

Employee Modification Process

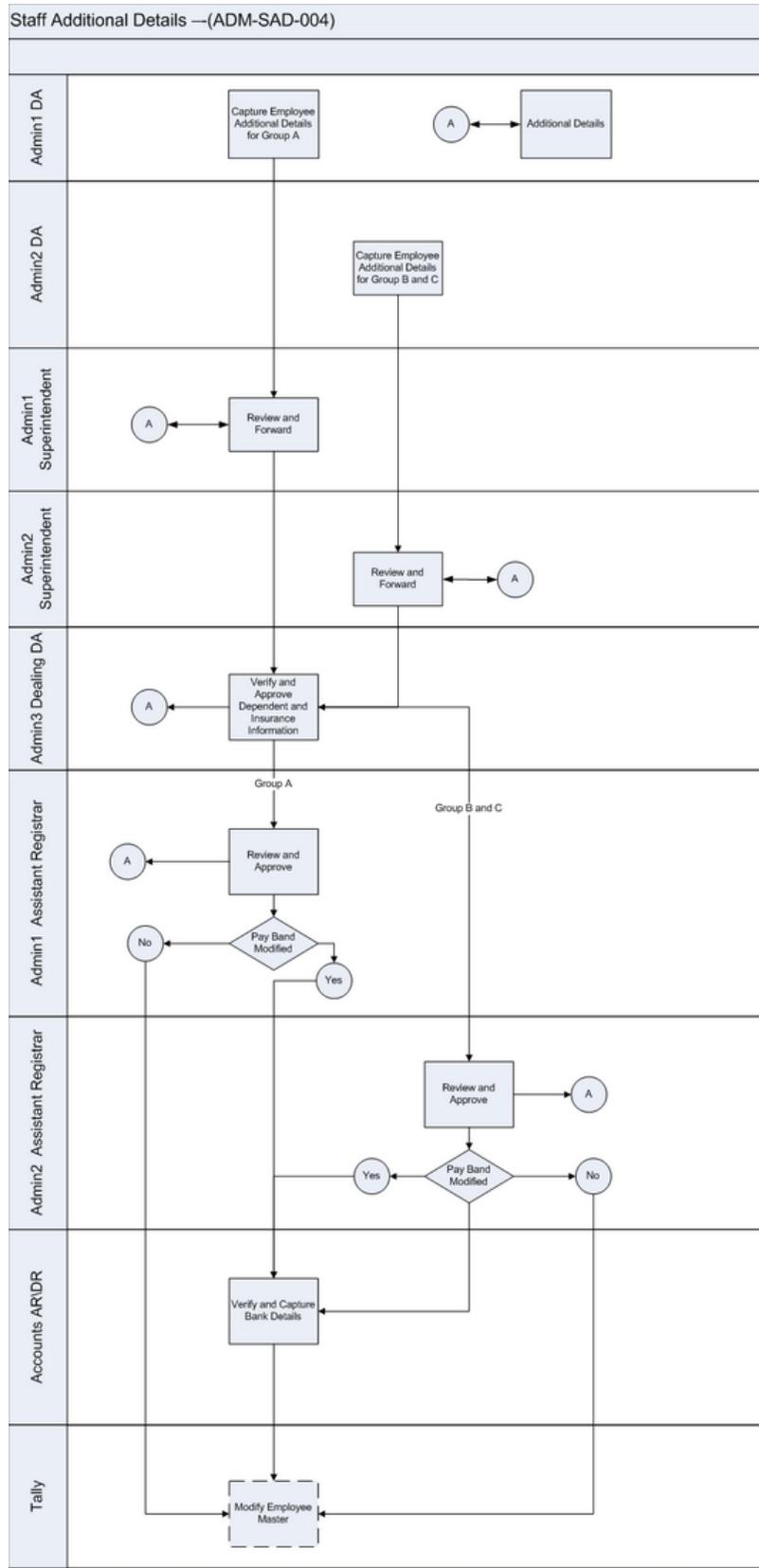
Overview:

1.1 Scope:

This process describes the staff additional details of employee modification initiated by the admin section.

1.2 Flowchart:

Flowchart for the employee modification is given below



1.3 User Roles:

User	Roles
Admin 1	Capture employee additional details for 'Group A'
Admin 2	Capture employee additional details for 'Group B & C'
Superintendent (Admin 1)	Approve (Group A)
Superintendent (Admin 2)	Approve (Group B & C)
Admin 3 Dealing DA	Approve dependent & insurance information
Admin 1 Assistant Register	Approve (Pay band for Group A)
Admin 2 Assistant Register	Approve (Pay band for Group B&C)
Account AR/DR	Approve and capture bank details

2.2.1.3 User Interface Design:

Step 1: Employee Additional Details Screen:

When the user invokes the 'staff additional details', then System generate the 'employee additional details screen'. This process menu is available for all employees.

Menu: Human Resources → Staff Additional Details

Employee Additional Details

Employee Additional Details Entry

Employee Details

Employee ID *	<input type="text"/>	🔍	First Name *	<input type="text"/>	🔍
---------------	----------------------	---	--------------	----------------------	---

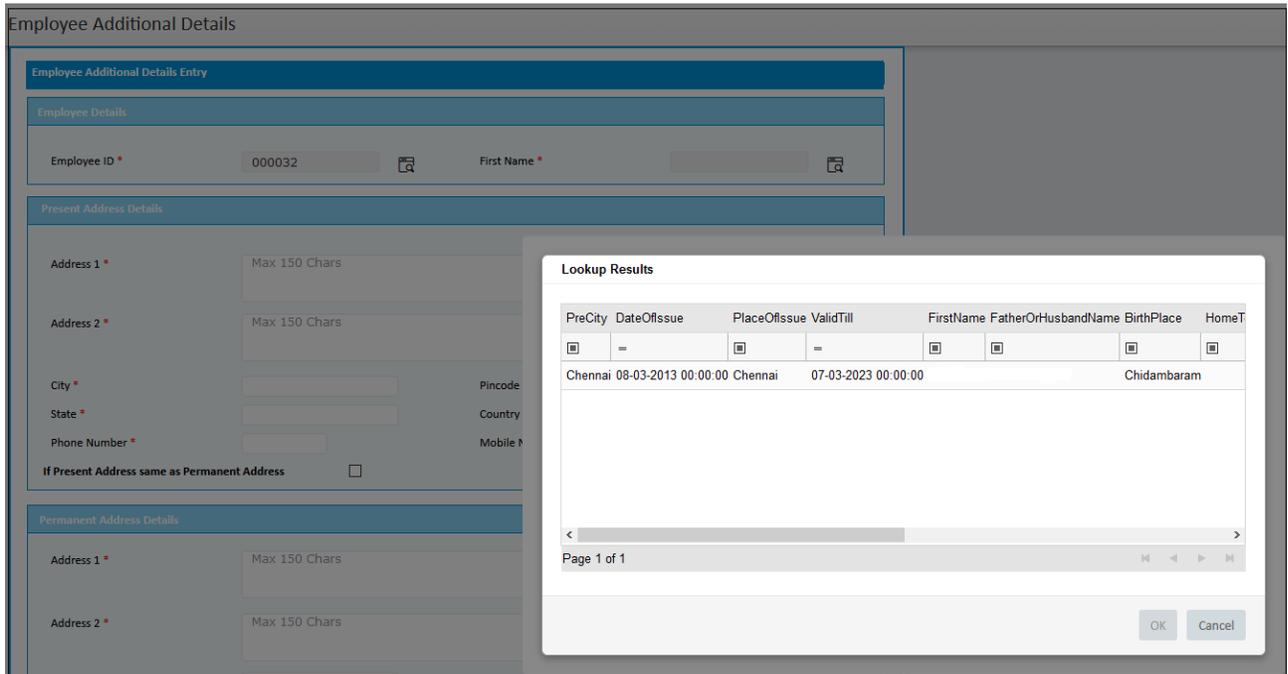
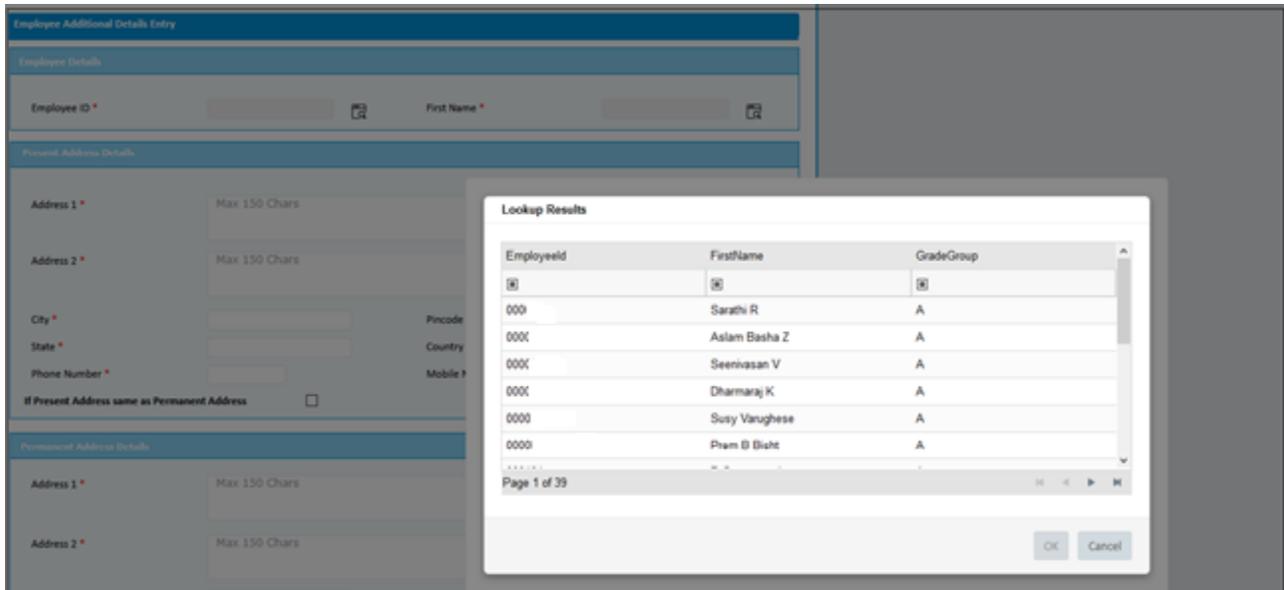
Present Address Details

Address 1 *	<input type="text" value="Max 150 Chars"/>			
Address 2 *	<input type="text" value="Max 150 Chars"/>			
City *	<input type="text"/>	Pincode *	<input type="text"/>	
State *	<input type="text"/>	Country *	<input type="text"/>	
Phone Number *	<input type="text"/>	Mobile Number *	<input type="text"/>	
If Present Address same as Permanent Address <input type="checkbox"/>				

Permanent Address Details

Address 1 *	<input type="text" value="Max 150 Chars"/>			
Address 2 *	<input type="text" value="Max 150 Chars"/>			
City *	<input type="text"/>	Pincode *	<input type="text"/>	
State *	<input type="text"/>	Country *	<input type="text"/>	
Phone Number *	<input type="text"/>	Mobile Number *	<input type="text"/>	

In Employee Details form pick the employee ID and the first name using the lookup option for whom the modification is to be done.



In the present address details, the present address of the selected employee will be auto-populated where any modification of address could also be done. If both present and permanent address are same then check the 'if present address same as permanent address checkbox.'

Present Address Details			
Address 1 *	<input type="text" value="D 25 0"/>		
Address 2 *	<input type="text" value="IITmadras"/>		
City *	<input type="text" value="chennai"/>	Pincode *	<input type="text" value="600036"/>
State *	<input type="text" value="Tamilnadu"/>	Country *	<input type="text" value="India"/>
Phone Number *	<input type="text" value="-----"/>	Mobile Number *	<input type="text" value="995011512"/>
If Present Address same as Permanent Address <input type="checkbox"/>			
Permanent Address Details			
Address 1 *	<input type="text" value="Max 150 Chars"/>		
Address 2 *	<input type="text" value="Max 150 Chars"/>		
City *	<input type="text"/>	Pincode *	<input type="text"/>
State *	<input type="text"/>	Country *	<input type="text"/>
Phone Number *	<input type="text"/>	Mobile Number *	<input type="text"/>

In the 'Personal Details' and 'Pay Details' form existing details of the selected employeeid will be auto-populated, also it could be modified

Personal Details			
Father Or HusbandName	<input type="text" value="K. Ramaswami"/>	DOB	<input type="text" value="03/07/1967"/>
Date Of Joining	<input type="text" value="03/02/1999"/>	Date Of Retirement	<input type="text" value="31/07/2032"/>
Birth Place	<input type="text" value="Chidambaram"/>	Birth District	<input type="text"/>
Birth State	<input type="text"/>	Home Town	<input type="text"/>
Employee Status	<input type="text" value="-Select-"/>	Effective Date	<input type="text"/>
Pay Details			
Modify Pay Band	<input type="checkbox"/>	Designation	<input type="text" value="PROFESSOR"/>
Name of Pay Band	<input type="text" value="PB-4"/>	Grade	<input type="text" value="10,500"/>
Pay Band Scale	<input type="text" value="37400-67000"/>	Group	<input type="text" value="A"/>
Basic Pay *	<input type="text" value="2,11,300"/>	Non Practise Pay	<input type="text" value="0"/>

By clicking on the Get Existing Details all the existing details of the employee will be populated below on the respective grids further any modification could be done.

Get Existing Details
+ × 🗑️ 🔄 ⏴ ⏵

Identification Details *
+ × 🗑️ 🔄 ⏴ ⏵

Identification Description *

A Scar in Right Forehead. 🔍

Page 1/1 ⏴ ⏵

Dependant Details
+ × 🗑️ 🔄 ⏴ ⏵

Name *	Date of Birth *	Age *	Relationship *	Relationship Id *	Is Twins	Nature of Disability	Nature of Disability
PRIYANKA	<input type="text" value="02-09-1998"/>	0	Daughter	D1	<input type="checkbox"/>	-Select-	
R. Srilakshmi	<input type="text" value="26-06-1946"/>	67	Mother	M	<input type="checkbox"/>	-Select-	
LAKSHMI,S.	<input type="text" value="15-09-1973"/>	40	Wife	W	<input type="checkbox"/>	-Select-	
DHIVYA	<input type="text" value="17-03-2003"/>	0	Daughter	D2	<input type="checkbox"/>	-Select-	

Page 1/1 ⏴ ⏵

Qualification Details *
+ × 🗑️ 🔄 ⏴ ⏵

Qualification *	Specialization	Registration No *	Institute *	Month and Year of Passing *	Class or Division *	Mark or Gr
PHD	High voltage Engineering	-	IISC, Banglor	07/30/1994	-	-
B.E	Electronics and Communica	NULL	University Of Madras	07/01/1988	1st	0.67
M.E	Power Systems	NULL	Annamalai University	03/30/1990	1st	0.74

Page 1/1 ⏴ ⏵

Enter remarks and submit the modification.

The status of the task could be checked under **Task Summary -> Initiated -> On-going**. By clicking the task name details will be displayed.

Other Details			
Height in cm	<input type="text" value="167"/>	Weight in Kgs	<input type="text" value="65"/>
Eye Power	<input type="text"/>	Blood Group	<input type="text" value="B+"/>
Examined By	<input type="text"/>	Medical Certificate	<input type="button" value="Drop files here"/> <input type="button" value="Browse"/>
Remarks	<input type="text" value="Max 150 Chars"/>		
Bank Details			
Name of the Bank	<input type="text" value="State Bank of India"/>	Branch	<input type="text" value="IIT Madras"/>
Account No	<input type="text" value="10000000000"/>	PF Account No	<input type="text" value="GPF 2440"/>
PAN No	<input type="text" value="AUVPS2545k"/>	UID	<input type="text"/>
Passport Details			
Passport Number	<input type="text" value="72200706"/>	Issued on	<input type="text" value="08/03/2013"/>
Issued in	<input type="text" value="Chennai"/>	Expiry Date	<input type="text" value="07/03/2023"/>
ECNR Status	<input type="text" value="Not Required"/>	Old Passport Number	<input type="text" value="NULL"/>
Recommended Actions			
Remarks *	<input type="text" value="Modified"/>		
Max 500 characters			

Superintendent Approval

When the admin submits the 'Employee Modification', the system generates the submitted task in the corresponding Superintendent's inbox.

when clicked on the task name the system generates the 'Employee Additional Details Approval' screen.

Tasks Views Human Resources Main Stores Main Accounts Memberships General Task Status ICSR PO Report				
Inbox				
		ID	TASK NAME	PROCESSED ON
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sarathi R	Employee Modification_3743	23-01-2020 15:33:38
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sarathi R	Employee Modification_3738	22-01-2020 15:22:59

Review & Forward

Recommended Actions

Verify
Incomplete Data

Remarks *

Max 500 Characters

Remarks Summary + × 🗑️ 📄 🔍 ↻

Activity Name	Remarked By	Remarks	Date of Remarks ▼
Employee Additional Details	Salma Parveen	okay	<input type="checkbox"/> 23-01-2020 03:31:43

User shall either check ‘Verify’ to verify the modified details or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Insurance Dealing Assistant Approval

Post to the approval of admin superintendent, the system generates the submitted task in the corresponding Insurance Dealing Assistant’s inbox.

User shall either check ‘Verify’ to verify the modified details or ‘Incomplete Data’ for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Verify and Approve Dependent & Insurance Information

Recommended Actions

Verify
Incomplete Data

Remarks *

Max 500 Characters

Remarks Summary + × 🗑️ 📄 🔍 ↻

Activity Name	Remarked By	Remarks	Date of Remarks ▼
Superintendent Review	Sundari B	ok	<input type="checkbox"/> 23-01-2020 05:10:01
Employee Additional Details	Salma Parveen	okay	<input type="checkbox"/> 23-01-2020 03:31:43

Admin Assistant Registrar Approval

Post to the approval of admin insurance dealing assistant, the system generates the submitted task in the corresponding admin assistant registrar's inbox.

User shall either check 'Verify' to verify the modified details or 'Incomplete Data' for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

Review & Forward

Recommended Actions

Approve Incomplete Data

Remarks * Max 500 Characters

Remarks Summary + × 🗑️ 🔄 🔍 ↻

Activity Name	Remarkd By	Remarks	Date of Remarks ▼
Verify and Approve Insurance	Venkatesan D	verified	<input type="text" value="23-01-2020 05:18:40"/>
Superintendent Review	Sundari B	ok	<input type="text" value="23-01-2020 05:10:01"/>
Employee Additional Details	Salma Parveen	okay	<input type="text" value="23-01-2020 03:31:43"/>

Page 1/1
⏪ ⏩

Payment process is completed and available in Tally.