

Human Resource Management System

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Introduction

A **human resources management system** (HRMS) is a form of human resources (HR) software that combines a number of systems and processes to ensure the easy management of human resources, business processes and data. Human resources software is used by businesses to combine a number of necessary HR functions, such as storing employee data, managing payroll, recruitment, benefits administration, time and attendance, employee performance management, and tracking competency and training records.

A human resources management system ensures everyday human resources processes are manageable and easy to access. It merges human resources as a discipline and its basic HR activities and processes with the information technology field. Human resource information systems provide a means of acquiring, storing, analysing, and distributing information to various stakeholders. HRIS enable improvement in traditional processes and enhance strategic decision-making.

Human Resource Management, Why?

The function of human resources departments is administrative and common to all organizations. Organizations may have formalized selection, evaluation, and payroll processes. Management of "human capital" has progressed to an imperative and complex process. The HR function consists of tracking existing employee data, which traditionally includes personal histories, skills, capabilities, accomplishments, and salary. To reduce the manual workload of these administrative activities, organizations began to electronically automate many of these processes by introducing specialized human resource management systems. Currently, human resource management systems tend to encompass:

1. Retaining staff
2. Hiring
3. On boarding & Off boarding
4. Administration
5. Managing payroll
6. Tracking and Managing employee benefits
7. HR planning
8. Recruiting/Learning management
9. Performance management and appraisals
10. Employee self-service

Human Resource Management – Advantages

A HRMS can help large organizations and small start-up increase their rate of growth and productivity. Below are some examples of additional benefits that an organization can see using a HRMS platform.

1. Employees can handle certain clerical tasks pertaining to the input of their personal information, which puts time back in the hands of HR professionals
2. A HRMS comes with built-in security, including authentication measures that restrict access to authorized users and protect company data
3. Most HRMS platforms allow users to customize their workflow to the needs of their organization and get the best user experience
4. Organizational heads can schedule automated reminders and emails through a HRMS, which will facilitate acknowledgment of the message to save managers time tracking down responses.

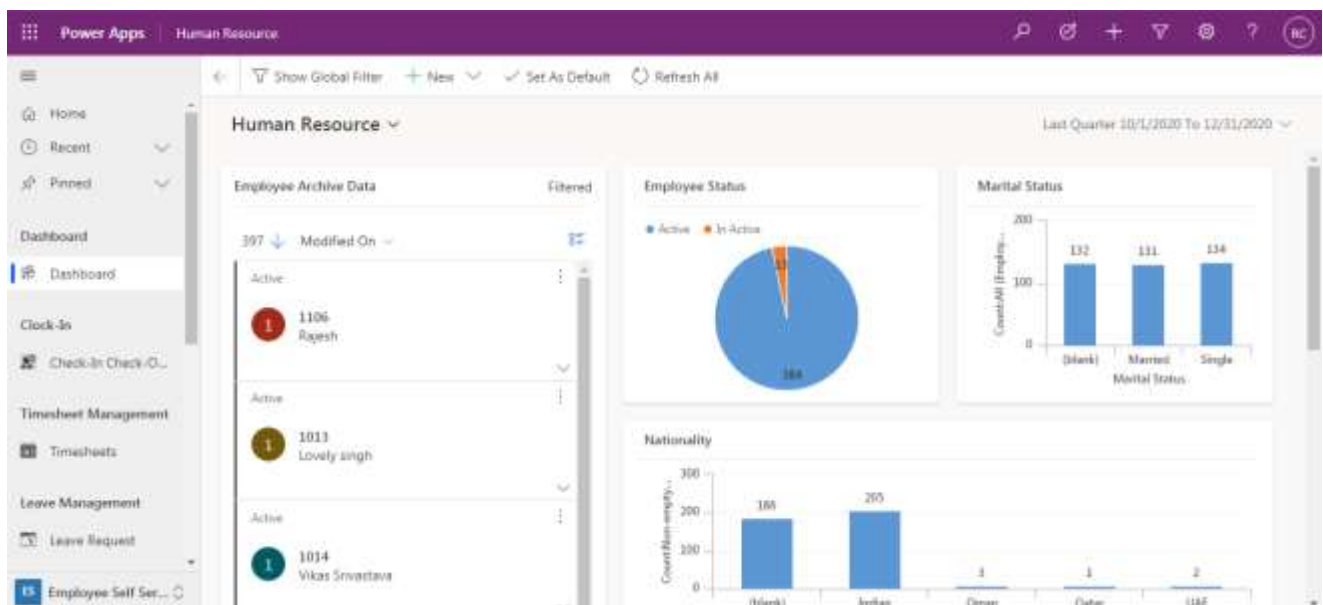
Process:

1. Employee Self Service Area:

Employee self-service (ESS) provides employees access to their personal records and details. ESS features include allowing employees to change their contact details, banking information, and benefits. ESS also allows for administrative tasks such as applying for leave, seeing [absence](#) history, reviewing timesheets and tasks, inquiring about available loan programs, requesting overtime payment, viewing compensation history, and submitting reimbursement slips. With the emergence of ESS, employees are able to transact with their Human Resources office remotely.

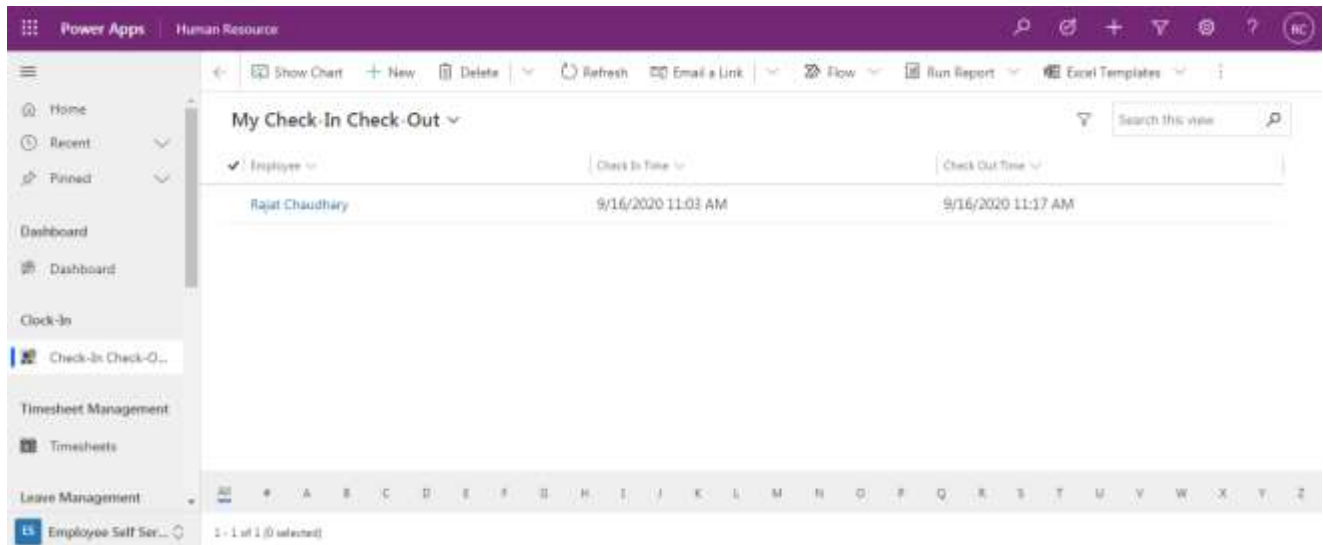
1.1 Dashboard:

This dashboard gives the details about the employee.



1.2 Check-In Check-Out:

Here, all the details of Check-in and Check-out of the employee will be shown:



The screenshot shows the 'My Check-In Check-Out' view in the Power Apps Human Resource interface. The left sidebar contains navigation options: Home, Recent, Pinned, Dashboard, Clock-In, Check-In Check-Out (selected), Timesheet Management, and Leave Management. The main area displays a table with the following data:

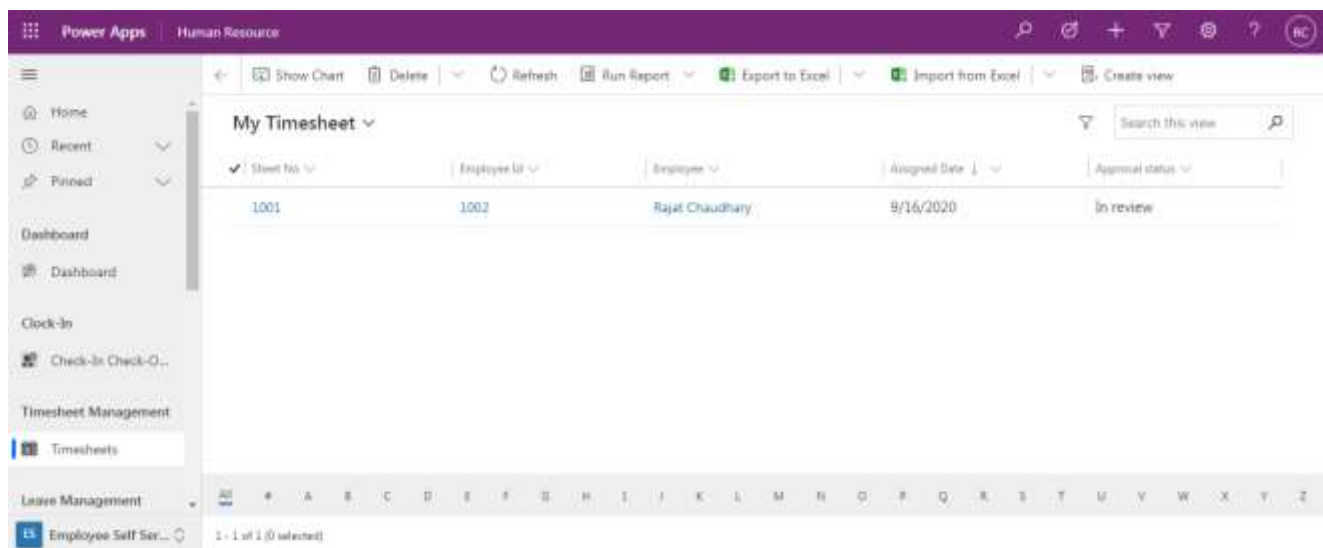
Employee	Check In Time	Check Out Time
Rajat Chaudhary	9/16/2020 11:03 AM	9/16/2020 11:17 AM

The bottom status bar indicates '1 - 1 of 1 (0 selected)'.

1.3 Timesheet:

Here, all the details related to timesheet will be shown like:

1. Sheet No.
2. Employee Id.
3. Employee.
4. Assigned Date.
5. Approval Status.



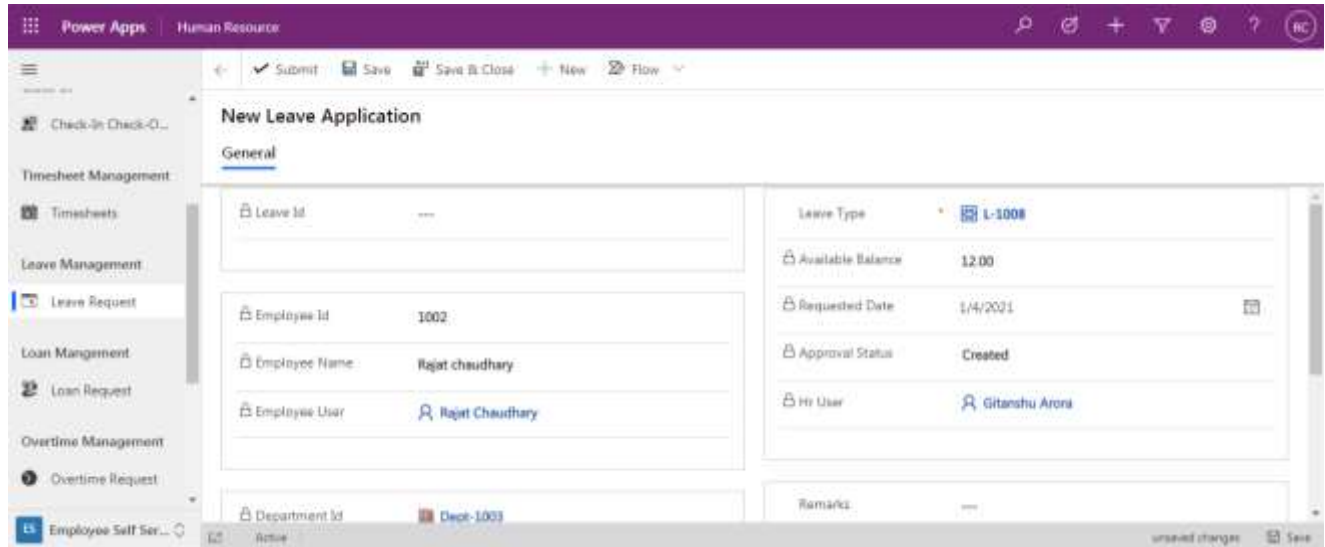
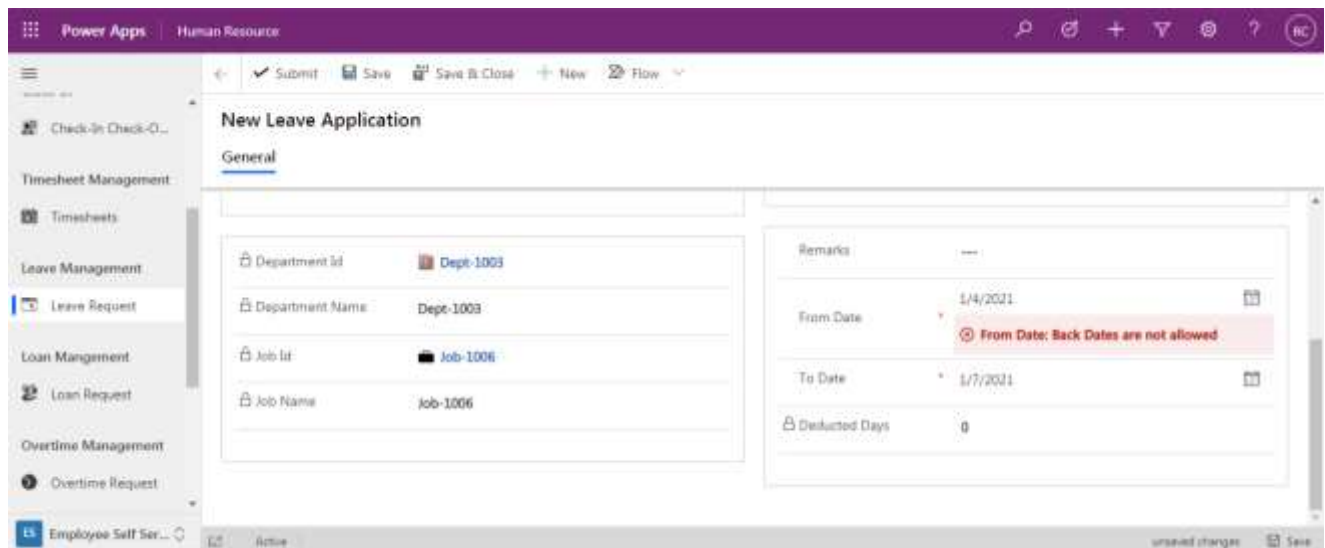
The screenshot shows the 'My Timesheet' view in the Power Apps Human Resource interface. The left sidebar contains navigation options: Home, Recent, Pinned, Dashboard, Clock-In, Check-In Check-Out, Timesheet Management (selected), and Leave Management. The main area displays a table with the following data:

Sheet No.	Employee Id	Employee	Assigned Date	Approval status
1001	1002	Rajat Chaudhary	9/16/2020	In review

The bottom status bar indicates '1 - 1 of 1 (0 selected)'.

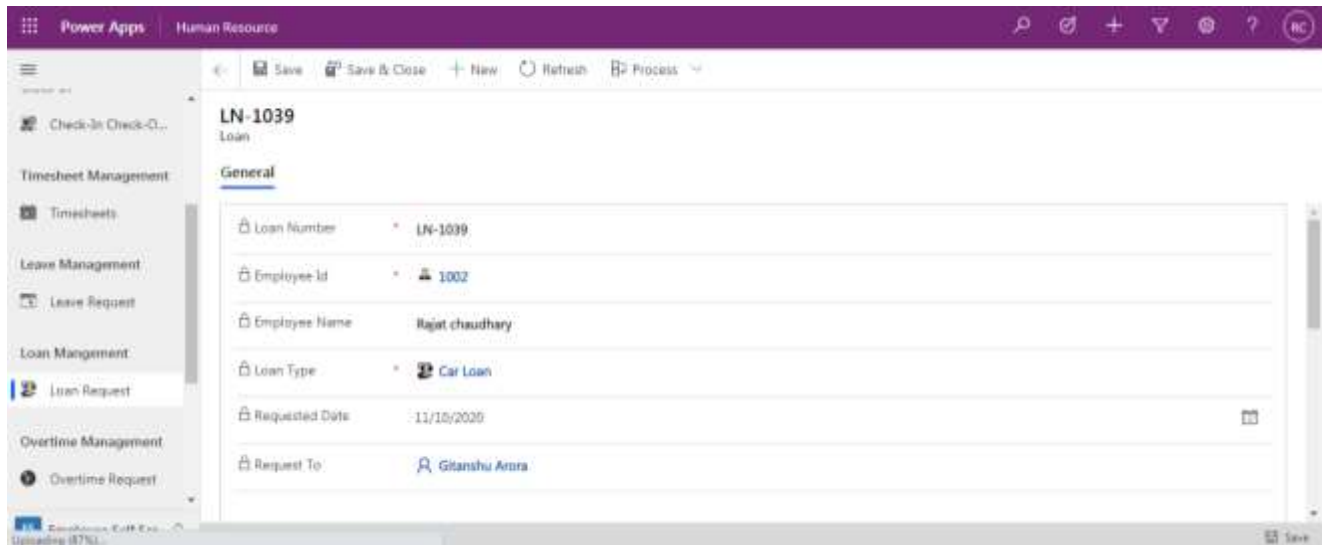
1.4 Leave Request:

Here, the employee can request for leave and can create new leave application.

1.5 Loan Request:

Here, an employee can create loan request.



Power Apps | Human Resource

Save Save & Close New Refresh Process

LN-1039
Loan

General

Loan Number * LN-1039

Employee Id * 1002

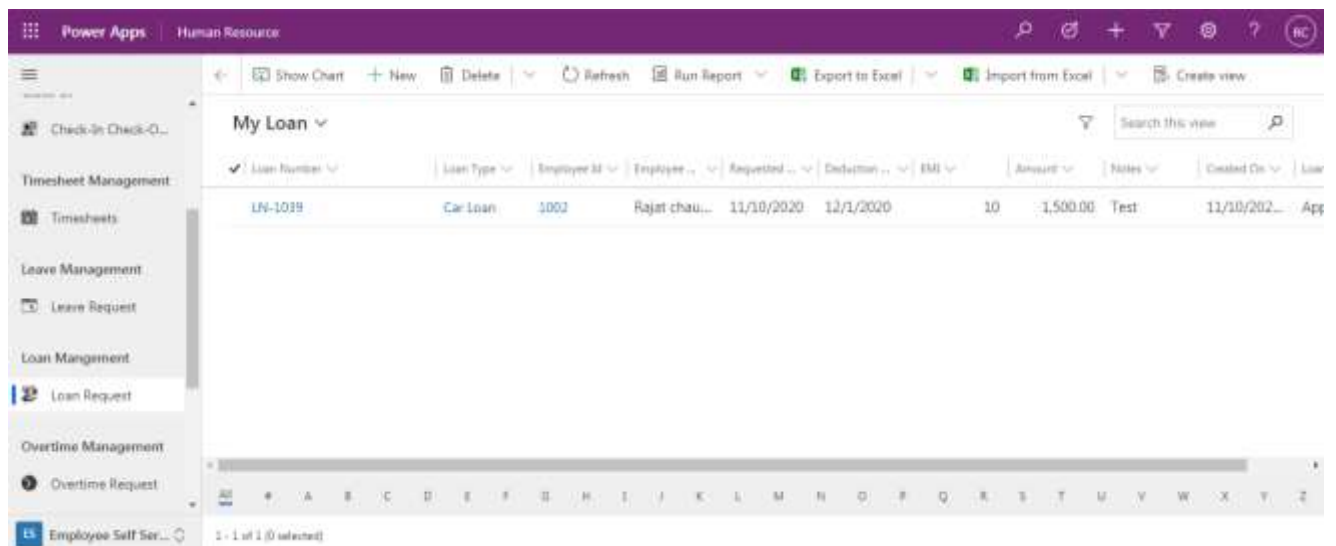
Employee Name Rajat chaudhary

Loan Type * Car Loan

Requested Date 11/10/2020

Request To Gitanshu Arora

Uploading (87%)



Power Apps | Human Resource

Show Chart New Delete Refresh Run Report Export to Excel Import from Excel Create view

My Loan

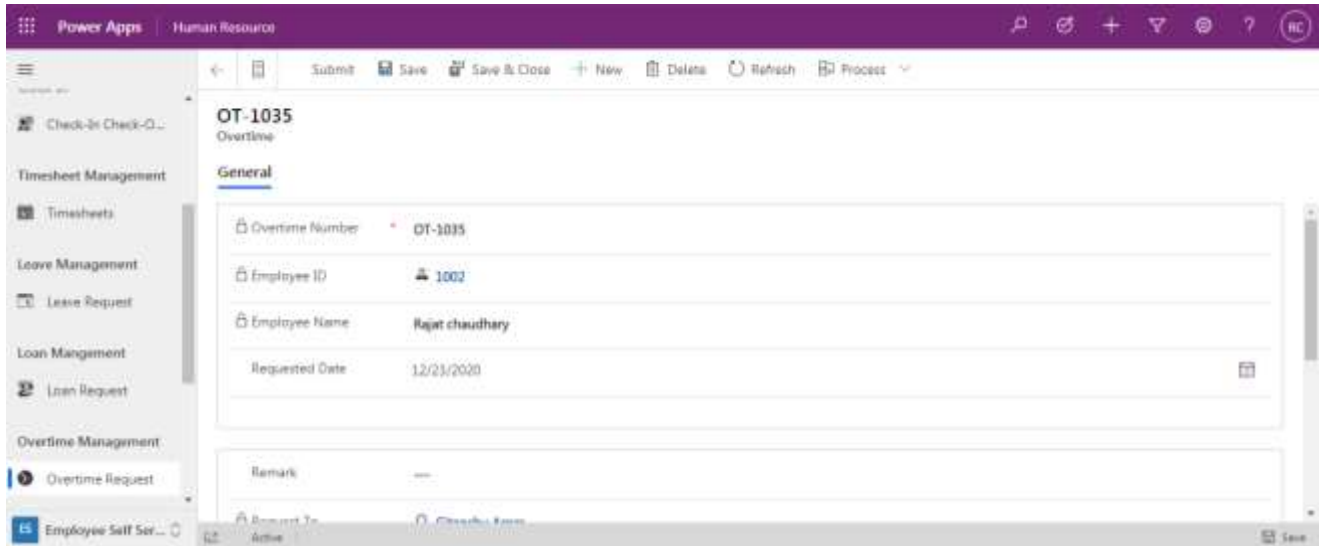
Search this view

Loan Number	Loan Type	Employee Id	Employee	Requested	Deduction	EMI	Amount	Notes	Created On	Low
LN-1039	Car Loan	1002	Rajat chau...	11/10/2020	12/1/2020	10	1,500.00	Test	11/10/2020	App

1 - 1 of 1 (0 selected)

1.6 Overtime request:

Here, an employee can create Overtime request.



OT-1035 Overtime

General

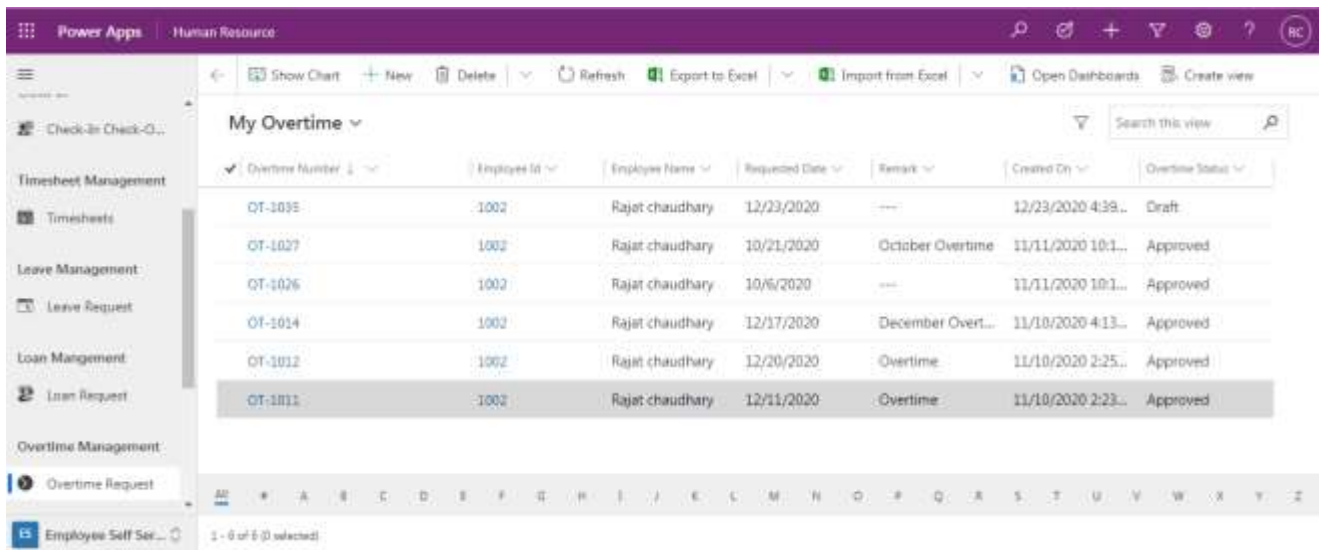
Overtime Number: OT-1035

Employee ID: 1002

Employee Name: Rajat chaudhary

Requested Date: 12/23/2020

Remark: ---

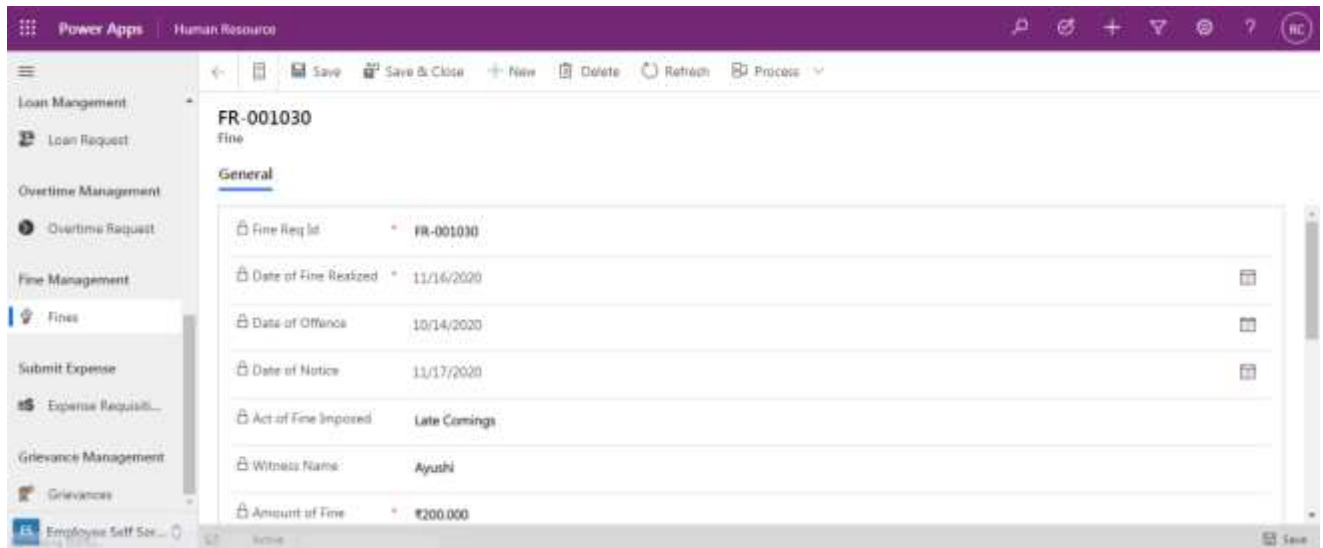


My Overtime

Overtime Number	Employee Id	Employee Name	Requested Date	Remark	Created On	Overtime Status
OT-1035	1002	Rajat chaudhary	12/23/2020	---	12/23/2020 4:39...	Draft
OT-1027	1002	Rajat chaudhary	10/21/2020	October Overtime	11/11/2020 10:1...	Approved
OT-1026	1002	Rajat chaudhary	10/6/2020	---	11/11/2020 10:1...	Approved
OT-1014	1002	Rajat chaudhary	12/17/2020	December Overt...	11/10/2020 4:13...	Approved
OT-1012	1002	Rajat chaudhary	12/20/2020	Overtime	11/10/2020 2:25...	Approved
OT-1011	1002	Rajat chaudhary	12/11/2020	Overtime	11/10/2020 2:23...	Approved

1.7 Fines:

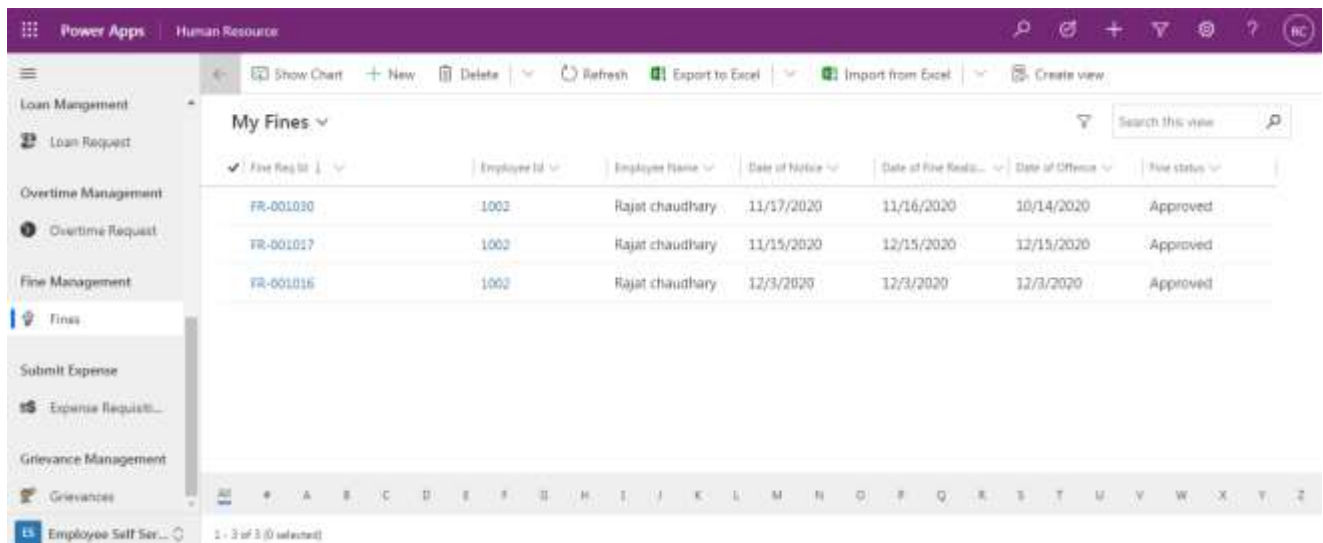
Here, an employee can check the fines imposed on him.



FR-001030
Fine

General

Fine Req Id	FR-001030
Date of Fine Realized	11/16/2020
Date of Offence	10/14/2020
Date of Notice	11/17/2020
Act of Fine Imposed	Late Comings
Witness Name	Ayushi
Amount of Fine	₹200.000



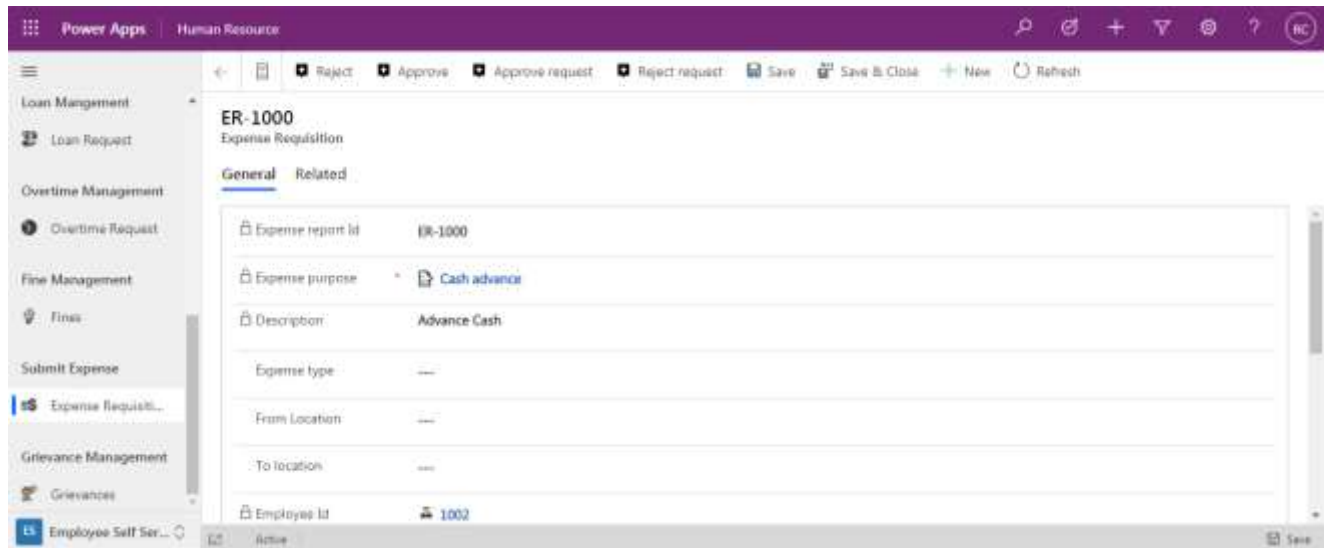
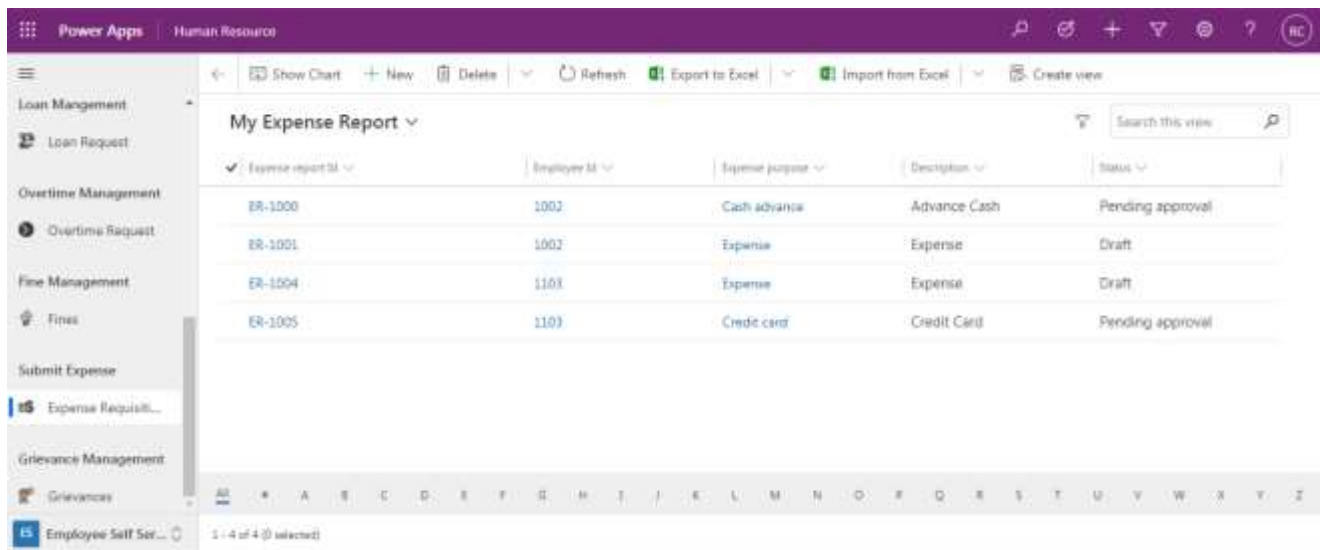
My Fines

Fine Req Id	Employee Id	Employee Name	Date of Notice	Date of Fine Realized	Date of Offence	Fine status
FR-001030	1002	Rajat chauthary	11/17/2020	11/16/2020	10/14/2020	Approved
FR-001017	1002	Rajat chauthary	11/15/2020	12/15/2020	12/15/2020	Approved
FR-001016	1002	Rajat chauthary	12/3/2020	12/3/2020	12/3/2020	Approved

1 - 3 of 3 (0 selected)

1.8 Expense Requisition:

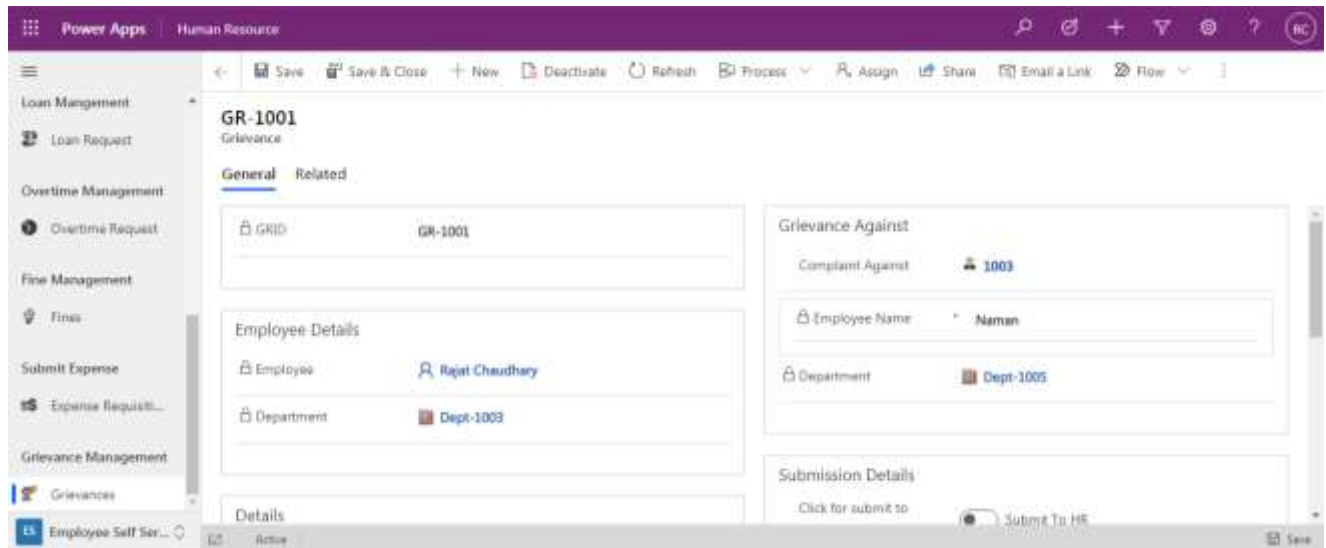
Here, an employee can create Expense requisition.

Expense report ID	Employee ID	Expense purpose	Description	Status
ER-1000	1002	Cash advance	Advance Cash	Pending approval
ER-1001	1002	Expense	Expense	Draft
ER-1004	1103	Expense	Expense	Draft
ER-1005	1103	Credit card	Credit Card	Pending approval

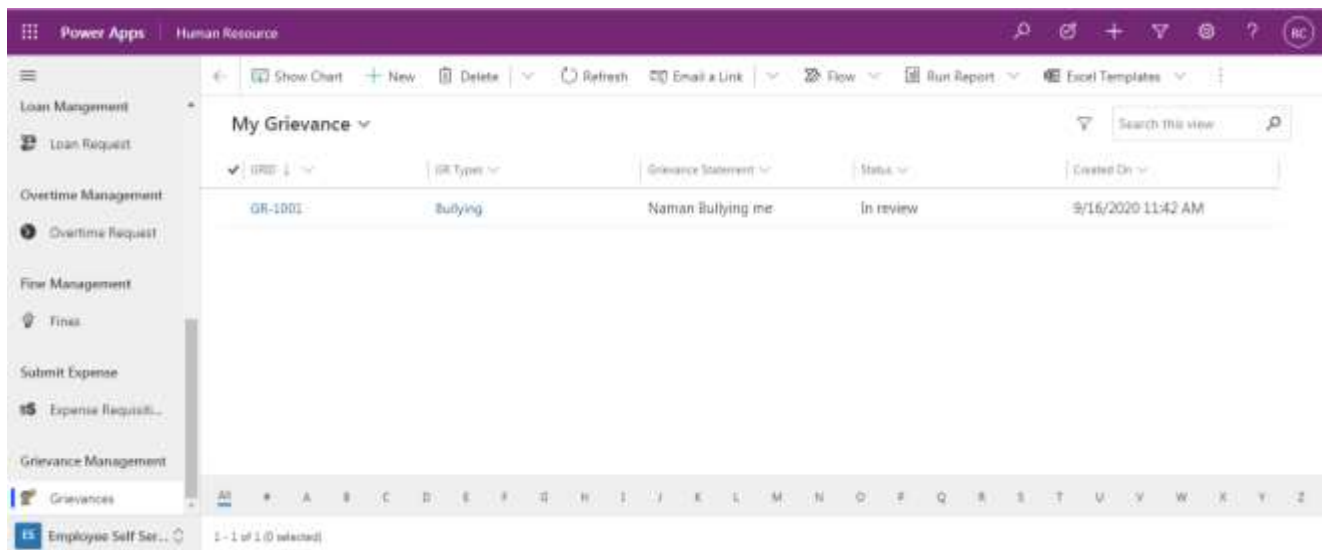
1.9 Grievances:

Here, an employee can create grievance against the problem.



The screenshot shows the 'Grievance' form in the Power Apps interface. The form is titled 'GR-1001 Grievance' and has tabs for 'General' and 'Related'. The 'General' tab is active, showing the following details:

- GRID:** GR-1001
- Employee Details:**
 - Employee:** Rajat Chaudhary
 - Department:** Dept-1003
- Grievance Against:**
 - Complaint Against:** 1003
 - Employee Name:** Naman
 - Department:** Dept-1005
- Submission Details:**
 - Click for submit to:** Submit To HR



The screenshot shows the 'My Grievance' table view in the Power Apps interface. The table has the following columns: GRID, GR Type, Grievance Statement, Status, and Created On. The table contains one record:

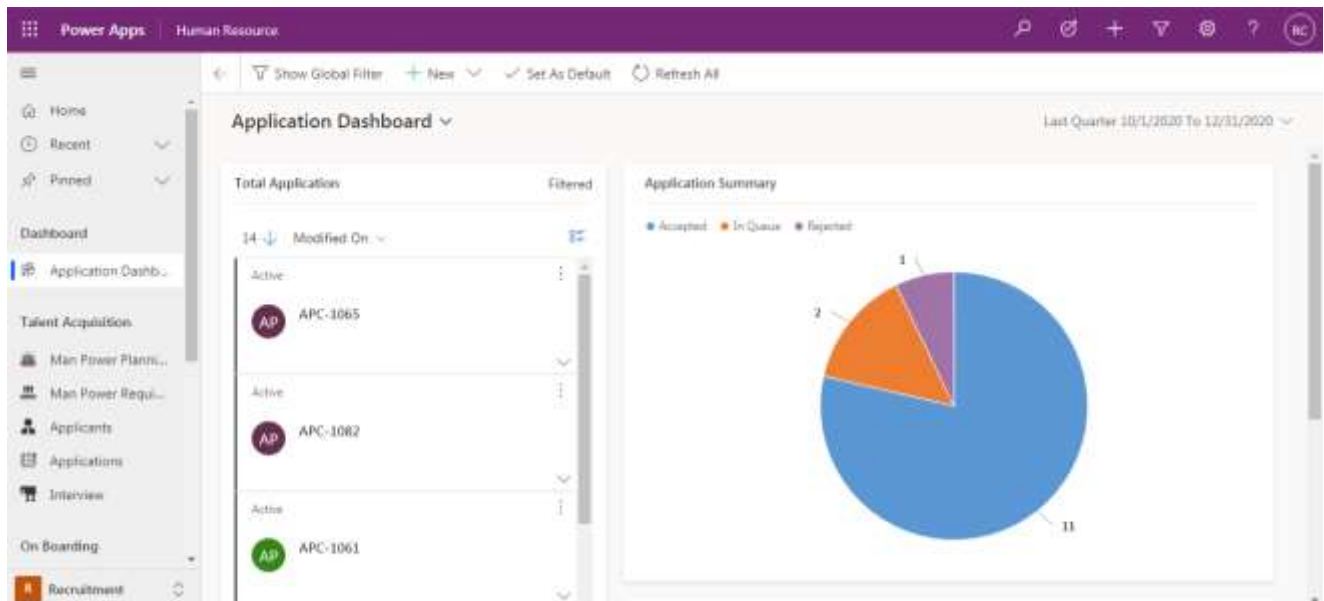
GRID	GR Type	Grievance Statement	Status	Created On
GR-1001	Bullying	Naman Bullying me	In review	9/16/2020 11:42 AM

2. Recruitment:

Recruitment refers to the overall process of identifying, attracting, screening, shortlisting, and interviewing, suitable candidates for jobs (either permanent or temporary) within an organization. Recruitment can also refer to processes involved in choosing individuals for unpaid roles. Managers, human resource generalists and recruitment specialists may be tasked with carrying out recruitment.

2.1 Application Dashboard:

Here the total application will be shown:



2.2 Manpower Planning:

Here, all the details related to manpower planning will be

Power Apps | Human Resource

Home Recent Filled Dashboard Application Dashb... Talent Acquisition Man Power Planni... Man Power Requi... Applicants Applications Interview Recruitment

Plan-1002
Man Power Planning

General Related

Planning Id Plan-1002

Employee Id 1002

Requested By Rajat Chaudhary

From Date 10/23/2020

To Date 10/31/2020

Request To Gitanshu Arora

Status Approved

Total No. Of Positions

Total No. Of Positions Occupied

Power Apps | Human Resource

Home Recent Filled Dashboard Application Dashb... Talent Acquisition Man Power Planni... Man Power Requi... Applicants Applications Interview Recruitment

My Man Power Plannings

Plan-1017 11/24/2020 11/30/2020 In review

Plan-1002 10/23/2020 10/31/2020 Approved

2.3 Applicants:

Here, all the details of Applicants will be filled for man power.

Power Apps | Human Resource

APP-1002
Applicants

General | Related

Applicant ID	APP-1002	Skill Mapping	Yes
Applicant Type	External Applicant	Current Job Title	Developer
Applicant Title	Mr.	Date	9/25/2020
Name	Deepak Gupta	Previous Employee	No
D.O.B	8/7/1996	Degree ID	MCA
Gender	Male	Language ID	English
Marital Status	Single	Country ID	India

Active

Power Apps | Human Resource

Applicant

Applicant ID	Applicant Type	Name	No of Applications
APP-1001	External Applicant	Abhivan Kumar Singh	1
APP-1002	External Applicant	Deepak Gupta	5
APP-1000	External Applicant	Stuti Srivastava	5
APP-1005	External Applicant	Rajesh	5
APP-1006	External Applicant	Roshan Singh	1
APP-1003	External Applicant	Sakshi Mittal	1

https://org93187636.crm.dynamics.com/main.aspx?appid=70a773dc-a709-43d1...

2.4 Applications:

Here the applications will be created for recruiting the man power.

Power Apps | Human Resource

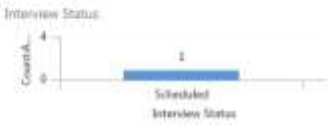
APC-1081 Application Accepted Status

General Head Definition Related

Applications ID	APC-1081	Correspondence Action	---
Requisition ID	RQ-1013	Date of Receipt	10/26/2020
Project	---	Expire Date	10/31/2020
Applicant ID	APP-1006	Reason For Rejection	---
Applicants Name	Roshan Singh	Media	---
Applicant Type	External Applicant	Email ID	roshan123@gm...
Job ID	Job-1002	Phone No.	9813991136

Applicant Interview S... [Expand Chart](#)

Interview Status



Count

Scheduled Interview Status

Power Apps | Human Resource

Application Search this view

Application ID	Applicants Name	Applicant ID	Applicant Type	Date of Receipt	Status	Correspondence...	Other Letter Sta...
APC-1082	Stuti Srivastava	APP-1000	External Appli...	---	In Queue	---	---
APC-1081	Roshan Singh	APP-1006	External Appli...	10/26/2020	Accepted	---	---
APC-1080	Rajesh	APP-1005	External Appli...	---	Accepted	---	---
APC-1079	Deepak Gupta	APP-1002	External Appli...	---	Accepted	---	---
APC-1068	Rajesh	APP-1005	External Appli...	---	Accepted	---	---
APC-1065	Deepak Gupta	APP-1002	External Appli...	---	Accepted	---	---
APC-1064	Stuti Srivastava	APP-1000	External Appli...	---	Accepted	---	---

1 - 18 of 18 (0 selected)

2.5 Interview:

After accepting the applications, Interview will be scheduled. So, here the user need to fill interview details:

Power Apps | Human Resource

INTER-1012
Applicant Interview

General Related

Interview ID	INTER-1012	Application	APC-1003
Interviewer ID	1002	Project	Project-3
Score	A	Interviewer Name	Rajat chaudhary
Date of Interview	12/21/2020	Interviewer User ID	Rajat Chaudhary
Average Score	18.33	Interview Status	Completed
Interview Remark	---	Job Name	Ax Functional
		Position Name	Ax Functional

Power Apps | Human Resource

Interview

Interview ID	Application	Employee Name	Recruitment Project	Interview Status	Interviewer User ID
INTER-1003	APC-1003	Rajat chaudhary	---	Scheduled	Rajat Chaudhary
INTER-1004	APC-1004	Rajat chaudhary	---	Scheduled	Rajat Chaudhary
INTER-1012	APC-1002	Rajat chaudhary	---	Completed	Rajat Chaudhary

1 - 3 of 3 (0 selected)

2.6 On Board Employee:

Here, all the details of the employee will be defined for On-Board.

Power Apps | Human Resource

Create Payroll Worker Save Save & Close New Deactivate Refresh Assign Share Email a Link

OBE-1004
Employee Detail

General Related

OBEID	OBE-1004	Position ID	Pos-1026
Employee ID	1104	Position Name	Power App Developer
Applications ID	APC-1005	Department ID	Dept-1005
Applicant ID	APP-1003	Department Name	Information Technology
Applicant Name	Sakshi Mittal	Joining Date	10/13/2020
Requisition ID	RQ-1005	Total Experience	---
Joining Status	Completed	Relevant Experience	---

Recruitment: Active

Power Apps | Human Resource

Show Chart New Delete Refresh Email a Link Flow Run Report Excel Templates

OnBoard Employee

Search this view

OBEID	Employee ID	Applicant ID	Applicant Name
OBE-1017	---	APP-1006	Roshan Singh
OBE-1015	1106	APP-1005	Rajesh
OBE-1010	---	APP-1000	Stuti Srivastava
OBE-1004	1104	APP-1003	Sakshi Mittal
OBE-1003	1099	APP-1002	Deepak Gupta
OBE-1002	1098	APP-1000	Stuti Srivastava
OBE-1001	1097	APP-1001	Abhivan Kumar Singh

1 - 8 of 8 (0 selected)

2.7 Setup:

2.7.1 Title:

Here the title will be defined.

Power Apps | Human Resource

Show Chart + New Delete Refresh Email a Link Flow Run Report Excel Templates

Title

Search this view

Title	Title Name
Miss	Miss
Mr.	Mister

1 - 2 of 2 (0 selected)

2.7.2 Degree:

Here, all the details of degree will be shown.

Power Apps | Human Resource

Show Chart + New Delete Refresh Email a Link Flow Run Report Excel Templates

Degree

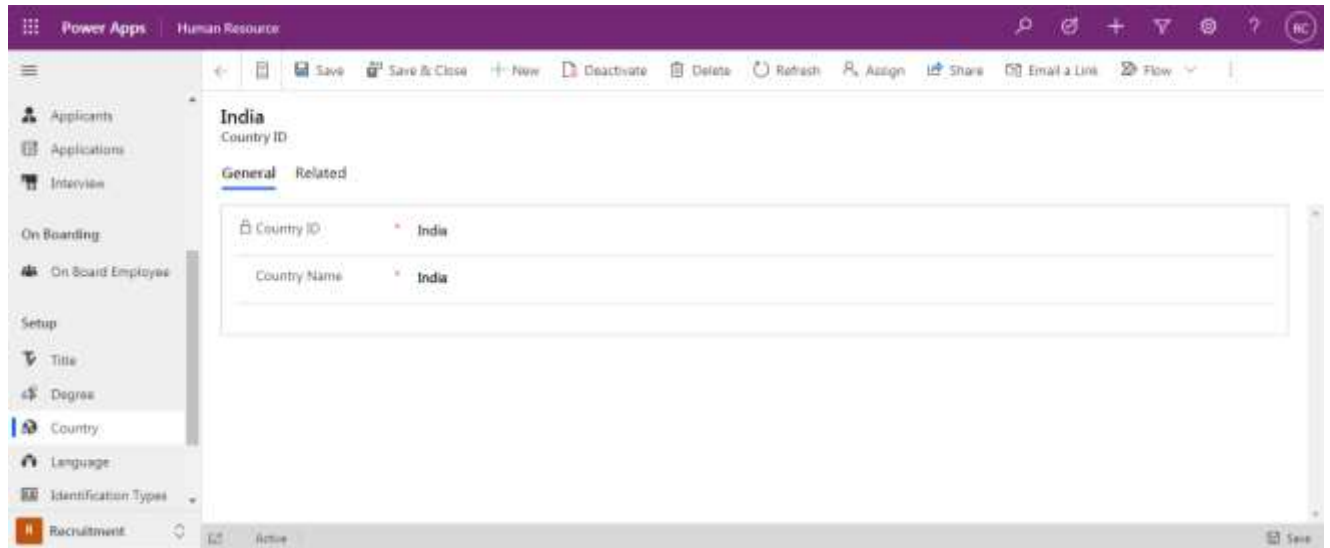
Search this view

Degree ID	Degree Name
Btech	Btech
M.Tech	M.Tech
BCA	BCA
MCA	MCA

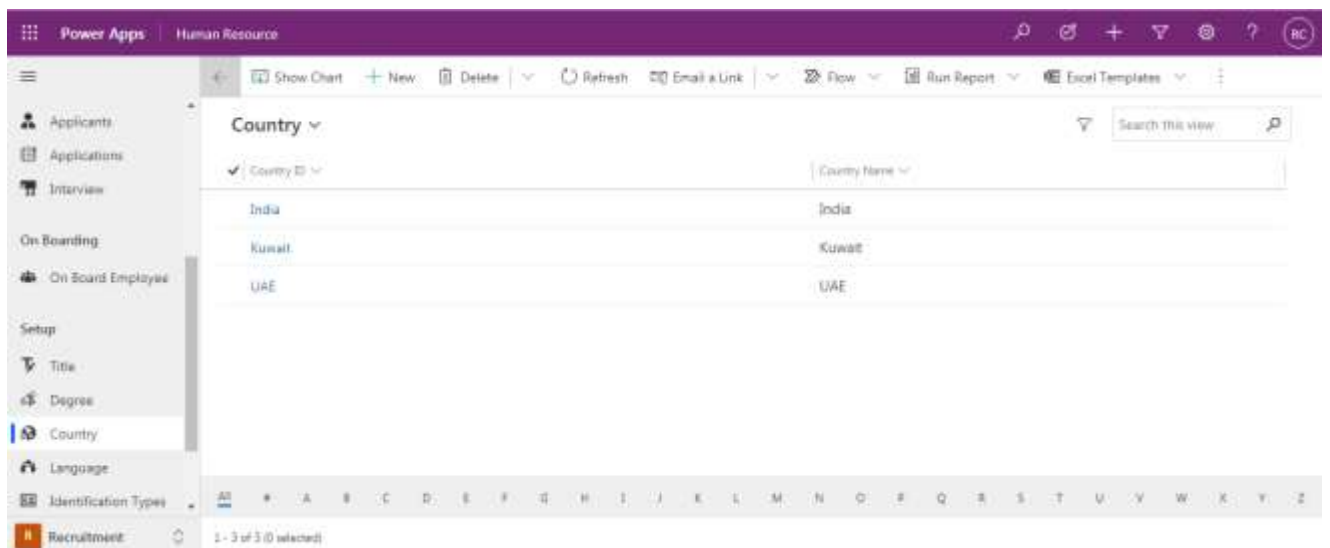
1 - 4 of 4 (0 selected)

2.7.3 Country:

Here, the country name will be defined.



The screenshot shows the 'Country' form in the Power Apps 'Human Resource' app. The form is titled 'India' and has a 'Country ID' field set to 'India'. The 'Country Name' field is also set to 'India'. The form is in the 'General' tab, and the 'Related' tab is also visible. The left sidebar shows the 'Country' option selected under the 'Setup' section.

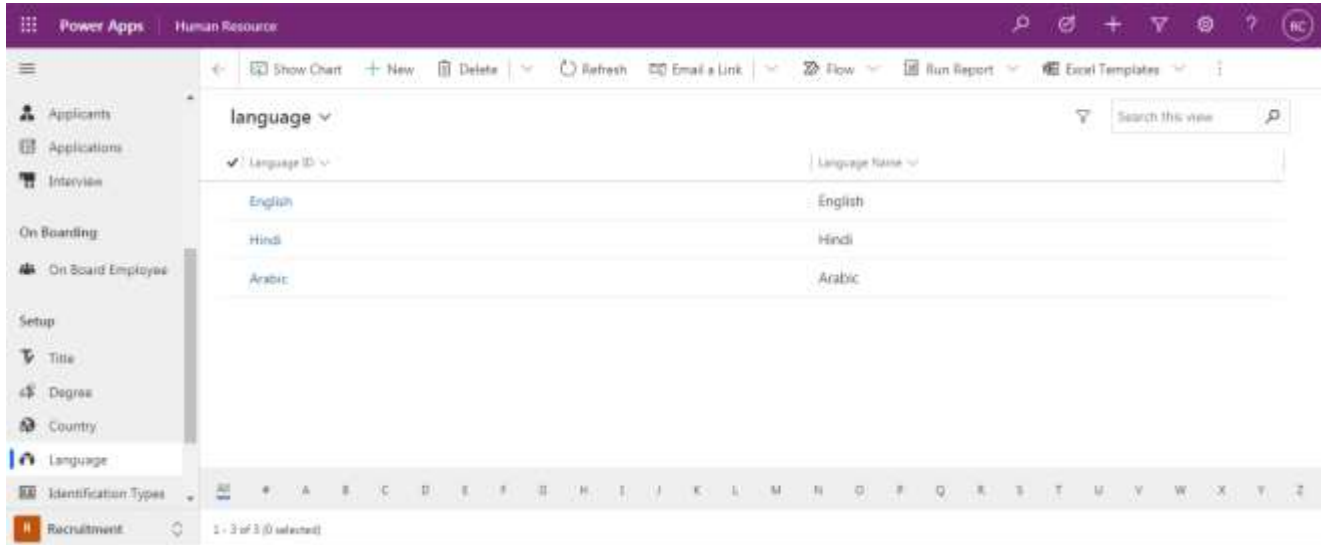


The screenshot shows the 'Country' table view in the Power Apps 'Human Resource' app. The table has two columns: 'Country ID' and 'Country Name'. The table contains three rows of data: India, Kuwait, and UAE. The 'Country ID' column is selected, and the 'Country Name' column is also visible. The left sidebar shows the 'Country' option selected under the 'Setup' section.

Country ID	Country Name
India	India
Kuwait	Kuwait
UAE	UAE

2.7.4 Language:

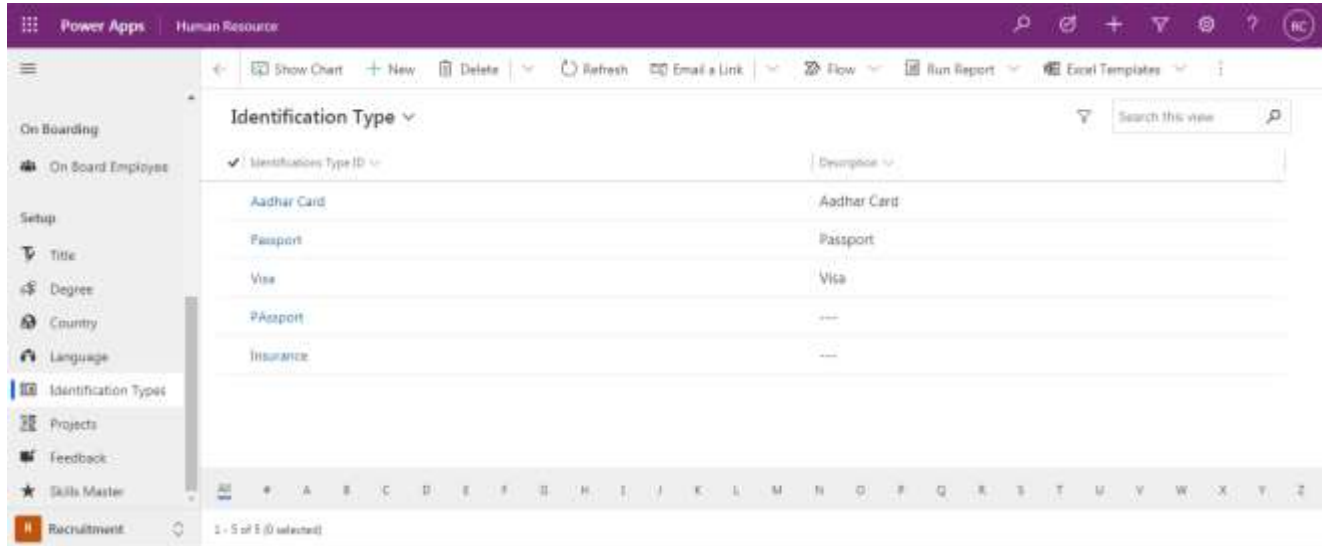
Here the language will be defined.



Language ID	Language Name
English	English
Hindi	Hindi
Arabic	Arabic

2.7.5 Identification types:

Here the details of Identification documents will be defined.



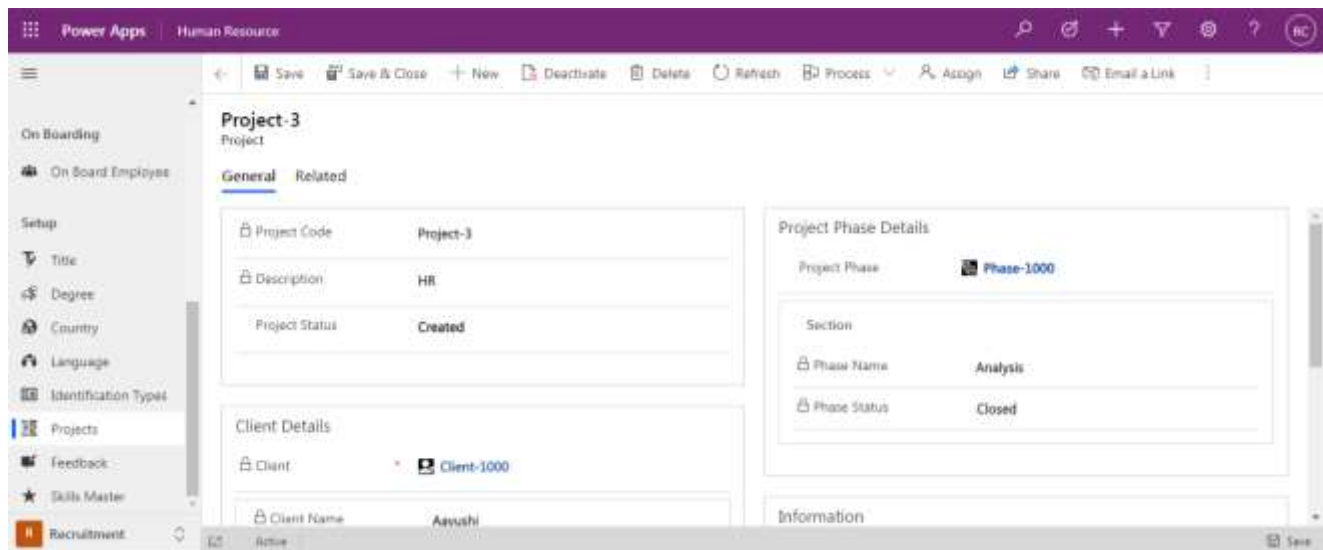
The screenshot shows the 'Identification Type' form in the Power Apps HRMS interface. The left sidebar contains navigation options: On Boarding, On Board Employee, Setup, Title, Degree, Country, Language, Identification Types (selected), Projects, Feedback, and Skills Master. The main area displays a table with columns for 'Identification Type ID' and 'Description'. The table contains the following data:

Identification Type ID	Description
Aadhar Card	Aadhar Card
Passport	Passport
Visa	Visa
Passport	---
Insurance	---

The bottom of the screen shows a status bar indicating '1 - 5 of 5 (0 selected)'.

2.7.6 Projects:

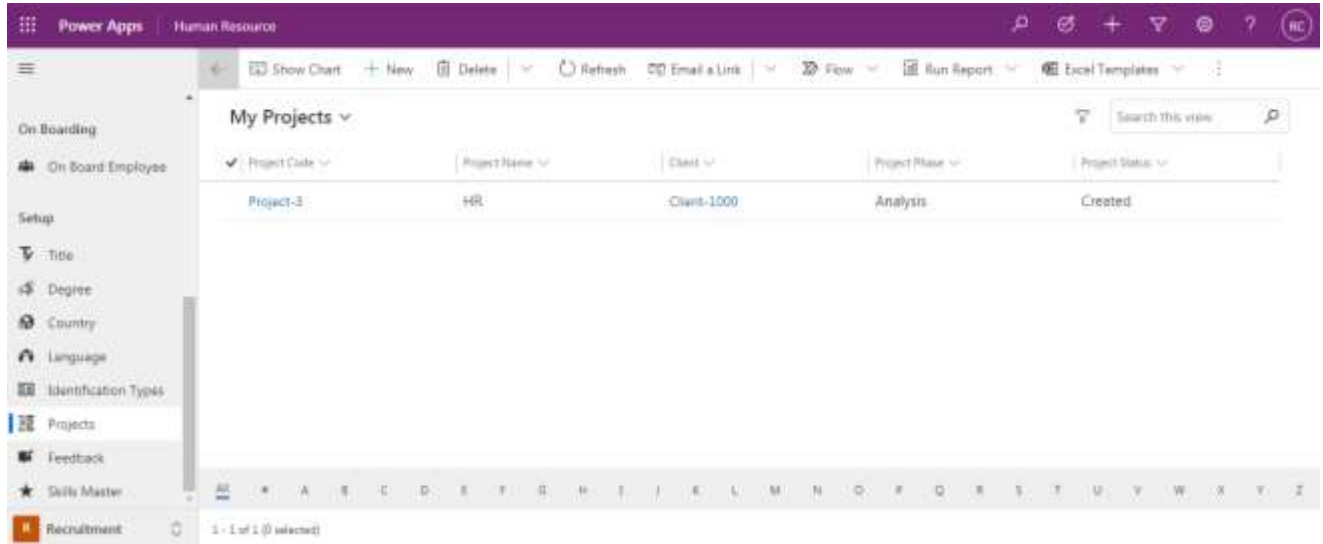
Here the details of projects will be defined.



The screenshot shows the 'Project-3' form in the Power Apps HRMS interface. The left sidebar is the same as the previous screenshot. The main area displays the 'Project-3' form with the following details:

- Project Code:** Project-3
- Description:** HR
- Project Status:** Created
- Client Details:**
 - Client:** Client-1000
 - Client Name:** Aavushi
- Project Phase Details:**
 - Project Phase:** Phase-1000
 - Section:**
 - Phase Name:** Analysis
 - Phase Status:** Closed

The bottom of the screen shows a status bar indicating 'Active'.



Power Apps | Human Resource

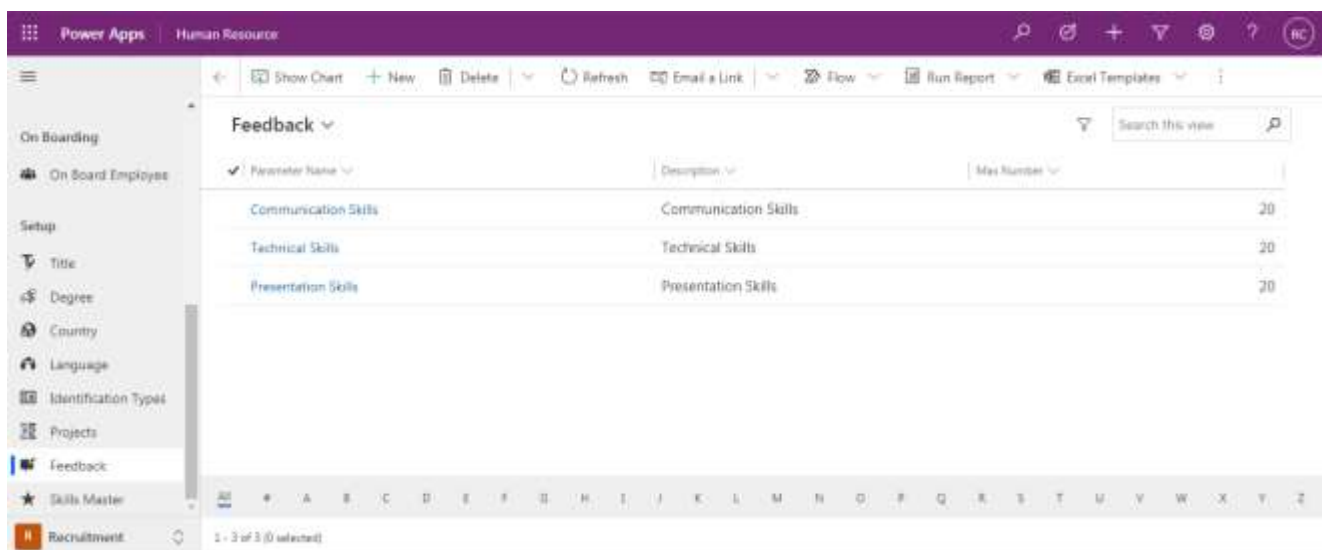
My Projects

Project Code	Project Name	Client	Project Phase	Project Status
Project-3	HR	Client-1000	Analysis	Created

1 - 1 of 1 (0 selected)

2.7.7 Feedback:

Here the feedback parameters will be defined.



Power Apps | Human Resource

Feedback

Parameter Name	Description	Max Number
Communication Skills	Communication Skills	20
Technical Skills	Technical Skills	20
Presentation Skills	Presentation Skills	20

1 - 3 of 3 (0 selected)

2.7.8 Skills master:

Here all the skills will be defined.

Power Apps | Human Resource

[Show Chart](#)
[New](#)
[Delete](#)
[Refresh](#)
[Email a Link](#)
[Flow](#)
[Run Report](#)
[Excel Templates](#)

Skill Master Search this view

✓ Skill Name	Description
C++	Coding
X++	Coding
SSRS	Reporting Services
MY SQL	Database

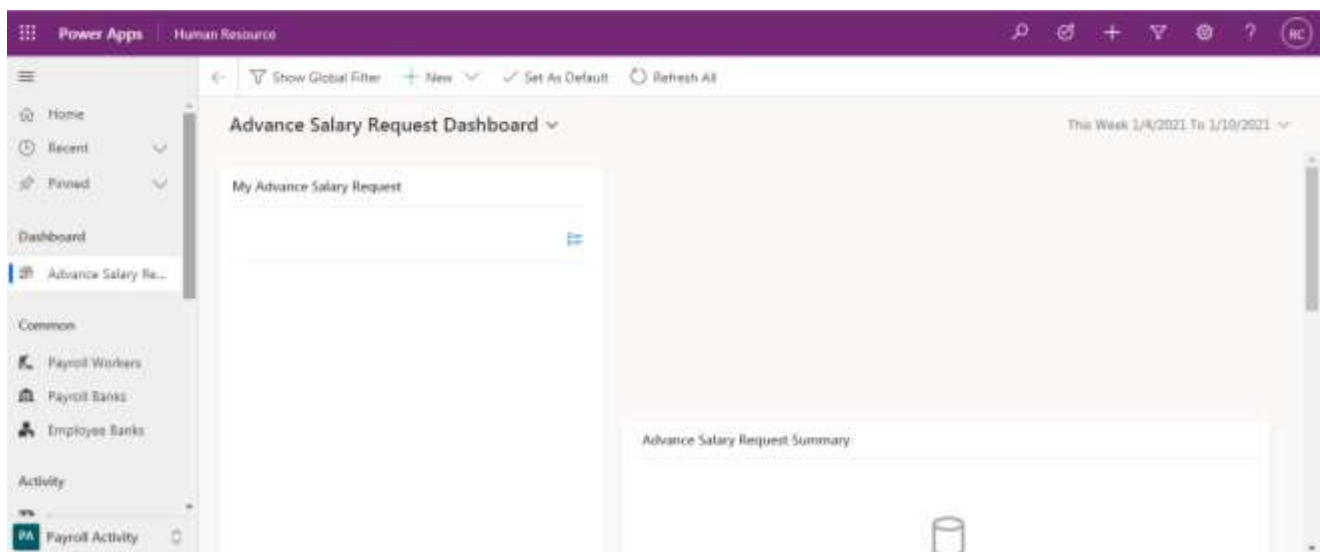
1 - 4 of 4 (0 selected)

3. Payroll Activity:

The **payroll module** automates the pay process by gathering data on employee time and attendance, calculating various deductions and taxes, and generating periodic pay cheques and employee tax reports. Data is generally fed from human resources and timekeeping modules to calculate automatic deposit and manual cheque writing capabilities. This module can encompass all employee-related transactions as well as integrate with existing financial management systems.

3.1 Dashboard:

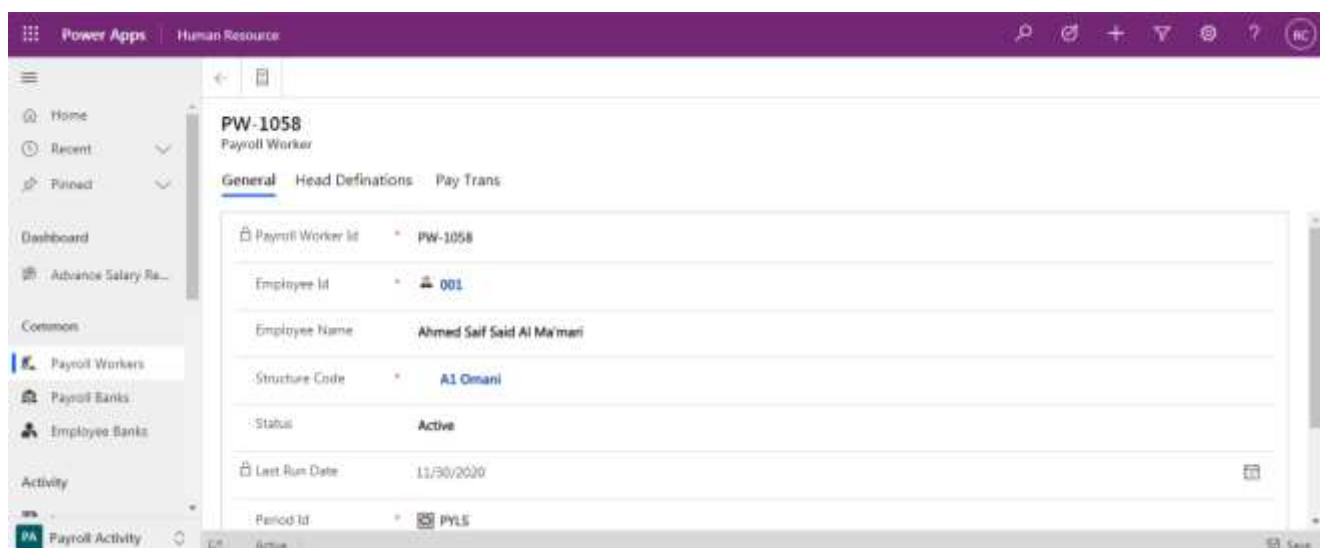
Here the details related to advanced salary will be shown.



The screenshot shows the 'Advance Salary Request Dashboard' within the Power Apps Human Resource interface. The dashboard includes a sidebar with navigation options like Home, Recent, Pinned, Dashboard, and Advance Salary Re... Under the 'Common' section, there are links for Payroll Workers, Payroll Banks, and Employee Banks. The main content area displays 'My Advance Salary Request' and an 'Advance Salary Request Summary' section. The top bar shows 'Power Apps | Human Resource' and a date range of 'This Week 1/4/2021 To 1/10/2021'.

3.2 Payroll Workers

Here all the details of the employee worker has been defined.



The screenshot shows the 'Payroll Worker' details form for 'PW-1058' in the Power Apps Human Resource interface. The form is divided into three tabs: General, Head Definitions, and Pay Trans. The 'General' tab is active, showing fields for Payroll Worker Id (PW-1058), Employee Id (001), Employee Name (Ahmed Saif Said Al Ma'mani), Structure Code (A1 Omani), Status (Active), Last Run Date (11/30/2020), and Period Id (PYLS). The bottom bar shows 'Active' and 'Save' buttons.

Power Apps | Human Resource

Show Chart + New Delete Refresh Export to Excel Import from Excel Create view

Payroll Worker

Worker ID	EmpId	Employee Name	Structure Code	Last Run Date	Status	Period Id	Created On
PW-1058	001	Ahmed Saif S...	A1 Omani	11/30/2020	Active	PYLS	9/22/2020 2:2...
PW-1059	004	Ali Hamed Sa...	A1 Omani	11/30/2020	Active	PYLS	9/22/2020 2:2...
PW-1060	006	Mohsin Ali M...	A1 Omani	11/30/2020	Active	PYLS	9/22/2020 2:2...
PW-1061	008	Samir Sarbuk...	A1 Omani	11/30/2020	Active	PYLS	9/22/2020 2:2...
PW-1062	012	Yousuf Salim ...	A1 Omani	11/30/2020	Active	PYLS	9/22/2020 2:2...
PW-1063	013	Mohamed Ma...	A1 Omani	11/30/2020	Active	PYLS	9/22/2020 2:2...
PW-1064	014	Mohammed ...	A1 Omani	11/30/2020	Active	PYLS	9/22/2020 2:2...

1 - 50 of 66 (0 selected) Page 1

3.3 Payroll Banks:

Here the details of Bank has been defined.

Power Apps | Human Resource

General

Bank Code Id: BNKID-1000

Bank Account Code: HDPC

Description: HDPC

Save

Power Apps | Human Resource

Payroll Banks

Bank Code ID	Bank Account Code	Description
BNKID-1000	HDFC	HDFC
BNKID-1001	HSBC	HSBC
BNKID-1002	SBI	SBI

1 - 3 of 3 (0 selected)

3.4 Employee Banks:

Here the employee bank details has been defined.

Power Apps | Human Resource

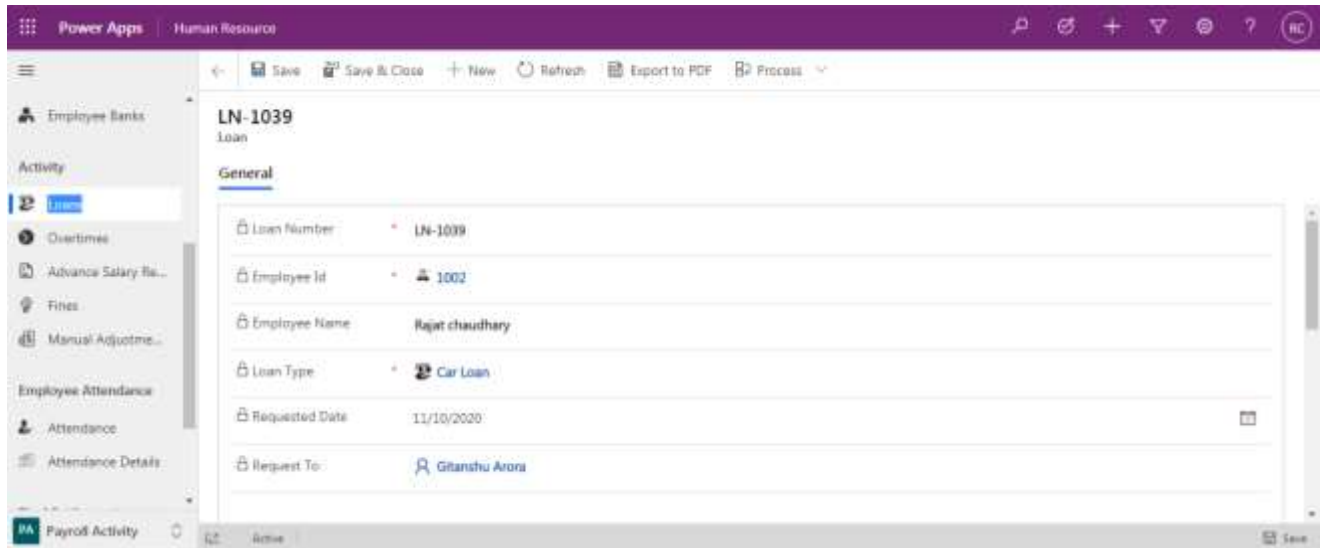
Employee Bank

Employee Bank ID	Employee Name	Bank Name
EB-1023	Ahmed Saif Said Al Ma'mari	HDFC

1 - 1 of 1 (0 selected)

3.5 Loans:

Here the detail of loan has been defined like loan type, loan number etc.

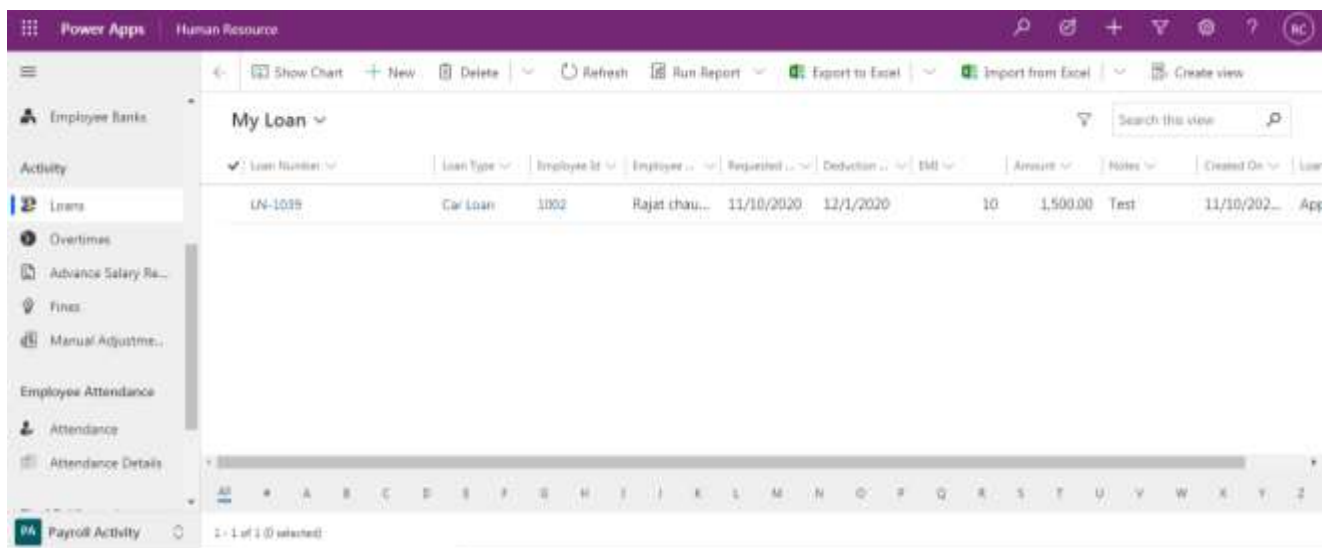


Power Apps | Human Resource

LN-1039
Loan

General

- Loan Number: LN-1039
- Employee Id: 1002
- Employee Name: Rajat chaudhary
- Loan Type: Car Loan
- Requested Date: 11/10/2020
- Request To: Gitanshu Arora



Power Apps | Human Resource

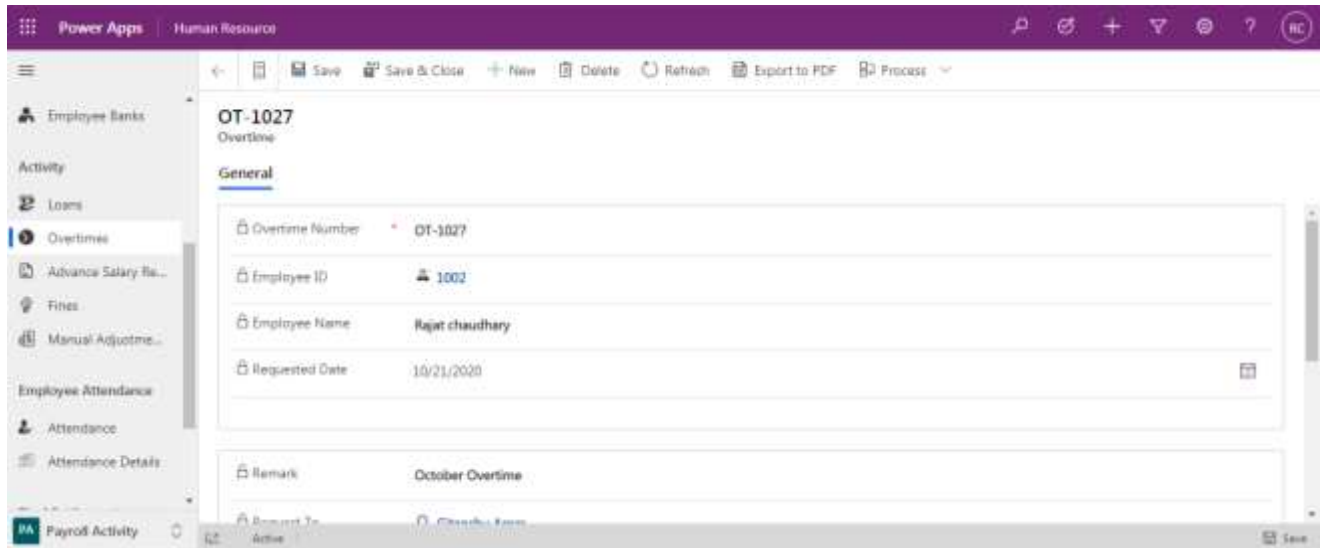
My Loan

Loan Number	Loan Type	Employee Id	Employee Name	Requested Date	Deduction Date	EMI	Amount	Notes	Created On	Loan
LN-1039	Car Loan	1002	Rajat chau...	11/10/2020	12/1/2020	10	1,500.00	Test	11/10/202...	App

1 - 1 of 1 selected

3.6 Overtimes:

Here the details of employee's overtime has been defined.



OT-1027 Overtime

General

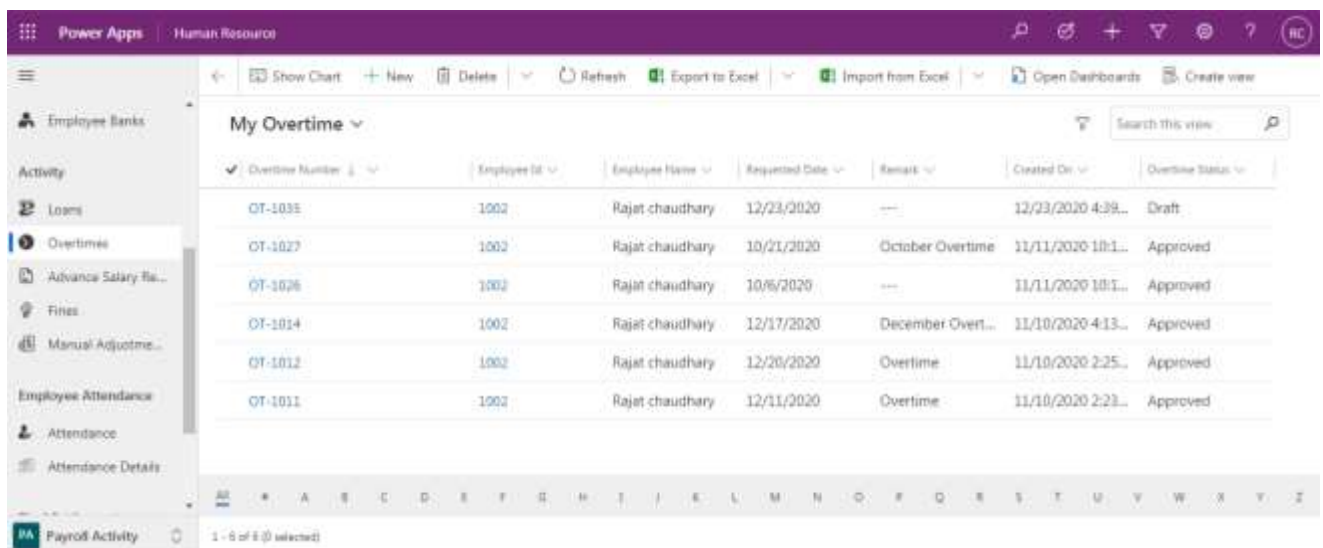
Overtime Number: OT-1027

Employee ID: 1002

Employee Name: Rajat chaudhary

Requested Date: 10/21/2020

Remark: October Overtime



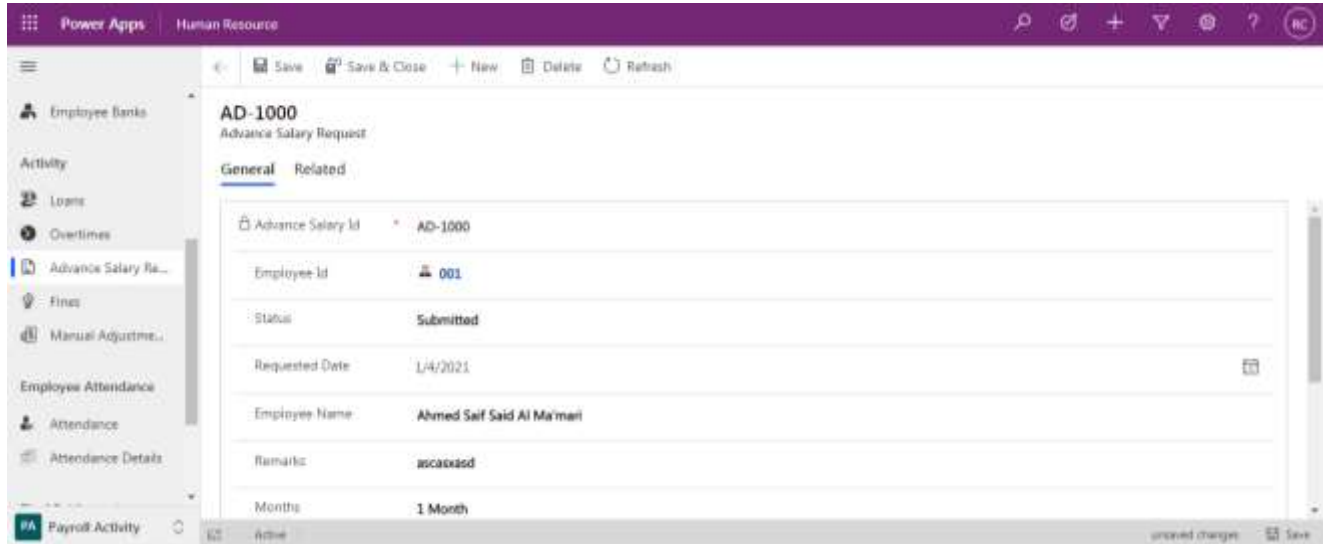
My Overtime

Overtime Number	Employee ID	Employee Name	Requested Date	Remark	Created On	Overtime Status
OT-1035	1002	Rajat chaudhary	12/23/2020	---	12/23/2020 4:39...	Draft
OT-1027	1002	Rajat chaudhary	10/21/2020	October Overtime	11/11/2020 10:1...	Approved
OT-1026	1002	Rajat chaudhary	10/6/2020	---	11/11/2020 10:1...	Approved
OT-1014	1002	Rajat chaudhary	12/17/2020	December Overt...	11/10/2020 4:13...	Approved
OT-1012	1002	Rajat chaudhary	12/20/2020	Overtime	11/10/2020 2:25...	Approved
OT-1011	1002	Rajat chaudhary	12/11/2020	Overtime	11/10/2020 2:23...	Approved

1 - 6 of 6 (0 selected)

3.7 Advance Salary Request:

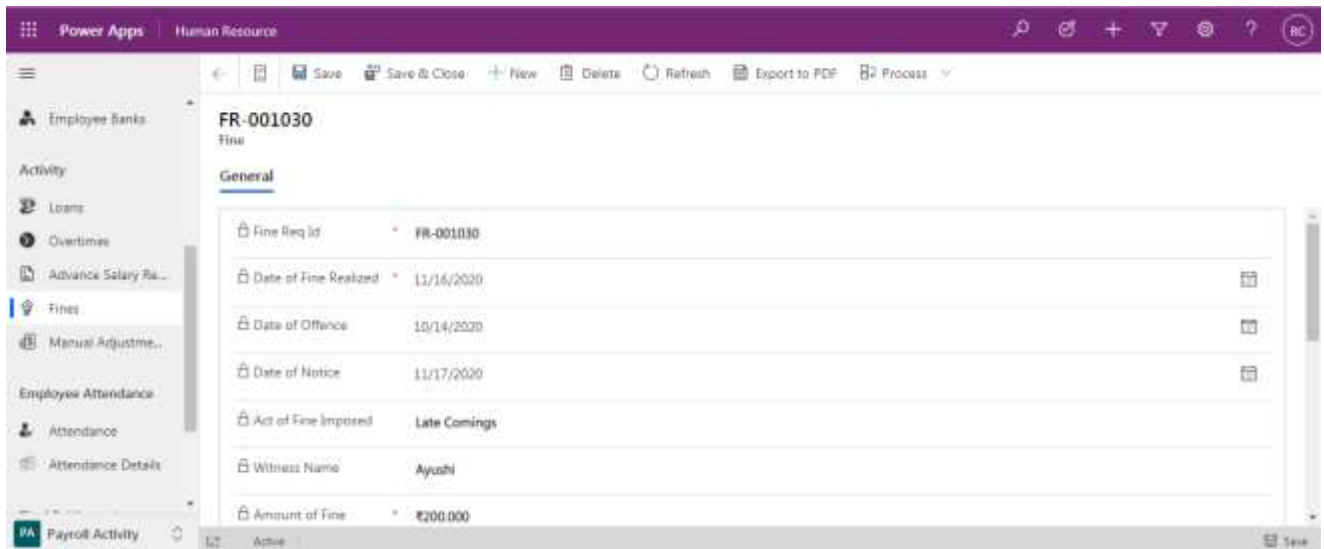
In this form, all the details about the employee's advance salary request.



AD-1000 Advance Salary Request	
General	
Advance Salary Id	AD-1000
Employee Id	001
Status	Submitted
Requested Date	1/4/2021
Employee Name	Ahmed Saif Said Al Ma'mari
Remarks	ascasasd
Months	1 Month

3.8 Fines:

Here the details related to fine has been defined.



FR-001030 Fine	
General	
Fine Req Id	FR-001030
Date of Fine Realized	11/16/2020
Date of Offence	10/14/2020
Date of Notice	11/17/2020
Act of Fine Imposed	Late Comings
Witness Name	Ayushi
Amount of Fine	₹200.000

Power Apps | Human Resource

My Fines

✓ Fine Req. ID	Employee ID	Employee Name	Date of Notice	Date of Fine Req.	Date of Offense	Fine status
FR-001030	1002	Rajat chaudhary	11/17/2020	11/16/2020	10/14/2020	Approved
FR-001017	1002	Rajat chaudhary	11/15/2020	12/15/2020	12/15/2020	Approved
FR-001016	1002	Rajat chaudhary	12/3/2020	12/3/2020	12/3/2020	Approved

1 - 3 of 3 (0 selected)

3.9 Manual Adjustment:

Here the manual adjustment has been made during payroll.

Power Apps | Human Resource

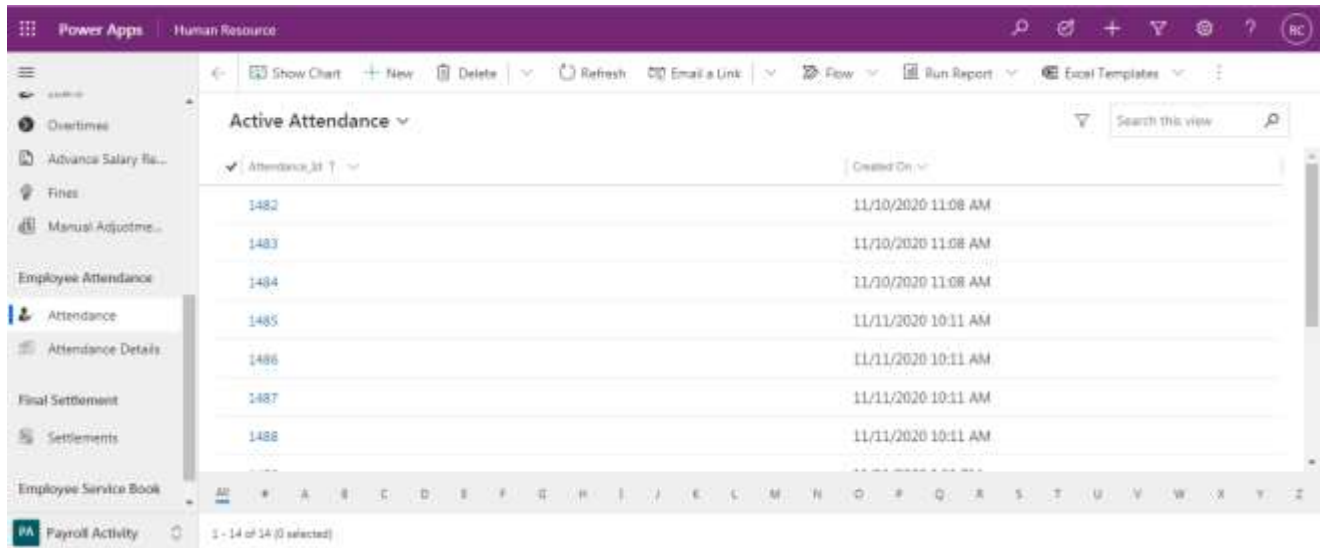
Manual Adjustment

✓ Journal Item	Description	Picked	Created By	Created On
J-1001	ROP Deduction	Yes	# Agarwal	9/22/2020 3:20 PM
J-1002	Staff Other Deductions	Yes	# Agarwal	9/22/2020 3:32 PM
J-1017	Test	Yes	# Agarwal	10/30/2020 10:43 AM
J-1027	OvertimeId OT-1012 1...	Yes	Gitanshu Arora	11/10/2020 3:33 PM
J-1028	OvertimeId OT-1011 1...	Yes	Gitanshu Arora	11/10/2020 3:35 PM
J-1029	OvertimeId OT-1016 1...	Yes	Gitanshu Arora	11/10/2020 4:40 PM
J-1030	OvertimeId OT-1015 1...	Yes	Gitanshu Arora	11/10/2020 4:40 PM

1 - 20 of 20 (0 selected)

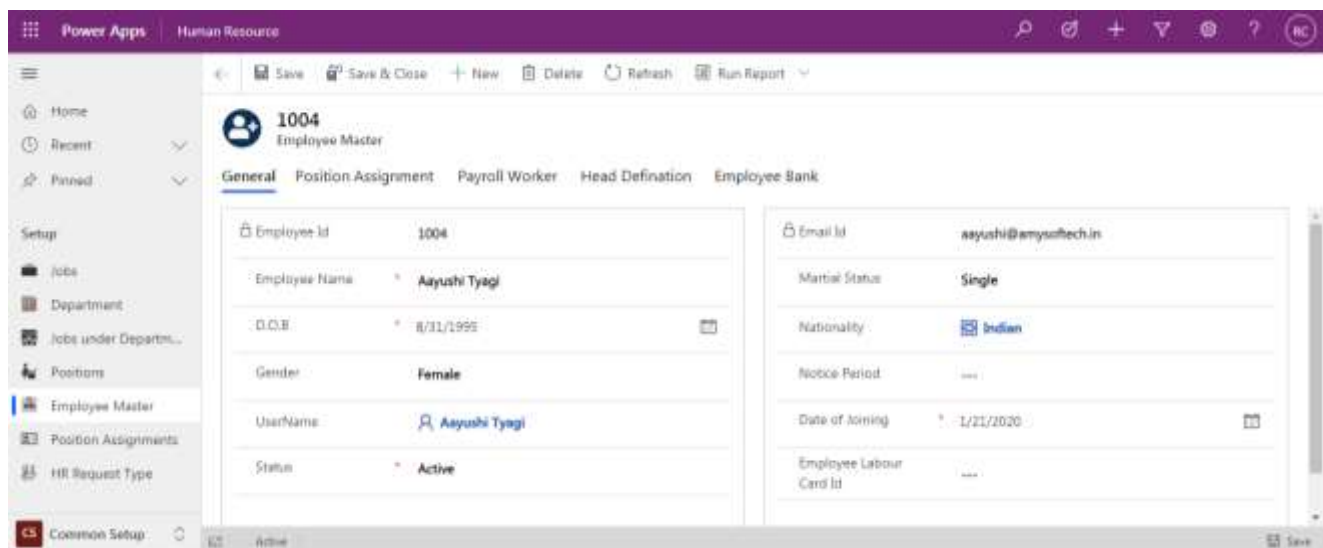
3.10 Attendance:

In this form, details of attendance has been defined.



The screenshot shows the 'Active Attendance' view in the Power Apps Human Resource interface. The table displays attendance records with columns for Attendance Id and Created On.

Attendance Id	Created On
1482	11/10/2020 11:08 AM
1483	11/10/2020 11:08 AM
1484	11/10/2020 11:08 AM
1485	11/11/2020 10:11 AM
1486	11/11/2020 10:11 AM
1487	11/11/2020 10:11 AM
1488	11/11/2020 10:11 AM



The screenshot shows the 'Employee Master' form in the Power Apps Human Resource interface. The form displays details for Employee Id 1004, Employee Name Aayushi Tyagi, and other personal and employment information.

Employee Master	
Employee Id	1004
Employee Name	Aayushi Tyagi
D.O.B	8/31/1995
Gender	Female
UserName	Aayushi Tyagi
Status	Active
Email Id	aayushi@amysoltech.in
Marital Status	Single
Nationality	Indian
Notice Period	...
Date of Joining	1/21/2020
Employee Labour Card Id	...

Power Apps | Human Resource

Attendance Details

Employee ID	Date of Present	Transaction Date	Processed	Attendance
1004	11/10/2020	12/6/2020	Yes	Leave
1004	11/10/2020	12/7/2020	Yes	Leave
1004	11/10/2020	12/20/2020	Yes	Leave
1004	11/10/2020	12/21/2020	Yes	Leave
1004	11/10/2020	12/22/2020	Yes	Leave
1004	11/10/2020	12/23/2020	Yes	Leave
1004	11/10/2020	12/24/2020	Yes	Leave

1 - 50 of 80 (0) selected | Page 1

3.11 Settlements:

Here the final settlement of payroll has been done.

Power Apps | Human Resource

SETL-1005
Settlement

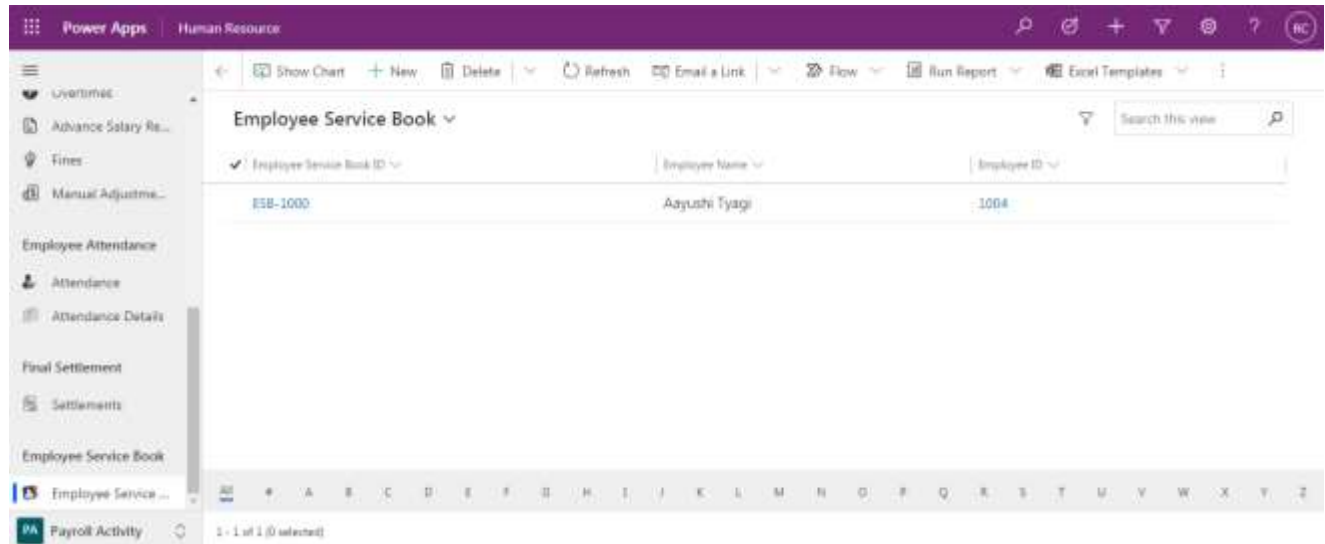
General Related

Settlement Req Id	SETL-1005	Join Date	3/2/2008	Leaving Date	12/11/2020
Employee Id	001	Employee Name	Ahmed Saif Said Al ...	Notice Period	45
Date	10/27/2020	Resignation Date	10/27/2020	Settlement Date	10/28/2020
Last Salary Run Date	12/11/2020	Posted	Yes	Separation Reason	---
No. of Years	12	No. of Months	10	No. of Days	9
Gratuity Days	294	Leave Balance	78	Reason Comment	---

Active | Save

3.12 Employee Service Book:

Here the employee service book has been defined.



The screenshot shows the Power Apps interface for Human Resource. The left sidebar contains a navigation menu with options: Overtimes, Advance Salary Re..., Times, Manual Adjustme..., Employee Attendance, Attendance, Attendance Details, Final Settlement, Settlements, Employee Service Book, and Payroll Activity. The main area displays the 'Employee Service Book' view with a table containing one record.

Employee Service Book ID	Employee Name	Employee ID
ESB-1000	Aayushi Tyagi	1004

At the bottom of the interface, there is a status bar indicating '1 - 1 of 1 (0 selected)'.

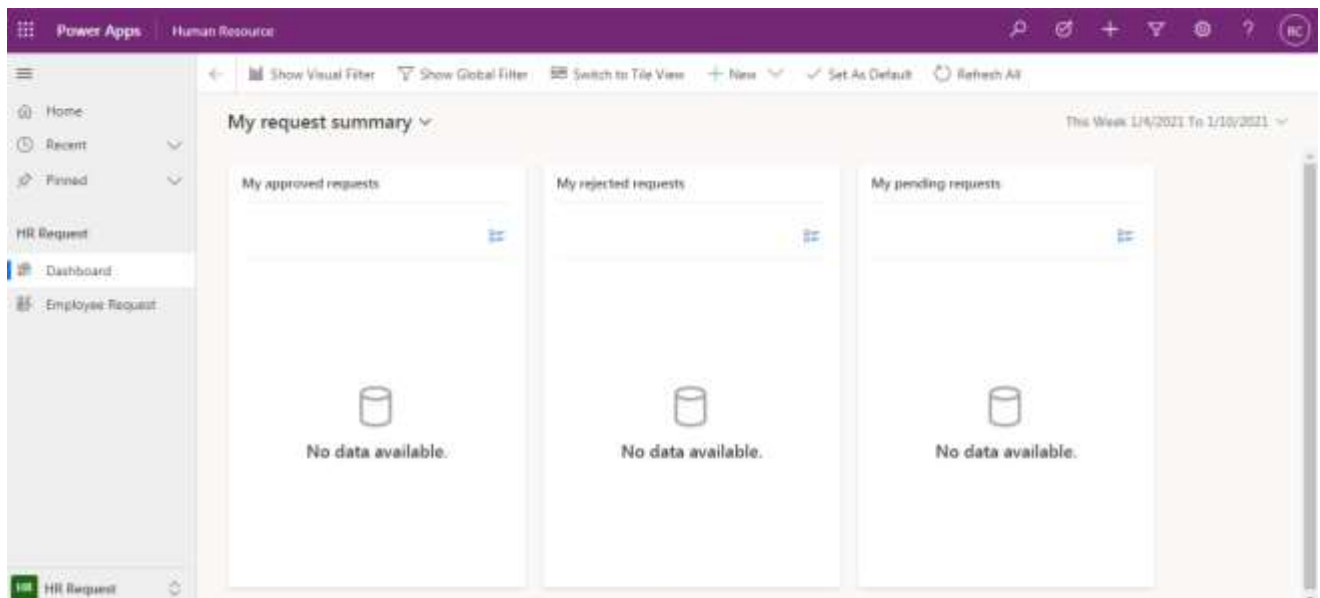
4. HR Request:

The sheer amount of requests they receive from employees, managers, or other specialists within your organization can be overwhelming. On top of that, the requests are often received in unstructured and disorderly ways. This can lead to confusion easily or a lag in providing solutions or responses, leaving your HR team feeling pressured while your employees are left waiting for an answer.

4.1 Dashboard:

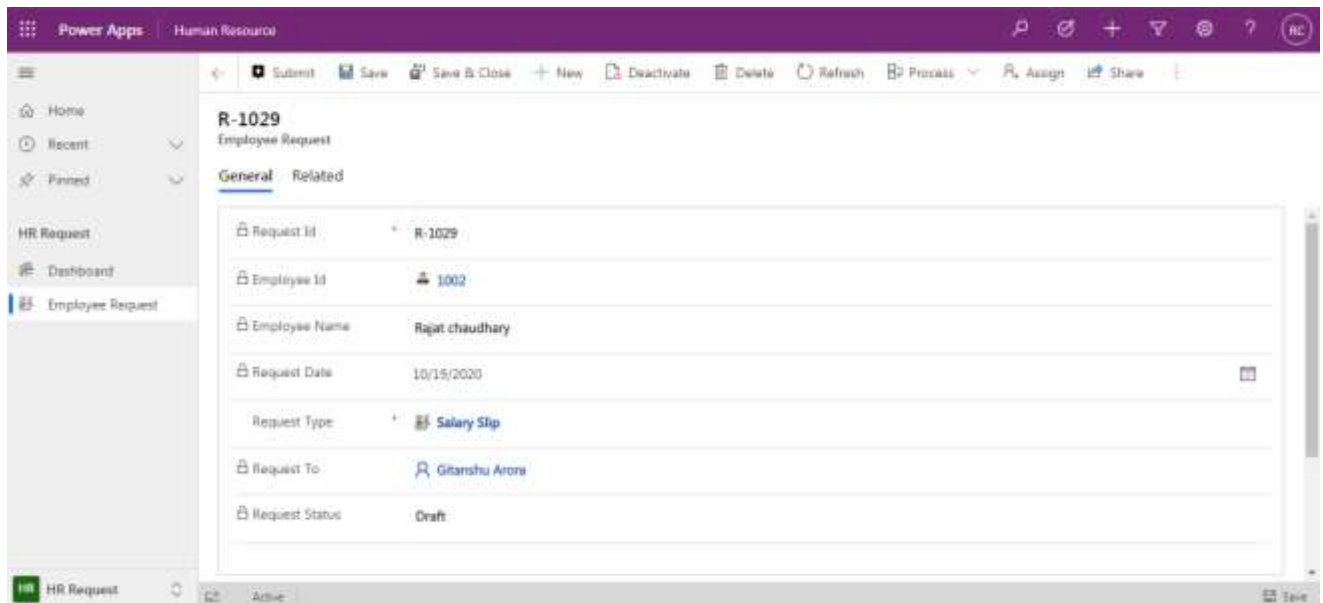
Here the following information will be shown:

1. My Approved Requests.
2. My Rejected Requests.
3. My Pending Requests.



4.2 Employee Request:

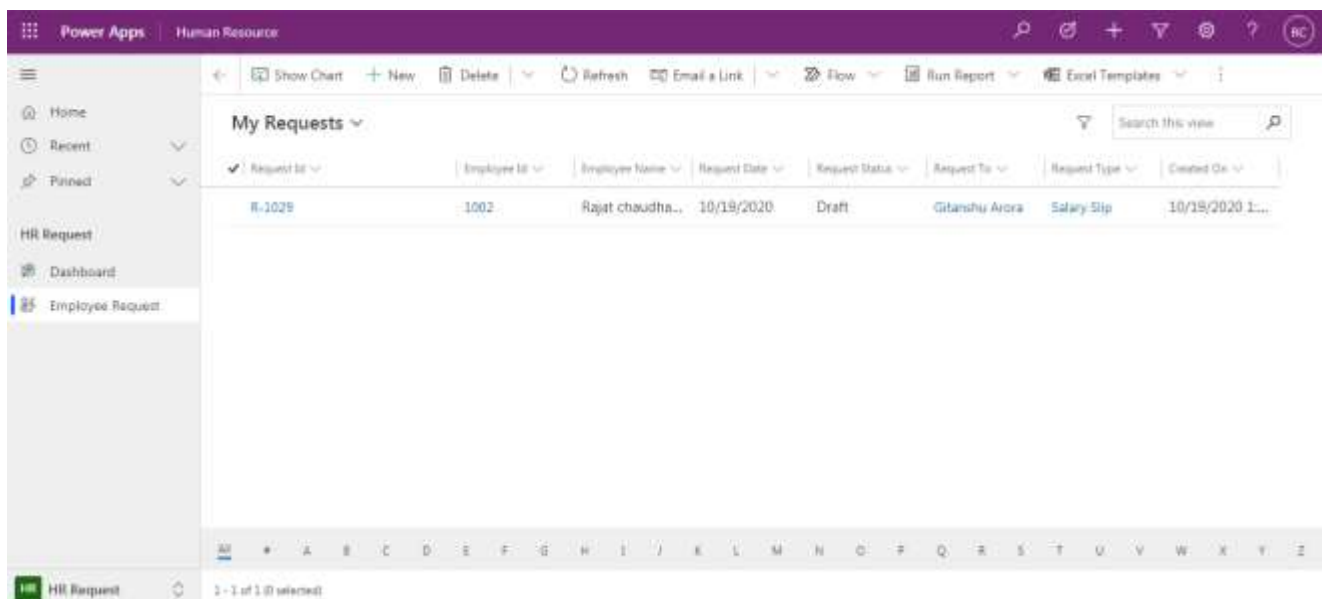
In this form, the employee request has been defined that includes employee name, request date, request type etc.



R-1029
Employee Request

General | Related

Request Id	R-1029
Employee Id	1002
Employee Name	Rajat chaudhary
Request Date	10/15/2020
Request Type	Salary Slip
Request To	Gitanshu Arora
Request Status	Draft



My Requests

Request Id	Employee Id	Employee Name	Request Date	Request Status	Request To	Request Type	Created On
R-1029	1002	Rajat chaudhary	10/19/2020	Draft	Gitanshu Arora	Salary Slip	10/19/2020 1:00 PM

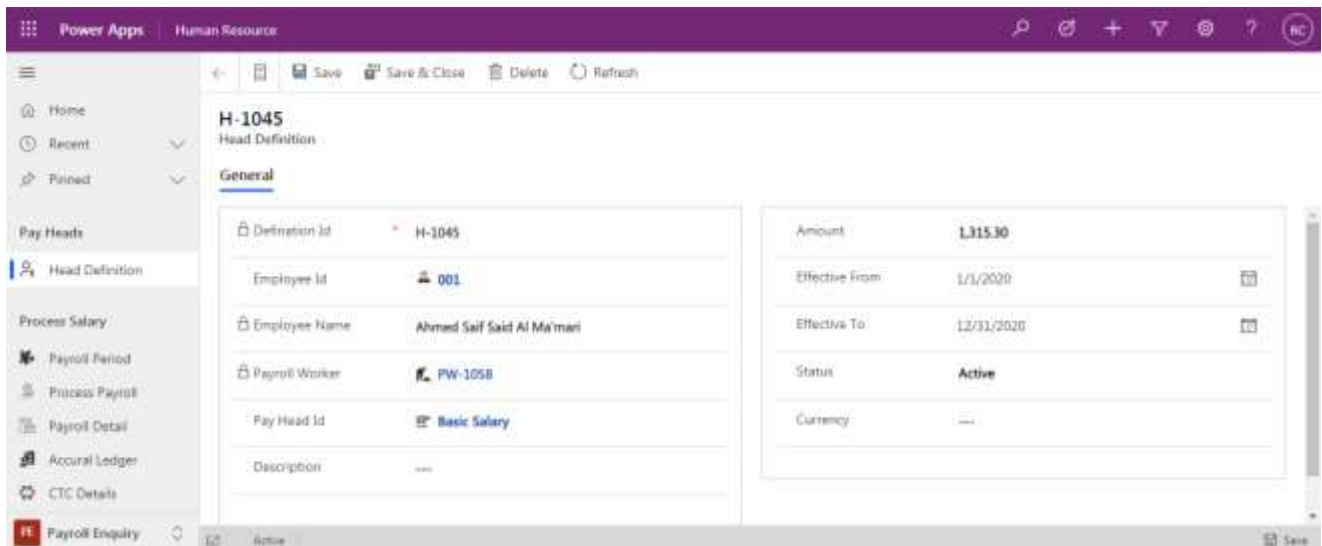
1 - 1 of 1 (0) selected

5. Payroll Enquiry:

Using **Payroll Inquiry**, you can view an employee's check information for year-to-date, lifetime-to-date, or specific date ranges. You can also verify that checks have been posted for an employee.

5.1 Head Definition:

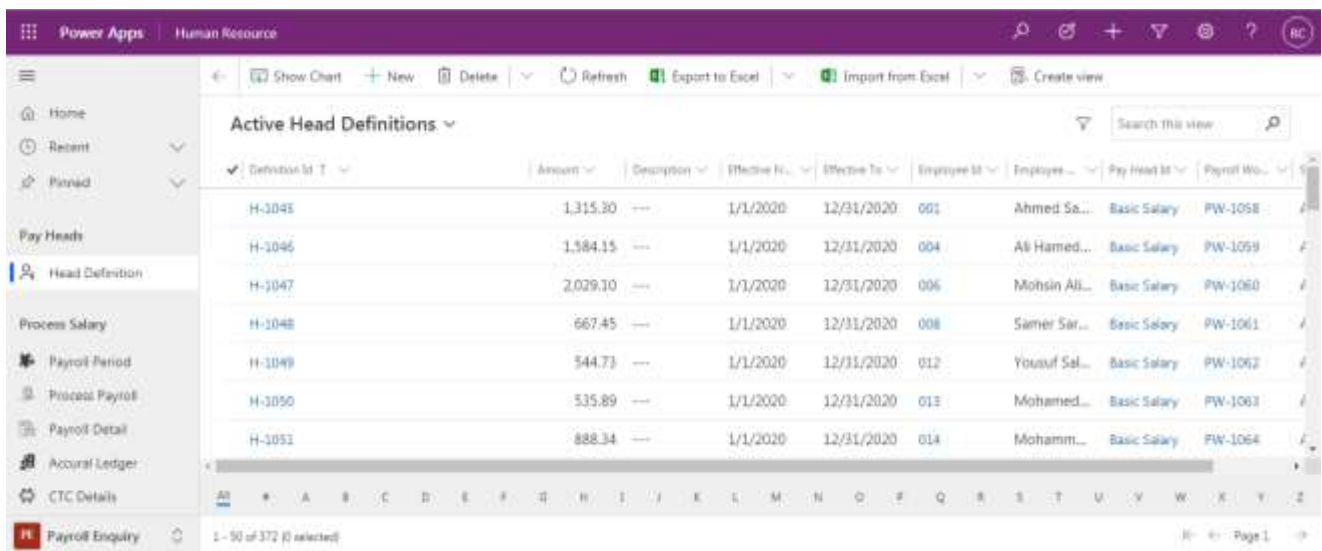
Here the head definition details has been defined.



H-1045 Head Definition

General

Definition Id	H-1045	Amount	1,315.30
Employee Id	001	Effective From	1/1/2020
Employee Name	Ahmed Saif Said Al Ma'mari	Effective To	12/31/2020
Payroll Worker	PW-1058	Status	Active
Pay Head Id	Basic Salary	Currency	---
Description	---		



Active Head Definitions

Definition Id	Amount	Description	Effective From	Effective To	Employee Id	Employee Name	Pay Head Id	Payroll Worker
H-1045	1,315.30	---	1/1/2020	12/31/2020	001	Ahmed Sa...	Basic Salary	PW-1058
H-1046	1,584.15	---	1/1/2020	12/31/2020	004	Ali Hamed...	Basic Salary	PW-1059
H-1047	2,029.10	---	1/1/2020	12/31/2020	006	Mohsin Ali...	Basic Salary	PW-1060
H-1048	667.45	---	1/1/2020	12/31/2020	008	Samer Sar...	Basic Salary	PW-1061
H-1049	544.73	---	1/1/2020	12/31/2020	012	Youssef Sa...	Basic Salary	PW-1062
H-1050	535.89	---	1/1/2020	12/31/2020	013	Mohamed...	Basic Salary	PW-1063
H-1052	888.34	---	1/1/2020	12/31/2020	014	Mohamm...	Basic Salary	PW-1064

5.2 Payroll Period:

In this form, the payroll period has been defined.

Power Apps | Human Resource

Create Calendar Save Save & Close New Delete Refresh

PYLS
Period

General

Period	PYLS
Description	PYLS
Payroll Time Period	Monthly
Number of Period	0
First Period Start Date	12/30/2020

Period 1 line
Active

Power Apps | Human Resource

Show Chart New Delete Refresh Export to Excel Import from Excel Create view

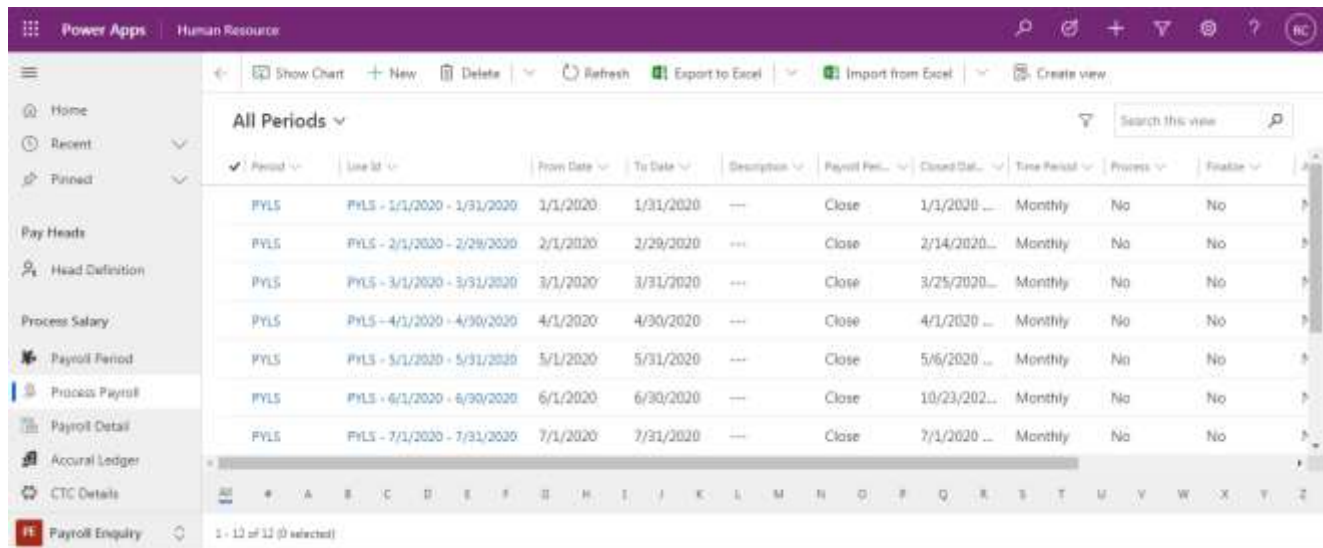
Period

Period	Description	Payroll Time Period	Number of Period	First Period Start Date
PYLS	PYLS	Monthly	0	12/30/2020

1 - 1 of 1 (0 selected)

5.3 Process Payroll:

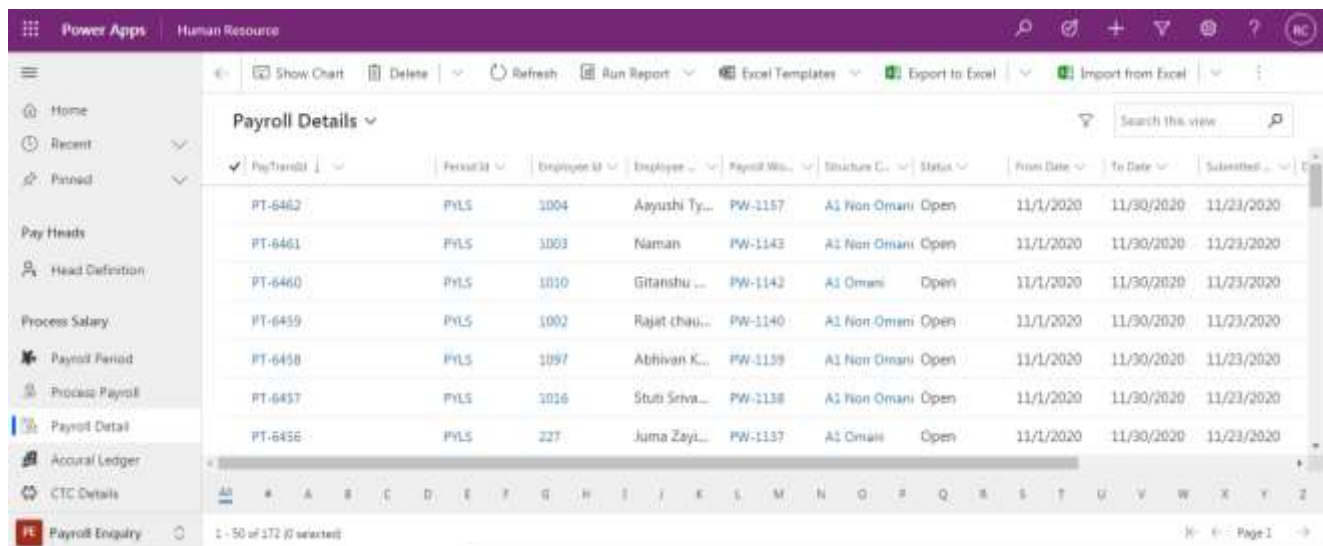
Here the Payroll process has been defined.



Period	Line Id	From Date	To Date	Description	Payroll Peri...	Closed Date	Time Period	Process	Finalize
PYLS	PYLS - 1/1/2020 - 1/31/2020	1/1/2020	1/31/2020	---	Close	1/1/2020	Monthly	No	No
PYLS	PYLS - 2/1/2020 - 2/29/2020	2/1/2020	2/29/2020	---	Close	2/14/2020	Monthly	No	No
PYLS	PYLS - 3/1/2020 - 3/31/2020	3/1/2020	3/31/2020	---	Close	3/25/2020	Monthly	No	No
PYLS	PYLS - 4/1/2020 - 4/30/2020	4/1/2020	4/30/2020	---	Close	4/1/2020	Monthly	No	No
PYLS	PYLS - 5/1/2020 - 5/31/2020	5/1/2020	5/31/2020	---	Close	5/6/2020	Monthly	No	No
PYLS	PYLS - 6/1/2020 - 6/30/2020	6/1/2020	6/30/2020	---	Close	10/23/202...	Monthly	No	No
PYLS	PYLS - 7/1/2020 - 7/31/2020	7/1/2020	7/31/2020	---	Close	7/1/2020	Monthly	No	No

5.4 Payroll details:

Here the Payroll details of the employee has been defined.



PayTransId	Period Id	Employee Id	Employee	Payroll Wk...	Structure C...	Status	From Date	To Date	Submitted...
PT-6462	PYLS	1004	Aayushi Ty...	PW-1157	A1 Non-Omani	Open	11/1/2020	11/30/2020	11/23/2020
PT-6461	PYLS	1003	Naman	PW-1143	A1 Non-Omani	Open	11/1/2020	11/30/2020	11/23/2020
PT-6460	PYLS	1010	Gitanshu ...	PW-1142	A1 Omani	Open	11/1/2020	11/30/2020	11/23/2020
PT-6459	PYLS	1002	Rajat chau...	PW-1140	A1 Non-Omani	Open	11/1/2020	11/30/2020	11/23/2020
PT-6458	PYLS	1097	Abhivan K...	PW-1139	A1 Non-Omani	Open	11/1/2020	11/30/2020	11/23/2020
PT-6457	PYLS	1026	Stuti Sriva...	PW-1138	A1 Non-Omani	Open	11/1/2020	11/30/2020	11/23/2020
PT-6456	PYLS	227	Juma Zayi...	PW-1137	A1 Omani	Open	11/1/2020	11/30/2020	11/23/2020

5.5 Accrual Ledger:

Here the Accrual Ledger of the employee has been maintained.

Power Apps | Human Resource

Save Save & Close New Deactivate Delete Refresh Export to PDF Assign Share Email a Link

Home Recent Pinned

Pay Heads

Head Definition

Process Salary

Payroll Period

Process Payroll

Payroll Detail

Accrual Ledger

CTC Details

Payroll Enquiry

AC-1087
Employee Accrual Ledger

General

Accrual Id	AC-1087	Period From	10/31/2020
Accrual Date	10/31/2020	Period To	---
Accrual Qty	-14.00	Period To	11/14/2020
Accrual Type	Absence Code	Posted	---
Adjustment	Allowed	Posted Doc No.	---
Adjustment Date	---	Posting Date	---
Adjustment Entry	---	Profit/Loss	---

unsaved changes Save

Power Apps | Human Resource

Show Chart New Delete Refresh Email a Link Flow Run Report Excel Templates

Home Recent Pinned

Pay Heads

Head Definition

Process Salary

Payroll Period

Process Payroll

Payroll Detail

Accrual Ledger

CTC Details

Payroll Enquiry

Employee Accrual Ledger

Search this view

Accrual Id	Accrual Date	Accrual Qty	Accrual Type
AC-1087	10/31/2020	-14.00	Absence Code
AC-1093	10/31/2020	-14.00	Absence Code
AC-1094	10/31/2020	-14.00	Absence Code
AC-1095	10/31/2020	-14.00	Absence Code
AC-1096	10/31/2020	-14.00	Absence Code
AC-1097	10/31/2020	-14.00	Absence Code
AC-1098	10/31/2020	-27.00	Absence Code

1 - 90 of 193 (0 selected)

Page 1

5.6 CTC Details:

Here the CTC Details of the employee has been defined.

Power Apps | Human Resource

CTC Details

Pay Head Id	Period Line Id	Amount	Sequence	Created On
Transport Allowance	PYLS - 10/1/2020 - 10/31/2020	100.00	12	11/11/2020 11:27 AM
Paul Staff Deduction	PYLS - 10/1/2020 - 10/31/2020	130.57	18	11/11/2020 11:27 AM
Living Allowance	PYLS - 10/1/2020 - 10/31/2020	200.00	4	11/11/2020 11:27 AM
Basic Salary	PYLS - 10/1/2020 - 10/31/2020	1,315.30	1	11/11/2020 11:27 AM
Other Allowance	PYLS - 10/1/2020 - 10/31/2020	250.00	7	11/11/2020 11:27 AM
Transport Allowance	PYLS - 10/1/2020 - 10/31/2020	100.00	12	11/11/2020 11:27 AM
Paul Staff Deduction	PYLS - 10/1/2020 - 10/31/2020	137.49	18	11/11/2020 11:27 AM

1 - 90 of 710 (0 selected) Page 1

6. Payroll Setup:

6.1 Payroll Parameters:

In this form, the payroll parameters has been defined

Power Apps | Human Resource

P-1001
Payroll Parameter

General

ParameterId: P-1001

Basic	Basic Salary
Total Allowance	Basic Salary
Total Deduction	Basic Salary
Net Salary	Basic Salary
Over time	Basic Salary
Employer Unique Id	Amyssofttech

Active

Power Apps | Human Resource

Active Payroll Parameters

Parameters	Basic	Total Allowance	Total Deduction	Net Salary	Gross Salary	Created On
P-1001	Basic Salary	Basic Salary	Basic Salary	Basic Salary	Basic Salary	11/12/2020 11...

1 - 1 of 1 (0 selected)

6.2 Pay Heads:

In this form, the Pay Heads has been defined.

Power Apps | Human Resource

Advance Salary Deduction

Pay Head

General

Pay Head Id	Advance Salary Ded...	Slab Nature	---	Part of Salary Register	No
Description	Advance Salary Ded...	Pay Frequency	---	Part of Bonus	No
Alt Description	Advance Salary Ded...	Is Calculated	No	Visible on Payslip	Yes
Sequence	14	Internal	No	Payslip	---
Head Nature	Deduction	Part of Manual Entry	No	Payslip Text	---
Head Type	Formula	Part of Trif	No	Rounding Type	---
Sub Pay Type	None	Formula	---	Real	---

Active

Power Apps | Human Resource

Show Chart + New Delete Refresh Export to Excel Import from Excel Create view

Active Pay Heads

Pay Head ID Description Alt Description Head Nature Head Type Sequence Created On

Advance Salary Deduction	Advance Salar...	Advance Salar...	Deduction	Formula	14	9/22/2020 1:3...
Basic Salary	Basic Salary	Basic Salary	Allowance	Fixed	1	9/15/2020 3:5...
Canteen Deduction	Canteen Dedu...	Canteen Dedu...	Deduction	Fixed	16	9/22/2020 1:3...
Employee Expense Claim	Employee Exp...	Employee Exp...	Allowance	Fixed	2	9/15/2020 5:3...
Gratuity Encashment	Gratuity Encas...	Gratuity Encas...	Allowance	Formula	24	10/27/2020 3:...
Grievance Deduction	Grievance Ded...	Grievance Ded...	Deduction	Fixed	15	9/22/2020 1:3...
Gross Deduction	Gross Deducti...	Gross Deducti...	Deduction	Fixed	21	9/22/2020 1:3...

1 - 24 of 24 (0 selected)

6.3 Day Setup:

Here the days has been defined.

Power Apps | Human Resource

Show Chart + New Delete Refresh Export to Excel Import from Excel Create view Show As

Days

Group By: (no grouping)

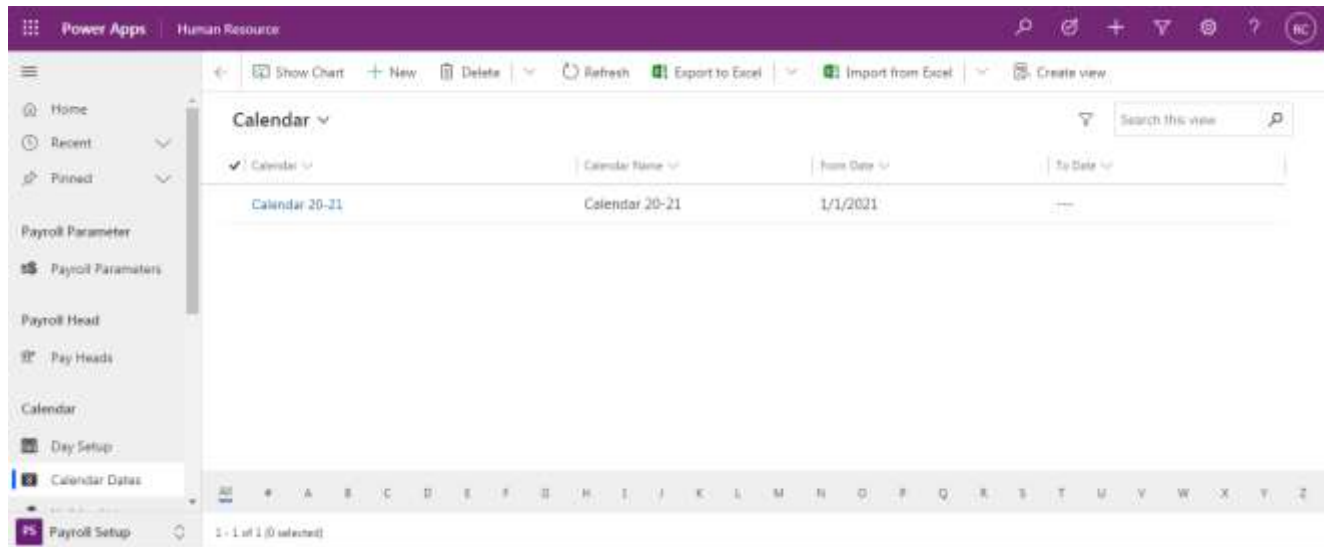
Week Days Calendar Day Type In Time Out time

Monday	Working	---	---
Tuesday	Working	---	---
Wednesday	Working	---	---
Thursday	Working	---	---
Friday	Working	---	---
Saturday	Working	---	---
Sunday	Weekoff	---	---

Page 1

6.4 Calendar Dates:

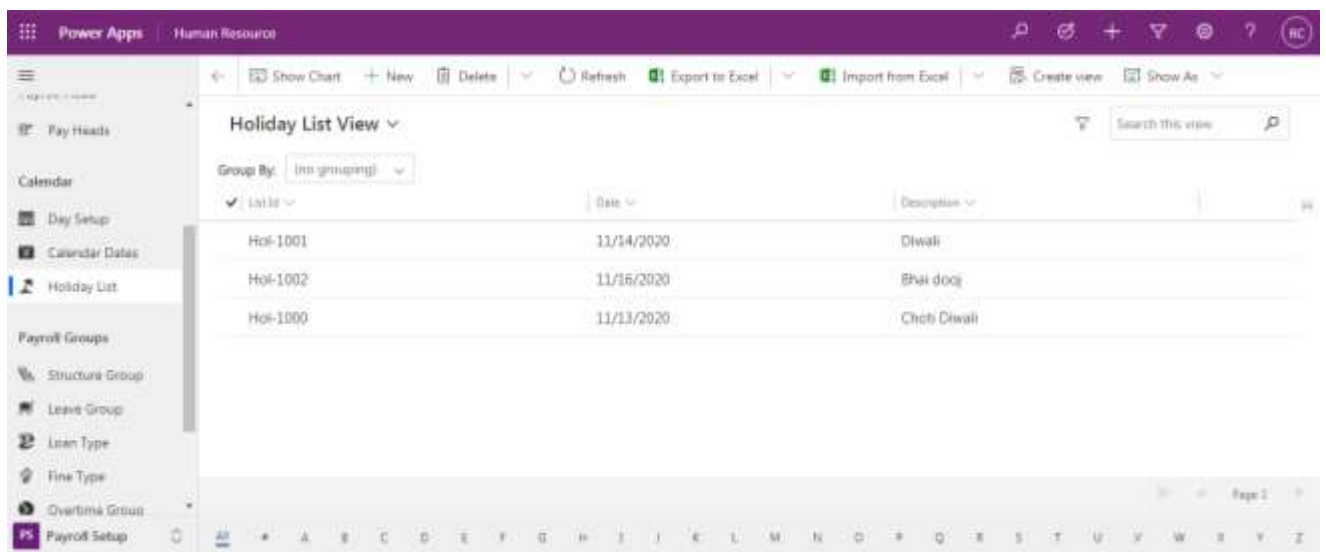
In this form the calendar has been defined.



Calendar Name	From Date	To Date
Calendar 20-21	1/1/2021	

6.5 Holiday List:

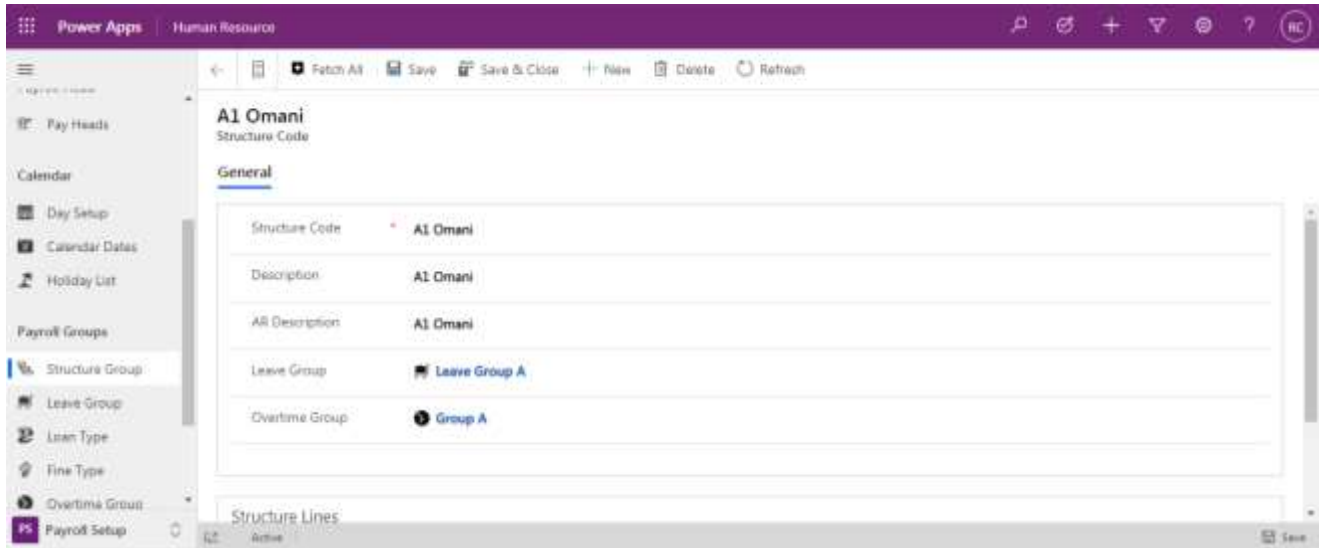
In this form the holiday list has been defined.



ID	Date	Description
Holi-1001	11/14/2020	Diwali
Holi-1002	11/15/2020	Bhai dooj
Holi-1000	11/13/2020	Choti Diwali

6.6 Structure Group:

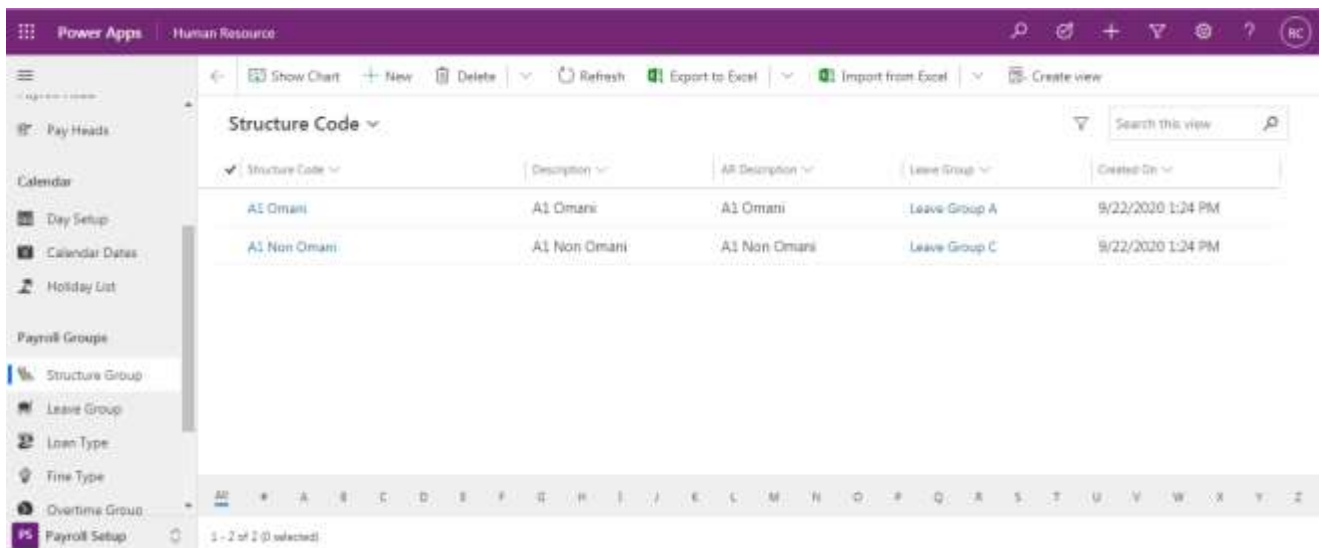
In this form, the structure group has been defined with structure code and description.



The screenshot shows the 'A1 Omani' Structure Group form. The left sidebar contains navigation options: Pay Heads, Calendar, Day Setup, Calendar Dates, Holiday List, Payroll Groups, Structure Group (selected), Leave Group, Loan Type, Fine Type, Overtime Group, and Payroll Setup. The main form area is titled 'A1 Omani' and 'Structure Code'. It has a 'General' tab. The form fields are as follows:

Structure Code	A1 Omani
Description	A1 Omani
Alt Description	A1 Omani
Leave Group	Leave Group A
Overtime Group	Group A

Below the form is a 'Structure Lines' section with a 'Active' status.



The screenshot shows the 'Structure Code' table in the Power Apps Human Resource interface. The table has the following columns: Structure Code, Description, Alt Description, Leave Group, and Created On. The table contains two rows of data:

Structure Code	Description	Alt Description	Leave Group	Created On
A1 Omani	A1 Omani	A1 Omani	Leave Group A	9/22/2020 1:24 PM
A1 Non Omani	A1 Non Omani	A1 Non Omani	Leave Group C	9/22/2020 1:24 PM

The table is displayed in a list view with a search bar and a 'Show Chart' button. The bottom status bar indicates '1 - 2 of 2 (0 selected)'.

6.7 Leave Group:

In this form, the leave group has been defined.

Power Apps | Human Resource

Save Save & Close New Delete Refresh

Leave Group A
Leave Group

General

Leave Group	* Leave Group A
Description	Leave Group A

Leave Group

+ New Leave Group Lines

Search this view

✓ Leave Group Line ID Allowance Code Days Created On

Active Save

6.8 Loan Type:

In this form, the loan type has been defined.

Power Apps | Human Resource

Save Save & Close New Delete Refresh

Festival Loan
Loan Type

General

Loan Type	* Festival Loan
Description	Festival Loan
Loan Paymatt	Other Allowance DR
Loan Repayment	Race Team Allowance
Max Emi	* 6.00
Min Emi	* 2.00
Max Amount	* Basic Salary

Active Save

Power Apps | Human Resource

Loan Type

Group By: (no grouping)

Loan Type	Description	Loan Pym...	Loan Paga...	Min Em...	Max Em...	Max Amount	Max Paga...	Default Int...
Festival Loan	Festival L...	Other Allo...	Race Tea...	2.00	6.00	Basic Salary	3	12.00
Car Loan	Car Loan	Basic Salary	Basic Salary	5.00	10.00	Basic Salary	2	12.00

Page 1

6.9 Fine Type:

In this form, the fine type will be defined.

Power Apps | Human Resource

Late coming
Fine Type

General Related

Fine Type	Late coming
Description	Late Coming
Pay Head Id	Overtime

Active

Power Apps | Human Resource

Show Chart + New Delete Refresh Export to Excel Import from Excel Create view Show As

Fine Type

Group By: (no grouping)

✓ Fine Type	Description	Pay Head Id
Late coming	Late Coming	Overtime

Page 1

AB C D E F G H I J K L M N O P Q R S T U V W X Y Z

6.10 Overtime Group:

In this form, the overtime group has been defined.

Power Apps | Human Resource

Show Chart + New Delete Refresh Export to Excel Import from Excel Create view

Overtime Group

✓ Overtime Group

	Description	Created On
Group A	Overtime Group A	9/15/2020 6:03 PM
Group B	Overtime Group B	9/15/2020 6:03 PM
Group C	Overtime Group C	9/15/2020 6:03 PM

Page 1

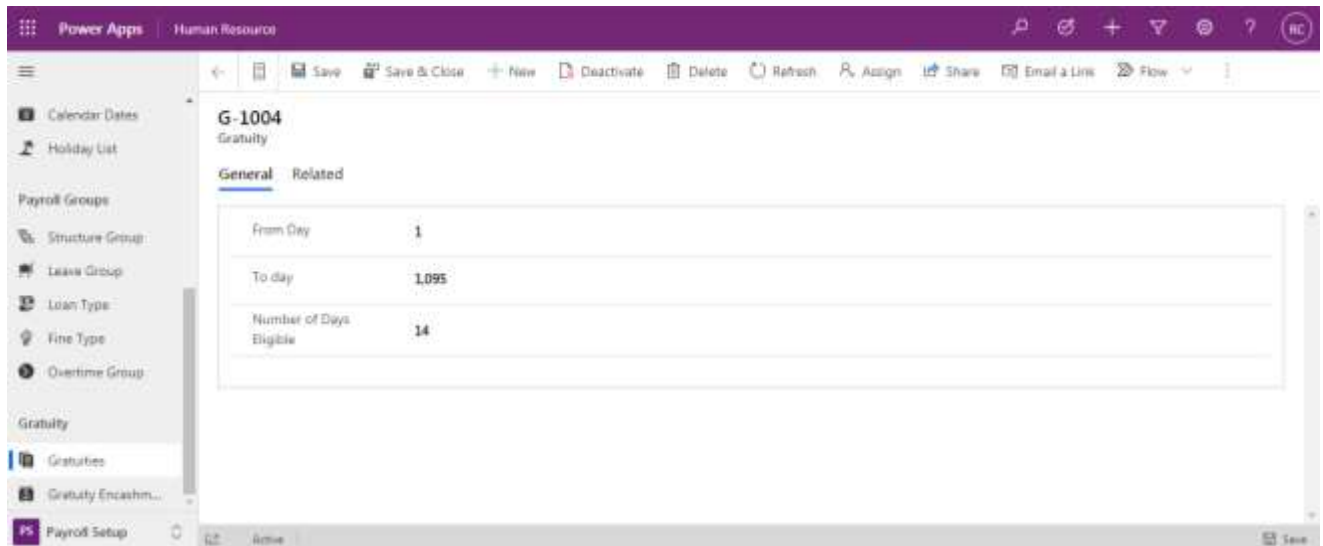
AB C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 - 3 of 3 (0 selected)

6.11 Gratuities:

A **gratuity** (normally called a **tip**) is a sum of money customarily given by a client or customer to certain service sector workers for the service they have performed, in addition to the basic price of the service.

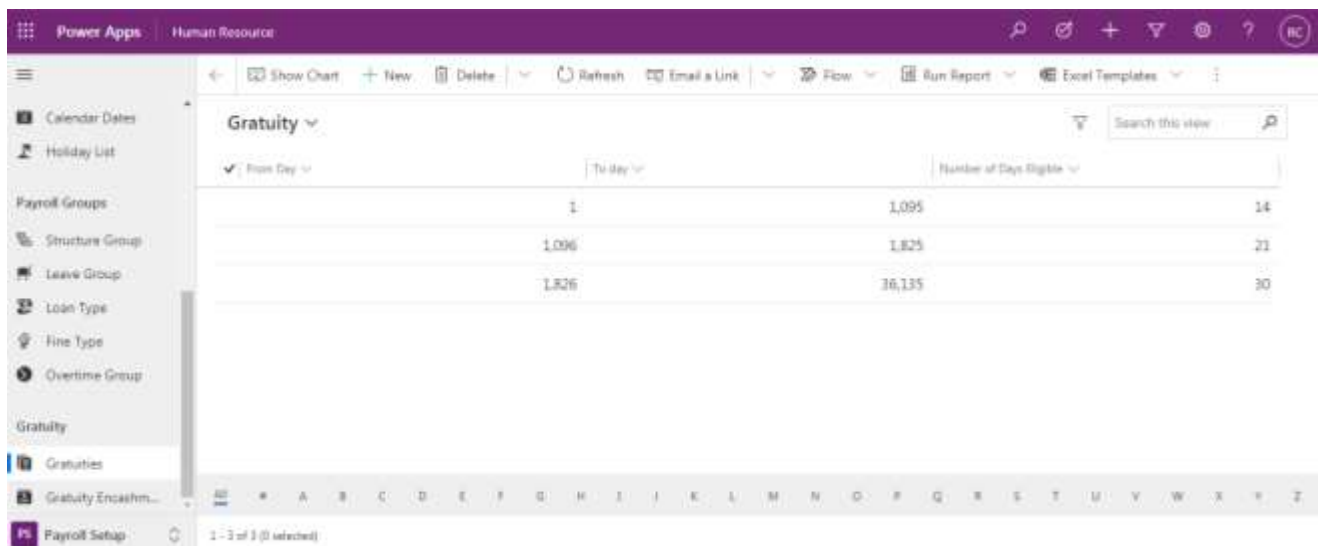
Here the user will define the number of eligible days.



G-1004 Gratuity

General | Related

From Day	1
To day	1,095
Number of Days Eligible	14



Gratuity

From Day	To day	Number of Days Eligible
1	1,095	14
1,096	1,825	21
1,826	36,135	30

6.12 Gratuity Encashment:

In this form the details related to Gratuity encashment will be defined.

Power Apps | Human Resource

Save Save & Close New Delete Refresh Export to PDF Word Templates

Gratuity Encashment

Pay Head

General

Pay Head Id	Gratuity Encashment	Slab Nature	---	Part of Salary Register	No
Description	Gratuity Encashment	Pay Frequency	---	Part of Bonus	No
Alt Description	Gratuity Encashment	Is Calculated	No	Visible on Payslip	No
Sequence	24	Internal	No	Payslip	---
Head Nature	Allowance	Part of Manual Entry	No	Payslip Text	---
Head Type	Formula	Part of Inf	No	Rounding Type	---
Sub Pay Type	---	Formula	---	Real	---

Payroll Setup Active

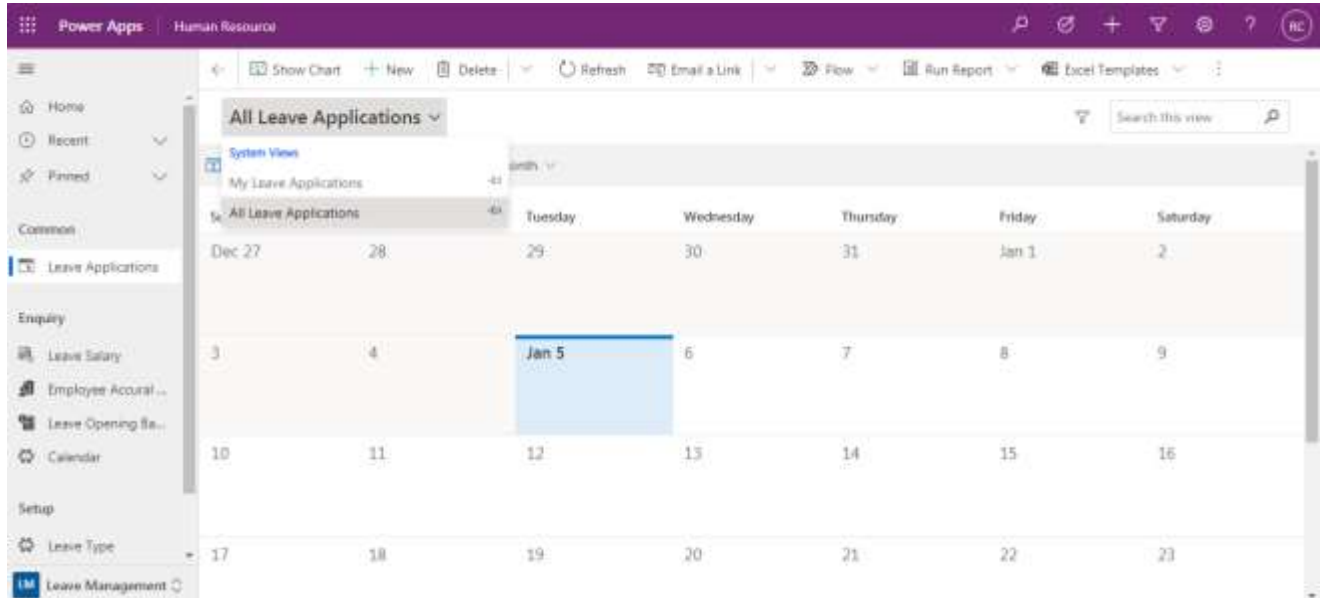
7. Leave Management:

Leave management is the process of **managing** employee time-off requests in a fair, accurate, and efficient way. The responsibility of handling employee vacation requests falls onto the shoulders of supervisors, HR staff, and workforce **management** staff.

7.1 Leave Applications:

Here the user can see

1. My Leave Applications.
2. All Leave Applications.



7.2 Leave Salary:

In this form, the leave salary detailed will be defined with employee id, name etc.

Power Apps | Human Resource

Home Recent Pinned Common Leave Applications Enquiry Leave Salary Employee Accrual ... Leave Opening Ba... Calendar Setup Leave Type

LS-1030
Leave Salary

General Related

Leave Settlement Req list LS-1030 Leave Request Leave-1000

Employee Id 1003 From Date 9/10/2020

Employee Name Naman Settlement Date 9/14/2020

Last Salary Run Date 10/30/2020 Leave Days 5

Posted No Net Amount ...

Leave Salary Lines

Refresh Run Report

Power Apps | Human Resource

Show Chart New Delete Refresh Email a Link Flow Run Report Excel Templates

Search this view

Leave Salary Req list	Employee Id	Employee Name	Last Salary Run	Leave Days	Posted	Settlement Date	Created On
LS-1030	1003	Naman	10/30/2020	5	No	9/14/2020	10/30/2020 1...
LS-1035	1003	Naman	10/30/2020	5	No	9/14/2020	10/30/2020 1...
LS-1036	1003	Naman	10/30/2020	5	No	9/14/2020	10/30/2020 1...
LS-1038	1003	Naman	10/30/2020	5	No	9/14/2020	10/30/2020 1...
LS-1039	1003	Naman	10/30/2020	5	No	9/14/2020	10/30/2020 1...
LS-1028	1003	Naman	10/29/2020	5	Yes	9/14/2020	10/29/2020 5...
LS-1029	1003	Naman	10/30/2020	5	No	9/14/2020	10/30/2020 1...
LS-1031	1003	Naman	10/30/2020	5	Yes	9/14/2020	10/30/2020 1...
LS-1032	1003	Naman	10/30/2020	5	No	9/14/2020	10/30/2020 1...

1 - 19 of 19 (0 selected)

7.3 Employee Accrual Ledger:

Here the employee accrual ledger details has been defined.

Power Apps | Human Resource

Save Save & Close + New Deactivate Delete Refresh Assign Share Email a Link Flow

AC-1087
Employee Accrual Ledger

General

Accrual Id	AC-1087	Period From	10/31/2020
Accrual Date	10/31/2020	Period Id	---
Accrual Qty	-14.00	Period To	11/14/2020
Accrual Type	Absence Code	Posted	---
Adjustment	Allowed	Posted Doc No.	---
Adjustment Date	---	Posting Date	---
Adjustment Entry	---	Profit/Loss	---
Amount Posted	---	Ref Doc Number	---

LM Leave Management Active Save

Power Apps | Human Resource

Show Chart + New Delete Refresh Email a Link Flow Run Report Excel Templates

Employee Accrual Ledger

Search this view

Accrual Id	Accrual Date	Accrual Qty	Accrual Type
AC-1087	10/31/2020	-14.00	Absence Code
AC-1093	10/31/2020	-14.00	Absence Code
AC-1094	10/31/2020	-14.00	Absence Code
AC-1095	10/31/2020	-14.00	Absence Code
AC-1096	10/31/2020	-14.00	Absence Code
AC-1097	10/31/2020	-14.00	Absence Code
AC-1098	10/31/2020	-27.00	Absence Code
AC-1099	10/31/2020	-27.00	Absence Code
AC-1100	10/31/2020	-27.00	Absence Code

LM Leave Management 1 - 50 of 103 (0 selected) Page 1

7.4 Leave Opening Balance:

In this form, the employee leave opening balance has been defined.

Power Apps | Human Resource

Save Save & Close + New Deactivate Delete Refresh Assign Share Email a Link Flow

1001
Leave Opening Balance

General

Opening Balance Id 1001

Employee Id 1016

Employee Name Stuti Srivastava

Remarks ---

Transdate 10/1/2020

Absence Code AL

Leave Balance 10.00

IM Leave Management Active

Power Apps | Human Resource

Show Chart + New Delete Refresh Email a Link Flow Run Report Excel Templates

Leave Opening Balance

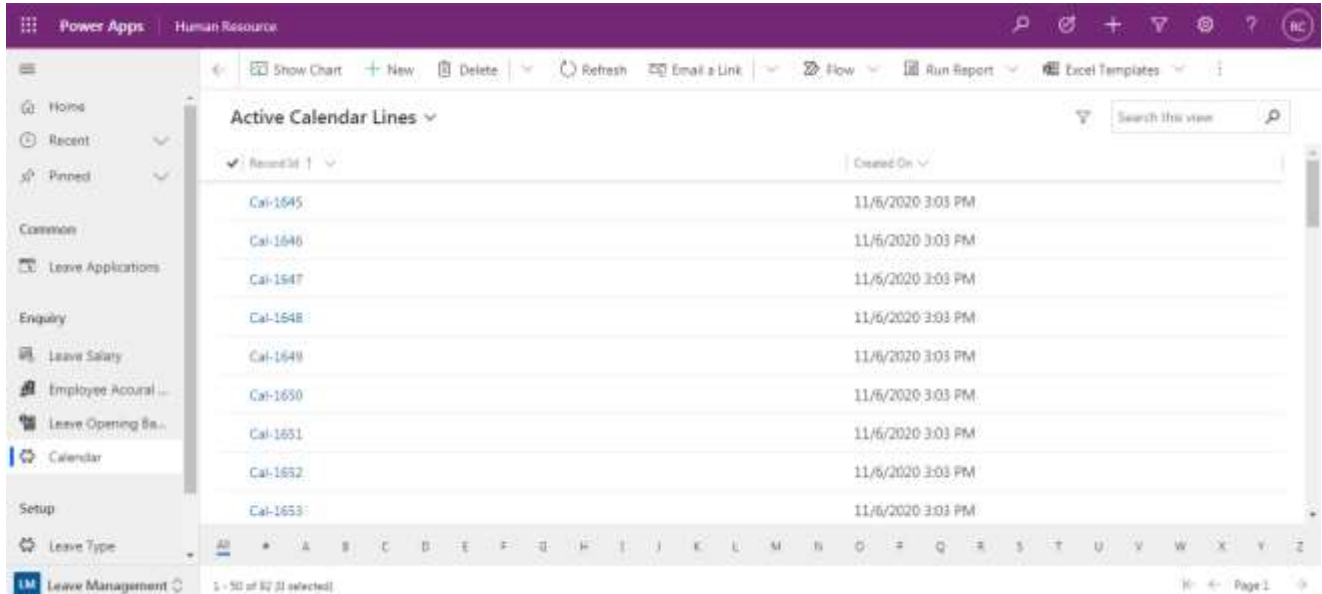
Search this view

Opening Balance Id	Employee Id	Employee Name	Leave Balance	Transdate
1001	1016	Stuti Srivastava	10.00	10/1/2020
1003	1002	Rajat chaudhary	30.00	10/10/2020
1000	1001	Naman	30.00	9/16/2020
1010	1002	Rajat chaudhary	12.00	12/23/2020
1008	1004	Aayushi Tyagi	30.00	12/5/2020
1009	1010	Gitanshu Arora	30.00	10/8/2020

IM Leave Management 1 - 6 of 6 (0 selected)

7.5 Calendar:

In this form the calendar lines has been defined.



Power Apps | Human Resource

Active Calendar Lines

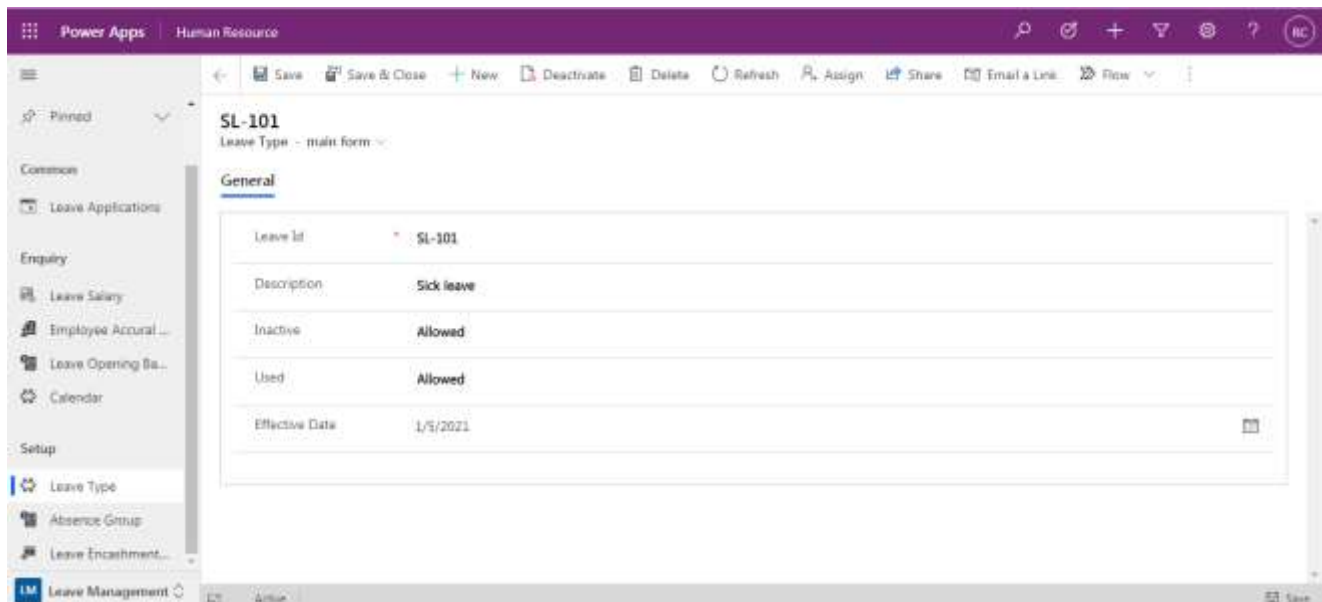
Cal-	Created On
Cal-1645	11/6/2020 3:03 PM
Cal-1646	11/6/2020 3:03 PM
Cal-1647	11/6/2020 3:03 PM
Cal-1648	11/6/2020 3:03 PM
Cal-1649	11/6/2020 3:03 PM
Cal-1650	11/6/2020 3:03 PM
Cal-1651	11/6/2020 3:03 PM
Cal-1652	11/6/2020 3:03 PM
Cal-1653	11/6/2020 3:03 PM

1 - 50 of 52 (1 selected)

7.6 Setup:

7.6.1 Leave Type:

In this form the leave type has been defined like description, effective date, used , inactive.



Power Apps | Human Resource

SL-101
Leave Type - main form

General

Leave Id	SL-101
Description	Sick leave
Inactive	Allowed
Used	Allowed
Effective Date	1/5/2021

7.6.2 Absence Group:

In the form, the Absence group has been defined.

Power Apps | Human Resource

← Show Chart + New Delete Refresh Export to Excel Import from Excel Create view Show As

Pin

Common

Leave Applications

Enquiry

Leave Salary

Employee Accrual ...

Leave Opening Ba...

Calendar

Setup

Leave Type

Absence Group

Leave Encashment...

IM Leave Management

Absence Group

Group By: (no grouping)

✓ Absence Group

Description	Created On
Paid	9/15/2020 5:51 PM
Unpaid	9/15/2020 5:51 PM

Page 1

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

7.6.3 Leave Encashment:

In this form, the leave encashment details has been defined.

Power Apps | Human Resource

← Show Chart + New Delete Refresh Email a Link Flow Run Report Excel Templates

Pin

Common

Leave Applications

Enquiry

Leave Salary

Employee Accrual ...

Leave Opening Ba...

Calendar

Setup

Leave Type

Absence Group

Leave Encashment...

IM Leave Management

Leave Encashment

✓ Payroll

Description
Leave Encashment

1 - 1 of 1 (0 selected)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

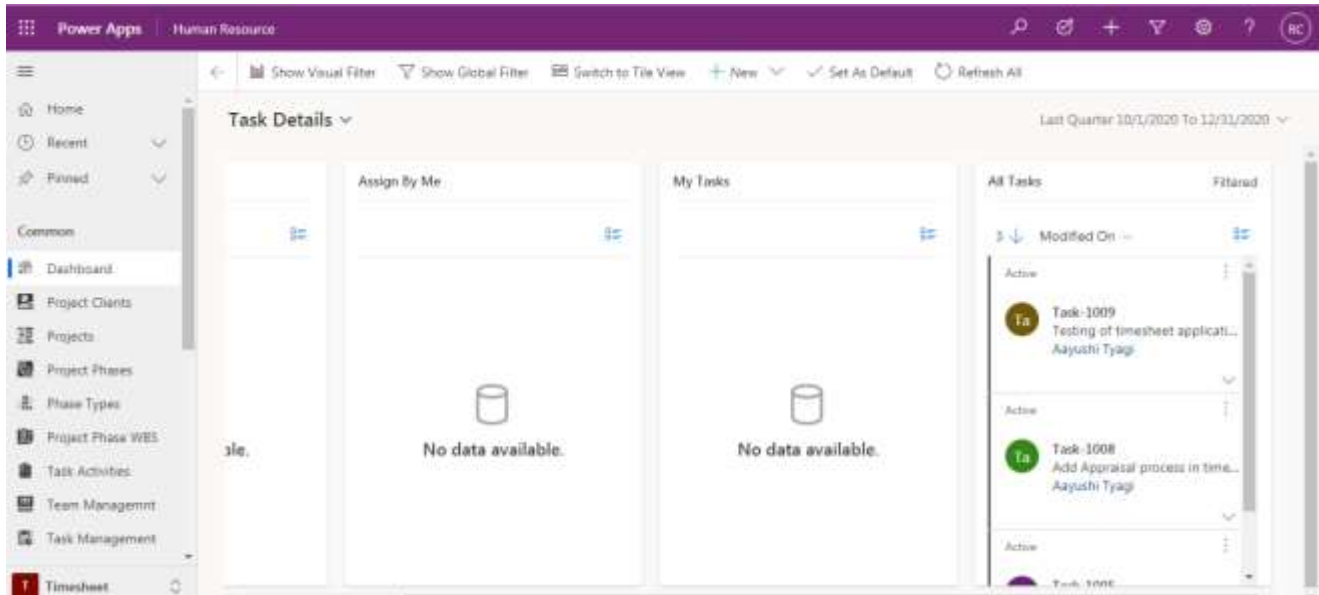
8. Timesheet:

Timesheet management is a method for recording and tracking the amount of an employee's time spent working. The employee timesheet can report total hours worked or time spent working on a specific task or job. Employee timesheets are primarily used for payroll. The hours worked provide a record for time to be paid.

8.1 Dashboard:

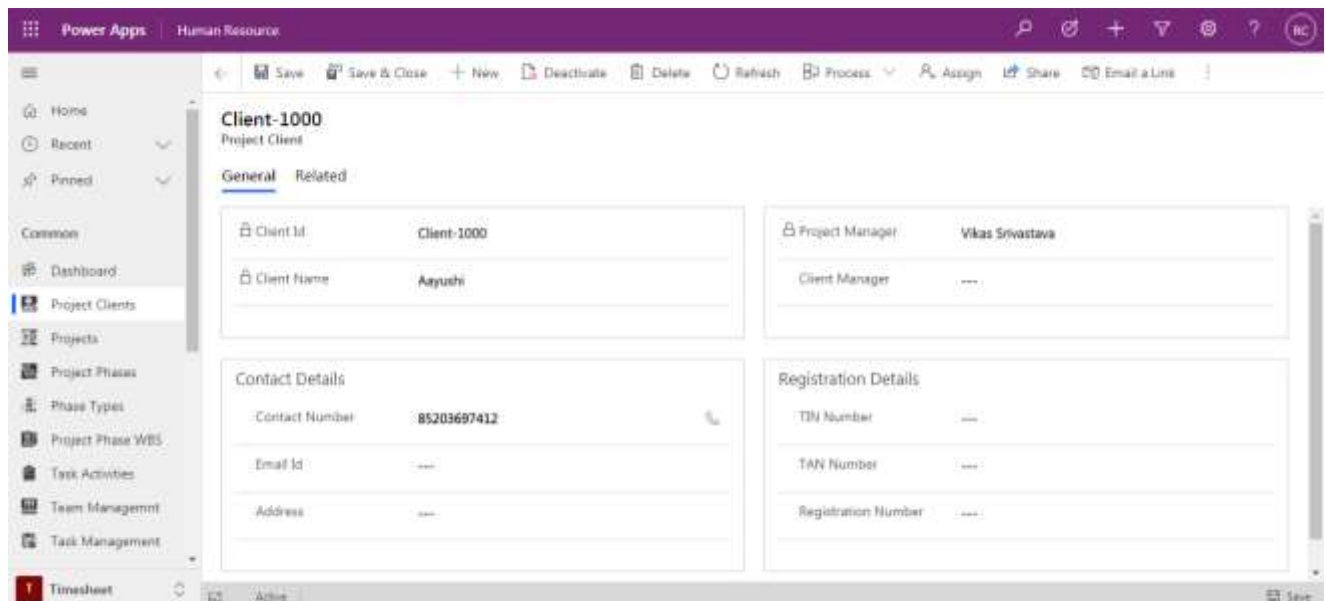
Here the following details will be shown:

1. Task Assign to me.
2. Task Assign by me.
3. My Tasks.
4. All Tasks.



8.2 Project Clients:

Here all the details related to project clients will be defined like Client name, contact no, Project manager etc.



Client-1000
Project Client

General | Related

Client Id: Client-1000

Client Name: Aayushi

Project Manager: Vikas Srivastava

Client Manager: ---

Contact Details

Contact Number: 85203697412

Email Id: ---

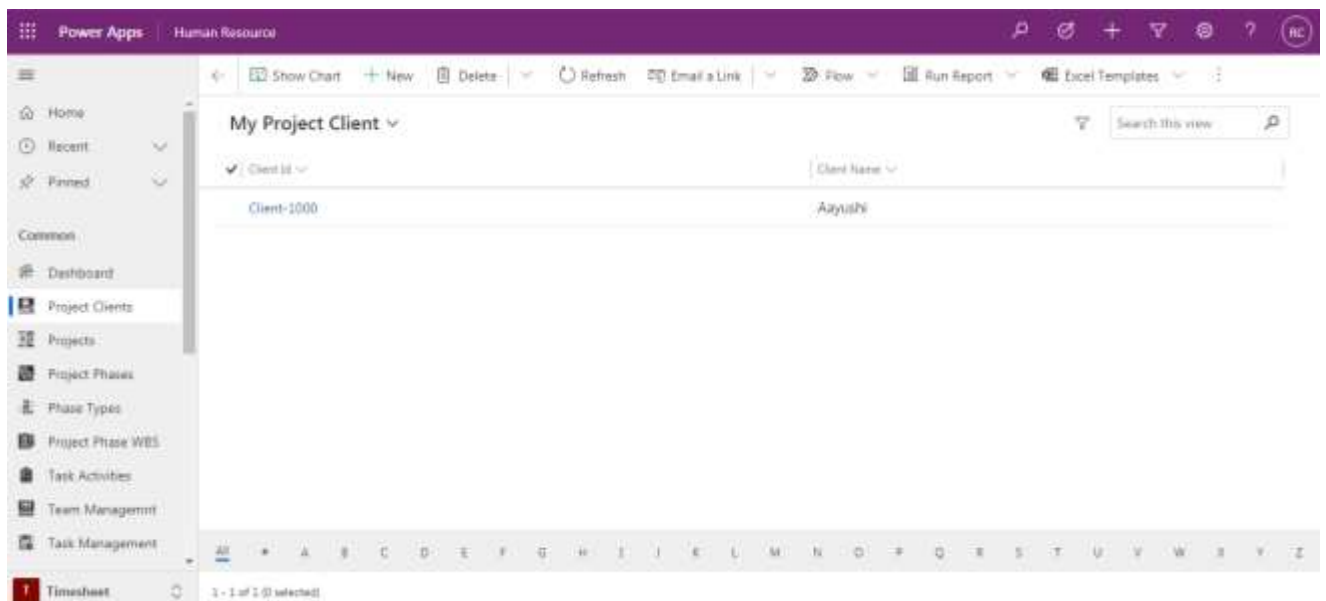
Address: ---

Registration Details

TIN Number: ---

TAN Number: ---

Registration Number: ---



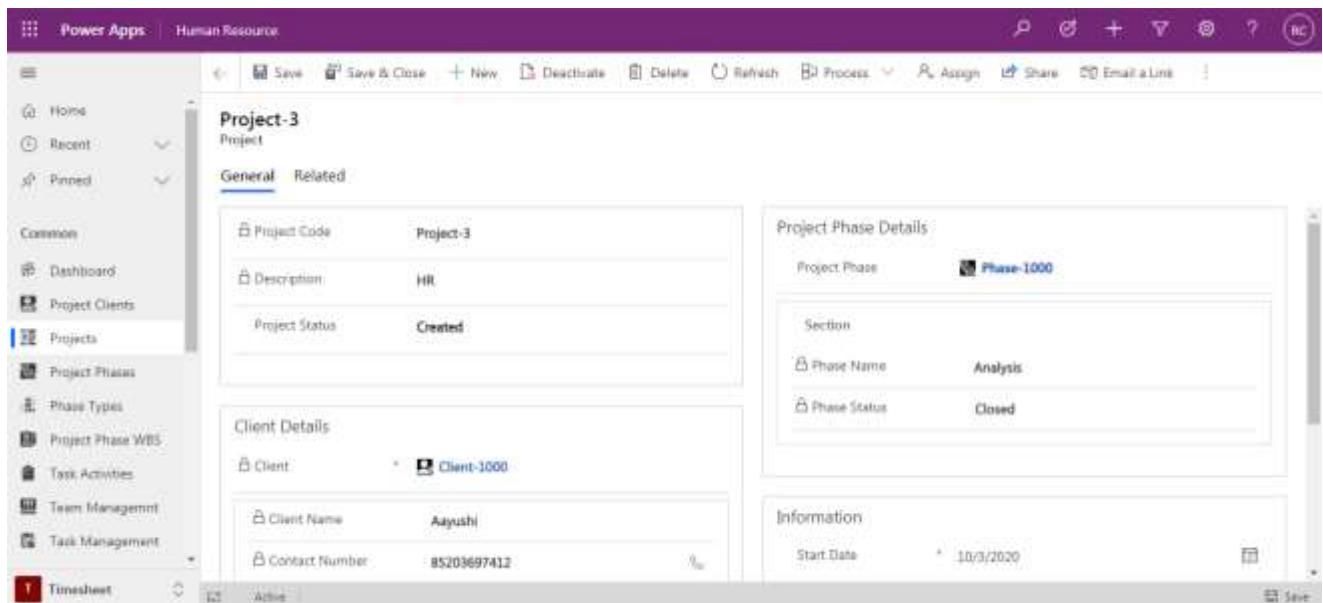
My Project Client

Client Id	Client Name
Client-1000	Aayushi

1 - 1 of 1 (0 selected)

8.3 Projects:

Here the projects details will be defined like project status, description, client , contact number etc.



Project-3
Project

General | Related

Project Code: Project-3

Description: HR

Project Status: Created

Client: Client-1000

Client Name: Aayushi

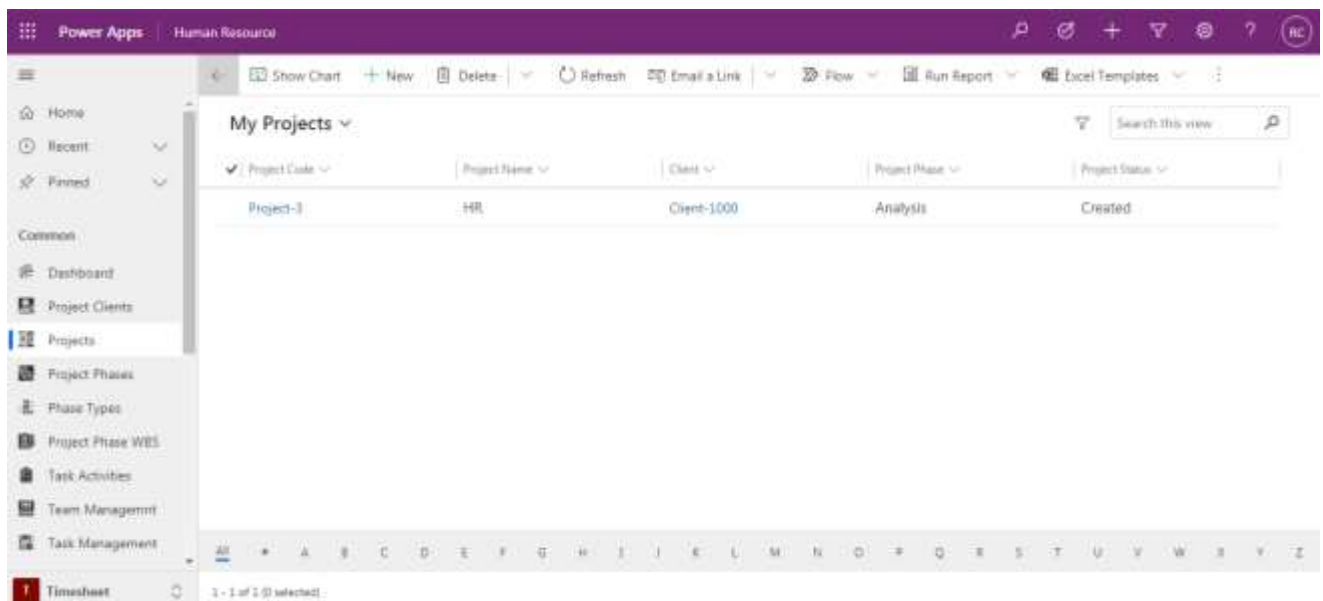
Contact Number: 85203697412

Project Phase: Phase-1000

Phase Name: Analysis

Phase Status: Closed

Start Date: 10/3/2020



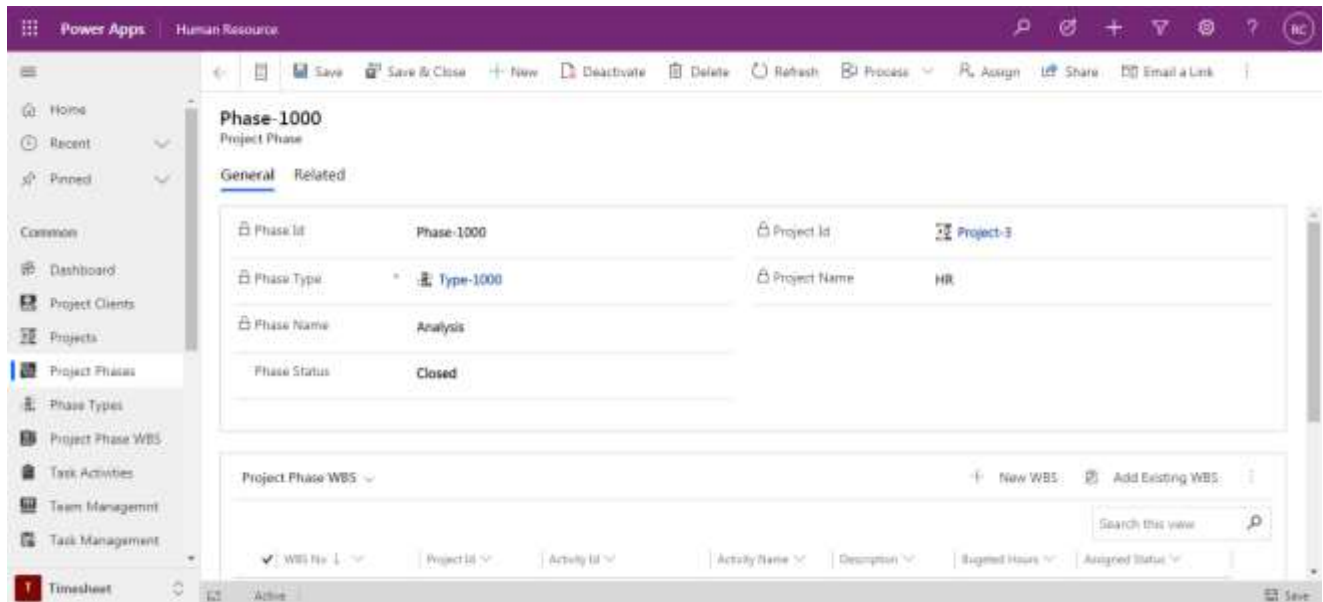
My Projects

Project Code	Project Name	Client	Project Phase	Project Status
Project-3	HR	Client-1000	Analysis	Created

1 - 1 of 1 (1 selected)

8.4 Project Phases:

In this form, the project phase status has been defined.



Phase-1000
Project Phase

General | Related

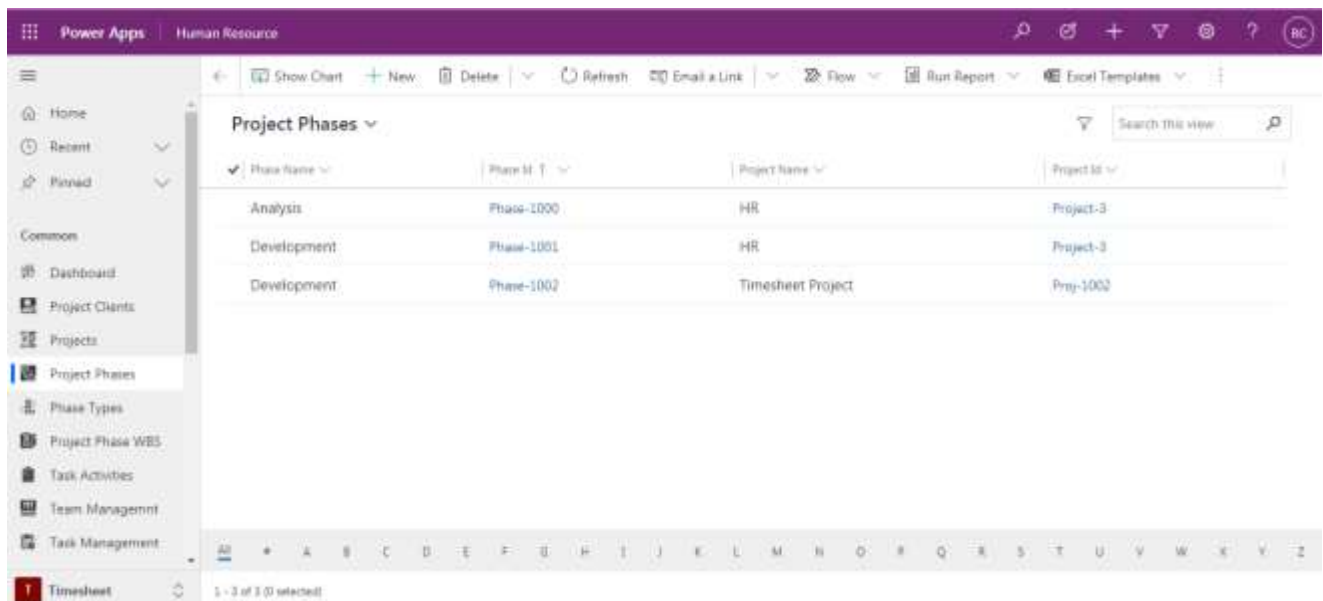
Phase Id	Phase-1000	Project Id	Project-3
Phase Type	Type-1000	Project Name	HR
Phase Name	Analysis		
Phase Status	Closed		

Project Phase WBS

New WBS | Add Existing WBS

Search this view

WBS No	Project Id	Activity Id	Activity Name	Description	Suggested Hours	Assigned Status



Project Phases

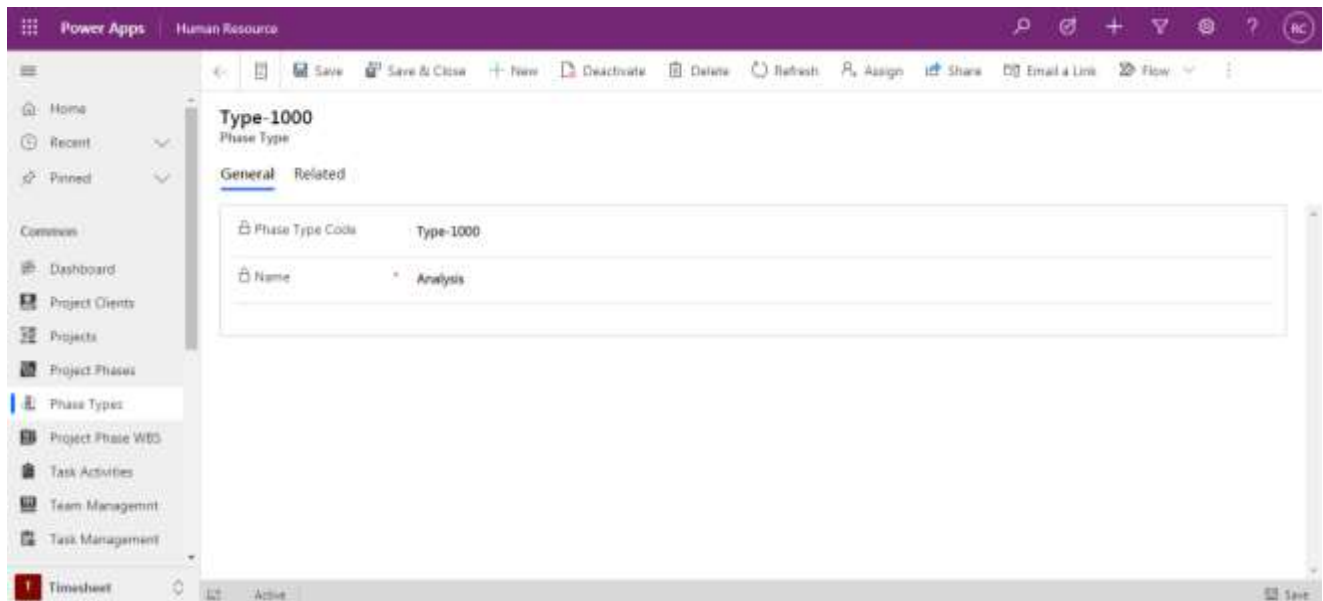
Search this view

Phase Name	Phase Id	Project Name	Project Id
Analysis	Phase-1000	HR	Project-3
Development	Phase-1001	HR	Project-3
Development	Phase-1002	Timesheet Project	Proj-1002

1 - 3 of 3 (0 selected)

8.5 Phases Types:

In this form, the phase type code and name of the phase has been defined.

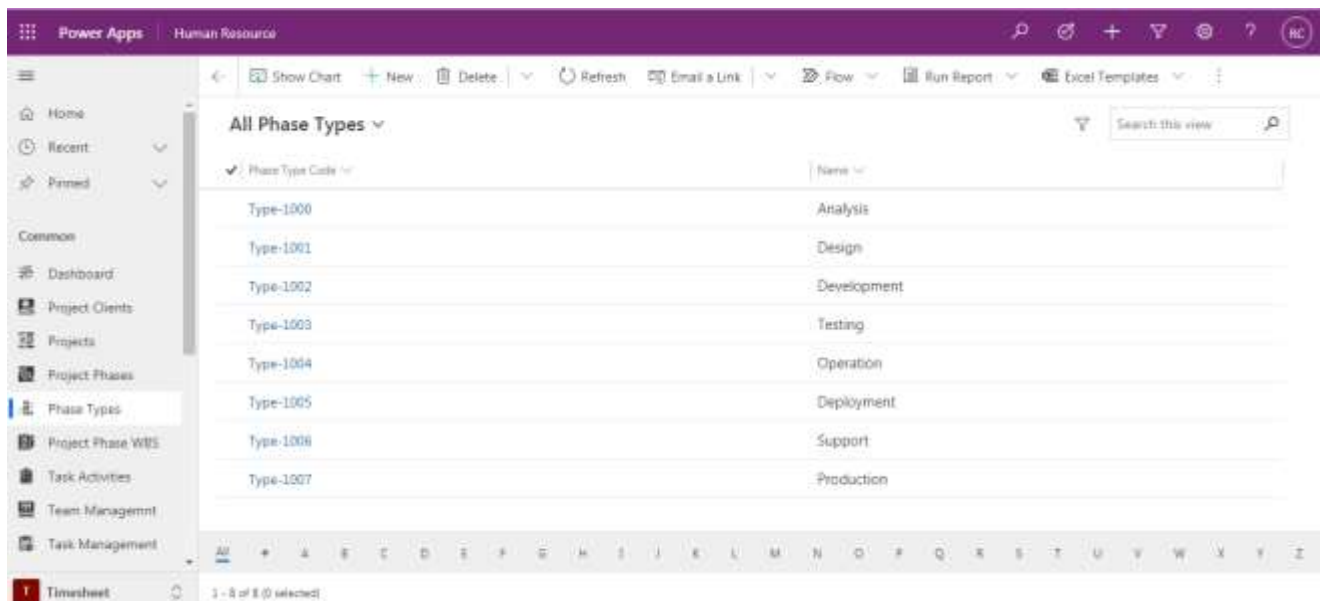


Power Apps | Human Resource

Type-1000
Phase Type

General | Related

Phase Type Code	Type-1000
Name	Analysis



Power Apps | Human Resource

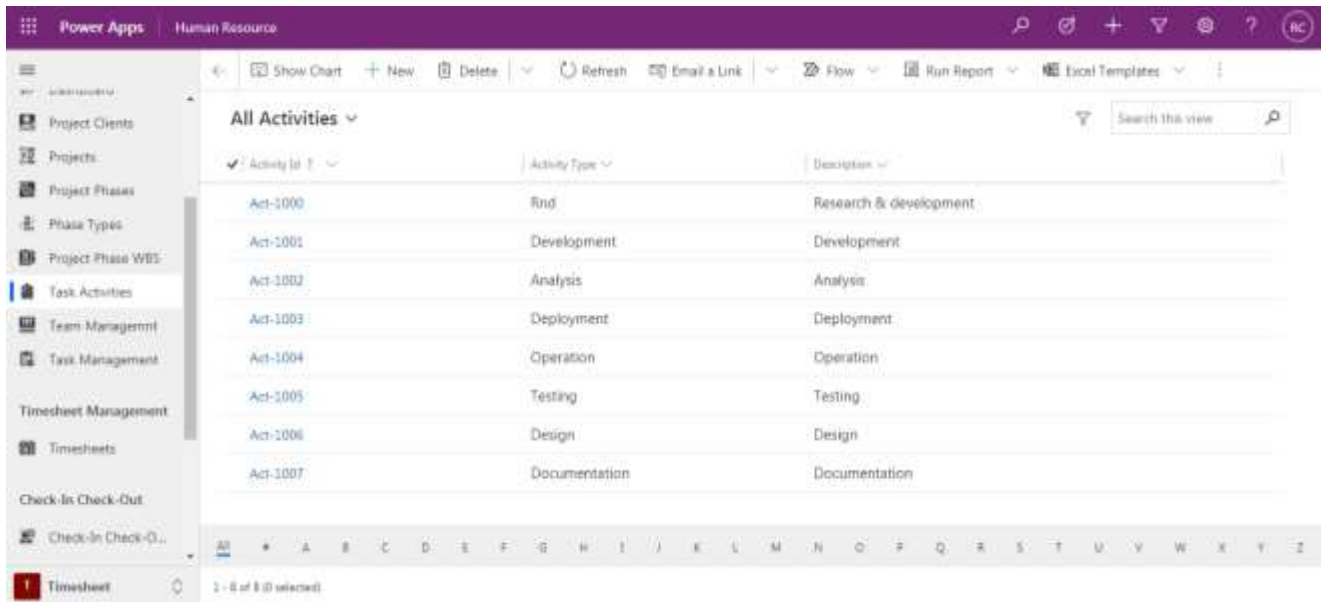
All Phase Types

Phase Type Code	Name
Type-1000	Analysis
Type-1001	Design
Type-1002	Development
Type-1003	Testing
Type-1004	Operation
Type-1005	Deployment
Type-1006	Support
Type-1007	Production

1 - 8 of 8 (0 selected)

8.6 Task Activities:

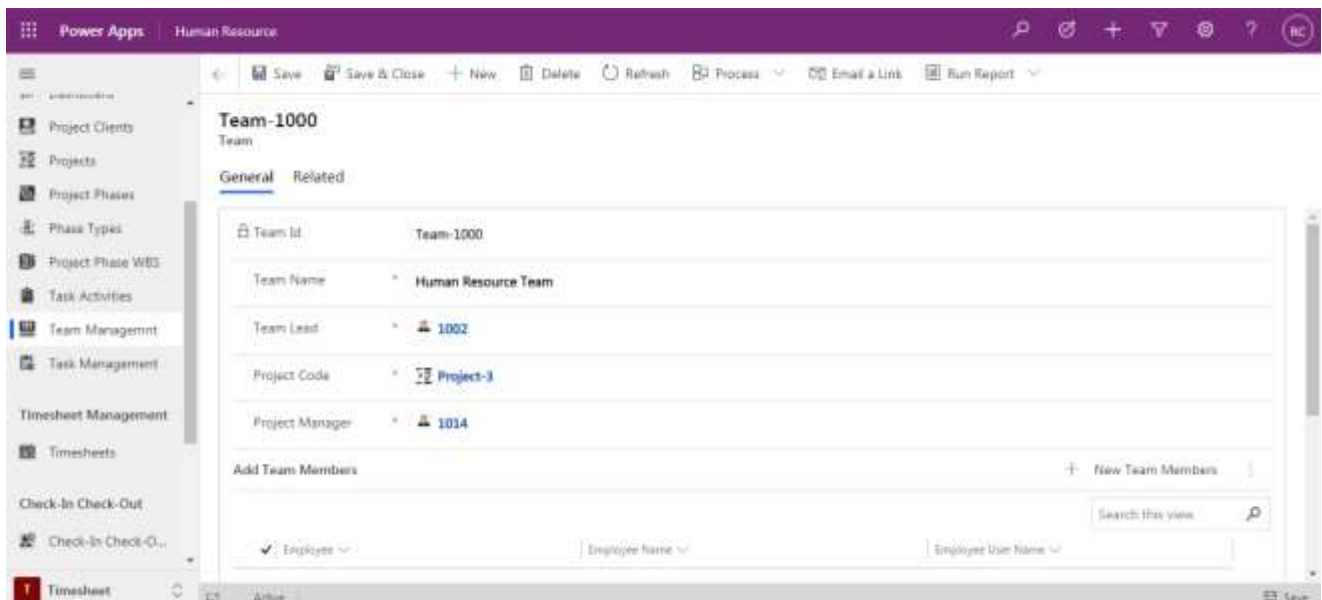
In this form, all the task activities has been defined like activity id, Activity type, Description.



Activity Id	Activity Type	Description
Act-1000	Find	Research & development
Act-1001	Development	Development
Act-1002	Analysis	Analysis
Act-1003	Deployment	Deployment
Act-1004	Operation	Operation
Act-1005	Testing	Testing
Act-1006	Design	Design
Act-1007	Documentation	Documentation

8.7 Team Management:

In this form the team management has been defined for the project that includes team name, team lead, project name, project manager and team members.



Team-1000
Team

General | Related

Team Id: Team-1000

Team Name: * Human Resource Team

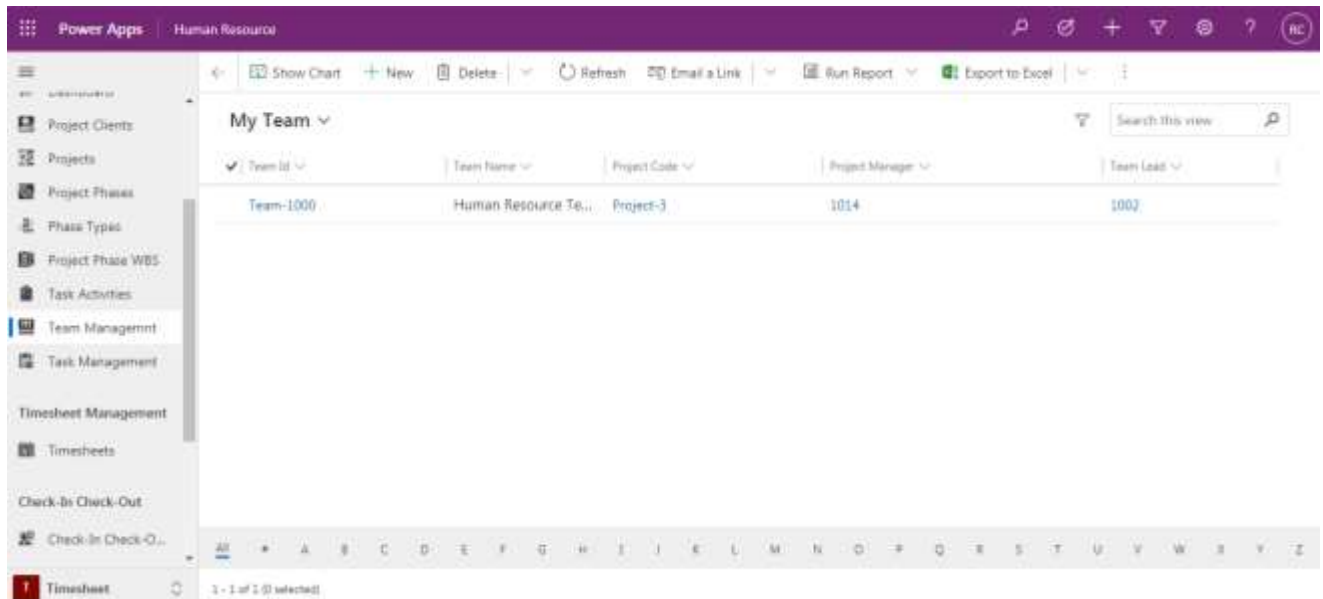
Team Lead: * 1002

Project Code: * Project-3

Project Manager: * 1014

Add Team Members

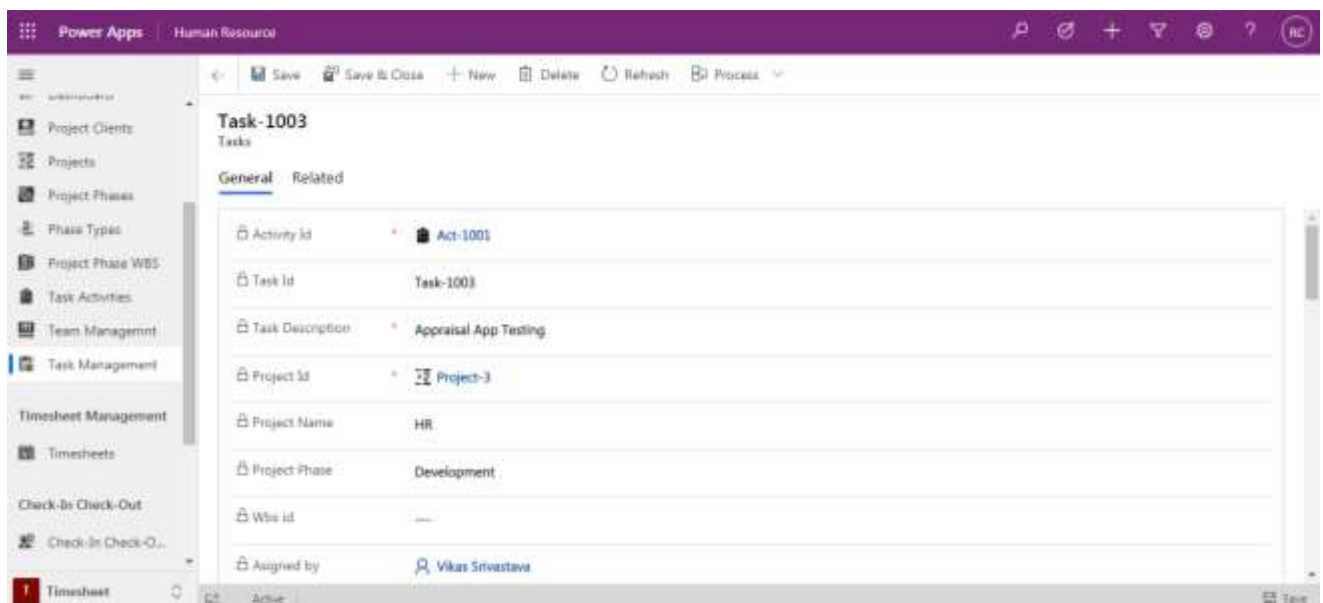
Search this view



Team Id	Team Name	Project Code	Project Manager	Team Lead
Team-1000	Human Resource Te...	Project-3	1014	1002

8.8 Task Management:

In this form, the user can create their own task and also assign task to others by defining task description, project name, Duration.



Activity Id	Act-1003
Task Id	Task-1003
Task Description	Appraisal App Testing
Project Id	Project-3
Project Name	HR
Project Phase	Development
Wbs id	
Assigned by	Vikas Srivastava

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← Show Chart + New Delete Refresh Export to Excel Import from Excel Create view

Assign To Me Search this view

Task ID	Task Description	Project ID	Assigned by	Assign Date	Estimate Hours	Actual Hour	Task Status
Task-1003	Appraisal App T...	Project-3	Vikas Srivastava	9/16/2020	6.00	5.00	Completed

1 - 1 of 1 (0 selected)

8.9 Timesheets:

Here the user need to add the assigned task by click on add task in line button and need to submit the timesheet with the required information.

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← Save Save & Close Refresh

1001
Timesheets

General

Sheet No	1001
Employee	Rajat Chaudhary
Assigned Date	9/16/2020
Approval status	In review
Remark	
Total Estimated Hour	8.50
Total Remaining Est. Hrs.	2.50
Total Actual Hour	6.00

1001 Active Save

Power Apps | Human Resource

My Timesheet

Sheet No	Employee Id	Employee	Assigned Date	Approval status
1001	1002	Rajat Chaudhary	9/16/2020	In review

1 - 1 of 1 (1 selected)

8.10 My Check-In Check-Out:

Here the user need to check in and check out according to office timings.

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My Check-In Check-Out

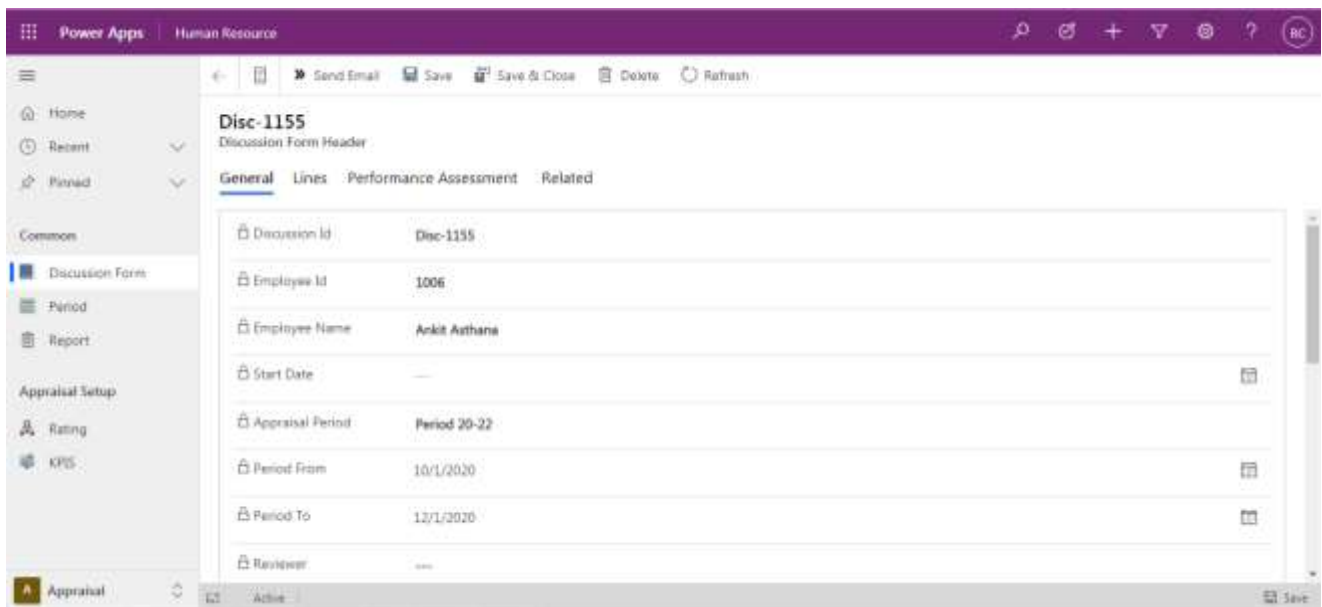
Employee	Check In Time	Check Out Time
Rajat Chaudhary	9/16/2020 11:03 AM	9/16/2020 11:17 AM

9. Appraisal:

An appraisal is a formal opportunity to analyse your performance at work, which also offers you a chance to talk to your employer about your career plans. Appraisals can be used to evaluate pay increases and bonuses. You should be given a written record of your appraisal meeting.

9.1 Discussion forum:

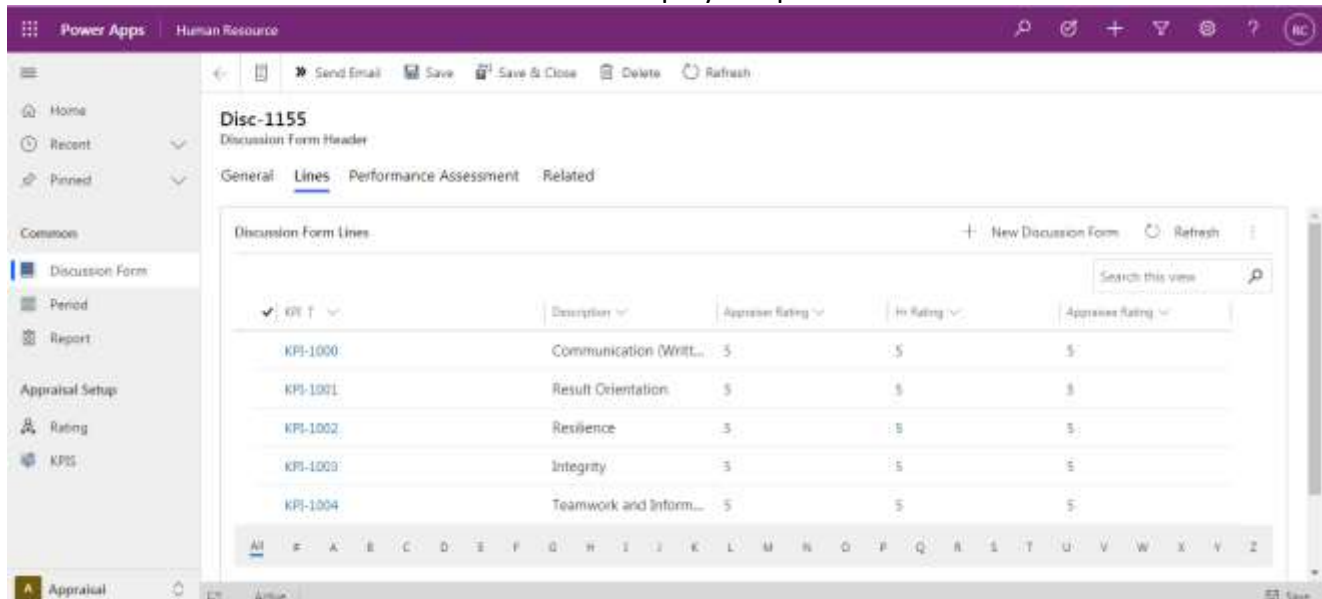
In this form, the details related to employee will be defined like employee name, employee id, Appraisal period etc.



Disc-1155 Discussion Form Header	
Discussion Id	Disc-1155
Employee Id	1006
Employee Name	Ankit Asthana
Start Date	
Appraisal Period	Period 20-22
Period From	10/1/2020
Period To	12/1/2020
Reviewer	

Lines:

Here the lines have been defined on which the employee's performance will be evaluated.

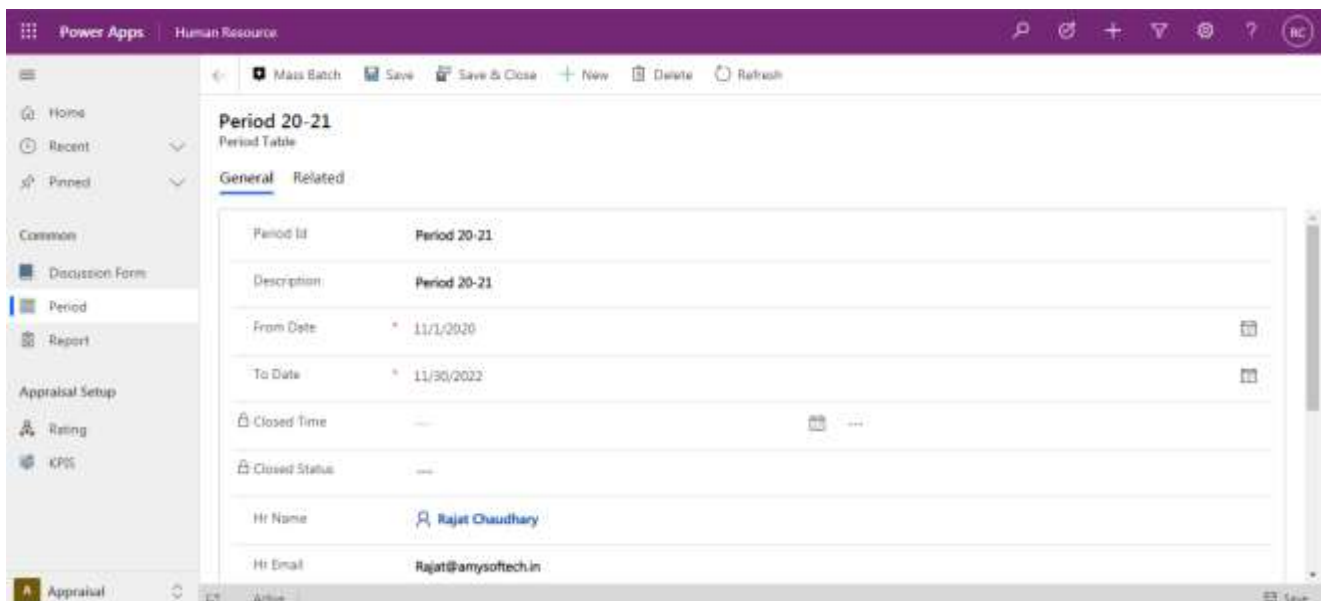


The screenshot shows the 'Discussion Form Lines' table in the 'Disc-1155' form. The table lists five KPIs with their descriptions and ratings.

KPI	Description	Appraiser Rating	Hi Rating	Appraiser Rating
KPI-1000	Communication (Writ...	5	5	5
KPI-1001	Result Orientation	5	5	5
KPI-1002	Resilience	5	5	5
KPI-1003	Integrity	5	5	5
KPI-1004	Teamwork and Inform...	5	5	5

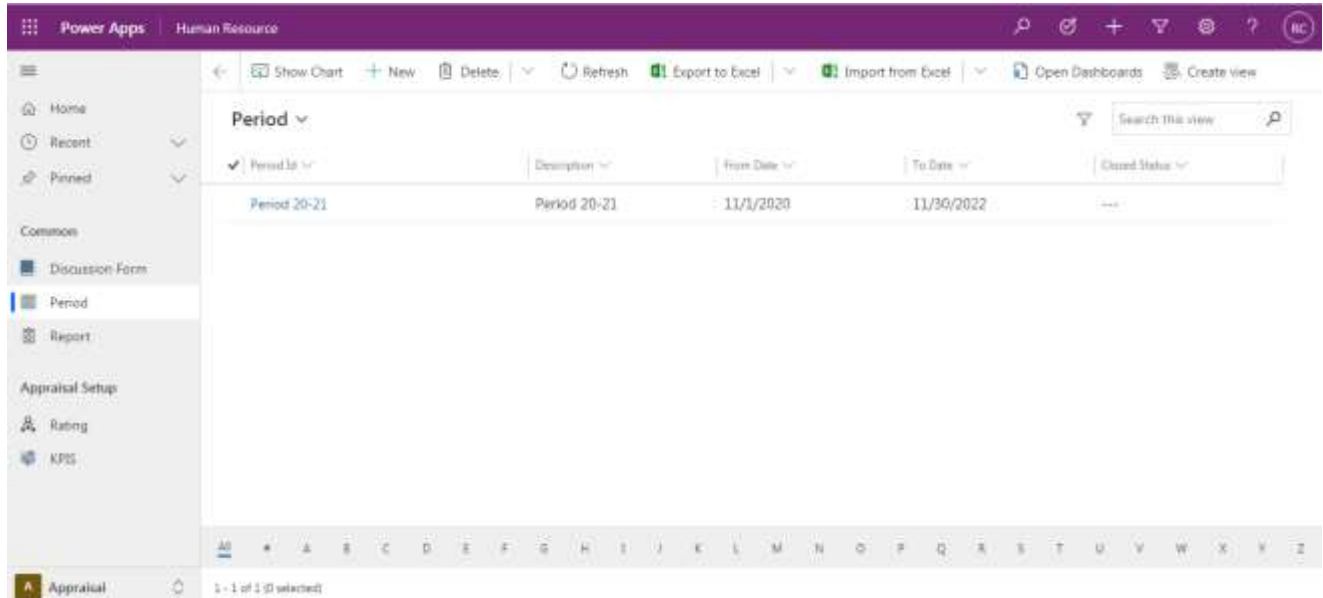
9.2 Period:

In this form the period has been defined.



The screenshot shows the 'Period 20-21' form. The form contains the following fields:

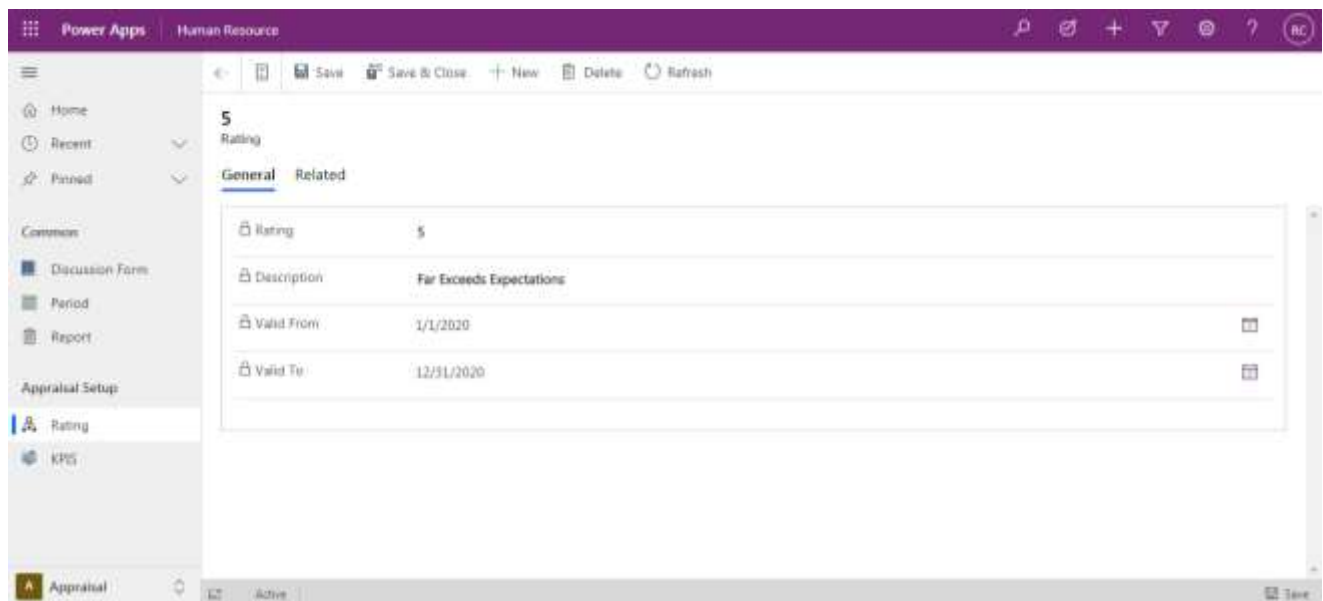
- Period Id: Period 20-21
- Description: Period 20-21
- From Date: 11/1/2020
- To Date: 11/30/2022
- Closed Time: ---
- Closed Status: ---
- Hi Name: Rajat Chaudhary
- Hi Email: Rajat@amysotech.in



Period	Description	From Date	To Date	Closed Status
Period 20-21	Period 20-21	11/1/2020	11/30/2022	---

9.3 Rating:

In this form the ratings has been defined like description, rating, Valid From and Valid to.



Rating	5
Description	Far Exceeds Expectations
Valid From	1/1/2020
Valid To	12/31/2020

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Rating

Rating	Description	Valid From	Valid To
5	Far Exceeds Expectations	1/1/2020	12/31/2020
4	Exceeds Expectations	1/1/2020	12/31/2020
3	Meets Expectations	1/1/2020	12/31/2020
2	Below Expectations	1/1/2020	12/31/2020
1	Far Below Expectations	1/1/2020	12/31/2020

Appraisal

9.4 KPI's:

In this form the KPI's has been defined.

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KPI-1000

KPI Setup - Information

General Related

KPI: KPI-1000

Owner: Rajat Chaudhary

Appraisal

Power Apps | Human Resource

Show Chart + New Delete Refresh Export to Excel Import from Excel Create view

Active KPI Setups

Search this view

KPI	Created On
KPI-1000	9/15/2020 5:36 PM
KPI-1001	9/15/2020 5:36 PM
KPI-1002	9/15/2020 5:37 PM
KPI-1003	9/15/2020 5:37 PM
KPI-1004	9/15/2020 5:37 PM
KPI-1005	12/4/2020 3:06 PM

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

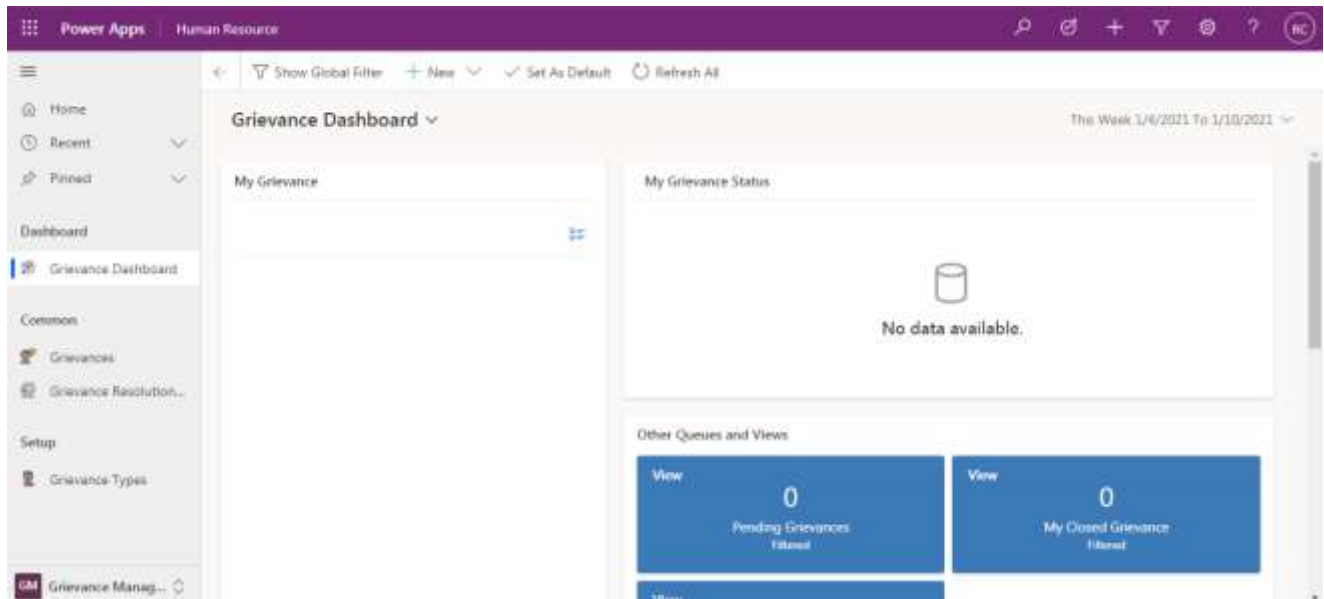
Appraisal 1 - 6 of 6 (0 selected)

10. Grievance:

Grievance handling is the **management** of employee dissatisfaction or complaints (e.g. favouritism, workplace harassment, or wage cuts). By establishing formal **grievance handling** procedures, you provide a safe environment for your employees to raise their concerns.

10.1 Grievance Dashboard:

Here the Grievance and their status will be shown.



10.2 Grievances:

Here the Grievances has been defined by the employee with the necessary details.

Power Apps | Human Resource

Save Save & Close + New Deactivate Refresh Export to PDF Process Assign Share Email a Link

GR-1001
Grievance

General Related

GRID GR-1001

Employee Details

Employee Rajat Chaudhary

Department Dept-1003

Grievance Against

Complaint Against 1003

Employee Name Naman

Department Dept-1005

Submission Details

Click for submit to manager ☒ Submit To HR

HR Gitanshu Arora

Details

GR Types Bullying

Active

10.3 Grievance Resolution:

In this form, the Grievance resolution has been defined against the grievance.

Power Apps | Human Resource

Save Save & Close Refresh Flow

R-1004
Grievance Resolution Form

General Related

Resolution ID R-1004

GRID GR-1005

Grievance Statement * Not satisfy with increment

GR Types Pay and benefits

Status Closed

Final Remark The mention grievance is resolved with the employee.

Request To Gitanshu Arora

Active

Power Apps | Human Resource

Show Chart Delete Refresh Flow Export to Excel Import from Excel Create view Show As

Closed Grievance Resolution

Resolution ID GRD Status Request To

R-1004	GR-1005	Closed	Gitanthu Arora
R-1007	GR-1008	Closed	Rajat Chaudhary
R-1000	GR-1000	Closed	Rajat Chaudhary

1 - 3 of 3 (3 selected)

10.4 Grievance Types:

In this form the grievance types and description has been defined.

Power Apps | Human Resource

Save Save & Close New Deactivate Delete Refresh Assign Share Email & Link Flow

Pay and benefits

Grievance Types

General Related

Grievance Types	Pay and benefits
Description	Pay and benefits

Active

Power Apps | Human Resource

[Show Chart](#)
[+ New](#)
[Delete](#)
[Refresh](#)
[Email a Link](#)
[Flow](#)
[Run Report](#)
[Excel Templates](#)

Grievance Types

☒ Grievance Types

	Description
Pay and benefits	Pay and benefits
Bullying	Bullying
Work conditions	Work conditions
Workload	Workload grievances
test	test

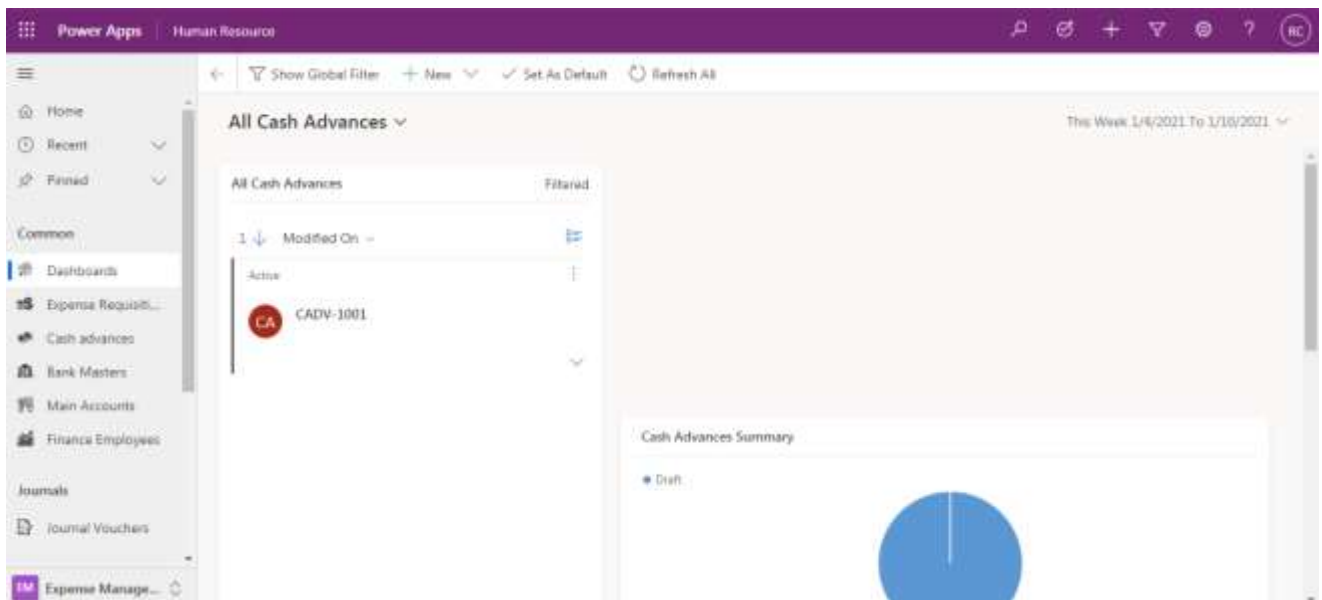
[All](#)
[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)

Grievance Manag...
 1 - 5 of 5 (0 selected)

11. Expense Management:

Expense management refers to the systems deployed by a business to process, pay, and audit employee-initiated **expenses**. **Expense management** includes the policies and procedures that govern such spending, as well as the technologies and services utilized to process and analyse the data associated with it.

11.1 Dashboard:



11.2 Expense requisition:

In this form the expense requisition has been defined that includes Expense type, from Location, to location, description, expense purpose.

Power Apps | Human Resource

Reject Approve Approve request Reject request Save Save & Close New Refresh

ER-1000
Expense Requisition

General Related

Expense report id ER-1000

Expense purpose Cash advance

Description Advance Cash

Expense type Travelling

From Location India

To location dubai

Employee id 1002

Employee name Rajat chaudhary

Expense Manage... Active Unsaved changes Save

Power Apps | Human Resource

Show Chart New Delete Refresh Export to Excel Import from Excel Create view

My Expense Report

Search this view

Expense report id	Employee id	Expense purpose	Description	Status
ER-1000	1002	Cash advance	Advance Cash	Pending approval
ER-1001	1002	Expense	Expense	Draft
ER-1004	1101	Expense	Expense	Draft
ER-1005	1103	Credit card	Credit Card	Pending approval

1 - 4 of 4 (0 selected)

11.3 Cash Advances

In this form the Cash advance request has been made.

Power Apps | Human Resource

Reject request | Reject | Approve | Approve request | Save | Save & Close | New | Refresh | Email a Link

CADV-1000
Cash advance

General | Related

Request Number	CADV-1000
Transaction date	9/16/2020
Employee Id	1002
Employee name	Rajit chaudhary
Requested date	9/16/2020
Note	---
Expense purpose	Cash advance
Requested amount	10,000.00

Expense Manager | Active

Power Apps | Human Resource

Show Chart | New | Delete | Refresh | Filter | Export to Excel | Import from Excel | Create view

All Cash Advances | Search this view

Request Number	Employee Id	Cost centre	Expense purpose	Requested amount	Requested date	Status
CADV-1000	1002	CC1	Cash advance	10,000.00	9/16/2020	Pending approval

1 - 1 of 1 (1 selected)

11.4 Bank Master:

In this form, all the info related to banks that include main account, IFSC code, Acc no.
Etc.

Power Apps | Human Resource

Save Save & Close + New Delete Refresh

BK001
Bank Master

General Related

Bank Account ID	BK001
Bank Account Number	1234509876678954
Bank Account Name	HSBC
Main Account	10020
IFSC Code	HSP000123
Swift Code	BBMEAEADAB

Expense Manager Active unsaved changes Save

11.5 Main Account:

In this form all the info related to main accounts has been defined.

Power Apps | Human Resource

Save Save & Close + New Refresh

54002
Main Account

General Related

Account	54002
Description	Staff Accomodation expense

Transaction

Refresh See associated records

Search this view

Transaction ID	Employee ID	Cost Centre	Amount	Transaction Type

Expense Manager Active Save

Power Apps | Human Resource

Show Chart | New | Refresh | Export to Excel | Import from Excel | Create view

Main Account View

Search this view

Account	Description
54001	Staff travel expense
54002	Staff Accomodation expense
54003	Canteen and food expense
54004	Training and education expense
10020	HSBC Current account
10021	Prepaid expense

1 - 6 of 6 (0 selected)

11.6 Finance Employee:

Power Apps | Human Resource

Save | Save & Close | New | Deactivate | Delete | Refresh | Assign | Share | Email a Link | Flow

Finance

Finance Employees

General | Related

Finance Worker Id	FW-1000
Employee Id	1003
Employee name	Naman
Username	# Agarwal

Active

Power Apps | Human Resource

Finance employees

Finance Worker Id	Employee Id	Employee name	Username
FW-1000	1003	Naman	* Agarwal
FW-1001	1004	Aayushi Tyagi	Aayushi Tyagi

1 - 2 of 2 (0 selected)

11.7 Journal Voucher:

In this form, the journal vouchers has been made includes description, journal name Etc.

Power Apps | Human Resource

JNUM-1000
Journal Voucher

General Related

Journal Num	JNUM-1000
Journal Name	T_Exp journal
Description	Expense Journal
Posted	No
Created By	Rajat Chaudhary
Created On	9/18/2020 11:24 AM

Journal Voucher Lines

Active

Power Apps | Human Resource

Journal Voucher

Journal Item	Journal Name	Description	Posted	Created By	Created On
JMUM-1000	T_Esp journal	Expense Journal	No	Rajat Chaudhary	9/16/2020 11:24 AM

1 - 1 of 1 (1 selected)

12.8 Setup:

12.8.1 Payment methods:

Here the payment methods have been defined that includes payment methods, description, expense owner, offset account type, main account.

Power Apps | Human Resource

Payment Methods

Payment method	Description	Expense owner	Offset account type	Main account
Company credit card	Company credit card	Company	Ledger	10021
Credit card	Credit card	Employee	Ledger	10021
Worker	Worker	Employee	Ledger	10021

1 - 3 of 3 (3 selected)

12.8.2 Expense categories:

Here the expense categories has been defined that include main account, category name, category id.

Power Apps | Human Resource

Save Save & Close New Delete Refresh

Food expense
Expense categories

General Related

Category Id	* Food expense
Category name	Worker
Default payment method	Worker
Max amount	---
Main account	54003
Credit Limit	* 1,500.00
Allowed payment method	+ New Expense categori... Refresh

Search this view

Save

Power Apps | Human Resource

Show Chart New Delete Refresh Export to Excel Import from Excel Create view

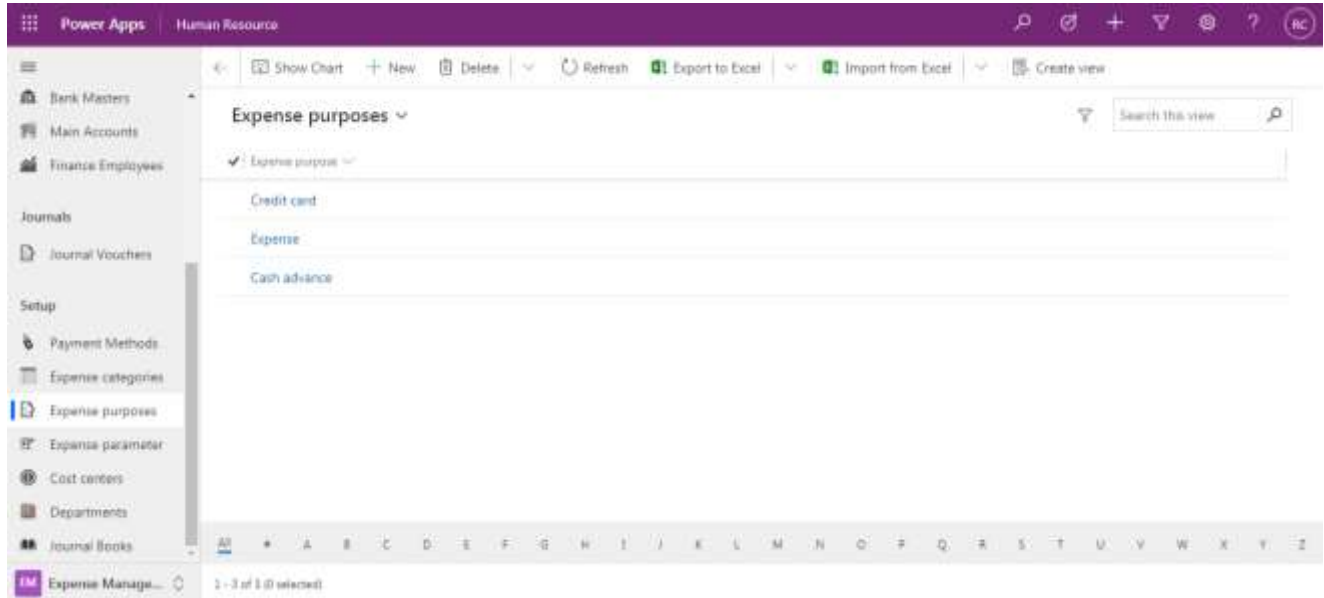
Expense categories Search this view

Category Id	Category name	Default payment method	Main account	Max amount	Credit limit
Food expense	Worker	Worker	54003	---	1,500.00
Travel expense	Travel expense	Worker	54001	---	---
Accommodation	Accommodation	Worker	54002	10,000.00	---
Canteen	Canteen	Worker	54003	---	---
Education	Education	Worker	54004	100,000.00	---

1 - 5 of 5 (0 selected)

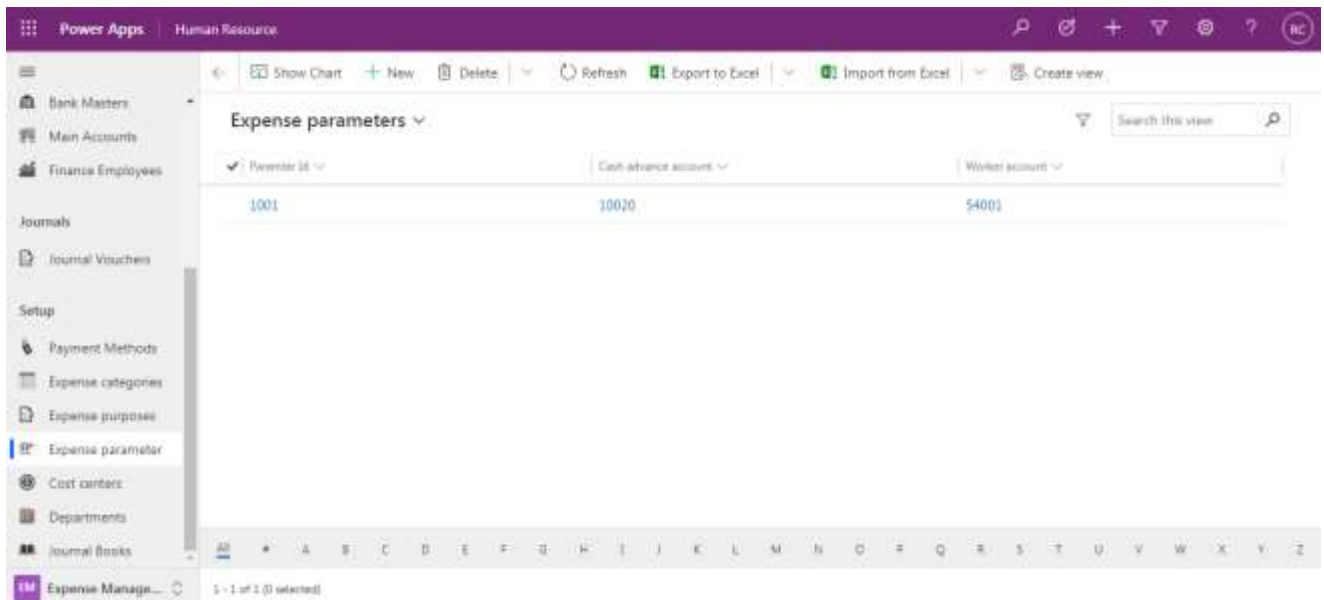
12.8.3 Expense Purposes:

Here the Expense purposes has been defined.



12.8.4 Expense Parameter:

In this form the expense parameter has been defined that includes parameter id, worker account, cash advance account.



12.8.5 Cost centres:

Power Apps | Human Resource

Save Save & Close + New Delete Refresh

CC1
Cost centers

General Related

Cost Center: CC1

Description: Management

Expense Manager

Power Apps | Human Resource

Show Chart + New Delete Refresh Export to Excel Import from Excel Create view

Cost centres

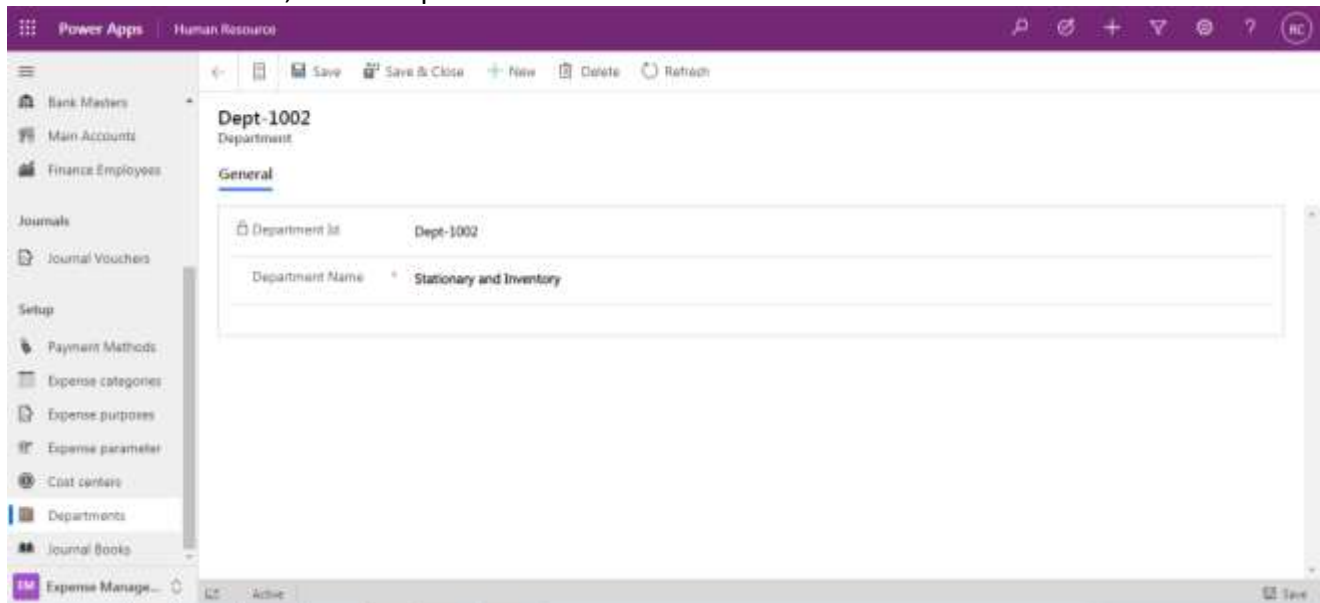
Cost Center Description

CC1	Management
CC2	Support service
CC3	Sales and marketing
CC4	Finance and accounting

1 - 4 of 4 (0 selected)

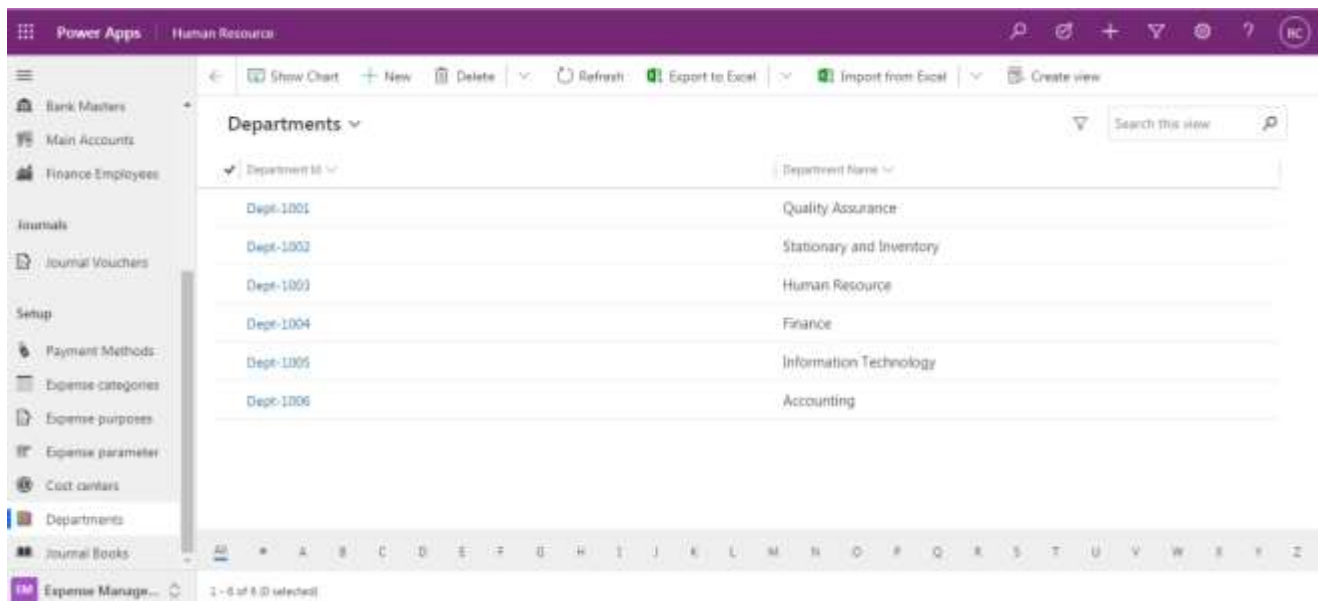
12.8.6 Department:

In this form, all the department details has been defined.



The screenshot shows the 'Dept-1002' form in the Power Apps interface. The 'General' tab is active, displaying the following fields:

Field	Value
Department ID	Dept-1002
Department Name	Stationary and Inventory

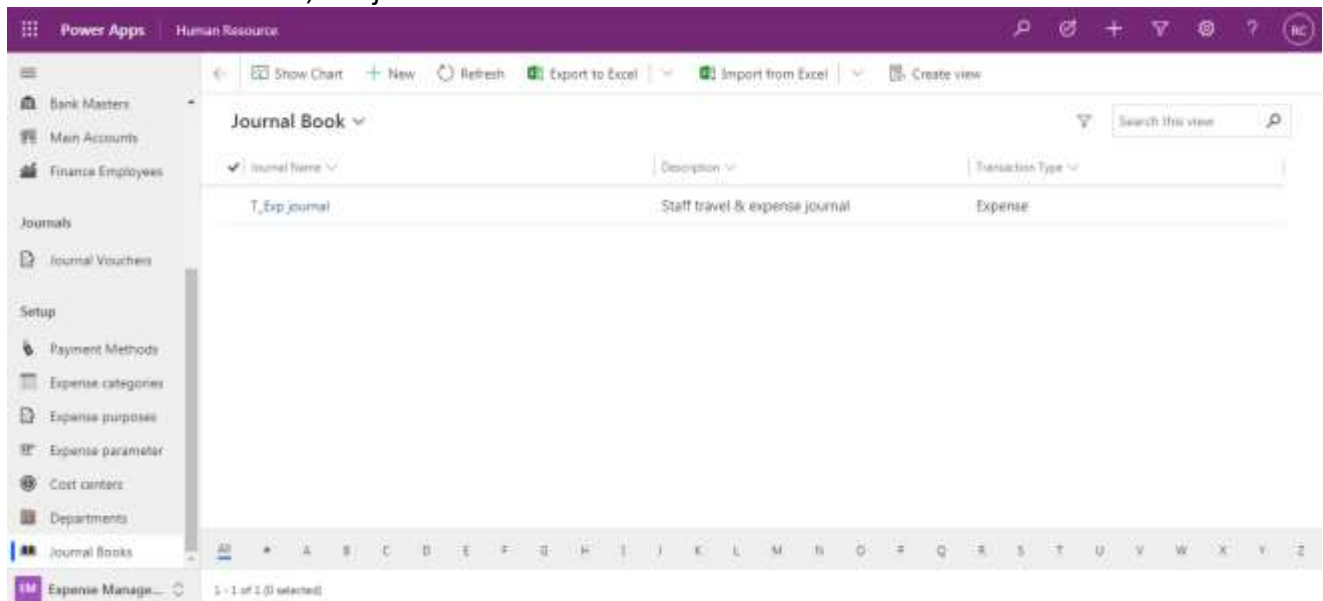


The screenshot shows the 'Departments' view in the Power Apps interface. The table displays the following data:

Department ID	Department Name
Dept-1001	Quality Assurance
Dept-1002	Stationary and Inventory
Dept-1003	Human Resource
Dept-1004	Finance
Dept-1005	Information Technology
Dept-1006	Accounting

12.8.7 Journal Book:

In this form, the journal book has been defined.



The screenshot displays the 'Journal Book' form within the Power Apps interface. The left sidebar shows the navigation menu with options like 'Bank Masters', 'Main Accounts', 'Finance Employees', 'Journals', 'Journal Vouchers', 'Setup', 'Payment Methods', 'Expense categories', 'Expense purposes', 'Expense parameter', 'Cost centers', 'Departments', 'Journal Books', and 'Expense Manage...'. The main area shows the 'Journal Book' form with a table containing one entry:

Journal Name	Description	Transaction Type
T_Exp_journal	Staff travel & expense journal	Expense

The bottom status bar indicates '1 - 1 of 1 (0 selected)'.

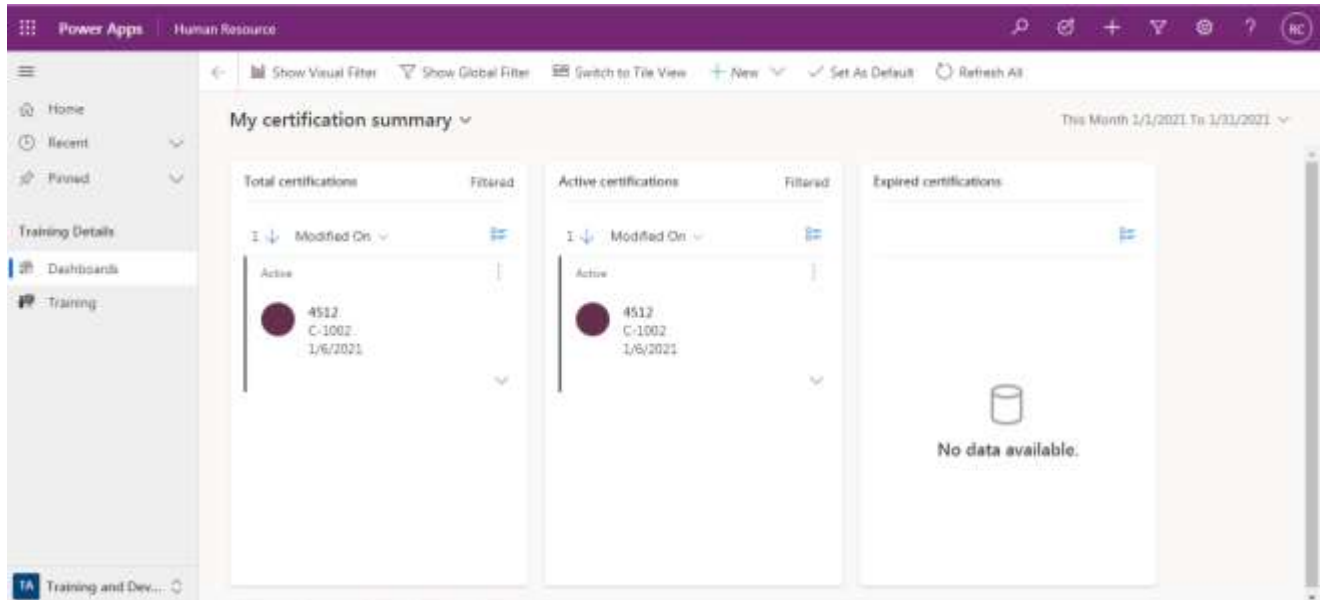
12. Training And Development:

Training and Development is a subsystem of an organization which emphasize on the improvement of the performance of individuals and groups. **Training** is an educational process which involves the sharpening of skills, concepts, changing of attitude and gaining more knowledge to enhance the performance of the employees

12.1 Dashboard:

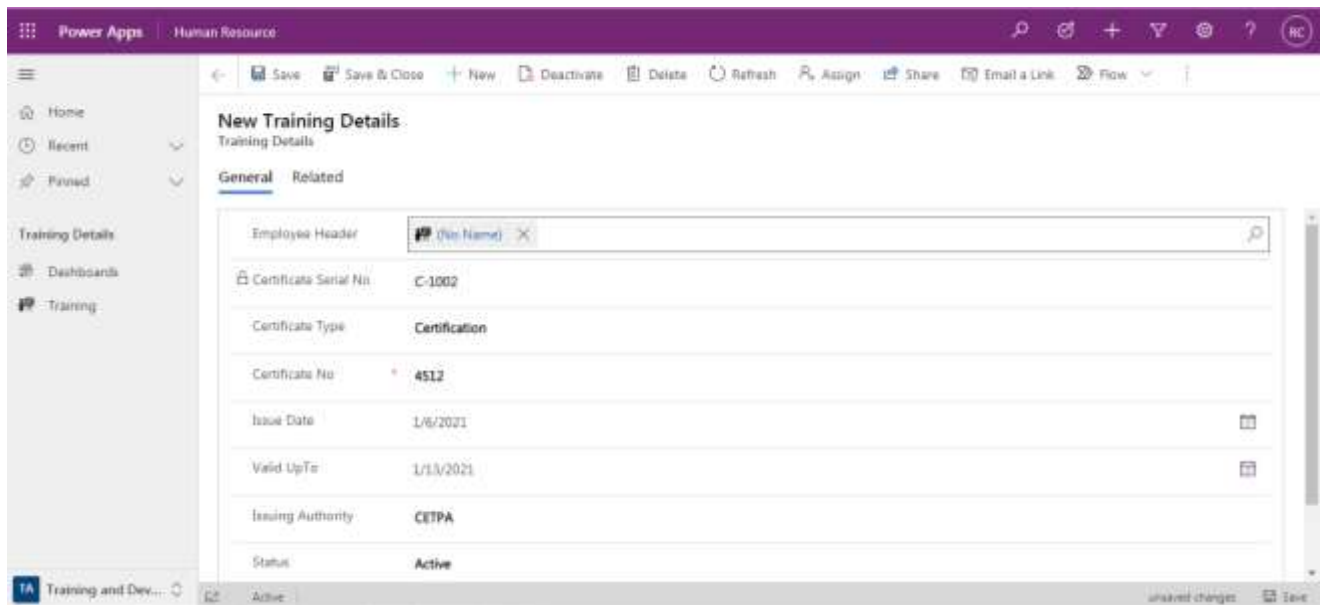
Here the following details will be shown:

1. Total certificated.
2. Active certification.
3. Expired certification.



12.2 Training:

In this form the training details has been defined includes certification, certificate no, valid upto etc.

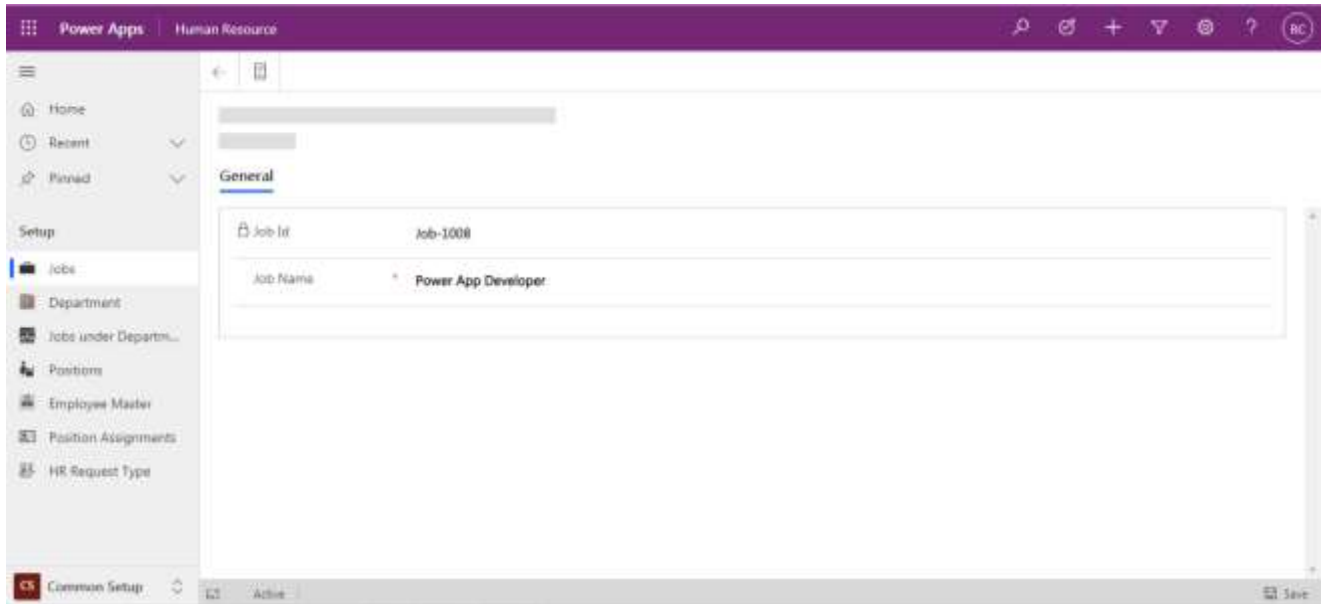


New Training Details	
Training Details	
General Related	
Employee Header	Employee Name
Certificate Serial No	C-1002
Certificate Type	Certification
Certificate No	4512
Issue Date	1/6/2021
Valid UpTo	1/1/2021
Issuing Authority	CETPA
Status	Active

13. Common Setup:

13.1 Jobs:

In this form the jobs has been defined.



Power Apps | Human Resource

Home Recent Pinned Setup

Jobs Department Jobs under Department Positions Employee Master Position Assignments HR Request Type

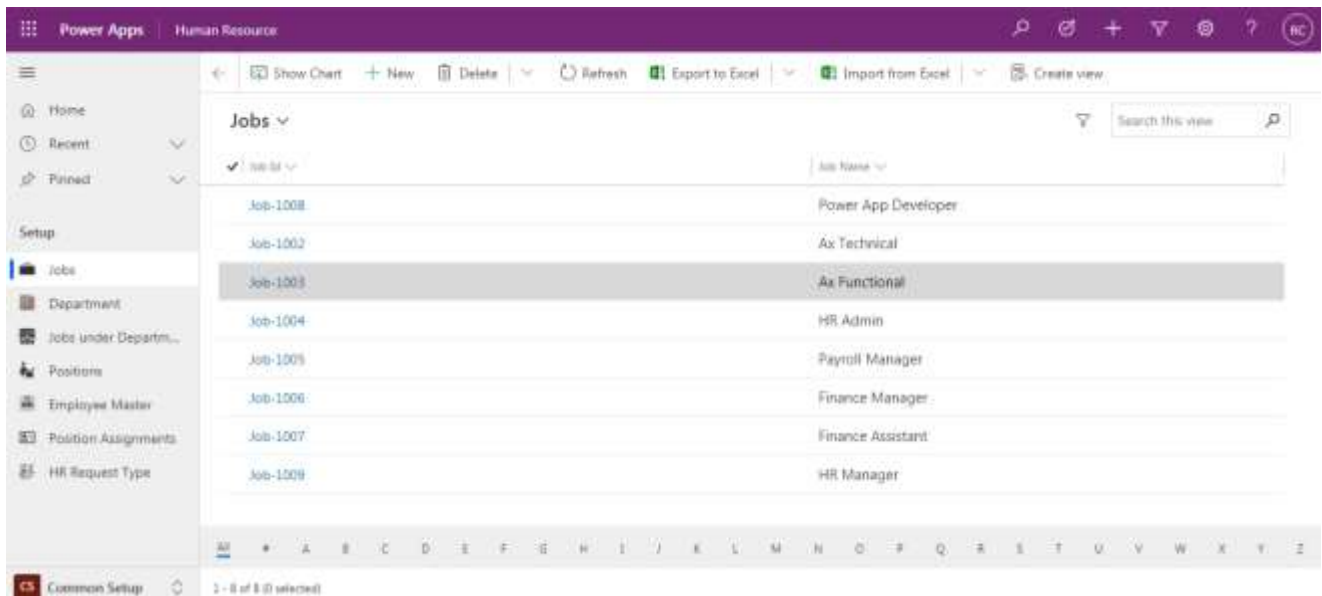
Common Setup Active

General

Job Id Job-1008

Job Name * Power App Developer

Save



Power Apps | Human Resource

Home Recent Pinned Setup

Jobs Department Jobs under Department Positions Employee Master Position Assignments HR Request Type

Common Setup 1 - 8 of 8 (8 selected)

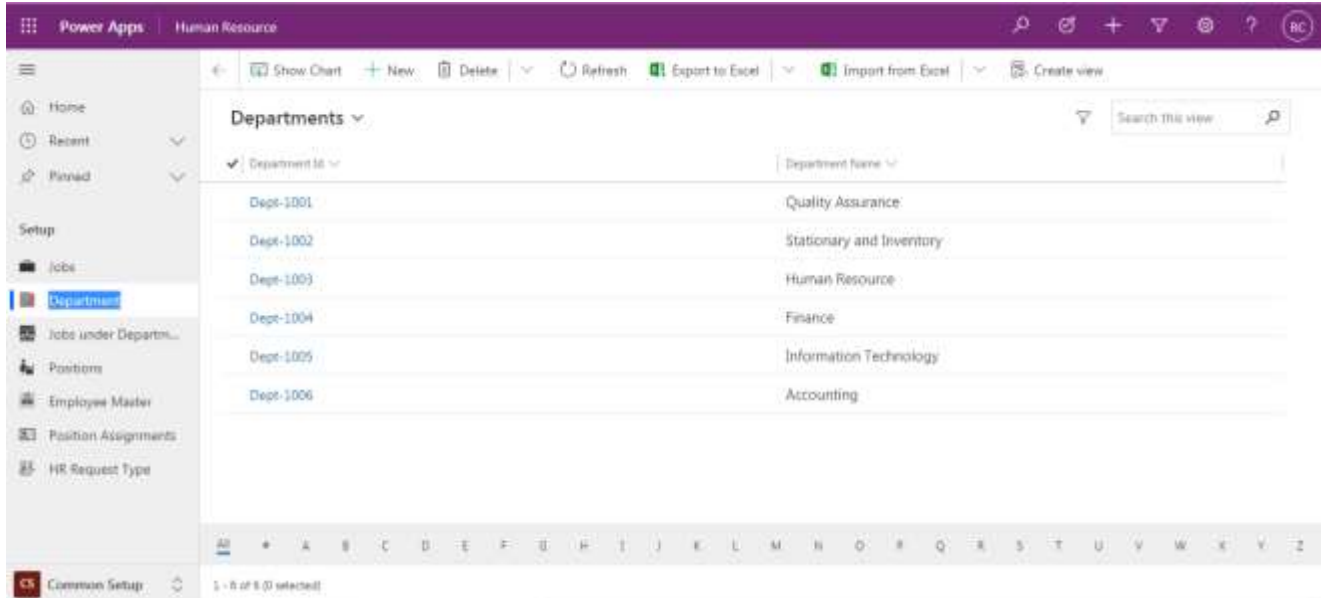
Jobs

Job Id Job Name

Job Id	Job Name
Job-1008	Power App Developer
Job-1002	Ax Technical
Job-1003	Ax Functional
Job-1004	HR Admin
Job-1005	Payroll Manager
Job-1006	Finance Manager
Job-1007	Finance Assistant
Job-1008	HR Manager

13.2 Department:

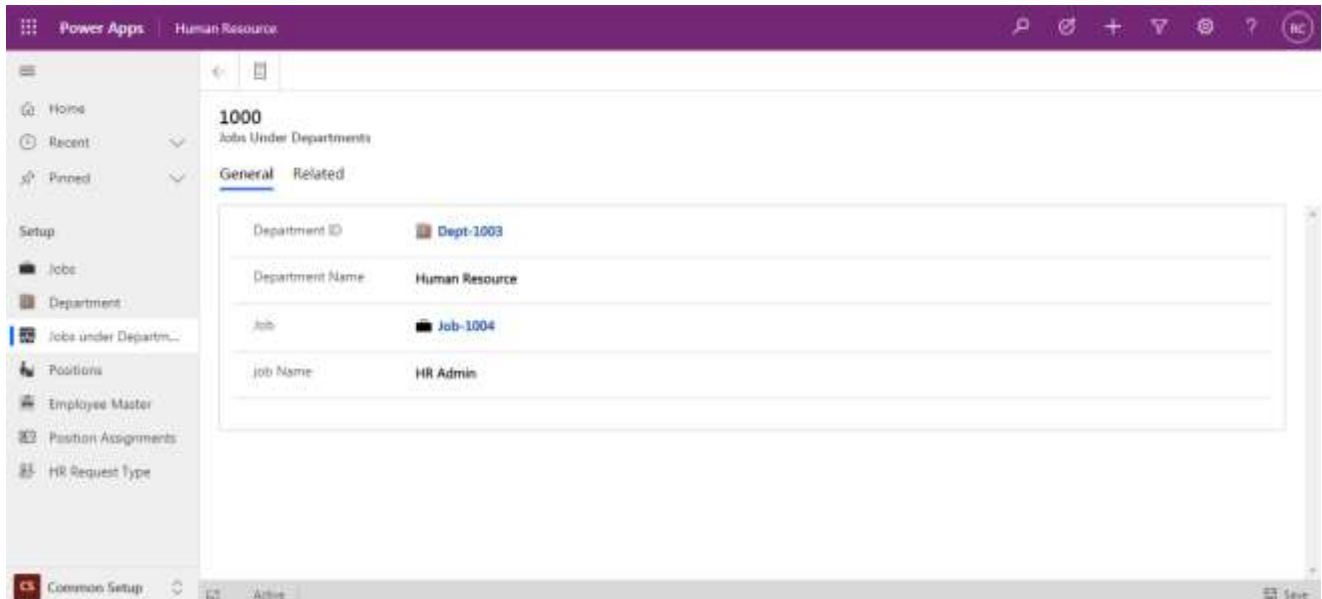
Here the list of department have been defined.



Department ID	Department Name
Dept-1001	Quality Assurance
Dept-1002	Stationary and Inventory
Dept-1003	Human Resource
Dept-1004	Finance
Dept-1005	Information Technology
Dept-1006	Accounting

13.3 Jobs Under Department:

Here the jobs has been defined under department.



1000
Jobs Under Departments

General | Related

Department ID	Dept-1003
Department Name	Human Resource
Job	Job-1004
Job Name	HR Admin

Power Apps | Human Resource

Show Chart + New Delete Refresh Email a Link Flow Run Report Excel Templates

Jobs Under Departments

Search this view

ID	Department ID	Department Name	Job	Job Name
1000	Dept-1003	Human Resource	Job-1004	HR Admin
1001	Dept-1005	Information Technology	Job-1003	Ax Functional
1002	Dept-1003	Human Resource	Job-1005	Payroll Manager
1003	Dept-1004	Finance	Job-1006	Finance Manager
1004	Dept-1003	Stationary and Invent...	Job-1004	HR Admin
1005	Dept-1001	Quality Assurance	Job-1002	Ax Technical
1006	Dept-1005	Information Technology	Job-1008	Power App Developer
1007	Dept-1005	Information Technology	Job-1002	Ax Technical
1008	Dept-1003	Human Resource	Job-1006	HR Manager

1 - 12 of 12 ID selected

13.4 Positions:

Here the Positions have been defined

Power Apps | Human Resource

Save Save & Close View Delete Refresh

Pos-1019

Position

General

Position Id: Pos-1019

Position Name: Power App Developer

Department Id: Dept-1005

Job Id: Job-1008

Reporting to Position: Pos-1006

Status: Active

Position Status: Occupied

Common Setup: Active

Power Apps | Human Resource

Home Recent Pinned Setup Jobs Department Jobs under Departm... Positions Employee Master Position Assignments HR Request Type

Positions

Position ID	Position Name	Department ID	Job ID	Reporting to Position	Position Status
Pos-1019	Power App Developer	Dept-1005	Job-1008	Pos-1005	Occupied
Pos-1020	PowerApp Developer	Dept-1005	Job-1008	Pos-1005	Occupied
Pos-1021	AX Technical	Dept-1005	Job-1002	Pos-1013	Occupied
Pos-1022	Power App Developer	Dept-1005	Job-1008	Pos-1017	Occupied
Pos-1023	D365 Crm Technical	Dept-1005	Job-1002	Pos-1003	Occupied
Pos-1024	Crm Developer	Dept-1001	Job-1002	Pos-1004	Occupied
Pos-1003	Ax Technical	Dept-1005	Job-1002	Pos-1006	Occupied
Pos-1004	AX Technical	Dept-1005	Job-1002	Pos-1016	Occupied
Pos-1005	AX Technical	Dept-1005	Job-1002	Pos-1006	Occupied

Common Setup 1 - 10 of 142 (0 selected) Page 1

13.5 Employee Master:

Here all the details related to employee has been defined.

Power Apps | Human Resource

Home Recent Pinned Setup Jobs Department Jobs under Departm... Positions Employee Master Position Assignments HR Request Type

001 Employee Master

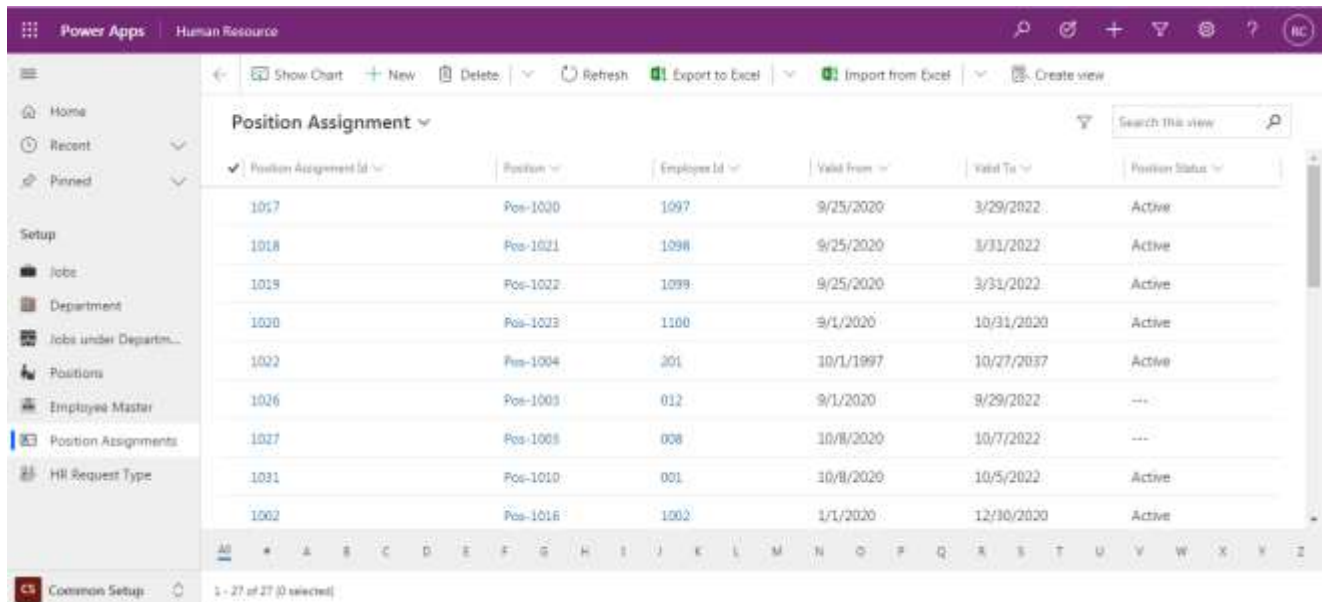
General Position Assignment Payroll Worker Head Definition Employee Bank

Employee Id	001	Email Id	AriaMdExporter@onmicrosoft.com
Employee Name	Ahmed Saif Said Al Ma'mari	Marital Status	Married
D.O.B	10/6/2020	Nationality	Indian
Gender	Male	Notice Period	45
UserName	# AriaMdExporter	Date of Joining	2/2/2008
Status	In Active	Employee Labour Card Id	1212

Common Setup Active Save

13.6 Position Assignment:

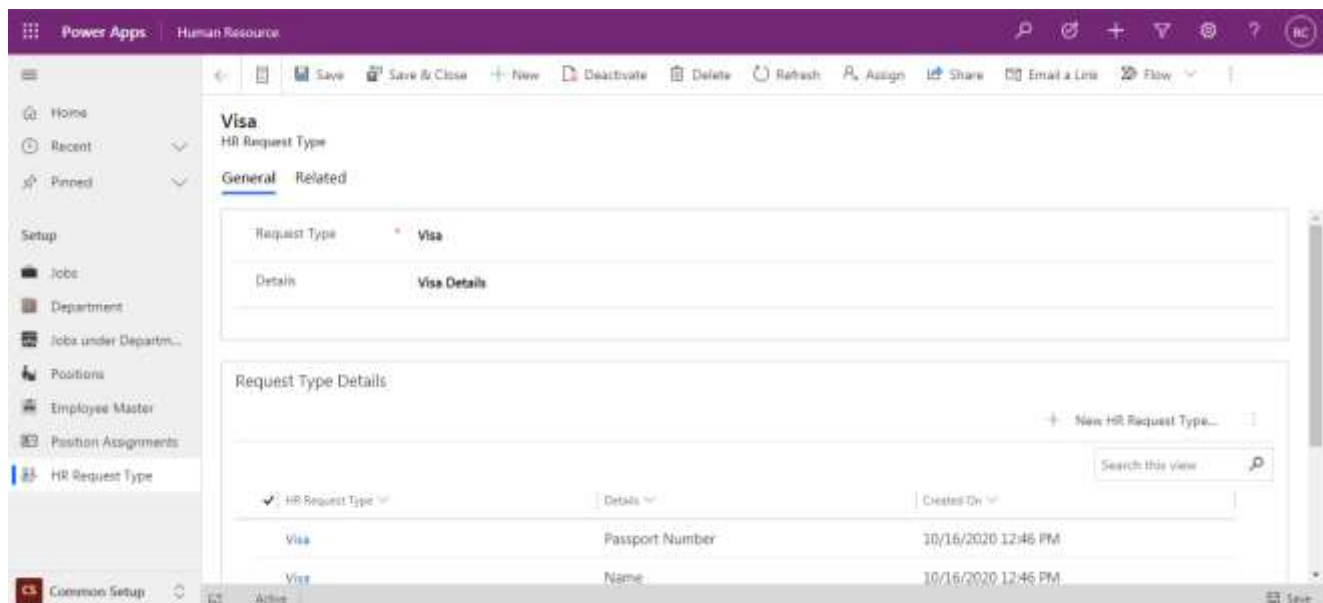
In this form the position assignments has been defined.



The screenshot shows the 'Position Assignment' view in the Power Apps Human Resource application. The view displays a table with the following columns: Position Assignment Id, Position, Employee Id, Valid From, Valid To, and Position Status. The table contains 10 rows of data.

Position Assignment Id	Position	Employee Id	Valid From	Valid To	Position Status
1017	Pos-1020	1097	9/25/2020	3/29/2022	Active
1018	Pos-1021	1098	9/25/2020	3/31/2022	Active
1019	Pos-1022	1099	9/25/2020	3/31/2022	Active
1020	Pos-1023	1100	9/1/2020	10/31/2020	Active
1022	Pos-1004	201	10/1/1997	10/27/2037	Active
1026	Pos-1005	012	9/1/2020	9/29/2022	---
1027	Pos-1008	008	10/8/2020	10/7/2022	---
1031	Pos-1010	001	10/8/2020	10/5/2022	Active
1002	Pos-1016	1002	1/1/2020	12/10/2020	Active

13.7 HR request type:



The screenshot shows the 'Visa' HR Request Type form in the Power Apps Human Resource application. The form is divided into two tabs: 'General' and 'Related'. The 'General' tab is active, showing the 'Request Type' as 'Visa' and the 'Details' as 'Visa Details'. Below this, there is a 'Request Type Details' section with a table containing two rows of data.

HR Request Type	Details	Created On
Visa	Passport Number	10/16/2020 12:46 PM
Visa	Name	10/16/2020 12:46 PM

Power Apps | Human Resource

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[Flow](#)
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HR Request Type

[Request Type](#)
[Details](#)
[Created On](#)

Request Type	Details	Created On
Visa	Visa Details	10/16/2020 12:43 PM
Salary Slip	Salary Slip	10/16/2020 2:12 PM
Letter To Bank	Letter To Bank	12/10/2020 1:11 PM

[All](#)
[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)

[Common Setup](#)

1 - 3 of 3 (0 selected)