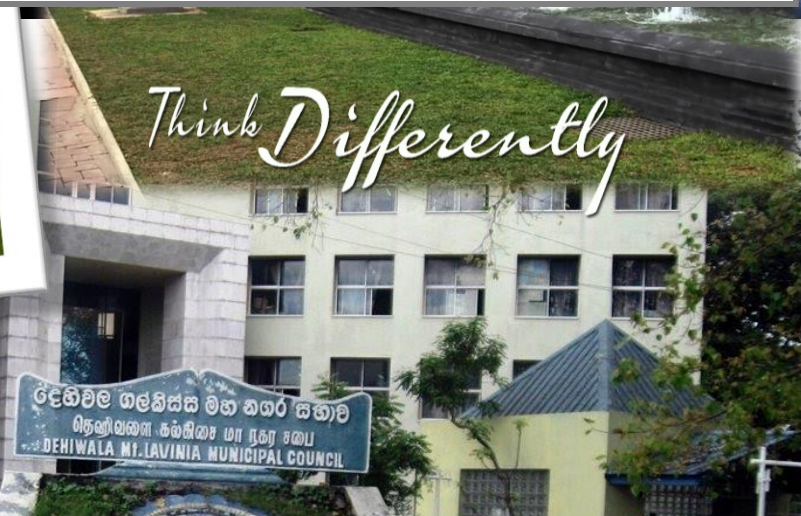


DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL OF SRI LANKA

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

**User Manual - Admin  
module (Human Resource)**

**Ver. 1.0.0**



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**EMETSOFT Private Limited**

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# **User Manual – Admin (Human Resource) Management**

**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

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
08-03-2022	0.0.1	Initial version created with Introduction	EMETSOFT IMP Team
26-04-2022	0.1.1	Modifications to the report – Final review	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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### 3. ADMINISTRATION – HUMAN RESOURCE

#### 3.1. OVERVIEW

Administration module is one of the main modules of the DMMC – ERP system which uses to provide facilities related to an employee of DMMC. This module tightly integrated with the Finance Management modules and the Payroll module.

#### 3.2. FUNCTIONS AND USER MANUAL REFERENCES

Following functions and Roles are defined in the Human Resource Management Module.

#	Description	Name of the manual
0	Main Manual	09.0 Administration and HRM Administration and HRM- User Guide TOC
1.	User manual for authorizations for Chief Clerk	09.2 Administration and HRM Administration and HRM-CC-188-Employee Authorization
2.	User Manual for User profile creation	09.1 Administration and HRM Administration and HRM-MA-177-Employee Profile Handling
3.	User manual for Examination Management	09.3 Administration and HRM Administration and HRM-MA-180-Exam Management
4.	User manual for event management	09.4 Administration and HRM Administration and HRM-MA-181-Event management
5.	User manual for uniform distribution	09.5 Administration and HRM Administration and HRM-MA-182-Uniform Distribution
6.	User manual for recruitment Management	09.6 Administration and HRM Administration and HRM-MA-184-Recruitment Management
7.	User manual for proposal and transfer management	09.7 Administration and HRM Administration and HRM-MA-185-Promotion and Transfers Management
8.	User manual Pension management	09.8 Administration and HRM Administration and HRM-MA-186-Pension Management( Pension Reports WNOP)
9.	User manual for Postal Management	09.9 Administration and HRM Administration and HRM-MA-187-CRM( Postal Management)

*These separate user manuals are attach separately.*