



Employee Information System



User Manual

Department/Group	Information Technology
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2				
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2. Distribution

All Employees

3. Legal Notice

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1 Introduction

Employee Information System is an integrated application to automate and streamline pre-payroll process at RMSI. Pre Payroll starts with the attendance of an employee which is being captured centrally by Time Watch application and is linked with Door Access Control System. Each RMSI employee has been given an access card which needs to be flashed to electronic readers placed at entrance and exit gates for marking their attendance. The system calculates OT, Night Shift Allowance and Comp Off with an approval cycle from Reporting Manager and eliminates the manual efforts of getting reports out manually from Time Watch and then processing for payroll purposes.

2 System Access

EIS is an Intranet based application and can be accessed by using Internet Explorer 6.0 and above* from any computer in RMSI network in any office of RMSI or thru a VPN connectivity to RMSI network. The url to access the system is

*(IE 8.0 and Google Chrome are not supported as of now)

<http://oms.rmsi.com/eis> or <http://oms/eis>



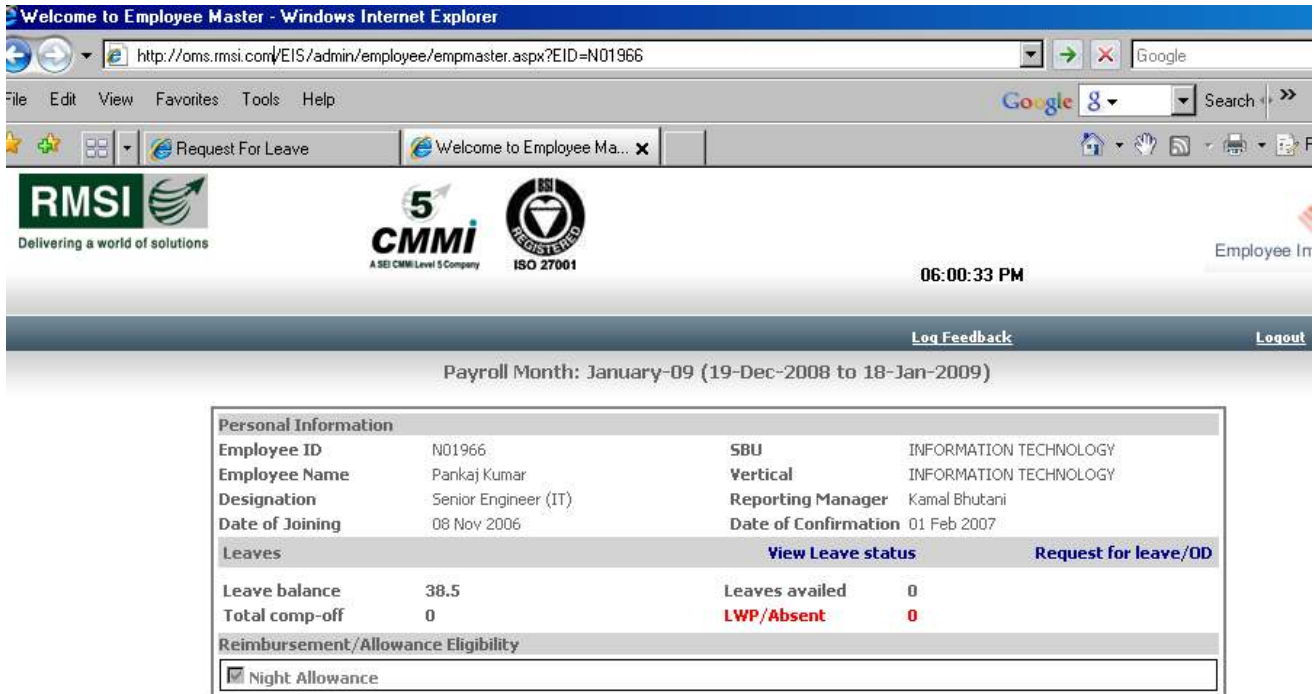
Username: The system uses Active Directory for authentication. The username which you use for login to your desktop is your active directory username.

Password: Same as your login password

3 Employee Self Service

The Home page for the employee shows information about

- Personal Information
- Leave Details
- Pay Reimbursement / Incentive eligibility



Personal Information			
Employee ID	N01966	SBU	INFORMATION TECHNOLOGY
Employee Name	Pankaj Kumar	Vertical	INFORMATION TECHNOLOGY
Designation	Senior Engineer (IT)	Reporting Manager	Kamal Bhutani
Date of Joining	08 Nov 2006	Date of Confirmation	01 Feb 2007
Leaves		View Leave status	
Leave balance	38.5	Leaves availed	0
Total comp-off	0	LWP/Absent	0
Reimbursement/Allowance Eligibility			
<input type="checkbox"/> Night Allowance			

- **Personal Information**

This section describes your Name, Employee Code, Designation, Date of Joining, Date of Confirmation, Reporting Manager and present association to SBU and vertical.

If in case any of any of the detail is wrong, please use "Log Feedback" button for requesting a correction.

- **Leaves**

This section shows your leave balance at the start of Payroll month and approved availed leaves during the payroll month. The Leave balance gets updated every month during payroll process and based on leave accrual and leave availed, new leave balance is shown.

If in case you are eligible for compensatory off by RMSI policy, your accrued comp-off details are also displayed. This can be utilized while applying for leave.

LWP/Absent status shows absenteeism (Leave without authorization thru this system), all such status will count towards LWP. You must take prior approval for leave / OD. In case you have to go out for some unavoidable reason without prior approval thru system (with a verbal consent from your reporting manager), make sure of having post approval thru system before end of Payroll Month i.e. 18th of every month.

- View Leave Status**

Employee can check the status of his/her applied leave / OD by the link View Leave Status

Back										
Emp code	Emp name	Request date	From	To	Type	Duration	Total	Updated on	Status	Cancel
n01411	Rajneesh Kumar Singh	11 Jan 2009	11 Jan 2009	11 Jan 2009	Paid	Full Day Leave	1	11 Jan 2009	Approved	Cancel
n01411	Rajneesh Kumar Singh	11 Jan 2009	20 Jan 2009	21 Jan 2009	On duty		2		Not Seen	Cancel
N01411	Rajneesh Kumar Singh	11 Jan 2009	19 Jan 2009	21 Jan 2009			3		Not Seen	Cancel
n01411	Rajneesh Kumar Singh	11 Jan 2009	12 Jan 2009	13 Jan 2009	Compensatory	Full Day Leave	2	11 Jan 2009	Cancelled	Cancel
n01411	Rajneesh Kumar Singh	11 Jan 2009	20 Jan 2009	21 Jan 2009			2		Not Seen	Cancel
N01411	Rajneesh Kumar Singh	11 Jan 2009	13 Jan 2009	16 Jan 2009	Compensatory	Full Day Leave	4		Not Seen	Cancel

- Apply New Leave**



All type of Leave should be applied using this application. To apply a leave please click on Request for Leave/OD,

Out Of Office Request

[View leave status](#)
[Back](#)

Leave
 On Duty

Employee Code N01411 **Request Date** 11 Jan 2009
Employee Name Rajneesh Kumar Singh **Reporting Manager** Ajay Goel

Leave From*  **Leave To*** 
(DD.MM.YYYY) (DD.MM.YYYY)

Leave Type
 Unpaid
 Paid
 Compensatory
 Maternity Leave

Duration
 Half Day
 Full Day

Reason For Request*:

Contact No.during duration (Add the code,If necessary)

Contact Address

Your leave request will be forwarded to your reporting manager for approval. If in case you need to cancel your applied leave, you would need to go to status page and then click on cancel against the date of leave. If in case your reporting manager is out of office then his/her reporting manager will have access to approve your request.

- Apply New OD**

In case you are travelling or working on-site, Prior OD approval is required so that system does not mark absent/ LWP. OD also follows approval cycle from your Reporting Manager and in his/her absence go to his/her reporting manager.

Out Of Office Request

[View leave status](#) [Back](#)

Leave
 On Duty

Employee Code N01411

Employee Name Rajneesh Kumar Singh

Leave From*
 (DD.MM.YYYY)

Request Date 1/11/2009

Reporting Manager Ajay Goel

Leave To*
 (DD.MM.YYYY)

Calculate No of Days

Reason For Request:*

Contact No.during duration (Add the code,If necessary)

Contact Address

Submit For Approval

- Reimbursement / Allowance Eligibility**

Employee eligibility for reimbursement, OT, Night Shift Allowance, Compensatory Off, Performance Allowance, Productivity linked incentive etc. is displayed in this section.

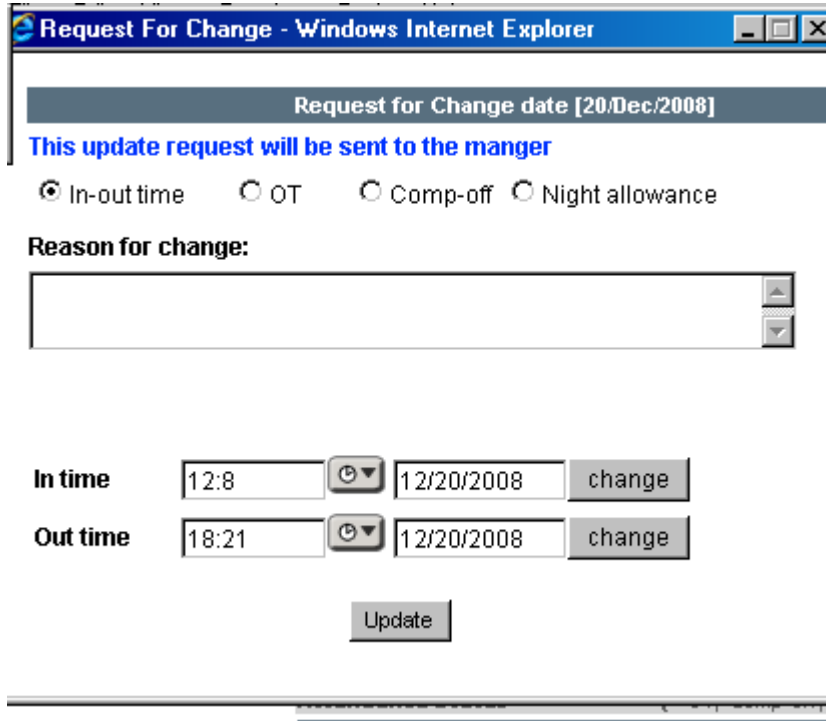
- Attendance Status**

The second part of the Home page shows the details about the attendance, Comp-off, OT or Night Shift allowance applicability for the particular day of the month. The payroll month start from 19th of every month and goes till 18th of next month.

This page facilitates Employee to check his/her own Attendance, IN timings, Comp-off, OT and night shift allowance applicable for each day in the payroll month.

Attendance Status						
(* OT/ Comp-off/ Night Allow. in red are unapproved where as in green are approved by the manager)						
Date	Attendance	In time	Comp-off	OT	Night allow.	Status
19 Dec 2008	Present	09:35				change
20 Dec 2008	Present on weekend	12:08	1			change
21 Dec 2008	Weekly off					change
22 Dec 2008	Present	09:38				change
23 Dec 2008	Present	09:50				change
24 Dec 2008	Present	09:42				change
25 Dec 2008	Present on holiday	13:36				change
26 Dec 2008	Present	09:47				change
27 Dec 2008	Weekly off					change

If in case employee finds a discrepancy in the details, he/she can log a change request, which after approval from his/her Manager will get updated in the system. If in case your Reporting Manager is not available then his/her reporting manager will be able to approve your requests.



4 Log Feedback



We welcome all suggestion for enhancements of new functionalities. If you have some idea please use functionality to share the same. This can also be used for reporting bugs, general feedbacks and request for any change in personal information as defined above.

5 Glossary

S. No.	Term	Description
1	EIS	Employee Information System
2	OT	Over Time
3	CompOff	Compensatory Off
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