HRMSuite.com User ManualGuide

Developed By: HARATI SOFTWARE

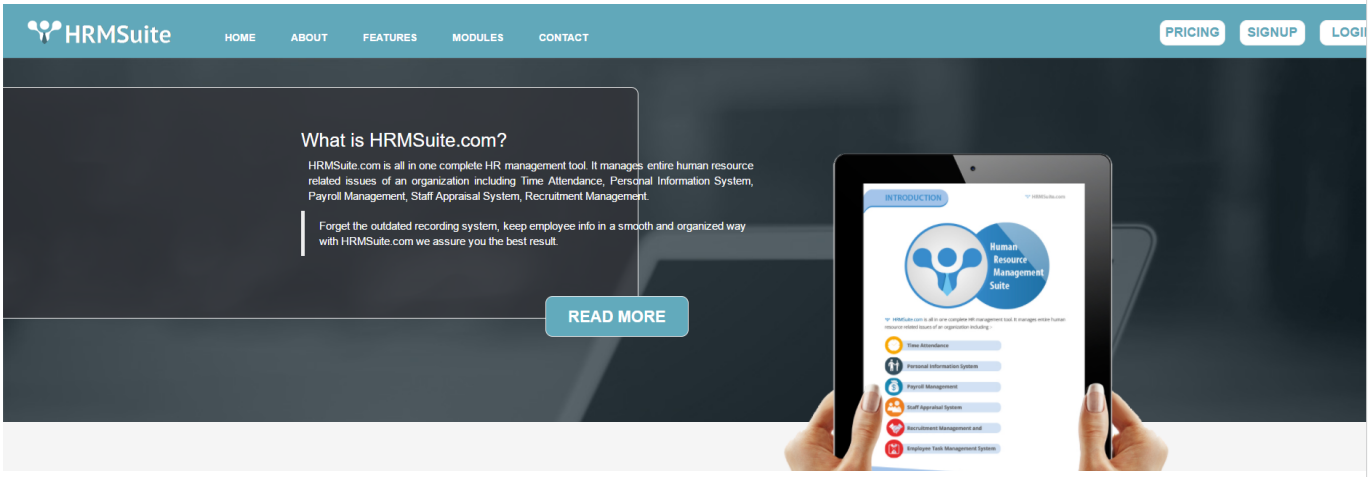
HRMSuite.com

HRMSuite.com is all in one complete HR management tool. It manages entire human resource related issues of an organization including Time Attendance, Personal Information System, Payroll Management, Staff Appraisal System, and Recruitment Management. HRMSuite is the web based software based on SAAS (software as a service) architecture. All the data are stored in the web where there are no chances of data losses. HRMSuite is the package software to manage all human resource management. HRMSuite is specially use for attendance device where the record of employee, time table of employee, report of the employee and Shift of the employee are recorded.

Forget the outdated recording system, keep employee info in a smooth and organized way with HRMSuite.com we assure you the best result.

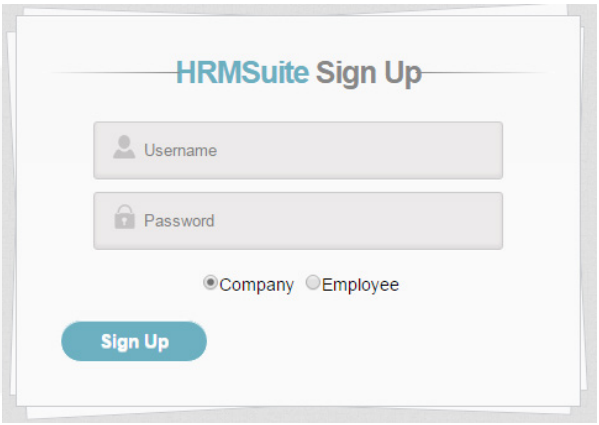
Site / Home Page

- You can visit HRMsite site through *www.hrmsuite.com*
- You can get access for 30 days trial period without paid.
- After trial period expired you need to be a paid member for the use full version.
- Open your any web browser to open HRMSuite.com
- Then you can see the following home page of HRMSuite.com

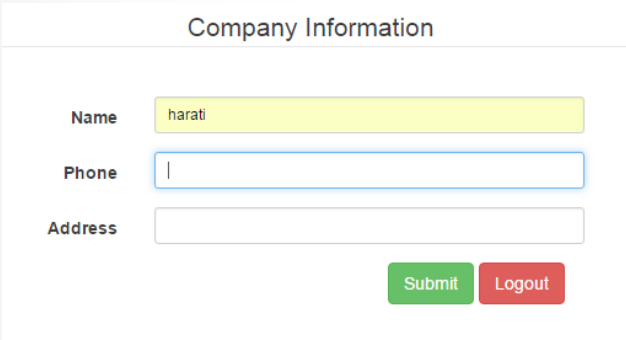


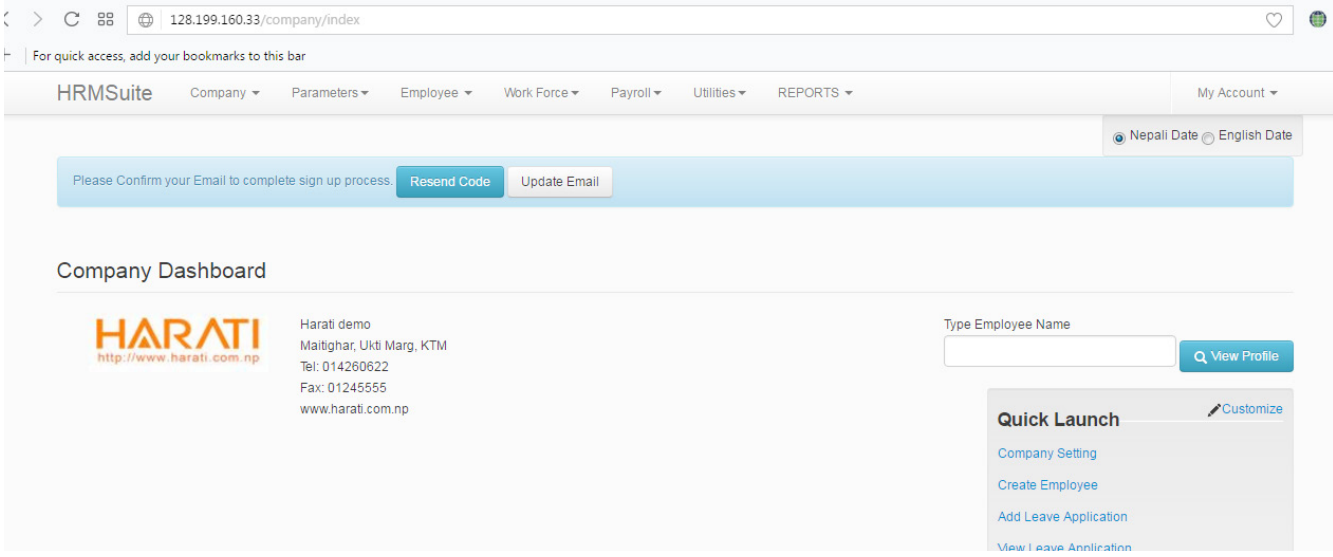
LOGIN PAGE:

- Then click the Signup button for the sign up as company or employee.
- Then you have seen this page.



- Provide username and password for the register as company or employee.
- After registration you have to put the information about your company in the given field
- Then click the submit button for login as company.
- Your company dashboard looks like this.



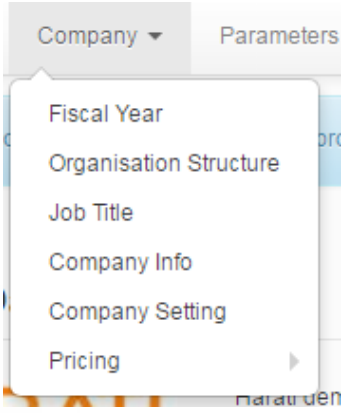


You are the register user of HRMsuite.com then you can create your own HRMsuite for your company. After register your company in HRMSuite.com your all HRM related work can manipulate in HRMsuite.com.

In your Company's HRMsuite profile you have following items.

- Company
- Parameter
- Employee
- Workforce
- Payroll
- Utilities
- Report
- My account
- View profile
- Quick lunch
- Employees' present, late, early and OTs' graph

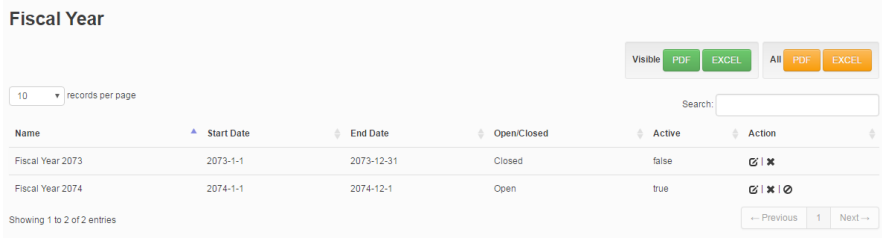
Usage of the given items.



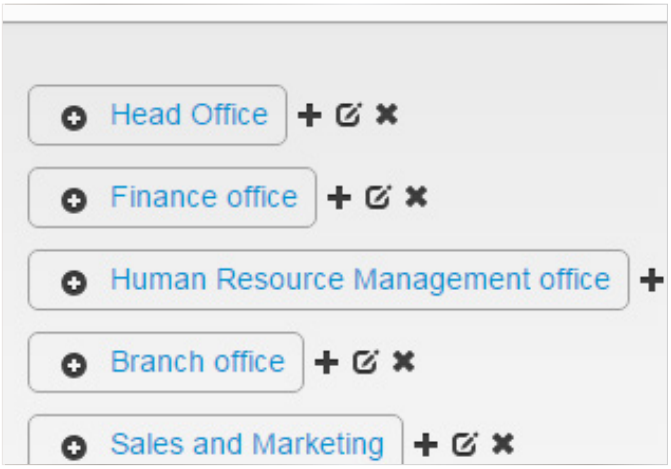
1. Company

Company is stand for the setting of

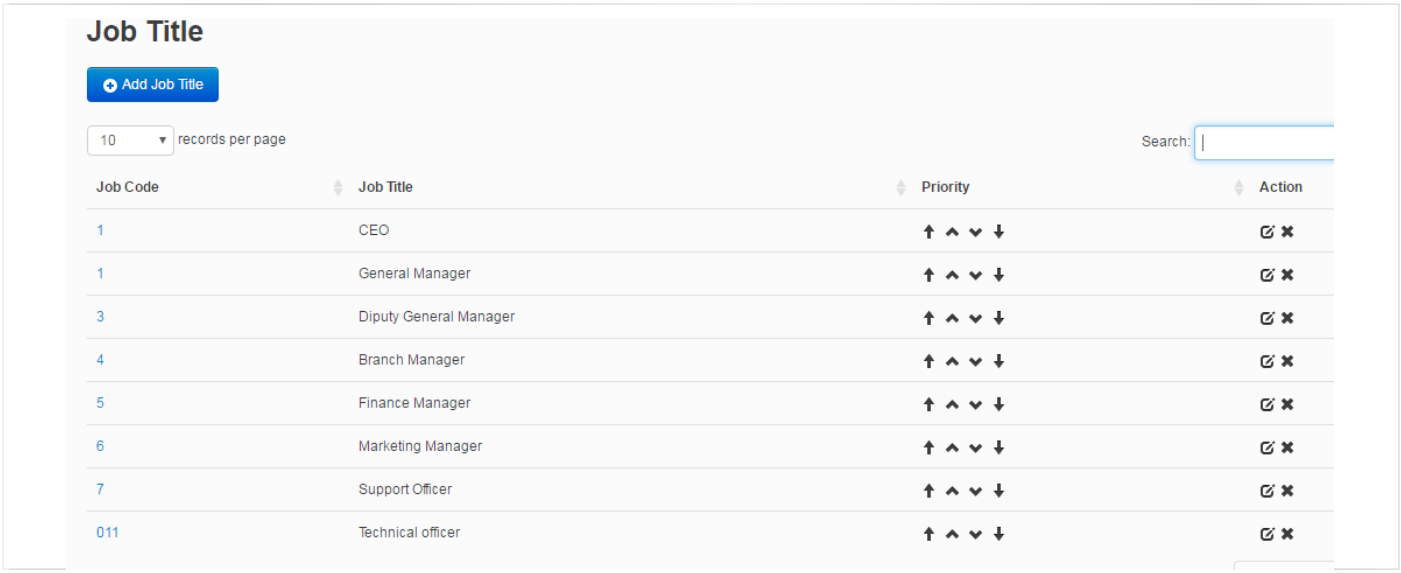
a. The Fiscal year- It is use for the setting of your company's current fiscal year. You can add, edit or delete your fiscal year from here.



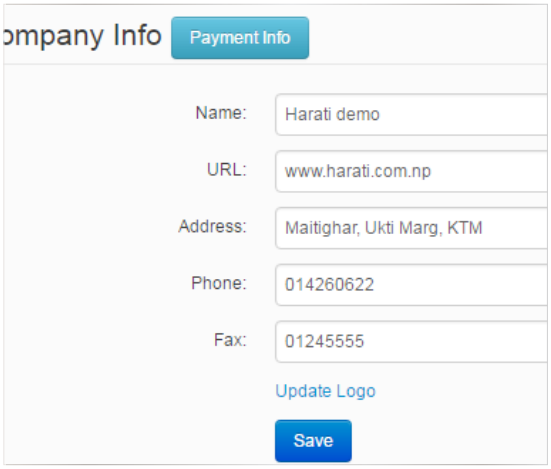
b. Organization structure- This menu helps to set the organization structure. Where we can set the braches and the other required sub units.



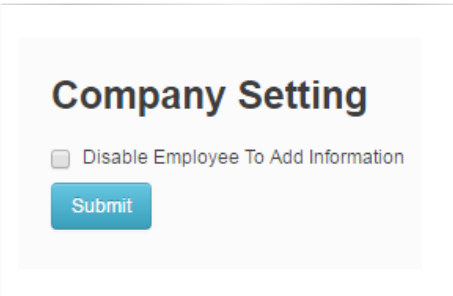
c. Job title- Job title is to set for the job position, job code, job title, priority and the action. Where we can create company job detail.



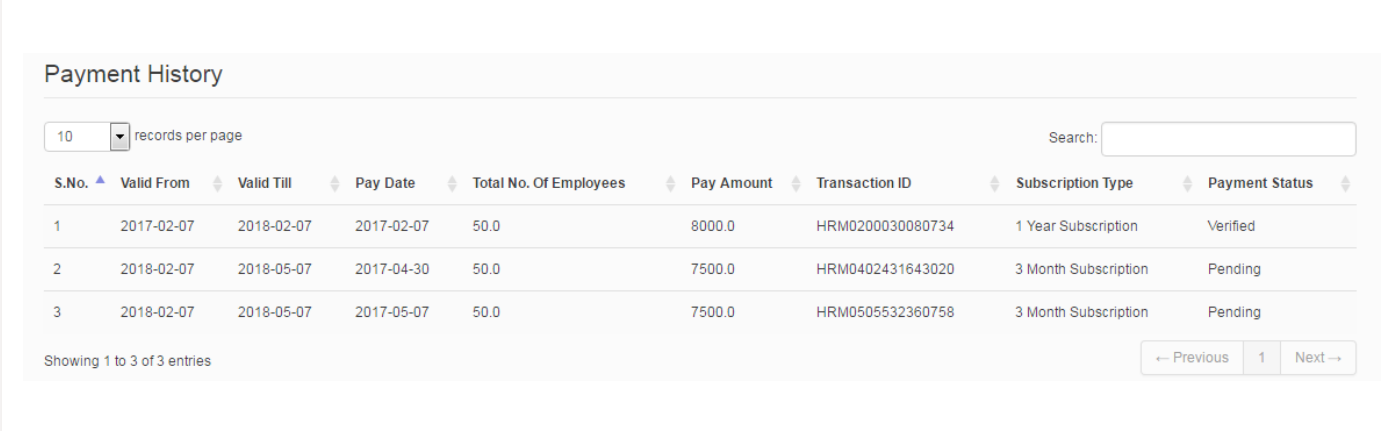
d. Company Info- Company info is used for the setting of detail information about the company. Where we can set the company name, URL, Address, Phone no. Logo of Company and fax. From payment info we can see the payment status of HRMSuite.

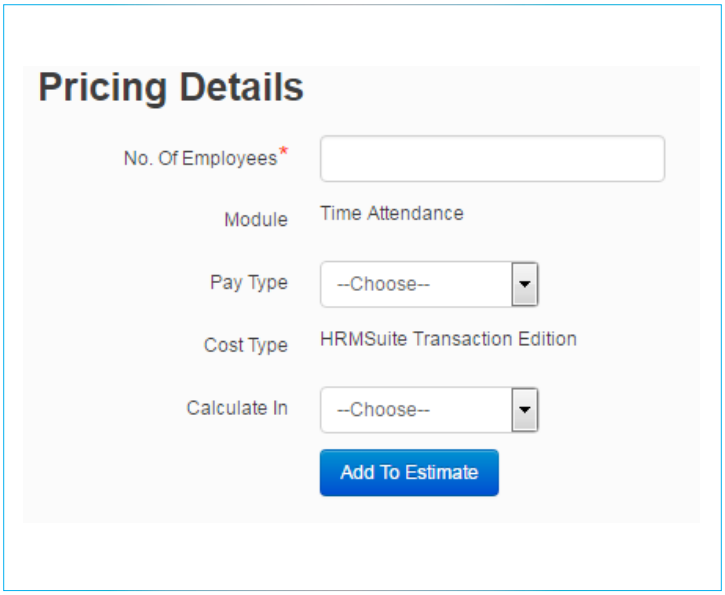


e. Company Setting- This is for the setting of the Disable employee to add information. Where, if this menu set to disable company employee can't edit there profile and vise versa.



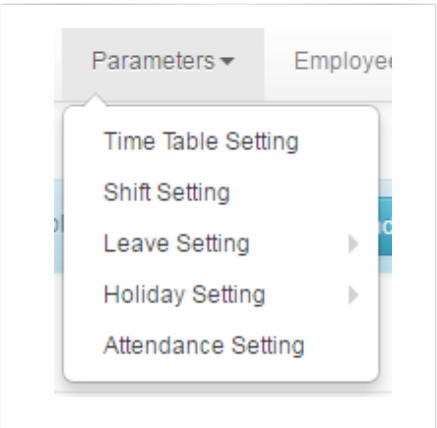
f. Pricing- It is usage for the see payment history and makes a payment of HRMSuite.



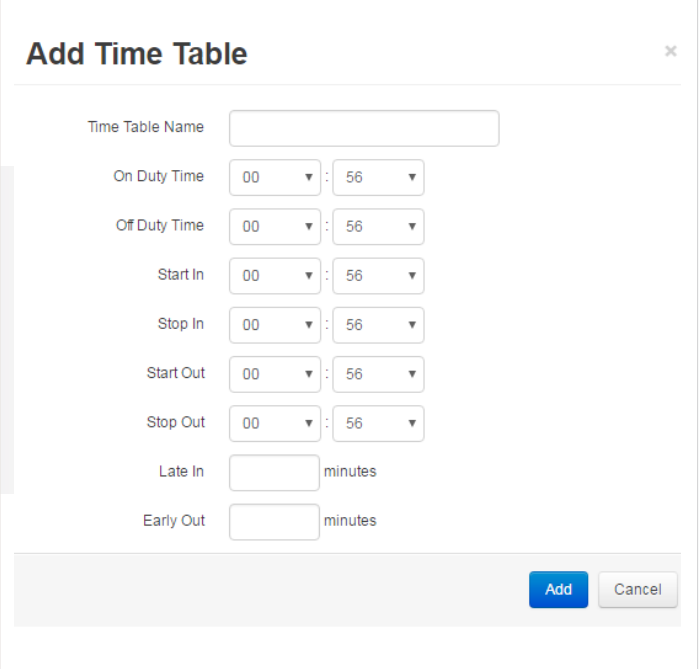


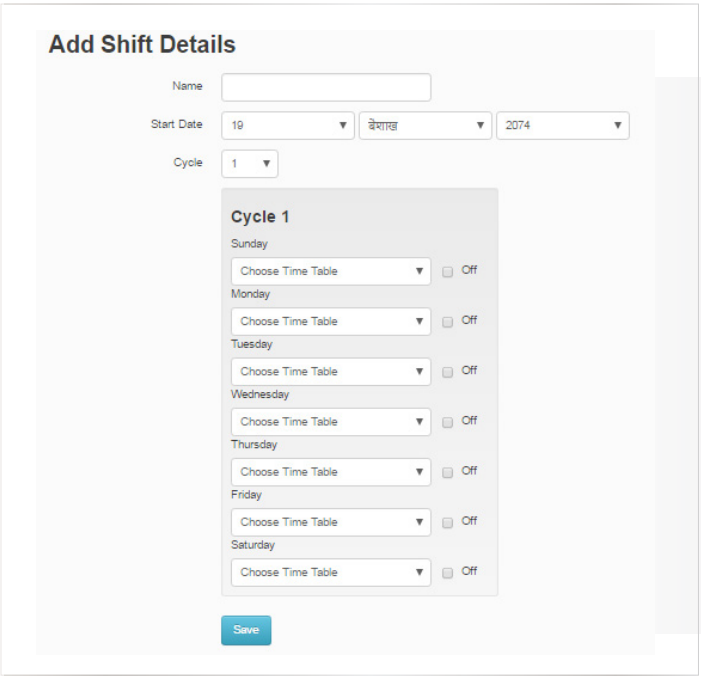
2. Parameter

Parameter is stand for the setting of



a. Time Table Setting- Time table is the main function of the parameter where we can create the time table for the each and every shift of the company. Time table is basic need of set the shift also.

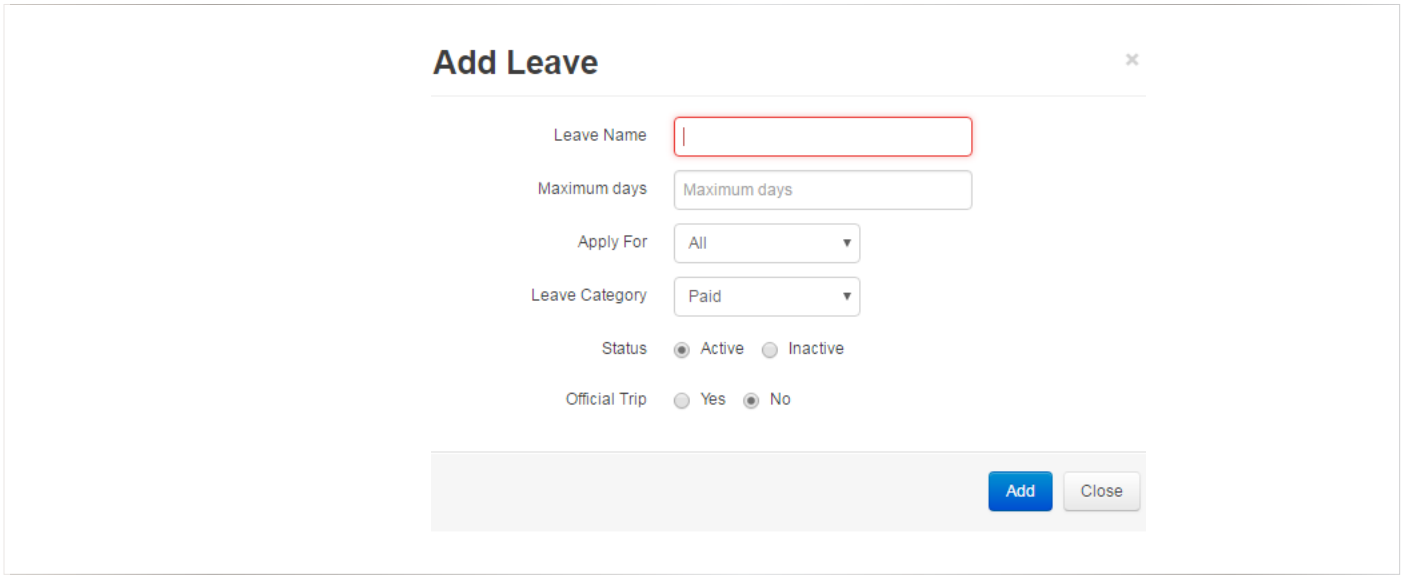




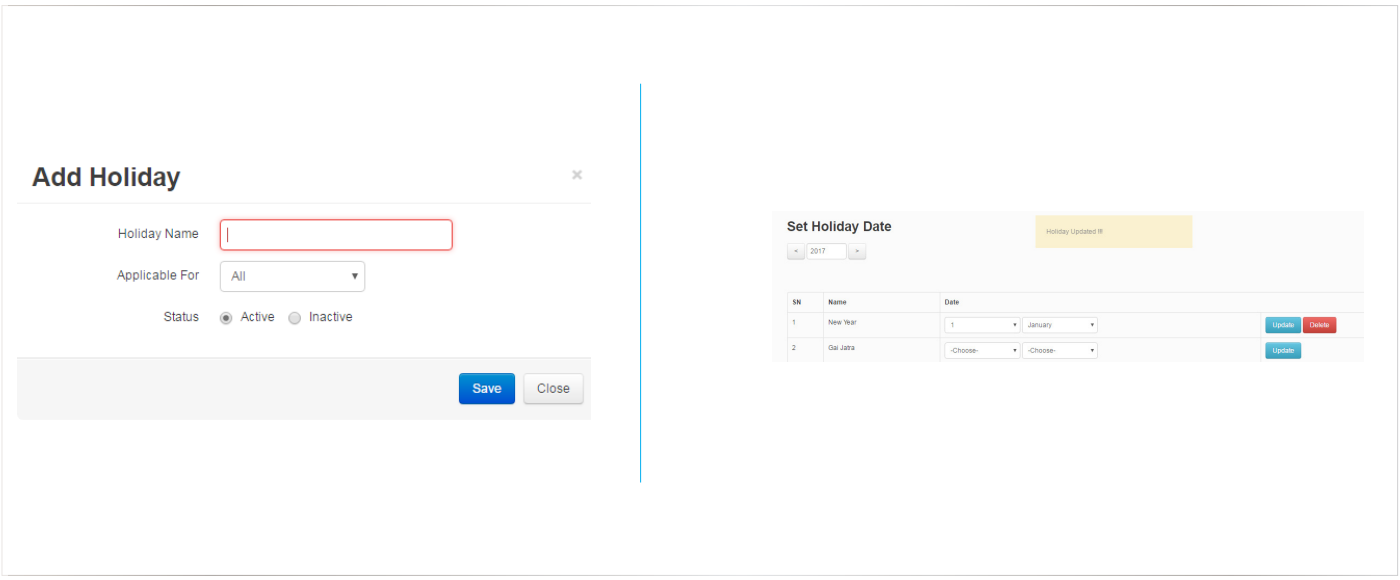
b. Shift Setting- Shift setting define the shift of the company . which indicate the employee's shift for the working day. From this shift setting we can create the company's working shift for the current fiscal year By the Selecting given time table(which we create in time table setting)

c.Leave Setting- leave setting is used for the leave management of company's fiscal year. In leave setting we can set the leave time, see opening leave balance and opening leave adjustment.

To create leave type we have to press the add leave type. Then filled the required field and press add button. We can create the leave for selected person by choosing apply for selected and add the tag for that. There are two type of leave (paid or unpaid) we can choose that category also



d. Holiday Setting- - It's for the setting of the holiday which was provided by company to its employee. We can set the holiday and set holiday date from here.

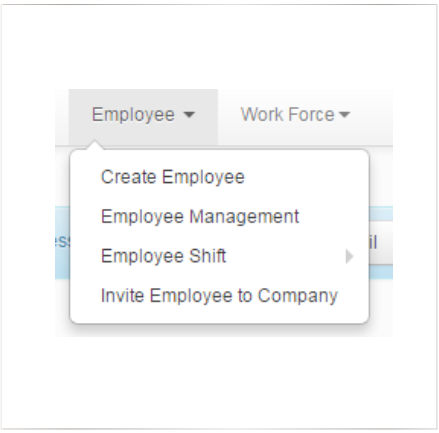


e. Attendance Setting- There are many feature to unable or disable in attendance setting. Which are time attendance setting, notification setting, payroll, miscellaneous and company fiscal year closing parameter. They are can be disable and enable by company's required.

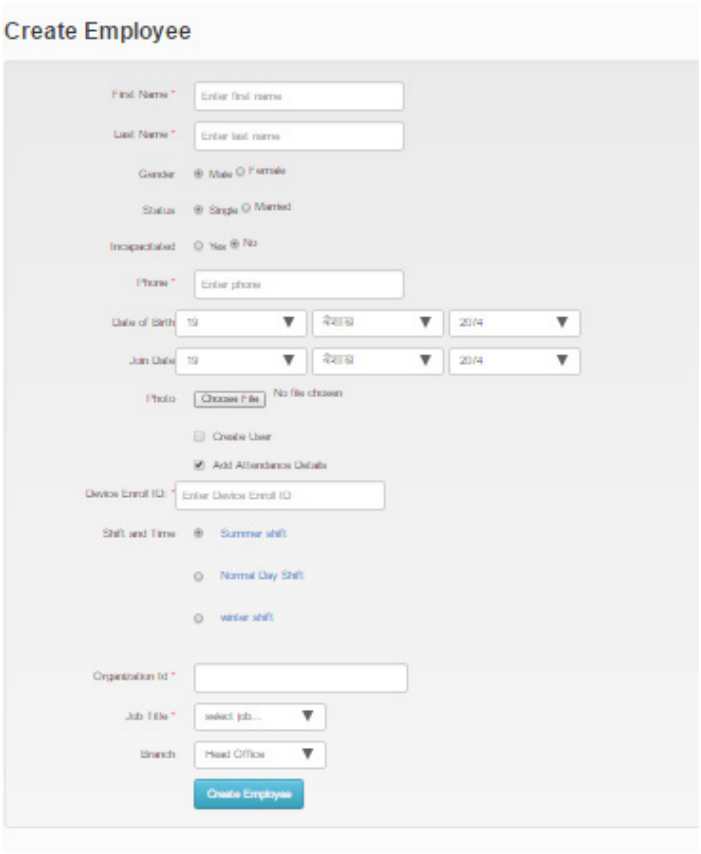
3. Employee

Every company has their own employee to do the task of company. They need to be managed by company. Employees are create and manage from the employee menu. Employee menu include the following items. From this Employee Menu Company can create employee and can put the detail info about employee. For create employee input all the required filled, enroll Id and shift determined is important

Employee Stand for the setting of:



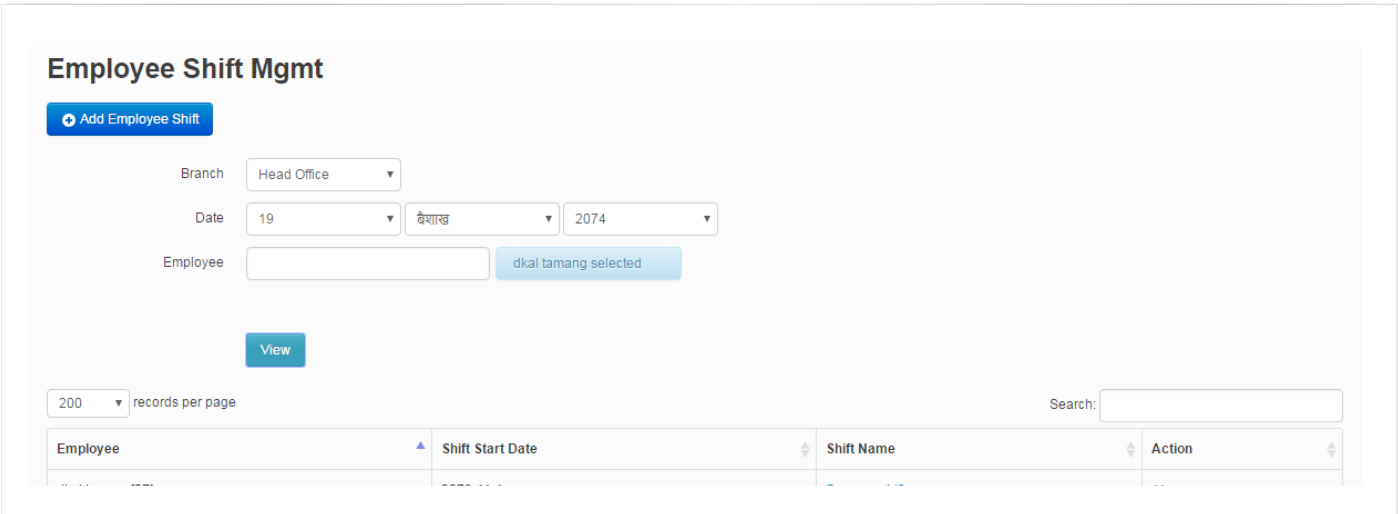
a. Create Employee- It's help to create employee for the company. For create employee input all the required field. The enroll Id and the shift determine is important.

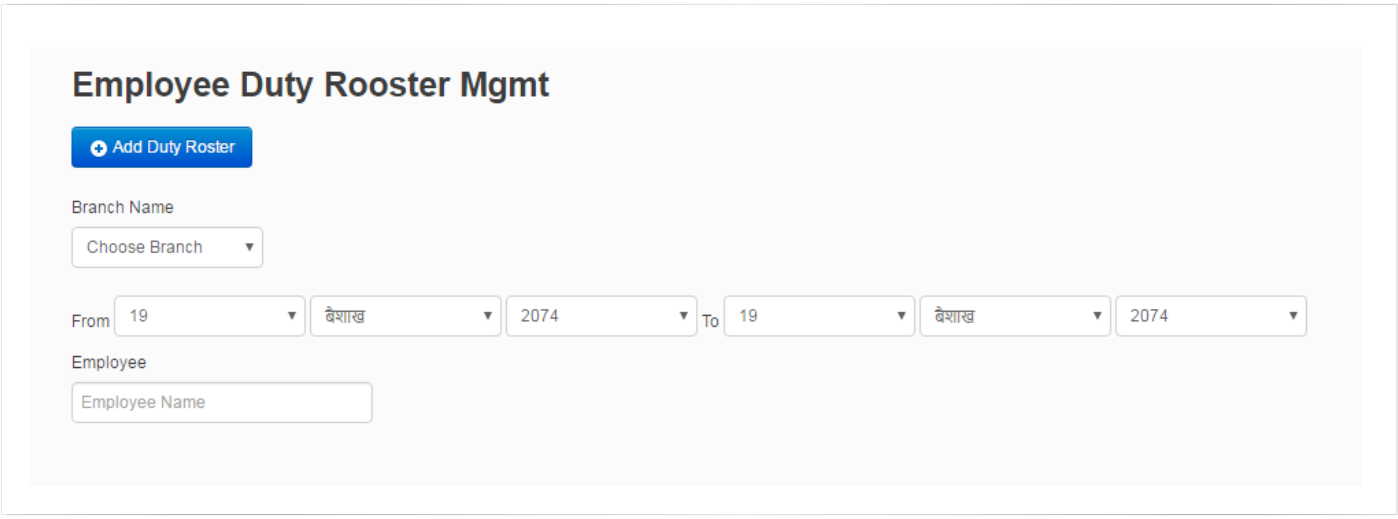


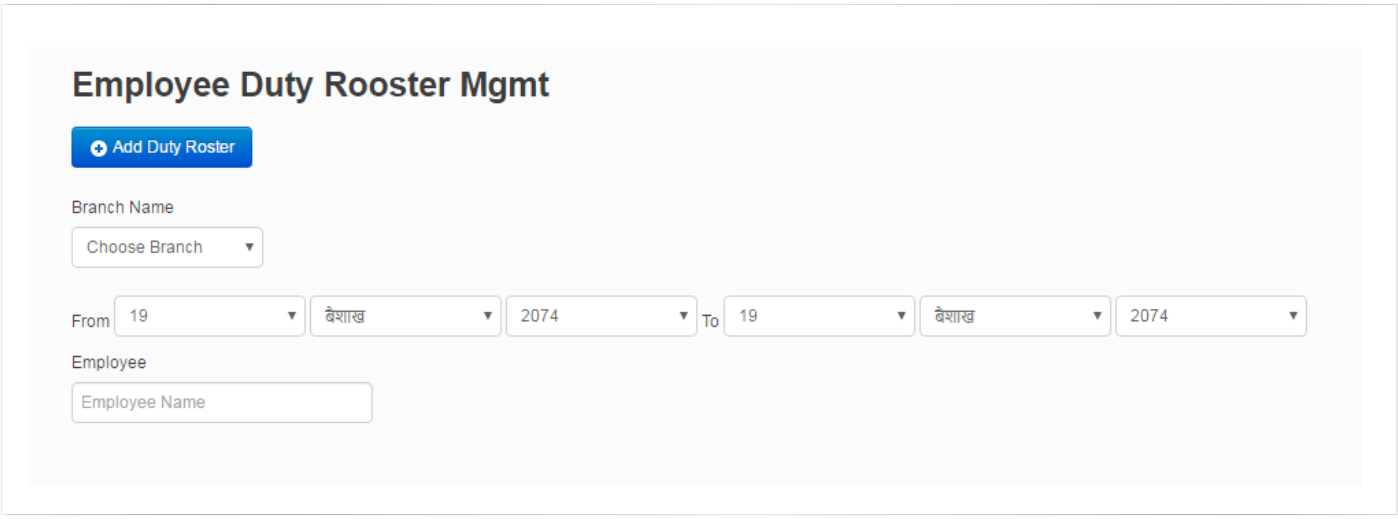
b. Employee Management- It stand for the determine the employee user category. You can give the role for your employee as a employee or privilege user. You can also reset your employee's Enroll id and Device Id from the setting. You can also terminate your employee from here.

Organization Id	First Name	Last Name	Gender	Role	Options
1	mahesh	lama	male	Not Configured	Settings
3	dipesh	sharma	male	Not Configured	Settings
4	asha	deula	male	Not Configured	Settings
15	Kumar	Singh	male	Not Configured	Settings
22	Sita	RAi	female	Not Configured	Settings
25	unish	Magar	male	Not Configured	Settings
53	sunil	Shrestha	male	Not Configured	Settings
54	asha	sharma	female	Not Configured	Settings
57	dkal	tamang	male	Privileged User	Settings

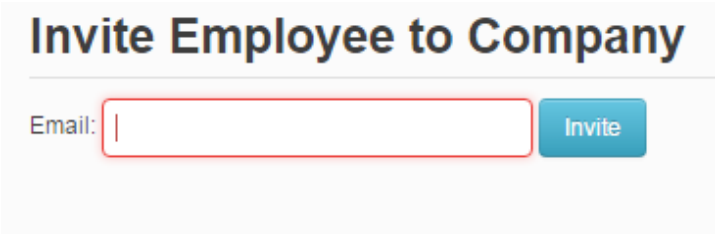
c. Employee Shift- Employee shift determined the shift for employee. It included employee shift management for the employee shift determine, employee duty roster management for time range duty roster for employee, weekly duty roster management for the weekly duty roster setting to employee.





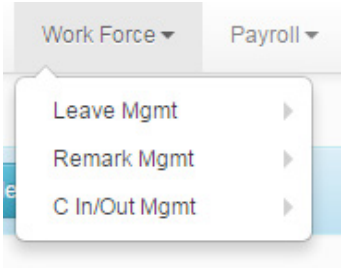


d. Invite Employee to Company- We can invite employee through invite employee to company just fill up the email address and press invite button. When we invite from this the invite massage was sent to the employees' email address and the employee can log in with the given email address with default HRMsuite password.

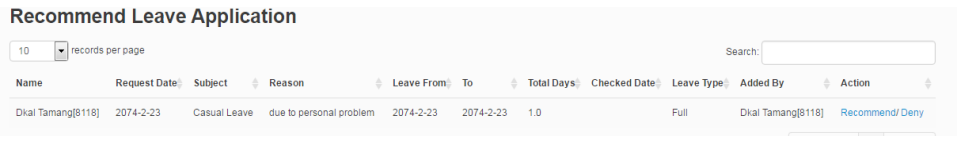


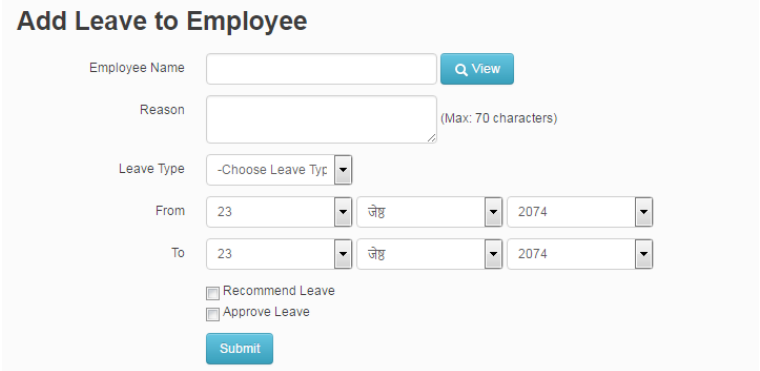
4. Workforce

Workforce stands for the setting for;

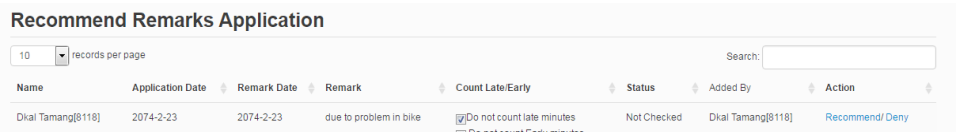


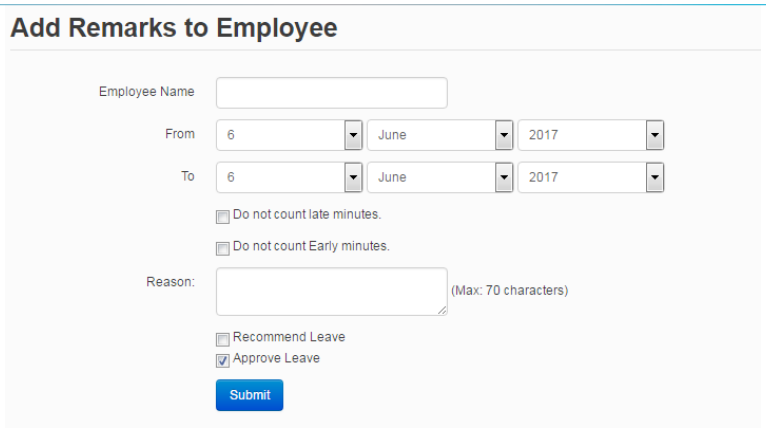
a. Leave Management- leave management help to recommend, denied and approve the applied leave by employee as well as it uses for the giving a leave for the employee manually by admin.



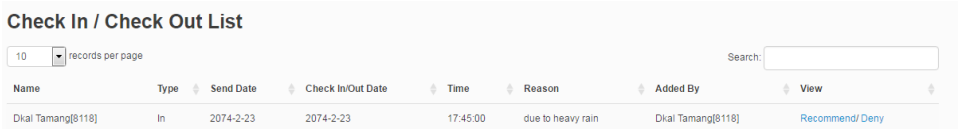


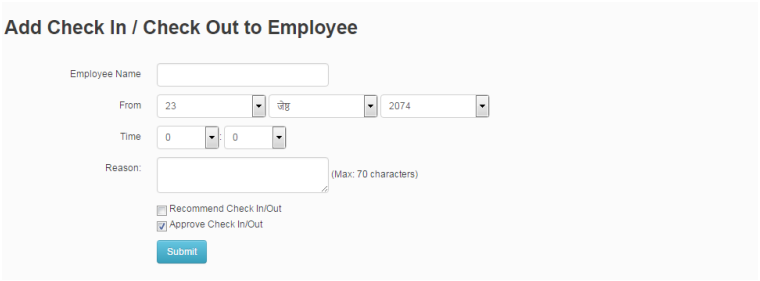
b. Remark management- Remark management uses for the recommend, denied and approve the remark send by employee. When the employee have some reason for late/early come/go in office. And also add the remark for employee.





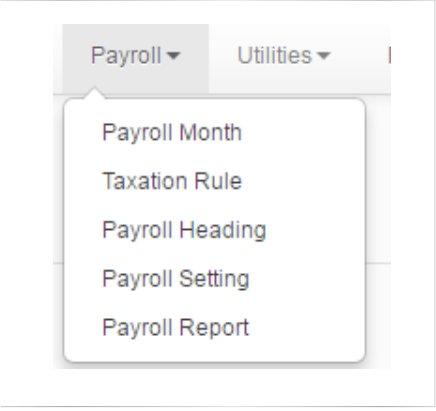
c. Check in/out management- Check in/out management help to recommend, denied and approve check in/out applied by employee. And also can add check in/out to employee.





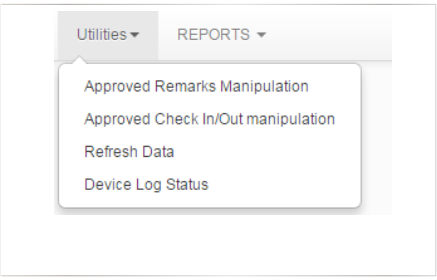
5. Payroll

Payroll stands for the making of monthly salary distribute to employee with the payroll head.

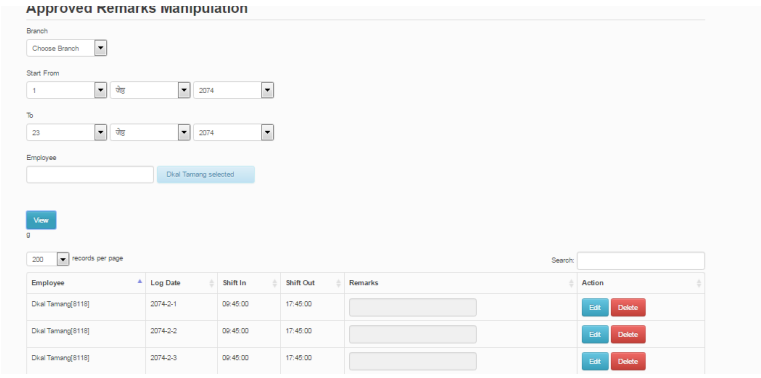


6. Utilities

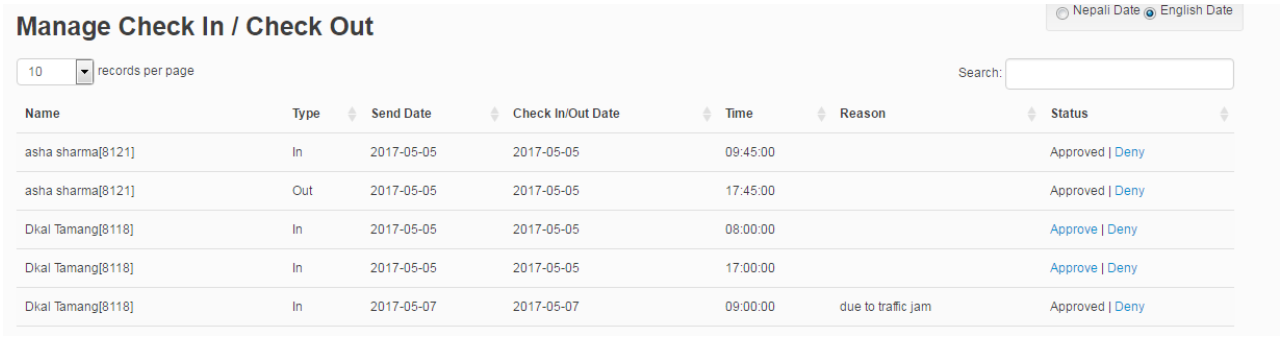
Utilities Stands for the Manipulation of approved Remark and check in/out.
we can delete and edit the approved remark and denied the approved check in out from the utilities.



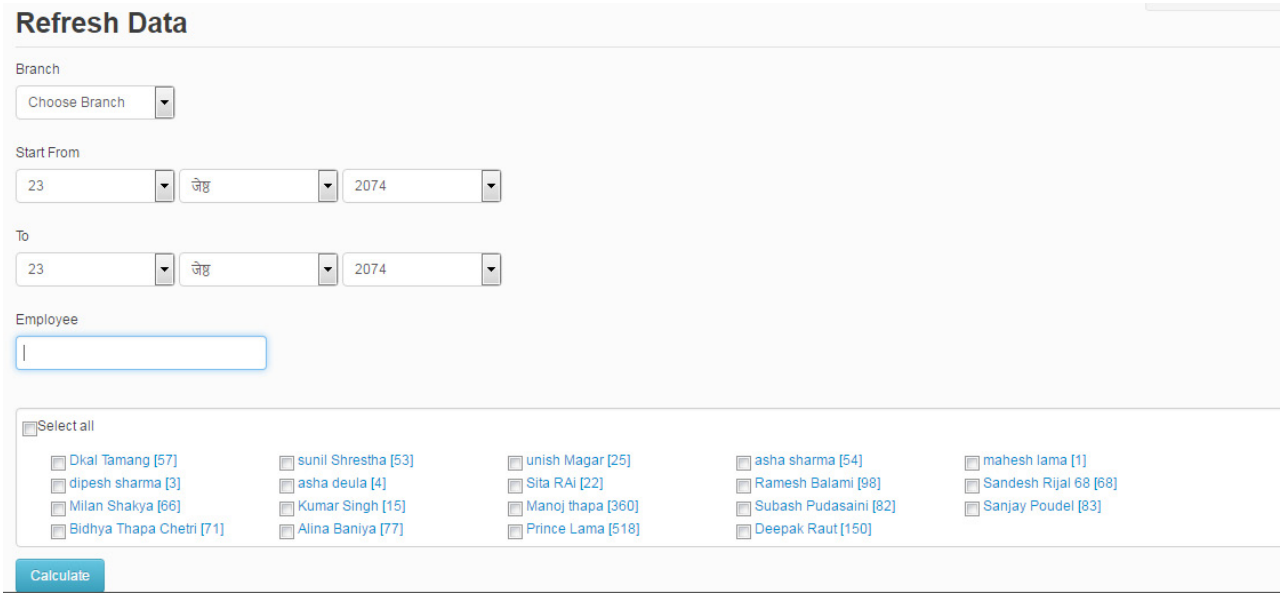
a. Approved Remark Manipulation- It helps to delete and edit the approved remark.



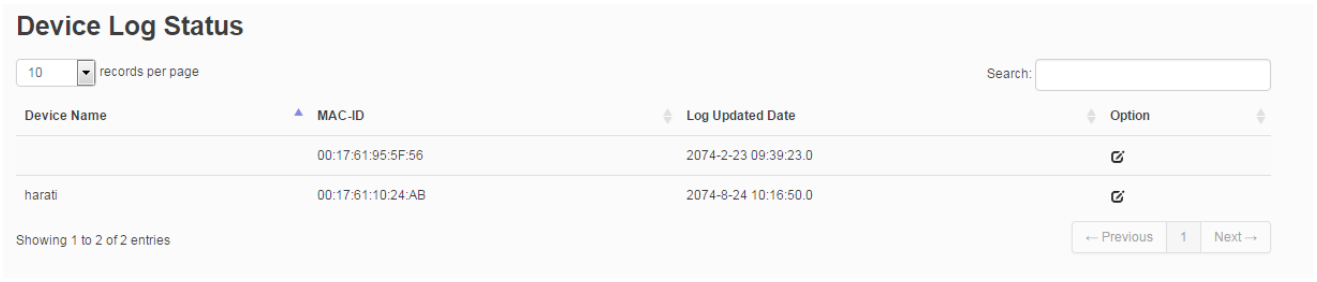
b. Approved check in/out Manipulation- It helps to approve/denied the approved check in/out.



c. Refresh Data- Refresh data calculate the data of each and every employee in a manual way.

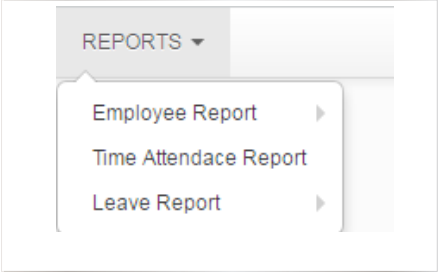


d. Device Log Status- Device log status show the data upload date/time and device name.

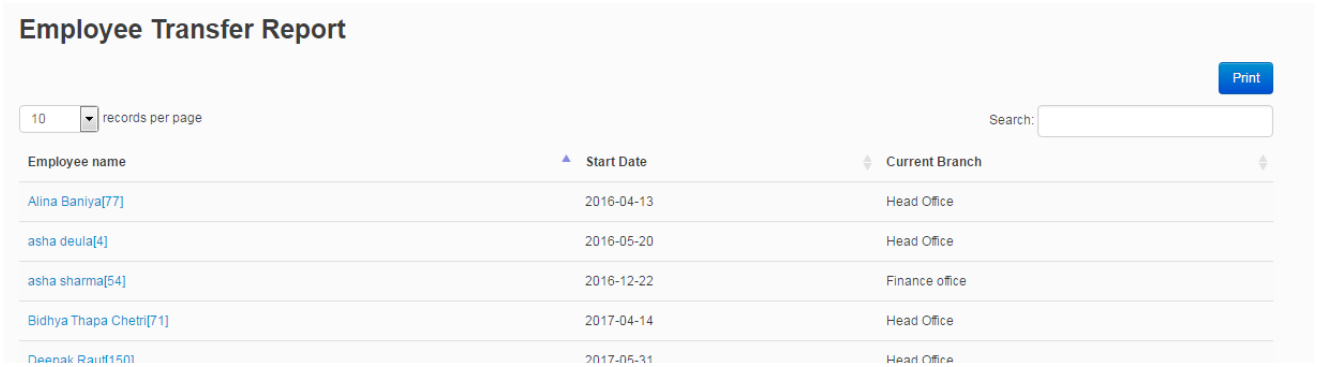


7. Report

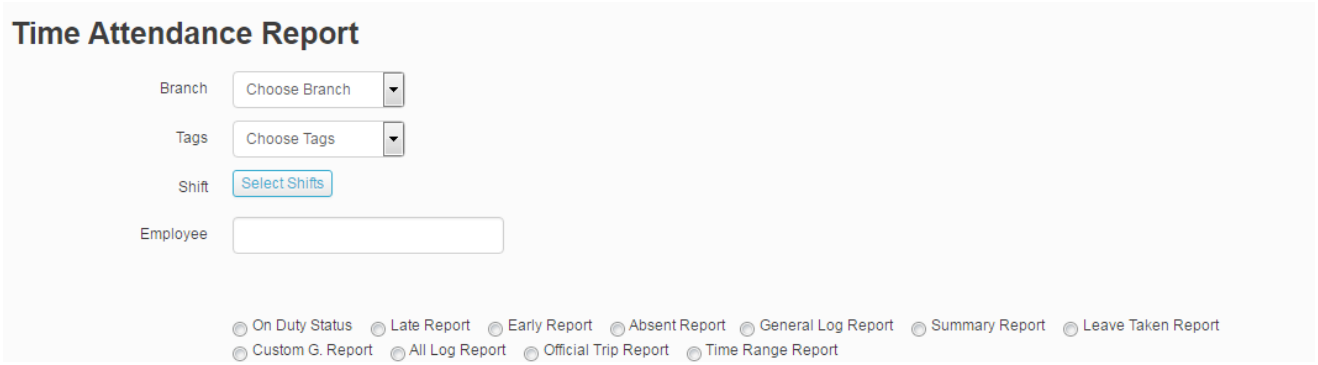
Report stands for view various kinds of report



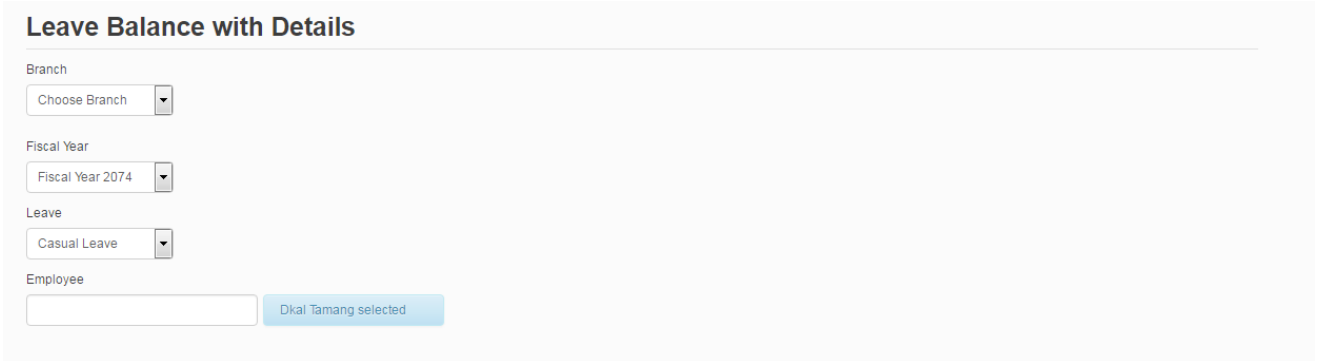
a. Employee Report- From here you can see the employee transfer report and ex-employee report.



b. Time Attendance Report- It is the main purpose of HRMSuite software. We can see the various time attendance reports. We can view the employee working hour, log in/out of employee, OT hour, leave, absent, remark, late, early, and employee shift and time table in few second with the branch. It is so useful for the small as well as the big company to track the employee every activities. We can also generate the reports in xl and pdf.

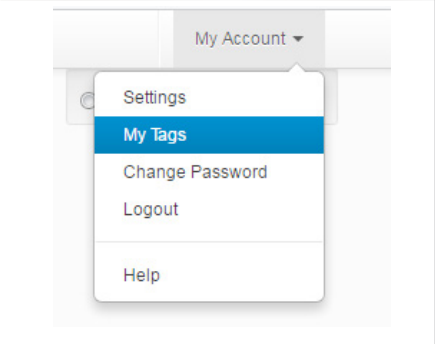


c. Leave Report- leave report shows the available leave balance of the employee as well as consumed leave with detail.



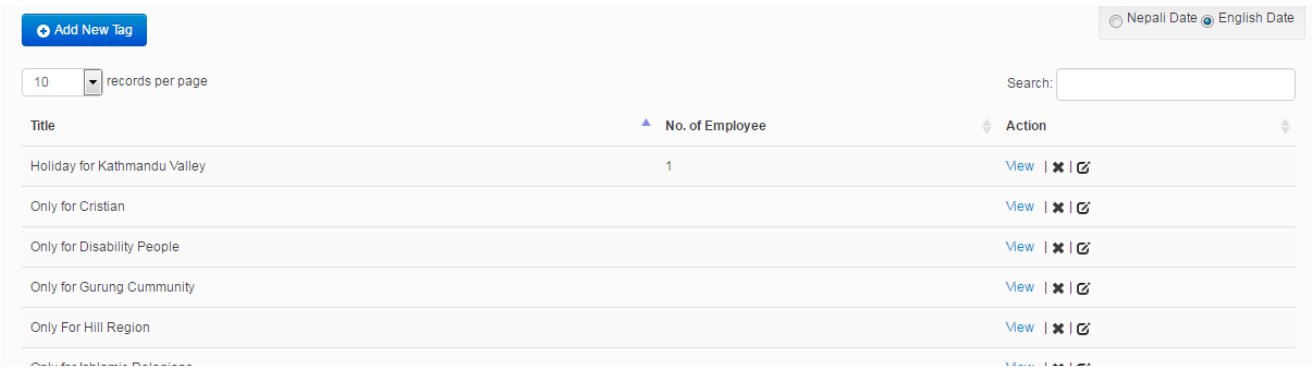
8. My account

My account stands for:

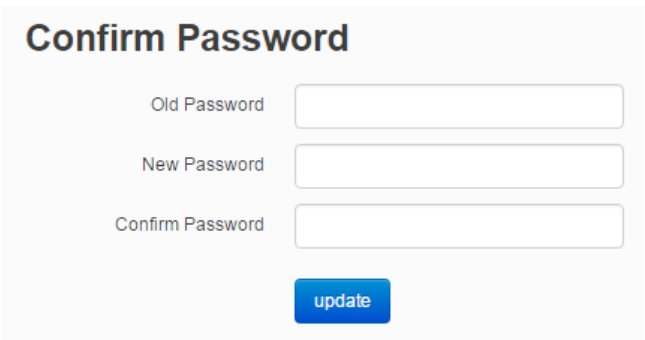


a. Setting-

b. My Tags- My Tags helps to create some special tags for the leave or holiday. It helps to define the holiday and leave to some selected people.



c. Change Password- We can change our login password through here.

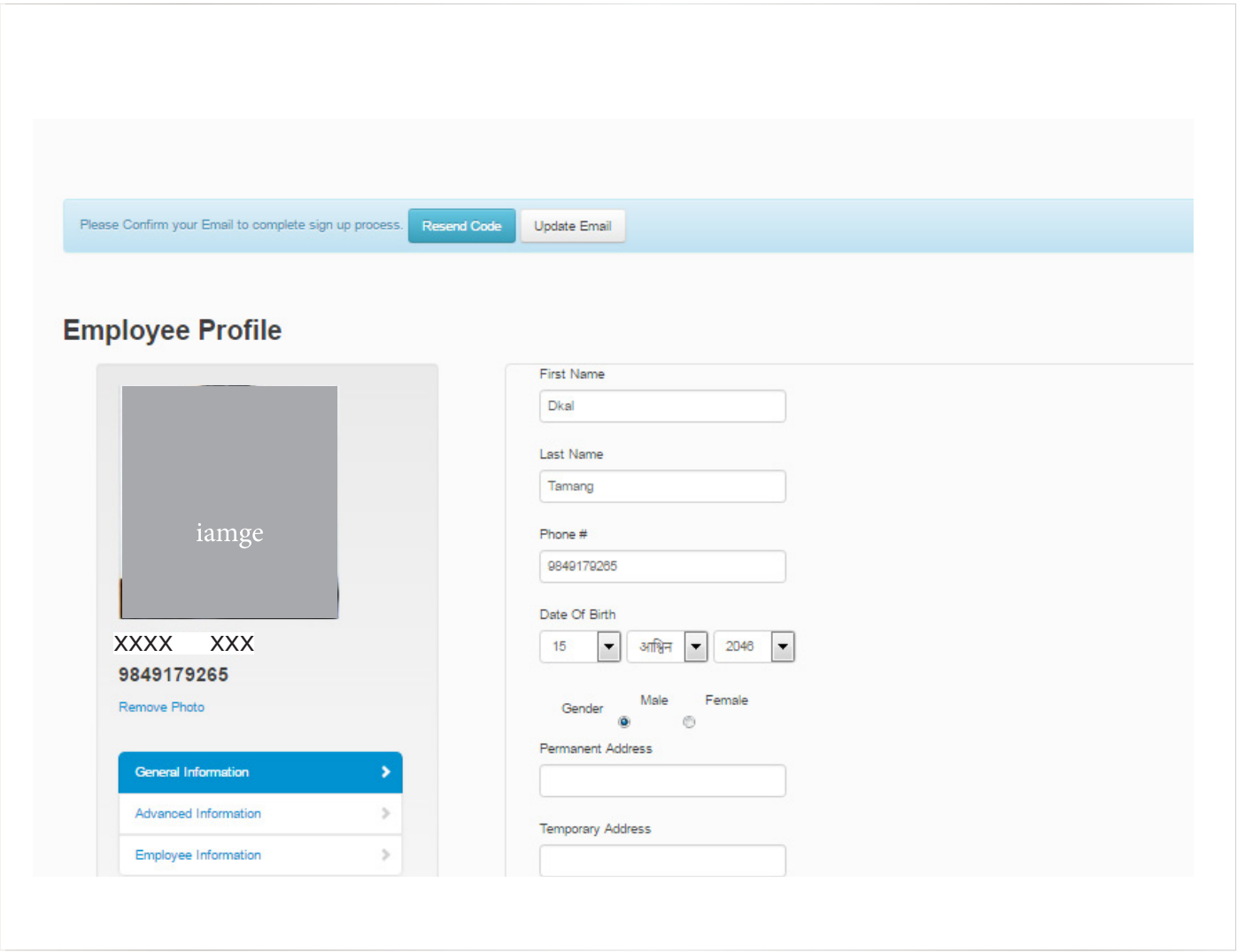


d. Logout- For the logout from the HRMSuite.com this button is used.

e. Help- It helps to know about HRMSuite.

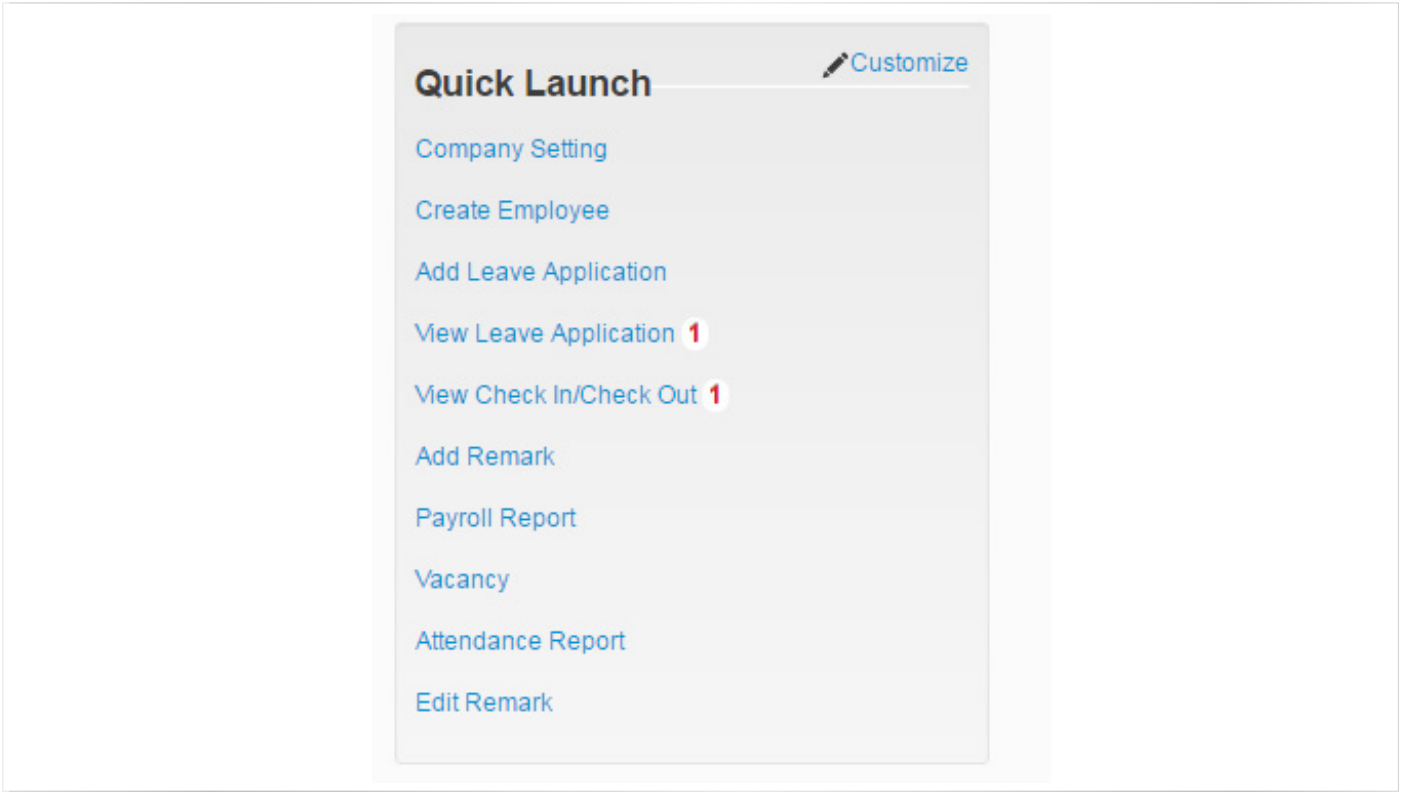
9. View profile

In dashboard there is view profile, where we can view the employee profile as well as we can update too.



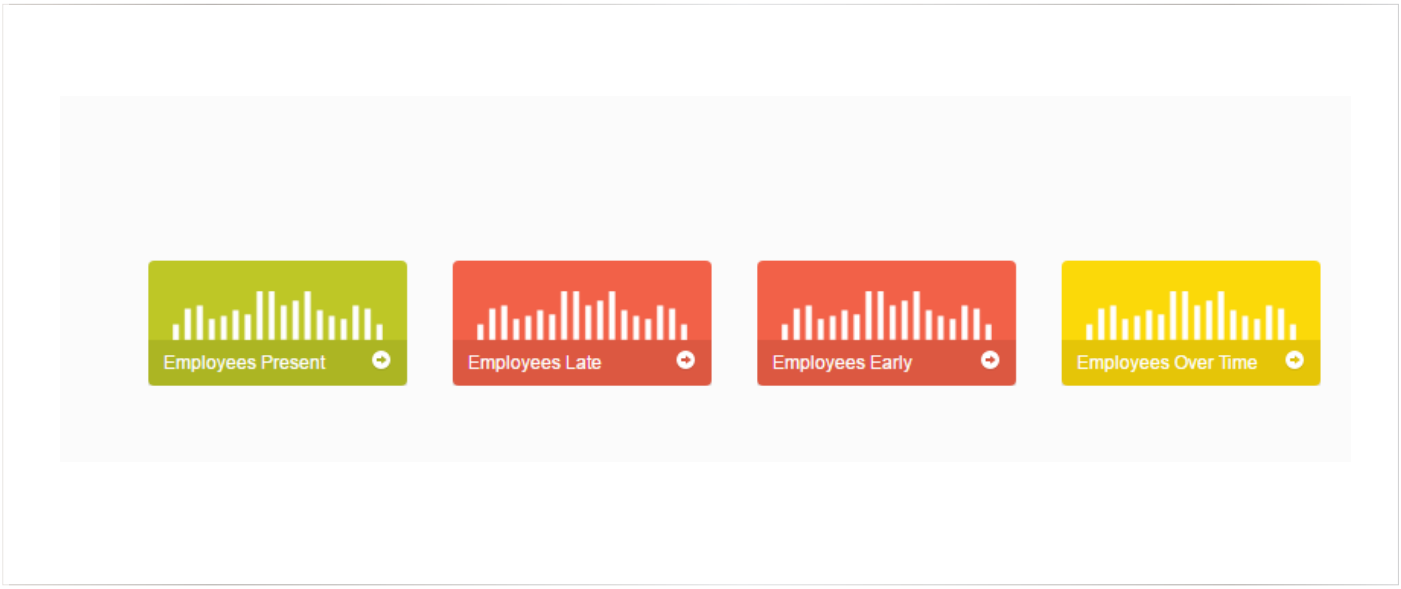
10. Quick lunch

We can view quick lunch in dashboard. We can customize it as our need. We can add 10 quick lunch button for the quick access.



11. Employees' present, late, early and OTs' graph.

This graph shows the employee time attendance report in graph.



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