

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

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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.

| sbiCloud | ster | | Version M.1.21.3.0 |
|----------|------------------|---------|--------------------|
| | Sign-in form | | |
| | User Name | | |
| | Password | | |
| | Forgot password? | Sign-in | |

BRAC International

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

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

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

About sbiCloud

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

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

This new system has been designed to maintain transparency and responsiveness by providing relevant, accurate and real-time information aimed to enhance the services of all operations. The sbiCloud is a full integration of all our functional areas with drill-down, roll-up and electronic approval facilities. It is a web based application which is designed to increase the efficiency of operations, assist in continued growth and improve internal controls. It is noted that the footprint of sbiCloud implementation has first started in Uganda, in June 2013 and the process continues.

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Image: Login Page and after login home screen

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

Change Security Setting

| _ | | - | - | | | |
|-------------|------------------|-----------|---|----|-----|--------|
| Change Pas | Change Password | | | | | |
| _ | | | | | | |
| ı | User Name | 032000158 | | | | |
| | | 002000100 | | | | |
| LID | D | | | | | |
| Uid | Password | | | | | |
| | | | | | | |
| New | Password | | | | | |
| | | | | | | |
| Confirm | Password | | | | | |
| | | | | | | |
| | | | | | | |
| Security Qu | estion | | | | | |
| SL | Question | | | | | Answer |
| 1 | -Select Question | o One- | | _ | B | |
| - | Sciect Question | Tone | | •) | -39 | |
| 2 | -Select Question | n Two- | | - | 6 | |
| | | | | | | |
| Save | | | | | | |

Image: Security setting page

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

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



Image: After log in Home screen

3 Features to Run HR Module

3.1 Employee Registration

3.1.1 *Employee*

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

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

Business Rule:

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

- Regular
- Part-time
- Contractual
- Contractual Expatriate

3.1.1.1 New Employee

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

New Employee

| New Employee | | | |
|-------------------------------|--------------------------------|---------------------------|------------------|
| Program Type * | Select program type | Y | |
| Program * | -Select program- | Y | |
| Project * | | • | |
| Department * | | • | |
| Category | Category * Select category | Ŧ | |
| 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- | T | |
| 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->Geocountry) 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.

| En | Employee List | | | | | | |
|-------|--------------------------------|-----------|----------|-------------------|----------------|--|--|
| Se | arch Employee | | | | | | |
| | Office Info -Select Office | - | - | | | | |
| | Employee Category -Select Cate | gory- | ▼ | | | | |
| | Employee PIN | | | | | | |
| | Employee Ref PIN | | | | | | |
| | Employee Name | | | | | | |
| | Employee Status -Select Statu | IS- | T | | | | |
| | Approval Status -Select Statu | IS- T | | | | | |
| s | earch | | | | | | |
| All E | mployee Information | | | | 0 | | |
| SL | Employee Name | Pin No | Ref Pin | Employee Category | Designation | | |
| 1 | Mr. GOLAM SARWAR CON RENEW | 071000790 | | Contract Staff | Data Analyst | | |
| 2 | Mr. GOLAM SARWAR CO JOB_SEP | 072000018 | | Regular Staff | Credit Officer | | |
| | | | | | | | |
| | | | | | | | |

Copyright © BRAC International 2019

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

| Employee Details Information | Afghanistan Banglade anka |
|--|---------------------------------|
| Search Employee | • |
| Logged in country office employees can be written in the box and the rest of the employees can be searched from the search button in all sections. | |

Image: Employee Detail search page

iii. After search employee dashboard will appeared



Image: Employee Detail Dashboard

Job Related Information

3.1.1.2.1 Master Information

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

| Dashboard Master Inf | ormation × | | | | |
|-----------------------|------------------------|-----------------|--------------------|------------------|---|
| Edit Employee | 3 | | | | |
| Edit Employee | | | | | |
| Program Type * | Support Programme | • | | | |
| Program * | General Program | T | | | |
| | General Program | - | | | |
| Project * | Non MF Control Project | • | | | |
| Department * | HR & Training | • | | | |
| Category | Category * | | | | |
| | Regular Staff | • | | | |
| Employee Level * | IV | ▼ Le | vel In Country * | IV | • |
| Designation | Designation * | Functional D | esignation * | | |
| | Manager [D029] | ▼ Manager,BI [F | D220] 🔻 | | |
| Office * | [RO-MM300002]- Yangon | • | | | |
| Ref Pin | 05674937 | | | | |
| Recruitment Country * | [050]-Bangladesh | ▼ Recruit | ment For Country * | [050]-Bangladesh | • |
| Is Evoatriate | | | | | |
| | | | | | |
| Gender * | Male | • | | | |
| Salutation | Mr. | | | | |
| Full Name | First Name * | Middle Name | | Last Name * | |
| | MD | SUMON | | AHMED | |
| Date of Birth | Birth Information * | | | | |
| | 21-09-1982 | | | | |
| Age | Year | Month | | Day | |
| | 36 | 8 | | 22 | |
| Email Address | | | | | |
| Joining Date * | 01-07-2019 | | | | |
| Notice Period (in | | | | | |
| Months) | | | | | |
| Probation Period | • | Probation Up To | 01-10-2019 | | |
| Required? | | | | | |
| Notice Period In | | | | | |
| Days) | | | | | |
| Update | | | | | |

Image: Master Information

3.1.1.2.2 Personal Information

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

| Dashboard Personal I | nformation ¥ | | |
|---------------------------------------|-------------------------|---------------------------|-------------------|
| Employee Personal Info | rmation | | |
| Mother's Name * | Mrs. Shamima Masoom | | |
| Father's Name | Kazi Hamidur Rahman | | |
| Birth Information | Date of Birth | Country of Birth * | City of Birth * |
| | 02-09-1981 | Bangladesh 🗸 | Dhaka 🗸 🗸 |
| | Age 35 | | |
| Marital Status * | Not Willing to Mention | | |
| Other Information | Gender | Religion * | Native Language |
| | Male | Islam 🔻 | -Select Language- |
| | Blood Group | | |
| | ₿- ▼ | | |
| Nationality | Nationality * | Nationality Type* | |
| | -Select Nationality- | -Select Nationality Type- | Add |
| | Nationality | Nationality Type | Remove |
| | Bangladeshi | By Birth | Remove |
| | • | | • |
| Ethnicity Information | Ethnicity Country | Ethnicity | |
| | Bangladesh 👻 | Bengali 🗸 | |
| Identification | Identify By * | | |
| Information | National ID | | |
| Identification | Identification Number * | Expiry Date | |
| Information | 436728362987789 | DD-MM-YYYY | |
| | | | |
| Identification Information | Income Tax ID | | |
| | | | |
| Has Relative In Brac | 2 | | |
| Has Business Relation with Brac | | | |
| Employee Image | | | |
| Max image size(25KB) | Browse | | |
| | [Resize image nere] | | |
| Employee Personal Information Form | Browse | | |
| Note Of Declaration Form | Browse | | |
| Update | | | |

Image: Personal Information

3.1.1.2.3 Assigned HR Projects

| Dashboa | rd Assigned H | łr Projects 🗙 | | | | | | |
|----------|------------------|------------------|------------|-----------|--------|-----------------------|-----------------|-----------------|
| Assign | Hr Projects | | | | | | | |
| Emp | oloyee Project * | Select | Ţ | | | | | |
| | Start Date * | DD-MM-YYYY | | | | | | |
| Tentativ | ve Finish Date * | DD-MM-YYYY | | | | | | |
| | Is Core Project | | | | | | | |
| Create | e Cancel | | | | | | | |
| Assign H | Ir Project | | | | | | | 0 |
| | Employee Proje | ect | Start Date | | | Tentative Finish Date | Is Core Project | |
| Select | MM-0008 (Non MF | Control Project) | 01-07-2019 | | | 31-12-2020 | Ye | 25 |
| 1 | | | | | | | | • |
| φ | | | 14.34 | Page i of | 1 10 1 | 10 🔻 | ١ | /iew 1 - 1 of 1 |
| | | | | | | | | |

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

| elect Relation | T. | | | |
|-----------------------------|-------------|----------------|---------------|-------------|
| elect Relation D-MM-YYYY | T | | | |
| elect Relation | T | | | |
| Э-ММ-ҮҮҮҮ | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | • | | | |
| untry * | City * | • | Address | i |
| | | | | |
| Relationship | Designation | Contact Number | Email Address | Nationality |
| | | | | |
| | | | | |

Image: References

3.1.1.2.5 Professional Experience

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

| Dashboard Profession | al Experience 🛛 🕷 | | | | | |
|---|-------------------------|--------------|-----------------|------------------|--------------|--------------------|
| Employee Professional E | vnarianca | | | | | |
| Organization Name * | | | | | | _ |
| To Common Common | 1.0 | | | | | |
| is Group or Company | | bany | | | | |
| Organization Address * | | | | | | |
| Organization Country * | | | | | | |
| Organization Country | | • | | | | |
| organization city | | • | | | | |
| Previous PIN (if organization is BRAC) | | | | | | |
| Last Designation * | | | | | | |
| Job Description | | | | | | |
| | | | | / | | |
| Working From * | | | | | | |
| Working To * | DD-MM-TTT | | | | | |
| Working To * | DD-MM-YYYY | | | | | |
| Supervisor Name | | | | | | |
| Supervisor Designation | | | | | | |
| Supervisor Phone No | | | | | | |
| Supervisor Email | | | | | | |
| Reason For Leaving | | | | | | |
| | | | | | | |
| Create Cancel | | | | | | |
| Employee Professional Ex | perience | | | | | 0 |
| Organization | Organization Country | Designation | Supervisor Name | Supervisor Phone | Working From | Working To |
| | | I | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | - | | | | Activ |
| | | ra ka Page 1 | of 0 🌬 🖬 10 🔻 | | | No records to view |

Image: Professional Experience

Education Information

3.1.1.2.6 Education Information

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

| Dashboard Education | on Information | × | | | | | |
|--------------------------------|---------------------|-------------------------|-----------|--------------------------------|---------|---------|------------|
| Employee Education In | nformation | | | | | | |
| Qualification | -Select Edu | evel * cation Level- | Educatio | n Sector * ducation Sector- | ₽ ▼ | egree * | |
| Institution | Address | | Institute | /University * | C | ity | |
| Exam Resul | t Result * | | Year Of F | Passing * | | | |
| Result Publis | h Date | | | | | | |
| Achievemen | t | | | | | | |
| Study Duration | n Number of | Year * | | | | | |
| Is Verifie | d Is Verified | | | | | | |
| Remark | s | | | | | | |
| Certificate O Qualification | f | | | | | | |
| Create Cancel | | | | | | | |
| Education Information | | | | | | | 0 |
| Education Level | Education Sector | Institution Name | Degree | Duration | Subject | Result | Passing Ye |
| | | | | | | | |

Image: Education Information

3.1.1.2.7 Publications

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

| Dashboard Publication | s X | | | |
|---------------------------|---|------------------|-------------------|--------------------|
| Employee Publication In | formation | | | |
| Publication Type * | -Select Publication Type- | | | |
| Publication Title * | | | | |
| Co-Authors Name | | | | |
| Publication Media * | Select Publication Media | | | |
| Submission Date | DD-MM-YYYY | | | |
| Publication Date * | DD-MM-YYYY | | | |
| Publisher Name | | | | |
| Publication Reference | | | | |
| | | | | |
| | | | | |
| Publication Country | • | | | |
| Paper Of Publication | Browse | | | |
| Create Cancel | | | | |
| Employee Publication Info | rmation List | | | đ |
| Publication Title | Publication Type | Co Authors Name | Publication Media | Publisher Name |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| φ | re <e 1<="" page="" th=""><th>of 1 🍺 \min 10 🔻</th><th></th><th>No records to view</th></e> | of 1 🍺 \min 10 🔻 | | No records to view |

Image: Publications

Contact Information

3.1.1.2.8 Address

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

| Dashboard Addresse | s X | | | | | |
|------------------------|-----------------|---------------|--------------------------|--------------------------|----------|---------------------|
| Employee Contact Info | rmation | | | | | |
| Telephone | Telephone No | | | Ext No | | |
| Mobile | Primary * | | | Alternative | | |
| TM | Gtalk | | | Skyne | | |
| | | | | Skype | | |
| Email | Official | | | Personal | | |
| Save | | | | | | |
| Employee Address | | | | | | |
| Caula de Marca * | -Select Address | Туре- | | | | |
| Contact Name | | | | | | |
| Contact No. | | | | | | |
| Contact Address Line1 | | | | | | |
| Contact Address Line2 | | | | | | |
| Country | Country * | • | City * | • | Zip Code | |
| Create Cancel | | | | | | |
| Employee Address Infor | mation | | | | | Ö |
| Address Type | Contact Name | Contact No. | Contact Address Line1 | Contact Address Line2 | Country | City 2 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 6 | | Dans I | of 0 as as 10 | • | | No records to visco |
| 4. | | in the roye 1 | 10 | • | | No records to view |

Image: Address

Family Information

3.1.1.2.9 Spouse Information

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

| Dashboard Spouse Inf | ormation × | | | | | | |
|-------------------------------|-------------------------------------|---------------|---|------------|----------------------|----------|--------------|
| Multiple spouse entries are | allowed. | | | | | | |
| Add Employee Spouse In | fo | | | | | | |
| Spouse Name * | | | | | | | |
| Gender * | Select Gender | ¥ | | | | | |
| Father's Name | | | | | | | |
| Mother's Name | | | | | | | |
| Birth Information | Date Of Birth | Ag | e | | Birth Place | | |
| | DD-MM-YYYY | | | | | | |
| Present Address | Present Address * | Pre | esent Country * | | Present City | * | |
| | | | | - | | | _ |
| Permanent Address * | | | | | | | |
| | | | | | | | |
| Spouse Nationality | Nationality -Select Nationality- | • N | Iationality Type -Select Nationality | Тур: 🔻 | | | |
| Identification Information | Identify By | | | | | | |
| | -Select Identification Type- | V | | | | | |
| Identification Information | Identification Number | Exp DD | pi ry Date D-MM-YYYY | | | | |
| Is Dependent | | | | | | | |
| Is Active | | | | | | | |
| Contact No | | | | | | | |
| Religion | | T | | | | | |
| No of Child | | | | | | | |
| Marital Status * | | T | | | | | |
| Marriage/Tie-up Date | DD-MM-YYYY | | | | | | |
| Spouse Occupation | Occupation | Ins | stitution Name | | | | |
| | | • | | | | | |
| Certificate Of Proof | Browse | | | | | | |
| Create Cancel | | | | | | | |
| Employee Spouse Informa | tion List | | | | | | 0 |
| Spouse Name Fa | ather Name Mother Name | Date of Birth | Birth Place | Contact No | Permanent Address | Religion | Nation |
| | | | | | | | |
| φ | 1-1 -< | Page 1 of 1 | ►> ►I 10 ¥ | | | No rec | ords to view |

Image: Spouse Information

3.1.1.2.10 Children Information

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

| Dashboard Children I | nformation × | | | | | |
|-------------------------------|------------------|-----------------------|---------------------|-------------|-----------------|--------------------|
| Employee Child Informa | tion | | | | | |
| Child Name * | | | | | | |
| child Ture * | | | | | | |
| Child Type * | | v | | | | |
| Gender * | | ¥ | | | | |
| Mother's Name | | | | | | |
| Birth Information | Date Of Birth * | | Birth Place | | Birth Country | |
| | DD-MM-YYYY | | | | | • |
| Child Occupation | Child Occupation | 1 | Occupation Institut | tion | | |
| | | Y | | | | |
| Present Address | Present Address | | Present Country | | Present City | |
| | | | | • | | - |
| Contact No | | | | | | |
| Identification | Identify By | | | | | |
| Information | | ¥ | | | | |
| Identification | Identification N | umber | Expiry Date | | | |
| Information | | | DD-MM-YYYY | | | |
| Identification Information | Identification N | umbe r | Expiry Date | Expiry Date | | |
| | | | | | | |
| Is Dependent | U | | | | | |
| Birth Certificate | Browse | | | | | |
| | | | | | | |
| Create Cancel | | | | | | |
| Employee Child Informati | ion List | | | | | 0 |
| Child Name | Child Type | Mother Name | Date of Birth 📚 | Birth Place | Present Address | Contact No |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| \$ | | Tel Kel Page 1 | of 1 ->> == 10 - | | N | lo records to view |
| | | , and a second second | | | | io records to view |

Image: Children Information

Financial Information

3.1.1.2.11 Bank Information

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

| Dashboard Bank Infor | mation × | | | | |
|-----------------------------|------------------|-------------------|------------|----------------|--------------------|
| Multiple bank information a | re allowed. | | | | |
| Employee Bank Informati | on | | | | |
| Country * | -Select Country- | ¥ | | | |
| Bank Name * | -Select Bank- | T | | | |
| Branch Name * | | | | | |
| Swift Code * | | | | | |
| Account Number * | | | | | |
| Is Active | | | | | |
| Is Salary Account | | | | | |
| Create Cancel | | | | | |
| Employee Bank Information | on | | | | 0 |
| Country | Bank Name | Branch Name | Swift Code | Account Number | Is Salary Account |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| φ | | 🛤 < Page 1 of 0 🕨 | ►1 10 ▼ | | No records to view |

Image: Bank Information

3.1.1.2.12 Nominee Information

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

| Dashboard Nominee In | formation × | | | | | | | |
|--|-------------------------------------|--------------------|---------------|---------------|------------|-----------------|------------|---------|
| Multiple nominee informatio | n are allowed. | | | | | | | |
| Employee Nominee Infor | mation | | | | | | | |
| Nomination Date * | DD-MM-YYYY | |] | | | | | |
| Nominee Name * | | | | | | | | |
| Nominee Guardian Name (only if minor) | | | | | | | | |
| Nominee Address * | | | | | | | | |
| Relationship * | -Select Relation- | Ŧ | | | | | | |
| Date of Birth * | DD-MM-YYYY | |] | | | | | |
| Percentage * | | 0.0 | | | | | | |
| Witness Name * | | |] | | | | | |
| Witness Address | | | | | | | | |
| Witness Date * | DD-MM-YYYY | |] | | | | | |
| Identification Information | Identify By * -Select Identifica | tion Type- | | | | | | |
| Identification | Identification N | umber * | Expiry Dat | e | | | | |
| Information | | | DD-MM-Y | MY . | | | | |
| Nominee Photo * Max image size(25KB) | Browse | | | | | | | |
| Add Cancel (Not | e: Final Save Butto | on at the below | of the page.) | | | | | |
| Employee Nominee Inform | nation | | | | | | | 0 |
| Nominee Nomination Name Date | Guardian Name | Nominee Address | Relationship | Date of Birth | Percentage | Witness Name | Remove | Edit |
| | | | | | | | | |
| | | ia ka Paga | e 1 of 0 🕨 🕨 | 10 🔻 | | | No records | to view |
| Nominee Form * | Browse | | | | | | | |
| Save | | | | | | | | |

Image: Nominee Information

3.1.1.2.13 Guarantor Information

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

| Dashboard Guarant | or Information * | | | |
|-----------------------|-----------------------------|------------------------|-------------|--------------------|
| Employee Guarantor 1 | Information | | | |
| Name | 8 | | | |
| Relationship | * -Select Relation- | • | | |
| Identificatio | Tdentify By | | | |
| Informatio | Select Identification Type- | T | | |
| Identificatio | n Identification Number * | Expiry Date | | |
| Informatio | n | DD-MM-YYYY | | |
| Mother's Nam | e | | | |
| Contact Numbe | r | | | |
| Date Of Birt | h DD-MM-YYYY | | | |
| Permanent Address | * | | | |
| | | | | |
| | | | | |
| Present Address | * | | | |
| | | | | |
| Nationality | * -Select Nationality- | • | | |
| Nationality Type | * Colort Nationality Type | • | | |
| | -Select Nationality Type- | • | | |
| Witness Name | | | | |
| Witness Address | 8 | | | |
| | | | | |
| Witness Date | DD-MM-YYYY | | | |
| Date Of Guaranty | * DD-MM-YYYY | | | |
| Verified B | V Colort Conclusion | | | |
| Verified Date | |] •] | | |
| Venned Dat | | | | |
| Kemark | 5 | | | |
| | | | | |
| Bond Paper | s Browse | | | |
| | | | | |
| Create Cancel | | | | |
| All Employee Guaranto | r Information | | | 0 |
| Guarantor Nan | ne Relationship | Contact Number | Nationality | Verified By |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| φ | । ब | Page 1 of 0 → → 1 10 ▼ | | No records to view |

Image: Guarantor Information

3.1.1.2.14 Assigned Finance Projects

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

| Dashboard Assigned F | Finance Projects | × | | | | | |
|--------------------------|---|-----------------|---|------------|------------------------------|--|--|
| Assigned Finance Project | t | | | | | | |
| Employee Project * | Select | Ţ | | | | | |
| Cost Percentage * | | | | | | | |
| Start Date * | DD-MM-YYYY | | | | | | |
| Tentative Finish Date * | DD-MM-YYYY | | | | | | |
| Add Cancel (No | Add Cancel (Note: Final Save Button at the underside of the page.) | | | | | | |
| Assigned Finance Project | | | | | 0 | | |
| | | | | | | | |
| Employee Project | | Cost Percentage | Tentative Finish Date | Start Date | Action | | |
| Employee Project | | Cost Percentage | Tentative Finish Date | Start Date | Action | | |
| Employee Project | | Cost Percentage | Tentative Finish Date | Start Date | Action | | |
| Employee Project | | Cost Percentage | Tentative Finish Date | Start Date | Action | | |
| Employee Project | | Cost Percentage | Tentative Finish Date | Start Date | Action | | |
| Employee Project | | Cost Percentage | Tentative Finish Date | Start Date | Action | | |
| Employee Project | | Cost Percentage | Tentative Finish Date | Start Date | Action | | |
| Employee Project | | Cost Percentage | Tentative Finish Date | Start Date | Action No records to view | | |
| Employee Project | | Cost Percentage | of 1 Image In the Image | Start Date | Action No records to view | | |

Image: Assigned Finance Projects

Other Information

3.1.1.2.15 Medical Information

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

| Dashboard Medical Int | formation * | | | | | |
|-------------------------------|-------------------------|------------------|------------------------------|--|--|--|
| Employee Medical Information | | | | | | |
| Allergic Info | | | | | | |
| | | <i>"</i> | | | | |
| | | | | | | |
| Blood Pressure * | -Select Blood Pressure- | | | | | |
| Is High Cholesterol * | 🔾 Yes 🖲 No | | | | | |
| Cardiac Problem * | 🔾 Yes 🖲 No | | | | | |
| Diabetic * | 🛛 Yes 🖲 No | | | | | |
| Any Disability * | 🛛 Yes 🖲 No | | | | | |
| Any Recent Surgeries * | 🔾 Yes 🖲 No | | | | | |
| Vaccinate Info | Vaccinate Info | Vaccinate Date * | | | | |
| | -Select Vaccine Type- | DD-MM-YYYY | Add | | | |
| | Employee Vaccinate Type | Vaccinate Date | Remove No records to view | | | |
| | | | | | | |
| Blood Group | -Select Blood Group- | | | | | |
| Other Information | | | | | | |
| | | A | | | | |
| Last medical Test | | | | | | |
| Report | Browse | | | | | |
| Other Relevant Test Report | Browse | | | | | |
| Save | | | | | | |

Image: Medical Information

3.1.1.2.16 Professional Certification

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

| Dashboard Professional Certification * | | | | | | |
|--|-------------------------|----------------------|---------|--------------------|--|--|
| Employee Professional Ce | rtification Information | | | | | |
| Certification Name * | | • | | | | |
| Duration (In Months) | | | | | | |
| Validity | Valid From | Valid To | | | | |
| | DD-MM-YYYY | DD-MM-YYYY | | | | |
| Institution Name | | | | | | |
| Address | Address | Country * | City * | | | |
| | | | • | • | | |
| | | | | | | |
| Certificate Of Proof | Browse | | | | | |
| Create Cancel | | | | | | |
| Employee Professional Cer | tification List | | | 0 | | |
| Certification | Name | Institution Name | Address | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| ¢ | 14, 44 | Page 1 of 1 Dec Di T | | No records to view | | |
| Ψ. | | 10 T | | no records to view | | |

Image: Professional Certification

3.1.1.2.17 Professional Membership Information

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

| М | Iembership Type/ Reference * | | | | |
|------------------------|---|---|-----------------------------|------------|----------|
| Org | anization Name * | | | | |
| | Address | Address * | Country * | City * | • |
| | Validity | Valid From DD-MM-YYYY | Valid To DD-MM-YYYY | | |
| | | | | | |
| Meml | bership Document | Browse | | | |
| Memi Crea Profes | bership Document ate Cancel ssional Membership I | Browse Information List | | | |
| Crea Profes | bership Document ate Cancel sional Membership I Membership Type/Reference | Browse Information List Institution Nar | ne Address | Valid From | Valid To |
| Crea Profes | ate Cancel sional Membership I Membership Type/Reference | Information List Institution Nar erwr | ne Address | Valid From | Valid To |
| Crea Profes | ate Cancel sional Membership I Membership Type/Reference rwr test | Information List Institution Nar erwr test | ne Address rwe ttttet | Valid From | Valid To |

Image: Professional Membership Information

3.1.1.2.18 Language Skills

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

| Dashboard Language Skills × | | | | | |
|-----------------------------|---|---|--|--|--|
| Employee Language Skill | | | | | |
| Language * | -Select Language- | | | | |
| Language Proficiency | Reading Skill * -Select Reading Skill- | Writing Skill * -Select Writing Skill- | Speaking Skill * -Select Speaking Skill- | | |
| Add Cancel | | | | | |
| All Language Skill Informa | tion | | 0 | | |
| Language | Reading Skill | Writing Skill | Speaking Skill | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| φ | ia 🖂 Page 1 | of 0 ->> +1 10 -V | No records to view | | |

Image: Language Skills
3.1.1.2.19 Visa Information

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

| Dashboard Visa Inform | nation X | | | | |
|---------------------------------|--------------------|--------------------|------------------|-----------------|--------------------|
| Employee Visa Informati | on | | | | |
| Country * | Ţ | | | | |
| 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 | | | | | Ċ |
| Country | Visa Type | Visa Issue Date | Visa Expiry Date | Work Issue Date | Work Expiry Da |
| | | | | | |
| | | | | | |
| | | | | | |
| | re «e Pag | ye 1 of 1 →> →1 10 | T | | No records to view |

Image: Visa Information

3.1.1.2.20 Identification Documents

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

| Dasl | hboard Ide | entification Do | cuments × | | | | | | | |
|-----------|-----------------------------------|---|------------------------------------|--------------------|-----------------------|--------------------|------------------|----------------|--------------|-------------|
| En | nployee Docum | ent Informati | on | | | | | | | |
| | Documen | it Info Do | cument Type * Select Document 1 | Type- | Documen | t No * | | | | |
| | V | alidity Va | lidity From D-MM-YYYY | | Validity 1 DD-MM-1 | To 17777 | | | | |
| | Authoriz | ed By | | | | | | | | |
| | | Issue Iss | sue Date D-MM-YYYY | | Issued Pl | ace | | Issued Country | * | |
| | Identifi Doci | cation ument | Browse | | | | | | | |
| C | reate Car | ncel | | | | | | | | |
| Emp SL | ployee Docume Document Type | ent Informatio Document Type Name | n Document No | Attachment Copy | Validity From | Validity To | Authorized By | Issue Date | Issued Place | Issu Cou |
| | | | | | | | | | | |
| | | | | | | | | | | |

Image: Identification Documents

3.1.1.2.21 Hobbies

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

| Dashboard | Hobbies 🗶 | | |
|-----------------------|---------------------------|-------------|--|
| Employee H | obby Information | | |
| | Hobby * | | |
| ſ | Description | | |
| Create Employee Ho | Cancel bby Information | | |
| SL | Hobby | Description | |
| | | | |
| | | | |

Image: Hobbies

3.1.1.2.22 Salary Info

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

| Salary Information Currency Previous New Pay Code Name Previous New | Dashboard Salary In | formation × | | | |
|---|---------------------|-------------|---|-----|---|
| Currency Previous New Pay Code Name Previous New | Salary Information | | | | |
| Pay Code Name Previous New | Currency | Previous | | New | |
| Pay Code Name Previous New | | | | | |
| | Pay Code Name | Previous | | New | |
| Total 0 | Total | | 0 | 0 |) |

Image: Disability Info

Leave and Attendance Information

3.1.1.2.23 Employee Leave Configuration

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

| Dashboard | Salary Info | ormation × | Employee Le | ave Confi | iguration × | |
|------------|--------------|---------------|-------------|-----------|----------------|-----|
| Employee L | eave Balance | Info | | | | |
| Leave | Category* | -Select Leave | e Category- | ٣ | | |
| L. | eave Type* | -Select Leave | e Category- | ¥ | | |
| Leave | e Balance * | | | Day | | |
| L | eave Taken | | | Day | Leave On Apply | Day |
| | Min Leave | | | Day | Max Leave | Day |
| Is | Earn Leave | | | | | |
| Is Car | ry Forward | | | | | |
| Is Leave E | ncashment | | | | | |
| Is Finan | cial Benefit | | | | | |
| Is | Expatriate | | | | | |
| | Is Active | | | | | |
| 1 | ls With Pay | | | | | |
| | Remarks | | | | | |
| | | | | | | |
| Create | Cancel | | | | | |

Image: Employee Leave Configuration

3.1.1.2.24 Employee Attendance Configuration

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

| Dashboard Employee | Attendance Cor | nfiguration × | | | | |
|------------------------|----------------|---------------|---------|----------|--|--|
| Employee Attendance Co | nfiguration | | | | | |
| Employee Duty Type | O Regular | O Roster | 🔍 Shift | O Hourly | | |
| Update | | | | | | |

Image: Employee Attendance Configuration

3.1.1.2.25 Roster Attendance Configuration

| Dashboard Roster Atte | endance Configurat | tion × | | |
|-----------------------------|--------------------|--------|-------------------------|--------------------------|
| Roster Attend | ance Confi | igurat | ion | |
| Roster Schedule* | | | Start Time | End Time |
| | Sunday | | hh:mm am | hh:mm pm |
| | Monday | | hh:mm am | hh:mm pm |
| | Tuesday | | hh:mm am | hh:mm pm |
| | Wednesday | | hh:mm am | hh:mm pm |
| | Thursday | | hh:mm am | hh:mm pm |
| | Friday | | hh:mm am | hh:mm pm |
| | Saturday | | hh:mm am | hh:mm pm |
| Create Cancel | | | | |
| Roster Attendance Config | guration | | | |
| Show 10 v entries | | | | Search: |
| Select 🔺 Employ | yee 🗘 | Pin No | Configuratio | n Date 🗘 Duty Schedule 🗘 |
| | | | No data available in ta | able |
| Showing 0 to 0 of 0 entries | | | | First Previous Next Last |

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.

Search

| New Er | mployee List For Approval | | | | | 0 |
|----------|----------------------------|-----------|-----------------|-------------------|-------------|-----------------|
| Select | Employee Name | Pin No | Ref Pin | Employee Category | Designation | Project |
| | Mr. SILENT CLEMENT GONONDO | 0177072 | | Contract Staff | Team Leader | BRAC Internal |
| | Mr. SILENT CLEMENT | 111000751 | | Contract Staff | Team Leader | BRAC Internal |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | _ | | | |
| 4 | | | | | | 4 |
| ç | | iai ka Ma | age 1 of 1 •> | ▶1 10 ¥ | | View 1 - 2 of 2 |
| Select A | II Select None | | | | | |
| Auth | enticate Employee Reid | act | | | | |

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.



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 Employ | yee |
|-------------------|-------------------|
| 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 | | | | | 0 |
|-----------------------------|-----------|----------------------|--------------------------|----------------------------|----------|
| 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 |



Image: Deploy employee list page

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

| Deploy Emplo | yee | |
|---------------------------------------|---------------------------------|--------------------------|
| 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 Inform | nation | |
| Deployed Country * | [728]-South Sudan | |
| Program Type * | Support Programme | |
| Program * | Health Program 🔻 | |
| Project * | Integrated Community Case Mar 💌 | |
| Department * | Health 👻 | |
| Employee Level * | I | |
| Designation | Designation * | Functional Designation * |
| Deployed Office* | | |
| | | |
| Supervisor | ▼ | |
| Expected Joining Date [*] | DD-MM-YYYY | |
| is Orientation Deploy | 🔾 Yes 🖲 No | |
| Departure Date | DD-MM-YYYY | |
| Remarks | | |
| | | // |
| Deployment Document | | |
| Salary Details Informati | on | |
| Is Consolidated * | 🔾 Yes 🖲 No | |
| Currency * | ММК | |
| 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

Image: Deployed Employee list page

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

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 | |

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 V | |
| 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 Hei 👻 | |

| Supervisor* | MA MYINT MYINT SAN [071000 👻 |
|---------------------------------------|------------------------------|
| Expected Joining Date [*] | 12-06-2019 |
| is Orientation Deploy | O Yes 🖲 No |
| Departure Date | DD-MM-YYYY |
| Remarks | |
| Deployment Document | |
| Salary Details Information | n |
| Is Consolidated * | ○ Yes ® No |
| Currency * | MMK |
| Pay Group* | Pay Group 2 🗸 |
| Grade* | IV |
| Slab* | 4 🗸 |
| Salary Structure Type | Amount Percentage |
| Others | 0.0 |
| Others | 0.0 |
| Gross | 18000.0 100 |
| Total Amount * | 18000 |
| Update Back | |

Image: Deployed Employee page

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

3.1.1.6 Join After Deployment

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

Join Employee

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

Search

| Employee | e List | | | | | |
|-------------|---------------------------|---|-------------------|-----------------------------|--------------------------|-------|
| Join | Employee Name | Pin No | Employee Category | Designation | Expected Joining Date | Co |
| <u>Join</u> | Mr. TEST MILTON TWO | 071000795 | Contract Staff | Project Assistant | 12-06-2019 | [10 |
| <u>Join</u> | Mr. GOLAM SARWAR HR DGM | 072000007 | Regular Staff | Deputy General Manager, HR | 01-06-2019 | [10 |
| <u>Join</u> | Mr. KUNYA PHILIP | 031002234 | Contract Staff | IT Assistant | 26-09-2016 | [80 |
| <u>Join</u> | Ms. UWAMAHORO ROSETTE | 161000029 | Contract Staff | Accounts Officer | 02-04-2019 | [64 |
| <u>Join</u> | Ms. MWANAIDI NIYONKURU | 161000028 | Contract Staff | Branch Accountant | 02-04-2019 | [64 |
| <u>Join</u> | Ms. ORETHA MCKAY | 111000250 | Contract Staff | Manager, Finance & Accounts | 01-01-2015 | [43 |
| <u>Join</u> | Ms. MA SOE THINZAR LWIN | 071000400 | Contract Staff | Credit Officer | 26-06-2017 | [10 |
| <u>Join</u> | Mr. HTOO WAI YAN | 071000381 | Contract Staff | Branch Manager | 19-05-2019 | [10 |
| <u>Join</u> | Ms. MAYILA KISABO MAGAMBO | 061001509 | Contract Staff | Area Accountant | 13-07-2016 | [83 |
| <u>Join</u> | Ms. AMODIN DOROTHY | 031001439 | Contract Staff | Credit Officer | 15-10-2014 | [80 |
| | | | | | | |
| | | | | | | |
| • | | | | | | • |
| φ | | re <e 1<="" page="" th=""><th>of 2 🏎 🖬 10 🔻</th><th></th><th>View 1 - 10</th><th>of 13</th></e> | of 2 🏎 🖬 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 | 2 | | | |
|----------------------------|---------------------------|-----------------------|---|--|
| Employee Information | 1 | | | |
| Employee Info | [072000007]- GOLAM SARWAI | R HR DGM | | |
| Employee Category | Regular Staff | | | |
| Personal Information | | | | |
| Father Name | | | | |
| Mother Name | | | | |
| Blood Group | | | | |
| Present Address | | | | |
| Permanent Address | | | | |
| | | | | |
| Emergency Contact In | foramtion | | | |
| Contact Name | | | | |
| Contact Address | | | | |
| Deploy Employee Info | ramtion | | | |
| Deployed Country | [104]-Myanmar | V | | |
| Program Type | Core Programme | V | | |
| Program | Morefreger Description | | | |
| Project | Microfrance Program | * | | |
| Project | Pacroanance Project | * | | |
| Department | HR & Training | | | |
| Employee Level | × | | | |
| Designation | Deputy General Manage | ar. HI Deputy General | Manager, HR [FD330] | |
| Deployed Office | [MMCH0] Myanmar Cou | ntry Head Offi | | |
| Supervisor | ADISHWARIYA NULL KH | V | | |
| Salary Details Informa | rtion | | | |
| Currency | | | | |
| Salary Structure | Amount | | | |
| Type Total Amount | | | | |
| Employee Attendance | Configuration |] | | |
| Employee Duty Type | Regular O Roster | O Shift O Hourly | () () () () () () () () () () | |
| Duty Schedule* | | Shart Time | End Time | |
| | Sunday 😥 | 10:00 AM | D6:00 PM | |
| | Monday 🖻 | 10:00 AM | 06:00 PM | |
| | Tuesday 🖻 | 10:00 AM | 06:00 PM | |
| | Wednesday 🗷 | 10:00 AM | 05:00 PM | |
| | Thursday R | 10:00 AM | 06:00 PM | |
| | Friday | sh-mm am | http://www.com | |
| | Saturday 🛛 | hhamm am | hitamm pm | |
| Is Flexi Allowed IN | | Is Flexi Allow | wed IN FO | |
| HO Half Day Office | | Full Day Off | fice Hour* | |
| Hour* In Time Grace | 0 | Out Time Grac | ce Period* | |
| Period* Delay Period(In | 0 | | | |
| Mins)* Attendance Type* | O Ando Decrear | | | |
| | Punch In/Out | | | |
| Effective Date* | 30-04-2019 | | | |
| End Date | 31-12-2019 | | | |
| New Employee Join In | formation | | | |
| Expected Joining Date | 01-06-2019 | | | |
| Joining Date * | | | | |
| Create User * | | | | |
| Remarks | | | | |
| | | | ~ | |
| Attachment | | | | |
| | | | | |
| Join Bark | | | | |

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 Info | ramtion |
| Contact Name | |
| Contact Address | |
| Deploy Employee Infora | mtion |
| Deployed Country | [728]-South Sudan |
| Program Type | Support Programme |
| Program | Health Program 🔻 |
| Project | RMNCH-UKAID |
| Department | Health |
| Employee Level | μπ. |
| Designation | Designation Functional Designation |
| Deployed Office | [S5400008] Juba |
| Supervisor | AHMED ISMAIL JULLA 37005 🔻 |
| Salary Details Information | pn |
| Currency | |
| Salary Structure Type | Amount |
| Total Amount | |
| New Employee Join Info | mation |
| 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 | T |
|-------------------|-------------------|---|
| Office Info | -Select Office- | • |
| Employee Category | -Select Category- | ۲ |
| Employee PIN | | |
| Employee Ref PIN | | |
| Employee Name | | |
| Employee Status | -Select Status- | Ŧ |

Search

| Redeployed Employee List | | | | |
|--------------------------|--|--|--|--|
| | | | | |
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| ew 1 - 7 of 7 | | | | |
| | | | | |

Image: Deployment list page

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

Employee Redeploy

| | 1.7 | | |
|---------------------------------------|---------------------------------------|------------------------|-------------------------------------|
| Employee Information | | | |
| Employee Info | [0177043]- BABUL DEBA NATH | | |
| Employee Category | Contract Staff | | |
| Show Employee Persona | I Information | | |
| Employee Re Deploy Inf | ormation | | |
| 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 | IA | Level * | VI VI |
| Designation | [D353]- Manager, Poultry & Livestock | Designation * | Manager, Poultry & Livestock [C 💌 |
| Functional Designation | [FD346]- Manager, Poultry & Livestock | Functional Designation | Manager, Poultry & Livestock [F 💌 |
| Office | [BI]- BRAC Center, Bangladesh | Office * | [BI] BRAC Center, Bangladesh 🔻 |
| Supervisor | Md. A. Saleque | Supervisor* | T |
| Expected Joining Date [*] | DD-MM-YYYY | | |
| Departure Date | DD-MM-YYYY | | |
| Remarks | | | |

| Redeployment Document | | | | |
|----------------------------|-------------------------------|-------------------------|-------|--|
| Salary Details Information | n | | | |
| Total Salary | [| USD 🔻 | | |
| Salary Structure | Salary Before Redeployment Sa | lary After Redeployment | Сору | |
| Gross | 0 | | | |
| Others | 0 | | | |
| Total Salary | 0 | | | |
| Liabilities/Comments In | formation | | | |
| | | | 1 | |
| Leave Balance Informati | on | | | |
| Leave balance * | Days | | | |
| Maternity | From DD-MM-YYYY | To DD-MM-YYYY | Total | |
| Paternity | From DD-MM-YYYY | To DD-MM-YYYY | Total | |
| Office Accommodation I | nformation | | | |
| Used before transfer | Yes 🔍 No 🖲 | | | |
| Accommodation Document | | | | |
| Relocation Information | | | | |
| | | | | |
| Relocation Leave | From DD-MM-YYYY | To DD-MM-YYYY |] | |

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

| - | | | | | | | |
|--------------------|-----------------|--------|----------|---|-------------|--------------------------|------|
| Country | Select Count | ry | | T | | | |
| Office Info | -Select Office- | | | - | | | |
| Employee Category | -Select Categ | jory- | | • | | | |
| Employee PIN | | | | | | | |
| Employee Ref PIN | | | | | | | |
| Employee Name | | | | | | | |
| Employee Status | -Select Statu | 5- | | • | | | |
| Search | | | | | | | |
| Join Employee List | | | | | | | 0 |
| SL Employee Name | | Pin No | Category | | Designation | Expected Joining Date | Join |
| | | | | | | | |
| | | | | | | | |
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Image: Join After Redeployment list page

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

| 🎊 HR | Admin | | | | | | | | | Welcome Faruque Ahmed (00 |
|-----------|----------|---------|----------------------------|--------------------------------|---------------|--------------------------|----------------|-------------|------------------------|----------------------------------|
| sbiClou | Ъ | | | | | | | | | |
| Register | Transfer | Job Sep | paration | Grievance | Payroll | HR Letter | Reports | | | |
| Quick Acc | ess | | Joir Empl | n Employ | /ee | | | | | |
| ► Favori | ites | | | Employee In | fo [06100 | 1110]- ELIZABET | TH MASASI | | | |
| | | | En | ployee Catego | ry Contra | ct Staff | | | | |
| | | | Show | / Employee Per | sonal Infor | mation | | | | |
| | | | Rede | ploy Employee | Informatio | 'n | | | | |
| | | | | Count | Tanzar | ia | | | Redeployed Country | Tanzania |
| | | | | Program Ty | pe Core P | rogramme | | | Program Type | Core Programme |
| | | | | Progra | im [01]-M | licrofinance Prog | ram | | Program | [01] - Microfinance Program |
| | | | | Proje | ect [TZ-00 | 01]-Microfinance | e Project | | Project | [TZ-0001] - Microfinance Project |
| | | | | Departme | nt Microfi | nance | | | Department | Microfinance |
| | | | | Employee Lev | vel IV | | | | Employee Level | IV |
| | | | | Designati | on [D018] | [D0 18] - Branch Manager | | | Designation | [D018] - Branch Manager |
| | | | Funct | ional Designati | on [FD017 | [FD017] - Branch Manager | | | Functional Designation | [FD017] - Branch Manager |
| | | | | Offi | ce [TZ500 | [TZ500106]- Gelapu | | | Office | [TZ500106]- Gelapu |
| - Faussi | itas | - | | Supervis | or NABAN | OBA JANET | | | Supervisor | Md. Fahimul Islam |
| | ites | | Salary Details Information | | | | | | | |
| | | | Salar | y Structure | Sala | iry Before Red | eployment | Salary Afte | r Redeployment | |
| | | | | Curren | CY BDT | | | USD | | |
| | | | | Ba | sic 999 | 99.0 | | 99999.0 | | |
| | | | | Cost of leavi Allowance(COL | ng 888 A) | 88.0 | | 88888.0 | | |
| | | | ۴ | tedical Allowan | ce 777 | 77.0 | | 77777.0 | | |
| | | | | Conveyan | ce 666 | 66.0 | | 66666.0 | | |
| | | | Co | nsolidated Sala | ry 555 | 55.0 | | 55555.0 | | |
| | | | | Oth | er 444 | 44.0 | | 44444.0 | | |
| | | | | Total Sala | ry 433 | 329.0 | | 433329.0 | | |
| | | | New | Employee Join | Informatio | n | * Invalid date | | | |
| | | | Expe | cted Joining Da | te 27-01- | 2016 | D-MM-YYYY for | mat | | |
| | | | | Joining Date | • | - | | | | |
| | | | | Remar | ks | | | | | |
| | | | | Attachme | ent 📃 | Browse | | | | |
| | | | Joi | n Back | | | | | | |

Image: Join After Redeployment page

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

3.1.2 Employee Management

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

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

3.1.2.1 Change Office

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

| Change Emplo | oyee Office |
|------------------------|----------------|
| Pin No | Search |
| Employee Name | |
| Designation | |
| Functional Designation | |
| Current Office | |
| New Office | |
| Country | Select country |
| Office | |
| Change | |

Image: Change Office Page

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

3.1.2.2 Change Designation

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

| Change Desig | nation |
|------------------------|--------------------|
| Pin No | Search |
| Employee Name | |
| Designation | |
| Functional Designation | |
| Current Office | |
| Employee Level | |
| Change Information | |
| Employee Level | Select level |
| Employee Designation | Select Designation |
| Functional Designation | Select Designation |
| Change | |

Image: Change Designation page

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

3.1.2.3 Block Employee

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

| Inactive Empl | oyee |
|------------------------|----------------------|
| Pin No | Search |
| Employee Name | |
| Designation | |
| Functional Designation | |
| Current Office | |
| Job Status | Resigned Terminated |
| Inactive | |

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.

| Employee Offic | e Mapping Required | |
|----------------|--------------------|--|
| Pin No | Search | |

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



Employee Office Mapping

| Pin No | 012000022 | Search | | | |
|--|----------------------------|------------------|-----|-------------------------------|------------|
| Employee Name | [012000022] Md. Shahe Al | am | | | |
| Designation | [D056] Head of HR & Train | ing | | | |
| Functional Designation | [FD059] Head of HR & Train | ning | | | |
| Current Office | [UGCHO] Uganda Country (| Office | | | |
| Office Mapping | | | | | |
| | | Add a | all | 1 items selected | Remove all |
| [UG300001] Kampala | | + | ^ | IUGCH0] Uganda Country Office | |
| [UG300002] Fortportal | | + | | | |
| | | | | | |
| [UG300003] Iganga | | + | | | |
| [UG300003] Iganga [UG300004] Mukono | | + + | | | |
| [UG300003] Iganga [UG300004] Mukono [UG300005] Gulu | | + + + | | | |
| [UG300003] Iganga [UG300004] Mukono [UG300005] Gulu [UG300006] Soroti | | + + + + | | | |
| [UG300003] Iganga [UG300004] Mukono [UG300005] Gulu [UG300006] Soroti [UG400001] Kampala Eas | t | + + + + | | | |
| [UG300003] Iganga [UG300004] Mukono [UG300005] Gulu [UG300006] Soroti [UG400001] Kampala Eas | t | + + + + | | | |

Image: Block Employee page

3.1.2.5 Search Employee

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

| Se | arch Emplo | oyee | | | | | | |
|-----|-------------------|------------------------|---------|-----------------|----------------------|-------------|-------------|--|
| Sea | irch Employee | | | | | | | |
| | Country | All Country | - | | | | | |
| | Office Info | Office -All Office- | | | | | | |
| | Employee PIN | | | | | | | |
| | Employee Ref. PIN | | | | | | | |
| | Employee Name | | | | | | | |
| s | earch | | | | | | | |
| | mployee Informati | on | | | | | | |
| SL | Employee Name | Pin No | Ref Pin | Employee Status | Employee Category | Designation | Office Info | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

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

* 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
 - Proposal No
 - o Proposed By
 - Expected Transfer Date
- Contract renewal information of current and destination office should be declared.

3.1.3.1 New Contract Renewal

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

Renew Contractual Employee

| Renew Contractual Empl | oyee 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 | Y | | |
| Category | Category * | | | |
| | Select category | × | | |
| Employee Level * | Select level | Y | | |
| Designation | Designation * | | Functional Designation * | |
| | | • | Select functional designa 🗸 | |
| Renew Contract Info | | | | |
| Expiry Date * | DD-MM-YYYY | | Extended For | |
| Contract Renewal Related | l 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.

Employee Contract Renew List To Create Order

| G | -Select | Country- | | | | |
|-----------------|-------------------|----------------------|--------|---------|------------|----|
| | Office | • | | | | |
| Employ | ee PIN | | | | | |
| Search | | | | | | |
| Employee Contra | ct Renew Proposal | List To Create Order | | | | 0 |
| Proposal No | Proposal Date | Employee Info | Status | Project | Department | De |
| | | | | | | |
| | | | | | | |

Image: Contract Renewal Order

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

3.1.3.4 Associated Contract Renewal List

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

| Associated C | ontract Rene | wal Sea | rching Form | | | | |
|-------------------------|--------------|-----------------|-----------------|--|-----------------|----------------------------|--------------|
| | Country | -All C | ountry- | V | | | |
| Office | | | | • | | | |
| Empl | oyee PIN | | | | | | |
| Status | | -Select Status- | | • | | | |
| From Date | | DD-MM-YYYY | | | To Date | DD-MM-YYYY | |
| Search Associated Em | ployee Conti | ract Ren | ew | 36. | | | c |
| Proposal No | Proposal | Date | Country | Employee Info | Status | Project | Departmen |
| <u>BI-2016101</u> | 15-01-2016 | | [050]Bangladesh | [011000055]- QA RASHED RETESTING ONE HR | On Proposal | [BD-0002]- BRAC Bangladesh | PR & Commu |
| BI-2016102 | 15-01-2016 | | [050]Bangladesh | [011000054]- QA RASHED | Order Generated | [BD-0002]- BRAC Bangladesh | Internal Aud |

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 Name | [011000054]- QA RA | SHED HR | | | | | |
|------------------------------------|---|--------------------|---------------|---------------------------|--|------------------------------|-------------|
| Program Type | Support Programm | • | | | | | |
| Employee Category | Contract Staff | | | Employee L | evel | × | |
| Program | [12]- BRAC Internat | tional HO (BD |) | Project | | [BD-0002]- BRAC Bangla | desh |
| Department | Internal Audit | | | Employee 0 | ffice | [BI]- BRAC Center, Bang | ladesh |
| Designation | [D063]- Junior Final | ncial Analyst | | Functional I | Designation | [FD066]- Junior Financia | l Analyst |
| Joining Date | 01-01-2015 | | | Current Off | ice Joining Date | 01-01-2015 | |
| Current Country | 01-01-2015 | | | | | | |
| Joining Date | | | | | | | |
| Contract Renew Inform | ation | | | | | | |
| Proposal No | BI-2016102 | | | | | | |
| Proposal Date | 15-01-2016 | | | | | | |
| Previous Expiry date | 01-01-2017 | | | New | Expiry date 02-0 | 1-2018 | |
| Extended For | Months 12 | | Da 1 | ys | | | |
| Contract Renewal Related Paper | Renewal of contract Supporting Docum | Related ents | | | | | |
| Payment Information | | | | | Copyright © BRA | C international 2016 | |
| 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 | | | | | | |
| | Туре | Status | Actor | | Action Taken By | | Date |
| | Proposal | Authorised | Country Hu | man Resource | [0034362]- Faruque [FD003]- Executive | Ahmed | 15-01-2016 |
| | Comments: qwer | tyjk | | | | | |
| | Proposal | Authorised | Country Rep | presentative | [0034362]- Faruque [ED003]- Executive | Ahmed Director | 15-01-2016 |
| | Comments: dfghj | | | | [i boos] Exception | Unicetor | |
| | Proposal | Authorised | Country Hea | ad of | [0034362]- Faruque | Ahmed | 15-01-2016 |
| | Comments: ertyu | | Accounts | | [PD003]* Executive | Director | |
| | Recommendation | Authorised | Director Fina | ance | [0034362]- Faruque | Ahmed | 15-01-2016 |
| | Comments: etyu | | | | [PD003]- Executive | Director | |
| | Recommendation | Authorised | Anchor | | [0154028]- Tasrin Ja [FD230]- Team lead | ahan ler,HR-New project & | 15-01-2016 |
| | Comments: Auth | orized | | | systems | | |
| | Recommendation | Not Required | Anchor | | [0098570]- Md. Rafi [FD221]- Manager | gul Islam IT | 15-01-2016 |
| | Recommendation | Authorized | CPO BRAC | International | [0000223]- SHIB N/ | ARAYAN KAIRY | 15-01-2016 |
| | Commenter worth | All and the second | GFG BRACI | Contraction (Contraction) | [FD219]- Chief Fina | ancial Officer | 1.5 01-2016 |
| | Approval | Not | Executive Di | rector BRAC | [0150044]- T M Seli | m | 15-01-2016 |
| | Approva | Required | Executive Di | rector, princ | [FD234]- Monitorin | g Lead | 15 01 2010 |
| | Approval | Authorised | Executive Di | rector, BRAC | [FD227]- Team Lea Development | der, Learning & | 15-01-2016 |
| | Comments: kjnhl | ¢ | | | | | |
| Employee Contract Ren | ewal Order Informa | ation | | | | | |
| Order No | BI-2016101 | | | | | | |
| Order Date | 15-01-2016 | | | | | | |
| Order Related | No File uploaded I | | | | | | |
| Document CC To | | | | | | | |
| | | | | | | | |

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 Cont | tract Renew Pro | posal | | | | |
|-------------------------|---------------------------------|----------|----------------|---------------------------------------|----------------------|-----------|
| Employee Contract Renew | v 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 Designatio | n | D020 Credit Officer | |
| Functional Designation | [FD019]- Credit Officer | | New Functional | Designation | FD019 Credit Officer | |
| Current Level | ш | | New Level | | D020 Credit Officer | |
| Current Program | [01]- Microfinance Program | | New Program | | 01 Microfinance Prog | ram |
| Current Project | [UG-0001]- Microfinance Project | * | New Project | | UG-0001 Microfinance | e Project |
| Proposed By | [031000002] - BUSINGE DANIE | L | | | | |
| 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 | | | | | | |
| | Туре | Status (| Date | Authority | | Comments |
| | Recommendation | Done 1 | 11-09-2014 | Onenarach Jimmy [D035] Accounts (| / Officer | ok |
| | Approval | Done 1 | 11-09-2014 | Matovu Abdul Azli [D062] 1T Suppor | zi rt Staff | ok |
| Email To | 1 | | | | | |
| | 1 | | | | | |
| | | | | | | |
| | | | | | | |

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.

| Document Category * | | * Required * Invalid date | |
|---|-------------------------------------|---|---------------|
| Sub Category * | | format, must be in DD-MM-YYYY format | |
| Upload Date * | D-MM-YYYY | | |
| Add Employee | | | |
| | | | |
| Employee Info * | | | Add |
| Employee Info * | | P | Add |
| Employee Info * | Designation | Project | Add |
| Employee Info * Employee Name [0000001]- SIR FAZLE HASAN ABED | Designation [D001] - Chairperson | Project [BD-0002] - BRAC Bangladesh | Add Remove |

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.

| _ | ipioyee Do | cument of | Judu List Ful | Luit | | | |
|------|--|-----------------------------|------------------|--|-----------------|--|--|
| Edi | t Employee Docum | ient Upload | | | | | |
| D | ocument Cetegor | y | | | | | |
| | Sub Category | / | | - | | | |
| | Employee Pir | | | | | | |
| | Upload Date | e DD-MM-YYYY | | | | | |
| For | 1 A 1 | | | | | | |
| 36 | arch | | | | | | |
| Shov | v 10 v entries | | | | | Search: | |
| Shov | arch 10 | Document Sub Category ≎ | Employee Name 🗘 | Office Info 🗘 | Project Info 🗘 | Search: Designation 🗘 | Document Date |
| Shov | arch 10 v entries Document Category \$ Appointment | Document Sub Category \$ | Employee Name \$ | Office Info \$ [BI]- BRAC Center, Bangladesh | Project Info \$ | Search: Designation \$ [D265] Senior Software Engineer-I | Document Date 01-01-2016 |

Image: Employee Document Upload List For Edit list page

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

| Edit Employee | Document Upload | | |
|-----------------------|---------------------------------------|---|--|
| Employee Information | | | |
| Employee Info | [0154028] TASRIN JAHAN | | |
| Designation | [D265] Senior Software Engineer-I | | |
| Project Info | [BD-0001]- BRAC International HO (BD) | | |
| Office Info | [BI] - BRAC Center, Bangladesh | | |
| Edit Employee Documen | t Upload | | |
| Document Cetegory * | Appointment | V | |
| Sub Category * | Appointment letter | • | |
| Upload Date * | 01-01-2016 | | |
| Document Upload | Appointment letter | | |
| Edit Back To Lis | st | | |

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.

| Empl | oyee Docu Employee Docur | ument Uplo nent Upload | oad List For | Remove | | | |
|--------------|-----------------------------|-----------------------------|---------------------------------------|------------------------------------|---|--------------------------------------|------------------|
| Docun | nent Cetegory | - | 11 | - | | | |
| | Sub Category | | | | | | |
| | Employee Pin | | | | | | |
| | Upload Date | DD-MM-YYYY | | | | | |
| Search | | | | | | | |
| Show 1 | l0 🗸 entries | | | | | Search: | |
| Remove \$ | Document Category \$ | Document Sub Category \$ | Employee Name 💠 | Office Info \$ | Project Info 🗘 | Designation \$ | Docuamnt Date |
| Remove | Appointment | Appointment letter | [0154028] TASRIN JAHAN | [BI]-BRAC Center, Bangladesh | [BD-0001] - BRAC International HO (BD) | [D265] Senior Software Engineer-I | 01-01-2016 |
| Remove | Appointment | Appointment letter | [0003902] MD. ABUL KASHEM MOZUMDER | [BI]-BRAC Center, Bangladesh | [BD-0001] - BRAC International HO (BD) | [D268] Programme Coordinator | 01-01-2016 |

Image: Remove Employee Document Upload list page

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

| Remove Emplo | oyee 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 Docu | ment Upload |
| Document Cetegory | Appointment |
| Sub Category | Appointment letter |
| Upload Date | 01-01-2016 |
| Document Upload | Appointment letter |
| Remove Back t | o 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 | | |
| Logged in country office employees | KAZI SAMIUN RAHM | IAN [011000056] | searched from the search button in all sections. |
| | KAZI SAMIUR RAHM | IAN [011000057] | |
| | KAZI MOSHARROF | HOSSAIN [011000058] | |

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

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 Search

| Employe | ee Informatio | - Employ | | | | | | | | |
|----------------------------------|---|--|---|--|--|---|--|---|---|--|
| | | Employe | ee Document | ts | | | | | | |
| Con | tract Re | newal L | .ist | | | | | | | |
| Contrac | t Renew List | | | | | | | | | 0 |
| Letter | Issue Date | Effective Date | Contract Start Date | Contract End Date | Duration o Contract(I Month) | f In Office | | Program | Proje | ect |
| Trar Transfe Letter | ISFET LIS I Info List Issue Date | Order Date 21-01-2016 | Order No BI-2016101 | Effective Date 21-01-2016 | Page 1 of 0 Type Transfer | ► ►I From Cot [050] Bang | untry ladesh [| To Country (728) South Suc | No re From (dan [BI] BRA Banglad | cords to view Diffice IC Center, esh |
| < | | | | (4 <4 | Page 1 of 1 | 105 (F) | | | V | > |
| | | | | | | | | | | |
| Grie | vance L | ist | | | | | | | | |
| Grievar | ice Info List | | | | | | | | | 0 |
| Title | | Occurrence Date | File Da | te Act | ion Type | Action Date | Office | Р | Project | Depart |
| <u>KSR</u> | | 01-01-2016 | 21-01-20 | 016 Term | inate | 21-01-2016 | [SS400001] T | forit [S | S-0013] Emergenc utrition (Unicef) | y HR & Tra |
| < Sepa | aration | Info | | 14 44 | Page 1 of 1 | B> B1 | | | v | > iew 1 - 1 of 1 |
| Separa | tion Info | | | | | | | | | |
| Letter | Issue Date | Tentat | tive Last I ng Date I | Last Workin Date | Separat | tion Type | Order No | Order | Date Effe | ctive Date |
| | | | | | | | | | | |
| | Contract Letter Transfe Letter Grieu Grievan Title KSR Crievan KSR Crievan KSR | Contract Renew List Letter Issue Date Image: Separation Separa | Contract Renew List Letter Issue Date Effective Date Info List Info List Info List Info List Info List Issue Date Order Date Info List Issue Date Order Date Info List Info List Issue Date Occurrence Date Issue Jate Occurrence Date Issue Jate Issue Jate Separation Info Issue Date Yental Issue Date Yental | Contract Renew List Letter Issue Date Effective Date Contract Start Date Transfer List Transfer Info List Order Date Order No 1 Issue Date 21:01:2016 BI:2016101 Contract Start Date Grievance Info List Grievance Info List Grievance Info List Grievance Info List Separation Info Separation Info Tentative Last Working Date | Contract Renew List Letter Issue Date Effective Date Contract Start Date Contract End Date Image: Source List Image: Source Lis | Contract Renew List Letter Issue Date Effective Date Contract Start Date Contract End Date Duration of Contract() Honth) Image 1 of 0 Transfer List Transfer List Image 1 of 0 Letter Issue Date Order No Effective Date Transfer List Transfer List Effective Date Transfer Image 1 of 0 Letter Issue Date Order No Effective Date Transfer Grievance List Grievance List Courrence Date Action Type Separation Info Separation Info Letter Issue Date Tentative Last Working Date Last Working Separation | Contract Base Date Effective Date Contract End Date Duration of Contract Contract (In Office Point) Letter Issue Date Effective Date Contract End Date Duration of Contract (In Office Point) Office Point) Image 1 of 0 >> >1 Image 1 of 1 >> >1 < | Contract Renew List Letter Issue Date Effective Date Contract Start Date Duration of End Date Office Unit in the set of | Contract Renew List Letter Issue Date Effective Date Contract Start Date Contract End Date Duration of Contract(In Month) Office Program Image: | Contract Renew List Letter Issue Date Effective Date Contract (ind Date Duration of Contract(in Month) Office Program Program Program Intervalue Contract (ind Date Office Program Program |

Image: Employee Personal File information page

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

| Document Cetegory | | | - | | | | |
|-------------------|---|----------------------------|---|------------|-------|----------|---|
| Sub Category | | | • | | | | |
| Search | 5 | | | | | | |
| Search | | | | | | | |
| now 10 🗸 entries | | | | Sea | arch: | | |
| ocument Category | ٥ | Sub Category | ٥ | Date | ٥ | File | ٥ |
| ansfer | | Approved Transfer Proposal | | 21-01-2016 | | Download | |
| ansfer | | Join After Transfer | | 21-01-2016 | | Download | |

Image: Employee Personal File documents listpage

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

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

3.1.4.6 Personal File Access Control

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

| Country* Select able Project Department oject O Department All Expand All Select All | ct Country | | | | |
|--|--------------------|-------------|------------|------------|--------|
| able Project Department oject O Department All Expand All Select All | Unselect All | | | | |
| oject O Department | Unselect All | | | | |
| All Expand All Select All | Unselect All | | | | |
| Office Info | | | | | |
| From Level * | | • | To Level * | | - |
| mployee | | | | | |
| Employee Info | mployee- | | - | Add | |
| Emplo | oyee Name | Designation | Project | | Remove |
| From Date * | Μ-ΥΥΥΥ | | To Date * | DD-MM-YYYY | |
| Reason Maxim | num 2000 character | | | | |

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

| Per | nding Requ | lested List | t | | | | | | |
|--------|--------------------|-----------------------|------------------------------|---------|--|---------------|----------|-------------|------------|
| Pend | ling Requested Lis | t | | | | | | | |
| | Country | Select Country | | | ¥ | | | | |
| | Office Info | -Select Office- | | | • | | | | |
| | Employee PIN | | | | | | | | |
| Se | arch | | | | | | | | |
| Show | 10 v entries | | | | | | Search | : | |
| ٥ | Country \$ | Office \$ | Employee 🗘 | Level 🗘 | Project 🗘 | Department \$ | Status 🗘 | From Date 💠 | To Date 🗘 |
| Select | [728]-South Sudan | [SS400002]- Rumbek | [0150051]- Kashfia Rahman | XIV | Essential Health Care (BRAC USA) | HR & Training | PENDING | 21-01-2016 | 21-01-2017 |

Image: Pending Requested List page

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

| Employee Name | KASHFIA RAHMAN | | | | |
|--|--|------------------|--|------------------------------|---|
| Pin | 0150051 | | Employee Category | Contract Staff | |
| Program | [12]- BRAC International HO (B | D) | Employee Level | XIV | |
| Project | [SS-0002] - Essential Health Car | re (BRAC USA) | Designation | [D003] - Executive Director | |
| Current Office | [SS400002]- Rumbek | | Functional Designation | [FD003] - Executive Director | |
| Department | HR & Training | | | | |
| Country* | [050]-Bangladesh | | v | | |
| vailable Project Depai | tment | | Animeter - | | |
| Project O Depa | rtment | | | | |
| | leview ication | | | | |
| Monitoring & F Monitoring & F PR & Commun PR & Commun Procurement, Research and Microfinance Health & Nutri | teview ication echnology Logistics & Transport Development tion Select All Unselect All | | | | |
| Monitoring & F Monitoring & F PR & Commun PR & Commun Procurement, Research and Microfinance Health & Nutri apse All Expand All 3 Office Info | teview ication echnology Logistics & Transport Development tion Select All Unselect All | | • | | |
| Monitoring & F Monitoring & F PR & Commun PR & Commun Procurement, Research and Microfinance Health & Nutri Appse All Expand All 1 Office Info From Level * | teview ication cdnology Logistics & Transport Development tion Select All Unselect All | | • To Level * | | - |
| Monitoring & F PR & Commun PR & Commun Procurement, Research and Microfinance Health & Nutri apse All Expand All : Office Info From Level * Id Employee | teview ication cchnology Logistics & Transport Development tion Select All Unselect All | | ▼ To Level * | | |
| Monitoring & F PR & Commun PR & Commun Procurement, Research and Microfinance Health & Nutri apse All Expand All 3 Office Info From Level * Id Employee Employee Info | teview ication schnology Logistics & Transport Development tion Select All Unselect All | | To Level * | Add | |
| Monitoring & F PR & Commun Pr & Commun Procurement, Research and Microfinance Health & Nutri Appse All Expand All 1 Office Info From Level * Id Employee Employee Info | teview ication echnology Logistics & Transport Development tion Select All Unselect All Employee Name | ▼ Designation | To Level * | Add | |
| Monitoring & F PR & Commun Pr & Commun Procurement, Research and Microfinance Health & Nutri Office Info From Level * Id Employee Employee Info | teview ication | | To Level * To Level * | Add Remove | |
| Monitoring & F Monitoring & F Monitoring & F PR & Commun Procurement, Procurement, Research and Microfinance Health & Nutri appse All Expand All 1 Office Info From Level * Id Employee Employee Info From Date * | teview ication contrology Logistics & Transport Development tion Select All Unselect All Employee Name [011000057]- KAZI SAMIUR RAHMAN 21-01-2016 | | To Level * To Level * Project E Director [SS-0013]-Er (Unicef) To Date * | Add Remove | |

Image: Approve Employee Personal File Access Request page

- Employee Detail Information and Available Project Depart will auto load iv.
- Enter 'From Date' and 'To Date' for the access control duration ٧.

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

3.1.4.8 Personal File Access Control by HR

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

Create Employee Personal File Access By HR

| Create Employee Perso | nal File Access By HR | | | |
|---|--------------------------|-------------|------------|---------|
| Employee Info * | | | | |
| Country* | Select Country | | V | |
| vailable Project Depar | tment | | | |
| | | | | |
| lapse All Expand All S Office Info | elect All Unselect All | | | |
| From Level * | | • | To Level * | • |
| dd Employee | | | | |
| Employee Info | -All Employee- | | • | Add |
| | Employee Name | Designation | Project | Remove |
| From Date * | DD-MM-YYYY | | To Date * | ММ-ҮҮҮҮ |
| Remarks | Maximum 2000 character | | | |
| Save Reset | | | | |
| | | | | |

- 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 HRIist can show any combination of above search criteria

Approved Employee List

| Арр | roved Employee Li | st | | | | | | | |
|------------|----------------------------|---------------|------------|---------|-----------|------------|--------|-----------|-----------|
| | Country | Select Countr | у | | ~ | | | | |
| | Office Info | | | | | | | | |
| | Employee PIN | 0150051 | | | | | | | |
| | | | | | | | | | |
| Show | 10 👽 entries | 1 | | | 1 | | Search | h: | |
| Show \$ | 10 v entries Country \$ | Office \$ | Employee 🗘 | Level 💠 | Project 🗘 | Department | Search | From Date | To Date 🗘 |

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 Inform | ation | | | | | |
|---------------------------|--------------------------------|------------------------|-----------------------|----------------|---------------|---|
| Employee Name | KASHFIA RAHMAN | | | | | |
| Pin | 0150051 | | Employee Category | Contract Staff | | |
| Program | [12]- BRAC International HO (| BD) | Employee Level | VIX | | |
| Project | [SS-0002]- Essential Health Ca | re (BRAC USA) | Designation | [D003]- Execut | ive Director | |
| Current Office | [SS400002]- Rumbek | Fu | nctional Designation | [FD003]- Execu | tive Director | |
| Department | HR & Training | | | | | |
| Country* | [050]-Bangladesh | | v | | | |
| Available Project Depa | rtment | | | | | |
| | 11.1% | | | | | |
| Project () Depa | artment | | | | | |
| 🔁 🛄 [BD-0001] BRAC | International HO (BD) | | | | | ^ |
| Internal Audi | t | | | | | |
| Finance & Ac | counts | | | | | |
| | Paviau | | | | | |
| PR & Commu | nication | | | | | |
| | Technology | | | | | |
| Procurement, | , Logistics & Transport | | | | | |
| Research and | Development | | | | | |
| - 🖸 🎦 Microfinance | | | | | | |
| - 🗌 🕒 Health & Nutr | rition | | | | | ~ |
| Collapse All Expand All | Select All Unselect All | | | | | |
| Office Info | | | | | | |
| From Level * | | - | To Level * | | | - |
| Add Employee | | | | - | | |
| End and the | | | | (| | |
| Employee Into | | | - | Add | | |
| | Employee Name | Designation | Project | | Remove | |
| | [0000223]- SHIB NARAYAN | [D002]- Chief Financia | Officer [BD-0002]- BR | AC Bangladesh | A | |
| | KAIRY | [oode] enter menee | | ne bangibbean | | |
| From Date * | 21-01-2016 | | To Date * | 21-01-2017 | | |
| Remarks | Maximum 2000 character | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Iladata | de tra liet | | | | | |
| opuace | CR LU IISL | | | | | |

Image: Edit Approved Employee Personal File Access Request page

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

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

3.2 Transfer

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

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

Business Rule:

- Authorized user will be able to create Transfer Proposal for an Employee; Current practice of BI-HR is that respective supervisor places the proposal manually to the designated authority who will verify information with required documents. Then Respective Supervisor will have to verify and accept the Transfer Proposal for further processing.
- Required documents will have to be uploaded while creating Transfer Proposal, i.e. Charge Handover (considering program) and Transfer form.
- Authorized user can create, update and delete a proposal.
- System will allow user to update/ delete the proposal until it'll be accepted by next level.
- Only initiator can delete a proposal
- Based on Employee selection by PIN system will populate Employee Information
 - o PIN
 - o Name
 - o Proposal No
 - 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. **Employee Transfer Proposal**

| Employee Transfer Prop | oposal Info | |
|-----------------------------|--|---------------------|
| Proposal No | AUTO | |
| Proposal Date | 08-02-2015 * Required | |
| Proposed Employee * | | |
| Current Office | | |
| Current Level | | |
| Designation | Current Designation Current Functional Designation | |
| Last Transfer Date | | |
| Proposal Type * | Transfer Opputation OSecondment OTransfer (End of Deputation | utation/Secondment) |
| Country * | [050]-Bangladesh | |
| Program Type * | -Select Program Type- | |
| New Program * | Select New Program | |
| New Project * | ▼ | |
| New Department* | Select Department | |
| Proposed Office * | | |
| New Country Level * | Select level v | |
| Designation | New Designation * New Functional Designation * | |
| | | |
| Applied By Employee | O YES O NO | |
| Remarks* | | |
| Transfer Evaluation Form | Browse | |
| Greate | | |

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 Depu | tation/Transfer Pro | oposal List | | | | |
|---------------|---------------------|-------------|--------|----------------------------|------------------------|--------------------|
| Proposal No | Proposal Date | Туре | Status | Employee Info | Current Designation | New Designation |
| UGCHO-2014901 | 09-09-2014 | TRANSFER | New | 031001253 TEST EMPLOYEE | D020 Credit Officer | D020 Credit Office |

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.

| ployee transfer prop | osal info | | | | | |
|-----------------------|---------------------------------|---------|----------------------|--|--------------------------------|----------|
| Proposal No | UGCHO-2014901 | | | | | |
| Proposal Type | Transfer | | | | | |
| Status | Proposed | | | | | |
| Proposed Employee | [031001253]- TEST MALE E | MPLOYEE | | | | |
| Current Office | Uganda Country Office (U | Propose | d Office | Kampala (UG300001) | | |
| Current Designation | Credit Officer | New De | signation | Credit Officer | | |
| unctional Designation | Credit Officer | New Fur | ictional Designation | Credit Officer | | |
| Current Level | ш | New Lev | vel | ш | | |
| Current Program | [01]- Microfinance Program | | New Program | | [01]-Microfinance Program | |
| Current Project | [UG-0001]- Microfinance Project | | New Pro | oject | [UG-0001]-Microfinance Project | |
| Applied By Employee | NO | | | | | |
| Proposed By | [031000002]- BUSINGE DA | NIEL | | | | |
| Remarks | | | | | | |
| Attachment | No Attachment | | | | | |
| | Туре | Status | Date | Authority | | Comments |
| | Recommendation | Pending | | Onenarach Jimmy [D035] Accounts Off | icer | |
| Comments * | | | | | | |
| | | | | | | |

Image: Employee Transfer Authorized page (For Recommendation)

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

| Re | commended Alert Information |
|----|--|
| A | Are you sure Recommended this Transfer Proposal for Approval?. |
| | Recommended Cancel |

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.

| Rea | uest For Modification Alert | × |
|-----|---|---|
| A | Are you sure Request this Transfer Proposal For Modification?. | |
| | | |

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.

| | and a set of the set o |
|---|--|
| A | These transfer proposal will be permanently |
| | deleted and cannot be recovered. Are you sure to |
| | reject at it.? |
| | |
| | |
| | |
| | |

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.

| Proposal No | UGCHO-2014901 | | | | | | |
|------------------------|---------------------------------|----------|------------|-----------------------------------|-----------------|--------------------------------|--|
| Proposal Type | Transfer | | | | | | |
| Status | Recommended | | | | | | |
| Proposed Employee | [031001253]- TEST MALE | EMPLOYEE | | | | | |
| Current Office | Uganda Country Office (| UGCHO) | Proposed C | Proposed Office | | 0001) | |
| Current Designation | Credit Officer | | New Design | New Designation | | | |
| Functional Designation | Credit Officer | | New Functi | New Functional Designation | | | |
| Current Level | ш | | New Level | New Level | | | |
| Current Program | [01]- Microfinance Program | | New Progr | New Program | | [01]-Microfinance Program | |
| Current Project | [UG-0001]- Microfinance Project | | New Proje | New Project | | [UG-0001]-Microfinance Project | |
| Applied By Employee | NO | | | | | | |
| Proposed By | [031000002]- BUSINGE D | ANIEL | | | | | |
| Remarks | | | | | | | |
| Attachment | No Attachment | | | | | | |
| | Туре | Status | Date | Authority | | Comments | |
| | Recommendation | Done | 10-09-2014 | Onenarach Jimm [D035] Accounts | iy s Officer | ok | |
| | Approval | Pending | | Matovu Abdul A [D062] IT Suppo | | | |
| Comments * | | | | | | | |
| | | | | 2.6 | 3 | | |

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.

| a | Are you sure Request this Transfer Propos Clarification? | sal For |
|----------|---|---------|
| | | |

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.

| | Country | -Selec | t Country- | ~ | | | |
|-------------------|-------------------------------|----------|-------------|---|--|--------------------------------|-------------------------------|
| | Office | | | - | | | |
| Emp | loyee PIN | - | | | | | |
| Search | | | | | | | |
| Employee Dep | outation/Trai | nsfer Pr | oposal List | | | 11 | |
| Proposal No | Proposa | l Date | Туре | Status | Employee Info | Current Project | New Project |
| <u>BI-2015103</u> | 07-07-203 | 3 | TRANSFER | Approved | [012000028]- Abdullah Al Murad Chowdury | [BD-0003] - BRAC Bangladesh | [UG-0001] - Microf Project |
| <u>BI-2015102</u> | I-2015102 07-07-2033 TRANSFER | | Approved | 03 [012000028]- Abdullah Al Murad Chowdury Z-0004]-1 BETTT International TO (BD) | | Jury Z-0004]- SEP | |
| | | | | | | | |
| | | | | | | | |

Image: Employee Transfer Order list page

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

| nployee Tra | nsfer Order | | |
|--------------------------------|----------------------------|----------------------------|-------|
| Employee Transfer Or | rder Info | | |
| Order No | AUTO | | |
| Proposal No | UGCHO-2014901 | | |
| Proposal Date | 10-09-2014 | | |
| Proposed Employee | TEST MALE EMPLOYEE [031 | 001253] | |
| Current Office | Uganda Country Office (UGC | 10) | |
| Current Level | III | | |
| Designation | Current Designation | Current Functional Design | ation |
| | Credit Officer | Credit Officer | |
| Last Transfer Date | | | |
| Program Type * | Core Programme | . | |
| New Program * | Select New Program | | |
| New Project * | - | | |
| Proposed Office * | [UG300001] Kampala | | |
| New Level * | ш | Ţ | |
| Designation | New Designation * | New Functional Designation | on * |
| | [D020] Credit Officer 🔹 | Credit Officer | |
| Is Charge Handover Required | | | |
| Remarks | | | |
| | | | |
| Attachment | Browse | | |
| Email To | | | |
| | | | |
| | | | |

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.

| | Country - | Select Country- | | | | |
|---------------|------------------|-----------------|----------------|---------------|-----------------|----------------|
| | Office | | - | | | |
| Emp | loyee PIN | | | | | |
| Search | | | | | | |
| Revise Transf | er Order List | | | | | |
| Order No | Proposal Date | Туре | Status | Employee Info | Current Project | New Proj |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 4 | | | D | 60 | | 10 |
| Ç) | | | ra ka Page 1 0 | | No r | ecords to view |
| | | | | | | |

Revise Transfer Order List

Image: Revise Transfer Order list Page

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

| Review | Tra | ansfer | Order |
|--------|-----|--------|-------|
| | | | |

| Review Transfer Order | | |
|-----------------------|--------------------------------|--------------------------------|
| Order No | UGCHO-2014901 | |
| Order Date | 10-09-2014 | |
| Proposed Employee | TEST MALE EMPLOYEE [031001253] | |
| Current Office | Uganda Country Office (UGCHO) | |
| Current Level | 3 (III) | |
| Designation | Current Designation | Current Functional Designation |
| | Credit Officer | Credit Officer |
| Last Transfer Date | | |
| New Program * | Microfinance Program | |
| New Project * | Microfinance Project | |
| Proposed Office * | [UG300001] Kampala | - |
| New Level * | III | |
| Designation | New Designation * | New Functional Designation * |
| | [D020] Credit Officer 👻 | Credit Officer 🔹 |
| is Charge Handover | | |
| Remarks | | |
| Attachment | Browse | |
| | | |

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.

| | Country [728] | -South Sudan | V | | | |
|----------------|--------------------|--------------|-----------------|-------------------|--------------------|-----------------|
| | Office | | • | | | |
| Employ | yee PIN | | | | | |
| Search | | | | | | |
| Search | 1 | | | | | |
| Employee Deput | tation/Transfer Pr | oposal List | 6 | 6 | 6 | v 9 |
| Order No | Proposal Date | Туре | Status | Employee Info | Current Project | New Project |
| | | TOANCEED | Order Concepted | [0055355]- Ananta | [CC-0072], Conoral | [DD 0001] DD 44 |

Image: Update Transfer Order List Page

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

| ployee Transfer Ord | er Info | | | |
|--------------------------------|------------------------------|---------------|-----------------|--|
| Transfer Type | TRANSFER | Status | Order Generated | |
| Proposal No | SSCH0-2016101 | Proposal Date | 19-01-2016 | |
| Proposed Employee | [0055355]- Ananta Kumar Saha | | | |
| ihow Detail Proposal Ir | formation | | | |
| Order No | SSCHO-2016101 | | | |
| Is Charge Handover Required | | | | |
| Remarks | | | | |
| | | | | |

Image: Update Transfer Order Page

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

3.2.3.4 Cancel Transfer Order

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

Cancel Transfer Order List

| | Country | -Select Country- | v | | | | |
|--------------|----------------|------------------|---|--------|---------------|-----------------|-------------|
| | Office | | | • | | | |
| Em | ployee PIN | | | | | | |
| Search | | | | | | | |
| Cancel Trans | fer Order List | | | | | | k |
| Order No | Proposal C | Date Type | | Status | Employee Info | Current Project | New Project |
| | | 1. | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Image: Cancel Transfer order list Page

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

| Cancel Transfer Order | | | | | | | | | | |
|-------------------------|---------------------------------------|----------------------------|---------------------------|--|--|--|--|--|--|--|
| Cancel Transfer Order | | | | | | | | | | |
| Order No | UGCHO-2014907 | | | | | | | | | |
| Order Date | 22-09-2014 | | | | | | | | | |
| Proposed Employee | [011000009]- TEST FEMALE EMPLOYEE ONE | | | | | | | | | |
| Current Office | Uganda Country Office (UGCHO) | Proposed Office | Kampala (UG300001) | | | | | | | |
| Current Designation | Monitoring Officer | New Designation | Regional Coordinator | | | | | | | |
| Functional Designation | Monitoring Officer | New Functional Designation | Regional Coordinator | | | | | | | |
| Current Level | IV | New Level | IV | | | | | | | |
| Current Program | [01] - Microfinance Program | New Program | [02]-Health Program | | | | | | | |
| Current Project | [UG-0001] - Microfinance Project | New Project | [UG-0008]-Living Goods | | | | | | | |
| Remarks | Test Transfer Order | | | | | | | | | |
| Cancel Transfer Order I | nformation | | | | | | | | | |
| Cancellation Note* | | | | | | | | | | |
| Attachment | Browse | | | | | | | | | |
| Send Cancellation R | equest | | Send Cancellation Request | | | | | | | |

Image: Cancel Transfer Order page

iii. Add Cancellation Note.

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

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*.

*** 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

| Empl | Office oyee PIN | | | | |
|---------------|--------------------|---------------------------|-----------------------|-----------------------------------|--------------------|
| Search | | | 64 9 | | |
| Employee Char | ge Handover I | list | | | |
| Order No | Туре | Employee Info | New Designation | New Project | New Office Info |
| JGCHO-2014902 | TRANSFER | [031001253] TEST EMPLOYEE | [D020] Credit Officer | [UG-0001] Microfinance Project | [UG300001] Kampala |
| JGCHO-2014901 | 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] Kan |

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 Res | ponsibility Handove | r (Tra | insfer) | |
|--|--|--------|-------------------------------|------------------------------|
| Employee Info | [051001255]- T EST EMPLOYEE | | | |
| Employee Category | Contract Staff | | | |
| Employee Level | | | | |
| Frances | Ittl: Minorference Processo | | New Program | Dit - Miccoleman Province |
| Project | Duty Microhance Magain | | New Project | Duroffill Newferen Delet |
| Project | | | | Costoory Micromatics Project |
| Current Office | [USCHO]- Uganda Country Office | | New Orice | [UG300001]* Kampala |
| Designation | [0020]- Creat Officer | | New Designation | [D020]+ Credit Officer |
| Functional Designation Employee Responsibility | [FO019]- Credit Officer Handovar Info | | New Functional Designation | [*0019]- Credit Officer |
| Handover Date * | 11-09-2014 | | | |
| List Of Pending Teak | | | | |
| Attachment | Brou | | | |
| Employee Responsibility | Randover Detail a | | | |
| Handover To * | -Select Employee- | | | |
| Handover Date * | DD-MM-YYYY |] | | |
| Responsibilities * | | - | | |
| | | | | |
| Add More Responsible | ility - | | | |
| Employee Finance Handov | er - | | | |
| Senk Selence(Local) | Amount | | MM-mm | |
| Senk Selence(USD) | Amount | | te MM-0007 | |
| Cash(Local) | Amount | 0. | t= | |
| Cash(USD) | Amount | 0e | | |
| Signed Cheque No. | from | Те | | |
| Unsigned Cheque | from | Те | | |
| Handover | Select Employee | | | |
| Witness Information One | | | | |
| Witness Name * | • | | Designation | |
| Dete * | DD-MM-YYYY | | | |
| Witness Information Two | | | | |
| Witness Name * | • | | Designation | |
| Dete * | DD-MM-YYYY | | | |
| Create Cano | • | | | |

Image: Employee Charge Handover page

Charge Handover List to Edit

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

| | Country [728] | -South Sudan | V | | | |
|-------------------------------------|-----------------------------------|--------------|------------|---------|---------------|----------------|
| | Office | | • | | | |
| Emplo | yee PIN | | | | | |
| Concernance of the second | | | | | | |
| Search | | | | | | |
| Search Employee Char | ge Handover List | 4. | <i>6</i> . | - | - | |
| Search Employee Char Order No | ge Handover List Proposal Date | Туре | Status | Country | Employee Info | Current Projec |

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 | -Select Country- | | | | | | | | | |
| | Office | | | | | | | | | | | |
| Emple | oyee PIN | | | | | | | | | | | |
| Fi | rom Date | DD-MM- | YYYY | | | | To Date | DD-MM-YYYY | | | | |
| Search | | | | | | | | | | | | |
| Employee Read | dy To Settle | ement List | | | | | | | 0 | | | |
| Order No | Proposi | al Date | Туре | | 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 Cou | ntry settlemen | it. | | |
|--------------------------------|----------------------------|-------------|----------------------------|---------------------------------|
| Employee Information | | | | |
| Employee Info | [012000163]- Md Rahman | | | |
| Employee Category | Regular Staff | | | |
| Employee Level | IX | | | |
| Program | [01]- Microfinance Program | n | New Program | [01]- Microfinance Program |
| Project | [TZ-0001]- Microfinance Pr | oject | New Project | [UG-0001]- Microfinance Project |
| Current Office | [TZCHO]- Tanzania Country | Head Office | New Office | [UGCHO]- Uganda Country Office |
| Designation | [D014]- Regional Accountar | nt | New Designation | [D006]- Director |
| Functional Designation | [FD014]- Regional Accounts | ant | New Functional Designation | [FD014]- Regional Accountant |
| Payment Information | | | | |
| Salary Due From | L | То | DD-MM-YYYY | Jate 0 |
| Leave Salary Up To (Date) | | Days | | 0 |
| Advance Salary Paid From | DD-MM-YYYY | То | DD-MM-YYYY (| Jate 0 |
| Food Allowance From | DD-MM-YYYY | То | 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 | | | - | | | |
| Emplo | yee PIN | | | | | | |
| Fre | om Date | DD-M | M-YYYY | | To Date | DD-MM-YYYY | |
| Search | | | | | | | |
| Employee Settle | ement List I | For Upda | ite | | | | |
| Order No | Proposa | l Date | Туре | Status | Employee Info | Current Project | New Project |
| SSCHO-2016101 | 19-01-201 | 6 | TRANSFER | Accounts Settled with | [0055355]- Ananta | [SS-0023]- General | [BD-0001]- BRAG |

Image: Employee Settlement List For Update page

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

| Employee Information | | | | | |
|---------------------------------|------------------------------|------|---------------|-----------------|------------------|
| Transfer Type | TRANSFER | | Status | Accounts Settle | d with Liability |
| 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 O | rder Information | | | | |
| Payment Information | | | | | |
| Salary Due From | 27-01-2016 | То | 27-01-2016 | Date | 2.45345634E8 |
| Leave Salary Up To (Date) | 27-01-2016 | Days | 22.3 | | 34535.0 |
| Advance Salary Paid From | 27-01-2016 | То | 27-01-2016 | Date | 435345.0 |
| Food Allowance From | 27-01-2016 | То | 27-01-2016 | | 345345.0 |
| NSSF/PF/ETF/EPE | | | | | 3453.0 |
| Liability | | | | | 45345.0 |
| Loan Outstanding | | | | | 34534.0 |
| Others | | | | | 345.0 |
| Total | | | | | |
| Total payable to staff* | 3.45345345E8 | | | | |
| Total receivable from staff* | 3454334.0 | | | | |
| Net payable to staff* | 3.41891011E8 | | | | |
| Settlement Date | 27-01-2016 | | | | |
| Remarks | na | | | | |
| Settlement Document | Browse | | | | |
| 3 | c and a contract the | Back | | | |

Image: Update Employee Country Settlement page

3.2.6 Join After Transfer

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

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

3.2.6.1 Releasing Office JAT

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

| Release C | vilice Join | Alter Transie | er List | | | |
|-----------------|--------------------|---------------|---------|---------|---------------|-----------------|
| c | ountry -Select | Country- | • | | | |
| | Office | | • | | | |
| Employ | ee PIN | | | | | |
| Fro | m Date DD-MM | -YYYY | | To Date | DD-MM-YYYY | |
| Search | | | | | | |
| Employee Deputa | ation/Transfer Ord | er List | | | | 0 |
| Order No | Proposal Date | Туре | Status | Country | Employee Info | Current Project |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Release Office Join After Transfer List

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.

| Join After Tra | insfer | | | |
|---|-------------------------------|-----------|---------------------------------|----------------------|
| Employee Basic Information | 91 | | | |
| Neme Tr | ST MALE EMPLOYEE | | | |
| PIN | 051001255 | | | |
| Proposal Type | Transfor | | | |
| Sefore Transfer | | | After Transfer | |
| Working Station | Uganda Country Office (UGCHO) | | Work Station | Kampala (UG500001) |
| Programme | Microfinance Program | | Programme | Microfinance Program |
| Designation | Credit Officer | | Designation | Credit Officer |
| Date of Leaving : * | DD-MM-MMY | | Expected Date of Joining : * | DD-MM-mm |
| Departure Date : | DD-MM-MMY | | | |
| Salary Details Information | • | | | |
| Selery Structure | Selary Sefore transfer | Selery AR | er transfer Co | PY |
| House Rent | 0 | | | |
| Medical Allowance | 3000.0 | | | |
| Convence | 0 | | | |
| Basic | 20000.0 | | | |
| Total Salary | 23000.0 | | | |
| Selary date in current work station * | DD-MM-YYYY | | | |
| Lisbillties/Comments 3nf | omation | | | |
| | | | | |
| Leave Relance Information | | | | |
| Leave belance * | | Daya | | |
| Maternity | From | те 00 | -MM-mm- | Tatal |
| Paternity | Prom | те 00 | -MM-mm | Tatal |
| Office Accommodation Inf | om Downwith | | | |
| Used before transfer | ng 🔘 👦 🎯 | | | |
| Attachment | Brou | | | |
| Transfer Information | | | | |
| Transferred by his/her own accord | Yes 🔘 No 🎱 | | | |
| Transfer Leave * | Fram | те 00 | -MIN-MIN- | |
| Loan Information | 00-444-777 | | | |
| Loan (If applicable) | | | | |
| Motorcycle Liability | Returned Settled | Not | | |
| Attachment | Brou | | | |
| Belevan | | | | |

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.

| | Country | [834]-Ta | anzania | 2 | | |
|-----------|--------------------|----------|---------------------|-----------------------|--------------------------------|--------------------|
| | Office | | | • | | |
| . () | Employee PIN | | | | | |
| Search | | | | | | |
| ceive Aft | er Transfer List | | | | | |
| er No | Employee | | Current Designation | New Designation | New Project | New Office |
| 1902 | [031001253] TEST E | EMPLOYEE | D020 Credit Officer | [D020] Credit Officer | [UG-0001] Microfinance Project | [UG300001] Kampala |
| 902 | [031001253] TEST 6 | EMPLOYEE | D020 Credit Officer | [D020] Credit Officer | [UG-0001] Microfinance Project | [UG300001] Kampala |

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 Informati | an | | | |
| Name | TEST MALE EMPLOYEE | | | |
| P1N | 031001255 | | | |
| Proposal Type | Tranalior | | | |
| Setore Transfer | | | After Transfer | |
| Working Station | [UGCHO]- Uganda Country Office | | Work Station | [UG300001]- Kempele |
| Programme | [01]- Microfinanci: Program | | Programme | [01]- Microfinance Program |
| Designation | [0020]- Credit Officer | | Designation | [D020]- Credit Officer |
| Date of Leaving | 12-12-2013 | | Date of Joining | 12-12-2014 |
| Departure Date | | | | |
| Selery Structure | Salary Sefore transfer | Selery Aft | er transfer | |
| Seaic | 0 | | 0 | |
| House Rent | 0 | | 0 | |
| Medical Allowance | 0 | | 0 | |
| Convence | 0 | | 0 | |
| Total Salary | • | | 0 | |
| Selery date in | 12122012 | | | |
| Usbilldier/Commente | 12-12-2015 | | | |
| | | | | |
| | | | | |
| Leave Balance Information | n | | | |
| Leave belance | 2 | Jaya | | |
| Maternity | from | те | | |
| Paternity | man | те | | |
| Office Accommodation In | lorm. | | | |
| Used before transfer | Ya 🔘 No 🎯 | | | |
| Attachment | | | | |
| Transfer Information | | | | |
| his/her own accord | Ya 🔍 No 🎯 | | | |
| Transfer Leave | Prom | Te 12-1 | 12-2014 | |
| Loan Information | 12-12-2013 | | | |
| Loan (If applicable) | | | | |
| Attechment | | | | |
| | | | | |
| Motorcycle Liability | Returned Settled | Net | | |
| Attachment | Regures | | | |
| Name of Working Sta | tion : Venet Arrange | | 7 | |
| Data of Joining -* | Kampala (UGSUUU | 44J | 1 | |
| Time : | Down-mr | | 1 | |
| is Office Accommodel | ien : | | | |
| Supervisor - * | •• • | | | |
| Attachment | | | | |
| | Prot | | | |
| Receive After Tran | á e | | | |

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.

| | Country | -Selec | t Country- | ¥ | | | |
|-----------------|-----------------|--------|------------|--------|----------------------------|---------------|----------------|
| | Office | | | • | | | |
| Emple | oyee PIN | | | | | | |
| Fr | om Date | DD-MM | I-YYYY | | To Date | DD-MM-YYYY | |
| Search | | | | | | | |
| Join After Tran | sfer List For | Update | r | | | | 0 |
| | Proposal | Date | Туре | Status | Country | Employee Info | Current Projec |
| Order No | | | | | Press and the local sector | factored a | Ten energy a |

Image: Join After Transfer List For Update list page

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

| Employee Transfer Ord | er Information | | | | | | |
|---|---|-----------|---------------------------------|---|---------|-------------------|---|
| Transfer Type | TRANSFER | | | | Status | Released | |
| Proposal No | SSCH0-2016101 | | | Propos | al Date | 19-01-2016 | |
| Order No | 55CHO-2016101 | | | Ord | er Date | 27-01-2016 | |
| Transfered Employee | [0055355] - Ananta Kumar Sah | a | | | | | |
| Show Detail Transfer O | rder Information | | | | | | |
| Date of Leaving : * | 28-01-2016 | 1 | | Expected Date o | f | 29-01-2016 | |
| Departure Date : | 28-01-2016 | | | Joining : * | | | |
| Salary Details Informat | tion | | | | | | |
| Salary Structure | Salary Before transfer | | Salary Af | ter transfer | Сору | | |
| Other | | 0 | | <u>44444.0</u> | | | |
| Basic | | 0 | - | 999999.0 | | | |
| Conveyance | | 0 | | 6666.0 | | | |
| Consolidated Salary | | 0 | 1 | 5555.0 | | | |
| Medical Allowance | | 0 | - | 77777.0 | | | |
| Cost of leaving | | 0 | | 88888.0 | | | |
| Allowersection | | | | | | | |
| Allowance(COLA) Total Salary | | 0 | | 1223329.0 | | | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In | 28-01-2016 nformation | 0 | | 1223329.0 | | 1 | _ |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In | 28-01-2016 nformation | 0 | | 1223329.0 | . 4 | 4 | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In | 28-01-2016 nformation na | | | 1223329.0 | | | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In Leave Balance Informa Leave balance * | 28-01-2016 nformation na tion 2.2 | 0 Days | Leav | 1223329.0 e Balance Up To Date | e* 2 | 8-01-2016 | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In Leave Balance Informa Leave balance * Maternity | 28-01-2016 | 0 | Leav To DD | e Balance Up To Dat | e* 2 | 8-01-2016 | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In Leave Balance Informa Leave balance * Maternity Paternity | 28-01-2016 | Days | Leav To DD To 29 | 1223329.0 е Balance Up To Dat -MM-ҮҮҮҮ -02-2016 | e* 2 | 8-01-2016 | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In Leave Balance Informa Leave balance * Maternity Paternity | 28-01-2016 | Days | Leav To DD To 29 | е Balance Up To Dat -ММ-ҮҮҮҮ -02-2016 | e* 2 | 8-01-2016 otal | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In Leave Balance Informa Leave balance * Maternity Paternity Office Accommodation Used before transfer | 28-01-2016 | 0 Days | Leav To 00 To 29 | 1223329.0 e Balance Up To Date -MM-YYYY -02-2016 | e* 2 | 8-01-2016 otal | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In Leave Balance Informa Leave balance * Maternity Paternity Office Accommodation Used before transfer Accommodation Document | 28-01-2016 Information na tion 2.2 From DD-MM-YYYY From 28-02-2016 Information Yes No Browse | Days | Leav To DD To 29 | е Balance Up To Dat -ММ-ҮҮҮҮ -02-2016 | e* 2 | 8-01-2016 otal | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In Leave Balance Informa Leave balance * Maternity Paternity Office Accommodation Used before transfer Accommodation Document | 28-01-2016 | Days | Leav To 00 To 29 | 1223329.0 е Balance Up To Date -MM-ҮҮҮҮ -02-2016 | e* 2 | 8-01-2016 otal | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In Leave Balance Informa Leave balance * Maternity Paternity Office Accommodation Used before transfer Accommodation Document Transfer Information Transferred by his/her own accord | 28-01-2016 Information na 2.2 From DD-MM-YYYY From 28-02-2016 Information Yes No Yes No Yes No | Days | Leav To 00 To 29 | е Balance Up To Dat -MM-YYYY -02-2016 | e* 2 | 8-01-2016 | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In Leave Balance Informa Leave balance * Maternity Paternity Office Accommodation Used before transfer Accommodation Document Transfer Information Transferred by his/her own accord | 28-01-2016 Information na 2.2 From DD-MM-YYYY From 28-02-2016 Information Yes No Yes No Yes No From 28-01-2016 | Days | Leav To DD To 29 | 1223329.0 е Balance Up To Dato -мм-үүүү -02-2016 | e * 2 | 8-01-2016 otal | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In Leave Balance Informa Leave balance * Maternity Paternity Office Accommodation Used before transfer Accommodation Document Transfer Information Transfer Leave Loan Information | 28-01-2016 Information na 2.2 From DD-MM-YYYY From 28-02-2015 Information Yes No Browse Yes No From 28-01-2016 | Days | Leav To 00 To 29 To 28 | 1223329.0 e Balance Up To Date -MM-YYYY -02-2016 | e* 2 | 8-01-2016 xtal | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In Leave Balance Informa Leave balance * Maternity Paternity Office Accommodation Used before transfer Accommodation Document Transfer Information Iransferred by his/her pown accord Transfer Leave Loan Information Loan (If applicable) | 28-01-2016 Information na 2.2 From DD-MM-YYYY From 28-02-2016 Information Yes No Prowse Yes No From 28-01-2016 | Days | Leav To 00 To 29 | 1223329.0 e Balance Up To Date -MM-YYYY -02-2016 | e * 2 | 8-01-2016 otal | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments II Leave Balance Informal Leave balance * Maternity Paternity Office Accommodation Used before transfer Accommodation Used before transfer Accommodation Transfer Information Transferred by his/her own accord Transfer Leave Loan Information Loan (If applicable) Motorcycle Liability | 28-01-2016 Information na 2.2 From DD-MM-YYYY From 28-02-2016 Information Yes No Browse Yes No From 28-01-2016 | 0 Days | To 29 | 1223329.0 e Balance Up To Date -MM-YYYY -02-2016 | e* 2 | 8-01-2016 xtal | |
| Allowance(COLA) Total Salary Salary date in current work station Liabilities/Comments In Leave Balance Informat Leave balance * Maternity Paternity Office Accommodation Used before transfer Accommodation Document Transfer Information Transfer Information Transfer Leave Loan Information Loan (If applicable) Motorcycle Liability Loan Related Document | 28-01-2016 nformation na 2.2 From DD-MM-YYYY From 28-02-2016 Information Yes No Prowse Yes No Prom 28-01-2016 From 28-02-2016 Information 90 Yes No @ Browse @ Returned @ Returned @ Browse | 0 Days | To DD To 29 | 1223329.0 e Balance Up To Dat -MM-YYYY -02-2016 -01-2016 | e * 2 | 8-01-2016 otal | |

Image: Release Office Join After Transferpage

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

Receive After Transfer List

| | Country -Selec | t Country- | V | | | |
|-----------------|----------------|------------|-----------|-------------------|--------------------|----------------|
| | Office | | - | | | |
| Emple | oyee PIN | | | | | |
| Search | | | | | | |
| Receive After 1 | Fransfer List | | 04. 10 | | | 0 |
| Order No | Proposal Date | Туре | Status | Employee Info | Current Project | New Project |
| SSCHO-2016101 | 19-01-2016 | TRANSFER | Joined | [0055355]- Ananta | [SS-0023]- General | [BD-0001]-BRAC |

Image: Receive After Transfer List to Editlist page

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

| Transfer related support documents | ing Remove Browse | | |
|---|--|--|-------------------|
| Edit Receive After T | ransfer | | |
| Proposal No | SSCH0-2016101 | Proposal Date | 19-01-2016 |
| Order No | SSCH0-2016101 | Order Date | 27-01-2016 |
| Transfered Employee | [0055355] - Ananta Kumar Saha | | |
| Show Detail Transfer Or | rder Information | | |
| Salary Details Informat | tion | | |
| 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 | 0 | 88888.0 | |
| Total Salary | 0 | 1223329.0 | |
| Salary date in current work station | 28-01-2016 | | |
| Liabilities/Comments | | | |
| Leave Balance Informa Leave balance | tion | Leave Balance Up To Date * | .ii 28-01-2016 |
| Maternity | From | То | |
| 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 | | |
| work station Liabilities/Comments | 28-01-2016 | | |
| work station Liabilities/Comments | 28-01-2016 na | | |
| work station Liabilities/Comments Leave Balance Informa | 28-01-2016 | | |
| work station Liabilities/Comments Leave Balance Informa Leave balance | 28-01-2016 | Leave Balance Up To Date * | .# 28-01-2016 |
| work station Liabilities/Comments Leave Balance Informa Leave balance Maternity | 28-01-2016 | Leave Balance Up To Date * | .49 28-01-2016 |
| work station Liabilities/Comments Leave Balance Informa Leave balance Maternity Paternity | 28-01-2016 | Leave Balance Up To Date * To To 29-02-2016 | t 28-01-2016 |
| work station Liabilities/Comments Leave Balance Informa Leave balance Maternity Paternity Office Accommodation | 28-01-2016 na tion 2.2 Days From From 28-02-2016 Information | Leave Balance Up To Date * To 29-02-2016 | ti 28-01-2016 |
| work station Liabilities/Comments Leave Balance Informa Leave balance Maternity Paternity Office Accommodation Used before transfer | 28-01-2016 na tion 2.2 Days From From 28-02-2016 Information Yes No | Leave Balance Up To Date * To To To 29-02-2016 | 28-01-2016 |
| work station Liabilities/Comments Leave Balance Informat Leave balance Maternity Paternity Office Accommodation Used before transfer Accommodation Document | 28-01-2016 | Leave Balance Up To Date * To To 29-02-2016 | 28-01-2016 |
| work station Liabilities/Comments Leave Balance Informat Leave balance Maternity Paternity Office Accommodation Used before transfer Accommodation Document Transfer Information | 28-01-2016 | Leave Balance Up To Date * To To To 29-02-2016 | 28-01-2016 |
| work station Liabilities/Comments Leave Balance Informat Leave Balance Informat Leave balance Maternity Office Accommodation Used before transfer Accommodation Transfer Information Transfer related suppord documents | 28-01-2016 | Leave Balance Up To Date * To To 29-02-2016 | .# 28-01-2016 |

Image: Receive After Transfer List to Editlist page

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

3.2.7 Associated Transfer Proposal List

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

Associated Transfer Proposal List

| Associated Transfer Prop | osal Searching Form |
|--------------------------|-----------------------|
| Country | -All Country- |
| Office | |
| Employee PIN | |
| Status | -Select Status- |
| From Date | DD-MM-YYYY DD-MM-YYYY |
| | |

Search

| Associated Transfer Proposal List | | | | | | | | | |
|-----------------------------------|------------------|------|--------|---------------|-----------------|-----------|--|--|--|
| Proposal No | Proposal Date | Туре | Status | Employee Info | Current Project | New Proje | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

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 Sear | ching Form | | | | | | |
|-------------------|------------------|-------------|--------|---------------|--------|-----------------|-----------|
| C | ountry -All | Country- | ۲ | | | | |
| | Office | | T | | | | |
| Employ | ee PIN | | | | | | |
| | Status -Sele | ect Status- | T | | | | |
| Fror | n Date | MM-YYYY | | To Date | DD-MM- | YYYY | |
| Search | | | | | | | |
| All Transfer List | | | | | | | 0 |
| Proposal No | Proposal Date | Туре | 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 prop | oosal info | | | | | | |
|-----------------------------|---------------------------------------|----------------|------------------|---------------------------|--------------------|--|------------|
| Transfer Type | TRANSFER | | | 1 | Status | Approved | |
| Proposal No | TZCH0-2015101 | | | Proposa | al Date | 28-01-2015 | |
| Proposed Employee | [012000121]- Mr. G | iopal Ch. Prar | nanik | | | | |
| Program | [01] - Microfinance F | Program | | New Pr | ogram | [02] - Health Program | |
| Project | [TZ-0001] - Microfin | ance Project | | New F | Project | [UG-0008]- Living Goods | |
| Department | Internal Audit | | | New Depar | tment | Health | |
| Employee Level | XII | | | New Employee | Level | XII | |
| Country Level | XII | | | New Country | Level | XII | |
| Designation | Monitoring Officer | | | New Desig | nation | Monitoring Officer | |
| Functional Designation | Monitoring Officer | | | New Func. Designation | | Monitoring Officer | |
| Office | [TZCHO]- Tanzania Country Head Office | | | New Office [UG300002]-For | | [UG300002] - Fortportal | |
| Last Transfer Date | | | | Applied By Emp | ployee | No | |
| Initiated By | [011000044]- SAYE | DA TAHYA HO | DSSAIN | | | | |
| Remarks | country to country | | | | | | |
| Transfer Evaluation Form | employeeTransferA | ttachment.jp | ġ | | | | |
| Authorization Trail | Transfer From Co | ountry to Co | ountry | | | | |
| | Туре | Status | Actor | | Action | Taken By | Date |
| | Proposal | Authorised | Country Represe | entative | [012000 [FD008] | 116] - Mohd, Rakibul Bari Khan - Country Representative | 28-01-2015 |
| | Recommendation | Authorised | Country Represe | entative | [012000 [FD008] | 1021] - Md. Abul Kashem Mozumder - Country Representative | 28-01-2015 |
| | Recommendation | Authorised | CPO BRAC Inter | national | [011000 [FD113] | 1041] - REEMA SEN - Chief People Officer | 28-01-2015 |
| | Approval | Authorised | Executive Direct | or, BRAC International | [012000 [FD005] | 1009]- FARUQUE AHMED - 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

| Job Separation | Grievance | Payroll | HR |
|--------------------|-------------------------|---------|---------|
| New Separation P | roposal | rtr | |
| Job Separation Au | uthorization | | |
| Job Separation or | der Informatio | | > |
| Charge Handover | | | -2018 |
| Clearance | | | |
| Account Settleme | ntcruited again Futu | | |
| Exit Interview For | m Monthly Sala | | oss > |
| Release | | | 1507951 |
| Associated Job Se | paration 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.

Create Job Separation Proposal

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

Create Cancel

Image: Create Job Separation Proposal page

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

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

| | | | 04/0 | |
|---|------------|------------------------|-----------|----------|
| b Separation Related Document 1453885066027.a | | Save Alert Information | Proposal2 | |
| | | Browse | | Proposal |
| lob Separation Reason | | | | |
| Reason * | New Job Se | paration Proposal cre | Yes | Cancel |
| | | | | .# |
| Reason * | dsds | | | |
| | | | | |
| Create Cancel | | | | |

xiii. Click on Yes button.

Observe that New Job Separation Proposal will be created with created message

| Create Jab Ca | annation Descard | | |
|--------------------------------|-------------------------|---------------------------------|------------|
| Create Job Se | paration proposal | | |
| Job Separation Proposal | Info | | |
| Proposal No | AUTO | | |
| Proposal Date | 16-06-2019 | | |
| Employee Lookup | * Required | | |
| 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 T | ype 🔻 | |
| Notice Period | | Days | |
| Last Working Date * | DD-MM-YYYY | | |
| Notice Pay | 0 | Days | |
| Job Separation Related D | ocument | | |
| 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

| Show | Show 10 v entries Search: | | | | | | | | |
|------------------|--|-------------------------|----------------|----------------------------------|--|-----------------------|------------------------------------|----------------------------------|--|
| 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 | Showing 1 to 1 of 1 entries 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 | [0000081]- JALAL AHMED | | | | | | |
| Program Type | Support Programme | | | Employee Category | Contract Staff | | | |
| Program | [12]- BRAC International HO (BD) | | | Employee Level | Ш | | | |
| 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 Loca | al Program Mana | iger and Al | oove | | | | |
| | Туре | Status | Actor | | Action Taken By | Date | | |
| | Proposal | Pending | Respective | Supervisor | - | - | | |
| Comments | Edit Aut | horize Dele | ete Go | o to List | 1 | | | |
| | | | | | | | | |

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.

Job Separation Order List

| | Country -Sel | ect Country- | | | | |
|----------------|---------------|-------------------------------|-----------|----------------------------------|--------------------------------|-------------|
| | Office | - | | | | |
| Empl | oyee PIN | | | | | |
| Search | | | | | | |
| Job Separation | Order List | | | | | 6 |
| Proposal No | Proposal Date | Employee Info | Status | Designation | Project | of |
| UGCHO-2014901 | 09-09-2014 | [012000021] Md. Abul Mozumder | Approved | [D008] Country Representative | [UG-0001] Microfinance Project | [UG Offi |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 2010- | | | | | | |
| • | | | - | | | • |
| Φ | | re de Page 1 | of1 => >+ | 10 | View 1 - 1 | of 1 |

Image: Employee Job separation Order list page

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

| Job Separatio | n Order | | |
|-------------------------|----------------------------------|------------------------|-------------------------------------|
| Job Separation Order In | nfo | | |
| 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

55400002-2016705 27-07-2016

55400002-2016704 27-07-2016

•

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

| Job Separation Cancel Order List | | | | | | | | | |
|----------------------------------|-------------------|---------------------------------------|-----------------|-----------------------------------|-----------------------------------|--|--|--|--|
| c | -All Co | untry- | | | | | | | |
| | Office | • | | | | | | | |
| Employ | ee PIN | | | | | | | | |
| Search | | | | | | | | | |
| Job Cancel Separ | ration Order List | | | | | | | | |
| Proposal No | Proposal Date | Employee Info | Status | Separation Type | Office Info | | | | |
| 55400010- 20161109 | 16-11-2016 | [3700582] BARBARA AKITA KIBOS RUBA | Order Generated | Resignation | [SS400010] Awiel | | | | |
| SCHO-20161101 | 02-11-2016 | [3700046] Katushabe Francis Sancho | Order Generated | Resignation | [SSCHO] South Suda Head Office | | | | |
| 5SCHO-20161004 | 27-10-2016 | [3700450] NIGUSU ABOSET | Order Generated | Termination | [SSCHO] South Suda Head Office | | | | |
| 5SCHO-20161002 | 14-10-2016 | [3700415] TUSIIME BARBARA | Order Generated | Contract Discontinue (Company) | [SSCHO] South Suda Head Office | | | | |
| 5SCHO-2016903 | 07-09-2016 | [0000489] MD. ZAKIR HOSSAIN | Clearance done | Termination | [SSCHO] South Suda Head Office | | | | |
| 5SCHO-2016902 | 07-09-2016 | [3700336] Md. Maksudul | Clearance done | Termination | [SSCHO] South Suda Head Office | | | | |
| 55400002-2016706 | 27-07-2016 | [3700271] AGUER CHOL DERKOC KUOL | Clearance done | Resignation | [SS400002] Rumbek | | | | |

[3700273] JOSEPH MAJAK MACHAR

[3700278] MATUR DONGRIN KACHUOL

Image: Job separation Cancel Order list page

Clear

ce done

Clearance done

Resignation

Resignation

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

[SS400002] Rumbek

[55400002] Rumbek

De

untry

outh Sudan Country

uth Sudan Co

| Job Separatio | n Proposal Cancel Order | | |
|--|---|------------------------|--------------------------|
| Job Separation Order Inf | fo | | |
| Proposal No | SS400010-20161109 | | |
| Proposal Date | 16-11-2016 | | |
| Employee Name | [3700582]- BARBARA RUBA | | |
| Program Type | Support Programme | Employee Category | Contract Staff |
| Program | [02]- Health Program | Employee Level | VII |
| Project | [SS-0013]- Emergency nutrition (Unicef) | Designation | (D313)- Project Manager |
| Current Office | (SS100010)- 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 |
| Is During Probation | Yes | | |
| Notice Period | 0 | | |
| Last Working Date | 31-10-2016 | | |
| Notice Pay | 0 | | |
| Order No | SS400010-20161109 | | |
| Order Date | 17-11-2016 | | |
| CC To | | * Required | |
| Cancellation Note * | | | |
| Job Separation Order Cancel Related Document | | | |
| Create Back to L | ist | | |

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 Hand | lover List | | | | |
|--------------------------|-------------------|---------------------------------------|--------------------|--------------------------------------|---|---------------------------------|
| Cou | -All Country- | T | | | | |
| o | ffice | - | | | | |
| Employee | PIN | | | | | |
| Search | | | | | | |
| Employee Charge H | andover List | | | | | |
| Order No | Country | Employee Info | Status | Separation Type | Designation | Project |
| <u>55400010-20161109</u> | [728]-South Sudan | [3700582] BARBARA AKITA KIBOS RUBA | Order Generated | Resignation | [D313] Project Manager | [SS-0013] Er 🔺 nutrition (Un |
| 55CHO-20161110 | [728]-South Sudan | [3700046] Katushabe Francis Sancho | Order Generated | Resignation | [D201] Finance Manager | [55-0023] 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 | [55-0023] 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) |
| <u>BI-2017904</u> | [050]-Bangladesh | [0150044] T M Selim | Order Generated | Resignation | [D269] Programme Head, Monitoring | [BD-0001] BI HO (BD) |
| <u>BI-2017804</u> | [050]-Bangladesh | [0150064] SAYEED SOHRAB WATIN | Order Generated | Resignation | [D121] Financial Analyst | [BD-0001] BI HO (BD) |
| <u>BI-2017803</u> | [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 | Resignation | [D250] Senior Sector | [BD-0001] BI 🔻 |
| 4 | | | | | | • |
| ¢ | | 14 <4 Page 1 of 2 | ▶> ▶I 10 ¥ | | | View 1 - 10 of 16 |

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 a | and did not join office after that | |
| Employee Charge Hando | ver Info | | |
| Handover Date * | 16-06-2019 | | |
| List of Pending Task | | | |
| | | | 11 |
| Charge Handover | | | |
| Document | | | |
| Employee Charge Hando | ver Details | | |
| Handover To * | | • | |
| Handover Date * | DD-MM-YYYY | | |
| Responsibilities * | | | |
| | | | 1 |
| Add Responsibility | Note: Add more Responsibility if need.) | | |
| Employee Finance Hando | wer | | |
| Bank Balance(Local) | Amount Da | te DD-MM-YYYY | |
| Bank Balance(USD) | Amount Da | te DD-MM-YYYY | |
| Cash(Local) | Amount Da | te DD-MM-YYYY | |
| Cash(USD) | Amount Da | te DD-MM-YYYY | |
| Signed Cheque No. | From To | | |
| Unsigned Cheque No | From To | | |
| Handover Witness Information On | · · · | | |
| Witness Name * | | Designation | |
| Date * | DD-MM-YYYY | | |
| Witness Information Two | 0 | | |
| 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 Handove | r List For Edit | | | | | 0 |
| Order No | Country | Employee Info | Status | Separation Type | Designation | Projec |
| <u>BI-2016103</u> | [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 Propose | al? | |
| | | | |
| Employee Charge Hand | over Info | | |
| Handover Date * | 27-01-2016 | | |
| List of Pending Task | | | .# |

Image: Edit Employee Charge Handover page

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

3.3.5 Clearance

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

Employee Clearance List

| C | -All Country | • | | | | |
|-------------------|------------------|-----------------------------------|-------------------------------------|--------------------|-------------------------|---------------------------|
| | Office | • | | | | |
| Employee PIN | | | | | | |
| Search | | | | | | |
| Employee Cleara | nce List | | | | | 6 |
| Order No | Country | Employee Info | Status | Separation Type | Designation | Project |
| <u>BI-2016103</u> | [050]-Bangladesh | [011000056] KAZI SAMIUN RAHMAN | Responsibility hand over done | Termination | [D034] Office Assistant | [BD-0001] BRAC HO (BD) |

Image: Employee Clearance list page

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

| Job Separatio | n 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 d | one |
| Reason | Are you sure to save this Job Separation | Proposal? | | |
| Department | | | | |
| Payment Information | Department Clearan | ce is not required as no setup is found | | |
| Salary Due From | DD-MM-YYYY To | DD-MM-YYYY | Amount | 0 |
| (Date) | Dava | - | Amount | |
| (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 | s 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

| Cou | -All Country- | T | | | | |
|-------------------------|-------------------|-------------------------------------|-------------------|--------------------|--|---------------------------------------|
| 0 | ffice | • | | | | |
| Employee | PIN | | | | | |
| Search | | | | | | |
| Employee Clearance | e List | | | | | 0 |
| Order No | Country | Employee Info | Status | Separation Type | Designation | Project |
| 55CHO-2016904 | [728]-South Sudan | [0000489] MD. ZAKIR HOSSAIN | Clearance done | Termination | [D055] Cook | [55-0023] Ge 🔺 |
| SSCHO-2016903 | [728]-South Sudan | [3700336] Md. Maksudul | Clearance done | Termination | [D055] Cook | [55-0023] Ge |
| <u>55400002-2016705</u> | [728]-South Sudan | [3700271] AGUER CHOL DERKOC KUOL | Clearance done | Resignation | [D282] County Organizer | [SS-0014] In Community ((DFID) |
| 55400002-2016704 | [728]-South Sudan | [3700273] JOSEPH MAJAK MACHAR | Clearance done | Resignation | [D282] County Organizer | [SS-0014] In Community ((DFID) |
| <u>55400002-2016703</u> | [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 | [55-0023] Ge |
| 55CHO-2016402 | [728]-South Sudan | [0150040] RUBAYA MONZUR | Clearance done | Resignation | [D287] Programme Analyst | [SS-0022] Qi Education (U |
| BI-2016703 | [050]-Bangladesh | [0150073] RUDMILA REAZ | Clearance done | Termination | [D273] Executive Assistant | [BD-0001] BI HO (BD) |
| 55400008-2016603 | [728]-South Sudan | [3700380] ANDRUGA REMS | Clearance | Resignation | [D085] Trainer | [SS-0009] Ac 🔻 |
| < | | | | | | ► |
| ¢ | | IN IN Page 1 of 1 | ►> ►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 Separatio | n 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 the necessity of the position, this employment | on in Juba, issues related to emp is being terminated with 30 days | loyment terms and co notice pay salary. | onditions as per GOSS and |
| 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 | | | 12 | |
| 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 Settle | ement List | | | | |
|--------------------------|-------------------|-----------------------------------|-------------------|---------------------------------------|---------------------------|
| Country | -All Country- | | | | |
| Office | | v | | | |
| Employee PIN | | | | | |
| From Date | DD-MM-YYYY | | To Date | DD-MM-YYYY | |
| Search | | | | | |
| Employee Settlement List | | | | | 0 |
| Order No | Country | Employee Info | Status | Separation Type | Designation |
| <u>BI-2016103</u> | [050]-Bangladesh | [011000056] KAZI SAMIUN RAHMAN | Clearance done | Termination | [D034] Office Assistant |
| <u>SS400001-2016103</u> | [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 Separatio | n 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 Coun | try 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 vola the necessity of the position | atile security situation n, this employment is | n in Juba, issues related to emp s being terminated with 30 days | loyment terms and notice pay salary. | d conditions as per GOSS and |
| Clearance Information | | | | | |
| Salary Due From (Date) | | То | | Amount | 0.0 |
| Leave Salary Up To (Date) | | Days | 0.0 | Amount | 0 |
| Advance Salary Paid From (Date) | | То | | Amount | 0.0 |
| Food Allowance From (Date) | | То | | 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 * | | | | |
| Total receivable fr | om staff * | 0 | | | |
| Net payable | to staff * | | | | |
| Settleme | ent 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 Sea | arching Form | | | | |
|-------------------------|--------------------|-----------------------------------|------------------|---------------------------|---|-------------|
| C | ountry -All Co | untry- | | | | |
| | Office | T | | | | |
| Employ | ree PIN | | | | | |
| Search | | | | | | |
| Job Separation P | Proposal List | | | | | 0 |
| Proposal No | Proposal Date | Employee Info | Status | Designation | Project | Off |
| <u>BI-2016106</u> | 27-01-2016 | [011000056] KAZI SAMIUN RAHMAN | Accounts Settled | [D034] Office Assistant | [BD-0001] BRAC International HO (BD) | [BI] Ban |
| <u>SS400001-2016104</u> | 21-01-2016 | [011000057] KAZI SAMIUR RAHMAN | Clearance done | [D003] Executive Director | [SS-0013] Emergency nutrition (Unicef) | [SS4 |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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 | | u de la construcción de la constru | | | | |
|--|---|--|-------------|--------------------------|--------------|----------|
| Employee Exit Interview Form Info | | | | | | |
| Proposed Employee | [3700582]- BARBARA RUBA | | | | | |
| Program Type | Support Programme | Employee Ca | ategory | Contract Stat | ff | |
| Program | [02]. Health Program | Employee Level | | VII | | |
| Dusiant | | Dari | | for all puri | | |
| Project | [55-0013]- Emergency nutrition (Unicer) | Desi | gnation | [D313]- Proj | ect 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: | Name: Designation | | ation | | | |
| Place specify the main research 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?* | | | | | ~~ | |
| | | | | | | |
| 2. What was the last estimates sense of www.ink2* | | | | | | |
| 5. What was the least satisfa | conversion aspect of your job? | | | | | |
| | | | | | | |
| Did the job responsibilities match your expectation?* | | Yes | O No | | | |
| 5. Did you get sufficient training to perform your responsibilities?* | | Yes | O No | | | |
| 6. Did you get appropriate feedback on your performance?* | | O Yes | O No | | | |
| 7. Were you satisfied with the performance evaluation system/process?* | | O Yes | O No | | | |
| B. Did the organization help you in achieving your career objective?* D. Hummer the module optimization and toother the processing and the processing of the processin | | U Yes | O No | · · | · · | · · · |
| How was the working environment in BRAC?* Were the working environment in BRAC?* | | U Very (| Good | Good | Satisfactory | Not Good |
| 10. Were the working condit | e?** UYes | O No | | | | |
| 11. Did you get appropriate guidelines and directions from your supervisor?" | | | ⊖ No | | | |
| 12. How was the professiona | a relationship between you and your supervisor? | | | | | |
| 12. Plana matin and an | and a second processing and Washington | | | | /_ | |
| 13. Please mention your gen | eral perception about BKAC. (Strength/s and Weakne | ss/es) | | | | |
| 14. Is there anything that th | e organisation could have done differently that would | have influenced you t | to stav lon | ner with BRAC | 2 | |
| | | , | | | | |
| 15. Did you find any colleague's behavior discriminating, harassing or disturbing for your working environment?* O Yes No | | | | | | |
| 16. What changes in your cu | rrent job/ organization would make you happy? | | | | | |
| | | | | | 1 | |
| 17. Will you recommend you | r relatives or friends to work in BRAC?* | Yes | O No | | | |
| 18. In your new job, are you offered something which is not being provided by $BRAC?^*$ | | | O 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

Job Separation Proposal List for Exit Interview Edit

| Job Separation Proposal Searching Form | | | | | | | | | | |
|--|---------------------|-----------------------|-----------------------------------|------------------|--------------------------------------|-----------------------------------|--|--|--|--|
| | Country | -Select Country- | ¥ | | | | | | | |
| Office | | | ▼ | | | | | | | |
| | Employee PIN | | | | | | | | | |
| Search | Search | | | | | | | | | |
| Job Sep | aration Proposal Li | st for Exit Interview | N | | | 0 | | | | |
| | Proposal No | Proposal Date | Employee Info | Status | Designation | Project | | | | |
| Edit | MM300001-2019604 | 12-06-2019 | [071000318] MAUNG MAUNG | Accounts Settled | [D071] Monitoring Officer | [MM-0001] Microfinance Project | | | | |
| Edit | BI-2016602 | 06-06-2016 | [0150097] MD MORSALIN AL SAADI | Accounts Settled | [D265] Senior Software Engineer-I | [BD-0002] BRAC Banglad | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

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

| Employee Exit Interview | w 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 Org | anisation | | |
| Name: | sds | Designation | dsdsds |
| Please specify the main reaso | on for your resignation:* | | |
| dsdsd | | | |
| 1. Are there any reasons for | which you felt compelled to resign?* | | |
| dsds | | | |
| 2. What was the most satisfa | ctory aspect of your job?* | | ii. |
| dsds | | | |
| | | | |
| 3. What was the least satisfa | ctory aspect of your job?* | | |
| usus | | | |
| 4. Did the job responsibilities r | match your expectation?* | 🖲 Yes 🔊 No | -11- |
| 5. Did you get sufficient traini | ing to perform your responsibilities?* | Yes No | |
| Were you satisfied with the | e performance evaluation system/process?* | Yes No | |
| 8. Did the organization help y | ou in achieving your career objective?* | 🔍 Yes 🔊 No | |
| 9. How was the working envir | onment in BRAC?* | Very Good | Good Satisfactory Not Good |
| Please Specify* | dds | | |
| 10. Were the working condition | ons, hours, equipment and facilities fair and adequate | ?* 🔍 Yes 🔘 No | |
| 11. Did you get appropriate g | uidelines and directions from your supervisor?* | Yes No | |
| 12. How was the professional dsds | relationship between you and your supervisor? | | |
| | | | |
| 13. Please mention your gener dsds | ral perception about BRAC. (Strength/s and Weaknes: | s/es) | |
| 14. Is there anything that the | organisation could have done differently that would h | have influenced you to stay loop | er with BRAC? |
| dsds | angeneration could have done americing allat would r | are indenced you to stay long | |
| 15. Did you find any colleague | 's behavior discriminating, harassing or disturbing for | your working environment?* | Yes 💿 No |
| Please Specify* | dsds | | |
| 16 What changes is your | rent job/ organization would make you have ? | | |
| dsds | encjoby organization would make you nappy? | | |
| 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 BRA | C?* Yes No | |
| Please Specify* | dsds | | |
| 19. Would you like to make an | y other comments? | | |
| dsdsd | | | |
| Exit Interview | Exit Interview | | |
| Document | Browse | | |
| Update Back Te | o 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 | | | | | 0 | | | | |
| Order No | Country | Employee Info | Status | Separation Type | Designation | | | | |
| <u>BI-2016103</u> | [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 Pro | gram | Employee Level | IV |
| Project | [MM-0001]- Microfinar | nce 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 | * Paguitad | Status | Accounts Settled |
| Notice Period (In Days) | 0 | * Invalid date format, must be in | Notice Pay (In Days) | 0 |
| Reason | test | DD-MM-YYYY format * Last Working Date cannot be Less than | | |
| Release Information | | Joining Date: 23-02- 2015 | | |
| Last Working Date * | DD-MM-YYYY | | | |
| Effective Date * | DD-MM-YYYY | | | |
| Recruited again in Future * | 🔍 Yes 🔍 No | , | | |

| Latest Monthly Salary* | Gross * | Basic * | Currency Name * |
|------------------------|------------|---------|-----------------|
| | 0. | .0 | 0 USD • |
| Salary Paid up to Date | DD-MM-YYYY | | |
| ID Card Returned * | 🔍 Yes 🔍 No | | |
| Other Attachment | | | |
| Exit Interview Form | | | |
| Release Back | | | |

Image: Job Separation Release page

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

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

3.3.10 Associated Job Separation List

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

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

| Accounting Date : 04-05-2014 [DA | | | | | | | 5 | sbiCloud |
|---|---|------------|------------------|-------------------|--|----------------|----------|----------|
| s Search | s | Repo | HR Letter | Payrol | Grievance | Job Separation | Transfer | Register |
| Employee Category Contract Staff | | | oort Programme | ype Su | Program T | | 255 | uick Acc |
| D) Employee Level XXI | D) | ional HO (| - BRAC Internati | ram (1 | Prog | | | |
| Designation [D218]- Advisor to the Charperson | | ingladesh | 0002]- BRAC Bar | ject (B | Favorites Project Current Office | | | |
| Functional Designation [FD173]- Vice Cheirperson and Interm Executive | | Banglades | BRAC Center, B | ifice (B | | | | |
| Joining Date 26952012 | General Department | | ient Ge | Department | | | | |
| Status On Authorization | Retirement (Routine) | | iype Re | b Separation T | Jo | | | |
| | | | | son ^{te} | Rea | | | |
| igram Manager | Resignation Local Below Program Manager | | | | | | | |
| Actor Action Taken By Date | Actor | atus | pe Sta | Т | | | | |
| Anchor [0150057]- Mohammed Delwar Hossain [FD187]- Senior Manager, Human Resources | Anchor | iding | posai Pen | p | | | | |
| Anchor [0080376]- Kazi Nazmul Islam | Anchor | nding | posal Pen | p | | | | |

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 | n Proposal S | Searching | Form | | | | |
|-------------------|--------------|-----------|------------------|---|----------|---------------------------------|--------------------------|
| | Country | -All Co | untry- | ¥ | | | |
| | Office | | | • | | | |
| Emplo | oyee PIN | | | | | | |
| | Status | -Select 9 | Status- | • | | | |
| Fi | rom Date | DD-MM | I-YYYY | | To Date | DD-MM-YYYY | |
| Search | | | | | | | |
| Job Separation | Proposal L | ist | | | | | |
| Proposal No | Proposa | l Date | Country | Employee Info | Status | Designation | Project |
| <u>BI-2016106</u> | 27-01-20 | 16 | [050]-Bangladesh | [011000056] KAZI SAMIUN RAHMAN | Released | [D034] Office Assistant | [BD-0001] BRA HO (BD) |
| <u>BI-2016103</u> | 20-01-20: | 16 | [050]-Bangladesh | [011000055] QA RASHED RETESTING ONE HR | Released | [D081] Senior Researcher | [BD-0002] BRA |
| BI-2016102 | 15-01-20 | 16 | [050]-Bangladesh | [011000054] QA RASHED | Released | [D063] Junior Financial Analyst | [BD-0002] BRA |

Image: Job SeparationProposal List page

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

| - | | |
|------------|-----------|----------|
| JOD | separatio | n Detall |

| Proposed Employee | [011000056]- KAZI RAHMAN | | | | | | |
|--|---|------------------------------------|-------------------|-----------------|------------------------|--|------------|
| P | Support Programme | | F | cen Catanon | Contract Staff | | |
| | | | 2.110101 | | - | | |
| Program | [12]- BRAC International HO (BD) | | Em | ployee Level | r | | |
| Project | [BD-0001]- BRAC International HO (| (BD) | | Designation | [D034]- Office Assi | istant | |
| Current Office | [BI]- BRAC Center, Bandadesh | | Euroctional | Designation | (ED037)- Office As | sistant | |
| | [bt] bloc center, bangadean | | | | | | |
| Department | HR & Training | | | Joining Date | 20-01-2016 | | |
| Job Separation Type | Termination | | | Status | Released | | |
| Notice Period (In Days) | 30 | | Notice F | Pay (In Days) | 0 | | |
| | | | | | | | |
| Attachment | Job separation proposal supporting | | | | | | |
| Reason | Are you sure to save this Job Separa | tion Proposal? | | | | | |
| | | | | | | | |
| Authorization Trail | Termination Local Below Progra | m Manager | | | | | |
| | Type Status | Actor | | Action Taken | By | | Date |
| | Proposal Authorised | Respective St | pervisor | [0000223]- SHI | B NARAYAN KAIRY | | 27-01-2016 |
| | Commenter sifebo | | | [PD219]- Chief | Pinancial Officer | | |
| | Comments: soigon | | | 100343631- East | and the second | | |
| | Recommendation Not Required | Country Hun | nan Resource | [FD003]- Exect | tive Director | | 27-01-2016 |
| | Comments: dsdsd | | | | | | |
| Order No | BI-2016103 | | | | | | |
| Orden Date | 27-01-2016 | | | | | | |
| Order Date | 27-01-2016 | | | | | | |
| CC To | N/A | | | | | | |
| Employee Charge Hando | ver Info | | | | | | |
| Handover Date | 27-01-2016 | | | | | | |
| List Of Pending Task | N/A | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Employee Charge Hando | ver Details | | | | | | |
| Employee Name | Responsi | bilities | | | Handover Date | | |
| SHIB KAIRY | fafafa | | | | 27-01-2016 | | |
| Employee Finance Hand | over | | | | | | |
| Bank Balance(Local) | Amount | Da | te | | | | |
| | | | | | | | |
| Bank Balance(USD) | Amount | Da | te | | | | |
| Cash(Local) | Amount | Da | te | | | | |
| c t (uco) | | | | | | | |
| Cash(05D) | Amount | Da | | | | | |
| Signed Cheque No. | From | То | | | | | |
| Unsigned Chegue No. | Enorm | To | | | | | |
| onsigned cheque no | FIGHT | | | | | | |
| Handover | SHIB KAIRT | | | | | | |
| Witness Information One | | | | | | | |
| Witness Name | SHIB KAIRY | | | Designation | Chief Financial Office | er | |
| Data | 27-01-2016 | | | | | | |
| Date Tolerandian Tolerandian | | | | | | | |
| withess moniation for | p | | | | | | |
| Witness Name | SIR FAZLE ABED | | | Designation | Chairperson | | |
| Date | 27-01-2016 | | | | | | |
| Department | | | | | | | |
| | Department Cl | earance is not | t required as no | setup is found | | | |
| Payment Information | | | | | | | |
| Salary Due From (Date) | | Го | | | Amount | 0.0 | |
| | | | | | | | |
| Leave Salary Up To | c | Days | | | Amount | 0 | |
| | | | 0.0 | | | | |
| | | | 0.0 | | | | |
| Advance Salary Paid From (Date) | - | Fe | 0.0 | | Amount | 0.0 | |
| Advance Salary Paid From (Date) | - | Fo | 0.0 | | Amount | 0.0 | |
| Advance Salary Paid From (Date) Food Allowance From (Date) | - | ro | 0.0 | | Amount | 0.0 | |
| Advance Salary Paid From (Date) Food Allowance From (Date) NSSF/PF/ETF/EPE | - | Го Го | 0.0 | | Amount | 0.0 0.0 | |
| Advance Salary Paid From (Date) Food Allowance From (Date) NSSF/PF/ETF/EPE | | ro ro | 0.0 | | Amount | 0.0 0.0 0.0 | |
| Advance Salary Paid From (Date) Food Allowance From (Date) NSSF/PF/ET/EPE Notice Pay | | ro | 0.0 | | Amount | 0.0 0.0 0.0 | |
| Advance Salary Paid From (Date) Food Allowance From (Date) NSSF/PF/ETF/EFE Notice Pay | | To To | 0.0 | | Amount | 0.0 | |
| Advance Salay Dold Food Allowance Frem Oats NSSF/PF/ETF/EPE Notice Pay Liability Loan Outstanding | | To To | 0.0 | | Amount | 0.0 | |
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| Advance Salar pad model Food Allowance Fam (Oats) NSSF/PF/ETF/EPE Notice Pay Liability Lean Outscheding Others Liability Information I s Liable Remarks Attachment Asset Information | Yes dedad Job separation clearance supporting Asset clear | re Te | o.o | up is found | Amount | 0.0 0.0 0.0 0.0 0.0 | |
| Advance Salar para Provide Salar Food Allowance From (Oato) NSSF/PF/ETF/EDE Notice Pay Loan Outstanding Others Liability Information I s Liabile Remarks Attachment Asset Information | Yes dadad Job separation clearance supporting Asset clear a 100.0 | re re | o.o | up is found | Amount | 0.0 0.0 0.0 0.0 | |
| Advance Salar pard Food Allowance From (Date) Food Allowance From (Date) NSSF/PF/ETF/EDE Notice Pay Liability Loan Outkanding Others Liability Information I is Liable Remarks Attachment Asset Information Settlement Information Total payable to staff Total receivable from | Yes dected Job separation clearance exporting Asset clear 100.0 | re re | o.o | up is found | Amount | 0.0 0.0 0.0 0.0 0.0 | |
| Advance Salar para Proof Proof (Oato) Food Allowance From (Oato) NSSF/PF/ETF/EDE Notice Pay Loan Outstanding Others Liability Information Is Liable Remarks Attachment Asset Information Total payable to staff Total payable to staff | Yes deded Job separation clearance supporting Asset cleara 100.0 | re re | o.o | up is found | Amount | 0.0 | |
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| Advance Salar (part) Advance Salar (part) Feed Allowance Farm (Date) NSSF/PF/ETF/EPE Notice Pay Liability Lan Outseanding Others Liability Information Salar Attachment Attachment Attachment Salar Total payable to staff Total payable to staff Sattlements Sattlements Extenses Remarks Sattlement | Yes decked Job separation clearance supporting Dob 0.0 100.0 100.0 100.0 100.0 27-01-2016 28-01-2016 28-01-2016 | ne is not ree | p.o | up is feared | Amount | 0.0 | |
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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 | | • | | | | | | | |
| Em | ployee PIN | | | | | | | | | |
| | Status | -Select Status- | • | | | | | | | |
| | From Date | DD-MM-YYYY | | То | o Date | DD-MM-YYYY | | | | |
| Search | | | | | | | | | | |

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

Image: HR Proposal List for Job Separation page

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

| 100 | Sepa | auon | Detall | |
|-------|-------------|--------|--------|--|
| Job S | enaration I | Detail | | |

| Job Separation Detail | | | | | | | |
|--------------------------------|-----------------------------------|------------------|------------------------|--|--------------------|------------------------------------|------|
| Proposed Employee | [3700265]- LO | LIWA ISWAH | | | | | |
| Program Type | Support Progra | mme | | E | mployee Category | Contract Staff | |
| Program | [04]- Adolesce | nt Developmer | nt Program | | Employee Level | v | |
| Project | [SS-0009]- Add Foundation) | olescent Girls I | nitiative (Novo | | Designation | [D015]- Area Manager | |
| Current Office | [55400008]- Juba | | | Func | tional Designation | [FD120]- Area Education Manager | |
| Department | Adolescent Development | | | | Joining Date | 18-11-2013 | |
| Resignation Submission Date | 20-01-2017 | | | l | Last Working Date | 18-02-2017 | |
| Job Separation Type | Resignation | | | | Status | On Authorization | |
| Notice Period (In Days) | 30 | | | No | tice Pay (In Days) | 0 | |
| Reason | Discontinuation | n of contract d | ue to no Budget | | | | |
| Authorization Trail | Resignation I | ocal Below I | Program Manager | | | | |
| | Туре | Status | Actor | | Action Taken By | | Date |
| | Proposal Pending Regional Manager | | | [00007014]- PARVEN AKHTER KHANAM [FD022]- Programme Manager | | - | |
| Asset Information | | | | | | | |
| | | Asse | t clearance is not req | uired 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

Create Whistle Email Mapping

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

| Whistle E | mail Mapping | | | |
|-------------|---------------|-----------------|----------------------------|-----------------|
| | Country | [834]-Tanzania | | |
| E | mail Address | 123@yahoo.com | | |
| Create | Cancel | | | |
| All Whistle | Email Mapping | | ÷ | 0 |
| SL | Country | 1 | Email Address | |
| 1 | Tanzania | | 123@yahoo.com | |
| | | | | |
| ф | | 14 <4 Page 1 | 1 of 1 -> > 10 🗸 | View 1 - 1 of 1 |
| | | Image: Create V | Vhistle Email Mapping page | |

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

3.4.2 Whistle Blower

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

| Create Whistle | e Blower |
|----------------|---|
| Whistle Blower | |
| Subject * | Create Whstle Blower |
| Complain * | B I U abs x, x' T+ TI+ HI+ Tag Ty Tag Tag |
| Attachment | Browse |
| Create Cancel | |



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

3.4.3 Whistle Blower List

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

| Whistle Blower List | | | | | | | |
|-------------------------|------------|---------------------|------|--|--|--|--|
| All Whistle Blower List | | | | | | | |
| SL | Date | Subject | Edit | | | | |
| 1 | 15-02-2015 | from Whistle Blower | Ĺ | | | | |

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

| Whistle Blowe | er |
|----------------|---------------------------------|
| Whistle Blower | |
| Subject | from Whistle Blower |
| Complain | test,,,, |
| Attachment | |
| Remove Back | Image: Whistle Blower List page |

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

3.4.4 New Grievance

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

| HR Grievance | Info | |
|----------------------|------------|--|
| HR Grievance Info | | |
| Occurrence Date | DD-MM-YYYY | |
| File Date * | 15-02-2015 | |
| Grievance title * | | |
| Additional Comment * | 1 | |

| elect 🗣 | HRPPRef N | 0 | Misconduct Name | | Misconduct | | |
|---------|--------------|---------------|---------------------|---------|---|---------------------------------|----|
| | 005 | | Reputation | | BRAC's Reputation | being placed materially at risk | |
| | 004 | | Health or Safety | | The Health or Safety of themselves or others being seriously jeopardised. | | |
| | 003 | | Sexual Violation | | Any sexual violation | 1 | |
| | 002 | | Physical Violence | | Physical Violence or | harassment towards any per | 0 |
| | 001 | | Criminal Law | | A punishable offence in accordance with the local criminal law or penal code | | |
| ζ | | | | | | | |
| | | | I ≪ Page 1 of 1 ⇒ > | 10 🗸 | | View 1 - 6 | of |
| Accused | d Employee * | | | P | Add | | |
| | | Employee Name | Designation | Project | | Remove | |
| | Attachment | Browse | | | | | |



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

3.4.5 Grievance Action

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

HR Grievance Action Taken List

| Country | -Select Country- | V | | |
|----------------------------------|------------------|---|--|--|
| Office | | • | | |
| Search | | | | |
| Search R Grievance Action Tak | en List | * | | |

Image: HR Grievance Action page

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

| Grievance Act | ion | Taken | | | |
|-----------------------------|---------|-------------------|----------------------|-------------|-------------|
| Grievance Information | ñ | | | | |
| Occurrence Date | 12-12- | 2014 | | | |
| Grievance title | Occura | ance | | | |
| 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 Abe | ed | | [D001] - Chairperson | н | |
| Grievance Action Inform | nation | | | | |
| Action Date * | 15-0 | 02-2015 | | | |
| Action Taken * | -Se | lect Action Type- | | | |
| Grievance Employee List | ć. | | | | 0 |
| Name | | 50.00 M | Designation | on | |
| [012000001]-Falz | e Hasan | Abed | [D001]-Cha | irperson | |
| | | | | | |
| Action Text * | weg | L | | | |
| Attachment | | Browse | | | |
| Grievance Action | Bac | k | | | |

Image: Grievance Action Taken page

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

3.4.6 Employee Reply/Appeal

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

| Grievance List | | | | | | |
|----------------|------|-------|------|-------------|--------|--|
| iL | Date | Title | Name | Designation | Action | |

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

Employee Grievance Appeal List

| E | mployee Griev | ance Appea | al List | | | |
|--------|---------------|------------|----------------|--------------------|-----------------|--------|
| | C | Country | Select country | | | |
| | | Office | • | | | |
| | Search | | | | | |
| Sh | ow Cause List | : | | | | 0 |
| S L | Date | Title | Misconduct | Name | Designation | Reply |
| 1 | 2013-12-12 | test | 12 | TEST MALE EMPLOYEE | [D046]- Monitor | Appeal |

Image: Employee grievance appeal list page

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

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

| Create | Empl | ovee | Grievance | Appeal |
|--------|------|-------|-----------|--------|
| cicute | LINP | oyce. | oncounce | Appeur |

| Employee Grievance | Appeal Info | | | |
|----------------------|---------------------------------|------------|---------------------------|---------------------|
| Employee Informatio | n | | | |
| 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 | ct | Designation | [D046]- Monitor |
| Current Office | [UGCHO]- Uganda Country O | ffice | Functional Designation | [FD049]- CO-Monitor |
| Misconduct | Ref No | Misconduct | | Description |
| | 12 | dsd | | |
| Grievance Informatio | חכ | | | |
| Grievance title | test | | | |
| Additional Comment | test | | | |
| Attachment | | | | |
| Show Cause Date | 12-12-2013 | | | |
| Action Taken Inform | ation | | | |
| 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

| 0 |
|----|
| |
| / |
| |
| |
| 45 |



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 Proje | ct | Designation | [D046]- Monitor |
| Current Office | [UGCHO]- Uganda Country O | 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 * | <u>16-09-2014</u> |] | | |
| 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.

| Grievance Investiga | ation List | | | | |
|---------------------|------------|-----------|-----------------|--------|-------|
| Title | Remarks | File Date | Occurrence Date | Status | Reply |

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

Investigation List

| Grievance Investigation List | | | | |
|------------------------------|--------------------|----------------------|---------------|----------|
| Misconduct | Name | Designation | Status | Reply |
| 12 | TEST MALE EMPLOYEE | [D046] - Monitor | ONOBSERVATION | FeedBack |
| | | | | |
| | | | | |
| | | | | |
| Old Im | nage: Employee C | ommittee feedback li | st 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 | (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 | test | | | |
| Attachment | | | | |
| Action Taken Information | 1 | | | |
| Action Taken | Non Satisfactory | | | |
| Action Taken Date | 16-09-2014 | | | |
| Action Taken Text | test | | | |
| Attachment | | | | |
| Warning Reply Information | n | | | |
| Reply Date | 16-09-2014 | | | |
| Reply Text | test | | | |
| Attachment | | | | |
| Grievance Committee Inv | estigation Information | | | |
| Feedback Text * | | | | |
| Attachment | Browse | | | |
| Grievance Comment | 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.

| Gri | evance L | ist | | | |
|--------|-----------|-------|---------------------------|-------------|--------------------|
| Grieva | ance List | | | | 0 |
| SL | Date | Title | Name | Designation | Action |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 141 | | | | | |
| φ | | | I≪ Page 1 of 0 ►> ►I 10 💟 | | No records to view |

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

| 🌋 HR | ۲. | | | | | | > | Welcome Moha | mmed Delwar Hossain (0150057-HO | HR- BRAC In | ternational, Bangladesh [BI]) 📒 | ک 🛃 |
|-----------|------------|---------|---------|--------------------------------------|-----------------------------|-----------|-----------|----------------------------|---------------------------------|-------------|--|----------------------------------|
| sbiCloud | Ъ | | | | | | | | | Accountin | g Date : 04-05-2014 [DAY OPEN] | Ŧ |
| Register | Transfer | Job Sep | aration | Grievance | Payroll | HR Letter | Reports | | | Search | | ۹ |
| Quick Acc | ess tes | | Grie | eate Gri vance Miscon HRPP Ref | evance duct Info No * | e Miscon | duct Info | | | | An Sierra Lanes Literia Tatazena, | Ighanistar A Banglad Lanka |
| | | | | Miscond | uct * | | | | | | | E |
| | | | | Descri | ption | | | <u>ئە.</u> | | | | |
| | | | Cr | eate | ancel | | | | | | | |
| | | | Grieva | ance Miscono | luct Informa | ition | | | | 0 | | |
| | | | s | elect 11 | KPP Kef No | Test2 | 2 | Test2 | Description Test2 | | | |
| | | | 5 | elect 1 | | test | _ | test | test | | | |
| | | | | | | | Copyrigh | t © BRAC International 201 | 5 | | Developed By: | SITS |

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.

| 🎊 HR | S Admin | | | | | | | | We | lcome Mohammed | Delwar Hoss | ain (01500 | 57-HOHR- B | RAC Inte | ernational, Ba | ngladesh (BI |) 🛃 🎫 |
|-----------|----------|---------|---------|-----------|---------|-----------|--------|-----------------|------------|----------------|-------------|-----------------|---------------|----------|----------------|---------------|-------------|
| sbiCloud | Ъ | | | | | | | | | | | | Ac | counting | Date : 04-05-2 | 014 [DAY OPE | 3N] 🔻 |
| Register | Transfer | Job Sep | aration | Grievance | Payroll | HR Letter | Report | s | | | | | Sea | arch | | | ۹ |
| Quick Acc | ess | | Gri | ovanco I | ict | | | | | | | | | | | Southern Paki | Afghanistan |
| | | | Grieva | ince List | .150 | | | | | | | | | 0 | Sierra Leone | Sudan | SriLanka |
| → Favori | tes | | SL | Date | Title | | | Name | | Designation | R | emaining ays | Action | | | Tanzania | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | |
| | | | ¢ | | | | 14 <4 | Page 1 of 0 🍉 | F FI 10 | | | | No records to | view | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | Convicto (C. D. | | | | | | | | Developed | a hite |
| | | | | | | 1 | | Copyright © B | SKAC Inter | national 2015 | | | | | | Developed | BA: 2112 |

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.

| gister Transfer | Job Separation | Grievance | Pavrol | HR Letter | Reports | | | | Search |
|-----------------|----------------|-------------------|--------|-------------------|---------------|------------|-----------------|------------------|--------------------------|
| | Job Ceparado | Departm | ent 7 | Talact Department | incipor co | | | | |
| K Access | | Cto. | | select Departmen | • | | | | Sierra Leone Sudan Pakis |
| | | 36 | cus g | Select Status | | • | | | Liberia Uganda |
| Favorites | | From D | ate D | D-MM-YYYY | | | To Date DD-MM-1 | (YYYY | Tanzania |
| | | Search | | | | | | | |
| | HR | Grievance Info Li | ict | | | | | | |
| | SL | Title | | Oc | currence Date | File Date | Status | Grievance Action | |
| | 1 | Today | | 01- | 02-2015 | 04-05-2015 | NEW | Add Employee | |
| | 2 | testtetest | | | | 04-05-2015 | NEW | Add Employee | Ĩ. |
| | 3 | 0000 | | 01- | 05-2015 | 02-05-2015 | ONPROCESS | Add Employee | Ĵ. |
| | 4 | уг | | 01- | 01-2009 | 02-05-2015 | ONPROCESS | Add Employee | |
| | 5 | test | | 02- | 05-2015 | 02-05-2015 | ONPROCESS | Add Employee | |
| | 6 | test | | 01- | 01-2015 | 02-05-2015 | NEW | Add Employee | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Image: Add Accused Employee List page

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

| 🎊 HR | Ndmin | | | | | | | | Welcom | e Moham | med Delw | var Hossain (O | 150057-нон | R- BRAC | International, Ban | gladesh [BI]) | 3 |
|-----------|----------|----------|--------|--------------------------|----------|------------|---------------|-------------------------|--------|---------|----------|----------------|-------------|---------|-------------------------|----------------------|----------|
| sbiCloud | Ъ | | | | | | | | | | | | 1 | Accoun | ting Date : 04-05-20 | 14 [DAY OPEN] | Ŧ |
| Register | Transfer | Job Sepa | ration | Grievance | Payroll | HR Lette | er Report | ts | | | | | l | Search | | | Q |
| Quick Acc | ess | | Ad | ditional Comm | ent adf | | | | | | | | | | | Southern Pakistan | Banglad |
| | | | | File D | ate 04-0 | 5-2015 | | | | | | | | | Sierra Leone Liberia | Sudan e Uganda Sr | iLanka |
| → Favoril | tes | | | Attachm | ent | | | | | | | | | | | Tanzania | |
| | | | Misc | onduct List | | | | | | | | | | | | | |
| | | | Ref No | o Misconduct Description | | | | | | | | | | | | | |
| | | | 11 | | | Test2 | | | | Test2 | | | | | | | |
| | | | Emp | loyee List | | | | | | | | | | | | | |
| | | | Emplo | yee Name | | D | esignation | | | | | Control | Last Action | n | | | |
| | | | [01371 | .44]-Tanzila Rahr | nan | [[| D230]- Senior | Manager, Finance & Acco | unts | | | н | | | | | |
| | | | Add | More Accused | Employee | | | | | | | | | | | | = |
| | | | Ao | cused Employe | e* | | | |] | P | Add | | | | | | |
| | | | | | Emp | oloyee Nam | ie | Designation | Pr | oject | | Remo | ve | | | | |
| | | | Ad | d Accused Em | ployee | Back | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

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.

| 🎊 HR | Admin | | | | | | | ١ | Velcome Mohammed | Delwar Hossai | in (0150057-HOF | IR- BRAC In | ternational, Ba | ngladesh [BI] |) 💽 🚳 |
|----------------|----------------|---------------|----------|----------------|-------------|-------------|----------|--------------------|------------------|---------------|-----------------|-----------------|------------------|----------------|---------------------------|
| sbiCloud | Ъ | | | | | | | | | | | Accountin | g Date : 04-05-2 | 014 [DAY OPE | N] 🔻 |
| Register | Transfer | Job Separ | ration | Grievance | Payroll | HR Letter | Reports | | | | | Search | | | ۹ |
| Quick Acc | ess | | Grie | vance l | List fo | r Investi | igation | Committee | | | | | Sierra Leone | Southern Pakis | Afghanistan Bangladesh |
| | | | Grievan | ce List for In | vestigation | n Committee | _ | | | | | 0 | Liberia | Uganda | SriLanka |
| Favorit | tes | | SL | Title | | | | From Date | То | Date | No. Of | Member | | Tanzania | |
| | | | 1 | <u>dsasd</u> | | | | 2015-05-04 | 201 | 6-12-12 | | 1 | | | |
| | | | 2 | λί | | | | 2015-05-02 | 201 | 5-05-20 | | 4 | | | |
| | | | د | | | | ie «e Pi | age 1 of 1 ++ +1 1 | | | View | ► 1 - 2 of 2 | | | |
| Transferring d | ata from cdnca | ache-a.akamai | hd.net | | | | | Convrict © BRAC In | ernational 2015 | | | | | Developed | Rv: 5iTS |

Image: Add Investigation Committee member List page

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

3.5 HR Letter

• HR Letter

Appointment Letter

Contract Letter

Transfer Order Letter

Contract Renew Letter

Revise Transfer Order Letter

Transfer Cancel Order Letter

Job Separation Order Letter

Job Separation Cancel Order Letter

Create Custom Letter

Custom Letter List

• HR letter Management

Hr Letter Signatory

Hr Letter Template

All Issued Hr Letter

3.5.1 HR Letter

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

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

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

| [834]-Tanzania | ~ | | | | |
|----------------|----------------|---|---|---|--|
| | | | | | |
| | | | | | |
| | | | | | |
| etter | | | | | 0 |
| Proposal Date | Туре | Status | Employee Info | Current Project | New P |
| 07-07-2033 | TRANSFER | Approved | [012000121] - Mr. Gopal | [TZ-0001] - Microfinance | [UG-00 |
| | [834]-Tanzania | [834]-Tanzania Image: start start Image: start start start start Proposal Date Type 07-07-2033 TRANSFER | [834]-Tanzania V Image: status Proposal Date Type 07-07-2033 TRANSFER | [834]-Tanzania Image: status Proposal Date Type Status Employee Info 07-07-2033 TRANSFER Approved [012000121]-Mr. Gonal | [834]-Tanzania Image: status Image: status Employee Info Current Project 07-07-2033 TRANSEER Approved [012000121]-Mr. Gonal [TZ-0001]-Microfinance |

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 L | etter |
|-------------------------|--|
| Template Country * | -Select Country- |
| Template Type * | -Select Hr Letter Template- |
| Letter Body * | B I ∐ abs x, x' T T TT HI T T TV L E E E E E E E I I O |
| | |
| | |
| | |
| | |
| | |
| | |
| Is Terms & Condition | |
| required | |
| Signatory Template * | -Select Signatory Template- |
| Issue Date * | DD-MM-YYYY |
| Save Draft Res | et |

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

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 | | | | | 6 |
| Appointment Letter | Employee Name | Pin No | Programme | Designation | Pro |
| Generate Letter | Mr. MD ZAHID HASAN | 032000059 | Microfinance Program | Officer | Micro |
| Generate Letter | Mss. ZZZ XXX CCC | 052000006 | BRAC International HO (BD) | Office Assistant | BRAC |
| Generate Letter | Mr. AAA BBB CCC | 052000005 | Health Program | Office Assistant | TB C |
| Generate Letter | Mr. MOSHARROF HOSSAIN | 012000299 | BRAC International HO (BD) | Office Assistant | BRAC |
| Generate Letter | Mr. KAZI SAMIUN RAHMAN | 012000297 | BRAC International HO (BD) | Office Assistant | BRAC |
| Generate Letter | Mr. NADA DULAL SAHA | 012000296 | BRAC International HO (BD) | Director | BRAC |
| Generate Letter | Mss. DR. SHARMIN AKHTER JAHAN | 012000295 | BRAC International HO (BD) | Senior Program Manager | BRAC |
| Generate Letter | Mr. KHALIFA NAZIM UDDIN | 012000294 | BRAC International HO (BD) | Deputy Manager | BRAC |
| ¢ | | | | | > |
| ф | ia ka 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.

| 🎊 HR | S Admin | | | | | | | V | Velcome Mohammed Delwar | Hossain (0150057-HOF | IR- BRAC In | ternational, Bangladesh (BI)) 📒 | 3 |
|-----------------|----------|----------|--------|------------------|------------|------------------|---------|----------------------|----------------------------|----------------------|-------------|---------------------------------|-------------|
| sbiCloud | Ъ | | | | | | | | | | Accountin | g Date : 04-05-2014 [DAY OPEN] | Ψ. |
| Register | Transfer | Job Sepa | ration | Grievance | Payroll | HR Letter | Reports | | | | Search | | Q |
| Quick Acc | ess | | | Cour | ntry s | elect Country | | | | | | Restlere Pakieter | phanistar - |
| | | | | Office I | info [s | elect Office- | | | | | | Sierra Leone Sudan | Banglad |
| Favorit | tes | | E | mployee Categ | iory 🗔 | Select Category- | | | | | | Tanzania | |
| | | | | Employee | PIN | | | | | | | | |
| | | | | Employee Na | ame | | | | | | | | |
| | | | | Employee Sta | tus 🗔 | Select Status- | | | | | | | 1 |
| | | | Se | earch | | | | | | | | | |
| | | | Cont | ract Letter List | for letter | issue | | | | | 0 | | |
| | | | Contr | act Letter | Em | ployee Name | | Pin No | Programme | Designation | Proj | | |
| | | | Genera | te Letter | Ms. | TSTE TEST TES | | 131000001 | BRAC International HO (BD) | Tractor Operator | BRAG | | _ |
| | | | Genera | ite Letter | Ms. | FAZAN FAZAN | | 081000593 | Microfinance Program | Branch Accountant | Micro | | |
| | | | Genera | te Letter | Ms. | NIDA TAHIR | | 081000592 | Microfinance Program | Branch Accountant | Micro | | |
| | | | Genera | te Letter | Mr. | M MUADASAR IQ | BAL | 081000591 | Microfinance Program | Branch Accountant | Micro | | |
| | | | Genera | te Letter | Mr. | MUZAFAR ALI | | 081000590 | Microfinance Program | Branch Accountant | Micro | | |
| | | | Genera | te Letter | Ms. | GULZAR GULZAR | | 081000589 | Microfinance Program | Credit Officer | Micro | | |
| iavascript:void | (0) | | | | | | | Convright @ BRAC Int | ernational 2015 | | | Developed Rv | LITS |

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;

| 🎊 HR | S Admin | | | | | | | Welcome Mol | hammed Delwar H | lossain (0150057-HO | IR- BRAC In | iternational, Bangladesh [BI]) 🚦 | 3 |
|-----------|----------|----------|--------|------------------------------------|----------------------------------|------------|---------------|------------------|-----------------|---------------------|-------------|--|--------------------------------|
| sbiCloud | Ъ | | | | | | | | | | Accountin | g Date : 04-05-2014 [DAY OPEN] | ٣ |
| Register | Transfer | Job Sepa | ration | Grievance | Payroll | HR Letter | Reports | | | | Search | | Q |
| Quick Acc | tes | | Em | ployee (Cour Of Employee | Contra Itry -s fice PIN | ct Renew | w List | | | | | Serretures Lines Lines Tatana | tghanistar Bangled Lanka |
| | | | Emplo | wee Contract | Renew Pro | posal List | | | | | 0 | | |
| | | | Contra | ect Renew Let | ter Pro | posal No | Proposal Date | Employee Info | Status | Project | De | | |
| | | | | | | | | | | | | | |
| | | | | | | Image: | Contrac | ct Renewal lette | r List pag | ge | | | |

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

| 🎊 HR | S Admin | | | | | | Welcome M | Iohammed Delwar Hossain | (0150057-HOHR- BRAC | International, Bangladesh (BI)) 💽 | |
|-----------|----------|------------|--------------------------|----------------|------------------|------------------|--|-------------------------|---------------------|--------------------------------------|---------|
| sbiClou | Ъ | | | | | | | | Accour | ting Date : 04-05-2014 [DAY OPEN] | ٣ |
| Register | Transfer | Job Separa | tion Grievance | Payroll | HR Letter | Reports | | | Search | | Q |
| Outob Ace | | | rempiace count | ry . | -Select Country- | | | | | Alghan | istar 🔺 |
| QUICK ACC | .255 | | Template Typ | e* | -Select Hr Lette | r Template- 💌 | | | | Sierra Leone Southern Pakistan Ban | glad |
| Favori | tes | | Letter Boo | iy* | I U abe | ×, ×' T+ TF- HI- | T ₂ T ₂ I = 1≡ 1 | | 6 | Liberia Uganda Sri Lanki Tanzania | • |
| | | | | | | a | | | | | E |
| | | | Is Terms & Condi requ | tion E ired | | | | | | | |
| | | | Signatory Templa | te * | -Select Signator | y Template- 💌 | | | | | |
| | | | Issue Da | te * | D-MM-YYYY | | | | | | - |
| | | | | | | Copy | right © BRAC International | 2015 | | Developed By: | its |

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;

| 66. | | | | | | | | welcome | nonammed Delwar no. | ssain (0150057-non | IN- BRAC II | rcemacional, bangiadesir [b1]) | S |
|----------------|-----------------|----------|---------|----------------|------------|-----------------|--------------|------------------------|---------------------|--------------------|-------------|------------------------------------|------------|
| sbiCloud | Ъ | | | | | | | | | | Accountin | ng Date : 04-05-2014 [DAY OPEN] | ٣ |
| Register | Transfer | Job Sepa | ration | Grievance | Payroll | HR Letter | Reports | | | | Search | | ۹ |
| Quick Acc | ess | | List | For Re | vise Tı | ransfer (| order Letter | | | | | Alg Sierra Loone Sudan Pakistan | hanistar 🔺 |
| | | | | Cour | itry [(| 050]-Bangladesh | | | | | | Liberia Uganda SriL | anka |
| Favori | tes | | | Of | fice | | - | | | | | Tanzania | |
| | | | | Employee | PIN | | | | | | | | |
| | | | Searc | ch | | | | | | | | | E |
| | | | List Fo | or Transfer Or | ler Letter | | | | | | 0 | | |
| | | | Transfe | er Order Lette | r Pro | posal Date | Туре | Status | Employee Info | Current Project | New P | | |
| | | | | | | | | | | | | | |
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| Waiting for aj | ax.microsoft.co | m | | | | | Copyrig | ht © BRAC Internationa | 2015 | | | Developed By: | 5iTS |
| | | | | | 1.000 | | ico Trancfo | r Odor lotte | | | | | |

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.

| 🎊 HR | Admin 🔄 | | | | | | | Welcome I | Mohammed Delwar Ho | ssain (0150057-HOHI | R- BRAC II | ıternational, Bangladesh (BI)) 🧕 | 2 🔊 |
|-----------------|------------------|----------|---------|------------------|------------|-----------------|--------------|-------------------------|--|--|--------------------|---|------------|
| sbiCloud | Ъ | | | | | | | | | (| Accountin | ng Date : 04-05-2014 [DAY OPEN] | Ŧ |
| Register | Transfer | Job Sepa | aration | Grievance | Payroll | HR Letter | Reports | | | (| Search | | ۹ |
| Quick Aco | ess | | Lis | t For Tra | nsfer | Cancel (| Order Letter | | | | | Atg Southern Pakistan SierraLeone Sudan | hanistar A |
| | | | | Cour | try 🛛 | Select Country- | • | | | | | Liberia Uganda SriLi | Joka |
| • Favorit | tes | | | Of | fice | | • | | | | | Tanzania | |
| | | | | Employee | PIN | | | | | | | | |
| | | | Sea | rch | | | | | | | | | E |
| | | | List F | or Transfer Or | ler Letter | | | | | | 0 | | |
| | | | Transf | er Order Lette | r Pro | posal Date | Туре | Status | Employee Info | Current Project | New P | | |
| | | | General | <u>te Letter</u> | 05-1 | 1-2006 | TRANSFER | Canceled | [0150028]- Md. Rafiqul Islam Faruki | [BD-0001]- BRAC International HO (BD) | [SS-001 Round-; | | |
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| | | | | | | | | | | | | | |
| Waiting for aja | ax.microsoft.con | n | | | | | Copyrig | oht © BRAC Internationa | 2015 | | | Developed By: | 5iTS |

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.

| | . 🕑 | | | | | | | | |
|----------------------------|--|------------------|------------------------------|------------|---------------------------|-------------------|--------------|--|--------------------------|
| 🎊 HR 📓 Admin | | | | W | elcome Mohammed Delwar He | ossain (0150057-H | DHR- BRAC I | nternational, Bangladesh (BI)) 💷 | |
| sbiCloud | | | | | | | Accounti | ng Date : 04-05-2014 [DAY OPEN] | ٣ |
| Register Transfer Job Sepa | ration Grievance Pay | yroll HR Letter | Reports | | | | Search | | Q |
| Quick Access | Job Separatio Country Office Employee PIN Search Job Separation Order Liss Job Separation Letter | t Proposal No | t • • Proposal Date | Order Date | Employee Info | Status Name S | eparation Ty | € Afgh Barracene Uniter Polision Uniter € Japana Taxanag | anistar anglad ika |
| | | | | | | | | | |
| | | lucase | Joh Cono | nation On | | | | | |

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.

| 🎊 HR | S Admin | | | | | | | | Welcome Mohammed | Delwar Hossain (0150057-I | HOHR- BRAC I | nternational, Bangladesh [BI]) | 3 |
|-----------|----------|----------|--------|---------------|---------|-----------------|---------------|------------|------------------|---------------------------|---------------|---------------------------------|----------|
| sbiCloud | Ъ | | | | | | | | | | Accounti | ng Date : 04-05-2014 [DAY OPEN] | ٣ |
| Register | Transfer | Job Sepa | ration | Grievance | Payroll | HR Letter | Reports | | | | Search | | ۹ |
| Quick Acc | ess | | Job | Separa | tion C | ancellat | ion Letter | List | | | | Sierra Leone Southern Pakistan | Banglad |
| | | | | Cour | try -s | Select Country- | | | | | | Liberia Uganda ^{Si} | riLanka |
| > Favori | tes | | | Of | fice | | • | | | | | Tanzania | |
| | | | | Employee | PIN | | | | | | | | |
| | | | Sear | ch | | | | | | | | | |
| | | | Job Se | eparation Ord | er List | | | | | | 0 | | |
| | | | Job Se | paration Lett | er Pro | posal No | Proposal Date | Order Date | Employee Info | Status Name | Separation Ty | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

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

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

| | Wecome Monammed | i Deiwar Hossain (0150057-HOHR- BRAC International, Bangladesn [BI]) 🔤 |
|--------------------------|--|--|
| sbiCloud | | Accounting Date : 04-05-2014 [DAY OPEN] |
| Register Transfer Job Se | eparation Grievance Payroll HR Letter Reports | Search |
| Quick Access | Employee Custom Letter Create Custom Letter Employee Info* | Surrecom Lucio |
| | Template Title * | |
| | Template Country * | |
| | Template Type * -Select Hr Letter Template- | |
| | Letter Body* B <u>Z U +x</u> x, x ['] [T · fT · H · T ₂ <u>5</u> <u>2</u> 汪 旧 读 读 新 章 <u>3</u> <u>3</u> <u>0</u> 王 <u>#</u> · 5 · 4 <u>2</u> · 5 <u>5</u> <u>2</u> · 元 旧 读 读 新 章 <u>3</u> <u>0</u> | |
| | Is Terms & Condition required | |
| | Signatory Template | |
| | Issue Date * DD-MM-YYYY | |
| | Create Draft Reset | |

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.

| 🌋 HR | S Admin | | | | | | | | | | |
|------------|----------|--------------|--------------------|--------------------|-------------------|------------|------------------|--------------|---------------------------------|------------------|----------------------|
| sbiCloud | Ъ | | | | | | | | | | |
| Register | Transfer | Job Separati | ion Grievance | Payroll | HR Letter | Report | 5 | | | | |
| Quick Acce | ess | S | earch Empl | ovee F | or Custo | om Let | ter | | | | |
| | | s | earch Employee Fo | or Custom | Letter | | | | | | |
| ► Favorit | tes | | Country | All C | Country | - | | | | | |
| | | | Office Info | o Offic | e Office | | - | | | | |
| | | | Employee PIN | -Air C | Jimbe- | | | | | | |
| | | | Employee Ref. PIN | 4 | | | | | | | |
| | | | Employee Name | 2 | | | | | | | |
| | | | Search | | | | | | | | |
| | | н | · Letter Issued Em | ployee Inf | ormation | | | | | | 0 |
| | | SL | Custom Letter | Issue Da | te Lett | er Type | Employee Name | Employee Pin | Designation | Office Info | Cou |
| | | 1 | Generate Letter | Employee Letter | Custom TAN RAH | WIR MAN | 0134668 | Director | [BI]-BRAC Center, Bangladesh | [050]-Bangladesh | BRA Inter (BD) |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| | | | | Im | age: Cus | stom L | etter 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.

Create Hr Letter Signatory

| Hr L | etter Signatory Info | ŝ | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------|----------------------|-------|---------|----------|--------|------|----------------|--------|-------|-----|----|------|-------|------|------|----|-----------|---|---|-------------|------------------------|------------|-------|-------|-------|-------|--------|
| | Letter Type | App | poinm | ient l | .etter | -8 | ~ | | | | | | | | | | | | | | | | | | | | |
| | Country | -Se | elect (| Coun | try- | | ~ | | | | | | | | | | | | | | | | | | | | |
| | Signatory Name | [| | _ | _ | | | | | | | | | | | | | | | | | | | | * Re | equir | ed |
| | Signatory Text | B | T | TT | abe | × | ¥ ² | т. | тŢ. | HI. | Т | Та | Т | := | 1= | | | = | - | | | 10 | 0.0 | | 2 | _ | 1 |
| | | E | | <u> </u> | ¢\$ | A2 | | | 11. | | | ¥ | | • | 3- | | - | _ | _ | | _ | | | | | | - |
| | | - | | | | | | | | 0 | | | | | | | | | | | | | | | | | |
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| | Digital Signature | | Brov | vse | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Is Default | OY | es | ۲ | No | | | | | | | | | | | | | | | | | | | | | | |
| Cr | eate Cancel | 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| All Us | Latta Garata Ta | | | | | | | | | | | | | | | | | | | | | _ | | | | | |
| SI. | Country | ormat | .1011 | | Is | Defa | ult | | | | | | Sian | ator | w Na | me | 5). 5) | | | | Sian | ator | v Te | ext | | | |
| 1 | Bangladesh | | | | No | Dela | unc | | | | | | Emda | d | 7 | | | | | 5 0 | oftw | are Q | 2A Er | ngine | er | | |
| 2 | Bangladesh | | | | Ye | s | | | | | | | Hamid | ł | | | | | | e F | lamid | | | | | | |
| | | | | | | | | | | | | | | | | | | | | A T b | issoci estin iTS | ate N g | Mana | iger, | Softw | iare | |
| | | | | | | | | | | | | | | | | | | | | 4 | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ¢ | | | | | | - 34 | <4 | Pag | je 1 | 0 | f1 | 1× 1 | 1 1 | | | | | | | | | | | | Viev | N 1 - | 2 of 2 |
| | | | | | 1 | | | 172533 | + - 1 | | | | 1000 | -+- | | | ~ ~ | | | | | | | | | | |

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 | | | | 0 |
| Letter Text Is Default Create Cancel | B I U abe X₂ ≡ ■ ⊕ ↔ ↓ Test ○Yes ●No | × T- ff- HI - T. | 100 五 | | |
| All He Lattar Toformation | | | | | 100 |
| SL Country Name | Is Defa | ult | Template Name | Template Type | |
| ð | | | | No rer | ards to view |
| 19800 | Imaga | · Croate UP Lett | ar Tomplata imaga | Horee | |

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

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

Search Employee For Hr Letter

| Sea | arch Employee For | Hr Letter | | | | | | |
|-------|--------------------|-----------------|-----------|------------|-------------|---------------|--------------|------------|
| | Country | All Country | v | | | | | |
| | Office Info | Office | | | | | | |
| | | -All Office- | | • | | | | |
| | Hr Letter Type | -Select Lette | r Type- 🗸 | | | | | |
| | Employee PIM | N | | | | | | |
| | Employee Ref. PI | 4 | | | | | | |
| | Employee Name | • | | | | | | |
| s | earch | | | | | | | |
| Hr Le | etter Issued Emplo | yee Information | | | | | | -0 |
| SL | Letter | WS Letter | WP Letter | Issue Date | Letter Type | Employee Name | Employee Pin | Emp Pin |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | | | | |

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

| 🌋 HR 🔄 Admin | | | | | | | Welcome 5 N Kairy | y (0000223 | B-HOHR- BR | tAC International, Bangladesh [BI]) 💽 🚳 |
|--------------------------|---|---|--|-------|-----------------------------------|----------|------------------------|------------|------------|--|
| sbiCloud | | | | | | | | | Acco | ounting Date : 04-05-2014 [DAY OPEN] |
| Transport Register Trans | fer Job Separatio | Grievance H | IR Letter HR Circular | PMS I | Leave And Attendance | Training | Higher Studies | Travel | Payroll | Reports |
| Quick Access | Create HR HR Greular Info Cour Gircular Categ Circular Sub Cate Circular 1 | Circular try * [050]-Bangl ory * goory | ladesh V | | | | | | Sear | ch Control Con |
| | Circular D Attachmer | t File Brows | y se | | | | | | | |
| | Create C Show 10 v er Country C in Bangladesh Ca | tries cular Category tegory 1 | Circular Sub Category Sub Category 1 | \$ | Circular Title 💠 C wertyuio; 2 | Search: | \$ Select Select | | | |

Image: Create HR Circular Page

3.6.2 Circular List

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

| 🎊 HR 🚦 | Admin | | | | | | | | | Welcome S N Kair | y (000022 | 3-HOHR- BF | RAC International, Bangladesh [BI]) 懇 |
|---------------------------|-------------|----------|--|--|--|---------------|--------|---|--------------------------|------------------|-----------|-----------------|--|
| sbiCloud |) | | | | | | | | | | | Acc | ounting Date : 04-05-2014 [DAY OPEN] |
| Transport | Register | Transfer | Job Separation | Grievance | HR Letter | HR Circular | PMS | Leave And Attendance | Training | Higher Studies | Travel | Payroll | Reports |
| Transport Quick Access | register is | Transfer | Job Separation List Of HR C IR Circular Standar Circular Ti From Da Search Can Show 10 ventric Circular Title Wertydo; | Grievance Circular Ig Criteria Ig Criteri | HR Letter angladesh Country Bangladesh | T Circular | o Date | Leave And Attendance [DD-494-YYYY] ate \$ 1 | Search: Search: Download | Higher Studies | Travel | Payroll Sear | Ct Control Service Ser |
| | | | | | | | | | | | | | |
| | | | Showing 1 to 1 of 1 entr | ies | | | ~ | www.inht @ BDAC International 20 | First Previo | us 1 Next Las | t | | |
| | | | | | | | | - | | | | | |

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

| 🎊 HR 📲 | Admin | | | | | | | | | | Welcome S N Kairy | y (000022 | 3-HOHR- BI | RAC International, Bangladesh [BI]) 😻 |
|-------------|----------|---------|---------------------|------------|-----------|----------------|-----------|--------------|-----------------|----------|-------------------|-----------|------------|--|
| sbiCloud | | | | | | | | | | | | | Acc | ounting Date : 04-05-2014 [DAY OPEN] |
| Transport | Register | Transfe | r Job Separation | Grievance | HR Letter | HR Circular | PMS | Leave And At | tendance 1 | Fraining | Higher Studies | Travel | Payroll | Reports |
| Quick Acces | s | _ | Create HR C | Sircular S | Sub Cate | norv | | | | | | | Sea | rch Q |
| | | | HR Circular Sub Cat | egory Info | | 5017 | | | | | | | | Halth Slerra Leone South Sudan Philipp |
| → Favorite | s | | Country | * -Select | Country- | ~ | | | | | | | | Uganda Tanzania |
| | | | Circular Category | , * | | • | | | | | | | | Registered Stichting BRAC Internatio Secretariat Operation Affilia |
| | | | Sub Category Name | * | | | | | | | | | | |
| | | | Descripti | on | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | .4 | | | | | |
| | | | Create Dele | te Cano | el | | | | | | | | | |
| | | | Show 10 🗸 entrie | s | | | | | | Search: | | | | |
| | | | Country Name | Categor | y Name | Sub Categories | gory Name | \$ | Description | \$ | Select | | | |
| | | | Bangladesh | Category | 1 | Sub Catego | ory 1A | | Sub Category 1A | | Select | ^ | | |
| | | | Bangladesh | Category | 2 | Sub Catego | ory 2 | | Sub Category 2 | | Select | | | |
| | | | Bangladesh | Category | 2 | Sub Catego | ory 2A | | Sub Category 2A | | Select | | | |
| | | | South Sudan | SS Catego | ory 1 | Sub SS Cat | tegory 1 | | Sub SS Category | 1 | Select | | | |
| | | | Cariffe Codes | | | 0.50000 | | | | | Calast | | | Provinced Day 1.570 |

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

| 🎊 HR 🚦 | Admin | | | | | | | | | | | Welcome S N Kair | y (0000223 | 3-HOHR- BR | AC International, Bangladesh [BI]) 4 |
|-------------|----------|----------|-----------------------|------------|-----------|-----------|-------------------|-----|----------------|--------|-------------|-------------------------|------------|------------|---|
| sbiCloud |) | | | | | | | | | | | | | Acco | ounting Date : 04-05-2014 [DAY OPEN] |
| Transport | Register | Transfer | Job Separa | tion G | Grievance | HR Letter | HR Circular | PMS | Leave And Atte | ndance | Training Hi | igher Studies | Travel | Payroll | Reports |
| Quick Acces | iS | | Create HR Circular In | IR Cir | cular | _ | | | | - | - | | | Sear | ch Q Patitica Bangabor Hann Sierra Bodh Budan Philipp Libbra Duganda Upanga |
| | | | Circular Ca | tegory * | [050]-Ba | ingladesh | | | | | | | | | Registered Stichting BRAC Internatio Secretariat Operation Affilia |
| | | | Circular Sub (| ategory | | | • | | | | | | | | |
| | | | Circul | ar Title * | | | | | | | | | | | |
| | | | Circula | r Date * | DD-MM-Y | YYY | | | | | | | | | |
| | | | Attachi | nent File | Bro | wse | | | | | | | | | |
| | | | Create | Cancel | | | | | | | | | | | |
| | | | Show 10 🗸 | entries | | | | | | | Search: | | | | |
| | | | Country 🗘 | Circular | Category | \$ Circu | ılar Sub Category | / ≎ | Circular Title | Circu | ılar Date 🔇 | Select | | | |
| | | | Bangladesh | Category | 1 | Sub C | Category 1 | | wertyuio; | 24-05 | 5-2016 | Select | | | |
| | | | | | | | | | | | | | | | |

Image: Create HR Circular

3.7 Leave

Business Rule:

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

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

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

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

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

3.7.1.1 Leave Type

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

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

Create Employee Leave Type

| Employee Leave Type | Information | | | | |
|-----------------------|----------------|------------|------------|-------------|--------|
| Country | * -Select 0 | Country- | ¥ | | |
| Leave Category | * -Select- | | T | | |
| Name | * | | | | |
| Descriptio | n | | | 1 | |
| Short Code | • | | | | |
| Leave Pay Option | * -Select- | | ¥ | | |
| Gender | * -Select- | | Ŧ | | |
| Create Cance | | | | | |
| All Employee Leave Ty | pe Information | 1 | | | 0 |
| ID 🧅 Name | | Short Code | Pay Option | Description | Gender |
| | | | | | |

Image: Create Employee Leave Type

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

Create Employee Leave Type

| Leave Category* | -Salart- | |
|-----------------|-------------------------------|--|
| | Select | |
| Name* | Annual Leave Special Leave | |
| Description | | |
| | | |
| | | |

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-

| Short Code* | |
|-------------------|-------------------------------------|
| Leave Pay Option* | -Select- * Required |
| Gender* | -Select- Without Pay With Pay |
| Create Cancel | |

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-

| | Gender* | -Select- | ~ |
|--------|---------|----------|---|
| | (| -Select- | |
| Create | Cancel | Both | |
| | | Male | |

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

Employee Leave Category

| Employee | Leave Category Information | | |
|--------------|----------------------------|---------------|---------------|
| | Country * | T | |
| | Category* | | |
| | Description | | |
| Create | Cancel | | |
| Employee | Country | Catagoni | Description |
| Non Editable | Country Myanmar | Special Leave | Special Leave |
| Nee Editable | Manage | Annual Leave | Assuel 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 | | |
| | | đ |
| 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-

Employee Leave Category

| Employee Lo | eave Category | Information | | |
|---------------|---------------|---------------|-----------------------|-----------------|
| | Category* | special leave | | |
| | Description | special leave | | |
| Create | Cancel |) | | |
| Employee Le | eave Category | | | 0 |
| | Category | | Description | |
| <u>Select</u> | abc | | | |
| Non Editable | Special Leave | | Special Leave | |
| Non Editable | Annual Leave | | Annual Leave | |
| | | | | |
| φ | | 14 <4 | Page 1 of 1 >> > 10 V | View 1 - 3 of 3 |

Image: Employee Leave Category

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

3.7.1.3 Leave Policy

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

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

| Country Leave | e Policy |
|----------------------|-------------------------|
| Country Leave Policy | * Required |
| Country * | -Select Country- |
| Program | T |
| Project | -Select Project- |
| Department | ▼ |
| Office | |
| Employee Category* | -Select Category- |
| Leave Category* | -Select Leave Category- |
| Leave Type* | T |
| Max Leave* | Day |
| Is Earn Leave | |
| Is Carry Forward | |
| Is Leave Encashment | |
| Is Financial Benefit | |
| Is Expatriate | |
| Is Active | |
| Is With Pay | |
| Remarks | |
| Create Cancel | |

Image: Country Leave Policy

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

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

3.7.1.4 Leave Pay Option

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

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

Following interface will appear-

Create Employee Leave Pay Option

| | Name* | Requireu | |
|-----------------------|--|---------------------------------------|---------------|
| | Description | | |
| Create All Employe | Cancel e Leave Pay Option Information | | c |
| | Name | Description | |
| elect | With Pay | With Pay | |
| elect | Without Pay | Without Pay | |
| | | | |
| þ | | re <e 1="" of="" page=""> == 10 V</e> | View 1 - 2 of |

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
 - o 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

| Employee Le | ave App | ly | | | | | | |
|------------------------|-----------------|----------------|--------------------|-----------------------|-------------------|--------------------|------------------|---------------|
| Employee Leave Balance | ce Info | - | | | | | | 0 |
| Leave Type Name 🖕 | Leave Earned | Leave Taken | Leave Forwarded | Compensatory Leave | Leave On Apply | Leave Allocated | Leave Balance | |
| | | | | | | | | |
| | | 1-11 | Page 1 0 | [0] ex et [10] [1 | | | No re | cords to view |
| | | | rage 1 0 | | | | Note | Cords to view |
| Employee Leave Apply | | | * Required | | | | | |
| Leave Category | • | | • | | | | | |
| Leave Type | • | | • | | | | | |
| Is Half Day | ¥ | | | | | | | |
| From Date | DD-MM-Y | m | | | To Date* | | | |
| Duration In Day | • | | | | | | | |
| Phone No On Leave | e | | | | | | | |
| Address On Leave | e | | | | | | | |
| Reaso | n | | | | | | | |
| Documen | t | | | | | | | |
| Apply Cancel | | | | | | | | |

Image: Employee Leave Apply

Following required option needs to fill up-

| Employee Le | ave App | ly | | | | | | |
|----------------------|-----------------|----------------|--------------------------------------|-----------------------|-------------------|--------------------|------------------|---|
| Employee Leave Balan | ce Info | | | | | | | 0 |
| Leave Type Name 🖕 | Leave Earned | Leave Taken | Leave Forwarded | Compensatory Leave | Leave On Apply | Leave Allocated | Leave Balance | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | 141 - | Page 1 0 | f0 ->> >10 10 1 | 7 | | No | records to view |
| Employee Leave Apply | 1 | | * Required | | | | | |
| Leave Category | * | | * Required * Invalid date | | | | | * Required * Invalid date |
| Leave Type | * | | format, must DD-MM-YYYY format | be in | | | | format, must be DD-MM-YYYY format |
| 📃 🛛 Is Half Da | У | | *Enter From First | Date | | | | *Enter From Dat First |
| From Date | * DD-MM-Y | rrr | * Required | | To Date* | | | |
| Duration In Day | • | | ~ | | | | | |
| Phone No On Leave | e | | | | | | | |
| Address On Leav | • | | | | | | | |
| | L | | | | | | _// | |
| Reaso | n | | | | | | | |
| | | | | | | | 11 | |
| | | | | | | | | |
| Documen | t | | | | | | | |
| Apply Cancel | | | | | | | | |



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

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

3.7.2.2 Leave Authorization

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

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

Following interface will appear-

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

Image: Employee Leave Apply Authorization List

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

Employee Leave Request Authorization

| Employee info | | | | | | | |
|---------------------------|----------------------------------|--------------------|------------|------------------------|-----------------------------------|-------------|--|
| Employee Name | [0134615]-Dr.5 | Sharmin Jahan | | | | | |
| Program Type | Support Program | mme | | Employee Category | Regular Staff | | |
| Program | [12]- BRAC International HO (BD) | | | Employee Level | XVI | | |
| Project | [BD-0001]- BRA | C International HO | (BD) | Designation | [D226] - Senior Programme Manage | r, Health | |
| Current Office | [BI]-BRAC Cen | ter, Bangladesh | | Functional Designation | [FD 182] - Senior Programme Manag | jer, Health | |
| Department | Health & Nutritio | n | | Joining Date | 01-01-2009 | | |
| Status | On Authorizatio | n | | | | | |
| Employee Leave Reque | st Information | | | | | II | |
| 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 | | | | | |
| | Туре | 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-

Associated Leave Request List

| Associated Leave Reque | st List | | | | | |
|------------------------|-------------------------|-----------|--------------------|---------|------------------|---|
| Country | -All Country- | ٣ | | | | |
| Office | | • | | | | |
| Employee PIN | | | | | | |
| Status | -Select Status- | • | | | | |
| Leave Category | -Select Leave Category- | ۲ | | | | |
| Leave Type | -Select Leave Type- | ¥ | | | | |
| From Date | DD-MM-YYYY | | | To Date | DD-MM-YYYY | |
| Search Cancel | | | | | | |
| Show 10 🔻 entries | | | | | Search: | |
| Leave Type 💠 En | nployee Name 🗘 | Status 🗘 | From Date 🗘 | To Date | Duration(In Day) | ٥ |
| | | No data : | available in table | | | |

Image: Employee Leave List

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

| Employee Lea | ve Req | uest | | | | |
|---------------------------|--------------|--------------------|---------------------|---|--|-------------|
| Employee info | | | | | | |
| Employee Name | [0134615]-0 | Dr.Sharmin Ja | han | | | |
| Program Type | Support Prog | gramme | | Employee Category | Regular Staff | |
| Program | [12]- BRAC I | international | HO (BD) | Employee Level | XVI | |
| Project | [BD-0001]- B | RAC Internat | tional HO (BD) | Designation | [D226]- Senior Programme Manag | er, Health |
| Current Office | [BI]- BRAC C | Center, Bangla | adesh | Functional Designation | [FD182]- Senior Programme Mana | ger, Health |
| Department | Health & Nut | Health & Nutrition | | Joining Date | 01-01-2009 | |
| Status | On Authoriza | ation | | | | |
| Employee Leave Reque | st Informati | on | | | | |
| Leave Category | Annual Leave | e | | 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 | | | | | | |
| | Туре | Status | Actor | Action Taken By | | Date |
| | Proposal | Pending | Respective Employee | [0134615]- Dr.Sharmir [FD182]- Senior Progra | n Akhter Jahan amme Manager, Health | - |
| Back to List | | | | | | |



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

Employee Leave Apply List

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

Following interface will appear-

| Employee Leave A | ppły List | | | | | | |
|----------------------------|------------|------------------|-----------------|----------------------|-------------------|--------------|----------|
| From D | DD-MM | Ι-ΥΥΥΥ | | To Date [#] | DD-MM-YYYY | | |
| Search Car | ncel | | | | | | |
| Show 10 T en | tries | | | | 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 T 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 App | ply | | |
| 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-

Employee Leave History List

| Employee Leave History I | st | |
|--------------------------|--|----|
| From Date | To Date DD-MM-YYYY | |
| Leave Status | Select Leave Status 🔻 | |
| Search Cancel | New Leave Appl | ly |
| Show 10 🔻 entries | Search: | |
| Leave Type 💠 Applicat | ion Date 💠 Leave From Date 💠 Leave To Date 💠 Duration (In Day) 💠 Status 💠 Reason | \$ |
| | No data available in table | |

Image: Employee Leave History List

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

| Employee | Leave | History | List |
|----------|-------|---------|------|
|----------|-------|---------|------|

| Employee Leave | e History List | | | | | | | | |
|-------------------|--|---------------------|-------------------|----------------|-------|----------|--------|------|----------|
| Fro | From Date DD-MM-YYYY To Date | | | | | | | | |
| Leave | Status Select Leave | Status 🔻 | | | | | | | |
| Search | Search Cancel New Leave Apply | | | | | | | | |
| Show 10 V | Show 10 V entries Search: | | | | | | | | |
| Leave Type 🛛 💠 | Application Date 🛛 💠 | Leave From Date 🔹 🗘 | Leave To Date 🛛 💠 | Duration (In D | ay) 🗘 | Status 💠 | Reason | \$ | |
| Earn Leave | 20-05-2019 | 19-05-2019 | 19-05-2019 | 0.5 | | APPROVED | | | <u>^</u> |
| 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 Loavo | 76-05-2019 | 09-01-2019 | 09-01-2019 | 1 | | ADDROVED | | | * |
| Showing 1 to 10 o | f 74 entries | | Fi | rst Previous | 1 2 | 3 4 3 | 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

Maternity Apply For HR

| Maternity Apply For HR | |
|------------------------|-----------------------------------|
| Office * | [CHO - MMCHO] Myanmar Country H 💌 |
| Employee | * Required * Invalid date |
| Leave Category* | format |
| Leave Type* | *Enter From Date First |
| From Date* | DD-MM-YYYY To Date* |
| Duration In Day* | |
| Tentative Join Date* | DD-MM-YYYY |
| Child Delivery Date* | DD-MM-YYYY |
| Phone No On Leave | |
| Address On Leave | |
| Reason | |
| Document | |
| Apply Cancel | |

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.
- 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-

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

| | ,,,,, , |
|--------------------|-------------------|
| Search Employee | (* Required |
| Country * | -Select Country- |
| Office Info | |
| Employee | -Select Employee- |
| Date* | |
| PunchIn Time | PunchOut Time |
| Assign Leave Days* | |
| Reason | |
| Attachment | |
| Apply Cancel | |

Compensatory Leave Assign By HR

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-

Compensatory Leave Approval List

| Search Employee | |
|--------------------|---|
| Country * | -Select Country- |
| Office Info | |
| Employee | -Select Employee- |
| From Date | To Date |
| Search Cancel | |
| Compensatory Leave | Assign By HR For Edit |
| 10 ▼ Show entries | Search: |
| Employee Info | ♦ Date ♦ PunchIn Time ♦ PunchOut Time ♦ Details ♦ |
| | No data available in table |

| Showing 0 to 0 of | Previous | Next | Last | | |
|-------------------|------------|------|------|--|--|
| Approve All | Reject All | | | | |

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
 - o Associate Leave Cancellation List

3.7.3.1 Leave Cancellation Apply

To cancel leave following steps need to follow-

Following interface will appear-

i. Click HR > Leave and Attendance > Leave Cancellation > Leave Cancellation Apply

Employee Leave Cancellation Apply List

| Employee Leave Ba | lance Info | | | | | | , | | | 9 |
|-------------------|----------------|-------------------------|-----|--------------|----|---------------|-------|------------|------|--------------------|
| Leave Type Name 🖨 | Leave Earned | Leave Taken | Lea | ave Forwarde | d | Attendance Le | ave | Leave On A | pply | Leave Balance |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | _ | - | | | | | | |
| | | 📧 << Page | 1 0 | of0 🍉 ы | 10 | ~ | | | | No records to view |
| Employee Leave I | nformation | | | | | | | | | |
| Leave Catego | Annual Leave | $\overline{\mathbf{v}}$ | | | | | | | | |
| Leave T | Earn Leave | ~ | | | | | | | | |
| Search Re | eset | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Show 10 💙 en | tries | | | | | | | Search: | | |
| Leave Type 🗘 | Leave Category | From Date | ٥ | 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 A | pply 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 | Employee Leave Cancellation Request List | | | | | | |
|----------|--|----------------------------|--|--------------------|------------------|---------------------------------|--|
| Select 👙 | Status | Employee Info | Project | Department | Designation | Office Info | |
| Select | On Proposal | [0134668]-TANWIR RAHMAN | [BD-0001]- BRAC International HO (BD) | Finance & Accounts | [D006]- Director | [BI]- BRAC Center Bangladesh | |

Image: Employee Leave Cancellation Request List

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

| Employee Leav | ve Cance | lation Re | equest | | | |
|-------------------------|-----------------|-----------|------------|------------------------|-----------------|------|
| Employee Details Inform | nation | | | | | |
| Employee Name | | | | | | |
| Program Type | | | | Employee Category | | |
| Program | | | | Employee Level | | |
| Project | | | | Designation | | |
| Current Office | | | | Functional Designation | | |
| Department | | | | Joining Date | | |
| Status | | | | | | |
| Employee Leave Cancell | ation Request 1 | info | | | | |
| Leave Type | | | | Functional Designation | | |
| From Date | | | | To Date | | |
| Table Of Authority | | | | | | |
| Table of Authority | | | | | | |
| | Туре | Status | Actor | | Action Taken By | Date |
| | Proposal | Pending | Respective | e Employee | - | - |
| Comments | Authorize | Delete | Go to Lis | ·t] | | |

Image: Employee Leave Cancellation Request

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

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

3.7.3.3 Associate Leave Cancellation List

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

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

Following interface will appear-

A

Employee Leave Cancellation List

| Employee Leave Cancella | ation 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 T 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 Name | | | | | |
|---------------------|----------|---------|---------------------|---|------|
| Program Type | | | En | nployee Category | |
| Program | | | | Employee Level | |
| Project | | | | Designation | |
| Current Office | | | Funct | ional Designation | |
| Department | | | | Joining Date | |
| Status | | | | | |
| thorization Info | | | | | |
| Authorization Trail | | | | | |
| | Туре | Status | Actor | Action Taken By | Date |
| | Proposal | Pending | Respective Employee | [0134668]- TANWIR RAHMAN [FD115]- Director Finance | - |

Employee Leave Cancellation Request

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
 - Leave Extension Authorization
 - Associate Leave Extension List

3.7.4.1 List for Leave Extension

To extend leave following steps need to follow-

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

| Employee Leave List For Extension | | | | | | | | |
|-----------------------------------|-----------------------------|--|-----------------|------------------|----------------|--------------------|--|--|
| Employee Leave Ba | Employee Leave Balance Info | | | | | | | |
| Leave Type Name | Leave Earned | Leave Taken | Leave Forwarded | Attendance Leave | Leave On Apply | Leave Balance | | |
| | | | | | | | | |
| | | ta <a 1<="" page="" td=""><td>of 0 >> >+ 10</td><td></td><td></td><td>No records to view</td> | of 0 >> >+ 10 | | | No records to view | | |
| Employee Leave I | ist For Extension | | | | | | | |
| Leave Cate | gory -Select Leave Cate | egory- | 2 | | | | | |
| Leave | -Select Leave Type | e- 🚺 | - | | | | | |
| From | Date DD-MM-YYYY | | | To Date | D-MM-YYYY | | | |
| Search Car | icel | | | | | | | |
| Show 10 🗸 er | ntries | | | | 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-

| Employee Leave Informat | ion | | | |
|--------------------------|--------------|----------|------------|--|
| Leave Category | Annual Leave | | | |
| Employee Leave Type | Earn Leave | | | |
| From Date | 09-08-2015 | To Date | 09-08-2015 | |
| Employee Leave Extension | n Info | 2 | | |
| From Date* | DD-MM-YYYY | To Date* | DD-MM-YYYY | |
| Duration In Day | | | | |
| Reason Of Extension | | | | |
| Attachment | Browse | | | |
| Back To List Crea | Clear | | | |



- 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-

| Emp | Employee Leave Extension Request List | | | | | | | |
|---------|--|----------|---------------------|--------------------|------|--|--|--|
| Employe | Employee Leave Extension Request List | | | | | | | |
| Select | select Status Leave Type Revised From Date Revised To Date Employee Info Pro | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | Image: E | mployee Leave Reque | est List for Exten | sion | | | |

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-

| Emp | Employee Leave Extension Request List | | | | | | | |
|---------|---------------------------------------|------------|---------------------|--------------------|---------------|---------|--|--|
| Employe | Employee Leave Extension Request List | | | | | | | |
| Select | Status | Leave Type | Revised From Date | Revised To Date | Employee Info | Project | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | Image: | Employee Leave Requ | uest List for Exte | nsion | | | |

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.

Image: Second systemAll the execution can only be done by the supervisor and the activity is only reserved for them also.

3.7.4.3 Associate Leave Extension List

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

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

Following interface will appear-

| Employee Leave Extension List | | | | | | |
|-------------------------------|--|--|--|--|--|--|
| Employee Leave Extensio | 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 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.

| iployee 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 Finance & Accounts | | | Functional Designation | [FD115]- Director Finance 02-08-2009 | | |
| Department | | | | Joining Date | | | |
| Status | On Authorization | | | | | | |
| ployee Leave Reque | st Info | | | | | | |
| Leave Category | Special Leave | | | Leave Type | Paternity Leave | | |
| From Date | 11-08-2015 | | | To Date | 13-08-2015 | | |
| aployee Leave Extens | ion Info | | | | | | |
| Leave Category | Special Leave | | | Leave Type | Paternity Leave | | |
| Revised From Date | 14-08-2015 | | | Revised To Date | 15-08-2015 | | |
| thorization Info | | | | | | | |
| Authorization Trail | | | | | | | |
| | Туре | Status | Actor | | Action Taken By | Date | |
| | Proposal | Authorised | Respective I | Employee | [0134668]- TANWIR RAHMAN [FD115]- Director Finance | 09-08-20 | |
| | Recommendation | Authorised | Responsible | Person for Human Resource | [0034362]- Faruque Ahmed [FD003]- Executive Director | 09-08-20 | |
| | Approval | Pending | Supervisor | | [0034362]- Faruque Ahmed [ED003]- Executive Director | - | |

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

| Employee | Leave Early Ba | ack Apply | Lis | st | | | | | | |
|-------------------|----------------------|-------------|-----|---------------|---|------------------|---------|-------------|-------------------|----|
| Employee Leave Ba | alance Info | | | | | | | | | |
| Leave Type Name | Leave Earned | Leave Taken | Lea | ave Forwarded | 1 | Attendance Leave | Lea | ve On Apply | Leave Balance | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | 5 0 | | | | | | |
| | arbe Back Apple List | ra sa Page | 1 | of 0 🎫 🖬 1 | 0 | | | | No records to vie | sw |
| Employee Leave I | апу васк кррлу сыс | | | | | | | | | |
| Leave Categ | -Select Leave Ca | tegory- | ~ | | | | | | | |
| Leave Ty | -Select Leave Ty | pe- | ~ | | | | | | | |
| From D | ate* DD-MM-YYYY | | | | | To Date* | DD-MM-1 | mm | | |
| Search Ca | ancel | | | | | | | | | |
| Show 10 🗸 er | ntries | | | | | | Se | arch: | | 1 |
| Leave Type 🛛 💠 | Application Date | From Date | ٥ | To Date | > | Duration(In Day) | ٥ | 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 Informati | ion | |
|--------------------------|----------------|-----------------------------|
| 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 Da | Back To List | |

Image: Employee Leave Early Back Apply List

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

3.7.5.2 Leave Early Back Authorization

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

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

Following interface will appear-Employee Early Back Apply Authorization List Employee Leave Early Back Apply List Select Status Department Designation O

Image: Employee Leave Early Back Apply Authorization List

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

Employee Early Back Apply Authorization List

| Employe | e Leave Early B | ack Apply List | | | | 0 |
|---------|-----------------|----------------|---------|------------|-------------|---|
| Select | Status | Employee Info | Project | Department | Designation | C |
| | 1 | | 15 | | | |
| | | | | | | |
| | | | | | | |

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

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 V 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.

| nployee Info | | | | | | | |
|---------------------------|-----------------------|----------------|--------------|---------------------------|---|------------|--|
| Employee Name | [0134668]- TANWIR | RAHMAN | | | | | |
| Program Type | Support Programme | | | Employee Category | Regular Staff | | |
| Program | [12] - BRAC Internati | onal HO (BD) | | Employee Level | xx | | |
| Project | [BD-0001]-BRAC Int | ternational HO | (BD) | Designation | [D006] - Director | | |
| Current Office | [BI]-BRAC Center, B | Bangladesh | | Functional Designation | [FD115]- Director Finance | | |
| Department | Finance & Accounts | | | Joining Date | 02-08-2009 | | |
| Status | On Authorization | | | | | | |
| nployee Early Back in | fo | | | | | | |
| 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 | | |
| tual Leave Duration | 1.0 | | | | | | |
| uthorization Info | | | | | | | |
| Authorization Trail | | | | | | | |
| | Туре | Status | Actor | | Action Taken By | Date | |
| | Proposal | Authorised | Respective E | imployee | [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 [ED003] - Executive Director | - | |

Image: Employee Early Back Info

3.8 Attendance

Business Rule

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

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

- Attendance Setup
- Attendance Entry

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

- Attendance Setup
 - Attendance Status
 - Attendance Configuration
 - Shift Attendance Configuration
- Attendance Entry
 - Employee Attendance Entry
 - Attendance Entry By Supervisor
 - o Attendance Entry By HR
 - 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
Create Attendance Status

| Attendance Status Info | ormation | | | |
|---------------------------|------------------|------------|------------------------------------|-------|
| Name* | Type Name |] | | |
| Short Code* | Maximum 4 Charao | cters | | |
| Description Create Cancel | Maximum 255 Cha | racters | | |
| Show 10 v entries | | | Se | arch: |
| ID 🔺 N | lame 🗘 | Short Code | Description | \$ |
| Select P | Present | 0001 | Present_Character Limits validated | |
| Select A | Absence | 0002 | Absence_Character Limits validated | |
| Select la | ate | 0003 | na | |

Image: Create Attendance Status

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

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

3.8.1.2 Attendance Configuration

To setup attendance, following steps need to follow-

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

Following interface will appear-

| Attendance | Configuration | |
|------------|---------------|--|
| Attenuance | configuration | |

| Country* | Liberia | | ¥ | | |
|------------------------|---------------------|-----------|--------------|--------------|--------|
| Program | Adolescent Develop | ment Prog | gr 🔻 | | |
| Project | -Select Project- | | - | | |
| Department | -Select Department- | | • | | |
| Office Info | -Select Office- | | • | | |
| Attendance Schedule* | | | Start Time | End Time | |
| | Sunday | | hh:mm am | | |
| | Monday | | hh:mm am | | |
| | Tuesday | | hh:mm am | | |
| | Wednesday | | hh:mm am | hh:mm pm | |
| | Thursday | | hh:mm am | hh:mm pm | |
| | Friday | | hh:mm am | hh:mm pm | |
| | Saturday | | hh:mm am | hh:mm pm | |
| Is Flexi Allowed IN HO | | | Is Flexi All | owed IN FO | |
| Half Day Office Hour* | Hour | | | Minute | Minute |
| Full Day Office Hour* | Hour | | | Minute | Minute |
| In Time Grace Period* | Minute | | Out Time Gr | race Period* | Minute |
| Delay Period* | Minute | | | | |
| Attendance Type* | O Auto Present | O Pur | nch In/Out | | |
| Effective Date* | DD-MM-YYYY | | | | |
| End Date | DD-MM-YYYY | | | | |
| Create Cancel | | | | | |

| Atten | idance Poli | cy | | | | | | | | | | | | |
|---------------|--------------|--|----------------------|---------------------|--------------------|-------------------------------|--------------|-------------------------------|--------------|-------------------------------|-------------------------|-------------------------|-----------------------------|-----------------------|
| Show | 10 🔻 | entries | | | | | | | | | Search: | | | |
| Select | Country | Office info 🗘 | Attendance Type 💠 | Effective Date 💠 | End Date \$ | Full Day Office Hour | Minute \$ | half Day Office Hour | Minute \$ | In Time Grace Period | Is flexible fo \$ | Is flexible ho \$ | Maximum Flexi Time \$ | ou tir gr pe |
| <u>Select</u> | Myanmar | | Punch In/Out | 30-04- 2019 | 31- 12- 2019 | 8 | 30 | 4 | 30 | 0 | NO | NO | 10 | o |
| <u>Select</u> | Myanmar | [MMCHO]Myanmar Country Head Office | Punch In/Out | 05-05- 2019 | 31- 12- 2019 | 8 | 0 | 4 | 0 | 10 | YES | YES | 10 | 10 |
| Showir | ng 1 to 2 of | 2 entries | | | | | | _ | | First | t Previo | us 1 | Next Last | |

Image: Employee Attendance Configuration

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

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

f

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

| Create Shift A | ttendance C | Config | 9 | | |
|------------------------------|----------------------------|--------|----------------------------|------------|---------|
| Shift Attendan | ice Config | * Re | guired | | |
| Name * | [| | | | |
| Attendance Schedule* | | | Start Time | End Time | |
| | Sunday | | hh:mm am | | |
| | Monday | | hh:mm am | | |
| | Tuesday | | hh:mm am | | |
| | Wednesday | | hh:mm am | hh:mm pm | |
| | Thursday | | hh:mm am | | |
| | Friday | | hh:mm am | | |
| | Saturday | | hh:mm am | hh:mm pm | |
| Create Cancel | | | | | |
| Attendance Policy | | | | | |
| Show 10 Tentries | | | | | Search: |
| Select | Countr | У | \$ | Shift Name | \$ |
| | | | No data available in table | | |
| and the second second second | | | | | |

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-

| Punch In | | | | | | | | | | |
|-------------|-------------|------------|-----------|---------|---|----------|---------|----|--------|---|
| | Name | [0134668] | -TANWIR R | AHMAN | | | | | | |
| | Date | 24-08-2015 | | | | | | | | |
| | Time | 14:58 | | | | | | | | |
| | Note | | | | | | | | | |
| Punch In | | | | | | | | | | |
| Punch In/Ou | ıt Time Sum | imary | | | | | | | | |
| Show 10 | entries | | | | | | Search: | | | |
| In Date | In Time | Out Date | Out Time | In Note | C | Out Note | | S | tatus | |
| 18-08-2015 | 1 | | | | | | | Ał | osence | ^ |
| 17-08-2015 | | | | | | | | Ał | osence | |
| 16-08-2015 | | | | | | | | Ał | osence | |
| 10-08-2015 | | | | | | | | Ał | osence | |
| 09-08-2015 | 12:31:53 | | | 1 | | | | Ał | osence | |
| 06-08-2015 | | | | | | | | Ał | osence | |
| 05-08-2015 | | | | | | | | Ał | osence | |
| 04-08-2015 | | | | | | | | | | Y |

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 Supervis | or | | | | |
|---|----------------|---------------------|-------------------------------------|----------------------------------|--------------------|
| Show 10 v entries | | | | Search: Hea | lth & 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 Previou | s 1 Next Last |

Image: Employee List for Logged In Supervisor

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

Following screen will appear-

| Employee Atte | endance Entry By Supervisor |
|------------------------|---|
| Employee Attendance En | try By Supervisor |
| Employee Name | [0110036] KAZI APPOINTMENT LETTER |
| Ref Pin | null |
| Designation | Programme Head, Monitoring |
| Category | Contract Staff |
| Project | Administration |
| Department | Internal Audit Required |
| Office In Date* | DD-MM-YYY* Required |
| Punch In Time* | ▼ HH(00-23) ▼ mm(00-59) |
| Punch Out Time * | ► HH(00-23) ► mm(00-59) |
| Punch In Note | maximum 2000 character |
| Punch Out Note | maximum 2000 character |
| Back To List Ent | ry |
| | Copyright © BRAC 2017 |

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-

L

| | Division | -Select Division- | | - | • | | |
|-------------|--|---|--|-----------------------------------|------------------------------------|--------|---|
| | District | -Select District- | | - | | | |
| | Thana | | | | | | |
| | Thana | -Select Thana- | | | • | | |
| | Office Info | -Select Office- | | • | • | | |
| | Employee | | - | | | | |
| | Office In Date* | 27-04-2017 | | | | | |
| | | | | | | | |
| iea | rch | | | | | | |
| oloy | vee List | | | | | | |
| ct | Employee Name | | Office In Date | Punch In Time (Format 24Hours) | Punch Out Time (Format 24Hours) | Status | Designation |
| | [0000013] KAZI SAM | IUR RAHMAN | 26-04-2017 | | | | Health & Nutrit |
| | [0000013] KAZI SAM | IUR RAHMAN | 25-04-2017 | | | | Health & Nutri |
| | [0000013] KAZI SAM | IUR RAHMAN | 24-04-2017 | | | | Health & Nutri |
| | [0000010] KAEL DAM | | | | | | Health & Nutrit |
| | [0000013] KAZI SAM | IUR RAHMAN | 30-04-2017 | | | | |
| | [0000013] KAZI SAM [0000013] KAZI SAM | IIUR RAHMAN | 30-04-2017 27-04-2017 | | | | Health & Nutrit |
| | [0000013] KAZI SAM [0000013] KAZI SAM [0000013] KAZI SAM | IIUR RAHMAN IIUR RAHMAN IIUR RAHMAN | 30-04-2017 27-04-2017 23-04-2017 | | | | Health & Nutrit |
|))) | [0000013] KAZI SAM [0000013] KAZI SAM [0000013] KAZI SAM [0000013] KAZI SAM | IIUR RAHMAN IIUR RAHMAN IIUR RAHMAN IIUR RAHMAN | 30-04-2017 27-04-2017 23-04-2017 05-02-2017 | | | | Health & Nutrit Health & Nutrit Health & Nutrit |
| | [0000013] KAZI SAM [0000013] KAZI SAM [0000013] KAZI SAM [0000013] KAZI SAM [0000013] KAZI SAM | IUR RAHMAN IIUR RAHMAN IIUR RAHMAN IIUR RAHMAN IIUR RAHMAN | 30-04-2017 27-04-2017 23-04-2017 05-02-2017 01-01-2017 | | | | Health & Nutrit Health & Nutrit Health & Nutrit Health & Nutrit |
| | [0000013] KAZI SAM [0000013] KAZI SAM [0000013] KAZI SAM [0000013] KAZI SAM [0000013] KAZI SAM [0000013] KAZI SAM | IUR RAHMAN IIUR RAHMAN IIUR RAHMAN IIUR RAHMAN IIUR RAHMAN IIUR RAHMAN | 30-04-2017 27-04-2017 23-04-2017 05-02-2017 01-01-2017 02-02-2017 | | | | Health & Nutrit Health & Nutrit Health & Nutrit Health & Nutrit Health & Nutrit |

Copyright © BRAC 2017

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-

Multiple Attendance

| - | |
|----------------|--------|
| Office * | |
| Employee Info: | ▼ |
| Month * | June |
| Year * | 2019 🔻 |
| Search | |

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

| Attendance Sheet | | | | | | |
|---|--------|------------------|------------------|------------------|------------------|------------------|
| Employee Name | Select | 1-6-2019 | 2-6-2019 | 3-6-2019 | 4-6-2019 | 5-6-2019 |
| [072000001] MD. SAZADUZZAMAN | | Late 🔻 | Late 🔻 | Late 🔻 | Present V | Present 🔻 🔺 |
| [072000008] TUHIN FOR TEST | | Weekend 🔻 | Present v | Present v | Present v | Present 🔻 |
| [072000009] MALE ONE FIRST NAME MALE ONE LAST NAME | | Weekend v | Late 🔻 | Late 🔻 | Late 🔻 | Late 🔻 |
| [072000011] FEMALE ONE FIRST NAME FEMALE ONE LAST NAME | | Weekend v | Present v | Present v | Present v | Present v |
| [072000002] JAHIRUL ISLAM MOROUL | | Weekend 🔻 | Present v | Present v | Present v | Present 🔻 |
| [072000010] MALE TWO FIRST NAME MALE TWO LAST NAME | | Weekend V | Present v | Present v | Present v | Present v |
| [012000297] MD. SHARIFUL ISLAM | | Weekend 🔻 | Weekend 🔻 | Half Day L∈ ▼ | Half Day L∈ ▼ | Half Day L∈ ▼ |
| [072000014] FIRSTMMA MIDDLEMMA LASTMMA | | Weekend v | Present v | Present v | Present v | Present V |
| [072000021] MR LEAVE LEAVE | | N/A | N/A | N/A | N/A | N/A |
| [072000022] HUA THAI | | N/A | N/A | N/A | N/A | N/A |
| | | N1/A | N1/A | N1/A | N1/A | N1/A |
| • | | | | | | • |

Save

Image: Multiple Attendance Entry by HR

Upload Attendance Info:

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

Following interface will appear-

Machine PunchIn/PunchOut Attendance

| | • |
|----------------|---|
| Upload Excel * | |
| | |
| | |
| | |
| Save Cancel | |
| | |

Image: Machine PunchIn/PunchOut Attendance

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

3.9 Reports

This part of Reports section consists of following links.

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

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

3.9.1 Retention

This part of Reports section consists of following links.

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

3.9.1.1 Average Head Count Span of Supervision

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

| All Country | |
|------------------------------------|--|
| | |
| -All Office- | |
| -All Programme- | |
| -Select Project- | |
| | Search: |
| visor © Average head count span of | f supervision |
| | -All Programme- -Select Project- visor • Average head count span of No data available in table |

| Showing 0 to 0 of 0 entrie | ۶ | First | Previous | Next | Last |
|----------------------------|---|-------|----------|------|------|
| Export to excel | | | | | |

Image: Average Head Count Span of Supervision

| Average head count spa | in of supervision | | | | | | | | |
|---|--|---|--|--------|------------|--------|----------|-----------|----|
| Country | Bangladesh | V | | | | | | | |
| Office | -All Office- | | | | | | | | |
| Program | -All Programme- | • | | | | | | | |
| Project | -Select Project- | | | | | | | | |
| Search | | | | | | Corr | | | |
| TO A CIDICS | | | | | | Deal | Cit: | | |
| ffice | 1 Supervisor | | | Averad | e head cou | nt cn: | an of c | Inomicio | |
| ffice 1501-handlardesh | © Supervisor | | 0 | Averag | e head cou | nt spa | an of su | upervisio | n |
| ffice 150]-bangladesh 3DCHO]-Head Office | Supervisor | DSY SHARIF | 0 | Averag | e head cou | nt spa | an of si | upervisio | In |
| ffice 150]-bangladesh 8DCHO]-Head Office 8DCHO]-Head Office | Supervisor [012000344]-RAG [012000345]-NUI | DSY SHARIF RUNNABI AZAD | 0 1 4 | Averag | e head cou | nt spa | an of si | upervisio | n |
| ffice 50]-bangladesh IDCHO]-Head Office IDCHO]-Head Office II]-BRAC Center, Banglades | Supervisor [012000344]-RAG [012000345]-NUI (0000001]-SIR F | DSY SHARIF RUNNABI AZAD AZLE HASAN ABED | 0 1 4 40 | Averag | e head cou | nt spa | an of si | upervisio | in |
| ffice 50]-bangladesh BDCHO]-Head Office BDCHO]-Head Office N]-BRAC Center, Banglades N]-BRAC Center, Banglades | Supervisor [012000344]-RAG [012000345]-NUB [0000001]-SIR F [0134900]-SHAM | DSY SHARIF RUNNABI AZAD AZLE HASAN ABED IERAN ABED | 0 1 4 40 3 | Averag | e head cou | nt spa | an of si | upervisio | n |
| Iffice 150]-bangladesh 3DCHO]-Head Office 3DCHO]-Head Office 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades | Supervisor [012000344]-RAC [012000345]-NUH sh [0000001]-SIR F sh [0134900]-SHAM sh [0137303]-ABHII | DSY SHARIF RUNNABI AZAD AZLE HASAN ABED IERAN ABED JIT GUPTA | 0 1 4 40 3 2 | Averag | e head cou | nt spa | an of si | upervisio | n |
| Iffice 150]-bangladesh 3DCHO]-Head Office 3DCHO]-Head Office 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades | Supervisor [012000344]-RAG [012000345]-NUI sh [0000001]-SIR F sh [0134900]-SHAM sh [0137303]-ABHII sh [0034362]-FARU | DSY SHARIF RUNNABI AZAD AZLE HASAN ABED IERAN ABED JIT GUPTA QUE AHMED | 1 4 40 3 2 16 | Averag | e head cou | nt spa | an of si | upervisio | n |
| office 150]-bangladesh 3DCHO]-Head Office 3DCHO]-Head Office 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades | Supervisor [012000344]-RAG [012000345]-NUI sh [0000001]-SIR F sh [0134900]-SHAM sh [0137303]-ABHII sh [0034362]-FARU sh [003902]-MD, A | DSY SHARIF RUNNABI AZAD AZLE HASAN ABED IERAN ABED JIT GUPTA IQUE AHMED ABUL KASHEM MOZUMDER | 0 1 4 40 3 2 16 13 | Averag | e head cou | nt spa | an of si | upervisio | n |
| Iffice IS0]-bangladesh 3DCHO]-Head Office 3DCHO]-Head Office 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades | Supervisor [012000344]-RAG [012000345]-NUI [012000345]-NUI sh [0000001]-SIR F sh [0134900]-SHAM sh [0137303]-ABHII sh [0034362]-FARU sh [0003902]-MD. A sh [0098570]-MD. R | DSY SHARIF RUNNABI AZAD AZLE HASAN ABED IERAN ABED JIT GUPTA IQUE AHMED IBUL KASHEM MOZUMDER IAFIQUL ISLAM | 0 1 4 40 3 2 16 13 2 | Averag | e head cou | nt spa | an of si | upervisio | n |
| Iffice IS0]-bangladesh 3DCHO]-Head Office 3DCHO]-Head Office 3DCHO]-Head Office 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades 31]-BRAC Center, Banglades | Supervisor [012000344]-RAG [012000345]-NUI [012000345]-NUI [0000001]-SIR F [0134900]-SHAM [0137303]-ABHII [0137303]-ABHII [0034362]-FARU [003902]-MD, A [0098570]-MD, R [0154131]-MD, S | DSY SHARIF RUNNABI AZAD AZLE HASAN ABED IERAN ABED JIT GUPTA QUE AHMED ABUL KASHEM MOZUMDER IAFIQUL ISLAM SHEEHAB RAFI RUSSEL | 0 1 4 40 3 2 16 13 2 18 | Averag | e head cou | nt spa | an of si | upervisio | n |

Image: Average Head Count Span of Supervision

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

| | Chra | | | | |
|----|--|--|---|--|--|
| 4 | S DIG | | | | |
| 1 | | AVERAG | E HEAD COUNT | SPAN OF SUPE | RVISION |
| 2 | Country:All Country ; 2016 ; Generated by | Office Info: -All Office- ; F : 0034362 | Programme: -All Programm | ne- ; Project: -Select Projec | xt- ; Generated at Thu Jun 16 15:53:24 I |
| 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 | | [BDCH0]-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-

| Country | All Country | ~ | |
|--------------|--------------------|---|---------|
| Office | | | |
| onice | -All Office- | • | |
| Program | -All Programme- | • | |
| Project | -Select Project- | • | |
| 0 v entries | Average Age of Emp | oloyment(in months) | Search: |
| l0 v entries | Average Age of Emp | ployment(in months) No data available in table | Search: |
| 0 v entries | Average Age of Emp | ployment(in months) No data available in table | Search: |
| 10 v entries | Average Age of Emp | ployment(in months) No data available in table | Search: |
| 10 v entries | Average Age of Emp | oloyment(in months) No data available in table | Search: |
| 10 v entries | Average Age of Emp | oloyment(in months) No data available in table | Search: |

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-

Export to excel

| Level Wise Average | Age of Employment | |
|--|--|---------|
| Country | Bangladesh | |
| Office | -All Office- | |
| Program | -All Programme- | |
| Project | -Select Project- | |
| Show 10 🗸 entrie | 5 | Search: |
| | | |
| evel . | Average Age of Employment(in months) | |
| evel · | Average Age of Employment(in months) 0.1591 | |
| evel · | Average Age of Employment(in months) 0.1591 0.3446 0.3183 | |
| evel · I II V | Average Age of Employment(in months) 0.1591 0.3446 0.3183 1.0273 | |
| evel . I II V X | Average Age of Employment(in months) 0.1591 0.3446 0.3183 1.0273 7.9364 | |
| evel | Average Age of Employment(in months) 0.1591 0.3446 0.3183 1.0273 7.9364 2.3782 | |
| evel I II V X //I | Average Age of Employment(in months) 0.1591 0.3446 0.3183 1.0273 7.9364 2.3782 1.6379 | |
| evel I II V X (I V I I | Average Age of Employment(in months) 0.1591 0.3446 0.3183 1.0273 7.9364 2.3782 1.6379 2.3697 | |
| evel | Average Age of Employment(in months) 0.1591 0.3446 0.3183 1.0273 7.9364 2.3782 1.6379 2.3697 1.4847 | |
| evel | Average Age of Employment(in months) 0.1591 0.3446 0.3183 1.0273 7.9364 2.3782 1.6379 2.3697 1.4847 0.2635 | |

Image: Level Wise Average Age of Employment

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



LEVEL WISE AVERAGE AGE OF EMPLOYMENT

2 Country:Bangladesh ; Office Info: -All Office- ; Programme: -All Programme- ; Project: -Select Project- ; Generated at Thu Jun 16 15:54:28 BDT 3 2016 ; Generated by: 0034362

| 4 | Level | Average Age of Employment | |
|----|-------|------------------------------|--|
| 5 | 1 | 0.1591 | |
| 6 | 8 | 0.3446 | |
| 7 | ш | 0.3183 | |
| 8 | N | 1.0273 | |
| 9 | v | 2.3782 | |
| 10 | VI | 1.6379 | |
| 11 | VI | 2.3697 | |
| 12 | VIII | 1.4847 | |
| 13 | DX . | 7.9364 | |
| 14 | х | 0.2635 | |
| 15 | XII | 3.1972 | |
| 16 | XIII | 26.4 | |
| 17 | XIV | 5.2 | |
| 18 | XIX | 53.2727 | |
| 19 | xx | 136.25 | |

Excel Report: Level Wise Average Age of Employment Report

3.9.1.3 First/Second Year Service Resignation Rate

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

| rirst/second year ser | vice resignation rate | | |
|-----------------------|-----------------------|----------------------------|---------|
| Country | All Country | | |
| Office | -All Office- | | |
| Program | -All Programme- | • | |
| Project | -Select Project- | | |
| Search | | | Search: |
| Office 0 | First/second year se | rvice resignation rate | |
| | | No data available in table | |
| | | | |
| | | | |

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-

Export to excel

| First/second year serv | vice resignation rate | | | | | |
|--------------------------|-----------------------|---|---------------------------|--------------|---------|--|
| Country | Bangladesh | ¥ | | | | |
| Office | -All Office- | • | | | | |
| Program | -All Programme- | - | | | | |
| Project | -Select Project- | - | | | | |
| Search | | | | | Search | |
| Office | | 4 | First/second year service | e resignatio | in rate | |
| 050]-bangladesh | | | | | | |
| AFCHO]-Afghanistan Cou | ntry Head Office | | 100 | | | |
| BD200001]-Dhaka Division | L; | | 100 | | | |
| BD300001]-Dhaka -2 | | | 100 | | | |
| BD300002]-Bogra -1 | | | 100 | | | |
| BD400001]-Kotwali | | | 100 | | | |
| BD500001]-Islambag | | | 100 | | | |
| BI]-BRAC Center, Banglad | lesh | | 3 | | | |
| | | | | | | |

Image: First/Second Year Service Resignation Rate

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

Export to excel

| | Gbra | ıC | , D | |
|----|--|--|--|---|
| 1 | | | | |
| 2 | | FIRST SEC | OND YEAR SER | VICE RESIGNATION RATE |
| 3 | Country:Bangladesh 2016 ; Generated by: | ; Office Info: -All Office- ; I 0034362 | Programme: -All Programm | e- ; Project: -Select Project- ; Generated at Thu Jun 16 15:55:14 BDT |
| 4 | Country | Office | First/second year service resignation | |
| 5 | [050]-Bangladesh | | CONTRACTOR CONTRACTOR | |
| 6 | | [AFCHO]-Afghanistan Country Head Office | 100 | |
| 7 | | [BD200001]-Dhaka Division | 100 | |
| 8 | - | [BD300001]-Dhaka -2 | 100 | |
| 9 | | [BD300002]-Bogra -1 | 100 | |
| 10 | | [BD400001]-Kotwali | 100 | |
| 11 | | [BD500001]-Islambag | 100 | |
| 12 | | [BI]-BRAC Center, Bangladesh | 3 | |

Excel Report: First/Second Year Service Resignation Rate Report

3.9.1.4 Probation Extension Rate

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

| | ate | | | |
|-------------------|------------------|---------|---|--|
| Country | All Country | | | |
| Office | -All Office- | - | | |
| Program | -All Programme- | • | | |
| Project | -Select Project- | • | | |
| Joining From Date | 17-05-2016 | | | |
| Joining To Date | 15-08-2016 | | | |
| w 10 v entries | | | Search: | |
| ow 10 v entries | Office | 0 | Search: | |
| w 10 v entries | Office | 0 No | Search: Probation Extension Rate a available in table | |
| w 10 v entries | Office | 0 No | Search: Probation Extension Rate a available in table | |
| w 10 v entries | Office | C No | Search: Probation Extension Rate a available in table | |
| w 10 v entries | - Office | No | Search: Probation Extension Rate a available in table | |
| ow 10 ventries | ▲ Office | No | Search: Probation Extension Rate a available in table | |
| ow 10 ventries | ▲ Office | C No | Search: Probation Extension Rate a available in table | |

Image: Probation Extension Rates

Probation Extension Rate

| Probation Extension R | ate | | | | - |
|-----------------------|------------------|------------|---|--------------------------|---|
| Country | Bangladesh | V | | | |
| Office | -All Office- | • | | | |
| Program | -All Programme- | • | | | |
| Project | -Select Project- | • | | | |
| Joining From Date | 17-05-2014 | | | | |
| Joining To Date | 15-08-2016 | | | | |
| Search | | | | | |
| Show 10 🔪 entries | | | | Search: | |
| Country | Office | | Ó | Probation Extension Rate | 0 |
| [050]-Bangladesh | [BD200001]-Dhaka | a Division | | 0 | |
| [050]-Bangladesh | [BD300001]-Dhaka | a -2 | | 0 | |
| [050]-Bangladesh | [BD300002]-Bogra | -1 | | 0 | |
| [050]-Bangladesh | [BD400001]-Kotwa | əli | | 0 | |
| [050]-Bangladesh | [BD500001]-Islam | bag | | 0 | |

| Showing 1 to 6 of 6 entries | First Previous 1 Next Last |
|-----------------------------|----------------------------|
| Export to excel | |

0

Image: Probation Extension Rates

[BI]-BRAC Center, Bangladesh

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

[050]-Bangladesh

| 64 | A | B C | D | E |
|----------|--|---------------------------------------|-----------------------------|---|
| 1 | Sbra | IC | | |
| 2 | | | PROBATION EXT | TENSION RATE |
| 3 | Country:Bangladesh ; 2016 ; Generated by: | Office Info: -All Office-; 0034362 | Programme: -All Programm | e- ; Project: -Select Project- ; Generated at Thu Jun 16 15:49:56 BDT |
| 4 | Country | Office | Probation Extension Rate | |
| 5 | [050]-Bangladesh | | | |
| 6 | | [BD200001]-Dhaka Division | 0 | |
| 7 | | [BD300001]-Dhaka -2 | 0 | |
| 8 | | [BD300002]-Bogra -1 | 0 | |
| 9 | | [BD400001]-Kotwali | 0 | |
| 10 | | [BD500001]-Islambag | 0 | |
| 11 12 | | [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-

| Retirement Ra | te | |
|----------------------|--------------------------|---------|
| Retirement Rate | | |
| Country | All Country | |
| Office | -All Office- | |
| Program | -All Programme- | |
| Project | -Select Project- | |
| Joining From Date | 17-05-2016 | |
| Joining To Date | 15-08-2016 | |
| Search | | |
| Show 10 v entries | | Search: |
| Office | Retirement Rate | |
| | No data available in tab | le |

| Showing 0 to 0 of 0 entries | | First | Previous | Next | Last |
|-----------------------------|------------------------|-------|----------|------|------|
| Export to excel | | | | | |
| | Image: Retirement Rate | | | | |

| Reti | rem | ent | Rate |
|------|-----|-----|------|
| | | | |

| Country | Bangladesh | V | | |
|---|-------------------|---|--|----|
| Office | -All Office- | • | | |
| Program | -All Programme- | | | |
| Project | -Select Project- | ▼ | | |
| Joining From Date | 17-05-2014 | | | |
| Joining To Date | 15-08-2016 | | | |
| Search | | | | |
| Show 10 🖌 entries | | | Search: | |
| Show 10 v entries Office | | | Search: | 0 |
| Show 10 ventries Office [050]-bangladesh | | | Search: | 0 |
| Show 10 ventries Office [050]-bangladesh [AFCHO]-Afghanistan Cou | ntry Head Office | | Search: Search: Retirement Rate | 0 |
| Show 10 ventries Office [050]-bangladesh [AFCHO]-Afghanistan Cou [BD200001]-Dhaka Divisior | ntry Head Office | 4 | Search: Retirement Rate | 0 |
| Show 10 ventries Office [050]-bangladesh [AFCHO]-Afghanistan Cou [BD200001]-Dhaka Division [BD300001]-Dhaka -2 | ntry Head Office | | Search: Search | .0 |
| Show 10 ventries Office [050]-bangladesh [AFCHO]-Afghanistan Cou [BD200001]-Dhaka Division [BD300001]-Dhaka -2 [BD300002]-Bogra -1 | ntry Head Office | 4 | Search: Search | .0 |
| Show 10 ventries Office [050]-bangladesh [AFCHO]-Afghanistan Cou [BD200001]-Dhaka Division [BD300001]-Dhaka -2 [BD300002]-Bogra -1 [BD400001]-Kotwali | ntry Head Office | | Search: Contract Cont | .0 |
| Show 10 ventries Office [050]-bangladesh [AFCHO]-Afghanistan Cou [BD200001]-Dhaka Division [BD300001]-Dhaka -2 [BD300002]-Bogra -1 [BD400001]-Kotwali [BD500001]-Islambag | intry Head Office | | Search: Retirement Rate 0 0 0 0 0 0 0 0 0 | .0 |

| Showing 1 to 7 of 7 entr | es First Pr | revious 1 | Hext | Last |
|--------------------------|-------------|-----------|------|------|
| Export to excel | | | | |

Image: Retirement Rate

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

| 1 | A | B C | D | E |
|---|---|--|---|--|
| | S bra | C | | |
| 1 | | | | |
| 2 | | | RETIREM | ENTRATE |
| 3 | Country:All Country ; Date:17-05-2016 ; Ge | Office Info: -All Office- ; F enerated at Thu Jun 16 15 | Programme: -All Programm 50:55 BDT 2016 ; Genera | ne- ; Project: -Select Project- ; Joining To Date:15-08-2016 ; Joining From ted by: 0034362 |
| 4 | Country | Office | Retirement Rate | |
| 5 | [050]-Bangladesh | [BI]-BRAC Center, Bangladesh | 0 | |
| 6 | [728]-South Sudan | [SS400002]-Rumbek | 0 | |
| 7 | | | | |

Excel Report: Retirement Rate Report

3.9.1.6 Resign Vs Termination Ratio

i. Please Select, **HR > Reports > Retention > Resign Vs Termination Ratio** Following screen will appear-

| | n Ratio | | |
|-----------|----------------------------|---|--|
| Country | All Country | V | |
| Office | -All Office- | • | |
| Program | -All Programme- | | |
| Project | -Select Project- | • | |
| From Date | 17-05-2016 | | |
| To Date | 15-08-2016 | | |
| untry | Office | Resign Vs Termination Ratio No data available in table | |
| untry | Office | Resign Vs Termination Ratio No data available in table | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Image: Resign Vs Termination Ratio

| -All Office- | | |
|------------------------------|--|--|
| -All Programme- | | |
| -Select Project- | | |
| | | |
| 17-05-2014 | | |
| 15-08-2016 | | |
| [BD300001]-Dhaka -2 | 2 | |
| [BD300001]-Dhaka -2 | | |
| [BDCHO]-Head Office | 1211 | |
| [BI]-BRAC Center, Bangladesh | 12 | |
| | 17-05-2014 15-08-2016 Office [BD300001]-Dhaka -2 [BDCHO]-Head Office [BI]-BRAC Center, Bangladesh | 17-05-2014 15-08-2016 Search: Office Resign Vs Termination Ratio [BD300001]-Dhaka -2 - [BDCHO]-Head Office - [BI]-BRAC Center, Bangladesh - |

Image: Resign Vs Termination Ratio

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

| 64 | A | BC | D | E |
|----|---|--|--------------------------|--|
| 1 | Sbra | С | | |
| 2 | | F | ESIGN VS TER | MINATION RATIO |
| 3 | Country:All Country ; 2016 ; Generated by: | Office Info: -All Office- ; P 0034362 | rogramme: -All Programn | ne- ; Project: -Select Project- ; Generated at Thu Jun 16 15:51:49 BDT |
| 4 | Country | Office | Resign VS Termination | |
| 5 | [050]-Bangladesh | | | |
| 6 | | [BD300001]-Dhaka -2 | - | |
| 7 | | [BDCHO]-Head Office | 5 | |
| 8 | | [BI]-BRAC Center, Bangladesh | 2 | |
| 9 | [728]-South Sudan | | | |
| 10 | | [SS400001]-Torit | 23 | |
| 11 | | [SS400002]-Rumbek | 51 | |
| 12 | | | | |

Excel Report: Resign Vs Termination Ratio Report

3.9.2 Employee Relation

This part of Reports section consists of following links.

- New Grievance List
- Grievance Action List
- Grievance History
- Total Grievance Reporting
- HR Department Staff Turnover Rate
- Monthly Average Grievance Reporting
- Level/Program/Gender Wise Grievance Reporting

3.9.2.1 New Grievance List

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

| and an | | | | | | | |
|--|----------|-------------------|---|-------------|-----------------------|------------------|--|
| nevance List | | | | | | | |
| | Country | [004]-Afghanistan | - | | | | |
| Off | ice Info | -All Office- | • | | | | |
| Em | ployee | -Select Employee- | • | | | | |
| File Fro | m Date | 20-05-2016 | | | | | |
| File 1 | To Date | 19-06-2016 | | | | | |
| currence Fro | m Date | 20-05-2016 | | | | | |
| Occurrence 1 | To Date | 19-06-2016 | | | | | |
| Search | | | | | | | |
| evance Infor | mation | | | | | | |
| | A | | | | | | |
| Date | Date | ice Title | | N F | lo Accused Person | Last Action Date | |
| Date | Date | ice Title | | F | lo Accused Verson | Last Action Date | |
| : Date | Date | nce Title | | F | lo Accused Yerson | Last Action Date | |
| : Date | Date | nce Title | | ŗ | lo Accused Yerson | Last Action Date | |
| Date | Date | nce Title | | , , , | lo Accused Version | Last Action Date | |
| Date | Date | rce Title | | ; | lo Accused Verson | Last Action Date | |
| Date | Date | rce Title | | : | lo Accused Version | Last Action Date | |
| Date | Date | nce Title | | 1 | lo Accused Version | Last Action Date | |
| Date | Date | rce Title | | : | lo Accused Version | Last Action Date | |
| Date | Date | rce Title | | | lo Accused Version | Last Action Date | |

Image: New Grievance List

Grievance List

| Grievance List | |
|----------------------|-------------------|
| Country | All Country |
| Office Info | -All Office- |
| Employee | -Select Employee- |
| File From Date | 20-05-2016 |
| File To Date | 19-06-2016 |
| Occurrence From Date | 20-05-2016 |
| Occurrence To Date | 19-06-2016 |
| Search | |

| File Date | Occurrence Date | Title | | No Accused Person | Last Action Date | |
|---------------|--------------------|-----------|----------------------|----------------------|------------------|------------|
| Country: Bang | gladesh | | | | | |
| 01-06-2016 | 01-06-2016 | M.1.20.81 | | 2 | 2016-06-12 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| ¢ | | 14 - 64 | Page 1 of 1 +> +1 10 | | | View 1 - 1 |

Image: New Grievance List

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



BRAC International HR GRIEVANCE LIST REPORT Stichting BRAC International

| Searching | <u>Criteria:</u> |
|-----------|------------------|
|-----------|------------------|

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 ;Occurrence From Date:20-05-2016 ;Occurrence To Date:19-06-2016

| Coun | try: Bangladesh [050 |] | | | |
|------|----------------------|-----------------|-----------|-------------------|------------------|
| SL | File Date | Occurrence Date | Title | No Accused Person | Last Action Date |
| 1 | 01/00/2016 | 01-06-2016 | M.1.20.81 | 2 | 12/00/2016 |

Report: New Grievance List Report

3.9.2.2 Grievance Action List

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

| Grievance Action List | | | | | | | |
|--------------------------|---------|-----------|--------------------|--------|-------------------|-------------|---------------|
| diference Action List | | | | | | | |
| Grievance Action Type | | | • | | | | |
| File From Date | 20-05-2 | 016 | | | | | |
| File To Date | 18-08-2 | 016 | | | | | |
| Occurrence From Date | 20-05-2 | 016 | | | | | |
| Occurrence To Date | 18-08-2 | 016 | | | | | |
| Searth | | | | | | | |
| Bearch | | | | | | | |
| Grievance Action Informa | tion | | | | | | |
| | | | - | | Manufact Resident | | |
| Title | | File Date | Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |
| Title | | File Date | Occurrence Date | Action | Number | Action Date | Action Status |

Image: Grievance Action List

ii. Select 'Grievance Action Type' form the drop-down and others searching criteria and click 'Search' button

Following information will appear-

| Grievance Actio | on Lis | t | | | | | | |
|--------------------------|---------|------------|--------------------|--------------|--------------------------|-------------|----------------------------|----|
| Grievance Action List | | | | | | | | |
| Grievance Action Type | Issue (| etter | • | | | | | |
| File From Date | 20-05-2 | 2016 | | | | | | |
| File To Date | 18-08-2 | 2016 | | | | | | |
| Occurrence From Date | 20-05-2 | 2016 | | | | | | |
| Occurrence To Date | 18-08-2 | 2016 | | | | | | |
| Search | | | | | | | | |
| Grievance Action Informa | tion | | | | | | | |
| Title | | File Date | Occurrence Date | Action | Member/Aquised Number | Action Date | Action Status | |
| | | | | | | | | |
| M.1.20.81 | | 01-06-2016 | 01-06-2016 | Issue Letter | 1 | 2016-06-12 | On Process | |
| M.1.20.81 | | 01-06-2016 | 01-06-2016 | Issue Letter | 1 | 2016-06-12 | On Process | |
| M.1.20.81 | | 01-06-2016 | 01-06-2016 | Issue Letter | 1 | 2016-06-12 | On Process | |
| M.1.20.81 | | 01-06-2016 | 01-06-2016 | Issue Letter | 1 | 2016-06-12 | On Process | |
| M.1.20.81 | | 01-06-2016 | 01-06-2016 | Issue Letter | 1 | 2016-06-12 | On Process | |
| M.1.20.81 | | 01-06-2016 | 01-06-2016 | Issue Letter | 1 | 2016-06-12 | On Process | |
| M.1.20.81 | | 01-06-2016 | 01-06-2016 | Issue Letter | 1 | 2016-06-12 | On Process | |
| M.1.20.81 | | 01-06-2016 | 01-06-2016 | Issue Letter | 1 | 2016-06-12 | On Process | |
| M.1.20.81 | | 01-06-2016 | 01-06-2016 | Issue Letter | 1 | 2016-06-12 | On Process | |
| M.1.20.81 | | 01-06-2016 | 01-06-2016 | Issue Letter | 1 | 2016-06-12 | On Process | |
| M.1.20.81 | | 01-06-2016 | 01-06-2016 | Issue Letter | 1 | 2016-06-12 | On Process View 1 - 1 c | f1 |

Image: Grievance Action List

iii. Click 'Print' button

Following report will generate-



BRAC International HR GRIEVANCE ACTION LIST Stichting BRAC International

| Searching Criteria: |
|--|
| Grievance Action Type:-All Type- ;File From Date:20-05-2016 ;File To Date:18-08-2016 ;Occurrence From Date:20-05-2016 ;Occurrence To Date:18-08-2016 |

| SL | Title | File Date | Occurrence Date | Action Type | Member/Aquised Number | Date | Action Status |
|----|-----------|------------|--------------------|--------------|--------------------------|------------|---------------|
| 1 | M.1.20.81 | 01/06/2016 | 01-06-2016 | Issue Letter | 1 | 12/06/2016 | On Process |

Report: Grievance Action List Report

3.9.2.3 Grievance History

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

| Grievance Histo | D ry |
|--------------------|--|
| Grievance History | |
| Country | All Country |
| Office Info | -All Office- |
| Program | -All Programme- |
| Project | -Select Project- |
| Gender | All Gender |
| Level | All Level |
| File From Date | 20-05-2016 |
| File To Date | 19-06-2016 |
| Search | |
| Show 10 🜉 entries | Search: |
| Country 🔺 File Dat | te O Occurrence Date Title Accused Person C Last Action Date |
| | No data available in table |

| Showing 0 to 0 of 0 entries | First | Previous | Next | Last |
|-----------------------------|-------|----------|------|------|
| Export to excel | | | | |
| Image: Grievance History | | | | |

| Grievance His | tory | | | | |
|-----------------------------|--------------------|-----------|-----------|----------------|----------------------|
| Grievance History | | | | | |
| Country | All Country | - | | | |
| Office Info | -All Office- | - | | | |
| Program | -All Programme- | - | | | |
| Project | -Select Project- | • | | | |
| Gender | All Gender | - | | | |
| Level | All Level | Ţ | | | |
| File From Date | 20-05-2016 | | | | |
| File To Date | 19-06-2016 | | | | |
| Search | | | | | |
| Show 10 🜉 entries | | | | 2 | Search: |
| Country 🔺 | File Date | ence Date | 0 Tible 0 | Accused Person | Last Action Date |
| [050]-Bangladesh | 01-06-2016 01-06-2 | 016 | M.1.20.81 | 2 | 12-06-2016 |
| | | | | | |
| Showing 1 to 1 of 1 entries | 5 | | | First | Previous 1 Next Last |
| Export to excel | | | | | |

Image: Grievance History

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

| A | | U | L | | 0 |
|--|--|-----------------|------------|-----------------------------------|------------------|
| S bra | IC | | | | |
| Country:All Country ; 14:05:10 BDT 2016 ; | Office Info: -All Office Generated by: 000022 | GRIEVANCE HI | STORY REPO | RT Date:19-06-2016 ; Generated | l at Sun Jun 19 |
| 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 | e Report | | | | |
|---|------------------|-------------------|------------|---|-------------|
| Total Grievance Report | | | | | |
| Country | All Country | Ţ | | | |
| Office | -All Office- | • | | | |
| Program | -All Programme- | • | | | |
| Project | -Select Project- | • | | | |
| Gender | All Gender | _ | | | |
| Level | All Level | Ţ | | | |
| File From Date | 20-05-2016 | | | | |
| File To Date | 19-06-2016 | | | | |
| Grievance Report | All | Ţ | | | |
| Search | | | | | |
| Show 10 🜉 entries | | | | Search: | |
| Programme/Gender/Level/Working Station Wise | | | Total Grie | vance Reported | 0 |
| | | No data available | in table | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | (marked and the second s | |
| Showing 0 to 0 of 0 entries | | | | First Previou: | s Next Last |
| Export to excel | | | | | |

Image: Total Grievance Reporting
| Total Grievance Report | | | | |
|--|------------------------|----------|----------------------------|--------|
| Country | Bangladesh | - | | |
| Office | -All Office- | • | | |
| Program | -All Programme- | - | | |
| Project | -Select Project- | - | | |
| Gender | All Gender | _ | | |
| Level | All Level | Ţ | | |
| File From Date | 20-05-2016 | | | |
| File To Date | 19-06-2016 | | | |
| Grievance Report | All | _ | | |
| Search | | | | |
| One II attin | | | Search: | |
| Show 10 - enclies | | | addren. | |
| Programme/Gender/Lev | vel/Working Station Wi | se | Total Grievance Reported | |
| Programme/Gender/Lev [050]-bangladesh | vel/Working Station Wi | se | Total Grievance Reported | |
| Programme/Gender/Lev [050]-bangladesh BRAC International HO BD | vel/Working Station Wi | se | Total Grievance Reported 2 | |
| Programme/Gender/Lev [050]-bangladesh BRAC International HO BD | vel/Working Station We | sé | Total Grievance Reported 2 | |
| Programme/Gender/Lev [050]-bangladesh BRAC International HO BD | vel/Working Station We | se | Control Crievance Reported | |
| Programme/Gender/Lev [050]-bangladesh BRAC International HO BD | vel/Working Station We | se | Total Grievance Reported 2 | |
| Programme/Gender/Lev (050)-bangladesh BRAC International HO BD | vel/Working Station We | se | Total Grievance Reported 2 | |
| Programme/Gender/Lev [050]-bangladesh BRAC International HO BD | vel/Working Station We | 52 | 2 Total Grievance Reported | |
| Programme/Gender/Lev [050]-bangladesh BRAC International HO BD | vel/Working Station Wa | se | 2 Total Grievance Reported | |
| Showing 1 to 1 of 1 entries | rel/Working Station We | se | 2 First Previous 1 Nex | t Last |

Image: Total Grievance Reporting

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

| S bra | | U | L | | 6 |
|-----------------------|---------------------------|-----------------|------------|------------------------------------|------------------|
| Country:All Country ; | Office Info: -All Office- | GRIEVANCE HI | STORY REPC | DRT Date:19-06-2016 ; Generated | l at Sun Jun 19 |
| 4:05:10 BDT 2016 ; | Generated by: 0000223 | 3 | | | |
| Country | File Date | Occurrence Date | Title | Accused Person | Last Action Date |
| 050]-Bangladesh | | | | | |
| | 01-06-2016 | 01-06-2016 | M.1.20.81 | 2 | 12-06-2016 |
| | | | | | |
| | | | | | |
| | | | | | |

Excel Report: Total Grievance Reporting Report

3.9.2.5 HR Department Staff Turnover Rate

i. Please Select, **HR > Reports > Employee Relation > HR Department Staff Turnover Rate** Following screen will appear-

| HR departmen | t staff turnover | rate | | | | |
|-----------------------------|-------------------------|--|------------------|----------|------|---|
| HR department staff turnov | er rate | | | | | |
| Country | All Country | T | | | | |
| Office | -All Office- | • | | | | |
| Program | -All Programme- | • | | | | |
| Project | -Select Project- | • | | | | |
| Joining From Date | 20-05-2016 | | | | | |
| Joining To Date | 18-08-2016 | | | | | |
| Search | | | | | | |
| | | | | | | |
| Show 10 _ entries | | | Search: | | | |
| Show 10 _ entries | Hr Department Staff T | fumover Rate | Search: | | | 0 |
| Office | Hr Department Staff T | Furniover Rate No data available in table | Search: | | | 0 |
| Office | C Hr Department Staff T | Furniover Rate No data available in table | Search: | | | 0 |
| Office | 0 Hr Department Staff T | Furmover Rate No data available in table | Search: | | | 0 |
| Office | 0 Hr Department Staff T | Furniover Rate No data available in table | Search: | | | 0 |
| Office | Hr Department Staff T | Furmover Rate No data available in table | Search: | | | 0 |
| Office | ♦ Hr Department Staff T | Furnover Rate No data available in table | Search: | | | 0 |
| Office | C Hr Department Staff T | Furniover Rate No data available in table | Search: | | | 0 |
| Showing 0 to 0 of 0 entries | ♦ Hr Department Staff T | Furnover Rate No data available in table | Search: First | Prévious | Next | C |

Image: HR Department Staff Turnover Rate

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

| HR departmen | t staff turnov | er rate | | | | | | |
|--|------------------|-----------------------------------|------------------------|-------|---------|---|------|-----------|
| HR department staff tu | urnover rate | | | | | | | |
| Country | Bangladesh | - | | | | | | |
| Office | -All Office- | - | | | | | | |
| Program | -All Programme- | • | | | | | | |
| Project | -Select Project- | • | | | | | | |
| Joining From Date | 20-05-2016 | | | | | | | |
| Joining To Date | 18-08-2016 | | | | | | | |
| Search | | | | | | | | |
| | | | | | | | | |
| Show 10 🜉 entries | | | | | Search: | | | |
| Show 10 entries Office | | Hr Departn | nent Staff Turnover Ra | ate | Search: | | | \$ |
| Show 10 entries Office bangladesh | | 🗘 Hr Departn | nent Staff Turnover Ra | ite | Search: | | | \$ |
| Show 10 entries Office bangladesh [BD200001]-Dhaka Division | | Hr Departn 0 | nent Staff Turnover Ra | ite | Search: | | | \$ |
| Show 10 entries Office bangladesh [BD200001]-Dhaka Division [BDCHO]-Head Office [R1L-RR C Center, Banglade | ech | Hr Departn 0 0 0 | nent Staff Turnover Ra | ate | Search: | | | \$ |
| Show 10 entries Office bangladesh [BD200001]-Dhaka Division [BDCHO]-Head Office [BI]-BRAC Center, Banglade | esh | Hr Departm 0 0 0 0 | nent Staff Turnover Ra | ate | Search: | | | 0 |
| Show 10 entries Office bangladesh [BD200001]-Dhaka Division [BDCHO]-Head Office [BI]-BRAC Center, Banglade Showing 1 to 3 of 3 entries | esh | Hr Department 0 0 0 0 | nent Staff Turnover Ra | First | Search: | 1 | Next | ¢ Last |

Image: HR Department Staff Turnover Rate

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

| Sbra | IC | | |
|--------------------|---------------------------------|--------------------------------------|--|
| Country:Bangladesh | ; Office Info: -All Office- ; I | PERTMENT STA | AFF TURNOVER RATE ne- ; Project: -Select Project- ; Generated at Sun Ju |
| Country | Office | Hr Department Staff Turnover Rate | |
| Bangladesh | | | |
| | [BD200001]-Dhaka Division | 0 | |
| | [BDCHO]-Head Office | 0 | |
| | [BI]-BRAC Center, Bangladesh | 0 | |

Excel Report: HR Department Staff Turnover Rate Report

3.9.2.6 Monthly Average Grievance Reporting

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

| Monthly Avera | ge Grievance | Report | | |
|-----------------------------|-------------------------------|--------|----------------------------------|------|
| Monthly Average Grievance | Report | - | | |
| Country | All Country | Ţ | | |
| Office | -All Office- | • | | |
| Program | -All Programme- | • | | |
| Project | -Select Project- | • | | |
| Gender | All Gender | Ţ | | |
| Level | All Level | Ţ | | |
| File From Date | 20-05-2016 | | | |
| File To Date | 19-06-2016 | | | |
| Grievance Report | All | - | | |
| Search | | | | |
| Show 10 🜉 entries | | | Search: | |
| Country | Programme | | Monthly Average Grievance Report | 0 |
| | | | | |
| Showing 1 to 1 of 1 entries | | | First Previous 1 Next | Last |

Image: Monthly Average Grievance Reporting

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

| Monthly Avera | ge Grievance Report |
|-----------------------------|--|
| Monthly Average Grievance R | 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 | Ali |
| Search | |
| Show 10 🜉 entries | Search: |
| Country | Programme O Monthly Average Grievance Report O |
| [050]-Bangladesh | BRAC International HO BD 0.00222222 |
| | |
| Showing 1 to 1 of 1 entries | First Previous 1 Next Last |
| Export to excel | |

Image: Monthly Average Grievance Reporting

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

| S brad | | _ | _ | - |
|--|--|--|--|---|
| | MONTH | Y AVERAGE GF | RIEVANCE REPORTING | |
| Country:All Country ; Off Date:20-05-2016 ; To Da | fice Info: -All Office- ; Pr te:19-06-2016 ; Genera | ogramme: -All Programme ted at Sun Jun 19 14:04:2 | e- ; Project: -Select Project-Level:All LevelGender:All Gender ; From 25 BDT 2016 ; Generated by: 0000223 | |
| Country | Programme | Monthly Average Grievance Report | | |
| [050]-Bangladesh | | | | |
| | BRAC International HO BD | | | |
| | | 0.00222222 | | |
| | | | | |
| | | | | |

Excel Report: Monthly Average Grievance Reporting Report

3.9.2.7 Level/Program/Gender Wise Grievance Reporting

i. Please Select, HR > Reports > Employee Relation > Level/Program/Gender Wise Grievance Reporting

Following screen will appear-

| Grievance Rep | ort |
|---------------------|--|
| Grievance Report | |
| Country | All Country |
| Office | -All Office- |
| Program | -All Programme- |
| Project | -Select Project- |
| Gender | All Gender |
| Level | All Level |
| File From Date | 20-05-2016 |
| File To Date | 19-06-2016 |
| Grievance Report | All |
| Search | |
| Show 10 🜉 entries | Search: |
| Country - Programme | e © Gender © Level © File © Occurrence © Title © Accused Person © Last Action Date |
| | No data available in table |

| Showing 0 to 0 of 0 entries | First | Previous | Next | Last |
|-----------------------------|-------|----------|------|------|
| Export to excel | | | | |

Image: Level/Program/Gender Wise Grievance Reporting

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

| Country | Banglade | sh | - | | | | | | |
|---------------------|---|---|--|--|---|--|---|--|---|
| Office | -All Office | - | - | | | | | | |
| Program | -All Progra | smme- | • | | | | | | |
| Project | -Select Pr | oject- | • | | | | | | |
| Gender | All Gende | r | - | | | | | | |
| Level | All Level | | Ţ | | | | | | |
| om Date | 20-05-201 | 6 | | | | | | | |
| To Date | 19-06-201 | 6 | | | | | | | |
| e Report | All | | - | | | | | | |
| entries | | | | | | | s | earch: | |
| Programm | ne o | Gender 🗘 | Level 💠 | File Date | Occurrence Date | \$ Т | ille 🗘 | Accused Person | Last Actio Date |
| BRAC Inter HO BD | mational | Male | XIX | 01-06-2016 | 01-06-2016 | м | 1.20.81 | 1 | 12-06-2016 |
| BRAC Inter HO BD | mational | Male | хш | 01-06-2016 | 01-06-2016 | м | 1.20.81 | 1 | 12-06-2016 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Office Program Project Gender Level on Date To Date Report e Report Programm BRAC Inte HO BD BRAC Inte HO BD | Office -All Office Program -All Progra Project -Select Pro Gender All Gende Level All Level 20-05-201 To Date 20-05-201 To Date 19-06-201 e Report All Programme 0 BRAC International HO BD BRAC International HO BD | Office -All Office- Program -All Programme- Project -Select Project- Gender All Gender Level All Level om Date 20-05-2016 To Date 19-06-2016 a Report All Programme Q BRAC International HO BD Male | Office -All Office- Program -All Programme- Project -Select Project- Gender All Gender Level All Level Date 20-05-2016 To Date 19-06-2016 entries All Programme Gender O Level All Second All Second All Second All Second All | Office -All Office- Program -All Programme- Project -Select Project- Gender All Gender All Level - Level All Level Date 20-05-2016 To Date 19-06-2016 Programme Qender All - ertries - Programme Gender Level BRAC International HO BD Male XII 01-06-2016 | Office -All Office- Program -All Programme- Project -Select Project- Gender All Gender All Level - Level All Level Date 20-05-2016 To Date 19-06-2016 Programme Gender All ertries Select Project- File Occurrence Programme Gender Level Select Project- Select Project- Report All Level Select Project- Select Project- Select Project- To Date 19-06-2016 Select Project- Select Project- Select Project- Select Project- To Date 19-06-2016 Select Project- Select Project- Select Project Project- Select Project Proj | Office -All Office- • Program -All Programme- • Project -Select Project- • Gender All Gender • Level All Level • Mobile 20-05-2016 • To Date 19-06-2016 • Report All • Image: Select Project- • • Image: Select Project P | Office -All Office- • Program -All Programme- • Project -Select Project- • Gender All Gender • Level All Level • All Defect • • Date 20-05-2016 • To Date 19-06-2016 • Report All • Image: Programme (Particit) File Occurrence (Particit) Programme (Particit) Level (Particit) Title (Particit) Programme (Particit) Male XIX 01-06-2016 01-06-2016 BRAC International Male XIII 01-06-2016 01-06-2016 M.1.20.81 | Office •All Office- Program •All Programme- Project •Select Project- Gender All Gender All Gender • All Level • 20-05-2016 • To Date 19-06-2016 19-06-2016 • ertries • Programme Gender • All • Programme Gender • All • Serries • Programme Gender • Level All All • • • Programme Gender • Level • File Occurrence Programme Gender • Level • Programme Gender • Level • Bake Nale XIX 01-06-2016 M.1.20.81 1 BRAC International Ho BD Male XIII 01-06-2016 01-06-2016 M.1.20.81 1 |

Image: Level/Program/Gender Wise Grievance Reporting

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

| 13 | | | L_ | | <u> </u> | | v | 15 |
|--|---|--|--|---|----------------------|-----------|----------------|------------------|
| Sbra | IC | | | | | | | |
| | | GRIEVANCE | LIST REPORT | | | | | |
| Country:Bangladesh Date:20-05-2016 ; To | ; Office Info: -All Office- ; F Date:19-06-2016 ; Genera | Programme: -All Program ted at Sun Jun 19 14:08 | me- ; Project: -Select Pro 01 BDT 2016 ; Generate | ect-Level:All LevelGende d by: 0000223 | er:All Gender ; From | | | |
| Country | Programme | Gender | level | File Date | Occurrence Date | Title | Accused Person | Last Action Date |
| [050]-Bangladesh | BRAC International HO BD | Male | XIX | 01-06-2016 | 01-06-2016 | M.1.20.81 | 1 | 12-06-2016 |
| [050]-Bangladesh | BRAC International HO BD | Male | XIII | 01-06-2016 | 01-06-2016 | M.1.20.81 | 1 | 12-06-2016 |
| | | | | | | | | |
| | | | | | | | | |

Excel Report: Level/Program/Gender Wise Grievance Reporting Report

3.9.3 Renewal Position Report

This part of Reports section consists of following links.

- Visa and Other Documents Status
- Upcoming Employment Renewal Status Report
- Post Renewal Status

3.9.3.1 Visa and Other Documents Status

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

| VISA & Other Do Entrol VISA & Other Do Country [Office 0 Program 0 Project 0 Department 0 Staff Category 0 Lavel 1 Nationality 1 | Cument 2 Sobal Report Al Carty -All Officer -Sall officer -Sall Officer -Sall Oragon -Sall Occupant -Sall Occupant -Sall Occupant -Sall Occupant -Sall Occupant -Sall Occupant -Sall Occupant -Sall Occupant -Sall Occupant | to Status and Construction and Construct | Image: state | | | | |
|--|--|--|--|-----------|---------|------------|---------|
| Country Country Country Country Country Country Country Contry Co | Al Carty -Al Officer -Al Officer -Al Program -Scient Project -Scient Depart -Al Carignole -Al Carignole -Scient Colog | 5 | | | | | |
| Country [Office Program Program Project Country Project V Project V V Project V V V V V V V V V V V V V | Al Carty -Al Office -Al Program -Select Projec -Select Deper -Al Designable -Al Designable -Al Designable Al Lovd | 10 10 10 10 10 10 10 10 10 10 10 10 10 1 | | | | | |
| Office | -Al Officer -Al Program -Select Project -Select Depart -Al Designable -Select Colog | 2" Smorth arr arr | | | | | |
| Program Project Project Designation Staff Category Lavel Nationality | -All Dragram -All Program -Select Projec -Select Depert -All Designable -All Designable -All Designable All Lovd | 15 Smorth 277 277 | | | | | |
| Program Project Project Unepartment | -All Program -Select Project -Select Depart -All Designable -Select Cotog | 2° 5mart: ar: | | | | | |
| Project Project Project Project V Project V Project V V Project V V Project V V V V V V V V V V V V V | +All Program -Scloot Projec -Scloot Deper -All Designation -Scloot Catego -All Love | :C* CmarC* | | | | | |
| Project Project Project | -Select Project -Select Depart -All Designation -Select Cology - All Level | 21 CreanCr ann (21)1 | | | | | |
| Project | -Select Project -Select Depart -All Designation -Select Catego - | 25° 57man0° an" | | | | | |
| Department v Designation staff Category Lavel Nationality | -Select Depart -All Designable -Select Calleg - All Level | Smart- | | | | | |
| Department Uesignation Staff Category Lavel Nationality | -Select Depart | GmonC+ | | | | | |
| Staff Category Lavel Nationality | -All Designable -Select Catego All Level | an. Iav. | | | | | |
| Designation Staff Category Lavel Nationality | -All Designation | or: or)" | | | | | |
| Staff Category | -Scleet College | ay. | | | | | |
| Staff Category - Lavel Nationality | -Select Cotog | αγ . | | | | | |
| - Lavel Nationality | -Select Catego All Level | lau'. | | | | | |
| Level [| All Level | | | | | | |
| Nationality | All Lovel | | _ | | | | |
| Nationality | | | | | | | |
| | All Nationality | / L | | | | | |
| Gender | All Gordor | | | | | | |
| Expire from Date | 20-05-2018 | | | | | | |
| Expire To Date | 19-08-2018 | | _ | | | | |
| Documents Type | All Type | _ | _ | | | | |
| | ~~ . / Jac | | | | | | |
| Search | | | | | | | |
| Il Employee Information | - | | | | | | 8 |
| ocument a expiry | Employee | Employee | Designatio | e Program | Project | Department | Working |
| Type date | PIN | Name | | | | | station |

Image: Visa and Other Document Status

ii. Click on Search button after filling in all the mandatory information fields.Observe that Employee Information will show in All Employee Information list.

| Search | Information | | | | | | | |
|------------------|-------------------------|-----------|-----------------------|----------------------------|--------------------------------|--|---------------|---------------------------------|
| Document Type | Document Expire Date | PIN No | Employee Name | Designation | Program Name | Project Name | Department | Work Station |
| Country: B | angladesh | | | 1 | | | | |
| Visa: Business | 21-01-2016 | 011000056 | KAZI SAMIUN RAHMAN | [D034]-Office Assistant | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | HR & Training | [BI]-BRAC Center, Bangladesh |
| Work Permit | 21-01-2016 | 011000056 | KAZI SAMIUN RAHMAN | [D034]-Office Assistant | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | HR & Training | [BI]-BRAC Center, Bangladesh |

Image: View and Others Document Status

iii. Click on Export to Excel button to generate Visa and Others Documents Status report. Observe that Visa and Others Documents Status report is generated properly.

| Sbrad | | | | | | | | | | | |
|---------------------------------------|---|--------------------------|--|---|---|---|--|------------------------------|--|--------|------|
| | VISA AND | OTHER DOCUM | MENTS STATUS | REPORT | | | | | | | |
| Nationality ; Gender: All Country ; P | roject:-Select Project- ; L Sender ; Staff Category: | -Select Category- ; Fron | rtment-; Designation: -A 1 Date:01-01-1999 ; To D | IDesignation-; Level:All late:19-06-2020; Genera | Level; Nationality:All ted at Sun Jun 19 | | | | | | |
| Country | Documents Type | Documents Expire Date | Employee PIN | Employee Name | Designation | Programme | Project | Department | Working station | Gender | |
| Bangladesh | Visa: Visit | 31/12/2016 | 011000055 | KAZI SHAYANUR RAHMAN | Country Representative | Health Programme | Emergency nutrition (Unicef) | HR & Training | [SS400002]-Rumbek | Male | XVI |
| South Sudan | Visa: Visit | 31-12-2016 | 3700457 | KAZI SAMUR RAHMAN | Regional Manager | Health Programme | Global Fund Round-7 Malaria (PSI) | HR & Training | [SS400002]-Rumbek | Male | v |
| South Sudan | Visa: Work permit single entry | 08-10-2013 | 0133732 | MOHAMMED ZAHIDUR RAHMAN | Program Manager | Agriculture Livestock & Livelihood Programme | Agriculture Development (Oxfam) | Agriculture | [SSCHO]-South Sudan Country Head Office | Male | VII |
| South Sudan | Visa: Work permit single entry | 16-07-2013 | 3700150 | INNOCENT EUSTACE | Program Manager | General Programme | General Project | Admin & Services | [SSCHO]-South Sudan Country Head Office | Male | XIV |
| South Sudan | Visa: Work permit single entry | 19-12-2013 | 0137368 | HARAPROSAD BISWAS | Internal Audit Officer | General Programme | General Project | Internal Audit | [SSCHO]-South Sudan Country Head Office | Male | v |
| South Sudan | Visa: Work permit single entry | 12-05-2014 | 0062413 | Md. Akhter Hossain Miah | Country Head of Internal Audit | General Programme | General Project | Internal Audit | [SSCHO]-South Sudan Country Head Office | Male | х |
| South Sudan | Visa: Work Permit | 19-09-2015 | 0044184 | MD. ARIFUL ALAM | Deputy Manager, Accounts | General Programme | General Project | Finance & Accounts | [SSCHO]-South Sudan Country Head Office | Male | VI |
| South Sudan | Visa: Work Permit | 08-11-2015 | 0006928 | Khan Mohammad Ferdous | Program Manager | Education Programme | Girls Education in South Sudan (DFID) | Education and Empowerment | [SSCHO]-South Sudan Country Head Office | Male | XIII |
| South Sudan | Visa: Work Permit | 28-04-2013 | 0006513 | ASHOKE KUMAR PAUL | Regional Manager | Education Programme | Quality Basic Education (USAID) | Education and Empowerment | [SSCHO]-South Sudan Country Head Office | Male | VI |
| South Sudan | Visa: Work Permit | 22-10-2015 | 0055355 | ANANTA KUMAR | Regional Accountant | General Programme | General Project | Finance & Accounts | [SS400008]-Juba | Male | V |
| South Sudan | Work Permit | 08-11-2013 | 0133732 | MOHAMMED ZAHIDUR RAHMAN | Program Manager | Agriculture Livestock & Livelihood Programme | Agriculture Development (Oxfam) | Agriculture | [SSCHO]-South Sudan Country Head Office | Male | VII |
| o | Work Dormit | 24.42.2044 | 2702452 | BUNGOTATT FUCTA OF | Desserom Managar | o | o | A data of constants | [SSCHO]-South Sudan | | NO C |



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-

| Al Courty -Al Courty -Al Officer -Al Program -Al Program -Al Program -Al Designation -Al Designation -Al Designation | | | | | | |
|--|--|--|---|---|---|--|
| Al Country Al Country Al Officer Al Officer Al Program Addess Project Addess Proj | | | | | | |
| -ski office- -ski Program- -ski Program- -skiest Project- -skiest Depertment- -skiest Depertment- -ski Designation- -ki Designation- | | | | | | |
| | | | | | | |
| •All Program • • • • • • • • • • • • • • • • • | | | | | | |
| delet Project delet Department delet Department - | | | | | | |
| Select Project Select Department Select Department -All Designation | | | | | | |
| Salaci Department Salaci Department Salaci Department Salaci Department Salaci Department Salaci Salaci | | | | | | |
| Scloet Department* All Designetion* | | | | | | |
| -Al Designation | | | | | | |
| •Al Designation | | | | | | |
| • | | | | | | |
| | | | | | | |
| - Andread Conference | | | | | | |
| - | | | | | | |
| All Lovel | | | | | | |
| (all technology | | | | | | |
| | | | | | | |
| Al Gorder | | | | | | |
| 20-05-2016 | | | | | | |
| 19-08-2016 | | | | | | |
| | | | | | | |
| ation | | | | | | |
| ployee Employee | Designation | Program | Project | Department | 05 | |
| Name | Designation | me | Project | Department | Unice | |
| | Al Lovel Al Lovel Al Notereloy Al Gorder 20-00-2018 19-00-2018 topologue Employee Name | All Level All Level All Level All Level All Level All Automately All Conder A | Al Lovel Al Lovel Al Notenalcy Al Conder 20-05-2016 19-06-2016 19-06-2016 Employee Employee Employee Designation Program me | Al Lovel Al Lovel Al Lovel Al Motionality Al Gonder 20-05-2016 19-06-2016 19-06-2018 Fation Playee Employee Designation Program me Project | Al Lord Al Notorolty Al Gorder Al 2010-2016 Intervention | Al Lord Al Lor |

Image: Upcoming Employment Renewal Status Report

ii. Click on Search button after filling in all the mandatory information fields.Observe that Employee Information will show in All Employee Information list.

| All Employee Info | ormation | | | | | | 0 |
|-------------------|------------------------|-----------|-------------------|-------------------------|----------------------|----------------|---|
| Country | Employee Name | Pin No | Designation | Program Name | Project Name | Department | 0 |
| 🗆 Country: Tanza | nia | | | | | | - |
| [834]-Tanzania | Mr. Md. Abdul Malek | 012000141 | Regional Manager | Microfinance Program | Microfinance Project | Internal Audit | |
| [834]-Tanzania | Mr. Md. Shamim Reza | 012000143 | Area Manager | Microfinance Program | Microfinance Project | Internal Audit | |
| [834]-Tanzania | Mr. Md. Mahbub Hossain | 012000158 | Area Manager | Microfinance Program | SEP | Internal Audit | = |
| [834]-Tanzania | Mr. Md. Shahedul Islam | 012000153 | Area Manager | Microfinance Program | SEP | Internal Audit | |
| [834]-Tanzania | Mr. Md. Sobhan Sarker | 012000140 | Area Manager | Microfinance Program | Microfinance Project | Internal Audit | |
| [834]-Tanzania | Mr. Md. Nazmul Haque | 012000142 | Regional Manager | Microfinance Program | Microfinance Project | Internal Audit | |
| [834]-Tanzania | Mr. Md. Ashaduzzaman | 012000154 | Area Manager | Microfinance Program | SEP | Internal Audit | |
| [834]-Tanzania | Ms. GODLISTEN MRIA | 061001025 | Program Organizer | Microfinance Program | Agri Finance Project | Internal Audit | |

Image: Upcoming Employment Renewal Status

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

| | Gbra | d | | - | - | - | | | | 5 | | | | | | | |
|----|---|--|--|---|--|---|--------------------|-----------------------|--------|----------|-------------|----------------|--------------|----------------|----------|---------------------|-------------------|
| 1 | | - | | | | | | | | | | | | | | | |
| | | UPCOMING | EMPLOYMENT | RENEWAL STA | TUS REPORT | | | | | | | | | | | | |
| 3 | Country All Country All Designation- ; Lev To Date:20-07-2016 ; | Office Inforundefined ; I of All Level ; Nationality A Generated at Mon Jun 21 | rogramme: -All Program- Il Nationality ; Gender All G 1 13:45:42 BDT 2016 ; Ge | Project-Select Project Sender , Employee Cate nerated by: 0034362 | - ; Department -Select De gory: -Select Category- ; | partment- ; Designation From Date 20-06-2016 ; | | | | | | | | | | | |
| 4 | Country | Employee PIN | Employee Name | Designation | Programme | Project | Department | Working station | Gender | Level | Nationality | Staff Category | Joining Date | Current salary | Currency | Contract Start Date | Contract End Date |
| 5 | (800) Uganda | 031001237 | Ms. Kemigisha Jennifer | Regional Coordinator | Microfinance Program | Microfinance Project | Internal Audit | [UG300002] Fortportal | Female | x | - | Contract Staff | 28-06-2010 | - | - | 28-06-2010 | 28-06-2016 |
| 6 | (834) Tanzania | 061000999 | Mr. ABEL KALENZO | Project Officer | Microfinance Program | Microfinance Project | Internal Audit | [TZ400025] Mwanza II | Male | VII | - | Contract Staff | 11-07-2011 | - | - | 11-07-2011 | 11-07-2016 |
| 7 | [834] Tanzania | 061030998 | Mr. ERIC MANG'ONG'O | Project Officer | Microfinance Program | SEP | Internal Audit | [TZ400025] Mwanza II | Male | VB | • | Contract Staff | 01-07-2013 | | | 01-07-2013 | 01-07-2016 |
| 8 | [834] Tanzania | 061001006 | Mr. GAUDENCIA NSHUNUU | Area Manager | Microfinance Program | Microfinance Project | Internal Audit | [TZ400025] Mwanza II | Male | DC . | | Contract Staff | 01-07-2014 | - | * | 01-07-2014 | 01-07-2016 |
| 9 | (834) Tenzania | 061001007 | Mr. JEORGE KIHAMBA | Area Accountant | Agriculture & Livestock Program | ^k Lead Project | Internal Audit | (TZ400025) Mwanza II | Male | VII | - | Contract Staff | 01-07-2014 | - | - | 01-07-2014 | 01-07-2016 |
| 10 | [834] Tanzania | 061001000 | Mr. STANTON | Project Officer | Microfinance Program | Microfinance Project | Internal Audit | [TZ400025] Mwanza II | Male | VII | | Contract Staff | 11-07-2011 | * | - | 11-07-2011 | 11-07-2016 |
| 11 | (834) Tanzania | 061001003 | Ms. CHARLES | Area Coordinator | Microfinance Program | Microfinance Project | Internal Audit | [TZ400025] Mwanza II | Female | VII | - | Contract Staff | 24-06-2013 | - | - | 24-06-2013 | 24-06-2016 |
| 12 | [834] Tanzania | 061001026 | Ms. GRACE RUTTA | Credit Officer | Microfinance Program | Agri Finance Project | Internal Audit | [TZ500109] Maniyoni | Fenale | VII | | Contract Staff | 13-07-2009 | | | 13-07-2009 | 13-07-2016 |
| 13 | [834] Tenzania | 061000521 | Ms. TUMAIN ALICK | Branch Manager | Microfinance Program | Microfinance Project | Internal Audit | [TZ500114] Mbozi | Female | v | ÷ | Contract Staff | 24-06-2013 | | * | 24-06-2013 | 23-06-2016 |
| 14 | [728] South Suden | 3700403 | Mr. ABRAHAM ANEI ANGOK | Community Nutrition Worker | Health Programme | Emergency nutrition (Unicef) | Heath & Nutrition | [SS400010] Awiel | Male | i. | | Contract Staff | 04-01-2016 | | - | 04-01-2016 | 30-06-2016 |
| 15 | [728] South Sudan | 3700375 | Mr. ACHKULE ALEX AZARIA | County Organizer | Health Programme | Integrated Community Case Management | Health & Nutrition | (SS400008) Juba | Male | 1 | - | Contract Staff | 26-10-2015 | - | - | 26-10-2015 | 30-06-2016 |
| 16 | (728) South Sudan | 3700389 | Mr. ALUEL KUOL WOL | Community Nutrition | Health Programme | Emergency nutrition | Heath & Nutrition | [SS401010] Awiel | Male | A second | | Contract Staff | 01-12-2015 | | | 01-12-2015 | 30-06-2016 |

Excel Report: Upcoming Employment Renewal Status

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

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BRAC International HR UPCOMING EMPLOYMENT RENEWAL STATUS REPORT From 20-06-2016 To 20-07-2016

| Searc Court To Da | hing Criteria; dry:All Country te:20-07-2016 | Office info undefined | ; Programma: -All Pi | rogram- ; Project-Salect P | voject- ; Department-Sei | ect Department- ; Des | ignation: -All Dasignation- ; Le | nelAl Level; | National | ty:All Nationality | (;Gender:A | i Gender ; Er | npioyee Category | : -Select Ci | stegory~ ; From Di | ale:20-08-2018 |
|-------------------------|--|---------------------------|-------------------------|------------------------------------|--------------------------|-----------------------|----------------------------------|--------------|----------|--------------------|-------------------|---------------|------------------|--------------|--------------------|----------------|
| Coun | ry: Uganda (8 | 00] | | | | | | | | | | | | | | |
| 8L. | Employee PIN | Employee Name | Designation | Programme | Project | Department | Working station | Gender | Level | Nationality | Staff Category | Joining | Current Salary | Currency | Contract Bart | Contract En |
| 1 | 031001237 | Ms. Kemigishe Jennifer | Regional Coordinator | Microfinance Program | Microfinance Project | internal Audit | (UG300002) Forportal | Female | x | - C. | Contract Staff | 28-06-2010 | | .2 | 28-06-2010 | 28-06-2016 |
| Total | 1 | | | Male: 0 | | | Female: 1 | | | | | | | Other | 0 | |
| Coun | ry: Tanzania (| 354) | | | | | 1 | - | | | | Listeine | | | Contrast and | Destinat Fr |
| 8L. | Employee PIN | Employee Name | Designation | Programme | Project | Department | Working station | Gender | Level | Nationality | Category | Date | Current Balary | Currency | Date | Date |
| 1 | 061000999 | Mr. ABEL KALENZO | Project Officer | Microfinance Program | Microfinance Project | Internal Audit | (TZ400025) Meisnas II | Male | VIII | | Contract | 11-07-2011 | | • | 11-07-2011 | 11-07-2016 |
| 2 | 061000998 | Mr. ERIC MANG'ONG'O | Project Officer | Microfinance Program | 862 | Internal Audit | [TZ400025] Meanza II | Male | VIII | (e)) | Contract | 01-07-2013 | | • | 01-07-2013 | 01-07-2016 |
| 3 | 061001006 | Mr. GAUDENCIA | Area Manager | Microfinance Program | Microfinance Project | Internal Audit | [TZ400025] Mwanza II | Male | x | | Contract | 01-07-2014 | | • | 01-07-2014 | 01-07-2016 |
| - 14 | 061001007 | Mr. JEORGE KIHAMBA | Area Accountant | Agriculture & Livestock Program | Leed Project | Internal Audit | [TZ400025] Meenzs II | Male | VIII | (A) | Contract Staff | 01-07-2014 | | - S | 01-07-2014 | 01-07-2016 |
| 5 | 061001000 | Mr. STANTON | Project Officer | Microfinance Program | Microfinance Project | Internal Audit | (TZ400025) Meenze II | Male | VIII | · · · · | Contract Staff | 11-07-2011 | | -3 | 11-07-2011 | 11-07-2016 |
| 6 | 061001003 | MS. CHARLES MABANIO | Area Coordinator | Microfinance Program | Microfinance Project | Internal Audit | [TZ400025] Mwanza II | Female | VIII | 120 | Contract Staff | 24-06-2013 | | | 24-05-2013 | 24-06-2016 |
| 7 | 051001026 | Ms. GRACE RUTTA | Oredit Officer | Microfinance Program | Agri Finance Project | Internal Audit | (TZS00109) Maniyoni | Female | VIII | | Contract Staff | 12-07-2009 | | • | 13-07-2009 | 13-07-2016 |
| 8 | 061000521 | Ms. TUMAINI ALICK | Branch Manager | Microfinance Program | Microfinance Project | Internal Audit | [TZS00114] Mbczi | Female | v | 135.7 | Contract | 24-06-2013 | | • | 24-05-2013 | 23-06-2016 |
| Total | 9 | | | Male: S | 1 | | Female: 4 | | | | | с. С | | Other | : 0 | |

PDF Report: Upcoming Employment Renewal Status

3.9.3.3 Post Renewal Status

i. Please Select **HR > Reports > Renewal Position Report > Post Renewal Status Report** Following screen will appear-

:

Stighting BRAC International

| Course David Tax | | Juan | | | | | | _ | _ |
|----------------------|----------|--------|--------------|-------------|---------|---------|-------------|-----|---|
| Service | NWA SOLU | Keport | | | | | | | |
| c | Country | ALC | suntry | | | | | | |
| | Office | -ALC | Mee- | | | | | | |
| | | • | | | | | | | |
| Pr | rogram | sal e | ogram- | | | | | | |
| | | - | | | | | | | |
| | Project | -Selec | C Project* | | | | | | |
| | | - | | | | | | | |
| Depar | rtment | -Selec | Department* | | | | | | |
| | | • | | | | | | | |
| Denig | nation | alp | ra incoller: | | | | | | |
| | | • | | | | | | | |
| Employee Ce | tegory | -Selec | 5 Colorany | | | | | | |
| | | - | | | | | | | |
| | Level | Alle | vel | | | | | | |
| Nati | ionality | aller | -Cenelly | | | | | | |
| | Candar | | | | | | | | |
| | | ALC | nder | | | | | | |
| From | m Dete | 20-05- | 2018 | | | | | | |
| т | o Dete | 19-05- | 2018 | | | | | | |
| Search | | | | | | | | | |
| All Employee | Informat | ion | | | | | | | |
| Course of the second | Emplo | | mployee | Periodica | Program | Paris a | Description | | |
| Country | PIN | N | leme | Designation | me | Project | Department | UMG | ! |
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| | | | | | | | | | |

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.

| 1 | | Department | Project | Programm e | Designation | Employee Name | Employee PIN | Country |
|----------|-------------------------------------|---------------|--|----------------------------------|-----------------------------|-------------------------------|-----------------|------------------|
| | | | | | | | gladesh | Country: Ban |
| (2]- Ma | [55400002]- Rumbek | HR & Training | Emergency nutrition (Unicef) | Health Program | Country Head of Accounts | Mr. KAZI RASHEDUL ISLAM | 011000059 | [050]-Bangladesh |
| (2]- Ma | [SS400002]- Rumbek | HR & Training | Emergency nutrition (Unicef) | Health Program | Regional Manager | Mr. KAZI FAZLE AHMED | 3700460 | [050]-Bangladesh |
| KC Ma | [BI]- BRAC Center, Bangladesh | HR & Training | BRAC International HO (BD) | BRAC International HO (BD) | Regional Manager | Mr. KAZI CONTRACT USER | 011000063 | [050]-Bangladesh |
| IC sh | [BI]- BRAC Center, Bangladesh | HR & Training | (Unicef) BRAC International HO (BD) | BRAC International HO (BD) | Regional Manager | Mr. KAZI CONTRACT USER | 011000063 | [050]-Bangladesh |

Image: Post Renewal Status Employee Info List

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

| Sbra | C | | | | | | | | | | |
|---|--|---|---|--|--|--------------------|---------------------------------|--------|-------|----------------|-----|
| | P | OSTRENEWAL | STATUS REPO | RT | | | | | | | |
| Country:All Country All Designation- ; Lev To Date:19-06-2020 ; | ; Office Info:undefined ; I el:All Level ; Nationality:A Generated at Sun Jun 19 | Program: -All Program- ; Pr Il Nationality ; Gender:All G 9 15:15:11 BDT 2016 ; Gen | oject:-Select Project- ; Sender ; Employee Cate ierated by: 0000223 | Department:-Select Depart gory: -Select Category- ; F | ment- ; Designation: - From Date:20-05-1999 ; | | | | | | |
| Country | Employee PIN | Employee Name | Designation | Programme | Project | Department | Working station | Gender | Level | Nationality | |
| [050] Bangladesh | 011000059 | Mr. KAZI RASHEDUL ISLAM | Country Head of Accounts | Health Program | Emergency nutrition (Unicef) | HR & Training | [SS400002] Rumbek | Male | x | - | Con |
| [050] Bangladesh | 3700460 | Mr. KAZI FAZLE AHMED | Regional Manager | Health Program | Emergency nutrition (Unicef) | HR & Training | [SS400002] Rumbek | Male | х | - | Con |
| [050] Bangladesh | 011000063 | Mr. KAZI CONTRACT USER | Regional Manager | BRAC International HO (BD) | BRAC International HO (BD) | HR & Training | [BI] BRAC Center, Bangladesh | Male | VI | - | Con |
| [728] South Sudan | 3700128 | Mr. PHILIP MARIDI DANIFI | Regional Education Manager | Health Program | Global Fund Round-7 Malaria (PSI) | Health & Nutrition | [SS400002] Rumbek | Male | VI | South Sudanese | Con |
| [728] South Sudan | 011000061 | Mr. KAZI CIC RAHMAN | Country Representative | BRAC International HO (BD) | BRAC Bangladesh | HR & Training | [BI] BRAC Center, Bangladesh | Male | x | - | Con |
| [728] South Sudan | 011000055 | Mr. KAZI SHAYANUR RAHMAN | Country Head of Accounts | BRAC International HO (BD) | BRAC Bangladesh | Finance & Accounts | [BI] BRAC Center, Bangladesh | Male | x | - | Con |
| [728] South Sudan | 011000055 | Mr. KAZI SHAYANUR RAHMAN | Country Representative | BRAC International HO (BD) | BRAC Bangladesh | Finance & Accounts | [BI] BRAC Center, Bangladesh | Male | xv | - | Con |
| [728] South Sudan | 011000055 | Mr. KAZI SHAYANUR RAHMAN | Country Representative | BRAC International HO (BD) | BRAC Bangladesh | Finance & Accounts | [BI] BRAC Center, Bangladesh | Male | XVI | - | Con |
| | | | | | | | | | | | |

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

| Searc Cour Select | ching Critiaria: ntry-All Country ; Office Info.undefined ; Program: -All Program- ; Project-Select Project- ; Department-Select Department- ; Designation: -All Designation- ; Levei All Level ; Nationality: All Nationality ; Gender: All Gender ; Employee Category: - : Category- ; From Date: 20-05-1900 ; To Date: 10-05-2020 | | | | | | | | | | | | | | | |
|-------------------------|--|--------------------------------|----------------------------------|----------------------------------|---|--------------------|---------------------------------|--------|-------|-------------------|-------------------|-----------------|-------------------|----------|------------------------|----------------------|
| Coun | try: Banglades | sh [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 (Unicer) | HR & Training | [SS400002] Rumbek | Male | х | - | 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 (Unicer) | HR & Training | [SS400002] Rumbek | Male | х | - | 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 | | | |
| Coun | try: South Suc | lan [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 | х | - | 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 | х | | 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 Mala: 8 | | | Total Female: 0 | | | | | т | otal Ofher: D | | | |
| o, and | 10441. 0 | | | rotar male. 0 | | | rotarromale. U | | | | | | our oaler. u | | | |

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 appearStichting BRAC Interna

| Staff Trans | fer I | nformatio | n | | | | | | | | | | |
|--------------------------|------------|----------------------------------|---------|------------------|------------|-----------------|----------------|-------------------|-------------|-----------------|-----------|---------------------|-------------------|
| Staff Transfer Inform | mation | | | | | | | | | | | | |
| Coun | itry | All Country | [| - | | | | | | | | | |
| Off | fice | -All Office- | | • | | | | | | | | | |
| Prógra | am | -All Programme- | | • | | | | | | | | | |
| Proj | ect | -All Project- | | • | | | | | | | | | |
| Gen | der | All Gender | [| • | | | | | | | | | |
| From Date (Effect | ive te) | 20-05-2016 | | | | | | | | | | | |
| To Date (Effect Date | ive te) | 19-06-2016 | | | | | | | | | | | |
| Search | | | | | | | | | | | | | |
| 10 Show entrie | | | | | | | Search: | | | | | | |
| Employee Emp Name PIN | Noyee | Transfer effective date | Level 0 | Location from | Location o | Project from | Project o | Programme from | Programme o | Country from | Country o | From Designation | To Designation |
| | | | | | | No dat | a available in | table | | | | | |
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| Showing 0 to 0 of 0 er | ntries | | | | | | | | | | | First Previous | Next Last |
| Export to pdf | Exp | ort to excel | | | | | | | | | | | |

Image: Staff Transfer Information

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

| | romation | | | | | | | | | | | | |
|--|-------------------|--------------------------|----------|--|--|--|---|--|---|--|--|--|--|
| Co | ountry | All Country | [| • | | | | | | | | | |
| | Office | All Office- | | • | | | | | | | | | |
| Prú | gram _ | All Programme- | | • | | | | | | | | | |
| P | roject | All Project- | | • | | | | | | | | | |
| G | ender | All Gender | [| • | | | | | | | | | |
| From Date (Effe | ective 2 Date) | 0-05-2016 | | | | | | | | | | | |
| To Date (Effe | ective 1 Date) | 9-06-2016 | | | | | | | | | | | |
| Search | - | | | | | | | | | | | | |
| 10 Show en | imployee | Transfer effective \$ | Level \$ | Location of | Location o | Project | Search: | Programme | Programme o | Country o | Country | From | То |
| Name P. | | | | | | | | mom | to | tróm | to | Designation | Design |
| Name P. | | date | | | | | | Trom | to | from | to | Designation * | Design |
| (050)-bangladesh KAZI SHAYANUR O: RAHMAN | 11000055 | date 25-05-2016 | v | [SS400002]- Rumbek | (BI]-BRAC Center, Bangladesh | BRAC Bangladesh | Community Girls Education (Stromee Foundation) | BRAC International HO BD | Education Programme | (050)- Bangladesh | [728]-South Sudan | Regional Manager | Design Regional Manager |
| Name P (050)-bangladesh KAZI SHAYANUR 0: RAHMAN 0: KAZI KAIAZUR 0: RAHMAN | 11000055 | 25-05-2016 24-05-2016 | v | [SS400002]- Rumbek [SS400002]- Rumbek | (BI]-BRAC Center, Bangladesh (BI]-BRAC Center, Bangladesh | BRAC Bangladesh BRAC International HO (BD) | Community Girls Education (Stromee Foundation) Microfinance Project | BRAC International HO BD BRAC International HO BD | Education Programme Microfinance Programme | (050)- Bangladesh (050)- Bangladesh | (728)-South Sudan (728)-South Sudan | Regional Manager Regional Manager | Design Regional Manager Regional Manager |

Image: Staff Transfer Information

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

| Sbra | C | | | | | | | | | | |
|--|-------------------------------------|-------------------------|------------------------------|----------------------|------------------------|---------------------------------|-------------------------------|---------------------------------------|-----------------------------|---------------------------|------|
| | —i s | TAFF TRANSFE | ER INFORMATIO | N | | | | | | | |
| Country:All Country ; Generated by: 00002 | Office Info: -All Office- ; P 23 | rogramme: -All Programm | ne- ; Project: -All Project- | Generated at Sun Jun | 19 15:20:13 BDT 2016 ; | | | | | | |
| Country | Employee Name | Employee PIN | Transfer effective date | Level | Location from | Location to | Project from | Project to | Programme from | Programme to | |
| [050] Bangladesh | KAZI SHAYANUR RAHMAN | 011000055 | 25-05-2016 | v | [SS400002] Rumbek | [BI] BRAC Center, Bangladesh | BRAC Bangladesh | Community Girls Education (Stromee | BRAC International HO BD | Education Programme | [050 |
| [050] Bangladesh | KAZI KAIAZUR RAHMAN | 0177001 | 24-05-2016 | v | [SS400002] Rumbek | [BI] BRAC Center, Bangladesh | BRAC International HO (BD) | Microfinance Project | BRAC International HO BD | Microfinance Programme | [050 |
| | | | | | | | | | | | |
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Excel Report: Staff Transfer Information Report

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

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| 2 | Juac |

BRAC International HR STAFF TRANSFER INFORMATION Stichting BRAC International

| Searc Count | h <mark>ing Criteria:</mark> ty:All Country ; Office Info: -All Of | llice- ; Program | ne: -All Programm | e- ; Proj | ect: -All Project- | | | | | | | | | |
|----------------|---|------------------|----------------------------|-----------|-----------------------|------------------------------------|----------------------------------|---------------------------|--------------------------------|---------------------------|----------------------|----------------------|---------------------|---------------------|
| Coun | try: [050]-Bangladesh | | | | | | | | | | | | | |
| SL | Employee Name | Employee PIN | Transfer Effective Date | Level | Location From | Location To | Project From | Project To | Programme From | Programme To | Country From | Country To | From Designation | To Designation |
| 1 | KAZI SHAYANUR RAHMAN | 011000055 | 25-05-2016 | v | [SS400002]- Rumbek | [BI]-BRAC Center, Bangladesh | BRAC Bangladesh | Education Programme | BRAC International HO BD | Education Programme | [050]- Bangladesh | [728]-South Sudan | Regional Manager | Regional Manager |
| 2 | KAZI KAIAZUR RAHMAN | 0177001 | 24-05-2016 | v | [SS400002]- Rumbek | (BI]-BRAC Center, Banoladesh | BRAC International HO (BD) | Microfinance Programme | BRAC International HO BD | Microfinance Programme | (050]- Bangladesh | [728]-South Sudan | Regional Manager | Regional Manager |
| Total: | 2 | | | Male: | 2 | | | Female: | 0 | • | | Other: 0 | | |
| Grand | I Total: 2 | | Tota | l Male: | 2 | | т | otal Female: 0 | | | | Total Other: 0 | | |

PDF Report: Staff Transfer Information Report

3.9.4.2 Staff Transfer Information Revise List

i. Please Select, **HR > Reports > Transfer > Staff Transfer Information Revise List** Following screen will appear-

| ountry | Office Tate | | |
|---|----------------------------------|---------------------|--|
| All Country | -All Office- | Gender All Gende | |
| rom Date (Effective Date) To 0-05-2016 19- | Date (Effective Date) 06-2016 | | |

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

| Sbrad | | U | | | Ŭ | | | | - | | |
|----------------------------------|----------------|--------------|---------------|-----------------------------------|---------------------------------|-------------------|---------------------------------|--------------------|---------------|---------------------|-------|
| Country: All Country ; O | STAFI | F TRANSFER R | EVISE INFORM | ATION te:19-06-2020 ; Generate | ed at Sun Jun 19 | | | | | | |
| Employee Name | Effective Date | Order Date | Transfer Type | Level | Location From | Location To | Revised Location | From Dept | To Dept | Revised Dept | Pr |
| [3700128]-PHILIP MARIDIDANIEL | NA | 13-03-2016 | Transfer | VI | [BI]-BRAC Center, Bangladesh | [SS400002]-Rumbek | [BI]-BRAC Center, Bangladesh | Health & Nutrition | HR & Training | Monitoring & Review | [02]- |
| | | | | | | | | | | | = |

Excel Report: Staff Transfer Information Revise List

3.9.4.3 Staff Transfer Information Cancelation List

i. Please Select, **HR > Reports > Transfer > Staff Transfer Information Cancelation List** Following screen will appear-

| Staff Transfer C | ancel Information | I | |
|------------------------|----------------------|--------------|--|
| Country | Office Info | Gender | |
| All Country | -All Office- | + All Gender | |
| From Date (Order Date) | To Date (Order Date) | | |
| 20-05-2016 | 19-06-2016 | | |
| | | | |
| Print | | | |

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-

| 5 | Stichting BRAC International HR STAFF TRANSFER CANCELATION INFORMATION | | | | | | | | | | | | | |
|---------------------------|--|-------------------|------------------|----------|-----------------------------------|----------------|---|--------------------------------|---------------------|--------------------------------|--------------|------------|--------------------|------------------------|
| Search Countr Count | ning Criteria: y:All Country ; Office Info:-All Office ry: [728]-South Sudan | - ; Gender:All Ge | nder ; From D | ate:20- | 05-2010 ; To | Date:19-06-; | 2020 | | | | | | | |
| SL | Name | Order Date | Tranafer Type | Level | Location From | Location To | Project From | Project To | Programme From | Programme To | Country From | Country To | Department From | Department To |
| 1 | [3700128]-PHILIP MARIDI DANIEL | 13/03/2016 | Transfer | VI | BRAC Center, Banglades h | Rumbek | Global Fund Round-7 Malaria (PSI) | BRAC International HO BD | Health Programme | BRAC International HO BD | South Sudan | Bangladesh | Health & Nutrition | Monitoring & Review |
| Total: | 1 | | • | Male | : 1 | | • | | Female: 0 | | • | Other: 0 | | |
| Grand | Total: 1 | | Tota | al Male: | 1 | | | Total Fer | nale: 0 | | | Total | Other: 0 | |

PDF Report: Staff Transfer Information Cancelation List

3.9.4.4 Employee Country Settlement

i. Please Select, HR > Reports > Transfer > Employee Country Settlement

Following screen will appear-

| Office -All Office- Employee PIN | | Country | All Country | - | | | | |
|--|--------|---------------------|--------------|---------------|------|--------|---------------|-------|
| Employee PIN 20-05-2016 To Date 19-06-2016 Search Image: Country Settlement Print Country Order No Proposal Date Type Status Employee Info Curre | | Office | -All Office- | • | | | | |
| From Date 20-05-2016 To Date 19-06-2016 Search Image: Country Settlement Print Country Order No Proposal Date Type Status Employee Info Cum | | Employee PIN | | | | | | |
| To Date 19-06-2016 Search Employee List for Country Settlement Print Country Order No Proposal Date Type Status Employee Info Cum | | From Date | 20-05-2016 | | | | | |
| Search Employee List for Country Settlement Print Country Order No Proposal Date Type Status Employee Info Cum | | To Date | 19-06-2016 | | | | | |
| Employee List for Country Status Employee Info Cum Print Country Order No Proposal Date Type Status Employee Info Cum | Seard | h | | | | | | |
| Print Country Order No Proposal Date Type Status Employee Info Curr | Employ | ee List for Country | Settlement | | | | | |
| | Print | Country | Order No | Proposal Date | Туре | Status | Employee Info | Curre |
| | | 1 | 1 | | 1 | 1 | 1 | |

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-

| Join | After Trar | ister List (J | AI) | | | | |
|--------|----------------------|------------------|-----------------|--------|---------------|-----------------|--------|
| | Country | -Select Country- | . | | | | |
| | Office | | • | | | | |
| | Employee PIN | | | | | | |
| | Is New Office | | | | | | |
| | From Date | 20-05-2016 | | | | | |
| | To Date | 19-06-2016 | | | | | |
| Searc | h | | | | | | |
| Receiv | e After Transfer Lis | it | | | | | 0 |
| Print | Order No | Proposal Date | Туре | Status | Employee Info | Current Project | New |
| | | - | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | 1 | | |
| | | | | | 1 | 1 | |
| | | | | | 1 | | |
| | | | | | 1 | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| \$ | | | 14 KM Page 1 of | 0 | | No records t | o view |

Image: Join After Transfer

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

| Seam | ch | | | | | | |
|--------|-----------------|---------------|----------|--------|-----------------------------------|--|------------------|
| Receiv | ve After Transf | er List | 8 | 5 | - | | _5 |
| Print | Order No | Proposal Date | Туре | Status | Employee Info | Current Project | New |
| Print | BI-2016501 | 24-05-2016 | TRANSFER | Joined | [0177001]- KAZI KAIAZUR RAHMAN | [BD-0001]- BRAC International HO (BD) | [SS-0I Microf |

Image: Join After Transfer List

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

brac

Annexure- 11/13 Bangladesh

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

| Before Transf | er | After Transfer | | | | |
|----------------|----------------------------|-------------------------|----------------------|--|--|--|
| Working Statio | n: BRAC Center, Bangladesh | Working Station: Rumbek | | | | |
| Programme: | BRAC International HO (BD) | Programme: | Microfinance Project | | | |
| Designation: | Regional Manager | Designation: | Regional Manager | | | |
| Date of Leavin | g: 24-05-2016 | Date of Joining: | 24-05-2016 | | | |
| Time: | | Time: | | | | |
| Address of St | aff | | | | | |
| Detail Perman | ent 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 | e: Up to last | working | day 24-05-2 | 2016 | in present w | orking st | tation | 2.22 | Days |
|----------------------------|---------------------------|--------------------------|---------------------|--------------------------|------------------------------|---|--|--------------|------------------------------------|
| - Details of Ma | aternity / Pate | ernity Lea | ave/ Other lea | ave (please : | specify): | 1999 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - | | | |
| | 1. 2. | From From | 01-06-2016 | To 31- To | 12-2016 | Total Total | 214 | Days Days | |
| Office Accom | nmodation modation has | s been us | sed by staff b | efore transfe | er: Yes | | No | 7 (| Jse Tick mark) |
| Transfer - S | Staff transfer | red by hi | s/ her own ac | cord. | Yes | | No 🗸 | 7 (| Use Tick mark) |
| Transfer Det | ails in the La | ast One | Year | 127 | | | | | · |
| Date of Transfer | Earlier W Program | /orking : me | Station and | Transferre and Progra | d Working S amme | Station y | ransferred i rear? Use Tick mark | more tha | an two times in a priate field) |
| 24-05-2016 | BRAC Cer BRAC Inte | nter, Bang ernational | pladesh, HO (BD) | Rumbek, Mi | crofinance Pro | ject | 108 | | |
| Transfer Lea | ve: | | | | | | | | |
| Approved Dat | e: From 2 | 24-05-20 | 16 | То | 24-05-20 | 016 | | | |
| Official Clear | rance/Comm | nents (if | any): | | | | | | |
| Transport De Human Reso | partment: urces Depart | ment: | | Logi Tele | istic Departm phone Depa | ent: rtment: | | | |
| Signature of A | Accounts / H | R Dept. | Date: 24-0 | 5-2016 N | ignature of R lame: MOU M | lespectiv | /e Supervi | sor |)ate: 24-05-2016 |
| Designation: | Executive D | irector | PIN: 0034 | 362 D | esignation:St | tate Finar | nce Manage | er | PIN: 3700298 |

xixiv

| Filled in by Transferred Office | | na manana na thartar na thartar na thartar na thartar na thartar na thartar na t |
|--|---------------------------------|--|
| 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 transfer | red 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 Mana | ger PIN: 3700298 |

| Annexure: | |
|-------------|--|
| (The follow | ing 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)

XXX

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-

| 716 0 01 | ance Sep | paration Re | port | | | | | |
|---------------------|------------------|-------------------|-------------|---------------------------------------|---------|----------------|--------------------|---------|
| | Country | All Country | | | | | | |
| | Office | -All Officer | | | | | | |
| | | - | | | | | | |
| | Program | -All Program- | | | | | | |
| | | - | | | | | | |
| | Project | -Sdoct Project- | | | | | | |
| 0.0 | nartmant. | • | | | | | | |
| | | -Sdoct Department | t• | | | | | |
| De | signation | sal Crainealarr | | | | | | |
| | | • | | | | | | |
| Employee | Category | -Select Category- | | | | | | |
| | | - | | | | | | |
| | Level | All Lovd | | | | | | |
| N | ationality | All Nationality | | | | | | |
| | Gender | All Confor | | | | | | |
| Job Se | paration Type | • All • | | | | | | |
| | rom Date | 21-05-2016 | | | | | | |
| | To Date | 20-08-2018 | | | | | | |
| Search | | | | | | | | |
| All Employe | e Informati | on | | | | | | e |
| Separatio n Type | Employee PIN | Employee Name | Designation | Programme | Project | Departme nt | Working atation | Ge r |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
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| | | | | | _ | | | |
| - | | | Dama . | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | | | |
| ę | _ | | te ce rue - | 9 10 10 a | | | | |

Image: At a Glance Separation Report

ii. Click on Search button after filling in all the mandatory information fields.Observe that Employee Information will show in All Employee Information list.

| Search | | | | | | | |
|---------------------------|-----------|---|--------------------------------------|-----------------------------|------------------------------|-----------------------|---------------------------------|
| All Employee Information | | | | | | | 0 |
| Separation Type | Pin No | Employee Name | Designation | Programme | Project Name | Departmen t | Work Station |
| 🗆 Country: [050]-Banglade | esh | | | | | | |
| Termination | 011000054 | QA RASHED RETESTING HR | [D063]-Junior Financial Analyst | BRAC International HO BD | [BD-0002]-BRAC Bangladesh | Internal Audit | [BI]-BRAC Center, Bangladesh |
| Termination | 011000055 | QA RASHED RETESTING ONE HR | [D081]-Senior Researcher | BRAC International HO BD | [BD-0002]-BRAC Bangladesh | PR & Communication | [BI]-BRAC Center, Bangladesh |
| Termination | 0000027 | DR. AHMED MASTAQUR RAZA CHOWDHURY | [D218]-Advisor to the Chairperson | BRAC International HO BD | [BD-0002]-BRAC Bangladesh | General Department | [BI]-BRAC Center, Bangladesh |

Image: At a Glance Separation Report Page

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

| ^ | U V | 0 | L | 1 | U 1 | 1. Sec. 1. Sec | 5 | IN IN | L | 101 | |
|---|--|--|--|---|--|--|---------------|---------------------------------|--------|-------|---|
| Sbrad | C | | | | | | | | | | Ī |
| | AT | A GLANCE SEP | ARATION REPO | RT | | | | | | | |
| Country:All Country ; 0 Designation: -All Design Separation Type :- All - | Office Info:-All Office- ; P nation- ; Level:All Level ; I ; ; From Date:21-05-201 | rogramme: -All Program- Nationality:All Nationality 6 ; To Date:20-06-2016 ; | ; Project:-Select Project- ; Gender:All Gender ; Em Generated at Mon Jun 2 | ; Department:-Select De ployee Category: -Selec 0 10:10:56 BDT 2016 ; G | partment- ; t Category- ; Job enerated by: 0000223 | | | | | | |
| Country | Separation Type | Employee PIN | Employee Name | Designation | Programme | Project | Department | Working station | Gender | Level | |
| [050]-Bangladesh | Termination | 011000056 | KAZI SAMIUN RAHMAN | Regional Manager | BRAC International HO BD | BRAC Bangladesh | HR & Training | [BI]-BRAC Center, Bangladesh | Male | v | - |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Excel Report: At a Glance Separation Report Page

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

| Sbrac | AT | BRAC Internation A GLANCE SEPARATI From 21-05-2016 To 20 | al HR ION REPORT D-06-2016 | r | | | | | | Sti | hting BRAC | International |
|---|---|--|----------------------------------|-------------------|-------------------|----------------|-----------------|----------------------|--------------------|---------------|------------------------|----------------------|
| Searching Criteria: Country Al Country (Office Into-Al Office -) Pogramme: All Program - ; Project From Date 2:1022015; To Date 20-06-2016 Country; (050)-Bangladesh | -Select Project- ; Department-Select Departme | nt- ; Designation: -Ail Designat | ation- ; Level:All Le | evel ; Nationaliț | y:All Nationali | ty ; Gender:Al | l Gender ; E | impioyee Categor | y: -Select Cate | gory- ; Job S | ieparation Ty | pe:-All-;;; |
| Separation Type: Termination | | | | | | | | | | | | |
| SL Employee Employee Name Designation Programme | Project Department | Working station Gene | ider Level | Nationality | Staff Category | Year | Joining Date | Last Working Date | Contract salary | Currency | Contract Start Date | Contract End Date |
| 1 011000056 KAZI SAMIUN RAHMAN Regional Manager HO BD | BRAC Bangladesh HR & Training | [BI]-BRAC Center, Bangladesh Male | v | | Contract Staff | 2016 | 31-03-2016 | 24-05-2016 | 174204 | BDT | 31-03-2016 | 31-12-2016 |
| Total Staff: 1 | Male: 1 | | Female: 0 | | | | | | | Other: | 0 | |
| Orand Total Bioff: 1 | Total Mala: 1 | | Total Female: 0 | | | | | | | atal Other: | | |
| Grand Total Stall. | Total Male. | 1 | rotal remaie. U | | | | | | | bial Other. | 2 | |

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-

| Country | | Office | | | | | |
|------------------|-----------|--------------|-------------|-------------|-----------|--------------------|--|
| All Country | _ | -All Office- | • | | | | |
| Gender | | From Date | To Date | | | | |
| All Gender | . | 21-05-2016 | 20-06-20 | 16 | | | |
| Search | | | | | | | |
| All Employee Ir | formation | | | | | | |
| Employee Name | Pin No | Joining Date | Designation | Office Info | Programme | Employee Status | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Image: Resignation Staff List

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

| Country | | Office | | | | | |
|---|-----------|--------------|-------------------------------|---------------------------------|-----------------------------|--------------------|---------|
| All Country | . | -All Office- | • | | | | |
| Gender | | From Date | To Date | l. | | | |
| All Gender | - | 21-05-2010 | 20-06-20 | 020 | | | |
| Search | | | | | | | |
| All Employee In | formation | | | | | | 0 |
| Employee Name | Pin No | Joining Date | Designation | Office Info | Programme | Employee Status | Count |
| Country: Bang | ladesh | | | | | | |
| ABINDRO NATH ARKER | 012000324 | 10-11-1987 | Regional Manager | Dhaka -2 [80300001] | BRAC International HO BD | Resignation | Banglat |
| IR. AHMED MASTAQUR RAZA CHOWDHURY | 0000027 | 20-12-2012 | Advisor to the Chairperson | BRAC Center, Bangladesh [BI] | BRAC International HO BD | Resignation | Banglat |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | • |
| • | | | | | | | |

Image: Resignation Staff List

iii. Click 'Print' button

Following PDF report will generate-



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

| Searching Criteria: |
|--|
| Jountry:All Country ; Office InfoAll Office- ; Gender:All Gender ; From Date:21-05-2010 ; 16 Date:20-06-2020 |
| |
| Country: Bangladesh [050] |

| Coun | try: 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-

| nury | Office | | | | |
|----------------------|-----------------|-------------|-------------|--------------|--------------------|
| 332]-Halti | -All Office- | | • | | |
| der | From Date | | To Date | _ | |
| ll Gender | 21-05-2016 | 5 | 20-06-2016 | | |
| earch | | | | | |
| imployee Information | | | | | |
| oyee Name | Joining Date | Designation | Office Info | Program Name | Employee Status |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Image: Terminated Staff List

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

| Terminated Staff L | ist Repo | rt | | | | | | |
|---------------------------------|-----------------|------------------|---------|----------------------------------|----|-------------------------|--------------------|-----|
| Country | Office | | | | | | | |
| All Country | -All Office- | | • | | | | | |
| Gender | From Date | | To Date | | | | | |
| All Gender | 21-05-2016 | | 20-06-2 | 016 | | | | |
| Search | | | | | | | | |
| All Employee Information | | | | | | | | |
| Employee Name | Joining Date | Designation | | Office Info | P | rogram Name | Employee Status | C |
| Country: Bangladesh | | | | | | | | |
| [011000056]- KAZI SAMIUN RAHMAN | 31-03-2016 | Regional Manager | ' | [BI]- BRAC Center, Bangladesh | BR | AC International DBD | Termination | [03 |
| 4 | | | | | | | | Þ |
| | | | | | | | | r . |
| ¢ | 14 | Page 1 of | 1 10 10 | 10 | | | View 1 - 1 d | 11 |
| Print | | | | | | | | |

Image: Terminated Staff List

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

BRAC International HR TERMINATED STAFF LIST From 21-05-2016 To 20-06-2016 Stichting BRAC International

| Searc | ching Criteria: | | | | | | |
|-------|--------------------------|---------------------|-----------------|----------------------|--------------------------------|-----------------------------|-------------|
| Coun | try:All Country ; Office | Info:-All Office- ; | Gender:All G | Gender ; From Date:2 | 1-05-2016 ; To Date:20-06-2016 | | |
| | | | | | | | |
| Coun | ntry: Bangladesh [05 | 0] | | | | | |
| SL | Name | PIN | Joining Date | Designation | Office | Program Name | Job Status |
| 1 | KAZI SAMIUN RAHMAN | 011000056 | 31-03-2016 | Regional Manager | BI BRAC Center, Bangladesh | BRAC International HO BD | Termination |
| Total | Staff: 1 | | Male: 1 | | Female: 0 | Other: 0 | |

PDF Report: Terminated Staff List Report

3.9.5.4 Restriction at a Glance Report

i. Please Select, **HR** >**Reports** > **Separation Position Report** > **Restriction at a Glance Report** Following screen will appear-

| estriction Report | | | | | | | | |
|-------------------|---------------------|---------------|-------------|-----------|-----------------------|----|----------------------|--|
| Country | | | | | | | | |
| 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 | | | | | | | | |
| now 10 entrie | 5 | | | | Seard | h: | | |
| estriction o Empl | oyee o Employee o | Designation 0 | Programme 🗘 | Project 0 | Contract Start Dat | 0 | Contract End Date | |
| | | | | | | | | |

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.

| Show 10 💌 ent | tries | | Sea | rch: | |
|-----------------------|---------------------------|------------------------|-------------------------------------|-------------------------------|---|
| Restriction Type | Restriction Start Date | Restriction To Date | Employee Name | Designation | 2 |
| [050]-bangladesh | | | | | - |
| Suspension | 17-01-2016 | 01-02-2016 | [0034362]-FARUQUE AHMED | Executive Director | |
| Suspension | 17-01-2016 | 01-01-2017 | [0034362]-FARUQUE AHMED | Executive Director | |
| Restriction | 17-01-2016 | 01-01-2017 | [0137303]-ABHIJIT GUPTA | Head of Finance & Accounts | Ξ |
| Terminate | 17-01-2016 | 01-02-2016 | [0137303]-ABHIJIT GUPTA | Head of Finance & Accounts | |
| Terminate | 17-01-2016 | 01-01-2017 | [0137303]-ABHIJIT GUPTA | Head of Finance & Accounts | |
| Terminate | 17-01-2016 | 01-02-2016 | [011000055]-QA RASHED RETESTING ONE | Senior Researcher | - |
| Showing 1 to 7 of 7 e | ntries | | First F | Previous 1 Next Last | |



iii. Click on Export to excel button to generate Restriction at a Glance Report.Observe that Restriction at a Glance Report is generated properly.

| | RE | STRICTION AT | A GLANCE REPO | DRT | | | | | | | |
|---|--|--|--|--|--|-----------------------------|---|--------------------|---------------------------------|--------|----|
| Country:All Country ; O Designation- ; Departme Category-; As On:26-0 | ffice Info: -All Office- ; E ent: -Select Department- 1-2016; Restriction Type | mployee: -All Employee- ; Gender:All Gender; Lev :All ; Generated at Tue J | ; Program: -All Program- el:All Level; Nationality:A an 26 17:22:06 BDT 2016 | ; Project: -Select Project I Nationality ; Employee (; Generated by: 015413 | - ; Designation: -All Category: -Select 39 | | | | | | |
| Country | Restriction Type | Restriction Start Date | Restriction To Date | Employee Name | Designation | Programme | Project | Department | Work station | Gender | |
| [050]-Bangladesh | | | | | | | | | | | |
| | Suspension | | | | | | | | | | |
| | | 17-01-2016 | 01-02-2016 | [0034362]-FARUQUE AHMED | Executive Director | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | General Department | [BI]-BRAC Center, Bangladesh | Male | xx |
| | | 17-01-2016 | 01-01-2017 | [0034362]-FARUQUE AHMED | Executive Director | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | General Department | [BI]-BRAC Center, Bangladesh | Male | xx |
| | Restriction | | | | | | | | | | |
| | | 17-01-2016 | 01-01-2017 | [0137303]-ABHUIT GUPTA | Head of Finance & Accounts | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | Finance & Accounts | [BI]-BRAC Center, Bangladesh | Male | x |
| | Terminate | | | | | | | | | | |
| | | 17-01-2016 | 01-02-2016 | [0137303]-ABHUIT GUPTA | Head of Finance & Accounts | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | Finance & Accounts | [BI]-BRAC Center, Bangladesh | Male | x |
| | | 17-01-2016 | 01-01-2017 | [0137303]-ABHUIT GUPTA | Head of Finance & Accounts | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | Finance & Accounts | [BI]-BRAC Center, Bangladesh | Male | x |
| | | 17-01-2016 | 01-02-2016 | [011000055]-QA RASHED RETESTING | Senior Researcher | BRAC International HO BD | [BD-0002]-BRAC Bangladesh | PR & Communication | [BI]-BRAC Center, Bangladesh | Male | x |
| | | 17-01-2016 | 01-01-2017 | [011000055]-QA RASHED RETESTING | Senior Researcher | BRAC International HO BD | (BD-0002)-BRAC Bangladesh | PR & Communication | [BI]-BRAC Center, Bangladesh | Male | х |

Excel Report: Restriction at a Glance Report Page

3.9.5.5 Exit Interview

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

| Job Separation Proposal Searching Form Country -Select Country- |
|--|
| Country -Select Country- |
| |
| omce + |
| Employee PIN |
| From Date 21-05-2016 |
| To Date 20-06-2016 |
| Search |
| Job Separation Proposal List for Exit Interview |
| Print Proposal No Proposal Date Employee Info Status Designation Project |
| |
| Page 1 of 0 as at 10 No records to |

Image: Exit Interview

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

| JOD Job Se | Separation | Proposal arching form | List for Exit Inte | erview | | | |
|--|--|--|--|--|--|--|--------|
| | Country | -Select Country- | | | | | |
| | Office | | - | | | | |
| | Employee PIN | | | | | | |
| | From Date | 21-05-2011 | | | | | |
| | To Date | 20-06-2016 | | | | | |
| Searc | h | | | | | | |
| Job Se | paration Proposal Li | st for Exit Intervie | w | | | | 0 |
| Print | Proposal No | Proposal Date | Employee Info | Status | Designation | Project | |
| Print | 55400002-2016305 | 30-03-2016 | [3700005] JAMES MATUON JING | Released | [D209] Community Nutrition Worker | [SS-0014] Integ Community Case Management (D) | * |
| Print | SS400002-2016301 | 13-03-2016 | [00066436] MD. MAMUN SARDER | Released | [D290] Accounts Officer | [SS-0023] Gene | |
| Print | | | | | | | |
| | 55400002-2016412 | 28-04-2016 | [3700011] SAMUEL MADHUK MAKER MAJAK | Released | [D209] Community Nutrition Worker | [SS-0014] Integ Community Case Management (DI | |
| Print | S5400002-2016412 S5400002-2016404 | 28-04-2016 | [3700011] SAMUEL MADHUK MAKER MAJAK [011000061] KAZI CIC RAHMAN | Released | [D209] Community Nutrition Worker [D009] Country Head of Accounts | [SS-0014] Integ Community Case Management (DI [SS-0013] Emer nutrition (Unicef | III |
| Print Print | S5400002-2016412 S5400002-2016404 B1-2016402 | 28-04-2016 17-04-2016 04-04-2016 | [3700011] SAMUEL MADHUK MAKER MAJAK [011000061] KAZI CIC RAHMAN [3700460] KAZI FAZLE AHMED | Released Released Released | [D209] Community Nutrition Worker [D009] Country Head of Accounts [D008] Country Representative | [SS-0014] Integ Community Case Management (DI [SS-0013] Emer nutrition (Unicef (BD-0002] BRAC Bangladesh | Ш |
| Erint Erint Erint | 55400002-2016412 55400002-2016404 BI-2016402 BI-2016401 | 28-04-2016 17-04-2016 04-04-2016 03-04-2016 | [3700011] SAMUEL MADHUK MAKER MAJAK [011000061] KAZI CIC RAHMAN [3700460] KAZI FAZLE AHMED [011000059] KAZI RASHEDUL ISLAM | Released Released Released | (D209) Community Nutrition Worker (D009) Country Head of Accounts (D008) Country Representative (D008) Country Representative | [SS-0014] Integ Community Case Management (Di (SS-0013) Emer nutrition (Unicef (BD-0002) BRAC Bangladesh (BD-0002) BRAC Bangladesh | ш |
| Print Print Print Print | S5400002-2016412 S5400002-2016404 BI-2016402 BI-2016401 S5400001-2016303 | 28-04-2016 17-04-2016 04-04-2016 03-04-2016 27-03-2016 | (3700011) SAMUEL MADHUK MAKER MAJAK (011000061) KAZI CIC RAHMAN (3700460) KAZI FAZLE AHMED (011000059) KAZI RASHEDUL ISLAM (3700061) Candiru Janifer | Released Released Released Released Released | (D209) Community Nutrition Worker (D009) Country Head of Accounts (D008) Country Representative (D008) Country Representative (D045) Community Organizer | [SS-0014] Integ Community Case Management (D) [SS-0013] Emer nutrition (Unicef (BD-0002] BRAC Bangladesh [BD-0002] BRAC Bangladesh [SS-0022] Quali Education (USAI | II |
| Print Print Print Print Print | S5400002-2016412 S5400002-2016404 B1-2016402 B1-2016401 S5400001-2016303 B1-2016302 | 28-04-2016 17-04-2016 04-04-2016 03-04-2016 27-03-2016 14-03-2016 | [3700011] SANUEL MADHUK MAKER MAJAK [011000061] KAZI CIC RAHMAN [3700460] KAZI FAZLE AHMED [011000059] KAZI RASHEDUL [3700061] Candiru Janifer [0000027] Dr. Ahmed Mastaqur Raza Chowdhury | Released Released Released Released Released Released | [D209] Community Nutrition Worker [D009] Country Head of Accounts [D008] Country Representative [D008] Country Representative [D008] Country Representative [D015] Community Organizer [D12] Advisor to the Ohalrperson | [SS-0014] Integ Community Case Management (D) [SS-0013] Emer nutrition (Unicef (BO-0002] BRAC Bangladesh (BD-0002] BRAC Bangladesh [SS-0022] Quali Education (USAI (BD-0002] BRAC Bangladesh | III |
| Erint Erint Erint Erint Erint Erint | SS400002-2016412 SS400002-2016404 BI-2016402 BI-2016401 SS400001-2016303 BI-2016302 BD300001-2016405 | 28-04-2016 17-04-2016 04-04-2016 03-04-2016 27-03-2016 14-03-2016 21-04-2016 | [3700011] SANUEL MADHUK MAKER MAJAK [011000061] KAZI CIC RAHMAN [3700460] KAZI FAZLE AHMED [011000059] KAZI RASHEDUL ISLAM [3700061] Candiru Janifer [0000027] Dr. Ahmed Mastaqur Raza Chowchury [012000324] RABINDRD | Released Released Released Released Released Released Released | (D209) Community Nutrition Worker (D009) Country Head of Accounts (D008) Country Representative (D008) Country Representative (D008) Community Organizer (D011) Advisor to the Chairperson (D011) Regional Manager | (SS-0014) Integ Community Case Management (D) (SS-0013) Emer nutrition (Unleef (BD-0002) BRAC Bangladesh (SS-0022) Quali (BD-0002) BRAC (BD-0002) BRAC (BD-0002) BRAC | E |
| Print Print Print Print Print Print | S5400002-2016412 S5400002-2016404 B1-2016402 B1-2016401 S5400001-2016303 B1-2016302 B0300001-2016403 | 28-04-2016 17-04-2016 04-04-2016 03-04-2016 27-03-2016 14-03-2016 21-04-2016 | [3700011] SANUEL MACHUK MAKER MAJAK [011000061] KAZI CIC RAHMAN [3700460] KAZI FAZLE AHMED [011000059] KAZI RASHEDUL [3700061] Candiru Janifer [0000027] Dr. Ahmed Mastaqur Raza Chowdhury [012000324] RABINDRD [1] | Released Released Released Released Released Released Released | (D209) Community Nutrition Worker (D009) Country Head of Accounts (D008) Country Representative (D008) Country Representative (D008) Country Representative (D013) Advisor to the Onlarperson (D011) Regional Manager | (SS-0014) Integ Community Case Management (D) (SS-0013) Einer Into (Unicef (BD-0002) BRAC Bangladesh (BD-0002) BRAC (BD-0002) BRAC (BD-0002) BRAC (BD-0002) BRAC | HIII + |

Image: Exit Interview

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

brac

Annexure- 18/13

South Sudan

Exit Interview Form

Instructions: The exit interview should be completed during the employee's last fortnight of employment. An exit interview should be performed by a representative of Human Resources or a suitable person delegated by HR,with every employee who resigns from his/her position. The following form must be filled out after the interview which should last at least 15 minutes.

The purpose of this exit interview is to improve organisational HR practices. Notes from this interview shall be kept confidential.

| Name: JAMES MATUON JING Designation: Community Nutrition Worker Working Station: Rumbek BRAC Joining Date: 21/05/2012 | PIN: 3700005 Programme/ Dept.: Health | Salary/Level: I Programme | |
|--|--|------------------------------|-------|
| Information of New Organization: | | | |
| Name: BRAC IT Service Ltd. | Designation: | | |
| Please specify the main reason for your resig BRAC IT Service Ltd. | nation: | | |
| Are there any reason for which you felt con n | npelled to resign? | | |
| What was the most satisfactory aspect of y n | our job? | | |
| What was the least satisfactory aspect of y n | our job? | | |
| 4. Did the job responsibilities match your expe | ectation? | Yes | No 🖌 |
| 5. Did you get sufficient training to perform yo | ur responsibilities? | Yes | No 🖌 |
| Did you get appropriate feedback on your p | performance? | Yes | No 🖌 |
| Were you satisfied with the performance ev If no, please specify: | valuation system/process? | Yes | No 🖌 |
| 0. Did the experientian hale way in achieving | | ~ □ | |
| If no, please specify: | your career objective? | Yes | ∾[✔] |
| 0. How was the working environment in BRA/ | ~2 | | |
| Von: Good Good Satis | e: factore 🔲 - Net Good | | |
| Please specify: | Not Good | ¥ | |
| n | | | |
| | | | |
| | | | |
| | | | weeks |
| | | | 22.69 |
| | | | |

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-

| | Country | -Select C | Country- | | | | |
|-------|------------------|-----------|---------------|--------|---------------------|-------------|---------|
| | Office | | | | | | |
| | Employee PIN | | | | | | |
| | From Date | 21-05-201 | 6 | | | | |
| | To Date | 20-06-201 | 6 | | | | |
| Searc | ch | | | | | | |
| mplo | yee Release List | | | | | | |
| rint | Order No | | Employee Info | Status | Separatio n Type | Designation | Project |
| | | | | | | | |
| | | | | | | | |

Image: Release Order

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

| Employee Release List | | | | | | |
|-----------------------|------------|-----------------------------------|----------|---------------------|-------------------------|------------------------------|
| Print | Order No | Employee Info | Status | Separatio n Type | Designation | Project |
| Print | BI-2016502 | [011000056] KAZI SAMIUN RAHMAN | Released | Termination | [D011] Regional Manager | [BD-0002] BRAC Bangladesh |

Image: Release Order List

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

Annexure-19/13

Bangladesh

RELEASE ORDER

2 copies of Passport size photograph

Name: KAZI SAMIUN RAHMAN Programme/ Dept.:BRAC Bangladesh Joining Date in BRAC:31-03-2016 Last Working Date: 24-05-2016 PIN: 011000056 Designation: Regional Manager Location: BRAC Center, Bangladesh Joining Date in current Programme/Dept.: Separation Type:Termination Effective Date: 25-05-2016

Address of staff:

Cell Phone No:

| Description | | | Amount (BDT) |
|--|-----------------------|---------------|-------------------------------|
| Total | | | |
| Staff can be recruited agian in future: | Yes | No 🖌 | |
| Signature of Supervisor | Name | : Date | PIN: |
| Latest Monthy Salary (in BDT): Gross: 174204. Salary paid up to (date) 24-05-2016 Lea | .00 ve balance: up | to (date) | Basic: 99000.00 Davs |
| D Card returned: (put tick mark) | Yes | No 🖌 | 2,70 |
| Signature of Employee: | | Date: | |
| | | | |
| Signature of HRD | | Signatur | e of Country Head of Accounts |
| Name: PIN: | | Name: 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-

| Country | -Select Country- | | | | |
|--------------------------|------------------|----------|--------------------|-------------|--------------------|
| | | | | | |
| Office | | • | | | |
| Employee PIN | | | | | |
| From Date | 21-05-2016 | | | | |
| To Date | 20-06-2016 | | | | |
| Search | | | | | |
| Employee Settlement List | | | | | 0 |
| Order No | Employee Info | Status | Separation Type | Designation | Project |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| \$ | ie de Pag | e i of 0 | H H 10 | | No records to view |

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-

| Restricted Em | ployee List Rep | oort | | | | | |
|----------------------------|---------------------|-----------------|--------------|-----------|------------------------|----------------------|---|
| Restricted Employee List # | Report | | | | | | |
| Country | All Country | _ | | | | | |
| Office | -All Office- | • | | | | | |
| Employee Name | -All Employee- | • | | | | | |
| Program | -All Program- | • | | | | | |
| Project | -Select Project- | • | | | | | |
| Designation | -All Designation- | • | | | | | |
| Department | -Select Department- | • | | | | | |
| Gender | All Gender | | | | | | |
| Level | All Level | | | | | | |
| Nationality | All Nationality | | | | | | |
| Employee Category | -Select Category- | • | | | | | |
| As On | 20-06-2016 | | | | | | |
| Restriction Type | All | | | | | | |
| Search | | | | | | | |
| Show 10 entries | i | | | | Search: | | |
| Restriction C Emplo | vee o Employee o | Designation 0 | Programme 0 | Project 0 | Contract Start Date | Contract End Date | 0 |
| | | No data availai | ble in table | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| Showing 0 to 0 of 0 er | tries | | First | Previous | Next | Last |
|------------------------|-------|--|-------|----------|------|------|
| Export to Excel |) | | | | | |

Image: Restricted Employee Report

ii. Click on Search button after filling in all the mandatory information fields. Observe that Restricted Employee Information will show in list.

| Search | | | | | |
|------------------------|---|-------------------------------|-----------------------------|---|----|
| Show 10 💌 entr | ries | | | Search: | |
| Restriction Type | Employee Name | Designation 🗘 | Programme 🗘 | Project | \$ |
| odopension | [000.005] | Excessive birector | BD | HO (BD) | |
| Suspension | [0034362]-FARUQUE AHMED | Executive Director | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | |
| Restriction | [0137303]-ABHIJIT GUPTA | Head of Finance & Accounts | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | |
| Terminate | [0137303]-ABHIJIT GUPTA | Head of Finance & Accounts | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | Ξ |
| Terminate | [0137303]-ABHIJIT GUPTA | Head of Finance & Accounts | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | |
| Terminate | [011000055]-QA RASHED RETESTING ONE HR | Senior Researcher | BRAC International HO BD | [BD-0002]-BRAC Bangladesh | - |
| Showing 1 to 7 of 7 en | tries | | Firs | st Previous 1 Next Las | it |
| Export to excel | | | | | |

Image: Restricted Employee List Report Page

iii. Click on Export to excel button to generate Restricted Employee Report. Observe that Restricted Employee List Report is generated properly.

| 2 | | -• RES | TRICTED EMPL | OYEE LIST REP | PORT | | | | | | | |
|---|---|--|--|--|--|--|--------------------|---------------------------------|--------|-------|-------------|-----|
| 3 | Country:All Country ; Of Designation- ; Departme Category-; As On:26-01 | fice Info: -All Office- ; Er nt: -Select Department-; -2016; Restriction Type: | mployee: -All Employee- Gender:All Gender; Lev All ; Generated at Tue Ja | ; Program: -All Program- el:All Level; Nationality:A an 26 17:32:29 BDT 2016 | ; Project: -Select Project- II Nationality ; Employee C 5 ; Generated by: 015413 | ; Designation: -All ategory: -Select 9 | | | | | | |
| ŀ | Country | Restriction Type | Employee Name | Designation | Programme | Project | Department | Work station | Gender | level | Nationality | Em |
| 5 | [050]-Bangladesh | | | | | | | | | | | |
| 5 | | Suspension | | | | | | | | | | |
| , | | | [0034362]-FARUQUE AHMED | Executive Director | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | General Department | [BI]-BRAC Center, Bangladesh | Male | XXI | - | Con |
| 3 | | | [0034362]-FARUQUE AHMED | Executive Director | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | General Department | [BI]-BRAC Center, Bangladesh | Male | XXI | - | Con |
|) | | Restriction | | | | | | | | | | |
| 0 | | | [0137303]-ABHUIT GUPTA | Head of Finance & Accounts | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | Finance & Accounts | [BI]-BRAC Center, Bangladesh | Male | х | - | Reg |
| 1 | | Terminate | | | | | | | | | | |
| 2 | | | [0137303]-ABHUIT GUPTA | Head of Finance & Accounts | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | Finance & Accounts | [BI]-BRAC Center, Bangladesh | Male | х | - | Reg |
| 3 | | | [0137303]-ABHUIT GUPTA | Head of Finance & Accounts | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | Finance & Accounts | [BI]-BRAC Center, Bangladesh | Male | х | - | Reg |
| 4 | | | [011000055]-QA RASHED RETESTING | Senior Researcher | BRAC International HO BD | [BD-0002]-BRAC Bangladesh | PR & Communication | [BI]-BRAC Center, Bangladesh | Male | х | - | Con |
| 5 | | | [011000055]-QA RASHED RETESTING | Senior Researcher | BRAC International HO BD | [BD-0002]-BRAC Bangladesh | PR & Communication | [BI]-BRAC Center, Bangladesh | Male | х | - | Con |
| - | | | | | | | | | | | | |

Report: Restricted Employee List Report Page

3.9.5.9 Exit Interview Report

i. Please Select, **HR > Reports > Separation Position Report > Exit Interview Report** Observe that Exit Interview Report is generated properly.

| | | | IEW REPORT | | | | | | | | |
|--|-------------------------|------------------------|---------------------|-----|----|-----|-----------|-----|-----|-----|----|
| | | | | | | | | | | | |
| Exit Interview Report ; C | Generated at Tue Jan 26 | 17:34:43 BDT 2016 ; Ge | nerated by: 0154139 | | | | | | | | |
| Resignation Reason | Working Environment | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 17 | ĺ |
| 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-

| t a Glance Grievance Repo Country | | | | | | | | | |
|--------------------------------------|---------------------|---------------|---------------|---------|---|------------------------|---|----------------------|--|
| Country | art - | | | | | | | | |
| | All Country | | | | | | | | |
| Office | -All Office- | • | | | | | | | |
| Employee Name | -All Employee- | - | | | | | | | |
| Program | -All Program- | - | | | | | | | |
| Project | -Select Project- | - | | | | | | | |
| Designation | -All Designation- | • | | | | | | | |
| Department | -Select Department- | • | | | | | | | |
| Gender | All Gender | | | | | | | | |
| Level | All Level | | | | | | | | |
| Nationality | All Nationality | | | | | | | | |
| Employee Category | -Select Category- | - | | | | | | | |
| File From Date | 21-05-2016 | | | | | | | | |
| File To Date | 20-06-2016 | | | | | | | | |
| Grievance Type | -All- | • | | | | | | | |
| Search | | | | | | | | | |
| how 10 entries | | | | | | Search: | | | |
| rievance o Employe | e o Employee o | Designation 0 | Programme 0 | Working | 0 | Contract Start Date | ¢ | Contract End Date | |
| | | No data avai | able in table | | | | | | |

Image: At a Glance Grievance Report

ii. Click on Search button after filling in all the mandatory information fields. Observe that Glance Grievance Information will show in list.

| Search | | | | | | | |
|-------------------|-------|--------------|----------------------------|----------------------------|-------|--------------------------|----|
| Show 10 💌 en | tries | | | | Seard | h: | |
| Grievance Type | \$ | Employee PIN | \$ Employee Name | \$ Designation | \$ | Programme | \$ |
| [050]-bangladesh | | | | | | | |
| Qa Rashed | | 0137303 | ABHIJIT GUPTA | Head of Finance & Accounts | | BRAC International HO BD | |
| Qa Rashed | | 0034362 | FARUQUE AHMED | Executive Director | | BRAC International HO BD | |
| Qa Rashed | | 011000055 | QA RASHED RETESTING ONE HR | Senior Researcher | | BRAC International HO BD | |
| Qa Rashed | | 0137303 | ABHIJIT GUPTA | Head of Finance & Accounts | | BRAC International HO BD | |
| [728]-south sudan | | | | | | | |
| Bad Tempered | | 011000057 | KAZI SAMIUR RAHMAN | Executive Director | | Health Programme | |

Image: At a Glance Grievance Report

iii. Click on Export to excel button to generate At a Glance Grievance Report. Observe that At a Glance Grievance Report is generated properly.

| | AT | A GLANCE GR | IEVANCE REPO | RT | | | | | | | |
|--|--|--|--|--|---|---|--------------------|---------------------------------|--------|-------|---|
| Country:All Country ; O Designation- ; Departme Category-; File From Da by: 0154139 | ffice Info: -All Office- ; E ent: -Select Department- te:27-12-2015; File To D | mployee: -All Employee- ; Gender:All Gender; Len ate:26-01-2016; Grievar | ; Programme: -All Progra vel:All Level; Nationality:A nce Type:All ; Generated | m- ; Project: -Select Pro Il Nationality ; Employee at Tue Jan 26 17:46:17 | ect- ; Designation: -All Category: -Select BDT 2016 ; Generated | | | | | | |
| Country | Grievance Type | Employee PIN | Employee Name | Designation | Programme | Project | Department | Work Station | Gender | level | |
| [050]-Bangladesh | | | | | | | | | | | - |
| | Qa Rashed | | | | | | | | | | |
| | | 0137303 | ABHUIT GUPTA | Head of Finance & Accounts | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | Finance & Accounts | [BI]-BRAC Center, Bangladesh | Male | х | - |
| | | 0034362 | FARUQUE AHMED | Executive Director | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | General Department | [BI]-BRAC Center, Bangladesh | Male | XXI | - |
| | | 011000055 | QA RASHED RETESTING ONE HR | Senior Researcher | BRAC International HO BD | [BD-0002]-BRAC Bangladesh | PR & Communication | [BI]-BRAC Center, Bangladesh | Male | x | - |
| | | 0137303 | ABHUIT GUPTA | Head of Finance & Accounts | BRAC International HO BD | [BD-0001]-BRAC International HO (BD) | Finance & Accounts | [BI]-BRAC Center, Bangladesh | Male | х | - |
| [728]-South Sudan | | | | | | | | | | | |
| | Bad Tempered | | | | | | | | | | |
| | | 011000057 | KAZI SAMUR RAHMAN | Executive Director | Health Programme | [SS-0013]-Emergency nutrition (Unicef) | HR & Training | [SS400001]-Torit | Male | XI | - |

Report: At a Glance Grievance Report

3.9.6 Staff Position Report

This part of Reports section consists of following links.

- Total Head Count of the Country (Current)
- Total Employee List
- Historic Employment (left)
- Designation Wise Staff Information
- Location Wise Staff List
- Program Wise Staff Information
- Program Wise Head Count
- Assigned HR Project
- Assigned Finance Project

3.9.6.1 Total Head Count of the Country (current)

i. Please Select, HR > Reports >Staff Position Report > Total Head Count of the Country (current)

Following screen will appear-

| Employee Hea | Count | | | | |
|---------------------|---------------------|-------------------------|-------|-------|----------|
| Employee Search | | | | | |
| Country | All Country | | | | |
| 050 | | | | | |
| 0.110 | -All Officer | | | | |
| | • | | | | |
| Program | -All Program- | | | | |
| | - | | | | |
| Project | | _ | | | |
| | -Soort Project- | | | | |
| | - | | | | |
| Designation | -All Designation | | | | |
| | - | | | | |
| Department | -Select Department- | | | | |
| | • | | | | |
| Gender | Algorita | | | | |
| | AT GOOD | | | | |
| Level | All Level | | | | |
| Nationality | All Nationality | | | | |
| Employee Status | [| | | | |
| | "Scient Statua" | | | | |
| | • | | | | |
| Employee Category | "Select Category" | | | | |
| | - | | | | |
| Tenure of | 0 Year 0 | Month | | | |
| Service(Year&Month) | | | | | |
| As On | 20-08-2018 | | | | |
| Head Count | - | | | | |
| | - | | | | |
| Search | | | | | |
| Search Result | | | | | <u>0</u> |
| | Male | Temple | Other | Total | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 5 | te de Po | ge : of ₁₀ , | | | |
| | | | | | |

Image: Total Head Count of the Country (Current)

ii. Click on Search button after filling in all the mandatory information fields.Observe that Country wise total Male, Female or Others information will show in list.

| Search | | | | | |
|---------------|----------|----------------|-------|-------|---------------|
| Search Result | | | | | |
| | Male | Female | Other | Total | |
| 🗉 Afghanistan | | | | | |
| Afghanistan | 173 | 23 | 0 | 196 | |
| 🗉 Bangladesh | | | | | |
| Bangladesh | 40 | 24 | 0 | 64 | |
| 🗉 Myanmar | | | | | |
| Myanmar | 40 | 134 | 0 | 174 | |
| Netherlands | | | | | |
| Netherlands | 1 | 1 | 0 | 2 | |
| 🛛 Pakistan | | | | | |
| Pakistan | 274 | 418 | 0 | 692 | |
| Philippines | | | | | |
| Philippines | 34 | 14 | 0 | 48 | |
| 🗉 South Sudan | | | | | |
| South Sudan | 260 | 108 | 0 | 368 | |
| φ | ra ka Pa | ge 1 of 1 >> > | 10 🔻 | | View 1 - 9 of |

Export To PDE Export To Excel

Image: Total Head Count of the Country (Current)

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

| | S brad | C | | | | |
|---|---|--|--|---|--|---|
| | | | HEAD COUN | IT REPORT | | |
| | Country: All Country ; O Select Department- ; Ge Select Category- ; Emple | ttice Into: -All Ottice- ; P inder:All Gender ; Level:/ oyee Job Status: undefin | rogram: -All Program- ; P All Level ; Nationality:All N ed ; Tenure of Service:0 | roject: -Select Project- ; I lationality ; Employee Sta Year(s)And0Month(s) ; / | Designation: -All Designat itus: -Select Status- ; Em AsOn:20-06-2016 ; Gene | tion- ; Department: - ployee Category: - rrated 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 | |
| I | Pakistan | 291 | 430 | 0 | 721 | |
| 2 | Philippines | 34 | 14 | 0 | 48 | |
| 3 | South Sudan | 160 | 98 | 0 | 258 | |
| Ļ | | | | | | |

Excel Report: Total Head Count of the Country (Current)

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



BRAC International HR

Stichting BRAC International

HEAD COUNT REPORT

Searching Criteria: Country: All Country ; Office Info: -All Office- ; Program: -All Program- ; Project: -Select Project- ; Designation: -All Designation- ; Department: -Select Department- ; Gender: All Gender ; Level: All Level ; Nationality: All Nationality ; Employee Status: -Select Status- ; Employee Category: -Select Category- ; Employee Job Status: undefined ; Tenure of Service:0Year(s)And0Month(s) ; AsOn:20-06-2016

| Country | Male | Female | Other | Total |
|-------------------|-------|--------|-------|-------|
| [800]-Uganda | 115 | 1,312 | 1 | 1,428 |
| [050]-Bangladesh | 72 | 33 | 0 | 105 |
| [528]-Netherlands | 1 | 1 | 0 | 2 |
| [004]-Afghanistan | 173 | 23 | 0 | 196 |
| [834]-Tanzania | 360 | 1,080 | 0 | 1,440 |
| [104]-Myanmar | 40 | 144 | 0 | 184 |
| [586]-Pakistan | 291 | 430 | 0 | 721 |
| [608]-Philippines | 34 | 14 | 0 | 48 |
| [728]-South Sudan | 160 | 98 | 0 | 258 |
| Total | 1,246 | 3,135 | 1 | 4,382 |

PDF Report: Total Head Count of the Country (Current)

3.9.6.2 Total Employee List

i. Please Select, HR > Reports > Staff Position Report > Total Employee List Following screen will appear-

| imployee Se | unch | | | | | | | | |
|-------------------------|-----------------|--------------------|--|--------------------------------------|--------------------------------------|---------------------------|-----------------------------------|------------|---|
| | Country | Al Contor | | | | | | | |
| | 05.0 | All Country | | | | | | | |
| | Unite | -All Officer | | | | | | | |
| | - | • | | | | | | | |
| | Frogram | -All Program- | | | | | | | |
| | | - | | | | | | | |
| | Project | -Select Project- | | | | | | | |
| | | • | | | | | | | |
| De | signation | -All Designation: | | | | | | | |
| | | • | | | | | | | |
| Dep | pertment | -Scleet Departmen | e- | | | | | | |
| | | • | | | | | | | |
| | Gender | All Gordor | | | | | | | |
| | Level | All Lovel | | | | | | | |
| N | ationality | All Nationality | | | | | | | |
| Propins | a Satur | | | | | | | | |
| -Schert Statur | | | | | | | | | |
| Tendene Friedrich | | | | | | | | | |
| mployee | Category | -Select Collegery- | | | | | | | |
| • | | | | | | | | | |
| rvice(Ye | r&Month) | 0 Year 0 | Manth | | | | | | |
| | As On | 20-08-2018 | | | | | | | |
| Emp | loyee List | Al | | | | | | | |
| Search | | | | | | | | | |
| Employe | e Informati | ion | | | | | | | |
| untry | Employee PIN | Employee Name | Designation | Programme | Project | Departme nt | Working Station | Gende r | |
| Ugende | | | | | | | | | Ĩ |
| ()- Uganda | 051000002 | SUSINGE DANIEL | Country Head of Accounts | Microfinance Program | Microfinance Project | Internal Audit | (UGCHO)- Uganda Country Office | Male | ł |
| ()- Uganda | 0137144 | Tanzila Rahman | Schier Manager, Pinance & Accounts | SRAC International HO SO | SRAC International HO (SO) | Pinance & Accounts | (UGCHO)- Uganda Country Office | Pemale | |
| ()- Uganda | 051001235 | Nabacwa Darah | Area Accountant | Micro [®] inance Program | Micro ^f inance Project | Internal Audit | (UG40008)- Kampala West | Pemale | 1 |
| ()- Uganda | 051001265 | NUMETULUHO | Credit Officer | Microfinance Program | Microfinance Project | Microfinance | [UGS00153]- Kiaaoro | Pemale | I |
| ()- Uganda | 051001264 | OWENSASAZI EVAS | Credit Officer | Micro [®] inance | Microfinance Project | Microfinance | [UG500153]- Klaagen | Pemale | I |
| ()- Uganda | 051001265 | WASULYU | Credit Officer | Microfinance | Microfinance | Microfinance | [UG500154]- Such do | Pemale | |
| ()- Uganda | 051001266 | SISITO KHAN | Credit Officer | Microfinance | Microfinance Project | Microfinance | [UG500154]- Such de | Pemale | I |
| 1- Usanda Di- Usanta | 051001287 | NANZALA GLORIA | Credit Officer | Micro Inance | Micro [®] inance | Micro [®] inance | [UG500154]- [UG400025]- Sumi | Pernale | l |
| The Linearche | | PATRICIA AKIA | Testeral Manager | Program | Project (387) | N and a second | Durcarda Lienada | N ala | l |
| | | | | | | | | | |
| | | 111 | | | | | | P | |

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.

| Search | | | | | | | | | | |
|---------------------------------|------------|---|-------------------------------|-----------------------------|-----------------------|----------------|----------------------------|--------|-------|------------|
| All Employee Inf | ormation | | | | | | | | | 6 |
| Employee Name | Pin No | Designation | Project Name | Programme | Department | Office Code | Office Name | Gender | Level | Joi Dat |
| BRAC Internat | ional HO I | BD | | 1 | | | | | | - |
| NANDA DULAL SAHA | 0080365 | Director, Internal Audit, BRAC & BRAC International | BRAC International HO (BD) | BRAC International HO BD | Internal Audit | BI | BRAC Center, Bangladesh | Male | ×II | 03 |
| MUHAMMED SHAHINUR FERDOUS | 0080365 | Deputy Manager, Internal Audit | BRAC International HO (BD) | BRAC International HO BD | Internal Audit | BI | BRAC Center, Bangladesh | Male | ×II | 02 |
| BADAL CHANDRA SAHA | 0134597 | Senior Officer, Internal Audit | BRAC International HO (BD) | BRAC International HO BD | Internal Audit | BI | BRAC Center, Bangladesh | Male | Y | 17 |
| AZIZUL HASSAN SATTER | 0137482 | Head of Internal Audit | BRAC International HO (BD) | BRAC International HO BD | Internal Audit | BI | BRAC Center, Bangladesh | Male | IX | 01 |
| BENZIR TAZIN HOSSAIN | 0150017 | Manager, Internal Audit | BRAC International HO (BD) | BRAC International HO BD | Internal Audit | BI | BRAC Center, Bangladesh | Male | VI | 04 |
| MD. SHAHRIAR SHOURAV | 00150075 | Deputy Manager, MIS & Reporting | BRAC International HO (BD) | BRAC International HO BD | Internal Audit | BI | BRAC Center, Bangladesh | Male | × | 01 |
| SHIB NARAYAN KAIRY | 0000223 | Chief Financial Officer | BRAC Bangladesh | BRAC International HO BD | Finance & Accounts | BI | BRAC Center, Bangladesh | Male | ×III | 01 |
| ZOHIRUL ISLAM JEWEL | 0137237 | Assistant General Manager, Finance & Accounts | BRAC International HO (BD) | BRAC International HO BD | Finance & Accounts | BI | BRAC Center, Bangladesh | Male | VII | 17 |
| KHALIFA NAZIM UDDIN | 0154158 | Deputy Manager, Finance & Accounts | BRAC International HO (BD) | BRAC International HO BD | Finance & Accounts | BI | BRAC Center, Bangladesh | Male | VI | 90 |
| MD. MUKLASUR | 0154199 | Senior | BRAC International | BRAC International | Finance & | BI | BRAC Center, | Male | VII | 07 - |
| | | | | | | | | | | • |

Image: Total Employee List

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

| 5 | bra | ac | | | BI | AC Interna | ational HR ST REPORT | | | | | | | | | | | Stichting BR BR | AC International |
|---------|---|------------------------------|---|-----------------------------|-------------------------------|-----------------------|---------------------------------|--------|-------|-------------|----------------------|-------------------|--------------|-------------------|----------|-----------------------------|----------------------|--------------------------|------------------|
| Search | earching Criteria: | | | | | | | | | | | | | | | | | | |
| Country | Unter Paroladah - Office Information - Processon - Processon - Project - Salact Project - Salact Concernation - Department - Salact Department - General Gander - Javai - Mationality - Employae Status - Salact Status - Salact Concernation - Salact Status | | | | | | | | | | | | | | | | | | |
| Employ | ee Job Status | -Select Job Status- : Te | nure of Service:0Year(s).4 | AndOMonth(s) ; AsOn: | 26-01-2016 | | · · · | | | | | | | | | | | · | |
| Count | ry: Banglad | lesh (0501 | | | | | | | | | | | | | | | | | |
| BRAC | Center, Bang | ladesh | | | | | | | | | | | | | | | | | |
| SL | Employee PIN | Employee Name | Designation | Programme | Project | Department | Working station | Gender | Level | Nationality | Employment status | Staff Category | Joining Date | Current Salary | Currency | Last Contract Start Date | Contract End Date | Tenure of Service | Country |
| 1 | 0080365 | NANDA DULAL SAHA | Director, Internal Audit, BRAC & BRAC International | BRAC International HO BD | BRAC International HO (BD) | Internal Audit | [BI] BRAC Center, Bangladesh | Male | хн | 1.1 | Active | Regular Staff | 03-01-2007 | 1 | | | | 9 Year(s) 0 Month(s) | Bangladesh |
| 2 | 0080365 | MUHAMMED SHAHINUR FERDOUS | Deputy Manager, Internal Audit | BRAC International HO BD | BRAC International HO (BD) | Internal Audit | [BI] BRAC Center, Bangladesh | Male | XII | - | Active | Regular Staff | 02-04-2007 | - | - | • | • | 9 Year(s) 9 Month(s) | Bangladesh |
| 6 | 0134597 | BADAL CHANDRA SAHA | Senior Officer, Internal Audit | BRAC International HO BD | BRAC International HO (BD) | Internal Audit | [BI] BRAC Center, Bangladesh | Male | v | - | Active | Regular Staff | 17-12-2008 | - | - | - | - | 7 Year(s) 1 Month(s) | Bangladesh |
| 4 | 0134649 | MD. SALIM JAVED | Deputy General Manager, Internal Audit | BRAC International HO BD | BRAC International HO (BD) | Internal Audit | [BI] BRAC Center, Bangladesh | Male | VIII | - | Active | Regular Staff | 01-02-2009 | | | - | | 7 Year(s) 11 Month(s) | Bangladesh |
| 6 | 0137482 | AZIZUL HASSAN SATTER | Head of Internal Audit | BRAC International HO BD | BRAC International HO (BD) | Internal Audit | [BI] BRAC Center, Bangladesh | Male | IX | - | Active | Regular Staff | 01-08-2011 | - | - | | | 4 Year(s) 5 Month(s) | Bangladesh |
| 6 | 0150017 | BENZIR TAZIN HOSSAIN | Manager, Internal Audit | BRAC International HO BD | BRAC International HO (BD) | Internal Audit | [BI] BRAC Center, Bangladesh | Male | VI | - | Active | Regular Staff | 04-02-2013 | 1.0 | | - | | 3 Year(s) 11 Month(s) | Bangladesh |
| 7 | 00150075 | MD. SHAHRIAR SHOURAV | Deputy Manager, MIS & Reporting | BRAC International HO BD | BRAC International HO (BD) | Internal Audit | [BI] BRAC Center, Bangladesh | Male | v | | Active | Regular Staff | 01-06-2015 | 1 | USD | | | 7 Month(s) | Bangladesh |
| 8 | 0000223 | SHIB NARAYAN KAIRY | Chief Financial Officer | BRAC International HO BD | BRAC Bangladesh | Finance & Accounts | [BI] BRAC Center, Bangladesh | Male | XIII | | Active | Regular Staff | 01-04-1982 | | | | | 34 Year(s) 9 Month(s) | Bangladesh |
| Ś | 0137303 | ABHIJIT GUPTA | Head of Finance & | BRAC International | BRAC International | Finance & | [BI] BRAC Center, | Male | x | | Active | Regular | 01-02-2011 | 1.0 | | | | 5 Year(s) 11 | Bangladesh |

Report: Employee List Report Page

3.9.6.3 Historic Employment (left)

i. Please Select, **HR** > **Reports** > **Staff Position Report** > **Historic Employment (left)** Following screen will appear-

| Historic Emplo | yment (left) | | | | | |
|----------------------------------|--------------------------|----------------------|--------------|----------------------------|-----------------|--------------|
| Historic Employment (left | 3 | | | | | |
| 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 | | Sea | indh: | | | |
| Employee 🗘 Designati | on C Program C Proj | ect © Work station © | Gender 0 L | evel © Staff © Category | Joining Date | Separation O |
| | | No data availat | ble in table | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Showing 0 to 0 of 0 entries | | | | First | Previous | Next Last |
| Export To Excel | | | | | | |

Image: Historic Employment (left)

ii. Click on Search button after filling in all the mandatory information fields. Observe that Historic Employment Information will show in list.

| Search | | | | | | | | | |
|--|-------------------------------|--------------------------------|----------------------------------|------------------------------------|----------|---------|-------------------|-----------------|--------------------|
| 10 ▼ Show entries | 5 | | | | | | | | |
| Employee 💲 | Designation \$ | Program/Dept 💠 | Project 🗘 | WorkStation \$ | Gender 🗘 | level 🗘 | Staff Category | Joining Date | Separation Type |
| [050]-banglades | n | | | | | | | | |
| QA RASHED RETESTING HR | Junior Financial Analyst | BRAC International HO BD | [BD-0002]- BRAC Bangladesh | [BI]-BRAC Center, Bangladesh | Female | x | Contract Staff | 01-01- 2015 | Termination |
| QA RASHED RETESTING ONE HR | Senior Researcher | BRAC International HO BD | [BD-0002]- BRAC Bangladesh | [BI]-BRAC Center, Bangladesh | Male | x | Contract Staff | 01-01- 2015 | Termination |
| DR. AHMED MASTAQUR RAZA CHOWDHURY | Advisor to the Chairperson | BRAC International HO BD | [BD-0002]- BRAC Bangladesh | [BI]-BRAC Center, Bangladesh | Male | IXX | Contract Staff | 20-12- 2012 | Termination |
| | | | | | | | | | |

| 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.

| S bra | IC | | | | | | | | | | |
|---|--|---|--|---|---|--------------------|---------------------------------|--------|-------|----------------|-----|
| | | HISTORIC EMPL | OYMENT(LEFT | T) | | | | | | | |
| Country: All Country ; Select Department- ; o Select Seperation Typ | Office Info: -All Office- ; Gender:All Gender ; Leve pe- ; Tenure of Service:0 | Programme: -All Program- I:All Level ; Nationality:All M Year(s)And0Month(s) ; As | ; Project: -Select Project Nationality ; Employee C On:20-06-2016 ; Gene | ct- ; Designation: -All Desig ategory: -Select Category rated at Mon Jun 20 11:10 | gnation-; Uepartment: - -; Seperation Type: - :46 BDT 2016; | | | | | | |
| Country | Employee PIN | Employee Name | Designation | Programme | Project | Department | Working station | Gender | Level | Nationality | |
| [050]-Bangladesh | 012000324 | RABINDRO NATH SARKER | Regional Manager | BRAC International HO BD | BRAC Bangladesh | Microfinance | (BD300001]-Dhaka -2 | Male | v | Bangladeshi | 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 | х | - | 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 | L | 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-

Showing 1 to 3 of 3 entries

Export To Excel

First Previous 1 Next Last

| Designation W | lise Staf | f Informat | ion | | | | |
|--------------------------|---------------|---------------|---------------------------------------|-----------|---------|------------|------|
| Employee Search | | | | | | | |
| Country | All Country | | 1 | | | | |
| Office | -All Office- | - | • | | | | |
| Program | -All Program | me- | • | | | | |
| Project | -Select Proje | ed- | · | | | | |
| Designation | -All Designa | tion- | · | | | | |
| Department | -Select Depa | rtment- | · | | | | |
| Gender | All Gender | | 1 | | | | |
| Level | All Level | _ |] | | | | |
| Nationality | All National | ty | I | | | | |
| Employee Status | -Select Statu | s- | · | | | | |
| Employee Category | -Select Cate | ory- | • | | | | |
| As On Date | 20-06-2016 | | | | | | |
| Search | | | | | | | |
| All Employee Information | 1 | | | | | | 0 |
| Country | PIN | Employee Name | Designation | Programme | Project | Department | Work |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| <i>d</i> | | Dana | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | | | |

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-

| Location Wise | Staff Repor | rt |
|---------------|--------------|----|
| Country | All Country | |
| Office Info | -All Office- | • |
| Gender | All Gender | |
| Print | | |

Image: Location Wise Staff List

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

| 5 | brac | | BRAC II | nternational HR WISE STAFF LIST | Stichting BRAC International |
|-----------------------------------|---------------------------------|--------------|----------------|------------------------------------|------------------------------|
| Searchin | g Criteria: | 0#=== | day All Candar | | |
| Country. [0 | озој-bangiadesn , Onice InioAli | Ollice-, Gen | der.Ali Gender | | |
| Country: | Bangladesh [050] | | | | |
| Branch: | Dhaka Division, Dhaka [BD200 | 0001] | | | |
| SL | Name | | PIN | Designation | Program Name |
| 1 | TAMZID KHAN FERDOS | | 011000064 | Area Manager | Microfinance Program |
| 2 | MD SABBIR HOSSAIN | | 012000341 | Divisional Manager | BD MF |
| Total Stat | ff: 2 | Male: 2 | | Female: 0 | Other: 0 |
| Branch: | Bogra Division, null [BD20000 | 2] | | | |
| SL | Name | • | PIN | Designation | Program Name |
| 1 | MD. MUTAHER HOSSAIN | | 012000342 | Divisional Manager | BD MF |
| Total Staff: 1 Male: 1 | | | | Female: 0 | Other: 0 |
| Branch: | Dhaka -2, Dhaka -2 [BD300001 | 1 | | | |
| SL | Name | - | PIN | Designation | Program Name |
| 1 | ABUL KALAM AZAD | | 012000351 | Area Manager | BD MF |
| 2 | ABU BAKAR SIDDIQ | | 3700461 | Branch Accountant | BRAC International HO BD |
| Total Sta | ff: 2 | Male: 2 | • | Female: 0 | Other: 0 |
| Branch: | Kotwali, null [BD400001] | | | | |
| SL | Name | | PIN | Designation | Program Name |
| 1 | SAYRA BITE WASIM | | 011000065 | Project Assistant | BRAC International HO BD |
| 2 | MD MIZANUR RAHMAN | | 012000325 | Area Manager | BD MF |
| Total Stat | ff: 2 | Male: 1 | | Female: 1 | Other: 0 |
| Branch: | Dhunat, null [BD400002] | | | | |
| SL | Name | | PIN | Designation | Program Name |
| 1 | MD JAHANGIR HOSSAIN | | 012000326 | Area Manager | BD MF |
| Total Sta | ff: 1 | Male: 1 | • | Female: 0 | Other: 0 |
| Branch: Islambag, null [BD500001] | | | | | |
| SL | Name | | PIN | Designation | Program Name |
| 1 | MST. RANZINA SULTANA | | 012000327 | Branch Manager | BD MF |
| Total Stat | ff: 1 | Male: 0 | | Female: 1 | Other: 0 |

Report: Location Wise Staff List

3.9.6.6 Program Wise Staff Information

i. Please Select, **HR** > **Reports** > **Staff Position Report** > **Program Wise Staff Information** Following screen will appear-



Image: Program Wise Staff Information

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

| 5 | brac | PROG | BRAC I RAMME WI | nternational HR SE STAFF INFORM | IATION | Stichtin | g BRAC Intern BRAC Intern | national national |
|-----------------------|---|----------------------------------|--------------------|------------------------------------|---------------------------|--------------|------------------------------|----------------------|
| <u>Searc</u> Count | hing Criteria: iry:[050]-Bangladesh ; Office | Info:-All Office- ; Gender:All G | ənder | | | | | |
| Coun | try: Bangladesh [050] amme Name: BD MF | | | | | | | |
| SL | Project Name | Name | PIN | Designation | Branch | Joining Date | Contact End | Level |
| 1 | Dabi | ABUL KALAM AZAD | 012000351 | Area Manager | [BD300001] Dhaka -2 | 12-04-2016 | Dute | V |
| 2 | Dabi | MD MIZANUR RAHMAN | 012000325 | Area Manager | [BD400001] Kotwali | 04-02-2007 | | V |
| 3 | Dabi | MD JAHANGIR HOSSAIN | 012000326 | Area Manager | [BD400002] Dhunat | 05-06-2007 | | V |
| 4 | Dabi | MST. RANZINA SULTANA | 012000327 | Branch Manager | [BD500001] Islambag | 12-08-2011 | | IV |
| 5 | Dabi | A K M KAMRUL ISLAM | 012000328 | Senior Manager, | [BDCHO] Head Office | 01-01-2012 | | VII |
| 6 | Dabi | A. M. M. MOHASIN | 012000330 | Officer, HR Operations | [BDCHO] Head Office | 01-01-2012 | | V |
| 7 | Dabi | MANIRA YASMIN | 012000331 | Branch Manager | [BD500002] Siddiq Bazar | 12-08-2011 | | IV |
| 8 | Dabi | MD AMINUR RAHMAN | 012000332 | Officer, HR Operations | [BDCHO] Head Office | 01-01-2012 | | V |
| 9 | Dabi | SHANAZ PARVEEN | 012000333 | Manager, Organizational | [BDCHO] Head Office | 01-01-2012 | | VII |
| 10 | Dabi | SATTAYJIT RAY | 012000334 | Branch Manager | [BD500003] Alengi | 12-01-2011 | | IV |
| 11 | Dabi | SAIMA ZOHDA | 012000335 | Senior Manager, Human | [BDCHO] Head Office | 01-01-2012 | | XIII |
| 12 | Dabi | MOSAMMAT KAMRUN | 012000336 | Officer, HR Operations | [BDCHO] Head Office | 01-01-2012 | | VI |
| 13 | Dabi | MOSTAFA KAMAL | 012000337 | Senior Manager, Human | [BDCHO] Head Office | 01-01-2011 | | XIII |
| 14 | Dabi | NIPA SAHA | 012000338 | Manager, Organizational | [BDCHO] Head Office | 01-01-2012 | | V |
| 15 | Dabi | SIMANTINI CHAKMA | 012000339 | Branch Manager | [BD500004] Bissha | 12-08-2011 | | IV |
| 16 | Dabi | MOHAMMAD IRAQ | 012000340 | HR Assistant | [BDCHO] Head Office | 01-01-2012 | | VI |
| 17 | Dabi | MD SABBIR HOSSAIN | 012000341 | Divisional Manager | [BD200001] Dhaka | 01-01-2010 | | V |
| 18 | Dabi | MD. MUTAHER HOSSAIN | 012000342 | Divisional Manager | [BD200002] Bogra Division | 01-01-2010 | | V |
| Total | Staff: 18 | Male: 13 | 3 | Female: 5 | Other: 0 | | | |

Report: Program Wise Staff Information

3.9.6.7 Program Wise Head Count

i. Please Select, **HR > Reports > Staff Position Report > Program Wise Staff Information** Following screen will appear-



Image: Program Wise Staff Information

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

| brac | BRAC International HR PROGRAMME WISE HEAD CO | DUNT | Stichting BRAC International |
|--|---|--------|------------------------------|
| Searching Criteria: Country:[050]-Bangladesh ; Office Info:-All Office- ; F | Programme:-All Programme- ; Gender:All Ge | nder | |
| Country: Bangladesh [050] | | | |
| Program | Male | Female | Total |
| 01 BD MF | 21 | 5 | 26 |
| 08 Other Program | 1 | 0 | 1 |
| 12 BRAC International HO BD | 50 | 28 | 78 |
| Total | 72 | 33 | 105 |

Report: Program Wise Staff Information Report

3.9.6.8 Assigned HR Project

i. Please Select, **HR > Reports > Staff Position Report > Assigned HR Project** Following screen will appear-

| Assigned HR | Project |
|--------------------------|---|
| Assigned HR project | |
| Country | All Country |
| Office | -All Office- |
| Employee | -All Employee- |
| Program | -All Programme- |
| Project | -Select Project- |
| From Date | 21-05-2016 |
| To Date | 19-08-2016 |
| Search | |
| 10 Show entries | s Search: |
| Employee C Employee Name | oyee o Designation O Programme O Staff Category O Project O Start Date Date |
| | No data available in table |
| | |
| | |
| | |



| Image: Assigned HR Proj | ect |
|-------------------------|-----|
|-------------------------|-----|

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

| Assigned | d HR Proj | ject | | | | | | | | | | |
|-------------------|---------------------|-----------------------------|---------------|-------------------|-------|---|---|---------------|------|-----------------------|------|-----|
| Assigned Hit pr | Country Al | I Country | | | | | | | | | | |
| | Office | I Office- | • | | | | | | | | | |
| B | mployee .A | I Employee- | • | | | | | | | | | |
| | Program | I Programme- | • | | | | | | | | | |
| | Project -Se | elect Project- | • | | | | | | | | | |
| Fn | om Date 21 | -05-2010 | | | | | | | | | | |
| | To Date 19 | -08-2016 | | | | | | | | | | |
| Search | | | | | | | | | | | | |
| 10 Sho | wentries | | : | Search: | | | | | | | | |
| Employee o PIN | Employee o | Designation 0 | Programme O | Staff Category | 0 | Employee Project | 0 | Start Date | ¢ | Tentative End Date | 0 | |
| [004]-afghanist | an | | | | | | | | | | | |
| 011000009 | MD.AKIZUR RAHMAN | Country Head of Accounts | Other Program | Contract Staff | | BRAC Training and Resource Center(BTRC) | | 01-07- | 2015 | 31-12-201 | 5 | |
| 011000009 | MD.AKIZUR RAHMAN | Country Head of Accounts | Other Program | Contract Staff | | BRAC Training and Resource Center(BTRC) | | 01-01- | 2015 | 31-12-201 | 5 | |
| 011000010 | SHOH1DUZ ZAMAN | Accounts Officer 11 | Other Program | Contract Staff | | BRAC Training and Resource Center(BTRC) | | 01-07- | 2015 | 31-12-201 | s | |
| 011000010 | SHOHIDUZ ZAMAN | Accounts Officer 11 | Other Program | Contract Staff | | BRAC Training and Resource Center/BTRC | | 01-01- | 2015 | 31-12-201 | 5 | - |
| Showing 1 to 10 | of 28 313 entrie | • | | 6 | First | Previous | 1 | 2 3 | 4 | 5 Next | Last | 9 |
| showing a wat | | - | | | | | | | | | | 100 |

Image: Assigned HR Project

iii. Click 'Export to Excel' button

Following excel report will generate-

| S bra | C | | | | | | | | | | |
|--|--|--|--|-------------------------------------|--|--------|------------------------|-------|-------------|----------------|-----|
| | | ASSIGNED | IR PROJECT | | | | | | | | Γ |
| Country:Bangladesh 05-2010 ; To Date:19 | Office Info: -All Office- ; -08-2016 ; Generated at I | Employee: -All Employee Ion Jun 20 11:14:20 BDT | ; Programme: -All Progra 2016 ; Generated by: 000 | amme- ; Project: -Select P 00223 | roject- ; From Date:21- | | | | | | |
| Country | Employee PIN | Employee Name | Programme | Project | Designation | Gender | Department | Level | Nationality | Staff Category | E |
| [050]-Bangladesh | | | | | | | | | | | |
| | 0134563 | SIDE AL FAHAD | BRAC International HO BD | BRAC International HO (BD) | Deputy Manager(IT) | Male | Information Technology | VI | - | Regular Staff | Pro |
| | 0154029 | MOHAMMAD KAMRUZZAMAN | BRAC International HO BD | BRAC International HO (BD) | Team leader,HR-New project & systems | Male | Information Technology | vi | - | Regular Staff | Pro |
| | 0154199 | MD. MUKLASUR RAHMAN BHUIYAN | BRAC International HO BD | BRAC International HO (BD) | Senior Manager,Finance & | Male | Finance & Accounts | VI | - | Regular Staff | Pro |
| | 0154199 | MD. MUKLASUR RAHMAN BHUIYAN | BRAC International HO BD | BRAC International HO (BD) | Senior Manager,Finance & | Male | Finance & Accounts | VI | - | Regular Staff | Pro |
| | 0154199 | MD. MUKLASUR RAHMAN BHUIYAN | BRAC International HO BD | BRAC International HO (BD) | Senior Manager, Finance & | Male | Finance & Accounts | VII | - | Regular Staff | Pro |
| | 0154199 | MD. MUKLASUR RAHMAN BHUIYAN | BRAC International HO BD | BRAC International HO (BD) | Senior Manager,Finance & | Male | Finance & Accounts | VI | - | Regular Staff | Pro |
| | 0154199 | MD. MUKLASUR RAHMAN BHUIYAN | BRAC International HO BD | BRAC International HO (BD) | Senior Manager, Finance & | Male | Finance & Accounts | VII | - | Regular Staff | Pro |
| | 0154199 | MD. MUKLASUR RAHMAN BHUIYAN | BRAC International HO BD | BRAC International HO (BD) | Senior Manager,Finance & | Male | Finance & Accounts | VI | - | Regular Staff | Pro |
| | 0154199 | MD. MUKLASUR RAHMAN BHUIYAN | BRAC International HO BD | BRAC International HO (BD) | Senior Manager, Finance & Accounts | Male | Finance & Accounts | VI | - | Regular Staff | Pro |
| | | MD MIRLASUD | RDAC International HO | RDAC International HO | Senior | | | | | | |

Excel Report: Assigned HR Project Report

3.9.6.9 Assigned Finance Project

i. Please Select, HR > Reports > Staff Position Report > Assigned Finance Project

Following screen will appear-

| Assigned Fir | nance Project |
|-----------------------|--|
| Assigned finance proj | 1 ch |
| Countr | V All Country |
| Offic | -All Office- |
| Employe | -All Employee- |
| Program | All Programme- |
| Projec | t -Select Project- |
| From Dat | 21-05-2016 |
| To Dat | 19-08-2016 |
| Search | |
| Show 10 en | tries Search: |
| Employee PIN 0 | ployee Name Designation Programme Staff Category Project Start Date Tentative End Date |
| | No data available in table |

| Showing 0 to 0 of 0 entries | | First | Previous | Next | Last |
|-----------------------------|--------------------------------|-------|----------|------|------|
| Export to excel | Lucia Assistant Filmon Desirat | | | | |

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-

| Designation W | lise Job Descrip | tion | | | | | | | | | | USA Arran Dangala Hati Biarra Leona South Sudan Phop |
|-------------------------------------|---------------------|-----------------|-------------|-----------|-----------|--------------------------|-----------------|----------|---------|-------------|----------|--|
| Country | All Country | - | | | | | | | | | | Tanzania |
| Office | -All Office- | • | | | | | | | | | | Registered Stichting BRAC Internati Secretariat Operation + Affili |
| Employee | -All Employee- | • | | | | | | | | | | |
| Program | -All Program- | • | | | | | | | | | | |
| Project | -Select Project- | • | | | | | | | | | | |
| Designation | -All Designation- | - | | | | | | | | | | |
| Department | -Select Department- | • | | | | | | | | | | |
| Level | All Level | | | | | | | | | | | |
| Show 10 🜉 entries Employee PIN 0 | Employee Name | Job Description | Designation | Programme | 0 Project | Department | Working station | 0 Gender | 0 Level | Nationality | Category | Search: © Employee Status |
| | | | | | | no data available in tab | - | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Showing 0 to 0 of 0 entries | | | | | | | | | | | | First Previous Next Last |

Image: Designation Wise Job Description

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

| Designation Wise. | Job Description | Description | | | | | | | | | No. | Sierra Leone South Earls |
|--|---|---|--|--|---|--|---|--|--|-----------------------------------|---|--|
| 0 | Country Banglades | h 📮 | | | | | | | | | | A A A A A A A A A A A A A A A A A A A |
| | Office -All Office | | | | | | | | | | • Re • Se | gistered Stichting BRAG peration |
| Emp | ployee -All Employ | | | | | | | | | | | |
| Pre | ogram -All Progra | m- • | | | | | | | | | | |
| P | Project -Select Pro | ect- | | | | | | | | | | |
| Desig | nation -All Design | ation- | | | | | | | | | | |
| Depar | rtment -Select De | artment- | | | | | | | | | | |
| | Level All Level | | | | | | | | | | | |
| Search | | | | | | | | | | | | |
| how 10 | Employee O | Job Description | Designation C | Programme | O Project O | Department | Working station | 0 Gender 0 | Level 0 | Nationality 0 | Search Staff | c Employee |
| now 10 - 0 mployee 0 IN 050]-bangladesh | entries Employee Name | Job Description | Designation 0 | Programme | O Project O | Department | Working station | 0 Gender 0 | Level 0 | Nationality 0 | Search Staff Category | C Employee Status |
| Row 10 mployee 0 Simployee 0 Signal Signal S | entries Employee Name RAOSY SHARIF | Job Description (| Designation C BRP & Capacity Building Lead | Programme : | Project O Nicrofinance Project | Department | Working station (BDCHO)-Head Office | 0 Gender 0 | Level O | Nationality 0 | Search Staff Category Regular Staff | C Employee Status Permanent |
| Show 10 Show 10 Show 0 Show 0 Sh | ertries | Job Description | Designation C BNP & Capecity Building Lead Serice Manager, Human Resources | Programme S Microfinance Program Microfinance Program | Project O | Department HR & Training HR & Training | Working station [BDCH0]-Head Office [BDCH0]-Head Office | C Gender C Male Male | Level O IX VIII | Nationality 0 | Search Staff Category Regular Staff Regular Staff | C Employee Status Permanent Permanent |
| Search Row 10 imployee 0 50)-bangladesh 12000344 12000345 12000345 | ettries Employee RAOSY SHARIF NURUNNABI AZAD SHIMUL KUMAR | Job Description (Serior Manager, Human Resources Manager, H. | Designation C BP & Capechy Building Leol Serior Humager, Human Resources Manager JR | Programme Microfinance Program Microfinance Program Microfinance Program | Project Project Microfinance Project Microfinance Project Microfinance Project | Department HR & Training HR & Training HR & Training | Working station (BDCHD)-Head Office (BDCHD)-Head Office (BDCHD)-Head Office | C Gender C Male Male Male | Level O IX VIII XIV | Nationality O | Search Staff Category Regular Staff Regular Staff Regular Staff | C Employee Status Permanent Permanent Permanent |
| search Row 10 imployee 0 1N 0 0503-bangladesh 12000345 12000345 12000345 12000347 | Chries Construction Constructin Construction Construction Construction Construc | Job Description 3 Serior Hanger, Human Resources Manager/R Human Resource Self Development Coronination | Designation C BP & Capecity Building Lesd Serior Narager, Human Resources Narager XR Human Resources Saff Development Coordinator | Programme Microfinance Program Microfinance Program Microfinance Program | Project Project Microfinance Project Microfinance Project Microfinance Project Microfinance Project | Department HR & Training HR & Training HR & Training HR & Training | Working station [BDCH0]-Head Office [BDCH0]-Head Office [BDCH0]-Head Office [BDCH0]-Head Office | C Gender C Male Male Male | Level O IX VIII XIV IX | Nationality 0 | Search Staff Category Regular Staff Regular Staff Regular Staff Regular Staff | C Employee Status Permanent Permanent Permanent Permanent |
| Search Show 10 Imployee 0501-bengledesh 122000345 12200345 12200345 12200345 12200345 12200346 | ethies Employee RAOSY SHARIF NURUNNABI AZAD SHIMUL KUMAR GOLAM KIBRIA ANIRUDDHA GUHA | Job Description (Serior Manager, Human Resources Manager, R. Human Resources Saff Development Coordinator Team Instater, Refileeu project & systems | Designation C Designation C Des & Cepacity Building Lead Sarior Manager, Human Resources Manager, HA Manager, HA Man | Programme I Microfinance Program Microfinance Program Microfinance Program Microfinance Program | Project O Project O Microfinance Project Microfinance Project Microfinance Project Microfinance Project | HR & Training HR & Training HR & Training HR & Training HR & Training HR & Training | Working station [BDCHD]-Head Office [BDCHD]-Head Office [BDCHD]-Head Office [BDCHD]-Head Office [BDCHD]-Head Office | C Gender C Male Male Male Male Male | Level C IX VIII XIV IX VII | Nationality 0 | Search Staff Category Reguler Staff Reguler Staff Reguler Staff Reguler Staff Reguler Staff | c Employée Status Permanent Permanent Permanent Permanent |
| Show 10 | ADSY SHARE Name RAOSY SHARE NARUNNABI AZAD SHUL KUMAR GOLAM KIBRIA ANIRUBOHA GUHA SHULY AKTHER | Job Description C Seriar Manager, Human Resources Manager, RR Human Resource Soft Development Coolindar Team Isodor/Shillew project & systems Officer, RR Operations | Designation Comparison Designation Comparison | Programme a Microfinance Program Microfinance Program Microfinance Program Microfinance Program Microfinance Program | Project Microfinance Project Microfinance Project Microfinance Project Microfinance Project Microfinance Project Microfinance Project | HR & Training HR & Training HR & Training HR & Training HR & Training HR & Training HR & Training | 80040)-Head Office (80040)-Head Office (80040)-Head Office (80040)-Head Office (80040)-Head Office (80040)-Head Office (80040)-Head Office (80040)-Head Office (80040)-Head Office (80040)-Head Office | C Gender C Male Male Male Male Male Male | Level O IX VIII XIV IX VII VII V | Nationality 0 - - - - | Search Stategory Regular Saff Regular Saff Regular Saff Regular Saff Regular Saff Regular Saff | C Employee Status Permanent Permanent Permanent Permanent Permanent |
| Search Show 10 Employee 0 (050)-bangladesh 012000344 012000345 012000345 012000345 012000345 012000350 | ethies Employee Name RAOSY SHARIF NRUNNASI AZAO SHIMUL KUMAR GOLAM KIBRIA ANGRUOHA GUHA SHULY AKHER AKHTER HOSSAIN | Job Description C Serior Manager, Human Resources Manager, IA Human Resource Saff Development Coordinator Team Index/FAIIner project & systems Officer, 14 Operations Serior Manager, Human Resources | Designation SP & Capacity Sulding Lead SP & Capacity Sulding Lead Serior Manage, Minana Reauces Manage, Ri Kuman Reauces Sulf Development Constitute Tame Index/Follows project & systems Office, rik Operations Serior Manage, Numan Reauces | Programme I Nicrofinance Program Microfinance Program Microfinance Program Microfinance Program Microfinance Program Microfinance Program | Project C Project C Microfinance Project Microfinance Project Microfinance Project Microfinance Project Microfinance Project | HR & Training HR & Training HR & Training HR & Training HR & Training HR & Training HR & Training | Working station (80CH0)-Head Office | C Gender C Male Male Male Male Male Male | Level IX VIII XIV IX VII V VII V VII | Nationality O | Search Staff Category Regular Staff Regular Staff Regular Staff Regular Staff Regular Staff Regular Staff | C Employee Status Permanent Permanent Permanent Permanent Permanent |
| Stearch Show 10 Show 10 Show 10 Show 20 Show 20 | etvies Employee Name RAOSY SHARF NURUNABI AZAD SHINUL KUMAR GOLAM KIBRIA ANRUDOHA GIHA SHULY AKTHER ANHER HOSSIN ABUL KALAM | Job Description c Sector Manager, Human Resources Manager, RI Human Resource Saff Genetigement Coolination Train Inador RA-New project. & systems Officer, RI-Queet Royal Saff Saff Saff Saff Sector Manager, Human Resources Areas Manager | Designation Comparison Designation Comparison | Programme Microfinance Program Microfinance Program Microfinance Program Microfinance Program Microfinance Program Microfinance Program So MF | Project Project C Microfinance Project Debi | Department HR & Training HR & Training HR & Training HR & Training HR & Training HR & Training Manitoning & | Working station [50CH0] Head Office [50CH0] Head [50CH0] He | C Gender C Male Male Male Male Male Male Male | Level O IX VIII XIV IX VII VII VII VII V | Nationality 0 | Search Staff Category Reguler Saff Reguler Saff Reguler Saff Reguler Saff Reguler Saff Reguler Saff | C Employee Status Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent Permanent |

Image: Designation Wise Job Description

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

| Sbra | С | | | | | | | | | | |
|--|--|---|--|---|--------------------------------------|-------------------------------|---------------------|---------------------------------|--------|-------|-----|
| | DESIG | NATION WISE J | OB DESCRIPTIC | | | | • | | | | |
| Country:Bangladesh ; Designation- ; Departr | Office Info: -All Office- ; nent: -Select Department- | Employee: undefined ; Pr ; Level:All Level ; Gener | ogramme: -All Program- ; ated at Sun Jun 19 14:29 | Project: -Select Project- 57 BDT 2016 ; Generate | ; Designation: -All d by: 0000223 | | | | | | |
| Country | Employee PIN | Employee Name | Job Description | Designation | programme | Project | Department | Working station | Gender | Level | |
| (050)-Bangladesh | | | | | | | | | | | |
| | 012000344 | RAOSY SHARIF | | ERP & Capacity Building Lead | Microfinance Program | Microfinance Project | HR & Training | [BDCHO]-Head Office | Male | K | - |
| | 012000345 | NURUNNABI AZAD | Senior Manager, Human Resources | Senior Manager, Human Resources | Microfinance Program | Microfinance Project | HR & Training | [BDCHO]-Head Office | Male | VIII | - |
| | 012000346 | SHIMUL KUMAR | Manager,HR | Manager, HR | Microfinance Program | Microfinance Project | HR & Training | [BDCHO]-Head Office | Male | XIV | - |
| | 012000347 | GOLAM KIBRIA | Human Resource Staff Development | Human Resource Staff Development | Microfinance Program | Microfinance Project | HR & Training | [BDCHO]-Head Office | Male | K | - |
| | 012000348 | ANIRUDDHA GUHA | Team leader,HR-New project & systems | Team leader,HR-New project & systems | Microfinance Program | Microfinance Project | HR & Training | [BDCHO]-Head Office | Male | VII | - |
| | 012000349 | SHULY AKTHER | Officer, HR Operations | Officer, HR Operations | Microfinance Program | Microfinance Project | HR & Training | [BDCHO]-Head Office | Male | v | - |
| | 012000350 | AKHTER HOSSAIN | Senior Manager, Human Resources | Senior Manager, Human Resources | Microfinance Program | Microfinance Project | HR & Training | [BDCHO]-Head Office | Male | VI | - |
| | 012000351 | ABUL KALAM AZAD | Area Manager | Area Manager | BD MF | Dabi | Monitoring & Review | [BD300001]-Dhaka -2 | Male | V | Bar |
| | 0034362 | FARUQUE AHMED | - | Executive Director | BRAC International HO BD | BRAC International HO (BD) | General Department | [BI]-BRAC Center, Bangladesh | Male | XXI | - |
| | 0150044 | T M SELIM | Monitoring Lead | Monitoring Lead | BRAC International HO | BRAC International HO | Monitoring & Review | [BI]-BRAC Center, | Male | x | |

Excel Report: Designation Wise Job Description Report

3.9.7.2 Visa Info & Renewal Feedback

i. Please Select, **HR > Reports > Personalise Report > Visa Info & Renewal Feedback** Following screen will appear-

| Employee Visa | Information | | | | | | | |
|-----------------------------|------------------|----------------------|---------------------------------|-----------|-------|----------|------|-------|
| Employee Visa Information | | | | | | | | |
| Country | All Country | Ţ | | | | | | |
| Office | -All Office- | • | | | | | | |
| Program | -All Programme- | - | | | | | | |
| Project | -Select Project- | - | | | | | | |
| Expiry From Date | 20-05-2016 | | | | | | | |
| Expiry To Date | 18-08-2016 | | | | | | | |
| Search | | | | | | | | |
| 10 Show entries | | | Search: | | | | | |
| Country 🔺 Visa type | Visa issue date | Visa e No data av | expire date ailable in table | Programme | ٥ | Project | 0 le | vel 🗘 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Showing 0 to 0 of 0 entries | | | | | First | Previous | Next | Last |
| Export to pdf Exp | ort to excel | | | | | | | |

Image: Visa Info & Renewal Feedback

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

| | n | | | | | | | | | |
|---------------------|--------------|-----------------|-----|------------------|---|------------------|----|------------|--------|-------|
| Country | All Countr | rγ | Ţ | | | | | | | |
| Office | -All Office | ÷ | • | | | | | | | |
| Program | -All Progra | mme- | • | | | | | | | |
| Project | -Select Pro | oject- | • | | | | | | | |
| Expiry From Date | 20-05-2015 | 5 | | | | | | | | |
| Expiry To Date | 18-08-2016 | 5 | | | | | | | | |
| Search | | | | | | | | | | |
| 10 Show entries | | | | Search: | | | | | | |
| Country 🔺 V | isa type 🛛 🗘 | Visa issue date | ¢ ۱ | Visa expire date | ٥ | Programme | \$ | Project | 0 | level |
| [728]-South Sudan V | /ork Permit | 19-03-2015 | 1 | 19-09-2015 | | General Programm | • | General Pr | roject | VI |
| [, 20] 2020, 2020, | | | | | | | - | | | |
| | | | | | | | | | | |

Image: Visa Info & Renewal Feedback

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

| S bra | C | | | | | |
|--|---|---|---|------------------------|--|--------------------------------|
| | | VISA PERMIT | EXPIRED LIST | | | |
| | | | | | | |
| Country:All Country ; Generated at Sun Jur | Office Info: -All Office- ; 19 14:32:14 BDT 2016 | Programme: -All Program ; Generated by: 0000223 | me- ; Project: -Select Proj | ect- ; Date:20-05-201 | 5 ; To Date:18-08-2016 ; | |
| Country:All Country ; Generated at Sun Jur Country | Office Info: -All Office- 19 14:32:14 BDT 2016 Visa type | Programme: -All Program ; Generated by: 0000223 Visa issue date | me- ; Project: -Select Proj Visa expire date | ect- ; Date:20-05-201 | 5 ; To Date:18-08-2016 ; Project | Programme |
| Country:All Country ; Senerated at Sun Jur Country 728]-South Sudan | Office Info: -All Office- 19 14:32:14 BDT 2016 Visa type Work Permit | Programme: -All Program ; Generated by: 0000223 Visa issue date 19-03-2015 | visa expire date | ect- ; Date:20-05-201: | 5 ; To Date:18-08-2016 ; Project General Project | Programme General Programme |

Excel Report: Visa Info & Renewal Feedback Report

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



BRAC International HR VISA PERMIT EXPIRED LIST Stichting BRAC International

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 L | | | | | | | | |
| 1 | Work Permit | 19-03-2015 | 19-09-2015 | General Programme | General Project | VI | | | |
| 2 | Work Permit | 22-10-2013 | 22-10-2015 | General Programme | General Project | V | | | |

PDF Report: Visa Info & Renewal Feedback Report

3.9.7.3 Work Permit Info & Renewal Feedback

i. Please Select, **HR > Reports > Personalise Report > Work Permit Info & Renewal Feedback** Following screen will appear-

| Employee Wor | <mark>k Permit I</mark> n | formation | 1 | | | | | | |
|-----------------------------|---------------------------|------------------|-------------------|-------------------|-------|--------|----------|-------|---------|
| Employee Work permit Info | rmation | | | | | | | | |
| Country | All Country | Ţ | | | | | | | |
| Office | -All Office- | - | | | | | | | |
| Program | -All Programme- | - | | | | | | | |
| Project | -Select Project- | • | | | | | | | |
| Expiry From Date | 20-05-2016 | | | | | | | | |
| Expiry To Date | 18-08-2016 | | | | | | | | |
| Search | | | | | | | | | |
| 10 Show entries | | | Search: | | | | | | |
| Country · Work perm | it type 🗢 Work | ermit issue date | Work p | ermit expire date | O Pro | gramme | Proje | ect 🗘 | level 🗘 |
| | | No | data available in | table | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Showing 0 to 0 of 0 entries | | | | | | First | Previous | Next | Last |
| Export to pdf Ex | port to excel | | | | | | | | |

Image: Work Permit Info & Renewal Feedback

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

| Employee | e Wor | k Pern | nit Informa | atio | n | | | | | |
|----------------------|-----------------|--------------|--------------------------|-----------------|----------------------|---------------------|-------|---------------------------------|------|-------|
| Employee Work p | ermit Infor | mation | | | | | | | | |
| 0 | ountry | All Count | try | Ţ | | | | | | |
| | Office | -All Offic | e- | • | | | | | | |
| Pn | ogram | -All Progr | amme- | • | | | | | | |
| F | Project | -Select Pr | roject- | • | | | | | | |
| Expiry From | n Date | 20-05-201 | 4 | | | | | | | |
| Expiry T | o Date | 18-08-201 | 6 | | | | | | | |
| Search | | | | | | | | | | |
| 10 Show e | ntries | | | | Search: | |] | | | |
| Country 🔺 | Work pe type | ermit 🔶 | Work permit issu date | ^{jė} o | Work permit expire o | Programme | ٥ | Project | ٥ | level |
| [728]-South Sudan | - | | 02-03-2016 | | 28-03-2016 | Health Programme | | Emergency nutrition (Unicef) | | XVI |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | _ | | | |
| Showing 1 to 1 of | 1 entries | | | | | | First | Previous 1 1 | Vext | Last |
| Export to pdf | Exp | port to exce | el | | | | | | | |
| | | Imag | e: Work Pe | rmit | Info & Renewal | Feedbac | k | | | |

iii. Click 'Export to Excel' button

Following excel report will generate-

| | м | | 0 | U | L | 1 | 6 | 1 I I I I I I I I I I I I I I I I I I I | J |
|---|-----------------------------------|-----------------------------|---|--|-----------------------------|---------------------------------|----------------------|---|---|
| | Sh | rac | | | | | | | |
| | | au | | | | | | | |
| | | | | | | | | | |
| , | | | | WORK PERMIT | EXPIRED LIST | | | | |
| } | Country:All Cou Generated at S | untry ; Offic Sun Jun 19 | ce Info: -All Office- ; Pr 14:34:39 BDT 2016 ; G | ogramme: -All Programm enerated by: 0000223 | e- ; Project: -Select Proje | ct- ; Date:20-05-2014 ; ` | To Date:18-08-2016 ; | | |
| Ł | Countr | У | Work permit type | Work permit issue date | Work permit expire date | Project | Programme | Level | |
| ; | [728]-South Su | dan - | | 02-03-2016 | 28-03-2016 | Emergency nutrition (Unicef) | Health Programme | XVI | |
| 5 | | | | | | | | | |
| 2 | | | | | - | | | | |

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-

| Nominee Deta | ails | | | |
|-----------------|------------------|--|---|-----|
| Nomenee Details | | | | |
| Country | All Country | | | |
| Office | -All Office- | • | | |
| Program | -All Programme- | • | | |
| Project | -Select Project- | • | | |
| Search | | | | |
| Show 10 entries | 5 | | Search: | |
| | | | | |
| Country 🔺 | Nominee Name | Relationship No data available in table | % of fund allocation e | |
| Country 🔺 | Nominee Name | Relationship No data available in tabl | % of fund allocation le | |
| Country * | Nominee Name | Relationship No data available in tabl | It is the second sec | Las |

Image: Nominee Details

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

Following information will appear-

| Nomenee Details | | | | | | |
|----------------------------|----------------------------------|----|--------------|----------------------------|--------|---|
| Country | All Country | Ţ | | | | |
| Office | -All Office- | • | | | | |
| Program | -All Programme- | • | | | | |
| Project | -Select Project- | • | | | | |
| Search | | | | | | |
| Show 10 entries | 5 | | | Search: | | |
| Country | Nominee Name | \$ | Relationship | \$ % of fund allocation | n | |
| [050]-Bangladesh | Nominee Name -One | | Sister | 100 | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Showing 1 to 1 of 1 entrie | = | | | First Previous | 1 Next | L |

Image: Nominee Details

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

| 4 | А | B C | D | E | F | G | Н | 1 | J | K | L | М | N | 0 | P 📮 |
|------|---|--|-------------------------|--------------------------------|---|---|---|---|---|---|---|---|---|---|------------|
| | h ra | \sim | | | | | | | | | | | | | |
| | Sula | | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| 2 | | | NOMINE | EDETAILS | | | | | | | | | | | |
| 3 | Country:All Country ; 0 2016 ; Generated by: 0 | Office Info: -All Office- ; P 0000223 | Programme: -All Program | nme- ; Project: -Select Projec | t- ; Generated at Sun Jun 19 14:36:03 BDT | | | | | | | | | | |
| 4 | Country | Nominee Name | Relationship | % of fund allocation | | | | | | | | | | | |
| 5 | [050]-Bangladesh | Nominee Name -One | Sister | 100 | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | = |
| 8 | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | |
| 14 4 | ▶ ▶ Report_81 | 18 🤇 🕲 🖊 | | | | | | | | | 1 | | | | ► <u> </u> |
| | | | | | | | - | | | | | | | | |

Excel Report: Nominee Details Report

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



BRAC International HR NOMINEE DETAILS Stichting BRAC International

| <u>Searc</u> Coun | ching Criteria: try:All Country ; Office Info: -All Office- ; Programme: -All Programme- | - ; Project: -Select Project- | |
|----------------------|---|-------------------------------|----------------------|
| [050] | Bangladesh | | |
| SL | Nominee Name | Relationship | % of fund allocation |
| 1 | Nominee Name -One | Sister | 100.0 |

PDF Report: Nominee Details Report

3.9.7.5 Supervisor Change History

i. Please Select, **HR > Reports > Personalise Report > Supervisor Change History** Following screen will appear-

| Supervisor Change Hi | story | | | | | | | |
|-------------------------------|----------------|---------------------------|--------------------|--------------------|---|---------------|-------------------|------------------|
| Cour | itry All (| Country | - | | | | | |
| Of | Fice -All (| Office- | • | | | | | |
| Progr | am -All I | Programme- | • | | | | | |
| Proj | ect -All (| Project- | • | | | | | |
| Search | | | | | | | | |
| 10 Show entri | 55 | | | Search: | | | | |
| Supervisor Supervisor Name Pl | ipervisor N | Supervisor Designation | Supervisor From | Supervisor To | Supervisor Project | © Sup Prog | ervisor gramme | Change Reason |
| | | | No data | available in table | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Showing 0 to 0 of 0 e | ntries | | | | | First | Previous | Next La |

Image: Supervisor Change History

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

| Supervisor Change History | | | | | | | | | | | |
|---------------------------|-------------------|---------------------------------|--------------------|------------------|-------------------------|--------------------------------|------------------------|--|--|--|--|
| Supervisor Chang | e History | | | | | | | | | | |
| c | All All | Country | Ţ | | | | | | | | |
| | Office -All | Office- | • | | | | | | | | |
| Pr | -All | Programme- | • | | | | | | | | |
| | Project -All | Project- | • | | | | | | | | |
| Search | | | | | | | | | | | |
| 10 Show e | ntries | | 5 | Search: | | | | | | | |
| Supervisor Name | Supervisor PIN | Supervisor Designation | Supervisor From | Supervisor To | Supervisor Project | Supervisor Programme | Change Reason | | | | |
| [050]-bangladesh | | | | | | | - | | | | |
| RAOSY SHARIF | 012000344 | ERP & Capacity Building Lead | 19-04-2016 | - | Microfinance Project | Microfinance Program | Join After Transfer | | | | |
| SIR FAZLE HASAN ABED | 0000001 | Chairperson | 01-08-2011 | - | BRAC Bangladesh | BRAC International HO BD | Deployment | | | | |
| SIR FAZLE HASAN ABED | 0000001 | Chairperson | 17-12-2008 | | BRAC Bangladesh | BRAC International HO BD | Deployment | | | | |
| SIR FAZLE HASAN ABED | 0000001 | Chairperson | 04-02-2013 | - | BRAC Bangladesh | BRAC International HO BD | Deployment | | | | |
| Showing 1 to 10 o | f 718 entries | | | First | Previous 1 | 2 3 4 5 | Next Last | | | | |
| Export to pdf | Export to | excel | | | | | | | | | |

Image: Supervisor Change History

iii. Click 'Export to Excel' button

Following excel report will generate-

| | 0 0 | U | L | | 0 | | J | TX | L | IVI | IN. |
|---|--|------------------------|---------------------------------|---------------------------|------------------------|----------------------|-----------------------------|-----------------------|---|-----|-----|
| Chra | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | S | UPERVISOR C | HANGE HISTO | | | | | | | | |
| Country:All Country Generated by: 0000 | ; Office Info: -All Office- ; P 223 | rogramme: -All Program | me- ; Project: -All Projec | t- ; Generated at Sun Jun | 19 14:37:55 BDT 2016 ; | | | | | | |
| Country | Supervisor Name | Supervisor PIN | Supervisor Designation | Supervisor From | Supervisor To | Supervisor Project | Supervisor Programme | Change Reason | | | |
| [800]-Uganda | | | | | | | | | | | |
| | [031001235]-Nabacwa Dorah | 1 | | | | | | | | | |
| | | 031000002 | Country Head of | 01-01-2011 | 31-12-2020 | Microfinance Project | Microfinance Program | Incorrect Information | | | |
| [050]-Bangladesh | | | | | | | | | | | |
| | [012000324]- RABINDRO NATH | | | | | | | | | | |
| | | 012000344 | ERP & Capacity Building Lead | 19-04-2016 | - | Microfinance Project | Microfinance Program | Join After Transfer | | | |
| | [0137482]-AZIZUL HASSAN SATTER | | | | | | | | | | |
| | | 0000001 | Chairperson | 01-08-2011 | - | BRAC Bangladesh | BRAC International HO BD | Deployment | | | |
| | [0134597]-BADAL CHANDRA SAHA | | | | | | | | | | |
| | | 0000001 | Chairperson | 17-12-2008 | - | BRAC Bangladesh | BRAC International HO BD | Deployment | | | |
| | [0150017]-BENZIR TAZIN HOSSAIN | | | | | | | | | | |
| | | 0000001 | Chairperson | 04-02-2013 | - | BRAC Bangladesh | BRAC International HO BD | Deployment | | | |
| A N N Benert | 0000 | | | | | | | | | | |

Excel Report: Supervisor Change History Report

iv. Click 'Export to PDF' button

Following PDF report will generate-



BRAC International HR

Stichting BRAC

SUPERVISOR CHANGE HISTORY

| Searc Coun | ching Criteria: try:All Country ; Office Ir | nfo: -All Office- | ; Programme: -All Program | nme- ; Project: - | All Project- | | | |
|---------------|--|-------------------|---------------------------------|--------------------|------------------|-------------------------|----------------------|-----------------------------|
| [800] | -Uganda | | | | | | | |
| BUS | INGE DANIEL | | | | | | | |
| SL | Supervisor Name | Supervisor PIN | Supervisor Designation | Supervisor From | Supervisor To | Supervisor Programme | Supervisor Project | Supervisor Change Reason |
| 1 | BUSINGE DANIEL | 031000002 | Country Head of Accounts | 01-01-2011 | 31-12-2020 | Microfinance Program | Microfinance Project | Incorrect Information |
| [050] | -Bangladesh | | | | | | | |
| RAO | SY SHARIF | | | | | | | |
| SL | Supervisor Name | Supervisor PIN | Supervisor Designation | Supervisor From | Supervisor To | Supervisor Programme | Supervisor Project | Supervisor Change Reason |
| 1 | RAOSY SHARIF | 012000344 | ERP & Capacity Building Lead | 19-04-2016 | - | Microfinance Program | Microfinance Project | Join After Transfer |
| SIR I | FAZLE HASAN ABED | | | | | | | |
| SL | Supervisor Name | Supervisor PIN | Supervisor Designation | Supervisor From | Supervisor To | Supervisor Programme | Supervisor Project | Supervisor Change Reason |
| 2 | SIR FAZLE HASAN | 0000001 | Chairperson | 01-08-2011 | - | BRAC International | BRAC Bangladesh | Deployment |

PDF Report: Supervisor Change History

3.9.7.6 Blood Group Report

i. Please Select, **HR > Reports > Personalise Report > Blood Group Report** Following screen will appear-

| Blood Group | | | | |
|-----------------------------|----------------------|--------------------------------|-----------------------|--------------------|
| Blood Group | | | | |
| Country | All Country | - | | |
| Office | -All Office- | • | | |
| Employee | -All Employee- | • | | |
| Program | -All Programme- | • | | |
| Project | -Select Project- | • | | |
| Blood Group | -Select Blood Group- | • | | |
| Search | | | | |
| Show 10 🜉 entries | | | Search | |
| Country A Employee PIN | Employee Name | Blood Group © Designation © | Programme O Project O | Working o Level o |
| | | No data available in table | | |
| | | | | |
| | | | | |
| Showing 0 to 0 of 0 entries | | | First | Previous Next Last |
| Export to excel | | | | |

Image: Blood Group Report

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

| Blood Group | aroup | | | | | | | | |
|---|--|---|---------------------|---|---|---|--|--------------------------|---|
| | Country | All Country | | ¥ | | | | | |
| | Office | -All Office- | | • | | | | | |
| | Employee | -All Employee- | | • | | | | | |
| -All Programme- | | | | • | | | | | |
| | Project | -Select Project- | | • | | | | | |
| Bi | ood Group | -Select Blood Grou | ф- | • | | | | | |
| | | | | | | | | | |
| Show 10 | entries | | | | | Se | arch: | | |
| Show 10 Country • | entries Employee PIN | Employee Name | Blood Group | Designation \$ | Programme 🗘 | Se Project O | working station | Level | 0 |
| Show 10 Country • (004)- Afghanistan | entries Employee PIN O | Employee Name | Blood Group O | Designation O | Programme O | Se Project O BRAC Training and Resource Center(BTRC) | Working station [AFCHO]- Afghanistan Country Head Office | XVI | 0 |
| Show 10 Country * (004)- Afghanistan (004)- Afghanistan | entries Employee PIN O11000009 O11000010 | Employee Name | Blood Group O | Designation Country Head of Accounts Accounts Officer II | Programme Other Program | Se Project O BRAC Training and Resource Center(BTRC) BRAC Training and Resource Center(BTRC) | arch: Working station [AFCHO]- Afghanistan Country Head Office [AFCHO]- Afghanistan Country Head Office | XVI XI | |
| Show 10 Country • (004]- Afghanistan (004]- Afghanistan (004]- Afghanistan | entries Employee • 011000009 • 011000010 • 011000011 • | Employee Name MD.AKIZUR RAHMAN SHOHIDUZ ZAMAN AREFIN AHAMMED | Blood Group - | Designation Country Head of Accounts Officer II Deputy Manager | Programme O Other Program Other Program Health Program | Se Project O BRAC Training and Resource Center(BTRC) BRAC Training and Resource Center(BTRC) GFATM R 8 Malaria | arch: Working station ([AFCHO]- Afghanistan Country Head Office [AFCHO]- Afghanistan Country Head Office [AFCHO]- Afghanistan Country Head Office | Level XVI XI XI | |

Image: Blood Group Report

iii. Click 'Export to Excel' button

Following excel report will generate-

| bra | IC | 0 | | | | | 3 | K | | | | | |
|---|--|---|--------------------------|-----------------------------|----------------------|------------------------------------|----------------|----------------------------------|--------|-------|-------------|----------------------|------|
| , | ł | BLOOD GRO | UP REPORT | | | | | | | | | | |
| Country:All Country ; Generated at Sun Jur | Office Info: -All Office- ; F 19 14:39:03 BDT 2016 ; Ge | rogramme: -All Programm enerated by: 0000223 | e- ; Project: -Select Pr | oject- ; Blood Group: -Se | elect Blood Group-; | | | | | | | | |
| Country | Employee PIN | Employee Name | Blood Group | Designation | Programme | Project | Department | Vorking station | Gender | Level | Nationality | Employment status | St |
| [800]-Uganda | | | | | | | | | | | | | |
| 5 | 031000002 | BUSINGE DANIEL | | Country Head of Accounts | Microfinance Program | Microfinance Project | Internal Audit | (UGCHO)-Uganda Country Office | Male | XVI | | Active | Cont |
| • | 031000003 | NABANOBA JANET | | Branch Manager | Microfinance Program | Microfinance Project | Internal Audit | [UG500039]-Bulenga | Female | IV | | Active | Cont |
| 5 | 031000004 | NANDYOVA ANITA | | Branch Manager | Microfinance Program | Microfinance Project | Internal Audit | [UG500063]-Matugga | Female | All | | Active | Cont |
|) | 031000005 | NABULYA FLORENCE | • | Project Assistant | Health Program | Agriculture & Livestock Project | Internal Audit | [UG500063]-Matugga | Female | 1 | • | Active | Cont |
| 0 | 031000006 | NAKALIGE EVAH | | Project Assistant | Health Program | Agriculture & Livestock Project | Internal Audit | [UG500063]-Matugga | Female | 1 | | Active | Cont |
| 1 | 031000007 | NANSAMBA RITAH | | Project Assistant | Microfinance Program | Microfinance Project | Internal Audit | [UG500063]-Matugga | Female | 1 | | Active | Cont |
| 2 | 031000008 | KAGERE BETTY | • | Credit Officer | Microfinance Program | Small Enterprise Project (SEP) | Internal Audit | [UG500063]-Matugga | Female | VI | • | Active | Cont |
| 3 | 031000009 | AZIIZI SHAKILA | | Area Coordinator | Microfinance Program | Microfinance Project | Internal Audit | [UG400010]-Luwero | Female | VI | | Active | Cont |
| 4 | 031000010 | NAMBOGA ANNET | | Credit Officer | Microfinance Program | Microfinance Project | Internal Audit | [UG500039]-Bulenga | Female | IV | | Active | Cont |
| 5 | 031000011 | NAMALE JACKIE | | Credit Officer | Microfinance Program | Microfinance Project | Internal Audit | [UG500063]-Matugga | Female | IV | | Active | Cont |
| 6 | 031000012 | NABAKOOZA | | Credit Officer | Microfinance Program | Microfinance Project | Internal Audit | [UG500063]-Matugga | Female | IV | | Active | Cont |
| 7 | 031000013 | TALUTAMBUDDE SOPHIE | | Credit Officer | Microfinance Program | Microfinance Project | Internal Audit | [UG500063]-Matugga | Female | IV. | • | Active | Cont |
| 8 | 031000014 | MIREMBE SARAH | | Credit Officer | Microfinance Program | Small Enterprise Project (SEP) | Internal Audit | [UG500039]-Bulenga | Female | VI | | Active | Cont |
| 9 | 031000015 | CHANDIRU MARTHA | | Branch Manager | Microfinance Program | Microfinance Project | Internal Audit | [UG500035]-Kasangati | Female | 1X | | Active | Cont |
| 0 | 031000016 | AMOYO MADINA | | Credit Officer | Microfinance Program | Microfinance Project | Internal Audit | [UG500063]-Matugga | Female | IV | | Active | Cont |
| 1 | 031000017 | NAKIBONEKA PROSCOVIA | | Credit Officer | Microfinance Program | Microfinance Project | Internal Audit | [UG500063]-Matugga | Female | IV | • | Active | Cont |
| ↔ H Repor | t 4402 1 | win to the province | | o nor | A | | 1 | 1 | e . | | | | |

Excel Report: Blood Group Report

3.9.7.7 New Joinee Staff List

Please Select, HR > Reports > Personalise Report > New Joinee Staff List
 Following screen will appear-

| New Joinee S | taff Lis | t Report | | | | | |
|-------------------------|----------|--------------|----------------------|---------------|-----------------|-----|------------------|
| Country | | Office | | | | | |
| All Country | - | -All Office- | | • | | | |
| Gender | | From Date | | To Date | | | |
| All Gender | _ | 20-05-2016 | | 19-06-2016 | | | |
| Search | | | | | | | |
| All Employee Informatio | 'n | | | | | | |
| Employee Name | | Status | Employee Category | Designation | Joining Date | Sex | Office Info |
| | | | | | | | |
| | | | | | | | |
| φ | | 14 - 44 | Page 1 d | 10 +× +1 10 🜉 | | | No records to vi |
| Print | | | | | | | |

Image: New Joinee Staff List

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

| Country | Office | | | | | |
|--|-------------|----------------------|-----------------------------------|-----------------|------|------------------------|
| [050]-Bangladesh | [BI] BRAC C | enter, Bangladesh | • | | | |
| Gender | From Date | | To Date | | | |
| All Gender | 20-05-2015 | | 19-06-2016 | | | |
| Search | | | | | | |
| All Employee Information | | | | | | |
| Employee Name | Status | Employee Category | Designation | Joining Date | Sex | Office Info |
| Country: Bangladesh | | | | | | |
| 012000322]- Mr. SHAMIM KHAN | Permanent | Regular Staff | Regional Accountant | 13-03-2016 | Male | [BI]-BRAC Center, Bang |
| 012000321]- Mr. MAHMUDUL HASAN | Permanent | Regular Staff | Regional Manager | 02-03-2016 | Male | [BI]-BRAC Center, Bang |
| 012000320]- Mr. AOYAN BARUA | Permanent | Regular Staff | Regional Manager | 10-03-2016 | Male | [BI]-BRAC Center, Bang |
| 150100]- Mr. SAIF MD IMRAN IDDIQUE | Permanent | Regular Staff | Director, Finance | 14-01-2016 | Male | [BI]-BRAC Center, Bang |
| 00150078]- Mr. SHEAHAN NASIR HUIYAN | Probation | Regular Staff | Development Professional Staff | 10-06-2015 | Male | [BI]-BRAC Center, Bang |
| 00150076]- Mr. TAUSIF SANZUM (ARIM | Probation | Regular Staff | Sub Editor, Communications | 01-06-2015 | Male | [BI]-BRAC Center, Bang |
| < III | | | | | | F |

Image: New Joinee Staff List

iii. Click 'Print' button

Following excel report will generate-

| 2 | brac | | | | | BRAC International HR NEW JOINEE STAFF LIST | | | | Stichting BRAC International | | |
|------|---|-------------|-----------------|----------|---------------------------------------|--|--------------------------|------------------------|----------------------|------------------------------|------------|--|
| | - | | | | 1 | From 20-05-2015 To 20-05-2015 | | | | | | |
| | | | | | | | | | | | | |
| Sear | ching Criteria: | | | | | | | | | | | |
| Cour | try:[050]-Bangladesh ; Office Info:[BI] B | RAC Center, | Bangladesh ; | Gender:A | III Gender ; From Date:20-05-201 | 5 ; To Date:19-06-2016 | | | | | | |
| | | | | | | | | | | | | |
| Cou | ntry: (0501-Bangladesh | | | | | | | | | | | |
| SL | Name | PIN | Joining Date | Sex | Designation | Office | Program | Contract Start Date | Contract End Date | Supervisor Name | Job Status | |
| 1 | Mr. MUHAMMAD MUSA | 00155551 | 01-06-2015 | Male | Executive Director | [BI]-BRAC Center, Bangladesh | BRAC International HO BD | 01-06-2015 | 31-05-2020 | MUHAMMAD MUSA | Permanent | |
| 2 | Mr. MD. SHAHRIAR SHOURAV | 00150075 | 01-06-2015 | Male | Deputy Manager, MIS & Reporting | [BI]-BRAC Center, Bangladesh | BRAC International HO BD | 01-05-2015 | | MD. SHAHRIAR SHOURAV | Probation | |
| 3 | Mr. TAUSIF SANZUM KARIM | 00150076 | 01-06-2015 | Male | Sub Editor, Communications | [BI]-BRAC Center, Bangladesh | BRAC International HO BD | 01-06-2015 | | TAUSIF SANZUM KARIM | Probation | |
| 4 | Mr. SHEAHAN NASIR BHUIYAN | 00150078 | 10-06-2015 | Male | Development Professional Staff | [BI]-BRAC Center, Bangladesh | BRAC International HO BD | 10-06-2015 | | SHEAHAN NASIR BHUIYAN | Probation | |
| 5 | Ms. NAZIA HUDA | 0150079 | 23-06-2015 | Female | Accounts Officer | [BI]-BRAC Center, Bangladesh | BRAC International HO BD | 23-06-2015 | | NAZIA HUDA | Probation | |
| 6 | Mr. SALMAN QUDRAT | 0150082 | 28-07-2015 | Male | Senior Manager, Finance & Accounts | [BI]-BRAC Center, Bangladesh | BRAC International HO BD | 28-07-2015 | | SALMAN QUDRAT | Probation | |
| 7 | M6. MUNMUN SALMA CHOWDHURY | 0150090 | 13-09-2015 | Female | Chief People Officer | [BI]-BRAC Center, Bangladesh | BRAC International HO BD | 13-09-2015 | 12-09-2018 | MUNMUN SALMA CHOWDHURY | Probation | |
| 8 | Mr. MD. EMANUR SHIKDER | 00150088 | 05-10-2015 | Male | Senior Manager, Agriculture | [BI]-BRAC Center, Bangladesh | BRAC International HO BD | 05-10-2015 | 31-12-2016 | MD. EMANUR SHIKDER | Probation | |
| 9 | M6. LAMIA RASHID | 00150091 | 13-12-2015 | Female | Regional Director, Africa | [BI]-BRAC Center, Bangladesh | BRAC International HO BD | 13-12-2015 | 15-12-2018 | LAMIA RASHID | Probation | |
| 10 | Mr. SAIF MD IMRAN SIDDIQUE | 150100 | 14-01-2016 | Male | Director, Finance | [BI]-BRAC Center, Bangladesh | BRAC International HO BD | 14-01-2016 | | SAIF MD IMRAN SIDDIQUE | Permanent | |
| 11 | Mr. MAHMUDUL HASAN | 012000321 | 02-03-2016 | Male | Regional Manager | [BI]-BRAC Center, Bangladesh | BRAC International HO BD | 02-03-2016 | | MAHMUDUL HASAN | Permanent | |
| 12 | Mr. AOYAN BARUA | 012000320 | 10-03-2016 | Male | Regional Manager | [BI]-BRAC Center, Bangladesh | BRAC International HO BD | 10-03-2016 | | AOYAN BARUA | Permanent | |
| 13 | Mr. SHAMIM KHAN | 012000322 | 13-03-2016 | Male | Regional Accountant | [BI]-BRAC Center, Bangladesh | BRAC International HO BD | 13-03-2016 | | SHAMIM KHAN | Permanent | |
| | ofal New Joinee Staff: 13 | | Ma | le: 10 | F | emale: 3 | Other: 0 | | | | | |

Excel Report: New Joinee Staff List Report
3.9.8 Table of Authority Report

This part of Reports section consists of following links.

- Table of Authority
- TOA Employee List
- Delegation List

| Reports | | |
|---------------------------------------|---|--------------------|
| Table of Authority Report | > | 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.

| Search Result | | | | | 0 |
|-----------------|------------------|------------------------------------|---------------------|--------------------------|-------|
| 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 | Soure |
| 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 | Soure |
| Human Resources | Contract Renewal | Local Below Program Manager | Approval | Country Representative | Soure |
| 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 MODULE TOA CATEGORY MAPPING REPORT Stichting BRAC International

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 |
| 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 |
| 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 | | | | | 0 |
|---------------|-----------------------------|-------------|------------|--------------------------|------|
| 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.

brac

BRAC International HR EMPLOYEE TOA MAPPING

Stichting BRAC International

Searching Criteria:

Actor: -All Actor- ; Employee Name: -All Employee ; Country: -All Country- ; Office: -All Office- ; Program: -All Program- ; Project: -Select Project- ; Department: Select Department-

Anchor

| [0098570] Md. Rafiqul Islam | | | | | | | | | |
|-----------------------------|-----------------------------|-------------|-------------------|--|--|--|--|--|--|
| SL | Employee | Designation | Department | | | | | | |
| 1 | [0098570] Md. Rafigul Islam | Managar IT | Admin & Convision | | | | | | |

| SL | Employee | Designation | Department | Office | Programme | Country |
|----|-----------------------------|-------------|------------------------------|--------|-----------------------------|------------|
| 1 | [0098570] Md. Rafiqul Islam | Manager,IT | Admin & Services | N/A | BRAC International HO BD | Bangladesh |
| 2 | [0098570] Md. Rafiqul Islam | Manager,IT | ADP | N/A | BRAC International HO BD | Bangladesh |
| 3 | [0098570] Md. Rafiqul Islam | Manager,IT | Agriculture | N/A | BRAC International HO BD | Bangladesh |
| 4 | [0098570] Md. Rafiqul Islam | Manager,IT | Disaster Management | N/A | BRAC International HO BD | Bangladesh |
| 5 | [0098570] Md. Rafiqul Islam | Manager,IT | Education and Empowerment | N/A | BRAC International HO BD | Bangladesh |
| 6 | [0098570] Md. Rafiqul Islam | Manager,IT | ELA | N/A | BRAC International HO BD | Bangladesh |
| 7 | [0098570] Md. Rafiqul Islam | Manager,IT | Finance & Accounts | N/A | BRAC International HO | Bangladesh |

Image: Employee TOA Mapping Report Page

Delegation List (Delegation of Authority) 3.9.8.3

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

| All Delegation List | | | | | | | | | | | | |
|----------------------|-----------------|---------------|---------------------------|-------------------------------|-------------------------------|--------------------|---------------------------------|--|--|--|--|--|
| Country | Employee PIN | Employee Name | Functional Designation | Programme | Project | Department | Work Station | | | | | |
| Category: | Transfer | | | | | | | | | | | |
| [050]- Bangladesh | 0034362 | FARUQUE AHMED | Executive Director | BRAC International HO (BD) | BRAC International HO (BD) | General Department | [BI]-BRAC Center, Bangladesh | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

Image: Delegation of Authority Page

iii. Click on Print button to generate Delegation of Authority Report. Observe that Delegation of Authority Report is generated properly.

| BRAC International HR DELEGATION OF AUTHORITY | | | | | | | | | | | | | | Stich | ting BRAC II BRAC II | nternational | | | |
|---|----------------------------|--------------------|----------------------------------|-------------------------------|-----------------------|------------------------------------|--------|-------|-------------|----------------------|---------------------------|-------|-------------------------------|---------------------------|----------------------------------|----------------------------------|------------------------------------|------------|------------|
| Searching Citeries Country: / Office info: All Office: Program - All Program - Select Project - Select Project - Designation - All Designation - J Designation | | | | | | | | | | | | | | | | | | | |
| TOA Catego | ory : Transfer | | | | | | | | | | | | | | | | | | |
| | | | | Actual Employee | | _ | | | | | | | | elegated Emp | oyee | | | | |
| Country | Name | Designation | Programme | Project | Department | Work Station | Gender | Level | Nationality | Employment status | Name | Level | Designation | Department | Project | Programme | Workstation | Form Date | To Date |
| (050)- Bangladesh | (0034362)-FARUQUE AHMED | Executive Director | BRAC International HO (BD) | BRAC International HO (BD) | General Department | [BI]-BRAC Center, Bangladesh | Male | xxi | | Probation | [0154028]-TASRIN JAHAN | vi | Senior Software Engineer-I | Information Technology | BRAC International HO (BD) | BRAC International HO (BD) | (BI)-BRAC Center, Bangladesh | 21-01-2016 | 22-01-2016 |

Image: Delegation of Authority Report Page

i. On the result Grid click on Print Button, to print the result list.

3.9.9 Leave and Attendance Report

3.9.9.1 HR Attendance

- i. Please Select, Reports >> Leave and Attendance Report >> HR Attendance
- ii. Click on Search button after filling in all the mandatory information fields; following search list will appears:

| Show 10 v entries | Search | : | | |
|-------------------------------|-----------------------------------|-------------------------------|--------------|-----------------|
| 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 | Х | 27-01-2014 |
| Details | [071000015]-RAYMOND ANDREW | [D153]-Field Coordinator | III | 01-01-2014 🗸 |
| 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-2 | 019 | | | | |
|--------------|------|---------|----------|------------|----------|
| 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:

Employee Leave Status For Supervisor Employee Employee [072000002] JAHIRUL ISLAM N • Year 2019 •

| Show 10 | Show 10 🔻 entries Search: | | | | | | | | |
|------------------|---------------------------------|--|--------------------------------|----------------------------|--|----------------------------|--|--------------------------|--|
| Leave Hisotry | Pending leave Application | Employee name & PIN | Designation 🗘 | Earn Leave ≎ Balance | Earn Leave Enjoyed days in the year | Casual Leave Balance | Casual Leave Enjoyed days in the year | Sick Leave Balance | Sick Leave Enjoyed days in the year |
| Details | Authorize | [072000002]- JAHIRUL ISLAM MOROUL | [D011]- Regional Manager | 14 | 0 | 0 | 0 | 0 | 0 |

| 4 | | | | | | ► |
|-----------------------------|-------|----------|---|------|------|---|
| Showing 1 to 1 of 1 entries | First | Previous | 1 | Next | Last | |

iii. Click on Details link; Supervisor Leave Status info will appears in bellow of the screen

Yearly Leave History:

| Employ | ee Info | | | | | | | | | | |
|----------|---------------|---------------|--------------|-------------------------------------|----|---------------|----------------|------------------------|----|-----------------------|----|
| PIN | | | 072000002 | 200002 | | | | | | | |
| Name | | | JAHIRUL IS | IRUL ISLAM MOROUL | | | | | | | |
| Designat | tion | | [D011]-Reg | 11]-Regional Manager | | | | | | | |
| Departm | ent | | [MMCHO]-M | [MMCHO]-Myanmar Country Head Office | | | | | | | |
| WorkSta | tion | | Microfinance | e | | | | | | | |
| 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 Previo | ıs 1 | Next | Last | |
|-----------------------------|--------------|------|------|------|--|
| Print | | | | | |

iv. Click on Print button; Following report will generated



Stichting BRAC International Leave Record Details

PIN: 07200002 Name: JAHIRUL ISLAM MOROUL Designation: [D011]-Regional Manager Department: Microfinance WorkStation: [MMCHO]-Myanmar Country Head Office

| Year | Leave Type | Pay Status | Day | Application Date | Leave From | Leave to | Actual Joining Date | Total enjoyed days |
|------|------------|------------|------|---------------------|------------|------------|---------------------------|-----------------------|
| 2019 | Earn Leave | With Pay | Full | 06-05-2019 | 02-05-2019 | 02-05-2019 | 03-05-2019 | 1.0 |
| 2019 | Earn Leave | With Pay | Full | 06-05-2019 | 02-05-2019 | 02-05-2019 | 03-05-2019 | 1.0 |

3.9.9.3 Supervise Attendance

- i. Please Select, Reports >> Leave and Attendance Report >> Supervise Attendance
- ii. Click on Search button after filling in all the mandatory information fields; following search list will appears:

Attendance Details For Supervisor

| Attendance Details For Supervisor | | | | | |
|-----------------------------------|------------------------------|--|--|--|--|
| Office | [CHO - MMCHO] Myanmar Cour 💌 | | | | |
| From Date | 18-06-2019 | | | | |
| To Date | 18-06-2019 | | | | |

Search

| Show 10 T entries Search: | | | | | | | |
|---------------------------|---------------------------------------|-----------------------------|---------|-----------------|--|--|--|
| Monthly Attendance | Name&Pin | Designation 🗘 | Grade 🗘 | Joining Date | | | |
| Details | [072000002]-JAHIRUL ISLAM MOROUL | [D011]-Regional Manager | VI | 01-11-2016 | | | |
| Details | [072000006]-MD EHSANUL ISLAM | [D025]-Programme Manager | XII | 07-04-2001 | | | |
| Details | [071000569]-BALL LAW RAM | [D071]-Monitoring Officer | IV | 02-05-2018 | | | |
| Details | [071000672]-MD. HABIBUR RAHMAN RAHMAN | [D123]-Monitoring Manager | VI | 01-09-1997 | | | |
| Details | [071000796]-ABC TEST LEAVE | [D022]-Service Staff | T | 13-06-2019 | | | |
| Showing 1 to 10 of 14 ent | ries | First Previ | ious 1 | 2 Next Last | | | |

iii. Click on Details link; following info will appears in bellow of the screen

Attendance details:

| | _ | | |
|-------|-------|-------|---------|
| E 111 | 11111 | 1/111 | r 4 |
| | | | |
| | | | |

| 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 V Show entri | es | | Search: | | |
|-----------------|------------|--------|-----------|----------|--------------------|
| Month 🔺 | Date 🗘 | Flag 🗘 | In Time 🗘 | Out Time | \$ Work Hours 🗘 |
| June-2019 | 18-06-2019 | Ν | 10:00 | 18:00 | 08:00 |



Click on Print button; following report will generated;



P - Present | A - Absent | h - Half Day Leave | W - Weekend | N - Holi Day | D - Late | EL - Earn Leave | SL - Sick Leave | PL - Paternity Leave | ML - Maternity Leave | WP - Without Pay Leave | CO - Compensatory Leave | CL - Casual Leave | MC - Miscarriage | EL - Earn Leave |

Month June-2019

| Date | Flag | In Time | Out Time | Work Hours | Half Day |
|------------|------|---------|----------|------------|----------|
| 18-06-2019 | N | 10:00 | 18:00 | 08:00 | - |

3.9.9.4 Month wise Staff Attendance Report

i. Please Select, Reports >> Leave and Attendance Report >> Staff Attendance Report

| Employee Attendance | | | | | | | |
|---------------------|---------------------------------|--|--|--|--|--|--|
| Employee Attendance | | | | | | | |
| Office |] Myanmar Country Head Office 💌 | | | | | | |
| Employee | -All Employee- | | | | | | |
| Select Month Year | June 2019 | | | | | | |
| Export to Pdf Ex | port to Excel | | | | | | |

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

| Y | b | ac | | | | | | | | | | м | IONTH | BRAC ILY El Attenda | C Inter MPLO ance F | The second se Second second s | nal HR ATTEN une 20 | IDANG 19 | E | | | | | | | | | | | SI | ichting E | BRAC Int BRAC | ernational Myanmar |
|--------------------------------|--------------------------------|---|--------|-----------|----------|-----------|-----------|-----------|-------------|-----------|------------|-----------|-----------|---------------------------|---------------------------|--|---------------------------|-------------|---------|----------|---------|----------|----------|----------|----------|----------|---------|---------|----------|----------|-----------|------------------|-----------------------|
| Sea | rch Criteria: C | country: ; Office Info: [CHC | - MMC | HOj Mya | nmar Co | untry Hei | ad Office | ; Emploj | yee: -All i | Employe | e- ; Atten | dance for | r: June 2 | 019 | | | | | | | | | | | | | | | | | | | |
| Atte Lea | endance & L ve | eave Status: P - Present | A - Ab | ent h - | Half Day | y Leave | W - We | ekend I | N - Holi (| Day D - | Late El | Earn L | Leave S | SL - Sick | Leave | PL - Pat | ernity Le | ave ML | - Mater | nity Lea | ve WP | - Withou | t Pay Le | ave CO |) - Comp | ensatory | / Leave | CL - Ca | sual Lea | ive MC | - Miscan | riage El | Earn |
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| | | Name & PIN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | [012000297]- MD. SHARIFUL ISLAM | w | w | h | h | h | D | w | w | Р | WP | CL | Р | PL | w | w | PL | PL | PL | PL | PL | w | w | EL | Р | Р | Р | WP | w | w | WP | |
| | 7 | [072000001]- MD. SAZADUZZAMAN | D | D | D | Р | Р | D | w | w | D | Р | EL | EL | EL | Р | EL | EL | EL | EL | EL | EL | w | w | Р | Р | Р | Р | Р | w | w | Р | |
| | ountry He | [072000009]- MALE ONE FIRST NAME MALE ONE LAST NAME | w | D | D | D | D | D | w | w | Р | Р | Р | Р | Р | w | w | Р | Р | N | Р | Р | w | w | Р | Р | Р | Р | Р | w | w | Р | |
| Myanmar ICH0]-Myanmar Count | [072000021]- MR LEAVE LEAVE | | | | | | | | | | | | Р | Р | w | w | Ρ | Ρ | N | Р | Р | w | w | Р | Р | Р | Р | Р | w | w | Р | | |
| | ICHOP-M | [072000022]- HUA THAI | | | | | | | | | | | | | | Р | | | | | | | | | | | | | | | | | |
| | W. | [072000024]- LEAVE TEST THREE | w | Р | Р | Р | Р | Р | w | w | Р | Р | Р | Р | Р | w | w | Р | | | | | | | | | | | | | | | |
| | | [072000025]- HUI THAI CHANG | w | WP | WP | Ρ | Р | Р | w | w | EL | Р | Р | Р | Р | w | w | Ρ | Ρ | N | Р | Р | w | w | Р | Р | Р | Р | Р | w | w | Р | |

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

| | Α | В | С | D | E | F | G | н | 1 | J. | К | L | м | Ν | 0 | Ρ | Q | R | S | Т | U | V | W | Х | Y | Ζ | AA | AB | AC | AD | AE | AF | AG | AH |
|----|-----------------|---------------------------|--|------------|--------|----------|----------|---------------------------------------|----------|---------|-----------|------------|----------|--------|----------|----------|---------|--------|----------|-------|--------|-----------|-------|--------|---------|---------|----------|--------|---------|----------|----------|---------|-----------|-----|
| 1 | BRA | C Inter | national HR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | MON | NTHLY B | EMPLOYEE ATT | ENDA | NCE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Atter | ndance F | or : June 2019 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Searc | h Criteria: | Country: ; Office Info: [C | HO - M | MCHO] | Myanma | ar Coun | try Head | Office ; | Employ | ee: -All | Employ | ee-;Atte | ndance | for: Jun | e 2019 | | | | | | | | | | | | | | | | | | |
| 5 | Attend Misca | dance & L Irriage EL | eave Status: P - Prese Earn Leave | nt A - J | Absent | h - Half | t Day Le | ave W | - Week | end N | - Holi Da | ay D - L | ate EL | - Earn | Leave | SL - SIC | k Leave | PL - P | aternity | Leave | ML - M | laternity | Leave | WP - V | Vithout | Pay Lea | ive CO | - Comp | ensator | ry Leave | + CL - C | asual l | .eave M | C - |
| 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | • | • | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 19 | 19 | 20 | 21 | 22 | 22 | 24 | 25 | 26 | 27 | 29 | 29 | 30 | |
| / | | | | · · | - | • | - | , , , , , , , , , , , , , , , , , , , | • | ' | <u> </u> | - | 10 | | 14 | 10 | | 10 | 10 | | | 1.5 | 20 | 21 | | | | 23 | 20 | 21 | 20 | 23 | | |
| 8 | | | Name & PIN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | [012000297]- MD. SHARIFUL ISLAM | w | w | h | h | h | D | w | w | Ρ | WP | CL | Р | PL | w | w | PL | PL | PL | PL | PL | w | w | EL | P | Ρ | Р | WP | w | w | WP | |
| 10 | | | [072000001]- MD. SAZADUZZAMAN | D | D | D | Р | Р | D | w | w | D | Р | EL | EL | EL | Ρ | EL | EL | EL | EL | EL | EL | w | w | Ρ | Ρ | Ρ | Р | Р | w | w | Р | |
| 11 | | | (072000009)- MALE ONE FIRST NAME MALE ONE LAST | w | D | D | D | D | D | w | w | Р | Ρ | Ρ | Ρ | Ρ | w | w | Р | Р | N | Р | Ρ | w | w | Ρ | P | Ρ | Р | Ρ | w | w | Р | |
| 12 | Mya nm ar | Myanmar Country | [072000021]- MR LEAVE LEAVE | | | | | | | | | | | | P | Ρ | w | w | Р | P | N | Ρ | Ρ | w | w | Ρ | P | Ρ | P | Ρ | w | w | Р | |
| 13 | | nedo | [072000022]- HUA THAI | | | | | | | | | | | | | | Ρ | | | | | | | | | | | | | | | | | |
| 14 | | | [072000024]- LEAVE TEST THREE | w | Ρ | Ρ | Ρ | Ρ | Ρ | w | w | Ρ | Ρ | Ρ | Ρ | Ρ | w | w | Ρ | | | | | | | | | | | | | | | |
| 15 | | | [072000025]- HUI THAI CHANG | w | WP | WP | Р | Р | Ρ | w | w | EL | Ρ | Ρ | Ρ | Ρ | w | w | Р | Ρ | N | Р | Ρ | w | w | Ρ | Ρ | Ρ | Ρ | Ρ | w | w | Р | |

3.9.9.5 My Attendance

i. Please Select, **Reports >> Leave and Attendance Report >> My Attendance** Following screen will appears-

| My Attendance | My Attendance Details | | | | | | | |
|---|--|--|---|--|--|--|--|--|
| My Attendance Details | | | | | | | | |
| From Date | 18-06-2019 | | | | | | | |
| To Date | 18-06-2019 | | | | | | | |
| Search | | | | | | | | |
| Attendance d | etails: | | | | | | | |
| Employee Info | | | | | | | | |
| PIN | 072000001 | | | | | | | |
| Name | MD. SAZADUZ | ZAMAN | | | | | | |
| Designation | [D345]-Genera | al Manager | | | | | | |
| Department | [MMCHO]-Mya | anmar Country Head Off | ice | | | | | |
| WorkStation | Finance & Acc | ounts | | | | | | |
| P - Present A - Absent h - I ML - Maternity Leave WP - | Half Day Leave W - Weeken Without Pay Leave CO - Co | d N - Holi Day D - La mpensatory Leave CL · | te EL - Earn Leave SL - - Casual Leave MC - Misc | Sick Leave PL - Paternity Leave arriage EL - Earn Leave | | | | |
| 10 V Show entries | | Search: | | | | | | |
| Month 🔺 Date | e 🗘 Flag | In Time | Out Time | Work Hours | | | | |
| June-2019 18-06 | 5-2019 EL | 10:00 | 18:00 | 08:00 | | | | |
| Showing 1 to 1 of 1 entries | | | First P | revious 1 Next Last | | | | |

ii. Click on Print button; following report will generated

Print



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

Employee Leave Status For Hr

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 F | Employee Leave Status For Hr | | | | | | | | | | |
| Office | [CHO - MMCHO] | Myanmar Cour 💌 | | | | | | | | | |
| Employee | -All Employee- | T | | | | | | | | | |
| Year | 2019 | ¥ | | | | | | | | | |
| Search | | | | | | | | | | | |
| Show 10 T entries | | | | | | Searc | h: | | | | |
| 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 MOROUI | [D011]- Regional Manager | 14 | 0 | 0 | 0 | 0 | 0 | • | | |
| 4 | | | | | | | | • | | | |
| Showing 1 to 10 of 17 entrie | es | | | | F | irst Previous | 1 2 1 | lext Last | | | |

iii. Click on Details link; following info will appears in bellow of the screen

| Year | Yearly Leave History: | | | | | | | | | | |
|-----------------|-------------------------------------|----------------|-------|-----------------|---------------------|---------------|----------------|------------------------------|------------------------|------|---|
| Employ | ee Info | | | | | | | | | | |
| PIN | | | 0120 | 00297 | | | | | | | |
| Name | | | MD. S | SHARIFUL | . ISLAM | | | | | | |
| Designa | tion | | [D05] | 7]-Head c | of Internal Audit | | | | | | |
| Departn | ient | | [MMC | CHO]-Mya | nmar Country Head C | Office | | | | | |
| WorkSta | ition | | Inter | mal Audit | | | | | | | |
| 10 🔻 | Show entries | | | | | Search: | | | | | |
| Year 🔺 | Leave Type 💠 | Pay Status | \$ | Day ᅌ | Application 🗘 | Leave From | Leave 💠 | Actual Joining 🗘 | Total enjoyed days | \$ | |
| 2019 | Earn Leave | With Pay | I | Full | 21-05-2019 | 05-05-2019 | 05-05- 2019 | 01-06-2019 | 1 | | |
| 2019 | Earn Leave | With Pay | I | Full | 21-05-2019 | 06-05-2019 | 06-05- 2019 | 01-06-2019 | 1 | | |
| 2019 | Without Pay Leave | Without Pay | I | Full | 21-05-2019 | 07-05-2019 | 07-05- 2019 | 01-06-2019 | 1 | | Π |
| 2019 | 2019 Earn Leave With Pay | | | Full 21-05-2019 | | 08-05-2019 | 08-05- 2019 | 01-06-2019 | 0.5 | | |
| 2019 Showing | Farn Leave 1 to 10 of 18 entries | With Pav | I | Full | 21-05-2019 | 03-06-2019 | 03-06- | 04-06-2019 First Previous | 0.5 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

Please Select, Reports >> Leave and Attendance Report >> My Leave Status
 Following screen will appears-

| , | | | | | | | | | |
|------------------|-------------------------------------|---------------------------|----------------------------|--|----------------------------|--|--------------------------|--|-------------------------------|
| My Leave S | Status | | | | | | | | |
| · | | | | | | | | | |
| Leave Hisotry | Employee name & PIN | Designation 🗘 | Earn Leave 💠 Balance | Earn Leave Enjoyed days in the year | Casual Leave Balance | Casual Leave Enjoyed days in the year | Sick Leave Balance | Sick Leave Enjoyed days in the year | Paternity Leave Balance |
| Details | [072000001]- MD. SAZADUZZAMAN | [D345]-General Manager | 2.1 | 32 | 4 | 2 | 25 | 5 | 13 |
| | | | | | | | | | |
| • | | | | | | | | | • |
| Showing 1 to | o 1 of 1 entries | | | | | | | | |
| | | | | | | | | | |
| | Year | June | ▼ 201 | 9 | T | | | | |
| | Leave Type | All Type | ¥ | | | | | | |
| Search | | | | | | | | | |

My Leave Status

Yearly Leave History:

| Employ | ee Info | | | | | | | |
|---------|--------------------|---------------|-------------|---------------------|----------------|----------------|------------------------|-----------------------|
| PIN | | | 072000001 | | | | | |
| Name | | | MD. SAZADI | JZZAMAN | | | | |
| Designa | tion | | [D345]-Gen | eral Manager | | | | |
| Departn | nent | | [MMCHO]-M | yanmar Country H | Head Office | | | |
| WorkSta | ation | | Finance & A | ccounts | | | | |
| 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 entr | ies | | | | First Previo | us 1 2 3 | 4 5 Next Last |
| Print | | | | | | | | |

ii. Click on Print button; following report will generated



Stichting BRAC International Leave Record Details

PIN: 072000001 Name: MD. SAZADUZZAMAN Designation: [D345]-General Manager Department: Finance & Accounts WorkStation: [MMCHO]-Myanmar Country Head Office

| Year | Leave Type | Pay Status | Day | Application Date | Leave From | Leave to | Actual Joining Date | Total enjoyed days |
|------|-------------------|-------------|------|---------------------|------------|------------|---------------------------|-----------------------|
| 2019 | Earn Leave | With Pay | Full | 26-05-2019 | 02-01-2019 | 02-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Earn Leave | With Pay | Full | 26-05-2019 | 03-01-2019 | 03-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Earn Leave | With Pay | Full | 26-05-2019 | 06-01-2019 | 06-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Earn Leave | With Pay | Full | 26-05-2019 | 07-01-2019 | 07-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Earn Leave | With Pay | Full | 26-05-2019 | 08-01-2019 | 08-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Earn Leave | With Pay | Full | 26-05-2019 | 09-01-2019 | 09-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Sick Leave | With Pay | Full | 26-05-2019 | 13-01-2019 | 13-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Sick Leave | With Pay | Full | 26-05-2019 | 14-01-2019 | 14-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Sick Leave | With Pay | Full | 26-05-2019 | 16-01-2019 | 16-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Sick Leave | With Pay | Full | 26-05-2019 | 17-01-2019 | 17-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Earn Leave | With Pay | Full | 26-05-2019 | 20-01-2019 | 20-01-2019 | 01-05-2019 | 0.5 |
| 2019 | Earn Leave | With Pay | Full | 26-05-2019 | 21-01-2019 | 21-01-2019 | 01-05-2019 | 0.5 |
| 2019 | Earn Leave | With Pay | Full | 26-05-2019 | 22-01-2019 | 22-01-2019 | 01-05-2019 | 0.5 |
| 2019 | Paternity Leave | With Pay | Full | 26-05-2019 | 24-01-2019 | 24-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Paternity Leave | With Pay | Full | 26-05-2019 | 27-01-2019 | 27-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Without Pay Leave | Without Pay | Full | 26-05-2019 | 28-01-2019 | 28-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Without Pay Leave | Without Pay | Full | 26-05-2019 | 29-01-2019 | 29-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Casual Leave | With Pay | Full | 26-05-2019 | 30-01-2019 | 30-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Casual Leave | With Pay | Full | 26-05-2019 | 31-01-2019 | 31-01-2019 | 01-05-2019 | 1.0 |
| 2019 | Earn Leave | With Pay | Full | 05-05-2019 | 01-05-2019 | 01-05-2019 | 01-06-2019 | 1.0 |
| 2019 | Earn Leave | With Pay | Full | 05-05-2019 | 02-05-2019 | 02-05-2019 | 01-06-2019 | 1.0 |
| 2019 | Earn Leave | With Pay | Full | 06-05-2019 | 02-05-2019 | 02-05-2019 | 01-06-2019 | 1.0 |

3.9.9.8 Leave Register

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 Ex | port 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

| Leave Type | Application | Leave From | Jerve To | Loining Date | Day(s) Enjoy | Pemaining | Pomarke | |
|-------------------|-------------|------------|------------|---------------|--------------|-----------|---------|--------------------------------------|
| Leave Type | Date | Leaverroin | Leave to | Joining Date | Day(s) Enjoy | Balance | Remarks | |
| | | | | Updated Balan | ce | | | |
| 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 | - | |

Click on Export to Excel button; following report will appeariv.

| | A E | B(| D | E | F | G | Н | 1 | J | К |
|----|-----------------------|----|---------------------|-------------------|------------|--------------|-----------------|----------------------|---------|---|
| 1 | BRAC International HR | र | | | | | | | | |
| 2 | EMPLOYEE LEAVE RE | G | STER | | | | | | | - |
| 3 | | | | | | | | | | |
| 4 | Employee Info | : | [012000297]- | MD. SHARIFUL | ISLAM | | | | | |
| 5 | Designation | : | [D057]-Head o | of Internal Audit | | | | | | |
| 6 | Working Station | : | [MMCHO]-Mya | anmar Country H | ead Office | | | | | |
| / | _ | _ | | | . – | | | | | |
| 8 | Leave Type | | Application Date | Leave From | Leave Io | Joining Date | Day(s) Eniov | Remaining Balance | Remarks | |
| 9 | | | | | Updat | ed 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 | | | | | Lear | ve 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 -

| SUCCUARDED USER Control Parel Table Of Authonity Tools HR Payro Reports Search Q Quick Access Print USER Information USER I | 🌋 HR | Ad | lmin | | | | | | | | | Welcom | ne Faruq | Je Ahme | d (00343 | 862-HOHF | R- BRAC II | nternati | onal, Bangl | adesh [BI]] |) 💽 🌌 |
|--|-----------|-------|---------------|---|-------|----------------|---------|-------------------------------------|---|---|--|--------|----------|---------|----------|----------|------------|------------|--------------------|--|--|
| Setup User Control Panel Table Of Authority Tools HR Payroll Reports Search Q Quick Access Image: state of a st | sbiClou | Ъ. | | | | | | | | | | | | | | - (| Accountin | g Date : (| 04-05-2014 [| DAY OPEN] | • |
| Quick Access Country User Information with Role Report Country Discrites Print * Register d Schling BRL Internation * Affize | Setup | User | Control Panel | Table Of Authority | Tools | HR | Payroll | Reports | | | | | | | | | Search | | | | ۹ |
| | Quick Acc | rites | | User Inform country Bargiadesh Print | Usee | with r Name | 1 Role | Report User Role Select Role- | Y | 1 | | | | | | | | : | ULA AND LIPPING | With endowed and a second seco | ag ganantan Bengiaseh Ma na Ma na C International * Affiliates |

Image: Application user list report

ii. Select Country and required field then print

| H 5 ' | | | SBI-CountryW | /iseUserAndRoleListReport_09062 | 016_023844PM | [Read-Only] - Excel | | | | | 困 | | 8 | × |
|--------------|-----------------------------|-------------|--|---------------------------------|--------------|---------------------|---|---|---|---|-----|--------|---------------------|------|
| File Ho | me insert Page Layout F | ormulas | Data Review View | | | | | | | | | Sign i | n A ₄ sh | are |
| | | | | | | | | | | | | | | |
| A1 | ▼ : × ✓ f _x BRAC | Internation | al | | | | | | | | | | | ~ |
| A | B | С | D | E | F | G | н | 1 | | к | LLI | м | N | |
| 1 BRAC Inte | rnational | | - | - | | | | | - | | _ | | | 75 |
| 2 USER INFO | ORMATION WITH ROLE REPORT | | | | | | | | | | | | | |
| 3 Country : | Bangladesh [050] | | | | | | | | | | | | | |
| 5 User Na | me Full Name | User Type | Designation | Office | Date | Assigned Role | | | | | | | | |
| 6 0000001 | SIR FAZLE HASAN ABED | INTERNAL | [D001]-Chairperson | [BI]-BRAC Center, | 10-01-2016 | HRMGT | | | | | | | | |
| 7 0000001 | SIR FAZLE HASAN ABED | INTERNAL | [D001]-Chairperson | [BI]-BRAC Center, | 10-01-2016 | HOHR | | | | | | | | |
| 8 00000081 | JALAL UDDIN AHMED | INTERNAL | [D271]-Regional Director, | [BI]-BRAC Center, | 10-01-2016 | HOHR | | | | | | | | |
| 9 0000223 | S N Kairy | INTERNAL | [D002]-Chief Financial Officer | [BI]-BRAC Center, | 03-09-2013 | HOHR | | | | | | | | |
| 10 0001827 | MOHAMMED ABDUS | INTERNAL | [D302]-Programme | [BI]-BRAC Center, | 01-03-2016 | GU | | | | | | | | |
| 11 00002700 | SALAM | INTERNAL | Coordinator, Health | Bandadesh | 00.04.0045 | 011 | | | | | | | | - |
| 12 0003702 | Iviolia Atzalul Haque | | ID0291-Wanager | IDII-DRAC Center, | 22-04-2015 | GU | | | | | | | | - 1 |
| 13 00128220 | MD ZIALIL ISLAM | INTERNAL | ID2661-Programme | IDI-DRAC Center | 27 12 2016 | CIT | | | | | | | | - 1 |
| 14 00130230 | MD ZIALIL ISLAM | INTERNAL | ID0241 IT Officer | IBI BBAC Center | 27-12-2015 | | | | | | | | | - |
| 14 00130230 | MOHAMMAD KAMPUI | INTERNAL | D2421-Deputy Manager | IBII-BRAC Center | 21-12-2013 | HOHKI | | | | | | | | |
| 15 00150084 | HASAN IMRAN | INTERNAL | Finance & Accounts | Bandadesh | 21-09-2015 | GMGT | | | | | | | | |
| 00160096 | MD BASHADULISLAM | | [D242]-Deputy Manager, | [BI]-BRAC Center, | 21.09.2016 | CMCT | | | | | | | | |
| 16 00150005 | NID. DASI IAROE ISEANI | INTERNAL | Finance & Accounts | Bandadesh | 21-03-2013 | GiwiGi | | | | | | | | |
| 17 00150091 | LAMIA RASHID | INTERNAL | [D275]-Regional Director, | [BI]-BRAC Center, | 02-03-2016 | HOHR | | | | | | | | |
| 18 00155551 | MUHAMMAD MUSA | INTERNAL | [D003]-Executive Director | [BI]-BRAC Center, | 01-03-2016 | HOHR | | | | | | | | - 1 |
| 19 0034092 | Mohammad Lutfor Rahman | INTERNAL | [D259]-Senior Programmer, | [BI]-BRAC Center, | 18-02-2014 | CIT | | | | | | | | - |
| 20 0034362 | Faruque Ahmed | INTERNAL | D003-Executive Director | BI-BRAC Center, | 22-04-2015 | HOHR | | | | | | | | - 1 |
| 21 0044219 | Md. Rezaur Rahman | INTERNAL | DZ54J-DATA Managegement | Dij-DRAC Center, | 16-05-2013 | CIT | | | | | | | | |
| 22 0053102 | Prolov Barua | INTERNAL | D2291 Pacearch Fallow | Bil BBAC Contor | 22.04.2016 | HPMGT | | | | | | | | |
| 0033102 | T TOTOY Daita | INTERNAL | [D219]-Director Internal | IBII-BRAC Center | 22-04-2013 | | | | | | | | | |
| 23 0080296 | Nanda Dulal Saha | INTERNAL | Audit BRAC & BRAC | Bandadesh | 22-04-2015 | HRMGT | | | | | | | | |
| 0080365 | Nanda Dulal Saba | | [D219]-Director, Internal | [BI]-BRAC Center, | 22.04.2016 | нонр | | | | | | | | |
| 24 0000305 | Naliua Dulai Salia | INTERNAL | Audit. BRAC & BRAC | Banoladesh | 22-04-2015 | HOHK | | | | | | | | |
| 25 0098570 | Md. Rafiqul Islam Faisal | INTERNAL | [D260]-Senior Manager, IT | [BI]-BRAC Center, | 11-04-2013 | HOHR | | | | | | | | - 11 |
| 26 011000064 | TAMZID KHAN FERDOS | INTERNAL | [D015]-Area Manager | [BD200001]-Dhaka Division | 28-04-2016 | GU | | | | | | | | - |
| 27 011000065 | SAYRA BITE WASIM | INTERNAL | D021-Project Assistant | BD400001 -Kotwalı | 28-04-2016 | GU | | | | | | | | |
| 28 0115454 | Nargis Parvin | INTERNAL | D035-Accounts Officer | IBII-BRAC Center, | 22-04-2015 | нонк | | | | | | | | |
| 29 012000005 | Abhijit Gupta | INTERNAL | Accounts | Panaladaah | 10-04-2013 | HOF | | | | | | | | |
| 30 012000021 | Md. Abul Kashem Mozumder | | ID2681-Programme | IBII-BRAC Center | 24-03-2013 | CMGT | | | | | | | | - v |
| | mtApplication learlist | (I) CINC | In the second se | | 124 00-2010 | 1 4 | | | | | | | ÷ | |
| | rpooppricationOserList | J | | | | | | | | | | | | |
| Ready | | | | | | | | | | | 巴 | - 1- | + | 100% |

Image: Application user list report Excel

4.1.1.2 Access Control4.1.1.2.1 Role Wise Module Access Report

i. Click Admin>User>Access Control >Role Wise Module Access Report Following interface will appear -

| 🎊 HR | Ac | Imin | | | | | | Welcome Faruque A | Ahmed (0034362-HO | HR- BRAC Inter | national, Bangladesh [BI]) 🧕 | 2 🚳 |
|----------|-------|---------------|---|--------------------|-----|---------|---------|-------------------|-------------------|----------------|------------------------------|---|
| sbiClo | bu | | | | | | | | | Accounting Da | te : 04-05-2014 [DAY OPEN] | * |
| Setup | User | Control Panel | Table Of Authority | Tools | HR | Payroll | Reports | | | Search | | ۹ |
| Quick Ac | rites | | Role Wise Access Re Select Role Select Role | v ccess port | Rep | ort | | | | | Angustered Stochting BRAC me | stan operation for proposed for proposed for any operation for any |
| | | | | | | | | | | | | LITC |

Image: Role Wise Module Access Report

ii. Select Role and then show button

Role Wise Module Access Report will appear-

| Role Name : BA Module : Accounts | BRAC Inte ROLE WISE | rnational Stichting BRAC International ACCESS |
|-------------------------------------|-----------------------------|---|
| Menu Group | Menu Sub Group | Menu Title |
| Bank | Bank Account | Bank Account List |
| | | New Bank Account |
| | | Show Bank Account |
| Bill | Bill Payment | Bill Payment |
| | | Multiple Bill Payment |
| | | Paid Bill List |
| | | Show Paid Bill |
| Business Day | Business Day | Business Day |
| | Daily Currency Denomination | Daily Currency Denomination |
| Fund | Fund Receive | Receive Transferred Fund |
| | | Received Fund List |
| | Fund Transfer | Multiple Fund Transfer |
| | | New Cost/Fund Transfer |
| | | Rectify Transferred Fund |
| | | Show Cost/Fund Transfer |
| | | Transferred Fund List |
| | Reconciliation Status | Reconciled/Unreconciled Fund List |
| IOU | IOU Adjustment | Adjusted IOU List |
| | | Issued IOU Adjustment |
| | IOU Approval | Accounts Approval of IOU Request |
| | | IOU Approval by Supervisor |
| | IOU Request | Edit IOU Request |
| | | IOU Request |
| | | Requested IOU List |
| | | Show IOU Request |
| | Issue IOU | Issue IOU |
| | | Issued IOU List |
| Demester | Death the second Death of | Death Associate a Decent |

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 Ca | tegory | |
|-------------------|--------------------|----------------------------|
| TOA Category Info | | |
| Module Info* | Select Module Info | |
| Name * | | |
| Description | | |
| Create Cancel |) on | |
| Show 10 🗸 entries | | Search: |
| Category N | ame | 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-

| TOA Cat | tegory Info | |
|---|--|---|
| м | odule Info* Human Resources | |
| | Name * | |
| | Description | |
| Create | Cancel | |
| | | |
| TOA Cat Show 1 | egory Information | Search: |
| TOA Cat Show 1 | egory Information v entries Category Name Touch Acclusters | Search: Category Description |
| TOA Cat Show 1 elect | egory Information Image: second se | Search: Category Description Travel Application |
| TOA Cat Show 1 elect elect | tegory Information Image: straight of the strai | Search: Category Description Travel Application Higher Studies |
| TOA Cat Show 1 elect elect elect | tegory Information Category Name Travel Application Higher Studies Leave DMS | Search: Category Description Travel Application Higher Studies Leave PMS |
| TOA Cat Show 1 elect elect elect elect elect | tegory Information 0 v entries Category Name Travel Application Higher Studies Leave PMS Contract Renewal | Search: Category Description Travel Application Higher Studies Leave PMS Contract Renewal |
| TOA Cat Show 1 elect elect elect elect elect elect | tegory Information Image: Category Name Category Name Travel Application Higher Studies Leave PMS Contract Renewal Job Separation | Search: Category Description Travel Application Higher Studies Leave PMS Contract Renewal Job Separation |

Image: Create TOA Category

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

| TOA Cate | gory Info | | | | |
|--|--|--------------------|--|---------|--|
| μ | 10dule Info* | Human Resources | v | | |
| | Name * | Travel Application | | | |
| | Description | Travel Application | | | |
| the second s | The later | Cancel | | | |
| Update | gory Informatio | m | | | |
| Update TOA Cates Show 10 | gory Informatio | m | | Search: | |
| Update TOA Cate | gory Informatio | me | Category Description | Search: | |
| Update TOA Cate Show 10 | gory Information | ime ation | Category Description Travel Application | Search: | |
| Update TOA Cate Show 10 elect | gory Information entries Category Na Travel Applic Higher Studie | me ation s | Category Description Travel Application Higher Studies | Search: | |
| Update TOA Cate Show 10 elect elect | Category Na Category Na Travel Applic Higher Studie Leave | ime ation | Category Description Travel Application Higher Studies Leave | Search: | |
| Update TOA Cate Show 10 elect elect elect | Category Na Category Na Travel Applic Higher Studie Leave PMS | me ation s | Category Description Travel Application Higher Studies Leave PMS | Search: | |
| Update TOA Cate 5how 10 elect elect elect elect elect | Contract Reputer | anne ation s | Category Description Travel Application Higher Studies Leave PMS Contract Renewal | Search: | |
| Update TOA Cate Show 10 elect elect elect elect elect elect | Delete gory Information entries Category Na Travel Applicit Higher Studie Leave PMS Contract Remo Job Separation | ewal | Category Description Travel Application Higher Studies Leave PMS Contract Renewal Job Separation | Search: | |

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-

| ect Category v | | | |
|----------------|----|-----------|-------------|
| | | | |
| | | | |
| | | a | |
| | | 48. J | |
| | | | |
| | | | |
| | De | scription | |
| | De | scription | |
| | | De | Description |

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-

| ТоаТуре | Info | |
|---------------|---|---|
| Toa | Category * Transfer | |
| | Name * | |
| Create | Cancel | đ |
| All ToaTy | pe Information | Description |
| Select | Transfer From Brac Bangladesh to Country | Transfer From Brac Bangladesh to Country |
| <u>Select</u> | Transfer FROM Country to Brac Bangladesh | Transfer FROM Country to Brac Bangladesh |
| <u>Select</u> | Transfer From Brac International (BD) to Country | Transfer From Brac International (BD) to Country |
| Select | Transfer FROM Country to Brac International (BD) | Transfer FROM Country to Brac International (BD) |
| <u>Select</u> | Transfer From Country to Country | Transfer From Country to Country |
| Select | Transfer Between Country HO & Field OR project / department | Transfer Between Country HO & Field OR project / departme |
| 15 | Page 1 of 1 as a | View 1 10 of 1 |

Image: Create TOA Type

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

| Create | тоаТуре | | |
|----------------------|---|---|---|
| ToaType I | info | | |
| То | Category * Transfer | | |
| | Name * Transfer From Brac Banglade | | |
| | Description Transfer From Brac Bangladesh to Country | | |
| Update All ToaTyp | Delete Cancel | Description | 0 |
| Select | Transfer From Brac Bangladesh to Country | Transfer From Brac Bangladesh to Country | |
| Select | Transfer FROM Country to Brac Bangladesh | Transfer FROM Country to Brac Bangladesh | |
| <u>Select</u> | Transfer From Brac International (BD) to Country | Transfer From Brac International (BD) to Country | |
| <u>Select</u> | Transfer FROM Country to Brac International (BD) | Transfer FROM Country to Brac International (BD) | |
| Select | Transfer From Country to Country | Transfer From Country to Country | |
| Select | Transfer Between Country HO & Field OR project / department | Transfer Between Country HO & Field OR project / department | ~ |

Image: Update/Delete/Cancel TOA Type

re ee Page 1 of 1 => == 10 y

4.1.2.2 TOA Actor4.1.2.2.1 TOA Actor

Φ

i. Click Admin >Table of Authority > TOA Actor > TOA Actor Follwoing screen will appearView 1 - 10 of 10

| Table of authority Actor | * Required | |
|--------------------------------|------------|--|
| Actor Name* | | |
| Is Country Specific | | |
| Is Department Project Specific | | |
| Is Office Specific | | |

| Show | 10 v entries | | S | earch: | |
|--------|-------------------------|-----------------------|----------------------------|----------------------|---|
| 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 | V |
| Showin | g 1 to 10 of 25 entries | | First Previous | 2 3 Next Last | 9 |

Image: Create Table of Authority Actor

4.1.2.2.2 Employee TOA Mapping

e

ii. Click Admin >Table of Authority > TOA Actor > Employee TOA Mapping Follwoing screen will appear-

| eate Employ | ee Table of / | Authority Mapping | |
|---------------------|----------------|-------------------|--|
| ployee Table of Aut | hority Mapping | | |
| Actor | Select Actor | V | |
| Employee Info | | P | |
| 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-

| Emplo | yee Toa Mapping Information | | | | | | | | | | |
|---------|-----------------------------|-----------------------|--------|----------|---|-------|---------|-------|------|------|---|
| 10 | , Show entries | | | | | | Search: | | | 1 | |
| | Actor Name | Employee Info | | | | Cour | ntry | | | | |
| Select | Respective Employee | [031000002] BUSINGE | DANIEL | 5 | | [800] | Ugand | la | | | ^ |
| Select | Respective Supervisor | [031000002] BUSINGE | DANIEL | | | [800] | Ugand | a | | | |
| Select | Country Human Resource | [0150054] A.B.M. ISLA | M | | | [728] | South | Suda | n | | |
| Select | Country Human Resource | [0000223] SHIB KAIRY | | | | [050] | Bangla | adesh | | | |
| Select | Country Human Resource | [3700298] MOU MAJAH | ¢ | | | [728] | South | Suda | n | | |
| Select | Country Human Resource | [031000002] BUSINGE | DANIEL | | | [800] | Ugand | a | | | |
| Select | Regional Manager | [0013638] MIR HOSSA | IN | | | [728] | South | Suda | n | | |
| Select | Regional Manager | [3700453] VICTORIA L | AKU | | | [728] | South | Suda | n | | v |
| Showing | a 1 to 10 of 88 entries | | First | Previous | 1 | 2 3 | 4 | 5 | Next | Last | 9 |

Employee Table of Authority Mapping

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-

| Table of Autho | rity | | | | | |
|--------------------|----------|-----------------------|---|---|--------------|--|
| Table of Authority | | | | | | |
| Module Info * | | TOA Category * | | | | |
| Select Module Info | V | Select TOA Category | × | | | |
| TOA Type * | | Authority Type * | | Country * | | |
| Select TOA Type | V | Select Authority Type | V | Select Country | V | |
| Actor * | | Panel * | | | | |
| Select Actor | ~ | Select Panel | ¥ | | | |
| Add | | | | | | |
| Selected Actor | <i>.</i> | WH | | 2010-00-00-00-00-00-00-00-00-00-00-00-00- | | |
| Authority Type | Country | Actor | | Panel | Actor Office | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Save | | | | | | |



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

| Table of Authority | | | | | | |
|-------------------------|-------------|------------------|-----|-------------|---------------|---|
| Module Info * | | TOA Category * | | | | |
| Human Resources | V | Transfer | V | | | |
| TOA Type * | | Authority Type * | | Country * | | |
| Transfer From Brac Inte | rnational 🗸 | Proposal | v | Bangladesh | v | |
| Actor * | | Panel * | | Actor Offic | e | |
| Country Human Resource | ce 🗸 | Panel-2 | × | Source Offi | ce 🗸 | |
| Add | | | | | | |
| Selected Actor | | | | | | |
| Authority Type | Country | Actor | | Panel | Actor Office | 1 |
| 0.0.0.0.0 | Bangladesh | Anchor B | D 1 | Panel-1 | Source office | × |
| roposal | | | | | | |
| roposai | | | | | | |
| roposai | 1. | | | | | |
| roposai | | | | | | |
| roposai | | | | | | |
| roposai | | | | | | |
| roposai | | | | | | |
| roposai | | | | | | |

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-

| TOAP | uthority Type Info | * Required | |
|-----------------------------------|--|--|--|
| | Name * | ~ | |
| | Status * | | |
| | Description | | |
| Crea | te Cancel | | |
| Гоа Аи | thority Type Information List | Authority Status | Authority Type Description |
| foa Au | thority Type Information List Authority Type Name Approval | Authority Status | Authority Type Description |
| Foa Au elect | thority Type Information List Authority Type Name Approval Recommendation | Authority Status On Approval On Recommendation | Authority Type Description Approval Recommendation |
| Toa Au elect elect elect | thority Type Information List Authority Type Name Approval Recommendation Proposal | Authority Status On Approval On Recommendation On Proposal | Authority Type Description Approval Recommendation |

Image: TOA Authority Type

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

| Status * On Approval escription Approval Delete Cancel ity Type Information List Authority Type Name | Authority Status | |
|--|-------------------|----------------------------|
| Status * On Approval escription Approval Delete Cancel ity Type Information List Authority Type Name | Authority Status | |
| escription Approval Delete Cancel ity Type Information List Authority Type Name | Authority Status | |
| Delete Cancel ity Type Information List Authority Type Name | Authority Status | |
| Authority Type Name | Authority Status | Auchanita, Tama Demointing |
| | | Authority Type Description |
| Approval | On Approval | Approval |
| Recommendation | On Recommendation | Recommendation |
| Proposal | On Proposal | |
| | | |
| F | Proposal | Proposal On Proposal |

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-

| A Authority Type M | lapping Info | * Required |
|--------------------|---------------------|------------|
| Module Info | Select Module Info | |
| TOA Category | Select TOA Category | ¥ |
| TOA Type | Select TOA Type | |
| Save Cancel | | |

Image: TOA Authority Type Mapping

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

| A Authority Type M | apping Into | | | |
|--------------------|------------------------|----------------------------|-----------|------------|
| Module Info | Human Resources | v | | |
| TOA Category | Transfer | V | | |
| TOA Type | Transfer From Brac Int | ernational (BD) to Country | | |
| Proposal | Is Start | | Is Final | |
| | Next Step | Recommendation v | | |
| | Is Start | | Is Final | |
| | Pre Step | Proposal 🗸 | Next Step | Approval 🗸 |
| Approval | Is Start | | Is Final | |
| | Pre Step | Recommendation | | |



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-

| Create Toa Des | signation Group M | lap | | | |
|---------------------------|--------------------------|-------|---|------------------|------------|
| Toa Designation Group Ma | p Info | | | | |
| Country * | Select Country | • | | | |
| Designation Group * | Select Designation Group | • | | | |
| Employee Designation List | | | | | |
| | | Add a | | 0 items selected | Remove all |
| AAH Coordinator | | + | * | | |
| Accountant | | + | | | |
| Accounts Assistant | | + | | | |
| Accounts Assistant (Natio | mal) | + | | | |
| Accounts Officer | | + | | | |
| Accounts Officer | | + | | | |
| Accounts Officer II | | + | | | |
| Admin Clerk | | + | • | | |
| Save | | | | | |



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-

| a Designation Group Map List | | | |
|------------------------------|-----------------------|---|--|
| Country | All Country | T | |
| Designation Group | All Designation Group | | |



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

| | A | B C | D | E | | | | | | | |
|----|---|---------------------------------|------------------------------|------------------------|--|--|--|--|--|--|--|
| | S bra | ac | | | | | | | | | |
| 1 | | | | | | | | | | | |
| 2 | | TABLE OF A | UTHORITY DESI | GNATION GROUP MAP LIST | | | | | | | |
| 3 | 3 Country:Bangladesh; Designation Group:Local Below Regional Manager ; Generated at Wed Jun 15 14:05:27 BDT 2016 ; Generated by: 000022 | | | | | | | | | | |
| 4 | Country | Toa Designation Group | Employee Designation | | | | | | | | |
| 5 | Bangladesh | Local Below Regional Manager | Chairperson | | | | | | | | |
| 6 | Bangladesh | Local Below Regional Manager | Chief Financial Officer | | | | | | | | |
| 7 | Bangladesh | Local Below Regional Manager | Executive Director | | | | | | | | |
| 8 | Bangladesh | Local Below Regional Manager | Deputy Executive Director | | | | | | | | |
| 9 | Bangladesh | Local Below Regional Manager | Director | | | | | | | | |
| 10 | Bangladesh | Local Below Regional Manager | Associate Director | | | | | | | | |
| 11 | Bangladesh | Local Below Regional Manager | Country Representative | | | | | | | | |
| 12 | Bangladesh | Local Below Regional Manager | Country Head of Accounts | | | | | | | | |
| 13 | Bangladesh | Local Below Regional Manager | Area Manager | | | | | | | | |
| 14 | Bangladesh | Local Below Regional Manager | Area Accountant | | | | | | | | |
| 15 | Bangladesh | Local Below Regional Manager | Area Coordinator | | | | | | | | |

Image: TOA Designation Group Map Report

4.1.2.5 Authority Delegation

4.1.2.5.1 Delegation of Authority

i. Click Admin > Table of Authority > Authority Delegation > Delegation of Authority Follwoing screen will appear-

| Delegation Of Authority | Info |
|-------------------------|----------------------|
| Delegated Employee * | |
| Is TOA Category Req | uired |
| Start Date * | DD-MM-YYYY |
| End Date * | DD-MM-YYYY |
| Is Project-Departme | nt Mapping Required) |

Image: Create Delegation of Authority

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

| Create Delega | tion Of Authority | | |
|---|--|------------------|------------|
| Delegation Of Authority | Info | | |
| Delegated Employee * | SHIB NARAYAN KAIRY [0000223] | | |
| ✓ Is TOA Category Requ | uired | | |
| Module Info | Human Resources | ~ | |
| TOA Category | | | |
| | Add all | 2 items selected | Remove all |
| Contract Renewal | + | Transfer | _ |
| PMS | + | Job Separation | _ |
| Leave | + | | |
| Higher Studies | + | | |
| Travel Application | + | | |
| Start Date * | 08-06-2016 31-12-2016 | | |
| ✓ Is Project-Departmen Country | Int Mapping Required) | V | |
| Available Project Depart | tment | | |
| Project ODepartment | | | |
| BD-0001] BRAC II Internal Audit Internal Audit Finance & Acco HR & Training HR & Communit PR & Communit PR & Communit Procurement, I Research and I Health & Nutrit | nternational HO (BD) ounts eview cation chnology cogistics & Transport Development | | |
| Collapse All Expand All S | elect All Unselect All | | |
| Create Cancel | | | |

Image: Create Delegation of Authority

4.1.2.5.2 Delegation of Authority List

i. Click Admin > Table of Authority > Authority Delegation > Delegation of Authority List Following scren will appear-

| elegation Of Autr | ority | List | | | | |
|-------------------|-------|---------------------|-----|------------|----------|--------|
| Countr | У | All Country | | V | | |
| Office Inf | 0 | -All Office- | | • | | |
| Projec | t | -Select Project- | | - | | |
| Departmer | It | -Select Department- | | • | | |
| Employee PI | N | -Select Employee- | | • | | |
| earch | | 96 | | 08 - N | | |
| egation Of Autho | ority | | | | | |
| | | | PIN | Start Date | End Date | |
| ct Delega | ted U | lser | PIN | Start Date | End Date | Remove |
| ct Delega | ted U | lser | PIN | Start Date | End Date | Remove |

Image: Delegation of Authority List

ii. Select country and required field to search and the following screenwill appear

| sbiCloud | | | | | | | | | Welcome Faruque Ahmed (00 | 34362-HOHR- BRAC Inte | rnational, Bangladesh [B1]) 🛛 🚳 | M |
|------------------------|-------------------------|-------------|-----------|------------|---------|---------|------------|----------------------------|---------------------------|-----------------------|--|----------|
| | | | | | | | | | | Accounting D | ate : 04-05-2014 [DAY OPEN] | |
| Setup User Control Pan | el Table Of Au | uthority | Tools | HR | Payroll | Reports | | | | Search | C | ۲ |
| Quick Access | Delega | tion C | Of Aut | horit | ty List | | | | | | UK Netherlands USA Aghanistan Halt Sierra Leone Serth Suder | ^ |
| Favorites | Delegation | Country | Y All | Country | | | | Liberia Uganda Tanzania | | | | |
| | | Office Info | • -All | Office- | | | - | | | | Registered Stichting BRAC Internatio Secretariat Operation Affilia | ļ |
| | | Projec | t -Sei | ect Projec | :t- | | - | | | | | |
| | C |)epartmen | t -Sei | ect Depar | tment- | | • | | | | | |
| | Em | nployee PII | N -Sei | ect Emplo | yee- | | • | | | | | |
| | Search | Search | | | | | | | | | | |
| | Delegation Of Authority | | | | | | | | | | | |
| | Select | Delegate | ed User | | | PIN | Start Date | End Date | Remove | | | |
| | Select | ABHIJIT GI | UPTA | | | 0137303 | 09-06-2016 | 09-06-2016 | Remove | | | |
| | Select | MOU MAJA | АK | | | 3700298 | 08-06-2016 | 08-06-2016 | Remove | | | |
| | <u>Select</u> | SHIB NARA | AYAN KAIR | Y | | 0000223 | 08-06-2016 | 08-06-2016 | Remove | | | |
| | Select | SHIB NARA | AYAN KAIR | Y | | 0000223 | 01-06-2016 | 01-06-2016 | Remove | | | |
| | | | | | | | | | | | | * |

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
| 🎊 HR | Admin | | | | | | | Welcome | Faruque Ahmed (00 | 34362-HOHR- BRAC | International, Banglade | sh [BI]) 💽 🚳 | |
|-----------|------------------|----------|-------------------|-------|------------------|---|------------------------|-----------------------|-------------------|------------------|----------------------------------|--|--|
| sbiClou | do. | | | | | | | | | Account | ting Date : 04-05-2014 [DAY | Y OPEN] | |
| Setup | User Control Pan | el Table | Of Authority | Tools | HR Pa | yroll Reports | | | | Search | | ۹ | |
| Quick Acc | cess | Tra | nsfer Of / | Auth | ority | | | | | | USA • UK• | Netherlande Afghanistan Pakistan Bangiader | |
| | | Trans | sfer Of Authority | y | | | | | | | Liberia | South Sudan Philipp | |
| → Favor | rites | | Countr | γ 7 | All Country | | ~ | | | | | Tanzania | |
| | | | Office Inf | fo _/ | All Office- | | - | | | | Registered Stichti Secretariat O | ing BRAC Internatio peration • Affilia | |
| | | | Projec | ct 🦂 | elect Project- | | • | | | | | | |
| | | | Departmen | nt 🦂 | elect Departme | nt- | • | | | | | | |
| | | | Modul | le . | Select Module Ir | nfo- | ~ | | | | | | |
| | | | TOA Categor | v . | Select TOA Cate | egory- | ~ | | | | | | |
| | | | Employee PI | IN s | elect Employee | | • | | | | | | |
| | | Sez | arch | | | | | | | | | | |
| | | Pendir | ng Process List | | | | | | 0 | | | | |
| | | Select | Proposal No. | | Proposal Type | Actor Name | Pin No. | Employee Name | Missed Days | | | | |
| | | | BI-2016403 | 1 | ransfer | Anchor BD 1 | 012000328 | A K M KAMRUL ISLAM | 44 | | | | |
| | | | BI-2016403 | 1 | ransfer | Anchor BD 1 | 012000329 | FARIDA YASMIN | 44 | | | | |
| | | | BI-2016403 | 1 | ransfer | Anchor BD 1 | 012000330 | A. M. M. MOHASIN | 44 | | | | |
| | | | BI-2016403 | 1 | ransfer | Anchor BD 1 | 012000332 | MD AMINUR RAHMAN | 44 | | | | |
| | | | BI-2016403 | 1 | ransfer | Anchor BD 1 | 012000333 | SHANAZ PARVEEN | 44 | | | | |
| | | | BI-2016403 | 1 | ransfer | Anchor BD 1 | 012000335 | SAIMA ZOHDA | 44 | | | | |
| | | | BI-2016403 | 1 | ransfer | Anchor BD 1 | 012000336 | MOSAMMAT KAMRUN NAHAR | 44 | | | | |
| | | | BI-2016403 | 1 | ransfer | Anchor BD 1 | 012000337 | MOSTAFA KAMAL | 44 | | | | |
| | | | BI-2016403 | 1 | ransfer | Anchor BD 1 | 012000338 | NIPA SAHA | 44 | | | | |
| | | | BI-2016403 | ٦ | ransfer | Anchor BD 1 | 012000340 | MOHAMMAD IRAQ HOSSAIN | 44 | | | | |
| | | | | | | | | | | | | _ | |
| | | φ | | | | re <e 1<="" page="" th=""><th>of8 🍉 🖬 10 🧹</th><th></th><th>View 1 - 10 of 77</th><th></th><th></th><th></th></e> | of8 🍉 🖬 10 🧹 | | View 1 - 10 of 77 | | | | |
| | | Acc | used Employee | * | | | | q | | | | | |
| | | Cha | ange | | | | | | | | | | |
| | | Exp | port To Excel | | | | | | | | | ~ | |
| | | | | | | | Copyright © BRAC Inter | national 2016 | | | Dev | veloped By: 5iTS | |

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

| 🛛 🎊 HR 🛛 🔄 Ad | lmin | | | | Welcome F | aruque Ahmed (0034362-H0 | HR- BRAC International, | , Bangladesh [BI]) 🚳 |
|---------------|---------------|--------------------|-------------------|---------|----------------------------|--------------------------|-------------------------|--|
| sbiCloud | | | | | | | Accounting Date : 04-05 | -2014 [DAY OPEN] |
| Setup User | Control Panel | Table Of Authority | Tools HR | Payroll | Reports | | Search | Q |
| Quick Access | | Delegation C | Of Authori | ty By / | dministrator | | usa • Halt- | UK Netherlands Afghanistan Sierra Leone South Sudan Philippines |
| Favorites | | Actual Employee | * | | Liberia Uganda Tanzania | | | |
| | | Delegated Employee | * | | P | | • Secre | etariat • Operation • Affiliates |
| | | Is TOA Category R | Required | | | | | |
| | | Start Date | * | | | | | |
| | | End Date | * | | | | | |
| | | Is Project-Departs | ment Mapping Re | quired) | | | | |
| | | Create Cance | el | | | | | |
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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-

| 🎊 HR | Admin 📃 | | | | | | | | | 1 | Velcome Faru | ue Ahmed (00 | 34362-HO | HR- BRAC Int | ernational, Bangl | ladesh [BI]) 🔒 繩 | |
|------------|--------------|-----------|----------|--------------|---------|----------------|-------|----------------------|-----------|------------|--------------|--------------|----------|--------------|--------------------------|---|---|
| sbiCloud | Ъ | | | | | | | | | | | | | Accounting | Date : 04-05-2014 [| [DAY OPEN] |) |
| Setup U | Jser Control | Panel Tab | le Of Aı | uthority | Tools | HR Payro | oli R | Reports | | | | | | Search | | ۹ | Ĵ |
| Quick Acce | 55 | De | elega | tion O | f Aut | hority By | y Ad | iministrator List | | | | | | | USA | UK Netherlands Afghanistan | ^ |
| | | De | legation | Of Authori | ty List | | | | | | | | | | Halt Sierra Leone | Pakistan Banglader Myan South Sudan | |
| Favorites | | | Country | All C | Country | | | V | | | | | | Liber | ia Uganda Tanzania | | |
| | | | | Office Info | -All C | Office- | | | • | | | | | | Registered S Secretariat | tichting BRAC Internatio | |
| | | | | Project | t -Sele | ct Project- | | | • | | | | | | | | |
| | | | 0 | Department | t -Sele | ct Department- | | | • | | | | | | | | |
| | | | En | nployee PIN | -Sele | ct Employee- | | | • | | | | | | | | |
| | | 5 | Search | | | | | | | | | | | | | | |
| | | Trai | nsforma | tion Of Auth | hority | | | | | | | 0 | | | | | |
| | | Sele | ct Co | untry | Actual | User | | Delegated User | | Start Date | End Date | Remove | | | | | |
| | | Select | Ban | ngladesh | [003436 | 2] FARUQUE AHN | MED | [0137303] ABHIJIT GU | PTA | 09-06-2016 | 09-06-2016 | Remove | | | | | |
| | | Select | Ban | ngladesh | [003436 | 2] FARUQUE AHN | MED | [3700298] MOU MAJAK | C | 08-06-2016 | 08-06-2016 | Remove | | | | | |
| | | Select | Ban | ngladesh | [003436 | 2] FARUQUE AHN | MED | [0000223] SHIB NARAY | (AN KAIRY | 08-06-2016 | 08-06-2016 | Remove | | | | | |
| | | Select | Ban | ngladesh | [003436 | 2] FARUQUE AHN | MED | [0000223] SHIB NARAY | (AN KAIRY | 01-06-2016 | 01-06-2016 | Remove | | | | | |
| | | | | | | | | | | | | | | | | | |
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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-

| Pending Process Search | | | | | | |
|------------------------|------------------|---------|-----------------------|--------------------------------|--------|----|
| Country | All Country | | | ~ | | |
| Office Info | -All Office- | | | - | | |
| Project | -Select Project- | | | • | | |
| Department | -Select Departm | ent- | | - | | |
| Module | -Select Module | Info- | | V | | |
| TOA Category | -Select TOA Ca | tegory- | | ~ | | |
| Employee PIN | -Select Employe | e- | | • | | |
| Search | | | | | | - |
| ending Process List | | | | | | 10 |
| Pending Process List | | | and the second second | No. Marca a Marca di Angeletza | Missed | |

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 Sonaration | 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

Image: Pending Process List PDF Report

iv. Click 'Export to Excel' and the following report will appear

2

Page 1 of

| | A | BC | D | E |
|----|--------------------|---------------------------------|------------------------------|---|
| 1 | S bra | ac | | |
| 2 | | TABLE OF A | | GNATION GROUP MAP LIST |
| 3 | Country:Bangladesh | ; Designation Group:Local E | elow 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