



HRMSuite.com User ManualGuide

Developed By: **HARATI**
SOFTWARE



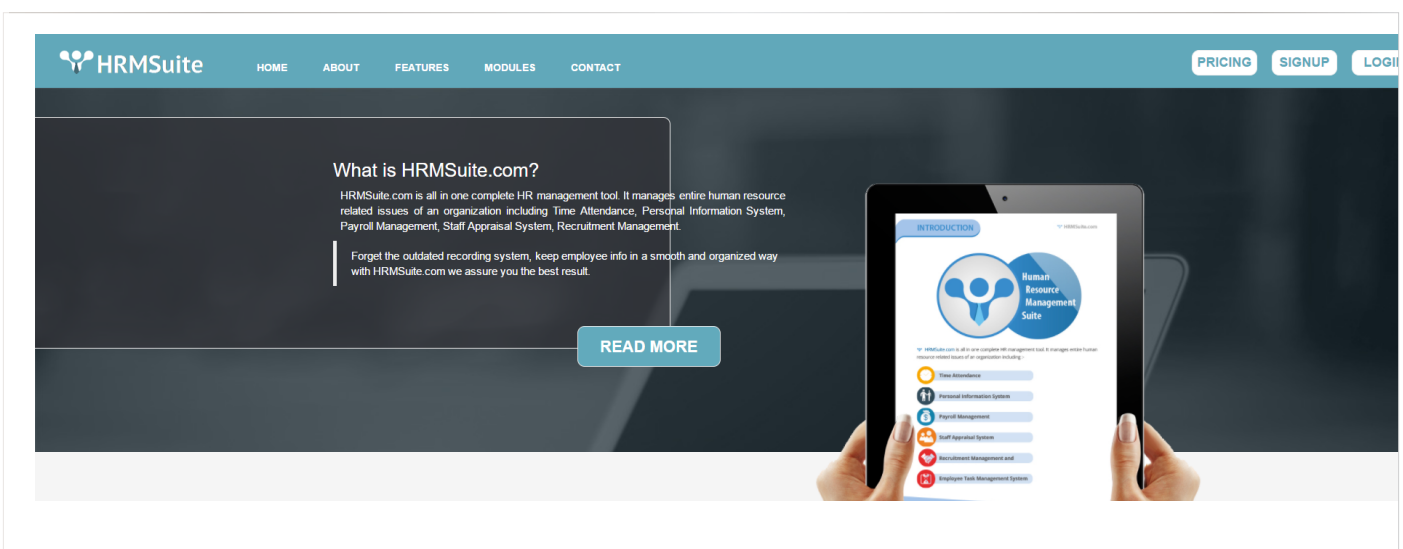
HRMSuite.com

HRMSuite.com is all in one complete HR management tool. It manages entire human resource related issues of an organization including Time Attendance, Personal Information System, Payroll Management, Staff Appraisal System, and Recruitment Management. HRMSuite is the web based software based on SAAS (software as a service) architecture. All the data are stored in the web where there are no chances of data losses. HRMSuite is the package software to manage all human resource management. HRMSuite is specially use for attendance device where the record of employee, time table of employee, report of the employee and Shift of the employee are recorded.

Forget the outdated recording system, keep employee info in a smooth and organized way with HRMSuite.com we assure you the best result.

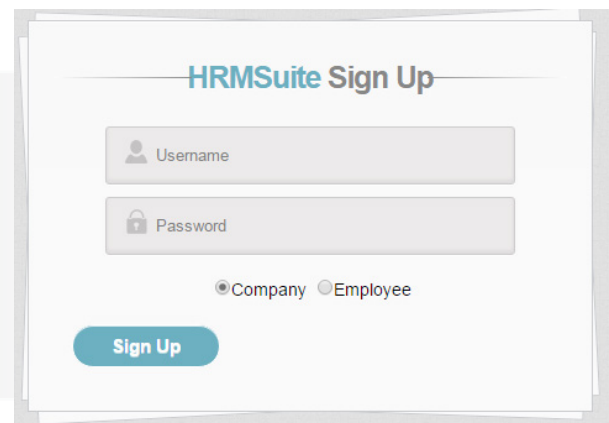
Site / Home Page

- You can visit HRMSite site through www.hrmsuite.com
- You can get access for 30 days trial period without paid.
- After trial period expired you need to be a paid member for the use full version.
- Open your any web browser to open HRMSuite.com
- Then you can see the following home page of HRMSuite.com



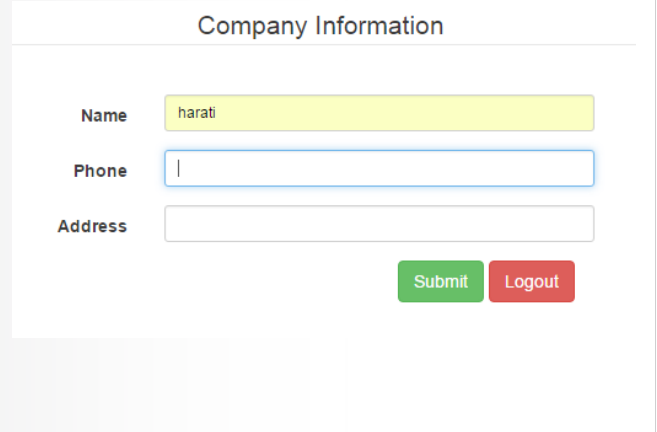
LOGIN PAGE:

- Then click the Signup button for the sign up as company or employee.
- Then you have seen this page.

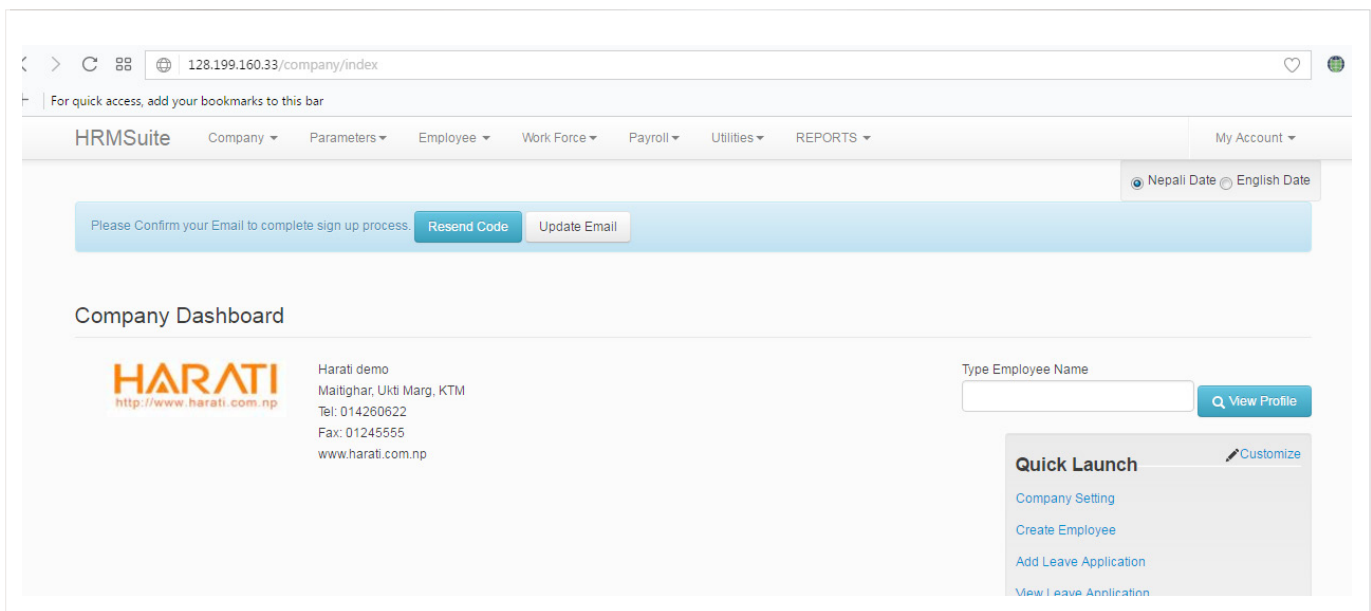


The image shows a 'HRMSuite Sign Up' form. It has two input fields: 'Username' and 'Password'. Below these fields are two radio buttons labeled 'Company' and 'Employee'. At the bottom of the form is a blue 'Sign Up' button.

- Provide username and password for the register as company or employee.
- After registration you have to put the information about your company in the given field
- Then click the submit button for login as company.
- Your company dashboard looks like this.



The image shows a 'Company Information' form. It has three input fields: 'Name' (with the value 'harati'), 'Phone', and 'Address'. Below these fields are two buttons: a green 'Submit' button and a red 'Logout' button.



The image shows the HRMSuite Company Dashboard. At the top, there is a navigation bar with links: HRMSuite, Company, Parameters, Employee, Work Force, Payroll, Utilities, REPORTS, and My Account. Below the navigation bar, there is a message: 'Please Confirm your Email to complete sign up process.' with buttons 'Resend Code' and 'Update Email'. The main content area is titled 'Company Dashboard'. On the left, there is a logo for 'HARATI' and contact information: 'Harati demo', 'Maitighar, Ukti Marg, KTM', 'Tel: 014260622', 'Fax: 01245555', and 'www.harati.com.np'. On the right, there is a search bar labeled 'Type Employee Name' and a 'View Profile' button. Below the search bar, there is a 'Quick Launch' section with links: 'Company Setting', 'Create Employee', 'Add Leave Application', and 'View Leave Application'. There is also a 'Customize' button next to the 'Quick Launch' section.

You are the register user of HRMSuite.com then you can create your own HRMSuite for your company. After register your company in HRMSuite.com your all HRM related work can manipulate in HRMSuite.com.

In your Company's HRMSuite profile you have following items.

- Company
- Parameter
- Employee
- Workforce
- Payroll
- Utilities
- Report
- My account
- View profile
- Quick lunch
- Employees' present, late, early and OTs' graph

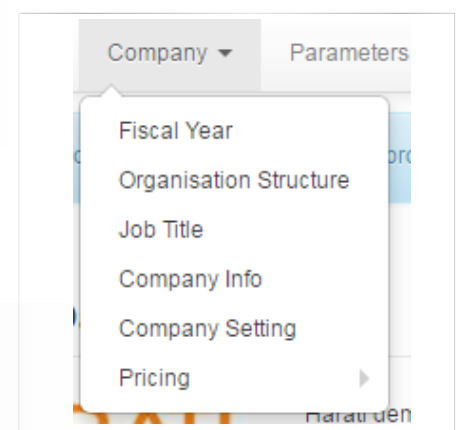


Usage of the given items.

1. Company

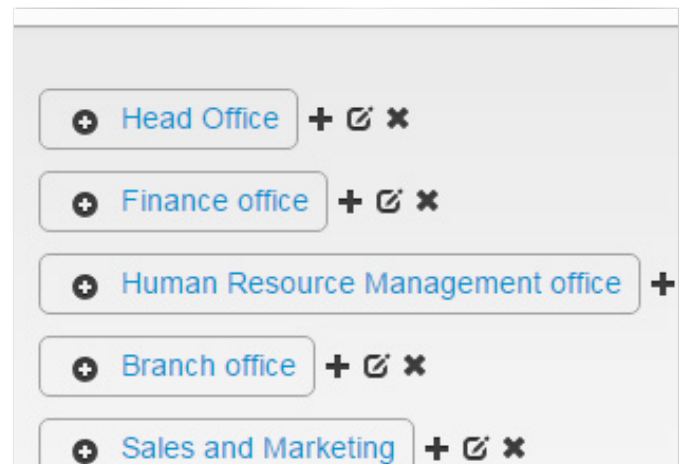
Company is stand for the setting of

- The Fiscal year- It is use for the setting of your company's current fiscal year. You can add, edit or delete your fiscal year from here.



<div> <div>Visible</div> <div>PDF EXCEL</div> <div>AR</div> <div>PDF EXCEL</div> </div>					
<div> <div>10 records per page</div> <div>Search:</div> </div>					
Name	Start Date	End Date	Open/Closed	Active	Action
Fiscal Year 2073	2073-1-1	2073-12-31	Closed	false	✖ ✖ ✖
Fiscal Year 2074	2074-1-1	2074-12-1	Open	true	✖ ✖ ✖ ✖
Showing 1 to 2 of 2 entries					
<div> <div>Previous</div> <div>1</div> <div>Next</div> </div>					

- b. Organization structure- This menu helps to set the organization structure. Where we can set the branches and the other required sub units.



- c. Job title- Job title is to set for the job position, job code, job title, priority and the action. Where we can create company job detail.

Job Title			
Add Job Title			
10	records per page		Search: <input type="text"/>
Job Code	Job Title	Priority	Action
1	CEO	↑ ^ v ↓	Edit Delete
1	General Manager	↑ ^ v ↓	Edit Delete
3	Diputy General Manager	↑ ^ v ↓	Edit Delete
4	Branch Manager	↑ ^ v ↓	Edit Delete
5	Finance Manager	↑ ^ v ↓	Edit Delete
6	Marketing Manager	↑ ^ v ↓	Edit Delete
7	Support Officer	↑ ^ v ↓	Edit Delete
011	Technical officer	↑ ^ v ↓	Edit Delete

- d. Company Info- Company info is used for the setting of detail information about the company. Where we can set the company name, URL, Address, Phone no. Logo of Company and fax. From payment info we can see the payment status of HRMSuite.

Company Info	Payment Info
Name:	Harati demo
URL:	www.harati.com.np
Address:	Maitighar, Ukti Marg, KTM
Phone:	014260622
Fax:	01245555
Update Logo	
Save	

e. Company Setting- This is for the setting of the Disable employee to add information. Where, if this menu set to disable company employee can't edit their profile and vice versa.

Company Setting

☐ Disable Employee To Add Information

Submit

f. Pricing- It is usage for the see payment history and makes a payment of HRMSuite.

Payment History

10 records per page

Search:

S.No. ▲	Valid From	Valid Till	Pay Date	Total No. Of Employees	Pay Amount	Transaction ID	Subscription Type	Payment Status
1	2017-02-07	2018-02-07	2017-02-07	50.0	8000.0	HRM0200030080734	1 Year Subscription	Verified
2	2018-02-07	2018-05-07	2017-04-30	50.0	7500.0	HRM0402431643020	3 Month Subscription	Pending
3	2018-02-07	2018-05-07	2017-05-07	50.0	7500.0	HRM0505532360758	3 Month Subscription	Pending

Showing 1 to 3 of 3 entries

← Previous 1 Next →

Pricing Details

No. Of Employees*

Module Time Attendance

Pay Type

--Choose--

Cost Type

HRMSuite Transaction Edition

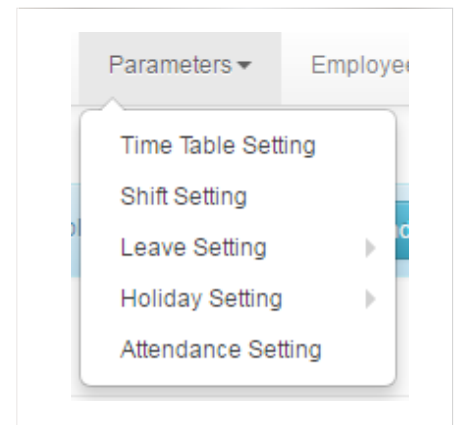
Calculate In

--Choose--

Add To Estimate

2. Parameter

Parameter is stand for the setting of



- a. Time Table Setting- Time table is the main function of the parameter where we can create the time table for the each and every shift of the company. Time table is basic need of set the shift also.

A screenshot of the 'Add Time Table' form. It has a title bar with a close button. The form contains several input fields: 'Time Table Name' (text), 'On Duty Time' (00 : 56), 'Off Duty Time' (00 : 56), 'Start In' (00 : 56), 'Stop In' (00 : 56), 'Start Out' (00 : 56), 'Stop Out' (00 : 56), 'Late In' (minutes), and 'Early Out' (minutes). At the bottom right, there are 'Add' and 'Cancel' buttons.A screenshot of the 'Add Shift Details' form. It has a title bar. The form contains: 'Name' (text), 'Start Date' (19 / 01 / 2074), 'Cycle' (1), and a table for 'Cycle 1'. The table has columns for days of the week (Sunday to Saturday) and a 'Choose Time Table' dropdown for each day, with an 'Off' checkbox. At the bottom, there is a 'Save' button.

- b. Shift Setting- Shift setting define the shift of the company . which indicate the employee's shift for the working day. From this shift setting we can create the company's working shift for the current fiscal year By the Selecting given time table(which we create in time table setting)

c. Leave Setting- leave setting is used for the leave management of company's fiscal year. In leave setting we can set the leave time, see opening leave balance and opening leave adjustment.

To create leave type we have to press the add leave type. Then filled the required field and press add button. We can create the leave for selected person by choosing apply for selected and add the tag for that. There are two type of leave (paid or unpaid) we can choose that category also

Add Leave

Leave Name

Maximum days

Apply For

Leave Category

Status ☒ Active ☐ Inactive

Official Trip ☐ Yes ☒ No

Add **Close**

d. Holiday Setting- - It's for the setting of the holiday which was provided by company to its employee. We can set the holiday and set holiday date from here.

Add Holiday

Holiday Name

Applicable For

Status ☒ Active ☐ Inactive

Save **Close**

Set Holiday Date

Holiday Updated By

2017

SN	Name	Date	
1	New Year	1 January	Update Delete
2	Gai Jatra	-Choose- -Choose-	Update

- e. Attendance Setting- There are many feature to unable or disable in attendance setting. Which are time attendance setting, notification setting, payroll, miscellaneous and company fiscal year closing parameter. They are can be disable and enable by company's required.

Attendance Settings

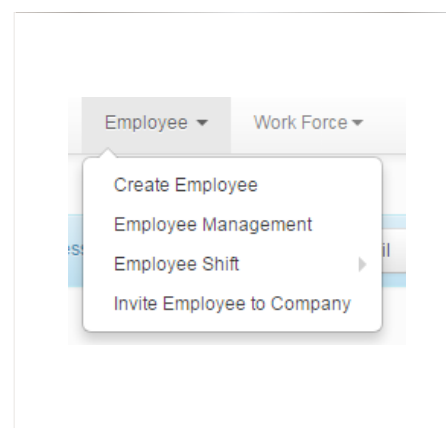
⊙ Time Attendance Settings	▼
🔔 Notification Settings	▼
💰 Payroll	▼
⚙ Miscellaneous	▼
⊙ Company fiscal year closing parameter	▼

Submit

3. Employee

Every company has their own employee to do the task of company. They need to be managed by company. Employees are create and manage from the employee menu. Employee menu include the following items. From this Employee Menu Company can create employee and can put the detail info about employee. For create employee input all the required filled, enroll Id and shift determined is important

Employee Stand for the setting of:



- a. **Create Employee-** It's help to create employee for the company. For create employee input all the required field. The enroll Id and the shift determine is important.

Create Employee

First Name *

Last Name *

Gender ☒ Male ☐ Female

Status ☒ Single ☐ Married

Incapacitated ☐ Yes ☒ No

Phone *

Date of Birth

Join Date

Photo No file chosen

☐ Create User

☒ Add Attendance Details

Device Enroll ID *

Shift and Time ☒ Summer shift

☐ Normal Day Shift

☐ Winter shift

Organization Id *

Job Title *

Branch

- b. **Employee Management-** It stand for the determine the employee user category. You can give the role for your employee as a employee or privilege user. You can also reset your employee's Enroll id and Device Id from the setting. You can also terminate your employee from here.

Organization Id	First Name	Last Name	Gender	Role	Options
1	maresh	lama	male	Not Configured	Settings
3	dipesh	sharma	male	Not Configured	Settings
4	asha	deula	male	Not Configured	Settings
15	Kumar	Singh	male	Not Configured	Settings
22	Sita	RAi	female	Not Configured	Settings
25	unish	Magar	male	Not Configured	Settings
53	sunil	Shrestha	male	Not Configured	Settings
54	asha	sharma	female	Not Configured	Settings
57	dkal	tamang	male	Privileged User	Settings

- c. Employee Shift- Employee shift determined the shift for employee. It included employee shift management for the employee shift determine, employee duty roster management for time range duty roster for employee, weekly duty roster management for the weekly duty roster setting to employee.

Employee Shift Mgmt

[+ Add Employee Shift](#)

Branch

Date

Employee dkal tamang selected

[View](#)

200 records per page

Search:

Employee	Shift Start Date	Shift Name	Action

Employee Duty Rooster Mgmt

[+ Add Duty Roster](#)

Branch Name

From To

Employee

Employee Duty Rooster Mgmt

[+ Add Duty Roster](#)

Branch Name

From To

Employee

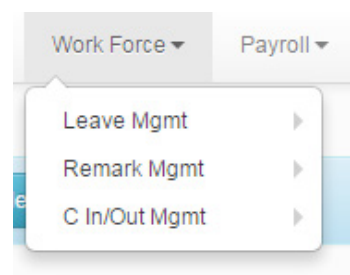
d. Invite Employee to Company- We can invite employee through invite employee to company just fill up the email address and press invite button. When we invite from this the invite message was sent to the employees' email address and the employee can log in with the given email address with default HRMSuite password.

Invite Employee to Company

Email:

4. Workforce

Workforce stands for the setting for;



- a. Leave Management- leave management help to recommend, denied and approve the applied leave by employee as well as it uses for the giving a leave for the employee manually by admin.

Recommend Leave Application

10	records per page	Search: <input type="text"/>									
Name	Request Date	Subject	Reason	Leave From	To	Total Days	Checked Date	Leave Type	Added By	Action	
Dikal Tamang[8118]	2074-2-23	Casual Leave	due to personal problem	2074-2-23	2074-2-23	1.0		Full	Dikal Tamang[8118]	Recommend / Deny	

Add Leave to Employee

Employee Name

Reason (Max: 70 characters)

Leave Type

From

To

☐ Recommend Leave
☐ Approve Leave

- b. Remark management- Remark management uses for the recommend, denied and approve the remark send by employee. When the employee have some reason for late/early come/go in office. And also add the remark for employee.

Recommend Remarks Application

10 records per page

Search:

Name	Application Date	Remark Date	Remark	Count Late/Early	Status	Added By	Action
Dikal Tamang[8118]	2074-2-23	2074-2-23	due to problem in bike	<input checked="" type="checkbox"/> Do not count late minutes <input type="checkbox"/> Do not count Early minutes	Not Checked	Dikal Tamang[8118]	Recommend/ Deny

Add Remarks to Employee

Employee Name

From

To

☐ Do not count late minutes.

☐ Do not count Early minutes.

Reason: (Max: 70 characters)

☐ Recommend Leave

☒ Approve Leave

- c. Check in/out management- Check in/out management help to recommend, denied and approve check in/out applied by employee. And also can add check in/out to employee.

Check In / Check Out List

10 records per page

Search:

Name	Type	Send Date	Check In/Out Date	Time	Reason	Added By	View
Dikal Tamang[8118]	In	2074-2-23	2074-2-23	17:45:00	due to heavy rain	Dikal Tamang[8118]	Recommend/ Deny

Add Check In / Check Out to Employee

Employee Name

From

Time

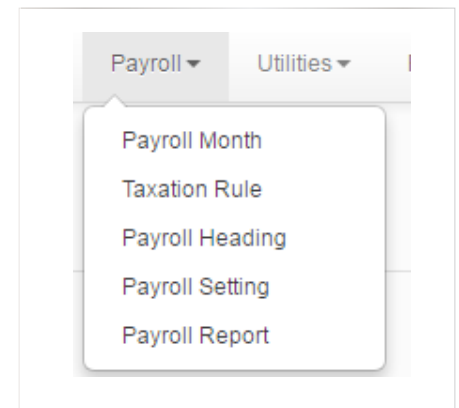
Reason: (Max: 70 characters)

☐ Recommend Check In/Out

☒ Approve Check In/Out

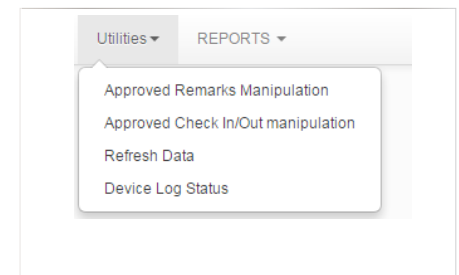
5. Payroll

Payroll stands for the making of monthly salary distribute to employee with the payroll head.



6. Utilities

Utilities Stands for the Manipulation of approved Remark and check in/out. we can delete and edit the approved remark and denied the approved check in out from the utilities.



- a. Approved Remark Manipulation- It helps to delete and edit the approved remark.

Approved Remarks manipulation

Branch:

Start From:

To:

Employee:

200 records per page

Employee	Log Date	Shift In	Shift Out	Remarks	Action
Dial Tamang(9118)	2014-2-1	09:45:00	17:45:00		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Dial Tamang(9118)	2014-2-2	09:45:00	17:45:00		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Dial Tamang(9118)	2014-2-3	09:45:00	17:45:00		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- b. Approved check in/out Manipulation- It helps to approve/denied the approved check in/out.

Manage Check In / Check Out

Nepali Date English Date

10 records per page

Search:

Name	Type	Send Date	Check In/Out Date	Time	Reason	Status
asha sharma[8121]	In	2017-05-05	2017-05-05	09:45:00		Approved Deny
asha sharma[8121]	Out	2017-05-05	2017-05-05	17:45:00		Approved Deny
Dkal Tamang[8118]	In	2017-05-05	2017-05-05	08:00:00		Approve Deny
Dkal Tamang[8118]	In	2017-05-05	2017-05-05	17:00:00		Approve Deny
Dkal Tamang[8118]	In	2017-05-07	2017-05-07	09:00:00	due to traffic jam	Approved Deny

- c. Refresh Data- Refresh data calculate the data of each and every employee in a manual way.

Refresh Data

Branch

Choose Branch

Start From

23 जेठ 2074

To

23 जेठ 2074

Employee

☐ Select all☐ Dkal Tamang [57]☐ sunil Shrestha [53]☐ unish Magar [25]☐ asha sharma [54]☐ mahesh lama [1]☐ dipesh sharma [3]☐ asha deula [4]☐ Sita Rai [22]☐ Ramesh Balami [98]☐ Sandesh Rijal 68 [68]☐ Milan Shakya [66]☐ Kumar Singh [15]☐ Manoj thapa [360]☐ Subash Pudasaini [82]☐ Sanjay Poudel [83]☐ Bidhya Thapa Chetri [71]☐ Alina Baniya [77]☐ Prince Lama [518]☐ Deepak Raut [150][Calculate](#)

- d. Device Log Status- Device log status show the data upload date/time and device name.

Device Log Status

10 records per page

Search:

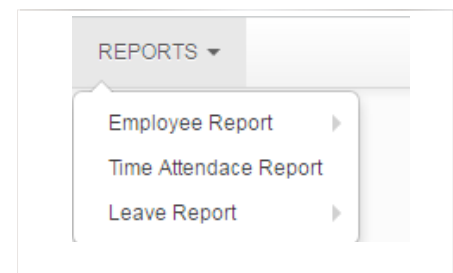
Device Name	MAC-ID	Log Updated Date	Option
	00:17:61:95:5F:56	2074-2-23 09:39:23.0	
harati	00:17:61:10:24:AB	2074-8-24 10:16:50.0	

Showing 1 to 2 of 2 entries

Previous 1 Next

7. Report

Report stands for view various kinds of report



- a. Employee Report- From here you can see the employee transfer report and ex-employee report.

Employee Transfer Report

10 records per page

Search:

Print

Employee name	Start Date	Current Branch
Alina Baniya[77]	2016-04-13	Head Office
asha deula[4]	2016-05-20	Head Office
asha sharma[54]	2016-12-22	Finance office
Bidhya Thapa Chetri[71]	2017-04-14	Head Office
Deenak Raut[150]	2017-05-31	Head Office

- b. **Time Attendance Report-** It is the main purpose of HRMSuite software. We can see the various time attendance reports. We can view the employee working hour, log in/out of employee, OT hour, leave, absent, remark, late, early, and employee shift and time table in few second with the branch. It is so useful for the small as well as the big company to track the employee every activities. We can also generate the reports in xl and pdf.

Time Attendance Report

Branch

Tags

Shift

Employee

☐ On Duty Status ☐ Late Report ☐ Early Report ☐ Absent Report ☐ General Log Report ☐ Summary Report ☐ Leave Taken Report
☐ Custom G. Report ☐ All Log Report ☐ Official Trip Report ☐ Time Range Report

- c. **Leave Report-** leave report shows the available leave balance of the employee as well as consumed leave with detail.

Leave Balance with Details

Branch

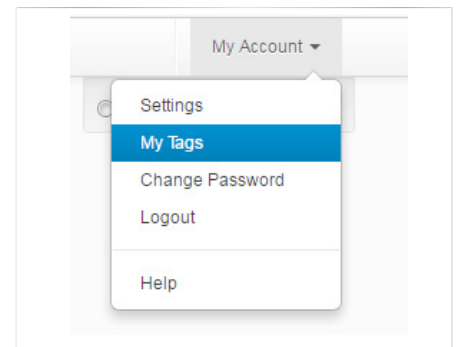
Fiscal Year

Leave

Employee

8. My account

My account stands for:



a. Setting-

b. My Tags- My Tags helps to create some special tags for the leave or holiday. It helps to define the holiday and leave to some selected people.

Add New Tag

10 records per page

Nepali DateEnglish Date

Search:

Title	No. of Employee	Action
Holiday for Kathmandu Valley	1	View ✕ ✎
Only for Cristian		View ✕ ✎
Only for Disability People		View ✕ ✎
Only for Gurung Community		View ✕ ✎
Only For Hill Region		View ✕ ✎
Only for Mountain Region		View ✕ ✎

c. Change Password- We can change our login password through here.

Confirm Password

Old Password

New Password

Confirm Password

update

d. Logout- For the logout from the HRMSuite.com this button is used.

e. Help- It helps to know about HRMSuite.

9. View profile

In dashboard there is view profile, where we can view the employee profile as well as we can update too.

Please Confirm your Email to complete sign up process. [Resend Code](#) [Update Email](#)

Employee Profile

image

XXXX XXX
9849179265
[Remove Photo](#)

General Information

Advanced Information

Employee Information

First Name
Dkal

Last Name
Tamang

Phone #
9849179265

Date Of Birth
15 आश्विन 2046

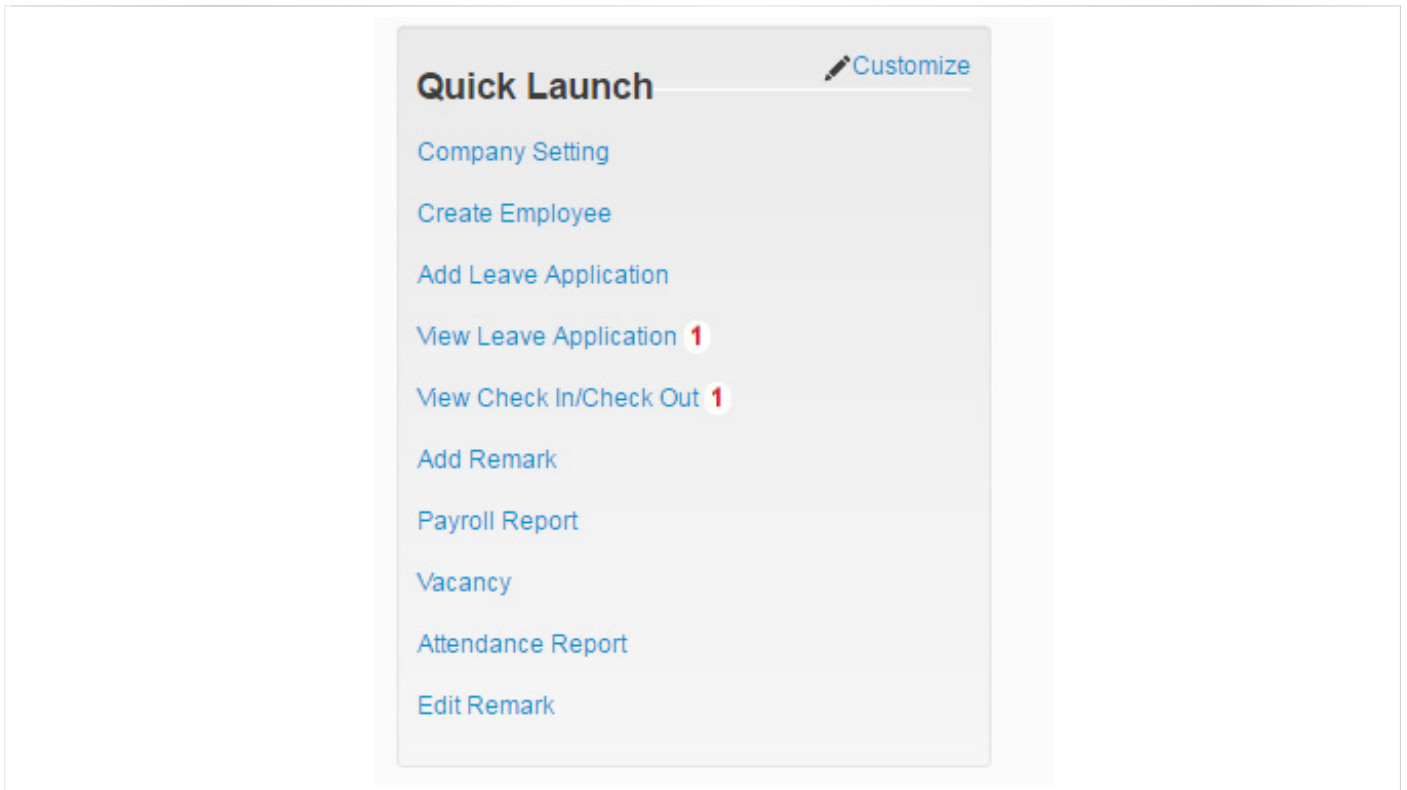
Gender
☒ Male ☐ Female

Permanent Address

Temporary Address

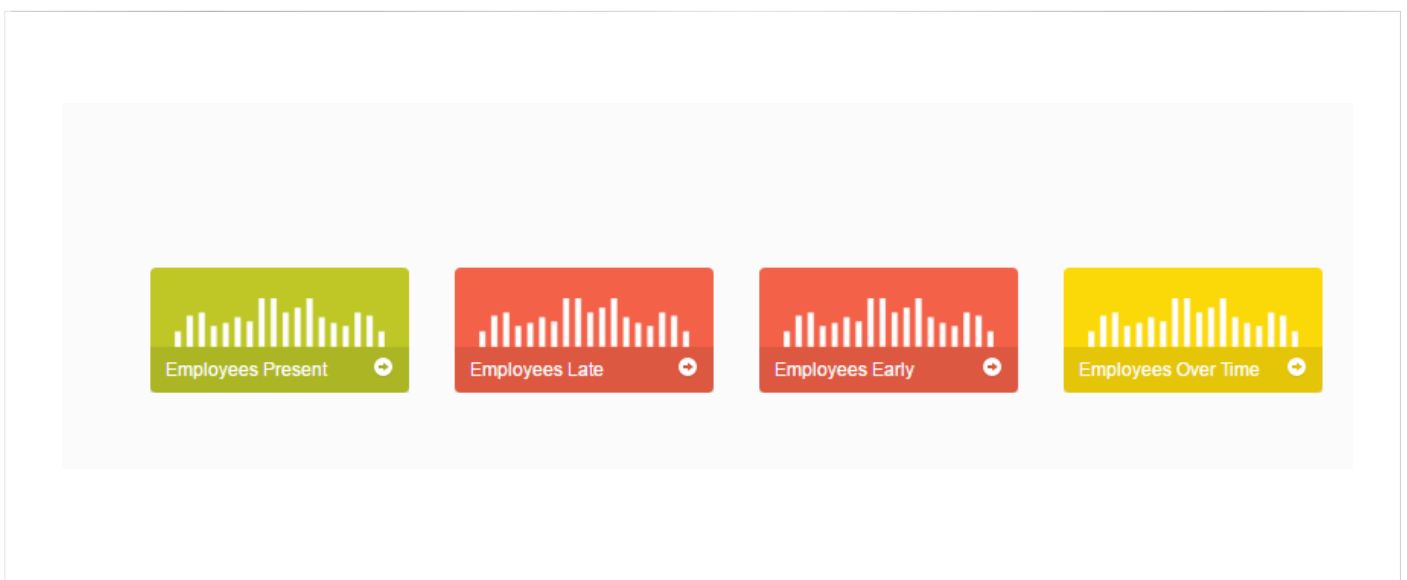
10. Quick lunch

We can view quick lunch in dashboard. We can customize it as our need. We can add 10 quick lunch button for the quick access.



11. Employees' present, late, early and OTs' graph.

This graph shows the employee time attendance report in graph.



Corporate Office

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Kathmandu Nepal
Hunting No : 4260622
Fax No : 4267810

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