

User Guide

09.1 Administration and HRM Administration and HRM-MA-177-Employee Profile Handling Ver 2.0.0

For

Supply, delivery, installation, Commissioning, Training
and Maintenance of Enterprise Resource Planning
System (DMMC-ERP)

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

By

EMETSOFT (PVT) LTD

1. REVISION HISTORY

Date	Version	Description	Author
08-03-2022	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2022	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2022	1.0.0	Final Release	Project Manager
19-05-2022	2.0.0	Enhancements for the manual	Project Manager

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ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

Employee Profile Handling

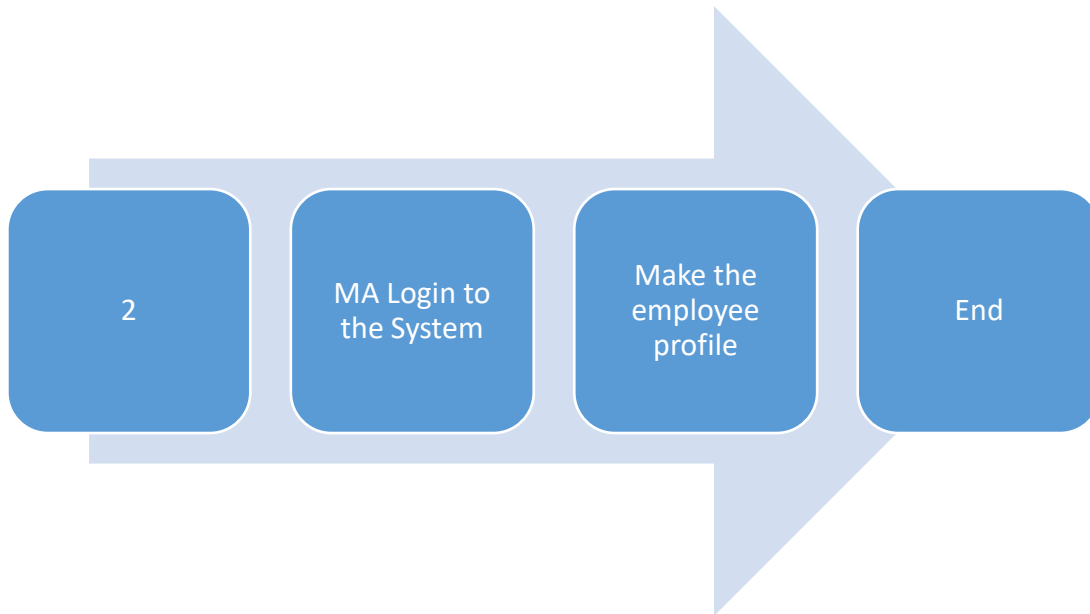


Human Resource
Management

HR, administration,
recruitments, Personal Files

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3. EMPLOYEE PROFILE HANDLING PROCESS



4. GUIDELINE USING THE SYSTEM

Step 1: Login using your user name and password to the system

Log In to your account

 Advanced Options

Step 2: Under Employee option select employee add option

The screenshot displays the Emet HRM software interface. On the left is a dark sidebar with the EmetSoft logo and the tagline "...Cloud First...". Below the logo, a menu is visible with the "Employee" option highlighted in green and marked with a red box and the number "1". Under "Employee", the "Employee Add" option is selected and also highlighted with a red box and the number "2". The main content area on the right is divided into sections: "Employee" (containing icons for Employee Add, Employee Edit, Authorize, Change Leave Group/Shift, and Approval for employee logins), "Employee Uniform" (containing icons for Uniform Issue and Authorize Uniform), "Employee ID" (containing icons for Issue Employee ID and Authorize Employee ID), and "Train Warrant".

Step 2: Fill up Employee personal details

The screenshot shows a web form titled "Employee Personal Details" with a sidebar on the left containing navigation links. The form fields are annotated with red numbers 1 through 20. The sidebar includes links for "Employee Basic Salary", "Addition and Deduction-Regular", "Addition and Deduction-Installments", "Pause Addition and Deduction", "Salary Bank Information", "OT Bank Information", "View Salary Detail", "Transfers", and "Promotion".

Employee ID 1: 20077
Employee No* 2:
Title 3: Mr.
Full Name* 4:
Surname* 5:
Initials of the Name* 6:
Name With Initials* 7:
NIC Number* 8:
Date Of Birth* 9:
Employee Code* 10:
Designation* 11: <-Select-> Start Date* 12: Religion 13: <-Select-> Gender 14: Female Male
Passport No 15: Ethnic Race 16: <-Select->
Language 17: <-Select-> Civil Status 18: <-Select->
Birth Place 1: Photo of the Employee 20: No file chosen

1. Employee ID : Auto filled
2. Employee No : Enter the employee number(Like EPF Number)
3. Title: Select the relevant title from list (Mr., Mrs., Miss ...)
4. Full Name : Enter the employee full name
5. Surname : Enter the employee surname
6. Initials of the Name : Enter the initials of the name
7. Name with Initials : Enter the employee name with initials
8. NIC Number : Enter the employee NIC number
9. Date of Birth : Enter the employee birth date
10. Employee Code: Enter the employee code (Internal employee number of the organization. If there is no such number , enter the employee number)
11. Designation : Select the relevant designation from the list
12. Start Date : Enter the employee work starting date
13. Religion : Enter the employee's religion
14. Gender : Select the employee's gender from the list
15. Passport No : Enter the employee passport number (if have)
16. Ethnic Race: Select the employee ethnic race from the list (Burger, Sinhala, Muslim...)
17. Language : Select the employee's language from the list (English, Sinhala, Tamil ...)

18. Civil Status: Select the employee civil status (Single, Married, Divorced...)
19. Birth Place : Enter the employees birth place
20. Photo of the Employee : Choose employee's photo from pc or upload a photo

Step 3: Fill up Employee contact details

Contact Details ⚙

Address1 1	Address2 2
<input type="text"/>	<input type="text"/>
District ? 3	Distance (km) 4
<input type="text" value="<-Select->"/>	<input type="text" value="0"/>
City ? 5	G.N. Division ? 6
<input type="text" value="<-Select->"/>	<input type="text" value="<-Select->"/>
Electorate ? 7	Telephone 1 8
<input type="text" value="<-Select->"/>	<input type="text"/>
Email 9	Telephone 2 10
<input type="text"/>	<input type="text"/>
Email 2 11	Mobile No 12
<input type="text"/>	<input type="text"/>
Fax 13	
<input type="text"/>	

1. Address 1 : Enter the employees address
2. Address 2 : Enter another address of employee (If there)
3. District : Select the employee's relevant district
4. Distance : Enter the employee's distance from home to working place
5. City : Select the relevant city
6. G.N Division : Select the relevant grama niladhari division
7. Electorate : Select the electorate division of employee from the list
8. Telephone 1 : Enter the employee's contact number
9. Email : Enter the employee's email address
10. Telephone 2 : Enter the employee's another contact number if there
11. Email 2 : Enter the employee's another email address if there
12. Mobile No : Enter the employee's mobile phone number
13. Fax : Enter the employee's fax number (If There)

Step 4: Fill up Employee contact details

Job Details

Class 1 <-Select-> 1	Grade 1 <-Select-> 2		
Service 1 <-Select-> 3			
Nature of the Job Status 1 Permanent 4	State 1 Unauthorized 5		
Supervisor 1 <-Select-> 6	Division 1 Section 1 7		
Is Shift Worker <input type="checkbox"/> 8	Set working days for non shift workers 1 Field Laborers 9	Leave Group 1 MA 10	Employee Group 1 CONTRACT 11
Occupation Classif. Grade 12	Insurance No 13		
User Name 14	Appointment Date 15		Resigned Date 16

1. Class : Select the employee's relevant class from the list
2. Grade : Select the employee's grade from the list
3. Service : Select the employee's service category from the list
4. Nature of the Job Status: Select the employee's job status (permanent, ...)
5. State: Select the employees working state from the list (Working , resigned ,...)
6. Supervisor : Select the employee's supervisor from the list (If there)
7. Division : Select the employee's working division
8. Put the tick if the employee if a shift worker
9. Set Working days for non-shift workers : Select the relevant category from the list
10. Leave Group : Select the employee's relevant leave group
11. Employee Group : Select the relevant category for the employee
12. Occupation Classif. Grade : Enter the employee's occupation grade
13. Insurance No : Enter the employee's insurance number
14. User name : Enter the employee's user name of the system
15. Appointment Date : Enter the employee's appointment date
16. Resigned Date : If the employee is resigning enter the resigned date

Particulars of Salary Payments

Basic Salary 1		Payment Type 2 <-Select->									
<input checked="" type="checkbox"/> EPF Entitle 3	<input checked="" type="checkbox"/> ETF Entitle 4	<input type="checkbox"/> Pension Entitle 5	<input type="checkbox"/> EPF Cheque to Other Org 6								
<input type="checkbox"/> EPF/ETF Enter manually 7 <table border="1"> <tr> <td>EPF</td> <td>EPF Employer</td> <td>ETF</td> </tr> <tr> <td>EPF</td> <td>EPF Employer</td> <td>ETF</td> </tr> </table>		EPF	EPF Employer	ETF	EPF	EPF Employer	ETF	<input type="checkbox"/> PAYE Tax Enter manually 8 <table border="1"> <tr> <td>PAYE TAX</td> </tr> <tr> <td>PAYE</td> </tr> </table>		PAYE TAX	PAYE
EPF	EPF Employer	ETF									
EPF	EPF Employer	ETF									
PAYE TAX											
PAYE											
<input checked="" type="checkbox"/> Is OT Allowed 9	<input type="checkbox"/> Half Pay 10	<input type="checkbox"/> Is Day Pay 11	Attendance Allowance 12								
Salary Type 13 CONTRACT		Next Increment Date 14									
Gratuity B/F Amount 15	Gratuity B/F Date 16	WNOP No 17	PSPF No 18								
<input type="button" value="Save"/> <input type="button" value="Exit"/>		19									

1. Basic Salary : Enter the employee's basic salary
2. Payment Type : Select the relevant payment type (Cash, cheque , slip transfer)
3. Put the tick if the employee is EPF entitled
4. Put the tick if the employee is ETF entitled
5. Put the tick if the employee is pension entitled
6. Put the tick if employees EPF cheque goes to other organization
7. Enter the EPF and ETF manually
8. Enter the payee tax manually
9. Put the tick if OT is allowed to the employee
10. Put the tick if employee is half paid
11. Put the tick if employee is receiving a day payment
12. Enter the employee's attendance allowance
13. Salary Type : Select the employee's salary type (Contract, monthly,...)
14. Next Increment Date : Enter the employee's salary next increment date
15. Gratuity B/F Amount : Enter the gratuity brought forward amount
16. Gratuity B/F Date : Enter the gratuity rought forward date
17. WNOP No : Enter the employees WNOP number
18. PSPF No : Enter the employees PSPF number
19. Click to save entered details

Step 5: Fill up Employee Basic Salary Details

The screenshot shows the 'Employee' form with the 'Personal Details' section. A sidebar on the left contains several options, with 'Employee Basic Salary' highlighted in a red box. A blue arrow points from this box to the 'Employee Basic Salary' section of the form below.

Employee
Personal Details

Employee ID: 20054
Employee No *
Title: Mr.
Full Name *
Surname *
Initials of the Name *
Name With Initials *
NIC Number *
Date Of Birth *
Employee Code *
Designation *
Start Date * 1/25/2021
Religion *
Gender: Female, Male
Passport No
Ethnic Race *
Language *
Civil Status *
Birth Place
Photo of the Employee

Click on Employee Basic Salary button

The screenshot shows the 'Employee Basic Salary' form. It features a table with four columns: 'Select', 'Start Date', 'End Date', and 'Basic Salary'. The 'Start Date' column contains the value '1/25/2021'. Below the table are buttons for '+', a trash icon, 'Save', and 'Exit'.

Employee Basic Salary

Select	Start Date	End Date	Basic Salary
select	1/25/2021		


5
+ 🗑️
6
Save Exit

1. In this interface
2. Start Date : Enter the salary starting date
3. End Date: Enter the salary ending date if this salary is completed. Otherwise leave it blank.
4. Basic Salary : Enter the employee's basic salary
5. Click to add a new row
6. Click to save

Step 6: Fill up Additions and Deductions – Regular details

Employee

Personal Details



Employee Basic Salary
Addition and Deduction-Regular
Addition and Deduction-Installments
Pause Addition and Deduction
Salary Bank Information
OT Bank Information
View Salary Detail

Employee ID: 20054 Employee No * [Redacted]

Title [Redacted] Full Name * [Redacted]

Surname * [Redacted] Initials of the Name * [Redacted]

Name With Initials* [Redacted] NIC Number* [Redacted]

Date Of Birth * [Redacted] Employee Code * [Redacted]

Designation * [Redacted] Start Date * 1/25/2021 Religion [Redacted] Gender Female Male

Passport No [Redacted] Ethnic Race [Redacted]

Language [Redacted] Civil Status [Redacted]

Birth Place [Redacted] Photo of the Employee [Choose File] No file chosen [Upload]

Regular- Additions and Deductions

1	2	3	4	5	6	7
Select	Addition Deduction Type	Amount	Payment Mode	Bank/Branch	Acc No.	Acc Holder
Select	TELEPHONE ALLO.	[Redacted]	Cross	<-Select->		
Select	OTHER ALLO.	[Redacted]	Cross	<-Select->		
Select	ADDITIONAL ALL	[Redacted]	Cross	<-Select->		
Select	ALLO. ARREARS	[Redacted]	Cross	<-Select->		
Select	VEHICLE CHARGES	[Redacted]	Cross	<-Select->		
Select	GOV. ORG.	[Redacted]	Cheque	3-MTWP - PROVINCIAL DEP.OF MOTOR TRAFFIC COLOMBO 1--Empty-I		
Select	AGRAHARA	[Redacted]	Cheque	1-IAGR - SRI LANKA INSURANCE COPERATION AGRAHARA RAKSHAN/		

8

9

1. Click to select one
2. Addition Deduction Type : Select the relevant addition deduction types

3. Amount : Enter the addition or deduction amount
4. Payment mode : Select the relevant payment mode(Cross, cheque, slip, ...)
5. Bank/Branch : Select the relevant bank or branch
6. Acc No. : Enter the relevant account numbers
7. Acc Holder : Enter the account holders name
8. Click to add anew row
9. Click to save

Step 7: Fill up Additions and Deductions – Installments

Employee
Personal Details

Employee ID: 20054 | Employee No * [Redacted]

Title [Redacted] | Full Name * [Redacted]

Surname * [Redacted] | Initials of the Name * [Redacted]

Name With Initials* [Redacted] | NIC Number* [Redacted]

Date Of Birth * [Redacted] | Employee Code * [Redacted]

Designation* [Redacted] | Start Date * 1/25/2021 | Religion [Redacted] | Gender: Female Male

Passport No [Redacted] | Ethnic Race [Redacted]

Language [Redacted] | Civil Status [Redacted]

Birth Place [Redacted] | Photo of the Employee: [Choose File] No file chosen [Upload]

Navigation Menu:

- Employee Basic Salary
- Addition and Deduction-Regular
- Addition and Deduction-Installments** (highlighted with a red box)
- Pause Addition and Deduction
- Salary Bank Information
- OT Bank Information
- View Salary Detail

Installments- Additions and Deductions

1	2	3	4	5	6	7	8	9	10
Select	Addition Deduction Type	Monthly Installment	Start Date	No of Installment	End Date	Payment Mode	Bank/Branch	Acc No.	Acc Holder
Select	<-Select->	0		0	Cal End Date	Cross	<-Select->		

11: + (Add) icon
12: Save (Save) and Exit (Exit) buttons

1. Interface to installment base additional deduction

2. Addition Deduction Type : Select the relevant addition deduction types
3. Monthly Installment : Enter the amount for monthly installment
4. Start date : Enter the deduction starting date
5. No of Installment : Enter the number of installments
6. End Date. : Enter the deduction ending date
7. Payment mode : Select the payment mode
8. Bank/Branch :Select the relevant bank or branch
9. Acc No. : Enter the account number
10. Acc Holder : Enter the account holders name
11. Click to add anew row
12. Click to save

Step 8: Pause Addition and Deduction

Addition or deduction can be paused for a period.

The screenshot shows an 'Employee' form with a sidebar menu on the left. The sidebar contains the following options: Employee Basic Salary, Addition and Deduction-Regular, Addition and Deduction-Installments, **Pause Addition and Deduction** (highlighted with a red box), Salary Bank Information, OT Bank Information, and View Salary Detail. A blue arrow points from the highlighted option to the main form area. The main form is titled 'Employee Personal Details' and contains various input fields for employee information, including Employee ID, Employee No, Title, Full Name, Surname, Initials of the Name, Name With Initials, NIC Number, Date Of Birth, Employee Code, Designation, Start Date (1/25/2021), Religion, Gender (Female/Male), Passport No, Ethnic Race, Language, Civil Status, Birth Place, and Photo of the Employee. All text input fields are redacted with black bars.

Pause Addition And Deduction

2

+

Save 3

Exit

1. Click to select addition deduction types
2. Click to add another deduction type to be paused
3. Click to save

Step 9: Add Salary Bank Information

Employee

Personal Details

Employee ID

Employee No *

Title

Full Name *

Surname *

Initials of the Name *

Name With Initials*

NIC Number*

Date Of Birth *

Employee Code *

Designation* (dropdown)

Start Date * (1/25/2021)

Religion

Gender
 Female
 Male

Passport No

Ethnic Race

Language

Civil Status

Birth Place

Photo of the Employee
Choose File No file chosen Upload

Employee Basic Salary

Addition and Deduction-Regular

Addition and Deduction-Installments

Pause Addition and Deduction

Salary Bank Information

OT Bank Information

View Salary Detail

Transfers

Bank Information

Employee Id 1

Branch/Bank (Salary) * 2

Account No (Salary) * 3

Account Holder (Salary) 4

Transfer For Loan Purpose


5

1. Employee Id : Enter the employee ID
2. Branch/Bank (Salary) : Select the bank that salary credits
3. Account No (Salary) : Enter the account number to which the salary credits
4. Account Holder : Enter the account holder's name to which the salary credits
5. Click to save details

Step 10: Add OT Bank Information

Employee

Personal Details



Employee ID: [Redacted] Employee No *: [Redacted]

Title: [Redacted] Full Name *: [Redacted]

Surname *: [Redacted] Initials of the Name *: [Redacted]

Name With Initials*: [Redacted] NIC Number*: [Redacted]

Date Of Birth *: [Redacted] Employee Code *: [Redacted]

Designation *: [Redacted] Start Date *: 1/25/2021 Religion: [Redacted]

Gender: Female Male

Passport No: [Redacted] Ethnic Race: [Redacted]

Language: [Redacted] Civil Status: [Redacted]

Birth Place: [Redacted] Photo of the Employee: [Choose File] No file chosen [Upload]

Employee Basic Salary
Addition and Deduction-Regular
Addition and Deduction-Installments
Pause Addition and Deduction
Salary Bank Information
OT Bank Information
View Salary Detail

Transfers
Promotion

Bank Information OT

[Redacted]

Employee Id: [Redacted] 1

Branch/ Bank (OT): [Redacted] 2

Account No (OT): [Redacted] 3

Account Holder (OT): [Redacted] 4

Save 5 Exit

1. Employee Id : Enter the employee ID
2. Branch/Bank (OT) : Select the bank that OT credits

3. Account No (OT) : Enter the account number to which the OT credits
4. Account Holder(OT) : Enter the account holder's name to which the OT credits
5. Click to save details

Step 11: Salary Details

The screenshot shows a web application interface for 'Salary Details'. On the left is a sidebar menu with the following items: Employee Basic Salary, Addition and Deduction-Regular, Addition and Deduction-Installments, Pause Addition and Deduction, Salary Bank Information, OT Bank Information, **View Salary Detail** (highlighted with a red box), Transfers, Promotion, Training And Scholarships, Qualification, Disciplinary Action, Employee Attachment, and Emergency Info. The main form area contains the following fields:

- Name With Initials* (redacted)
- NIC Number* (redacted)
- Date Of Birth* (redacted)
- Employee Code* (redacted)
- Designation* (dropdown menu)
- Start Date* (1/25/2021)
- Religion* (dropdown menu)
- Gender (Radio buttons: Female, Male; Male is selected)
- Passport No (empty)
- Ethnic Race* (dropdown menu)
- Language* (dropdown menu)
- Civil Status* (dropdown menu)
- Birth Place (empty)
- Photo of the Employee (Choose File button, No file chosen text, Upload button)

Below the main form is a section titled 'Contact Details' with the following fields:

- Address1 (redacted)
- Address2 (empty)
- District* (dropdown menu: <-Select->)
- Distance (km) (0)
- City* (dropdown menu: <-Select->)
- G.N. Division* (dropdown menu: <-Select->)

Employee Salary Detail

Addition		
Addition Type	Amount	Assigned For
Basic Salary	65	Individual
INTERIM ALLOW.	2	Designation
C.O.L.	7	Designation
TELEPHONE ALLO.	0	Individual
OTHER ALLO.	0	Individual
ADDITIONAL ALL	0	Individual
ALLO. ARREARS	0	Individual

Deduction		
Deduction Type	Amount	Assigned For
STMP	2	Designation
VEHICLE CHARGES	0	Individual
GOV. ORG.	0	Individual
AGRAHARA	0	Individual
Net Salary-(May be changed with Variable type of Add/Ded)	7	

1. The addition types are displayed here
2. The deduction types are displayed here

Step 12: Transfers

View Salary Detail

Birth Place

Photo of the Employee No file chosen

Transfers

- Promotion
- Tranning And Scholarships
- Qualification
- Disciplinary Action
- Employee Attachment
- Emergency Info
- Benefit
- Employee Dependence
- Employee Skills
- Membership Info
- Work Experience
- Language
- Health Condition
- Insurance Claim
- Vehicle Permits
- EB Results Details
- Senior Level Details

Contact Details

Address1

Address2

District

Distance (km)

City

G.N. Division

Electorate

Telephone 1

Email

Telephone 2

Email 2

Mobile No

Fax

Job Details

Class

Grade

Employee Transfers

1	2	3	4	5	6	7
ID	Organization/Section	Start Date	End Date	Transfer Type	Duty Assume Date	Current Record
>> 0	<-Select->			<-Select->		<input type="checkbox"/>

8

+

Exit

1. Employee Id
2. Organization/Section : Select the relevant organization or section
3. Start Date : Enter the transfer starting date
4. End Date : Enter the transfer ending date
5. Duty Assume Date : Enter the duty assume date
6. Current Record : Enter the current details

Step 13: Promotions

View Salary Detail

Transfers

Promotion

Tranning And Scholarships

Qualification

Disciplinary Action

Employee Attachment

Emergancy Info

Benefit

Employee Dependence

Employee Skills

Membership Info

Work Experience

Language

Health Condition

Insurance Claim

Vehicle Permits

EB Results Details

Birth Place

Photo of the Employee

Choose File No file chosen

Upload

Contact Details

Address1

Address2

District

Distance (km)

City

G.N. Division

Electorate

Telephone 1

Email

Telephone 2

Email 2

Mobile No

Fax

Job Details

Employee Promotions

1	2	3	4	5	6	7	8	9	10	11	12
Designation	Class	Grade	Service Type	Request Date	Start Date	End Date	Authorize Date	Eb Completed	Eb Completed Date	Remarks	Active
Select								<input type="checkbox"/>			<input checked="" type="checkbox"/>

13

+ -

14

Save Exit

1. Designation : Select the designation from the list
2. Class : Select the relevant class from the list
3. Grade : Select the relevant date from the list
4. Request Date : Enter the promotion requested date
5. Start Date : Enter the promotion started date
6. End Date : Enter the transfer ending date
7. Authorize Date : Enter the promotion authorized date
8. Eb completed : Put the tick if employee have completed the EB exam

9. Eb completed date : Enter the date when the EB exam completed
10. Remarks : Enter if there are any remarks
11. Put the tick if employee is active
12. Click to add a new row
13. Click to save

Step 14: Training and Scholarships

The screenshot displays the HR system interface. On the left sidebar, the 'Training And Scholarships' option is highlighted with a red box. The main content area shows a form for 'Contact Details' with the following fields:

- Address1: [Redacted]
- Address2: [Redacted]
- District: <-Select->
- Distance (km): 0
- City: <-Select->
- G.N. Division: <-Select->
- Electorate: <-Select->
- Telephone 1: [Redacted]
- Telephone 2: [Redacted]
- Email: [Redacted]
- Email 2: [Redacted]
- Mobile No: [Redacted]
- Fax: [Redacted]

Below the 'Contact Details' section is the 'Employee Training' section. It features a red bar at the top, the title 'Employee Training', a '+' icon (highlighted with a red box), a trash icon, the text 'No Records to display', and an 'Exit' button.

1. Click to add a new record
2. If there are any training and scholarship details displayed here

Step 15: Qualification

Addition and Deduction-Installments

Pause Addition and Deduction

Salary Bank Information

OT Bank Information

View Salary Detail

Transfers

Promotion

Tranning And Scholarships

Qualification

Disciplinary Action

Employee Attachment

Emergency Info


Benefit

Employee Dependence


Employee Skills

Membership Info

Work Experience


Designation* 


Start Date *


Religion 

Gender
 Female
 Male

Passport No

Ethnic Race 

Language 

Civil Status 


Birth Place

Photo of the Employee
 No file chosen


Contact Details


Address1


Address2

District 

Distance (km)
0

City 

G.N. Division 

Electorate 

Telephone 1

Email

Telephone 2

Email 2

Mobile No

Employee Qualification Details



No Data Found

3

2

Save Exit

1. Click to add a new record
2. Click to save
3. If there are any training and scholarship details displayed here

Step 16: Disciplinary Action

The screenshot shows a web application interface for an employee profile. On the left, there is a sidebar menu with options: Addition and Deduction-Installments, Pause Addition and Deduction, Salary Bank Information, OT Bank Information, View Salary Detail, Transfers, Promotion, Training And Scholarships, Qualification, **Disciplinary Action** (highlighted with a red box), Employee Attachment, Emergency Info, Benefit, Employee Dependence, Employee Skills, Membership Info, and Work Experience. The main form area contains several input fields: Designation*, Start Date*, Religion, Gender (Female/Male), Passport No, Ethnic Race, Language, Civil Status, Birth Place, and Photo of the Employee (with a 'Choose File' button and 'No file chosen' text). Below these is a 'Contact Details' section with fields for Address1, Address2, District, Distance (km), City, G.N. Division, Electorate, Telephone 1, Email, Telephone 2, and Email 2. Mobile No. is also present. A 'Save' button is visible at the bottom right of the form area.

The screenshot shows the 'Disciplinary Action' table interface. The table has the following columns: Select, Date, Description, Effect From, Effect To, and Action Type. A single record is displayed with the Date '4/20/2022'. Below the table, there are buttons for '+', '-', 'Save', and 'Exit'. The interface is annotated with red numbers 1 through 8 pointing to various elements: 1 points to the 'Select' column header, 2 to the 'Date' column header, 3 to the 'Description' column header, 4 to the 'Effect From' column header, 5 to the 'Effect To' column header, 6 to the 'Action Type' column header, 7 to the '+' button, and 8 to the 'Save' button.

1. Select : Click to select a record
2. Date : Select the relevant date of disciplinary action
3. Description : Enter if there is any description
4. Effect From : Select the date from when the disciplinary action effects
5. Effect To : Select the date to which when the disciplinary action effects
6. Action Type : Select the relevant action type from the list
7. Click to add a new record

8. Click to save

Step 17: Employee Attachment

Municipal Commissioner | 1/25/2021 | Buddhist | Female Male

Passport No:

Ethnic Race:

Language:

Civil Status:

Birth Place:

Photo of the Employee: No file chosen

Contact Details

Address1:

Address2:

District:

Distance (km):

City:

G.N. Division:

Electorate:

Telephone 1:

Telephone 2:

Email:

Email 2:

Mobile No:

Employee Attachments

Attachment Type * | (1)

File * No file chosen (2)

3

1. Attachment Type : Select the attachment type
2. File : Click to choose the relevant file type to upload

3. Click to upload a file

Step 18: Emergency Info

Salary Bank Information
OT Bank Information
View Salary Detail

Transfers
Promotion
Training And Scholarships
Qualification
Disciplinary Action
Employee Attachment
Emergency Info
Benefit
Employee Dependence
Employee Skills
Membership Info
Work Experience

Passport No
Ethnic Race
Language
Civil Status
Birth Place
Photo of the Employee
Choose File No file chosen Upload

Contact Details

Address1
Address2
District
Distance (km)
City
G.N. Division
Electorate
Telephone 1
Email
Telephone 2
Email 2
Mobile No

Emergency Information

Contact Person 1
Relationship 2
Address 1 3
Address 2 4
Contact No 5
City 6
Living State 7
Nearest Police Station 8

Save Exit

Fields marked with an asterisk * are required.

1. Contact Person : Enter the name of the contact person
2. Relationship : mention the relationship to the contact person
3. Address 1 : Enter the address of the contact person

4. Address 2 : Enter another address of the contact person if there is
5. Contact No : Enter the contact number of the contact person
6. City : Select the city of the contact person
7. Living State : Enter the contact person's living state
8. Nearest Police station : Enter the name of the nearest police station
9. Click to save

Step 19: Benefit

The screenshot displays the Emet HRM interface. On the left, a sidebar lists various HR functions, with 'Benefit' highlighted in a red box. The main content area is divided into two sections. The top section, titled 'Contact Details', contains several input fields for personal information, including Passport No, Ethnic Race, Language, Civil Status, Birth Place, and Photo of the Employee. Below this, there are fields for Address1, Address2, District, Distance (km), City, G.N. Division, Electorate, Telephone 1, Telephone 2, Email, Email 2, and Fax. The bottom section, titled 'Employee Benefit', features a table with columns for 'Select', 'Benefit Type', and 'Benefit Description'. Below the table are buttons for '+', '-', 'Save', and 'Exit'. A blue arrow points from the 'Benefit' option in the sidebar to the 'Employee Benefit' title.

1. Select : Click to select a row
2. Benefit Type : Enter the relevant benefit type
3. Benefit : Description : Enter the relevant benefit description

4. Click to add a new row
5. Click to save

Step 20: Employee Dependence

The screenshot shows the 'Employee Dependence' form in a web application. The form is divided into two main sections: 'Contact Details' and 'Job Details'. The 'Contact Details' section includes fields for Address1, Address2, District, Distance (km), City, G.N. Division, Electorate, Telephone 1, Telephone 2, Email, Email 2, and Fax. The 'Job Details' section includes fields for Class, Grade, and Service. A sidebar on the left contains a list of menu items, with 'Employee Dependence' highlighted in a red box. Below the form, there is a 'Dependent Details' section with a search bar and a list of records. The search bar has three numbered red annotations: '1' for the 'Search By' dropdown, '2' for the 'Search For' input field, and '3' for the search button. Below the search bar, there is a red '4' annotation for a '+' button. An 'Exit' button is also visible.

1. Search By : Select a category to search
2. Search For : Enter the relevant data to the selected category to search
3. Click to search
4. Click to add a new record

Dependent

Dependent ID **1**

First Name * **2** Last Name **3**

Date Of Birth* **4** Relationship * **5** Marital Status **6** Health Condition **7**

Home Telephone **8** Work Telephone **9** Mobile **10**

House No * **11** City * **12** Street * **13**

Job **14** Place Of Work **15**

Remarks **16**

Save **17** Exit

Fields marked with an asterisk * are required.

1. Dependent ID : Enter the dependent's ID
2. First Name : Enter the dependent's first name
3. Last Name : Enter the dependent's last name
4. Date of Birth : Select dependent's date of birth
5. Relationship : Select the dependent's relationship with the employee
6. Marital Status : Select the dependent's marital status
7. Health Condition : Select the dependent's health condition
8. Home Telephone : Enter the dependent's home telephone number
9. Work Telephone : Enter the dependent's work telephone number
10. Mobile : Enter the dependent's mobile phone number
11. House No : Enter the dependent's house number
12. City : Select the dependent's city
13. Street : Enter the dependent's street
14. Job : Select the dependent's job
15. Place of Work : Enter the dependent's place of work
16. Remarks : Enter if any special notes
17. Click to save

Step 21: Employee Skills

employee Attachment

Emergency Info

Benefit

Employee Dependence

Employee Skills

Membership Info

Work Experience

Language

Health Condition

Insurance Claim

Vehicle Permits

EB Results Details

Service Letter Details

Leave B/F

O/L Result

A/L Result

Recommendation Letter

Employee Document

<<Select>> 0

City ¹ [REDACTED] G.N. Division ² [REDACTED]

Electorate ³ [REDACTED] Telephone 1 [REDACTED]

Email [REDACTED] Telephone 2 [REDACTED]

Email 2 [REDACTED] Mobile No [REDACTED]

Fax [REDACTED]

Job Details

Class ⁴ [Class III] Grade ⁵ [Grade III]

Service ⁶ [SLAS]

Nature of the Job Status ⁷ [Permanent] State ⁸ [Working]

Supervisor ⁹ [<<Select>>] Division ¹⁰ [ADMIN]

Is Shift Worker Set working days for non shift workers ¹¹ [MA] Leave Group ¹² [MA] Employee Group ¹³ [Group 1]

Employee Skills

1	2	3	4	5	6	7
Select	Skill Type ¹	Subject ²	Knowledge ³	Usage ⁴	achievement	Years of Experience
Select	<<Select>>	<<Select>>	<<Select>>	<<Select>>		

8

+

9

Save Exit

1. Click to select a row
2. Select the skill type from the list
3. Subject : Select the relevant subject from the list

4. Knowledge : Select the relevant knowledge from the list
5. Usage : Select the relevant usage from the list
6. Achievement : Enter the details of the achievements
7. Years of Experience : Enter the number of experienced years
8. Click to add a new record
9. Click to save

Step 22: membership Info

- Employee Attachment
- Emergency Info
- Benefit
- Employee Dependence
- Employee Skills
- Membership Info
- Work Experience
- Language
- Health Condition
- Insurance Claim
- Vehicle Permits
- EB Results Details
- Service Letter Details
- Leave B/F
- O/L Result
- A/L Result
- Recommendation Letter
- Employee Document

<-Select->

City [?]
<-Select->

Electorate [?]
<-Select->

Email
[Redacted]

Email 2
[Redacted]

Fax
[Redacted]

0

G.N. Division [?]
<-Select->

Telephone 1
[Redacted]

Telephone 2
[Redacted]

Mobile No
[Redacted]

Job Details

Class [?]
Class III

Service [?]
SLAS

Nature of the Job Status [?]
[Redacted]

Supervisor [?]
[Redacted]

Is Shift Worker

Grade [?]
Grade III

State [?]
[Redacted]

Division [?]
ADMIN

Set working days for non shift workers [?]
MA

Leave Group [?]
MA

Employee Group [?]
Group 1

Membership Information

[Redacted]

4

5

Membership Type [?] 1	Subscription Amount 2	Joined Date 3	Renewal Date 4	Professional Body Description 5
Select <-Select->	0.00	4/21/2022	4/21/2022	

+ ^b

-

Save ⁷

Exit

1. Membership Type : Select the membership type
2. Subscription Amount : Enter the subscription amount
3. Joined Date : Enter the joined date
4. Renewal date : Enter the renewal date
5. Professional body description : Enter relevant details
6. Click to add a new record
7. Click to save

Step 23: Work Experience

The screenshot shows a web application interface for entering work experience. On the left is a vertical sidebar menu with various options, where 'Work Experience' is highlighted with a red box. The main content area is divided into two sections: a top section for personal contact information and a 'Job Details' section for employment specifics. Several fields in the top section are redacted with black bars. The 'Job Details' section contains several dropdown menus and text input fields, some of which are pre-filled with values like 'Class III', 'Grade III', 'SLAS', 'Permanent', 'Working', 'ADMIN', and 'Group 1'. There are also checkboxes and text input fields for 'Is Shift Worker' and 'Set working days for non shift workers'.

Emergency Info
Benefit
Employee Dependence
Employee Skills
Membership Info
Work Experience
Language
Health Condition
Insurance Claim
Vehicle Permits
EB Results Details
Service Letter Details
Leave B/F
O/L Result
A/L Result
Recommendation Letter
Employee Document

City [?] <<-Select-> G.N. Division [?] <<-Select->
Electorate [?] <<-Select-> Telephone 1 [Redacted]
Email [Redacted] Telephone 2
Email 2 [Redacted] Mobile No [Redacted]
Fax [Redacted]

Job Details

Class [?] Class III Grade [?] Grade III
Service [?] SLAS
Nature of the Job Status [?] Permanent State [?] Working
Supervisor [?] <<-Select-> Division [?] ADMIN
Is Shift Worker Set working days for non shift workers [?] MA Leave Group [?] MA Employee Group [?] Group 1

Work Experience

+
🗑️

⚙️

Select	Job Title	Job Description	Work Experience Description	From Date	To Date	Name of Employer
Select	<-Select->					

< 9
>

Save
Exit

1. Click to add a new record
2. Select : Click to select a row
3. Job Title : Select the relevant job title from the list
4. Job Description : Enter the details about job
5. Work Experience Description : Enter the details about work experience
6. From Date : Select the date from which
7. To Date : Select the date to which
8. Name of Employer : Enter the employer's name
9. Click to save

Step 24: Language

The screenshot shows the 'Language' section in the left sidebar, which is highlighted with a red box. Below it, the 'Employee Language' form is displayed. The form has a dark header with the following fields: Language, Read, Write, Speaking, Exam, Results, and Level of exam. Each field has a dropdown menu. The form also has a 'Select' dropdown at the top left, a '+', a trash icon, and a 'Save' button. The 'Save' button is highlighted with a red '9'. The form is annotated with red numbers 1 through 9, corresponding to the list below.

Employee Language

1	2	3	4	5	6	7
Language	Read	Write	Speaking	Exam	Results	Level of exam
<-Select->	<-Select->	<-Select->	<-Select->			<-Select->

8 +
9 Save

1. Language : Select the relevant language
2. Read : Select the reading ability's condition
3. Write : Select the writing ability's condition
4. Speaking : Select the speaking ability's condition
5. Exam : Enter the language exam details
6. Results : Enter the exam results
7. Level of Exam : Select the exam's level
8. Click to add a new record
9. Click to save

Step 25: Health Condition

Attachment

Emergency Info

Benefit

Employee Dependence

Employee Skills

Membership Info

Work Experience

Language

Health Condition

Insurance Claim

Vehicle Permits

EB Results Details

Service Letter Details

Leave B/F

O/L Result

A/L Result

Recommendation Letter

Employee Document

City ¹

<-Select->

G.N. Division ¹

<-Select->

Electorate ¹

<-Select->

Telephone 1

Telephone 2

Email

Email 2

Mobile No

Fax

Job Details

Class ¹

Class III

Grade ¹

Grade III

Service ¹

SLAS

Nature of the Job Status ¹

State ¹

Supervisor ¹

<-Select->

Division ¹

ADMIN

Is Shift Worker

Set working days for non shift workers ¹

MA

Leave Group ¹

MA

Employee Group ¹

Group 1

Employee Health Condition

Health Condition Type ¹

Select

<-Select->

2

+

Save 3

Exit

1. Health condition type : Sleet the relevant health condition type
2. Click to add a new record
3. Click to save

Step 26: Insurance Claim

The screenshot displays the 'Employee Insurance Claim' form. On the left, a navigation menu lists various options, with 'Insurance Claim' highlighted in a red box. The main form area is divided into several sections:

- Personal Information:** Fields for City, Electorate, Email, Email 2, Fax, Telephone 1, Telephone 2, and Mobile No. Some fields are redacted with black bars.
- Job Details:** Fields for Class (Class III), Grade (Grade III), Service (SLAS), Nature of the Job Status (Permanent), State (Working), Supervisor (<Select->), and Division (ADMIN).
- Shift Worker Information:** Fields for Is Shift Worker (checkbox), Set working days for non shift workers (MA), Leave Group (MA), and Employee Group (Group 1).

Below the job details is a table for recording insurance claims:

Select	Insurance Claim Category	Date	Bill Amount	Recived Amount
Select	<Select->		0.00	0.00

At the bottom left, there are controls for adding a new record (+) and deleting a record (trash icon), along with 'Save' and 'Exit' buttons. Red numbers 1 through 7 and red bars highlight these specific UI elements.

1. Select : Click to select a row
2. Insurance claim Category : Select the claim category of insurance
3. Date : Enter the relevant date
4. Bill Amount : Enter the bill amount
5. Received Amount : Enter the received amount
6. Click to add new record
7. Click to save

Step 27: Vehicle Permits

Employee Attachment: <-Select-> 0

City: <-Select-> G.N. Division: <-Select->

Electorate: <-Select-> Telephone 1: [Redacted]

Email: [Redacted] Telephone 2: [Redacted]

Email 2: [Redacted] Mobile No: [Redacted]

Fax: [Redacted]

Job Details

Class: Class III Grade: Grade III

Service: SLAS

Nature of the Job Status: [Redacted] State: [Redacted]

Supervisor: [Redacted] Division: ADMIN

Is Shift Worker: Set working days for non shift workers: MA Leave Group: MA Employee Group: Group 1

Employee Vehicle Permits

Select	Permit No	Date
Select	[Redacted]	[Redacted]

4 + -

5 Save Exit

1. Select : Click to select a row
2. Permit No : Enter the vehicle permit number
3. Date : Enter the relevant date
4. Click to add new record
5. Click to save

Step 28: EB Results Details

Attachment
Emergency Info
Benefit
Employee Dependence
Employee Skills
Membership Info
Work Experience
Language
Health Condition
Insurance Claim
Vehicle Permits
EB Results Details
Service Letter Details
Leave B/F
O/L Result
A/L Result
Recommendation Letter
Employee Document

City
<<Select->
Electorate
<<Select->
Email
Email 2
Fax
G.N. Division
<<Select->
Telephone 1
Telephone 2
Mobile No

Job Details

Class
Class III
Grade
Grade III
Service
SLAS
Nature of the Job Status
Permanent
State
Working
Supervisor
<<Select->
Division
ADMIN
Is Shift Worker

Set working days for non shift workers
MA
Leave Group
MA
Employee Group
Group 1

EB Results

EB Result ID
20030
ExamDate
Level
Results
Remarks
Save Exit

1. EB Result ID : Enter the result ID
2. Exam Date : Enter the exam date
3. Level : Enter the exam level
4. Results : Enter the EB exam results

5. Remarks : Enter remarks if any
6. Click to save

Step 29: Service Letter Details

Employee Dependence

Employee Skills

Membership Info

Work Experience

Language

Health Condition

Insurance Claim

Vehicle Permits

EB Results Details

Service Letter Details

Leave B/F

O/L Result

A/L Result

Recommendation Letter

Employee Document

Electorate [?]

<<Select->

Telephone 1

Telephone 2

Email

Email 2

Mobile No

Fax

Job Details

Class [?]

Class III

Grade [?]

Grade III

Service [?]

SLAS

Nature of the Job Status [?]

Permanent

State [?]

Working

Supervisor [?]

<<Select->

Division [?]

ADMIN

Is Shift Worker

Set working days for non shift workers [?]

MA

Leave Group [?]

MA

Employee Group [?]

Group 1

Service Letter

ServiceLetterID ¹

2001

Request Date ² *

Issue Date ³ *

Remarks ⁴

5

Save Exit

1. Service Letter ID : Enter the service letter ID
2. Request Date : Enter the requested date
3. Issue Date : Enter the service letter issued date

4. Remarks : Enter remarks if any
5. Click to save

Step 30: Leave B/F

The screenshot shows the HR system interface. On the left, a sidebar contains a list of menu items: Benefit, Employee Dependence, Employee Skills, Membership Info, Work Experience, Language, Health Condition, Insurance Claim, Vehicle Permits, EB Results Details, Service Letter Details, **Leave B/F** (highlighted with a red box), O/L Result, A/L Result, Recommendation Letter, and Employee Document. A blue arrow points from the 'Leave B/F' menu item to the 'Leave B/F' form below. The 'Leave B/F' form has a 'Back' button and a title 'Leave B/F'. Below the title, there are five input fields with red numbers 1 through 5 indicating the steps: 1. ID (containing '20040'), 2. Leave Type (containing 'Casual'), 3. Start Date, 4. End Date, and 5. Leave B/F. At the bottom left, there is a 'Save' button with a red number 6 next to it.

1. ID : Enter the leave B/F ID
2. Leave Type : Select the leave type
3. Start Date : Enter the starting date
4. End Date : Enter the ending date
5. Leave B/F : Enter relevant data
6. Click to save

Step 32: O/L Result

The screenshot shows a web application interface for entering O/L (Over/Low) Results. On the left is a vertical navigation menu with various options, including 'O/L Result' which is highlighted with a red box. The main area contains a form with the following fields:

- Attachment: <-Select->
- City: <-Select->
- Electorate: <-Select->
- Email: [Redacted]
- Email 2: [Redacted]
- Fax: [Redacted]
- G.N. Division: <-Select->
- Telephone 1: [Redacted]
- Telephone 2: [Redacted]
- Mobile No: [Redacted]

Below these is a 'Job Details' section with the following fields:

- Class: Class III
- Grade: Grade III
- Service: SLAS
- Nature of the Job Status: Permanent
- State: Working
- Supervisor: <-Select->
- Division: ADMIN
- Is Shift Worker:
- Set working days for non shift workers: MA
- Leave Group: MA
- Employee Group: Group 1

At the bottom, there is a table titled 'Employee O/L Result' with two columns: 'Subject' and 'Result'. Both columns are currently empty. Below the table are two buttons: 'Save' and 'Exit'.

1. Subject : Select the subject from the list
2. Result : Select the relevant result
3. Click to add a new record
4. Click to save

1. Subject : Select the subject from the list
2. Result : Select the relevant result
3. Click to add a new record
4. Click to save

Step 33: A/L Result

The image shows two screenshots from a web application. The top screenshot is the 'Job Details' form, which includes the following fields:

- Class: Class III
- Grade: Grade III
- Service: SLAS
- Nature of the Job Status: Permanent
- State: Working
- Supervisor: <-Select->
- Division: ADMIN
- Is Shift Worker:
- Set working days for non shift workers: MA
- Leave Group: MA
- Employee Group: Group 1

The bottom screenshot is the 'Employee A/L Result' form. It features a header 'Employee A/L Result' and a table with two columns: 'Subject' and 'Result'. Both columns have dropdown menus currently set to '<-Select->'. Below the table are four buttons: a '+' button (labeled 3), a '-' button (labeled 4), a 'Save' button, and an 'Exit' button. A red underline is present under the title 'Employee A/L Result'. A blue arrow points from the 'A/L Result' option in the sidebar of the top screenshot to the title of the bottom screenshot.

1. Subject : Select the subject from the list
2. Result : Select the relevant result
3. Click to add a new record
4. Click to save

Step 34: Recommendation letter

Attachment
Emergency Info
Benefit
Employee Dependence
Employee Skills
Membership Info
Work Experience
Language
Health Condition
Insurance Claim
Vehicle Permits
EB Results Details
Service Letter Details
Leave B/F
O/L Result
A/L Result
Recommendation Letter
Employee Document

City <-Select-> G.N. Division <-Select->
Electorate <-Select-> Telephone 1 [Redacted]
Email [Redacted] Telephone 2
Email 2 [Redacted] Mobile No [Redacted]
Fax [Redacted]

Job Details
Class Class III Grade Grade III
Service SLAS
Nature of the Job Status Permanent State Working
Supervisor <-Select-> Division ADMIN
Is Shift Worker Set working days for non shift workers MA Leave Group MA Employee Group Group 1

Employee Recommendation Letter

1 Select	2 ID	3 DateRequest	4 Description	5 DateIssued	6 RecommendationLetterPath	7 Upload Path
<input type="checkbox"/>	0				Choose File No file chosen	Open

8 + 9 Save Exit

1. Select : Click to select a row
2. ID : Enter the ID
3. Date Request : Enter the relevant date
4. Description : Enter the relevant description
5. Date Issued : enter the issued date
6. Recommendation letter path : Attach recommendation letters
7. Upload Path : Enter the uploading path
8. Click to add a new record
9. Click to save

Step 35: Employee Document

Vehicle Permits
EB Results Details
Service Letter Details
Leave B/F
O/L Result
A/L Result
Recommendation Letter
Employee Document

Job Details

Class ¹
Class III

Grade ¹
Grade III

Service ¹
SLAS

Nature of the Job Status ¹
Permenent

State ¹
Working

Supervisor ¹
<-Select->

Division ¹
ADMIN

Is Shift Worker

Set working days for non shift workers ¹
MA

Leave Group ¹
MA

Employee Group ¹
Group 1

Occupation Classif. Grade Insurance No.

Employee Document

1 ID	2 Date	3 Description	4 Upload Path	5 Upload	6 Delete	7 Open
0				Upload	Delete	Open

8 +
9 -

Save Exit

1. ID : Enter the ID
2. Date : Enter the relevant date
3. Description : Enter the relevant description
4. Upload Path : Enter the uploading path
5. Click to upload
6. Click to delete
7. Click to open
8. Click to add a new record
9. Click to save