

sbiCloud - BI - HR

User Manual

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BRAC IT SERVICES LIMITED

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Company Overview

BRAC IT Services Limited, biTS in short, is a proud member of the eminent BRAC family and is one of the leading IT solution & service providers in Bangladesh specializing in providing a wide range of software solutions & end to end technology service management. Initially it was founded as Documenta™ Ltd., a digital archiving company owned by BRAC back in 1999. Documenta™ Limited started its journey into the realm with a couple of overseas software development projects and executed them with great success & customer satisfaction. Later in 2013 BRAC Bank Limited took over 51% of the company and merged it with its IT Division renaming it as BRAC IT Services Limited. The Idea was to consolidate and outsource most of the IT functions of the group bringing in synergy and efficiency while make it a profitable venture serving external customers as well.

Since the inception, biTS has been providing quality IT solutions to various organizations and solving their problems of aligning IT with business directions. We offer Software Solution Development & Deployment Services, Technology Outsourcing Services, Consultancy Services, and Managed IT Services which include Infrastructure Management, Deployment, and System Integration services to the clients. We currently focus on Financial Sector, Education Sector, Development Sector, RMG Sector, Manufacturing & Service sectors of Bangladesh.

biTS is one of the largest IT based service providing organizations in Bangladesh having more than 350 talented, highly qualified, efficient and innovative employees hand-picked by the management of the organization. We are committed to help our clients to achieve operational efficiency through transforming their existing operations by using our best valued solutions and services. We deliver world class solutions and services to our customers. We are committed to Quality Management, Information Security Management and IT Service Management as per **ISO/IEC 9001 QMS, ISO/IEC 27001 ISMS and ISO/IEC 20000-1ITSMS** guideline accordingly. Our international quality IT solutions and service are available at the most convenient way so that large, medium & even small enterprises can improve their productivity and day to day operational activities.

Preface

This document is the User Manual, a vital manual of HR module of sbiCloud, particularly for BRAC International . It is to be considered as a mandatory reading material for all concerned personnel & recommended that technical people review all narrative sections of this document as some operational rules impact systems programming.

This enclosed material has been prepared as a reference document for sbiCloud-HR implementation at BRAC International

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1 Introduction

HR user manual document would enable the registered users of the *sbiCloud* system to introduce with the system and assist in easy operating the system upon their respective requirements. It covers the major functionalities of the system with a clearly guided set of instructions & enables the users about appropriate using of the system effectively.

2 Getting started

To sign into the *sbiCloud*, user needs to hold the authority as a familiar user of the system and for this; your system administrator will have to create you as a user. Then you will get an assigned 'sign in' privileges, which will determine the role of you and what you can do into the system. Your system administrator will provide you the instructions how to sign in to the system. If user will type the URL in the Address bar of browser, the following sign in page will be displayed. Enter your user name and password to sign-in to the system.



Version M.1.21.3.0

Sign-in form

User Name

Password

[Forgot password?](#)

BRAC International

BRAC International is officially registered as a foundation with the name of Stichting BRAC International. It is registered under the laws of The Netherlands, with its seat in The Hague. The foundation was formed on March 16, 2009 with an objective to be engaged in charitable purposes and social welfare activities in any country of the world strictly on non-profit basis, and to do all such other things as are incidental or conducive to the attainment of the aforementioned objective. Its RSIN (Rechtspersonen en Samenwerkingsverbanden Informatienummer) number is 820561320.

All of BRAC International's development entities operate under this umbrella. Development programmes include health, education, agriculture, livelihoods, targeting the ultra poor, human rights and legal services programmes. BRAC International Holdings B.V. is a wholly owned subsidiary of Stichting BRAC International and was incorporated in 2010. BRAC International's microfinance programmes, social enterprises, investment companies and regulated finance companies are consolidated under this wing. Social programme supporting enterprises currently include seed production, feed mill, training centers, tissue culture lab etc.

Currently, BRAC International has programmes in Afghanistan, Sri Lanka, Pakistan, Uganda, Tanzania, South Sudan, Sierra Leone, Liberia, Philippines, Haiti and Myanmar.

About sbiCloud

BRAC International is implementing Enterprise Resource Planning [ERP] system named sbiCloud.

sbiCloud will have the following modules: Accounts, Microfinance, HR, Payroll, Procurement, Inventory, Fixed Asset, Donor Proposal Tracking, Budgeting, Fund Management and Project Management.

This new system has been designed to maintain transparency and responsiveness by providing relevant, accurate and real-time information aimed to enhance the services of all operations. The sbiCloud is a full integration of all our functional areas with drill-down, roll-up and electronic approval facilities. It is a web based application which is designed to increase the efficiency of operations, assist in continued growth and improve internal controls.

It is noted that the footprint of sbiCloud implementation has first started in Uganda, in June 2013 and the process continues.

Image: Login Page and after login home screen

First time log in user will redirect to security Setting page.

Change Password		
User Name	032000158	
Old Password	<input type="text"/>	
New Password	<input type="text"/>	
Confirm Password	<input type="text"/>	

Security Question		
SL	Question	Answer
1	-Select Question One-	<input type="text"/>
2	-Select Question Two-	<input type="text"/>

Save

Image: Security setting page

- i. Enter Default password to the Old Password section.
- ii. Enter new Password.
- iii. Enter Confirm Password.
- iv. Answer first Security Question.
- v. Answer second Security Question.
- vi. Press Save button to save information.

After saving the Password user will redirect to login page again and now user can enter the site with the new password. After login site home screen will appear.

Navigation | Microfinance | HR | Accounts | Admin | Welcome BUSINGE DANIEL (031000002-CHA- Uganda Country Head Office [UGCHO]) | Accounting Date : 11-12-2014

sbCloud | PMS | Register | Transfer | Job Separation | Search | Q

Quick Access

My Dashboard (Human Resources) on 11-12-2014

PMS Setup
Objective Type

PMS Objective
Year Wise Objective Setting
Objective Setting

Image: After log in Home screen

3 Features to Run HR Module

3.1 Employee Registration

3.1.1 Employee

This part of the manual denotes the employee registration related activities which is following-

- New Employee
- Employee list
- Employee Details
- Authenticate Employee
- Deployment
- Join After Deployment
- Employee Personal File

Business Rule:

For effective implementation of the Human resource & Payroll, all employee information and other topics related with employee must be known. Employee Management is related with all other parts of human resource management. To complete full system, employee feature must be completed. According to the BRAC policy we can categorize Employee such as:

- Regular
- Part-time
- Contractual
- Contractual Expatriate

3.1.1.1 New Employee

- i. Please Select, **HR ->Register ->Employee-> New employee**. 'Create new employee' screen will appear.
- ii. Select Program type from the dropdown; Available Projects (created in Admin-> program type) should be populated.
- iii. Select Program from the dropdown; Available Projects (created in Admin-> Program) should be populated.

New Employee

New Employee			
Program Type *	Select program type ▼		
Program *	-Select program- ▼		
Project *	▼		
Department *	▼		
Category	Category * Select category ▼		
Employee Level *	▼	Level In Country *	▼
Designation	Designation * ▼	Functional Designation *	▼
Office *	▼		
Ref Pin	▼		
Recruitment Country *	-Select Country- ▼	Recruitment For Country *	-Select Country- ▼
Is Expatriate	<input type="checkbox"/>		
Gender *	-Select Gender- ▼		
Salutation	▼		
Full Name	First Name * ▼	Middle Name ▼	Last Name * ▼
Date of Birth	Birth Information * DD-MM-YYYY ▼		
Age	Year ▼	Month ▼	Day ▼
Email Address	▼		
Joining Date *	DD-MM-YYYY ▼		
Notice Period (in Months)	▼		
Probation Period Required?	<input type="checkbox"/>		

Save

Image: Create new employee page

- iv. Select Project from the dropdown; Available Projects (created in Admin-> Project) should be populated.
- v. Select Department from the dropdown;
- vi. Select Employee Category from the dropdown; Available employee category (created in Admin->category) should be populated.
- vii. Select Employee level from the dropdown; Available employee level (created in Admin->Employee level) should be populated.
- viii. Select Employee level In Country from the dropdown;
- ix. Select Employee Designation and Functional Designation from the dropdown; Available Projects (created in Admin->designation mapping) should be populated.
- x. Select Employee Office from the dropdown; Available Office (created in Admin->Office) should be populated.
- xi. Put reference pin number
- xii. Select Recruitment Country from the dropdown; Available Country (created in Admin->Geo-country) should be populated.
- xiii. Select Recruitment For Country from the dropdown;
- xiv. Check Is Expatriate; Optional
- xv. Select Gender from the dropdown; Available Gender (created in Admin->Gender) should be populated. Salutation will auto Populated for new employee
- xvi. Enter Full name of the new employee (First name, Middle name and Last name).
- xvii. Enter date of birth (DD-MM-YYYY) of the new employee and age will auto calculated.
- xviii. Enter email address of the new employee.
- xix. Enter joining Date (DD-MM-YYYY) of the employee.
- xx. Enter notice period in month (if any).
- xxi. Check probation period required or not and probation period will calculate automatically by given setup.
- xxii. Click 'Save' button to create new employee and new PIN will be generate for the new employee.

3.1.1.2 Employee List

- i. Please Select, **HR ->Register ->Employee-> Employee List**
Employee list screen will appear.

Employee List

Search Employee

Office Info	<input type="text" value="-Select Office-"/>
Employee Category	<input type="text" value="-Select Category-"/>
Employee PIN	<input type="text"/>
Employee Ref PIN	<input type="text"/>
Employee Name	<input type="text"/>
Employee Status	<input type="text" value="-Select Status-"/>
Approval Status	<input type="text" value="-Select Status-"/>

All Employee Information

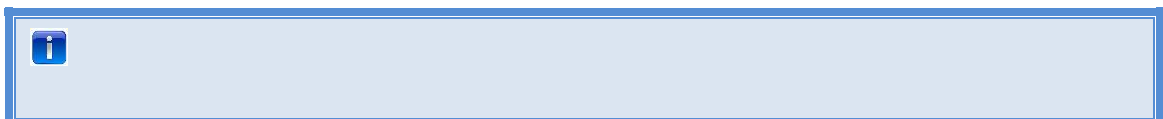
SL	Employee Name	Pin No	Ref Pin	Employee Category	Designation
1	Mr. GOLAM SARWAR CON RENEW	071000790		Contract Staff	Data Analyst
2	Mr. GOLAM SARWAR CO JOB_SEP	072000018		Regular Staff	Credit Officer

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Image: Employee list page

- ii. Employee list will show bellow on the basis of selected criteria*. Criteria is given bellow:

- Office info
- Employee category
- Employee PIN
- Employee Ref PIN
- Employee Name
- Employee Status
- Approval Status



** Employee list can show any combination of above criteria.*

3.1.1.2.1 Employee Detail

- i. Please Select, **HR > Register > Employee > Employee detail**
Employee detail information screen will appear.
- ii. User can search employee to enter detail of the employee

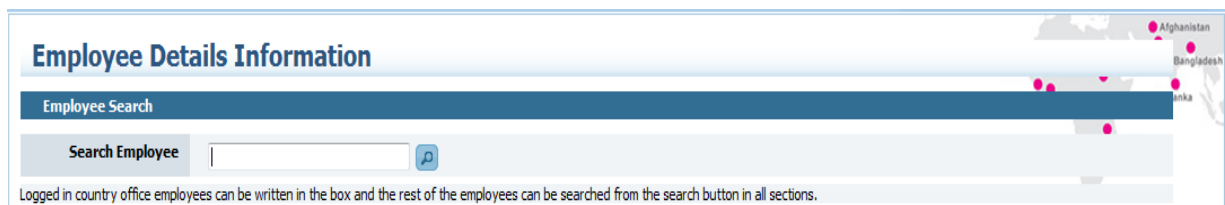


Image: Employee Detail search page

- iii. After search employee dashboard will appeared

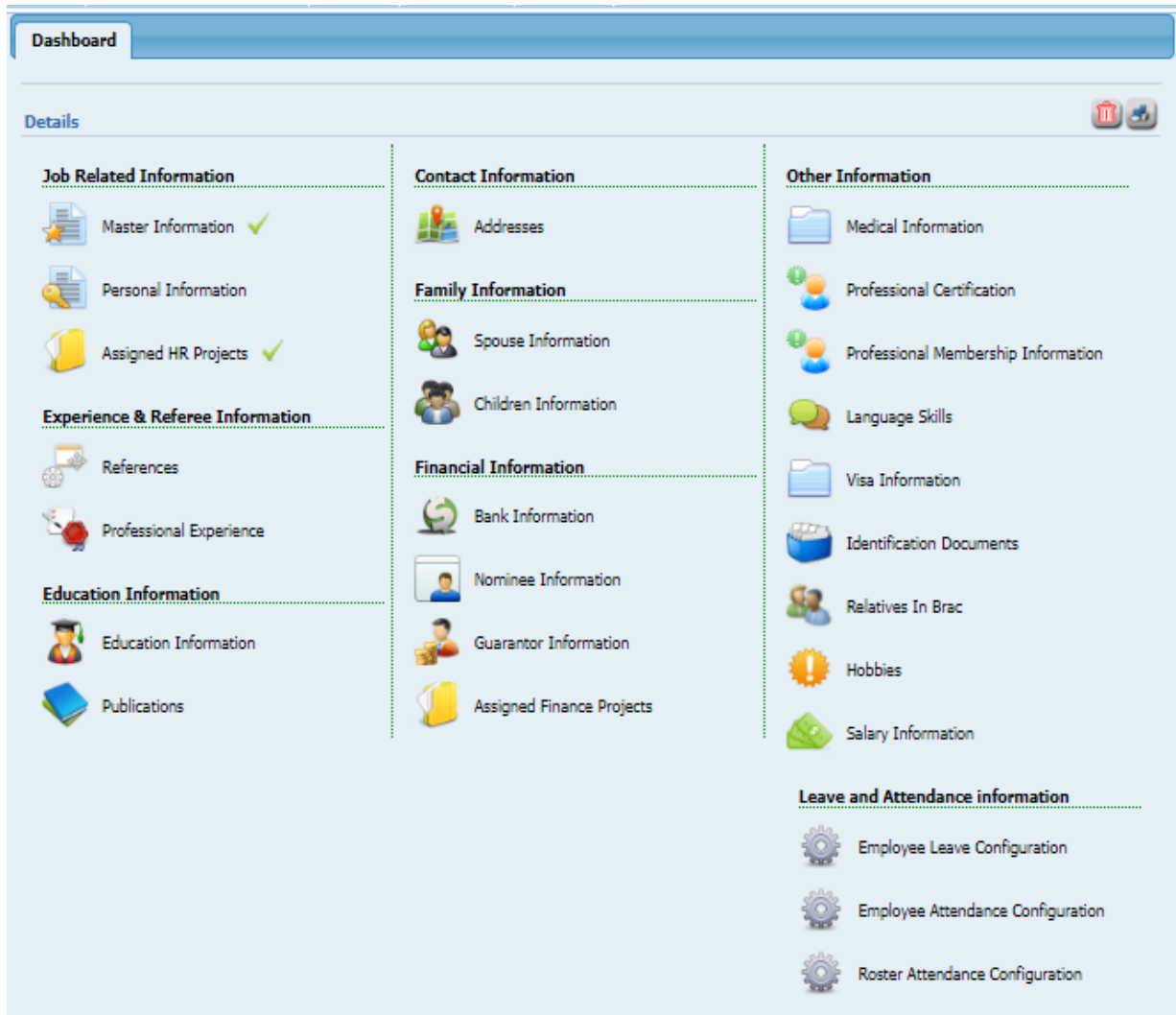


Image: Employee Detail Dashboard

Job Related Information

3.1.1.2.1 Master Information

- i. Click on 'Master Information', following screen will appear

Dashboard Master Information * **Edit Employee**

Edit Employee

Program Type *	Support Programme		
Program *	General Program		
Project *	Non MF Control Project		
Department *	HR & Training		
Category	Category *		
	Regular Staff		
Employee Level *	IV	Level In Country *	IV
Designation	Designation *	Functional Designation *	
	Manager [D029]	Manager, BI [FD220]	
Office *	[RO-MM300002]- Yangon		
Ref Pin	05674937		
Recruitment Country *	[050]-Bangladesh	Recruitment For Country *	[050]-Bangladesh
Is Expatriate	<input type="checkbox"/>		
Gender *	Male		
Salutation	Mr.		
Full Name	First Name *	Middle Name	Last Name *
	MD	SUMON	AHMED
Date of Birth	Birth Information *		
	21-09-1982		
Age	Year	Month	Day
	36	8	22
Email Address			
Joining Date *	01-07-2019		
Notice Period (in Months)			
Probation Period Required?	<input checked="" type="checkbox"/>	Probation Up To	01-10-2019
Notice Period In Probation Period(In Days)			

Update

Image: Master Information

3.1.1.2.2 Personal Information

- i. Click on 'Personal Information', following screen will appear

Dashboard
Personal Information ✕

Employee Personal Information

Mother's Name *	<input type="text" value="Mrs. Shamima Masoom"/>		
Father's Name	<input type="text" value="Kazi Hamidur Rahman"/>		
Birth Information	Date of Birth	Country of Birth *	City of Birth *
	<input type="text" value="02-09-1981"/>	<input type="text" value="Bangladesh"/>	<input type="text" value="Dhaka"/>
	Age		
	<input type="text" value="35"/>		
Marital Status *	<input type="text" value="Not Willing to Mention"/>		
Other Information	Gender	Religion *	Native Language
	<input type="text" value="Male"/>	<input type="text" value="Islam"/>	<input type="text" value="-Select Language-"/>
	Blood Group		
	<input type="text" value="B-"/>		
Nationality	Nationality *	Nationality Type*	Add
	<input type="text" value="-Select Nationality-"/>	<input type="text" value="-Select Nationality Type-"/>	
	Nationality	Nationality Type	Remove
	Bangladeshi	By Birth	Remove
Ethnicity Information	Ethnicity Country	Ethnicity	
	<input type="text" value="Bangladesh"/>	<input type="text" value="Bengali"/>	
Identification Information	Identify By *		
	<input type="text" value="National ID"/>		
Identification Information	Identification Number *	Expiry Date	
	<input type="text" value="436728362987789"/>	<input type="text" value="DD-MM-YYYY"/>	
Identification Information	Income Tax ID		
	<input type="text"/>		
Has Relative In Brac	<input checked="" type="checkbox"/>		
Has Business Relation with Brac	<input type="checkbox"/>		
Employee Image <small>Max image size(25KB)</small>	<input type="button" value="Browse"/>		
	<small>[Resize image here]</small>		
Employee Personal Information Form	<input type="button" value="Browse"/>		
Note Of Declaration Form	<input type="button" value="Browse"/>		
<input type="button" value="Update"/>			

Image: Personal Information

3.1.1.2.3 Assigned HR Projects

- i. Click on 'Assigned HR Projects', following screen will appear

Dashboard Assigned Hr Projects ✕

Assign Hr Projects

Employee Project * -- Select --

Start Date * DD-MM-YYYY

Tentative Finish Date * DD-MM-YYYY

Is Core Project

Create Cancel

Assign Hr Project

	Employee Project	Start Date	Tentative Finish Date	Is Core Project
Select	MM-0008 (Non MF Control Project)	01-07-2019	31-12-2020	Yes

Page 1 of 1 View 1 - 1 of 1

Image: Assigned HR Projects

Experiene & Referee Information

3.1.1.2.4 References

- i. Click on 'References', following screen will appear

The screenshot displays a web application interface for managing employee references. At the top, there are navigation tabs for 'Dashboard' and 'References'. The main section is titled 'Employee Reference Information' and contains the following fields:

- Name of Referee ***: Text input field.
- Relationship ***: Dropdown menu with 'Select Relation' as the current selection.
- Date of Reference ***: Text input field with a placeholder 'DD-MM-YYYY'.
- Organization Name**: Text input field.
- Designation**: Text input field.
- Contact Number ***: Text input field.
- Email Address ***: Text input field.
- Nationality**: Dropdown menu.
- Contact Address**: A group of three fields: **Country *** (dropdown), **City *** (dropdown), and **Address** (text input).

Below the form are two buttons: 'Create' and 'Cancel'.

At the bottom, there is a table titled 'Employee Reference List' with the following columns: Referee Name, Relationship, Designation, Contact Number, Email Address, and Nationality. The table is currently empty.

The footer of the application shows 'Page 1 of 1' and 'No records to view'.

Image: References

3.1.1.2.5 Professional Experience

- i. Click on 'Professional Experience', following screen will appear

The screenshot displays a web application interface for entering professional experience. At the top, there are tabs for 'Dashboard' and 'Professional Experience'. The main form is titled 'Employee Professional Experience' and contains the following fields:

- Organization Name *
- Is Group of Company (checkbox)
- Organization Address *
- Organization Country * (dropdown)
- Organization City * (dropdown)
- Previous PIN (if organization is BRAC)
- Last Designation *
- Job Description (text area)
- Working From * (date field, DD-MM-YYYY)
- Working To * (date field, DD-MM-YYYY)
- Supervisor Name
- Supervisor Designation
- Supervisor Phone No
- Supervisor Email
- Reason For Leaving (text area)

At the bottom of the form are 'Create' and 'Cancel' buttons. Below the form is a table with the following columns:

Organization Name	Organization Country	Designation	Supervisor Name	Supervisor Phone Number	Working From	Working To

The table is currently empty. The page footer shows 'Page 1 of 0' and 'No records to view'. There is also a watermark 'Activ Go to' in the bottom right corner.

Image: Professional Experience

Education Information

3.1.1.2.6 Education Information

- i. Click on 'Education Information', following screen will appear

Dashboard Education Information x

Employee Education Information

Qualification	Education Level *	Education Sector *	Degree *
	-Select Education Level- ▼	-Select Education Sector- ▼	
Institution	Country *	Institute/University *	City
	Address		
Exam Result	Result *	Year Of Passing *	
	-Select- ▼		
Result Publish	Date		
Achievement			
Study Duration	Number of Year *		
Is Verified	Is Verified		
	<input type="checkbox"/>		
Remarks			
Certificate Of Qualification			

Create Cancel

Education Information

Education Level	Education Sector	Institution Name	Degree	Duration	Subject	Result	Passing Year

Image: Education Information

3.1.1.2.7 Publications

- i. Click on 'Publications', following screen will appear

Dashboard Publications x

Employee Publication Information

Publication Type *

Publication Title *

Co-Authors Name

Publication Media *

Submission Date

Publication Date *

Publisher Name

Publication Reference

Publication Country

Paper Of Publication

Employee Publication Information List

Publication Title	Publication Type	Co Authors Name	Publication Media	Publisher Name
-------------------	------------------	-----------------	-------------------	----------------

Page 1 of 1 10 No records to view

Image: Publications

Contact Information

3.1.1.2.8 Address

- i. Click on 'Address', following screen will appear

Dashboard | Addresses x

Employee Contact Information

Telephone	Telephone No	<input type="text"/>	Ext No	<input type="text"/>
Mobile	Primary *	<input type="text"/>	Alternative	<input type="text"/>
IM	Gtalk	<input type="text"/>	Skype	<input type="text"/>
Email	Official	<input type="text"/>	Personal	<input type="text"/>

Save

Employee Address

Address Type *

Contact Name *

Contact No.

Contact Address Line1 *

Contact Address Line2

Country Country * City * Zip Code

Create Cancel

Employee Address Information

Address Type	Contact Name	Contact No.	Contact Address Line1	Contact Address Line2	Country	City	Zip Code
--------------	--------------	-------------	-----------------------	-----------------------	---------	------	----------

Page 1 of 0 | No records to view

Image: Address

Family Information

3.1.1.2.9 Spouse Information

- i. Click on 'Spouse Information' following screen will appear

Dashboard Spouse Information

Multiple spouse entries are allowed.

Add Employee Spouse Info

Spouse Name *	<input type="text"/>		
Gender *	<input type="text" value="Select Gender"/>		
Father's Name	<input type="text"/>		
Mother's Name	<input type="text"/>		
Birth Information	Date Of Birth <input type="text" value="DD-MM-YYYY"/>	Age <input type="text"/>	Birth Place <input type="text"/>
Present Address	Present Address * <input type="text"/>	Present Country * <input type="text"/>	Present City * <input type="text"/>
Permanent Address *	<input type="text"/>		
Spouse Nationality	Nationality <input type="text" value="-Select Nationality-"/>	Nationality Type <input type="text" value="-Select Nationality Type"/>	
Identification Information	Identify By <input type="text" value="-Select Identification Type-"/>		
Identification Information	Identification Number <input type="text"/>	Expiry Date <input type="text" value="DD-MM-YYYY"/>	
Is Dependent	<input type="checkbox"/>		
Is Active	<input type="checkbox"/>		
Contact No	<input type="text"/>		
Religion	<input type="text"/>		
No of Child	<input type="text"/>		
Marital Status *	<input type="text"/>		
Marriage/Tie-up Date	<input type="text" value="DD-MM-YYYY"/>		
Spouse Occupation	Occupation <input type="text"/>	Institution Name <input type="text"/>	
Certificate Of Proof	<input type="button" value="Browse"/>		

Employee Spouse Information List

Spouse Name	Father Name	Mother Name	Date of Birth	Birth Place	Contact No	Permanent Address	Religion	Nation
No records to view								

Page 1 of 1 10

Image: Spouse Information

3.1.1.2.10 Children Information

- i. Click on 'Children Information', following screen will appear

The screenshot displays a web application interface for 'Children Information'. At the top, there are tabs for 'Dashboard' and 'Children Information'. The main form is titled 'Employee Child Information' and contains the following fields:

- Child Name *
- Child Type *
- Gender *
- Mother's Name
- Birth Information: Date Of Birth * (DD-MM-YYYY), Birth Place, Birth Country
- Child Occupation: Child Occupation, Occupation Institution
- Present Address: Present Address, Present Country, Present City
- Contact No
- Identification Information: Identify By
- Identification Information: Identification Number, Expiry Date (DD-MM-YYYY)
- Identification Information: Identification Number, Expiry Date (DD-MM-YYYY)
- Is Dependent (checkbox)
- Birth Certificate: Browse

At the bottom of the form, there are 'Create' and 'Cancel' buttons. Below the form is a table titled 'Employee Child Information List' with the following columns: Child Name, Child Type, Mother Name, Date of Birth, Birth Place, Present Address, Contact No. The table is currently empty. At the bottom of the page, there is a pagination control showing 'Page 1 of 1' and '10' records per page, and a message 'No records to view'.

Image: Children Information

Financial Information

3.1.1.2.11 Bank Information

- i. Click on 'Bank Information', following screen will appear

Dashboard Bank Information ✕

Multiple bank information are allowed.

Employee Bank Information

Country *

Bank Name *

Branch Name *

Swift Code *

Account Number *

Is Active

Is Salary Account

Create Cancel

Employee Bank Information

Country	Bank Name	Branch Name	Swift Code	Account Number	Is Salary Account
---------	-----------	-------------	------------	----------------	-------------------

Page 1 of 0 10 ▾ No records to view

Image: Bank Information

3.1.1.2.12 Nominee Information

- i. Click on 'Nominee Information', following screen will appear

Dashboard **Nominee Information** ✕

Multiple nominee information are allowed.

Employee Nominee Information

Nomination Date *

Nominee Name *

Nominee Guardian Name (only if minor)

Nominee Address *

Relationship *

Date of Birth *

Percentage *

Witness Name *

Witness Address

Witness Date *

Identification Information **Identify By ***

Identification Information **Identification Number *** **Expiry Date**

Nominee Photo * Max image size(25KB)

(Note: Final Save Button at the below of the page.)

Nominee Name	Nomination Date	Guardian Name	Nominee Address	Relationship	Date of Birth	Percentage	Witness Name	Remove	Edit

Page 1 of 0 10

No records to view

Nominee Form *

Image: Nominee Information

3.1.1.2.13 Guarantor Information

- i. Click on 'Guarantor Information', following screen will appear

The screenshot displays a web application interface for entering 'Employee Guarantor Information'. The form includes the following fields:

- Name ***: Text input field.
- Relationship ***: Dropdown menu with '-Select Relation-'.
- Identify By**: Section header for the next dropdown.
- Select Identification Type-**: Dropdown menu.
- Identification Information**: Section header for the next two fields.
- Identification Number ***: Text input field.
- Expiry Date**: Text input field with a date mask 'DD-MM-YYYY'.
- Mother's Name**: Text input field.
- Contact Number**: Text input field.
- Date Of Birth**: Text input field with a date mask 'DD-MM-YYYY'.
- Permanent Address***: Text area with a clear button.
- Present Address***: Text area with a clear button.
- Nationality ***: Dropdown menu with '-Select Nationality-'.
- Nationality Type ***: Dropdown menu with '-Select Nationality Type-'.
- Witness Name ***: Text input field.
- Witness Address***: Text area with a clear button.
- Witness Date ***: Text input field with a date mask 'DD-MM-YYYY'.
- Date Of Guaranty ***: Text input field with a date mask 'DD-MM-YYYY'.
- Verified By**: Dropdown menu with '-Select Employee-'.
- Verified Date**: Text input field with a date mask 'DD-MM-YYYY'.
- Remarks**: Text area with a clear button.
- Bond Papers**: Section header with a 'Browse' button.

At the bottom of the form, there are 'Create' and 'Cancel' buttons. Below the form is a table header for 'All Employee Guarantor Information' with columns: Guarantor Name, Relationship, Contact Number, Nationality, and Verified By. The table is currently empty. The pagination bar at the bottom indicates 'Page 1 of 0' and 'No records to view'.

Image: Guarantor Information

3.1.1.2.14 Assigned Finance Projects

- i. Click on 'Assigned Finance Projects', following screen will appear

Dashboard Assigned Finance Projects ✕

Assigned Finance Project

Employee Project * -- Select -- ▾

Cost Percentage *

Start Date * DD-MM-YYYY

Tentative Finish Date * DD-MM-YYYY

(Note: Final Save Button at the underside of the page.)

Assigned Finance Project

Employee Project	Cost Percentage	Tentative Finish Date	Start Date	Action
No records to view				

Page 1 of 1 10 ▾

Image: Assigned Finance Projects

Other Information

3.1.1.2.15 Medical Information

- i. Click on 'Medical Information', following screen will appear

The screenshot shows a web application interface for 'Medical Information'. At the top, there are tabs for 'Dashboard' and 'Medical Information'. Below the tabs is a header 'Employee Medical Information'. The form contains several sections:

- Allergic Info:** A text input field.
- Blood Pressure *:** A dropdown menu with the option '-Select Blood Pressure-'.
- Is High Cholesterol *:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Cardiac Problem *:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Diabetic *:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Any Disability *:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Any Recent Surgeries *:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Vaccinate Info:** A section with a dropdown for '-Select Vaccine Type-', a date input field for 'DD-MM-YYYY', and an 'Add' button. Below this is a table with columns 'Employee Vaccinate Type', 'Vaccinate Date', and 'Remove'. The table shows 'Page 1 of 3' and 'No records to view'.
- Blood Group:** A dropdown menu with the option '-Select Blood Group-'.
- Other Information:** A text input field.
- Last medical Test Report:** A 'Browse' button.
- Other Relevant Test Report:** A 'Browse' button.

At the bottom left of the form is a 'Save' button.

Image: Medical Information

3.1.1.2.16 Professional Certification

- i. Click on 'Professional Certification', following screen will appear

Dashboard Professional Certification x

Employee Professional Certification Information

Certification Name *

Duration (In Months)

Validity

Valid From Valid To

Institution Name

Address

Address Country * City *

Certificate Of Proof

Employee Professional Certification List

Certification Name	Institution Name	Address
--------------------	------------------	---------

Page 1 of 1 10 No records to view

Image: Professional Certification

3.1.1.2.17 Professional Membership Information

- i. Click on 'Professional Membership Information', following screen will appear

The screenshot shows a web application interface for managing professional membership information. At the top, there is a navigation bar with 'Dashboard' and 'Professional Membership Information' tabs. Below this is a form titled 'Professional Membership Information' with several input fields: 'Membership Type/Reference *', 'Organization Name *', 'Address *', 'Country *' (a dropdown menu), and 'City *' (a dropdown menu). There are also 'Valid From' and 'Valid To' date pickers with a 'DD-MM-YYYY' format. A 'Membership Document' section contains a 'Browse' button. At the bottom of the form are 'Create' and 'Cancel' buttons. Below the form is a table titled 'Professional Membership Information List' with columns for 'Membership Type/Reference', 'Institution Name', 'Address', 'Valid From', and 'Valid To'. The table contains two rows of data. At the bottom of the page, there is a pagination bar showing 'Page 1 of 1' and 'View 1 - 2 of 2'.

	Membership Type/Reference	Institution Name	Address	Valid From	Valid To
Select	rwr	erwr	rwe		
Select	test	test	tttet		

Image: Professional Membership Information

3.1.1.2.18 Language Skills

- i. Click on 'Language Skills', following screen will appear

The screenshot displays the 'Language Skills' management interface. At the top, there is a breadcrumb trail: 'Dashboard > Language Skills'. Below this is a section titled 'Employee Language Skill' containing a form with the following fields:

- Language ***: A dropdown menu with the text '-Select Language-' and a downward arrow.
- Language Proficiency**: A section containing three dropdown menus:
 - Reading Skill ***: A dropdown menu with the text '-Select Reading Skill-' and a downward arrow.
 - Writing Skill ***: A dropdown menu with the text '-Select Writing Skill-' and a downward arrow.
 - Speaking Skill ***: A dropdown menu with the text '-Select Speaking Skill-' and a downward arrow.

Below the form are two buttons: 'Add' and 'Cancel'. Underneath is a section titled 'All Language Skill Information' which contains a table with the following columns: 'Language', 'Reading Skill', 'Writing Skill', and 'Speaking Skill'. The table body is currently empty. At the bottom of the interface, there is a pagination control showing 'Page 1 of 0' and a dropdown menu set to '10'. To the right of the pagination, it says 'No records to view'.

Image: Language Skills

3.1.1.2.19 Visa Information

- i. Click on 'Visa Information', following screen will appear

Dashboard Visa Information x

Employee Visa Information

Country *

Visa Type *

Visa Issue Date *

Visa Expiry Date *

Visa Attachment

Work Permit Issue Date

Work Permit Expiry Date

Work Permit Attachment

Police Clearance Issue Date

Police Clearance Expiry Date

Police Clearance Attachment

Foreigner Registration

Visa Information

Country	Visa Type	Visa Issue Date	Visa Expiry Date	Work Issue Date	Work Expiry Date
---------	-----------	-----------------	------------------	-----------------	------------------

Page 1 of 1 10 No records to view

Image: Visa Information

3.1.1.2.20 Identification Documents

- i. Click on 'Identification Documents', following screen will appear

The screenshot shows a web application interface for managing identification documents. The main form is titled "Identification Documents" and is located under a "Dashboard" menu. The form is divided into several sections:

- Employee Document Information:** This section contains several input fields:
 - Document Info:** Includes a dropdown menu for "Document Type *" (currently showing "-Select Document Type-") and a text input for "Document No *".
 - Validity:** Includes two date input fields for "Validity From" and "Validity To", both with a placeholder "DD-MM-YYYY".
 - Authorized By:** A text input field.
 - Issue:** Includes an "Issue Date" input field (placeholder "DD-MM-YYYY"), an "Issued Place" text input, and an "Issued Country *" dropdown menu.
 - Identification Document:** A section with a "Browse" button for uploading a document.
- Buttons:** "Create" and "Cancel" buttons are located below the form fields.
- Table:** Below the form is a table with the following columns: SL, Document Type, Document Type Name, Document No, Attachment Copy, Validity From, Validity To, Authorized By, Issue Date, Issued Place, and Issue Coun. The table is currently empty.
- Footer:** At the bottom of the page, there is a pagination control showing "Page 1 of 0" and "No records to view".

Image: Identification Documents

3.1.1.2.21 Hobbies

- i. Click on 'Hobbies', following screen will appear

SL	Hobby	Description
----	-------	-------------

Image: Hobbies

3.1.1.2.22 Salary Info

- i. Click on 'Salary Info', following screen will appear

Currency	Previous	New
----------	----------	-----

Pay Code Name	Previous	New
Total	0	0

Image: Disability Info

Leave and Attendance Information

3.1.1.2.23 Employee Leave Configuration

- i. Click on 'Employee Leave Configuration', following screen will appear

Dashboard | Salary Information | Employee Leave Configuration

Employee Leave Balance Info

Leave Category*

Leave Type*

Leave Balance* Day

Leave Taken Day Leave On Apply Day

Min Leave Day Max Leave Day

Is Earn Leave

Is Carry Forward

Is Leave Encashment

Is Financial Benefit

Is Expatriate

Is Active

Is With Pay

Remarks

Create Cancel

Image: Employee Leave Configuration

3.1.1.2.24 Employee Attendance Configuration

- i. Click on 'Employee Attendance Configuration', following screen will appear

Dashboard | Employee Attendance Configuration

Employee Attendance Configuration

Employee Duty Type Regular Roster Shift Hourly

Update

Image: Employee Attendance Configuration

3.1.1.2.25 Roster Attendance Configuration

- i. Click on 'Roster Attendance Configuration', following screen will appear

The screenshot shows a web application interface for 'Roster Attendance Configuration'. At the top, there are navigation tabs for 'Dashboard' and 'Roster Attendance Configuration'. The main heading is 'Roster Attendance Configuration'. Below this, there is a section titled 'Roster Schedule*' which contains a table with columns for 'Start Time' and 'End Time'. The table lists days from Sunday to Saturday, each with a checkbox and two time input fields. Below the table are 'Create' and 'Cancel' buttons. At the bottom, there is a table header with columns: 'Select', 'Employee', 'Pin No', 'Configuration Date', and 'Duty Schedule'. The table body is empty, displaying 'No data available in table'. There is also a search bar and pagination controls.

Roster Schedule*		Start Time	End Time
Sunday	<input type="checkbox"/>	hh:mm am	hh:mm pm
Monday	<input type="checkbox"/>	hh:mm am	hh:mm pm
Tuesday	<input type="checkbox"/>	hh:mm am	hh:mm pm
Wednesday	<input type="checkbox"/>	hh:mm am	hh:mm pm
Thursday	<input type="checkbox"/>	hh:mm am	hh:mm pm
Friday	<input type="checkbox"/>	hh:mm am	hh:mm pm
Saturday	<input type="checkbox"/>	hh:mm am	hh:mm pm

Buttons: Create, Cancel

Table Header: Roster Attendance Configuration

Table Controls: Show 10 entries, Search: [input], Select, Employee, Pin No, Configuration Date, Duty Schedule

Table Body: No data available in table

Footer: Showing 0 to 0 of 0 entries, First, Previous, Next, Last

Image: Roster Attendance Configuration

3.1.1.3 Authenticate Employee

- i. Please Select, **HR ->Register ->Employee-> Authenticate employee**
Authenticate employee screen will appear.

Authenticate Employee

Country	Select Country
Office Info	-Select Office-
Employee Category	-Select Category-
Employee PIN	
Employee Ref PIN	
Employee Name	
Employee Status	-Select Status-

Search

New Employee List For Approval

Select	Employee Name	Pin No	Ref Pin	Employee Category	Designation	Project
<input type="checkbox"/>	Mr. SILENT CLEMENT GONONDO	0177072		Contract Staff	Team Leader	BRAC Internat
<input type="checkbox"/>	Mr. SILENT CLEMENT	111000751		Contract Staff	Team Leader	BRAC Internat

Select All | Select None

Authenticate Employee Reject

Image: Authenticate Employee page

- ii. Employee list will show bellow on the basis of selected criteria*. Criteria is given bellow:
 - Country
 - Office info
 - Employee category
 - Employee PIN
 - Employee Ref PIN
 - Employee Name
 - Employee Status
- iii. Select Employee by giving tick mark*.
- iv. (User can select or unselect all employees in the list by clicking 'Select All or Select None' button, which is bellow in list section)
- v. Click 'Authenticate Employee' Button to approve employee successfully and approve employee message will appeared.

- vi. Click 'Reject' Button Cancel the operation and a successfully rejected message will appeared.



** Employee list can show any combination of above criteria.*

Deployment of Employee

This part of the manual denotes the Deployment related activities which is following-

- Deployment
- Join After Deployment

Business Rule:

- HR of recruiting office will deploy the Employee for respective Office.
- There should be option to set flight/departure date
- As soon as HR will deploy the stuff, an email notification will be sent to Supervisor and HR of destination office.
- HR of sender and destination office should have a list of Deployed Employee along with the status: Deployed. After Joining, this will be updated to 'Joined'
- System should allow HR of Destination office to confirm the Employee Joining on earlier date within the current month.
- Job Description will be available at the time of Deployment (that has been given in Job Description section of Employee Detail) but authorized user will be able to update it if required.
- Recruiting Office name, where Employee was registered will appear in Deploy screen, but Deployment Office name must be selected for deploying that employee.
- Actual Deployment date and time will be filled in by the HR of Joining office
- Salary details of the corresponding Employee enter here.

3.1.1.4 Deployment

- Please Select, **HR ->Register ->Employee-> Deployment**; 'Deployment list' screen will appear.
- Employee list will show bellow on the basis of selected search criteria*. Criteria is given bellow:
 - Country
 - Office info
 - Employee category
 - Employee PIN
 - Employee Ref PIN
 - Employee Name
 - Employee Status

* Employee list can show any combination of above search criteria

Deploy Employee

Country	Select Country ▼
Office Info	-Select Office- ▼
Employee Category	-Select Category- ▼
Employee PIN	<input type="text"/>
Employee Ref PIN	<input type="text"/>
Employee Name	<input type="text"/>
Employee Status	-Select Status- ▼

Search

Employee List

Employee Name	Pin No	Employee Category	Designation	Project	Depart
Mr. MD MAHMUDUNNABI	131000001	Contract Staff	Farm Manager	BRAC International HO (BD)	Agricultu
Mr. EMPTY EMPTY	0177032	Contract Staff	Provincial Manager	BRAC International HO (BD)	BRAC In
Mr. KHANDAKER IRSHAD MAHMUD	0177026	Contract Staff	Country Head of Accounts	BRAC International HO (BD)	Finance

Page 1 of 1 10 View 1 - 3 of 3

Image: Deploy employee list page

- iii. Click 'Deploy' Button from the list. 'Deployment ' screen will appear.

Deploy Employee

Employee Information		
Employee Info	[3700583]- PAUL MAYOM AKECH	
Employee Category	Contract Staff	
Personal Information		
Father Name		
Mother Name		
Blood Group		
Present Address		
Permanent Address		
Deploy Employee Information		
Deployed Country *	[728]-South Sudan	
Program Type *	Support Programme	
Program *	Health Program	
Project *	Integrated Community Case Ma	
Department *	Health	
Employee Level *	I	
Designation	Designation *	Functional Designation *
	County Organizer [D282]	County Organizer [FD249]
Deployed Office*	[SS400002] Rumbek	
Supervisor*		
Expected Joining Date*	DD-MM-YYYY	
is Orientation Deploy	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Departure Date	DD-MM-YYYY	
Remarks		
Deployment Document		
Salary Details Information		
Is Consolidated *	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Currency *	MMK	
Pay Group*		
Grade*	I	
Slab*		
Salary Structure Type	Amount	Percentage
Total Amount *		0
<input type="button" value="Deploy"/> <input type="button" value="Back"/>		

Image: Deploy employee page

- iv. Employee Information and personal information will auto load from employee detail section.
- v. User can edit pre-loaded Deploy Employee Information.
- vi. Select Supervisor of the employee from the dropdown. Available employee of that office should be populated.
- vii. Enter expected Joining Date (DD-MM-YYYY) of the employee.
- viii. Enter Remarks. (if any)
- ix. Click Browse button to attach related documents.
- x. Enter salary detail information. Total salary will auto calculated based on the given values.
- xi. Enter 'Effective From' Date (DD-MM-YYYY) of the Salary
- xii. Click 'Deploy' Button to deploy the employee and a successfully employee deployed message will appeared.
- xiii. Click on 'Back' button will take the user to the Deploy employee list page.

3.1.1.5 Deployed Employee List to Edit

- i. Please Select, **HR ->Register ->Employee->Deployed Employee List to Edit**; 'Deployed Employee list ' screen will appear.
- ii. Employee list will show bellow on the basis of selected search criteria*. Criteria is given bellow:
 - Country
 - Office info
 - Employee category
 - Employee PIN
 - Employee Name
 - Employee Status

** Employee list can show any combination of above search criteria*

Deployed Employee List to Edit

Country	<input type="text" value="Select Country"/>
Office Info	<input type="text" value="-Select Office-"/>
Employee Category	<input type="text" value="-Select Category-"/>
Employee PIN	<input type="text"/>
Employee Ref PIN	<input type="text"/>
Employee Name	<input type="text"/>
Employee Status	<input type="text" value="-Select Status-"/>

Search

Employee List					
Employee Name	Pin No	Employee Category	Designation	Expected Joining Date	Update
Mr. TEST MILTON TWO	071000795	Contract Staff	Project Assistant	12-06-2019	Edit
Mr. GOLAM SARWAR HR DGM	072000007	Regular Staff	Deputy General Manager. HR	01-06-2019	Edit
Mr. KUNYA PHILIP	031002234	Contract Staff	IT Assistant	26-09-2016	Edit
Ms. UWAMAHORO ROSETTE	161000029	Contract Staff	Accounts Officer	02-04-2019	Edit
Ms. MWANAIDI NIYONKURU	161000028	Contract Staff	Branch Accountant	02-04-2019	Edit
Ms. ORETHA MCKAY	111000250	Contract Staff	Manager, Finance & Accounts	01-01-2015	Edit
Ms. MA SOE THINZAR LWIN	071000400	Contract Staff	Credit Officer	26-06-2017	Edit
Mr. HTOO WAI YAN	071000381	Contract Staff	Branch Manager	19-05-2019	Edit
Ms. MAYILA KISABO MAGAMBO	061001509	Contract Staff	Area Accountant	13-07-2016	Edit
Ms. AMODIN DOROTHY	031001439	Contract Staff	Credit Officer	15-10-2014	Edit

Image: Deployed Employee list page

- iii. Click 'Edit' Button from the list. 'Deployed Employee List to Edit' screen will appear.

Deploy Employee

Employee Information	
Employee Info	[071000795]- TEST MILTON TWO
Employee Category	Contract Staff
Personal Information	
Father Name	
Mother Name	
Blood Group	
Present Address	
Permanent Address	
Edit Deploy Information	
Deployed Country *	[104]-Myanmar ▼
Program Type *	Core Programme ▼
Program *	Microfinance Program ▼
Project *	Microfinance Project ▼
Department *	Finance & Accounts ▼
Employee Level *	IV ▼
Designation	Designation * Functional Designation *
	Project Assistant [D021] ▼ Project Assistant [FD020] ▼
Deployed Office *	[MMCHO] Myanmar Country Hei ▼

Supervisor*	MA MYINT MYINT SAN [071000] ▼	
Expected Joining Date*	12-06-2019	
is Orientation Deploy	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Departure Date	DD-MM-YYYY	
Remarks	<div style="border: 1px solid #ccc; height: 30px;"></div>	
Deployment Document		
Salary Details Information		
Is Consolidated *	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Currency *	MMK ▼	
Pay Group*	Pay Group 2 ▼	
Grade*	IV	
Slab*	4 ▼	
Salary Structure Type	Amount	Percentage
Others	<input type="text" value="0.0"/>	
Others	<input type="text" value="0.0"/>	
Gross	18000.0	100
Total Amount *	18000	
<input type="button" value="Update"/> <input type="button" value="Back"/>		

Image: Deployed Employee page

- iv. Employee information, Personal Information will auto load from employee detail section.
- v. Deploy Information and Salary detail information will auto populated from deploy section.
- vi. Click 'Update' Button to update any changes
- vii. Click on 'Back' button will take the user to the Deployed Employee list page.

3.1.1.6 Join After Deployment

- i. Please Select, **HR ->Register ->Employee->Join after Deployment**; 'Join after Deployment list 'screen will appear.
- ii. Employee list will show bellow on the basis of selected search criteria*. Criteria is given bellow:
 - Office info
 - Employee category
 - Employee PIN
 - Employee Ref PIN
 - Employee Name
 - Employee Status

Join Employee

Country	Select Country ▼
Office Info	-Select Office- ▼
Employee Category	-Select Category- ▼
Employee PIN	<input type="text"/>
Employee Ref PIN	<input type="text"/>
Employee Name	<input type="text"/>
Employee Status	-Select Status- ▼

Search

Employee List						
Join	Employee Name	Pin No	Employee Category	Designation	Expected Joining Date	Co
Join	Mr. TEST MILTON TWO	071000795	Contract Staff	Project Assistant	12-06-2019	[10
Join	Mr. GOLAM SARWAR HR DGM	072000007	Regular Staff	Deputy General Manager. HR	01-06-2019	[10
Join	Mr. KUNYA PHILIP	031002234	Contract Staff	IT Assistant	26-09-2016	[80
Join	Ms. UWAMAHORO ROSETTE	161000029	Contract Staff	Accounts Officer	02-04-2019	[64
Join	Ms. MWANAIDI NIYONKURU	161000028	Contract Staff	Branch Accountant	02-04-2019	[64
Join	Ms. ORETHA MCKAY	111000250	Contract Staff	Manager, Finance & Accounts	01-01-2015	[43
Join	Ms. MA SOE THINZAR LWIN	071000400	Contract Staff	Credit Officer	26-06-2017	[10
Join	Mr. HTOO WAI YAN	071000381	Contract Staff	Branch Manager	19-05-2019	[10
Join	Ms. MAYILA KISABO MAGAMBO	061001509	Contract Staff	Area Accountant	13-07-2016	[83
Join	Ms. AMODIN DOROTHY	031001439	Contract Staff	Credit Officer	15-10-2014	[80

Page 1 of 2 View 1 - 10 of 13

Image: Join employee list page

** Employee list can show any combination of above search criteria)*

- iii. Click 'Join' Button from the list. 'Join Employee ' screen will appear.

Join Employee

Employee Information																																	
Employee Info	[072000007]- GOLAM SARWAR HR DGM																																
Employee Category	Regular Staff																																
Personal Information																																	
Father Name																																	
Mother Name																																	
Blood Group																																	
Present Address																																	
Permanent Address																																	
Emergency Contact Information																																	
Contact Name																																	
Contact Address																																	
Deploy Employee Information																																	
Deployed Country	[SD4]-Myanmar																																
Program Type	Core Programme																																
Program	Microfinance Program																																
Project	Microfinance Project																																
Department	HR & Training																																
Employee Level	C																																
Designation	<table border="0"> <tr> <td>Designation</td> <td>Functional Designation</td> </tr> <tr> <td>Deputy General Manager, HR</td> <td>Deputy General Manager, HR [FD330]</td> </tr> </table>	Designation	Functional Designation	Deputy General Manager, HR	Deputy General Manager, HR [FD330]																												
Designation	Functional Designation																																
Deputy General Manager, HR	Deputy General Manager, HR [FD330]																																
Deployed Office	[MMCHO] Myanmar Country Head Offi																																
Supervisor	ADUSHWARIYA NULL KHE																																
Salary Details Information																																	
Currency																																	
Salary Structure Type	Amount																																
Total Amount																																	
Employee Attendance Configuration																																	
Employee Duty Type	<input checked="" type="radio"/> Regular <input type="radio"/> Roster <input type="radio"/> Shift <input type="radio"/> Hourly																																
Duty Schedule*	<table border="1"> <thead> <tr> <th></th> <th></th> <th>Start Time</th> <th>End Time</th> </tr> </thead> <tbody> <tr> <td>Sunday</td> <td><input checked="" type="checkbox"/></td> <td>10:00 AM</td> <td>05:00 PM</td> </tr> <tr> <td>Monday</td> <td><input checked="" type="checkbox"/></td> <td>10:00 AM</td> <td>05:00 PM</td> </tr> <tr> <td>Tuesday</td> <td><input checked="" type="checkbox"/></td> <td>10:00 AM</td> <td>05:00 PM</td> </tr> <tr> <td>Wednesday</td> <td><input checked="" type="checkbox"/></td> <td>10:00 AM</td> <td>05:00 PM</td> </tr> <tr> <td>Thursday</td> <td><input checked="" type="checkbox"/></td> <td>10:00 AM</td> <td>05:00 PM</td> </tr> <tr> <td>Friday</td> <td><input type="checkbox"/></td> <td>00:00 am</td> <td>00:00 pm</td> </tr> <tr> <td>Saturday</td> <td><input type="checkbox"/></td> <td>00:00 am</td> <td>00:00 pm</td> </tr> </tbody> </table>			Start Time	End Time	Sunday	<input checked="" type="checkbox"/>	10:00 AM	05:00 PM	Monday	<input checked="" type="checkbox"/>	10:00 AM	05:00 PM	Tuesday	<input checked="" type="checkbox"/>	10:00 AM	05:00 PM	Wednesday	<input checked="" type="checkbox"/>	10:00 AM	05:00 PM	Thursday	<input checked="" type="checkbox"/>	10:00 AM	05:00 PM	Friday	<input type="checkbox"/>	00:00 am	00:00 pm	Saturday	<input type="checkbox"/>	00:00 am	00:00 pm
		Start Time	End Time																														
Sunday	<input checked="" type="checkbox"/>	10:00 AM	05:00 PM																														
Monday	<input checked="" type="checkbox"/>	10:00 AM	05:00 PM																														
Tuesday	<input checked="" type="checkbox"/>	10:00 AM	05:00 PM																														
Wednesday	<input checked="" type="checkbox"/>	10:00 AM	05:00 PM																														
Thursday	<input checked="" type="checkbox"/>	10:00 AM	05:00 PM																														
Friday	<input type="checkbox"/>	00:00 am	00:00 pm																														
Saturday	<input type="checkbox"/>	00:00 am	00:00 pm																														
Is Flexi Allowed IN HO	<input type="checkbox"/>	Is Flexi Allowed IN FO	<input type="checkbox"/>																														
Half Day Office Hour*	4	Full Day Office Hour*	8																														
In Time Grace Period*	0	Out Time Grace Period*	0																														
Delay Period(In Mins)*	0																																
Attendance Type*	<input type="radio"/> Auto Present <input checked="" type="radio"/> Punch In/Out																																
Effective Date*	30-04-2019																																
End Date	31-12-2019																																
New Employee Join Information																																	
Expected Joining Date	01-06-2019																																
Joining Date *	DD-MM-YYYY																																
Create User *	<input checked="" type="radio"/> Yes <input type="radio"/> No																																
Remarks																																	
Attachment																																	

Image: Join employee page

- iv. Employee information, Personal Information and Employee Contact Information will auto load from employee detail section.
- v. Deploy employee information and Salary detail information will auto populated from deploy section.
- vi. Enter new employee join information. Expected date will auto populated from deployment section.
- vii. Enter joining Date (DD-MM-YYYY) of the employee.
- viii. Enter Remark.(if any)
- ix. Click Browse button to attach related information.
- x. Click 'Join' Button to deploy the employee and a successfully Join employee message will appeared.
- xi. Click on 'Back' button will take the user to the Join employee list page.

3.1.1.7 Joined Employee List to Edit

- i. Please Select, **HR ->Register ->Employee->Joined Employee List to Edit**; 'Edit Joined Employee' screen will appear.
- ii. Employee list will show bellow on the basis of selected search criteria*. Criteria is given bellow:
 - Country
 - Office info
 - Employee category
 - Employee PIN
 - Employee Ref PIN
 - Employee Name
 - Employee Status

** Employee list can show any combination of above search criteria*

Joined Employee List to Edit

Country	<input type="text" value="Select Country"/>
Office Info	<input type="text" value="-Select Office-"/>
Employee Category	<input type="text" value="-Select Category-"/>
Employee PIN	<input type="text"/>
Employee Ref PIN	<input type="text"/>
Employee Name	<input type="text"/>
Employee Status	<input type="text" value="-Select Status-"/>

Search

Employee List					
Employee Name	Pin No	Employee Category	Designation	Expected Joining Date	Edit
Mr. OTTO JAMES OKENY	3700600	Contract Staff	Nurse	08-05-2017	Edit
Mr. OCHEN SEBIT JACKS	3700599	Contract Staff	Nurse	08-05-2017	Edit
Mr. DENYA SUNDAY ANGELO	3700598	Contract Staff	Nurse	21-02-2017	Edit
Ms. SUNDAY ELIZABETH	3700597	Contract Staff	Community Organizer	25-01-2017	Edit
Mr. DENNIS MULAMBA	3700596	Contract Staff	Head of Emergency Response	15-02-2017	Edit
Mr. NYUMA JULIUS BUYU EMILIO	3700591	Contract Staff	Area Health Coordinator	08-02-2016	Edit
Mr. TABAN MICHAEL ELIZEO	3700590	Contract Staff	Nurse	01-04-2016	Edit
Mr. GABRIEL LUETH MAYOM	3700584	Contract Staff	Data Entry Operator	04-01-2016	Edit
Ms. JOKUDU CHARITY EMMANUEL	3700544	Contract Staff	Monitoring Officer	20-06-2016	Edit
Mr. DADA MOSES FELIX	3700538	Contract Staff	Program Organizer	01-04-2016	Edit

Image: Edit Joined Employee list page

- iii. Click 'Edit' Button from the list. 'Joined Employee List to Edit' screen will appear.

Update Join Employee

Employee Information					
Employee Info	[3700600]- OTTO JAMES OKENY				
Employee Category	Contract Staff				
Personal Information					
Father Name					
Mother Name					
Blood Group					
Present Address					
Permanent Address					
Emergency Contact Information					
Contact Name					
Contact Address					
Deploy Employee Information					
Deployed Country	[728]-South Sudan ▼				
Program Type	Support Programme ▼				
Program	Health Program ▼				
Project	RMNCH-UKAID ▼				
Department	Health				
Employee Level	III				
Designation	<table border="1"> <thead> <tr> <th>Designation</th> <th>Functional Designation</th> </tr> </thead> <tbody> <tr> <td>Nurse [D210]</td> <td>Nurse [FD150]</td> </tr> </tbody> </table>	Designation	Functional Designation	Nurse [D210]	Nurse [FD150]
Designation	Functional Designation				
Nurse [D210]	Nurse [FD150]				
Deployed Office	[SS400008] Juba				
Supervisor	AHMED ISMAIL JULLA [37005 ▼]				
Salary Details Information					
Currency					
Salary Structure Type	Amount				
Total Amount					
New Employee Join Information					
Expected Joining Date	08-05-2017				
Joining Date *	08-05-2017				
Remarks					
Attachment					
<input type="button" value="Update"/> <input type="button" value="Back"/>					

Image: Edit Joined Employee page

- iv. Employee information, Personal Information and Emergency Contact Information will auto load from employee detail section.
- v. Deploy Information and Salary detail information will auto populated from deploy section.
- vi. Enter new employee join information. Expected date will auto populated from deployment section.
- vii. Enter joining Date (DD-MM-YYYY) of the employee.
- viii. Enter Remark.(if any)
- ix. Click Browse button to attach related information.
- x. Click 'Update' Button to update any changes
- xi. Click on 'Back' button will take the user to the Joined Employee List to Edit page.

Redeployment of Employee

This part of the manual denotes the Redeployment related activities which is following-

- Employee Redeployment
- Join After Redeployment

Business Rule:

- HR of recruiting office will deploy the Employee first for respective Office.
- There should be option to set flight/departure date
- As soon as HR will deploy the stuff, an email notification will be sent to Supervisor and HR of destination office.
- HR of sender and destination office should have a list of Employee Redeployment along with the status: Redeployed. After Joining, this will be updated to 'Joined'
- System should allow HR of Destination office to confirm the Employee Joining on earlier date within the current month.
- Job Description will be available at the time of Deployment (that has been given in Job Description section of Employee Detail) but authorized user will be able to update it if required.
- Recruiting Office name, where Employee was registered will appear in Deploy screen, but Deployment Office name must be selected for deploying that employee.
- Actual Deployment date and time will be filled in by the HR of Joining office
- Salary details of the corresponding Employee enter here.

3.1.1.8 Employee Redeployment

- xiv. Please Select, **HR ->Register ->Employee->Employee Redeployment**; 'Deployment list' screen will appear.
- xv. Employee list will show bellow on the basis of selected search criteria*. Criteria is given bellow:
 - Country
 - Office info

- Employee category
- Employee PIN
- Employee Ref PIN
- Employee Name
- Employee Status

* Employee list can show any combination of above search criteria

Employee Redeploy

Country	Select Country ▼
Office Info	-Select Office- ▼
Employee Category	-Select Category- ▼
Employee PIN	<input type="text"/>
Employee Ref PIN	<input type="text"/>
Employee Name	<input type="text"/>
Employee Status	-Select Status- ▼

Redeployed Employee List


Employee Name	Pin No	Category	Designation	Redeploy
Mr. BABUL DEBA NATH	0177043	Contract Staff	Manager, Poultry & Livestock	Redeploy
Mr. MD SHAH ALAM TALUKDER	0177041	Contract Staff	Fund Manager-(GEC-T)	Redeploy
Mr. ATM TARIQUL ISLAM	0177040	Contract Staff	Country Representative	Redeploy
Mr. EFREN LUBUGUIN	091000043	Contract Staff	Country Lead	Redeploy
Mr. S M JALAL	0177030	Contract Staff	Provincial Manager	Redeploy
Mr. JNANOTTOR CHAKMA	0177027	Contract Staff	Manager, Poultry & Livestock	Redeploy
Mr. MD. AHASANUL HAQUE	0177022	Contract Staff	Production Officer Farm	Redeploy



Page 1 of 1

View 1 - 7 of 7

Image: Deployment list page



xvi. Click 'Redeploy' Button from the list. 'Redeployment ' screen will appear.

Employee Redeploy

Employee Information			
Employee Info	[0177043]- BABUL DEBA NATH		
Employee Category	Contract Staff		
Show Employee Personal Information			
Employee Re Deploy Information			
Country	Bangladesh	Country *	[050]-Bangladesh ▼
Program Type	Support Programme	Program Type *	Support Programme ▼
Program	[12]- BRAC International HO (BD)	Program *	BRAC International HO (BD) ▼
Project	[BD-0001]- BRAC International HO (BD)	Project *	BRAC International HO (BD) ▼
Department	Agriculture, Livestock & Livelihood	Department *	Agriculture, Livestock & Liveliho ▼
Level	VI	Level *	VI ▼
Designation	[D353]- Manager, Poultry & Livestock	Designation *	Manager, Poultry & Livestock [C] ▼
Functional Designation	[FD346]- Manager, Poultry & Livestock	Functional Designation *	Manager, Poultry & Livestock [F] ▼
Office	[BI]- BRAC Center, Bangladesh	Office *	[BI] BRAC Center, Bangladesh ▼
Supervisor	Md. A. Saleque	Supervisor *	▼
Expected Joining Date *	<input type="text" value="DD-MM-YYYY"/>		
Departure Date	<input type="text" value="DD-MM-YYYY"/>		
Remarks	<input type="text"/>		

Redeployment Document			
Salary Details Information			
Total Salary	USD ▼		
Salary Structure	Salary Before Redeployment	Salary After Redeployment	Copy
Gross	<input type="text" value="0"/>	<input type="text"/>	
Others	<input type="text" value="0"/>	<input type="text"/>	
Total Salary	<input type="text" value="0"/>	<input type="text"/>	
Liabilities/Comments Information			
<input type="text"/>			
Leave Balance Information			
Leave balance *	<input type="text"/>	Days	
Maternity	From <input type="text" value="DD-MM-YYYY"/>	To <input type="text" value="DD-MM-YYYY"/>	Total <input type="text"/>
Paternity	From <input type="text" value="DD-MM-YYYY"/>	To <input type="text" value="DD-MM-YYYY"/>	Total <input type="text"/>
Office Accommodation Information			
Used before transfer	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Accommodation Document			
Relocation Information			
Relocation Leave	From <input type="text" value="DD-MM-YYYY"/>	To <input type="text" value="DD-MM-YYYY"/>	
Redeploy		Back	

Image: Employee Redeploy page

- xvii. Employee Information and personal information will auto load from employee detail section.
- xviii. User can edit pre-loaded Deploy Employee Information.
- xix. Select Supervisor of the employee from the dropdown. Available employee of that office should be populated.
- xx. Enter expected Joining Date (DD-MM-YYYY) of the employee.
- xxi. Enter Remarks. (if any)
- xxii. Click Browse button to attach related documents.
- xxiii. Enter salary detail information. Total salary will auto calculated based on the given values.
- xxiv. Enter 'Effective From' Date (DD-MM-YYYY) of the Salary
- xxv. Enter 'Leave Balance'; leave balance can allow decimal value
- xxvi. Click 'Redeploy' Button to redeploy the employee and a successfully employee redeployed message will appeared.
- xxvii. Click on 'Back' button will take the user to the Redeploy employee list page.

3.1.1.9 Join After Redeployment

- xii. Please Select, **HR ->Register ->Employee->Join After Redeployment;** 'Join after Redeployment list' screen will appear.
- xiii. Employee list will show bellow on the basis of selected search criteria*. Criteria is given bellow:
 - Country
 - Office info
 - Employee category
 - Employee PIN
 - Employee Ref PIN
 - Employee Name
 - Employee Status

** Employee list can show any combination of above search criteria*

The screenshot shows a web interface for joining employees. It features a form titled 'Join Employee' with several input fields: Country (dropdown), Office Info (dropdown), Employee Category (dropdown), Employee PIN (text), Employee Ref PIN (text), Employee Name (text), and Employee Status (dropdown). A 'Search' button is located below the form. Below the form is a table titled 'Join Employee List' with the following columns: SL, Employee Name, Pin No, Category, Designation, Expected Joining Date, and Join. The table is currently empty. At the bottom of the page, there is a pagination bar showing 'Page 1 of 0' and 'No records to view'.

Image: Join After Redeployment list page

- xiv. Click 'Join' Button from the list. 'Join Employee ' screen will appear.

HR Admin Welcome Faruque Ahmed (00)

sbiCloud

Register Transfer Job Separation Grievance Payroll HR Letter Reports

Quick Access

Favorites

Join Employee

Employee Information

Employee Info [061001110] - ELIZABETH MASASI

Employee Category Contract Staff

Show Employee Personal Information

Redeploy Employee Information

Country	Tanzania	Redeployed Country	Tanzania
Program Type	Core Programme	Program Type	Core Programme
Program	[01]- Microfinance Program	Program	[01]- Microfinance Program
Project	[TZ-0001]- Microfinance Project	Project	[TZ-0001]- Microfinance Project
Department	Microfinance	Department	Microfinance
Employee Level	IV	Employee Level	IV
Designation	[D018]- Branch Manager	Designation	[D018]- Branch Manager
Functional Designation	[FD017]- Branch Manager	Functional Designation	[FD017]- Branch Manager
Office	[TZ500106]- Gelapu	Office	[TZ500106]- Gelapu
Supervisor	NABANOBA JANET	Supervisor	Md. Fahimul Islam

Salary Details Information

Salary Structure	Salary Before Redeployment	Salary After Redeployment
Currency	BDT	USD
Basic	99999.0	99999.0
Cost of leaving Allowance(COLA)	88888.0	88888.0
Medical Allowance	77777.0	77777.0
Conveyance	66666.0	66666.0
Consolidated Salary	55555.0	55555.0
Other	44444.0	44444.0
Total Salary	433329.0	433329.0

New Employee Join Information

Expected Joining Date 27-01-2016 * Invalid date format, must be in DD-MM-YYYY format

Joining Date *

Remarks

Attachment

Image: Join After Redeployment page

- xv. Employee information, Personal Information and Employee Contact Information will auto load from employee detail section.
- xvi. Deploy employee information and Salary detail information will auto populated from deploy section.
- xvii. Enter new employee join information. Expected date will auto populated from deployment section.
- xviii. Enter joining Date (DD-MM-YYYY) of the employee.
- xix. Enter Remark.(if any)
- xx. Click Browse button to attach related information.
- xxi. Click 'Join' Button to deploy the employee and a successfully Join employee message will appeared.
- xxii. Click on 'Back' button will take the user to the Join employee list page.

3.1.2 Employee Management

This part of the manual denotes the Employee Management related activities which is following-

- Change Office
- Change Designation
- Bloc Employee
- Assign Office
- Search Employee

3.1.2.1 Change Office

- i. Please Select, **HR ->Register ->Employee Management-> Change Office**
Change Office screen will appear.

Change Employee Office

Pin No	<input type="text"/>	<input type="button" value="Search"/>
Employee Name	<input type="text"/>	
Designation	<input type="text"/>	
Functional Designation	<input type="text"/>	
Current Office	<input type="text"/>	
New Office		
Country	<input type="text" value="Select country"/>	
Office	<input type="text"/>	
<input type="button" value="Change"/>		

Image: Change Office Page

- ii. Enter PIN of the employee.
- iii. Click 'Search' button to Search information.
- iv. Employee information will auto load based on the search employee.
- v. Select country from the dropdown. Available Country (created in Admin-> Country) should be populated.
- vi. Select Office from the dropdown. Available Office (created in Admin->Office) should be populated.

3.1.2.2 Change Designation

- i. Please Select, **HR ->Register ->Employee-> Change designation**
Change designation screen will appear.

Change Designation

Pin No	<input type="text"/>	<input type="button" value="Search"/>
Employee Name	<input type="text"/>	
Designation	<input type="text"/>	
Functional Designation	<input type="text"/>	
Current Office	<input type="text"/>	
Employee Level	<input type="text"/>	
Change Information		
Employee Level	<input type="text" value="Select level"/>	<input type="button" value="v"/>
Employee Designation	<input type="text" value="Select Designation"/>	<input type="button" value="v"/>
Functional Designation	<input type="text" value="Select Designation"/>	<input type="button" value="v"/>
<input type="button" value="Change"/>		

Image: Change Designation page

- ii. Click Search Button to search employee by employee PIN number.
- iii. All employee information will auto load based on the employee search.
- iv. Select Employee Level from the dropdown. Available Employee level (created in Admin-> Employee level) should be populated.
- v. Select Employee Designation and Functional Designation from the dropdown; Available Projects (created in Admin->designation mapping) should be populated.
- vi. Click 'Change' Button to change employee designation and a successfully changed designation message will appear.

3.1.2.3 Block Employee

- i. Please Select, **HR ->Register ->Employee-> Block employee**
Block employee screen will appear.

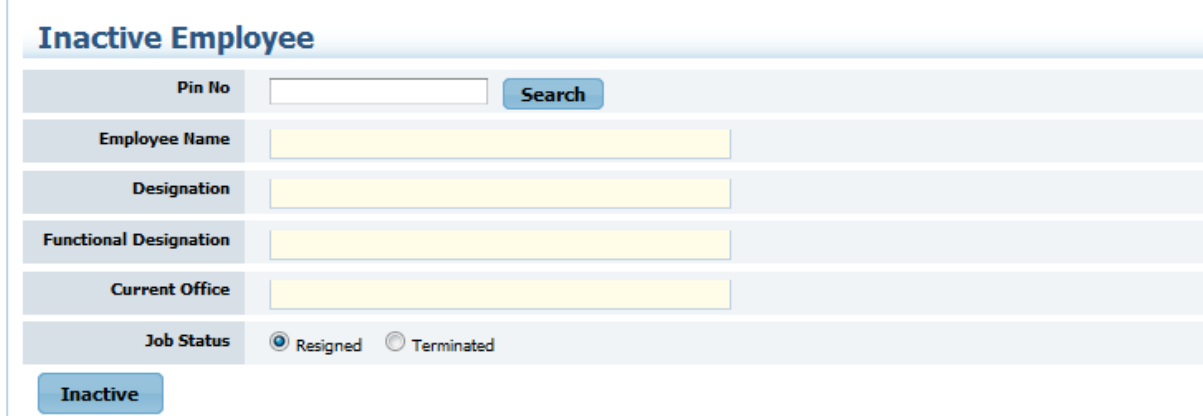


Image: Block Employee page


- ii. Click Search Button to search employee by employee PIN number.
- iii. All employee information will auto load based on the employee search
- iv. Select Job status by clicking Radio Button.
- v. Click 'Inactive' Button to Block employee and a successfully block employee message will appeared.

3.1.2.4 Assign Office

- i. Please Select, **HR ->Register ->Employee Management-> Assign Office**
Assign Office screen will appear.



- ii. Enter employee 'Pin No' and click 'Search'

 * Office mapping list will show bellow on the basis of above search criteria.

Employee Office Mapping

Pin No	<input type="text" value="012000022"/>	Search
Employee Name	<input type="text" value="[012000022] Md. Shahe Alam"/>	
Designation	<input type="text" value="[D056] Head of HR & Training"/>	
Functional Designation	<input type="text" value="[FD059] Head of HR & Training"/>	
Current Office	<input type="text" value="[UGCHO] Uganda Country Office"/>	

Office Mapping		
	Add all	1 items selected Remove all
<input type="checkbox"/> [UG300001] Kampala	+ ^	<input checked="" type="checkbox"/> [UGCHO] Uganda Country Office
<input type="checkbox"/> [UG300002] Fortportal	+	
<input type="checkbox"/> [UG300003] Iganga	+	
<input type="checkbox"/> [UG300004] Mukono	+	
<input type="checkbox"/> [UG300005] Gulu	+	
<input type="checkbox"/> [UG300006] Soroti	+	
<input type="checkbox"/> [UG400001] Kampala East	+	
<input type="checkbox"/> [UG400002] Iganga	+ v	

Map Office

Image: Block Employee page

3.1.2.5 Search Employee

- i. Please Select, **HR ->Register ->Employee-> Search employee**
Search employee screen will appear.

Search Employee							
Country	<input type="text" value="All Country"/>						
Office Info	<input type="text" value="-All Office-"/>						
Employee PIN	<input type="text"/>						
Employee Ref. PIN	<input type="text"/>						
Employee Name	<input type="text"/>						
Search							
All Employee Information							
SL	Employee Name	Pin No	Ref Pin	Employee Status	Employee Category	Designation	Office Info

Image: Search employee page

- ii. Employee list will show below on the basis of selected Search criteria*. Criteria is given below:
- Country
 - Office info
 - Employee PIN
 - Employee Reference PIN
 - Employee Name



** Employee list can show any combination of above search criteria*

3.1.3 Contract Renew

This part of the manual denotes the Contract renewal related activities which is following-

- New Contract Renewal
- Authorize Contract Renewal
- Contract renewal Order
- All Contract Renewal List

Business Rule:

- Authorized user will be able to create contract renewal Proposal for an Employee; Current practice of BI-HR is that respective supervisor places the proposal manually to the designated authority who will verify information with required documents. Then Respective Supervisor will have to verify and accept the Transfer Proposal for further processing.
- Authorized user can create, update and delete a proposal.
- System will allow user to update/ delete the proposal until it'll be accepted by next level.
- Only initiator can delete a proposal
- Based on Employee selection by PIN system will populate Employee Information
 - PIN
 - Name
 - Proposal No
 - Proposed By
 - Expected Transfer Date
- Contract renewal information of current and destination office should be declared.

3.1.3.1 New Contract Renewal

- i. Please Select, **HR ->Register ->Contract Renewal-> New Contract Renewal** Renew Contractual Employee screen will appear.

Renew Contractual Employee

Renew Contractual Employee Info			
Employee Lookup			
Country	<input type="text" value="-Select Country-"/>		
Office	<input type="text"/>		
Employee PIN *	<input type="text"/>		
Employee Info			
Employee Name			
Employee Category		Employee Level	
Program		Project	
Department		Employee Office	
Designation		Functional Designation	
Contract Expiry Date			
Basic Information			
Proposal No	<input type="text" value="AUTO"/>		
Proposal Date	<input type="text" value="15-02-2015"/>		
Program Type *	<input type="text" value="Select program type"/>		
Program *	<input type="text" value="-Select program-"/>		
Project *	<input type="text"/>		
Department *	<input type="text" value="Select Department"/>		
Category	Category *		
	<input type="text" value="Select category"/>		
Employee Level *	<input type="text" value="Select level"/>		
Designation	Designation *	Functional Designation *	
	<input type="text"/>	<input type="text" value="Select functional designa"/>	
Renew Contract Info			
Expiry Date *	<input type="text" value="DD-MM-YYYY"/>	Extended For	<input type="text"/>
Contract Renewal Related Paper	<input type="button" value="Browse"/>		
<input type="button" value="Renewed"/>			

Image: Employee Contract Renewal proposal page

- ii. Select Country from the dropdown. Available Country (created in Admin->Country) should be populated.

- iii. Select Office from the dropdown. Available Office (created in Admin->Office) should be populated.
- iv. Select employee from the dropdown. Available employee of this office should be populated.
- v. Employee information and Basic information will auto populated base on the employee selection.
- vi. Enter contract renewal information. Enter expiry date (DD-MM-YYYY) and extended for should auto calculated.
- vii. Click Browse button to attach related information.
- viii. Click Renew Button and a successful renew message will appear.

3.1.3.2 Authorize Contract renewal

- i. Please Select, HR ->Register ->Contract Renewal->Authorize Contract Renewal Employee Contract Renew List to Create Order list' screen will appear.

Employee Contract Renew List

Employee Contract Renew Information						
Proposal No	Proposal Date	Status	New Expiry Date	Name	Level	Designation
UGCHO-2014901	11-09-2014	New	12-12-2015	[031001253]TESTMALEEMP	III	[D020] Credit Officer

Image: Employee Contract Renewal list page

- ii. Click on Proposal Number 'Contract Renewal Forward proposal ' screen will appear.
- iii. Forward process same as transfer proposal forward process. (Go to **Error! Reference source not found.** Section).

3.1.3.3 Contract Renewal Order

- i. Please Select, HR ->Register ->Contract Renewal-> Contract renewal Order Employee Contract Renew List to Create Order list' screen will appear.

Employee Contract Renew List To Create Order

Country	<input type="text" value="-Select Country-"/>					
Office	<input type="text"/>					
Employee PIN	<input type="text"/>					
<input type="button" value="Search"/>						
Employee Contract Renew Proposal List To Create Order						
Proposal No	Proposal Date	Employee Info	Status	Project	Department	De

Image: Contract Renewal Order


- ii. Click on Proposal Number 'Contract Renewal Authorize proposal ' screen will appear.
- iii. Authorize process same as transfer proposal Authorize proposal process.
- iv. Recommend and approval process same as the transfer authorizes section.

3.1.3.4 Associated Contract Renewal List

- i. Please Select, **HR ->Register ->Contract Renewal-> Associated Contract Renewal List, Associated Contract Renewal list'** screen will appear.

Associated Contract Renewal List						
Associated Contract Renewal Searching Form						
Country	<input type="text" value="-All Country-"/>					
Office	<input type="text"/>					
Employee PIN	<input type="text"/>					
Status	<input type="text" value="-Select Status-"/>					
From Date	<input type="text" value="DD-MM-YYYY"/>	To Date	<input type="text" value="DD-MM-YYYY"/>			
<input type="button" value="Search"/>						
Associated Employee Contract Renew						
Proposal No	Proposal Date	Country	Employee Info	Status	Project	Department
BI-2016101	15-01-2016	[050]Bangladesh	[011000055]- QA RASHED RETESTING ONE HR	On Proposal	[BD-0002]- BRAC Bangladesh	PR & Commu
BI-2016102	15-01-2016	[050]Bangladesh	[011000054]- QA RASHED RETESTING HR	Order Generated	[BD-0002]- BRAC Bangladesh	Internal Audi

Image: Contract Renewal Order

- 
- ii. Click on any 'Proposal No'; select the link, Employee Contract Renew Result View screen will appear.

Employee Contract Renew Result View

Employee Basic Information			
Employee Name	[011000054]- QA RASHED HR		
Program Type	Support Programme		
Employee Category	Contract Staff	Employee Level	X
Program	[12]- BRAC International HO (BD)	Project	[BD-0002]- BRAC Bangladesh
Department	Internal Audit	Employee Office	[BI]- BRAC Center, Bangladesh
Designation	[D063]- Junior Financial Analyst	Functional Designation	[FD066]- Junior Financial Analyst
Joining Date	01-01-2015	Current Office Joining Date	01-01-2015
Current Country Joining Date	01-01-2015		
Contract Renew Information			
Proposal No	BI-2016102		
Proposal Date	15-01-2016		
Previous Expiry date	01-01-2017	New Expiry date	02-01-2018
Extended For	Months	Days	
	12	1	
Contract Renewal Related Paper	Renewal of contract Related Supporting Documents		
Copyright © BRAC International 2016			
Payment Information			
Salary Structure	Current	New	
Currency *			
Basic	10000.0	10000.0	
Cost of leaving Allowance(COLA)	2000.0	2000.0	
Medical Allowance	1000.0	1000.0	
Conveyance	2000.0	2000.0	
Consolidated Salary	5000.0	5000.0	
Other	0.0	0.0	
Total Amount	20000.0	20000.0	
Authorization Trail			
Expatriate Staff			
Type	Status	Actor	Action Taken By
Proposal	Authorised	Country Human Resource	[0034362]- Faruque Ahmed [FD003]- Executive Director
Comments: qwertyjk			
Proposal	Authorised	Country Representative	[0034362]- Faruque Ahmed [FD003]- Executive Director
Comments: dfgjh,			
Proposal	Authorised	Country Head of Accounts	[0034362]- Faruque Ahmed [FD003]- Executive Director
Comments: ertyu			
Recommendation	Authorised	Director Finance	[0034362]- Faruque Ahmed [FD003]- Executive Director
Comments: ertyu			
Recommendation	Authorised	Anchor	[0154028]- Tasrin Jahan [FD230]- Team leader,HR-New project & systems
Comments: Authorized			
Recommendation	Not Required	Anchor	[0098570]- Md. Rafiqul Islam [FD221]- Manager,IT
Recommendation	Authorised	CPO BRAC International	[0000223]- SHIB NARAYAN KAIRY [FD219]- Chief Financial Officer
Comments: wertyu			
Approval	Not Required	Executive Director, BRAC	[0150044]- T M Selim [FD234]- Monitoring Lead
Approval	Authorised	Executive Director, BRAC	[0154139]- Md. Fahimul Islam [FD227]- Team Leader, Learning & Development
Comments: kjnhk			
Employee Contract Renewal Order Information			
Order No	BI-2016101		
Order Date	15-01-2016		
Order Related Document	No File uploaded !		
CC To			

[Back to List](#)

Image: Contract Renewal Result view page

3.1.3.5 All Contract Renewal List

- iii. Please Select, **HR ->Register ->Contract Renewal->All Contract Renewal List**, All Contract Renewal list' screen will appear.
- iv. Click on Proposal Number 'Contract renewal order ' screen will appear.

Employee Contract Renew Proposal

Employee Contract Renew Proposal Information					
Category	Contract Staff				
Proposal No	UGCHO-2014902				
Proposal Date	11-09-2014				
Status	Approved				
Current Expiry Date	12-12-2015				
New Expiry Date	12-12-2016				
Extended Of Month	12.00				
Proposed Employee	031001253 TEST EMPLOYEE				
Current Designation	[D020]- Credit Officer				
New Designation	D020 Credit Officer				
Functional Designation	[FD019]- Credit Officer				
New Functional Designation	FD019 Credit Officer				
Current Level	111				
New Level	D020 Credit Officer				
Current Program	[01]- Microfinance Program				
New Program	01 Microfinance Program				
Current Project	[UG-0001]- Microfinance Project				
New Project	UG-0001 Microfinance Project				
Proposed By	[031000002] - BUSINGE DANIEL				
Attachment					
Payment Information					
Salary Structure	Current	New			
Basic	0	0			
House Rent	0	0			
Medical Allowance	0	0			
Convince	0	0			
Total Amount	0	0			
Process Information					
Type	Status	Date	Authority	Comments	
Recommendation	Done	11-09-2014	Oinenehach Jimmy [D035] Accounts Officer	ok	
Approval	Done	11-09-2014	Matovu Abdul Azizi [D062] IT Support Staff	ok	
Email To	<input type="text"/>				
<input type="button" value="Generated Order"/>					

Image: Employee Contract Renewal proposal page

- v. Enter 'Email To' to send email
- vi. Click 'Generate Order' button to generate contract renewal order and a successful order generation message will appear.

3.1.4 Employee Personal File

3.1.4.1 Employee Personal File

This part of the manual denotes the Employee Personal file related activities which is following-

- Employee Document Upload
- Edit Employee Document Upload
- Remove Employee Document Upload
- Employee Personal File
- Personal File Access Control
- Pending Access Control List
- HR Personal File Access Control
- Edit Personal File Access Control

Business Rule:

- Authorized HR will provide access control to the requested personnel to access employee personal file
- There should be option to approved/reject/edit personal file access control request
- There should be option to add/update/delete employee document upload

3.1.4.2 Employee Document Upload

- Please Select, **HR ->Register ->Employee Personal File -> Employee Document Upload;** 'Employee Document Upload' screen will appear.

The screenshot shows the 'Employee Document Upload' web application interface. At the top, there is a header 'Employee Document Upload' and a sub-header 'Create Employee Document Upload'. Below this, there are three input fields: 'Document Category *', 'Sub Category *', and 'Upload Date *'. A yellow tooltip points to the 'Upload Date *' field, containing the text: '* Required * Invalid date format, must be in DD-MM-YYYY format'. Below these fields is a section titled 'Add Employee' with an 'Employee Info *' input field and an 'Add' button. Underneath is a table with columns: 'Employee Name', 'Designation', 'Project', and 'Remove'. The table contains one row: '[000001] - SIR FAZLE HASAN ABED', '[D001] - Chairperson', '[BD-0002] - BRAC Bangladesh', and a red minus icon. Below the table is a 'Document Upload *' section with a 'Data Validation docs.docx' file listed, a 'Remove' button, and a 'Browse' button. At the bottom left, there is an 'Upload' button.

Image: Employee Document Upload page

- ii. Under 'Create Employee Document Upload' section- enter Document Category, Sub Category and Upload Date
- iii. Enter 'Add' employee under Add employee section
- iv. Click Browse button to upload related information.
- v. Click 'Upload' Button to upload any documents

3.1.4.3 Employee Document Upload List for Edit

- i. Please Select, **HR ->Register ->Employee Personal File -> Edit Employee Document Upload;** 'Employee Document Upload List For Edit' screen will appear.

Employee Document Upload List For Edit

Edit Employee Document Upload

Document Category	<input type="text"/>
Sub Category	<input type="text"/>
Employee Pin	<input type="text"/>
Upload Date	<input type="text" value="DD-MM-YYYY"/>

Show entries Search:

Edit	Document Category	Document Sub Category	Employee Name	Office Info	Project Info	Designation	Document Date
Edit	Appointment	Appointment letter	[0154028] TASRIN JAHAN	[BI]- BRAC Center, Bangladesh	[BD-0001]- BRAC International HO (BD)	[D265] Senior Software Engineer-I	01-01-2016
Edit	Appointment	Appointment letter	[0003902] MD. ABUL KASHEM MOZUMDER	[BI]- BRAC Center, Bangladesh	[BD-0001]- BRAC International HO (BD)	[D268] Programme Coordinator	01-01-2016

Image: Employee Document Upload List For Edit list page

- ii. Click 'Edit' link from the list. 'Edit Employee Document Upload' screen will appear.

Edit Employee Document Upload

Employee Information	
Employee Info	[0154028] TASRIN JAHAN
Designation	[D265] Senior Software Engineer-I
Project Info	[BD-0001]- BRAC International HO (BD)
Office Info	[B1]- BRAC Center, Bangladesh
Edit Employee Document Upload	
Document Category *	Appointment
Sub Category *	Appointment letter
Upload Date *	01-01-2016
Document Upload	Appointment letter
Edit	Back To List

Image: Employee Document Upload List For Edit page

- iii. Employee Information and Employee Document Upload information will auto upload from employee info.
- iv. Document Category, Sub Category and Upload Date field's are editable.
- v. 'Document Upload' field shows read-only mode
- vi. Click 'Edit' button to update any changes
- vii. Click on 'Back To List' button will take the user to the 'Edit Employee Document Upload' page.

3.1.4.4 Remove Employee Document Upload

- i. Please Select, **HR ->Register ->Employee Personal File ->Remove Employee Document Upload**; 'Remove Employee Document Upload' screen will appear.

Remove	Document Category	Document Sub Category	Employee Name	Office Info	Project Info	Designation	Documnt Date
Remove	Appointment	Appointment letter	[0154028] TASRIN JAHAN	[B1] - BRAC Center, Bangladesh	[BD-0001] - BRAC International HO (BD)	[D265] Senior Software Engineer-I	01-01-2016
Remove	Appointment	Appointment letter	[0003902] MD. ABUL KASHEM MOZUMDER	[B1] - BRAC Center, Bangladesh	[BD-0001] - BRAC International HO (BD)	[D268] Programme Coordinator	01-01-2016

Image: Remove Employee Document Upload list page

- ii. Click 'Remove' link from the list. 'Remove Employee Document Upload' screen will appear.

Remove Employee Document Upload

Employee Information	
Employee Info	[0154028] TASRIN JAHAN
Designation	[D265] Senior Software Engineer-I
Project Info	[BD-0001]- BRAC International HO (BD)
Office Info	[BI]- BRAC Center, Bangladesh

Remove Employee Document Upload	
Document Category	Appointment
Sub Category	Appointment letter
Upload Date	01-01-2016
Document Upload	Appointment letter

Image: Remove Employee Document Upload page

- iii. Employee Information and Employee Document Upload information will auto upload from employee info and all the fields appears with red-only mode.
- iv. Click 'Remove' button to remove uploaded documents
- v. Click on 'Back To List' button will take the user to the 'Remove Employee Document Upload' list page.

3.1.4.5 Employee Personal File

- i. Please Select, **HR ->Register ->Employee Personal File ->Employee Personal File** 'Employee Personal File' screen will appear.

Employee Document Detail Information

Employee Search

Search Employee

Logged in country office employees

- KAZI SAMIUN RAHMAN [011000056]
- KAZI SAMIUR RAHMAN [011000057]**
- KAZI MOSHARROF HOSSAIN [011000058]

searched from the search button in all sections.

- ii. Search employee from drop-down list box. 'Employee Document Detail Information' page will appear. All Contract Renewal, Transfer, Grievance and Job Separation related information you can see under 'Employee Information' tab

Employee Document Detail Information

Employee Search

Search Employee

Logged in country office employees can be written in the box and the rest of the employees can be searched from the search button in all sections.

Employee Detail Information

Employee Document Detail Information

Mr. KAZI SAMIUR RAHMAN (01100057)

Employee Information | Employee Documents

Contract Renewal List

Contract Renew List

Letter	Issue Date	Effective Date	Contract Start Date	Contract End Date	Duration of Contract(In Month)	Office	Program	Project
No records to view								

Page 1 of 0

Transfer List

Transfer Info List

Letter	Issue Date	Order Date	Order No	Effective Date	Type	From Country	To Country	From Office
		21-01-2016	BI-2016101	21-01-2016	Transfer	[050] Bangladesh	[728] South Sudan	[BI] BRAC Center, Bangladesh

Page 1 of 1

View 1 - 1 of 1

Grievance List

Grievance Info List

Title	Occurrence Date	File Date	Action Type	Action Date	Office	Project	Depart
KSR	01-01-2016	21-01-2016	Terminate	21-01-2016	[SS400001] Torit	[SS-0013] Emergency nutrition (Unicef)	HR & Tra

Page 1 of 1

View 1 - 1 of 1

Separation Info

Separation Info

Letter	Issue Date	Tentative Last Working Date	Last Working Date	Separation Type	Order No	Order Date	Effective Date
No records to view							

Page 1 of 0

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Image: Employee Personal File information page

- iii. Click on 'Employee Documents' tab and you will see different types of documents in the list.

Document Category	Sub Category	Date	File
Transfer	Approved Transfer Proposal	21-01-2016	Download
Transfer	Join After Transfer	21-01-2016	Download

Image: Employee Personal File documents listpage

- iv. Employee Document list will show bellow on the basis of selected search criteria*. Criteria is given bellow:
- Document Category
 - Sub Category

** Employee Document list can show any combination of above search criteria*

3.1.4.6 Personal File Access Control


- i. Please Select, **HR ->Register ->Employee Personal File ->Personal File Access Control**, 'Create Employee Personal File Access Control' screen will appear.

The screenshot shows a web form titled "Create Employee Personal File Access Request". The form is divided into several sections:

- Country*:** A dropdown menu with "Select Country" as the placeholder.
- Available Project Department:** A section with two radio buttons: "Project" (selected) and "Department".
- Office Info:** A dropdown menu.
- From Level*:** A dropdown menu.
- To Level*:** A dropdown menu.
- Add Employee:** A section with a dropdown menu showing "-All Employee-" and an "Add" button.
- Employee Info Table:** A table with columns: "Employee Name", "Designation", "Project", and "Remove".
- From Date*:** A date input field with the format "DD-MM-YYYY".
- To Date*:** A date input field with the format "DD-MM-YYYY".
- Reason:** A text area with a placeholder "Maximum 2000 character".
- Buttons:** "Access Request" and "Reset" buttons at the bottom.

Image: Create Employee Personal File Access Control

- ii. Select Country from the 'Country' drop-down list
- iii. Select 'Project' and 'Department' under available project department section if required
- iv. Select 'Office Info', 'From Level' and 'To Level' from drop-down list if required
- v. 'Add' employee from drop-down list
- vi. Enter 'From Date' and 'To Date'
- vii. Enter Remark.(if any)
- viii. Click 'Access Request' button to get access for that employee personal file

- 
- ix. Click 'Reset' button to clear the existing data.

3.1.4.7 Pending Request List

- i. Please Select, **HR ->Register ->Employee Personal File ->Pending Access Control List**, 'Pending Requested List' screen will appear.
- ii. 'Pending Request list' will show below on the basis of selected search criteria*. Criteria is given below:
 - Country
 - Office Info
 - Employee PIN

** Pending Request list can show any combination of above search criteria*

Pending Requested List

Pending Requested List

Country: Select Country

Office Info: -Select Office-

Employee PIN:

Search

Show 10 entries Search:

	Country	Office	Employee	Level	Project	Department	Status	From Date	To Date
Select	[728]-South Sudan	[SS400002]-Rumbek	[0150051]-Kashfia Rahman	XIV	Essential Health Care (BRAC USA)	HR & Training	PENDING	21-01-2016	21-01-2017

Image: Pending Requested List page

- iii. Click 'Select' link from the list. 'Approve Employee Personal File Access Request' screen will appear.

Approve Employee Personal File Access Request

Employee Detail Information			
Employee Name	KASHFIA RAHMAN		
Pin	0150051	Employee Category	Contract Staff
Program	[12]- BRAC International HO (BD)	Employee Level	XIV
Project	[SS-0002]- Essential Health Care (BRAC USA)	Designation	[D003]- Executive Director
Current Office	[SS400002]- Rumbek	Functional Designation	[FD003]- Executive Director
Department	HR & Training		
Country*	[050]-Bangladesh		

Available Project Department	
<input checked="" type="radio"/> Project	<input type="radio"/> Department
<ul style="list-style-type: none"> <input type="checkbox"/> [BD-0001] BRAC International HO (BD) <ul style="list-style-type: none"> <input type="checkbox"/> Internal Audit <input type="checkbox"/> Finance & Accounts <input type="checkbox"/> HR & Training <input type="checkbox"/> Monitoring & Review <input type="checkbox"/> PR & Communication <input type="checkbox"/> Information Technology <input type="checkbox"/> Procurement, Logistics & Transport <input type="checkbox"/> Research and Development <input type="checkbox"/> Microfinance <input type="checkbox"/> Health & Nutrition 	
Collapse All Expand All Select All Unselect All	
Office Info	<input type="text"/>
From Level *	<input type="text"/>
To Level *	<input type="text"/>

Add Employee			
Employee Info	<input type="text"/>	<input type="button" value="Add"/>	
Employee Name	Designation	Project	Remove
[011000057]- KAZI SAMIUR RAHMAN	[D003]- Executive Director	[SS-0013]- Emergency nutrition (Unicef)	<input type="button" value="Remove"/>
From Date *	<input type="text" value="21-01-2016"/>	To Date *	<input type="text" value="21-01-2017"/>
Remarks	<input type="text" value="Maximum 2000 character"/>		
<input type="button" value="Approve"/>	<input type="button" value="Back to list"/>		

Image: Approve Employee Personal File Access Request page

- iv. Employee Detail Information and Available Project Depart will auto load
- v. Enter 'From Date' and 'To Date' for the access control duration

- vi. Enter 'Remarks' (if any)
- vii. Click 'Approve' button to approve the request
- viii. Click on 'Back to List' button will take the user to the 'Pending Request list' page.

3.1.4.8 Personal File Access Control by HR

- i. Please Select, **HR ->Register ->Employee Personal File ->Personal File Access Control by HR**, 'Personal File Access Control by HR' screen will appear.

Create Employee Personal File Access By HR

Create Employee Personal File Access By HR

Employee Info *

Country*

Available Project Department

Project
 Department

Collapse All | Expand All | Select All | Unselect All

Office Info

From Level *

To Level *

Add Employee

Employee Info

Employee Name	Designation	Project	Remove

From Date *

To Date *

Remarks

Maximum 2000 character

Image: Personal File Access Control by HR page

- ii. Select Country from the 'Country' drop-down list
- iii. Select 'Project' and 'Department' under available project department section if required
- iv. Select 'Office Info', 'From Level' and 'To Level' from drop-down list if required
- v. 'Add' employee from drop-down list
- vi. Enter 'From Date' and 'To Date'
- vii. Enter Remark.(if any)
- viii. Click 'Access Request' button to get access for that employee personal file
- ix. Click 'Reset' button to clear the existing data.

3.1.4.9 Edit Access Control by HR

- i. Please Select, **HR ->Register ->Employee Personal File ->Edit Access Control By HR**, 'Edit Access Control By HR' screen will appear.
- ii. 'Edit Access Control by HR' will show bellow on the basis of selected search criteria*. Criteria is given bellow:
 - Country
 - Office Info
 - Employee PIN

** Edit Access Control By HR list can show any combination of above search criteria*

Approved Employee List

Approved Employee List

Country: Select Country

Office Info: -Select Office-

Employee PIN: 0150051

Search

Show 10 entries

	Country	Office	Employee	Level	Project	Department	Status	From Date	To Date
Select	[728]-South Sudan	[SS400002]-Rumbek	[0150051]-Kashfia Rahman	XIV	Essential Health Care (BRAC USA)	HR & Training	APPROVED	21-01-2016	21-01-2017

Image: Edit Access Control By HR page

- iii. Click 'Select' link from the list. 'Approve Employee Personal File Access Request' screen will appear.

Edit Approved Employee Personal File Access Request


Employee Detail Information			
Employee Name	KASHFIA RAHMAN		
Pin	0150051	Employee Category	Contract Staff
Program	[12]- BRAC International HO (BD)	Employee Level	XIV
Project	[SS-0002]- Essential Health Care (BRAC USA)	Designation	[D003]- Executive Director
Current Office	[SS400002]- Rumbek	Functional Designation	[FD003]- Executive Director
Department	HR & Training		
Country*	[050]-Bangladesh		

Available Project Department	
<input checked="" type="radio"/> Project	<input type="radio"/> Department
<ul style="list-style-type: none"> <input type="checkbox"/> [BD-0001] BRAC International HO (BD) <ul style="list-style-type: none"> <input type="checkbox"/> Internal Audit <input type="checkbox"/> Finance & Accounts <input type="checkbox"/> HR & Training <input type="checkbox"/> Monitoring & Review <input type="checkbox"/> PR & Communication <input type="checkbox"/> Information Technology <input type="checkbox"/> Procurement, Logistics & Transport <input type="checkbox"/> Research and Development <input type="checkbox"/> Microfinance <input type="checkbox"/> Health & Nutrition 	
Collapse All Expand All Select All Unselect All	
Office Info	<input type="text"/>
From Level *	<input type="text"/>
To Level *	<input type="text"/>

Add Employee			
Employee Info	<input type="text"/>		
	<input type="button" value="Add"/>		
	Employee Name	Designation	Project
	[0000223]- SHIB NARAYAN KAIRY	[D002]- Chief Financial Officer	[BD-0002]- BRAC Bangladesh
			<input type="button" value="Remove"/>
From Date *	<input type="text" value="21-01-2016"/>	To Date *	<input type="text" value="21-01-2017"/>
Remarks	<input type="text" value="Maximum 2000 character"/>		
<input type="button" value="Update"/>		<input type="button" value="Back to list"/>	

Image: Edit Approved Employee Personal File Access Request page

- iv. Employee Detail Information and Available Project Depart will auto load
- v. Enter 'From Date' and 'To Date' for the access control duration
- vi. Enter 'Remarks' (if any)

- 
- vii. Click 'Update' button if any changes required
 - viii. Click on 'Back To List' button will take the user to the 'Edit Access Control By HR' page.

3.2 Transfer

This part of the manual denotes the Transfer related activities which is following

- New Proposal
- Transfer Authorization
- Transfer Order
 - Create Transfer Order
 - Revise Transfer Order
 - Cancel Transfer Order
- Charge Handover
- Country Settlement
- Join After Deployment
 - Releasing Office JAT
 - Receiving Office JAT
- Associated Transfer Proposal List
- All Transfer List

Business Rule:

- Authorized user will be able to create Transfer Proposal for an Employee; Current practice of BI-HR is that respective supervisor places the proposal manually to the designated authority who will verify information with required documents. Then Respective Supervisor will have to verify and accept the Transfer Proposal for further processing.
- Required documents will have to be uploaded while creating Transfer Proposal, i.e. Charge Handover (considering program) and Transfer form.
- Authorized user can create, update and delete a proposal.
- System will allow user to update/ delete the proposal until it'll be accepted by next level.
- Only initiator can delete a proposal
- Based on Employee selection by PIN system will populate Employee Information
 - PIN
 - Name
 - Proposal No
 - Proposed By
 - Expected Transfer Date
- Transfer information of current and destination office should be declared.
- Regular/ Contractual stuffs are allowed for Transfer(from one station to another station, even inside the country or outside the country)

3.2.1 New Proposal

- i. Please Select, **HR ->Transfer ->New proposal**; 'Transfer New proposal ' screen will appear.

Employee Transfer Proposal


Employee Transfer Proposal Info					
Proposal No	AUTO				
Proposal Date	08-02-2015				
Proposed Employee *	<input type="text"/> 				
Current Office	<input type="text"/>				
Current Level	<input type="text"/>				
Designation	<table border="1"><thead><tr><th>Current Designation</th><th>Current Functional Designation</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Current Designation	Current Functional Designation	<input type="text"/>	<input type="text"/>
Current Designation	Current Functional Designation				
<input type="text"/>	<input type="text"/>				
Last Transfer Date	<input type="text"/>				
Proposal Type *	<input checked="" type="radio"/> Transfer <input type="radio"/> Deputation <input type="radio"/> Secondment <input type="radio"/> Transfer (End of Deputation/Secondment)				
Country *	[050]-Bangladesh <input type="text"/>				
Program Type *	-Select Program Type- <input type="text"/>				
New Program *	Select New Program <input type="text"/>				
New Project *	<input type="text"/>				
New Department*	Select Department <input type="text"/>				
Proposed Office *	<input type="text"/>				
New Country Level *	Select level <input type="text"/>				
Designation	<table border="1"><thead><tr><th>New Designation *</th><th>New Functional Designation *</th></tr></thead><tbody><tr><td><input type="text"/></td><td>-Select Functional Designati <input type="text"/></td></tr></tbody></table>	New Designation *	New Functional Designation *	<input type="text"/>	-Select Functional Designati <input type="text"/>
New Designation *	New Functional Designation *				
<input type="text"/>	-Select Functional Designati <input type="text"/>				
Applied By Employee	<input type="radio"/> YES <input checked="" type="radio"/> NO				
Remarks*	<input type="text"/>				
Transfer Evaluation Form	<input type="button" value="Browse"/>				
<input type="button" value="Create"/>					

Image: Employee Transfer Proposal page

- ii. Proposal Number and Proposal Date will auto populated.
- iii. Search employee to make transfer proposal.
- iv. Current office, current level, Designation and last transfer date (if any) will auto populated based on the employee search.
- v. Select Transfer Type by selecting Radio button either 'Deputation', 'Secondment' or 'Transfer(End of Deputation/Secondment)'

- vi. Select program Type from the dropdown. Available Program type (created in Admin->Program type) should be populated.
- vii. Select new program from the dropdown. Available New program (created in Admin->Program) should be populated.
- viii. Select proposed office from the dropdown. Available New proposed office (created in Admin->Office) should be populated.
- ix. Select New Level from the dropdown. Available New Level (created in Admin->Employee Level) should be populated.
- x. Select Employee New Designation and Functional Designation from the dropdown; Available Projects (created in Admin->designation mapping) should be populated.
- xi. Select Country from the dropdown.
- xii. Checked Applied by Employee or not.
- xiii. Enter remark.(if any)
- xiv. Click Browse button to attach related documents
- xv. Click 'Create' button to save Transfer proposal and a successfully Join employee message will appeared.


3.2.2 Transfer Authorization

[Recommendation process](#)

- i. Please Select, HR ->Transfer -> Transfer Authorization Link; 'Transfer Proposal list ' screen will appear*.

Employee Deputation/Transfer Proposal List						
Proposal No	Proposal Date	Type	Status	Employee Info	Current Designation	New Designation
UGCHO-2014901	09-09-2014	TRANSFER	New	031001253 TEST EMPLOYEE	D020 Credit Officer	D020 Credit Officer

Image: Employee Transfer Authorized list page

 (* Only Authorized user can recommend the Transfer Proposal. This is created in Admin-> Table of Authority)

- ii. Click on Proposal Number 'Transfer Authorized proposal ' screen will appear.
- iii. All information regarding Transfer proposal will auto load.

Employee transfer proposal

Employee transfer proposal info

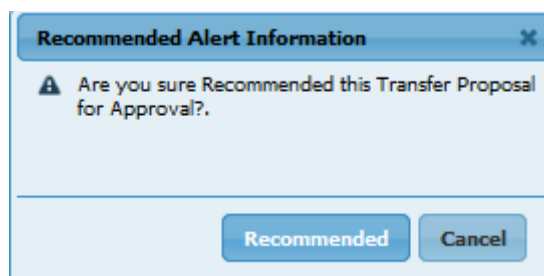
Proposal No	UGCHO-2014901				
Proposal Type	Transfer				
Status	Proposed				
Proposed Employee	[031001253]- TEST MALE EMPLOYEE				
Current Office	Uganda Country Office (UGCHO)	Proposed Office	Kampala (UG300001)		
Current Designation	Credit Officer	New Designation	Credit Officer		
Functional Designation	Credit Officer	New Functional Designation	Credit Officer		
Current Level	III	New Level	III		
Current Program	[01]- Microfinance Program	New Program	[01]-Microfinance Program		
Current Project	[UG-0001]- Microfinance Project	New Project	[UG-0001]-Microfinance Project		
Applied By Employee	NO				
Proposed By	[031000002]- BUSINGE DANIEL				
Remarks					
Attachment	No Attachment				

Type	Status	Date	Authority	Comments
Recommendation	Pending		Onenarach Jimmy [D035] Accounts Officer	

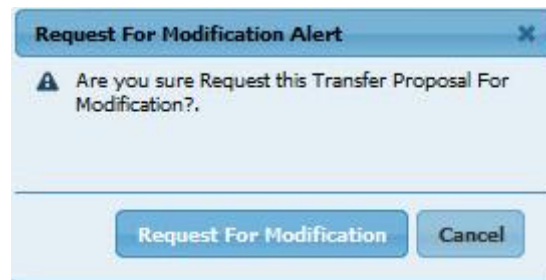
Comments *

Image: Employee Transfer Authorized page (For Recommendation)

- iv. Authorized user can comment based on the transfer proposal.
- v. Click 'Recommended' button to recommend the Transfer Proposal for approval process. An alert message will appear to recommend the transfer proposal. User can cancel the operation. A successful recommend message will show.



- vi. Click 'Request for Modification' Button to back the transfer proposal to propose of the transfer proposal. An alert message will appear to request for modification of the transfer proposal. User can cancel the operation.



- vii. Click 'Reject' Button to reject the transfer proposal. An alert message will appear to reject the transfer proposal and after delete action it goes back to list page.



- viii. Click 'Go to List' button to go back user in the list page.

[Approval process](#)

- i. Please Select, HR ->Transfer ->New Proposal->Authorized proposal Link; 'Transfer Authorize proposal list ' screen will appear*.(same page as recommendation section)
- ii. (* Only Authorized user can approve the Transfer Proposal. This is created in Admin-> Table of Authority)
- iii. Click on Proposal Number 'Transfer Authorized proposal ' screen will appear.
- iv. All information regarding Transfer proposal will auto load.
- v. Authorized user can comment based on the transfer proposal.

Employee transfer proposal

Employee transfer proposal info					
Proposal No	UGCHO-2014901				
Proposal Type	Transfer				
Status	Recommended				
Proposed Employee	[031001253]- TEST MALE EMPLOYEE				
Current Office	Uganda Country Office (UGCHO)	Proposed Office	Kampala (UG300001)		
Current Designation	Credit Officer	New Designation	Credit Officer		
Functional Designation	Credit Officer	New Functional Designation	Credit Officer		
Current Level	III	New Level	III		
Current Program	[01]- Microfinance Program	New Program	[01]-Microfinance Program		
Current Project	[UG-0001]- Microfinance Project	New Project	[UG-0001]-Microfinance Project		
Applied By Employee	NO				
Proposed By	[031000002]- BUSINGE DANIEL				
Remarks					
Attachment	No Attachment				
	Type	Status	Date	Authority	Comments
	Recommendation	Done	10-09-2014	Onenarach Jimmy [D035] Accounts Officer	ok
	Approval	Pending		Matovu Abdul Azizi [D062] IT Support Staff	
Comments *	<div style="border: 1px dashed gray; height: 60px; width: 100%;"></div>				
	Approved	Request For Clarification	Rejected	Go to List	

Image: Employee Transfer Authorized page (For Approval)

- vi. Click 'Approved' button to approve the Transfer Proposal for approval process. An alert message will appear to approve the transfer proposal. User can cancel the operation. A successful recommend message will show.



- vii. Click 'Request for Clarification' Button to back the transfer proposal to recommender of the transfer proposal. An alert message will appear to request for Clarification of the transfer proposal. User can cancel the operation.



- viii. Click 'Reject' Button to reject the transfer proposal. An alert message will appear to reject the transfer proposal and after delete action it goes back to list page.



- ix. Click 'Go to List' button to go back user in the list page.

3.2.3 Transfer Order

This part of the manual denotes the Transfer Order related activities which is following-

- Create Transfer Order
- Revise Transfer Order
- Cancel Transfer Order
- Update Transfer Order

3.2.3.1 Create Transfer Order

- i. Please Select, **HR ->Transfer ->Transfer Order-> Create Transfer Order**
Transfer Order list screen will appear.

Proposal No	Proposal Date	Type	Status	Employee Info	Current Project	New Project
BI-2015103	07-07-2033	TRANSFER	Approved	[012000028] - Abdullah Al Murad Chowdury	[BD-0003] - BRAC Bangladesh	[UG-0001] - Microf Project
BI-2015102	07-07-2033	TRANSFER	Approved	[03] [012000028] - Abdullah Al Murad Chowdury	[Z-0004] - SEP	[Z-0004] - SEP

Image: Employee Transfer Order list page

- ii. Click on Proposal Number 'Transfer Order ' screen will appear.

Employee Transfer Order

Employee Transfer Order Info		
Order No	AUTO	
Proposal No	UGCHO-2014901	
Proposal Date	10-09-2014	
Proposed Employee *	TEST MALE EMPLOYEE [031001253]	
Current Office	Uganda Country Office (UGCHO)	
Current Level	III	
Designation	Current Designation Credit Officer	Current Functional Designation Credit Officer
Last Transfer Date		
Program Type *	Core Programme	
New Program *	Select New Program	
New Project *		
Proposed Office *	[UG300001] Kampala	
New Level *	III	
Designation	New Designation * [D020] Credit Officer	New Functional Designation * Credit Officer
Is Charge Handover Required	<input type="checkbox"/>	
Remarks		
Attachment	Browse	
Email To		

Create

Image: Employee Transfer Order page

- iii. All information regarding Transfer proposal will auto load. Some of the information can be editable by the user.
- iv. Check is charge Handover required or not.
- v. Enter remark.(if any)
- vi. Click Browse button to attach related information.
- vii. Enter 'Email To' to email send.
- viii. Click 'Create' button to create the transfer order and a successful transfer order generated message will appear.

3.2.3.2 Revise Transfer Order

- i. Please Select, **HR ->Transfer ->Transfer Order-> Revise Transfer Order**
Revise Transfer Order list screen will appear.

Revise Transfer Order List

Country	-Select Country-
Office	
Employee PIN	

Search

Order No	Proposal Date	Type	Status	Employee Info	Current Project	New Project
No records to view						

Page 1 of 0

Image: Revise Transfer Order list Page

- ii. Click on Proposal Number 'Revise Transfer Order' screen will appear.

Review Transfer Order

Order No	UGCHO-2014901	
Order Date	10-09-2014	
Proposed Employee	TEST MALE EMPLOYEE [031001253]	
Current Office	Uganda Country Office (UGCHO)	
Current Level	3 (III)	
Designation	Current Designation Credit Officer	Current Functional Designation Credit Officer
Last Transfer Date		
New Program *	Microfinance Program	
New Project *	Microfinance Project	
Proposed Office *	[UG300001] Kampala	
New Level *	III	
Designation	New Designation * [D020] Credit Officer	New Functional Designation * Credit Officer
is Charge Handover	<input checked="" type="checkbox"/>	
Remarks		
Attachment	Browse	

Revise Cancel

Image: Revise Transfer Order Page

- iii. Add remark (If any) and Click 'Browse' Button to attach related information.
- iv. Click 'Revise' Button to revise transfer proposal
- v. Click 'Cancel' will go back the user in the list page.

3.2.3.3 Update Transfer Order

- i. Please Select, **HR ->Transfer ->Transfer Order->Update Transfer Order**
Update Transfer Order list ' screen will appear.

Update Deputation/Transfer Order						
Country	[728]-South Sudan					
Office						
Employee PIN						
Search						
Employee Deputation/Transfer Proposal List						
Order No	Proposal Date	Type	Status	Employee Info	Current Project	New Project
SSCHO-2016101	19-01-2016	TRANSFER	Order Generated	[0055355]- Ananta Kumar Saha	[SS-0023]- General Project	[BD-0001]- BRAC International HO

Image: Update Transfer Order List Page

- ii. Click on Proposal Number 'Update Transfer Order ' screen will appear.

Employee Transfer Order

Employee Transfer Order Info			
Transfer Type	TRANSFER	Status	Order Generated
Proposal No	SSCHO-2016101	Proposal Date	19-01-2016
Proposed Employee	[0055355]- Ananta Kumar Saha		
Show Detail Proposal Information			
Order No	SSCHO-2016101		
Is Charge Handover Required	<input checked="" type="checkbox"/>		
Remarks	<input type="text"/>		
Transfer Order Related Document	<input type="button" value="Browse"/>		
<input type="button" value="Update"/>		<input type="button" value="Back to List"/>	

Image: Update Transfer Order Page

- iii. Click on 'Back to List' button will take the user to the Update Transfer Order list page.

3.2.3.4 Cancel Transfer Order

- i. Please Select, **HR ->Transfer ->Transfer Order-> Cancel Transfer Order**
Cancel Transfer Order list ' screen will appear.

Cancel Transfer Order List

Country	<input type="text" value="-Select Country-"/>					
Office	<input type="text"/>					
Employee PIN	<input type="text"/>					
<input type="button" value="Search"/>						
Cancel Transfer Order List						
Order No	Proposal Date	Type	Status	Employee Info	Current Project	New Project
			Page 1 of 0	10	No records to view	

Image: Cancel Transfer order list Page

- ii. Click on Proposal Number 'Cancel Transfer Order ' screen will appear.

Cancel Transfer Order			
Order No	UGCHO-2014907		
Order Date	22-09-2014		
Proposed Employee	[011000009]- TEST FEMALE EMPLOYEE ONE		
Current Office	Uganda Country Office (UGCHO)	Proposed Office	Kampala (UG300001)
Current Designation	Monitoring Officer	New Designation	Regional Coordinator
Functional Designation	Monitoring Officer	New Functional Designation	Regional Coordinator
Current Level	IV	New Level	IV
Current Program	[01]- Microfinance Program	New Program	[02]-Health Program
Current Project	[UG-0001]- Microfinance Project	New Project	[UG-0008]-Living Goods
Remarks	Test Transfer Order		
Cancel Transfer Order Information			
Cancellation Note*	<input type="text"/>		
Attachment	<input type="button" value="Browse"/>		
<input type="button" value="Send Cancellation Request"/>			

Image: Cancel Transfer Order page

- iii. Add Cancellation Note.
iv. Click 'Browse' Button to attach related information
v. Click 'Send Cancellation Request' to Cancel transfer Order.

i Note: All generated Transfer Order (Not released) will list in 'Revised Transfer Order' and 'Chancel Transfer Order' page. Authorize person can revise or cancel transfer order before release process was done. After revise transfer order it goes back to proposal list and should follow whole process of transfer. After cancelation transfer order was totally cancelled.

3.2.4 Charge Handover

3.2.4.1 Charge Handover

- i. Please Select, **HR ->Transfer ->Charge Handover -> Charge Handover**

Charge Handoverlist' screen will appear*.

i * If checked 'is charge handover required' in transfer order generation page then transfer proposal will display in charge handover list page otherwise it directly go to Join after transfer section.

Employee Charge Handover List

Country:

Office:

Employee PIN:

Search

Order No	Type	Employee Info	New Designation	New Project	New Office Info
UGCHO-2014902	TRANSFER	[031001253] TEST EMPLOYEE	[D020] Credit Officer	[UG-0001] Microfinance Project	[UG300001] Kampala
UGCHO-2014901	TRANSFER	[031001253] TEST EMPLOYEE	[D020] Credit Officer	[UG-0001] Microfinance Project	[UG300001] Kampala

Page 1 of 0 10

No records to view

Image: Employee Charge Handover list page

- ii. Click on Order Number 'Charge handover page ' screen will appear.
- iii. Employee information will auto generated based on the transfer proposal.
- iv. Enter employee responsibility handover information. Enter handover Date (DD-MM-YYY) and list of pending task. Click browse button attach related documents.
- v. Enter employee responsibility handover details. Select handover to from the dropdown and available employee of that office will auto populated. Enter handover Date (DD-MM-YYY) and responsibility. Click 'Add More Responsibility' to add more responsibility in same way.

- vi. Enter employee finance handover information. Enter amount and date of bank balance (local), bank balance (USD), cash (local) and cash (USD). Enter from and to number of signed cheque and unsigned cheque. Select handover to from the dropdown and available employee of that office will auto populated.
- vii. Select witness Name one and two from the dropdown. Select handover to from the dropdown and available employee of that office will auto populated. Enter witness Date (DD-MM-YYYY) and designation will auto populated.
- viii. Click 'Create' Button to create charge handover and a successfully Added message will appeared.
- ix. Click 'Cancel' Button Cancel the operation.

Employee Responsibility Handover (Transfer)

Employee Information			
Employee Info	[031001253]- TEST EMPLOYEE		
Employee Category	Contract Staff		
Employee Level	III		
Program	[01]- Microfinance Program	New Program	[01]- Microfinance Program
Project	[UG-0001]- Microfinance Project	New Project	[UG-0001]- Microfinance Project
Current Office	[UGCHO]- Uganda Country Office	New Office	[UG30001]- Kampala
Designation	[0020]- Credit Officer	New Designation	[0020]- Credit Officer
Functional Designation	[F0019]- Credit Officer	New Functional Designation	[F0019]- Credit Officer
Employee Responsibility Handover Info			
Handover Date *	<input type="text" value="11/02/2016"/>		
List Of Pending Task	<div style="border: 1px solid #ccc; height: 40px;"></div>		
Attachment	<input type="button" value="Data"/>		
Employee Responsibility Handover Details			
Handover To *	<input type="text" value="-Select Employee"/>		
Handover Date *	<input type="text" value="DD-MM-YYYY"/>		
Responsibilities *	<div style="border: 1px solid #ccc; height: 40px;"></div>		
<input type="button" value="Add More Responsibility"/>			
Employee Finance Handover			
Bank Balance(Local)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Bank Balance(USD)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Cash(Local)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Cash(USD)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Signed Cheque No.	From	<input type="text"/>	To <input type="text"/>
Unsigned Cheque No.	From	<input type="text"/>	To <input type="text"/>
Handover	<input type="text" value="-Select Employee"/>		
Witness Information One			
Witness Name *	<input type="text"/>	Designation	<input type="text"/>
Date *	<input type="text" value="DD-MM-YYYY"/>		
Witness Information Two			
Witness Name *	<input type="text"/>	Designation	<input type="text"/>
Date *	<input type="text" value="DD-MM-YYYY"/>		
<input type="button" value="Create"/> <input type="button" value="Cancel"/>			

Image: Employee Charge Handover page

Charge Handover List to Edit

- i. Please Select, **HR ->Transfer ->Charge Handover -> Handover List to Edit**, 'Employee Charge Handover List' screen will appear

Order No	Proposal Date	Type	Status	Country	Employee Info	Current Project
SSCHO-2016101	19-01-2016	TRANSFER	Responsibility hand over done	[728]-South Sudan	[0055355]- Ananta Kumar Saha	[SS-0023]- Gener Project

Image: Handover List to Edit Page

- ii. Click on Order Number 'Handover List to Edit' screen will appear.

Image: Handover List to Edit Page

- iii. Employee information will auto generated based on the transfer proposal.
- iv. Enter employee responsibility handover information. Enter handover Date (DD-MM-YYY) and list of pending task. Click browse button attach related documents.
- v. Enter employee responsibility handover details. Select handover to from the dropdown and available employee of that office will auto populated. Enter handover Date (DD-MM-YYY) and responsibility. Click 'Add More Responsibility' to add more responsibility in same way.
- vi. Enter employee finance handover information. Enter amount and date of bank balance (local), bank balance (USD), cash (local) and cash (USD). Enter from and to number of signed cheque and unsigned cheque. Select handover to from the dropdown and available employee of that office will auto populated.
- vii. Select witness Name one and two from the dropdown. Select handover to from the dropdown and available employee of that office will auto populated. Enter witness Date (DD-MM-YYYY) and designation will auto populated.
- viii. Click 'Create' Button to create charge handover and a successfully Added message will appeared.
- ix. Click 'Cancel' Button Cancel the operation.

3.2.5 Country Settlement

3.2.5.1 Country Settlement

- i. Please Select, **HR ->Transfer ->Country settlement->Country settlement**, Country settlement list' screen will appear*.

Employee Ready To Settlement List

Country	<input type="text" value="-Select Country-"/>		
Office	<input type="text"/>		
Employee PIN	<input type="text"/>		
From Date	<input type="text" value="DD-MM-YYYY"/>	To Date	<input type="text" value="DD-MM-YYYY"/>

Order No	Proposal Date	Type	Status	Country	Employee Info	Current Project
----------	---------------	------	--------	---------	---------------	-----------------

Image: Employee Country settlement list page



** if transfer happened country to country then transfer proposal will display in country settlement list page otherwise it directly go to join after transfer section*

- ii. Click on Order Number 'Country Settlement ' screen will appear.
- iii. Employee information will auto generated based on the transfer proposal.
- iv. Enter 'Total Payable to Staff' and 'Total receivable to Staff' and 'Net Payable to staff' will Auto calculated.
- v. Settlement Date will auto generated from the system.

Employee Country Settlement

Employee Information			
Employee Info	[012000163]- Md Rahman		
Employee Category	Regular Staff		
Employee Level	IX		
Program	[01]- Microfinance Program	New Program	[01]- Microfinance Program
Project	[TZ-0001]- Microfinance Project	New Project	[UG-0001]- Microfinance Project
Current Office	[TZCHO]- Tanzania Country Head Office	New Office	[UGCHO]- Uganda Country Office
Designation	[D014]- Regional Accountant	New Designation	[D006]- Director
Functional Designation	[FD014]- Regional Accountant	New Functional Designation	[FD014]- Regional Accountant
Payment Information			
Salary Due From	<input type="text"/>	To	<input type="text" value="DD-MM-YYYY"/> Date <input type="text"/>
Leave Salary Up To (Date)	<input type="text"/>	Days	<input type="text"/>
Advance Salary Paid From	<input type="text" value="DD-MM-YYYY"/>	To	<input type="text" value="DD-MM-YYYY"/> Date <input type="text"/>
Food Allowance From	<input type="text" value="DD-MM-YYYY"/>	To	<input type="text" value="DD-MM-YYYY"/> <input type="text"/>
NSSF/PF/ETF/EPE			<input type="text"/>
Liability			<input type="text"/>
Loan Outstanding			<input type="text"/>
Others			<input type="text"/>
Total			
Total payable to staff	<input type="text"/>		
Total receivable from staff	<input type="text"/>		
Net payable to staff	<input type="text"/>		
Settlement Date	<input type="text" value="14-09-2014"/>		
Remarks	<input type="text"/>		
Attachment	<input type="button" value="Browse"/>		
<input type="button" value="Settled"/> <input type="button" value="Settled with Liability"/> <input type="button" value="Back"/>			

Image: Employee Country settlement page

- vi. Add remark(if any)
- vii. Click Browse button to attach related documents.
- viii. Click 'settle' button to settle the employee.

- ix. Click 'Settle with Liability' to settle the employee with liability.(if employee have liability)
- x. Click back button to take the user in list page.

3.2.5.2 Employee Settlement List for Update

- i. Please Select, **HR ->Transfer -> Country Settlement->Employee Settlement List For Update**, 'Employee Settlement List For Update' screen will appear

Employee Settlement List For Update

Country	[728]-South Sudan	▼
Office		▼
Employee PIN		
From Date	DD-MM-YYYY	
	To Date	DD-MM-YYYY

Search

Employee Settlement List For Update						
Order No	Proposal Date	Type	Status	Employee Info	Current Project	New Project
<u>SSCHO-2016101</u>	19-01-2016	TRANSFER	Accounts Settled with Liability	[0055355]- Ananta Kumar Saha	[SS-0023]- General Project	[BD-0001]- BRAC International HO

Image: Employee Settlement List For Update page

- ii. Click on order no 'Update Employee Country Settlement' screen will appear

Update Employee Country Settlement

Employee Information					
Transfer Type	TRANSFER		Status	Accounts Settled with Liability	
Proposal No	SSCHO-2016101		Proposal Date	19-01-2016	
Order No	SSCHO-2016101		Order Date	27-01-2016	
Transferred Employee	[0055355]- Ananta Kumar Saha				
Show Detail Transfer Order Information					
Payment Information					
Salary Due From	<input type="text" value="27-01-2016"/>	To	<input type="text" value="27-01-2016"/>	Date	<input type="text" value="2.45345634E8"/>
Leave Salary Up To (Date)	<input type="text" value="27-01-2016"/>	Days	<input type="text" value="22.3"/>		<input type="text" value="34535.0"/>
Advance Salary Paid From	<input type="text" value="27-01-2016"/>	To	<input type="text" value="27-01-2016"/>	Date	<input type="text" value="435345.0"/>
Food Allowance From	<input type="text" value="27-01-2016"/>	To	<input type="text" value="27-01-2016"/>		<input type="text" value="345345.0"/>
NSSF/PF/ETF/EPE					<input type="text" value="3453.0"/>
Liability					<input type="text" value="45345.0"/>
Loan Outstanding					<input type="text" value="34534.0"/>
Others					<input type="text" value="345.0"/>
Total					
Total payable to staff*	<input type="text" value="3.45345345E8"/>				
Total receivable from staff*	<input type="text" value="3454334.0"/>				
Net payable to staff*	<input type="text" value="3.41891011E8"/>				
Settlement Date	<input type="text" value="27-01-2016"/>				
Remarks	<input type="text" value="na"/>				
Settlement Document	<input type="button" value="Browse"/>				
<input type="button" value="Settled"/> <input type="button" value="Settled with Liability"/> <input type="button" value="Back"/>					

Image: Update Employee Country Settlement page

3.2.6 Join After Transfer

This part of the manual denotes the join after transfer related activities which is following-

- Releasing office JAT
- Receiving Office JAT
- Release Office Transfer List for Update
- Receive After Transfer List to Edit

3.2.6.1 Releasing Office JAT

- i. Please Select, **HR ->Transfer ->Join after Transfer->Release office JAT**
Old office JAT list' screen will appear.

Release Office Join After Transfer List

Country	<input type="text" value="-Select Country-"/>					
Office	<input type="text"/>					
Employee PIN	<input type="text"/>					
From Date	<input type="text" value="DD-MM-YYYY"/>	To Date	<input type="text" value="DD-MM-YYYY"/>			
<input type="button" value="Search"/>						
Employee Deputation/Transfer Order List						
Order No	Proposal Date	Type	Status	Country	Employee Info	Current Project

Image: Release Office JAT list page

- ii. Click on Order Number 'Old office JAT' screen will appear.
- iii. Employee Basic information will auto load based on the transfer proposal.
- iv. Enter Date of Leaving (DD-MM-YYYY), Expected Date of Joining (DD-MM-YYYY) and Departure Date (DD-MM-YYYY).
- v. Salary before transfer will auto generated. After Salary after transfer can be enter or click copy button to copy salary before transfer information.

Join After Transfer

Employee Basic Information

Name: TEST MALE EMPLOYEE

PIN: 051001255

Proposal Type: Transfer

Before Transfer	After Transfer
Working Station: Uganda Country Office (UGCO)	Work Station: Kampala (UG30001)
Programme: Microfinance Program	Programme: Microfinance Program
Designation: Credit Officer	Designation: Credit Officer
Date of Leaving : * <input type="text" value="DD-MM-YYYY"/>	Expected Date of Joining : * <input type="text" value="DD-MM-YYYY"/>
Departure Date : <input type="text" value="DD-MM-YYYY"/>	

Salary Details Information

Salary Structure	Salary Before transfer	Salary After transfer	Copy
House Rent	<input type="text" value="0"/>	<input type="text"/>	
Medical Allowance	3000.0	<input type="text"/>	
Conveyance	<input type="text" value="0"/>	<input type="text"/>	
Basic	20000.0	<input type="text"/>	
Total Salary	23000.0	<input type="text"/>	
Salary date in current work station *	<input type="text" value="DD-MM-YYYY"/>		

Liabilities/Comments Information

Leave Balance Information

Leave balance * Days

Maternity	From <input type="text" value="DD-MM-YYYY"/>	To <input type="text" value="DD-MM-YYYY"/>	Total <input type="text"/>
Paternity	From <input type="text" value="DD-MM-YYYY"/>	To <input type="text" value="DD-MM-YYYY"/>	Total <input type="text"/>

Office Accommodation Inform:

Used before transfer: Yes No

Attachment:

Transfer Information

Transferred by his/her own accord: Yes No

Transfer Leave * From To

Loan Information

Loan (if applicable):

Motorcycle Liability: Returned Settled Not

Attachment:

Image: JAT page

- vi. Enter salary date in current station.
- vii. Enter liability information.
- viii. Enter Leave balance information. Enter leave balance in days. Enter from and To Date of maternity or paternity leave (if any) and total will auto calculated.
- ix. Enter office accommodation information and click browse button to attach related documents.
- x. Enter transfer information and leave transfer information.

- xi. Enter loan information and motorcycle liability information. Click browse button to attach related document.

3.2.6.2 Receiving Office JAT

- i. Please Select, **HR ->Transfer ->Join after Transfer->Receive office JAT**
New office JAT' screen will appear.

Receive After Transfer List

Country: [834]-Tanzania

Office: []

Employee PIN: []

Search

Order No	Employee	Current Designation	New Designation	New Project	New Office
UGCHO-2014902	[031001253] TEST EMPLOYEE	D020 Credit Officer	[D020] Credit Officer	[UG-0001] Microfinance Project	[UG300001] Kampala

Page 1 of 1

Image: Received After Transfer list page

- ii. Click on Order Number 'New office JAT' screen will appear.
- iii. All information will auto load based on the transfer proposal and Old Office JAT from fill up.
- iv. Enter date of joining (DD-MM-YYYY)
- v. Enter Joining Time.
- vi. Click search button to add supervisor. Avail employee search widow will open add supervisor.
- vii. Click browse button to attach related documents
- viii. Click 'Receive after Transfer' button to join the employee in new office.

Receive After Transfer

Employee Basic Information			
Name	TEST MALE EMPLOYEE		
PIN	031001253		
Proposal Type	Transfer		
Before Transfer			After Transfer
Working Station	[UGCHO]- Uganda County Office	Work Station	[UG300001]- Kampala
Programme	[01]- Microfinance Program	Programme	[01]- Microfinance Program
Designation	[0020]- Credit Officer	Designation	[0020]- Credit Officer
Date of Leaving	12-12-2013	Date of Joining	12-12-2014
Departure Date			
Salary Details Information			
Salary Structure	Salary Before transfer	Salary After transfer	
Basic	<input type="text" value="0"/>	<input type="text" value="0"/>	
House Rent	<input type="text" value="0"/>	<input type="text" value="0"/>	
Medical Allowance	<input type="text" value="0"/>	<input type="text" value="0"/>	
Conveyance	<input type="text" value="0"/>	<input type="text" value="0"/>	
Total Salary	<input type="text" value="0"/>	<input type="text" value="0"/>	
Salary date in current work	<input type="text" value="12-12-2013"/>		
Liabilities/Comments	<input type="text"/>		
Leave Balance Information			
Leave balance	<input type="text" value="2"/>	Days	
Maternity	From <input type="text"/>	To	<input type="text"/>
Paternity	From <input type="text"/>	To	<input type="text"/>
Office Accommodation Information			
Used before transfer	Yes <input type="radio"/>	No	<input checked="" type="radio"/>
Attachment	<input type="text"/>		
Transfer Information			
Transferred by his/her own accord	Yes <input type="radio"/>	No	<input checked="" type="radio"/>
Transfer Leave	From <input type="text" value="12-12-2013"/>	To	<input type="text" value="12-12-2014"/>
Loan Information			
Loan (if applicable)	<input type="checkbox"/>		
Attachment	<input type="text"/>		
Motorcycle Liability	<input type="radio"/> Returned	<input type="radio"/> Settled	<input checked="" type="radio"/> Not
Attachment	Required <input type="text"/>		
Transferred Office			
Name of Working Station :	<input type="text" value="Kampala (UG300001)"/>		
Date of Joining :*	<input type="text" value="DD-MM-YYYY"/>		
Time :	<input type="text"/>		
is Office Accommodation :	Yes <input type="radio"/>		
Supervisor : *	<input type="text"/>		
Attachment :	<input type="text"/>		
<input type="button" value="Receive After Transfer"/>			

Image: Received After Transfer page

3.2.6.3 Release Office Transfer List for Update

- i. Please Select, **HR ->Transfer ->Join after Transfer->Release Office Transfer List for Update**, 'Join After Transfer List For Update' screen will appear.

Join After Transfer List For Update

Country	<input type="text" value="-Select Country-"/>		
Office	<input type="text"/>		
Employee PIN	<input type="text"/>		
From Date	<input type="text" value="DD-MM-YYYY"/>	To Date	<input type="text" value="DD-MM-YYYY"/>

Join After Transfer List For Update						
Order No	Proposal Date	Type	Status	Country	Employee Info	Current Project
SSCHO-2016101	19-01-2016	TRANSFER	Released	[050]-Bangladesh	[0055355]-Ananta Kumar Saha	[SS-0023]-Genera Project

Image: Join After Transfer List For Update list page

- ii. Click on Order Number 'Release Office Join After Transfer' will appear.

Release Office Join After Transfer

Employee Transfer Order Information

Transfer Type	TRANSFER	Status	Released
Proposal No	SSCHO-2016101	Proposal Date	19-01-2016
Order No	SSCHO-2016101	Order Date	27-01-2016
Transferred Employee	[0055355] - Ananta Kumar Saha		

Show Detail Transfer Order Information

Date of Leaving : *	28-01-2016	Expected Date of Joining : *	29-01-2016
Departure Date :	28-01-2016		

Salary Details Information

Salary Structure	Salary Before transfer	Salary After transfer	Copy
Other	0	44444.0	
Basic	0	999999.0	
Conveyance	0	6666.0	
Consolidated Salary	0	5555.0	
Medical Allowance	0	77777.0	
Cost of leaving Allowance(COLA)	0	88888.0	
Total Salary	0	1223329.0	
Salary date in current work station	28-01-2016		

Liabilities/Comments Information

	na
--	----

Leave Balance Information

Leave balance *	2.2	Days	Leave Balance Up To Date *	28-01-2016		
Maternity	From	DD-MM-YYYY	To	DD-MM-YYYY	Total	
Paternity	From	28-02-2016	To	29-02-2016	Total	

Office Accommodation Information

Used before transfer	Yes <input type="radio"/>	No <input checked="" type="radio"/>
Accommodation Document	Browse	

Transfer Information

Transferred by his/her own accord	Yes <input type="radio"/>	No <input checked="" type="radio"/>		
Transfer Leave	From	28-01-2016	To	28-01-2016

Loan Information

Loan (If applicable)	<input type="checkbox"/>
Motorcycle Liability	<input checked="" type="radio"/> Returned <input type="radio"/> Settled <input type="radio"/> Not Required
Loan Related Document	Browse

Update

Image: Release Office Join After Transferpage

- iii. Employee Basic information will auto load based on the transfer proposal.
- iv. Enter Date of Leaving (DD-MM-YYYY), Expected Date of Joining (DD-MM-YYYY) and Departure Date (DD-MM-YYYY).
- v. Salary before transfer will auto generated. After Salary after transfer can be enter or click copy button to copy salary before transfer information.
- vi. Enter salary date in current station.
- vii. Enter liability information.
- viii. Enter Leave balance information. Enter leave balance in days. Enter from and To Date of maternity or paternity leave (if any) and total will auto calculated.
- ix. Enter office accommodation information and click browse button to attach related documents.
- x. Enter transfer information and leave transfer information.
- xi. Enter loan information and motorcycle liability information. Click browse button to attach related document.
- xii. Click 'Update' button for any changes.

3.2.6.4 Receive After Transfer List to Edit

- i. Please Select, **HR ->Transfer ->Join after Transfer->Receive After Transfer List to Edit** 'Receive After Transfer List to Edit' screen will appear.

Receive After Transfer List

Country	<input type="text" value="-Select Country-"/>
Office	<input type="text"/>
Employee PIN	<input type="text"/>

Receive After Transfer List						
Order No	Proposal Date	Type	Status	Employee Info	Current Project	New Project
SSCHO-2016101	19-01-2016	TRANSFER	Joined	[0055355] - Ananta Kumar Saha	[SS-0023] - General Project	[BD-0001] - BRAC International HO (

Image: Receive After Transfer List to Editlist page

- ii. Click on Order Number 'Receive After Transfer List to Edit' screen will appear.

Transfer related supporting documents
Remove
Browse

Edit Receive After Transfer

Proposal No	SSCHO-2016101	Proposal Date	19-01-2016
Order No	SSCHO-2016101	Order Date	27-01-2016

Transferred Employee [0055355] - Ananta Kumar Saha

Show Detail Transfer Order Information

Salary Details Information

Salary Structure	Salary Before transfer	Salary After transfer
Other	0	44444.0
Basic	0	999999.0
Conveyance	0	6666.0
Consolidated Salary	0	5555.0
Medical Allowance	0	77777.0
Cost of leaving Allowance(COLA)	0	88888.0
Total Salary	0	1223329.0

Salary date in current work station: 28-01-2016

Liabilities/Comments

na

Leave Balance Information

Leave balance	2.2 Days	Leave Balance Up To Date *	28-01-2016
Maternity	From	To	
Paternity	From	To	28-02-2016 To 29-02-2016

Office Accommodation Information

Used before transfer: Yes No

Accommodation Document

Transfer Information

Cost of leaving Allowance(COLA)	0	88888.0
Total Salary	0	1223329.0

Salary date in current work station: 28-01-2016

Liabilities/Comments

na

Leave Balance Information

Leave balance	2.2 Days	Leave Balance Up To Date *	28-01-2016
Maternity	From	To	
Paternity	From	To	28-02-2016 To 29-02-2016

Office Accommodation Information

Used before transfer: Yes No

Accommodation Document

Transfer Information

Transfer related supporting documents
Remove
Browse

Edit Receive After Transfer

Image: Receive After Transfer List to Editlist page

- iii. All information will auto load based on the transfer proposal and Old Office JAT from fill up.
- iv. Enter date of joining (DD-MM-YYYY)
- v. Enter Joining Time.
- vi. Click search button to add supervisor. Avail employee search widow will open add supervisor.
- vii. Click browse button to attach related documents
- viii. Click 'Edit Receive After Transfer' button to join the employee in new office.

3.2.7 Associated Transfer Proposal List

- i. Please Select, **HR ->Transfer ->Associated Transfer Proposal List**
Associated Transfer Proposal List screen will appear.

Associated Transfer Proposal List

Associated Transfer Proposal Searching Form

Country	<input type="text" value="-All Country-"/>	
Office	<input type="text"/>	
Employee PIN	<input type="text"/>	
Status	<input type="text" value="-Select Status-"/>	
From Date	<input type="text" value="DD-MM-YYYY"/>	To Date <input type="text" value="DD-MM-YYYY"/>

Associated Transfer Proposal List

Proposal No	Proposal Date	Type	Status	Employee Info	Current Project	New Project

Image: Associated Transfer Proposal List page

3.2.8 All Transfer List

- i. Please Select, **HR ->Transfer ->All Transfer List**
All Transfer List screen will appear.

All Transfer List

All Transfer Searching Form

Country	<input type="text" value="-All Country-"/>		
Office	<input type="text"/>		
Employee PIN	<input type="text"/>		
Status	<input type="text" value="-Select Status-"/>		
From Date	<input type="text" value="DD-MM-YYYY"/>	To Date	<input type="text" value="DD-MM-YYYY"/>

All Transfer List

Proposal No	Proposal Date	Type	Status	Employee Info	Current Project	New Project
-------------	---------------	------	--------	---------------	-----------------	-------------

Image: All Transfer List page

ii. Open any proposal from the list; the following screen will appear.

Employee Transfer proposal

Employee Transfer proposal info				
Transfer Type	TRANSFER	Status	Approved	
Proposal No	TZCHO-2015101	Proposal Date	28-01-2015	
Proposed Employee	[012000121]- Mr. Gopal Ch. Pramanik			
Program	[01]- Microfinance Program	New Program	[02]- Health Program	
Project	[TZ-0001]- Microfinance Project	New Project	[UG-0008]- Living Goods	
Department	Internal Audit	New Department	Health	
Employee Level	XII	New Employee Level	XII	
Country Level	XII	New Country Level	XII	
Designation	Monitoring Officer	New Designation	Monitoring Officer	
Functional Designation	Monitoring Officer	New Func. Designation	Monitoring Officer	
Office	[TZCHO]- Tanzania Country Head Office	New Office	[UG300002]- Fortportal	
Last Transfer Date		Applied By Employee	No	
Initiated By	[011000044]- SAYEDA TAHYA HOSSAIN			
Remarks	country to country			
Transfer Evaluation Form	employeeTransferAttachment.jpg			
Authorization Trail	Transfer From Country to Country			
	Type	Status	Actor	Action Taken By
	Proposal	Authorised	Country Representative	[012000116]- Mohd. Rakibul Bari Khan [FD008]- Country Representative
	Recommendation	Authorised	Country Representative	[012000021]- Md. Abul Kashem Mozumder [FD008]- Country Representative
	Recommendation	Authorised	CPO BRAC International	[011000041]- REEMA SEN [FD113]- Chief People Officer
	Approval	Authorised	Executive Director, BRAC International	[012000009]- FARUQUE AHMED [FD005]- Senior Director
				Date
				28-01-2015
				28-01-2015
				28-01-2015
				28-01-2015

[Back to List](#)

Image: Employee Transfer Proposal page

3.3 Job Separation

This part of the manual denotes the Job separation related activities which are following –

- New Separation Proposal
- Job Separation Authorization
- Job Separation Order
- Charge Handover
- Clearance
- Account Settlement
- Exit Interview Form
- Release
- Associated Job Separation List
- All Job Separation List

Job Separation	Grievance	Payroll	HR
New Separation Proposal	Remarks	rtg	
Job Separation Authorization			
Job Separation order	Information		>
Charge Handover	Last Working Date	28-01-2017	>
Clearance	Effective Date	28-01-2016	
Account Settlement	Rehired again in Future	Yes	
Exit Interview Form	Monthly Salary	Gross	>
Release		1,050,795.1	
Associated Job Separation List	Salary Paid up to Date	28-01-2017	
All Job Separation List	ID Card Returned	Yes	

Business Rule:

A Job Separation is a process that can be started with any one of the following events:

- These are all the administrative process. All relevant department and relevant authorities takes necessary steps to conclude the process with Release Order.
- Authorised user will have the option to select the type of Job Separation from the dropdown list
- Only Supervisor and Programme Head will have the authority to terminate and all other staffs will be able to resign
- For Termination, when an employee will be selected his/her PIN no will be filled in automatically by the system

- For Job Separation a valid Reason will be mandatory. System will have to provide the facility to add Reasons as required. Multiple Reasons can be added here. When user will click on 'Add Reason' link a text box will appear along with label 'Reason -1' and an editable text box will be there to mention the Reason.
- User will get the reasons for particular Job Separation Process that has been configured in the Set up section.

3.3.1 New Separation Proposal

- i. Please Select, **HR ->Job separation ->New Separation Proposal**
Create Job Separation proposal' screen will appear.

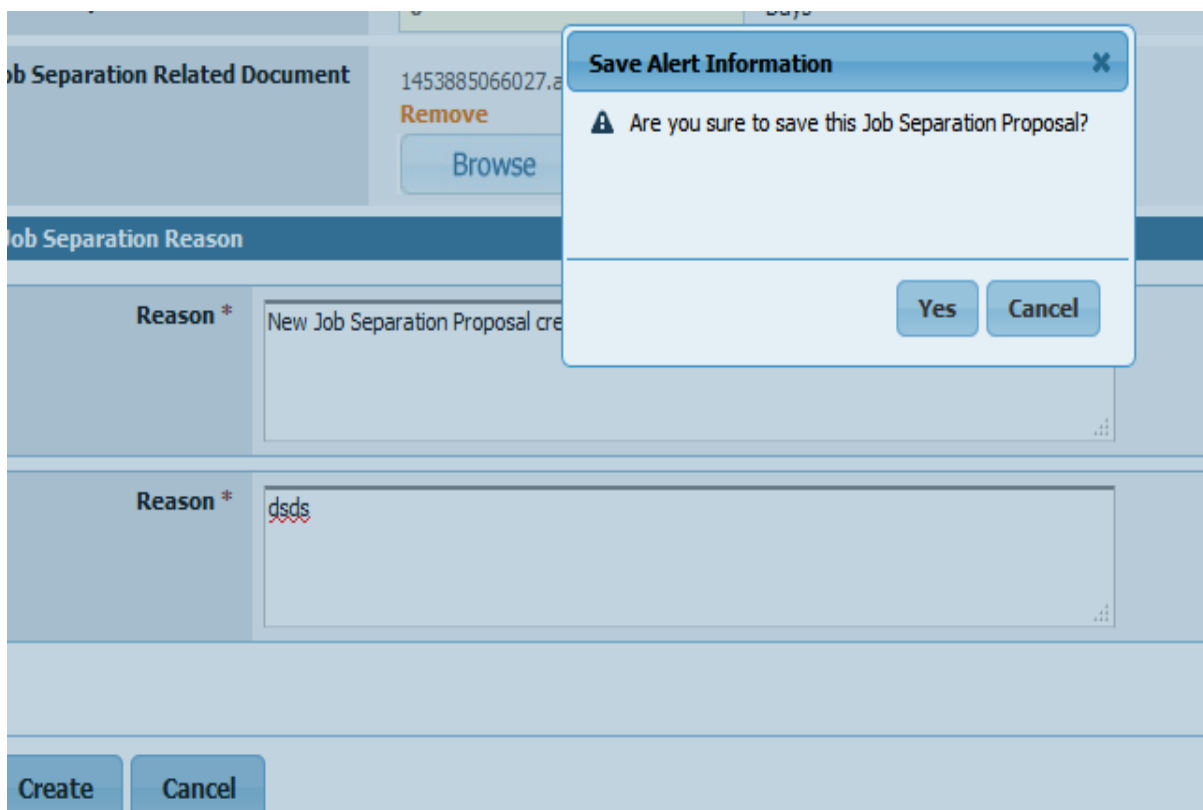
Create Job Separation Proposal

Job Separation Proposal Info	
Proposal No	AUTO
Proposal Date	28-01-2016
Employee Lookup	
Country	[050]-Bangladesh
Office	
Employee PIN *	
Employee Info	
Employee Name	
Employee Category	Employee Level
Program	Project
Department	Employee Office
Designation	Functional Designation
Contract Expiry Date	Joining Date
Current Office Joining Date	Current Country Joining Date
Job Separation Type *	Select Job Separation Type
Notice Period	Days
Last Working Date *	DD-MM-YYYY
Notice Pay	0 Days
Job Separation Related Document	Browse
Job Separation Reason	
Reason *	
Add Reason	
Create	Cancel

Image: Create Job Separation Proposal page

- ii. Proposal Number and Proposal Date auto generated.
- iii. Select Country from Country Drop down field under Employee Lookup section.
- iv. Select Office from the Office dropdown field. Available Office (created in Admin->Office) should be populated.
- v. Select employee from the Employee PIN dropdown field. Available employee of this office should be populated.
- vi. Employee information will be auto generated based on the employee selection.

- vii. Select Job separation type from the Job separation type dropdown field. Available separation type will auto populated.
- viii. Check is during probation or not.
- ix. Notice period, Last working date and Notice Pay will auto generated from the system.
- x. Click Browse button to attach related information.
- xi. Enter Reason for job separation. Click 'Add Reason' to add multiple reasons.
- xii. Click 'Create' Button to create job separation proposal and a successful pop up message will appear.



- xiii. Click on Yes button.
Observe that New Job Separation Proposal will be created with created message

Create Job Separation Proposal

Job Separation Proposal Info

Proposal No:

Proposal Date:

Employee Lookup * Required

Country:

Office:

Employee PIN *:

Employee Info

Employee Name	
Employee Category	Employee Level
Program	Project
Department	Employee Office
Designation	Functional Designation
Contract Expiry Date	Joining Date
Current Office Joining Date	Current Country Joining Date

Job Separation Type *:

Notice Period: Days

Last Working Date *:

Notice Pay: Days

Job Separation Related Document:

Job Separation Reason

Reason *:

- xiv. Click on Cancel button from pop up page to cancel the operation
- xv. Click on cancel button beside Create button to cancel the operation.

3.3.2 Job Separation Authorization

Pre-requisite: Only authorized user is able to authorize the newly created proposal

- i. Login with authorized user
- ii. Please Select, **HR ->Job Separation ->Job Separation Authorization**
Job Separation Proposal List screen will appear

Job Separation Proposal List

Proposal No	Proposal Date	Separation Type	Status	Employee Info	Project	Department	Designation	Office Info
BI-2019606	16-06-2019	Retirement (Routine)	On Proposal	[0000081]- JALAL UDDIN AHMED	[BD-0001]- BRAC International HO (BD)	General Department	[D271]- Regional Director, Asia	[BI]- BRAC Center, Bangladesh

Showing 1 to 1 of 1 entries

Image: Job Separation Proposal List page

- iii. Click on Proposal Number, 'Employee Job Separation proposal' screen will appear.

Employee Job Separation proposal

Job Separation proposal info											
Employee Name	[0000081]- JALAL AHMED										
Program Type	Support Programme										
Program	[12]- BRAC International HO (BD)										
Project	[BD-0001]- BRAC International HO (BD)										
Current Office	[BI]- BRAC Center, Bangladesh										
Department	General Department										
Resignation Submission Date	16-06-2019										
Job Separation Type	Retirement (Routine)										
Notice Period (In Days)	0										
Reason	Retirement										
Employee Category	Contract Staff										
Employee Level	XII										
Designation	[D271]- Regional Director, Asia										
Functional Designation	[FD236]- Regional Director, Asia										
Joining Date	17-11-1980										
Last Working Date	20-06-2019										
Status	On Authorization										
Notice Pay (In Days)	0										
Table of Authority	<p>Termination Local Program Manager and Above</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Status</th> <th>Actor</th> <th>Action Taken By</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Proposal</td> <td>Pending</td> <td>Respective Supervisor</td> <td>-</td> <td>-</td> </tr> </tbody> </table>	Type	Status	Actor	Action Taken By	Date	Proposal	Pending	Respective Supervisor	-	-
Type	Status	Actor	Action Taken By	Date							
Proposal	Pending	Respective Supervisor	-	-							
Comments	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p>Edit Authorize Delete Go to List</p>										

Image: Employee Job Separation Proposal page

- iv. Authorize process same as transfer proposal Authorize proposal process. (Go to 3.2.2 Section).
- v. Recommend and approval process same as the transfer authorizes section.
- vi. Click on Edit button to edit created proposal info.
- vii. Click on Delete button to delete created proposal info.

viii. Click on Go to List to get back Job Separation Proposal List

3.3.3 Job Separation Order

This part of the manual denotes the Job separation order related activities which is following-

- Job Separation Order
- Cancel Job Separation Order

3.3.3.1 Job Separation Order

- Please Select, **HR ->Job Separation ->Job Separation Order->Job Separation Order**
Job Separation Order list screen will appear.

Country	Office	Employee PIN
-Select Country-		

Search

Proposal No	Proposal Date	Employee Info	Status	Designation	Project	Off
UGCHO-2014901	09-09-2014	[012000021] Md. Abul Mozumder	Approved	[D008] Country Representative	[UG-0001] Microfinance Project	[UG Off

Page 1 of 1 View 1 - 1 of 1

Image: Employee Job separation Order list page

- Click on Proposal Number 'Job separation order ' screen will appear.

Job Separation Order

Job Separation Order Info

Proposal No	UGCHO-2014901		
Proposal Date	09-09-2014		
Employee Name	[012000021]- Md. Abul Mozumder		
Program Type	Core Programme	Employee Category	Regular Staff
Program	[01]- Microfinance Program	Employee Level	XVI
Project	[UG-0001]- Microfinance Project	Designation	[D008]- Country Representative
Current Office	[UGCHO]- Uganda Country Office	Functional Designation	[FD008]- Country Representative
Department		Joining Date	10-02-1990
Job Separation Type	Resignation	Status	Approved
Proposed By	[031000002] - BUSINGE DANIEL		
Is During Probation	No		
Notice Period	0		
Last Working Date	08-09-2014		
Notice Pay	0		
Attachment			
Order No	<input type="text" value="AUTO"/>		
Order Date	<input type="text" value="11-09-2014"/>		
CC To	<input type="text"/>		
<input type="button" value="Order"/>	<input type="button" value="Back"/>		

Image: Employee Job separation Order page

- iii. All proposal related information will auto load based on proposal creation.
- iv. Enter CC / To email respective person.
- v. Click 'Order' button to perform job Separation Order and a successful message will appear.
- vi. Click Back button to take user to order list page.

3.3.3.2 Cancel Job Separation Order

- i. Please Select, HR ->Job Separation ->Job Separation Order->Cancel Job Separation Order Job Separation Cancel Order list' screen will appear.

Job Separation Cancel Order List

Country:

Office:

Employee PIN:

Search

Proposal No	Proposal Date	Employee Info	Status	Separation Type	Office Info	De
SS400010-20161109	16-11-2016	[3700582] BARBARA AKITA KIBOS RUBA	Order Generated	Resignation	[SS400010] Awiel	
SSCHO-20161101	02-11-2016	[3700046] Katushabe Francis Sancho	Order Generated	Resignation	[SSCHO] South Sudan Country Head Office	
SSCHO-20161004	27-10-2016	[3700450] NIGUSU ABOSET	Order Generated	Termination	[SSCHO] South Sudan Country Head Office	
SSCHO-20161002	14-10-2016	[3700415] TUSIIME BARBARA	Order Generated	Contract Discontinue (Company)	[SSCHO] South Sudan Country Head Office	
SSCHO-2016903	07-09-2016	[0000489] MD. ZAKIR HOSSAIN	Clearance done	Termination	[SSCHO] South Sudan Country Head Office	
SSCHO-2016902	07-09-2016	[3700336] Md. Maksudul	Clearance done	Termination	[SSCHO] South Sudan Country Head Office	
SS400002-2016706	27-07-2016	[3700271] AGUER CHOL DERKOC KUOL	Clearance done	Resignation	[SS400002] Rumbek	
SS400002-2016705	27-07-2016	[3700273] JOSEPH MAJAK MACHAR	Clearance done	Resignation	[SS400002] Rumbek	
SS400002-2016704	27-07-2016	[3700278] MATUR DONGRIN KACHUOL	Clearance done	Resignation	[SS400002] Rumbek	

Image: Job separation Cancel Order list page

- ii. Click on Proposal Number, 'Job Separation Proposal Cancel order ' screen will appear.

Job Separation Proposal Cancel Order

Job Separation Order Info			
Proposal No	SS100010-20161109		
Proposal Date	16-11-2016		
Employee Name	[3700582]- BARBARA RUBA		
Program Type	Support Programme	Employee Category	Contract Staff
Program	[02]- Health Program	Employee Level	VII
Project	[SS-0013]- Emergency nutrition (Unicef)	Designation	[D313]- Project Manager
Current Office	[SS100010]- Awid	Functional Designation	[FD291]- Project Manager
Department	Health	Joining Date	22-09-2016
Resignation Submission Date	21-10-2016	Last Working Date	31-10-2016
Job Separation Type	Resignation	Status	Order Generated
Notice Period (In Days)	0	Notice Pay (In Days)	0
Is During Probation	Yes		
Notice Period	0		
Last Working Date	31-10-2016		
Notice Pay	0		
Order No	SS100010-20161109		
Order Date	17-11-2016		
CC To			* Required
Cancellation Note *	<input type="text"/>		
Job Separation Order Cancel Related Document			

Image: Job separation Proposal Cancel Order page

- iii. Click on Create button to cancel created job Separation Order
- iv. Click 'Back to List' button to get back the job separation order list page.

3.3.4 Charge Handover

This part of the manual denotes the Job separation order related activities which is following-

- Charge Handover
- Handover List to Edit

3.3.4.1 Charge Handover

Pre-requisite: Employee will be available in Employee Charge Handover List after perform Job Separation Order

- i. Please Select, **HR ->Job Separation ->Charge Handover -> Charge Handover**

Employee Charge Handover list' screen will appear.

Employee Charge Handover List

Country	-All Country-
Office	
Employee PIN	

Search

Order No	Country	Employee Info	Status	Separation Type	Designation	Project
SS400010-20161109	[728]-South Sudan	[3700582] BARBARA AKITA KIBOS RUBA	Order Generated	Resignation	[D313] Project Manager	[SS-0013] Er nutrition (Un
SSCHO-20161110	[728]-South Sudan	[3700046] Katushabe Francis Sancho	Order Generated	Resignation	[D201] Finance Manager	[SS-0023] Ge
SSCHO-20161005	[728]-South Sudan	[3700450] NIGUSU ABOSET	Order Generated	Termination	[D123] Monitoring Manager	[SS-0023] Ge
SSCHO-20161004	[728]-South Sudan	[3700415] TUSIIME BARBARA	Order Generated	Contract Discontinue (Company)	[D286] Assistant Cook	[SS-0023] Ge
BI-20171109	[050]-Bangladesh	[0150075] MD. SHAHRIAR SHOURAV	Order Generated	Resignation	[D367] Manager, MIS and Reporting	[BD-0001] BI HO (BD)
BI-2017903	[050]-Bangladesh	[0150003] Proma Rifaya Ekram	Order Generated	Resignation	[D253] Development Professional Staff	[BD-0001] BI HO (BD)
BI-2017904	[050]-Bangladesh	[0150044] T M Selim	Order Generated	Resignation	[D269] Programme Head, Monitoring	[BD-0001] BI HO (BD)
BI-2017804	[050]-Bangladesh	[0150064] SAYEED SOHRAB WATIN	Order Generated	Resignation	[D121] Financial Analyst	[BD-0001] BI HO (BD)
BI-2017803	[050]-Bangladesh	[0150051] Kashfia Rahman	Order Generated	Resignation	[D235] Senior Manager, Reporting & MIS	[BD-0001] BI HO (BD)
BI-2017705	[050]-Bangladesh	[0177017] TANHA ZAHIDI	Order Generated	Resignation	[D250] Senior Sector	[BD-0001] BI

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Image: Employee Charge Handover list page

- ii. Click on Order No, 'Employee Charge Handover' page screen will appear.

Employee Charge Handover

Employee Information	
Employee Name	[3700582]- BARBARA RUBA
Program Type	Support Programme
Program	[02]- Health Program
Project	[SS-0013]- Emergency nutrition (Unicef)
Current Office	[SS400010]- Awiel
Department	Health
Resignation Submission Date	21-10-2016
Job Separation Type	Resignation
Notice Period (In Days)	0
Reason	Employee Submitted resignation through email and did not join office after that.
Employee Category	Contract Staff
Employee Level	VII
Designation	[D313]- Project Manager
Functional Designation	[FD291]- Project Manager
Joining Date	22-09-2016
Last Working Date	31-10-2016
Status	Order Generated
Notice Pay (In Days)	0

Employee Charge Handover Info	
Handover Date *	<input type="text" value="16-06-2019"/>
List of Pending Task	<input type="text"/>
Charge Handover Document	

Employee Charge Handover Details	
Handover To *	<input type="text"/>
Handover Date *	<input type="text" value="DD-MM-YYYY"/>
Responsibilities *	<input type="text"/>

Add Responsibility (Note: Add more Responsibility if need.)

Employee Finance Handover			
Bank Balance(Local)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Bank Balance(USD)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Cash(Local)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Cash(USD)	Amount	<input type="text"/>	Date <input type="text" value="DD-MM-YYYY"/>
Signed Cheque No.	From	<input type="text"/>	To <input type="text"/>
Unsigned Cheque No	From	<input type="text"/>	To <input type="text"/>
Handover	<input type="text"/>		

Witness Information One	
Witness Name *	<input type="text"/> Designation <input type="text"/>
Date *	<input type="text" value="DD-MM-YYYY"/>

Witness Information Two	
Witness Name *	<input type="text"/> Designation <input type="text"/>
Date *	<input type="text" value="DD-MM-YYYY"/>

[Create](#) [Back](#)

Image: Employee Charge Handover page

- iii. Observe that Employee information will auto generated based on the Separation proposal.
- iv. Process same as Transfer Handover page to charge Handover in job separation section

3.3.4.2 Handover List to Edit

- i. Please Select, **HR ->Job Separation ->Charge Handover -> Handover List to Edit**
- ii. Employee Charge Handover list for Edit' screen will appear.

Employee Charge Handover List For Edit

Country	-Select Country-
Office	
Employee PIN	

Search

Order No	Country	Employee Info	Status	Separation Type	Designation	Projec
BI-2016103	[050]-Bangladesh	[011000056] KAZI SAMIUN RAHMAN	Responsibility hand over done	Termination	[D034] Office Assistant	[BD-000 HO (BD)

Image: Employee Charge Handover List for Edit page

- iii. Click on Order No. Edit Employee Charge Handover page will appear.

Edit Employee Charge Handover

Employee Information

Employee Name	[011000056]- KAZI RAHMAN		
Program Type	Support Programme	Employee Category	Contract Staff
Program	[12]- BRAC International HO (BD)	Employee Level	I
Project	[BD-0001]- BRAC International HO (BD)	Designation	[D034]- Office Assistant
Current Office	[BI]- BRAC Center, Bangladesh	Functional Designation	[FD037]- Office Assistant
Department	HR & Training	Joining Date	20-01-2016
Job Separation Type	Termination	Status	Responsibility hand over done
Reason	Are you sure to save this Job Separation Proposal?		

Employee Charge Handover Info

Handover Date *	27-01-2016
List of Pending Task	

Image: Edit Employee Charge Handover page

- iv. Edit any field to update Employee Handover information
- v. Click on Update button, Employee Handover information will update with updated message
- vi. Click on Back to List button to get back initial edit list page

3.3.5 Clearance

- i. Please Select, **HR ->Job Separation -> Clearance-> Clearance**
- ii. Employee Clearance list' screen will appear.

Employee Clearance List

Country:

Office:

Employee PIN:

Search

Order No	Country	Employee Info	Status	Separation Type	Designation	Project
BI-2016103	[050]-Bangladesh	[011000056] KAZI SAMIUN RAHMAN	Responsibility hand over done	Termination	[D034] Office Assistant	[BD-0001] BRAC HO (BD)

Image: Employee Clearance list page

- iii. Click on Order No, Job Separation Clearance page will appear.

Job Separation Clearance

Employee Information					
Employee Name	[011000056] - KAZI RAHMAN				
Program Type	Support Programme	Employee Category	Contract Staff		
Program	[12]- BRAC International HO (BD)	Employee Level	I		
Project	[BD-0001]- BRAC International HO (BD)	Designation	[D034]- Office Assistant		
Current Office	[BI]- BRAC Center, Bangladesh	Functional Designation	[FD037]- Office Assistant		
Department	HR & Training	Joining Date	20-01-2016		
Job Separation Type	Termination	Status	Responsibility hand over done		
Reason	Are you sure to save this Job Separation Proposal?				
Department					
Department Clearance is not required as no setup is found					
Payment Information					
Salary Due From (Date)	<input type="text" value="DD-MM-YYYY"/>	To	<input type="text" value="DD-MM-YYYY"/>	Amount	<input type="text" value="0"/>
Leave Salary Up To (Date)	<input type="text" value="DD-MM-YYYY"/>	Days	<input type="text" value="0"/>	Amount	<input type="text" value="0"/>
Advance Salary Paid From (Date)	<input type="text" value="DD-MM-YYYY"/>	To	<input type="text" value="DD-MM-YYYY"/>	Amount	<input type="text" value="0"/>
Food Allowance From (Date)	<input type="text" value="DD-MM-YYYY"/>	To	<input type="text" value="DD-MM-YYYY"/>	Amount	<input type="text" value="0"/>
NSSF/PF/ETF/EPE					<input type="text" value="0"/>
Notice Pay					<input type="text"/>
Liability					<input type="text" value="0"/>
Loan Outstanding					<input type="text" value="0"/>
Others					<input type="text" value="0"/>
Liability Information					
Is Liable *	<input type="radio"/> Yes <input type="radio"/> No				
Remarks	<input type="text"/>				
Attachment	<input type="button" value="Browse"/>				
Asset Information					
Asset clearance is not required as no setup is found					
<input type="button" value="Create"/>		<input type="button" value="Back"/>			

Image: Job Separation Clearance page

- iv. Employee information will auto generated based on the Separation proposal.

- v. Enter Payment information of the employee. Enter Salary Due from, To Date and Amount, Leave Salary Up To Date, Days and Amount, Advance Salary paid From, To Date and Amount, Food Allowance From, to date and Amount.
- vi. Enter NSSF/PF/ETF/EPE information of the employee.
- vii. Enter Notice pay' in days.
- viii. Enter liability and Load outstanding information.
- ix. Enter Liability information. Check is liable or not.
- x. Add remark. (if any)
- xi. Click browse bottom to attach related information.
- xii. Click 'Create' Button to create Job Separation clearance.
Observe that Job Separation clearance is created with Saved message.
- xiii. Click Back button to take the user in the list page.

3.3.6 Clearance List For Edit

- i. Please Select, **HR ->Job Separation ->Clearance -> Clearance List For Edit**, Employee Clearance List For Edit page will appear

Employee Clearance List For Edit

Country:

Office:

Employee PIN:

Search

Order No	Country	Employee Info	Status	Separation Type	Designation	Project
SSCHO-2016904	[728]-South Sudan	[0000489] MD. ZAKIR HOSSAIN	Clearance done	Termination	[D055] Cook	[SS-0023] Gr
SSCHO-2016903	[728]-South Sudan	[3700336] Md. Maksudul	Clearance done	Termination	[D055] Cook	[SS-0023] Gr
SS400002-2016705	[728]-South Sudan	[3700271] AGUER CHOL DERKOC KUOL	Clearance done	Resignation	[D282] County Organizer	[SS-0014] In Community (DFID)
SS400002-2016704	[728]-South Sudan	[3700273] JOSEPH MAJAK MACHAR	Clearance done	Resignation	[D282] County Organizer	[SS-0014] In Community (DFID)
SS400002-2016703	[728]-South Sudan	[3700278] MATUR DONGRIN KACHUOL	Clearance done	Resignation	[D209] Community Nutrition Worker	[SS-0014] In Community (DFID)
SSCHO-2016502	[728]-South Sudan	[00150070] MD. SHAHID UDDIN	Clearance done	Resignation	[D202] Country Head of Internal Audit	[SS-0023] Gr
SSCHO-2016402	[728]-South Sudan	[0150040] RUBAYA MONZUR	Clearance done	Resignation	[D287] Programme Analyst	[SS-0022] Q Education (U
BI-2016703	[050]-Bangladesh	[0150073] RUDMILA REAZ	Clearance done	Termination	[D273] Executive Assistant	[BD-0001] BI HO (BD)
SS400008-2016603	[728]-South Sudan	[3700380] ANDRUGA REMS	Clearance	Resignation	[D085] Trainer	[SS-0009] Ac

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Image: Employee Clearance List for Edit

- i. Observe that created employee Clearance info is available in Employee clearance List for Edit
- ii. Click on "Order no" button, Job Separation Clearance page will appear

Job Separation Clearance

Employee Information					
Employee Name	[0000489]- MD. HOSSAIN				
Program Type	Support Programme	Employee Category	Contract Staff		
Program	[13]- General Program	Employee Level	I		
Project	[SS-0023]- General Project	Designation	[D055]- Cook		
Current Office	[SSCHO]- South Sudan Country Head Office	Functional Designation	[FD058]- Cook		
Department	Admin & Services	Joining Date	01-01-2014		
Resignation Submission Date	07-09-2016	Last Working Date	06-09-2016		
Job Separation Type	Termination	Status	Clearance done		
Notice Period (In Days)	30	Notice Pay (In Days)	30		
Reason	Considering the current volatile security situation in Juba, issues related to employment terms and conditions as per GOSS and the necessity of the position, this employment is being terminated with 30 days notice pay salary.				
Payment Information					
Salary Due From (Date)	<input type="text" value="DD-MM-YYYY"/>	To	<input type="text" value="DD-MM-YYYY"/>	Amount	<input type="text" value="0.0"/>
Leave Salary Up To (Date)	<input type="text" value="DD-MM-YYYY"/>	Days	<input type="text" value="0.0"/>	Amount	<input type="text" value="0"/>
Advance Salary Paid From (Date)	<input type="text" value="DD-MM-YYYY"/>	To	<input type="text" value="DD-MM-YYYY"/>	Amount	<input type="text" value="0.0"/>
Food Allowance From (Date)	<input type="text" value="DD-MM-YYYY"/>	To	<input type="text" value="DD-MM-YYYY"/>	Amount	<input type="text" value="0.0"/>
NSSF/PF/ETF/EPE					<input type="text" value="0.0"/>
Notice Pay					<input type="text"/>
Liability					<input type="text" value="0.0"/>
Loan Outstanding					<input type="text" value="0.0"/>
Others					<input type="text" value="0.0"/>
Liability Information					
Is Liable *	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Remarks	<input type="text"/>				
Attachment					
<input type="button" value="Update"/>		<input type="button" value="Back"/>			

Image: Job Separation Clearance

- iii. Edit any field, then click on Update button, observe that Clearance form info will be updated with update message
- iv. Click on Back to List to get back Employee Clearance List For Edit page

3.3.7 Account Settlement

- i. Please Select, **HR ->Job Separation -> Account Settlement-> Account Settlement** Employee Settlement list screen will appear.

Employee Settlement List

Country	-All Country-	
Office		
Employee PIN		
From Date	DD-MM-YYYY	To Date DD-MM-YYYY

Search

Order No	Country	Employee Info	Status	Separation Type	Designation
BI-2016103	[050]-Bangladesh	[011000056] KAZI SAMIUN RAHMAN	Clearance done	Termination	[D034] Office Assistant
SS400001-2016103	[728]-South Sudan	[011000057] KAZI SAMIUR RAHMAN	Clearance done	Contract Discontinue (Employee)	[D003] Executive Director

Image: Employee Settlement page

- ii. Click on Order No, Job Separation Settlement page screen will appear.

Job Separation Settlement

Employee Information			
Employee Name	[0000489]- MD. HOSSAIN		
Program Type	Support Programme	Employee Category	Contract Staff
Program	[13]- General Program	Employee Level	I
Project	[SS-0023]- General Project	Designation	[D055]- Cook
Current Office	[SSCHO]- South Sudan Country Head Office	Functional Designation	[FD058]- Cook
Department	Admin & Services	Joining Date	01-01-2014
Resignation Submission Date	07-09-2016	Last Working Date	06-09-2016
Job Separation Type	Termination	Status	Clearance done
Notice Period (In Days)	30	Notice Pay (In Days)	30
Reason	Considering the current volatile security situation in Juba, issues related to employment terms and conditions as per GOSS and the necessity of the position, this employment is being terminated with 30 days notice pay salary.		
Clearance Information			
Salary Due From (Date)	To	Amount	0.0
Leave Salary Up To (Date)	Days	0.0	Amount 0
Advance Salary Paid From (Date)	To	Amount	0.0
Food Allowance From (Date)	To	Amount	0.0
NSSF/PF/ETF/EPE			0.0
NSSF/PF/ETF/EPE			0.0
Notice Pay			
Liability			0.0
Loan Outstanding			0.0
Others			0.0
Liability Information			
Is Liable	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Remarks			
Settlement Information			
Total payable to staff *	<input type="text" value="0"/>		
Total receivable from staff *	<input type="text" value="0"/>		
Net payable to staff *	<input type="text" value=""/>		
Settlement Date *	<input type="text" value="16-06-2019"/>		
Remarks	<input type="text"/>		
Settlement Document			
<input type="button" value="Settled"/> <input type="button" value="Back"/>			

Image: Job Separation Settlement page

- iii. Employee information will auto generated based on the Separation proposal.
- iv. Click on Settled Button to settled Job Separation; observe that Job separation is settled with settled message.
- v. Click on Back to get back Employee Settlement List page.

3.3.8 Exit Interview Form

This part of the manual denotes the Job separation order related activities which is following-

- Exit Interview
- Employee Exit Interview List to Edit

3.3.8.1 Exit Interview

- i. Please Select, **HR ->Job Separation ->Exist Interview Form -> Exit Interview**
Job Separation Exit Interview List page will appear.

Job Separation Exit Interview List

Job Separation Exit Interview Searching Form

Country	<input type="text" value="-All Country-"/>
Office	<input type="text"/>
Employee PIN	<input type="text"/>

Search

Job Separation Proposal List

Proposal No	Proposal Date	Employee Info	Status	Designation	Project	Off
BI-2016106	27-01-2016	[011000056] KAZI SAMIUN RAHMAN	Accounts Settled	[D034] Office Assistant	[BD-0001] BRAC International HO (BD)	[BI] Ban
SS400001-2016104	21-01-2016	[011000057] KAZI SAMIUR RAHMAN	Clearance done	[D003] Executive Director	[SS-0013] Emergency nutrition (Unicef)	[SS-

Image: Job Separation Exit Interview List page

- ii. Click on Proposal No link, Create Employee Exit Interview Form will appear
- iii. Show and hide Instructions information

Create Employee Exit Interview Form

Instructions

Employee Exit Interview Form Info

Proposed Employee	[3700582]- BARBARA RUBA		
Program Type	Support Programme	Employee Category	Contract Staff
Program	[02]- Health Program	Employee Level	VII
Project	[55-0013]- Emergency nutrition (Unicef)	Designation	[D313]- Project Manager
Current Office	[55400010]- Awiel	Functional Designation	[FD291]- Project Manager
Department	Health	Joining Date	22-09-2016
Resignation Submission Date	21-10-2016	Last Working Date	31-10-2016
Job Separation Type	Resignation	Status	Order Generated

Information of New Organisation:

Name: <input style="width: 95%;" type="text"/>	Designation: <input style="width: 95%;" type="text"/>
---	--

Please specify the main reason for your resignation:*

1. Are there any reasons for which you felt compelled to resign?*
2. What was the most satisfactory aspect of your job?*
3. What was the least satisfactory aspect of your job?*
4. Did the job responsibilities match your expectation?*
5. Did you get sufficient training to perform your responsibilities?*
6. Did you get appropriate feedback on your performance?*
7. Were you satisfied with the performance evaluation system/process?*
8. Did the organization help you in achieving your career objective?*
9. How was the working environment in BRAC?*
10. Were the working conditions, hours, equipment and facilities fair and adequate?*
11. Did you get appropriate guidelines and directions from your supervisor?*
12. How was the professional relationship between you and your supervisor?
13. Please mention your general perception about BRAC. (Strength/s and Weakness/es)
14. Is there anything that the organisation could have done differently that would have influenced you to stay longer with BRAC?
15. Did you find any colleague's behavior discriminating, harassing or disturbing for your working environment?*
16. What changes in your current job/ organization would make you happy?
17. Will you recommend your relatives or friends to work in BRAC?*
18. In your new job, are you offered something which is not being provided by BRAC?*
19. Would you like to make any other comments?

Exit Interview Document

Create
Cancel

Image: Create Employee Exit Interview Form

- iv. Observe that Employee Exit Interview Form Info will be auto generated
- v. Fill up all required fields with attachment
- vi. Click on Create button to create Employee Exit Interview Form.
Observe that Employee Exit Interview Form is created with saved message and created interview form info will be available in Job Separation Proposal List for Interview Edit page.
- vii. Click on Cancel button to reset all inputted fields.

3.3.8.2 Employee Exit Interview List to Edit

- v. Please Select, **HR ->Job Separation ->Exist Interview Form -> Employee Exit Interview List to Edit**, Job Separation Proposal List for Interview Edit page will appear

Job Separation Proposal List for Exit Interview Edit

Job Separation Proposal Searching Form

Country	<input type="text" value="-Select Country-"/>
Office	<input type="text"/>
Employee PIN	<input type="text"/>

Search

Job Separation Proposal List for Exit Interview

	Proposal No	Proposal Date	Employee Info	Status	Designation	Project
Edit	MM300001-2019604	12-06-2019	[071000318] MAUNG MAUNG	Accounts Settled	[D071] Monitoring Officer	[MM-0001] Microfinance Project
Edit	BI-2016602	06-06-2016	[0150097] MD MORSALIN AL SAADI	Accounts Settled	[D265] Senior Software Engineer-I	[BD-0002] BRAC Banglac

Image: Job Separation Proposal List for Exit Interview Edit

- vi. Observe that created employee Interview info is available in Job Separation Proposal List for Exit Interview Edit list
- vii. Click on Edit button, Edit Exit Employee Interview Form page will appear
- viii. Edit any field, then click on Update button, observe that interview form info will be updated with update message
- ix. Click on Back to List to get back Job Separation Proposal List for Interview Edit list page

Edit Employee Exit Interview Form

Instructions

Employee Exit Interview Form Info

Proposed Employee	[011000056] - KAZI RAHMAN		
Program Type	Support Programme	Employee Category	Contract Staff
Program	[12]- BRAC International HO (BD)	Employee Level	I
Project	[BD-0001]- BRAC International HO (BD)	Designation	[D034]- Office Assistant
Current Office	[BI]- BRAC Center, Bangladesh	Functional Designation	[FD037]- Office Assistant
Department	HR & Training	Joining Date	20-01-2016
Job Separation Type	Termination	Status	Accounts Settled
Attachment	Job separation proposal supporting		

Information of New Organisation

Name: dsds **Designation:** dsdsds

Please specify the main reason for your resignation?*

dsds

1. Are there any reasons for which you felt compelled to resign?*

dsds

2. What was the most satisfactory aspect of your job?*

dsds

3. What was the least satisfactory aspect of your job?*

dsds

4. Did the job responsibilities match your expectation?*

Yes No

5. Did you get sufficient training to perform your responsibilities?*

Yes No

6. Did you get appropriate feedback on your performance?*

Yes No

7. Were you satisfied with the performance evaluation system/process?*

Yes No

8. Did the organization help you in achieving your career objective?*

Yes No

9. How was the working environment in BRAC?*

Very Good Good Satisfactory Not Good

Please Specify* dsds

10. Were the working conditions, hours, equipment and facilities fair and adequate?*

Yes No

11. Did you get appropriate guidelines and directions from your supervisor?*

Yes No

12. How was the professional relationship between you and your supervisor?

dsds

13. Please mention your general perception about BRAC. (Strength/s and Weakness/es)

dsds

14. Is there anything that the organisation could have done differently that would have influenced you to stay longer with BRAC?

dsds

15. Did you find any colleague's behavior discriminating, harassing or disturbing for your working environment?*

Yes No

Please Specify* dsds

16. What changes in your current job/ organization would make you happy?

dsds

17. Will you recommend your relatives or friends to work in BRAC?*

Yes No

18. In your new job, are you offered something which is not being provided by BRAC?*

Yes No

Please Specify* dsds

19. Would you like to make any other comments?

dsds

Exit Interview Document Exit Interview

Image: Edit Employee Exit Interview Form page

3.3.9 Release

- i. Please Select **HR ->Job Separation ->Release**

Employee Release list screen will appear.

Employee Release List

Country	[050]-Bangladesh
Office	
Employee PIN	
From Date	DD-MM-YYYY
To Date	DD-MM-YYYY
Search	

Order No	Country	Employee Info	Status	Separation Type	Designation
BI-2016103	[050]-Bangladesh	[011000056] KAZI SAMIUN RAHMAN	Accounts Settled	Termination	[D034] Office Assistant

Figure 59: Employee Release list page

ii. Click on Order No, Job Separation Release page will appear.

Job Separation Release

Employee Information	
Employee Name	[071000318]- MAUNG MAUNG
Program Type	Core Programme
Program	[01]- Microfinance Program
Project	[MM-0001]- Microfinance Project
Current Office	[MM300001]- Bago
Department	Monitoring & Review
Resignation Submission Date	12-06-2019
Job Separation Type	Resignation
Notice Period (In Days)	0
Reason	test
Employee Category	Contract Staff
Employee Level	IV
Designation	[D071]- Monitoring Officer
Functional Designation	[FD074]- Monitoring Officer
Joining Date	23-02-2015
Last Working Date	12-06-2019
Status	Accounts Settled
Notice Pay (In Days)	0

* Required
 * Invalid date format, must be in DD-MM-YYYY format
 * Last Working Date cannot be Less than Joining Date: 23-02-2015

Release Information	
Last Working Date *	DD-MM-YYYY
Effective Date *	DD-MM-YYYY
Recruited again in Future *	<input type="radio"/> Yes <input type="radio"/> No

Latest Monthly Salary*	Gross *	Basic *	Currency Name *
	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="USD"/>
Salary Paid up to Date *	<input type="text" value="DD-MM-YYYY"/>		
ID Card Returned *	<input type="radio"/> Yes <input type="radio"/> No		
Other Attachment	<input type="text"/>		
Exit Interview Form	<input type="text"/>		
<input type="button" value="Release"/> <input type="button" value="Back"/>			

Image: Job Separation Release page

Observe that Employee Information will be auto generated based on created Proposal

- iii. Enter Last working Date (DD-MM-YYYY).
 - i. Enter Effective Date (DD-MM-YYYY).
 - ii. Click radio button Recruited again in future or not.
 - iii. Enter last month salary information.
 - iv. Enter Salary Paid Up to Date
 - v. Click radio button ID card return or not.
 - vi. Click browse button to attach related information.
 - vii. Click browse button to attach Exit interview form.
 - viii. Click 'Create' Button to Release Job Separation.
Observe that Job Separation Release is saved with successful Saved message
 - ix. Click 'Back' button to take the user in the Employee Release list page

3.3.10 Associated Job Separation List

Pre-requisite: Only authorized user is able to see the information in Job Separation Proposal List

- i. Login with authorized user. Authorized user (Action Taken By) from below attachment as for example.

Job Separation Proposal List

Job Separation Proposal Searching Form

Country	<input type="text" value="-All Country-"/>		
Office	<input type="text"/>		
Employee PIN	<input type="text"/>		
Status	<input type="text" value="-Select Status-"/>		
From Date	<input type="text" value="DD-MM-YYYY"/>	To Date	<input type="text" value="DD-MM-YYYY"/>

Search

Job Separation Proposal List

Proposal No	Proposal Date	Country	Employee Info	Status	Designation	Project
BI-2016106	27-01-2016	[050]-Bangladesh	[011000056] KAZI SAMIUN RAHMAN	Released	[D034] Office Assistant	[BD-0001] BRA HO (BD)
BI-2016103	20-01-2016	[050]-Bangladesh	[011000055] QA RASHED RETESTING ONE HR	Released	[D081] Senior Researcher	[BD-0002] BRA
BI-2016102	15-01-2016	[050]-Bangladesh	[011000054] QA RASHED	Released	[D063] Junior Financial Analyst	[BD-0002] BRA

Image: Job Separation Proposal List page

- iv. Click on Proposal No, Job Separation Detail page will appear

Job Separation Detail			
Proposed Employee	[011000056]- KAZI RAHMAN		
Program Type	Support Programme	Employee Category	Contract Staff
Program	[12]- BRAC International HO (BD)	Employee Level	I
Project	[BD-0001]- BRAC International HO (BD)	Designation	[D034]- Office Assistant
Current Office	[B1]- BRAC Center, Bangladesh	Functional Designation	[FD037]- Office Assistant
Department	HR & Training	Joining Date	20-01-2016
Job Separation Type	Termination	Status	Released
Notice Period (In Days)	30	Notice Pay (In Days)	0
Attachment	Job separation proposal supporting		
Reason	Are you sure to save this Job Separation Proposal?		
Authorization Trail	Termination Local Below Program Manager		
Type	Status	Actor	Action Taken By
Proposal	Authorized	Respective Supervisor	[0000223]- SHIB NARAYAN KAIRY [FD219]- Chief Financial Officer
Comments:	sdgfn		Date
Recommendation	Not Required	Country Human Resource	[0034362]- Faruque Ahmed [FD003]- Executive Director
Comments:	dcdsd		Date
Order No	BI-2016103		
Order Date	27-01-2016		
CC To	N/A		
Employee Change Handover Info	Handover Date: 27-01-2016		
List Of Pending Task	N/A		
Employee Change Handover Details	Employee Name: SHIB KAIRY, Responsibilities: fufufg, Handover Date: 27-01-2016		
Employee Finance Handover	Bank Balance(Local), Bank Balance(USD), Cash(Local), Cash(USD), Signed Cheque No., Unsigned Cheque No., Handover: SHIB KAIRY		
Witness Information One	Witness Name: SHIB KAIRY, Designation: Chief Financial Officer, Date: 27-01-2016		
Witness Information Two	Witness Name: SIR FAZLE ABED, Designation: Chairperson, Date: 27-01-2016		
Department	Department Clearance is not required as no setup is found		
Payment Information	Salary Due From (Date), Leave Salary Up To (Date), Advance Salary Paid From (Date), Food Allowance From (Date), NSSF/PF/ETF/EPE, Notice Pay, Liability Loan Outstanding, Others		
Liability Information	Is Liable: Yes, Remarks: dcdsd, Attachment: Job separation clearance supporting		
Asset Information	Asset clearance is not required as no setup is found		
Settlement Information	Total payable to staff: 100.0, Total receivable from staff: 100.0, Net payable to staff: 0.0, Settlement Date: 27-01-2016, Remarks: rrr		
Release Information	Last Working Date: 26-01-2016, Effective Date: 26-01-2016, Recruited again in Future: Yes, Latest Monthly Salary: Gross 1.0507951E7, Basic 9999999.0, Currency Name: BDT, Salary Paid up to Date: 26-01-2017, ID Card Returned: Yes, Other Attachment: Job Separation Release Supporting, Exit Interview Form: Uploaded Exit Interview Form		
Go to List			

Image: Job Separation Detail page

- v. Click on Go to List to get back Job Separation Proposal List page

3.3.11 All Job Separation List

- i. Please Select, **HR ->Job Separation -> All Job Separation List**
- ii. HR Proposal List for Job Separation screen will appear

HR Proposal List for Job Separation

Job Separation Proposal Searching Form

Country	[050]-Bangladesh
Office	
Employee PIN	
Status	-Select Status-
From Date	DD-MM-YYYY
To Date	DD-MM-YYYY

Search

HR Proposal List for Job Separation

Proposal No	Proposal Date	Country	Employee Info	Status	Designation	Project
BI-2016106	27-01-2016	[050]-Bangladesh	[011000056] KAZI SAMIUN RAHMAN	Released	[D034] Office Assistant	[BD-0001] BRAHO (BD)
BI-2016105	21-01-2016	[050]-Bangladesh	[0000027] Dr. Ahmed Mastaqur Raza Chowdhury	Released	[D218] Advisor to the Chairperson	[BD-0002] BRAHO (BD)
BI-2016103	20-01-2016	[050]-Bangladesh	[011000055] QA RASHED RETESTING ONE HR	Released	[D081] Senior Researcher	[BD-0002] BRAHO (BD)
BI-2016102	15-01-2016	[050]-Bangladesh	[011000054] QA RASHED RETESTING HR	Released	[D063] Junior Financial Analyst	[BD-0002] BRAHO (BD)
BI-2016101	15-01-2016	[050]-Bangladesh	[0154158] Khalifa Nazim Uddin	On Recommendation	[D242] Deputy Manager, Finance & Accounts	[BD-0001] BRAHO (BD)

Image: HR Proposal List for Job Separation page

- iii. Click on Proposal No, Job Separation Detail page will appear

Job Separation Detail

Job Separation Detail

Proposed Employee	[3700265]- LOLIWA ISWAH		
Program Type	Support Programme	Employee Category	Contract Staff
Program	[04]- Adolescent Development Program	Employee Level	V
Project	[SS-0009]- Adolescent Girls Initiative (Novo Foundation)	Designation	[D015]- Area Manager
Current Office	[SS400008]- Juba	Functional Designation	[FD120]- Area Education Manager
Department	Adolescent Development	Joining Date	18-11-2013
Resignation Submission Date	20-01-2017	Last Working Date	18-02-2017
Job Separation Type	Resignation	Status	On Authorization
Notice Period (In Days)	30	Notice Pay (In Days)	0
Reason	Discontinuation of contract due to no Budget		
Authorization Trail	Resignation Local Below Program Manager		
	Type	Status	Actor
	Proposal	Pending	Regional Manager
			Action Taken By
			[00007014]- PARVEN AKHTER KHANAM
			[FD022]- Programme Manager
			Date
			-
Asset Information	Asset clearance is not required as no setup is found		

Go to List

Image: Job Separation Detail page

3.4 Grievance

This part of the manual denotes the Grievance related activities which is following-

- Whistle Email Mapping
- Whistle Blower
- Whistle Blower List
- New Grievance
- Grievance Action
- Employee Reply/Appeal
- Grievance Committee Feedback
- HR Reply/Appeal
- Grievance Misconduct Info
- Grievance Appeal/Reply

Business Rule:

- Country (applicable for Head Office User), Programme, Office, Project, Employee PIN, Serious Misconduct, should be captured as required fields.
- List of 'Serious Misconduct' will be populating in a dropdown as Misconduct-1, Misconduct-2 and so on. Values of Misconduct-1, 2, 3....will have to be defined in the Setup section according to HRPP. If in future any Misconduct will be added in the HRPP, authorized user will be able to add the new Misconduct. For selecting each Serious Misconduct, particular text will appear on the screen of Grievance.
- When Staff will get the Show Cause Letter, Show Cause information will be available for him in a list view and 'Appeal (reply) section will be available there so that he can defend himself. This will be open 7 calendar days after creating Show Cause.
- As soon as Staff will save Appeal, concerned HR, Supervisor and Programme Head will be notified through email.
- Supervisor/ Programme Head will decide the next step of Reply Only. Following options will be available for him:Satisfactory, Not Satisfactory (reply if not satisfied)
- If the allegation will be proved and Senior Management will select 'Not Satisfactory', it might require one/multiple of the following actions:Deduction (if any deduction will be applicable for him, mention the Month in text field and Amount), Suspension (If Employee will be suspended for a certain time mention from-to date), Investigation (If any investigation is required mention from-to date), Observation (If the selected employee will be under observation for particular time, mention from-to date)
- HR will be able to view the update.
- For selecting 'Investigation' and 'Observation', user will find a required text field to enter the Remarks.
- For Investigation and Observation HR will have the provision to mention selective Employee PIN, who will be responsible to comment on him after the mentioned time period. At the end of Investigation and Observation, Authorized user will be able take decision with Deduction/ Suspension.
- All the Grievance information should be available in the Employee History. If any letter is uploaded as reference it should be available there as well.

Workflow: New Grievance-> Grievance Action-> (Grievance HR reply, Employee reply, No reply depending on the type of action and date)-> Grievance Feedback committee member add and Accused employee Grievance action execution as scheduled.

3.4.1 Whistle Email Mapping

- i. Please Select, **HR -> Grievance -> Whistle Email Mapping**
Create Whistle Email Mapping' screen will appear.

SL	Country	Email Address
1	Tanzania	123@yahoo.com

Image: Create Whistle Email Mapping page

- ii. Select 'Country' from the drop-down
- iii. Enter 'Email Address'
- iv. Click 'Create' button and see Create Whistle Email Mapping saved successfully.

3.4.2 Whistle Blower

- i. Please Select, **HR -> Grievance -> Whistle Blower**
Create Whistle Blower' screen will appear.

Create Whistle Blower

Whistle Blower

Subject *

Complain *

Attachment

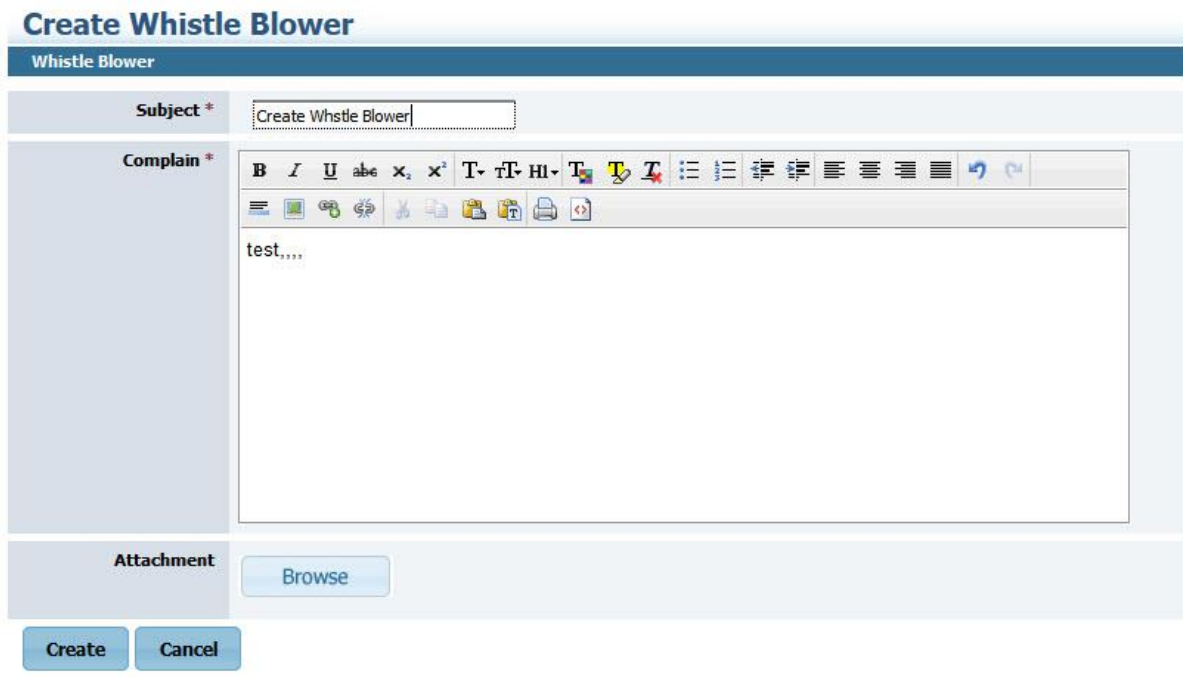


Image: Create Whistle Blower page

- ii. Enter 'Subject' and body text
- iii. Click 'Brows' button to attached required file
- iv. Click 'Create' button and see Whistle Blower successfully message appear.

3.4.3 Whistle Blower List

- i. Please Select, **HR -> Grievance -> Whistle Blower List**
Whistle Blower List' screen will appear.



Whistle Blower List

All Whistle Blower List

SL	Date	Subject	Edit
1	15-02-2015	from Whistle Blower	

Image: Whistle Blower List page

- ii. All whistle blower list will auto loaded on this list.
- iii. Click 'Edit icon' from the edit column if you want to edit anything and the following screen will appear.



Whistle Blower

Whistle Blower

Subject	from Whistle Blower
Complain	test,,,,
Attachment	

Image: Whistle Blower List page

- iv. Click 'Back' button to go back to the previous list or
- v. Click 'Remove' button to cancel the whistle blower form the list.

3.4.4 New Grievance

- i. Please Select, **HR ->Grievance->New Grievance**
New Grievance' screen will appear.

HR Grievance Info

HR Grievance Info

Occurrence Date

File Date *

Grievance title *

Additional Comment *

Grievance Misconduct Information

Select	HRPPRef No	Misconduct Name	Misconduct
<input type="checkbox"/>	005	Reputation	BRAC's Reputation being placed materially at risk
<input type="checkbox"/>	004	Health or Safety	The Health or Safety of themselves or others being seriously jeopardised.
<input type="checkbox"/>	003	Sexual Violation	Any sexual violation
<input type="checkbox"/>	002	Physical Violence	Physical Violence or harassment towards any perso
<input type="checkbox"/>	001	Criminal Law	A punishable offence in accordance with the local criminal law or penal code

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Accused Employee *

Employee Name	Designation	Project	Remove
---------------	-------------	---------	--------

Attachment

Image: HR Grievance Info page

- ii. Search employee to enter Grievance information.
- iii. All employee information will auto load.
- iv. Select misconduct information. Available misconduct (Created in Admin->misconduct info) will be in Grievance misconduct information section.
- v. Enter Grievance Date (DD-MM-YYYY). (Should not be future date)
- vi. Enter grievance title.
- vii. Enter additional comment
- viii. Click Browse button to attach related information.
- ix. Click Save button to save grievance information.
- x. Click Cancel button to cancel the operation.

3.4.5 Grievance Action

- i. Please Select, **HR -> Grievance-> Grievance Action**
HR Grievance Action Taken List' screen will appear.

HR Grievance Action Taken List

Country	-Select Country-				
Office					
<input type="button" value="Search"/>					
SL	Title	File Date	Occurrence Date	Status	Grievance Action
1	Occurance	12-12-2014	15-02-2015	NEW	<input type="button" value="Action Taken"/>

Image: HR Grievance Action page

- ii. Click 'Action Taken' button from the list; the following screen will appear.

Grievance Action Taken

Grievance Information			
Occurrence Date	12-12-2014		
Grievance title	Occurance		
Additional Comment	asdf		
Attachment			
File Date	15-02-2015		
Misconduct List			
Ref No	Misconduct	Description	
005	Reputation		
Employee List			
Employee Name	Designation	Control	Last Action
[012000001]-Falze Hasan Abed	[D001]- Chairperson	H	
Grievance Action Information			
Action Date *	15-02-2015		
Action Taken *	-Select Action Type-		
Grievance Employee List			
	Name	Designation	
<input checked="" type="checkbox"/>	[012000001]-Falze Hasan Abed	[D001]- Chairperson	
Action Text *	weg		
Attachment	<input type="button" value="Browse"/>		
<input type="button" value="Grievance Action"/>		<input type="button" value="Back"/>	

Image: Grievance Action Taken page

- iii. Enter necessary information and click 'Grievance Action' button from the screen
- iv. HR Grievance Action taken successfully message appears.


3.4.6 Employee Reply/Appeal

- i. Please Select, **HR -> Grievance->Employee Reply/Appeal**
HR Grievance Action Taken Listscreen will appear.

Grievance List

SL	Date	Title	Name	Designation	Action
----	------	-------	------	-------------	--------

Image: Employee Appeal/Reply Page

 *Note: After committee feedback given it go back to grievance action taken page. After final action take then employee grievance information will come to employee appeal list section.*

Employee Grievance Appeal List

Employee Grievance Appeal List

Country


Office

Show Cause List

S L	Date	Title	Misconduct	Name	Designation	Reply
1	2013-12-12	test	12	TEST MALE EMPLOYEE	[D046]- Monitor	<input type="button" value="Appeal"/>

Image: Employee grievance appeal list page

- ii. Click 'Appeal' button 'Employee Appeal' screens will appear.
- iii. All employee information will auto generated.
- iv. Appeal Date will auto generated from the system.
- v. Enter Feedback text.
- vi. Click Browse button to attach related information.
- vii. Click 'Appeal' button to appeal against action.
- viii. Click Back button to take the employee in the list page.

 *Note: After Appeal it goes back to grievance action taken page. After final action take employee grievance work flow will finish.*

Create Employee Grievance Appeal

Employee Grievance Appeal Info									
Employee Information									
Employee Name	TEST MALE EMPLOYEE								
Program Type	Core Programme	Employee Category	Regular Staff						
Program	[01]- Microfinance Program	Employee Level	VI						
Project	[UG-0001]- Microfinance Project	Designation	[D046]- Monitor						
Current Office	[UGCHO]- Uganda Country Office	Functional Designation	[FD049]- CO-Monitor						
Misconduct	<table border="1"> <thead> <tr> <th>Ref No</th> <th>Misconduct</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>dsd</td> <td></td> </tr> </tbody> </table>	Ref No	Misconduct	Description	12	dsd			
Ref No	Misconduct	Description							
12	dsd								
Grievance Information									
Grievance title	test								
Additional Comment	test								
Attachment									
Show Cause Date	12-12-2013								
Action Taken Information									
Action Taken	Non Satisfactory								
Action Taken Date	16-09-2014								
Action Taken Text	test								
Attachment									
Appeal Information									
Appeal Date *	<input type="text" value="16-09-2014"/>								
Appeal Text *	<input type="text"/>								
Attachment	<input type="button" value="Browse"/>								
<input type="button" value="Appeal"/>		<input type="button" value="Back"/>							

Image: Employee grievance appeal page

Showcause List

Showcause List						
Country	<input type="text" value="Select country"/>					
Office	<input type="text"/>					
<input type="button" value="Search"/>						
Show Cause List						
S L	Date	Title	Misconduct	Name	Designation	Reply
1	2013-12-12	test	12	TEST MALE EMPLOYEE	[D046]- Monitor	<input type="button" value="Reply"/>

Old Figure 67: Employee Grievance Employee reply list page

ix. Click Reply button 'Employee Reply' screens will appear.

Reply

Employee Information			
Employee Name	TEST MALE EMPLOYEE		
Program Type	Core Programme	Employee Category	Regular Staff
Program	[01]- Microfinance Program	Employee Level	VI
Project	[UG-0001]- Microfinance Project	Designation	[D046]- Monitor
Current Office	[UGCHO]- Uganda Country Office	Functional Designation	[FD049]- CO-Monitor
Misconduct	Ref No	Misconduct	Description
	12	dsd	
Grievance Information			
Grievance title	test		
Additional Comment	test		
Attachment			
Show Cause Date	12-12-2013		
Reply Information			
Reply Date *	<input type="text" value="16-09-2014"/>		
Reply Text *	<input type="text"/>		
Attachment	<input type="button" value="Browse"/>		
<input type="button" value="Reply"/> <input type="button" value="Back"/>			

Image: Employee Grievance Employee reply page


- x. Enter Reply Information. Replies Date will auto generated and enter reply text.
- xi. Click Browse button to attach related information.
- xii. Click Reply button to Reply grievance information.
- xiii. Click Back button to take the employee in the list page.

3.4.7 Grievance Committee Feedback

- i. Please Select, **HR -> Grievance->Grievance Committee Feedback Investigation List'** screen will appear.

Investigation List					
Grievance Investigation List					
Title	Remarks	File Date	Occurrence Date	Status	Reply

Image: need data continue further process

 *Note: If action taken as investigation and observation then employee grievance information will come to committee feedback list page of respective committee member*

Investigation List				
Grievance Investigation List				
Misconduct	Name	Designation	Status	Reply
12	TEST MALE EMPLOYEE	[D046]- Monitor	ONOBSERVATION	<input type="button" value="FeedBack"/>

Old Image: Employee Committee feedback list page

- ii. Click 'Feedback' button 'Committee Feedback' screens will appear.
- iii. All employee information will auto generated.
- iv. All Grievance related information will auto generated.
- v. Enter Feedback text.
- vi. Click Browse button to attach related information.
- vii. Click 'Action Taken' button to take grievance Action.
- viii. Click Back button to take the employee in the list page.

Investigation Committee Feedback

Employee Information			
Employee Name	TEST MALE EMPLOYEE		
Program Type	Core Programme	Employee Category	Regular Staff
Program	[01]- Microfinance Program	Employee Level	V1
Project	[UG-0001]- Microfinance Project	Designation	[D046]- Monitor
Current Office	[UGCHO]- Uganda Country Office	Functional Designation	[F0049]- CD-Monitor
Misconduct	Ref No	Misconduct	Description
	12	Disc	
Grievance Information			
Grievance title	test		
Additional Comment	test		
Attachment			
Show Cause Date	12-12-2013		
Reply Information			
Reply Date	16-09-2014		
Reply Text	test		
Attachment			
Action Taken Information			
Action Taken	Non Satisfactory		
Action Taken Date	16-09-2014		
Action Taken Text	test		
Attachment			
Warning Reply Information			
Reply Date	16-09-2014		
Reply Text	test		
Attachment			
Grievance Committee Investigation Information			
Feedback Text *	<input type="text"/>		
Attachment	<input type="button" value="Browse"/>		
<input type="button" value="Grievance Comments"/>		<input type="button" value="Back"/>	

Image: Employee Committee feedback page

3.4.8 HR Reply/Appeal

- i. Please Select, **HR -> Grievance->HR Reply/Appeal**
Grievance List' screen will appear.

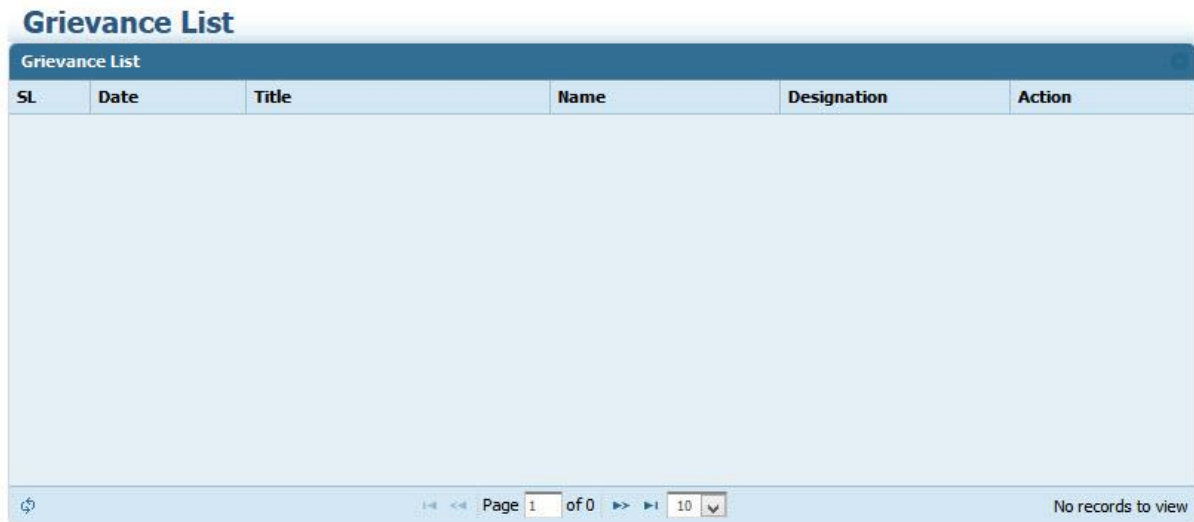


Image: HR Reply/Appeal page

3.4.9 Grievance Misconduct Info

- i. Please Select, **Grievance-> Grievance Misconduct Info-> Misconduct**
Misconduct Info create page will appear

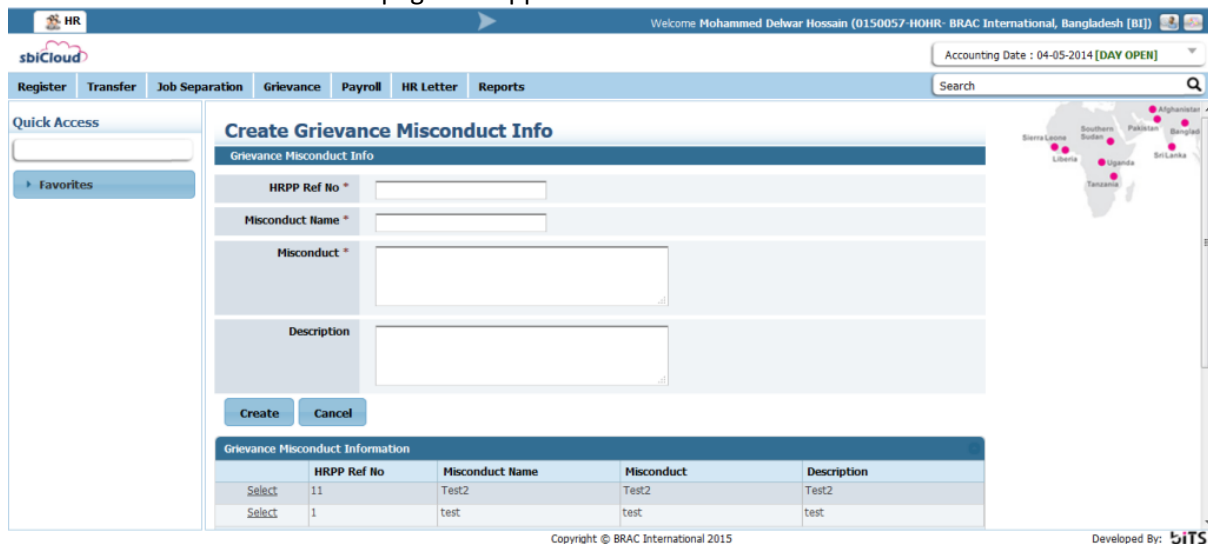


Image: Grievance Misconduct Info page

- ii. Click on the select link from the result grid, observe the update page appears for edit, click on update /delete/ cancel to perform action;

3.4.10 Grievance Appeal/Reply

- i. Please Select, **Grievance -> Grievance Appeal / Reply -> Observe**
Observe the list screen appear.



Image: Grievance Reply/Appeal page

- ii. Select any link from the result grid for viewing the Reply/Appeal page

3.4.11 Add Accused Employee

- i. Please Select **Grievance -> Add Accused Employee-> on the screen observe the result grid.**
Select any result by clicking on Add employee button.

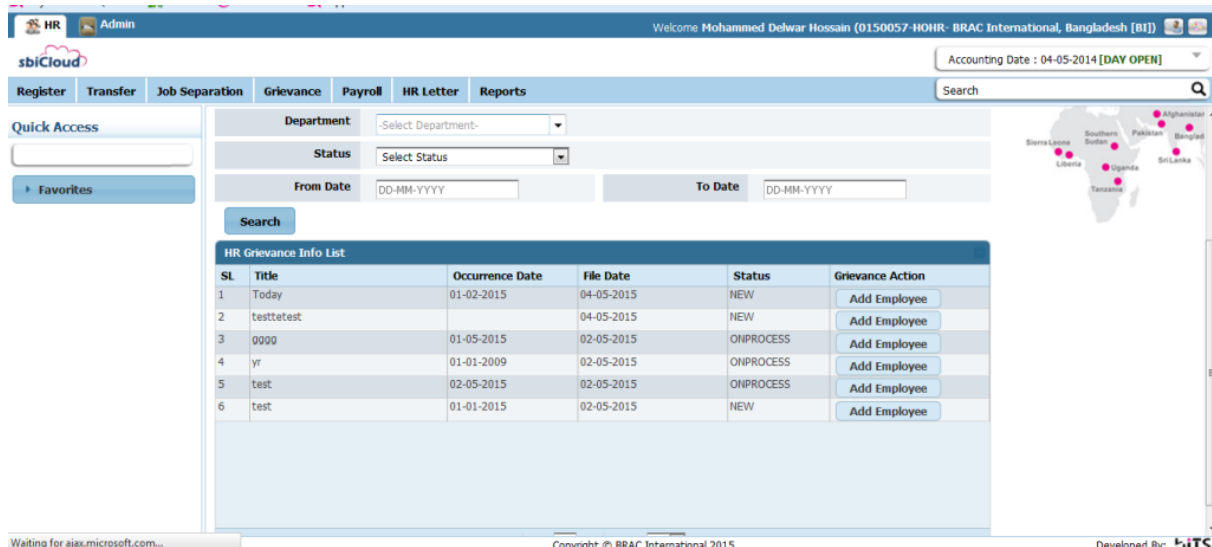


Image: Add Accused Employee List page

- ii. On the result page search for the employee, click on add button, and Click on Add Accused employee link.

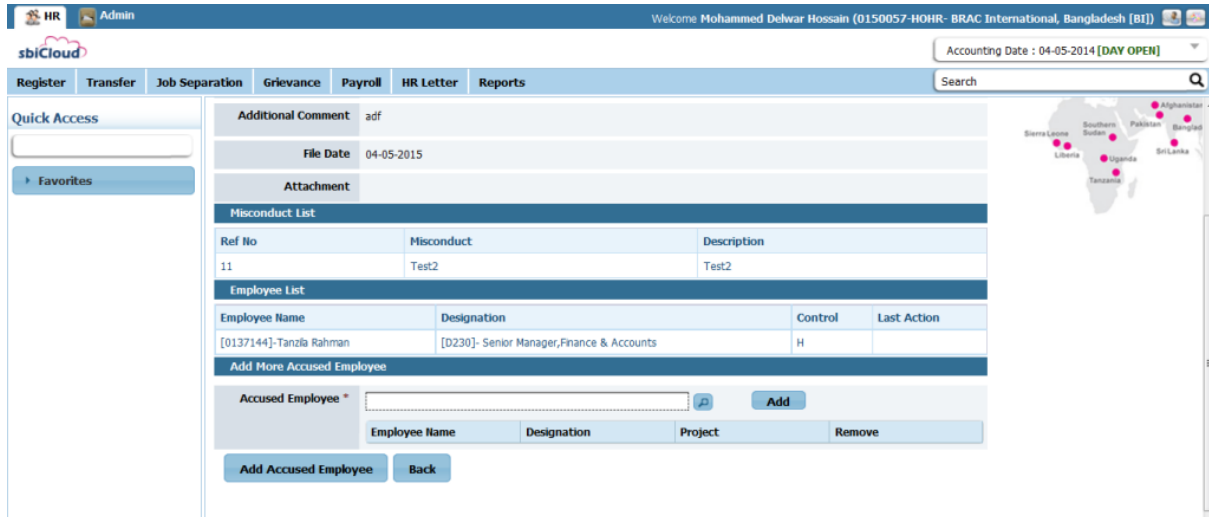


Image: Add Accused Employee page

3.4.12 Add Investigation Committee member

- i. Please Select **Grievance -> Add Investigation Committee member -> on the screen observe the result grid.** Select any result by clicking on Title link.



Image: Add Investigation Committee member List page

- ii. On the add page enter employee, add employee, click save/back;

3.5 HR Letter

- HR Letter

Appointment Letter
Contract Letter
Transfer Order Letter
Contract Renew Letter
Revise Transfer Order Letter
Transfer Cancel Order Letter
Job Separation Order Letter
Job Separation Cancel Order Letter
Create Custom Letter
Custom Letter List

- HR letter Management

Hr Letter Signatory
Hr Letter Template
All Issued Hr Letter

3.5.1 HR Letter

This part of the manual denotes the HR letter order related activities which is following-

- Transfer Order Letter
- Appointment Letter
- Contract Letter
- Contract Renew Letter
- Revise Transfer Order letter
- Transfer Cancel Order Letter
- Job Separation Order Letter
- Job Separation Cancel Order Letter
- Create Custom Letter
- Custom Letter List

- v. Select 'Template Country' form the drop-down
- vi. Select 'Template Type' from the drop-down
- vii. Enter 'Letter Body'
- viii. Click 'Save Draft' and a successful message will appear.

3.5.1.2 Appointment Letter

- i. Please Select, **HR Letter -> HR Letter ->Appointment Letter**
Appointment Letter for Deployed Employee List' screen will appear (Appointment Letter will auto loaded on the list box).

Appointment Letter for Deployed Employee

Country	Select Country
Office Info	-Select Office-
Employee Category	-Select Category-
Employee PIN	
Employee Name	
Employee Status	-Select Status-

Search

Appointment Letter List					
Appointment Letter	Employee Name	Pin No	Programme	Designation	Pro
Generate Letter	Mr. MD ZAHID HASAN	032000059	Microfinance Program	Officer	Micro
Generate Letter	Mss. ZZZ XXX CCC	052000006	BRAC International HO (BD)	Office Assistant	BRAC
Generate Letter	Mr. AAA BBB CCC	052000005	Health Program	Office Assistant	TB C
Generate Letter	Mr. MOSHARROF HOSSAIN	012000299	BRAC International HO (BD)	Office Assistant	BRAC
Generate Letter	Mr. KAZI SAMIUN RAHMAN	012000297	BRAC International HO (BD)	Office Assistant	BRAC
Generate Letter	Mr. NADA DULAL SAHA	012000296	BRAC International HO (BD)	Director	BRAC
Generate Letter	Mss. DR. SHARMIN AKHTER JAHAN	012000295	BRAC International HO (BD)	Senior Program Manager	BRAC
Generate Letter	Mr. KHALIFA NAZIM UDDIN	012000294	BRAC International HO (BD)	Deputy Manager	BRAC

Page 1 of 1 View 1 - 8 of 8

Image: Appointment Letter for Deployed Employee List image

3.5.1.3 Contract letter

- i. Please Select, **HR Letter -> HR Letter ->Contract Order letter** List for Contract Order letter' screen will appear.

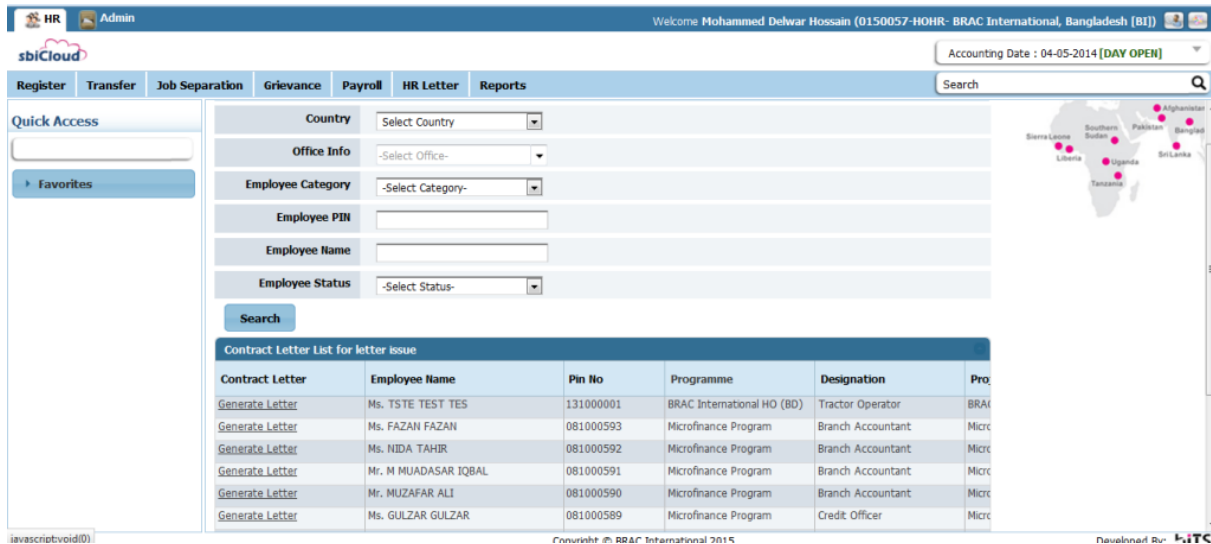


Image: Contract Order letter List page

- ii. Click on Generate Letter link, select all the mandatory fields, Create Contract Letter.

3.5.1.4 Contract Renew letter

- i. Click on **HR Letter-> HR Letter-> Select Contract Renewal** On the screen search and select any result;

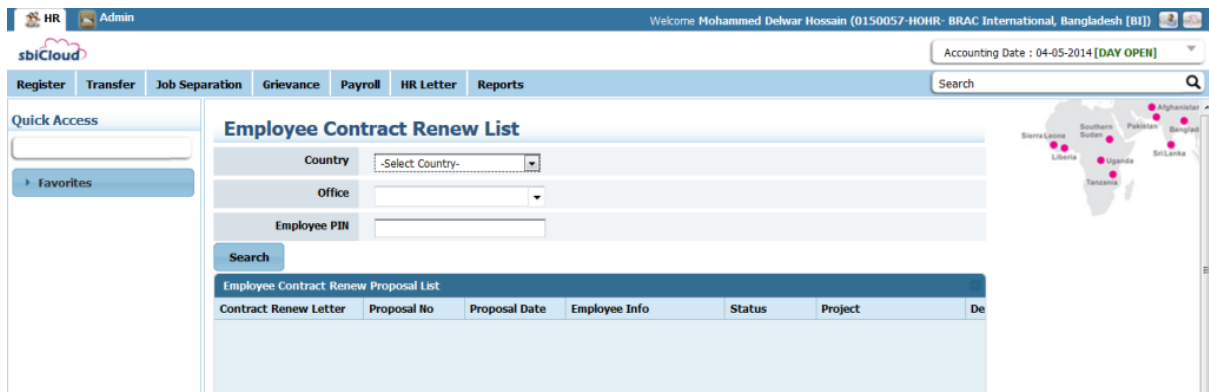


Image: Contract Renewal letter List page

- ii. On the result page enter all the mandatory field information and create Contract Renew Letter

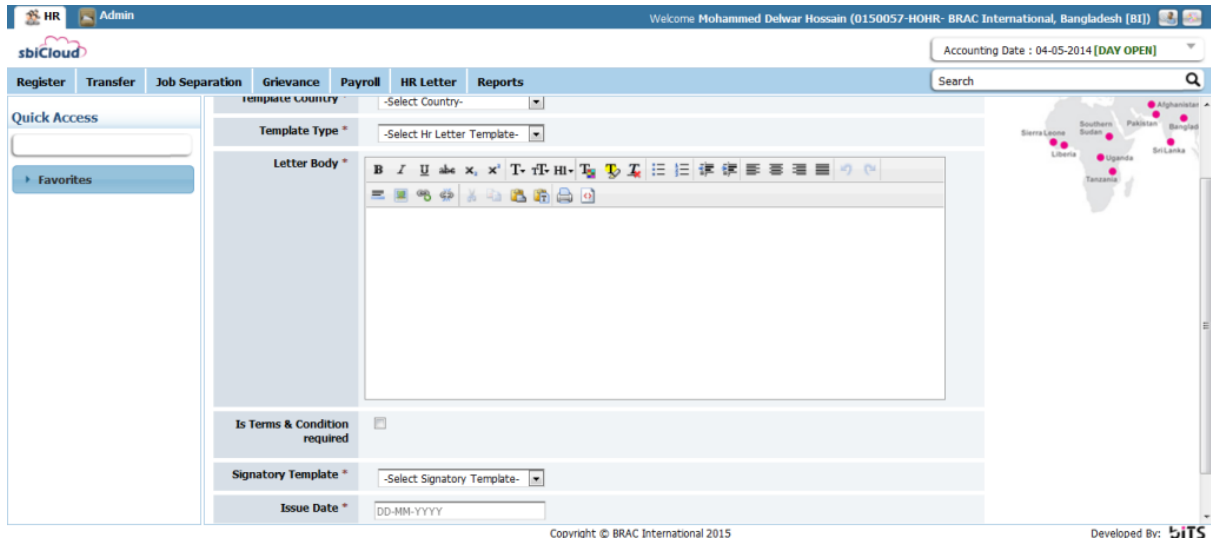


Image: Contract Renewal letter page

3.5.1.5 Revise Transfer Oder

- i. Click on **HR Letter-> HR Letter-> Revise Transfer Oder**
On the screen search and select any result;

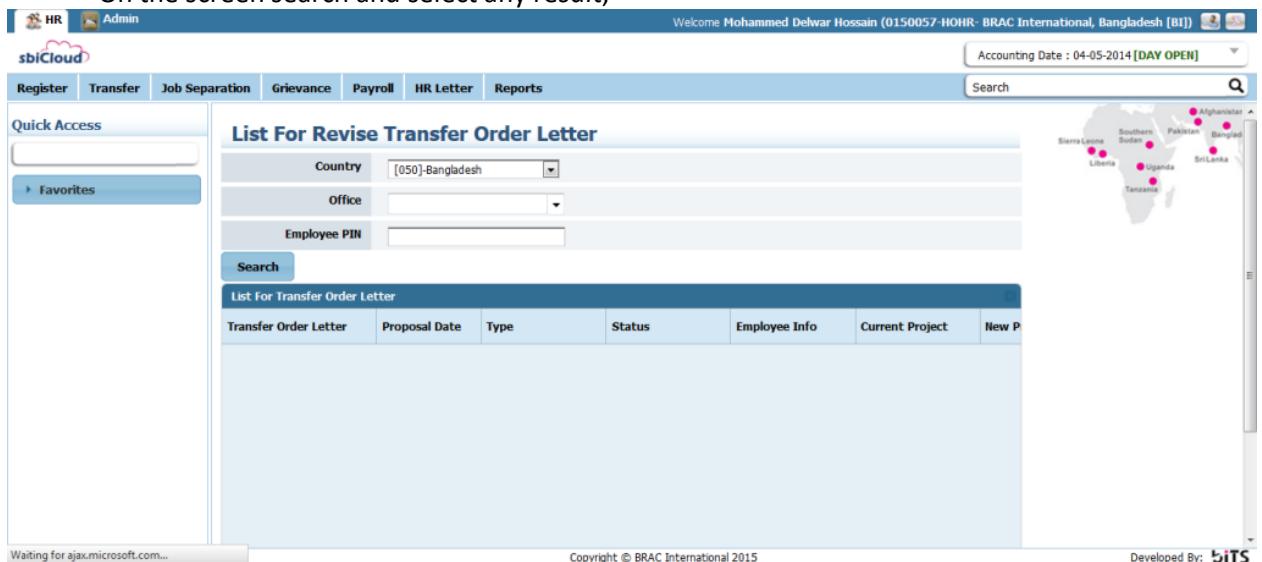


Image: Revise Transfer Oder letter List page

- ii. Go to the search result link to observe the Revise transfer order detail page

3.5.1.6 Transfer Cancel Order

- i. Click on **HR Letter-> HR Letter-> Transfer Cancel Order**
On the screen search and select any result.

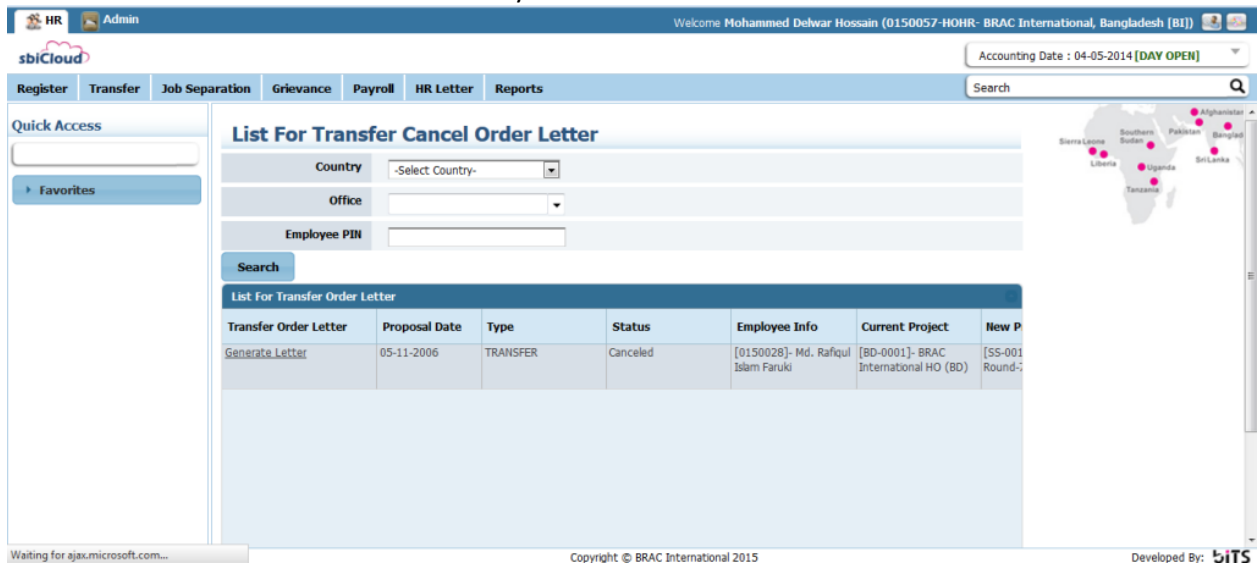


Image: Transfer Cancel Order List page

- ii. On the result page click [Generate Letter](#) link, Observe the letter generation page with appear with saved templates.

3.5.1.7 Job Separation Order Letter

- i. Click on **HR Letter-> HR Letter-> Job Separation Order**
On the screen search and select any result.

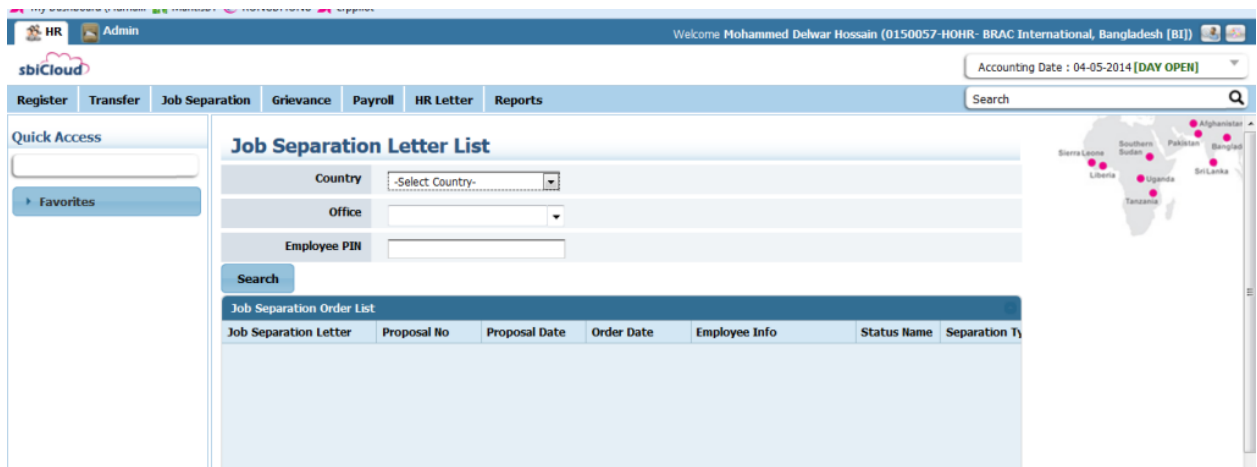


Image: Job Separation Order List page

- ii. On the result page click [Generate Letter](#) link, Observe the letter generation page with appear with saved templates.

3.5.1.8 Job Separation Cancel Order Letter

- i. Click on **HR Letter-> HR Letter-> Job Separation Cancel Order**
On the screen search and select any result.

The screenshot shows the 'Job Separation Cancellation Letter List' page. At the top, there is a navigation bar with 'HR' and 'Admin' tabs, and a welcome message for Mohammed Delwar Hossain. Below this is a menu with 'Register', 'Transfer', 'Job Separation', 'Grievance', 'Payroll', 'HR Letter', and 'Reports'. A search bar is located on the right. The main content area has a 'Quick Access' sidebar on the left and a search form with fields for 'Country', 'Office', and 'Employee PIN'. Below the search form is a table titled 'Job Separation Order List' with columns: 'Job Separation Letter', 'Proposal No', 'Proposal Date', 'Order Date', 'Employee Info', 'Status Name', and 'Separation Ty'. A map of Africa is visible on the right side of the page.

Image: Job Separation Cancel Order List page

- ii. On the result page click Generate Letter link, Observe the letter generation page with appear with saved templates.

3.5.1.9 Create Custom Letter

- i. Click on **HR Letter-> HR Letter-> Create Custom Letter**
On the screen Enter All the mandatory information. Click on Create Draft/Reset button.

The screenshot shows the 'Employee Custom Letter' page. It features a navigation bar similar to the previous page. The main content area has a 'Quick Access' sidebar and a form titled 'Create Custom Letter'. The form includes fields for 'Employee Info', 'Template Title', 'Template Country', and 'Template Type'. Below these is a rich text editor for 'Letter Body'. At the bottom, there are checkboxes for 'Is Terms & Condition required', a 'Signatory Template' dropdown, and an 'Issue Date' field. 'Create Draft' and 'Reset' buttons are located at the bottom of the form. A map of Africa is visible on the right side of the page.

Image: Create Custom Order page

- ii. On the result page respective actions success result will occur (Reset Page for Reset button Or Created Draft Successfully).

3.5.1.10 Custom Letter List

- i. Click on **HR Letter-> HR Letter-> Custom Letter List**
On the screen Click on search button, Result list will appear.

The screenshot displays the 'Search Employee For Custom Letter' page. It features a search form with the following fields:

- Country: All Country (dropdown)
- Office Info: Office (dropdown), -All Office- (dropdown)
- Employee PIN: (text input)
- Employee Ref. PIN: (text input)
- Employee Name: (text input)

A 'Search' button is located below the form. Below the search form is a table titled 'Hr Letter Issued Employee Information' with the following data:

SL	Custom Letter	Issue Date	Letter Type	Employee Name	Employee Pin	Designation	Office Info	Cou
1	Generate Letter	Employee Custom Letter	TANWIR RAHMAN	0134668	Director	[B1]-BRAC Center, Bangladesh	[050]-Bangladesh	BRA Inter (BD)

Image: Custom Letter List page

- ii. Click on Generate button will show Letter.

3.5.2 HR Letter Management

This part of the manual denotes the HR letter order related activities which is following

- HR Letter Signatory
- HR Letter Template
- All Issued HR Letter

3.5.2.1 HR Letter Signatory

- Please Select, **HR Letter -> HR Letter ->HR Letter Signatory**
Create HR Letter Signatory' screen will appear.

Create Hr Letter Signatory

Hr Letter Signatory Info

Letter Type	<input type="text" value="Appointment Letter"/>
Country	<input type="text" value="-Select Country-"/>
Signatory Name	<input type="text"/> * Required
Signatory Text	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;"> B I U abc x₂ x² T rT H1 T₂ [img] [img] [img] [img] [img] [img] [img] [img] [img] [img] [img] [img] [img] [img] </div> <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px;"></div> </div>
Digital Signature	<input type="button" value="Browse"/>
Is Default	<input type="radio"/> Yes <input checked="" type="radio"/> No

All Hr Letter Signatory Information

SL	Country	Is Default	Signatory Name	Signatory Text
1	Bangladesh	No	Emdad	Software QA Engineer SD
2	Bangladesh	Yes	Hamid	Hamid Associate Manager, Software Testing bITS

Page 1 of 1 View 1 - 2 of 2

Image: Create HR Letter Signatory image

- ii. Select Letter Type from the drop-down
- iii. Select 'Country' from the drop-down
- iv. Enter 'Signatory Name'
- v. Enter 'Signatory Text'
- vi. Click 'Create' button to create HR letter Signatory and a successful saved message appears.

3.5.2.2 HR Letter Template

- i. Please Select, **HR Letter -> HR Letter ->HR Letter Template**
Create HR Letter Template' screen will appear.

Create Hr Letter Template

Hr Letter Template Info

Letter Type	Transfer Order Letter <input type="button" value="v"/>
Country	Bangladesh <input type="button" value="v"/>
Template Type	Terms <input type="button" value="v"/>
Template Name	Test
Allowed Variables	Allowed Variables <input type="button" value="v"/>
Letter Text	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;"> B <i>I</i> <u>U</u> <small>abc</small> <small>x₂</small> <small>x²</small> T t H L </div> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> Test... </div> </div>
Is Default	<input type="radio"/> Yes <input checked="" type="radio"/> No

All Hr Letter Information

SL	Country Name	Is Default	Template Name	Template Type

Page 1 of 1 10 No records to view

Image: Create HR Letter Template image

- ii. Select 'Letter Type' from the drop-down
- iii. Select 'Country' from the drop-down
- iv. Select 'Template Type' from the drop-down
- v. Enter 'Template Name'
- vi. Enter 'Letter Text'
- vii. Click 'Create' and a HR letter template created successfully message appears

3.5.2.3 All Issued HR Letter List

- i. Please Select, **HR Letter -> HR Letter ->All Issued HR Letter List**
Search Employee for HR Letter List' screen will appear (HR Letter Issued employee information will auto loaded on the list box).

Search Employee For Hr Letter

Search Employee For Hr Letter

Country	<input type="text" value="All Country"/>
Office Info	Office
	<input type="text" value="-All Office-"/>
Hr Letter Type	<input type="text" value="-Select Letter Type-"/>
Employee PIN	<input type="text"/>
Employee Ref. PIN	<input type="text"/>
Employee Name	<input type="text"/>

Hr Letter Issued Employee Information

SL	Letter	WS Letter	WP Letter	Issue Date	Letter Type	Employee Name	Employee Pin	Emp Pin

Page 1 of 0
10
No records to view

Image: Search Employee for HR Letter image

3.6 HR Circular

3.6.1 Circular Category

Please Select, **HR Circular ->Circular Category**
Select Country and provide name to Create Category

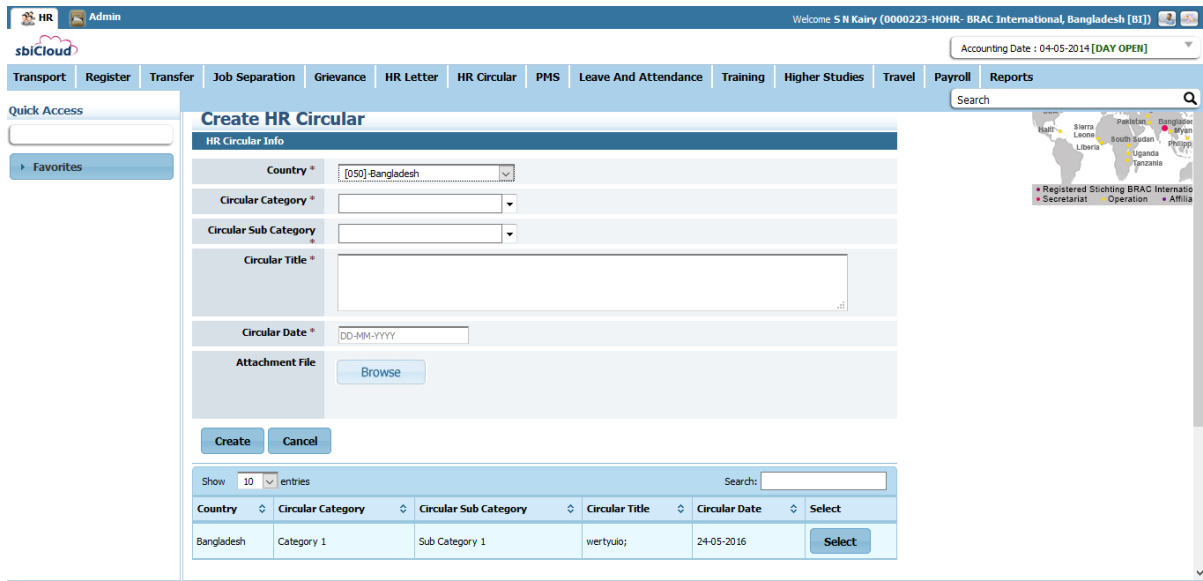


Image: Create HR Circular Page

3.6.2 Circular List

Please Select, **HR Circular ->Circular List**
Select Country and provide title to search

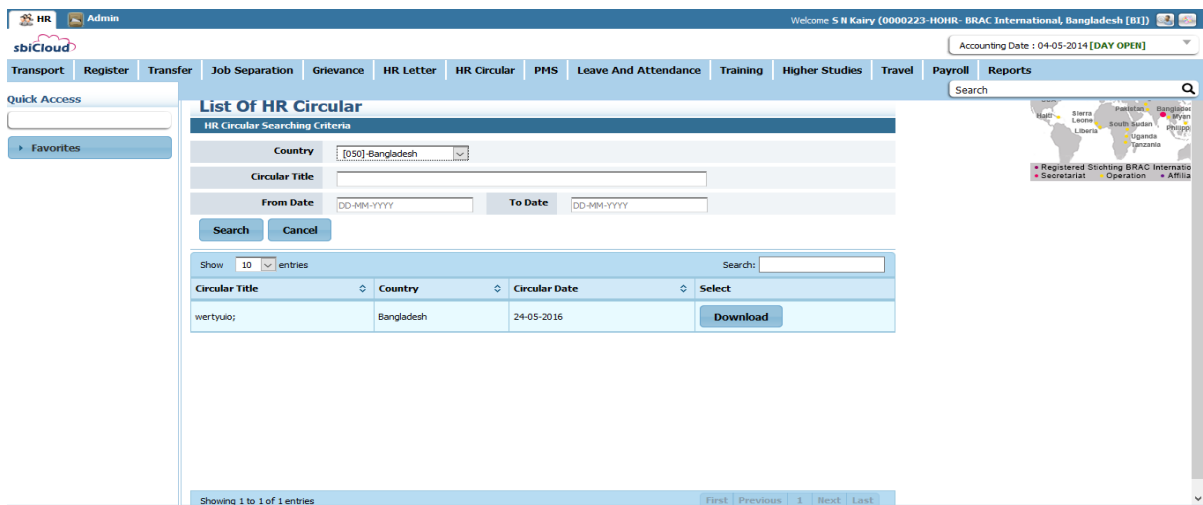


Image: List of HR Circular

3.6.3 Create HR Circular Sub Category

Please Select, **HR Circular** ->**Create HR Circular Sub Category**
 Select Country and provide title to create / delete

The screenshot shows the 'Create HR Circular Sub Category' form. The 'Country' field is set to '-Select Country-'. The 'Circular Category' is set to 'Category 1'. The 'Sub Category Name' is 'Sub Category 1A'. The 'Description' is 'Sub Category 1A'. Below the form is a table with the following data:

Country Name	Category Name	Sub Category Name	Description	Select
Bangladesh	Category 1	Sub Category 1A	Sub Category 1A	Select
Bangladesh	Category 2	Sub Category 2	Sub Category 2	Select
Bangladesh	Category 2	Sub Category 2A	Sub Category 2A	Select
South Sudan	SS Category 1	Sub SS Category 1	Sub SS Category 1	Select

Image: HR Circular sub category

3.6.4 Create HR Circular

Please Select, **HR Circular** ->**Create HR Circular**
 Fill all the mandatory fields to create

The screenshot shows the 'Create HR Circular' form. The 'Country' field is set to '[050]-Bangladesh'. The 'Circular Category' is 'Category 1'. The 'Circular Sub Category' is 'Sub Category 1'. The 'Circular Title' is 'wertyluo;'. The 'Circular Date' is '24-05-2016'. Below the form is a table with the following data:

Country	Circular Category	Circular Sub Category	Circular Title	Circular Date	Select
Bangladesh	Category 1	Sub Category 1	wertyluo;	24-05-2016	Select

Image: Create HR Circular

3.7 Leave

Business Rule:

An employee can enjoy leave facility. They may be- annual leave, special leave etc. The rules of procedure of leave e.g. leave request verify, checkup, accept, cancel etc. are maintained by the supervisors. In some cases, leaves are categorized in with pay and without pay category. Sometimes leave category may be vary through employee wise, office wise or country wise.

Overview: Leave module divides into several parts. Through clicking on the leave button following interface will appear-

- Leave Setup
- Employee Leave Apply
- Leave Cancellation
- Leave Extension
- Leave Early Back

Under some of the featured list, there are some sub floating menu list, which will appear as following view-

- Leave Setup
 - Leave Type
 - Leave Category
 - Leave Policy
 - Leave Pay Option
- Employee Leave Apply
 - Leave Apply
 - Leave Authorization
 - Associate Leave Request List
 - Employee Leave Apply List
 - Employee Leave History
 - Maternity Leave Apply By HR
 - Compensatory Leave Apply
 - Compensatory Leave Approve
- Leave Cancellation
 - Leave Cancellation Apply
 - Leave Cancellation Authorization
 - Associate Leave Cancellation List
- Leave Extension
 - List For Leave Extension
 - Leave Extension Authorization
 - Associate Leave Extension List
- Leave Early Back

- List For Leave Early Back
- Leave Early Back Authorization
- Associate Early Back List

3.7.1 Leave Setup

Business Rule

Before doing any kind of leave execution, first, the application user needs to take permission from the authorized authority. This permission may be vary employee wise, office wise or country wise. In the application there are following attributes which is needed for leave setup execution-

- Leave Setup
 - Leave Type
 - Leave Category
 - Leave Policy
 - Leave Pay Option

3.7.1.1 Leave Type

This option gives permission to create leave type for specific person. For example- an employee is contracted with a policy from where he can only avail annual leave with pay. So that this option will allow the authority to set this certain type of activity. To create leave type following steps need to follow-

- i. Click **HR > Leave and Attendance > Leave Setup > Leave Type**
Following interface will appear-

Create Employee Leave Type

Employee Leave Type Information

Country *	-Select Country- ▼
Leave Category*	-Select- ▼
Name*	<input type="text"/>
Description	<input type="text"/>
Short Code*	<input type="text"/>
Leave Pay Option*	-Select- ▼
Gender*	-Select- ▼

All Employee Leave Type Information

ID	Name	Short Code	Pay Option	Description	Gender
----	------	------------	------------	-------------	--------

Image: Create Employee Leave Type

- ii. Required fields needs to insert. Firstly, user needs to select country and leave category from the **Country and Leave Category** dropdown field. In this field there will appear annual and special leave option like following interface-

Create Employee Leave Type

Employee Leave Type Information

Leave Category*	-Select- ▼ -Select- Annual Leave Special Leave
Name*	<input type="text"/>
Description	<input type="text"/>

Image: Create Employee Leave Type

- iii. Afterwards, there needs to insert name in **Name** field, description if needed in the **Description** field, short code in the **Short Code** field.
- iv. Then from dropdown menu of **Leave Pay Option** field leave pay option can be selected. In this field there will appear without pay and with pay option like following interface-

Image: Create Employee Leave Type

- v. Next to leave pay option, a user needs to select gender from **Gender** field. In this field there will appear both, male and female option like following interface-

Image: Create Employee Leave Type

- vi. After all kind of selection and insertion a user needs to click on **Create** button to create leave type successfully. This creation will appear at the end of the interface in a list view, which can be edited if needed. There is also **Cancel** button to reset the information.
- vii. A confirmation pop-up message will appear at the right below side of the interface.

3.7.1.2 Leave Category

To categorize a certain leave category e.g. special leave or annual leave this option is used. For the creation of leave category following steps, need to follow-

- i. Click **HR > Leave and Attendance > Leave Setup > Leave Category**

Following interface will appear-

Employee Leave Category

Employee Leave Category Information

Country *

Category*

Description

Employee Leave Category			
	Country	Category	Description
Non Editable	Myanmar	Special Leave	Special Leave
Non Editable	Myanmar	Annual Leave	Annual Leave

Image: Employee Leave Category

- ii. Required fields need to insert which interface is as follows-

Employee Leave Category

Employee Leave Category Information * Required

Category*

Description

Image: Employee Leave Category

- iii. In the **Category** field category wise leave e.g. Special or Annual leave need to insert.
- iv. If needed in the **Description** field description may be inserted. A following interface will show a sample example-

Employee Leave Category

Employee Leave Category Information

Category*

Description

Create **Cancel**

Employee Leave Category		
	Category	Description
Select	abc	
Non Editable	Special Leave	Special Leave
Non Editable	Annual Leave	Annual Leave

Page 1 of 1 10 View 1 - 3 of 3

Image: Employee Leave Category

- v. After inserting the required field values, a user needs to click **Create** button to save the category successfully. This creation will appear at the end of the interface in a list view. There is also **Cancel** button to reset the information.
- vi. The list stuffs can be edited if needed through selecting and clicking on the specific editable stuff.
- vii. A confirmation pop-up message will appear at the right below side of the interface.

3.7.1.3 Leave Policy

A leave policy is selected by this option. To create leave policy following steps need to be follow-

- i. Click **HR > Leave and Attendance > Leave Setup > Leave Policy**

Following interface will appear-

Country Leave Policy

Country Leave Policy	
Country *	<input type="text" value="-Select Country-"/> * Required
Program	<input type="text"/>
Project	<input type="text" value="-Select Project-"/>
Department	<input type="text"/>
Office	<input type="text"/>
Employee Category *	<input type="text" value="-Select Category-"/>
Leave Category *	<input type="text" value="-Select Leave Category-"/>
Leave Type *	<input type="text"/>
Max Leave *	<input type="text"/> Day
Is Earn Leave	<input type="checkbox"/>
Is Carry Forward	<input type="checkbox"/>
Is Leave Encashment	<input type="checkbox"/>
Is Financial Benefit	<input type="checkbox"/>
Is Expatriate	<input type="checkbox"/>
Is Active	<input type="checkbox"/>
Is With Pay	<input type="checkbox"/>
Remarks	<input type="text"/>
<input type="button" value="Create"/>	<input type="button" value="Cancel"/>

Image: Country Leave Policy

- ii. Required fields need to insert. In the **Country** field country needs to select from a dropdown menu. After selecting country respected office will appear in the dropdown menu from where office needs to select. Employee name needs to insert in the **Employee** field.
- iii. Afterwards, **Employee Category**, **Leave Category**, **Leave Type** need to select from the dropdown menu.
- iv. Then, minimum and maximum leave days need to insert in the **Min Leave** and **Max Leave** fields.
- v. Later, period needs to insert in the **Period** field.

- vi. Next to period, there are some check mark option, which can be selected by clicking required wise on the check mark. After clicking on the **Is Earn Leave** and **Is Carry Forward** check mark option a pop-up option will appear separately at the right side of the options.
- vii. Afterwards, if needed there is a **Remarks** field which is used for writing any additional information.
- viii. After filling up all the information carefully there is a **Create** button which will be selected to save all the information successfully. This creation will appear at the end of the interface in a list view. There is also **Cancel** button to reset the information.
- ix. The list stuffs can be edited if needed through selecting and clicking on the specific editable stuff.
- x. A confirmation pop-up message will appear at the right below side of the interface.

3.7.1.4 Leave Pay Option

There are two kinds of leave pay option which are with pay leave and without pay leave. This option helps the user to select leave pay option. To create leave pay option following steps need to follow-

- i. Click **HR > Leave and Attendance > Leave Setup > Leave Pay Option**

Following interface will appear-

Create Employee Leave Pay Option

Employee Leave Pay Option Information

Name* * Required

Description

Create Cancel

All Employee Leave Pay Option Information

	Name	Description
Select	With Pay	With Pay
Select	Without Pay	Without Pay

Page 1 of 1 View 1 - 2 of 2

Image: Create Employee Leave Pay Option

- ii. Required fields need to be insert. In the **Name** field name e.g. with pay/without pay needs to insert.
- iii. Afterwards, in the **Description** field required description needs to insert.
- iv. After inserting the required field values, a user needs to click **Create** button to save the category successfully. This creation will appear at the end of the interface in a list view. There is also **Cancel** button to reset the information.
- v. The list stuffs can be edited if needed through selecting and clicking on the specific editable stuff.
- vi. A confirmation pop-up message will appear at the right below side of the interface.

3.7.2 Employee Leave Apply

Business Rule

For applying leave, the user can get help of all executions related activity from this option. In the application there are following attributes which is needed for employee leave apply execution-

- Employee Leave Apply
 - Leave Apply
 - Leave authorization
 - Associate Leave Request List
 - Employee Leave Apply List
 - Employee Leave History
 - Maternity Leave Apply by HR
 - Compensatory Leave Apply
 - Compensatory Leave Approve

3.7.2.1 Leave Apply

To apply for leave following steps need to follow-

- i. Click **HR > Leave and Attendance > Employee Leave Apply > Leave Apply**

Following interface will appear-

Employee Leave Apply

Employee Leave Balance Info							
Leave Type Name	Leave Earned	Leave Taken	Leave Forwarded	Compensatory Leave	Leave On Apply	Leave Allocated	Leave Balance
No records to view							

Page 1 of 0

Employee Leave Apply * Required

Leave Category*

Leave Type*

Is Half Day

From Date* To Date*

Duration In Day*

Phone No On Leave

Address On Leave

Reason

Document

Image: Employee Leave Apply

Following required option needs to fill up-

Employee Leave Apply

Employee Leave Balance Info							
Leave Type Name	Leave Earned	Leave Taken	Leave Forwarded	Compensatory Leave	Leave On Apply	Leave Allocated	Leave Balance
No records to view							

Page 1 of 0

Employee Leave Apply

*** Required**

Leave Category*

Leave Type*

Is Half Day

From Date* *** Required** To Date*

Duration In Day*

Phone No On Leave

Address On Leave

Reason

Document

Image: Employee Leave Apply

- ii. Firstly, there needs to select leave category and leave type from **Leave Category** and **Leave Type** dropdown menu.
- iii. Then, date needs to be inserted in **From Date & To Date** field.
- iv. Afterwards, automatically duration of the day will appear in the **Duration In Day** field.
- v. Next to duration, phone no on leave time, address on leave, reason for leave and document (if needed through clicking on the **Browsing** button) need to insert in the **Phone No On Leave Time, Address On Leave, Reason** and **Document** field.

- vii. After insertion of all the information there needs to click on the **Apply** button to apply leave. This creation will appear at the top of the interface in a list view. There is also **Cancel** button to reset the information.
- viii. The list stuffs can be edited if needed through selecting and clicking on the specific editable stuff.
- ix. A confirmation pop-up message will appear at the right below side of the interface.

3.7.2.2 Leave Authorization

Supervisor confirms applied leave of an employee. This option will help the supervisor to do the execution. For leave authorization following steps, need to follow-

- i. Click **HR > Leave and Attendance > Employee Leave Apply > Leave Authorization**

Following interface will appear-

Employee Leave Request List						
Select	Application Date	Leave Type	Status	Employee Info	Project	Department
<u>Select</u>	23-08-2015	Earn Leave	On Proposal	[0134615]- Dr.Sharmin	[BD-0001]- BRAC International HO (BD)	Health & Nutrition

Image: Employee Leave Apply Authorization List

- ii. In the employee leave, apply authorization list there will be the list of all applied leave requests.
- iii. From the list, the supervisor can clarify the request and accept or reject the applied request.
- iv. A request can be shown detailed by clicking underlined **Select** option in the select field. After selecting following interface will appear-

Employee Leave Request Authorization

Employee info				
Employee Name	[0134615]- Dr.Sharmin Jahan			
Program Type	Support Programme	Employee Category	Regular Staff	
Program	[12]- BRAC International HO (BD)	Employee Level	XVI	
Project	[BD-0001]- BRAC International HO (BD)	Designation	[D226]- Senior Programme Manager, Health	
Current Office	[BI]- BRAC Center, Bangladesh	Functional Designation	[FD182]- Senior Programme Manager, Health	
Department	Health & Nutrition	Joining Date	01-01-2009	
Status	On Authorization			
Employee Leave Request Information				
Leave Category	Annual Leave	Leave Type	Earn Leave	
Applied From Date	10-05-2015	Applied To Date	20-05-2015	
Applied Leave Duration	11.0			
Actual Leave Duration	11.0			
Table of Authority	Annual Leave up to 30 day			
	Type	Status	Actor	Action Taken By
	Proposal	Pending	Respective Employee	-
Comments	<div style="border: 1px dashed gray; height: 80px; width: 100%;"></div>			
	Edit	Authorize	Delete	Go to List

Image: Employee Leave Request Authorization

- v. After going through all the information if the employee's request fulfill the leave policy, supervisor approved leave request by clicking on the **Authorize** button. Supervisor can also edit the information if needed by clicking on the **Edit** button.
- vi. High authority can reject the request by clicking on the **Delete** button.
- vii. After all execution there is a **Go To List** button which helps the user to get back him/her to the employee leave apply authorization list.
- viii. A confirmation pop-up message will appear at the right below side of the interface after all successful execution.

3.7.2.3 Associate Leave Request List

Employees all kinds of leaves are shown in a list view in this option. To display associate leave request list following steps need to follow-

- i. Click **HR > Leave and Attendance > Employee Leave Apply > Associate Leave Request List**

Following interface will appear-

Associated Leave Request List

The screenshot shows the 'Associated Leave Request List' interface. It includes a search filter section with the following fields:

- Country: -All Country-
- Office: [Empty]
- Employee PIN: [Empty]
- Status: -Select Status-
- Leave Category: -Select Leave Category-
- Leave Type: -Select Leave Type-
- From Date: DD-MM-YYYY
- To Date: DD-MM-YYYY

Below the filters are 'Search' and 'Cancel' buttons. A table header is visible with columns: Leave Type, Employee Name, Status, From Date, To Date, and Duration(In Day). The table currently displays 'No data available in table'.

Image: Employee Leave List

- ii. A user needs to select leave category and leave type from **Leave Category** and **Leave Type** option. There also needs to select specific date range.
- iii. Then clicking on the **Search** button a leave list will appear at the below of the interface.
- iv. In each attribute of the list, there is a **Detail** button. Clicking on **Detail** button a list of following interface will appear where details of the leave can be seen.

Employee Leave Request

Employee info											
Employee Name	[0134615]- Dr.Sharmin Jahan										
Program Type	Support Programme										
Program	[12]- BRAC International HO (BD)										
Project	[BD-0001]- BRAC International HO (BD)										
Current Office	[BI]- BRAC Center, Bangladesh										
Department	Health & Nutrition										
Status	On Authorization										
Employee Category	Regular Staff										
Employee Level	XVI										
Designation	[D226]- Senior Programme Manager, Health										
Functional Designation	[FD182]- Senior Programme Manager, Health										
Joining Date	01-01-2009										
Employee Leave Request Information											
Leave Category	Annual Leave										
Applied From Date	10-05-2015										
Applied Leave Duration	11.0										
Actual Leave Duration	11.0										
Leave Type	Earn Leave										
Applied To Date	20-05-2015										
Authorization Info											
Authorization Trail											
	<table border="1"> <thead> <tr> <th>Type</th> <th>Status</th> <th>Actor</th> <th>Action Taken By</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Proposal</td> <td>Pending</td> <td>Respective Employee</td> <td>[0134615]- Dr.Sharmin Akhter Jahan [FD182]- Senior Programme Manager, Health</td> <td>-</td> </tr> </tbody> </table>	Type	Status	Actor	Action Taken By	Date	Proposal	Pending	Respective Employee	[0134615]- Dr.Sharmin Akhter Jahan [FD182]- Senior Programme Manager, Health	-
Type	Status	Actor	Action Taken By	Date							
Proposal	Pending	Respective Employee	[0134615]- Dr.Sharmin Akhter Jahan [FD182]- Senior Programme Manager, Health	-							
<input type="button" value="Back to List"/>											

Image: Employee Leave Request

- v. After seeing detailed leave information, there is a **Back to List** button, which helps the user to get back to the leave list again.

3.7.2.4 Employee Leave Apply List

- i. Click **HR > Leave and Attendance > Employee Leave Apply > Employee Leave Apply List**

Following interface will appear-

Employee Leave Apply List

Employee Leave Apply List							
From Date*	<input type="text" value="DD-MM-YYYY"/>	To Date*	<input type="text" value="DD-MM-YYYY"/>				
<input type="button" value="Search"/>	<input type="button" value="Cancel"/>						
Show	10	entries	Search: <input type="text"/>				
Employee Name	Leave Type	Application Date	Leave From Date	Leave To Date	Duration (In Day)	Status	Reason
No data available in table							

Image: Employee Leave Apply List

- ii. Inserte date in **From Date & To Date** field.
- iii. Click ' Search' button Employee Leave apply List will Appear, Cancel for go back.

Employee Leave Apply List

Employee Leave Apply List

From Date*

To Date*

Show entries
Search:

Employee Name	Leave Type	Application Date	Leave From Date	Leave To Date	Duration (In Day)	Status	Reason
MD. SAZADUZZAMAN [072000001]	Earn Leave	28-05-2019	12-12-2019	14-12-2019	1	PENDING	

Image: Employee Leave Apply List

- iv. Through clicking on the Employee Name detailed following interface will appear-

Edit Employee Leave Apply

Edit Employee Leave Apply

Leave Category*

Leave Type*

Is Half Day

From Date*

To Date*

Duration In Day (Working Day)*

Phone No On Leave

Address On Leave

Reason

Document

Image: Edit Employee Leave Apply

- v. Click 'Edit' button to update any changes
- vi. Click on 'Back To List' button will take the user to the Employee Leave Apply List' page.
- vii. Click 'Cancel' will go back the user in the list page.

3.7.2.5 Employee Leave History

Click **HR > Leave and Attendance > Employee Leave Apply > Employee Leave History**

Following interface will appear-

Employee Leave History List

Employee Leave History List

From Date: To Date:

Leave Status:

Show entries Search:

Leave Type	Application Date	Leave From Date	Leave To Date	Duration (In Day)	Status	Reason
No data available in table						

Image: Employee Leave History List

- i. Inserte date in **From Date &To Date** field.
- ii. Enter Leave status from dropdown list
- iii. Click ' Search ' Button " Employee Leave History List " will appear -

Employee Leave History List

Employee Leave History List

From Date: To Date:

Leave Status:

Show entries Search:

Leave Type	Application Date	Leave From Date	Leave To Date	Duration (In Day)	Status	Reason
Earn Leave	20-05-2019	19-05-2019	19-05-2019	0.5	APPROVED	
Earn Leave	20-05-2019	12-05-2019	12-05-2019	0.5	APPROVED	
Casual Leave	22-05-2019	02-06-2019	02-06-2019	1	CANCEL	
Earn Leave	26-05-2019	02-01-2019	02-01-2019	1	APPROVED	
Earn Leave	26-05-2019	03-01-2019	03-01-2019	1	APPROVED	
Earn Leave	26-05-2019	06-01-2019	06-01-2019	1	APPROVED	
Earn Leave	26-05-2019	07-01-2019	07-01-2019	1	APPROVED	
Earn Leave	26-05-2019	08-01-2019	08-01-2019	1	APPROVED	
Earn Leave	26-05-2019	08-01-2019	08-01-2019	1	APPROVED	

Showing 1 to 10 of 74 entries 1

Image:Employee Leave History List

3.7.2.6 Maternity Leave Apply By HR

- i. Click **HR > Leave and Attendance > Employee Leave Apply > Maternity Leave Apply By HR**

Following interface will appear-

Maternity Apply For HR

Maternity Apply For HR			
Office *	[CHO - MMCHO] Myanmar Country H		
Employee			
Leave Category*			
Leave Type*			
From Date*	DD-MM-YYYY	To Date*	
Duration In Day*			
Tentative Join Date*	DD-MM-YYYY		
Child Delivery Date*	DD-MM-YYYY		
Phone No On Leave			
Address On Leave			
Reason			
Document			
<input type="button" value="Apply"/>	<input type="button" value="Cancel"/>		

* Required
* Invalid date format, must be in DD-MM-YYYY format
*Enter From Date First

Image : Maternity Leave for HR

- ii. Firstly, there needs to select Office, leave category and leave type from **Office, Leave Category** and **Leave Type** dropdown menu.
- iii. Then, date needs to be inserted in **From Date&To Date** field.
- iv. Afterwards, automatically duration of the day will appear in the **Duration In Day** field.
- v. Next to duration, Tentative join date, Child Delivery date, phone no on leave time, address on leave, reason for leave and document (if needed through clicking on the **Browsing** button) need to insert in the **Tentative join date, Child Delivery date, Phone No On Leave Time, Address On Leave, Reason** and **Document** field.
- vi. After insertion of all the information there needs to click on the **Apply** button to apply leave. This creation will appear at the top of the interface in a list view. There is also **Cancel** button to reset the information.

- vii. A confirmation pop-up message will appear at the right below side of the interface.

3.7.2.7 Compensatory Leave Apply

For Compensatory Leave Apply following steps need to follow-

- i. Click **HR > Leave and Attendance > Employee Leave Apply > Compensatory Leave Apply**

Following interface will appear-

The screenshot shows a web form titled "Compensatory Leave Assign By HR". At the top left is a "Search Employee" field with a "* Required" label. Below this are several input fields: "Country*" (a dropdown menu showing "-Select Country-"), "Office Info" (a dropdown menu), "Employee" (a dropdown menu showing "-Select Employee-"), "Date*" (a text input field), "PunchIn Time" (a text input field), "PunchOut Time" (a text input field), "Assign Leave Days*" (a text input field), "Reason" (a larger text area), and "Attachment" (a text input field). At the bottom of the form are two buttons: "Apply" and "Cancel".

Image : Compensatory Leave Assign by HR

- ii. Select 'County, Office and Employee' from drop-down list
- iii. Insert Date, Assign Leave Days in **Date And Assign Leave Days** field.
- iv. Click 'Apply' to assign employee
- v. Click ' Cancel' to cancel leave

3.7.2.8 Compensatory Leave Approve

For Compensatory Leave Approve following steps need to follow-

- i. Click **HR > Leave and Attendance > Employee Leave Apply > Compensatory Leave Approve**

Following interface will appear-

Compensatory Leave Approval List

Search Employee

Country *

Office Info

Employee

From Date To Date

Compensatory Leave Assign By HR For Edit

10 Show entries Search:

<input type="checkbox"/>	Employee Info	Date	PunchIn Time	PunchOut Time	Details
No data available in table					

Showing 0 to 0 of 0 entries

Image : Compensatory Leave Approval List

- ii. Select ' Country ' From Country Dropdown List.
- iii. Select ' Office Info, Employee ' from Dropdown List (Optional).
- iv. Enter Date in From Date and To Date Field.
- v. Click ' Search ' Button Compensatory Leave Approval List will show.
- vi. Click Left Side Top box of Employee Info for All selection and others for single selection.
- vii. Click 'Approve All' button to approve Compensatory Leave Proposal for approval process. An alert message will appear to approve the transfer proposal. User can reject the proposal by Clicking on "Reject All" Button.

3.7.3 Leave Cancellation

Business Rule

For cancelling applied leave, the user can get help of all executions related activity from this option. In the application there are following attributes which is needed for leave Cancellation execution-

- Leave Cancellation
 - Leave Cancellation Apply
 - Leave Cancellation Authorization
 - Associate Leave Cancellation List

3.7.3.1 Leave Cancellation Apply

To cancel leave following steps need to follow-

- Click **HR > Leave and Attendance > Leave Cancellation > Leave Cancellation Apply**

Following interface will appear-

Employee Leave Cancellation Apply List

Employee Leave Balance Info

Leave Type Name	Leave Earned	Leave Taken	Leave Forwarded	Attendance Leave	Leave On Apply	Leave Balance
-----------------	--------------	-------------	-----------------	------------------	----------------	---------------

Page 1 of 0 No records to view

Employee Leave Information

Leave Category*: Annual Leave

Leave Type: Earn Leave

Search Reset

Show 10 entries Search:

Leave Type	Leave Category	From Date	To Date	Reason	Leave Duration	Apply
Earn Leave	Annual Leave	27-07-2015	27-07-2015	Annual	1	Apply

Image: Employee Leave Cancellation Apply List

- At top of the interface employee leave balance info list can be seen.
- After that, to search leave, category wise, there needs to select leave category and leave type from the dropdown menu of **Leave Category** and **Leave Type** from the Employee Leave Information search option.

- iv. After selecting and clicking on the **Search** button a list of leave type will appear below, having an **Apply** button at the right side of each attribute.
- v. Through clicking on the apply button a detailed following interface will appear-

Image: Employee Leave Cancellation Apply List

- vi. In this interface at the top of the view, there is information of the requested leave. After the information there is also an option of reason for leave cancellation where the reason behind leave cancellation needs to insert.
- vii. There is also an option of **Cancel Attachment**, which can be selected if there is any kind of attachment needs to attach.
- viii. By finishing above execution **Apply** button needs to select for successful leave cancel execution. To reset the information by one click there needs to select **Reset** button.
- ix. After applying, there is a **Back to List** button, which helps the user to get back to the employee leave cancellation list again.

3.7.3.2 Leave Cancellation Authorization

To approve leave cancellation by supervisor following steps need to follow-

- i. Click **HR > Leave and Attendance > Leave Cancellation > Leave Cancellation Authorization**

Following interface will appear-

Employee Leave Cancellation Request List

Select	Status	Employee Info	Project	Department	Designation	Office Info
Select	On Proposal	[0134668]-TANWIR RAHMAN	[BD-0001]- BRAC International HO (BD)	Finance & Accounts	[D006]- Director	[BI]- BRAC Center Bangladesh

Image: Employee Leave Cancellation Request List

- ii. Here, a list of all requested leave cancellation will appear. From the list supervisor selects employee leave cancellation request one by one through clicking on the underlined **Select** option. A new interface of detailed leave cancellation request will appear. The interface is as follows-

Employee Leave Cancellation Request

Employee Details Information

Employee Name	
Program Type	
Program	
Project	
Current Office	
Department	
Status	
Employee Category	
Employee Level	
Designation	
Functional Designation	
Joining Date	

Employee Leave Cancellation Request Info

Leave Type	
From Date	
Functional Designation	
To Date	

Table of Authority


Type	Status	Actor	Action Taken By	Date
Proposal	Pending	Respective Employee	-	-

Comments

Authorize Delete Go to List

Image: Employee Leave Cancellation Request

- iii. Supervisor go through the information and by clicking on the **Authorize** button, a request is being approved.
- x. There is also a **Delete** button to reject the request. After that, there is a **Back to List** button, which helps the user to get back to the employee leave cancellation list again.

 All the execution can only be done by the supervisor and the activity is only reserved for them also.

3.7.3.3 Associate Leave Cancellation List

Employees all kinds of leaves cancellation are shown in a list view in this option. To display associate leave cancellation list following steps need to follow-

- i. Click **HR > Leave and Attendance > Employee Leave Apply > Associate Leave Cancellation List**

Following interface will appear-

Employee Leave Cancellation List

Employee Leave Cancellation List					
Country	-All Country-				
Office					
Employee PIN					
Status	-Select Status-				
Leave Category	-Select Leave Category-				
Leave Type	-Select Leave Type-				
From Date	DD-MM-YYYY	To Date	DD-MM-YYYY		
Search		Cancel			
Show	10	entries	Search: <input type="text"/>		
Employee Name	Status	Leave Type	From Date	To Date	Duration(In Day)
No data available in table					

Image: Employee Leave Cancellation List

- ii. A user needs to select leave category and leave type from **Leave Category** and **Leave Type** option. There also needs to select specific date range.
- iii. Then clicking on the **Search** button a leave list will appear at the below of the interface.
- iv. In each attribute of the list, there is a **Detail** button. Clicking on **Detail** button a list of following interface will appear where details of the leave cancellation can be seen.

Employee Leave Cancellation Request

Employee Info					
Employee Name					
Program Type			Employee Category		
Program			Employee Level		
Project			Designation		
Current Office			Functional Designation		
Department			Joining Date		
Status					
Authorization Info					
Authorization Trail	Type	Status	Actor	Action Taken By	Date
	Proposal	Pending	Respective Employee	[0134668]- TANWIR RAHMAN [FD115]- Director Finance	-
<input type="button" value="Back to List"/>					




Image: Employee Leave Cancellation Request

- v. After seeing detailed leave information, there is a **Back to List** button, which helps the user to get back to the leave cancellation list again.

3.7.4 Leave Extension

Business Rule

For extension leave, the user can get help of all executions related activity from this option. In the application there are following attributes which is needed for leave extension execution-

- Leave Extension
 - List for Leave Extension
 - Leave Extension Authorization
 - Associate Leave Extension List

3.7.4.1 List for Leave Extension

To extend leave following steps need to follow-

- i. Click **HR > Leave and Attendance > Leave Extension > List for Leave Extension**

Following interface will appear-

Employee Leave List For Extension

Employee Leave Balance Info						
Leave Type Name	Leave Earned	Leave Taken	Leave Forwarded	Attendance Leave	Leave On Apply	Leave Balance
Page 1 of 0						

No records to view

Employee Leave List For Extension

Leave Category:
 Leave Type:
 From Date: To Date:

Show 10 entries Search:

Leave Type	Application Date	From Date	To Date	Duration(In Day)	reason	
Earn Leave	26-07-2015	27-07-2015	27-07-2015	1	Annual	<input type="button" value="Apply"/>
Earn Leave	09-08-2015	09-08-2015	09-08-2015	1	dfsdf	<input type="button" value="Apply"/>
Paternity Leave	09-08-2015	11-08-2015	13-08-2015	3	wet	<input type="button" value="Apply"/>

Image: Employee Leave List for Extension

- ii. At top of the interface employee leave balance info list can be seen.
- iii. After that, to search leave, category wise, there needs to select leave category and leave type from the dropdown menu of **Leave Category** and **Leave Type** from the Employee Leave Information search option. There needs to select date in the date field.
- iv. After selecting and clicking on the **Search** button a list of leave type will appear below, having an **Apply** button at the right side of each attribute.
- v. Through clicking on the apply button a detailed following interface will appear-

Employee Leave Information			
Leave Category	Annual Leave		
Employee Leave Type	Earn Leave		
From Date	09-08-2015	To Date	09-08-2015
Employee Leave Extension Info			
From Date*	<input type="text" value="DD-MM-YYYY"/>	To Date*	<input type="text" value="DD-MM-YYYY"/>
Duration In Day	<input type="text"/>		
Reason Of Extension	<input type="text"/>		
Attachment	<input type="button" value="Browse"/>		
<input type="button" value="Back To List"/> <input type="button" value="Create"/> <input type="button" value="Clear"/>			

Image: Employee Leave List for Extension

- vi. In this interface at the top of the view, there is the information of the requested leave. After the information there is also an option of reason for leave extension where the reason behind leave extension needs to insert.
- vii. There is also an option of **Attachment**, which can be selected if there is any kind of attachment needs to attach.
- viii. By finishing above execution **Create** button needs to select for successful leave extension execution. To clear the information by one click there needs to select **Clear** button.
- ix. After applying, there is a **Back to List** button, which helps the user to get back to the employee leave list extension again.

3.7.4.2 Leave Extension Authorization

To approve extension of leave by supervisor following steps need to follow-

- i. Click **HR > Leave and Attendance > Leave Extension > Leave Extension Authorization**

Following interface will appear-

Select	Status	Leave Type	Revised From Date	Revised To Date	Employee Info	Project
--------	--------	------------	-------------------	-----------------	---------------	---------

Image: Employee Leave Request List for Extension

- iv. Here, a list of all requested leave extension will appear. From the list supervisor selects employee leave extension request one by one through clicking on the underlined **Select** option. A new interface of detailed leave extension request will appear. The interface is as follows-

Select	Status	Leave Type	Revised From Date	Revised To Date	Employee Info	Project
--------	--------	------------	-------------------	-----------------	---------------	---------

Image: Employee Leave Request List for Extension

- v. Supervisor go through the information and by clicking on the **Authorize** button, a request is being approved.
- xi. There is also a **Delete** button to reject the request. After that, there is a **Back to List** button, which helps the user to get back to the employee leave extension list again.



All the execution can only be done by the supervisor and the activity is only reserved for them also.

3.7.4.3 Associate Leave Extension List

Employees all kinds of leave extensions are shown in a list view in this option. To display associate leave extension list following steps need to follow-

- i. Click **HR > Leave and Attendance > Leave Extension > Associate Leave Extension List**

Following interface will appear-

Employee Leave Extension List

Employee Leave Extension List

Country: -All Country- ▼

Office: ▼

Employee PIN:

Status: -Select Status- ▼

Leave Category: -Select Leave Category- ▼

Leave Type: -Select Leave Type- ▼

From Date: DD-MM-YYYY To Date: DD-MM-YYYY

Search Cancel

Show 10 ▼ entries Search:

Employee Name	Status	Leave Type	From Date	To Date	Duration(In Day)
No data available in table					

Image: Employee Leave Extension List

- ii. A user needs to select leave category and leave type from **Country, Office, Leave Category and Leave Type** option. There also needs to select specific date range.
- iii. Then clicking on the **Search** button a leave type list will appear at the below of the interface.
- iv. In each attribute of the list, there is a **Detail** button. Clicking on **Detail** button a list of following interface will appear where details of the leave extension can be seen.

Employee Leave Extension				
Employee Info				
Employee Name	[0134668]- TANWIR RAHMAN			
Program Type	Support Programme	Employee Category	Regular Staff	
Program	[12]- BRAC International HO (BD)	Employee Level	XX	
Project	[BD-0001]- BRAC International HO (BD)	Designation	[D006]- Director	
Current Office	[BI]- BRAC Center, Bangladesh	Functional Designation	[FD115]- Director Finance	
Department	Finance & Accounts	Joining Date	02-08-2009	
Status	On Authorization			
Employee Leave Request Info				
Leave Category	Special Leave	Leave Type	Paternity Leave	
From Date	11-08-2015	To Date	13-08-2015	
Employee Leave Extension Info				
Leave Category	Special Leave	Leave Type	Paternity Leave	
Revised From Date	14-08-2015	Revised To Date	15-08-2015	
Authorization Info				
Authorization Trail				
Type	Status	Actor	Action Taken By	Date
Proposal	Authorised	Respective Employee	[0134668]- TANWIR RAHMAN [FD115]- Director Finance	09-08-2015
Recommendation	Authorised	Responsible Person for Human Resource	[0034362]- Faruque Ahmed [FD003]- Executive Director	09-08-2015
Approval	Pending	Supervisor	[0034362]- Faruque Ahmed [FD003]- Executive Director	-

[Back to List](#)

Image: Employee Leave Extension

- v. After seeing detailed leave extension information, there is a **Back to List** button, which helps the user to get back to the leave extension list again.

3.7.5 Leave Early Back

Business Rule

Leave early back option is used when an employee go for a leave and come back before his/her leave end date then there needs to do request by the employee for cancellation the left days leave. So that, for leave early back request, the user can get help of all leave early back related activities from this option. In the application there are following attributes which is needed for leave early back execution-

- Leave Early Back
 - List for Leave Early Back
 - Leave Early Back Authorization
 - Associate Early Back List

3.7.5.1 List for Leave Early Back

To extend leave following steps need to follow-

- i. Click **HR > Leave and Attendance > Leave Early Back > List for Leave Early Back**

Following interface will appear-

Employee Leave Early Back Apply List

Employee Leave Balance Info						
Leave Type Name	Leave Earned	Leave Taken	Leave Forwarded	Attendance Leave	Leave On Apply	Leave Balance
Page 1 of 0						
No records to view						

Employee Leave Early Back Apply List						
Leave Category*	-Select Leave Category-					
Leave Type*	-Select Leave Type-					
From Date*	DD-MM-YYYY	To Date*	DD-MM-YYYY			
<input type="button" value="Search"/> <input type="button" value="Cancel"/>						
Show	10	entries	Search:			
Leave Type	Application Date	From Date	To Date	Duration(In Day)	reason	Apply
Earn Leave	26-07-2015	27-07-2015	27-07-2015	1	Annual	<input type="button" value="Apply"/>
Earn Leave	09-08-2015	09-08-2015	09-08-2015	1	dfsfs	<input type="button" value="Apply"/>
Paternity Leave	09-08-2015	11-08-2015	13-08-2015	3	wet	<input type="button" value="Apply"/>

Image: Employee Leave Early Back Apply List

- ii. At the top of the interface employee leave balance info list can be seen.
- iii. After that, to search leave, category wise, there needs to select leave category and leave type from the dropdown menu of **Leave Category** and **Leave Type** from the Employee Leave Information search option. There also needs to select date in the date field.
- iv. After selecting and clicking on the on the **Search** button a list of leave type will appear below, having an **Apply** button at the right side of each attribute.
- v. Through clicking on the apply button a detailed following interface will appear-

Employee Leave Information	
Leave Category*	Annual Leave
Employee Leave Type*	Earn Leave
From Date	09-08-2015
To Date	09-08-2015
Employee Early Back Info	
Actual From Date*	09-08-2015
Early Back Date*	09-08-2015
Leave Enjoyed	1
Reason	dfsfs
Attachment	<input type="button" value="Browse"/>
<input type="button" value="Create"/> <input type="button" value="Reset Data"/> <input type="button" value="Back To List"/>	

Image: Employee Leave Early Back Apply List

- vi. In this interface at the top of the view, there is the information of the pre-approved leave dates with leave category and leave type in read-only information wise. After that, there is early back information field where there is a date field. In the date field there are **Actual from Date** which is used to insert the pre-assigned end date. Again, in the **Early Back Date** field there needs to insert the date of early back from leave. A read only automated leave enjoyed days will appear in the **Leave Enjoyed** field. Afterwards, in the **Reason** field there needs to insert the valid reason of coming early back from leave.
- vii. There is also an option of **Attachment**, which can be selected if there is any kind of attachment needs to attach.
- viii. By finishing above execution **Create** button needs to select for successful leave early back execution. To clear the information by one click there needs to select **Reset Data** button.
- ix. After applying, there is a **Back to List** button, which helps the user to get back to the employee leave early back list interface again.

3.7.5.2 Leave Early Back Authorization

To approve extension of leave by supervisor following steps need to follow-

- i. Click **HR > Leave and Attendance > Leave Early Back > Leave Early Back Authorization**

Following interface will appear-

Employee Early Back Apply Authorization List

Employee Leave Early Back Apply List						
Select	Status	Employee Info	Project	Department	Designation	0

Image: Employee Leave Early Back Apply Authorization List

- ii. Here, a list of all requested leave early back will appear. From the list supervisor selects employee leave early back request one by one through clicking on the underlined **Select** option. A new interface of detailed leave extension request will appear. The interface is as follows-

Employee Early Back Apply Authorization List

Employee Leave Early Back Apply List						
Select	Status	Employee Info	Project	Department	Designation	0

Image: Employee Leave Early Back Apply Authorization List

- iii. Supervisor go through the information and by clicking on the **Authorize** button, a request is being approved.
- xii. There is also a **Delete** button to reject the request. After that, there is a **Back to List** button, which helps the user to get back to the employee leave early back list again.



All the execution can only be done by the supervisor and the activity is only reserved for them also.

3.7.5.3 Associate Early Back List

Employee's all kinds of leave early back are shown in a list view in this option. To display associate leave early back list following steps need to follow-

- i. Click **HR > Leave and Attendance > Early Back List > Associate Early Back List**

Following interface will appear-

Employee Early Back List

Employee Early Back List					
Country	<input type="text" value="--All Country--"/>				
Office	<input type="text"/>				
Employee PIN	<input type="text"/>				
Status	<input type="text" value="-Select Status-"/>				
Leave Category	<input type="text" value="-Select Leave Category-"/>				
Leave Type	<input type="text" value="-Select Leave Type-"/>				
From Date	<input type="text" value="DD-MM-YYYY"/>				
To Date	<input type="text" value="DD-MM-YYYY"/>				
<input type="button" value="Search"/>	<input type="button" value="Cancel"/>				
Show <input type="text" value="10"/> entries	Search: <input type="text"/>				
Employee Name	Status	Leave Type	Actual From Date	Early Back Date	Duration(In Day)
No data available in table					

Image: Employee Early Back List

- ii. A user needs to select Country, Office, leave category and leave type from **Country, Office, Leave Category** and **Leave Type** option. There also needs to select specific date range.
- iii. Then clicking on the **Search** button a leave type list will appear at the below of the interface.
- iv. In each attribute of the list, there is a **Detail** button. Clicking on **Detail** button a list of following interface will appear where details of the leave early back request can be seen.
- v. After seeing detailed leave extension information, there is a **Back to List** button, which helps the user to get back to the leave extension list again.

Employee Early Back Info

Employee Info					
Employee Name	[0134668] - TANWIR RAHMAN				
Program Type	Support Programme	Employee Category	Regular Staff		
Program	[12] - BRAC International HO (BD)	Employee Level	XX		
Project	[BD-0001] - BRAC International HO (BD)	Designation	[D006] - Director		
Current Office	[BI] - BRAC Center, Bangladesh	Functional Designation	[FD115] - Director Finance		
Department	Finance & Accounts	Joining Date	02-08-2009		
Status	On Authorization				
Employee Early Back info					
Leave Category	Annual Leave	Leave Type	Earn Leave		
Applied From Date	09-08-2015	Applied To Date	09-08-2015		
Applied Leave Duration	1.0				
Actual From Date	09-08-2015	Early Back Date	09-08-2015		
Actual Leave Duration	1.0				
Authorization Info					
Authorization Trail	Type	Status	Actor	Action Taken By	Date
	Proposal	Authorised	Respective Employee	[0134668] - TANWIR RAHMAN [FD115] - Director Finance	09-08-2015
	Recommendation	Authorised	Responsible Person for Human Resource	[0034362] - Faruque Ahmed [FD003] - Executive Director	09-08-2015
	Approval	Pending	Supervisor	[0034362] - Faruque Ahmed [FD003] - Executive Director	-

[Back to List](#)

Image: Employee Early Back Info

3.8 Attendance

Business Rule

This option helps the employee to insert daily attendance entry. This is an automated attendance service. While insertion of the attendance the time is automatically saved. There is also a note option for additional remarks write-up.

Overview: Attendance module divides into several parts. Through clicking on the attendance button following interface will appear-

- Attendance Setup
- Attendance Entry

Under some of the featured list, there are some sub floating menu list, which will appear as following view-

- Attendance Setup
 - Attendance Status
 - Attendance Configuration
 - Shift Attendance Configuration
- Attendance Entry
 - Employee Attendance Entry
 - Attendance Entry By Supervisor
 - Attendance Entry By HR
 - Multiple Attendance Entry By HR
 - Upload Attendance Info

3.8.1 Attendance Setup

This option's execution is reserved for the supervisor. In this interface, there is no access of the employee. Here, attendance setup is configured. Attendance status can also be seen through this interface.

3.8.1.1 Attendance Status

This option execution is a very first job to configure attendance configuration. Through this option attendance status, e.g. present, absent, late etc. can be inserted. With respecting, each of the option's status, timing is being setup. To configure attendance status, following steps need to follow-

- i. Click **HR > Leave and Attendance > Attendance Setup > Attendance Status**

Following interface will appear-

Create Attendance Status

Attendance Status Information

Name*

Short Code*


Description

Show entries Search:

ID	Name	Short Code	Description
Select	Present	0001	Present_Character Limits validated
Select	Absence	0002	Absence_Character Limits validated
Select	late	0003	na

Image: Create Attendance Status

- ii. In the top of the interface there needs to insert name, short code and description in the **Name**, **Short Code** and **Description** field.
- iii. After inserting the required field values, a user needs to click **Create** button to save the category successfully. This creation will appear at the end of the interface in a list view. There is also **Cancel** button to reset the information.
- iv. The list stuffs can be edited if needed through selecting and clicking on the specific editable stuff.
- v. A confirmation pop-up message will appear at the right below side of the interface.

 **Present:** Present status show when an employee present in the office due time.
Late: When an employee late for office and punch in lately then the status will appear late.
Absent: When an employee was absent and there is no punch in/out updated information then the status will appear absent.

3.8.1.2 Attendance Configuration

To setup attendance, following steps need to follow-

- i. Click **HR > Leave and Attendance > Attendance Setup > Attendance Configuration**

Following interface will appear-

Attendance Configuration

Country*	<input type="text" value="Liberia"/>		
Program	<input type="text" value="Adolescent Development Progr"/>		
Project	<input type="text" value="-Select Project-"/>		
Department	<input type="text" value="-Select Department-"/>		
Office Info	<input type="text" value="-Select Office-"/>		
Attendance Schedule*		Start Time	End Time
Sunday	<input type="checkbox"/>	<input type="text" value="hh:mm am"/>	<input type="text" value="hh:mm pm"/>
Monday	<input type="checkbox"/>	<input type="text" value="hh:mm am"/>	<input type="text" value="hh:mm pm"/>
Tuesday	<input type="checkbox"/>	<input type="text" value="hh:mm am"/>	<input type="text" value="hh:mm pm"/>
Wednesday	<input type="checkbox"/>	<input type="text" value="hh:mm am"/>	<input type="text" value="hh:mm pm"/>
Thursday	<input type="checkbox"/>	<input type="text" value="hh:mm am"/>	<input type="text" value="hh:mm pm"/>
Friday	<input type="checkbox"/>	<input type="text" value="hh:mm am"/>	<input type="text" value="hh:mm pm"/>
Saturday	<input type="checkbox"/>	<input type="text" value="hh:mm am"/>	<input type="text" value="hh:mm pm"/>
Is Flexi Allowed IN HO	<input type="checkbox"/>	Is Flexi Allowed IN FO	<input type="checkbox"/>
Half Day Office Hour*	<input type="text" value="Hour"/>	Minute	<input type="text" value="Minute"/>
Full Day Office Hour*	<input type="text" value="Hour"/>	Minute	<input type="text" value="Minute"/>
In Time Grace Period*	<input type="text" value="Minute"/>	Out Time Grace Period*	<input type="text" value="Minute"/>
Delay Period*	<input type="text" value="Minute"/>		
Attendance Type*	<input type="radio"/> Auto Present <input type="radio"/> Punch In/Out		
Effective Date*	<input type="text" value="DD-MM-YYYY"/>		
End Date	<input type="text" value="DD-MM-YYYY"/>		
<input type="button" value="Create"/> <input type="button" value="Cancel"/>			


Attendance Policy														
Select	Country	Office info	Attendance Type	Effective Date	End Date	Full Day Office Hour	Minute	half Day Office Hour	Minute	In Time Grace Period	Is flexible fo	Is flexible ho	Maximum Flexi Time	ou tir gr pe
Select	Myanmar		Punch In/Out	30-04-2019	31-12-2019	8	30	4	30	0	NO	NO	10	0
Select	Myanmar	[MMCHO]Myanmar Country Head Office	Punch In/Out	05-05-2019	31-12-2019	8	0	4	0	10	YES	YES	10	10

Showing 1 to 2 of 2 entries [First](#) [Previous](#) 1 [Next](#) [Last](#)

Image: Employee Attendance Configuration

- ii. At the top of the interface there needs to select country form **Country** field dropdown menu.
- iii. After that, office information and employee name to be inserted in the **Office Info** and **Employee** field.
- iv. Then start time and end time needs to insert. There is also a field of half day office hour & full day office hour timing and grace hour timing which needs to be inserted in the **Half Day Office Hour**, **Full Day Office Hour** and **In/Out Time Grace Period** field.

- v. Afterwards, attendance type, effective date, end date, weekly holiday type and hour type needs to insert in the **Attendance Type, Effective Date, End Date, Weekly Holiday Type** and **Hour Type** field.
- vi. After all kind of selection and insertion a user needs to click on **Create** button to create leave type successfully. This creation will appear at the end of the interface in a list view, which can be edited if needed. There is also **Cancel** button to reset the information.
- vii. A confirmation pop-up message will appear at the right below side of the interface.

 **Half day office Hour:** This time hour is used when an employee attend in the office late for a valid reason then office count his attendance present office policy wise and allow him/her as half day office hour presenter

Attendance Type: There are two attendance type in the application. They are- Auto present & Punch In/Out. Auto present is only applicable for higher authority condition wise. Punch In/Out is applicable for all employee.

3.8.1.3 Shift Attendance Configuration

To setup attendance, following steps need to follow-

- i. Click **HR > Leave and Attendance > Attendance Setup > Shift Attendance Configuration**

Following interface will appear-

Create Shift Attendance Config

Shift Attendance Config Info

Shift Attendance Config * Required

Name *	<input style="width: 90%;" type="text"/>		
Attendance Schedule*		Start Time	End Time
Sunday	<input type="checkbox"/>	<input style="width: 100%;" type="text" value="hh:mm am"/>	<input style="width: 100%;" type="text" value="hh:mm pm"/>
Monday	<input type="checkbox"/>	<input style="width: 100%;" type="text" value="hh:mm am"/>	<input style="width: 100%;" type="text" value="hh:mm pm"/>
Tuesday	<input type="checkbox"/>	<input style="width: 100%;" type="text" value="hh:mm am"/>	<input style="width: 100%;" type="text" value="hh:mm pm"/>
Wednesday	<input type="checkbox"/>	<input style="width: 100%;" type="text" value="hh:mm am"/>	<input style="width: 100%;" type="text" value="hh:mm pm"/>
Thursday	<input type="checkbox"/>	<input style="width: 100%;" type="text" value="hh:mm am"/>	<input style="width: 100%;" type="text" value="hh:mm pm"/>
Friday	<input type="checkbox"/>	<input style="width: 100%;" type="text" value="hh:mm am"/>	<input style="width: 100%;" type="text" value="hh:mm pm"/>
Saturday	<input type="checkbox"/>	<input style="width: 100%;" type="text" value="hh:mm am"/>	<input style="width: 100%;" type="text" value="hh:mm pm"/>

Create
Cancel

Attendance Policy

Show 10 entries Search:

Select	Country	Shift Name
No data available in table		
Showing 0 to 0 of 0 entries First Previous Next Last		



Image: Create Shift Attendance Configuration

- i. Enter Name to the 'Name' Section
- ii. Select Attendance Schedule
- iii. Enter Start and End Time in Start Time and End Time Field.
- iv. Click ' Create ' Button to create Shift attendance configuration.
- v. User can cancel the operation by using ' Cancel ' Button.

3.8.2 Attendance Entry

3.8.2.1 Attendance Entry

For Attendance Entry following step, need to follow-

- i. Click **HR > Leave and Attendance > Attendance Entry > Employee Attendance Entry**

Following interface will appear-

The screenshot displays the 'Punch In' interface. At the top, there is a 'Punch In' header. Below it, a form contains the following fields:

- Name:** [0134668]-TANWIR RAHMAN
- Date:** 24-08-2015
- Time:** 14:58
- Note:** A text area for entering remarks.

Below the form is a 'Punch In' button. Underneath is a 'Punch In/Out Time Summary' section with a search bar and a table of entries.

In Date	In Time	Out Date	Out Time	In Note	Out Note	Status
18-08-2015						Absence
17-08-2015						Absence
16-08-2015						Absence
10-08-2015						Absence
09-08-2015	12:31:53					Absence
06-08-2015						Absence
05-08-2015						Absence
04-08-2015						Absence

At the bottom of the table, it says 'Showing 1 to 10 of 12 entries' and includes navigation buttons: First, Previous, 1, 2, Next, Last.

Image: Attendance Entry

- ii. A user needs to click in the Punch In/Out button for office attendance.
- iii. If there is any kind of remarks, a user needs to insert in the **Note** field.
- iv. An attendance list view will appear below of the interface. This list is read-only.

3.8.2.2 Attendance Entry by Supervisor

For Attendance Entry by Supervisor following steps need to follow-

- i. Click **HR > Leave and Attendance > Attendance Entry >> Attendance Entry by Supervisor**

Following interface will appear-

Employee List for Logged In Supervisor

Employee List for Logged In Supervisor						
Show	10	entries	Search: Health & Nutrition			
Employee Name	Ref. PIN	Employee Category	Designation	Project	Department	
[0134615] DR.SHARMIN AKHTER JAHAN	0134615	Regular Staff	Senior Programme Manager, Health	BRAC International HO (BD)	Health & Nutrition	
[0150063] HASIBUL MANNAN	0150063	Contract Staff	Country Representative	BRAC International HO (BD)	Health & Nutrition	
[0001827] MOHAMMED ABDUS SALAM	0001827	Regular Staff	Programme Coordinator, Health	BRAC Bangladesh	Health & Nutrition	
[0177021] KAZI SHAMIUR RAHMAN	00001427	Contract Staff	Country Head of Accounts	BRAC International HO (BD)	Health & Nutrition	
[0177025] KAZI UAT TESTING		Contract Staff	Country Representative	BRAC International HO (BD)	Health & Nutrition	

Showing 1 to 5 of 5 entries (filtered from 29 total entries)

First Previous 1 Next Last

Image: Employee List for Logged In Supervisor

- ii. Click on a link (Employee Name) from the list

Following screen will appear-

Employee Attendance Entry By Supervisor

Employee Attendance Entry By Supervisor			
Employee Name	[0110036] KAZI APPOINTMENT LETTER		
Ref Pin	null		
Designation	Programme Head, Monitoring		
Category	Contract Staff		
Project	Administration		
Department	Internal Audit * Required		
Office In Date*	DD-MM-YYYY * Required		
Punch In Time*	<input type="text"/> HH(00-23)	<input type="text"/> mm(00-59)	
Punch Out Time*	<input type="text"/> HH(00-23)	<input type="text"/> mm(00-59)	
Punch In Note	<input type="text"/> maximum 2000 character		
Punch Out Note	<input type="text"/> maximum 2000 character		

[Back To List](#)

[Entry](#)

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I Image: Attendance Entry by Supervisor

- iii. Afterwards, Office In Date, Punch In Time and Punch Out Time needs to insert in the **Office In Date, Punch In Time** and **Punch Out Time** field.
- iv. Finally, click on '**Entry**' button to save the attendance info.

3.8.2.3 Attendance Entry by HR

For Attendance Entry by HR following steps need to follow-

- i. Click **HR > Leave and Attendance > Attendance Entry > Attendance Entry by HR**

Following interface will appear-

Employee List For Attendance Review

Search Employee

Division	<input type="text" value="-Select Division-"/>
District	<input type="text" value="-Select District-"/>
Thana	<input type="text" value="-Select Thana-"/>
Office Info	<input type="text" value="-Select Office-"/>
Employee	<input type="text"/>
Office In Date*	<input type="text" value="27-04-2017"/>

Employee List

Select	Employee Name	Office In Date	Punch In Time (Format 24Hours)	Punch Out Time (Format 24Hours)	Status	Designation
<input type="checkbox"/>	[0000013] KAZI SAMIUR RAHMAN	26-04-2017				Health & Nutrition
<input type="checkbox"/>	[0000013] KAZI SAMIUR RAHMAN	25-04-2017				Health & Nutrition
<input type="checkbox"/>	[0000013] KAZI SAMIUR RAHMAN	24-04-2017				Health & Nutrition
<input type="checkbox"/>	[0000013] KAZI SAMIUR RAHMAN	30-04-2017				Health & Nutrition
<input type="checkbox"/>	[0000013] KAZI SAMIUR RAHMAN	27-04-2017				Health & Nutrition
<input type="checkbox"/>	[0000013] KAZI SAMIUR RAHMAN	23-04-2017				Health & Nutrition
<input type="checkbox"/>	[0000013] KAZI SAMIUR RAHMAN	05-02-2017				Health & Nutrition
<input type="checkbox"/>	[0000013] KAZI SAMIUR RAHMAN	01-01-2017				Health & Nutrition
<input type="checkbox"/>	[0000013] KAZI SAMIUR RAHMAN	02-02-2017				Health & Nutrition
<input type="checkbox"/>	[0000013] KAZI SAMIUR RAHMAN	05-03-2017				Health & Nutrition

Page 1 of 2 View 1 - 10 of 11

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Image: Employee List for Attendance Review

- ii. Use 'Search' according to searching Image: Employee criteria.
- iii. Select a checkbox from the list
- iv. Enter required info and click on 'Save' button to save the info

3.8.2.4 Multiple Attendance Entry by HR

Business Rule:

1. Authorized user will have access this feature
2. Attendance status will be updated by user daily/monthly
3. County, office and month selection is mandatory
4. Individual employee can be searched or all employee will be searched office wise
5. By default, all status will be "P" if any status not found from system till current date. Future date will be empty.
6. For "Present (P)" default time taken from attendance configuration
7. if any status found from system entry then that status will show here
8. "Weekend (W)" and "Holiday (H)" will be from Holiday & Weekend setup
9. User will save after changing status and this will be the latest status which will effect on Attendance report.
10. User has to be careful to update this sheet because employees' attendance status will update without any reason by this feature.
11. In and out Time entry option need. Example someone may come at 11 am and depart 4.30 so need to entry.

For Multiple Attendance entry by HR following steps need to follow-

- i. Click **HR >Leave and Attendance > Attendance Entry >> Multiple Attendance Entry by HR**

Following interface will appear-

Multiple Attendance

Office *	<input type="text"/>	▼
Employee Info:	<input type="text"/>	▼
Month *	June	▼
Year *	2019	▼
<input type="button" value="Search"/>		

- ii. Select Office from drop-down
- iii. Click on Search button according to searching criteria; system will show the following search results-

Attendance Sheet						
Employee Name	Select	1-6-2019	2-6-2019	3-6-2019	4-6-2019	5-6-2019
[072000001] MD. SAZADUZZAMAN	<input checked="" type="checkbox"/>	Late	Late	Late	Present	Present
[072000008] TUHIN FOR TEST	<input checked="" type="checkbox"/>	Weekend	Present	Present	Present	Present
[072000009] MALE ONE FIRST NAME MALE ONE LAST NAME	<input checked="" type="checkbox"/>	Weekend	Late	Late	Late	Late
[072000011] FEMALE ONE FIRST NAME FEMALE ONE LAST NAME	<input checked="" type="checkbox"/>	Weekend	Present	Present	Present	Present
[072000002] JAHIRUL ISLAM MOROUL	<input checked="" type="checkbox"/>	Weekend	Present	Present	Present	Present
[072000010] MALE TWO FIRST NAME MALE TWO LAST NAME	<input checked="" type="checkbox"/>	Weekend	Present	Present	Present	Present
[012000297] MD. SHARIFUL ISLAM	<input checked="" type="checkbox"/>	Weekend	Weekend	Half Day Le	Half Day Le	Half Day Le
[072000014] FIRSTMMA MIDDLEMMA LASTMMA	<input checked="" type="checkbox"/>	Weekend	Present	Present	Present	Present
[072000021] MR LEAVE LEAVE	<input checked="" type="checkbox"/>	N/A	N/A	N/A	N/A	N/A
[072000022] HUA THAI	<input checked="" type="checkbox"/>	N/A	N/A	N/A	N/A	N/A
[072000023] HUA THAI	<input checked="" type="checkbox"/>	N/A	N/A	N/A	N/A	N/A

Save

Image: Multiple Attendance Entry by HR

Upload Attendance Info:

- i. Click **HR >Leave and Attendance > Attendance Entry >> Upload Attendance Info**

Following interface will appear-

Machine PunchIn/PunchOut Attendance

Upload Excel *

Save Cancel

Image: Machine PunchIn/PunchOut Attendance

- ii. Click 'Upload Excel 'button to upload Machine Punch In / Punch out Attendance.
- iii. Click 'Save' Button to save Machine Punch In/Punch out Attendance.
- iv. User can cancel the operation by using ' Cancel ' Button.

3.9 Reports

This part of Reports section consists of following links.

- Retention
 - Retirement Rate
 - Resign Vs Termination Ratio
 - Average Head Count Span of Supervision
 - Level Wise Average Age of Employment
 - First/Second Year Service Resignation Rate
 - Probation Extension Rate
- Employee Relation
 - New Grievance List
 - Grievance Action List
 - Grievance History
 - Total Grievance Reporting
 - HR Department Staff Turnover Rate
 - Monthly Average Grievance Reporting
 - Level/Program/Gender Wise Grievance Reporting
- Renewal Position Report
 - Visa and Other Documents Stat
 - Upcoming Employment Renewal Status Report
 - Post Renewal Status
- Transfer
 - Staff Transfer Information
 - Staff Transfer Information Revise List
 - Staff Transfer Information Cancelation List
 - Employee Country Settlement
 - Join After Transfer
- Separation Position Report
 - At A Glance Separation Report
 - Resignation Staff List
 - Terminated Staff List
 - Restriction at a Glance Report
 - Exit Interview
 - Release Order
 - Final Settlement
 - Restricted Employee Report
 - Exit Interview Report
 - At a Glance Grievance Report

- Staff Position Report
 - Total Head Count of the Country (current)
 - Total Employee List
 - Designation Wise Staff Information
 - Historic Employment (left)
 - Location Wise Staff List
 - Program Wise Staff Information
 - Program Wise Head Count
 - Assigned HR Project
 - Assigned Finance Project
- Personalise Report
 - Designation Wise Job Description
 - Visa Info & Renewal Feedback
 - Work Permit Info & Renewal Feedback
 - Nominee Details
 - Supervisor Change History
 - Blood Group Report
 - New Joinee Staff List
- Leave and Attendance Report
 - HR Attendance
 - Supervise Leave Status
 - Supervise Attendance
 - Month wise Staff Attendance Report
 - My Attendance
 - HR Leave Status
 - My Leave Status
 - Leave Register

3.9.1 Retention

This part of Reports section consists of following links.

- Average Head Count Span of Supervision
- Level Wise Average Age of Employment
- First/Second Year Service Resignation Rate
- Probation Extension Rate
- Retirement Rate
- Resign Vs Termination Ratio

3.9.1.1 Average Head Count Span of Supervision

- Please Select, **HR > Reports > Retention > Average Head Count Span of Supervision**
Following screen will appear-

Average head count span of supervision

Average head count span of supervision

Country: All Country

Office: -All Office-

Program: -All Programme-

Project: -Select Project-

Search

Show 10 entries Search:

Office	Supervisor	Average head count span of supervision
No data available in table		

Showing 0 to 0 of 0 entries First Previous Next Last

Export to excel

Image: Average Head Count Span of Supervision

- Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Average head count span of supervision

Average head count span of supervision

Country: Bangladesh

Office: -All Office-

Program: -All Programme-

Project: -Select Project-

Search

Show 10 entries Search:

Office	Supervisor	Average head count span of supervision
[050]-bangladesh		
[BDCHO]-Head Office	[012000344]-RAOSY SHARIF	1
[BDCHO]-Head Office	[012000345]-NURUNNABI AZAD	4
[BI]-BRAC Center, Bangladesh	[0000001]-SIR FAZLE HASAN ABED	406
[BI]-BRAC Center, Bangladesh	[0134900]-SHAMERAN ABED	3
[BI]-BRAC Center, Bangladesh	[0137303]-ABHIJIT GUPTA	2
[BI]-BRAC Center, Bangladesh	[0034362]-FARUQUE AHMED	16
[BI]-BRAC Center, Bangladesh	[0003902]-MD. ABUL KASHEM MOZUMDER	13
[BI]-BRAC Center, Bangladesh	[0098570]-MD. RAFIQUUL ISLAM	2
[BI]-BRAC Center, Bangladesh	[0154131]-MD. SHEEHAB RAFI RUSSEL	18


Showing 1 to 10 of 22 entries

First Previous 1 2 3 Next Last

Export to excel

Image: Average Head Count Span of Supervision

- iii. Click 'Export to Excel' button
Following excel report will appear-

1				
2	AVERAGE HEAD COUNT SPAN OF SUPERVISION			
3	Country: All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Generated at Thu Jun 16 15:53:24 BDT 2016 ; Generated by: 0034362			
4	Country	Office	Supervisor	Average head count span supervision
5	[800]-Uganda			
6		[UGCHO]-Uganda Country Office	[031000002]-BUSINGE DANIEL	41
7		[UG500063]-Matugga	[031000004]-NANDYOWA ANITA	1
8		[UG400010]-Luwero	[031000009]-AZIZI SHAKILA	1
9		[UGCHO]-Uganda Country Office	[012000025]-Md. Asaduzzaman	3
10		[UGCHO]-Uganda Country Office	[012000028]-Abdullah Al Murad Chowdury	28
11		[UGCHO]-Uganda Country Office	[012000029]-Md. Rafiqul Islam	20
12	[050]-Bangladesh			
13		[BDCHO]-Head Office	[012000344]-RAOSY SHARIF	1
14		[BDCHO]-Head Office	[012000345]-NURUNNABI AZAD	4
15		[B]-BRAC Center, Bangladesh	[0000001]-SIR FAZLE HASAN ABED	406

Excel Report: Average Head Count Span of Supervision

3.9.1.2 Level Wise Average Age of Employment

- i. Please Select, **HR > Reports > Retention > Level Wise Average Age of Employment**
Following screen will appear-

Level Wise Average Age of Employment

Level Wise Average Age of Employment

Country	All Country
Office	-All Office-
Program	-All Programme-
Project	-Select Project-

Search

Show 10 entries Search:

Level	Average Age of Employment(in months)
No data available in table	

Showing 0 to 0 of 0 entries First Previous Next Last

Export to excel

Image: Level Wise Average Age of Employment

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Search' button Following information will appear-

Level Wise Average Age of Employment

Level Wise Average Age of Employment

Country	Bangladesh
Office	-All Office-
Program	-All Programme-
Project	-Select Project-

Search

Show 10 entries Search:


Level	Average Age of Employment(in months)
I	0.1591
II	0.3446
III	0.3183
IV	1.0273
IX	7.9364
V	2.3782
VI	1.6379
VII	2.3697
VIII	1.4847
X	0.2635

Showing 1 to 10 of 16 entries First Previous 1 2 Next Last

Export to excel

Image: Level Wise Average Age of Employment

- iii. Click 'Export to Excel' button
Following excel report will appear-

1		
2	LEVEL WISE AVERAGE AGE OF EMPLOYMENT	
3	Country:Bangladesh ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Generated at Thu Jun 16 15:54:28 BDT 2016 ; Generated by: 0034362	
4	Level	Average Age of Employment
5	I	0.1591
6	II	0.3446
7	III	0.3183
8	IV	1.0273
9	V	2.3782
10	VI	1.6379
11	VII	2.3697
12	VIII	1.4847
13	IX	7.9364
14	X	0.2635
15	XII	3.1972
16	XIII	26.4
17	XIV	5.2
18	XIX	53.2727
19	XX	136.25

Excel Report: Level Wise Average Age of Employment Report

3.9.1.3 First/Second Year Service Resignation Rate

- i. Please Select, **HR > Reports > Retention > First/Second Year Service Resignation Rate**
Following screen will appear-

First/second year service resignation rate

First/second year service resignation rate

Country	All Country
Office	-All Office-
Program	-All Programme-
Project	-Select Project-

Search

Show 10 entries Search:

Office First/second year service resignation rate

No data available in table

Showing 0 to 0 of 0 entries

First Previous Next Last

Export to excel

Image: First/Second Year Service Resignation Rate

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

First/second year service resignation rate

First/second year service resignation rate

Country:

Office:

Program:

Project:

Show entries Search:

Office	First/second year service resignation rate
[050]-bangladesh	
[AFCHO]-Afghanistan Country Head Office	100
[BD200001]-Dhaka Division	100
[BD300001]-Dhaka -2	100
[BD300002]-Bogra -1	100
[BD400001]-Kotwali	100
[BD500001]-Islambag	100
[BI]-BRAC Center, Bangladesh	3

Showing 1 to 7 of 7 entries

Image: First/Second Year Service Resignation Rate

- iii. Click 'Export to Excel' button
Following excel report will appear-

			
FIRST SECOND YEAR SERVICE RESIGNATION RATE			
Country:Bangladesh ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Generated at Thu Jun 16 15:55:14 BDT 2016 ; Generated by: 0034362			
	Country	Office	First/second year service resignation rate
1	[050]-Bangladesh		
2		[AFCHO]-Afghanistan Country Head Office	100
3		[BD200001]-Dhaka Division	100
4		[BD300001]-Dhaka -2	100
5		[BD300002]-Bogra -1	100
6		[BD400001]-Kotwali	100
7		[BD500001]-Islambag	100
8		[BI]-BRAC Center, Bangladesh	3

Excel Report: First/Second Year Service Resignation Rate Report

3.9.1.4 Probation Extension Rate

- i. Please Select, **HR > Reports > Retention > Probation Extension Rates**
Following screen will appear-

Probation Extension Rate

Probation Extension Rate

Country: All Country

Office: -All Office-

Program: -All Programme-

Project: -Select Project-

Joining From Date: 17-05-2016

Joining To Date: 15-08-2016

Search

Show 10 entries Search:

Country	Office	Probation Extension Rate
No data available in table		

Showing 0 to 0 of 0 entries First Previous Next Last

Export to excel

Image: Probation Extension Rates

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Probation Extension Rate

Probation Extension Rate

Country	Bangladesh
Office	-All Office-
Program	-All Programme-
Project	-Select Project-
Joining From Date	17-05-2014
Joining To Date	15-08-2016

Search

Show 10 entries Search:


Country	Office	Probation Extension Rate
[050]-Bangladesh	[BD200001]-Dhaka Division	0
[050]-Bangladesh	[BD300001]-Dhaka -2	0
[050]-Bangladesh	[BD300002]-Bogra -1	0
[050]-Bangladesh	[BD400001]-Kotwali	0
[050]-Bangladesh	[BD500001]-Islambag	0
[050]-Bangladesh	[BI]-BRAC Center, Bangladesh	0

Showing 1 to 6 of 6 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Export to excel

Image: Probation Extension Rates

- iii. Click 'Export to Excel' button
Following excel report will appear-

	A	B	C	D	E
1					
2	PROBATION EXTENSION RATE				
3	Country: Bangladesh ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Generated at Thu Jun 16 15:49:56 BDT 2016 ; Generated by: 0034362				
4	Country	Office	Probation Extension Rate		
5	[050]-Bangladesh				
6		[BD200001]-Dhaka Division	0		
7		[BD300001]-Dhaka -2	0		
8		[BD300002]-Bogra -1	0		
9		[BD400001]-Kotwali	0		
10		[BD500001]-Islambag	0		
11		[BI]-BRAC Center, Bangladesh	0		
12					

Excel Report: Probation Extension Rates Report

3.9.1.5 Retirement Rate

- i. Please Select, **HR > Reports > Retention > Retirement Rate**
Following screen will appear-

Retirement Rate

Retirement Rate	
Country	All Country
Office	-All Office-
Program	-All Programme-
Project	-Select Project-
Joining From Date	17-05-2016
Joining To Date	15-08-2016

Search

Show 10 entries Search:

Office Retirement Rate

No data available in table

Showing 0 to 0 of 0 entries First Previous Next Last

Export to excel

Image: Retirement Rate

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Search' button Following information will appear-

Retirement Rate

Retirement Rate	
Country	Bangladesh
Office	-All Office-
Program	-All Programme-
Project	-Select Project-
Joining From Date	17-05-2014
Joining To Date	15-08-2016

Search

Show entries Search:

Office	Retirement Rate
[050]-bangladesh	
[AFCHO]-Afghanistan Country Head Office	0
[BD200001]-Dhaka Division	0
[BD300001]-Dhaka -2	0
[BD300002]-Bogra -1	0
[BD400001]-Kotwali	0
[BD500001]-Islambag	0
[BI]-BRAC Center, Bangladesh	0

Showing 1 to 7 of 7 entries First Previous 1 Next Last

Export to excel

Image: Retirement Rate

- iii. Click 'Export to Excel' button
Following excel report will appear-

	A	B	C	D	E
1					
2	RETIREMENT RATE				
3	Country:All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Joining To Date:15-08-2016 ; Joining From Date:17-05-2016 ; Generated at Thu Jun 16 15:50:55 BDT 2016 ; Generated by: 0034362				
4	Country	Office	Retirement Rate		
5	[050]-Bangladesh	[BI]-BRAC Center, Bangladesh	0		
6	[728]-South Sudan	[SS400002]-Rumbek	0		
7					

Excel Report: Retirement Rate Report

3.9.1.6 Resign Vs Termination Ratio

- i. Please Select, **HR > Reports > Retention > Resign Vs Termination Ratio**
Following screen will appear-

The screenshot displays the 'Resign VS Termination Ratio' report interface. At the top, there is a title bar 'Resign VS Termination Ratio' and a subtitle 'Resign VS Termination Ratio'. Below this, there are several filter fields: 'Country' (set to 'All Country'), 'Office' (set to '-All Office-'), 'Program' (set to '-All Programme-'), 'Project' (set to '-Select Project-'), 'From Date' (set to '17-05-2016'), and 'To Date' (set to '15-08-2016'). A 'Search' button is located below the filters. Below the search button, there is a table header area with 'Show 10 entries' and a search input field. The table header includes columns for 'Country', 'Office', and 'Resign Vs Termination Ratio'. The table body is empty, displaying 'No data available in table'. At the bottom, there is a status bar showing 'Showing 0 to 0 of 0 entries' and navigation buttons for 'First', 'Previous', 'Next', and 'Last'. An 'Export to excel' button is also present.

Image: Resign Vs Termination Ratio

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Resign VS Termination Ratio

Resign VS Termination Ratio

Country: Bangladesh

Office: -All Office-

Program: -All Programme-

Project: -Select Project-

From Date: 17-05-2014

To Date: 15-08-2016

Search

Show 10 entries Search:

Country	Office	Resign Vs Termination Ratio
[050]-Bangladesh	[BD300001]-Dhaka -2	-
[050]-Bangladesh	[BDCHO]-Head Office	-
[050]-Bangladesh	[BI]-BRAC Center, Bangladesh	-

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Export to excel

Image: Resign Vs Termination Ratio

- iii. Click 'Export to Excel' button
Following excel report will appear-

	A	B	C	D	E
1					
2	RESIGN VS TERMINATION RATIO				
3	Country:All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Generated at Thu Jun 16 15:51:49 BDT 2016 ; Generated by: 0034362				
4	Country	Office	Resign VS Termination		
5	[050]-Bangladesh				
6		[BD300001]-Dhaka -2	-		
7		[BDCHO]-Head Office	-		
8		[BI]-BRAC Center, Bangladesh	-		
9	[728]-South Sudan				
10		[SS400001]-Torit	-		
11		[SS400002]-Rumbek	-		
12					

Excel Report: Resign Vs Termination Ratio Report

3.9.2 Employee Relation

This part of Reports section consists of following links.

- New Grievance List
- Grievance Action List
- Grievance History
- Total Grievance Reporting
- HR Department Staff Turnover Rate
- Monthly Average Grievance Reporting
- Level/Program/Gender Wise Grievance Reporting

3.9.2.1 New Grievance List

- i. Please Select, **HR > Reports > Employee Relation > New Grievance List**

Following screen will appear-

Grievance List

Grievance List

Country: [004]-Afghanistan

Office Info: -All Office-

Employee: -Select Employee-

File From Date: 20-05-2016

File To Date: 19-06-2016

Occurrence From Date: 20-05-2016

Occurrence To Date: 19-06-2016

Search

Grievance Information					
File Date	Occurrence Date	Title	No Accused Person	Last Action Date	
No records to view					

Page 1 of 0

Print

Image: New Grievance List

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button Following information will appear-

Grievance List

Grievance List

Country	All Country
Office Info	-All Office-
Employee	-Select Employee-
File From Date	20-05-2016
File To Date	19-06-2016
Occurrence From Date	20-05-2016
Occurrence To Date	19-06-2016

Search

File Date	Occurrence Date	Title	No Accused Person	Last Action Date
Country: Bangladesh				
01-06-2016	01-06-2016	M.1.20.81	2	2016-06-12

Page 1 of 1 View 1 - 1 of 1

Print

Image: New Grievance List

- iii. Click 'Print' button
Following report will generate-



BRAC International HR
GRIEVANCE LIST REPORT

Stichting BRAC International

Searching Criteria:
Country:All Country ; Office Info:-All Office- ; Employee:-Select Employee- ; File From Date:20-05-2016 ; File To Date:19-06-2016 ; Occurrence From Date:20-05-2016 ; Occurrence To Date:19-06-2016

Country: Bangladesh [050]					
SL	File Date	Occurrence Date	Title	No Accused Person	Last Action Date
1	01/00/2016	01-06-2016	M.1.20.81	2	12/00/2016

Report: New Grievance List Report

3.9.2.2 Grievance Action List

- i. Please Select, **HR > Reports > Employee Relation > Grievance Action List**
Following screen will appear-

Grievance Action List

Grievance Action List

Grievance Action Type:

File From Date:

File To Date:

Occurrence From Date:

Occurrence To Date:

Grievance Action Information

Title	File Date	Occurrence Date	Action	Member/Aquired Number	Action Date	Action Status
-------	-----------	-----------------	--------	-----------------------	-------------	---------------

Page 1 of 0 No records to view

Image: Grievance Action List

- ii. Select 'Grievance Action Type' form the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Grievance Action List

Grievance Action List

Grievance Action Type: Issue Letter

File From Date: 20-05-2016

File To Date: 18-08-2016

Occurrence From Date: 20-05-2016

Occurrence To Date: 18-08-2016

Search

Grievance Action Information						
Title	File Date	Occurrence Date	Action	Member/Aquised Number	Action Date	Action Status
M.1.20.81	01-06-2016	01-06-2016	Issue Letter	1	2016-06-12	On Process

Page 1 of 1 View 1 - 1 of 1

Print

Image: Grievance Action List

- iii. Click 'Print' button
Following report will generate-



BRAC International HR
GRIEVANCE ACTION LIST

Stichting BRAC International

Searching Criteria:
Grievance Action Type:-All Type- ;File From Date:20-05-2016 ;File To Date:18-08-2016 ;Occurrence From Date:20-05-2016 ;Occurrence To Date:18-08-2016

SL	Title	File Date	Occurrence Date	Action Type	Member/Aquised Number	Date	Action Status
1	M.1.20.81	01/06/2016	01-06-2016	Issue Letter	1	12/06/2016	On Process

Report: Grievance Action List Report

3.9.2.3 Grievance History

- i. Please Select, **HR > Reports > Employee Relation > Grievance History**
Following screen will appear-

Grievance History

Grievance History

Country	All Country
Office Info	-All Office-
Program	-All Programme-
Project	-Select Project-
Gender	All Gender
Level	All Level
File From Date	20-05-2016
File To Date	19-06-2016

Search

Show 10 entries Search:

Country	File Date	Occurrence Date	Title	Accused Person	Last Action Date
No data available in table					

Showing 0 to 0 of 0 entries First Previous Next Last

Export to excel

Image: Grievance History

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Grievance History

Grievance History

Country: All Country

Office Info: -All Office-

Program: -All Programme-

Project: -Select Project-

Gender: All Gender

Level: All Level

File From Date: 20-05-2016

File To Date: 19-06-2016

Search

Show 10 entries Search:

Country	File Date	Occurrence Date	Title	Accused Person	Last Action Date
[050]-Bangladesh	01-06-2016	01-06-2016	M.1.20.81	2	12-06-2016


Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Export to excel

Image: Grievance History

- iii. Click 'Export to Excel' button
Following excel report will generate-



GRIEVANCE HISTORY REPORT					
Country:All Country ; Office Info: -All Office-Gender:All Gender ; From Date:20-05-2016 ; To Date:19-06-2016 ; Generated at Sun Jun 19 14:05:10 BDT 2016 ; Generated by: 0000223					
Country	File Date	Occurrence Date	Title	Accused Person	Last Action Date
[050]-Bangladesh	01-06-2016	01-06-2016	M.1.20.81	2	12-06-2016

Excel Report: Grievance History Report

3.9.2.4 Total Grievance Reporting

- i. Please Select, **HR > Reports > Employee Relation > Total Grievance Reporting**
Following screen will appear-

Total Grievance Report

Total Grievance Report

Country	All Country
Office	-All Office-
Program	-All Programme-
Project	-Select Project-
Gender	All Gender
Level	All Level
File From Date	20-05-2016
File To Date	19-06-2016
Grievance Report	All

Search

Show 10 entries Search:

Programme/ Gender/ Level/ Working Station Wise	Total Grievance Reported
No data available in table	

Showing 0 to 0 of 0 entries [First](#) [Previous](#) [Next](#) [Last](#)

Export to excel

Image: Total Grievance Reporting

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Total Grievance Report

Total Grievance Report

Country	Bangladesh
Office	-All Office-
Program	-All Programme-
Project	-Select Project-
Gender	All Gender
Level	All Level
File From Date	20-05-2016
File To Date	19-06-2016
Grievance Report	All

[Search](#)

Show 10 entries Search:


Programme/Gender/Level/Working Station Wise	Total Grievance Reported
[050]-Bangladesh	
BRAC International HO BD	2

Showing 1 to 1 of 1 entries First Previous 1 Next Last

[Export to excel](#)

Image: Total Grievance Reporting

- iii. Click 'Export to Excel' button
Following excel report will appear-

					
GRIEVANCE HISTORY REPORT					
Country:All Country ; Office Info: -All Office-Gender:All Gender ; From Date:20-05-2016 ; To Date:19-06-2016 ; Generated at Sun Jun 19 14:05:10 BDT 2016 ; Generated by: 0000223					
Country	File Date	Occurrence Date	Title	Accused Person	Last Action Date
[050]-Bangladesh					
	01-06-2016	01-06-2016	M.1.20.81	2	12-06-2016

Excel Report: Total Grievance Reporting Report

3.9.2.5 HR Department Staff Turnover Rate

- i. Please Select, **HR > Reports > Employee Relation > HR Department Staff Turnover Rate**
Following screen will appear-

HR department staff turnover rate

HR department staff turnover rate

Country	All Country
Office	-All Office-
Program	-All Programme-
Project	-Select Project-
Joining From Date	20-05-2016
Joining To Date	18-08-2016

[Search](#)

Show 10 entries Search:

Office Hr Department Staff Turnover Rate

No data available in table

Showing 0 to 0 of 0 entries [First](#) [Previous](#) [Next](#) [Last](#)

[Export to excel](#)

Image: HR Department Staff Turnover Rate

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Search' button Following information will appear-

HR department staff turnover rate

HR department staff turnover rate

Country: Bangladesh

Office: -All Office-

Program: -All Programme-

Project: -Select Project-

Joining From Date: 20-05-2016

Joining To Date: 18-08-2016

Search

Show 10 entries

Search:

Office	Hr Department Staff Turnover Rate
bangladesh	
[BD200001]-Dhaka Division	0
[BDCHO]-Head Office	0
[BI]-BRAC Center, Bangladesh	0


Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Export to excel

Image: HR Department Staff Turnover Rate

- iii. Click 'Export to Excel' button
Following excel report will appear-

			
HR DEPARTMENT STAFF TURNOVER RATE			
Country: Bangladesh ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Generated at Sun Jun 2016 ; Generated by: 0000223			
Country	Office	Hr Department Staff Turnover Rate	
Bangladesh			
	[BD200001]-Dhaka Division	0	
	[BDCHO]-Head Office	0	
	[BI]-BRAC Center, Bangladesh	0	

Excel Report: HR Department Staff Turnover Rate Report

3.9.2.6 Monthly Average Grievance Reporting

- i. Please Select, **HR > Reports > Employee Relation > Monthly Average Grievance Reporting**
Following screen will appear-

The screenshot displays the 'Monthly Average Grievance Report' application interface. At the top, there is a title bar with the text 'Monthly Average Grievance Report'. Below this, there is a search form with several fields: 'Country' (set to 'All Country'), 'Office' (set to '-All Office-'), 'Program' (set to '-All Programme-'), 'Project' (set to '-Select Project-'), 'Gender' (set to 'All Gender'), 'Level' (set to 'All Level'), 'File From Date' (set to '20-05-2016'), 'File To Date' (set to '19-06-2016'), and 'Grievance Report' (set to 'All'). A 'Search' button is located below the form. Below the search form, there is a table header with columns for 'Country', 'Programme', and 'Monthly Average Grievance Report'. The table is currently empty. At the bottom of the interface, there is a status bar that reads 'Showing 1 to 1 of 1 entries' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

Image: Monthly Average Grievance Reporting

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Monthly Average Grievance Report

Monthly Average Grievance Report

Country	All Country
Office	-All Office-
Program	-All Programme-
Project	-Select Project-
Gender	All Gender
Level	All Level
File From Date	20-05-2016
File To Date	19-06-2016
Grievance Report	All

Search

Show 10 entries Search:


Country	Programme	Monthly Average Grievance Report
[050]-Bangladesh	BRAC International HO BD	0.00222222

Showing 1 to 1 of 1 entries

Export to excel

Image: Monthly Average Grievance Reporting

- iii. Click 'Export to Excel' button
Following excel report will appear-

			
MONTHLY AVERAGE GRIEVANCE REPORTING			
Country:All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project-Level:All LevelGender:All Gender ; From Date:20-05-2016 ; To Date:19-06-2016 ; Generated at Sun Jun 19 14:04:25 BDT 2016 ; Generated by: 0000223			
Country	Programme	Monthly Average Grievance Report	
[050]-Bangladesh	BRAC International HO BD	0.00222222	

Excel Report: Monthly Average Grievance Reporting Report

3.9.2.7 Level/Program/Gender Wise Grievance Reporting

- i. Please Select, **HR > Reports > Employee Relation > Level/Program/Gender Wise Grievance Reporting**

Following screen will appear-

Grievance Report

Grievance Report

Country	All Country
Office	-All Office-
Program	-All Programme-
Project	-Select Project-
Gender	All Gender
Level	All Level
File From Date	20-05-2016
File To Date	19-06-2016
Grievance Report	All

Search

Show 10 entries Search:

Country	Programme	Gender	Level	File Date	Occurrence Date	Title	Accused Person	Last Action Date
No data available in table								

Showing 0 to 0 of 0 entries First Previous Next Last

Export to excel

Image: Level/Program/Gender Wise Grievance Reporting

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Grievance Report

Grievance Report

Country: Bangladesh

Office: -All Office-

Program: -All Programme-

Project: -Select Project-

Gender: All Gender

Level: All Level

File From Date: 20-05-2016

File To Date: 19-06-2016

Grievance Report: All

Search

Show 10 entries

Country	Programme	Gender	Level	File Date	Occurrence Date	Title	Accused Person	Last Action Date
[050]-Bangladesh	BRAC International HO BD	Male	XIX	01-06-2016	01-06-2016	M.1.20.81	1	12-06-2016
[050]-Bangladesh	BRAC International HO BD	Male	XIII	01-06-2016	01-06-2016	M.1.20.81	1	12-06-2016

Showing 1 to 2 of 2 entries

Export to excel

Image: Level/Program/Gender Wise Grievance Reporting

- iii. Click 'Export to Excel' button
Following excel report will generate-

GRIEVANCE LIST REPORT								
Country	Programme	Gender	level	File Date	Occurrence Date	Title	Accused Person	Last Action Date
[050]-Bangladesh	BRAC International HO BD	Male	XIX	01-06-2016	01-06-2016	M.1.20.81	1	12-06-2016
[050]-Bangladesh	BRAC International HO BD	Male	XIII	01-06-2016	01-06-2016	M.1.20.81	1	12-06-2016

Excel Report: Level/Program/Gender Wise Grievance Reporting Report

3.9.3 Renewal Position Report

This part of Reports section consists of following links.

- Visa and Other Documents Status
- Upcoming Employment Renewal Status Report
- Post Renewal Status

3.9.3.1 Visa and Other Documents Status

- Please Select, **HR > Reports > Renewal Position Report > Visa and Other Document Status**
Following screen will appear-

Visa & Other Documents Status Report

Search Visa & Other Documents Status Report

Country: All Country

Office: -All Office-

Program: -All Program-

Project: -Select Project-

Department: -Select Department-

Designation: -All Designation-

Staff Category: -Select Category-

Level: All Level

Nationality: All Nationality

Gender: All Gender

Expire From Date: 20-05-2016

Expire To Date: 19-05-2016

Documents Type: All Type

Search

All Employee Information

Document's Type	Document's expiry date	Employee PIN	Employee Name	Designation	Program	Project	Department	Working station
-----------------	------------------------	--------------	---------------	-------------	---------	---------	------------	-----------------

Page: 1 of 1

Export to Excel

Image: Visa and Other Document Status

- ii. Click on Search button after filling in all the mandatory information fields. Observe that Employee Information will show in All Employee Information list.

Search

All Employee Information								
Document Type	Document Expire Date	PIN No	Employee Name	Designation	Program Name	Project Name	Department	Work Station
Country: Bangladesh								
Visa: Business	21-01-2016	011000056	KAZI SAMIUN RAHMAN	[D034]-Office Assistant	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	HR & Training	[BI]-BRAC Center, Bangladesh
Work Permit	21-01-2016	011000056	KAZI SAMIUN RAHMAN	[D034]-Office Assistant	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	HR & Training	[BI]-BRAC Center, Bangladesh

Image: View and Others Document Status

- iii. Click on Export to Excel button to generate Visa and Others Documents Status report. Observe that Visa and Others Documents Status report is generated properly.

brac

VISA AND OTHER DOCUMENTS STATUS REPORT

Country: All Country, Project: Select Project, Department: Select Department, Designation: All Designation, Level: All Level, Nationality: All Nationality, Gender: All Gender, Staff Category: Select Category, From Date: 01-01-1999, To Date: 19-06-2020, Generated at: Sun Jun 19

Country	Documents Type	Documents Expire Date	Employee PIN	Employee Name	Designation	Programme	Project	Department	Working station	Gender	
Bangladesh	Visa: Visit	31/12/2016	011000055	KAZI SHAYANUR RAHMAN	Country Representative	Health Programme	Emergency nutrition (Unicef)	HR & Training	[SS400002]-Rumbek	Male	XVI
South Sudan	Visa: Visit	31-12-2016	3700457	KAZI SAMIUR RAHMAN	Regional Manager	Health Programme	Global Fund Round-7 Malaria (PSI)	HR & Training	[SS400002]-Rumbek	Male	V
South Sudan	Visa: Work permit single entry	08-10-2013	0133732	MOHAMMED ZAHIDUR RAHMAN	Program Manager	Agriculture Livestock & Livelihood Programme	Agriculture Development (Oxfam)	Agriculture	[SSCHO]-South Sudan Country Head Office	Male	VII
South Sudan	Visa: Work permit single entry	16-07-2013	3700150	INNOCENT EUSTACE	Program Manager	General Programme	General Project	Admin & Services	[SSCHO]-South Sudan Country Head Office	Male	XIV
South Sudan	Visa: Work permit single entry	19-12-2013	0137368	HARAPROSAD BISWAS	Internal Audit Officer	General Programme	General Project	Internal Audit	[SSCHO]-South Sudan Country Head Office	Male	V
South Sudan	Visa: Work permit single entry	12-05-2014	0062413	Md. Akter Hossain Miah	Country Head of Internal Audit	General Programme	General Project	Internal Audit	[SSCHO]-South Sudan Country Head Office	Male	XI
South Sudan	Visa: Work Permit	19-09-2015	0044184	MD. ARIFUL ALAM	Deputy Manager, Accounts	General Programme	General Project	Finance & Accounts	[SSCHO]-South Sudan Country Head Office	Male	VI
South Sudan	Visa: Work Permit	08-11-2015	0006928	Khan Mohammad Ferdous	Program Manager	Education Programme	Giris Education in South Sudan (DFID)	Education and Empowerment	[SSCHO]-South Sudan Country Head Office	Male	XIII
South Sudan	Visa: Work Permit	28-04-2013	0006513	ASHOKE KUMAR PAUL	Regional Manager	Education Programme	Quality Basic Education (USAID)	Education and Empowerment	[SSCHO]-South Sudan Country Head Office	Male	VI
South Sudan	Visa: Work Permit	22-10-2015	0055355	ANANTA KUMAR	Regional Accountant	General Programme	General Project	Finance & Accounts	[SS400008]-Juba	Male	V
South Sudan	Work Permit	08-11-2013	0133732	MOHAMMED ZAHIDUR RAHMAN	Program Manager	Agriculture Livestock & Livelihood Programme	Agriculture Development (Oxfam)	Agriculture	[SSCHO]-South Sudan Country Head Office	Male	VII

Excel Report: View and Others Document Status Report

3.9.3.2 Upcoming Employment Renewal Status Report

- i. Please Select, HR > Reports > Renewal Position Report > Upcoming Employment Renewal Status Report Following screen will appear-

Post Renewal Status Report

Search Post Renewal Status Report

Country	All Country
Office	-All Office-
Program	-All Program-
Project	-Select Project-
Department	-Select Department-
Designation	-All Designation-
Employee Category	-Select Category-
Level	All Level
Nationality	All Nationality
Gender	All Gender
From Date	20-05-2018
To Date	19-06-2018

Search

All Employee Information

Country	Employee PIN	Employee Name	Designation	Programs	Project	Department	Office	Gender

Page: 1 of 1

Export to Pdf Export to Excel

Image: Upcoming Employment Renewal Status Report

- ii. Click on Search button after filling in all the mandatory information fields. Observe that Employee Information will show in All Employee Information list.

All Employee Information							
Country	Employee Name	Pin No	Designation	Program Name	Project Name	Department	Of
Country: Tanzania							
[834]-Tanzania	Mr. Md. Abdul Malek	012000141	Regional Manager	Microfinance Program	Microfinance Project	Internal Audit	
[834]-Tanzania	Mr. Md. Shamim Reza	012000143	Area Manager	Microfinance Program	Microfinance Project	Internal Audit	
[834]-Tanzania	Mr. Md. Mahbub Hossain	012000156	Area Manager	Microfinance Program	SEP	Internal Audit	
[834]-Tanzania	Mr. Md. Shahedul Islam	012000153	Area Manager	Microfinance Program	SEP	Internal Audit	
[834]-Tanzania	Mr. Md. Sobhan Sarker	012000140	Area Manager	Microfinance Program	Microfinance Project	Internal Audit	
[834]-Tanzania	Mr. Md. Nazmul Haque	012000142	Regional Manager	Microfinance Program	Microfinance Project	Internal Audit	
[834]-Tanzania	Mr. Md. Ashaduzzaman	012000154	Area Manager	Microfinance Program	SEP	Internal Audit	
[834]-Tanzania	Ms. GODLISTEN MRIA	061001025	Program Organizer	Microfinance Program	Agri Finance Project	Internal Audit	

Image: Upcoming Employment Renewal Status

- iii. Click on 'Export to Excel' button
Following excel report will generate-

UPCOMING EMPLOYMENT RENEWAL STATUS REPORT																
Country	Employee PIN	Employee Name	Designation	Programme	Project	Department	Working station	Gender	Level	Rationality	Staff Category	Joining Date	Current salary	Currency	Contract Start Date	Contract End Date
[834] Uganda	531001237	Ms. Kemphah Jennifer	Regional Coordinator	Microfinance Program	Microfinance Project	Internal Audit	[U330002] Fortportal	Female	X	-	Contract Staff	25-06-2010	-	-	25-06-2010	25-06-2016
[834] Tanzania	561000989	Mr. ABEL KALENZO	Project Officer	Microfinance Program	Microfinance Project	Internal Audit	[T2400025] Mwanica II	Male	VIII	-	Contract Staff	11-07-2011	-	-	11-07-2011	11-07-2016
[834] Tanzania	561000988	Mr. ERIC MANDOKOZO	Project Officer	Microfinance Program	SEP	Internal Audit	[T2400025] Mwanica II	Male	VIII	-	Contract Staff	01-07-2013	-	-	01-07-2013	01-07-2016
[834] Tanzania	061001008	Mr. SAUDENGA HIRIHU	Area Manager	Microfinance Program	Microfinance Project	Internal Audit	[T2400025] Mwanica II	Male	IX	-	Contract Staff	01-07-2014	-	-	01-07-2014	01-07-2016
[834] Tanzania	061001007	Mr. GEORGE KHAMBA	Area Accountant	Agriculture & Livestock Program	Lead Project	Internal Audit	[T2400025] Mwanica II	Male	VIII	-	Contract Staff	01-07-2014	-	-	01-07-2014	01-07-2016
[834] Tanzania	561001000	Mr. STANTON	Project Officer	Microfinance Program	Microfinance Project	Internal Audit	[T2400025] Mwanica II	Male	VIII	-	Contract Staff	11-07-2011	-	-	11-07-2011	11-07-2016
[834] Tanzania	561001003	Ms. CHARLES	Area Coordinator	Microfinance Program	Microfinance Project	Internal Audit	[T2400025] Mwanica II	Female	VIII	-	Contract Staff	24-06-2013	-	-	24-06-2013	24-06-2016
[834] Tanzania	561001026	Ms. GRACE RUTTA	Credit Officer	Microfinance Program	Agri Finance Project	Internal Audit	[T2501059] Manyoni	Female	VIII	-	Contract Staff	13-07-2009	-	-	13-07-2009	13-07-2016
[834] Tanzania	561000521	Ms. TUSAM ALICK	Branch Manager	Microfinance Program	Microfinance Project	Internal Audit	[T2500114] Mbozi	Female	V	-	Contract Staff	24-06-2013	-	-	24-06-2013	23-06-2016
[728] South Sudan	3700403	Mr. ABRHAM ANEI ANOK	Community Nutrition Worker	Health Programme	Emergency nutrition (Direct)	Health & Nutrition	[S5400010] Aweil	Male	I	-	Contract Staff	04-01-2016	-	-	04-01-2016	30-06-2016
[728] South Sudan	3700375	Mr. ACHRIALE ALEX AZABA	County Organizer	Health Programme	Integrated Community Case Management	Health & Nutrition	[S5400008] Juba	Male	II	-	Contract Staff	26-10-2015	-	-	26-10-2015	30-06-2016
[728] South Sudan	3700389	Mr. ALUEL KUOL WOL	Community Nutrition	Health Programme	Emergency nutrition	Health & Nutrition	[S5400010] Aweil	Male	I	-	Contract Staff	01-12-2015	-	-	01-12-2015	30-06-2016

Excel Report: Upcoming Employment Renewal Status

- iv. Click on 'Export to PDF' button
Following pdf report will generate-



BRAC International HR
UPCOMING EMPLOYMENT RENEWAL STATUS REPORT
 From 20-06-2016 To 20-07-2016

Showing BRAC International

Searching Criteria:																
Country: All Country; Office Info: undefined; Programme: -All Program-; Project: -Select Project-; Department: -Select Department-; Designation: -All Designation-; Level: All Level; Nationality: All Nationality; Gender: All Gender; Employee Category: -Select Category-; From Date: 20-06-2016; To Date: 20-07-2016																
Country: Uganda [800]																
SL	Employee PIN	Employee Name	Designation	Programme	Project	Department	Working station	Gender	Level	Nationality	Staff Category	Joining Date	Current Salary	Currency	Contract Start Date	Contract End Date
1	031001237	Ms. Kemigisha Jennifer	Regional Coordinator	Microfinance Program	Microfinance Project	Internal Audit	[UO300002] Forporal	Female	X	-	Contract Staff	28-06-2010	-	-	28-06-2010	28-06-2016
Total: 1				Male: 0				Female: 1				Other: 0				
Country: Tanzania [854]																
SL	Employee PIN	Employee Name	Designation	Programme	Project	Department	Working station	Gender	Level	Nationality	Staff Category	Joining Date	Current Salary	Currency	Contract Start Date	Contract End Date
1	061000999	Mr. ABEL KALENZO	Project Officer	Microfinance Program	Microfinance Project	Internal Audit	[TZ40002] Mwanza II	Male	VIII	-	Contract Staff	11-07-2011	-	-	11-07-2011	11-07-2016
2	061000998	Mr. ERIC MANG'ONG'O	Project Officer	Microfinance Program	BEP	Internal Audit	[TZ40002] Mwanza II	Male	VIII	-	Contract Staff	01-07-2013	-	-	01-07-2013	01-07-2016
3	061001008	Mr. SAUDENCIA NBUHUNU	Area Manager	Microfinance Program	Microfinance Project	Internal Audit	[TZ40002] Mwanza II	Male	IX	-	Contract Staff	01-07-2014	-	-	01-07-2014	01-07-2016
4	061001007	Mr. GEORGE KIMBA	Area Accountant	Agriculture & Livestock Program	Lead Project	Internal Audit	[TZ40002] Mwanza II	Male	VIII	-	Contract Staff	01-07-2014	-	-	01-07-2014	01-07-2016
5	061001000	Mr. STANTON MABIMBA	Project Officer	Microfinance Program	Microfinance Project	Internal Audit	[TZ40002] Mwanza II	Male	VIII	-	Contract Staff	11-07-2011	-	-	11-07-2011	11-07-2016
6	061001003	Ms. CHARLES MABANJO	Area Coordinator	Microfinance Program	Microfinance Project	Internal Audit	[TZ40002] Mwanza II	Female	VIII	-	Contract Staff	24-06-2013	-	-	24-06-2013	24-06-2016
7	061001028	Ms. GRACE RUTTA	Credit Officer	Microfinance Program	Agri Finance Project	Internal Audit	[TZ500108] Morogoro	Female	VIII	-	Contract Staff	13-07-2009	-	-	13-07-2009	13-07-2016
8	061000821	Ms. TUKAINI ALICK	Branch Manager	Microfinance Program	Microfinance Project	Internal Audit	[TZ500114] Mtwara	Female	V	-	Contract Staff	24-06-2013	-	-	24-06-2013	23-06-2016
Total: 8				Male: 5				Female: 4				Other: 0				

PDF Report: Upcoming Employment Renewal Status

:

3.9.3.3 Post Renewal Status

- i. Please Select **HR > Reports > Renewal Position Report > Post Renewal Status Report**
 Following screen will appear-

Post Renewal Status Report

Search Post Renewal Status Report

Country	All Country
Office	-All Office-
Program	-All Program-
Project	-Select Project-
Department	-Select Department-
Designation	-All Designation-
Employee Category	-Select Category-
Level	All Level
Nationality	All Nationality
Gender	All Gender
From Date	20-05-2018
To Date	19-06-2018

Search

All Employee Information

Country	Employee PIN	Employee Name	Designation	Programs	Project	Department	Office	Gender

Page: 1 of 1

Export to Pdf Export to Excel

Image: Post Renewal Status Report

- ii. Click on Search button after filling in all the mandatory information fields. Observe that Employee Information will show in All Employee Information list.

Search

All Employee Information


Country	Employee PIN	Employee Name	Designation	Programme	Project	Department	Office	Gender
Country: Bangladesh								
[050]-Bangladesh	011000059	Mr. KAZI RASHEDUL ISLAM	Country Head of Accounts	Health Program	Emergency nutrition (Unicef)	HR & Training	[SS400002]-Rumbek	Male
[050]-Bangladesh	3700460	Mr. KAZI FAZLE AHMED	Regional Manager	Health Program	Emergency nutrition (Unicef)	HR & Training	[SS400002]-Rumbek	Male
[050]-Bangladesh	011000063	Mr. KAZI CONTRACT USER	Regional Manager	BRAC International HO (BD)	BRAC International HO (BD)	HR & Training	[BI]- BRAC Center, Bangladesh	Male

Page 1 of 1 10 View 1 - 3 of 3

Export to Pdf Export to Excel

Image: Post Renewal Status Employee Info List

- iii. Click on 'Export to Excel' button
Following excel report will generate-



POST RENEWAL STATUS REPORT

Country: All Country ; Office into undetined ; Program : All Program ; Project : Select Project ; Department: Select Department ; ; Designation : All Designation ; Level: All Level ; Nationality: All Nationality ; Gender: All Gender ; Employee Category : Select Category ; ; From Date: 20-05-1999 ; To Date: 19-06-2020 ; Generated at Sun Jun 19 15:15:11 BDT 2016 ; Generated by: 0000223

Country	Employee PIN	Employee Name	Designation	Programme	Project	Department	Working station	Gender	Level	Nationality
[050] Bangladesh	011000059	Mr. KAZI RASHEDUL ISLAM	Country Head of Accounts	Health Program	Emergency nutrition (Unicef)	HR & Training	[SS400002] Rumbek	Male	X	-
[050] Bangladesh	3700460	Mr. KAZI FAZLE AHMED	Regional Manager	Health Program	Emergency nutrition (Unicef)	HR & Training	[SS400002] Rumbek	Male	X	-
[050] Bangladesh	011000063	Mr. KAZI CONTRACT USER	Regional Manager	BRAC International HO (BD)	BRAC International HO (BD)	HR & Training	[BI] BRAC Center, Bangladesh	Male	VI	-
[728] South Sudan	3700128	Mr. PHILIP MARDI DANIEL	Regional Education Manager	Health Program	Global Fund Round-7 Malaria (PSI)	Health & Nutrition	[SS400002] Rumbek	Male	VI	South Sudanese
[728] South Sudan	011000061	Mr. KAZI CIC RAHMAN	Country Representative	BRAC International HO (BD)	BRAC Bangladesh	HR & Training	[BI] BRAC Center, Bangladesh	Male	X	-
[728] South Sudan	011000055	Mr. KAZI SHAYANUR RAHMAN	Country Head of Accounts	BRAC International HO (BD)	BRAC Bangladesh	Finance & Accounts	[BI] BRAC Center, Bangladesh	Male	X	-
[728] South Sudan	011000055	Mr. KAZI SHAYANUR RAHMAN	Country Representative	BRAC International HO (BD)	BRAC Bangladesh	Finance & Accounts	[BI] BRAC Center, Bangladesh	Male	XV	-
[728] South Sudan	011000055	Mr. KAZI SHAYANUR RAHMAN	Country Representative	BRAC International HO (BD)	BRAC Bangladesh	Finance & Accounts	[BI] BRAC Center, Bangladesh	Male	XVI	-

Excel Report: Post Renewal Status Report

- iv. Click on 'Export to PDF' button
Following pdf report will generate-



BRAC International HR
POST RENEWAL STATUS REPORT
 From 20-05-1999 To 19-06-2020

Stichting BRAC International

Searching Criteria:																
Country: All Country ; Office Info undefined ; Program: -All Program- ; Project: -Select Project- ; Department: -Select Department- ; Designation: -All Designation- ; Level: All Level ; Nationality: All Nationality ; Gender: All Gender ; Employee Category: -																
Select Category: - From Date 20-05-1999 To Date 19-06-2020																
Country: Bangladesh [650]																
Sl.	Employee PIN	Employee Name	Designation	Programme	Project	Department	Work station	Gender	Level	Nationality	Staff Category	Joining Date	Current Salary	Currency	Contract Start Date	Contract End Date
1	011000059	Mr. KAZI RASHEDUL ISLAM	Country Head of Accounts	Health Program	Emergency nutrition (Unlofer)	HR & Training	[SS400002] Rumbek	Male	X	-	Contract Staff	03-04-2016	127356	SSP	01-01-2017	31-12-2017
2	3700460	Mr. KAZI FAZLE AHMED	Regional Manager	Health Program	Emergency nutrition (Unlofer)	HR & Training	[SS400002] Rumbek	Male	X	-	Contract Staff	04-04-2016	100500	BDT	01-01-2017	31-12-2017
3	011000063	Mr. KAZI CONTRACT USER	Regional Manager	BRAC International HO (BD)	BRAC International HO (BD)	HR & Training	[B] BRAC Center, Bangladesh	Male	VI	-	Contract Staff	28-04-2016	99000	BDT	01-01-2017	31-12-2017
Total: 3			Male: 3			Female: 0			Other: 0							
Country: South Sudan [728]																
1	3700128	Mr. PHILIP MARIDI DANIEL	Regional Education Manager	Health Program	Global Fund Round-7 Malaria (PSI)	Health & Nutrition	[SS400002] Rumbek	Male	VI	South Sudanese	Contract Staff	05-08-2011	479000	-	01-01-2017	31-12-2017
2	011000061	Mr. KAZI CIC RAHMAN	Country Representative	BRAC International HO (BD)	BRAC Bangladesh	HR & Training	[B] BRAC Center, Bangladesh	Male	X	-	Contract Staff	17-04-2016	67336633	SSP	01-01-2017	31-12-2017
3	011000055	Mr. KAZI SHAYANUR RAHMAN	Country Head of Accounts	BRAC International HO (BD)	BRAC Bangladesh	Finance & Accounts	[B] BRAC Center, Bangladesh	Male	X	-	Contract Staff	28-03-2016	226600	SSP	01-01-2019	31-12-2019
4	011000055	Mr. KAZI SHAYANUR RAHMAN	Country Representative	BRAC International HO (BD)	BRAC Bangladesh	Finance & Accounts	[B] BRAC Center, Bangladesh	Male	XV	-	Contract Staff	28-03-2016	226600	SSP	01-01-2019	31-12-2019
5	011000055	Mr. KAZI SHAYANUR RAHMAN	Country Representative	BRAC International HO (BD)	BRAC Bangladesh	Finance & Accounts	[B] BRAC Center, Bangladesh	Male	XVI	-	Contract Staff	28-03-2016	226600	SSP	01-01-2019	31-12-2019
Total: 5			Male: 5			Female: 0			Other: 0							
Grand Total: 8			Total Male: 8			Total Female: 0			Total Other: 0							

PDF Report: Post Renewal Status Report

3.9.4 Transfer

This part of Reports section consists of following links.

- Staff Transfer Information
- Staff Transfer Information Revise List
- Staff Transfer Information Cancelation List
- Employee Country Settlement
- Join After Transfer

3.9.4.1 Staff Transfer Information

- Please Select, **HR > Reports > Transfer > Staff Transfer Information**
 Following screen will appear-

Staff Transfer Information

Staff Transfer Information

Country: All Country

Office: -All Office-

Program: -All Programme-

Project: -All Project-

Gender: All Gender

From Date (Effective Date): 20-05-2016

To Date (Effective Date): 19-06-2016

Search

10 Show entries Search:

Employee Name	Employee PIN	Transfer effective date	Level	Location from	Location to	Project from	Project to	Programme from	Programme to	Country from	Country to	From Designation	To Designation
No data available in table													

Showing 0 to 0 of 0 entries

Export to pdf Export to excel

Image: Staff Transfer Information

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Search' button Following information will appear-

Staff Transfer Information

Staff Transfer Information

Country: All Country

Office: -All Office-

Program: -All Programme-

Project: -All Project-

Gender: All Gender

From Date (Effective Date): 20-05-2016

To Date (Effective Date): 19-06-2016

Search

10 Show entries Search:

Employee Name	Employee PIN	Transfer effective date	Level	Location from	Location to	Project from	Project to	Programme from	Programme to	Country from	Country to	From Designation	To Designation
[050]-bangladesh													
KAZI SHAYANUR RAHMAN	011000055	25-05-2016	V	[SS400002]-Rumbek	[B1]-BRAC Center, Bangladesh	BRAC Bangladesh	Community Girls Education (Stromes Foundation)	BRAC International HO BD	Education Programme	[050]-Bangladesh	[728]-South Sudan	Regional Manager	Regional Manager
KAZI KAIABUR RAHMAN	0177001	24-05-2016	V	[SS400002]-Rumbek	[B1]-BRAC Center, Bangladesh	BRAC International HO (BD)	Microfinance Project	BRAC International HO BD	Microfinance Programme	[050]-Bangladesh	[728]-South Sudan	Regional Manager	Regional Manager

Showing 1 to 2 of 2 entries

Export to pdf Export to excel

Image: Staff Transfer Information

- iii. Click 'Export to Excel' button
Following excel report will generate-

STAFF TRANSFER INFORMATION

Country: All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -All Project- ; Generated at Sun Jun 19 15:20:13 BDT 2016 ; Generated by: 0000223

Country	Employee Name	Employee PIN	Transfer effective date	Level	Location from	Location to	Project from	Project to	Programme from	Programme to
[050] Bangladesh	KAZI SHAYANUR RAHMAN	011000055	25-05-2016	V	[SS400002] Rumbek	[B] BRAC Center, Bangladesh	BRAC Bangladesh	Community Girls Education (Stromee Foundation)	BRAC International HO BD	Education Programme [050]
[050] Bangladesh	KAZI KAJAZUR RAHMAN	0177001	24-05-2016	V	[SS400002] Rumbek	[B] BRAC Center, Bangladesh	BRAC International HO (BD)	Microfinance Project	BRAC International HO BD	Microfinance Programme [050]

Excel Report: Staff Transfer Information Report

- iv. Click 'Export to PDF' button
Following pdf report will generate-

BRAC International HR
STAFF TRANSFER INFORMATION

Stichting BRAC International

Searching Criteria:
Country: All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -All Project-

Country: [050]-Bangladesh

SL	Employee Name	Employee PIN	Transfer Effective Date	Level	Location From	Location To	Project From	Project To	Programme From	Programme To	Country From	Country To	From Designation	To Designation
1	KAZI SHAYANUR RAHMAN	011000055	25-05-2016	V	[SS400002]-Rumbek	[B]-BRAC Center, Bangladesh	BRAC Bangladesh	Education Programme	BRAC International HO BD	Education Programme	[050]-Bangladesh	[728]-South Sudan	Regional Manager	Regional Manager
2	KAZI KAJAZUR RAHMAN	0177001	24-05-2016	V	[SS400002]-Rumbek	[B]-BRAC Center, Bangladesh	BRAC International HO (BD)	Microfinance Programme	BRAC International HO BD	Microfinance Programme	[050]-Bangladesh	[728]-South Sudan	Regional Manager	Regional Manager
Total:		2			Male: 2				Female: 0				Other: 0	
Grand Total:		2			Total Male: 2				Total Female: 0				Total Other: 0	

PDF Report: Staff Transfer Information Report

3.9.4.2 Staff Transfer Information Revise List

- i. Please Select, **HR > Reports > Transfer > Staff Transfer Information Revise List**
Following screen will appear-

Staff Transfer Revise Information

Country: Office Info: Gender:

From Date (Effective Date): To Date (Effective Date):

Image: Staff Transfer Information Revise List

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Print' button
Following excel report will generate-

Employee Name	Effective Date	Order Date	Transfer Type	Level	Location From	Location To	Revised Location	From Dept	To Dept	Revised Dept	Pr
[3700128]-PHILP MARIDDANIEL	NA	13-03-2016	Transfer	VI	[B]-BRAC Center, Bangladesh	[SS400002]-Rumbek	[B]-BRAC Center, Bangladesh	Health & Nutrition	HR & Training	Monitoring & Review	[02]

Excel Report: Staff Transfer Information Revise List

3.9.4.3 Staff Transfer Information Cancelation List

- i. Please Select, **HR > Reports > Transfer > Staff Transfer Information Cancelation List**
Following screen will appear-

Image: Staff Transfer Information Cancelation List

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Print' button
Following PDF report will generate-

SL	Name	Order Date	Transfer Type	Level	Location From	Location To	Project From	Project To	Programme From	Programme To	Country From	Country To	Department From	Department To
1	[3700128]-PHILP MARIDI DANIEL	13/03/2016	Transfer	VI	BRAC Center, Bangladesh	Rumbek	Global Fund Round-7 Malaria (PSI)	BRAC International HO BD	Health Programme	BRAC International HO BD	South Sudan	Bangladesh	Health & Nutrition	Monitoring & Review
Total:		1		Male: 1					Female: 0				Other: 0	
Grand Total:		1		Total Male: 1					Total Female: 0				Total Other: 0	

PDF Report: Staff Transfer Information Cancelation List

3.9.4.4 Employee Country Settlement

- i. Please Select, **HR > Reports > Transfer > Employee Country Settlement**

Following screen will appear-

Employee List for Country Settlement

Country: All Country
Office: -All Office-
Employee PIN:
From Date: 20-05-2016
To Date: 19-06-2016

Search

Print	Country	Order No	Proposal Date	Type	Status	Employee Info	Current I
-------	---------	----------	---------------	------	--------	---------------	-----------

Page 1 of 0 No records to view

Image: Employee Country Settlement

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Image: Employee List for Country Settlement

3.9.4.5 Join After Transfer

- i. Please Select, **HR > Reports > Transfer > Join After Transfer**
Following screen will appear-

Join After Transfer List (JAT)

Country:

Office:

Employee PIN:

Is New Office:

From Date:

To Date:

Receive After Transfer List							
Print	Order No	Proposal Date	Type	Status	Employee Info	Current Project	New
No records to view							

Page 1 of 0

Image: Join After Transfer

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Receive After Transfer List							
Print	Order No	Proposal Date	Type	Status	Employee Info	Current Project	New
Print	BI-2016501	24-05-2016	TRANSFER	Joined	[0177001]- KAZI KAIAZUR RAHMAN	[BD-0001]- BRAC International HO (BD)	[SS-01] Microf

Image: Join After Transfer List

- iii. Click 'Print' from the list
Following PDF report will generate-



JOINING AFTER TRANSFER

Transfer ID Number : BI-2016501
Transfer Order Number : BI-2016501

Filled in by Staff

Name: KAZI KAI AZUR RAHMAN Designation: Regional Manager PIN: 0177001
Salary Level: V Date of Joining in BRAC: 19-05-2016
Date of Transfer (As per Transfer Order): 24-05-2016

Details of Transfer	
Before Transfer	After Transfer
Working Station: BRAC Center, Bangladesh	Working Station: Rumbek
Programme: BRAC International HO (BD)	Programme: Microfinance Project
Designation: Regional Manager	Designation: Regional Manager
Date of Leaving: 24-05-2016	Date of Joining: 24-05-2016
Time:	Time:
Address of Staff	
Detail Permanent Address:	
Cell Phone Number:	

Filled in by Respective Accounts/ HR Department

Salary Details		
Salary Structure	Salary Before Transfer (SSP)	Salary After Transfer (SSP)
Basic	3455434.00	3455434.00
Cost of living Allowance(COLA)	34545.00	34545.00
Medical Allowance	4545.00	4545.00
Conveyance	454.00	454.00
Consolidated Salary	454.00	454.00
Other	45.00	45.00
Utility	43453.00	43453.00
Adjusting Allowance	45434.00	45434.00
Total Salary	3584364.00	3584364.00

Filled in by Present Working Station

Date of salary payment by current working station: 24-05-2016

Liabilities/ Comments (if any):

Returned

xxiv

Leave Balance: Up to last working day 24-05-2016 in present working station 2.22 Days

- Details of Maternity / Paternity Leave/ Other leave (please specify):

1.	From	01-06-2016	To	31-12-2016	Total	214	Days
2.	From		To		Total		Days

Office Accommodation

Office Accommodation has been used by staff before transfer: Yes No (Use Tick mark)

Transfer - Staff transferred by his/ her own accord. Yes No (Use Tick mark)

Transfer Details in the Last One Year				
Date of Transfer	Earlier Working Station and Programme	Transferred Working Station and Programme	Transferred more than two times in a year?	
			(Use Tick mark in appropriate field)	
			Yes	No
24-05-2016	BRAC Center, Bangladesh, BRAC International HO (BD)	Rumbek, Microfinance Project		

Transfer Leave:
Approved Date: From 24-05-2016 To 24-05-2016

Official Clearance/Comments (if any):			
Transport Department: _____	Logistic Department: _____		
Human Resources Department: _____	Telephone Department: _____		

Signature of Accounts / HR Dept.		Signature of Respective Supervisor	
Name: FARUQUE AHMED	Date: 24-05-2016	Name: MOU MAJAK	Date: 24-05-2016
Designation: Executive Director	PIN: 0034362	Designation: State Finance Manager	PIN: 3700298

Filled in by Transferred Office

Name of Working Station: Rumbek	Branch/Area: Rumbek	Region: BRAC Center, Bangladesh
Province/State: South Sudan Country Head Office	Date of Joining: 25-05-2016	Time: -----
Staff will use Office Accommodation in transferred area (Use Tick mark): Yes <input type="checkbox"/> / No <input checked="" type="checkbox"/>		
Signature of Joining Staff Date: 24-05-2016		Signature of Supervisor Name: MOU MAJAK Designation: State Finance Manager Date: 24-05-2016 PIN: 3700298

Annexure:

(The following papers should be attached with Joining After Transfer form)

- Charge Handover form
- Staff Assessment form from immediate supervisor for the current

Copy to: 1. Human resource department, 2. Accounts department, 3. Present working station 4. Transferred Working area

NB: One copy of the Joining After Transfer form with appropriate information to be sent to human resource department by the transferred office within seven days. In case of country headquarters, one copy should sent to the accounts department.

Staff must Collect ID Number of Transfer(if applicable)

xxxv

PDF Report: Join After Transfer Report**3.9.5 Separation Position Report**

This part of Reports section consists of following links.

- [At A Glance Separation Report](#)
- [Resignation Staff List](#)
- [Terminated Staff List](#)
- [Restriction at a Glance Report](#)
- [Exit Interview](#)
- [Release Order](#)
- [Final Settlement](#)
- [Restricted Employee Report](#)
- [Exit Interview Report](#)
- [At a Glance Grievance Report](#)

3.9.5.1 At a Glance Separation Report

- Please Select, **HR > Reports > Separation Position Report > At a Glance Separation Report**

Following screen will appear-

At a Glance Separation Report

Country: All Country

Office: -All Office-

Program: -All Program-

Project: -Select Project-

Department: -Select Department-

Designation: -All Designation-

Employee Category: -Select Category-

Level: All Level

Nationality: All Nationality

Gender: All Gender

Job Separation Type: - All -

From Date: 21-05-2018

To Date: 20-05-2018

Search

All Employee Information

Separation Type	Employee PIN	Employee Name	Designation	Programme	Project	Department	Working station	Gender
-----------------	--------------	---------------	-------------	-----------	---------	------------	-----------------	--------

Page 0 of 0

Export to Pdf Export to Excel

Image: At a Glance Separation Report

- ii. Click on Search button after filling in all the mandatory information fields. Observe that Employee Information will show in All Employee Information list.

Search

All Employee Information							
Separation Type	Pin No	Employee Name	Designation	Programme	Project Name	Department	Work Station
Country: [050]-Bangladesh							
Termination	011000054	QA RASHED RETESTING HR	[D063]-Junior Financial Analyst	BRAC International HO BD	[BD-0002]-BRAC Bangladesh	Internal Audit	[BI]-BRAC Center, Bangladesh
Termination	011000055	QA RASHED RETESTING ONE HR	[D081]-Senior Researcher	BRAC International HO BD	[BD-0002]-BRAC Bangladesh	PR & Communication	[BI]-BRAC Center, Bangladesh
Termination	0000027	DR. AHMED MASTAQUR RAZA CHOWDHURY	[D218]-Advisor to the Chairperson	BRAC International HO BD	[BD-0002]-BRAC Bangladesh	General Department	[BI]-BRAC Center, Bangladesh

Image: At a Glance Separation Report Page

- iii. Click on 'Export to Excel' button
Following excel report will generate-

Excel Report: At a Glance Separation Report Page

- iv. Click on 'Export to PDF' button
Following PDF report will generate-

PDF Report: At a Glance Separation Report Page

3.9.5.2 Resignation Staff List

- i. Please Select, **HR > Reports > Separation Position Report > Resignation Staff List**

Following screen will appear-

The screenshot shows a web application interface titled "Resignation Staff List". At the top, there are search filters: "Country" (dropdown menu showing "All Country"), "Office" (dropdown menu showing "-All Office-"), "Gender" (dropdown menu showing "All Gender"), "From Date" (text input showing "21-05-2016"), and "To Date" (text input showing "20-06-2016"). Below these filters is a "Search" button. The main content area is a table titled "All Employee Information". The table has the following columns: "Employee Name", "Pin No", "Joining Date", "Designation", "Office Info", "Programme", "Employee Status", and "Country". The table body is currently empty. At the bottom of the table, there is a pagination control showing "Page 1 of 0" and a "10" dropdown menu. To the right of the pagination, it says "No records to view". Below the table is a "Print" button.

Image: Resignation Staff List

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Resignation Staff List

Country: All Country Office: -All Office-

Gender: All Gender From Date: 21-05-2010 To Date: 20-06-2020

Search

All Employee Information

Employee Name	Pin No	Joining Date	Designation	Office Info	Programme	Employee Status	Country
Country: Bangladesh							
RABINDRO NATH SARKER	012000324	10-11-1987	Regional Manager	Dhaka -2 [BD300001]	BRAC International HO BD	Resignation	Bangl
DR. AHMED MASTAQUR RAZA CHOWDHURY	0000027	20-12-2012	Advisor to the Chairperson	BRAC Center, Bangladesh [BI]	BRAC International HO BD	Resignation	Bangl

Page 1 of 1 View 1 - 2 of 2

Print

Image: Resignation Staff List

- iii. Click 'Print' button
Following PDF report will generate-



BRAC International HR
RESIGNATION STAFF LIST REPORT
From 21-05-2010 To 20-06-2020

Stichting BRAC International

Searching Criteria:							
Country: All Country ; Office Info: -All Office- ; Gender: All Gender ; From Date: 21-05-2010 ; To Date: 20-06-2020							
Country: Bangladesh [050]							
SL	Name	PIN	Joining Date	Designation	Office	Program Name	Job Status
1	RABINDRO NATH SARKER	012000324	10-11-1987	Regional Manager	[BD300001] Dhaka -2	BRAC International HO BD	Resignation
2	DR. AHMED MASTAQUR RAZA CHOWDHURY	0000027	20-12-2012	Advisor to the Chairperson	[BI] BRAC Center, Bangladesh	BRAC International HO BD	Resignation
Total Staff: 2		Male: 2		Female: 0		Other: 0	

PDF Report: Resignation Staff List Report

3.9.5.3 Terminated Staff List

- i. Please Select, **HR > Reports > Separation Position Report > Terminated Staff List**
Following screen will appear-

Terminated Staff List Report

Country: [332]-Held Office: -All Office-

Gender: All Gender From Date: 21-05-2016 To Date: 20-06-2016

All Employee Information						
Employee Name	Joining Date	Designation	Office Info	Program Name	Employee Status	Co

 Page 1 of 0 No records to view

Image: Terminated Staff List

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

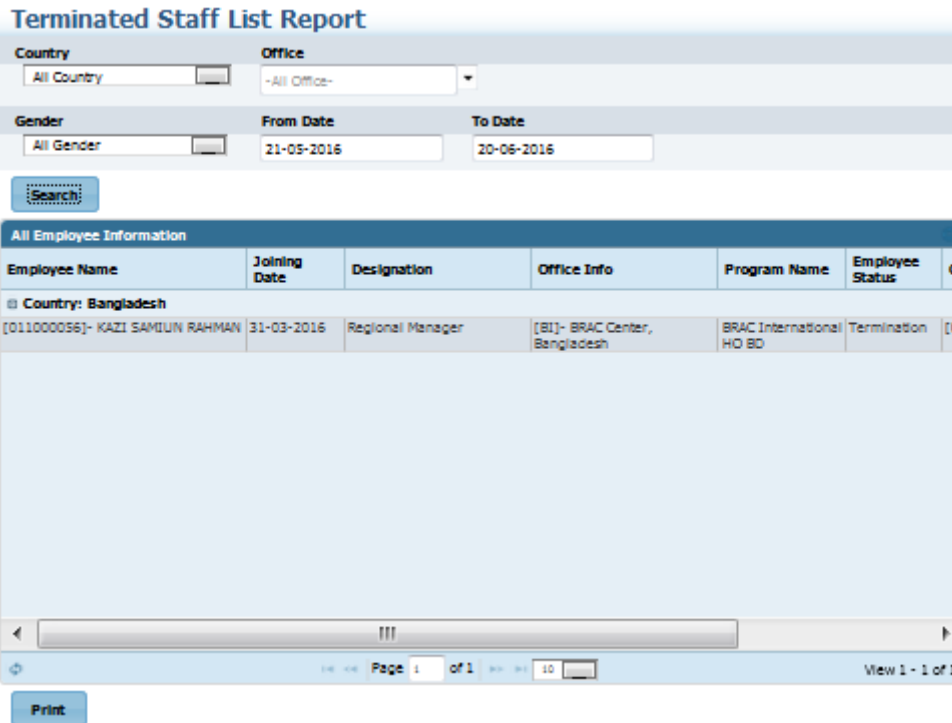


Image: Terminated Staff List

- iii. Click 'Print' button
Following PDF report will appear-



BRAC International HR
TERMINATED STAFF LIST
From 21-05-2016 To 20-06-2016

Stichting BRAC International

Searching Criteria: Country:All Country ; Office Info:-All Office- ; Gender:All Gender ; From Date:21-05-2016 ; To Date:20-06-2016							
Country: Bangladesh [050]							
SL	Name	PIN	Joining Date	Designation	Office	Program Name	Job Status
1	KAZI SAMIUN RAHMAN	011000056	31-03-2016	Regional Manager	BI BRAC Center, Bangladesh	BRAC International HO BD	Termination
Total Staff: 1		Male: 1		Female: 0		Other: 0	

PDF Report: Terminated Staff List Report

3.9.5.4 Restriction at a Glance Report

- i. Please Select, **HR >Reports > Separation Position Report > Restriction at a Glance Report**
Following screen will appear-

Restriction at a Glance Report

Restriction Report

Country	All Country
Office	-All Office-
Employee Name	-All Employee-
Program	-All Program-
Project	-Select Project-
Designation	-All Designation-
Department	-Select Department-
Gender	All Gender
Level	All Level
Nationality	All Nationality
Employee Category	-Select Category-
As On	20-06-2016
Restriction Type	All

Search

Show 10 entries Search:

Restriction Type	Employee PIN	Employee Name	Designation	Programme	Project	Contract Start Date	Contract End Date
No data available in table							

Showing 0 to 0 of 0 entries

First Previous Next Last

Export to excel

Image: Restriction at a Glance Report Page

- ii. Click on Search button after filling in all the mandatory information fields. Observe that Employee Restriction Information will show in list.

Search

Show 10 entries Search:

Restriction Type	Restriction Start Date	Restriction To Date	Employee Name	Designation
[050]-bangladesh				
Suspension	17-01-2016	01-02-2016	[0034362]-FARUQUE AHMED	Executive Director
Suspension	17-01-2016	01-01-2017	[0034362]-FARUQUE AHMED	Executive Director
Restriction	17-01-2016	01-01-2017	[0137303]-ABHIJIT GUPTA	Head of Finance & Accounts
Terminate	17-01-2016	01-02-2016	[0137303]-ABHIJIT GUPTA	Head of Finance & Accounts
Terminate	17-01-2016	01-01-2017	[0137303]-ABHIJIT GUPTA	Head of Finance & Accounts
Terminate	17-01-2016	01-02-2016	[011000055]-QA RASHED RETESTING ONE	Senior Researcher

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

Export to excel

Image: Restriction at a Glance Report list

- iii. Click on Export to excel button to generate Restriction at a Glance Report. Observe that Restriction at a Glance Report is generated properly.

RESTRICTION AT A GLANCE REPORT											
Country	Restriction Type	Restriction Start Date	Restriction To Date	Employee Name	Designation	Programme	Project	Department	Work station	Gender	
[050]-Bangladesh	Suspension	17-01-2016	01-02-2016	[0034362]-FARUQUE AHMED	Executive Director	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	General Department	[B]-BRAC Center, Bangladesh	Male	XX
		17-01-2016	01-01-2017	[0034362]-FARUQUE AHMED	Executive Director	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	General Department	[B]-BRAC Center, Bangladesh	Male	XX
	Restriction	17-01-2016	01-01-2017	[0137303]-ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	Finance & Accounts	[B]-BRAC Center, Bangladesh	Male	X
	Terminate	17-01-2016	01-02-2016	[0137303]-ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	Finance & Accounts	[B]-BRAC Center, Bangladesh	Male	X
		17-01-2016	01-01-2017	[0137303]-ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	Finance & Accounts	[B]-BRAC Center, Bangladesh	Male	X
		17-01-2016	01-02-2016	[011000055]-QA RASHED RETESTING	Senior Researcher	BRAC International HO BD	[BD-0002]-BRAC Bangladesh	PR & Communication	[B]-BRAC Center, Bangladesh	Male	X
		17-01-2016	01-01-2017	[011000055]-QA RASHED RETESTING	Senior Researcher	BRAC International HO BD	[BD-0002]-BRAC Bangladesh	PR & Communication	[B]-BRAC Center, Bangladesh	Male	X

Excel Report: Restriction at a Glance Report Page

3.9.5.5 Exit Interview

- i. Please Select, **HR > Reports > Separation Position Report > Exit Interview**
Following screen will appear-

Job Separation Proposal List for Exit Interview

Job Separation Proposal Searching Form

Country	<input type="text" value="-Select Country-"/>
Office	<input type="text"/>
Employee PIN	<input type="text"/>
From Date	<input type="text" value="21-05-2016"/>
To Date	<input type="text" value="20-06-2016"/>

Job Separation Proposal List for Exit Interview						
Print	Proposal No	Proposal Date	Employee Info	Status	Designation	Project
No records to view						

Page 1 of 0 10 No records to view

Image: Exit Interview

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Search' button Following information will appear-

Job Separation Proposal List for Exit Interview

Job Separation Proposal Searching Form

Country:

Office:

Employee PIN:

From Date:

To Date:

Print	Proposal No	Proposal Date	Employee Info	Status	Designation	Project
Print	SS400002-2016305	30-03-2016	[3700005] JAMES MATUON JING	Released	[D209] Community Nutrition Worker	[SS-0014] Integ Community Case Management (DI
Print	SS400002-2016301	13-03-2016	[00066436] MD. MAMUN SARDER	Released	[D290] Accounts Officer	[SS-0023] Gene
Print	SS400002-2016412	28-04-2016	[3700011] SAMUEL MACHUK MAKER MAJAK	Released	[D209] Community Nutrition Worker	[SS-0014] Integ Community Case Management (DI
Print	SS400002-2016404	17-04-2016	[011000061] KAZI CIC RAHMAN	Released	[D009] Country Head of Accounts	[SS-0013] Emer nutrition (Unicef
Print	BI-2016402	04-04-2016	[3700460] KAZI FAZLE AHMED	Released	[D008] Country Representative	[BD-0002] BRAC Bangladesh
Print	BI-2016401	03-04-2016	[011000059] KAZI RASHEDUL ISLAM	Released	[D008] Country Representative	[BD-0002] BRAC Bangladesh
Print	SS400001-2016303	27-03-2016	[3700061] Candiru Janifer	Released	[D045] Community Organizer	[SS-0022] Quail Education (USAI
Print	BI-2016302	14-03-2016	[0000027] Dr. Ahmed Maszour Raza Chowdhury	Released	[D218] Advisor to the Chairperson	[BD-0002] BRAC Bangladesh
Print	BD300001-2016401	21-04-2016	[012000324] RABINDRO	Released	[D011] Regional Manager	[BD-0002] BRAC

Page 1 of 1 View 1 - 9 of 9

Image: Exit Interview

- iii. Click 'Print' from the list
Following PDF report will appear-



Exit Interview Form

Instructions: The exit interview should be completed during the employee's last fortnight of employment. An exit interview should be performed by a representative of Human Resources or a suitable person delegated by HR, with every employee who resigns from his/her position. The following form must be filled out after the interview which should last at least 15 minutes.

The purpose of this exit interview is to improve organisational HR practices. Notes from this interview shall be kept confidential.

Name: JAMES MATUON JING PIN: 3700005 Salary/Level: I
Designation: Community Nutrition Worker Programme/ Dept.: Health Programme
Working Station: Rumbek
BRAC Joining Date: 21/05/2012

Information of New Organization:

Name: BRAC IT Service Ltd. Designation:

Please specify the main reason for your resignation:
BRAC IT Service Ltd.

1. Are there any reason for which you felt compelled to resign?
n
2. What was the most satisfactory aspect of your job?
n
3. What was the least satisfactory aspect of your job?
n
4. Did the job responsibilities match your expectation? Yes No
5. Did you get sufficient training to perform your responsibilities? Yes No
6. Did you get appropriate feedback on your performance? Yes No
7. Were you satisfied with the performance evaluation system/process?
If no, please specify:
n Yes No
8. Did the organisation help you in achieving your career objective?
If no, please specify:
n Yes No
9. How was the working environment in BRAC?
Very Good Good Satisfactory Not Good
Please specify:
n

Excel Report: Exit Interview Report

3.9.5.6 Release Order

- i. Please Select, **HR > Reports > Separation Position Report > Release Order**
Following screen will appear-

Employee Release List

Country:

Office:

Employee PIN:

From Date:

To Date:

Print	Order No	Employee Info	Status	Separation Type	Designation	Project
No records to view						

Page 1 of 0

Image: Release Order

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Print	Order No	Employee Info	Status	Separation Type	Designation	Project
Print	BI-2016502	[011000056] KAZI SAMIUN RAHMAN	Released	Termination	[D011] Regional Manager	[BD-0002] BRAC Bangladesh

Image: Release Order List

- iii. Click 'Export to Excel' button
Following PDF report will appear-

3.9.5.7 Final Settlement

- i. Please Select, **HR > Reports > Separation Position Report > Final Settlement**
Following screen will appear-

Employee Settlement List

Country:

Office:

Employee PIN:

From Date:

To Date:

Order No	Employee Info	Status	Separation Type	Designation	Project
----------	---------------	--------	-----------------	-------------	---------

Page 1 of 0 No records to view

Image: Final Settlement

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Image: Final Settlement

3.9.5.8 Restricted Employee Report

- i. Please Select, **HR > Reports > Separation Position Report > Restricted Employee Report**
Following screen will appear-

Restricted Employee List Report

Restricted Employee List Report

Country	All Country
Office	-All Office-
Employee Name	-All Employee-
Program	-All Program-
Project	-Select Project-
Designation	-All Designation-
Department	-Select Department-
Gender	All Gender
Level	All Level
Nationality	All Nationality
Employee Category	-Select Category-
As On	20-06-2016
Restriction Type	All

Search

Show 10 entries Search:

Restriction Type	Employee PIN	Employee Name	Designation	Programme	Project	Contract Start Date	Contract End Date
No data available in table							

Showing 0 to 0 of 0 entries First Previous Next Last

Export to Excel

Image: Restricted Employee Report

- ii. Click on Search button after filling in all the mandatory information fields. Observe that Restricted Employee Information will show in list.

Search

Show 10 entries Search:

Restriction Type	Employee Name	Designation	Programme	Project
Suspension	[0034362]-FARUQUE AHMED	Executive Director	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)
Restriction	[0137303]-ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)
Terminate	[0137303]-ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)
Terminate	[0137303]-ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)
Terminate	[011000055]-QA RASHED RETESTING ONE HR	Senior Researcher	BRAC International HO BD	[BD-0002]-BRAC Bangladesh

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

Export to excel

Image: Restricted Employee List Report Page

- iii. Click on Export to excel button to generate Restricted Employee Report. Observe that Restricted Employee List Report is generated properly.

RESTRICTED EMPLOYEE LIST REPORT											
Country	Restriction Type	Employee Name	Designation	Programme	Project	Department	Work station	Gender	level	Nationality	Em
[050]-Bangladesh	Suspension	[0034362]-FARUQUE AHMED	Executive Director	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	General Department	[BI]-BRAC Center, Bangladesh	Male	XXI	-	Con
		[0034362]-FARUQUE AHMED	Executive Director	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	General Department	[BI]-BRAC Center, Bangladesh	Male	XXI	-	Con
	Restriction	[0137303]-ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	Finance & Accounts	[BI]-BRAC Center, Bangladesh	Male	X	-	Reg
	Terminate	[0137303]-ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	Finance & Accounts	[BI]-BRAC Center, Bangladesh	Male	X	-	Reg
		[0137303]-ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	Finance & Accounts	[BI]-BRAC Center, Bangladesh	Male	X	-	Reg
		[011000055]-QA RASHED RETESTING	Senior Researcher	BRAC International HO BD	[BD-0002]-BRAC Bangladesh	PR & Communication	[BI]-BRAC Center, Bangladesh	Male	X	-	Con
		[011000055]-QA RASHED RETESTING	Senior Researcher	BRAC International HO BD	[BD-0002]-BRAC Bangladesh	PR & Communication	[BI]-BRAC Center, Bangladesh	Male	X	-	Con

Report: Restricted Employee List Report Page

3.9.5.9 Exit Interview Report

- i. Please Select, **HR > Reports > Separation Position Report > Exit Interview Report** Observe that Exit Interview Report is generated properly.

EXIT INTERVIEW REPORT											
Exit Interview Report ; Generated at Tue Jan 26 17:34:43 BOT 2016 ; Generated by: 0154139											
Resignation Reason	Working Environment	4	5	6	7	8	9	10	11	17	
Sdg	dfg	YES	YES	YES	NO	YES	Very Good	YES	YES	YES	NO
Following reasons are listed in below:											
1. Job Satisfaction	Very bad.	YES	NO	YES	NO	YES	Good	YES	NO	YES	NO
2. No increment											
3. No project bonus											
4. Getting lower salary if compared with Got the better											
Not so good	YES	YES	YES	NO	YES	Very Good	YES	YES	YES	NO	

Report: Exit Interview Report

3.9.5.10 At a Glance Grievance Report

- i. Please Select, **HR > Reports > Separation Position Report > At a Glance Grievance Report**
Following screen will appear-

At a Glance Grievance Report

At a Glance Grievance Report

Country	All Country
Office	-All Office-
Employee Name	-All Employee-
Program	-All Program-
Project	-Select Project-
Designation	-All Designation-
Department	-Select Department-
Gender	All Gender
Level	All Level
Nationality	All Nationality
Employee Category	-Select Category-
File From Date	21-05-2016
File To Date	20-06-2016
Grievance Type	-All-

Search

Show 10 entries Search:

Grievance Type	Employee PIN	Employee Name	Designation	Programme	Working station	Contract Start Date	Contract End Date
No data available in table							

Showing 0 to 0 of 0 entries First Previous Next Last

Export to Excel

Image: At a Glance Grievance Report

- ii. Click on Search button after filling in all the mandatory information fields. Observe that Glance Grievance Information will show in list.

Search

Show 10 entries Search:

Grievance Type	Employee PIN	Employee Name	Designation	Programme
[050]-bangladesh				
Qa Rashed	0137303	ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO BD
Qa Rashed	0034362	FARUQUE AHMED	Executive Director	BRAC International HO BD
Qa Rashed	011000055	QA RASHED RETESTING ONE HR	Senior Researcher	BRAC International HO BD
Qa Rashed	0137303	ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO BD
[728]-south sudan				
Bad Tempered	011000057	KAZI SAMIUR RAHMAN	Executive Director	Health Programme

Image: At a Glance Grievance Report

- iii. Click on Export to excel button to generate At a Glance Grievance Report. Observe that At a Glance Grievance Report is generated properly.

AT A GLANCE GRIEVANCE REPORT

Country: All Country ; Office Info: -All Office- ; Employee: -All Employee- ; Programme: -All Program- ; Project: -Select Project- ; Designation: -All Designation- ; Department: -Select Department- ; Gender: All Gender ; Level: All Level ; Nationality: All Nationality ; Employee Category: -Select Category- ; File From Date: 27-12-2015 ; File To Date: 26-01-2016 ; Grievance Type: All ; Generated at Tue Jan 26 17:46:17 BDT 2016 ; Generated by: 0154139

Country	Grievance Type	Employee PIN	Employee Name	Designation	Programme	Project	Department	Work Station	Gender	level
[050]-Bangladesh										
	Qa Rashed									
		0137303	ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	Finance & Accounts	[BI]-BRAC Center, Bangladesh	Male	X
		0034362	FARUQUE AHMED	Executive Director	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	General Department	[BI]-BRAC Center, Bangladesh	Male	XX
		011000055	QA RASHED RETESTING ONE HR	Senior Researcher	BRAC International HO BD	[BD-0002]-BRAC Bangladesh	PR & Communication	[BI]-BRAC Center, Bangladesh	Male	X
		0137303	ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO BD	[BD-0001]-BRAC International HO (BD)	Finance & Accounts	[BI]-BRAC Center, Bangladesh	Male	X
[728]-South Sudan										
	Bad Tempered									
		011000057	KAZI SAMIUR RAHMAN	Executive Director	Health Programme	[SS-0013]-Emergency nutrition (Unicef)	HR & Training	[SS400001]-Torit	Male	XI

Report: At a Glance Grievance Report

3.9.6 Staff Position Report

This part of Reports section consists of following links.

- Total Head Count of the Country (Current)
- Total Employee List
- Historic Employment (left)
- Designation Wise Staff Information
- Location Wise Staff List
- Program Wise Staff Information
- Program Wise Head Count
- Assigned HR Project
- Assigned Finance Project

3.9.6.1 Total Head Count of the Country (current)

- i. Please Select, **HR > Reports > Staff Position Report > Total Head Count of the Country (current)**

Following screen will appear-

Employee Head Count

Employee Search

Country: All Country

Office: -All Office-

Program: -All Program-

Project: -Select Project-

Designation: -All Designation-

Department: -Select Department-

Gender: All Gender

Level: All Level

Nationality: All Nationality

Employee Status: -Select Status-

Employee Category: -Select Category-

Tenure of Service (Year&Month): 0 Year 0 Month

As On: 20-06-2016

Head Count: All

Search

Search Result				
	Male	Female	Other	Total

Page 1 of 1

Export To PDF Export To Excel

Image: Total Head Count of the Country (Current)

- ii. Click on Search button after filling in all the mandatory information fields. Observe that Country wise total Male, Female or Others information will show in list.

Search

Search Result


	Male	Female	Other	Total
Afghanistan				
Afghanistan	173	23	0	196
Bangladesh				
Bangladesh	40	24	0	64
Myanmar				
Myanmar	40	134	0	174
Netherlands				
Netherlands	1	1	0	2
Pakistan				
Pakistan	274	418	0	692
Philippines				
Philippines	34	14	0	48
South Sudan				
South Sudan	260	108	0	368

Page 1 of 1 10 View 1 - 9 of 9

Export To PDF Export To Excel

Image: Total Head Count of the Country (Current)

- iii. Click on 'Export to Excel' button
Following excel report will generate-



HEAD COUNT REPORT

Country: All Country ; Office Info: -All Office- ; Program: -All Program- ; Project: -Select Project- ; Designation: -All Designation- ; Department: -Select Department- ; Gender: All Gender ; Level: All Level ; Nationality: All Nationality ; Employee Status: -Select Status- ; Employee Category: -Select Category- ; Employee Job Status: undefined ; Tenure of Service: 0Year(s)And0Month(s) ; AsOn: 20-06-2016 ; Generated at Mon Jun 20

Country	Male	Female	Other	Total
Uganda	115	1312	1	1428
Bangladesh	72	33	0	105
Netherlands	1	1	0	2
Afghanistan	173	23	0	196
Tanzania	360	1080	0	1440
Myanmar	40	144	0	184
Pakistan	291	430	0	721
Philippines	34	14	0	48
South Sudan	160	98	0	258

Excel Report: Total Head Count of the Country (Current)

- iv. Click on 'Export to PDF' button
Following PDF report will generate-



HEAD COUNT REPORT

Searching Criteria:

Country: All Country ; Office Info: -All Office- ; Program: -All Program- ; Project: -Select Project- ; Designation: -All Designation- ; Department: -Select Department- ; Gender: All Gender ; Level: All Level ; Nationality: All Nationality ; Employee Status: -Select Status- ; Employee Category: -Select Category- ; Employee Job Status: undefined ; Tenure of Service: 0Year(s)And0Month(s) ; AsOn: 20-06-2016

Country	Male	Female	Other	Total
[800]-Uganda	115	1,312	1	1,428
[050]-Bangladesh	72	33	0	105
[528]-Netherlands	1	1	0	2
[004]-Afghanistan	173	23	0	196
[834]-Tanzania	360	1,080	0	1,440
[104]-Myanmar	40	144	0	184
[586]-Pakistan	291	430	0	721
[608]-Philippines	34	14	0	48
[728]-South Sudan	160	98	0	258
Total	1,246	3,135	1	4,382

PDF Report: Total Head Count of the Country (Current)

3.9.6.2 Total Employee List

- i. Please Select, **HR > Reports > Staff Position Report > Total Employee List**
Following screen will appear-

Total Head Count of The Country

Employee Search

Country:

Office:

Program:

Project:

Designation:

Department:

Gender:

Level:

Nationality:

Employee Status:

Employee Category:

Tenure of Service (Year&Month): Year Month

As On:

Employee List:

All Employee Information

Country	Employee PIN	Employee Name	Designation	Programme	Project	Department	Working Station	Gender	Level
Uganda	031000002	BUSIVIGE DANIEL	Country Head of Accounts	Microfinance Program	Microfinance Project	Internal Audit	[UGCHO]- Uganda Country Office	Male	
Uganda	0137144	Tanzila Rahman	Senior Manager, Finance & Accounts	BRAC International HO SO	BRAC International HO (SO)	Finance & Accounts	[UGCHO]- Uganda Country Office	Female	
Uganda	031001239	Nabeena Danish	Area Accountant	Microfinance Program	Microfinance Project	Internal Audit	[UG400005]- Kampala Vicat	Female	
Uganda	031001283	MUNETULLIHO RUTH	Credit Officer	Microfinance Program	Microfinance Project	Microfinance	[UG300153]- Kaasero	Female	
Uganda	031001284	OWEMBASAZI S/AS	Credit Officer	Microfinance Program	Microfinance Project	Microfinance	[UG300153]- Kaasero	Female	
Uganda	031001285	WABULIYU IMMACULATE	Credit Officer	Microfinance Program	Microfinance Project	Microfinance	[UG300154]- Bududa	Female	
Uganda	031001286	SISITO KHAN JAPHARAN	Credit Officer	Microfinance Program	Microfinance Project	Microfinance	[UG300154]- Bududa	Female	
Uganda	031001287	NANIGALA GLORIA	Credit Officer	Microfinance Program	Microfinance Project	Microfinance	[UG300154]- Bududa	Female	
Uganda	031001276	ANGELA PATRIZIA AKKA	Area Manager	Microfinance Program	Microfinance Small Enterprise Project (SEP)	Microfinance	[UG400025]- Bugin	Female	

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Image: Total Employee List

- ii. Click on Search button after filling in all the mandatory information fields. Observe that Employee Information will show in All Employee Information list.

Employee List Program Wise

Search

All Employee Information

Employee Name	Pin No	Designation	Project Name	Programme	Department	Office Code	Office Name	Gender	Level	Join Date
BRAC International HO BD										
NANDA DULAL SAHA	0080365	Director, Internal Audit, BRAC & BRAC International	BRAC International HO (BD)	BRAC International HO BD	Internal Audit	BI	BRAC Center, Bangladesh	Male	XII	03/01/2007
MUHAMMED SHAHINUR FERDOUS	0080365	Deputy Manager, Internal Audit	BRAC International HO (BD)	BRAC International HO BD	Internal Audit	BI	BRAC Center, Bangladesh	Male	XII	02/04/2007
BADAL CHANDRA SAHA	0134597	Senior Officer, Internal Audit	BRAC International HO (BD)	BRAC International HO BD	Internal Audit	BI	BRAC Center, Bangladesh	Male	V	17/12/2008
AZIZUL HASSAN SATTER	0137482	Head of Internal Audit	BRAC International HO (BD)	BRAC International HO BD	Internal Audit	BI	BRAC Center, Bangladesh	Male	IX	01/08/2011
BENZIR TAZIN HOSSAIN	0150017	Manager, Internal Audit	BRAC International HO (BD)	BRAC International HO BD	Internal Audit	BI	BRAC Center, Bangladesh	Male	VI	04/02/2013
MD. SHAHRIAR SHOURAV	00150075	Deputy Manager, MIS & Reporting	BRAC International HO (BD)	BRAC International HO BD	Internal Audit	BI	BRAC Center, Bangladesh	Male	V	01/06/2014
SHIB NARAYAN KAIRY	0000223	Chief Financial Officer	BRAC Bangladesh	BRAC International HO BD	Finance & Accounts	BI	BRAC Center, Bangladesh	Male	XIII	01/04/1992
ZOHIRUL ISLAM JEWEL	0137237	Assistant General Manager, Finance & Accounts	BRAC International HO (BD)	BRAC International HO BD	Finance & Accounts	BI	BRAC Center, Bangladesh	Male	VII	17/02/2011
KHALIFA NAZIM UDDIN	0154158	Deputy Manager, Finance & Accounts	BRAC International HO (BD)	BRAC International HO BD	Finance & Accounts	BI	BRAC Center, Bangladesh	Male	VI	06/02/2011
MD. MUKLASUR RAHMAN	0154199	Senior Officer, Finance & Accounts	BRAC International HO (BD)	BRAC International HO BD	Finance & Accounts	BI	BRAC Center, Bangladesh	Male	VII	07/02/2011

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Print

Image: Total Employee List

- iii. Click on Print button to generate Employee List Report. Observe that Employee List Report is generated properly.

brac BRAC International HR EMPLOYEE LIST REPORT

Searching Criteria: Country: Bangladesh; Office Info: -All Office-; Program: -All Program-; Project: -Select Project-; Designation: -All Designation-; Department: -Select Department-; Gender: -All Gender-; Level: -All Level-; Nationality: -All Nationality-; Employee Status: -Select Status-; Employee Category: -Select Category-; Employee Job Status: -Select Job Status-; Tenure of Service: 0 Year(s) And 0 Month(s); As On: 26-01-2016

Country: Bangladesh (050)

Sl.	Employee PIN	Employee Name	Designation	Programme	Project	Department	Working station	Gender	Level	Nationality	Employment status	Staff Category	Joining Date	Current Salary	Currency	Last Contract Start Date	Contract End Date	Tenure of Service	Country
1	0080365	NANDA DULAL SAHA	Director, Internal Audit, BRAC & BRAC International	BRAC International HO (BD)	BRAC International HO (BD)	Internal Audit	(B) BRAC Center, Bangladesh	Male	XII	-	Active	Regular Staff	03-01-2007	-	-	-	-	9 Year(s) 0 Month(s)	Bangladesh
2	0080365	MUHAMMED SHAHINUR FERDOUS	Deputy Manager, Internal Audit	BRAC International HO (BD)	BRAC International HO (BD)	Internal Audit	(B) BRAC Center, Bangladesh	Male	XII	-	Active	Regular Staff	02-04-2007	-	-	-	-	9 Year(s) 9 Month(s)	Bangladesh
3	0134597	BADAL CHANDRA SAHA	Senior Officer, Internal Audit	BRAC International HO (BD)	BRAC International HO (BD)	Internal Audit	(B) BRAC Center, Bangladesh	Male	V	-	Active	Regular Staff	17-12-2008	-	-	-	-	7 Year(s) 11 Month(s)	Bangladesh
4	0134597	MD. SALIM JAIED	Deputy General Manager, Internal Audit	BRAC International HO (BD)	BRAC International HO (BD)	Internal Audit	(B) BRAC Center, Bangladesh	Male	VIII	-	Active	Regular Staff	01-02-2009	-	-	-	-	7 Year(s) 11 Month(s)	Bangladesh
5	0137482	AZIZUL HASSAN SATTER	Head of Internal Audit	BRAC International HO (BD)	BRAC International HO (BD)	Internal Audit	(B) BRAC Center, Bangladesh	Male	IX	-	Active	Regular Staff	01-08-2011	-	-	-	-	4 Year(s) 5 Month(s)	Bangladesh
6	0150017	BENZIR TAZIN HOSSAIN	Manager, Internal Audit	BRAC International HO (BD)	BRAC International HO (BD)	Internal Audit	(B) BRAC Center, Bangladesh	Male	VI	-	Active	Regular Staff	04-02-2013	-	-	-	-	3 Year(s) 11 Month(s)	Bangladesh
7	00150075	MD. SHAHRIAR SHOURAV	Deputy Manager, MIS & Reporting	BRAC International HO (BD)	BRAC International HO (BD)	Internal Audit	(B) BRAC Center, Bangladesh	Male	V	-	Active	Regular Staff	01-06-2014	1	USD	-	-	7 Month(s)	Bangladesh
8	0000223	SHIB NARAYAN KAIRY	Chief Financial Officer	BRAC International HO (BD)	BRAC Bangladesh	Finance & Accounts	(B) BRAC Center, Bangladesh	Male	XIII	-	Active	Regular Staff	01-04-1992	-	-	-	-	34 Year(s) 9 Month(s)	Bangladesh
9	0137303	ABHIJIT GUPTA	Head of Finance & Accounts	BRAC International HO (RH)	BRAC International HO (RH)	Finance & Accounts	(B) BRAC Center, Bangladesh	Male	X	-	Active	Regular Staff	01-02-2011	-	-	-	-	5 Year(s) 11 Month(s)	Bangladesh

Report: Employee List Report Page

3.9.6.3 Historic Employment (left)

- i. Please Select, **HR > Reports > Staff Position Report > Historic Employment (left)** Following screen will appear-

Historic Employment (left)

Historic Employment (left)

Country	All Country
Office	-All Office-
Program	-All Program-
Project	-Select Project-
Designation	-All Designation-
Department	-Select Department-
Gender	All Gender
Level	All Level
Nationality	All Nationality
Employee Category	-Select Category-
Seperation Type	-Select Seperation Type-
Tenure of Service(Year&Month)	0 Year 0 Month
As On	20-06-2016

Search

10 Show entries Search:

Employee	Designation	Program	Project	Work station	Gender	Level	Staff Category	Joining Date	Separation Type
No data available in table									

Showing 0 to 0 of 0 entries First Previous Next Last

Export To Excel

Image: Historic Employment (left)

- ii. Click on Search button after filling in all the mandatory information fields. Observe that Historic Employment Information will show in list.

Search

Employee	Designation	Program/Dept	Project	WorkStation	Gender	level	Staff Category	Joining Date	Separation Type
[050]-bangladesh									
QA RASHED RETESTING HR	Junior Financial Analyst	BRAC International HO BD	[BD-0002]-BRAC Bangladesh	[BI]-BRAC Center, Bangladesh	Female	X	Contract Staff	01-01-2015	Termination
QA RASHED RETESTING ONE HR	Senior Researcher	BRAC International HO BD	[BD-0002]-BRAC Bangladesh	[BI]-BRAC Center, Bangladesh	Male	X	Contract Staff	01-01-2015	Termination
DR. AHMED MASTAQUR RAZA CHOWDHURY	Advisor to the Chairperson	BRAC International HO BD	[BD-0002]-BRAC Bangladesh	[BI]-BRAC Center, Bangladesh	Male	XXI	Contract Staff	20-12-2012	Termination

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Export To Excel

Image: Historic Employment (left) Page

- iii. Click on 'Export to Excel' button to generate Historic Employment (left) Report. Observe that Historic Employment (left) report is generated properly.

Country	Employee PIN	Employee Name	Designation	Programme	Project	Department	Working station	Gender	Level	Nationality
[050]-Bangladesh	012000324	RABINDRO NATH SARKER	Regional Manager	BRAC International HO BD	BRAC Bangladesh	Microfinance	[BD300001]-Dhaka -2	Male	V	Bangladeshi
[050]-Bangladesh	012000323	MD NUR SALIM	Regional Manager	BD MF	Dabi	Microfinance	[BD300001]-Dhaka -2	Male	V	-
[050]-Bangladesh	0000027	DR. AHMED MASTAQUR RAZA	Advisor to the Chairperson	BRAC International HO BD	BRAC Bangladesh	General Department	[BI]-BRAC Center, Bangladesh	Male	XXI	-
[050]-Bangladesh	011000059	KAZI RASHEDUL ISLAM	Country Representative	BRAC International HO BD	BRAC Bangladesh	HR & Training	[BI]-BRAC Center, Bangladesh	Male	X	-
[050]-Bangladesh	3700460	KAZI FAZLE AHMED	Country Representative	BRAC International HO BD	BRAC Bangladesh	HR & Training	[BI]-BRAC Center, Bangladesh	Male	X	-
[050]-Bangladesh	011000063	KAZI CONTRACT USER	Regional Manager	BRAC International HO BD	BRAC International HO (BD)	HR & Training	[BI]-BRAC Center, Bangladesh	Male	VI	-
[050]-Bangladesh	011000056	KAZI SAMJUN RAHMAN	Regional Manager	BRAC International HO BD	BRAC Bangladesh	HR & Training	[BI]-BRAC Center, Bangladesh	Male	V	-
[050]-Bangladesh	012000329	FARDA YASMIN	Manager, Organizational	BD MF	Dabi	HR & Training	[BDCHO]-Head Office	Female	V	-
[728]-South Sudan	011000061	KAZI CIC RAHMAN	Country Head of Accounts	Health Programme	Emergency nutrition (Unicef)	HR & Training	[SS400002]-Rumbek	Male	X	-
[728]-South Sudan	3700011	SAMUEL MADHUK MAKER MAJAK	Community Nutrition Worker	Health Programme	Integrated Community Case Management	Health & Nutrition	[SS400002]-Rumbek	Male	I	South Sudanese
[728]-South Sudan	3700011	SAMUEL MADHUK MAKER MAJAK	Community Nutrition Worker	Health Programme	Integrated Community Case Management	Health & Nutrition	[SS400002]-Rumbek	Male	I	South Sudanese

Excel Report: Historic Employment (left) Report Page

3.9.6.4 Designation Wise Staff Information

- i. Please Select, **HR > Reports > Staff Position Report > Designation Wise Staff Information** Following screen will appear-

Designation Wise Staff Information

Employee Search

Country	<input type="text" value="All Country"/>
Office	<input type="text" value="-All Office-"/>
Program	<input type="text" value="-All Programme-"/>
Project	<input type="text" value="-Select Project-"/>
Designation	<input type="text" value="-All Designation-"/>
Department	<input type="text" value="-Select Department-"/>
Gender	<input type="text" value="All Gender"/>
Level	<input type="text" value="All Level"/>
Nationality	<input type="text" value="All Nationality"/>
Employee Status	<input type="text" value="-Select Status-"/>
Employee Category	<input type="text" value="-Select Category-"/>
As On Date	<input type="text" value="20-06-2016"/>

All Employee Information

Country	PIN	Employee Name	Designation	Programme	Project	Department	Work

Page 1 of 0 10 No records to view

Image: Designation Wise Staff Information

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Image: Designation Wise Staff Information

- iii. Click 'Print' button
Following report will appear-

Report: Designation Wise Staff Information Report

3.9.6.5 Location Wise Staff List

- i. Please Select, **HR > Reports > Staff Position Report > Location Wise Staff List**
Following screen will appear-

Image: Location Wise Staff List

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Print' button
Following report will generate-



BRAC International HR
LOCATION WISE STAFF LIST

Stichting BRAC International

Searching Criteria:				
Country:[050]-Bangladesh ; Office Info:-All Office- ; Gender:All Gender				
Country: Bangladesh [050]				
Branch: Dhaka Division, Dhaka [BD200001]				
SL	Name	PIN	Designation	Program Name
1	TAMZID KHAN FERDOS	011000064	Area Manager	Microfinance Program
2	MD SABBIR HOSSAIN	012000341	Divisional Manager	BD MF
Total Staff: 2		Male: 2	Female: 0	Other: 0
Branch: Bogra Division, null [BD200002]				
SL	Name	PIN	Designation	Program Name
1	MD. MUTAHER HOSSAIN	012000342	Divisional Manager	BD MF
Total Staff: 1		Male: 1	Female: 0	Other: 0
Branch: Dhaka -2, Dhaka -2 [BD300001]				
SL	Name	PIN	Designation	Program Name
1	ABUL KALAM AZAD	012000351	Area Manager	BD MF
2	ABU BAKAR SIDDIQ	3700461	Branch Accountant	BRAC International HO BD
Total Staff: 2		Male: 2	Female: 0	Other: 0
Branch: Kotwali, null [BD400001]				
SL	Name	PIN	Designation	Program Name
1	SAYRA BITE WASIM	011000065	Project Assistant	BRAC International HO BD
2	MD MIZANUR RAHMAN	012000325	Area Manager	BD MF
Total Staff: 2		Male: 1	Female: 1	Other: 0
Branch: Dhunat, null [BD400002]				
SL	Name	PIN	Designation	Program Name
1	MD JAHANGIR HOSSAIN	012000326	Area Manager	BD MF
Total Staff: 1		Male: 1	Female: 0	Other: 0
Branch: Islambag, null [BD500001]				
SL	Name	PIN	Designation	Program Name
1	MST. RANZINA SULTANA	012000327	Branch Manager	BD MF
Total Staff: 1		Male: 0	Female: 1	Other: 0

Report: Location Wise Staff List

3.9.6.6 Program Wise Staff Information

- i. Please Select, **HR > Reports > Staff Position Report > Program Wise Staff Information**
Following screen will appear-

Image: Program Wise Staff Information

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Print' button. Following report will generate-



**BRAC International HR
PROGRAMME WISE STAFF INFORMATION**

Stichting BRAC International
BRAC International

Searching Criteria:
Country:[050]-Bangladesh ; Office Info:-All Office- ; Gender:All Gender

Country: Bangladesh [050]								
Programme Name: BD MF								
SL	Project Name	Name	PIN	Designation	Branch	Joining Date	Contact End Date	Level
1	Dabi	ABUL KALAM AZAD	012000351	Area Manager	[BD300001] Dhaka -2	12-04-2016		V
2	Dabi	MD MIZANUR RAHMAN	012000325	Area Manager	[BD400001] Kotwali	04-02-2007		V
3	Dabi	MD JAHANGIR HOSSAIN	012000326	Area Manager	[BD400002] Dhunat	05-06-2007		V
4	Dabi	MST. RANZINA SULTANA	012000327	Branch Manager	[BD500001] Islambag	12-08-2011		IV
5	Dabi	A K M KAMRUL ISLAM	012000328	Senior Manager,	[BDCHO] Head Office	01-01-2012		VII
6	Dabi	A. M. M. MOHASIN	012000330	Officer, HR Operations	[BDCHO] Head Office	01-01-2012		V
7	Dabi	MANIRA YASMIN	012000331	Branch Manager	[BD500002] Siddiq Bazar	12-08-2011		IV
8	Dabi	MD AMINUR RAHMAN	012000332	Officer, HR Operations	[BDCHO] Head Office	01-01-2012		V
9	Dabi	SHANAZ PARVEEN	012000333	Manager, Organizational	[BDCHO] Head Office	01-01-2012		VII
10	Dabi	SATTAYJIT RAY	012000334	Branch Manager	[BD500003] Alengi	12-01-2011		IV
11	Dabi	SAIMA ZOHA	012000335	Senior Manager, Human	[BDCHO] Head Office	01-01-2012		XIII
12	Dabi	MOSAMMAT KAMRUN	012000336	Officer, HR Operations	[BDCHO] Head Office	01-01-2012		VI
13	Dabi	MOSTAFA KAMAL	012000337	Senior Manager, Human	[BDCHO] Head Office	01-01-2011		XIII
14	Dabi	NIPA SAHA	012000338	Manager, Organizational	[BDCHO] Head Office	01-01-2012		V
15	Dabi	SIMANTINI CHAKMA	012000339	Branch Manager	[BD500004] Bissha	12-08-2011		IV
16	Dabi	MOHAMMAD IRAQ	012000340	HR Assistant	[BDCHO] Head Office	01-01-2012		VI
17	Dabi	MD SABBIR HOSSAIN	012000341	Divisional Manager	[BD200001] Dhaka	01-01-2010		V
18	Dabi	MD. MUTAHER HOSSAIN	012000342	Divisional Manager	[BD200002] Bogra Division	01-01-2010		V
Total Staff:	18		Male: 13	Female: 5	Other: 0			

Report: Program Wise Staff Information

3.9.6.7 Program Wise Head Count

- i. Please Select, **HR > Reports > Staff Position Report > Program Wise Staff Information**. Following screen will appear-

Program Wise Head Count

Country: All Country

Office Info: -All Office-

Gender: All Gender

Programme: -All Programme-

Print

Image: Program Wise Staff Information

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Print' button Following report will generate-



**BRAC International HR
PROGRAMME WISE HEAD COUNT**

Stichting BRAC International

Searching Criteria:
Country:[050]-Bangladesh ; Office Info:-All Office- ; Programme:-All Programme- ; Gender:All Gender

Country: Bangladesh [050]				
Program	Male	Female	Total	
01 BD MF	21	5	26	
08 Other Program	1	0	1	
12 BRAC International HO BD	50	28	78	
Total	72	33	105	

Report: Program Wise Staff Information Report

3.9.6.8 Assigned HR Project

- i. Please Select, **HR > Reports > Staff Position Report > Assigned HR Project** Following screen will appear-

Assigned HR Project

Assigned HR project

Country	All Country
Office	-All Office-
Employee	-All Employee-
Program	-All Programme-
Project	-Select Project-
From Date	21-05-2016
To Date	19-08-2016

10 Show entries Search:

Employee PIN	Employee Name	Designation	Programme	Staff Category	Employee Project	Start Date	Tentative End Date
No data available in table							

Showing 0 to 0 of 0 entries

Image: Assigned HR Project

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Assigned HR Project

Assigned HR project

Country: All Country

Office: -All Office-

Employee: -All Employee-

Program: -All Programme-

Project: -Select Project-

From Date: 21-05-2010

To Date: 19-08-2016

Search

10 Show entries Search:

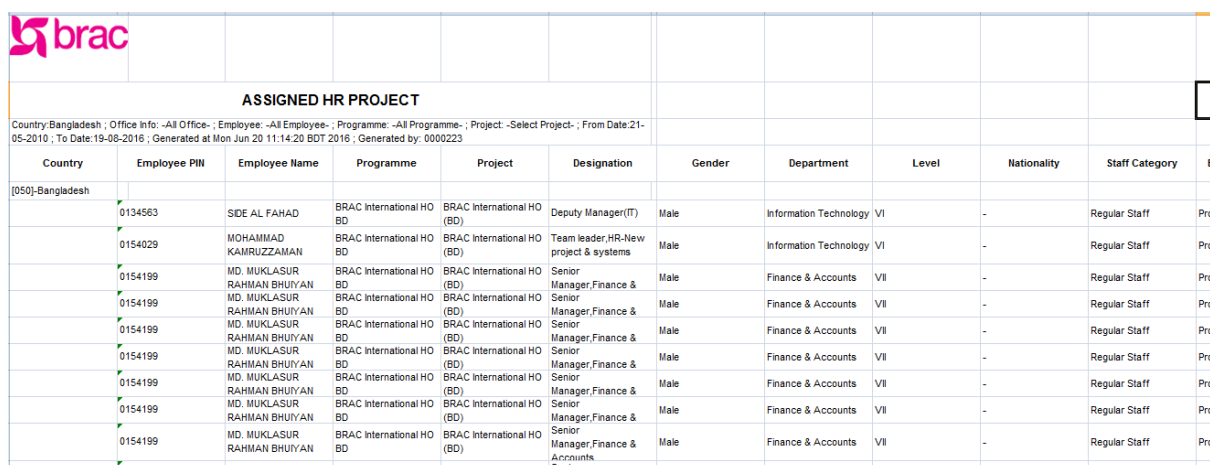
Employee PIN	Employee Name	Designation	Programme	Staff Category	Employee Project	Start Date	Tentative End Date
[004]-afghanistan							
011000009	MD.AKIZUR RAHMAN	Country Head of Accounts	Other Program	Contract Staff	BRAC Training and Resource Center(BTRC)	01-07-2015	31-12-2015
011000009	MD.AKIZUR RAHMAN	Country Head of Accounts	Other Program	Contract Staff	BRAC Training and Resource Center(BTRC)	01-01-2015	31-12-2015
011000010	SHOHIDUZ ZAMAN	Accounts Officer II	Other Program	Contract Staff	BRAC Training and Resource Center(BTRC)	01-07-2015	31-12-2015
011000010	SHOHIDUZ ZAMAN	Accounts Officer II	Other Program	Contract Staff	BRAC Training and Resource Center(BTRC)	01-01-2015	31-12-2015

Showing 1 to 10 of 28,313 entries

Export to excel

Image: Assigned HR Project

- iii. Click 'Export to Excel' button
Following excel report will generate-



ASSIGNED HR PROJECT

Country: Bangladesh ; Office Info: -All Office- ; Employee: -All Employee- ; Programme: -All Programme- ; Project: -Select Project- ; From Date: 21-05-2010 ; To Date: 19-08-2016 ; Generated at Mon Jun 20 11:14:20 BDT 2016 ; Generated by: 0000223

Country	Employee PIN	Employee Name	Programme	Project	Designation	Gender	Department	Level	Nationality	Staff Category	E
[050]-Bangladesh	0134563	SIDE AL FAHAD	BRAC International HO (BD)	BRAC International HO (BD)	Deputy Manager(IT)	Male	Information Technology	VI	-	Regular Staff	Pro
	0154029	MOHAMMAD KAMRUZZAMAN	BRAC International HO (BD)	BRAC International HO (BD)	Team leader,HR-New project & systems	Male	Information Technology	VI	-	Regular Staff	Pro
	0154199	MD. MUKLASUR RAHMAN BHUIYAN	BRAC International HO (BD)	BRAC International HO (BD)	Senior Manager Finance & Accounts	Male	Finance & Accounts	VII	-	Regular Staff	Pro
	0154199	MD. MUKLASUR RAHMAN BHUIYAN	BRAC International HO (BD)	BRAC International HO (BD)	Senior Manager Finance & Accounts	Male	Finance & Accounts	VII	-	Regular Staff	Pro
	0154199	MD. MUKLASUR RAHMAN BHUIYAN	BRAC International HO (BD)	BRAC International HO (BD)	Senior Manager Finance & Accounts	Male	Finance & Accounts	VII	-	Regular Staff	Pro
	0154199	MD. MUKLASUR RAHMAN BHUIYAN	BRAC International HO (BD)	BRAC International HO (BD)	Senior Manager Finance & Accounts	Male	Finance & Accounts	VII	-	Regular Staff	Pro
	0154199	MD. MUKLASUR RAHMAN BHUIYAN	BRAC International HO (BD)	BRAC International HO (BD)	Senior Manager Finance & Accounts	Male	Finance & Accounts	VII	-	Regular Staff	Pro
	0154199	MD. MUKLASUR RAHMAN BHUIYAN	BRAC International HO (BD)	BRAC International HO (BD)	Senior Manager Finance & Accounts	Male	Finance & Accounts	VII	-	Regular Staff	Pro
	0154199	MD. MUKLASUR RAHMAN BHUIYAN	BRAC International HO (BD)	BRAC International HO (BD)	Senior Manager Finance & Accounts	Male	Finance & Accounts	VII	-	Regular Staff	Pro
	0154199	MD. MUKLASUR RAHMAN BHUIYAN	BRAC International HO (BD)	BRAC International HO (BD)	Senior Manager Finance & Accounts	Male	Finance & Accounts	VII	-	Regular Staff	Pro

Excel Report: Assigned HR Project Report

3.9.6.9 Assigned Finance Project

- i. Please Select, **HR > Reports > Staff Position Report > Assigned Finance Project**

Following screen will appear-

Assigned Finance Project

Assigned Finance project

Country: All Country

Office: -All Office-

Employee: -All Employee-

Program: -All Programme-

Project: -Select Project-

From Date: 21-05-2016

To Date: 19-08-2016

Search

Show 10 entries Search:

Employee PIN	Employee Name	Designation	Programme	Staff Category	Project	Start Date	Tentative End Date
No data available in table							

Showing 0 to 0 of 0 entries First Previous Next Last

Export to excel

Image: Assigned Finance Project

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Image: Assigned Finance Project

- iii. Click 'Export to Excel' button
Following excel report will generate-

Excel Report: Assigned Finance Project Report

3.9.7 Personalise Report

This part of Reports section consists of following links.

- Designation Wise Job Description
- Visa Info & Renewal Feedback
- Work Permit Info & Renewal Feedback
- Nominee Details
- Supervisor Change History
- Blood Group Report
- New Joinee Staff List

3.9.7.1 Designation Wise Job Description

- Please Select, **HR > Reports > Personalise Report > Designation Wise Job Description**

Following screen will appear-



Image: Designation Wise Job Description

- Select 'Country' form the drop-down and others searching criteria and click 'Search' button
Following information will appear-



Image: Designation Wise Job Description

- iii. Click 'Export to Excel' button
Following excel report will generate-

Country	Employee PIN	Employee Name	Job Description	Designation	programme	Project	Department	Working station	Gender	Level
[050]-Bangladesh	012000344	RAOSY SHARIF	Senior Manager, Human Resources	ERP & Capacity Building Lead	Microfinance Program	Microfinance Project	HR & Training	[BDCHO]-Head Office	Male	IX
	012000345	NURUNABI AZAD	Senior Manager, Human Resources	Senior Manager, Human Resources	Microfinance Program	Microfinance Project	HR & Training	[BDCHO]-Head Office	Male	VIII
	012000346	SHIMUL KUMAR	Manager,HR	Manager,HR	Microfinance Program	Microfinance Project	HR & Training	[BDCHO]-Head Office	Male	XIV
	012000347	GOLAM KIBRIA	Human Resource Staff Development Coordinator	Human Resource Staff Development Coordinator	Microfinance Program	Microfinance Project	HR & Training	[BDCHO]-Head Office	Male	IX
	012000348	ANIRUDDHA GUHA	Team leader,HR-New project & systems	Team leader,HR-New project & systems	Microfinance Program	Microfinance Project	HR & Training	[BDCHO]-Head Office	Male	VII
	012000349	SHULY AKTHER	Officer, HR Operations	Officer, HR Operations	Microfinance Program	Microfinance Project	HR & Training	[BDCHO]-Head Office	Male	V
	012000350	AKHTER HOSSAIN	Senior Manager, Human Resources	Senior Manager, Human Resources	Microfinance Program	Microfinance Project	HR & Training	[BDCHO]-Head Office	Male	VII
	012000351	ABUL KALAM AZAD	Area Manager	Area Manager	BD MF	Dabi	Monitoring & Review	[BD300001]-Dhaka -2	Male	V
	0034362	FARUQUE AHMED	-	Executive Director	BRAC International HO (BD)	BRAC International HO (BD)	General Department	[BJ-]BRAC Center, Bangladesh	Male	XX0
	0150044	T M SELIM	Monitoring Lead	Monitoring Lead	BRAC International HO (BD)	BRAC International HO (BD)	Monitoring & Review	[BJ-]BRAC Center, Bangladesh	Male	IX

Excel Report: Designation Wise Job Description Report

3.9.7.2 Visa Info & Renewal Feedback

- i. Please Select, **HR > Reports > Personalise Report > Visa Info & Renewal Feedback**
Following screen will appear-

Employee Visa Information

Employee Visa Information

Country	All Country
Office	-All Office-
Program	-All Programme-
Project	-Select Project-
Expiry From Date	20-05-2016
Expiry To Date	18-08-2016

Search

10 Show entries Search:

Country	Visa type	Visa issue date	Visa expire date	Programme	Project	level
No data available in table						

Showing 0 to 0 of 0 entries

Export to pdf Export to excel

Image: Visa Info & Renewal Feedback

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Employee Visa Information

Employee Visa Information

Country: All Country

Office: -All Office-

Program: -All Programme-

Project: -Select Project-

Expiry From Date: 20-05-2015

Expiry To Date: 18-08-2016

Search

10 Show entries Search:


Country	Visa type	Visa issue date	Visa expire date	Programme	Project	level
[728]-South Sudan	Work Permit	19-03-2015	19-09-2015	General Programme	General Project	VI
[728]-South Sudan	Work Permit	22-10-2013	22-10-2015	General Programme	General Project	V

Showing 1 to 2 of 2 entries

Export to pdf Export to excel

Image: Visa Info & Renewal Feedback

- iii. Click 'Export to Excel' button
Following excel report will generate-



VISA PERMIT EXPIRED LIST

Country:All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Date:20-05-2015 ; To Date:18-08-2016 ;
Generated at Sun Jun 19 14:32:14 BDT 2016 ; Generated by: 0000223

Country	Visa type	Visa issue date	Visa expire date	Level	Project	Programme
[728]-South Sudan	Work Permit	19-03-2015	19-09-2015	VI	General Project	General Programme
[728]-South Sudan	Work Permit	22-10-2013	22-10-2015	V	General Project	General Programme

Excel Report: Visa Info & Renewal Feedback Report

- iv. Click 'Export to PDF' button
Following PDF report will generate-

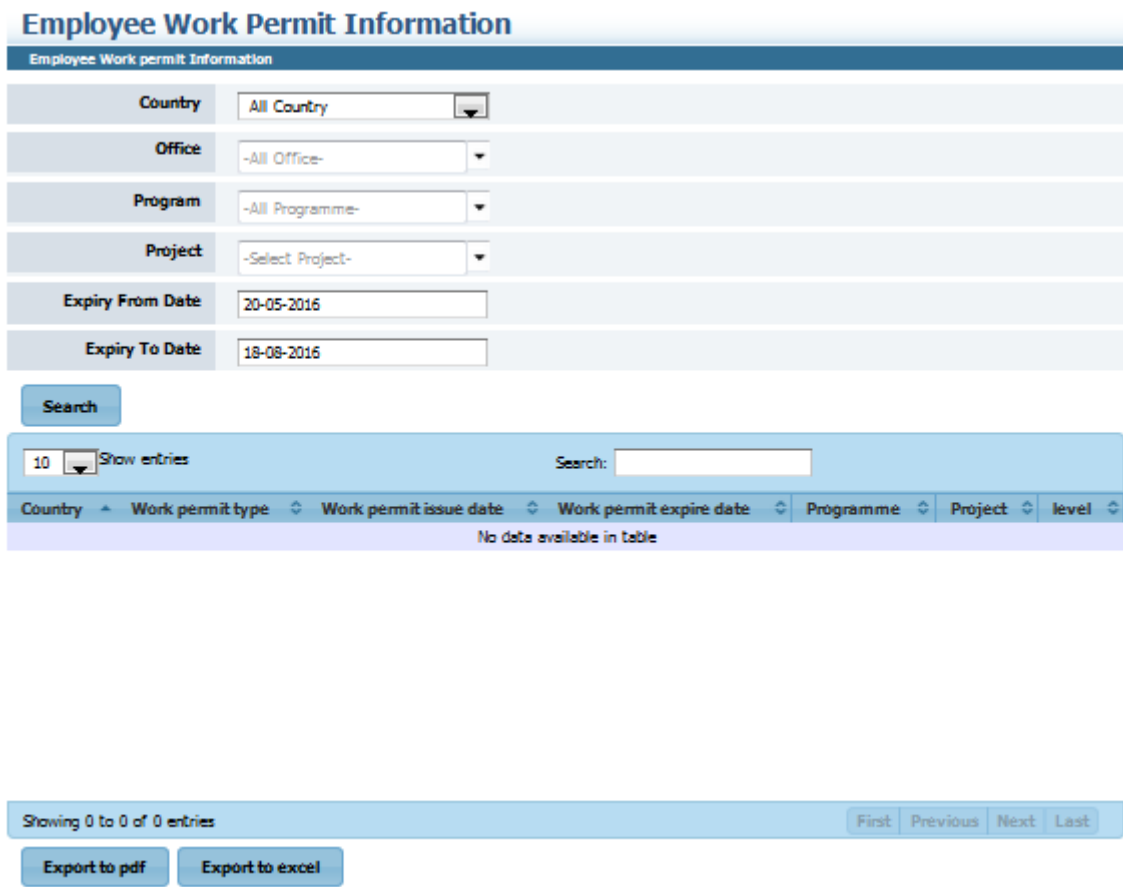
Searching Criteria:
Country: All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Date: 20-05-2015 ; To Date: 18-08-2016

[728]-South Sudan						
SL	Visa type	Visa issue date	Visa expire date	Programme	Project	Level
1	Work Permit	19-03-2015	19-09-2015	General Programme	General Project	VI
2	Work Permit	22-10-2013	22-10-2015	General Programme	General Project	V

PDF Report: Visa Info & Renewal Feedback Report

3.9.7.3 Work Permit Info & Renewal Feedback

- i. Please Select, **HR > Reports > Personalise Report > Work Permit Info & Renewal Feedback**
Following screen will appear-



Employee Work Permit Information

Employee Work permit Information

Country: All Country

Office: -All Office-

Program: -All Programme-

Project: -Select Project-

Expiry From Date: 20-05-2016

Expiry To Date: 18-08-2016

Search

10 Show entries Search:

Country Work permit type Work permit issue date Work permit expire date Programme Project level

No data available in table

Showing 0 to 0 of 0 entries First Previous Next Last

Export to pdf Export to excel

Image: Work Permit Info & Renewal Feedback

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Employee Work Permit Information

Employee Work permit Information

Country: All Country

Office: -All Office-

Program: -All Programme-

Project: -Select Project-

Expiry From Date: 20-05-2014

Expiry To Date: 18-08-2016

Search

10 Show entries Search:

Country	Work permit type	Work permit issue date	Work permit expire date	Programme	Project	level
[728]-South Sudan	-	02-03-2016	28-03-2016	Health Programme	Emergency nutrition (Unicef)	XVI

Showing 1 to 1 of 1 entries

Export to pdf Export to excel

Image: Work Permit Info & Renewal Feedback

- iii. Click 'Export to Excel' button
Following excel report will generate-

brac

WORK PERMIT EXPIRED LIST

Country:All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Date:20-05-2014 ; To Date:18-08-2016 ;
Generated at Sun Jun 19 14:34:39 BDT 2016 ; Generated by: 0000223

Country	Work permit type	Work permit issue date	Work permit expire date	Project	Programme	Level
[728]-South Sudan	-	02-03-2016	28-03-2016	Emergency nutrition (Unicef)	Health Programme	XVI

Excel Report: Work Permit Info & Renewal Feedback Report

- iv. Click 'Export to PDF' button
Following PDF report will generate-

Searching Criteria:

Country:All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Date:20-05-2014 ; To Date:18-08-2016

[728]-South Sudan						
SL	Work permit type	Work permit issue date	Work permit expire date	Programme	Project	Level
1	-	02-03-2016	28-03-2016	Health Programme	Emergency nutrition (Unicef)	XVI

PDF Report: Work Permit Info & Renewal Feedback Report

3.9.7.4 Nominee Details

- i. Please Select, **HR > Reports > Personalise Report > Nominee Details**

Following screen will appear-

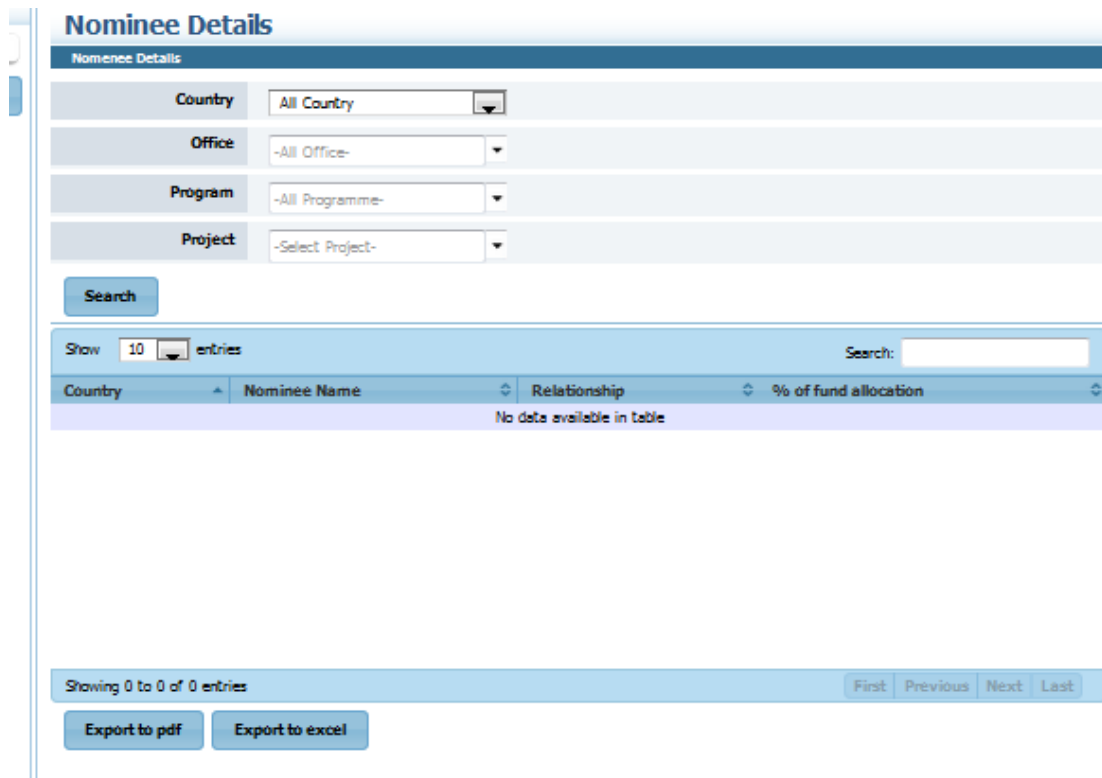


Image: Nominee Details

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Search' button

Following information will appear-

Nominee Details

Nominee Details

Country: All Country

Office: -All Office-

Program: -All Programme-

Project: -Select Project-

Search

Show 10 entries

Search:

Country	Nominee Name	Relationship	% of fund allocation
[050]-Bangladesh	Nominee Name -One	Sister	100

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Export to pdf Export to excel

Image: Nominee Details

- iii. Click 'Export to Excel' button
Following excel report will generate-

brac

NOMINEE DETAILS

Country: All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Generated at Sun Jun 19 14:36:03 BDT 2018 ; Generated by: 0000223

Country	Nominee Name	Relationship	% of fund allocation
[050]-Bangladesh	Nominee Name -One	Sister	100

Report_818

Excel Report: Nominee Details Report

- iv. Click 'Export to PDF' button
Following PDF report will generate-

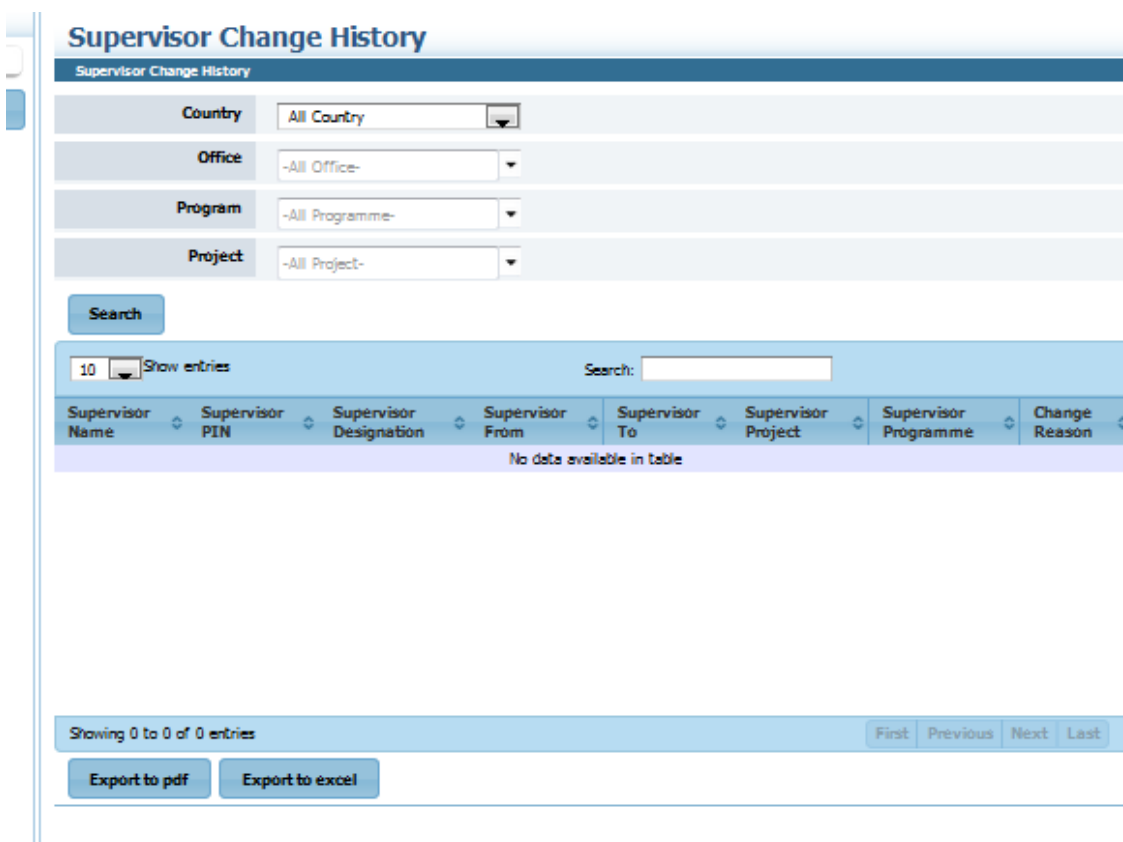
Searching Criteria:
Country: All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project-

[050]-Bangladesh			
SL	Nominee Name	Relationship	% of fund allocation
1	Nominee Name -One	Sister	100.0

PDF Report: Nominee Details Report

3.9.7.5 Supervisor Change History

- i. Please Select, **HR > Reports > Personalise Report > Supervisor Change History**
Following screen will appear-



Supervisor Change History

Supervisor Change History

Country: All Country

Office: -All Office-

Program: -All Programme-

Project: -All Project-

Search

10 Show entries Search:

Supervisor Name	Supervisor PIN	Supervisor Designation	Supervisor From	Supervisor To	Supervisor Project	Supervisor Programme	Change Reason
No data available in table							

Showing 0 to 0 of 0 entries

Export to pdf Export to excel

Image: Supervisor Change History

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Supervisor Change History

Supervisor Change History

Country: All Country

Office: -All Office-

Program: -All Programme-

Project: -All Project-

Search

10 Show entries Search:

Supervisor Name	Supervisor PIN	Supervisor Designation	Supervisor From	Supervisor To	Supervisor Project	Supervisor Programme	Change Reason
[050]-Bangladesh							
RAQSY SHARIF	012000344	ERP & Capacity Building Lead	19-04-2016	-	Microfinance Project	Microfinance Program	Join After Transfer
SIR FAZLE HASAN ABED	0000001	Chairperson	01-08-2011	-	BRAC Bangladesh	BRAC International HO BD	Deployment
SIR FAZLE HASAN ABED	0000001	Chairperson	17-12-2008	-	BRAC Bangladesh	BRAC International HO BD	Deployment
SIR FAZLE HASAN ABED	0000001	Chairperson	04-02-2013	-	BRAC Bangladesh	BRAC International HO BD	Deployment

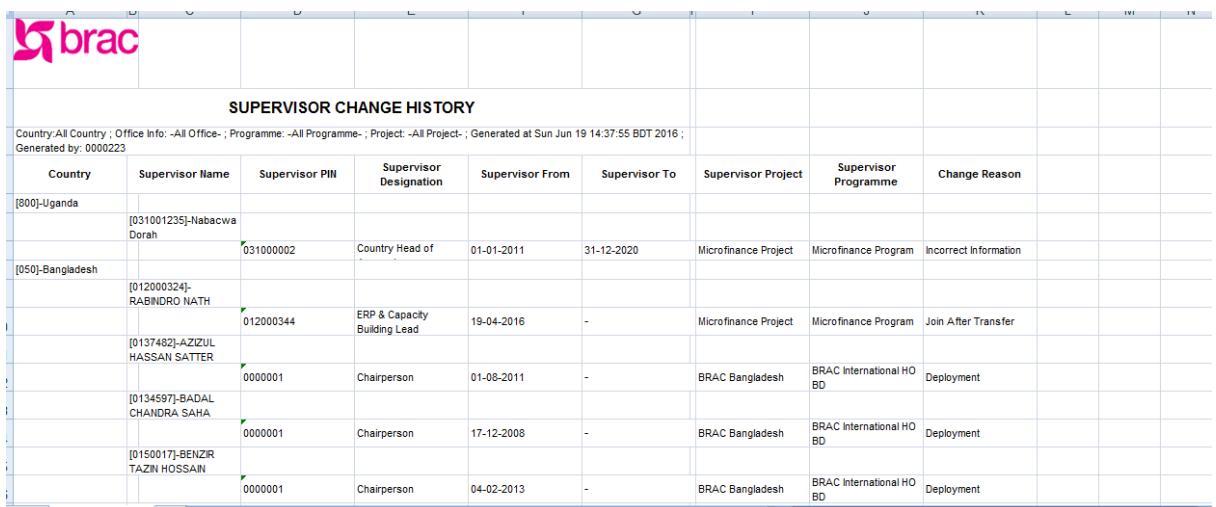
Showing 1 to 10 of 718 entries

First Previous 1 2 3 4 5 Next Last

Export to pdf Export to excel

Image: Supervisor Change History

- iii. Click 'Export to Excel' button
Following excel report will generate-



The image shows an Excel spreadsheet titled 'SUPERVISOR CHANGE HISTORY'. It includes a header with the BRAC logo and a title. Below the title, there is a filter string: 'Country: All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -All Project- ; Generated at Sun Jun 19 14:37:55 BDT 2016 ; Generated by: 0000223'. The main data table has columns for Country, Supervisor Name, Supervisor PIN, Supervisor Designation, Supervisor From, Supervisor To, Supervisor Project, Supervisor Programme, and Change Reason. The data rows include entries for Uganda and Bangladesh, with details on supervisor names, PINs, designations, and change reasons like 'Incorrect Information', 'Join After Transfer', and 'Deployment'.

Country	Supervisor Name	Supervisor PIN	Supervisor Designation	Supervisor From	Supervisor To	Supervisor Project	Supervisor Programme	Change Reason
[800]-Uganda	[031001235]-Nabacwa Dorah	031000002	Country Head of	01-01-2011	31-12-2020	Microfinance Project	Microfinance Program	Incorrect Information
[050]-Bangladesh	[012000324]-RABINDRO NATH	012000344	ERP & Capacity Building Lead	19-04-2016	-	Microfinance Project	Microfinance Program	Join After Transfer
	[0137482]-AZIZUL HASSAN SATTER	0000001	Chairperson	01-08-2011	-	BRAC Bangladesh	BRAC International HO BD	Deployment
	[0134597]-BADAL CHANDRA SAHA	0000001	Chairperson	17-12-2008	-	BRAC Bangladesh	BRAC International HO BD	Deployment
	[0150017]-BENZIR TAZIN HOSSAIN	0000001	Chairperson	04-02-2013	-	BRAC Bangladesh	BRAC International HO BD	Deployment

Excel Report: Supervisor Change History Report

- iv. Click 'Export to PDF' button

Following PDF report will generate-



BRAC International HR

Stichting BRAC

SUPERVISOR CHANGE HISTORY

Searching Criteria:								
Country: All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -All Project-								
[000]-Uganda								
BUSINGE DANIEL								
SL	Supervisor Name	Supervisor PIN	Supervisor Designation	Supervisor From	Supervisor To	Supervisor Programme	Supervisor Project	Supervisor Change Reason
1	BUSINGE DANIEL	031000002	Country Head of Accounts	01-01-2011	31-12-2020	Microfinance Program	Microfinance Project	Incorrect Information
[050]-Bangladesh								
RAOSY SHARIF								
SL	Supervisor Name	Supervisor PIN	Supervisor Designation	Supervisor From	Supervisor To	Supervisor Programme	Supervisor Project	Supervisor Change Reason
1	RAOSY SHARIF	012000344	ERP & Capacity Building Lead	19-04-2016	-	Microfinance Program	Microfinance Project	Join After Transfer
SIR FAZLE HASAN ABED								
SL	Supervisor Name	Supervisor PIN	Supervisor Designation	Supervisor From	Supervisor To	Supervisor Programme	Supervisor Project	Supervisor Change Reason
2	SIR FAZLE HASAN ABED	0000001	Chairperson	01-08-2011	-	BRAC International	BRAC Bangladesh	Deployment

PDF Report: Supervisor Change History

3.9.7.6 Blood Group Report

- i. Please Select, **HR > Reports > Personalise Report > Blood Group Report**

Following screen will appear-

Blood Group

Blood Group

Country: All Country

Office: -All Office-

Employee: -All Employee-

Program: -All Programme-

Project: -Select Project-

Blood Group: -Select Blood Group-

Search

Show 10 entries Search:

Country	Employee PIN	Employee Name	Blood Group	Designation	Programme	Project	Working station	Level
No data available in table								

Showing 0 to 0 of 0 entries

First Previous Next Last

Export to excel

Image: Blood Group Report

- ii. Select 'Country' form the drop-down and others searching criteria and click 'Search' button Following information will appear-

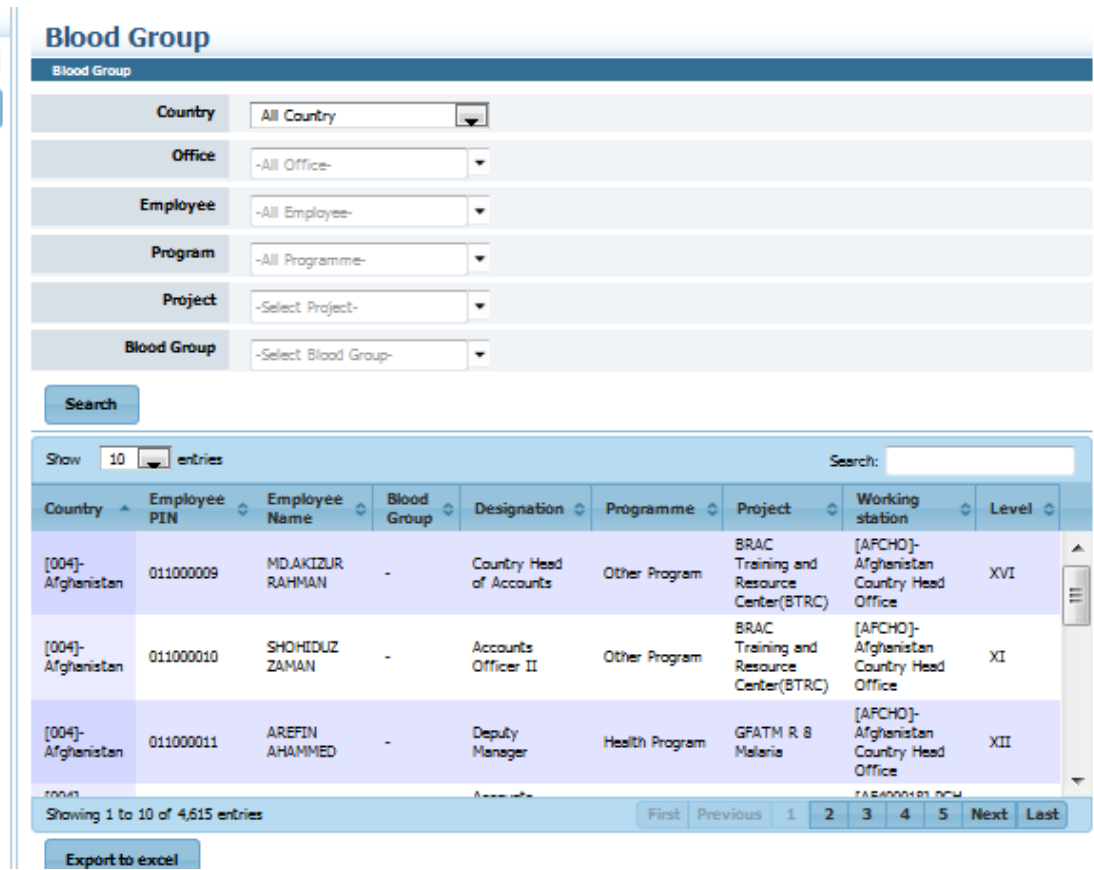


Image: Blood Group Report

- iii. Click 'Export to Excel' button
Following excel report will generate-

Excel Report: Blood Group Report

3.9.7.7 New Joinee Staff List

- i. Please Select, **HR > Reports > Personalise Report > New Joinee Staff List**
Following screen will appear-

New Joinee Staff List Report

Country: All Country | Office: -All Office-

Gender: All Gender | From Date: 20-05-2016 | To Date: 19-06-2016

Search

All Employee Information						
Employee Name	Status	Employee Category	Designation	Joining Date	Sex	Office Info

Page 1 of 0 | No records to view

Print

Image: New Joinee Staff List

- ii. Select 'Country' from the drop-down and others searching criteria and click 'Search' button
Following information will appear-

New Joinee Staff List Report

Country: [050]-Bangladesh Office: [BI] BRAC Center, Bangladesh

Gender: All Gender From Date: 20-05-2015 To Date: 19-06-2016

Search

All Employee Information

Employee Name	Status	Employee Category	Designation	Joining Date	Sex	Office Info
Country: Bangladesh						
[012000322]- Mr. SHAMIM KHAN	Permanent	Regular Staff	Regional Accountant	13-03-2016	Male	[BI]-BRAC Center, Bang
[012000321]- Mr. MAHMUDUL HASAN	Permanent	Regular Staff	Regional Manager	02-03-2016	Male	[BI]-BRAC Center, Bang
[012000320]- Mr. AOYAN BARUA	Permanent	Regular Staff	Regional Manager	10-03-2016	Male	[BI]-BRAC Center, Bang
[150100]- Mr. SAIF MD IMRAN SIDDIQUE	Permanent	Regular Staff	Director, Finance	14-01-2016	Male	[BI]-BRAC Center, Bang
[00150078]- Mr. SHEAHAN NASIR BHUIYAN	Probation	Regular Staff	Development Professional Staff	10-06-2015	Male	[BI]-BRAC Center, Bang
[00150076]- Mr. TAUSIF SANZUM KARIM	Probation	Regular Staff	Sub Editor, Communications	01-06-2015	Male	[BI]-BRAC Center, Bang

Page 1 of 2 View 1 - 10 of 13

Print

Image: New Joinee Staff List

- iii. Click 'Print' button
Following excel report will generate-



BRAC International HR
NEW JOINEE STAFF LIST
From 20-05-2015 To 20-05-2015

Stitching BRAC International

Searching Criteria: Country:[050]-Bangladesh ; Office Info:[BI] BRAC Center, Bangladesh ; Gender:All Gender ; From Date:20-05-2015 ; To Date:19-06-2016

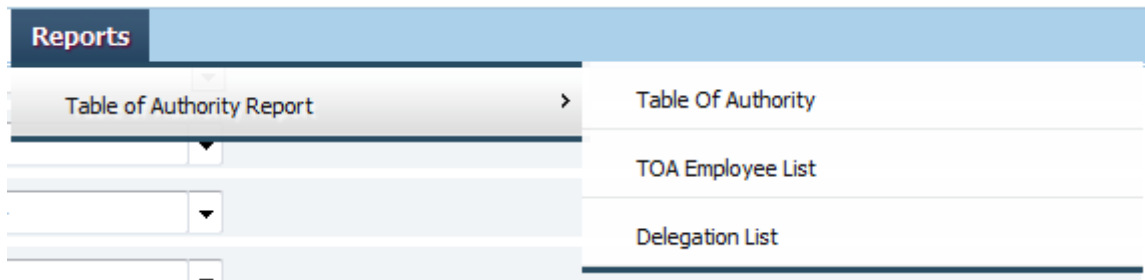
SL	Name	PIN	Joining Date	Sex	Designation	Office	Program	Contract Start Date	Contract End Date	Supervisor Name	Job Status
1	Mr. MUHAMMAD MUSA	00155551	01-05-2015	Male	Executive Director	[BI]-BRAC Center, Bangladesh	BRAC International HO BD	01-05-2015	31-05-2020	MUHAMMAD MUSA	Permanent
2	Mr. MD. SHAHRIAR SHOURAV	00150075	01-05-2015	Male	Deputy Manager, MIS & Reporting	[BI]-BRAC Center, Bangladesh	BRAC International HO BD	01-05-2015		MD. SHAHRIAR SHOURAV	Probation
3	Mr. TAUSIF SANZUM KARIM	00150076	01-05-2015	Male	Sub Editor, Communications	[BI]-BRAC Center, Bangladesh	BRAC International HO BD	01-05-2015		TAUSIF SANZUM KARIM	Probation
4	Mr. SHEAHAN NASIR BHUIYAN	00150078	10-06-2015	Male	Development Professional Staff	[BI]-BRAC Center, Bangladesh	BRAC International HO BD	10-06-2015		SHEAHAN NASIR BHUIYAN	Probation
5	Ms. NAZIA HUDA	0150079	23-05-2015	Female	Accounts Officer	[BI]-BRAC Center, Bangladesh	BRAC International HO BD	23-05-2015		NAZIA HUDA	Probation
6	Mr. SALMAN QUDRAT	0150082	28-07-2015	Male	Senior Manager, Finance & Accounts	[BI]-BRAC Center, Bangladesh	BRAC International HO BD	28-07-2015		SALMAN QUDRAT	Probation
7	Ms. MUNMUN SALMA CHOWDHURY	0150090	13-09-2015	Female	Chief People Officer	[BI]-BRAC Center, Bangladesh	BRAC International HO BD	13-09-2015	12-09-2018	MUNMUN SALMA CHOWDHURY	Probation
8	Mr. MD. EMANUR SHIKDER	00150088	05-10-2015	Male	Senior Manager, Agriculture	[BI]-BRAC Center, Bangladesh	BRAC International HO BD	05-10-2015	31-12-2016	MD. EMANUR SHIKDER	Probation
9	Ms. LAMIA RASHID	00150051	13-12-2015	Female	Regional Director, Africa	[BI]-BRAC Center, Bangladesh	BRAC International HO BD	13-12-2015	15-12-2018	LAMIA RASHID	Probation
10	Mr. SAIF MD IMRAN SIDDIQUE	150100	14-01-2016	Male	Director, Finance	[BI]-BRAC Center, Bangladesh	BRAC International HO BD	14-01-2016		SAIF MD IMRAN SIDDIQUE	Permanent
11	Mr. MAHMUDUL HASAN	01200321	02-03-2016	Male	Regional Manager	[BI]-BRAC Center, Bangladesh	BRAC International HO BD	02-03-2016		MAHMUDUL HASAN	Permanent
12	Mr. AOYAN BARUA	01200320	10-03-2016	Male	Regional Manager	[BI]-BRAC Center, Bangladesh	BRAC International HO BD	10-03-2016		AOYAN BARUA	Permanent
13	Mr. SHAMIM KHAN	01200322	13-03-2016	Male	Regional Accountant	[BI]-BRAC Center, Bangladesh	BRAC International HO BD	13-03-2016		SHAMIM KHAN	Permanent
Total New Joinee Staff:		13		Male: 10	Female: 3		Other: 0				

Excel Report: New Joinee Staff List Report

3.9.8 Table of Authority Report

This part of Reports section consists of following links.

- Table of Authority
- TOA Employee List
- Delegation List



3.9.8.1 Table of Authority

- Please Select, **Admin>Reports ->Table of Authority Report -> Table of Authority**
- Click on Search button after filling in all the mandatory information fields.
Observe that Module TOA Category Information will show in list.

Search Result					
Module Name	Category Name	Toa Type Name	Authority Type Name	Actor Name	Act
Human Resources	Contract Renewal	Local Below Program Manager	Proposal	Respective Supervisor	Sour
Human Resources	Contract Renewal	Local Below Program Manager	Recommendation	Country Human Resource	Sour
Human Resources	Contract Renewal	Local Below Program Manager	Recommendation	Country Human Resource	Sour
Human Resources	Contract Renewal	Local Below Program Manager	Recommendation	Country Head of Accounts	Sour
Human Resources	Contract Renewal	Local Below Program Manager	Recommendation	Programme in-charge	Sour
Human Resources	Contract Renewal	Local Below Program Manager	Approval	Country Representative	Sour
Human Resources	Contract Renewal	Local Program Manager and Above	Proposal	Country Representative	Sour
Human Resources	Contract Renewal	Local Program Manager and Above	Proposal	Country Representative	Sour
Human Resources	Contract Renewal	Local Program Manager and Above	Proposal	Country Head of Accounts	Sour
Human Resources	Contract Renewal	Local Program Manager and Above	Proposal	Country Human Resource	Sour

Image: Module TOA Category Search Page

- Click on Print button to generate Module TOA Category Mapping Report.
Observe that Module TOA Category Mapping Report is generated properly.

Human Resources: Contract Renewal

Toa Type Name	Authority Type Name	Actor Name	Actor Office	Actor Group
Local Below Program Manager	Proposal	Respective Supervisor	Source Office	Actor Group - 1
	Recommendation	Country Human Resource	Source Office	Actor Group - 1
		Country Human Resource	Source Office	Actor Group - 1
		Country Head of Accounts	Source Office	Actor Group - 2
		Programme in-charge	Source Office	Actor Group - 3
Approval	Country Representative	Source Office	Actor Group - 1	
Local Program Manager and Above	Proposal	Country Representative	Source Office	Actor Group - 1
		Country Representative	Source Office	Actor Group - 1
		Country Head of Accounts	Source Office	Actor Group - 2
		Country Human Resource	Source Office	Actor Group - 3
	Recommendation	Director Finance	Source Office	Actor Group - 1
		Director Finance	Source Office	Actor Group - 1
		Anchor	Source Office	Actor Group - 2
		CPO BRAC International	Source Office	Actor Group - 3
Approval	Executive Director, BRAC	Source Office	Actor Group - 1	
Expatriate Staff	Proposal	Country Representative	Source Office	Actor Group - 1

Image: Module TOA Category Mapping Report Page

3.9.8.2 TOA Employee List

- i. Please Select, **Admin>Reports ->Table of Authority Report -> TOA Employee List**
- ii. Click on Search button after filling in all the mandatory information fields.
Observe that Employee TOA Mapping Information will show in list.

Search Result					
Actor	Employee	Designation	Country	Programme	Pro
Anchor	[0098570] Md. Rafiqul Islam	Manager,IT	Bangladesh	BRAC International HO BD	BRAC
Anchor	[0098570] Md. Rafiqul Islam	Manager,IT	Bangladesh	BRAC International HO BD	BRAC
Anchor	[0098570] Md. Rafiqul Islam	Manager,IT	Bangladesh	BRAC International HO BD	BRAC
Anchor	[0098570] Md. Rafiqul Islam	Manager,IT	Bangladesh	BRAC International HO BD	BRAC
Anchor	[0098570] Md. Rafiqul Islam	Manager,IT	Bangladesh	BRAC International HO BD	BRAC
Anchor	[0098570] Md. Rafiqul Islam	Manager,IT	Bangladesh	BRAC International HO BD	BRAC
Anchor	[0098570] Md. Rafiqul Islam	Manager,IT	Bangladesh	BRAC International HO BD	BRAC
Anchor	[0098570] Md. Rafiqul Islam	Manager,IT	Bangladesh	BRAC International HO BD	BRAC
Anchor	[0098570] Md. Rafiqul Islam	Manager,IT	Bangladesh	BRAC International HO BD	BRAC
Anchor	[0098570] Md. Rafiqul Islam	Manager,IT	Bangladesh	BRAC International HO BD	BRAC

Image: Employee TOA Mapping Page

- iii. Click on Print button to generate Employee TOA Mapping Report.
Observe that Employee TOA Mapping Report is generated properly.

Searching Criteria:
Actor: -All Actor- ; Employee Name: -All Employee- ; Country: -All Country- ; Office: -All Office- ; Program: -All Program- ; Project: -Select Project- ; Department: -Select Department-

Anchor

[0098570] Md. Rafiqul Islam

SL	Employee	Designation	Department	Office	Programme	Country
1	[0098570] Md. Rafiqul Islam	Manager,IT	Admin & Services	N/A	BRAC International HO BD	Bangladesh
2	[0098570] Md. Rafiqul Islam	Manager,IT	ADP	N/A	BRAC International HO BD	Bangladesh
3	[0098570] Md. Rafiqul Islam	Manager,IT	Agriculture	N/A	BRAC International HO BD	Bangladesh
4	[0098570] Md. Rafiqul Islam	Manager,IT	Disaster Management	N/A	BRAC International HO BD	Bangladesh
5	[0098570] Md. Rafiqul Islam	Manager,IT	Education and Empowerment	N/A	BRAC International HO BD	Bangladesh
6	[0098570] Md. Rafiqul Islam	Manager,IT	ELA	N/A	BRAC International HO BD	Bangladesh
7	[0098570] Md. Rafiqul Islam	Manager,IT	Finance & Accounts	N/A	BRAC International HO BD	Bangladesh

Image: Employee TOA Mapping Report Page

3.9.8.3 Delegation List (Delegation of Authority)

- i. Please Select, **Admin>Reports ->Table of Authority Report -> Delegation List**
- ii. Click on Search button after filling in all the mandatory information fields.
Observe that Delegation of Authority Information will show in All Delegation list.

All Delegation List							
Country	Employee PIN	Employee Name	Functional Designation	Programme	Project	Department	Work Station
Category: Transfer							
[050]-Bangladesh	0034362	FARUQUE AHMED	Executive Director	BRAC International HO (BD)	BRAC International HO (BD)	General Department	[B1]-BRAC Center, Bangladesh

Image: Delegation of Authority Page

- iii. Click on Print button to generate Delegation of Authority Report.
Observe that Delegation of Authority Report is generated properly.

Country		Actual Employee													Delegated Employee				
Country	Name	Designation	Programme	Project	Department	Work Station	Gender	Level	Nationality	Employment status	Name	Level	Designation	Department	Project	Programme	Workstation	Form Date	To Date
[050]-Bangladesh	[0034362]-FARUQUE AHMED	Executive Director	BRAC International HO (BD)	BRAC International HO (BD)	General Department	[B1]-BRAC Center, Bangladesh	Male	XXI	-	Probation	[0154028]-TASRIN JAHAN	VI	Senior Software Engineer-I	Information Technology	BRAC International HO (BD)	BRAC International HO (BD)	[B1]-BRAC Center, Bangladesh	21-01-2016	22-01-2016

Image: Delegation of Authority Report Page

- i. On the result Grid click on Print Button, to print the result list.

3.9.9 Leave and Attendance Report

3.9.9.1 HR Attendance

- i. Please Select, **Reports >> Leave and Attendance Report >> HR Attendance**
- ii. Click on Search button after filling in all the mandatory information fields; following search list will appears:

Monthly Attendance	Name&Pin	Designation	Grade	Joining Date
Details	[012000206]-Kazi Faisal Bin Seraj	[D008]-Country Representative	XVI	01-01-2014
Details	[012000208]-Mahbuba Yeasmin	[D025]-Programme Manager	XII	17-12-1998
Details	[012000209]-Mohsin Chowdhury	[D011]-Regional Manager	XI	26-09-1998
Details	[071000001]-Ma Thant Zin Mar Oo	[D035]-Accounts Officer	X	27-01-2014
Details	[071000015]-RAYMOND ANDREW	[D153]-Field Coordinator	III	01-01-2014

Showing 1 to 10 of 45 entries

- iii. Click on Details link; Attendance details info will appears in bellow of the screen

Attendance details:

Employee Info	
PIN	072000001
Name	MD. SAZADUZZAMAN
Designation	[D345]-General Manager
Department	[MMCHO]-Myanmar Country Head Office
WorkStation	Finance & Accounts

P - Present | A - Absent | h - Half Day Leave | W - Weekend | N - Holi Day | D - Late | EL - Earn Leave | SL - Sick Leave | PL - Paternity Leave | ML - Maternity Leave | WP - Without Pay Leave | CO - Compensatory Leave | CL - Casual Leave | MC - Miscarriage | EL - Earn Leave |

Month	Date	Flag	In Time	Out Time	Work Hours
June-2019	18-06-2019	EL	10:00	18:00	08:00

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Print

- iv. Click on Print button; Following Attendance Details report will generated



Attendance for: 18-06-2019 to 18-06-2019
PIN: 072000001
Name: MD. SAZADUZZAMAN
Designation: [D345]-General Manager
Department: Finance & Accounts
WorkStation: [MMCHO]-Myanmar Country Head Office

P - Present | A - Absent | h - Half Day Leave | W - Weekend | N - Holi Day | D - Late | EL - Earn Leave | SL - Sick Leave | PL - Paternity Leave | ML - Maternity Leave | WP - Without Pay Leave | CO - Compensatory Leave | CL - Casual Leave | MC - Miscarriage | EL - Earn Leave |

Month June-2019

Date	Flag	In Time	Out Time	Work Hours	Half Day
18-06-2019	EL	10:00	18:00	08:00	-

3.9.9.2 Supervise Leave Status

- Please Select, **Reports >> Leave and Attendance Report >> Supervise Leave Status**
- Click on Search button after filling in all the mandatory information fields; following search list will appears:

Employee Leave Status For Supervisor

Employee Leave Status For Supervisor

Employee: [072000002] JAHIRUL ISLAM M ▾

Year: 2019 ▾

Search

Show 10 ▾ entries Search:

Leave Hisotry	Pending leave Application	Employee name & PIN	Designation	Earn Leave Balance	Earn Leave Enjoyed days in the year	Casual Leave Balance	Casual Leave Enjoyed days in the year	Sick Leave Balance	Sick Leave Enjoyed days in the year
Details	Authorize	[072000002]-JAHIRUL ISLAM MOROUL	[D011]-Regional Manager	14	0	0	0	0	0

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- Click on Details link; Supervisor Leave Status info will appears in bellow of the screen

Yearly Leave History:

Employee Info								
PIN	072000002							
Name	JAHIRUL ISLAM MOROUL							
Designation	[D011]-Regional Manager							
Department	[MMCHO]-Myanmar Country Head Office							
WorkStation	Microfinance							

Year	Leave Type	Pay Status	Day	Application Date	Leave From	Leave to	Actual Joining Date	Total enjoyed days
2019	Earn Leave	With Pay	Full	06-05-2019	02-05-2019	02-05-2019	03-05-2019	1
2019	Earn Leave	With Pay	Full	06-05-2019	02-05-2019	02-05-2019	03-05-2019	1

Showing 1 to 2 of 2 entries

Print

iv. Click on Print button; Following report will generated



Stichting BRAC International
Leave Record Details

PIN: 072000002
Name: JAHIRUL ISLAM MOROUL
Designation: [D011]-Regional Manager
Department: Microfinance
WorkStation: [MMCHO]-Myanmar Country Head Office

Year	Leave Type	Pay Status	Day	Application Date	Leave From	Leave to	Actual Joining Date	Total enjoyed days
2019	Earn Leave	With Pay	Full	06-05-2019	02-05-2019	02-05-2019	03-05-2019	1.0
2019	Earn Leave	With Pay	Full	06-05-2019	02-05-2019	02-05-2019	03-05-2019	1.0

3.9.9.3 Supervise Attendance

- i. Please Select, **Reports >> Leave and Attendance Report >> Supervise Attendance**
- ii. Click on Search button after filling in all the mandatory information fields; following search list will appears:

Attendance Details For Supervisor

Attendance Details For Supervisor

Office	[CHO - MMCHO] Myanmar Cour ▾
From Date	18-06-2019
To Date	18-06-2019

Search

Show 10 ▾ entries Search:

Monthly Attendance	Name&Pin	Designation	Grade	Joining Date
Details	[072000002]-JAHIRUL ISLAM MOROUL	[D011]-Regional Manager	VI	01-11-2016
Details	[072000006]-MD EHSANUL ISLAM	[D025]-Programme Manager	XII	07-04-2001
Details	[071000569]-BALL LAW RAM	[D071]-Monitoring Officer	IV	02-05-2018
Details	[071000672]-MD. HABIBUR RAHMAN RAHMAN	[D123]-Monitoring Manager	VI	01-09-1997
Details	[071000796]-ABC TEST LEAVE	[D022]-Service Staff	I	13-06-2019

Showing 1 to 10 of 14 entries [First](#) [Previous](#) 1 **2** [Next](#) [Last](#)

- iii. Click on Details link; following info will appears in bellow of the screen

Attendance details:

Employee Info	
PIN	072000021
Name	MR LEAVE LEAVE
Designation	[D026]-Driver
Department	[MMCHO]-Myanmar Country Head Office
WorkStation	HR & Training

P - Present | A - Absent | h - Half Day Leave | W - Weekend | N - Holi Day | D - Late | EL - Earn Leave | SL - Sick Leave | PL - Paternity Leave | ML - Maternity Leave | WP - Without Pay Leave | CO - Compensatory Leave | CL - Casual Leave | MC - Miscarriage | EL - Earn Leave |

Month	Date	Flag	In Time	Out Time	Work Hours
June-2019	18-06-2019	N	10:00	18:00	08:00

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Print

Click on Print button; following report will generated;



Stichting BRAC International
ATTENDANCE DETAILS

Attendance for: 18-06-2019 to 18-06-2019
PIN: 072000021
Name: MR LEAVE LEAVE
Designation: [D026]-Driver
Department: HR & Training
WorkStation: [MMCHO]-Myanmar Country Head Office

P - Present | A - Absent | h - Half Day Leave | W - Weekend | N - Holi Day | D - Late | EL - Earn Leave | SL - Sick Leave | PL - Paternity Leave | ML - Maternity Leave | WP - Without Pay Leave | CO - Compensatory Leave | CL - Casual Leave | MC - Miscarriage | EL - Earn Leave |

Month June-2019

Date	Flag	In Time	Out Time	Work Hours	Half Day
18-06-2019	N	10:00	18:00	08:00	-

3.9.9.4 Month wise Staff Attendance Report

- i. Please Select, **Reports >> Leave and Attendance Report >> Staff Attendance Report**

Employee Attendance

Employee Attendance	
Office	Myanmar Country Head Office
Employee	-All Employee-
Select Month Year	June 2019
Export to Pdf Export to Excel	

- ii. Fill all the mandatory information fields and click on Export to PDF button; following report will generated

BRAC International HR
MONTHLY EMPLOYEE ATTENDANCE
Attendance For : June 2019

Stichting BRAC International
BRAC Myanmar

Search Criteria: Country: ; Office Info: [CHO - MMCHO] Myanmar Country Head Office ; Employee: -All Employee- ; Attendance for: June 2019

Attendance & Leave Status: P - Present | A - Absent | h - Half Day Leave | W - Weekend | N - Holl Day | D - Late | EL - Earn Leave | SL - Sick Leave | PL - Paternity Leave | ML - Maternity Leave | WP - Without Pay Leave | CO - Compensatory Leave | CL - Casual Leave | MC - Miscarriage | EL - Earn Leave

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Myanmar [MMCHO] Myanmar Country Head	Name & PIN																														
	[012000297]- MD. SHARIFUL ISLAM	W	W	h	h	h	D	W	W	P	WP	CL	P	PL	W	W	PL	PL	PL	PL	PL	W	W	EL	P	P	P	WP	W	W	WP
	[07200001]- MD. SAZADUZZAMAN	D	D	D	P	P	D	W	W	D	P	EL	EL	EL	P	EL	EL	EL	EL	EL	EL	W	W	P	P	P	P	P	W	W	P
	[07200009]- MALE ONE FIRST NAME MALE ONE LAST NAME	W	D	D	D	D	D	W	W	P	P	P	P	P	W	W	P	P	N	P	P	W	W	P	P	P	P	P	W	W	P
	[07200002]- MR LEAVE LEAVE													P	P	W	W	P	P	N	P	P	W	W	P	P	P	P	W	W	P
	[07200002]- HUA THAI															P															
[07200004]- LEAVE TEST THREE	W	P	P	P	P	P	W	W	P	P	P	P	P	P	W	W	P														
[07200005]- HUI THAI CHANG	W	WP	WP	P	P	P	W	W	EL	P	P	P	P	W	W	P	P	N	P	P	W	W	P	P	P	P	P	W	W	P	

- iii. Fill all the mandatory information fields and click on Export to Excel button; following report will generated

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH		
1	BRAC International HR																																		
2	MONTHLY EMPLOYEE ATTENDANCE																																		
3	Attendance For : June 2019																																		
4	Search Criteria: Country: ; Office Info: [CHO - MMCHO] Myanmar Country Head Office ; Employee: -All Employee- ; Attendance for: June 2019																																		
5	Attendance & Leave Status: P - Present A - Absent h - Half Day Leave W - Weekend N - Holl Day D - Late EL - Earn Leave SL - Sick Leave PL - Paternity Leave ML - Maternity Leave WP - Without Pay Leave CO - Compensatory Leave CL - Casual Leave MC - Miscarriage EL - Earn Leave																																		
6																																			
7																																			
8																																			
9	Myanmar [MMCHO] Myanmar Country Head	Name & PIN																																	
10		[012000297]- MD. SHARIFUL ISLAM	W	W	h	h	h	D	W	W	P	WP	CL	P	PL	W	W	PL	PL	PL	PL	PL	W	W	EL	P	P	P	WP	W	W	WP			
11		[07200001]- MD. SAZADUZZAMAN	D	D	D	P	P	D	W	W	D	P	EL	EL	EL	P	EL	EL	EL	EL	EL	EL	W	W	P	P	P	P	P	W	W	P			
12		[07200009]- MALE ONE FIRST NAME MALE ONE LAST NAME	W	D	D	D	D	D	W	W	P	P	P	P	P	W	W	P	P	N	P	P	W	W	P	P	P	P	P	W	W	P			
13		[07200002]- MR LEAVE LEAVE												P	P	W	W	P	P	N	P	P	W	W	P	P	P	P	P	W	W	P			
14		[07200002]- HUA THAI														P																			
15	[07200004]- LEAVE TEST THREE	W	P	P	P	P	P	W	W	P	P	P	P	P	W	W	P																		
16	[07200005]- HUI THAI CHANG	W	WP	WP	P	P	P	W	W	EL	P	P	P	P	W	W	P	P	N	P	P	W	W	P	P	P	P	P	W	W	P				

3.9.9.5 My Attendance

- i. Please Select, **Reports >> Leave and Attendance Report >> My Attendance**
Following screen will appears-

My Attendance Details

My Attendance Details

From Date	<input type="text" value="18-06-2019"/>
To Date	<input type="text" value="18-06-2019"/>

Attendance details:

Employee Info

PIN	072000001
Name	MD. SAZADUZZAMAN
Designation	[D345]-General Manager
Department	[MMCHO]-Myanmar Country Head Office
WorkStation	Finance & Accounts

P - Present | A - Absent | h - Half Day Leave | W - Weekend | N - Holi Day | D - Late | EL - Earn Leave | SL - Sick Leave | PL - Paternity Leave | ML - Maternity Leave | WP - Without Pay Leave | CO - Compensatory Leave | CL - Casual Leave | MC - Miscarriage | EL - Earn Leave |

10 Show entries Search:

Month	Date	Flag	In Time	Out Time	Work Hours
June-2019	18-06-2019	EL	10:00	18:00	08:00

Showing 1 to 1 of 1 entries

- ii. Click on Print button; following report will generated



Stichting BRAC International
ATTENDANCE DETAILS

Attendance for: 18-06-2019 to 18-06-2019
PIN: 072000001
Name: MD. SAZADUZZAMAN
Designation: [D345]-General Manager
Department: Finance & Accounts
WorkStation: [MMCHO]-Myanmar Country Head Office

P - Present | A - Absent | h - Half Day Leave | W - Weekend | N - Holi Day | D - Late | EL - Earn Leave | SL - Sick Leave | PL - Paternity Leave | ML - Maternity Leave | WP - Without Pay Leave | CO - Compensatory Leave | CL - Casual Leave | MC - Miscarriage | EL - Earn Leave |

Month June-2019

Date	Flag	In Time	Out Time	Work Hours	Half Day
18-06-2019	EL	10:00	18:00	08:00	-

3.9.9.6 HR Leave Status

- Please Select, **Reports >> Leave and Attendance Report >> HR Leave Status**
- Click on Search button after filling in all the mandatory information fields; following search list will appears:

Employee Leave Status For Hr

Employee Leave Status For Hr

Office: [CHO - MMCHO] Myanmar Cour

Employee: -All Employee-

Year: 2019

Search

Show 10 entries Search:

Leave Hisotry	Employee name & PIN	Designation	Earn Leave Balance	Earn Leave Enjoyed days in the year	Casual Leave Balance	Casual Leave Enjoyed days in the year	Sick Leave Balance	Sick Leave Enjoyed days in the year
Details	[012000297]-MD. SHARIFUL ISLAM	[D057]-Head of Internal Audit	11.2	5	4	1	8.5	0
Details	[072000001]-MD. SAZADUZZAMAN	[D345]-General Manager	2.1	32	4	2	25	5
Details	[072000002]-JAHIRUL ISLAM MOROUJI	[D011]-Regional Manager	14	0	0	0	0	0

Showing 1 to 10 of 17 entries

First Previous 1 2 Next Last

- Click on Details link; following info will appears in bellow of the screen

Yearly Leave History:

Employee Info									
PIN	012000297								
Name	MD. SHARIFUL ISLAM								
Designation	[D057]-Head of Internal Audit								
Department	[MMCHO]-Myanmar Country Head Office								
WorkStation	Internal Audit								

Year	Leave Type	Pay Status	Day	Application Date	Leave From	Leave to	Actual Joining Date	Total enjoyed days
2019	Earn Leave	With Pay	Full	21-05-2019	05-05-2019	05-05-2019	01-06-2019	1
2019	Earn Leave	With Pay	Full	21-05-2019	06-05-2019	06-05-2019	01-06-2019	1
2019	Without Pay Leave	Without Pay	Full	21-05-2019	07-05-2019	07-05-2019	01-06-2019	1
2019	Earn Leave	With Pay	Full	21-05-2019	08-05-2019	08-05-2019	01-06-2019	0.5
2019	Earn Leave	With Pay	Full	21-05-2019	03-06-2019	03-06-2019	04-06-2019	0.5

Showing 1 to 10 of 18 entries

First Previous 1 2 Next Last

Print

iv. Click on Print button; following report will generated



Stichting BRAC International
Leave Record Details

PIN: 012000297
Name: MD. SHARIFUL ISLAM
Designation: [D057]-Head of Internal Audit
Department: Internal Audit
WorkStation: [MMCHO]-Myanmar Country Head Office

Year	Leave Type	Pay Status	Day	Application Date	Leave From	Leave to	Actual Joining Date	Total enjoyed days
2019	Earn Leave	With Pay	Full	21-05-2019	05-05-2019	05-05-2019	01-06-2019	1.0
2019	Earn Leave	With Pay	Full	21-05-2019	06-05-2019	06-05-2019	01-06-2019	1.0
2019	Without Pay Leave	Without Pay	Full	21-05-2019	07-05-2019	07-05-2019	01-06-2019	1.0
2019	Earn Leave	With Pay	Full	21-05-2019	08-05-2019	08-05-2019	01-06-2019	0.5
2019	Earn Leave	With Pay	Full	21-05-2019	03-06-2019	03-06-2019	04-06-2019	0.5
2019	Earn Leave	With Pay	Full	21-05-2019	04-06-2019	04-06-2019	05-06-2019	0.5
2019	Earn Leave	With Pay	Full	21-05-2019	05-06-2019	05-06-2019	06-06-2019	0.5
2019	Without Pay Leave	Without Pay	Full	21-05-2019	10-06-2019	10-06-2019	11-06-2019	1.0
2019	Casual Leave	With Pay	Full	21-05-2019	11-06-2019	11-06-2019	12-06-2019	1.0
2019	Paternity Leave	With Pay	Full	21-05-2019	13-06-2019	13-06-2019	14-06-2019	1.0
2019	Paternity Leave	With Pay	Full	21-05-2019	16-06-2019	16-06-2019	17-06-2019	1.0
2019	Paternity Leave	With Pay	Full	21-05-2019	17-06-2019	17-06-2019	18-06-2019	1.0
2019	Paternity Leave	With Pay	Full	21-05-2019	18-06-2019	18-06-2019	19-06-2019	1.0
2019	Paternity Leave	With Pay	Full	21-05-2019	19-06-2019	19-06-2019	20-06-2019	1.0
2019	Paternity Leave	With Pay	Full	21-05-2019	20-06-2019	20-06-2019	21-06-2019	1.0
2019	Earn Leave	With Pay	Full	21-05-2019	23-06-2019	23-06-2019	24-06-2019	1.0
2019	Without Pay Leave	Without Pay	Full	21-05-2019	27-06-2019	27-06-2019	28-06-2019	1.0
2019	Without Pay Leave	Without Pay	Full	21-05-2019	30-06-2019	30-06-2019		1.0

3.9.9.7 My Leave Status

- i. Please Select, **Reports >> Leave and Attendance Report >> My Leave Status**

Following screen will appears-

My Leave Status

My Leave Status

Leave Hisotry	Employee name & PIN	Designation	Earn Leave Balance	Earn Leave Enjoyed days in the year	Casual Leave Balance	Casual Leave Enjoyed days in the year	Sick Leave Balance	Sick Leave Enjoyed days in the year	Paternity Leave Balance
Details	[072000001]-MD. SAZADUZZAMAN	[D345]-General Manager	2.1	32	4	2	25	5	13

Showing 1 to 1 of 1 entries

Year: June 2019

Leave Type: All Type

Search

Yearly Leave History:

Employee Info								
PIN	072000001							
Name	MD. SAZADUZZAMAN							
Designation	[D345]-General Manager							
Department	[MMCHO]-Myanmar Country Head Office							
WorkStation	Finance & Accounts							
10 Show entries Search: <input type="text"/>								
Year	Leave Type	Pay Status	Day	Application Date	Leave From	Leave to	Actual Joining Date	Total enjoyed days
2019	Earn Leave	With Pay	Full	26-05-2019	02-01-2019	02-01-2019	01-05-2019	1
2019	Earn Leave	With Pay	Full	26-05-2019	03-01-2019	03-01-2019	01-05-2019	1
2019	Earn Leave	With Pay	Full	26-05-2019	06-01-2019	06-01-2019	01-05-2019	1
2019	Earn Leave	With Pay	Full	26-05-2019	07-01-2019	07-01-2019	01-05-2019	1
2019	Earn Leave	With Pay	Full	26-05-2019	08-01-2019	08-01-2019	01-05-2019	1
2019	Earn Leave	With Pay	Full	26-05-2019	09-01-2019	09-01-2019	01-05-2019	1
2019	Sick Leave	With Pay	Full	26-05-2019	13-01-2019	13-01-2019	01-05-2019	1
2019	Sick Leave	With Pay	Full	26-05-2019	14-01-2019	14-01-2019	01-05-2019	1
2019	Sick Leave	With Pay	Full	26-05-2019	16-01-2019	16-01-2019	01-05-2019	1
2019	Sick Leave	With Pay	Full	26-05-2019	17-01-2019	17-01-2019	01-05-2019	1
Showing 1 to 10 of 60 entries								
First Previous 1 2 3 4 5 Next Last								
Print								

- ii. Click on Print button; following report will generated



Stichting BRAC International
Leave Record Details

PIN: 072000001
Name: MD. SAZADUZZAMAN
Designation: [D345]-General Manager
Department: Finance & Accounts
WorkStation: [MMCHO]-Myanmar Country Head Office

Year	Leave Type	Pay Status	Day	Application Date	Leave From	Leave to	Actual Joining Date	Total enjoyed days
2019	Earn Leave	With Pay	Full	26-05-2019	02-01-2019	02-01-2019	01-05-2019	1.0
2019	Earn Leave	With Pay	Full	26-05-2019	03-01-2019	03-01-2019	01-05-2019	1.0
2019	Earn Leave	With Pay	Full	26-05-2019	06-01-2019	06-01-2019	01-05-2019	1.0
2019	Earn Leave	With Pay	Full	26-05-2019	07-01-2019	07-01-2019	01-05-2019	1.0
2019	Earn Leave	With Pay	Full	26-05-2019	08-01-2019	08-01-2019	01-05-2019	1.0
2019	Earn Leave	With Pay	Full	26-05-2019	09-01-2019	09-01-2019	01-05-2019	1.0
2019	Sick Leave	With Pay	Full	26-05-2019	13-01-2019	13-01-2019	01-05-2019	1.0
2019	Sick Leave	With Pay	Full	26-05-2019	14-01-2019	14-01-2019	01-05-2019	1.0
2019	Sick Leave	With Pay	Full	26-05-2019	16-01-2019	16-01-2019	01-05-2019	1.0
2019	Sick Leave	With Pay	Full	26-05-2019	17-01-2019	17-01-2019	01-05-2019	1.0
2019	Earn Leave	With Pay	Full	26-05-2019	20-01-2019	20-01-2019	01-05-2019	0.5
2019	Earn Leave	With Pay	Full	26-05-2019	21-01-2019	21-01-2019	01-05-2019	0.5
2019	Earn Leave	With Pay	Full	26-05-2019	22-01-2019	22-01-2019	01-05-2019	0.5
2019	Paternity Leave	With Pay	Full	26-05-2019	24-01-2019	24-01-2019	01-05-2019	1.0
2019	Paternity Leave	With Pay	Full	26-05-2019	27-01-2019	27-01-2019	01-05-2019	1.0
2019	Without Pay Leave	Without Pay	Full	26-05-2019	28-01-2019	28-01-2019	01-05-2019	1.0
2019	Without Pay Leave	Without Pay	Full	26-05-2019	29-01-2019	29-01-2019	01-05-2019	1.0
2019	Casual Leave	With Pay	Full	26-05-2019	30-01-2019	30-01-2019	01-05-2019	1.0
2019	Casual Leave	With Pay	Full	26-05-2019	31-01-2019	31-01-2019	01-05-2019	1.0
2019	Earn Leave	With Pay	Full	05-05-2019	01-05-2019	01-05-2019	01-06-2019	1.0
2019	Earn Leave	With Pay	Full	05-05-2019	02-05-2019	02-05-2019	01-06-2019	1.0
2019	Earn Leave	With Pay	Full	06-05-2019	02-05-2019	02-05-2019	01-06-2019	1.0

3.9.9.8 Leave Register

- i. Please Select, **Reports >> Leave and Attendance Report >> Leave Register**

Following screen will appears;

Leave Register

Leave Register	
Office	<input type="text"/>
Employee	-All Employee-
Select Year	2019

[Export to Pdf](#) [Export to Excel](#)

- ii. Select office from drop-down
- iii. Click on Export to PDF button following report will appear-



**BRAC International HR
EMPLOYEE LEAVE REGISTER**

Stichting BRAC International

Employee Info : [012000297]- MD. SHARIFUL ISLAM
Designation : [D057]-Head of Internal Audit
Working Station : [MMCHO]-Myanmar Country Head Office

Leave Type	Application Date	Leave From	Leave To	Joining Date	Day(s) Enjoy	Remaining Balance	Remarks
Updated Balance							
Earn Leave	-	-	-	-	-	95.35	-
Sick Leave	-	-	-	-	-	8.50	-
Paternity Leave	-	-	-	-	-	9.00	-
Without Pay Leave	-	-	-	-	-	0.00	-
Casual Leave	-	-	-	-	-	4.00	-
Leave Details							
Earn Leave	21-05-2019	05-05-2019	05-05-2019	01-06-2019	1.0	10.20	-
Earn Leave	21-05-2019	06-05-2019	06-05-2019	01-06-2019	1.0	9.20	-
Without Pay Leave	21-05-2019	07-05-2019	07-05-2019	01-06-2019	1.0	-1.00	-
Earn Leave	21-05-2019	08-05-2019	08-05-2019	01-06-2019	0.5	8.70	-
Earn Leave	-	-	-	-	-	10.80	2.10 Leave Earned as On May 14th, 2019
Earn Leave	21-05-2019	03-06-2019	03-06-2019	04-06-2019	0.5	10.30	-
Earn Leave	-	-	-	-	-	12.30	2.00 Leave Earned as On June 3rd, 2019
Earn Leave	21-05-2019	04-06-2019	04-06-2019	05-06-2019	0.5	11.80	-
Earn Leave	21-05-2019	05-06-2019	05-06-2019	06-06-2019	0.5	11.30	-
Without Pay Leave	21-05-2019	10-06-2019	10-06-2019	11-06-2019	1.0	-2.00	-
Casual Leave	21-05-2019	11-06-2019	11-06-2019	12-06-2019	1.0	3.00	-
Paternity Leave	21-05-2019	13-06-2019	13-06-2019	14-06-2019	1.0	8.00	-

iv. Click on Export to Excel button; following report will appear-

	A	B	C	D	E	F	G	H	I	J	K
1	BRAC International HR										
2	EMPLOYEE LEAVE REGISTER										
3											
4	Employee Info	:	[012000297]- MD. SHARIFUL ISLAM								
5	Designation	:	[D057]-Head of Internal Audit								
6	Working Station	:	[MMCHO]-Myanmar Country Head Office								
7											
8	Leave Type	Application Date	Leave From	Leave To	Joining Date	Day(s) Enjoy	Remaining Balance	Remarks			
9	Updated Balance										
10	Earn Leave	-	-	-	-	-	95.35	-			
11	Sick Leave	-	-	-	-	-	8.50	-			
12	Paternity Leave	-	-	-	-	-	9.00	-			
13	Without Pay Leave	-	-	-	-	-	0.00	-			
14	Casual Leave	-	-	-	-	-	4.00	-			
15	Leave Details										
16	Earn Leave	21-05-2019	05-05-2019	05-05-2019	01-06-2019	1.0	10.20	-			
17	Earn Leave	21-05-2019	06-05-2019	06-05-2019	01-06-2019	1.0	9.20	-			
18	Without Pay Leave	21-05-2019	07-05-2019	07-05-2019	01-06-2019	1.0	-1.00	-			
19	Earn Leave	21-05-2019	08-05-2019	08-05-2019	01-06-2019	0.5	8.70	-			

4 Features to Run Admin Module

4.1 User

4.1.1 User

4.1.1.1 Application User List Report

- i. Click **Admin > User > Application User List Report**

Following screen will appear -

The screenshot displays the 'User Information with Role Report' page. At the top, there is a navigation bar with 'HR' and 'Admin' tabs, and a welcome message for 'Faruque Ahmed (0034362-HOHR- BRAC International, Bangladesh (BI))'. Below this is a 'sbiCloud' logo and a search bar. The main navigation menu includes 'Setup', 'User', 'Control Panel', 'Table Of Authority', 'Tools', 'HR', 'Payroll', and 'Reports'. The 'User' menu item is highlighted. The main content area shows a form with the following fields:

Country	User Name	User Role
Bangladesh		-Select Role-

A 'Print' button is located below the form. On the right side, there is a world map with markers for various countries, including USA, Netherlands, Afghanistan, Pakistan, Bangladesh, Myanmar, Sierra Leone, South Sudan, Liberia, Uganda, and Tanzania. A legend below the map indicates 'Registered Stitching BRAC International', 'Secretariat', 'Operation', and 'Affiliates'.

Image: Application user list report

- ii. Select Country and required field then print

SBI-CountryWiseUserAndRoleListReport_09062016_023844PM [Read-Only] - Excel

BRAC International

BRAC International
USER INFORMATION WITH ROLE REPORT
Country : Bangladesh [050]

User Name	Full Name	User Type	Designation	Office	Date	Assigned Role
0000001	SIR FAZLE HASAN ABED	INTERNAL	ID001:Chairperson	[BI]-BRAC Center,	10-01-2016	HRMGT
0000001	SIR FAZLE HASAN ABED	INTERNAL	ID001:Chairperson	[BI]-BRAC Center,	10-01-2016	HOHR
00000081	JALAL UDDIN AHMED	INTERNAL	ID271:Regional Director,	[BI]-BRAC Center,	10-01-2016	HOHR
0000223	S N Kaity	INTERNAL	ID002:Chief Financial Officer	[BI]-BRAC Center,	03-09-2013	HOHR
0001827	MOHAMMED ABDUS SALAM	INTERNAL	ID302:Programme Coordinator, Health	[BI]-BRAC Center, Bangladesh	01-03-2016	GU
0003702	Molla Afzalul Haque	INTERNAL	ID291:Manager	[BI]-BRAC Center,	22-04-2015	GU
0003902	Md. Abul Kashem Mozumder	INTERNAL	ID268:Programme	[BI]-BRAC Center,	01-03-2016	HOHR
00138230	MD ZIAUL ISLAM	INTERNAL	ID024:IT Officer	[BI]-BRAC Center,	27-12-2015	CIT
00138230	MD ZIAUL ISLAM	INTERNAL	ID024:IT Officer	[BI]-BRAC Center,	27-12-2015	HOHRIT
00150084	MOHAMMAD KAMRUL HASAN IMRAN	INTERNAL	ID242:Deputy Manager, Finance & Accounts	[BI]-BRAC Center, Bangladesh	21-09-2015	GMGT
00150085	MD. BASHARUL ISLAM	INTERNAL	ID242:Deputy Manager, Finance & Accounts	[BI]-BRAC Center, Bangladesh	21-09-2015	GMGT
00150091	LAMIA RASHID	INTERNAL	ID275:Regional Director,	[BI]-BRAC Center,	02-03-2016	HOHR
00155551	MUHAMMAD MUSA	INTERNAL	ID003:Executive Director	[BI]-BRAC Center,	01-03-2016	HOHR
0034092	Mohammad Lutfur Rahman	INTERNAL	ID259:Senior Programmer,	[BI]-BRAC Center,	18-02-2014	CIT
0034362	Faruque Ahmed	INTERNAL	ID003:Executive Director	[BI]-BRAC Center,	22-04-2015	HOHR
0044219	Md. Rezaur Rahman	INTERNAL	ID254:DATA Management Officer	[BI]-BRAC Center, Bangladesh	16-05-2013	CIT
0053102	Proloy Barua	INTERNAL	ID229:Research Fellow	[BI]-BRAC Center,	22-04-2015	HRMGT
0080296	Nanda Dulal Saha	INTERNAL	ID219:Director, Internal Audit, BRAC & BRAC	[BI]-BRAC Center, Bangladesh	22-04-2015	HRMGT
0080365	Nanda Dulal Saha	INTERNAL	ID219:Director, Internal Audit, BRAC & BRAC	[BI]-BRAC Center, Bangladesh	22-04-2015	HOHR
0098570	Md. Rafiqul Islam Faisal	INTERNAL	ID260:Senior Manager, IT	[BI]-BRAC Center,	11-04-2013	HOHR
011000964	TAMZID KHAN FERDOS	INTERNAL	ID015:Area Manager	[BI]2000011-Dhaka Division	28-04-2016	GU
011000965	SAYRA BITE WASIM	INTERNAL	ID021:Project Assistant	[BI]4000011-Kotwali	28-04-2016	GU
0115454	Nargis Parvin	INTERNAL	ID035:Accounts Officer	[BI]-BRAC Center,	22-04-2015	HOHR
012000005	Abhijit Gupta	INTERNAL	ID027:Head of Finance & Accounts	[BI]-BRAC Center, Bangladesh	10-04-2013	HOHR
012000021	Md. Abul Kashem Mozumder	INTERNAL	ID268:Programme	[BI]-BRAC Center,	24-03-2013	CMGT

Image: Application user list report Excel

4.1.1.2 Access Control

4.1.1.2.1 Role Wise Module Access Report

- i. Click **Admin>User>Access Control >Role Wise Module Access Report**
Following interface will appear -

The screenshot shows the SBI Cloud application interface. At the top, there is a navigation bar with 'HR' and 'Admin' icons, and a welcome message for 'Faruque Ahmed (0034362-HOHR- BRAC International, Bangladesh [BI])'. Below this is a 'Setup' menu with options: 'User', 'Control Panel', 'Table of Authority', 'Tools', 'HR', 'Payroll', and 'Reports'. The 'Role Wise Access Report' section is active, showing a 'Select Role' dropdown menu with a '-Select Role-' option and a 'Show' button. A world map is visible in the top right corner, with markers for various countries including USA, UK, Netherlands, Bangladesh, and others.

Image: Role Wise Module Access Report

- ii. Select Role and then show button

Role Wise Module Access Report will appear-

brac **BRAC International** Stichting BRAC International
ROLE WISE ACCESS

Role Name : BA
Module : Accounts

Menu Group	Menu Sub Group	Menu Title
Bank	Bank Account	Bank Account List
		New Bank Account
		Show Bank Account
Bill	Bill Payment	Bill Payment
		Multiple Bill Payment
		Paid Bill List
		Show Paid Bill
Business Day	Business Day	Business Day
	Daily Currency Denomination	Daily Currency Denomination
Fund	Fund Receive	Receive Transferred Fund
		Received Fund List
	Fund Transfer	Multiple Fund Transfer
		New Cost/Fund Transfer
		Rectify Transferred Fund
		Show Cost/Fund Transfer
		Transferred Fund List
Reconciliation Status	Reconciled/Unreconciled Fund List	
IOU	IOU Adjustment	Adjusted IOU List
		Issued IOU Adjustment
	IOU Approval	Accounts Approval of IOU Request
		IOU Approval by Supervisor
	IOU Request	Edit IOU Request
		IOU Request
		Requested IOU List
Issue IOU	Show IOU Request	
	Issue IOU	
Reports	Bank Account Report	Bank Account Ledger Report

Image: Role Wise Module Access Report

4.1.2 Table of Authority

4.1.2.1 TOA Setup

4.1.2.1.1 TOA Category

- i. Click **Admin >Table of Authority >TOA Category**

Following interface will appear -

Create TOA Category

TOA Category Info

Module Info*

Name *

Description

TOA Category Information

Show entries Search:

	Category Name	Category Description
No data available in table		

Image: TOA Category

- ii. Select 'Module Info' and enter Name and Description
- iii. Click 'Create' button and the following screen will appear-

Create TOA Category

TOA Category Info

Module Info*

Name *

Description

TOA Category Information

Show entries Search:

	Category Name	Category Description
Select	Travel Application	Travel Application
Select	Higher Studies	Higher Studies
Select	Leave	Leave
Select	PMS	PMS
Select	Contract Renewal	Contract Renewal
Select	Job Separation	Job Separation
Select	Transfer	Transfer

Showing 1 to 7 of 7 entries

Image: Create TOA Category

- iv. Click 'Select' link from the list and the following screen will appear for Update/Delete/Cancel TOA Category

Create TOA Category

TOA Category Info

Module Info*	Human Resources
Name *	Travel Application
Description	Travel Application

[Update](#) [Delete](#) [Cancel](#)

TOA Category Information

Show entries Search:

	Category Name	Category Description
Select	Travel Application	Travel Application
Select	Higher Studies	Higher Studies
Select	Leave	Leave
Select	PMS	PMS
Select	Contract Renewal	Contract Renewal
Select	Job Separation	Job Separation
Select	Transfer	Transfer

Showing 1 to 7 of 7 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Image: Update/Delete/Cancel TOA Category

4.1.2.1.2 TOA Type

- i. Click **Admin >Table of Authority > TOA Setup > TOA Type**
Following screen will appear-

Create ToaType

ToaType Info

Toa Category * Select Category ▼

Name *

Description

Create **Cancel**

All ToaType Information

Name	Description
------	-------------

Page 1 of 0 No records to view

Image: TOA Type

- ii. Select 'TOA Category' from the drop-down
- iii. Enter 'Name' & 'Description' fields
- iv. Click 'Create' button and the following screen will appear-

Create ToaType

ToaType Info

Toa Category *

Name *

Description

All ToaType Information

	Name	Description	
Select	Transfer From Brac Bangladesh to Country	Transfer From Brac Bangladesh to Country	▲
Select	Transfer FROM Country to Brac Bangladesh	Transfer FROM Country to Brac Bangladesh	
Select	Transfer From Brac International (BD) to Country	Transfer From Brac International (BD) to Country	
Select	Transfer FROM Country to Brac International (BD)	Transfer FROM Country to Brac International (BD)	
Select	Transfer From Country to Country	Transfer From Country to Country	
Select	Transfer Between Country HO & Field OR project / department	Transfer Between Country HO & Field OR project / department	▼

Page 1 of 1 10 View 1 - 10 of 10

Image: Create TOA Type

- v. Click 'Select' link from the list and the following screen will appear for Update/Delete/Cancel TOA Type

Create ToaType

ToaType Info

Toa Category *

Name *

Description

All ToaType Information

	Name	Description
Select	Transfer From Brac Bangladesh to Country	Transfer From Brac Bangladesh to Country
Select	Transfer FROM Country to Brac Bangladesh	Transfer FROM Country to Brac Bangladesh
Select	Transfer From Brac International (BD) to Country	Transfer From Brac International (BD) to Country
Select	Transfer FROM Country to Brac International (BD)	Transfer FROM Country to Brac International (BD)
Select	Transfer From Country to Country	Transfer From Country to Country
Select	Transfer Between Country HO & Field OR project / department	Transfer Between Country HO & Field OR project / department

Page 1 of 10 View 1 - 10 of 10

Image: Update/Delete/Cancel TOA Type

4.1.2.2 TOA Actor

4.1.2.2.1 TOA Actor

- i. Click **Admin >Table of Authority > TOA Actor > TOA Actor**
Following screen will appear-

Create Table of authority Actor

Table of authority Actor * Required

Actor Name*

Is Country Specific

Is Department Project Specific

Is Office Specific

Create **Cancel**

Stoppage List

Show entries Search:

Select	Actor Name	Is Country Specific	Is Dept Project Specific	Is Office Specific
Select	Respective Supervisor	Yes	Yes	Yes
Select	Country Human Resource	Yes	Yes	No
Select	Regional Manager	Yes	No	Yes
Select	Programme Head	Yes	Yes	No
Select	Programme in-charge	Yes	Yes	No
Select	Country Representative	Yes	No	No
Select	Anchor	Yes	Yes	No
Select	CPO BRAC International	No	No	No

Showing 1 to 10 of 25 entries First Previous 1 2 3 Next Last

Export To Excel

Image: Create Table of Authority Actor

4.1.2.2.2 Employee TOA Mapping

- ii. Click **Admin > Table of Authority > TOA Actor > Employee TOA Mapping**
Following screen will appear-

Create Employee Table of Authority Mapping

Employee Table of Authority Mapping

Actor

Employee Info

Save

Image: Employee TOA Mapping

4.1.2.2.3 Employee TOA Mapping List

- iii. Click **Admin >Table of Authority > TOA Actor > Employee TOA Mapping List**
Following screen will appear-

Employee Table of Authority Mapping

Employee Toa Mapping Information

10 Show entries Search:

	Actor Name	Employee Info	Country	
Select	Respective Employee	[031000002] BUSINGE DANIEL	[800] Uganda	^
Select	Respective Supervisor	[031000002] BUSINGE DANIEL	[800] Uganda	
Select	Country Human Resource	[0150054] A.B.M. ISLAM	[728] South Sudan	
Select	Country Human Resource	[0000223] SHIB KAIRY	[050] Bangladesh	
Select	Country Human Resource	[3700298] MOU MAJAK	[728] South Sudan	
Select	Country Human Resource	[031000002] BUSINGE DANIEL	[800] Uganda	
Select	Regional Manager	[0013638] MIR HOSSAIN	[728] South Sudan	
Select	Regional Manager	[3700453] VICTORIA LAKU	[728] South Sudan	v

Showing 1 to 10 of 88 entries First Previous 1 2 3 4 5 Next Last

Image: Employee TOA Mapping List

4.1.2.3 Manage Table of Authority

4.1.2.3.1 Table of Authority

- i. Click **Admin >Table of Authority > Mange Table of Authority > Table of Authority**
Following screen will appear-

Table of Authority

Table of Authority					
Module Info *		TOA Category *			
Select Module Info		Select TOA Category			
TOA Type *		Authority Type *		Country *	
Select TOA Type		Select Authority Type		Select Country	
Actor *		Panel *			
Select Actor		Select Panel			
Add					
Selected Actor					
Authority Type	Country	Actor	Panel	Actor Office	
Save					

Image: Table of Authority

- ii. Fill the required info and added into the grid list
- iii. Click 'Save' to save the info..

Table of Authority

Table of Authority					
Module Info *		TOA Category *			
Human Resources		Transfer			
TOA Type *		Authority Type *		Country *	
Transfer From Brac International		Proposal		Bangladesh	
Actor *		Panel *		Actor Office	
Country Human Resource		Panel-2		Source Office	
Add					
Selected Actor					
Authority Type	Country	Actor	Panel	Actor Office	
Proposal	Bangladesh	Anchor BD 1	Panel-1	Source office	✘
<hr/>					
Save					

Image: Table of Authority

4.1.2.3.2 TOA Authority Type

- i. Click **Admin >Table of Authority > Mange Table of Authority > TOA Authority Type**
- ii. Enter 'Name, Status and Description' fields and click 'Create' button

Follwoing screen will appear-

Create TOA Authority Type

TOA Authority Type Info * Required

Name *

Status *

Description

Toa Authority Type Information List

	Authority Type Name	Authority Status	Authority Type Description
Select	Approval	On Approval	Approval
Select	Recommendation	On Recommendation	Recommendation
Select	Proposal	On Proposal	

Page 1 of 1

Image: TOA Authority Type

- i. Click 'Select' link from the grid-view list
Following screen will appear for Update/Delete/Cancel TOA Authority Type

Create TOA Authority Type

TOA Authority Type Info

Name *

Status *

Description

Toa Authority Type Information List

	Authority Type Name	Authority Status	Authority Type Description
Select	Approval	On Approval	Approval
Select	Recommendation	On Recommendation	Recommendation
Select	Proposal	On Proposal	

Page 1 of 1 10 View 1 - 3 of 3

Image: Update/Delete/Cancel TOA Authority Type

4.1.2.3.3 TOA Authority Type Mapping

- i. Click **Admin >Table of Authority > Mange Table of Authority > TOA Authority Type Mapping**
Follwoing screen will appear-

Create TOA Authority Type Mapping

TOA Authority Type Mapping Info * Required

Module Info

TOA Category

TOA Type

Image: TOA Authority Type Mapping

- ii. Fill the required info from the drop-down
Following screen will appear-

Create TOA Authority Type Mapping

TOA Authority Type Mapping Info			
Module Info	Human Resources		
TOA Category	Transfer		
TOA Type	Transfer From Brac International (BD) to Country		
<input checked="" type="checkbox"/> Proposal	Is Start	<input checked="" type="checkbox"/>	Is Final <input type="checkbox"/>
	Next Step	Recommendation	
<input checked="" type="checkbox"/> Recommendation	Is Start	<input type="checkbox"/>	Is Final <input type="checkbox"/>
	Pre Step	Proposal	Next Step Approval
<input checked="" type="checkbox"/> Approval	Is Start	<input type="checkbox"/>	Is Final <input checked="" type="checkbox"/>
	Pre Step	Recommendation	

Save Cancel

Image: TOA Authority Type Mapping

- iii. Click 'Save' to save data

4.1.2.4 TOA Designation Group Map

4.1.2.4.1 TOA Designation Group Map

- ii. Click **Admin > Table of Authority > TOA Designation Group Map > TOA Designation Group Map**
Following screen will appear-

Create Toa Designation Group Map

Toa Designation Group Map Info

Country*

Designation Group*

Employee Designation List

	Add all	0 items selected	Remove all
AAH Coordinator	+		
Accountant	+		
Accounts Assistant	+		
Accounts Assistant (National)	+		
Accounts Officer	+		
Accounts Officer	+		
Accounts Officer II	+		
Admin Clerk	+		

Image: Create TOA Designation Group Map

4.1.2.4.2 TOA Designation Group Map Report

- i. Click **Admin > Table of Authority > TOA Designation Group Map > TOA Designation Group Map Report**

Following screen will appear-

Toa Designation Group Map List Report

Toa Designation Group Map List

Country

Designation Group

Image: TOA Designation Group Map

- ii. Select 'Country' & 'Designation' group from drop-down
- iii. Click 'Export to Excel' and the following report will appear


	A	B	C	D	E
1					
2	TABLE OF AUTHORITY DESIGNATION GROUP MAP LIST				
3	Country:Bangladesh; Designation Group:Local Below Regional Manager ; Generated at Wed Jun 15 14:05:27 BDT 2016 ; Generated by: 0000223				
4	Country	Toa Designation Group	Employee Designation		
5	Bangladesh	Local Below Regional Manager	Chairperson		
6	Bangladesh	Local Below Regional Manager	Chief Financial Officer		
7	Bangladesh	Local Below Regional Manager	Executive Director		
8	Bangladesh	Local Below Regional Manager	Deputy Executive Director		
9	Bangladesh	Local Below Regional Manager	Director		
10	Bangladesh	Local Below Regional Manager	Associate Director		
11	Bangladesh	Local Below Regional Manager	Country Representative		
12	Bangladesh	Local Below Regional Manager	Country Head of Accounts		
13	Bangladesh	Local Below Regional Manager	Area Manager		
14	Bangladesh	Local Below Regional Manager	Area Accountant		
15	Bangladesh	Local Below Regional Manager	Area Coordinator		

Image: TOA Designation Group Map Report

4.1.2.5 Authority Delegation

4.1.2.5.1 Delegation of Authority

- i. Click **Admin > Table of Authority > Authority Delegation > Delegation of Authority**
Following screen will appear-

Create Delegation Of Authority

Delegation Of Authority Info

Delegated Employee *

Is TOA Category Required

Start Date *

End Date *

Is Project-Department Mapping Required)


Create
Cancel

Image: Create Delegation of Authority


- ii. Enter required info and click 'Create' button to create delegation of authority

Create Delegation Of Authority

Delegation Of Authority Info

Delegated Employee * SHIB NARAYAN KAIRY [0000223] 

Is TOA Category Required

Module Info Human Resources 


TOA Category

	Add all	2 items selected	Remove all
Contract Renewal	+	Transfer	-
PMS	+	Job Separation	-
Leave	+		
Higher Studies	+		
Travel Application	+		

Start Date * 08-06-2016

End Date * 31-12-2016

Is Project-Department Mapping Required

Country [050]-Bangladesh 

Available Project Department

Project **Department**

- [BD-0001] BRAC International HO (BD)
- Internal Audit
- Finance & Accounts
- HR & Training
- Monitoring & Review
- PR & Communication
- Information Technology
- Procurement, Logistics & Transport
- Research and Development
- Microfinance
- Health & Nutrition

Collapse All | Expand All | Select All | Unselect All

Create **Cancel**

Image: Create Delegation of Authority

4.1.2.5.2 Delegation of Authority List

- i. Click **Admin > Table of Authority > Authority Delegation > Delegation of Authority List**
Following screen will appear-

Delegation Of Authority List

Delegation Of Authority List

Country: All Country

Office Info: -All Office-

Project: -Select Project-

Department: -Select Department-

Employee PIN: -Select Employee-

Search

Select	Delegated User	PIN	Start Date	End Date	Remove
--------	----------------	-----	------------	----------	--------

Page 1 of 0 10

No records to view

Image: Delegation of Authority List

- ii. Select country and required field to search and the following screen will appear

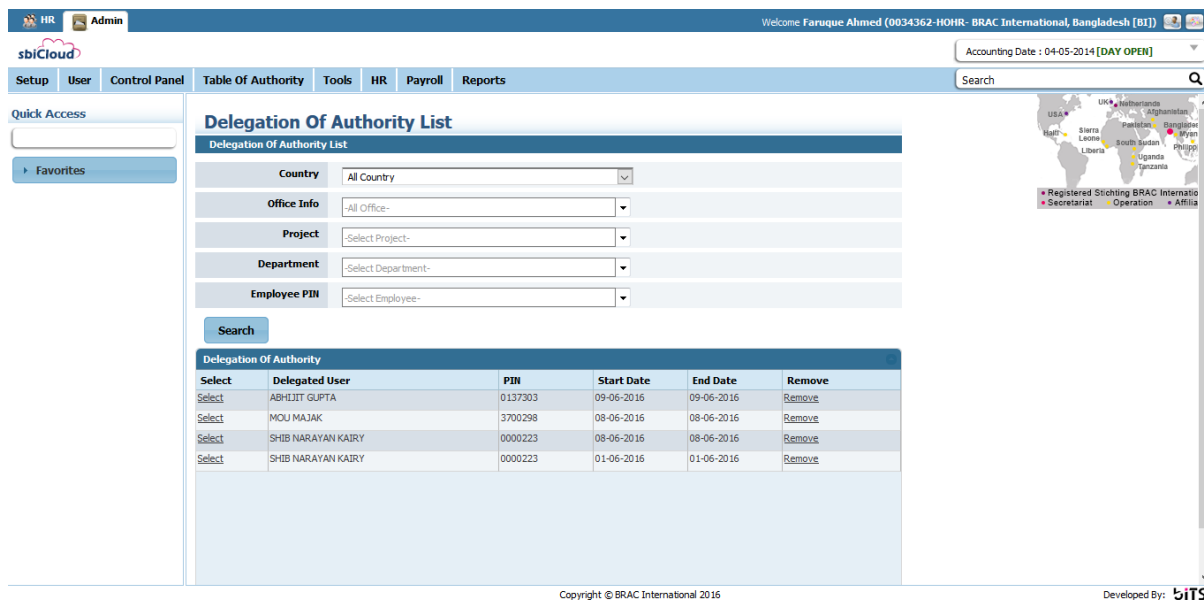


Image: Delegation of Authority List

4.1.2.5.3 Transfer of Authority

- i. Click **Admin>Table of Authority>Authority Delegation >Transfer of Authority**
Following screen will appear-
- ii. Select country and required field to search and the following screen will appear

HR Admin Welcome Faruque Ahmed (0034362-HOHR- BRAC International, Bangladesh [B1]) Accounting Date : 04-05-2014 [DAY OPEN]

sbCloud Setup User Control Panel Table Of Authority Tools HR Payroll Reports Search

Quick Access Favorites

Transfer Of Authority

Transfer Of Authority

Country: All Country

Office Info: -All Office-

Project: -Select Project-

Department: -Select Department-

Module: -Select Module Info-

TOA Category: -Select TOA Category-

Employee PIN: -Select Employee-

Search

Pending Process List

Select	Proposal No	Proposal Type	Actor Name	Pin No	Employee Name	Missed Days
<input type="checkbox"/>	BI-2016-403	Transfer	Anchor BD 1	012000328	A. K. M. KAMRUL ISLAM	44
<input type="checkbox"/>	BI-2016-403	Transfer	Anchor BD 1	012000329	FARIDA YASMIN	44
<input type="checkbox"/>	BI-2016-403	Transfer	Anchor BD 1	012000330	A. M. M. MOHASIN	44
<input type="checkbox"/>	BI-2016-403	Transfer	Anchor BD 1	012000332	MD AMINUR RAHMAN	44
<input type="checkbox"/>	BI-2016-403	Transfer	Anchor BD 1	012000333	SHANAZ PARVEEN	44
<input type="checkbox"/>	BI-2016-403	Transfer	Anchor BD 1	012000335	SAINA ZO'DA	44
<input type="checkbox"/>	BI-2016-403	Transfer	Anchor BD 1	012000336	MOSAMMAT KAMRUN NAHAR	44
<input type="checkbox"/>	BI-2016-403	Transfer	Anchor BD 1	012000337	MOSTAFA KAMAL	44
<input type="checkbox"/>	BI-2016-403	Transfer	Anchor BD 1	012000338	NIPA SAHA	44
<input type="checkbox"/>	BI-2016-403	Transfer	Anchor BD 1	012000340	MHAMMAD IRAQ HOSSAIN	44

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Accused Employee *

Change

Export To Excel

Copyright © BRAC International 2016 Developed By: bits

Image: Transfer of Authority

4.1.2.5.4 Delegation of Authority by Administrator

- i. Click **Admin >Table of Authority > Authority Delegation > Delegation of Authority by Administrator**
- ii. Enter required parameters to create

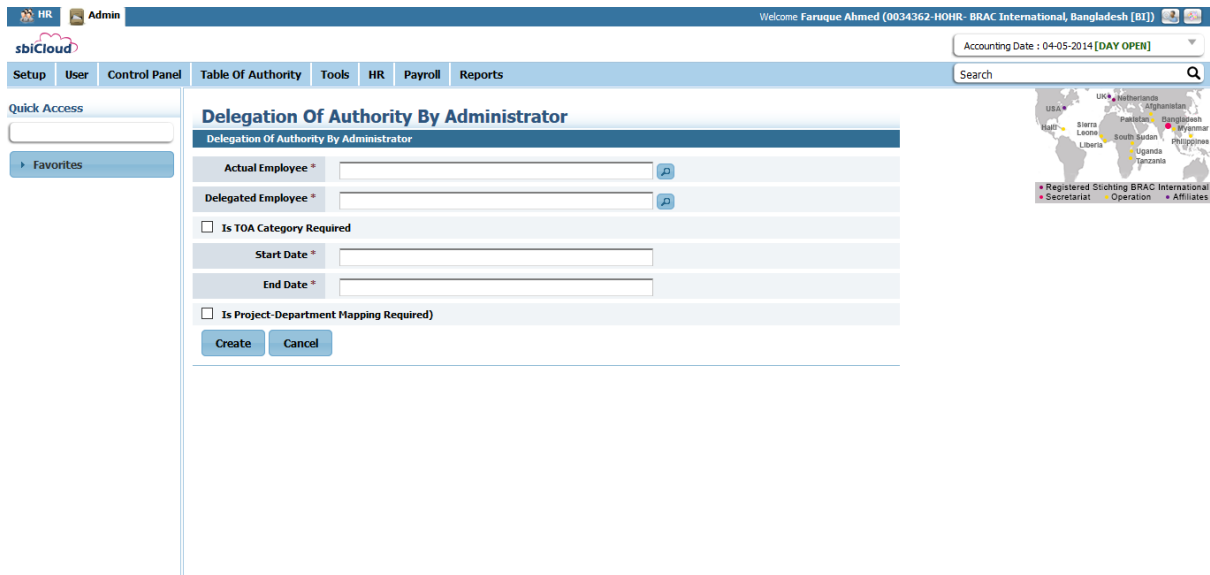


Image: Delegation of Authority by Administrator

4.1.2.5.5 Delegation List by Administrator

- i. Click **Admin > Table of Authority > Authority Delegation > Delegation List by Administrator**
- ii. Select country and required fields to search
Following screen will appear-

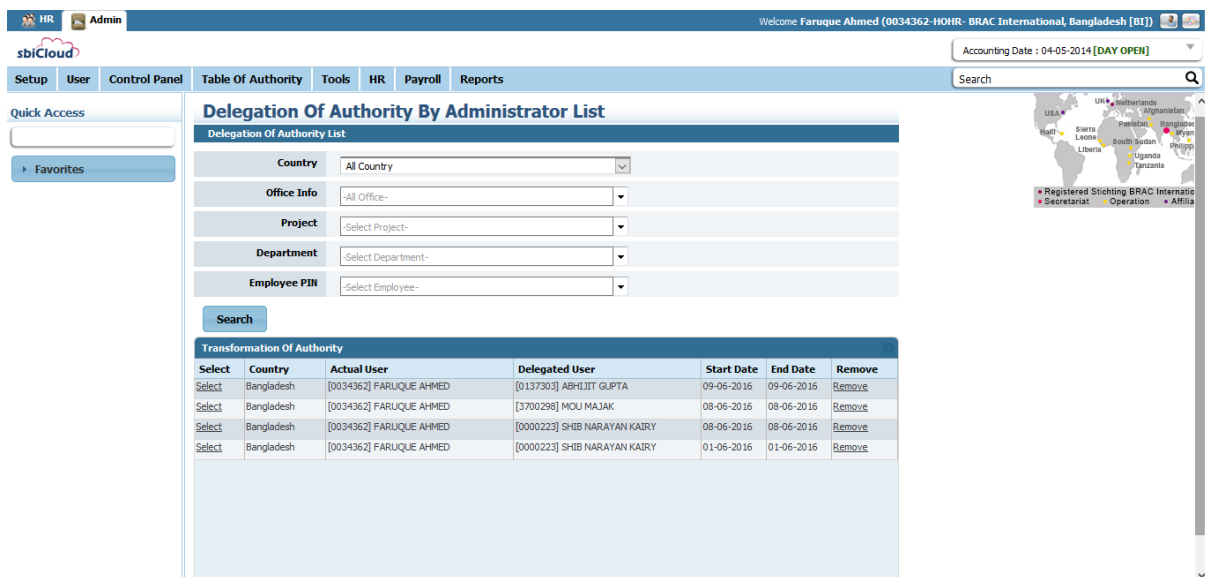


Image: Delegation List by Administrator

4.1.2.6 Pending Process List

- i. Click **Admin > Table of Authority > Pending Process List**
Following screen will appear-

The screenshot displays the 'Pending Process Search' and 'Pending Process List' interface. The search section includes several dropdown menus for filtering: Country (set to 'All Country'), Office Info (-All Office-), Project (-Select Project-), Department (-Select Department-), Module (-Select Module Info-), TOA Category (-Select TOA Category-), and Employee PIN (-Select Employee-). A 'Search' button is located below these filters. The 'Pending Process List' section shows a table with the following columns: SL, Proposal No, Proposal Type, Actor Name, Pin No, Employee Name, Missed Days, and Email. The table is currently empty. Below the table, there is a pagination control showing 'Page 1 of 0' and a '10' dropdown. A status message 'No records to view' is displayed. At the bottom, there are two buttons: 'Export to Pdf' and 'Export to Excel'.

Image: Pending Process List

- ii. Select 'Country' form drop-down and other searching criteria to search
- iii. Click 'Export to Pdf' and the following report will appear



**BRAC International HR
PENDING PROCESS LIST REPORT**

Stichting BRAC International
BRAC

Searching Criteria:

Country:[050]-Bangladesh ; Office Info: -All Office- ; Project: -Select Project- ; Office Info: -Select Department-Module.-Select Module Info-TOA Category: -Select TOA Category- ; Employee: -Select Employee-

Proposal Type	Proposal No	Actor Name	PIN No	Employee Name	Email Address	Missed Days
Transfer	BI-2016403	Anchor BD 1	012000328	A K M KAMRUL ISLAM		50
Transfer	BI-2016403	Anchor BD 1	012000329	FARIDA YASMIN		50
Transfer	BI-2016403	Anchor BD 1	012000330	A. M. M. MOHASIN		50
Transfer	BI-2016403	Anchor BD 1	012000332	MD AMINUR RAHMAN		50
Transfer	BI-2016403	Anchor BD 1	012000333	SHANAZ PARVEEN		50
Transfer	BI-2016403	Anchor BD 1	012000335	SAIMA ZOZDA		50
Transfer	BI-2016403	Anchor BD 1	012000336	MOSAMMAT KAMRUN NAHAR		50
Transfer	BI-2016403	Anchor BD 1	012000337	MOSTAFA KAMAL		50
Transfer	BI-2016403	Anchor BD 1	012000338	NIPA SAHA		50
Transfer	BI-2016403	Anchor BD 1	012000340	MOHAMMAD IRAQ HOSSAIN		50
Transfer	BI-2016404	Anchor BD 1	012000328	A K M KAMRUL ISLAM		50
Transfer	BI-2016404	Anchor BD 1	012000329	FARIDA YASMIN		50
Transfer	BI-2016404	Anchor BD 1	012000330	A. M. M. MOHASIN		50
Transfer	BI-2016404	Anchor BD 1	012000332	MD AMINUR RAHMAN		50
Job Separation	BD300001-2016408	Anchor BD 1	012000338	NIPA SAHA		50
Job Separation	BD300001-2016408	Anchor BD 1	012000340	MOHAMMAD IRAQ HOSSAIN		50
Job Separation	BI-2016409	Anchor BD 1	012000328	A K M KAMRUL ISLAM		50
Job Separation	BI-2016409	Anchor BD 1	012000329	FARIDA YASMIN		50
Job Separation	BI-2016409	Anchor BD 1	012000330	A. M. M. MOHASIN		50
Job Separation	BI-2016409	Anchor BD 1	012000332	MD AMINUR RAHMAN		50
Job Separation	BI-2016409	Anchor BD 1	012000333	SHANAZ PARVEEN		50
Job Separation	BI-2016409	Anchor BD 1	012000335	SAIMA ZOZDA		50
Job Separation	BI-2016409	Anchor BD 1	012000336	MOSAMMAT KAMRUN NAHAR		50
Job Separation	BI-2016409	Anchor BD 1	012000337	MOSTAFA KAMAL		50
Job Separation	BI-2016409	Anchor BD 1	012000338	NIPA SAHA		50
Job Separation	BI-2016409	Anchor BD 1	012000340	MOHAMMAD IRAQ HOSSAIN		50
Job Separation	BI-2016411	Anchor BD 1	012000328	A K M KAMRUL ISLAM		48
Job Separation	BI-2016411	Anchor BD 1	012000329	FARIDA YASMIN		48
Job Separation	BI-2016411	Anchor BD 1	012000330	A. M. M. MOHASIN		48
Job Separation	BI-2016411	Anchor BD 1	012000332	MD AMINUR RAHMAN		48
Job Separation	BI-2016411	Anchor BD 1	012000333	SHANAZ PARVEEN		48
Job Separation	BI-2016411	Anchor BD 1	012000335	SAIMA ZOZDA		48
Job Separation	BI-2016411	Anchor BD 1	012000336	MOSAMMAT KAMRUN NAHAR		48
Job Separation	BI-2016411	Anchor BD 1	012000337	MOSTAFA KAMAL		48
Job Separation	BI-2016411	Anchor BD 1	012000338	NIPA SAHA		48
Job Separation	BI-2016411	Anchor BD 1	012000340	MOHAMMAD IRAQ HOSSAIN		48
Job Separation	BI-2016503	Anchor BD 1	012000328	A K M KAMRUL ISLAM		15
Job Separation	BI-2016503	Anchor BD 1	012000329	FARIDA YASMIN		15
Job Separation	BI-2016503	Anchor BD 1	012000330	A. M. M. MOHASIN		15

Image: Pending Process List PDF Report

- iv. Click 'Export to Excel' and the following report will appear


	A	B	C	D	E
1					
2	TABLE OF AUTHORITY DESIGNATION GROUP MAP LIST				
3	Country:Bangladesh; Designation Group:Local Below Regional Manager ; Generated at Wed Jun 15 14:05:27 BDT 2016 ; Generated by: 0000223				
4	Country	Toa Designation Group	Employee Designation		
5	Bangladesh	Local Below Regional Manager	Chairperson		
6	Bangladesh	Local Below Regional Manager	Chief Financial Officer		
7	Bangladesh	Local Below Regional Manager	Executive Director		
8	Bangladesh	Local Below Regional Manager	Deputy Executive Director		
9	Bangladesh	Local Below Regional Manager	Director		
10	Bangladesh	Local Below Regional Manager	Associate Director		
11	Bangladesh	Local Below Regional Manager	Country Representative		
12	Bangladesh	Local Below Regional Manager	Country Head of Accounts		
13	Bangladesh	Local Below Regional Manager	Area Manager		
14	Bangladesh	Local Below Regional Manager	Area Accountant		
15	Bangladesh	Local Below Regional Manager	Area Coordinator		

Image: Pending Process List Excel Report

5 System Environment Requirement

Web Browser	Firefox, Chrome
Client OS	Windows/ Linux
Server OS	Linux
Framework	JDK 1.7
Database	Myself
Web Server	Tomcat

Table 1: System environment requirement