
Transfer Release Office JAT

User Guide V1.0

Document Author

Date	Version	Author	Change Details
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4. User

- Usually respective branch/office staff will release the outgoing staff from system.

5. Aim

- When staff is going to be Transfer, respective branch/office staff need to release this outgoing staff. This User interface will provide this feature where respective branch/office staff can release this outgoing staff.

6. Working steps

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

The screenshot displays the 'Release Office Join 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. Below the navigation bar, there are search filters for Country (set to [104]-Myanmar), Office, Employee PIN, From Date, and To Date. A 'Search' button is located below the filters. The main content area shows a table titled 'Employee Deputation/Transfer Order List' with the following data:

Order No	Proposal Date	Type	Status	Country	Employee Info	Current Project
MM400005-20191001	02-10-2019	TRANSFER	Accounts Settlement Skipped	[104]-Myanmar	[2800029]- MA ZAR CHI LIN	[MM-0001]- Microfinance Project

A tooltip 'Accounts Settlement Skipped' is visible over the status cell. The interface also includes a 'Quick Access' sidebar on the left and a world map on the right. The footer contains 'Copyright © BRAC International 2019' and 'Developed By: bits'.

- Enter your required information.

HR Accounts Admin SysAdmin Welcome MD REZAUL KARIM (0177020-CHR,CIT,GU,HOHRIT,ITMGT- BRAC International, Bangladesh [BI]) Accounting Date : 01-01-2019 [DAY OPEN]

Register Contract Renew **Transfer** Job Separation Grievance Leave and Attendance Payroll HR Letter HR Circular Reports

Quick Access Favorites

Release Office Join After Transfer

Employee Transfer Order Information

Transfer Type	TRANSFER	Status	Accounts Settlement Skipped
Proposal No	MM400005-20191001	Proposal Date	02-10-2019
Order No	MM400005-20191001	Order Date	02-10-2019
Transferred Employee : [3800029]- MA ZAR CHE LIN			

Show Detail Transfer Order Information

Date of Leaving : * Expected Date of Joining : *

Departure Date :

Employee Transfer History

Joining Date	From Office	From Project	From Designation	To Office	To Project	To Designation
No Transfer History Found						

Payment Information

Salary Type	<input type="radio"/> Consolidated <input checked="" type="radio"/> Regular	Pay Code	Amount
Currency	MMK	Consolidated Salary	624951.0
PayGroup	Salary Structure MM	Total Amount	624951.0
Grade	5		

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- After entering all information click Release button to release the staff.

HR Accounts Admin SysAdmin Welcome MD REZAUL KARIM (0177020-CHR,CIT,GU,HOHRIT,ITMGT- BRAC International, Bangladesh [BI]) Accounting Date : 01-01-2019 [DAY OPEN]

Register Contract Renew **Transfer** Job Separation Grievance Leave and Attendance Payroll HR Letter HR Circular Reports

Quick Access Favorites

Release Office Join After Transfer

Leave Balance Information

Leave balance * Days Leave Balance Up To Date *

Maternity From To Total

Paternity From To Total

Office Accommodation Information

Used before transfer Yes No

Accommodation Document

Transfer Information

Transferred by his/her own accord Yes No

Transfer Leave From To

Loan Information

Loan (If applicable)

Motorcycle Liability Returned Settled Not Required

Loan Related Document

Release

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