



# **HRMS – Employee Module: User Manual**

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## ***User Guide***

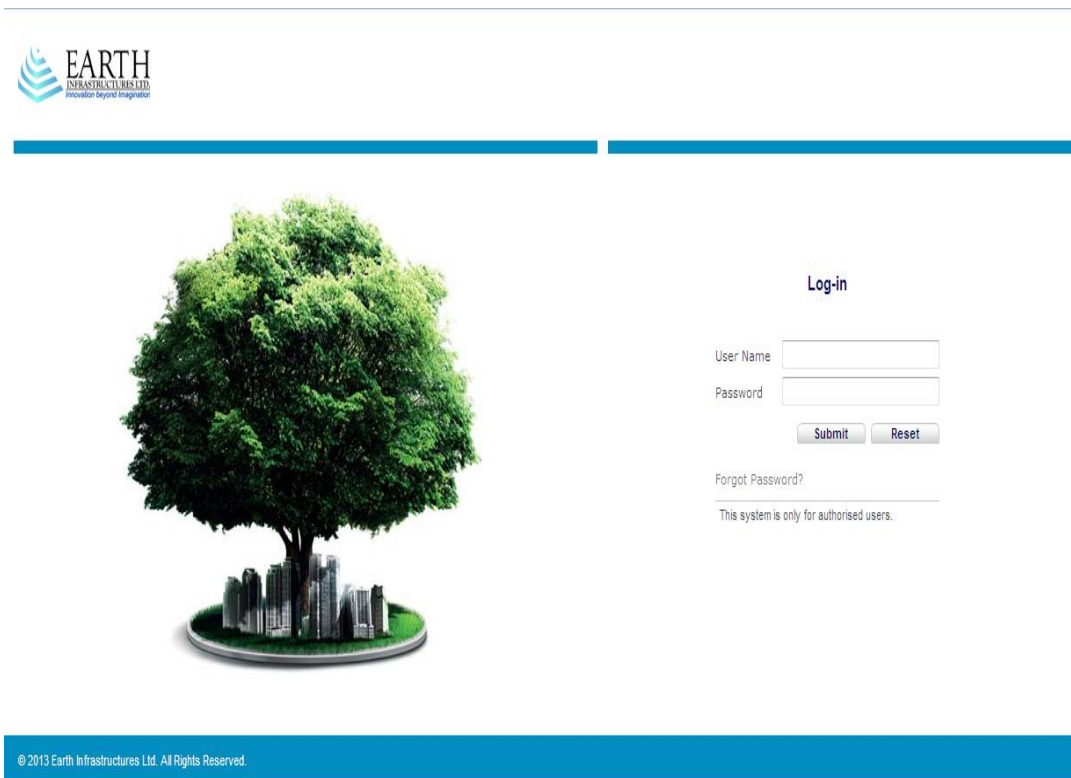
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## ***User Guide***

### Login:-

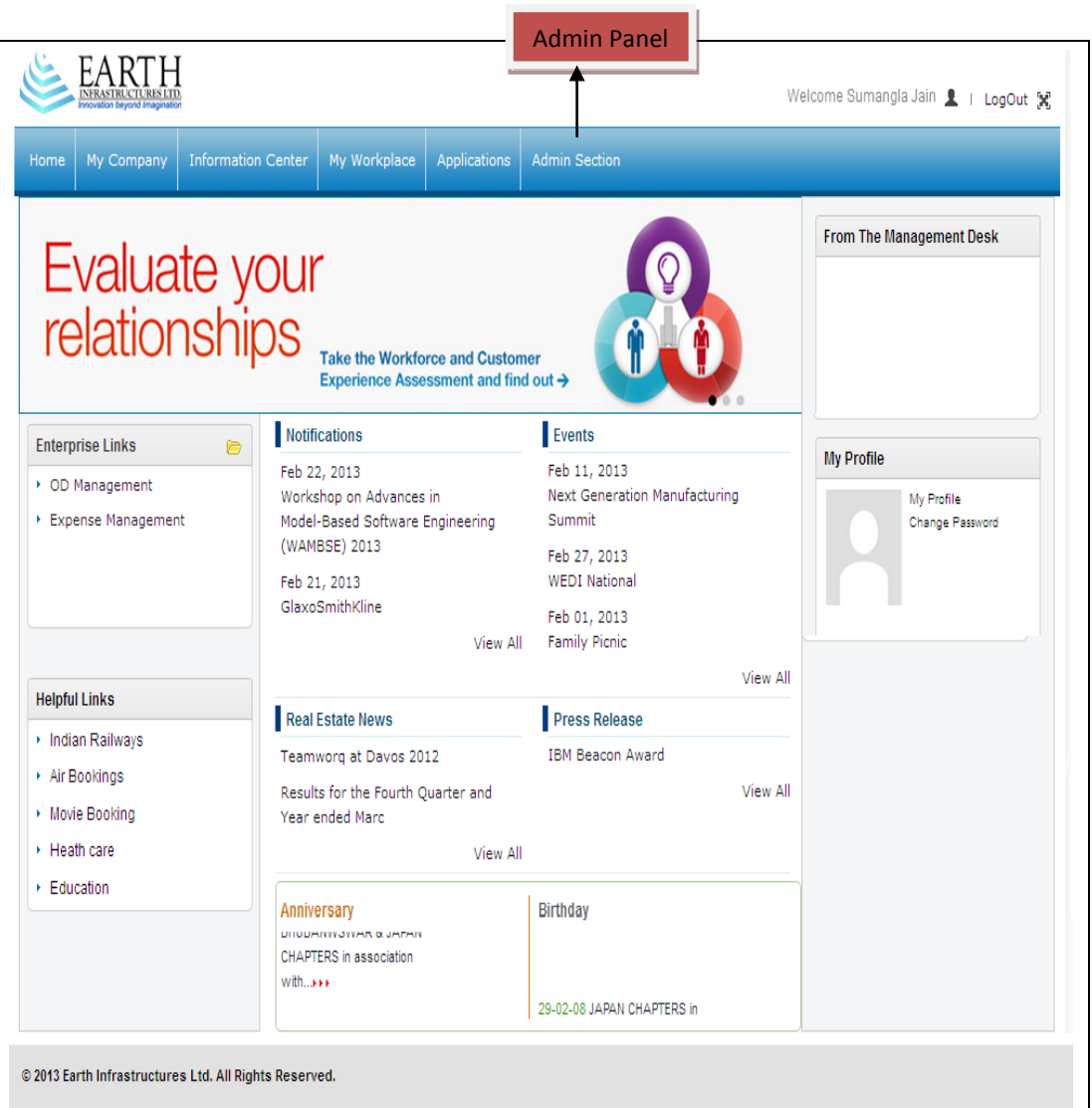
## Navigate to the Login Home Page

<p>Go to hrms.earthsoft.in/hrms / web site:</p>	
<p>Login using the correct User name (employee code) and correct Password.</p> <p><b>Note:</b> This system is only For authorized users. If you are not the one please logout.</p>	 <p>The screenshot shows the login interface of the Earth Infrastructures HRMS system. At the top left is the company logo, which consists of a stylized blue and green wave icon followed by the text 'EARTH INFRASTRUCTURES' and the tagline 'Innovation Beyond Imagination' in smaller text. Below the logo is a thick blue horizontal bar. The main content area features a large, vibrant green tree on the left, whose base is a circular platform with a miniature city skyline. To the right of the tree is the login section. It starts with a 'Log-in' link in blue. Below this are two input fields: 'User Name' and 'Password'. Under the 'Password' field are two buttons: 'Submit' and 'Reset'. Further down is a 'Forgot Password?' link. At the bottom of the login section, a message states 'This system is only for authorised users.' The footer of the page is a solid blue bar containing the copyright notice '© 2013 Earth Infrastructures Ltd. All Rights Reserved.'</p>

## User Guide

After successful login,  
You are now at the  
HRMS Home Page.

The instructions  
outlined in this User  
Guide will always  
Be in this column to the  
left side of the screen



The screenshot displays the HRMS Home Page for a user named Sumangla Jain. The page features a top navigation bar with links: Home, My Company, Information Center, My Workplace, Applications, and Admin Section. The Admin Section is highlighted with a red box and an arrow labeled "Admin Panel".

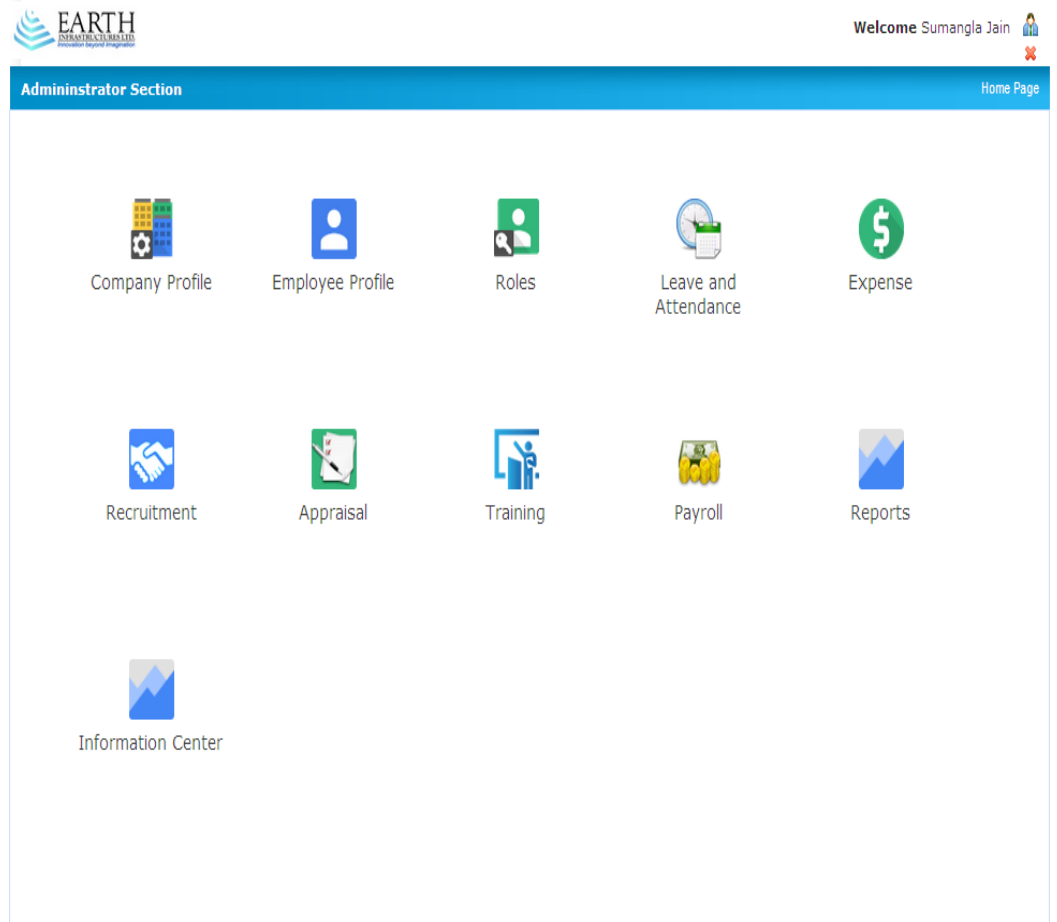
The main content area includes a large banner titled "Evaluate your relationships" with the subtitle "Take the Workforce and Customer Experience Assessment and find out →". Below the banner are several sections:

- Enterprise Links:**
  - OD Management
  - Expense Management
- Helpful Links:**
  - Indian Railways
  - Air Bookings
  - Movie Booking
  - Health care
  - Education
- Notifications:**
  - Feb 22, 2013: Workshop on Advances in Model-Based Software Engineering (WAMBSE) 2013
  - Feb 21, 2013: GlaxoSmithKline
- Events:**
  - Feb 11, 2013: Next Generation Manufacturing Summit
  - Feb 27, 2013: WEDI National
  - Feb 01, 2013: Family Picnic
- Real Estate News:**
  - Teamworq at Davos 2012
  - Results for the Fourth Quarter and Year ended Marc
- Press Release:**
  - IBM Beacon Award
- Anniversary:**
  - ANNIVERSARY OF JAPAN CHAPTERS in association with...>>>
- Birthday:**
  - 29-02-08 JAPAN CHAPTERS in

On the right side, there is a "From The Management Desk" section and a "My Profile" section with links for "My Profile" and "Change Password". The footer contains the copyright notice: "© 2013 Earth Infrastructures Ltd. All Rights Reserved."

## User Guide


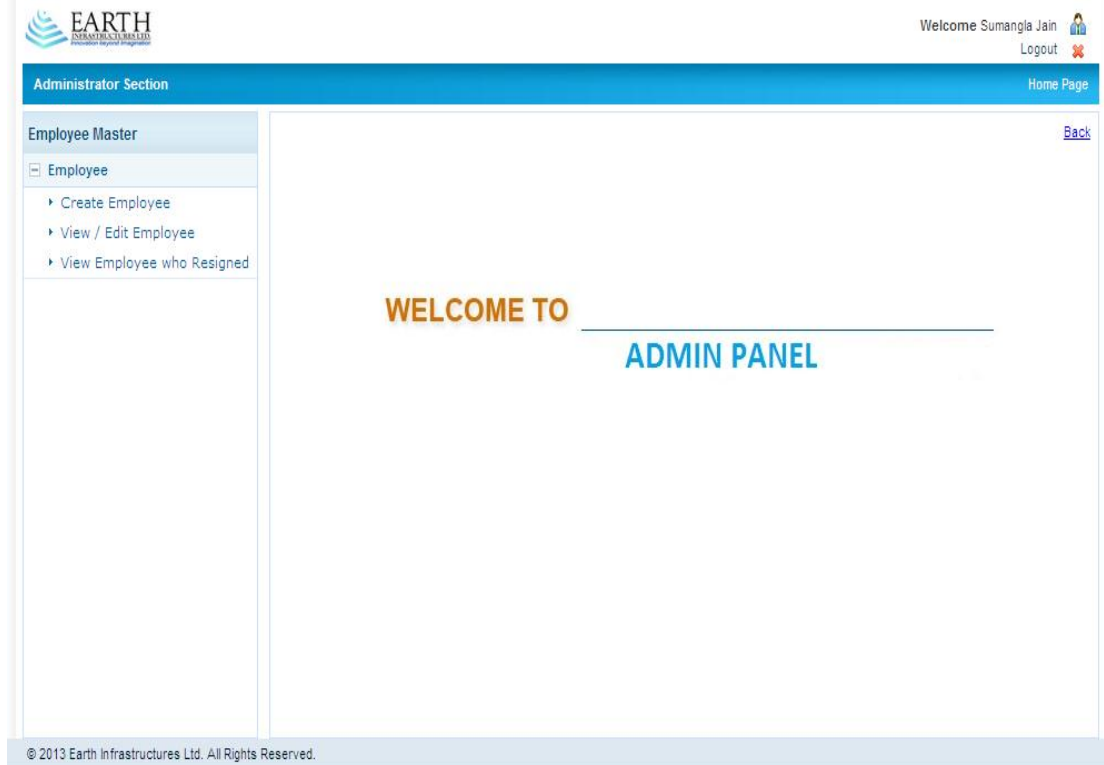
When you click on the Admin Panel, this type of web page display. For Employee Module click Employee Profile



## User Guide

### Employee Module:-

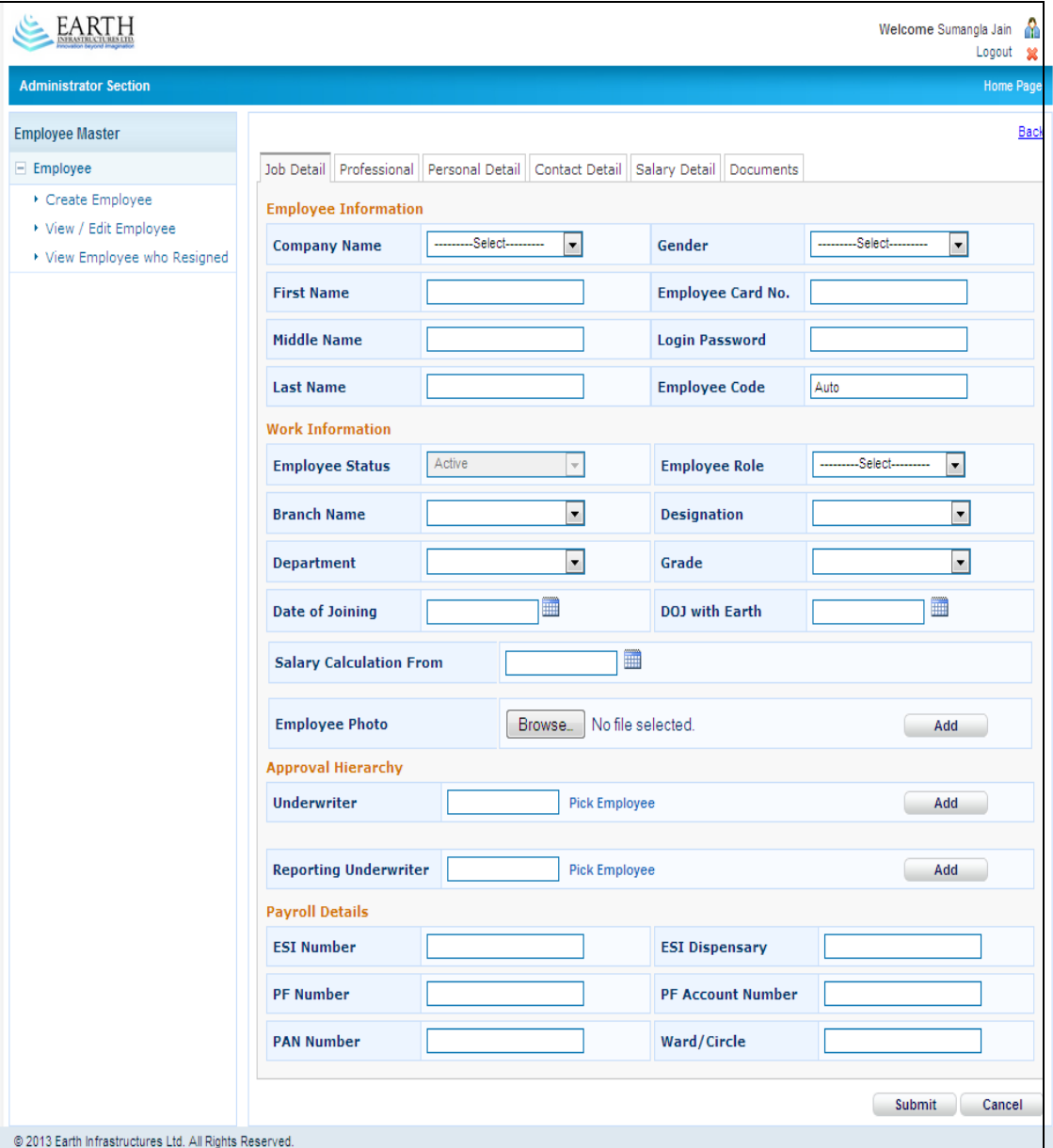
This module allows you to create, edit and view the employee.

<p>Click <b>Employee Master</b> from the Home Page.</p>	 <p>The screenshot shows the 'Administrator Section' with a sidebar menu. Under 'Employee Master', there is a sub-menu 'Employee' which contains three options: 'Create Employee', 'View / Edit Employee', and 'View Employee who Resigned'.</p>
<p>These are the fields in Employee Master module.</p> <p><b>Create Employee</b> option is used to create the new employee.</p> <p><b>View / Edit Employee</b> option is used to view and edit the existing employees.</p> <p><b>View Employee who Resigned</b> option is used to view the resigned employees.</p>	 <p>The screenshot shows the 'Administrator Section' with a sidebar menu. The main content area displays 'WELCOME TO ADMIN PANEL'. The sidebar menu includes 'Employee Master' and 'Employee' sub-menu with options: 'Create Employee', 'View / Edit Employee', and 'View Employee who Resigned'. The top right corner shows 'Welcome Sumangla Jain' and 'Logout'. The bottom footer says '© 2013 Earth Infrastructures Ltd. All Rights Reserved.'.</p>

## User Guide

### ➤ Create Employee

Click **Create Employee Form** from the “Employee master” tab on the Home Page.



The screenshot displays the 'Employee Master' form within the HRMS system. The interface includes a top navigation bar with the 'Administrator Section' and a user welcome message. A left sidebar contains a menu with 'Employee Master' and 'Employee' options. The main form area is divided into several sections: 'Employee Information' (Company Name, Gender, First Name, Middle Name, Last Name, Employee Card No., Login Password, Employee Code), 'Work Information' (Employee Status, Employee Role, Branch Name, Designation, Department, Grade, Date of Joining, DOJ with Earth, Salary Calculation From), 'Approval Hierarchy' (Underwriter, Reporting Underwriter), and 'Payroll Details' (ESI Number, ESI Dispensary, PF Number, PF Account Number, PAN Number, Ward/Circle). The form includes 'Submit' and 'Cancel' buttons at the bottom right.

## User Guide

After clicking on the **“Create Employee”** tab, the form will be displayed.

The Form has 6 Major Tabs:

**Job Detail:** fill the employee job details here.

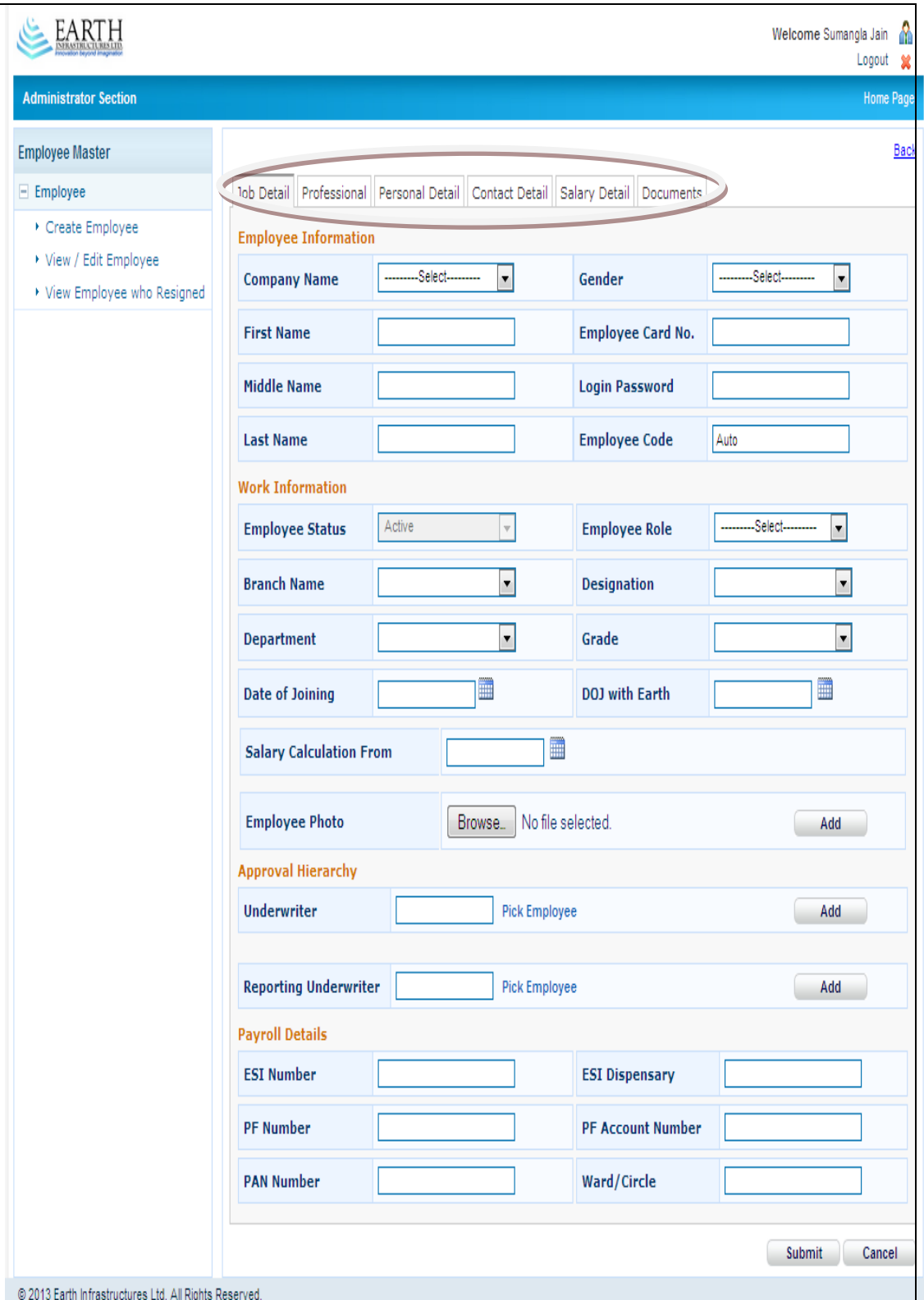
**Professional:** Fill the educational, professional and experience detail of employee here.

**Personal Detail:** Fill the personal detail of employee in this tab.

**Contact Detail:** Fill the Contact detail of employee in this tab.

**Salary Detail:** Fill the salary details of employee in this tab.

**Document Detail:** Attach the documents of employee in this tab.



The screenshot shows the 'Employee Master' form in the HRMS system. The form is divided into several sections, each with a tabbed interface. The 'Job Detail' tab is currently selected and highlighted with a red oval. The form includes fields for Employee Information, Work Information, Approval Hierarchy, and Payroll Details. The 'Job Detail' tab contains fields for Company Name, Gender, First Name, Middle Name, Last Name, Employee Card No., Login Password, Employee Code, Employee Status, Employee Role, Branch Name, Designation, Department, Grade, Date of Joining, DOJ with Earth, Salary Calculation From, Employee Photo, Underwriter, Reporting Underwriter, ESI Number, ESI Dispensary, PF Number, PF Account Number, PAN Number, and Ward/Circle. The form also includes a 'Submit' button and a 'Cancel' button.

**Administrator Section**

Welcome Sumangla Jain  
Logout

**Employee Master**

Employee

Job Detail Professional Personal Detail Contact Detail Salary Detail Documents

**Employee Information**

Company Name  Gender

First Name  Employee Card No.

Middle Name  Login Password

Last Name  Employee Code

**Work Information**

Employee Status  Employee Role

Branch Name  Designation

Department  Grade

Date of Joining  DOJ with Earth

Salary Calculation From

Employee Photo  No file selected.

**Approval Hierarchy**

Underwriter  Pick Employee

Reporting Underwriter  Pick Employee

**Payroll Details**

ESI Number  ESI Dispensary

PF Number  PF Account Number

PAN Number  Ward/Circle

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## User Guide

In **Professional Tab**, Fill the educational, professional and experience detail of employee here.

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Job Detail Professional Personal Detail Contact Detail Salary Detail Documents

**Educational Qualification :**

Education	School / Institute / University Name	Grade / %	Year	Add
-----Select-----				To

**Professional Qualification :**

Education	Institute / University Name	Grade / %	Year	Add
				To

**Experience Details :**

Company Name	Location	Total Exp.	Year	Add
				To

Submit Cancel

In **Personal Detail**, Fill the personal detail of employee in this tab.

[Back](#)

Job Detail Professional Personal Detail Contact Detail Salary Detail Documents

**Personal Information**

Date of Birth		Religion	
Payment Mode	<input checked="" type="radio"/> Bank <input type="radio"/> Cheque <input type="radio"/> Cash	D.L. No.	
Bank Name for Salary	-----Select-----	Account No for Salary	
Bank Name for Reimbursement	-----Select-----	Account No for Reimbursement	
Mobile No.		Email Id	
Blood Group		Passport No.	

**Relationship Details**

**Father's Detail**

First Name	
Middle Name	
Last Name	

**Mother's Detail**

First Name	
Middle Name	
Last Name	

**Employee Marital Status**

Marital Status	Unmarried
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Submit Cancel



## User Guide

In **Contact Detail**, Fill the Contact detail of employee in this tab.

[Back](#)

Job Detail Professional Personal Detail **Contact Detail** Salary Detail Documents

**Present Address** **Permanent Address** ☐ same as present

Address 1	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 2	<input type="text"/>
City	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>
Zip Code	<input type="text"/>	Zip Code	<input type="text"/>
Phone No.	<input type="text"/>	Phone No.	<input type="text"/>
Mode of Transport	<input type="radio"/> Own   <input checked="" type="radio"/> Company Vehicle		Pick Up point <input type="text"/>

Submit Cancel

In **Salary Detail**, Fill the salary details of employee in this tab.

[Back](#)

Job Detail Professional Personal Detail Contact Detail **Salary Detail** Documents

**Salary Information**

Basic Salary	<input type="text"/>	Conveyance Allowance	<input type="text"/>
Mobile Allowance	<input type="text"/>	Total Salary	<input type="text"/>
Salary to be Paid in Phase	<input type="text"/>		

Submit Cancel

In **Document Detail**, Attach the documents of employee in this tab.

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Job Detail Professional Personal Detail Contact Detail Salary Detail **Documents**

**Document Details**

Document Type

Description

Upload  No file selected.

Submit Cancel

## User Guide

### Description of Job Detail Tab:-

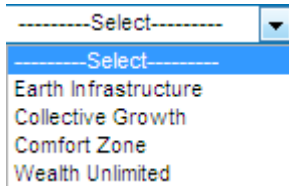
[Back](#)

Job Detail	Professional	Personal Detail	Contact Detail	Salary Detail	Documents
<b>Employee Information</b>					
Company Name	<input type="text" value="-----Select-----"/>		Gender	<input type="text" value="-----Select-----"/>	
First Name	<input type="text"/>		Employee Card No.	<input type="text"/>	
Middle Name	<input type="text"/>		Login Password	<input type="text"/>	
Last Name	<input type="text"/>		Employee Code	<input type="text" value="Auto"/>	
<b>Work Information</b>					
Employee Status	<input type="text" value="Active"/>		Employee Role	<input type="text" value="-----Select-----"/>	
Branch Name	<input type="text"/>		Designation	<input type="text"/>	
Department	<input type="text"/>		Grade	<input type="text"/>	
Date of Joining	<input type="text"/>		DOJ with Earth	<input type="text"/>	
Salary Calculation From	<input type="text"/>				
Employee Photo	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Add"/>				
<b>Approval Hierarchy</b>					
Underwriter	<input type="text"/>				<input type="button" value="Pick Employee"/> <input type="button" value="Add"/>
Reporting Underwriter	<input type="text"/>				<input type="button" value="Pick Employee"/> <input type="button" value="Add"/>
<b>Payroll Details</b>					
ESI Number	<input type="text"/>		ESI Dispensary	<input type="text"/>	
PF Number	<input type="text"/>		PF Account Number	<input type="text"/>	
PAN Number	<input type="text"/>		Ward/Circle	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>					

## User Guide

### 1. Company Name:-

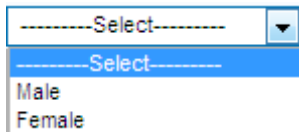
Select any Company in the given dropdown list. At a time only one Company name is selected.



This is compulsory field and when you left this field empty then error message displayed.

### 2. Gender:-

Select any gender in the given dropdown list. At a time only one gender is selected.



This is compulsory field and when you left this field empty then error message displayed.

### 3. First Name:-

This is a text box in which we write the first name. In this field you can able to use characters, numeric, special character.

This is mandatory field and when you left this field empty then error message displayed.

### 4. Middle Name:-

This is a text box in which we write the middle name. In this field you can able to use characters, numeric, special character.

### 5. Last Name:-

This is a text box in which we write the last name. In this field you can able to use characters, numeric, special character.

### 6. Employee Card No.:-

This is a text box in which we write the employee card no. In this field you can able to use characters, numeric, special character.

This is mandatory field and when you left this field empty then error message displayed.

### 7. Password:-

This is a text box in which we write the password. In this field you can able to use characters, numeric, special character.

This is mandatory field and when you left this field empty then error message displayed.

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### **8. Employee Code:-**

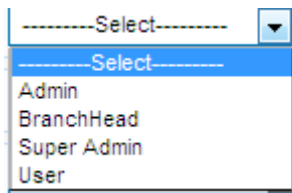
This field is Auto generated.

### **9. Employee Status:-**

This field is Auto generated.

### **10. Role:-**

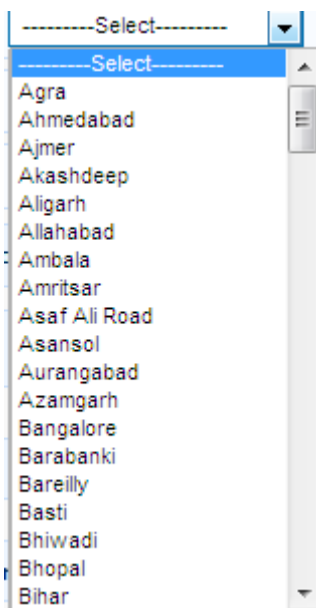
Select any role in the given dropdown list. At a time only one role is selected.



This is compulsory field and when you left this field empty then error message displayed.

### **11. Branch Name:-**

Select any Branch name in the given dropdown list. At a time only one Branch name is selected.

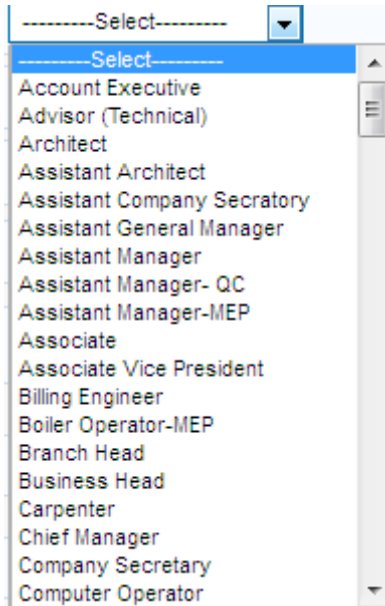


This is compulsory field and when you left this field empty then error message displayed.

### **12. Designation Name:-**

Select any designation name in the given dropdown list. At a time only one designation name is selected. When you select any designation then automatically grade will updated.

## User Guide



This is compulsory field and when you left this field empty then error message displayed.

### 13. Department Name:-

Select any department name in the given dropdown list. At a time only one department name is selected.



This is compulsory field and when you left this field empty then error message displayed.

### 14. Date of joining:-

In this field you enter the date of joining of the employee.

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### 15. DOJ with earth:-

In this field you enter the DOJ with earth of the employee.

### 16. Salary Calculation from:-

In this field you enter the date of salary calculation of the employee.

### 17. Photo:-

In this field you can upload photo of the employee. To upload the photo click the browse button.



### 18. Underwriter:-

In this field you select the employee using the “Pick employee” for Approval hierarchy.

### 19. Reporting Underwriter:-

In this field you select the employee using the “Pick employee” for Approval hierarchy.

### 20. ESI Number:-

In this field you enter the ESI No. of the employee for payroll.

### 21. PF Number:-

In this field you enter the PF No. of the employee for payroll.

### 22. PAN Number:-

In this field you enter the PAN No. of the employee for payroll.

### 23. ESI Dispensary:-

In this field you enter the ESI dispensary of the employee for payroll.

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### 24. PF Account Number:-

In this field you enter the PF account number of the employee for payroll.

### 25. Ward/Circle:-

In this field you enter the ward/circle of the employee for payroll.

### Description of Professional Detail Tab:-

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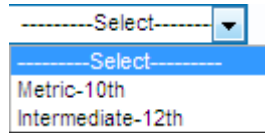
Job Detail	Professional	Personal Detail	Contact Detail	Salary Detail	Documents
<b>Educational Qualification :</b>					
Education	School / Institute / University Name	Grade / %	Year	Add	
<div style="border: 1px solid #ccc; padding: 2px;"> <span style="border-bottom: 1px solid black; display: inline-block; width: 80%;"></span> <span style="border: 1px solid black; padding: 0 5px;">▼</span> </div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 40px;"></div>	<div style="border: 1px solid #ccc; width: 40px;"></div>	To <div style="border: 1px solid #ccc; width: 40px;"></div>	
<b>Professional Qualification :</b>					
Education	Institute / University Name	Grade / %	Year	Add	
<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 40px;"></div>	<div style="border: 1px solid #ccc; width: 40px;"></div>	To <div style="border: 1px solid #ccc; width: 40px;"></div>	
<b>Experience Details :</b>					
Company Name	Location	Total Exp.	Year	Add	
<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; width: 40px;"></div>	<div style="border: 1px solid #ccc; width: 40px;"></div>	To <div style="border: 1px solid #ccc; width: 40px;"></div>	
<div style="display: inline-block; margin-right: 10px;">Submit</div> <div>Cancel</div>					

## User Guide

### In Educational Qualification:

#### 1. Education:

Select any education name in the given dropdown list. At a time only one education name is selected.



This is compulsory field and when you left this field empty and try to add the education then error message displayed.

#### 2. School/Institute/ University Name :

In this field you enter the school/ institute/ university name of the employee.

This is compulsory field and when you left this field empty and try to add the education then error message displayed.

#### 3. Grade / %:

In this field you enter the percentage in two digit maximum.

#### 4. Year:

In this field you enter from and to year of education.

### In Professional Qualification:

#### 1. Education:

In this field you enter the professional education name of the employee

This is compulsory field and when you left this field empty and try to add the education then error message displayed.

#### 2. Institute/ University Name :

In this field you enter the institute/ university name of the employee.

This is compulsory field and when you left this field empty and try to add the education then error message displayed.

#### 3. Grade / %:

In this field you enter the percentage in two digit maximum.

#### 4. Year:

In this field you enter from and to year of education.



## User Guide

### In Experience Detail:

#### 1. Company Name:

In this field you enter the Company name of the employee

This is compulsory field and when you left this field empty and try to add the experience name then error message displayed.

#### 2. Location :

In this field you enter the Location of the employee previous company.

This is compulsory field and when you left this field empty and try to add the experience then error message displayed.

#### 3. Total Exp:


In this field you enter the experience in two digit maximum.

#### 4. Year:

In this field you enter from and to year of experience.

### Description of Personal Detail Tab:-

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Job Detail	Professional	Personal Detail	Contact Detail	Salary Detail	Documents
<b>Personal Information</b>					
Date of Birth	<input type="text"/>		Religion	<input type="text"/>	
Payment Mode	<input checked="" type="radio"/> Bank <input type="radio"/> Cheque <input type="radio"/> Cash		D.L. No.	<input type="text"/>	
Bank Name for Salary	<input type="text" value="-----Select-----"/>		Account No for Salary	<input type="text"/>	
Bank Name for Reimbursement	<input type="text" value="-----Select-----"/>		Account No for Reimbursement	<input type="text"/>	
Mobile No.	<input type="text"/>		Email Id	<input type="text"/>	
Blood Group	<input type="text"/>		Passport No.	<input type="text"/>	
<b>Relationship Details</b>					
<b>Father's Detail</b>			<b>Mother's Detail</b>		
First Name	<input type="text"/>		First Name	<input type="text"/>	
Middle Name	<input type="text"/>		Middle Name	<input type="text"/>	
Last Name	<input type="text"/>		Last Name	<input type="text"/>	
<b>Employee Marital Status</b>					
Marital Status	<input type="text" value="Unmarried"/>				
					<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

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### **1. Date of Birth:-**

In this field you enter the date of birth of the employee.

### **2. Religion:-**

In this field you enter the religion of the employee.

### **3. Payment Mode:-**

There are three ways of payment mode

- **Bank**
- **Cheque**
- **Cash**

By Default Bank is selected.

If you select the " **Bank**" payment mode then also enter the Bank Name and account Number.

### **4. Mobile No.:-**

In this field you enter the mobile number of the employee.

### **5. Email ID.:-**

In this field you enter the email id of the employee.

### **6. Blood Group:-**

In this field you enter the blood group of the employee.

### **7. Passport No.:-**

In this field you enter the passport number of the employee.

### **8. Father's First Name:-**

This is a text box in which we write the first name. In this field you can able to use characters, numeric, special character.

### **9. Father's Middle Name:-**

This is a text box in which we write the middle name. In this field you can able to use characters, numeric, special character.

### **10. Father's Last Name:-**

This is a text box in which we write the last name. In this field you can able to use characters, numeric, special character.

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### 11. Mother's First Name:-

This is a text box in which we write the first name. In this field you can able to use characters, numeric, special character.

### 12. Mother's Middle Name:-

This is a text box in which we write the middle name. In this field you can able to use characters, numeric, special character.

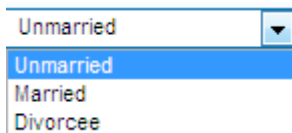
### 13. Mother's Last Name:-

This is a text box in which we write the last name. In this field you can able to use characters, numeric, special character.

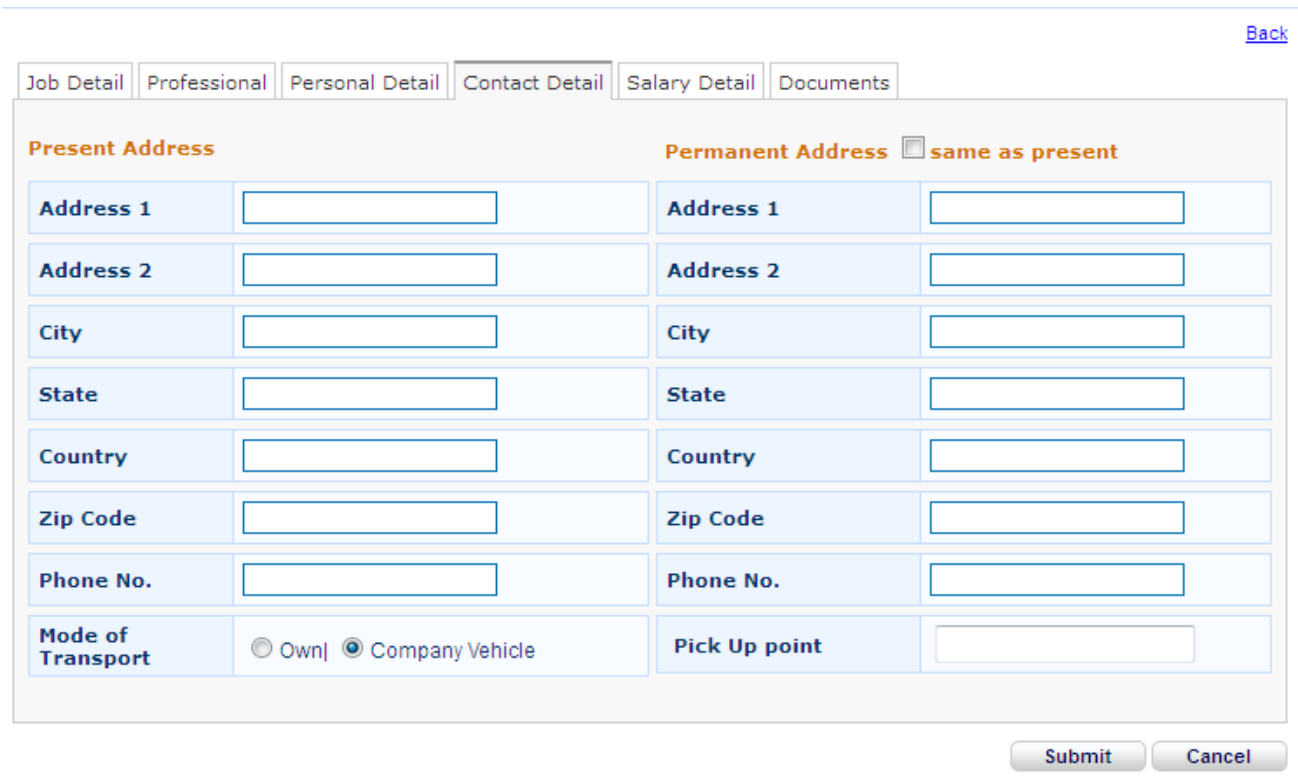
### 14. Marital Status:-

Select any marital status in the given dropdown list. At a time only one status is selected.

By default **Unmarried** selected.



## Description of Contact Detail Tab:-



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Job Detail Professional Personal Detail **Contact Detail** Salary Detail Documents

**Present Address** **Permanent Address** ☒ same as present

Address 1	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 2	<input type="text"/>
City	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>
Zip Code	<input type="text"/>	Zip Code	<input type="text"/>
Phone No.	<input type="text"/>	Phone No.	<input type="text"/>
Mode of Transport	<input type="radio"/> Own <input checked="" type="radio"/> Company Vehicle	Pick Up point	<input type="text"/>

## *User Guide*

### **In Present Address:**

#### **1. Address 1:-**

This is a text box in which we write the present Address of the employee. In this field you can able to use characters, numeric, special character.

#### **2. Address 2:-**

This is a text box in which we write the Address of the employee. In this field you can able to use characters, numeric, special character.

#### **3. City:-**

This is a text box in which we write the city of the employee. In this field you can able to use characters, numeric, special character.

#### **4. State:-**

This is a text box in which we write the state of the employee. In this field you can able to use characters, numeric, special character.

#### **5. Country:-**

This is a text box in which we write the country of the employee. In this field you can able to use characters, numeric, special character.

#### **6. Zip Code:-**

This is a text box in which we write the zip code of the employee. In this field you can able to use numeric only.

#### **7. Phone No.:-**

This is a text box in which we write the phone number of the employee. In this field you can able to use numeric only.

#### **8. Mode of Transport:-**

There are two ways of transport

- **Own**
- **Company Name**

By Default **own** is selected.

### **In Permanent Address:**

#### **1. Address 1:-**

This is a text box in which we write the permanent Address of the employee. In this field you can able to use characters, numeric, special character.

#### **2. Address 2:-**

## User Guide

This is a text box in which we write the Address of the employee. In this field you can able to use characters, numeric, special character.

### 3. City:-

This is a text box in which we write the city of the employee. In this field you can able to use characters, numeric, special character.

### 4. State:-

This is a text box in which we write the state of the employee. In this field you can able to use characters, numeric, special character.

### 5. Country:-

This is a text box in which we write the country of the employee. In this field you can able to use characters, numeric, special character.

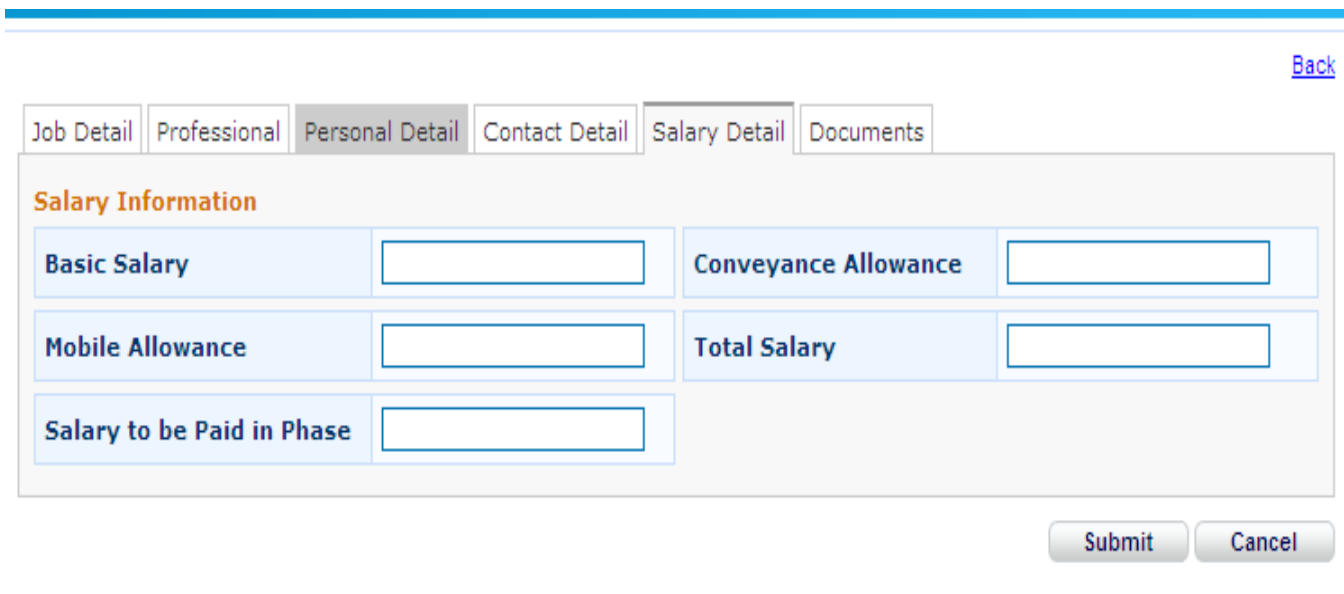
### 6. Zip Code:-

This is a text box in which we write the zip code of the employee. In this field you can able to use numeric only.

### 7. Phone No.:-

This is a text box in which we write the phone number of the employee. In this field you can able to use numeric only.

## Description of Salary Detail Tab:-



[Back](#)

Job Detail	Professional	Personal Detail	Contact Detail	Salary Detail	Documents
<b>Salary Information</b>					
Basic Salary	<input type="text"/>	Conveyance Allowance	<input type="text"/>		
Mobile Allowance	<input type="text"/>	Total Salary	<input type="text"/>		
Salary to be Paid in Phase	<input type="text"/>				

## User Guide

### 1. Basic Salary:-

This is a text box in which we write the basic salary of the employee. In this field you can able to use numeric only.

### 2. Conveyance Allowance:-

This is a text box in which we write the conveyance allowance of the employee. In this field you can able to use numeric only.

### 3. Mobile Allowance:-

This is a text box in which we write the mobile allowance of the employee. In this field you can able to use numeric only.

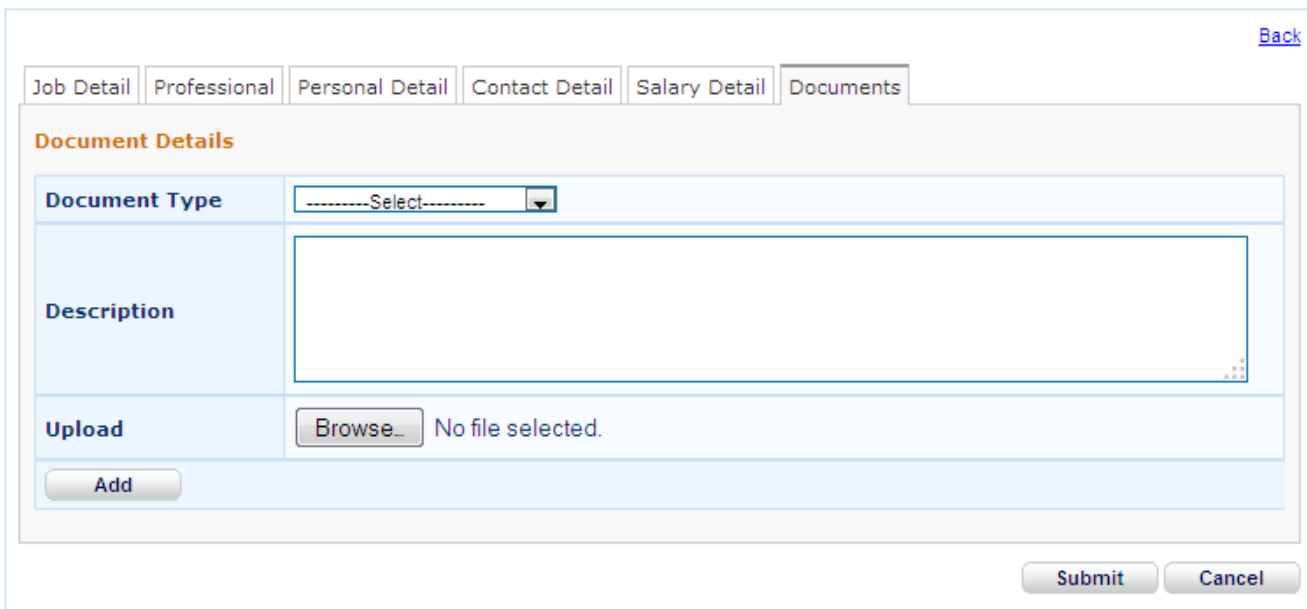
### 4. Total Salary:-

This is a text box in which we write the total salary of the employee. In this field you can able to use numeric only.

### 5. Salary to be paid in phase:-

This is a text box in which we write the salary to be paid in which phase of the employee. In this field you can able to use numeric only.

## Description of Documents Tab:-

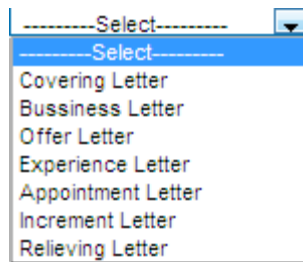


The screenshot shows the 'Documents' tab in the HRMS Employee Module. At the top right is a 'Back' link. Below it are tabs for 'Job Detail', 'Professional', 'Personal Detail', 'Contact Detail', 'Salary Detail', and 'Documents'. The 'Documents' tab is active, showing a 'Document Details' section. This section contains a 'Document Type' dropdown menu with 'Select' as the current value. Below this is a large 'Description' text area. At the bottom of the details section is an 'Upload' section with a 'Browse...' button and the text 'No file selected.'. Below the 'Upload' section is an 'Add' button. At the bottom right of the form are 'Submit' and 'Cancel' buttons.

### 1. Document Type:-

Select any document type in the given dropdown list. At a time only one document type is selected.

## User Guide

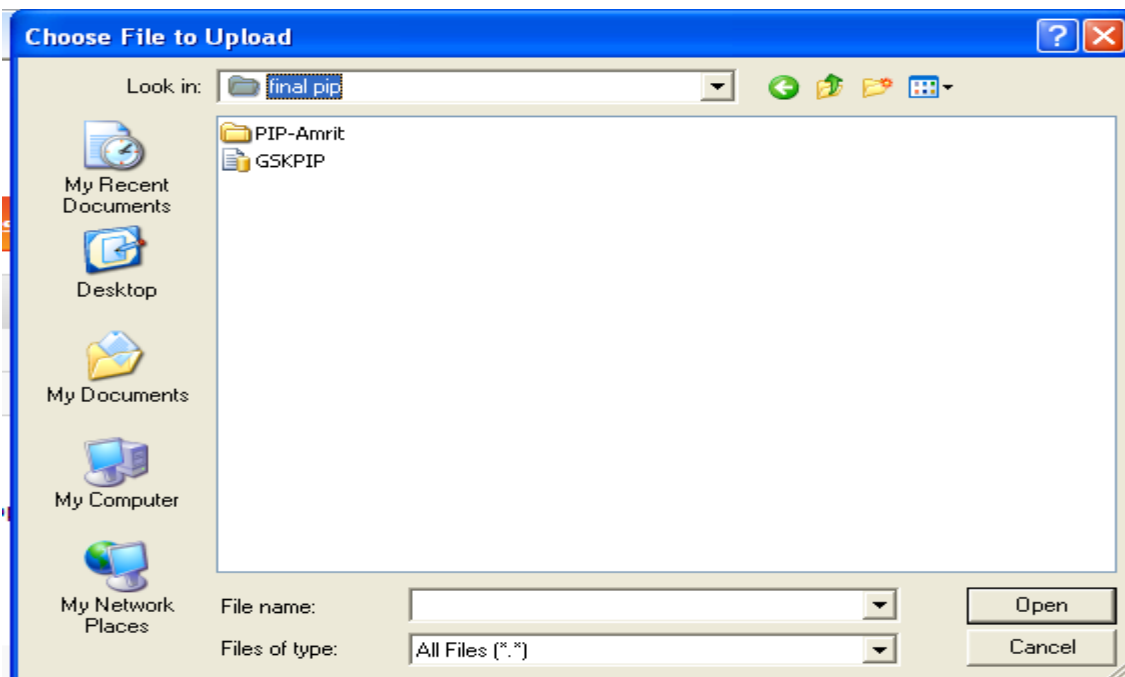


### 2. Description:-

This is a text box in which we write the description of the document.

### 3. Upload:

In this field you can upload the documents of the employee. To upload the documents click the browse button. When you click on Browse button then this type of box opened.



**Submit:** This button is used for submitting the Employee Detail. When you click on Submit Button after filling the whole form then Employee created. And you directly link to “View / Edit Employee” Form page.

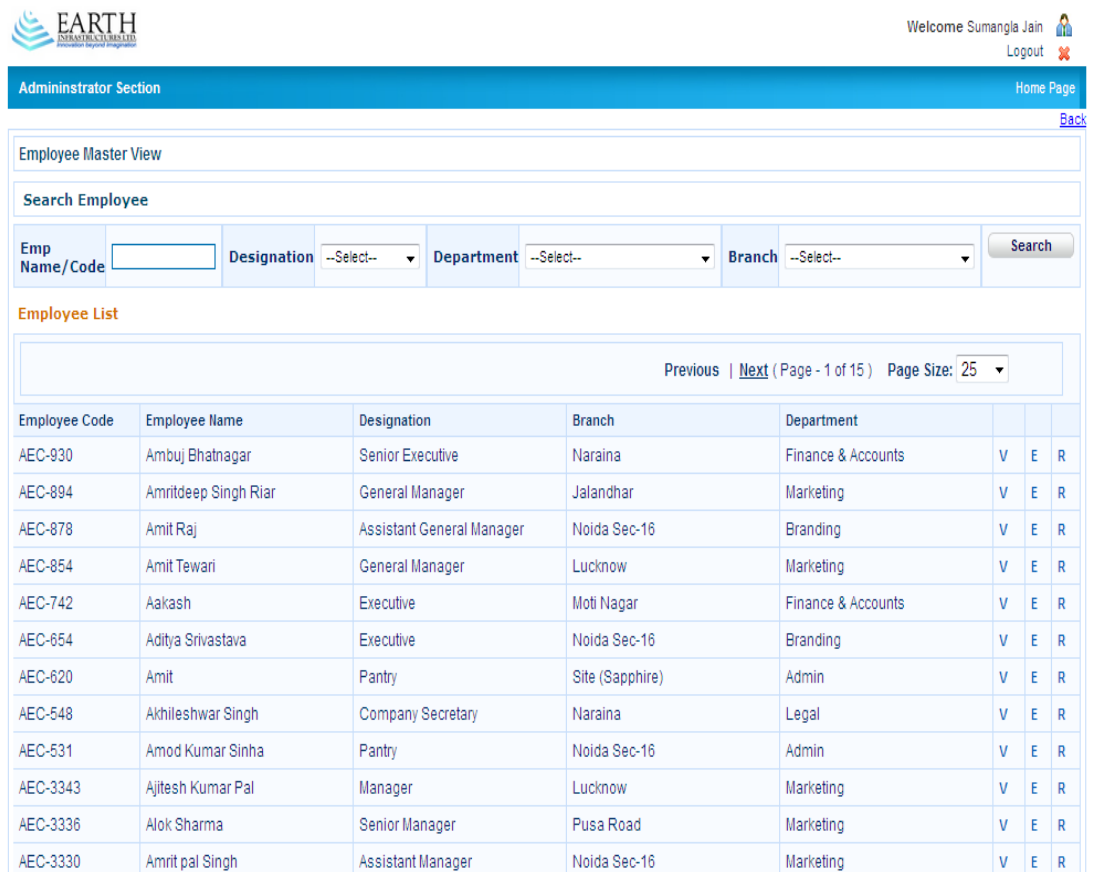
**Cancel:** When you click on this button then cancel the form.

## User Guide

### ➤ View / Edit Employee

This form is used for view and edits the employee.

Click **View / Edit Employee Form** to view/edit the existing employee.



Welcome Sumangla Jain  
Logout

Administrator Section Home Page

Employee Master View

Search Employee

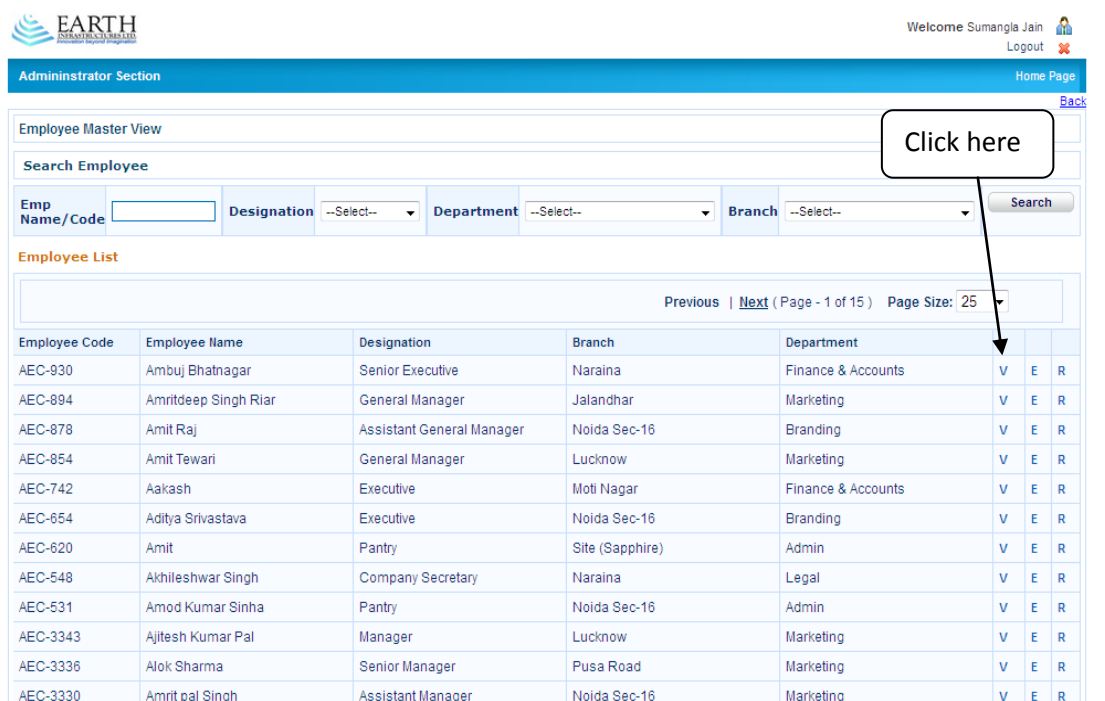
Emp Name/Code  Designation --Select-- Department --Select-- Branch --Select-- Search

Employee List

Previous | Next (Page - 1 of 15) Page Size: 25

Employee Code	Employee Name	Designation	Branch	Department	V	E	R
AEC-930	Ambuj Bhatnagar	Senior Executive	Naraina	Finance & Accounts	V	E	R
AEC-894	Amritdeep Singh Riari	General Manager	Jalandhar	Marketing	V	E	R
AEC-878	Amit Raj	Assistant General Manager	Noida Sec-16	Branding	V	E	R
AEC-854	Amit Tewari	General Manager	Lucknow	Marketing	V	E	R
AEC-742	Aakash	Executive	Moti Nagar	Finance & Accounts	V	E	R
AEC-654	Aditya Srivastava	Executive	Noida Sec-16	Branding	V	E	R
AEC-620	Amit	Pantry	Site (Sapphire)	Admin	V	E	R
AEC-548	Akhileshwar Singh	Company Secretary	Naraina	Legal	V	E	R
AEC-531	Amod Kumar Sinha	Pantry	Noida Sec-16	Admin	V	E	R
AEC-3343	Ajitesh Kumar Pal	Manager	Lucknow	Marketing	V	E	R
AEC-3336	Alok Sharma	Senior Manager	Pusa Road	Marketing	V	E	R
AEC-3330	Amrit pal Singh	Assistant Manager	Noida Sec-16	Marketing	V	E	R

For View the employee Detail, Click the **V** link button.



Welcome Sumangla Jain  
Logout

Administrator Section Home Page

Employee Master View

Search Employee

Emp Name/Code  Designation --Select-- Department --Select-- Branch --Select-- Search

Employee List


Previous | Next (Page - 1 of 15) Page Size: 25

Employee Code	Employee Name	Designation	Branch	Department	V	E	R
AEC-930	Ambuj Bhatnagar	Senior Executive	Naraina	Finance & Accounts	V	E	R
AEC-894	Amritdeep Singh Riari	General Manager	Jalandhar	Marketing	V	E	R
AEC-878	Amit Raj	Assistant General Manager	Noida Sec-16	Branding	V	E	R
AEC-854	Amit Tewari	General Manager	Lucknow	Marketing	V	E	R
AEC-742	Aakash	Executive	Moti Nagar	Finance & Accounts	V	E	R
AEC-654	Aditya Srivastava	Executive	Noida Sec-16	Branding	V	E	R
AEC-620	Amit	Pantry	Site (Sapphire)	Admin	V	E	R
AEC-548	Akhileshwar Singh	Company Secretary	Naraina	Legal	V	E	R
AEC-531	Amod Kumar Sinha	Pantry	Noida Sec-16	Admin	V	E	R
AEC-3343	Ajitesh Kumar Pal	Manager	Lucknow	Marketing	V	E	R
AEC-3336	Alok Sharma	Senior Manager	Pusa Road	Marketing	V	E	R
AEC-3330	Amrit pal Singh	Assistant Manager	Noida Sec-16	Marketing	V	E	R



## User Guide

After clicking on the **V** link button this type of form displayed



Welcome Sumangla Jain  
Logout

Home Page

Administrator Section

Employee Master  
+ Employee

Job Detail | Professional | Personal Detail | Contact Detail | Salary Detail | Documents

Employee Information

Company Name	Earth Infrastructure	Employee Code	AEC-878
First Name	Amit	Employee Card No.	AEC-878
Middle Name		Gender	Male
Last Name	Raj		

Work Information

Employee Status	Active	Employee Role	User
Branch Name	Noida Sec-16	Designation	Assistant General Manager
Department	Branding	Grade	NA
Date of Joining	05/16/2011	DOJ with Earth	
Date of Leaving		Date of Relieving	
Salary Calculation From	05/16/2011		

Approval Hierarchy

Underwriter

Approver Code	Approver Name	Department	Branch	Designation	Approval Level
AEC-1566	Kalim Ahmad Lohar	Branding	Noida Sec-16	Associate Vice President	1

Reporting Underwriter

Payroll Details

ESI Number		ESI Dispensary	
PF Number		PF Account Number	
PAN Number		Ward/ Circle	

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Job Detail | Professional | Personal Detail | Contact Detail | Salary Detail | Documents

Educational Qualification :

Professional Qualification :

Experience Details :

## User Guide

[Back](#)

Job Detail
Professional
Personal Detail
Contact Detail
Salary Detail
Documents

**Personal Information**

Date of Birth		Religion	
Payment Mode	Bank	D.L. No.	
Bank Name for Salary	KOTAK MAHINDRA BANK	Account No for Salary	01790030028440
Bank Name for Reimbursement	KOTAK MAHINDRA BANK	Account No for Reimbursement	01790030028440
Mobile No.	9910029259	Email Id	amit.raj@earthinfra.com
Blood Group		Passport No.	

**Relationship Details**

Father's Name	Sukhveer Singh	Mother's Name	Shiksha Singh
---------------	----------------	---------------	---------------

**Employee Marital Status**

Marital Status	Unmarried
----------------	-----------

[Back](#)

Job Detail
Professional
Personal Detail
Contact Detail
Salary Detail
Documents

**Present Address**

**Permanent Address**

Address 1	A-451, Sec-19, Noida	Address 1	B-87, Shiekh Sarai-1, New Delhi
Address 2		Address 2	
City		City	
State		State	
Country		Country	
Zip Code		Zip Code	
Phone No.	9910029259	Phone No.	9910029259
Mode of Transport	Company Vehicle	Pick Up Point	

[Back](#)

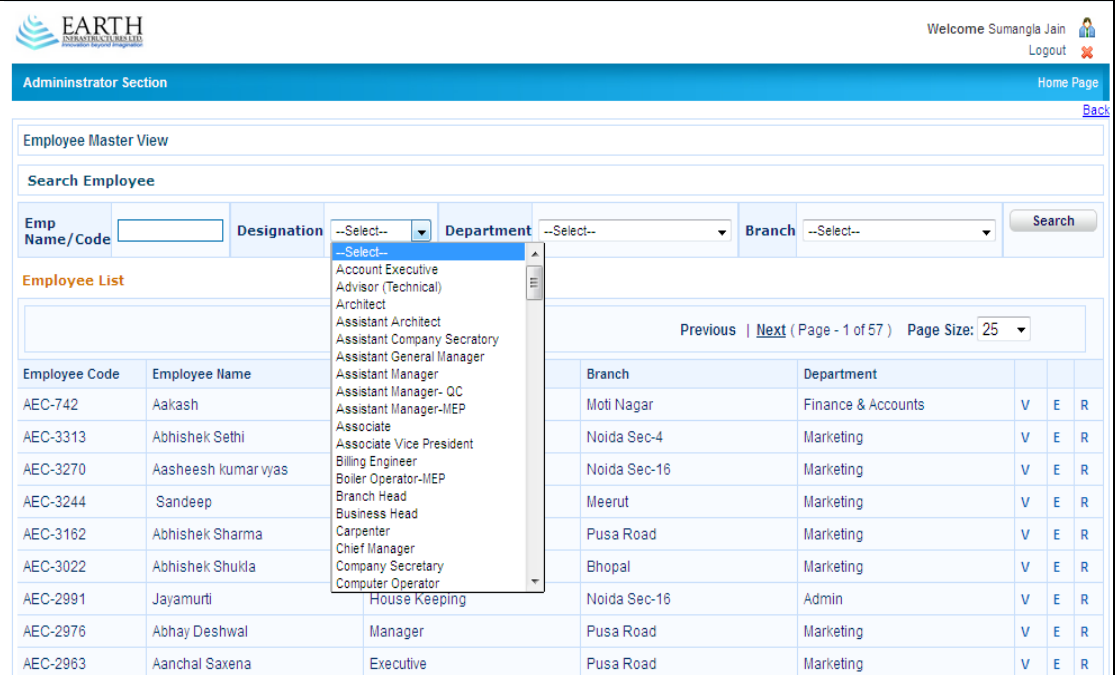
Job Detail
Professional
Personal Detail
Contact Detail
Salary Detail
Documents

**Salary Information**

Basic Salary	80667.4	Conveyance Allowance	0
Mobile Allowance	0	Total Salary	80667.4
Salary to be Paid in Phase			

## User Guide

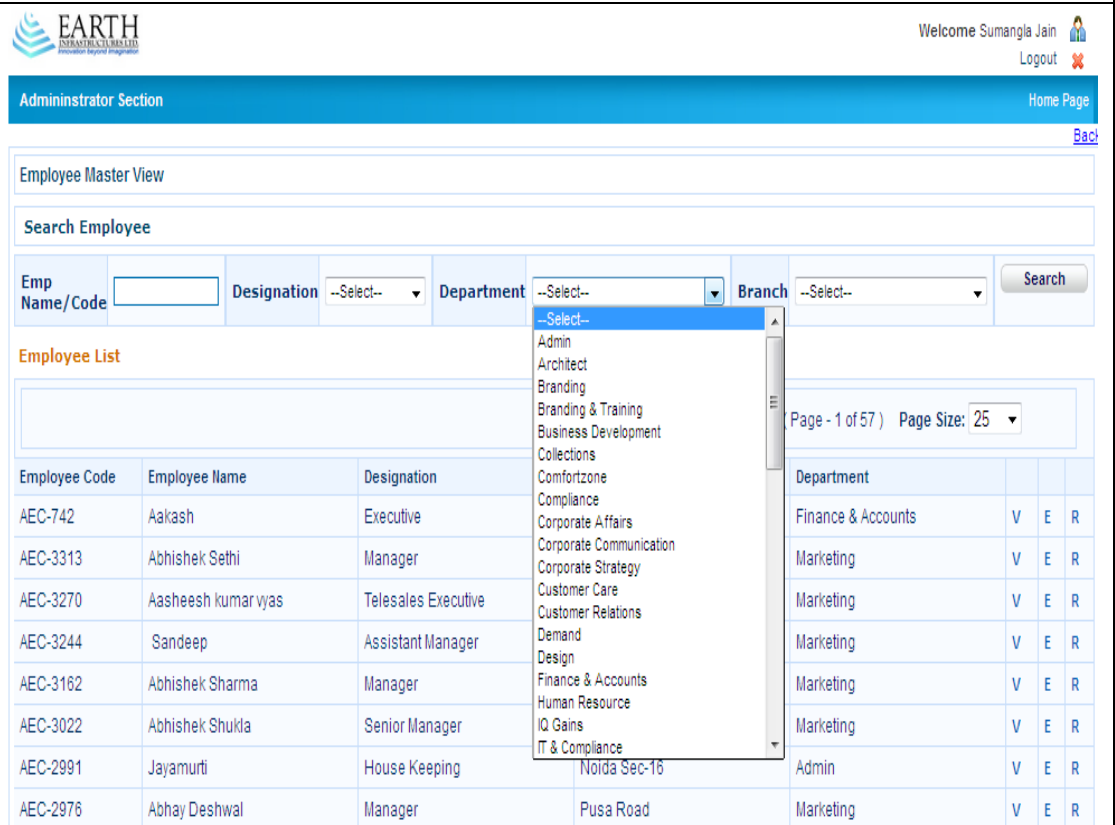
We can filter the Employee master view page on the basis of **Designation Name**.



The screenshot shows the 'Employee Master View' page. The 'Designation' dropdown is open, displaying a list of designations including Account Executive, Advisor (Technical), Architect, Assistant Architect, Assistant Company Secretary, Assistant General Manager, Assistant Manager, Assistant Manager- QC, Assistant Manager-MEP, Associate, Associate Vice President, Billing Engineer, Boiler Operator-MEP, Branch Head, Business Head, Carpenter, Chief Manager, Company Secretary, Computer Operator, and House Keeping. The table below shows employee data filtered by designation.

Employee Code	Employee Name	Designation	Branch	Department	V	E	R
AEC-742	Aakash	Executive	Moti Nagar	Finance & Accounts			
AEC-3313	Abhishek Sethi	Manager	Noida Sec-4	Marketing			
AEC-3270	Aasheesh kumar vyas	Telesales Executive	Noida Sec-16	Marketing			
AEC-3244	Sandeep	Assistant Manager	Meerut	Marketing			
AEC-3162	Abhishek Sharma	Manager	Pusa Road	Marketing			
AEC-3022	Abhishek Shukla	Senior Manager	Bhopal	Marketing			
AEC-2991	Jayamurti	House Keeping	Noida Sec-16	Admin			
AEC-2976	Abhay Deshwal	Manager	Pusa Road	Marketing			
AEC-2963	Aanchal Saxena	Executive	Pusa Road	Marketing			

We can filter the Employee master view page on the basis of **Department Name**.

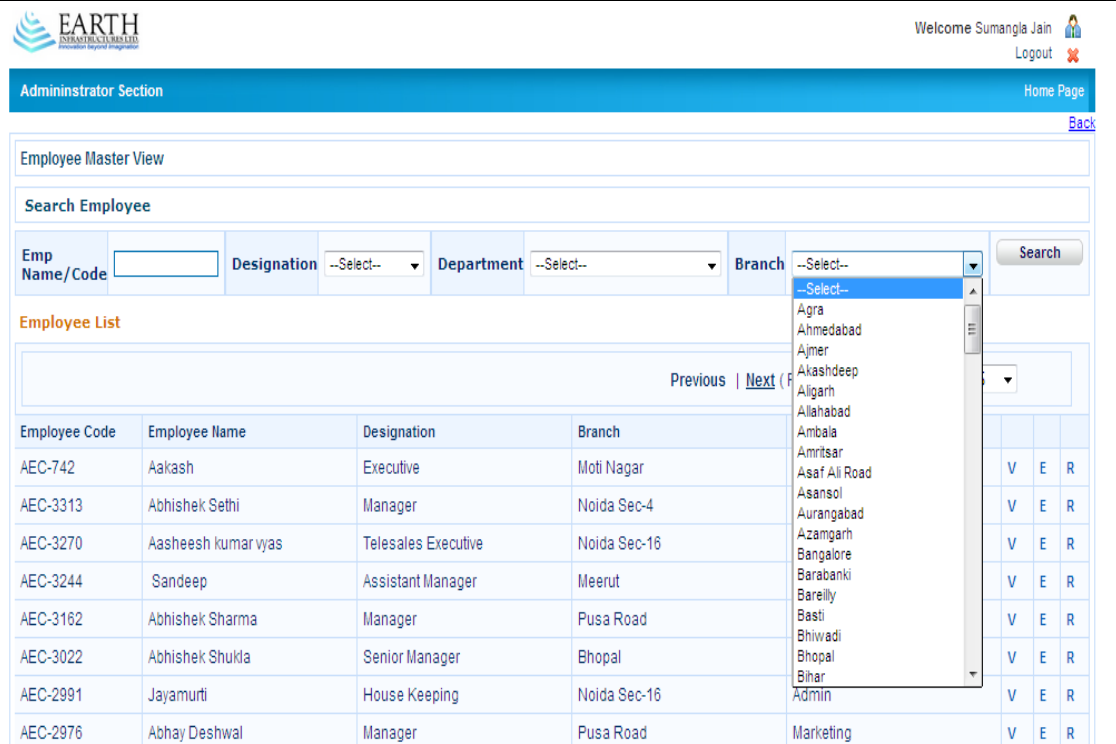


The screenshot shows the 'Employee Master View' page. The 'Department' dropdown is open, displaying a list of departments including Admin, Architect, Branding, Branding & Training, Business Development, Collections, Comfortzone, Compliance, Corporate Affairs, Corporate Communication, Corporate Strategy, Customer Care, Customer Relations, Demand, Design, Finance & Accounts, Human Resource, IQ Gains, and IT & Compliance. The table below shows employee data filtered by department.

Employee Code	Employee Name	Designation	Department	V	E	R
AEC-742	Aakash	Executive	Finance & Accounts			
AEC-3313	Abhishek Sethi	Manager	Marketing			
AEC-3270	Aasheesh kumar vyas	Telesales Executive	Marketing			
AEC-3244	Sandeep	Assistant Manager	Marketing			
AEC-3162	Abhishek Sharma	Manager	Marketing			
AEC-3022	Abhishek Shukla	Senior Manager	Marketing			
AEC-2991	Jayamurti	House Keeping	Admin			
AEC-2976	Abhay Deshwal	Manager	Marketing			

## User Guide

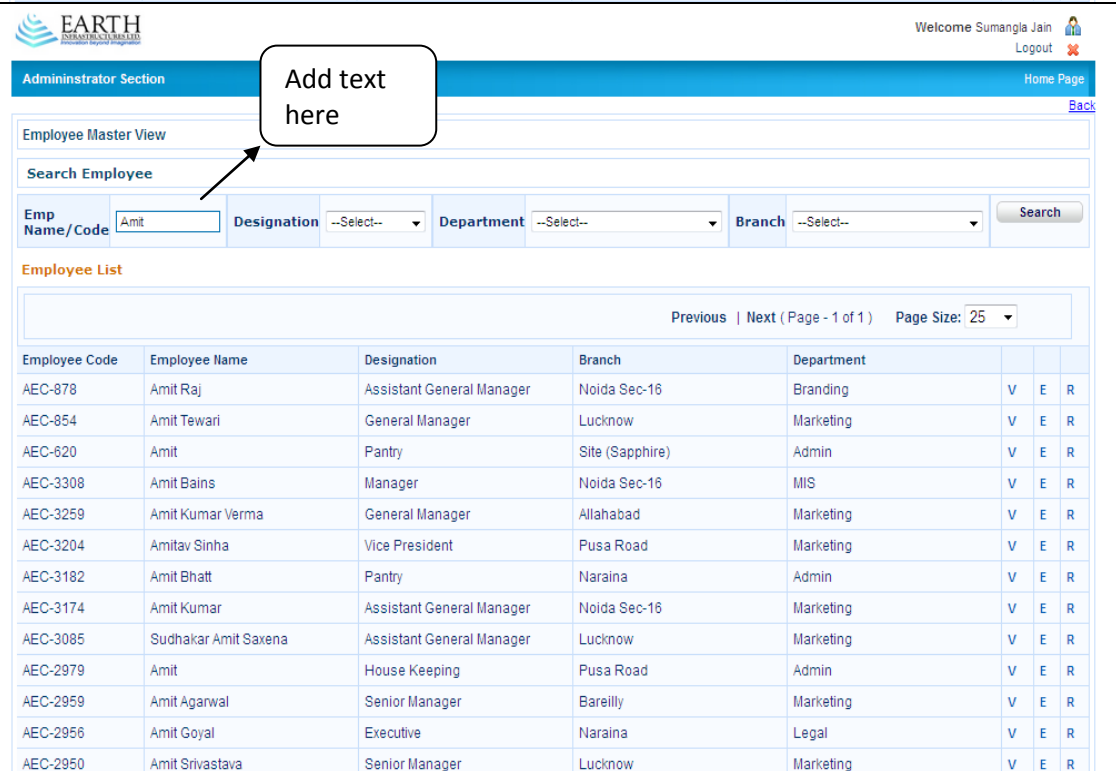
We can filter the Employee master view page on the basis of **Branch Name**.



The screenshot shows the 'Employee Master View' page. The 'Search Employee' section has filters for Emp Name/Code, Designation, Department, and Branch. The Branch dropdown menu is open, showing a list of branches including Agra, Ahmedabad, Aymer, Akashdeep, Aligarh, Allahabad, Ambala, Amritsar, Asaf Ali Road, Asansol, Aurangabad, Azamgarh, Bangalore, Barabanki, Bareilly, Basti, Bhivadi, Bhopal, Bihar, Admin, and Marketing. The 'Employee List' table below shows columns for Employee Code, Employee Name, Designation, Branch, and Department. The table contains 10 rows of employee data.

Employee Code	Employee Name	Designation	Branch	Department
AEC-742	Aakash	Executive	Moti Nagar	
AEC-3313	Abhishek Sethi	Manager	Noida Sec-4	
AEC-3270	Aasheesh kumar vyas	Telesales Executive	Noida Sec-16	
AEC-3244	Sandeep	Assistant Manager	Meerut	
AEC-3162	Abhishek Sharma	Manager	Pusa Road	
AEC-3022	Abhishek Shukla	Senior Manager	Bhopal	
AEC-2991	Jayamurti	House Keeping	Noida Sec-16	
AEC-2976	Abhay Deshwal	Manager	Pusa Road	

We can filter the Employee master view page on the basis of **Employee Name** and **employee code**.




The screenshot shows the 'Employee Master View' page. The 'Search Employee' section has filters for Emp Name/Code, Designation, Department, and Branch. The Emp Name/Code field contains the text 'Amit'. A callout box with the text 'Add text here' points to the Emp Name/Code field. The 'Employee List' table below shows columns for Employee Code, Employee Name, Designation, Branch, and Department. The table contains 18 rows of employee data.

Employee Code	Employee Name	Designation	Branch	Department
AEC-878	Amit Raj	Assistant General Manager	Noida Sec-16	Branding
AEC-854	Amit Tewari	General Manager	Lucknow	Marketing
AEC-820	Amit	Pantry	Site (Sapphire)	Admin
AEC-3308	Amit Bains	Manager	Noida Sec-16	MIS
AEC-3259	Amit Kumar Verma	General Manager	Allahabad	Marketing
AEC-3204	Amitav Sinha	Vice President	Pusa Road	Marketing
AEC-3182	Amit Bhatt	Pantry	Naraina	Admin
AEC-3174	Amit Kumar	Assistant General Manager	Noida Sec-16	Marketing
AEC-3085	Sudhakar Amit Saxena	Assistant General Manager	Lucknow	Marketing
AEC-2979	Amit	House Keeping	Pusa Road	Admin
AEC-2959	Amit Agarwal	Senior Manager	Bareilly	Marketing
AEC-2956	Amit Goyal	Executive	Naraina	Legal
AEC-2950	Amit Srivastava	Senior Manager	Lucknow	Marketing

## User Guide

For Edit the employee Detail, Click the **E** link button.



Welcome Sumangla Jain  
Logout

Administrator Section
Home Page
Back

Employee Master View

Search Employee

Emp Name/Code  Designation --Select-- Department --Select-- Branch --Select-- Search

Employee List

Previous | [Next](#) ( Page - 1 of 15 ) Page Size: 25

Employee Code	Employee Name	Designation	Branch	Department	V	E	R
AEC-930	Ambuj Bhatnagar	Senior Executive	Naraina	Finance & Accounts	V	E	R
AEC-894	Amritdeep Singh Riar	General Manager	Jalandhar	Marketing	V	E	R
AEC-878	Amit Raj	Assistant General Manager	Noida Sec-16	Branding	V	E	R
AEC-854	Amit Tewari	General Manager	Lucknow	Marketing	V	E	R
AEC-742	Aakash	Executive	Moti Nagar	Finance & Accounts	V	E	R
AEC-654	Aditya Srivastava	Executive	Noida Sec-16	Branding	V	E	R
AEC-620	Amit	Pantry	Site (Sapphire)	Admin	V	E	R
AEC-548	Akhilshwar Singh	Company Secretary	Naraina	Legal	V	E	R
AEC-531	Amod Kumar Sinha	Pantry	Noida Sec-16	Admin	V	E	R
AEC-3343	Ajitesh Kumar Pal	Manager	Lucknow	Marketing	V	E	R
AEC-3336	Alok Sharma	Senior Manager	Pusa Road	Marketing	V	E	R
AEC-3330	Amrit pal Singh	Assistant Manager	Noida Sec-16	Marketing	V	E	R

Click here

## User Guide

After clicking on the **E link button** this type of form displayed

The Form has 6 Major Tabs:

**Job Detail:** update the employee job details here.

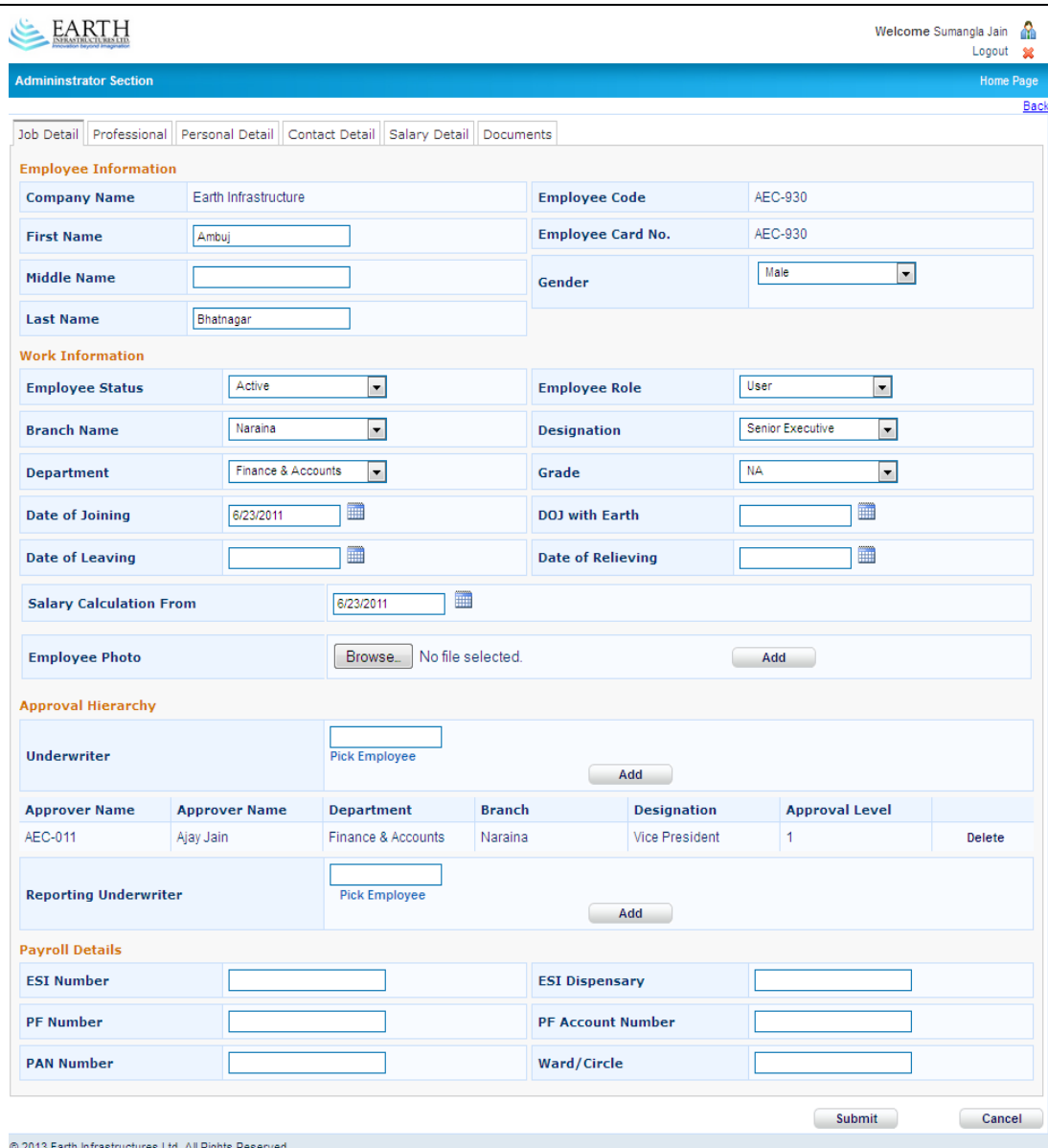
**Professional:** update the educational, professional and experience detail of employee here.

**Personal Detail:** update the personal detail of employee in this tab.

**Contact Detail:** update the Contact detail of employee in this tab.

**Salary Detail:** update the salary details of employee in this tab.

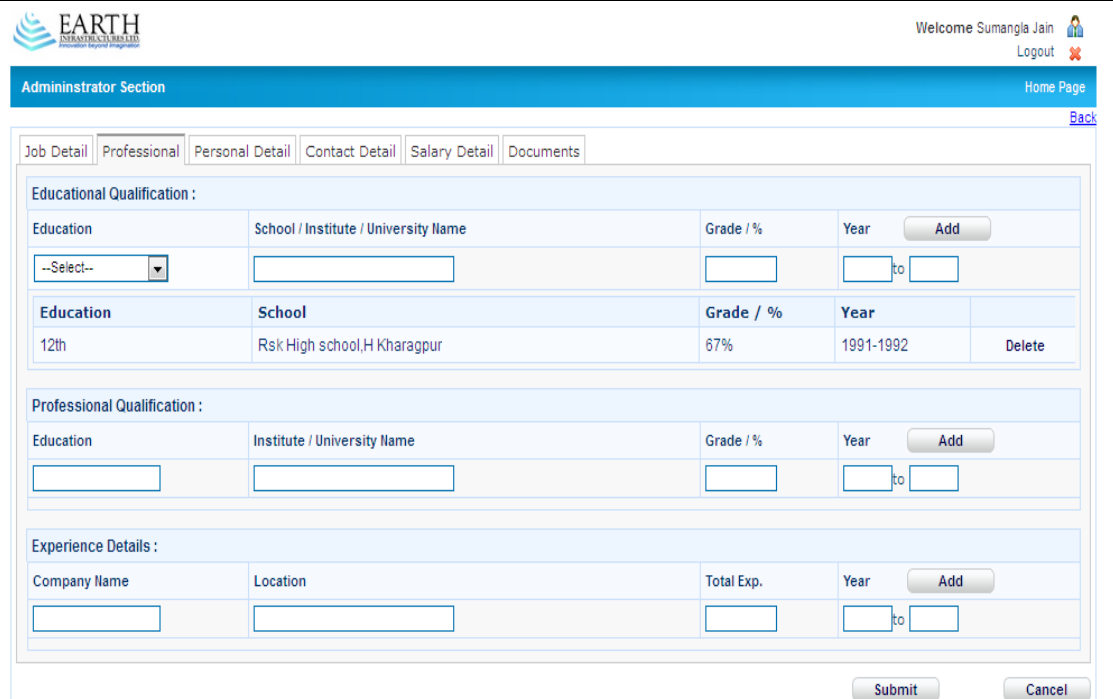
**Document Detail:** Attach the documents of employee in this tab.




The screenshot shows the HRMS Employee Module form. At the top, there is a header with the EARTH INFRASTRUCTURES LTD. logo, the text "Welcome Sumangla Jain", and a "Logout" button. Below the header is a blue bar with "Administrator Section" and a "Home Page" link. The form is divided into six tabs: "Job Detail", "Professional", "Personal Detail", "Contact Detail", "Salary Detail", and "Documents". The "Job Detail" tab is currently selected. It contains several sections: "Employee Information" with fields for Company Name (Earth Infrastructure), Employee Code (AEC-930), First Name (Ambuj), Employee Card No. (AEC-930), Middle Name, Gender (Male), and Last Name (Bhatnagar); "Work Information" with fields for Employee Status (Active), Employee Role (User), Branch Name (Naraina), Designation (Senior Executive), Department (Finance & Accounts), Grade (NA), Date of Joining (6/23/2011), DOJ with Earth, Date of Leaving, and Date of Relieving; "Salary Calculation From" (6/23/2011); "Employee Photo" with a "Browse" button and "No file selected" text; "Approval Hierarchy" with a table for approvers and a "Reporting Underwriter" section; and "Payroll Details" with fields for ESI Number, ESI Dispensary, PF Number, PF Account Number, PAN Number, and Ward/Circle. At the bottom right, there are "Submit" and "Cancel" buttons. At the bottom left, there is a copyright notice: "© 2013 Earth Infrastructures Ltd. All Rights Reserved."

## User Guide

In **Professional** tab update the educational, professional and experience detail of employee here.



Welcome Sumangla Jain  [Home Page](#) [Back](#)

**Administrator Section**

Job Detail | **Professional** | Personal Detail | Contact Detail | Salary Detail | Documents

**Educational Qualification :**

Education	School / Institute / University Name	Grade / %	Year	Add
--Select--			to	
12th	Rsk High school,H Kharagpur	67%	1991-1992	Delete

**Professional Qualification :**

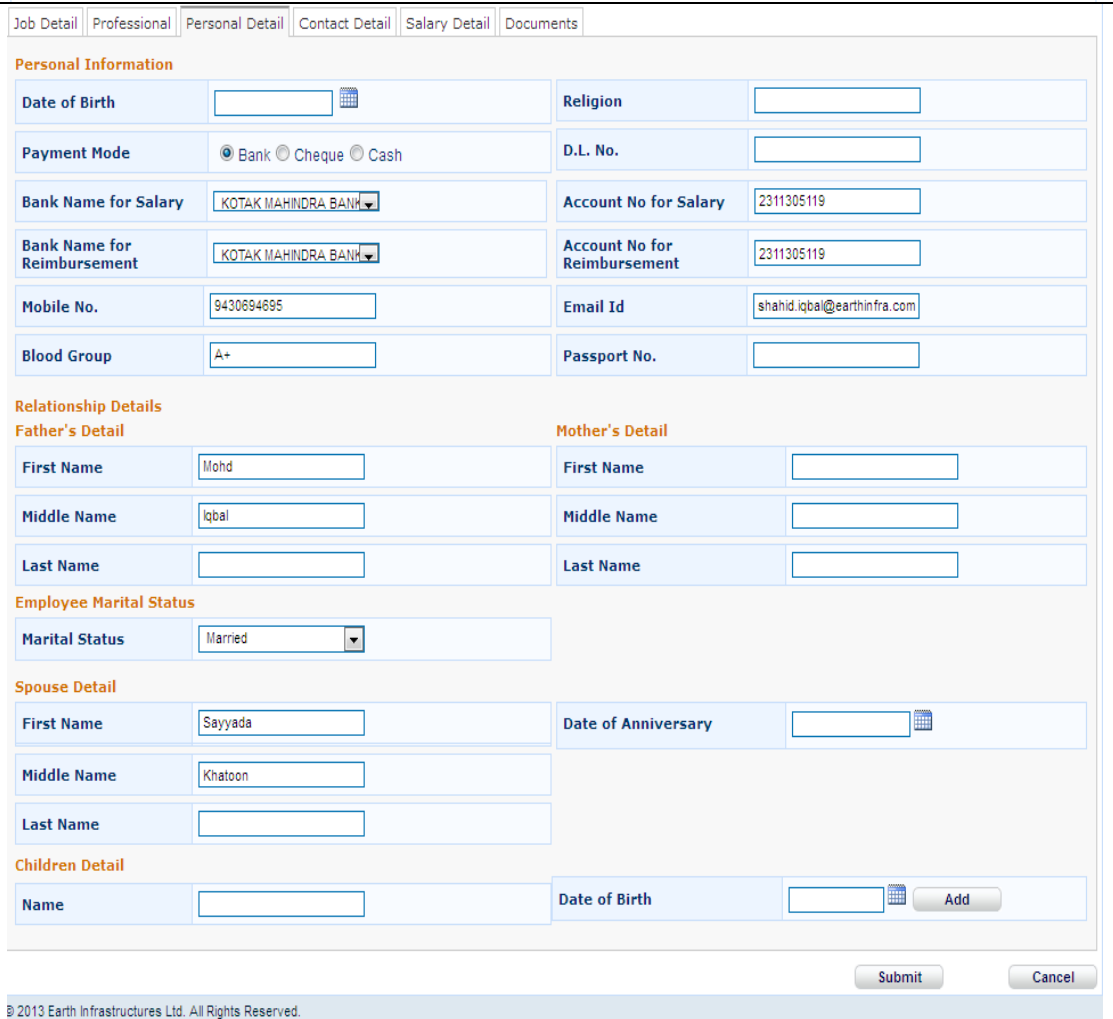
Education	Institute / University Name	Grade / %	Year	Add
			to	

**Experience Details :**

Company Name	Location	Total Exp.	Year	Add
			to	

**Submit** **Cancel**

In **Personal Detail** tab update the personal detail of employee in this tab.



Job Detail | Professional | **Personal Detail** | Contact Detail | Salary Detail | Documents

**Personal Information**

Date of Birth		Religion	
Payment Mode	<input checked="" type="radio"/> Bank <input type="radio"/> Cheque <input type="radio"/> Cash	D.L. No.	
Bank Name for Salary	KOTAK MAHINDRA BANK	Account No for Salary	2311305119
Bank Name for Reimbursement	KOTAK MAHINDRA BANK	Account No for Reimbursement	2311305119
Mobile No.	9430694695	Email Id	shahid.igbal@earthinfra.com
Blood Group	A+	Passport No.	

**Relationship Details**

**Father's Detail**

First Name	Mohd
Middle Name	Iqbal
Last Name	

**Mother's Detail**

First Name	
Middle Name	
Last Name	

**Employee Marital Status**

Marital Status: Married

**Spouse Detail**

First Name	Sayyada	Date of Anniversary	
Middle Name	Khatoon		
Last Name			

**Children Detail**

Name		Date of Birth		Add
------	--	---------------	--	-----

**Submit** **Cancel**

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## User Guide

**In Contact Detail tab**  
update the Contact detail  
of employee in this tab.

Job Detail	Professional	Personal Detail	Contact Detail	Salary Detail	Documents																																	
<p><b>Present Address</b> <span style="float: right;"><b>Permanent Address</b> <input type="checkbox"/> same as present</span></p> <table border="1"> <tr> <td>Address 1</td> <td>New Colony, Near ITI, Digha, f</td> <td>Address 1</td> <td>Kona Sarai, P.O. Bihar Sharif</td> </tr> <tr> <td>Address 2</td> <td></td> <td>Address 2</td> <td></td> </tr> <tr> <td>City</td> <td></td> <td>City</td> <td></td> </tr> <tr> <td>State</td> <td></td> <td>State</td> <td></td> </tr> <tr> <td>Country</td> <td></td> <td>Country</td> <td></td> </tr> <tr> <td>Zip Code</td> <td></td> <td>Zip Code</td> <td></td> </tr> <tr> <td>Phone No.</td> <td>9430694695</td> <td>Phone No.</td> <td>9430694695</td> </tr> <tr> <td>Mode of Transport</td> <td colspan="2"> <input type="radio"/> Own   <input checked="" type="radio"/> Company Vehicle         </td> <td>Pick Up Point</td> <td></td> </tr> </table> <p style="text-align: right;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p>						Address 1	New Colony, Near ITI, Digha, f	Address 1	Kona Sarai, P.O. Bihar Sharif	Address 2		Address 2		City		City		State		State		Country		Country		Zip Code		Zip Code		Phone No.	9430694695	Phone No.	9430694695	Mode of Transport	<input type="radio"/> Own   <input checked="" type="radio"/> Company Vehicle		Pick Up Point	
Address 1	New Colony, Near ITI, Digha, f	Address 1	Kona Sarai, P.O. Bihar Sharif																																			
Address 2		Address 2																																				
City		City																																				
State		State																																				
Country		Country																																				
Zip Code		Zip Code																																				
Phone No.	9430694695	Phone No.	9430694695																																			
Mode of Transport	<input type="radio"/> Own   <input checked="" type="radio"/> Company Vehicle		Pick Up Point																																			

**In Salary Detail tab**  
update the salary details  
of employee in this tab.

Job Detail	Professional	Personal Detail	Contact Detail	Salary Detail	Documents												
<p><b>Salary Information</b></p> <table border="1"> <tr> <td>Basic Salary</td> <td>25000</td> <td>Conveyance Allowance</td> <td>3000</td> </tr> <tr> <td>Mobile Allowance</td> <td>750</td> <td>Total Salary</td> <td>28750</td> </tr> <tr> <td>Salary to be Paid in Phase</td> <td></td> <td></td> <td></td> </tr> </table> <p style="text-align: right;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p>						Basic Salary	25000	Conveyance Allowance	3000	Mobile Allowance	750	Total Salary	28750	Salary to be Paid in Phase			
Basic Salary	25000	Conveyance Allowance	3000														
Mobile Allowance	750	Total Salary	28750														
Salary to be Paid in Phase																	

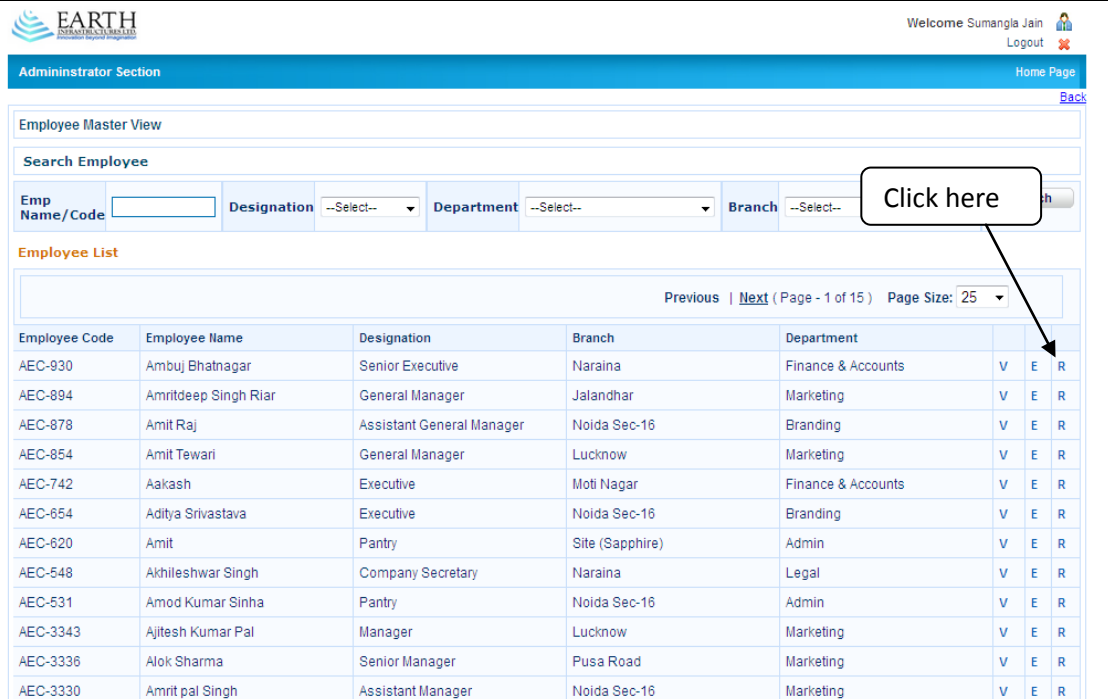
**In Document Detail tab**  
Attach the documents of  
employee in this tab.

Job Detail	Professional	Personal Detail	Contact Detail	Salary Detail	Documents										
<p><b>Document Details</b></p> <table border="1"> <tr> <td>Document Type</td> <td>--Select--</td> </tr> <tr> <td>Description</td> <td></td> </tr> <tr> <td>Upload</td> <td> <input type="button" value="Browse..."/> No file selected.         </td> </tr> <tr> <td colspan="2"> <input type="button" value="Add"/> </td> </tr> <tr> <td colspan="2"> <p style="text-align: center;">No Data Available</p> </td> </tr> </table> <p style="text-align: right;"> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p>						Document Type	--Select--	Description		Upload	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Add"/>		<p style="text-align: center;">No Data Available</p>	
Document Type	--Select--														
Description															
Upload	<input type="button" value="Browse..."/> No file selected.														
<input type="button" value="Add"/>															
<p style="text-align: center;">No Data Available</p>															



## User Guide

For Reset the employee password, Click the **R** link button.



Employee Master View

Search Employee

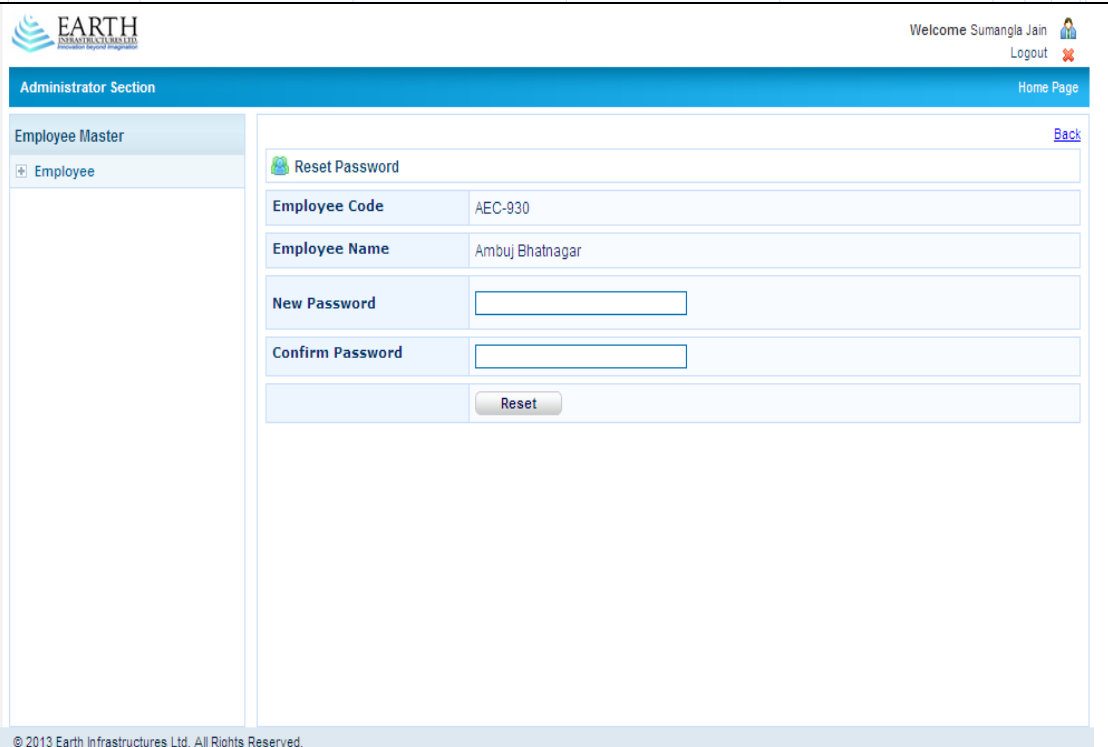
Emp Name/Code  Designation  Department  Branch

Employee List

Employee Code	Employee Name	Designation	Branch	Department	V	E	R
AEC-930	Ambuj Bhatnagar	Senior Executive	Naraina	Finance & Accounts	V	E	R
AEC-894	Amritdeep Singh Riar	General Manager	Jalandhar	Marketing	V	E	R
AEC-878	Amit Raj	Assistant General Manager	Noida Sec-16	Branding	V	E	R
AEC-854	Amit Tewari	General Manager	Lucknow	Marketing	V	E	R
AEC-742	Aakash	Executive	Moti Nagar	Finance & Accounts	V	E	R
AEC-654	Aditya Srivastava	Executive	Noida Sec-16	Branding	V	E	R
AEC-620	Amit	Pantry	Site (Sapphire)	Admin	V	E	R
AEC-548	Akhilshwar Singh	Company Secretary	Naraina	Legal	V	E	R
AEC-531	Amod Kumar Sinha	Pantry	Noida Sec-16	Admin	V	E	R
AEC-3343	Ajitesh Kumar Pal	Manager	Lucknow	Marketing	V	E	R
AEC-3336	Alok Sharma	Senior Manager	Pusa Road	Marketing	V	E	R
AEC-3330	Amrit pal Singh	Assistant Manager	Noida Sec-16	Marketing	V	E	R

After clicking on the **R** link button this type of form displayed

In this you can update the employee password.



Reset Password

Employee Code  AEC-930

Employee Name  Ambuj Bhatnagar

New Password

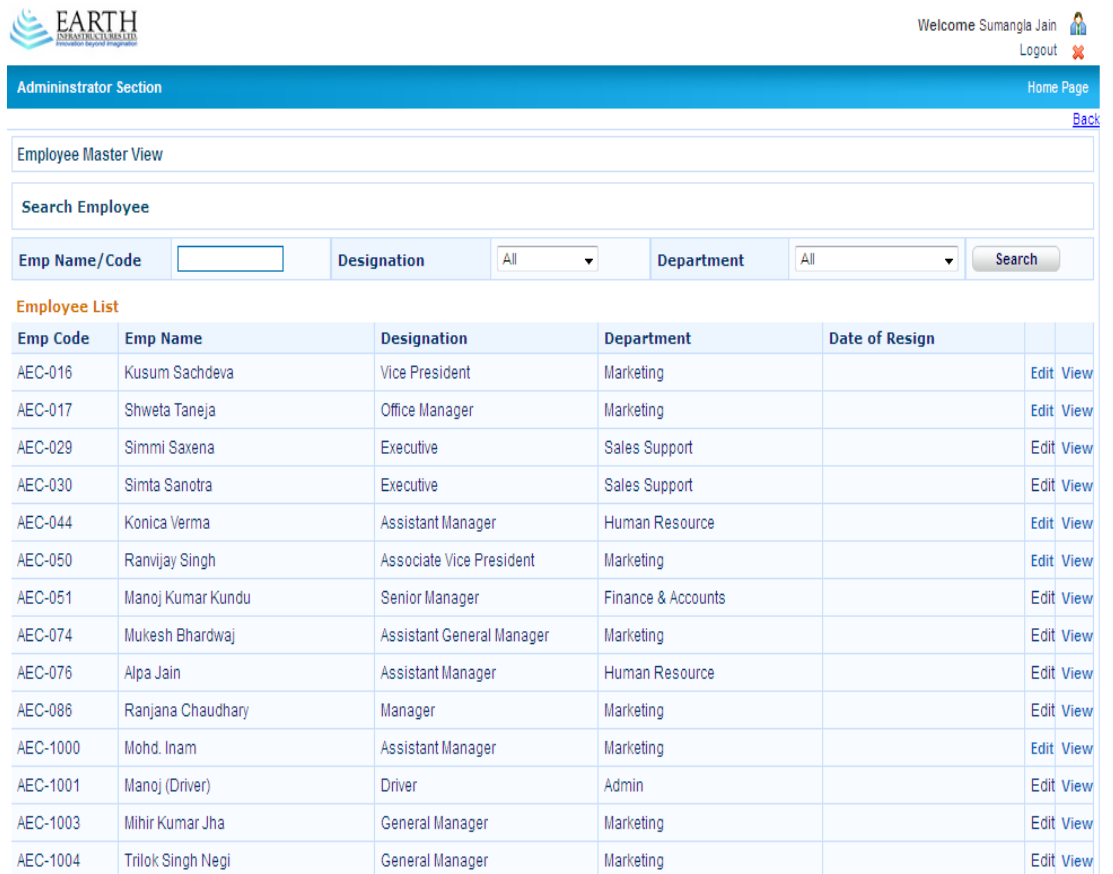
Confirm Password

## User Guide

### ➤ View Employee who resigned

This form is used for view the resigned employee.

Click **View Employee who resigned Form** to view the resigned employees.



The screenshot shows the 'Employee Master View' page in the HRMS system. The page includes a search bar for employees and a table listing resigned employees.

**Search Employee**


Emp Name/ Code:  Designation: All Department: All Search

**Employee List**

Emp Code	Emp Name	Designation	Department	Date of Resign	Edit	View
AEC-016	Kusum Sachdeva	Vice President	Marketing		Edit	View
AEC-017	Shweta Taneja	Office Manager	Marketing		Edit	View
AEC-029	Simmi Saxena	Executive	Sales Support		Edit	View
AEC-030	Simta Sanotra	Executive	Sales Support		Edit	View
AEC-044	Konica Verma	Assistant Manager	Human Resource		Edit	View
AEC-050	Ranjay Singh	Associate Vice President	Marketing		Edit	View
AEC-051	Manoj Kumar Kundu	Senior Manager	Finance & Accounts		Edit	View
AEC-074	Mukesh Bhardwaj	Assistant General Manager	Marketing		Edit	View
AEC-076	Alpa Jain	Assistant Manager	Human Resource		Edit	View
AEC-086	Ranjana Chaudhary	Manager	Marketing		Edit	View
AEC-1000	Mohd. Inam	Assistant Manager	Marketing		Edit	View
AEC-1001	Manoj (Driver)	Driver	Admin		Edit	View
AEC-1003	Mihir Kumar Jha	General Manager	Marketing		Edit	View
AEC-1004	Trilok Singh Negi	General Manager	Marketing		Edit	View

## User Guide

For View the employee Detail, Click the **View** link button.



Welcome Sumangla Jain  
Logout

Administrator Section
Home Page
Back

Employee Master View

Search Employee

Emp Name/ Code
Designation
All
Department
All


Click here

Employee List

Emp Code	Emp Name	Designation	Department	Date of Resign	
AEC-016	Kusum Sachdeva	Vice President	Marketing		Edit View
AEC-017	Shweta Taneja	Office Manager	Marketing		Edit View
AEC-029	Simmi Saxena	Executive	Sales Support		Edit View
AEC-030	Simta Sanotra	Executive	Sales Support		Edit View
AEC-044	Konica Verma	Assistant Manager	Human Resource		Edit View
AEC-050	Ranjay Singh	Associate Vice President	Marketing		Edit View
AEC-051	Manoj Kumar Kundu	Senior Manager	Finance & Accounts		Edit View
AEC-074	Mukesh Bhardwaj	Assistant General Manager	Marketing		Edit View
AEC-076	Alpa Jain	Assistant Manager	Human Resource		Edit View
AEC-086	Ranjana Chaudhary	Manager	Marketing		Edit View
AEC-1000	Mohd. Inam	Assistant Manager	Marketing		Edit View
AEC-1001	Manoj (Driver)	Driver	Admin		Edit View
AEC-1003	Mihir Kumar Jha	General Manager	Marketing		Edit View
AEC-1004	Trilok Singh Negi	General Manager	Marketing		Edit View

## User Guide

After clicking on the **View** link button this type of form displayed



Welcome Sumangla Jain
Logout

Administrator Section
Home Page

Employee Master
Employee

Job Detail
Professional
Personal Detail
Contact Detail
Salary Detail
Documents

Employee Information

Company Name	Earth Infrastructure	Employee Code	AEC-878
First Name	Amit	Employee Card No.	AEC-878
Middle Name		Gender	Male
Last Name	Raj		

Work Information

Employee Status	Active	Employee Role	User
Branch Name	Noida Sec-16	Designation	Assistant General Manager
Department	Branding	Grade	NA
Date of Joining	05/16/2011	DOJ with Earth	
Date of Leaving		Date of Relieving	
Salary Calculation From	05/16/2011		

Approval Hierarchy

Underwriter

Approver Code	Approver Name	Department	Branch	Designation	Approval Level
AEC-1566	Kalim Ahmad Lohar	Branding	Noida Sec-16	Associate Vice President	1

Reporting Underwriter

Payroll Details

ESI Number		ESI Dispensary	
PF Number		PF Account Number	
PAN Number		Ward/Circle	

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Job Detail
Professional
Personal Detail
Contact Detail
Salary Detail
Documents

Educational Qualification :

Professional Qualification :

Experience Details :

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**Personal Information**

Date of Birth		Religion	
Payment Mode	Bank	D.L. No.	
Bank Name for Salary	KOTAK MAHINDRA BANK	Account No for Salary	01790030028440
Bank Name for Reimbursement	KOTAK MAHINDRA BANK	Account No for Reimbursement	01790030028440
Mobile No.	9910029259	Email Id	amit.raj@earthinfra.com
Blood Group		Passport No.	

**Relationship Details**

Father's Name	Sukhveer Singh	Mother's Name	Shiksha Singh
---------------	----------------	---------------	---------------

**Employee Marital Status**

Marital Status	Unmarried
----------------	-----------

[Back](#)

Job Detail
Professional
Personal Detail
Contact Detail
Salary Detail
Documents

**Present Address**

**Permanent Address**

Address 1	A-451, Sec-19, Noida	Address 1	B-87, Shiekh Sarai-1, New Delhi
Address 2		Address 2	
City		City	
State		State	
Country		Country	
Zip Code		Zip Code	
Phone No.	9910029259	Phone No.	9910029259
Mode of Transport	Company Vehicle	Pick Up Point	

[Back](#)

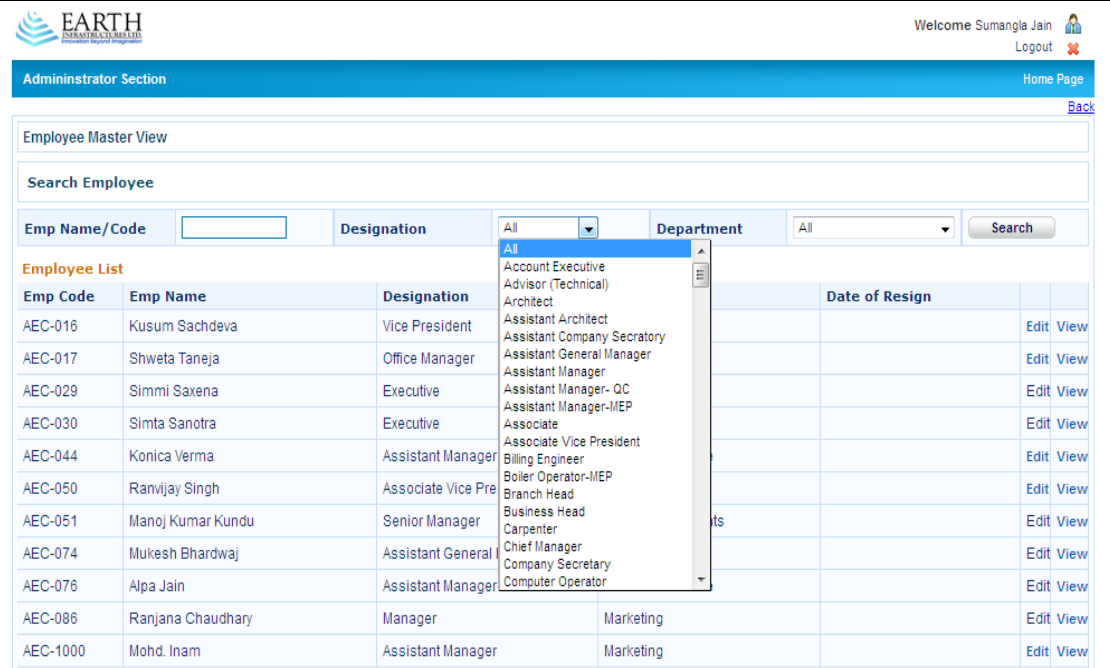
Job Detail
Professional
Personal Detail
Contact Detail
Salary Detail
Documents

**Salary Information**

Basic Salary	80667.4	Conveyance Allowance	0
Mobile Allowance	0	Total Salary	80667.4
Salary to be Paid in Phase			

## User Guide

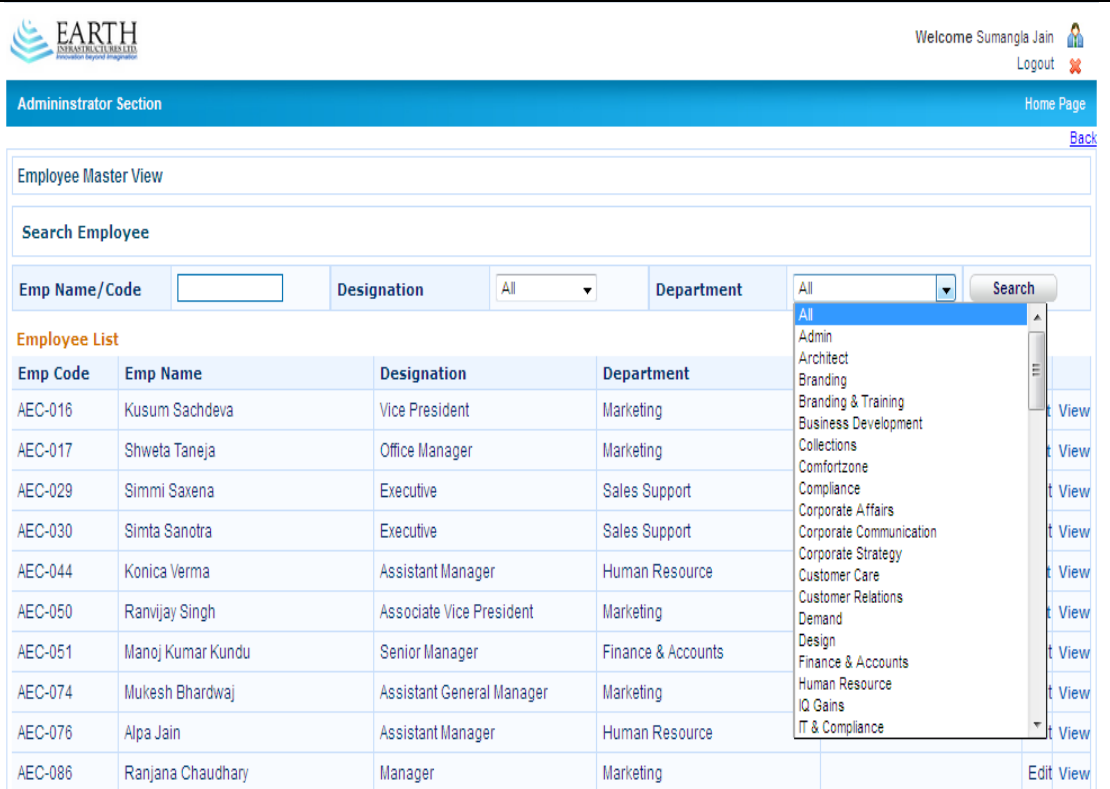
We can filter the Employee master view page on the basis of **Designation Name**.



The screenshot shows the 'Employee Master View' page. The 'Designation' dropdown menu is open, displaying a list of designations including Account Executive, Advisor (Technical), Architect, Assistant Architect, Assistant Company Secretary, Assistant General Manager, Assistant Manager, Assistant Manager- OC, Assistant Manager-MEP, Associate, Associate Vice President, Billing Engineer, Boiler Operator-MEP, Branch Head, Business Head, Carpenter, Chief Manager, Company Secretary, and Computer Operator. The table below lists employees with their Emp Code, Emp Name, Designation, and Date of Resign.

Emp Code	Emp Name	Designation	Date of Resign	Edit	View
AEC-016	Kusum Sachdeva	Vice President			
AEC-017	Shweta Taneja	Office Manager			
AEC-029	Simmi Saxena	Executive			
AEC-030	Simta Sanotra	Executive			
AEC-044	Konica Verma	Assistant Manager			
AEC-050	Ranjay Singh	Associate Vice Pre			
AEC-051	Manoj Kumar Kundu	Senior Manager			
AEC-074	Mukesh Bhardwaj	Assistant General			
AEC-076	Alpa Jain	Assistant Manager			
AEC-086	Ranjana Chaudhary	Manager	Marketing		
AEC-1000	Mohd. Inam	Assistant Manager	Marketing		

We can filter the Employee master view page on the basis of **Department Name**.

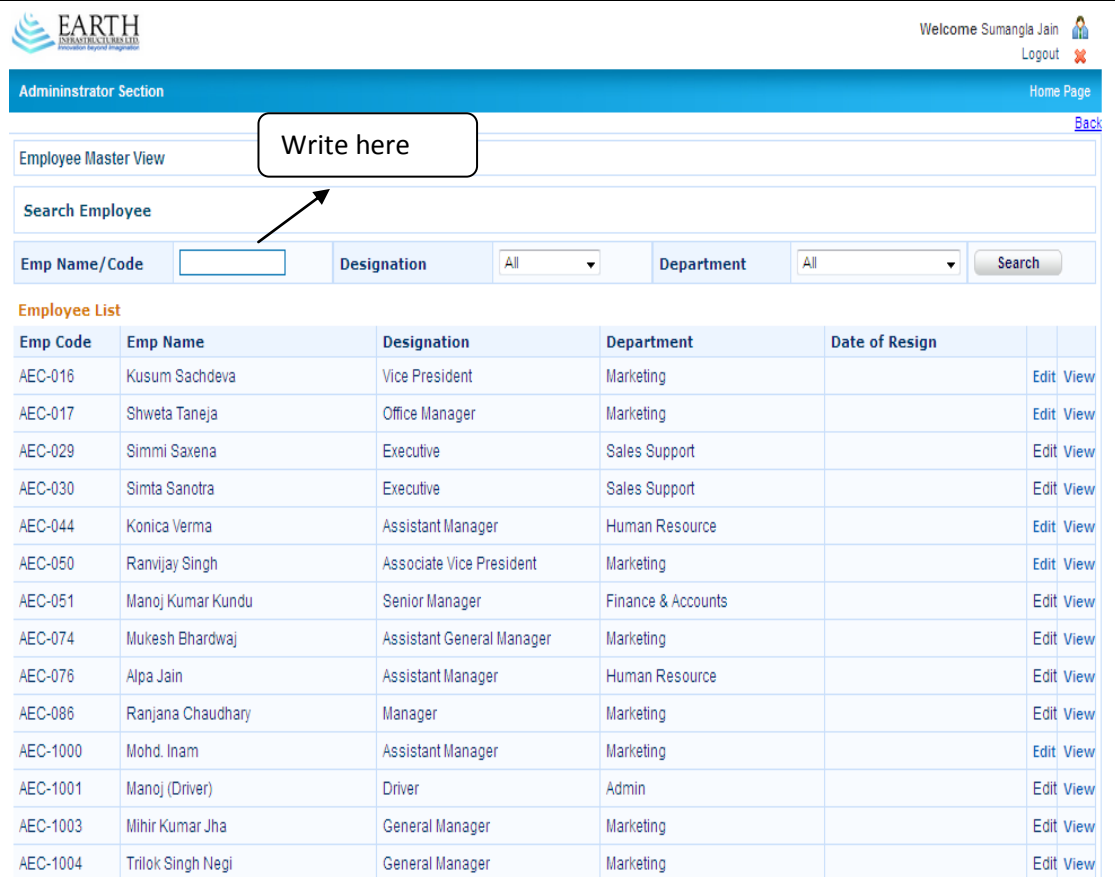


The screenshot shows the 'Employee Master View' page. The 'Department' dropdown menu is open, displaying a list of departments including Admin, Architect, Branding, Branding & Training, Business Development, Collections, Comfortzone, Compliance, Corporate Affairs, Corporate Communication, Corporate Strategy, Customer Care, Customer Relations, Demand, Design, Finance & Accounts, Human Resource, IQ Gains, and IT & Compliance. The table below lists employees with their Emp Code, Emp Name, Designation, and Department.

Emp Code	Emp Name	Designation	Department	Edit	View
AEC-016	Kusum Sachdeva	Vice President	Marketing		
AEC-017	Shweta Taneja	Office Manager	Marketing		
AEC-029	Simmi Saxena	Executive	Sales Support		
AEC-030	Simta Sanotra	Executive	Sales Support		
AEC-044	Konica Verma	Assistant Manager	Human Resource		
AEC-050	Ranjay Singh	Associate Vice President	Marketing		
AEC-051	Manoj Kumar Kundu	Senior Manager	Finance & Accounts		
AEC-074	Mukesh Bhardwaj	Assistant General Manager	Marketing		
AEC-076	Alpa Jain	Assistant Manager	Human Resource		
AEC-086	Ranjana Chaudhary	Manager	Marketing		

## User Guide

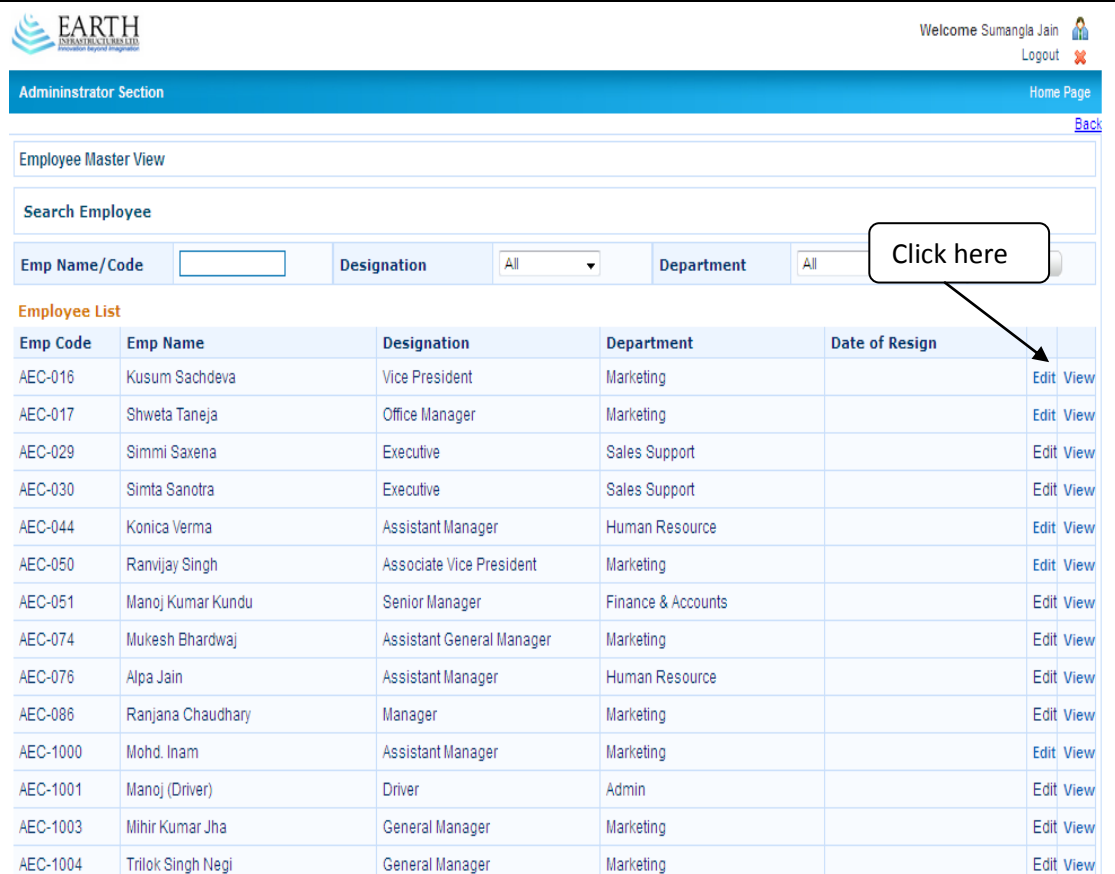
We can filter the Employee master view page on the basis of **Employee Name** and **employee code**.



The screenshot shows the 'Employee Master View' page. At the top, there is a header with the EARTH logo, 'Welcome Sumangla Jain', and a 'Logout' button. Below the header is a blue bar with 'Administrator Section' and a 'Home Page' link. The main content area has a 'Search Employee' section with a text input field and a 'Search' button. Below this is an 'Employee List' table with columns: Emp Code, Emp Name, Designation, Department, Date of Resign, and two action links (Edit, View). A callout box with the text 'Write here' points to the search input field.

Emp Code	Emp Name	Designation	Department	Date of Resign	Edit	View
AEC-016	Kusum Sachdeva	Vice President	Marketing		Edit	View
AEC-017	Shweta Taneja	Office Manager	Marketing		Edit	View
AEC-029	Simmi Saxena	Executive	Sales Support		Edit	View
AEC-030	Simta Sanotra	Executive	Sales Support		Edit	View
AEC-044	Konica Verma	Assistant Manager	Human Resource		Edit	View
AEC-050	Ranvijay Singh	Associate Vice President	Marketing		Edit	View
AEC-051	Manoj Kumar Kundu	Senior Manager	Finance & Accounts		Edit	View
AEC-074	Mukesh Bhardwaj	Assistant General Manager	Marketing		Edit	View
AEC-076	Alpa Jain	Assistant Manager	Human Resource		Edit	View
AEC-086	Ranjana Chaudhary	Manager	Marketing		Edit	View
AEC-1000	Mohd. Inam	Assistant Manager	Marketing		Edit	View
AEC-1001	Manoj (Driver)	Driver	Admin		Edit	View
AEC-1003	Mihir Kumar Jha	General Manager	Marketing		Edit	View
AEC-1004	Trilok Singh Negi	General Manager	Marketing		Edit	View

For Edit the employee Detail, Click the **Edit link** button.



This screenshot is identical to the one above, showing the 'Employee Master View' page. However, a callout box with the text 'Click here' points to the 'Edit' link in the 'Employee List' table for the first row (AEC-016).

Emp Code	Emp Name	Designation	Department	Date of Resign	Edit	View
AEC-016	Kusum Sachdeva	Vice President	Marketing		Edit	View
AEC-017	Shweta Taneja	Office Manager	Marketing		Edit	View
AEC-029	Simmi Saxena	Executive	Sales Support		Edit	View
AEC-030	Simta Sanotra	Executive	Sales Support		Edit	View
AEC-044	Konica Verma	Assistant Manager	Human Resource		Edit	View
AEC-050	Ranvijay Singh	Associate Vice President	Marketing		Edit	View
AEC-051	Manoj Kumar Kundu	Senior Manager	Finance & Accounts		Edit	View
AEC-074	Mukesh Bhardwaj	Assistant General Manager	Marketing		Edit	View
AEC-076	Alpa Jain	Assistant Manager	Human Resource		Edit	View
AEC-086	Ranjana Chaudhary	Manager	Marketing		Edit	View
AEC-1000	Mohd. Inam	Assistant Manager	Marketing		Edit	View
AEC-1001	Manoj (Driver)	Driver	Admin		Edit	View
AEC-1003	Mihir Kumar Jha	General Manager	Marketing		Edit	View
AEC-1004	Trilok Singh Negi	General Manager	Marketing		Edit	View

## *User Guide*