

FINAL SETTLEMENT

Location:

Settlement No: ☒ Date:

Resignation No: ☒

Employee ID: PST ID:

Employee Name: Father/Hus. Name:

Designation: Section:

Department: Grade:

Date of Joining:

Reason of Termination: Remarks:

Notice Period: Notice Served(Days):

Resignation Date: Total Service:

Last Date:

Work Days:

Salary Payable for the Month(s): Net Salary:

Notice Salary Payable: ☐ Notice Salary Deductible: ☐

Calculated Amount

Account Type	To Fix	To Pay	To Deduct	Narration
	0	0	0	

18 Manual Attendance:

This section allows you to **manually mark attendance** for employees by entering their **Time In** and **Time Out**, in case an employee forgets to mark their attendance.

MANUAL ATTENDANCE

Staff ID:

Staff Name:

Father Name:

Designation:

Department:

Location:

Unit:

Employee Status:

Grade:

Joining Date:

Gross Salary:

Date From: 08/05/2025

Date To: 08/05/2025

Alt. Date: 08/05/2025

Time In 1:

Time Out 1:

Alt Date	Time In1	Time Out1	Status
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19 Loan and Advance:

From this section, you can **generate loan or advance requests** on behalf of your employees.

EMPLOYEE LOAN/ADVANCES

Locations: Head Office

Loan No:

Loan Date: 08/05/2025

Employee ID:

Dept/Designation:

Loan Amount: 0

Account Type:

Loan Details:

Payment Details:

Installment Date: 08/05/2025

Installment Interval: 1

Total Amount: 1

Calculate

Due Date: 08/05/2025

Total Amount: 1

20 Policies & Documentations:

In this section, you can **upload company policies** and add any **new policies or documentation**. These documents will then be visible on the **employee portal** for all employees to access.

21 Employee Login:

From here, you can **grant login access** to an employee, **block access** if needed, or **reset and activate** their account in case their self-service portal is not working.

22 Expense Claim Request:

In this section, you can **view expense claim requests** submitted by employees. Additionally, if you need to submit an expense claim yourself, you can do so by clicking on **"New"** and creating the request.

EXPENSE CLAIM REQUESTS

Branch: All

Expense Type: All

Date From: 08/11/2024

Date To: 08/15/2025

Department: All

Status: All

Search:

New

Page no. 1 / 1

1 to 1 / 1 record(s)

First Previous Next Last

Request Date	Request No	Branch	Employee Detail	Expense Type	Amount	Payment by Salary	Payment Amount	Cheque No/Details	Document
15-Apr-2025	ECR-425-00001	Head Office	MOHAMMAD MOHAMMAD MOHAMMAD MOHAMMAD	Entertainment Entertainment expense for guest					

Page no. 1 / 1

1 to 1 / 1 record(s)

First Previous Next Last

23 Reports:

Following reports are available in the reporting menu. All reports have their unique identification No. printed at the left bottom. At each preview, the option for Search, Selection of Printer, Page Printing Range and Data Export in different format is available.

Reporting Categories	Report Type
Employees	Employee Listings – By Department Employee Listings – By Designation Employee Listings – By Grade Employee Listings – By Employment Status Employee Listings – By Religion Employee Listings – With Address Employee Listings – With Photo Employee Listings – (Master Data) Employee Listings – (with Att. Device) Employee Listings – By Flow/Table Employee Summary – By Location Employee Summary – By Department (F1) Employee Summary – By Department (F2) Employee Summary – By Designations Employee Summary – Grade

HOME

HR

HR REPORTS | EMPLOYEES

Report Type:Employee Listings - By Department

Location:Employee Listings - By Department

Main Department:Employee Listings - By Designation

Department:Employee Listings - By Grade

Section:Employee Listings - By Employment Status

Employment Type:Employee Listings - By Religion

Nationality:Employee Listings - with Addresses

Format:Employee Listings - with Photo F1

Employee Listings - with Photo F2

Employee Listings (Master data)

Employee Listings (with Att. Device)

Employee Listings - By Att. Device

Employee Listings - By Flow/Table

Employee Listings - By Cost Center

Employee Summary - By Location

Employee Summary - By Department (F1)

Employee Summary - By Department (F2)

Employee Summary - By Designation

Employee Summary - By Grade

Position

- Position Listing - Only Active (Available - Allocated)
- Position Listing – By Position ID
- Position Listing – By Department
- Position Summary – By Department
- Position Summary – Only Active (Available - Allocated)

HR REPORTS | POSITIONS

Report Type:Sanctioned Strength Listings

Location:All

Organizational Unit:All

Department:All

Business Area:All

Designation:All

Placement type:All

Date From:07/05/2025

Section:All

Grade:All

Status:All

Date To:07/05/2025

Include Data:

Format:PDF

Employee Joining/Leaving	Listings – Left Staff/By Department
	Listings – Left Staff/By Employment Status
	Listings – Staff/By Contract End
	Listings – New Joining /By Joining Date
	Listings – New Confirmations
	Listings – Date of Birth
	Listings – Employee Renewal For Group Insurance
	Listings – Employee Renewal For Group Insurance Addition
	Listings – Employee Renewal For Group Insurance Deletion
	Listings – Employee Renewal For Health Insurance
	Listings – Employee Renewal For Group Health Insurance Addition
	Listings – Employee Renewal For Group Health Insurance Deletion

HR REPORTS | EMPLOYEES LEAVING/JOINING

Report Type:

Listings - Left Staff/By Department F1

Location:

Listings - Left Staff/By Department F1

Department:

Listings - Left Staff/By Department F2

Section:

Listings - Left Staff/By Employment Status

Status:

Listings - Staff/By Contract End

Date From:

Listings - New Joinings/By Joining Date

Listings - New Confirmations

07/05/2025

Format:

Listings - Date of Birth

Listings - Employee Renewal For Group Insurance

Listings - Employee Group Insurance Addition

Listings - Employee Group Insurance Deletion

Listings - Employee Renewal For Health Insurance

Listings - Employee Group Health Insurance Addition

Listings - Employee Group Health Insurance Deletion

Salary Reports

- Salary Listings – By Employment ID
- Salary Listings – By Employment ID (F1)
- Salary Listings – By Grade
- Salary Summary – By Department

HR REPORTS | EMPLOYEES SALARY STRUCTURE

Report Type:

Salary Listings - By Employee ID

Location:

Salary Listings - By Employee ID

Department:

Salary Listings - By Employee ID (F1)

Level:

Salary Structure - By Grade

Section:

All

Employment Status:

All

Religion:

All

Gender:

All

Grade:

All

Format:

PDF

- Payroll Summary
- Payroll Summary – Department
- Payroll Summary – By Payments Mode
- Payroll Summary – By Shift
- Payroll Summary – By Shift (F1)

- Payroll Listings
- Payroll Listings – By Department
- Payroll Listings – By Payments Mode
- Payroll Listings – By Grade
- Payroll Listings – By Shift
- Payroll Listings – By Shift (F1)
- Overtime Listings (F1)
- Overtime Listings (F2)
- Overtime Listings (F3)
- Overtime Listings (Security)
- Overtime Listings (Driver)
- Overtime Summary
- Employee Payroll Listings – By Employee ID
- Salary Payroll Listings – Complete
- Payroll Listings – Monthly Payroll
- Advance Salary Listings

HR REPORTS | EMPLOYEES PAYROLL

Report Type:

Payroll Summary - By Department

Location:

Payroll Summary - By Department

Main Department:

Payroll Summary - By Payment Mode

Section:

Payroll Summary - By Shift

Unit:

Payroll Summary - By Shift (F1)

Employment Status:

Payroll Listings - By Department

Salary ID:

Payroll Listings - By Payment Mode

Shift:

Payroll Listings - By Employment Status

Staff ID:

Payroll Listings - By Grade

Format:

Payroll Listings - By Shift

Gender:

All

Religion:

All

Job Status:

All

Payment Mode:

All

Payroll Summary - By Department

Payroll Summary - By Payment Mode

Payroll Summary - By Shift

Payroll Summary - By Shift (F1)

Payroll Listings - By Department

Payroll Listings - By Payment Mode

Payroll Listings - By Employment Status

Payroll Listings - By Grade

Payroll Listings - By Shift

Payroll Listings - By Shift (F1)

Employee Payroll Listings - By Employee ID

Salary Payroll Listings - Complete

Payroll Listings - Monthly Payroll

Advance Salary Listings

Payroll Slips (F1)

Bank Transfer Advice

Bank Transfer Advice - By Branch

Bank Transfer Advice - With Branch Code

Cash Payment Advice

Cash Payment Advice (F1)

Leave Listing – By Status/Date
Leave Listing – By Date
Payroll Listing – By Employee
Date Wise Leave Detail
Annual Leave Settlement

HR REPORTS | EMPLOYEES DAY LEAVE /SHORT LEAVE

Report Type:

Leave Listings - By Status/Date

Location:

LHR Gulberg Branch

Main Department:

All

Emp. ID:

Leave Status:

All

Date From:

07/05/2025

Leave Type:

All

Leave Year:

All

Department:

All

Date To:

07/05/2025

Format:

PDF

HR REPORTS | EMPLOYEES

Location: All

Main Department: All

Designation: All

Unit: All

Department: All

Employment Status: All

Job Status: On Job

Search:

(Search by ID No. Name)

Filter: All

Religion: All

Emp. Status: All

Gender: All

Gallery / Compare Respective: ☐

HR REPORTS | EMPLOYEES LEAVE

Report Type: Leave Ledger

Leave Year: LY 2024

Staff ID:

Search: Search

- Settlement Listing – By Date
- Settlement Listing – By Resign Type
- Settlement Listing – Settlement Listing (F1)

HOME HR

REPORT | SETTLEMENTS

Report Type: Settlement Listing - By Date

Department: All

Employment Status: All

Reason of Termination: All

Job Status: All

Date From: 07/05/2025

Date To: 07/05/2025

Search:

Format: PDF

- Salary Payments
- Payroll Slips (F1)
- Provident Fund Contribution
- Income Tax Deductions
- Employee Tax Certificate
- Employee Income Tax Certificate

HR REPORTS | STAFF REPORTS (NEW)

Report Type:Salary Payments

Location:Head Office

Department:All

Date From:07/05/2025

Staff ID:

Staff Name:

Department:

Designation:

Leave Year:LY 2024

Date To:07/05/2025

Search restricted at Location/Dept.

Format:PDF

- Listings – Complete Attendance – By Shift
- Attendance Summary – By Shift (R1)
- Attendance Summary – By Shift (R2)
- Attendance Summary – By Employee
- Attendance Register (F1)
- Attendance Register (F2)
- Attendance Register (F3)
- Attendance Register (F4)

HR REPORTS | ATTENDANCE

Report Type:Listings - Complete Attendance - By Shift

Location:LHR Gulberg Branch

Main Department:All

Department:All

Section:All

Unit:All

Shift:All

Flow:All

Card Status:

Job Status:All

Staff ID:

Staff Name:

Date From:07/05/2025

Date To:07/05/2025

Format:PDF

Loan & Advances:

LOAN AND ADVANCES	
Location:	LHR Gulberg Branch
Date From:	07/11/2024
Date To:	07/05/2025
Staff ID:	
Loan ID:	
Status:	Pending
Report Type:	Loan Against Salary Listings