
Transfer Receive Office JAT

User Guide V1.0

Document Author

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4. User

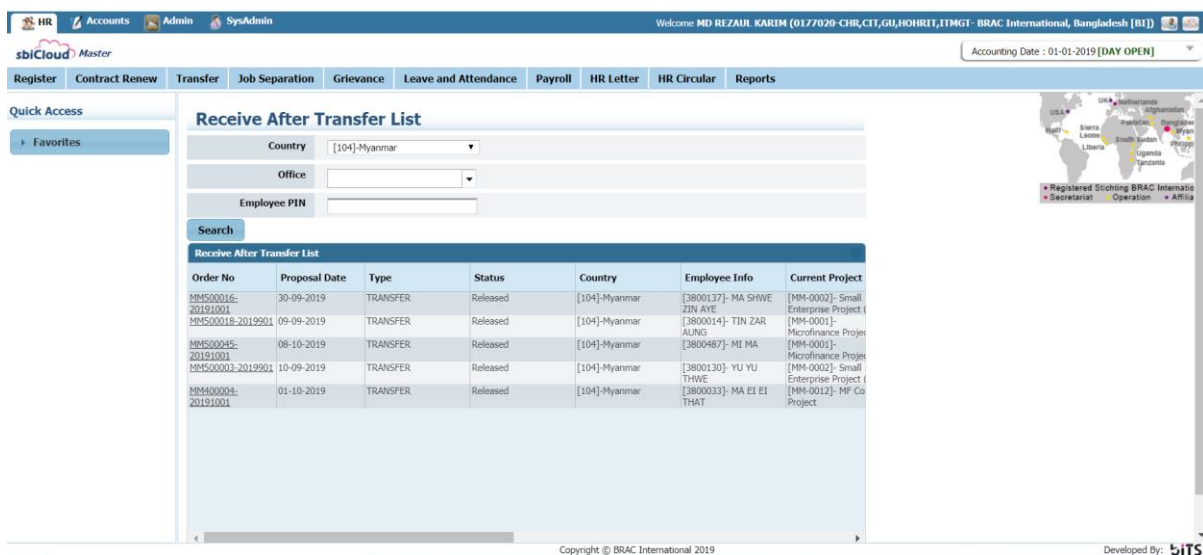
- Usually respective branch/office staff will receive the incoming staff from system.

5. Aim

- When staff is coming through Transfer, respective branch/office staff need to receive this incoming staff. This User interface will provide this feature where respective branch/office staff can receive this incoming staff.

6. Working steps

- Go to Transfer>Join After Transfer>Receive Office JAT.
- Now pending staff to be receive will appear for you when you search by your criteria, Click Order number to go details.



The screenshot displays the 'Receive After Transfer List' interface. At the top, there is a navigation bar with tabs for Register, Contract Renew, Transfer, Job Separation, Grievance, Leave and Attendance, Payroll, HR Letter, HR Circular, and Reports. The 'Transfer' tab is active. Below the navigation bar, there is a search form with the following fields:

- Country: [104]-Myanmar
- Office: [Empty]
- Employee PIN: [Empty]

A 'Search' button is located below the search form. The search results are displayed in a table with the following columns: Order No, Proposal Date, Type, Status, Country, Employee Info, and Current Project.

Order No	Proposal Date	Type	Status	Country	Employee Info	Current Project
MM500016-20191001	30-09-2019	TRANSFER	Released	[104]-Myanmar	[3800137]- MA SHWE ZIN AYE	[MM-0002]- Small Enterprise Project
MM500018-2019901	09-09-2019	TRANSFER	Released	[104]-Myanmar	[3800014]- TIN ZAR ALUNG	[MM-0001]- Microfinance Project
MM500045-20191001	08-10-2019	TRANSFER	Released	[104]-Myanmar	[3800487]- MI MA	[MM-0001]- Microfinance Project
MM500003-2019901	10-09-2019	TRANSFER	Released	[104]-Myanmar	[3800130]- YU YU THWE	[MM-0002]- Small Enterprise Project
MM600004-20191001	01-10-2019	TRANSFER	Released	[104]-Myanmar	[3800033]- MA EI EI THAT	[MM-0012]- MF Co Project

At the bottom of the page, there is a footer with the text 'Copyright © BRAC International 2019' and 'Developed By: BITS'.

- Enter your required information.
- After entering all information click Receive button to receive the staff.

The screenshot displays the 'sbiCloud Master' HR system interface. The top navigation bar includes 'HR', 'Accounts', 'Admin', and 'SysAdmin'. The user is logged in as 'MD REZAUL KARIM (0177020-CHR,CIT,GU,HOHRIT,ITMGT- BRAC International, Bangladesh [BI])'. The 'Accounting Date' is '01-01-2019 [DAY OPEN]'. The main menu includes 'Register', 'Contract Renew', 'Transfer', 'Job Separation', 'Grievance', 'Leave and Attendance', 'Payroll', 'HR Letter', 'HR Circular', and 'Reports'. The 'Transfer' form is active, showing 'Transfer Leave' from '08-10-2019' to '31-12-2019'. The form includes sections for 'Loan Information' (Loan (If applicable), Attachment, Motorcycle Liability), 'Transferred Office' (Date of Joining, Time, Is Office Accommodation), and 'Supervisor'. A 'Receive After Transfer' button is at the bottom. The footer shows 'Copyright © BRAC International 2019', 'Skype', and 'Developed By: bits'.

- Now receive is done and it will be available for receiving office.