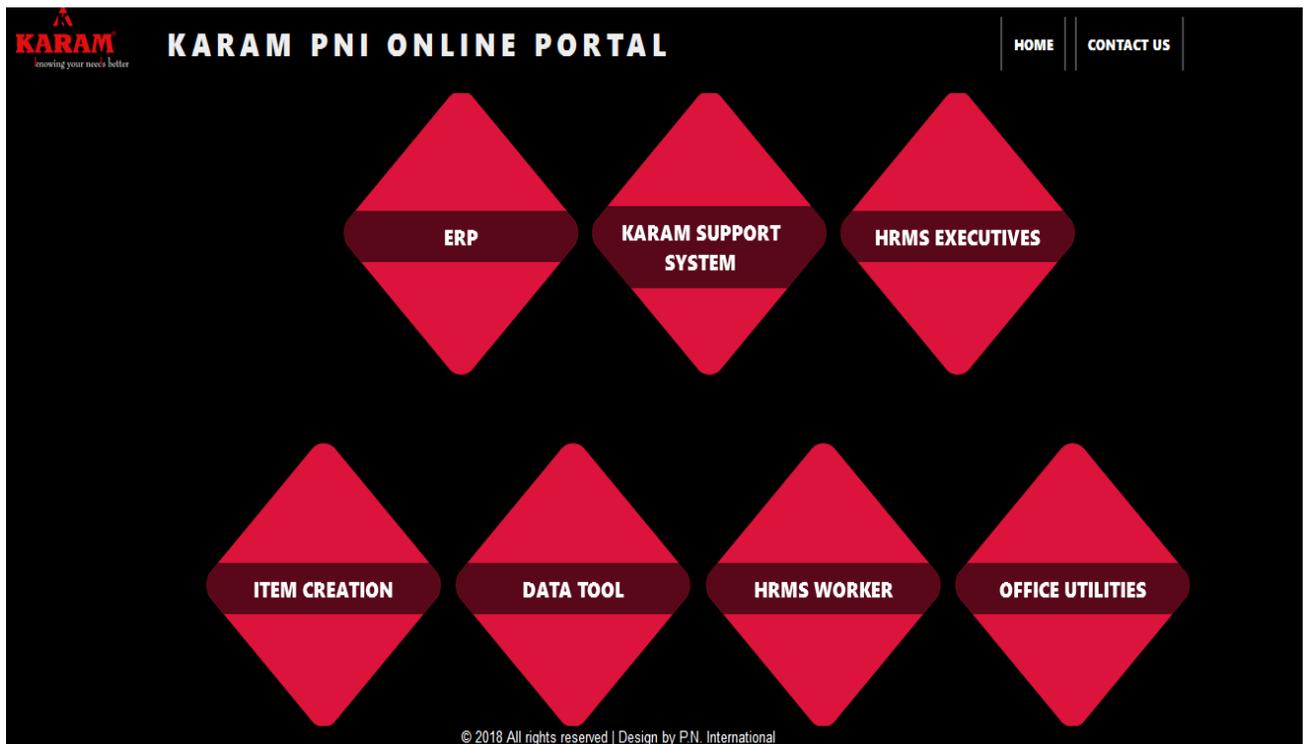


HRMS EXECUTIVES

A HRMS(esparsh) is a software application that combines many human resources functions, including benefits administration, payroll, recruiting and training, and performance analysis and review into one portal.

Process and Work Flow of Item Creation=>

Step1=>Write the url: <http://172.20.0.3:8086>,You will see a window like below screen



Step2=>Click on HRMS Executives and you will see a window like below screen



Step3=>Login with username (your employee code) and password. Kindly Ask Your username and password to software consultants. After login You will see a window like below screen.

eSparsh Employee Dashboard My Portal Quick Links

My Portal

Attendance

Today In-Punch :8:47
Out-Punch :6:00
Status :SP

Yesterday In-Punch :8:47
Out-Punch :18:03
Status :P

January Demographic

| Dec | January 2017 | | | | | | Feb |
|----------|--------------|----------|----------|----------|----------|----------|-----|
| S | M | T | W | T | F | S | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| 1- (WO) | 2- (P) | 3- (OD) | 4- (P) | 5- (P) | 6- (P) | 7- (P) | |
| 8- (WO) | 9- (P) | 10- (P) | 11- (P) | 12- (SP) | 13- (NA) | 14- (NA) | |
| 15- (NA) | 16- (NA) | 17- (NA) | 18- (NA) | 19- (NA) | 20- (NA) | 21- (NA) | |
| 22- (NA) | 23- (NA) | 24- (NA) | 25- (NA) | 26- (NA) | 27- (NA) | 28- (NA) | |
| 29- (NA) | 30- (NA) | 31- (NA) | 1 | 2 | 3 | 4 | |

Legend :
■ PR - Present ■ OD - OnDuty ■ LV/PR - Leave
■ CO-CompOff ■ LV - Leave ■ SP - Single Punch
■ AB,A - Absent ■ SP - Single Punch ■ DH/PR - Declared Holiday
■ SOWO ■ WO - Weekly ■ DH - Declared Holiday

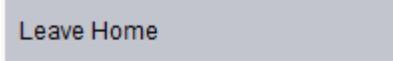
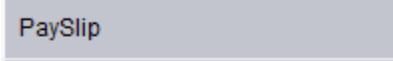
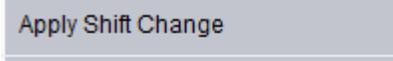
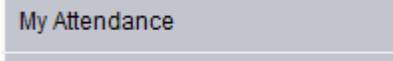
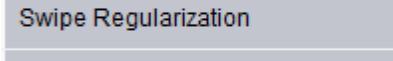
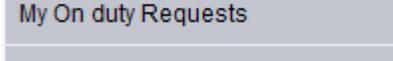
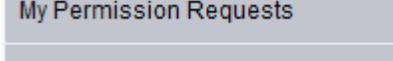
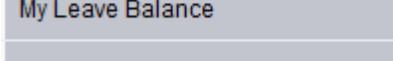
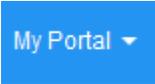
Wishes

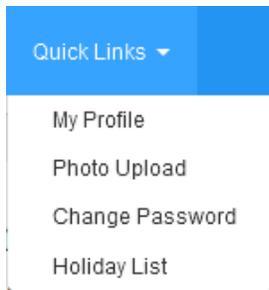
| Wishes | Count |
|---------------------|-------|
| BirthDays | 9 |
| New Joinees | 3 |
| Service Anniversary | 0 |

Leave Balance

| Type | Balance |
|------|---------|
| PL | 2.50 |
| LOP | -2.50 |
| PTL | 0.00 |

Menu Description =>

| | | |
|---|---|---|
|  |  | For applying comp off (Comp off is applicable only if you have given extra 4 hours in working days) |
|  |  | My Portal is a combination of submenus like :-(leave home,Payslip,my leave etc.) |
|  | | |
|  |  | To see attendance |
|  |  | To See the leave summery |
|  |  | To view and download the Salary slip |
|  |  | To apply for changing the shift |
|  |  | To see the attendance summery |
|  |  | Not Applicable |
|  |  | To Apply for Official gate pass |
|  |  | To Apply for Personal gate pass |
|  |  | Here we can see the leave status |
|  |  | To Apply for Leave |
|  |  | To Apply for Comp Off |
|  |  | To Apply for Comp Off |
|  |  | Shortcuts option |



Quick links like holiday list etc.

Type of Shifts in HRMS

- GS : 9:00 AM - 6:00 PM (18:00)
- GS1 : 9:00 PM (21:00) – 6:00 AM (30:00)
- GS2 : 7:00 AM – 4:00 PM (16:00)
- GS3 : 2:00 PM (14:00) – 11:00 PM (23:00)
- GS4 : 12:00 PM – 9:00 PM (21:00)

| No | Shift | Shift Timing (Start & End time) | Lunch Hour | Late to be considered if | If an employee wants to take 1/2 day then he can either take it in the first half or 2nd half. Segregation time is | Applicability |
|----|-------|---------------------------------|---------------------|--------------------------|--|-----------------------|
| 1 | GS | 09:00 AM-18:00 PM | 13:00 PM -13:30 PM | 9:06 AM | 13:30 PM | All Executives |
| 2 | GS1 | 21:00 PM - 6:00 AM | 13:00 AM -13:30 AM | 21:06 PM | 13:30 AM | |
| 3 | GS2 | 7:00 AM - 16:00 PM | 11:00 AM - 11:30 AM | 7:06 AM | 11:30 AM | |
| 4 | GS3 | 14:00 PM - 23:00 PM | 18:00 PM - 18:30 PM | 14:06 PM | 18:30 PM | |
| 5 | GS4 | 12:00 PM - 21:00 PM | 16:00 PM - 16:30 PM | 12:05 PM | 16:30 PM | |

How to apply Leave?

eSparsh Employee Dashboard My Portal Quick Links

My Portal

- Consolidated Attendance
- Leave Home
- PaySlip
- Apply Shift Change
- My Attendance
- Swipe Regularization
- My On duty Requests
- My Permission Requests
- My Leave Balance
- My Leave**
- Apply CompOff
- Apply CompOff Credit

Apply Leave

Leave Balance

| LEAVE TYPE | BALANCE | |
|------------|---------|--------------------------|
| PL | 2.5 | <input type="checkbox"/> |
| LOP | -2.5 | <input type="checkbox"/> |
| PTL | 0 | <input type="checkbox"/> |

| FIRST APPROVER | SECOND APPROVER |
|-------------------------|--------------------------------|
| Parul Darbari (PNI_346) | Jawed Iqbal Siddiqui (PNI_103) |

Leave Form

From Date HalfDay To Date HalfDay Days

First Half Second Half

Select Reason

Current Address : Contact No :

Upload Related Document No file selected.

Points to Understand

- You have to tick one of the Leave balance before submitting the leave
- Leave irrespective of its status (approved or unapproved) can be cancelled.
- Once canceled it goes for cancellation approval to HOD, After Approval from HOD the leave is cancelled.

Cancellation of Approved or Unapproved Leave

- My Portal
- Consolidated Attendance
- Leave Home**
- PaySlip
- Apply Shift Change
- My Attendance
- Swipe Regularization
- My On duty Requests
- My Permission Requests
- My Leave Balance
- My Leave
- Apply CompOff
- Apply CompOff Credit

Leave Home

Filters

Hide

FinYear:
 Month:
 Status:
 Sort By: Leave Type Leave Date Applied Date

Applied Leaves

| SL.NO | EMP ID | LEAVE TYPE | APPLIED ON | FROM DATE | TO DATE | DAYS | STATUS | EDIT | CANCEL | APPROVER LEVEL1 | APPROVER LEVEL2 | PRINT |
|-------|---------|------------|-------------|-------------|-------------|------|----------|------|--------|-------------------------|--------------------------------|-----------------------|
| 1 | PNI_351 | LOP | 09-Sep-2016 | 09-Sep-2016 | 09-Sep-2016 | 0.5 | Approved | | | Parul Darbari (PNI_346) | Jawed Iqbal Siddiqui (PNI_103) | Print |
| 2 | PNI_351 | LOP | 27-Oct-2016 | 26-Oct-2016 | 26-Oct-2016 | 1 | Approved | | | Parul Darbari (PNI_346) | Jawed Iqbal Siddiqui (PNI_103) | Print |
| 3 | PNI_351 | LOP | 22-Nov-2016 | 21-Nov-2016 | 21-Nov-2016 | 1 | Approved | | | Parul Darbari (PNI_346) | Jawed Iqbal Siddiqui (PNI_103) | Print |
| 4 | PNI_351 | PL | 13-Dec-2016 | 13-Dec-2016 | 13-Dec-2016 | 0.5 | Approved | | | Parul Darbari (PNI_346) | Jawed Iqbal Siddiqui (PNI_103) | Print |

Applying On Duty Request(Official gate pass)

Apply Onduty Request

Filters Show

[New Request](#)

OnDuty Application

| SL.NO | CODE | NAME | FROM DATE | TO DATE | START TIME | END TIME | OD TYPE | STATUS | EDIT | CANCEL |
|-------|---------|-------------------------|-------------|-------------|------------|----------|---------|---------|------|--------|
| 1 | PNI_351 | Saurabh Malik (PNI_351) | 12-Jan-2017 | 12-Jan-2017 | 10:50 | 13:00 | On Duty | Pending | | |

OnDuty Cancellation Application

No Records Found

New window will appear to fill form like below image

Punch Timing should be 24 hours format

From Date * To Date *

Type

Start Time
Hr(s) Min(s)

End Time
Hr(s) Min(s)

Reason *

| Approver | Approve Level 1 | Approve Level 2 |
|----------|---------------------------------|--|
| Name | PNI_346-Parul Darbari (PNI_346) | PNI_103-Jawed Iqbal Siddiqui (PNI_103) |
| Email Id | parul.darbari@karam.in | |

Applying Permission Request (Personal gate pass)

Apply Permission

Filters

Status: All | Month: All | Year: 2016

[New Request](#) **Click for new request**

| SL.NO | CODE | NAME | FOR DATE | START TIME | END TIME | TYPE | STATUS | CANCEL | PRINT |
|-------|---------|-------------------------|-------------|------------|----------|-----------|----------|--------|-------|
| 1 | PNI_351 | Saurabh Malik (PNI_351) | 28-Dec-2016 | 11:03 | 11:56 | Gate Pass | Approved | | |

Permission Cancellation Request

No Records Found

New window will appear to fill form like below image

Apply Permission

Select Date: 12-Jan-2017

Type: Personal Gate P: | Shift: ---Select---

Start Time: 00:00 | End Time: 00:00

Reason:

| Approver | Approve Level 1 | Approve Level 2 |
|----------|---------------------------------|--|
| Name | PNI_346-Parul Darbari (PNI_346) | PNI_103-Jawed Iqbal Siddiqui (PNI_103) |
| Email Id | parul.darbari@karam.in | |

Note: Personal gate pass is only applicable for 3 and a half hours only

Availing Comp Off

- **Comp Off is only applicable to Production team & Salary distribution team.**
- **Comp off can be availed only for Extra working on Half Saturdays.**
- **Extra working should be more than 4 Hrs. to be eligible for Comp Off**
- **There are two steps to avail comp off:**
 - 1. First step is to credit the comp off in your account.**
 - 2. Second step is to apply the comp off just like you apply the leave.**

Applying Comp Off Credit

The screenshot shows the 'Apply Comp Off Credit' form in the eSparsh Employee Dashboard. The form includes a sidebar menu on the left with options like 'My Portal', 'Consolidated Attendance', 'Leave Home', 'PaySlip', 'Apply Shift Change', 'My Attendance', 'Swipe Regularization', 'My On duty Requests', 'My Permission Requests', 'My Leave Balance', 'My Leave', 'Apply CompOff', and 'Apply CompOff Credit'. The main content area has a title 'Apply Comp Off Credit' and two input fields: 'Worked Date *' and 'Reason for presence *'. Below these fields are 'Apply' and 'Cancel' buttons. A 'Comp Off Balance' table shows the employee's current balance, and a 'Comp Off Credit Request' section shows 'No Records Found'.

| EMP CODE | EMP NAME | CREDITED | AVAILED | BALANCE | ELAPSED |
|----------|-------------------------|----------|---------|---------|---------|
| PNL_351 | Saurabh Malik (PNL_351) | 0 | 0 | 0 | 0 |

Applying Comp Off

My Portal

Consolidated Attendance

Leave Home

PaySlip

Apply Shift Change

My Attendance

Swipe Regularization

My On duty Requests

My Permission Requests

My Leave Balance

My Leave

Apply CompOff

Apply CompOff Credit

Apply Comp Off

FromDate *

ToDate *

Half Day

Half Day

Reason

Apply

Cancel

Comp off Balance

| EMPCODE | EMPNAME | CREDITED | AVAILED | BALANCE | APPROVALPENDING | ELAPSED |
|---------|-------------------------|----------|---------|---------|-----------------|---------|
| PNI_351 | Saurabh Malik (PNI_351) | 0 | 0 | 0 | 0 | 0 |

