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 brining 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

Table of Contents

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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.

Image: Login Page and after login home screen

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

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.

Image: After log in Home screen

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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	☐
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?	☐

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.

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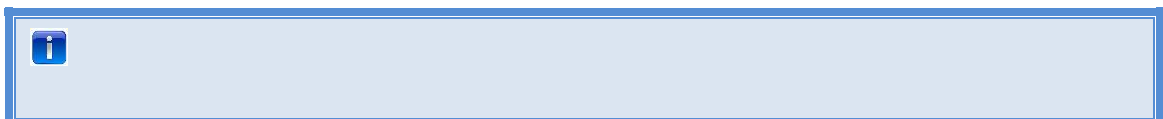
> ** Employee list can show any combination of above criteria.*

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
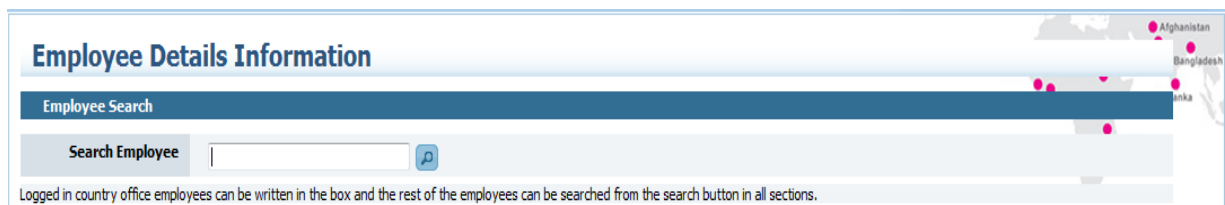
Image: Employee Detail search page

  iii.   After search employee dashboard will appeared
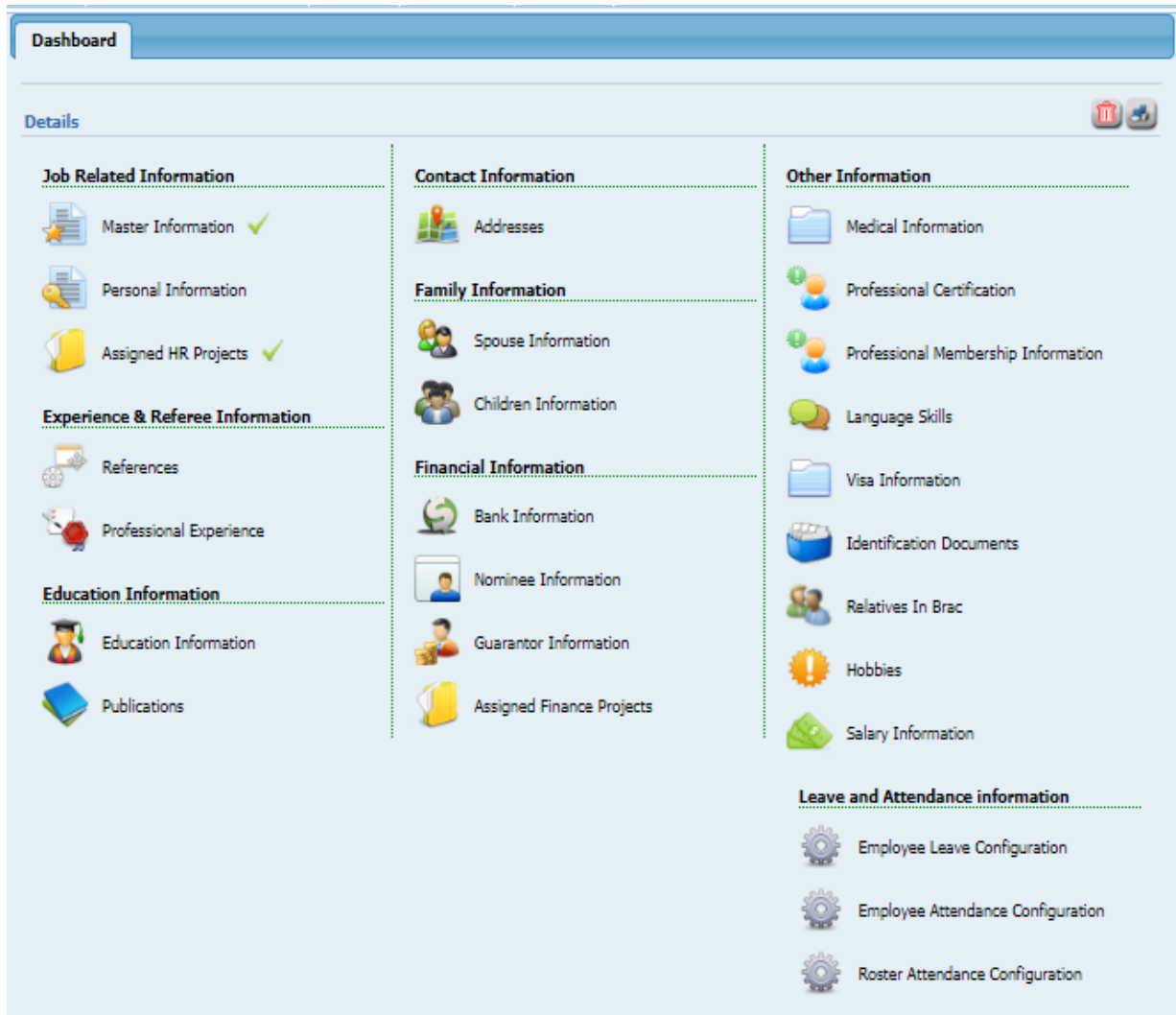
Image: Employee Detail Dashboard

Job Related Information

Master Information

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

Image: Master Information

3.1.1.2.2 Personal Information

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

Image: Personal Information

3.1.1.2.3 Assigned HR Projects

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

Image: Assigned HR Projects

Experiene & Referee Information

3.1.1.2.4 References

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

Image: References

3.1.1.2.5   Professional Experience

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

Image: Professional Experience

Education Information

3.1.1.2.6 Education Information

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

Image: Education Information

3.1.1.2.7 Publications

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

Image: Publications

Contact Information

3.1.1.2.8 Address

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

Image: Address

Family Information

3.1.1.2.9 Spouse Information

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

Image: Spouse Information

3.1.1.2.10 Children Information

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

Image: Children Information

Financial Information

3.1.1.2.11 Bank Information

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

Image: Bank Information

3.1.1.2.12 Nominee Information

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

Image: Nominee Information

3.1.1.2.13 Guarantor Information

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

Image: Guarantor Information

3.1.1.2.14 Assigned Finance Projects

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

Image: Assigned Finance Projects

Other Information

3.1.1.2.15 Medical Information

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

Image: Medical Information

3.1.1.2.16 Professional Certification

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

Image: Professional Certification

3.1.1.2.17 Professional Membership Information

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

Image: Professional Membership Information

3.1.1.2.18 Language Skills

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

Image: Language Skills

3.1.1.2.19 Visa Information

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

Dashboard	**Visa Information** ✕			

Employee Visa Information

Country *	[ ] ▼
Visa Type *	-Select Visa Type- ▼
Visa Issue Date *	DD-MM-YYYY
Visa Expiry Date *	DD-MM-YYYY
Visa Attachment	Browse
Work Permit Issue Date	DD-MM-YYYY
Work Permit Expiry Date	DD-MM-YYYY
Work Permit Attachment	Browse
Police Clearance Issue Date	DD-MM-YYYY
Police Clearance Expiry Date	DD-MM-YYYY
Police Clearance Attachment	Browse
Foreigner Registration	[ ]

Create   Cancel

Visa Information

Country	Visa Type	Visa Issue Date	Visa Expiry Date	Work Issue Date	Work Expiry Da

⏮ ◀ 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

Image: Identification Documents

3.1.1.2.21 Hobbies

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

Image: Hobbies

3.1.1.2.22 Salary Info

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

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

Image: Employee Leave Configuration

3.1.1.2.24 Employee Attendance Configuration

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

Image: Employee Attendance Configuration

3.1.1.2.25 Roster Attendance Configuration

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

Image: Roster Attendance Configuration

3.1.1.3 Authenticate Employee

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

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.

> ℹ
>
> ** 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

i.   Please Select, **HR ->Register ->Employee-> Deployment**; 'Deployment 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 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	
Employee Ref PIN	
Employee Name	
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)	Agricult
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	○ Yes ● No
Departure Date	DD-MM-YYYY
Remarks	
Deployment Document	

Salary Details Information

Is Consolidated *	○ Yes ● No
Currency *	MMK
Pay Group*	
Grade*	I
Slab*	

Salary Structure Type	Amount	Percentage
Total Amount *	0	

[Deploy] [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	Select Country ▼
Office Info	-Select Office- ▼
Employee Category	-Select Category- ▼
Employee PIN	
Employee Ref PIN	
Employee Name	
Employee Status	-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** * Project Assistant [D021] ▼ **Functional Designation** * Project Assistant [FD020] ▼
Deployed Office *	[MMCHO] Myanmar Country Hea ▼

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	
Employee Ref PIN	
Employee Name	
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 ►► ►I 10 ▼   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 SAROWAR HR DGM
Employee Category	Regular Staff

Personal Information

Father Name	
Mother Name	
Blood Group	
Present Address	
Permanent Address	

Emergency Contact Inforamtion

Contact Name	
Contact Address	

Deploy Employee Inforamtion

Deployed Country	[[104]-Myanmar ▼]
Program Type	Core Programme ▼
Program	Microfinance Program ▼
Project	Microfinance Project ▼
Department	HR & Training
Employee Level	x

Designation	Designation	Functional Designation
	Deputy General Manager. HI	Deputy General Manager. HR [FD330]

Deployed Office	[MMCHO] Myanmar Country Head Offi
Supervisor	ADISHWARIYA NULL KHI ▼

Salary Details Information

Currency	

Salary Structure Type	Amount
Total Amount	

Employee Attendance Configuration

Employee Duty Type	◉ Regular ○ Roster ○ Shift ○ Hourly

Duty Schedule*		Start Time	End Time
Sunday	☑	10:00 AM	06:00 PM
Monday	☑	10:00 AM	06:00 PM
Tuesday	☑	10:00 AM	06:00 PM
Wednesday	☑	10:00 AM	06:00 PM
Thursday	☑	10:00 AM	06:00 PM
Friday	☐	hh:mm am	hh:mm pm
Saturday	☐	hh:mm am	hh:mm pm

Is Flexi Allowed IN HO	☐	**Is Flexi Allowed IN FO**	☐
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*	○ Auto Present ◉ 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 *	◉ Yes ○ No
Remarks	
Attachment	

[Join] [Back]

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

Contact Name	
Contact Address	

Deploy Employee Inforamtion

Deployed Country	[728]-South Sudan ▼
Program Type	Support Programme ▼
Program	Health Program ▼
Project	RMNCH-UKAID ▼
Department	Health
Employee Level	TTT

Designation	**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	

[Update] [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	
Employee Ref PIN	
Employee Name	
Employee Status	-Select Status- ▼

Search

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   10 ▼   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 [D ▼
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 *	DD-MM-YYYY		
Departure Date	DD-MM-YYYY		
Remarks			

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

Image: Join After Redeployment list page

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

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.

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.

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.
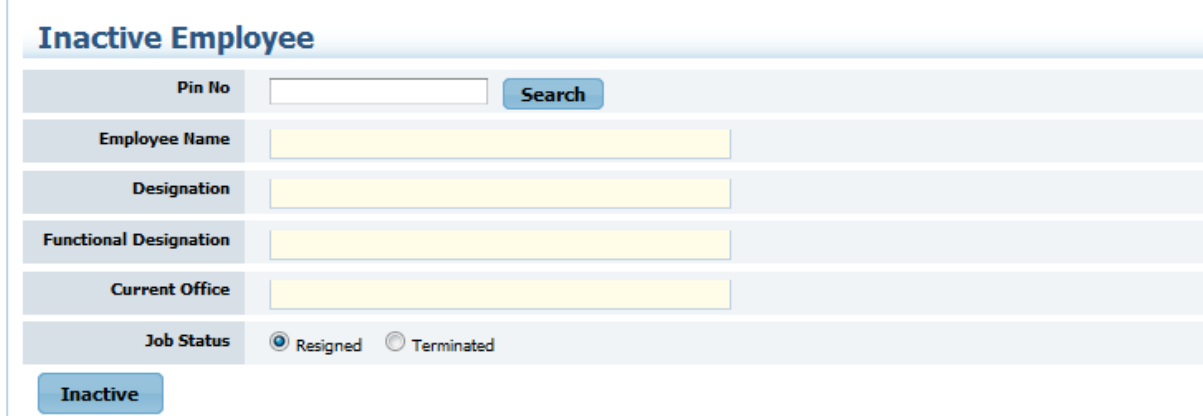
Image: Block Employee page

 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.

Image: Block Employee page

3.1.2.5 Search Employee

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

Image: Search employee page

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

> ℹ️
>
> *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
  - o PIN
  - o Name
  - o Proposal No
  - o Proposed By
  - o 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	-Select Country-
Office	
Employee PIN *	

Employee Info			
Employee Name			
Employee Category		Employee Level	
Program		Project	
Department		Employee Office	
Designation		Functional Designation	
Contract Expiry Date			

Basic Information		
Proposal No	AUTO	
Proposal Date	15-02-2015	
Program Type *	Select program type	
Program *	-Select program-	
Project *		
Department *	Select Department	
Category	Category * Select category	
Employee Level *	Select level	
Designation	Designation *	Functional Designation * Select functional designa

Renew Contract Info			
Expiry Date *	DD-MM-YYYY	Extended For	
Contract Renewal Related Paper	Browse		

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 ot 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.

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.

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**	×
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** 12	**Days** 1	
Contract Renewal Related Paper	Renewal of contract Related Supporting Documents		

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	Date
Proposal	Authorised	Country Human Resource	[0034362]- Faruque Ahmed [FD003]- Executive Director	15-01-2016
Comments: qwertyjk				
Proposal	Authorised	Country Representative	[0034362]- Faruque Ahmed [FD003]- Executive Director	15-01-2016
Comments: dfghj,				
Proposal	Authorised	Country Head of Accounts	[0034362]- Faruque Ahmed [FD003]- Executive Director	15-01-2016
Comments: ertyu				
Recommendation	Authorised	Director Finance	[0034362]- Faruque Ahmed [FD003]- Executive Director	15-01-2016
Comments: etyu				
Recommendation	Authorised	Anchor	[0154028]- Tasrin Jahan [FD230]- Team leader,HR-New project & systems	15-01-2016
Comments: Authorized				
Recommendation	Not Required	Anchor	[0098570]- Md. Rafiqul Islam [FD221]- Manager,IT	15-01-2016
Recommendation	Authorised	CPO BRAC International	[0000223]- SHIB NARAYAN KAIRY [FD219]- Chief Financial Officer	15-01-2016
Comments: wertyu				
Approval	Not Required	Executive Director, BRAC	[0150044]- T M Selim [FD234]- Monitoring Lead	15-01-2016
Approval	Authorised	Executive Director, BRAC	[0154139]- Md. Fahimul Islam [FD227]- Team Leader, Learning & Development	15-01-2016
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	III	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
Convance	0	0
Total Amount	0	0

Process Information					
	Type	Status	Date	Authority	Comments
	Recommendation	Done	11-09-2014	Onenarach Jimmy [D035] Accounts Officer	ok
	Approval	Done	11-09-2014	Matovu Abdul Azilzi [D062] IT Support Staff	ok
Email To					

Generated Order

Image: Employee Contract Renewal propsal 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

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

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.

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	[BI] - BRAC Center, Bangladesh

Edit Employee Document Upload

Document Cetegory *	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.

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 Cetegory	Appointment
Sub Category	Appointment letter
Upload Date	01-01-2016
Document Upload	Appointment letter

Remove   **Back to List**

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	kaz ▼

KAZI SAMIUN RAHMAN [011000056]

KAZI SAMIUR RAHMAN [011000057]

KAZI MOSHARROF HOSSAIN [011000058]

Logged in country office employees   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   KAZI SAMIUR RAHMAN [011000   ▼]

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 (011000057)

| Employee Information | Employee Documents |

Project
Emergency nutrition (Unicef)
Department
HR & Training
Employee Category
Contract Staff
Level
XI
Designation
Executive Director
Functional Designation
Executive Director
Joining Date
21-01-2016
Supervisor
Mr. MOU MAJAK [3700298]
Current Office
[SS400001]-Torit
Job Status
Active
Date of Birth
08-02-1981
Gender
Male
Mobile

Email
abc@yahoo.com

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

|◄ ◄ Page 1 of 0 ►► ►| No records to view

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

|◄ ◄ Page 1 of 0 ►► ►| No records to view

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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.

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.

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 bellow on the basis of selected search criteria*. Criteria is given bellow:
- Country
- Office Info
- Employee PIN

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

Image: Pending Requested List page

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

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.

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 HRlist can show any combination of above search criteria*

Approved Employee List

	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

◉ **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

Office Info	[▼]
From Level *	[▼] **To Level *** [▼]

Add Employee

Employee Info	[▼]	**Add**

Employee Name	Designation	Project	Remove
[0000223]- SHIB NARAYAN KAIRY	[D002]- Chief Financial Officer	[BD-0002]- BRAC Bangladesh	⊖

From Date *	21-01-2016	**To Date ***	21-01-2017
Remarks	Maximum 2000 character		

Update   **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
    o Create Transfer Order
    o Revise Transfer Order
    o Cancel Transfer Order
- Charge Handover
- Country Settlement
- Join After Deployment
    o Releasing Office JAT
    o 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
    o PIN
    o Name
    o Proposal No
    o Proposed By
    o 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.

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

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 *	

[Recommended] [Request For Modification] [Rejected] [Go to List]

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.
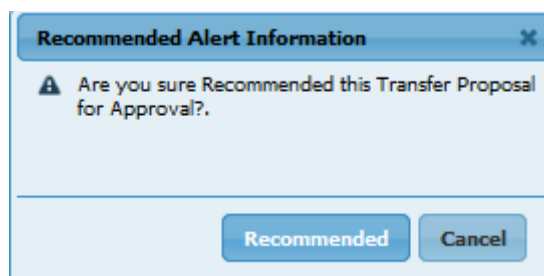
vi.   Click 'Request for Modification' Button to back the transfer proposal to propose of the transfer proposal. An alert message will appear to request for modification of the transfer proposal. User can cancel the operation.
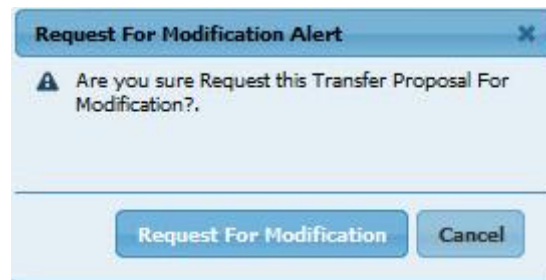
vii.   Click 'Reject' Button to reject the transfer proposal. An alert message will appear to reject the transfer proposal and after delete action it goes back to list page.

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 Aziizi [D062] IT Support Staff	

Comments *

[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.

Image: Employee Transfer Order list page

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

Employee Transfer Order

Employee Transfer Order Info

Field	Value
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	Current Functional Designation
	Credit Officer	Credit Officer

Field	Value
Last Transfer Date	
Program Type *	Core Programme
New Program *	Select New Program
New Project *	
Proposed Office *	[UG300001] Kampala
New Level *	III

Designation	New Designation *	New Functional Designation *
	[D020] Credit Officer	Credit Officer

Field	Value
Is Charge Handover Required	☐
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.

Image: Revise Transfer Order list Page

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

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.

Image: Update Transfer Order List Page

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

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.

Image: Cancel Transfer order list Page

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

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	-Select Country-
Office	
Employee PIN	

Search

Employee Charge Handover List

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	[051001255]- 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**	[UG500001]- Kampala
Designation	[0020]- Credit Officer	**New Designation**	[0020]- Credit Officer
Functional Designation	[FC019]- Credit Officer	**New Functional Designation**	[FC019]- Credit Officer

Employee Responsibility Handover Info

Handover Date *	11-09-2016
List Of Pending Task	
Attachment	Drou

Employee Responsibility Handover Details

Handover To *	-Select Employee-
Handover Date *	DD-MM-YYYY
Responsibilities *	

Add More Responsibility

Employee Finance Handover

Bank Balance(Local)	Amount		Date	DD-MM-YYYY
Bank Balance(USD)	Amount		Date	DD-MM-YYYY
Cash(Local)	Amount		Date	DD-MM-YYYY
Cash(USD)	Amount		Date	DD-MM-YYYY
Signed Cheque No.	From		To	
Unsigned Cheque No	From		To	
Handover	-Select Employee-			

Witness Information One

Witness Name *		**Designation**	
Date *	DD-MM-YYYY		

Witness Information Two

Witness Name *		**Designation**	
Date *	DD-MM-YYYY		

Create   **Cancel**

Image: Employee Charge Handover page

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

Employee Charge Handover List

Country	[728]-South Sudan
Office	
Employee PIN	

Search

Employee Charge Handover List

Order No	Proposal Date	Type	Status	Country	Employee Info	Current Projec
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	-Select Country- ▼
Office	▼
Employee PIN	
From Date	DD-MM-YYYY
To Date	DD-MM-YYYY

Search

Employee Ready To Settlement List

Order No	Proposal Date	Type	Status	Country	Employee Info	Current Project

Image: Employee Country settlement list page

> ℹ ** 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	|__-__|	To	DD-MM-YYYY	Date	0
Leave Salary Up To (Date)		Days			0
Advance Salary Paid From	DD-MM-YYYY	To	DD-MM-YYYY	Date	0
Food Allowance From	DD-MM-YYYY	To	DD-MM-YYYY		0
NSSF/PF/ETF/EPE					0
Liability					0
Loan Outstanding					0
Others					0

Total

Total payable to staff	0
Total receivable from staff	0
Net payable to staff	
Settlement Date	14-09-2014
Remarks	
Attachment	Browse

[Settled] [Settled with Liability] [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

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
SSCHO-2016101	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

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	-Select Country- ▼
Office	▼
Employee PIN	
From Date	DD-MM-YYYY
To Date	DD-MM-YYYY

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 og 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.

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.

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	051001255		
Proposal Type	Transfer		
Before Transfer		**After Transfer**	
Working Station	[UGCHO]- Uganda Country 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		
House Rent		
Medical Allowance		
Convance		
Total Salary		
Salary date in current work	12-12-2013	

Liabilities/Comments

Leave Balance Information

Leave balance	2	Days
Maternity	From	To
Paternity	From	To

Office Accommodation Information

Used before transfer	Yes ○	No ◉
Attachment		

Transfer Information

Transferred by his/her own accord	Yes ○	No ◉
Transfer Leave	From 12-12-2013	To 12-12-2014

Loan Information

Loan (If applicable)	☐
Attachment	
Motorcycle Liability	○ Returned ○ Settled ◉ Not Required
Attachment	

Transferred Office

Name of Working Station :	Kampala (UG300001)
Date of Joining :*	DD-MM-YYYY
Time :	
is Office Accommodation :	Yes ○
Supervisor : *	
Attachment :	

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.

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

Transfered 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 ○ No ●
Accommodation Document	Browse

Transfer Information

Transferred by his/her own accord	Yes ○ No ●
Transfer Leave	From 28-01-2016 To 28-01-2016

Loan Information

Loan (If applicable)	☐
Motorcycle Liability	● Returned ○ Settled ○ Not Required
Loan Related Document	Browse

Update

Image: Release Office Join After Transferpage

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iii.   Employee Basic information will auto load based on the transfer proposal.
iv.   Enter Date of Leaving (DD-MM-YYYY), Expected Date og 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.

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

Transfered 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 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 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.

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

Search

All Transfer List

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

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	Date
Proposal	Authorised	Country Representative	[012000116]- Mohd. Rakibul Bari Khan [FD008]- Country Representative	28-01-2015
Recommendation	Authorised	Country Representative	[012000021]- Md. Abul Kashem Mozumder [FD008]- Country Representative	28-01-2015
Recommendation	Authorised	CPO BRAC International	[011000041]- REEMA SEN [FD113]- Chief People Officer	28-01-2015
Approval	Authorised	Executive Director, BRAC International	[012000009]- FARUQUE AHMED [FD005]- Senior Director	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

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.

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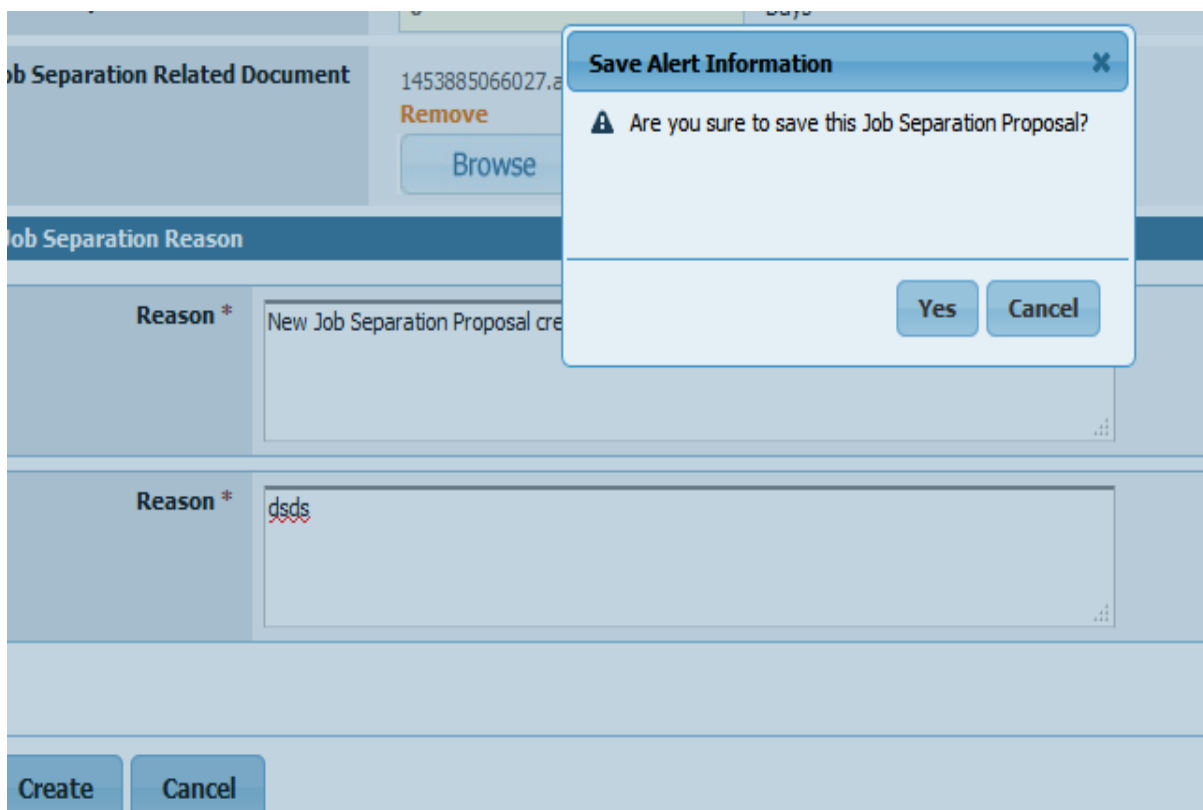
xiii.   Click on Yes button.
Observe that New Job Separation Proposal will be created with created message

Create Job Separation Proposal

Job Separation Proposal Info

Proposal No	AUTO
Proposal Date	16-06-2019

Employee Lookup

Country	-Select 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 *	Select Job Separation Type ▼
Notice Period	Days
Last Working Date *	DD-MM-YYYY
Notice Pay	0 Days
Job Separation Related Document	

Job Separation Reason

Reason *	

Add 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	[00000081]- 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   First | Previous | 1 | Next | Last

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	**Employee Category**	Contract Staff
Program	[12]- BRAC International HO (BD)	**Employee Level**	XII
Project	[BD-0001]- BRAC International HO (BD)	**Designation**	[D271]- Regional Director, Asia
Current Office	[BI]- BRAC Center, Bangladesh	**Functional Designation**	[FD236]- Regional Director, Asia
Department	General Department	**Joining Date**	17-11-1980
Resignation Submission Date	16-06-2019	**Last Working Date**	20-06-2019
Job Separation Type	Retirement (Routine)	**Status**	On Authorization
Notice Period (In Days)	0	**Notice Pay (In Days)**	0
Reason	Retirement		

Table of Authority — Termination Local Program Manager and Above

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

Comments [   ]

[Edit] [Authorize] [Delete] [Go to List]

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

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

Image: Employee Job separation Order list page

ii. 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	AUTO
Order Date	11-09-2014
CC To	

Order   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	-All Country- ▼					
Office	▼					
Employee PIN						
Search						

Job Cancel Separation Order List						
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.

Image: Job separation Proposal Cancel Order page

Observe that All proposal related information will auto load based on proposal creation.

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 Employe 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

Employee Charge Handover List

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	**Employee Category**	Contract Staff
Program	[02]- Health Program	**Employee Level**	VII
Project	[SS-0013]- Emergency nutrition (Unicef)	**Designation**	[D313]- Project Manager
Current Office	[SS400010]- 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
Notice Period (In Days)	0	**Notice Pay (In Days)**	0
Reason	Employee Submitted resignation through email and did not join office after that.		

Employee Charge Handover Info

Handover Date *	16-06-2019
List of Pending Task	
Charge Handover Document	

Employee Charge Handover Details

Handover To *	
Handover Date *	DD-MM-YYYY
Responsibilities *	

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

Employee Finance Handover

Bank Balance(Local)	Amount		Date	DD-MM-YYYY	
Bank Balance(USD)	Amount		Date	DD-MM-YYYY	
Cash(Local)	Amount		Date	DD-MM-YYYY	
Cash(USD)	Amount		Date	DD-MM-YYYY	
Signed Cheque No.	From		To		
Unsigned Cheque No	From		To		
Handover					

Witness Information One

Witness Name *		**Designation**	
Date *	DD-MM-YYYY		

Witness Information Two

Witness Name *		**Designation**	
Date *	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

Employee Charge Handover List For Edit

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-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.

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)	DD-MM-YYYY	To	DD-MM-YYYY	Amount	0
Leave Salary Up To (Date)	DD-MM-YYYY	Days	0	Amount	0
Advance Salary Paid From (Date)	DD-MM-YYYY	To	DD-MM-YYYY	Amount	0
Food Allowance From (Date)	DD-MM-YYYY	To	DD-MM-YYYY	Amount	0
NSSF/PF/ETF/EPE					0
Notice Pay					
Liability					0
Loan Outstanding					0
Others					0

Liability Information

Is Liable *	○ Yes ○ No
Remarks	
Attachment	Browse

Asset Information

Asset clearance is not required as no setup is found

Create   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	-All Country- ▼
Office	▼
Employee PIN	

Search

Employee Clearance List

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] Ge
SSCHO-2016903	[728]-South Sudan	[3700336] Md. Maksudul	Clearance done	Termination	[D055] Cook	[SS-0023] Ge
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] Ge
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 TAKO	Clearance done	Resignation	[D085] Trainer	[SS-0009] Ac

|◄ ◄◄   Page 1 of 1 ►► ►| 10 ▼   View 1 - 9 of 9

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)	DD-MM-YYYY	To	DD-MM-YYYY	Amount	0.0
Leave Salary Up To (Date)	DD-MM-YYYY	Days	0.0	Amount	0
Advance Salary Paid From (Date)	DD-MM-YYYY	To	DD-MM-YYYY	Amount	0.0
Food Allowance From (Date)	DD-MM-YYYY	To	DD-MM-YYYY	Amount	0.0
NSSF/PF/ETF/EPE					0.0
Notice Pay					
Liability					0.0
Loan Outstanding					0.0
Others					0.0

Liability Information

Is Liable *	○ Yes ◉ No
Remarks	
Attachment	

Update   **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

Employee Settlement List

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	○ Yes ● No
Remarks	

Settlement Information

* Required

Total payable to staff *	0
Total receivable from staff *	0
Net payable to staff *	
Settlement Date *	16-06-2019
Remarks	
Settlement Document	

[Settled]   [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	-All Country-
Office	
Employee PIN	

[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 From 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	[SS-0013]- Emergency nutrition (Unicef)	Designation	[D313]- Project Manager
Current Office	[SS400010]- 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:		Designation	

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?*   ○ 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
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?

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?*   ○ Yes   ○ No
16. What changes in your current job/ organization would make you happy?

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
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

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:	sds	**Designation**	dsdsds

Please specify the main reason for your resignation:*
> dsdsd

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* dds

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?
> dsdsd

Exit Interview Document Exit Interview
[Browse]

[Update] [Back To List]

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

Employee Release List

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

* 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 *	○ Yes ○ No

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.

Image: Job Separation Detail page

ii.   Please Select, **HR ->Job separation ->Associated Job Separation List**
iii.   Observe that authorized info is available is Job Separation Proposal List

Job Separation Proposal List

Job Separation Proposal Searching Form

Country	-All Country- ▼
Office	▼
Employee PIN	
Status	-Select Status- ▼
From Date	DD-MM-YYYY
To Date	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 RETESTING UR	Released	[D063] Junior Financial Analyst	[BD-0002] BRA

Image: Job SeparationProposal List page

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

Job Separation Detail

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	[BI]- 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	Date
Proposal	Authorised	Respective Supervisor	[0000223]- SHIB NARAYAN KAIRY [FD219]- Chief Financial Officer	27-01-2016
Comments: sdfgbn				
Recommendation	Not Required	Country Human Resource	[0034362]- Faruque Ahmed [FD003]- Executive Director	27-01-2016
Comments: dsdsd				

Order No	BI-2016103
Order Date	27-01-2016
CC To	N/A

Employee Charge Handover Info

Handover Date	27-01-2016
List Of Pending Task	N/A

Employee Charge Handover Details

Employee Name	Responsibilities	Handover Date
SHIB KAIRY	fgfgfg	27-01-2016

Employee Finance Handover

Bank Balance(Local)	Amount	Date
Bank Balance(USD)	Amount	Date
Cash(Local)	Amount	Date
Cash(USD)	Amount	Date
Signed Cheque No.	From	To
Unsigned Cheque No	From	To
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)		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
Notice Pay					
Liability					0.0
Loan Outstanding					0.0
Others					0.0

Liability Information

Is Liable	Yes
Remarks	dsded
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	rrtr

Release Information

Last Working Date	28-01-2016		
Effective Date	28-01-2016		
Recruited again in Future	Yes		
Latest Monthly Salary	Gross 1.0507951E7	Basic 9999999.0	Currency Name BDT
Salary Paid up to Date	28-01-2017		
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] BRA HO (BD)
BI-2016105	21-01-2016	[050]-Bangladesh	[0000027] Dr. Ahmed Mastaqur Raza Chowdhury	Released	[D218] Advisor to the Chairperson	[BD-0002] BRA
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 RETESTING HR	Released	[D063] Junior Financial Analyst	[BD-0002] BRA
BI-2016101	15-01-2016	[050]-Bangladesh	[0154158] Khalifa Nazim Uddin	On Recommendation	[D242] Deputy Manager, Finance & Accounts	[BD-0001] BRA HO (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	Action Taken By	Date
	Proposal	Pending	Regional Manager	[00007014]- PARVEN AKHTER KHANAM [FD022]- Programme Manager	-

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.

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.
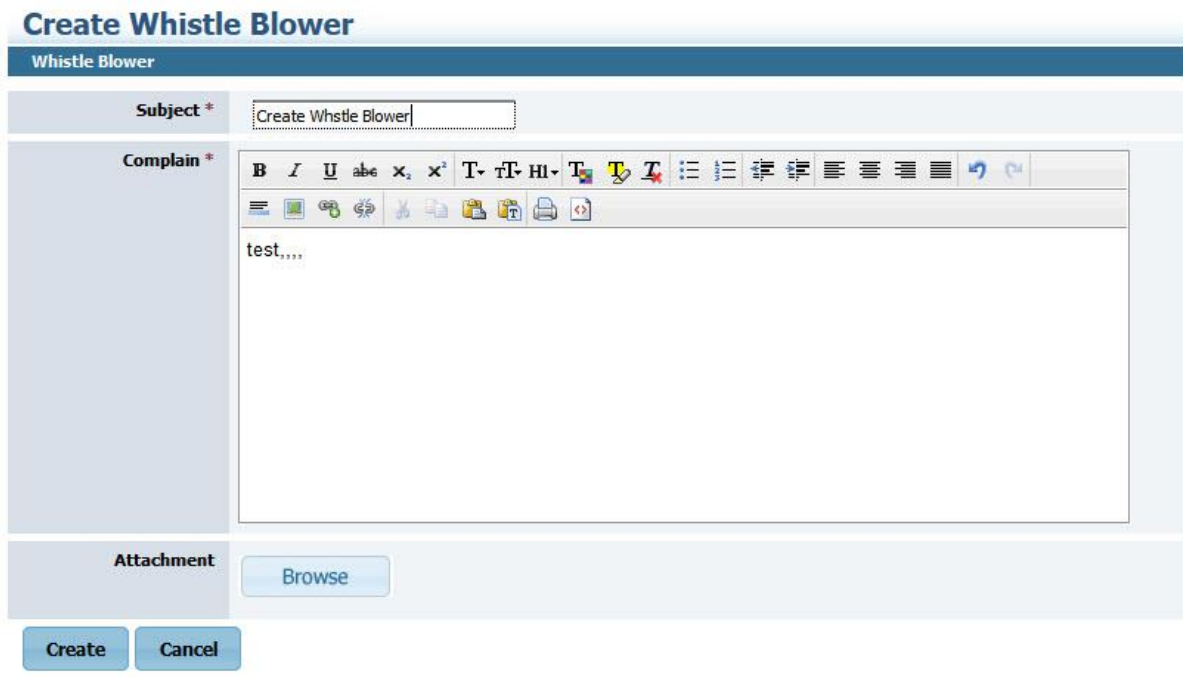
Image: Create Whistle Blower page

    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.

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.

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.

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

	HR Grievance Action Taken List				
Country	-Select Country-				
Office					

Search

HR Grievance Action Taken List

SL	Title	File Date	Occurrence Date	Status	Grievance Action
1	Occurance	12-12-2014	15-02-2015	NEW	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	adsf
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
☑	[012000001]-Falze Hasan Abed	[D001]- Chairperson

Action Text *	weg
Attachment	Browse

Grievance Action   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.

Image: Employee Appeal/Reply Page

> ℹ️ *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.*

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.

> ℹ️ *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	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 *	16-09-2014
Appeal Text *	
Attachment	Browse

[Appeal] [Back]

Image: Employee grievance appeal page

Showcause List

Showcause List

Country	Select country
Office	

[Search]

Show Cause List

SL	Date	Title	Misconduct	Name	Designation	Reply
1	2013-12-12	test	12	TEST MALE EMPLOYEE	[D046]- Monitor	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 *	16-09-2014
Reply Text *	
Attachment	Browse

Reply **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.

Image: need data continue further process

> ℹ️ *Note: If action taken as investigation and observationthen employee grievance information will come to committee feedback list page ofrespective committee member*

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	VI
Project	[UG-0001]- Microfinance Project	Designation	[DO46]- 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	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 *	
Attachment	Browse

[Grievance Comments] [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.
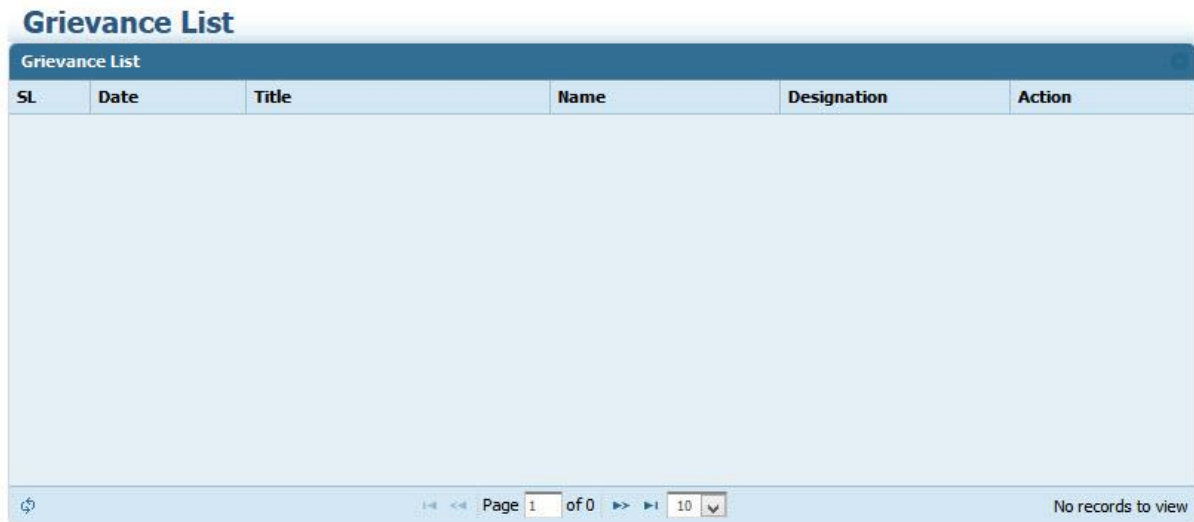
Image: HR Reply/Appeal page

3.4.9　Grievance Misconduct Info

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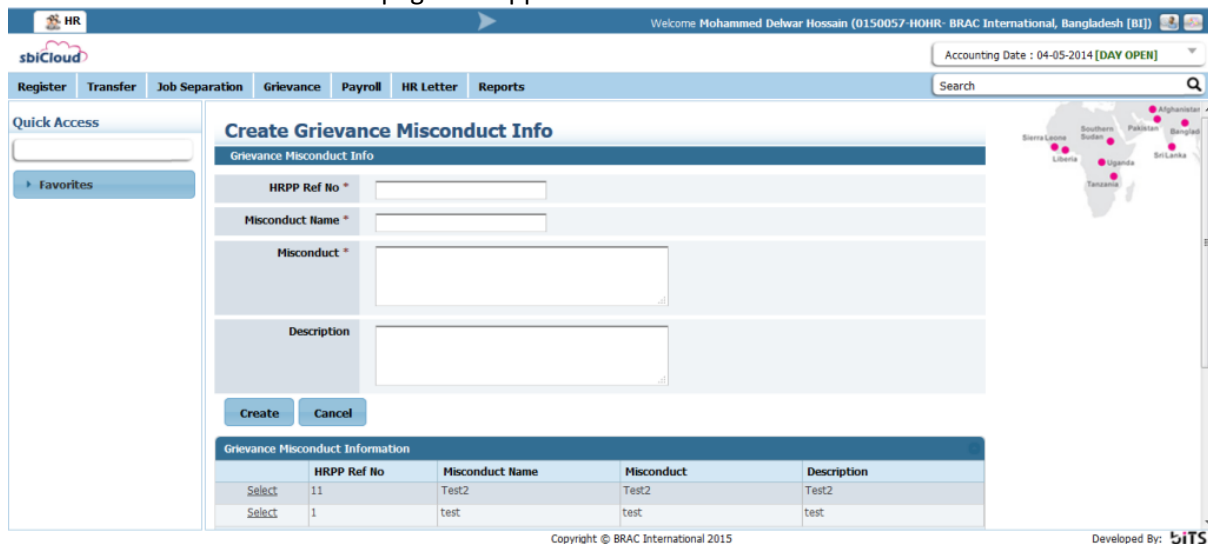
Image: Grievance Misconduct Info page

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

© Copyright 2019 BRAC IT Services Limited
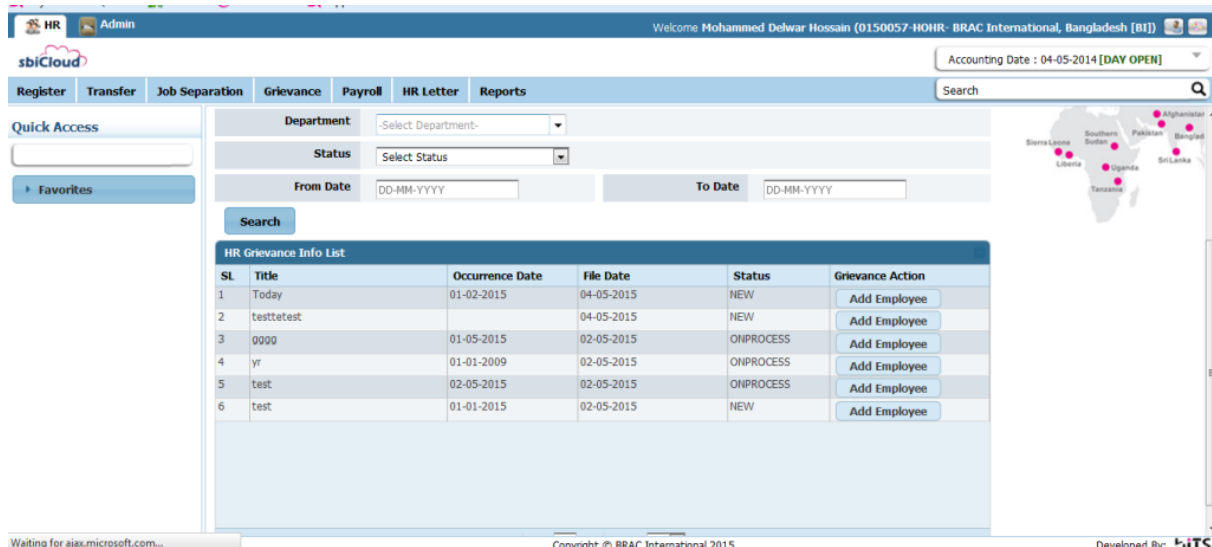
ii.   On the result page search for the employee, click on add button, and Click on Add Accused employee link.
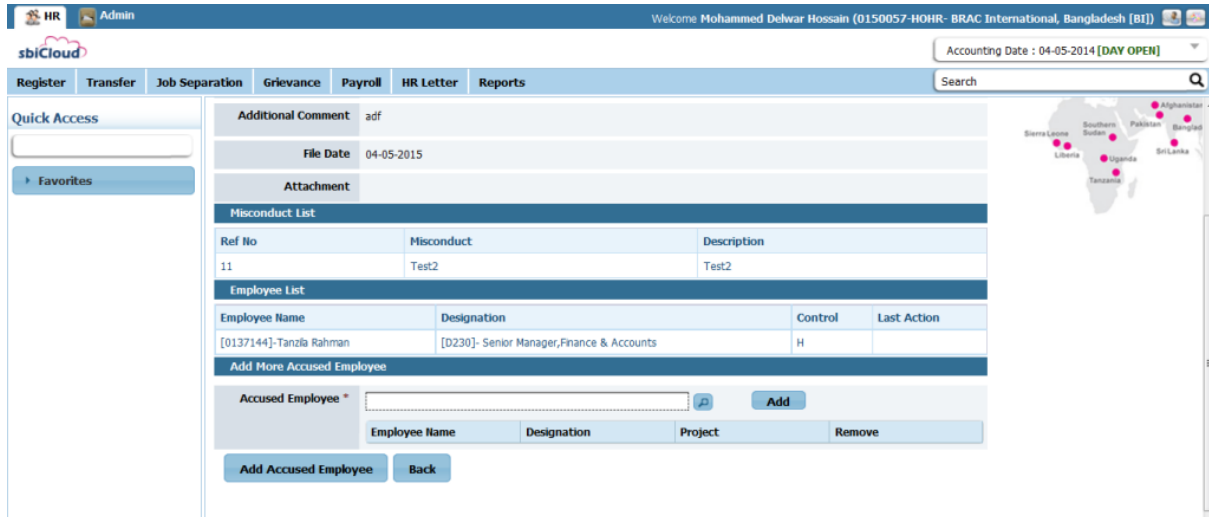
Image: Add Accused Employee page

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

- HR letter Management

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

3.5.1.1   Transfer Order Letter

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

List For Transfer Order Letter

Country	[834]-Tanzania
Office	
Employee PIN	

Search

List For Transfer Order Letter						
Transfer Order Letter	**Proposal Date**	**Type**	**Status**	**Employee Info**	**Current Project**	**New Pr**
Generate Letter	07-07-2033	TRANSFER	Approved	[012000121] - Mr. Gopal Ch. Pramanik	[TZ-0001] - Microfinance Project	[UG-000

Image: List for Transfer Order Letter image

ii.   Select 'Country' from the drop-down
iii.   Click 'Search' ;List of Transfer Order Letter will loaded on the list box
iv.   Click 'Generate Letter' from the list and the following screen will appear

Employee Transfer Order Letter

Create Transfer Order Letter	
Template Country *	-Select Country-
Template Type *	-Select Hr Letter Template-
Letter Body *	
Is Terms & Condition required	☐
Signatory Template *	-Select Signatory Template-
Issue Date *	DD-MM-YYYY

Save Draft   **Reset**

Image: Employee Transfer Order Letter image

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	BRA(
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	BRA(
Generate Letter	Mr. KAZI SAMIUN RAHMAN	012000297	BRAC International HO (BD)	Office Assistant	BRA(
Generate Letter	Mr. NADA DULAL SAHA	012000296	BRAC International HO (BD)	Director	BRA(
Generate Letter	Mss. DR. SHARMIN AKHTER JAHAN	012000295	BRAC International HO (BD)	Senior Program Manager	BRA(
Generate Letter	Mr. KHALIFA NAZIM UDDIN	012000294	BRAC International HO (BD)	Deputy Manager	BRA(

Page 1 of 1   10   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 Contact Order letter' screen will appear.
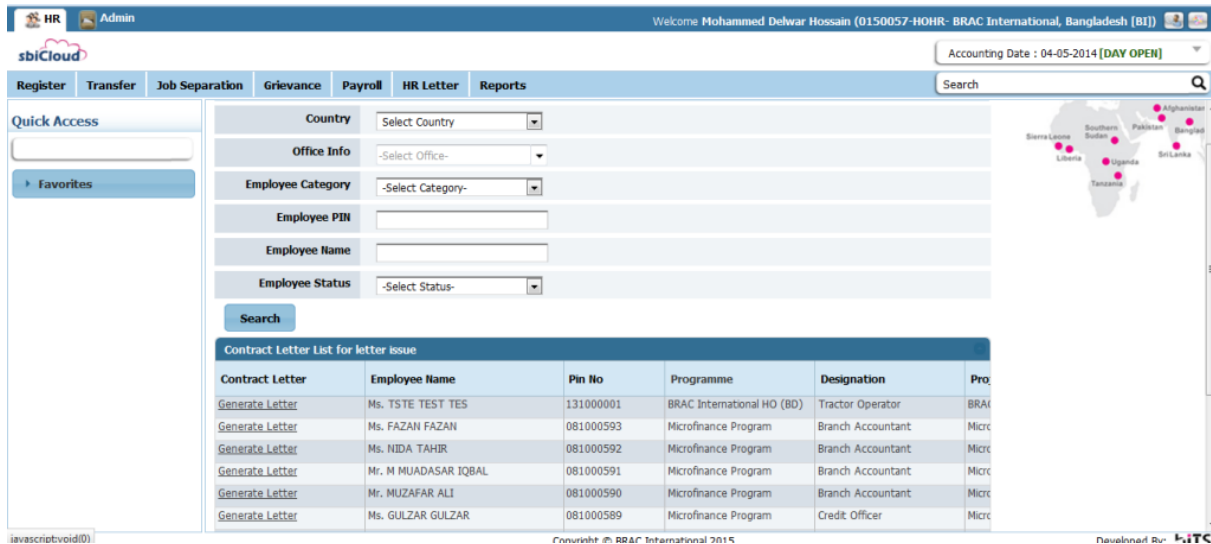
Image: Contract Order letter List page

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;
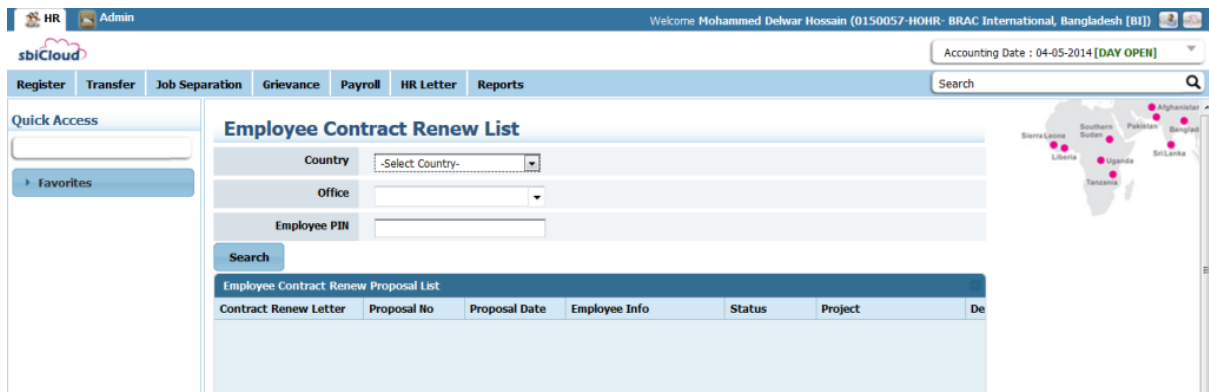
Image: Contract Renewal letter List page

ii.   On the result page enter all the mandatory field information and create Contract Renew Letter
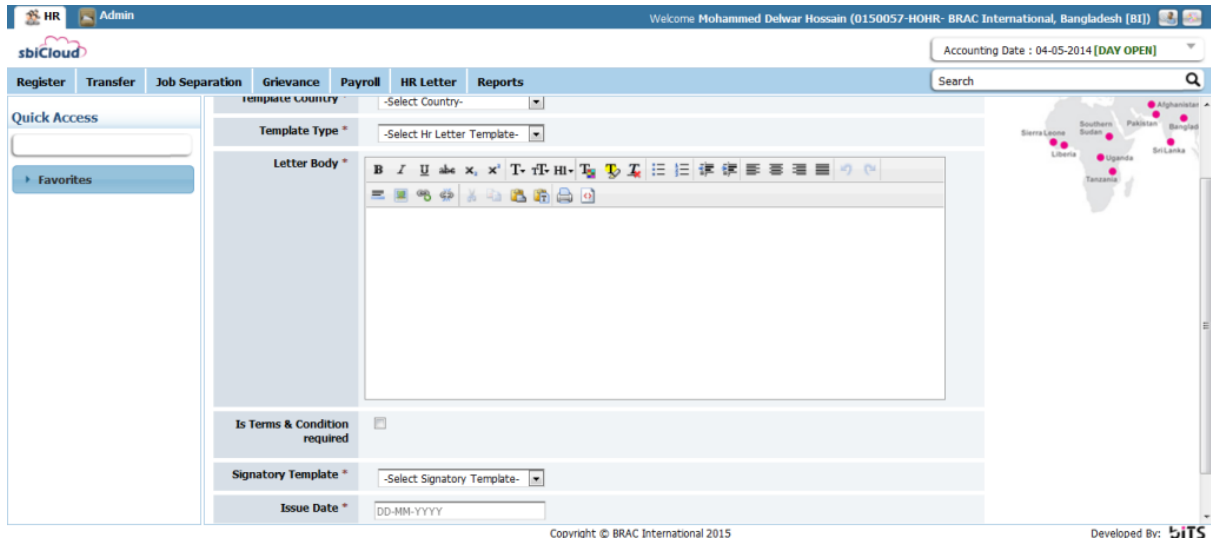
Image: Contract Renewal letter page

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;
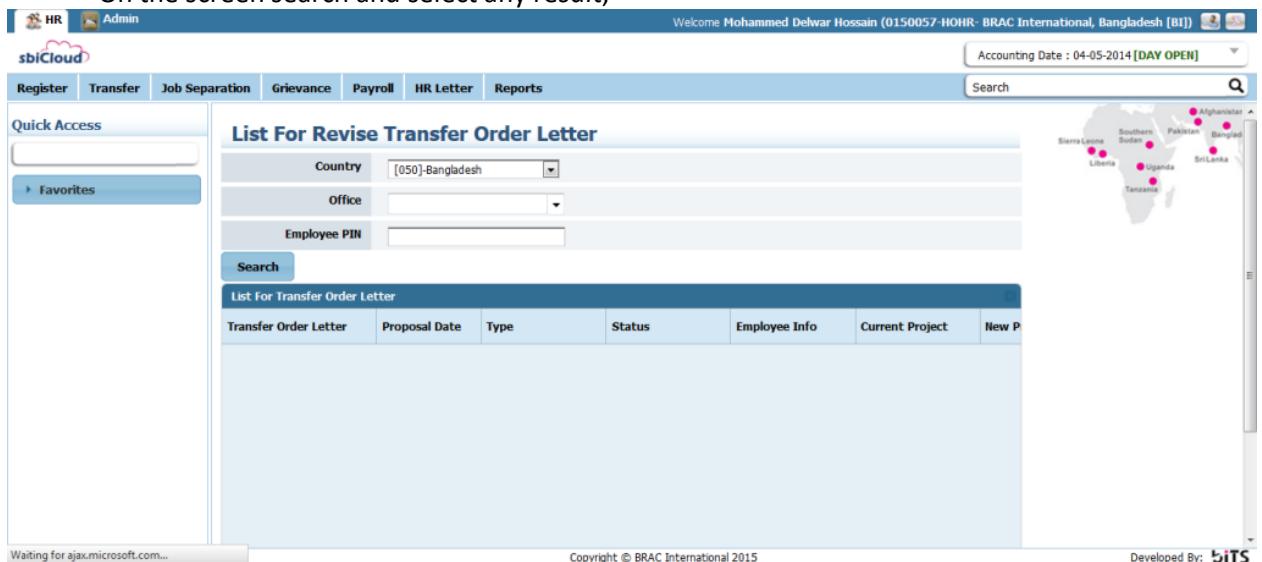
Image: Revise Transfer Oder letter List page

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.
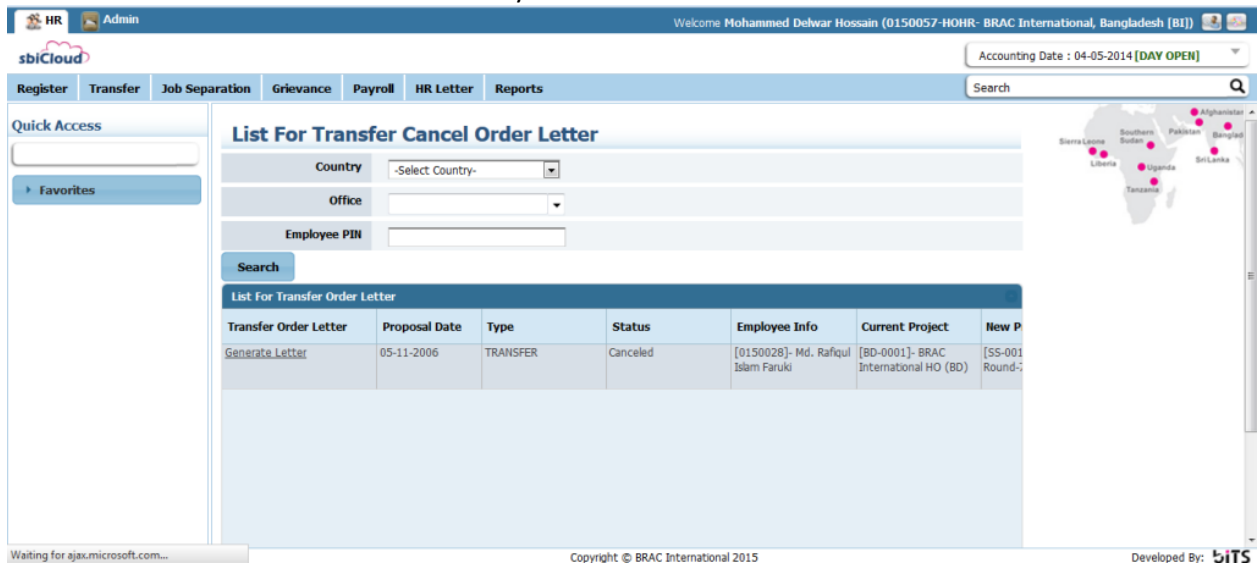
Image: Transfer Cancel Order List page

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.
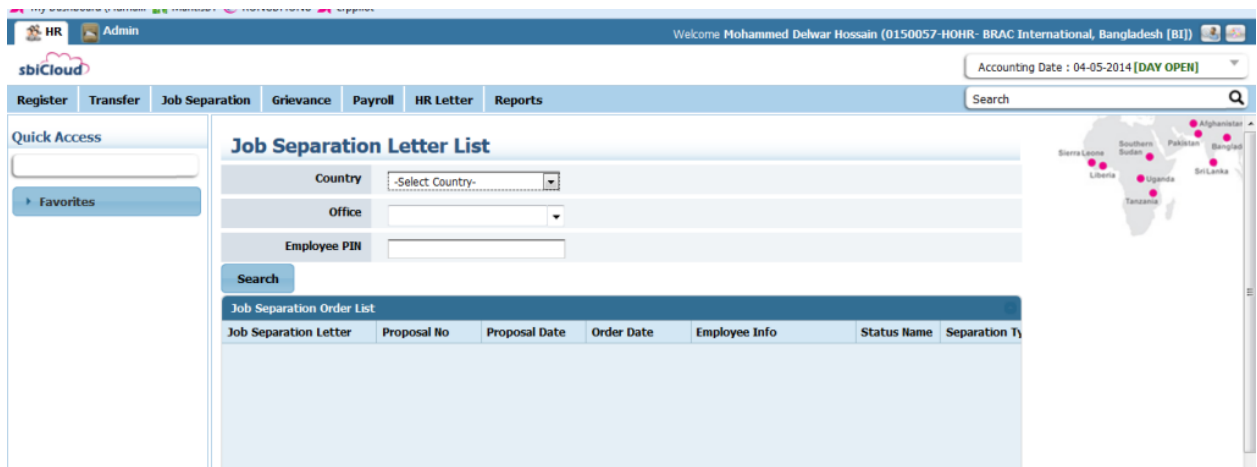
Image: Job Separation Order List page

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.

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.

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.

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

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

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
Country	Bangladesh
Template Type	Terms
Template Name	Test
Allowed Variables	Allowed Variables
Letter Text	Test...
Is Default	○ Yes ● No

Create   Cancel

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).

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
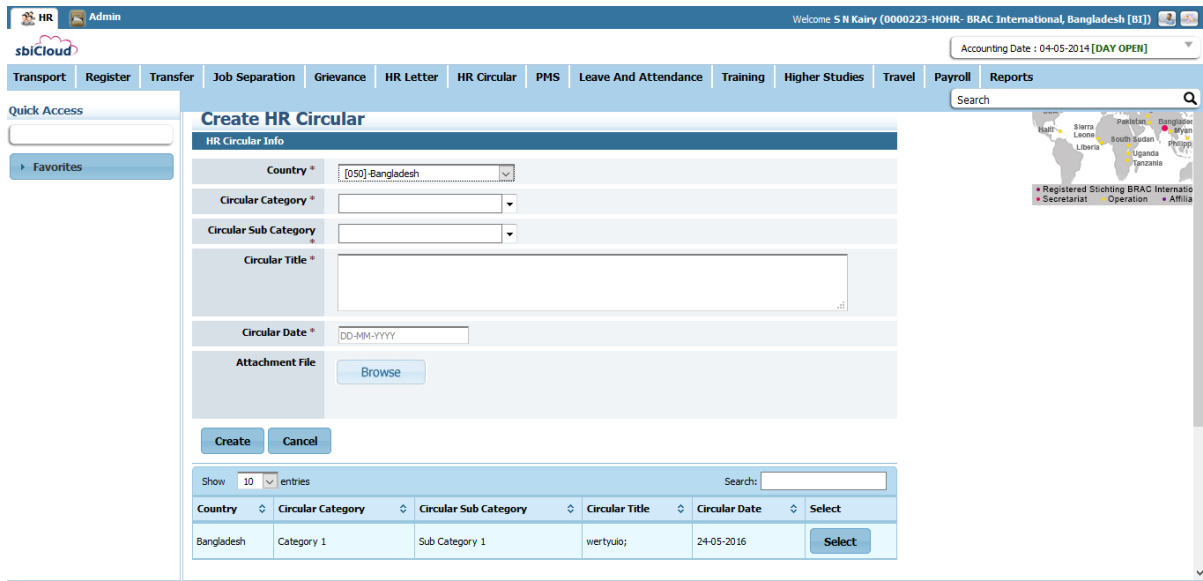
Image: Create HR Circular Page

3.6.2 Circular List

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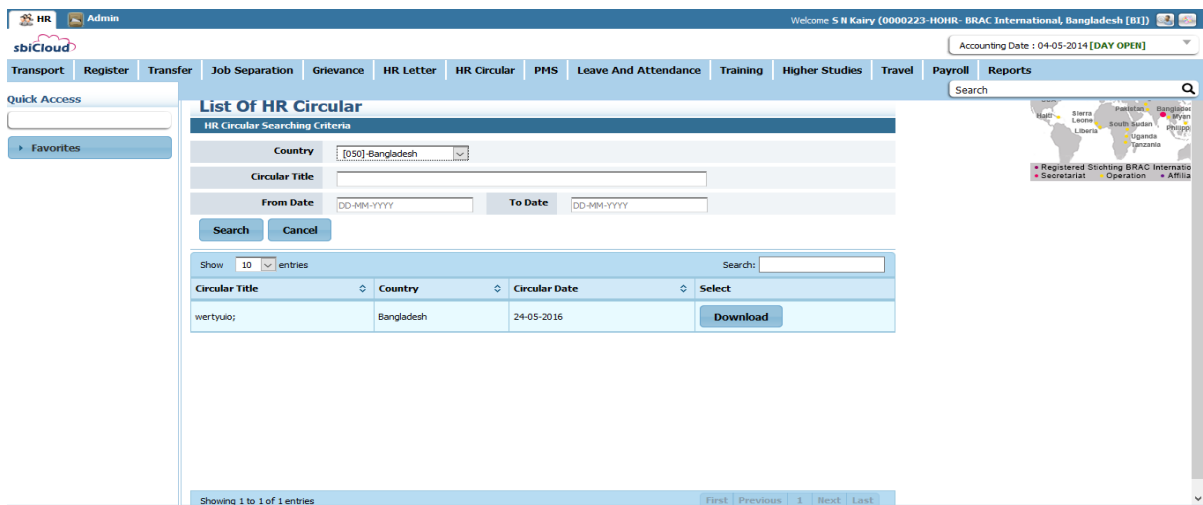
Image: List of HR Circular

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

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

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

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

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

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-

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	

[Create] [Cancel]

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	

[Create] [Cancel]

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-

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-

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-

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	

|�◄ ◄◄ Page 1 of 0 ►► ►| 10 ▼   No records to view

Employee Leave Apply

* Required

Leave Category*	▼
Leave Type*	▼
Is Half Day	☐
From Date*	DD-MM-YYYY
To Date*	
Duration In Day*	
Phone No On Leave	
Address On Leave	
Reason	
Document	

[Apply] [Cancel]

Image: Employee Leave Apply

Following required option needs to fill up-

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 Apply Authorization List

Select	Application Date	Leave Type	Status	Employee Info	Project	Department
Select	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	Date
Proposal	Pending	Respective Employee	-	-

Comments

[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-

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	**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		

Authorization Info

Authorization Trail

Type	Status	Actor	Action Taken By	Date
Proposal	Pending	Respective Employee	[0134615]- Dr.Sharmin Akhter Jahan [FD182]- Senior Programme Manager, Health	-

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*	DD-MM-YYYY	**To Date***	DD-MM-YYYY

Search   **Cancel**

Show 10 ▼ entries   Search:

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* | 01-01-2018 | | | To Date* | 30-12-2019 | | |

Search   Cancel

Show 10 ▼ 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*	Annual Leave ▼
Leave Type*	-Select Leave Type- ▼
☐ Is Half Day	
From Date*	DD-MM-YYYY	To Date*	DD-MM-YYYY
Duration In Day (Working Day)*	
Phone No On Leave	
Address On Leave	
Reason	
Document	

Edit   Cancel   Back To List

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-

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	DD-MM-YYYY			To Date	DD-MM-YYYY	
Leave Status	Select Leave Status ▼					

Search   **Cancel**   **New Leave Apply**

Show 10 ▼ 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	09-01-2019	09-01-2019	1	APPROVED	

Showing 1 to 10 of 74 entries   First Previous 1 **2** 3 4 5 Next Last

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-

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, Tentasive 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 **Tentasive 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 Conpensatory Leave Apply following steps need to follow-

> i. Click **HR > Leave and Attendance > Employee Leave Apply > Conpensatory Leave Apply**
>
> Following interface will appear-

Compensatory Leave Assign By HR

Search Employee	* Required
Country *	-Select Country- ▼
Office Info	▼
Employee	-Select Employee- ▼
Date*	
PunchIn Time	PunchOut Time
Assign Leave Days*	
Reason	
Attachment	

Apply   Cancel

Image : Conpensatory 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** fild.
>
> iv. Click 'Apply' to assign employee
>
> v. Click ' Cancel' to cancel leave

3.7.2.8 Compensatory Leave Approve

For Conpensatory Leave Approve following steps need to follow-

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

Following interface will appear-

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 wii show.

    vi.   Click Left Side Top box of Employee Info for All selection and others for single silection.

    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-

i.   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   10   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

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.

---

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 Info	
Leave Category	Annual Leave
Leave Type	Earn Leave
From Date	27-07-2015
To Date	27-07-2015
Leave Duration	1
Employee Leave Cancel Request	*Required
Reason Of Cancellation*	Maximum 2000 character
Cancel Attachment	Browse

Back To List   Apply   Reset

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

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-

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.

> ℹ️
>
> *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:

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	-

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
    - o   List for Leave Extension
    - o   Leave Extension Authorization
    - o   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 ►► ►| 10 ▾   No records to view

Employee Leave List For Extension

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: _____

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	**Apply**
Earn Leave	09-08-2015	09-08-2015	09-08-2015	1	dfsf	**Apply**
Paternity Leave	09-08-2015	11-08-2015	13-08-2015	3	wet	**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-

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-

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-

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

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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.

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 ▷ ▷| 10 ▼   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

[Search] [Cancel]

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	[Apply]
Earn Leave	09-08-2015	09-08-2015	09-08-2015	1	dfsf	[Apply]
Paternity Leave	09-08-2015	11-08-2015	13-08-2015	3	wet	[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	dfsf
Attachment	[Browse]

[Create] [Reset Data] [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

Select	Status	Employee Info	Project	Department	Designation	O

Employee Leave Early Back Apply List

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-

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	-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	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
  - o Attendance Status
  - o Attendance Configuration
  - o Shift Attendance Configuration

- Attendance Entry
  - o Employee Attendance Entry
  - o Attendance Entry By Supervisor
  - o Attendance Entry By HR
  - o Multiple Attendance Entry By HR
  - o 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-

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.

> ℹ️
>
> **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-

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.

> **i**
>
> *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 wise.*
>
> *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-

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 cofiguration.
     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-

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-

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-

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 systemtill 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-

   ii.   Select Office from drop-down

   iii.   Click on Search button according to searching criteria; system will show the follwoing search results-

Image: Multiple Attendance Entry by HR

Upload Attendance Info:

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

Following interface will appear-

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

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

Image: Average Head Count Span of Supervision

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

Image: Average Head Count Span of Supervision

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

	Country	Office	Supervisor	Average head count span supervision		
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]-AZIIZI 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		[BI]-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-

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-

Image: Level Wise Average Age of Employment

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

Level	Average Age of Employment
LEVEL WISE AVERAGE AGE OF EMPLOYMENT	
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	
I	0.1591
II	0.3446
III	0.3183
IV	1.0273
V	2.3782
VI	1.6379
VII	2.3697
VIII	1.4847
IX	7.9364
X	0.2635
XII	3.1972
XIII	26.4
XIV	5.2
XIX	53.2727
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-

Image: First/Second Year Service Resignation Rate

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

Image: First/Second Year Service Resignation Rate

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

3.9.1.4   Probation Extension Rate

i.   Please Select, **HR > Reports > Retention > Probation Extension Rates**
Following screen will appear-

Image: Probation Extension Rates

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

Image: Probation Extension Rates

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

	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	

Excel Report: Probation Extension Rates Report

3.9.1.5   Retirement Rate

i.   Please Select, **HR > Reports > Retention > Retirement Rate**
Following screen will appear-

Image: Retirement Rate

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

Image: Retirement Rate

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

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-

Image: Resign Vs Termination Ratio

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

Image: Resign Vs Termination Ratio

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

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-

Image: New Grievance List

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

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

3.9.2.2   Grievance Action List

i.   Please Select, **HR > Reports > Employee Relation > Grievance Action List**
        Following screen will appear-

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-

Image: Grievance Action List

iii.   Click 'Print' button
       Following report will generate-

Report: Grievance Action List Report

3.9.2.3 Grievance History

i. Please Select, **HR > Reports > Employee Relation > Grievance History**
Following screen will appear-

Image: Grievance History

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

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

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-

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-

Image: HR Department Staff Turnover Rate

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

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-

Image: Monthly Average Grievance Reporting

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

Image: Monthly Average Grievance Reporting

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

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-

Image: Level/Program/Gender Wise Grievance Reporting

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

Image: Level/Program/Gender Wise Grievance Reporting

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

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

i.   Please Select, **HR > Reports > Renewal Position Report > Visa and Other Document Status**
Following screen will appear-

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.

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.

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-

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.

Image: Upcoming Employment Renewal Status

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

Excel Report: Upcoming Employment Renewal Status

iv. Click on 'Export to PDF' button
Following pdf report will generate-

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-

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.

Image: Post Renewal Status Employee Info List

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

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 [050]

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 (Unicef)	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 (Unicef)	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	[BI] 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]

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	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	[BI] 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	[BI] 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	[BI] 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	[BI] 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
i.   Please Select, **HR > Reports > Transfer > Staff Transfer Information**
     Following screen will appear-

Image: Staff Transfer Information

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

Image: Staff Transfer Information

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

Excel Report: Staff Transfer Information Report

iv. Click 'Export to PDF' button
Following pdf report will generate-

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-

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-

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-

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-

Image: Employee Country Settlement

ii. Select 'Country' form 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-

Image: Join After Transfer

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

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 KAIAZUR 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

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
Provience/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 ☐   /   No ☑

Signature of Joining Staff	Signature of Supervisor
Date: 24-05-2016	Name: MOU MAJAK Date: 24-05-2016
	Designation: State Finance Manager 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 headquerters, one copy should sent to the accounts department.

Staff must Collect ID Number of Transfer(if applicable)   xxv

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

i.   Please Select, **HR > Reports > Separation Position Report > At a Glance Separation Report**

Following screen will appear-

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.

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-

Image: Resignation Staff List

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

Image: Resignation Staff List

iii. Click 'Print' button
Following PDF report will generate-

	BRAC International HR	Stichting BRAC International
	RESIGNATION STAFF LIST REPORT	
	From 21-05-2010 To 20-06-2020	

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-

Image: Terminated Staff List

ii. Select 'Country' form 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-

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.

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.

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-

Image: Exit Interview

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

Image: Exit Interview

iii. Click 'Print' from the list
     Following PDF report will appear-

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-

Image: Release Order

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

Image: Release Order List

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

Annexure-19/13

Bangladesh

2 copies of
Passport
size
photograph

RELEASE ORDER

Name: KAZI SAMIUN RAHMAN   PIN: 011000056   Designation: Regional Manager

Programme/ Dept.:BRAC Bangladesh   Location: BRAC Center, Bangladesh

Joining Date in BRAC:31-03-2016   Joining Date in current Programme/Dept.:

Last Working Date: 24-05-2016   Separation Type:Termination   Effective Date: 25-05-2016

Address of staff:

Cell Phone No:

Details of Liabilities (if any, please attach the supporting documents):

Description	Amount (BDT)
Total	

Staff can be recruited agian in future: Yes [ ]   No [✓]

Signature of Supervisor ....   Name: ....   PIN: ....

Designation: ....   Date: ....

Latest Monthy Salary (in BDT):   Gross: 174204.00   Basic: 99000.00

Salary paid up to (date)   24-05-2016   Leave balance: up to (date)   Days

ID Card returned: (put tick mark)   Yes [ ]   No [✓]

Signature of Employee: ....   Date: ....

Signature of HRD   Signature of Country Head of Accounts

Name: Name:

PIN: ....   PIN: ....

Date: ....   Date: ....

Signature of Country Representative

Name:

PIN: ....

Date: ....

PDF Report: Release Order Report

3.9.5.7   Final Settlement

i.   Please Select, **HR > Reports > Separation Position Report > Final Settlement**
      Following screen will appear-

Image: Final Settlement

ii.   Select 'Country' form 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-

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.

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.

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 BDT 2016 ; Generated by: 0154139

Resignation Reason	Working Environment	4	5	6	7	8	9	10	11	17	
5dg	dfg	YES	YES	YES	NO	YES	Very Good	YES	YES	YES	NO
Following reasons are listed in bellow: 1. Job Satisfaction 2. No increment 3. No project bonus 4. Getting lower salary if compared with	Very bad.	YES	NO	YES	NO	YES	Good	YES	NO	YES	NO
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-

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.

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.

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-

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.

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-

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-

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.

Image: Total Employee List

iii. Click on Print button to generate Employee List Report.
Observe that Employee List Report is generated properly.

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)

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.

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.

HISTORIC EMPLOYMENT(LEFT)

Country: All Country ; Office Info: -All Office- ; 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- ; Seperation Type: -Select Seperation Type- ; Tenure of Service:0Year(s)And0Month(s) ; AsOn:20-06-2016 ; Generated at Mon Jun 20 11:10:46 BDT 2016 ;

Country	Employee PIN	Employee Name	Designation	Programme	Project	Department	Working station	Gender	Level	Nationality	S
[050]-Bangladesh	012000324	RABINDRO NATH SARKER	Regional Manager	BRAC International HO BD	BRAC Bangladesh	Microfinance	[BD300001]-Dhaka -2	Male	V	Bangladeshi	Reg
[050]-Bangladesh	012000323	MD NUR SALIM	Regional Manager	BD MF	Dabi	Microfinance	[BD300001]-Dhaka -2	Male	V	-	Reg
[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	-	Con
[050]-Bangladesh	011000059	KAZI RASHEDUL ISLAM	Country Representative	BRAC International HO BD	BRAC Bangladesh	HR & Training	[BI]-BRAC Center, Bangladesh	Male	X	-	Con
[050]-Bangladesh	3700460	KAZI FAZLE AHMED	Country Representative	BRAC International HO BD	BRAC Bangladesh	HR & Training	[BI]-BRAC Center, Bangladesh	Male	X	-	Con
[050]-Bangladesh	011000063	KAZI CONTRACT USER	Regional Manager	BRAC International HO BD	BRAC International HO (BD)	HR & Training	[BI]-BRAC Center, Bangladesh	Male	VI	-	Con
[050]-Bangladesh	011000056	KAZI SAMIUN RAHMAN	Regional Manager	BRAC International HO BD	BRAC Bangladesh	HR & Training	[BI]-BRAC Center, Bangladesh	Male	V	-	Con
[050]-Bangladesh	012000329	FARIDA YASMIN	Manager, Organizational	BD MF	Dabi	HR & Training	[BDCHO]-Head Office	Female	V	-	Reg
[728]-South Sudan	011000061	KAZI CIC RAHMAN	Country Head of Accounts	Health Programme	Emergency nutrition (Unicef)	HR & Training	[SS400002]-Rumbek	Male	X	-	Con
[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	Con
[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	Con

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-

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-

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' form the drop-down and others searching criteria and click 'Print' button
Following report will generate-

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-

Image: Program Wise Staff Information

ii.   Select 'Country' form the drop-down and others searching criteria and click 'Print' button
       Following report will generate-

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

Search

10 Show entries   Search:
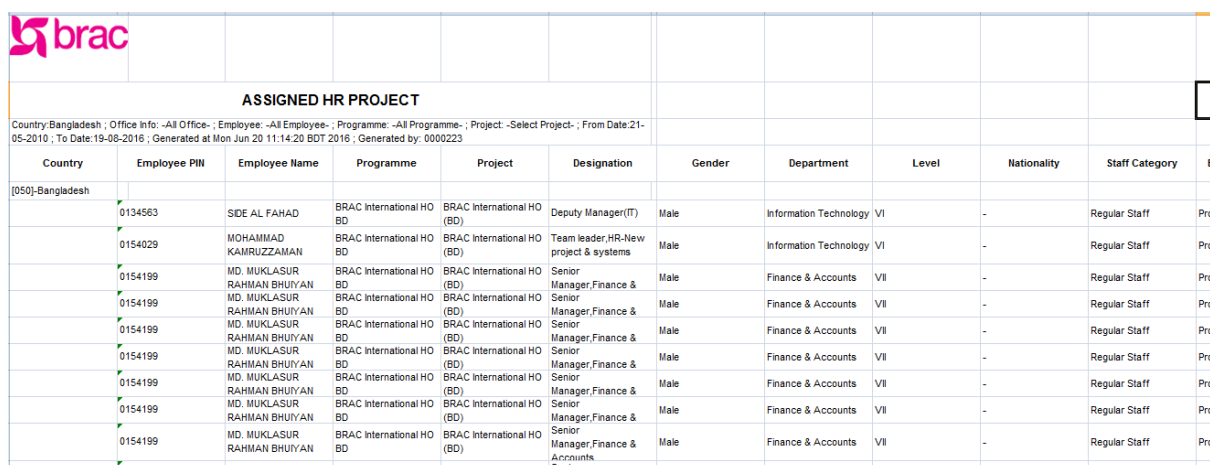
Employee PIN	Employee Name	Designation	Programme	Staff Category	Employee Project	Start Date	Tentative End Date
No data available in table							

Showing 0 to 0 of 0 entries   First | Previous | Next | Last

Export to excel

Image: Assigned HR Project

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

---

Image: Assigned HR Project

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

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-

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

i. Please Select, **HR > Reports > Personalise Report > Designation Wise Job Description**
Following screen will appear-

Image: Designation Wise Job Description

ii. 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-

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-

Image: Visa Info & Renewal Feedback

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

Image: Visa Info & Renewal Feedback

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

Excel Report: Visa Info & Renewal Feedback Report

iv. Click 'Export to PDF' button
Following PDF report will generate-

BRAC International HR Stichting BRAC International
VISA PERMIT EXPIRED LIST
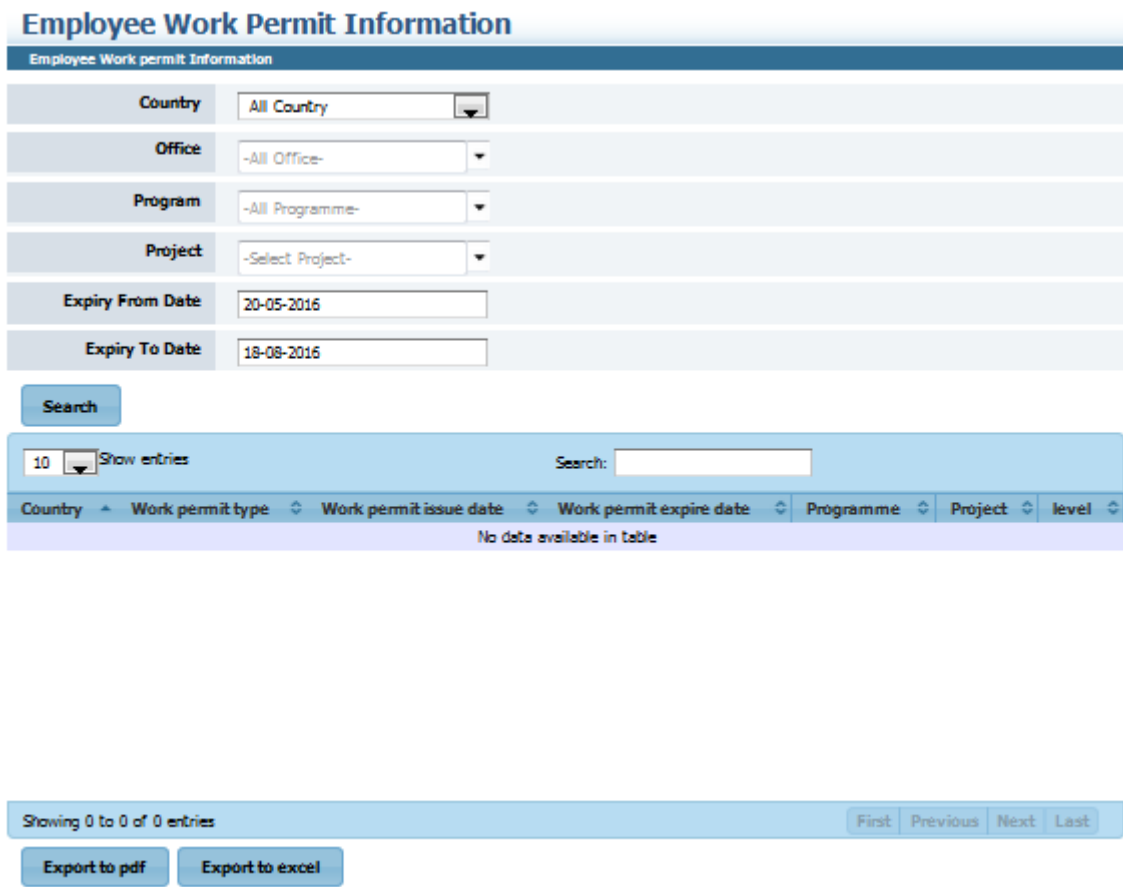
Searching Criteria:
Country:All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Date:20-05-2015 ; To Date:18-08-2016

[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-

Image: Work Permit Info & Renewal Feedback
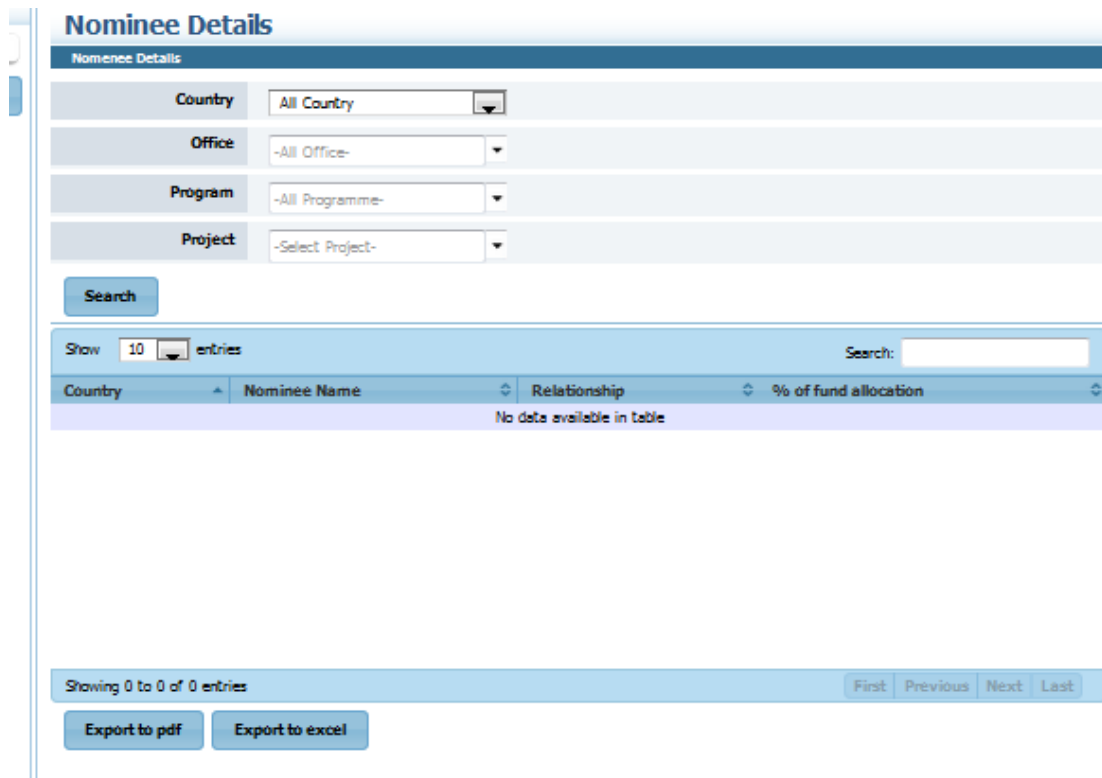
ii. Select 'Country' form the drop-down and others searching criteria and click 'Search' button
Following information will appear-

Image: Work Permit Info & Renewal Feedback

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

Excel Report: Work Permit Info & Renewal Feedback Report

iv. Click 'Export to PDF' button
Following PDF report will generate-

BRAC International HR
WORK PERMIT EXPIRED LIST

Stichting BRAC International

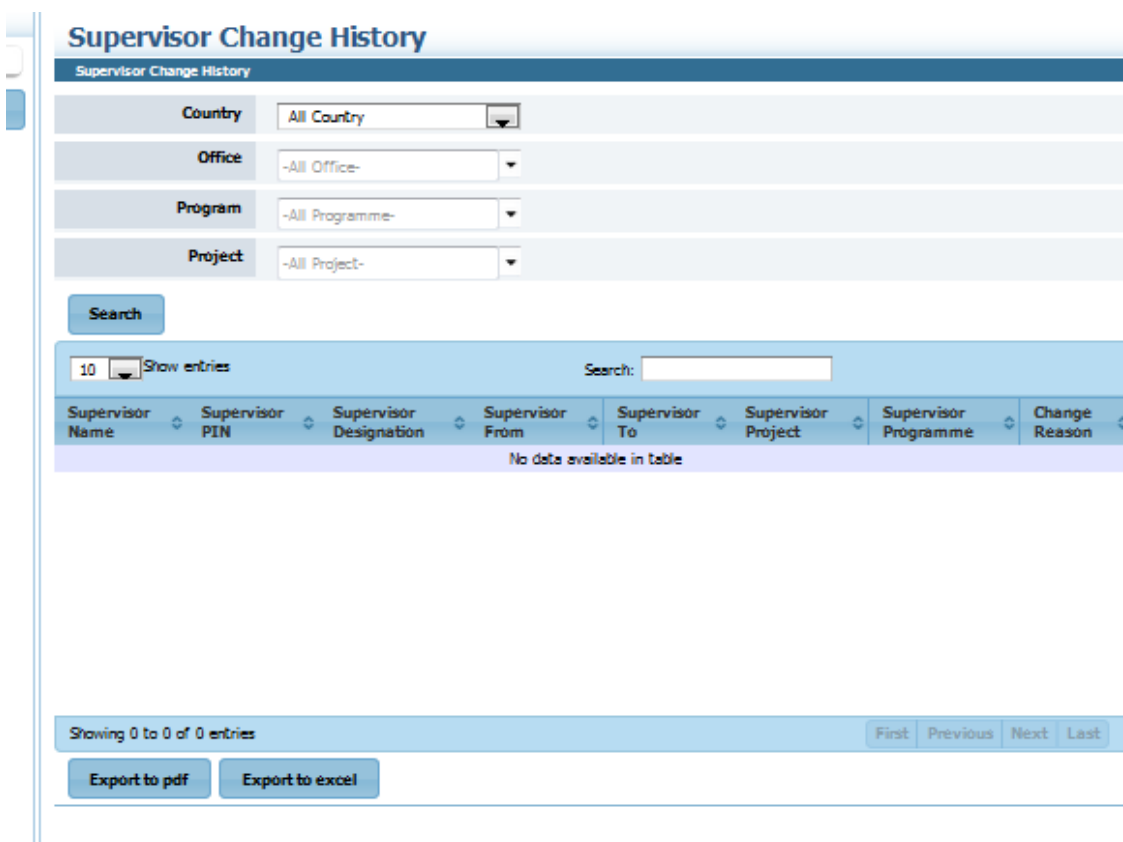**Searching Criteria:**
Country:All Country ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Date:20-05-2014 ; To Date:18-08-2016

	[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-

Image: Nominee Details

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

Excel Report: Nominee Details Report

iv.   Click 'Export to PDF' button
        Following PDF report will generate-

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-

Image: Supervisor Change History

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

Image: Supervisor Change History

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

Excel Report: Supervisor Change History Report

iv. Click 'Export to PDF' button

Following PDF report will generate-

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-

Image: Blood Group Report

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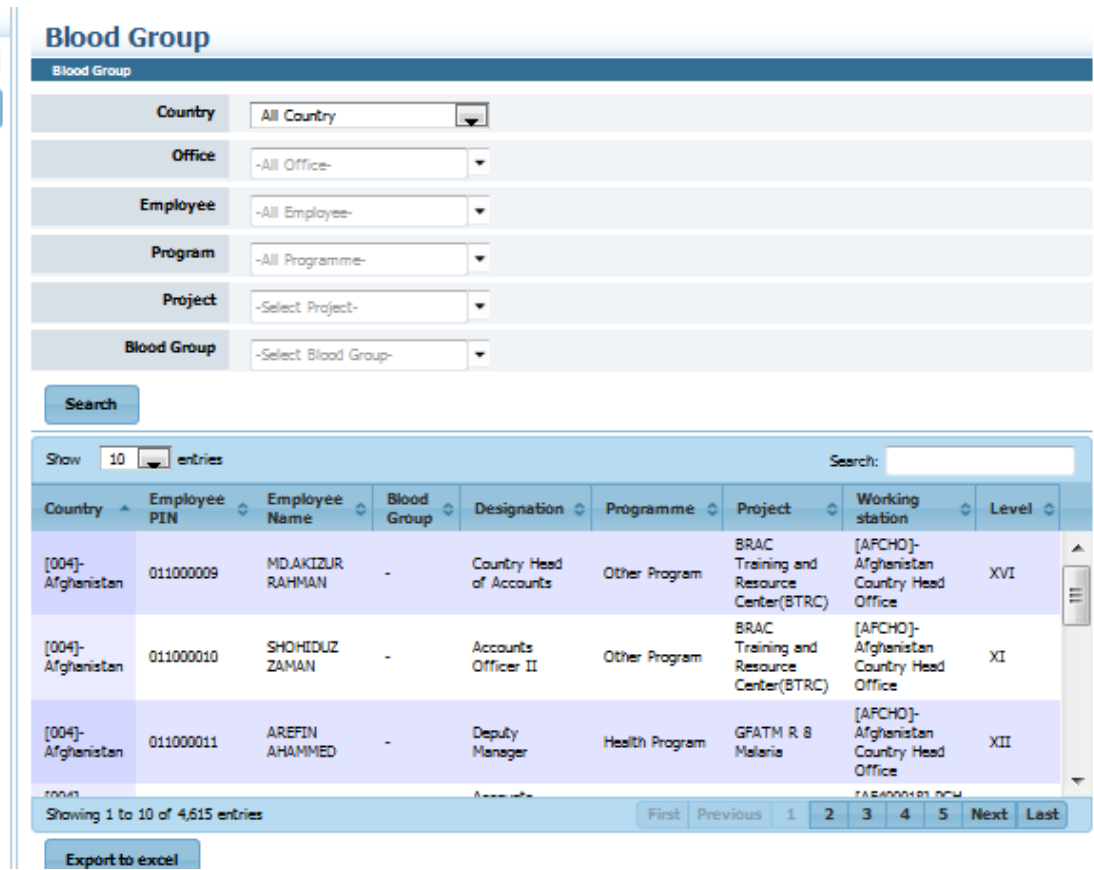
Image: Blood Group Report

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-

Image: New Joinee Staff List

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

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Image: New Joinee Staff List

iii. Click 'Print' button
Following excel report will generate-

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
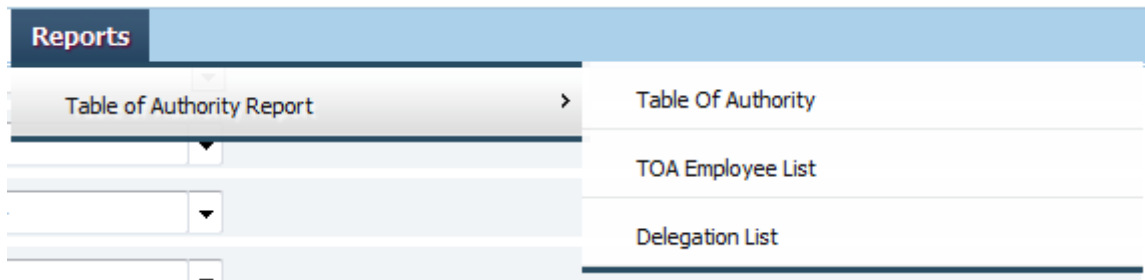
3.9.8.1 Table of Authority

i. Please Select, **Admin>Reports ->Table of Authority Report -> Table of Authority**
ii. Click on Search button after filling in all the mandatory information fields.
Observe that Module TOA Category Information will show in list.

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

iii. Click on Print button to generate Module TOA Category Mapping Report.
Observe that Module TOA Category Mapping Report is generated properly.

BRAC International HR

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MODULE TOA CATEGORY MAPPING REPORT

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.

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.

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.

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

Show 10 ▼ entries   Search: [   ]

Showing 1 to 10 of 45 entries   First Previous 1 **2** 3 4 5 Next Last

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 |

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   First Previous 1 Next Last

Print

iv.   Click on Print button; Following Attendance Details 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	-

3.9.9.2 Supervise Leave Status

    i.   Please Select, **Reports >> Leave and Attendance Report >> Supervise Leave Status**

   ii.   Click on Search button after filling in all the mandatory information fields; following search list will appears:

   iii.   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

10 ▼ Show entries   Search: [ ]

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   First | Previous | 1 | Next | Last

[Print]

iv.   Click on Print button; Following report will generated

brac

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:

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 |

10 ▼ Show entries   Search:

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;

brac

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**

ii. Fill all the mandatory information fields and click on Export to PDF button; following report will generated

iii. Fill all the mandatory information fields and click on Export to Excel button; following report will generated

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 | 18-06-2019 |
| To Date | 18-06-2019 |

Search

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

First | Previous | 1 | Next | Last

Print

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

i. Please Select, **Reports >> Leave and Attendance Report >> HR Leave Status**

ii. Click on Search button after filling in all the mandatory information fields; following search list will appears:

Employee Leave Status For Hr

Office	[CHO - MMCHO] Myanmar Coun ▼
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 MORQUI	[D011]-Regional Manager	14	0	0	0	0	0

Showing 1 to 10 of 17 entries   First Previous 1 **2** Next Last

iii. 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

10 ▼ Show entries   Search: [   ]

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 History	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: [   ]

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

brac

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	▼
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	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**

Follwoing screen will appear -

Image: Application user list report

ii.   Select Country and required field then print

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 -

Image: Role Wise Module Access Report

ii.   Select Role and then show button

Role Wise Module Access Report will appear-

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*	Select Module Info
Name *	
Description	

[Create] [Cancel]

TOA Category Information

Show 10 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*	Human Resources
Name *	
Description	

[Create] [Cancel]

TOA Category Information

Show 10 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: Create TOA Category

iv.　Click 'Select' link from the lsit and the follwoing screen will apper 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 10 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**
Follwoing screen will appear-

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-

Image: Create TOA Type

v. Click 'Select' link from the lsit and the follwoing screen will apper for Update/Delete/Cancel TOA Type

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**
       Follwoing screen will appear-

Create Table of authority Actor

Table of authority Actor

Actor Name*	
Is Country Specific	☐
Is Department Project Specific	☐
Is Office Specific	☐

* Required

[Create] [Cancel]

Stoppage List

Show 10 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**
Follwoing screen will appear-

Create Employee Table of Authority Mapping

Employee Table of Authority Mapping

Actor	Select 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**
       Follwoing screen will appear-

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**
     Follwoing screen will appear-

Image: Table of Authority

ii.   Fill the required info and added into the grid list
iii. Click 'Save' to save the info..

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-

Image: TOA Authority Type

i.   Click 'Select' link from the grid-view list
     Following screen will appear for Update/Delete/Cancel TOA Authority Type

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-

Image: TOA Authority Type Mapping

ii.   Fill the required info from the drop-down
      Following screen will appear-

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**
      Follwoing screen will appear-

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**
Follwoing screen will appear-

Image: TOA Designation Group Map

ii.   Select 'Country' & 'Designation' gruoup from drop-dow
iii. Click 'Export to Excel' and the following report will appear

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**
Follwoing screen will appear-

Image: Create Delegation of Authority

ii.   Enter required info and click 'Create' button to create delegation of authority

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 scren will appear-

Image: Delegation of Authority List

ii. Select country and required field to search and the following screenwill appear
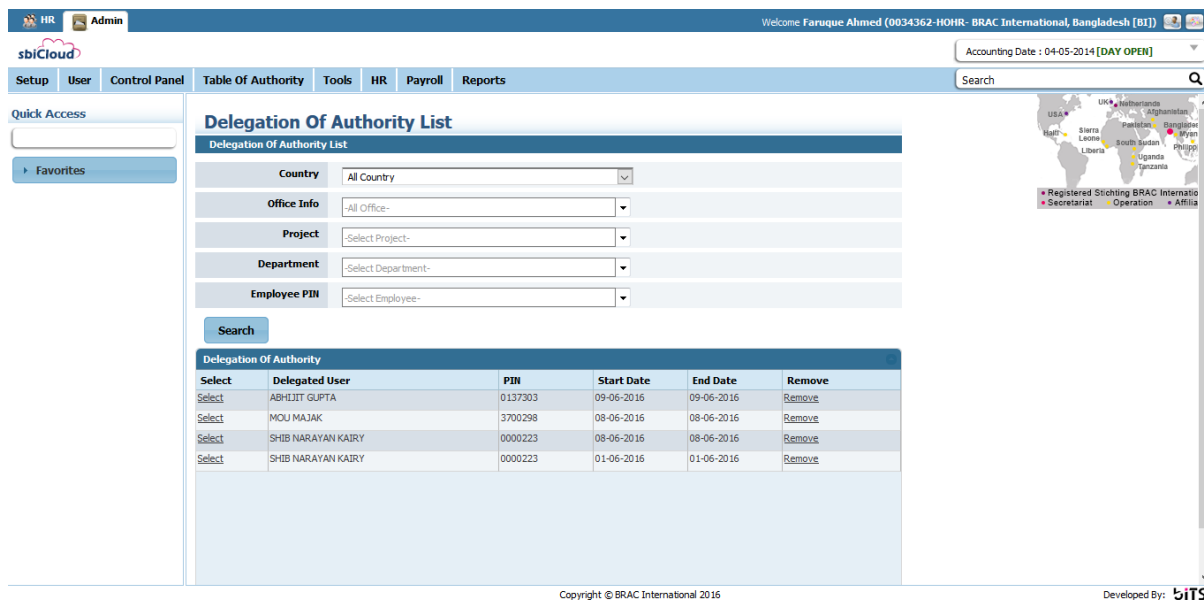
Image: Delegation of Authority List

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 follwoing screen will appear

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
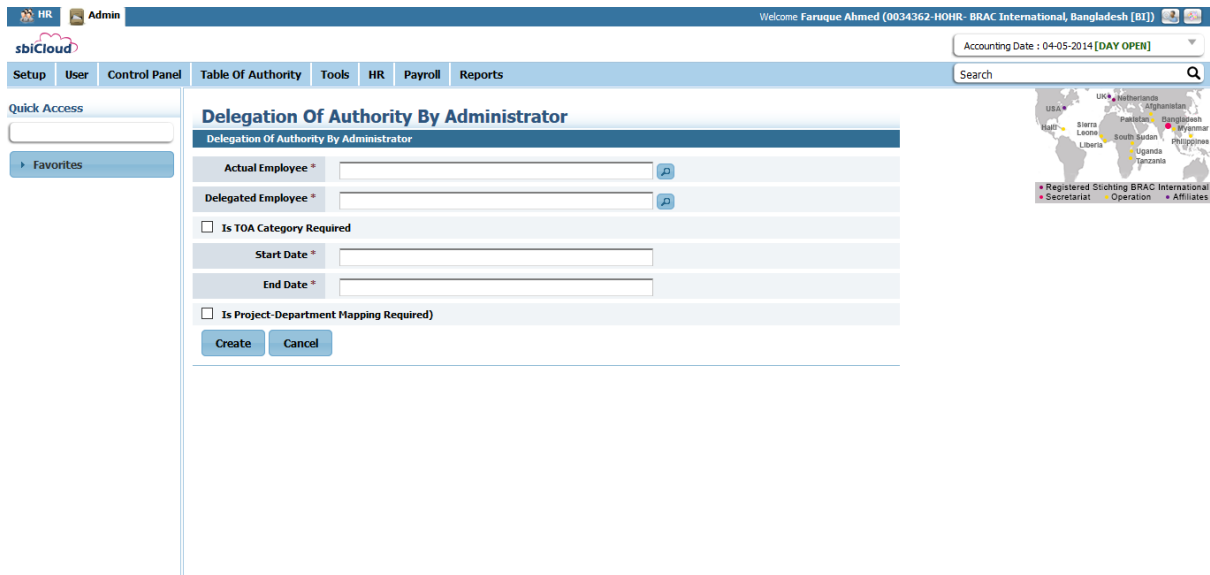
Image: Delegation of Authority by Administrator

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 fileds to search

Following screen will appear-
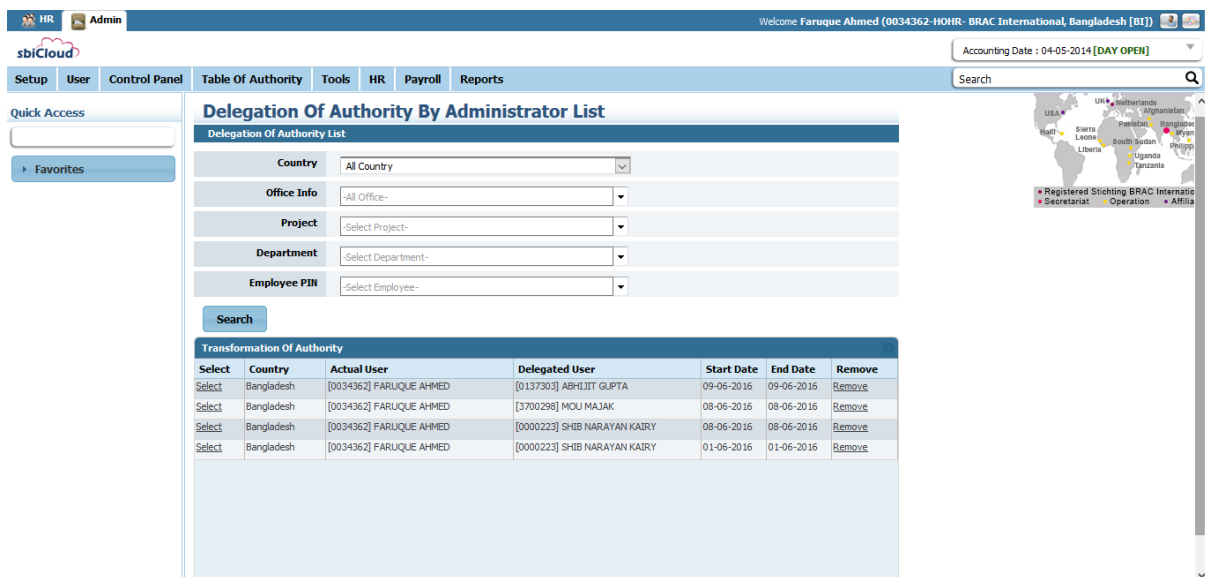

Image: Delegation List by Administrator

4.1.2.6   Pending Process List

    i.   Click **Admin > Table of Authority > Pending Process List**
           Following screen will appear-

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 ZOHDA		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 ZOHDA		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 ZOHDA		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

| sbiCloud | User:0034362 | Business Date: 04-05-2014 | Printing Date & Time:15-06-2016 2:21 PM | *This is a system generated report* | Page 1 of | 2 |

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 Enviornment 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