

USER Manual for Establishment and Admin (HR Admin)

Overview

HR admin can use Establishment and Admin module for Human Resource management related activities.

E.g. HR Admin can add new employee. Those who are already in the employee register HR admin can apply for promotion/increment, change their service status.

Master Data: Data that is required/pre-requisite to drive functionality is known as “Master Data”.

Following activities are possible in the HR Model:

1. Creation of Master Data
2. HR Transactions
3. HR Reports
4. Promotion & Increments

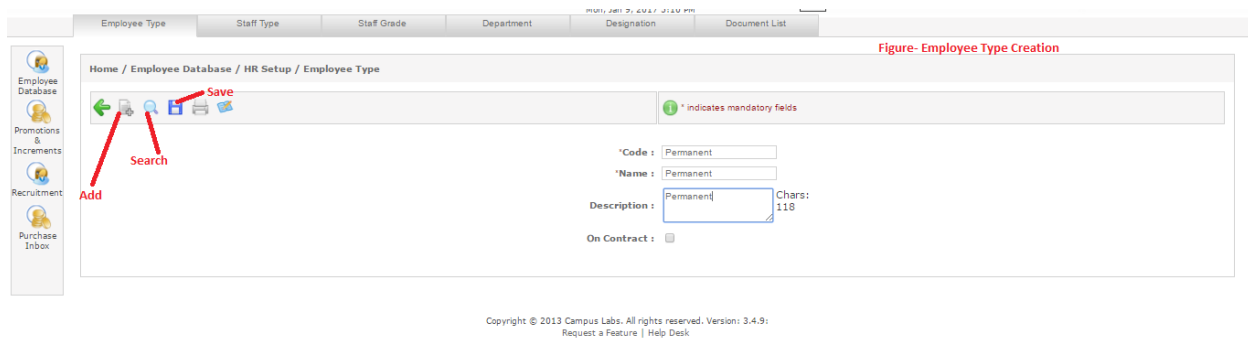
Standard Steps

User can follow standard steps to create/ Search/ Edit/ Delete any data in the model.

Steps for Creation:

User can follow these steps to create new data (For e.g. Creation of Employee Type):

- 1.** Login at Campuslabs ERP using your credentials.
- 2.** Select “Admin” role.
- 3.** Click on “Human Resources” from left menu pane.
- 4.** Click on “HR Setup” .
- 5.** Click on “Employee Type” from top menu pane.
- 6.** Click on “Add” icon.



7. Enter details like Employee type code, name and description and if the employee type is created for Employee on contract check the checkbox “On contract”.
8. Click on “Save” icon.

The new Employee Type will be created.

Steps for Searching:

User can follow these steps to Search data (For e.g. Search Department):

1. Select “Department” from top menu pane.
2. Select values for Search filters.

Employee Type Staff Type Staff Grade Department Designation Document List

Figure-Search Department

Home / Employee Database / HR Setup / Department

Add Search Save

Department Name Institution

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Sl No.	Code	Department Name	Institution	Description	Actions
1	AC_ST	Academic and Students Affairs	NISER		
2	ADMS	Administration	NISER		
3	BIO	Biological Sciences	NISER		
4	CHE	Chemical Sciences	NISER		
5	CC	Computer Centre	NISER		
6	CSC	Computer Sciences	NISER		
7	DCSEM	DCSEM	NISER		
8	DO	Directorate	NISER		
9	EPS	Earth and Planetary Sciences	NISER		
10	EM	Estate Management	NISER		
11	FIN	Finance and Accounts	NISER		
12	HO/DI	Hospital/Dispensary	NISER		
13	HOSTL	Hostel	NISER		
14	HMN	Humanities	NISER		
15	LIB	Library	NISER		

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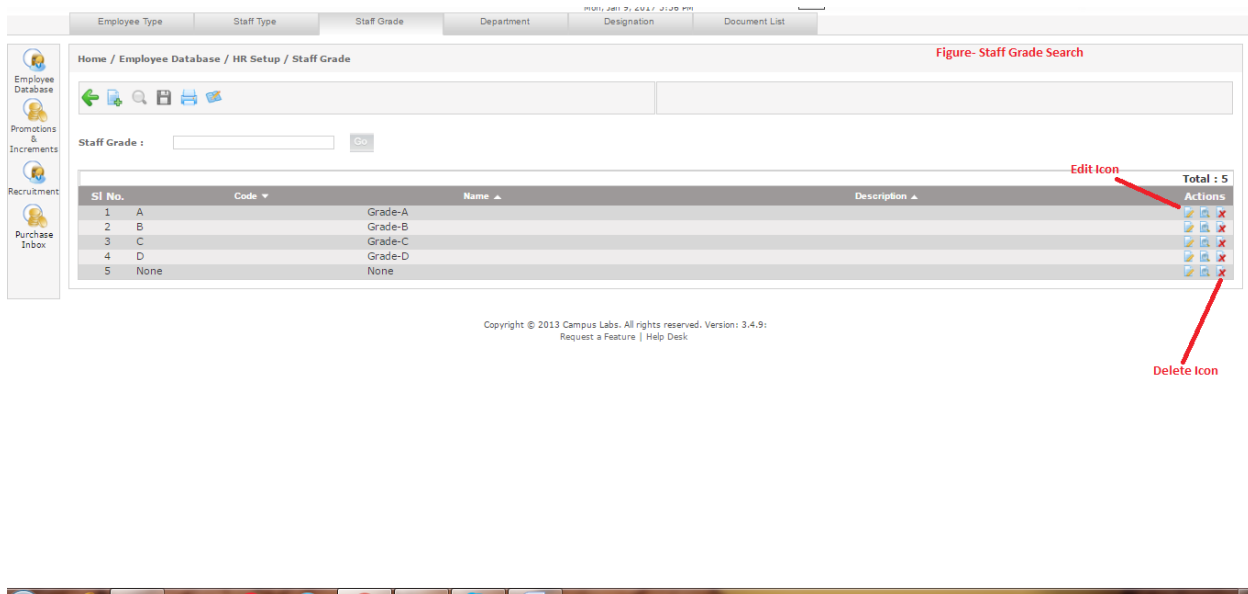
3. Click on "Go" button to see the search results.
4. Click on "View" button to see the details of respective record.

These are the standard search steps and user can also view the details of related record.

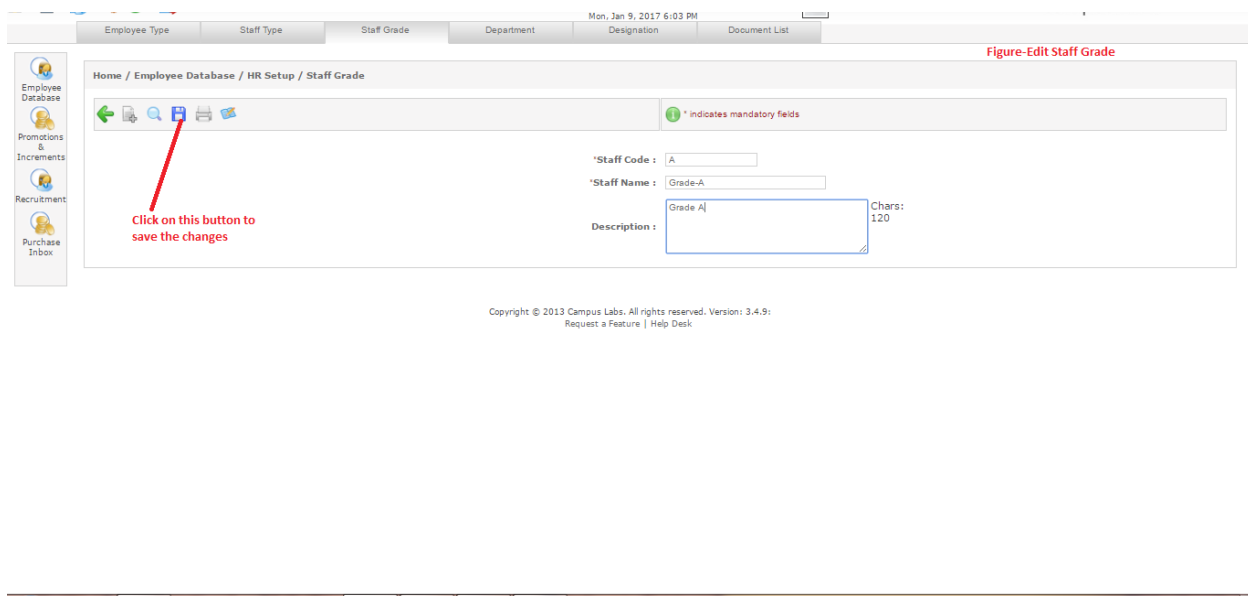
Steps to Edit particular record:

User can follow these steps to edit existing data (For e.g. Edit in Staff Grade):

1. Select "Staff Grade" from top menu pane.
2. Search the record which you want to update using standard search steps.



3. Click on “Edit” icon.
4. The respective record should be opened for editing with existing details.
5. Edit the details as per requirements.



6. Click on “Save” icon.

This will update the existing details related to selected record.

Steps to Delete particular record:

User can follow these steps to delete existing data (For e.g. Edit in Staff Grade):

1. Select “Staff Grade” from top menu pane.
2. Search the record which you want to delete using standard search steps.

Figure- Staff Grade Deletion

Home / Employee Database / HR Setup / Staff Grade

Staff Grade : Go

Sl No.	Code	Name	Description	Total : 5
1	A	Grade-A		
2	B	Grade-B		
3	C	Grade-C		
4	D	Grade-D		
5	None	None		

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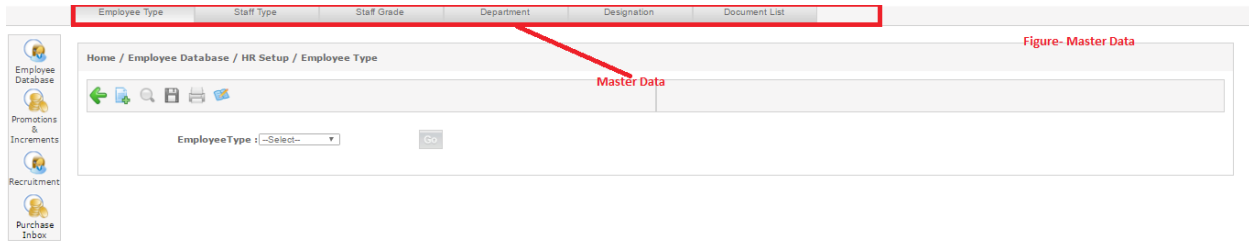
Delete Icons

3. Click on “Delete” icon to delete the specific record.

This will delete respective record.

Creation Of Master Data

User can create, search, view, edit and delete any of the master data using standard steps. Master data are as follows:



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HR Transactions

User can add new employees to the system using the HR Model. User can follow standard steps to add, search, edit and delete employee record.

Click to add new employee records

Click to view Employee screen

Click to search records using above filters

Click to upload image of particular employee

Id No.	Employee Code	Name	Service Status	Gender	Department	Designation	Aadhaar No	Date Of Joining	Update records	Actions
1	227	Dr. Abhay Soman	In Service	Male	Mathematics	Research Associate		01/07/2015		
2	263	Dr. Abhik Ganguli	In Service	Male	Mathematics	Asst. Prof.		16/05/2016		

HR Reports

HR Admin is provided with these two reports:

1. Staff Details Report: This report contains details related to Staff members.
2. Staff Qualification Report: This report contains the details related to qualification of Staff.

User can access any of these reports by following standard search steps and also can download search results in Excel as well as PDF format.

Figure-HR Reports

Home / Employee Database / HR Reports / Staff Qualification Report

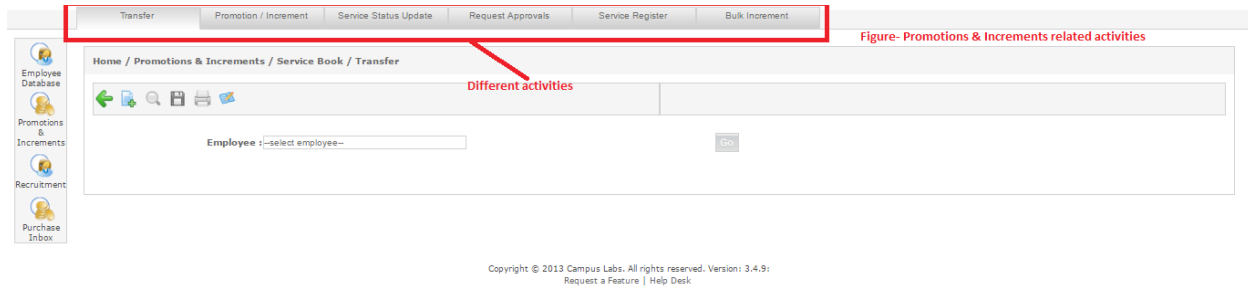
Download PDF Qualification Name : [-Select-]

Discipline Name : [-Select-] Search

Sl No	Employee Code	Employee Name	Department	Designation	Qualifications	Actions
1	0001	T K Chandrashekar	Chemical Sciences	Senior Professor	Not Found	View
2	0002	Abhaya Kumar Naik	Registrars Office	Registrar	Not Found	View
3	0003	Yellampalli Kidambi Srinath	Finance and Accounts	Finance Officer	Not Found	View
4	0005	Deepak Kumar Dalai	Mathematical Sciences	Reader-F	Not Found	View
5	0006	Anil A.V. Kumar	Physical Sciences	Reader-F	Not Found	View
6	0007	Prasanjit Samal	Physical Sciences	Reader-F	Not Found	View
7	0008	Sanjib Kar	Chemical Sciences	Associate Professor	Not Found	View
8	0009	Kamal Lochan Patra	Mathematical Sciences	Reader-F	Not Found	View
9	0010	Sanjay Parui	Mathematical Sciences	Reader-F	Not Found	View
10	0011	Moloy Sarkar	Chemical Sciences	Associate Professor	Not Found	View
11	0012	Harapriya Mohapatra	Biological Sciences	Reader-F	Not Found	View
12	0013	Lourderaj Upakarasamy	Chemical Sciences	Reader-F	Not Found	View
13	0014	Ranjan Kumar Rana	Estate Management	Scientific Assistant (D)	Not Found	View
14	0015	Pankaj Vidyadhar Alone	Biological Sciences	Reader-F	Not Found	View
15	0017	Pratap Kumar Sahoo	Physical Sciences	Reader-F	Not Found	View
16	0018	Subhasish Chattopadhyay	Biological Sciences	Reader-F	Not Found	View
17	0019	Subhasish Basak	Physical Sciences	Reader-F	Not Found	View
18	0020	Alagar Srinivasan	Chemical Sciences	Professor	Not Found	View
19	0022	Joydeep Bhattacharjee	Physical Sciences	Reader-F	Not Found	View

Promotions & Increments

Activities that come under HR module are as shown in the figure:



Follow these steps to reach the Promotions & increments menu:

1. Click on “Promotions & Increments” menu from left menu pane.
2. Click on “Service Book”.
3. Menus for promotions & increments will be displayed.

Transfer

User can enter the details of Transfer related to any employee with the help of this tab. User can follow standard steps for creation, searching, editing and deletion.

Promotion/ Increment

User can request for promotion/ increment of any employee in the database with the help of this screen. User can follow standard steps for creation, searching, editing and deletion. For creation of new request user can follow these steps:

1. Click on “Promotion/Increment” tab from top menu pane.
2. Click on “Add” icon.
3. Form will be opened.
4. Enter two characters of an employee name for which you want to create promotion/increment request. The list of employee names will be shown, select the desired employee from the list.
5. Details of employee will be displayed.

6. Select the option from increment and promotion based on which some more fields will be displayed.

Figure- Promotion Request Creation

Home / Promotions & Increments / Service Book / Promotion / Increment

Employee Details

*Employee : Dr. Abhaya Kumar Naik

Employee Type : Permanent

Staff Type : Administrative

Designation : Registrar

Department : Registrars Office

Reporting to Employee : Dr. Vadapalli Chandrashekar

Payband : 49750.00

Current Pay scale : PB-4 (37400 - 67000) - 8900

Promotion: Increment:

Increment Details

*Increment Date : 01/01/2017

Next Increment Due Date :

*No Of Increment : 2

Increment Amount : 12000

*New Salary Slab : PB-4 (37400 - 67000) - 10000

*Payband : 10000

Click on This icon to save the new request

User can also request the promotion/increment by clicking on this button as well

Cancel Save

7. Enter details for these fields(For e.g. for increment user need to provide details like increment date, number of increment, new salary slab, pay band etc.
8. Click on “Save” button.

This will generate the increment request for the selected employee.

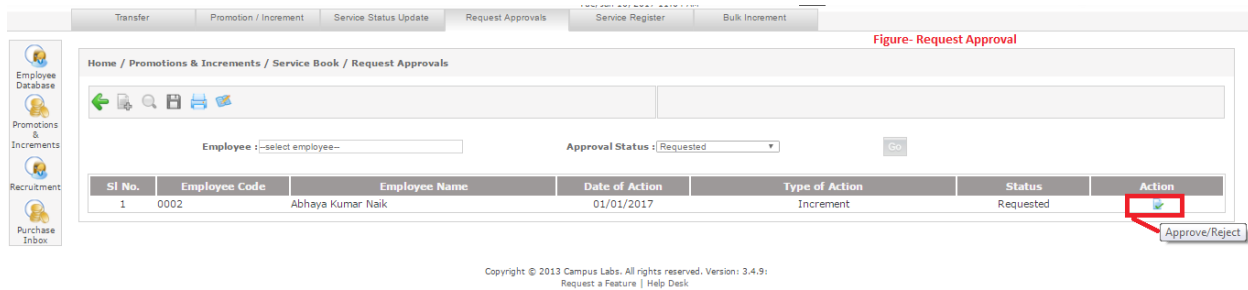
Service Status Update

User can update the current status of service for any employee with the help of this screen by creating a new one. The created current status update can be viewed in the Service register. User can follow standard steps for creation, searching, editing and deletion.

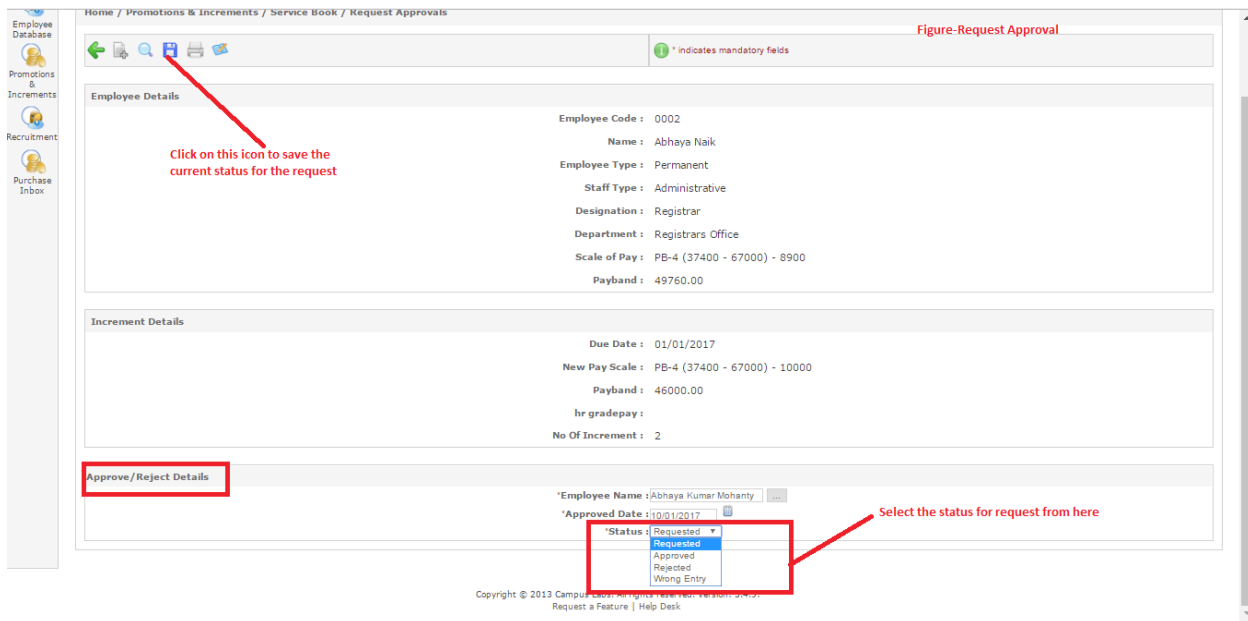
Requests Approval

User can approve the promotion/increment requests from this screen. User can follow these steps to approve the requests:

1. Click on “Requests Approval” tab from top menu pane.
2. Search the records using requested status as search filter and following standard search steps.



3. Click on “Approve/Reject” icon related to the request.
4. Request will be opened with the details.



5. Select the status “approved” from status dropdown for the request.
6. Click on “Save” icon.

This will approve the request of employee. User can check the approved requests by searching the requests with approved status.

Service Register

User can check the service details of any employee in the database with the help of this screen. User can follow these steps to see the service status of any employee:

1. Click on “Service Register” tab from top menu pane.
2. Enter one character, list of matching employee will be displayed. Select the employee from the list.

The screenshot displays the 'Service Register' application interface. At the top, there is a navigation menu with tabs: Transfer, Promotion / Increment, Service Status Update, Request Approvals, Service Register (selected), and Bulk Increment. Below the menu, the breadcrumb path is 'Home / Promotions & Increments / Service Book / Service Register'. A sidebar on the left contains icons for Employee Database, Promotions & Increments, Recruitment, and Purchase Inbox. The main content area shows the 'Employee Details' section for 'Mrs. A. B. Rosy'. Below this, there are three tables: 'Joining Details', 'Increment Details', and a table for salary and payband information. The 'Joining Details' table has one row with columns: Date of Joining (11/01/2010), Employee Type (Permanent), Staff Type (Non Teaching), Department (Finance and Accounts), Designation (Office Assistant (MS)), and Type (Join). The 'Increment Details' table has one row with columns: From Salary Slab (PB-1 (5200 - 20200) - 2000), From Payband (7830.00), Date of Increment (01/07/2016), To Salary Slab (PB-1 (5200 - 20200) - 2000), To Payband (8130.00), Number of Increments (1), and Date of Approval (25/07/2016). A footer note reads: 'Copyright © 2013 Campus Labs. All rights reserved. Version: 3.4.9: Request a Feature | Help Desk'.

Date of Joining	Employee Type	Staff Type	Department	Designation	Type
11/01/2010	Permanent	Non Teaching	Finance and Accounts	Office Assistant (MS)	Join

From Salary Slab	From Payband	Date of Increment	To Salary Slab	To Payband	Number of Increments	Date of Approval
PB-1 (5200 - 20200) - 2000	7830.00	01/07/2016	PB-1 (5200 - 20200) - 2000	8130.00	1	25/07/2016

The service details of selected employee will be displayed.

Bulk Increment

User can give increment to multiple employees together with the help of this screen. User can follow these steps for bulk increment:

1. Click on “Bulk Increment” tab from top menu pane.
2. Search the employees which you want to give increment using standard search steps.
3. Employee list will be displayed with one checkbox related to each record.
4. Check the checkbox related to the employee to which you want to give increment.

Figure-Bulk Increment

Basic salary bulk increment in percentage

Make increment for selected employees

List of employees not incremented on 10/01/2017

Department : --Select-- Designation : --Select-- Staff Type : --Select-- Save

Status : --Select-- *Increment Date : 10/01/2017 *employee increment percentage : 0

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Total : 234 [Show All]

Sl No.	Select All	Employee Code	Employee Name	Department	Designation	Date of Joining	Payband [A]	hr gradepay [B]	hr basicpay [A+B]	Increment Amount [C]	New Payband [A+C]
1	<input type="checkbox"/>	0054	Mrs. A B Rosy	Finance and Accounts	Office Assistant (MS)	11/01/2010	8130.00	2000.00	10130	0	8130
2	<input type="checkbox"/>	0028	Dr. Abdur Babaman	Biological Sciences	Reader-F	29/07/2009	43210.00	8700.00	51910	0	43210
3	<input checked="" type="checkbox"/>	0002	Dr. Abhaya Kumar Naik	Registrars Office	Registrar	19/02/2009	46000.00	10000.00	56000	2000	56000
4	<input type="checkbox"/>	0075	Dr. Abhaya Kumar Mohanty	Administration	Assistant Personnel Officer	05/05/2010	18880.00	1888.00	20768	0	18880
5	<input type="checkbox"/>	0146	Dr. Abhijit Pal	Mathematical Sciences	Asst. Professor	05/06/2013	23670.00	7600.00	31270	0	23670
6	<input type="checkbox"/>	0168	Shri Ajit Kumar Mohanty	Estate Management	SCIENTIFIC ASST (B)	16/02/2015	9710.00	4200.00	13910	0	9710
7	<input type="checkbox"/>	0020	Dr. Alagar Srinivasan	Chemical Sciences	Professor	15/06/2009	53440.00	10000.00	63440	0	53440
8	<input type="checkbox"/>	0095	Shri Alok Kumar Jena	Biological Sciences	Technician-C	01/11/2010	8450.00	2400.00	10850	0	8450
9	<input type="checkbox"/>	0204	Mr. Alok Sahoo	Computer Centre	SCIENTIFIC ASST (B)	29/09/2016	9300.00	4200.00	13500	0	9300
10	<input type="checkbox"/>	0067	Shri Amarendra Kumar Behera	Estate Management	Office Assistant (MS)	13/01/2010	8130.00	2000.00	10130	0	8130
11	<input type="checkbox"/>	0175	Dr. Amarendra Das	Humanities	Asst. Professor	01/12/2015	21900.00	7600.00	29500	0	21900
12	<input type="checkbox"/>	0135	Shri Amit Sankar Sahu	Chemical Sciences	Operator	12/09/2012	7540.00	2000.00	9540	0	7540
13	<input type="checkbox"/>	0182	Dr. Amr Tripathi	Mathematical Sciences	Asst. Professor	21/12/2015	21900.00	7600.00	29500	0	21900
14	<input type="checkbox"/>	0157	Shri Amit Kumar Panigrahi	Estate Management	Scientific Assistant (C)	02/06/2014	13590.00	4600.00	18190	0	13590
15	<input type="checkbox"/>	0170	Dr. Anamitra Mukherjee	Physical Sciences	Reader-F	29/09/2015	40220.00	8700.00	48920	0	40220
16	<input type="checkbox"/>	0196	Mr. Ananda Raman A	Computer Centre	Scientific Officer (D)	29/06/2016	18750.00	6600.00	25350	0	18750
17	<input type="checkbox"/>	0006	Dr. Anil A.V. Kumar	Physical Sciences	Reader-F	08/04/2009	40220.00	8700.00	48920	0	40220
18	<input type="checkbox"/>	0109	Dr. Anil Kumar Karn	Mathematical Sciences	Associate Professor	02/08/2011	53380.00	8900.00	62280	0	53380
19	<input type="checkbox"/>	0099	Dr. Anuraag Shrivastav	Biological Sciences	Reader-F	20/12/2010	37400.00	8700.00	46100	0	37400
20	<input type="checkbox"/>	0050	Ms. Anuradha Das	Chemical Sciences	Technician-C	24/12/2009	8770.00	2400.00	11170	0	8770
21	<input type="checkbox"/>	0075	Mrs. Apolina Lakra	Administration	Office Assistant (MS)	11/02/2010	8130.00	2000.00	10130	0	8130
				R&D Cell	Project Assistant		0.00	0.00	0	0	0
				Chemical Sciences	Reader-F	31/12/2010	40220.00	8700.00	48920	0	40220

5. "Increment Amount" field related to the selected employee will be enabled.
6. Enter increment amount in this field.
7. Click on "Save" icon.

This will update the salary with increment factor for selected employees.