

# User Guide

## 09.8 Administration and HRM Administration and HRM-MA-186-Pension Management( Pension Reports WNOP) 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

## PENSION MANAGEMENT (PENSION REPORTS/ WNOP)

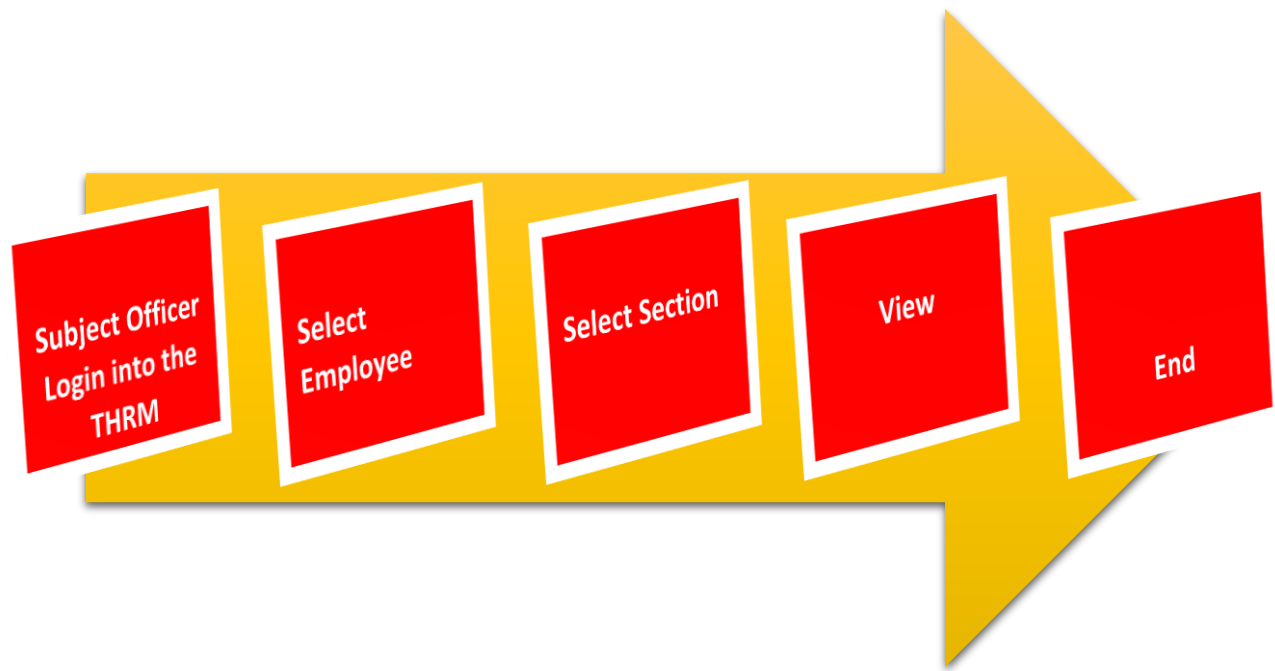


### Human Resource Management

HR, administration, recruitments, Personal Files

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### 3. THE PROCESS



#### 4. PENSION MANAGEMENT( PENSION REPORTS/ WNOP)

**STEP: 01 Click On this Icon in ERP Page**



### Human Resource Management

HR, administration, recruitements, Personal Files

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**STEP: 02 Login using your user name and password to the system**

**Log In** to your account

sahan\_Emet

...

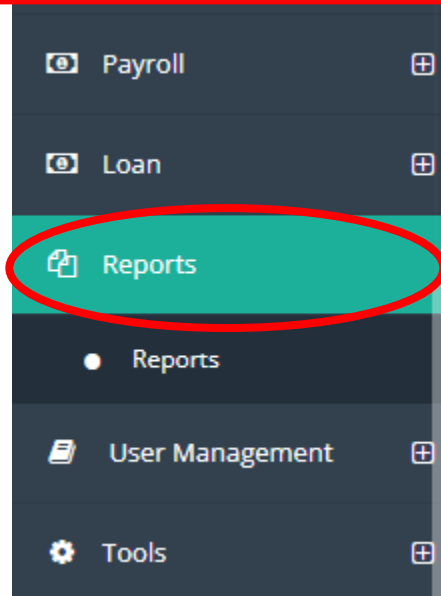


Advanced Options

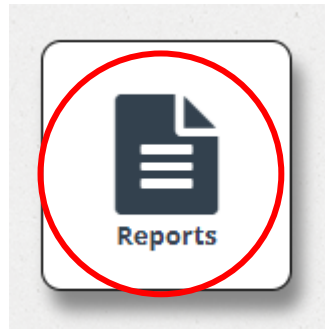
Log In



**STEP: 03 Then click on Employee**



**STEP: 04 Then click on Reports**





**STEP: 05 Then click on Pay Roll**

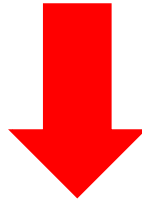
Select a report

- [-] HRM Reports
  - [+] Employee Reports
  - [+] Leave & Attendance
  - [+] Pay Roll
    - Salary Book
    - Salary Book-Portrait
    - Salary Book-Integrated Columns
    - Salary Book-Summary
    - Pay Slip
    - Salary History
    - EPF
    - EPF Six Month
    - ETF
    - ETF Six Month
    - WNOP
    - Salary Advance



- ETF
- ETF Six Month
- WNOP**
- Salary Advance

01. Click on WNOP



**STEP: 04 Then Select Employee**

The screenshot shows a software interface with the following elements:

- Radio buttons for "All Employee" (selected) and "Selected Employee".
- A text input field with a box labeled "01" next to it.
- A dropdown menu for "Organization:" with "DMMC" selected and a box labeled "02" next to it.
- A dropdown menu for "Salary Type:" with "Monthly" selected and a box labeled "03" next to it.
- A dropdown menu for "Salary Session:" with "Session: 10/1/2021 To 10/31/2021[Monthly]" selected and a box labeled "04" next to it.

01. Select Employee Name
02. Select Organization
03. Select Salary Type
04. Select Salary Session



**STEP: 06 View Report**

The screenshot shows a software interface with the following elements:

- A button labeled "View Report" which is highlighted with a red rectangular box.
- A button labeled "Exit" to the right of the "View Report" button.
- A checked checkbox labeled "PDF format" below the buttons.