

User Guide

11.15.01 Admin & HR- Employee Functions Ver 3.0.0

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

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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

Admin & HR Management - Employee

(Quick user Guide)

Navigation

URL: <https://erp.dehiwalamtl.mc.gov.lk/erp>



Administration & HRM

HR, administration,
recruitments, Personal Files

USER GUIDE

General:

1. Mandatory Fields are shown with Asteriks (*) mark. Please make sure to Fill those fields
2. Make sure to click “Next or Save” and “Exit” Buttons after adding data.

User Manual: Employee Add – Emet HRM

Module: Employee → Add Employee

Employee

Employee Details



Choose File

Upload

Employee Basic Salary

Addition and Deduction- Regular

Addition and Deduction- Installments

Pause Addition and Deduction

Salary Bank Information

Employee ID

200502

Recruitment Method *

Transfer In

Employee Group ⓘ *

1.Executive

Employee No *

1050

Personal Details

Title ⓘ

Mr.

Full Name *

Harsha Karunaratne

Full Name In Sinhala

Karunaratne

Name With Initials *

Harsha

NIC Number *

123456789V

Date Of Birth *

1/1/1980

Age : 45

Religion ⓘ

Buddhist

Civil Status ⓘ

Married

Ethnicity ⓘ

Sinhala

Gender *

☒ Female

☐ Male

Purpose

The **Employee Add** UI allows users to register a new employee into the HRM system. It captures personal details, service information, contact data, salary configuration, and organizational placement. Dropdowns are dynamically populated from master registries to ensure consistency.

Section 1: Recruitment & Identification

Field	Description	Dropdown Values
Recruitment Method	Source of recruitment	Transfer In, Direct Recruitment, Promotion, Contract

Field	Description	Dropdown Values
Employee Group	Classification group	1. Executive, 2. Non-Executive, 3. Contractual, 4. Casual
Employee No	Unique employee number	Manual entry



Section 2: Personal Details

Field	Description	Dropdown Values
Title	Salutation	Mr., Mrs., Ms., Rev., Dr.
Full Name	As per NIC	Manual entry
Full Name in Sinhala	Native script	Manual entry
Name with Initials	Formal initials	Manual entry
NIC Number	National ID	Manual entry
Date of Birth	DOB	Calendar picker
Religion	Religious affiliation	Buddhist, Christian, Hindu, Islam, Other
Civil Status	Marital status	Single, Married, Widowed, Divorced
Ethnicity	Ethnic group	Sinhala, Tamil, Muslim, Burgher, Other
Gender	Gender identity	Male, Female, Other

Section 3: Service Details

Service Details

Designation* 

Administrative Officer

State 

Working

Start Date(DMMC) *

11/25/2024

First Appointment Date

1/1/2024

Current Appoinment Date

11/25/2024

Service * 

SLAS [SL 1-2016]

Grade * 

Grade I

Current Salary Step *

20

Basic Salary *

76,175.00

Division * 

Department of Admr

Section * 

Admin

Scope Of Recruitment *

All Island

☐

Is Confirmed

Probation End Date

11/24/2025

Confirmation Date

End/Pension Date

Completed 55

1/1/2035

Completed 60

1/1/2040

Is Shift Worker

☐

Set working days 

1 Defaul

Leave Group 

Default Leave GP

Language of Recruitment 

Sinhala

☐

Secondary Lang. Exam

Old Employee No

0

Agrahara Insurance No

Acting Person 1

<-Select->

Acting Person 2

<-Select->

☐

Show All

Field	Description	Dropdown Values
Designation	Job title	Administrative Officer, Clerk, Engineer, Driver, etc.
State	Employment status	Working, On Leave, Suspended, Retired
Service	Service category	SLAS [SL 1-2016], Technical, Field, etc.
Grade	Grade level	Grade I, Grade II, Grade III

Field	Description	Dropdown Values
Current Salary Step	Salary scale step	Numeric (e.g., 20)
Basic Salary	Monthly base salary	Manual entry
Division	Department	Department of Administration, Finance, Engineering, etc.
Section	Sub-unit	Admin, Accounts, Stores, etc.
Scope of Recruitment	Jurisdiction	All Island, Provincial, Municipal
Is Confirmed	Confirmation status	Checkbox
Probation End Date	End of probation	Calendar picker
Confirmation Date	Date confirmed	Calendar picker
End/Pension Date	Retirement date	Calendar picker
Is Shift Worker	Shift-based role	Checkbox
Set Working Days	Weekly schedule	Numeric entry
Default Working Time	Standard hours	Manual entry
Leave Group	Leave policy	Default Leave GP, Executive Leave GP, etc.
Language of Recruitment	Primary language	Sinhala, Tamil, English
Secondary Language Exam	Optional	Manual entry

Section 4: Contact Details

Contact Details

Permanent Address

10 4/2, Wilawala, Dehiwala

Current Address

BALAPOKUNA ROAD, Wilawala

District ⓘ

Colombo ▼

DS Division ⓘ

Colombo ▼

G.N. Division ⓘ

<-Select-> ▼

City ⓘ

<-Select-> ▼

Telephone (Fix)

0718693937

Mobile No

0718693937

Email (Official)

nilantha@emetsoft.com

Email (Personal)

nilantha@emetsoft.com

Field	Description	Dropdown Values
Permanent Address	Residential address	Manual entry
Current Address	Present address	Manual entry
District	Administrative district	Colombo, Gampaha, Kandy, etc.
DS Division	Divisional Secretariat	Based on District
GN Division	Grama Niladhari Division	Based on DS Division
City	Urban area	Based on GN Division
Telephone (Fix)	Landline	Manual entry
Mobile No	Mobile number	Manual entry
Email (Official)	Work email	Manual entry
Email (Personal)	Personal email	Manual entry

Section 5: Salary & Payroll Details

Particulars of Salary Payments

Payment Type ⓘ

Slip Transfer

Salary Type ⓘ

CONTRACT

Next Increment Date

11/25/2025

☐ EPF/ETF/PSPF Entitle
 ☐ Pension Entitle
 ☒ None

Is OT Allowed
☒

Half Pay
☐

☐ Stop Salary

Is Day Pay
☐

OT Allocation

0

☐ Stop Increment

☐ Data Entering Completed

Data Entering Completed User

☐ Data Verification Completed

Data Verification Completed User

Save

Save and Continue

Exit

Field	Description	Dropdown Values
Payment Type	Salary disbursement method	Slip Transfer, Cash, Bank Transfer
Salary Type	Employment category	Permanent, Contract, Casual
Next Increment Date	Scheduled increment	Calendar picker
EPF/ETF/PSPF Entitle	Provident fund eligibility	EPF, ETF, PSPF, None
Is OT Allowed	Overtime eligibility	Checkbox
OT Allocation	OT quota	Numeric entry
Half Pay / Stop Salary / Stop Increment	Flags	Checkboxes

Section 6: Finalization

Field	Description
Data Entering Completed	Marks entry as complete
User Data Verification Completed	Confirms verification
Save	Commits employee record to system
Cancel	Discards unsaved changes

Sidebar Menu Options

Menu Item	Description
Employee Basic Salary	View or edit the employee's base salary, salary step, and grade.
Addition and Deduction – Regular	Add or remove recurring allowances and deductions (e.g., transport, union fees).
Addition and Deduction – Installments	Configure installment-based payments or recoveries (e.g., loans, advances).
Pause Addition and Deduction	Temporarily suspend selected salary components without deleting them.
Salary Bank Information	Enter or update the employee's bank account details for salary transfers.
OT Bank Information	Configure separate bank details for overtime payments, if applicable.
View Salary Detail	Display a breakdown of the employee's salary structure including all additions and deductions.
View Stop Increment Detail	Review any salary increment blocks applied to the employee.
View Stop Salary Detail	View records of salary stoppage due to disciplinary or administrative reasons.

Menu Item	Description
Transfers	Manage internal or external employee transfers between sections or departments.
Employee Designation Change	Update an employee's job title or role within the organization.
Employee Promotion	Record and approve promotions based on performance or tenure.
Employee EB Exams	Manage Efficiency Bar (EB) exam records, including results and authorization.
Training and Scholarships	Track employee participation in training programs and scholarship awards.
Qualification	Add or update educational and professional qualifications.
Disciplinary Action	Record disciplinary proceedings, investigations, and outcomes.
Emergency Info	Maintain emergency contact details for each employee.
Non Cash Benefit	Log benefits such as housing, transport, or allowances not paid in cash.
Employee Dependants	Register dependants for insurance, benefits, or HR records.
Employee VOP	Manage Voluntary Official Participation (VOP) requests and approvals.
Employee Skills	Record technical and soft skills for training and deployment purposes.
Membership Info	Record employee memberships (e.g., unions, professional bodies).
Service Details	View or update service history, including appointments and transfers.

Menu Item	Description
Language Proficiency	Record proficiency in Sinhala, Tamil, English, or other languages.
Insurance Claim	Submit and track claims under Agrahara or other schemes.
Vehicle Permits	Manage vehicle permit eligibility and issuance records.
Service Letter Details	Generate or log official service letters issued to the employee.
Leave B/F	View or adjust leave brought forward from previous years.
Recommendation Letter	Create and print recommendation letters for internal or external use.
Covering Up Designation	Assign temporary designation coverage during absences.
Acting Designation	Record acting appointments for higher-grade responsibilities.
View Employee Documents	Access uploaded documents such as certificates, letters, and forms. (Note: "Veiw" is a typo and should be "View")

Usage Instructions

1. **Navigate to Employee Profile:** Select the employee record from the Employee module.
2. **Open Sidebar:** Use the Salary Management Sidebar to access relevant salary functions.
3. **Select Menu Item:** Click on the desired option to open the corresponding form or view.
4. **Enter/Edit Data:** Fill in or update fields as required.
5. **Save Changes:** Use the Save button within each form to commit updates.



User Manual: Employee Authorize – Emet HRM

Module: Employee → Employee Authorize

Employee Authorize

Search By

Full Name

Search For

harsha

Section

<-Select->

Organization

DMMC

Status

Un-Authorized

Data Entering

All

Data Verify

All

Q

Refresh

Select	View	Employee Number	Name With Initials	Full Name	Designation	Division	Status
☒		200502 1050	Harsha	Harsha Karunaratne	Administrative Officer	Department of Administration : Admin	Un-Authorized

Authorize

Exit

Purpose

The **Employee Authorize** UI allows users to approve newly added employee records that are in an "Un-Authorized" status. Authorization confirms that all required data has been entered and verified, enabling the employee to be fully integrated into HR workflows such as payroll, attendance, and service history.

Interface Overview

Field	Description
Search by Full Name	Enter full or partial name to locate specific employee records.
Search For	Keyword-based search (e.g., designation, division).
Section	Dropdown list of organizational sections (e.g., Admin, Finance, Engineering).
Organization	Displays the organization name (e.g., DMMC).
Status	Fixed to Un-Authorized to filter only pending records.

Employee Listing Table

Each row represents an employee awaiting authorization:

Column	Description
Select	Checkbox to mark employee for authorization.
View	Opens full employee profile in read-only mode for verification.
Employee Number	Unique system-generated identifier (e.g., 200502).
Name with Initials	Formal name format (e.g., H. Karunaratne).
Full Name	Complete name (e.g., Harsha Karunaratne).
Designation	Job title (e.g., Administrative Officer).
Division	Department or section (e.g., Department of Administration : Admin).
Status	Displays Un-Authorized until approved.

 **Note:** Clicking **View** allows users to verify all entered data before authorization.

Available Actions

Action	Description
Tick Checkboxes	Select one or more employees for authorization.
Authorize	Approves selected employee records and updates their status to Authorized.
Exit	Returns to dashboard or previous module.

Authorization Checklist

Before authorizing, ensure:

- All mandatory fields in the employee profile are completed.
- Personal, service, salary, and contact details are verified.
- Supporting documents (if required) are uploaded.

User Manual: Performance Appraisal Suggest – Emet HRM

Module: Employee → Performance Appraisal Suggest

Purpose

The **Performance Appraisal Suggest** UI automatically lists employees who meet predefined eligibility criteria for performance appraisal. Users can review the suggested list and initiate the appraisal process by clicking the **Proceed** button.

Eligibility Criteria

Employees will appear in the suggested list only if they meet **all** of the following conditions:

- **Not under Stop Salary**
- **Not under Stop Increment**
- **One month remaining until next increment date**
- **No pending appraisal request already submitted**

Interface Overview

Field	Description
Suggestion Date	Date the system generated the eligible list (e.g., 10/11/2025).
Section	Dropdown to filter employees by organizational section (e.g., Admin, Finance, Engineering).

Suggested Employee Table

Each row represents an employee eligible for appraisal:

Column	Description
Employee ID	Unique system identifier.
Employee No	Payroll or HR reference number.
Employee Name	Full name of the employee.

Column	Description
Designation	Current job title.
Division / Section	Department and sub-unit.
Service / Grade	Service category and grade level.
Last Increment Date	Date of last salary increment.
Current Basic	Current basic salary.
Next Increment Date	Scheduled date for next increment.
New Basic	Projected salary after next increment.

 Note:

- The list is system-generated and cannot be manually edited.
- Employees already under appraisal or flagged for salary/increment stoppage will not appear.

Available Actions

Action	Description
Review Suggested List	Verify employee details and eligibility.
Click Proceed	Initiates the performance appraisal entry for the selected employee.
Exit	Returns to dashboard or previous module.



User Manual: Performance Appraisal Add – Emet HRM

Module: Employee → Performance Appraisal Add

Employee Performance Appraisal

ID	Date	
20032	9/11/2025	
Employee *		
6004 : Harsha Karunaratne		
Current Division	Current Section	Current Service
Department of Engineers	Planning Section	Primary Unskilled Service
Current Grade	Current Designation	
Grade III	Work/Field Labourer	
Remarks	Salary Step	Handed Over Date
	10	
Results		
<-Select->		
Designation Document		
No	Document Type	Description
20	<-Select->	කාර්ය සාධන වාර්තාව DO හා TO.pdf
		/HRDocument/Designation Open
Save Exit		
Performance Appraisal Document		

Purpose

The **Performance Appraisal Add** UI allows users to initiate a performance appraisal record for an eligible employee. The process includes entering basic appraisal details, uploading supporting documents, and manually updating the handed-over date and final results at later stages.

Appraisal Entry Panel

Field	Description
Performance Appraisal ID	System-generated unique identifier for the appraisal record.

Field	Description
Date	Date the appraisal record is created.
Employee	Dropdown list of eligible employees (e.g., 6004 : Harsha Karunaratne). Selecting an employee auto-fills current service details.
Current Division / Section	Auto-filled based on employee profile (e.g., Department of Engineers / Planning Section).
Current Service / Grade	Auto-filled (e.g., Primary Unskilled Service / Grade III).
Current Designation	Auto-filled (e.g., Work/Field Labourer).
Salary Step	Current salary step (e.g., 10).
Remarks	Free-text field for appraisal notes or context.
Handed Over Date	Optional field to be filled manually at a later stage.
Results	Dropdown to select appraisal outcome (e.g., Satisfactory, Needs Improvement, Not Applicable). This is entered manually after appraisal completion.

Document Upload Section

Field	Description
Document No	Reference number for the uploaded file.
Document Type	Dropdown list (e.g., Performance Appraisal, Supporting Evidence).
Description	Brief summary of the document (e.g., "Performance Appraisal DO & TO").
Upload	Browse and attach PDF or scanned documents.
Open / Save / Delete	Manage uploaded files.

 **Note:** Uploaded documents are stored in the HR document repository and linked to the appraisal record.

Workflow Integration

Field	Description
Assign to Next Task	Route the appraisal to the next reviewer or approver.
Remarks	Add workflow-specific comments.
Workflow History	View the approval trail and status changes.

Available Actions

Action	Description
Select Employee	Choose employee to initiate appraisal.
Enter Appraisal Details	Fill in remarks, upload documents, and save.
Update Handed Over Date	Manually enter when appraisal is physically handed over.
Enter Results	Manually select final appraisal outcome.
Save	Commits the appraisal record to the system.
Exit	Returns to dashboard or previous module.



User Manual: Performance Appraisal Approval – Emet HRM

Module: Employee → Performance Appraisal Approval

Employee Performance Appraisal Approval

Search By

ID

Search For

Section !

<-Select->

Q

From Date

8/11/2025

To Date

9/11/2025

+

ID	Employee	Current Designation	Current Service	Current Grade	Date	Pass Or Fail
20032	6453 : Wattoru Thanthrige Malsha Harshani	Work/Field Labourer	Primary Unskilled Service	Grade III	11-Sep-2025	<-Select->

Purpose

The **Performance Appraisal Approval** UI allows authorized users to review and approve performance appraisal records routed through a predefined workflow. Each approver confirms receipt and either passes the record to the next actor or completes the final authorization. The appraisal result (Pass/Fail) must be set before final approval.

Workflow Overview

- Appraisal records are routed through a multi-step approval chain.
- Each user in the workflow confirms receipt and updates the status.
- The **final actor** in the workflow performs the **final authorization**.
- The **Pass/Fail** status must be selected before completing the process.

Interface Fields

Field	Description
Search by ID	Enter full or partial appraisal ID to locate specific records.
Search For	Keyword-based search (e.g., employee name, designation).

Field	Description
Section	Dropdown list of organizational sections (e.g., Admin, Finance, Engineering).
From Date / To Date	Filter appraisal records by date range.

Appraisal Listing Table

Each row represents an appraisal record pending approval:

Column	Description
ID	Appraisal record ID (e.g., 20032).
Employee	Employee number and name (e.g., 6453 : Wattoru Thanthrige Malsha Harshani).
Current Designation	Job title (e.g., Work/Field Labourer).
Current Service / Grade	Service category and grade (e.g., Primary Unskilled Service / Grade III).
Date	Appraisal creation or routing date (e.g., 11-Sep-2025).
Pass or Fail	Dropdown to select appraisal result:

- Pass
- Fail
- Not Applicable |

Note:

- The **Pass/Fail** status must be selected before final authorization.
- Only the final actor in the workflow can complete the authorization.

Available Actions

Action	Description
Review Appraisal Record	Click on record to view full appraisal details.
Set Pass/Fail Status	Select appropriate result from dropdown.
Approve	Confirms receipt and passes to next actor or completes final authorization.
Exit	Returns to dashboard or previous module.

☒ Approval Checklist

Before approving:

- Ensure appraisal details and supporting documents are complete.
- Confirm that the employee meets eligibility criteria.
- Select the correct Pass/Fail status.
- Verify workflow history for prior approvals.

User Manual: Basic Salary Increment Suggest – Emet HRM

Module: Employee → Basic Salary Increment Suggest

Purpose

The **Basic Salary Increment Suggest** UI automatically identifies employees who meet the system-defined eligibility criteria for salary increment. Users can review the suggested list and initiate the increment process by clicking the **Proceed** button.

Eligibility Criteria

Employees will appear in the suggested list only if they meet **all** of the following conditions:

- **Performance Appraisal Status:** Must have passed the most recent appraisal.
- **Salary Status:** Must not be under Stop Salary.
- **Increment Status:** Must not be under Stop Increment.
- **Timing:** Must be within one month of the scheduled next increment date.
- **No Pending Request:** Must not have an existing increment request in progress.

Interface Fields

Field	Description
Suggestion Date	Date the system generated the eligible list (e.g., 10/11/2025).
Section	Dropdown to filter employees by organizational section (e.g., Admin, Planning, Fire Department).

Suggested Employee Table

Each row represents an employee eligible for increment:

Column	Description
Employee ID	Internal system identifier.
Employee No	Payroll reference number.

Column	Description
Employee Name	Full name of the employee.
Designation	Current job title.
Division / Section	Department and sub-unit.
Service / Grade	Service category and grade level.
First Appointment Date	Date of initial appointment.
Last Increment Date	Date of last salary increment.
Current Basic	Current basic salary.
Next Increment Date	Scheduled date for next increment.
New Basic	Projected salary after increment.

 Note:

- The list is system-generated and cannot be manually edited.
- Employees who do not meet all criteria will not appear.

Available Actions

Action	Description
Review Suggested List	Verify employee details and eligibility.
Click Proceed	Initiates the Basic Salary Increment entry for the selected employee.
Exit	Returns to dashboard or previous module.



User Manual: Basic Salary Increment Add – Emet HRM

Module: Employee → Basic Salary Increment Add

Employee Basic Salary Increment

Employee Details

ID

200276

Request Date

9/11/2025

Employee *

20256 : Harsha Karunaratne

Current Service

Primary Unskilled Service

Current Grade

Grade III

Current Division

Department of Engineers

Current Section

Planning Section

Current Designation

Work/Field Labourer

Salary Code

PL 1-2016

☒ Is Confirmed

Current Basic Salary

26,500.00

First Appointment Date

12/4/2013

Last Increment Date

12/4/2022

Increment Date

12/4/2023

Next Salary Details

	From Date	To Date	Basic Salary	Salary Step
Select	12/4/2023	12/3/2024	26750.00	11
Select	12/4/2024	12/3/2025	27000.00	12
Select	12/4/2025		27250.00	13

Purpose

The **Basic Salary Increment Add** UI allows users to manually enter and configure salary increment details for an eligible employee. It includes service and designation data, increment history, leave records, and performance appraisal status. This interface is typically used after the suggestion workflow or for direct entry.



Employee Details Panel

Field	Description
Employee ID	System-generated identifier (e.g., 200276).
Request Date	Date the increment request is initiated (e.g., 11-Sep-2025).

Field	Description
Employee	Dropdown list of employees (e.g., 20256 : Harsha Karunaratne). Selecting an employee auto-fills all related fields.
Current Service	Service category (e.g., Primary Unskilled Service).
Current Grade	Grade level (e.g., Grade III).
Current Division / Section	Organizational unit (e.g., Department of Engineers / Planning Section).
Current Designation	Job title (e.g., Work/Field Labourer).
Salary Code	Salary scale reference (e.g., PL 1-2016).
Is Confirmed	Indicates if employee is confirmed in service.
Current Basic Salary	Present salary before increment (e.g., 26,500.00).
First Appointment Date	Date of initial appointment (e.g., 04-Dec-2013).
Last Increment Date	Date of last salary increment (e.g., 04-Dec-2022).
Increment Date	Effective date of new increment (e.g., 04-Dec-2023).

Next Salary Details

Users must enter the salary progression for upcoming years:

Field	Description
From Date / To Date	Duration of each salary step.
Basic Salary	New salary amount (e.g., 26,750.00, 27,000.00, 27,250.00).
Salary Step	Corresponding step number (e.g., 11, 12, 13).

Dropdown Behavior:

- Salary Step values are selected from predefined scale steps.

- Salary amounts must align with the official salary code structure.

Leave Count Summary

Employee Leave Count

	Casual	Vacation	Nopay
Previous Year From:1/1/2024 To:12/31/2024	0	0	0
Current Year From:1/1/2025 To:9/11/2025	0	0	0

Performance Appraisal

View	Date	Current Service	Current Grade	Salary Step	Pass Or Fail
20032	11-Sep-2025	Primary Unskilled Service	Grade III	10	<-Select->

Employee Exam Details

Language Exam ☒ No ☐ Yes

EB Exam

Service	Grade	Exam Due Date	Exam Date	Pass / Fail	Status
Primary Unskilled Service	Grade III	04-Dec-2013	04-Dec-2013	True	Completed

Displays leave usage for eligibility verification:

Period	Casual	Vacation	No Pay
Previous Year (2024)	0	0	0
Current Year (2025)	0	0	0

Performance Appraisal Status

Field	Description
Appraisal ID	Linked appraisal record (e.g., 20032).

Field	Description
Appraisal Date	Date of appraisal (e.g., 11-Sep-2025).
Service / Grade / Step	Auto-filled from employee profile.
Pass or Fail	Dropdown to select result: Pass, Fail, Not Applicable.

Exam & Disciplinary Records

Employee Disciplinary Actions

No Disciplinary Actions found for this Employee

Save

Exit

Documents

No	Document Type	Description	Upload	History	Delete
0	<-Select->		Open Upload	History	Delete

+

Field	Description
Language Exam	Indicates if language exam is completed: Yes / No.
EB Exam	Efficiency Bar exam status: Completed / Pending.
Disciplinary Actions	Displays any active disciplinary records (none in this case).

Document Upload Section

Field	Description
Document Type	Dropdown (e.g., Increment Request, Supporting Evidence).
Description	Summary of document contents.
Upload / Open / Delete	Manage attached files.

Workflow Integration

Field	Description
Assign to Next Task	Route the increment request to the next reviewer or approver.
Remarks	Add workflow-specific comments.
Workflow History	View approval trail and status changes.

Available Actions

Action	Description
Select Employee	Choose employee to initiate increment entry.
Enter Salary Details	Fill in salary steps and increment dates.
Review Appraisal & Leave	Confirm eligibility before saving.
Upload Supporting Documents	Attach relevant files.
Assign to Workflow	Route for approval.
Save	Commits the increment record to the system.
Exit	Returns to dashboard or previous module.



User Manual: Promotion Add – Emet HRM

Module: Employee → Promotion Add

Employee Promotion Request

ID	20022			Request Date	9/11/2025		
Employee *	20254 : Harsha Karunaratne						
Current Division	Department of Engineers			Current Section	Planning Section		
Current Service	Primary Unskilled Service		Current Grade	Grade III		Request Service	Primary Unskilled Service
						Request Grade	Grade II
Current Designation	Work/Field Labourer			New Designation	Work/Field Labourer		
Current Basic Salary	26500.0000		Current Salary Code	PL 1-2016			
Date Promoted to Current Grade	12/4/2013		Confirmation Date	12:00:00 AM		Request Salary Code	PL 1-2016
						Effective Date	
Remarks							

Next Salary Details

From Date	To Date	Basic Salary	Salary Step
Select		0.00	0

Purpose

The **Promotion Add** UI allows users to initiate and record a promotion request for an eligible employee. It captures current and proposed service details, salary adjustments, exam history, and appraisal status. This interface supports both merit-based and time-bound promotions.

Promotion Request Panel

Field	Description
Promotion Request ID	System-generated identifier (e.g., 20022).
Request Date	Date the promotion request is created (e.g., 11-Sep-2025).

Field	Description
Employee	Dropdown list of employees (e.g., 20254 : Harsha Karunaratne). Selecting an employee auto-fills all related fields.
Current Division / Section	Organizational unit (e.g., Department of Engineers / Planning Section).
Current Service / Grade	Present service category and grade (e.g., Primary Unskilled Service / Grade III).
Current Designation	Job title before promotion (e.g., Work/Field Labourer).
Current Basic Salary	Salary before promotion (e.g., 26,500.00).
Current Salary Code	Salary scale reference (e.g., PL 1-2016).
Date Promoted to Current Grade	Last promotion date (e.g., 04-Dec-2013).
Confirmation Date	Date of service confirmation (if applicable).

Requested Promotion Details

Field	Description
Request Service / Grade	Proposed service and grade (e.g., Primary Unskilled Service / Grade II).
New Designation	Proposed job title (e.g., Work/Field Labourer).
Request Salary Code	Salary scale for new grade (e.g., PL 1-2016).
Effective Date	Date the promotion takes effect.
Remarks	Free-text field for justification or notes.



Next Salary Details

Field	Description
From Date / To Date	Duration of each salary step.
Basic Salary	New salary amount (e.g., 26,750.00, 27,000.00).
Salary Step	Corresponding step number (e.g., 11, 12).



Eligibility & History Panel



Exam Details

Field	Description
Language Exam	Indicates completion status: Yes / No.
EB Exam	Efficiency Bar exam status: Completed / Pending.
Service Grade Exam	Last exam date and result (e.g., 04-Dec-2013, Pass).



Performance Appraisal

Field	Description
Appraisal Date	Most recent appraisal date (e.g., 11-Sep-2025).
Service / Grade	Grade at time of appraisal.
Result	Appraisal outcome: Pass, Fail, Not Applicable.



Disciplinary Actions

Field	Description
Record	Displays any active disciplinary actions (none in this case).

Document Upload Section

Field	Description
Document Type	Dropdown (e.g., Promotion Request, Supporting Evidence).
Description	Summary of document contents.
Upload / Open / Delete	Manage attached files.

Workflow Integration

Field	Description
Assign to Next Task	Route the promotion request to the next reviewer or approver.
Remarks	Add workflow-specific comments.
Workflow History	View approval trail and status changes.

Available Actions

Action	Description
Select Employee	Choose employee to initiate promotion entry.
Enter Promotion Details	Fill in new grade, designation, and salary.
Review Eligibility	Confirm exams, appraisal, and disciplinary status.
Upload Supporting Documents	Attach relevant files.
Assign to Workflow	Route for approval.
Save	Commits the promotion record to the system.
Exit	Returns to dashboard or previous module.



Common User Manual: Administrative Requests – Emet HRM

Covered Processes:

- Service Change Request
- Transfer Request (Internal) – Section
- Transfer Request (Internal) – Department
- Confirmation Request
- Disciplinary Action Add
- Stop Increment
- Stop Salary
- Employee Language Exam
- EB Exam
- VOP Request
- Retirement Request
- Transfer Out Request
- Resign Request

Module Group: Employee → Administrative Requests

Purpose

This manual covers a unified process for initiating and managing employee-related administrative requests. Each request type—whether it's a transfer, confirmation, disciplinary action, or retirement—follows a consistent structure involving:

- Employee selection
- Auto-filled current service details
- Entry of requested changes
- Document upload
- Workflow routing for approval

Covered Request Types

Request Type	Description
Service Change Request	Change in service category or grade.

Request Type	Description
Transfer Request (Internal) – Section	Move employee between sections within the same division.
Transfer Request (Internal) – Department	Move employee between departments.
Confirmation Request	Confirm employee after probation period.
Disciplinary Action Add	Initiate disciplinary proceedings.
Stop Increment	Temporarily halt salary increment.
Stop Salary	Suspend salary due to administrative or disciplinary reasons.
Employee Language Exam	Record or update language exam status.
EB Exam	Manage Efficiency Bar exam records.
VOP Request	Submit Voluntary Official Participation request.
Retirement Request	Initiate retirement process.
Transfer Out Request	Transfer employee to an external organization.
Resign Request	Submit resignation request.

Common Interface Fields

Field	Description
Request ID	System-generated unique identifier.
Request Date	Date the request is created.
Employee	Dropdown list of employees. Selecting an employee auto-fills current details.
Current Division / Section / Service / Grade / Designation	Auto-filled from employee profile.

Field	Description
Requested Change	New service, grade, designation, or action depending on request type.
Effective Date	Date the change or action takes effect.
Remarks	Free-text field for justification or notes.

Salary & Exam Panels (If Applicable)

Field	Description
Current Basic Salary / Salary Code	Auto-filled from payroll records.
Language Exam / EB Exam Status	Indicates completion or pending status.
Disciplinary Record	Displays any active disciplinary actions.

Document Upload Section

Field	Description
Document Type	Dropdown (e.g., Request Form, Supporting Evidence).
Description	Summary of document contents.
Upload / Open / Delete	Manage attached files.

Workflow Integration

Field	Description
Assign to Next Task	Route the request to the next reviewer or approver.
Remarks	Add workflow-specific comments.
Workflow History	View approval trail and status changes.

Common Actions

Action	Description
Select Employee	Choose employee to initiate request.
Enter Request Details	Fill in requested changes and effective date.
Upload Supporting Documents	Attach relevant files.
Assign to Workflow	Route for approval.
Save	Commits the request to the system.
Exit	Returns to dashboard or previous module.