

User Manual Template

FCI HRMS

Module Name: Payroll

Version: 0.1



Prepared By:	Satendra Singh
Business Owner:	Food Corporation of India
Project Manager:	Arun Kumar Srivastava



Stakeholder Sign Off

Name	Department	Position	Signed	Date

Revision History

Date	Version	Description	Author
22-Sep-20	0.1	Initial Draft	Mitika Bhisora, Satendra Singh, Ashish Gupta

Distribution List

Receiver	Role / Dept. / Company

References

Document Name	Author



Table of Contents

List of Figures	8
1 Introduction.....	16
1.1 Objective	16
2 Overview	16
3 Getting Started	16
3.1 Set Up Consideration	16
3.2 Know Your Icons	16
3.3 User Access and Permissions	17
3.4 Accessing the system / System Organization and Navigation (Login, ESS and MSS)	17
3.5 Exiting the System.....	22
3.6 HRMS Login Configuration.....	22
4 Using the System	23
4.1 Salary Type Master (SRS_HRMS_PR_02)	23
4.1.1 Navigation	23
4.1.2 Landing Page	23
4.1.3 Add Salary Type.....	24
4.1.4 Edit Salary Type.....	24
4.1.5 Salary Type Reviewer Landing	25
4.1.6 Salary Type Review	26
4.1.7 Salary Type Approver Landing	26
4.1.8 Salary Type Approve	27
4.1.9 View Action History.....	28
4.2 Payroll Type Master (SRS_HRMS_PR_01).....	30
4.2.1 Navigation	30
4.2.2 Landing Page	30
4.2.3 Add Payroll Type	31
4.2.4 Edit Payroll Type	32
4.2.5 Payroll Type Reviewer Landing.....	33
4.2.6 Payroll Type Review	34
4.2.7 Payroll Type Approver Landing.....	35
4.2.8 Payroll Type Approve	36
4.2.9 View Action History.....	37
4.3 Paycode Master (SRS_HRMS_PR_03).....	38
4.3.1 Navigation	39
4.3.2 Landing Page	39
4.3.3 Add Paycode	40
4.3.4 Edit Paycode.....	41
4.3.5 Paycode Type Reviewer Landing	42
4.3.6 Paycode Review	42



4.3.7	Paycode Approver Landing	44
4.3.8	Paycode Approve	44
4.3.9	View Action History.....	46
4.4	Salary Structure Master (SRS_HRMS_PR_04).....	49
4.4.1	Navigation	49
4.4.2	Landing Page	49
4.4.3	Add Salary Structure	50
4.4.4	Edit Salary Structure	50
4.4.5	Salary Structure Reviewer Landing.....	51
4.4.6	Salary Structure Review	52
4.4.7	Salary Structure Approver Landing.....	54
4.4.8	Salary Structure Approve.....	54
4.4.9	View Action History.....	56
4.5	Cost Center Master (SRS_HRMS_PR_05).....	59
4.5.1	Navigation	59
4.5.2	Landing Page	59
4.5.3	Add Cost Center Type	60
4.5.4	Edit Cost Center Type.....	60
4.5.5	Cost Center Reviewer Landing.....	61
4.5.6	Cost Center Review	62
4.5.7	Cost Center Approver Landing.....	64
4.5.8	Cost Center Approve.....	64
4.5.9	View Action History.....	66
4.6	Income Tax Slab Master- Financial Year (SRS_HRMS_PR_06).....	67
4.6.1	Navigation	67
4.6.2	Landing Page	68
4.6.3	Add Financial Year.....	69
4.6.4	Edit Financial Year.....	69
4.6.5	Financial Year Reviewer Landing	70
4.6.6	Financial Year Review	71
4.6.7	Financial Year Approver Landing	72
4.6.8	Financial Year Approve	72
4.6.9	View Action History.....	74
4.7	Income Tax Slab Master- Income Tax Slab (SRS_HRMS_PR_06).....	75
4.7.1	Navigation	75
4.7.2	Landing Page	75
4.7.3	Add Income Tax Slab.....	76
4.7.4	Edit Income Tax Slab.....	77
4.7.5	Income Tax Slab Reviewer Landing.....	78
4.7.6	Income Tax Slab Review.....	78
4.7.7	Income Tax Slab Approver Landing	80
4.7.8	Income Tax Slab Approve	80
4.7.9	View Action History.....	82
4.8	Income Tax Slab Master- Professional Tax Master (SRS_HRMS_PR_06)	83
4.8.1	Navigation	84
4.8.2	Landing Page	84
4.8.3	Add Professional Tax Type	85



4.8.4	Edit Professional Tax	85
4.8.5	Professional Tax Reviewer Landing	86
4.8.6	Professional Tax Review	87
4.8.7	Professional Tax Approver Landing	88
4.8.8	Professional Tax Approve	88
4.8.9	View Action History.....	90
4.9	Income Tax Return Master- Income Tax Section Master (SRS_HRMS_PR_10).....	91
4.9.1	Navigation	92
4.9.2	Landing Page	92
4.9.3	Add Income Tax Section.....	93
4.9.4	Edit Income Tax Section.....	94
4.9.5	Income Tax Section Reviewer Landing	94
4.9.6	Income Tax Section Review	95
4.9.7	Income Tax Section Approver Landing	96
4.9.8	Income Tax Section Approve	97
4.9.9	View Action History.....	99
4.10	Income Tax Return Master- Deduction Chapter VI A	100
4.10.1	Navigation	101
4.10.2	Landing Page	101
4.10.3	Add Income Tax Deduction Chapter	102
4.10.4	Edit Income Tax Deduction	102
4.10.5	Income Tax Deduction VI A Reviewer Landing	103
4.10.6	Income Tax Deduction Review.....	104
4.10.7	Income Tax Deduction Approver Landing	105
4.10.8	Income Tax Deduction Approve	105
4.10.9	View Action History.....	107
4.11	Income Tax Return Master- Income Tax Exemption Section 10	108
4.11.1	Navigation	109
4.11.2	Landing Page	109
4.11.3	Add Income Tax Exemption Section 10	110
4.11.4	Edit Income Tax Exemption Section 10	110
4.11.5	Income Tax Exemption Section 10 Reviewer Landing	111
4.11.6	Income Tax Exemption Section 10 Review	112
4.11.7	Income Tax Exemption Section 10 Approver Landing.....	114
4.11.8	Income Tax Exemption Section 10 Approve	114
4.11.9	View Action History.....	116
4.12	Income Tax Return Master- Other Income - Section 24.....	117
4.12.1	Navigation	118
4.12.2	Landing Page	118
4.12.3	Add Other Income - Section 24.....	119
4.12.4	Edit Other Income - Section 24	119
4.12.5	Other Income - Section 24 Reviewer Landing	120
4.12.6	Other Income - Section 24 Review	121
4.12.7	Other Income - Section 24 Approver Landing	122
4.12.8	Other Income - Section 24 Approve	122
4.12.9	View Action History.....	124
4.13	Income Tax Return Master- Incometax HRA	125



4.13.1	Navigation	126
4.13.2	Landing Page	126
4.13.3	Add Incometax HRA	127
4.13.4	Edit Incometax HRA	127
4.13.5	Other Incometax HRA Reviewer Landing.....	128
4.13.6	Incometax HRA Review	129
4.13.7	Incometax HRA Approver Landing.....	130
4.13.8	Incometax HRA Approve	131
4.13.9	View Action History.....	133
4.14	Payroll- Advance Master Request.....	135
4.14.1	Navigation	135
4.14.2	Landing Page	135
4.14.3	Advance Master Request	136
4.14.4	Edit Incometax HRA	137
4.14.5	Advance Master Request Reviewer Landing	137
4.14.6	Advance Master Request Review	138
4.14.7	Advance Master Request Approver Landing	139
4.14.8	Advance Master Request Approve	140
4.14.9	View Action History.....	141
4.15	Employee Salary Type (SRS_HRMS_PR_07).....	143
4.15.1	Navigation	143
4.15.2	Landing Page	143
4.15.3	Edit Employee Salary	145
4.15.4	Map Employee Salary	145
4.16	Adhoc Transaction	146
4.16.1	Navigation	146
4.16.2	Landing Page	146
4.16.3	Adhoc Transaction Request	147
4.16.4	Edit Incometax HRA	148
4.16.5	Adhoc Transaction Request Reviewer Landing	149
4.16.6	Adhoc Transaction Request Review	150
4.16.7	Adhoc Transaction Request Approver Landing	151
4.16.8	Adhoc Transaction Request Approve	152
4.16.9	View Action History.....	153
4.17	Advance Request	155
4.17.1	Navigation	155
4.17.2	Landing Page	155
4.17.3	Advance Request	157
4.17.4	Edit Incometax HRA	157
4.17.5	Advance Request Reviewer Landing.....	158
4.17.6	Advance Request Review	159
4.17.7	Advance Request Approver Landing.....	161
4.17.8	Advance Request Approve.....	162
4.17.9	View Action History.....	164
4.18	Advance Foreclosure.....	166
4.18.1	Navigation	167
4.18.2	Landing Page	167



4.18.3	Advance Foreclosure Request	168
4.18.4	Advance Foreclosure Reviewer Landing	169
4.18.5	Advance Foreclosure Approver Landing	169
4.19	Employee Cost Center	171
4.19.1	Navigation	171
4.19.2	Landing Page	171
4.19.3	Edit Employee Cost Center Request	172
4.19.4	Map Employee Cost Center	172
4.20	Salary Arrears	174
4.20.1	Navigation	174
4.20.2	Landing Page	174
4.20.3	Salary Arrears	175
4.20.4	Salary Arrears Reviewer Landing	175
4.20.5	Salary Arrears Review	176
4.20.6	Salary Arrears Approver Landing	178
4.20.7	Salary Arrears Approve	179
4.20.8	View Action History	181
4.21	Payroll Readiness	183
4.21.1	Navigation	183
4.21.2	Working	183
4.22	Stop Payment	185
4.22.1	Navigation	185
4.22.2	Landing Page	185
4.22.3	Stop Payment Process	186
4.23	Absenteeism/Leave Statement	188
4.23.1	Navigation	188
4.23.2	Landing Page	188
4.23.3	Absenteeism/Leave Statement Process	190
4.24	Income Tax Declaration Approval	190
4.24.1	Navigation	190
4.24.2	Landing Page	190
4.24.3	Income Tax Declaration Review	192
4.25	Payroll processing	192
4.25.1	Navigation	192
4.25.2	Landing Page	193
4.25.3	Payroll processing reconcile Status	194
4.26	Payroll processing reconcile	194
4.26.1	Navigation	194
4.26.2	Landing Page	194
4.26.3	Payroll Processing reconcile	195
4.27	Payroll authorization	196
4.27.1	Navigation	196
4.27.2	Landing Page	196
4.27.3	Payroll authorization	197
4.28	Other Payment-Advances	198
4.28.1	Navigation	198
4.28.2	Landing Page	199



4.28.3	Other Payment-Advances	200
4.29	Other Payment- Leave Encashment	201
4.29.1	Navigation	201
4.29.2	Landing Page	201
4.29.3	Other Payment-Advances	202
4.30	Reports-Salary Slip	204
4.30.1	Navigation	204
4.30.2	Landing Page	204
4.30.3	Salary Slip Process.....	205

List of Figures

Figure 4-1: Salary Type Master.....	23
Figure 4-2: Add Salary Type	24
Figure 4-3: Edit Salary Type.....	25
Figure 4-4 Salary Type Reviewer Landing	25
Figure 4-5: Salary Type Review.....	26
Figure 4-6: Salary Type Approver's landing	27
Figure 4-7: Salary Type Approve	28
Figure 4-8: Salary Type Approved	28
Figure 4-9: Action History.....	29
Figure 4-9 (1): Action History View	30
Figure 4-10: Payroll Type Master	31
Figure 4-11: Add Payroll Type.....	32
Figure 4-12: Edit Payroll Type.....	32
Figure 4-13 Payroll Type Reviewer Landing.....	33
Figure 4-14 Payroll Type Review	34
Figure 4-15: Payroll Type Approver Landing	35
Figure 4-16: Payroll Type Approve.....	36
Figure 4-17: Payroll Type Approve Successful.....	37
Figure 4-18: Action History	37
Figure 4-19: Action History View.....	38



Figure 4-20: Pay Code Master	39
Figure 4-21: Add Paycode	40
Figure 4-22: Edit Paycode.....	41
Figure 4-23 Paycode Reviewer Landing	42
Figure 4-24: Payroll Type Review	43
Figure 4-25: Paycode Approver Landing	44
Figure 4-26: Paycode Approve	45
Figure 4-27: Paycode Approve Successful	46
Figure 4-28: Action History	47
Figure 4-29: Action History View.....	48
Figure 4-30: Salary Structure Master.....	49
Figure 4-31: Add Salary Structure Paycode	50
Figure 4-32: Edit Salary Structure	51
Figure 4-33 Salary Structure Reviewer Landing	52
Figure 4-34: Salary Structure Review	53
Figure 4-35: Salary Structure Approver Landing.....	54
Figure 4-36: Salary Structure Approve	55
Figure 4-37: Salary Structure Approval Successful	56
Figure 4-38: Action History	56
Figure 4-39: Action History View.....	58
Figure 4.1-30: Cost Center Master	59
Figure 4.1-31: Add Cost Center	60
Figure 4.1-32: Edit Cost Center Type	61
Figure 4.1-33 Cost Center Reviewer Landing	62
Figure 4.1-34: Cost Center Review.....	63
Figure 4.1-35: Cost Center Approver Landing	64
Figure 4.1-36: Cost Center Approve	65
Figure 4.1-37: Cost Center Approve Successful	66



Figure 4.1-38: Action History	66
Figure 4.1-39: Action History View	67
Figure 4.2-30: Income Tax Slab Master- Financial Year	68
Figure 4.2-31: Add Financial Year.....	69
Figure 4.2-32: Edit Financial Year.....	70
Figure 4.2-33 Financial Year Reviewer Landing.....	71
Figure 4.2-34: Financial Year Review.....	71
Figure 4.2-35: Financial Year Approver Landing	72
Figure 4.2-36: Financial Year Approve.....	73
Figure 4.2-37: Financial Year Approve Successful.....	74
Figure 4.2-38: Action History	74
Figure 4.2-39: Action History View	75
Figure 4.3-30: Income Tax Slab Master- Income Tax Slab	76
Figure 4.3-31: Add Income Tax Slab	77
Figure 4.3-32: Edit Income Tax Slab.....	78
Figure 4.3-33 Income Tax Slab Reviewer Landing	78
Figure 4.3-34: Income Tax Slab Review.....	79
Figure 4.3-35: Income Tax Slab Approver Landing	80
Figure 4.3-36: Income Tax Slab Approve	81
Figure 4.3-37: Income Tax Slab Approve Successful	82
Figure 4.3-38: Action History	82
Figure 4.3-39: Action History View	83
Figure 4.4-30: Income Tax Slab Master- Professional Tax Master	84
Figure 4.4-31: Add Professional Tax	85
Figure 4.4-32: Edit Professional Tax.....	86
Figure 4.4-33 Professional Tax Reviewer Landing	86
Figure 4.4-34: Professional Tax Review.....	87
Figure 4.4-35: Professional Tax Approver Landing	88



Figure 4.4-36: Professional Tax Approve	89
Figure 4.4-37: Professional Tax Approve Successful	90
Figure 4.4-38: Action History	91
Figure 4.4-39: Action History View	91
Figure 4.5-30: Income Tax Section Master	92
Figure 4.5-31: Add Income Tax Section.....	93
Figure 4.5-32: Edit Income Tax Section	94
Figure 4.5-33 Income Tax Section Reviewer Landing.....	95
Figure 4.5-34: Income Tax Section Review	96
Figure 4.5-35: Income Tax Section Approver Landing.....	97
Figure 4.5-36: Income Tax Section Approve.....	98
Figure 4.5-37: Income Tax Section Approval Successful.....	99
Figure 4.5-38: Action History	99
Figure 4.5-39: Action History View	100
Figure 4-40: Deduction Chapter VI A Landing	101
Figure 4-41: Add Income Tax Deduction Chapter.....	102
Figure 4-42: Edit Income Tax Deduction VI A.....	103
Figure 4-43 Income Tax Deduction VI A Reviewer Landing.....	103
Figure 4-44: Income Tax Deduction Review	104
Figure 4-45: Income Tax Deduction Approver Landing.....	105
Figure 4-46: Income Tax Deduction Approve.....	106
Figure 4-47: Income Tax Deduction Approval Successful.....	107
Figure 4-48: Action History	107
Figure 4-49: Action History View.....	108
Figure 4-50: Income Tax Exemption Section 10 Landing.....	109
Figure 4-51: Add Income Tax Exemption Section 10 Chapter.....	110
Figure 4-52: Edit Income Tax Exemption Section 10.....	111
Figure 4-53 Income Tax Income Tax Exemption Section 10 Reviewer Landing.....	112



Figure 4-54: Income Tax Exemption Section 10 Review	113
Figure 4-54(1): Income Tax Exemption Section 10 Review successful	113
Figure 4-55: Income Tax Exemption Section 10 Approver Landing.....	114
Figure 4-56: Income Tax Exemption Section 10 Approve.....	115
Figure 4-57 Income Tax Exemption Section 10 Approval Successful	116
Figure 4-58: Action History	116
Figure 4-59: Action History View.....	117
Figure 4-60: Other Income - Section 24 Landing	118
Figure 4-61: Add Income Other Income - Section 24	119
Figure 4-62: Edit Other Income - Section 24	120
Figure 4-63 Other Income - Section 24 Reviewer Landing	120
Figure 4-64: Other Income - Section 24 Review	121
Figure 4-64 (1): Other Income - Section 24 Review successful.....	121
Figure 4-65: Other Income - Section 24 Approver Landing.....	122
Figure 4-66: Other Income - Section 24 Approve	123
Figure 4-67: Other Income - Section 24 Approval Successful	124
Figure 4-68: Action History	125
Figure 4-69: Action History View.....	125
Figure 4-70: Incometax HRA Landing	126
Figure 4-71: Add Incometax HRA	127
Figure 4-72: Edit Incometax HRA	128
Figure 4-73: Other Incometax HRA Reviewer Landing.....	129
Figure 4-74: Incometax HRA Review	129
Figure 4-74 (1): Incometax HRA Review successful.....	130
Figure 4-75: Incometax HRA Approver Landing.....	131
Figure 4-76: Incometax HRA Approve	132
Figure 4-77: Incometax HRA Approval Successful	133
Figure 4-78: Action History	134



Figure 4-79: Action History View.....	135
Figure 4-80: Advance Master Request Landing	136
Figure 4-81: Add Advance Master Request	137
Figure 4-82: Edit Advance Master Request	137
Figure 4-83: Advance Master Request Reviewer Landing	138
Figure 4-84: Advance Master Request Review	138
Figure 4-84 (1): Advance Master Request Review successful.....	139
Figure 4-85: Advance Master Request Approver Landing.....	140
Figure 4-86: Advance Master Request Approve	141
Figure 4-87: Advance Master Request Approval Successful	141
Figure 4-88: Action History	142
Figure 4-89: Action History View.....	143
Figure 4-90: Employee Salary Type Transaction	144
Figure 4-91: Edit Employee Salary	145
Figure 4-92: Map Employee Salary	145
Figure 4-93 Employee Salary Type Mapping successful	146
Figure 4-94: Adhoc Transaction Request Landing	147
Figure 4-95: Add Adhoc Transaction Request	148
Figure 4-96: Edit Adhoc Transaction Request	149
Figure 4-97: Adhoc Transaction Request Reviewer Landing.....	150
Figure 4-98: Adhoc Transaction Request Review	150
Figure 4-98 (1): Adhoc Transaction Request Review successful.....	151
Figure 4-99: Adhoc Transaction Request Approver Landing.....	152
Figure 4-100: Adhoc Transaction Request Approve	152
Figure 4-101: Adhoc Transaction Request Approval Successful.....	153
Figure 4-102: Action History	154
Figure 4-103: Action History View	155
Figure 4-104: Advance Request Landing.....	156



Figure 4-105: Add Advance Request.....	157
Figure 4-106: Edit Advance Request.....	158
Figure 4-107: Advance Request Reviewer Landing	159
Figure 4-108: Advance Request Review	160
Figure 4-108 (1): Advance Request Review successful	161
Figure 4-109: Advance Request Approver Landing	162
Figure 4-110: Advance Request Approve.....	163
Figure 4-111: Advance Request Approval Successful.....	164
Figure 4-112: Action History	165
Figure 4-113: Action History View	166
Figure 4-114: Advance Foreclosure Landing	167
Figure 4-115: Add Advance Foreclosure	168
Figure 4-116: Advance Foreclosure Reviewer Landing	169
Figure 4-117: Advance Foreclosure Approver Landing.....	170
Figure 4-118: Employee Cost Center Landing	171
Figure 4-119: Edit Employee Cost Center Request.....	172
Figure 4-120: Map Employee Cost Center	173
Figure 4-121 Employee Cost Center Mapping successful.....	173
Figure 4-122: Salary Arrears Landing.....	174
Figure 4-123: Add Salary Arrears	175
Figure 4-124: Salary Arrears Reviewer Landing	176
Figure 4-125: Salary Arrears Review	177
Figure 4-125 (1): Salary Arrears Review successful	178
Figure 4-126: Salary Arrears Approver Landing	179
Figure 4-127: Salary Arrears Approve.....	180
Figure 4-128: Salary Arrears Approval Successful	181
Figure 4-129: Action History	182
Figure 4-130: Action History View	183



Figure 4-131: Payroll Readiness	184
Figure 4-132: Stop Payment Landing.....	185
Figure 4-133: Stop Payment Process	187
Figure 4-134 Stop Payment Successful.....	188
Figure 4-135: Absenteeism/Leave Statement Landing	189
Figure 4-136: Absenteeism/Leave Statement Process	190
Figure 4-137: Income Tax Declaration Approval Landing.....	191
Figure 4-138: Income Tax Declaration Approval.....	192
Figure 4-139: Payroll Processing Landing	193
Figure 4-140: Payroll Processing Status	194
Figure 4-141: Payroll Processing reconcile Landing	195
Figure 4-142: Payroll Processing reconcile Status	196
Figure 4-143: Payroll authorization landing	197
Figure 4-144: Payroll authorization	198
Figure 4-145: Payroll authorization Success.....	198
Figure 4-146: Other Payment-Advances landing	199
Figure 4-147: Other Payment-Advances authorization	200
Figure 4-148: Other Payment-Advances Success.....	201
Figure 4-149: Other Payment- Leave Encashment landing	202
Figure 4-150: Other Payment- Leave Encashment	203
Figure 4-151: Other Payment- Leave Encashment	204
Figure 4-152: Salary Slip landing	205
Figure 4-153: Salary Slip Generated	206



1 Introduction

An HRMS (Human Resource Management System) is a type of HR software that enables the management of several HR functions through the use of information technology. An HRMS aims to improve the productivity and efficiency of the business through the automation of manual and repetitive tasks. This, in turn, also frees up the time which can then be used to address more strategic, business-critical tasks. This document is intent to contain the working and usability descriptions related to the Payroll processes identified and documented in System Requirement Specification document in the form of a user manual.

1.1 Objective

The following objectives shall be fulfilled with the user manual

- Serve as a standard document for FCI employees to gain experience in adopting the HRMS
- Provide comprehensive details about working on different Payroll processes and managing exceptions and alerts as per different processes.
- Reveal the user experience for working with the HRMS and act as a reference for users to reinforce working tactics with the HRMS as per requirement

2 Overview

Payroll represents business to handle all the FCI employee's financial transaction records pertaining to Payroll in a hassle-free, automated fashion. This includes employee's salaries, bonuses, deductions, net pay, and generation of pay-slips for a specific period. Payroll management will serve as the portal to carry out various calculations regarding the payroll for FCI employees. It will facilitate the Bills establishment and the other concerned authorities dealing with Salary components of any employee in FCI.

3 Getting Started

3.1 Set Up Consideration

OS Compatibility: Microsoft Windows 7 and above

Browsers Supported: IE 9, 10+, Firefox 3.6+, Chrome 12+ on Windows, Firefox 3.6+, Safari 4+ on Mac 10.5.7+

3.2 Know Your Icons

Icons	Descriptions
	It will allow editing a record.
	It will allow reviewing the submitted record/request.
	It will allow approving the submitted record/request.
	It will allow viewing the details of the record/request in readable form.
	It will allow processing a request like Annual Increment of the employee.
	It will allow defining the employee compensation i.e. salary break-up of new joined employee's.
	It will allow viewing the uploaded document.



	It will allow editing a Master (Configuration)/Transactions (Activities) records.
--	---

3.3 User Access and Permissions

HRMS user access and permissions is managed by a specialized workflow management system that is further supplemented with roles and permissions. The User Management Process (SRS_HRMS_CH_02) has been coined as the centralized access manager where employees are provided various roles and permissions to access different set of features. Table 3-1 showcases the permission and user access provisions in general to HRMS Processes

User Profile	Employee Self Service		Manager Self Service		
	View	Add*	View	Add/Edit	Approval
HRMS Admin	Yes	Yes	Yes	Yes	No
Employee (ESS)	Yes	Yes	No	No	No
Manager (MSS)	No	No	Yes	Yes	Yes**
Competent Authority	No	No	Yes	No	Yes

Table 3-1: User Profile and Permissions

***(Add permission also provides an additional permission of Edit to update records by resubmission)**

**** (A manager who is a part of the reviewing or approving authority shall be able to perform approvals)**

Table 3-2 defines the provision of different roles assigned as per the permissible architecture of HRMS application. A user role basically describes the user access of what the user can navigate around in the HRMS application. The user permissions as described in Table 3-1 combines with user roles to allow the user to “navigate” and “perform” the nature of processes as per the delegated power.

User Profile	Employee Self Service			Manager Self Service		
	Initiator	Reviewer	Approver	Initiator	Reviewer	Approver
HRMS Admin	Yes	NA	NA	Yes	No	No
Employee (ESS)	Yes	NA	NA	No	No	No
Manager (MSS)	No	NA	NA	Yes	Yes	No
Competent Authority	No	NA	NA	No	Yes	Yes

Table 3-2: User Profile and Roles

***(For some process, the manager can initiate a transaction from the MSS on behalf of the employee but not based on grounds of request)**

3.4 Accessing the system / System Organization and Navigation (Login, ESS and MSS)

URL: uat.hrmsfci.in

Login screen:

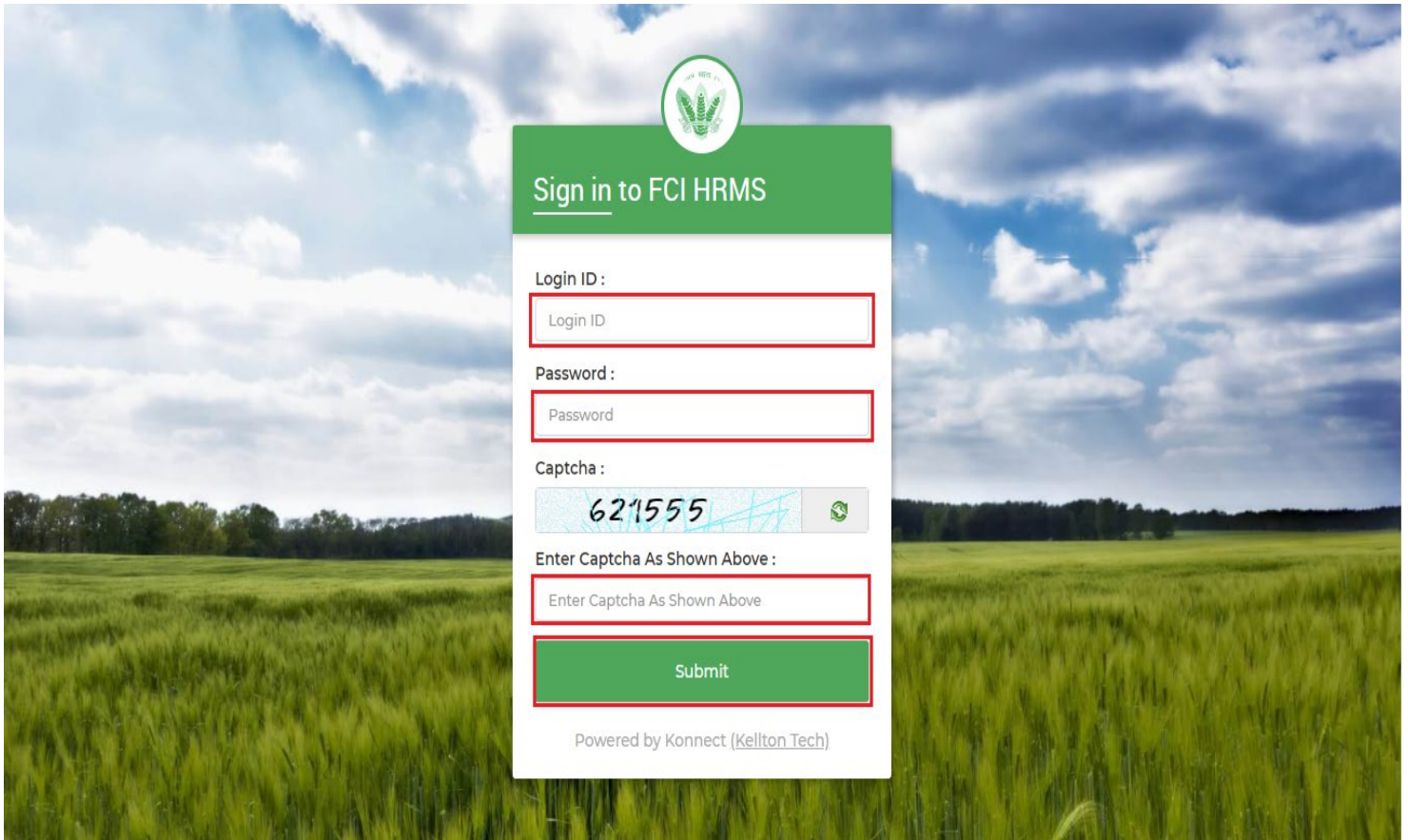
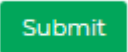


Figure 3.1 Login Screen

- Enter Login credentials, Captcha (Enter number here as shown in Figure 3.1) and Click on  to Log in to the system.
- Post Login, employee will land on the Home Page as shown in Figure 3.2



Welcome BHIM RAM

 Dashboard	 Attendance	 Leave	 Reimbursement
 Connect+	 Training	 Reports	 Policies And Circulars
 Directory	 Survey	 Performance	

Figure 3.2 Home Page



Employee Self Service (ESS) - Employee Dashboard

AMITABH KUMAR
Emp Id : 152770
Division : Personnel

FCI HRMS

E-Notice

- Culturals Program to be held tomorrow from 11 am in the Auditorium
- Cricket Tournament to be held on 29th February 2020.
- New Survey 'Office Timings' has been created.
- New Survey 'Rules and Regulations' has been created.

My Pending Requests

Request Id	Request Name
TEL19	Telephone Sanction Request
LTR53	Leave Transfer Request

My Time | My Team | My Reimbursements and Claims | Policies and Circulars | My Leaves

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1 Absent	2 Absent	3 Absent
4 Absent	5 Absent	6 Absent	7 Absent	8 Absent	9 Absent	10 Absent
11 Absent	12 Absent	13 Absent	14 Going out of Station	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Upcoming Holiday
25 OCT Dussehra

Attendance
Last In/Out Time

Legends
 ● Leave ● Today ● Absence ● Weekends ● Attendance
 ● Holiday ● Late Coming

@Powered by Konnect (Kellton Tech)

Figure 3.3 Employee Dashboard



Manager Self Service (MSS Manager Dashboard)

AMITABH KUMAR
Emp Id : 152770
Division : Personnel

- Home
- Manager Dashboard
- Talent Management
- Core HR
- Leave and Attendance
- Compensation and Benefit
- Payroll
- Learning and Development
- Employee Relation

FCI HRMS

A-
A
A+
E
ESS
10

Calendar

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1 Absent	2 Absent	3 Absent
4 Absent	5 Absent	6 Absent	7 Absent	8 Absent	9 Absent	10 Absent
11 Absent	12 Absent	13 Absent	14 Going out of Station	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Legends

- Leave
- Today
- Absence
- Weekends
- Attendance
- Holiday
- Late Coming

Biometric

Team Organization

Present	Absent	On Leave
0	3	0

Reminders For Pending Requests

Due Today 12 out of 186

- Shift Master: 1
- Salary Type: 1
- Employee Master: 2
- LTC Bharat Darshan (Destination Change): 1
- Higher Study Incentive Increment Request: 1
- Travel Allowance: 2
- Medical Allowance : 1
- Newspaper Allowance: 1
- Separation Listing: 1

To-Do-List


Shift Master	1
Shift Planning	1
Payroll Type	6
Salary Type	6
Pay Code	6
Salary Structure	1
Permission Master	2

@Powered by Konnect (Kellton Tech)

Figure 3.4 Manager Dashboard

3.5 Exiting the System



- Click on  to log out of the system.

3.6 HRMS Login Configuration

HRMS Login are handled using OAuth 2.0 protocol. The user credentials entered by user is passed on internet to HRMS System for validation and after successful validation a token is generated and shared to the application to use it at the time of every new server interaction to validate the user credentials. The login activity has few timeout settings as illustrated below.

- Access token Lifespan – These is the setting for capturing the lifespan of Access token before it gets expired. Before access token gets expired a refresh process is triggered to get the new access token to keep the session alive until user logout of the session. Default is set to 1 hour.
- SSO Session Idle - These is the setting for time a user session can be idle before it gets expired. Default is set to 1 hour.

These are timeout settings done at Key cloak IAM interface.



4 Using the System

Payroll represents business to handle all the FCI employee’s financial transaction records pertaining to Payroll in a hassle-free, automated fashion. This includes employee’s salaries, bonuses, deductions, net pay, and generation of pay-slips for a specific period. Payroll management will serve as the portal to carry out various calculations regarding the payroll for FCI employees. It will facilitate the Bills establishment and the other concerned authorities dealing with Salary components of any employee in FCI.

4.1 Salary Type Master (SRS_HRMS_PR_02)

System will facilitate Manager Bill(s) for defining and updating the salary type. Currently there are two type of Salary pattern (IDA & CDA) which is active in FCI but this process will help in future to define new salary type of salary whenever it required. System will also maintain the real time log history in case of any Salary Type Updates. System will also help to define the salary type like Monthly, Adhoc, Separation, and Reimbursement

4.1.1 Navigation

Left Navigation: Payroll >>Masters >> Salary Type Master

4.1.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.1.1 to reach the Salary Type Master Landing Page as shown in Figure 4.1

The screenshot displays the 'Salary Type Landing' page. On the left, a navigation sidebar shows 'Payroll' (1), 'Masters' (2), and 'Salary Type' (3) highlighted. The main area contains filters for 'Payroll Type Code', 'Salary Type', and 'Status', with a 'Get Results' button. Below the filters are 'Export to' options (Excel, CSV, PDF, Print) and a search bar. A table lists salary types with columns: Request ID, Salary Type, Description, Payroll Type Code, Ref. Document No., Reference Doc, Remarks, Is Active, Status, and Action. The table shows three entries: SR66 (FCI CDA), SR1 (IDA), and SR2 (CDA). The 'Action' column for SR66 is highlighted with a red box.

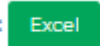

Request ID	Salary Type	Description	Payroll Type Code	Ref. Document No.	Reference Doc	Remarks	Is Active	Status	Action
SR66	FCI CDA	New FCI CDA	Par	32r		ok	Active	Approved	
SR1	IDA	IDA	Par	1234		IDA	Active	Pending Review	
SR2	CDA	CDA	Par			CDA	Active	Approved	


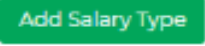

Figure 4-1: Salary Type Master

HRMS administrator shall be able to perform the following activities from the landing page:

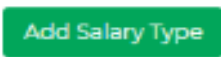
- Click on **Get Results** to apply the available filters.



Click on   to export the table records in Excel or CSV as per table columns.

- Click on to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on  to add a new Salary Type in the table as mentioned in Section 4.1.3 – Add Salary Type.
- Click on  to edit an existing Salary Type in the table as mentioned in Section 4.1.4 – Edit Salary Type.

4.1.3 Add Salary Type

Click on  to open the Add Salary Type as shown in Figure 4-2

The screenshot shows the 'Salary Type Request' form in the FCI HRMS application. The form is titled 'Salary Type Request' and contains several input fields and buttons. On the left, there is a sidebar menu with options like Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, and Payroll. The 'Payroll' section is expanded to show 'Masters', 'Payroll Type', and 'Salary Type'. The form fields include:

- Payroll Type Code ***: A dropdown menu with 'Select' as the current value.
- Salary Type ***: A text input field containing 'Salary Type'.
- Description ***: A text input field containing 'Description'.
- Effective Date ***: A date input field containing 'Effective Date'.
- Ref. Document No. ***: A text input field containing 'Ref. Document No.'.
- Reference Doc ***: A text input field with an 'Upload Document' button and an 'Upload' button.
- Remarks ***: A text input field containing 'Remarks'.
- Is Active ***: A dropdown menu with 'Active' as the current value.

 At the bottom right of the form, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

Figure 4-2: Add Salary Type

4.1.4 Edit Salary Type



Click on  to open Edit Salary Type as shown in Figure 4-3

Figure 4-3: Edit Salary Type

Enter the details and click on  for updating the existing record in the table.

4.1.5 Salary Type Reviewer Landing

Enter the details and click on  as shown in Figure 4-3; the request will be listed in the Reviewer’s landing screen as shown in Figure 4-4

Request ID	Salary Type	Description	Payroll Type Code	Ref. Document No.	Reference Doc	Remarks	Is Active	Status	Action
SR66	FCI CDA	New FCI CDA	Par	32r		ok	Active	Pending Review	
SR1	IDA	IDA	Par	1234		IDA	Active	Pending Review	
SR2	CDA	CDA	Par			CDA	Active	Approved	

Figure 4-4 Salary Type Reviewer Landing

Click on  as shown in Figure 4-4, to land on Review Salary Type request as shown in Figure 4-5.

4.1.6 Salary Type Review

The screenshot displays the 'Review Salary Type' interface. On the left is a navigation menu with options like Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll, Masters (including Payroll Type, Salary Type, Pay Code, Salary Structure, Cost Center, Income Tax Slab Master, Income Tax Return Master, Payroll Advance, Transaction, Reports), and Employee Relation. The main content area shows request details: Request ID SR66, Salary Type FCI CDA, Description New FCI CDA, Payroll Type Code Par, Ref. Document No. 32r, Reference Doc Ref Doc, Remarks ok, Effective Date 21/09/2020, and Is Active Active. A 'Reviewer Remarks' field contains 'ok'. Below this is a 'Supportive Document' section with an 'Upload Document' button and 'Upload' and 'Add' buttons. At the bottom, there is a table with columns S.NO., Document Name, Supportive Document, and Action. Action buttons at the bottom right include 'Add Reviewer', 'Review', 'Revert', and 'Cancel'. A 'View Action History' button is highlighted with a red box.

Figure 4-5: Salary Type Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-9.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Review** to review the request, the request will be forwarded to the approver’s landing page as shown in figure 4-6.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in Figure 4-1.
- Click on **Cancel** to navigate back to the Reviewer landing screen as shown in Figure 4-4.

4.1.7 Salary Type Approver Landing

Reviewer clicks on **Review** as shown in Figure 4-5, the request will be listed in Approver’s Landing Page as shown in Figure 4-6.



Salary Type Approver Landing

Payroll Type Code: Select | Salary Type: Select | Status: Select | **Get Results**

Show: 10 entries | Export to: **Excel** | **CSV** | **PDF** | **Print** | Search:

Request ID	Salary Type	Description	Payroll Type Code	Ref. Document No.	Reference Doc	Remarks	Is Active	Status	Action
SR1	IDA	IDA	Par	1234		IDA	Active	Pending Approval	
SR66	FCI CDA	New FCI CDA	Par	32r		ok	Active	Approved	
SR2	CDA	CDA	Par			CDA	Active	Approved	

Showing 1 to 3 of 3 entries | **Previous** | **1** | **Next**

Figure 4-6: Salary Type Approver's landing

Click on as shown in Figure 4-6, to land on Approve Salary Type request as shown in Figure 4-7.

4.1.8 Salary Type Approve

Approve Salary Type

Request ID: SR66 | Ref. Document No.: 32r

Salary Type: FCI CDA | Reference Doc: [Ref Doc](#)

Description: New FCI CDA | Remarks: ok

Payroll Type Code: Par | Effective Date: 21/09/2020

Is Active: Active

View Action History

Approver Remarks:

Document Name: | Supportive Document: | **Upload** | **Add**

S.NO.	Document Name	Supportive Document	Action
			Add Reviewer Selective Revert Approve Reject Cancel



Figure 4-7: Salary Type Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-9.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request, and a success message will be shown in the Salary Type Approver Landing Screen for approving the record as shown in Figure 4-8
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as show in Figure 4-6.

Success! Request has been approved successfully.

Salary Type Approver Landing

Payroll Type Code: Select | Salary Type: Select | Status: Select | **Get Results**

Show 10 entries | Export to: **Excel** **CSV** **PDF** **Print** | Search: _____

S.No.	Request ID	Salary Type	Description	Payroll Type Code	Ref. Document No.	Reference Doc	Remarks	Is Active	Status
1	SR1	IDA	IDA	Par	1234		IDA	Active	Approved
2	SR66	FCI CDA	New FCI CDA	Par	32r		ok	Active	Approved
3	SR2	CDA	CDA	Par			CDA	Active	Approved

Showing 1 to 3 of 3 entries | Previous **1** Next

Figure 4-8: Salary Type Approved

4.1.9 View Action History

Click on **View Action History** as shown in Figure 4-5 and 4-7, to navigate to View Action History page as shown in Figure 4-9.

Action History

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY | **Get Results**

ID SR66

Show 10 entries | Search: _____

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	21/09/2020 2:05:09 PM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	21/09/2020 2:10:28 PM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
3	21/09/2020 2:12:01 PM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
4	21/09/2020 2:24:30 PM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
5		1	Pending Approval	N/A	Managing Director	Personnel	Approver	N/A	

Showing 1 to 5 of 5 entries | Previous 1 Next | Close

Figure 4-9: Action History

HRMS administrator shall be able to perform the following activities from Action History page:

- Click on to apply the available filters.
- Click on to view the particular detail of the record as shown in Figure 4-10.



The screenshot displays the 'Action History View' page in the FCI HRMS system. The left sidebar contains a navigation menu with options like Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll, Masters, Transaction, Reports, and Employee Relation. The main content area features search filters for Division (Personnel), Designation (Assistant Grade III (P)), Authority (Initiator), Employee Name (BHIM RAM), Version (1), and Date Of Action (21/09/2020). A 'Get Results' button is present. The results are displayed in a table with two columns: Request ID (SR66) and Ref. Document No. (32r). Other details include Salary Type (FCI CDA), Description (New FCI CDA), Payroll Type Code (Par), Reference Doc (Ref Doc), Remarks (ok), Effective Date (21/09/2020), and Is Active (Active). A 'Back' button is located at the bottom right of the results area.

Figure 4-9 (1): Action History View

4.2 Payroll Type Master (SRS_HRMS_PR_01)

System will facilitate Manager Bill(s) for defining and updating the Payroll type. System will also maintain the updated log records pertaining to Payroll type in real time. This process is mainly used for new payroll type creation or updating existing records based on the pre-approved circular received.

4.2.1 Navigation

Left Navigation: Payroll >>Masters >> Payroll Type Master

4.2.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.2.1 to reach the Payroll Type Master Landing Page as shown in Figure 4.10

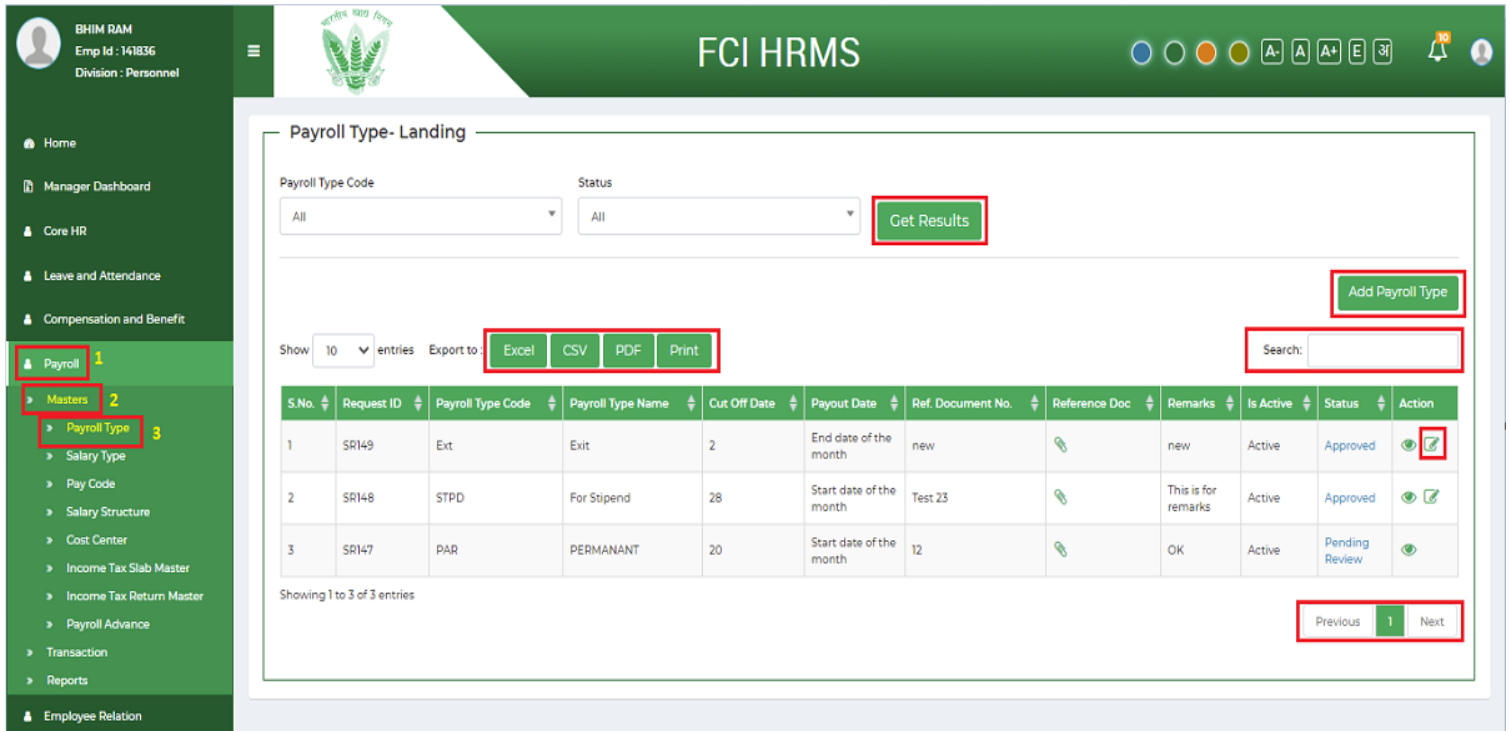


Figure 4-30: Payroll Type Master

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records
- Click on **Add Payroll Type** to add a new Payroll Type in the table as mentioned in Section 4.2.11 – Add Payroll Type.
- Click on **✎** to edit an existing Payroll Type in the table as mentioned in Section 4.2.12 – Edit Payroll Type.

4.2.3 Add Payroll Type

Click on **Add Payroll Type** to open the Add Payroll Type as shown in Figure 4-11



Payroll Type Request

Payroll Type Code *	Payroll Type Name *	Cut Off Date *	Payroll Out Date *
Prob01	Probation	20	Start date of the month
Effective Date *	Ref. Document No. *	Reference Doc *	Remarks *
23/09/2020	213d	Exported.pdf <input type="button" value="Upload"/>	ok
Is Active *			
Active			

Figure 4-11: Add Payroll Type

4.2.4 Edit Payroll Type

Click on to open Edit Payroll Type as shown in Figure 4-12

Edit Payroll Type

Request ID	Payroll Type Code	Payroll Type Name *	Cut Off Date *
SR147	Per01	Permanent	25
Payroll Out Date *	Ref. Document No. *	Reference Doc *	Is Active *
End date of the month	Cin123	Upload Document <input type="button" value="Upload"/>	Active
Effective Date *	Remarks *		
21/09/2020	Added new as per order		

Figure 4-12: Edit Payroll Type



Update

Enter the details and click on **Update** for updating the existing record in the table.

4.2.5 Payroll Type Reviewer Landing

Submit

Enter the details and click on **Submit** as shown in Figure 4-12; the request will be listed in the Reviewer landing screen as shown in Figure 4-13

Payroll Type Reviewer Landing

Payroll Type Code: Status: **Get Results**

Show: entries Export to: **Excel** **CSV** **PDF** **Print** Search:

S.No.	Request ID	Payroll Type Code	Payroll Type Name	Cut Off Date	Payout Date	Ref. Document No.	Reference Doc	Remarks	Is Active	Status	Action
1	SR149	Ext	Exit	2	End date of the month	new		new	Active	Approved	
2	SR148	STPD	For Stipend	28	Start date of the month	Test 23		This is for remarks	Active	Approved	
3	SR147	PAR	PERMANANT	20	Start date of the month	12		OK	Active	Pending Review	

Showing 1 to 3 of 3 entries

Previous **1** Next

@Powered by Konnect [Kellton Tech]

Figure 4-13 Payroll Type Reviewer Landing

Click on as shown in Figure 4-13, to land on Review Payroll Type request as shown in Figure 4-14.



4.2.6 Payroll Type Review

The screenshot displays the 'Review Payroll Type' interface. On the left is a navigation menu with options like Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll (with sub-options like Masters, Payroll Type, Salary Type, etc.), and Employee Relation. The main content area shows request details: Request ID (SR148), Payroll Type Code (Prob01), Payroll Type Name (Probation), Cut Off Date (20), and Payout Date (Start date of the month). It also lists Ref. Document No. (123ed), Reference Doc (Attachments), Remarks (ok), Effective Date (23/09/2020), and Is Active (Active). A 'View Action History' button is highlighted with a red box. Below this is a 'Reviewer Remarks' field containing 'ok'. There is a section for 'Supportive Document' with an 'Upload Document' button and an 'Add' button. At the bottom right, there are buttons for 'Add Reviewer', 'Review', 'Revert', and 'Cancel', with 'Review', 'Revert', and 'Cancel' also highlighted with red boxes.


Figure 4-14 Payroll Type Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-17.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Review** to review the request, the request will be forwarded to the approver’s landing page as shown in figure 4-15.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in Figure 4-10.
- Click on **Cancel** to navigate back to the Reviewer landing screen as show in Figure 4-13.



4.2.7 Payroll Type Approver Landing

Reviewer clicks on  as shown in Figure 4-14, the request will be listed in Approver's Landing Page as shown in Figure 4-15.

Payroll Type Approver Landing


Payroll Type Code: Status:

Show: entries Export to: Search:

S.No.	Request ID	Payroll Type Code	Payroll Type Name	Cut Off Date	Payout Date	Ref. Document No.	Reference Doc	Remarks	Is Active	Status	Action
1	SR149	Cont01	Contractual	30	First week of the month	12ed		ok	Active	Pending Approval	
2	SR148	Prob01	Probation	20	Start date of the month	123ed		ok	Active	Approved	
3	SR147	Per01	Permanent	25	End date of the month	Cir123		Added new as per order	Active	Approved	

Showing 1 to 3 of 3 entries

Figure 4-15: Payroll Type Approver Landing

Click on  as shown in Figure 4-15, to land on Approve Payroll Type request as shown in Figure 4-16.



4.2.8 Payroll Type Approve

The screenshot displays the 'Approve Salary Type' interface. On the left is a navigation menu with 'Payroll' selected, showing sub-items like 'Masters', 'Payroll Type', 'Salary Type', etc. The main content area includes:

- Request ID:** SR66
- Salary Type:** FCI CDA
- Description:** New FCI CDA
- Payroll Type Code:** Par
- Ref. Document No.:** 32r
- Reference Doc:** [Ref Doc](#)
- Remarks:** ok
- Effective Date:** 21/09/2020
- Is Active:** Active

Below the details is an 'Approver Remarks' field containing 'ok'. At the bottom, there are input fields for 'Document Name' and 'Supportive Document', with 'Upload' and 'Add' buttons. A table with columns 'S.NO.', 'Document Name', 'Supportive Document', and 'Action' is present. At the bottom right, 'Approve', 'Reject', and 'Cancel' buttons are visible. A 'View Action History' button is also highlighted.

Figure 4-16: Payroll Type Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-17.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request, and a success message will be shown in the Payroll Type Approver Landing Screen for approving the record as shown in Figure 4-17.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as show in Figure 4-15.

Success! Request has been approved successfully.

Payroll Type Approver Landing

Payroll Type Code: All | Status: All | [Get Results](#)

Show 10 entries | Export to: [Excel](#) [CSV](#) [PDF](#) [Print](#) | Search:

S.No.	Request ID	Payroll Type Code	Payroll Type Name	Cut Off Date	Payout Date	Ref. Document No.	Reference Doc	Remarks
1	SR148	Prob01	Probation	20	Start date of the month	123ed		ok
2	SR147	Per01	Permanent	25	End date of the month	Cir123		Added new as per order

Showing 1 to 2 of 2 entries | [Previous](#) [1](#) [Next](#)

Figure 4-17: Payroll Type Approve Successful

4.2.9 View Action History

Click on [View Action History](#) as shown in Figure 4-13 and 4-16, to navigate to View Action History page as shown in Figure 4-17.

Action History

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY | [Get Results](#)

ID SR148

Show 10 entries | Search:

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	23/09/2020 11:19:46 AM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	23/09/2020 11:26:09 AM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
3	23/09/2020 11:27:24 AM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
4	23/09/2020 11:28:52 AM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
5		1	Pending Approval	N/A	Managing Director	Personnel	Approver	N/A	

Showing 1 to 5 of 5 entries | [Previous](#) [1](#) [Next](#) | [Close](#)

@Powered by Konnect (Kellton Tech)

Figure 4-18: Action History



HRMS administrator shall be able to perform the following activities from Action History page:



- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-18.

Figure 4-19: Action History View

4.3 Paycode Master (SRS_HRMS_PR_03)

Pay codes mainly used for defining the Compensation & Benefits plan for the employee like Earning (Type of Earning) & deduction (Type of deduction).

Example:

- Basic Pay
- HRA
- TA



- CPF
- VPF

System will facilitate Manager Bill(s) to add new Paycode or Update Paycode as and when required. Added/updated Paycode request will be routed through preconfigured approval matrix. Approved Paycode will be ready in Paycode master list for further payroll processes.

4.3.1 Navigation

Left Navigation: Payroll >>Masters >> Paycode Master

4.3.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.3.1 to reach the Pay Code Master Landing Page as shown in Figure 4.20

The screenshot shows the 'Paycode Request Listing' interface. The left sidebar contains a navigation menu with 'Payroll' (1), 'Masters' (2), and 'Pay Code' (3) highlighted. The main area features several filter dropdowns: 'Paycode' (All), 'Paycode Name' (All), 'Natural Account No.' (All), 'Component Type' (All), and 'Status' (All). A 'Get Results' button is highlighted. Below the filters, there are options to 'Show 10 entries' and 'Export to: Excel, CSV, PDF, Print'. An 'Add Paycode' button is located in the top right. A search bar is also present. The table below shows two entries:

S.No.	Request Id	Request Date	Paycode	Paycode Name	Natural Account No.	Component Type	Ref. Document Number	Ref. Document	Effective From	Status	Is Active	Action
1	RO42	23/09/2020	111	Hill Allowance	2721	Earning	123eds		09/2020	Pending Review	Active	
2	RO41	21/09/2020	100	Basic	6051	Earning	Cir4321		09/2020	Approved	Active	

Showing 1 to 2 of 2 entries

Navigation: Previous 1 Next

Figure 4-20: Pay Code Master

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on to apply the available filters.
- Click on to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.



- Click on Previous 1 2 Next to navigate table records
- Click on Add Paycode to add a new Paycode in the table as mentioned in Section 4.3.3 – Add Paycode.
- Click on to edit an existing Paycode in the table as mentioned in Section 4.3.4 – Edit Paycode.

4.3.3 Add Paycode

Click on Add Paycode to open the Add Paycode as shown in Figure 4-21

Add Paycode Request

Paycode * 100 Paycode Name * Basic Component Type * Earning Paycode Effective From * 09/2020

Ref. Document Number * 123dfr Ref. Document * Exported.pdf Remarks * ok Is Active * Active

Taxable * Yes Tax Projection * Yes Professional Tax * Yes Applicable Salary Type * NEW IDA

Natural Account No. * 1666 Annual Income * Yes Periodicity * Monthly Partial Recovery * Yes

Supplemental Income * Yes Priority * 1 Attendance Based * Yes Carry Forward * Yes

Round Off Type * Actual Round Off Factor * Plus Location Dependent * No City * Select

Pay Scale Dependent * Yes Calculation * Fixed Derived From Paycode * Select Derived From Paycode Name * Select

Add

S.No.	Paycode	Paycode Name	Is Active

Grade * S-7 S-B C-1 L-1 Category * CAT-III CAT-IV City Class * All E X Y Z Fixed Value * 20000

Effective From * 09/2020 **Add**

S.No.	Grade	Category	City Class	Percentage/Fixed Value	Effective From	Is Active
1	All	All	All	20000	09/2020	Active

Submit Cancel

© Powered by Konnect (Kellton Tech)

Figure 4-21: Add Paycode

4.3.4 Edit Paycode

Click on to open Edit Paycode as shown in Figure 4-22

Edit Paycode Request

Request Id: RO41

Paycode: 100, Paycode Name: Basic, Component Type: Earning, Paycode Effective From: 09/2020

Ref. Document Number: Cir4321, Ref. Document: Upload Document, Remarks: Adding as per order, Is Active: Active

Taxable: Yes, Tax Projection: Yes, Professional Tax: Yes, Applicable Salary Type: NEW IDA

Natural Account No.: 6051, Annual Income: Yes, Periodicity: Monthly, Partial Recovery: Yes

Supplemental Income: Yes, Priority: 1, Attendance Based: Yes, Carry Forward: Yes

Round Off Type: Actual, Round Off Factor: Plus, Location Dependent: No, City: Select

Pay Scale Dependent: Yes, Calculation: Fixed, Derived From Paycode: Select, Derived From Paycode Name: Select

Table:

S.No.	Paycode	Paycode Name	Is Active

Grade: Select, Category: Select, City Class: Select, Fixed Value: Fixed Value

Effective From: MM/YYYY, Add

Table:

S.No.	Grade	Category	City Class	Percentage/Fixed Value	Effective From	Is Active

Update Cancel

@Powered by Konnect (Kellton Tech)

Figure 4-22: Edit Paycode

Enter the details and click on for updating the existing record in the table.



4.3.5 Paycode Type Reviewer Landing

Enter the details and click on **Submit** as shown in Figure 4-21; the request will be listed in the Reviewer landing screen as shown in Figure 4-23

The screenshot displays the 'Paycode Request Reviewer Listing' page. On the left, a navigation sidebar shows 'Payroll' (1), 'Masters' (2), and 'Pay Code' (3) highlighted. The main area features a search form with filters for Paycode, Paycode Name, Natural Account No., Component Type, and Status. A 'Get Results' button is highlighted. Below the form are export options (Excel, CSV, PDF, Print) and a search box. A table lists two entries: one pending review and one approved. A 'Previous 1 Next' pagination control is at the bottom right.

S.No.	Request Id	Request Date	Paycode	Paycode Name	Natural Account No.	Component Type	Ref. Document Number	Ref. Document	Effective From	Status	Is Active	Action
1	RO42	23/09/2020	111	Hill Allowance	2721	Earning	123eds		09/2020	Pending Review	Active	
2	RO41	21/09/2020	100	Basic	6051	Earning	Cir4321		09/2020	Approved	Active	

Figure 4-23 Paycode Reviewer Landing

Click on as shown in Figure 4-23, to land on Review Paycode request as shown in Figure 4-24.

4.3.6 Paycode Review



AMITABH KUMAR
Emp Id : 152770
Division :
Personnel

- Home
- Manager Dashboard
- Core HR
- Leave and Attendance
- Compensation and Benefit
- Payroll**
 - Masters
 - Payroll Type
 - Salary Type
 - Pay Code**
 - Salary Structure
 - Cost Center
 - Income Tax Slab Master
 - Income Tax Return Master
 - Transaction
- Employee Relation

Review Paycode
FCI HRMS

Request Id
RO42

Paycode
111

Paycode Name
Hill Allowance

Component Type
Earning

Paycode Effective From
09/2020

Ref. Document Number
123eds

Ref. Document
[Attachments](#)

Remarks
ok

Is Active
Active

Taxable
Yes

Tax Projection
Yes

Professional Tax
No

Applicable Salary Type
NEW IDA

Natural Account No.
2721

Annual Income
Yes

Periodicity
Monthly

Partial Recovery
Yes

Supplemental Income
Yes

Priority
3

Attendance Based
Yes

Carry Forward
Yes

Round Off Type
Actual

Round Off Factor
Plus

Location Dependent
Yes

Pay Scale Dependent
Yes

Calculation
Percentage

S.No.	Paycode	Paycode Name	Is Active
1	100	Basic	Active

S.No.	Grade	Category	City Class	Percentage/Fixed Value	Effective From	Is Active
View Action History						

Reviewer Remarks *

ok

Document Name

Supportive Document

S.NO.	Document Name	Supportive Document	Action
Add Reviewer <input type="button" value="Review"/> <input type="button" value="Revert"/> <input type="button" value="Cancel"/>			

Figure 4-24: Payroll Type Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on View Action History to view the action taken on the request as shown in Figure 4-28.



- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Review** to review the request, the request will be forwarded to the approver's landing page as shown in Figure 4-25.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in Figure 4-20.
- Click on **Cancel** to navigate back to the Reviewer landing screen as show in Figure 4-23.

4.3.7 Paycode Approver Landing

Reviewer clicks on **Review** as shown in Figure 4-24, the request will be listed in Approver's Landing Page as shown in Figure 4-25.

The screenshot shows the 'Paycode Request Approver Listing' page in the FCI HRMS system. The page includes a sidebar with navigation options and a main content area with a table of paycode requests. The 'Payroll' and 'Masters' menu items are highlighted with red boxes and numbered 1 and 2 respectively. The 'Pay Codes' sub-menu item is highlighted with a red box and numbered 3. The table displays two entries: one for 'Hill Allowance' (Request Id: RO42) and one for 'Basic' (Request Id: RO4I). The 'Get Results' button is also highlighted with a red box.

S.No.	Request Id	Request Date	Paycode	Paycode Name	Natural Account No.	Component Type	Ref. Document Number	Ref. Document	Effective From	Status	Is Active	Action
1	RO42	23/09/2020	111	Hill Allowance	2721	Earning	123eds		09/2020	Pending Approval	Active	
2	RO4I	21/09/2020	100	Basic	6051	Earning	Cir4321		09/2020	Approved	Active	

Figure 4-25: Paycode Approver Landing

Click on as shown in Figure 4-25, to land on Approve Paycode request as shown in Figure 4-26.

4.3.8 Paycode Approve



- Click on **View Action History** to view the action taken on the request as shown in Figure 4-28.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request, and a success message will be shown in the Paycode Approver Landing Screen for approving the record as shown in Figure 4-27.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as show in Figure 4-25.

The screenshot shows the FCI HRMS interface. At the top, a green banner displays the message: "Success! Request has been approved successfully." Below this, the "Paycode Request Approver Listing" screen is visible. It includes search filters for Paycode, Paycode Name, Natural Account No., and Component Type, all set to "All". A "Get Results" button is present. Below the filters, there are options to show 10 entries and export to Excel, CSV, PDF, or Print. A table lists the request details:

S.No.	Request Id	Request Date	Paycode	Paycode Name	Natural Account No.	Component Type	Ref. Document Number	Ref. Document	Effective From	Status	Is Active
1	RO-42	23/09/2020	111	Hill Allowance	2721	Earning	123eds		09/2020	Approved	Active
2	RO-41	21/09/2020	100	Basic	6051	Earning	Cir4321		09/2020	Approved	Active

At the bottom of the table, it says "Showing 1 to 2 of 2 entries" and includes "Previous" and "Next" navigation buttons.

Figure 4-27: Paycode Approve Successful

4.3.9 View Action History

Click on **View Action History** as shown in Figure 4-24 and 4-26, to navigate to View Action History page as shown in Figure 4-28.

Action History

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY | **Get Results**

ID RO42

Show 10 entries | Search:

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	23/09/2020 11:57:49 AM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	23/09/2020 12:07:37 PM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
3	23/09/2020 12:27:15 PM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
4	23/09/2020 12:28:23 PM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
5		1	Pending Approval	N/A	Managing Director	Personnel	Approver	N/A	

Showing 1 to 5 of 5 entries



Previous 1 Next

Close

@Powered by Konnect (Kellton Tech)

Figure 4-28: Action History

HRMS administrator shall be able to perform the following activities from Action History page:

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-29.



D V PRASAD
Emp Id : 299546
Division : Personnel

FCI HRMS

⊞
🔍
🔊
👤

- Home
- Manager Dashboard
- Core HR
- Leave and Attendance
- Compensation and Benefit
- Payroll
- Masters
 - Payroll Type
 - Salary Type
 - Pay Code
 - Salary Structure
 - Cost Center
 - Income Tax Slab Master
 - Income Tax Return Master
 - Transaction
- Employee Relation

Action History View

Division: Personnel

Designation: Assistant Grade III (P)

Authority: Initiator

Employee Name: BHIM RAM

Version: 1

Date Of Action: 23/09/2020 11:57:49 AM

Get Results

Request Id
RO42

Paycode
111

Paycode Name
Hill Allowance

Component Type
Earning

Paycode Effective From
09/2020

Ref. Document Number
123eds

Ref. Document Attachments

Remarks
ok

Is Active
Active

Taxable
Yes

Tax Projection
Yes

Professional Tax
No

Applicable Salary Type
NEW IDA

Natural Account No.
2721

Annual Income
Yes

Periodicity
Monthly

Partial Recovery
Yes

Supplemental Income
Yes

Priority
3

Attendance Based
Yes

Carry Forward
Yes

Round Off Type
Actual

Round Off Factor
Plus

Location Dependent
Yes

Pay Scale Dependent
Yes

Calculation
Percentage

S.No.	Paycode	Paycode Name	Is Active
1	100	Basic	Active

S.No.	Grade	Category	City Class	Percentage/Fixed Value	Effective From	Is Active
Remarks Request Initiated						

Back

@Powered by Konnect (Kellton Tech)

Figure 4-29: Action History View

4.4 Salary Structure Master (SRS_HRMS_PR_04)

The Salary Structure is a structure of the employee’s benefits with respect to pay codes (Earnings and deductions). System will facilitate Manager Bill(s) for defining and Update the Salary structure. The added/updated salary structure will route through preconfigured approval matrix and after approval it will be ready for employee benefits mapping. This process will be used for define the Pay slip format (Earning & Deduction) for all position exists in FCI as per policy changed.

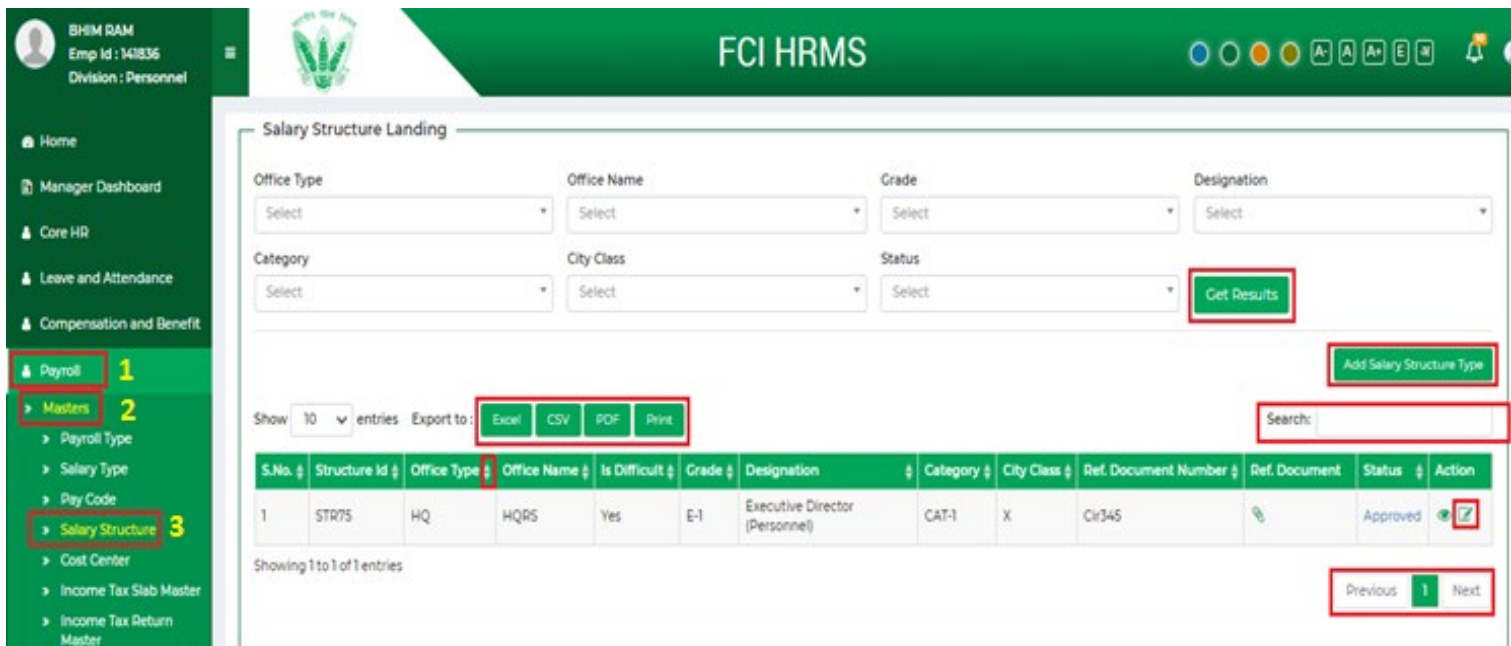
Salary structure also uses for mapping the salary for all kind of employees like Deputation, Trainees, Stipend and Probation.

4.4.1 Navigation

Left Navigation: Payroll >>Masters >> Salary Structure Master

4.4.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.4.1 to reach the Salary Structure Master Landing Page as shown in Figure 4.30

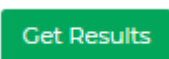




The screenshot shows the 'Salary Structure Landing' page. On the left, a navigation menu lists: Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll (1), Masters (2), Payroll Type, Salary Type, Pay Code, Salary Structure (3), Cost Center, Income Tax Slab Master, and Income Tax Return Master. The main content area includes filters for Office Type, Office Name, Grade, Designation, Category, City Class, and Status, with a 'Get Results' button. Below the filters, there are options to show 10 entries and export to Excel, CSV, PDF, or Print. A table displays one entry for 'Executive Director (Personnel)' with status 'Approved'. A search bar and 'Add Salary Structure Type' button are also visible.






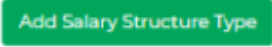

S.No.	Structure Id	Office Type	Office Name	Is Difficult	Grade	Designation	Category	City Class	Ref. Document Number	Ref. Document	Status	Action
1	STR75	HQ	HQRS	Yes	E-1	Executive Director (Personnel)	CAT-1	X	Cir345		Approved	

Figure 4-30: Salary Structure Master


HRMS administrator shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.



- Click on  to sort the table records in ascending order or descending order of entries.
- Click on     to navigate table records
- Click on  to add a new Salary Structure Type in the table as mentioned in Section 4.4.3 – Add Salary Structure.
- Click on  to edit an existing Salary Structure Type in the table as mentioned in Section 4.4.4 – Edit Salary Structure.

4.4.3 Add Salary Structure

Click on  to open the Add Salary Structure Type as shown in Figure 4-31

Add Salary Structure Request

Office Type: HQ | Office Name: HQRS | Is Difficult: Yes | Grade: E-1

Designation: Executive Director (HQ) | Category: CAT-1 | City Class: X

Paycode: 111 Add

S.No.	Paycode	Paycode Name	Component Type	Applicable Salary Type	Periodicity	Calculation	Percentage/Fixed Value	Derived From Paycode	Derived From Paycode Name	Action
1	100	Basic	Earning	NEW IDA	Monthly	Fixed				
2	111	Hill Allowance	Earning	NEW IDA	Monthly	Percentage		100	Basic	

Effective From: 23/09/2020 | Effective To: 31/12/2020 | Ref. Document No.: 213qqw | Reference Doc: Exported.pdf Upload

Remarks: ok

Submit Cancel

Figure 4-31: Add Salary Structure Paycode

4.4.4 Edit Salary Structure

Click on  to open Edit Salary Structure as shown in Figure 4-32



Edit Salary Structure Request

Structure Id: STR75 Office Type: HQ Office Name: HQRS Is Difficult: Yes

Grade: E-1 Designation: Executive Director (Personnel) Category: CAT-1 City Class: X

Paycode:

S.No.	Paycode	Paycode Name	Component Type	Applicable Salary Type	Periodicity	Calculation	Percentage/Fixed Value	Derived From Paycode	Derived From Paycode Name	Action
1	100	Basic	Earning	NEW IDA	Monthly	Fixed				<input type="button" value="Delete"/>

Effective From: DD/MM/YYYY Effective To: 31/12/2020 Ref. Document No.: Cir345 Reference Doc:

Remarks: ok adding as per order.

@Powered by Konnect (Kellton Tech)

Figure 4-32: Edit Salary Structure

Enter the details and click on for updating the existing record in the table.

4.4.5 Salary Structure Reviewer Landing

Enter the details and click on as shown in Figure 4-31; the request will be listed in the Reviewer landing screen as shown in Figure 4-33



Figure 4-33 Salary Structure Reviewer Landing

Click on  as shown in Figure 4-33, to land on Review Pay code request as shown in Figure 4-34.


4.4.6 Salary Structure Review

Figure 4-34: Salary Structure Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-38.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Review** to review the request, the request will be forwarded to the approver’s landing page as shown in Figure 4-35.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in Figure 4-30.



- Click on  to navigate back to the Reviewer landing screen as show in Figure 4-33.

4.4.7 Salary Structure Approver Landing



Reviewer clicks on  as shown in Figure 4-34, the request will be listed in Approver’s Landing Page as shown in Figure 4-35.

Figure 4-35: Salary Structure Approver Landing

Click on  as shown in Figure 4-35, to land on Approve Paycode request as shown in Figure 4-36.

4.4.8 Salary Structure Approve



Figure 4-36: Salary Structure Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-38.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request, and a success message will be shown in the salary Structure Approver Landing Screen for approving the record as shown in Figure 4-37.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.



- Click on **Cancel** to navigate back to the Approver landing screen as show in Figure 4-35.

Success! Request has been approved successfully.

Salary Structure Approver Landing

Office Type: --Select-- | Office Name: All | Grade: --Select-- | Designation: --Select--

Category: --Select-- | City Class: --Select-- | Status: --Select--

Get Results

S.no.	Structure Id	Office Type	Office Name	Is Difficult	Grade	Designation	Category	City Class	Ref. Document Number	Ref. Document	Status	Action
1	STR76	HQ	HQRS	Yes	E-1	Executive Director (HQ)	CAT-1	X	213qqw		Approved	
2	STR75	HQ	HQRS	Yes	E-1	Executive Director (Personnel)	CAT-1	X	Cir345		Approved	

Figure 4-37: Salary Structure Approval Successful

4.4.9 View Action History

Click on **View Action History** as shown in Figure 4-34 and 4-36, to navigate to View Action History page as shown in Figure 4-38.

Action History

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY

Get Results

ID STR76

Show 10 entries

Search:

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	23/09/2020 12:44:35 PM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	23/09/2020 12:55:30 PM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
3	23/09/2020 12:56:42 PM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
4	23/09/2020 12:57:55 PM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
5		1	Pending Approval	N/A	Managing Director	Personnel	Approver	N/A	

Showing 1 to 5 of 5 entries



Previous **1** Next

Close

Figure 4-38: Action History

HRMS administrator shall be able to perform the following activities from Action History page:



- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-39.



D V PRASAD
Emp Id : 299546
Division : Personnel

FCI HRMS

⊞
🔍
🔊

Home
Manager Dashboard
Core HR
Leave and Attendance
Compensation and Benefit
Payroll

» Masters

- » Payroll Type
- » Salary Type
- » Pay Code
- » Salary Structure
- » Cost Center
- » Income Tax Slab Master
- » Income Tax Return Master
- » Transaction

» Employee Relation

Action History View

Division: Personnel

Designation: Assistant Grade III (P)

Authority: Initiator

Employee Name: BHIM RAM

Version: 1

Date Of Action: 23/09/2020 11:57:49 AM

Get Results

Request Id
RO42

Paycode
111

Paycode Name
Hill Allowance

Component Type
Earning

Paycode Effective From
09/2020

Ref. Document Number
123eds

Ref. Document Attachments

Remarks
ok

Is Active
Active

Taxable
Yes

Tax Projection
Yes

Professional Tax
No

Applicable Salary Type
NEW IDA

Natural Account No.
2721

Annual Income
Yes

Periodicity
Monthly

Partial Recovery
Yes

Supplemental Income
Yes

Priority
3

Attendance Based
Yes

Carry Forward
Yes

Round Off Type
Actual

Round Off Factor
Plus

Location Dependent
Yes

Pay Scale Dependent
Yes

Calculation
Percentage

S.No.	Paycode	Paycode Name	Is Active
1	100	Basic	Active

S.No.	Grade	Category	City Class	Percentage/Fixed Value	Effective From	Is Active

Remarks
Request Initiated

Back

@Powered by Konnect (Kellton Tech)

Figure 4-39: Action History View



4.5 Cost Center Master (SRS_HRMS_PR_05)

System will facilitate Manager Bill(s) for defining and updating the Cost Center. The Cost center is used to define the cost of expense as per requirements like employee wise/ employee pay codes wise & etc.

4.5.1 Navigation

Left Navigation: Payroll >>Masters >> Cost Center Master

4.5.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.4.1 to reach the Cost Center Master Landing Page as shown in Figure 4.30

The screenshot displays the 'Cost Center Landing' page. On the left is a green sidebar with navigation items: Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll (1), Masters (2), Payroll Type, Salary Type, Pay Code, Salary Structure, Cost Center (3), Income Tax Slab Master, Income Tax Return Master, and Transaction. The top header shows the user profile 'BHIM RAM' (Emp Id: 141836, Division: Personnel) and the system name 'FCI HRMS'. The main content area includes filters for Cost Center Code, Cost Center Name, Natural Account No., and Status. A 'Get Results' button is highlighted. Below the filters are 'Show 10 entries' and 'Export to:' options (Excel, CSV, PDF, Print). A table lists one entry with columns: S.No., Request ID, Cost Center Code, Cost Center Name, Natural Account No., Ref. Document Number, Ref. Document, Remarks, Is Active, Status, and Action. A search bar and 'Add Cost Center Type' button are also visible.

S.No.	Request ID	Cost Center Code	Cost Center Name	Natural Account No.	Ref. Document Number	Ref. Document	Remarks	Is Active	Status	Action
1	CR74	101	HQ Salary	1697	Cir231		ok	Yes	Approved	

Figure 4.1-30: Cost Center Master

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records



- Click on **Add Cost Center Type** to add a new Cost Center Type in the table as mentioned in Section 4.4.3 – Add Cost Center type.
- Click on to edit an existing Cost Center Type in the table as mentioned in Section 4.4.4 – Edit Cost Center Type.

4.5.3 Add Cost Center Type

Click on **Add Cost Center Type** to open the Add Cost Center Type as shown in Figure 4-31

Figure 4.1-31: Add Cost Center

4.5.4 Edit Cost Center Type

Click on to open Edit Cost Center Type as shown in Figure 4-32



Figure 4.1-32: Edit Cost Center Type

Enter the details and click on  for updating the existing record in the table.

4.5.5 Cost Center Reviewer Landing



Enter the details and click on  as shown in Figure 4-31; the request will be listed in the Reviewer landing screen as shown in Figure 4-33



Figure 4.1-33 Cost Center Reviewer Landing

Click on  as shown in Figure 4-33, to land on Review Cost Center request as shown in Figure 4-34.

4.5.6 Cost Center Review

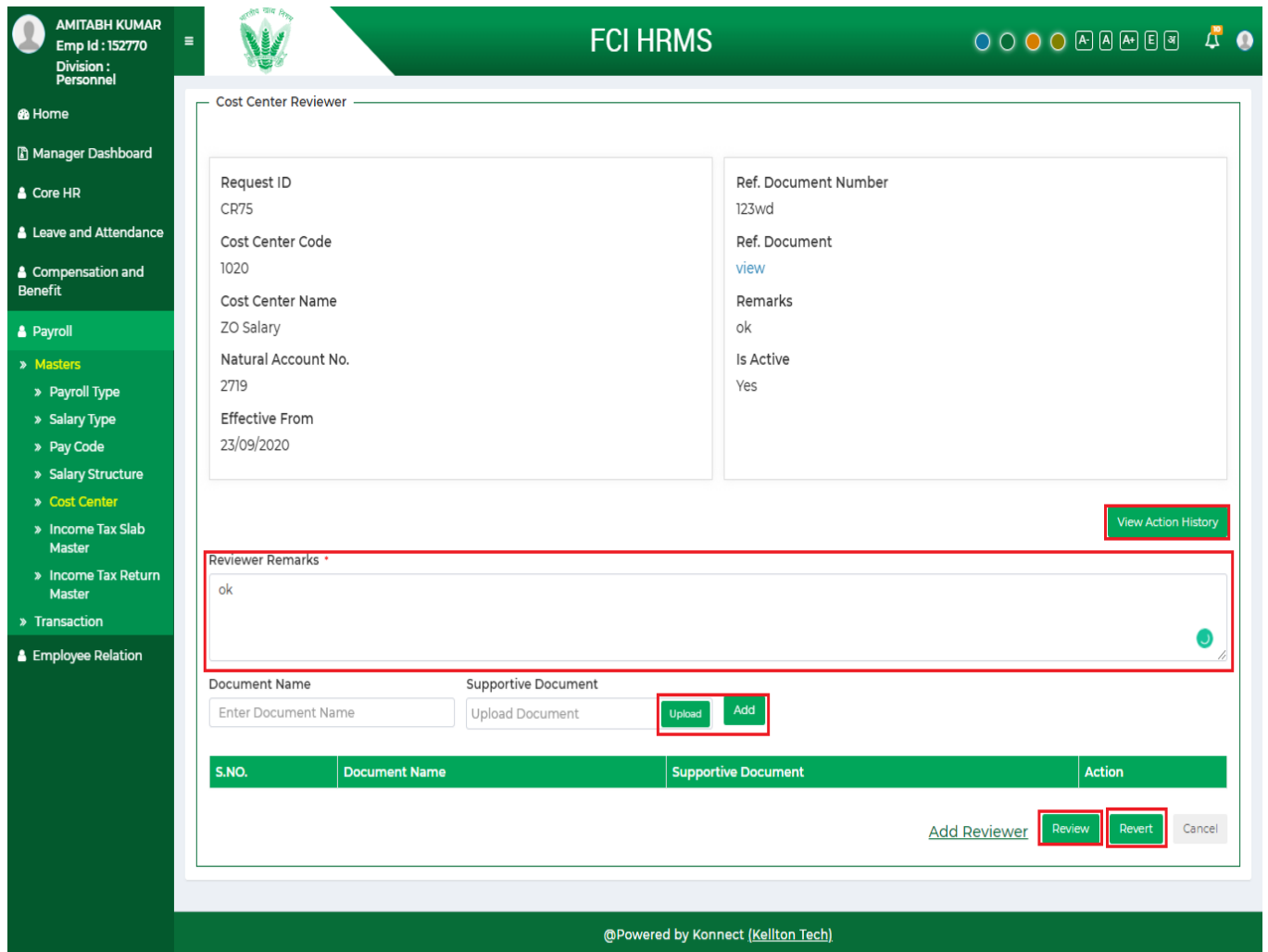


Figure 4.1-34: Cost Center Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-38.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Review** to review the request, the request will be forwarded to the approver’s landing page as shown in Figure 4-35.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in Figure 4-30.
- Click on **Cancel** to navigate back to the Reviewer landing screen as shown in Figure 4-33.



4.5.7 Cost Center Approver Landing



Reviewer clicks on  as shown in Figure 4-34, the request will be listed in Approver’s Landing Page as shown in Figure 4-35.

Figure 4.1-35: Cost Center Approver Landing

Click on  as shown in Figure 4-35, to land on Approve Paycode request as shown in Figure 4-36.

4.5.8 Cost Center Approve

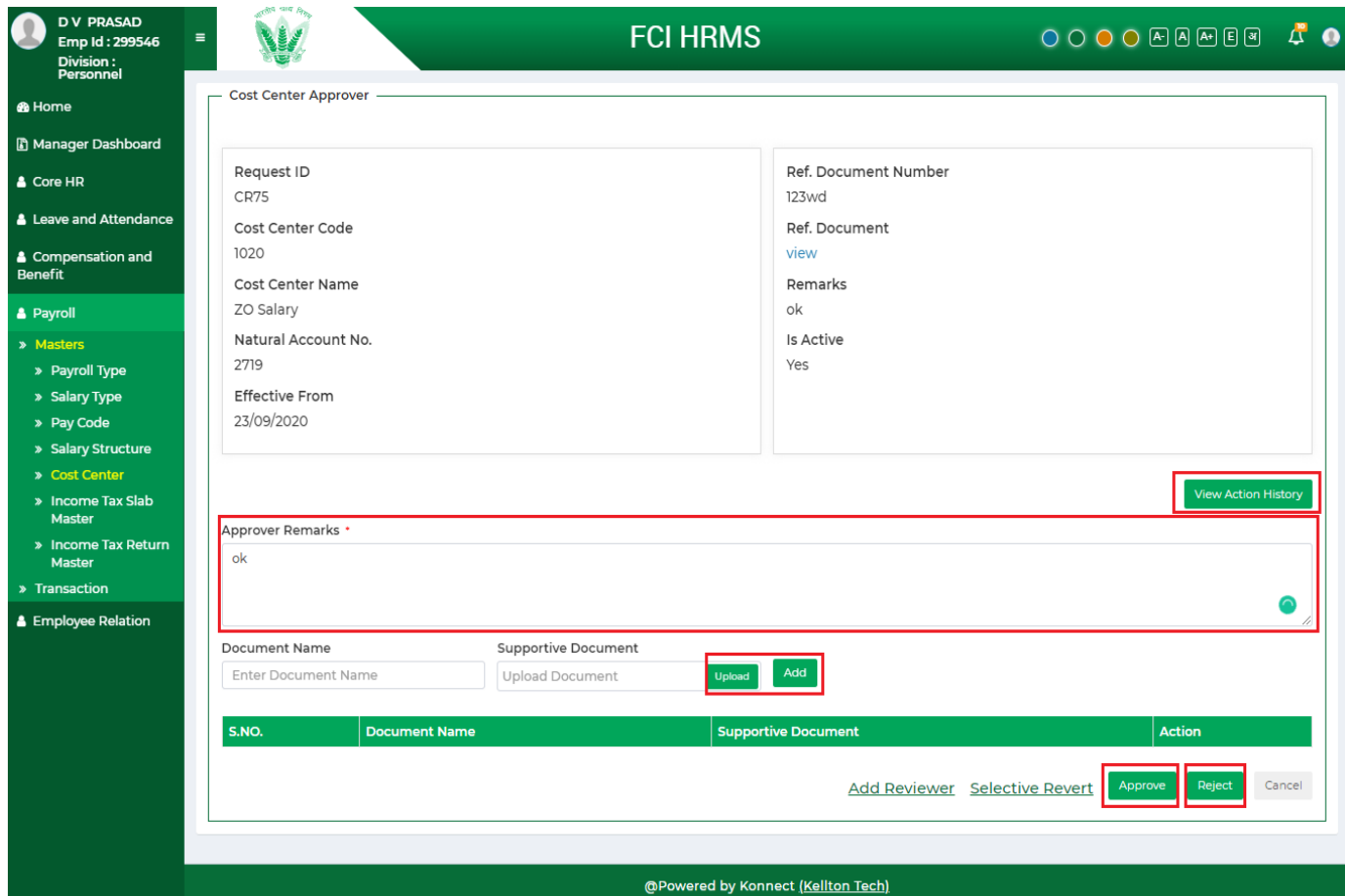


Figure 4.1-36: Cost Center Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-38.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request, and a success message will be shown in the Cost Center Approver Landing Screen for approving the record as shown in Figure 4-37.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as show in Figure 4-35.



Success! Request has been approved successfully.

Listing Approver

Cost Center Code: Select, Cost Center Name: Select, Natural Account No.: Select, Status: All

Get Results

Show 10 entries Export to: Excel CSV PDF Print Search:

S.No.	Request ID	Cost Center Code	Cost Center Name	Natural Account No.	Ref. Document Number	Ref. Document	Remarks	Is Active	Status	Ac
1	CR75	1020	ZO Salary	2719	123wd		ok	Yes	Approved	
2	CR74	101	HQ Salary	1697	Cir231		ok	Yes	Approved	

Showing 1 to 2 of 2 entries

Previous 1 Next

Figure 4.1-37: Cost Center Approve Successful

4.5.9 View Action History

Click on **View Action History** as shown in Figure 4-34 and 4-36, to navigate to View Action History page as shown in Figure 4-38.

Action History

Version: All, From Date: DD/MM/YYYY, To Date: DD/MM/YYYY, Get Results

ID CR75

Show 10 entries Search:

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	23/09/2020 1:16:57 PM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	23/09/2020 1:18:55 PM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
3	23/09/2020 1:19:32 PM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
4	23/09/2020 1:20:24 PM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
5		1	Pending Approval	N/A	Managing Director	Personnel	Approver	N/A	

Showing 1 to 5 of 5 entries

Previous 1 Next

Close

Figure 4.1-38: Action History



HRMS administrator shall be able to perform the following activities from Action History page:

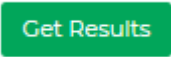

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-39.

Figure 4.1-39: Action History View

4.6 Income Tax Slab Master- Financial Year (SRS_HRMS_PR_06)

This feature will allow the payroll management to set the tax rates. System will facilitate Manager Bill(s) for defining / Update the Income tax slab and Professional tax slab rates as per circular received from the authority.

4.6.1 Navigation

Left Navigation: Payroll >>Masters >> Income Tax Slab Master>> Financial Year

4.6.2 Landing Page


HRMS administrator shall traverse the navigation as mentioned in Section 4.4.1 to reach the Income Tax Slab Master – Financial Year Landing Page as shown in Figure 4.30

Figure 4.2-30: Income Tax Slab Master- Financial Year


HRMS administrator shall be able to perform the following activities from the landing page:

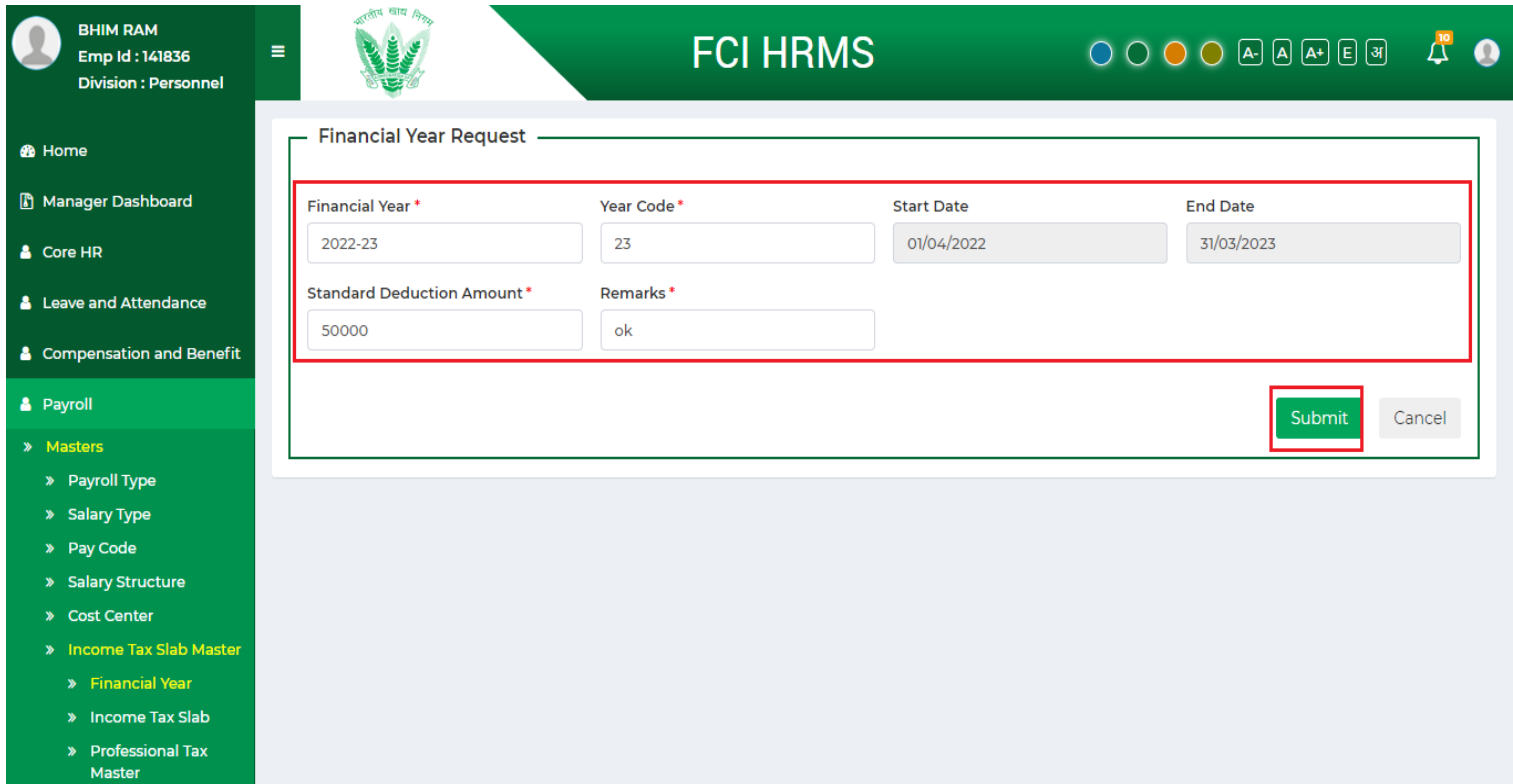
- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records
- Click on **Add Financial Year** to add a new Financial Year in the table as mentioned in Section 4.4.3 – Add Financial Year Request.



- Click on  to edit an existing Financial Year in the table as mentioned in Section 4.6.4 – Edit Financial Year.

4.6.3 Add Financial Year

Click on  to open the Add Financial Year as shown in Figure 4-31



The screenshot shows the 'Financial Year Request' form in the FCI HRMS application. The form is titled 'Financial Year Request' and contains the following fields:

Financial Year *	Year Code *	Start Date	End Date
2022-23	23	01/04/2022	31/03/2023

Standard Deduction Amount *	Remarks *
50000	ok

At the bottom right of the form, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red box.

Figure 4.2-31: Add Financial Year

4.6.4 Edit Financial Year



Click on  to open Edit Financial Year as shown in Figure 4-32



Figure 4.2-32: Edit Financial Year

Enter the details and click on  for updating the existing record in the table.


4.6.5 Financial Year Reviewer Landing

Enter the details and click on  as shown in Figure 4-31; the request will be listed in the Reviewer landing screen as shown in Figure 4-33

S.No.	Request ID	Financial Year	Year Code	Start Date	End Date	Standard Deduction Amount	Remarks	Status	Action
1	FY28	2022-23	23	01/04/2022	31/03/2023	50000	ok	Pending Review	
2	FY1	2019-2020	FY1	01/04/2019	31/03/2020	50000	Ok	Approved	
3	FY2	2020-2021	FY2	01/04/2020	31/03/2021	50000	Ok	Approved	
4	FY3	2021-2022	FY3	01/04/2021	31/03/2022	50000	Ok	Approved	



Figure 4.2-33 Financial Year Reviewer Landing

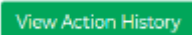




Click on  as shown in Figure 4-33, to land on Review Financial Year request as shown in Figure 4-34.

4.6.6 Financial Year Review

The screenshot displays the 'Review Financial Year' interface. On the left is a navigation menu with options like Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll, Masters (Payroll Type, Salary Type, Pay Code, Salary Structure, Cost Center, Income Tax Slab Master, Financial Year, Income Tax Slab, Professional Tax Master, Income Tax Return Master, Transaction), and Employee Relation. The main content area shows request details: Request ID (FY28), Financial Year (2022-23), Year Code (23), Standard Deduction Amount (50000), Start Date (01/04/2022), End Date (31/03/2023), and Remarks (ok). A 'View Action History' button is located on the right. Below the details is a 'Reviewer Remarks' text area containing 'ok'. Underneath, there are input fields for 'Document Name' and 'Supportive Document', with 'Upload' and 'Add' buttons. At the bottom, there is a table with columns for S.NO., Document Name, Supportive Document, and Action. The 'Action' column contains 'Add Reviewer', 'Review', 'Revert', and 'Cancel' buttons.

Figure 4.2-34: Financial Year Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on  to view the action taken on the request as shown in Figure 4-38.
- Click on   to upload the supportive document/add the column to upload document.
- Click on  to review the request, the request will be forwarded to the approver’s landing page as shown in Figure 4-35.
- Click on  to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in Figure 4-30.



- Click on **Cancel** to navigate back to the Reviewer landing screen as shown in Figure 4-33.

4.6.7 Financial Year Approver Landing

Reviewer clicks on **Review** as shown in Figure 4-34, the request will be listed in Approver's Landing Page as shown in Figure 4-35.

Financial Year Approver Landing

Financial Year: All | Status: All | **Get Results**

Show 10 entries | Export to: **Excel** | CSV | PDF | Print | Search: _____

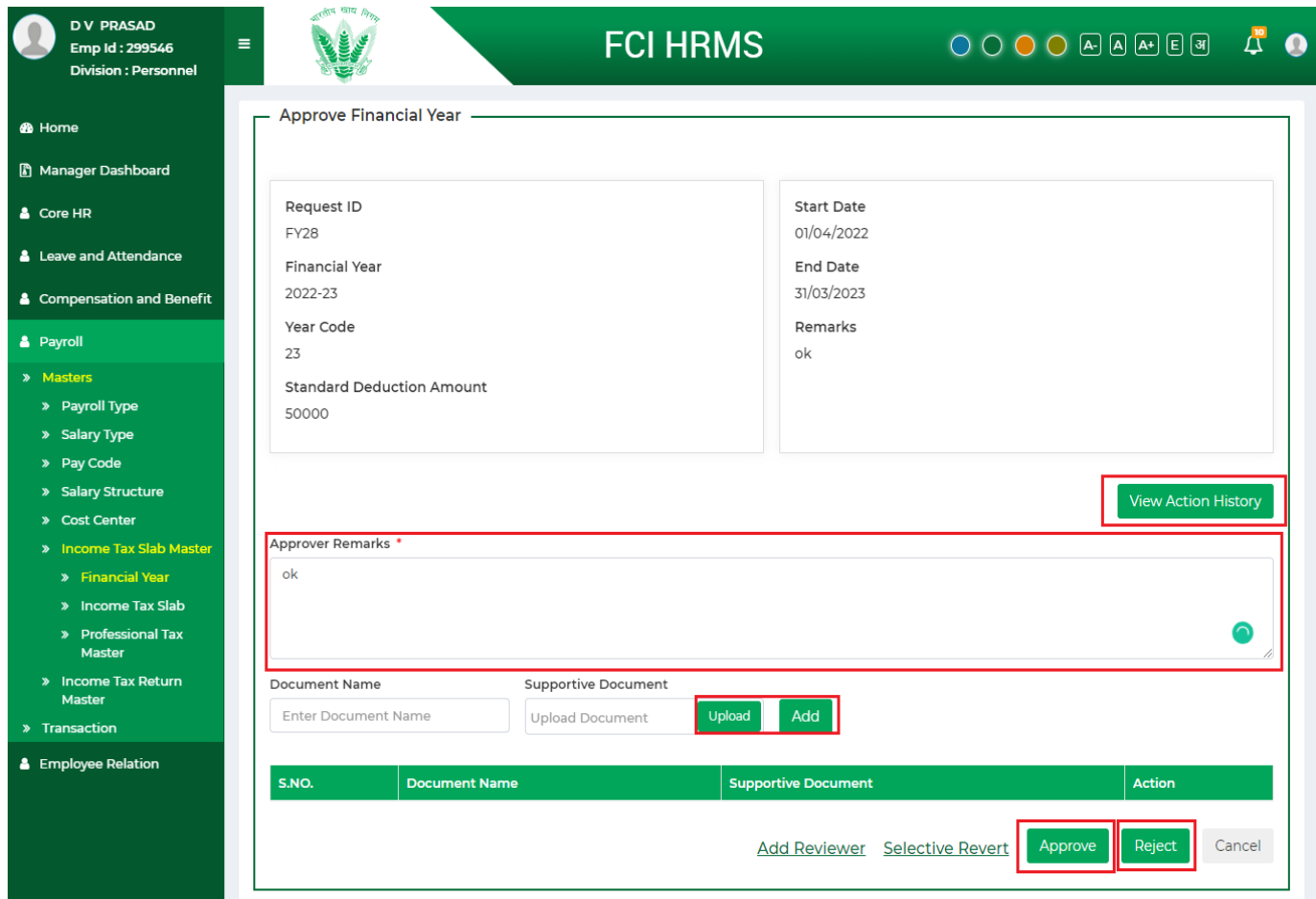
S.No.	Request ID	Financial Year	Year Code	Start Date	End Date	Standard Deduction Amount	Remarks	Status	Action
1	FY28	2022-23	23	01/04/2022	31/03/2023	50000	ok	Pending Approval	
2	FY1	2019-2020	FY1	01/04/2019	31/03/2020	50000	Ok	Approved	
3	FY2	2020-2021	FY2	01/04/2020	31/03/2021	50000	Ok	Approved	
4	FY3	2021-2022	FY3	01/04/2021	31/03/2022	50000	Ok	Approved	

Showing 1 to 4 of 4 entries | **Previous** | 1 | **Next**

Figure 4.2-35: Financial Year Approver Landing

Click on as shown in Figure 4-35, to land on Approve Paycode request as shown in Figure 4-36.

4.6.8 Financial Year Approve



The screenshot displays the 'Approve Financial Year' interface. On the left is a navigation menu with options like Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll, Masters (with sub-options like Payroll Type, Salary Type, etc.), Transaction, and Employee Relation. The main content area shows request details: Request ID (FY28), Financial Year (2022-23), Year Code (23), Standard Deduction Amount (50000), Start Date (01/04/2022), End Date (31/03/2023), and Remarks (ok). Below this is a text area for 'Approver Remarks' containing 'ok'. There are input fields for 'Document Name' and 'Supportive Document' with 'Upload' and 'Add' buttons. At the bottom, there is a table with columns S.NO., Document Name, Supportive Document, and Action. Action buttons 'Approve', 'Reject', and 'Cancel' are highlighted with red boxes.

Figure 4.2-36: Financial Year Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-38.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request, and a success message will be shown in the Financial Year Approver Landing Screen for approving the record as shown in Figure 4-37.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as show in Figure 4-35.



Success! Request has been approved successfully.

Financial Year Approver Landing

Financial Year: All Status: All **Get Results**

Show 10 entries Export to: Excel CSV PDF Print Search:

S.No.	Request ID	Financial Year	Year Code	Start Date	End Date	Standard Deduction Amount	Remarks	Status	Action
1	FY28	2022-23	23	01/04/2022	31/03/2023	50000	ok	Approved	
2	FY1	2019-2020	FY1	01/04/2019	31/03/2020	50000	Ok	Approved	
3	FY2	2020-2021	FY2	01/04/2020	31/03/2021	50000	Ok	Approved	
4	FY3	2021-2022	FY3	01/04/2021	31/03/2022	50000	Ok	Approved	

Showing 1 to 4 of 4 entries

Previous 1 Next

Figure 4.2-37: Financial Year Approve Successful

4.6.9 View Action History

Click on **View Action History** as shown in Figure 4-34 and 4-36, to navigate to View Action History page as shown in Figure 4-38.

Action History

Version: All From Date: DD/MM/YYYY To Date: DD/MM/YYYY **Get Results**

ID FY28

Show 10 entries Search:

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	23/09/2020 10:05:44 AM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	23/09/2020 10:07:36 AM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
3	23/09/2020 10:08:27 AM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
4	23/09/2020 10:09:48 AM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
5		1	Pending Approval	N/A	Managing Director	Personnel	Approver	N/A	

Showing 1 to 5 of 5 entries

Previous 1 Next

Close

Figure 4.2-38: Action History



HRMS administrator shall be able to perform the following activities from Action History page:



- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-39.

Figure 4.2-39: Action History View

4.7 Income Tax Slab Master- Income Tax Slab (SRS_HRMS_PR_06)

This feature will allow the payroll management to set the tax rates. System will facilitate Manager Bill(s) for defining / Update the Income tax slab and Professional tax slab rates as per circular received from the authority.

4.7.1 Navigation

Left Navigation: Payroll >>Masters >> Income Tax Slab Master>> Income Tax Slab

4.7.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.7.1 to reach the Income Tax Slab Master – Income Tax Slab Landing Page as shown in Figure 4.30

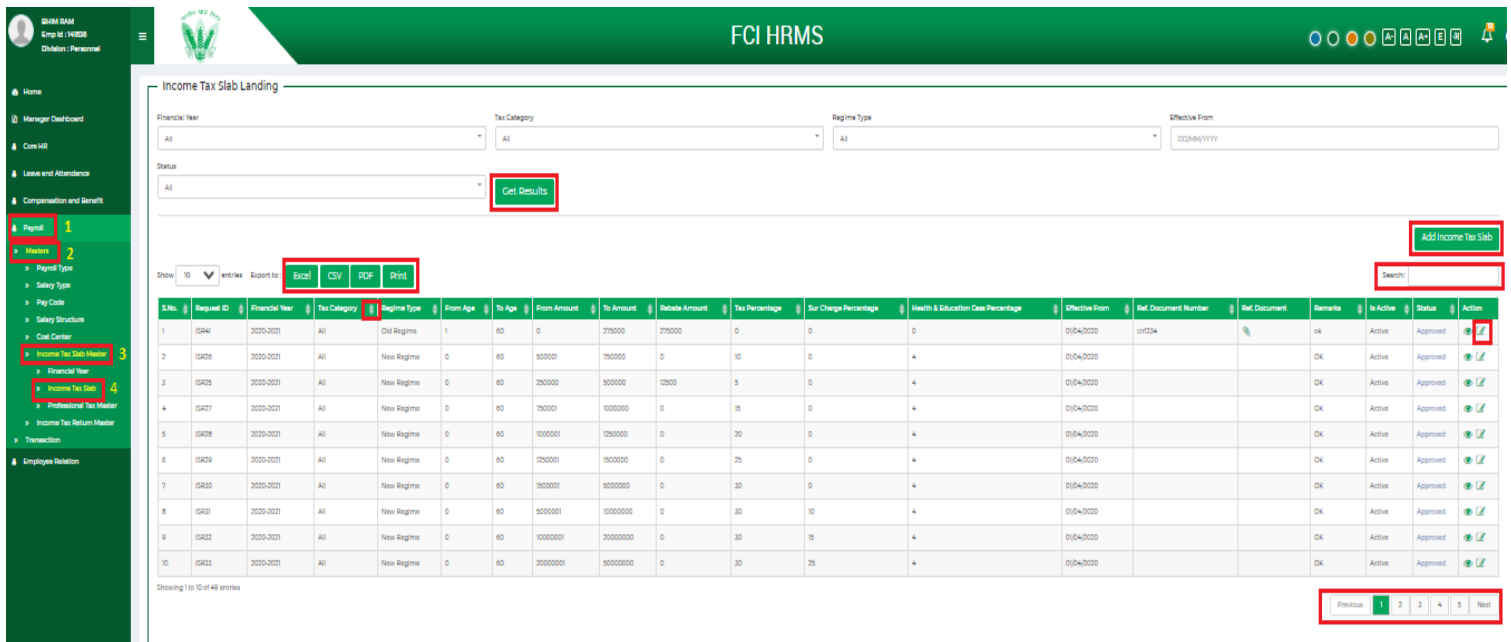


Figure 4.3-30: Income Tax Slab Master- Income Tax Slab

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records
- Click on **Add Income Tax Slab** to add a new Income Tax Slab in the table as mentioned in Section 4.4.3 – Add Income Tax Slab Request.
- Click on **✎** to edit an existing Income Tax Slab in the table as mentioned in Section 4.4.4 – Edit Income Tax Slab.

4.7.3 Add Income Tax Slab

Click on **Add Income Tax Slab** to open the Add Income Tax Slab as shown in Figure 4-31



Income Tax Slab Request

Financial Year *	Tax Category *	Regime Type *	From Age *
2020-2021	All	Old Regime	1
To Age *	From Amount *	To Amount *	Rebate Amount *
60	0	275000	275000
Tax Percentage *	Sur Charge Percentage *	Health & Education Cess Percentage *	Effective From
0	0	0	01/04/2020
Ref. Document Number *	Ref. Document *	Remarks *	Is Active *
cir1234	Exported.pdf <input type="button" value="Upload"/>	ok	Active

Figure 4.3-31: Add Income Tax Slab

4.7.4 Edit Income Tax Slab

Click on to open Edit Income Tax Slab as shown in Figure 4-32


Edit Income Tax Slab

Request ID	Financial Year	Tax Category	Regime Type
ISR41	2020-2021	All	Old Regime
From Age *	To Age *	From Amount	To Amount *
1	60	0	275000
Rebate Amount *	Tax Percentage *	Sur Charge Percentage *	Health & Education Cess Percentage *
275000	0	0	0
Effective From	Ref. Document Number *	Ref. Document *	Remarks *
01/04/2020	cir1234	Upload Document <input type="button" value="Upload"/>	ok
Is Active *			
Active			

Figure 4.3-32: Edit Income Tax Slab

Enter the details and click on  for updating the existing record in the table.


4.7.5 Income Tax Slab Reviewer Landing

Enter the details and click on  as shown in Figure 4-31; the request will be listed in the Reviewer landing screen as shown in Figure 4-33

The screenshot displays the 'Income Tax Slab Reviewer Landing' interface. It includes a sidebar menu with options like Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll, Masters, Payroll Type, Salary Type, Pay Code, Salary Structure, Cost Center, Income Tax Slab Master, Financial Year, Income Tax Slab, Professional Tax Master, Income Tax Return Master, Transaction, and Employee Relation. The main area features filters for Financial Year (All), Tax Category (All), Regime Type (All), and Effective From (DD/MM/YYYY). A 'Get Results' button is present. Below the filters, there are options to show 10 entries and export to Excel, CSV, PDF, or Print. A search bar is also available. The table below lists 10 entries with various tax parameters. The 'Action' column for the first entry (Request ID ISR42) contains a 'Review' icon, which is highlighted with a red box.

S.No.	Request ID	Financial Year	Tax Category	Regime Type	From Age	To Age	From Amount	To Amount	Rebate Amount	Tax Percentage	Sur Charge Percentage	Health & Education Cess Percentage	Effective From	Ref. Document Number	Ref. Document	Remarks	Is Active	Status	Action
1	ISR42	2020-2021	All	Old Regime	1	60	0	300000	300000	0	0	0	01/04/2020	w24rve		ok	Active	Pending Review	
2	ISR41	2020-2021	All	Old Regime	1	60	0	275000	275000	0	0	0	01/04/2020	ci1234		ok	Active	Approved	
3	ISR26	2020-2021	All	New Regime	0	60	500001	750000	0	10	0	4	01/04/2020			OK	Active	Approved	
4	ISR25	2020-2021	All	New Regime	0	60	250000	500000	12500	5	0	4	01/04/2020			OK	Active	Approved	
5	ISR27	2020-2021	All	New Regime	0	60	750001	1000000	0	15	0	4	01/04/2020			OK	Active	Approved	
6	ISR28	2020-2021	All	New Regime	0	60	1000001	1250000	0	20	0	4	01/04/2020			OK	Active	Approved	
7	ISR29	2020-2021	All	New Regime	0	60	1250001	1500000	0	25	0	4	01/04/2020			OK	Active	Approved	
8	ISR30	2020-2021	All	New Regime	0	60	1500001	5000000	0	30	0	4	01/04/2020			OK	Active	Approved	
9	ISR31	2020-2021	All	New Regime	0	60	5000001	10000000	0	30	10	4	01/04/2020			OK	Active	Approved	
10	ISR32	2020-2021	All	New Regime	0	60	10000001	20000000	0	30	15	4	01/04/2020			OK	Active	Approved	

Figure 4.3-33 Income Tax Slab Reviewer Landing

Click on  as shown in Figure 4-33, to land on Review Income Tax Slab request as shown in Figure 4-34.

4.7.6 Income Tax Slab Review



Figure 4.3-34: Income Tax Slab Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-38.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Review** to review the request, the request will be forwarded to the approver’s landing page as shown in Figure 4-35.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in Figure 4-30.
- Click on **Cancel** to navigate back to the Reviewer landing screen as shown in Figure 4-33.




4.7.7 Income Tax Slab Approver Landing

Reviewer clicks on **Review** as shown in Figure 4-34, the request will be listed in Approver's Landing Page as shown in Figure 4-35.

The screenshot displays the 'Income Tax Slab Approver Landing' interface. On the left is a green sidebar with navigation menus. The main area features a search form with filters for 'Financial Year', 'Tax Category', 'Regime Type', and 'Effective From'. Below the form is a table of tax slab requests. The table has 17 columns: S.No., Request ID, Financial Year, Tax Category, Regime Type, From Age, To Age, From Amount, To Amount, Rebate Amount, Tax Percentage, Sur Charge Percentage, Health & Education Cess Percentage, Effective From, Ref. Document Number, Ref. Document, Remarks, Is Active, Status, and Action. The first row shows a request with ID ISR42, Financial Year 2020-2021, Tax Category All, Regime Type Old Regime, From Age 1, To Age 60, From Amount 0, To Amount 300000, Rebate Amount 300000, Tax Percentage 0, Sur Charge Percentage 0, Health & Education Cess Percentage 0, Effective From 01/04/2020, Ref. Document Number w34rve, Ref. Document, Remarks ok, Is Active Active, Status Pending Approval, and Action with a red 'X' icon. The table lists 10 entries in total. Below the table is a pagination control with 'Previous', '1', '2', '3', '4', '5', and 'Next' buttons.

Figure 4.3-35: Income Tax Slab Approver Landing

Click on  as shown in Figure 4-35, to land on Approve Income Tax Slab request as shown in Figure 4-36.

4.7.8 Income Tax Slab Approve

Figure 4.3-36: Income Tax Slab Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-38.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request, and a success message will be shown in the Income Tax Slab Approver Landing Screen for approving the record as shown in Figure 4-37.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as show in Figure 4-35.

Success! Request has been approved successfully.

Income Tax Slab Approver Landing

Financial Year: All | Tax Category: All | Regime Type: All | Effective From: DD/MM/YYYY

Status: All **Get Results**

Show: 10 entries | Export to: Excel, CSV, PDF, Print | Search:

S.No.	Request ID	Financial Year	Tax Category	Regime Type	From Age	To Age	From Amount	To Amount	Rebate Amount
1	ISR41	2020-2021	All	Old Regime	1	60	0	275000	275000
2	ISR26	2020-2021	All	New Regime	0	60	500001	750000	0
3	ISR25	2020-2021	All	New Regime	0	60	250000	500000	12500
4	ISR27	2020-2021	All	New Regime	0	60	750001	1000000	0

Figure 4.3-37: Income Tax Slab Approve Successful

4.7.9 View Action History

Click on **View Action History** as shown in Figure 4-34 and 4-36, to navigate to View Action History page as shown in Figure 4-38.

Action History

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY **Get Results**

ID: ISR41

Show: 10 entries | Search:

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	23/09/2020 10:58:03 AM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	23/09/2020 11:01:53 AM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
3	23/09/2020 11:02:42 AM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
4	23/09/2020 11:03:42 AM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
5		1	Pending Approval	N/A	Managing Director	Personnel	Approver	N/A	

Showing 1 to 5 of 5 entries

Previous 1 Next

Close

Figure 4.3-38: Action History



HRMS administrator shall be able to perform the following activities from Action History page:

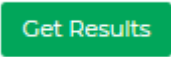

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-39.

Figure 4.3-39: Action History View

4.8 Income Tax Slab Master- Professional Tax Master (SRS_HRMS_PR_06)

This feature will allow the payroll management to set the tax rates. System will facilitate Manager Bill(s) for defining / Update the Income tax slab and Professional tax slab rates as per circular received from the authority.

4.8.1 Navigation

Left Navigation: Payroll >>Masters >> Income Tax Slab Master>> Professional Tax Master

4.8.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.4.1 to reach the Professional Tax Master Landing Page as shown in Figure 4.30

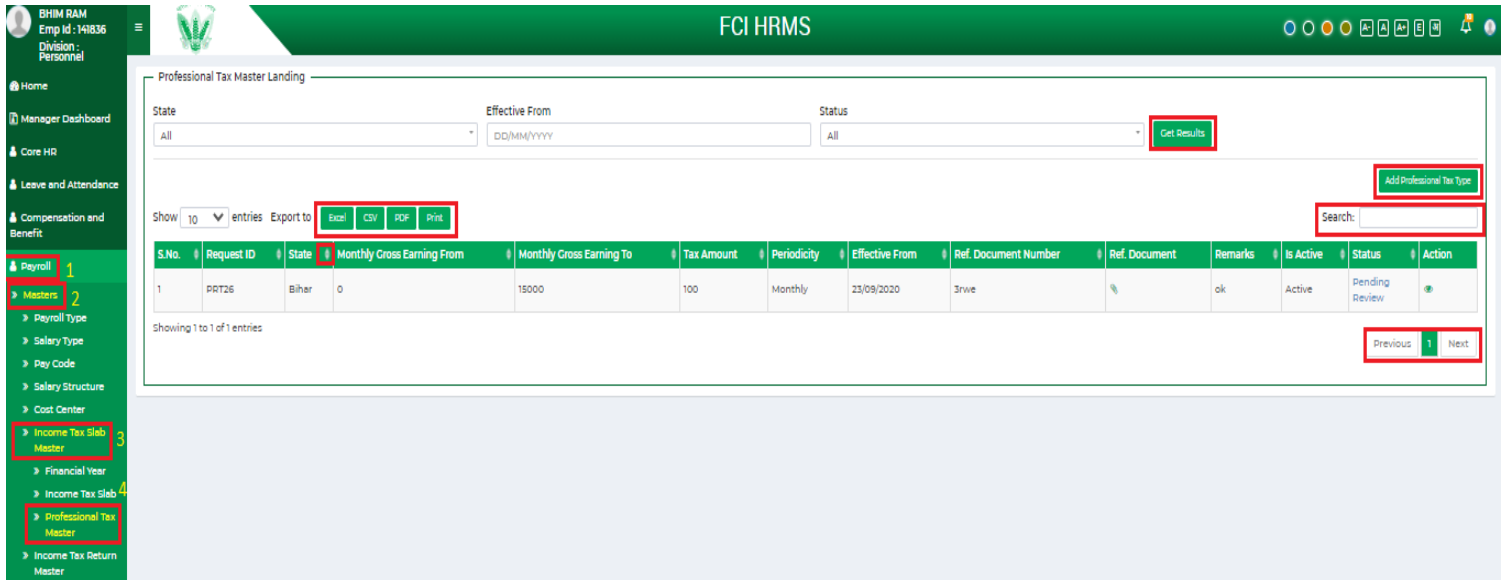


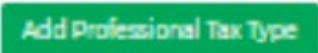
Figure 4.4-30: Income Tax Slab Master- Professional Tax Master

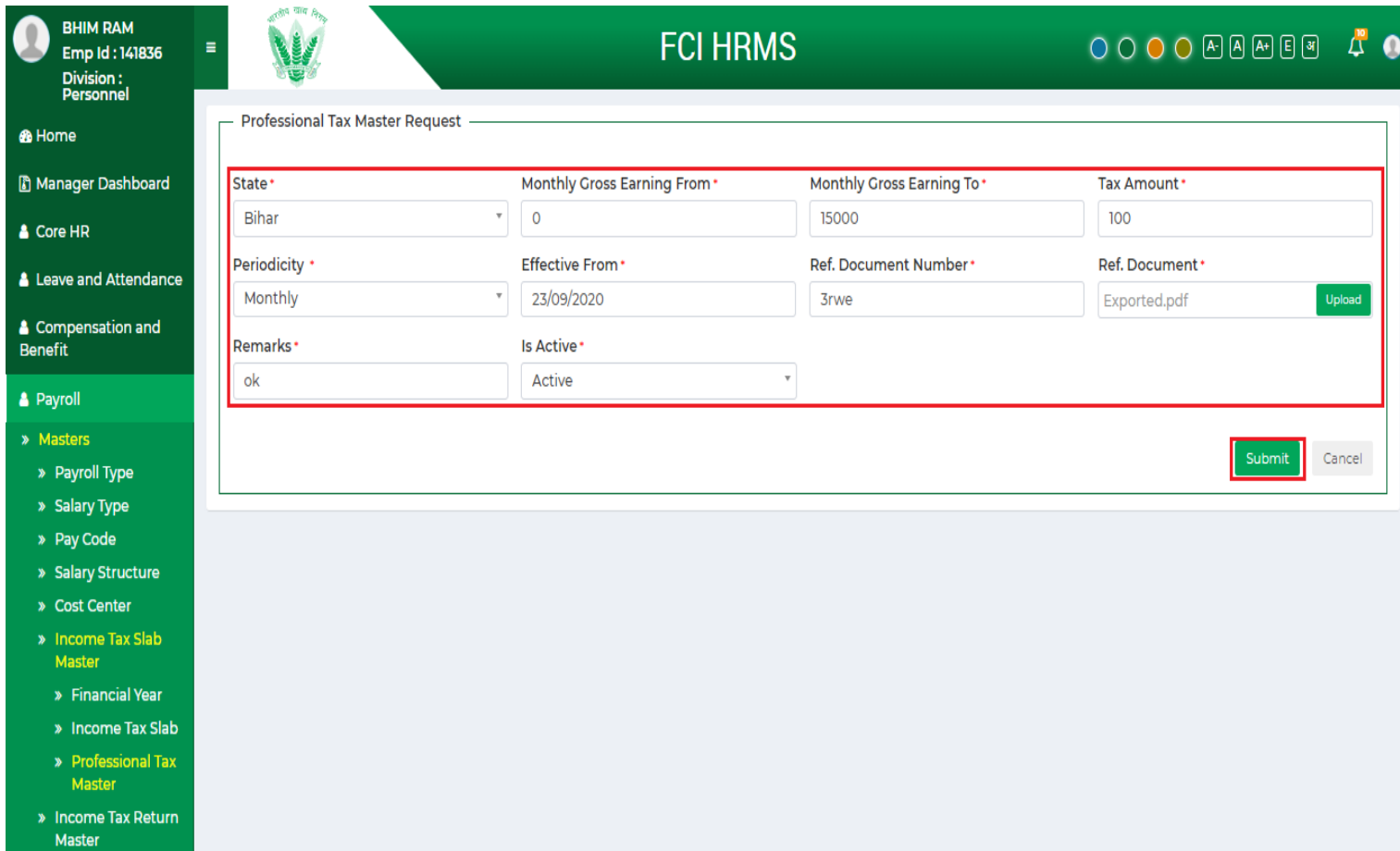
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records
- Click on **Add Professional Tax Type** to add a new Professional Tax Type in the table as mentioned in Section 4.4.3 – Add Professional Tax Type.
- Click on to edit an existing Professional Tax Type in the table as mentioned in Section 4.4.4 – Edit Professional Tax.



4.8.3 Add Professional Tax Type

Click on  to open the Add Professional Tax Type as shown in Figure 4-31




State *	Monthly Gross Earning From *	Monthly Gross Earning To *	Tax Amount *
Bihar	0	15000	100
Periodicity *	Effective From *	Ref. Document Number *	Ref. Document *
Monthly	23/09/2020	3rwe	Exported.pdf
Remarks *	Is Active *		
ok	Active		

Submit Cancel

Figure 4.4-31: Add Professional Tax

4.8.4 Edit Professional Tax

Click on  to open Edit Professional Tax as shown in Figure 4-32

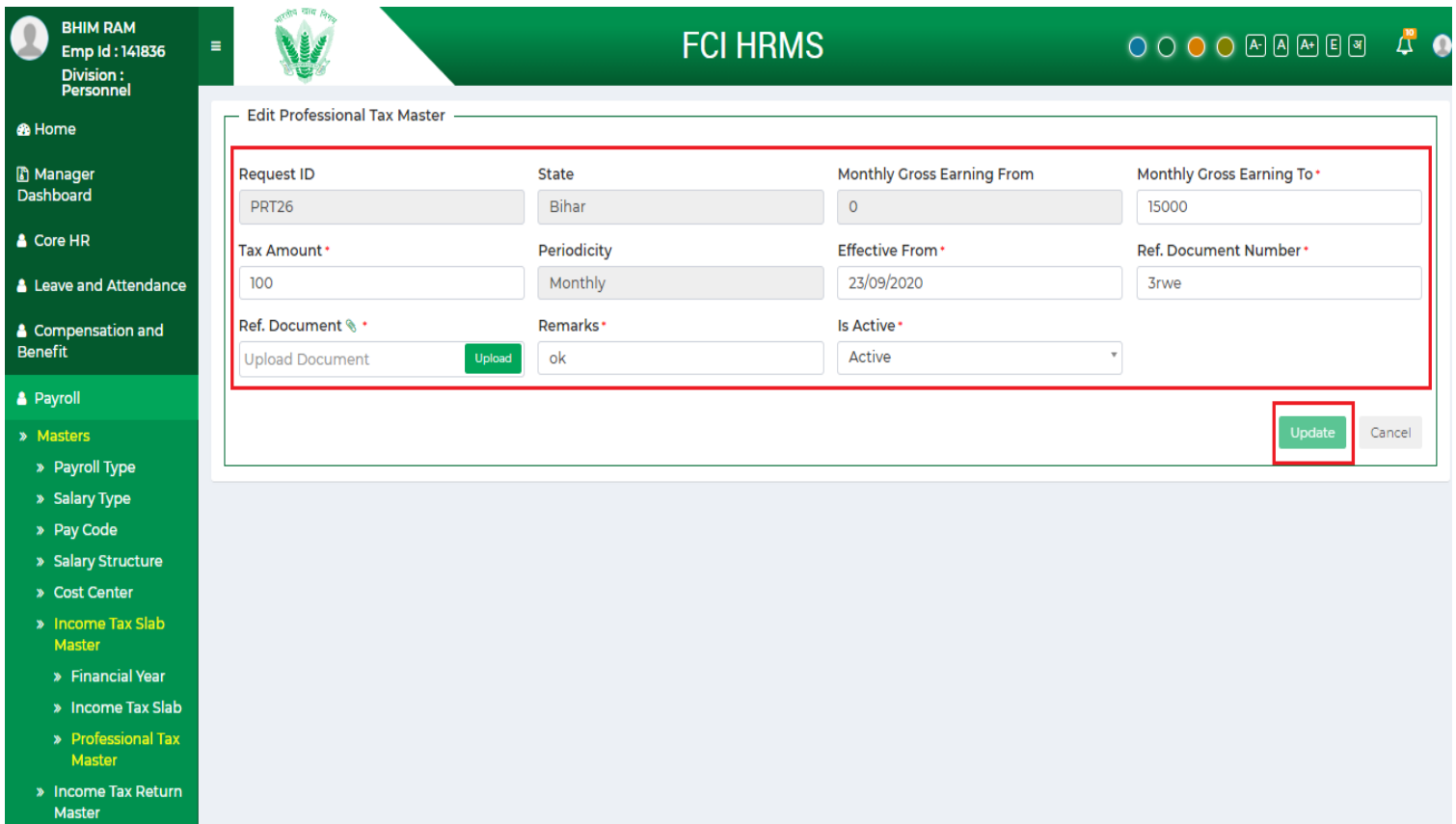


Figure 4.4-32: Edit Professional Tax

Enter the details and click on  for updating the existing record in the table.

4.8.5 Professional Tax Reviewer Landing

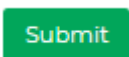

Enter the details and click on  as shown in Figure 4-31; the request will be listed in the Reviewer landing screen as shown in Figure 4-33



Figure 4.4-33 Professional Tax Reviewer Landing

Click on  as shown in Figure 4-33, to land on Review Professional Tax request as shown in Figure 4-34.

4.8.6 Professional Tax Review

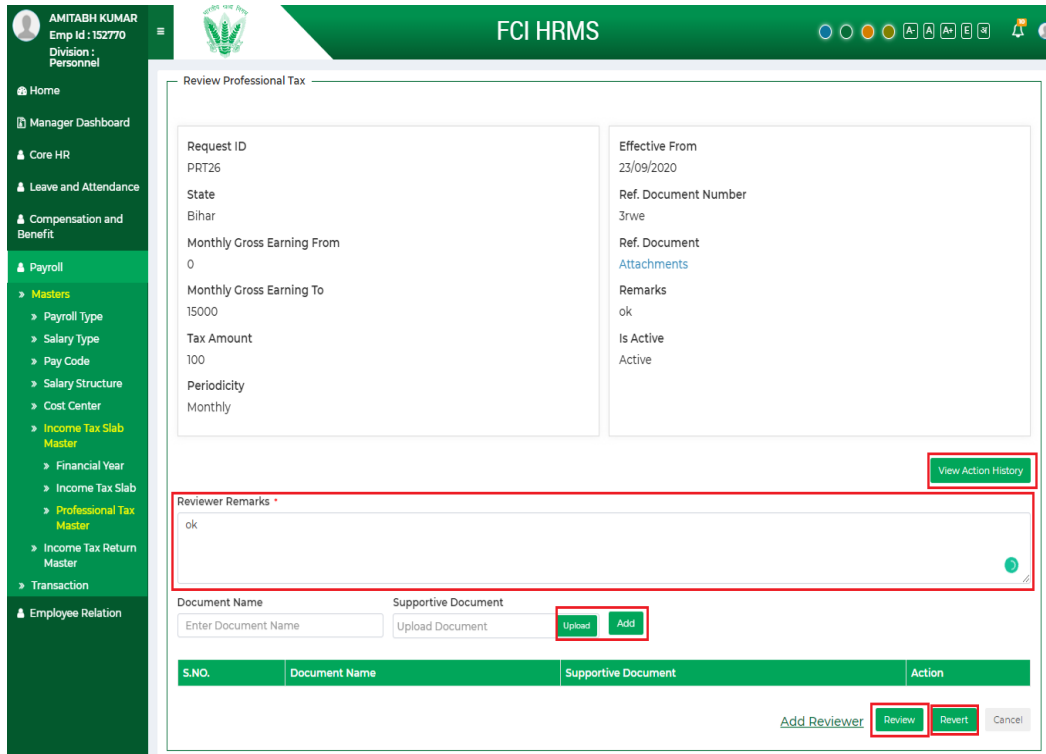
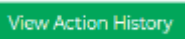







Figure 4.4-34: Professional Tax Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on  to view the action taken on the request as shown in Figure 4-38.
- Click on   to upload the supportive document/add the column to upload document.
- Click on  to review the request, the request will be forwarded to the approver’s landing page as shown in Figure 4-35.
- Click on  to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in Figure 4-30.
- Click on  to navigate back to the Reviewer landing screen as shown in Figure 4-33.



4.8.7 Professional Tax Approver Landing

Reviewer clicks on Review as shown in Figure 4-34, the request will be listed in Approver’s Landing Page as shown in Figure 4-35.

Figure 4.4-35: Professional Tax Approver Landing

Click on ✔ as shown in Figure 4-35, to land on Approve Professional Tax request as shown in Figure 4-36.

4.8.8 Professional Tax Approve

The screenshot displays the 'Approve Professional Tax' interface. On the left is a navigation menu with options like Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll, Masters (including Professional Tax Master), Transaction, and Employee Relation. The main content area shows request details for 'PRT26' from Bihar, with a monthly gross earning of 15000 and a tax amount of 100. Below this is a table for uploading documents with columns for S.NO., Document Name, Supportive Document, and Action. At the bottom, there are buttons for 'Add Reviewer', 'Selective Revert', 'Approve', 'Reject', and 'Cancel'. A red box highlights the 'Approver Remarks' field, which contains the text 'ok'.

Figure 4.4-36: Professional Tax Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-38.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request, and a success message will be shown in the Professional Tax Approver Landing Screen for approving the record as shown in Figure 4-37.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as show in Figure 4-35.



Success! Professional Tax has been updated successfully.

Professional Tax Master Landing

State: All Effective From: DD/MM/YYYY Status: All [Get Results](#)

[Add Professional Tax Type](#)

Show 10 entries Export to: [Excel](#) [CSV](#) [PDF](#) [Print](#) Search:

S.No.	Request ID	State	Monthly Gross Earning From	Monthly Gross Earning To	Tax Amount	Periodicity	Effective From	Ref. Document Number	Re
	PRT26	Bihar	0	15000	150	Monthly	23/09/2020	3rwe	

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

Figure 4.4-37: Professional Tax Approve Successful

4.8.9 View Action History

Click on [View Action History](#) as shown in Figure 4-34 and 4-36, to navigate to View Action History page as shown in Figure 4-38.

Action History

Version: All From Date: DD/MM/YYYY To Date: DD/MM/YYYY [Get Results](#)

ID PRT26

Show 10 entries Search:

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	23/09/2020 1:50:58 PM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	23/09/2020 1:54:22 PM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
3	23/09/2020 2:37:18 PM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
4	23/09/2020 2:38:28 PM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
5		1	Pending Approval	N/A	Managing Director	Personnel	Approver	N/A	

Showing 1 to 5 of 5 entries

[Previous](#) [1](#) [Next](#)

[Close](#)



Figure 4.4-38: Action History

HRMS administrator shall be able to perform the following activities from Action History page:

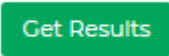

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-39.

Figure 4.4-39: Action History View

4.9 Income Tax Return Master- Income Tax Section Master (SRS_HRMS_PR_10)

This process is used for Tax calculator Master data creation. In this process limit will be defined pertaining to the Deduction Chapter VI A (80 C, Other 80s sections), Exemption Section 10, HRA and Other Income Section 24.



Also, this Process is to be used for Income Tax declaration under each of the above (80 C, HRA & Other Income) sections and calculates the tax projection, Form 12 B and actual tax form 16 as when required.

This process will also be used for capturing the previous employer Form 12 B details in case of new Joiner.

System will facilitate Manager Bill(s) for defining the Tax Calculator Master as & when policy changed.

4.9.1 Navigation

Left Navigation: Payroll >> Masters >> Income Tax Return Master >> Income Tax Section Master

4.9.2 Landing Page









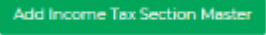

HRMS administrator shall traverse the navigation as mentioned in Section 4.4.1 to reach the Income Tax Return Master – Income Tax Section Master Landing Page as shown in Figure 4.30

Figure 4.5-30: Income Tax Section Master

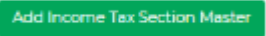
HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.



- Click on   to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on     to navigate table records
- Click on  to add a new Income Tax Section in the table as mentioned in Section 4.4.3 – Add Income Tax Section Request.
- Click on  to edit an existing Income Tax Section in the table as mentioned in Section 4.4.4 – Edit Income Tax Section.

4.9.3 Add Income Tax Section

Click on  to open the Add Income Tax Section as shown in Figure 4-31

The screenshot shows the 'Income Tax Section Master Request' form in the FCI HRMS application. The form is titled 'Income Tax Section Master Request' and contains the following fields:


- Financial Year ***: 2020-2021
- Section ***: 80 C
- Section Limit ***: 150000
- Ref. Document Number ***: 24wer
- Ref. Document ***: Exported.pdf (with an Upload button)
- Remarks ***: ok
- Is Active ***: Active

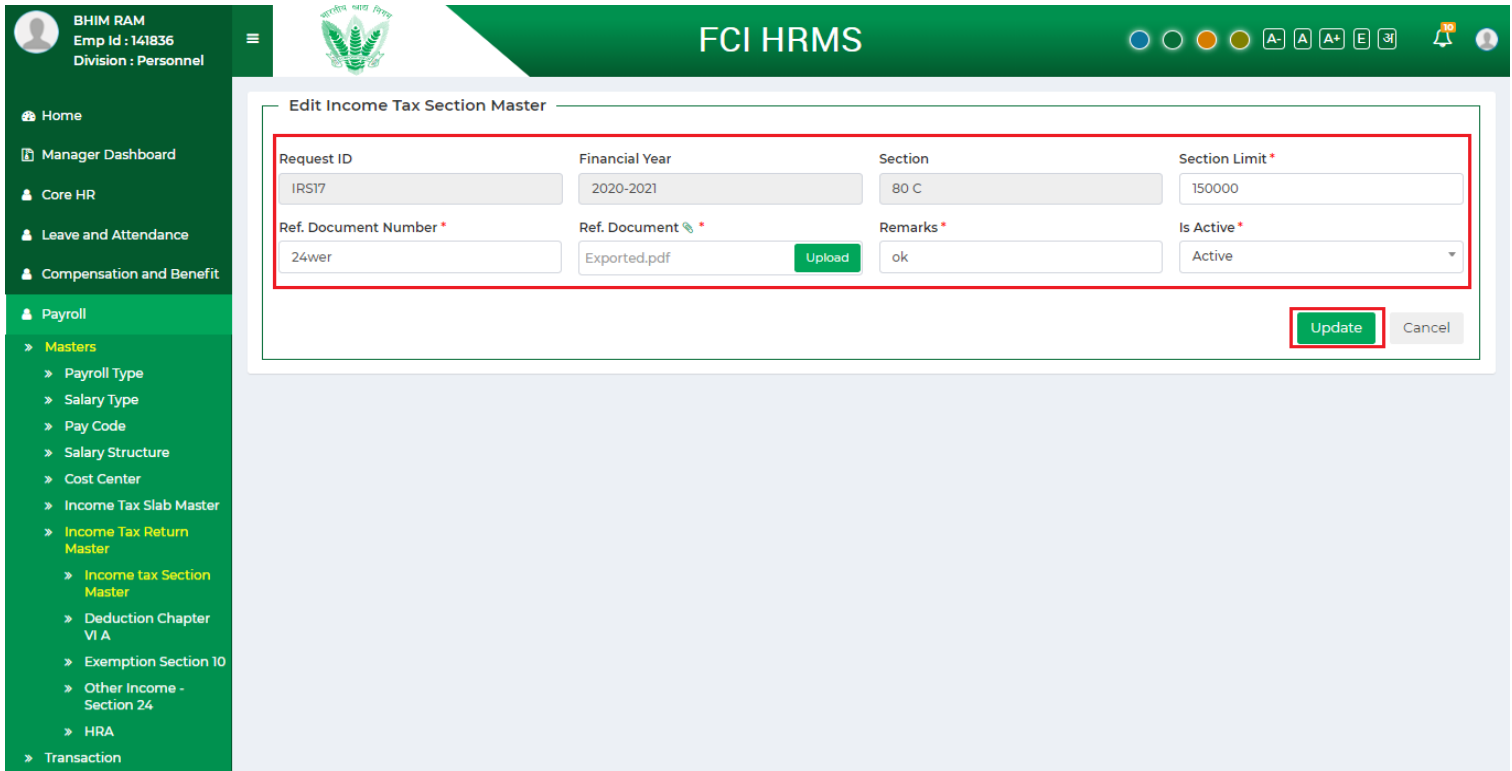
At the bottom right of the form, there are two buttons: **Submit** and **Cancel**. The 'Submit' button is highlighted with a red box in the original image.

Figure 4.5-31: Add Income Tax Section



4.9.4 Edit Income Tax Section

Click on  to open Edit Income Tax Section Financial Year as shown in Figure 4-32



Request ID	Financial Year	Section	Section Limit *
IRS17	2020-2021	80 C	150000
Ref. Document Number *	Ref. Document *	Remarks *	Is Active *
24wer	Exported.pdf <input type="button" value="Upload"/>	ok	Active


Figure 4.5-32: Edit Income Tax Section

Enter the details and click on for updating the existing record in the table.

4.9.5 Income Tax Section Reviewer Landing

Enter the details and click on as shown in Figure 4-31; the request will be listed in the Reviewer landing screen as shown in Figure 4-33

Figure 4.5-33 Income Tax Section Reviewer Landing

Click on  as shown in Figure 4-33, to land on Review Income Tax Section request as shown in Figure 4-34.

4.9.6 Income Tax Section Review



The screenshot displays the 'Review Income Tax Section' interface. On the left is a navigation menu with options like Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll, Masters (including Payroll Type, Salary Type, Pay Code, Salary Structure, Cost Center, Income Tax Slab Master, Income Tax Return Master, Income tax Section Master, Deduction Chapter VI A, Exemption Section 10, Other Income - Section 24, HRA), Transaction, and Employee Relation. The main content area shows request details (Request ID: IRS17, Financial Year: 2020-2021, Section: 80 C, Section Limit: 150000, Ref. Document Number: 24wer) and a 'Ref. Document Attachments' section with 'Remarks: ok' and 'Is Active: Active'. A 'Reviewer Remarks' field contains 'ok'. Below this are 'Document Name' and 'Supportive Document' input fields with 'Upload' and 'Add' buttons. At the bottom, a table lists documents with columns for S.NO., Document Name, Supportive Document, and Action. The 'Review' and 'Revert' buttons in the Action column are highlighted with red boxes.

Figure 4.5-34: Income Tax Section Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-34.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Review** to review the request, the request will be forwarded to the approver’s landing page as shown in Figure 4-35.
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator as shown in Figure 4-30.
- Click on **Cancel** to navigate back to the Reviewer landing screen as shown in Figure 4-33.

4.9.7 Income Tax Section Approver Landing

Reviewer clicks on **Review** as shown in Figure 4-34, the request will be listed in Approver’s Landing Page as shown in Figure 4-35.



Income Tax Section Master Approver Landing

Financial Year: All | Section: All | Status: All | **Get Results**

Show: 10 entries | Export to: **Excel** | **CSV** | **PDF** | **Print** | Search: _____


S.No.	Request ID	Financial Year	Section	Section Limit	Ref. Document Number	Ref. Document	Remarks	Is Active	Status	Action
1	IRS17	2020-2021	80 C	150000	24wer		ok	Active	Pending Approval	

Showing 1 to 1 of 1 entries

Previous | **1** | Next

@Powered by Konnect (Kellton Tech)

Figure 4.5-35: Income Tax Section Approver Landing

Click on  as shown in Figure 4-35, to land on Approve Paycode request as shown in Figure 4-36.

4.9.8 Income Tax Section Approve

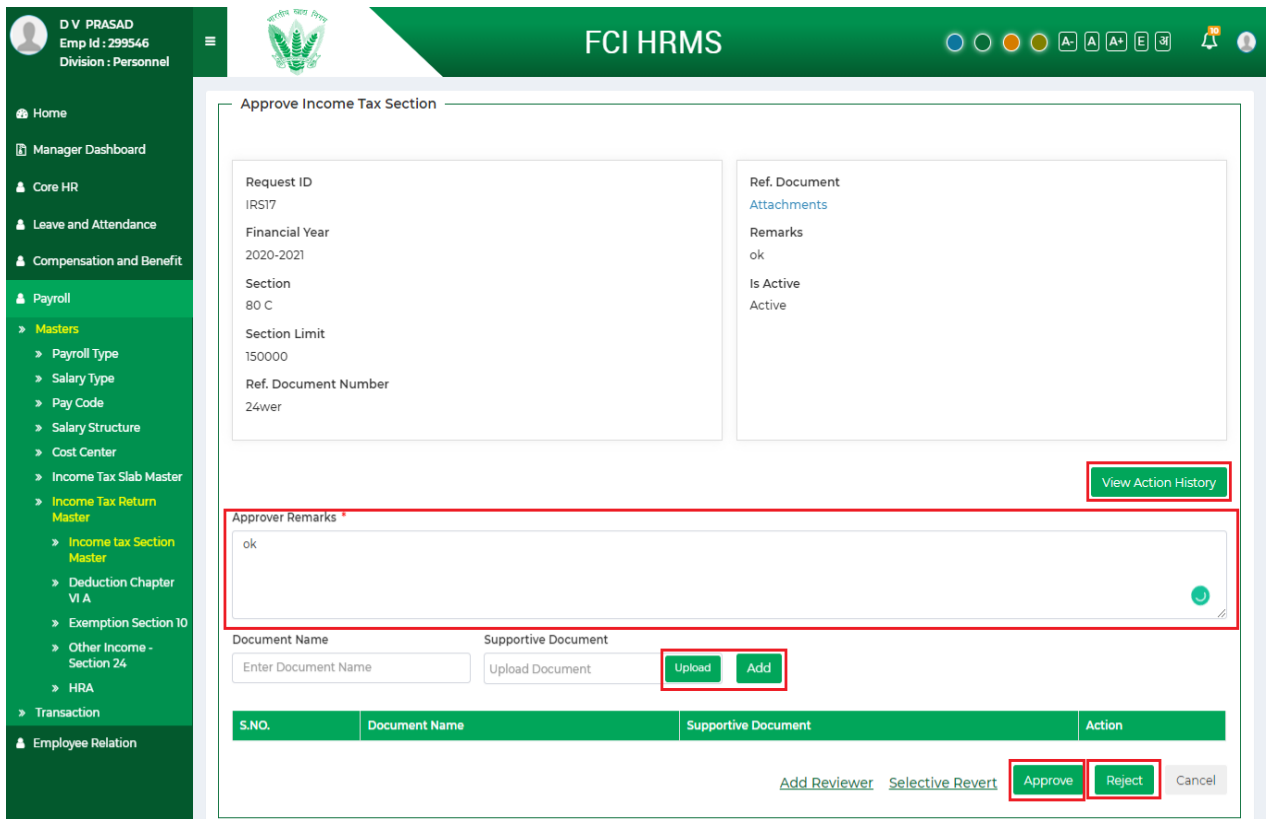


Figure 4.5-36: Income Tax Section Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request as shown in Figure 4-36.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request, and a success message will be shown in the Financial Year Approver Landing Screen for approving the record as shown in Figure 4-37.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as show in Figure 4-35.



Success! Request has been approved successfully.

Income Tax Section Master Approver Landing

Financial Year: All | Section: All | Status: All | Get Results

Show 10 entries | Export to: Excel, CSV, PDF, Print | Search:

S.No.	Request ID	Financial Year	Section	Section Limit	Ref. Document Number	Ref. Document	Remarks	Is Active	Status	Action
1	IRS17	2020-2021	80 C	150000	24wer		ok	Active	Approved	

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 4.5-37: Income Tax Section Approval Successful

4.9.9 View Action History

Click on [View Action History](#) as shown in Figure 4-34 and 4-36, to navigate to View Action History page as shown in Figure 4-38.

Action History

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY | Get Results

ID IRS17

Show 10 entries | Search:

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	23/09/2020 3:14:04 PM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	23/09/2020 3:17:54 PM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
3	23/09/2020 3:18:45 PM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
4	23/09/2020 3:19:31 PM	1	Reviewed	BIDAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
5		1	Pending Approval	N/A	Managing Director	Personnel	Approver	N/A	

Showing 1 to 5 of 5 entries

Previous 1 Next

Close

Figure 4.5-38: Action History



HRMS administrator shall be able to perform the following activities from Action History page:



- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-39.

Figure 4.5-39: Action History View

4.10 Income Tax Return Master- Deduction Chapter VI A

This process is used for Tax calculator Master data creation. In this process limit will be defined pertaining to the Deduction Chapter VI A (80 C, Other 80s sections), Exemption Section 10, HRA and Other Income Section 24.

Also, this Process is to be used for Income Tax declaration under each of the above (80 C, HRA & Other Income) sections and calculates the tax projection, Form 12 B and actual tax form 16 as when required.

This process will also be used for capturing the previous employer Form 12 B details in case of new Joiner.

System will facilitate Manager Bill(s) for defining the Tax Calculator Master as & when policy changed.

4.10.1 Navigation

Left Navigation: Payroll >> Masters >> Income Tax Return Master >> Deduction Chapter VI A

4.10.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.10.1 to reach the Landing Page as shown in below

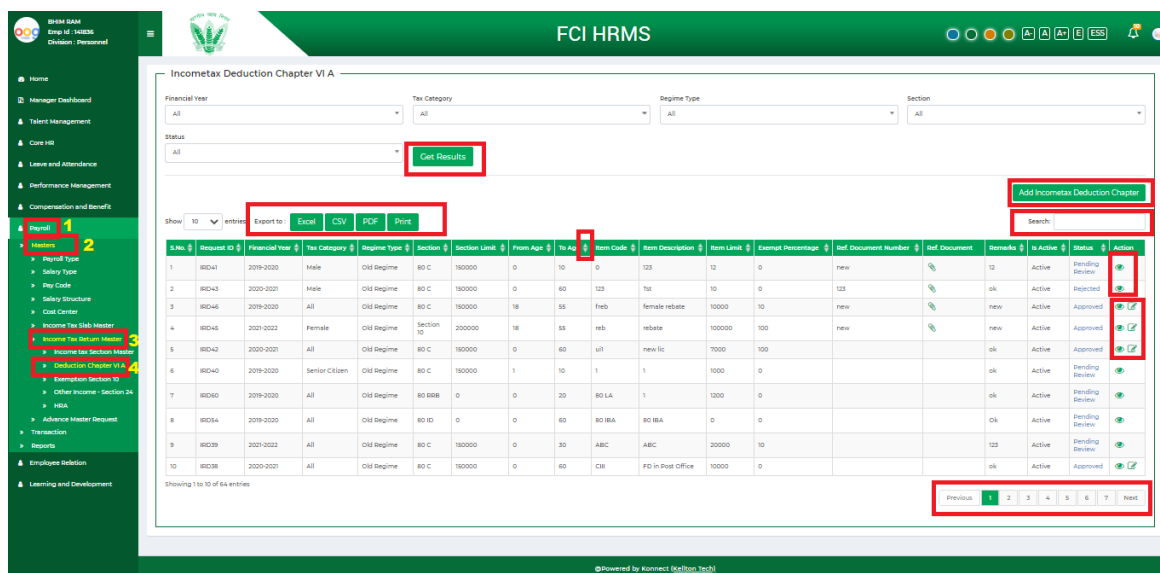


Figure 4-40: Deduction Chapter VI A Landing

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records
- Click on **✎** to edit an existing Query/Request.

4.10.3 Add Income Tax Deduction Chapter

Click on [Add Incometax Deduction Chapter](#) to open the Add Income Tax Section as shown in Figure below

The screenshot shows the 'Incometax Deduction Chapter VI A Request' form in the FCI HRMS system. The form is titled 'Incometax Deduction Chapter VI A Request' and is highlighted with a red border. The form contains the following fields:

Financial Year *	Tax Category *	Regime Type *	Section *
2020-2021	All	Old Regime	80 C
Section Limit	From Age *	To Age *	Item Code *
150000	0	60	CIII
Item Description *	Item Limit *	Exempt Percentage *	Ref. Document Number *
FD in Post Office	10000	100	327tuie
Ref. Document *	Remarks *	Is Active *	
Exported.pdf <input type="button" value="Upload"/>	ok	Active	

A button is highlighted with a red box.


Figure 4-41: Add Income Tax Deduction Chapter

4.10.4 Edit Income Tax Deduction

Click on to open Edit Income Tax Deduction VI A Financial Year as shown in Figure below



Figure 4-42: Edit Income Tax Deduction VI A


Enter the details and click on  for updating the existing record in the table.
4.10.5 Income Tax Deduction VI A Reviewer Landing

The request will be listed in the Reviewer landing screen as shown in Figure 4-43

S.No.	Request ID	Financial Year	Tax Category	Regime Type	Section	Section Limit	From Age	To Age	Item Code	Item Description	Item Limit	Exempt Percentage	Ref. Document Number	Ref. Document	Remarks	Is Active	Status	Action
1	IRD38	2020-2021	All	Old Regime	80 C	150000	0	60	CIII	FD in Post Office	10000	0	78tgyh		ok	Active	Pending Review	
2	IRD44	2019-2020	All	Old Regime	80 ID	0	0	60	80 IBA	80 IBA	0	0			Ok	Active	Approved	
3	IRD44	2019-2020	All	Old Regime	80 C	150000	0	60	80 IBA	80 IBA	150000	100			Ok	Active	Approved	
4	IRD63	2019-2020	All	Old Regime	80 IC	0	0	60	80 IB	80 IB	0	0			Ok	Active	Approved	
5	IRD62	2019-2020	All	Old Regime	80 IBA	0	0	60	80 IAC	80 IAC	0	0			Ok	Active	Approved	
6	IRD61	2019-2020	All	Old Regime	80 IB	0	0	60	80 IAB	80 IAB	0	0			Ok	Active	Approved	
7	IRD60	2019-2020	All	Old Regime	80 IAC	0	0	60	80 IAA	80 IAA	0	0			Ok	Active	Approved	
8	IRD49	2019-2020	All	Old Regime	80 IAB	0	0	60	80 GGC	80 GGC	0	0			Ok	Active	Approved	
9	IRD48	2019-2020	All	Old Regime	80 IA	0	0	60	80 GCB	80 GCB	0	0			Ok	Active	Approved	
10	IRD47	2019-2020	All	Old Regime	80 GGC	0	0	60	80 GCA	80 GCA	0	0			Ok	Active	Approved	

Figure 4-43 Income Tax Deduction VI A Reviewer Landing



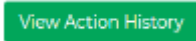



Click on  as shown in Figure 4-43, to land on Review Income Tax Section request as shown in Figure 4-44.



4.10.6 Income Tax Deduction Review

The screenshot displays the 'Review Income Tax Deduction' interface. On the left is a navigation menu with options like Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll, Masters (including Payroll Type, Salary Type, Pay Code, Salary Structure, Cost Center, Income Tax Slab Master, Income Tax Return Master, Income tax Section Master, Deduction Chapter VI A, Exemption Section 10, Other Income - Section 24, HRA), Transaction, and Employee Relation. The main content area shows request details for IRD38, including financial year (2020-2021), tax category (All), and item description (FD in Post Office). A 'View Action History' button is highlighted in red. Below the details is a 'Reviewer Remarks' section with the text 'ok'. At the bottom, there is a table for 'Supportive Document' with columns for S.NO., Document Name, Supportive Document, and Action. An 'Add' button is highlighted in red next to the 'Upload Document' button. At the bottom right, 'Review', 'Revert', and 'Cancel' buttons are visible, with 'Review' highlighted in red.

Figure 4-44: Income Tax Deduction Review

Reviewer shall be able to perform the following activities from the Review Page.

- Click on  to view the action taken on the request.
- Click on   to upload the supportive document/add the column to upload document.
- Click on  to review the request, the request will be forwarded to the approver's landing

- Click on  to revert the request back to the initiator, this request will be listed in the landing page of Initiator.
- Click on  to navigate back to the Reviewer landing screen.

4.10.7 Income Tax Deduction Approver Landing



Reviewer clicks on  as shown in Figure 4-44, the request will be listed in Approver’s Landing Page as shown in Figure Below

Figure 4-45: Income Tax Deduction Approver Landing

Click on  as shown in Figure 4-45, to land on Approve request as shown in Figure 4-46.

4.10.8 Income Tax Deduction Approve



The screenshot displays the 'Approve Income Tax Deduction' interface. On the left is a navigation menu with options like Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll, Masters (Payroll Type, Salary Type, Pay Code, Salary Structure, Cost Center, Income Tax Slab Master, Income Tax Return Master, Income tax Section Master, Deduction Chapter VI A, Exemption Section 10, Other Income - Section 24, HRA), Transaction, and Employee Relation. The main content area shows request details for Request ID IRD38, Financial Year 2020-2021, Tax Category All, Regime Type Old Regime, Section 80 C, Section Limit 150000, From Age 0, To Age 60, and Item Code CIII. It also lists item description, item limit (10000), exempt percentage (0), and ref. document number (78tgyh). Below this is an 'Approver Remarks' field containing 'ok'. A table for 'Supportive Document' has columns for S.No., Document Name, Supportive Document, and Action. The table is currently empty. At the bottom, there are buttons for 'Approve', 'Reject', and 'Cancel', along with links for 'Add Reviewer' and 'Selective Revert'. A 'View Action History' button is also present.

Figure 4-46: Income Tax Deduction Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request, and a success message will be shown.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as.



Success! Request has been approved successfully.

Incometax Deduction Chapter VI A Reviewer Landing

Financial Year: All, Tax Category: All, Regime Type: All, Section: All

Status: All [Get Results](#)

Show 10 entries Export to: [Excel](#) [CSV](#) [PDF](#) [Print](#) Search:

S.No.	Request ID	Financial Year	Tax Category	Regime Type	Section	Section Limit	From Age	To Age	Item Code	Item Desc
1	IRD43	2020-2021	Male	Old Regime	80 C	150000	0	60	123	Tst
2	IRD42	2020-2021	All	Old Regime	80 C	150000	0	60	uil	new lic
3	IRD41	2019-2020	Male	Old Regime	80 C	150000	0	10	0	123
4	IRD40	2019-2020	Senior Citizen	Old Regime	80 C	150000	1	10	1	1

Figure 4-47: Income Tax Deduction Approval Successful

4.10.9 View Action History

Click on [View Action History](#) as shown in Figure 4-44 and 4-46, to navigate to View Action History page as shown in Figure 4-48.

Action History

Version: All From Date: DD/MM/YYYY To Date: DD/MM/YYYY [Get Results](#)

ID IRD38 Show 10 entries Search:

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	24/09/2020 3:58:30 PM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	24/09/2020 4:19:44 PM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
3	24/09/2020 4:21:11 PM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
4	24/09/2020 4:23:17 PM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
5		1	Pending Approval	N/A	Managing Director	Personnel	Approver	N/A	

Showing 1 to 5 of 5 entries

Previous 1 Next [Close](#)

@Powered by [Kconnect \(Kellton Tech\)](#)

Figure 4-48: Action History

HRMS administrator shall be able to perform the following activities from Action History page:





- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-49.

Figure 4-49: Action History View

4.11 Income Tax Return Master- Income Tax Exemption Section 10

This process is used for Tax calculator Master data creation. In this process limit will be defined pertaining to the Deduction Chapter VI A (80 C, Other 80s sections), Exemption Section 10, HRA and Other Income Section 24.

Also, this Process is to be used for Income Tax declaration under each of the above (80 C, HRA & Other Income) sections and calculates the tax projection, Form 12 B and actual tax form 16 as when required.

This process will also be used for capturing the previous employer Form 12 B details in case of new Joiner.

System will facilitate Manager Bill(s) for defining the Tax Calculator Master as & when policy changed.

4.11.1 Navigation

Left Navigation: Payroll >>Masters >> Income Tax Return Master >> Exemption Section 10

4.11.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.11.1 to reach the Landing Page as shown in below

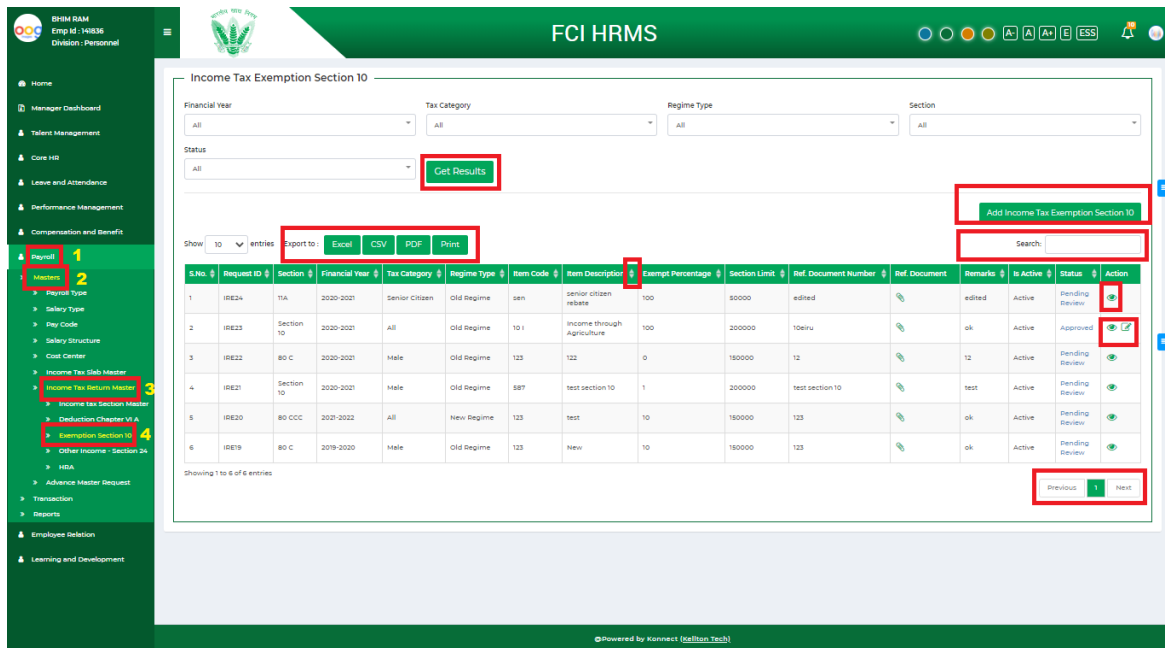



Figure 4-50: Income Tax Exemption Section 10 Landing

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on to apply the available filters.
- Click on to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records

- Click on  to view the particular detail of the record

4.11.3 Add Income Tax Exemption Section 10


[Add Income Tax Exemption Section 10](#)

Click on  to open the Add Income Tax Section as shown in Figure below

The screenshot shows the 'Income Tax Exemption Section 10 Request' form in the FCI HRMS system. The form is titled 'Income Tax Exemption Section 10 Request' and contains several input fields: Financial Year (2020-2021), Tax Category (All), Regime Type (Old Regime), Section (Section 10), Item Code (10 I), Item Description (Income Through Agriculture), Exempt Percentage (100), Section Limit (200000), Ref. Document Number (z1rwq), Ref. Document (Exported.pdf), Remarks (ok), and Is Active (Active). A 'Submit' button is highlighted with a red box.

Figure 4-51: Add Income Tax Exemption Section 10 Chapter

4.11.4 Edit Income Tax Exemption Section 10

Click on  to open Edit Income Tax Income Tax Exemption Section 10 as shown in Figure below

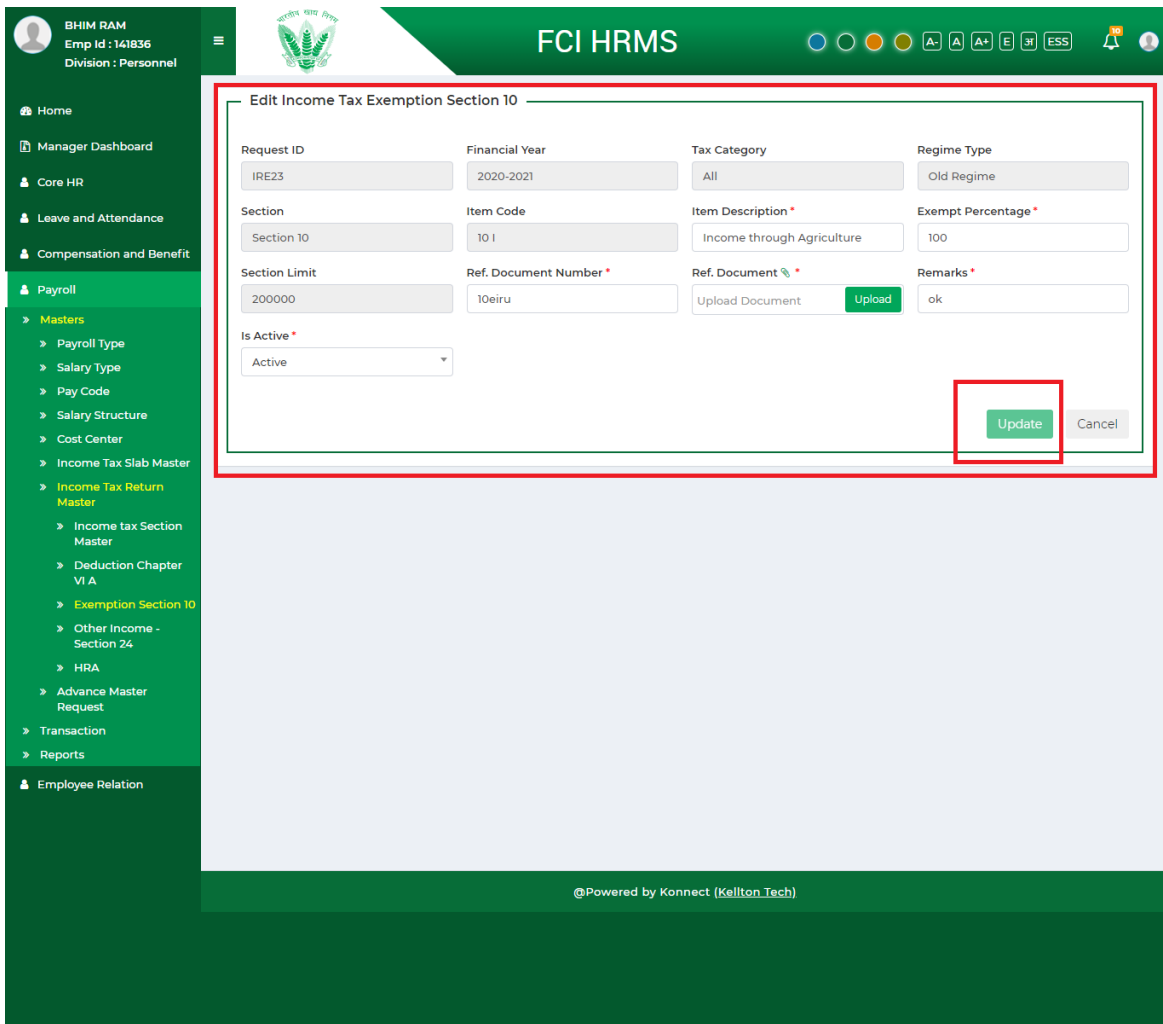
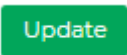



Figure 4-52: Edit Income Tax Exemption Section 10

Enter the details and click on  for updating the existing record in the table.

4.11.5 Income Tax Exemption Section 10 Reviewer Landing

The request will be listed in the Reviewer landing screen as shown in Figure 4-53

Figure 4-53 Income Tax Income Tax Exemption Section 10 Reviewer Landing

Click on  as shown in Figure 4-53, to land on Review Income Tax Section request as shown in Figure 4-54.

4.11.6 Income Tax Exemption Section 10 Review



Figure 4-54: Income Tax Exemption Section 10 Review

S.No.	Request ID	Section	Financial Year	Tax Category	Regime Type	Item Code	Item Description	Exempt Pe
1	IRE23	Section 10	2020-2021	All	Old Regime	10 I	Income through Agriculture	100
2	IRE22	80 C	2020-2021	Male	Old Regime	123	122	0
3	IRE21	Section	2020-2021	Male	Old Regime	587	test section 10	1

Figure 4-54(1): Income Tax Exemption Section 10 Review successful



Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Review** to review the request, the request will be forwarded to the approver's landing
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.
- Click on **Cancel** to navigate back to the Reviewer landing screen.

4.11.7 Income Tax Exemption Section 10 Approver Landing

Reviewer clicks on **Review** as shown in Figure 4-54, the request will be listed in Approver's Landing Page as shown in Figure Below

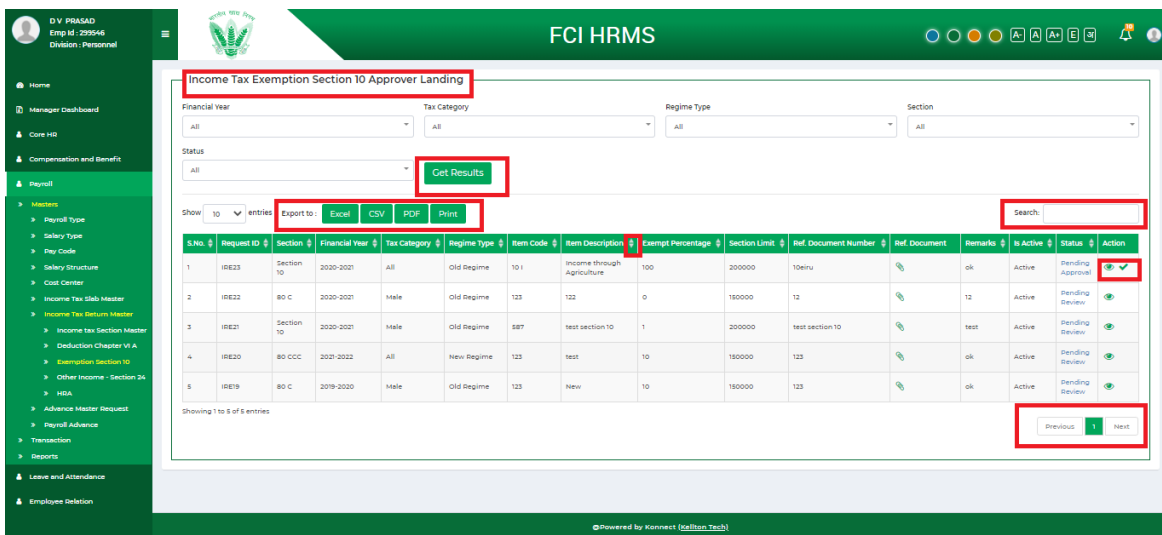



Figure 4-55: Income Tax Exemption Section 10 Approver Landing

Click on  as shown in Figure 4-55, to land on Approve request as shown in Figure 4-56.

4.11.8 Income Tax Exemption Section 10 Approve



Figure 4-56: Income Tax Exemption Section 10 Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request, and a success message will be shown.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as.



Success Request has been approved successfully.

Income Tax Exemption Section 10 Approval Pending

Financial Year: All, Tax Category: All, Regime Type: All, Section: All

Status: All [Get Results]

S.No.	Request ID	Section	Financial Year	Tax Category	Regime Type	Item Code	Item Description	Exempt Percentage	Section Limit	Ref. Document Number	Ref. Document	Remarks	Is Active	Status	Action
1	IRE23	Section 10	2020-2021	All	Old Regime	101	Income through Agriculture	100	200000	10eru		ok	Active	Approved	
2	IRE22	80 C	2020-2021	Male	Old Regime	123	123	0	180000	12		ok	Active	Pending Review	
3	IRE21	Section 10	2020-2021	Male	Old Regime	187	test section 10	1	200000	test section 10		test	Active	Pending Review	
4	IRE20	80 CCC	2021-2022	All	New Regime	123	test	10	180000	123		ok	Active	Pending Review	
5	IRE19	80 C	2019-2020	Male	Old Regime	123	New	10	180000	123		ok	Active	Pending Review	

Showing 1 to 5 of 5 entries

Figure 4-57 Income Tax Exemption Section 10 Approval Successful

4.11.9 View Action History

Click on **View Action History** as shown in Figure 4-54 and 4-56, to navigate to View Action History page as shown in Figure 4-58.

Action History

Version: All, From Date: DD/MM/YYYY, To Date: DD/MM/YYYY [Get Results]

ID IRE23

Show 10 entries

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	28/09/2020 12:27:36 PM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	28/09/2020 12:30:41 PM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
3	28/09/2020 12:32:30 PM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
4	28/09/2020 12:33:17 PM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
5	28/09/2020 12:35:32 PM	1	Approved	D V PRASAD	Managing Director	Personnel	Approver	ok	

Showing 1 to 5 of 5 entries

Figure 4-58: Action History

HRMS administrator shall be able to perform the following activities from Action History page:

- Click on **Get Results** to apply the available filters.




- Click on  to view the particular detail of the record as shown in Figure 4-59.

Figure 4-59: Action History View

4.12 Income Tax Return Master- Other Income - Section 24

This process is used for Tax calculator Master data creation. In this process limit will be defined pertaining to the Deduction Chapter VI A (80 C, Other 80s sections), Exemption Section 10, HRA and Other Income Section 24.

Also, this Process is to be used for Income Tax declaration under each of the above (80 C, HRA & Other Income) sections and calculates the tax projection, Form 12 B and actual tax form 16 as when required.

This process will also be used for capturing the previous employer Form 12 B details in case of new Joiner.

System will facilitate Manager Bill(s) for defining the Tax Calculator Master as & when policy changed.

4.12.1 Navigation

Left Navigation: Payroll >>Masters >> Income Tax Return Master >> Other Income - Section 24

4.12.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.12.1 to reach the Landing Page as shown in below

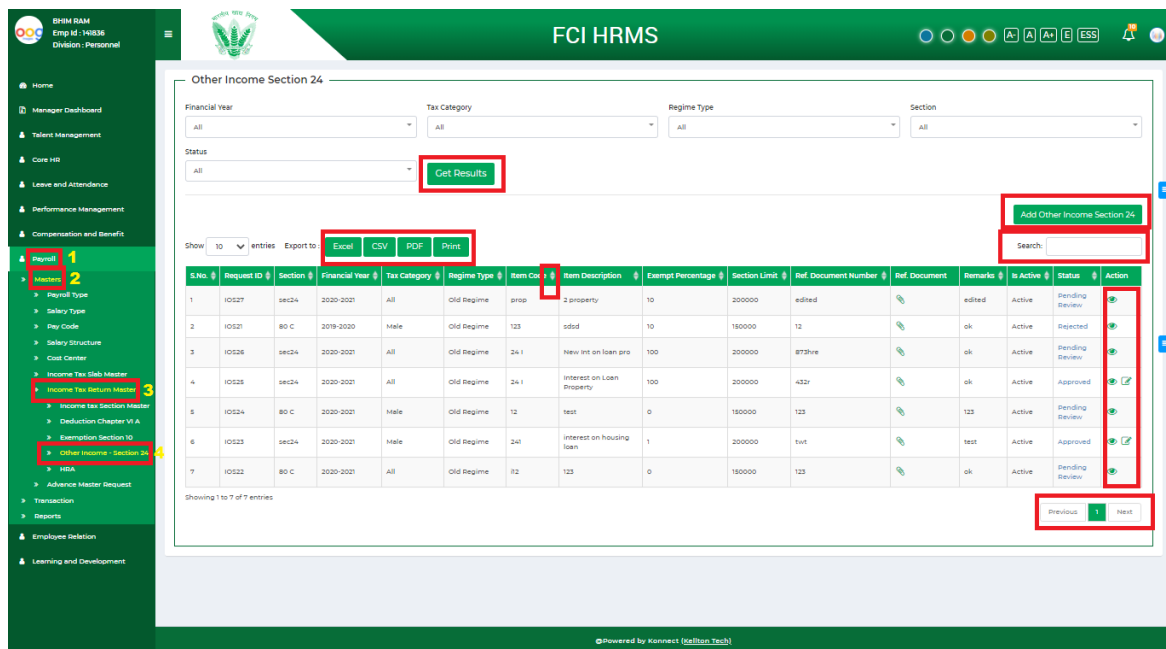



Figure 4-60: Other Income - Section 24 Landing

HRMS administrator shall be able to perform the following activities from the landing page:

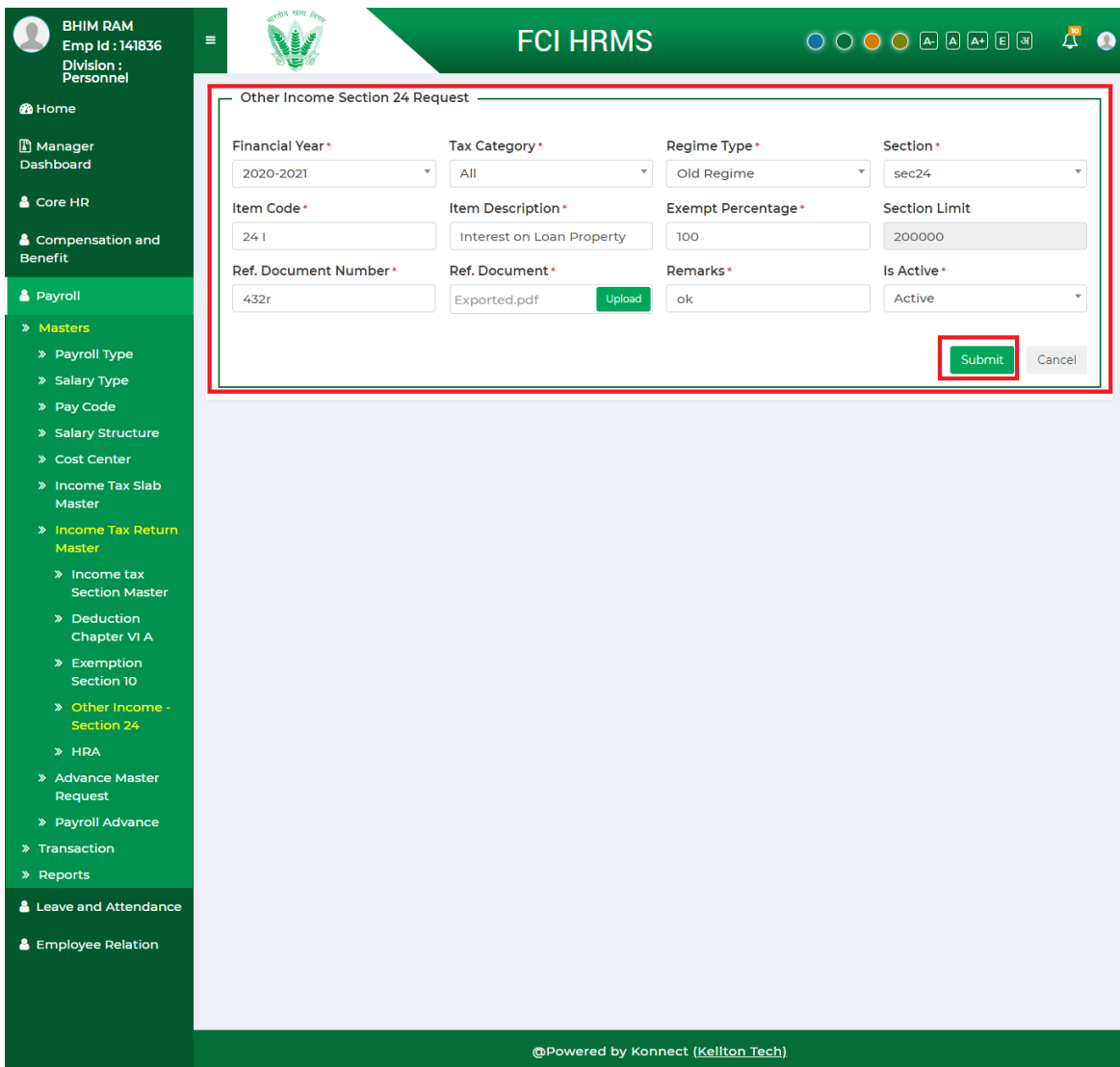
- Click on to apply the available filters.
- Click on to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to view the particular detail of the record



- Click on  to edit an existing Query/Request

4.12.3 Add Other Income - Section 24

Click on [Add Other Income Section 24](#) to open the Add Other Income - Section 24 as shown in Figure below




The screenshot shows the 'Add Other Income Section 24 Request' form in the FCI HRMS system. The form is titled 'Other Income Section 24 Request' and contains several input fields:

Field	Value
Financial Year *	2020-2021
Tax Category *	All
Regime Type *	Old Regime
Section *	sec24
Item Code *	24 I
Item Description *	Interest on Loan Property
Exempt Percentage *	100
Section Limit	200000
Ref. Document Number *	432r
Ref. Document *	Exported.pdf
Remarks *	ok
Is Active *	Active

A red box highlights the 'Submit' button at the bottom right of the form.

Figure 4-61: Add Income Other Income - Section 24

4.12.4 Edit Other Income - Section 24

Click on  on request/ query to open Edit Other Income - Section 24 as shown in Figure below

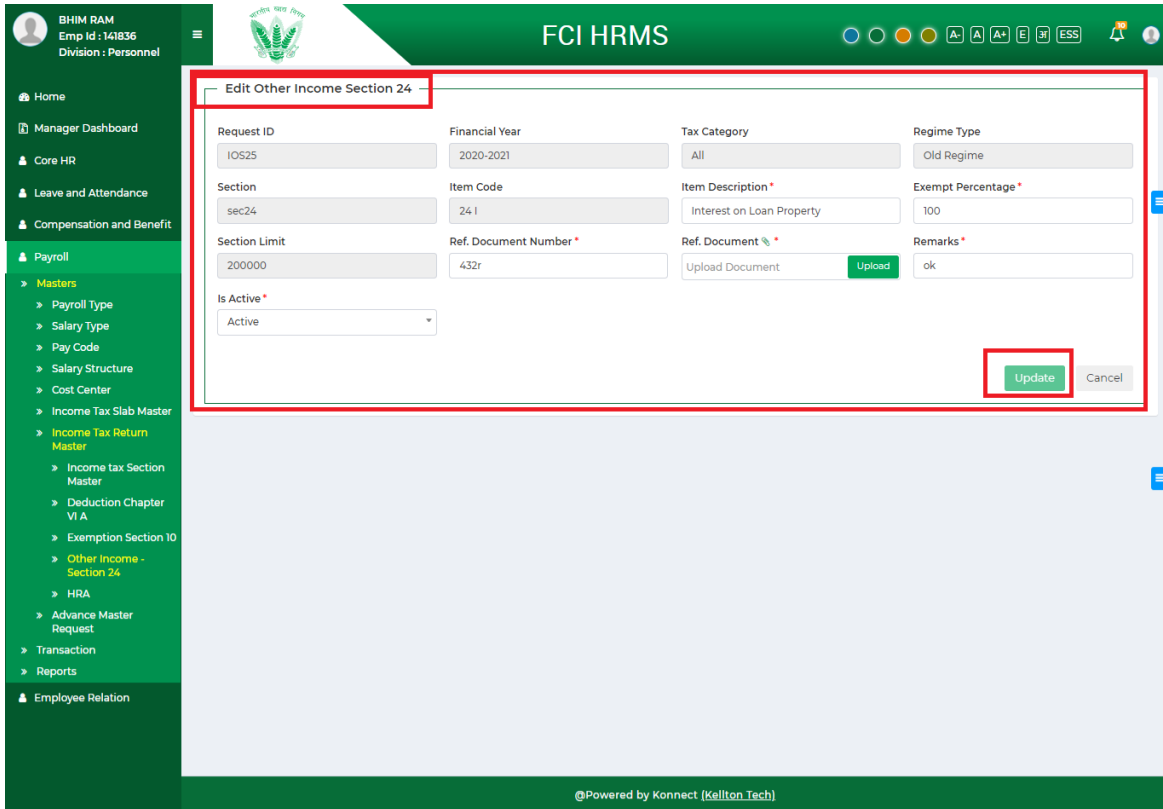


Figure 4-62: Edit Other Income - Section 24

Enter the details and click on  for updating the existing record in the table.

4.12.5 Other Income - Section 24 Reviewer Landing

The request will be listed in the Reviewer landing screen as shown in Figure 4-63

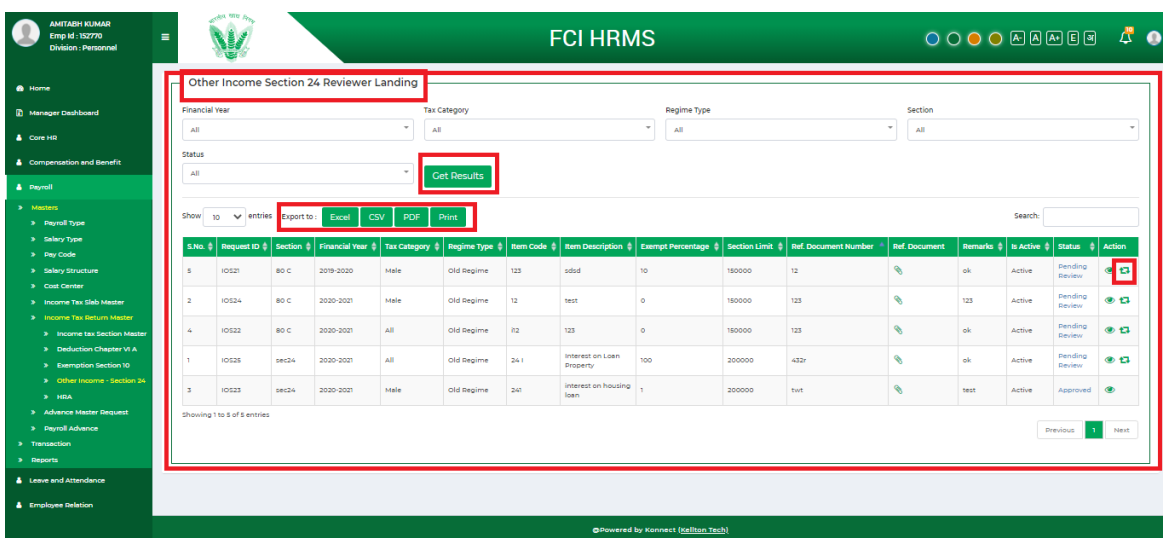



Figure 4-63 Other Income - Section 24 Reviewer Landing



Click on  as shown in Figure 4-63, to land on Review Income Tax Section request as shown in Figure 4-64.

4.12.6 Other Income - Section 24 Review

Review Income Tax Other Income Section 24

Request ID: IOS25
 Financial Year: 2020-2021
 Tax Category: All
 Regime Type: Old Regime
 Section: sec24
 Item Code: 24 I
 Item Description: Interest on Loan Property

Exempt Percentage: 100
 Section Limit: 200000
 Ref. Document Number: 432r
 Ref. Document: Attachments
 Remarks: ok
 Is Active: Active

Reviewer Remarks: ok

Document Name: Supportive Document:

S.NO.	Document Name	Supportive Document	Action
<input type="button" value="Add Reviewer"/> <input type="button" value="Review"/> <input type="button" value="Revert"/> <input type="button" value="Cancel"/>			

[View Action History](#)

Figure 4-64: Other Income - Section 24 Review

Success Request has been reviewed successfully.

Other Income Section 24 Reviewer Landing

Financial Year: All | Tax Category: All | Regime Type: All | Section: All

Status: All

Show: 10 entries | Export to: | Search:

S.No.	Request ID	Section	Financial Year	Tax Category	Regime Type	Item Code	Item Description	Exempt Percentage	Section Limit	Ref. Document Number	Ref. Document	Remarks	Is Active	Status	Action
1	10521	80 C	2019-2020	Male	Old Regime	123	test	10	150000	12	Attachments	ok	Active	Pending Review	
2	10525	94C24	2020-2021	All	Old Regime	24 I	Interest on Loan Property	100	200000	432r	Attachments	ok	Active	Pending Review	
3	10524	80 C	2020-2021	Male	Old Regime	12	test	0	150000	123	Attachments	123	Active	Pending Review	
4	10523	sec24	2020-2021	Male	Old Regime	24 I	Interest on housing loan	1	200000	test	Attachments	test	Active	Approved	
5	10522	80 C	2020-2021	All	Old Regime	R2	123	0	150000	123	Attachments	ok	Active	Pending Review	

Showing 1 to 5 of 5 entries |

Figure 4-64 (1): Other Income - Section 24 Review successful

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Review** to review the request, the request will be forwarded to the approver's landing
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.
- Click on **Cancel** to navigate back to the Reviewer landing screen.

4.12.7 Other Income - Section 24 Approver Landing

Reviewer clicks on **Review** as shown in Figure 4-64, the request will be listed in Approver's Landing Page as shown in Figure Below

S.No.	Request ID	Section	Financial Year	Tax Category	Regime Type	Item Code	Item Description	Exempt Percentage	Section Limit	Ref. Document Number	Ref. Document	Remarks	Is Active	Status	Action
1	10125	sec24	2020-2021	All	Old Regime	24.1	Interest on Loan Disbursy	100	2000000	432r	ok	Active	Pending Approval		
2	10121	80 C	2019-2020	Male	Old Regime	123	adid	10	1500000	12	ok	Active	Pending Review		
3	10124	80 C	2020-2021	Male	Old Regime	12	test	0	1500000	123	123	Active	Pending Review		
4	10123	sec24	2020-2021	Male	Old Regime	241	Interest on Housing loan	1	2000000	twst	test	Active	Approved		
5	10122	80 C	2020-2021	All	Old Regime	12	123	0	1500000	123	ok	Active	Pending Review		

Figure 4-65: Other Income - Section 24 Approver Landing

Click on as shown in Figure 4-65, to land on Approve request as shown in Figure 4-66.

4.12.8 Other Income - Section 24 Approve

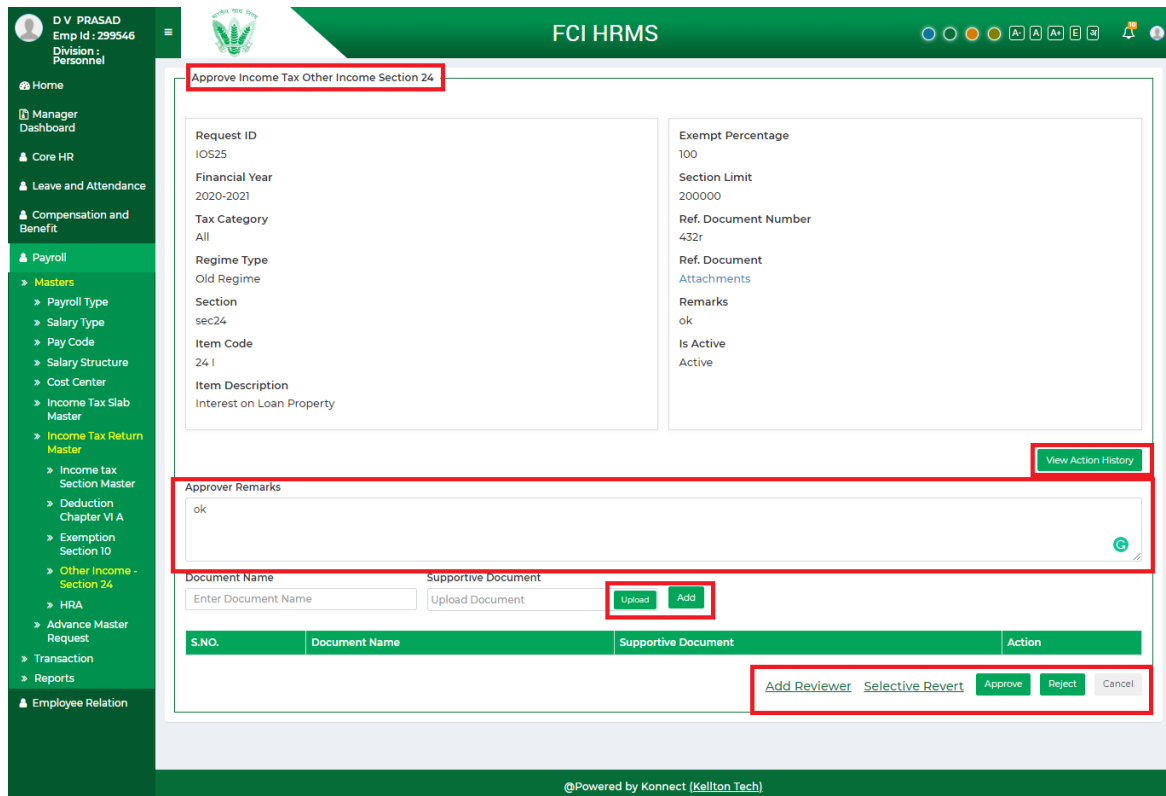


Figure 4-66: Other Income - Section 24 Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request, and a success message will be shown.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as.



S.No.	Request ID	Section	Financial Year	Tax Category	Regime Type	Item Code	Item Description	Exempt Percentage	Section Limit	Ref. Document Number	Ref. Document	Remarks	Is Active	Status	Action
1	IOS25	sec24	2020-2021	All	Old Regime	241	Interest on Loan Property	100	200000	432r		ok	Active	Pending Approval	
2	IOS21	80 C	2019-2020	Male	Old Regime	123	abcd	10	150000	12		ok	Active	Pending Review	
3	IOS24	80 C	2020-2021	Male	Old Regime	12	test	0	150000	123		123	Active	Pending Review	
4	IOS23	sec24	2020-2021	Male	Old Regime	241	Interest on Housing loan	1	200000	tw1		test	Active	Approved	
5	IOS22	80 C	2020-2021	All	Old Regime	12	123	0	150000	123		ok	Active	Pending Review	

Figure 4-67: Other Income - Section 24 Approval Successful

4.12.9 View Action History

Click on [View Action History](#) as shown in Figure 4-64 and 4-66, to navigate to View Action History page as shown in Figure 4-68.

Action History

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY | [Get Results](#)

ID IOS25

Show 10 entries

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	28/09/2020 12:44:04 PM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	28/09/2020 3:07:26 PM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
3	28/09/2020 3:14:28 PM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
4	28/09/2020 3:15:21 PM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
5	28/09/2020 3:19:57 PM	1	Approved	D V PRASAD	Managing Director	Personnel	Approver	ok	

Showing 1 to 5 of 5 entries



Previous 1 Next

[Close](#)



Figure 4-68: Action History

HRMS administrator shall be able to perform the following activities from Action History page:

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-69.

The screenshot displays the 'Other Income Section 24 View' page in the FCI HRMS system. The interface includes a left-hand navigation menu with options like Home, Manager Dashboard, Core HR, Leave and Attendance, Compensation and Benefit, Payroll, Masters (with sub-options like Payroll Type, Salary Type, etc.), and Employee Relation. The main content area shows the details of a specific request:

Field	Value
Request ID	IOS25
Financial Year	2020-2021
Tax Category	All
Regime Type	Old Regime
Section	sec24
Item Code	24.1
Item Description	Interest on Loan Property
Exempt Percentage	100
Section Limit	200000
Ref. Document Number	432r
Ref. Document Attachments	Attachments
Remarks	ok
Is Active	Active

At the bottom right of the record view, there are two buttons: 'View Action History' and 'Back'. The footer of the page indicates it is powered by Konnect (Kellton Tech).

Figure 4-69: Action History View

4.13 Income Tax Return Master- Incometax HRA

This process is used for Tax calculator Master data creation. In this process limit will be defined pertaining to the Deduction Chapter VI A (80 C, Other 80s sections), Exemption Section 10, HRA and Other Income Section 24.

Also, this Process is to be used for Income Tax declaration under each of the above (80 C, HRA & Other Income) sections and calculates the tax projection, Form 12 B and actual tax form 16 as when required.

This process will also be used for capturing the previous employer Form 12 B details in case of new Joiner.

System will facilitate Manager Bill(s) for defining the Tax Calculator Master as & when policy changed.

4.13.1 Navigation

Left Navigation: Payroll >>Masters >> Income Tax Return Master >> Incometax HRA

4.13.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.13.1 to reach the Landing Page as shown in below

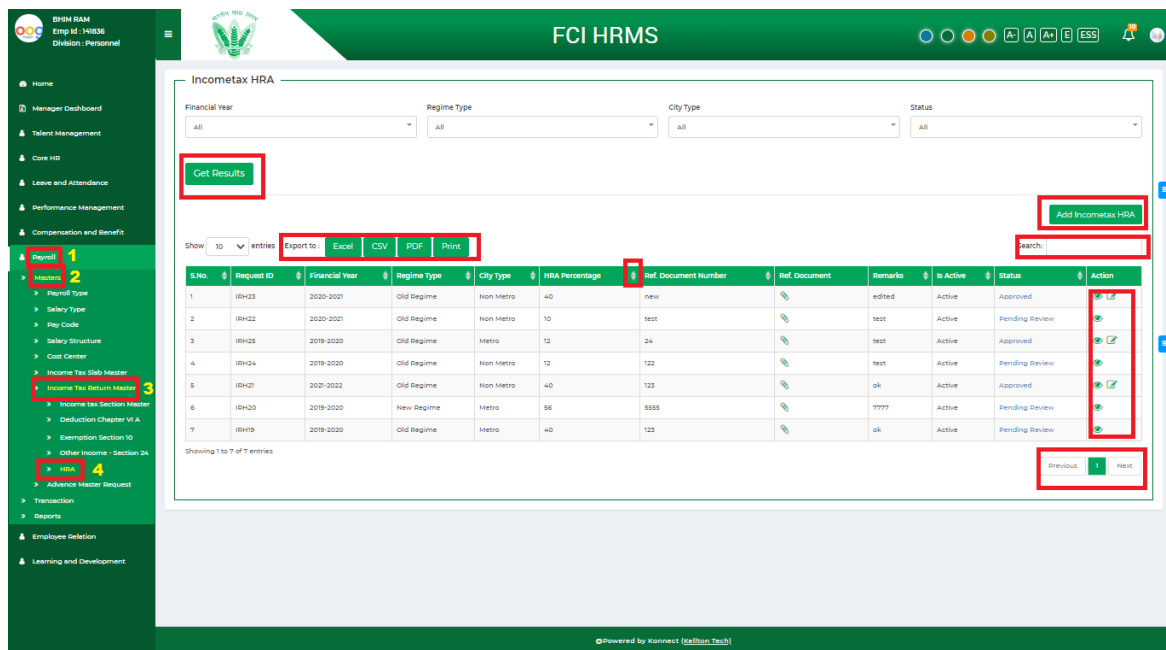


Figure 4-70: Incometax HRA Landing

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.



- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to view the particular detail of the record
- Click on to edit an existing Query/Request

4.13.3 Add Incometax HRA

Click on to open the Add Incometax HRA as shown in Figure below

Figure 4-71: Add Incometax HRA

4.13.4 Edit Incometax HRA

Click on on request/ query to open Edit Incometax HRA as shown in Figure below

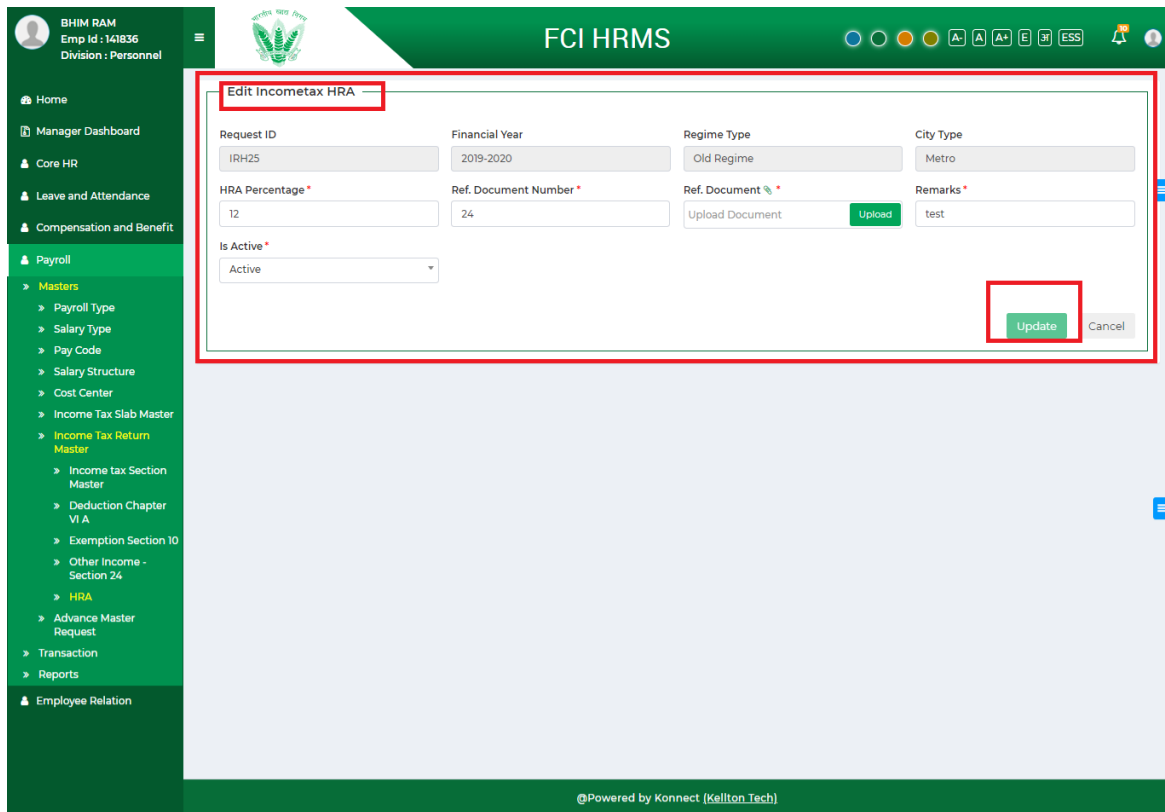


Figure 4-72: Edit Incometax HRA

Enter the details and click on  for updating the existing record in the table.

4.13.5 Other Incometax HRA Reviewer Landing

The request will be listed in the Reviewer landing screen as shown in Figure 4-73

Figure 4-73: Other Incometax HRA Reviewer Landing

Click on as shown in Figure 4-73, to land on Review Income Tax Section request as shown in Figure 4-74.

4.13.6 Incometax HRA Review

Figure 4-74: Incometax HRA Review

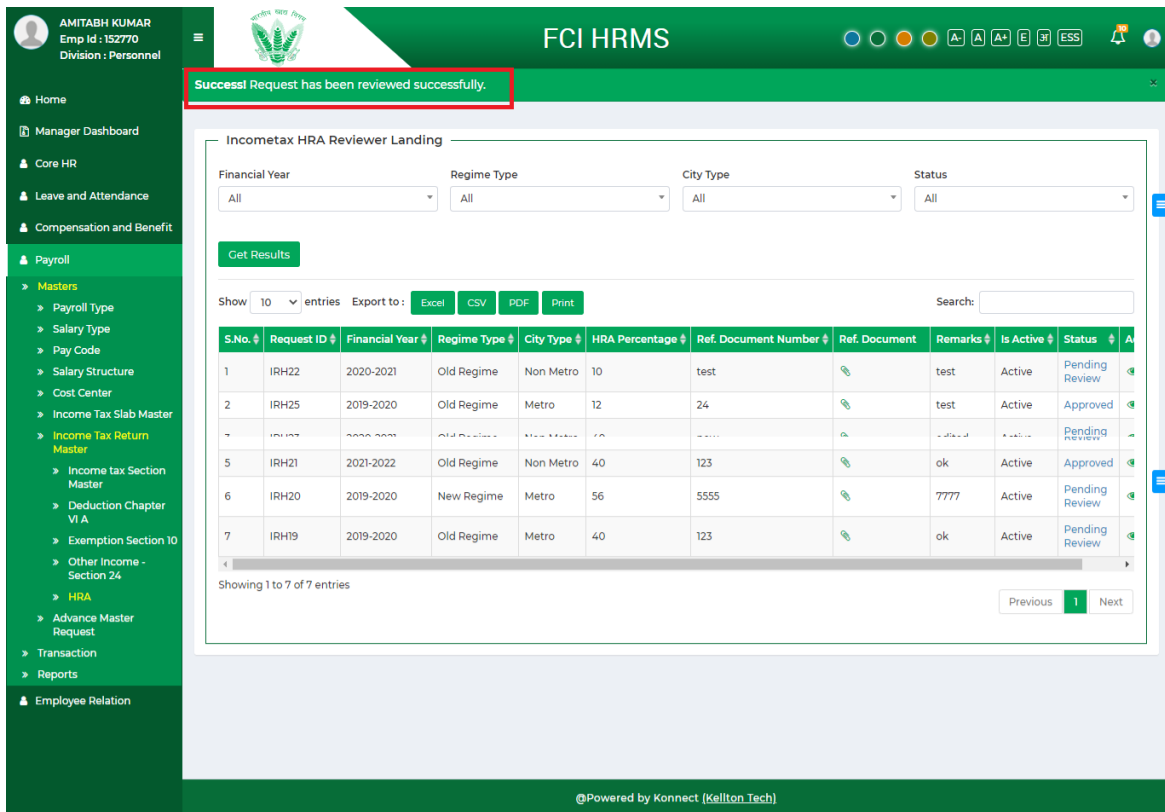


Figure 4-74 (1): Incometax HRA Review successful

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Review** to review the request, the request will be forwarded to the approver's landing
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.
- Click on **Cancel** to navigate back to the Reviewer landing screen.

4.13.7 Incometax HRA Approver Landing

Reviewer clicks on **Review** as shown in Figure 4-74, the request will be listed in Approver's Landing Page as shown in Figure Below

Incometax HRA Approver Landing

Financial Year: All | Regime Type: All | City Type: All | Status: All

Get Results

Show: 10 entries | Export to: Excel, CSV, PDF, Print | Search: _____


Request ID	Financial Year	Regime Type	City Type	HRA Percentage	Ref. Document Number	Ref. Document	Remarks	Is Active	Status	Action
IRH23	2020-2021	Old Regime	Non Metro	40	new		edited	Active	Pending Approval	
IRH22	2020-2021	Old Regime	Non Metro	10	test		test	Active	Pending Review	
IRH25	2019-2020	Old Regime	Metro	12	24		test	Active	Approved	
IRH24	2019-2020	Old Regime	Non Metro	12	122		test	Active	Pending Review	
IRH21	2021-2022	Old Regime	Non Metro	40	123		ok	Active	Approved	
IRH20	2019-2020	New Regime	Metro	56	5555		7777	Active	Pending Review	
IRH19	2019-2020	Old Regime	Metro	40	123		ok	Active	Pending Review	

Showing 1 to 7 of 7 entries

Previous 1 Next

@Powered by Connect [Kellton Tech]

Figure 4-75: Incometax HRA Approver Landing

Click on  as shown in Figure 4-75, to land on Approve request as shown in Figure 4-76.

4.13.8 Incometax HRA Approve

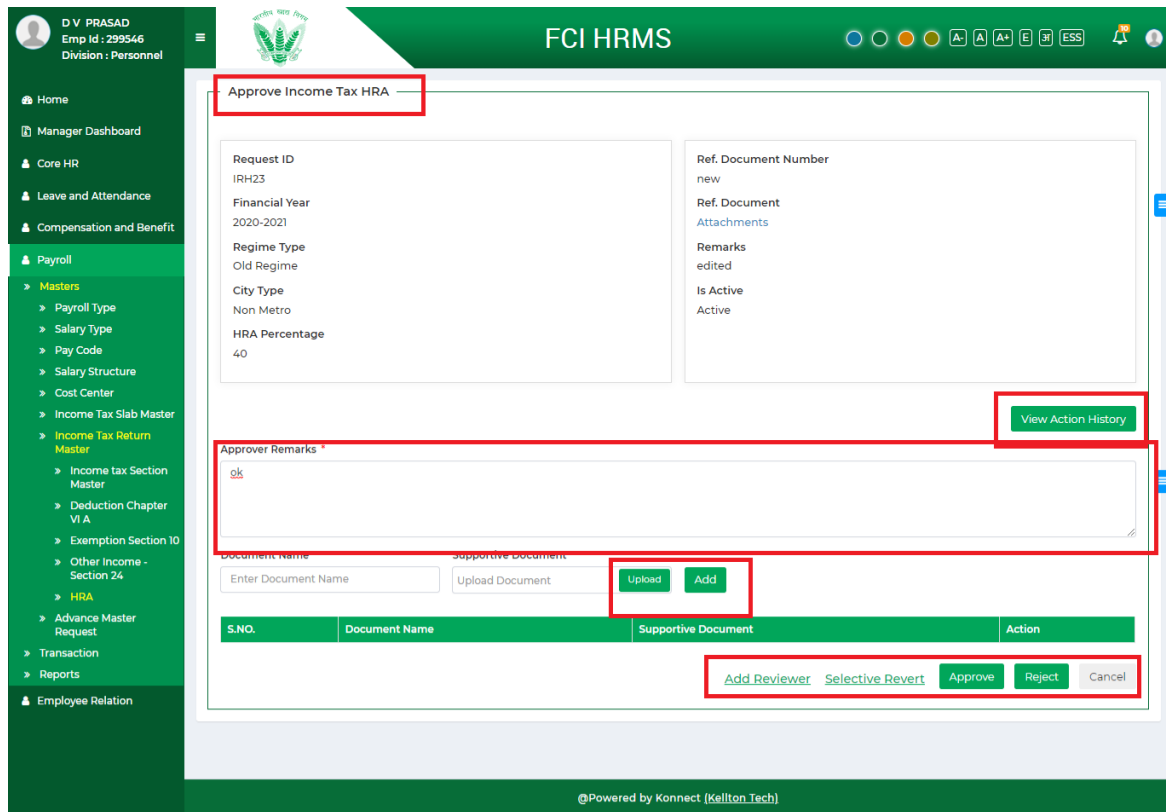


Figure 4-76: Incometax HRA Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request and a success message will be shown.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as.



Success! Request has been approved successfully.

Incometax HRA Approver Landing

Financial Year: All, Regime Type: All, City Type: All, Status: All

Get Results

Show 10 entries Export to: Excel CSV PDF Print Search:

S.No.	Request ID	Financial Year	Regime Type	City Type	HRA Percentage	Ref. Document Number	Ref. Document	Remarks	Is Active	Status
1	IRH23	2020-2021	Old Regime	Non Metro	40	new		edited	Active	Approved
2	IRH22	2020-2021	Old Regime	Non Metro	10	test		test	Active	Pending Review
3	IRH25	2019-2020	Old Regime	Metro	12	24		test	Active	Approved
4	IRH24	2019-2020	Old Regime	Non Metro	12	122		test	Active	Pending Review
5	IRH21	2021-2022	Old Regime	Non Metro	40	123		ok	Active	Approved
6	IRH20	2019-2020	New Regime	Metro	56	5555		7777	Active	Pending Review
7	IRH19	2019-2020	Old Regime	Metro	40	123		ok	Active	Pending Review

Showing 1 to 7 of 7 entries

Previous 1 Next

@Powered by Konnect [Kellton Tech]

Figure 4-77: Incometax HRA Approval Successful

4.13.9 View Action History

Click on [View Action History](#) as shown in Figure 4-74 and 4-76, to navigate to View Action History page as shown in Figure 4-78.

Action History

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY | [Get Results](#)

ID IRH23 | Show 10 entries | Search:

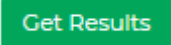

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	29/09/2020 2:08:10 PM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	29/09/2020 2:09:44 PM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	review	
3	29/09/2020 2:11:19 PM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	review	
4	29/09/2020 2:12:28 PM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	review	
5	29/09/2020 2:18:11 PM	1	Approved	D V PRASAD	Managing Director	Personnel	Approver	Approved	
6	29/09/2020 2:21:40 PM	2	Edited	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request edited	
7	30/09/2020 4:17:25 PM	2	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	reviewed	
8	09/10/2020 12:25:49 PM	2	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
9	09/10/2020 12:29:22 PM	2	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
10	09/10/2020 12:33:26 PM	2	Approved	D V PRASAD	Managing Director	Personnel	Approver	ok	

Showing 1 to 10 of 10 entries | [Previous](#) | [1](#) | [Next](#) | [Close](#)

@Powered by Konnect (Kellton Tech)

Figure 4-78: Action History

HRMS administrator shall be able to perform the following activities from Action History page:

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-79.

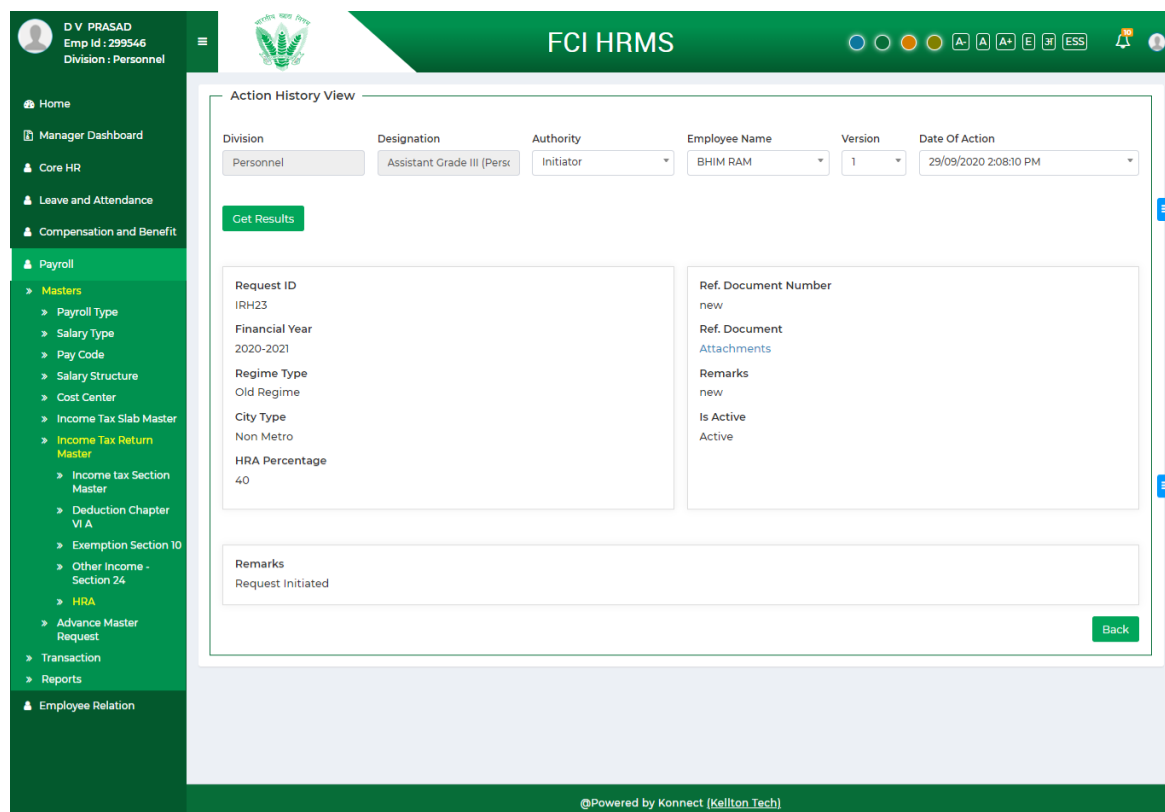


Figure 4-79: Action History View

4.14 Payroll- Advance Master Request

This process is used for Request, Review and approval of Computer, Vehicle and Festival

4.14.1 Navigation

Left Navigation: Payroll >>Masters >> Advance Master Request

4.14.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.14.1 to reach the Landing Page as shown in below

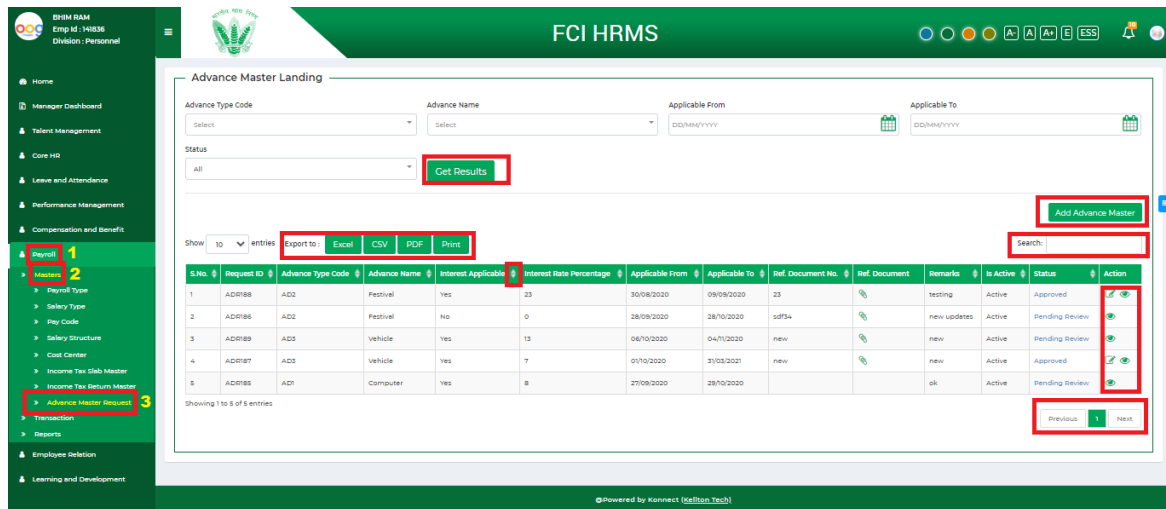
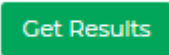









Figure 4-80: Advance Master Request Landing

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to view the particular detail of the record
- Click on  to edit an existing Query/Request

4.14.3 Advance Master Request

Click on  to open the Add Advance Master Request as shown in Figure below

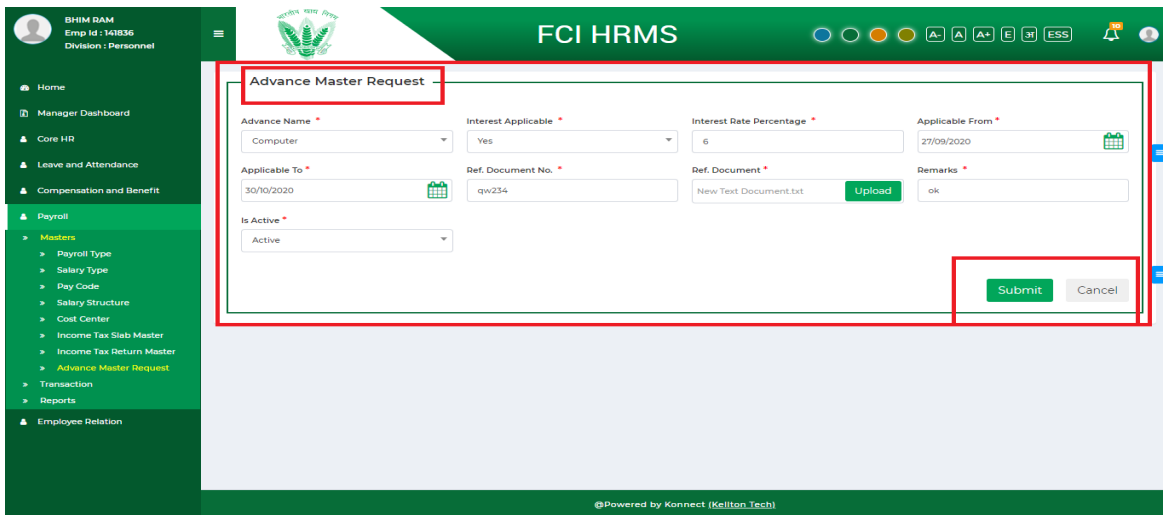


Figure 4-81: Add Advance Master Request

4.14.4 Edit Incometax HRA

Click on on request/ query to open Edit Advance Master Request as shown in Figure below

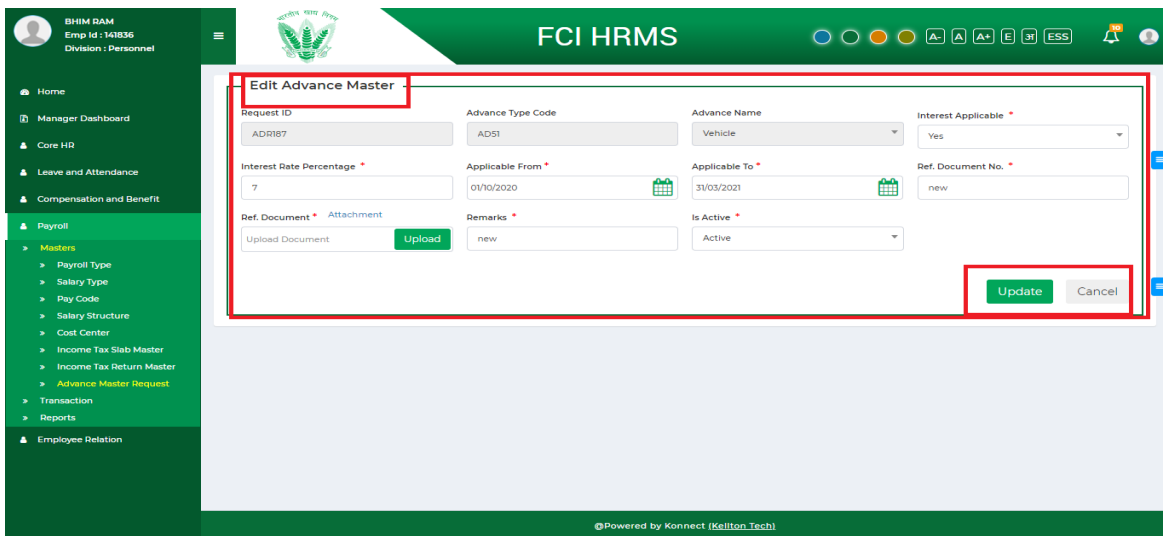


Figure 4-82: Edit Advance Master Request

Enter the details and click on for updating the existing record in the table.

4.14.5 Advance Master Request Reviewer Landing

The request will be listed in the Reviewer landing screen as shown in Figure 4-83

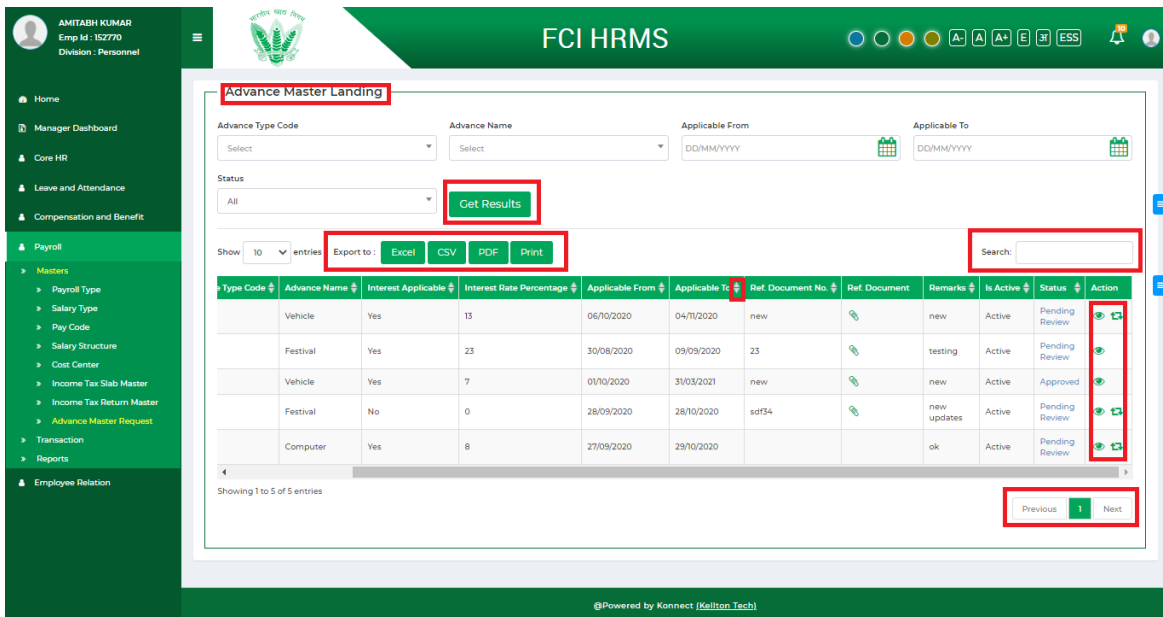



Figure 4-83: Advance Master Request Reviewer Landing

Click on  as shown in Figure 4-83, to land on Review Advance Master Request as shown in Figure 4-84.

4.14.6 Advance Master Request Review

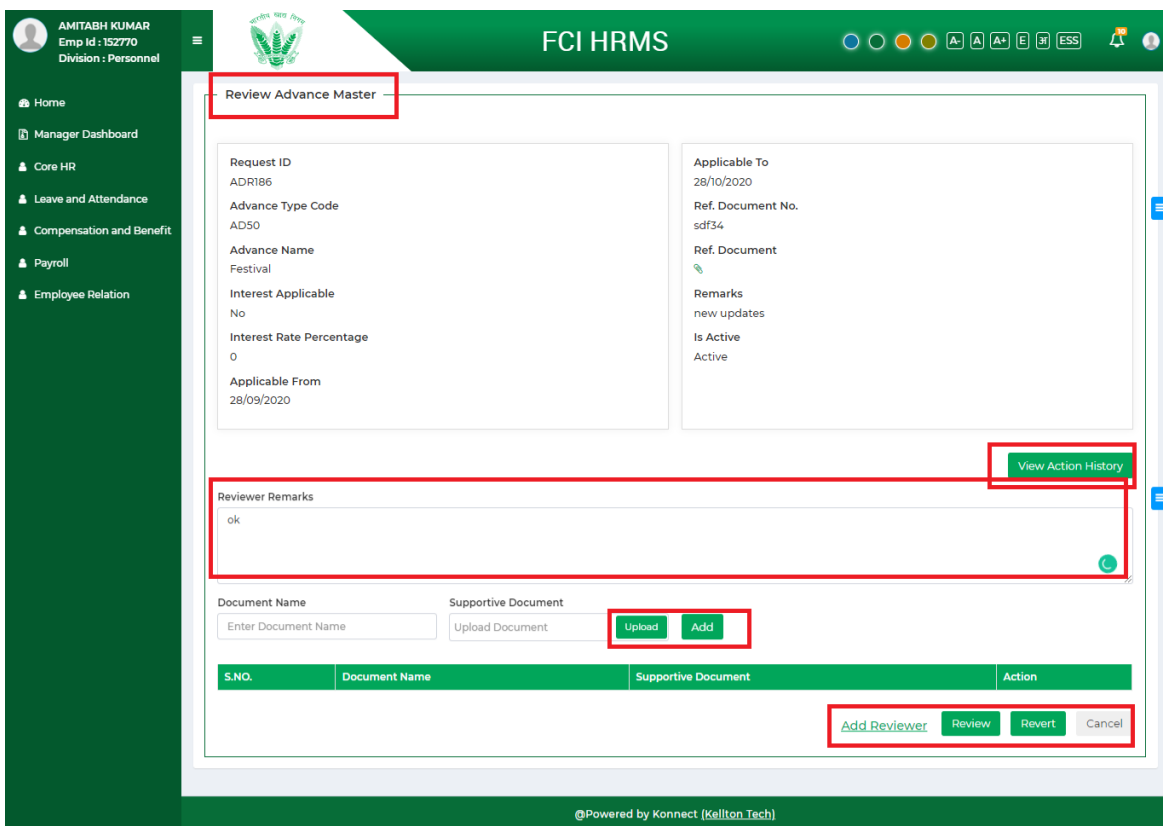


Figure 4-84: Advance Master Request Review

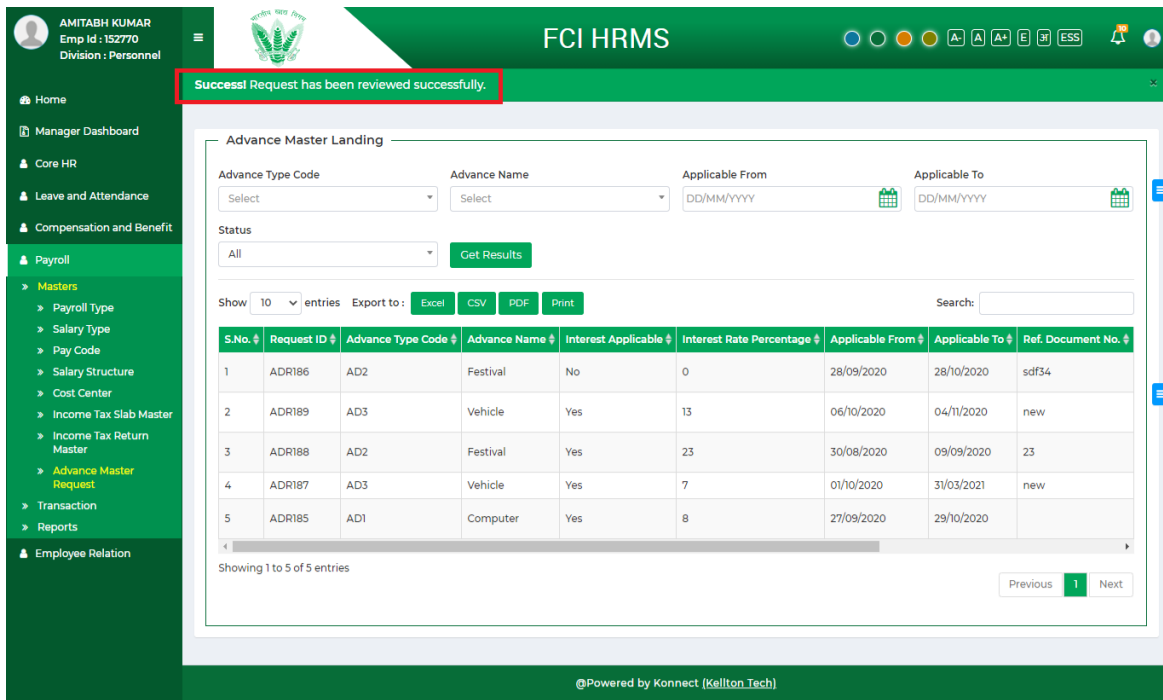


Figure 4-84 (1): Advance Master Request Review successful

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Review** to review the request, the request will be forwarded to the approver's landing
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.
- Click on **Cancel** to navigate back to the Reviewer landing screen.

4.14.7 Advance Master Request Approver Landing

Reviewer clicks on **Review** as shown in Figure 4-84, the request will be listed in Approver's Landing Page as shown in Figure Below

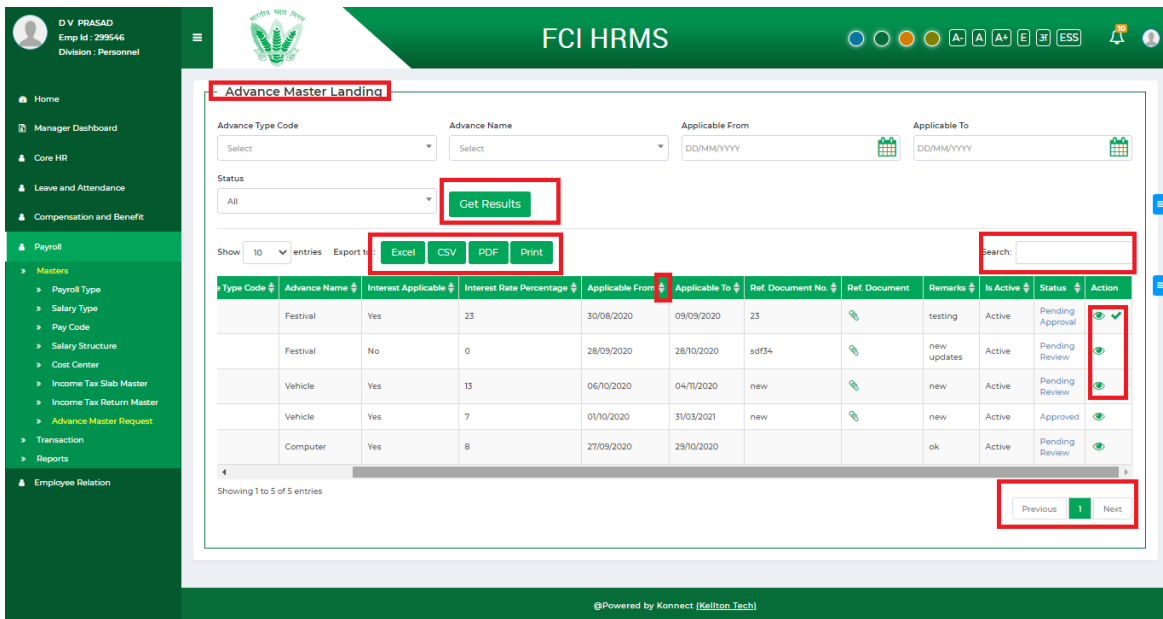



Figure 4-85: Advance Master Request Approver Landing

Click on  as shown in Figure 4-85, to land on Approve request as shown in Figure 4-86.

4.14.8 Advance Master Request Approve

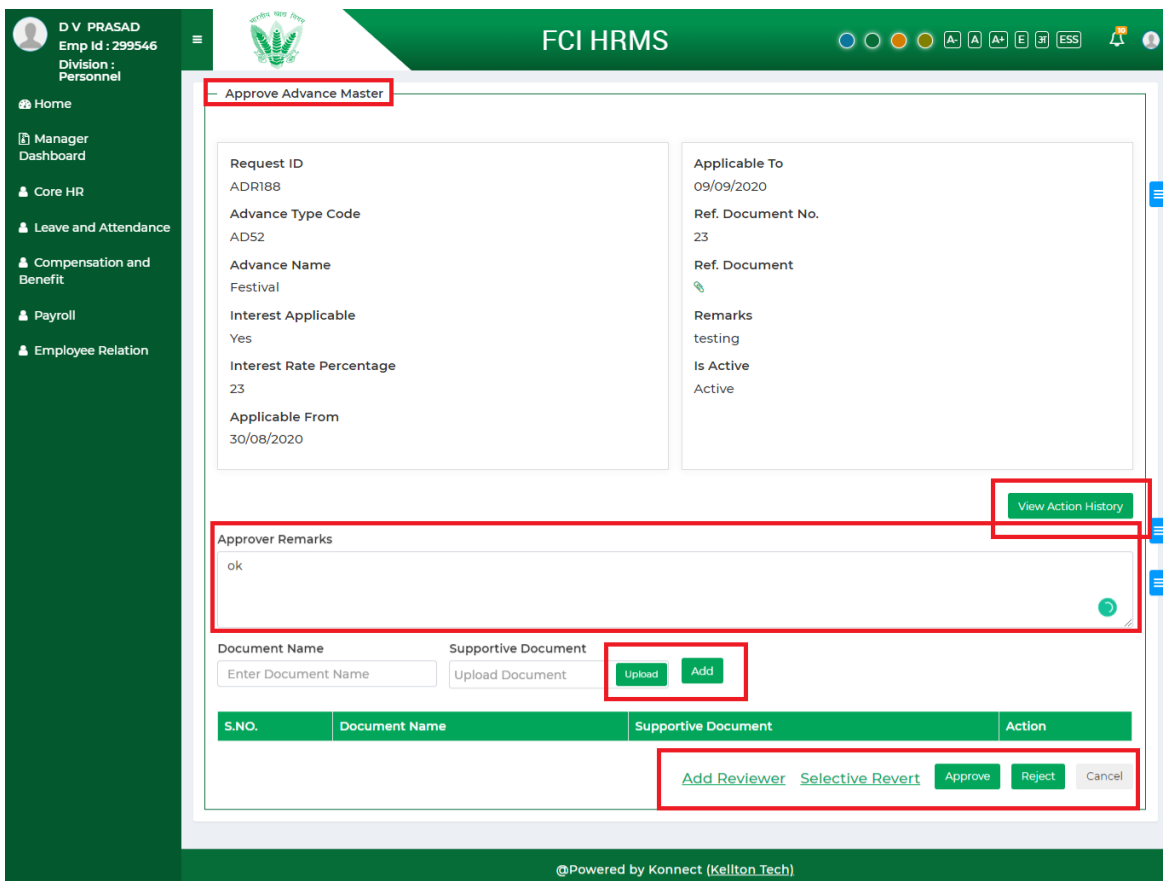


Figure 4-86: Advance Master Request Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request and a success message will be shown.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as.

The screenshot shows the 'Advance Master Landing' page in the FCI HRMS system. A green notification banner at the top states: "Success! Request has been approved successfully." Below this, there are filters for 'Advance Type Code', 'Advance Name', 'Applicable From', and 'Applicable To'. The 'Status' is set to 'All'. A table displays 5 entries of advance requests. The table has columns for S.No., Request ID, Advance Type Code, Advance Name, Interest Applicable, Interest Rate Percentage, Applicable From, and Applicable To.

S.No.	Request ID	Advance Type Code	Advance Name	Interest Applicable	Interest Rate Percentage	Applicable From	Applicable To
1	ADR188	AD2	Festival	Yes	23	30/08/2020	09/09/2020
2	ADR186	AD2	Festival	No	0	28/09/2020	28/10/2020
3	ADR189	AD3	Vehicle	Yes	13	06/10/2020	04/11/2020
4	ADR187	AD3	Vehicle	Yes	7	01/10/2020	31/03/2021
5	ADR185	AD1	Computer	Yes	8	27/09/2020	29/10/2020

Showing 1 to 5 of 5 entries

Figure 4-87: Advance Master Request Approval Successful

4.14.9 View Action History

Click on **View Action History** as shown in Figure 4-84 and 4-86, to navigate to View Action History page as shown in Figure 4-88.

Action History

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY | [Get Results](#)

ID: ADRI88 | Show: 10 entries | Search:



S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	30/09/2020 5:11:43 PM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	30/09/2020 5:20:32 PM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	reviewed	
3	09/10/2020 4:34:08 PM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	sf	
4	09/10/2020 4:34:55 PM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	q	
5	09/10/2020 4:47:52 PM	1	Approved	D V PRASAD	Managing Director	Personnel	Approver	ok	

Showing 1 to 5 of 5 entries | [Previous](#) | [1](#) | [Next](#) | [Close](#)

@Powered by Konnect (Kellton Tech)

Figure 4-88: Action History

HRMS administrator shall be able to perform the following activities from Action History page:

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-89.

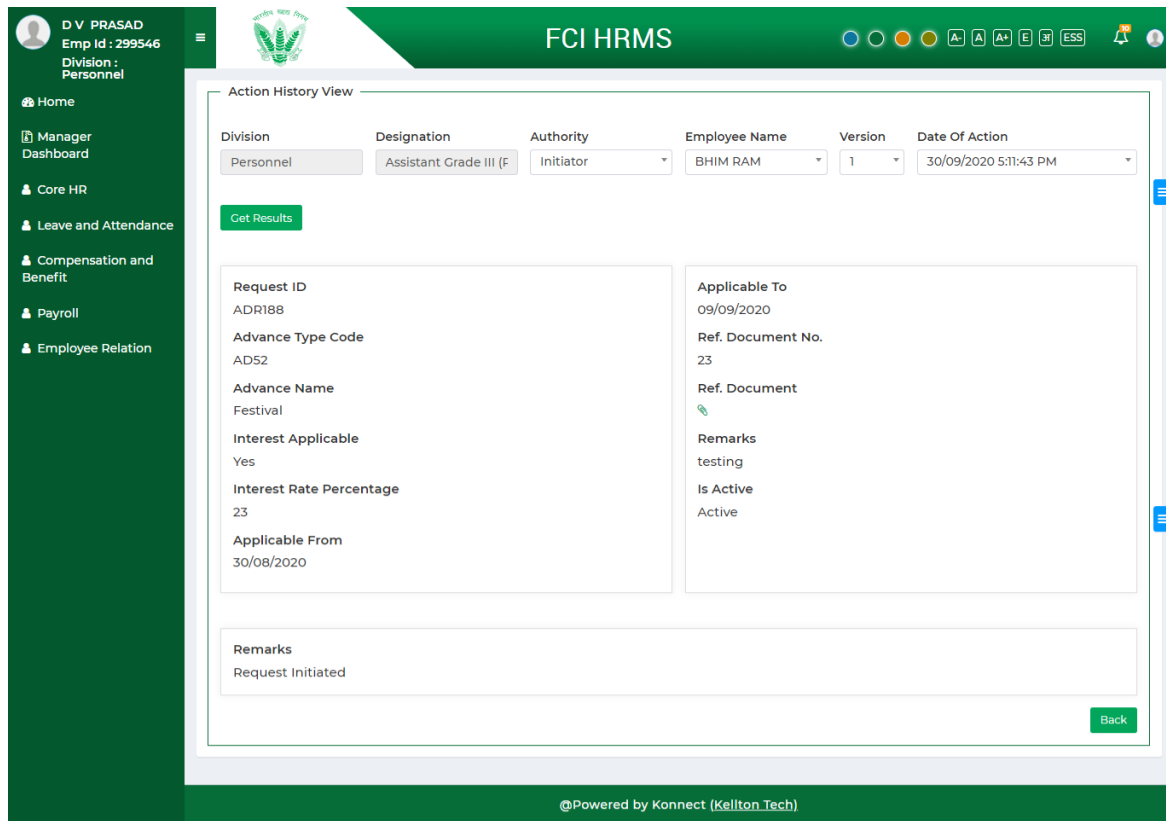


Figure 4-89: Action History View

4.15 Employee Salary Type (SRS_HRMS_PR_07)

System will facilitate Manager Bill(s) to map the Employee Salary type for the further payroll processing.

This process is mandatory to map the salary type before payroll/salary process because only that employee can get the salary that are mapped in this process.

This process is used for employee salary type mapping when the requirements come from personal dept. like new designation, employee joining or deputation joining etc.

4.15.1 Navigation

Left Navigation: Payroll >> Transactions >> Employee Salary Type

4.15.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.15.1 to reach the Employee Salary Type Transaction Landing Page as shown in Figure 4.90

Figure 4-90: Employee Salary Type Transaction

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on to apply the available filters.
- Click on to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to map employee salary in the table as mentioned in Map Employee Salary
- Click on to edit an existing Employee Salary in the table as mentioned in Edit Employee Salary



4.15.3 Edit Employee Salary

Click on to open Edit Employee Salary as shown in Figure 4-91

Edit Employee Salary Type

Office Type HQ	Office Name HQRS	Employee Number EMPI	Employee Name BHIM RAM
Payroll Type Code * Per01	Salary Type * IDA	Effective From * 04/05/1995	Effective To 30/06/2053
Ref. Document Number * 214eqw	Ref. Document * Exported.pdf	Remarks * Ok	

Update Cancel

Figure 4-91: Edit Employee Salary

Enter the details and click on for updating the existing record in the table.

4.15.4 Map Employee Salary

Click on to open the Map Employee Salary as shown in Figure 4-92

Map Employee Salary Type

Office Type HQ	Office Name HQRS	Employee Number EMPI	Employee Name BHIM RAM
Payroll Type Code * Per01	Salary Type * NEW IDA	Effective From 04/05/1995	Effective To 30/06/2053
Ref. Document Number * 214eqw	Ref. Document * Exported.pdf	Remarks * Ok	

Submit Cancel

Figure 4-92: Map Employee Salary



Submit

Enter the details and click on **Submit** as shown in Figure 4-92; the request will be listed in the Reviewer landing screen as shown in Figure 4-93

Employee Salary Type

Office Type: Select | Office Name: Select | Payroll Type Code: Select | Salary Type: Select

Status: Select | Employee Number: Select | Employee Name: Select | Effective From: DD/MM/YYYY

Effective To: DD/MM/YYYY **Get Results**

Show 10 entries | Export to: Excel CSV PDF Print | Search: _____

S.No.	Office Type	Office Name	Employee Number	Employee Name	Payroll Type Code	Salary Type	Status	Effective From	Effective To	Ref. D
1	HQ	HQRS	EMP1	BHIM RAM	Per01	NEW IDA	Mapped	04/05/1995	30/06/2053	214eq
2	HQ	HQRS	EMP2	ANIL KUMAR			Unmapped	29/11/2012	31/12/2070	
3	HQ	HQRS	EMP3	SURENDER KUMAR			Unmapped	06/11/2013	31/12/2071	
4	HQ	HQRS	EMP4	AMIT KUMAR			Unmapped	04/06/2015	30/06/2073	
5	HQ	HQRS	EMP5	SATINDER SHARMA			Unmapped	19/02/1987	30/06/2045	

Figure 4-93 Employee Salary Type Mapping successful

4.16 Adhoc Transaction

This process is used for Request, Review and approval of Adhoc Transaction

4.16.1 Navigation

Left Navigation: Payroll >> Transaction >> Adhoc Transaction

4.16.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.16.1 to reach the Landing Page as shown in below

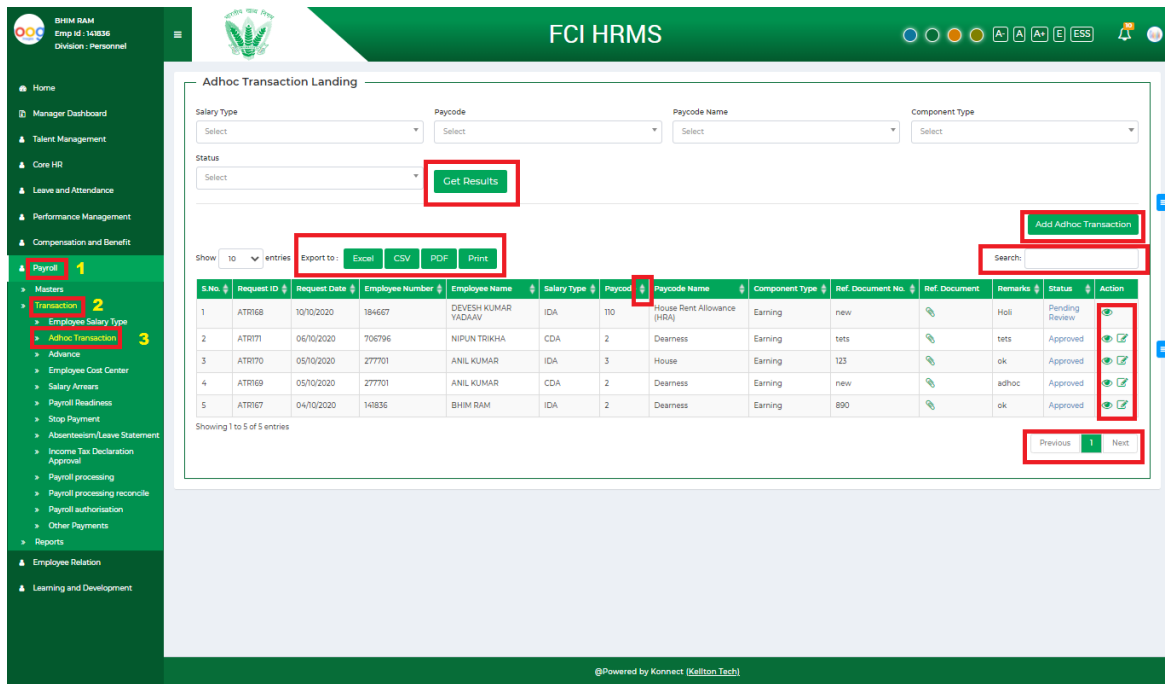


Figure 4-94: Adhoc Transaction Request Landing

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on to apply the available filters.
- Click on to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to view the particular detail of the record
- Click on to edit an existing Query/Request

4.16.3 Adhoc Transaction Request

Click on to open the Add Adhoc Transaction Request as shown in Figure below

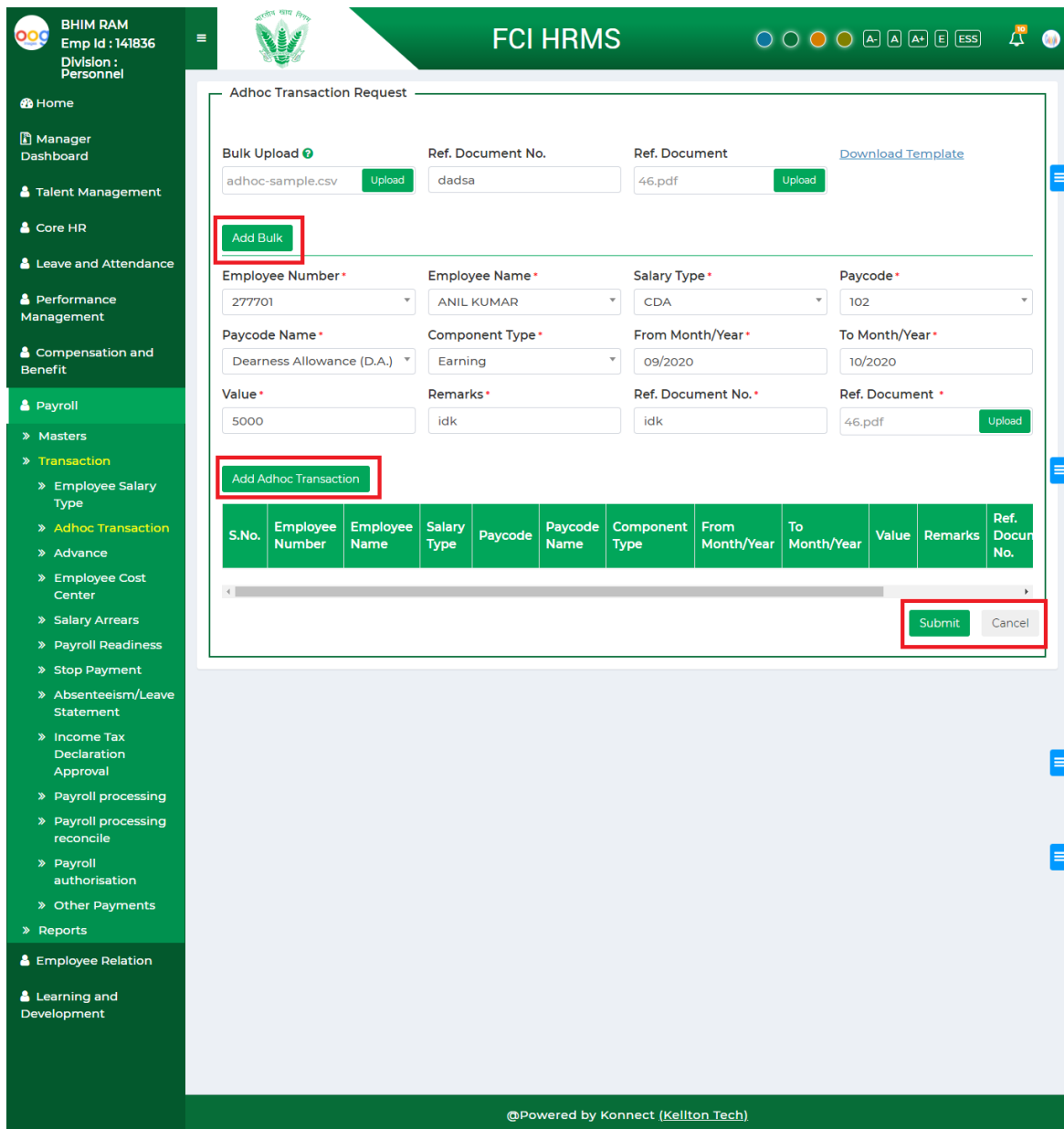


Figure 4-95: Add Adhoc Transaction Request

- Click on **Add Bulk** to upload bulk data/Request.
- For Single Request fill the data and click **Add Adhoc Transaction**

4.16.4 Edit Incometax HRA

Click on  on request/ query to open Edit Adhoc Transaction Request as shown in Figure below



Figure 4-96: Edit Adhoc Transaction Request

Enter the details and click on  for updating the existing record in the table.

4.16.5 Adhoc Transaction Request Reviewer Landing

The request will be listed in the Reviewer landing screen as shown in Figure 4-97

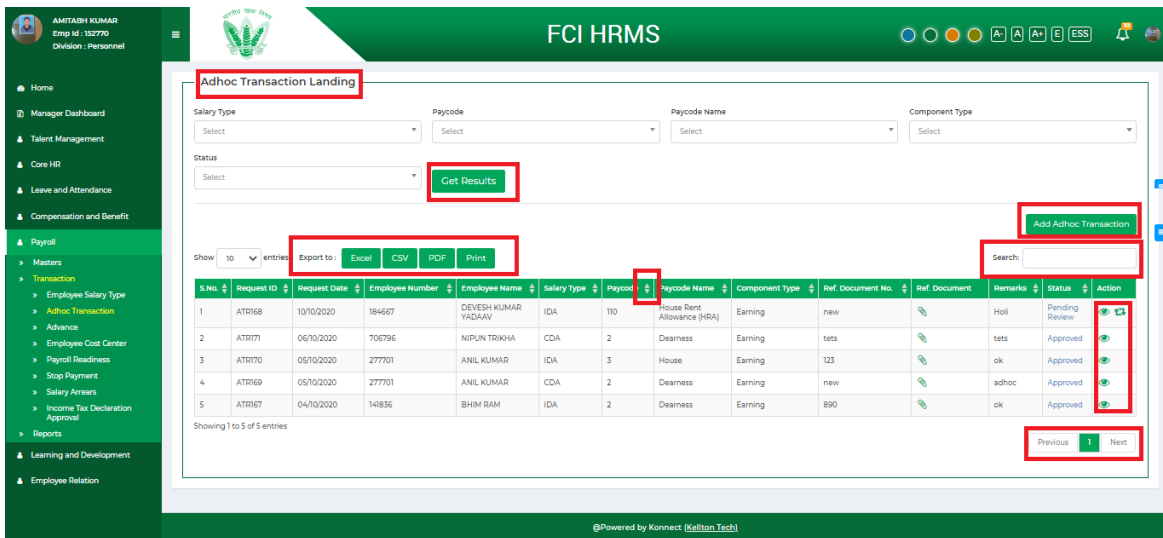


Figure 4-97: Adhoc Transaction Request Reviewer Landing

Click on as shown in Figure 4-97, to land on Review Adhoc Transaction Request as shown in Figure 4-98.

4.16.6 Adhoc Transaction Request Review

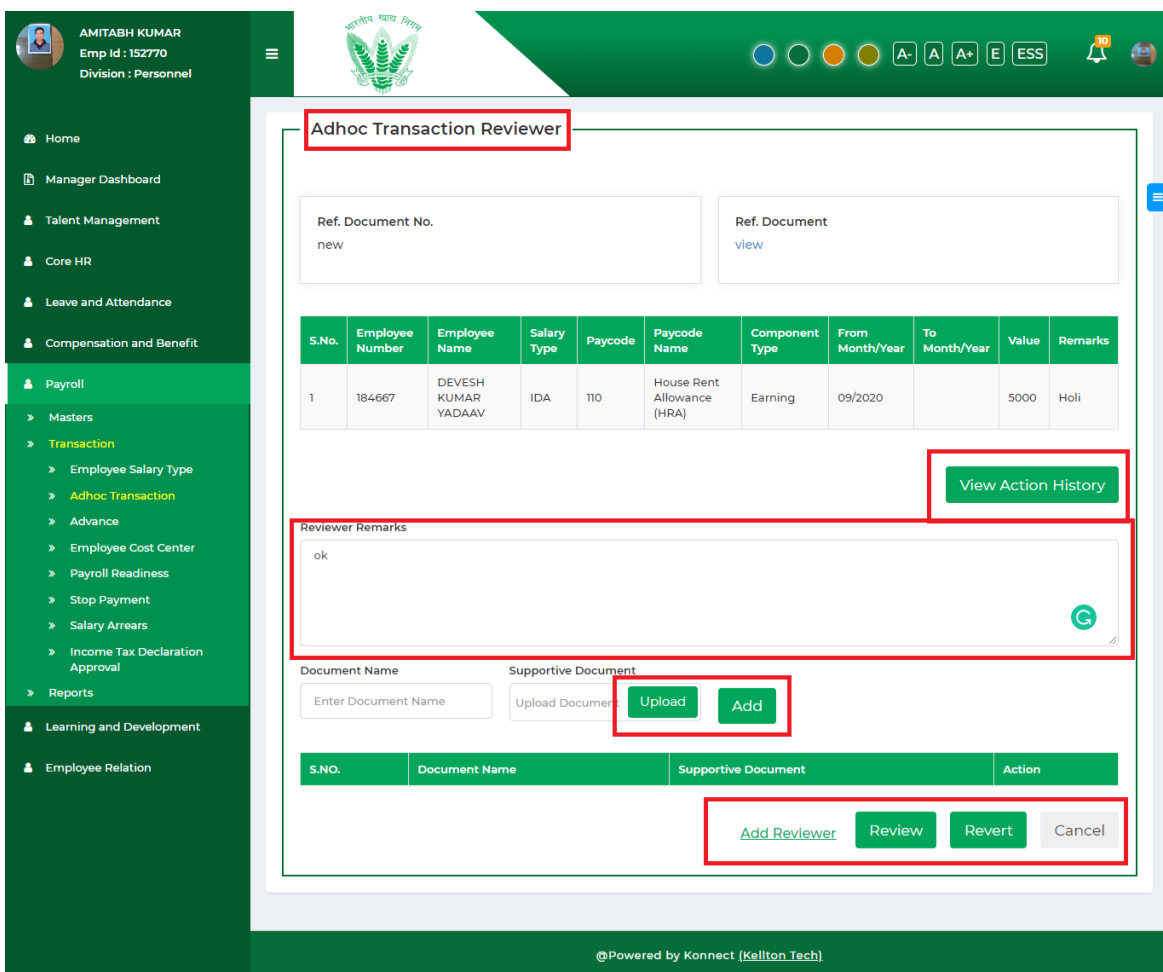


Figure 4-98: Adhoc Transaction Request Review

Figure 4-98 (1): Adhoc Transaction Request Review successful

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Review** to review the request, the request will be forwarded to the approver's landing
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.
- Click on **Cancel** to navigate back to the Reviewer landing screen.

4.16.7 Adhoc Transaction Request Approver Landing

Reviewer clicks on **Review** as shown in Figure 4-98, the request will be listed in Approver's Landing Page as shown in Figure Below

Figure 4-99: Adhoc Transaction Request Approver Landing

Click on as shown in Figure 4-99, to land on Approve request as shown in Figure 4-100.

4.16.8 Adhoc Transaction Request Approve

Figure 4-100: Adhoc Transaction Request Approve

Approver shall be able to perform the following activities from the Approve Page.



- Click on **View Action History** to view the action taken on the request
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request and a success message will be shown.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as.

The screenshot shows the 'Adhoc Transaction Landing' page in the FCI HRMS system. A green banner at the top displays the message: "Success! Request has been approved successfully." Below this, there are several dropdown menus for 'Salary Type', 'Paycode', 'Paycode Name', and 'Component Type', along with a 'Status' dropdown and a 'Get Results' button. A table lists the transactions, and a 'Show' dropdown is set to '10 entries'. The table contains the following data:

S.No.	Request ID	Request Date	Employee Number	Employee Name	Salary Type	Paycode	Paycode Name	Component Type	Re
1	ATRI68	10/10/2020	184667	DEVESH KUMAR YADAAV	IDA	110	House Rent Allowance (HRA)	Earning	ne
2	ATRI71	06/10/2020	706796	NIPUN TRIKHA	CDA	2	Dearness	Earning	tet
3	ATRI70	05/10/2020	277701	ANIL KUMAR	IDA	3	House	Earning	123
4	ATRI69	05/10/2020	277701	ANIL KUMAR	CDA	2	Dearness	Earning	ne
5	ATRI67	04/10/2020	141836	BHIM RAM	IDA	2	Dearness	Earning	89i

At the bottom of the page, it says "@Powered by Connect (Kellton Tech)".

Figure 4-101: Adhoc Transaction Request Approval Successful

4.16.9 View Action History

Click on **View Action History** as shown in Figure 4-98 and 4-100, to navigate to View Action History page as shown in Figure 4-102.

Action History

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY | [Get Results](#)

ID ATRI68

Show 10 entries | Search:



S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	05/10/2020 3:18:59 PM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	05/10/2020 5:23:31 PM	1	Reverted	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	revert	
3	06/10/2020 12:11:48 PM	1	Edited	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request edited	
4	06/10/2020 12:12:39 PM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	review	
5	06/10/2020 12:13:24 PM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	review	
6	06/10/2020 12:14:16 PM	1	Reviewed	BIDAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	review	
7	06/10/2020 12:15:40 PM	1	Approved	D V PRASAD	Managing Director	Personnel	Approver	Approve	
8	10/10/2020 10:57:39 AM	2	Edited	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request edited	
9	10/10/2020 9:51:06 PM	2	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
10	10/10/2020 9:56:25 PM	2	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	

Showing 1 to 10 of 12 entries | [Previous](#) | [1](#) | [2](#) | [Next](#) | [Close](#)

@Powered by Konnect (Kallton Tech)

Figure 4-102: Action History

HRMS administrator shall be able to perform the following activities from Action History page:

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-103.



The screenshot displays the 'Action History View' in the FCI HRMS system. The user is D V PRASAD, Emp Id: 299546, in the Personnel Division. The search filters are set to: Division: Personnel, Designation: Assistant Grade III (P), Authority: Initiator, Employee Name: BHIM RAM, Version: 1, and Date Of Action: 05/10/2020 3:18:59 PM. A 'Get Results' button is present. Below the filters, there are two boxes for 'Ref. Document No.' (new) and 'Ref. Document' (view). A table shows one transaction record for DEVEESH KUMAR YADAAV, with a value of 5000 for Holi. The table columns are: S.No., Employee Number, Employee Name, Salary Type, Paycode, Paycode Name, Component Type, From Month/Year, To Month/Year, Value, and Remarks. A 'Remarks' section below the table shows 'Request Initiated'. A 'Back' button is at the bottom right of the main content area. The footer indicates the system is powered by Konnect (Kellton Tech).

Figure 4-103: Action History View

4.17 Advance Request

This process is used for Request, Review and approval of Computer, Vehicle and Festival

4.17.1 Navigation

Left Navigation: Payroll >> Transaction >> Advance >> Advance Request

4.17.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.17.1 to reach the Landing Page as shown in below

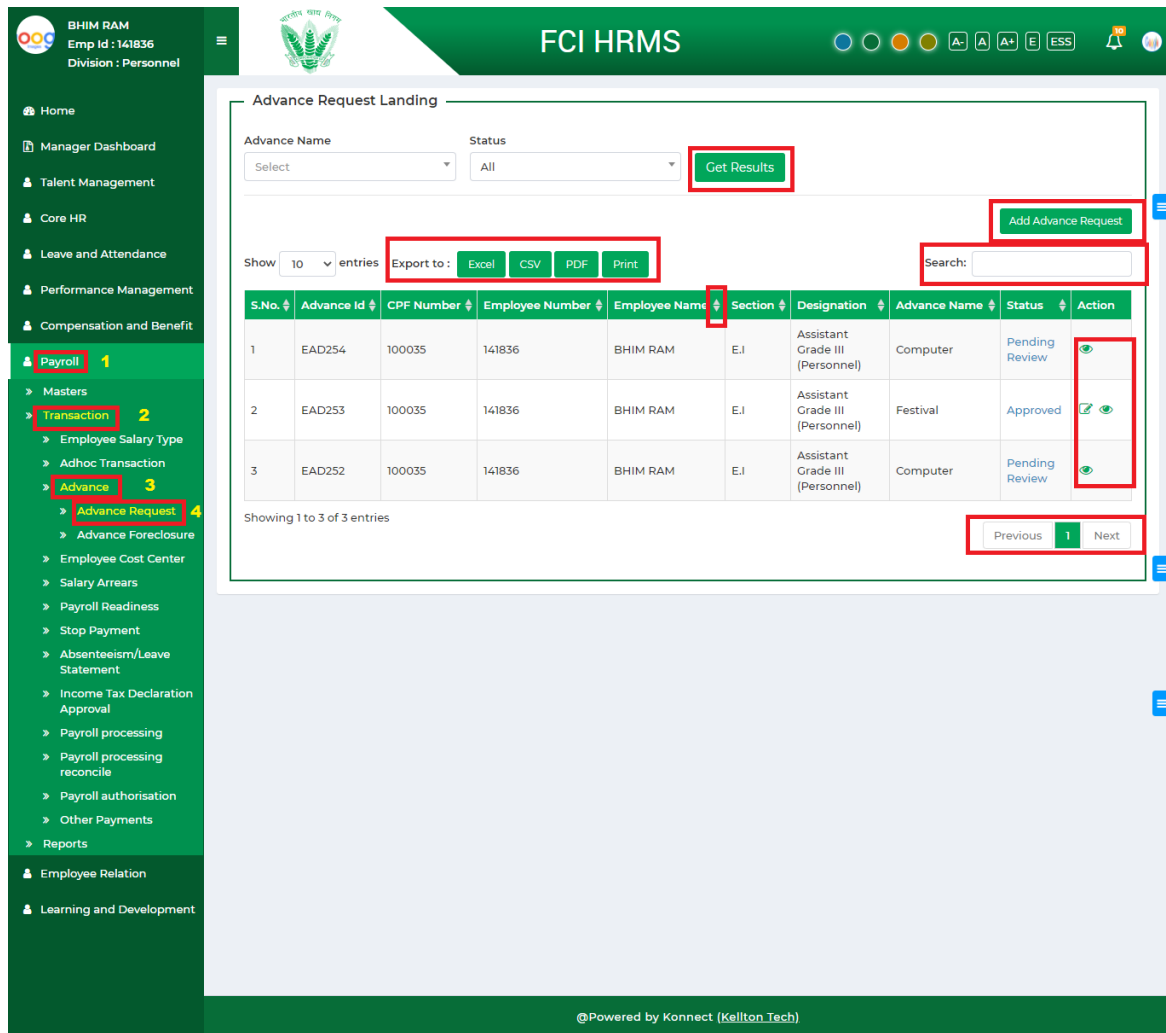




Figure 4-104: Advance Request Landing

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records



- Click on  to view the particular detail of the record
- Click on  to edit an existing Query/Request

4.17.3 Advance Request

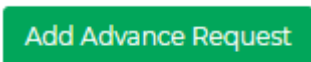
Click on  to open the Add Advance Request as shown in Figure below

Figure 4-105: Add Advance Request

4.17.4 Edit Incometax HRA

Click on  on request/ query to open Edit Advance Request as shown in Figure below



Advance Request

Employee Number	Employee Name	Division	Section
141836	BHIM RAM	Personnel	E.I
Designation	Date Of Joining	Date Of Retirement	CPF Number
Assistant Grade III (Personnel)	04/05/1995	01/07/2050	100035
Salary Type	Basic Salary	Bank Account Number	
NEW IDA	50000	88482938933	

Advance Name: Festival

Advance Amount (In INR): 50000 Remarks: new Ref. Document: Upload Document

Festival Name: Holi

I hereby declare that the festive allowance shall be returned within ten monthly installments and also I have not availed prior any festive allowance for current year to the best of my knowledge.

Figure 4-106: Edit Advance Request

Enter the details and click on for updating the existing record in the table.

4.17.5 Advance Request Reviewer Landing

The request will be listed in the Reviewer landing screen as shown in Figure 4-107

Advance Request Landing

Advance Name: Status: [Get Results](#)

[Add Advance Request](#)

Show: entries Export to: [Excel](#) [CSV](#) [PDF](#) [Print](#) Search:

S.No.	Advance Id	CPF Number	Employee Number	Employee Name	Section	Designation	Advance Name	Status	Action
1	EAD254	100035	141836	BHIM RAM	E.I	Assistant Grade III (Personnel)	Computer	Pending Review	
2	EAD253	100035	141836	BHIM RAM	E.I	Assistant Grade III (Personnel)	Festival	Approved	
3	EAD252	100035	141836	BHIM RAM	E.I	Assistant Grade III (Personnel)	Computer	Pending Review	

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

@Powered by Konnect (Kellton Tech)

Figure 4-107: Advance Request Reviewer Landing

Click on as shown in Figure 4-107, to land on Review Advance Request as shown in Figure 4-108.

4.17.6 Advance Request Review



AMITABH KUMAR
Emp Id : 152770
Division : Personnel

- Home
- Manager Dashboard
- Talent Management
- Core HR
- Leave and Attendance
- Compensation and Benefit
- Payroll
- Masters
- Transaction
 - Employee Salary Type
 - Adhoc Transaction
 - Advance
 - Advance Request
 - Advance Foreclosure
 - Employee Cost Center
 - Payroll Readiness
 - Stop Payment
 - Salary Arrears
 - Income Tax Declaration Approval
- Reports
- Learning and Development
- Employee Relation

Review Advance Request

FCI HRMS
A- A A+ E ESS

Employee Number
141836

Employee Name
BHIM RAM

Division
Personnel

Section
E.I

Designation
Assistant Grade III (Personnel)

Date Of Joining
04/05/1995

Date Of Retirement
01/07/2050

CPF Number
100035

Salary Type
NEW IDA

Basic Salary
50000

Bank Account Number
88482938933

Advance Name
Computer

Advance Amount
5000

Actual Cost Of Computer
50000

Remarks
new

Whether Acquired Basic Training In Computer Application For At Least 2 Weeks
Yes

Number Of Installments In Which Advance Along With Interest Are To Be Refunded.
1

If The Applicant Wants To Purchase Personal Computer Other Than Regular Agent Or Reputed Dealer, Whether Prior Permission Of Competent Authority Under Regulation 48(4) Of FCI Staff Regulation 1971 Has Been Taken
Yes

Ref Doc
[view](#)

Certified that the information furnished above is true and correct and the advance shall be used for the purchase of personal computer, within a month from the date of drawl of advance.

View Action History

Approved Amount

Number Of Installment

Monthly Installment
1000.00

Start Month/Year

End Month/Year
4/2021

Interest Applicable
Yes

Reviewer Remarks

Document Name

Supportive Document Upload Add

S.NO.	Document Name	Supportive Document	Action
Add Reviewer Review Revert Cancel			

- Home
- Manager Dashboard
- Talent Management
- Core HR
- Leave and Attendance
- Compensation and Benefit
- Payroll
- Masters
- Transaction
- Reports
- Learning and Development
- Employee Relation

@Powered by [Kconnect](#) (Kellton Tech)

Figure 4-108: Advance Request Review

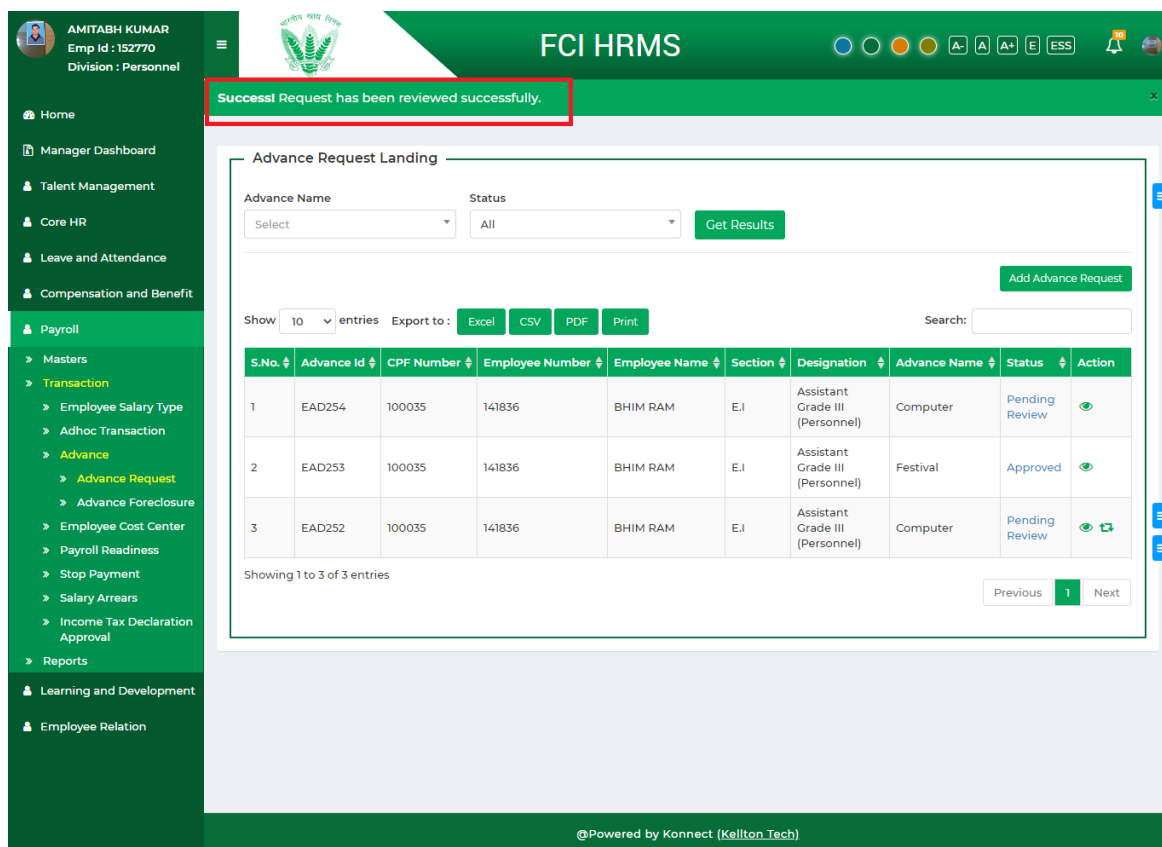


Figure 4-108 (1): Advance Request Review successful

Reviewer shall be able to perform the following activities from the Review Page.

- Click on to view the action taken on the request.
- Click on to upload the supportive document/add the column to upload document.
- Click on to review the request, the request will be forwarded to the approver's landing
- Click on to revert the request back to the initiator, this request will be listed in the landing page of Initiator.
- Click on to navigate back to the Reviewer landing screen.

4.17.7 Advance Request Approver Landing

Reviewer clicks on as shown in Figure 4-108, the request will be listed in Approver's Landing Page as shown in Figure Below

Advance Request Landing

Advance Name: Select Status: All [Get Results](#)

Show: 10 entries [Export to:](#) [Excel](#) [CSV](#) [PDF](#) [Print](#) [Add Advance Request](#) Search:


S.No.	Advance Id	CPF Number	Employee Number	Employee Name	Section	Designation	Advance Name	Status	Action
1	EAD254	100035	141836	BHIM RAM	E.I	Assistant Grade III (Personnel)	Computer	Pending Approval	
2	EAD253	100035	141836	BHIM RAM	E.I	Assistant Grade III (Personnel)	Festival	Approved	
3	EAD252	100035	141836	BHIM RAM	E.I	Assistant Grade III (Personnel)	Computer	Pending Review	

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

@Powered by Konnect (Kellton Tech)

Figure 4-109: Advance Request Approver Landing

Click on  as shown in Figure 4-109, to land on Approve request as shown in Figure 4-110.

4.17.8 Advance Request Approve



Approve Advance Request

Employee Number: 141836
 Employee Name: BHIM RAM
 Division: Personnel
 Section: E.I
 Designation: Assistant Grade III (Personnel)
 Date Of Joining: 04/05/1995

Date Of Retirement: 01/07/2050
 CPF Number: 100035
 Salary Type: NEW IDA
 Basic Salary: 50000
 Bank Account Number: 88482938933

Advance Name: Computer
 Advance Amount: 5000
 Actual Cost Of Computer: 50000
 Remarks: new
 Whether Acquired Basic Training In Computer Application For At Least 2 Weeks: Yes

Number Of Installments In Which Advance Along With Interest Are To Be Refunded: 1
 If The Applicant Wants To Purchase Personal Computer Other Than Regular Agent Or Reputed Dealer, Whether Prior Permission Of Competent Authority Under Regulation 48(4) Of FCI Staff Regulation 1971 Has Been Taken: Yes
 Ref Doc: [view](#)

Certified that the information furnished above is true and correct and the advance shall be used for the purchase of personal computer, within a month from the date of drawl of advance.

Approved Amount: 5000
 Number Of Installment: 5
 Monthly Installment: 1000
 Start Month/Year: 11/2020

End Month/Year: 04/2021
 Interest Applicable: Yes

[View Action History](#)

Approver Remarks: ok

Document Name: Enter Document Name
 Supportive Document:

S.NO.	Document Name	Supportive Document	Action
			Add Reviewer Selective Revert <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Cancel"/>

Figure 4-110: Advance Request Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on [View Action History](#) to view the action taken on the request



- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request and a success message will be shown.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as.

The screenshot shows the 'Advance Request Landing' page in the FCI HRMS system. At the top, a green notification banner states 'Success! Request has been approved successfully.' Below this, there are filters for 'Advance Name' (set to 'Select') and 'Status' (set to 'All'), with a 'Get Results' button. A table displays the following data:

S.No.	Advance Id	CPF Number	Employee Number	Employee Name	Section	Designation	Advance Name	Status	Action
1	EAD254	100035	141836	BHIM RAM	E.I	Assistant Grade III (Personnel)	Computer	Approved	
2	EAD253	100035	141836	BHIM RAM	E.I	Assistant Grade III (Personnel)	Festival	Approved	
3	EAD252	100035	141836	BHIM RAM	E.I	Assistant Grade III (Personnel)	Computer	Pending Review	

Below the table, it indicates 'Showing 1 to 3 of 3 entries' and includes 'Previous', '1', and 'Next' navigation buttons. The left sidebar contains a navigation menu with options like Home, Manager Dashboard, Talent Management, Core HR, Leave and Attendance, Compensation and Benefit, Payroll, Masters, Transaction, Employee Salary Type, Adhoc Transaction, Advance, Advance Request, Advance Foreclosure, Employee Cost Center, Salary Arrears, Payroll Readiness, Stop Payment, Income Tax Declaration Approval, Reports, Employee Relation, and Learning and Development. The footer of the page reads '@Powered by Konnect (Kellton Tech)'.

Figure 4-111: Advance Request Approval Successful

4.17.9 View Action History

Click on **View Action History** as shown in Figure 4-108 and 4-110, to navigate to View Action History page as shown in Figure 4-112.

Action History

Version: All | From Date: DD/MM/YYYY | To Date: DD/MM/YYYY | [Get Results](#)

ID EAD254

Show 10 entries | Search:

S.NO.	Date Of Action	Version	Action Taken	Employee Name	Designation	Division	Authority	Remarks	Action
1	10/10/2020 1:20:12 PM	1	Initiated	BHIM RAM	Assistant Grade III (Personnel)	Personnel	Initiator	Request Initiated	
2	11/10/2020 12:03:14 AM	1	Reviewed	AMITABH KUMAR	Assistant General Manager (Personnel)	Personnel	Reviewer	ok	
3	11/10/2020 12:05:43 AM	1	Reviewed	DEVESH KUMAR YADAAV	General Manager (Personnel)	Personnel	Reviewer	ok	
4	11/10/2020 12:06:29 AM	1	Reviewed	BIJAY KUMAR SINGH	Executive Director (Personnel)	Personnel	Reviewer	ok	
5	11/10/2020 12:10:17 AM	1	Approved	D V PRASAD	Managing Director	Personnel	Approver	ok	



Showing 1 to 5 of 5 entries

[Previous](#) | [1](#) | [Next](#) | [Close](#)

@Powered by Konnect (Kellton Tech)

Figure 4-112: Action History

HRMS administrator shall be able to perform the following activities from Action History page:

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-113.



Action History View

Division: Personnel | Designation: Assistant Grade III (P) | Authority: Initiator | Employee Name: BHIM RAM | Version: 1 | Date Of Action: 10/10/2020 1:20:12 PM

Get Results

Employee Number 141836 Employee Name BHIM RAM Division Personnel Section E.I Designation Assistant Grade III (Personnel) Date Of Joining 04/05/1995	Date Of Retirement 01/07/2050 CPF Number 100035 Salary Type NEW IDA Basic Salary 50000 Bank Account Number 88482938933
Advance Name Computer Advance Amount 5000 Actual Cost Of Computer 50000 Remarks new Whether Acquired Basic Training In Computer Application For At Least 2 Weeks Yes	Number Of Installments In Which Advance Along With Interest Are To Be Refunded. 1 If The Applicant Wants To Purchase Personal Computer Other Than Regular Agent Or Reputed Dealer, Whether Prior Permission Of Competent Authority Under Regulation 48(4) Of FCI Staff Regulation 1971 Has Been Taken Yes Ref Doc view
Certified that the information furnished above is true and correct and the advance shall be used for the purchase of personal computer, within a month from the date of drawl of advance.	
Approved Amount 5000 Number Of Installment 5 Monthly Installment 1000 Start Month/Year 11/2020	End Month/Year 04/2021 Interest Applicable Yes
Remarks Request Initiated	

Back

@Powered by Konnect (Kellton Tech)

Figure 4-113: Action History View

4.18 Advance Foreclosure

This process is for the foreclosure Advance Request.

4.18.1 Navigation

Left Navigation: Payroll >>Transaction >> Advance>>Advance Foreclosure

4.18.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.18.1 to reach the Landing Page as shown in below

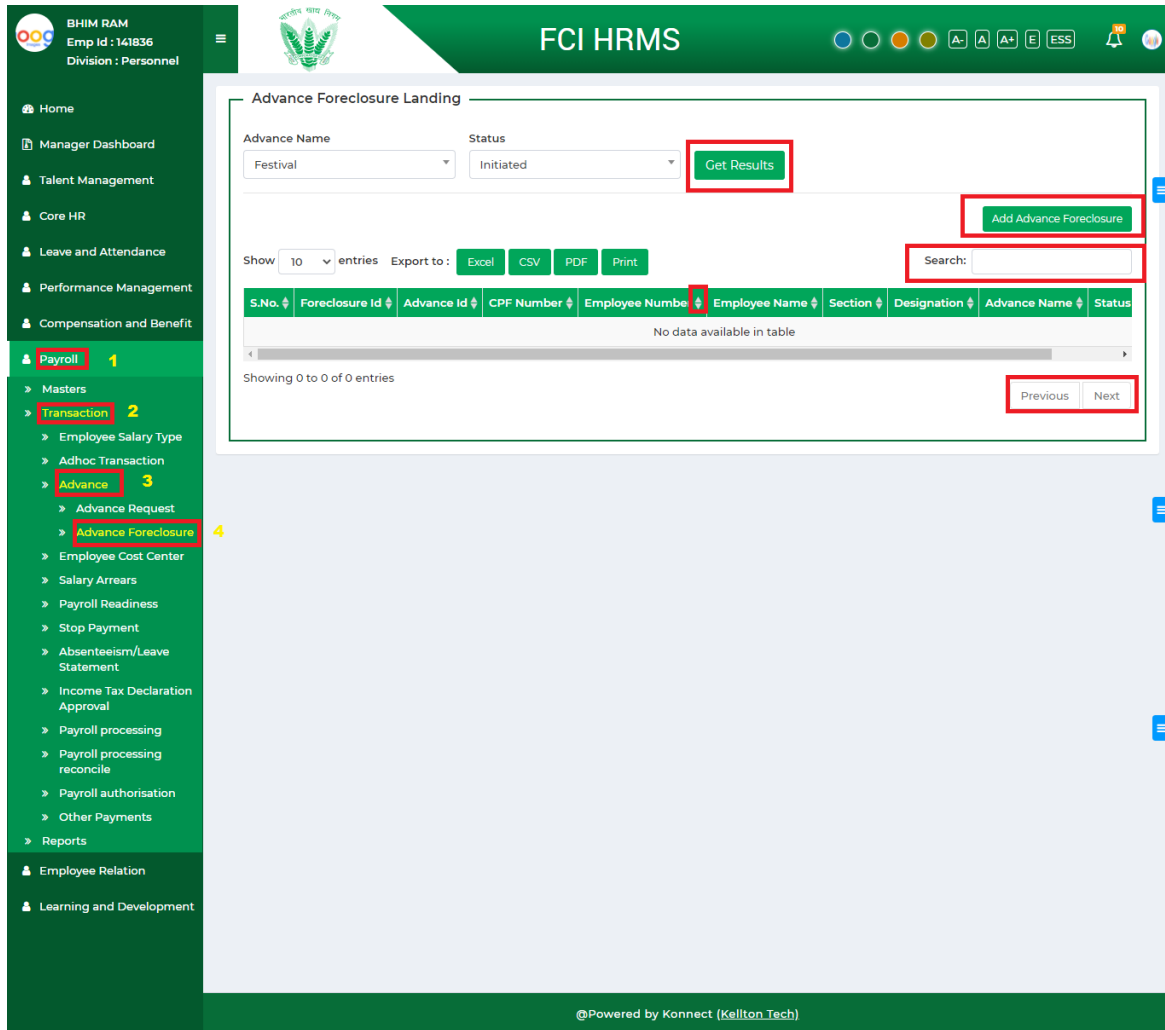


Figure 4-114: Advance Foreclosure Landing

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.



- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to view the particular detail of the record
- Click on to edit an existing Query/Request

4.18.3 Advance Foreclosure Request

Click on [Add Advance Foreclosure](#) to open the Add Advance Foreclosure as shown in Figure below

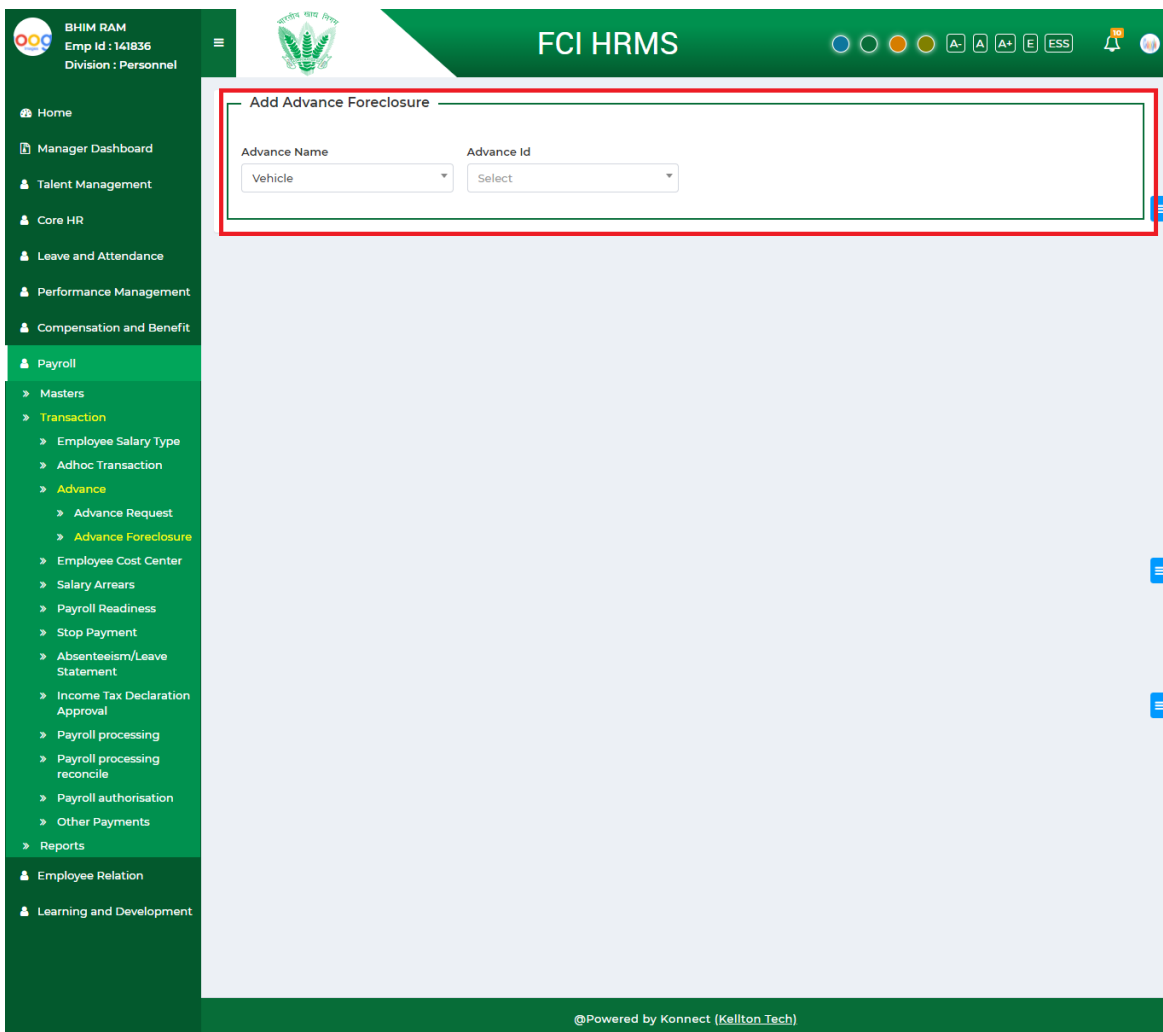


Figure 4-115: Add Advance Foreclosure

4.18.4 Advance Foreclosure Reviewer Landing

The request will be listed in the Reviewer landing screen as shown in Figure 4-116

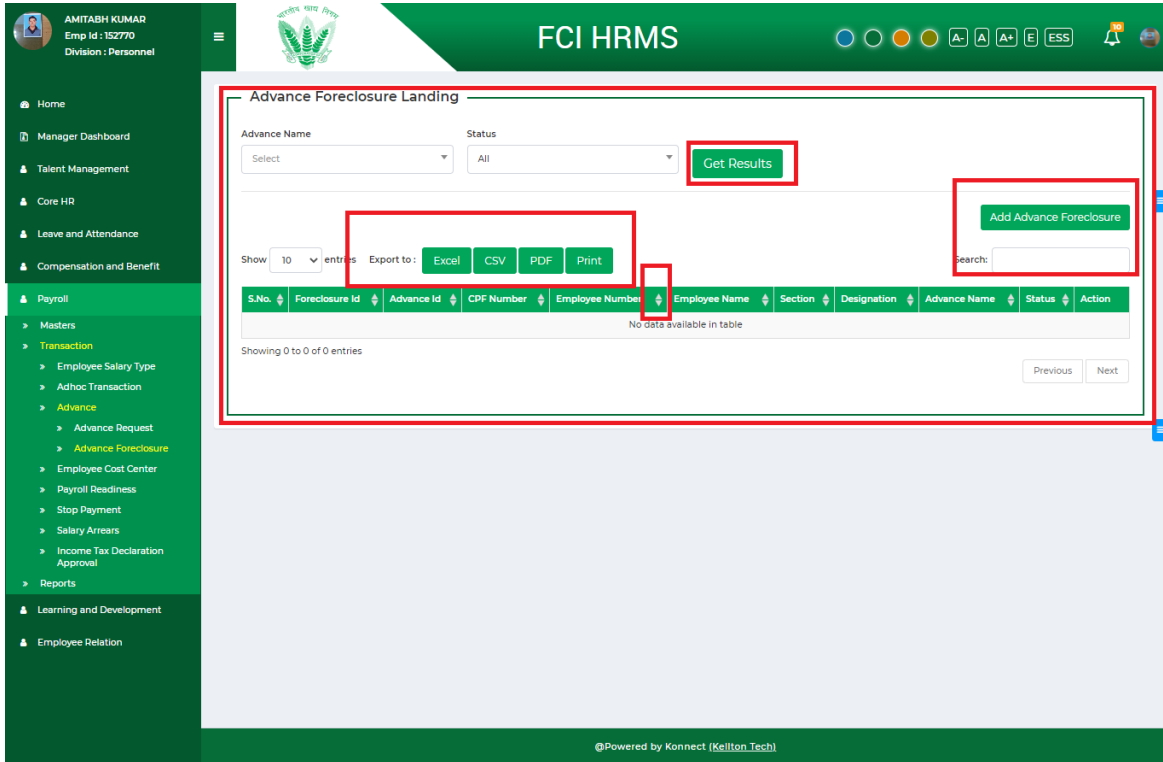
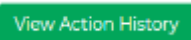








Figure 4-116: Advance Foreclosure Reviewer Landing

Click on  to Review Advance Foreclosure.

Reviewer shall be able to perform the following activities from the Review Page.

- Click on  to view the action taken on the request.
- Click on   to upload the supportive document/add the column to upload document.
- Click on  to review the request, the request will be forwarded to the approver's landing
- Click on  to revert the request back to the initiator, this request will be listed in the landing page of Initiator.
- Click on  to navigate back to the Reviewer landing screen.

4.18.5 Advance Foreclosure Approver Landing

Reviewer clicks on  and the request will be listed in Approver's Landing Page as shown in Figure Below

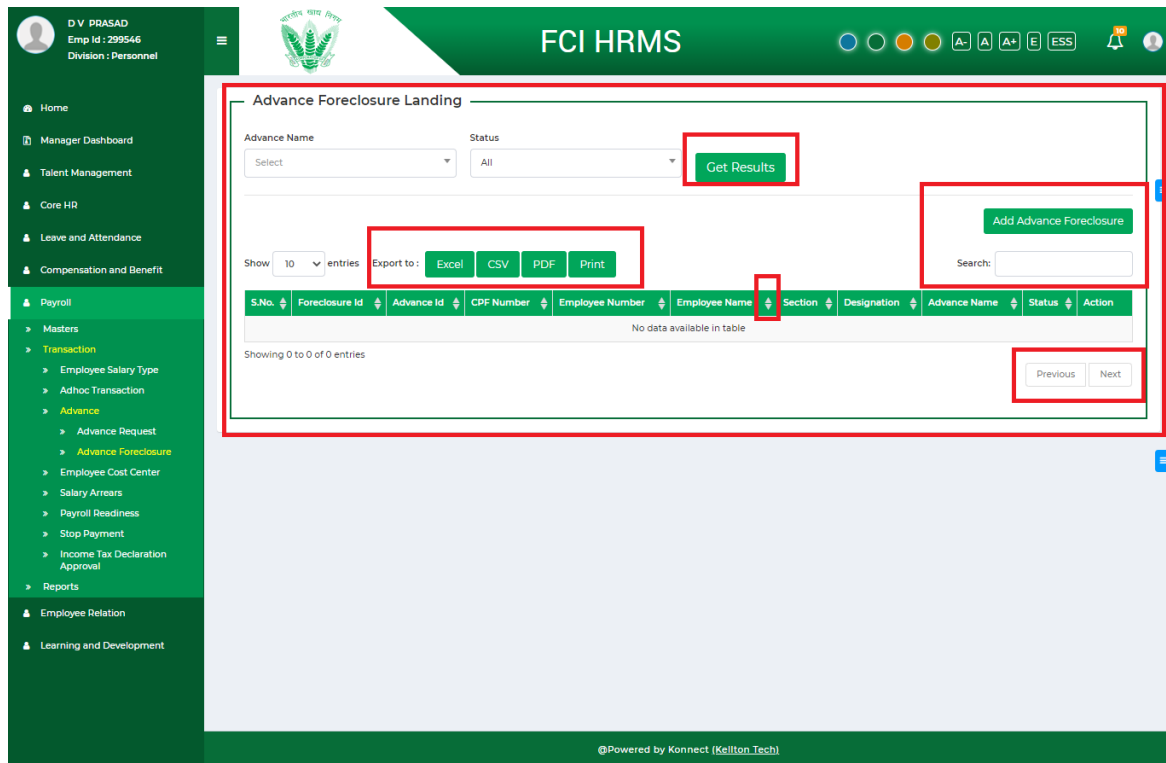


Figure 4-117: Advance Foreclosure Approver Landing

Click on to Approve Advance Foreclosure.

Approver shall be able to perform the following activities from the Approve Page.

- Click on to view the action taken on the request
- Click on to upload the supportive document/add the column to upload document.
- Click on to approve the request and a success message will be shown.
- Click on to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on to navigate back to the Approver landing screen as.

Click on to go to action History Page, HRMS administrator shall be able to perform the following activities from Action History page:

- Click on to apply the available filters.
- Click on to view the particular detail of the record.

4.19 Employee Cost Center

This process is mandatory to map the salary type before payroll/salary process because only that employee can get the salary that are mapped in this process.

This process is used for Employee Cost Center mapping when the requirements come from personal dept. like new designation, employee joining or deputation joining etc.

4.19.1 Navigation

Left Navigation: Payroll >> Transactions >> Employee Cost Center

4.19.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.19.1 to reach the Employee Cost Center Transaction Landing Page as shown in Figure 4.118

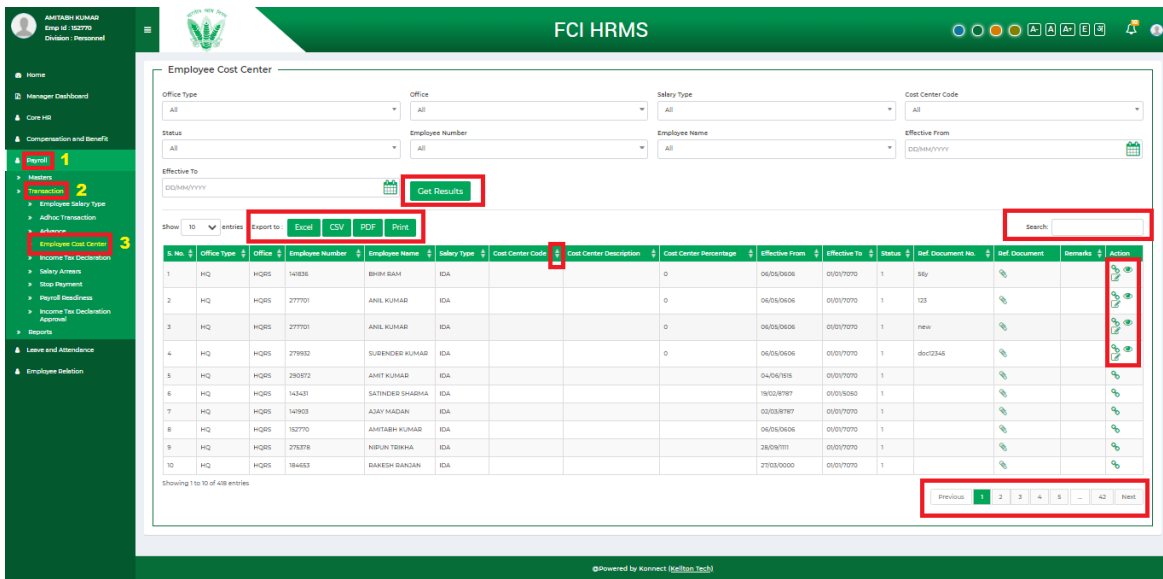











Figure 4-118: Employee Cost Center Landing

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to map

- Click on  to edit an existing Query/Request.
- Click on  to view the particular detail of the record

4.19.3 Edit Employee Cost Center Request

Click on  to open Edit Employee Salary as shown in Figure 4-119

The screenshot shows the 'Edit Employee Cost Center' form in the FCI HRMS application. The form is titled 'Edit Employee Cost Center' and contains the following fields:

- Office Type: HQ
- Office: HQRS
- Salary Type: IDA
- Employee Number: 290572
- Employee Name: AMIT KUMAR
- Cost Center Code: 1020
- Cost Center Description: ZO Salary
- Cost Center Percentage: 10
- Effective From: 06/05/2006
- Effective To: 28/09/2020
- Ref. Document Number: 564yrthh
- Ref. Document: Exported.pdf (Attachment)
- Remarks: ok

The 'Update' button is highlighted with a red box.

Figure 4-119: Edit Employee Cost Center Request

Enter the details and click on  for updating the existing record in the table.

4.19.4 Map Employee Cost Center



Click on  to open the Map Employee Cost Center as shown in Figure 4-120



Figure 4-120: Map Employee Cost Center

Enter the details and click on  as shown in Figure 4-120. The Mapping will be done and a Mapped Successful message/Notification will be shown along with updated data.

S. No.	Office Type	Office	Employee Number	Employee Name	Salary Type	Cost Center Code	Cost Center Description	Cost Center Percentage	Effective From	Effective To	Status	Ref. Doc No.
1	HQ	HQRS	141836	BHIM RAM	IDA			0	06/05/0606	01/01/7070	1	56y

Figure 4-121 Employee Cost Center Mapping successful

4.20 Salary Arrears

This process is used for Request, Review and approval of Salary Arrears.

4.20.1 Navigation

Left Navigation: Payroll >>Transaction >> Salary Arrears

4.20.2 Landing Page




HRMS administrator shall traverse the navigation as mentioned in Section 4.20.1 to reach the Landing Page as shown in below

Figure 4-122: Salary Arrears Landing


HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.



- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records
- Click on  to view the particular detail of the record

4.20.3 Salary Arrears

Click on  to open the Add Salary Arrears as shown in Figure below

Salary Arrear Request

Payroll Type Code * Salary Type * Arrear Period From * Arrear Period To *

Payable Month/Year *

Arrear Description

Arrear On Paycode * Paycode Name * Pay By Paycode * Pay By Paycode Name *

Add Salary Arrears

S.No.	Arrear On Paycode	Paycode Name	Pay By Paycode	Pay By Paycode Name	Action
1	102	Dearness Allowance (D.A.)	102	Dearness Allowance (D.A.)	

Ref. Document No. * Reference Doc *

@Powered by Konnect (Kellton Tech)

Figure 4-123: Add Salary Arrears

Enter the details and click on  for submit record in the table.

4.20.4 Salary Arrears Reviewer Landing

The request will be listed in the Reviewer landing screen as shown in Figure 4-124

Salary Arrears Reviewer Landing

Payroll Type Code: Select | Salary Type: Select | Payable Month/Year: MM/YYYY | Status: Select

Get Results

Show 10 entries | Export to: Excel, CSV, PDF, Print | Search: _____

S.No.	Arrear ID	Arrear Description	Payroll Type Code	Salary Type	Arrear Period From	Arrear Period To	Payable Month/Year	Arrear Amount	Status	Action
1	SA68	hra	Per01	IDA	09/2020	09/2020	10/2020	0	Pending Review	
2	SA67	new	Per01	CDA	05/2020	06/2020	10/2020	0	Pending Review	
3	SA66	For change DA	Per01	IDA	05/2020	10/2020	10/2020	0	Pending Review	
4	SA63	new	Per01	IDA	08/2020	09/2020	09/2020	0	Pending Review	
5	SA65	june arrear	Per01	CDA	06/2020	06/2020	10/2020	0	Pending Review	
6	SA64	june & july Arrear	Per01	IDA	06/2020	07/2020	10/2020	0	Pending Review	
7	SA62	back dated	Per01	IDA	01/2020	04/2020	09/2020	0	Approved	
8	SA61	DA updates	Per01	IDA	01/2020	04/2020	09/2020	0	Pending Review	

Showing 1 to 8 of 8 entries

Previous 1 Next

@Powered by Konnect (Kalliton Tech)

Figure 4-124: Salary Arrears Reviewer Landing

Click on as shown in Figure 4-124, to land on Review Salary Arrears as shown in Figure 4-125.

4.20.5 Salary Arrears Review



AMITABH KUMAR
Emp Id : 152770
Division : Personnel

FCI HRMS

⊙ ⊙ ⊙ ⊙
A- A A+ E ESS
🔔

Home

Manager Dashboard

Talent Management

Core HR

Leave and Attendance

Compensation and Benefit

Payroll

Masters

Transaction

- Employee Salary Type
- Adhoc Transaction
- Advance
- Employee Cost Center
- Payroll Readiness
- Stop Payment
- Salary Arrears
- Income Tax Declaration Approval

Reports

Learning and Development

Employee Relation

Review Salary Arrears

Arrear ID
SA63

Payroll Type Code
Per01

Salary Type
IDA

Arrear Period From
08/2020

Arrear Period To
09/2020

Payable Month/Year
09/2020

Arrear Description
new

S.No.	Arrear On Paycode	Paycode Name	Pay By Paycode	Pay By Paycode Name
1	67	Pay Advance	61	PLI Advance

S.No.	Employee Number	Employee Name	Arrear On Paycode	Paycode Name	Pay By Paycode	Pay By Paycode Name	Amount Payable
1	141836	BHIM RAM	67	Pay Advance	61	PLI Advance	20000

Ref. Document No.
new

Reference Doc
Ref Doc

View Action History

Reviewer Remarks *

OK

Document Name

Supportive Document

Upload
Add

S.NO.	Document Name	Supportive Document	Action

Add Reviewer
Review
Revert
Cancel

@Powered by Konnect (Kellton Tech)

Figure 4-125: Salary Arrears Review

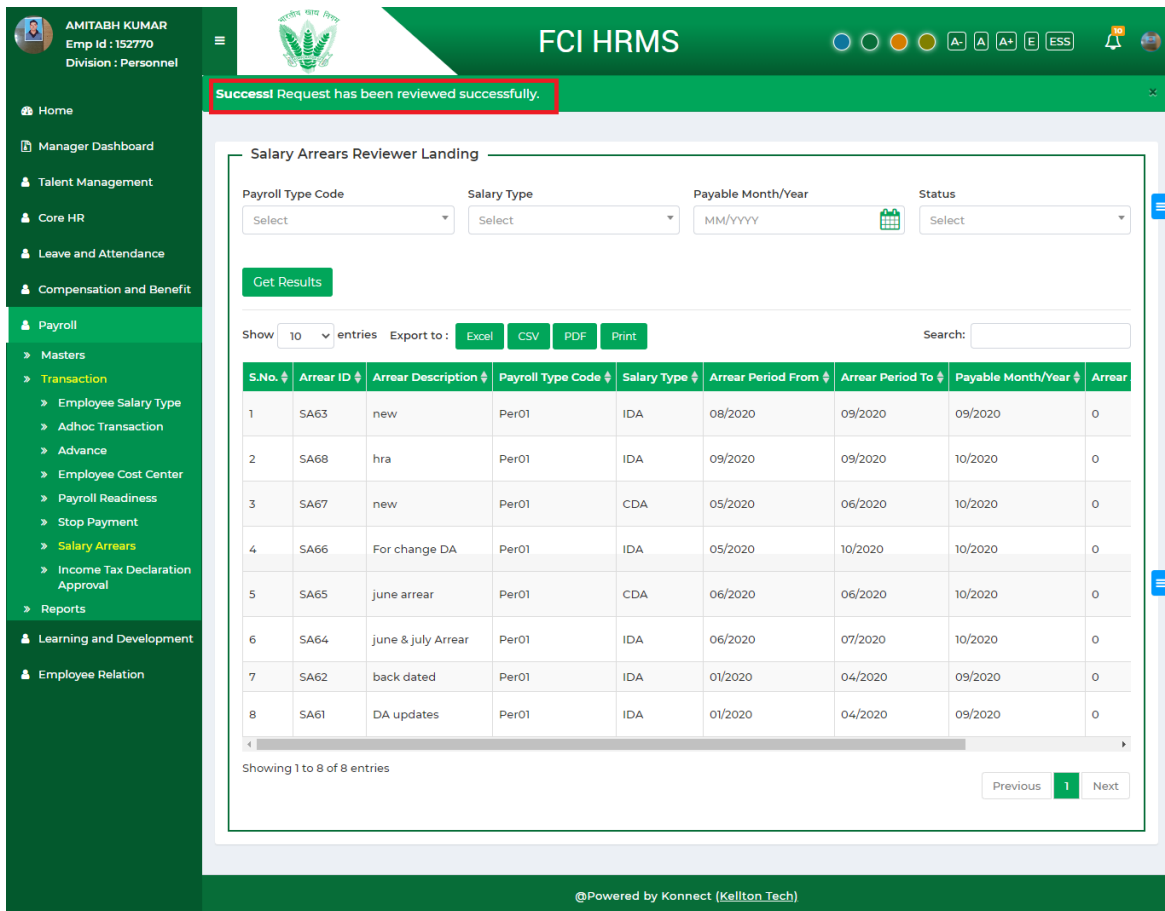


Figure 4-125 (1): Salary Arrears Review successful

Reviewer shall be able to perform the following activities from the Review Page.

- Click on **View Action History** to view the action taken on the request.
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Review** to review the request, the request will be forwarded to the approver's landing
- Click on **Revert** to revert the request back to the initiator, this request will be listed in the landing page of Initiator.
- Click on **Cancel** to navigate back to the Reviewer landing screen.

4.20.6 Salary Arrears Approver Landing

Reviewer clicks on **Review** as shown in Figure 4-125, the request will be listed in Approver's Landing Page as shown in Figure Below

Salary Arrears Approver Landing

Payroll Type Code: Select | Salary Type: Select | Payable Month/Year: MM/YYYY | Status: Select

Get Results

Show: 10 entries | Export to: Excel | CSV | PDF | Print | Search: _____


S.No.	Arrear ID	Arrear Description	Payroll Type Code	Salary Type	Arrear Period From	Arrear Period To	Payable Month/Year	Arrear Amount	Status	Action
1	SA63	new	Per01	IDA	08/2020	09/2020	09/2020	0	Pending Approval	
2	SA68	hra	Per01	IDA	09/2020	09/2020	10/2020	0	Pending Review	
3	SA67	new	Per01	CDA	05/2020	06/2020	10/2020	0	Pending Review	
4	SA66	For change DA	Per01	IDA	05/2020	10/2020	10/2020	0	Pending Review	
5	SA65	june arrear	Per01	CDA	06/2020	06/2020	10/2020	0	Pending Review	
6	SA64	june & july Arrear	Per01	IDA	06/2020	07/2020	10/2020	0	Pending Review	
7	SA62	back dated	Per01	IDA	01/2020	04/2020	09/2020	0	Approved	
8	SA61	DA updates	Per01	IDA	01/2020	04/2020	09/2020	0	Pending Review	

Showing 1 to 8 of 8 entries

Previous | 1 | Next

@Powered by Konnect: [Kellton Tech]

Figure 4-126: Salary Arrears Approver Landing

Click on  as shown in Figure 4-126, to land on Approve request as shown in Figure 4-127.

4.20.7 Salary Arrears Approve

Figure 4-127: Salary Arrears Approve

Approver shall be able to perform the following activities from the Approve Page.

- Click on **View Action History** to view the action taken on the request
- Click on **Upload** **Add** to upload the supportive document/add the column to upload document.
- Click on **Approve** to approve the request and a success message will be shown.
- Click on **Reject** to reject the request back to the initiator, this request will be listed in the landing page of Initiator with “Rejected” status.
- Click on **Cancel** to navigate back to the Approver landing screen as.



The screenshot shows the 'Salary Arrears Approver Landing' page. At the top, a green notification bar states 'Success! Request has been approved successfully.' Below this, there are filters for 'Payroll Type Code', 'Salary Type', 'Payable Month/Year', and 'Status'. A 'Get Results' button is present. The main content is a table with 8 entries. Below the table, there are pagination controls showing 'Showing 1 to 8 of 8 entries' and 'Previous 1 Next' buttons. The footer of the page reads '@Powered by Konnect (Kellton Tech)'.

S.No.	Arrear ID	Arrear Description	Payroll Type Code	Salary Type	Arrear Period From	Arrear Period To	Payable Month/Year	Arrear
1	SA63	new	Per01	IDA	08/2020	09/2020	09/2020	0
2	SA68	hra	Per01	IDA	09/2020	09/2020	10/2020	0
3	SA67	new	Per01	CDA	05/2020	06/2020	10/2020	0
4	SA66	For change DA	Per01	IDA	05/2020	10/2020	10/2020	0
5	SA65	june arrear	Per01	CDA	06/2020	06/2020	10/2020	0
6	SA64	june & july Arrear	Per01	IDA	06/2020	07/2020	10/2020	0
7	SA62	back dated	Per01	IDA	01/2020	04/2020	09/2020	0
8	SA61	DA updates	Per01	IDA	01/2020	04/2020	09/2020	0

Figure 4-128: Salary Arrears Approval Successful

4.20.8 View Action History

Click on [View Action History](#) as shown in Figure 4-125 and 4-127, to navigate to View Action History page as shown in Figure 4-129.

Figure 4-129: Action History

HRMS administrator shall be able to perform the following activities from Action History page:

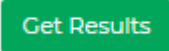

- Click on  to apply the available filters.
- Click on  to view the particular detail of the record as shown in Figure 4-130.



Figure 4-130: Action History View

4.21 Payroll Readiness

Use to check all if all the details need to process Payroll are correct.

4.21.1 Navigation

Left Navigation: Payroll >> Transactions >> Payroll Readiness

4.21.2 Working

HRMS administrator shall traverse the navigation as mentioned in Section 4.21.1 to reach the Payroll Readiness Transaction Landing Page as shown in Figure 4.131

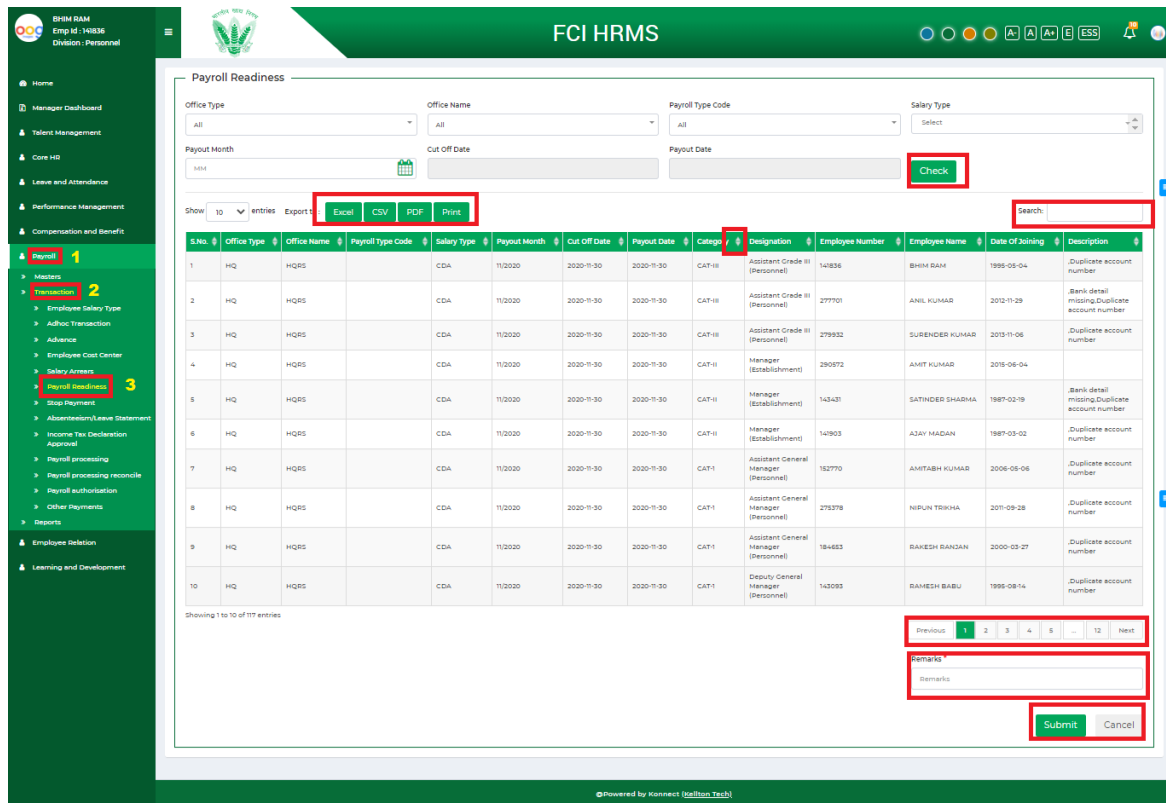



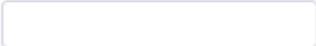

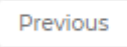





Figure 4-131: Payroll Readiness

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on   to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on     to navigate table records
- Enter Remark in remark Box click Submit to send notification to them.



4.22 Stop Payment

This process is use to stop salary of any employee.

4.22.1 Navigation

Left Navigation: Payroll >> Transactions >> Stop Payment

4.22.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.22.1 to reach the Employee Cost Center Transaction Landing Page as shown in Figure 4.132

Stop Salary

Office Type: Select | Office Name: All | Division: All | Section: All

Employee Number: Select | Employee Name: Select | **Get Results**

Show: 10 entries | Export to: **Excel** | CSV | PDF | Print | Search: _____

S.No.	Office Type	Office Name	Division	Section	Employee Number	Employee Name	Category	Designation	Stop Salary
1	HQ	HQRS	Personnel	E.I	141836	BHIM RAM	CAT-III	Assistant Grade III (Personnel)	<input type="checkbox"/>
2	HQ	HQRS	Personnel	E.II	277701	ANIL KUMAR	CAT-III	Assistant Grade III (Personnel)	<input type="checkbox"/>
3	HQ	HQRS	Personnel	Administration	279932	SURENDER KUMAR	CAT-III	Assistant Grade III (Personnel)	<input type="checkbox"/>
4	HQ	HQRS	Personnel	Administration	290572	AMIT KUMAR	CAT-II	Manager (Establishment)	<input type="checkbox"/>
5	HQ	HQRS	Personnel	E.I	143431	SATINDER SHARMA	CAT-II	Manager (Establishment)	<input type="checkbox"/>
6	HQ	HQRS	Personnel	E.II	141903	AJAY MADAN	CAT-II	Manager (Establishment)	<input type="checkbox"/>
7	HQ	HQRS	Personnel	Administration	152770	AMITABH KUMAR	CAT-1	Assistant General Manager (Personnel)	<input type="checkbox"/>
8	HQ	HQRS	Personnel	OMISS	275378	NIPUN TRIKHA	CAT-1	Assistant General Manager (Personnel)	<input type="checkbox"/>
9	HQ	HQRS	Personnel	E.II	184653	RAKESH RANJAN	CAT-1	Assistant General Manager (Personnel)	<input type="checkbox"/>
10	HQ	HQRS	Personnel	Personnel Establishment	143093	RAMESH BABU	CAT-1	Deputy General Manager (Personnel)	<input type="checkbox"/>

Showing 1 to 10 of 111 entries

Previous | **1** | 2 | 3 | 4 | 5 | ... | 12 | Next

From Month Year: MM/YYYY | To Month Year: MM/YYYY | Ref. Document No.: _____ | Reference Doc: Upload Document | **Upload**

Reason/Remarks: _____

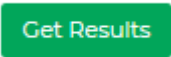




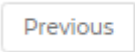



Submit | Cancel

@Powered by Konnect (Kellton Tech)


Figure 4-132: Stop Payment Landing

HRMS administrator shall be able to perform the following activities from the landing page:



- Click on  to apply the available filters.
- Click on   to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on     to navigate table records.

4.22.3 Stop Payment Process

- Check box to select employee and fill the time and reason and click Submit.
- Enter the details and click on  as shown in Figure 4-133.



FCI HRMS

🔍
🔔

Stop Salary

Office Type:

Employee Number:

Office Name:

Employee Name:

Division:

Section:

[Get Results](#)

Show entries Export to: [Excel](#) [CSV](#) [PDF](#) [Print](#) Search:

S.No.	Office Type	Office Name	Division	Section	Employee Number	Employee Name	Category	Designation	Stop Salary
1	HQ	HQRS	Personnel	E.I	141836	BHIM RAM	CAT-III	Assistant Grade III (Personnel)	<input type="checkbox"/>
2	HQ	HQRS	Personnel	E.II	277701	ANIL KUMAR	CAT-III	Assistant Grade III (Personnel)	<input type="checkbox"/>
3	HQ	HQRS	Personnel	Administration	279932	SURENDER KUMAR	CAT-III	Assistant Grade III (Personnel)	<input type="checkbox"/>
4	HQ	HQRS	Personnel	Administration	290572	AMIT KUMAR	CAT-II	Manager (Establishment)	<input type="checkbox"/>
5	HQ	HQRS	Personnel	E.I	143431	SATINDER SHARMA	CAT-II	Manager (Establishment)	<input type="checkbox"/>
6	HQ	HQRS	Personnel	E.II	141903	AJAY MADAN	CAT-II	Manager (Establishment)	<input type="checkbox"/>
7	HQ	HQRS	Personnel	Administration	152770	AMITABH KUMAR	CAT-1	Assistant General Manager (Personnel)	<input type="checkbox"/>
8	HQ	HQRS	Personnel	OMISS	275378	NIPUN TRIKHA	CAT-1	Assistant General Manager (Personnel)	<input type="checkbox"/>
9	HQ	HQRS	Personnel	E.II	184653	RAKESH RANJAN	CAT-1	Assistant General Manager (Personnel)	<input type="checkbox"/>
10	HQ	HQRS	Personnel	Personnel Establishment	143093	RAMESH BABU	CAT-1	Deputy General Manager (Personnel)	<input checked="" type="checkbox"/>

Showing 1 to 10 of 111 entries

[Previous](#)
1
2
3
4
5
...
12
[Next](#)

From Month Year * To Month Year * Ref. Document No. * Reference Doc * [Upload](#)

Reason/Remarks *

Submit
Cancel

@Powered by Konnect (Kallton Tech)

Figure 4-133: Stop Payment Process

Successful message/Notification will be shown.

Success! Stop Salary has been updated successfully.

Stop Salary

Office Type: Select | Office Name: All | Division: All | Section: All

Employee Number: Select | Employee Name: Select | **Get Results**

Show: 10 entries | Export to: Excel, CSV, PDF, Print | Search: _____

S.No.	Office Type	Office Name	Division	Section	Employee Number	Employee Name	Category	Designation	Stop Salary
1	HQ	HQRS	Personnel	E.I	141836	BHIM RAM	CAT-III	Assistant Grade III (Personnel)	<input type="checkbox"/>
2	HQ	HQRS	Personnel	E.II	277701	ANIL KUMAR	CAT-III	Assistant Grade III (Personnel)	<input type="checkbox"/>
3	HQ	HQRS	Personnel	Administration	279932	SURENDER KUMAR	CAT-III	Assistant Grade III (Personnel)	<input type="checkbox"/>
4	HQ	HQRS	Personnel	Administration	290572	AMIT KUMAR	CAT-II	Manager (Establishment)	<input type="checkbox"/>
5	HQ	HQRS	Personnel	E.I	143431	SATINDER SHARMA	CAT-II	Manager (Establishment)	<input type="checkbox"/>
6	HQ	HQRS	Personnel	E.II	141903	AJAY MADAN	CAT-II	Manager (Establishment)	<input type="checkbox"/>
7	HQ	HQRS	Personnel	Administration	152770	AMITABH KUMAR	CAT-1	Assistant General Manager (Personnel)	<input type="checkbox"/>
8	HQ	HQRS	Personnel	OMISS	275378	NIPUN TRIKHA	CAT-1	Assistant General Manager (Personnel)	<input type="checkbox"/>
9	HQ	HQRS	Personnel	E.II	184653	RAKESH RANJAN	CAT-1	Assistant General Manager (Personnel)	<input type="checkbox"/>
10	HQ	HQRS	Personnel	Personnel Establishment	143093	RAMESH BABU	CAT-1	Deputy General Manager (Personnel)	<input type="checkbox"/>

Showing 1 to 10 of 111 entries

From Month Year: MM/YYYY | To Month Year: MM/YYYY | Ref. Document No.: Ref. Document No. | Reference Doc: Upload Document | **Upload**

Reason/Remarks: Reason/Remarks | **Submit** | **Cancel**

@Powered by Connect (Kallton Tech)

Figure 4-134 Stop Payment Successful

4.23 Absenteeism/Leave Statement

This process is use to fetch statement of Absenteeism/Leave.

4.23.1 Navigation

Left Navigation: Payroll >> Transactions >> Absenteeism/Leave Statement

4.23.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.23.1 to reach the Employee Cost Center Transaction Landing Page as shown in Figure 4.135

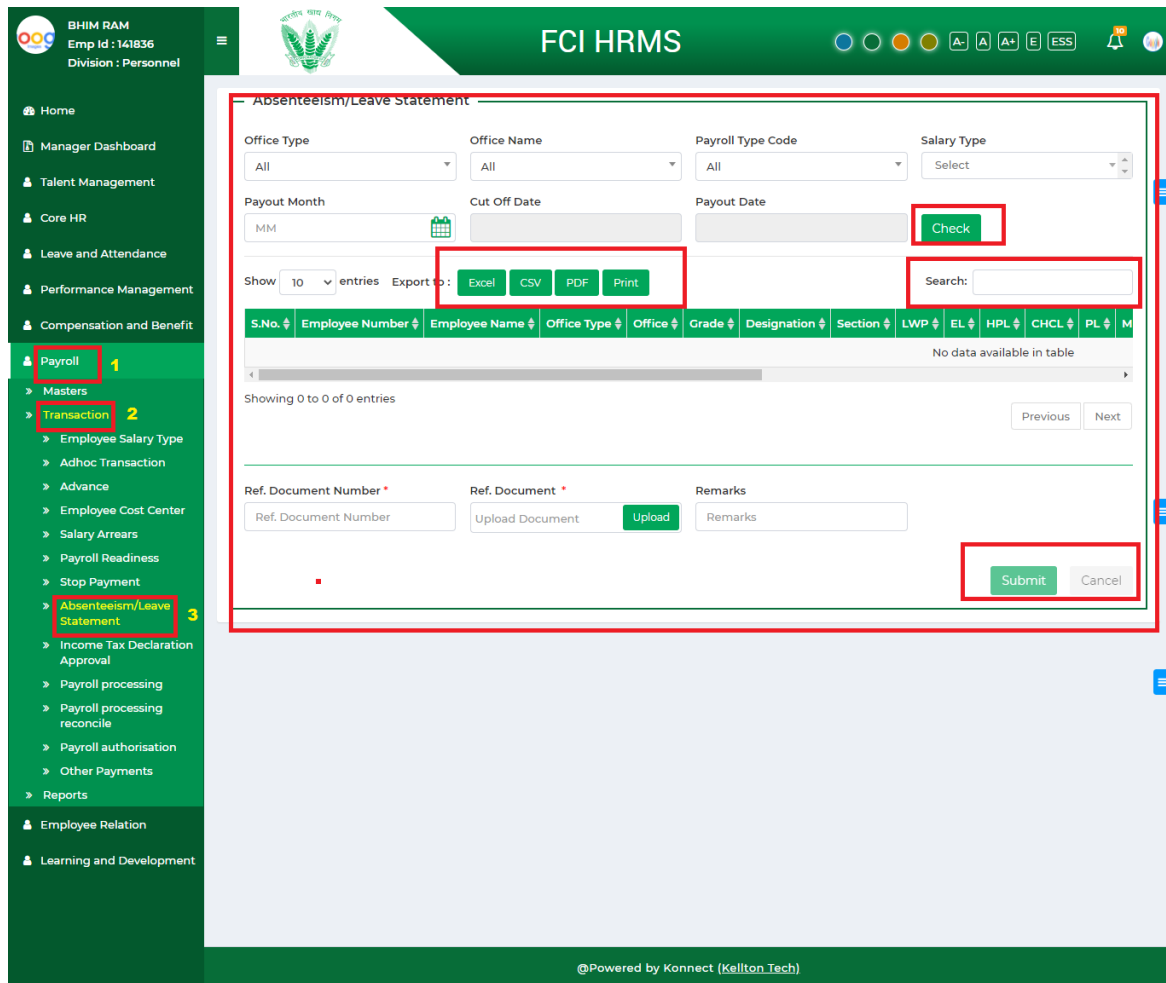
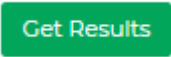






Figure 4-135: Absenteeism/Leave Statement Landing

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records.



4.23.3 Absenteeism/Leave Statement Process

- Select employee and fill the time and reason and click Submit.
- Enter the details and click on **Submit** as shown in Figure 4-136.
- Successful message/Notification will be shown.

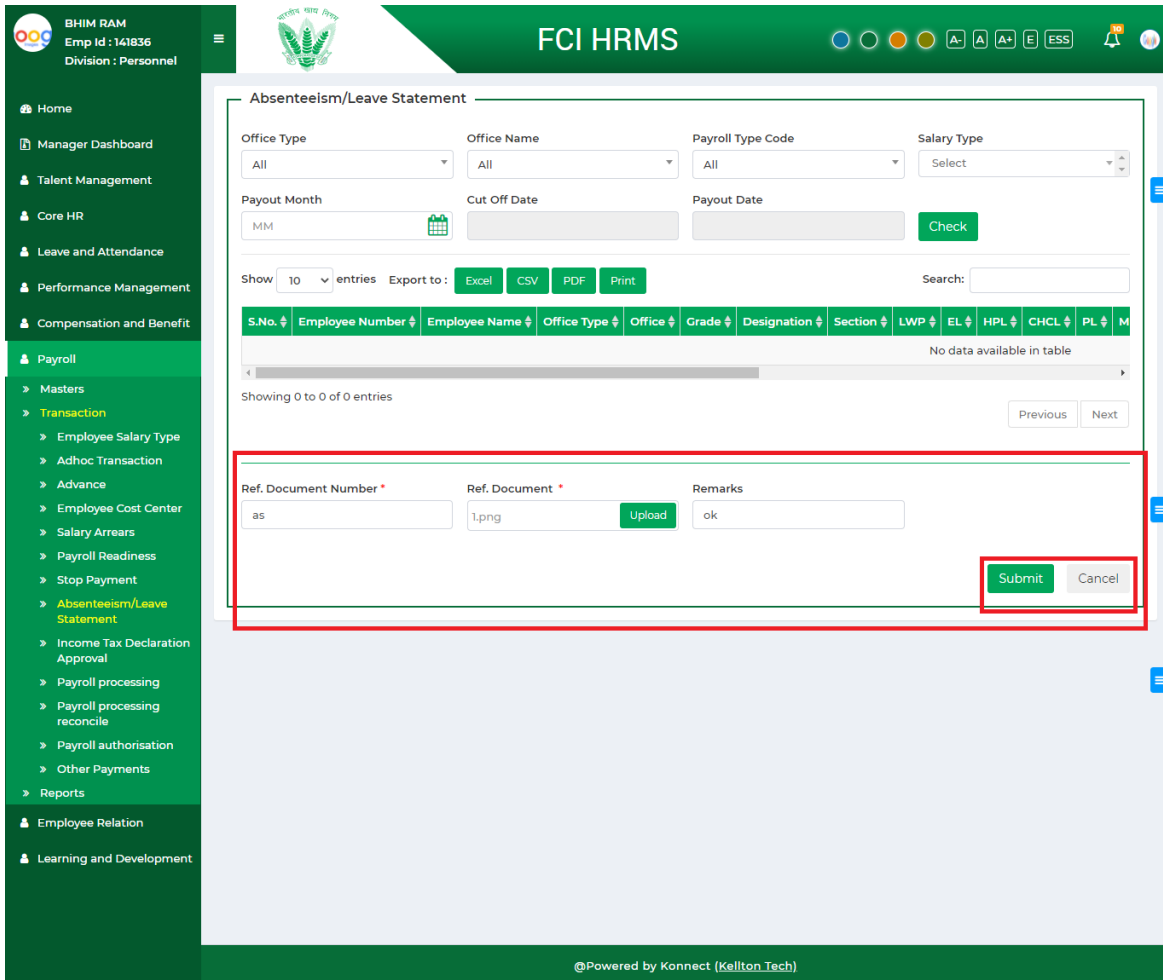


Figure 4-136: Absenteeism/Leave Statement Process

4.24 Income Tax Declaration Approval

This process is used for Income Tax Declaration Approval.

4.24.1 Navigation

Left Navigation: Payroll >> Transaction >> Income Tax Declaration Approval

4.24.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.24.1 to reach the Landing Page as shown in below

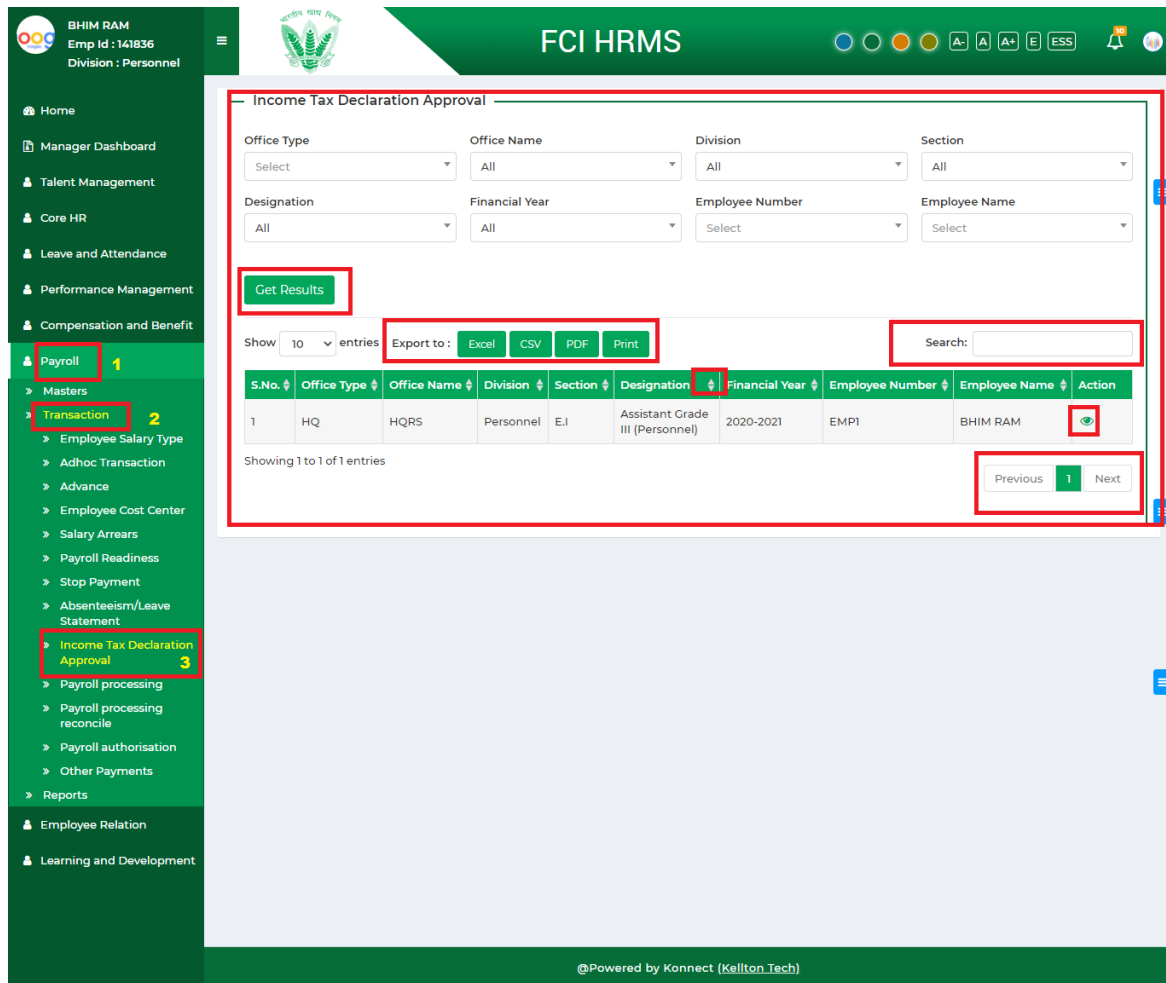




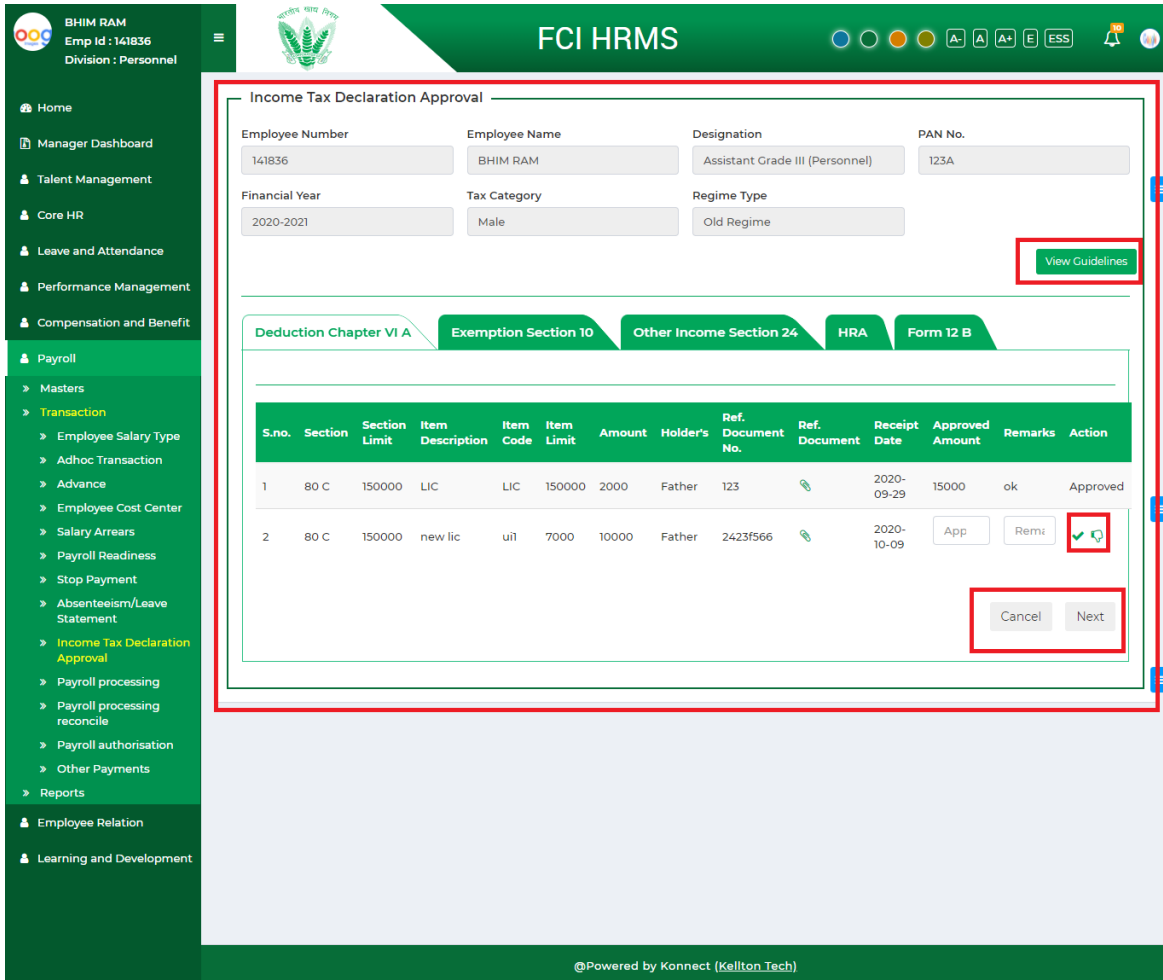
Figure 4-137: Income Tax Declaration Approval Landing

HRMS administrator shall be able to perform the following activities from the landing page:




- Click on to apply the available filters.
- Click on to export the table records in Excel or CSV as per table columns.
- Click on to enter a search query that shall search the table records.
- Click on to sort the table records in ascending order or descending order of entries.
- Click on to navigate table records
- Click on to view the particular detail of the record

4.24.3 Income Tax Declaration Review

- The Employee Income Tax Declaration Approver landing will have his Income Tax Declaration.
- She/he can view it approve it by clicking  and decline it by clicking on  as shown in Figure 4-138.
- Employee can switch tab to view Income Tax Declaration under that Section.



The screenshot shows the 'Income Tax Declaration Approval' interface. At the top, there are input fields for Employee Number (141836), Employee Name (BHIM RAM), Designation (Assistant Grade III (Personnel)), and PAN No. (123A). Below these are fields for Financial Year (2020-2021), Tax Category (Male), and Regime Type (Old Regime). A 'View Guidelines' button is visible. The main section contains tabs for 'Deduction Chapter VI A', 'Exemption Section 10', 'Other Income Section 24', 'HRA', and 'Form 12 B'. A table lists two entries:

S.no.	Section	Section Limit	Item Description	Item Code	Item Limit	Amount	Holder's	Ref. Document No.	Ref. Document	Receipt Date	Approved Amount	Remarks	Action
1	80 C	150000	LIC	LIC	150000	2000	Father	123		2020-09-29	15000	ok	Approved
2	80 C	150000	new lic	uil	7000	10000	Father	2423f566		2020-10-09		App	Rem: 

At the bottom right, there are 'Cancel' and 'Next' buttons. The interface is powered by Konnect (Kellton Tech).

Figure 4-138: Income Tax Declaration Approval

4.25 Payroll processing

This process is used for Checking Status of Payroll processing.

4.25.1 Navigation

Left Navigation: Payroll >> Transaction >> Payroll Processing

4.25.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.25.1 to reach the Landing Page as shown in below

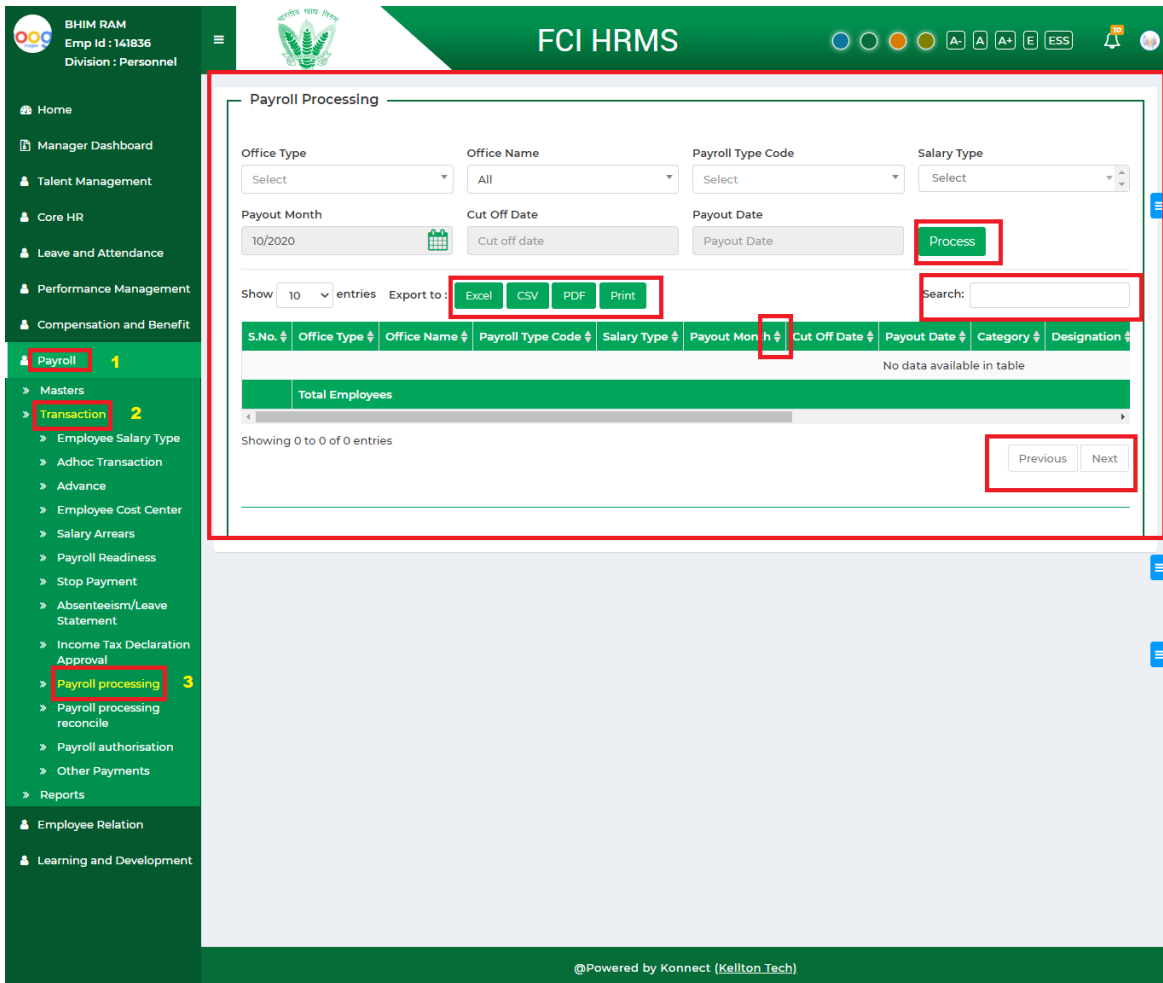








Figure 4-139: Payroll Processing Landing

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on  to apply the available filters.
- Click on  to export the table records in Excel or CSV as per table columns.
- Click on  to enter a search query that shall search the table records.
- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records

4.25.3 Payroll processing reconcile Status

Check Status of the particular record under status column after applying filter and clicking  button

The screenshot displays the 'Payroll Processing' interface. At the top, there are filter fields: Office Type (HQ), Office Name (HQRS), Payroll Type Code (Perit), Salary Type (CDA), Payout Month (10/2020), Cut Off Date (28), and Payout Date (End date of the month). A green 'Process' button is located to the right of these filters. Below the filters, there are options to show 10 entries and export to Excel, CSV, PDF, or Print. The main table lists payroll records with the following data:

S.No.	Office Type	Office Name	Payroll Type Code	Salary Type	Payout Month	Cut Off Date	Payout Date	Category	Designation	Employee Number	Employee Name	Date Of Joining	Net Pay Amount	Status
1	HATI	HQRS	PRMT	CDA	09/2020	2020-09-20	2020-09-30	II	Manager (Establishment)	280572	AMIT KUMAR	2015-06-04	131406	Processed
2	HATI	HQRS	PRMT	CDA	09/2020	2020-09-20	2020-09-30	II	Assistant Grade III (Personnel)	141836	BHIM RAM	1995-05-04	67166	Processed
3	HATI	HQRS	PRMT	CDA	09/2020	2020-09-20	2020-09-30	II	Manager (Establishment)	141903	AJAY MADAN	1987-03-02	39600	Processed
Total Employees										3		Grand Total	238772	

Figure 4-140: Payroll Processing Status

4.26 Payroll processing reconcile

This process is used for reconciling Status of Payroll processing.

4.26.1 Navigation

Left Navigation: Payroll >> Transaction >> Payroll Processing reconcile

4.26.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.26.1 to reach the Landing Page as shown in below

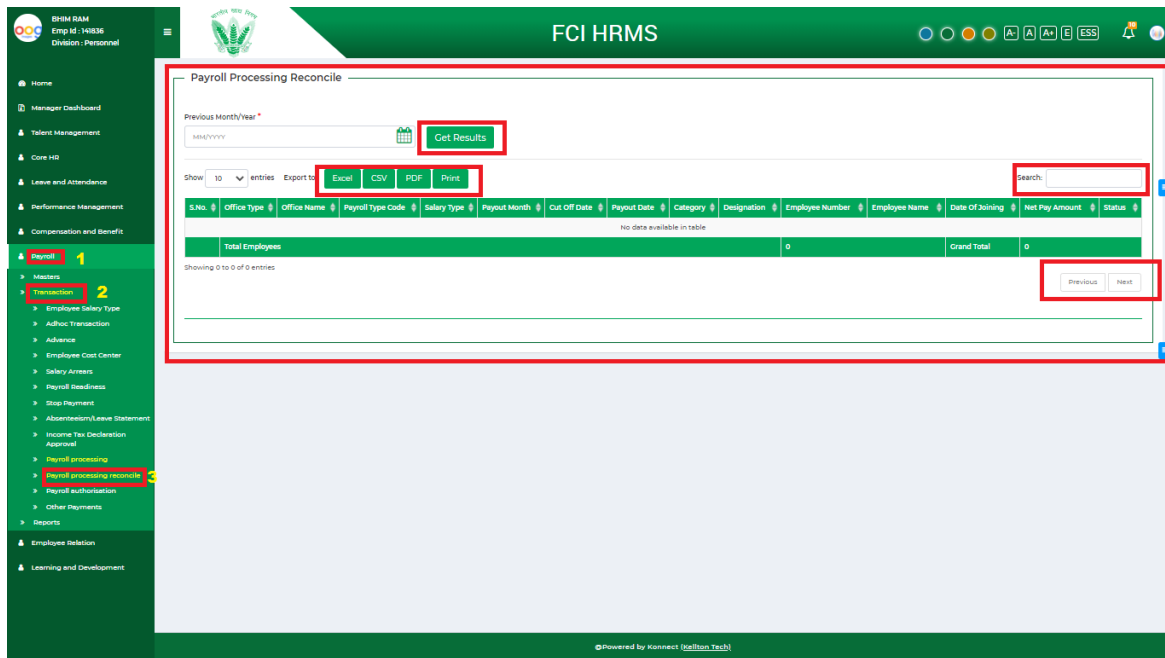


Figure 4-141: Payroll Processing reconcile Landing

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records

4.26.3 Payroll Processing reconcile

Check Status of the particular record under status column after applying filter

and clicking **Get Results** button

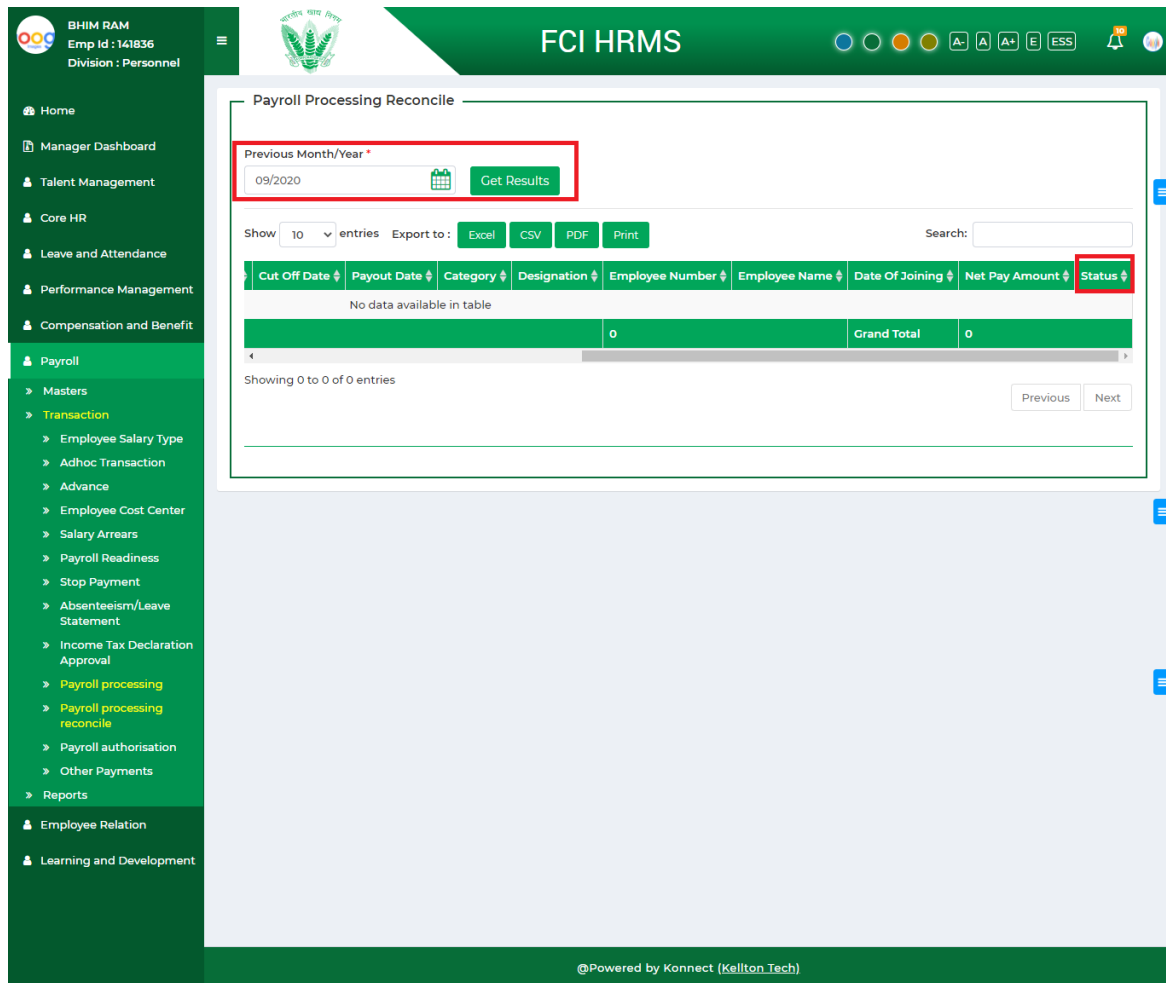


Figure 4-142: Payroll Processing reconcile Status

4.27 Payroll authorization

This process is used for reconciling Status of Payroll processing.

4.27.1 Navigation

Left Navigation: Payroll >>Transaction >> Payroll authorization

4.27.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.27.1 to reach the Landing Page as shown in below

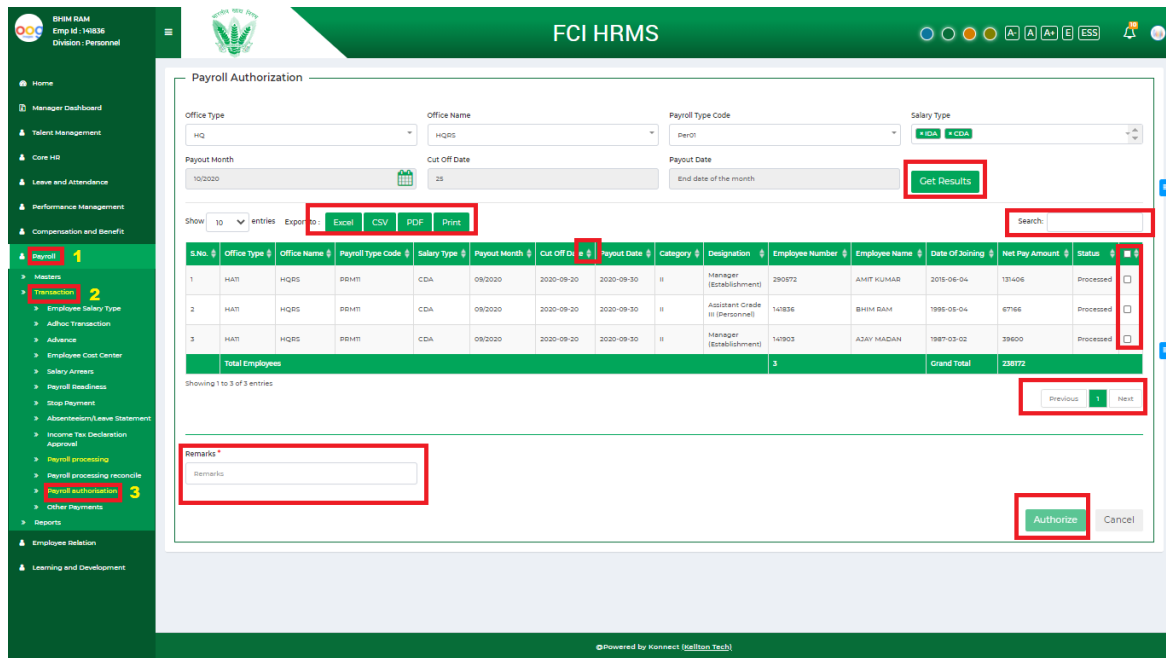


Figure 4-143: Payroll authorization landing

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records

4.27.3 Payroll authorization

- Check box to select employee.
- Enter Remarks in **Remarks** .
- And click **Authorize**

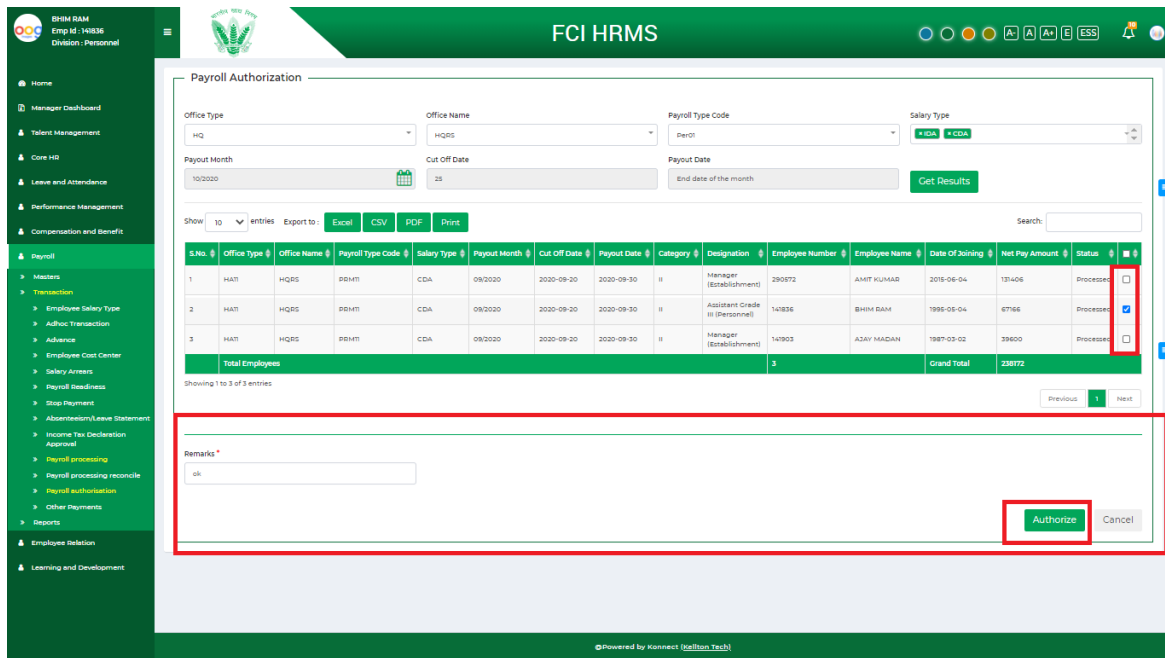


Figure 4-144: Payroll authorization

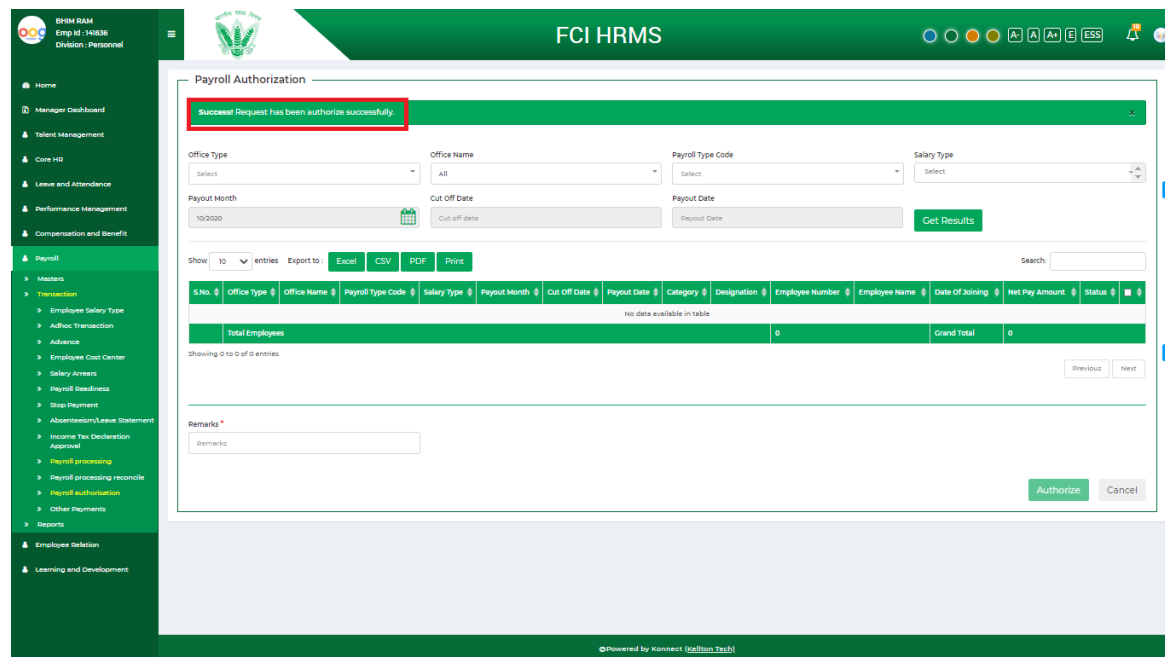


Figure 4-145: Payroll authorization Success

4.28 Other Payment-Advances

This process is used checking Advance taken by employee and generate Bank Statement Report and Invoice Report.

4.28.1 Navigation

Left Navigation: Payroll >>Transaction >> Other Payment>>Advances

4.28.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.28.1 to reach the Landing Page as shown in below

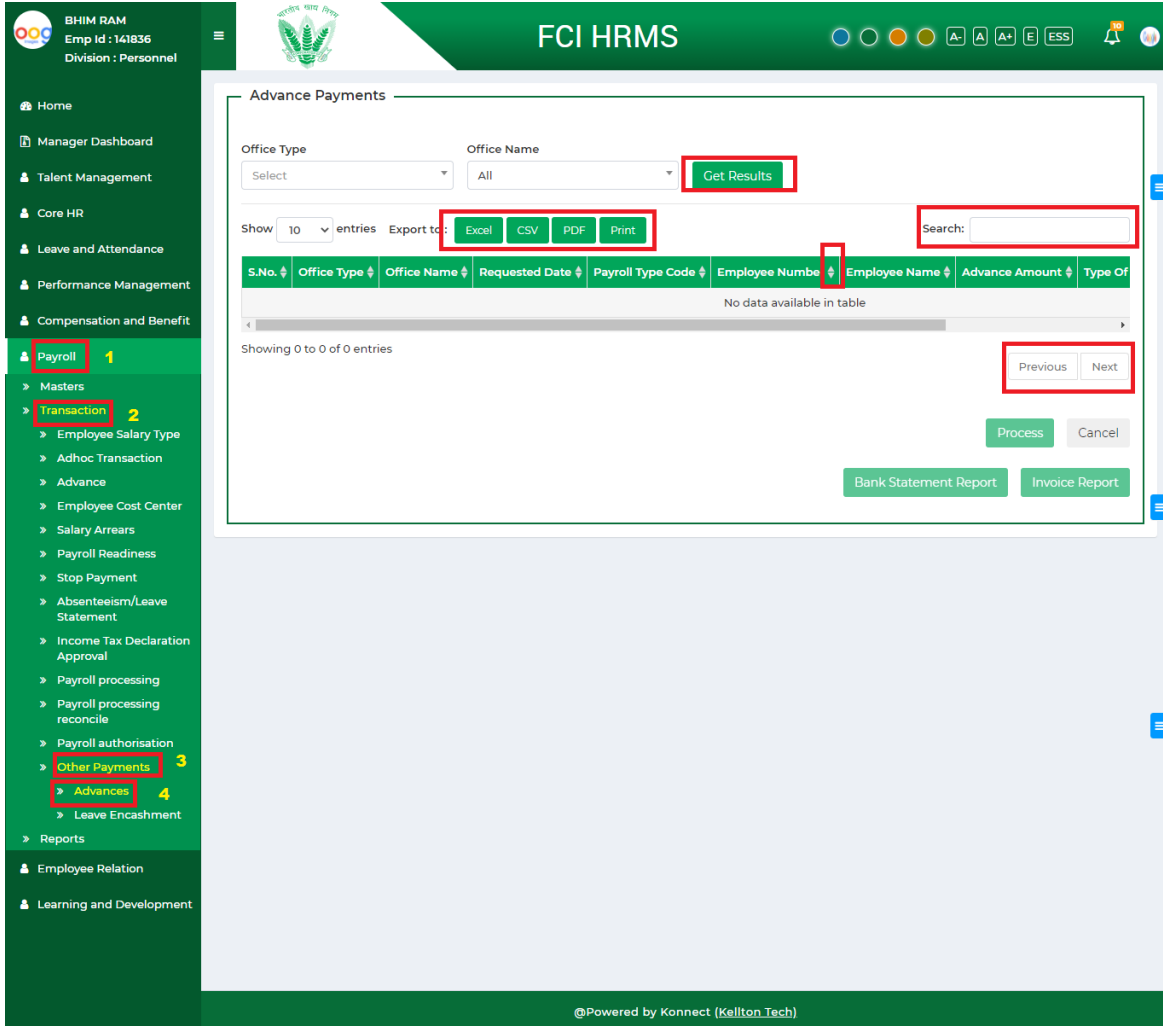




Figure 4-146: Other Payment-Advances landing




HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.



- Click on  to sort the table records in ascending order or descending order of entries.
- Click on  to navigate table records

4.28.3 Other Payment-Advances

- Click on  to apply the available filters.
- Check box to select Record.
- Click Process to get Reports
- Click   whichever you need.

S.No.	Office Type	Office Name	Requested Date	Payroll Type Code	Employee Number	Employee Name	Advance Amount	Type Of Advance	Amount	Action
1	HQ	HQRS	06/10/2020	Par	141836	BHIM RAM	50000	Festival Advance	50000	<input checked="" type="checkbox"/>
2	HQ	HQRS	11/10/2020	Par	141836	BHIM RAM	0	Computer Advance	0	<input checked="" type="checkbox"/>

Figure 4-147: Other Payment-Advances authorization

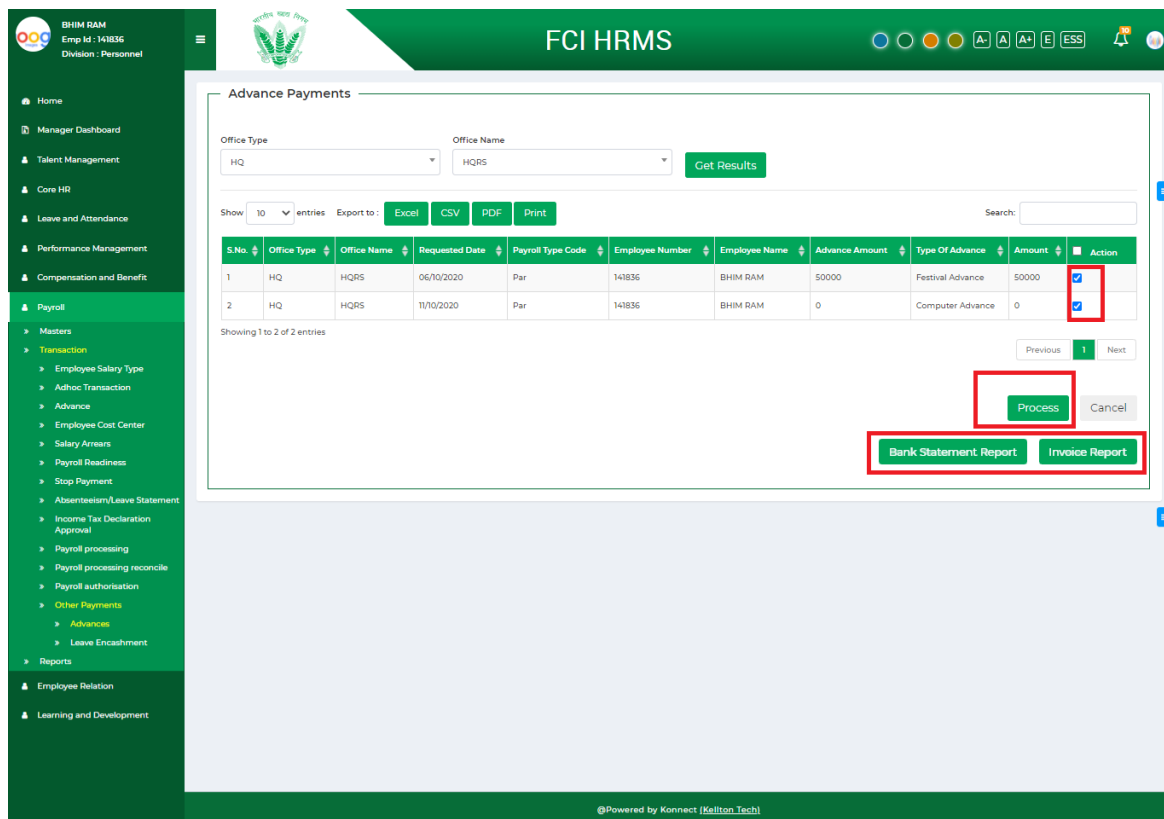


Figure 4-148: Other Payment-Advances Success

4.29 Other Payment- Leave Encashment

This process is used for Leave Encashment.

4.29.1 Navigation

Left Navigation: Payroll >>Transaction >> Other Payment>> Leave Encashment

4.29.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.29.1 to reach the Landing Page as shown in below

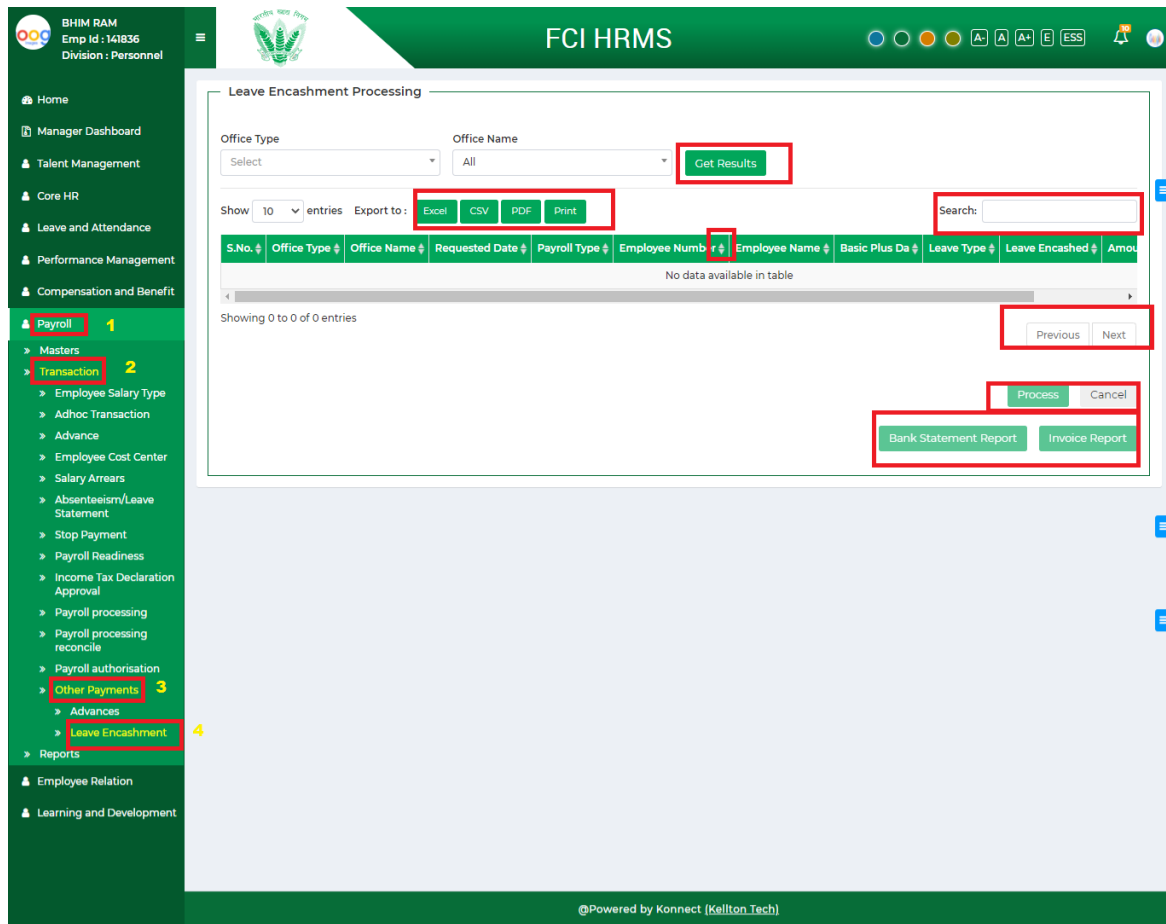


Figure 4-149: Other Payment- Leave Encashment landing

HRMS administrator shall be able to perform the following activities from the landing page:

- Click on **Get Results** to apply the available filters.
- Click on **Excel** **CSV** to export the table records in Excel or CSV as per table columns.
- Click on **Search:** to enter a search query that shall search the table records.
- Click on **↑** to sort the table records in ascending order or descending order of entries.
- Click on **Previous** **1** **2** **Next** to navigate table records

4.29.3 Other Payment-Advances

- Click on **Get Results** to apply the available filters.



- Check box to select Record.
- Click Process to get Reports
- Click **Bank Statement Report** **Invoice Report** whichever you need.

Leave Encashment Processing

Office Type: HQ | Office Name: HQRS | **Get Results**

Show: 10 entries | Export to: **Excel** | **CSV** | **PDF** | **Print** | Search: _____

S.No.	Office Type	Office Name	Requested Date	Payroll Type	Employee Number	Employee Name	Basic Plus Da	Leave Type	Leave Encashed	Amount	Action
1	HQ	HQRS	06/10/2020	--	184667	DEVESH KUMAR YADAV		Earned Leave	7		<input type="checkbox"/>
2	HQ	HQRS	11/10/2020	--	152770	AMITABH KUMAR	50000	Earned Leave	30		<input checked="" type="checkbox"/>
3	HQ	HQRS	11/10/2020	--	152770	AMITABH KUMAR	50000	Earned Leave	7		<input type="checkbox"/>

Showing 1 to 3 of 3 entries

Previous | 1 | Next

Process | Cancel

Bank Statement Report | **Invoice Report**

@Powered by Konnect [Kellison Tech]

Figure 4-150: Other Payment- Leave Encashment

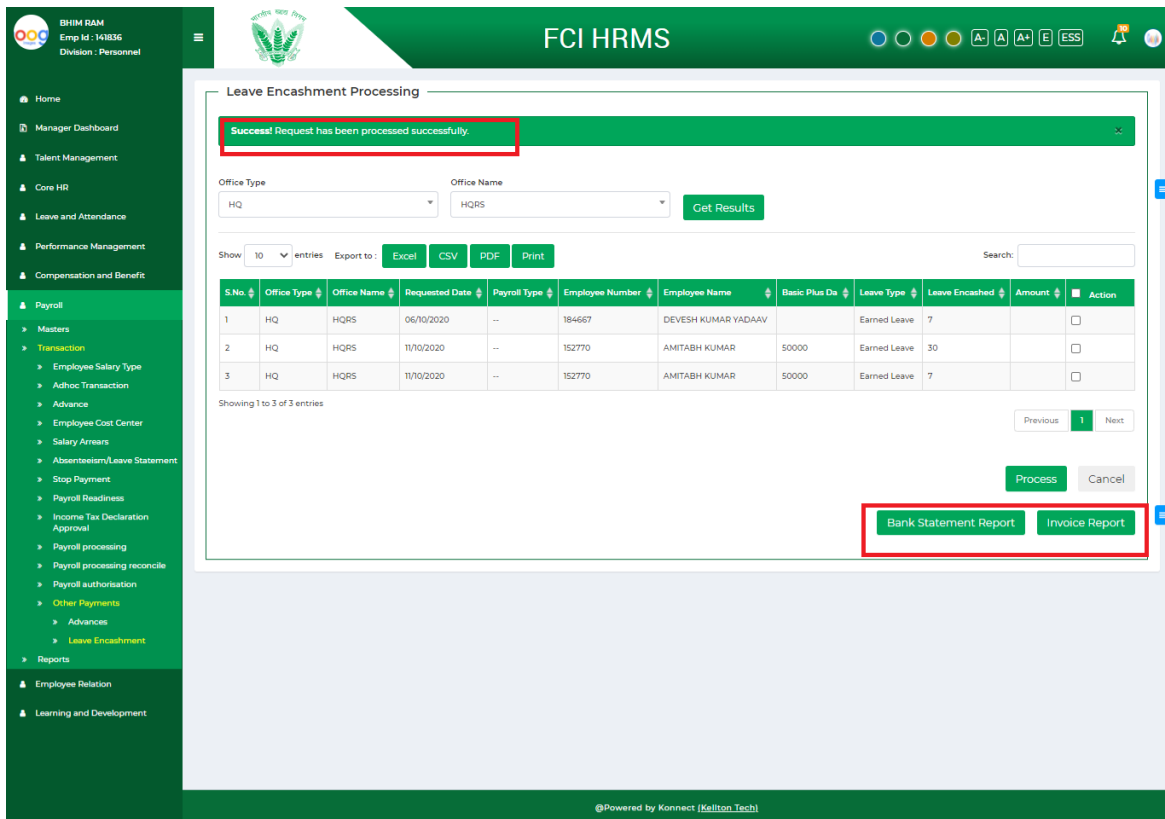


Figure 4-151: Other Payment- Leave Encashment

4.30 Reports-Salary Slip

This process to generate Salary Slip.

4.30.1 Navigation

Left Navigation: Payroll >> Reports>>Salary Slip & Other payroll report>> Salary Slip

4.30.2 Landing Page

HRMS administrator shall traverse the navigation as mentioned in Section 4.30.1 to reach the Landing Page as shown in below

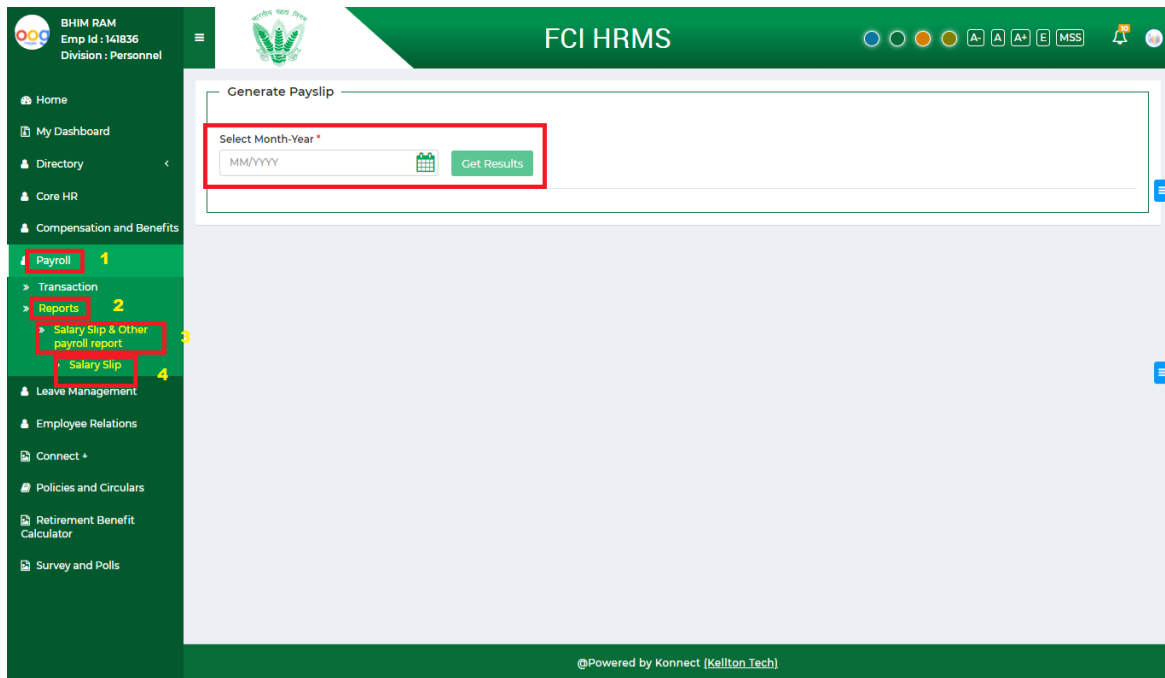


Figure 4-152: Salary Slip landing

4.30.3 Salary Slip Process

- Select Month-Year of the salary slip.
- Click on **Get Results** to apply.
- Salary Slip is generated.
- Click **Download** to download



BHIM RAM
Emp Id : 141836
Division : Personnel

FCI HRMS

10/2020 Get Results

11-Oct-20 11:25 AM

FOOD CORPORATION OF INDIA
HA11 Headquarter

Emp.No.141836 वेतन पर्चा PAYS LIP FOR Oct, 2020 Invoice Number: 0

नाम	NAME:	BHIM RAM	सीपीएफ / जीपीएफ संख्या	CPF/IGPF NO.:	100035
पदनाम	DESIGNATION:	Assistant Grade III (Personnel)	पेंशन/सेविंग ब्याच	RETIREMENT DATE:	01-Jul-50
पैन नं	PAN NO.:		वेतन बेंड / स्केल	PAYBAND/SCALE:	3#E-3
मूल वेतन	BASIC/MGW:	50000	रकम कोड	STAFF CODE:	SH12345C
विशेष वेतन	GRADE PAY:	0	अस की तारीख	DATE OF BIRTH:	05-Oct-71
पैटर्न	PATTERN:	CDA	वेतन के दिन	DAYS PAID:	0
विभाग	SECTION/DIV.:	E.I	एफपीएस नंबर	FPS NUMBER:	
सर्वना	CADRE:	General	वेतन पर ओंठे	ADD ON PAY:	

अन्य Earnings		कटौती Deduction	
Basic	50000	Employee Funded cotributory social Security Scheme	70
Dearness Allowance	9200	CPF Deduction	7104
House Rent Allowance	12000	Employee Pension Deduction	1250
Washing Allowance	3000		
Total EARNINGS	74200	Total DEDUCTION	8424

Arrears		Arrears	
Total Arrears EARNINGS	0	Total Arrears DEDUCTION	0
सकल वेतन GROSS EARNINGS	74200	सकल कटौती GROSS DEDUCTION	8424
निवल वेतन NET PAYMENT		65776	

LOAN(INSTALLMENTS)				ADVANCE(INSTALLMENTS)			OTHER RECOVERIES(INSTALLMENTS)		
TYPE	PAID	PRINT	INT	TYPE	PAID	TOTAL	TYPE	PAID	TOTAL
PROJECTION				YTD			ANNUAL REBATE		
Total Earnings	-			Taxable Earnings	-		Transport		0
Income Tax	0			Income Tax	-		HR Rebate		0
				Professional Tax	0		Rebate u/s 80		0
				CPF	-		Rebate Sec 24		0
				VPF	-				

* The prefix of 90/80/70 in CPF Number is to be ignored by the employee.
 * No Signature is required as this is a computer generated document.

[Download](#)

@Powered by Konnect [Kellton Tech]

Figure 4-153: Salary Slip Generated