Automation of Shift Allowance Process

Associate Shift Mapping

HR Mart

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Welcome
Associate

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Associate Shift Mapping

Red   Associate Id : GTS   `Active`

👥 Associate List

*mandatory fields

From Date *	16-Feb-2020 📅
To Date	15-Mar-2020 📅
Weekly Off *	Sunday and Monday Weekly off ▼
Shift *	Shift 2 (Afternoon) ▼

Save   **Cancel**

To enter details click on the ◀ Insert icon. 🔒 **Insert**

Sl.No	From Date	To Date	Weekly Off	Shift	Action
1	19-Jun-2019	15-Feb-2020	Saturday and Sunday Weekly off	G	
2	16-Feb-2020	22-Feb-2020	Tuesday and Wednesday off	Shift 1 (Early Morning)	
3	23-Feb-2020	14-Mar-2020	Wednesday and Thursday Weekly off	Shift 4 (Night)	

Associate Shift Mapping – Bulk Upload

Associate Shift Mapping – Bulk Upload

Leave Management

Associate Shift and Weeklyoff Mapping

← Back

1	1	0
Total Records	To be Processed	Data Error Records

🔍 View Log Report   **Process**

Leave Management

Import - Attendance Management

1	1	0
Total Records	Processed	Data Error Records

🔍 **View Log Report**   Import - Attendance Management

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Welcome **Paranthaman Thiruvengadam**
Associate

PT

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📅 **Leave Management**

In this module, you (as an Associate) can use the menus to request leave, regularize your attendance, view your attendance and view the leave balance data. you (as an Manager) can use the menus to Schedule the shift, approve leaves, view attendance of your team. you (as a Reviewer) can use the menus to view your team's Attendance and Leave data.

Associate - For Me ∧

Leave Process

› Apply for Leave

› Leave Status

› Leave Balance

Roster & Attendance - View

› Roster

› Holiday List

MANAGER - For My Direct Reports ∧

Delegate User - Entry

› Delegate User Mapping

Roster & Attendance - Entry

› Set Roster

› Mark Attendance

› Pending Roster

› Pending Attendance

Roster & Attendance - Upload

› Roster

› Roster - Multiple Dates

› Attendance

Approval

› Approve Leave   ❶

› Approve Leave Cancellation

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https://sbox.hr-mart.com/ams/AmsBSSetRosterApp.aspx

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Welcome **Paranthaman Thiruvengadam**
Associate

PT

formula HR   ☰   Leave Management

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Set Roster

* mandatory fields

From Date *	17-Mar-2020 📅
To Date *	24-Mar-2020 📅

Go

Associate Id *	

Go

https://sbox.hr-mart.com/ams/AmsBSSetRosterApp.aspx

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Set Roster From 17-Mar-2020 to 24-Mar-2020 → Go to **Set Roster**

		Associate Id	Associate Name	Manager	17-Mar (Tue)	18-Mar (Wed)	19-Mar (Thu)	20-Mar (Fri)	21-Mar (Sat)	22-Mar (Sun)	23-Mar (Mon)	24-Mar (Tue)
1	☑	GTS0097	Naresh Vongole	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Shift 4 (Night)	Shift 4 (Night)	Shift 4 (Night)	Shift 4 (Night)	Shift 4 (Night)	Weekly Off
2	☐	GTS0116	Swapna Muthukrishnan	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off	Weekly Off	G	G	Weekly Off	Weekly Off
3	☐	GTS0508	Sudhir Menon	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off	Weekly Off	G	G	Weekly Off	Weekly Off
4	☐	GTS0778	Ankur Chandra	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off	Weekly Off	G	G	Weekly Off	Weekly Off
5	☐	GTS0817	Prithvi Ranganath	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off	Weekly Off	G	G	Weekly Off	Weekly Off
6	☐	GTS1438	Gaurav Chopra	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off	Weekly Off	G	G	Weekly Off	Weekly Off
7	☐	GTS2480	Sumit Nigam	Paranthaman Thiruvengadam	Weekly Off	Weekly Off	Weekly Off	Weekly Off	G	G	Weekly Off	Weekly Off
8	☐	GTS2602	Umeshaiah Chandraiah	Paranthaman Thiruvengadam	Weekly Off	Weekly Off					Weekly Off	Weekly Off
9	☐	GTS2855	Pradeep Kumar Thirumalai Arasan	Paranthaman Thiruvengadam	Weekly Off	Weekly Off					Weekly Off	Weekly Off
10	☐	GTS3114	Viswanatha Satyanarayana Murthy	Paranthaman Thiruvengadam	Weekly Off	Weekly Off					Weekly Off	Weekly Off
11	☐	GTS3831	Subhash Medatwal	Paranthaman Thiruvengadam	Weekly Off	Weekly Off					Weekly Off	Weekly Off
12	☐	GTS3992	Nitin Gupta	Paranthaman Thiruvengadam	Weekly Off	Weekly Off					Weekly Off	Weekly Off

Page 1 of 1 View 1 - 13 of 13

Overlapping panel:

01-Feb (Sat)	02-Feb (Sun)	03-Feb (Mon)	04-Feb (Tue)
Weekly Off	Weekl ▼	G	G
Weekly Off			
Weekly Off			
Weekly Off			
Weekly Off			
Weekly Off			
Weekly	Weekly	G	G

Dropdown: G / Holiday / Shift 1 (Early Morning) / Shift 2 (Afternoon) / Shift 3 (Evening) / Shift 4 (Night) / **Weekly Off**

Fill Submit

Calendar View –Roster/Leave

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Welcome
Associate

Roster

Associate Name / ID * Go → Go to ⌄

Red | Associate Id : GTS | Active

February - 2020

Month | ‹ | Feb - 2020 ▼ | › | Year | 2020 ▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Weekly Off
2 Weekly Off	3 G	4 G	5 G	6 G	7 Holiday	8 Weekly Off
9 Weekly Off	10 Holiday	11 G	12 G	13 G	14 G	15 Weekly Off
16 Shift 1 (Early Morning)	17 Shift 1 (Early Morning)	18 Holiday	19 Weekly Off	20 Holiday	21 Shift 1 (Early Morning)	22 Shift 1 (Early Morning)
23 Shift 4 (Night)	24 Shift 4 (Night)	25 Shift 4 (Night)	26 Weekly Off	27 Weekly Off	28 Holiday	29 Shift 4 (Night)

■ Working Day ■ Shift 1 (Early Morning) ■ Shift 2 (Afternoon) ■ Shift 3 (Evening) ■ Shift 4 (Night) ■ Half Day Working ■ Weekly Off ■ Holiday

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Leave Management

In this module, you (as an Associate) can use the menus to request leave, regularize your attendance, view your attendance and view the leave balanc shift, approve leaves, view attendance of your team. you (as a Reviewer) can use the menus to view your team's Attendance and Leave data.

Associate - For Me

Leave Process

> Apply for Leave

> Leave Status

> Leave Balance

Roster & Attendance - View

> Roster

> Holiday List

MANAGER - For My Direct Reports

> Roster

> Roster - Multiple Dates

> Attendance

Approval

> Approve Leave   **1**

> Approve Leave Cancellation

> Approve Compoff   **4**

> Approve Shift Allowance (Associate)

> Approve Allowance (Payroll Summary Report)

> Leave Chart

Import

> Import - Leave Management

Mapping - Entry

> Associate Shift Mapping

Roster & Attendance - View

> Leave Balance

Approve Comp before Payroll Cut off date

Approve Shift Allowance applied by associates before Payroll cut off date

Approve Shift Allowance post payroll lock on 16th of the month

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Approve Compoff

| Fill Approve Status | Pending ▼ | | | | | | |

+	Associate Id	Name	Leave Type	No. of Days	Compoff Date	Action	Remarks	Status	☆
Regular Leave									
🔍	GTS0097	Naresh Vongole	COFF	1.00	18-Mar-2020	Approved ▼	approved x		

Submit

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Shift Allowance Process - Approve

→ Go to **Filter** ∧

Fill Approve Status Pending ▼

+	Associate Name / ID	Current Allowance		Reversal Allowance				Action	Remarks
		Working Day	Non-Working Day	Prev Working Day 1	Prev Non-Working Day 1	Prev Working Day 2	Prev Non-Working Day 2		
🔍	Naresh Rao B [GTS0186]	4000.00	700.00	0.00	0.00	0.00	0.00	Pending ▼	
🔍	Tejash Tarun [GTS1521]	4000.00	700.00	0.00	0.00	0.00	0.00	Pending ▼	
🔍	Rashmi R R [GTS1570]	9000.00	4500.00	0.00	0.00	0.00	0.00	Pending ▼	
🔍	Chirag Jayeshbhai Raval [GTS2408]	2800.00	0.00	0.00	0.00	0.00	0.00	Pending ▼	
🔍	Siddharth Pande [GTS2990]	4400.00	0.00	0.00	0.00	0.00	0.00	Pending ▼	
🔍	Himanshu Jain [GTS3366]	5600.00	0.00	0.00	0.00	0.00	0.00	Approve ▼	approved

- System is auto set to be locked on 15th of the month
- Manager has to approve the shift roster on 16th of the month by 2.00 pm
- Only the approved shift allowance will be considered for payroll processing

Shift Allowance - Reports

- Shift Allowance Report : This report is Shift Allowance applied by associates on Weekly off/ Public holiday

- Shift Allowance Payroll Summary Report : This report is detailed shift allowance report

Guidelines for Associates

- Associates to submit shift allowance for working during weekend/public holidays for managers approval by 15th of the month

- Associates must update all the leaves for the month by 15th of the month

Associate – Apply Shift Allowance and View Roster

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Leave Management

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Associate - For Me

Leave Process

> Apply for Leave

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Shift Allowance

> Apply for Shift Allowance

Roster & Attendance - View

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> Holiday List

Associate – Apply Shift Allowance and View Roster

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Associate Shift Allowance

To enter details click on the ⟨ Insert ⟨ icon. 🔺Ins

S. No	Working Date	Shift	Working Hour	Requested Date	Approved Date	Status	Action
1	04-Jan-2020	Shift 4 (Night)	8 Hours	01-Apr-2020 22:04	01-Apr-2020 22:04	Approved	🔍View ✖Cancel
2	03-Feb-2020	Shift 3 (Evening)	8 Hours	01-Apr-2020 23:04	01-Apr-2020 23:04	Approved	🔍View ✖Cancel
3	06-Feb-2020	Shift 1 (Early Morning)	4 Hours	01-Apr-2020 23:04	01-Apr-2020 23:04	Approved	🔍View ✖Cancel

Shift Allowance - Exit Module

Exit Module – Shift Allowance

Joining Bonus

Total Joining Bonus	125000	Bonus Type	One Time
Amount Paid	125000	Recovery Amount	0

Leave Balance

-1 Day(s)
PL Balance

[**Disclaimer Note** : Leave balance reflected here is leave which are approved by manager. Any unapproved leaves to be approved by manager before last working day.]

Shift Allowance

Working Day Allowance		Non-Working Day Allowance	

Exit Interview Form

Please elaborate on the above exit reason selected *	

THANK YOU