

User Manual Template

FCI HRMS

Module Name: Leave Time Attendance

Version: 0.3



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Stakeholder Sign Off

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1. Introduction

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

1.1. Objective

The following objectives shall be fulfilled with the user manual

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

1.2. Target Audience

FCI Officers and FCI Employees

2. Overview

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

3. Getting Started

3.1. Set Up Consideration

OS Compatibility: Microsoft Windows 7 and above

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

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

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

3.2. Know Your Icons

Icons	Descriptions
	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

Login screen:

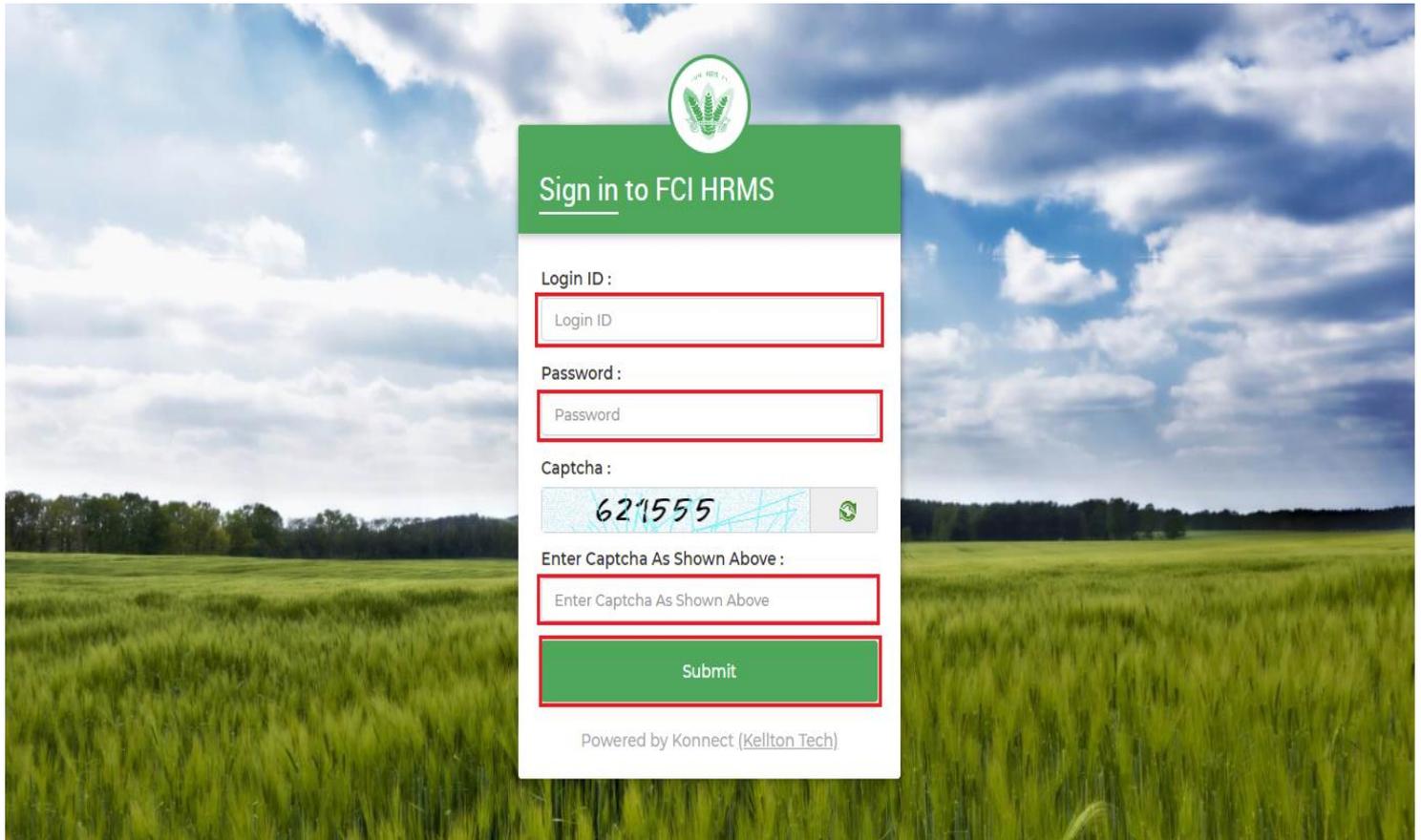


Figure 3.1 Login Screen

- 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)

Happy Birthday!!

@Powered by Konnect (Kellton Tech)

Figure 3.3 Employee 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. Vendor Master

As per the FCI policies, vendor shall be defined in the system by means of this process.

Admin will define the vendors who shall recruit the talent for the organization by filling in the required details.

4.1.1. Navigation

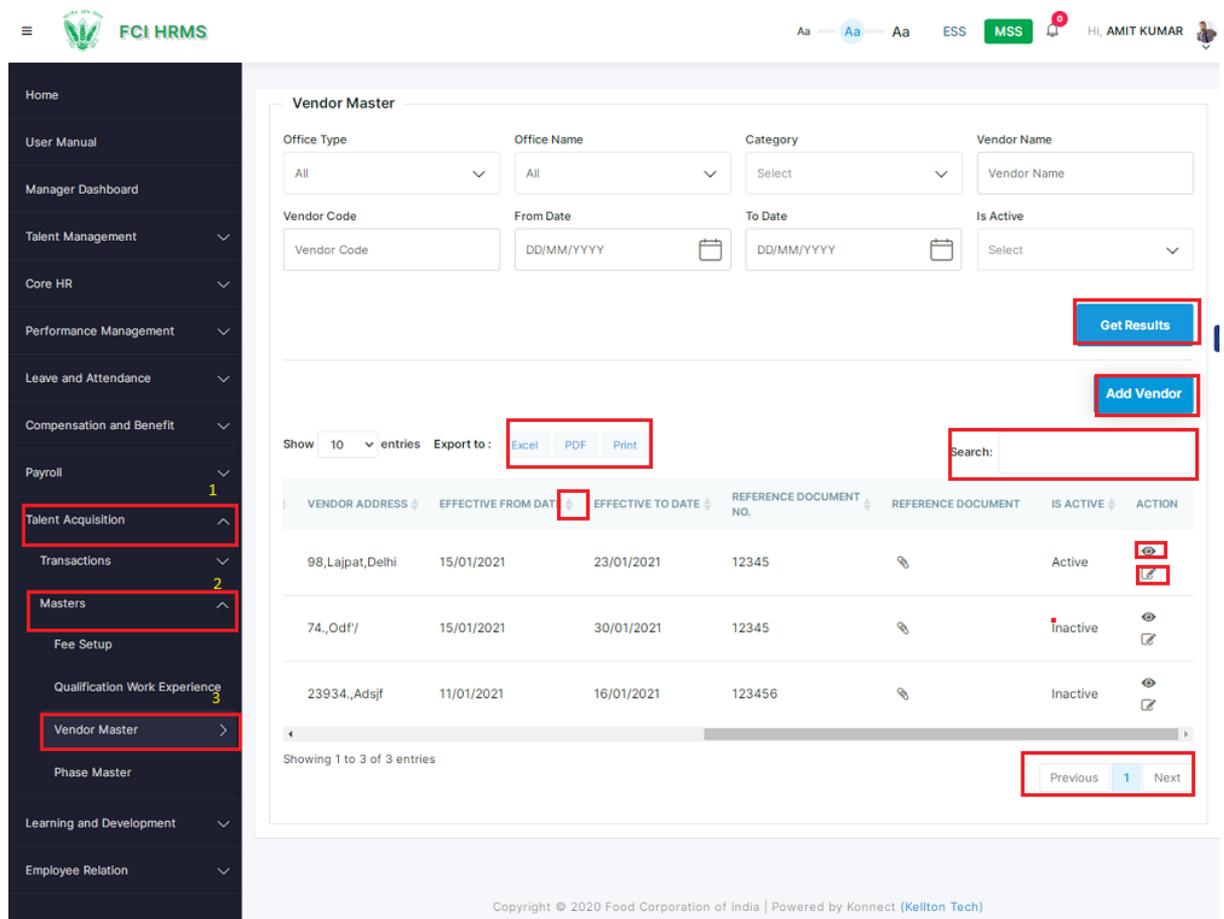
Left Navigation: Talent Acquisition >>Masters >> Vendor Master

4.1.2. SLA

NA

4.1.3. Landing Page

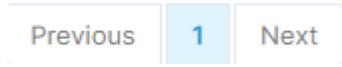
HRMS administrator shall traverse the navigation as mentioned in Section 4.1.1 to reach the Vendor Master Landing Page as shown in figure:



The screenshot displays the Vendor Master interface. On the left, a dark navigation sidebar lists various HRMS modules, with 'Vendor Master' under the 'Masters' section highlighted. The main area features a search form with filters for Office Type, Office Name, Category, Vendor Name, Vendor Code, From Date, To Date, and Is Active. Below the search form are buttons for 'Get Results' and 'Add Vendor'. A table lists three vendor entries with columns for Vendor Address, Effective From Date, Effective To Date, Reference Document No., Reference Document, Is Active, and Action. The table shows three entries with their respective details. At the bottom, there are pagination controls showing 'Showing 1 to 3 of 3 entries' and 'Previous 1 Next'.

Figure 4-1: Vendor 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 add a new record in the table as mentioned in Section 4.1.3 – Add Vendor
- Click on  to edit an existing record in the table as mentioned in Section 4.1.4 – Edit Vendor.
- Click on  to view the record as shown in figure.

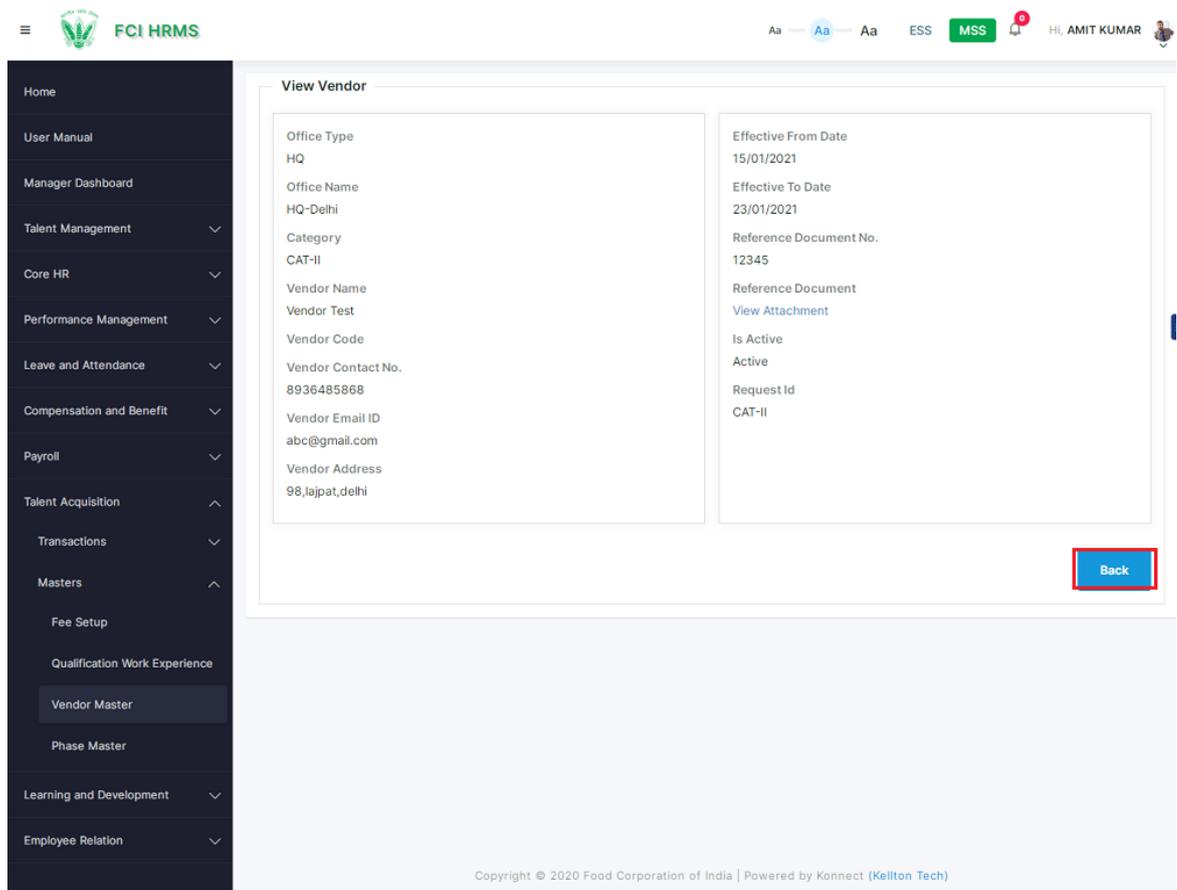


Figure 4-2: View Vendor

4.1.4. Add Vendor

Click on  to open the Add Vendor as shown in figure

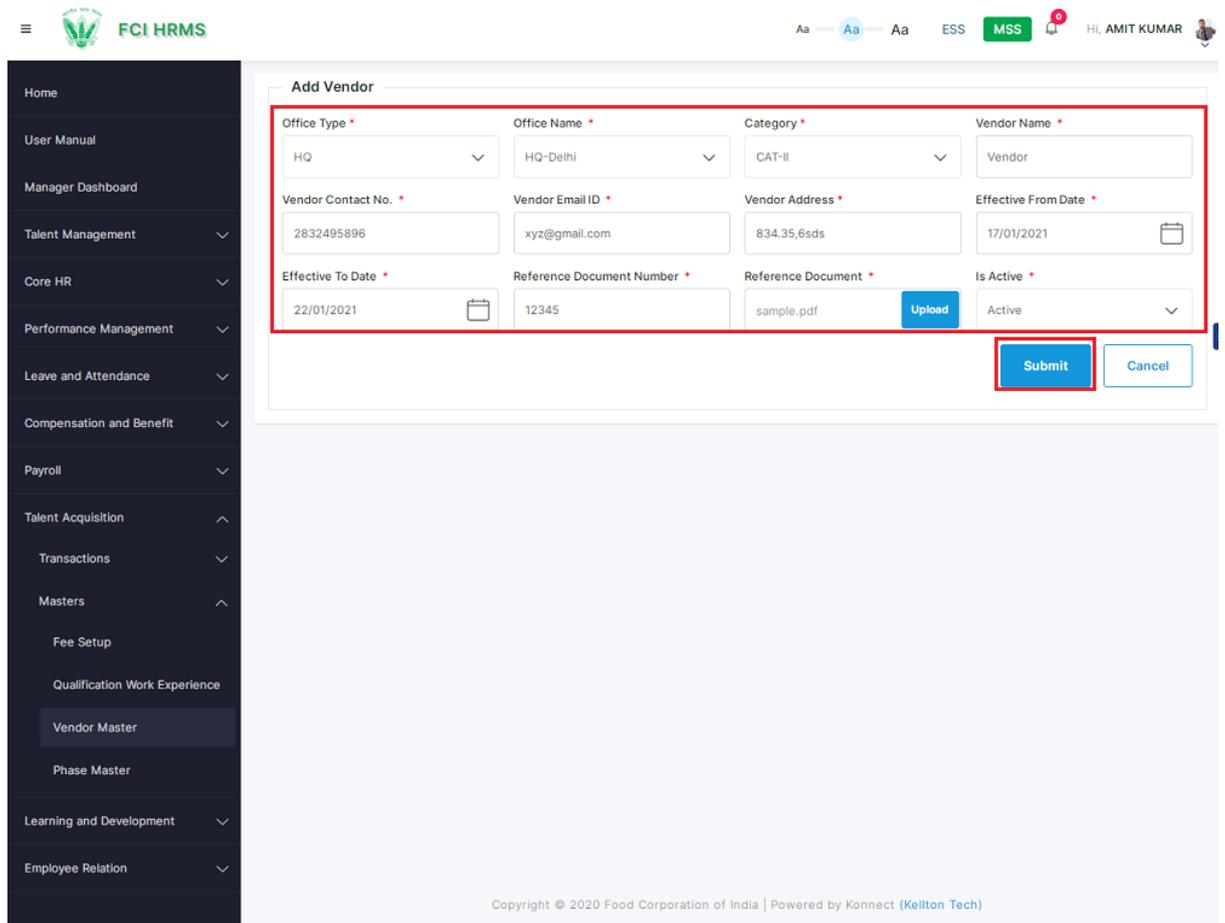


Figure 4-3: Add Vendor

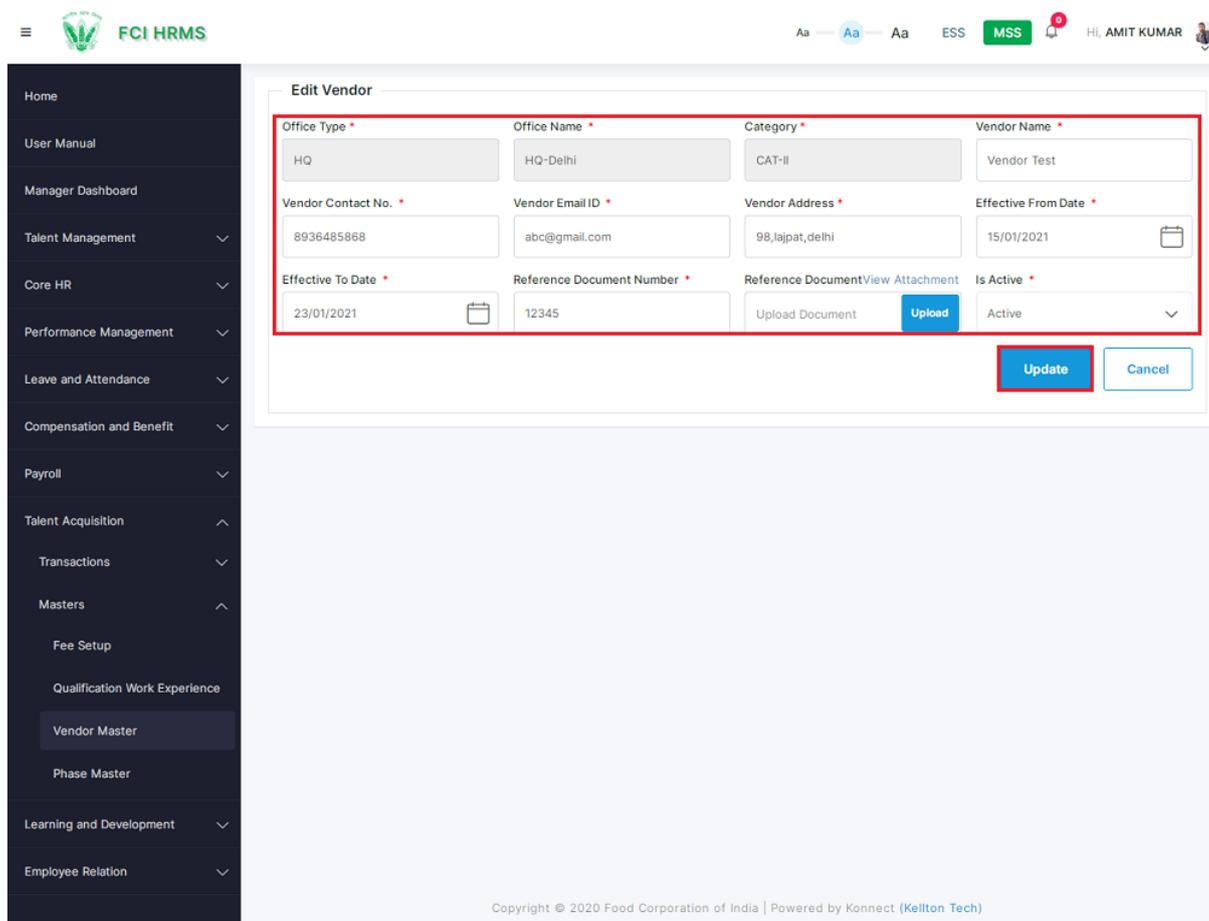
Enter the details and click on  such that a success message will be shown in the Vendor Master Landing Page for addition of a new record in the table.

Success message will be displayed as



4.1.5. Edit Vendor

Click on  to open Edit Vendor as shown in figure



The screenshot shows the 'Edit Vendor' form with the following data:

Office Type *	Office Name *	Category *	Vendor Name *
HQ	HQ-Delhi	CAT-II	Vendor Test
Vendor Contact No. *	Vendor Email ID *	Vendor Address *	Effective From Date *
8936485868	abc@gmail.com	98, Iajpat, delhi	15/01/2021
Effective To Date *	Reference Document Number *	Reference Document	Is Active *
23/01/2021	12345	Upload Document	Active

Buttons: **Update**, **Cancel**

Figure 4-4: Edit Vendor

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

4.2. Phase Master

As per the introduced process, if organization opts to recruit the talent on their own basis without having any third party agency for it, they can add the phases and exams that any candidate shall clear in order to be recruited in FCI.

4.2.1. Navigation

Left Navigation: Talent Acquisition >>Masters >> Phase Master

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 Phase Master Landing Page as shown in figure

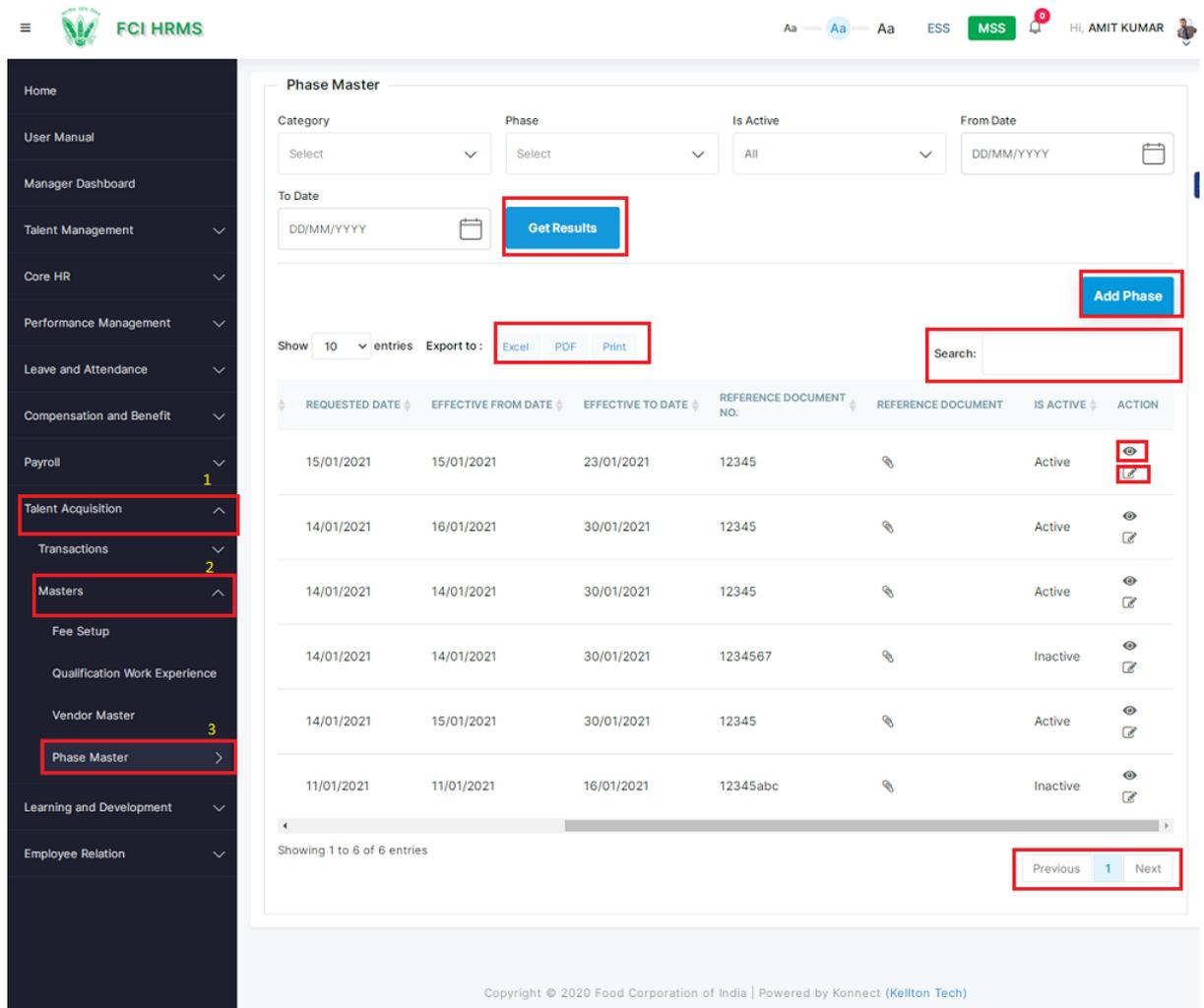
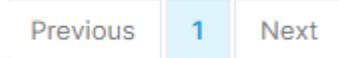


Figure 4-5: Leave Configuration Master

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 add a new record in the table as mentioned in Section 4.2.3 – Add Phase.

- 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.

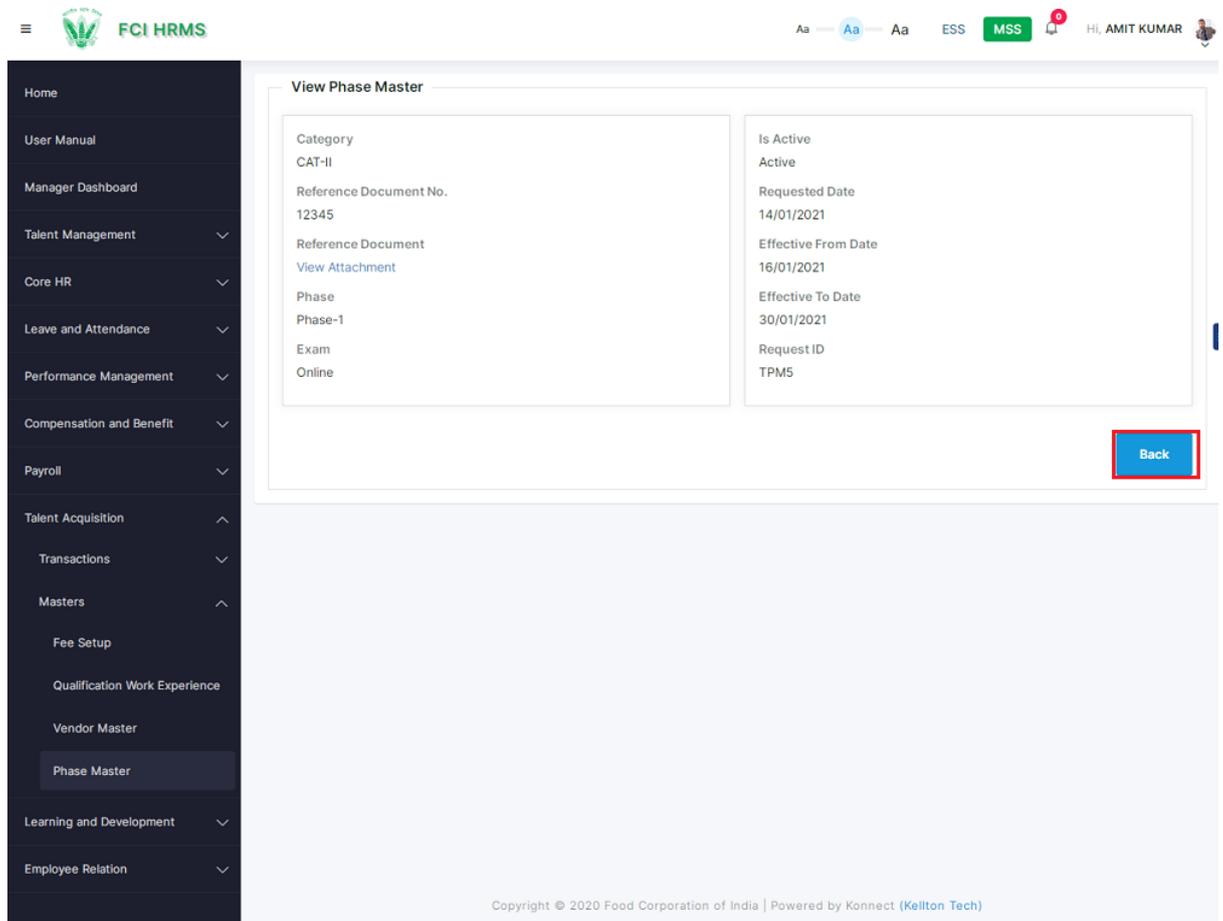


Figure 4-6: View Phase Master

Click on  to exit the screen.

4.2.4. Add Phase Master

Click on  to open the Add Phase Master as shown in figure.

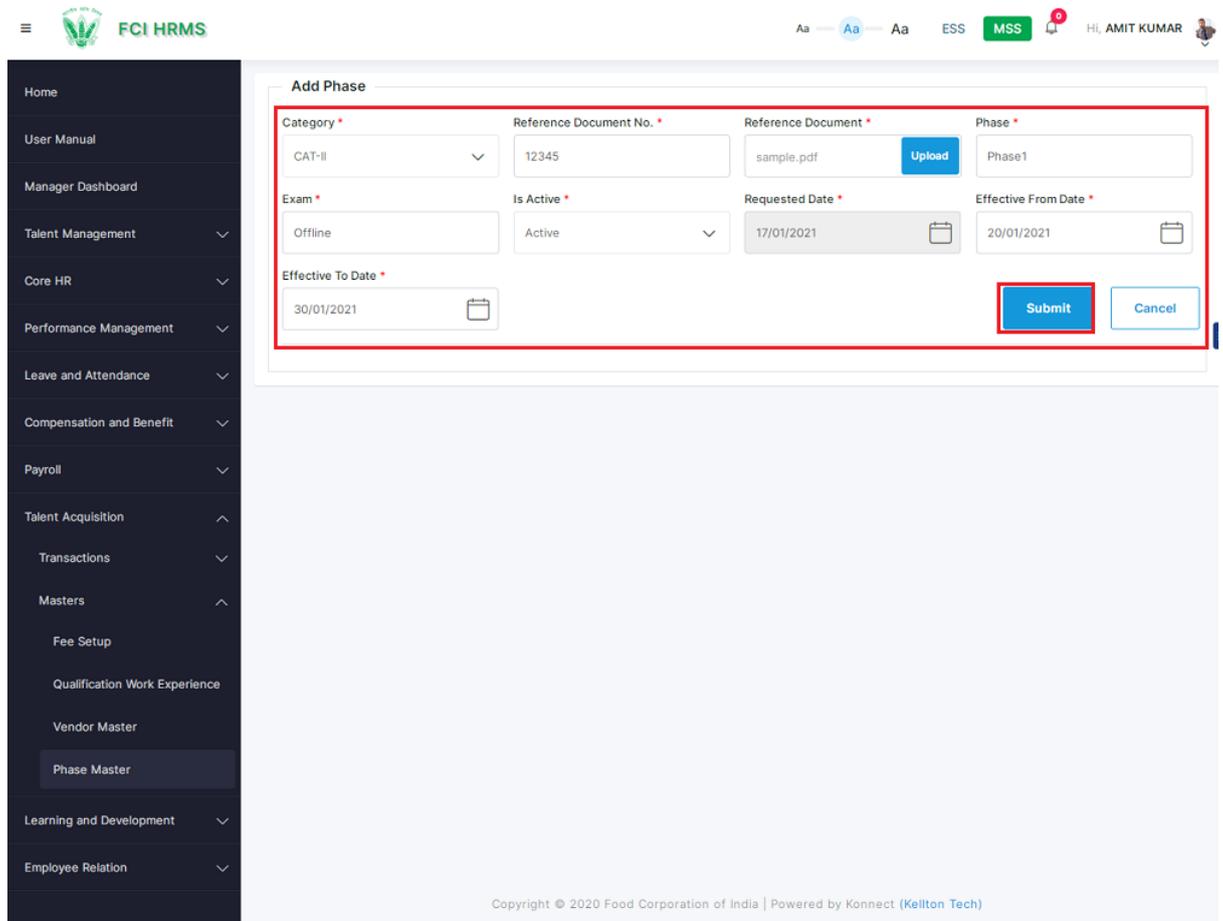


Figure 4-7: Add Phase Master

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

4.2.5. Edit Phase Master

Click on  to open Edit Phase Master as shown in figure

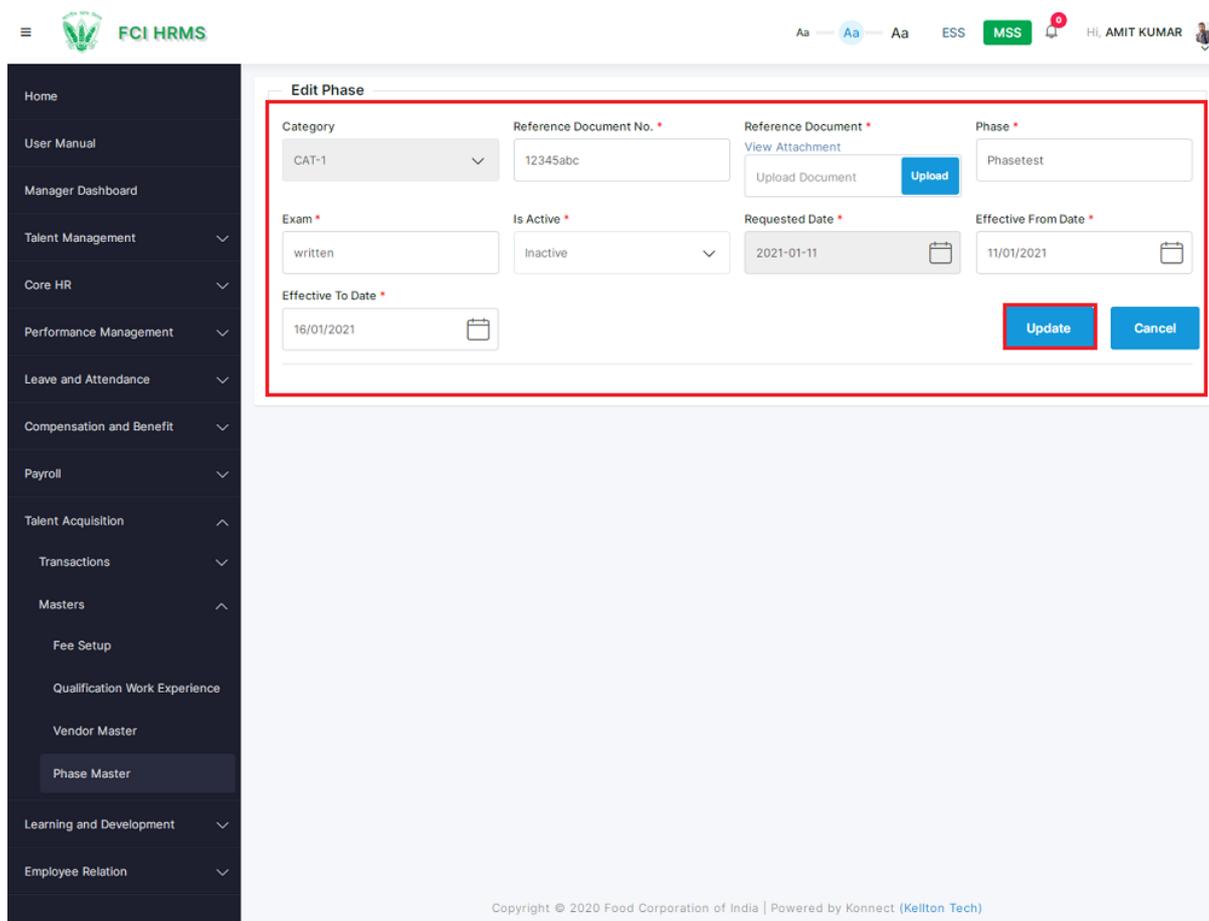


Figure 4-8: Edit Phase Master

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

4.3. Fee Setup

As per the introduced process, if organization opts to recruit the talent on their own basis without having any third party agency for it, they can add the fees on the basis of different categories, cadre, gender and other specifications.

4.3.1. Navigation

Left Navigation: Talent Acquisition >>Masters >> Fee Setup

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 Fee setup Master Landing Page as shown in figure.

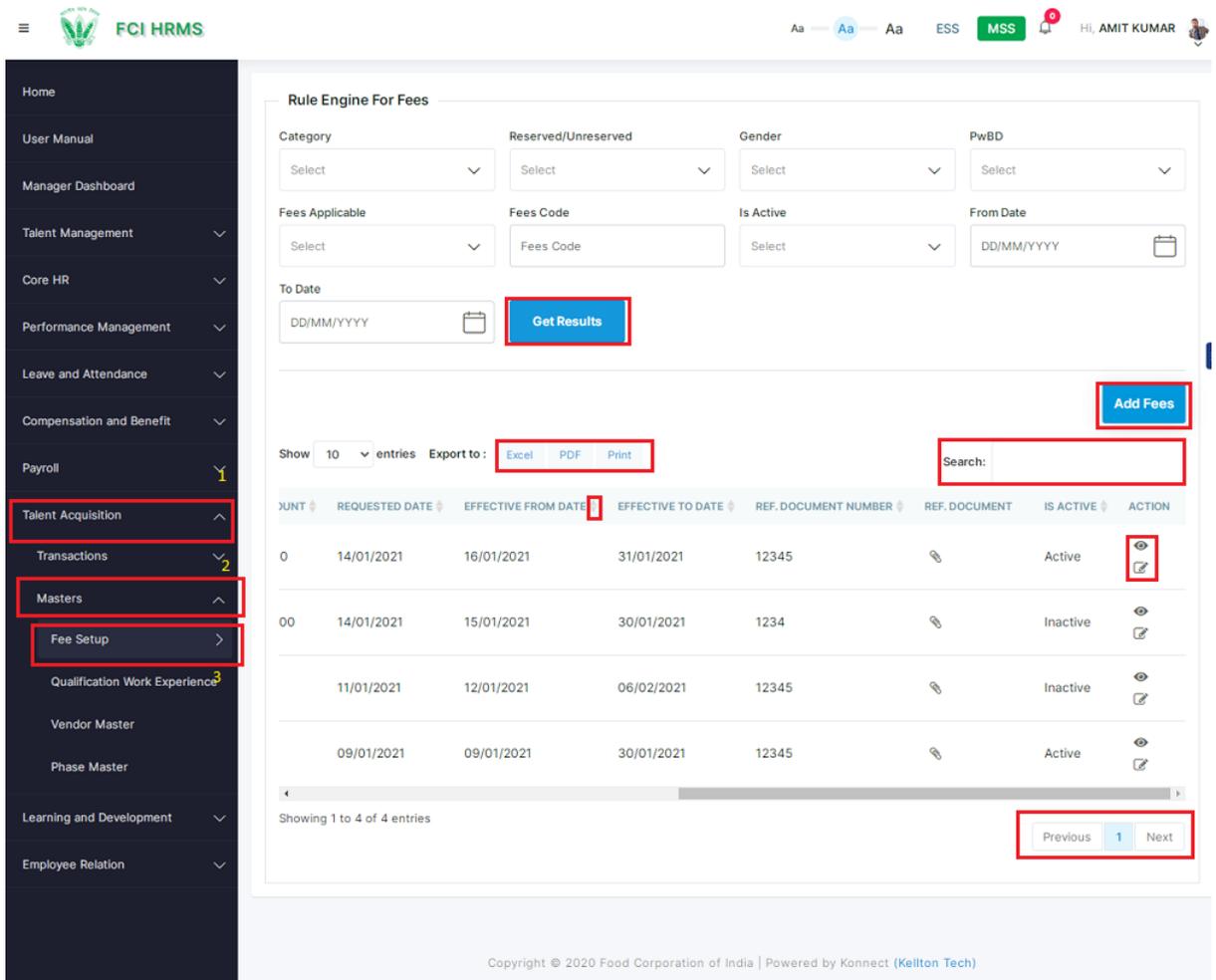


Figure 4-9: Fee setup Master

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 view the record as shown in figure.

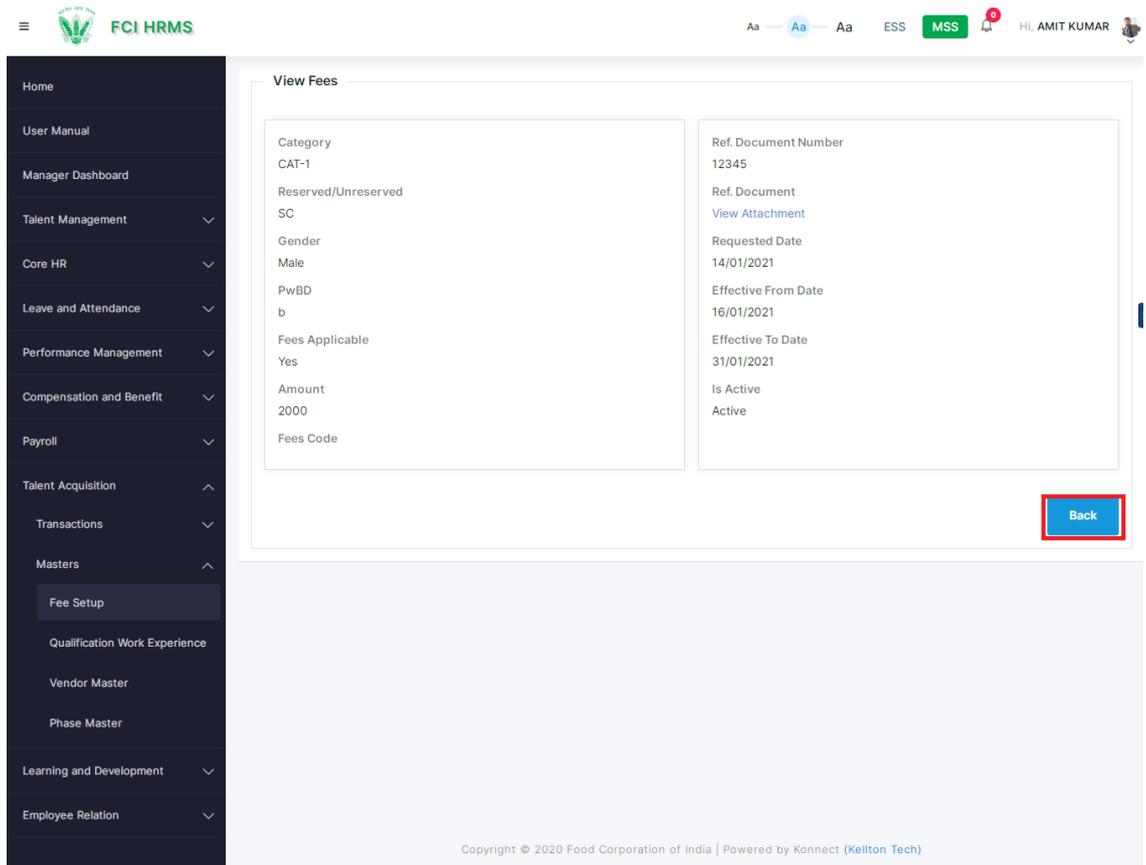
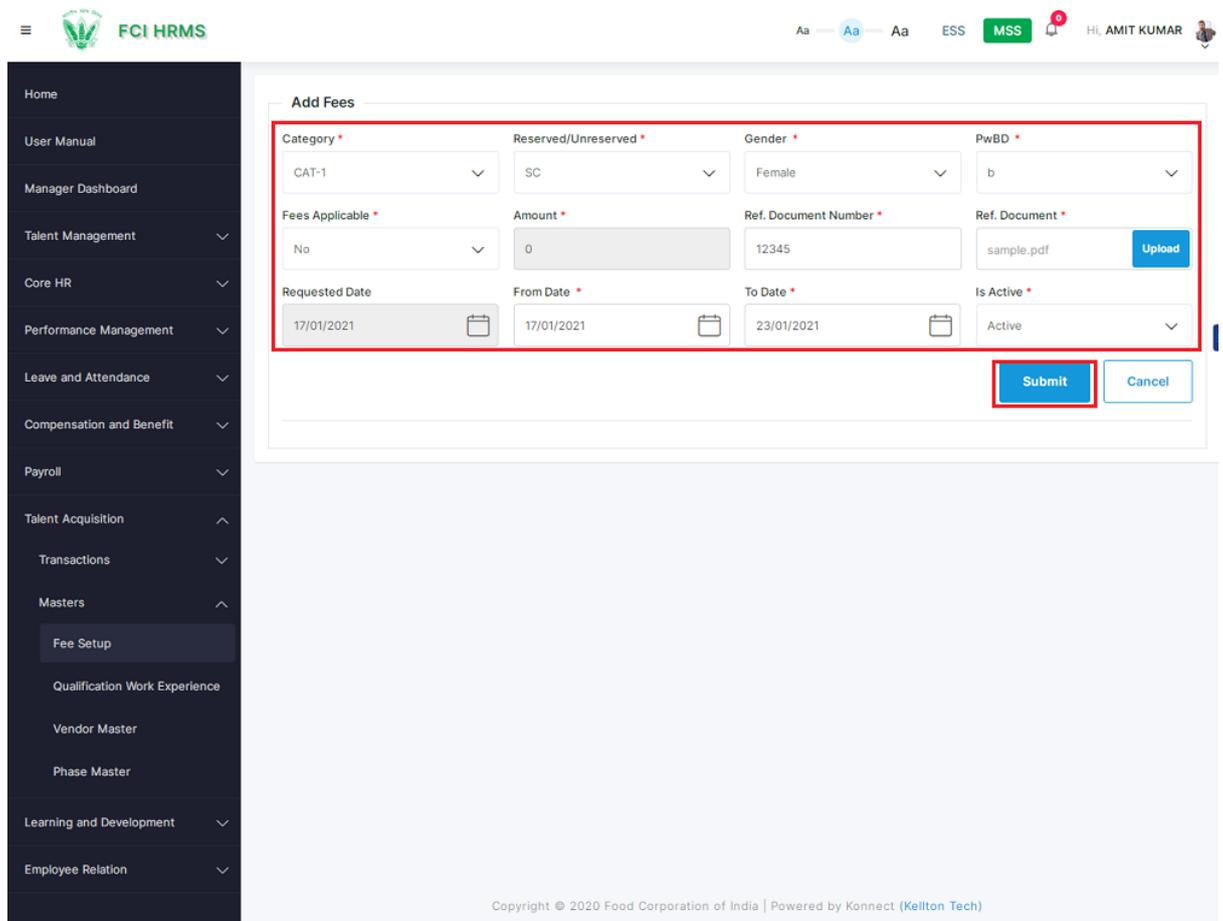


Figure 4-10: View Fee setup

4.3.4. Add Fees

Click on  to open the add fees as shown in figure.



The screenshot shows the 'Add Fees' form in the FCI HRMS system. The form is titled 'Add Fees' and contains several input fields. A red box highlights the main form area. The fields are: Category (CAT-1), Reserved/Unreserved (SC), Gender (Female), PwBD (b), Fees Applicable (No), Amount (0), Ref. Document Number (12345), Ref. Document (sample.pdf), Requested Date (17/01/2021), From Date (17/01/2021), To Date (23/01/2021), and Is Active (Active). There are 'Submit' and 'Cancel' buttons at the bottom right of the form.

Figure 4-11 Add Fees

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

4.3.5. Edit Fees

Click on  to open Edit Fee setup as shown in figure



Figure 4-12 Edit Fees

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

4.4. Qualification/Work Experience

Qualification and Work Experience shall contain the qualifications and other specifications required in order to recruit a talent on the basis of the available vacancies.

4.4.1. Navigation

Left Navigation: Talent Acquisition >>Masters >> Qualification Work Experience

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 Qualification Work Experience Landing Page as shown in figure.

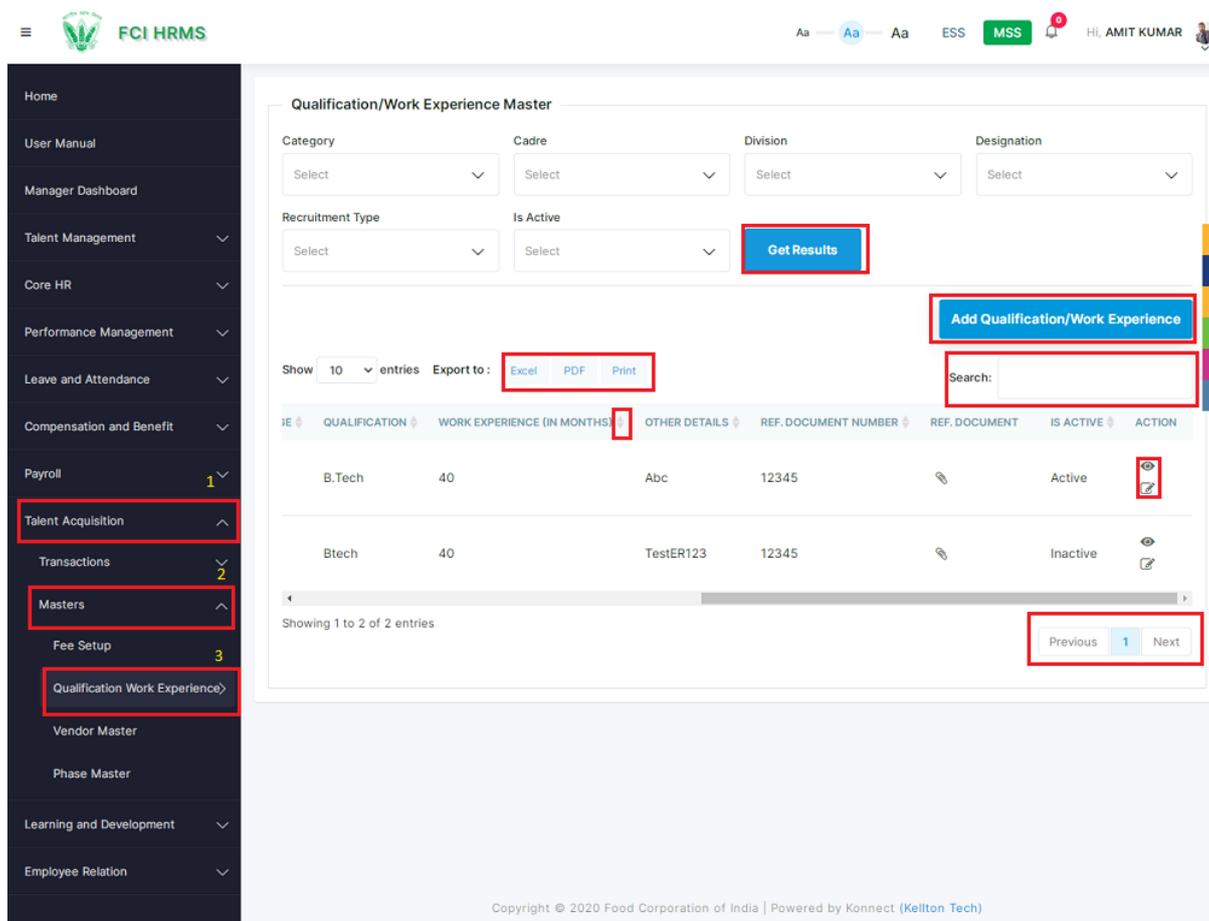


Figure 4-13: Qualification Work Experience

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 record as shown in figure.

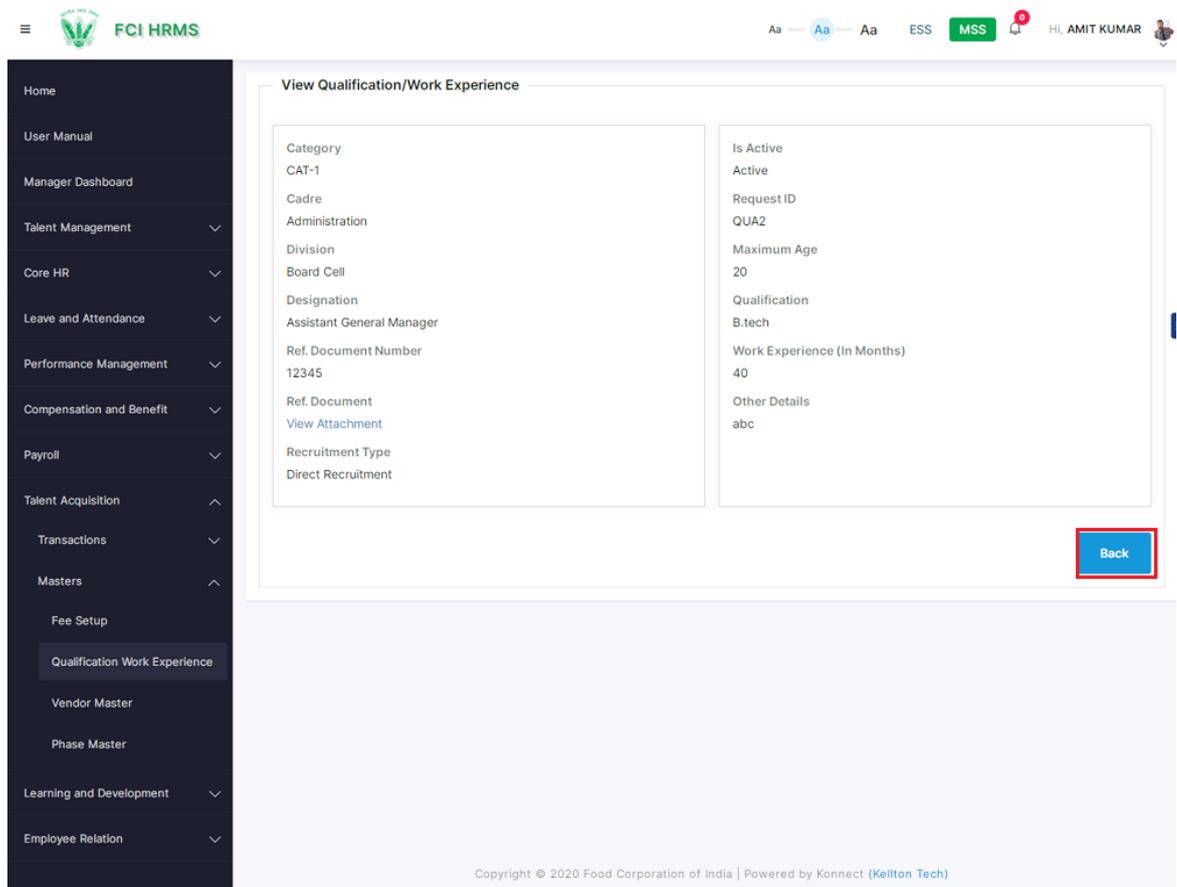


Figure 4-14: View Qualification/Work Experience

4.4.4. Add Qualification/Work Experience

Click on [Add Qualification/Work Experience](#) to open the as shown in figure

Figure 4-15: Add Qualification/Work Experience

4.4.5. Edit Qualification/Work Experience

Click on  to open Edit Qualification/Work Experience as shown in figure

The screenshot shows the 'Edit Qualification/Work Experience' form. The form is divided into several sections:

- Category:** CAT-II
- Cadre:** Administration
- Division:** Assistant General Manager
- Designation:** Board Cell
- Ref. Document Number:** 12345
- Ref. Document View Attachment:** Upload Document (with an 'Upload' button)
- Recruitment Type:** Direct Recruitment
- Is Active:** Active
- Maximum Age:** 20
- Qualification:** B.tech
- Work Experience (In Months):** 25
- Other Details:** wsdfig

At the bottom right of the form, there are two buttons: 'Update' (highlighted with a red box) and 'Cancel'.

Figure 4-16: Add Qualification/Work Experience

Enter the details and click on  such that a success message will be shown in the Qualification/Work Experience Landing Page for updating the existing record in the table.