केन्द्रीकृत हाजिरी प्रणाली

कर्मचारी विवरण हेर्ने तरिका

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2. Address bar मा, www.nea.org.np/hajiri टाइप गर्नुहोस्



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5. स्क्रिनको बायाँ छेउमा रहेको HRIS मा क्लिक गनुहास् 6. स्क्रिनको बाँयामा, मुख्य ड्यासबोर्डमा, HRM मा क्लिक गर्नुहोस्।

7. त्यसपछि PIS व्यवस्थापनमा क्लिक गर्नुहोस्



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8.कर्मचारीको विवरण हेर्न, सानो बाकसमा tick गरेर कर्मचारी चयन गर्नुहोस्

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9. edit बटन क्लिक गर्नुहोस् निम्न स्क्रिन देखिनेछ:-

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Attendance <		Q .		abudhathok(2052@gmail.com		D 9841867202	
Employee Database 🤇	NO PHOTO	EMPLOYEE ID 110150	DESIGNATION Office Helper-2		WORKING STATUS		BRANCH NAME Central Personnel Administration Section
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	- man stricts games	Nationality		10	Email	abudhathok2	950@gmail.com
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10.**Basic Information** ट्याबमा कर्मचारीहरूको व्यक्तिगत विवरण हेर्न सकिन्छ ।

11.Service information ट्याबमा कर्मचारीहरूको सेवा विवरण हेर्न सकिन्छ । 12.Leave Allocation ट्याबमा कर्मचारीहरूको बिदाको विवरण हेर्न सकिन्छ ।

13. Attendance Enrollment ट्याबमा कर्मचारीहरूको सङ्केत नम्बर जुन deviceसंग जोडिएको हुनेछ ।

SHIFT

शिफ्ट भनेको कर्मचारीलाई दिइएको कामको समय सीमा हो। प्रत्येक कर्मचारीलाई एउटा शिफ्टमा राख्नु पर्छ ताकि कर्मचारीहरूको उपस्थिति समय रिपोर्टमा देखिनेछ।

विभिन्न प्रकारका शिफ्ट र यसका विवरणहरू

		•	
S.N	Shift	Punch time	Remarks
1	DS_Summer	8:45 → 18:15	No OT
2	OT_2_Summer	8:45 → 18:15	2 hours OT
			Morning ->1hour
			Evening ->1hour
3	OT_3_Summer	8:45 → 19:15	3 hours OT
			Morning ->1hour
			Evening ->2hours
4	OT_4_Summer	7:45 → 19:15	4 hours OT
			Morning ->2hours
			Evening ->2hours
6	DS_Winter	8:45 → 17:15	No OT
7	OT_2_Winter	8:45 → 17:15	2 hours OT
			Morning ->1hour
			Evening ->1hour
8	OT_3_Winter	8:45 → 18:15	3 hours OT

			Morning ->1hour Evening ->2hours
9	OT_4_Winter	7:45 → 18:15	4 hours OT
			Morning ->2hours Evening ->2hours
10	OT_5_Winter	7:45 → 19:15	5 hours OT
			Morning ->2hours Evening ->3hours
11	Open_Shift_Summer	0:00→ 23:59	Anytime Attendance
12	Open_Shift_Winter	0:00→ 23:59	Anytime Attendance
13	Driver_Summer	6:00→ 22:00	
14	Driver_Winter	6:00→ 22:00	

नोट:

- Summer Shift (बैशाख श्देखि कार्तिक १५ सम्म र माघ १६ देखि चैत्र सम्म)
- Winter Shift (कार्तिक १६ देखि माघ १५ सम्म)
- बिदामा पनि एउटै समय सीमा लागू हुनेछ।
- शुक्रबारको दिन समय सीमा एक घण्टा कम हुनेछ किनकि कामको समय सीमा एक घण्टा कम छ।

Shift राख्ने तरिका

```
1. HRIS मा जानुहोस्
```

2.Attendanceमा क्लिक गर्नुहोस्

3.Shift Managementमा क्लिक गर्नुहोस्

4.Shift Allocationमा क्लिक गर्नुहोस्

5. शिफ्ट तोक्नको लागि मिति दायरा प्रदान गर्नुहोस्(Date From, Date

To)

6. कर्मचारीको नाम वा संकेत नम्बर प्रदान गर्नुहोस्

7. Search बटनमा क्लिक गर्नुहोस्

यदि शिफ्ट पहिल्यै तोकिएको छ भने यो Shift allocationमा सूचीबद्ध हुनेछ अन्यथा खाली हुनेछ।

						😸 Admin Mode 🖉 📀	Sokirti Manandhar
🖵 Main Dashboar	d	Assign Shift TElter				A HRUS - A H	RIS - 🙆 Attendance - Shift Manager
HRM	e.	Filter Data					-)
Leave		Data From	2076/10/15		Date To	2076/12/30	
Attendance	S	Employee Name	Manju Meharjan (110150)	C Resigned	Branch	Select options	
Fixed Position	÷e.	Job Description	Select options	*	Department	Selectoption	
HRIS Reports	e	Sub Department	Select option		Level/Position	Select options	
Other Information	~	Designation	Selent options	*			
		Roster Allocation Shift Allocation	Shift Plan				
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8. +Add New क्लिक गर्नुहोस्

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9.कर्मचारी चयन गर्नुहोस् र +Add बटन क्लिक गर्नुहोस्

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10. यदि मिति ठिक छ भने कुनै परिवर्तन आवश्यक छैन तर यदि मिति परिवर्तन गर्न चाहनुहुन्छ भने गर्नुहोस्

11. Select Shift मा आफ्नो आवश्यकता अनुसार शिफ्ट चयन गर्नुहोस् 12. Shift Typeमा केहि परिवर्तन नगर्नुहोस् 13. Save क्लिक गर्नुहोस्।

प्रविष्ट गरिएको शिफ्ट तल देखाइएको Shift Allocation tabमा सूचीबद्ध हुनेछ ।

Roster (मीटर रिडरका लागि)

शिफ्टको सट्टा **मीटर रिडरका** लागि प्रत्येक महिना रोस्टर तोक्नु पर्छ । ताकि 7,14,21 र 28 गते मिटर रिडरको लागि बिदा सेट हुन्छ र एक पटक हाजिरी गर्न सकिन्छ।

Roster Allocation प्रक्रिया, shift allocation प्रक्रिया जस्तै हो, तर सिफ्ट चयन गर्दा हामीले Meter Reader रोस्टर छनौट गर्नुपर्छ।

Remuneration

ओभरटाइम सेटिङ गर्न थप एक कुरा गर्नु आवश्यक हुन्छ । त्यो हो हामीले remuneration सेट गर्नुपर्छ । Officer and Non-Officer को फरक फरक remuneration हुन्छ ।

Officer's Remuneration Details:-

	_	
S.N	Renumeration	Remarks
1	Officer OT3/0	3 hours OT
		Morning ->1hour
		Evening ->2hours
		No OT in Holidays
2	Officer OT2/3	2 hours OT
		Morning ->1hour
		Evening ->1hour
		Holidays ->3hours
3	Officer OT3/3	3 hours OT
		Morning ->1hour
		Evening ->2hours
		Holidays ->3hours
4	Officer OT4/3	4 hours OT
		Morning ->2hours
		Evening ->2hours
		Holidays ->3hours
1		

Non-Officer's Remuneration Details:-

S.N	Renumeration	Remarks
1	Non-Officer OT2/0	2 hours OT Morning ->1hour Evening ->1hour No OT in Holidays
2	Non-Officer OT2/7	2 hours OT Morning ->1hour

		Evening ->1hour Holidays ->7hours
3	Non-Officer OT3/3	3 hours OT Morning ->1hour Evening ->2hours Holidays ->7hours
3	Non-Officer OT4/7	4 hours OT Morning ->2hours Evening ->2hours Holidays ->7hours
4	Non-Officer OT5/7	5 hours OT Morning ->2hours Evening ->3hours Holidays ->7hours

Remuneration राख्ने तरिका

1.HRIS मा जानुहोस् 2.HRM मा क्लिक गर्नुहोस् 2.PIS Management क्लिक गर्नुहोस् 3.कर्मचारी चयन गर्नुहोस् र Edit बटन क्लिक गर्नुहोस् निम्न स्क्रिन देखिनेछ:-

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HRIS					🚰 Admin	Mode Q C	🛗 🌲 Archana Rajbhandari 🕚
💭 Main Dashboard			EMPLOYEE ID	DESIGNAT		MORKING STATUS	BDANCH NAME
HRM	5	NO PHOTO	110150	Office Help	er-2	Vorking	Central Personnel Administration Section
Attendance	¢	w Dest de la constitue					
Employee Database	¢	» Personal Details	Basic Information	Service Information	Additional Office Record	ds Job Description	n Missing Fields
Leave	¢	» Salary Information	Basic Informatio	n		Servic	e Period: 8 years 9 months 21 day
Fixed Position	×	» Attendance	Employee ID	110150		Employee PIS	110150
Data Approval		» Documents	Salutation	Mrs.		Code Marital Status	Married
HRIS Reports	ĸ	» Job Allocation	First Name	Manju		Hill fail Soliton	marris a
Block Rules	ĸ	» Leave Allocation				Gender	Female
Other Information	ĸ	» Asset Issue Details	Mid Name			BloodGroup	
		» Family Details	Last Name	Maharjan		Telephone	
		* Education and Skills	Nepali Name			Mobile	9841867202
		* Potizement Details	Nationality				

4.Service Information ट्याबमा क्लिक गर्नुहोस्

HRIS				🚰 Ad	lmin Mode 🔍 🔍	• 🟥 🔔 Archana Ra	ijbhandari O
🖵 Main Dashboar	d	Department	-	-	Area Branch/Office		
HRM	5	Sub Dept./Unit/Section	[+ ·	*	Service	(a)	
Attendance	¢	Sub Unit			OutSource	-	¥
Employee Database	¢				Company		
Leave	¢	ServiceGroup	-	*	ServiceSubGroup		*
Fixed Position	ĸ	Functional Position	on and Jobs				
Data Ap <mark>proval</mark>		Employment Type	Permanent	*	Remuneration	NonOfficer OT3/7	*
HRIS Reports	¢	Job Title	-		Appointment Type	Regular Employee	*
Block Rules	¢	Working Status	Working	*	Mark as	False	
Other Information	¢		-1 The second	-	Supervisor	1	
		Service Dates					
		Contract Start	yyyy/mm/dd		Date Of Last	2077/12/23	

5. तल Remunerationजानुहोस् र आवश्यक Remuneration type छनौट गर्नुहोस् र अपडेट ट्याबमा क्लिक गर्नुहोस् ।

यसरी हामी ओभरटाइम सेटअप गर्न सक्छौं । नोट:-मिटर रिडरको Remuneration mtrrdr हुनुपर्छ ।

Attendance Calculation

1.HRIS मा जानुहोस् 2.Attendanceमा क्लिक गर्नुहोस् 3.Calculate Attendance मा क्लिक गर्नुहोस् निम्न स्क्रिन देखिनेछ:-



4.Attendance calculate गर्न को लागी मितिको दायरा प्रदान गर्नुहोस्(From Date, To Date)

- 5. Filter calculation मा tick गर्नुहोस्
- 6. Employee मा कर्मचारीको नाम वा संकेत नम्बर प्रदान गर्नुहोस्
- 7. Calculate बटनमा क्लिक गर्नुहोस्

नोट:-

यदि तपाई सम्पूर्ण शाखाको हाजिरी calculate गर्न चाहनुहुन्छ भने, कर्मचारीको सङ्केत नम्बरको सट्टा control+F क्लिक गर्नुहोस् ।त्यसपछि बक्समा शाखाको नाम लेख्नुहोस् र Calculate बटनमा क्लिक गर्नुहोस् ।

Calculate Overtime

1. HRIS मा जानुहोस् 2.Attendanceमा क्लिक गर्नुहोस् 3.Attendance Reconciliation मा क्लिक गर्नुहोस् 4.Daily Overtime Reconciliationमा क्लिक गर्नुहोस् निम्न स्क्रिन देखिनेछ:-

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5. Overtime calculate गर्न को लागी मितिको दायरा प्रदान गर्नुहोस्(From Date, To Date)

6. कर्मचारीको नाम वा संकेत नम्बर प्रदान गर्नुहोस् 7. Search बटनमा क्लिक गर्नुहोस् यसले त्यो मिति दायराका लागि कर्मचारीहरूको उपस्थिति सूची देखाउनेछ

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9. Overtime मा क्लिक गर्नुहोस्

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10. त्यस पछि Calculate Overtime मा क्लिक गर्नुहोस् र Ok क्लिक गर्नुहोस् यो overtime calculate गर्ने तरिका हो। अब तपाईं रिपोर्ट हेर्न सक्नुहुन्छ।

View Report

1.HRIS मा जानुहोस्

- 2.Attendanceमा क्लिक गर्नुहोस्
- 3.Reports मा क्लिक गर्नुहोस्

4. Report हेर्नको लागी मितिको दायरा प्रदान गर्नुहोस्(From Date, To

Date)

6. कर्मचारीको नाम वा संकेत नम्बर प्रदान गर्नुहोस्

7. Search बटनमा क्लिक गर्नुहोस्

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9.रिपोर्ट Print गर्न बायाँ कुनामा Print buttonमा क्लिक गर्नुहोस्

View Log Detail Report

Daily In Details tab क्लिक गर्नुहोस् निम्न स्क्रिन देखिनेछ:-

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Fixed Position	*	1	0	Manju Maharjan	Central Personnel	2078/09/16	03:32		08:36:00 ,17:08:00		08:36 (In-HO_01),	2021/12, E000
		2		Manju Maharjan	Central Personnel	2078/09/17			09:57:00 ,16:00:00		09:57 (in-HO_01),	2022/01, E000
Data Approval		3		Manju Maharjan	Central Personnel	2078/09/18	02:48		08:43:00 ,17:31:00		08:43 (In-HO_01),	2022/01, E000
IDIS Departs	~	4	0	Manju Maharjan	Central Personnel	2078/09/19	03:21		08:14:00 ,08:15:00		08:14 (In-HO_01),	2022/01, E000
nuo neporto		5		Manju Maharjan	Central Personnel	2078/09/20	04:00		08:16:00 ,18:16:00		08:16 (In-HO_01),	2022/01 ED00
llock Rules	~	6	0	Manju Mabarjan	Central Personnel	2078/09/21	03:22		08:20:00 ,17:42:00		08:20 (In-HO_01),	2022/01, E000
		7	0	Manju Maharjan	Central Personnel	2078/09/22	03:05		08:29:00 ,17:34:00		08:29 (In-HO_01),	2022/01, E000
Other Information	×.	8		Manju Maharjan	Central Personnel	2078/09/23	03:50		08:52:00 ,17:41:00		08:52 (in-HO_03),	2022/01/ E000
		9	D	Manju Maharjan	Central Personnel	2078/09/24	*	-	10:50:00 ,16:02:00		10:50 (in-HO_01),	2022/01, E000
		10		Manju Maharjan	Central Personnel	2078/09/25	03:53		08:19:00,18:10:00		08:19 (In-HO_01),	2022/01, 6000
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Logs र PunchRecords columnले कर्मचारीको लग विवरणहरू देखाउँछ।

View Monthly Summary Report

1.Reports मा क्लिक गर्नुहोस्

2. Report हेर्नको लागी मितिको दायरा प्रदान गर्नुहोस्(From Date, To Date)

6. Office/branchमा शाखाको नाम चयन गर्नुहोस्

💭 Main Dashboar	d	Filter Data					
HRM	s	Date From	2078/09/16		Date To	2078/10/15	
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Leave	¢	Sub Department	duhabi	-	Worked Department	Select options	Ŧ
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0	ther Information	4	08035	Binod Pajiyar	Engineer			5				5	15	5	25	5		5	30
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			07365	Sudarshan	Assistant							0	29		29	1		1	30

रिपोर्ट Print गर्न बायाँ कुनामा Print buttonमा क्लिक गर्नुहोस्

कर्मचारी सरुवा

जब एक कर्मचारी एउटा कार्यालयबाट अर्को कार्यालयमा स्थानान्तरण गरीन्छ वा उच्च स्तर मा पदोन्नति गरिन्छ, तब निम्न चरणहरु आवश्यक छ:

- 1. Square ग्रिडमा क्लिक गर्नुहोस्
- 2. स्क्रीन मा HRIS मा क्लिक गर्नुहोस्
- स्क्रिन को बायाँ छेउ मा, मुख्य ड्यासबोर्ड मा, HRM मा क्लिक गर्नुहोस्।
- 4. त्यसपछि PIS व्यवस्थापन मा क्लिक गर्नुहोस्।
- 5. EmpName वा EmpID को नाम प्रयोग गरी कर्मचारी फिल्टर गर्नुहोस्।
- 6. सम्बन्धित emplyee को सानो Square बक्स tick गर्नुहोस्
- 7. त्यसपछि Edit बटन क्लिक गर्नुहोस्।
- 8. JobAllocation बटन मा क्लिक गर्नुहोस्।

	Urm	ila Devi N	lehtar 👁							
	۰. 0									1
NO PHOTO	EMPL0 310608	WEE ID			DESIGNATIO Junior Helper	N		WDF Work	KING STATUS	
> Base Information	+ A	ld Nexe - GP (idir 🕼 Delete	QDetails						
a Calany information		JubAllocation	7 DecisionBate	Charge/TakenD	· s Employments	-+ Branch/Game	- Derbandillican -	Areallianchika	e Regionaldeaux	6 Departmenthic 1 e Da
» Attendance Enrollment	-1	Trycopter -	2074/07/05	2074/07/05	Permanent	Rapping Demiliation Cerner				
# Dijcumenta										
⇒Job Allocation										
w Laseve Allocation										
3 Asset mus Details										

9. +Add New बटन मा क्लिक गर्नुहोस्।

Information Retrice Informa	itan				
e information					
Service Seers Spec (1)	Vanahar	+}	Base Spararol		1
Pactore data (*)	275/15/54		Roos incoment).
Charge Taken (*)	3074/32/09		Damand Table		3
Ophersenating			displayment bearing		1.4
Latter meand (1914)		•	diana Antonio Linto	angemeine	
Parriet Inc.					
	Charlos Films Incharles				

- 10. Service Event Type(*) मा Transfer चयन गर्नुहोस्।
- 11. निर्णय मिति enter गर्नुहोस् (पत्र अनुसार)।
- 12. Enter Charge Taken Date (कर्मचारी स्थानान्तरण गरिएको शाखामा उपस्थित भएको मिति)।
- 13. Next बटन क्लिक गर्नुहोस्।

Employee: E05970: Urmila Do	vî Mehtar (310008)			📽 Upstate Naster	
Basic Information Service Inform	abon Joh Disemption				
Darbandi					
Darbondi Code			Darbandi Branch	2	
Darbandi Department	ž.		Dartuaridi Level		
Position and Jobs					
Employment Type	Permatant	*	Termineration		4
Designation	Junior Helper	• •	Appointment Type	Regular Employee	
Level	Laset III.		Mark as Supervisor	Ealor	*
Juli Title		÷	Working Status	working	*
Units, Services and Locations					
Math Unit/Division		*	Location		×
Balatrana Urst		*	Branch/Dflua	Halangea Distribution Center	
Erris Group (194)		*	Reportal Branch/Office		

 Branch/Office बटन मा स्थानान्तरण गरिएको शाखा/कार्यालय चयन गर्नुहोस्।

DefaultShift DefaultShift summer *

15. Save बटन क्लिक गर्नुहोस्।

Note:

यो प्रक्रिया कर्मचारीको सबै काम यस प्रणाली मा प्रवेश गरीएपछि मात्र गर्न्पर्छ। यो step पछि कर्मचारी अघिल्लो शाखा मा देखिने छैन।

Sam And Continue

Promotion

पदोन्नति गर्न उही स्थानान्तरणको प्रक्रिया गर्नुहोस्। आवश्यकता अनुसार कर्मचारी designation र level परिवर्तन गर्नुहोस्।

Retirement

जब कर्मचारी आफ्नो सेवानिवृत्तिको उमेर पुग्छ वा उसले आफैं अवकाश लिन्छ उसलाई कार्यालयबाट अवकाश दिइन्छ।

सेवानिवृत्ति प्रवेश गर्न प्रक्रिया

- 1. HRM मा क्लिक गर्नुहोस्।
- 2. त्यसपछि PIS management मा क्लिक गर्नुहोस्।
- 3. EmpName वा EmpID को नाम प्रयोग गरी कर्मचारी फिल्टर गर्नुहोस्।
- 4. सम्बन्धित emplyee को सानो Square बक्स tick गर्नुहोस्
- 5. त्यसपछि Edit बटन क्लिक गर्नुहोस्।

6. निम्न स्क्रिन देखिनेछ:-



7. +Add New बटन मा क्लिक गर्नुहोस्।

Retirement Details						
mployee: E00002: Manju Mahu	rjan (110190)					
etirement Record						
Letter Date	13/12/2012	2018/122/02		Bittani	asing gains	10010032/000
Latter Number				Kalt Type	Npre	
Working Status	Retired			Perahility Df Report	Not Sure	39
Separation Reason				Dervice Event Type	Retirement	
Set Deriver Letter Date	() kelvaritera	2016(31)(3)		Ent Type Selectors	Computery ;	
Remarka				Required Nation Period Days	7	
			- 11		 Effect factors Ferral Val 	atus While Settlereira

- 8. Letter date, Exit Confirm Letter date र Exit Date प्रविष्ट गर्नुहोस्
- 9. Working status मा, अनिवार्य सेवानिवृत्ति को लागी Retired
- छान्नुहोस् वा आफैं सेवानिवृत्ति लिएको छ भने Resigned छान्नुहोस् 10. Save बटन क्लिक गर्नुहोस्।

कर्मचारीको बिदा

कर्मचारीले विभिन्न प्रकारका बिदा लिन सक्छन् जस्तै क्याबी बिदा, चाडपर्व बिदा, घर बिदा, बिरामी बिदा आदि ।

जब कर्मचारीले यस प्रकारको छुट्टीको फारम बुझाउँछ हामीले सफ्टवेयरमा प्रवेश गर्नुपर्छ

- बिदा राख्ने तरिका
- 1. Leave मा जानुहोस्
- 2. Requests/Approvalsमा क्लिक गर्नुहोस्
- 3. Leave Requestमा क्लिक गर्नुहोस्



5. बिदा लिन लागि मिति दायरा प्रदान गर्नुहोस्(Date From, Date To)

6. कर्मचारीको नाम वा संकेत नम्बर प्रदान गर्नुहोस् 7.**Apply For** मा Leave चयन गर्नुहोस् 8. **Proceed to selection** बटनमा क्लिक गर्नुहोस्

Available	Field	Work	and	Leaves

Leav	ve Name	Balance	Date From	Date To	Leave Type		Days
Sick	Leave	12				×	0
Hom Hom	e Leave	28				•	0
📄 Casu	ial Leave	3				¥	0
Abnc Abnc	ormal Leave	0				٣	0
🔲 Addit	tional Sick Leave	180				٣	0
Educ	cation Leave	0				•	0
🔲 Festi	ival Leave	3				Ŧ	0
🔲 Kaaj		0					0
		Ba	ck to Edit S	ubmit Request	Save and Add Anot	her	Cancel

9.Available Field Works and Leaves मा जानुहोस् 10.आवश्यक बिदा चयन गर्न सानो बाकसमा tick गर्नुहोस् । यसले स्वचालित रूपमा मिति र leave अवधि देखाउनेछ 11. Submit Request बटनमा क्लिक गर्नुहोस्

काज राख्ने तरिका

काज राख्न बिदा राख्ने प्रक्रिया जस्तै गर्नुपर्छ। मितिको दायरा राख्नुहोस्। कर्मचारीको नाम वा संकेत नम्बर प्रदान गर्नुहोस् ।

- Apply For मा भने FieldWork चयन गर्नुहोस् ।
- Request Description मा काजको विवरण राख्नुहोस्। जस्तै: धरान काज आदि।
- Proceed to selection बटनमा क्लिक गर्नुहोस्
- Available Field Works and Leaves मा काजको बाकसमा tick गर्नुहोस्
- Submit Request बटनमा क्लिक गर्नुहोस्

बिदा allocate गर्ने तरिका

यदि बिदा प्रवेश गर्दा error आयो भने, हामीले बिदा allocate गर्नुपर्छ।यदि तपाइँ निम्न स्क्रिन देख्नुहुन्छ भने

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C Man Bashboan		No any leave frond allocated				North Co.	a ser a s
HRU	3						
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tone	18	Date To	2078/11/08	Mensage to Alt Employee			
Fixed Position	26	Employee Name	> Agiun There (35005500)				
Data Approval		Request Description		Apply Por	Both		
HIRIS Reports	36			Node of Travel	Name		
Hock Bules	10			Travel Place			
Other information	- 10			Carrency	-Select item-		-
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		Approved By		Laper Reason Trees			
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						The same set of	208.044

- 1. HRM मा क्लिक गर्नुहोस्।
- 2. त्यसपछि PIS management मा क्लिक गर्नुहोस्।
- 3. EmpName वा EmpID को नाम प्रयोग गरी कर्मचारी फिल्टर गर्नुहोस्।
- 4. सम्बन्धित employee को सानो Square बक्स tick गर्नुहोस्

5. त्यसपछि Edit बटन क्लिक गर्नुहोस्। 6. Leave Allocation मा क्लिक गर्नुहोस्।

HRIS											· Adre	En Mode	a i 🖻	🐣 Archara	Replanded
Chiain Dashboard	Leave Allocation Detail												6 HRMS		RE- PERMAN
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Fixed Position	 Basic information 	+ Allocate	elene												
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HHBS Reports	 Salary information 						cmp DM	e From: Date to :	2078/11/08	4					
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Other Information	Documents	Loove Name	No OF Times Allowed	No Of Times Takee	This Year Allocation	Manual Allocation	Opening Balance	Notured on Date	Total Taken	Total Effected	Total Lapsed	Total Encosed	Total Consussed	Total Remaining	Bolance Auxiliabl
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7.+Allocate Leave क्लिक गर्नुहोस् निम्न स्क्रिन देखिनेछ:-

						Concernance -		
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E (Cinary particular)	Leave Allocation Detail							
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O THIATIGM S						- 41 million		
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8.+New क्लिक गर्नुहोस्

9.Leave Assigned date मा, date राख्नुस्(eg 2078/01/01) 10.Load Default क्लिक गर्नुहोस्

10.Load Default क्लिफ गनुहा

11. Save क्लिक गर्नुहोस्

बिदा र काज सच्याउने तरिका

- 1. Leave मा जानुहोस्
- 2. Requests/Approvalsमा क्लिक गर्नुहोस्
- 3. Leave Requestमा क्लिक गर्नुहोस्

4. यदि बिदा सच्याउन चाहन्छौं भने Approved List tab मा क्लिक गर्नुहोस् वा काज सच्याउन चाहन्छौं भने Approved Fieldwork tabमा क्लिक गर्नुहोस्

5. सच्याउन आवश्यक कर्मचारीको रेकर्ड चयन गर्नुहोस्(सानो बाकसमा tick)

Ар	prove	d Leave	and Field W	Vork Req	uests							Bohrms Bohr	IS 🔹 🏟 Leave 🐘 Requ	iests/Approva
Lea	ive Requ	iest F	or Recommenda	ation F	or Approvals	Redrafted	App	roved List	Approv	ed Field	Work	View More 👻		
Ø	Export	ha Dizi	olay All 🛛 🖾 A	pproval Acti	on									
		туре 🔻	RequestID T	EmpID Ŧ	EmpName T	Designation	Ŧ	Department T	Branc	h Ŧ	Requ	est From (BS) 🔻	Request To (BS) 🔻	Days 🔻
0		Leave	8838	11836	Anil Man Shrestha	Director		-	Inform Techn Depar	nation ology tment	2076/	08/02	2076/08/02	1
0		Leave	8837	8207	lshwar Kumar Shrestha	Engineer		2	Dadel Distril Cente	dhura oution r	2076/	10/01	2075/10/02	2

6.Approval Action मा क्लिक गर्नुहोस् निम्न स्क्रिन देखिनेछ:-

Leave Request Approval		×
Level2Action	ReDraft	•
Level2Description		
	🗸 Update	Cancel

7.Level2Action मा **Redraft** चयन गर्नुहोस् 8.Update मा क्लिक गर्नुहोस्

Re	draft	ed Leave	e and Field V	Vork Req	uests					de HRMS - de I	IRIS = 🏟 Leave - Re	quests/Appro	wa
Lea	ive Req	uest f	or Recommend	ation F	or Approvals	Redrafted	A	pproved List	Approved Field	Work View More	•		
8	Edit	🛍 Delete	🗟 Export										
		Type T	RequestID Y	EmplD 🔻	EmpName Y	Designation	Ŧ	Department Y	Branch T	Request From (BS) 🖣	Request To (BS) T	Days 🔻	
0	2	Leave	8838	11836	Anil Man Shrestha	Director		*	Information Technology Department	2076/08/02	2076/08/02	1	1
0	0	Leave	8745	7939	Rajendra Kumar Maharjan	Assistant Engineer		92	Kirtipur DCS	2076/09/21	2076/09/21	1	1
0	8	Leave	8735	7939	Rajendra Kumar Nabarian	Assistant Engineer		2	Kirtipur DCS	2076/09/22	2076/09/25	4	1

9. त्यो रेकर्ड Redraft ट्याबमा देखिनेछ।

10. सच्याउन आवश्यक कर्मचारीको नाम खोज्नुहोस् र चेकबक्समा tick गरेर रेकर्ड चयन गर्नुहोस्

11. Edit वा Delete बटनमा क्लिक गरेर आवश्यकता अनुसार कार्य गर्नुहोस्

View leave Report

बिदाको रिपोर्ट हेर्न तरिका 1.Leave मा जानुहोस् 2. Leave Reportsमा क्लिक गर्नुहोस् यो प्रक्रिया द्वारा आवश्यकता अनुसारको रिपोर्ट हेर्न सक्छौं

Lapse Leave राख्ने तरिका

कर्मचारीको बिदाको मौज्दातबाट कटौती गर्नुपर्ने बिदालाई Lapse Leave भनिन्छ।

उदाहरण 1:

हामी घर बिदाको सट्टा पैसा लिन्छौं।जब कर्मचारीले घर बिदाको सट्टामा पैसा लिन्छ, हामीले कुल बिदाबाट घर बिदा घटाउनुपर्छ। यस्तो बिदा कटौती गर्ने तरिका:-

1.Leave मा जानुहोस्

2. Leave Transactionमा क्लिक गर्नुहोस्

3. Lapse Leaveमा क्लिक गर्नुहोस्

निम्न स्क्रिन देखिनेछ:-

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Other Information		21	0	Rigo Presed Barri	s £30073	Let/math District	32919		CHRADCS						14				11
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4.बिदा lapse गर्नु पर्ने कर्मचारीको नाम खोज्रुहोस् र चेकबक्समा tick गरेर रेकर्ड चयन गर्नुहोस्

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A HRM	÷	Add En	nployee	s to Lapse Leave	Load/M	dify to Lapse Leave	Approved Lapse Leave	All Lapse Leave					
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O Leave Transactions	4		DOERN18		8956	Lekhnath Datrib	bution Center						
O Bulk Leave Allocatio	n	1	nie -		9705	Lektriath Distrib	bution Center						
O Leave Opening			-	1.12	0994	Lekhnath Distrib	bution Center						
O Lapse Leave			_		9993	Lekhmath Distrib	butien Center						
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O CONSISTS DESIGNO		30	0	Rekesh Chaudhar	Courses 1	Lekbrath Distrib	bution Center						
O MonthlyLeave	5	11	0	Dipesh Rai	Exercit.	Lekhnuth Distrib	bution Center						
O Leave Reports		12	0	Jeget Presad Bloc	EMMA	Lekhneth Distrib	Isolium Center						
Fixed Position		-15	0	Senita Khanal	E39367	Lekhmatth Distribu	bufien Center						
		-14	O	Manju Pant.	ESODIE	Leichnath Distrib	bution Center						
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0 Other Information	¢	show	c De	feilt	•	1 ×	Q ₁ Gar	Showing 1 to 35	of 8148 records.				•
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5. Add Employees to Lapse Leaveमा क्लिक गर्नुहोस् निम्न स्क्रिन देखिनेछ:-

Add Employee Lapse Leave		×
Lapse Date Nepali	2076/09/16	
Lapse Leave Type	Home Leave	*
Approval Action	Pending	*

6.Lapse date Nepali मा आजको मिति वा leave lapse गर्ने मिति राख्नुहोस् 7.Lapse Leave Type मा आवश्यक बिदा चयन गर्नुहोस्

8. Approval Action मा केहि नगर्नुहोस्

9.Save बटनमा क्लिक गर्नुहोस्

10.Load/Modify to Lapse Leave tabमा क्लिक गर्नुहोस्

11. कर्मचारीको नाम खोज्रुहोस् र चेकबक्समा tick गरेर रेकर्ड चयन गर्नुहोस्

12. Leave Lapsed column मा डबल क्लिक गर्नुहोस् र lapse हुने दिनको संख्या प्रविष्ट गर्नुहोस्

13. Save बटनमा क्लिक गर्नुहोस्

मेमो राख्ने तरिका

1. Attendanceमा जानुहोस्

2. Force Attendance मा क्लिक गर्नुहोस्

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3.Employee List ट्याब चयन गर्नुहोस् 4. कर्मचारी चयन गर्नुहोस्

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5. +Add Lo निस्त सिक	ogs मा क्लिक गर्नु न टेग्विनेकः-	होस्			
Manual Attendance [#]					
From Date	2076/15/06	To Date	2078/11/01		
	🗆 In Time		🔛 Out Time	17:00	
flamarka	Training in <u>katerpart</u>				
	🗋 Skip Leaver 🛄 Skip Hölday				
				El Save	

6. मेमो प्रविष्टि गर्न को लागी मितिको दायरा प्रदान गर्नुहोस्(From Date, To Date)

7. In Time वा Out Time चयन गर्न सानो बाकसमा tick गर्नुहोस् (10:00 वा 17:00)
नोट: समय 24 घण्टा ढाँचामा हुनुपर्छ। In Time र Out Time बीच एउटा मात्र चयन गर्नुहोस्
8. Remarks प्रदान गर्नुहोस्
9. Save बटन क्लिक गर्नुहोस्।
नोट: तपाईले रिपोर्ट हेर्नु अघि Attendance Calculate गर्न आवश्यक छ।