



WHITE PAPER ON HR WORKS PLUS

White Paper on Employee Self Service (ESS).
Application by DLI



Ver. 1.7

ABSTRACT

This document provides an in-depth understanding of HR-Works Plus (DLI's ESS) as a product by means of detail explanation of various functionalities available in it. User can use this document to learn about various features available in ESS application.

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1. Introduction



HR Works Plus as Employee Self Service (ESS) is a combination of technology and organizational change that enables users to interact directly with their human resource data to inquire, review and act upon transactions in the workplace. This human resource technology is known as employee self-service, manager self-service, or employee direct-access systems. ESS promises a "paperless" office, streamlined business processes, and the elimination of "administrivia" for human resource staff because employees and managers conduct basic transactions via computer that were formerly completed on paper forms and then processed by HR staff.

There are several types of self-service applications: Interactive Voice Response, Internet and intranet. In this paper, we focus on web-based self-service via a company intranet or the Internet.

This paper discuss about the system functionalities available in HR Works Plus, an ESS application by DLI-IT

2. System Functionality and its Business Utility

2.1. System – At a Glance

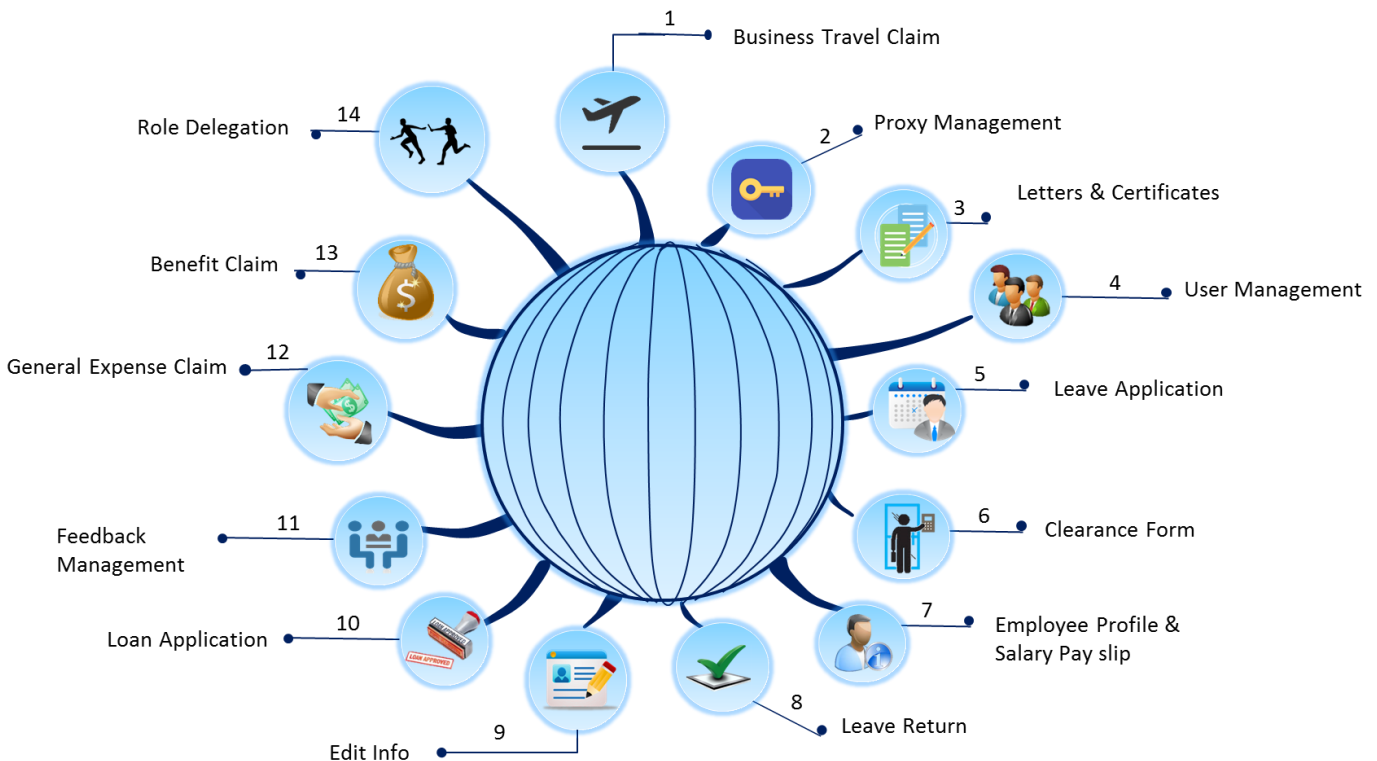


Fig : HR Works Plus – At a Glance

2.2. Functionality & Its Utility

1. User Management –Used for managing ESS' users. Action like – Create a User, Invite a User, User -Activation / Deactivation, User Role Update.
2. Leave Application – Used for recording a leave transaction.
 - a. Leave Cancellation – Empower the employees to apply for cancelling a Leave Transaction in case un-expected incidences,
3. Leave Return – Certain organization makes it mandatory for employee to apply for Leave Return
4. Role Delegation – Use for passing the system approval related responsibilities to another user.
5. Employee Profile – Use for reviewing employee personal records including salary details.

6. Business Travel Expense – Use for claiming for an automated allowance that is applicable while travelling for a Business Trip. Ex – Per Diem
7. General Expense Claim - Use for recording a claim for expenses incurred in a business travel.
8. Edit Info – Allow the employee to put up request for employee related information changes in the system.
9. Loan Application – Various Loan and its validation condition can be defined in the system based on employees entitlement. For example – Grade 1 to 5 may be applicable for 12 month of HRA equivalent loan, whereas grade 6 to 10 could be applicable for 6 month of HRA equivalent loan.
10. Letters & Certificates – This functionality is for request generation of various Letters and Certificates for employee's various human resource needs. Example – Bank Transfer Letter, Salary Certificate, NOC for Driving License, Bonafide Certificate, etc
11. Miscellaneous Request _ For requesting miscellaneous services from the company.
12. Air Ticket – Request for Air Ticket can be made, system will validate against the eligibility criteria like – Destination , Class, Frequency, etc. Air Ticket can be requested in three form – Air Ticket, Encashment and Reimbursement.
13. Benefit Claim (Education Allowance / Fringe Benefits) – For requesting education allowance based on dependent eligibility.
14. Timesheet / Overtime – One can request a over time and can book working hour against Project/ Entity through Timesheet screen.
15. Exit Interview – Online Exit Interview could be enabled by triggering Exit Interview ESS form to the employee. Employee would then answer the questionnaire.
16. Clearance Form – Basically a No Objection permission from respective Head of Department.
17. Action Form – Suggestion for Salary Change, Designation change, Position change can be generated through an authorized person through this functionality.
18. News Ticker - A news ticker (sometimes called a "crawler" or "slide") is a primarily horizontal, text-based display that typically resides in the lower part of the screen space in an application.
19. News Letter - News Letter is a provision for broadcasting a message or specific document to the employees through ESS system. For example – Organization Policy.
20. Proxy Management - Proxy is a user who carry out transaction on some employee behalf. An organization wherein not all the employees will use ESS, proxy functionality will be of immense use.
21. Employee Master - List out the employee master of all the employee under a supervisor based on hierarchy.
22. Report Center – Publish reports with various employee related data. Viz – Salary details, personal information, etc.
23. My Payslip – Allow employee to print payslip.

3. System Processes

3.1. System Administration

3.1.1. User Management

The “User Management” is a part of administration and it deals with handling ESS Users. It covers slew of activities starting with sending invitation to users, User Profile Creation for ESS, Managing activation of user profile, monitoring user activities with respect to ESS transaction.

The following screen gives an overview of the functioning of “user management”

User Management

User Statistics

Category	Count
Logged In	1
Pending Invitation	1
Pending Activation	1
Logged Out	1
Terminated	1

Manage User

Employee Name	User Name	User Role	Company	Status	Status DateTime	Action
Nesmah Anwar Ahmed	nesmah	Superuser	NewD Systems	Logged In	26/08/2015 18:11:00	⚙️
Javed Anwar	admin		NewD Systems	Logged In	19/09/2015 21:33:00	⚙️
Sini Tanjin	sini	Superuser, ESS Super User	NewD Systems	Logged In	10/09/2015 16:21:00	⚙️
Barbara Samardjoja	Hakeem		NewD Systems	Logged In	21/07/2015 18:24:00	⚙️
Vishnu Ranjan	vishnu	ESS Super User	NewD Systems	Pending Invitation	07/09/2015 10:42:00	⚙️
Rethesh Babu	Hayat		NewD Systems	Logged In	21/07/2015 18:24:00	⚙️
Praveen Mohanan	Viji		NewD Systems	Logged In	21/07/2015 18:24:00	⚙️
Test User 7	MuraHari		NewD Systems	Pending Activation		⚙️
Test User 8	Anand		NewD Systems	Pending Activation		⚙️
Vishnu Rajan	Saranya		NewD Systems	Logged In	21/07/2015 18:24:00	⚙️

Page 1 of 5 (49 items) | Page size: 10

Activity Log

Date Changed	UserName	Event	Transaction Type	Transaction No
19/09/2015 21:33:08	admin	Logged IN		
19/09/2015 21:22:41	admin	Logged Out		
19/09/2015 21:02:20	admin	Logged IN		
19/09/2015 18:57:20	admin	Logged Out		
19/09/2015 18:37:00	admin	Logged IN		
17/09/2015 17:47:02	admin	Logged Out		
17/09/2015 17:11:00	admin	Logged IN		
17/09/2015 11:03:19	admin	Logged Out		
17/09/2015 10:40:02	admin	Logged IN		
16/09/2015 17:57:21	admin	Logged Out		
16/09/2015 17:37:15	admin	Logged IN		
16/09/2015 17:21:49	admin	Logged IN		
16/09/2015 14:55:03	admin	Logged Out		
16/09/2015 14:21:09	admin	Logged IN		
16/09/2015 14:04:31	admin	Logged Out		
16/09/2015 13:58:29	admin	Logged IN		
16/09/2015 13:46:09	admin	Logged Out		
16/09/2015 13:38:49	admin	Logged IN		
15/09/2015 18:03:06	admin	Logged Out		
15/09/2015 17:42:48	admin	Logged IN		

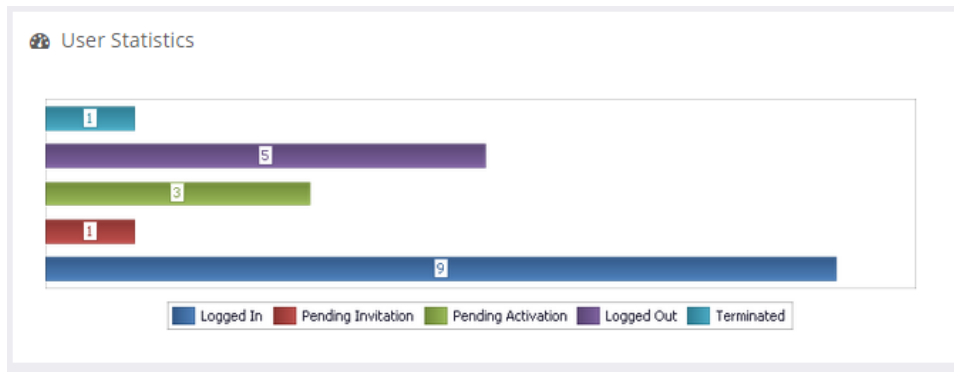
Page 1 of 43 (845 items) | Page size: 20

Characteristics

It can manage:-

- Invitation to users - A HR can send invitation to the prospective user to enable their credentials for logging into ESS user.
- Deactivate users – One can deactivate users based on their termination, suspension, or any other non-availability or inactivity in ESS.

- c) Activate Users – One can activate a deactivated user.
- d) One can view the overall logged-in, pending invitation , etc status



- e) An admin can view the activity log of various user :-

Manage User

Employee Name	User Name	User Role	Company	Status	Status DateTime	Action
Khushwant (User Name - Khushwant) Singh Sensova	khushwant		NewO Systems	Logged In	16/09/2015 12:46:00	

Page 1 of 1 (1 Items) | Page size: 10

Activity Log

Date Changed	Username	Event	Transaction Type	Transaction No
16/09/2015 13:07:59	khushwant	Logged Out		
16/09/2015 12:45:52	khushwant	Logged IN		
15/09/2015 13:09:33	khushwant	Logged Out		
15/09/2015 12:48:53	khushwant	Logged IN		
14/09/2015 12:47:51	khushwant	Logged Out		
14/09/2015 11:53:53	khushwant	Logged IN		
13/09/2015 18:13:03	khushwant	Logged Out		
13/09/2015 18:12:23	khushwant	Competency Saved	Created	1
13/09/2015 17:45:49	khushwant	Logged IN		
13/09/2015 13:15:21	khushwant	Logged Out		
13/09/2015 12:50:57	khushwant	Logged IN		
13/09/2015 09:52:43	khushwant	Logged Out		
13/09/2015 09:30:47	khushwant	Logged IN		
12/09/2015 13:44:40	khushwant	Logged Out		
12/09/2015 13:24:12	khushwant	Logged IN		
12/09/2015 01:14:28	khushwant	Logged Out		

3.1.2. Assign Proxy

One can able to link employee to a proxy. This proxy will then be able to carry out various transaction on the assigned employee behalf.

The following screen gives an overview of the functioning of “assign proxy” which is an administrative task.

Assign Proxy

Administrative Services > Assign Proxy

Manage Proxy

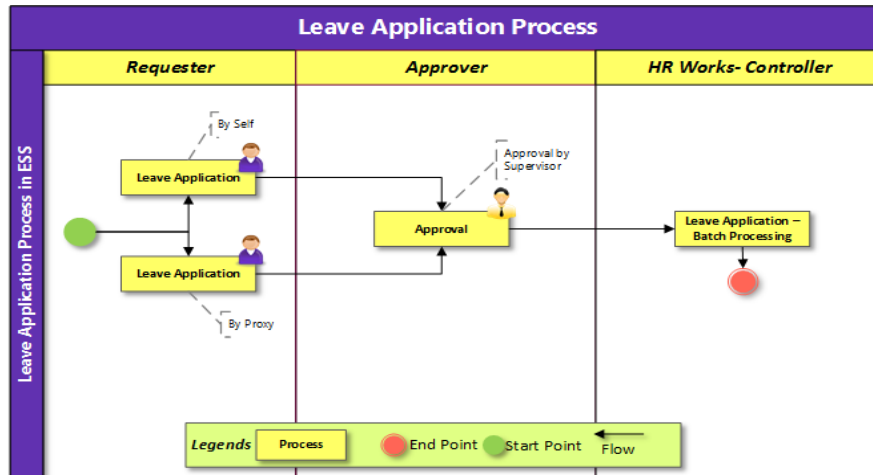
Employee Name	From Date	To Date	Department Head	Employee E-mail	Sex	Location	Department	Designation	ProxyEmployee
Arfan P	01/01/2015	31/12/2015	Javed Anwar	hibdless@gmail.com	Male	Dubai	Account Management	Consultant	Khushwant (User Name - Khushwant) S
Vishnu Ranjan	01/05/2015	31/01/2016	Javed Anwar	hibdless@gmail.com	Male	Dubai	Account Management	Account Principal	rashid
Mansoor	02/08/2015	02/08/2015	Javed Anwar	hibdless@gmail.com	Male	Dubai	Customer Support (Supplier Relations)	Supplier Relations Manager	Khushwant (User Name - Khushwant) S
Arfan P	01/01/2015	31/12/2015	Javed Anwar	hibdless@gmail.com	Male	Dubai	Account Management	Consultant	Mohan A
Khushwant (User Name - Khushwant) Singh Sensova	01/01/2015	31/12/2015	Javed Anwar	hibdless@gmail.com	Female	Dubai	Account Management	Consultant	Mohan A
Javed Anwar	25/06/2015	24/06/2017	Mohan A	hibdless@gmail.com	Male	Dubai	Account Management	General Manager	Khushwant (User Name - Khushwant) S
Javed Anwar	12/06/2015	12/06/2015	Mohan A	hibdless@gmail.com	Male	Dubai	Account Management	General Manager	Khushwant (User Name - Khushwant) S

Page 1 of 1 (7 Items) | Page size: 10

3.2. Transactions

3.2.1. Leave Application

This transaction is used for recording / applying for Leave Application. Employee can register their past, present and future leave application. This will proceed to respective pre defined approver as per set hierarchy. Once fully approved, the record will then be passed on to the payroll application for necessary action. The screen is divided into three sub tabs :- (a) Request , (b) Approval , (c) Proxy.



3.2.1.1. Leave Application – Request

Request tab is used by the employee for self-applying a leave in the system for self. An employee can apply a leave and “submit” a transaction for the approval.

The following screen gives an overview of the functioning of “Leave Application - Request” . Main forms shows the historical records, whereas individual records can be viewed / created through instance form.

Leave Application
Leave Management > Leave Application

Request | Approval | Proxy

Statistics

Leave Statistics | Annual Leave Statistics

01-Jan-2015 to 31-Dec-2015

Discretionary Paid: 8
Sick Leave: 8
Annual Leave: 47,854,180,912,8357

Legend: Scheduled (Green), Pending Approval – Leave Request (Yellow), Balance (Grey)

Leave Applications

BULK ACTION

Trxn.No	Trxn.Date	Employee Code	Employee Name	Leave Type	From Date	To Date	No. of Days	Status	Action
LR000017	19/09/2015	TEJ1001	Javed Anwar	Sick Leave	23/09/2015	25/09/2015	2	Submitted	
LR000015	19/09/2015	TEJ1001	Javed Anwar	Sick Leave	19/09/2015	19/09/2015	0	Submitted	
LR000016	19/09/2015	TEJ1001	Javed Anwar	Discretionary Paid	20/09/2015	22/09/2015	3	Submitted	
LR3	23/06/2015	TEJ1001	Javed Anwar	Annual Leave	23/06/2015	25/06/2015	3	Approved	
LRO	19/05/2015	TEJ1001	Javed Anwar	Annual Leave	01/05/2015	01/05/2015	1	Saved	

Page 1 of 1 (5 Items) | Page size: 10

Leave Calendar

Year View | Month View

2015

Month	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
January																					
February																					
March																					
April																					
May																					
June																					
July																					
August																					
September																					
October																					
November																					
December																					

Legend: AL- Annual Leave, SL- Sick Leave, DP- Discretionary Paid, DUP- Discretionary Unpaid, CL- Casual Leave
Leave Taken (Red), Scheduled (Green), Pending Approval-Leave Request (Yellow), Weekly Off Days (Grey), Public Holidays (Orange)

Team View

SELECT TEAM

2015 | September

Employee Code	Employee Name	Team Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14
TEJ1001	Javed Anwar	Team - All Grade 1 Manager, Team - New Year Celebration														

Page 1 of 1 (1 Items) | Page size: 10

Legend: AL- Annual Leave, SL- Sick Leave, DP- Discretionary Paid, DUP- Discretionary Unpaid, CL- Casual Leave
Leave Taken (Red), Scheduled (Green), Pending Approval-Leave Request (Yellow), Weekly Off Days (Grey)

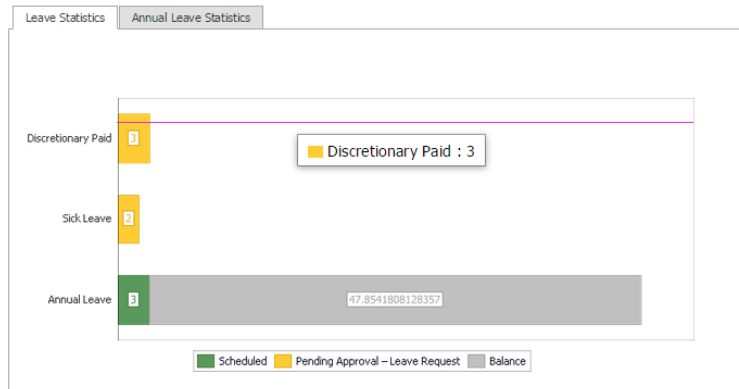
Fig : Leave Application – Main form

Fig : Leave Application – Instance form

Characteristics

It can manage:-

- Leave Statistics : a graphical birds eye view of various leave applied and their status.

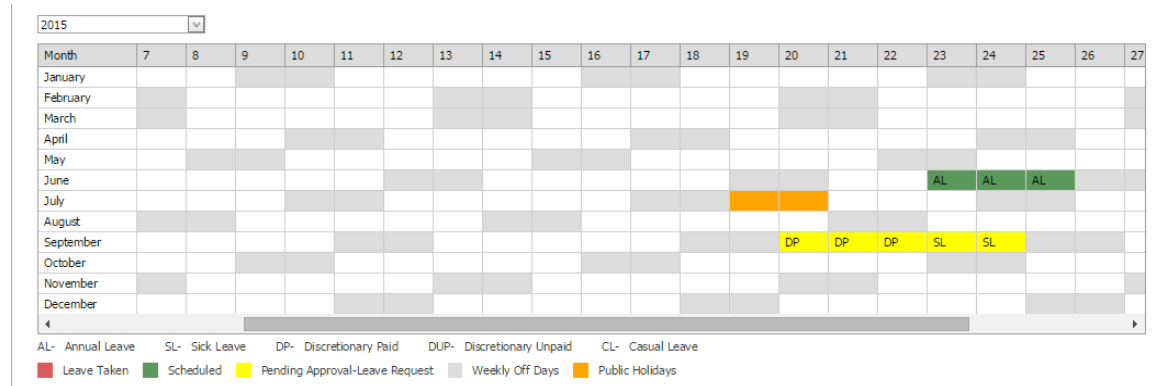


- Main form of leave application >> Request tab shows various historical transaction on which bulk action – (a) submit, (b) delete can be taken.
- Leave Calendar: This is another graphical representation in calendar view which shows the leave applied on various dates in a calendar. Both yearly and monthly calendar view is available.

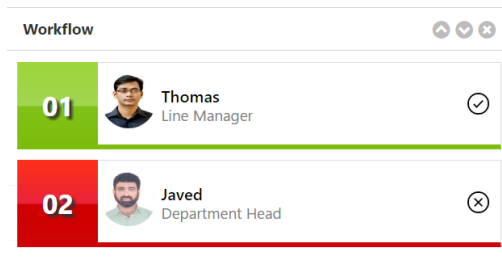
Leave Calendar



Year View Month View



- d) One can see the approval work flow hierarchy for a transaction while they are still running with a transaction.



- e) One can also view team member leaves in “team view” functionality. This will empower an employee to take a preemptive action by rescheduling its leave if a peer member’s leave is clashing by.

Team View

SELECT TEAM 2015 September

Employee Code	Employee Name	Team Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14
TEJ1001	Javed Anwar	Team - All Grade 1 Manager, Team - New Year Celebration														

Page 1 of 1 (1 items) [1] Page size: 10

AL- Annual Leave SL- Sick Leave DP- Discretionary Paid DUP- Discretionary Unpaid CL- Casual Leave
 Leave Taken Scheduled Pending Approval-Leave Request Weekly Off Days

3.2.1.2. Leave Application – Approval

Leave application approval tab is meant for Approver who would be using this tab to enact on the subordinate leave. An approver can approve , reject a subordinate leave application by applying respective action.

The following screen gives an overview of the functioning of “Leave Application - Approval”.

Leave Application

Leave Management > Leave Application

Request Approval Proxy

Leave Applications

BULK ACTION

Trnx.No	Trnx.Date	Employee Code	Employee Name	Leave Type	From Date	To Date	No.of Days	Status	Action
LR000017	19/09/2015	TEJ1001	Javed Anwar	SL	23/09/2015	25/09/2015	2	Submitted	
LR000016	19/09/2015	TEJ1001	Javed Anwar	DP	20/09/2015	22/09/2015	3	Submitted	
LR000015	19/09/2015	TEJ1001	Javed Anwar	SL	19/09/2015	19/09/2015	0	Submitted	
LR000014	06/09/2015	TEJ1010	Khushwant (User Name - Khushwant) Singh Sansowa	SL	06/09/2015	06/09/2015	1	Submitted	
LR12	16/09/2015	TEJ1010	Khushwant (User Name - Khushwant) Singh Sansowa	DUP	11/08/2015	11/08/2015	1	Submitted	
LR9	02/08/2015	TEJ1017	Mansoor	DUP	03/08/2015	03/08/2015	1	Submitted	
LR8	02/08/2015	TEJ1017	Mansoor	CL	01/08/2015	01/08/2015	0	Submitted	
LR13	16/08/2015	TEJ1010	Khushwant (User Name - Khushwant) Singh Sansowa	CL	01/08/2015	01/08/2015	1	Submitted	

Page 1 of 1 (8 items) [1] Page size: 10

Leave Calendar

SELECT EMPLOYEE

Leave Calendar Employee Profile Leave Statistics Annual Leave Statistics All Leave Applications

Year View Month View

2015

Month	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
January																					
February																					
March																					
April																					
May																					
June																					
July																					
August																					
September																					
October																					
November																					
December																					

AL- Annual Leave SL- Sick Leave DP- Discretionary Paid DUP- Discretionary Unpaid CL- Casual Leave

Leave Taken Scheduled Pending Approval-Leave Request Weekly Off Days Public Holidays

Team View

SELECT TEAM

2015 September

Employee Code	Employee Name	Team Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14
TEJ1001	Javed Anwar	Team - All Grade 1 Manager,Team - New Year Celebration														
TEJ1010	Khushwant (User Name - Khushwant) Singh Sansowa	Team - All Grade 3 Manager,Team - New Year Celebration														
TEJ1011	Thomas Antony	Team - New Year Celebration,Team - All Grade 1 Manager														
TEJ1015	Mohan A	Team - All Grade 1 Manager,Team - New Year Celebration														
TEJ1017	Mansoor	Team - New Year Celebration,Team - All Grade 3 Manager														

Page 1 of 1 (5 items) [1] Page size: 10

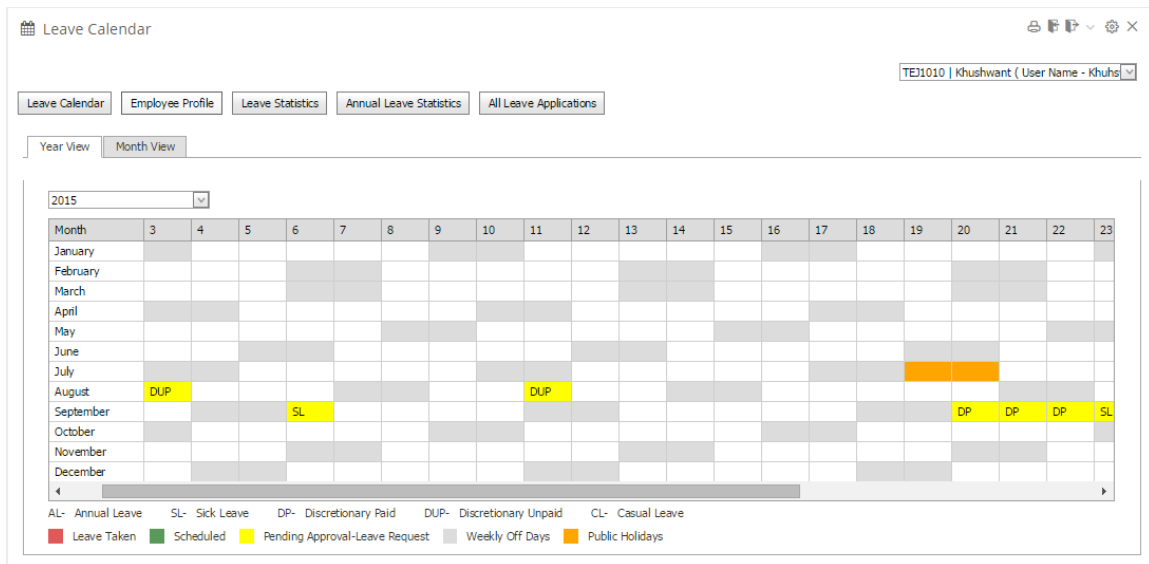
AL- Annual Leave SL- Sick Leave DP- Discretionary Paid DUP- Discretionary Unpaid CL- Casual Leave

Leave Taken Scheduled Pending Approval-Leave Request Weekly Off Days

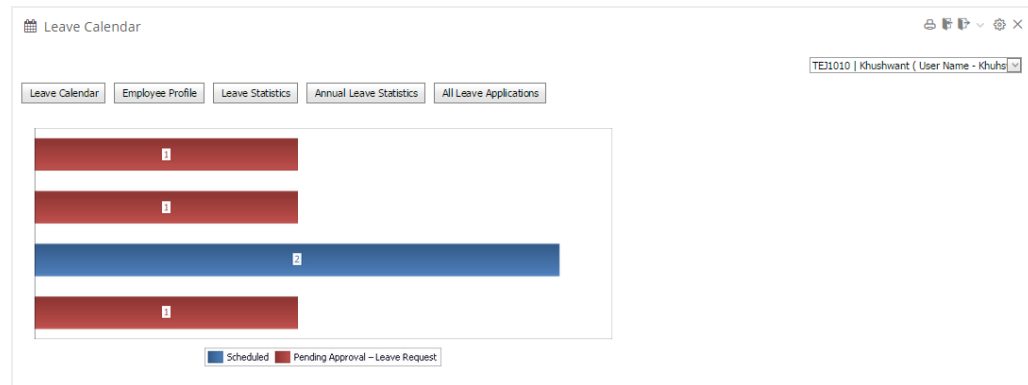
Characteristics

It can manage:-

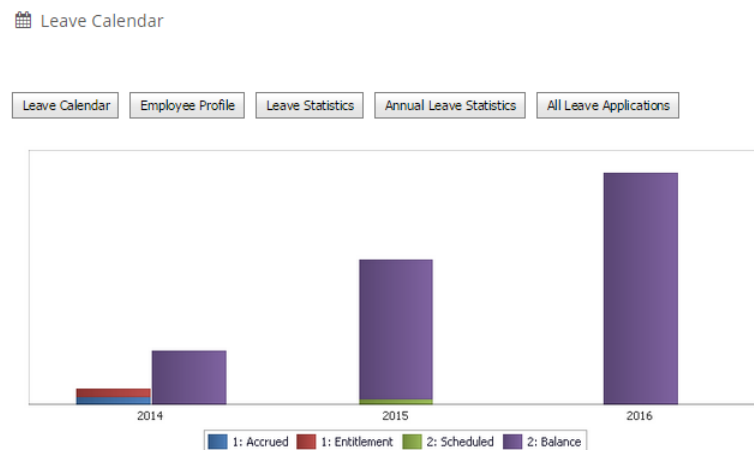
- Leave Statistics: One can take a bulk action – (a) Approve (b) Reject on various leave application records in one shot.
- An approver can able to view a leave calendar of various subordinate through Leave Calendar option, as shown :-



- c) An approver can able to see leave application graphical representation of all the leaves by a subordinate irrespective of the approver.



- d) In a similar fashion, annual leaves statistics also can be shown :-



- e) An approver can able to see leave application in grid view of all the leaves by a subordinate irrespective of the approver.
- f) Team View section shows various leaves from various employees that forms a part of the leave.

Team View

Leave Request - Approval W Clear

July 2017

Employee Code	Employee Name	Team Name	July 2017																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
EMP1002	Sini Thomas	Team - Diwali Celebration																		
EMP1004	Vishnu Ranjan																			
EMP1005	Rethesh Babu																			
EMP1007	Test User 7																			
EMP1010	Khushwant Singh Sansowa	Team - New Year Celebration, Team - All Grade 3 Manager, Team - All Grade 1 Manager																		
EMP1012	Arfan P	Team - Diwali Celebration																		
EMP1016	Rashid	Team - Diwali Celebration																		
EMP1017	Mansoor	Team - New Year Celebration, Team - All Grade 3 Manager																		
EMP1018	Tanvir Alam																			
EMP1019	Muhammad Rafeek																			

Page 1 of 2(16 items) 1 2 Page Size 10

AL- Annual Leave SL- Sick Leave DP- Discretionary Paid CL- Casual Leave ML- Maternity Leave DIL- Days in Lieu
Leave Taken: Scheduled: Pending Approval-Leave Request: Weekly Off Days: Public Holidays: Saved: Pending Cancellation:

3.2.1.3. Leave Application – Proxy

Proxy tab will be used by a proxy user who have been assigned with some proxy. A proxy employee will be able to carry out leave application transaction on some employee behalf who has been assigned to this proxy through “Assign Proxy” task.

The following screen gives an overview of the functioning of “Leave Application - Request”.

The screenshot displays the HR Works Plus interface for Leave Application. The top navigation bar includes the HR Works Plus logo and a user profile for 'admin'. The left sidebar shows a menu with options like User Management, Leave Management (selected), Administrative Services, Role Delegation, Expense Claim, and Performance Management. The main content area is titled 'Leave Application' and includes a 'Create New' button. Below this, there are three tabs: Request, Approval, and Proxy. The 'Request' tab is active, showing an 'Employee List' table with columns for Employee Name, Valid From, Valid To, Company Name, Date Of Birth, and Action. The table lists five employees: Khushwant (User Name - Khushwant) Singh Sansowa, Thomas Antony, Arfan P, Yaser Muhammad, and Mansoor. Below the Employee List, there is a 'Leave Applications' table with columns for Trxn.No, Trxn.Date, Employee Code, Employee Name, Leave Type, From Date, To Date, No. of Days, Status, and Action. This table shows six transactions for Khushwant (User Name - Khushwant) Singh Sansowa, including Sick Leave, Casual Leave, Discretionary Unpaid, Annual Leave, and two instances of Sick Leave. Below the Leave Applications table, there is a 'Leave Calendar' section with tabs for Leave Calendar, Employee Profile, Leave Statistics, and Annual Leave Statistics. The 'Leave Calendar' tab is active, showing a calendar view for the year 2015. The calendar displays a grid of days with various leave types indicated by colored squares. A legend at the bottom of the calendar explains the colors: AL - Annual Leave, SL - Sick Leave, DP - Discretionary Paid, DU - Discretionary Unpaid, CL - Leave Taken, Scheduled, Pending Approval-Leave Request, Weekly Off Days, and P. An inset window titled 'Leave Application - LR000018' is overlaid on the bottom right, showing the details of a specific leave application. This window includes fields for Employee, Leave Type, From Date, No. of Days, Reason, and Attach Files. It also features a 'Work Flow' section with a diagram showing the approval process involving Javed Anwar and Muhammad A. The bottom of the inset window shows a table for 'Name', 'Relationship', 'Frequency', 'Ticket Class', 'Accrued', 'Request Tickets', 'Amount', and 'Attachments'.

Characteristics

- A proxy form has all the characteristics of “Leave Application – Request” tab and ‘Leave Application – Approval “ tab.

3.2.2. Role Delegation

Delegation provides a process to reassign your system responsibilities for Approving and Monitoring various requests from employees. Whether you are on vacation or business travel, if you need to delegate your approval liabilities “Role Delegation” is a tool to enable it.

When you delegate to a proxy, an alert is sent to that user. They will go into Employee Self Service and accept or reject the requested responsibilities to finally conclude the delegation.

3.2.2.1. Role Delegation – Request

Role delegation – request tab is used by the requester who is applying for a role delegation transaction. This will be forwarded to the concern approver based on approval workflow.

Characteristics

- One can see what is “Delegated to a user “ and what is “Delegated by a user” in the respective – Delegated by me and Delegated to me section.

The screenshot displays the HR Works Plus Role Delegation interface. The left sidebar shows the user 'admin' and navigation options: User Management, Leave Management, Administrative Services, Role Delegation (selected), Expense Claim, and Performance Management. The main content area is titled 'Role Delegation' and includes a 'Create New' button. It is divided into two tabs: 'Request' and 'Approval'. The 'Request' tab is active, showing two sections: 'Delegated By Me' and 'Delegated To Me'.

Delegated By Me

Trnx No	Rev No	Trnx Date	System Date	From Employee	To Employee	From Date	To Date	Status	Action
2	1	02/08/2015	02/08/2015	Khushwant (User Name - Khushwant) Singh Sansowa	Javed Anwar	24/07/2015	25/07/2015	Accepted	
3	0	22/07/2015	22/07/2015	Khushwant (User Name - Khushwant) Singh Sansowa	Javed Anwar	13/06/2015	13/06/2015	Approved	
4	0	10/08/2015	10/08/2015	Javed Anwar	Mohan A	01/08/2015	03/08/2015	Accepted	
5	0	02/08/2015	02/08/2015	Mansoor	Nesmah Anwar Ahmed	02/08/2015	02/08/2015	Approved	

Page 1 of 1 (4 items) | Page size: 10

☐ Pending Submission ☐ Pending Approval

Delegated To Me

Trnx No	Rev No	Trnx Date	System Date	From Employee	To Employee	From Date	To Date	Status	Action
2	1	02/08/2015	02/08/2015	Khushwant (User Name - Khushwant) Singh Sansowa	Javed Anwar	24/07/2015	25/07/2015	Accepted	
3	0	22/07/2015	22/07/2015	Khushwant (User Name - Khushwant) Singh Sansowa	Javed Anwar	13/06/2015	13/06/2015	Approved	

Page 1 of 1 (2 items) | Page size: 10

Role Delegation - RD0001

From Employee: TEJ1001 | Javed Anwar

To Employee: TEJ1037 | Nesmah Anwar Ahmed

From Date: [] To Date: []

Leave Type: [] Plans/Request: [] From Date: [] To Date: [] Status: []

No data to display

Remarks: Type Remarks Here

Attach Files: [Browse...]

Upload: [Upload] [Send]

Work Flow: Mohan A

SAVE SUBMIT EXIT

Fig :Role Delegation - Request functionality in HRW+

3.2.2.2. Role Delegation – Approval

This tab is used for approving the role delegation request by a subordinate.

Role Delegation

Role Delegation

Request Approval

Delegation Pending Approval

BULK ACTION

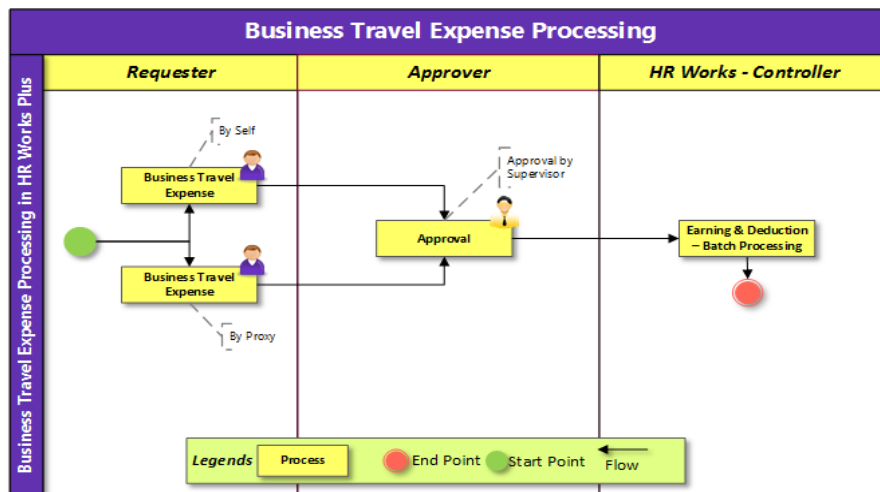
Trmx No	Rev No	Trmx Date	System Date	From Employee	To Employee	From Date	To Date	Status	Action
6	0	16/08/2015	16/08/2015	Mohanan A	Javed Anwar	16/08/2015	20/08/2015	Pending Approval	

Page 1 of 1 (1 items) [1] Page size: 10

Fig :Role Delegation Approval functionality in HRW+

3.2.3. Business Travel Expense

Business travel expense transaction used for recording actual expense incurred while on a business trip. Business Travel Claim will be based on travel and will be used if user is expecting system to calculate expenses like per diem, automatically as per company policy. This could also be used to calculate expenses like expense incurred based on travel based on mileage, mode of transport, etc.



3.2.3.1. Business Travel Expense - Request

Through this tab, one can apply for a request for expense reimbursement.

The following screen gives an overview of the functioning of “Business Travel Expense - Request”.

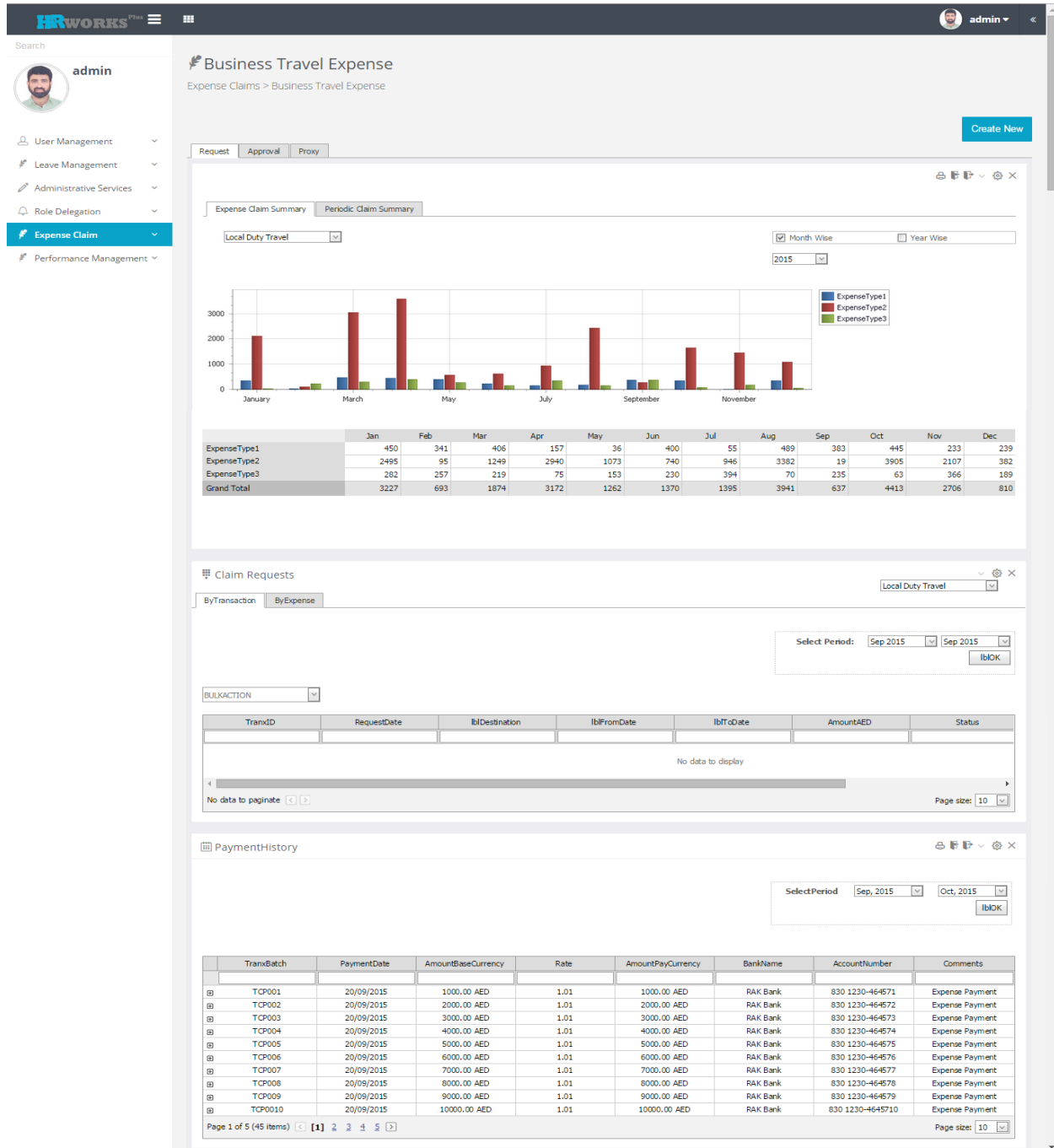


Fig: Business Travel Expense – Main Form

Travel Expense #001

Employee

1008 | Sajin Rasheed

User Defined Fields

Request Date

06/04/2015

User Defined Fields

Travel Expense

#	Purpose Of Travel	Travel Period	Route	Attachment	<Allow 1>	<Allow 2>	<Allow 3>	General Expense	Total
+									

Purpose Of Travel

Meeting

Division

618

Cost Center

1008

Department

HR Dept.

From Place

Dubai

Departure Date & Time

8/4/2015 8:00AM

To Place

Sharjah

Arrival Date & Time

8/4/2015 9:00AM

Vehicle Type

Own Car

Duty Completion Date & Time

8/4/2015 1:00 PM

Attachment

Ticket001.jpg

+ Add Trip

Accommodation

General Expense

#	Expense Type	Date	Description	Currency	Amount(FC)	Rate	Amount (AED)	Attachment
+								

Expense Type

Food

Date

08/04/2015

Division

Cost Center

Department

Description

Lunch with client

Currency

AED

Amount (FC)

100.00

Exchange Rate

1.00

Amount(AED)

100.00

Attachment

Bill001.jpg

User defined field1

User defined field2

User defined field3

Add

Cancel

Work Flow

Work Flow User Name

Work Flow User Name

Work Flow User Name

Transaction History

<<Trans NO>> <<Trans Name>>

<<Name Of Employee>>

<<Date>> <<Time>>

<<Status>>

<<Trans NO>> <<Trans Name>>

<<Name Of Employee>>

<<Date>> <<Time>>

<<Status>>

<<Comment>>

<<Trans NO>> <<Trans Name>>

Post To

Work flow user <<Multi Select>>

Send

Policy

Save

Submit

Void

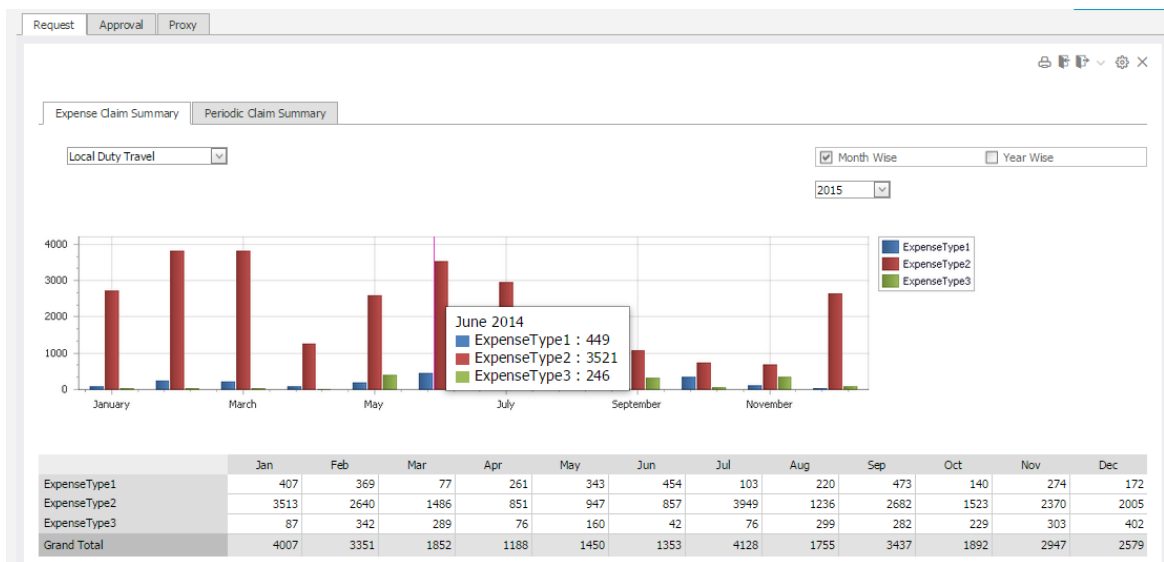
Delete

Fig : Business Travel Expense – Instance Form

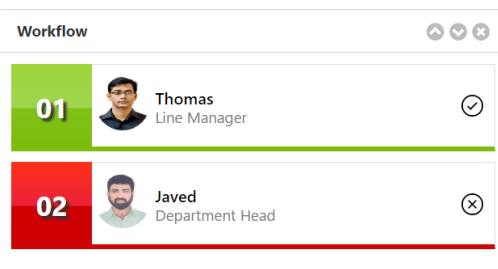
Characteristics

It can manage:-

- Expense Claim Summary: A graphical representation of various expenses applied.



- b) Main form of Business Travel Expense >> Request tab shows various historical transaction of “Claim Requests” on which bulk action – (a) submit, (b) delete can be taken.
- c) Payment History : This section shows various reimbursement made through system against an expense claim.
- d) One can see the approval work flow hierarchy for a transaction while they are still running with a transaction.



3.2.3.3. Business Travel Expense - Proxy

Business Travel Expense
Expense Claims > Business Travel Expense

[Create New](#)

Request Approval Proxy

Employee List

Employee Name	IbFromDate	IbToDate	Company Name	Date Of Birth	Action
Khushwant (User Name - Khushwant) Singh Sansowa	20/09/2015 00:00:00	20/09/2015 00:00:00	NewD	28/06/1981 00:00:00	
Thomas Antony	20/09/2015 00:00:00	20/09/2015 00:00:00	NewD	17/08/1974 00:00:00	
Arfan P	20/09/2015 00:00:00	20/09/2015 00:00:00	NewD	05/08/1990 00:00:00	
Yaser Muhammad	20/09/2015 00:00:00	20/09/2015 00:00:00	NewD	11/11/1979 00:00:00	
Mansoor	20/09/2015 00:00:00	20/09/2015 00:00:00	NewD	31/05/1974 00:00:00	

Page 1 of 1 (5 items) [\[1\]](#) Page size: 10

Claim Requests

Employee:

Local Duty Travel

ByTransaction ByExpense

Loading...

Select Period: [ibOK](#)

TransID	RequestDate	Employee ID	Employee Name	IbFromDate	IbToDate	AmountAED
No data to display						

No data to paginate [\[1\]](#) Page size: 10

PaymentHistory

Employee:


Select Period: [ibOK](#)

TransBatch	PaymentDate	Employee ID	Employee Name	AmountBaseCurrency	Rate	AmountPayCurrency	BankName	AccountNumber	Comments
No data to display									

No data to paginate [\[1\]](#) Page size: 10

Employee Record Snapshot

Employee Profile All Requests Claim Summary Employee



Employee Code: TEJ1010

Employee Name: Khushwant (User Name - Khushwant) Singh Sansowa

Date Of Birth: 28/06/1981

Hire Date: 01/03/2012

Characteristics

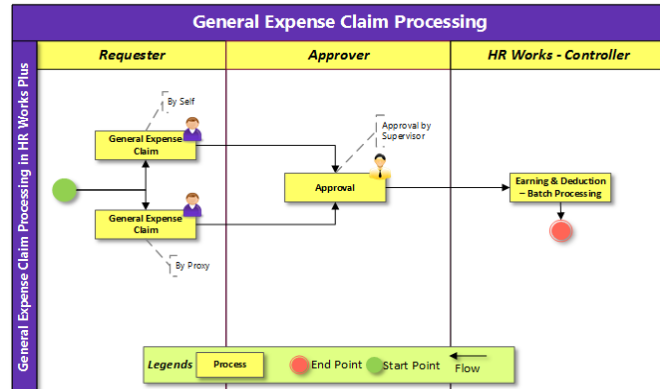
It can manage:-

- Shows expenses claim applied for by various subordinate.
- Shows all the expenses claim applied by a subordinate irrespective of the approver.

3.2.4. General Expense

General Expense Claim transaction is used for recording actual expense incurred while on a business trip without involving the aspect of automatic calculation of expense allowance such as – (1) Per Diem, (2) Trip Allowance, etc.

Based on the actuals, user will be able to request for reimbursement plainly in HR Works Plus.



3.2.4.1. General Expense - Request

Through this tab, one can apply for a request for expense reimbursement.

The following screen gives an overview of the functioning of “General Expense - Request”.

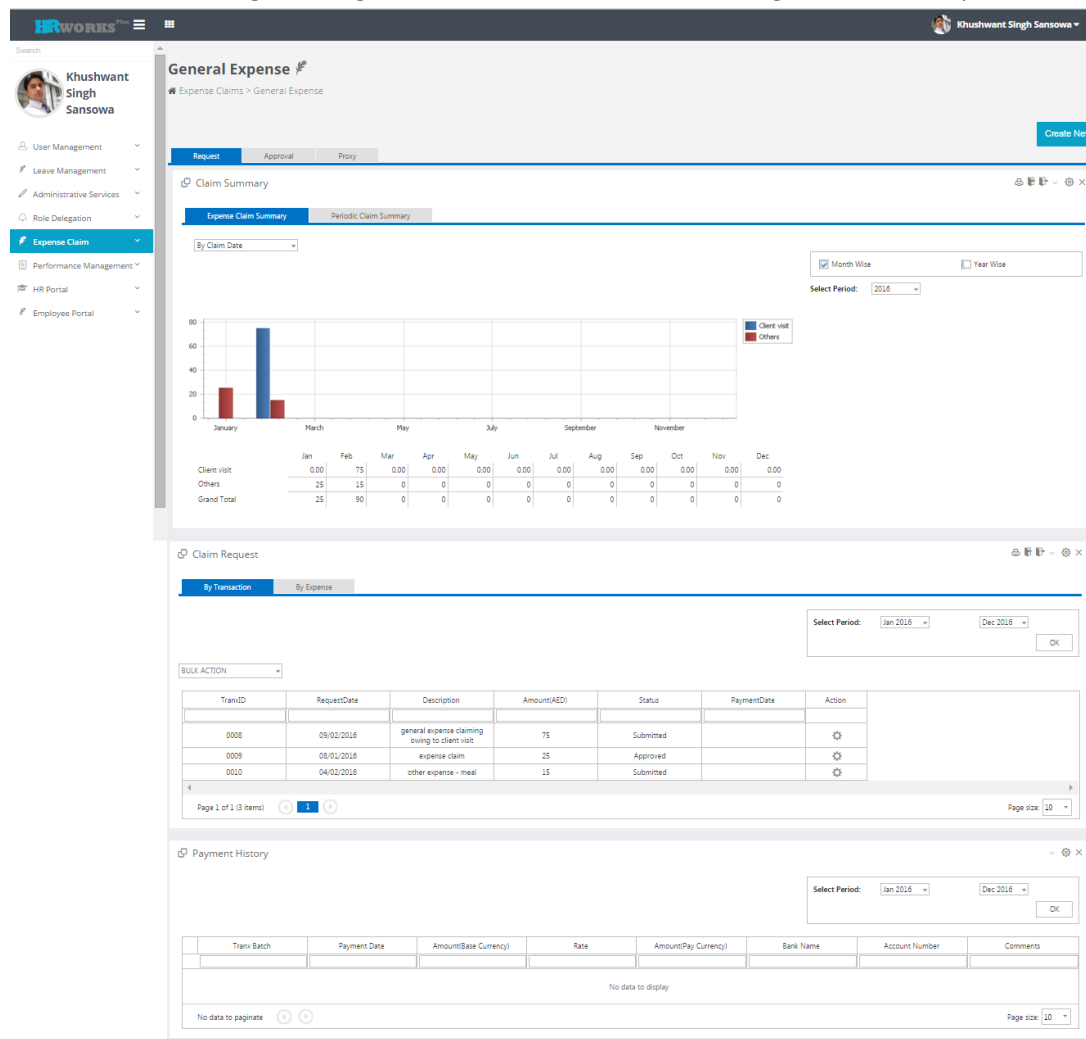


Fig : General Expense – Main Form

General Expense - 0008

Employee: TEJ1010 | Khushwant Singh Sansowa

Request Date: 09/02/2016

Description: general expense claiming owing to client visit

Work Flow

1. Thomas Antony

2. Javed Anwar

General Expense

#	Date	Expense Type	Description	Currency	Amount(FC)	Rate	A
	08/02/2016	Client visit	visited client for sales presentation	AED	75	1	

Comments: visited client site for sales presentation

Grand Total : **75**
AED

Policy

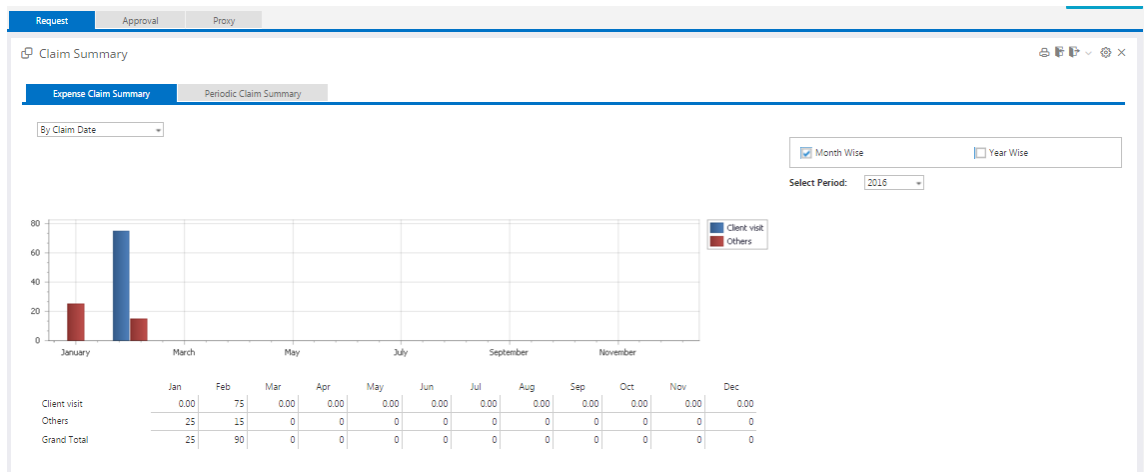
EXIT

Fig : Business Travel Expense – Instance Form

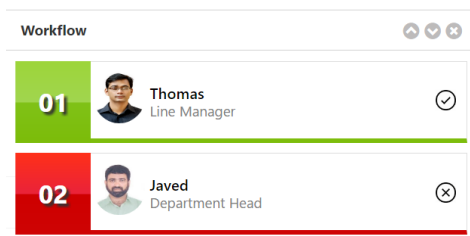
Characteristics

It can manage:-

- e) Expense Claim Summary: A graphical representation of various expenses applied.



- f) Main form of General Expense >> Request tab shows various historical transaction of “Claim Requests” on which bulk action – (a) submit, (b) delete can be taken.
- g) Payment History: This section shows various reimbursement made through system against an expense claim.
- h) One can see the approval work flow hierarchy for a transaction while they are still running with a transaction.



3.2.4.2. General Expense - Approval

This tab is used by the approver for approving an expense claim request of a subordinate.

localhost:8099/GeneralExpense/Index

HRWORKS Thomas Antony

Search

Thomas Antony

- User Management
- Leave Management
- Administrative Services
- Role Delegation
- Expense Claim**
- Performance Management
- HR Portal
- Employee Portal

General Expense

Expense Claims > General Expense

Request Approval Proxy

Claim Summary

Expense Claim Summary Periodic Claim Summary

Select Employee: TEJ1010 | Khushwant Singh Sansoria

By Claim Date

☒ Month Wise ☐ Year Wise

Select Period: 2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Client visit	0.00	75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Others	25	15	0	0	0	0	0	0	0	0	0	0
Grand Total	25	90	0	0	0	0	0	0	0	0	0	0

Claim Request

Employee: SELECT EMPLOYEE

By Transaction By Expense

Select Period: Jan 2016 Dec 2016 OK

BULK ACTION

TransID	RequestDate	Employee ID	Employee Name	Description	Amount	Status	PaymentDate	Action
0010	04/02/2016	TEJ1010	Khushwant Singh Sansoria	other expense - meal	15	Submitted		

Page 1 of 1 (1 items) Page size: 10

Payment History

Employee: SELECT EMPLOYEE

Select Period: Jan 2016 Dec 2016 OK

Trans Batch	Payment Date	Employee Id	Employee Name	Amount(Base Currency)	Rate	Amount(Pay Currency)	Bank Name	Account Number	Comments
No data to display									

No data to paginate Page size: 10

3.2.4.3. General Expense - Proxy

This tab is used by the approver for approving an expense claim request of a subordinate.

The screenshot displays the 'General Expense - Proxy' interface in the HR Works Plus system. The interface is divided into several sections:

- Employee List:** A table listing employees with columns for Employee Name, Valid From, Valid To, Company Name, Date Of Birth, and Action. The list includes employees like Sim Tejin, Barbara Samardija, Vishnu Ranjan, Rethesh Babu, Praveen Mohanan, Alka, Vishnu Rajan, Khushwant Singh Sansowa, Thomas Antony, and Arfan P.
- Claim Request:** A section with a 'By Transaction' and 'By Expense' filter. It includes a 'Select Period' dropdown (Jan 2016 to Dec 2016) and a table of transactions with columns: TransID, RequestDate, Employee ID, Employee Name, Description, Amount, Status, PaymentDate, and Action. The table shows three transactions for Khushwant Singh Sansowa.
- Payment History:** A section with a 'SELECT EMPLOYEE' dropdown and a 'Select Period' dropdown. It includes a table with columns: Trans Batch, Payment Date, Employee ID, Employee Name, Amount(Base Currency), Rate, Amount(Pay Currency), Bank Name, Account Number, and Comments. The message 'No data to display' is shown.
- Employee Record Snapshot:** A section with tabs for Employee Profile, All Requests, and Claim Summary. It shows the employee's profile picture and details for Employee TE1010 | Khushwant Singh Sansowa.
- General Expense - 0011:** A detailed view of a specific expense claim. It includes fields for Employee (TE1010 | Khushwant Singh Sansowa), Request Date (09/02/2016), and Description (expense claim for khushwant since he is on a business trip). It features a 'General Expense' tab, a table of expenses with columns: #, Date, Expense Type, Description, Currency, Amount(FC), and Rate. The table shows one expense: 04/02/2016, Others, Flight Booking, AED, 400, 1. There is an 'Add Expense' button and a 'Comments' field. The 'Grand Total' is displayed as 400 AED.
- Work Flow:** A section showing the approval workflow with two steps: 1. Thomas Antony (red box) and 2. Javed Anwar (yellow box).

Fig: A proxy user general expense for the assigned employee can create

Characteristics

It can manage:-

- Shows expenses claim applied for by various subordinate.
- Shows all the expenses claim applied by a subordinate irrespective of the approver.

3.2.5. Leave Return

Most of the organization makes it mandatory that if an employee has gone on leave, he/ she should mark a leave return in payroll system to mark the reporting back to work. This is enabled through Leave Request functionality. The below screen is interactive screen that allows the user to enter Leave Return for the outstanding Leave Application for which Leave Return is marked compulsory. For example – Annual Leave.

Fig: A proxy user general expense for the assigned employee can create

Fig: Transaction form – For Leave Return

Transaction form would default the next day of leave as default return date. Any gap between the end date of leave and actual leave return date is treated as "Delayed Leave" equivalent to unpaid leave. However, this gap can be refilled by fresh leave application from this screen itself.

3.2.6. My Profile

Usually, in a business scenario, employee is required to look into employee details. This functions is for displaying various employee personnel details.

3.2.6.1. My Profile - Payroll

This tab displays Payroll details.

The screenshot shows the HR Works Plus interface with the Payroll tab selected. The left sidebar contains a search bar and a list of navigation items. The main content area displays the employee's profile and payroll details.

Employee Profile:

- Name:** Khushwant Singh Sansowa
- Hi, Khushwant**
- Consultant**
- Employee ID:** TEJ1010
- Date of Birth:** 28/06/1981
- Joined:** 01/03/2012

Salary Details:

Date	Salary Type	Pay Component	Currency	Amount	Payment Currency
01/06/2014	Monthly	E-BASIC	AED	5,700.00	AED
01/06/2014	Monthly	E-HRA	AED	2,000.00	AED
01/06/2014	Monthly	E-TRA	AED	1,000.00	AED
01/06/2014	Monthly	E-UTL	AED	800.00	AED

Earnings:

Effective Date: 09/02/2016

From Date: 09/02/2016
To Date: 09/02/2016
Generate

Earnings Breakdown (Donut Chart):

- Basic Pay: 5700
- House Rent Allowance: 2000
- Transport Allowance: 1000
- Utility Allowance: 800

3.2.6.2. My Profile - Professional

This tab displays professional details - like

The screenshot shows the HR Works Plus interface with the Professional tab selected. The left sidebar contains a search bar and a list of navigation items. The main content area displays the employee's profile and professional details.

Employee Profile:

- Name:** Khushwant Singh Sansowa
- Hi, Khushwant**
- Consultant**
- Employee ID:** TEJ1010
- Date of Birth:** 28/06/1981
- Joined:** 01/03/2012

Position Details:

Department	Account Management
Designation	Consultant
Employment Status	Confirmed - Expat

3.2.6.3. My Profile - Personal

This tab displays details which are personal to the employee.

HRWORKS Plus

Search

Khushwant Singh Sansowa

User Management

Leave Management

Administrative Services

Role Delegation

Expense Claim

Performance Management

HR Portal

Employee Portal

Hi, Khushwant
Consultant

Employee ID: TEJ1010
Date of Birth: 28/06/1981
Joined: 01/03/2012

Personal Data

Location	Dubai
Sex	Female
Nationality	Holland
Religion	Islam
Marital Status	Single

Personal History

Department Head	TEJ1001 - Javed Anwar
Employee E-mail	hibdless@gmail.com
Line Manager	TEJ1011 - Thomas Antony
Mobile	056 216 3004

This tab displays employee details which are recorded in the payroll system and is used by the organization and system for various utilities viz – (a) Dependent details is used for computing benefits. (b) Certificate details shows expiry of various certificates.

3.2.6.4. My Profile – Employee Records

HRWORKS Plus

Search

Khushwant Singh Sansowa

User Management

Leave Management

Administrative Services

Role Delegation

Expense Claim

Performance Management

HR Portal

Employee Portal

Hi, Khushwant
Consultant

Employee ID: TEJ1010
Date of Birth: 28/06/1981
Joined: 01/03/2012

Close All | Open All

Address - ESS

AddressLine1	CH 345
AddressLine2	kohka
AddressLine3	bhilai
AddressLine4	chattisgarh

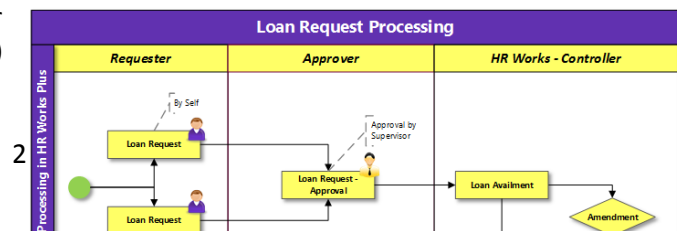
Team

Team Name	Team - New Year Celebration
Team Name	Team - All Grade 3 Manager

3.2.7. Loan Request

Usually in a business scenario, employee is required for applying for loan request. A Loan Request process goes through process of application, approver from supervisor and finally processing of loan application by the payroll / accounts department.

In HR Works Plus (ESS), any loan request for example - (a) Salary Advance, (b) HRA Loan, (c)



Personal Loan can be initiated through the menu “**Loan Request**”. This request will then be forwarded to the supervisor for approval. Once approved by all the approver in ESS, this will then be transferred to payroll application in the form of batch. This batch will then be processed through “Loan Availment” transaction in payroll application (HR Works). In case, if rescheduling or any changes is required, this can be done through “Loan Amendment” option.

Loan amount that is finally disbursed will be reflected in the main of “Loan Request” in ESS. Pictorially, the process flow can be shown as below:-

3.2.7.1. Loan Request – Request

Request tab is used for registering a loan request transaction in ESS. The following screen gives an overview of the functioning of “Loan Request - Request” tab.

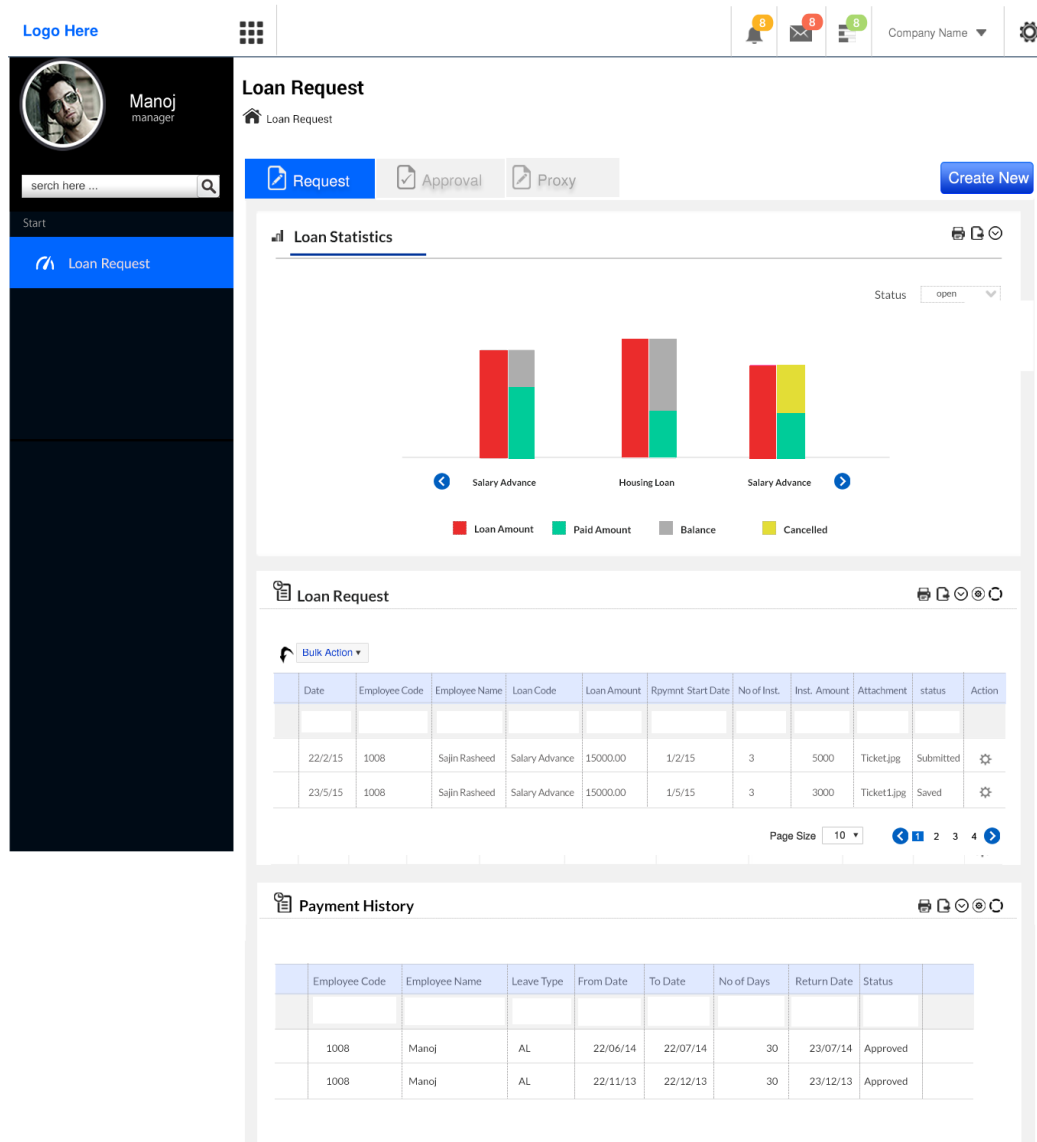


Fig : Main Form – Loan Request Scenario

The below instance form will be initiated once user click “create new” button from the main page.

Loan Request 001

Employee: 1008 | Sajin Rasheed User Defined Fields:

Request Date: 06/04/2015 User Defined Fields:

Loan Code: Salary Advance

Loan Amount: 15000.00 Aed Currency: AED

Repayment Start Date: 1/2/2015 No of Installment: 3 Installment Amount: 5000.00

Comments:

Attachments: Maximum size: 25MB
Drag/Drop files here or click inside

Salary Advance

#	Installment Date	Installment Amount
1	1/2/2015	5000.00
2	1/3/2015	5000.00
3	1/4/2015	5000.00

Work Flow

Transaction History

Post To: Work flow user <Multi Select>

Save Submit Void Delete

Fig : Instance Form – Loan Request - Request

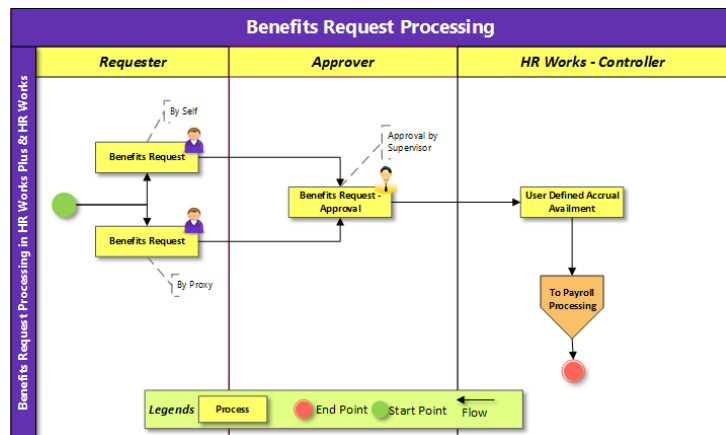
3.2.8. Benefit Claim

Usually in a business scenario, employee is required to avail benefits, an employee is entitle for. For example education allowance, etc.

In order to put up a request for such benefits, “Benefit Request” functionalities will be use ful.

In HR Works Plus (ESS) , any request for example - Education allowance ,etc can be initiated trough the menu “ **Benefits Request**” . This request will then be forwarded to the supervisor for approval. Once approved by all the approver in ESS, this will then be transferred to payroll application in the form of batch. This batch will then be processed through “User Defined Accrual Availment” transaction in payroll application (HR Works).

Pictorially, the process flow can be shown as shown :-



3.2.8.1. Benefits Claim – Request

Request tab is used for registering a benefits request transaction in ESS. The following screen gives an overview of the content of “Benefits Request - Request” tab.

The screenshot displays the 'Benefit Claim' interface in HR Works Plus. The user is logged in as Khushwant. The main navigation sidebar includes options like 'Administrative Services', 'Self Service', 'Leave Application', 'Leave Return', 'Edit Info', 'General Expense', 'Role Delegation', 'Miscellaneous Application', 'Loan Application', 'Business Travel Expense', 'Air Ticket', 'Letters And Certificates', 'Benefit Claim', 'Time Sheet', and 'HR Portal'. The 'Benefit Claim' section is active, showing a 'Request' tab. The table below lists a single transaction:

Action	Trnx No	Transaction Date	Employee Code and Name	Claim Type	Amount	Status
	BC001	11/04/2016	EMP1010-Khushwant Singh Sansowa	Flexible Benefits	2700	Submitted

Below the table, there are checkboxes for 'Show Approved Transactions' and 'Show Rejected Transactions'. The interface also includes sections for 'Education Allowances', 'Other Allowances', and 'Payment History'.

The new transaction can be initiated upon clicking “Create New”. In the instance form, one may select the “Benefit Type” user would like to avail, system would then populate the entitlement amount. User can now apply for the availment.

The screenshot shows the 'Benefit Claim - BC006' form. The form includes the following fields and data:

- Employee Name: EMP1010 - Khushwant Singh Sansowa
- Request Date: 11/04/2016
- Benefit Type: Education Allowance

Name	Relationship	Date of Birth	Age	Period	Claim Amount	Attach
Ricky	Son	01/01/2001	16Y: 3M: 27D	2015-2016	50	

Below the table, there is a 'Comments' field and a 'Grand Total 50 AED' label. On the right, a 'Workflow' section shows a step 01 with a user profile for Thomas, Line Manager. At the bottom, there are tabs for 'Workflow' and 'Transaction History', and a 'Close' button.

3.2.9. Air Ticket Request

Air ticket can be requested from ESS through three option: -

- (a) Company Air Ticket,
- (b) Reimbursement
- (c) Encashment

3.2.9.1. Air Ticket – Request

A typical air ticket request, menu is shown below:-

Air Ticket

Request Approval Proxy Create New

Ticket Statistics

2014

Mr. x Mrs. X Son1

Carry Forward Accrued Entitlement Ticket Taken Pending Approval-Ticket Request Balance

Ticket Request

Bulk Action

Trnx.No	Trnx Date	Revision No	Employee Code	Employee Name	Claim Type	No Of Tickets	Amount (AED)	Status	Action
AT001	25/03/2014	Ro	5624	Manoj	company Ticket	5	3000.00	saved	
AT002	25/03/2014	Ro	5624	Manoj	Encashment	1	3000.00	saved	

Page Size 10

Payment History

Select Period : JAN 2015 MAR 2015 OK

Trnx Batch	Payment Date	Amount (Basic Amount)	Rate	Amount (Payment Amount)	Bank Name	Account Number	Comments
TCP001	24-01-2015	3000.00 AED	1.00	3000.00 AED	Rak Bank	830 1230-464573	Air ticket expense
TCP002	28-01-2015	4000.00 AED	1.00	4000.00 AED	Rak Bank	830 1238374573	Air ticket expense

Trnx.No	Trnx Date	Revision No	Employee Code	Employee Name	Claim Type	No Of Tickets	Amount	Status	Payment Date
AT001	25/03/2014	Ro	5624	Manoj	company Ticket	5		approved	24-01-2015
AT002	25/03/2014	Ro	5624	Manoj	Encashment	1	3000.00	approved	28-01-2015

Page Size 10

Fig : Main Form – Air Ticket- Request

Air Ticket 001

Employee1008 | Sajin Rasheed

User Defined Fields

Request Date06/04/2015

User Defined Fields

Air Ticket

#	Name	Relationship	Claim Type	Frequency	Ticket class	Accrued	Request Tickets	Amount	Attachment
+									

NameSara

Relationshipwife

Claim TypeCompany Ticket

From Date12/2/2015

To Date17/2/2015

DestinationKerala

Fair TypeAdult

Frequency1

Ticket ClassBusiness

Accrued Tickets3

Request Tickets1

Amount

AttachmentTic001.png

CommentsType Here

Grand Total : 00.00 AED

Policy

Save

Submit

Void

Delete

Work Flow

Work Flow User Name

Work Flow User Name

Work Flow User Name

Transaction History

<<Trans NO>> <<Trans Name>>

<<Name Of Employee>>

<<Date>> <<Time>>

<<Status>>

<<Trans NO>> <<Trans Name>>

<<Name Of Employee>>

<<Date>> <<Time>>

<<Status>>

<<Comment>>

<<Trans NO>> <<Trans Name>>

Post ToWork flow user <<Multi Select>>

Send

Fig : Instance Form – Air Ticket- Request

3.2.9.2. Air Ticket – Approval

A typical air ticket approval, menu is shown below :-

Air Ticket

Request Approval Proxy

Ticket Request

Trns.No	Trns Date	Revision No	Employee Code	Employee Name	Claim Type	No Of Tickets	Amount (AED)	Status	Action
AT001	25/03/2014	Ro	5624	Manoj	company Ticket	5	3000.00	Submitted	
AT002	25/03/2014	Ro	5624	Manoj	Encashment	1	3000.00	Submitted	
AT003	2/12/2014	Ro	7002	Nisar	Company Ticket	3	1500.00	Submitted	
AT004	2/11/2014	Ro	7001	rajesh	Company Ticket	2	1300.00	Submitted	

Page Size: 10

Payment History

Select Period: JAN 2015 MAR 2015

Trans Batch	Payment Date	Amount (Base Currency)	Rate	Amount (Payment Currency)	Bank Name	Account Number	Comments
TCP001	24-01-2015	3000.00 AED	1.00	3000.00 AED	Rak Bank	830 1230-44573	Air ticket expense
TCP002	28-01-2015	4000.00 AED	1.00	4000.00 AED	Rak Bank	830 1238374573	Air ticket expense

Page Size: 10

Employee Record Snapshot

Employee Profile All Requests Ticket Statistics Employee: All Employees

Employee Code:

Employee Name:

<<Field 1 From Employee Master>>

<<Field 2 From Employee Master>>

<<Field 3 From Employee Master>>

<<Field 4 From Employee Master>>

Comments:

Attachments: Maximum size: 2MB

Drop/Drag files here or click inside

Grand Total: 2000.00 AED

Comments: Type comments here...

Approve Reject Exit

Fig : Air Ticket – Approval Screen

3.2.9.3. Air Ticket – Proxy

A typical air ticket proxy, menu is shown below:-

Air Ticket

Request Approval Proxy Create New

Employee List

Employee Name	From Date	To Date	Field Description From Employee Master	Field Description From Employee Master	Field Description From Employee Master	Field Description From Employee Master	Action

Page Size 10 1 2 3 4

Ticket Requests

Bulk Action

Tms.No	Tms Date	Revision No	Employee Code	Employee Name	Claim Type	No Of Tickets	Amount (AED)	Status	Action
AT001	25/03/2014	Ro	5624	Manoj	company Ticket	5	3000.00	Submitted	
AT002	25/03/2014	Ro	5624	Manoj	Encashment	1	3000.00	Submitted	
AT003	2/12/2014	Ro	7002	Nisar	Company Ticket	3	1500.00	Submitted	
AT004	2/11/2014	Ro	7001	rajesh	Company Ticket	2	1300.00	Submitted	

Page Size 10 1 2 3 4

Payment History

Employee : All Employees Select Period : JAN 2015 MAR 2015 OK

Trans Batch	Payment Date	Amount (AED)	Rate	Amount (AED)	Bank Name	Account Number	Comments
TCP001	24-01-2015	3000.00 AED	1.00	3000.00 AED	Rak Bank	830 1230-464573	Air ticket expense
TCP002	28-01-2015	4000.00 AED	1.00	4000.00 AED	Rak Bank	830 1230374573	Air ticket expense

Tms.No	Tms Date	Revision No	Employee Code	Employee Name	Claim Type	No Of Tickets	Amount	Status	Payment Date
AT001	25/03/2014	Ro	5624	Manoj	company Ticket	5		approved	24-01-2015
AT002	25/03/2014	Ro	5624	Manoj	Encashment	1	3000.00	approved	28-01-2015
TCP003	2-02-2015								

Page Size 10 1 2 3 4

Employee Record Snapshot

Employee Profile All Requests Ticket Statistics Employee : All Employees

Employee Code

Employee Name

<<Field 1 From Employee Master>>

<<Field 2 From Employee Master>>

<<Field 3 From Employee Master>>

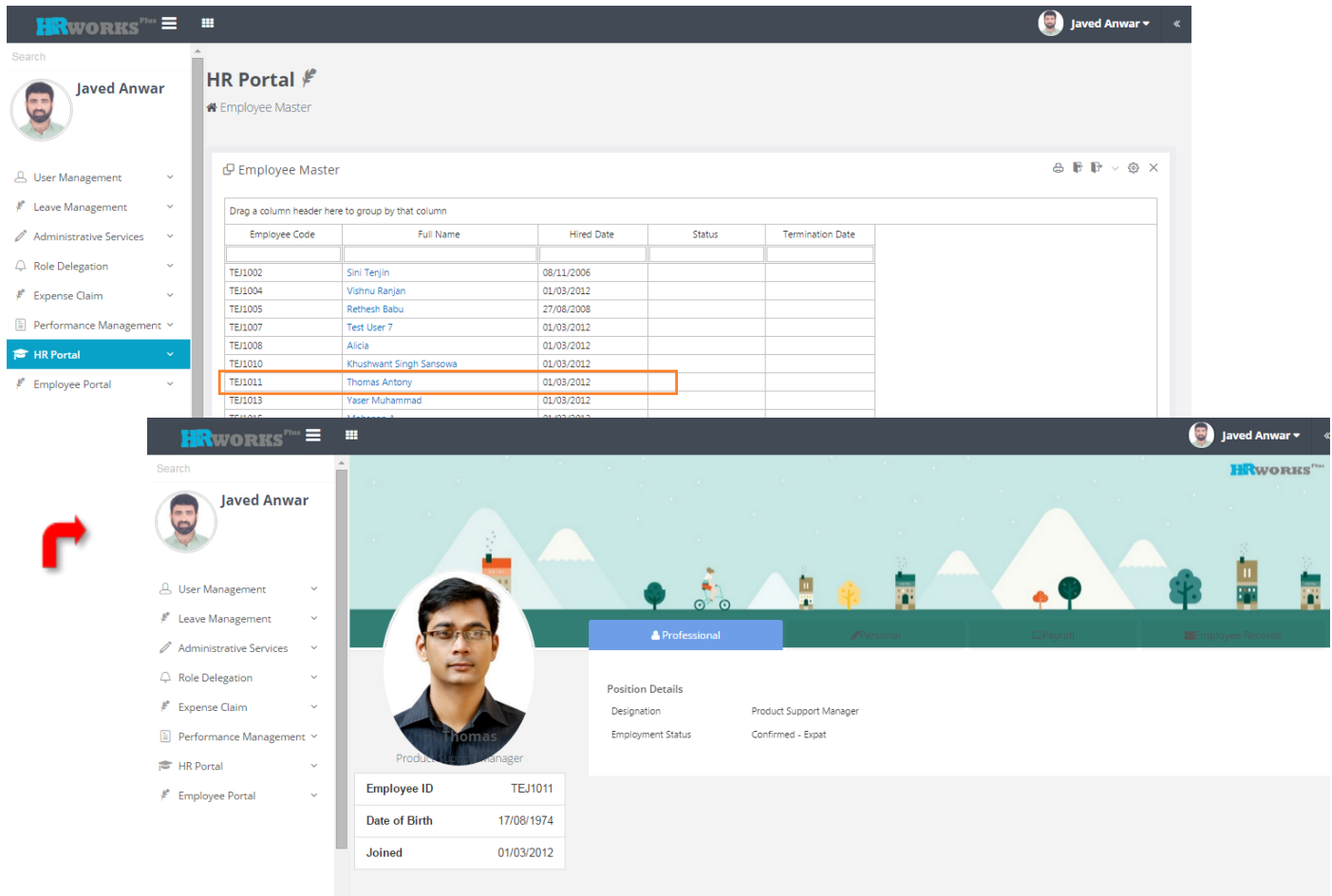
<<Field 4 From Employee Master>>

Fig : Main Form – Air Ticket- Proxy

3.2.10. Employee Master

Employee Master is a functionality where in, the supervisor can able to review the employee details of all its subordinate based on the assignment in the approval workflow.

A typical employee master screen can be shown as below:-



The screenshot displays the HR Works Plus interface. The top navigation bar includes the HR Works Plus logo and the user profile of Javed Anwar. The left sidebar lists various HR functions, with 'HR Portal' selected. The main content area is titled 'HR Portal' and 'Employee Master'. It features a table of employees with the following data:

Employee Code	Full Name	Hired Date	Status	Termination Date
TEJ1002	Sini Terjin	08/11/2006		
TEJ1004	Vishnu Ranjan	01/03/2012		
TEJ1005	Rethesh Babu	27/08/2008		
TEJ1007	Test User 7	01/03/2012		
TEJ1008	Alicia	01/03/2012		
TEJ1010	Khushwant Singh Sansowa	01/03/2012		
TEJ1011	Thomas Antony	01/03/2012		
TEJ1013	Yaser Muhammad	01/03/2012		

The bottom section shows the detailed view of Thomas Antony, a Product Support Manager. It includes his profile picture, position details, and key information:

Employee ID	TEJ1011
Date of Birth	17/08/1974
Joined	01/03/2012

3.2.11. Report Center

Report center empower a user to publish and print the various reports from the system. The report thus by printed shows the details of the subordinate employee. Thusby , this report enhances the visibility of data in hierarchical manner without breaching the authorization protocols.

3.2.11.1. Employee Details

Employee details publish the employee information from the employee master.

Employee List

From Date: 01/01/2016 To Date: 31/01/2016 Group By: Run Report Clear

Employee Code	Full Name	Hire Date	Status	Termination Date
TEI1003	Divya	30/09/2012		
TEI1001	Javed Anwar	11/06/2012		
TEI1004	Vishnu Ranjan	01/03/2012		
TEI1007	Test User 7	01/03/2012		
TEI1008	Alicia	01/03/2012		
TEI1010	Khushwant Singh Sansowa	01/03/2012		
TEI1011	Thomas Antony	01/03/2012		
TEI1013	Yaser Muhammad	01/03/2012		
TEI1015	Mohanan (User Name - testuser@name)	01/03/2012		
TEI1016	Rashid	01/03/2012		

Page 1 of 2 (12 items) [1] [2] Page size: 10

Employee Details

Save Report

Employee Code	Full Name	Date Of Birth	Hire Date	Salary Type	Last Incomt Date	E-BASIC	E-HRA	E-TRA
TEI1001	Javed Anwar	19/09/1969	11/06/2012	M	01/06/2014	52077	16000	6000
TEI1004	Vishnu Ranjan	01/01/1977	01/03/2012	M	01/06/2014	23400	6300	3780
TEI1010	Khushwant Singh Sansowa	28/06/1981	01/03/2012	M	01/06/2014	5700	2000	1000
TEI1011	Thomas Antony	17/08/1974	01/03/2012	M	01/06/2014	12553	6000	2500
TEI1013	Yaser Muhammad	11/11/1979	01/03/2012	M	01/06/2014	6365	2000	1000
TEI1015	Mohanan (User Name - testuser@name)	28/05/1981	01/03/2012	M	01/06/2014	10700	4000	1800

3.2.11.2. Personal Records

Personal Records publish the employee information from the employee master which is core to the personal records of employee – viz Dependent information, certificate details, address, etc.

HRWORKS Plus NewD

Search

Javed Anwar

Report Center
Add & Manage Reports

All Reports My Custom Reports

Payroll

Employee Details Run

Personal Records Run

HRWORKS Plus Javed Anwar

Search

Javed Anwar

Report Center
Report Center > Personal Record

Employee List

Personal Records
Dependants Run Report

Drag a column header here to group by that column

	Employee Code	Full Name	Designation	Hire Date	Status	Termination Date
<input checked="" type="checkbox"/>	TEJ1002	Sini Tenjin	Client Services Coordinator	08/11/2006		
<input type="checkbox"/>	TEJ1004	Vishnu Ranjan	Account Principal	01/03/2012		
<input type="checkbox"/>	TEJ1005	Rethesh Babu	Government Relations Director	27/08/2008		
<input type="checkbox"/>	TEJ1007	Test User 7	Account Manager	01/03/2012		
<input type="checkbox"/>	TEJ1008	Alicia	Senior Consultant	01/03/2012		
<input checked="" type="checkbox"/>	TEJ1010	Khushwant Singh Sansowa	Consultant	01/03/2012		
<input checked="" type="checkbox"/>	TEJ1011	Thomas Antony	Product Support Manager	01/03/2012		
<input type="checkbox"/>	TEJ1013	Yaser Muhammad	Consultant	01/03/2012		
<input type="checkbox"/>	TEJ1015	Mohanan A	Technology Officer	01/03/2012		
<input type="checkbox"/>	TEJ1016	Rashid	Senior Network Administrator	01/03/2012		

Page 1 of 2 (12 items) 1 2 Page size: 10

Personal Records Report

Save Report

Drag a column header here to group by that column

Employee Code	Full Name	Hired Date	Termination Date	Name	Relationship	Date Of Birth	Country of Residence
TEJ1010	Khushwant Singh Sansowa	01/03/2012		Suzanne	Spouse	09-Apr-1982	India
TEJ1011	Thomas Antony	01/03/2012		Cindrella	Spouse	01-Feb-1984	India

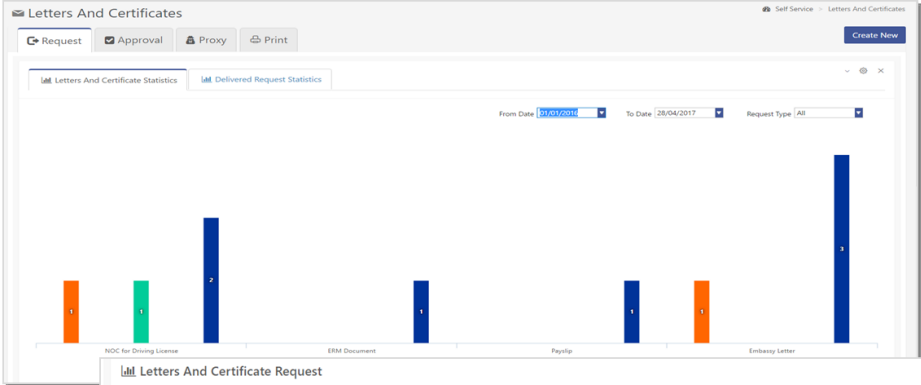
Page 1 of 1 (2 items) 1 Page size: 10

3.2.12. Letter and Certificates

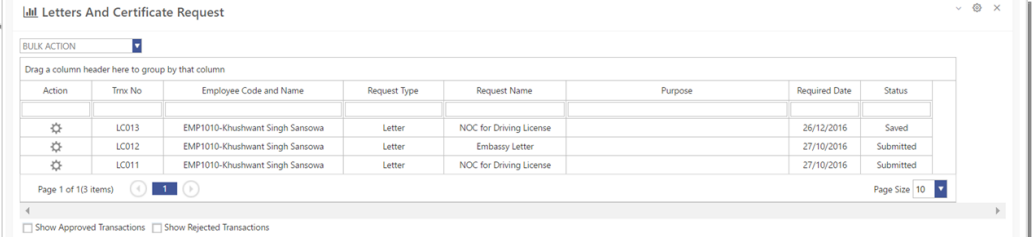
This is to let employee put up request for “Letters / Certificates / Form” from employee self service portal. For this matter, “Letters & Certificates” as a functionality is created. Employee can request for any letter or certificates. This will be approved in by the superior to enable the printing. System is flexible to let it print by the requester itself or by some authorized approver from the approval hierarchy.

Below picturesque highlights the functioning of Letters & Certificates functionality in HRW+.

1 Graph would show various document requested and their delivery status.

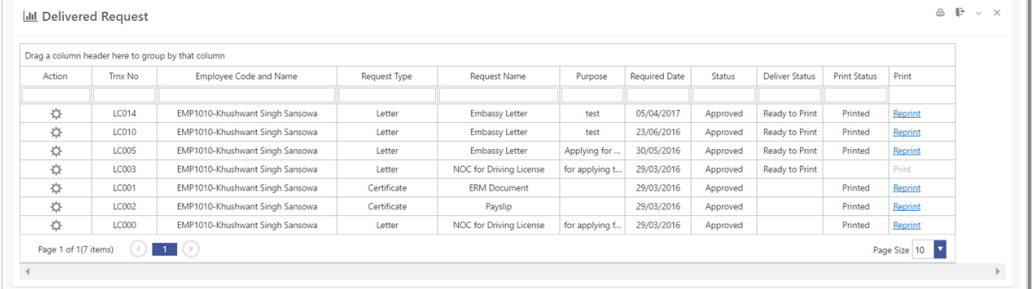


2 Historical Transaction gets accumulated under transaction list.



Action	Trnx No	Employee Code and Name	Request Type	Request Name	Purpose	Required Date	Status
⚙	LC013	EMP1010-Khushwant Singh Sansowa	Letter	NOC for Driving License		26/12/2016	Saved
⚙	LC012	EMP1010-Khushwant Singh Sansowa	Letter	Embassy Letter		27/10/2016	Submitted
⚙	LC011	EMP1010-Khushwant Singh Sansowa	Letter	NOC for Driving License		27/10/2016	Submitted

3 Delivered documents can be printed by self or by authorized user – as per configuration.



Action	Trnx No	Employee Code and Name	Request Type	Request Name	Purpose	Required Date	Status	Deliver Status	Print Status	Print
⚙	LC014	EMP1010-Khushwant Singh Sansowa	Letter	Embassy Letter	test	05/04/2017	Approved	Ready to Print	Printed	Reprint
⚙	LC010	EMP1010-Khushwant Singh Sansowa	Letter	Embassy Letter	test	23/06/2016	Approved	Ready to Print	Printed	Reprint
⚙	LC005	EMP1010-Khushwant Singh Sansowa	Letter	Embassy Letter	Applying for ...	30/05/2016	Approved	Ready to Print	Printed	Reprint
⚙	LC003	EMP1010-Khushwant Singh Sansowa	Letter	NOC for Driving License	for applying t...	29/03/2016	Approved	Ready to Print		Print
⚙	LC001	EMP1010-Khushwant Singh Sansowa	Certificate	ERM Document		29/03/2016	Approved		Printed	Reprint
⚙	LC002	EMP1010-Khushwant Singh Sansowa	Certificate	Payslip		29/03/2016	Approved		Printed	Reprint
⚙	LC000	EMP1010-Khushwant Singh Sansowa	Letter	NOC for Driving License	for applying t...	29/03/2016	Approved		Printed	Reprint

3.2.13. Clearance Form

Clearance form is a sort of no objection certificate for employee separation issued by the HR and signed by all the concern department who are responsible for signing it off.

When an employee is getting separated from the service, Clearance form will be initiated by a designated employee (usually HR) from the organization, the clearance form would get sign off from various department head as per the business requirement.

Below picturesque highlights the functioning of Clearance Form functionality in HRW+.

1 Clearance Form triggered by HR.

2 System would generate alerts automatically to the respective Department Heads

3 Various Department Heads would then fill the clearance form in their respective section earmarked for each of them based on their functional area

3.2.14. Exit Interview

This functionality is based on the requirement to have a functionality in application, through which a user would be able to request for changes in information stored in “Employee Master”.

HRWORKS plus Demo Company LLC

Initiate Exit Interview

Exit Interview List

Action	Trnx No	Transaction Date	Employee Code and Name	Separation Process Trnx No	Separation Date	Exit Interview Status	Separation Type	Notice Days	Notice Amount
	IE001	13/10/2016	EMP1049-Raveena Srikanth G...	GCC-TERM-1	25/04/2016	Completed	Resigned	0	0

Page 1 of 1 (1 items)

Unprocessed Separation Request

Action	Trnx No	Transaction Date	Employee Code and Name	Separation Date	Separation Type	Notice Days	Notice Amount
	GCC-TERM-3	30/06/2016	EMP1045-Reem Ismail Mohamed ...	01/06/2016	Terminated	0	0
	GCC-TERM-2	30/06/2016	EMP1048-Nisha Blochi	01/06/2016	Resigned	0	0

Page 1 of 1 (2 items)

Employee Profile

Initiate Exit Interview - IEI001

Trnx No: IE001
Transaction Date: 29/04/2017
Employee: EMP1049 | Raveena Srikanth Gullapalli
Notice Days: 0

Separation Process Trnx No: GCC-TERM-1
Separation Type: Resigned
Separation Date: 25/04/2016
Notice Amount: 0

Questionnaire

- ☒ What are your primary reasons for leaving?
- ☒ What did you find most frustrating about your job?
- ☒ What did you find most satisfying about your job?
- ☒ Where there any procedure that made work difficult
- ☒ Would you consider returning to the company?

Comments: I am planning to go for Higher Studies.

Exit Interview - EI0000

Trnx No: EI0000
Transaction Date: 29/04/2017
Employee: EMP1049-Raveena Srikanth Gullapalli

Separation Process Trnx No: GCC-TERM-1
Separation Type: Resigned
Separation Date: 25/04/2016

Questionnaire

SrNo	Questions	Answer
1	What are your primary reasons for leaving?	I am planning to go for Higher Studies.
2	What did you find most frustrating about your job?	My job was perfect, but since I have to focus on my higher studies which is fully residential programme so I am leaving my job responsibilities.
3	What did you find most satisfying about your job?	The peers are very much supportive and the culture breeds a learning environment
4	Where there any procedure that made work difficult	No
		Yes sure.

Workflow

01 Yaser HR Manager

Workflow Transaction History

3.2.15. News Ticker

When HR is required to broadcast a news flash to their employee, News Ticker is helpful. A news ticker (sometimes called a "crawler" or "slide") is a primarily horizontal, text-based display that typically resides in the lower part of the screen space in an application.

The screenshot displays the HR Works Plus Employee Self Service portal. The top navigation bar includes the HR Works Plus logo, a menu icon, and the user's name 'Demo Company LLC'. The main content area is divided into a left sidebar with navigation links (Administrative Services, Self Service, HR Portal, Employee Portal, Payroll Transactions, News Letter, Clearance Form And E..., Feedback Reporting, Performance Management, Learning And Development, Time And Attendance, Old ESS Portal) and a central profile section for 'Khushwant Singh Sansowa, Analyst'. The profile section includes tabs for Professional, Personal, Payroll, and Employee Records, and a table of Positional Details. At the bottom, a red dashed box highlights a news ticker with the text 'Oman's economic growth projected at 2 percent in 2017' and 'AL MOUJ MUSCAT AND GOLDEN GROUP HOLDING SIGN DEVELOPMENT AGREEMENT OF FOUR-STAR HOTEL'.



3.2.16. News Letter

This functionality is based on the requirement to have a functionality in application, through which a user would be able to request for changes in information stored in “Employee Master”.

News Letter List

Action	News Letter Code	News Letter Name	Date	Active Period From	Active Period To	Active
	NL0001	DLI News Letter for Sep 20...	29/04/2017	01/01/2016	30/09/2020	<input checked="" type="checkbox"/>
	NL0002	DLI Job Posting - Network ...	29/04/2017	01/07/2016	31/12/2018	<input checked="" type="checkbox"/>
	NL0003	Introducing DLI Estimation...	29/04/2017	01/01/2016	31/12/2018	<input checked="" type="checkbox"/>

Page 1 of 1(3) items | Page Size 10

News Letter - NL0002

News Letter Code	NL0002	News Letter Name	DLI Job Posting - Network Engineer	Active	<input checked="" type="checkbox"/>
Date	29/04/2017	Active Period From	01/07/2016	Active Period To	31/12/2018
Description	DLI is looking for experienced networking professional. The following is the Job Description : (1) CCNA Certified (2) Minimum 3 years of experience (3) Basic Qualification - BE (Computer Science / IT)				
Attachment File	dli_estimation.png				

3.2.17. Edit Info

This functionality is based on the requirement to have a functionality in application, through which a user would be able to request for changes in information stored in “Employee Master”. These information although looks petty may have huge implication on payroll system. For example – (1) Employee may want to change Bank Information. This may impact the bank account for salary crediting (2) May want to add dependent / change dependent info. This may impact the applicable Education Allowance (if applicable).

As a result of system analysis, this business requirement has been translated to system requirement which has led to the creation for this purpose as “Edit Info”. In this menu, the following tab will be there – (a) Request, (b) Approval, (c) Proxy. Request will be used by the end user to put up request for change, approval tab will be used by the approver to approve requester request for making changes in the employee profile; whereas proxy tab will be used by “Proxy” user to book a request on behalf of an / certain employee.

3.2.17.1. Edit Info – Request

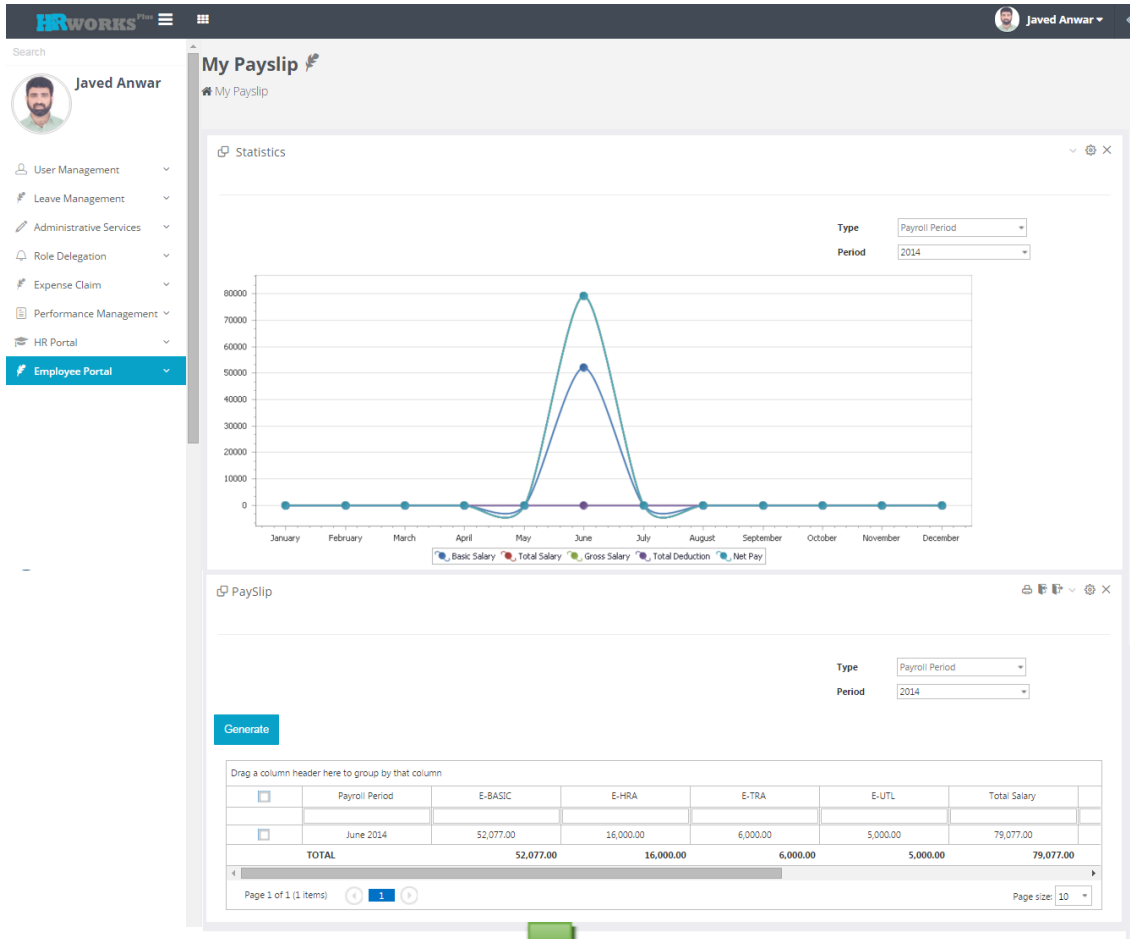
A typical edit info request, menu is shown below. This could be used by the employee who wish to request for change in personal info in company’s record.



Instance form representing the working area for carrying out the transaction.

3.2.18. My Payslip

Through this functionality, employee will be able to generate and download his payslip from the system.



NewD Systems		
PAYSIP FOR THE MONTH OF JUNE 2014		
NAME	Javed Anwar	
EMPLOYEE ID	TEJ1001	
HIRE DATE	11/06/2012	SALARY PAID FOR 30 DAYS
MONTHLY EMOLUMENTS		PAYABLE
Basic Pay	52,077.00	52,077.00
House Rent Allowance	16,000.00	16,000.00
Transport Allowance	6,000.00	6,000.00
Utility Allowance	5,000.00	5,000.00
GROSS PAY:		79,077.00
NET PAY (Arab Emirates Dirhams)	Seventy-nine thousand, seventy-seven	79,077.00
Payment Details		
Payment Mode:	Bank	
Bank Name :	Emirates NBD	
Account No :		

The End