

New Features of Spine HRMS Version 6.0.5

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New Features of Spine HRMS Version 6.0.5

1. Admin

1.1. Company Name and Unit Details will be Transferred Using Employee Data Service

Data will be Transferred Using Employee Data Services, as shown in below figure:

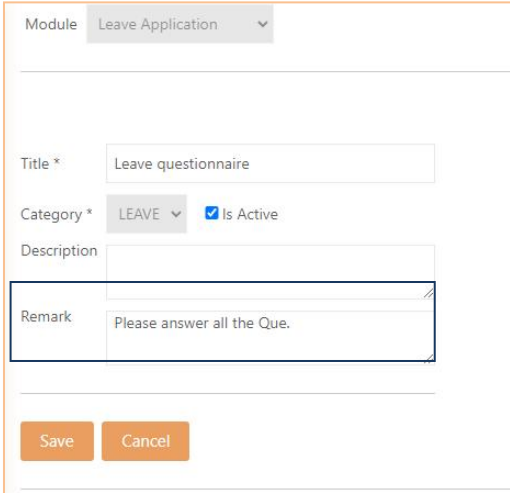
	Branch	Category	BankName	MICRCode	IFSCCode	compcode	CreatedOn	pf_flag	esic_flag	PF_OriginCountry	UnitName	CompanyName
1	19 00:00:00.000	Mumbai	NULL	NULL	NULL	NULL	C002	NULL	1	1		Spine tech

Figure 2

Company Name and Unit field values will be fetched to Mediator Database Using Employee Data Service.

1.2. Remark option provided while creating Question Sheet

New "Remark" option provided in Admin -> QAS -> Question Sheet, as shown in below figure:



The screenshot shows a form titled 'Leave Application'. The 'Module' dropdown is set to 'Leave Application'. The 'Title *' field contains 'Leave questionnaire'. The 'Category *' dropdown is set to 'LEAVE' and the 'Is Active' checkbox is checked. The 'Description' field is empty. The 'Remark' field contains the text 'Please answer all the Que.'. At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 3

Previously one Default Note "Fill the answer to complete the process. Choose the most important option select any one" was shown to user while filling QAS.

Now "Remark" option Provided while creating Question Sheet that will be shown to Employee while filling the QAS instead of Default Note, as shown in below figure:



The screenshot shows a form titled 'Leave questionnaire'. The 'Remark' field contains the text 'Please answer all the Que.'. Below the 'Remark' field, there is a section titled '1) Holiday Reason' with the following options: 'Social', 'Holiday', 'Religious', 'others', 'Medical', and 'If others, please specify'. Each option has a radio button next to it.

Figure 4

New Features of Spine HRMS Version 6.0.5

2. Self Service

2.1. Form16 Part B Income Tax Format Download option provided

Now Form 16 Part B Government is provided for download in *Self Service* -> *Taxation* -> *Download Form 16* as shown in below figure:



Figure 8

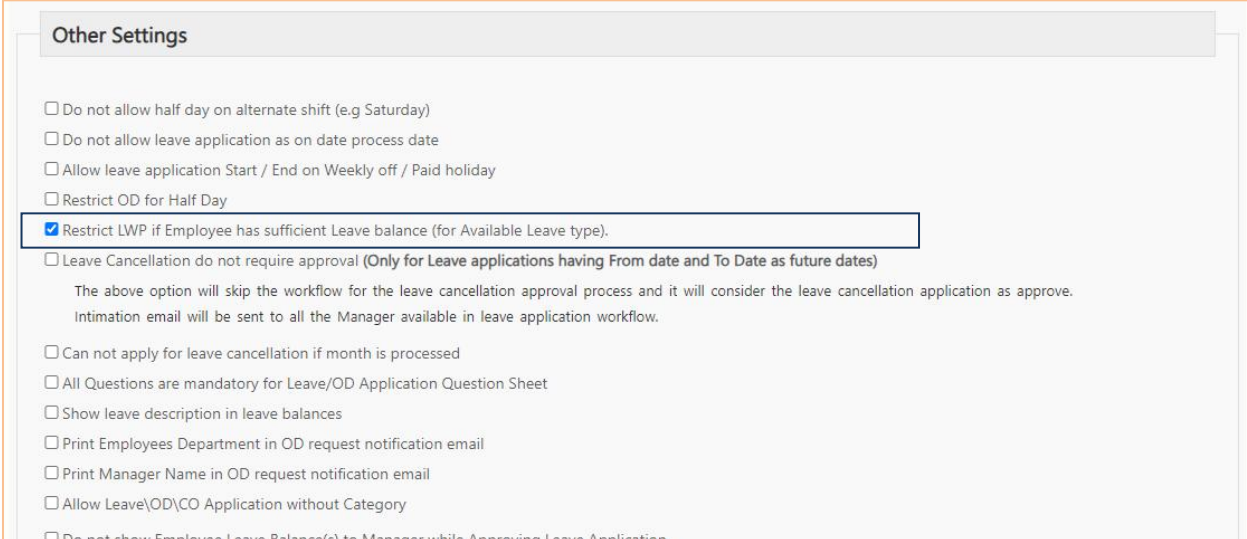
Now user can download Form16 Part B File GOVT Format. Same will available on Mobile.

New Features of Spine HRMS Version 6.0.5

3. Leave

3.1. Restrict LWP set up Provided

"Restrict LWP if Employee has sufficient Leave balance (for Available Leave type)" set up is provided in *Leave -> Configuration -> Settings - Leave Application - General Settings*, as shown in below figure:



Other Settings

- Do not allow half day on alternate shift (e.g Saturday)
- Do not allow leave application as on date process date
- Allow leave application Start / End on Weekly off / Paid holiday
- Restrict OD for Half Day
- Restrict LWP if Employee has sufficient Leave balance (for Available Leave type).
- Leave Cancellation do not require approval (**Only for Leave applications having From date and To Date as future dates**)
The above option will skip the workflow for the leave cancellation approval process and it will consider the leave cancellation application as approve.
Intimation email will be sent to all the Manager available in Leave application workflow.
- Can not apply for leave cancellation if month is processed
- All Questions are mandatory for Leave/OD Application Question Sheet
- Show leave description in leave balances
- Print Employees Department in OD request notification email
- 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

Figure 9

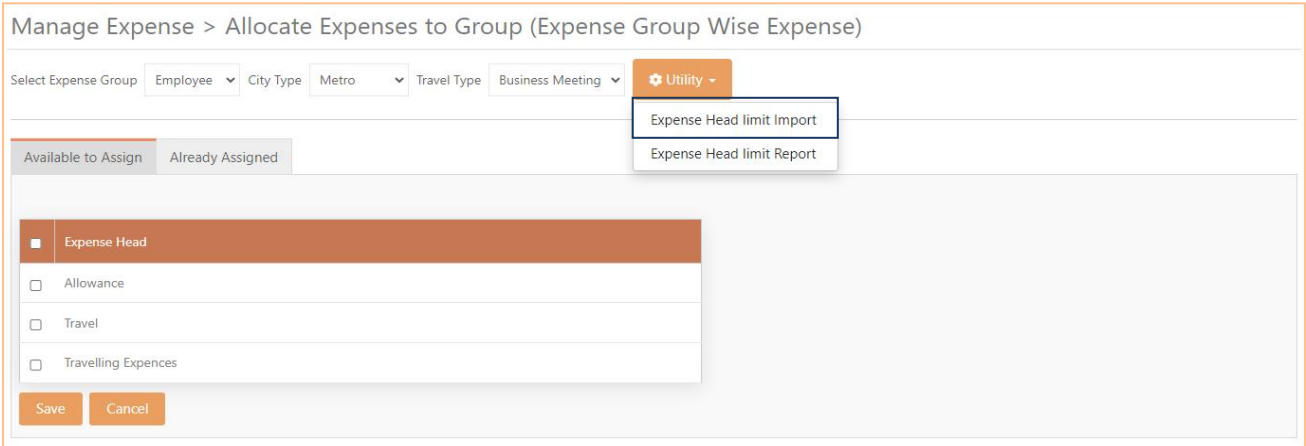
If this Setup is Opted and Employee has leave balance in any of the leave type then he can not apply LWP Leave. If Balance is not present in any of the Leave Type then only LWP application will be allowed.

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4. Claim

4.1. Expense Head Limit Import provided

New option provided in Utility in *Claims -> Manage Expense -> Allocate Expenses to Group -> Utility -> Expense Head Limit Report*, as shown in below figure:



Manage Expense > Allocate Expenses to Group (Expense Group Wise Expense)

Select Expense Group Employee City Type Metro Travel Type Business Meeting Utility

Expense Head limit Import
Expense Head limit Report

Available to Assign Already Assigned

Expense Head

Allowance

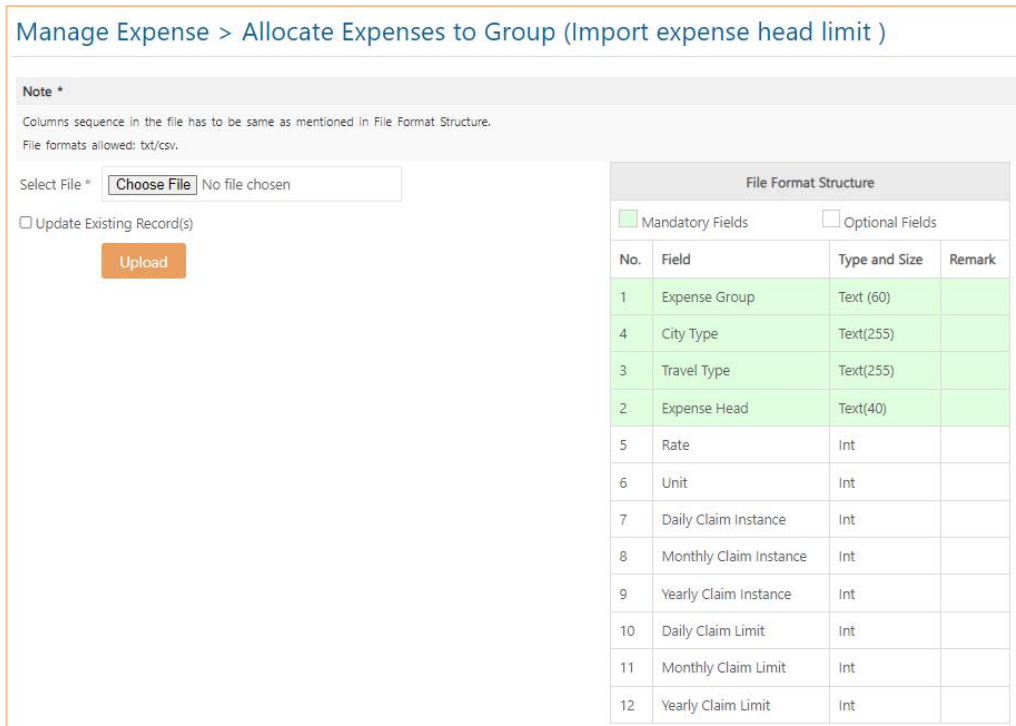
Travel

Travelling Expenses

Save Cancel

Figure 10

“Expense Head Limit Import” is provided in Manage Expense, as shown in below figure:



Manage Expense > Allocate Expenses to Group (Import expense head limit)

Note *

Columns sequence in the file has to be same as mentioned in File Format Structure.
File formats allowed: txt/csv.

Select File * No file chosen

Update Existing Record(s)

File Format Structure			
<input checked="" type="checkbox"/> Mandatory Fields <input type="checkbox"/> Optional Fields			
No.	Field	Type and Size	Remark
1	Expense Group	Text (60)	
4	City Type	Text(255)	
3	Travel Type	Text(255)	
2	Expense Head	Text(40)	
5	Rate	Int	
6	Unit	Int	
7	Daily Claim Instance	Int	
8	Monthly Claim Instance	Int	
9	Yearly Claim Instance	Int	
10	Daily Claim Limit	Int	
11	Monthly Claim Limit	Int	
12	Yearly Claim Limit	Int	

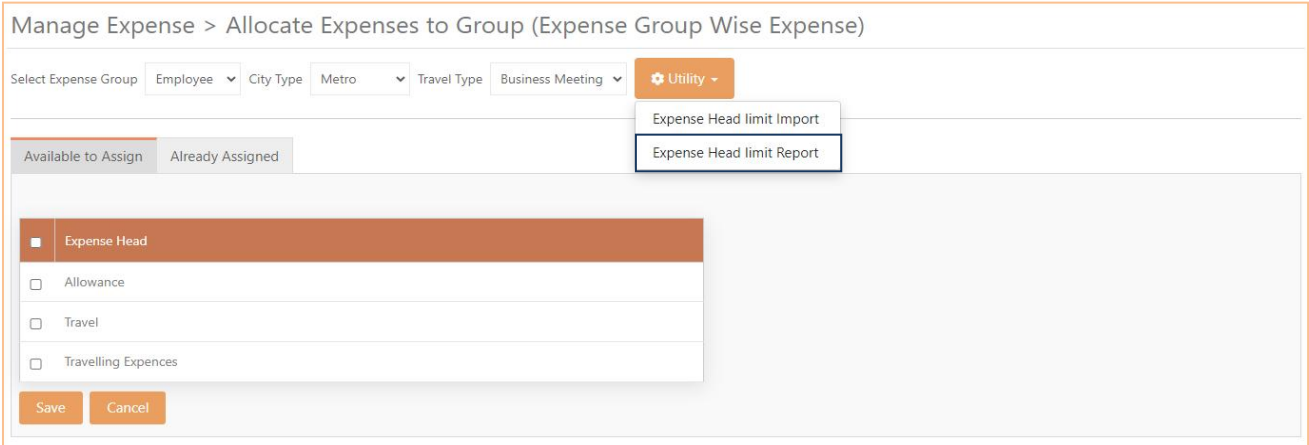
Figure 11

Here user can upload .txt/.csv format only. User can Import data as per requirement.

New Features of Spine HRMS Version 6.0.5

4.2. Expense Head Limit Report provided

New option provided in Utility in *Claims -> Manage Expense -> Allocate Expenses to Group -> Utility -> Expense Head Limit Report*, as shown in below figure:



Manage Expense > Allocate Expenses to Group (Expense Group Wise Expense)

Select Expense Group: Employee City Type: Metro Travel Type: Business Meeting Utility

Expense Head limit Import
Expense Head limit Report

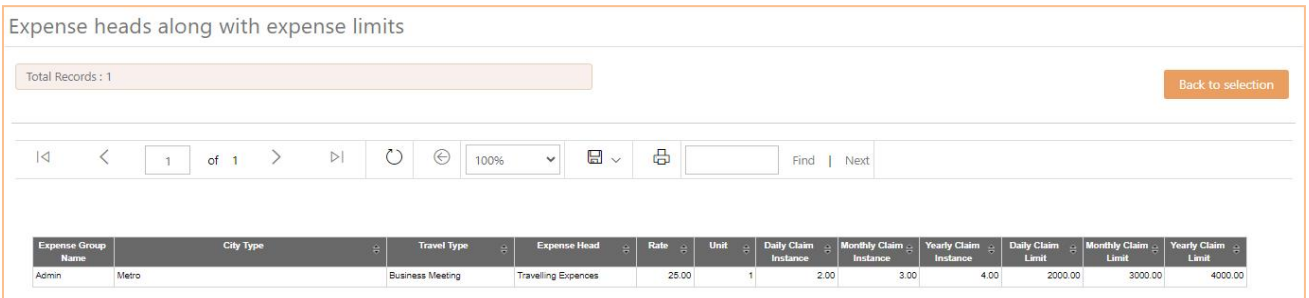
Available to Assign | Already Assigned

Expense Head
 Allowance
 Travel
 Travelling Expenses

Save Cancel

Figure 12

New option provided as “Expense Head Limit Report” in Manage Expense. Now using “Expense Head Limit Report”, user can see Expense Head Limit Report by applying filters as Expense Group, City Type, Travel Type, Expense Head as shown in below figure:



Expense heads along with expense limits

Total Records: 1 Back to selection

1 of 1 100% Find | Next

Expense Group Name	City Type	Travel Type	Expense Head	Rate	Unit	Daily Claim Instance	Monthly Claim Instance	Yearly Claim Instance	Daily Claim Limit	Monthly Claim Limit	Yearly Claim Limit
Admin	Metro	Business Meeting	Travelling Expenses	25.00	1	2.00	3.00	4.00	2000.00	3000.00	4000.00

Figure 13

User can generate the report to check Expense Head Limit.

New Features of Spine HRMS Version 6.0.5

4.3. New columns added in Voucher wise Detail Report

New column added in *Claims -> Expense -> Voucher Reports - HR -> Voucher Wise Detail Report (View without Grouping)*, as shown in below figure:

Expense > Voucher Reports - HR

[Back to selection](#)

1 of 1

100%

Demo Company

Voucher Wise Detail Report

Voucher Number	Employee Name	Employee Code	Grade	Expense Category	Expense Date	Travel Type	City	Approved By	Approver Remark
13	Aishwarya Dilip Saxena	A0001	Grade A	Travel Expenche	1-Mar-23	Business Meeting	Bangalore	Virat Ajay Pandey - V0001	
14	Aishwarya Dilip Saxena	A0001	Grade A	Travel Expenche	1-Mar-23	Business Meeting	Bangalore	Anupam Ashok Shah. - A00001	ok
14	Aishwarya Dilip Saxena	A0001	Grade A	Travel Expenche	1-Mar-23	Business Meeting	Bangalore	Anupam Ashok Shah. - A00001	ok
14	Aishwarya Dilip Saxena	A0001	Grade A	Travel Expenche	1-Mar-23	Business Meeting	Bangalore	Anupam Ashok Shah. - A00001	ok
15	Aishwarya Dilip Saxena	A0001	Grade A	Travel Expenche	1-Mar-23	Business Meeting	Mumbai	Virat Ajay Pandey - V0001	
27	Aishwarya Dilip Saxena	A0001	Grade A	Accomodation	6-Jun-23	Business Meeting	Default	Virat Ajay Pandey - V0001	
27	Aishwarya Dilip Saxena	A0001	Grade A	Accomodation	7-Jun-23	Business Meeting	Default	Virat Ajay Pandey - V0001	

Page : 1

Figure 14

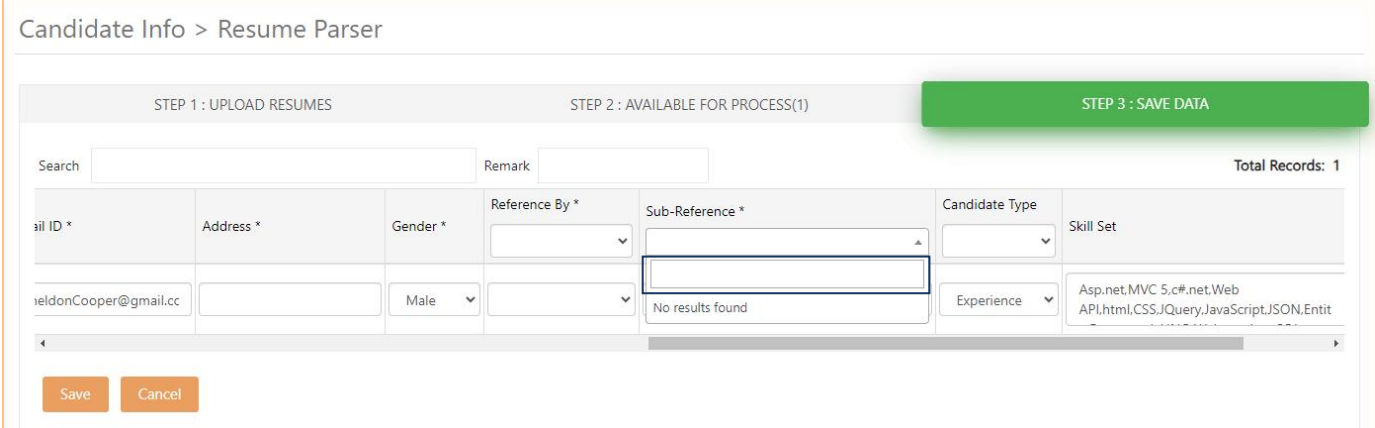
New column “Travel Type, City , Expense Category and Approver Remark” added in Voucher Reports - HR.

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5. Recruitment

5.1. Search Field provided in Sub-Reference

“Search” Field provided in *Recruitment -> Candidate Info -> Resume Parser*, as shown in below figure:



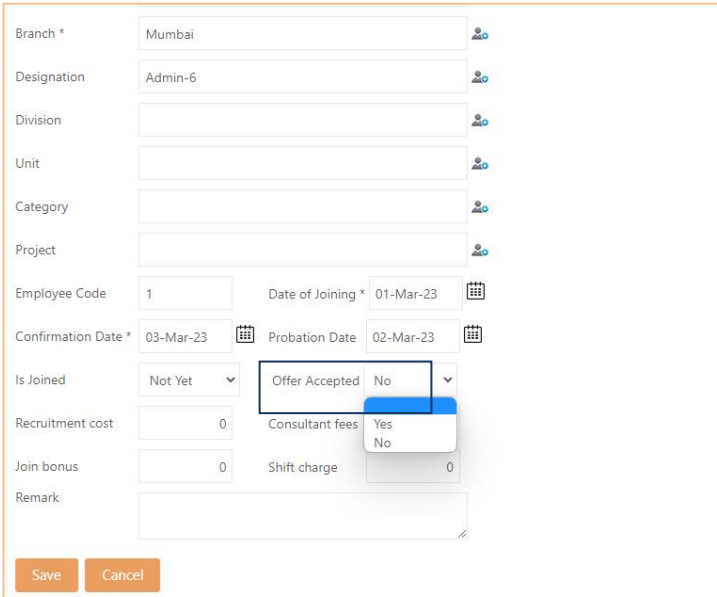
The screenshot shows the 'Candidate Info > Resume Parser' interface. It features three steps: 'STEP 1 : UPLOAD RESUMES', 'STEP 2 : AVAILABLE FOR PROCESS(1)', and 'STEP 3 : SAVE DATA'. Below the steps, there are search and remark fields. A table displays candidate information with columns for Email ID, Address, Gender, Reference By, Sub-Reference, Candidate Type, and Skill Set. The 'Sub-Reference' dropdown menu is open, showing a search field and the text 'No results found'. The 'Skill Set' column lists 'Asp.net, MVC 5, c#.net, Web API, html, CSS, JQuery, JavaScript, JSON, Entity Framework'. At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 15

In Sub-Reference Drop down “Search” Field is provided. Now user can enter text and search for Sub References.

5.2. New field provided in Pre Join Entry

New field provided in *Recruitment -> Appointment -> Pre Join Entry -> Add New*, as shown in below figure:



The screenshot shows the 'Pre Join Entry' form. It includes fields for Branch (Mumbai), Designation (Admin-6), Division, Unit, Category, Project, Employee Code (1), Date of Joining (01-Mar-23), Confirmation Date (03-Mar-23), Probation Date (02-Mar-23), Is Joined (Not Yet), Recruitment cost (0), Consultant fees (0), Join bonus (0), and Shift charge (0). A new dropdown field 'Offer Accepted' is highlighted, with options 'Yes' and 'No'. At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 16

New drop down added as "Offer Accepted" with options "Yes" and "No".
If Yes select then "Offer Letter" field enable to upload file

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5.3. Offer Accepted column added in Joining list Report

New column added in *Recruitment -> Appointment -> Joining list Report*, as shown in below figure:

Appointments > Joining List Report

[Back to selection](#)

1 of 1

100%

Find | Next

Demo Company

Employee Joining List Report

Candidate Photo	Code	Name	Company	Vacancy Name	Grade	Branch	Department	Joining Date	Confirmation Date	Probation Date	Joined	Referred By	Offer Accepted
	S0007	Sakshi Sarthak Sontakke	Spine Technologies	QC	Grade A	Mumbai	Tester	20-Mar-23	25-Mar-23		Not Yet	Staffing Partner : Indeed	
	D0002	Dhiraj Sudhakar Jadhav	Spine Technologies	QC	A	Mumbai	Admin	10-May-23	15-May-23		Not Yet	Staffing Partner : Naukri	No
	A0005	Arjun Kartar Singh	Spine Technologies	Developer	Grade A	Mumbai	Developer	01-Jun-23	06-Jun-23		Joined	Staffing Partner : Hrist	Yes
	V0003	Vinod Mukesh Jadhav	Spine Technologies	Developer	GradeTransfer A	Mumbai	Developer	01-Jun-23	06-Jun-23		Joined	Staffing Partner : Hrist	Yes

Page : 1

Figure 17

New column "Offer Accepted" added in Joining List Report.

5.4. Department Macro in Recruitment Letter Writing Provided

Department Macro in Recruitment Letter Writing is provided in *Recruitment -> Appointments -> Letter Writing -> Macro List*, as shown in below figure:

Appointments > Letter Writing

[Add New](#) [Send Mail](#)

Show 10 entries

Candidate Code

23

23

23

Showing 1 to 3 of 3 entries

Macro	Description
%CompanyName%	Name of the company
%basic%	Basic Salary
%new_basic%	New Basic Salary
%a1% to %a60%	Allowances
%d1% to %d60%	Deductions
%v1% to %v60%	Variables
%Date%	Todays Date
%Remark%	Pre Join Entry Remark
%InterviewDate%	Interview Date
%v1_AmtInWord% to %v60_AmtInWord%	Variable value in words
%Department%	Department

Search:

Date	File Name
14-Mar-23	23_AppointmentLetter.pdf
10-May-23	23_test-Department.pdf
10-May-23	23_AppointmentLetter (4).pdf

Previous 1 Next

Figure 18


Department macro is provided in recruitment - Appointments Letter writing module.

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6. Travel Desk

6.1. New setup provided for Past days entry

Allow Past X days entry, for Travel request setup provided in *More... -> Configuration -> Travel Desk Settings* page, as shown in below figure:



Hide Reporting Date/Time in Travel Request Entry Form

Select Tour while making Travel Request

Allow Past 0 days entry, for Travel request

1) If Allow Past day(s) is blank then there is No restriction on past day entry.

2) If Allow Past day(s) is 0 then system will allow current date and future date entries only.

3) If Allow Past day(s) is greater than zero then system will allow past day entry only till [current date - (Allow Past day(s) + 1)].

Save

Figure 19

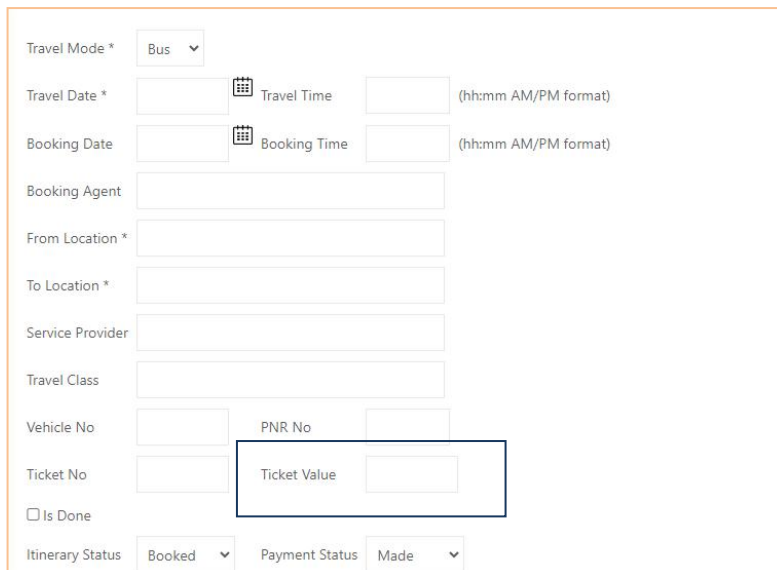
"Allow Past X days entry, for Travel request " setup working is provided for restriction on past days application.

Eg :

1. If Allow Past day(s) is blank then there is No restriction on past day entry.
2. If Allow Past day(s) is 0 then system will allow current date and future date entries only.
3. If Allow Past day(s) is greater than zero then system will allow past day entry only till [current date - (Allow Past day(s) + 1)].

6.2. Ticket Value field provided in Add Itinerary

New field added in *More... -> Travel Desk -> Add Itinerary* , as shown in below figure:



Travel Mode * Bus

Travel Date * Travel Time (hh:mm AM/PM format)

Booking Date Booking Time (hh:mm AM/PM format)

Booking Agent

From Location *

To Location *

Service Provider

Travel Class

Vehicle No PNR No

Ticket No Ticket Value

Is Done

Itinerary Status Booked Payment Status Made

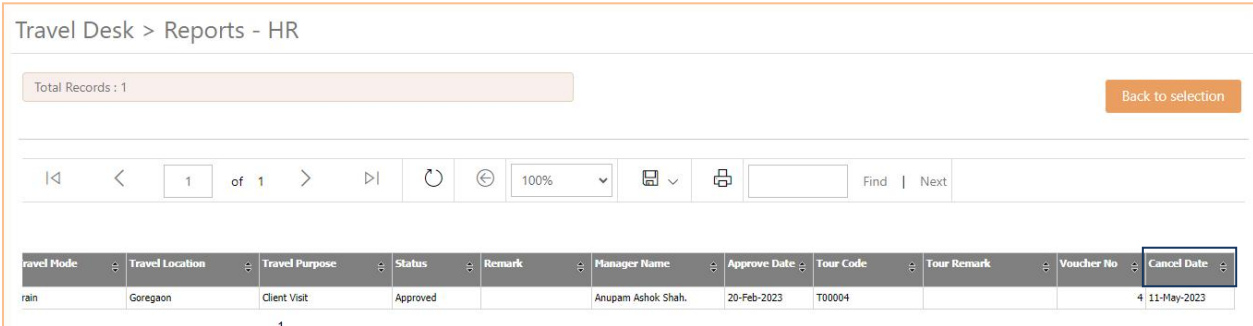
Figure 20

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“Ticket Value” field provided in Add Itinerary menu. User can enter the “Ticket Value” in this field. Entered Ticket Value is reflected in Itinerary Cost of *Tour Cost Report*.

6.3. Cancel Date column added in Travel Request Report

New column added in *More... -> Travel Desk -> Reports - HR (Travel Request)*, as shown in below figure:



Travel Desk > Reports - HR

Total Records : 1 Back to selection

1 of 1 | 100% | Find | Next

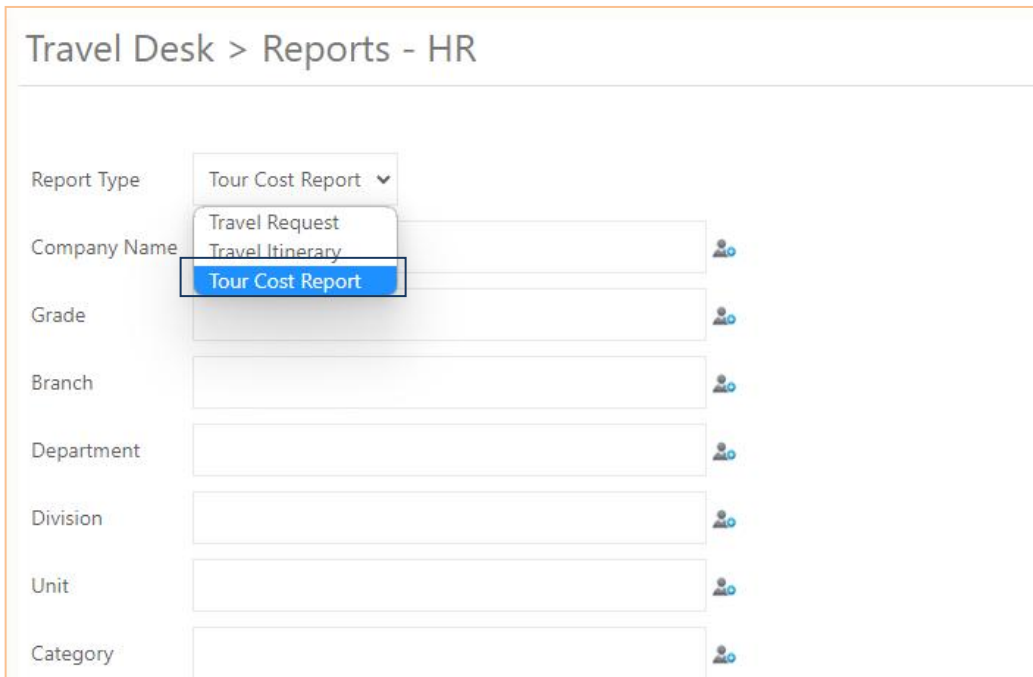
Travel Mode	Travel Location	Travel Purpose	Status	Remark	Manager Name	Approve Date	Tour Code	Tour Remark	Voucher No	Cancel Date
rain	Goregaon	Client Visit	Approved		Anupam Ashok Shah.	20-Feb-2023	T00004			11-May-2023

Figure 21

“Cancel date” column provided in Travel Request Report. It will show Cancellation Date.

6.4. Tour Cost Report provided

New Report added in *More -> Travel Desk -> Reports - HR -> Tour Cost Report*, as shown in below figure:



Travel Desk > Reports - HR

Report Type: Tour Cost Report

Company Name: Travel Request Travel Itinerary Tour Cost Report

Grade:

Branch:

Department:

Division:

Unit:

Category:

Figure 22

New Report Type provided in Travel Desk > Reports-HR with name 'Tour Cost Report'.

This Report will show data only if Approved Expense Entry is present against Travel Request as shown in below figure:

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Travel Desk > Reports - HR

Back to selection

1 of 1

100%

Purpose	Status	Remark	Manager Name	Approve Date	Tour Code	Tour Remark	Voucher No	Cancel Date	Voucher Approve Amount	Itinerary Cost	Total Voucher Cost
Visit	Approved	Ok	Virat Ajay Pandey	11-May-2023	T00008	Client	16	11-May-2023	2400.00	5000.00	7400.00
	Approved	ok	Virat Ajay Pandey	11-May-2023	T00009	Without Travel	18		13000.00	8000.00	21000.00
ss	Approved		Virat Ajay Pandey	11-May-2023	T00015	Conversion 2	26		90.00	0.00	90.00
	Approved		Virat Ajay Pandey	11-May-2023	T00014	Conversion	25		900.00	0.00	900.00
	Approved		Virat Ajay Pandey	11-May-2023	T00013	Conversion	24		950.00	1775.00	2725.00
ss	Approved		Mahendra Kumar Singh	11-May-2023	T00012	April	23		1300.00	3600.00	4900.00
	Approved	ok	Virat Ajay Pandey	20-Apr-2023	T00005	Client Visit	14		300.00	10000.00	10300.00
ss Meeting	Approved	ok	Virat Ajay Pandey	20-Apr-2023	T00005	Client Visit	15		1000.00	0.00	1000.00
ss	Approved		Anupam Ashok Shah.	20-Feb-2023	T00004		4	11-May-2023	19400.00	0.00	19400.00

Figure 23

Different Columns is report are as follows:

1. Voucher Approve Amount : Total of expense voucher added against travel Request ID.
2. Itinerary Cost : Ticket Value will be display in Itinerary Cost column.
3. Total Voucher Cost : Addition of Voucher Approve Amount & Itinerary Cost will be display in Total Voucher Cost column.

New Features of Spine HRMS Version 6.0.5

7. Mobile HR

7.1. Expense Limit provided in Mobile

New “Exp. Limit” button provided in *Expense -> Add Expense*, as shown in below figure:

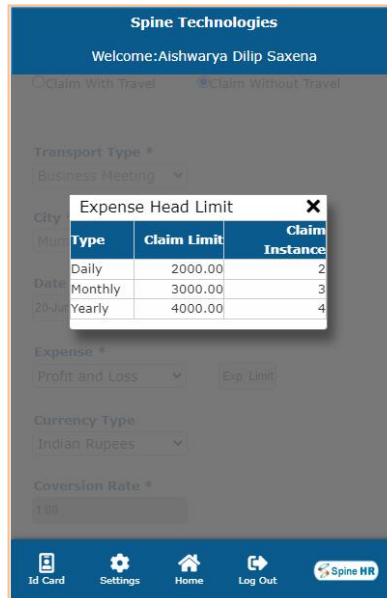


Figure 24

Now user will be able to see Exp. Limit i.e Daily, Monthly and Yearly as per defined for Expense Head. Expense limit button is provided. After clicking on it pop will be opened showing Exp. limits.

7.2. Poll Block is provided on Mobile Dashboard

“Poll block” is provided on Mobile Dashboard, as shown in below figure:

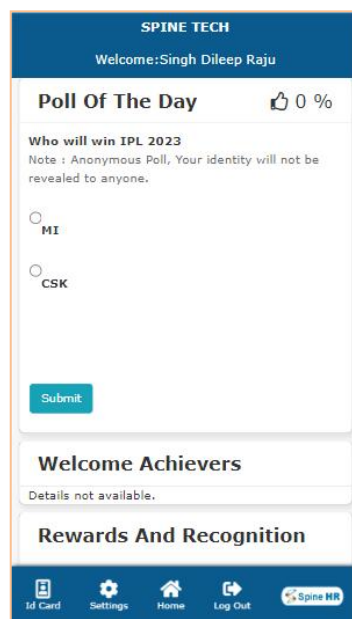


Figure 26

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Poll Can be filled and Viewed from Mobile as well. Poll Block added in Mobile Dashboard.

7.3. Rewards and Recognition block is provided on Mobile Dashboard

“*Rewards and Recognition block*” is provided on Mobile Dashboard, as shown in below figure:

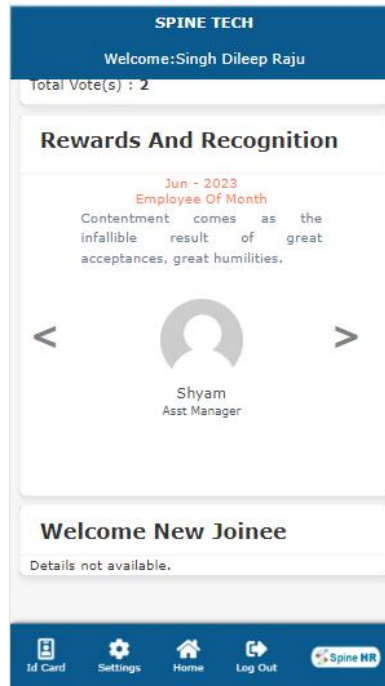


Figure 27

Rewards and Recognition block Viewed from Mobile as well. *Rewards and Recognition block* added in Mobile Dashboard.

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7.4. Leave Note in Mobile Leave Application

Leave Note is now provided in *Leave -> Apply*, as shown in below figure:



Figure 28

On click of Note: (!) symbol Leave Note will be display.

7.5. Edit Personal Info provided in Mobile

New feature added in *Self Service -> Personal*, as shown in below figure:

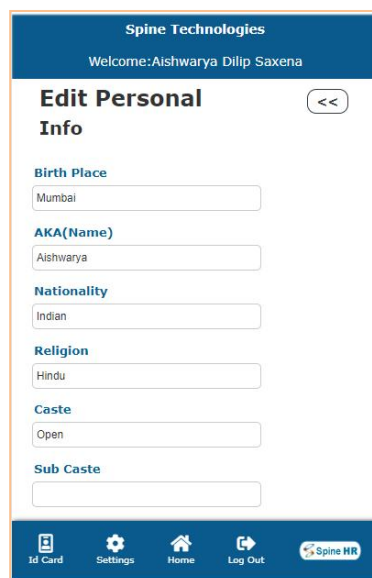


Figure 29

1. Previously "Edit Personal Info" facility was only available in HRMS, now it is provided in Mobile as well.
2. User can "Edit Personal Info" through Mobile HR only if any Personal Info application is not pending.