



# SALU HRMS

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[www.Sybrid.com](http://www.Sybrid.com)

# 1 Introduction

A Human Resource Management System (HRMS) is a software application designed to manage and optimize various human resource processes within an organization. It integrates several HR functions into one comprehensive system, streamlining operations, reducing administrative workload, and enhancing the efficiency of HR-related activities.

## 2 Getting started

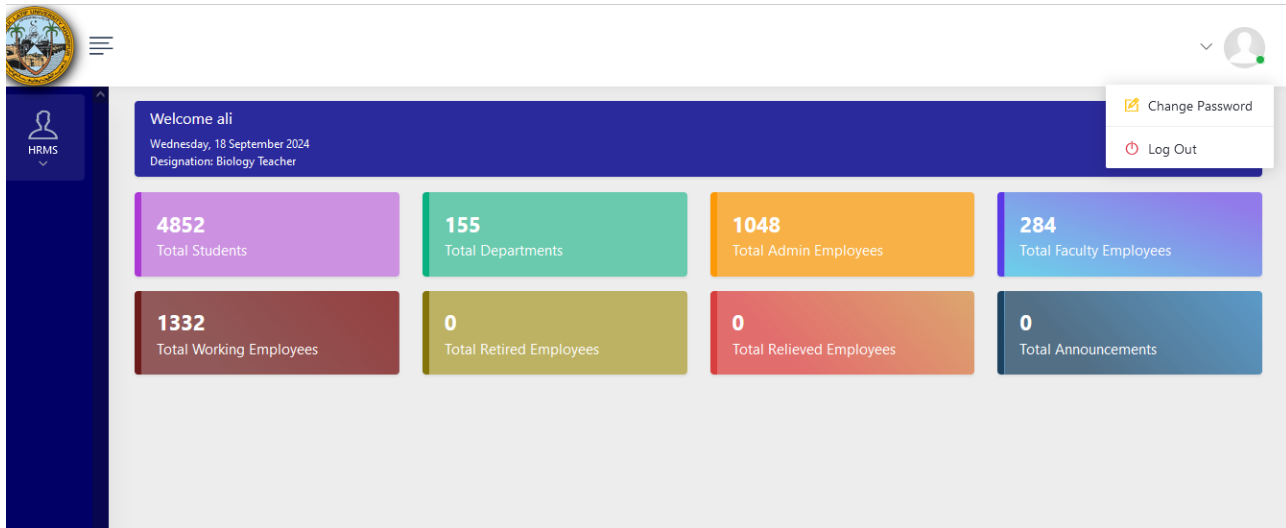
### 2.1 How to Access the HRMS Application

#### Access URL

Open any internet browser (i.e.; Edge, Internet Explorer, Chrome, etc.) and type in the following URL <https://hrms.salu.edu.pk/login> on the browser address bar.

### 2.2 Change Password

First user has to login with their credentials. Then click on the change password on the right top.



Another screen will open. Where user enter new password and confirm password and then click save to save the new password

Change Password

Old Password\*


New Password\*

Confirm Password\*

Change Password

After clicking save password success message will appear.

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**Success**

Password Changed Successfully.

OK

Change Password

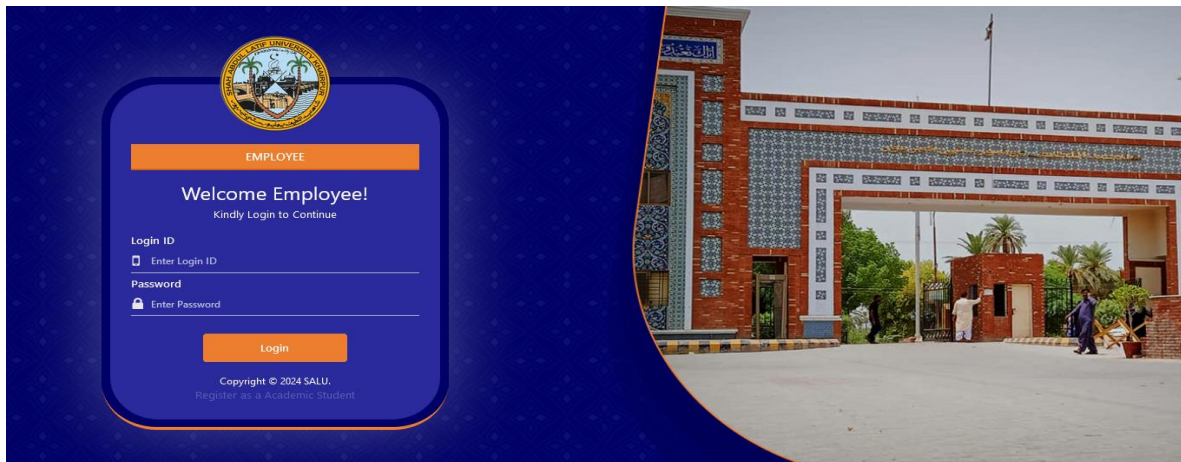
### 3 Roles

These are people who can access the HRMS. Depending on your role Admin or Employee you'll have access to different features.

- Admin
- Employee

#### 3.1 Access the Admin Panel

Enter your login credentials and click the 'Login' button referring to the following



#### 3.2 Employee creation

- This screen contains list of all created and a create employee button.
- upon pressing create employee button a pop up appear in which admin can enter the personal details of individuals associated with the company. This could include their full name, date of birth, gender, nationality, role and any other relevant personal information required by the company

Add/Edit Employee

### Company Information

<b>Location*</b> <input type="text" value="Select"/>	<b>Company Domain*</b> <input type="text" value="Select"/>	<b>Company*</b> <input type="text" value="Select"/>	<b>Business Unit*</b> <input type="text" value="SALU"/>
<b>Department*</b> <input type="text" value="Select"/>	<b>Designation*</b> <input type="text" value="Select"/>	<b>Campus Type*</b> <input type="text" value="Select"/>	<b>Campus City*</b> <input type="text" value="Select"/>

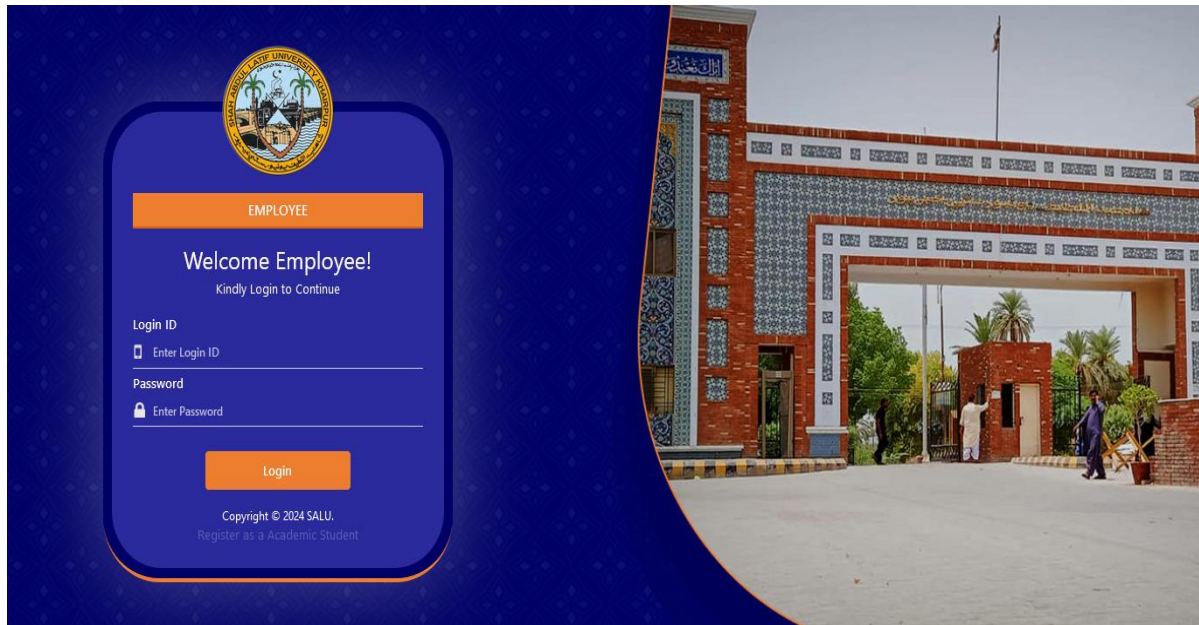
### Personal Information

<b>CNIC*</b> <input type="text"/>	<b>First Name*</b> <input type="text"/>	<b>Middle Name</b> <input type="text"/>	<b>Last Name</b> <input type="text"/>		
<b>User Type*</b> <input type="text" value="Select"/>	<b>Employee Category*</b> <input type="text" value="Select"/>	<b>Faculty Type</b> <input type="text" value="Select"/>	<b>Faculty Department</b> <input type="text" value="Select"/>		
<b>Faculty Department Program</b> <input type="text" value="Select"/>	<b>Qualification*</b> <input type="text" value="Select"/>	<b>Cadre*</b> <input type="text" value="Select"/>	<b>Shift Timing*</b> <input type="text" value="Select"/>		
<b>Employment Status*</b> <input type="text" value="Select"/>	<b>Date of Birth*</b> <input type="text" value="dd/mm/yyyy"/>	<b>Gender*</b> <input type="text" value="Select"/>	<b>Personal Email*</b> <input type="text"/>		
<b>Official Email*</b> <input type="text"/>	<b>Father/Husband Name*</b> <input type="text"/>	<b>Date of Joining*</b> <input type="text" value="dd/mm/yyyy"/>	<b>Upload Image</b> <input type="button" value="Choose File"/> <input type="button" value="No fil...chosen"/>		



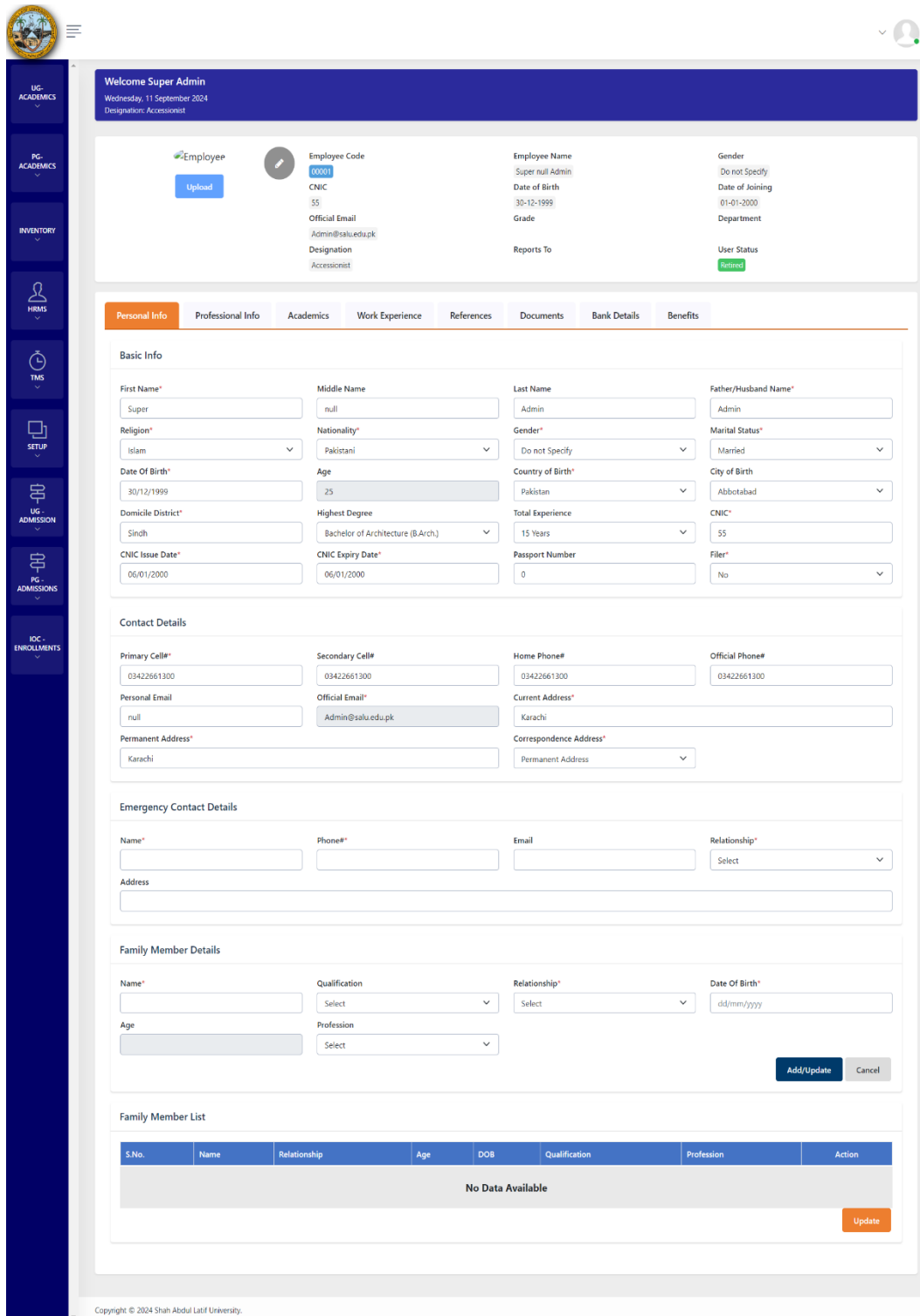
## 4 Employee

- Now the created employee (Ministerial Staff, Officer and Faculty) can login into the account



## 4.1 Personal information

- This screen contains personal details of individuals associated with the company. This could include their full name, date of birth, gender, nationality, and any other relevant personal information required by the company.



The screenshot displays the HRMS interface for a Super Admin user. The page is titled 'Welcome Super Admin' and shows the user's profile information, including basic details, contact information, emergency contacts, and family members. The user's profile is for 'Super null Admin' with an employee code of 00001 and a user status of 'Retired'.

**Employee Profile Summary:**

- Employee Code:** 00001
- Employee Name:** Super null Admin
- Gender:** Do not Specify
- CNIC:** 55
- Date of Birth:** 30-12-1999
- Date of Joining:** 01-01-2000
- Official Email:** Admin@salu.edu.pk
- Grade:** Accessionist
- Department:** (Not specified)
- Designation:** Accessionist
- Reports To:** (Not specified)
- User Status:** Retired

**Basic Info:**

- First Name:** Super
- Middle Name:** null
- Last Name:** Admin
- Father/Husband Name:** Admin
- Religion:** Islam
- Nationality:** Pakistani
- Gender:** Do not Specify
- Marital Status:** Married
- Date Of Birth:** 30/12/1999
- Age:** 25
- Country of Birth:** Pakistan
- City of Birth:** Abbottabad
- Domicile District:** Sindh
- Highest Degree:** Bachelor of Architecture (B.Arch.)
- Total Experience:** 15 Years
- CNIC:** 55
- CNIC Issue Date:** 06/01/2000
- CNIC Expiry Date:** 06/01/2000
- Passport Number:** 0
- Filer:** No

**Contact Details:**

- Primary Cell#:** 03422661300
- Secondary Cell#:** 03422661300
- Home Phone#:** 03422661300
- Official Phone#:** 03422661300
- Personal Email:** null
- Official Email:** Admin@salu.edu.pk
- Current Address:** Karachi
- Permanent Address:** Karachi
- Correspondence Address:** Permanent Address

**Emergency Contact Details:**

- Name:** (Empty)
- Phone#:** (Empty)
- Email:** (Empty)
- Relationship:** Select
- Address:** (Empty)

**Family Member Details:**

- Name:** (Empty)
- Qualification:** Select
- Relationship:** Select
- Date Of Birth:** dd/mm/yyyy
- Age:** (Empty)
- Profession:** Select

**Family Member List:**

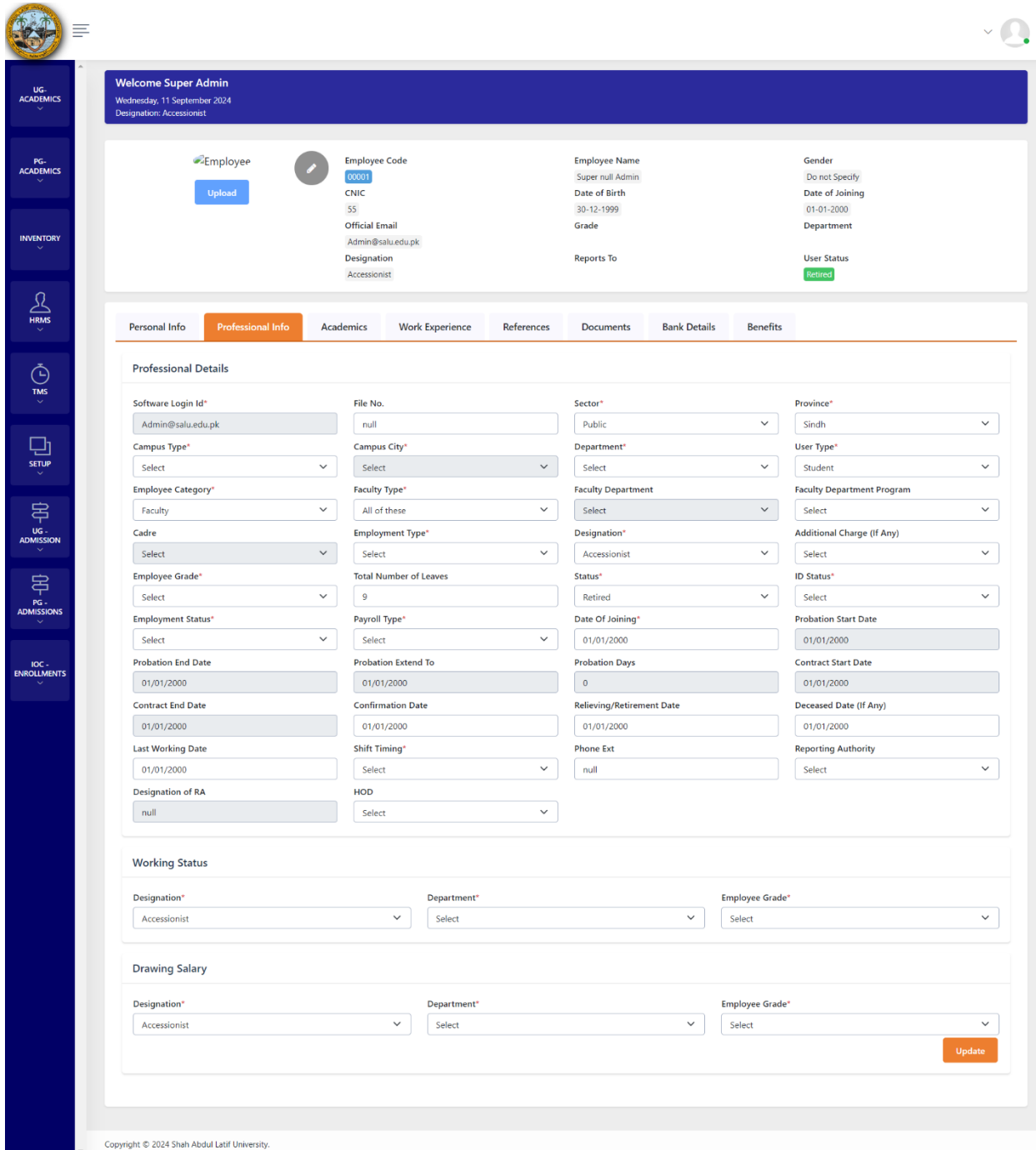
S.No.	Name	Relationship	Age	DOB	Qualification	Profession	Action
No Data Available							

**Buttons:** Upload, Add/Update, Cancel, Update

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## 4.2 Professional info

- This screen contains professional information of the individuals associated with the company.
- This could include their file number, grade, department, employment information, reporting and any other relevant professional information required by the company.



**Welcome Super Admin**  
Wednesday, 11 September 2024  
Designation: Accessionist

**Employee**

<b>Employee Code</b> 00001	<b>Employee Name</b> Super null Admin	<b>Gender</b> Do not Specify
<b>CNIC</b> 55	<b>Date of Birth</b> 30-12-1999	<b>Date of Joining</b> 01-01-2000
<b>Official Email</b> Admin@salu.edu.pk	<b>Grade</b>	<b>Department</b>
<b>Designation</b> Accessionist	<b>Reports To</b>	<b>User Status</b> Retired

**Professional Details**

<b>Software Login Id*</b> Admin@salu.edu.pk	<b>File No.</b> null	<b>Sector*</b> Public	<b>Province*</b> Sindh
<b>Campus Type*</b> Select	<b>Campus City*</b> Select	<b>Department*</b> Select	<b>User Type*</b> Student
<b>Employee Category*</b> Faculty	<b>Faculty Type*</b> All of these	<b>Faculty Department</b> Select	<b>Faculty Department Program</b> Select
<b>Cadre</b> Select	<b>Employment Type*</b> Select	<b>Designation*</b> Accessionist	<b>Additional Charge (If Any)</b> Select
<b>Employee Grade*</b> Select	<b>Total Number of Leaves</b> 9	<b>Status*</b> Retired	<b>ID Status*</b> Select
<b>Employment Status*</b> Select	<b>Payroll Type*</b> Select	<b>Date Of Joining*</b> 01/01/2000	<b>Probation Start Date</b> 01/01/2000
<b>Probation End Date</b> 01/01/2000	<b>Probation Extend To</b> 01/01/2000	<b>Probation Days</b> 0	<b>Contract Start Date</b> 01/01/2000
<b>Contract End Date</b> 01/01/2000	<b>Confirmation Date</b> 01/01/2000	<b>Relieving/Retirement Date</b> 01/01/2000	<b>Deceased Date (If Any)</b> 01/01/2000
<b>Last Working Date</b> 01/01/2000	<b>Shift Timing*</b> Select	<b>Phone Ext</b> null	<b>Reporting Authority</b> Select
<b>Designation of RA</b> null	<b>HOD</b> Select		

**Working Status**

<b>Designation*</b> Accessionist	<b>Department*</b> Select	<b>Employee Grade*</b> Select
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**Drawing Salary**

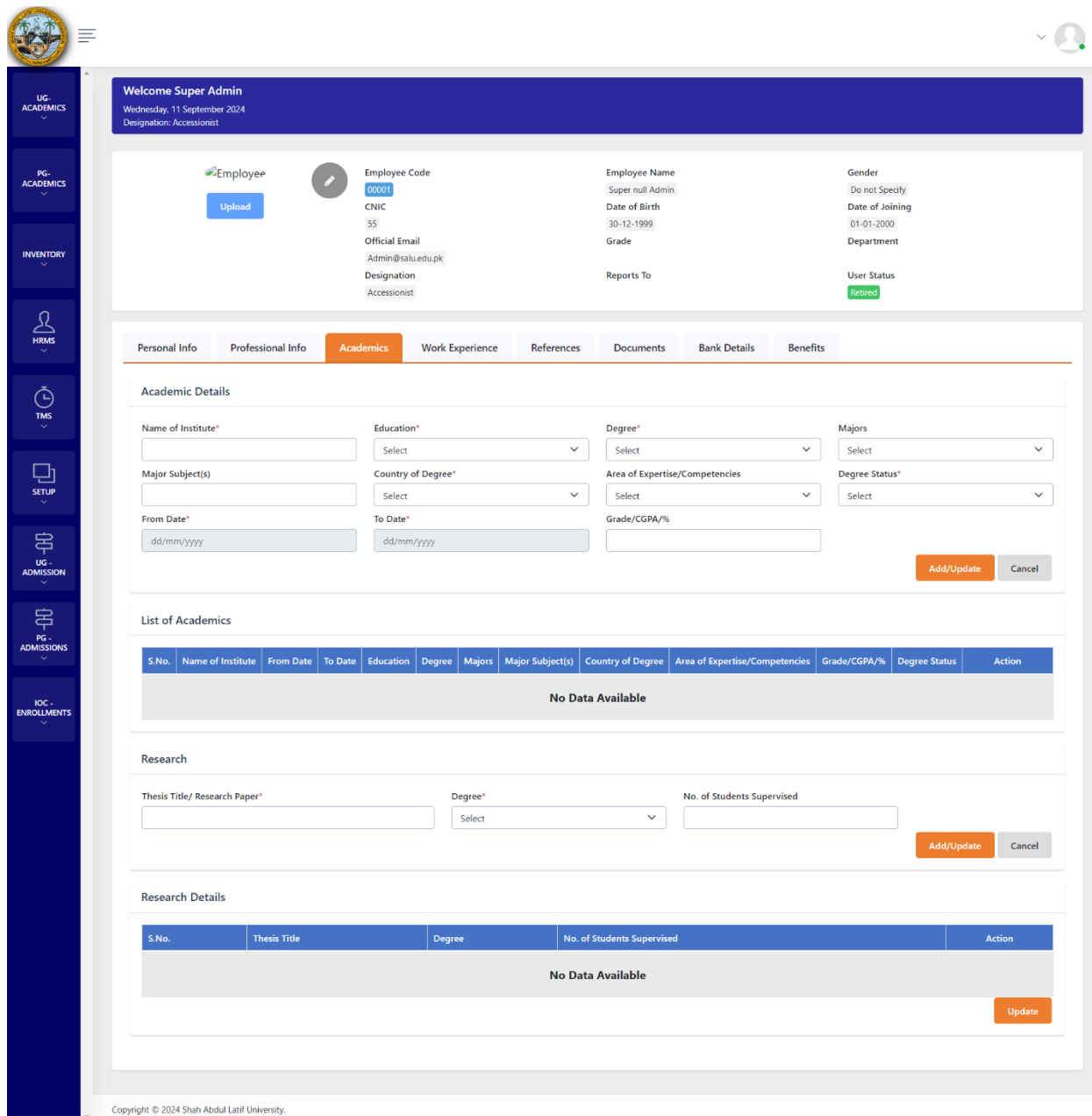
<b>Designation*</b> Accessionist	<b>Department*</b> Select	<b>Employee Grade*</b> Select
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### 4.3 Academics

- The Academics screen contains information related to an individual's educational background. This could include details such as degrees earned, institutions attended, majors or areas of study, graduation dates, academic achievements, and any other relevant educational qualifications.



The screenshot shows the 'Academics' section of the Sybrid HRMS interface. At the top, a blue header displays 'Welcome Super Admin' and the date 'Wednesday, 11 September 2024'. Below this, a profile card for 'Employee' shows details for 'Super null Admin' with an employee code of 00001, CNIC 55, and official email Admin@salu.edu.pk. The user's designation is 'Accessionist' and their status is 'Retired'.

The main content area is divided into several tabs: Personal Info, Professional Info, Academics (selected), Work Experience, References, Documents, Bank Details, and Benefits. The 'Academics' tab contains a form for 'Academic Details' with the following fields:

- Name of Institute\*
- Education\* (dropdown)
- Degree\* (dropdown)
- Majors (dropdown)
- Major Subject(s)
- Country of Degree\* (dropdown)
- Area of Expertise/Competencies (dropdown)
- Degree Status\* (dropdown)
- From Date\* (dd/mm/yyyy)
- To Date\* (dd/mm/yyyy)
- Grade/CGPA/%

Buttons for 'Add/Update' and 'Cancel' are located at the bottom right of the form. Below the form is a table titled 'List of Academics' with the following columns: S.No., Name of Institute, From Date, To Date, Education, Degree, Majors, Major Subject(s), Country of Degree, Area of Expertise/Competencies, Grade/CGPA/%, Degree Status, and Action. The table currently displays 'No Data Available'.

Below the table is a 'Research' section with a form containing:

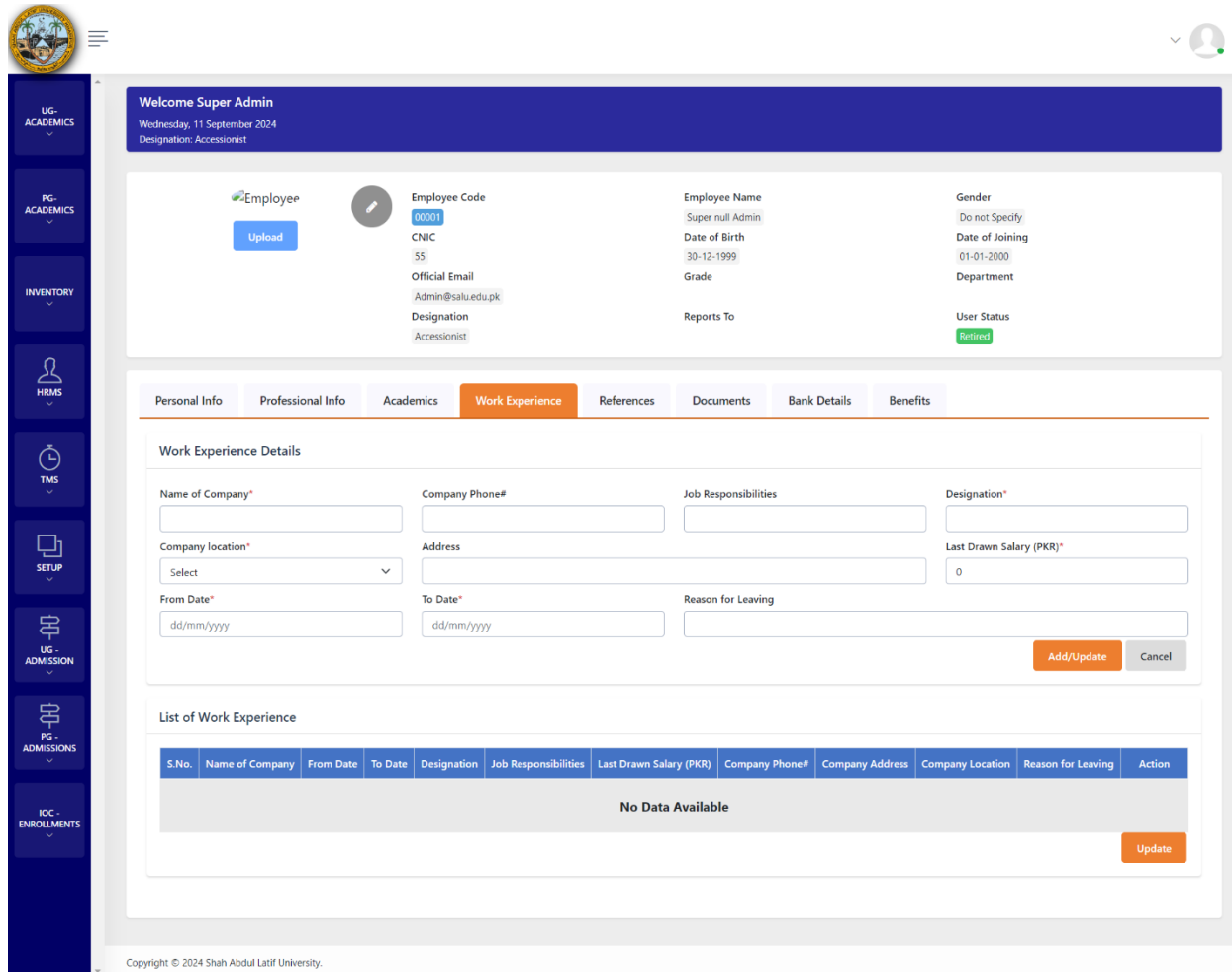
- Thesis Title/ Research Paper\*
- Degree\* (dropdown)
- No. of Students Supervised

Buttons for 'Add/Update' and 'Cancel' are present. Below this is a 'Research Details' table with columns: S.No., Thesis Title, Degree, No. of Students Supervised, and Action. It also displays 'No Data Available' and has an 'Update' button at the bottom right.

At the bottom left of the page, there is a vertical sidebar with navigation options: UG-ACADEMICS, PG-ACADEMICS, INVENTORY, HRMS, TMS, SETUP, UG-ADMISSION, PG-ADMISSIONS, and IOC-ENROLLMENTS. The footer contains the text 'Copyright © 2024 Shah Abdul Latif University.'

## 4.4 Work experience

- The Experiences screen records an individual's professional work history. This typically includes details of past employment, job titles, roles and responsibilities, dates of employment, employer information, and any notable achievements or projects undertaken during each employment stint



The screenshot shows the 'Work Experience' section of the HRMS interface. At the top, a blue header displays 'Welcome Super Admin' and the date 'Wednesday, 11 September 2024'. Below this, a profile card for 'Employee' shows details such as Employee Code (00001), CNIC (55), Official Email (Admin@salu.edu.pk), Designation (Accessionist), Employee Name (Super null Admin), Date of Birth (30-12-1999), Grade, Reports To, Gender (Do not Specify), Date of Joining (01-01-2000), Department, and User Status (Retired).

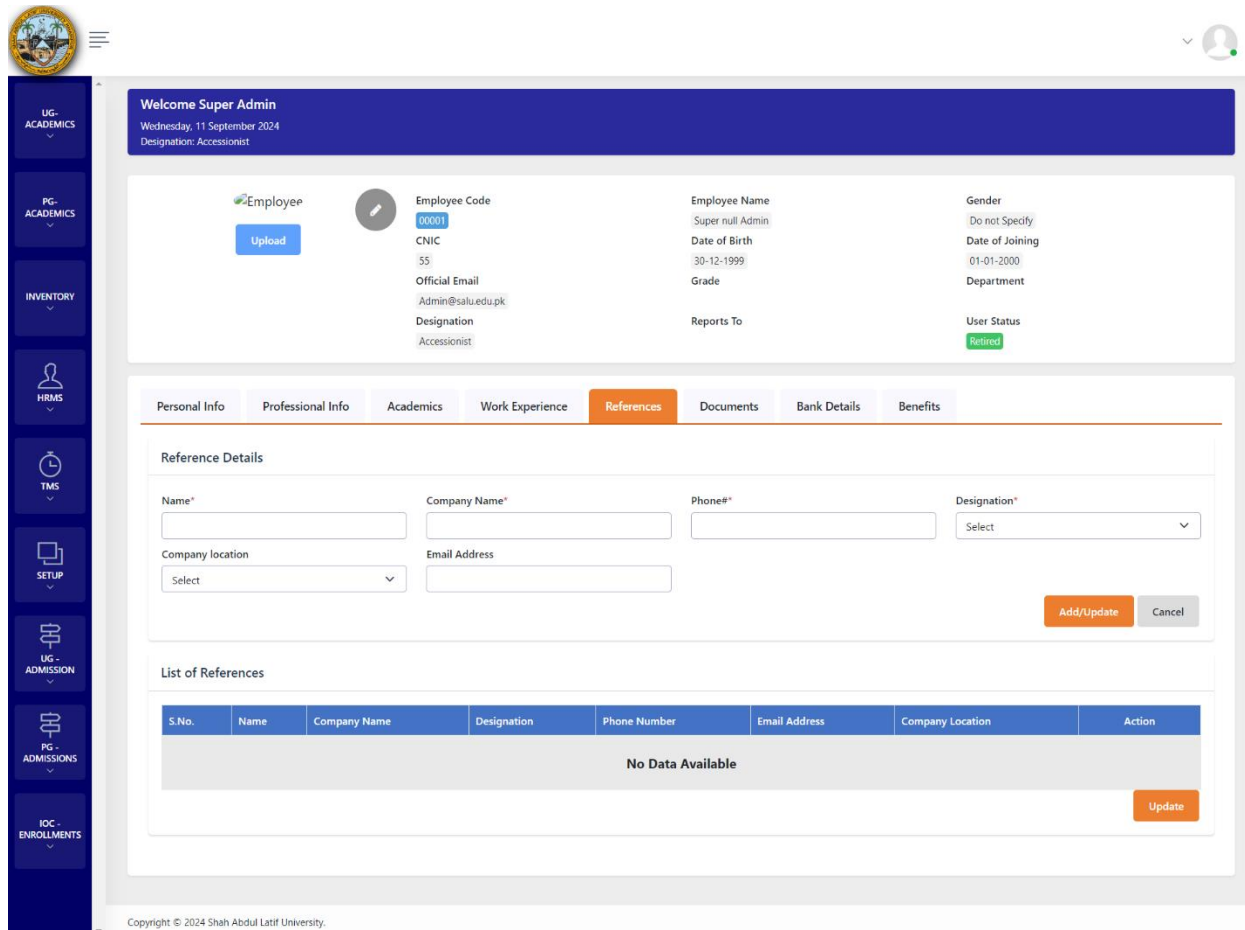
The main content area features a tabbed interface with 'Work Experience' selected. Under the 'Work Experience Details' tab, there are several input fields: Name of Company\*, Company Phone#, Job Responsibilities, Designation\*, Company location\* (with a dropdown menu), Address, Last Drawn Salary (PKR)\* (with a value of 0), From Date\* (dd/mm/yyyy), To Date\* (dd/mm/yyyy), and Reason for Leaving. 'Add/Update' and 'Cancel' buttons are located at the bottom right of this section.

Below the form is a 'List of Work Experience' table with the following columns: S.No., Name of Company, From Date, To Date, Designation, Job Responsibilities, Last Drawn Salary (PKR), Company Phone#, Company Address, Company Location, Reason for Leaving, and Action. The table currently displays 'No Data Available' and has an 'Update' button at the bottom right.

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## 4.5 Reference

- This screen contains details of individuals who can provide professional references for the individual. This may include former employers, colleagues, mentors, or other professional contacts who can vouch for the individual's skills, work ethic, and character



The screenshot shows the HRMS interface for a Super Admin user. The top navigation bar includes a logo, a menu icon, and a user profile icon. The main content area is titled 'Welcome Super Admin' and displays the date 'Wednesday, 11 September 2024' and the user's designation 'Accessionist'.

The user profile section shows the following details:

<b>Employee</b>	<b>Employee Code</b> 00001	<b>Employee Name</b> Super null Admin	<b>Gender</b> Do not Specify
<b>Upload</b>	<b>CNIC</b> 55	<b>Date of Birth</b> 30-12-1999	<b>Date of Joining</b> 01-01-2000
	<b>Official Email</b> Admin@salu.edu.pk	<b>Grade</b>	<b>Department</b>
	<b>Designation</b> Accessionist	<b>Reports To</b>	<b>User Status</b> Retired

The 'References' tab is selected in the navigation menu. The 'Reference Details' form includes the following fields:

- Name\* (Text input)
- Company Name\* (Text input)
- Phone#\* (Text input)
- Designation\* (Dropdown menu)
- Company location (Dropdown menu)
- Email Address (Text input)

Buttons for 'Add/Update' and 'Cancel' are located at the bottom right of the form.

The 'List of References' table is currently empty, displaying 'No Data Available'.

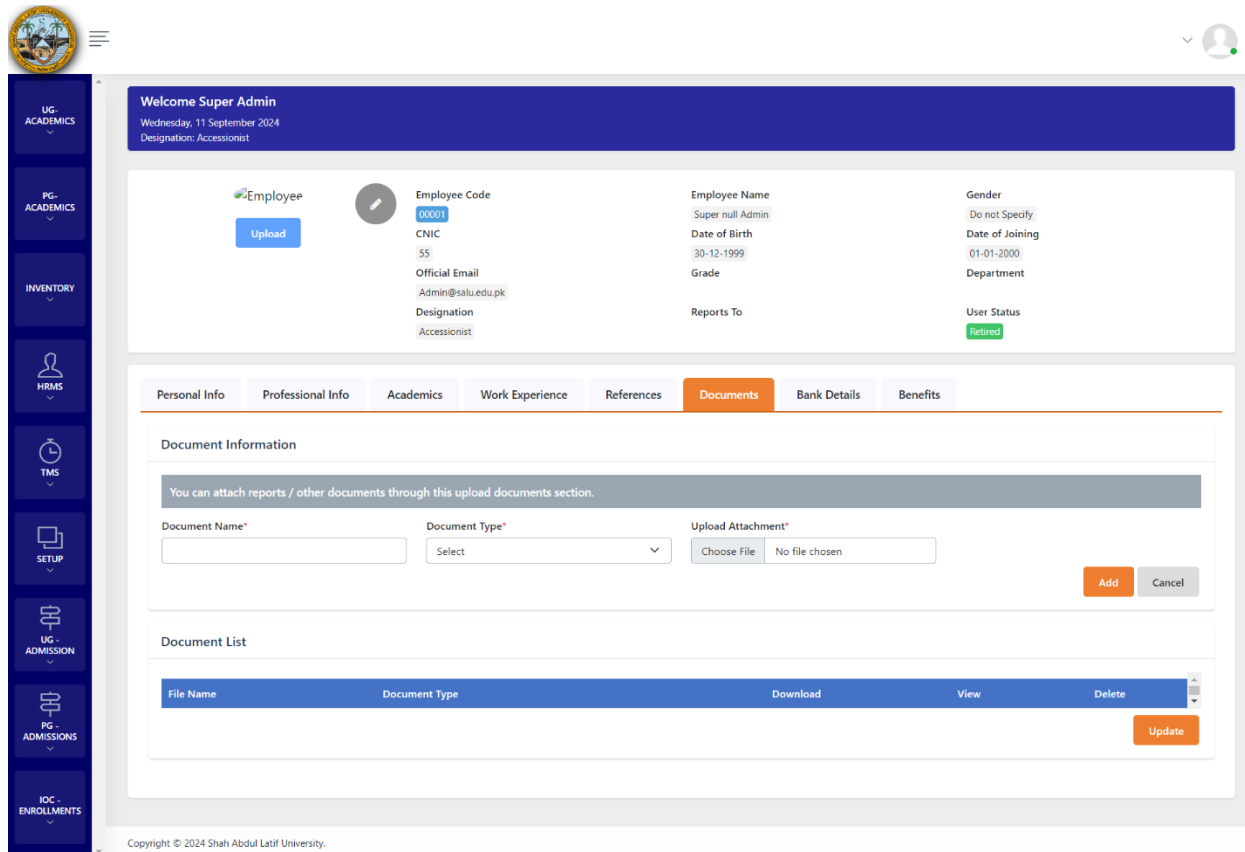
S.No.	Name	Company Name	Designation	Phone Number	Email Address	Company Location	Action
No Data Available							

An 'Update' button is located at the bottom right of the table.

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## 4.6 Documents

- The Documents screen is a repository for various official documents related to the individual, such as identification documents (e.g., passport, CNIC), educational certificates, employment contracts, professional certifications, and any other relevant paperwork required for verification or compliance purposes.



The screenshot shows the HRMS interface for a Super Admin user. The page is titled 'Welcome Super Admin' and displays the date 'Wednesday, 11 September 2024' and the user's designation 'Accessionist'. The main content area is divided into two sections: 'Employee' details and 'Documents'.

**Employee Details:**

<b>Employee Code</b>	00001	<b>Employee Name</b>	Super null Admin	<b>Gender</b>	Do not Specify
<b>CNIC</b>	55	<b>Date of Birth</b>	30-12-1999	<b>Date of Joining</b>	01-01-2000
<b>Official Email</b>	Admin@salu.edu.pk	<b>Grade</b>		<b>Department</b>	
<b>Designation</b>	Accessionist	<b>Reports To</b>		<b>User Status</b>	Retired

**Documents Section:**

The 'Documents' tab is selected, showing a 'Document Information' form and a 'Document List' table.

**Document Information Form:**

You can attach reports / other documents through this upload documents section.

Document Name\*

Document Type\*

Upload Attachment\*

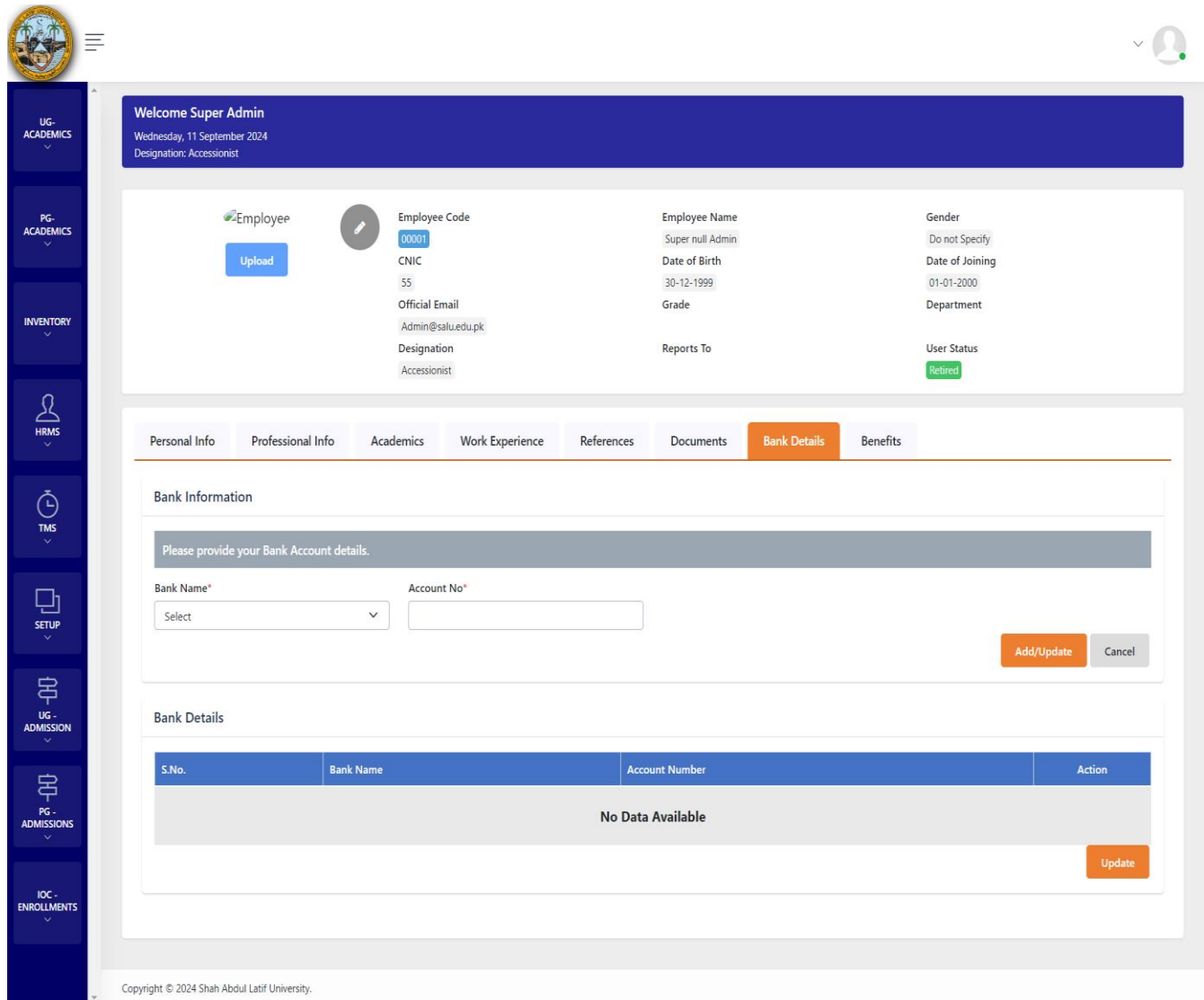
**Document List Table:**

File Name	Document Type	Download	View	Delete
<input type="button" value="Update"/>				

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## 4.7 Bank details

- This screen stores information related to the bank accounts associated with the company. It includes bank names, account numbers, branch details



The screenshot displays the HRMS interface for a user named 'Super null Admin'. The user is logged in as 'Accessionist' on Wednesday, 11 September 2024. The interface shows a profile card with the following details:

<b>Employee Code</b>	00001	<b>Employee Name</b>	Super null Admin	<b>Gender</b>	Do not Specify
<b>CNIC</b>	55	<b>Date of Birth</b>	30-12-1999	<b>Date of Joining</b>	01-01-2000
<b>Official Email</b>	Admin@salu.edu.pk	<b>Grade</b>		<b>Department</b>	
<b>Designation</b>	Accessionist	<b>Reports To</b>		<b>User Status</b>	Retired

The 'Bank Details' section is active, showing a form to add or update bank account information. The form includes a dropdown for 'Bank Name' and a text input for 'Account No\*'. Below the form, a table displays the current bank details, which are currently empty.

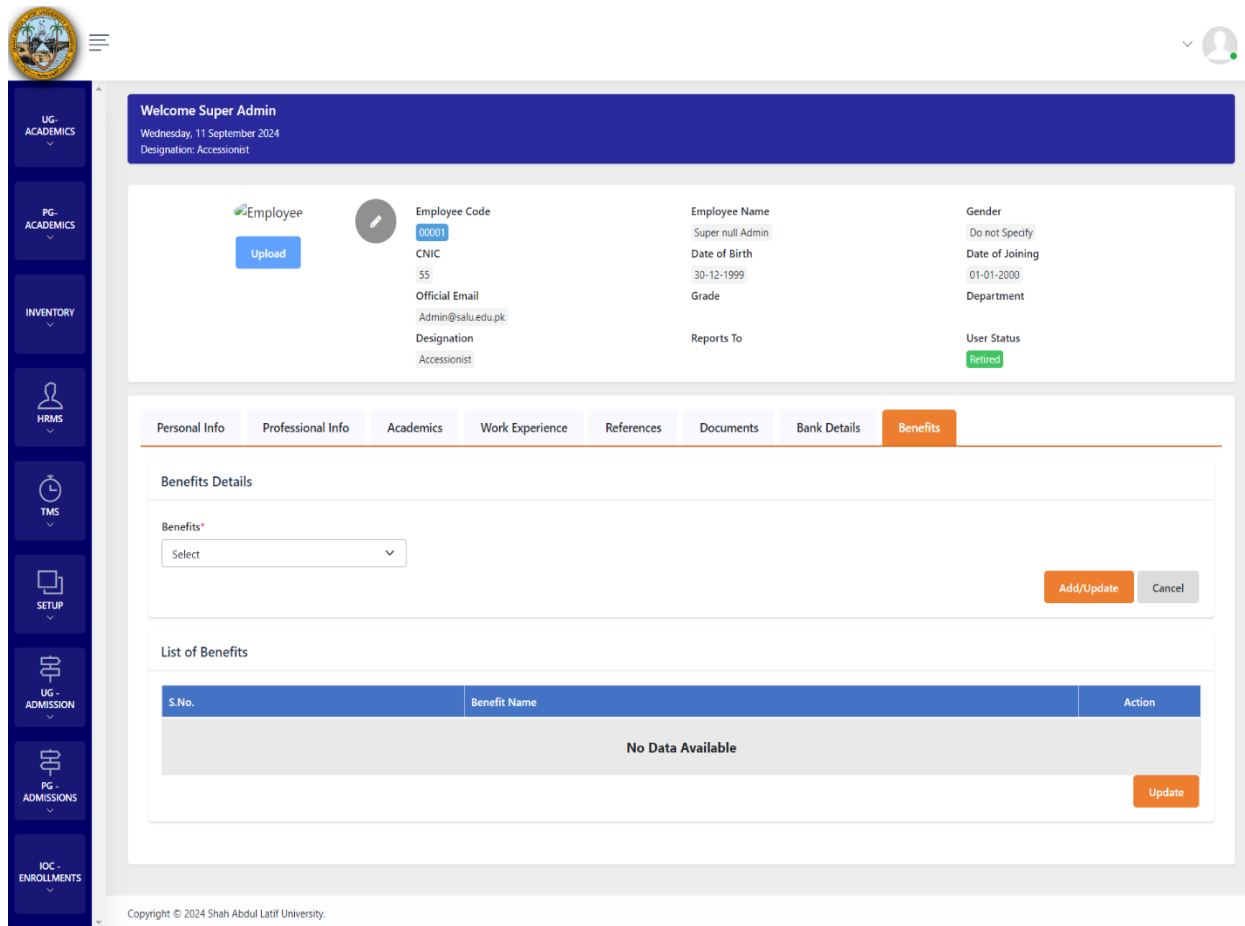
S.No.	Bank Name	Account Number	Action
No Data Available			

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## 4.8 Benefits

- This screen provides details related to the Employees regarding the benefits company provide to its employees such as housing, vehicle etc.



The screenshot displays the HRMS interface for a Super Admin. The top navigation bar includes a welcome message and the user's designation as 'Accessionist'. The main content area shows the 'Benefits' tab selected, with a form for adding or updating benefits. The form includes a dropdown menu for 'Benefits\*' and buttons for 'Add/Update' and 'Cancel'. Below the form is a table titled 'List of Benefits' which currently shows 'No Data Available'.

**Employee Details:**

Employee Code	00001	Employee Name	Super null Admin	Gender	Do not Specify
CNIC	55	Date of Birth	30-12-1999	Date of Joining	01-01-2000
Official Email	Admin@saluedu.pk	Grade		Department	
Designation	Accessionist	Reports To		User Status	Retired

**Benefits Details Form:**

Benefits\*:  Add/Update Cancel

**List of Benefits Table:**

S.No.	Benefit Name	Action
No Data Available		

Update

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