

New Features of Spine HRMS Version 6.0.3

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1. Dashboard

1.1. Main Dashboard - Notification Block Changes

On Dashboard Notification block changes has provided, as shown in below Figure :

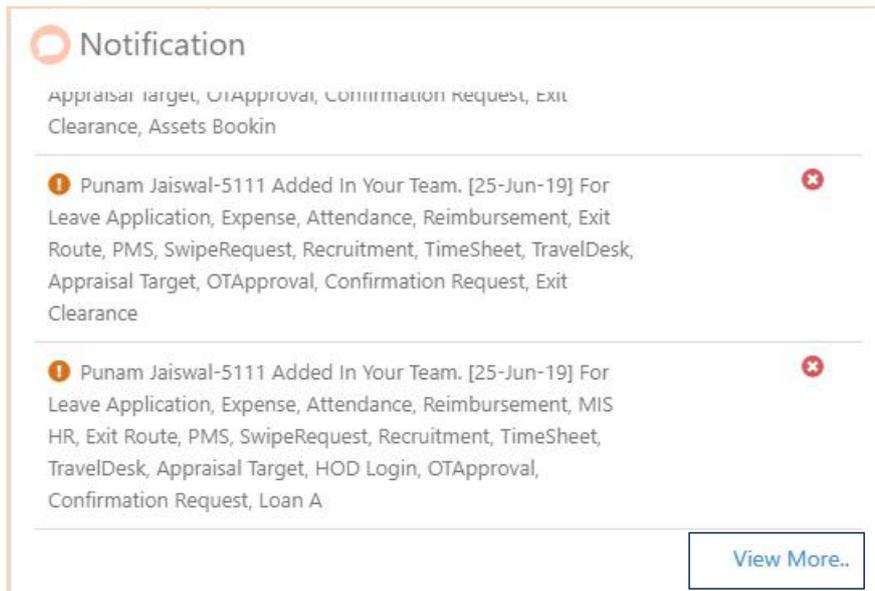


Figure 1

- I. Maximum 15 records will be displayed.
- II. If Notification block contains more than 15 records then View more option will displayed. It will displayed all records on View more.

1.2. Changes in Leave Dashboard Top 10 Leave Takers Block

Changes are done in Top 10 Leave Takers Block in *Dashboard -> Leave Dashboard*, as shown in below Figure:

Top 10 Leave Takers - Current Month (01-Jul-20 to 30-Jul-20) vs. Previous Month			
Employee Name	Code	Current Month	Previous Month
 Amey Kale	5031	2	0
 Suresh Iyer	5001	1	3

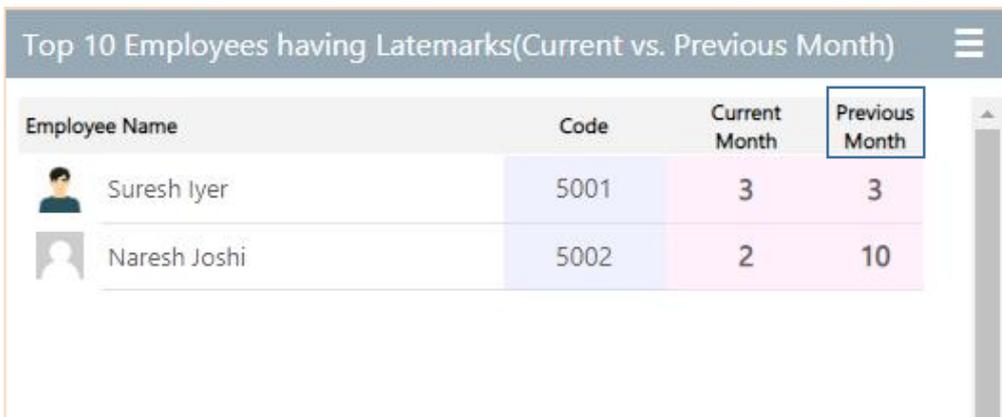
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Figure 2

- I. For this block Title is changed to 'Top 10 Leave Takers (Current vs. Previous Month)'
- II. Previous Month column is added for this block.
- III. It will display Top 10 Leave Takers in current month with Previous Month Leaves taken.
(Note : Here count of leaves considered as all leave types (PL,SL,etc).)

1.3. Changes in attendance Dashboard-Top 10 Employees having Late marks (Current Month) Block

Changes are done in Top 10 Employees having Late marks (Current Month) block in *Dashboard -> Attendance and Attendance -> Dashboard-Manager*, as shown in Below Figure:



Employee Name	Code	Current Month	Previous Month
 Suresh Iyer	5001	3	3
 Naresh Joshi	5002	2	10

Figure 3

- I. For this block Title renamed as "Top 10 Employees having Late marks (Current vs. Previous Month)"
- II. Previous Month column is added for this block.
- III. It will display Top 10 employee having late mark in current month with Previous Month Late mark.

1.4. Total No. of Employees In/Out count provided in Attendance Dashboard

'Total No. Of Employees attendance In/out count' is provided in *Admin -> Dashboard -> Attendance and Time -> Attendance -> Dashboard-Manager*, as shown in below Figure :

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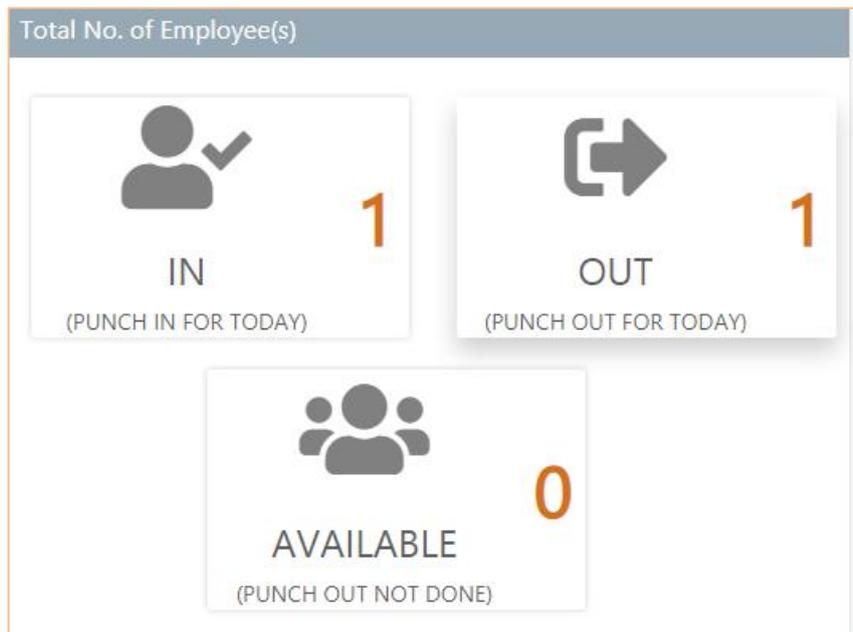


Figure 4

- I. It will display "In/Out/Available" count for the punch done today.
 - II. In count will display Punch IN done today (12:00 AM to 11:59 PM) by employee.
 - III. Out count will display Punch OUT done today (12:00 AM to 11:59 PM) by employee.
 - IV. Available count will display for employee IN punch done but OUT punch not done today.
- Note :** This block will display count purely on I/O Flag. It will not consider any shift cut off setup.

1.5. Recruitment Dashboard Enhancement

Vacancy data will be displayed on top in *Admin -> Dashboard -> Recruitment*, as shown in Below Figure:



Figure 5

It will be as per vacancy status(open, close, all) as shown in figure.

Following data will be display by default as per vacancy status "Open"

- I. One Filter given to filter data, data will be filter as per Vacancy status Open/Closed/ All
- II. Job(s) count will be display only No. of approved vacancy.

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- III. Good Profiles shows percentages which will be calculate = (no. of Shortlisted candidate by / total applies)*100,
- IV. Recruitment Funnel display bar of Applied, Shortlisted by HR, Shortlisted by Requester, Offers, Joins where Applied calculate = (total applies/ total applied+ total Shortlisted by HR + total Shortlisted by Requester + total Offers + total Joins)*100. In Recruitment funnel bar other option will be calculate same as total applies.

Note : For above calculation Applies, Shortlisted candidate by HR, Shortlisted candidate by Requester, Offers, Joins count fetch from Vacancy summary tab of Vacancies > Check request.

1.6. Dashboard Filter Enhancement - Attendance Dashboard

Company filter selection is provided in In *Admin > Dashboard > Attendance*, as shown in below fig:



Figure 6

Using Company Name Filter user can filter data company wise.

1.7. Dashboard Filter enhancement - Leave Dashboard

Company Filter is provided in *Admin -> Dashboard -> Leave*, shown in below figure:

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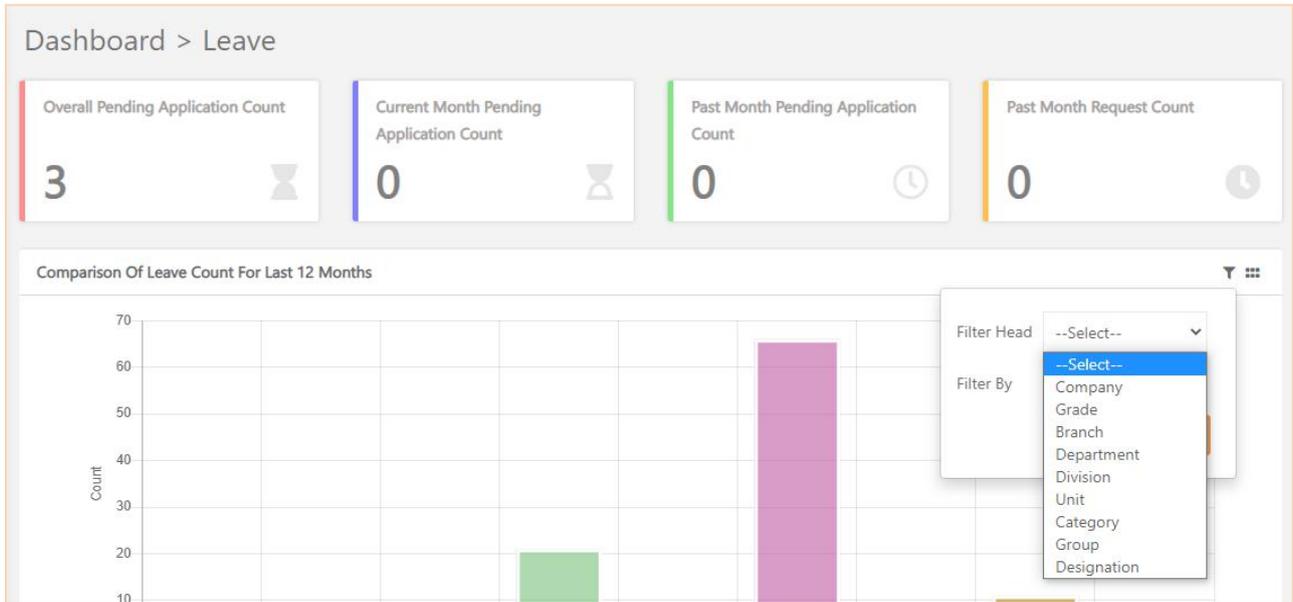


Figure 7

Now provided Company Filter to filter the data.

1.8. HR Dashboard Filter enhancement - Workforce Demographics tab

CC Masters filter given to filter data in Admin -> Dashboard -> HR - Workforce Demographics tab, as shown in below fig:

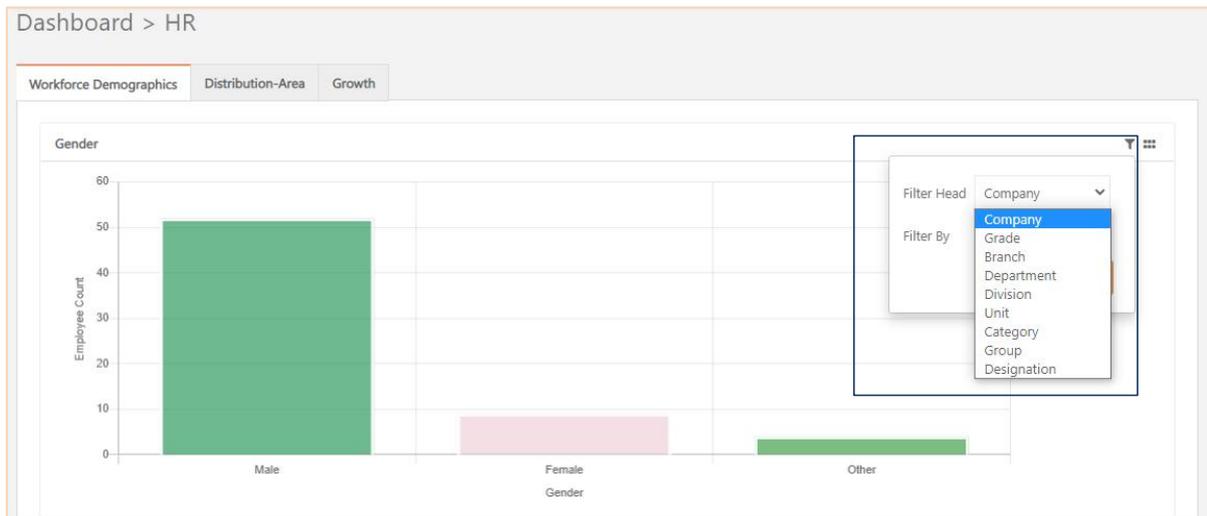


Figure 8

User can Filter data using newly provided filter.

1.9. Welcome New Joinee Block Changes

Next and Previous buttons are provided in New Joinee Block, as shown in Below figure:

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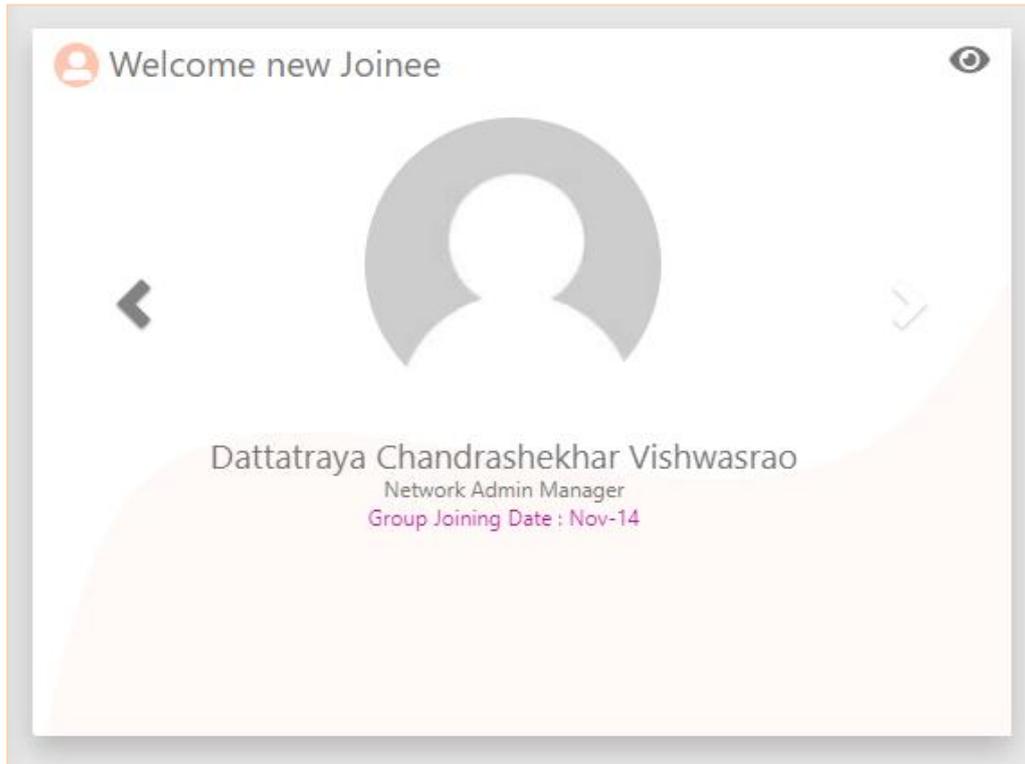


Figure 9

By using Next button and Previous button, all Employees display In welcome New Joinee Block from Past Group Joining Date till Current date.

1.10. New Column added in Attendance Dashboard

New Column "Total WO" is added in Employee Count Analysis Block in *Dashboard > Attendance Dashboard*, as shown in below figure:

Employee Count Analysis									
Date : 24-Oct-21									
Based On	Total Employee	Total Present	Total Leaves	Total ABS LWP	Total OD	Total WO	Not Assigned	Attendance	Percentage
Spine Technologies India PVT LTD	72	1.00	0.00	0.00	0.00	2.00	69	1.35	

Figure 10

Total WO column is added in Employee Count Analysis Block .It shows number of employee on weekly off.

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1.11. Recruitment Funnel Changes

Changes are done in Recruitment Funnel on Dashboard in *Dashboard->Recruitment*, as shown in Below Figure:



Figure 11

Details of candidates who are marked as Not Joined after doing pre-join entry will now reflect in Recruitment Funnel.

1.12. Attrition Dashboard

Attrition Dashboard is provided in *Dashboard->Attrition*, as shown in Below Figure:

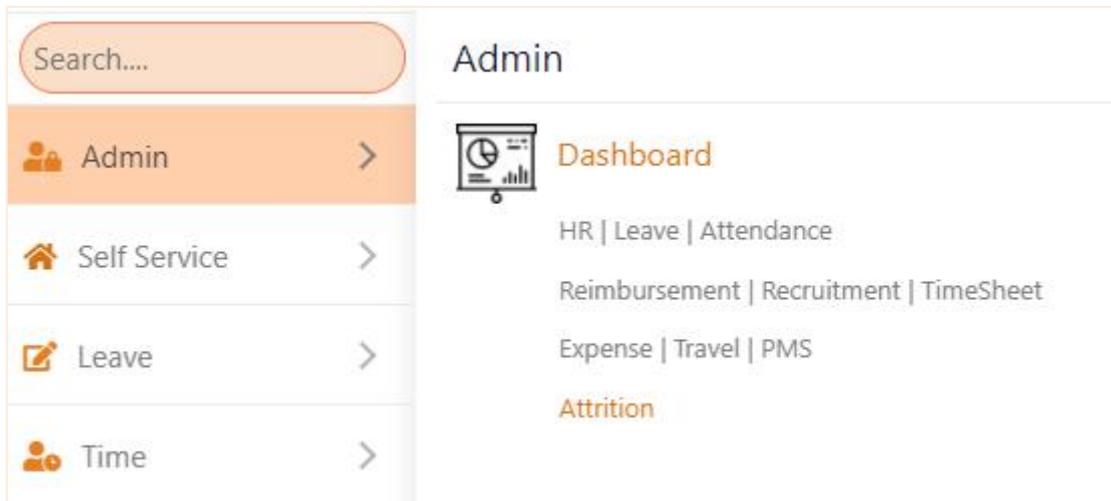


Figure 12

Below Details are displayed on Dashboard:

1. Attrition Analysis Report and Graph (Month wise)

Month wise Details will be displayed in this block, as shown in Below Figure:

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Dashboard > Attrition

Attrition Analysis Report (Monthwise)												
Month	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Opening	2627	2624	2641	2691	2723	2749	2780	2780	2798	2812	2808	2804
Joined	45	51	72	57	67	73	63	66	60	13	2	1
Separation	48	34	22	25	41	42	63	48	46	17	6	1
Closing	2624	2641	2691	2723	2749	2780	2780	2798	2812	2808	2804	2804
Attrition This month	2	1	1	1	1	2	2	2	2	1	0	0
Attrition Cumulative	2	3	4	5	6	8	10	12	14	15	15	15



Figure 13

- I. Joined: Number of Employee(s) joined in mentioned month
- II. Separation: Number of Employee(s) left in mentioned month
- III. Closing: Opening+Joined-Separation for mentioned month
- IV. Attrition this month: $\text{Separation} / [((\text{opening} + \text{closing}) / 2)\%]$
- V. Attrition Cumulative: Previous month cumulative + 'Attrition this Month' for mentioned month.

2. Attrition Analysis Report and Graph (Year wise)

Year wise Details will be displayed in this block, as shown in Below Figure:

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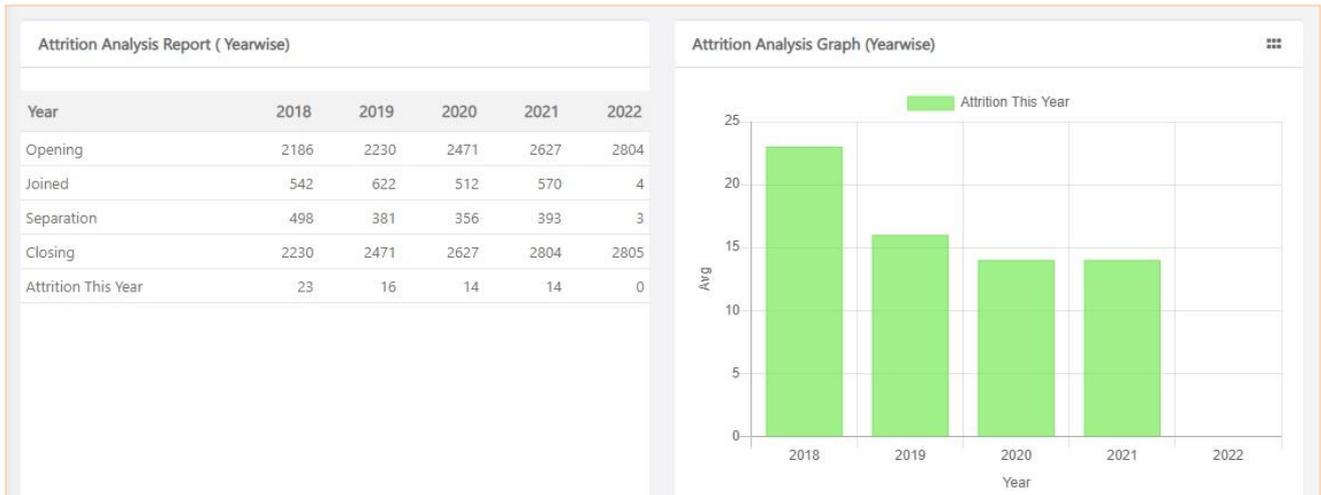


Figure 14

- I. Opening: Current Employee count at Start of mentioned Year
- II. Joined: Number of Employee(s) joined in mentioned Year
- III. Separation: Number of Employee(s) left in mentioned Year
- IV. Closing: Opening+Joined-Separation for mentioned Year
- V. Attrition this Year: $\text{Separation} / [((\text{opening} + \text{closing}) / 2)\%]$

Attrition Dashboard Reports will be available for employee with HR role.

1.13. 'Don't show me this again' option provided for Vaccine Details

'Don't show me this again' option is provided in Covid Vaccine Details on Dashboard Lite, as shown in Below Figure:

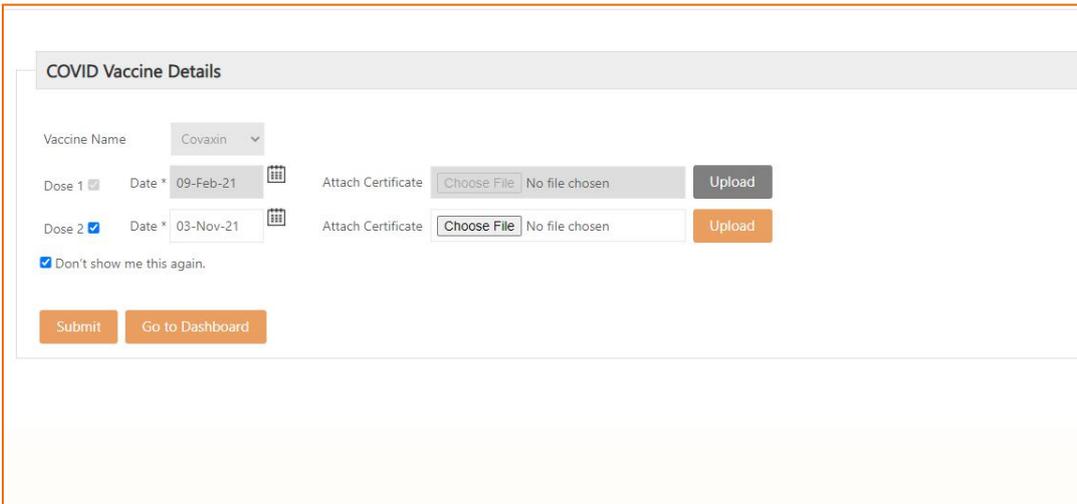


Figure 15

If user has entered both Dose 1 and Dose 2 details and selected 'Don't show me this again.' then covid vaccine detail block not displayed on Dashboard lite after next login. Employee can see his filled Covid vaccine detail in Quick Link option "My Covid Vaccine Detail" .

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1.14. Moodo meter Provided

Using this Employee can Record their Mood on daily basis.

New setup provided in *Admin -> Site Admin -> Standard Settings*, as shown in Below figure:

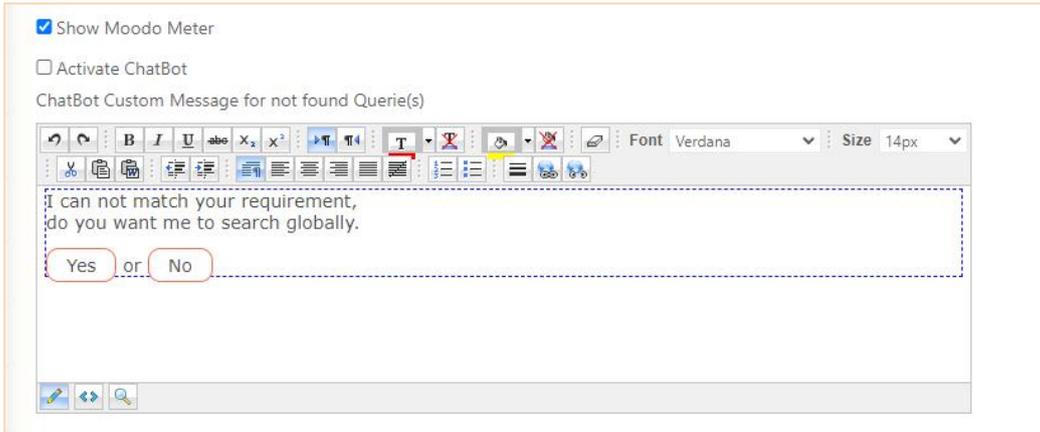


Figure 16

If this setup is opted then moodo meter will link will display to employees on dashboard header, as shown in below figure:

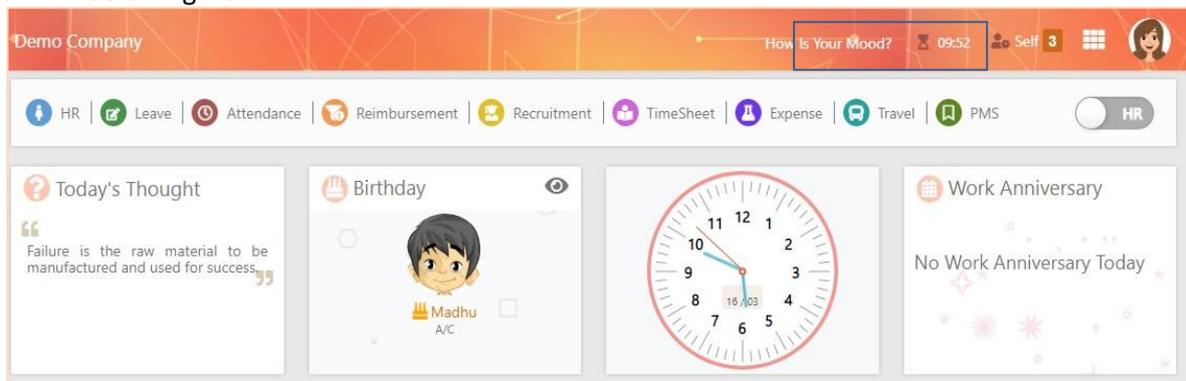


Figure 17

On click of Moodo meter link one form to enter mood will display, as shown in below figure:

There are 5 Mood Type available as follow:

- i. Excellent
- ii. Happy
- iii. Average
- iv. Bad
- v. Worst.

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Figure 18

Employee can capture their mood only once in a day. Once mood mark for a day it will show “Your Mood for the day is <Captured Mood Type> as shown in below figure:

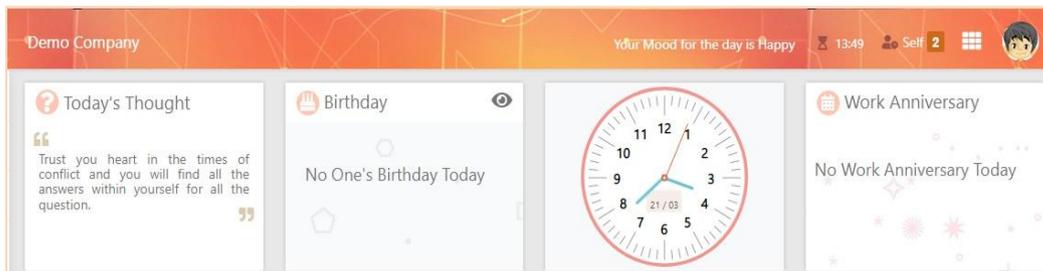


Figure 19

Captured mood data analysis will be shown to HR in *Admin --> Dashboard--> Moodo Meter menu*.

Following Graph/Chart representation provided for Moodo meter:

- i. Date/Month wise Moodo: Date or month wise Mood count will be shown in the form of chart representation and records of count and percentage will be shown in tabular format as shown in below figure:

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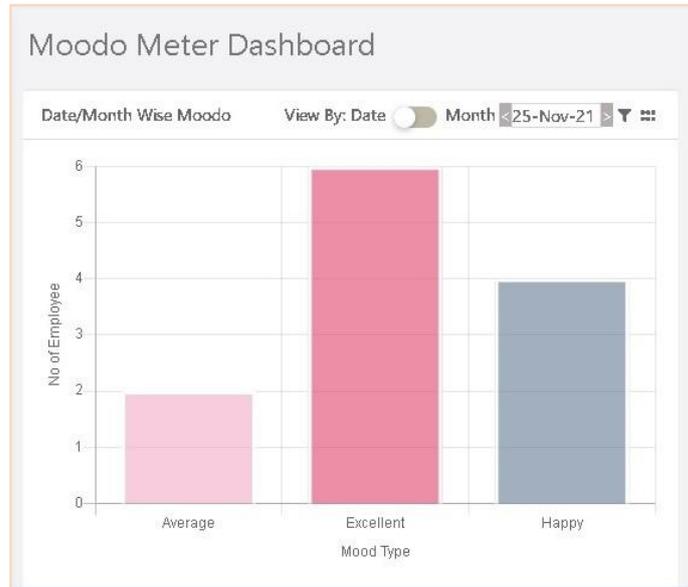


Figure 20

- ii. Date Wise Moodo Meter: Date wise Mood count will be shown in the form of tabular representation and records of count and percentage will be shown in tabular format as shown in below figure:

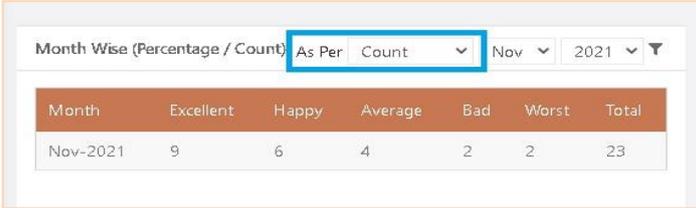


Date Wise Moodo Meter As Per Count Nov 2021 [Filter]

Date	Excellent	Happy	Average	Bad	Worst	Total
24-Nov-2021	2	2	2	2	2	10
25-Nov-2021	6	4	2	0	0	12
30-Nov-2021	1	0	0	0	0	1

Figure 21

- iii. Month wise (Percentage/Count): Month wise total captured Mood count or percentage will be displayed, as given in below figure(s):



Month Wise (Percentage / Count) As Per Count Nov 2021 [Filter]

Month	Excellent	Happy	Average	Bad	Worst	Total
Nov-2021	9	6	4	2	2	23

Figure 22

New Features of Spine HRMS Version 6.0.3

Month Wise (Percentage / Count) As Per Percentage Nov 2021

Month	Excellent	Happy	Average	Bad	Worst	Total
Nov-2021	39.13	26.09	17.39	8.70	8.70	100.00

Figure 23

- iv. Monthwise (Last 6 month): Last 6 month mood percentage analysis will be reflect in the form of chart, as shown in below figure:



Figure 24

New Features of Spine HRMS Version 6.0.3

2. Admin

2.1. Asset Entry Import

Assets Entry Import option is given for Multiple Asset Entries in *HR Activities -> Assets Entry*, as shown in below figure:

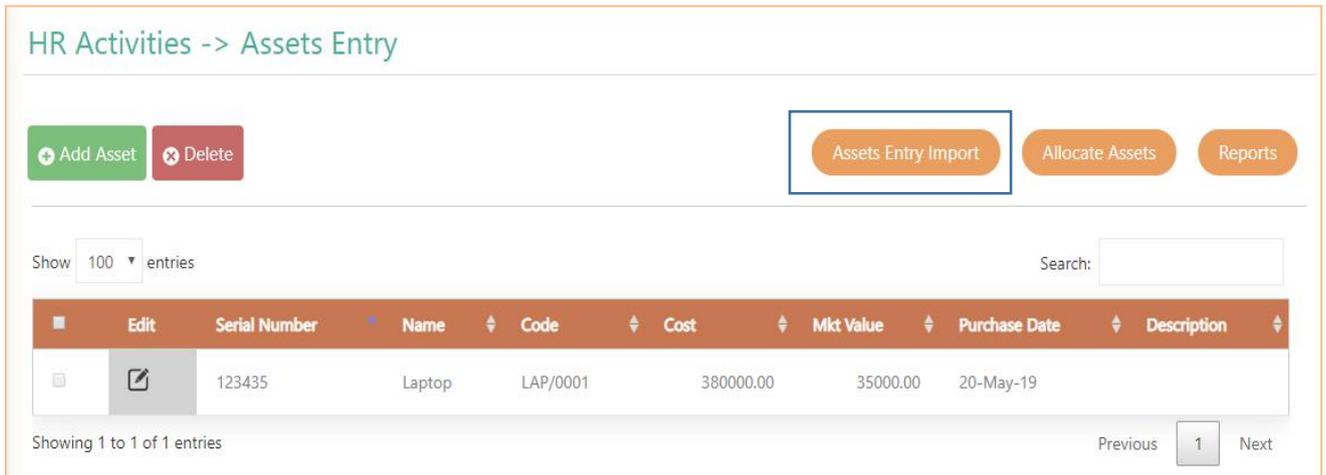


Figure 25

User can import multiple asset from here.

2.2. Employee track is provided for HR

Employee Track is provided in *HR Activities -> Employee Track* for employee having HR web role, as shown in below Figure :

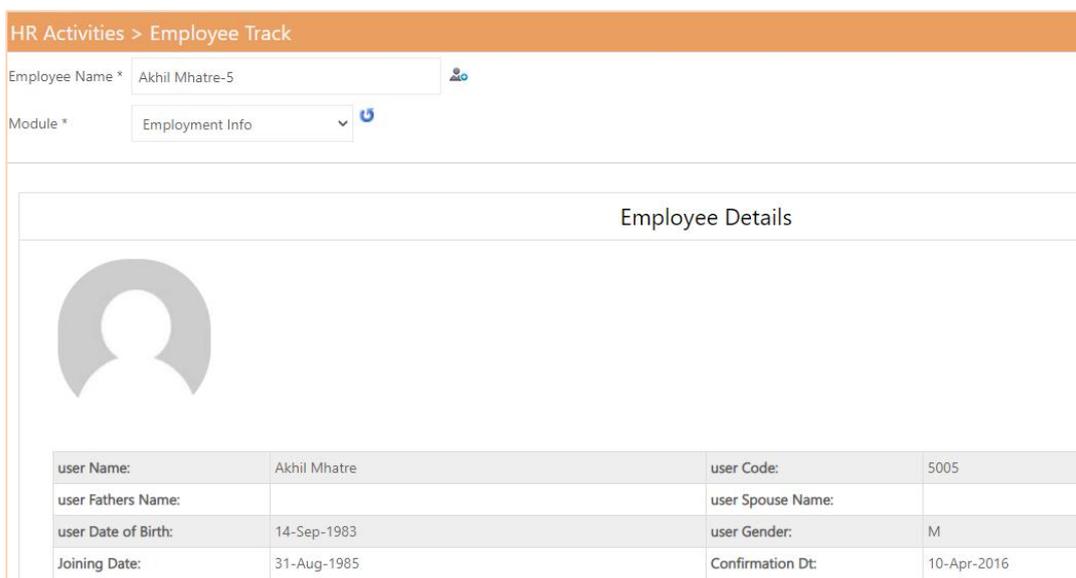


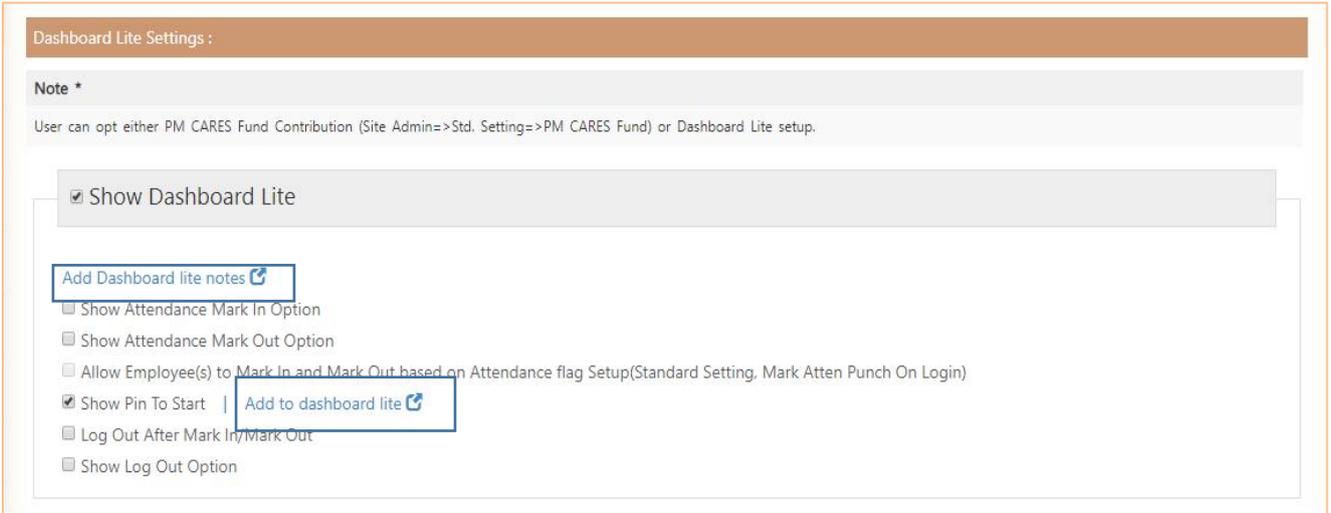
Figure 26

New Features of Spine HRMS Version 6.0.3

This is same as Manager desk available for Managers. It will display Employee details i.e Employment Info, contact info, Qualification, Attendance etc.

2.3. Dashboard Lite Setting

Some Changes are done in *Site Admin* -> *Std. Settings* -> *Dashboard Lite Setting*, as shown in below figure:



The screenshot shows the 'Dashboard Lite Settings' configuration page. At the top, there is a 'Note *' section stating: 'User can opt either PM CARES Fund Contribution (Site Admin=>Std. Setting=>PM CARES Fund) or Dashboard Lite setup.' Below this, the 'Show Dashboard Lite' checkbox is checked. There are two blue-bordered boxes highlighting shortcut links: 'Add Dashboard lite notes' and 'Add to dashboard lite'. A list of settings includes: 'Show Attendance Mark In Option', 'Show Attendance Mark Out Option', 'Allow Employee(s) to Mark In and Mark Out based on Attendance flag Setup(Standard Setting, Mark Atten Punch On Login)', 'Show Pin To Start' (checked), 'Log Out After Mark In/Mark Out', and 'Show Log Out Option'.

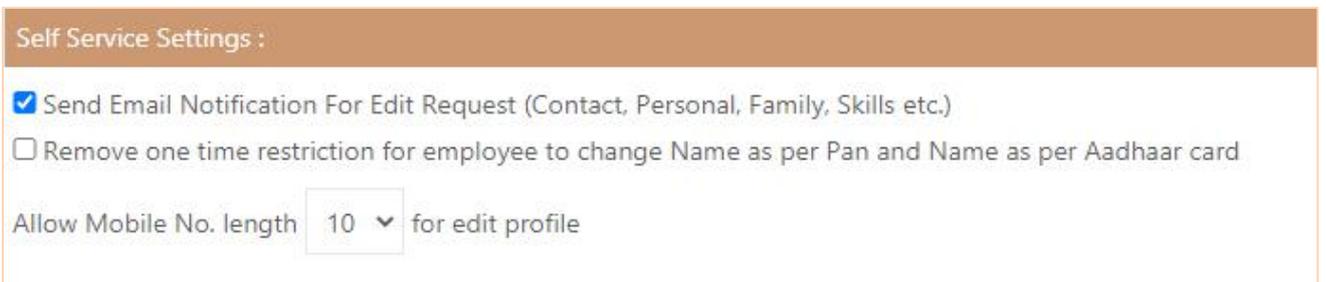
Figure 27

In Dashboard lite settings, shortcut link is given with name “Add Dashboard Lite Notes” for Dashboard notes menu on the top of the settings.

When pin to start option opted then Another shortcut link activated with Name “Add to Dashboard Lite” for dashboard lite menus.

2.4. Mobile No. Length setup is provided for Contact Details

“Allow Mobile No. [X] length for edit profile” setup is provided in *Site Admin* -> *Standard Setting*->*Self Service Settings* , as shown in below Figure:



The screenshot shows the 'Self Service Settings' configuration page. It includes a checked checkbox for 'Send Email Notification For Edit Request (Contact, Personal, Family, Skills etc.)' and an unchecked checkbox for 'Remove one time restriction for employee to change Name as per Pan and Name as per Aadhaar card'. Below these, there is a field 'Allow Mobile No. length' with a dropdown menu set to '10' and the text 'for edit profile'.

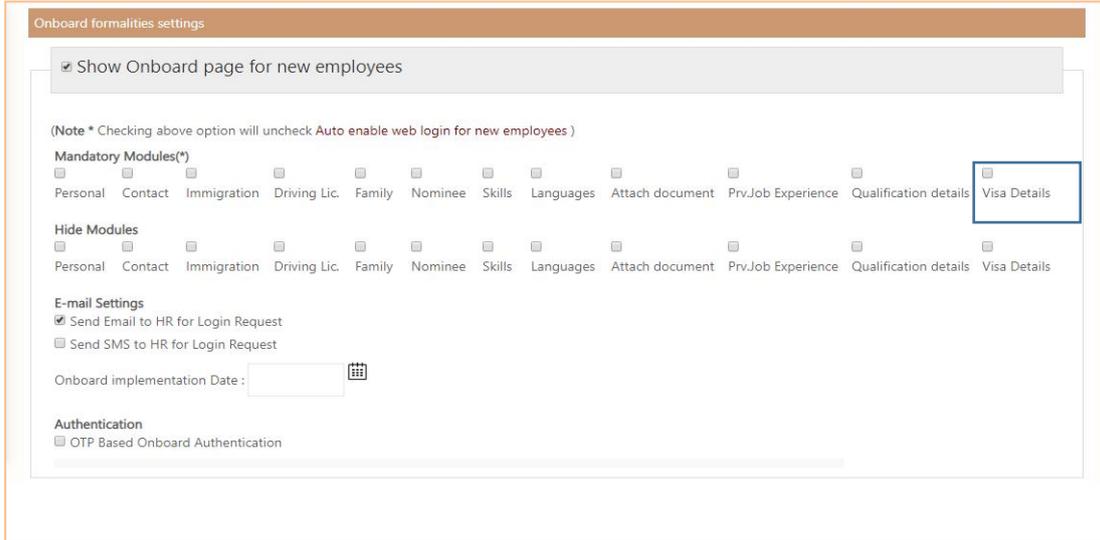
Figure 28

It will display Number from 7 to 15 for selection. As per selected length of mobile number it will allow (validate) to enter Mobile No. in *Self Service* -> *Edit* -> *Contacts* and for approval in *Admin* -> *Approval* -> *Contact/Statutory*.

New Features of Spine HRMS Version 6.0.3

2.5. Visa Module for Onboard formalities

Visa Module added for Onboard in *Site Admin* -> *Other Web Settings* -> *Onboard formalities settings*, as shown in below figure:



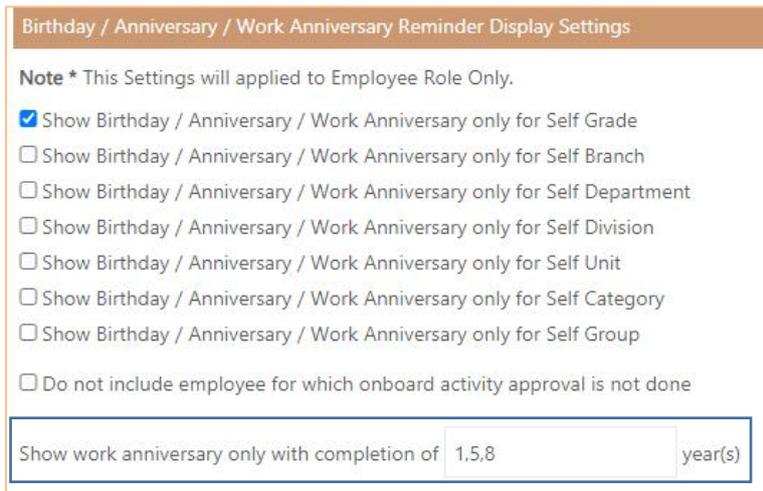
The screenshot shows the 'Onboard formalities settings' page. At the top, there is a checkbox labeled 'Show Onboard page for new employees' which is checked. Below this is a note: '(Note * Checking above option will uncheck Auto enable web login for new employees)'. The 'Mandatory Modules(*)' section contains a row of checkboxes for: Personal, Contact, Immigration, Driving Lic., Family, Nominee, Skills, Languages, Attach document, Prv.Job Experience, Qualification details, and Visa Details. The 'Hide Modules' section contains the same row of checkboxes. The 'E-mail Settings' section has two checkboxes: 'Send Email to HR for Login Request' (checked) and 'Send SMS to HR for Login Request'. There is a date picker for 'Onboard implementation Date:'. The 'Authentication' section has a checkbox for 'OTP Based Onboard Authentication'. The 'Visa Details' checkbox in the Mandatory Modules section is highlighted with a blue box.

Figure 29

Now Employee and Family Visa Details can be filled while filling onboard Form.

2.6. Work anniversary display on years completion setup provided

"Show work anniversary only with completion of years" option is provided in *Standard Setting* -> *Other Web Setting*, as shown in below Figure :



The screenshot shows the 'Birthday / Anniversary / Work Anniversary Reminder Display Settings' page. A note states: 'Note * This Settings will applied to Employee Role Only.' There are several checkboxes: 'Show Birthday / Anniversary / Work Anniversary only for Self Grade' (checked), 'Show Birthday / Anniversary / Work Anniversary only for Self Branch', 'Show Birthday / Anniversary / Work Anniversary only for Self Department', 'Show Birthday / Anniversary / Work Anniversary only for Self Division', 'Show Birthday / Anniversary / Work Anniversary only for Self Unit', 'Show Birthday / Anniversary / Work Anniversary only for Self Category', 'Show Birthday / Anniversary / Work Anniversary only for Self Group', and 'Do not include employee for which onboard activity approval is not done'. At the bottom, there is a text input field with the value '1,5,8' and a 'year(s)' label, which is highlighted with a blue box.

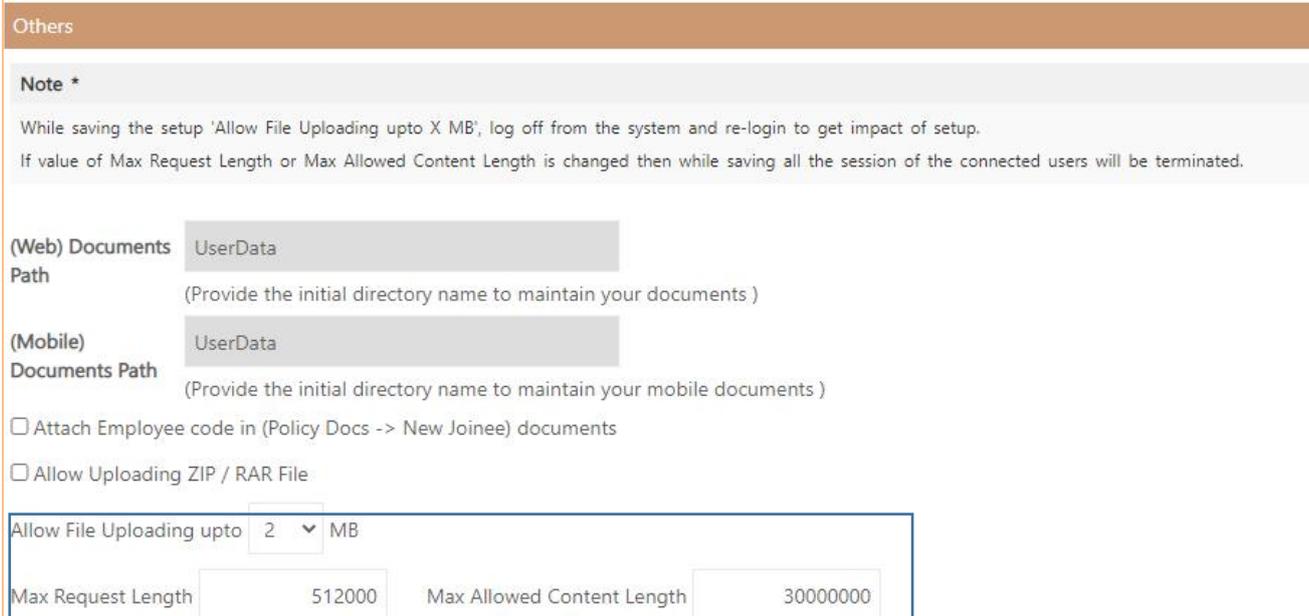
Figure 30

Multiple No. of years can be entered in this setup by comma separator. For e.g. 1,5,10 Work anniversary will display for employee as per no. of completed years mentioned in setup. If in setup no. of years kept as blank then it will display all employees work anniversary completed today.

New Features of Spine HRMS Version 6.0.3

2.7. File Uploading Size Setup is provided for all modules.

File upload size setup is provided in *Site Admin -> Std. Setting -> Others*, as shown in below Figure :



Others

Note *

While saving the setup 'Allow File Uploading upto X MB', log off from the system and re-login to get impact of setup.
If value of Max Request Length or Max Allowed Content Length is changed then while saving all the session of the connected users will be terminated.

(Web) Documents Path
(Provide the initial directory name to maintain your documents)

(Mobile) Documents Path
(Provide the initial directory name to maintain your mobile documents)

Attach Employee code in (Policy Docs -> New Joinee) documents

Allow Uploading ZIP / RAR File

Allow File Uploading upto MB

Max Request Length Max Allowed Content Length

Figure 31

- I. **Allow File Uploading upto [1-10] MB** : 1 to 10 MB can be selected to upload file size. Fore.g. 5 MB kept in setup then file size can be uploaded till 5 mb. Impact of this has provided in all modules, for e.g. Expense Voucher document attachment.
- II. **Web.Config Max Request Length and Max Allowed Content Length** : User can enter Max request Length with min value 4096kb (4mb) & Max value 512000kb (500MB) and Max Allowed Content Length with min value 30000000 bytes (28.6 MB) & 524288000 bytes (500 MB). Above setup will be saved in Web.config. After saving setup, re-login to get impact of it.

2.8. Payslip Display for PayrollNX database

Payslip display provided in Payroll NX database, Same as Desktop Database. Setting is provided in *Site Admin -> Std. Settings -> Tax Projection and Payslip settings* as shown in below Figure:



Include following in PaySlip

Web Payslip Format :

Supplementary

Arrears

Display combine values in payslip

Figure 32

As per above setup, Payslip will be displayed in *Self Service -> Salary -> Payslip* as shown in below Figure:

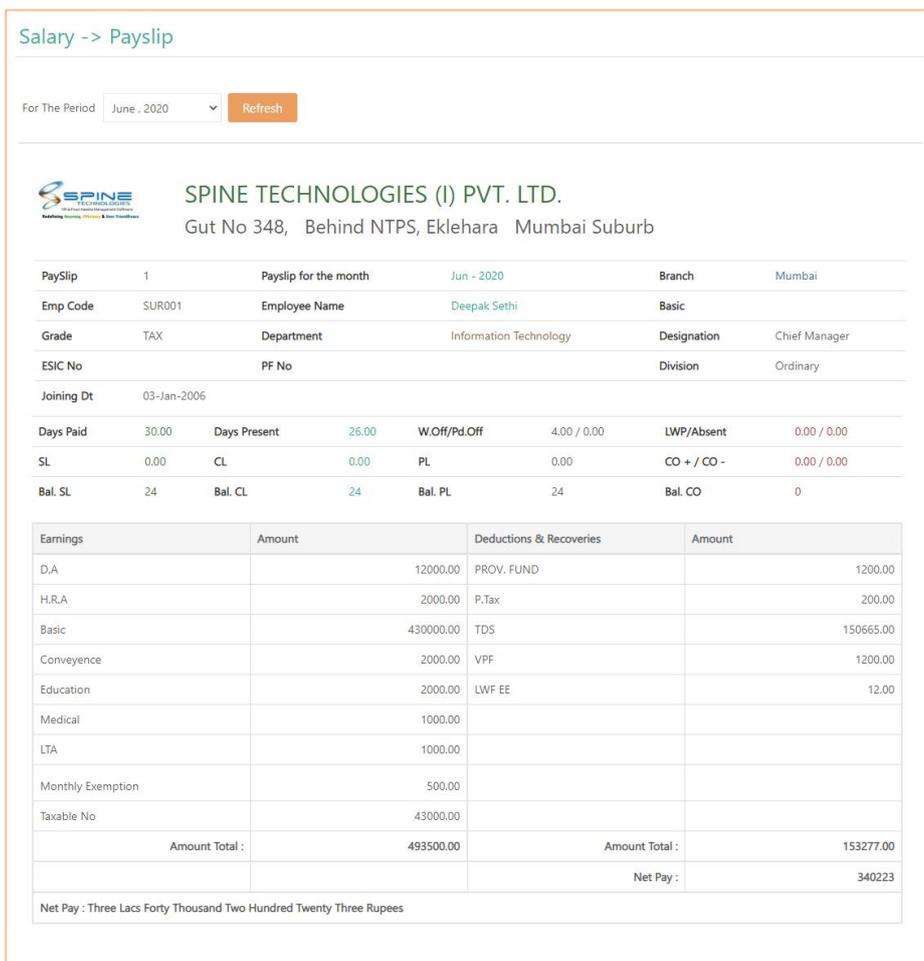


Figure 33

2.9. Passport and Visa expiry notification mail for Family Members

Some Changes are done in *Site Admin --> Std. Settings -> Reminder Email to Employee/ HR*, as shown in below Figure:

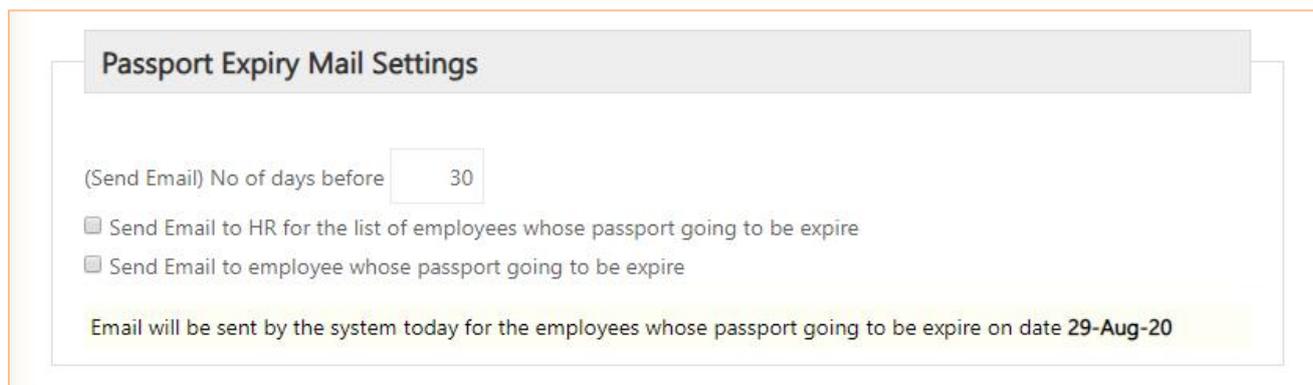
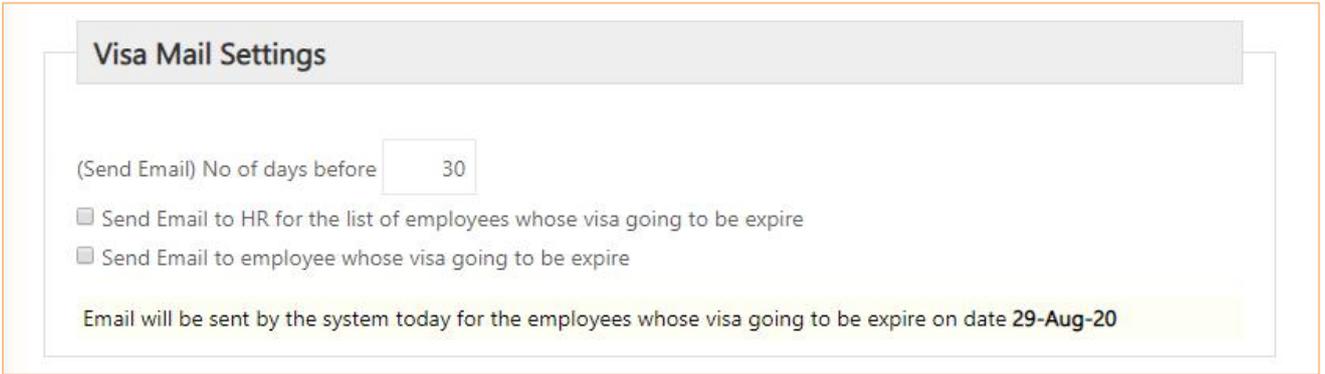


Figure 34

New Features of Spine HRMS Version 6.0.3



Visa Mail Settings

(Send Email) No of days before

Send Email to HR for the list of employees whose visa going to be expire

Send Email to employee whose visa going to be expire

Email will be sent by the system today for the employees whose visa going to be expire on date **29-Aug-20**

Figure 35

Now Passport and Visa expiry notification Email will be send to HR and Employee for Family Members also.

2.10. QID Expiry notification mail (GCC license)

QID Expiry Mail Setting is provided in *Site Admin -> Standard Settings -> Reminder Email to Employee/HR*, as shown in below Figure:



QID (Qatar ID) Expiry Mail Settings

(Send Email) No of days before

Send Email to HR for the list of employees whose QID (Qatar ID) going to be expire

Send Email to employee whose QID (Qatar ID) going to be expire

Email will be sent by the system today for the employees whose QID (Qatar Id) going to be expire on date **29-Aug-2020**

Figure 36

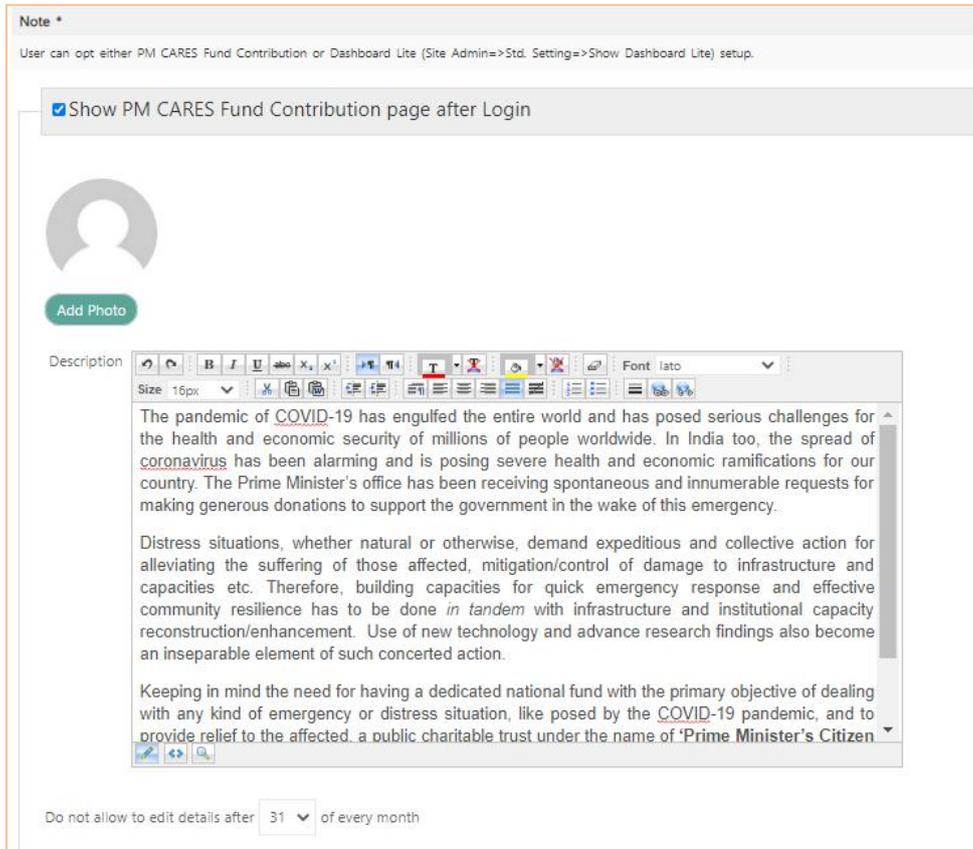
If this setup is opted then Email will get sent to HR and Employee whose Qatar ID is going to expire.

2.11. Fund Raiser Module for PM Cares Fund

Fund Raiser Module is provided for PM Care Fund Contribution where employee can contribute fund based on no of days.

Setup is provided in *Site Admin -> Standard Setting -> Setting Type : Covid Care*, as shown in below Figure :

New Features of Spine HRMS Version 6.0.3



Note *

User can opt either PM CARES Fund Contribution or Dashboard Lite (Site Admin=>Std. Setting=>Show Dashboard Lite) setup.

Show PM CARES Fund Contribution page after Login



Description

The pandemic of COVID-19 has engulfed the entire world and has posed serious challenges for the health and economic security of millions of people worldwide. In India too, the spread of coronavirus has been alarming and is posing severe health and economic ramifications for our country. The Prime Minister's office has been receiving spontaneous and innumerable requests for making generous donations to support the government in the wake of this emergency.

Distress situations, whether natural or otherwise, demand expeditious and collective action for alleviating the suffering of those affected, mitigation/control of damage to infrastructure and capacities etc. Therefore, building capacities for quick emergency response and effective community resilience has to be done *in tandem* with infrastructure and institutional capacity reconstruction/enhancement. Use of new technology and advance research findings also become an inseparable element of such concerted action.

Keeping in mind the need for having a dedicated national fund with the primary objective of dealing with any kind of emergency or distress situation, like posed by the COVID-19 pandemic, and to provide relief to the affected, a public charitable trust under the name of 'Prime Minister's Citizen

Do not allow to edit details after of every month

Figure 37

- I. **Show PM Care fund contribution Page after login** : If this is opted then PM care fund page will display after login. Note : User can opt either Dashboard Lite or PM Care fund.
- II. **Add Photo** : Photo file can be attached here which will display on PM Cares fund contribution page.
- III. **Description** : Content can be added to display on PM Cares fund contribution page.
- IV. **Do not allow to edit details after [] of every month** : It will display 10 to 31 numbers (as days). PM cares fund page will be allowed till the selected day for current month.

If “Show PM Care fund contribution Page after login” opted then after login Page PM Cares Fund contribution will be displayed with 2 options :

- I. **Yes i will donate** : if this is opted then days can be selected for month employee wants to contribute.
- II. **No** : If this is opted then Remark will be mandatory for submit the form.

New Features of Spine HRMS Version 6.0.3

PM CARES Fund Contribution



The pandemic of COVID-19 has engulfed the entire world and has posed serious challenges for the health and economic security of millions of people worldwide. In India too, the spread of coronavirus has been alarming and is posing severe health and economic ramifications for our country. The Prime Minister's office has been receiving spontaneous and innumerable requests for making generous donations to support the government in the wake of this emergency.

Distress situations, whether natural or otherwise, demand expeditious and collective action for alleviating the suffering of those affected, mitigation/control of damage to infrastructure and capacities etc. Therefore, building capacities for quick emergency response and effective community resilience has to be done *in tandem* with infrastructure and institutional capacity reconstruction/enhancement. Use of new technology and advance research findings also become an inseparable element of such concerted action.

Keeping in mind the need for having a dedicated national fund with the primary objective of dealing with any kind of emergency or distress situation, like posed by the COVID-19 pandemic, and to provide relief to the affected, a public charitable trust under the name of '**Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund**' (**PM CARES Fund**)' has been set up. Prime Minister is the Chairman of this trust and its Members include Defence Minister, Home Minister and Finance Minister.

Do you wish to contribute to PM CARES Fund - COVID 19?

Yes i wish to donate No

Select the number of day(s) for donation.

Apr May Jun Jul Aug Sep

Oct Nov Dec Jan Feb Mar

Figure 38

- I. Report is also provided in *Admin ->HR Activities -> PM CARES Fund Report for PM fund contribution* done by employee. It will display Emp code, Emp name, Month and year , No of days and Remark.

PM Cares Fund Contribution				
Emp. Code	Emp. Name	Month Year	No. of Days	Remark
5009	Swati Shetty	Jun - 2020	11	
5016	Sriram Vardhan	Jul - 2020	31	
5001	Suresh Iyer	Jul - 2020	0	I will contribute in next month.

Figure 39

1. This days will be processed while generating salary. To import days below working is provided in Payroll :
- I. Add at pay time variable in column master and upload the contributed days while processing salary using Fund Raiser Utility option in sub-process drop-down.

New Features of Spine HRMS Version 6.0.3

2.12. Covid Vaccine Details

In Admin > Site Admin, Setting "PM CARES Fund" is renamed to "Covid Care".
New setup provided in Site Admin -> Covid Care, as shown in below Figure:

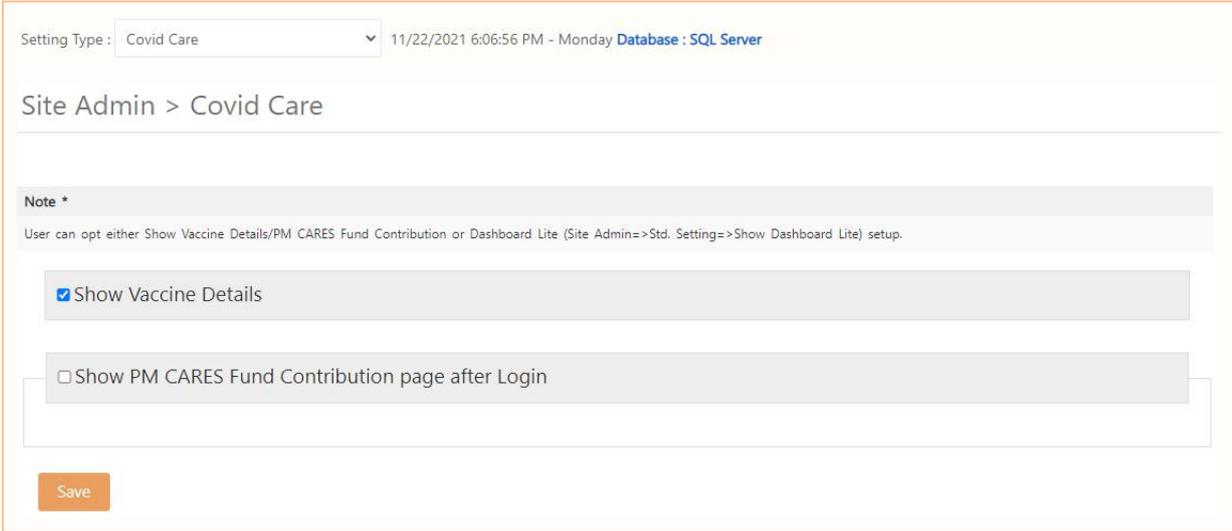


Figure 42

New setup "Show Vaccine Details" is provided with "Show PM CARES Fund Contribution page after Login" in Covid care. Both these setup can be opted at same time.
Dashboard Lite setup and Covid Care setup is not allowed to opt at the same time.
If this setup is opted then details will be displayed after login as shown in below Figure :

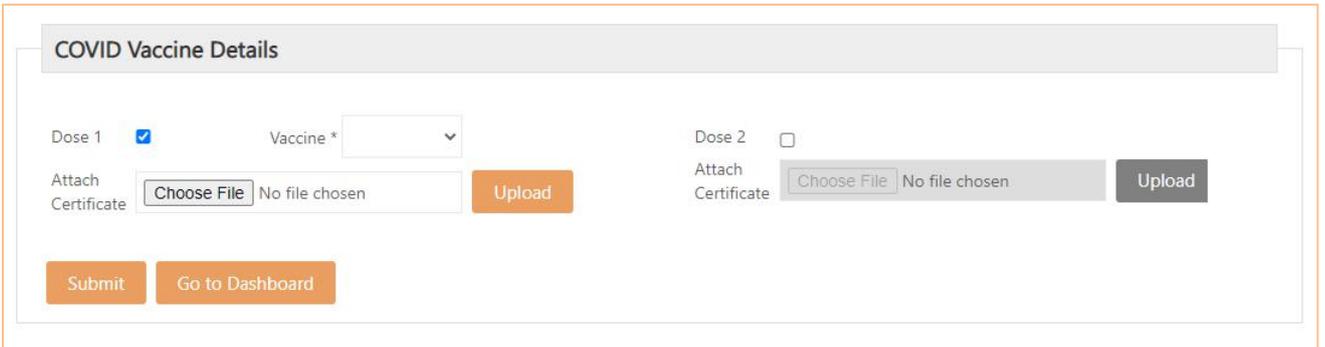


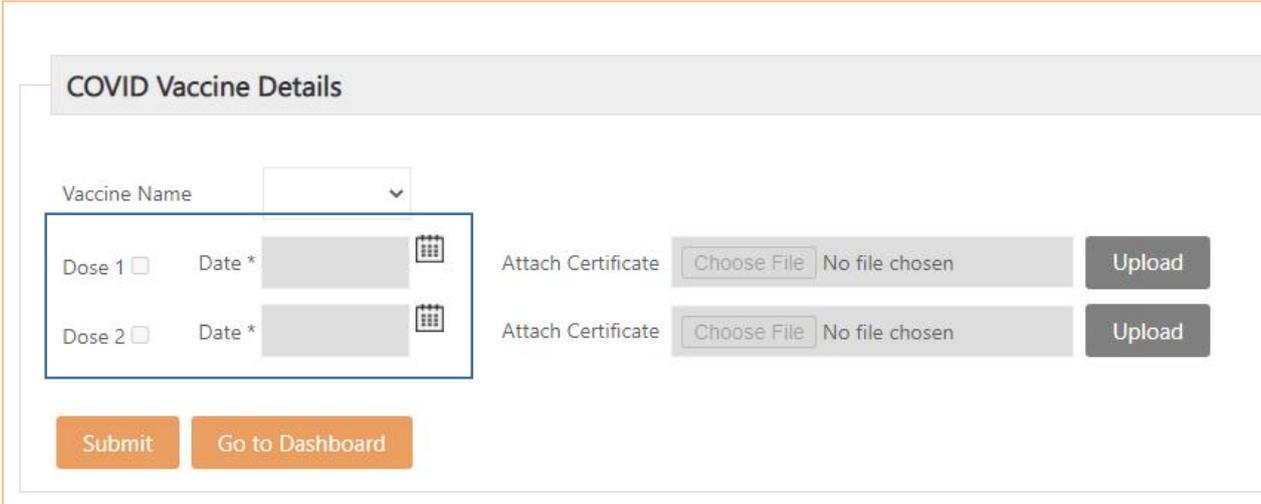
Figure 43

Dose 1 and Dose 2 Vaccine Name and Certificate can be attached from here.

New Features of Spine HRMS Version 6.0.3

2.13. Date for vaccine Dose provided in Covid vaccine details

If Show Vaccine Details option opted in *Admin -> Standard Setting-> Covid Care setting* then after login to HRMS, Vaccination details will also display “Date field for both Dose 1 and Dose 2”, as shown in below Figure:



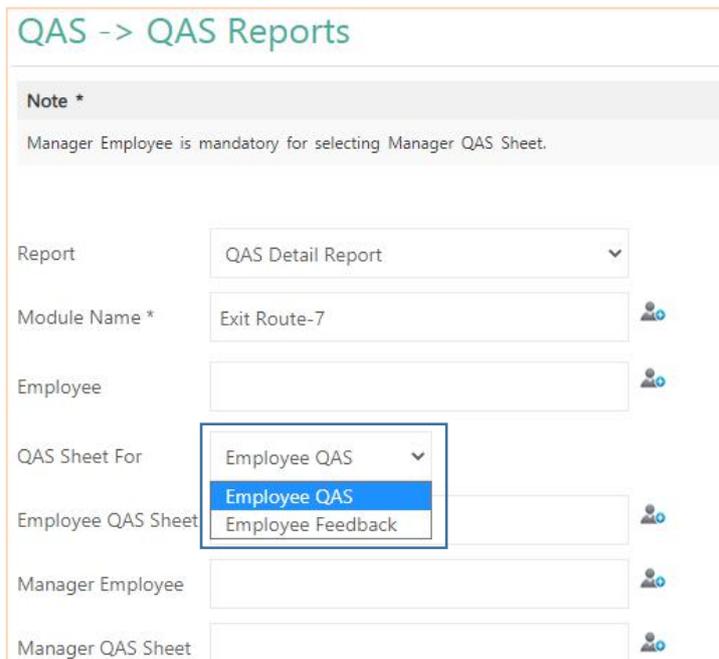
The screenshot shows a form titled "COVID Vaccine Details". It includes a "Vaccine Name" dropdown menu. Below it, there are two rows for "Dose 1" and "Dose 2". Each row has a checkbox, a "Date *" field with a calendar icon, and an "Attach Certificate" section with a "Choose File" button, "No file chosen" text, and an "Upload" button. At the bottom, there are "Submit" and "Go to Dashboard" buttons.

Figure 44

It is provided to select Date on which Dose 1/ Dose 2 has taken by Employee.

2.14. Employee Feedback in QAS report for Exit Route

“Employee QAS and Employee Feedback” option is provided in *Admin -> QAS -> QAS Reports-> QAS detail reports* for Exit Route QAS, as shown in below Figure :



The screenshot shows a form titled "QAS -> QAS Reports". It includes a "Note *" section with the text "Manager Employee is mandatory for selecting Manager QAS Sheet." Below this, there are several fields: "Report" (dropdown menu with "QAS Detail Report" selected), "Module Name *" (text input with "Exit Route-7" and a user icon), "Employee" (text input with a user icon), "QAS Sheet For" (dropdown menu with "Employee QAS" selected), "Employee QAS Sheet" (text input with a user icon), "Manager Employee" (text input with a user icon), and "Manager QAS Sheet" (text input with a user icon). A blue box highlights the "Employee QAS" option in the "QAS Sheet For" dropdown menu.

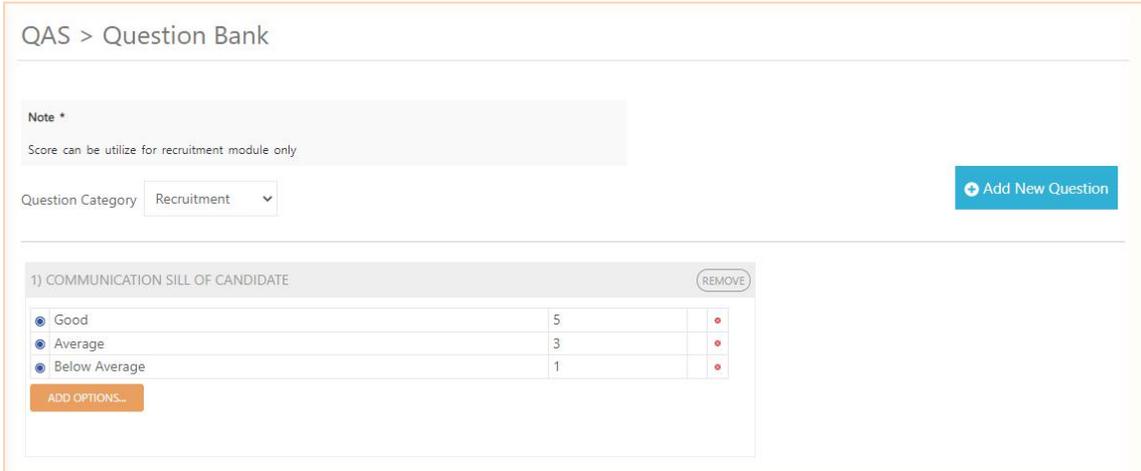
Figure 45

New Features of Spine HRMS Version 6.0.3

- I. **Employee QAS** : Existing QAS report which will display data for exit QAS filled by Manager for approved Exit Route application.
- II. **Employee Feedback** : It will display data for employee feedback filled by employee while applying Resignation request.

2.15. Employee Rating Field provided in Question Bank

Rating Field is provided in QAS -> Question Bank as shown in below figure:



The screenshot shows the 'QAS > Question Bank' interface. At the top, there is a breadcrumb 'QAS > Question Bank'. Below it is a 'Note *' field with the text 'Score can be utilize for recruitment module only'. A 'Question Category' dropdown menu is set to 'Recruitment'. A blue button labeled 'Add New Question' is on the right. Below this is a question entry for '1) COMMUNICATION SKILL OF CANDIDATE' with a 'REMOVE' button. A table lists three options: 'Good' with a score of 5, 'Average' with a score of 3, and 'Below Average' with a score of 1. Each option has a radio button and a red 'X' icon. An 'ADD OPTIONS...' button is at the bottom left of the table.

Option	Score	Action
<input checked="" type="radio"/> Good	5	<input type="checkbox"/>
<input checked="" type="radio"/> Average	3	<input type="checkbox"/>
<input checked="" type="radio"/> Below Average	1	<input type="checkbox"/>

Figure 46

'Show Rating for Interview Round QAS' setup is provided in Recruitment Settings. If this is opted then QAS > Question Bank will show a Rating field for each answer (Maximum 5 digits, Decimal Not allowed). Rating Facility will be available only for Recruitment QAS.

2.16. Virtual ID provided in Mobile HRMS

In Spine HRMS, new Setting Type "Mobile-HR" is provided in Admin -> Site Admin -> Std. Setting, as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

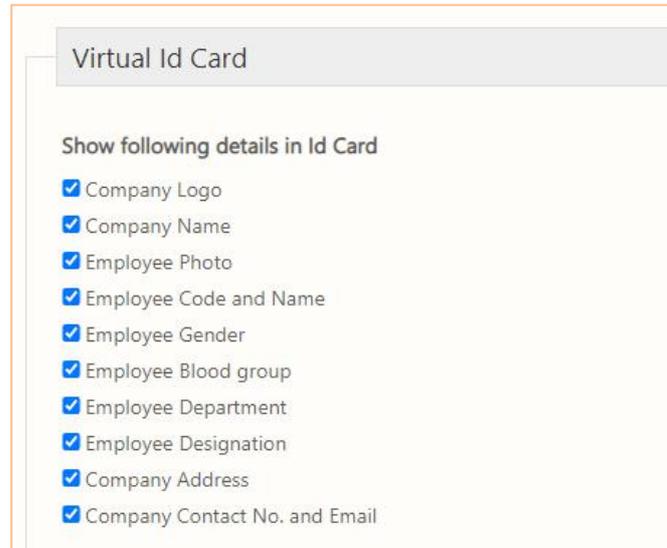


Figure 47

It will display Mobile Attendance Settings and Virtual ID Setup.

- I. Mobile Attendance Setting available in Time ->Configuration -> Attendance Setting is shifted to new Setting Type : Mobile -HR in Admin -> Std Setting.
- II. Virtual ID Setup have following options to display on ID Card, as shown in below Figure: Company Logo, Company Name, Employee Photo, Employee Code and Name, Employee Gender, Employee Blood group, Employee Department, Employee Designation, Company Address, Company Contact No. and Email.

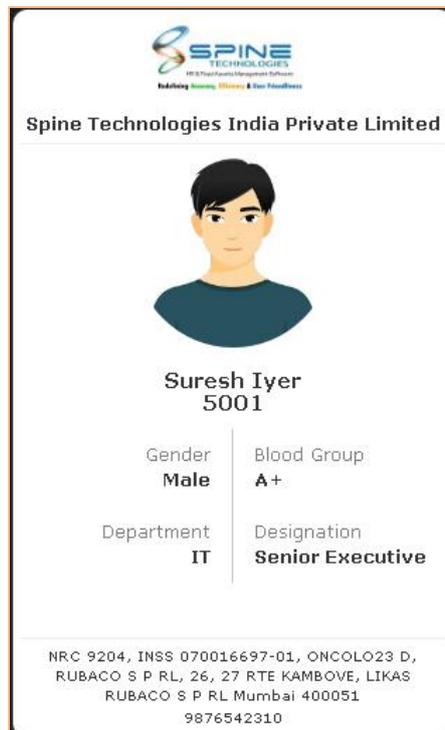


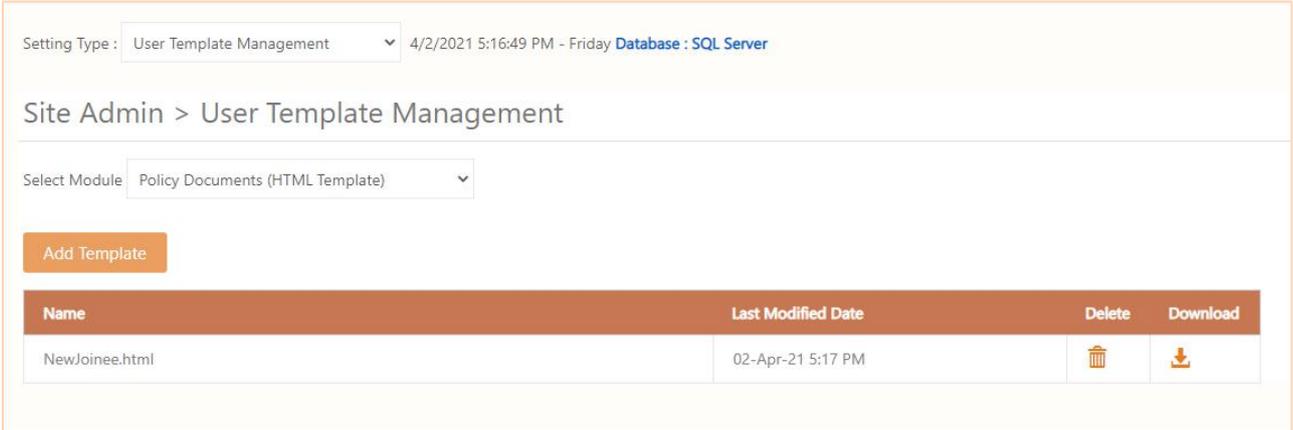
Figure 48

- III. Virtual ID is provided for Mobile HRMS. It will display Employee and Company details on Virtual ID based on setup .

New Features of Spine HRMS Version 6.0.3

2.17. New Setting Type: User Data Management (Policy Documents)

In standard Setting New Setting Type: User Data Management is provided in *Admin -> Standard Setting -> User Template Management* as shown in below Figure:



Setting Type: 4/2/2021 5:16:49 PM - Friday Database : SQL Server

Site Admin > User Template Management

Select Module

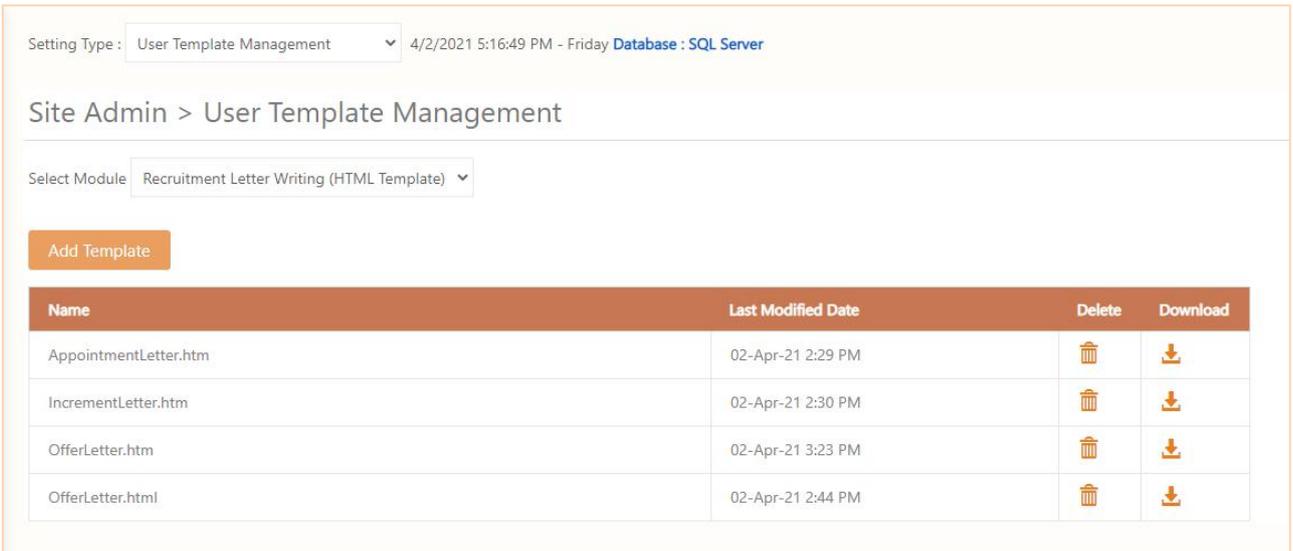
Name	Last Modified Date	Delete	Download
NewJoinee.html	02-Apr-21 5:17 PM		

Figure 49

- I. In standard Setting New Setting Type: User Data Management is provided.
- II. Module :Policy Documents (HTML Template) is provided.
- III. User can add/Delete/Download Template from here.
- IV. Uploaded template file will be saved to Userdata > config.
- V. Uploaded files will be shown in HR Activities > Policy Documents > Corporate Guideline

2.18. New Setting Type: User Data Management (Recruitment Letter Writing)

In standard Setting New Setting Type: User Data Management is provided in *Admin -> Standard Setting -> User Template Management* as shown in below Figure:



Setting Type: 4/2/2021 5:16:49 PM - Friday Database : SQL Server

Site Admin > User Template Management

Select Module

Name	Last Modified Date	Delete	Download
AppointmentLetter.htm	02-Apr-21 2:29 PM		
IncrementLetter.htm	02-Apr-21 2:30 PM		
OfferLetter.htm	02-Apr-21 3:23 PM		
OfferLetter.html	02-Apr-21 2:44 PM		

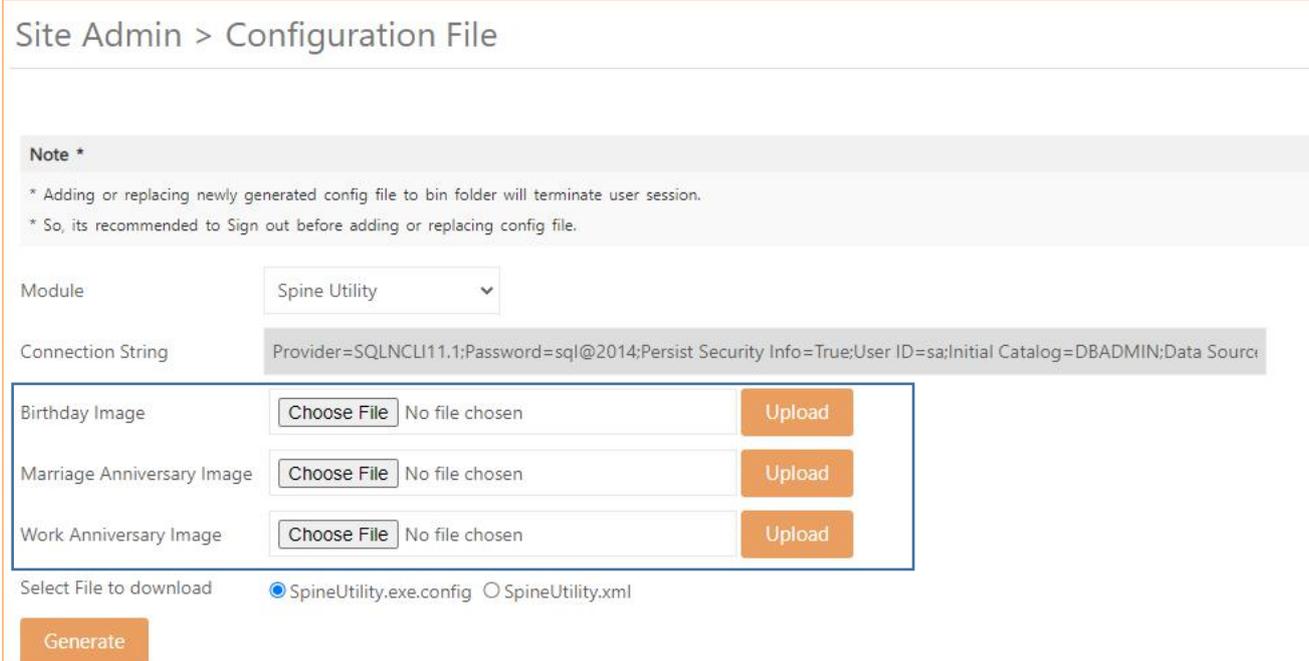
Figure 50

New Features of Spine HRMS Version 6.0.3

- I. In standard Setting New Setting Type: User Data Management is provided.
- II. Module :Recruitment Letter Writing(HTML Template) dropdown is provided.
- III. User can add/Delete/Download Template from here.
- IV. Uploaded template file will be saved to UserData > LetterTemplate.
- V. Uploaded files will be shown in Recruitment > Appointments > Letter Writing.
- VI. Files generated from Appointments > Letter Writing will be saved to UserData > LetterTemplate > CanLetter.

2.19. Spine Utility changes for Birthday & Anniversary images

For Spine Utility configuration file in *Admin > Site Admin > Configuration File*, below changes has provided :



Site Admin > Configuration File

Note *

- * Adding or replacing newly generated config file to bin folder will terminate user session.
- * So, its recommended to Sign out before adding or replacing config file.

Module: Spine Utility

Connection String: Provider=SQLNCLI11.1;Password=sql@2014;Persist Security Info=True;User ID=sa;Initial Catalog=DBADMIN;Data Source=

Birthday Image	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Marriage Anniversary Image	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
Work Anniversary Image	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

Select File to download: SpineUtility.exe.config SpineUtility.xml

Figure 51

- I. Image upload option provided for Birthday, Marriage Anniversary and Work Anniversary as shown in below Figure. Uploaded images will get saved in path : HRMSApp/AdminDataFiles/SpineUtilityImage/
- II. In SpineUtility.exe.config image related info will not be stored.

2.20. Secondary Approver Validation

Secondary Approver Validation is provided for Modules in which Primary and Secondary approver can take action.

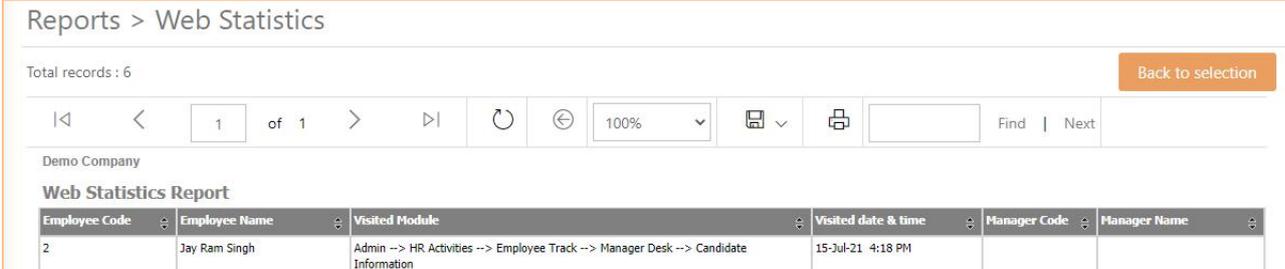
Validation is provided to verify Primary and Secondary Approver. Validation is done Module wise. If Employee used as primary approver for one module is again used as secondary Approver for the same module at any level then Apply, Approve, Apply By Manager for that module will get Error message for the employee.

New Features of Spine HRMS Version 6.0.3

e.g Emp. Code 1 has Primary Approver 1:Emp Code 2 and Primary Approver 2: Emp code 6 for Leave .Here Emp code 2 and 6 cannot be used as secondary approver for same employee . Same Validation is provided in Mobile as well.

2.21. Manager desk - Web Statistic Implemented

Web Statistics Report will be generated in *Admin -> Reports-> Web Statistics* as shown in below fig:



Reports > Web Statistics

Total records : 6 Back to selection

Navigation: 1 of 1 | 100% | Find | Next

Demo Company

Web Statistics Report

Employee Code	Employee Name	Visited Module	Visited date & time	Manager Code	Manager Name
2	Jay Ram Singh	Admin --> HR Activities --> Employee Track --> Manager Desk --> Candidate Information	15-Jul-21 4:18 PM		

Figure 52

Web Statistics Report will be generated if user visits the Manager Desk for Following menus.

- I. Self Service --> Workflow --> My Workflows --> Manager Desk
- II. Self Service --> Confirmation --> Approve --> Manager Desk
- III. Admin --> HR Activities --> Employee Track
- IV. PMS-->Appraisal by Manager

2.22. Ask for Consent of use for Cookies

Consent for use of Cookies will be asked as shown in below figure:

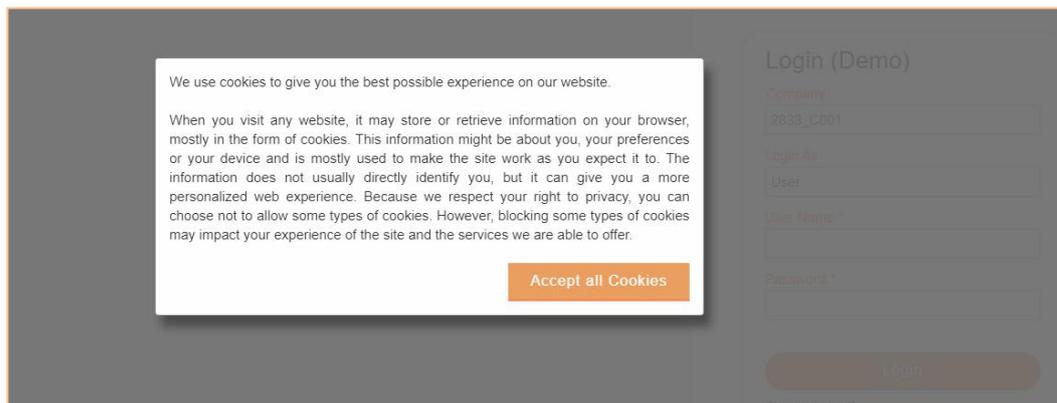


Figure 53

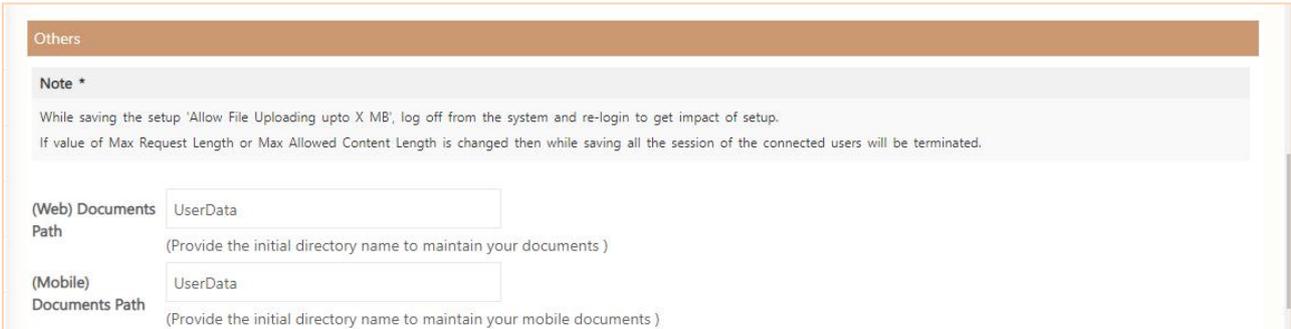
On login page popup will be shown to accept cookies. If user dosen't accept it then he wont be allowed to login.

A popup will appear only once for every device (browser) and consent will be taken and saved in cookies of browser.

New Features of Spine HRMS Version 6.0.3

2.23. Userdata Path Locked for SAAS Client

Userdata Path are provided in *Admin -> Site Admin -> Site Admin -> Other Web Settings*, as shown in below Figure:



Others

Note *

While saving the setup 'Allow File Uploading upto X MB', log off from the system and re-login to get impact of setup.
If value of Max Request Length or Max Allowed Content Length is changed then while saving all the session of the connected users will be terminated.

(Web) Documents Path:
(Provide the initial directory name to maintain your documents)

(Mobile) Documents Path:
(Provide the initial directory name to maintain your mobile documents)

Figure 54

Below setup textboxes will be locked for SAAS Client.

- i. (Web) Documents Path
- ii. (Mobile) Documents Path
- iii. Changes in setup Mobile In/Out on approval basis (by attendance workflow)

2.24. New Setup ChatBot Custom Message for not found Queries

ChatBot Custom Message HTML Editor is provided in *Admin -> Standard Setting* as shown in below Figure:

No'." data-bbox="100 543 909 770"/>

Activate ChatBot

ChatBot Custom Message for not found Querie(s)

I can not match your requirement, do you want me to search globally.
Yes or [No](#)

Figure 55

- I. New Setup provided as 'ChatBot Custom Message for not found Queries'.
- II. HTML Editor (2000 chars) is provided.
- III. Current message (I can not match your requirement, do you want me to search globally. / Yes / No button) is shown in HTML editor by default
- IV. User can define customized message for Not Found Queries using this option. Newly defined message will be shown if Spina is unable to find the result.

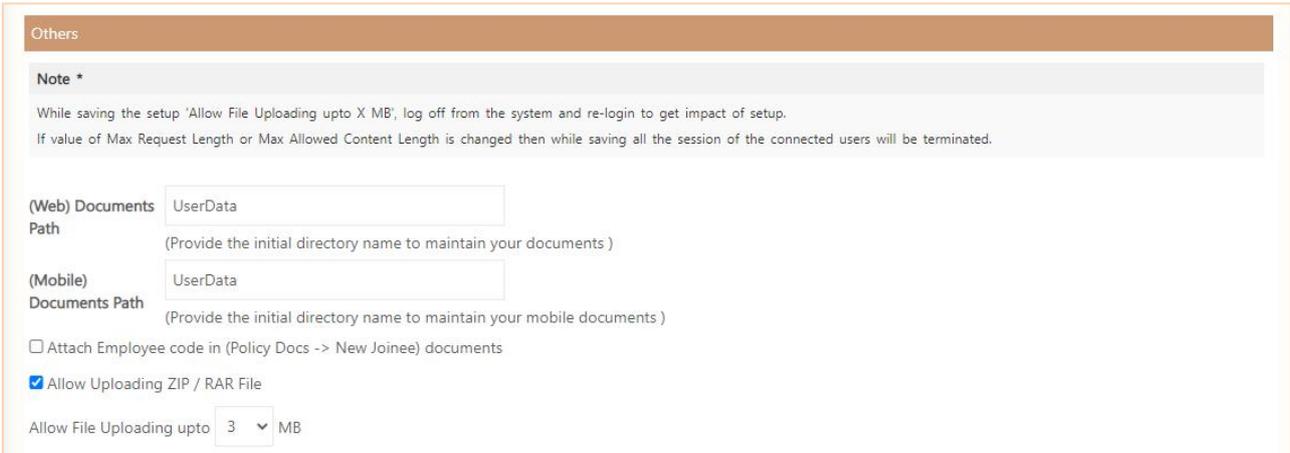
New Features of Spine HRMS Version 6.0.3

2.25. More than one LDAP server can be configure license wise

LDAP Server count will be stored in key:e.g.LDAP Server 2 license is purchased then ID S1,S2 can be defined by Admin login. While login validation will be based on server(same as existing working of LDAP).

2.26. Allow Uploading ZIP / RAR File setup working provided all over software

'Allow Uploading ZIP / RAR File' is present in *Standard Setting - > Other Web Setting*, as shown in below figure:



Others

Note *

While saving the setup 'Allow File Uploading upto X MB', log off from the system and re-login to get impact of setup.
If value of Max Request Length or Max Allowed Content Length is changed then while saving all the session of the connected users will be terminated.

(Web) Documents Path
(Provide the initial directory name to maintain your documents)

(Mobile) Documents Path
(Provide the initial directory name to maintain your mobile documents)

Attach Employee code in (Policy Docs -> New Joinee) documents

Allow Uploading ZIP / RAR File

Allow File Uploading upto MB

Figure 56

Allow Uploading ZIP / RAR File setup working provided all over software.If this option is opted then All over software ZIP/RAR file will be allowed to attach.

2.27. SMS Template Changes

In the SMS notification template below details will be shown in every macro:

1) @@Login URL

2) @@Company name

e.g. On Leave Approve SMS will be sent as @@CompanyName - Your Leave from the period @@fromdate to @@todate has been @@AppStatus. You can check by login with this link @@Loginurl

Demo Company - Your Leave from the period 06-Sep-21 to 09-Sep-21 has been Approved. You can check by login with this link Please do login with <https://team.spinehr.in/login.aspx>

2.28. Pending Mobile Mark In/out details in Email for Managers

In *Site Admin > Reminder Email to Employee/HR -> Workflow Mail Settings* existing option"Send daily reminder to Manager for pending list of application to be approved" is available,as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

Attendance			
Employee Code	Employee Name	Request Date	Received Date
5031	Amev Kale	10-Sep-20	10-Sep-20

For further details please login to the link mention below.
Login URL : [Click Here](#)

HRD

© This is a system generated Email. Please do not reply.

Figure 57

If it opted then Mobile Mark In/Out details will be displayed in Email to Managers (as per Attendance Workflow) which are pending for approval, as shown in below Figure:
Also other pending applications i.e Leave, expense etc will also display in email as per existing working of setup.

2.29. Filters provided for Organization Chart

Filters are provided for organization chart in *Self Service -> Workflow->Organization Chart*, as shown in below figure:

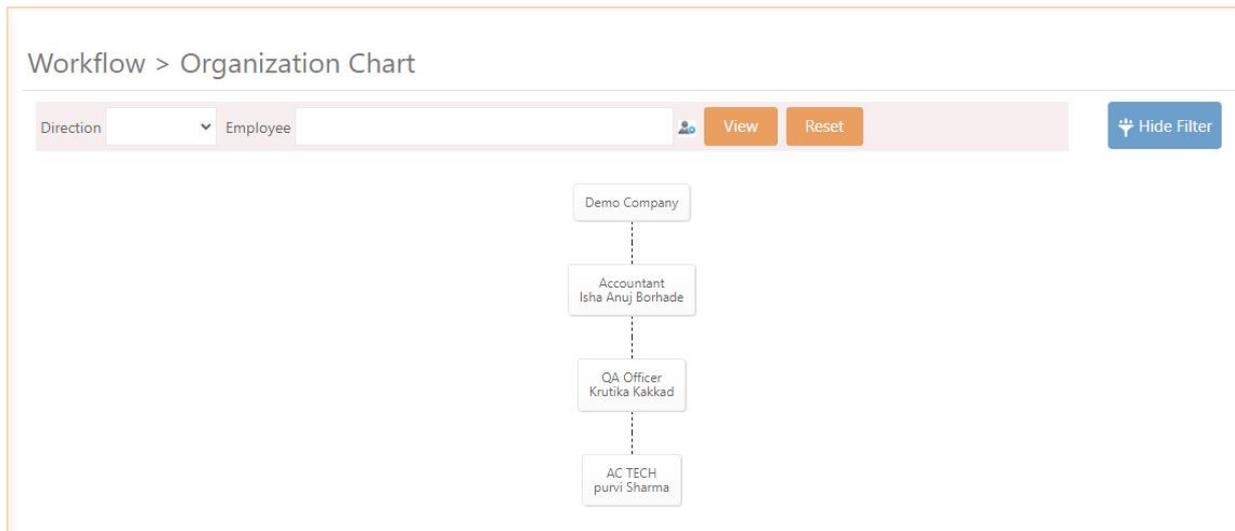


Figure 58

In Organization Chart, below filters are provided to view chart :

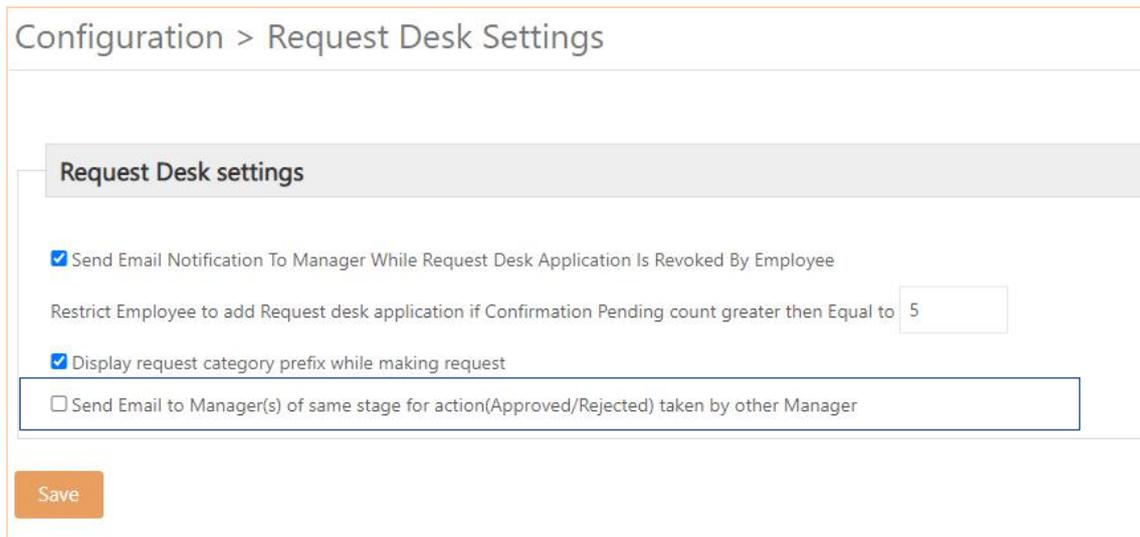
- I. Direction : 2 options Upward and Downward provided.
- II. Employee filter : Employees which are added in Admin -> Organization chart will be displayed here. As per selected direction and Employee, organization chart will be displayed.

Note : This feature is available for SQL backend only.

New Features of Spine HRMS Version 6.0.3

2.30. Secondary Approver provided for Request Desk modules

- I. Secondary Approvers are now available for Request Desk module and Request Desk_001 to Request Desk_015 modules.
- II. "Send Email to Manager(s) of same stage for action(Approved/Rejected) taken by other Manager' option is provided in *More -> Request desk settings*, as shown in below Figure :
For e.g. at approver level L1 primary approver "A01" and secondary approver "A02" is assigned for Request desk and its modules then after approving/rejecting request by approver "A02" email will get sent to "A01" and vice versa.



Configuration > Request Desk Settings

Request Desk settings

Send Email Notification To Manager While Request Desk Application Is Revoked By Employee

Restrict Employee to add Request desk application if Confirmation Pending count greater then Equal to

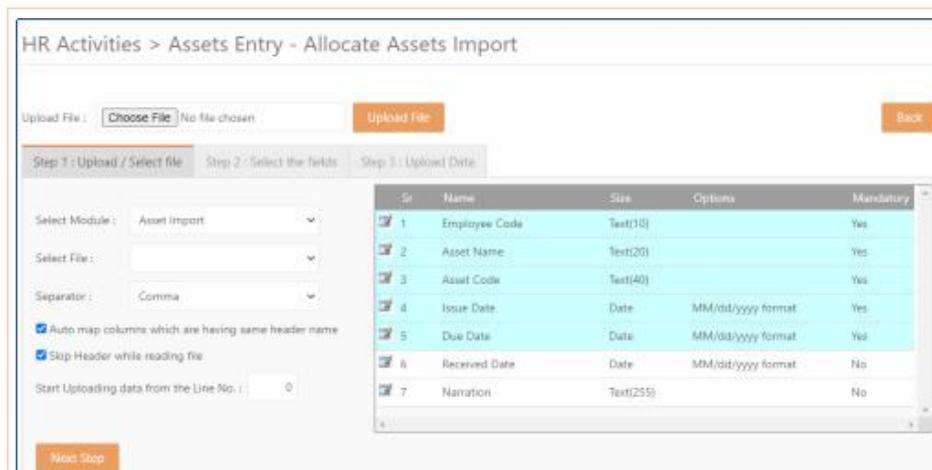
Display request category prefix while making request

Send Email to Manager(s) of same stage for action(Approved/Rejected) taken by other Manager

Figure 59

2.31. Asset Code added in Asset allocate import

"Asset code" field is provided for Asset Allocate import in *Admin -> HR Activities > Assets Entry - Allocate Assets* to allocate asset as per asset code and asset name wise to employee, as shown in below figure:



HR Activities > Assets Entry - Allocate Assets Import

Upload File : No file chosen

Step 1 : Upload / Select file | Step 2 : Select the fields | Step 3 : Upload Data

Select Module : Asset Import

Select File :

Separator : Comma

Auto map columns which are having same header name

Skip Header while reading file

Start Uploading data from the Line No. :

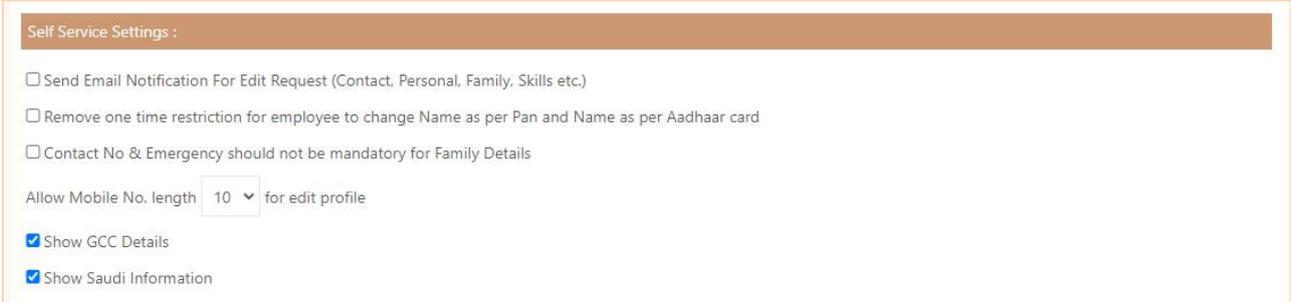
Sr	Name	Size	Options	Mandatory
1	Employee Code	Text(15)		Yes
2	Asset Name	Text(20)		Yes
3	Asset Code	Text(40)		Yes
4	Issue Date	Date	MM/dd/yyyy format	Yes
5	Due Date	Date	MM/dd/yyyy format	Yes
6	Received Date	Date	MM/dd/yyyy format	No
7	Narration	Text(255)		No

Figure 60

New Features of Spine HRMS Version 6.0.3

2.32. New Setup provided for GCC Details Tab and Saudi Information Tab

New setup is provided in *Admin > Std Setting > Self Service Settings*, as shown in below figure:



Self Service Settings :

Send Email Notification For Edit Request (Contact, Personal, Family, Skills etc.)

Remove one time restriction for employee to change Name as per Pan and Name as per Aadhaar card

Contact No & Emergency should not be mandatory for Family Details

Allow Mobile No. length for edit profile

Show GCC Details

Show Saudi Information

Figure 61

New Options provided in Std Setting > Self Service Settings :

- I. Show GCC Details Tab (Only When GCC License)
- II. Show Saudi Information Tab (Only When Saudi Information License)
If this option is selected then only *Self Service -> View -> Employment details* will show GCC Details/Saudi Information tab.

2.33. Setup provided for Visitor and Candidate Info Mobile No.

“Allow Mobile No. length X for edit profile “ setup is present in *Admin -> Standard Settings -> self service settings*, as shown in below figure:



Self Service Settings :

Send Email Notification For Edit Request (Contact, Personal, Family, Skills etc.)

Remove one time restriction for employee to change Name as per Pan and Name as per Aadhaar card

Allow Mobile No. length for (edit profile, Visitor Registration, Add Appointment, Candidate Info).

Figure 62

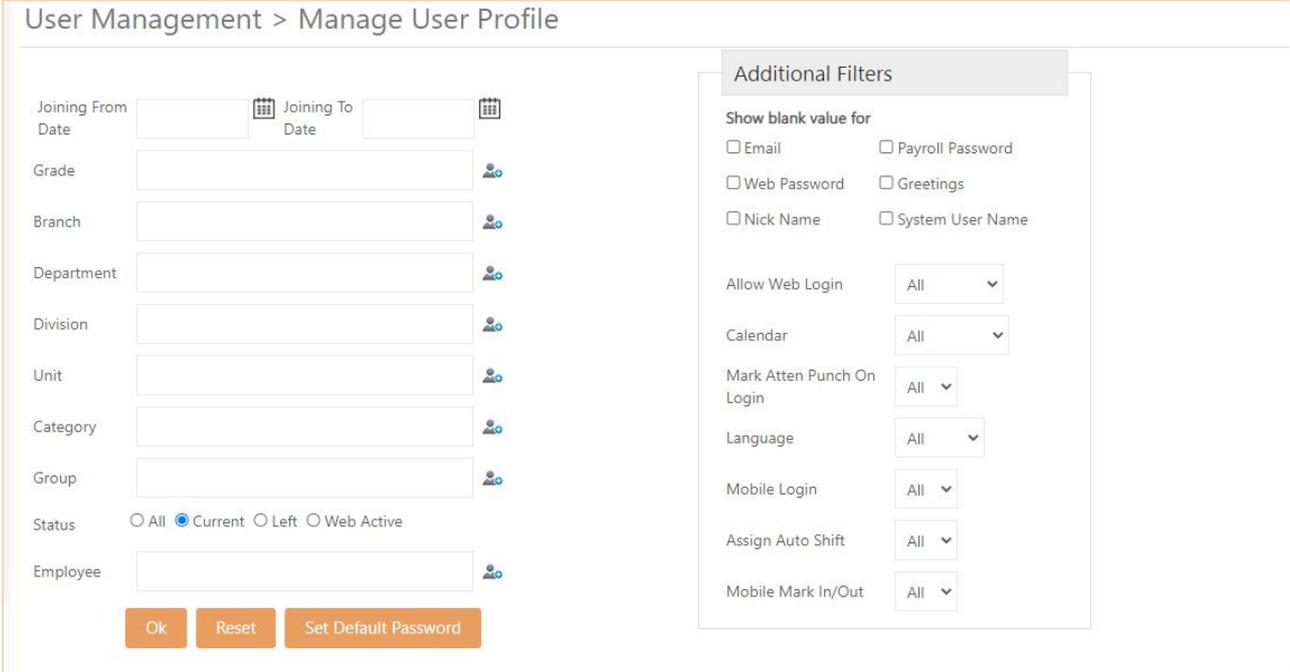
Set Up : Admin > Standard Settings > self service settings>'Allow Mobile No. length X for edit profile 'was working only for Edit Contact.Now it will work for Below modules also:

- a : Visitors > Visitor Registration
- b : Visitors > Add Appointment
- c : Candidate Info > New

New Features of Spine HRMS Version 6.0.3

2.34. Date Filters in Manage User Profile & Assign Role

Joining From Date and Joining To Date filter is provided in Admin -> Manage User Profile, as shown in below figure:



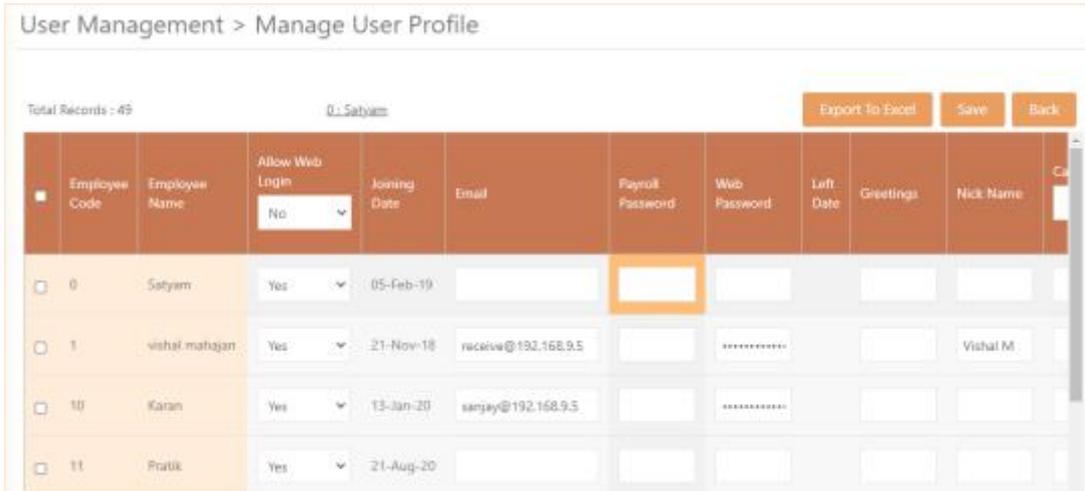
The screenshot shows the 'User Management > Manage User Profile' interface. It includes several filter fields: 'Joining From Date', 'Joining To Date', 'Grade', 'Branch', 'Department', 'Division', 'Unit', 'Category', and 'Group'. There are also radio buttons for 'Status' (All, Current, Left, Web Active) and an 'Employee' search field. At the bottom are 'Ok', 'Reset', and 'Set Default Password' buttons. An 'Additional Filters' panel is open, showing options to 'Show blank value for' (Email, Payroll Password, Web Password, Greetings, Nick Name, System User Name) and dropdown menus for 'Allow Web Login', 'Calendar', 'Mark Atten Punch On Login', 'Language', 'Mobile Login', 'Assign Auto Shift', and 'Mobile Mark In/Out', all set to 'All'.

Figure 63

Joining From Date and Joining To Date Filter is provided to Filter the data.

2.35. Export to Excel option provided

Export to Excel option provided in User Management -> Manage User Profile, as shown in below Figure :



The screenshot shows the 'User Management > Manage User Profile' interface with a table of user records. The table has columns for Employee Code, Employee Name, Allow Web Login, Joining Date, Email, Payroll Password, Web Password, Left Date, Greetings, Nick Name, and a 'Ca' column. There are 49 total records. The first record is highlighted in orange. An 'Export to Excel' button is visible in the top right corner of the table area.

Employee Code	Employee Name	Allow Web Login	Joining Date	Email	Payroll Password	Web Password	Left Date	Greetings	Nick Name	Ca
0	Satyam	Yes	05-Feb-19							
1	vishal mahajan	Yes	21-Nov-18	receiva@192.168.9.5		*****			Vishal M	
10	Karan	Yes	13-Jan-20	sanjay@192.168.9.5		*****				
11	Pratik	Yes	21-Aug-20							

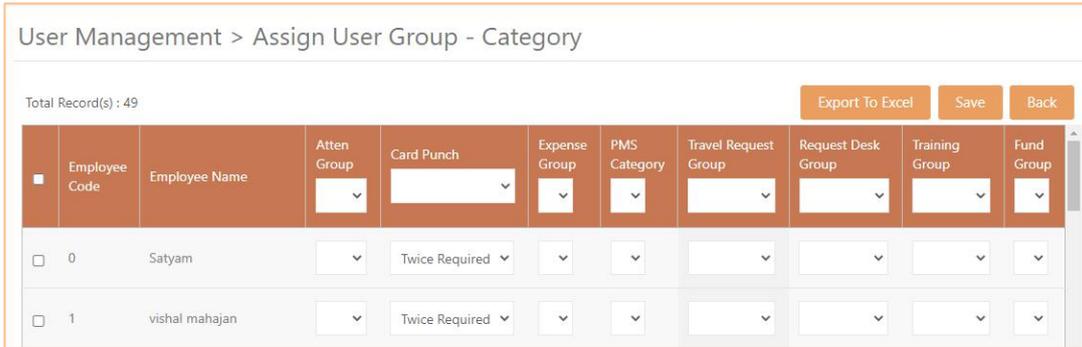
Figure 64

User can Export Manage User Profile details from here.

New Features of Spine HRMS Version 6.0.3

2.36. Export to Excel option provided

Export to Excel option provided in *User Management -> Assign user group Category*, as shown in below Figure :



User Management > Assign User Group - Category

Total Record(s) : 49

Export To Excel Save Back

	Employee Code	Employee Name	Atten Group	Card Punch	Expense Group	PMS Category	Travel Request Group	Request Desk Group	Training Group	Fund Group
<input type="checkbox"/>	0	Satyam	▼	Twice Required ▼	▼	▼	▼	▼	▼	▼
<input type="checkbox"/>	1	vishal mahajan	▼	Twice Required ▼	▼	▼	▼	▼	▼	▼

Figure 65

User can Export Assign User Group Category details from here.

2.37. Service by option provided in Footer for partner(Key Based)

Service By option is provided in *Footer* as shown in below figure:



Training > More... > Help Desk >

01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

Corporate Guideline Preview
company guidelines commitment, each one of us is dedicated to employing and further developing their own skills for the c

Updated 02-Dec-20

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Figure 66

Footer will Show 'Service by' details based on Key.Partner Note tag content will be displayed.

2.38. Test Mail In New Window

Changes are done in *Admin > SMTP Settings* as shown in below figure:

New Features of Spine HRMS Version 6.0.3



SMTP Mail

From Email : HR@spine.co.in

To Email : purvika@gmail.com

SMTP Host : 192.168.9.5

Port : 25

User Name : purvika@gmail.com

Password :

Test Email

Figure 67

After Clicking on Test Email pop Up window will be displayed showing

- i. From Email
- ii. To Email
- iii. SMTP Host
- iv. Port
- v. User Name
- vi. Password

2.39. Workflow Related Changes

Changes are done in Workflow Definition,as shown in Below Figure:

New Features of Spine HRMS Version 6.0.3

Workflow > Workflow Definition

Module Name * Leave Application-1 Add New Delete

	Edit	Stage	Time Frame (Days)	Approver	On Pending	On Approval	On Cancel	Cutoff Val.	On Cutoff Pending	On Cutoff Approval	On Cutoff
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	15	Level 1	SELF	Level 2					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	30	Level 2	SELF	SELF					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	45	Level3	SELF	SELF	SELF	0.00			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	1	SELF	SELF	SELF	SELF	0.00			

Info
Can not change workflow definition as some applications are in process for this module.

*** Note**

1. Define Approver level before defining Workflow.
2. This is a multi level work flow and will run from stage 1 to.. last stage. The movement of stage will be done one by one upon action taken by approver i.e. either on APPROVE / REJECT.
3. You can define any No. of Stages in the workflow.
4. Upon Application request made, workflow will push application to FIRST approver level. email/SMS will be triggered according to setup made in the portal.
5. If first APPROVER accepts the application, workflow will move the application towards next approver level defined with ON APPROVAL.
6. In case it is rejected, workflow will push the application towards approver level defined with ON CANCEL.
7. On every such event email/SMS will be triggered to whom application will be reaching.
8. Some conditional workflow can be set by defining Cutoff Val. / App Type (NO. OF DAYS / LEAVE TYPE) i.e. If you want to push Leave application with 3 days and more to different (additional approver level), assign value 3 in Cutoff Val. and define approver level in On Cutoff Approval, On Cutoff Cancel.
9. If both Cutoff Val and App Type are defined the workflow will trigger on cutoff approver if any one condition is fulfilled.
10. Last stage of this Workflow rule should end with SELF approver level. (Here SELF approver level means EMPLOYEE who has made the application).
11. Definition of timeframe (days) will be in force if approver has not taken any action on application. This event will push the application to the approver defined in OnPending action i.e. If you have defined 3 days in timeframe (days), on 4th day workflow will move the application as lapsed mode from existing approver to approver defined in OnPending action. This will be done through separate utility provided by SPINE with the name of SpineUtility.exe. This utility is available in BIN folder of portal. This utility is required to be schedule to run in OS on daily basis.
12. Please make sure that Employee is assigned with approver against all the approver level defined in this workflow. Assigning approver to employees can be done from ADMIN -> WORKFLOW -> ASSIGN APPROVER.
13. When there is a possibility of having lesser no. of APPROVER LEVELS at top level of hierarchy, you can define same approver at more than one APPROVER LEVEL. The application will move to the approver based on the maximum stage of the approver and the application has to be addressed only once by such approver.
14. Please do not change the workflow rules if there are pending application for approval in the system.
15. In case any approver is leaving, you can transfer the same APPROVER LEVEL to another approver, this will also transfer the pending application, if any, kept by old approver to new approver. You can do this activity from WORK TRANSFER MODULE.

Figure 68

If application is pending with approver then it will restrict user to do any changes in that module's workflow definition. When All Applications are final Approved/Rejected then only software will allow to modify the workflow definition.

2.40. Changes in Active Employee Report and Active Mobile Login List Report

New Column added in Last Active login field in Web statistics report, as shown in Below Figure:

Reports > Web Statistics

Total records : 7 Back to selection

1 of 1 Find | Next

Demo Company

Web Statistics List of Active Employees

Employee Code	Employee Name	Last Active Login
1	Jenny John	21-Feb-2022 11:05 AM
2	JIGAR	19-Feb-2022 10:54 AM
3	PRATHAMESH	19-Feb-2022 12:01 PM
5	HIREN	03-Feb-2022 12:58 PM
11	AJAY ABC	19-Feb-2022 11:13 AM
T00001	TEJAS	04-Feb-2022 12:33 PM
62	Krutika P	19-Feb-2022 2:58 PM

Page : 1

Figure 69

New Features of Spine HRMS Version 6.0.3

Reports > Web Statistics

Total records : 4 Back to selection

Navigation: 1 of 1 | Refresh | 100% | Print | Find | Next

Demo Company

Web Statistics List of Active Mobile Login

Employee Code	Employee Name	Last Active Login
1	Jenny John	17-Feb-2022 2:33 PM
2	JIGAR	04-Feb-2022 12:00 PM
5	HIREN	07-Feb-2022 11:09 AM
62	Krutika P	07-Feb-2022 2:31 PM

Page : 1

Figure 70

New column added 'Last Active Login' in following reports:

1. Admin -->Web Statistics -> Active Employees Report
2. Admin -->Web Statistics -> Active Mobile Login List

It will show Last(recent) Login Date & Time for Employee.

2.41. Filter option provided for Birthday Block View All

Filter option provided for View all list in Birthday Block, as shown in below Figure :

Birthday / Anniversary List

Today (1)



PURVIKA AMAN SHARMA

Accounts

Birthday

All

- All
- Birthday
- Anniversary

Back to Home

Figure 71

In Birthday / Anniversary List View, Filter Provided with three option : All, Birthday and Anniversary. Using this data can be filtered.

2.42. Changes in Travel Desk Workflow Definition

Cut off working provided for Travel Desk, as shown in Below Figure:

New Features of Spine HRMS Version 6.0.3

Workflow > Workflow Definition

Module Name * Approver Level *

On Pending * On Cancel *

On Approve * Time Frame * (In days)

On Cutoff Pending On Cutoff Cancel

On Cutoff Approve

Travel Category Inter State International Local

Figure 72

Cut off working provided for Travel Desk . We can configure the Travel Desk workflow 'category wise' like Expesne module.

3. Self Service

3.1. Display Visa details for Family Member

Family Visa Details will be shown in *Self Service ->View -> Immigration*, as shown in below Figure :

Visa Details						
For	Visa Name.	Visa No.	Citizenship	Issue Date	Exp. Date	Remark
Self	Student Visa	SV641621		11-Mar-20	08-May-20	For course.
Rajaram Narendra Joshi	Business Visa	BV023831421D	Indian	04-Mar-20	08-May-20	

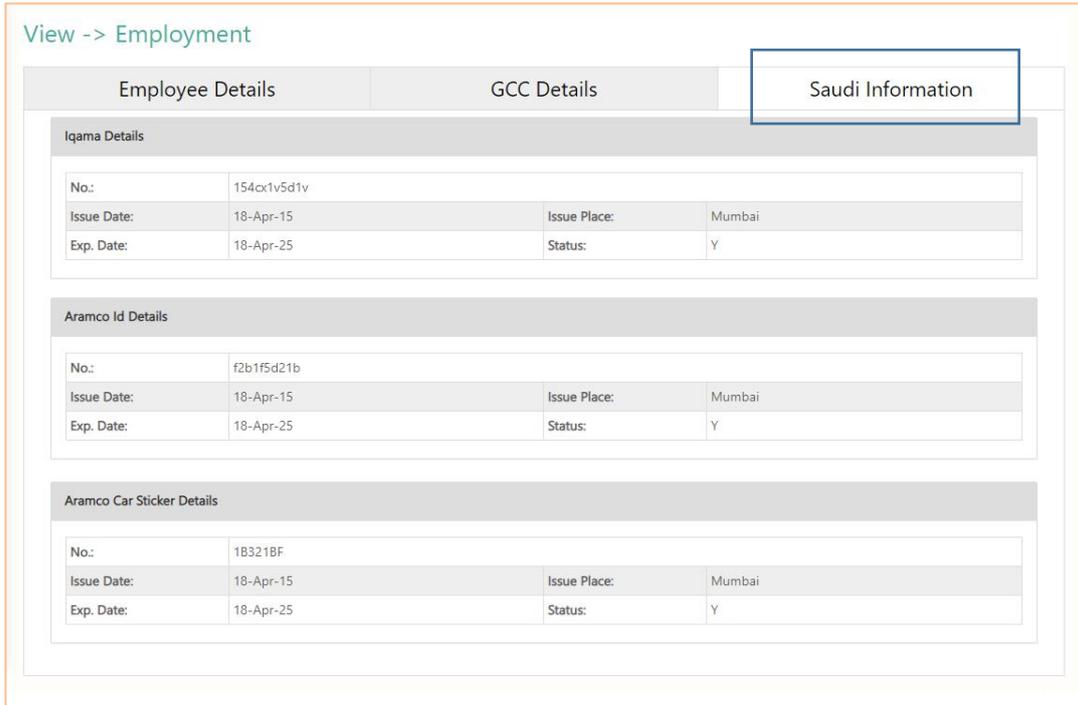
Figure 73

- I. It will display visa details with For ,Visa Name, Citizenship ,Issue Date,Exp. Date, Remark.
- II. View is also provided in Mobile.
- III. 'Send Email to HR for the list of employees whose visa going to be expire' option available in Admin ->Reminder Email Setting, it will send employee and Employee's Family member visa expiry details to HR.

New Features of Spine HRMS Version 6.0.3

3.2. Saudi Additional Information key base

Saudi Information tab is given in *Self Service -> View -> Employment*, as shown in below Figure :



View -> Employment

Employee Details		GCC Details		Saudi Information	
Iqama Details					
No.:	154cx1v5d1v				
Issue Date:	18-Apr-15	Issue Place:	Mumbai		
Exp. Date:	18-Apr-25	Status:	Y		
Aramco Id Details					
No.:	f2b1f5d21b				
Issue Date:	18-Apr-15	Issue Place:	Mumbai		
Exp. Date:	18-Apr-25	Status:	Y		
Aramco Car Sticker Details					
No.:	1B321BF				
Issue Date:	18-Apr-15	Issue Place:	Mumbai		
Exp. Date:	18-Apr-25	Status:	Y		

Figure 74

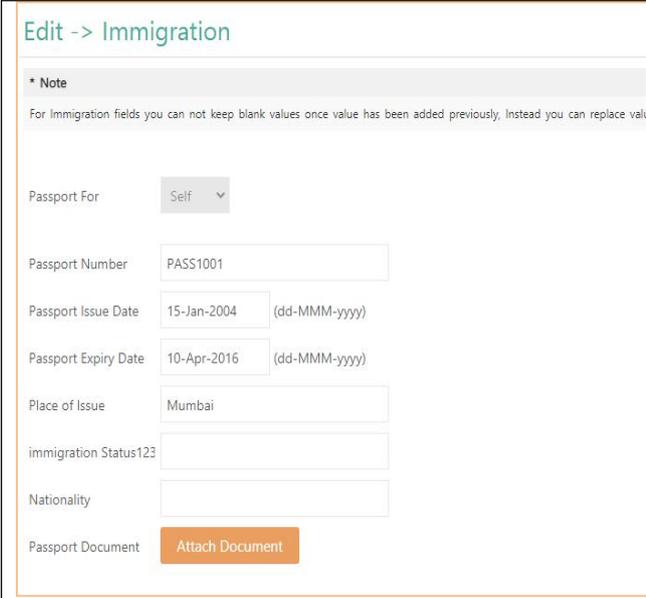
This new tab will display following details:

- I. Iqama Details for Self and Family Member.
- II. Aramco Details.
- III. Aramco Car Sticker Details.

3.3. Document attachment for Passport and Visa

Document Attachment option is provided for Passport and Visa in *Self Service -> View/Edit -> Immigration/Visa Detail*, as shown in below Figure:

New Features of Spine HRMS Version 6.0.3



Edit -> Immigration

*** Note**
For Immigration fields you can not keep blank values once value has been added previously, Instead you can replace value.

Passport For: Self

Passport Number: PASS1001

Passport Issue Date: 15-Jan-2004 (dd-MMM-yyyy)

Passport Expiry Date: 10-Apr-2016 (dd-MMM-yyyy)

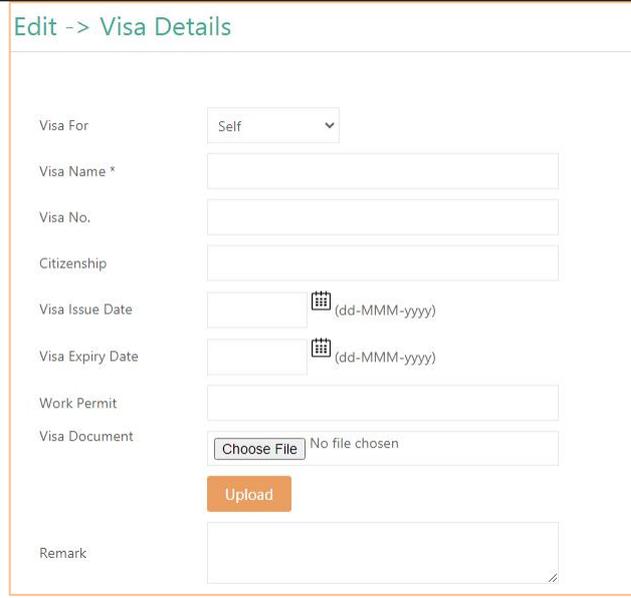
Place of Issue: Mumbai

immigration Status123

Nationality

Passport Document: Attach Document

Figure 75



Edit -> Visa Details

Visa For: Self

Visa Name *

Visa No.

Citizenship

Visa Issue Date: (dd-MMM-yyyy)

Visa Expiry Date: (dd-MMM-yyyy)

Work Permit

Visa Document: Choose File No file chosen

Upload

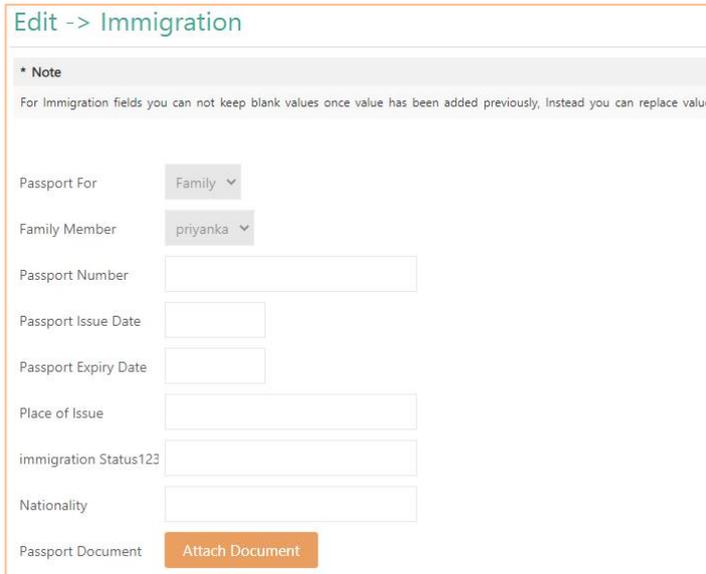
Remark

Figure 76

Document will display on approval.

3.4. Passport Entry provided for Family members

Passport entry provided for Family member in *Self Service -> View/Edit -> Immigration*, as shown in below Figure :



Edit -> Immigration

*** Note**
For Immigration fields you can not keep blank values once value has been added previously, Instead you can replace value.

Passport For: Family

Family Member: priyanka

Passport Number

Passport Issue Date

Passport Expiry Date

Place of Issue

immigration Status123

Nationality

Passport Document: Attach Document

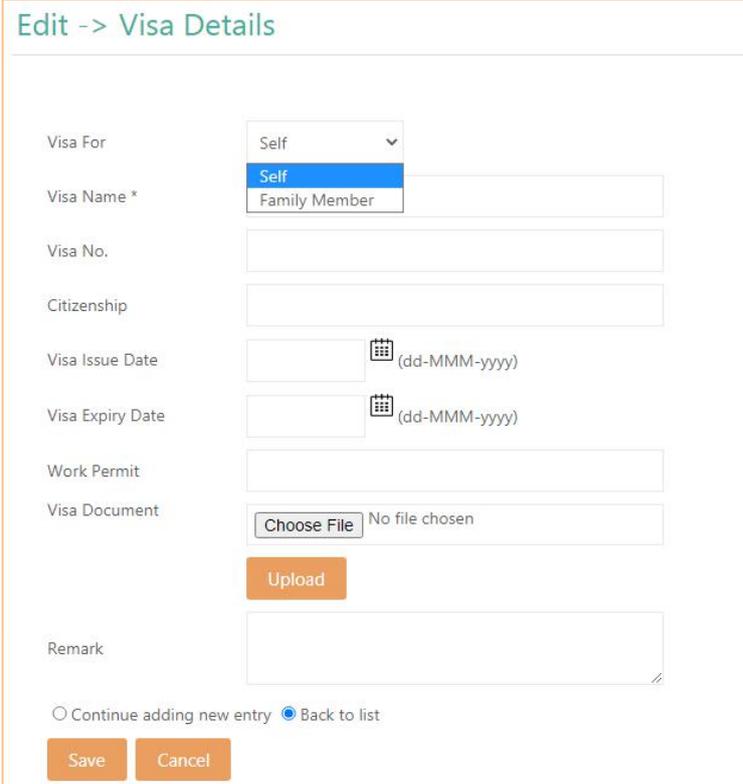
Figure 77

It will display Passport for Self/Family. On selection of Family, family members will be displayed in drop down to add passport details.

New Features of Spine HRMS Version 6.0.3

3.5. Visa entry is provided for Employee and Family members

Visa entry is provided for employee and family members in *Self Service -> Edit -> Visa Details*, as shown in below Figure :



The screenshot shows the 'Edit -> Visa Details' form. It includes the following fields and controls:

- Visa For:** A dropdown menu with 'Self' selected and 'Family Member' as an option.
- Visa Name *:** A text input field.
- Visa No.:** A text input field.
- Citizenship:** A text input field.
- Visa Issue Date:** A date picker with a calendar icon and the format '(dd-MMM-yyyy)'.
- Visa Expiry Date:** A date picker with a calendar icon and the format '(dd-MMM-yyyy)'.
- Work Permit:** A text input field.
- Visa Document:** A file upload control with a 'Choose File' button and the text 'No file chosen'.
- Upload:** An orange button to upload the document.
- Remark:** A large text area for additional notes.
- Navigation:** Radio buttons for 'Continue adding new entry' (unselected) and 'Back to list' (selected).
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

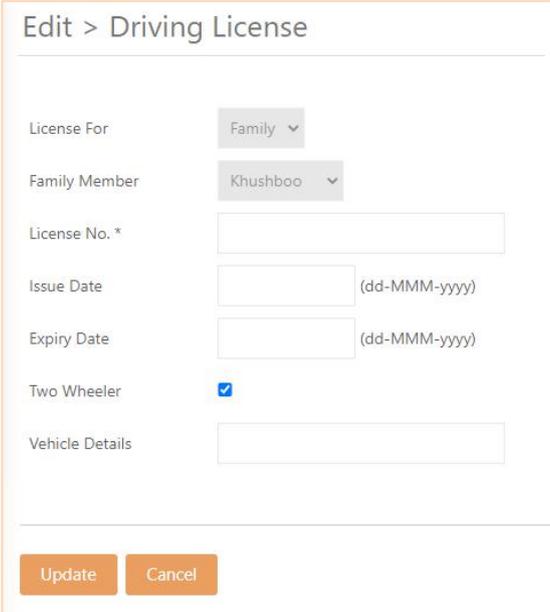
Figure 78

Employee can add multiple Visa details in *Self service -> Visa details* for self as well family members. Accepted visa details will be displayed to employee in *self service -> Immigration -> Visa Details*.

3.6. Edit Driving license info for family members

Driving License entry is provided for employee family members in *Self Service -> Edit -> Driving license*, as shown in below Figure :

New Features of Spine HRMS Version 6.0.3



Form fields and controls:

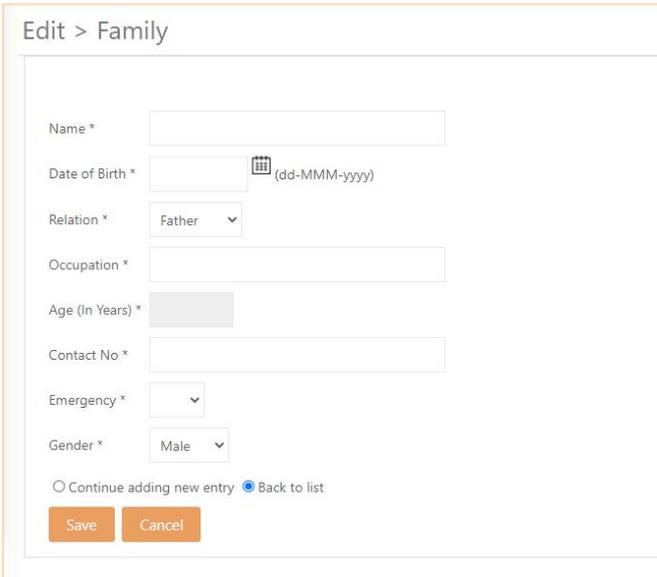
- License For: Family (dropdown)
- Family Member: Khushboo (dropdown)
- License No. *: [Text Input]
- Issue Date: [Date Picker] (dd-MMM-yyyy)
- Expiry Date: [Date Picker] (dd-MMM-yyyy)
- Two Wheeler:
- Vehicle Details: [Text Input]
- Buttons: Update, Cancel

Figure 79

Now employee will be able to add family member's Driving License details.

3.7. Family - Emergency Field Changes

Changes are done in *Self Service > Family* as shown in below figure:



Form fields and controls:

- Name *: [Text Input]
- Date of Birth *: [Date Picker] (dd-MMM-yyyy)
- Relation *: Father (dropdown)
- Occupation *: [Text Input]
- Age (In Years) *: [Text Input]
- Contact No *: [Text Input]
- Emergency *: [Dropdown]
- Gender *: Male (dropdown)
- Radio Buttons: Continue adding new entry, Back to list
- Buttons: Save, Cancel

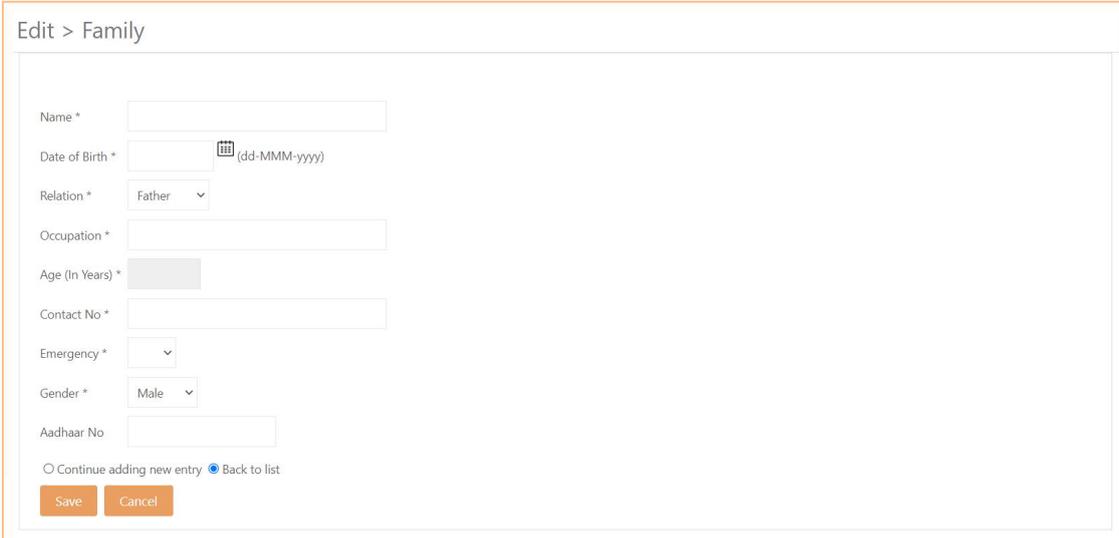
Figure 80

For Emergency Field Checkbox is Removed and Provided Drop down with options (Blank / No / Yes).Emergency Field is Mandatory i.e. while saving Blank value is not allowed It should be Yes or No only.

New Features of Spine HRMS Version 6.0.3

3.8. Aadhar No provided for Family

Aadhar No field is provided in *Self Service > Edit > Family* as shown in below figure:



Form fields and options:

- Name *
- Date of Birth * (dd-MMM-yyyy)
- Relation * (Father)
- Occupation *
- Age (In Years) *
- Contact No *
- Emergency *
- Gender * (Male)
- Aadhaar No

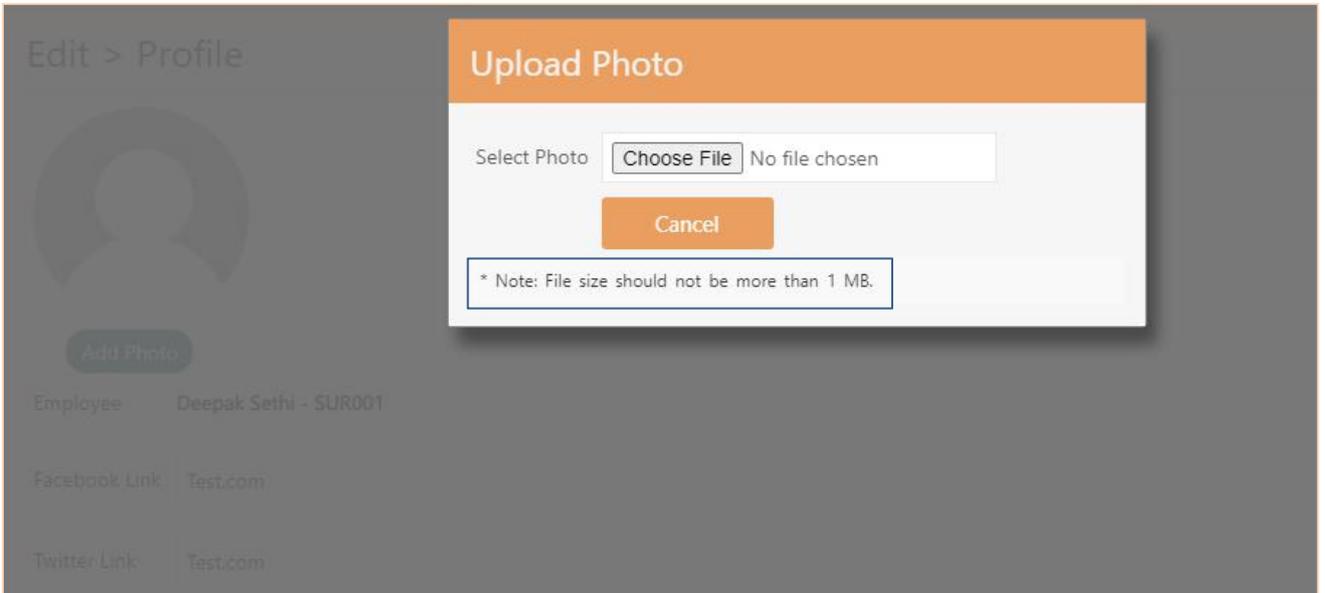
Buttons: Save, Cancel

Figure 81

Now Aadhar No can be added for Family member.

3.9. Employee Edit Profile - Photo changes

Changes are done for employee Upload photo in *Self Service > Edit > Profile* as shown in below figure:



Modal Window: Upload Photo

Select Photo: Choose File (No file chosen)

Buttons: Cancel

Note: * Note: File size should not be more than 1 MB.

Figure 82

Now Employee will be able to upload Photo upto 1 MB.

Note also provided in pop up window: File size should not be more than 1 MB.

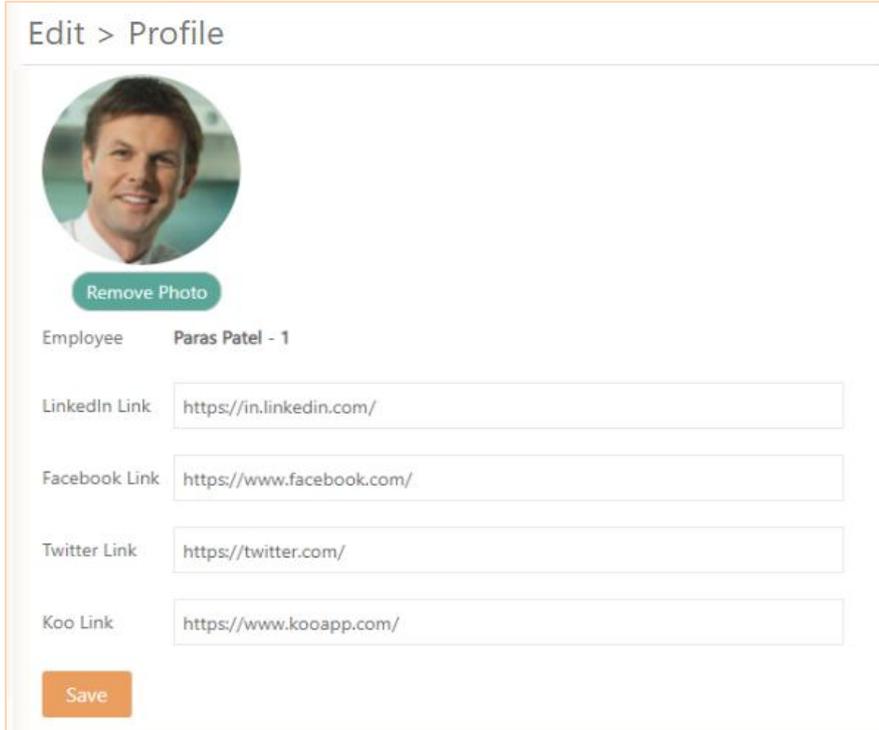
Only jpg, jpeg and png extensions are allowed to upload.

In *Self Service > Edit > Profile*, Employee Photo can be Added/ Removed and it can be cropped as well.

New Features of Spine HRMS Version 6.0.3

3.10. Profile new tab / Add social media link

Social media links (Facebook, Twitter, LinkedIn, Koo) can be added as shown in below figure:



Edit > Profile



Remove Photo

Employee **Paras Patel - 1**

LinkedIn Link:

Facebook Link:

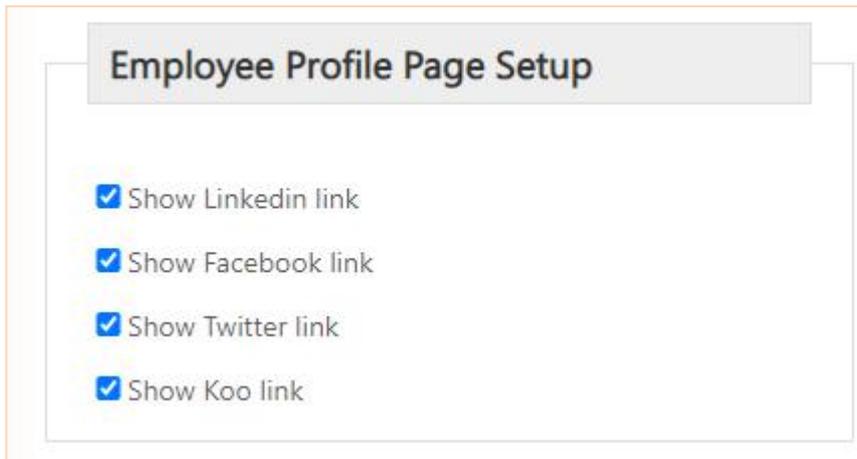
Twitter Link:

Koo Link:

Save

Figure 83

Show/ hide setup given for Social Media Links, In *Standard setting* > "Employee Profile Page Setup" as shown in below figure:



Employee Profile Page Setup

- Show LinkedIn link
- Show Facebook link
- Show Twitter link
- Show Koo link

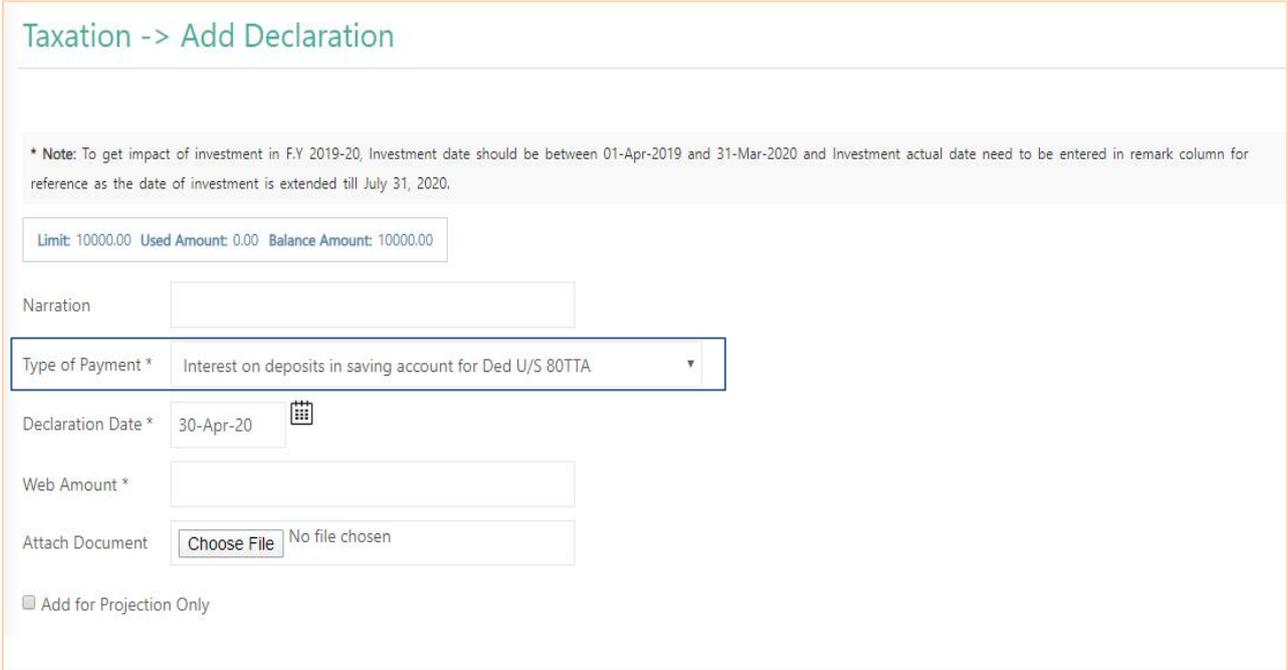
Figure 84

Social Media icons and Employee Photo display In employment and Logout Profile Pop up, only those social media icons enable whose links are provided.

New Features of Spine HRMS Version 6.0.3

3.11. Deduction u/s 80TTA added in Investment Entries

New investment entry is added in *Self Service -> Taxation -> Add Declaration and add Investment / Claim Made* entry page, as shown in below figure:



Taxation -> Add Declaration

*** Note:** To get impact of investment in F.Y 2019-20, Investment date should be between 01-Apr-2019 and 31-Mar-2020 and Investment actual date need to be entered in remark column for reference as the date of investment is extended till July 31, 2020.

Limit: 10000.00 Used Amount: 0.00 Balance Amount: 10000.00

Narration

Type of Payment * Interest on deposits in saving account for Ded U/S 80TTA

Declaration Date * 30-Apr-20

Web Amount *

Attach Document No file chosen

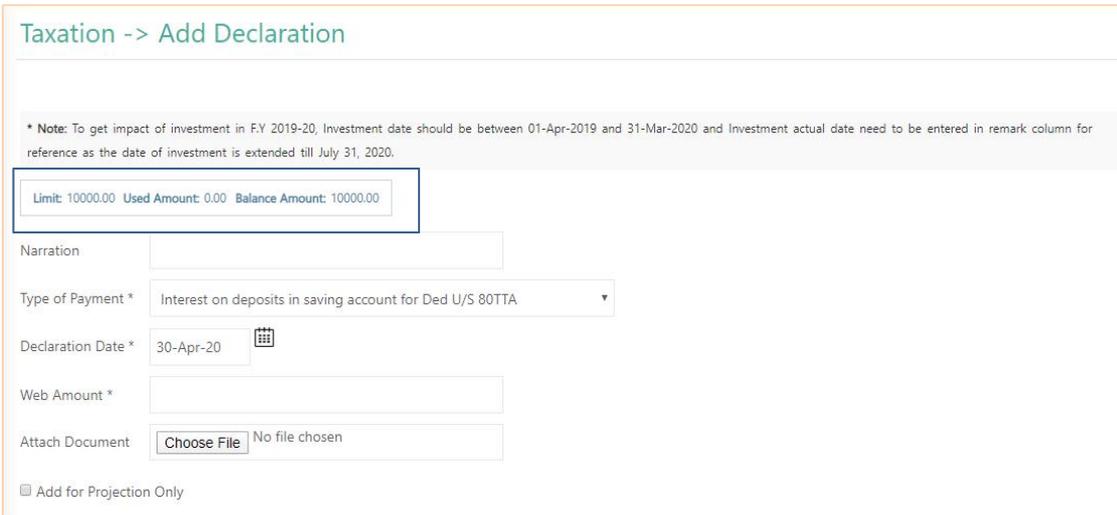
Add for Projection Only

Figure 85

Interest on deposits in saving account for Ded. U/S 80TTA is provided. User can add Investment entry for the same.

3.12. Tax Section Limit Display For PayrollNX Database

Tax Section limit is displayed for PayrollNX Database, as shown in below figure:



Taxation -> Add Declaration

*** Note:** To get impact of investment in F.Y 2019-20, Investment date should be between 01-Apr-2019 and 31-Mar-2020 and Investment actual date need to be entered in remark column for reference as the date of investment is extended till July 31, 2020.

Limit: 10000.00 Used Amount: 0.00 Balance Amount: 10000.00

Narration

Type of Payment * Interest on deposits in saving account for Ded U/S 80TTA

Declaration Date * 30-Apr-20

Web Amount *

Attach Document No file chosen

Add for Projection Only

Figure 86

New Features of Spine HRMS Version 6.0.3

For PayrollNX database Displayed Tax Section Limit on Following pages :

- I. Self Service -> Taxation -> Add Declaration
- II. Self Service -> Taxation -> Investment / Claim Made List

3.13. Tax Projection display for PayrollNX database

For PayrollNX database 2018 onwards Tax Projection will be displayed in *Self Service -> Taxation -> Tax Projection*, as shown in below figure:

Taxation -> Tax Projection														
For the Period : April, 2020 - March, 2021 Refresh <input type="checkbox"/> Projection as per Web declaration amount														
Tax Regime : As Per Employee Master														
Tax Projection Sheet														
30-Jul-2020														
1														
Paras Patel														
F.Y : 2020 - 21														
Cited for: Old Regime														
Total salary: 1,194,162,470														
Taxable income: 1,193,865,170														
Total Tax Exempted @ 42.144 %: 427,172,850														
Total TDS deducted: 0														
TDS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Amnt.	0	0	0	0	0	0	0	0	0	0	0	0		
Particulars	Previous Job	Actuals		Projected									Total	
Earnings & Allowances :														
Basic Earned														
Medical Reimburse														
Education Allowance														
HRA														
LeaveEncr_Form16														
LTA Reimbursement														
Pension_Form16														
Telephone Reimburse														
(A)	Total Earnings & Allowances :		232,793,465.80		961,369,004.45									1,194,162,470.25
Exemption :														
Medical Reimburse														
Conveyance														
Education Allowance														
LTA Reimbursement														
Pension_Form16														
Telephone Reimburse														
Other Exemption :														
(B)	Total exemption :				70,000.00									
(C)	Gross Salary : (C = A - B = Perks)												1,194,092,470.25	
Standard Deduction :														
PT Deducted :														
Loss From Housing Property :														
Other Income Reported :														
(D)	Total Income :												1,194,040,170.25	
Investments Details :														
LIC PREMIUM PAID ** (Declared)														
PF Deducted (Actual)														
PF Deducted (Projected)														
Total Investments :														
Deduction U/S BOC :														
Deduction U/S BDD :														
(E)	Taxable Total Income : (F = D - E)												1,193,865,170.00	
Tax on Income :														
Surcharge :														
Education Cess :														
Total Tax on Income :														
Balance Tax Deductible :														
Monthly Tax to be deducted :														

Figure 87

3.14. Changes in Tax Projection view

Changes are done in Tax Projection View, as shown in below figure:

New Features of Spine HRMS Version 6.0.3

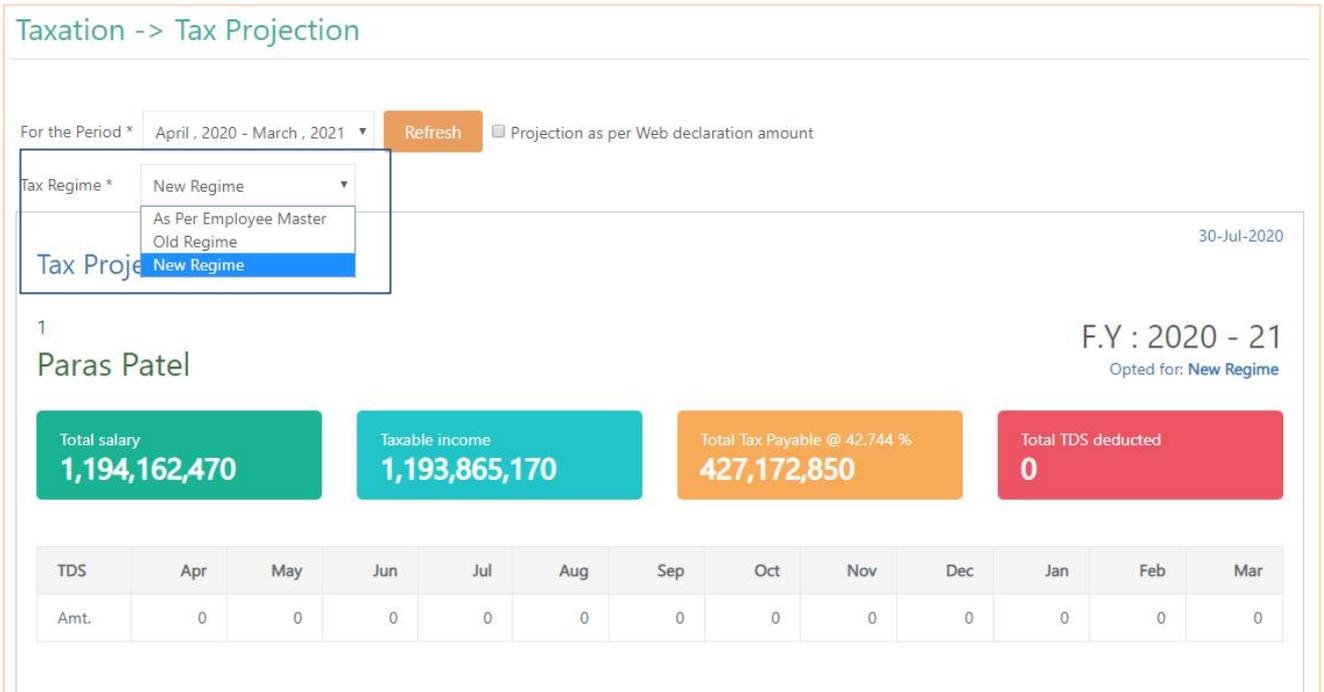


Figure 88

To View Tax Projection, Options are given as New Regime, Old Regime, As per Employee Master for Desktop and NX Database. User can view Tax Projection using these options.

3.15. Tax Projection PayrollNX DB (Projection as per Web declaration amount)

"Projection as per Web declaration amount" option provided in PayrollNX Database , as shown in below figure:

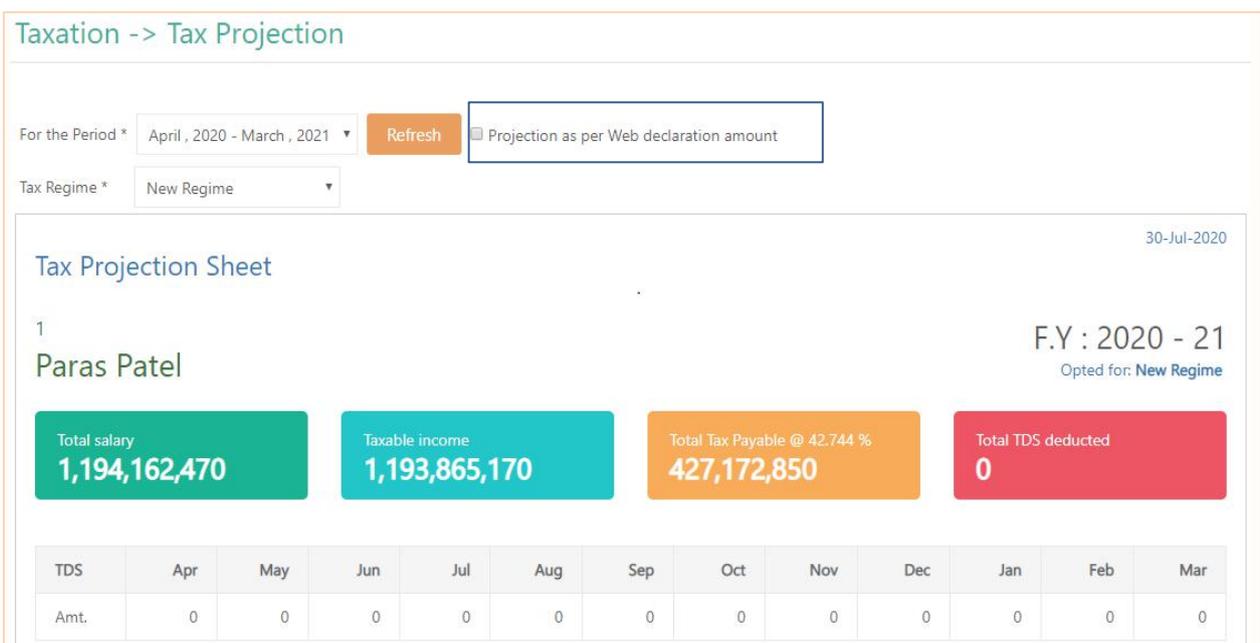
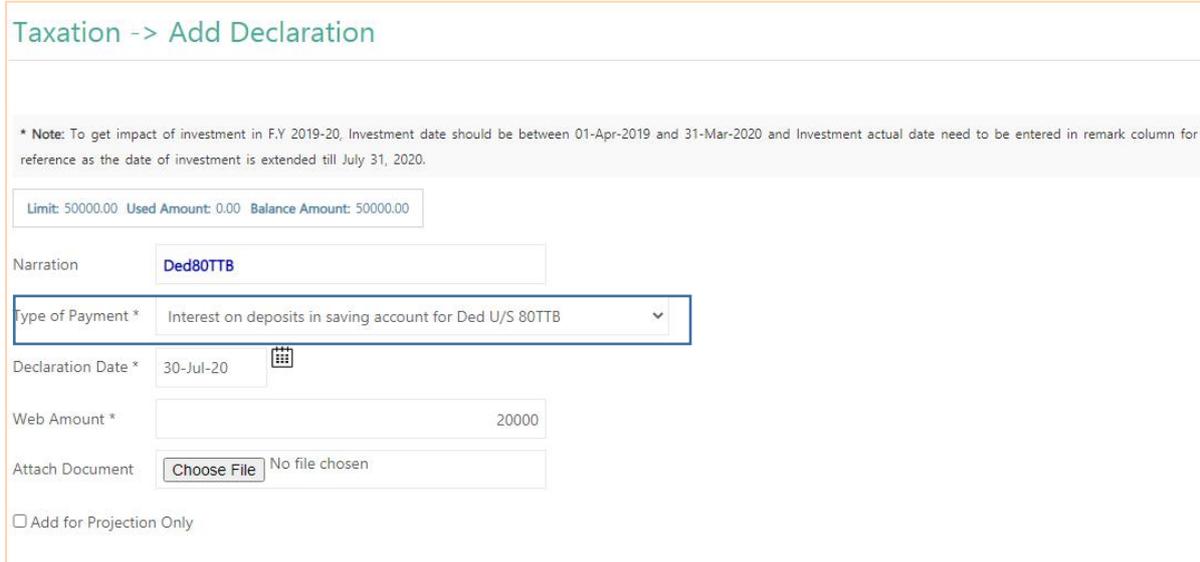


Figure 89

New Features of Spine HRMS Version 6.0.3

3.16. Deduction u/s 80TTB is provided in Taxation

New Type of Payment option provided, as shown in below Figure :



Taxation -> Add Declaration

* **Note:** To get impact of investment in F.Y 2019-20, Investment date should be between 01-Apr-2019 and 31-Mar-2020 and Investment actual date need to be entered in remark column for reference as the date of investment is extended till July 31, 2020.

Limit: 50000.00 Used Amount: 0.00 Balance Amount: 50000.00

Narration:

Type of Payment *:

Declaration Date *:

Web Amount *:

Attach Document: No file chosen

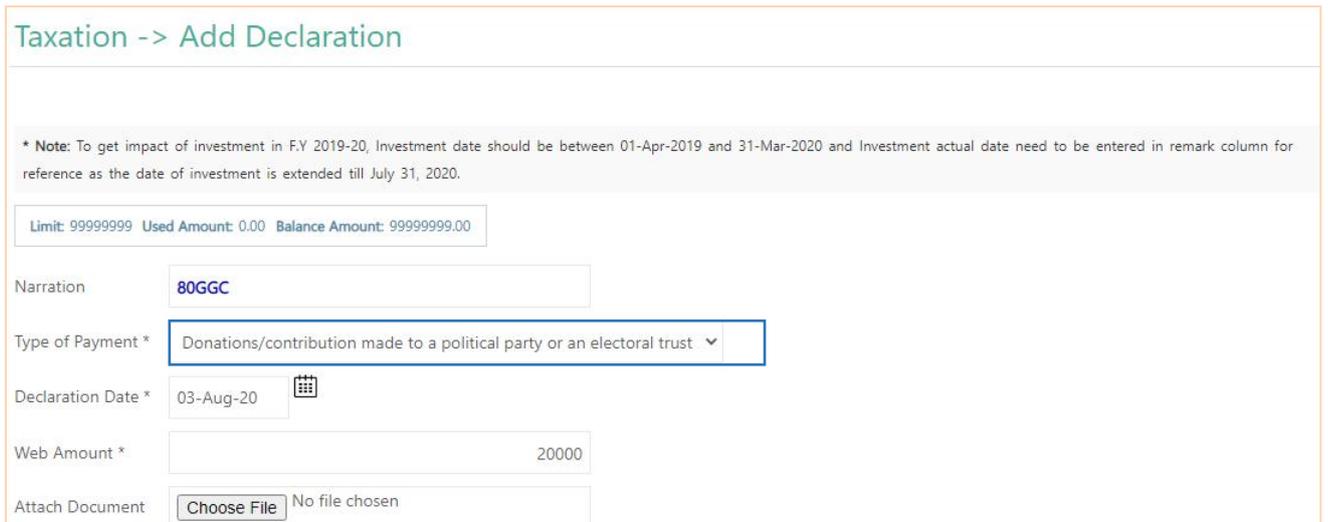
Add for Projection Only

Figure 90

“Deduction u/s 80TTB” is provided for Interest on deposits in saving account for Sr. Citizen. Limit of Deduction u/s 80TTB is 50000.

3.17. Deduction u/s 80GGC is provided in Taxation

New Type of Payment option provided, as shown in below Figure :



Taxation -> Add Declaration

* **Note:** To get impact of investment in F.Y 2019-20, Investment date should be between 01-Apr-2019 and 31-Mar-2020 and Investment actual date need to be entered in remark column for reference as the date of investment is extended till July 31, 2020.

Limit: 99999999 Used Amount: 0.00 Balance Amount: 99999999.00

Narration:

Type of Payment *:

Declaration Date *:

Web Amount *:

Attach Document: No file chosen

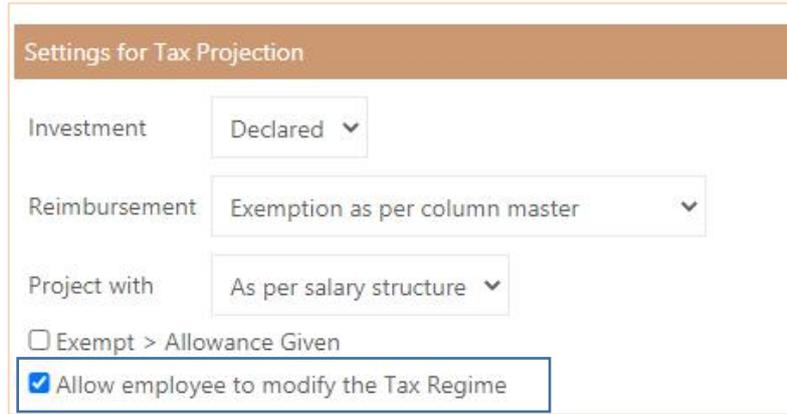
Figure 91

Deduction u/s 80GGC is provided for political party donation. Limit of Deduction u/s 80GGC is unlimited (99999999.00).

New Features of Spine HRMS Version 6.0.3

3.18. New Tax Regime for F.Y 2020-21 on optional basis

"Allow employee to modify the Tax Regime" option is provided for F.Y 2020-21 in *Admin -> Site Admin -> Standard Setting -> Tax Projection and Payslip Setting*, as shown in below Figure:

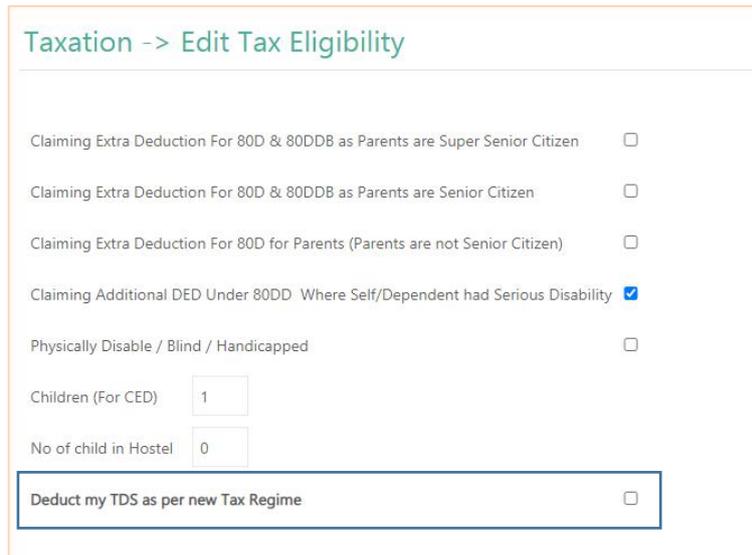


The screenshot shows the 'Settings for Tax Projection' form. It includes the following fields and options:

- Investment: Declared (dropdown)
- Reimbursement: Exemption as per column master (dropdown)
- Project with: As per salary structure (dropdown)
- Exempt > Allowance Given
- Allow employee to modify the Tax Regime

Figure 92

If it is opted then "Deduct my TDS as per new Tax Regime" option will be available for employee in *Self Service -> Taxation -> Edit Tax Eligibility*, as shown in below Figure :



The screenshot shows the 'Taxation -> Edit Tax Eligibility' form. It includes the following fields and options:

- Claiming Extra Deduction For 80D & 80DDDB as Parents are Super Senior Citizen
- Claiming Extra Deduction For 80D & 80DDDB as Parents are Senior Citizen
- Claiming Extra Deduction For 80D for Parents (Parents are not Senior Citizen)
- Claiming Additional DED Under 80DD Where Self/Dependent had Serious Disability
- Physically Disable / Blind / Handicapped:
- Children (For CED): 1 (input field)
- No of child in Hostel: 0 (input field)
- Deduct my TDS as per new Tax Regime

Figure 93

- I. It will be based on approval where request made by employee can be approved/rejected from Admin-> Contact/Statutory -> Module : Employee Wise Flag Setting.
- II. Email will be sent to Manager if employee made the request for new tax regime as well as email will be sent to Employee on approval.
- III. After approval of new regime, log will be displayed in Reports -> Log of Settings Edit-Updates.

New Features of Spine HRMS Version 6.0.3

3.19. Income Tax Slab changes for F. Y 2020-21 with old regime and new regime

For F.Y 2020-21, new income tax slab changes has provided for “New Regime “as per government statutory norms in *Self Service -> Tax Projection*, as shown in below Figure.

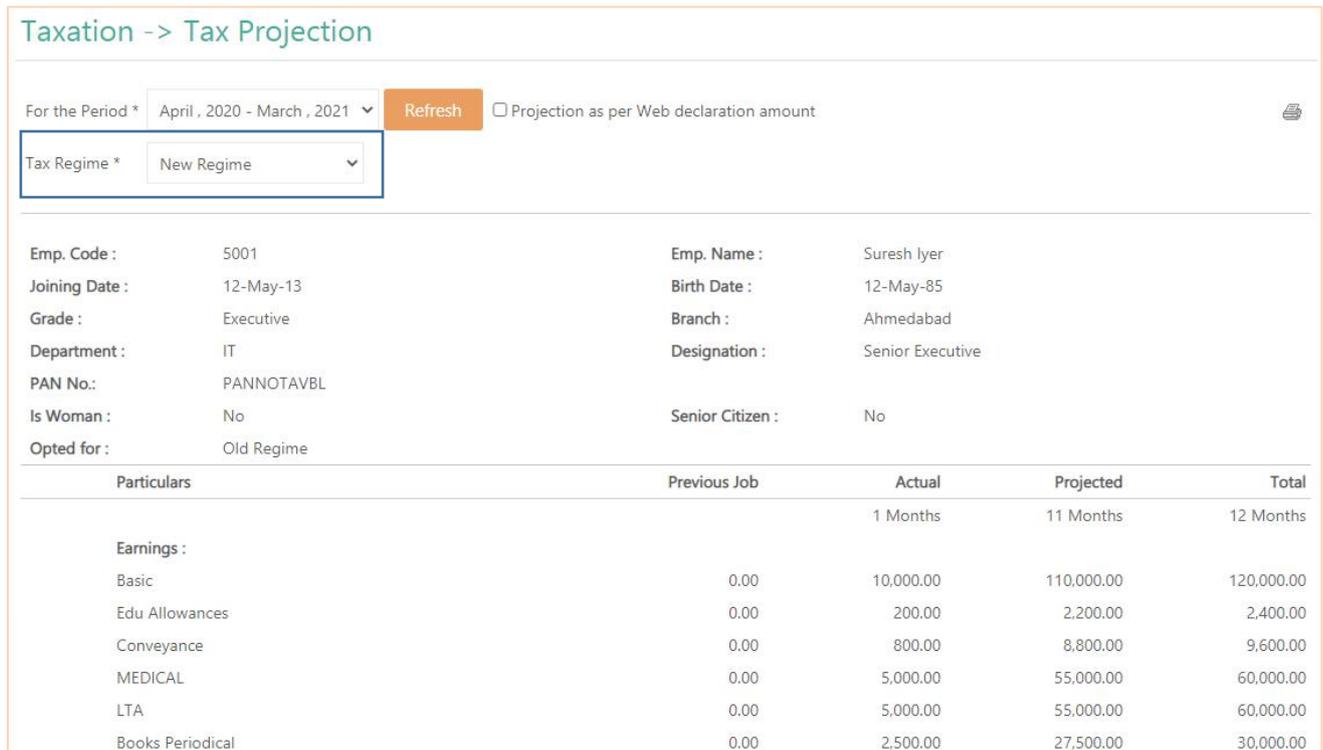


Figure 94

- I. In case New regime opted then Standard deduction, PT Deducted, salary exemptions, deductions (Except 80CCD 2), Loss from House property will not be appeared. For Old regime it will be displayed.
- II. For old regime, Income tax for 2020-21 will be calculated as per slab F.Y 2019-20 only.
- III. For New Regime, in case any exemption need to display then same can be done from Perks and investment entry using Type of payment : Exemption. For old regime it will not display in tax projection.
- IV. For old and New Regime, Rebate will be 12500 for employee taxable total income is between 2.5L to 5Lakh.

3.20. GCC details display provided in Employment (Client opted for GCC key)

In *Self Service -> View -> Employment*, “GCC details” tab will display for client who have opted for GCC key licence.

It will display details as per GCC details available in *PayrollNX -> Employee Master -> GCC tab*.

New Features of Spine HRMS Version 6.0.3

3.21. PAN No. format validation for Lender and Landlord

“PAN No. format validation” is provided for lender and landlord in Taxation for Type of Payment : Housing Loan Interest Payment (as Loss) and Rent Paid (For HRA Exemption), as shown in below Figure:

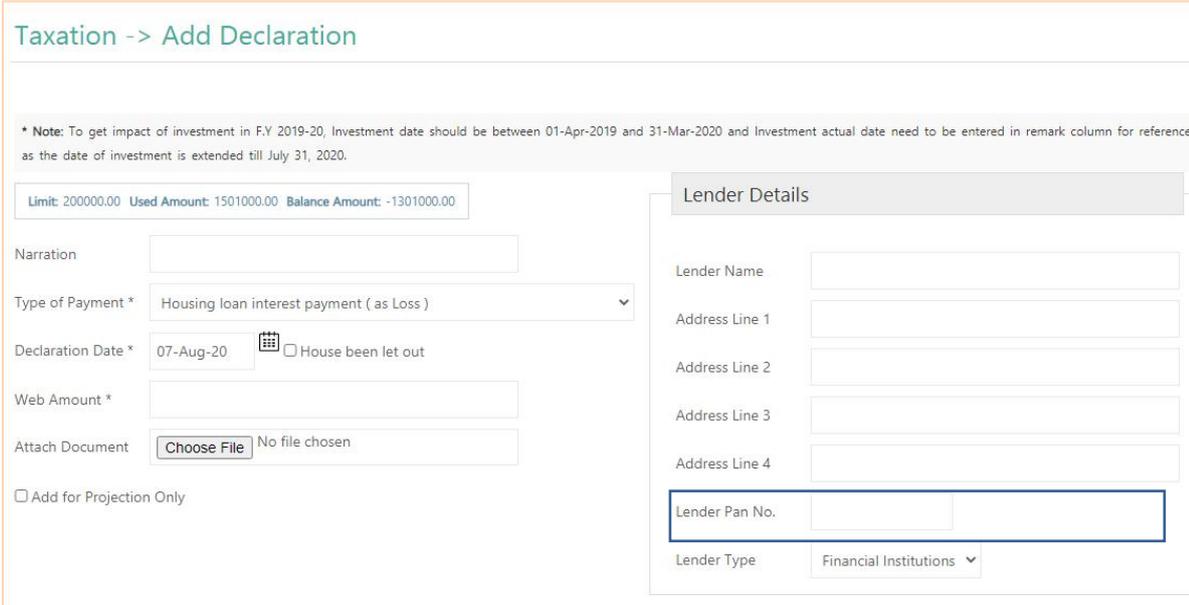


Figure 95

Validation is provided in *Self Service -> Taxation -> Add declaration/Add Investment/Claim Made/Submit Tax Declaration - sheet.*

PAN No. Format will be validated based on Spine Payroll setup available in *Utilities -> Payroll Standard Setting -> Form 16 options :*

- I. Do Not Check PAN Number format for Lender
- II. Do Not Check PAN Number format for Owner

3.22. New Setup provided in Exit Mgmt Setting for Last working date

'Do not allow to modify last working date' setup is provided in *Self Service > Exit Mgmt Setting* as shown in below figure:

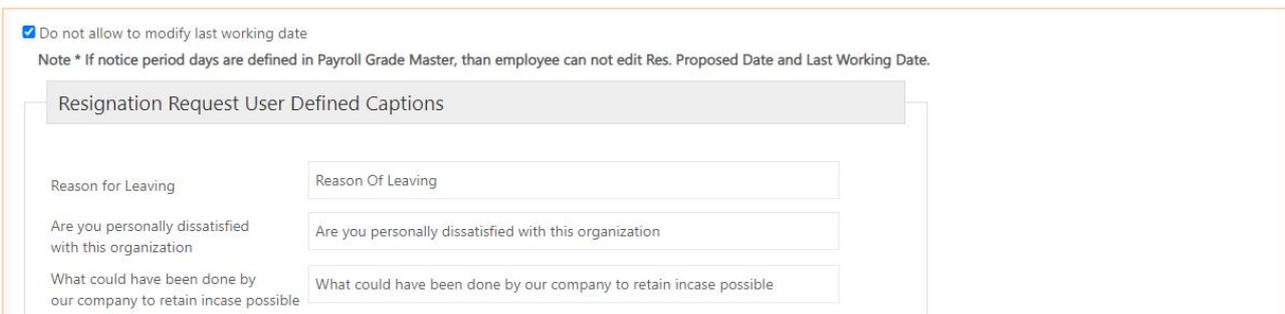


Figure 96

New Features of Spine HRMS Version 6.0.3

'Do not allow to modify last working date' setup is provided. If this is opted and notice period days are defined in Payroll Grade Master, then employee can not edit Res. Proposed Date and Last Working Date. (Dates will be auto calculated).

3.23. Degree can be added by Employee for Payrollnx DB

Degree can be added by Employee in *Edit > Qualification* as shown in below figure:



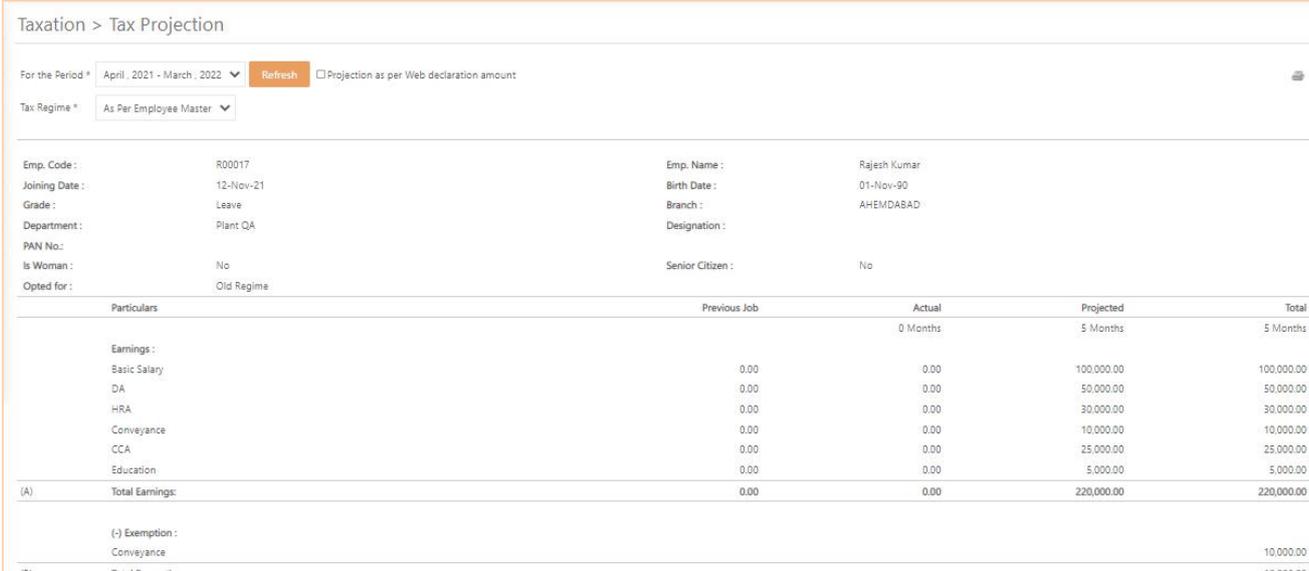
Figure 97

For NX Database, Editable Dropdown is provided.

Employee can add the degree if its not available Same like university.

3.24. Tax Projection for new joinee without salary process

New feature added in which new join employee can view tax projection in *Self Service-> Taxation -> Tax Projection*, as shown in figure :



Particulars	Previous Job	Actual 0 Months	Projected 5 Months	Total 5 Months
Earnings :				
Basic Salary	0.00	0.00	100,000.00	100,000.00
DA	0.00	0.00	50,000.00	50,000.00
HRA	0.00	0.00	30,000.00	30,000.00
Conveyance	0.00	0.00	10,000.00	10,000.00
CCA	0.00	0.00	25,000.00	25,000.00
Education	0.00	0.00	5,000.00	5,000.00
(A) Total Earnings:	0.00	0.00	220,000.00	220,000.00
(-) Exemption :				
Conveyance				10,000.00
(B) Total Exemption :				10,000.00

Figure 98

Tax Projection will display as per employee joining date. There is no need to process salary and publish payslip for new join employee to view tax projection in HRMS.

New Features of Spine HRMS Version 6.0.3

For existing employee, it will work as per existing functionality i.e Tax projection will reflect for April month and for May onwards it is necessary to generate and publish salary slip in HRMS.

3.25. Download Form 16 separate menu provided in Taxation

“Download Form 16” new menu provided in *Self Service -> Taxation -> Download Form 16*, as shown in below figure :



Figure 99

It will display Form 16 Part A and Part B for downloading as per Form 16 pdf files kept in respective folders on server.

Note : Earlier Form 16 were available in menu *Download Tax Projection*.

3.26. View Details option is provided

View Details option is provided in *Edit > Contact*, as shown in below figure:

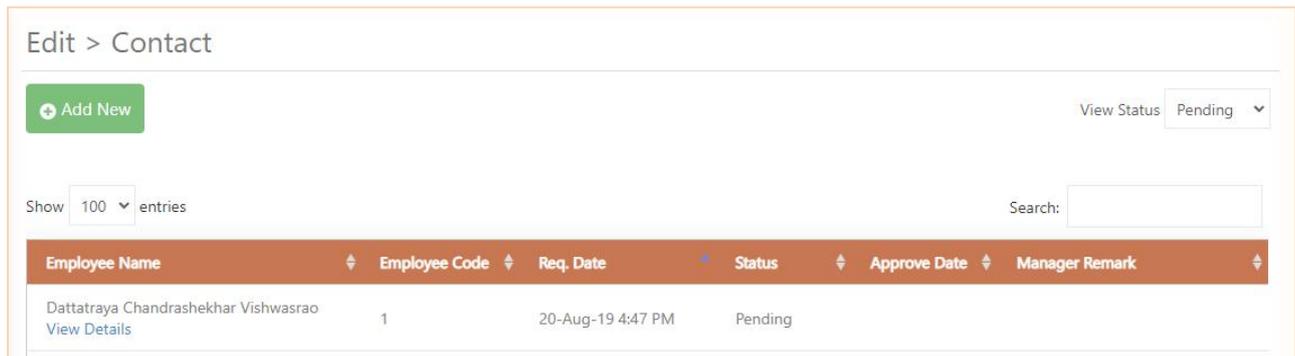


Figure 100

Previously in *Edit > Personal*, *Edit > Contact*, *Edit > Immigration*, *Edit > Driving License* after submitting a request user was not able to see what details he has entered. Now User can see the details entered as shown in below figure:

New Features of Spine HRMS Version 6.0.3

Contact Information	
Local Address 1	302, Tapovan, Krishnagari A2,
Local Address 2	Goregaon (E)
Permanent Address 1	
Permanent Address 2	
Marital Status	NA
State Name	
pincode	
E-Mail	
Alt Email	
Children (For CED)	

Figure 101

3.27. Investment Types added in taxation sheet

New Investment types are provided in *Taxation > Submit Tax Declaration - Sheet*, as shown in below figure:

20.	P.T. Paid by employee	25000.00	16 (iii)	P.T. Paid by employee	
21.	Deduction U/S 80CCF	20000.00	80CCF	Deduction U/S 80CCF	
22.	Deduction U/S 80GG	60000.00	80GG	Deduction U/S 80GG	
23.	Rajiv Gandhi Equity Saving Scheme 80CCG	25000.00	80CCG	Rajiv Gandhi Equity Saving Scheme 80CCG	

Save Reset

Figure 102

Following is added in *Taxation > Submit Tax Declaration - Sheet*

- I. P.T. Paid by employee
- II. Deduction U/S 80CCF
- III. Deduction U/S 80GG
- IV. Rajiv Gandhi Equity Saving Scheme 80CCG

3.28. Asset Serial Number

Asset serial number field provided in *Self Service -> View -> Asset List*, as shown in below figure:

New Features of Spine HRMS Version 6.0.3

View > Assets List

Assets Name	Assets Serial No.	Assets Code	Assets Desc. And Remark	Assets Cost	Issue Date	Recover Date
Mobile	2	1002	Assets Desc.:samsung Narration:ok	8000.00	01-Feb-20	

Figure 103

Asset Serial number which is updated at the time of asset entry will be reflect in asset list.

3.29. Previous Employer Form16

Attachment option is provided to attach previous employer form 16 in *Self Service -> Taxation -> Previous Employer Form 16* as shown in below figure:

Taxation > Previous Employer Form16

Note *
Once the details is entered you cannot edit the details.

For Financial Year * To *

Salary Structure for * Months

Total Basic Received till joining date in above financial year	<input type="text" value="0.00"/>
Total Allowances received Less exempted amount (excluding D.A & H.R.A)	<input type="text" value="0.00"/>
Total H.R.A Received	<input type="text" value="0.00"/>
Total D.A Received	<input type="text" value="0.00"/>
Total Gross Salary	<input type="text" value="0.00"/>
Prof. Tax Deducted	<input type="text" value="0.00"/>
TDS Deducted	<input type="text" value="0.00"/>
PF Deducted	<input type="text" value="0.00"/>

Attach Prev. Form16 : No file chosen

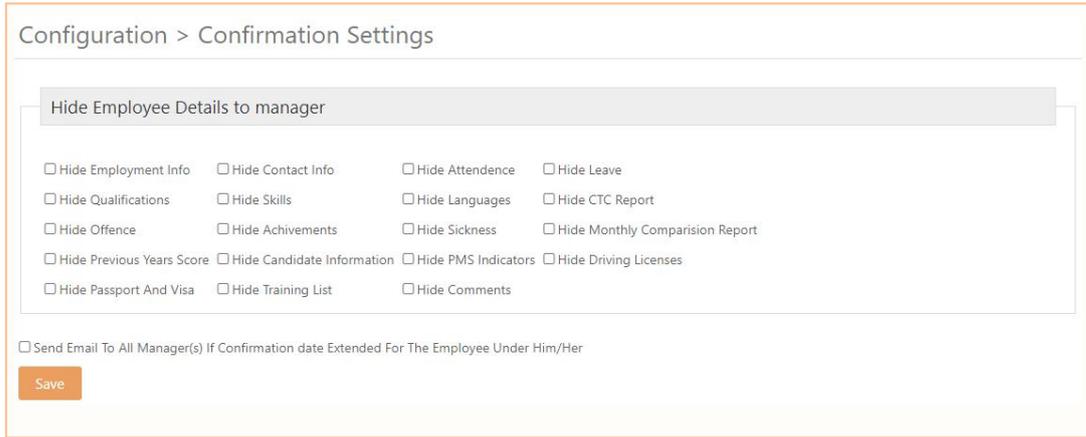
Figure 104

Attachment option is non mandatory field. Once details submitted by employee it cannot be edited.

New Features of Spine HRMS Version 6.0.3

3.30. Email Notification for Confirmation Extension

'Send Email to All Manager if Confirmation date is extended for the Employee Under him/her ' setup is provided in *Self Service > Configuration > Confirmation settings*, as shown in below figure:



Configuration > Confirmation Settings

Hide Employee Details to manager

Hide Employment Info Hide Contact Info Hide Attendance Hide Leave
 Hide Qualifications Hide Skills Hide Languages Hide CTC Report
 Hide Offence Hide Achievements Hide Sickness Hide Monthly Comparison Report
 Hide Previous Years Score Hide Candidate Information Hide PMS Indicators Hide Driving Licenses
 Hide Passport And Visa Hide Training List Hide Comments

Send Email To All Manager(s) If Confirmation date Extended For The Employee Under Him/Her

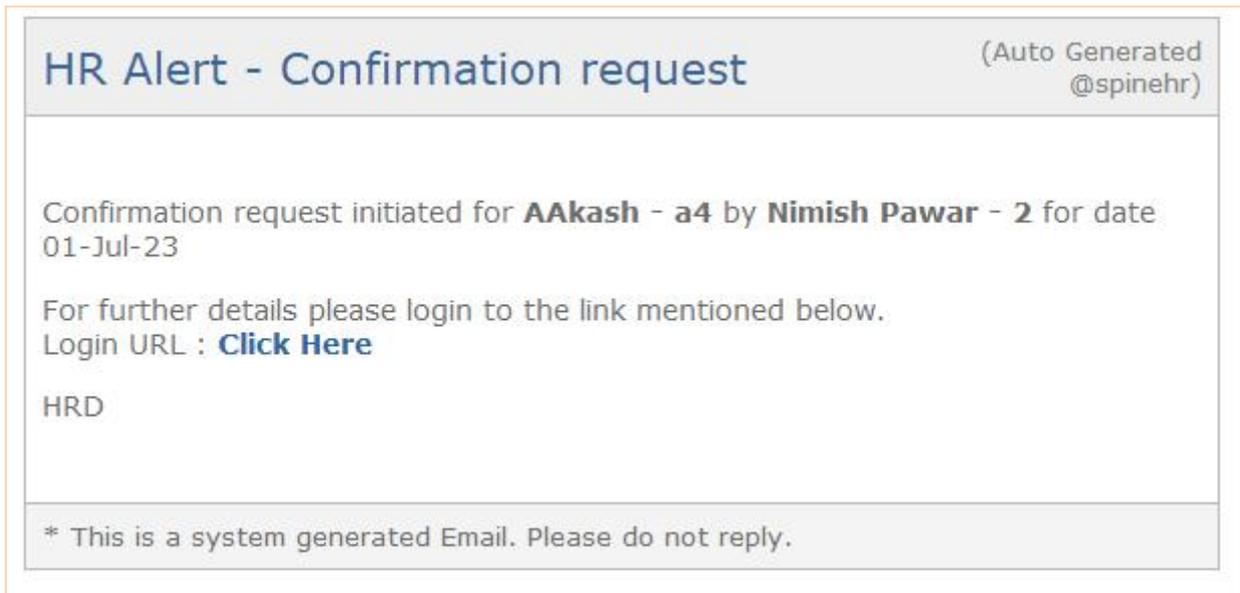
Save

Figure 105

If this option is opted and employee's confirmation request is rejected by any manager from workflow then Email will be send to all manager in Workflow with Extended date.

3.31. Email Template Change for confirmation Module

Changes are done in Email sent from *Self Service -> Request By Manager* , as shown in below figure:



HR Alert - Confirmation request (Auto Generated @spinehr)

Confirmation request initiated for **AAkash - a4** by **Nimish Pawar - 2** for date 01-Jul-23

For further details please login to the link mentioned below.
Login URL : [Click Here](#)

HRD

* This is a system generated Email. Please do not reply.

Figure 106

Email Template is changed if confirmation request raised from level 1 on behalf of employee. New Email will be sent as shown in figure.

New Features of Spine HRMS Version 6.0.3

3.32. New setup provided for Revoke Resignation

'Do not allow employee to revoke resignation request after approval' setup provided in *Self Configuration > Exit Mgmt Settings*, as shown in Below Figure:

Do Not Show Feedback of Higher Level Manager (Exit Route).

Show Self Feedback to Managers (Exit Clearance).

Do not show Reason of leaving to Exit Clearance.

Allow detail print report for employee on final approval.

Document attachment is mandatory while resignation request.

Do not allow Employee to Revoke resignation request after approval

Figure 107

If this setup is opted then Employee can not Revoke Resignation application after Approval.

3.33. Filter provided for Resignation Approve

Filter is provided for Resignation Approve, as shown in Below Figure:

Resignation > Approve

Note *
After approval of first level manager the application will be visible to all other levels of managers and after approval from all levels of managers the application will be finally approved.

Resign Status : Pending ▼

Show entries

Edit	Employee Name	Resign Request Date	Left Date	Reason Of Leaving	Status	Resign Approve Date	For Clearance	Approver Level
	x	01-Nov-21	01-Nov-21		Pending		--	Approver level 1

Showing 1 to 1 of 1 entries

Previous Next

Figure 108

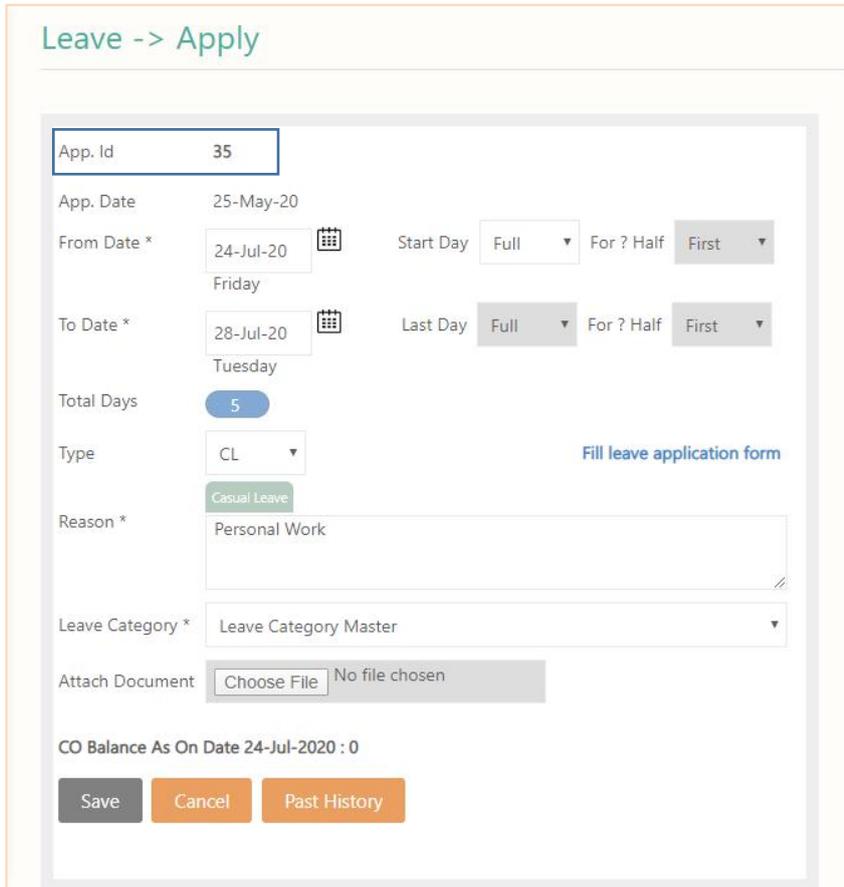
Previously Resign Status Dropdown was having values: YES/No. Now Resign Status dropdown will show Pending/Approved/Rejected/All. Also in List View Status column is added for the same.

4. Leave

4.1. Leave Application ID display

Leave Application ID is displayed, as shown in below Figure:

New Features of Spine HRMS Version 6.0.3



Leave -> Apply

App. Id: 35

App. Date: 25-May-20

From Date *: 24-Jul-20 (Friday)

To Date *: 28-Jul-20 (Tuesday)

Start Day: Full, For ? Half: First

Last Day: Full, For ? Half: First

Total Days: 5

Type: CL

Reason *: Personal Work

Leave Category *: Leave Category Master

Attach Document: Choose File (No file chosen)

CO Balance As On Date 24-Jul-2020 : 0

Buttons: Save, Cancel, Past History

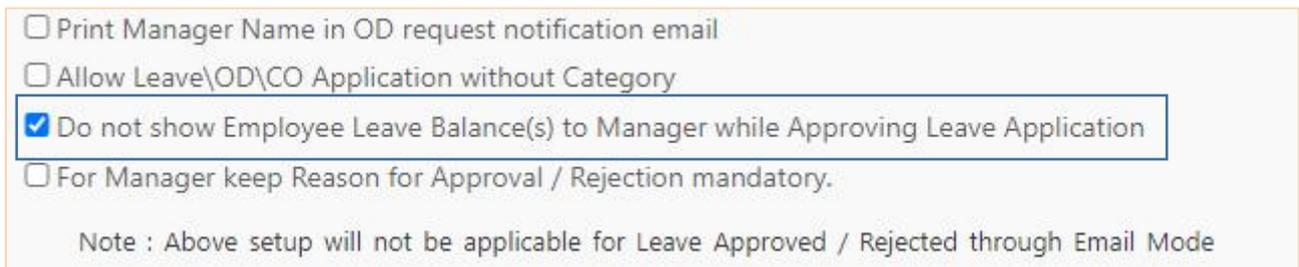
Figure 109

Leave Application ID is displayed in following pages:

- I. Leave/OD/CO+ apply detail and list view.
- II. Leave/OD/CO+ approval page in detail and list view.
- III. In Leave related Emails of Employee & approver .
- IV. Leave application List report HR/ Manager

4.2. New Setup in Leave Setting

"Do not show Employee Leave Balance(s) to Manager while Approving Leave Application" option is provided in *Leave -> Configuration -> General Settings*, as shown in below Figure :



Print Manager Name in OD request notification email
 Allow Leave\OD\CO Application without Category
 Do not show Employee Leave Balance(s) to Manager while Approving Leave Application
 For Manager keep Reason for Approval / Rejection mandatory.

Note : Above setup will not be applicable for Leave Approved / Rejected through Email Mode

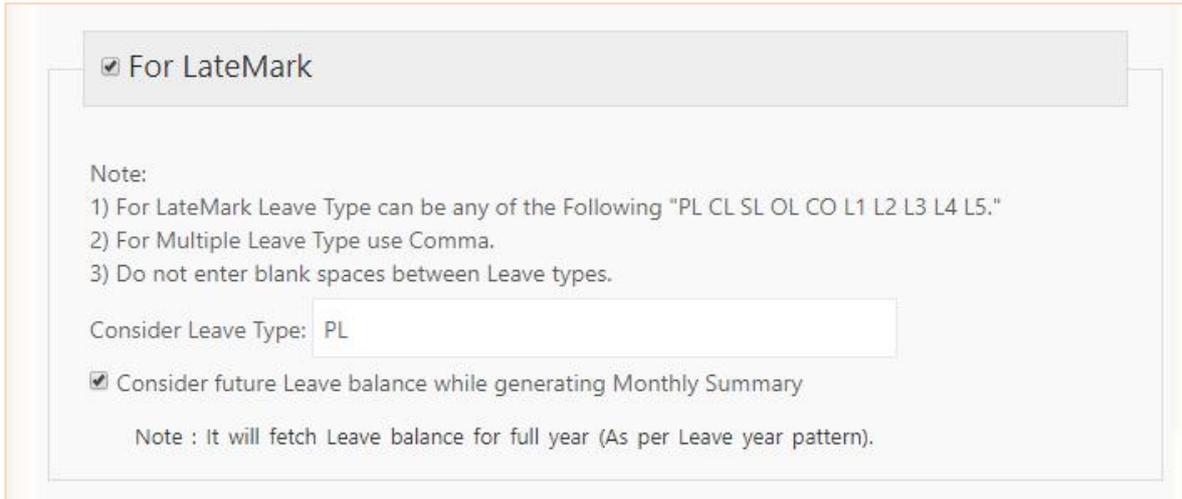
Figure 110

If this is opted then while approving leave application, leave balance of employee will be hidden for Manager.

New Features of Spine HRMS Version 6.0.3

4.3. Setup for Check Leave Balance for Full Year

New set up "Consider future Leave balance while generating Monthly Summary" is given in *Leave -> Configuration -> Settings -> "Leave Application - General Settings"*, as shown in below figure:



For LateMark

Note:
 1) For LateMark Leave Type can be any of the Following "PL CL SL OL CO L1 L2 L3 L4 L5."
 2) For Multiple Leave Type use Comma.
 3) Do not enter blank spaces between Leave types.

Consider Leave Type:

Consider future Leave balance while generating Monthly Summary

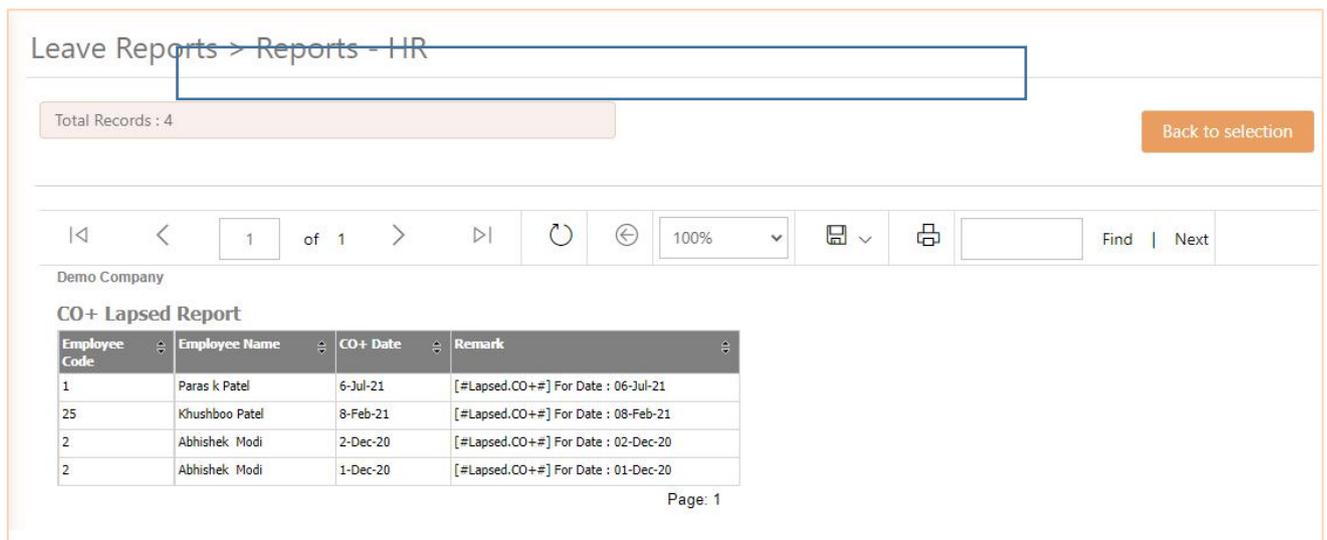
Note : It will fetch Leave balance for full year (As per Leave year pattern).

Figure 111

It will consider full year leave balance (Financial/ Calender) When Monthly Summary Generat

4.4. CO+ Lapsed Report

In *Leave > Leave Reports > "Reports - HR/ Reports -Manager"*, CO+ lapsed report type display only when X days set in "Allow to Apply CO- against CO+ date within X days", as shown in below figure:



Leave Reports > Reports - HR

Total Records : 4 Back to selection

1 of 1 Find | Next

Demo Company

CO+ Lapsed Report

Employee Code	Employee Name	CO+ Date	Remark
1	Paras k Patel	6-Jul-21	[#Lapsed.CO+#] For Date : 06-Jul-21
25	Khushboo Patel	8-Feb-21	[#Lapsed.CO+#] For Date : 08-Feb-21
2	Abhishek Modi	2-Dec-20	[#Lapsed.CO+#] For Date : 02-Dec-20
2	Abhishek Modi	1-Dec-20	[#Lapsed.CO+#] For Date : 01-Dec-20

Page: 1

Figure 112

- I. In CO+ Lapsed report records will be display only when CO+ lapsed manually from Attendance Utilities > MISC Utilities > Compensatory Leave Accrued (CO+) Lapsed Utility

New Features of Spine HRMS Version 6.0.3

- II. In CO+ lapsed report following details display i.e. Employee Code, Employee Name, CO+ Date, Remark.

4.5. Required Leave Application Intimation Settings for CO-

Now, CO- leave type also available In *Leave > Configuration > "Settings - Leave Application Intimation Settings"* as shown in below fig :

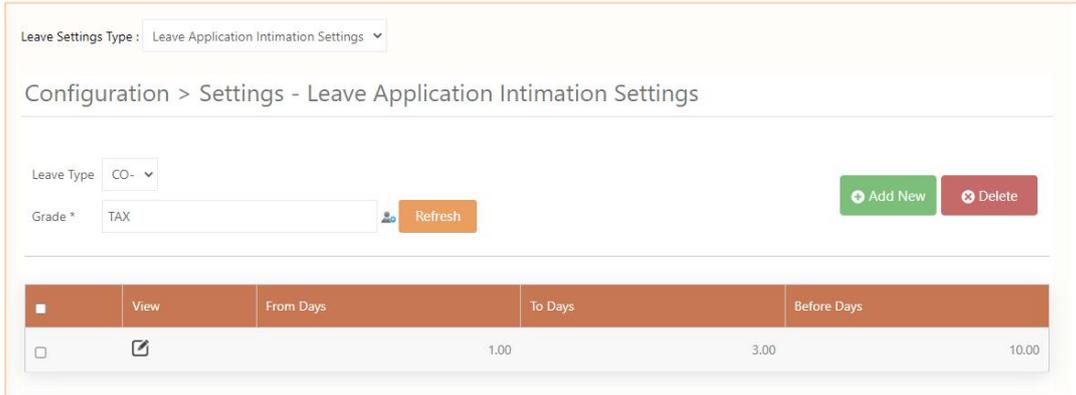
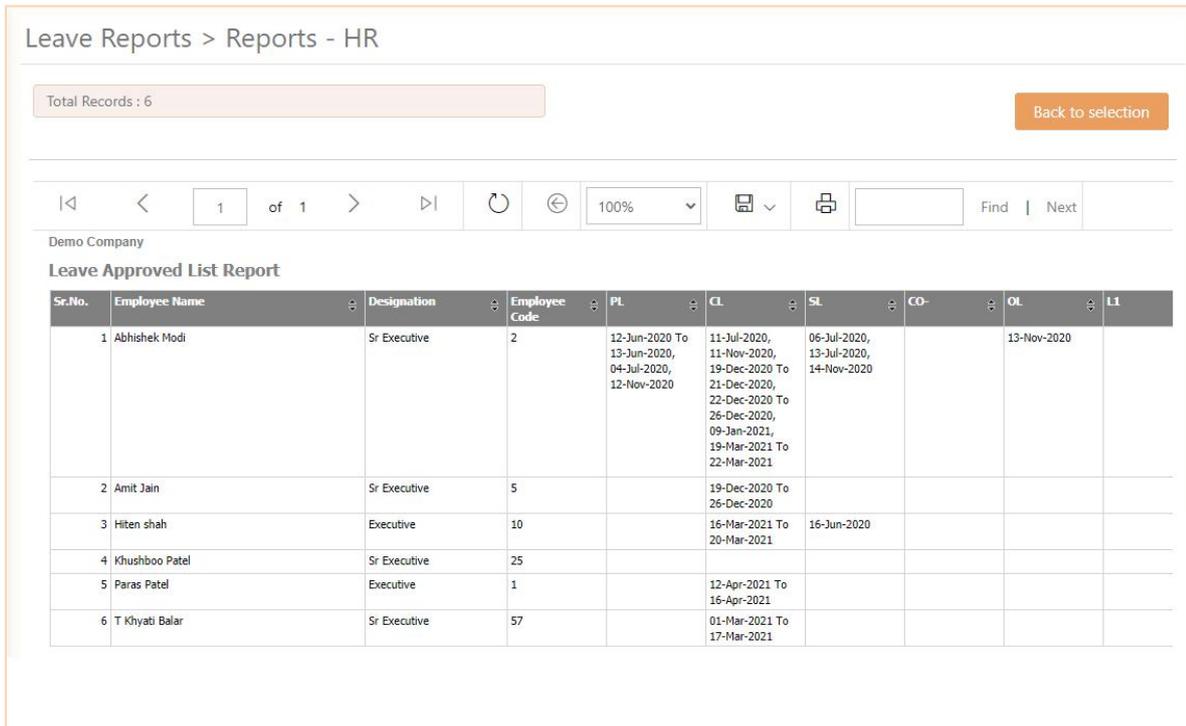


Figure 113

4.6. New Leave Report

New Report is provided in *Reports > Reports - HR*, as shown in below Figure:



Sr.No.	Employee Name	Designation	Employee Code	PL	CL	SL	CO-	OL	L1
1	Abhishek Modi	Sr Executive	2	12-Jun-2020 To 13-Jun-2020, 04-Jul-2020, 12-Nov-2020	11-Jul-2020, 11-Nov-2020, 19-Dec-2020 To 21-Dec-2020, 22-Dec-2020 To 26-Dec-2020, 09-Jan-2021, 19-Mar-2021 To 22-Mar-2021	06-Jul-2020, 13-Jul-2020, 14-Nov-2020		13-Nov-2020	
2	Amit Jain	Sr Executive	5		19-Dec-2020 To 26-Dec-2020				
3	Hiten shah	Executive	10		16-Mar-2021 To 20-Mar-2021	16-Jun-2020			
4	Khushboo Patel	Sr Executive	25						
5	Paras Patel	Executive	1		12-Apr-2021 To 16-Apr-2021				
6	T Khyati Balar	Sr Executive	57		01-Mar-2021 To 17-Mar-2021				

Figure 114

New Features of Spine HRMS Version 6.0.3

In Leave Reports > Reports - HR, New report available "Leave Approved List Report" as below format :

- i) Date Range, Standard Filter, Multi Group Filter available
- i) Only Approved Leave Applications will be display.
- ii) Records will be Ordered by Employee Name.
- iii) Only Spine type Leave will be display in report.
- v) Any Leave setup will not be considered in this Report.
- vi) Date format will be dd-MMM-yyyy.
- vii) For Cross month leave application - filter data based on from date.
- viii) For Multiple application in selected date range present then it will display multiple dates with comma separated.
e.g 05-May-2021 to 06-May-2021, 10-May-2021 to 12-May-2021

4.7. CO+ lapsed utility

CO+ lapsed utility is provided in *Time -> Attendance Utilities -> MISC Utilities -> Compensatory Leave Accrued (CO+) Lapsed Utility* for CO Un-utilized leave by employee, as shown in below Figure :



Attendance Utilities > Compensatory Leave Accrued (CO+) Lapsed Utility

Show 50 entries Search:

<input type="checkbox"/>	Employee Code	Employee Name	CO+ Date	Apply Days	Remark
<input type="checkbox"/>	5001	Suresh Iyer	21-Dec-20	1.00	Default ABS (Swipe not available)
<input type="checkbox"/>	5003	Subhash Patkar	20-Dec-20	1.00	
<input type="checkbox"/>	5001	Suresh Iyer	20-Dec-20	1.00	

Figure 115

In Leave settings "Allow to Apply CO- against CO+ date within X days" setup is available. By this setup if CO+ is not utilized within X days then it becomes unavailable to user while applying leave but the actual CO+ balance is not reduced which creates confusion to Employee.

To reduce it from balance CO+ Lapse utility is provided.

Note :

- I. HR can delete CO- adjustment records from Leave -> Leave Adjustment -> Entry.
- II. In case of deletion CO+ will be available to employee for consumption as per setup days.

4.8. CO+ Type provided in instance setting

New setting added for CO+ under *Leave-> Configuration-> Settings->Leave Settings Type: Leave Application instance setting*, as shown in below figure:

New Features of Spine HRMS Version 6.0.3

Leave type wise budget on days and instance setting.

Type	Every Instance Min. Days	Every Instance Max. Days	Monthly Limit in Days	Yearly Limit in Days	Monthly Instance Count	Monthly Instance Count For Past Application	Yearly Instance Count
PL	0	0	0	0	0	0	0
SL	0	0	0	0	0	0	0
CL	0	0	0	0	0	0	0
OL	0	0	0	0	0	0	0
L1	0	0	0	0	0	0	0
L2	0	0	0	0	0	0	0
L3	0	0	0	0	0	0	0
L4	0	0	0	0	0	0	0
L5	0	0	0	0	0	0	0
CO-	0	0	0	0	0	0	0
LWP	0	0	0	0	0	0	0
CO+	0	0	0	0	0	0	0

Figure 116

Instance setting for CO+ will be work same as per functionality available for other leave types.

4.9. Sandwich Rule for Half day present

New setup provided in *Time > Configuration > Attendance Settings > "Do Not Consider Sandwich Rule, If Employee Present For Any Half Day"*. As given in below figure:

Attendance and Leave Rules Settings

- Consider employee wise swapping instance (setup can be done in Card Punch Setup)
- Enable Sandwich Setup (What to do if any weekly off or paid holiday comes between any leave or absent)
 - Mark them as ABS
 - Mark them as Leave Type e.g PL [Prefix Leave type will be marked]
 - Check sandwich Rule For Suffix Leave Types.
 - Mark them as WO/PH
- Above Setup should work as
 - Do not Mark for Weekly Off
 - Do not Mark for Paid Holiday
 - Mark for both
- Do not consider sandwich rule, If employee present for any Half Day
- Generate instance of day type while processing
- Show memorandum out time only

Figure 117

If above setup is tick then it will not mark WO/PH with leave type if employee is present for half day.

New Features of Spine HRMS Version 6.0.3

4.10. Auto Mail Alert for Future Planned Leave

Changes are done in R6 Utility as shown in below Figure:

Daily Absenteeism/OD Report/ON GOING LEAVE Report														
06-Jan-22														
Sr No.	Employee Code	Employee Name	Location	Grade	Department	Designation	Division	Unit	Category	From Date	To Date	Total Days	Day Type	Status (Approved/In Process)
1	AB00021	AJAY KUMAR	BADDI	Ciron_Stipend	Production					-	-	-	Absent	-
2	AB00014	AKSHAY KUMAR	BADDI	Ciron_Stipend	Production					-	-	-	Absent	-

Figure 118

Mail template heading for R6 utility mail changed from Daily Absenteeism / OD Report to Daily Absenteeism / OD Report / ON GOING LEAVE Report.

Grade,Unit,Category,Department,Designation and Employee Code additional column provided in R6 utility Email: Daily Absenteeism/OD Report/ON GOING LEAVE Report and FUTURE PLANNED Email. also other columns changed.

Daily Absenteeism/OD Report/ON GOING LEAVE Report Email New columns are:

Sr No. | Employee Code | Employee Name | Location | Grade | Department | Designation | Division | Unit | Category | From Date | To Date | Total Days | Day Type | Status (Approved/In Process)

Future planned Leave Email New columns are:

Sr No. | Employee Code | Employee Name | Location | Grade | Department | Designation | Unit | Category | Leave From | Leave To | Total Days | Leave Type | Status

4.11. Designation column added in Others position

Designation column is added in *Leave->Approve*, as shown in Below Figure:

Employee Code	Employee Name	Desig. Name	Apply Date	From Date	To Date	Remarks	Apply Days	Leave Type	Status
6	Poonam Rokade	Supervisor Services	11-Jan-22	03-Dec-21 Fri	03-Dec-21 Fri	11111	1.00	CL	In Process

Figure 119

5. Time

5.1. Pagination Provided in Weekly Off

Pagination is provided in *Define -> Weekly Off* as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

Show entries

Employee Information			Sunday							Monday							Tu					
<input type="checkbox"/>	Employee Code	Employee Name	1	2	3	4	5	All	Alt Odd	Alt Even	1	2	3	4	5	All	Alt Odd	Alt Even	1	2	3	4
<input type="checkbox"/>	500	Maresh Jay Kulkarni	<input type="checkbox"/>																			
<input type="checkbox"/>	555	Swapnil omkar pandit	<input type="checkbox"/>																			

Figure 120

Show:50/100/200/250 entries drop down is provided.Default 100 entries will be shown.

5.2. Changes in Attendance Group

Changes are done in *Define -> Attendance Group* as shown in below Figure:

Define -> Attendance Group

*** Note**
Full Day Hours and Half Day Hours will be available only if 'Convert OT to CO+ on approval bases' setting is opted in Configuration -> Attendance Settings .

Attendance Group *

Full Day Hours * (Note * Full Day Hours is equal to 1 day leave credit as per setup leave type)

Half Day Hours * (Note * Half Day Hours is equal to 0.5 day leave credit as per setup leave type)

Figure 121

If 'Convert OT to CO+ on approval bases' setup from Attendance Settings is not opted then also user can add/Import Attendance Group.Full Day Hours and Half Day Hours Fields Will not be available in such case.

5.3. New Setup 'Display My Attendance as per the date range selection'

'Display My Attendance as per the date range selection' setup is provided in *Time ->Attendance Settings* as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

Attendance and Leave Rules Settings

Consider employee wise swapping instance (setup can be done in Card Punch Setup)

Enable Sandwich Setup (What to do if any weekly off or paid holiday comes between any leave or absent)

Mark them as ABS

Mark them as Leave Type e.g PL [Prefix
Leave type will be marked]

Check sandwich Rule For Suffix Leave Types.

Mark them as WO/PH

Above Setup should work as

Do not Mark for Weekly Off

Do not Mark for Paid Holiday

Mark for both

Generate instance of day type while processing

Show memorandum out time only

Consider early Hrs as -ve OT while taking month summary

If latemark value increases more than half day ABS , restrict the value of late mark upto half day ABS

Calculate latemark for single Swipe required employee (Intime)

Save Total work Hrs =Effective Hrs (Refer meaning of effective hrs in Generate Effective Hour module)

Show Only Day locked records in My Attendance Report

Do not allow manager to mark attendance for future dates

Mark In/Out Flag as 'X' for Consecutive or Duplicate Swipes (**Note** * This setting Works with : Save Total work Hrs =Effective Hrs setting)

Show DP on first swipe of the day in muster

While Calculating DAY time , adjust cut-off time based on next day cut-off time (This may reduce total 24 hr working for that day.)

Do not consider records for which swipe date is assigned

Check attendance based on shift based timing, if punches not found for the date

Assign auto shift only for I or Z flag

Keep Original In time / Out time in case of Regularization

Assign Swipe Date Manually

Display My Attendance as per the date range selection

NOTE * Difference between two dates can not be more than 31 days
Above setup will work only for self (i.e. Date range selection will not available for HR and Manager pages)

Figure 122

- I. New setup provided as ' Display My Attendance as per the date range selection (untick by default)'
- II. Above setup will work only for self (i.e. Date range selection will not available for HR and Manager pages.)
- III. If setup is opted then from date and two date selection will be provided and month year selection will be hide.(difference between two dates can not be more than 31 days)
- IV. Data will be shown on change of from date and to date. Refresh button also provided.
- V. If date selection is valid then dates will be saved in cookies and on next visit will be filled from cookies

5.4. Employee code after employee Name In View Attendance

Employee Code will be displayed besides Employee Name filter after selecting Employee in *Time -> View Attendance- HR/Manager* for both HR and Manager, as shown in below Figure :

New Features of Spine HRMS Version 6.0.3

Attendance > View Attendance - HR

Employee * Subhash Patkar-3  Employee Code: 5003

For The Period July 2021

ABS 1
 DP 1

Date	Day	Shift Code	Shift InTime	Shift OutTime	InTime	OutTime	User Type1	User Type2
01-Jul-21	Thu	T2	8:00 PM	8:00 AM	8:00 PM	8:06 AM	<input checked="" type="checkbox"/> DP	---

Figure 123

5.5. New Module Short Time Off

New Module Short Time Off is provided in Time -> Short Time Off, as shown in below Figure:

Short Time Off > Apply

Request Date * 03-Jan-22 

Shift Details

Shift Code	Shift In Time	Shift Out Time
SM	9:30 AM	6:30 PM

Request Type * Late Coming

Minutes * Enter value in minutes format (mm)

From Time To Time

Remark

Figure 124

I.Apply/Apply By Manager/Apply By HR and Approve menus are provided.Applied by highest level Manager and Applied by HR applications will be considered as finally approved.

Working:

I. Late Coming

If Minimum swipe is greater than Shift In Time then Late Coming Short Time Off Minutes will be Reduced from Minimum Swipe.if it is greater than shift In time then system will add new swipe.if it is less then or equal to shift In time system will add swipe same as shift In Time.

e.g for Shift time is 9.30 AM -6.30 PM

- 1) Actual In Time is 9.45 and Employee has Approved late time as 10 minutes then In time will be marked as 9.35.

New Features of Spine HRMS Version 6.0.3

- 2) Actual In Time is 9.45 and Employee has Approved late time as 20 minutes then In time will be marked as 9.30.
In case of Multiple entry for same date it will sum minutes for Late coming and then it will reduce from Minimum in time.
- I. Early Going
System will check Maximum Swipe for requested date when Maximum swipe is less than Shift Out Time then System will Add Early Going Short Time Off Minutes to Maximum Swipe. After Adding Early Going Short Time Off Minutes if it is greater than or equal to shift out time then system will add swipe same as shift Out Time.
e.g for Shift time is 9.30 AM -6.30 PM
 - 1) Actual Out Time is 6.15 and Employee has Approved late time as 10 minutes then In time will be marked as 6.25.
 - 2) Actual Out Time is 6.15 and Employee has Approved late time as 20 minutes then In time will be marked as 6.30.
In case of Multiple entry for same date it will sum minutes for Early going and then it will add to Maximum out time.
- II. Break Between working Hours
System will Insert Out punch for From Time (if greater than shift in time) and In Punch for To Time (if Less than shift out time)
e.g for Shift time is 9.30 AM -6.30 PM
If Short time off is applied for 01.15 PM - 2.00 PM then Out time as 01.15 PM and In time as 2.00PM
Punches will be marked.

Report HR and Report manager menus are provided as shown in below figure

New Features of Spine HRMS Version 6.0.3

Short Time Off -> Reports - HR

Request From Date  To Date 

App. From Date  To Date 

Request Type

Status

Grade 

Branch 

Department 

Division 

Unit 

Category 

Group 

Employee All Current Left

Manager Employee 

Multi Group Filtration

Multi Group 1

Multi Group 2

Multi Group 3

Figure 125

⏪ < 1 of 1 > ⏩ ↺ ↻ 100% ⏴ ⏵ 🔍 Find | Next

Demo Company

Time Off List Report

App. ID	Employee Code	Employee Name	Application Date	Request Date	Shift Details	Request Type	Minutes	From Time	To Time
322	106	senior male one	5-Sep-20	5-Sep-20	S1 In: 09:30 AM Out: 06:30 PM	Break between Working Hours	55	03:00 PM	0
323	106	senior male one	5-Sep-20	5-Sep-20	S1 In: 09:30 AM Out: 06:30 PM	Late Coming	5		
324	106	senior male one	5-Sep-20	5-Sep-20	S1 In: 09:30 AM Out: 06:30 PM	Early Going	5		

Figure 126

In update pending application also Short time off module is provided.
 Count is shown for self and Manager on dashboard
 Application Status Count - Report also shows Short time off module
 Spine Utility working for Application Lapse is also provided.

Data deletion Menu is provided as shown in below figure:

New Features of Spine HRMS Version 6.0.3

Short Time Off -> Data Deletion

Request From Date To Date

App. From Date To Date

Request Type

Grade

Branch

Department

Division

Unit

Category

Group

Employee All Current Left

Multi Group Filtration

Multi Group 1

Multi Group 2

Multi Group 3

Figure 127

*** Note**
To get impact of deletion recalculation is required.

Show entries Search:

<input type="checkbox"/>	App. Id	Employee Code	Employee Name	App. Date	Request Date	Shift Code	Shift In Time	Shift Out Time	Request Type
<input type="checkbox"/>	322	106	senior male one	05-Sep-20	05-Sep-20	S1	9:30 AM	6:30 PM	Break Between Workir
<input type="checkbox"/>	323	106	senior male one	05-Sep-20	05-Sep-20	S1	9:30 AM	6:30 PM	Late Coming
<input type="checkbox"/>	324	106	senior male one	05-Sep-20	05-Sep-20	S1	9:30 AM	6:30 PM	Early Going

Showing 1 to 3 of 3 entries Previous Next

Figure 128

Finally Approved records are shown here and can be deleted.
Recalculation is required For Impact of Short Time Off.

Short Time Off Settings are provided as shown in below figure

New Features of Spine HRMS Version 6.0.3

Configuration -> Short Time Off Settings

Setting Type: General Settings

- Send Email to the Manager on Short Time Off application made
- Send Email to the Employee on Short Time Off application Approved / Rejected
- Send SMS to the Manager on Short Time Off application made
- Send SMS to the Employee on Short Time Off application Approved / Rejected
- Include Approve/Reject application option in email for Manager
- Send email to the Manager while applications revoke
- Send Email to Manager(s) of same stage for action(Approved/Rejected) taken by other Manager

Save

Figure 129

Configuration -> Short Time Off Settings

Setting Type: Attendance Group Wise Settings

Select Attendance Group: A-1

Show following request type(s) while adding Short Time Off Entry

Late coming Early going Break between Working Hours

Allow for Today

Allow for Past Date

Allow for Past Days:

Allow for future Date

Allow for Future Days:

Do not allow Short Time Off on following days

Mon Tue Wed Thu Fri Sat Sun

Do not allow Short Time Off between Dates

Short Time Off From Day: Short Time Off To Day:

Instance / Minute(s) Limit

Limit	Daily	Monthly	Yearly
Instance	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Minute(s)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

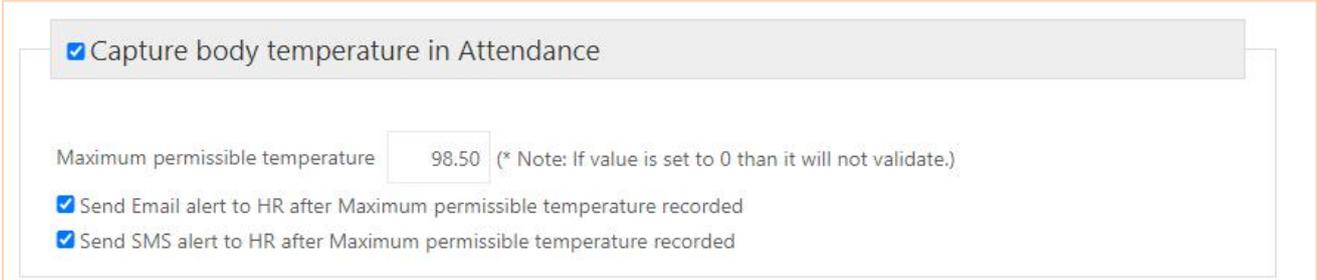
Figure 130

New Features of Spine HRMS Version 6.0.3

- i. Show following request type(s) while adding Short Time Off Entry (Late coming /Early going /Break between Working Hours) : Option selected here will be shown to employee belonging to that attendance group while adding Short Time Request.
- ii. Allow for Today:Allow Short time off request for current day
- iii. Allow for Past Day:Allow application for last x no of days
- iv. Allow for Future Days:Allow application for future x no of days
- v. Do not allow Short Time Off on following days:Restrict application for specific day e.g. Monday
- vi. Do not allow Short Time Off between Dates:Restrict application for selected date range of every month
- vii. Instance / Minute(s) Limit(Daily/Monthly/Yearly):User can set Instance or minutes limitation for Day/month/Year as per requirement.Month pattern can be month or attendance cycle and year pattern can be Calender or financial.

5.6. Capture body temperature in Daily Attendance System

“Body Temperature” will be captured in Attendance System by adding entry or Importing attendance data. To capture body temperature, setup is provided in *Time -> Attendance Setting (Attendance and Leave Rule Settings)* as mentioned below :



Capture body temperature in Attendance

Maximum permissible temperature (* Note: If value is set to 0 than it will not validate.)

Send Email alert to HR after Maximum permissible temperature recorded

Send SMS alert to HR after Maximum permissible temperature recorded

Figure 131

If this is opted then Body Temperature field will be displayed in below menus :

- A) Time -> Attendance -> My Attendance
- B) Time -> Attendance -> Monthly Attendance – Manager / HR
- C) Time -> Configuration -> API Configuration
- D) Time -> Atten.Reports -> Report HR / Manager
- E) Time -> Attendance -> Daily Attendance – Manager
- F) Time -> Attendance Utilities -> Attendance Muster Advance
- G) Time -> Atten.Reports -> DayWise Attendance Muster
- H) Time -> Swipe -> Daily Swipe Entry – Manager
- I) Time -> Swipe -> Apply By Manager
- J) Import Attendance Data
- K) Time -> Attendance Utilities -> Recalculation Master

New Features of Spine HRMS Version 6.0.3

Swipe -> Daily Swipe Entry - Manager

Employee * Amey Kale-31 

Shift Code	Shift In Time	Shift Out Time	Shift Cut Off
GE	8:30 AM	5:30 PM	10:55 PM

Date * 04-Aug-20  Time * 02:03 PM

Punch Type In  Narration

Body Temperature 0.00 * Maximum permissible temperature is (103.45)

Add Second Swipe

Date  Time

Punch Type  Narration

Body Temperature 0.00 * Maximum permissible temperature is (103.45)

Figure 132

Maximum permissible temperature : Temperature value can be added from 0 to 120.

- I. If setup value entered as greater than 0 then it will validate the above pages. For E.g. In Setup body temperature value kept as 100.00 then in above menu it will restrict to enter body temperature more than 100.00.
- II. If setup value entered as 0 then it will validate value till 120 in above pages. For e.g. Setup value kept as 0 then it will restrict to enter body temperature more than 120.00.

Send SMS/Email alert to HR after Maximum permissible temperature recorded

If this is opted then email/ SMS will be sent to Employee having HR and HR_Atten Role. Email/SMS will be sent when Body Temperature if it exceeds Maximum permissible temperature based on setup in below menus.:

- A) Importing Attendance File (Format 27, 33, 34, 35, 36, 37, 38) with Body Temperature.

New Features of Spine HRMS Version 6.0.3

Attendance -> Import Daily Attendance

Note *

Following attendance formats are available
27, 33, 34, 35, 36, 37, 38, 39, 40

Feature provided to upload the daily in /out swipes captured from attendance machine data.
This will not only upload the data, but also process the Muster Day of that data. ie. if In/Out punch data uploaded it will create day records as per the shift rules and save day type etc accordingly.
System is also having provision of capturing data on scheduled basis through API. For details check module [API Configuration].

Grade 

Branch 

Department 

Division 

Unit 

Category 

Group 

Employee 

Attendance Format No. : 27

Mandatory Fields

CSV File Format Structure

No.	Field	Type and Size	Remark
1	Employee Code	Text (10)	
2	Date	Date	(dd/MM/yyyy)
3	Flag	Text (1)	(I – In / O – Out)
4	Time	Text (5)	(hh:mm)
5	Body Temp.	Number(3)	(e.g 100.00)

Figure 133

For Attendance Capture API : SMTP setting is provided in Attendance Api for SpineDailyAttenAPI.exe.config file. (Path : Admin -> Site Admin -> Configuration File.)

Body Temperature email alert :

Body temperature Alert

Body temperature for **NEERAJ KUMAR - 22223** more than permissible body temperature.
Captured body temperature : **105** for date : **03-Jun-20**
Kindly make a note of it.

HRD

Figure 134

Note : In case of multiple punches available for one day with body temperature then it will display Maximum body Temperature in My Attendance and Daywise Attendance Muster.

5.7. OT application and approved date provided in OT list report

OT application Date and OT Approved Date columns are added in Time -> OT -> Reports -HR/Manager -> Report Type : OT Request List Report for both Manager and HR, as shown in below Figure :

Employee code	Employee Name	OT App. Date	OT Date	OT Hours Applied	OT Hours Approved by HR	OT Category	Status	OT Approved Date	Remark
5003	Subhash Patkar	08-Sep-21	10-Feb-21	0.00	0.00	OT1	Rejected	08-Sep-21	Applied by Suresh as worked in project B
5003	Subhash Patkar	08-Sep-21	04-Jan-21	5.00	0.00	OT1	Approved	08-Sep-21	Worked for project A

Figure 135

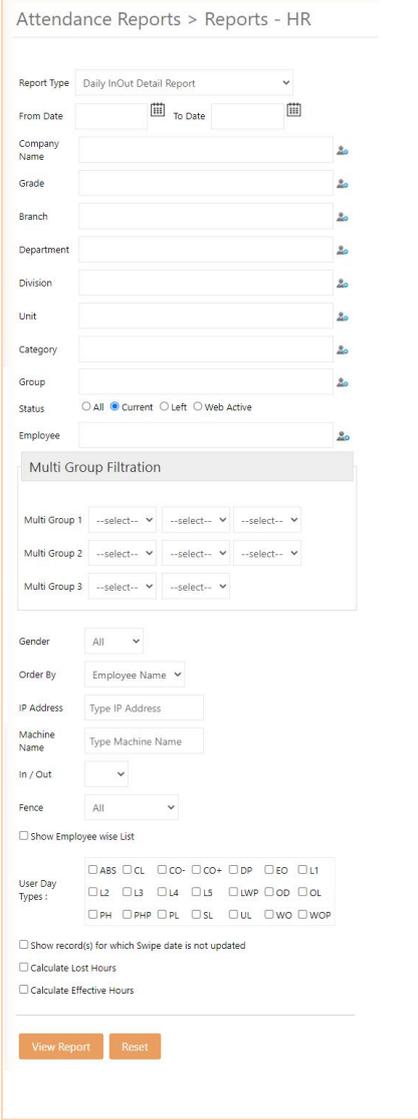
New Features of Spine HRMS Version 6.0.3

OT application date : It will display date on which OT application request made.

OT approved date : It will display date on which OT application request approved by final approver.

5.8. 'Show record(s) for which Swipe date is not updated' option provided

'Show record(s) for which Swipe date is not updated ' option is provided in *Attendance Reports ->Daily In Out Detail Report* as shown in below Figure:



Attendance Reports > Reports - HR

Report Type: Daily InOut Detail Report

From Date: [Calendar Icon] To Date: [Calendar Icon]

Company Name: [Text Field]

Grade: [Text Field]

Branch: [Text Field]

Department: [Text Field]

Division: [Text Field]

Unit: [Text Field]

Category: [Text Field]

Group: [Text Field]

Status: All Current Left Web Active

Employee: [Text Field]

Multi Group Filtration

Multi Group 1: --select-- --select-- --select--

Multi Group 2: --select-- --select-- --select--

Multi Group 3: --select-- --select--

Gender: All

Order By: Employee Name

IP Address: Type IP Address

Machine Name: Type Machine Name

In / Out: [Dropdown]

Fence: All

Show Employee wise List

User Day Types: ABS CL CO- CO+ DP EO L1

L2 L3 L4 L5 LWP OD OL

PH PHP PL SL UL WO WOP

Show record(s) for which Swipe date is not updated

Calculate Lost Hours

Calculate Effective Hours

[View Report] [Reset]

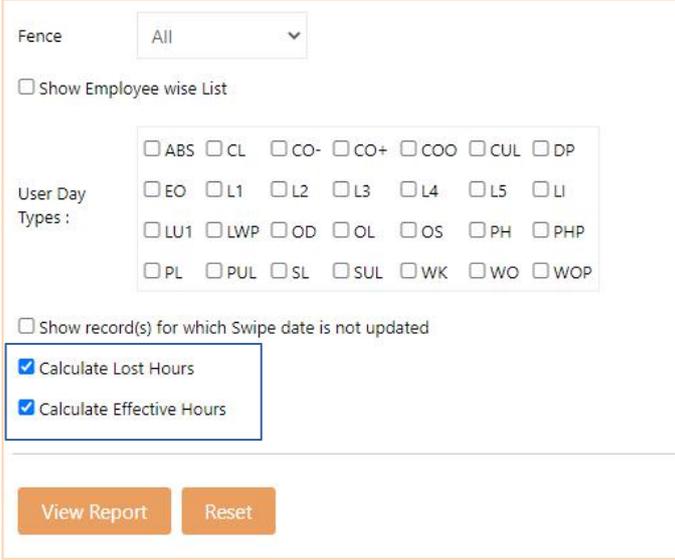
Figure 136

If this option is checked then records without swipe date will be displayed in result.

New Features of Spine HRMS Version 6.0.3

5.9. Attendance Lost Hour and Effective Hours in report

In *Time > Attendance Reports > Reports - HR / Manager > Daily In/Out Detail Report* below new options are provided for both Manager and HR, as shown in below Figure :



Fence: All

Show Employee wise List

User Day Types:

ABS CL CO- CO+ COO CUL DP
 EO L1 L2 L3 L4 L5 LI
 LU1 LWP OD OL OS PH PHP
 PL PUL SL SUL WK WO WOP

Show record(s) for which Swipe date is not updated

Calculate Lost Hours

Calculate Effective Hours

View Report Reset

Figure 137

- I. **Calculate Lost Hours** : If this is opted then in report Eff. Lost Hrs column will be displayed. It will calculate and display Outtime - Intime hrs. For e.g. Out punch = 02:30 PM, In punch after that 04:00 PM then Eff. Lost Hrs will display 1.5 hrs.
- II. **Calculate Effective Hours** : If this is opted then in report Eff. Used Hrs column will be displayed. It will calculate and display Intime - Outtime hrs. For e.g. In punch = 02:30 PM, Out punch after that 05:30 PM then Eff. Lost Hrs will display 3 hrs.

Example shown in below Figure :

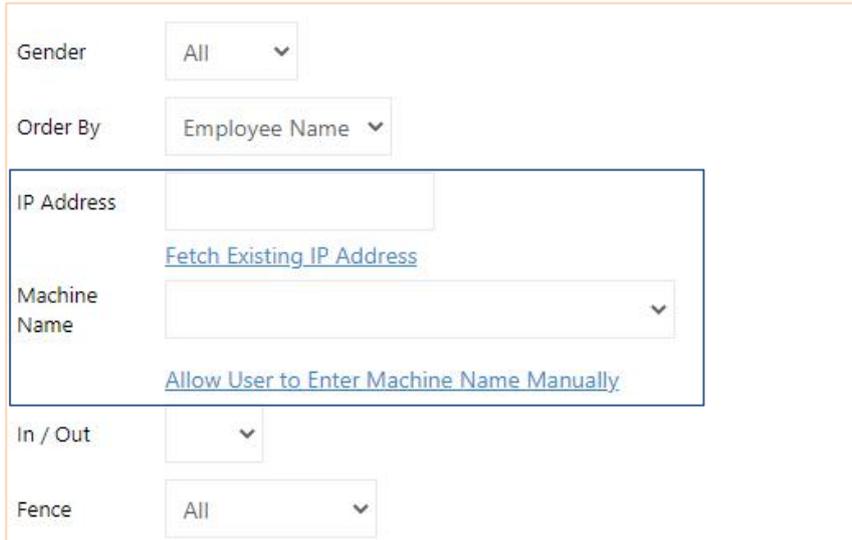
Daily In Out Detail Report										
Employee Code	Employee Name	Date	For Date	Entry Time	In out	Eff. Hrs Lost	Eff. Hrs Used	Body Temp	IP	
5003	Subhash Patkar	04-Jan-21	04-Jan-21	09:30 AM	I			0.00	Manager-5001	
		04-Jan-21	04-Jan-21	06:00 PM	O			08.30	Manager-5001	
		04-Jan-21	04-Jan-21	08:30 PM	I	02.30		0.00	Manager-5001	
		05-Jan-21	04-Jan-21	01:00 AM	O			04.30	Manager-5001	
		05-Jan-21	04-Jan-21	02:00 AM	I		01.00		0.00	Manager-5001
						Total	03.30	13.00		
		05-Jan-21	05-Jan-21	07:00 AM	O			0.00	Manager-5001	
		05-Jan-21	05-Jan-21	08:00 AM	I		01.00		0.00	Manager-5001
		05-Jan-21	05-Jan-21	11:15 AM	O			03.15	0.00	Manager-5001
						Total	01.00	03.15		

Figure 138

New Features of Spine HRMS Version 6.0.3

5.10. IP Address and Machine name changes in Attendance reports

For IP Address and Machine name in report "Fetch Existing IP Address/ Machine Name" option is provided in *Time > Attendance Reports > Reports - HR / Manager > Daily In Out Detail/Summary Report*, as shown in below Figure :



The screenshot shows a form with the following fields and options:

- Gender: All (dropdown)
- Order By: Employee Name (dropdown)
- IP Address: [Text Input] with a link [Fetch Existing IP Address](#)
- Machine Name: [Dropdown] with a link [Allow User to Enter Machine Name Manually](#)
- In / Out: [Dropdown]
- Fence: All (dropdown)

Figure 139

- I. On Fetch Existing IP Address/Machine name, drop-down will displayed to select IP Address/ Machine Name.
- II. By clicking on Fetch Existing IP Address/Machine Name, "Allow User to Enter IP Address/ Machine Name Manually" link and vice versa will be displayed to enter IP/Address/Machine Name manually.
- III. Report will be displayed based on selected option i.e. from drop-down selection OR Manually entered value of IP address/Machine Name.

5.11. Update Alternate Swipe Date for Daily In / Out Records

Alternate Swipe date for In/Out records is provided for attendance in Time, as shown in below Figure :

Attendance Utilities > Assign Swipe Date - HR

Total Records : 37

Alternate Swipe Date: [Text Input] [Calendar Icon] [Apply]

[Save] [Cancel]

	Employee Code	Employee Name	Entry Date Time	In / Out Mode	Swipe Date	Alternate Swipe Date
<input type="checkbox"/>	5031	Ameey Kale	31-Dec-20 11:32 AM	In	31-Dec-20	[Text Input] [Calendar Icon]
<input type="checkbox"/>	5031	Ameey Kale	31-Dec-20 11:38 AM	OUT	31-Dec-20	[Text Input] [Calendar Icon]
<input type="checkbox"/>	5005	Akhil Mhatre	05-Jan-21 1:10 AM	OUT	04-Jan-21	[Text Input] [Calendar Icon]

Figure 140

New Features of Spine HRMS Version 6.0.3

1. When an Employee works in a night shift and a day shift due to shift cut-off timing In or Both (In / Out) punch(s) gets considered in previous day shift. To avoid such scenario we have provided Alternate Swipe Date.

2. "Assign Swipe Date Manually" setup is provided in *Time > Configuration > Attendance Settings under Attendance and Leave Rules Settings*. If this is opted then system will consider In / Out entry for Alternate Swipe Date.

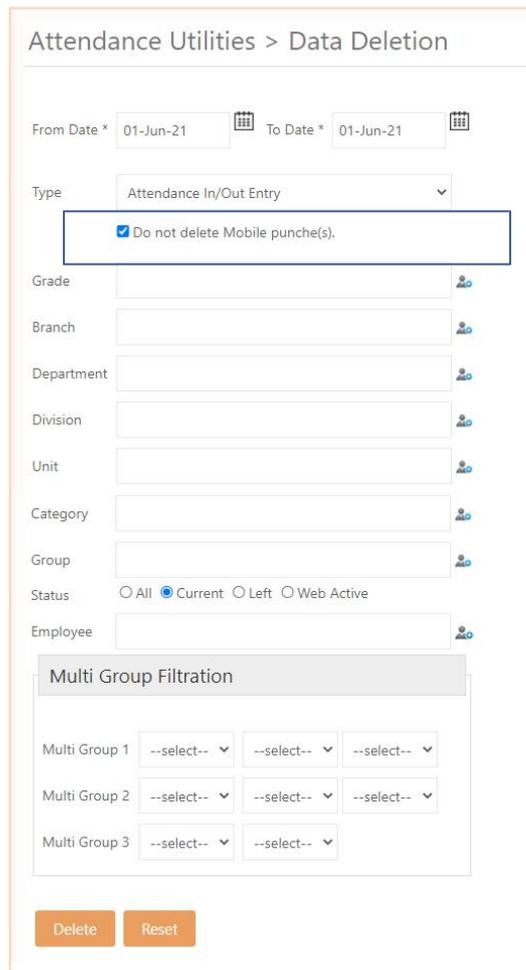
For. e.g. Due to night shift cut off time, for punch 11PM of dated 08-dec-20 swipe date displayed as 07-dec-20 hence it is considering Actual in/out time for 07-dec-20. Here we can apply alternate swipe date from 07-dec-20 as 08-dec-20 to consider actual in/out time correctly for date 08-dec-20.

Note :

In Attendance Setting "Do not consider records for which swipe date is assigned" and new option "Assign Swipe Date Manually" these option can be opted simultaneously.

5.12. Avoid deletion of mobile punches

In "Time > Attendance Utilities > Data Deletion", New option provided "Do not delete Mobile punche(s)". By default this option opted. With this option if data delete then Mobile punches not deleted.



Attendance Utilities > Data Deletion

From Date * 01-Jun-21 To Date * 01-Jun-21

Type Attendance In/Out Entry

Do not delete Mobile punche(s).

Grade

Branch

Department

Division

Unit

Category

Group

Status All Current Left Web Active

Employee

Multi Group Filtration

Multi Group 1 --select-- --select-- --select--

Multi Group 2 --select-- --select-- --select--

Multi Group 3 --select-- --select--

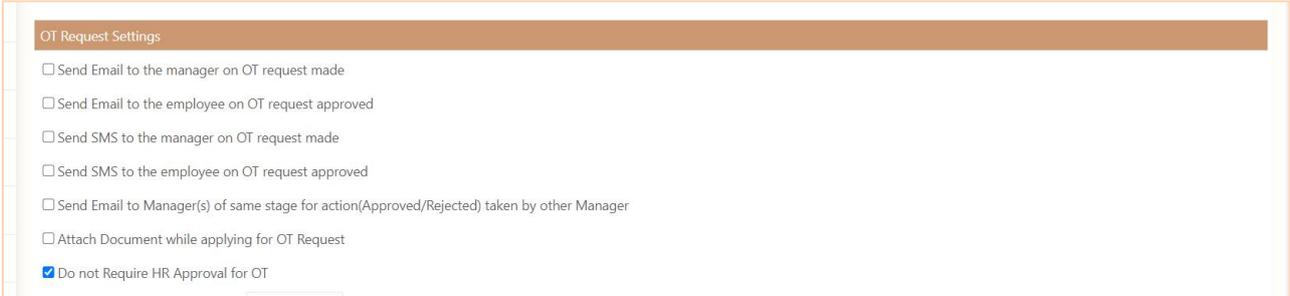
Delete Reset

Figure 141

New Features of Spine HRMS Version 6.0.3

5.13. 'Do not Require HR Approval for OT' setup is provided

'Do not require HR approval for OT' setup in *Configuration ->Attendance Settings* is as shown in below Figure:



OT Request Settings

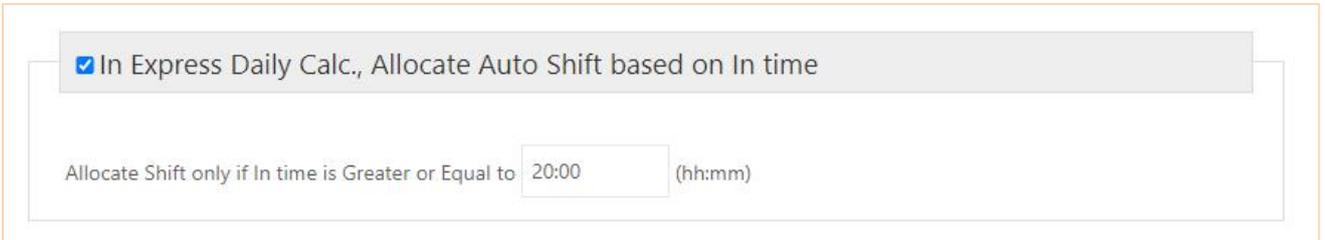
- Send Email to the manager on OT request made
- Send Email to the employee on OT request approved
- Send SMS to the manager on OT request made
- Send SMS to the employee on OT request approved
- Send Email to Manager(s) of same stage for action(Approved/Rejected) taken by other Manager
- Attach Document while applying for OT Request
- Do not Require HR Approval for OT

Figure 142

If this setup is opted then After approval by highest level Manager, same values will be copied to HR values and application will be considered as finally approved.

5.14. Cut Off Time set up challenge

In *Time > Configuration > "Attendance Settings"*, new setup provided "In Express Daily Calc., Allocate Auto Shift based on In time" as shown in below fig:



In Express Daily Calc., Allocate Auto Shift based on In time

Allocate Shift only if In time is Greater or Equal to (hh:mm)

Figure 143

- e.g. i) If employee has assigned day shift 08:00am to 08:00pm and cutoff 07:30am, Employee In time 08:00am to 08:00pm again login 08:02pm to next day 08:05am then it will be consider total working hrs 24:05 as he logout next day morning.
- ii) If employee has assigned night shift 08:00pm to 08:00am and cutoff 06:30pm, Employee In time 08:00pm to 08:05am again login 08:06am to 08:06pm, in this case next day In time not captured by software but by using new set up, for next day it will assign morning shift to employee which is available for auto shift.

5.15. Remark option provided in Import Daily Attendance

Remark option is provided in *Attendance ->Import Daily Attendance* as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

Attendance > Import Daily Attendance

Note *

Following attendance formats are available
27, 33, 34, 35, 36, 37, 38, 39, 40

Feature provided to upload the daily in /out swipes captured from attendance machine data.
This will not only upload the data, but also process the Muster Day of that data. ie. if In/Out punch data uploaded it will create day records as per the shift rules and save day type , late mark , OT etc accordingly.
System is also having provision of capturing data on scheduled basis through API. For details check module [API Configuration].

Grade

Branch

Department

Division

Unit

Category

Group

Employee

Attendance Format No. : 27

Mandatory Fields

CSV File Format Structure			
No.	Field	Type and Size	Remark
1	Employee Code	Text (10)	
2	Date	Date	(dd/MM/yyyy)
3	Flag	Text (1)	(I - In / O - Out)
4	Time	Text (5)	(hh:mm)
5	Remark	Text(255)	

Figure 144

Remark field is added in all Import Daily Attendance Formats. Remark uploaded will be shown in *Attendance Reports > Reports - HR > Daily In Out Detail Report > Employee Remark column.* (Column was already present).

5.16. Company selection filter provided

Company Filter is provided in *Attendance > Muster Generation - HR* as shown in below Figure:

Attendance > Muster Generation - HR

Note *

- This module will open MUSTER in edit mode For best use either select small range of dates or small group /single employee , for which edit is required To view muster report go-through MUSTER -REPORT WRITER.
- While opening Muster in edit mode it will recalculate data internally before display on screen.

Muster Import

From Date * To Date *

Company Name

Grade

Figure 145

Company Name filter is provided in standard filters. Using this filter user can filter data company wise.

5.17. Lock data identification

Attendance data will be visible with gray back-ground colour which are locked, as shown in Below Figure:

1. Time-> Attendance->My Attendance:

New Features of Spine HRMS Version 6.0.3

Attendance > My Attendance

Notes :
 Day Lock Entry

For The Period: November 2021 Refresh

ABS 3.5
 DP 14.5
 WO 5.5
 WOP 1.5

Date	Day	Shift Code	Shift InTime	Shift OutTime	InTime	OutTime	User Type1	User Type2	Portion	Tot. Hrs.	AT4	Eff. Hrs.	AF2	AF3
01-Nov-21	Mon	G1	8:30 AM	6:30 PM	11:25 AM	8:00 PM	● ABS	DP	0.50	8.35	0.00	0.00	0.00	0.00
02-Nov-21	Tue	G1	8:30 AM	6:30 PM	9:27 AM	6:20 PM	DP	---	1.00	8.53	0.00	0.00	0.00	0.00
03-Nov-21	Wed	G1	8:30 AM	6:30 PM	10:12 AM		DP	---	1.00	0.00	0.00	0.00	0.00	0.00
04-Nov-21	Thu	G1	8:30 AM	6:30 PM	9:05 AM	10:02 PM	DP	---	1.00	12.57	0.00	0.00	0.00	0.00

Figure 146

2. Time-> Attendance->View Attendance-Manager

Notes :
 Day Lock Entry

Employee * Employee Code: C6

For The Period: November 2021 Refresh

ABS 2.5
 DP 15.5
 WO 5.5
 WOP 1.5

Date	Day	Shift Code	Shift InTime	Shift OutTime	InTime	OutTime	User Type1	User Type2	Portion	Tot. Hrs.	AT4	Eff. Hrs.	AF2	AF3
01-Nov-21	Mon	G1	8:30 AM	6:30 PM	11:25 AM	8:00 PM	● ABS	DP	0.50	8.35	0.00	0.00	0.00	0.00
02-Nov-21	Tue	G1	8:30 AM	6:30 PM	9:27 AM	6:20 PM	DP	---	1.00	8.53	0.00	0.00	0.00	0.00
03-Nov-21	Wed	G1	8:30 AM	6:30 PM	10:12 AM		DP	---	1.00	0.00	0.00	0.00	0.00	0.00
04-Nov-21	Thu	G1	8:30 AM	6:30 PM	9:05 AM	10:02 PM	DP	---	1.00	12.57	0.00	0.00	0.00	0.00
05-Nov-21	Fri	G1	8:30 AM	6:30 PM	10:10 AM	10:15 AM	● ABS	---	1.00	0.05	0.00	0.00	0.00	0.00
06-Nov-21	Sat	G1	8:30 AM	6:30 PM			● WO	---	1.00	0.00	0.00	0.00	0.00	0.00
07-Nov-21	Sun	G1	8:30 AM	6:30 PM			● WO	---	1.00	0.00	0.00	0.00	0.00	0.00

Figure 147

3. Time-> Attendance-> View Attendance- HR

New Features of Spine HRMS Version 6.0.3

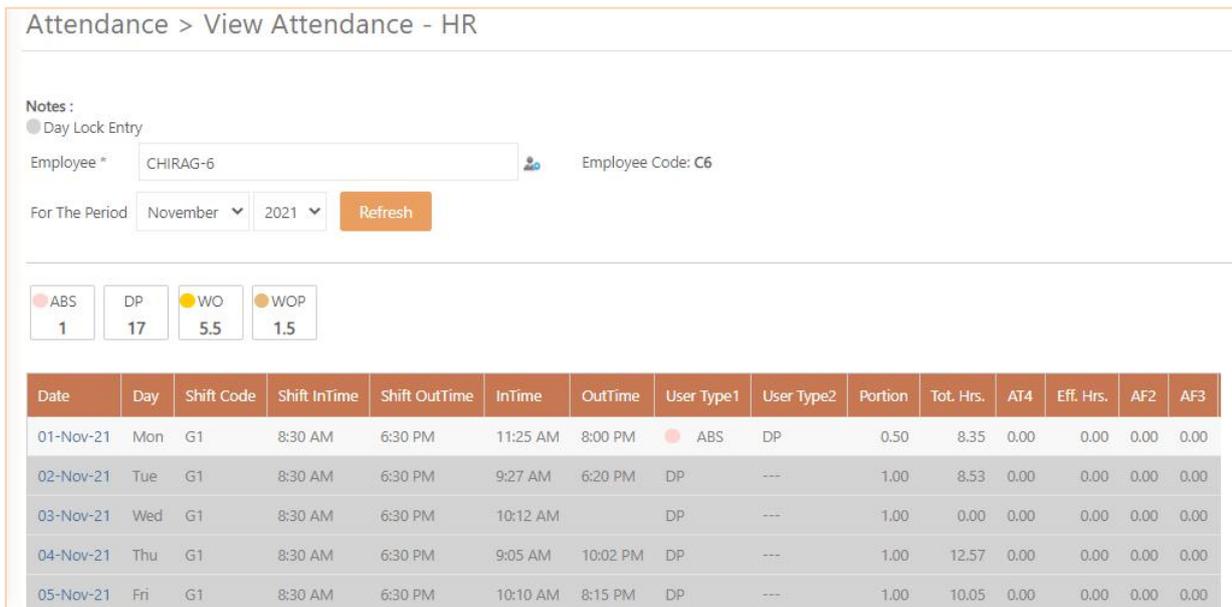


Figure 148

5.18. Flag filter provided

Flag Filter is provided in *Time->Attendance Utilities-> Mark-Revoke InOut as X*, as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

Attendance Utilities > Mark - Revoke InOut as X - Manager

From Date * To Date *

Grade

Branch

Department

Division

Unit

Category

Group

Status All Current Left Web Active

Manager Employee

Flag

Multi Group Filtration

Multi Group 1

Multi Group 2

Multi Group 3

Figure 149

Data can be filtered using this Flag Filter.

5.19. In /Out/ X marking facility for HOD

New menu added for HOD to mark In/Out/X, as shown in below figure:

New Features of Spine HRMS Version 6.0.3

Attendance Utilities > Mark - Revoke InOut as X - Manager

From Date * To Date *

Grade

Branch

Department

Division

Unit

Category

Group

Status All Current Left Web Active

Manager Employee

Flag

Multi Group Filtration

Multi Group 1

Multi Group 2

Multi Group 3

Figure 150

A manager(HOD) can do the same functionality like HR with his own workflow.

5.20. New Setup provided

New setup is provided in *Time->Configuration > Attendance Settings*, as shown in below figure:

To offer Optional Holiday to Employee

Maximum Holidays allowed in One Calendar Year no of days (Optional + Mandatory)

Upload Extra Flags (AF1 - AF10) even if Muster Data is locked.

Save Swipe Employee Remark in Attendance Muster (**Note** * This will display employee remark of maximum IN/OUT time found during the shift.)

Figure 151

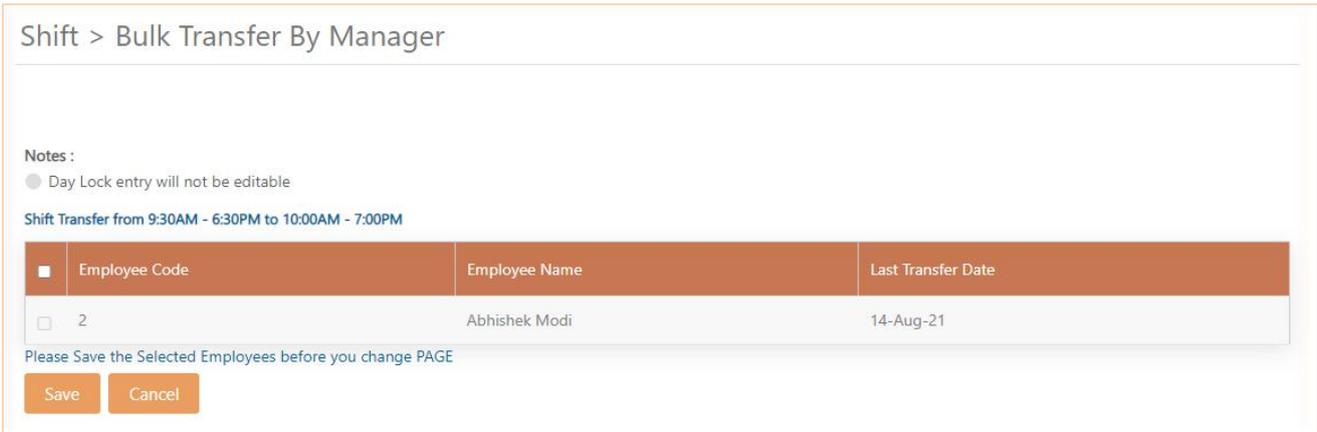
New Features of Spine HRMS Version 6.0.3

"Save Swipe Employee Remark in Attendance Muster" option is provided in Attendance Setting. If it is opted then Swipe Request Employee Remark for approved applications will be displayed in My attendance, View Attendance-HR/Manager, Muster Report Writer etc.

Note :This will display employee remark of maximum IN/OUT time found during the shift. e.g.10am & 6pm then 6pm remark will display, if night shift then next day out punch remark will be considered

5.21. Day lock while shift change/roster upload

Day Lock Entries will not be Editable in *Shift->Bulk Transfer By HR*, as shown in below figure:



Shift > Bulk Transfer By Manager

Notes :

- Day Lock entry will not be editable

Shift Transfer from 9:30AM - 6:30PM to 10:00AM - 7:00PM

<input type="checkbox"/>	Employee Code	Employee Name	Last Transfer Date
<input type="checkbox"/>	2	Abhishek Modi	14-Aug-21

Please Save the Selected Employees before you change PAGE

Save Cancel

Figure 152

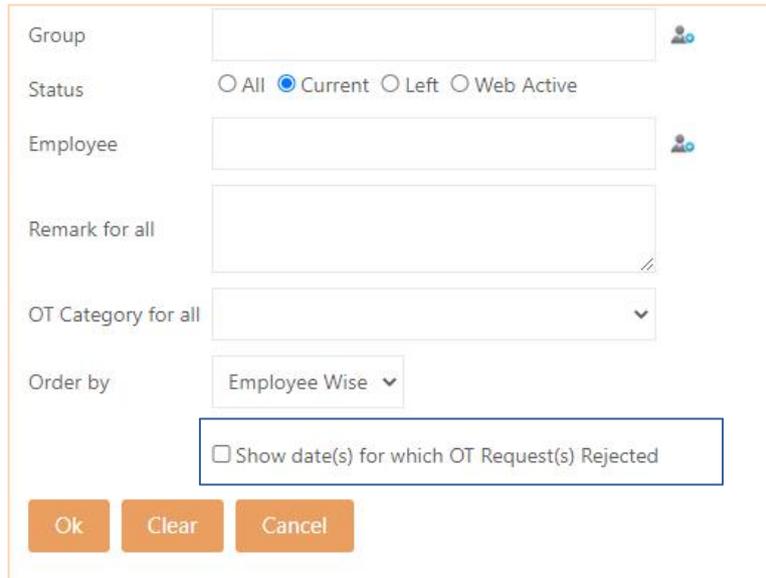
While Daylock, dates will be disabled for HR and Manager In following pages and note is also provided

- i) *Time > Shift > Roster - HR / Manager*
- ii) *Time > Shift > Bulk Transfer By Manager*
- iii) *Time > Shift > Transfer By HR*

5.22. Allow OT request after rejection in Apply by Manager-Bulk

"Show date(s) for which OT Request(s) Rejected" option is provided in *Time -> OT > Apply By Manager - Bulk*, as shown in below figure :

New Features of Spine HRMS Version 6.0.3



Group: 

Status: All Current Left Web Active

Employee: 

Remark for all:

OT Category for all:

Order by:

Show date(s) for which OT Request(s) Rejected

Ok Clear Cancel

Figure 153

If it is opted then it will display Rejected OT request in list view. Manager can apply again incase OT request is rejected.

OT > Apply By Manager - Bulk << Back

Notes :
● OT Rejected Record(s).

Employee Code	Employee Name	OT Date	Attendance Details	Actual OT Details	Entry By Emp OT Details	OT Hrs To Approve	Remark
<input type="checkbox"/> 5005	Akhil Mhatre	04-Jan-21	Shift Code : NX 9:30 AM - 6:30 PM In Time : 9:16 AM Out Time : 5:20 AM	In OT : 0.14 Out OT : 10.50 Total OT : 11.04	In OT : 0.00 Out OT : 0.00 Total OT : 0.00	In OT : 0.14 Out OT : 10.50 Total OT : 11.04	
<input type="checkbox"/> 5003	Subhash Patkar	10-Feb-21	Shift Code : NX 9:30 AM - 6:30 PM In Time : 9:30 AM Out Time : 10:30 PM	In OT : 0.00 Out OT : 4.00 Total OT : 4.00	In OT : 0.00 Out OT : 0.00 Total OT : 0.00	In OT : 0.00 Out OT : 4.00 Total OT : 4.00	

Figure 154

Earlier rejected OT request can applied from OT -> Apply and Apply By Manager - Single, now it is also available in Apply by Manager- Bulk.

New Features of Spine HRMS Version 6.0.3

5.23. New master-wise Attendance Reports

Two new master-wise reports provided for attendance in Time module:

I. New Report Type : "**CostCenter Wise ShiftWise Head Count Report**" is provided in Time -> *Shift-> Report-HR*, as shown in below Figure :

Shift > Reports - HR

Masterwise Shiftwise Head Count Report Back to selection

Department	Out Of Shift	GE
Accounts	134	0
Admin	33	0
iHRIS Dept	7	0
Information Technology	2	0
IT	41	1
Logistic	18	0
Security	2	0
Staff	1	0

Figure 155

It will display employee count which is assigned to Shift (in Roster or Transfer by HR) for selected date based on master selection. Incase shift is not allocated to employee for selected date then it will display count in "Out of Shift".

II. New Report Type: "**CostCenter Mandays/OT Report**" is provided in *Time > Attendance Report > Analysis Report*, as shown in below figure :

It will display master name wise summary data for selected period with Man Day(s), Man Hours, OT date wise.

MasterWise Mandays/OT Report Back to selection

Department	Head	01-Oct-21	02-Oct-21	03-Oct-21	04-Oct-21	05-Oct-21	Total
IT	Man Day(s)	1.00	1.00	0.50	1.00	1.00	4.50
	Man Hour(s)	9.00	9.00	4.30	7.00	5.12	34.42
	OT	0.00	0.00	0.00	0.00	0.00	0.00
Admin	Man Day(s)	0.00	0.00	0.00	1.00	0.00	1.00
	Man Hour(s)	0.00	0.00	0.00	0.03	0.00	0.30
	OT	0.00	0.00	0.00	1.01	0.00	1.01

Figure 156

- Man Days : Mandays will be displayed as $(\text{Manhours}-\text{OT})/8$ for particular date.
- Man Hours : Total Working Hours whose Total working hrs >0 AND Day type : DP,WOP,PHP will be displayed.
- OT :Total OT for particular based on will be displayed for respective date.

New Features of Spine HRMS Version 6.0.3

5.24. Changes in Short Time Off Email content

Changes are done in Short Time Off Email Content, as shown in Below Figure:

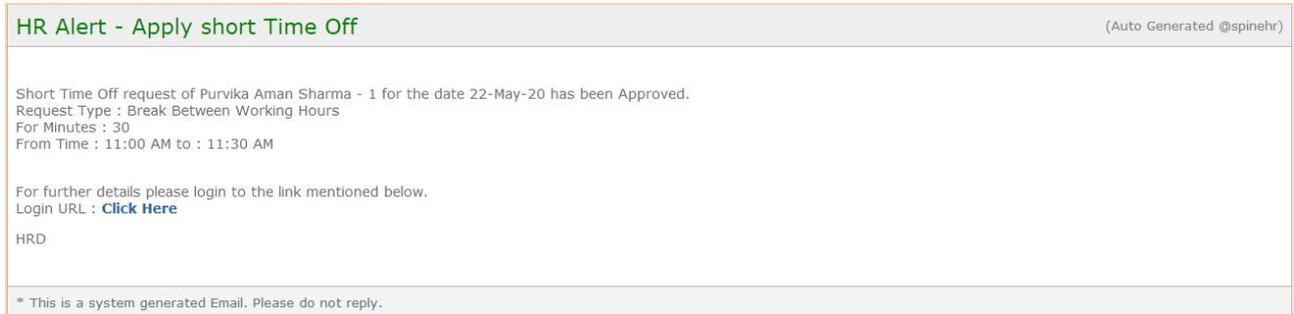


Figure 157

If 'Send Email to the Employee on Short Time Off application Approved / Rejected' setup is opted then Email content will contain Emp Name and Emp Code. e.g Now Email will get sent as 'Short Time Off request of Purvika Aman Sharma - 1 for the date 22-May-20 has been Approved'

5.25. Designation Master is added in Muster Report Writer Grouping

Designation Master is added in Muster Report Writer Grouping, as shown in below figure:

New Features of Spine HRMS Version 6.0.3

Attendance Reports > Muster Report Writer Grouping

Note *

Find the description for the abbreviation used below.
 SPST=Spine-Daytype; PRST=User-daytype; SHFT=shift-code; SHIFT IN=shift-intime; SHIFT OUT=shift-outtime;
 COFF=CutoffTime; F-DAY=shift-hr-fullday; H-DAY=shift-hr-halfday; ARRV=intime; DEPT=outtime; WORK=tot hr worked;
 LATE=late in; EARL=early going by; EXTR=extra our;OT=over time; LT=lost time; E-HRS=Effective Hrs; LateMark=latemark;

Settings File ▾

Select Grouping

Selection for Row

From Date *

Gender

Shift Code

Atten Type Group

Atten Types

Show Lock Records

Title 1

Title 2

Title 3

- branch
- Department
- Division
- Unit
- Category
- Group
- Designation

Atten Type Group: Spine Types ▾

Atten Types: ABS CL CO- CO+ DP EO L1
 L2 L3 L4 L5 LWP OD OL
 PH PHP PL SL WO WOP

Show Lock Records: No ▾

Title 1:

Title 2:

Title 3:

Columns Selection General Filters Filter Condition

	Column Name	Description
<input type="checkbox"/>	<input style="width: 100%;" type="text" value="SPST"/>	Spine Daytype
<input type="checkbox"/>	<input style="width: 100%;" type="text" value="PRST"/>	User Daytype
<input type="checkbox"/>	<input style="width: 100%;" type="text" value="SHFT"/>	Shift Code
<input type="checkbox"/>	<input style="width: 100%;" type="text" value="SHIFT IN"/>	Shift In Time
<input type="checkbox"/>	<input style="width: 100%;" type="text" value="SHIFT OUT"/>	Shift Out Time
<input type="checkbox"/>	<input style="width: 100%;" type="text" value="COFF"/>	Cut off Time
<input type="checkbox"/>	<input style="width: 100%;" type="text" value="F-DAY"/>	Shift Hour Fullday
<input type="checkbox"/>	<input style="width: 100%;" type="text" value="H-DAY"/>	Shift Hour Halfday

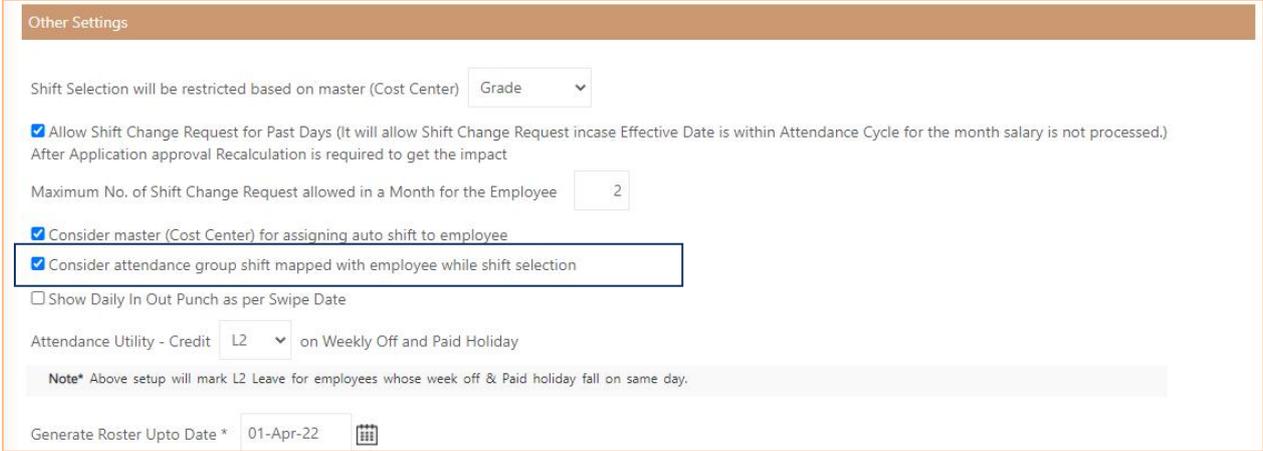
Figure 158

Report will be shown as per selection taken in 'select group' and filter options.

New Features of Spine HRMS Version 6.0.3

5.26. Shift Based Filter as per attendance group(Key Based)

New setup added 'Consider attendance group shift mapped with employee while shift selection' in *Time-> Configuration ->Attendance Settings*, as shown in below figure:



Other Settings

Shift Selection will be restricted based on master (Cost Center)

Allow Shift Change Request for Past Days (It will allow Shift Change Request incase Effective Date is within Attendance Cycle for the month salary is not processed.)
After Application approval Recalculation is required to get the impact

Maximum No. of Shift Change Request allowed in a Month for the Employee

Consider master (Cost Center) for assigning auto shift to employee

Consider attendance group shift mapped with employee while shift selection

Show Daily In Out Punch as per Swipe Date

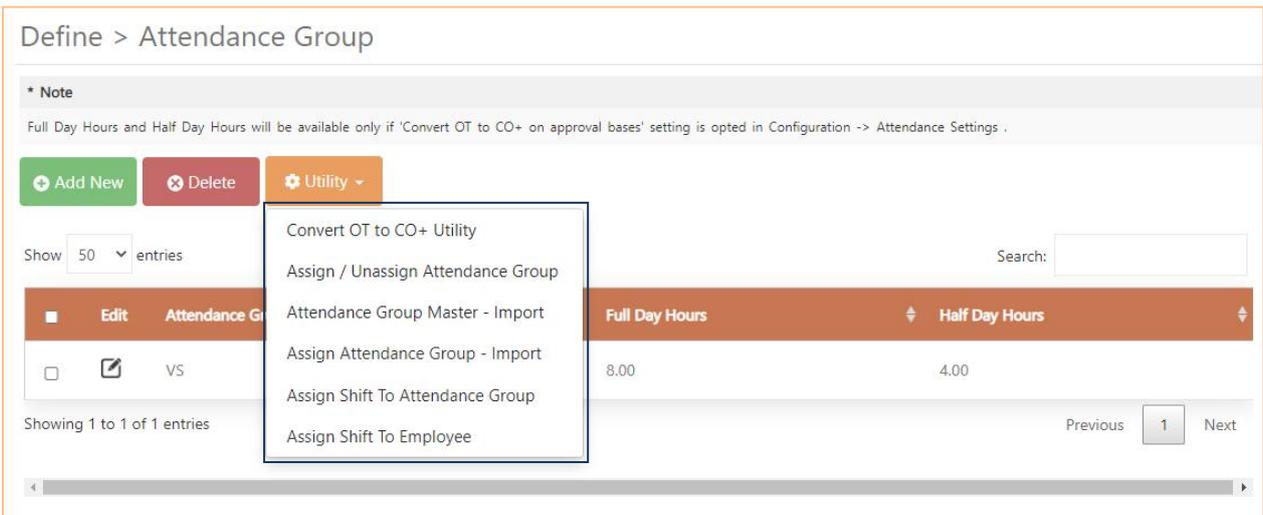
Attendance Utility - Credit on Weekly Off and Paid Holiday

Note* Above setup will mark L2 Leave for employees whose week off & Paid holiday fall on same day.

Generate Roster Upto Date * 

Figure 159

Two new menus are added under *Time -> Define -> Attendance Group* as shown in below figure:



Define > Attendance Group

* Note
Full Day Hours and Half Day Hours will be available only if 'Convert OT to CO+ on approval bases' setting is opted in Configuration -> Attendance Settings .

Show entries

Search:

	Full Day Hours	Half Day Hours
<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="VS"/>	8.00	4.00

Showing 1 to 1 of 1 entries

Previous Next

Utility Menu Options:

- Convert OT to CO+ Utility
- Assign / Unassign Attendance Group
- Attendance Group Master - Import
- Assign Attendance Group - Import
- Assign Shift To Attendance Group
- Assign Shift To Employee

Figure 160

1. Assign Shift To Attendance Group :

New Features of Spine HRMS Version 6.0.3

Define > Attendance Group - Assign Shift To Attendance Group

Attendance Group * : Accounts Group ▼

Available to Assign Already Assigned

Save Cancel

<input type="checkbox"/>	Shift Code	In Time	Out Time	CutOff Time
<input type="checkbox"/>	01	8:30 AM	6:00 PM	6:00 AM
<input type="checkbox"/>	02	8:30 AM	5:00 PM	10:00 PM
<input type="checkbox"/>	30	9:00 AM	5:30 PM	6:00 AM
<input type="checkbox"/>	A	10:00 AM	7:00 PM	2:00 AM
<input type="checkbox"/>	AD	8:45 AM	6:00 PM	11:59 PM
<input type="checkbox"/>	BH	9:30 AM	7:30 PM	3:00 AM
<input type="checkbox"/>	BL	8:30 AM	6:00 PM	11:59 PM
<input type="checkbox"/>	FL	9:00 AM	8:00 PM	11:50 PM
<input type="checkbox"/>	FS	8:00 AM	5:00 PM	4:00 AM
<input type="checkbox"/>	FT	7:00 AM	4:00 PM	12:01 AM
<input type="checkbox"/>	FX	8:30 AM	7:00 PM	11:59 PM
<input type="checkbox"/>	G1	8:30 AM	6:30 PM	1:00 AM
<input type="checkbox"/>	G9	9:30 AM	6:30 PM	4:00 AM
<input type="checkbox"/>	GN	9:45 AM	6:30 PM	5:36 PM
<input type="checkbox"/>	L1	10:00 AM	6:30 PM	6:00 AM
<input type="checkbox"/>	Mo	10:00 AM	6:30 PM	11:59 PM
<input type="checkbox"/>	NT	11:00 PM	10:10 AM	10:11 AM
<input type="checkbox"/>	P1	10:10 AM	7:00 PM	11:59 PM
<input type="checkbox"/>	PJ	9:00 AM	6:00 PM	4:00 AM
<input type="checkbox"/>	St	8:00 AM	8:00 PM	3:00 AM
<input type="checkbox"/>	W1	8:30 AM	5:30 PM	5:00 AM
<input type="checkbox"/>	WN	10:00 PM	6:00 AM	8:00 PM
<input type="checkbox"/>	WO	2:00 AM	11:00 PM	11:30 PM

Save Cancel

Figure 161

New Features of Spine HRMS Version 6.0.3

Define > Attendance Group - Assign Shift To Attendance Group

Attendance Group * : Accounts Group

Available to Assign | Already Assigned

Remove Cancel

<input type="checkbox"/>	Shift Code	In Time	Out Time	CutOff Time
<input type="checkbox"/>	B	3:00 PM	2:00 AM	1:00 PM
<input type="checkbox"/>	C	11:00 PM	7:00 AM	9:00 PM
<input type="checkbox"/>	G2	8:00 AM	6:00 PM	6:40 AM

Remove Cancel

Figure 162

2. Assign Shift To Employee:

Define > Attendance Group - Assign Shift To Employee

*** Note**
For best performance use filters.

Attendance Group: All

Grade:

Branch:

Department:

Division:

Unit:

Category:

Group:

Status: All Current Left Web Active

Employee:

View Clear Selection Back

Figure 163

New Features of Spine HRMS Version 6.0.3

Define > Attendance Group - Assign Shift To Employee

	Employee Name	Attendance Group	Attendance Group Shift	Shift
<input type="checkbox"/>	HIREN	Development Group	GS, GN, G9	<input type="checkbox"/> Mo <input type="checkbox"/> NT <input type="checkbox"/> A <input type="checkbox"/> G2 <input type="checkbox"/> G1 <input type="checkbox"/> WN <input type="checkbox"/> K2 <input type="checkbox"/> P1 <input type="checkbox"/> JN <input type="checkbox"/> FS <input type="checkbox"/> AD <input type="checkbox"/> FL <input type="checkbox"/> FX <input type="checkbox"/> 01 <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> F

Figure 164

If option 'Consider attendance group shift mapped with employee while shift selection' is opted then below functionality will work.

- I. Only restricted / allocated shifts in drop down will be available during Roster-Manager, Roster-HR, Bulk Transfer By Manager, Transfer By HR and Shift Change Request.
- II. In Import Roster and Import Roster Manager only those shift records will upload which are mapped with attendance group or with employee.
- III. If client has opted Auto Shift utility then only those shifts will be assign which are linked with attendance group or with employee.
- IV. Particular shift will be allocated to Attendance Groups or Shift Groups. One shift can be allocated to multiple Groups.
- V. Employee will be allocated to particular Attendance Group or Shift Group & even particular individual Shift.

5.27. Filter option provided for OT Approve By HR

New filter provided on front page in the form of drop down list with all available legend options as shown in below figure:

Time-> OT-> Approve by HR

New Features of Spine HRMS Version 6.0.3

OT > Approve By HR

Note *

Record(s) will be Locked on following basis:

- 1) Record(s) which are already approved
- 2) If OverTime Approval Required option is opted in shift definition **and** Record is locked for the date through Attendance Muster

From date *  To date * 

Note * Only past date records can be viewed

Grade	<input type="text"/>	
Branch	<input type="text"/>	
Department	<input type="text"/>	
Division	<input type="text"/>	
Unit	<input type="text"/>	
Category	<input type="text"/>	
Group	<input type="text"/>	
Status	<input type="radio"/> All <input checked="" type="radio"/> Current <input type="radio"/> Left <input type="radio"/> Web Active	
Employee	<input type="text"/>	
Shift	<input type="text"/>	

Filter By 

Get OT For Approval by Shift Definition

In OT > 0 Out OT > 0

Show Only OT Request Approved by Manager

View
Reset

Figure 165

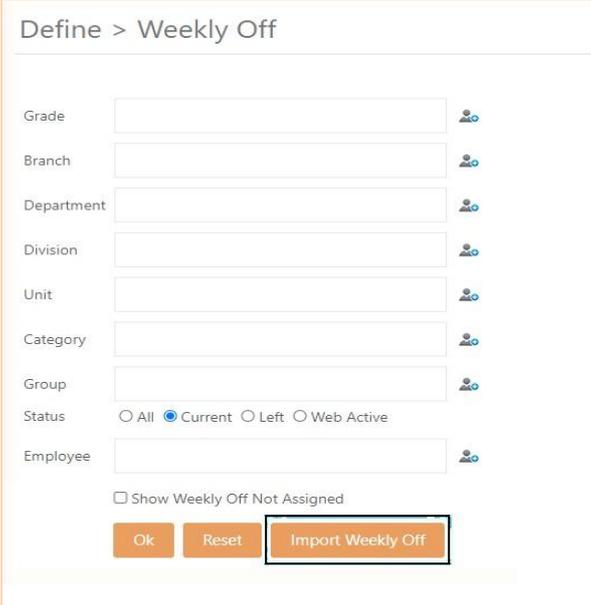
New Features of Spine HRMS Version 6.0.3

All legend options which are available In drop down list are as follow:

- I. All
- II. Muster Generation Entries
- III. Daily Attendance Muster And OT Approval Entries
- IV. OT Approval Entries
- V. Locked Entries (Already Approved)
- VI. Locked Entries(Day Locked)

5.28. Weekly Off Import option

'Import Weekly Off' is provided to upload weekly off through file in *Time->Weekly Off*, as shown in below figure:



Define > Weekly Off

Grade 

Branch 

Department 

Division 

Unit 

Category 

Group 

Status All Current Left Web Active

Employee 

Show Weekly Off Not Assigned

Figure 166

New Features of Spine HRMS Version 6.0.3

Define > Weekly Off

Note *

Columns sequence in the file has to be same as mentioned in File Format Structure.
Do not include header in file.
File formats allowed: csv.
Day Must Be One Of : Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Select File * No file chosen

Weekly Off Import			
<input type="checkbox"/> Mandatory Fields			
No.	Field	Type and Size	Remark
1	Employee Code	Text (10)	
2	Day	Text (10)	Sunday, Monday ...
3	1st	Text (3)	Yes / No Or Y/N
4	2nd	Text(3)	Yes / No Or Y/N
5	3rd	Text (3)	Yes / No Or Y/N
6	4rth	Text (3)	Yes / No Or Y/N
7	5th	Text (3)	Yes / No Or Y/N
8	ALL	Text (3)	Yes / No Or Y/N
9	Alt Odd	Text (3)	Yes / No Or Y/N
10	Alt Even	Text (3)	Yes / No Or Y/N

Figure 167

User has to prepare file as per given file structure format and import the same.

5.29. New Option provided in Shift Definition

New option provided in Shift Definition in *Time->Shift Definition*, as shown in below figure:

Define > Shift Definition

Note *

The Cutoff Time is the day start and Day end time. ie. any In time punched before that time will considered for previous day and any out Time punched after that time will considered for next day.
Eg. Today is 5th Aug 2019 and if shift timings are from 9:30 to 18:30 and cut-off is 5:00 then all punch between 5-aug-2019 5:01 till 6-aug-2019 5:00 will be accounted in 5th Aug 2019.

Shift Code * Shift Type * Total Working Hours

Reporting Time Leaving Time Half Day Hours

Cutoff Time This Shift Is Weekly Off Lunch Break (Min)

Email Address Tea Break (Min)

* Note : Enter multiple Email with comma separated.

Remark Dinner Break (Min)

Roll Over Timing (Min)

Consider This Shift For Hour Based Working And Add In/Out Punches Through Utility As Per Shift CutOff Time

Figure 168

New Features of Spine HRMS Version 6.0.3

In shift definition, new checkbox is provided as 'Consider This Shift For Hour Based Working And Add In/Out Punches Through Utility As Per Shift CutOff Time'. If this is opted then a new MISC utility is provided to update the InTime and OutTime of Employee in *Time->MISC Utilities*.

5.30. New MISC Utility provided as Update InTime OutTime Based On Shift CutOff Time

New MISC Utility is provided in *Time->MISC Utilities*, as shown in the below figure:

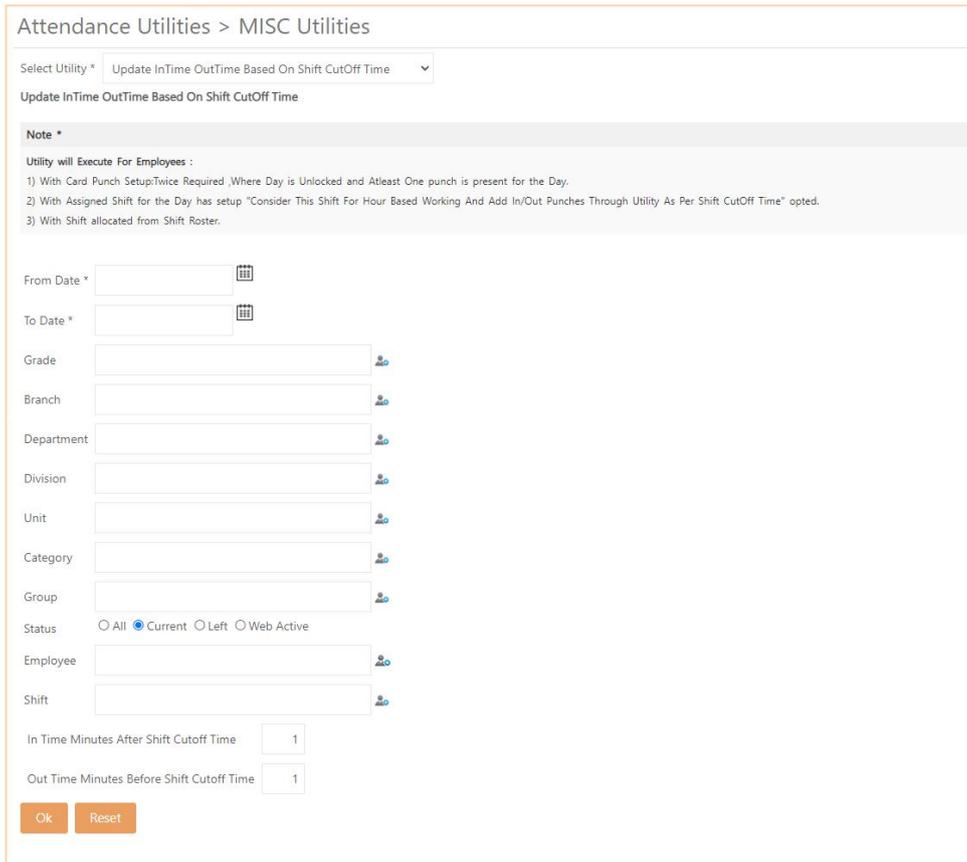


Figure 169

Utility will Execute For Employees :

- I. With Card Punch Setup: Twice Required, Where Day is Unlocked and At least One punch is present for the Day (In/Out/Z).
- II. With Assigned Shift for the Day has setup "Consider This Shift For Hour Based Working And Add In/Out Punches Through Utility As Per Shift Cut Off Time" opted.
- III. With Shift allocated from Shift Roster. (Shift from shift roster or Transfer by HR).

At the time of Running the utility User need to provide minutes between 1-30. After Running the utility In Punch with- In Time Minutes After Shift Cutoff Time and Out Punch with- Out Time Minutes Before Shift Cutoff Time will be marked for the day.

E.g. Employee Has Shift [AA] Time: 20-Dec-21 05:01 AM - 21-Dec-21 05:00 AM [As per Cut Off Time] .

In Time Minutes After Shift Cutoff Time and Out Time Minutes Before Shift Cutoff Time are provided as 02 then In and Out punch for Employee for the selected day will be marked as :

IN 20-Dec-21 05:02 AM

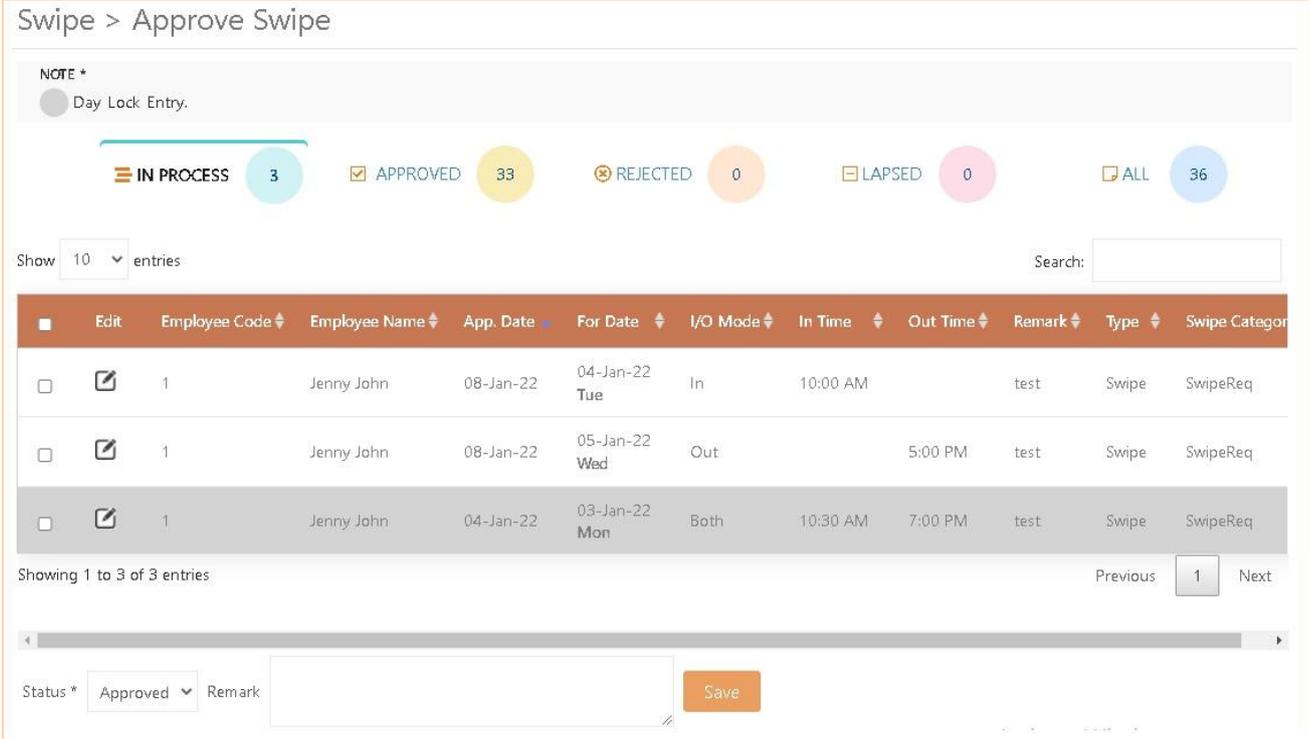
OUT 21-Dec-21 04:58 AM

5.31. Allow Shift Change Request for same day after approval

Shift change request for same day will be allowed after approval also. But in shift transfer HR there will be a single record only.

5.32. Day Lock Record indication in Approve Swipe

Day lock record indication is provided in *Swipe-> Approve Swipe* if day is already locked, as shown in below figure:



The screenshot shows the 'Swipe > Approve Swipe' interface. At the top, there is a 'NOTE *' section with a 'Day Lock Entry' indicator. Below this is a status filter bar with buttons for 'IN PROCESS' (3), 'APPROVED' (33), 'REJECTED' (0), 'LAPSED' (0), and 'ALL' (36). A search bar and a 'Show 10 entries' dropdown are also present. The main area contains a table with the following columns: Edit, Employee Code, Employee Name, App. Date, For Date, I/O Mode, In Time, Out Time, Remark, Type, and Swipe Category. The table lists three entries for Jenny John, with dates 08-Jan-22, 05-Jan-22, and 04-Jan-22. At the bottom, there is a 'Showing 1 to 3 of 3 entries' indicator, a 'Previous' button, a page number '1', and a 'Next' button. A 'Status *' dropdown is set to 'Approved', and a 'Remark' field is visible with a 'Save' button.

Figure 170

Same lock data indication is also provided in *Leave-->Approve menu*.

5.33. New setup provided as 'Manager Remark Mandatory while Approving/Applying OT Request'

New Setup provided in *Time->Attendance setting*, as shown in Below Figure:

New Features of Spine HRMS Version 6.0.3

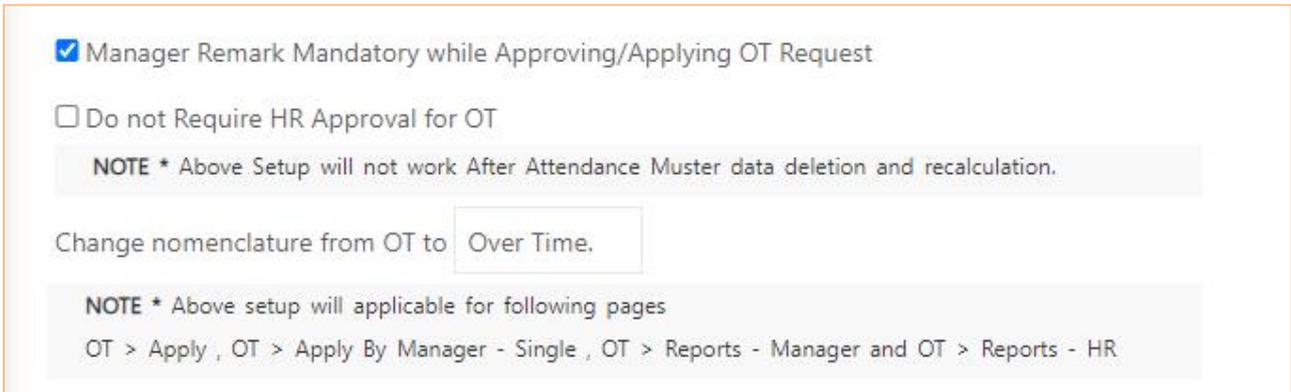


Figure 171

New setup provided as 'Manager Remark Mandatory while Approving/Applying OT Request' in Attendance Setting.

If opted then manager Remark will become mandatory for below menus:

- i. OT -> Apply By Manager - Single
- ii. OT -> Apply By Manager - Bulk
- iii. OT -> Approve

5.34.Attendance Muster Export(Key Based)

New menu is added with name Muster Export Report and Fetch button is provided in Muster export Report,as shown in Below Figure:



Figure 172

New Features of Spine HRMS Version 6.0.3

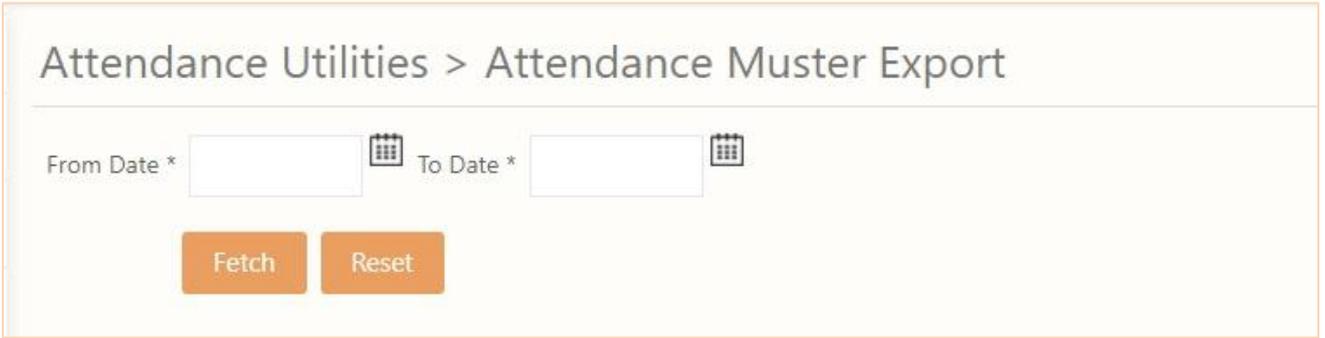


Figure 173

1. To copy attendance muster data to Third party database below setup need to configure :
In HRMS -> App Data -> Con.config connection string to be mentioned as "<add name="AttenMusterExport_ConnectionString" connectionString="[providerPathOf DailyAttenMuster Database]"/>"
 2. Attendance muster data will be copied to provided database in setup and will push data by creating new table "tblAttenMusterExport".
 3. Select Date Range and click on Fetch button once above client service configured.
- Note : Data will be pushed based on date selection in Expense Muster Export Report. Maximum Days 31 can be selected in date range to fetch attendance muster data.

6. Timesheet

6.1. Email setup for Project Assigned/unassigned to employee

New Email setup is provided for Project Assigned/unassigned to employee in *Time -> Configuration -> Timesheet Setting*, as shown in below Figure :

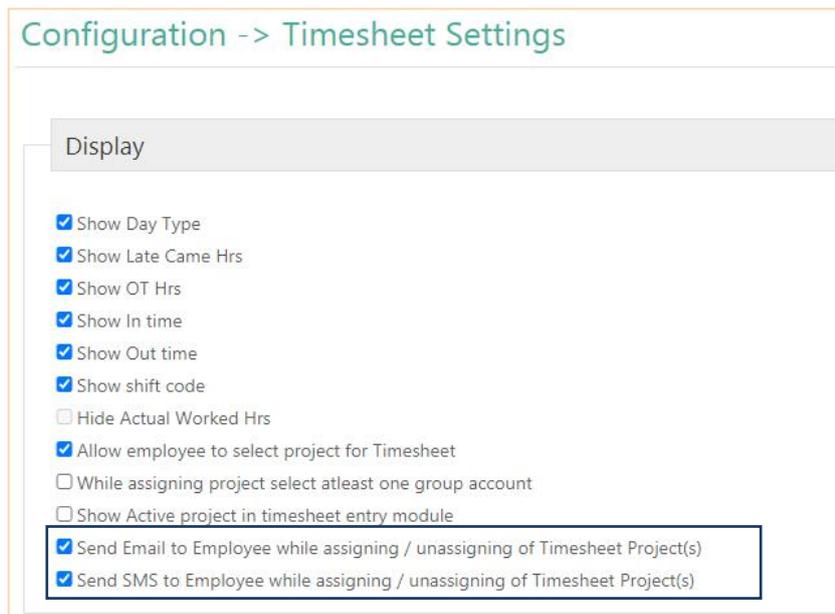


Figure 174

New Features of Spine HRMS Version 6.0.3

If these options are selected then while assigning/unassigning Project (From *Manage Timesheet* -> *Assign Project to Employee/Assign employee to Project*) to Employee Email/SMS will be sent to Employee on their Email ID/Mobile Number.

6.2. Employee Selfie image can be zoom in/zoom out

While approving/rejecting application for Mobile Clock In/Out employee selfie image displayed on screen can be zoom-in/zoom-out in *Time* -> *Swipe* -> *Approve Mobile Swipe* - HR/Manager.

Note : Earlier setup were provided in *Time* -> *Attendance* setting with option name as " Save HD image from Attendance settings" for image zoom-in/out, now it has removed from setup as default working for zoom-in/out is provided.

6.3. Mobile Mark-In/out rejection approver remark and email setup.

Approver Remark is provided in attendance In/Out punches on date popup window in below screen, as shown in Figure :

- I. Attendance -> My Attendance
- II. Attendance -> View Attendance - Manager
- III. Attendance -> View Attendance - HR



Shift [SH] Time: 08-Jul-20 12:00 AM - 08-Jul-20 11:59 PM [As per CutOff Time]

	Swipe Date	Entry Date Time	Approver Remark
bai, Maharashtra 400063.		08-Jul-20 11:30 AM	Duplicate in punch for same date. Please correct the same.
bai, Maharashtra 400063.		08-Jul-20 11:35 AM	Incorrect punches. Please try out punch again
bai, Maharashtra 400063.	08-Jul-20	08-Jul-20 06:15 AM	Duplicate Out punch for same date. Please correct the same.
bai, Maharashtra 400063.	08-Jul-20	08-Jul-20 06:30 AM	
bai, Maharashtra 400063.	08-Jul-20	08-Jul-20 10:02 AM	
bai, Maharashtra 400063.	08-Jul-20	08-Jul-20 10:15 AM	Duplicate in punch for same date. Please correct the same.

Figure 175

When an employee does Clock IN or Clock OUT from mobile & if Approver Rejects the Application with remark then Approver remark will be displayed in above screen.

2. Email setup is provided in *Time*-> *Configuration* -> *Attendance Setting* under Mobile attendance setting as "Send Email notification to employee when mobile Mark In / Mark Out is rejected."

If this is opted then email will be sent to respective Employee on their email ID in case approver reject the Mobile clock-in/clock-out request.

New Features of Spine HRMS Version 6.0.3

Mobile Attendance Setting

- Mobile In/Out on approval basis (by attendance workflow)
* Note: This setup wont work with Allow employee to add fence
- Save Employee Image during Mobile Clock In/Out
- Do Not Show Mark In Option
- Do Not Show Mark Out Option
- Allow employee to add fence
* Note: This setup wont work with Mobile In/Out on approval basis (by attendance workflow)
- Do not allow Consecutive Mark In / Mark Out through Mobile Application.
- Show Map for Mark In / Mark Out through Mobile Application.
- Capture Client Machine Time for Mobile Mark In / Mark Out.
- Send Email notification to employee when mobile Mark In / Mark Out is rejected.

Figure 176

6.4. Changes in Group Account 2, Group Account 3 wise cost list Timesheet Report

In Group Account 2, Group Account 3 wise cost list report ,Department column is added in *Timesheet -> Reports*, as shown in below Figure:

Group Name	Group Account 3	Group Account 1	Date	Emp Code	Employee Name	Department	Start Time	End Time	Total hrs	Remark
HRMS			01-Sep-2020	4	Mahesh Jay Kulkarni	Development	11:00 AM	11:30 AM	0.50	

Figure 177

6.5. Changes in Employee wise Timesheet Details Report

In Employee wise Timesheet Details Report ,Department column is added in *Timesheet -> Reports*, as shown in below Figure:

TimeSheet	Emp Code	Emp Name	Department	Actual Date	From Time	To Time	Work hours	Project	Status	Re
1 WEEK Aug#20	4	Mahesh Jay Kulkarni	Development	01-Aug-20			3.00	HRMS	In Process	
							Work hours :	3.00		
							Total Work hours :	3.00		

Figure 178

6.6. Changes in Day wise attendance summary Report

New Features of Spine HRMS Version 6.0.3

In Daywise attendance summary Report date is added in *Attendance Report -> Analysis Reports*, as shown in below Figure:

Daywise Attendance Summary For 01-Apr-2020													
Strength				Present				Absent					
Male	Female	Other	Total	Male	Female	Other	Total	Male	Female	Other	Total	Present %	Absent %
31	12		43	1			1	30	12		42	2.33	97.67

Page : 1

Figure 179

6.7. New Menu Project Department Master is provided

New Menu Project Department master is provided in *Manage Timesheet -> Project Department Master*, as shown in below Figure:

Project Department Master

+ Add New
✖ Delete

Show 10 entries

	Edit	Name	Description
<input type="checkbox"/>	<input type="checkbox"/>	Default	Default

Showing 1 to 1 of 1 entries (filtered from 6 total entries)

Previous 1 Next

Figure 180

User Can define Project department using this Menu. Default project Department will be Default added.

6.8. New Menu Assign Project Department to Employee is provided

New Menu Project Department master is provided in *Manage Timesheet -> Assign Project Department To Employee*, as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

Manage Time sheet > Assign Project Dept. to Employee - Assign

Import

Project Department: All

Grade:

Branch:

Department:

Division:

Unit:

Category:

Group:

Status: All Current Left Web Active

Employee:

Show the list of employees for which Project Department is not assigned

View **Clear Selection**

Figure 181

Assign Project Department to Employee menu is provided with import. Project department named 'Default' will be default created and assigned to Employee who were having atleast one project assigned before upgrade.

6.9. Changes in Project Master

Project Dept. and Project Desc. fields are provided in *Manage Time sheet -> Project Master* as shown in below Figure:

Manage Time sheet -> Project Master

Group Name *

Flag Value

JV A/c Code

JV Opp A/c Code

Email Id

Group Account 1

Group Account 2

Group Account 3

Group Account 4

Group Account 5

Project Dept.

Project Desc.

Status

Note: Impact of status (Active/Deactive) will be applicable only Timesheet setting (Consider system time for filling time sheet) has been opted.

Save **Cancel**

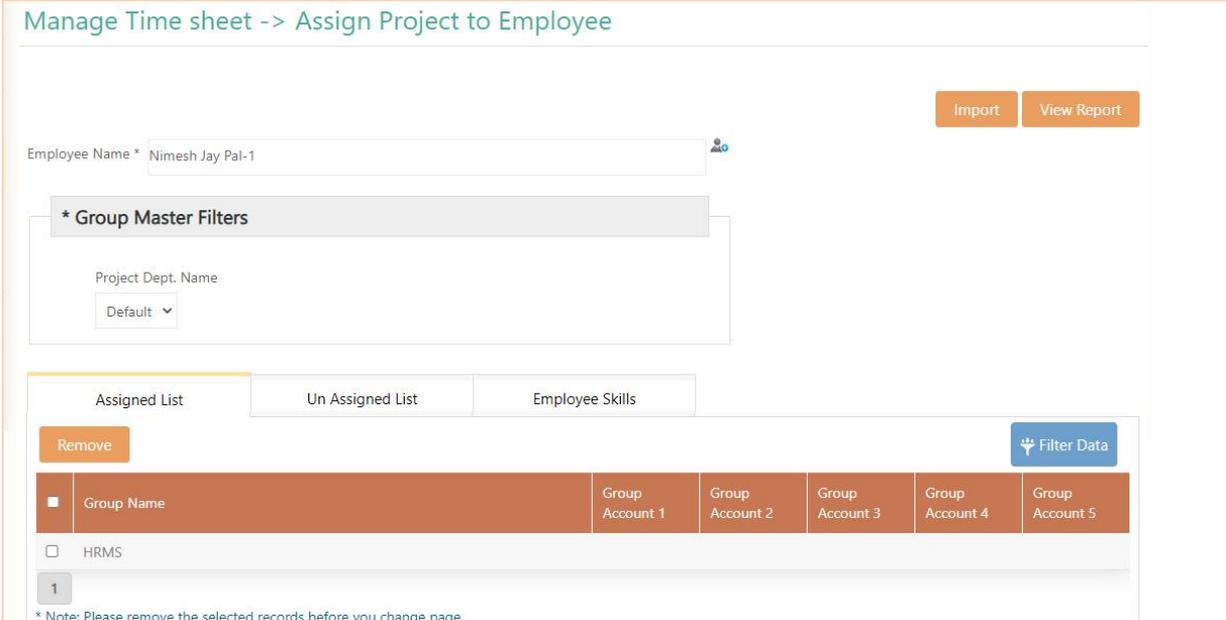
New Features of Spine HRMS Version 6.0.3

Figure 182

Project Dept. and Project Desc. fields are provided. All Project added before upgrade will be assigned Default department.

6.10. Changes in Assign Project to Employee

Changes are done in *Manage Timesheet -> Assign Project to Employee* as shown in below Figure:



Manage Time sheet -> Assign Project to Employee

Employee Name * Nimesh Jay Pal-1

*** Group Master Filters**

Project Dept. Name
Default

Assigned List | Un Assigned List | Employee Skills

Remove | Filter Data

Group Name	Group Account 1	Group Account 2	Group Account 3	Group Account 4	Group Account 5
<input type="checkbox"/> HRMS					

1

* Note: Please remove the selected records before you change page.

Figure 183

Projects (Assigned/Un Assigned) are shown as per project department i.e. Projects which are having same Project Department name as Employee's Project Department will be shown. Project department impact is added in all related pages.

6.11. Changes in Assign Employee to Project

Changes are done in *Manage Timesheet -> Assign Employee to Project* as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

Manage Time sheet -> Assign Employee to Project

Select Project * 

Select Skill 

Assigned List

Un Assigned List

Emp Code	Emp Name	Grade	Branch	Department
<input type="checkbox"/> 3	Anil Jay Singh	A	Mumbai	Development

Figure 184

Employee (Assigned/Un Assigned) are shown as per project department i.e. Employee which are having same Project Department as Project's Project Department will be shown.

6.12. Assign Project to Employee menu provided to Approver

New Menu Project Department master is provided in *Attendance Report -> Analysis Reports*, as shown in below Figure:

Manage Time sheet > Assign Project to Employee - Manager

Employee Name * 

Figure 185

Assign Project to Employee menu provided to Approver same as HR.Projects (Both Assigned / Unassigned) which are having same project department as employee's Project department will be shown and approver can assign them.

6.13. New Setup provided as 'Show Effective Date while filling Time Sheet'

New Setup 'Show Effective Date while filling Time Sheet' is provided in *Configuration -> Timesheet Settings* as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

Configuration -> Timesheet Settings

Display

- Show Day Type
- Show Late Came Hrs
- Show OT Hrs
- Show In time
- Show Out time
- Show shift code
- Hide Actual Worked Hrs
- Allow employee to select project for Timesheet
- While assigning project select atleast one group account
- Show Active project in timesheet entry module
- Show Effective Date while filling Time Sheet
- Show From Time/To Time while filling Time Sheet
- Show filled Time Sheet to Manager, Even if an Employee has not submitted
- Send Email to Employee while assigning / unassigning of Timesheet Project(s)
- Send SMS to Employee while assigning / unassigning of Timesheet Project(s)

Figure 186

If this setup is opted then only Effective date will be available while filling Time sheet. Impact is given in Mobile as well.

6.14. New Setup provided as 'Show From Time/To Time while filling Time Sheet'

New Setup 'Show From Time/To Time while filling Time Sheet' is provided in Configuration -> Timesheet Settings as shown in below Figure:

Configuration -> Timesheet Settings

Display

- Show Day Type
- Show Late Came Hrs
- Show OT Hrs
- Show In time
- Show Out time
- Show shift code
- Hide Actual Worked Hrs
- Allow employee to select project for Timesheet
- While assigning project select atleast one group account
- Show Active project in timesheet entry module
- Show Effective Date while filling Time Sheet
- Show From Time/To Time while filling Time Sheet
- Show filled Time Sheet to Manager, Even if an Employee has not submitted
- Send Email to Employee while assigning / unassigning of Timesheet Project(s)
- Send SMS to Employee while assigning / unassigning of Timesheet Project(s)

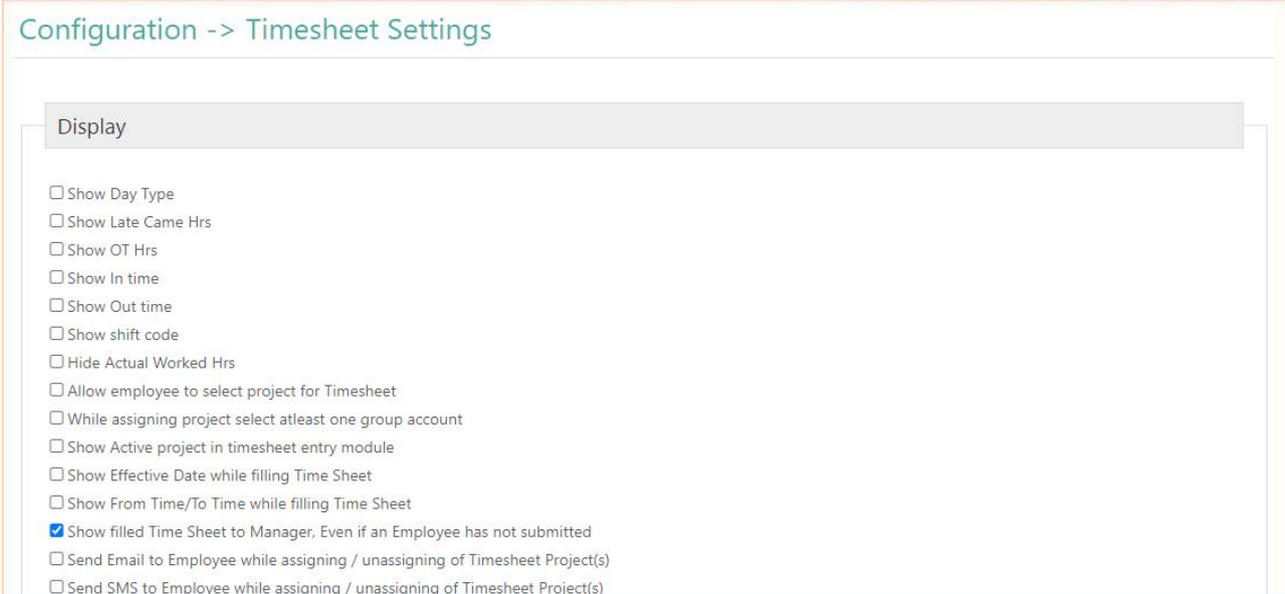
Figure 187

If this setup is opted then only From Time/To Time will be available while filling Time sheet. Impact is given in Mobile as well.

New Features of Spine HRMS Version 6.0.3

6.15. New Setup provided as 'Show filled Time Sheet to Manager, Even if an Employee has not submitted'

New Setup 'Show filled Time Sheet to Manager, Even if an Employee has not submitted' is provided in *Configuration -> Timesheet Settings* as shown in below Figure:

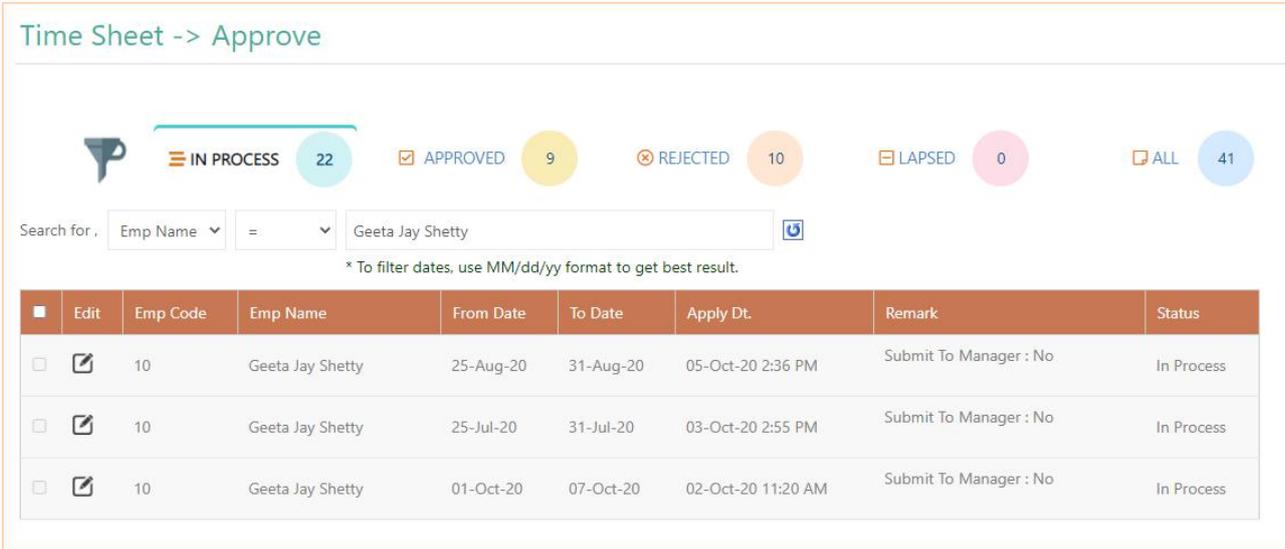


Configuration -> Timesheet Settings

Display

- Show Day Type
- Show Late Came Hrs
- Show OT Hrs
- Show In time
- Show Out time
- Show shift code
- Hide Actual Worked Hrs
- Allow employee to select project for Timesheet
- While assigning project select atleast one group account
- Show Active project in timesheet entry module
- Show Effective Date while filling Time Sheet
- Show From Time/To Time while filling Time Sheet
- Show filled Time Sheet to Manager, Even if an Employee has not submitted
- Send Email to Employee while assigning / unassigning of Timesheet Project(s)
- Send SMS to Employee while assigning / unassigning of Timesheet Project(s)

Figure 188



Time Sheet -> Approve


IN PROCESS 22
APPROVED 9
REJECTED 10
LAPSED 0
ALL 41

Search for: Emp Name = Geeta Jay Shetty

* To filter dates, use MM/dd/yy format to get best result.

Edit	Emp Code	Emp Name	From Date	To Date	Apply Dt.	Remark	Status
	10	Geeta Jay Shetty	25-Aug-20	31-Aug-20	05-Oct-20 2:36 PM	Submit To Manager : No	In Process
	10	Geeta Jay Shetty	25-Jul-20	31-Jul-20	03-Oct-20 2:55 PM	Submit To Manager : No	In Process
	10	Geeta Jay Shetty	01-Oct-20	07-Oct-20	02-Oct-20 11:20 AM	Submit To Manager : No	In Process

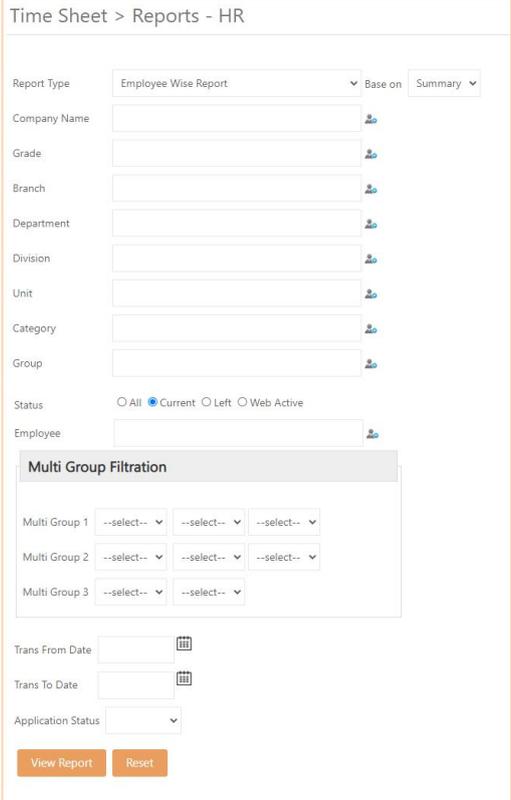
Figure 189

If this setup is opted then Not submitted timesheets will be shown to manager in Approval page. Such Not submitted timesheets can be viewed only.

6.16. Application Status Filter option provided in Time sheet

Application Status Filter is provided in *Time Sheet > Reports - HR* as shown in below Figure:

New Features of Spine HRMS Version 6.0.3



The screenshot shows the 'Time Sheet > Reports - HR' interface. It includes a 'Report Type' dropdown set to 'Employee Wise Report' and a 'Base on' dropdown set to 'Summary'. Below these are input fields for 'Company Name', 'Grade', 'Branch', 'Department', 'Division', 'Unit', 'Category', and 'Group', each with a user selection icon. A 'Status' section has radio buttons for 'All', 'Current' (selected), 'Left', and 'Web Active'. An 'Employee' field with a user selection icon is also present. A 'Multi Group Filtration' modal is open, showing three rows of 'Multi Group' filters, each with three dropdown menus. At the bottom, there are 'Trans From Date' and 'Trans To Date' fields with calendar icons, an 'Application Status' dropdown, and 'View Report' and 'Reset' buttons.

Figure 190

Application status dropdown is provided in below mentioned reports with values: Inprocess/Approved/Rejected.

For following reports this filter is provided:

- I. Employee Wise Report
- II. Project wise Summary Report
- III. Project/Employee wise Summary Report
- IV. Time Sheet Hours Vs Attendance Hours
- V. Employee wise Cost List Report
- VI. GroupAccount1 wise Cost List Report
- VII. GroupAccount2 , GroupAccount3 wise Cost List Report
- VIII. Date/ Account code wise List Report
- IX. TimeSheet Details Report With Manager Remark
- X. Employee Attendance Hrs Vs Project Hrs Summary
- XI. Employee Attendance Hrs Vs Project Hrs Details
- XII. Project/Account code wise Report
- XIII. Employee wise Project/Account code wise Detail Report
- XIV. Project wise summary Report (pivot)
- XV. Date/ Account code wise Cost List Report
- XVI. Employee Wise TimeSheet Details Report

6.17. Leave lapse Utility provided

Leave Lapsed Utility is provided on *Attendance Utilities --> MISC utilities*, as shown in below figure:

New Features of Spine HRMS Version 6.0.3

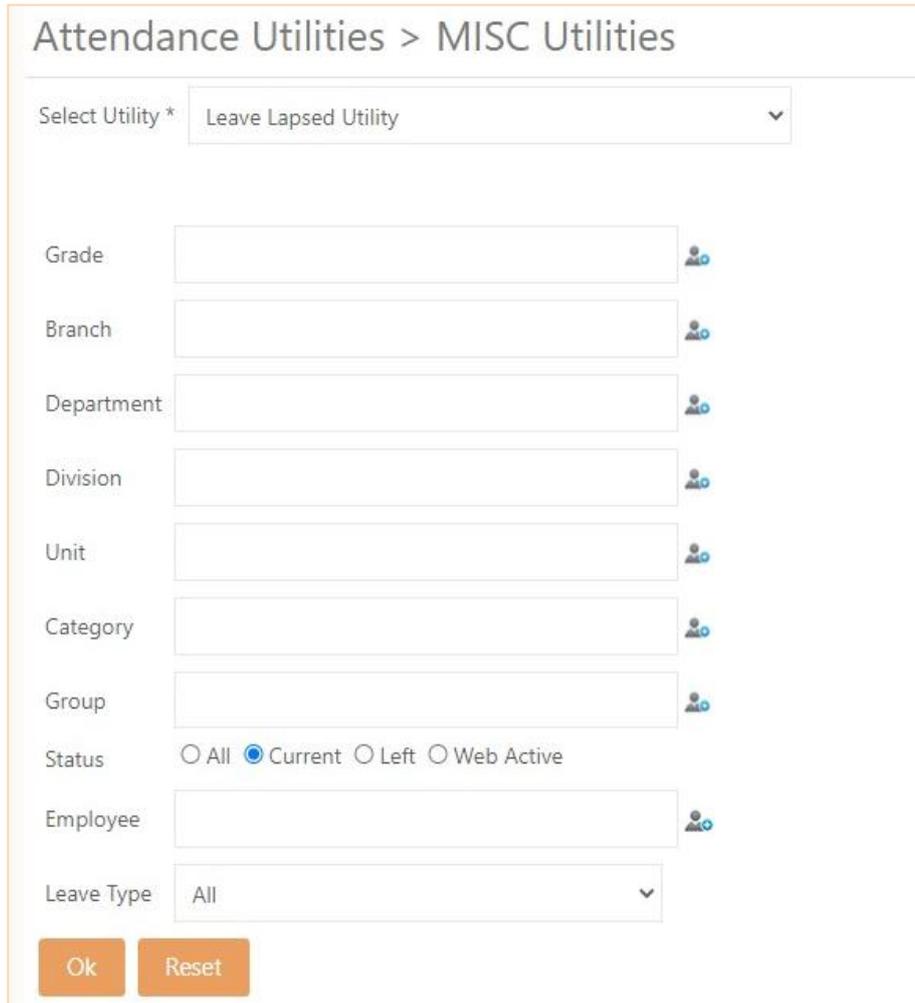


Figure 191

A Setup is provided to Lapse the Leave for past XX days in *Leave-->Configuration --> Settings -->Leave Application General Settings -->Leave Lapse Settings*, as shown in below figure:

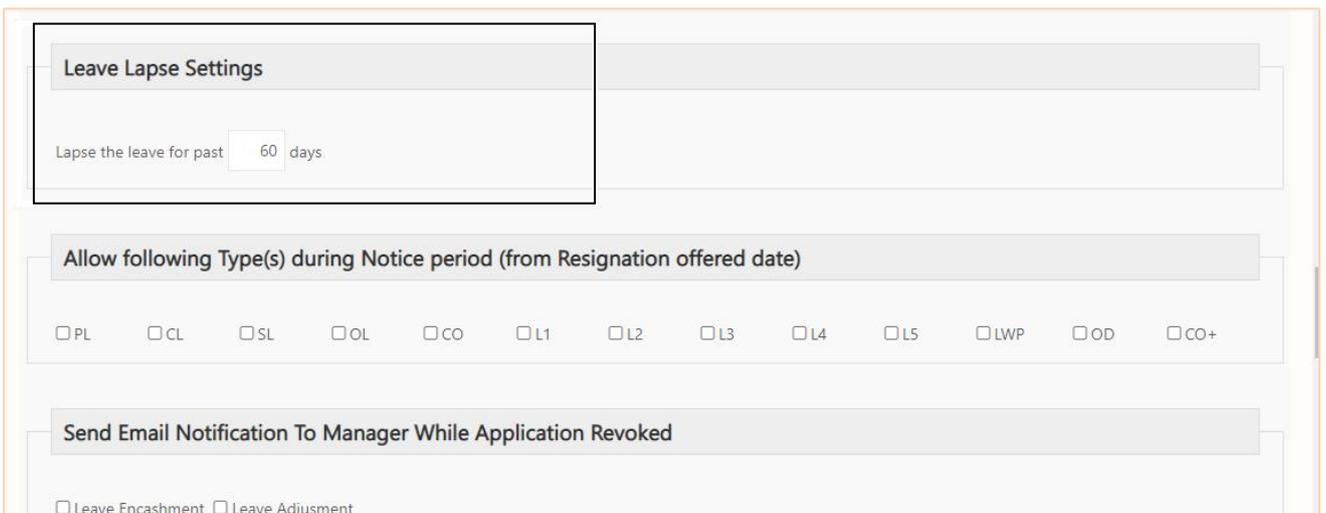


Figure 192

A Utility needs to be run on daily basis to get accurate result of balances.

New Features of Spine HRMS Version 6.0.3

7. Claim

7.1. Assign Default Project Department in Claim

Assign Default Project Department button is provided in *Claim -> Assign project/Timesheet-> Assign Project to Employee & vice versa* for Project and employee Project Department is not assigned, as shown in below Figure :



Manage Expense > Assign Project

Employee Name *

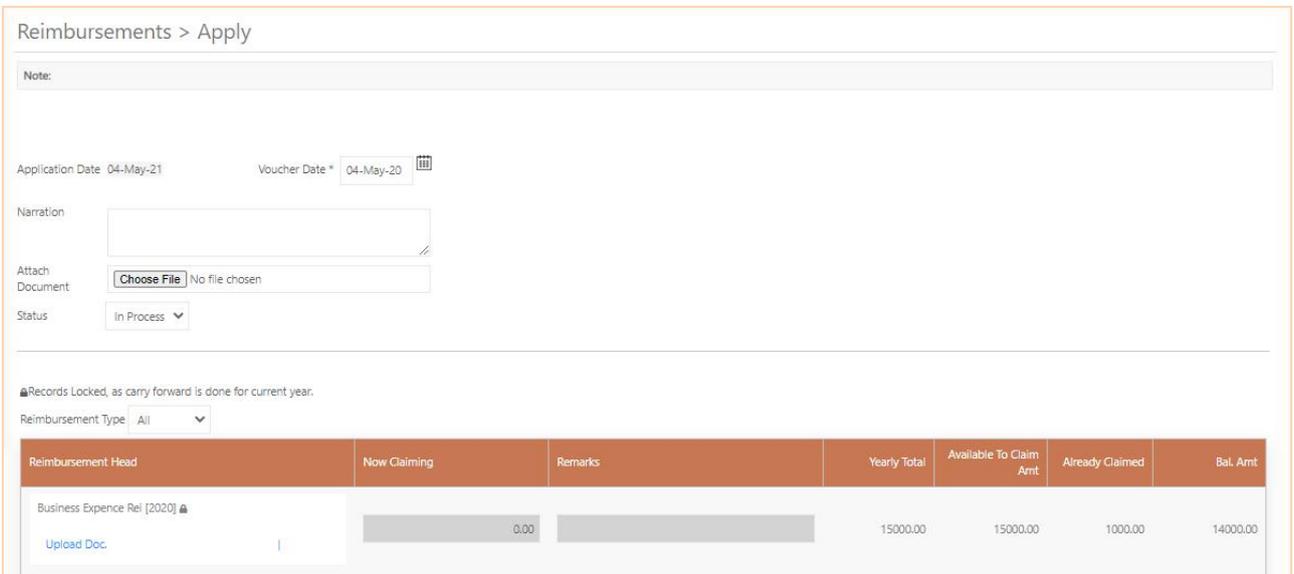
Import View Report **Assign Default Project Department**

Figure 193

By clicking on this button Project Department as "Default" will be assigned to Project and Employee.

7.2. Reimbursement changes

Changes are done in *Reimbursements -> Apply* as shown in below figure:



Reimbursements > Apply

Note:

Application Date 04-May-21 Voucher Date * 04-May-20

Narration

Attach Document No file chosen

Status

Records Locked, as carry forward is done for current year.

Reimbursement Type All

Reimbursement Head	Now Claiming	Remarks	Yearly Total	Available To Claim Amt	Already Claimed	Bal. Amt
Business Expense Rei [2020] <input type="button" value="Upload Doc"/>	0.00		15000.00	15000.00	1000.00	14000.00

Figure 194

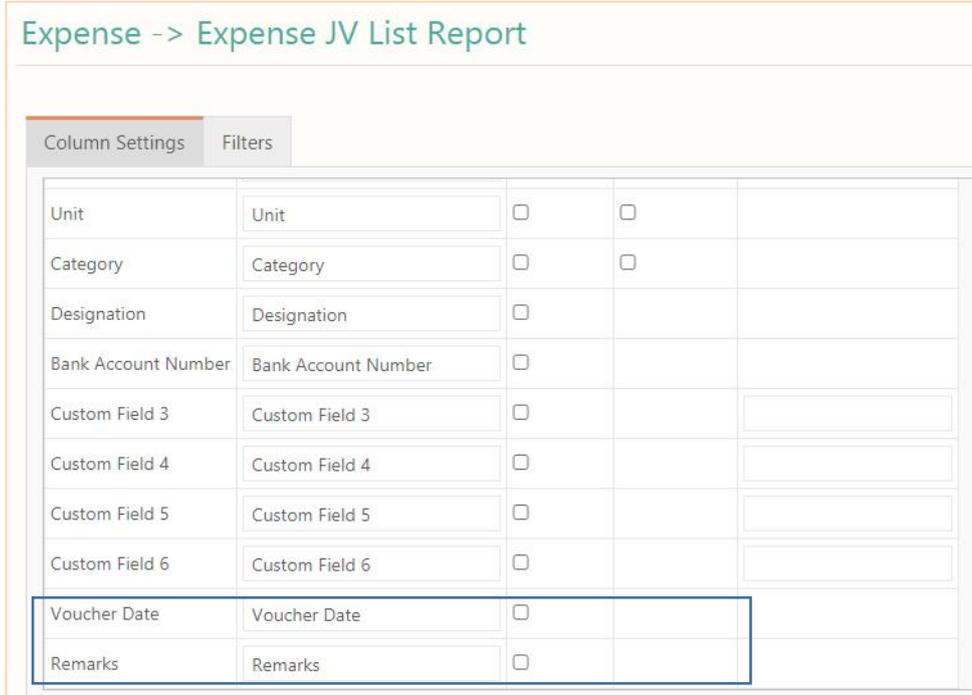
If Update and Carry Forward is not done for Current Year then Employee can apply for Previous year Voucher.

If Update and Carry Forward is done for Current Year then Employee can not apply for Previous year Voucher. Records will be displayed in locked state.

New Features of Spine HRMS Version 6.0.3

7.3. New fields added in Expense JV List Report

New Fields are provided in *Claim -> Expense -> JV List Report*, as shown in below figure:



The screenshot shows the 'Expense -> Expense JV List Report' interface. It features a 'Column Settings' tab and a table of fields with checkboxes for selection. The fields listed are:

Field Name	Input Field	Checkbox 1	Checkbox 2	Input Field
Unit	Unit	<input type="checkbox"/>	<input type="checkbox"/>	
Category	Category	<input type="checkbox"/>	<input type="checkbox"/>	
Designation	Designation	<input type="checkbox"/>		
Bank Account Number	Bank Account Number	<input type="checkbox"/>		
Custom Field 3	Custom Field 3	<input type="checkbox"/>		<input type="text"/>
Custom Field 4	Custom Field 4	<input type="checkbox"/>		<input type="text"/>
Custom Field 5	Custom Field 5	<input type="checkbox"/>		<input type="text"/>
Custom Field 6	Custom Field 6	<input type="checkbox"/>		<input type="text"/>
Voucher Date	Voucher Date	<input type="checkbox"/>		
Remarks	Remarks	<input type="checkbox"/>		

Figure 195

In *Claim -> Expense -> JV List Report* below new fields are provided :

1. **Voucher Date** : It will display voucher date on which expense voucher added.
2. **Remark** : It will display remark from Expense item.

7.4. Enhancement for Expense module

Enhancement is done in Apply Voucher , as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

Expense -> Apply Voucher

Employee Name	Suresh Iyer	Employee Code	5001
Application Dt.	07-Aug-20		

Expense Voucher | Expense Head-wise Details

<input type="checkbox"/>	Edit	Expense Head	Date	Claimed Amt/ Conv.Claimed Amt	Approved Amt/ Conv.Approved Amt	Rejected Amt/ Conv.Rejected Amt	Job ID	Invoice No.	Conv. Rate	Conv. Final Amt
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Aeroplane	07-Aug-20 Fri	100.00	0.00	100.00			1	0.00
				100.00	0.00	100.00				

Base on : Actual amount

Figure 196

In Claims -> Expense module for below menu's Note is provided :
 Expense City Type, Expense City, Expense Category, Allocate Expense to Group, Travel Type
 Expense Travel Type menu has shifted after menu Expense City Type.
 "Allocate Expense to Group" button available in Expense Head will display as menu in Manage Expense.
 While applying new voucher entry in *Expense -> Apply Voucher*, "Save and Submit" button is provided
 which will save the voucher and submit for approval directly.

7.5. New Setup User Defined Caption - Transport Type

New Setup 'User Defined Caption - Transport Type' is provided in *Claim -> Expense Setting* as shown in below figure:

User Defined Caption - Transport Type

Display Following Details In Expense Voucher

Print Master details

Grade
 Branch
 Department
 Division
 Unit
 Category
 Group
 Designation

Figure 197

In Expense Setting New setup provided as 'User Defined Caption - Transport Type'. Here user can set user defined caption for Transport Type.

This user defined name will be shown in Expense Voucher added with option: Claim without travel and in reports.

New Features of Spine HRMS Version 6.0.3

7.6. Expense JV data can push to third party table (key base)

“Copy JV View Data” button is provided in *Claims -> Expense -> Expense JV List Report*, (client who have opted this key) as shown in below Figure :

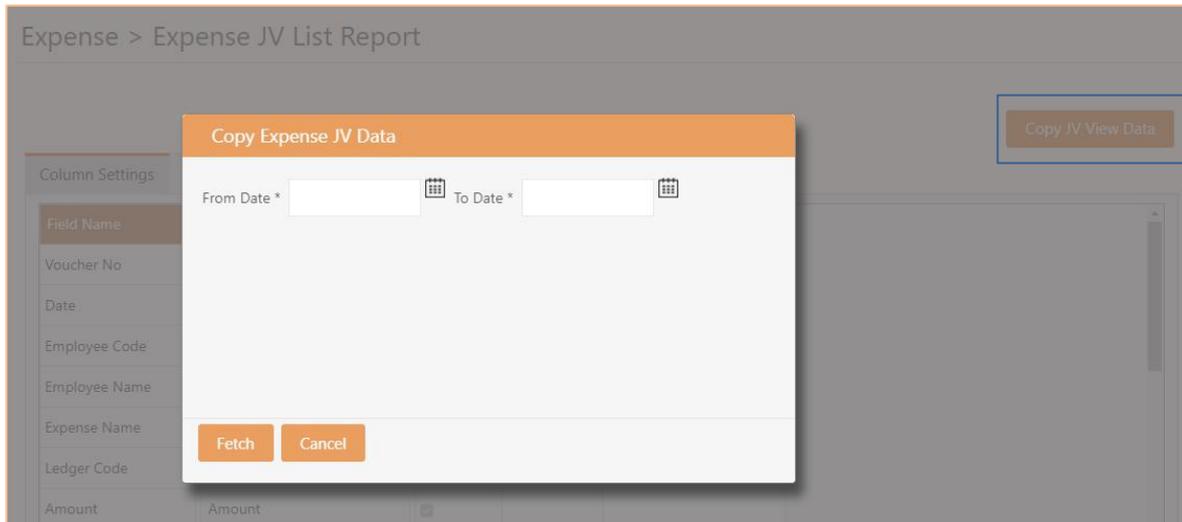


Figure 198

To copy expense JV data to Third party database below setup need to configure :

In HRMS -> App Data -> Con.config connection string to be mentioned as "<add name="JVData_ConnectionString" connectionString="[providerPathOfJVDatabase]"/>"

JV view data will be copied to provided database in setup and will push data by creating new table "Tab_ExpenseJVView".

Select Date Range and click on Fetch button once above client service configured.

Note :

- I. Data will be pushed based on option "Generate DR/CR Entries for each voucher items" opted in Expense JV List Report.
- II. Maximum Days 31 can be selected in date range to copy JV Data.

7.7. Changes in Copy JV Data

If using 'Copy JV data' button user is pushing data to sql mediator table of expense then GST details like Vendor Name. Location: GST NO: Gross Amt: IGST SGST: CGST UGST will also be fetched. GST details will be pushed to 'Tab_ExpenseJVView' table.

7.8. Expense category column for approver list in Approve Voucher

Expense Category Column is provided in Expense->Approve Voucher, as shown in below figure:

New Features of Spine HRMS Version 6.0.3

Expense > Approve Voucher

IN PROCESS 2
 APPROVED 20
 REJECTED 2
 LAPSED 1
 ALL 25

100 entries Search:

Edit	Voucher No.	Employee Code	Employee Name	App. Date	From Date	To Date	Exp. Category	Narration	Project	Claimed Amt
<input checked="" type="checkbox"/>	30	5009	Swati Shetty	17-Jan-20	04-Nov-19	04-Nov-19	Expense cat 1			6000.00
<input checked="" type="checkbox"/>	27	5111	Punam Jaiswal	10-Jan-20	09-Jan-20	09-Jan-20	Expense cat 1			34.00

Figure 199

“Expense Category” column is provided in Expense while approving voucher for Manager in *Claim -> Expense -> Approve Voucher*, as shown in below Figure :

It will display Expense category which is selected by Employee while adding voucher.

7.9. New option provided in Expense JV List Report

New option is provided in *Expense > Expense JV List Report*, as shown in below figure:

Expense > Expense JV List Report

Column Settings Filters

Bank Account Number	Bank Account Number	<input type="checkbox"/>		
Bank Account Number1	Bank Account Number1	<input type="checkbox"/>		
Bank Account Number2	Bank Account Number2	<input type="checkbox"/>		
Custom Field 3	Custom Field 3	<input type="checkbox"/>		
Custom Field 4	Custom Field 4	<input type="checkbox"/>		
Custom Field 5	Custom Field 5	<input type="checkbox"/>		
Custom Field 6	Custom Field 6	<input type="checkbox"/>		
Custom Field 7	Custom Field 7	<input type="checkbox"/>		
Custom Field 8	Custom Field 8	<input type="checkbox"/>		
Custom Field 9	Custom Field 9	<input type="checkbox"/>		

Generate DR/CR Entries for each voucher items
 Seperate DR/CR Amount for each voucher items

Figure 200

Below New Fields are added:

- i. Bank Account Number1
- ii. Bank Account Number2

New Features of Spine HRMS Version 6.0.3

- iii. Custom Field 7
- iv. Custom Field 8
- v. Custom Field 9

New option provided as 'Seperate DR/CR Amount for each voucher items' .If this new option is selected then two columns will be displayed in result with name Debit and Credit. Debit Column will display Dr amt and Credit column will display Cr amt.

7.10. Mail alert for reimbursement voucher rejection

Changes are done for Email Content of Setup Send Email to the Employee on Reimbursement Request Approved, as shown in below figure:

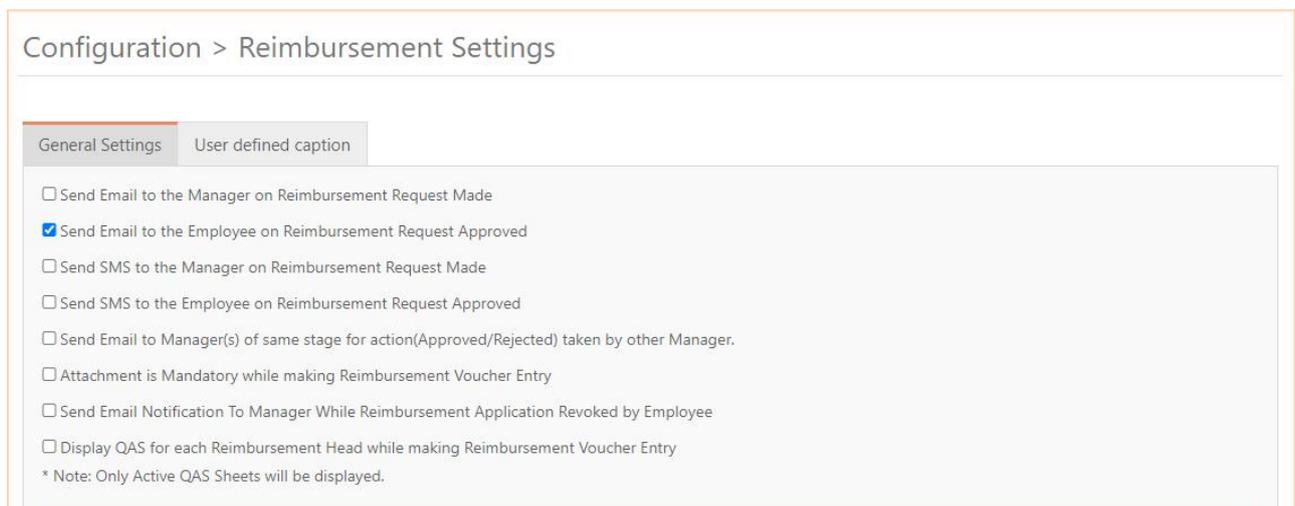


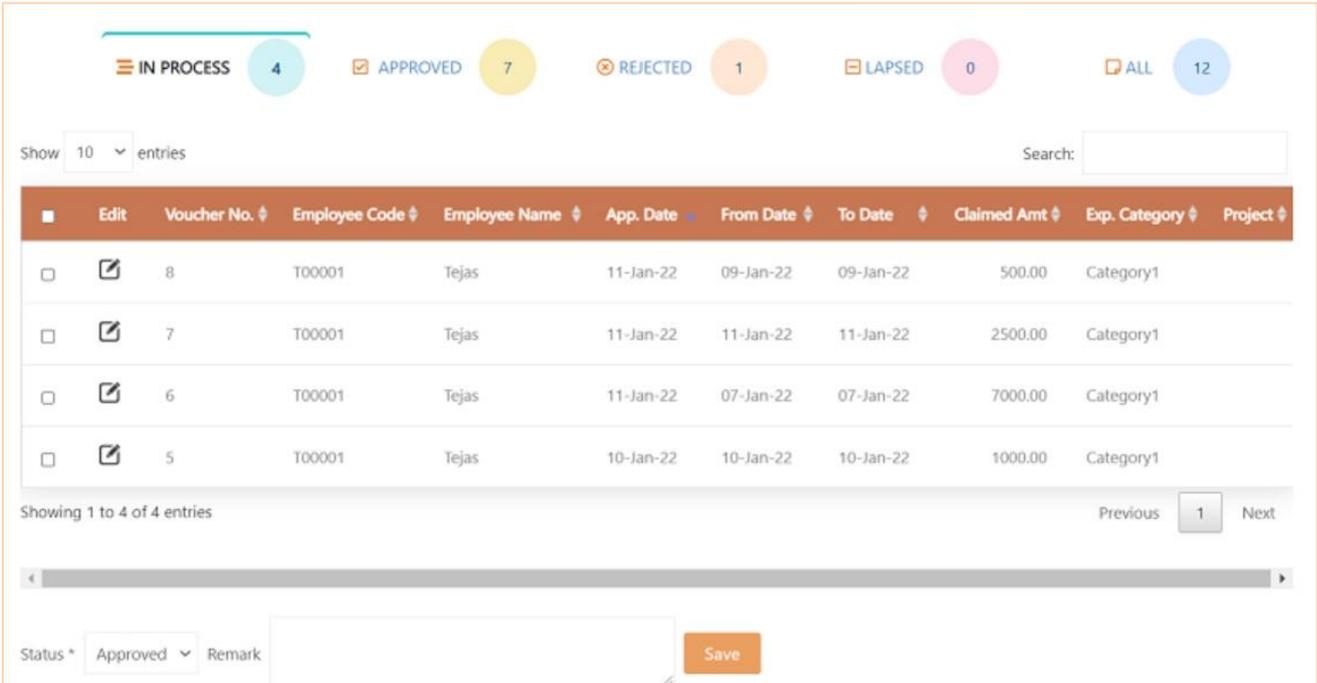
Figure 201

if setup 'Send Email to the Employee on Reimbursement Request Approved' is opted then Reason for approval /Rejection is shown in Email with Label Approver Remark.

7.11. Bulk approval option added in Web Login

Bulk approval option is provided in *Claims --> Expense --> Approve Voucher*, as shown in below figure:

New Features of Spine HRMS Version 6.0.3



IN PROCESS 4 APPROVED 7 REJECTED 1 LAPSED 0 ALL 12

Show 10 entries Search:

	Edit	Voucher No.	Employee Code	Employee Name	App. Date	From Date	To Date	Claimed Amt	Exp. Category	Project
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8	T00001	Tejas	11-Jan-22	09-Jan-22	09-Jan-22	500.00	Category1	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	T00001	Tejas	11-Jan-22	11-Jan-22	11-Jan-22	2500.00	Category1	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	T00001	Tejas	11-Jan-22	07-Jan-22	07-Jan-22	7000.00	Category1	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	T00001	Tejas	10-Jan-22	10-Jan-22	10-Jan-22	1000.00	Category1	

Showing 1 to 4 of 4 entries Previous 1 Next

Status * Approved Remark Save

Figure 202

Previously in HRMS web login there was no option to select the vouchers in bulk for approval in Expense module. Now it is provided.

7.12. Name of the Final authorized personnel in Authorized Official.

Changes are done in Print Voucher in *Expense->Apply Voucher/Approve Voucher*, as shown in Below Figure:

New Features of Spine HRMS Version 6.0.3

Expense > Approve Voucher - Expense Voucher

Back to selection

1 of 1

100%

Demo Company
Expense Voucher

Voucher No. 1
Voucher date 10-Jan-22

Employee Name Tejas
For the period 3-Jan-22 to 4-Jan-22
Remarks
Grade CIA
Department DBA
Unit
Group

Employee Code T00001
Cost Center
Branch BARODA
Division
Category

Expense Head	Expense Date	Remarks	Claimed Amount	Approved Amount	Rejected Amount
Food Expense	3-Jan-22		INR 1000.00	1000.00	0.00
Food Expense	4-Jan-22		INR 1800.00	1800.00	0.00
Gross Payable			INR 2800.00	2800.00	0.00
Net Payable/Recoverable			INR 2800.00	2800.00	0.00

Received Payment :
Employee Name : Tejas
Date :

Authorized Official : VATSAL SHARMA.
Finance Department :
Date :

Page : 1

Figure 203

Final level Approver name will be displayed as Authorized Official.

7.13. Alert New Setup provided for Expense Duplicate Dates

'Restrict application for duplicate dates' setup is provided in *Configuration -> Expense Settings*, as given in below figure:

Attendance Types

OD CO+ WOP PHP WO PH

Do not allow future date entries

Restrict application for duplicate dates for each claim type

Restrict application for duplicate dates

Allow To reapply rejected voucher

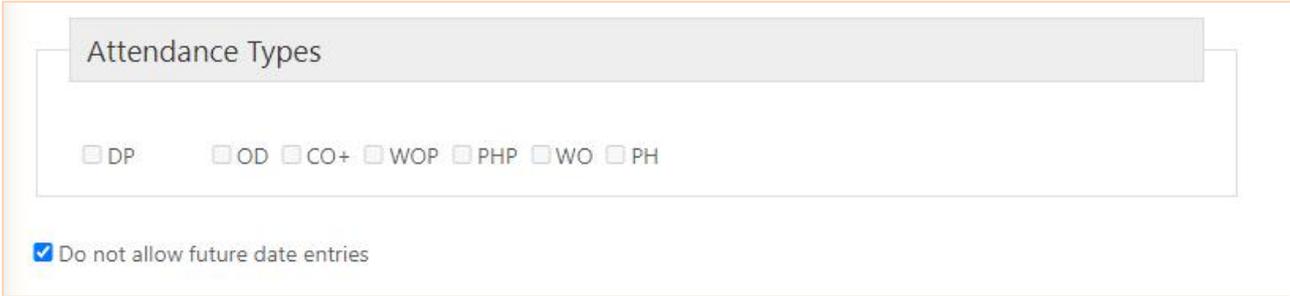
Figure 204

If this is opted and User is adding two Entries for same Date then Alert message will be shown and application will not be saved.

New Features of Spine HRMS Version 6.0.3

7.14. 'Do not allow future date entries' setup changes

'Do not allow future date entries' setup is present in *Claim -> Expense Settings*, as shown in below figure:



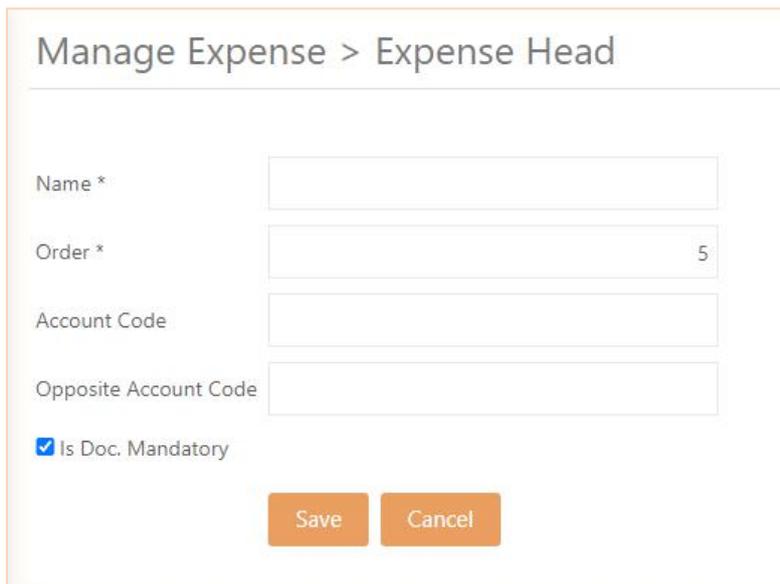
The screenshot shows a form titled "Attendance Types" with several checkboxes: DP, OD, CO+, WOP, PHP, WO, and PH. Below these, there is a checked checkbox labeled "Do not allow future date entries".

Figure 205

Previously If this setup is opted then save Voucher was also restricted. Now it will allow to save future date expense voucher only submission will be restricted.

7.15. Expense Head wise Attachment option provided

Expense Headwise Attachment option is provided in *Manage Expense ->Expense Head*, as shown in Below Figure:



The screenshot shows a form titled "Manage Expense > Expense Head" with the following fields: "Name *" (text input), "Order *" (text input with value 5), "Account Code" (text input), and "Opposite Account Code" (text input). There is a checked checkbox labeled "Is Doc. Mandatory". At the bottom, there are "Save" and "Cancel" buttons.

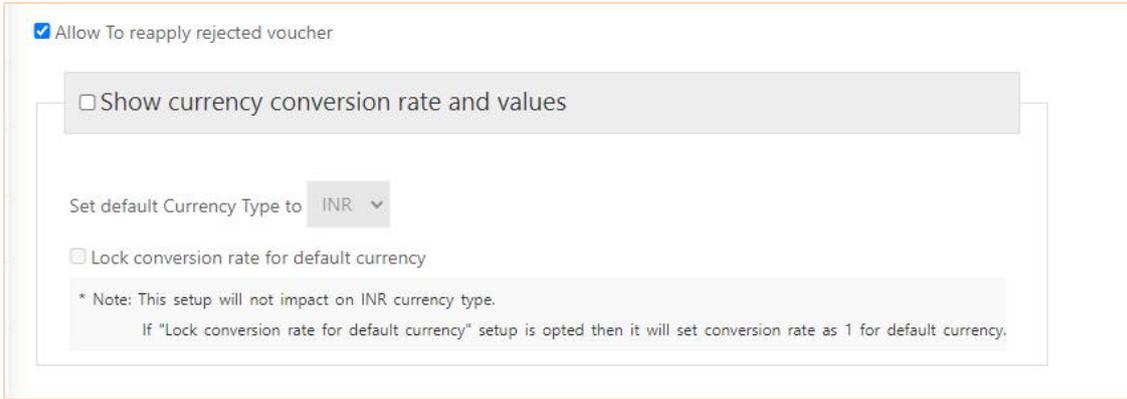
Figure 206

Attachment Mandatory While Making Claims' option is removed and Expense headwise 'Is doc mandatory' checkbox provided. So Expense Head wise Attachment can be made Mandatory or Nonmandatory.

7.16. New Setup provided as 'Allow To reapply rejected voucher'

New Features of Spine HRMS Version 6.0.3

'Allow To reapply rejected voucher' setup is provided in *Claim -> Expense Settings*, as shown in below figure:



Allow To reapply rejected voucher

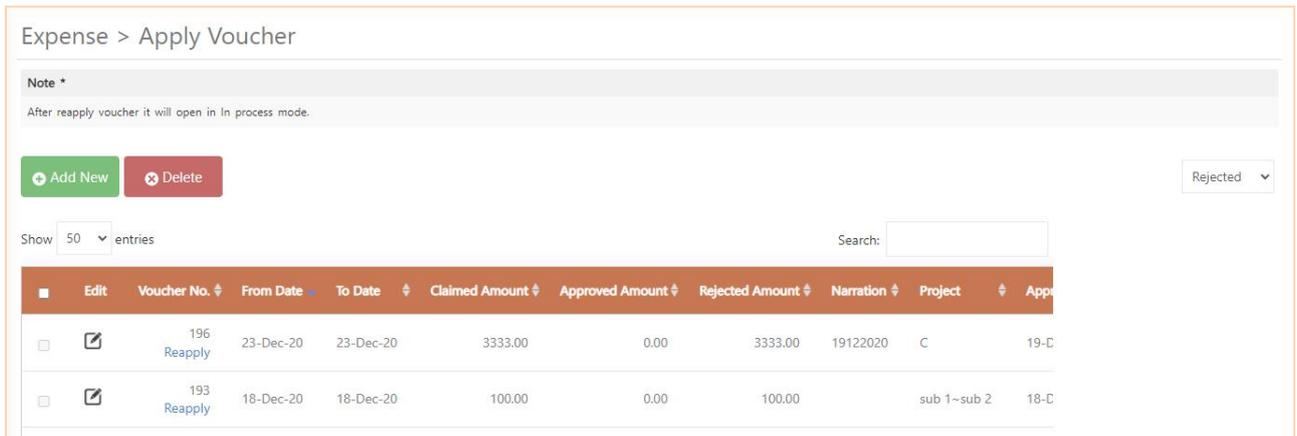
Show currency conversion rate and values

Set default Currency Type to INR ▼

Lock conversion rate for default currency

* Note: This setup will not impact on INR currency type.
If "Lock conversion rate for default currency" setup is opted then it will set conversion rate as 1 for default currency.

Figure 207



Expense > Apply Voucher

Note *

After reapply voucher it will open in In process mode.

Add New Delete Rejected ▼

Show 50 entries Search:

	Edit	Voucher No.	From Date	To Date	Claimed Amount	Approved Amount	Rejected Amount	Narration	Project	App
<input type="checkbox"/>		196 Reapply	23-Dec-20	23-Dec-20	3333.00	0.00	3333.00	19122020	C	19-D
<input type="checkbox"/>		193 Reapply	18-Dec-20	18-Dec-20	100.00	0.00	100.00		sub 1~sub 2	18-D

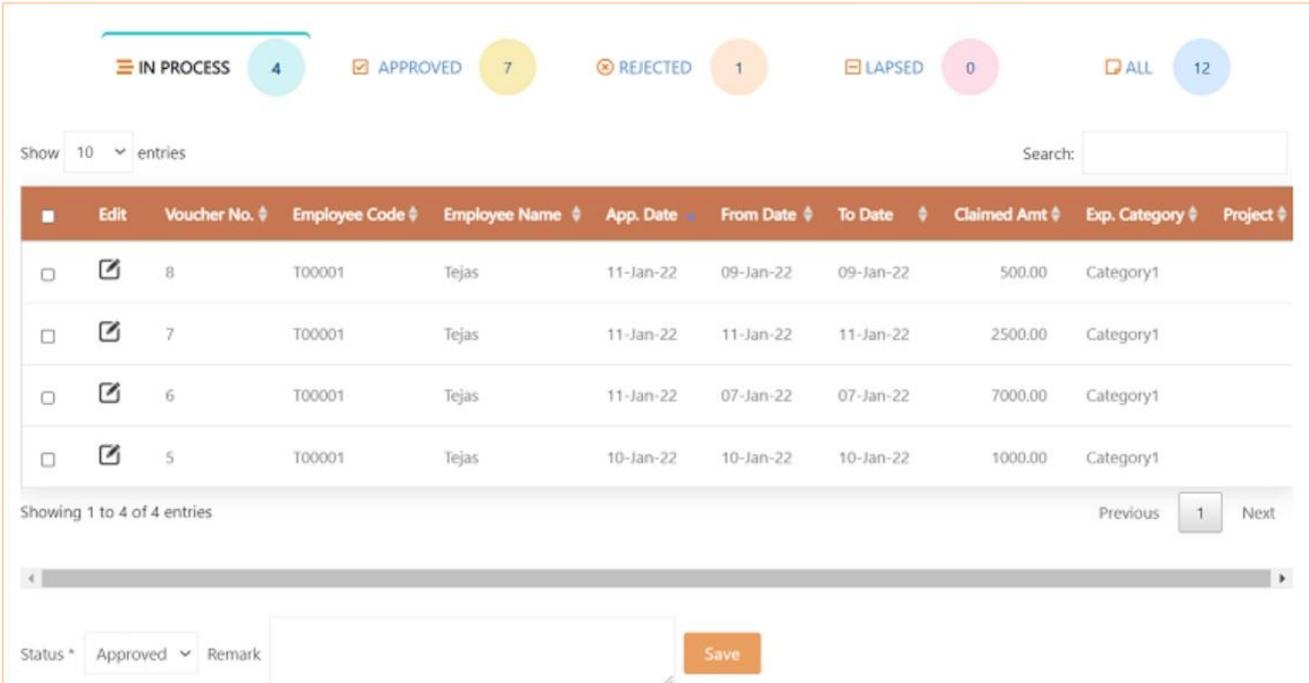
Figure 208

If this setup is opted then for rejected applications Reapply button will be displayed. After clicking on Reapply, Application Approval history will be deleted and Application will be shown in In process mode. User can modify and Submit the same Voucher again. Past history of the approver of rejection will not be maintained.

7.17. Bulk approval provided for Expense

Bulk Approval selection option is provided in *Claims --> Expense --> Approve Voucher*, as shown in Below Figure:

New Features of Spine HRMS Version 6.0.3



The screenshot displays a dashboard with status filters: IN PROCESS (4), APPROVED (7), REJECTED (1), LAPSED (0), and ALL (12). Below the filters is a table of expense vouchers. Each row includes a checkbox for selection, an edit icon, and columns for Voucher No., Employee Code, Employee Name, App. Date, From Date, To Date, Claimed Amt, Exp. Category, and Project. At the bottom, there is a 'Status' dropdown menu set to 'Approved', a 'Remark' text field, and a 'Save' button.

	Edit	Voucher No.	Employee Code	Employee Name	App. Date	From Date	To Date	Claimed Amt	Exp. Category	Project
<input type="checkbox"/>		8	T00001	Tejas	11-Jan-22	09-Jan-22	09-Jan-22	500.00	Category1	
<input type="checkbox"/>		7	T00001	Tejas	11-Jan-22	11-Jan-22	11-Jan-22	2500.00	Category1	
<input type="checkbox"/>		6	T00001	Tejas	11-Jan-22	07-Jan-22	07-Jan-22	7000.00	Category1	
<input type="checkbox"/>		5	T00001	Tejas	10-Jan-22	10-Jan-22	10-Jan-22	1000.00	Category1	

Figure 209

Using checkboxes provided Approver can select multiple records and Approve/Reject them.

7.18. Changes in Expense Voucher

Changes are done in Expense Voucher, as shown in Below Figure:

New Features of Spine HRMS Version 6.0.3

Expense > Approve Voucher - Expense Voucher

1 of 1 100% Find

Demo Company Expense Voucher Voucher No. 13 Voucher date 12-Jan-22

Employee Name **Tejas** Employee Code **T00001**
 For the period **12-Jan-22 to 12-Jan-22** Cost Center
 Remarks **Business Trip**
 Grade **CIA** Branch **AHMEDABAD MAIN**
 Department **AI & ML** Division
 Unit Category
 Group
 Travel Type **Air** Travel Location **Mumbai**
 From City **Goa** To City **Mumbai**
 Travel Purpose **Meeting**

Expense Head	Expense Date	Remarks	Claimed Amount	Approved Amount	Rejected Amount
Travel Expense	12-Jan-22		INR 4000.00	2000.00	2000.00
Gross Payable			INR 4000.00	2000.00	2000.00
Net Payable/Recoverable			INR 4000.00	2000.00	2000.00

Received Payment : Employee Name : **Tejas** Date :
 Authorized Official : **VATSAL SHARMA** Finance Department : Date :

Page : 1

Figure 210

If "Voucher Against Travel" option is used while applying Voucher then below fields will reflect in Expense Voucher print option:

- I. Travel Type
- II. From City
- III. To City
- IV. Travel Location
- V. Travel Purpose

7.19. Grade and Branch Master details while approval

Grade and Branch are displayed in *Claim --> Expense--> Approve Voucher*, as shown in Below Figure:

New Features of Spine HRMS Version 6.0.3

Expense > Apply Voucher

Employee Name	krutika m. kakkad	Employee Code	1
Employee Grade	CMD	Employee Branch	Mumbai
Application Date	03-Feb-22	Voucher No.	194

Expense Voucher | Expense Headwise Details

Voucher Against Travel Voucher Without Travel

Expense Category * 1

From Date * 06-Feb-21

To Date * 06-Feb-21

Claim Type Claimable

Narration

Transport Type * Default

To City * Delhi

Save Voucher Cancel Print Voucher Base on : Actual amount Submit for Approval

Figure 211

Grade and Branch of Employee will be shown to Approver at the time of expense voucher approval.

7.20. Filter provided in Expense Approval

Filter is provided in *Expense->Approve*, as shown in below Figure:

Expense Voucher | Expense Headwise Details | Approver Log

Copy Claimed Amt. to Approved Amt. Show Expense Limit Hide Filter

Search for Expense Head =

* To filter dates, use MM/dd/yy format to get best result.

Expense Head	Currency Type	Date	Claimed Amt/ Conv.Claimed Amt	Approved Amt/ Conv.Approved Amt	Rejected Amt/ Conv.Rejected Amt	Job ID	Invoice No.	Conv. Rate	Conv. Final Amt
SHIP Project :AAA	DOLL	01-Mar-22 Tue ABS	10.00	0.00	0.00			1	0.00
			10.00	0.00	0.00				0.00

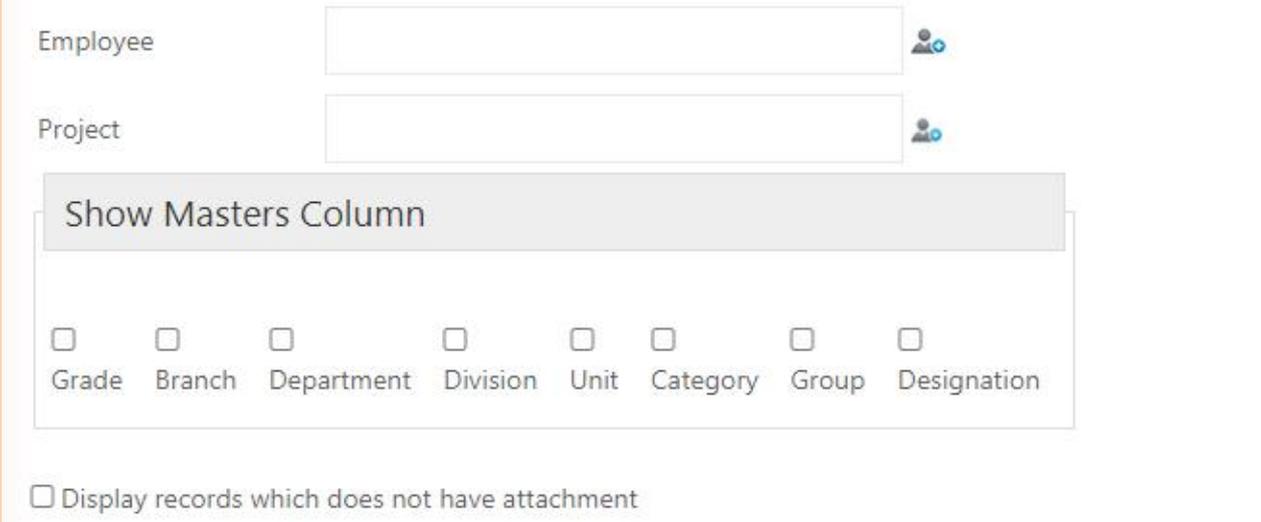
Figure 212

New Features of Spine HRMS Version 6.0.3

In *Expense > Approve Voucher > Expense Headwise Details Tab*, Filter option is provided. Here User can Filter data Expense Head wise ,Date wise etc...

7.21. Grade and Designation CC provided in Voucher wise Detail Report

Grade and Designation Masters are provided, as shown in Below Figure:



The screenshot shows a user interface for filtering data. At the top, there are two input fields labeled 'Employee' and 'Project', each with a user icon to its right. Below these is a section titled 'Show Masters Column' which contains eight checkboxes corresponding to the following categories: Grade, Branch, Department, Division, Unit, Category, Group, and Designation. At the bottom of this section, there is another checkbox labeled 'Display records which does not have attachment'.

Figure 213

In 'Show Masters Column options' Grade and Designation options are provided.

8. PMS

8.1. Changes for Confidential Goal / KSA / KRA

For Confidential Goal / KSA / KRA rating and remarks will be hide in *Appraisals - > Self / By Manager*, as shown in below figure:

New Features of Spine HRMS Version 6.0.3

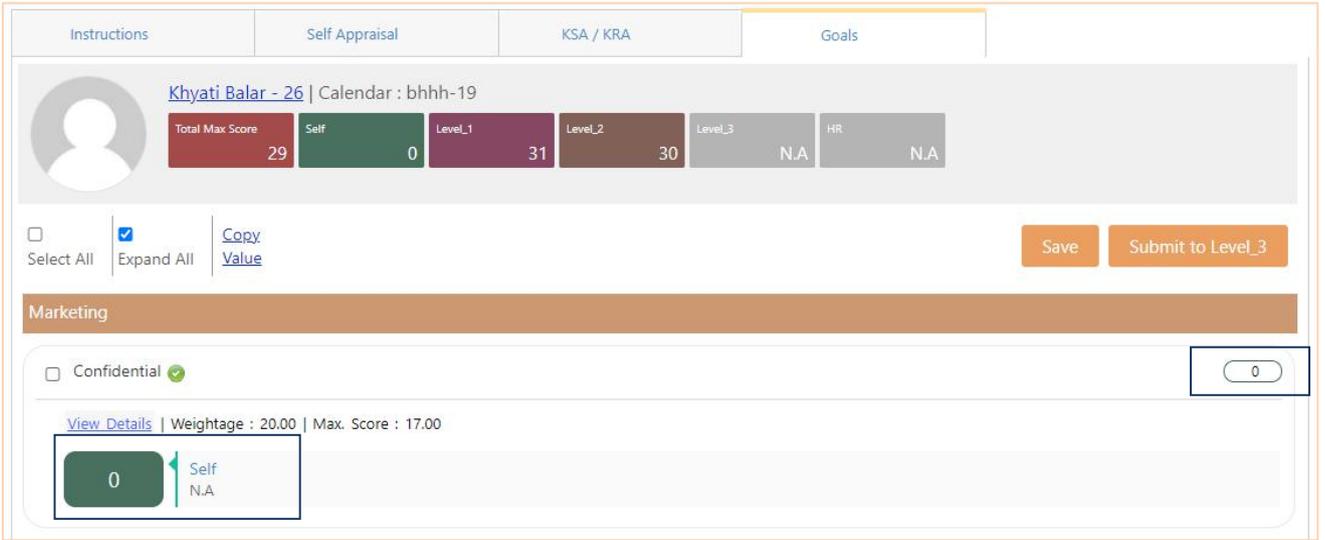


Figure 214

Because of hide rating, Total rating will not be changed. It consider previous approver rating for confidential Goal / KSA / KRA so that total rating not affected.

8.2. PMS Enhancement - Goal Category Master Changes

Changes are done in *Configuration > Goal Category*, as shown in below figure:

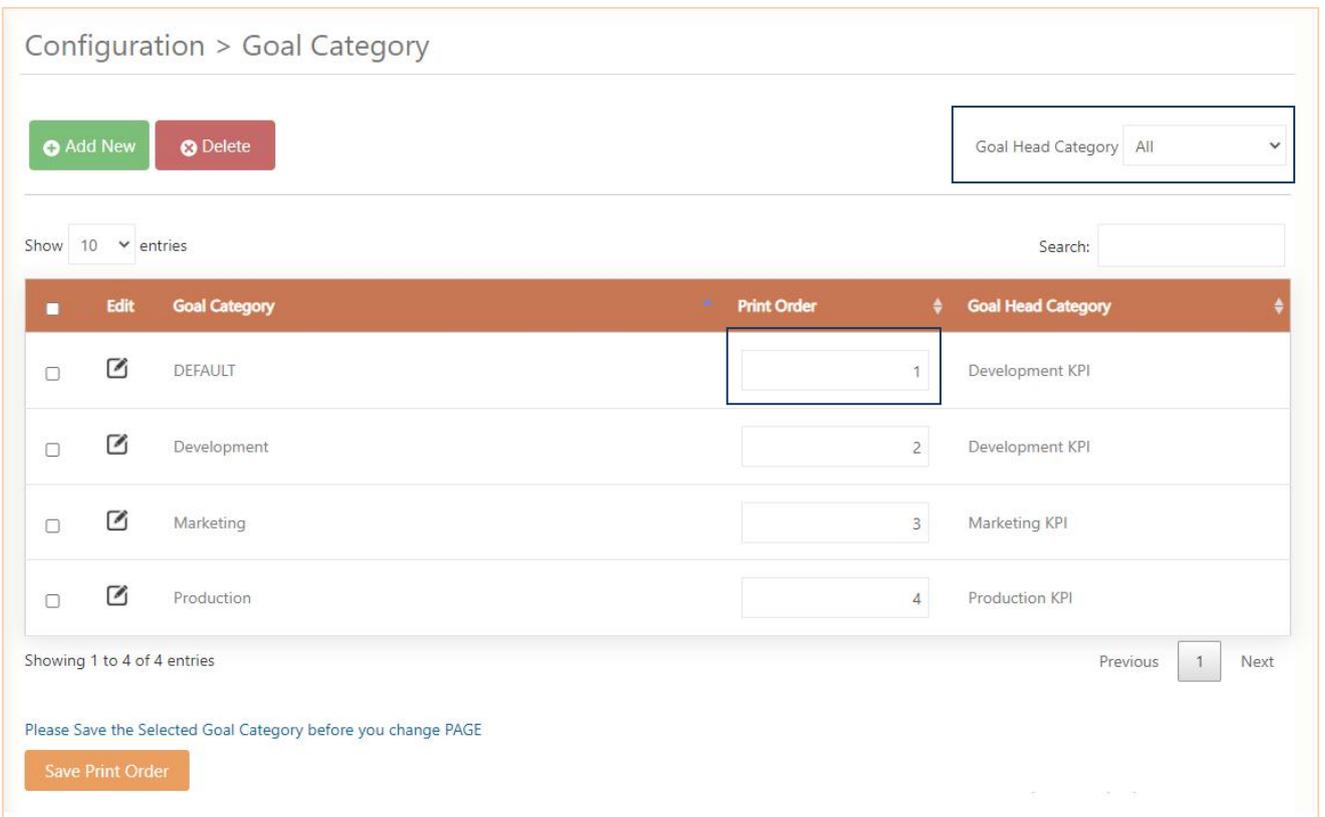


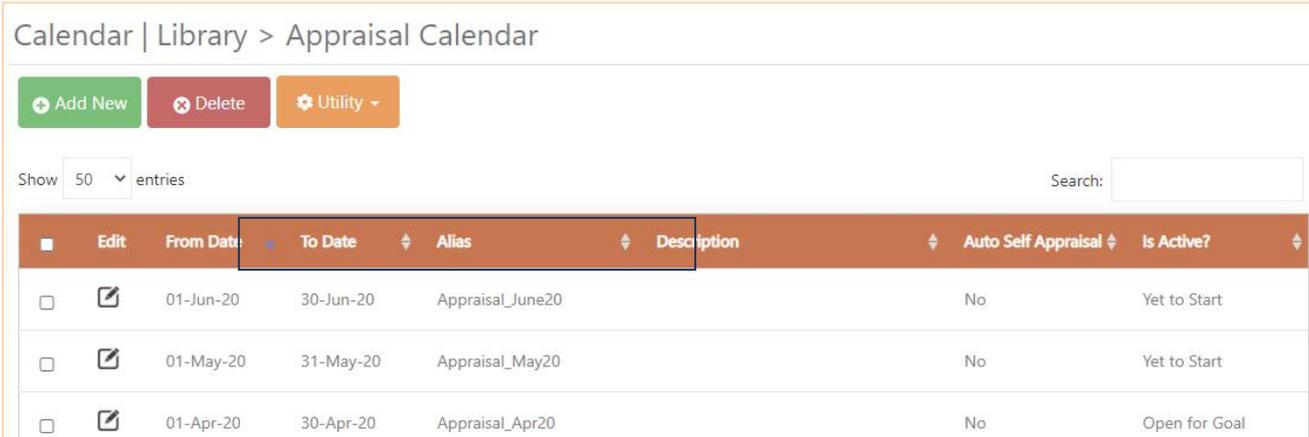
Figure 215

New Features of Spine HRMS Version 6.0.3

Head Goal Category Filter available for ease of search.
User able to edit Print Order in Grid view.

8.3. Appraisal Calendar changes in PMS

For Appraisal calendar and filters below changes are provided in *PMS > Calendar > Appraisal Calendar*, as shown in below Figure :



Calendar | Library > Appraisal Calendar

Show entries Search:

<input type="checkbox"/>	Edit	From Date	To Date	Alias	Description	Auto Self Appraisal	Is Active?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-Jun-20	30-Jun-20	Appraisal_June20		No	Yet to Start
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-May-20	31-May-20	Appraisal_May20		No	Yet to Start
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01-Apr-20	30-Apr-20	Appraisal_Apr20		No	Open for Goal

Figure 216

- I. From Date and To date Column will display before Alias Column for Appraisal Calendar.
- II. Sorting order by will be in descending for From Date.

8.4. Multiple PMS Category for Goal Library

“Multiple PMS Category” selection is provided in *Calendar | Library > Goal / KSA / KRA Library*, as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

Calendar | Library > Goal / KSA / KRA Library

Note *
Goal Code is Mandatory. Only those Goals will be available for selection for which Goal Code is added.

Type:

Goal Code *:

PMS Category(s) *:

Goal Category *:

Goal Definition *:

Figure 217

- I. In Goal/KSA/KRA Library multiple PMS category can be assigned. As per assigned PMS category goal will be displayed to employee belongs to those PMS Category.
- II. Increased width for fields Goal Definition and Evaluation Parameter in Goal/KSA/KRA Library.

8.5. Goal by Manager workflow module changed to Appraisal Target

Some Changes are done in Goal by Manager, as shown in below figure:

Goals > By Manager

Appraisal Period * Employee * Type *

Weightage Required (Goal) : 90.00 Weightage Defined (Goal) : 86.00 Weightage Remaining (Goal) : 4.00

<input type="checkbox"/>	Edit	Category	Definition	Rating	Evaluation Parameter	Grace Rating	Wtg. (%)	Target Value	Target Date	Type	Only Ma
<input type="checkbox"/>	<input type="checkbox"/>	DEFAULT	Personal development	10.00	Vocal and written	3.00	15.00	20.00	30-Jun-21	Goal	No
<input type="checkbox"/>	<input type="checkbox"/>	DEFAULT	Annual Setup	3.00		0.00	16.00	10.00	30-Jun-20	Self Goal - In Process	No
<input type="checkbox"/>	<input type="checkbox"/>	DEFAULT	Smart tricks	3.00		0.00	25.00	10.00	30-Jun-20	Self Goal - In Process	No
<input type="checkbox"/>	<input type="checkbox"/>	DEFAULT	Functional Skills	10.00		5.00	30.00	20.00	16-Jun-21	Goal	No

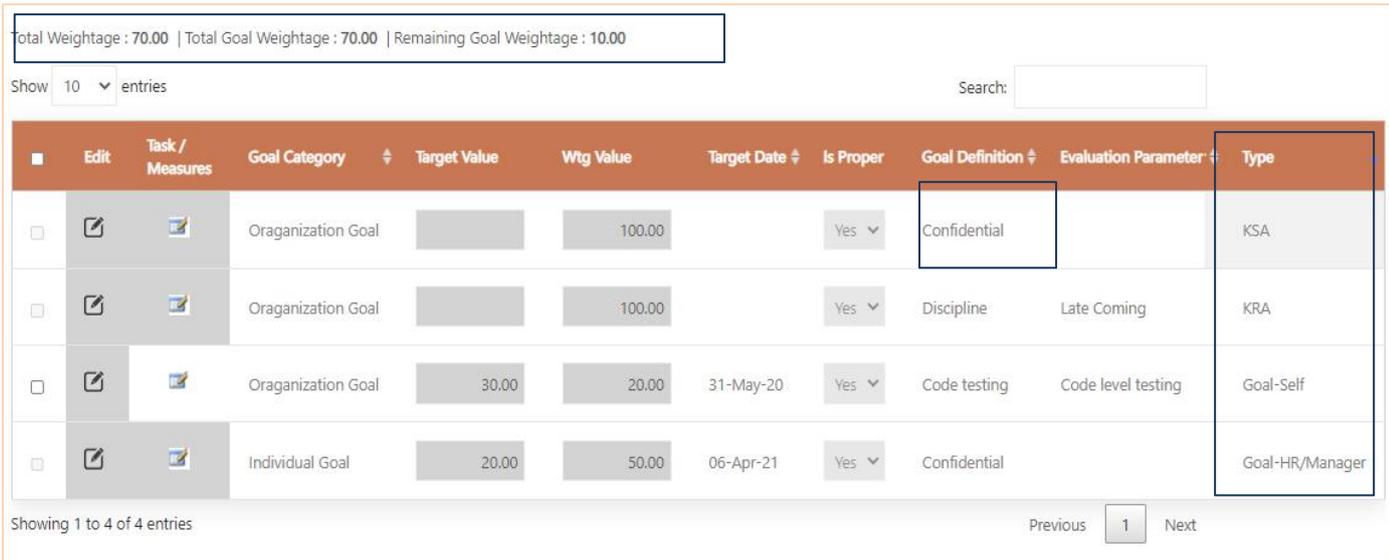
Figure 218

New Features of Spine HRMS Version 6.0.3

PMS > Goals > By Manager will be followed by Workflow module “Appraisal Target”. Employee filter will display employees for selection as per Manager belong to module Appraisal Target . Earlier it was following workflow module PMS.

8.6. Self Goal Enhancement

Self Goal Enhancement is done as shown in Below Figure:



Total Weightage : 70.00 | Total Goal Weightage : 70.00 | Remaining Goal Weightage : 10.00

Show 10 entries Search:

■	Edit	Task / Measures	Goal Category	Target Value	Wtg Value	Target Date	Is Proper	Goal Definition	Evaluation Parameter	Type
<input type="checkbox"/>			Organization Goal		100.00		Yes	Confidential		KSA
<input type="checkbox"/>			Organization Goal		100.00		Yes	Discipline	Late Coming	KRA
<input type="checkbox"/>			Organization Goal	30.00	20.00	31-May-20	Yes	Code testing	Code level testing	Goal-Self
<input type="checkbox"/>			Individual Goal	20.00	50.00	06-Apr-21	Yes	Confidential		Goal-HR/Manager

Showing 1 to 4 of 4 entries Previous 1 Next

Figure 219

In *PMS -> Goals -> Self Goal* below changes are provided :

- I. Task/ Measures, Goal Category, Target Value, Wtg Value, Target Date, Is Proper, Goal Definition, Evaluation Parameter column wise list will be displayed.
- II. Goals added by HR/Manager as well as KSA / KRA for selected Appraisal Period will display in lock mode and those goal/KSA/KRA type will be displayed Goal-HR/Manager, KSA,KRA likewise.
- III. Goals / KSA / KRA which are marked as "Available for Manager" will be displayed in Self Goal with Goal Definition as 'Confidential', goal Wgt. but goal description will be hidden.
- IV. "Restrict goal with total weightage to X%" setup percentage added then Goal Total Wtg and Remaining Wtg will be displayed in list view of Self Goal. Restrictions on goal weightage will be validated while adding/approvals of Goals.

8.7. Goal Achievement Summary in PMS dashboard (Key Based)

“Goal Achievement Summary” Report is provided in *Admin -> Dashboard -> PMS AND PMS -> Dashboard Manager* for both Manager/HR, as shown in below figure:

New Features of Spine HRMS Version 6.0.3

Dashboard > PMS

Note *
Only those appraisal calendar will be shown for which status is Active For Appraisal, Completed and Hide.
This will display only those employee(s) for whom HR final submission is done.

Appraisal Period : Reset Achievement Report CF : Correction Factor Processing
HR Calc. : Calculate HR Rating

Calendar 6	Total Appraisal 24	Appraisal Pending 23	Appraisal Done 1
----------------------	------------------------------	--------------------------------	----------------------------

Figure 220

This will display data with target achieved for goals by employee. Goal Achievement summary will display if Goal library is opted in license key.

Report will display data as below :

I. Summary will be displayed only for Goals added from Goal library.

Dashboard > PMS - Achievement Report

Appraisal Period * Employee Back

Show records as per Appraisal Period

Goal Code	Goal Name	Goal Category	Achieved / Target	Target Achieved
Appraisal Period: Appraisal_July20				
L1	New Customer Acquisition	Organization Goal	<div style="width: 100%;"></div>	10.00
Appraisal Period: Appraisal_June20				
11	People Development and engagement	DEFAULT	<div style="width: 75%;">3.00 / 40.00</div> <small>Variance: 37.00</small>	7.50 %
12	Respond to common employee problems and concerns	DEFAULT	<div style="width: 85%;">17.00 / 20.00</div> <small>Variance: 3.00</small>	85.00 %

Figure 221

- II. Appraisal Period selection is mandatory. Multiple appraisal period wise as well employee wise data can be viewed.
- III. It will display Goal Achievement report with Goal Code (from goal library), Goal Name (from goal library), Goal Category, Total Target, Total Achieved, Total Variance.
- IV. Show records as per Appraisal Period : If this is opted then Appraisal Period grouping wise data will be displayed.
- V. On click on Goal Code, detail list of Employee Code, Employee Name, Achieved Value, Target Value and Variance will be displayed on popup, as shown in below Figure :

New Features of Spine HRMS Version 6.0.3

Achievement Details					
Goal Code:	L2				
Goal Name:	People Development and engagement		Goal Category: Individual Goal		
Appraisal Period	Employee Code	Employee Name	Target Value	Achieved Value	Variance
Appraisal_June20	5002	Naresh Joshi	15.00	3.00	12.00
Appraisal_June20	5003	Subhash Patkar	30.00	0.00	0.00

Figure 222

8.8. PMS Enhancement - Library for KSA / KRA

In *PMS > Calendar | Library > "Goal / KSA / KRA Library"* New menu available for Goal / KSA / KRA Library as shown in below figure:

Calendar | Library > Goal / KSA / KRA Library

Note *
Goal Code is Mandatory. Only those Goals will be available for selection for which Goal Code is added.

Type PMS Category

Show entries Search:

<input type="checkbox"/>	Edit	Type	Goal Definition	Evaluation Parameter	Goal Category
<input type="checkbox"/>	<input type="checkbox"/>	Goal	Goal Library 1		Development
<input type="checkbox"/>	<input type="checkbox"/>	Goal	Goal Library 2		Development

Showing 1 to 2 of 2 entries Previous Next

Figure 223

- I. Here all entries display in list view and drop-down filter available for Type (Goal, KSA , KRA)
- II. Goal, KSA , KRA type will not be changed on edit records.
- II. For KSA / KRA following fields will be hide "Measurement Scale(% , Value,Hybrid)" and "Tracking Frequency (Daily,Monthly)"

8.9. New Setup Restrict goal with total weightage to X%

New setup Restrict goal with total weightage to X% is provided in *PMS -> PMS setting* as shown in below figure:

New Features of Spine HRMS Version 6.0.3

Configuration > PMS Settings

General Settings	User defined caption	PMS Rating Options	Goal Setup
<input type="checkbox"/> Do not allow decimal for score value <input type="checkbox"/> Send Email to Manager when employee submits appraisal form <input type="checkbox"/> Send Email to NEXT LEVEL of Manager when Manager submits appraisal form <input type="checkbox"/> Send Email to HR when Manager submits appraisal form <input type="checkbox"/> Send SMS to Manager when employee submits appraisal form <input type="checkbox"/> Send SMS to NEXT LEVEL of Manager when Manager submits appraisal form <input type="checkbox"/> Send SMS to HR when Manager submits appraisal form <input checked="" type="checkbox"/> Validate weightage value as 100% while activating Self Appraisal Restrict Goal with total weightage to <input type="text" value="80"/> % <small>Note: If zero is defined then above setup will not validate.</small>			

Figure 224

I. Changed setup name Validate weightage value as 100% to 'Validate weightage value as 100% while activating Self Appraisal'

II. Provided new setup "Restrict goal with total weightage to X%" (Provided editable textbox)

X Value can be between 0 to 100 (Integer only)

0 means no validation

e.g

a.if 'Validate weightage value as 100% while activating Self Appraisal' is opted and "Restrict goal with total weightage to 40% is defined then

User can add Add KRA and KSA of 60 weightage and Goal-self/HR/mgr1/mgr2 of 40 weightage.

So total will be 100 and Goal total will be 40.

Now go to appraisal calendar and change status to ACTIVE FOR APPRAISAL.(existing validation)

b.if 'Validate weightage value as 100% while activating Self Appraisal' is NOT opted and "Restrict goal with total weightage to 40% is defined then

User can add Add KRA and KSA of any weightage and Goal-self/HR/mgr1/mgr2 of 40 weightage.

So total will be unlimited and Goal total will be 40.

In PMS Setting "Restrict Goal with total weightage to __%" if any percent updated then while saving Goal entry by Employee or while approving Goals by manager it will restrict to update Total Weightage of Goals less than or greater than entered percentage.

Note : Earlier it were allowed to save greater than or less than Total Weightage % with validation message.

8.10. PMS Enhancement - Appraisal Self - Calendar Lookup Changes

In all over PMS module, Appraisal Calendar lookup below changes given, as shown in below fig:

New Features of Spine HRMS Version 6.0.3

Appraisals > Self

Calendar * Employee *

Search Data - Google Chrome

Not secure | http://192.168.9.5/hrnext602/GenericSerach.aspx?CallFrom=AppraisalPeriodFiltrCond&FilterCond1=1&FilterCon...

Sort Descending Total record(s) : 8

Search for: =

FromDt	ToDt	PeriodAlias	Remarks	IsActive	ActivationDt	CloseDt
28-Apr-21	29-May-21	Appraisal Calendar21		1		

Figure 225

- I. Column order is changed to FromDt, ToDt, PeriodAlias.
- II. If Goal / KSA / KRA marked as "Only for HOD" then Goal description will be hide and Goal Title display as confidential to Employee and other HOD'S (who are not marked) as shown in below fig:

Appraisals > By Manager

Calendar * Employee *

Show All Calendars

Note *
File size should not be more than 9 MB
File Name should be less than 15 characters.
To save attached docs, kindly use save document button.

Attach Docs: No file chosen

Instructions | Self Appraisal | KSA / KRA | Goals

Abhishek Modi - 2 | Calendar : Auto Self Appraisal-7

Total Max Score	Self	Level_1	Level_2	Level_3	HR
10	0	0	N.A	N.A	N.A

Select All Expand All

Marketing

Confidential 0 0

[View Details](#) | Weightage : 10.00 | Max. Score : 10.00

0 Self [Auto Self Appraisal By HR]

0

Figure 226

New Features of Spine HRMS Version 6.0.3

8.11. PMS > Goals > By HR/Manager menu split

Goal by HR/Manager is splitted as shown in below figure:

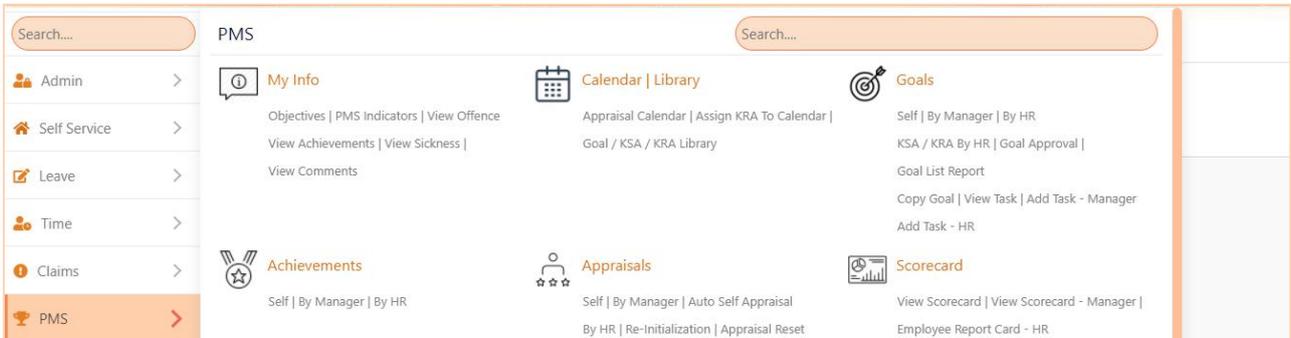


Figure 227

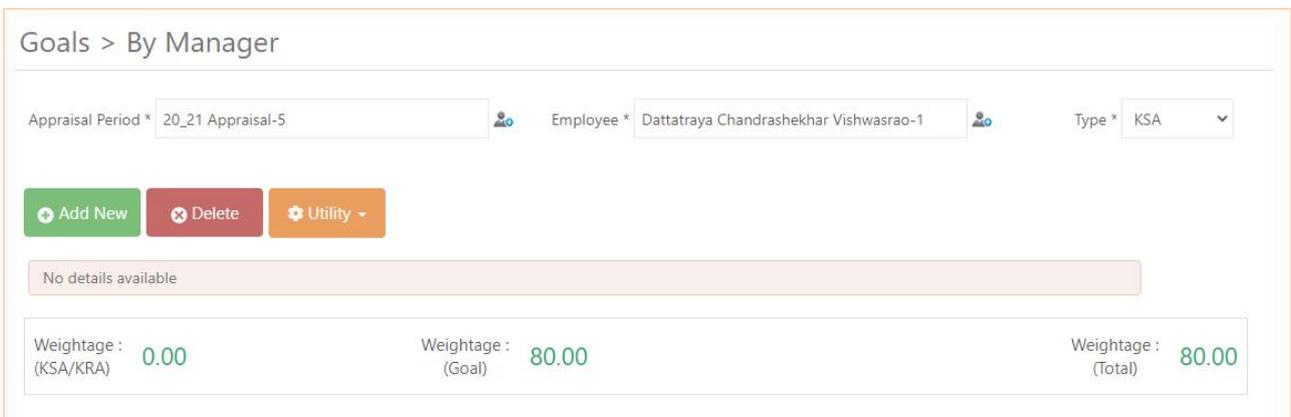


Figure 228



Figure 229

Menus are split into two Parts

- Goals / Objectives / Feedback
- KSA / KRA

- In Goal by HR , Goals added by self and KSA/KRA in lock mode are shown.
(Indication shown for Self Goal and KSA / KRA)
(Indication shown for Self Goal - Inprocess)

New Features of Spine HRMS Version 6.0.3

- b. Shown Goals Total Wtg and Remaining Wtg in bigger font if setup - Restrict goal with total weightage to X% is opted.
- c. While Adding/Editing goals added validation to validate wtg(Normal and Self Goals wtg) should not exceed X% as per setup(Restrict goal with total weightage to X%)

Goal By HR Changes are as follows:

- a. PMS category is removed from Goal by HR.
- b. Appraisal Period, Employee and Type is shown
- c. Shown list only when Appraisal Period, Employee is selected
- d. In type KSA/KRA are present.If these options are selected then it will filter list but cannot add or delete them.

3. KRA KSA by HR changes are as follows:

- a. Shown List / Type filter same as current working
- b. Removed Add Default option from Utility Button
- c. PMS Calendar selection will be required while adding data from Goal Library (Provided PMS Calendar selection in list view screen)
- d. Period will not be added while adding manually (Without goal library - current working)
- e. Shown Weightage for KSA/KRA

4. Common for Goal by HR and KRA KSA by HR

- a. Shown "No Details available" in label (Removed Toaster Message)
- b. Shown Weightage above gridview
- c. For Select Goal From Library shown goals which belongs to selected PMS category
- d. Shifted Import option to Utility button
- e. Hide Import option if Select Goal From Library is opted (As user cannot add goals in such case only select from goal library)
- f. Entry form design changes are done
- g. Select Goal From Library - popup screen design changes are done.

8.12. PMS Enhancement - Goal Library (Key Based)

Now Goal Library will be key based as below setup will be hide. If key is active then Goal Library will be active.

Goal Based Task System:

- Allow Employee to Select Goal From Library
- Allow Manager to Select Goal From Library
- Allow HR to Select Goal From Library

8.13. Fund Allocation Module - Fund Group

HR will Allocate Incentive or Fund to Manager to distribute among the Manager's Team.

In *PMS > Fund Distribution > "Group"* here manager assigned for Fund Group as shown in below fig:

New Features of Spine HRMS Version 6.0.3

Fund Distribution > Group

Show entries Search:

<input type="checkbox"/>	Edit	Group Name	Manager Code	Manager Name	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	Dev Team	25	Khushboo Patel	
<input type="checkbox"/>	<input type="checkbox"/>	Export	6	Gagan Singh	
<input type="checkbox"/>	<input type="checkbox"/>	Marketing Team	1	Paras Patel	
<input type="checkbox"/>	<input type="checkbox"/>	Test Team	25	Khushboo Patel	

Showing 1 to 4 of 4 entries Previous Next

Figure 230

In Utility button there are two options available:

i) Import Fund Group: From here Fund Group will be Import with Group Name and Manager Code.

Fund Distribution > Group

Note *

Columns sequence in the file has to be same as mentioned in File Format Structure.
Does not include header in file.
File formats allowed: txt/csv.

Select File * No file chosen

Fund Group Import			
<input type="checkbox"/> Mandatory Fields			
No.	Field	Type and Size	Remark
1	Group Name	Text (40)	
2	Manager Code		
3	Remark	Text(100)	

Figure 231

ii) Assign Fund Group: Fund Group will be assigned to employee From here as shown in below fig:

New Features of Spine HRMS Version 6.0.3

Fund Distribution > Group - Assign

Fund Group:

Show entries Search:

<input type="checkbox"/>	Employee Code	Employee Name	Fund Group
<input type="checkbox"/>	1	Paras Patel	Dev Team
<input type="checkbox"/>	10	Hiten shah	Dev Team
<input type="checkbox"/>	11	Rakesh Sharma	Dev Team

Figure 232

8.14. Fund Allocation Module - Batch Master

Batch Master : In *PMS > Fund Distribution > "Batch"*, HR create Fund Batches with Amount as shown in below fig:

Fund Distribution > Batch

Show entries Search:

<input type="checkbox"/>	Edit	Fund Batch Name	Fund Total Amount	Remark	Fund Closed
<input type="checkbox"/>	<input type="checkbox"/>	April 21	50,000		No
<input type="checkbox"/>	<input type="checkbox"/>	Dec 2020	50,000		No
<input type="checkbox"/>	<input type="checkbox"/>	Feb 2021	30,000		Yes
<input type="checkbox"/>	<input type="checkbox"/>	Jan 2021	80,000		No
<input type="checkbox"/>	<input type="checkbox"/>	March 2021	12,000		Yes

Showing 1 to 5 of 5 entries Previous Next

Figure 233

I. Assign Group to batch: Here Fund Total Amount defined in batches allocated in Fund Groups by HR. Where Total amount and allocated amount should be equal as shown in below fig:

New Features of Spine HRMS Version 6.0.3

Fund Distribution > Batch - Assign group

Show entries Search:

<input type="checkbox"/>	Edit	Batch Name	Total Amount	Remark	Allocated Date	Is Closed	Closed Date	Group(S)
<input type="checkbox"/>		Dec 2020	50,000		08-Feb-21	No		Marketing Team,Test Team,Dev Team,Export
<input type="checkbox"/>		Feb 2021	30,000		08-Feb-21	Yes	19-Feb-21	Test Team,Dev Team
<input type="checkbox"/>		Jan 2021	80,000		08-Feb-21	No		Marketing Team,Test Team,Dev Team
<input type="checkbox"/>		March 2021	12,000		17-Feb-21	Yes	17-Feb-21	Export
<input type="checkbox"/>		May 21	60,000		07-May-21	Yes	07-May-21	Marketing Team,Test Team,Dev Team

Showing 1 to 5 of 5 entries Previous Next

Figure 234

II. On edit Assign Group to batch records, Rework button display if any Manager distribute amount to their group as shown in below fig:

If wrong amount distributed by Manager, then by using Rework button Manager able to distribute amount to employee again.

Fund Distribution > Batch - Assign group

Batch Name *

Total Amount

	Group Name	Manager Code	Manager Name	Allocate Amount
<input type="button" value="Rework"/>	Marketing Team	1	Paras Patel	<input type="text"/>
<input type="button" value="Rework"/>	Test Team	25	Khushboo Patel	<input type="text" value="20,000"/>
<input type="button" value="Rework"/>	Dev Team	25	Khushboo Patel	<input type="text" value="10,000"/>
<input type="button" value="Rework"/>	Export	6	Gagan Singh	<input type="text"/>
<input type="button" value="Rework"/>	May 21	2	Abhishek Modi	<input type="text"/>
<input type="button" value="Rework"/>	Qc	10	Hiten shah	<input type="text"/>

Figure 235

8.15. Fund Distribution to Employees

New Features of Spine HRMS Version 6.0.3

In *PMS > Fund Distribution > "Distribution - Manager"* Employee, who assigned as Manager for particular group will be distribute fund to the batch of employees as shown in below fig:

Fund Distribution > Distribution - Manager

Batch Name *  Show already distributed

Group Name	Fund Allocated	Fund Utilised	Fund Remaining
Marketing Team	10,000	0	10,000

Employee Code	Employee Name	Employee Amount	Remark
19	Avinash Rathi	<input type="text"/>	<input type="text"/>
20	Kishor Balar	<input type="text"/>	<input type="text"/>
21	Kirit Patel	<input type="text"/>	<input type="text"/>

Figure 236

III. Show already distributed: While select this option all distributed batch details display here.

8.16. Export Fund value to Salary Structure

In *PMS > Fund Distribution > "Export Fund Amount"* Distributed fund among employees will be exported to employee's Salary structure in PayrollINX as shown in fig:

Fund Distribution > Export Fund Amount

Batch Name * 

Fund Group 

Column * 

Figure 237

In Batch name filter, Only those batch available for export amount which are closed (Fund batch will be closed when all manager distributed fund among employees).

8.17. Fund Report - Manager / HR:

New Features of Spine HRMS Version 6.0.3

In *PMS > Fund Distribution > "Reports Manager"* available with Batch Name, Fund Group, Date range, Employee Filters as shown in below fig. If select Show Closed batch only then in Batch Name filter only batch display which are closed.

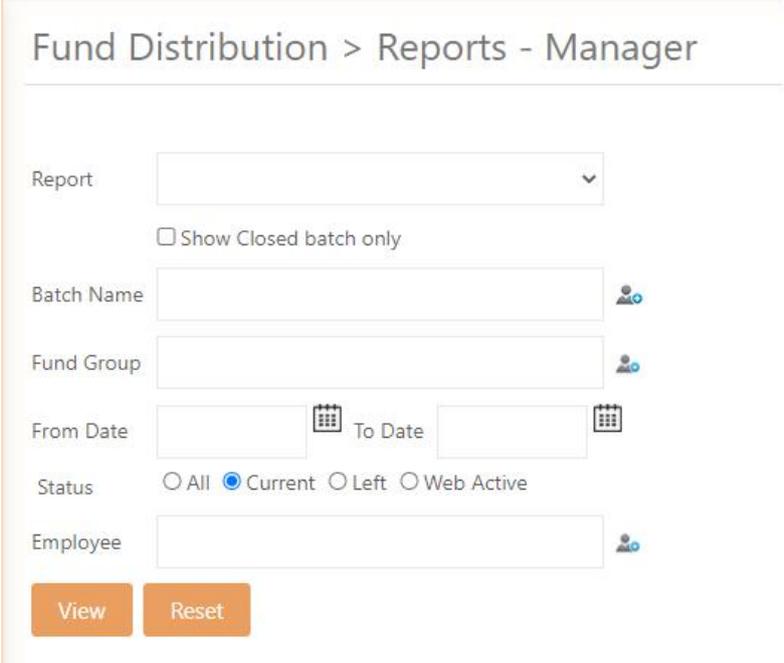
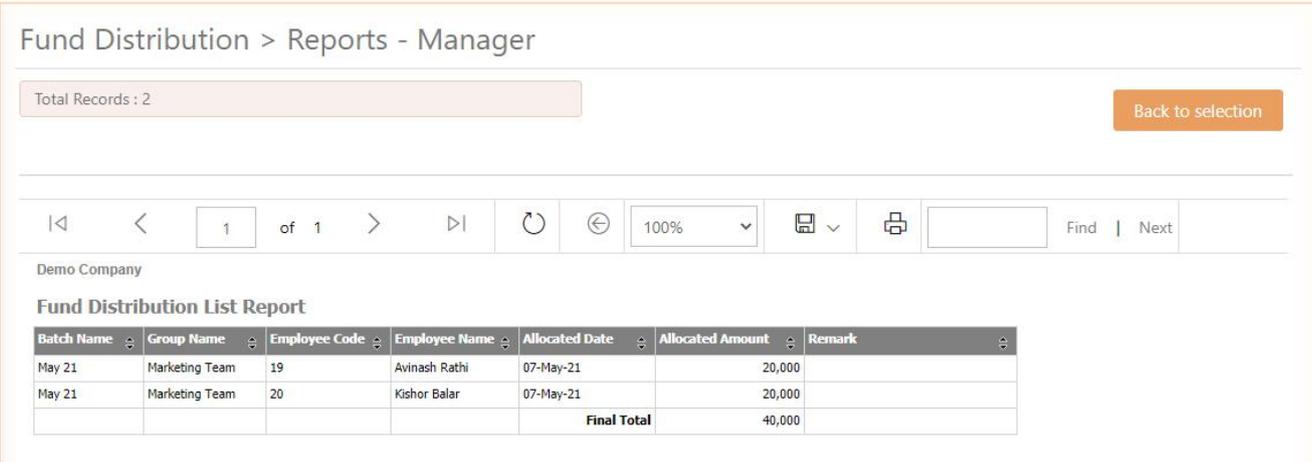


Figure 238

Below three type of report available in Manager page:

- I. Fund Distribution List Report: This Report available for Manage and HR both. In this report detailed Allocated Amount and Remark as shown in below fig:



Batch Name	Group Name	Employee Code	Employee Name	Allocated Date	Allocated Amount	Remark
May 21	Marketing Team	19	Avinash Rathi	07-May-21	20,000	
May 21	Marketing Team	20	Kishor Balar	07-May-21	20,000	
Final Total					40,000	

Figure 239

- II. Fund Distribution Summary Report: This Report available for Manage and HR both. In this report records are grouped by Batch Name and Group Name also display Batch Total and Group Total as shown in below fig:

New Features of Spine HRMS Version 6.0.3

Fund Distribution > Reports - Manager

Total Records : 8 Back to selection

Navigation: 1 of 1 | 100% | [Icons]

Demo Company

Fund Distribution Summary Report

Batch Name	Group Name	Employee Code	Employee Name	Allocated Date	Allocated Amount	Remark
Feb 2021	Dev Team	1	Paras Patel	19-Feb-21	20	
		10	Hiten shah	19-Feb-21	9,580	
		11	Rakesh Sharma	19-Feb-21	400	
				Group Total	10,000	
			Batch Total	10,000		
Jan 2021	Dev Team	1	Paras Patel	17-Feb-21	10,000	
		10	Hiten shah	17-Feb-21	6,000	
		11	Rakesh Sharma	17-Feb-21	4,000	
				Group Total	20,000	
			Batch Total	20,000		
May 21	Dev Team	1	Paras Patel	07-May-21	10,000	
					Group Total	10,000
	Test Team	25	Khushboo Patel	07-May-21	8,000	
				Group Total	8,000	
			Batch Total	18,000		
			Final Total	48,000		

Figure 240

- I. Employee wise Summary Report: This Report available for Manage and HR both. Employee wise total fund display which are going to distribute them as shown in below fig:

Fund Distribution > Reports - Manager

Total Records : 4

Navigation: 1 of 1 | 100% | [Icons]

Demo Company

Employee Wise Summary Report

Employee Code	Employee Name	Total
1	Paras Patel	20,020
10	Hiten shah	15,580
11	Rakesh Sharma	4,400
25	Khushboo Patel	8,000
	Final Total	48,000

Figure 241

In PMS > Fund Distribution > "Reports HR", One Extra report available for HR "Fund Allocation Report" as shown in below fig:

New Features of Spine HRMS Version 6.0.3

Fund Distribution > Reports - HR

Total Records : 6

1 of 1

100%

Demo Company

Fund Allocation Report

Batch Name	Group Name	Manager Code	Manager Name	Allocated Date	Allocated Amount
Feb 2021	Dev Team	25	Khushboo Patel	08-Feb-21	10,000
Feb 2021	Test Team	25	Khushboo Patel	08-Feb-21	20,000
March 2021	Export	6	Gagan Singh	17-Feb-21	12,000
May 21	Dev Team	25	Khushboo Patel	07-May-21	10,000
May 21	Marketing Team	1	Paras Patel	07-May-21	40,000
May 21	Test Team	25	Khushboo Patel	07-May-21	10,000
Final Total					102,000

Figure 242

8.18. Goal Achievement List Report

In *PMS > Reports > "Appraisal Reports > Goal Achievement Report"*, Goal Report Types available with two options : Form Report and List Report which have two additional filter of Goal Head Category, Goal Category as shown in below figure:

New Features of Spine HRMS Version 6.0.3

Reports > Appraisal Reports

Report Type Goal Achievement Report ▾

Goal Report Type Form Report ▾

Appraisal Period * Form Report

List Report

PMS Category [] []

Company Name [] []

Grade [] []

Branch [] []

Department [] []

Division [] []

Unit [] []

Category [] []

Group [] []

Status All Current Left Web Active

Employee [] []

Goal Head Category [] ▾

Goal Category [] ▾

Figure 243

- I. In List Report Type, following columns will be display:
 Goal Definition, Goal head Category, Goal Category, Target Value, Target Date, Achieved Value,
 Variance Value.

New Features of Spine HRMS Version 6.0.3

Goal Achievement List Report

Total Records : 1 Back to selection

1 of 1 100% Find | Next

Demo Company

Goal Achievement List Report

Employee Code	Employee Name	Goal Definition	Goal Head Category Name	Goal Category Name	Target Value	Target Date	Achieved Value	Variance Value
15	Ramesh Jain	Anticipates and prevents problems and generates solutions	Development KPI	Development	03.00	23-Jun-20	08.00	02.00

Figure 244

II. In Form report Type, Goal head Category and Goal Category also display in Report.

Goal Achievement Form Report

Employee : Abhishek Modi - 2

Appraisal Period : Task and appraisal

Goal Definition : Goal Definition 4

Goal Head Category : Marketing KPI

Goal Category : Marketing	Target Date : 25-Jun-20	Target value : 10.00			
Measurement Scale (% , Value, Hybrid) : 20%	Tracking Frequency (Daily, Monthly) : 7	Variance value : -2.00			
Remark	Entered by	Achieved Value	Completion Date	Entry Type	Entry Date
Done	Self	8.00	29-Jun-20	Achievement	23-Jun-20 12:42 PM
		Total : 8.00			

8.19. e - Records Report Require Filter

In PMS > e - Records > "Reports", Action Taken Drop-down Filter provided in following reports:

1. Comment List Report
2. Offence List Report

e - Records > Reports

Report *

From Date To Date

Company Name

Grade

Branch

Department

Division

Unit

Category

Group

Status All Current Left Web Active

Employee

Supervisor

Action Taken

Multi Group Filtration

Multi Group 1

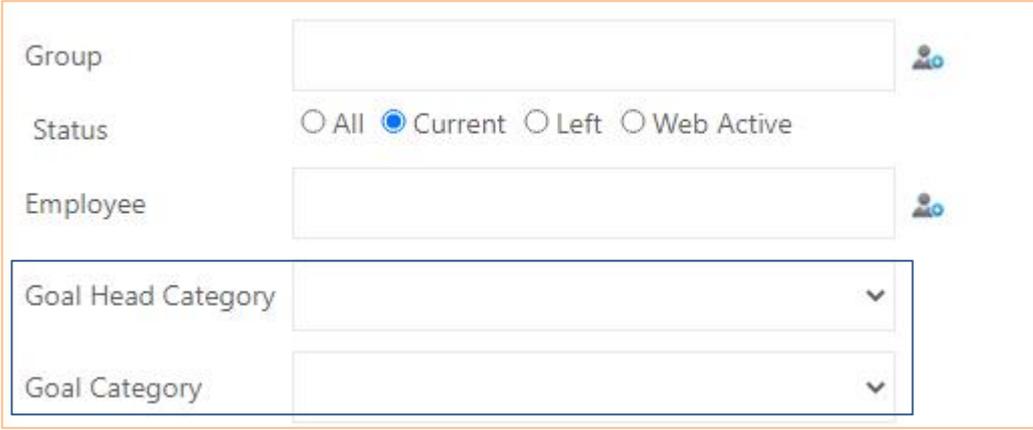
Multi Group 2

Multi Group 3

Figure 245

Goal Category and Goal Head Category Filter is provided in PMS -> Goal -> Goal List Report, as shown in below Figure :

New Features of Spine HRMS Version 6.0.3



Group

Status All Current Left Web Active

Employee

Goal Head Category

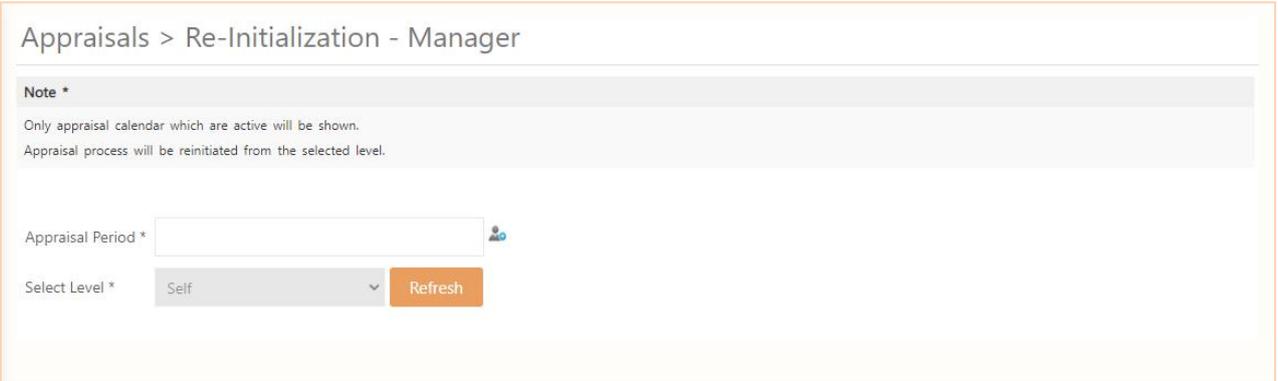
Goal Category

Figure 246

Data in report will be displayed as per selected filter.
Goal Head Category column is also provided in Goal List Report.

8.20. New Menu Re-Initialization By Manager

New menu Re-initialization By Manager is provided in *PMS -> Appraisal* as shown in below figure:



Appraisals > Re-Initialization - Manager

Note *

Only appraisal calendar which are active will be shown.
Appraisal process will be reinitiated from the selected level.

Appraisal Period *

Select Level * Refresh

Figure 247

This will Follow PMS Workflow. Using this menu Manager can also reinitialize the appraisal process same as HR.

8.21. New setting provided as Correction Factor for KRA

New setting 'Correction Factor for KRA' is provided in *PMS -> PMS Setting* as shown in below figure:

New Features of Spine HRMS Version 6.0.3

Correction factor processing/Calculate HR Rating

Correction factor processing

(SE*25/100) + (H1*35/100)

Correction Factor for KRA

((SE*25/100) + (H1*35/100) + H2 + H3 + H4 + H5 + RA)

Abbreviation :

Self :	SE	Rating :	RA	Grace Rating :	GR	Weightage :	WE	HR :	HR
HOD1 :	H1	HOD2 :	H2	HOD3 :	H3	HOD4 :	H4	HOD5 :	H5
HOD Count :	HC	Head Goal Percentage :	HGP						

Example : ((SE*25/100) + (H1*35/100) + H2 + H3 + H4 + H5 + RA) * (WE/100)

Figure 248

Correction Factor for KRA settings is provided. User can enter formula to calculate Correction Factor for KRA.

PMS -> Scorecard - Correction Factor and PMS -> Scorecard - View Scorecard report will display the value for the same.

8.22. New setting provided as Correction Factor for Goal

New setting 'Correction Factor for Goal' is provided in *PMS -> PMS Setting* as shown in below figure:

Correction factor processing/Calculate HR Rating

Correction factor processing

(SE*25/100) + (H1*35/100)

Correction Factor for KRA

Correction Factor for Goal

((SE*25/100) + (H1*35/100) + H2 + H3 + H4 + H5 + RA)

Abbreviation :

Self :	SE	Rating :	RA	Grace Rating :	GR	Weightage :	WE	HR :	HR
HOD1 :	H1	HOD2 :	H2	HOD3 :	H3	HOD4 :	H4	HOD5 :	H5
HOD Count :	HC	Head Goal Percentage :	HGP						

Example : ((SE*25/100) + (H1*35/100) + H2 + H3 + H4 + H5 + RA) * (WE/100)

Figure 249

Correction Factor for Goal settings is provided. User can enter formula to calculate Correction Factor for Goal.

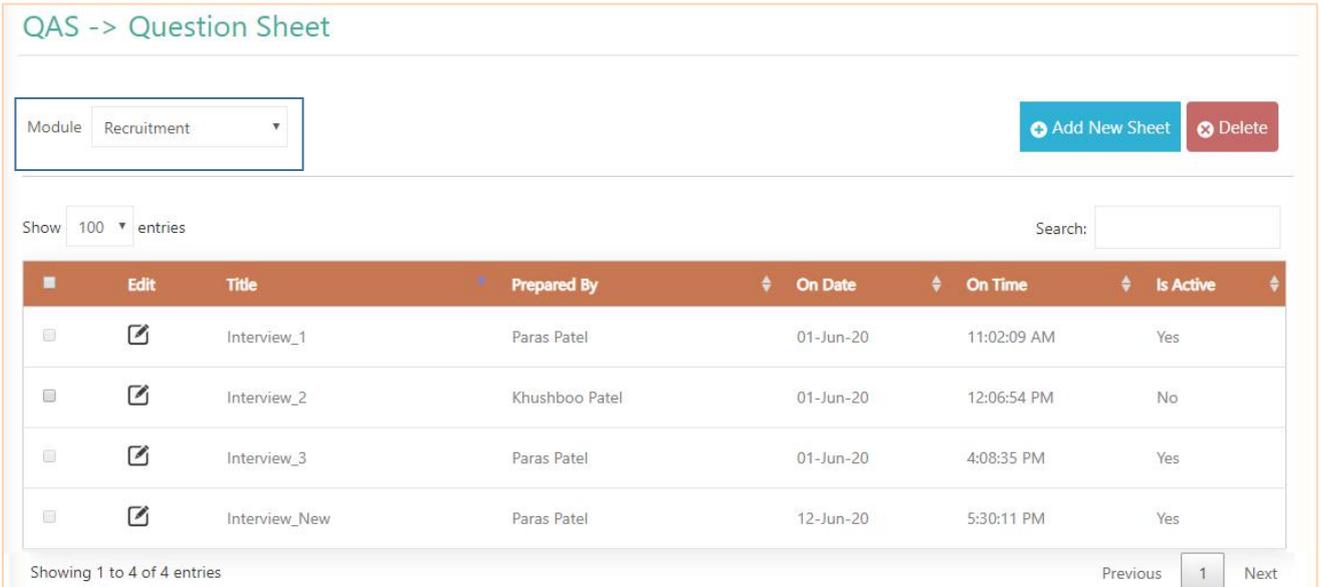
PMS -> Scorecard - Correction Factor and PMS -> Scorecard - View Scorecard report will display the value for the same.

New Features of Spine HRMS Version 6.0.3

9. Recruitment

9.1. QAS form for Interviewer at each level

New Module selection as Recruitment is added in *Admin -> QAS -> "Question Sheet"*. As shown in below figure:



QAS -> Question Sheet

Module: Recruitment

Buttons: Add New Sheet, Delete

Show: 100 entries

Search:

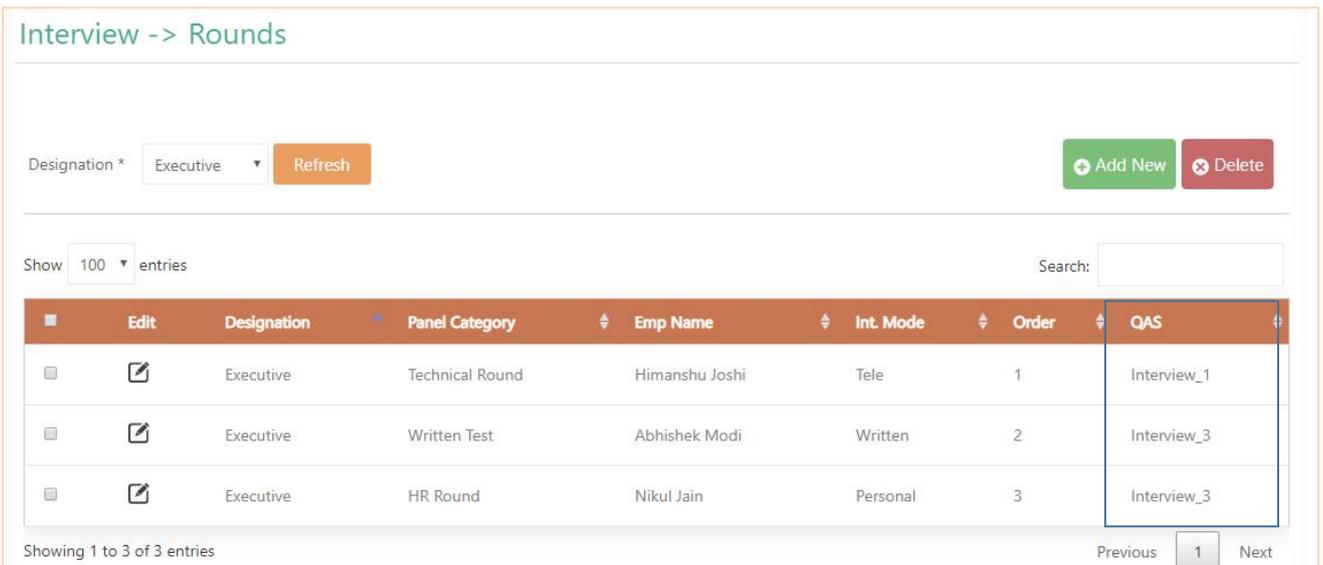
■	Edit	Title	Prepared By	On Date	On Time	Is Active
☐	✍	Interview_1	Paras Patel	01-Jun-20	11:02:09 AM	Yes
☐	✍	Interview_2	Khushboo Patel	01-Jun-20	12:06:54 PM	No
☐	✍	Interview_3	Paras Patel	01-Jun-20	4:08:35 PM	Yes
☐	✍	Interview_New	Paras Patel	12-Jun-20	5:30:11 PM	Yes

Showing 1 to 4 of 4 entries

Navigation: Previous, 1, Next

Figure 250

i) Active QAS can be assign while adding Interview Round based on Designation in Recruitment from *Recruitment -> Interview -> "Rounds"*. As shown in below figure:



Interview -> Rounds

Designation *: Executive Refresh

Buttons: Add New, Delete

Show: 100 entries

Search:

■	Edit	Designation	Panel Category	Emp Name	Int. Mode	Order	QAS
☐	✍	Executive	Technical Round	Himanshu Joshi	Tele	1	Interview_1
☐	✍	Executive	Written Test	Abhishek Modi	Written	2	Interview_3
☐	✍	Executive	HR Round	Nikul Jain	Personal	3	Interview_3

Showing 1 to 3 of 3 entries

Navigation: Previous, 1, Next

Figure 251

ii) Default QAS display as per saved QAS in Interview Round in *Recruitment -> Interview -> "Schedule Interview"*, HR can also modify the QAS sheet selection from here. As shown in below figure:

New Features of Spine HRMS Version 6.0.3

Interview -> Schedule Interview

Candidate : **Anshul Maheshwari-8**
View Details

Vacancy For : **manager-3**

Interview Date : **12-Jun-20 10:00**

Status : **No**

[+ Add Round](#) [- Delete Round](#)

Mode	Interviewer	Score	Interview Taken?	Recommendation	Remark	Attach Documents	Attach/View QAS
Tele	Himanshu Joshi	0.00	No				Interview_1
Personal	Nikul Jain	0.00	No				Interview_3

Total Score : 0.00

[Save](#) [Cancel](#)

Figure 252

iii) In *Recruitment -> Interview -> "Schedule by Panel"*, link will be provided to interviewer to fill QAS.

Interview -> Schedule By Panel

Candidate : **Aakash Vijayvargiya-5**
View Details

Vacancy For : **New Vacancy for Developer-2**

Interview Date : **04-Jun-20 10:00**

Status : **No**

Mode	Interviewer	Score	Interview Taken?	Recommendation	Remark	Attach Documents	Fill QAS
Written	Abhishek Modi	10.00	No		dsfd		Fill QAS

Total Score : 10.00

[Save](#) [Cancel](#)

Figure 253

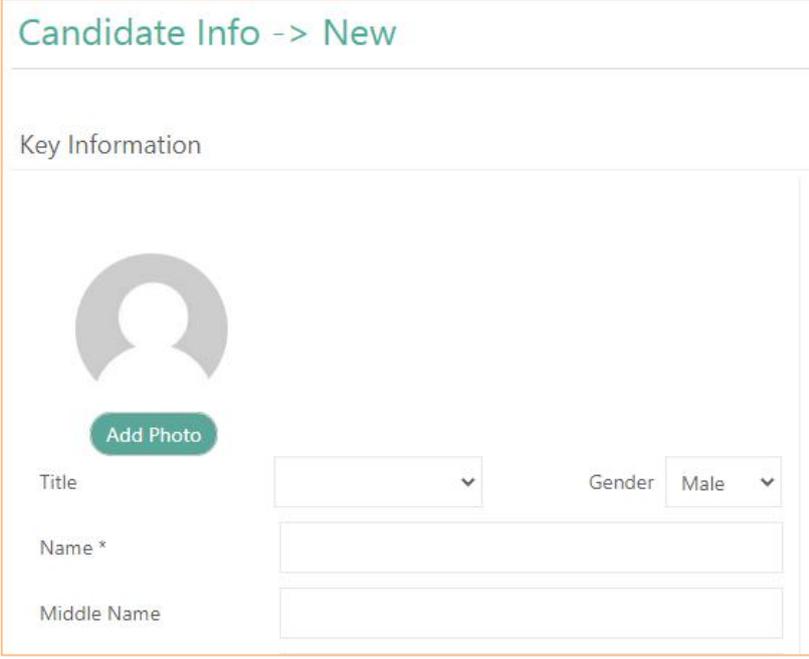
iv) Once interview status is Yes from *Recruitment -> Interview -> "Schedule Interview"*, then interviewer can not edit QAS sheet . HR can only view the filled QAS in Schedule Interview List view.

9.2. In Candidate and Vacancy master new fields are added

1. In Candidate Info below new fields are provided Recruitment -> Candidate Info -> new, as shown in below Figure :

I. Candidate Photo : It will display under Key Information in Candidate Info.

New Features of Spine HRMS Version 6.0.3



Candidate Info -> New

Key Information



Add Photo

Title Gender

Name *

Middle Name

Figure 254

II. Visa Status : It will display under Personal Details in Candidate Info.



Personal Details

Birth Date *  Age *

Passport

Visa Status

Figure 255

III. Nationality : It will display under Address Information in Candidate Info.



Address Information

Address 1.

Address 2.

Address 3.

Nationality

Figure 256

IV. Position Applied, Previous Organization Name : It will display under Reference and Preference's in Candidate Info.

New Features of Spine HRMS Version 6.0.3

Notice Period (In Days)	<input type="text"/>
Position Applied	<input type="text"/>
Previous Organization Name	<input type="text"/>
Last Position	<input type="text"/>

Figure 257

V. Department, QID Position : It will display under Reference and Preference's in Candidate Info.

Relation	<input type="text"/>
Languages Known	<input type="text"/>
Department	<input type="text"/>
QID Position	<input type="text"/>

Figure 258

This fields except Candidate Photo are also available for import.

2. In Vacancies -> New Request, Hire Type with Local/Overseas drop-down selection field is provided.

Company	<input type="text"/>
Hire Type	<input type="text" value="Local"/> <ul style="list-style-type: none"> Local Overseas
Job Description	<input type="text"/>
JD Name *	<input type="text"/>

Figure 259

9.3. In Candidate Data List new columns are added.

In *Recruitment -> Candidate Info -> Candidate Data List* below new columns are provided which will display data from Candidate info, as shown in below Figure :

- I. Position applied
- II. Department
- III. Nationality
- IV. Previous Organization
- V. QID Position
- VI. Notice period day
- VII. Visa status

New Features of Spine HRMS Version 6.0.3

Nationality	City	Notice Period (In Day(s))	Position Applied	Previous Organization Name	Last Position	Last Salary	Expected Salary	Preferred Location	Department	Referred By
South Georgia and The South Sandwich Island in LMS			0 Position applied for Manager in Software Testing in Information Technology Company for software app	Previous Organization Name is Tata Consultancy Private Limited located in Mumbai maharashtra india.			855555.20		Information Technology as Engineer	Internal : Atul Mehra

Figure 260

9.4. Additional columns are added in Vacancy List Report

In *Recruitment -> Vacancies -> Report -> Report Type : Vacancy List Report* below additional columns are provided which will display data as per added vacancy, as shown below Figure :

- I. Salary Range
- II. Work Experience
- III. Education Qualification
- IV. Hire Type

Salary Range	Work Experience	Education Qualification	Posted By	No. of Post	Short Listed by HR	Interviewed	Recruited	Joined	Vacancy Type	Hire Type
200000-3000000	2 Year(s) 0 Month(s)	23	Suresh Iyer		1	0	0	0	New Headcount	Local
18000	0 Year(s) 6 Month(s)	M.Sc.	Minal Jaiswal		1	3	1	1	Replacement hiring	Local
15000	0 Year(s) 6 Month(s)	B. Sc(IT)	Minal Jaiswal		1	0	0	0	Replacement hiring	Local

Figure 261

9.5. Document selection mandatory and user defined caption for candidate info

For Candidate Master document below options are provided in *Recruitment -> Configuration -> Settings*, as shown in below Figure:

- I. In General setting tab, Document 1 to Document 5 mandatory option is provided. Option name as "Is Document 1 mandatory", likewise till document 5. If this is opted then Document 1 will be mandatory for selection in *Candidate Info -> New*.

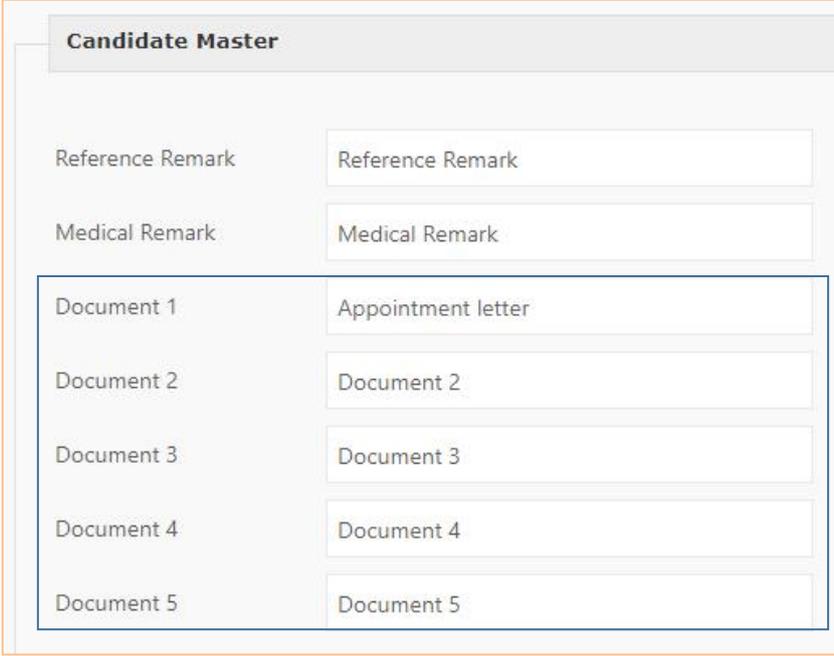
CANDIDATE MASTER

- Is Mobile (1) Mandatory
- Is Email Mandatory
- Is Address (1) Mandatory
- Is City Mandatory
- Is PinCode Mandatory
- Is Document 1 (Appointment letter) Mandatory
- Is Document 2 Mandatory
- Is Document 3 Mandatory
- Is Document 4 Mandatory
- Is Document 5 Mandatory
- For Candidate master maintain and validate Unique info

Figure 262

New Features of Spine HRMS Version 6.0.3

II. In User Define Caption tab, for Document 1 to Document 5 caption name option is provided, as shown in below Figure. Document 1 to Document 5 name will be displayed in Candidate Info as per entered caption name.



The screenshot shows the 'Candidate Master' form with the following fields:

- Reference Remark: Reference Remark
- Medical Remark: Medical Remark
- Document 1: Appointment letter
- Document 2: Document 2
- Document 3: Document 3
- Document 4: Document 4
- Document 5: Document 5

Figure 263

9.6. JD Report provided in Report-HR

“JD Report” is provided in *Recruitment -> Vacancies -> Reports- HR -> Report Type - JD Report* for HR, as shown in below Figure:

It will display JD Code, JD Name, Roles and Skills details added from JD Master.

JD Report			
JD Code	JD Name	Roles	Skills
1	Executive	Team lead	Fluent English
2	Manager	HRMS Working	Quick learning
		Team lead	Fluent English
3	Analyst		

Figure 264

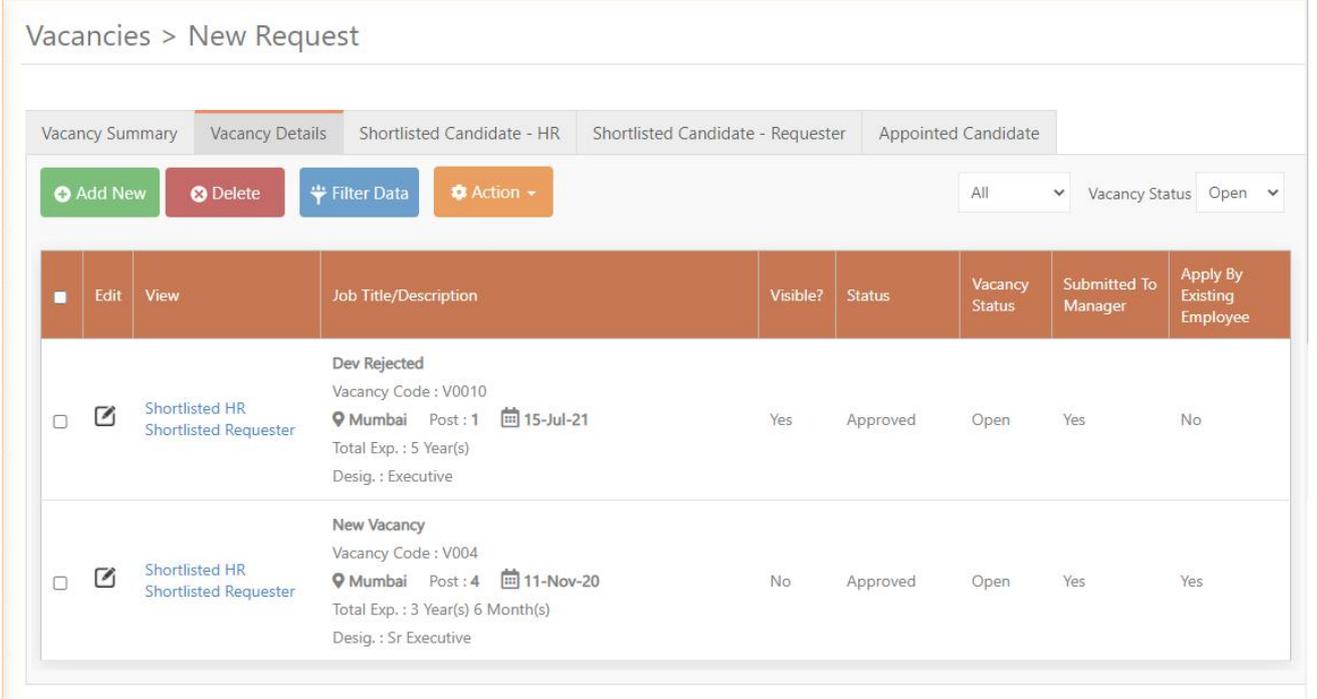
9.7. Recruitment Enhancement

In *Recruitment > Vacancies > New Request/ Approve/ Check Request* below changes are done:

- I. Details Tab renamed to Vacancy Details.
- II. Shortlisted By Column is Removed and direct link given for Shortlisted Candidate by HR, Shortlisted

New Features of Spine HRMS Version 6.0.3

Candidate by Requester



Vacancies > New Request

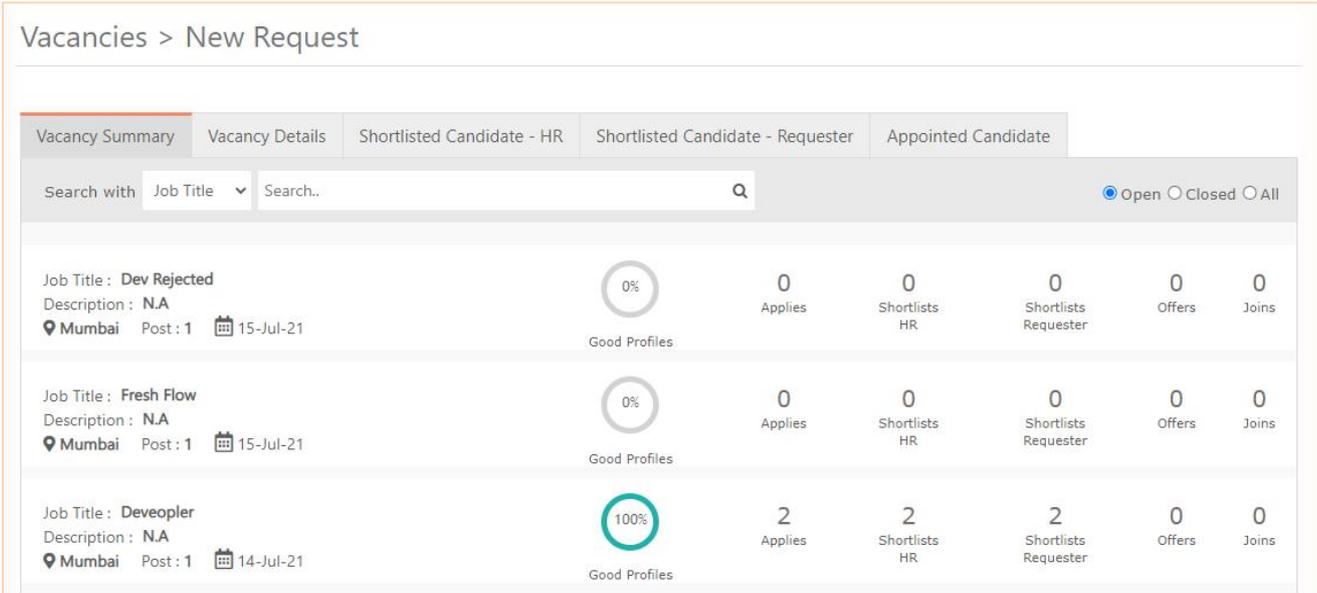
Vacancy Summary | **Vacancy Details** | Shortlisted Candidate - HR | Shortlisted Candidate - Requester | Appointed Candidate

All Open

<input type="checkbox"/>	Edit	View	Job Title/Description	Visible?	Status	Vacancy Status	Submitted To Manager	Apply By Existing Employee
<input type="checkbox"/>	<input type="checkbox"/>	Shortlisted HR Shortlisted Requester	Dev Rejected Vacancy Code : V0010 📍 Mumbai Post : 1 📅 15-Jul-21 Total Exp. : 5 Year(s) Desig. : Executive	Yes	Approved	Open	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	Shortlisted HR Shortlisted Requester	New Vacancy Vacancy Code : V004 📍 Mumbai Post : 4 📅 11-Nov-20 Total Exp. : 3 Year(s) 6 Month(s) Desig. : Sr Executive	No	Approved	Open	Yes	Yes

Figure 265

- III. New tab provided, Vacancy Summary which contains vacancy counts like Applies, Shortlists HR, Shortlists Requester, Offers, Joins
- IV. Good Profiles shows percentages which will be calculate = (no. of Shortlisted candidate by HR/ total applies)*100, (no. of Shortlisted candidate and total applies count fetch from Vacancy summary tab of Vacancies > Check request)



Vacancies > New Request

Vacancy Summary | Vacancy Details | Shortlisted Candidate - HR | Shortlisted Candidate - Requester | Appointed Candidate

Search with Job Title

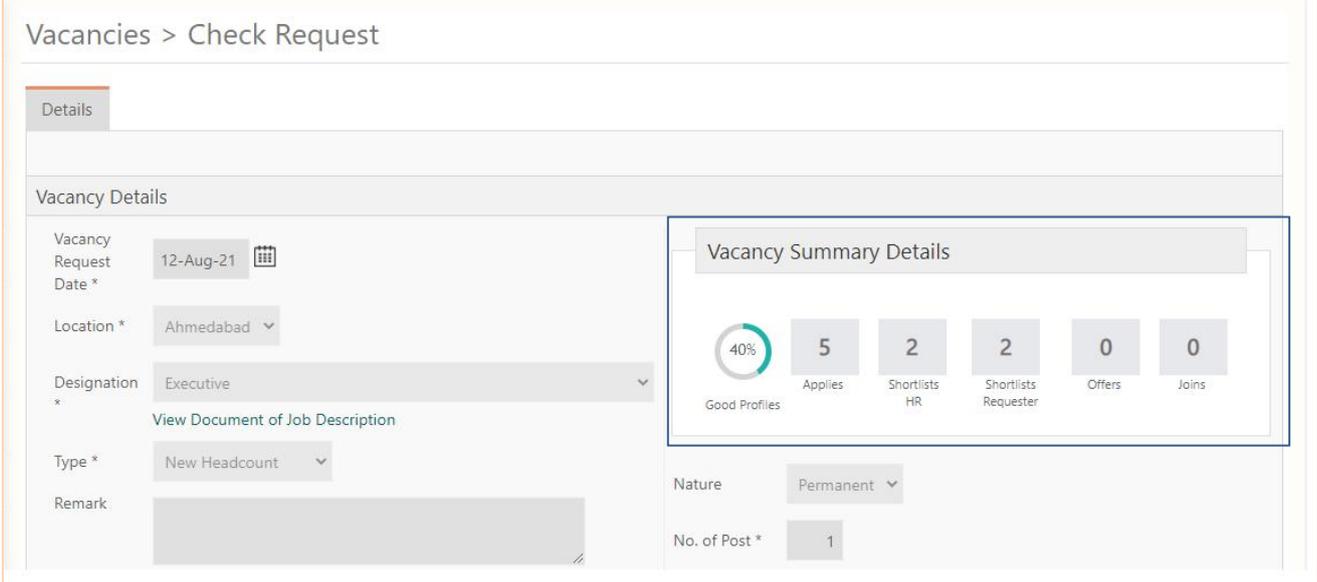
Open Closed All

Job Title : Dev Rejected Description : N.A 📍 Mumbai Post : 1 📅 15-Jul-21	0%	0	0	0	0	0
Good Profiles	Applies	Shortlists HR	Shortlists Requester	Offers	Joins	
Job Title : Fresh Flow Description : N.A 📍 Mumbai Post : 1 📅 15-Jul-21	0%	0	0	0	0	0
Good Profiles	Applies	Shortlists HR	Shortlists Requester	Offers	Joins	
Job Title : Deveopler Description : N.A 📍 Mumbai Post : 1 📅 14-Jul-21	100%	2	2	2	0	0
Good Profiles	Applies	Shortlists HR	Shortlists Requester	Offers	Joins	

Figure 266

New Features of Spine HRMS Version 6.0.3

VI. while edit Vacancy details “Vacancy Summary Details block” display. Which is showing count of Good Profiles, Applies, Shortlists HR, Shortlists Requester, Offers



Vacancies > Check Request

Details

Vacancy Details

Vacancy Request Date * 12-Aug-21

Location * Ahmedabad

Designation * Executive

Type * New Headcount

Nature Permanent

No. of Post * 1

Vacancy Summary Details

40%	5	2	2	0	0
Good Profiles	Applies	Shortlists HR	Shortlists Requester	Offers	Joins

Figure 267

- Note: a) Where Applies shows count of candidate whose applied job for particular vacancy.
b) Shortlists HR shows count of candidate shortlisted by HR for particular vacancy.
c) Shortlists Requestor shows count of candidate shortlisted by Requestor for particular vacancy.
d) Offers shows count of candidate who will be selected in Interview.
e) Joins will be shows count of candidate whose status is joined from prejoin entry page.

9.8. Recruitment Enhancement : Ex-Employee Maintain Records

- I. In *Recruitment > Candidate > “New”*, If candidate is marked as Ex - employee then manager desk link enable like wise pms module.
- II. In employee master, New option provided to map Old Employee Code.

New Features of Spine HRMS Version 6.0.3

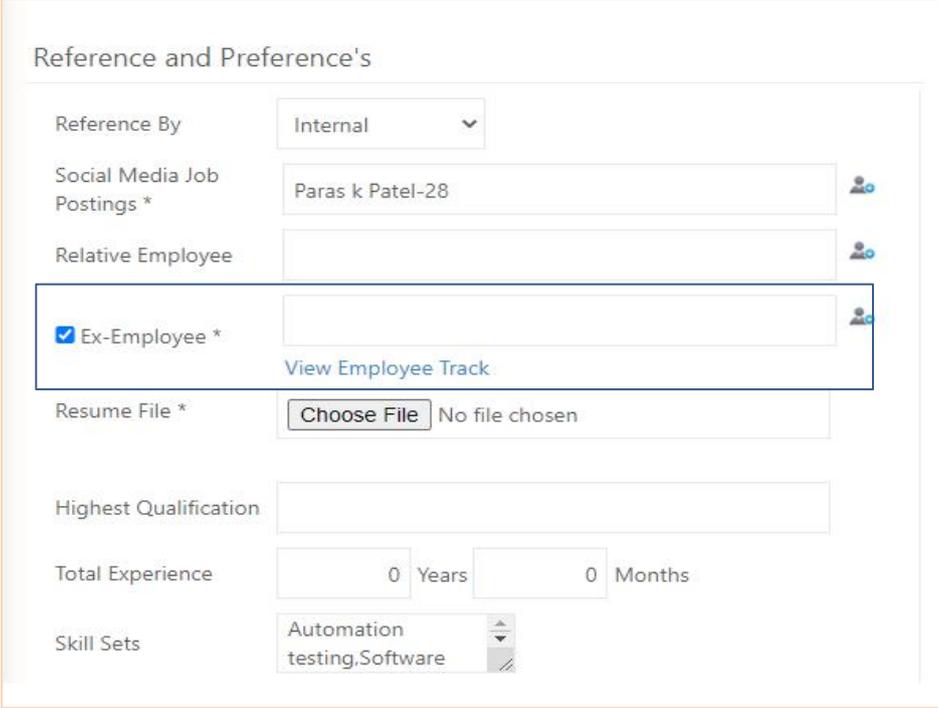


Figure 268

9.9. LinkedIn Url field provided in Candidate master

New field is provided in *Recruitment ->Candidate Info* as shown in below Figure:



Figure 269

New LinkedIn Url (optional) field is provided .This is shown in all pages like like Shortlist Candidate, Schedule Interview, Schedule By Panel,Assign status for selection/Rejection,pre join entry etc where candidate information page is present.

9.10. Apply by Existing Employee working provided

'Apply By Existing Employee' dropdown is provided in *Vacancies ->Approve* as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

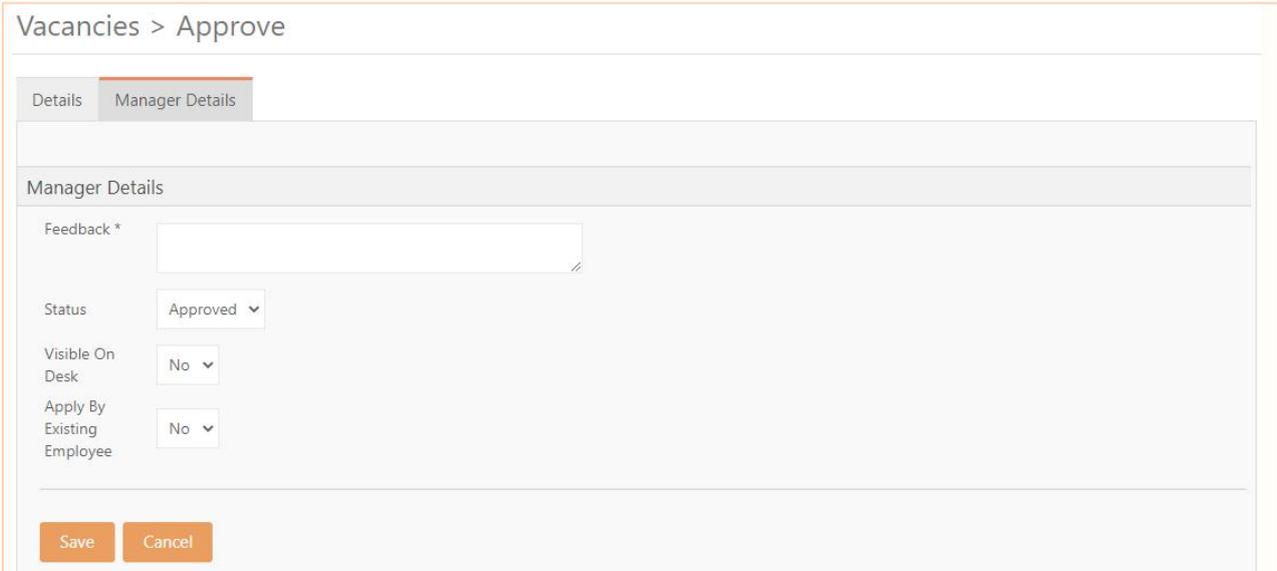


Figure 270

- I. In vacancy approve 'apply by existing employee' dropdown is provided.
- II. 'Apply By Existing Employee' =YES and 'Vacancy Available on Desk'= YES then provided apply button for existing employee on dashboard (opening block) as shown in Below Figure:

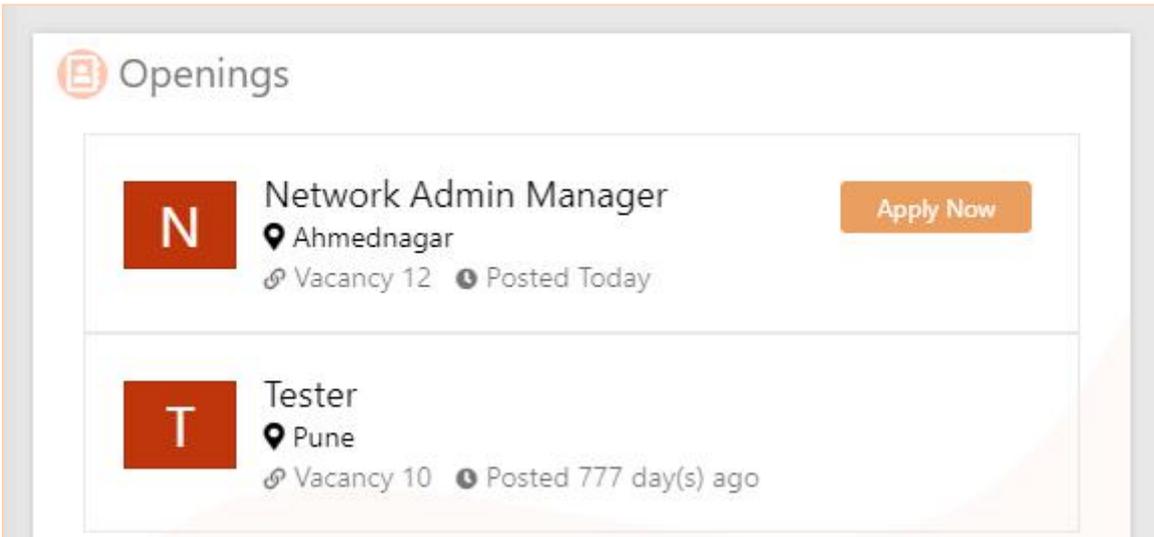


Figure 271

If Employee Clicked on Apply button then Candidate master entry will be created for that employee with IJP label (Internal Job Posting) and employee can be used for further process as shown in below figure:

New Features of Spine HRMS Version 6.0.3

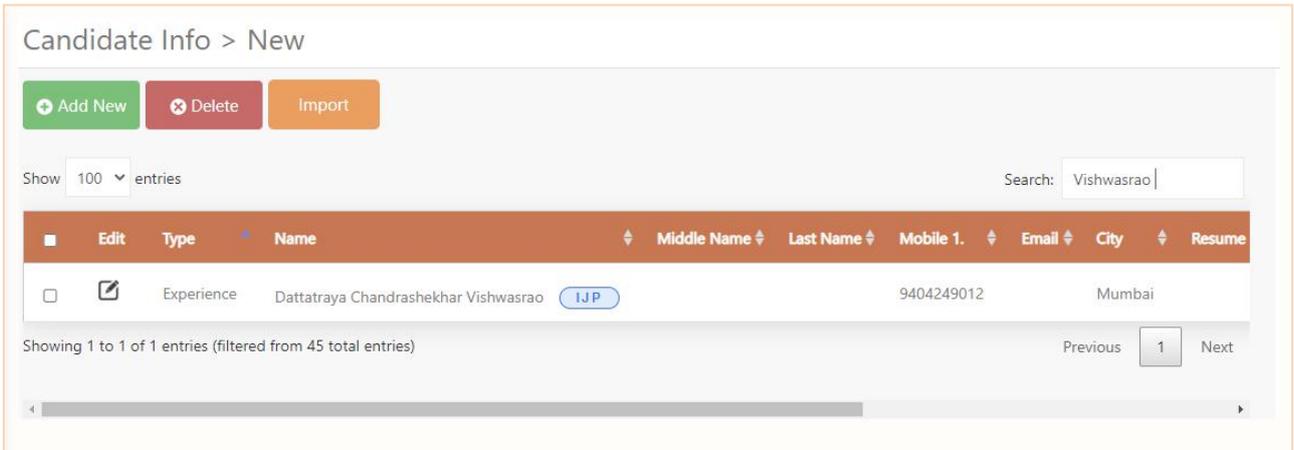


Figure 272

9.11. New Setup 'Show Rating for Interview Round QAS' provided

New setup is provided in *Recruitment ->Recruitment Setting* as shown in below Figure:

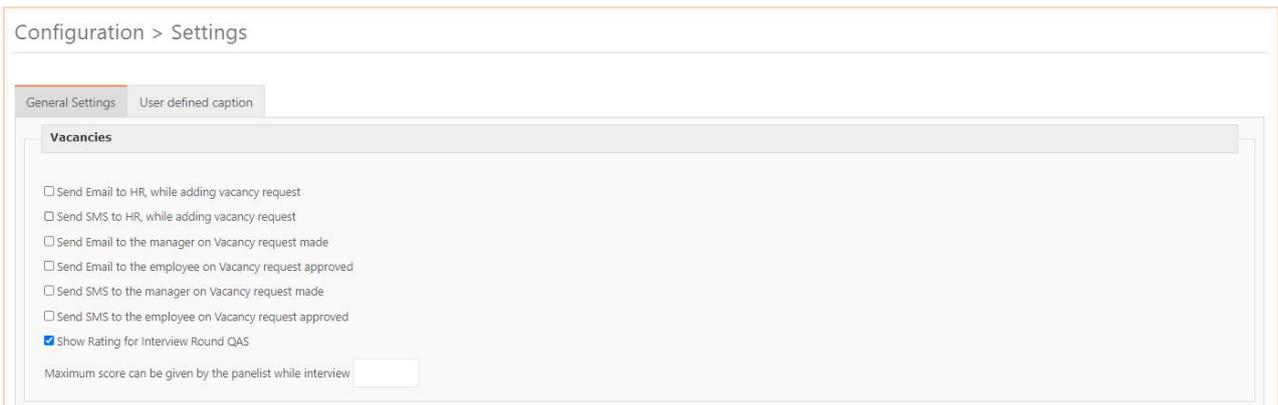


Figure 273

'Show Rating for Interview Round QAS' setup is provided. If this is opted then QAS > Question Bank will show a Rating field for each answer (Maximum 5 digits, Decimal Not allowed). Rating Facility will be available only for Recruitment QAS.

QAS Form will show rating against each Question as shown in Below Figure:



Figure 274

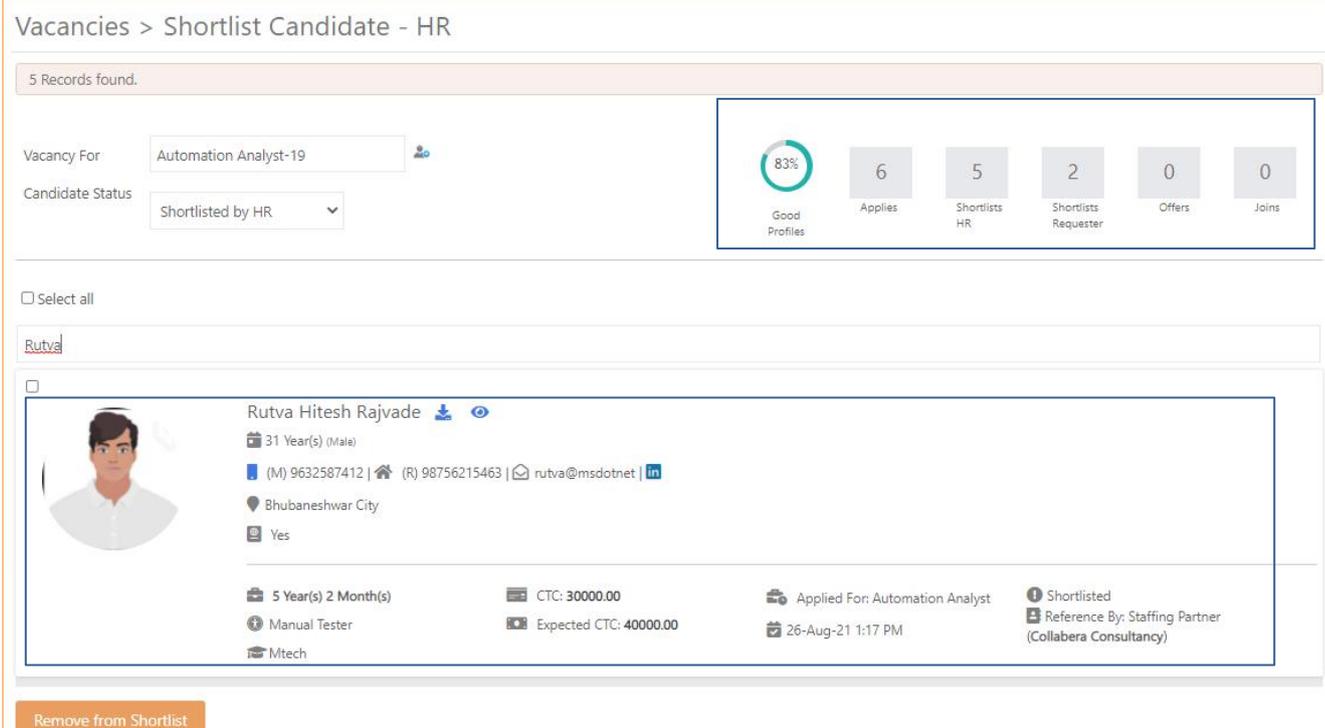
In QAS popup form

New Features of Spine HRMS Version 6.0.3

- I. Rating Value will be shown for selected answer.
- II. Total Rating for all selected answers will be displayed
- III. On save this total rating will be copied to Schedule By Panel>Score Column.Existing Score field is editable.User can change if required.
- IV. If user select this new option then setup 'Maximum score can be given by the panelist while interview' setup will not work.

9.12. Enhancement in Shortlist by Requester/HR

New changes are provided in Recruitment > Vacancies > Shortlist Candidate - HR/Requester, as shown in below Figure :



Vacancies > Shortlist Candidate - HR

5 Records found.

Vacancy For: Automation Analyst-19

Candidate Status: Shortlisted by HR

83% Good Profiles

6 Applies

5 Shortlists HR

2 Shortlists Requester

0 Offers

0 Joins

Select all

Rutva

Rutva Hitesh Rajvade

31 Year(s) (Male)

(M) 9632587412 | (R) 98756215463 | rutva@msdotnet | LinkedIn

Bhubaneswar City

Yes

5 Year(s) 2 Month(s)

Manual Tester

Mtech

CTC: 30000.00

Expected CTC: 40000.00

Applied For: Automation Analyst

26-Aug-21 1:17 PM

Shortlisted

Reference By: Staffing Partner (Collabera Consultancy)

Remove from Shortlist

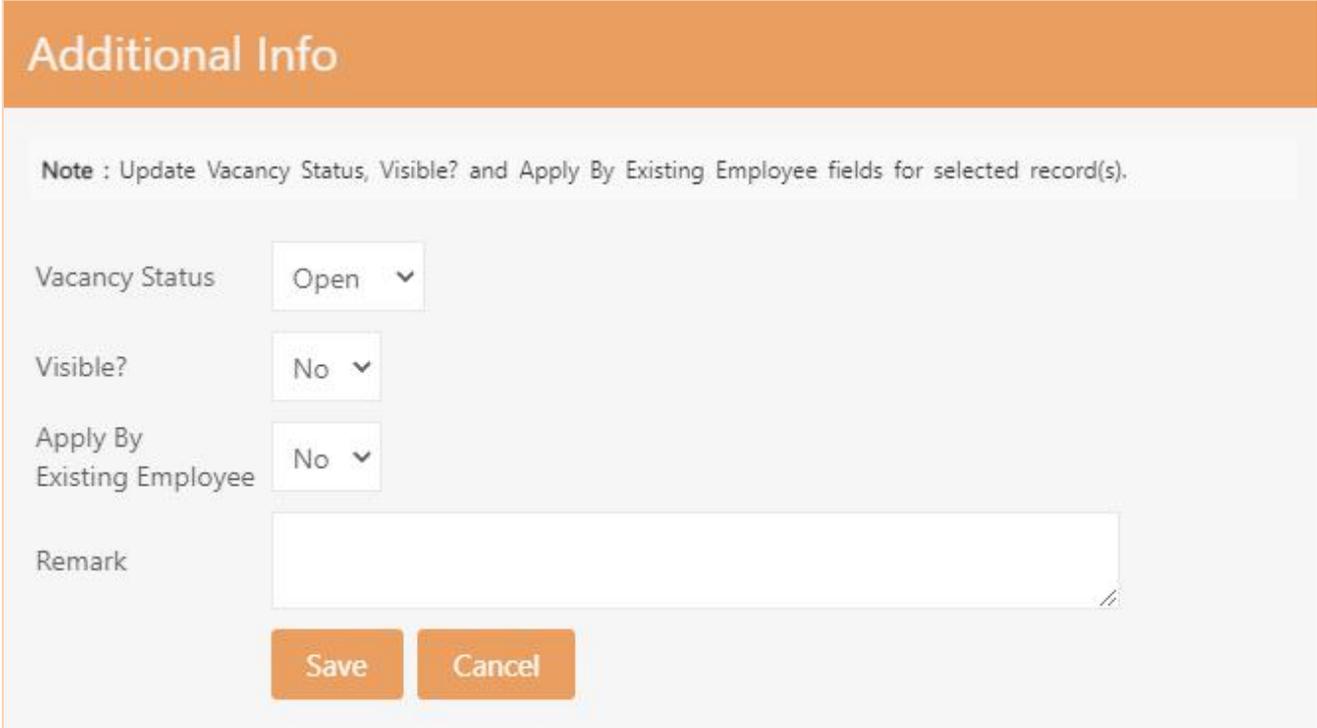
Figure 275

- I. While Add to Shortlist/ Remove from shortlist, Vacancy will be updated for candidate in Candidate info.
- II. After selecting Vacancy in Shortlist Candidate - HR/Requester, count will be displayed with Applies, Shortlist by HR, Shortlists by Requester, Offers & Joins) along with Good Profile (%) for vacancy.
- III. List view for candidate records UI & representation enhanced; It will display candidate records with candidate status, CTC, expected CTC etc with some icon.
- IV. Candidate Status, CTC,Expected CTC and Reference By columns will be available for HR Menu only as per earlier working of Shortlist Candidate - HR
- V. Linked In icon will be displayed incase for candidate Linked in URL mentioned in Candidate Info and linked in url will get open on browser by clicking on Linked in icon.
- VI. For existing employee who has applied for any vacancy then indication with "IJP" will be displayed in Shortlist Candidate -HR/Manager.

9.13. Recruitment Enhancement : Vacancy Visibility toggle

New Features of Spine HRMS Version 6.0.3

- I. In *Recruitment > Vacancies > New Request/Approve /Check request* > "Vacancy Details tab", Actions bootstrap button provided for Additional information. In Additional information New options "Visible On Desk", "Apply by Existing Employee" given as shown in below fig:



Additional Info

Note : Update Vacancy Status, Visible? and Apply By Existing Employee fields for selected record(s).

Vacancy Status:

Visible?:

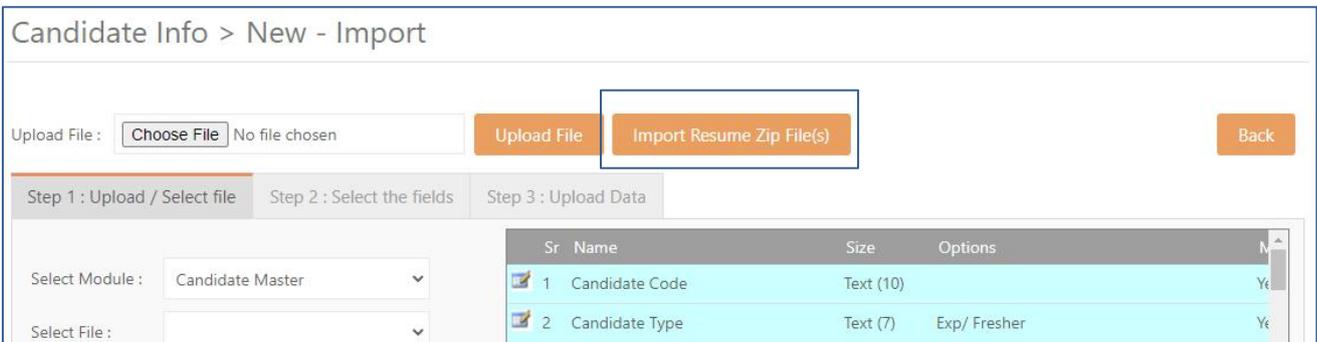
Apply By Existing Employee:

Remark:

- II. Above options will be modified for records which are Approved, Vacancy Status as Open and (Post Date + Vacancy to be filled in days) should be greater than or equals to today date. While Visible and Apply by existing employee is Yes then same vacancy will be visible on main dashboard with "Apply Now" button for existing employee.

9.14. Import Resume Zip File(s) for candidate

"Import Resume Zip File(s)" provided for Candidate in *Recruitment -> Candidate Info -> Import*, as shown in below Figure :



Candidate Info > New - Import

Upload File: No file chosen

Step 1: Upload / Select file | Step 2: Select the fields | Step 3: Upload Data

Select Module:

Select File:

Sr	Name	Size	Options	M
1	Candidate Code	Text (10)		Ye
2	Candidate Type	Text (7)	Exp/ Fresher	Ye

Figure 276

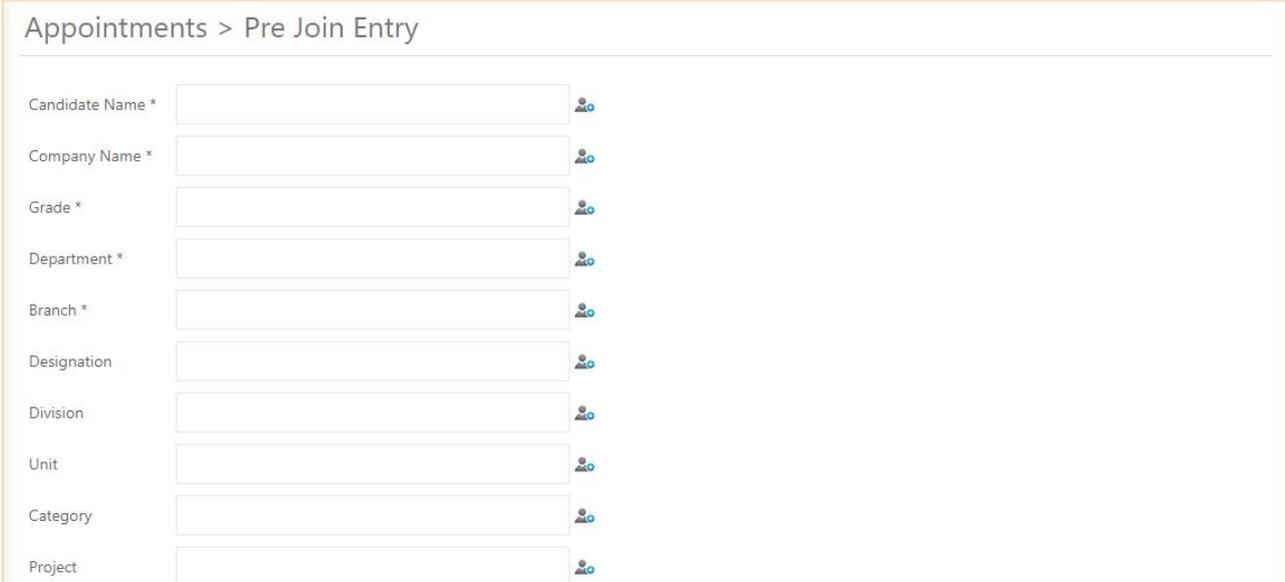
Zip file should contain Resume file name which has mentioned while importing candidate data.

New Features of Spine HRMS Version 6.0.3

After uploading resume zip file, resume files will be extracted in Resume folder and as per resume file name it will displayed in Candidate Info for particular candidate.

9.15. Additional CC Masters provided in Pre Join entry

Division, Unit, Project, Category masters are provided in *Appointments > Pre Join Entry* as shown in below Figure:



Appointments > Pre Join Entry

Candidate Name * 

Company Name * 

Grade * 

Department * 

Branch * 

Designation 

Division 

Unit 

Category 

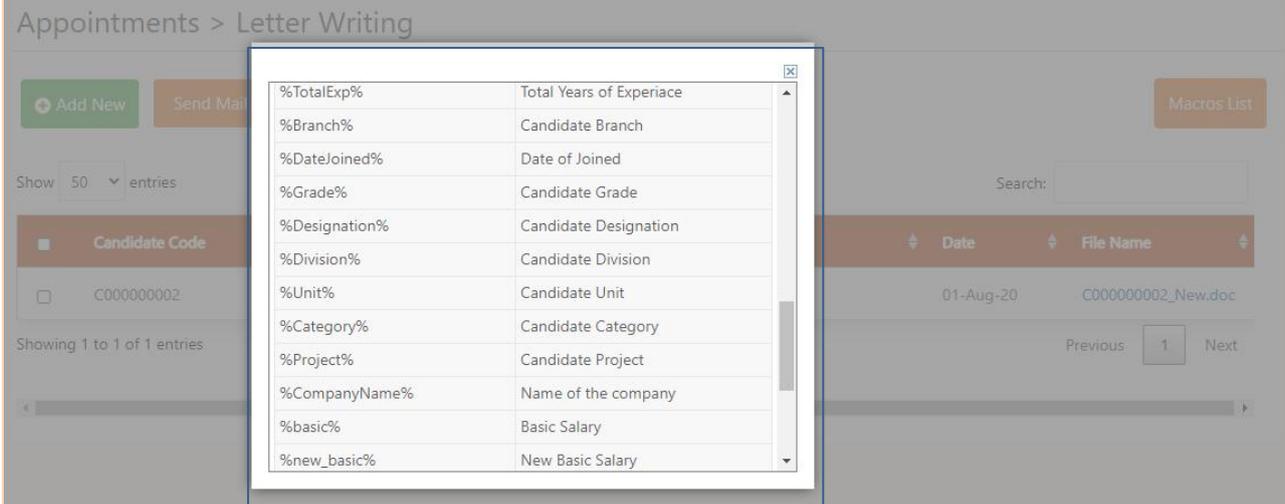
Project 

Figure 277

In Pre-Join Entry Division, Unit, Project, Category masters are provided for selection. After Candidate Master import in Payroll these masters data will also get import.

9.16. New macros added in Letter Writing

New Macros are added in *Appointments > Letter Writing* as shown in below figure:



Appointments > Letter Writing

Macros List

%TotalExp%	Total Years of Experience
%Branch%	Candidate Branch
%DateJoined%	Date of Joined
%Grade%	Candidate Grade
%Designation%	Candidate Designation
%Division%	Candidate Division
%Unit%	Candidate Unit
%Category%	Candidate Category
%Project%	Candidate Project
%CompanyName%	Name of the company
%basic%	Basic Salary
%new_basic%	New Basic Salary

Search:

Date	File Name
01-Aug-20	C00000002_New.doc

Previous 1 Next

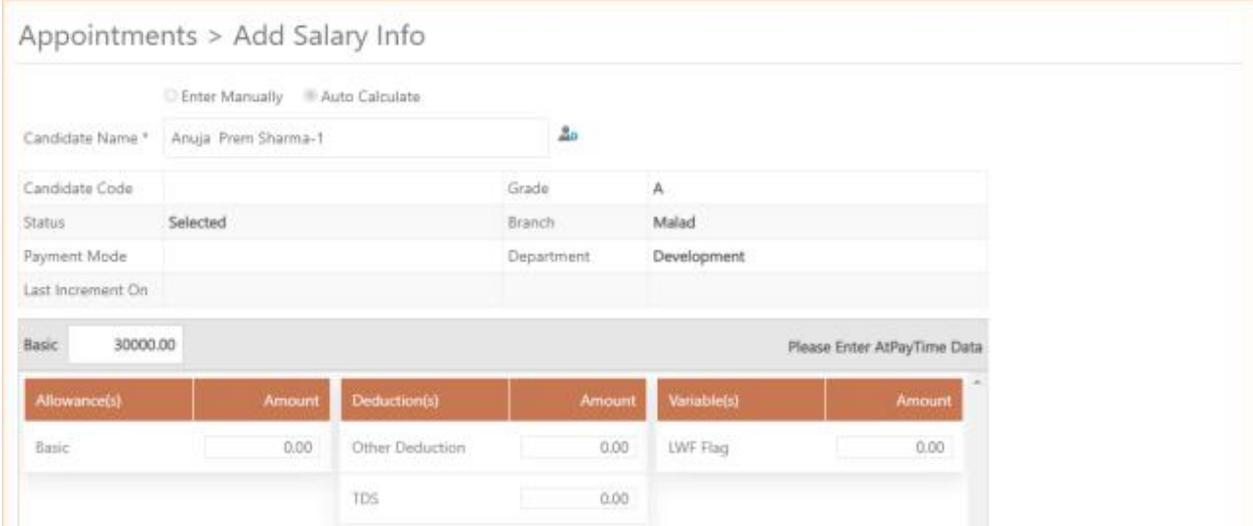
New Features of Spine HRMS Version 6.0.3

Figure 278

In Pre-Join Entry Division, Unit, Project, Category masters are provided for selection. %Division%, %Unit%, %Project%, %Category% macros are added in *Recruitment > Appointments > Letter Writing*.

9.17. Changes in Add Salary Info for PayrollNX DB

Flag and Fixed Columns are also provided in *Appointments > Add Salary Info* as shown in below Figure:



Appointments > Add Salary Info

Enter Manually Auto Calculate

Candidate Name * Anuja Prem Sharma-1

Candidate Code	Grade	A
Status Selected	Branch	Malad
Payment Mode	Department	Development
Last Increment On		

Basic 30000.00 Please Enter AtPayTime Data

Allowance(s)	Amount	Deduction(s)	Amount	Variable(s)	Amount
Basic	0.00	Other Deduction	0.00	LWF Flag	0.00
		TDS	0.00		

Figure 279

For Payrollnx DB, *Recruitment -> Appointments > Add Salary Info > Auto Calculate* along with Column Type at Paytime, flag and fixed are also provided.

9.18. Remark selection mandatory option in Vacancy request

"Set Remark field mandatory in Vacancy Request" option is provided in *Recruitment -> Configuration -> Settings (Vancancies)*, as shown in below Figure :

If it is opted then Remark will be mandatory while adding vacancy request.

New Features of Spine HRMS Version 6.0.3

Configuration > Settings

General Settings | User defined caption

Vacancies

- Send Email to HR, while adding vacancy request
- Send SMS to HR, while adding vacancy request
- Send Email to the manager on Vacancy request made
- Send Email to the employee on Vacancy request approved
- Send SMS to the manager on Vacancy request made
- Send SMS to the employee on Vacancy request approved
- Show Score for Interview Round QAS
- Set Project field mandatory in Vacancy Request

Maximum score can be given by the panelist while interview

Figure 280

9.19. Auto populate Confirmation Date in Pre Join Entry

Now Confirmation date will be automatically set on selection of joining date in Pre Join Entry as per setting available in Payroll application for confirmation date, as shown in below figure:

Appointments > Pre Join Entry

Candidate Name * 

Company Name * 

Grade * 

Department * 

Branch * 

Designation 

Division 

Unit 

Category 

Project 

Employee Code Date of Joining * 

Confirmation Date *  Probation Date 

Is Joined 

Recruitment cost Consultant fees

Join bonus Shift charge

Remark

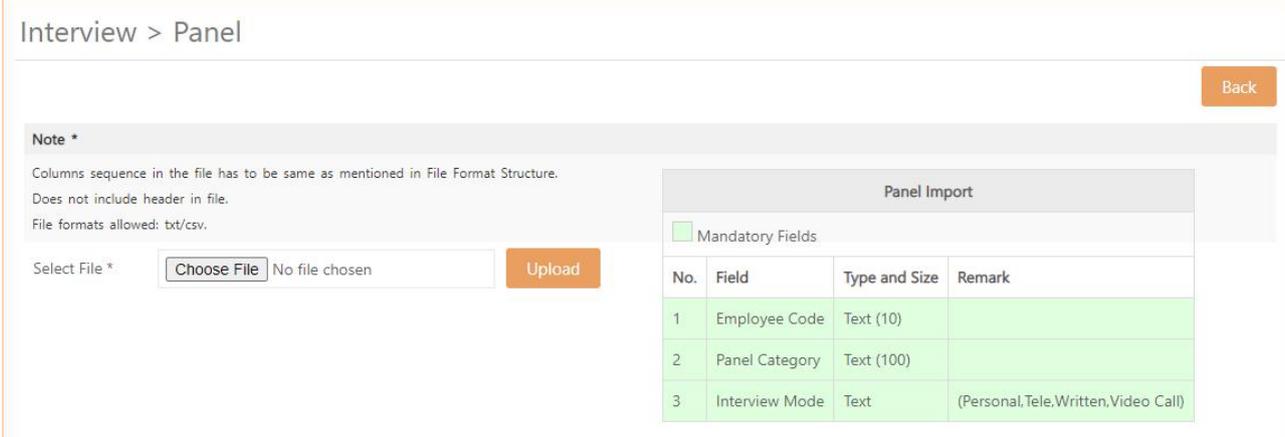
New Features of Spine HRMS Version 6.0.3

Figure 281

For eg. If payroll setting 'Make employee confirmed after is set as 90 days and while adding pre-join entry joining date selected as 30th Dec, 2021 then confirmation date will automatically gets populate after 90 days as 30th March, 2022.

9.20. Import provided for Panel

Panel Import is provided in *Interview > Panel* as shown in below Figure:



Interview > Panel

Back

Note *

Columns sequence in the file has to be same as mentioned in File Format Structure.
Does not include header in file.
File formats allowed: txt/csv.

Select File * No file chosen

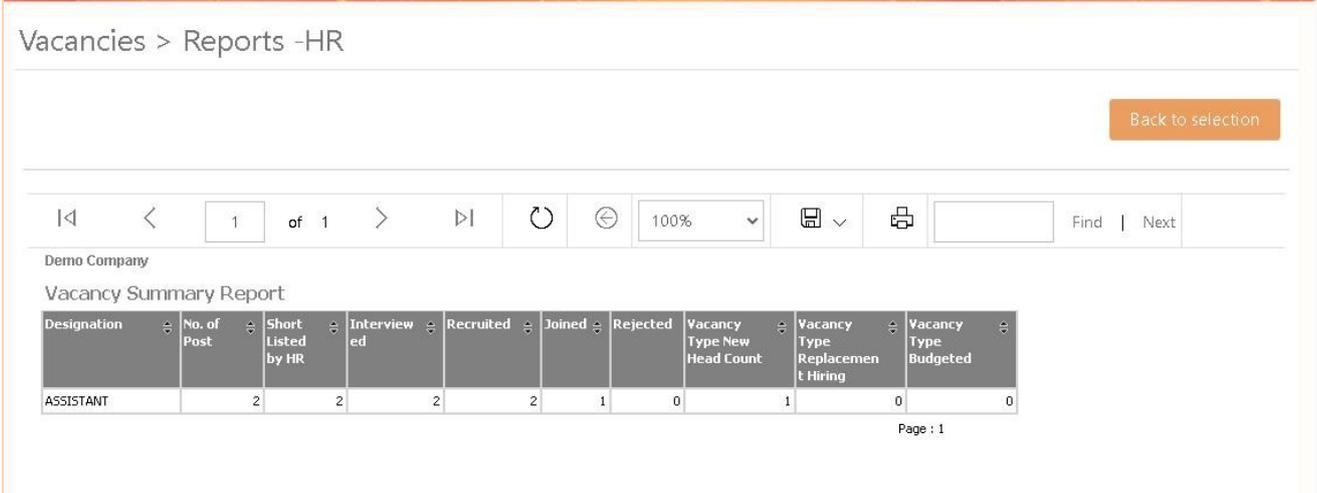
Panel Import			
<input type="checkbox"/> Mandatory Fields			
No.	Field	Type and Size	Remark
1	Employee Code	Text (10)	
2	Panel Category	Text (100)	
3	Interview Mode	Text	(Personal,Tele,Written,Video Call)

Figure 282

User can import Panel from here.

9.21. Changes in Vacancy Summary Report

One column added with name 'Rejected' in *Recruitment --> Vacancies --> Reports HR --> Vacancy Summary Report* which display the count of candidates who are rejected after interview, as shown in below figure:



Vacancies > Reports -HR

Back to selection

1 of 1

100%

Demo Company

Vacancy Summary Report

Designation	No. of Post	Short Listed by HR	Interviewed	Recruited	Joined	Rejected	Vacancy Type New Head Count	Vacancy Type Replacement Hiring	Vacancy Type Budgeted
ASSISTANT	2	2	2	2	1	0	1	0	0

Page : 1

Figure 283

New Features of Spine HRMS Version 6.0.3

9.22. Letter Writing in PDF Format

Now Letter Writing will be provided in PDF Format in *Appointments > Letter Writing* as shown in below figure:

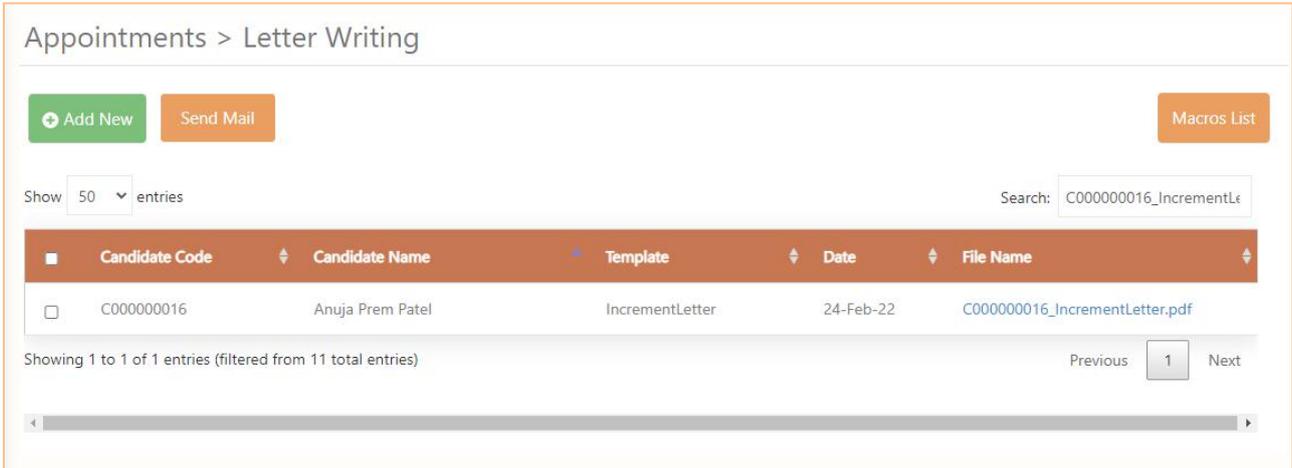


Figure 284

Previously Letter Writing was getting generated in word Format.now it will be generated in PDF Format.

10. Training

10.1. Training Group

I. Training Group menu provided in *Training -> Configuration -> "Training Group"* as shown in below fig.

Default Training group already assigned to employee and also Default Group update in Existing Training.

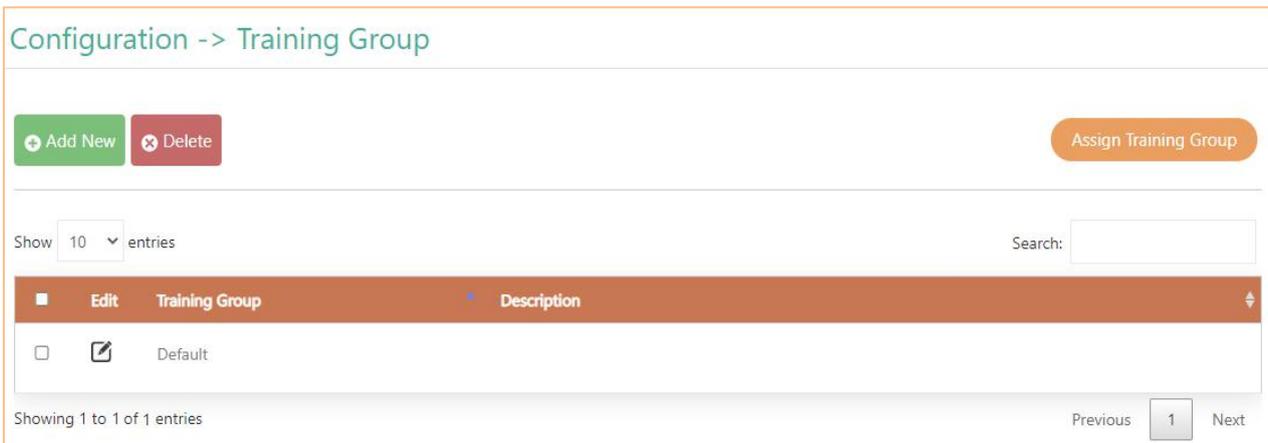


Figure 285

II. Import for Training Group Assign:

New Features of Spine HRMS Version 6.0.3

Import for Training Group is provided in *Training -> Configuration -> Training Group* to allocate Training Group for multiple employees, as shown in below Figure :

Configuration -> Training Group - Import

Note *

Columns sequence in the file has to be same as mentioned in File Format Structure.
File formats allowed: txt/csv.
File size should not more than 2 MB.

Select File* No file chosen

File Format Structure		
Mandatory Fields		
No.	Field	Type and Size
1	Employee Code	Text (10)
2	Training Group	Text (40)

Figure 286

10.2. Training Sub Topic

Training Sub Topic menu is provided in *Training -> Configuration -> "Sub Topics"* as shown in below fig.
Sub Topic updated same as Topic Name for only those topics which are already used in Training.

Configuration -> Sub Topics

Show entries
Search:

	Edit	Training Topic	Sub Topic Name	Sub Topic Description
<input type="checkbox"/>	<input type="button" value="Edit"/>	Test Topic 1	Test Sub Topic 1_1	
<input type="checkbox"/>	<input type="button" value="Edit"/>	Test Topic 1	Test Sub Topic 1_2	
<input type="checkbox"/>	<input type="button" value="Edit"/>	Test Topic 2	Test Sub Topic 2_1	
<input type="checkbox"/>	<input type="button" value="Edit"/>	Test Topic 2	Test Sub Topic 2_2	

Showing 1 to 4 of 4 entries
Previous Next

Figure 287

10.3. Add New Training

New Features of Spine HRMS Version 6.0.3

Following New fields are added in *Training -> Schedule -> "Add"* and Visibility of these fields depends on Training Type and Training Mode selection.

- I. Training Type : Induction Non Induction.
- II. Training Mode : Online Session and Offline Session
- III. Training Sub Topic : Display Sub Topic related to selected Topic
- IV. Training Level (1-10)
- V. Credit Minutes
- VI. Presentation Order
- VII. Training Group : Add Multiple groups in a Training
- VIII. Training Description
- IX. Consent Remark
- X. Consent Agree (I Agree, OK, Got It, Completed)
- XI. Video URL

On Add Training Screen, While select Training Type Non Induction and Training Mode Online session then Required fields are display as shown in below figure:

New Features of Spine HRMS Version 6.0.3

Schedule -> Add

Training Details

Training Type	Non Induction <input type="button" value="v"/>	Training Mode	Online Session <input type="button" value="v"/>
Training Topics *	DEFAULT <input type="button" value="v"/>		
Training Sub Topic *	<input type="text"/>		
Training Code *	<input type="text"/>		
Program Title *	<input type="text"/>		
Course	<input type="text"/>		
Training Level	1 <input type="button" value="v"/>	Credit Minutes	<input type="text" value="0.00"/>
Conducted by	<input type="text"/>		
Training Source	Internal <input type="button" value="v"/>		
Presentation Order	<input type="text" value="0"/>		
Training Group *	<input type="text"/>		

Online Content Additional Information

*** Note:**
This information will be displayed in online content training screen.

Training Description



Consent Remark

Consent Agree

Video Url

* Note : Provide complete clickable url

Important Dates

Training Start Date *	<input type="text" value="17-Aug-20"/>	Training End Date *	<input type="text" value="17-Aug-20"/>
Total Hrs.	<input type="text"/>	(hh.mm)	

Save
Cancel

Figure 288

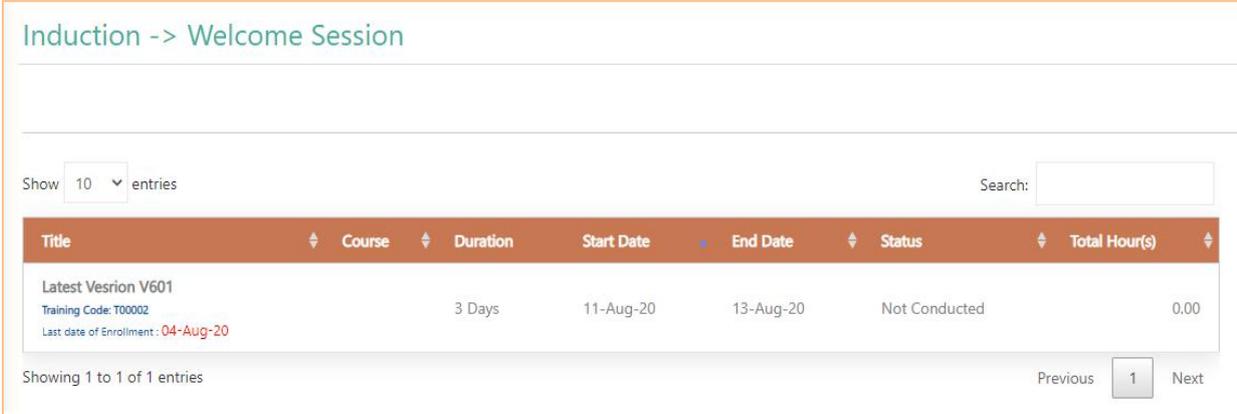
New Features of Spine HRMS Version 6.0.3

- I. While select Training Type Induction and Training Mode Online session then Online Content addition Information section hide.
- II. While select Training Type Induction / Non Induction and Training Mode Offline session then additional fields display i.e. Training Visibility, QAS, Important Dates Section and Venue Section and Training Level, Credit Minutes will be hide.

10.4. Welcome Session, Online Induction & Training Session:

- I. Welcome Session menu provided in *Training -> Induction -> "Welcome Session"* as shown in below figure:

In Welcome Session only those training display to Employee, which has Training Mode Offline Session, Training Type is Induction and if Employee belongs to same Training Group as mentioned in training.



Induction -> Welcome Session

Show 10 entries Search:

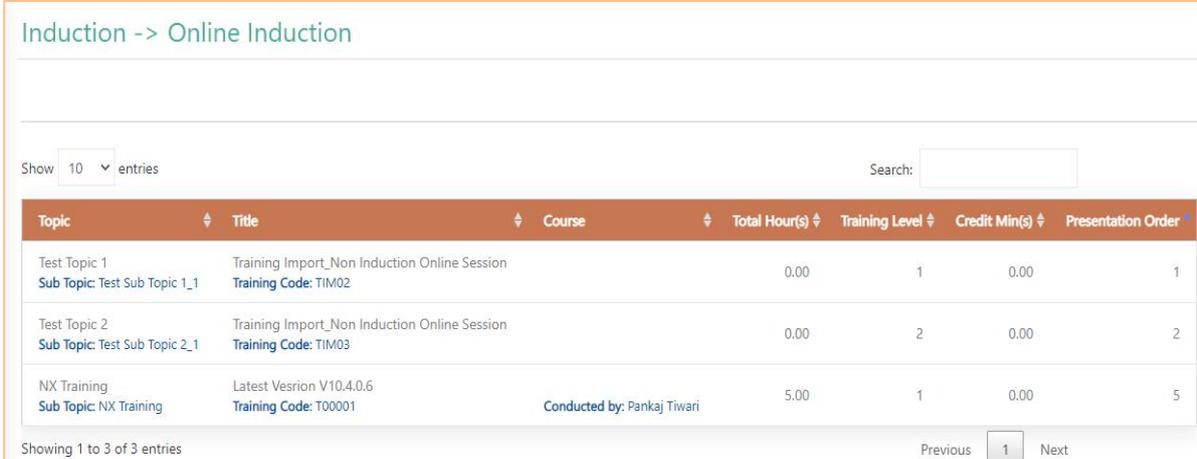
Title	Course	Duration	Start Date	End Date	Status	Total Hour(s)
Latest Vesrion V601 Training Code: T00002 Last date of Enrollment: 04-Aug-20		3 Days	11-Aug-20	13-Aug-20	Not Conducted	0.00

Showing 1 to 1 of 1 entries Previous 1 Next

Figure 289

- II. Online Induction menu provided in *Training -> Induction -> "Online Induction"* as shown in below figure:

In Online Induction only those training display to Employee, which has Training Mode Online Session, Training Type is Induction and if Employee belongs to same Training Group as mentioned in training.



Induction -> Online Induction

Show 10 entries Search:

Topic	Title	Course	Total Hour(s)	Training Level	Credit Min(s)	Presentation Order
Test Topic 1 Sub Topic: Test Sub Topic 1_1	Training Import_Non Induction Online Session Training Code: TIM02		0.00	1	0.00	1
Test Topic 2 Sub Topic: Test Sub Topic 2_1	Training Import_Non Induction Online Session Training Code: TIM03		0.00	2	0.00	2
NX Training Sub Topic: NX Training	Latest Vesrion V10.4.0.6 Training Code: T00001	Conducted by: Pankaj Tiwari	5.00	1	0.00	5

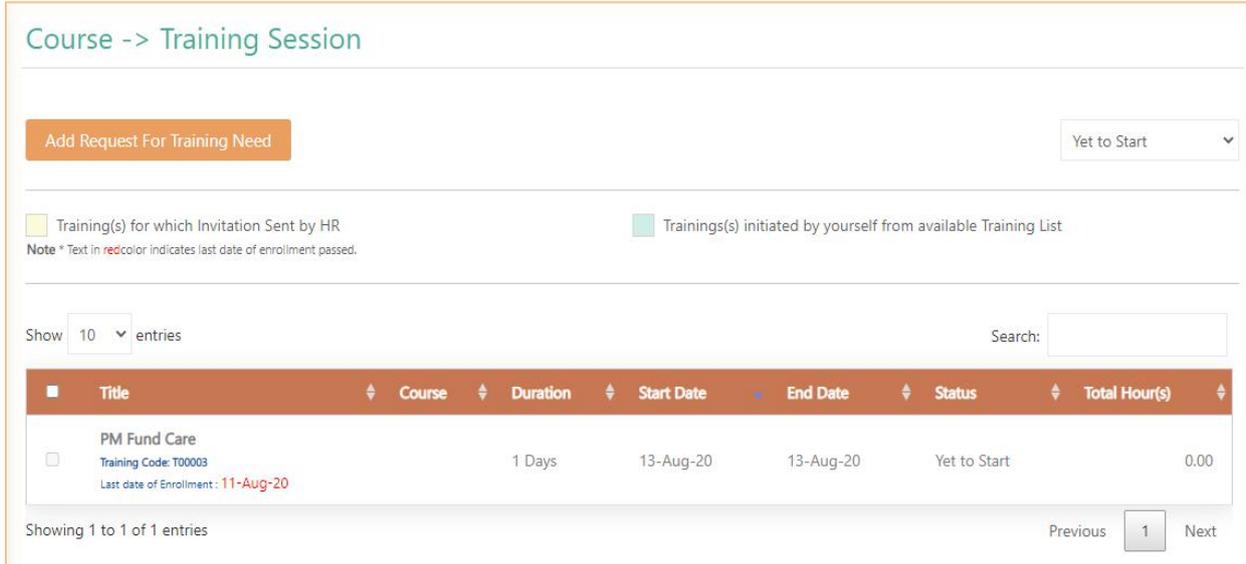
Showing 1 to 3 of 3 entries Previous 1 Next

Figure 290

New Features of Spine HRMS Version 6.0.3

III. Training Session menu provided in *Training -> Course -> "Training Session"* as shown in below figure:

In Training Session only those training display to Employee, which has Training Mode Offline Session, Training Type is Non Induction and if Employee belongs to same Training Group as mentioned in training.



Course -> Training Session

Add Request For Training Need Yet to Start

Training(s) for which Invitation Sent by HR Trainings(s) initiated by yourself from available Training List
 Note * Text in red color indicates last date of enrollment passed.

Show 10 entries Search:

Title	Course	Duration	Start Date	End Date	Status	Total Hour(s)
<input type="checkbox"/> PM Fund Care Training Code: T00003 Last date of Enrollment: 11-Aug-20		1 Days	13-Aug-20	13-Aug-20	Yet to Start	0.00

Showing 1 to 1 of 1 entries Previous 1 Next

Figure 291

10.5. Talent

In Talent Menu following Pages included, which display details same as *Self Service -> Skill* as shown in below figure:

I. *Training -> Talent -> Skills*



Talent -> Skills

Skill	Experience	Competency
.net	3	Excellent
Automation Tester	3.6	Good

Figure 292

II. *Training -> Talent -> Skills - Manager*

III. *Training -> Talent -> Skills - HR*

IV. *Training -> Talent -> Qualification*

V. *Training -> Talent -> Qualification - Manager*

VI. *Training -> Talent -> Qualification - HR*

VII. *Training -> Talent -> My Training*

In My Training, Offline Session and Online Session both training display which is attended by employee.

New Features of Spine HRMS Version 6.0.3

Talent -> My Training

Total records: 3

Show 50 entries Search:

Title	Training Topic	Duration	Total Hrs.	Start Date	End Date	Status	Attended ?	Exam Details	Exam Remark
Induction_Online Session Training Code : TIM002	DEFAULT Sub Topic : Default Sub Topic	0 Days	6.00	11-Aug-20	12-Aug-20	Yet to Start	Yes		
Training Import_Non Induction Offline Session Training Code : TIM001	Test Topic 1 Sub Topic : Test Sub Topic 1_1	0 Days	0.00	10-Aug-20	10-Aug-20	Yet to Start	Yes	Date : 12-Aug-20 Score : 9.50	Percentage : 95.0000 Grade : A+ Remarks : Done
Non Induction Online Session Training Code : TM001	DEFAULT Sub Topic : Default Sub Topic	0 Days	0.00	10-Aug-20	10-Aug-20	Yet to Start	Yes		

Showing 1 to 3 of 3 entries Previous 1 Next

Figure 293

- I. Training -> Talent -> My Training - Manager
- II. Training -> Talent -> My Training - HR

10.6. Online Content

- I. Online Content menu provided in Training -> Course -> "Online Content" as shown in below figure:
In Online Content only those training display to Employee, which has Training Mode Online Session, Training Type is Non Induction and if Employee belongs to same Training Group as mentioned in training.

Course -> Online Content

Show 10 entries Search:

View	Topic	Title	Course	Total Hour(s)	Credit Min(s)	Training Level	Presentation Order
	Test Topic 1 Sub Topic : Test Topic 1_1	Capture Attendance - by Face Training Code : TIM001	Course 1 Conducted by : CV Jain	0.00	0.00	1	1
	Test Topic 2 Sub Topic : Test Topic 2_1	PM Fund Care Training Code : TIM003	Course 2 Conducted by : CV Jain	0.00	0.00	1	2

Showing 1 to 2 of 2 entries Previous 1 Next

Figure 294

- II. In Online Content, Training display as per Training Level and Order by it's Presentation Order. Initially Level 1 training display. Once Level 1 Training is completed by user it will be removed from the list and now Level 2 training will be display in list view.
- III. Online Content Detailed view display as shown in below figure:

New Features of Spine HRMS Version 6.0.3

Course -> Online Content

Topic Name:	Test Topic 1	Sub Topic Name:	Test Topic 1_1
Training Code:	TIM001	Program Title:	Capture Attendance - by Face
Course:	Course 1	Conducted By:	CV Jain
Total Hrs:	0.00	Credit Min(s):	0.00
Training Level:	1	Presentation Order:	1

Training Description:

[Click here to view Training.](#)

Ok Close

Figure 295

10.7. Training Re-Learn

- I. Once employee completed Training, It will be removed from Online Content. To view training again Employee has to make Training Re-Learn Request from *Training -> New Training -> "Training Re-Learn Request"*
- II. Training Re-Learn Request approved by HR from *Training -> New Training -> "Training Re-Learn Approve"*.
- III. Now, Employee can again view Training from Approved screen of Training Re-Learn Request as shown in below Figure:

New Training -> Training Re-Learn Request

[Add New](#) [Delete](#) App. Status: Approved

Show 10 entries Search:

<input type="checkbox"/>	Edit	Topic Name	Program Title	Request Date	Remark	App. Status	Approved Date	Apr. Remark
<input type="checkbox"/>	Edit	Test Topic 1 Sub Topic : Test Topic 1_1	Capture Attendance - by Face Training Code : TIM001	17-Aug-20		Approved	17-Aug-20	
<input type="checkbox"/>	Edit	Test Topic 1 Sub Topic : Test Topic 1_2 View Training	Training Import_Non Induction Online Session Training Code : TIM002	17-Aug-20		Approved	17-Aug-20	

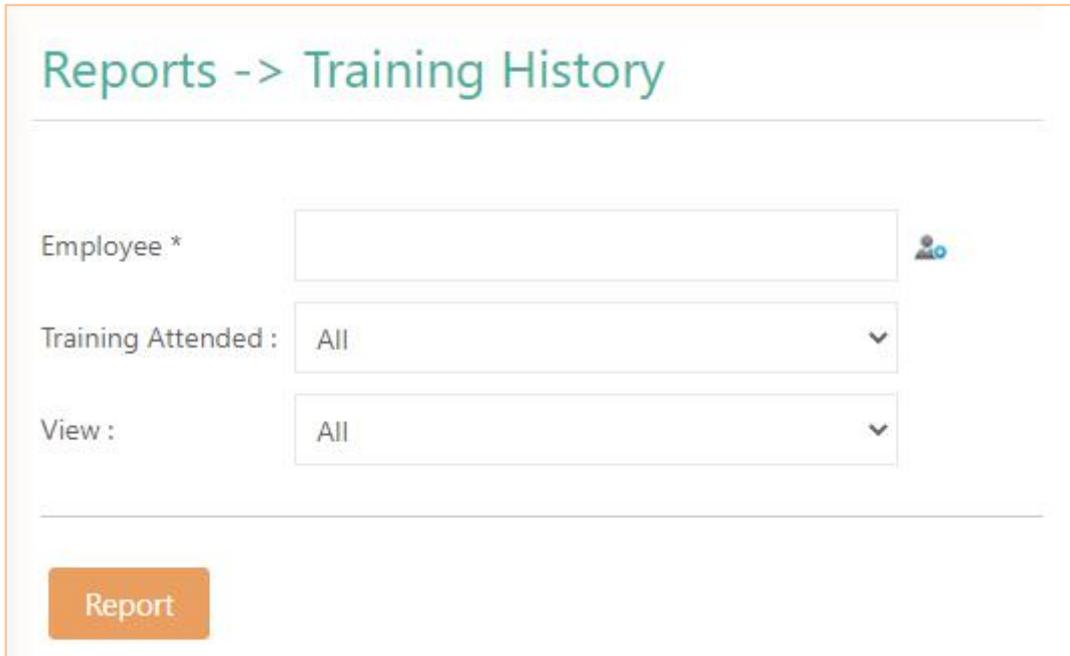
Showing 1 to 2 of 2 entries Previous 1 Next

Figure 296

10.8. Reports

- I. HR And HR_Training Role Employee can view Employee's Offline Session Training Records as per Training Attendance and Training Status from *Reports -> Reports -> "Training History"* as shown in below figure:

New Features of Spine HRMS Version 6.0.3



Reports -> Training History

Employee * 

Training Attended : All 

View : All 

Figure 297

- II. In following reports, filter available for Training Type Non Induction, Induction and Training Mode Online Session, Offline Session. As shown in below figure:
1. Training Report List
 2. Training Topic Wise Count Analysis Report
 3. Employee Wise Training Report
 4. Employee Wise Training Hours Report

New Features of Spine HRMS Version 6.0.3

Reports -> Reports

Report Type Training Report List ▼

Filter Criteria

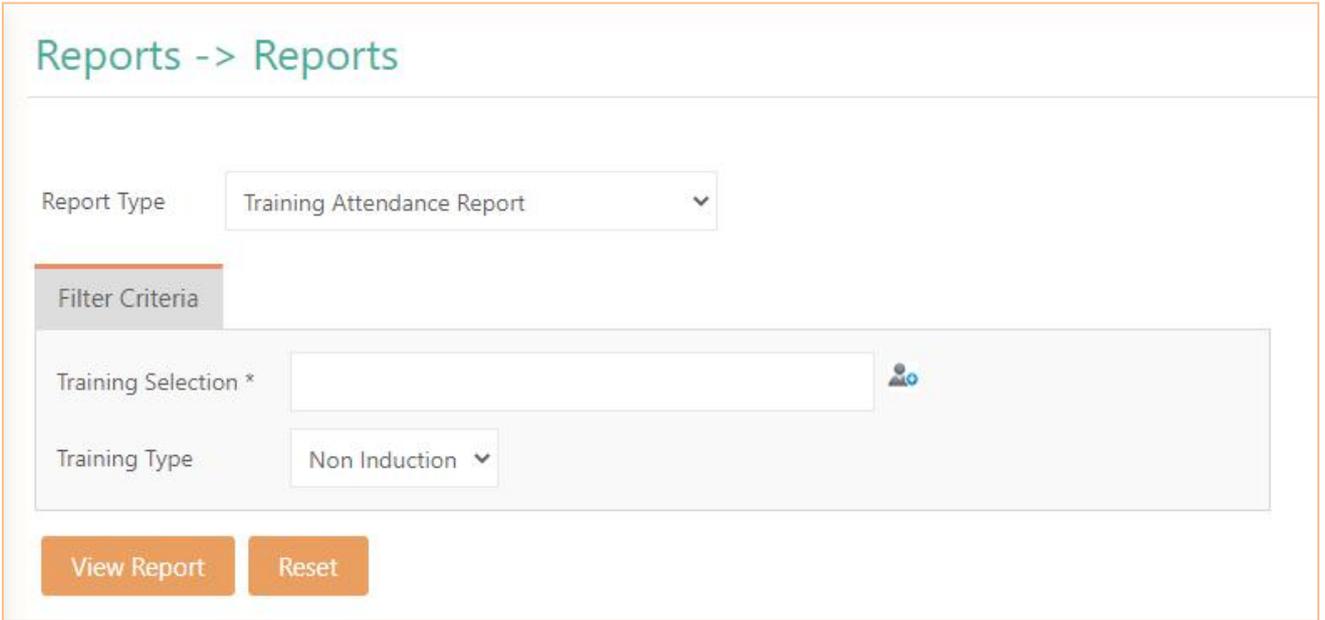
Training Topics	<input type="text"/>		
Training Sub Topics	<input type="text"/>		
Training Group	<input type="text"/>		
Training Type	Non Induction ▼	Training Mode	Offline Session ▼
Training Visibility	All ▼	Training Source	All ▼
Training Start Date	<input type="text"/>	Training End Date	<input type="text"/>
From Proposal Date	<input type="text"/>	To Proposal Date	<input type="text"/>
From Last Enrollment Date	<input type="text"/>	To Last Enrollment Date	<input type="text"/>
Batch Size	<input type="text"/>	Duration Days	<input type="text"/>
Status	All ▼		

View Report
Reset

Figure 298

In following reports, filter available for Training Type Non Induction, Induction and Training Mode in Offline Session only as shown in figure:

- I. Training Attendance Report
- II. Training Need List Report
- III. Training Score Card Report



Reports -> Reports

Report Type: Training Attendance Report

Filter Criteria

Training Selection * 

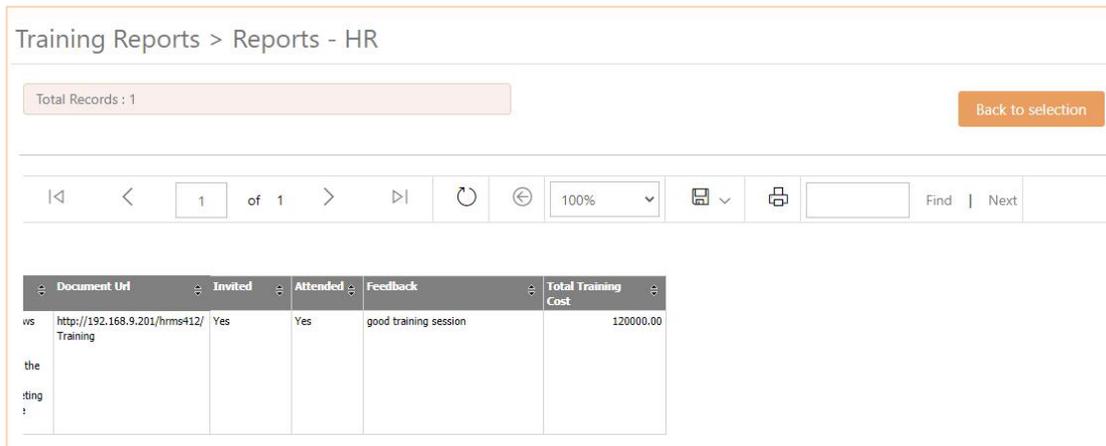
Training Type: Non Induction

View Report Reset

Figure 299

10.9. New Column in Employee Wise Training Report

New columns are added in *Training -> Report-HR ->Employee Wise Training Report* as shown in below figure:



Training Reports > Reports - HR

Total Records : 1 Back to selection

1 of 1 Find | Next

Document Url	Invited	Attended	Feedback	Total Training Cost
http://192.168.9.201/hrms412/Training	Yes	Yes	good training session	120000.00

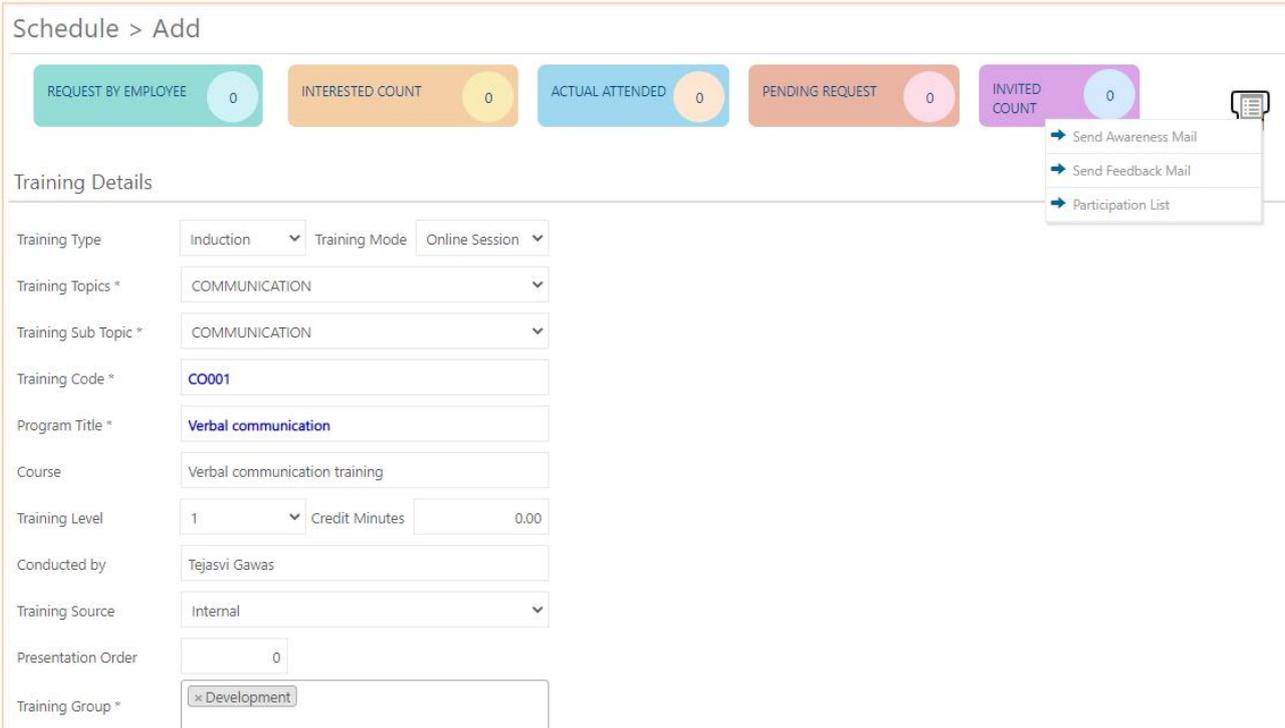
Figure 300

In report displayed following fields from Feedback Tab: Interested to Atten, Attended, Feedback.

10.10. Training Awareness email for HOD changes based on group

Training Awareness email notification from *“Training -> Schedule-> Add -> Send Awareness Email”* will be sent to only HOD who belongs to Training group specified in added training.

New Features of Spine HRMS Version 6.0.3



Schedule > Add

REQUEST BY EMPLOYEE 0 INTERESTED COUNT 0 ACTUAL ATTENDED 0 PENDING REQUEST 0 INVITED COUNT 0

Training Details

Training Type: Induction Training Mode: Online Session

Training Topics *: COMMUNICATION

Training Sub Topic *: COMMUNICATION

Training Code *: CO001

Program Title *: Verbal communication

Course: Verbal communication training

Training Level: 1 Credit Minutes: 0.00

Conducted by: Tejasvi Gawas

Training Source: Internal

Presentation Order: 0

Training Group *: Development

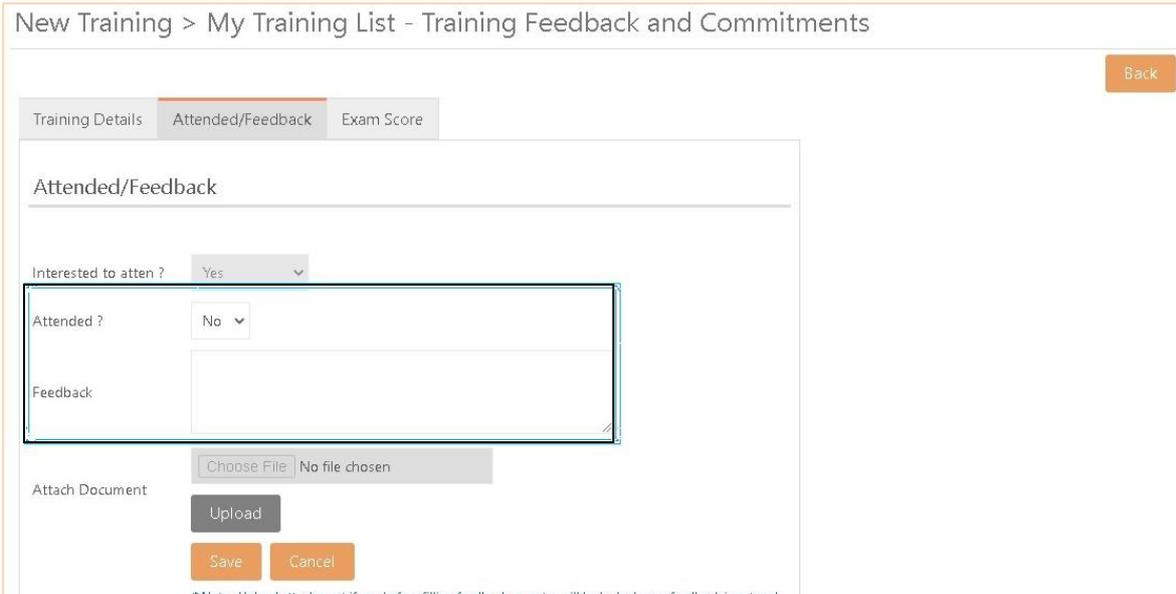
- Send Awareness Mail
- Send Feedback Mail
- Participation List

Figure 301

For e.g. As per above figure, Training Awareness Mail will be sent to HOD (Manager) who belong to Training Group : Development.

10.11. Feedback enabled for not attended training.

Feedback/Remark field is now enable if Is Attended selected as 'No', as shown in below figure:



New Training > My Training List - Training Feedback and Commitments

Training Details Attended/Feedback Exam Score

Attended/Feedback

Interested to atten? Yes

Attended? No

Feedback

Attach Document Choose File No file chosen Upload

Save Cancel

* Note : Upload attachment if any before filling feedback, as entry will be locked once feedback is entered

Figure 302

Updated Feedback/Remark will be reflect in *Training > Training Reports > Reports - HR > Employee wise Training Report.*

New Features of Spine HRMS Version 6.0.3

11. More...

11.1. Visitor Management : additional Info

- I. Additional Information Button is given in *More -> Visitor -> "Sign In"*, Which is activated while select record as shown in below figure:

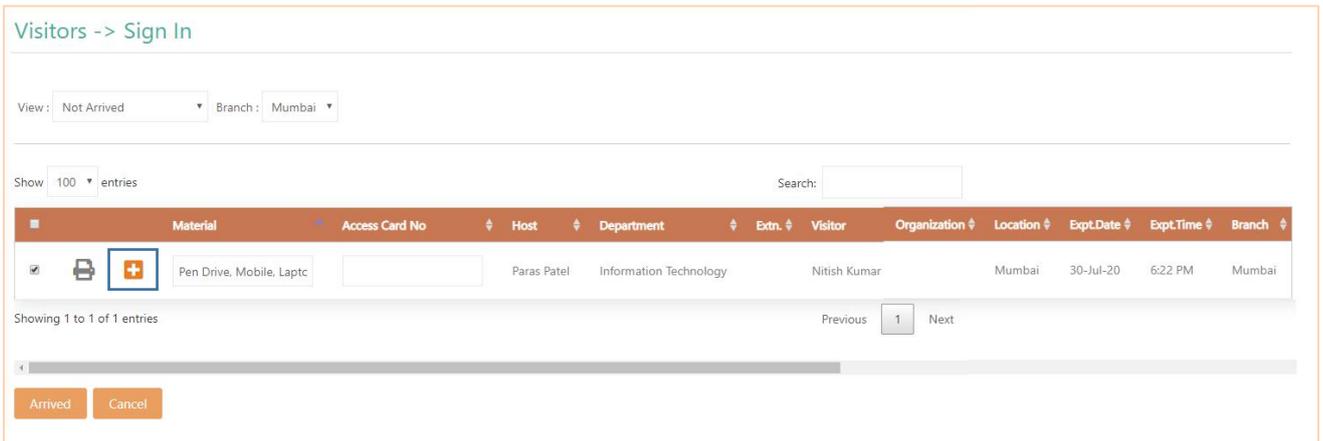


Figure 303

- II. Additional information page will be open, once click on Additional Info Button and this page have COVID 19 information about visitor.

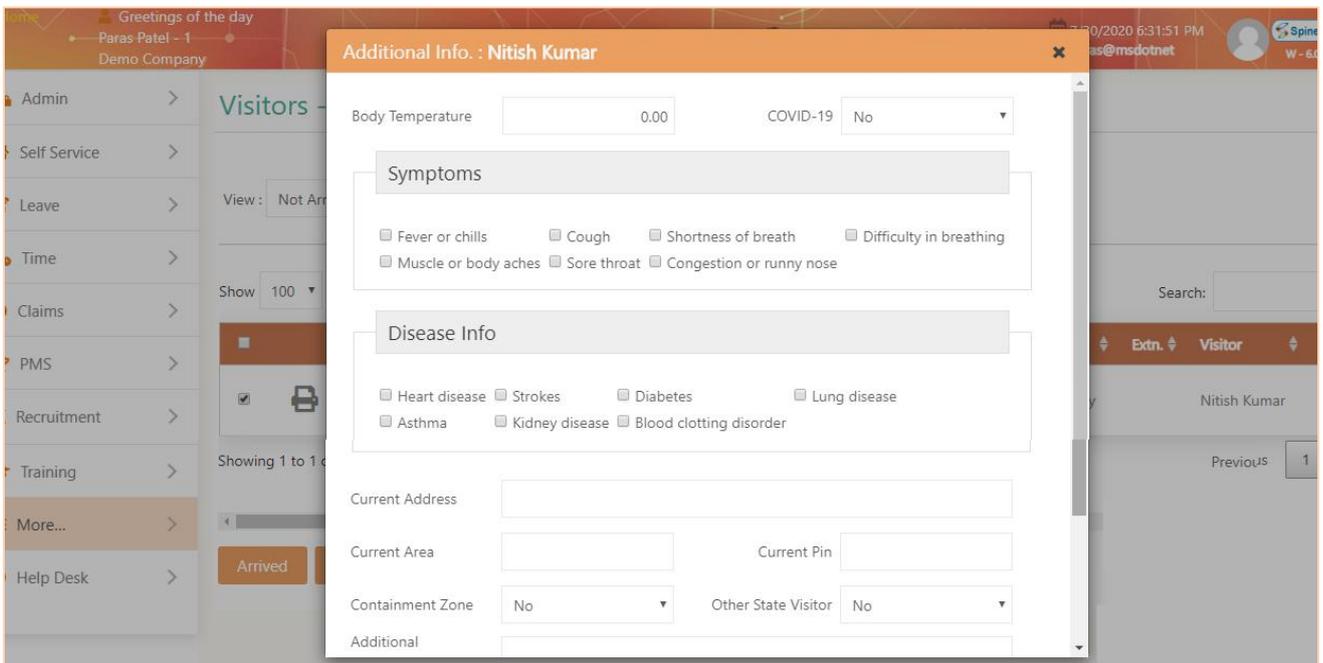


Figure 304

New Features of Spine HRMS Version 6.0.3

11.2. Asset Availability Report provided for HOD\HR \Employee

"Availability Report" is provided in *More -> Asset Booking -> Assets Booking By Emp/Manager/HR*, as shown in below Figure :

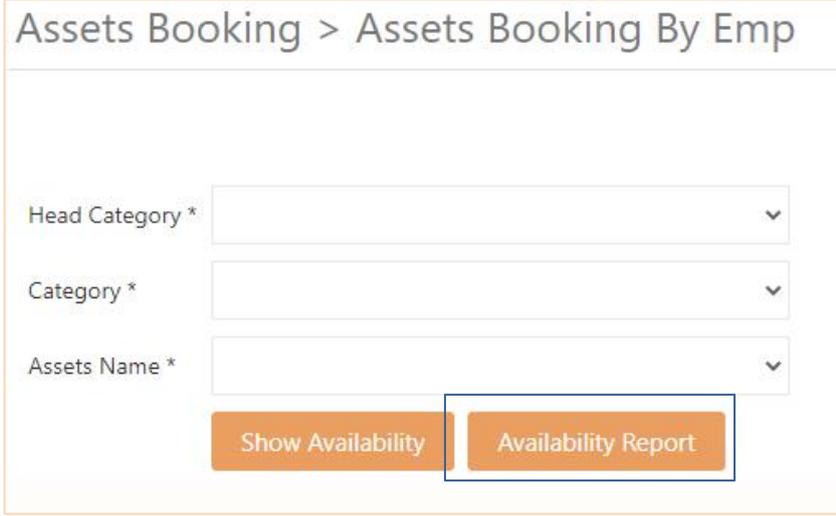
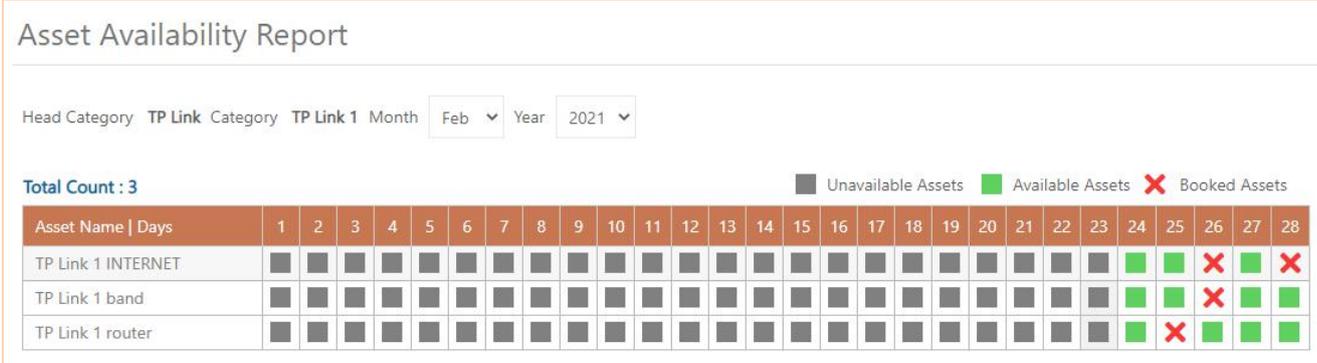


Figure 305

By this report user can find availability of asset for specific date and time so that asset can be booked accordingly.

Month wise data will be displayed as per selection in cross tab format.

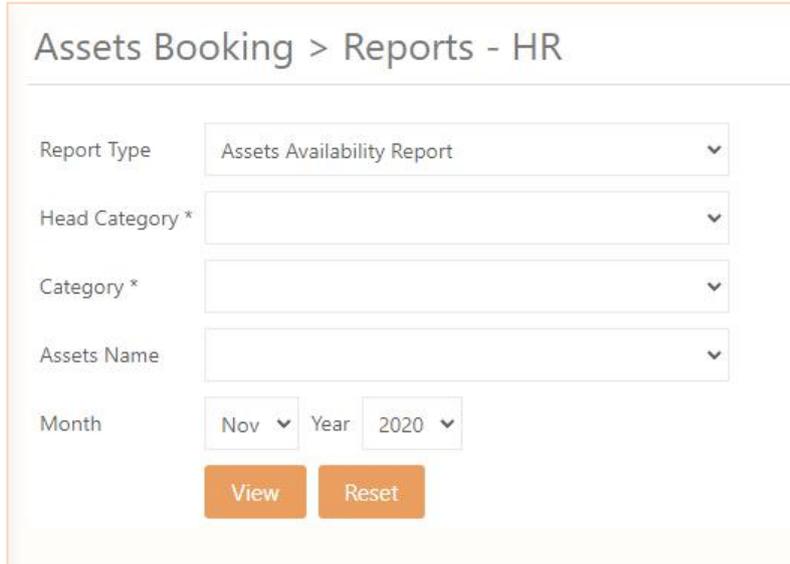


Asset Name Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
TP Link 1 INTERNET	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
TP Link 1 band	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
TP Link 1 router	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

Figure 306

Same Report is also provided in *Assets Booking > Reports - HR* as shown in Below figure:

New Features of Spine HRMS Version 6.0.3



Assets Booking > Reports - HR

Report Type: Assets Availability Report

Head Category *

Category *

Assets Name

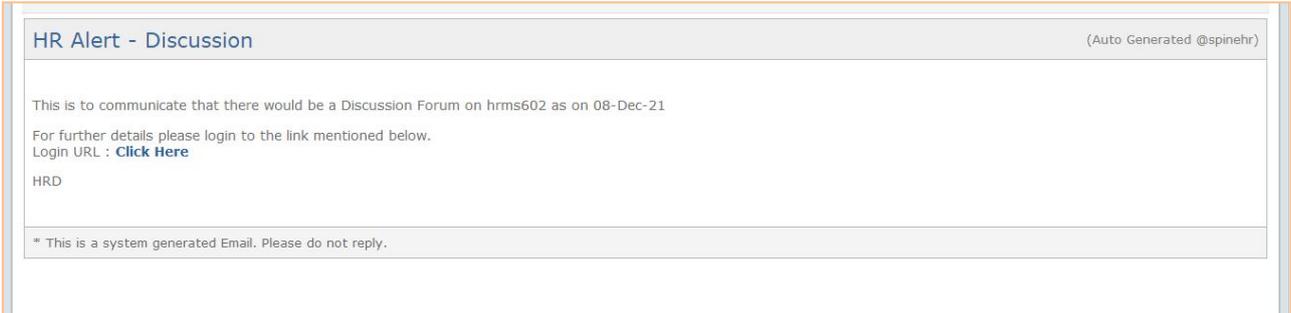
Month: Nov Year: 2020

View Reset

Figure 307

11.3. Email provided for Discussion Group

After Adding Discussion Topic (Topic status: Open) Default Email will be sent, as shown in below Figure:



HR Alert - Discussion (Auto Generated @spinehr)

This is to communicate that there would be a Discussion Forum on hrms602 as on 08-Dec-21

For further details please login to the link mentioned below.
Login URL : [Click Here](#)

HRD

* This is a system generated Email. Please do not reply.

Figure 308

After Adding Discussion Topic (Topic status: Open) Default Email will be sent as 'This is to communicate that there would be a Discussion Forum on Topic as on DATE (DD-MMM-YY)'.

On Edit also Email will be sent. For Discussion Topic (Topic status: Closed) Email will not be sent.

11.4. Travel Type and City Details in Email Notification to Approver

Now Travel Type, From City and To City will be available in Email notification to approver, as given in below figure:

New Features of Spine HRMS Version 6.0.3

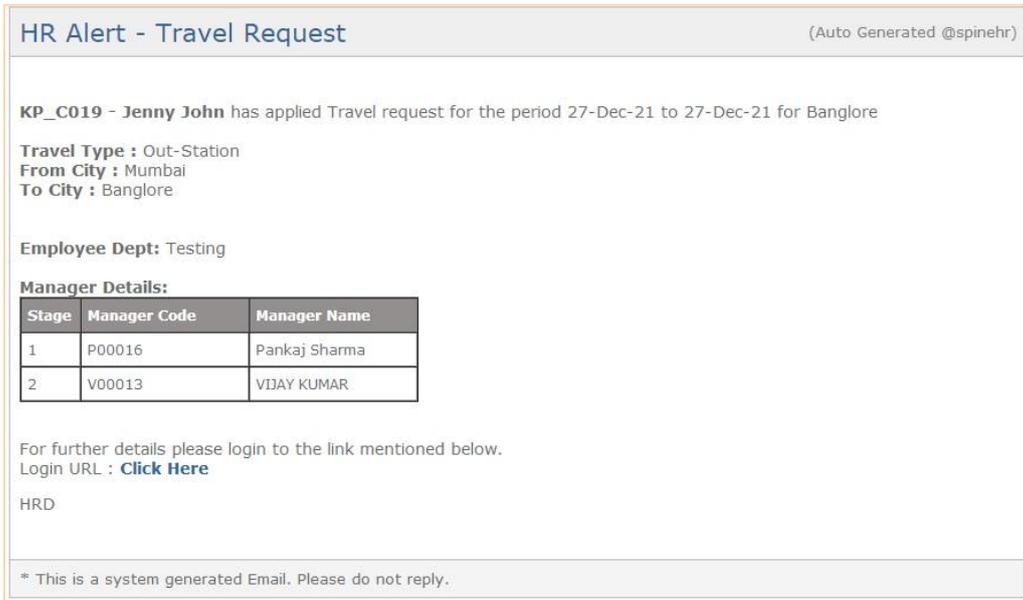


Figure 309

11.5. Request Desk Note Provided

Request Desk Note provided in *Configuration-> Request Desk Note*, as shown in below figure:

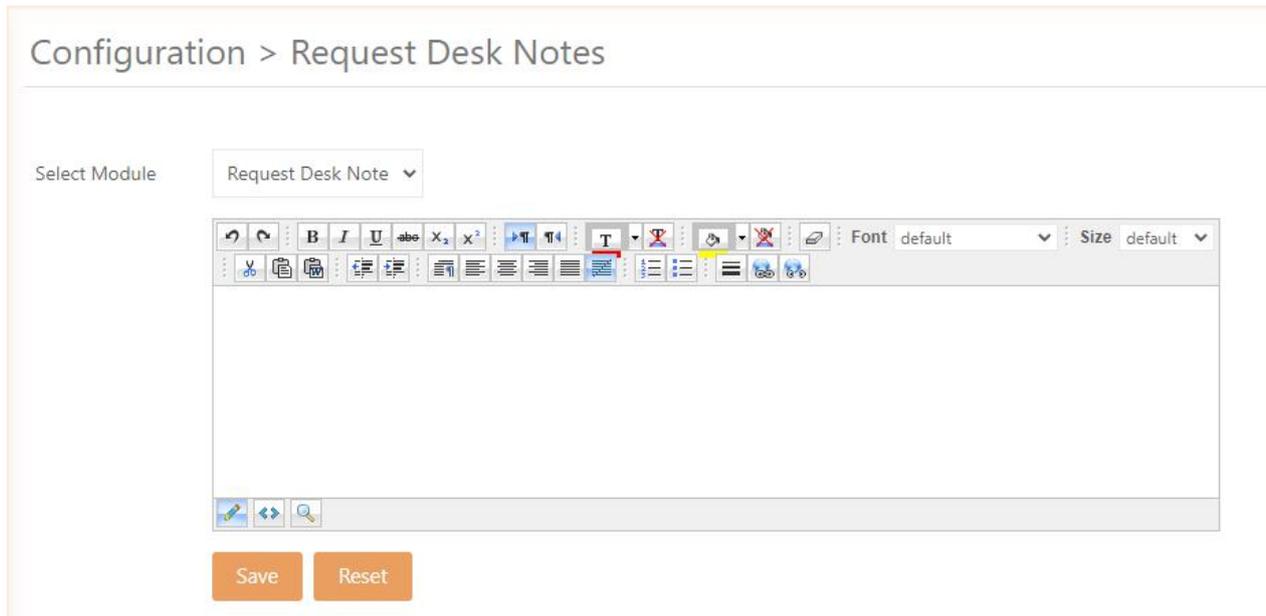


Figure 310

Added Note will be displayed at the time of Apply and Approve.

New Features of Spine HRMS Version 6.0.3

12. Help Desk

12.1. Query Management Report Changes

'Query Code' and 'Last Reply' columns added in *Help Desk -> Query Mgmt -> Reports- HR -->Query List Report* as shown in below figure:

Query Mgmt > Reports - HR

Total Records : 3 Back to selection

⏪ < 1 of 1 > ⏩ 🔄 🏠 100% 📄 🖨️ 🔍 Find | Next

Demo Company

Query List Report

Query Date	Query Code	Employee Code	Employee	Query Category	Query Sub Category	Query Subject	Last Reply	Query Priority	Le D.
15-Dec-21 06:04 PM	80	1	Kate Julius	Attendance	Attendance	Attendance Concern	ok. thank u	Normal	15 Dec 21
15-Dec-21 12:28 PM	76	1	Kate Julius	Employee Details	Employee Details	Employee details	All mandatory fields for module Contact, Personal, Visa, Qualification etc	Very High	15 Dec 21
15-Dec-21 11:58 AM	73	1	Kate Julius	Attendance	Attendance	swipe not allowed	Ok done now check	Normal	15 Dec 21

Figure 311

In 'Query Code' Query request ID will display. In 'Last Reply' column last reply will be display.

New Features of Spine HRMS Version 6.0.3

13. Mobile HR

13.1. UI Changes in Mobile

UI Changes are done in Mobile as shown in below figure:

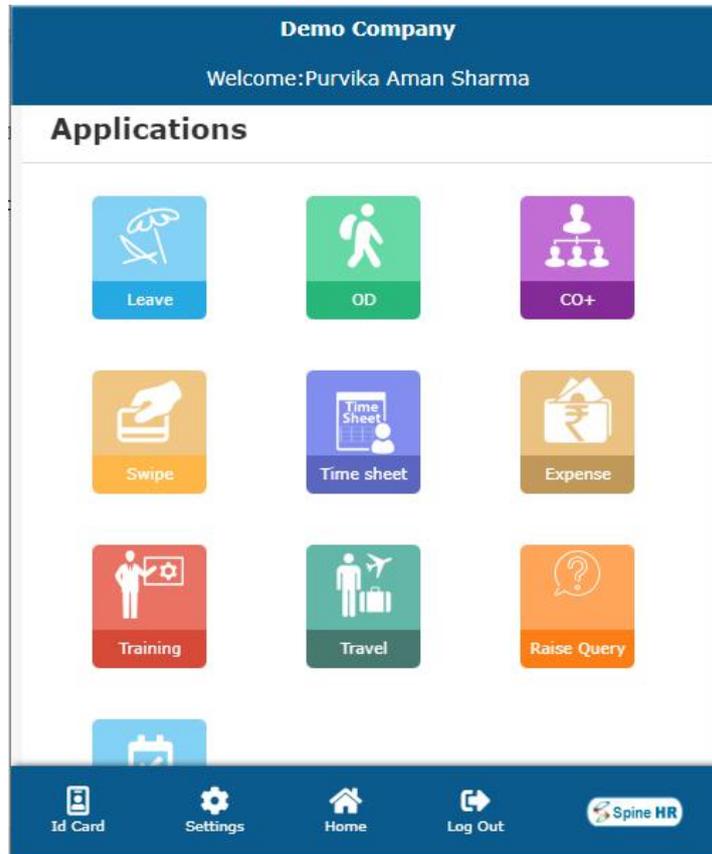


Figure 312

Home, Setting, Virtual ID, Logout options are moved to footer. Footer is freezed for all pages. Accordion (Downward Arrow Functionality) removed from Application and Approval tab.

In Footer -> Setting -> Theme Color option is provided with 4 colors. If selected the theme color will reflect in header, footer and login page only, as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

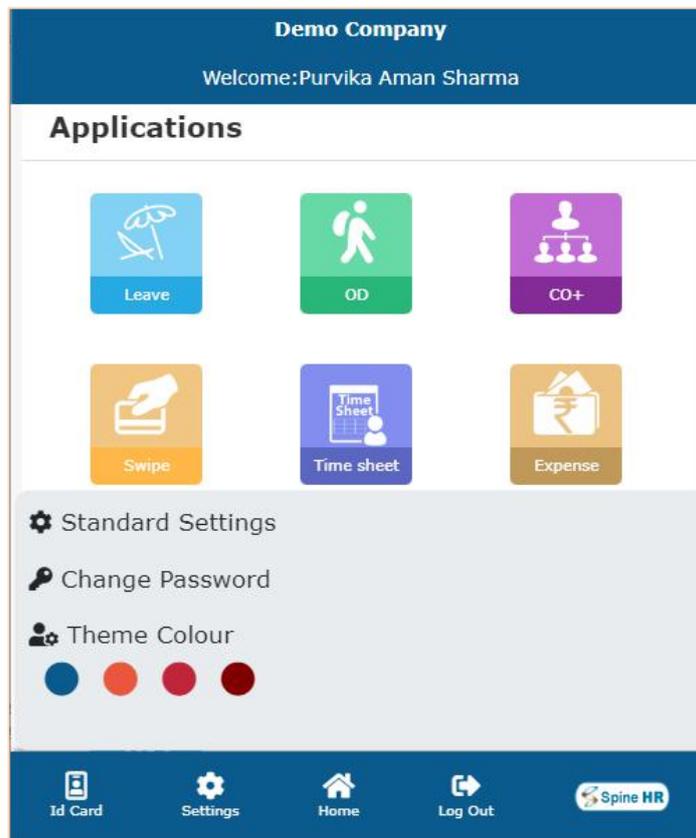


Figure 313

On Home page only Self Service header will be displayed. After clicking on Self Service, application will redirect to submenu list, as shown in below Figure:

New Features of Spine HRMS Version 6.0.3

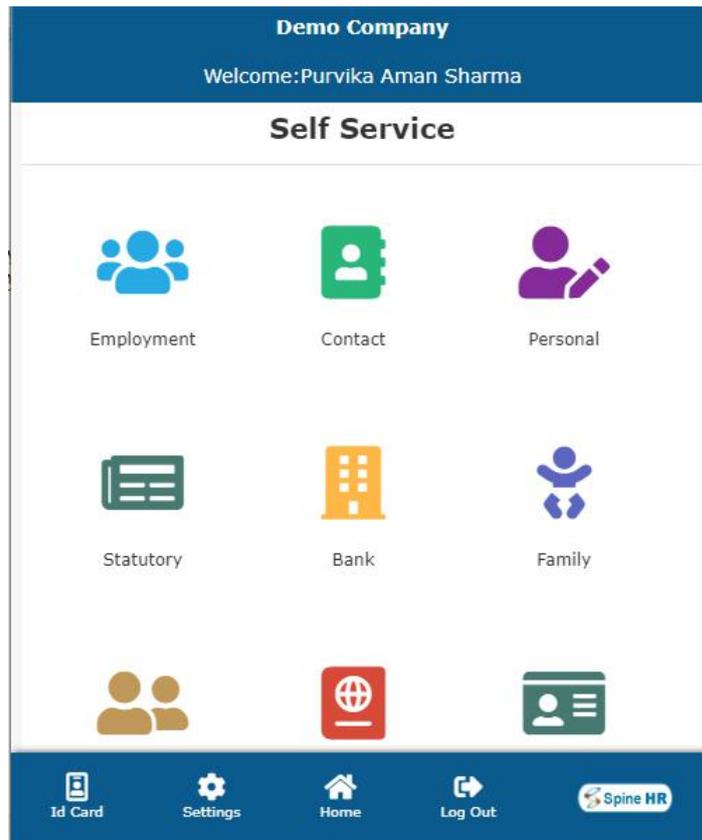


Figure314

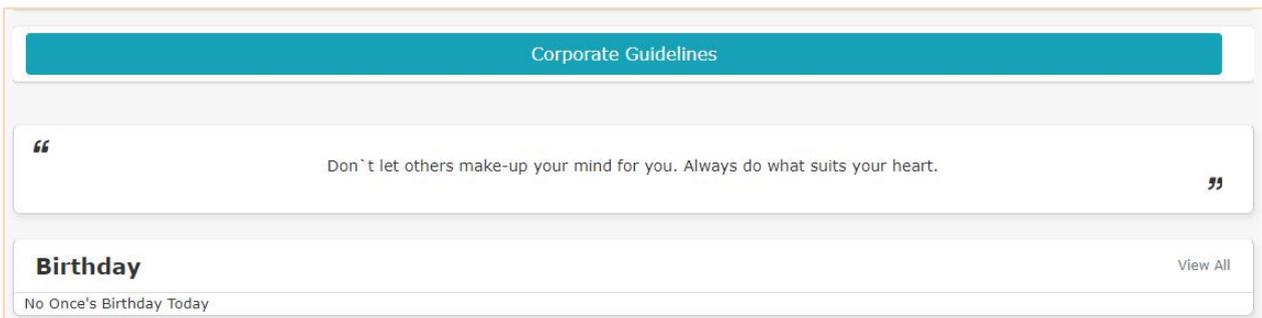


Figure 315

On Home page only Corporate Guidelines header will be displayed. After clicking on Corporate Guidelines, application will redirect to another page, as shown in below Figure:

13.2. Changes in Work Anniversary Block

Changes are done in Work Anniversary Block, as given in below figure:

New Features of Spine HRMS Version 6.0.3

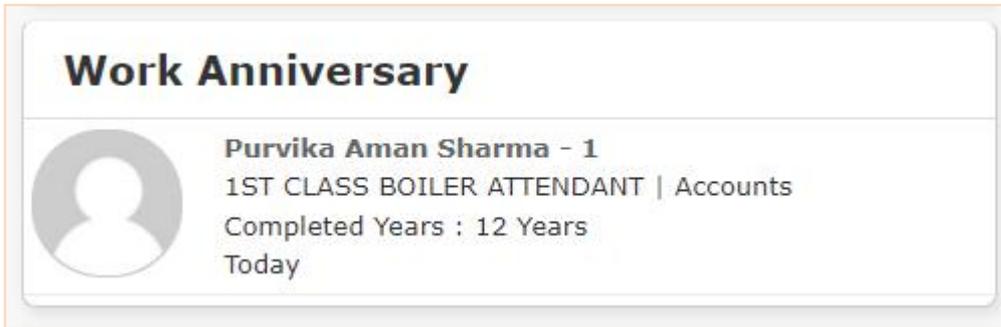


Figure 316

Maximum 5 records will be displayed in given block. If records are more than 5 then 'View All' option will display. On click of 'View All' all employee(S) list will display whose work anniversary is on Current Day.

13.3. Changes in Birthday Block

Changes are done in Birthday Block, as given in below figure:

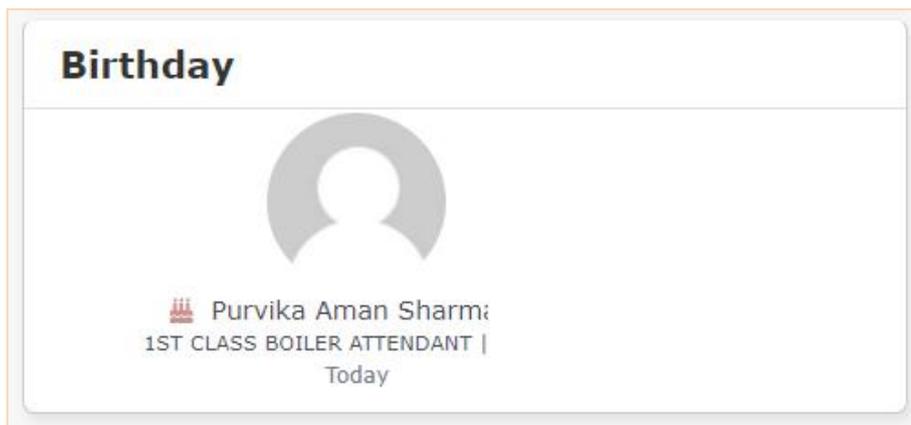


Figure 317

It will display Maximum 8 record of current date in given block. If records are more than 8 then 'View All' option will display. On click of 'View All' all employee(S) list will display whose Birthday/ anniversary is on Current Day.

13.4. Weekly Attendance Block Provided

New Weekly Attendance Block is provided, as given in below figure:

New Features of Spine HRMS Version 6.0.3

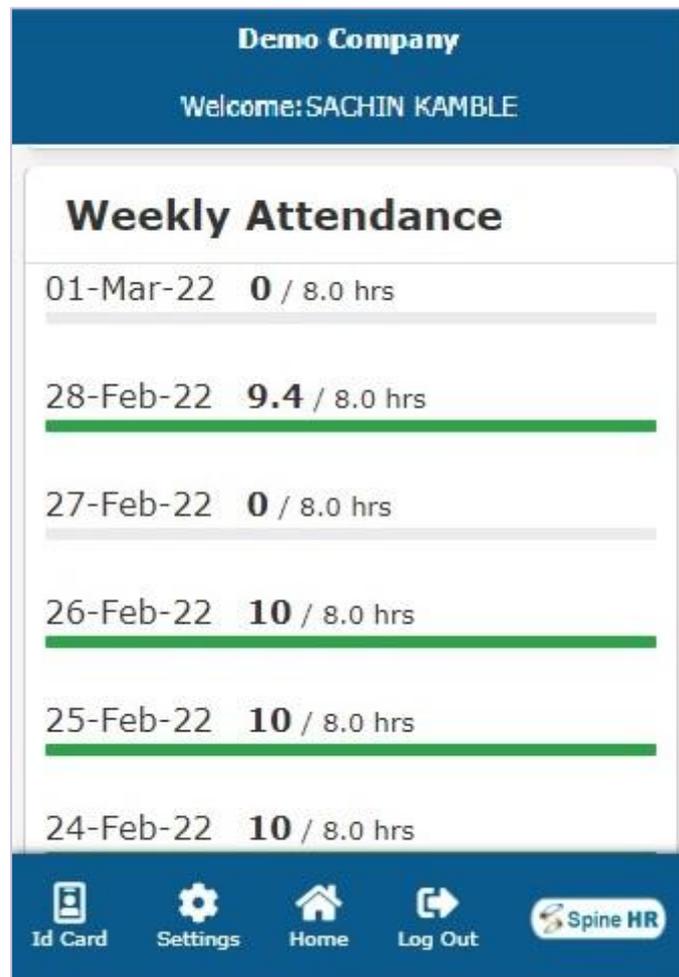


Figure 318

It will show last 7 days total hours worked by an employee / Shift Total Hours.

Visibility of Weekly Attendance and My Calendar Block can be managed From *Admin -> Site Admin -> Standard Settings --> My Calendar*.

If Calendar “visible” is kept as “Yes” then My Calendar and Weekly Attendance block will be visible on Mobile Dashboard and if kept as “No” then My Calendar and Weekly Attendance block will be hide from Mobile Dashboard.

13.5. Redirection to Clock In/Clock Out Page

If User/Employee uses Mobile Application to Mark Attendance continuously for 10 days then from 11th day onwards system will redirect user to Clock In/Clock Out page directly as given in below figure:

New Features of Spine HRMS Version 6.0.3

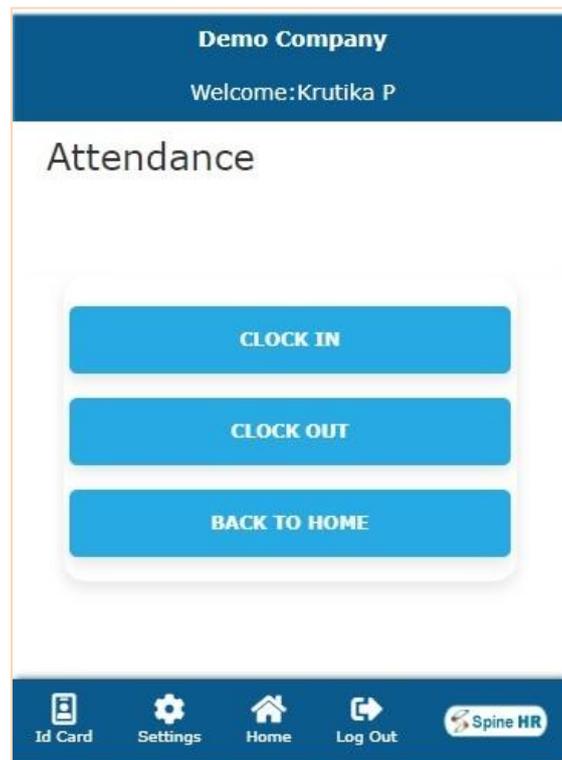


Figure 319

For 10 days continuation system will exclude Weekly Off and Public Holiday.

13.6. CO+ working for mobile

Now user can apply CO- against CO+ from mobile also. While applying CO-, Drop down is there to choose CO+ adjustment date.

Below Changes are given in *Applications* -> *Apply Leave* -> "Apply"

New Features of Spine HRMS Version 6.0.3

Leave Apply

Back

Apply Leave for Period

<p>From Date <input type="text" value="30-Jul-20"/> <small>Thursday</small></p> <p>Start Day <input type="text" value="Full"/></p> <p>For ? Half <input type="text" value="First"/></p>	<p>To Date <input type="text" value="30-Jul-20"/> <small>Thursday</small></p> <p>Last Day <input type="text" value="Full"/></p> <p>For ? Half <input type="text" value="First"/></p>
--	---

Leave Type **Total Days** 1

Approved Leave Count	
CO-	LWP
0	0

CO Adjustment date

Figure 320

13.7. Login Page Logo

Use Login Image path for Mobile login page logo Set up is provided in *Setting -> Standard Settings*, as shown in below figure:

Standard Settings

Geo-location for HRMS Mobile Application

Geo-location Key

Mobile login page logo

Logo Image Path

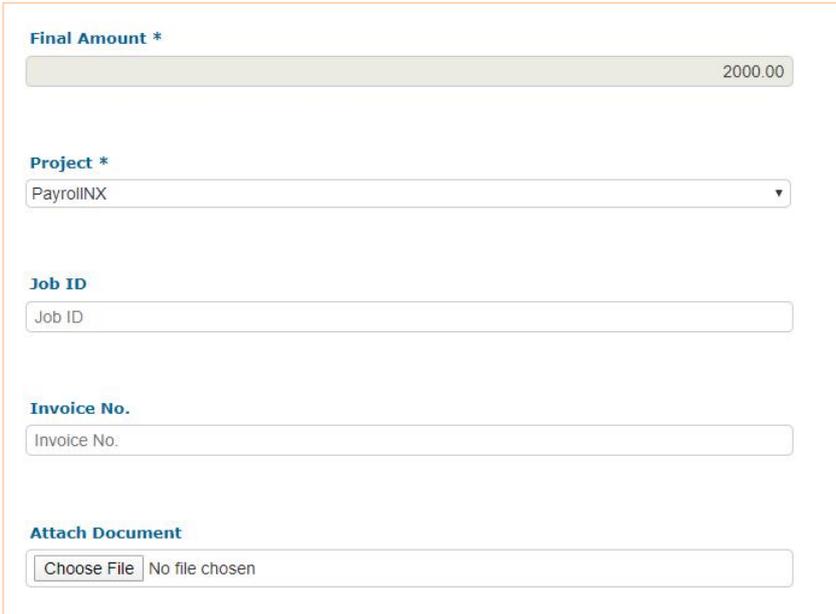
Save

Figure 321

13.8. Implement Job ID and Invoice No. for Expense Module - Setup Based

New Features of Spine HRMS Version 6.0.3

If set up “ Show Job ID for Expense entry and Show Invoice No. For Expense Entry” opted then Job ID and Invoice No. will be display in *Application -> Expenses -> “Add Expenses”* . As Shown in below figure:



The screenshot shows a form with the following fields:

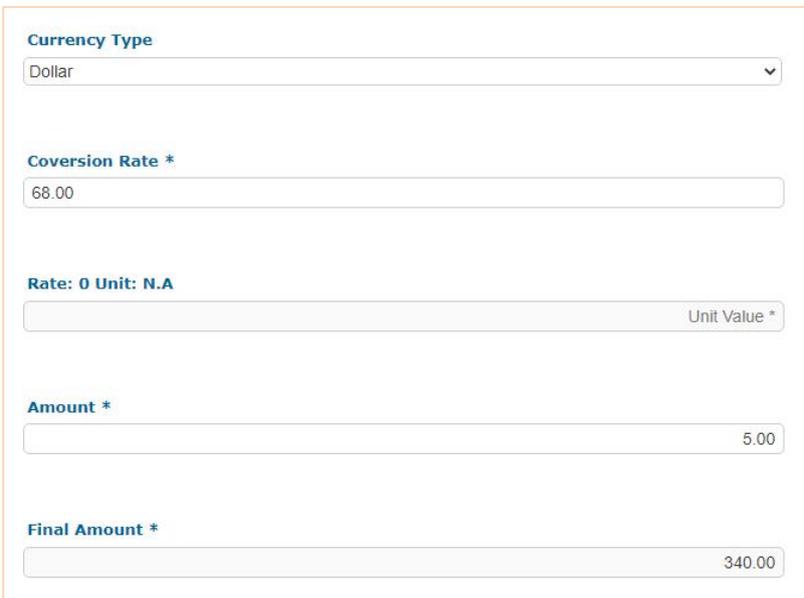
- Final Amount ***: 2000.00
- Project ***: PayrollINX
- Job ID**: Job ID
- Invoice No.**: Invoice No.
- Attach Document**: Choose File (No file chosen)

Figure 322

13.9. Currency setup of expense implemented in Mobile

In Mobile Expense, below setup has implemented available in *HRMS -> Claims -> Expense Setting*.

- I. **Show currency conversion rate and values** : if this is opted then currency conversion rate and value will display while adding expense entry.
- II. **Set Default currency Type**: While applying expense voucher it will display default currency kept in expense setting.
- III. **Lock Conversion rate for default currency** : If this is opted then default Currency conversion rate will be non editable.



The screenshot shows a form with the following fields:

- Currency Type**: Dollar
- Conversion Rate ***: 68.00
- Rate: 0 Unit: N.A**: Unit Value *
- Amount ***: 5.00
- Final Amount ***: 340.00

Figure 323

13.10. Dashboard - Vacancy / Opening Block Changes

Mobile Main Dashboard - Vacancy / Opening Block Design Changes are done as shown in below Figure:



Openings	
Location : Ahmednagar (1 Jobs)	
Job Title: Network Admin Manager	
No of Post(s) : 12	
Posted : 04-Oct-21	
Location : Pune (1 Jobs)	
Job Title: Tester	
No of Post(s) : 10	
Posted : 19-Aug-19	

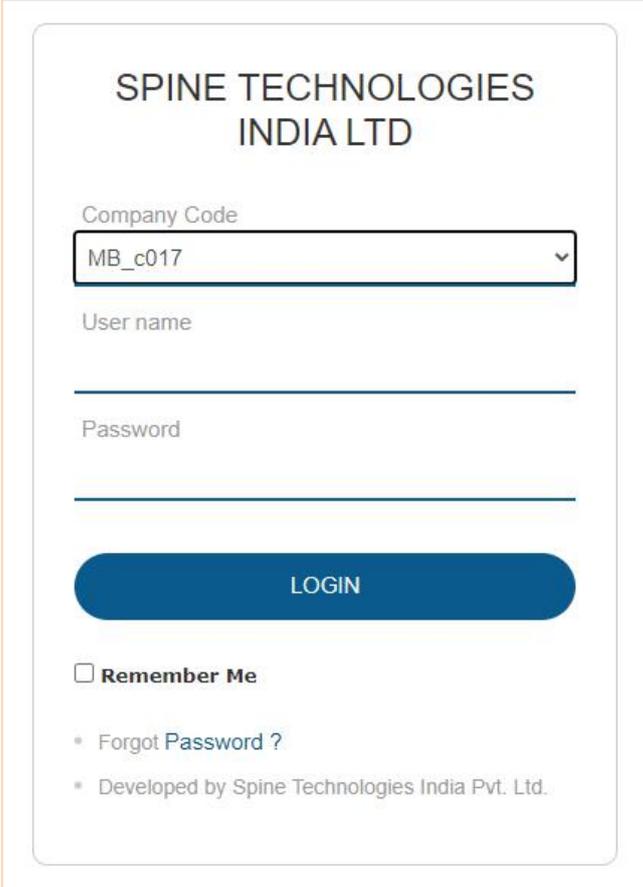
Figure 324

Vacancies are grouped location wise in Mobile Dashboard.

13.11. Remember Me in Mobile login

In Mobile HRMS “Remember Me” option is provided on Login page, as shown in below Figure :
It will save login credential for next time login on same machine/browser.

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**SPINE TECHNOLOGIES
INDIA LTD**

Company Code

User name

Password

LOGIN

Remember Me

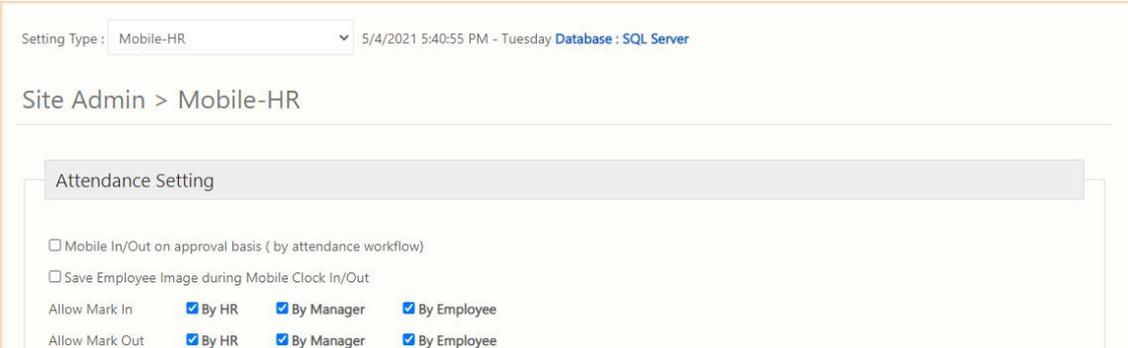
• [Forgot Password ?](#)

• Developed by Spine Technologies India Pvt. Ltd.

Figure 325

13.12. Show Atten. Menu in MOB if any of Allow Mark In/Out option is selected

Allow Mark In and Allow mrk Out options are provided in *Admin -> Site Admin > Mobile-HR* as shown in below Figure:



Setting Type : 5/4/2021 5:40:55 PM - Tuesday Database : SQL Server

Site Admin > Mobile-HR

Attendance Setting

Mobile In/Out on approval basis (by attendance workflow)

Save Employee Image during Mobile Clock In/Out

Allow Mark In By HR By Manager By Employee

Allow Mark Out By HR By Manager By Employee

Figure 326

If any of the below

I. Allow Mark In : *By HR/By Manager/By Employee*

II. Allow Mark Out : *By HR/By Manager/By Employee*

Option is selected and *Manage User Profile > Mobile Mark In/Out: YES* then Atten. Menu will be displayed to Employee In Mobile.

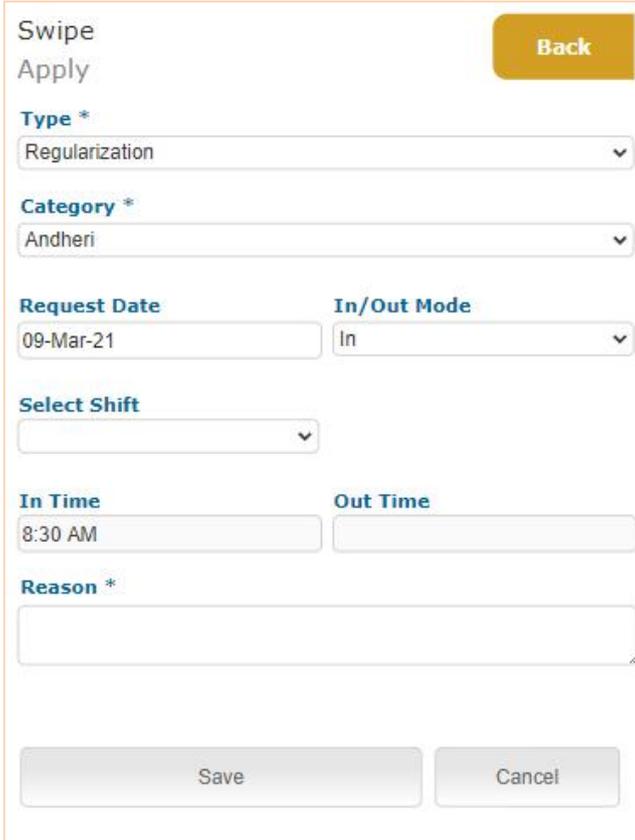
New Features of Spine HRMS Version 6.0.3

Atten. Menu will contain the Sub menu as per Role and Setup opted.

13.13. Shift selection while attendance regularization in Mobile HR

"Allow employee to select Shift while Regularization" option available in HRMS -> attendance setting implemented for Mobile HRMS similar as Spine HRMS.

If it is opted then while applying Swipe request from Mobile for Type Regularization shift selection will be available, as shown in below Figure :



The screenshot shows a mobile application form titled "Swipe Apply". At the top right is a "Back" button. The form contains the following fields:

- Type ***: A dropdown menu with "Regularization" selected.
- Category ***: A dropdown menu with "Andheri" selected.
- Request Date**: A date field containing "09-Mar-21".
- In/Out Mode**: A dropdown menu with "In" selected.
- Select Shift**: A dropdown menu that is currently empty.
- In Time**: A time field containing "8:30 AM".
- Out Time**: An empty time field.
- Reason ***: A large text area for entering the reason.

At the bottom of the form are two buttons: "Save" and "Cancel".

Figure 327

- I. It will display all shift as per cost center wise (Allow Filter) opted in Shift Definition.
- II. b. While applying swipe in-case selected shift does not match with shift available in roster for the day then it will display message that "Allocated shift (as per roster) and the selected shift for regularization for selected date are not same." but request will get saved.

13.14. Fence Setup working changes

In Admin -> Site Admin -> Std. Setting -> Setting Type : Mobile-HR for Fence related setup " Allow Employee to select Fence, while Swipe Punch" changes are done as below :

- I. **Show all Fence** : if this option is opted then HR cannot add fence in Shift Definition -> Define Fence, Employee can apply Fence request from Mobile HR -> Atten but while clock-in/out approved fence will be available for selection.

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- II. **Show Fence as per Shift allocated to Me :** if this option is opted then HR can add fence and Employee cannot add fence but while clock-in/out all fence will be available for selection.
- III. **Allow Employee to select Fence, while Swipe Punch :** If this is not opted then HR can add Fence but Fence selection will not available to Employee while Clock-in/out.

13.15. Changes in setup Mobile In/Out on approval basis (by attendance workflow)

Changes are done in setup Mobile In/Out on approval basis (by attendance workflow) in Admin -> Site Admin > Mobile-HR as shown in below Figure:

Preview For : Employee ANITA SAWANT - EX0102 | For Month : Sep - 2021

Days Paid	0.00	Days Present	0.00	W.Off/Pd.Off	0.00 / 0.00	LWP/Absent	0.00 / 0.00
SL	0.00	CL	0.00	PL	0.00	CO + / CO -	0.00 / 0.00
Bal. SL	0	Bal. CL	0	Bal. PL	0	Bal. CO	0

Earnings	Amount	Deductions & Recoveries	Amount
New Basic	2064.19	PROV. FUND	248.00
H.R.A	103.23	E.S.I.C	15.00
ROUNDOFF	-4.42		
Amount Total :	2163.00	Amount Total :	263.00
		Net Pay :	1900

Net Pay : One Thousand Nine Hundred Rupees

Figure 328

Previously Swipe with self fence were not available for Approval.If Allow employee to add fence is opted then Mobile In/Out on Approval basis setup was getting disabled
Now Validation is removed between setup

- I. Mobile In/Out on approval basis and
- II. Allow employee to add fence

If Mobile 'In/Out on approval basis (by attendance workflow)' setup is opted then all swipe punch with or without fence will go for approval on setup basis.

13.16. Allow Employee to select Fence setup changes

In Admin > Site Admin > Standard Setting > "HR - Mobile Setting", "Allow employee to add fence" Set up Removed. Instead of above setup New Setup provided "Allow Employee to select Fence, while Swipe Punch" with below two options. At a time only one option will be in use.

- I. Show Fence as per Shift allocated to Me - Only that Fence should be display to employee on following pages Clock In - Clock Out/ Clock In HR - Clock Out HR / Clock In Manager - Clock Out Manager, which is assigned to employee's Shift.
- II. Show all Fence - All Approved Fence (added by employee) and Fence added by HR/ HR_Atten will display to Employee.

Site Admin > Mobile-HR

Attendance Setting

- Mobile In/Out on approval basis (by attendance workflow)
- Save Employee Image during Mobile Clock In/Out
- Allow Mark In By HR By Manager By Employee
- Allow Mark Out By HR By Manager By Employee
- Allow Employee to select Fence, while Swipe Punch
 - Show Fence as per Shift allocated to Me Show all Fence
- Do not allow Consecutive Mark In / Mark Out through Mobile Application.
- Show Map for Mark In / Mark Out through Mobile Application.
- Capture Client Machine Time for Mobile Mark In / Mark Out.
- Send Email notification to employee when mobile Mark In / Mark Out is rejected.
- Capture COVID-19 related information (Body Temperature and Zone).
- Location mandatory while Clock In / Clock Out

Figure 329

13.17. Days Count in Calender Summary

Day Count is provided in *Dashboard-> My Calender* as shown in below Figure:

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Figure 330

Days count is shown beside Attendance Type in My calendar.e.g. CL(2)

13.18. Help Desk Module in Mobile HR

Raise Query is provided in Mobile in *Application-> Raise Query*,as shown in Below Figure:

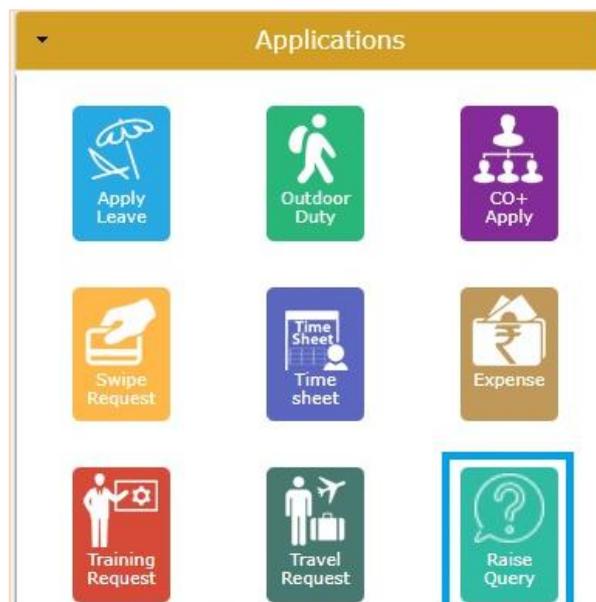


Figure 331

New Features of Spine HRMS Version 6.0.3

Raise Query functionality now provided in Mobile HR, where Employee can make request from mobile. Reply Query option is provided in *Approval->Reply Query*, as shown in Below Figure:

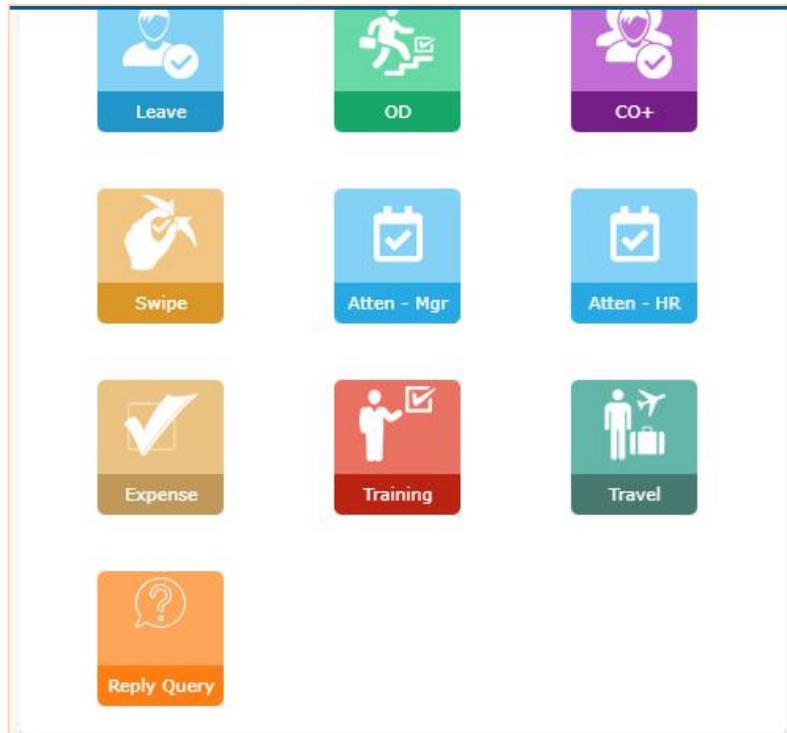


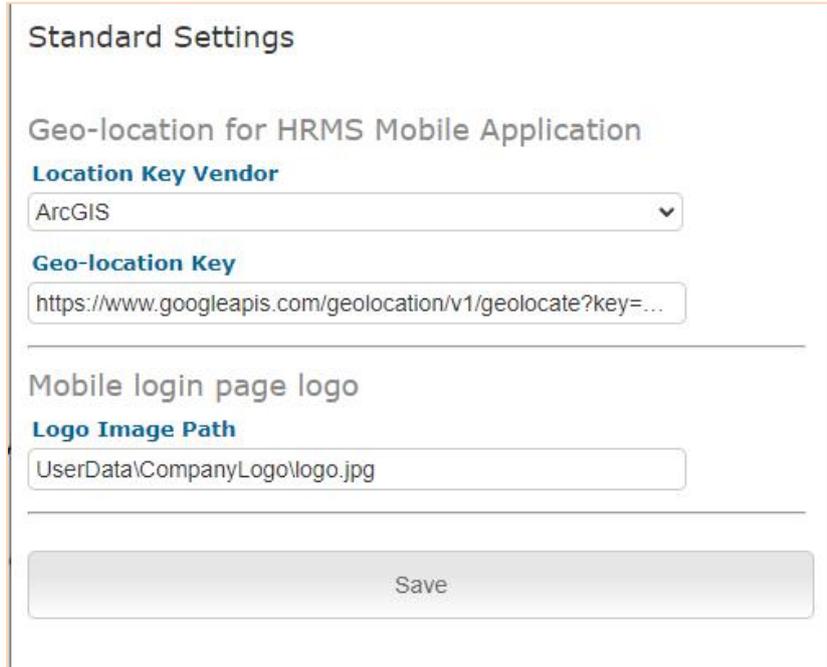
Figure 332

Using Reply Query option user can Reply to the Query.

13.19. Location API Changes

Changes are done for Location API, as shown in Below Figure:

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The screenshot shows a web interface for 'Standard Settings'. Under the heading 'Geo-location for HRMS Mobile Application', there are two main sections. The first is 'Location Key Vendor', which has a dropdown menu currently showing 'ArcGIS'. The second is 'Geo-location Key', with a text input field containing 'https://www.googleapis.com/geolocation/v1/geolocate?key=...'. Below this is a section for 'Mobile login page logo' with a 'Logo Image Path' input field containing 'UserData\CompanyLogo\logo.jpg'. At the bottom of the settings area is a large 'Save' button.

Figure 333

Location Key Vendor Drop down is provided where User can select the Vendor and provided related Geo-Location Key. Depending on Setup Location Key Vendor will be used for Employee's Location capture during Mark in from Mobile.

13.20. New Menu Approve Mobile Swipe

Previously Approval option to approve punches done through Mobile HR was only available in HRMS, now same is available in Mobile HR, as given in below figure:

New Features of Spine HRMS Version 6.0.3

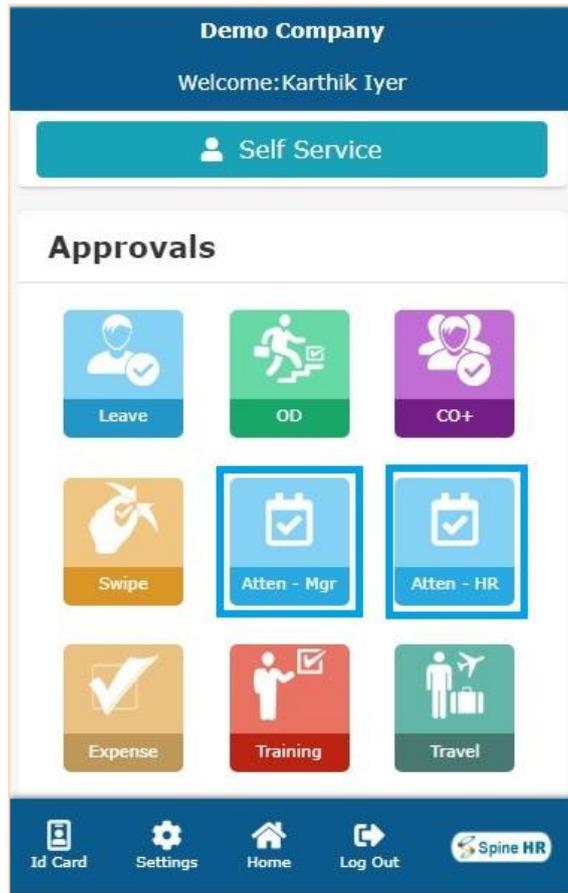


Figure 334

Approver(HOD) and HR can Approve/Reject punches done through Mobile Clock In/ Clock Out option.