# 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

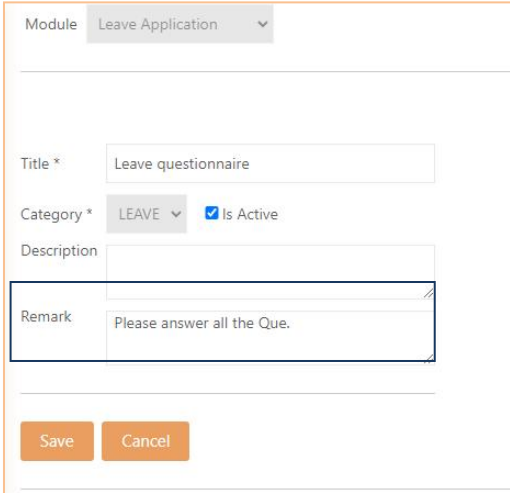Data will be Transferred Using Employee Data Services, as shown in below figure:

| | | 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:



**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:



**Figure 4**

## 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:
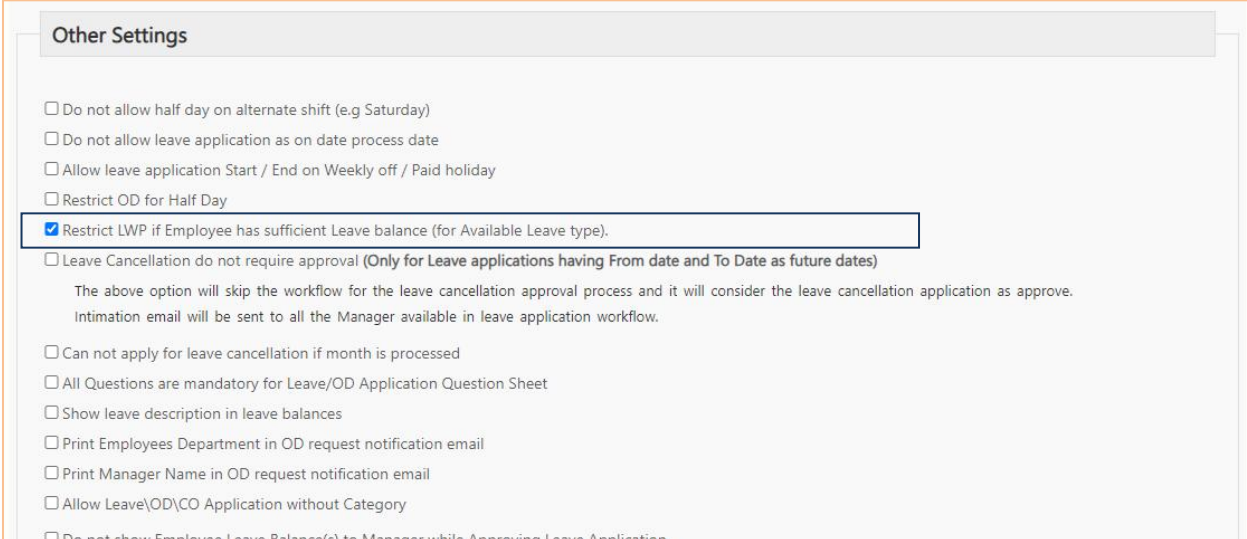
**Figure 8**

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

## 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
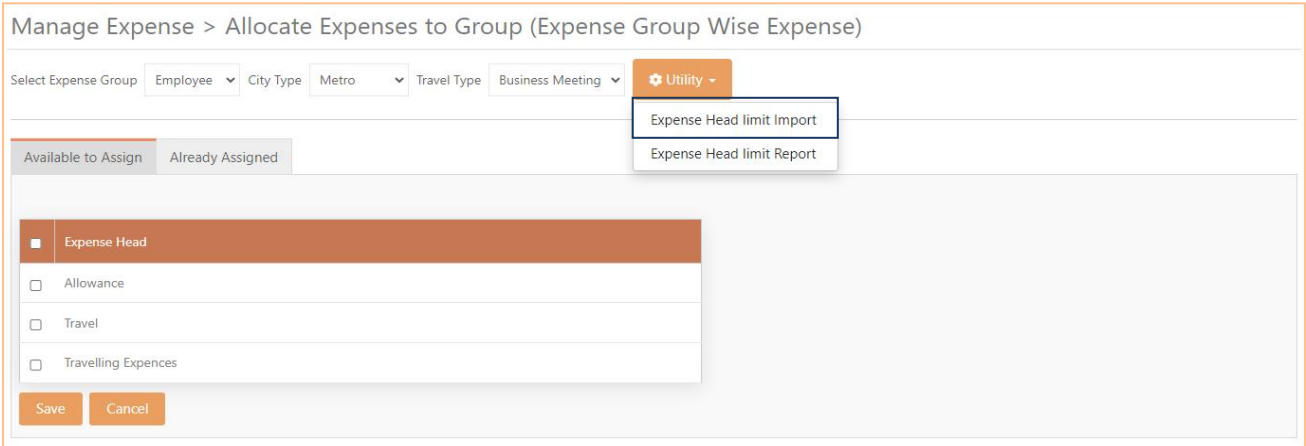☐ Do not show Employee Leave Balance(s) to Manager while Approving Leave Application

**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.

# 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:
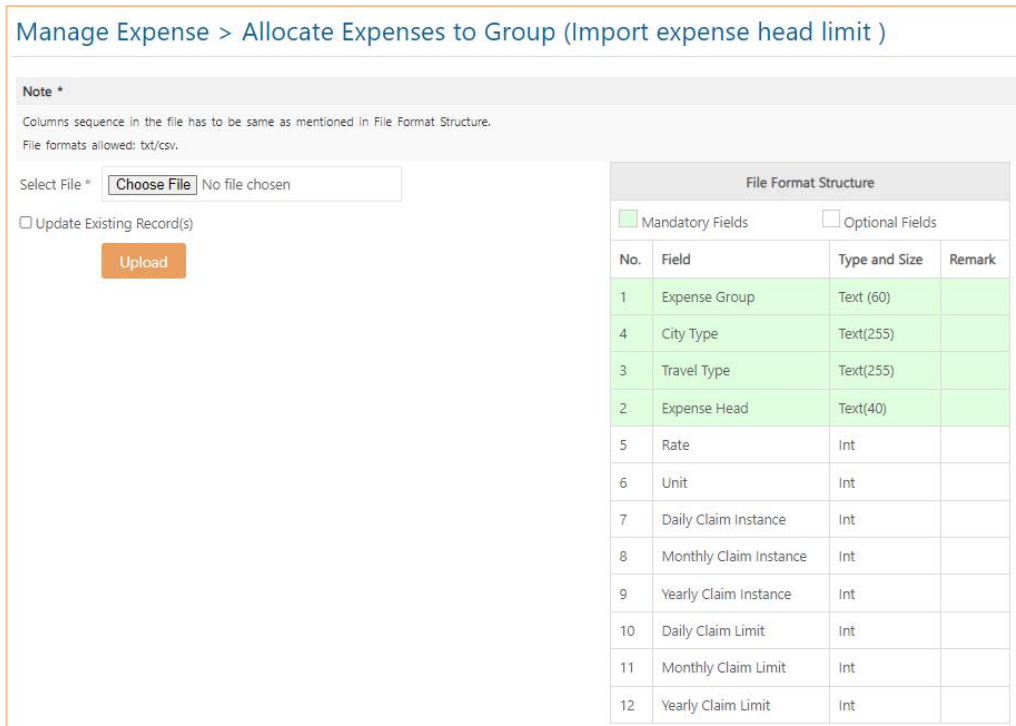


**Figure 10**

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



**Figure 11**

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

## 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:
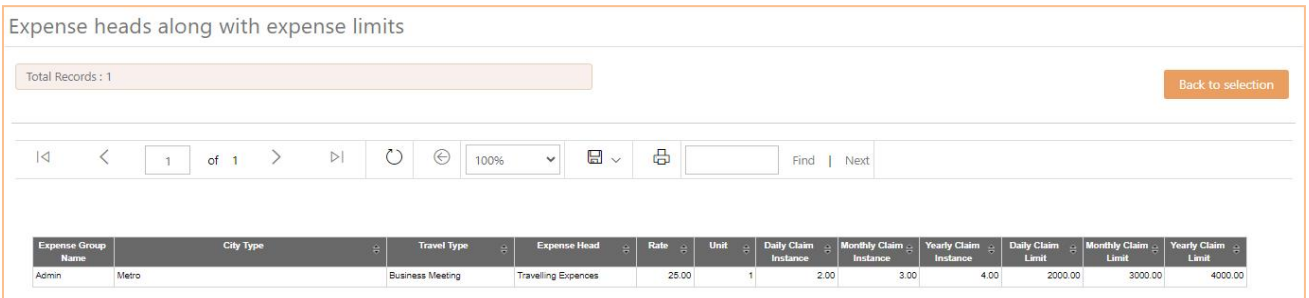


**Figure 12**

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 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 Expences | 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.

## 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:



Figure 14

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

# 5. Recruitment

## 5.1. Search Field provided in Sub-Reference

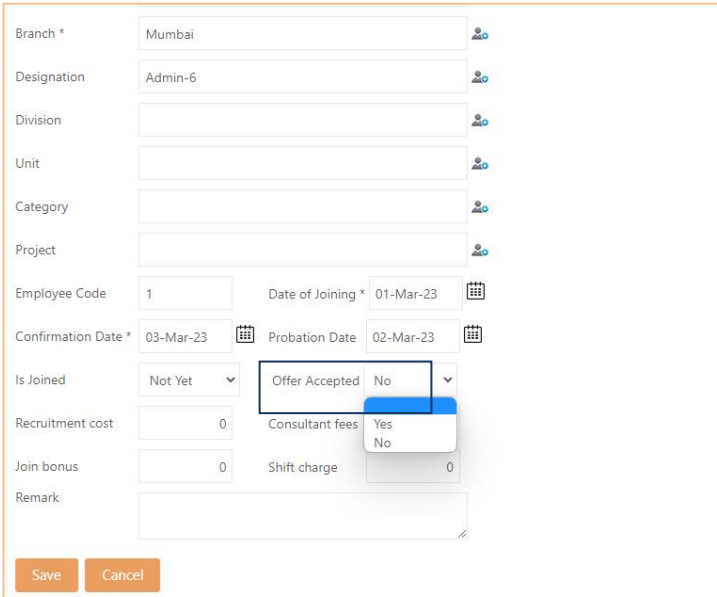"Search" Field provided in *Recruitment -> Candidate Info -> Resume Parser*, as shown in below figure:



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:



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:



**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:



**Figure 18**

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

## 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:



**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:
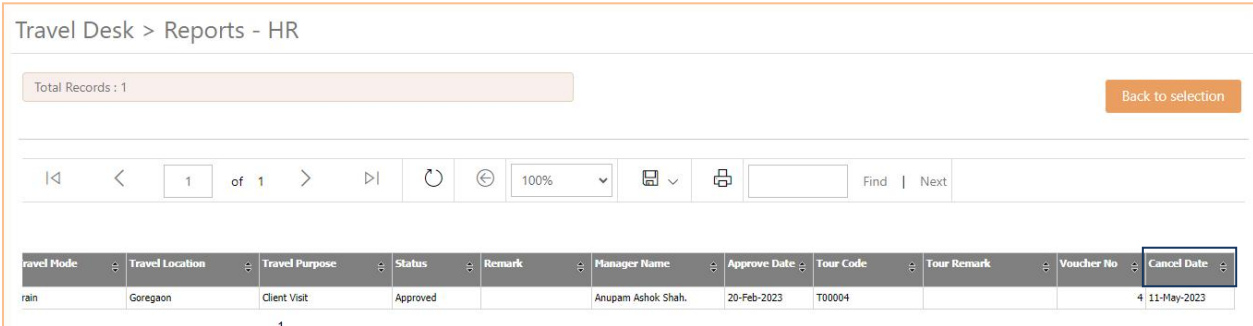


**Figure 20**

"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:



**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:



**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

|◁   <   1   of  1   >   ▷|   ↻   ⊕   100% ▾   💾 ▾   🖶   [          ]   Find  |  Next
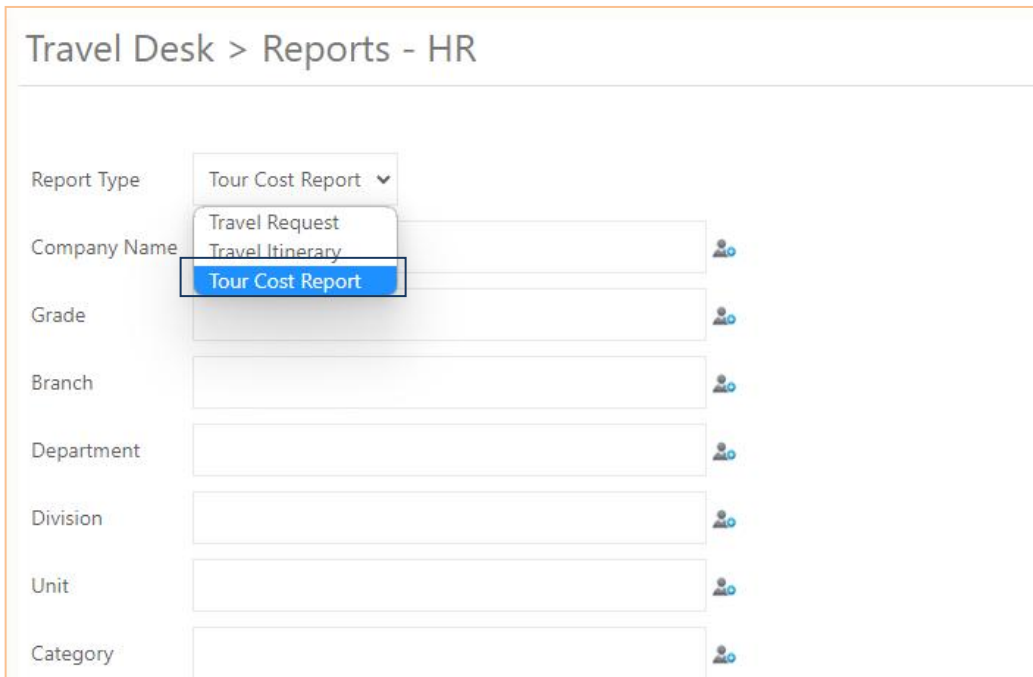
| l Purpose | Status | Remark | Manager Name | Approve Date | Tour Code | Tour Remark | Voucher No | Cancel Date | Voucher Approve Amount | Itinerary Cost | Total Voucher Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Approved | Ok | Virat Ajay Pandey | 11-May-2023 | T00008 | Client | 16 | 11-May-2023 | 2400.00 | 5000.00 | 7400.00 |
| Visit | 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.

## 7. Mobile HR

## 7.1. Expense Limit provided in Mobile

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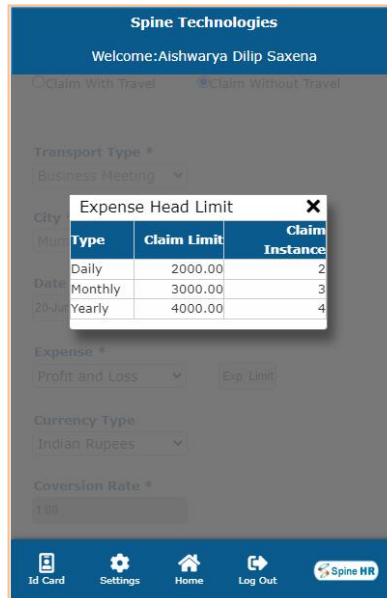


Figure 24

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

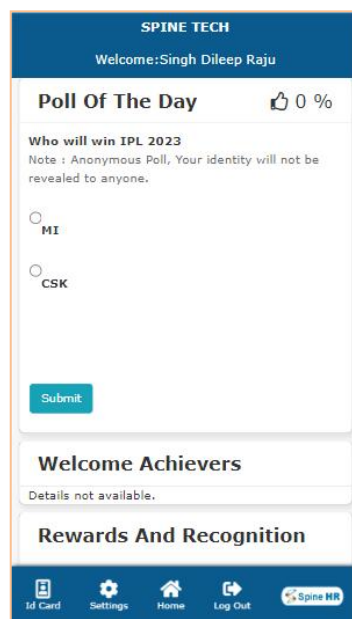"*Poll block*" is provided on Mobile Dashboard, as shown in below figure:



Figure 26

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

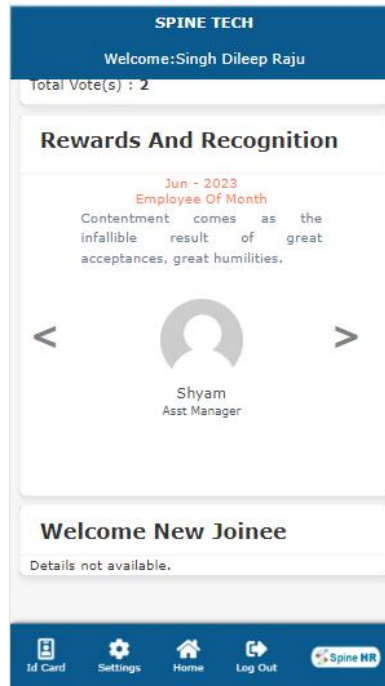"*Rewards and Recognition block*" is provided on Mobile Dashboard, as shown in below figure:



**Figure 27**

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

## 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:
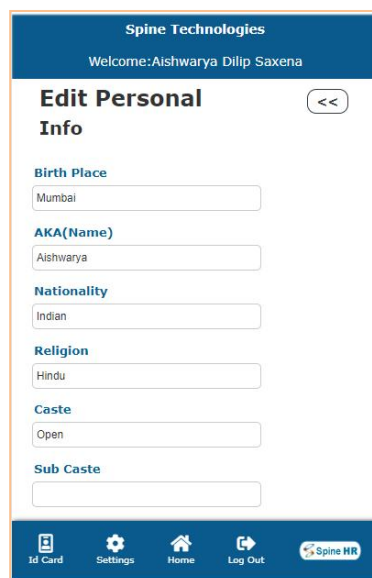


**Figure 29**

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.