

Human Resource Management System (HRMS)

User Guide

1. Introduction

The Human Resource Management System (HRMS) is an integrated software platform designed to streamline and automate human resource processes such as employee management, attendance tracking, leave management, payroll processing, and reporting. This guide aims to provide comprehensive instructions to HR staff, administrators, managers, and employees for effective usage of the HRMS.

2. Purpose

The purpose of the HRMS is to:

- Provide a centralized system for managing employee data and organizational HR functions.
 - Automate attendance and leave tracking.
 - Simplify payroll processing and salary management.
 - Generate detailed reports for analysis and decision-making.
 - Enhance accuracy and efficiency in HR operations.
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3. Scope

This user guide covers all modules and functionalities of the HRMS including master data management, employee registration, attendance and leave management, payroll processing, bulk data uploads, and reporting. It is intended for end-users including HR personnel, employees, managers, and payroll administrators.

4. System Overview

The HRMS system is modular in design, with each module serving specific HR functions. Users interact with the system through a secure login interface, and based on their roles, can access various modules to perform tasks such as managing employee records, submitting attendance requests, processing payroll, and generating reports.

5. Modules

5.1 Master Module

The Master Module forms the foundational data setup for the HRMS, enabling management of core organizational information.

5.1.1 Employment Master

Purpose: Manage employee job positions and organizational structure.

Designation Master

Sr. No	Name	Code	Action
1	Accountant	ACCT	
2	Accounts Manager	AM1	
3	Ambulance Driver	AD	
4	Analyst	AN	
5	Billing Executive	BE	
6	Cardiologist	CARDCC	
7	Chief Medical Officer	CMO	
8	Emergency Medical Officer	EMO	
9	General Physician	GP	
10	Gynecologist	GYNDC	
11	H	H1	
12	HR Executive	HRE	
13	HR Manager	HRM	
14	Head Nurse	HN	
15	Housekeeping Staff	HKS	

Department Master

Sr. No	Name	Code	Action
1	Accounts	ACC	
2	Ambulance Services	AMBS	
3	Billing	BILL	
4	Blood Bank	BLOOD	
5	Cardiology	CR	
6	Development	DEV1	
7	Emergency	ER	
8	General Medicine	GM	
9	Gynecology	GYNO	
10	Housekeeping	HK	
11	Human Resources	HR	
12	ICU	ICU	
13	Implementation	IMP	
14	IPD	IPD	
15	IT Support	IT	

Process Flow: Create and maintain master records → Assign master data during employee registration → Use master data in other modules.

Description: This master contains designations, companies, branches, departments, employee categories, work locations, sub work locations, and grades.

Detailed Steps & Functions:

Master Name	Purpose	Functions	Examples
Designation Master	Manage job titles and reporting hierarchy	Add, Search, View, Edit, Delete	Manager, React Developer, Team Lead
Company Master	Store company details	Add, Search, View, Edit, Delete	Company Name, Registered Number
Branch Master	Manage company branches	Add, Search, View, Edit, Delete	Branch Name
Department Master	Manage organizational departments	Add, Search, View, Edit, Delete	HR, Finance, Development
Category Master	Classify employees by category	Add, Search, View, Edit, Delete	Permanent, Contract, Intern
Work Location Master	Manage employee work locations	Add, Search, View, Edit, Delete	Mumbai, Pune, Nagpur
Sub Work Location Master	Manage sub-locations under main locations	Add, Search, View, Edit, Delete	Head Office, Building A, Floor 2
Grade Master	Define employee grades and hierarchy levels	Add, Search, View, Edit, Delete	Team Member, Manager, Senior Manager

5.1.2 Attendance Master

Purpose: Configure attendance-related settings such as leave types, weekly offs, holidays, shifts, approval groups, and attendance cycles.

Description: This module manages leave names, leave templates, weekly offs, holidays, shift templates, approval hierarchies, and calendar cycles.

Process Flow: Define leave types and policies → Set weekly offs and holidays → Create shift schedules → Establish approval groups → Define attendance and payroll cycles.

Attendance

Request Dashboard

Approve Dashboard

Shift Roaster

My Attendance

Attendance Summary

Monthly Attendance Summary

HRMS

HR Assistant

Attendance Summary

Year: 2026

Month: July

Search

ID

Attendance Summary Records

Sr	Emp Name	Emp Code	Month Days	Week Off Days	Holidays	Present Days	Paid Leaves	Absents	Late Marks	Payable Days	Status	Action
1	Hema Gigg	8888	31	0	0	0	0	0	0	31	Pending	
2	Tejash T Test	343	31	0	0	0	0	0	0	31	Pending	
3	Rishabh Deshmukh	145	31	0	0	0	0	0	0	31	Pending	
4	Tanvi Sathnave	1254	31	0	0	0	0	0	0	31	Pending	
5	SHRADDHA MANISH THAKARE	902	31	0	0	0	0	0	0	31	Pending	
6	Gopag Gityi	EMF0022	31	0	0	0	0	0	0	31	Pending	
7	Smriti Raut	123	31	0	0	0	0	0	0	31	Pending	
8	Samiksha Khadaskar	9K3	31	0	0	0	0	1	0	30	Pending	
9	Sakshi Muliy	9M7	31	0	0	0	0	0	0	31	Pending	
10	Namrata Khande	NK5	31	0	0	0	0	0	0	31	Pending	
11	Devenish Sonde	DS19	31	0	0	0	0	0	0	31	Pending	
12	Dnyanesh Pawdekar	DP5	31	0	0	0	0	0	0	31	Pending	
13	NISHANT RAKESH MUKARJYA	25545	31	0	0	0	0	0	0	31	Pending	
14	Chandan K	DR001	31	0	0	0	0	0	0	31	Pending	

HRMS

HR Assistant

Monthly Attendance Summary

Year: 2026

Month: July

From Date: 09-Jul-2026

To Date: 24-Jul-2026

Search

ID

Clear

Employee Daily Attendance (4)

Employee Name	01 WED	09 THU	10 FRI	11 SAT	17 FRI	18 SAT	22 WED	23 THU	24 FRI
Chaitanya Gadpayle CS498	-	-	-	-	-	-	DP	DP	DP
John Doe 8888	-	-	-	-	DP	DP	-	-	-
Samiksha Khadaskar SK3	AB	-	-	-	-	-	-	-	-
Tejash T Test T44	-	DP	DP	DP	-	-	-	-	-

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Detailed Steps & Functions:

Module	Purpose	Functions	Examples
Leave Name	Create/manage leave types	Add, Search, View, Edit, Delete	Casual Leave (CL), Sick Leave (SL), Earned Leave (EL)
Leave Template	Define policies and balances	Add, Assign Leave Types, Edit	Assign leave rules, set balances
Week Off	Define weekly holidays	Add, Edit, Assign	Sunday Off, Saturday & Sunday Off

Module	Purpose	Functions	Examples
Holiday	Maintain holiday calendar	Add, Edit, Delete, View	Republic Day, Independence Day, Diwali
Shift Template	Create employee work shifts	Add, Define Timing, Edit, Assign	General Shift (9 AM - 6 PM), Night Shift
Approval Group	Define approval hierarchy	Create, Assign Approver, Edit	Manager and approver assignments
Year Cycle	Define leave/attendance year	Create, Define Start/End Year	Jan 2025 - Dec 2025
Month Cycle	Define monthly attendance/payroll period	Create, Define Start/End Date	1st to Last Day, 26th to 25th

Expected Result: Configured attendance policies and schedules that govern employee attendance tracking and approval processes.

5.2 Employee Module

Purpose: Register employees and configure employee-specific settings.

Description: This module supports employee onboarding, managing their attendance, leave, holiday, and approval settings.

The screenshot displays the HRMS Employee Dashboard. On the left is a dark sidebar with navigation options: Employee (with a dropdown), Register, Employee Setting (with a plus icon), Week Off Setting, Holiday Setting, Approval Setting, and Leave Setting. The main content area is titled 'Employee Dashboard' and includes a search bar with filters for Employee Name, Employee Code, Company, Branch, Department, Designation, Work Location, Category, and Grade. Below the filters is an 'Employee List' table with 10 columns: S.No., Name, Employee Code, Email, Contact, Company, Branch, Department, Designation, Location, Category, Grade, and Actions. The table lists 10 employees, including Ashwin K. Gawa, Babu B. Babu, Chaitanya Gadgil, Chandan K., Chaitanya Gadgil, D.V.V., David Hawk P., Deevee Ex Ewe, Dev War Wer, and Devansh Sarsode. Each row has an 'Actions' column with icons for edit, delete, and other functions. At the bottom right of the table, it shows '10' items and '1-10 of 45'.

Process Flow: Register new employee → Assign organizational details → Configure attendance and leave settings.

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Week Off Setting

Search by Name

Search by Code

Company All

Branch All

Department All

Designation All

Week Off All

Search

Employee List

Apply Book

☐	Sr.No	Name ↑	Employee Code ↓	Company ↓	Branch ↓	Department ↓	Designation ↓	WeekOff ↓	Action
☐	1	Ashwin k Gawande	AS005	PCS	Khamala	Support Team	Team Lead	Sunday	
☐	2	Bbbb B Bbbb	887766	PCS	Khamala	Accounts	Accountant	-	
☐	3	Chaitanya Gadpayle	CG456	PCS	Khamala	Development	Implementation Associate	-	
☐	4	Chandan K	DIR001	PCS	Khamala	Accounts	Chief Medical Officer	-	
☐	5	Chatanya Gadpayle	CG1	PCS	Khamala	Development	React Developer	Sunday	
☐	6	D V W	122	PCS	Khamala	Gynecology	Gynecologist	Sunday	
☐	7	David Hawk P	74dw	PCS	Khamala	Reception	Neurologist	-	
☐	8	Deeee Ee Eee	8686	PCS	Khamala	Blood Bank	Analyst	-	

10

1-10 of 45

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Detailed Steps & Functions:

Function	Description	Examples
Employee Registration	Add and store employee records	Name, Code, Contact, Department, Designation, Grade
Week Off Setting	Assign weekly holidays to employees	Sunday Off, Saturday & Sunday Off
Holiday Setting	Assign holiday calendar	Republic Day, Diwali
Approval Setting	Assign managers/approvers for employee requests	Leave Approval, Swipe Approval
Leave Setting	Assign leave templates and balances	Casual Leave, Sick Leave, Earned Leave

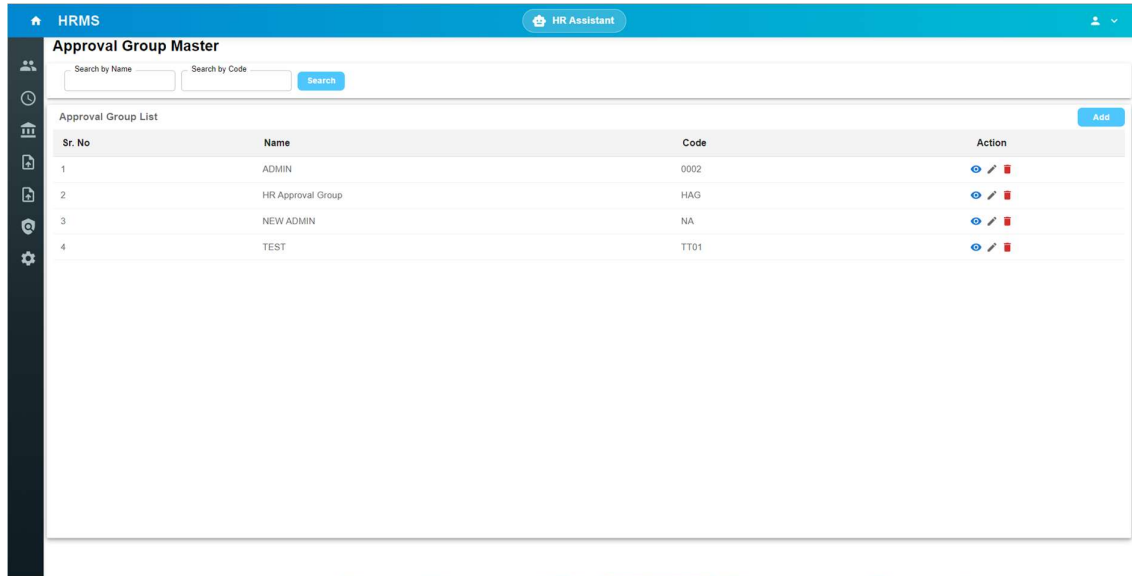
Expected Result: Complete and accurate employee records with configured attendance and leave settings.

5.3 Attendance Module

Purpose: Manage employee attendance requests and activities.

Description: Employees submit correction requests, leave applications, on-duty requests; approvers verify and approve these.

Process Flow: Employee submits request → Manager approves/rejects → Update attendance records.



Detailed Steps & Functions:

Module	Purpose	Examples
Swipe Request	Correct missing or incorrect attendance swipes	Update attendance punches
Leave Request	Apply for leave	Casual Leave, Sick Leave
Leave Cancel	Cancel previously applied leave	Withdraw leave requests
OD Request	Record official duty outside office	Client Visit, Business Meeting
OD Cancel	Cancel OD request	Correct OD records
Approve Application	Approver reviews requests (Swipe, Leave, OD)	Verify and approve/reject requests

Expected Result: Accurate attendance records reflecting approved corrections, leaves, and official duties.

5.4 Payroll Module

Purpose: Manage salary structures, payroll processing, and compensation details.

Description: Create salary components, define compensation structures, assign employees, process payroll, and review payroll summaries.

The image displays two screenshots of the HRMS Payroll module interface. The top screenshot shows the 'Compensation Summary' page, which lists employee compensation details. The bottom screenshot shows the 'Salary Component Dashboard', which lists various salary components and their types.

Sr.No.	Name	Employee Code	Grade	Gross	Std deductions	Other Deductions	Net payable	Status	Actions
1	Tithi Sukhodave	1254	Junior Medical Staff	24,000	---	2,000	22,000	DEFINED	Edit Delete
2	SHAMLI MANISH Thakari	802	Junior Medical Staff	16,800	---	1,200	15,600	DEFINED	Edit Delete
3	Shruti Raut	123	Junior Medical Staff	30,000	---	2,000	28,000	DEFINED	Edit Delete
4	Sakshi Muliyil	SM7	Junior Medical Staff	---	---	---	---	NOT DEFINED	Edit Delete
5	Namrata Kando	NR0	Junior Medical Staff	61,000	---	5,000	56,000	DEFINED	Edit Delete
6	Devansh Sander	DS10	Junior Medical Staff	13,440	---	---	13,440	DEFINED	Edit Delete
7	Dnyanesh Pawarshakar	DP9	Junior Medical Staff	---	---	---	---	NOT DEFINED	Edit Delete
8	NISHANT RAKESH MULARIYA	25545	Junior Medical Staff	---	---	---	---	NOT DEFINED	Edit Delete
9	Shivani Amade	SAS	Junior Medical Staff	---	---	---	---	NOT DEFINED	Edit Delete
10	Jaya Patel	JP12	Junior Medical Staff	---	---	---	---	NOT DEFINED	Edit Delete

Rows per page: 10 1-10 of 45

Sr. No	Name	Code	Type	Action
1	Basic Pay	BP	Earnings	Edit Delete
2	HRA	HRA	Earnings	Edit Delete
3	Medical Allowance	MA	Earnings	Edit Delete
4	DA	DA	Earnings	Edit Delete
5	EPF	EPF	Earnings	Edit Delete
6	Conveyance Allowance	CA	Earnings	Edit Delete
7	Advance Taken or Bonus	ATB	Earnings	Edit Delete
8	Professional Tax	PT	Deductions	Edit Delete
9	Loan Repayment	LR	Deductions	Edit Delete
10	Advance Return	AR	Deductions	Edit Delete
11	Tax	TAX	Deductions	Edit Delete
12	Other	OT	Deductions	Edit Delete
13	Overtime	OVT	Earnings	Edit Delete
14	Bonus	BN	Earnings	Edit Delete
15	Test	TA	Earnings	Edit Delete

Process Flow: Create components → Build compensation structure → Assign to employee → Generate payroll → Review and publish payroll.

Detailed Steps & Functions:

Sub-Module	Purpose	Examples
Component	Create salary components (Earning & Deduction)	Basic Salary, HRA, EPF, Tax
Compensation Structure	Combine components into salary templates	Team Member Structure

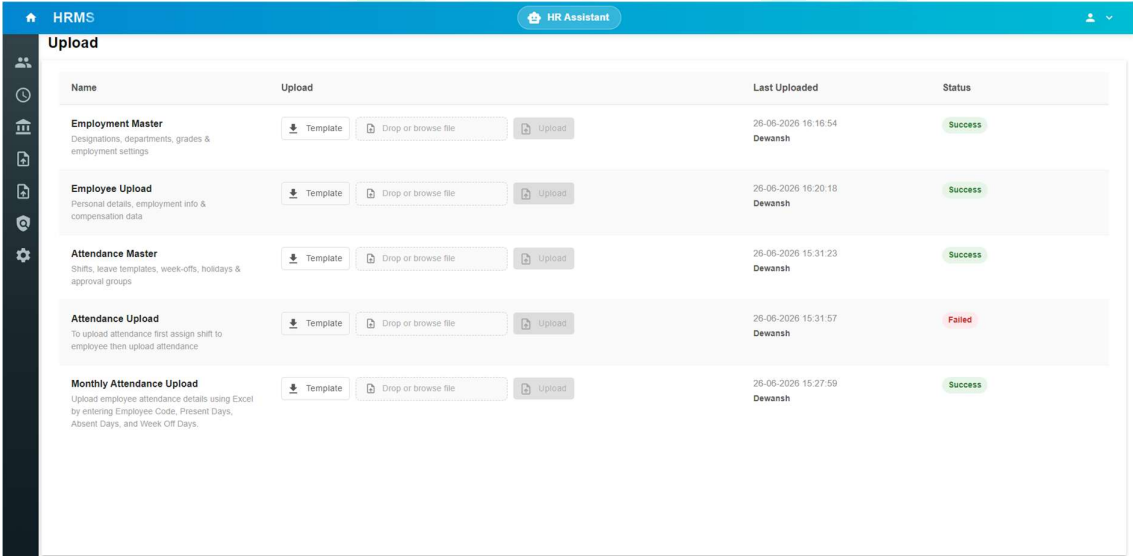
Sub-Module	Purpose	Examples
Compensation Summary	Assign structure to employees and view details	Gross Salary, Net Salary
Payroll Summary	Review payroll results and finalize payroll	Verify salary calculations
Bank Branch	Maintain employee bank details for salary	Bank Name, Branch, IFSC Code

Expected Result: Accurate payroll generation based on standardized salary structures with detailed compensation breakdowns.

5.5 Upload Module

Purpose: Bulk import of attendance and other data using templates.

Description: Facilitates quick and accurate data entry by uploading files in predefined formats.



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Upload			
Name	Upload	Last Uploaded	Status
Employment Master Designations, departments, grades & employment settings	Template Drop or browse file Upload	26-06-2026 16:16:54 Dewansh	Success
Employee Upload Personal details, employment info & compensation data	Template Drop or browse file Upload	26-06-2026 16:20:18 Dewansh	Success
Attendance Master Shifts, leave templates, week-offs, holidays & approval groups	Template Drop or browse file Upload	26-06-2026 15:31:23 Dewansh	Success
Attendance Upload To upload attendance first assign shift to employee then upload attendance	Template Drop or browse file Upload	26-06-2026 15:31:57 Dewansh	Failed
Monthly Attendance Upload Upload employee attendance details using Excel by entering Employee Code, Present Days, Absent Days, and Week Off Days.	Template Drop or browse file Upload	26-06-2026 15:27:59 Dewansh	Success

Process Flow: Download template → Enter data → Upload file → Validate records → Save data.

Expected Result: Efficient and error-free bulk data import to update HRMS records.

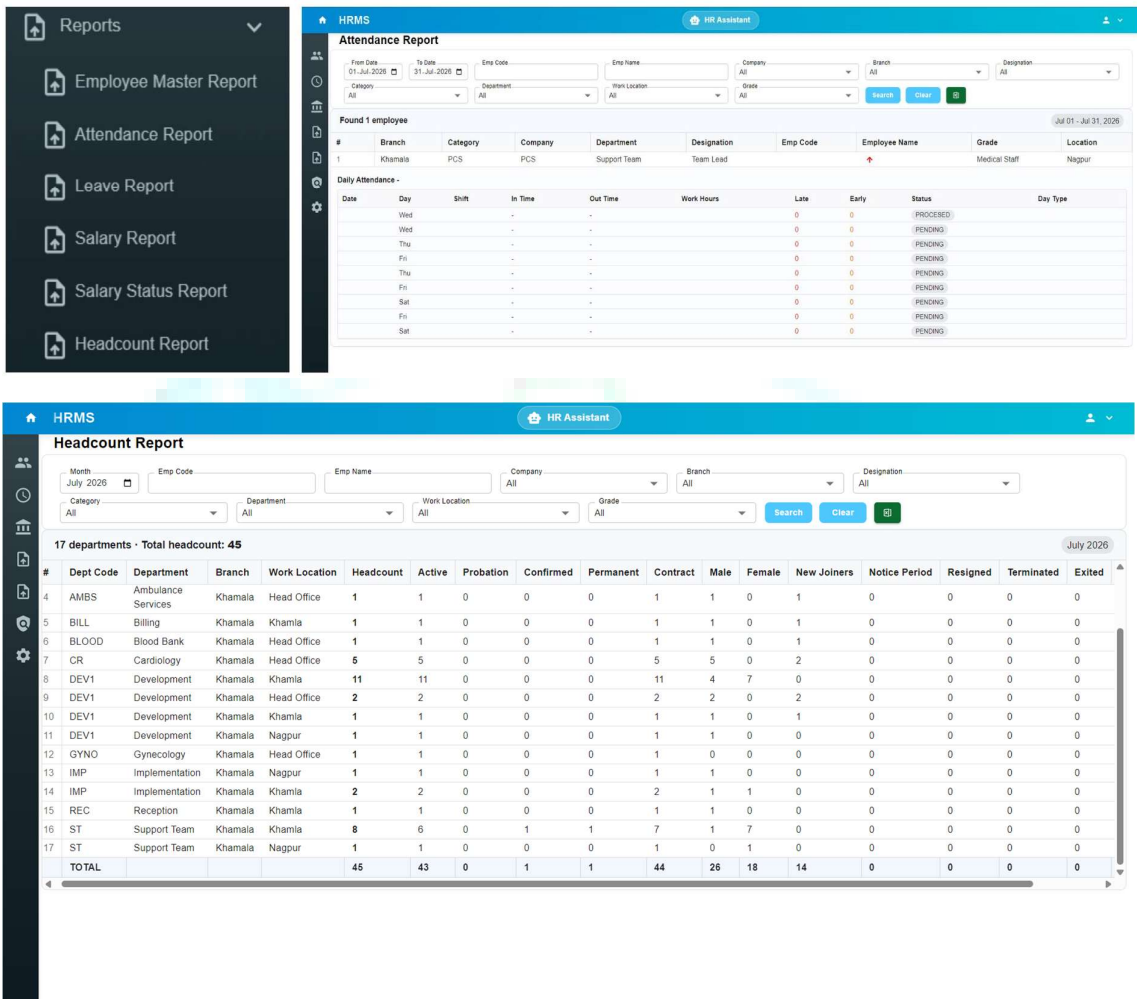
5.6 Reports Module

Purpose: Generate and analyse detailed reports related to attendance, leave, and payroll.

Description:

Provides actionable insights for HR and management through customizable reports.

Process Flow: Select report → Apply filters → Generate report → Export if needed.



Detailed Reports:

Report Name	Purpose	Information Available	Actions Available
Attendance Report	Monitor employee attendance	Employee details, attendance days, LOP days	Search, Clear, Export to Excel

Report Name	Purpose	Information Available	Actions Available
Leave Report	Track leave applications and balances	Leave type, dates, balances, approval status	Search, Clear, Export to Excel
Salary Report	Review payroll and salary calculations	Payroll month, gross/net salary, deductions	Search, Clear, Export to Excel

Expected Result: Comprehensive reports supporting HR analysis and payroll auditing.

6. Step-by-Step Procedures

Example: Adding a Designation

1. Navigate to **Master → Employment → Designation Master**.
2. Click on **Add Designation**.
3. Enter Designation Name (e.g., "Team Lead").
4. Save the record.
5. Verify the designation appears in the list via **Search**.

Expected Result: New designation is available for assignment during employee registration.

Example: Employee Registration

1. Go to **Employee Module → Register**.
2. Click **Add Employee**.
3. Enter employee details: Name, Code, Contact, Email.
4. Assign Department, Designation, Grade, Work Location.
5. Save the employee record.

Expected Result: Employee appears in the dashboard and is ready for attendance and payroll processing.

Example: Leave Request

1. Employee accesses **Attendance Module → Leave Request**.

2. Select Leave Type (e.g., Casual Leave).
3. Choose leave dates and submit request.
4. Manager reviews and approves via **Leave Approve**.

Expected Result: Leave status updates to approved and reflected in attendance records.

7. Features and Functionalities

- User-friendly navigation across modules.
 - Role-based access control.
 - Master data management for organizational setup.
 - Flexible attendance and leave policies.
 - Real-time attendance and leave tracking.
 - Comprehensive payroll processing with detailed compensation structures.
 - Bulk data upload for efficiency.
 - Extensive reporting with export capabilities.
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8. Process Flows

Payroll Processing Flow: Create Components → Build Compensation Structure → Assign to Employee → Generate Payroll → Review Payroll Summary → Edit if Needed → Publish Payroll → Process Salary.

Attendance Request Flow: Employee Submission → Manager Approval → Attendance Update → Payroll Impact.

9. User Instructions

- Always ensure master data is up-to-date before employee registration.
 - Regularly review attendance and leave approvals to maintain accurate records.
 - Use reports to monitor employee attendance and salary details.
 - Utilize bulk upload for faster data entry wherever applicable.
 - Edit payroll details cautiously before final publishing.
-

10. Reports and Outputs

Report Type	Description	Export Options
Attendance Report	Detailed attendance status for individuals	Excel
Leave Report	Information on leave applications and balances	Excel
Salary Report	Payroll and salary details with deductions	Excel

Reports provide actionable data for HR and management decision-making.
