

## New Features of Spine HRMS Version 6.0.6

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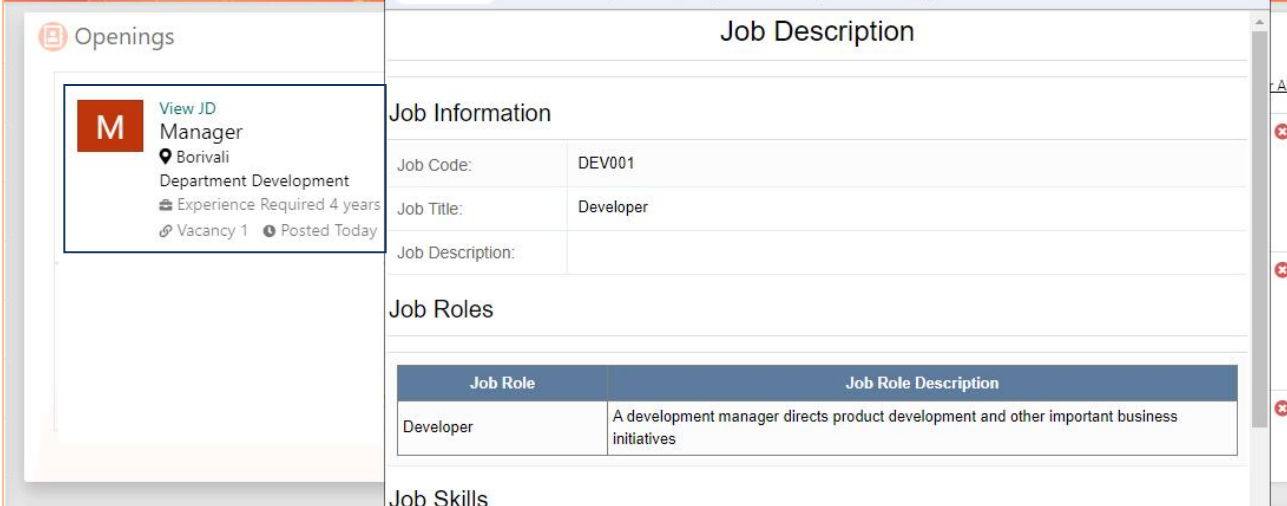
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# 1.Admin

## New Features of Spine HRMS Version 6.0.6

### 1.1. JD on Dashboard

Hyperlink of JD master provided in HRMS -> Dashboard->Openings, as shown in below figure:



The screenshot shows the 'Openings' dashboard. On the left, there is a sidebar with a 'View JD' button highlighted. The main content area is titled 'Job Description' and contains the following information:

**Job Information**

Job Code:	DEV001
Job Title:	Developer
Job Description:	

**Job Roles**

Job Role	Job Role Description
Developer	A development manager directs product development and other important business initiatives

**Job Skills**

Figure 1

In Dashboard opening block "View JD" option provided. It will show Job description.

## New Features of Spine HRMS Version 6.0.6

### 1.2. Standard filters Provided in Update Pending Applications

Standard filters Provided in *Admin -> Workflow -> Update Pending Applications*, as shown in below figure:

**Workflow > Update Pending Applications**

**Note \***

Email and SMS will be sent as per settings.

For Shift Change request select Swipe Request module as they are having common workflow.

For Leave Adjustment select Leave Encashment module as they are having common workflow.


Following modules are not available


Exit, PMS, Timesheet.


Application process time may vary depending upon number of application(s) selected, Process few application for better results.


Day Lock Entries (Leave / Swipe / OT module).


Module \*


Approver(HOD)  


Company Name  


Grade  


Branch  

Department  


Division  



Unit  

Category  

Group  

Status  All  Current  Left  Web Active

Employee Name  

Request From date   Request To date  



App. From date   App. To date  

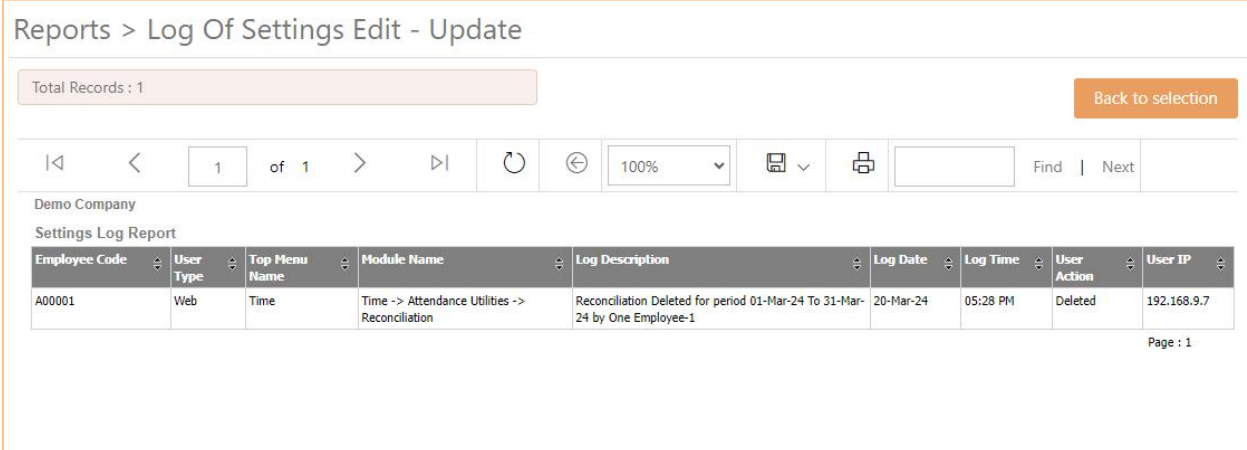
Figure 2

Standard filter (Master selection) and company filter option will be display in update pending applications.

## New Features of Spine HRMS Version 6.0.6

### 1.3. Reconciliation Deletion Log provided

“Delete Reconciliation” activity user log provided in *HRMS -> Admin -> Reports -> Log Of Settings Edit - Update*, as shown in below figure:



Reports > Log Of Settings Edit - Update

Total Records : 1 Back to selection

1 of 1 100% Find | Next

Demo Company

Settings Log Report

Employee Code	User Type	Top Menu Name	Module Name	Log Description	Log Date	Log Time	User Action	User IP
A00001	Web	Time	Time -> Attendance Utilities -> Reconciliation	Reconciliation Deleted for period 01-Mar-24 To 31-Mar-24 by One Employee-1	20-Mar-24	05:28 PM	Deleted	192.168.9.7

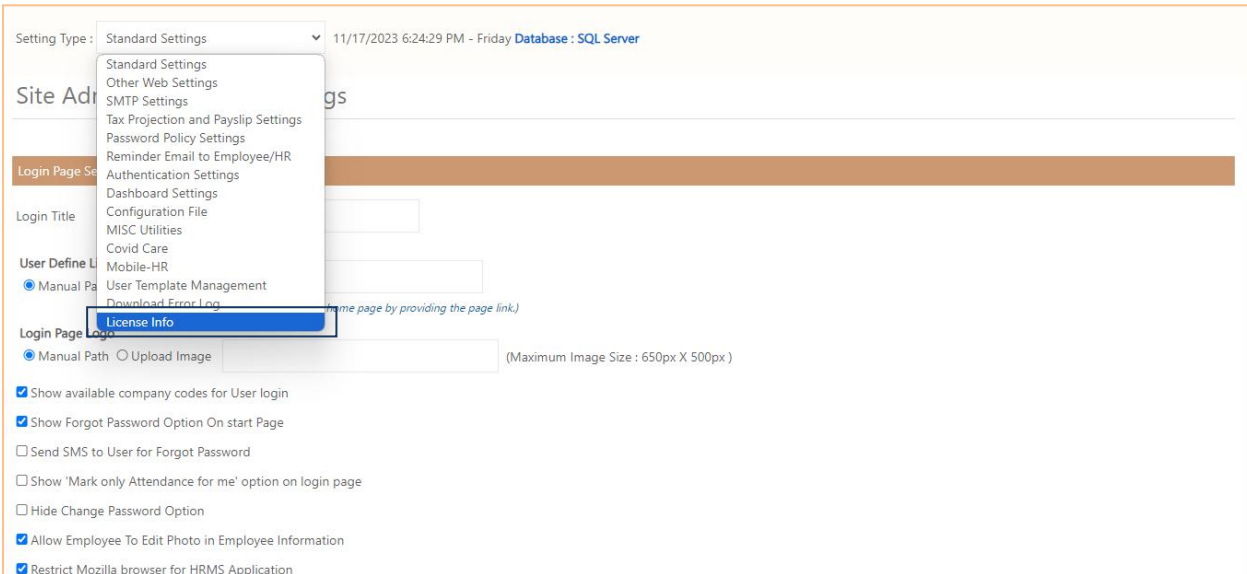
Page : 1

Figure 3

'Delete Reconciliation' activity user log will be shown here.

### 1.4. License Info provided in Standard Setting

“License Info” provided in *Admin -> Site Admin -> Standard Setting*, as shown in below figure:



Setting Type : Standard Settings 11/17/2023 6:24:29 PM - Friday Database : SQL Server

Site Admin

- Standard Settings
- Other Web Settings
- SMTP Settings
- Tax Projection and Payslip Settings
- Password Policy Settings
- Reminder Email to Employee/HR
- Authentication Settings
- Dashboard Settings
- Configuration File
- MISC Utilities
- Covid Care
- Mobile-HR
- User Template Management
- Download Error Log
- License Info**

Login Page Settings

Manual Path  Upload Image  (Maximum Image Size : 650px X 500px)

Show available company codes for User login  
 Show Forgot Password Option On start Page  
 Send SMS to User for Forgot Password  
 Show 'Mark only Attendance for me' option on login page  
 Hide Change Password Option  
 Allow Employee To Edit Photo in Employee Information  
 Restrict Mozilla browser for HRMS Application

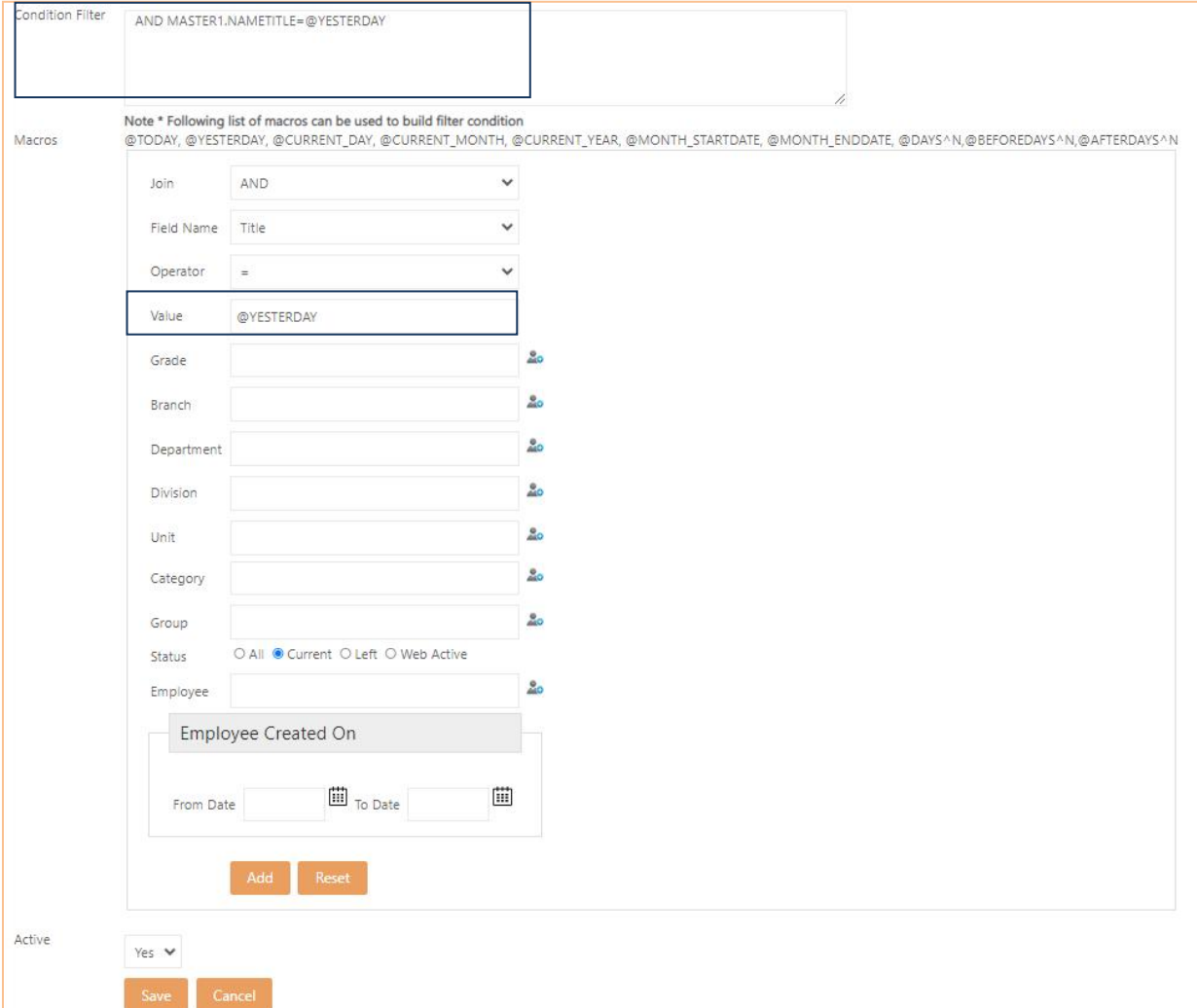
Figure 4

"License info" provided in Standard Setting. User can check License Information here.

## New Features of Spine HRMS Version 6.0.6

### 1.5. New macros provided in Email Notification Config

New macros provided in *Admin -> Site Admin -> Email Notification Config*, as shown in below figure:



The screenshot displays the 'Email Notification Config' interface. At the top, a 'Condition Filter' box contains the text 'AND MASTER1.NAMETITLE=@YESTERDAY'. Below this, a 'Macros' section lists available macros: '@TODAY, @YESTERDAY, @CURRENT\_DAY, @CURRENT\_MONTH, @CURRENT\_YEAR, @MONTH\_STARTDATE, @MONTH\_ENDDATE, @DAYS^N, @BEFOREDAYS^N, @AFTERDAYS^N'. A note states: 'Note \* Following list of macros can be used to build filter condition'. The main configuration area includes dropdowns for 'Join' (set to 'AND'), 'Field Name' (set to 'Title'), and 'Operator' (set to '='), with a 'Value' field containing '@YESTERDAY'. Below these are input fields for 'Grade', 'Branch', 'Department', 'Division', 'Unit', 'Category', 'Group', and 'Employee', each with a user icon. A 'Status' section has radio buttons for 'All', 'Current' (selected), 'Left', and 'Web Active'. An 'Employee Created On' section includes 'From Date' and 'To Date' fields with calendar icons. At the bottom are 'Add' and 'Reset' buttons. An 'Active' dropdown is set to 'Yes', with 'Save' and 'Cancel' buttons below it.

Figure 5

New macros "@BEFOREDAYS^N, @AFTERDAYS^N and @YESTERDAY" provided in Email Notification Config. Now user can use these macros for sending notifications. e.g Passport expiry notification.

## New Features of Spine HRMS Version 6.0.6

### 1.6. Created On provided in Email Notification Config

“Created On” provided in *Admin -> Site Admin -> Email Notification Config*, as shown in below figure:

Macros

Note \* Following list of macros can be used to build filter condition  
 @TODAY, @YESTERDAY, @CURRENT\_DAY, @CURRENT\_MONTH, @CURRENT\_YEAR, @MONTH\_STARTDATE, @MONTH\_ENDDATE, @DAYS^N, @BEFOREDAYS^N, @AFTERDAYS^N

Join: AND

Field Name: Created On

Operator: UAN Number, Permanent Tel No., Spouse Name, Children (For CED), Father's Name, Gender, Age, Number of Months, Marital Status, PAN Number, Aadhar Number, Probation Date, Resign Offer Date, Resignation Date, Reason for Leaving, Date Left, Passport Expiry Date, Visa Expiry Date, Insurance Policy Expiry Date

Value: [Empty]

Grade: [Empty]

Branch: [Empty]

Department: [Empty]

Division: [Empty]

Unit: [Empty]

Category: [Empty]

Group: Created On

Status:  All  Current  Left  Web Active

Employee: [Empty]

Employee Created On

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

Add Reset

Active: Yes

Save Cancel

Figure 6

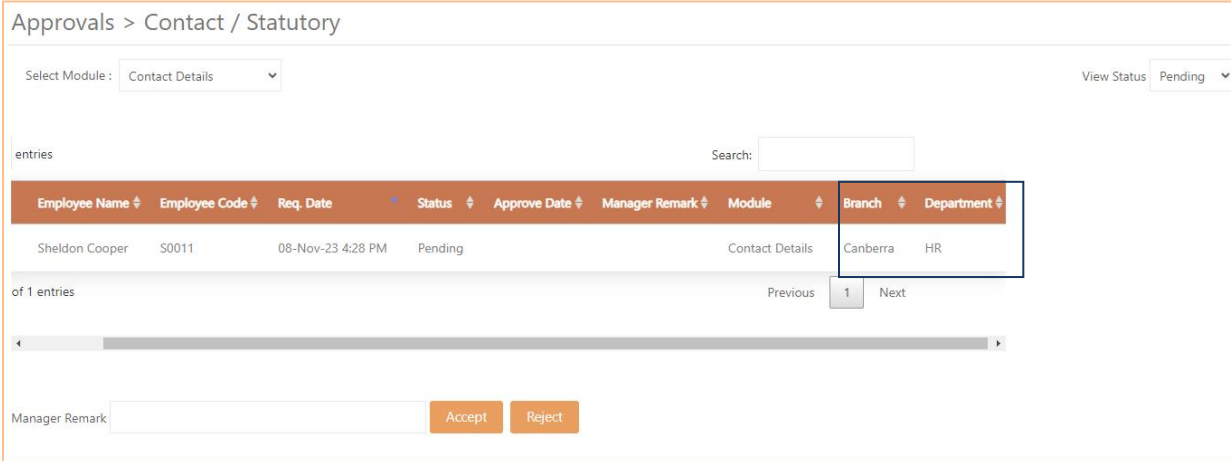
"Created On" field provided in Field Name in Email Notification Config. User can use this to send notification to Employee Created on specific date.



## New Features of Spine HRMS Version 6.0.6

### 1.7. New columns provided in Contact / Statutory and Personal info

“Branch” and “Department” columns are provided in *Admin -> Approvals -> Contact / Statutory / Personal info*, as shown in below figure:



Approvals > Contact / Statutory

Select Module:  View Status:

entries Search:

Employee Name	Employee Code	Req. Date	Status	Approve Date	Manager Remark	Module	Branch	Department
Sheldon Cooper	S0011	08-Nov-23 4:28 PM	Pending			Contact Details	Canberra	HR

of 1 entries Previous 1 Next

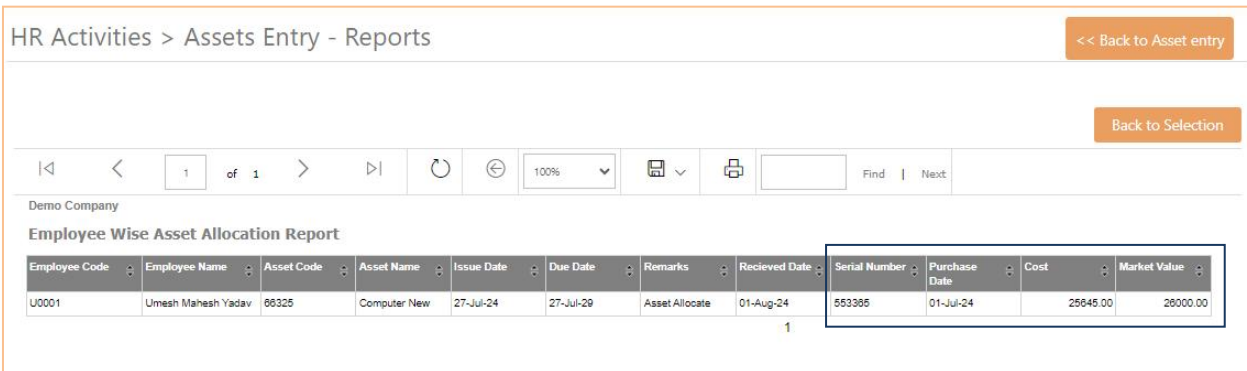
Manager Remark:

Figure 8

New columns "Branch " and "Department" provided in Contact / Statutory and Personal info in Admin module. Branch and Department of Employee will be displayed here.

### 1.8. New columns provided in Employee Wise Asset Allocation Report

Serial Number, Purchase Date, Cost and Market Value columns provided in *Admin -> HR Activities -> Asset Entry -> Utility -> Reports*, as shown in below figure:



HR Activities > Assets Entry - Reports

1 of 1

Demo Company

**Employee Wise Asset Allocation Report**

Employee Code	Employee Name	Asset Code	Asset Name	Issue Date	Due Date	Remarks	Received Date	Serial Number	Purchase Date	Cost	Market Value
U0001	Umesh Mahesh Yadav	66325	Computer New	27-Jul-24	27-Jul-29	Asset Allocate	01-Aug-24	553365	01-Jul-24	25845.00	26000.00

1

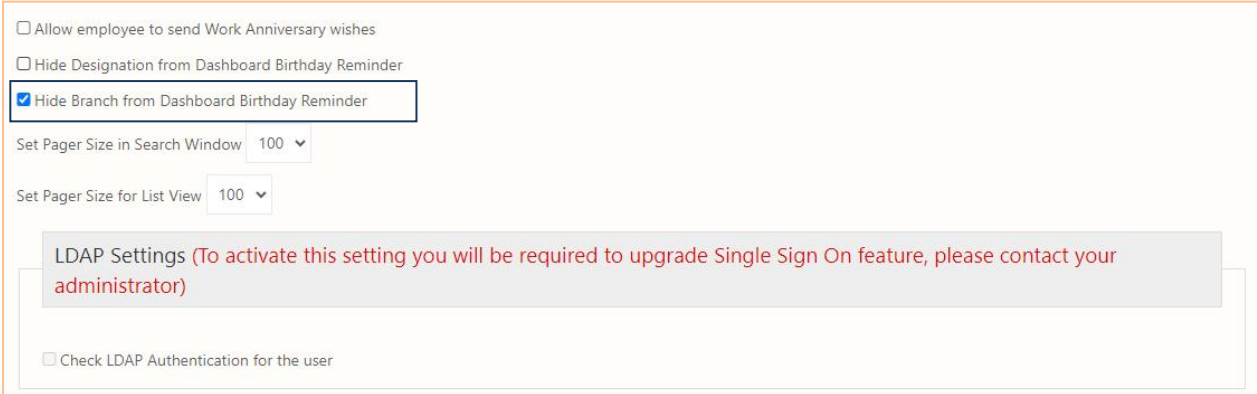
Figure 9

"Serial Number, Purchase Date, Cost and Market Value" columns provided in Employee Wise Asset Allocation Report.

## New Features of Spine HRMS Version 6.0.6

### 1.9. New setup provided in Standard Setting

New setup "Hide Branch from Dashboard Birthday Reminder" provided in *Admin -> Site Admin -> Standard Settings*, as shown in below figure:



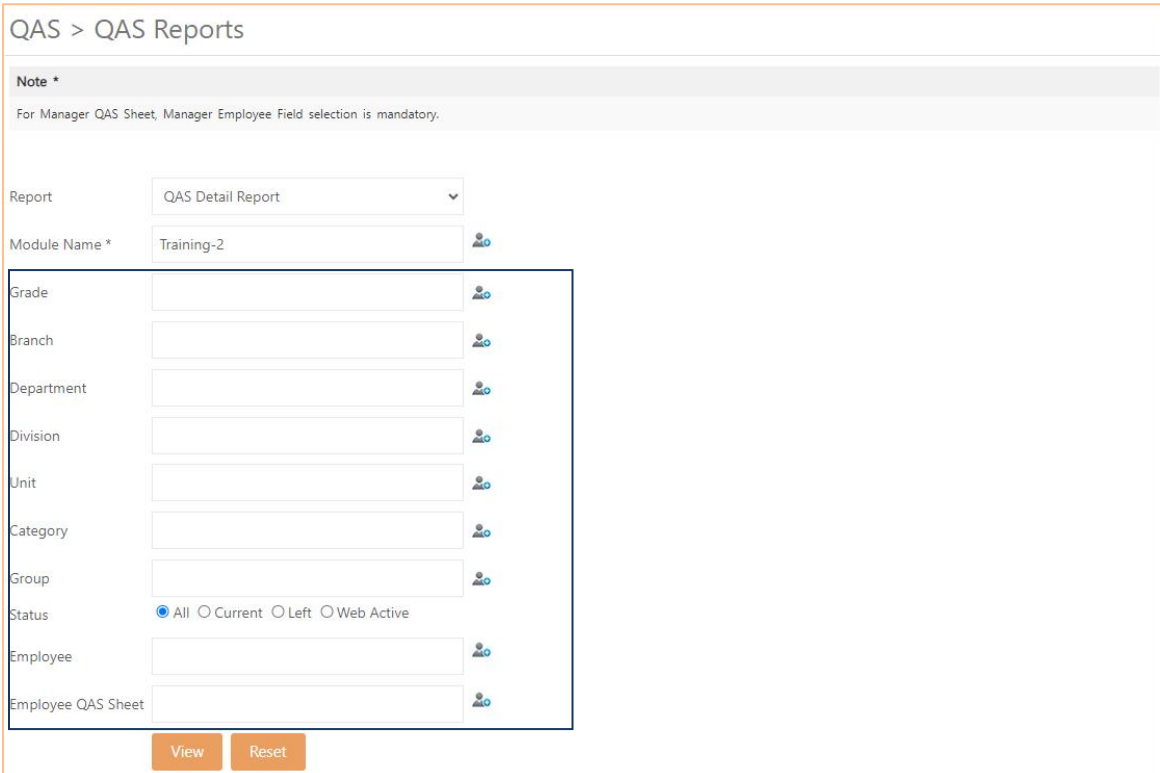
The screenshot shows the 'Standard Settings' configuration page. It includes several checkboxes and dropdown menus. The checkbox 'Hide Branch from Dashboard Birthday Reminder' is checked and highlighted with a blue border. Other settings include 'Allow employee to send Work Anniversary wishes', 'Hide Designation from Dashboard Birthday Reminder', 'Set Pager Size in Search Window' (100), and 'Set Pager Size for List View' (100). A grey notification box states: 'LDAP Settings (To activate this setting you will be required to upgrade Single Sign On feature, please contact your administrator)'. At the bottom, there is a checkbox for 'Check LDAP Authentication for the user'.

Figure 10

New setup "Hide Branch from Dashboard Birthday Reminder" provided in Standard Setting. If this setup is opted then Branch details not display in Birthday /anniversary menu available on dashboard.

### 1.10. Standard filters provided in QAS Detail Report

Standard filters provided in *Admin -> QAS -> QAS Reports*, as shown in below figure:



The screenshot shows the 'QAS > QAS Reports' interface. It features a 'Note \*' section with the text: 'For Manager QAS Sheet, Manager Employee Field selection is mandatory.' Below this, there are several filter fields: 'Report' (dropdown menu set to 'QAS Detail Report'), 'Module Name \*' (text input 'Training-2'), and a list of filters including 'Grade', 'Branch', 'Department', 'Division', 'Unit', 'Category', 'Group', 'Status' (radio buttons for 'All', 'Current', 'Left', 'Web Active'), 'Employee', and 'Employee QAS Sheet'. Each filter field has a user icon to its right. At the bottom, there are 'View' and 'Reset' buttons.

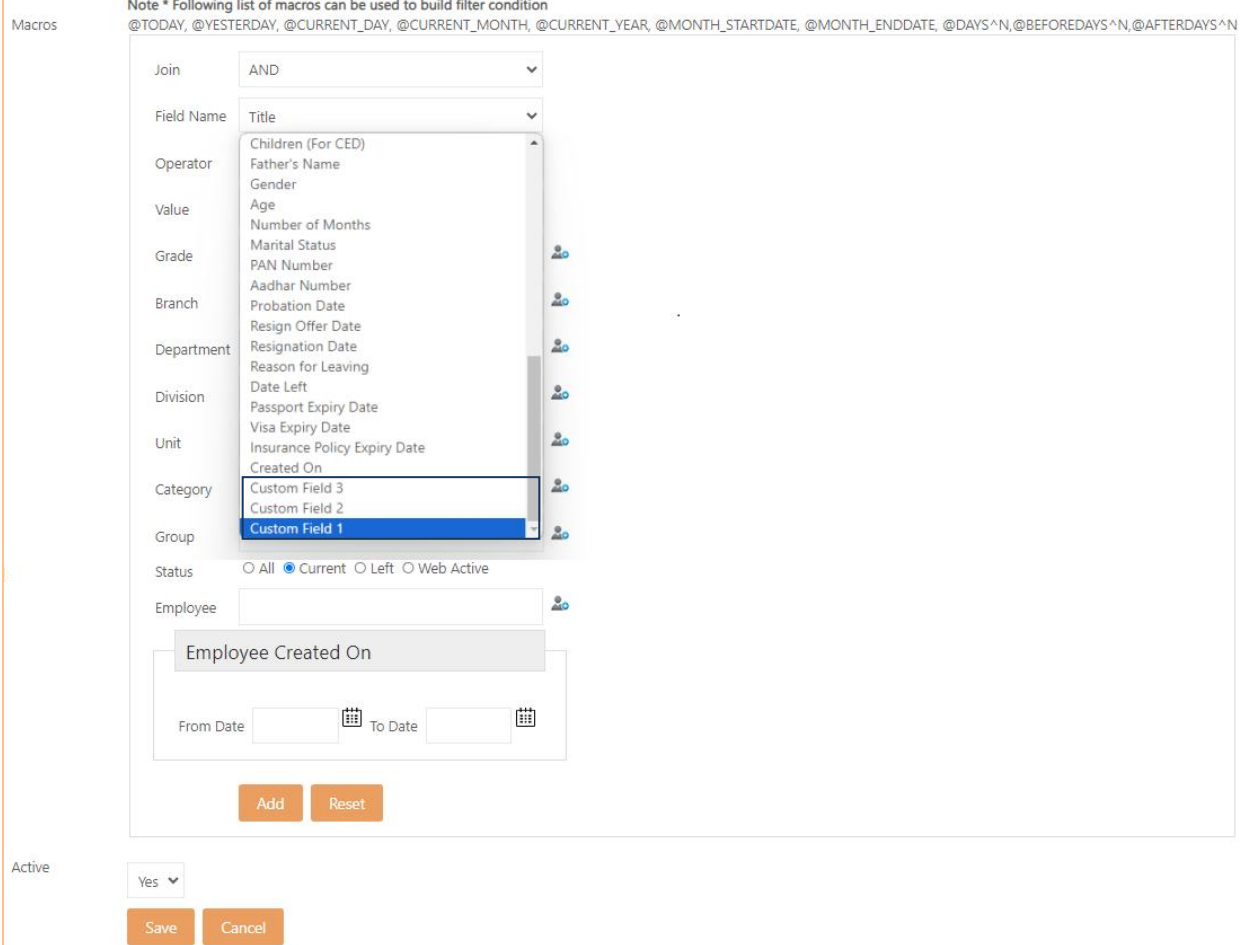
Figure 11

## New Features of Spine HRMS Version 6.0.6

Standard filters are provided in QAS Detail Report for Module Name - Training. Now user can filter data as per standard filter selection.

### 1.11. Custom fields provided in Email Notification Config

Custom fields provided in *Admin -> Site Admin -> Email Notification Config*, as shown in below figure:



Macros

Note \* Following list of macros can be used to build filter condition  
@TODAY, @YESTERDAY, @CURRENT\_DAY, @CURRENT\_MONTH, @CURRENT\_YEAR, @MONTH\_STARTDATE, @MONTH\_ENDDATE, @DAYS^N, @BEFOREDAYS^N, @AFTERDAYS^N

Join: AND

Field Name: Title

Operator: Children (For CED), Father's Name, Gender

Value: Age, Number of Months, Marital Status, PAN Number, Aadhar Number, Probation Date, Resign Offer Date, Resignation Date, Reason for Leaving, Date Left, Passport Expiry Date, Visa Expiry Date, Insurance Policy Expiry Date, Created On

Grade: [User Icon]

Branch: [User Icon]

Department: [User Icon]

Division: [User Icon]

Unit: [User Icon]

Category: Custom Field 3, Custom Field 2, Custom Field 1

Group: [User Icon]

Status:  All  Current  Left  Web Active

Employee: [User Icon]

Employee Created On

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

Add Reset

Active: Yes

Save Cancel

Figure 12

Custom Fields names are provided in Field Name in Email Notification Config for PayrollInx backend. Now user can send Email Notification for Custom Fields with value type 'Date' only.

### 1.12. Bank Acc 1, 2, 3 column provided in SQL for Employee Data Service

Bank Acc 1,2,3 fields of Employee Master will be pushed using Employee Data Service as shown in below figure:

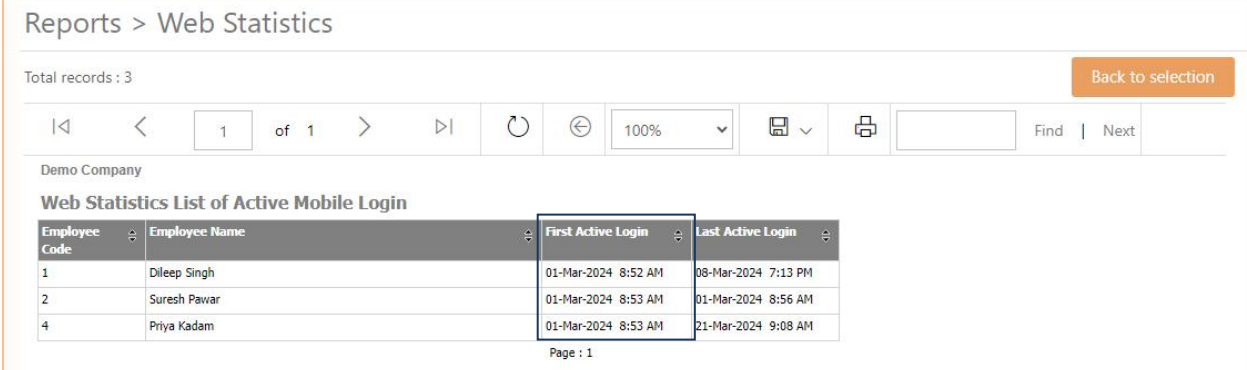
no	ServiceData	compcode	CreatedOn	pf_flag	esic_flag	PF_OriginCountry	UnitName	CompanyName	AltBankAccNo	AltBankAccNo1	AltBankAccNo2
1	JLL 0	C001	2018-04-01 00:00:00	1	1			Menghraj Financial Services Pvt.Ltd.	123456	456789	987456

Figure 13

## New Features of Spine HRMS Version 6.0.6

### 1.13. New Column added in Login List Reports

New column added in *Admin -> Reports -> Web Statistics -> Active Mobile Login List and Active Employee Report*, as shown in below figure:



Reports > Web Statistics

Total records : 3 Back to selection

1 of 1 100% Find | Next

Demo Company

**Web Statistics List of Active Mobile Login**

Employee Code	Employee Name	First Active Login	Last Active Login
1	Dileep Singh	01-Mar-2024 8:52 AM	08-Mar-2024 7:13 PM
2	Suresh Pawar	01-Mar-2024 8:53 AM	01-Mar-2024 8:56 AM
4	Priya Kadam	01-Mar-2024 8:53 AM	21-Mar-2024 9:08 AM

Page : 1

Figure 15

In Active Mobile Login List and Active Employee Report New column added as First Active Login. It will show first login for selected date range.

### 1.14. Mobile number and Email ID display on Forgot Password

On Forgot Password Mobile number and Email ID will be displayed in mask format as shown in below figure:

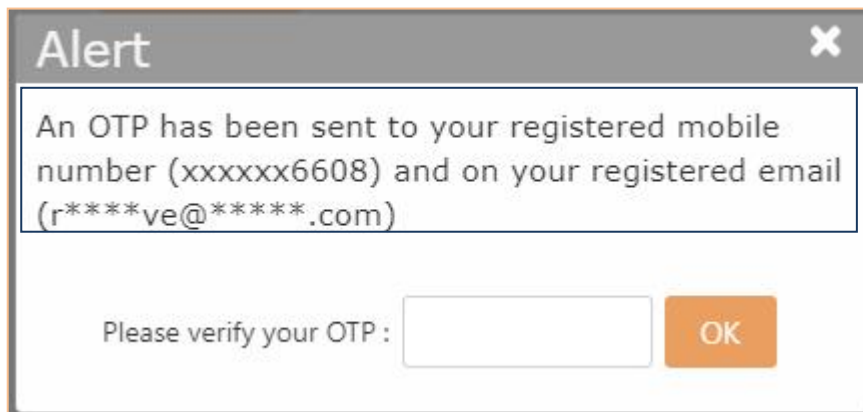


Figure 16

## New Features of Spine HRMS Version 6.0.6

### 1.15. Email Reminder provided for Training

New option provided as 'Send Training Email To Employee' in *Admin -> Site Admin -> Standard Settings -> Reminder Email to Employee/HR*, as shown in below figure:

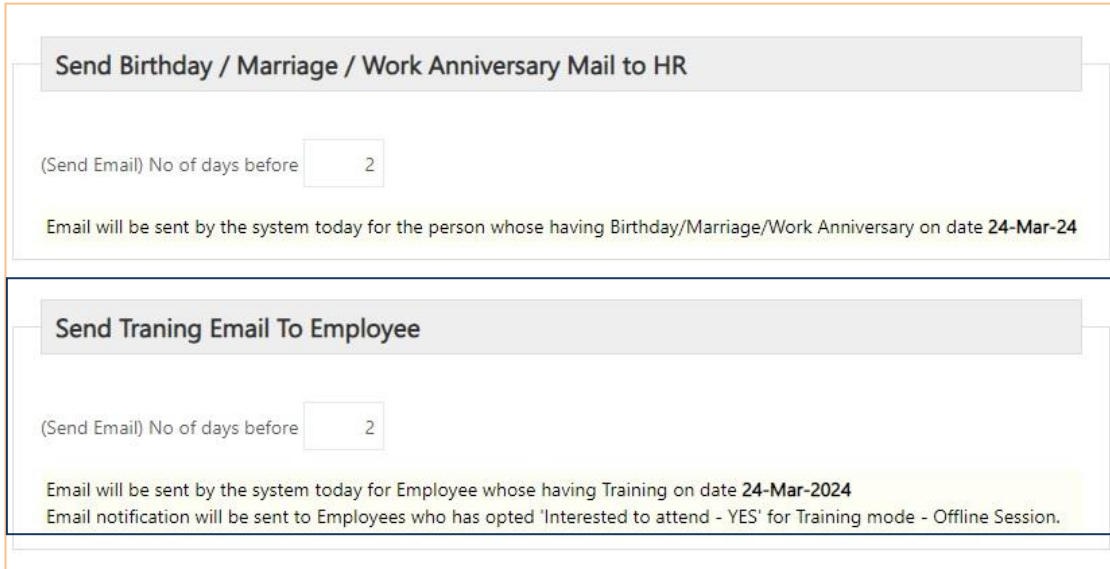


Figure 19

If Days are entered in “(Send Email) No of days before” then Email notification will be shared to user for training schedule.

Training Reminder will be shared to those who has opted “Yes” for Interested to Attend and if training mode is “Offline Session”.

Note: Training Reminder will be sent only for Training Status:Yet to Start

### 1.16. New options provided in CTC Report Setting

New setup options provided in *Site Admin -> Standard Settings -> Tax Projection and Payslip Settings*, as shown in below figure:



Figure 20

## New Features of Spine HRMS Version 6.0.6

New options are as mentioned below:

1. Show Company Name: Company Name of an Employee will be display while viewing CTC.
2. Show Company Address: If this option is opted then Company Address will be displayed in CTC.
3. Display Header: On selection of option 'Display Header' textbox will appear on screen in which user can enter Header to be shown on CTC.
4. Display Footer: On selection of option 'Display Footer' textbox will appear on screen in which user can enter Footer to be shown on CTC
5. Show Logo In CTC: With selection of this option Company Logo will be display in CTC on top.
6. Display Note: '\*\* This is computer generated statement does not required signature.' Note will be display at the bottom of CTC if Display Note option is opted.

# 2. Self Service

## New Features of Spine HRMS Version 6.0.6

### 2.1. Previous Experience view provided in self-service

Previous Job Experience view option Provided in *Self Service -> View -> Previous Experience*, as shown in below figure:

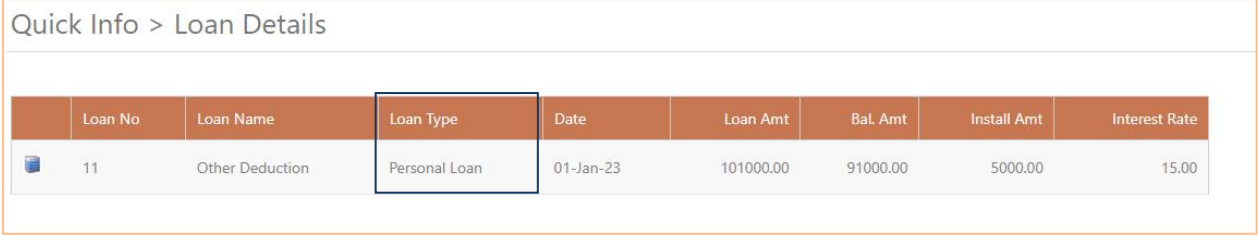


Figure 21

Now Previous Job Experience can be viewed in self-service.

### 2.2. Loan Type is provided in Loan Details

"Loan Type" column is provided in *Self Service -> Quick Info -> Loan Details*, as shown in below figure:



The screenshot shows a web interface with the heading "Quick Info > Loan Details". Below the heading is a table with the following data:

Loan No	Loan Name	Loan Type	Date	Loan Amt	Bal. Amt	Install Amt	Interest Rate
11	Other Deduction	Personal Loan	01-Jan-23	101000.00	91000.00	5000.00	15.00

Figure 22

"Loan Type" column provided in Loan Details. Now user can see Loan Type here.

### 2.3. Form 12 BA provided in Download Form 16

"Form 12 BA" provided *Self Service -> Taxation -> Download Form 16*, as shown in below figure:

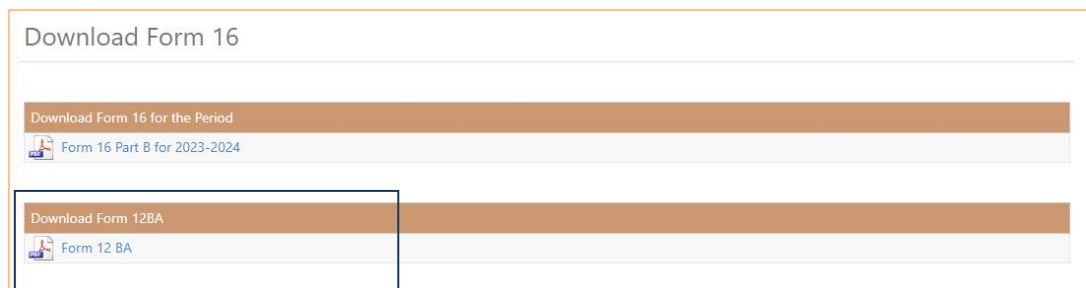


Figure 23

1. Now user can download Form 12 BA from here.



## New Features of Spine HRMS Version 6.0.6

2. File format is DB\_EMPCODE\_Form12BA.
3. Form 12BA file can be kept in folder "Form 12BA" for NX backend.  
e.g UserData\Output\Form 12BA\DB\_EMPCODE\_Form12BA.

### 2.4. Custom fields provided in Employment

Custom Fields provided in *Self Service -> View -> Employment*, as shown in below figure:

Custom Field 1		Custom Field 2	
Custom Field 3		Custom Field 4	12-Jul-2023
Custom Field 5		Custom Field 6	
Custom Field 7		Custom Field 8	
Custom Field 9	01-Aug-2023	Custom Field 10	

Figure 24

“Custom Fields” are provided in Employment with Associated Document - No along with "Web Publish - Yes. Now user can view all mentioned details here.

### 2.5. Changes provided in Lease by Employer Accommodation rate percentage w.e.f September 2023

Accommodation calculation rate changes provided in *Tax Projection* as shown in below figure:

LIA	9,000.00	99,000.00	108,000.00
mediclaime	6,000.00	66,000.00	72,000.00
Travel	8,000.00	88,000.00	96,000.00
(A) Total Earnings & Allowances :	194,000.00	2,134,000.00	2,328,000.00
(-) Exemption :			
(B) Total exemption :			0.00
(+) Accomodation Provided :			55,000.00
(C) Gross Salary : (C = A - B + Perks )			2,383,000.00
(-) Standard Deduction :			50,000.00
(-) PT Deducted :			
(-) Loss from Housing Property :			

Figure 25

Revised rate percentage for lease by employer Accommodation will be applicable from 01- Sep- 2023  
New rates are as follow:

1. 10% for Metro
2. 7.5% for Semi Metro and
3. 5% for Non Metro.

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For Accommodation entry made for date less than 01-Sept-2023 calculation will be as per old rate (15%) percentage.

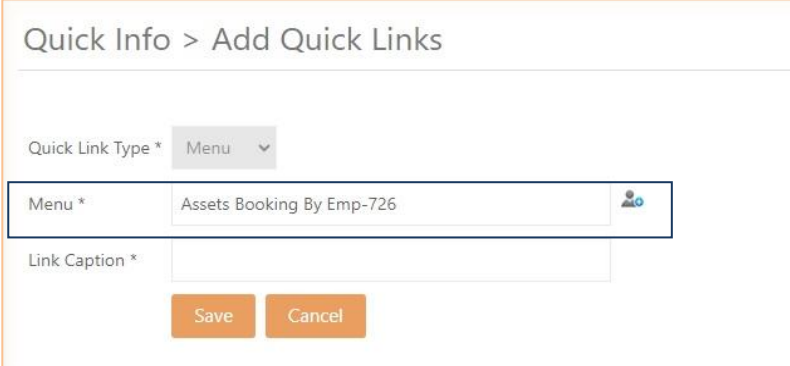
Note: Two leased by employer Accommodation entries need to add for the same with proper number of declare/made month(s).

eg. One Accommodation entry with date 01/04/2023 and Declare/Made month: 5

Another Accommodation entry with date 01/09/2023 and Declare/Made month: 7

### 2.6. Asset Menus provided in Quick Info

Asset menu's are provided in *Quick Info* -> *Add Quick Links*, as shown in below figure:



Quick Info > Add Quick Links

Quick Link Type \* Menu

Menu \* Assets Booking By Emp-726

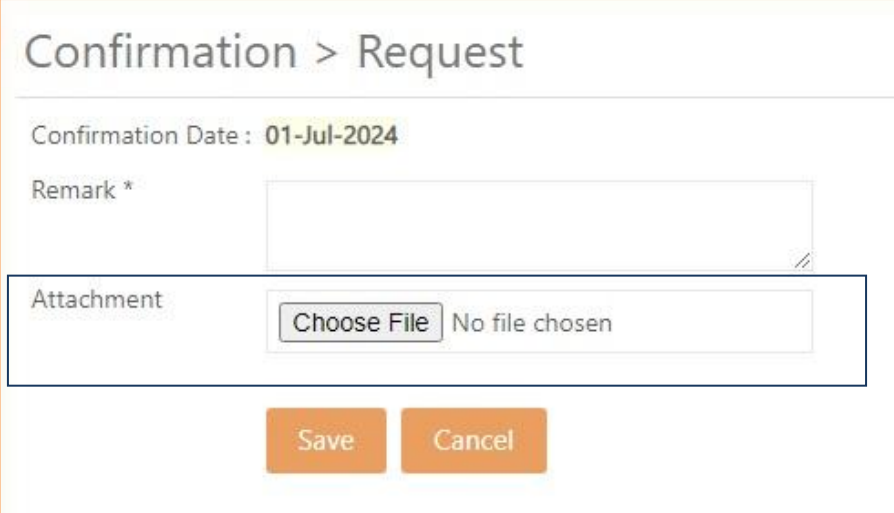
Link Caption \*

Save Cancel

Figure 26

### 2.7. Attachment option is provided in Confirmation

Attachment is provided in *Self Service* -> *Confirmation* -> *Request and Approve*, as shown in below figure:



Confirmation > Request

Confirmation Date : 01-Jul-2024

Remark \*

Attachment Choose File No file chosen

Save Cancel

Figure 27

Document Attachment option is provided in Confirmation Apply and Approve.

# 3. Leave

## New Features of Spine HRMS Version 6.0.6

### 3.1. Leave category column added in past leave application history

Leave category column added in past leave application history. it will display in *Leave > Approve > Past Application History* , as shown in below figure:

App. Id	From Date	To Date	Apply Days	Status	Leave Type	Admin Feedback	Leave Category
618	23-Nov-23 Thu	23-Nov-23 Thu	1	Lapsed	PL	[Auto Escalated - Lapsed]	Informed

Figure 28

# 4. Time

## New Features of Spine HRMS Version 6.0.6

### 4.1. Date of joining provided in Muster report writer & Muster Report Writer Grouping

Date of Joining provided in *Time -> Attendance Reports -> Muster Report Writer & Muster report writer grouping* , as shown in below figure:

Attendance Reports > Muster Report Writer

Back to selection

Export ▾

Employee Name	Employee Code	Join Date	Desc	2024										
				Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				01-Feb	02-Feb	03-Feb	04-Feb	05-Feb	06-Feb	07-Feb	08-Feb	09-Feb	10-Feb	
Amit Bhatt	A00001	01/01/2022	SPST	DP	DP	WO	WO	DP	DP	DP	DP	DP	DP	WO
			PRST	DP	DP	WO	WO	DP	DP	DP	DP	DP	DP	WO
			SHFT	A	A	A	A	A	A	A	A	A	A	A

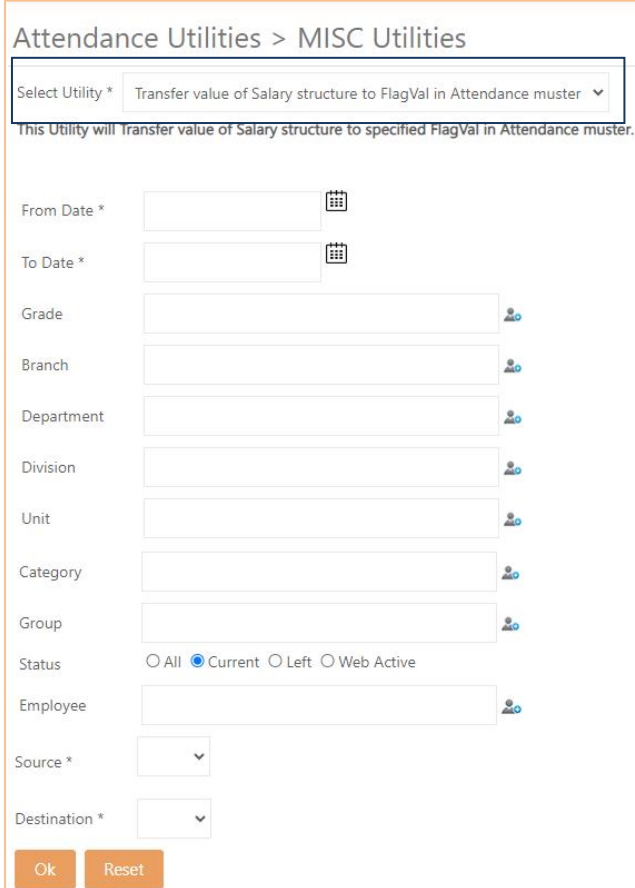
Figure 29

Provided Date of Joining in Muster report writer & Muster report writer grouping. In result join date column will be display.

## New Features of Spine HRMS Version 6.0.6

### 4.2. New MISC Utility provided

New MISC Utility provided as 'Transfer value of Salary structure to FalgVal in Attendance Muster' in *Time* -> *Attendance Utilities* -> *MISC Utilities*, as shown in below figure:



Attendance Utilities > MISC Utilities

Select Utility \* Transfer value of Salary structure to FalgVal in Attendance muster

This Utility will transfer value of Salary structure to specified FalgVal in Attendance muster.

From Date \*

To Date \*

Grade

Branch

Department

Division

Unit

Category

Group

Status  All  Current  Left  Web Active

Employee

Source \*

Destination \*

Ok Reset

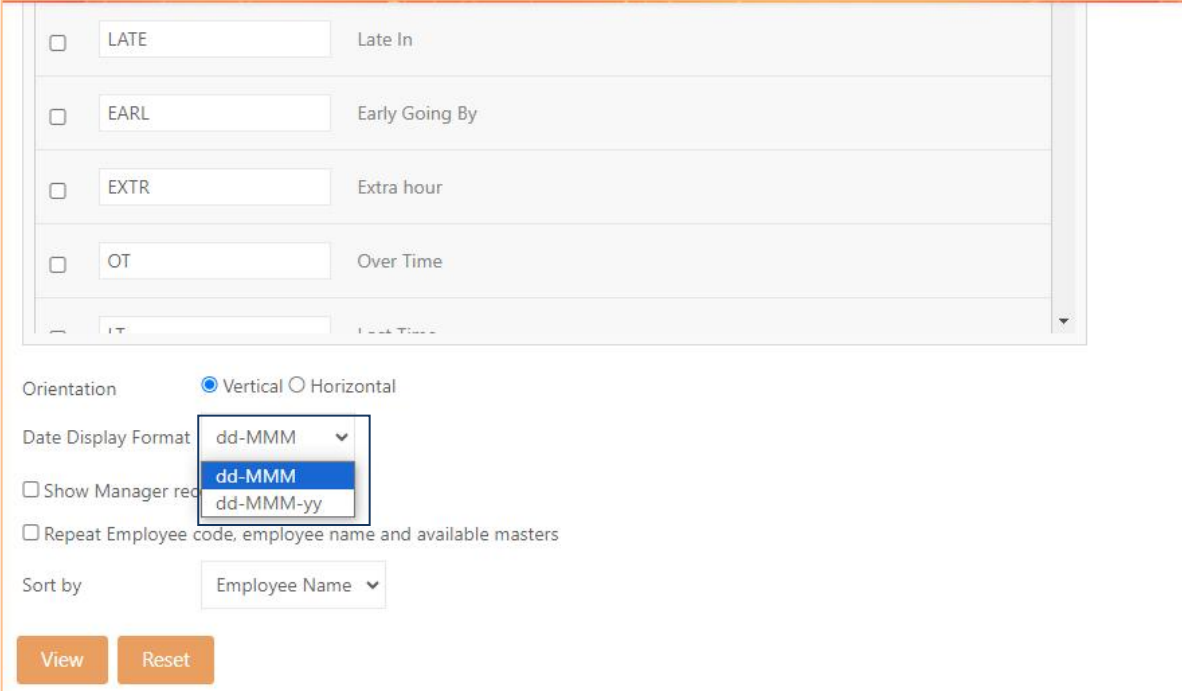
Figure 30

New MISC Utility provided as 'Transfer value of Salary structure to FalgVal in Attendance Muster'.  
 Source column : List of variables(v1 to V200) from Salary Structure are provided.  
 Destination column : AF1 to AF10 are provided.  
 This utility will transfer value of variable of Salary structure to AF.

## New Features of Spine HRMS Version 6.0.6

### 4.3. Date Display Format provided in Muster Report Writer Grouping

Date Display Format option provided in *Time -> Attendance Reports -> Muster Report Writer Grouping*, as shown in below figure:



Orientation  Vertical  Horizontal

Date Display Format dd-MMM ▼

Show Manager req

Repeat Employee code, employee name and available masters

Sort by Employee Name ▼

[View](#) [Reset](#)

Figure 31

Date Display Format option provided in Muster Report Writer Grouping. Two options are provided as “dd-MMM” and “dd-MMM-yy”. Based on format selection date will be display on view report.

### 4.4. For Date provided in Employee Count Analysis Report

“For Date” provided in *Time -> Attendance Reports -> Analysis Reports -> Employee Count Analysis Report*, as shown in below figure:

Attendance Reports > Analysis Reports

[Back to selection](#)

1 of 1

100%

Find | Next

Demo Company

**Employee count analysis report**

For Date : 04-Oct-23

Based On	Total Employee	Total Present	Total Leaves	Total Abs Lwp	Total Od	Not Assigned	Attendance Percent
Grade A	27	3.50	0.00	23.50	0.00	0	12.96 %

Page : 1

Figure 32

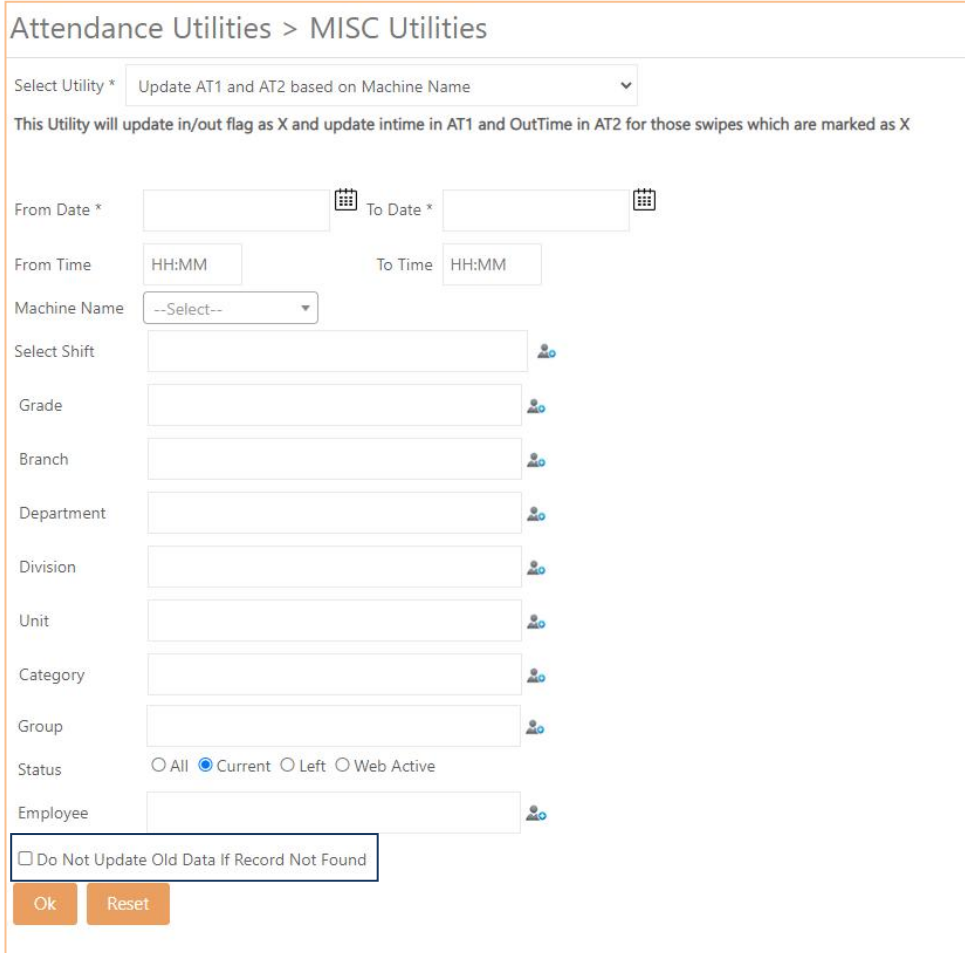
Selected "For Date" is display in result of Employee count analysis report. Now user can view selected For Date here.



## New Features of Spine HRMS Version 6.0.6

### 4.5. New setup provided in Misc Utilities

New setup provided in *Time -> Attendance Utilities -> Misc Utilities*, as shown in below figure:



Attendance Utilities > MISC Utilities

Select Utility \* Update AT1 and AT2 based on Machine Name

This Utility will update in/out flag as X and update intime in AT1 and OutTime in AT2 for those swipes which are marked as X

From Date \*  To Date \*

From Time  To Time

Machine Name --Select--

Select Shift

Grade

Branch

Department

Division

Unit

Category

Group

Status  All  Current  Left  Web Active

Employee

Do Not Update Old Data If Record Not Found

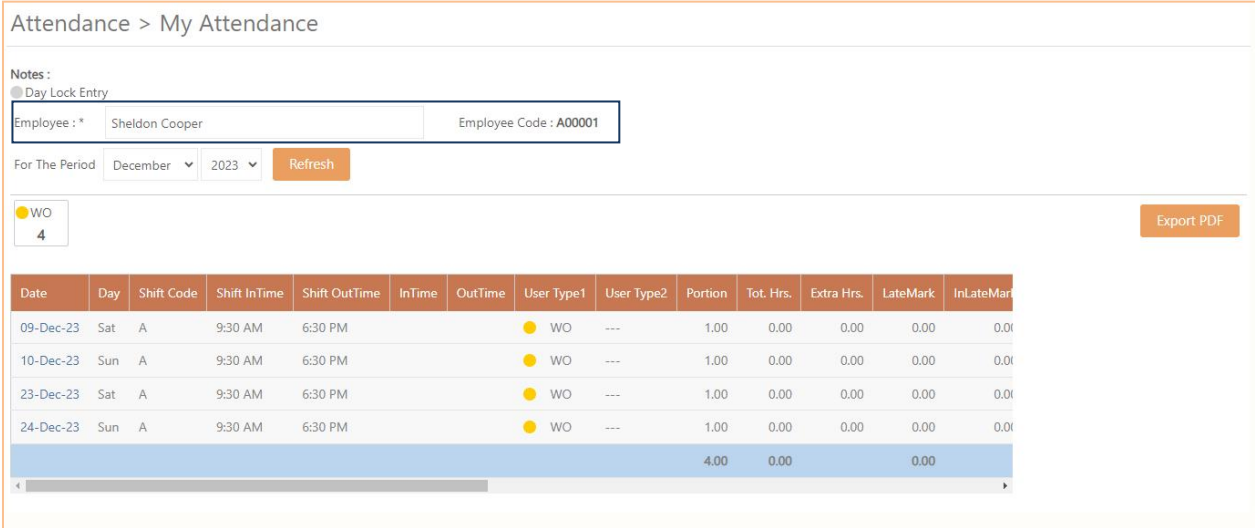
Figure 33

"Do Not Update Old Data If Record Not Found" option provided in Update AT1 and AT2 based on machine name. If checkbox opted then old data will not be updated if record not found.

## New Features of Spine HRMS Version 6.0.6

### 4.6. Employee and Employee Code provided in My Attendance

“Employee” and “Employee Code” provided in *Time -> Attendance -> My Attendance*, as shown in below figure:



Attendance > My Attendance

Notes :  
 Day Lock Entry

Employee : \* Sheldon Cooper Employee Code : A00001

For The Period December 2023 Refresh

WO  
4

Export PDF

Date	Day	Shift Code	Shift InTime	Shift OutTime	InTime	OutTime	User Type1	User Type2	Portion	Tot. Hrs.	Extra Hrs.	LateMark	InLateMar
09-Dec-23	Sat	A	9:30 AM	6:30 PM			WO	---	1.00	0.00	0.00	0.00	0.00
10-Dec-23	Sun	A	9:30 AM	6:30 PM			WO	---	1.00	0.00	0.00	0.00	0.00
23-Dec-23	Sat	A	9:30 AM	6:30 PM			WO	---	1.00	0.00	0.00	0.00	0.00
24-Dec-23	Sun	A	9:30 AM	6:30 PM			WO	---	1.00	0.00	0.00	0.00	0.00
									4.00	0.00		0.00	

Figure 34

"Employee" and "Employee Code" fields are provided in My Attendance. Now user can see the Employee Name and Employee Code .

### 4.7. Recalculation Log provided in Recalculation Muster

“Recalculation Muster log” provided in *Time -> Attendance Utilities -> Recalculation Muster*, as shown in below figure:



ReCalculate Reset

Employee Code	Log Desc.	Log Date	Log Time
super	Recalculation Done From API For The Date 09-Mar-2024	19/03/2024	04:15 PM
super	Recalculation Done From API For The Date 19-Mar-2024	19/03/2024	04:11 PM
super	Recalculation Done From API For The Date 08-Mar-2024	18/03/2024	04:15 PM
super	Recalculation Done From API For The Date 18-Mar-2024	18/03/2024	04:12 PM
super	Recalculation Done From API For The Date 07-Mar-2024	17/03/2024	04:15 PM
super	Recalculation Done From API For The Date 17-Mar-2024	17/03/2024	04:12 PM
super	Recalculation Done From API For The Date 06-Mar-2024	16/03/2024	04:15 PM

Figure 35

Recalculation Muster Log is display in Recalculation Muster menu. Now user can view the Recalculation Muster Log.

## New Features of Spine HRMS Version 6.0.6

### 4.8. Day column provided in Attendance Muster Advance

“Day” column is provided in *Attendance Utilities -> Attendance Muster Advance*, as shown in below figure:

Attendance Utilities > Attendance Muster Advance

Back to selection

■	Date	Day	Employee Code	Employee Name	Shift Code	InTime	OutTime	User Type1	Portion	User Type2	Tot.
<input type="checkbox"/>	20-Mar-24	Wed	E004	Chirag Tiwari	A1	20-Mar-24 00:00	20-Mar-24 00:00	ABS	1.00	---	
<input type="checkbox"/>	21-Mar-24	Thu	E004	Chirag Tiwari	A1	21-Mar-24 00:00	21-Mar-24 00:00	ABS	1.00	---	
<input type="checkbox"/>	22-Mar-24	Fri	E004	Chirag Tiwari	A1	22-Mar-24 00:00	22-Mar-24 00:00	ABS	1.00	---	

Figure 37

### 4.9. Log details in Monthly Summary Generation

Log is provided in *Attendance Utilities -> Monthly Summary Generation*, as shown in below figure:

Category

Group

Employee

Consider salary process date cycle instead of attendance date cycle for new joinee and left employee

Generate Summary    Reset

Delete Summary

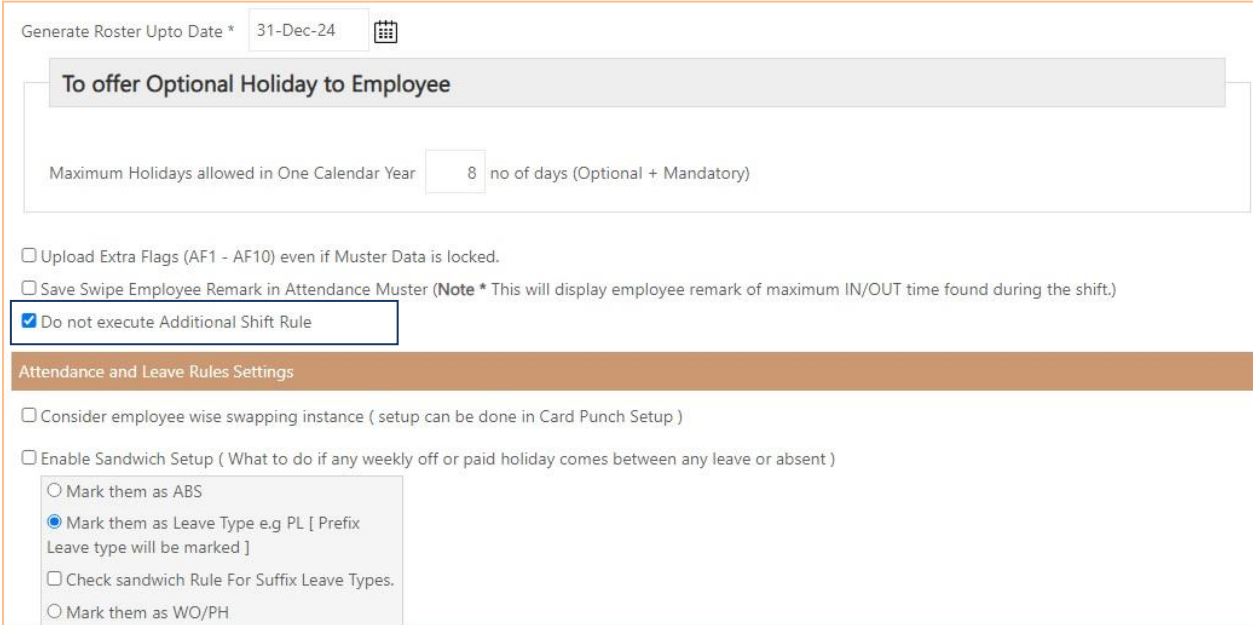
Log Desc.	Log Date	Log Time
Monthly Summary Generated for period 01-Jan-24 To 31-Jan-24 by Shyamkumar Pathanenii - 1000000004	22/03/2024	02:34 PM
Monthly Summary Generated for period 01-Nov-23 To 30-Nov-23 by Kruti - K001	16/01/2024	01:14 PM


Figure 38

## New Features of Spine HRMS Version 6.0.6

### 4.10. Do not execute Additional Shift Rule setup provided

New setup option “Do not execute Additional Shift Rule” provided in *Time -> Configuration -> Attendance Settings*, as shown in below figure:



Generate Roster Upto Date \* 31-Dec-24 

**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.)

Do not execute Additional Shift Rule

**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

Figure 39

By Default this setup will be unchecked.

If “Do not execute Additional Shift Rule” option opted then Additional shift rule will not execute even if it is Active.

This is specially given to check if Additional shift rules are consuming more time.

### 4.11. Short Time Instance Count Report provided

New Report Type “Short Time Off Count Report” is provided in *Short Time Off -> Reports-HR/ Reports-Manager*, as shown in below figure:



Short Time Off > Reports - HR > Short Time Off Count Report

[Export To Excel](#) [Back to selection](#)

Employee Code	Employee Name	Count
SH01	Vinay Mishra	3

Figure 40

In this report user will be able to view instance count for Short Time Off requests. Export option is also provided in Short Time Off Count Report.

Existing Report is named as 'Short Time Off List Report'

# 5. Timesheet

## New Features of Spine HRMS Version 6.0.6

### 5.1. New Columns provided in Timesheet Report

Group 1 to 5, Manager details, Manager Remark and Manager Code field columns are provided in *Time->Timesheet->Report HR->Employee Wise Timesheet Details Report* , as shown in below figure:

Time Sheet > Reports - HR

Total Records : 2 Back to selection

---

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

Emp Group	Group Account 1	Group Account 2	Group Account 3	Group Account 4	Group Account 5	Manager Remark	Manager Code/Name
Project-001	Group1_2	Group2_1	Group3_1	Group4_1	Group5_1	Approved	A000002 - Sidharth Sukla
Project-001	Group1_1					Approved	A000002 - Sidharth Sukla

Figure 41

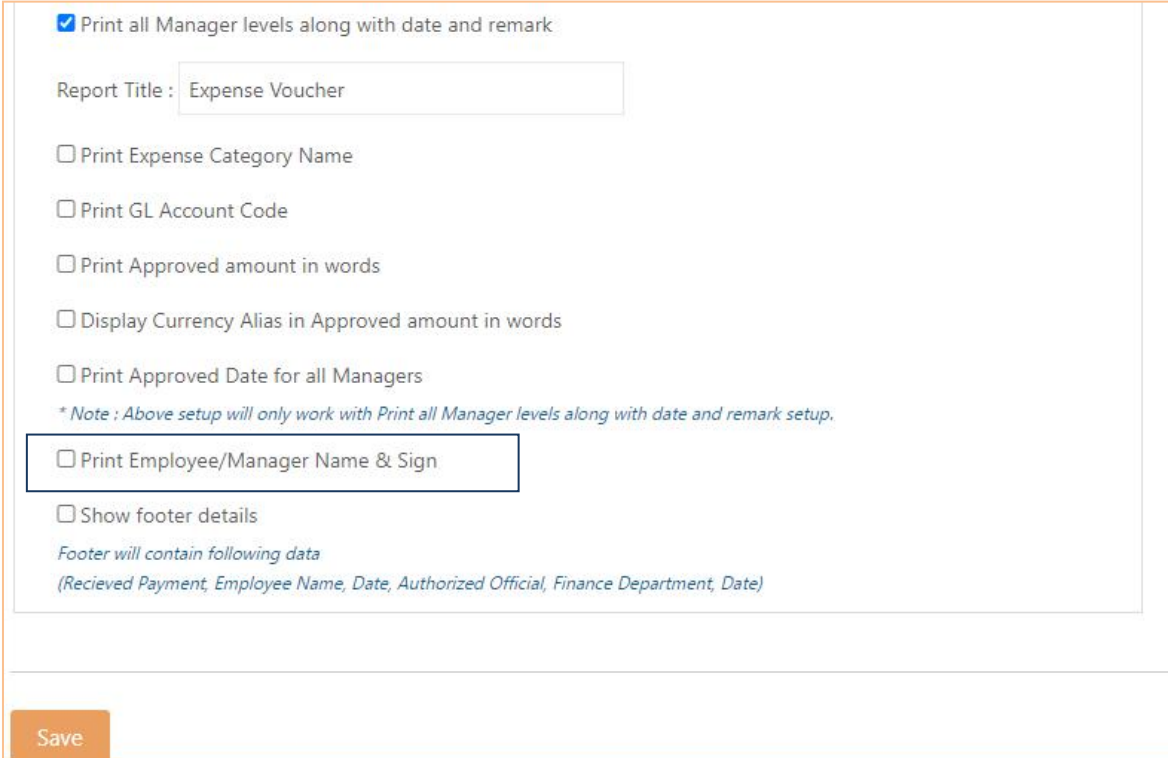
In Employee Wise Timesheet Details Report, Group Account 1,2,3,4,5, Manager Remark and Manager Code columns are provided.

# 6.Claim

## New Features of Spine HRMS Version 6.0.6

### 6.1. New setup provided as Print Employee/Manager Name & Sign

New setup provided as "Print Employee/Manager Name & Sign" in *Claim -> Configuration -> Expense Settings*, as shown in below figure:



Print all Manager levels along with date and remark

Report Title :

Print Expense Category Name

Print GL Account Code

Print Approved amount in words

Display Currency Alias in Approved amount in words

Print Approved Date for all Managers

*\* Note : Above setup will only work with Print all Manager levels along with date and remark setup.*

Print Employee/Manager Name & Sign

Show footer details

*Footer will contain following data  
(Recieved Payment, Employee Name, Date, Authorized Official, Finance Department, Date)*

Save

Figure 42

Previously "Print all Manager levels along with date and remark" setup was showing all Manager levels along with date and remark as well as Employee/Manager Name & Sign .

Now "Print all Manager levels along with date and remark" setup will show manager level details only and New setup provided as "Print Employee/Manager Name & Sign" to print Employee name and Manager name & sign.



## New Features of Spine HRMS Version 6.0.6

### 6.2. Search provided in Expense while applying claims

“Search” provided in *Claims -> Expense -> Apply Voucher*, as shown in below figure:

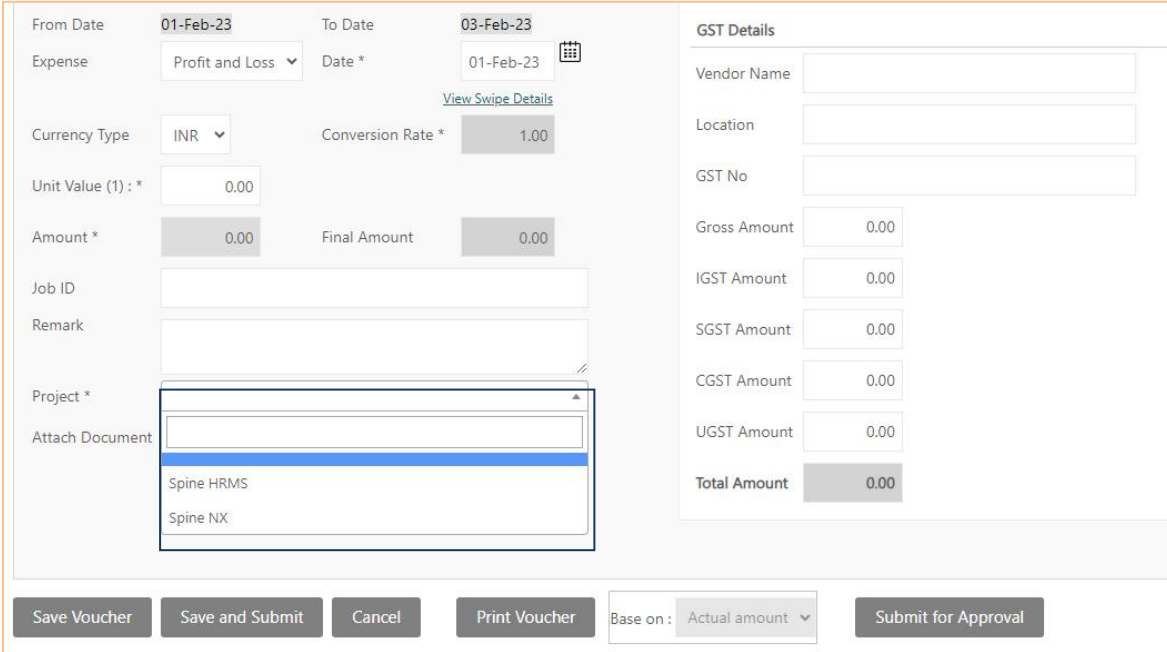
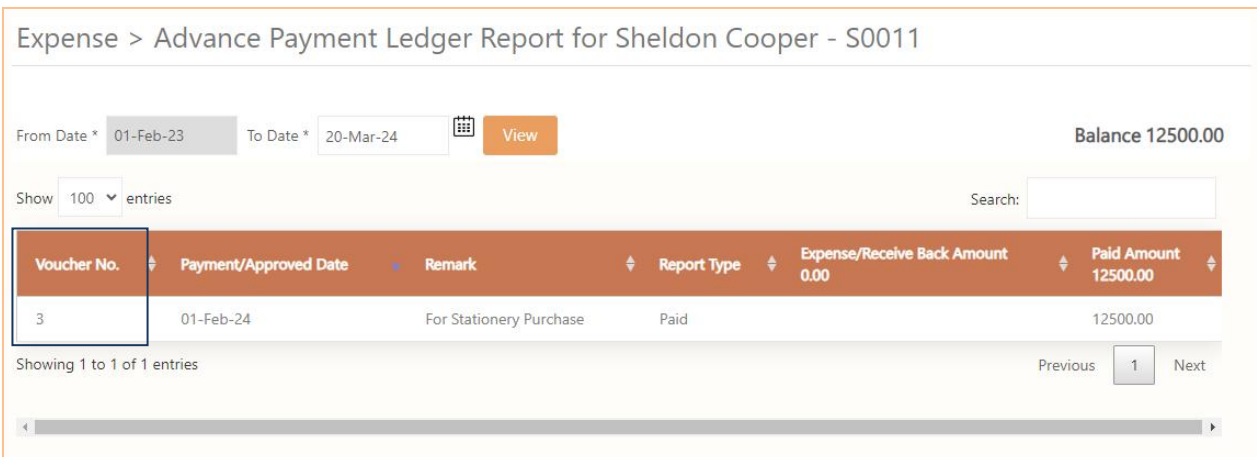


Figure 43

“Search” option provided in Project Dropdown while applying claim. Here, user can Search Project and apply voucher as per requirement.

### 6.3. Voucher No. provided in Advance Payment Ledger Report

“Voucher No.” provided in *Claims -> Expense -> Advance Payment Ledger Report*, as shown in below figure:



Voucher No.	Payment/Approved Date	Remark	Report Type	Expense/Receive Back Amount	Paid Amount
3	01-Feb-24	For Stationery Purchase	Paid	0.00	12500.00

Figure 44

“Voucher No.” column provided in Advance Payment Ledger Report. Now user can see Voucher No. here.

## New Features of Spine HRMS Version 6.0.6

### 6.4. Job ID column provided in Expense JV SQL

"JobID" in *Claims -> Expense -> Expense JV List Report -> Copy JV View Data*, as shown in below figure:

	CGST	UGST	DivisionName	AltBankAccNo	AltBankAccNo1	AltBankAccNo2	ApproveMnth...	JobID	AddAccountC...
▶	0.0000	0.0000	Security				03-2024	12	
	0.0000	0.0000	Security				03-2024	12	
	0.0000	0.0000	Security				03-2024	12	
	0.0000	0.0000	Security				03-2024	12	


Figure 45

New column "Job ID" provided in SQL Table in ExpenseJVView. "JOB ID" entered while applying Expense entry will be pushed to the SQL table when we use "Copy JV View Data" option.

### 6.5. Setup provide to make attachment mandatory for selective Reimbursement head.

New checkbox is provided to make attachment mandatory for selective Reimbursement head in *Configuration -> Reimbursement Settings*, as shown in below figure:

**Grade Wise Setup**

Grade \*   ( Select grade, to apply the settings. )

Is Attachment Mandatory	Claim Type	Col Code	Col Name
<input type="checkbox"/>	Any ▼	a10	Travel Remb
<input type="checkbox"/>	Any ▼	a11	meal remb
<input type="checkbox"/>	Any ▼	a12	Convenience Remb

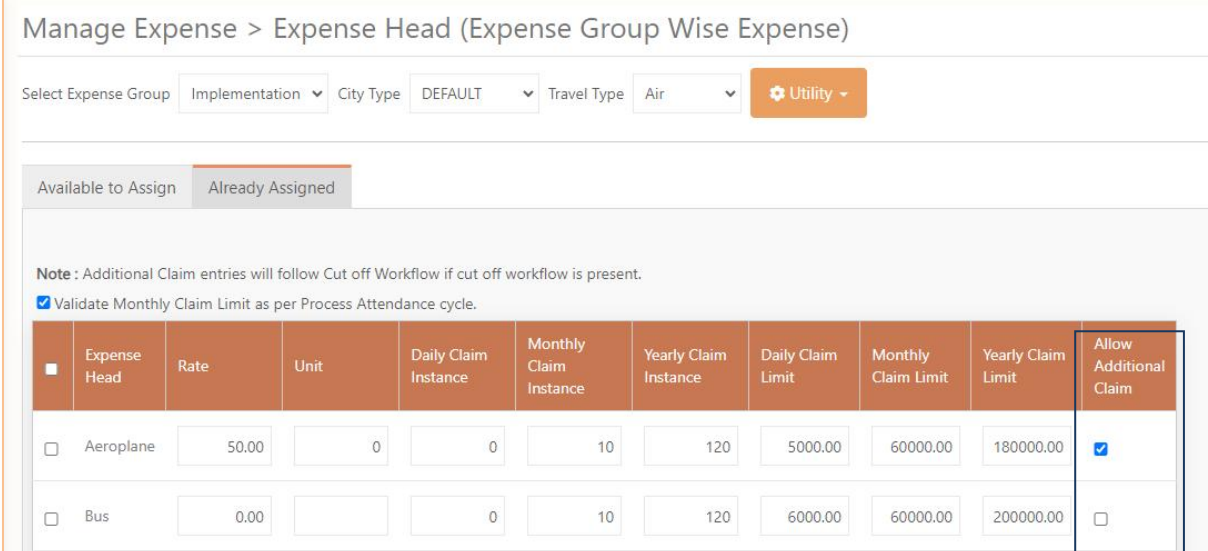
Figure 46

User can make attachment mandatory by opting given check box as per head selection.

## New Features of Spine HRMS Version 6.0.6

### 6.6. Allow Additional Claim setup provided in Expense Group Wise Expense

“Allow Additional Claim” option provided in *Manage Expense -> Expense Head -> Expense Group Wise* as shown in below figure:



Manage Expense > Expense Head (Expense Group Wise Expense)

Select Expense Group: Implementation City Type: DEFAULT Travel Type: Air Utility

Available to Assign | Already Assigned

**Note :** Additional Claim entries will follow Cut off Workflow if cut off workflow is present.  
 Validate Monthly Claim Limit as per Process Attendance cycle.

Expense Head	Rate	Unit	Daily Claim Instance	Monthly Claim Instance	Yearly Claim Instance	Daily Claim Limit	Monthly Claim Limit	Yearly Claim Limit	Allow Additional Claim
<input type="checkbox"/> Aeroplane	50.00	0	0	10	120	5000.00	60000.00	180000.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> Bus	0.00		0	10	120	6000.00	60000.00	200000.00	<input type="checkbox"/>

Figure 47

In Expense Group Wise Expense setting new check box provided as "Allow Additional Claim". If check box is selected then Employee can apply voucher greater than Daily, Monthly and Yearly limit for selected head. Confirmation Popup will be displayed for each amount exceeding record as display as follows:

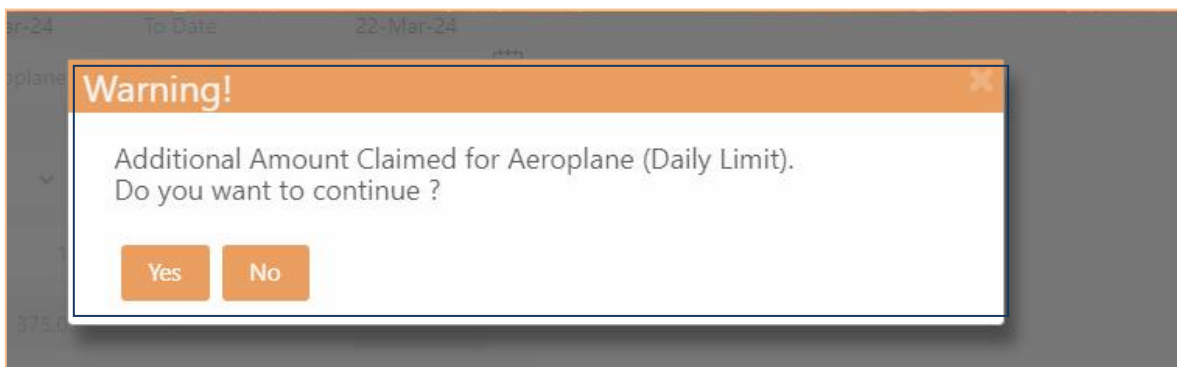
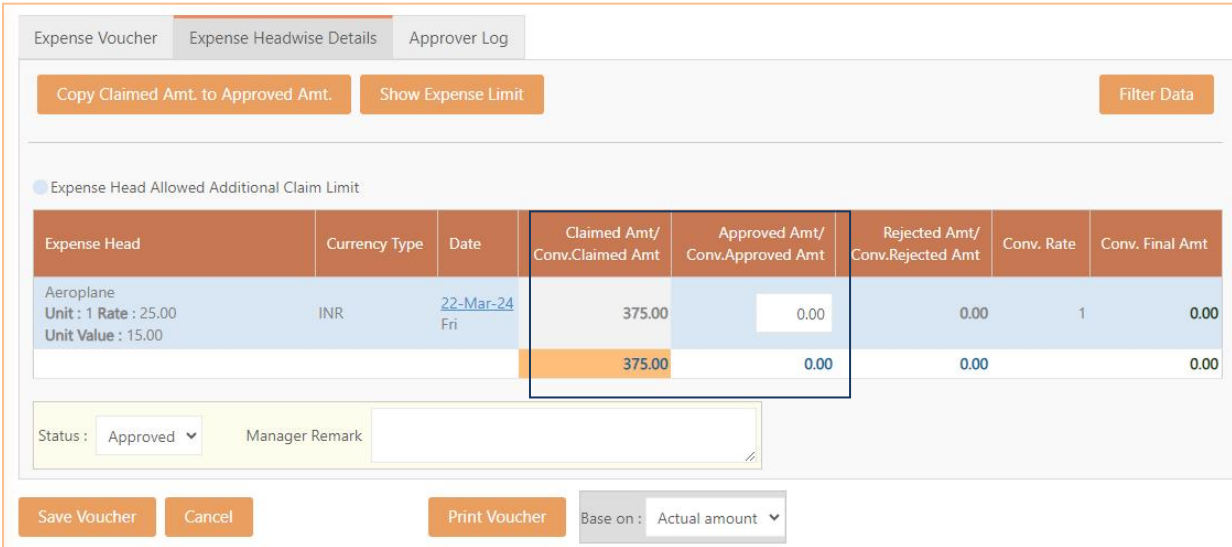


Figure 48

Exceeded amount record will be indicated in blue color to approver. If final approve amount is less than or equal to limit then color indication will be removed for record.

## New Features of Spine HRMS Version 6.0.6



Expense Voucher | Expense Headwise Details | Approver Log

Copy Claimed Amt. to Approved Amt. | Show Expense Limit | Filter Data

Expense Head Allowed Additional Claim Limit

Expense Head	Currency Type	Date	Claimed Amt/ Conv.Claimed Amt	Approved Amt/ Conv.Approved Amt	Rejected Amt/ Conv.Rejected Amt	Conv. Rate	Conv. Final Amt
Aeroplane Unit : 1 Rate : 25.00 Unit Value : 15.00	INR	22-Mar-24 Fri	375.00	0.00	0.00	1	0.00
			375.00	0.00	0.00		0.00

Status :  Manager Remark

Save Voucher | Cancel | Print Voucher | Base on :

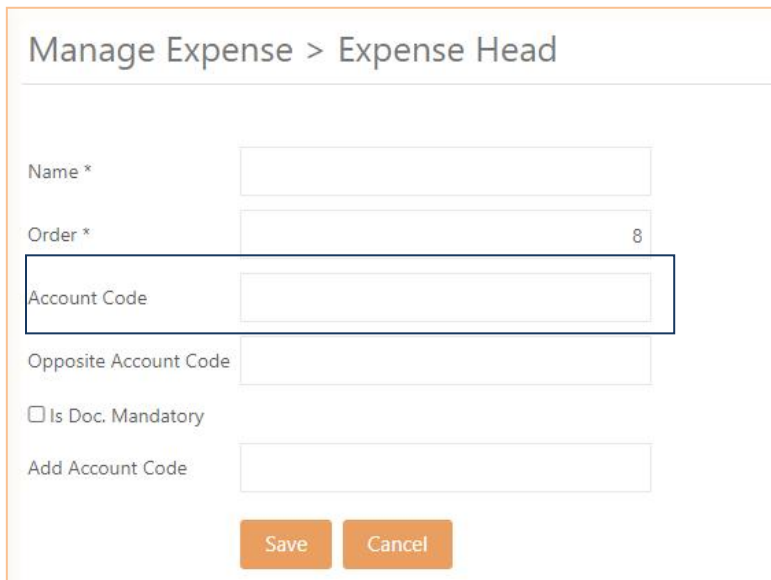
Figure 49

If Cutoff workflow is available then Exceeded amount voucher application will always follow Cutoff workflow.

With Allow Additional Claim Employee can apply for Unlimited Amount.

### 6.7. Add Account Code provided in Expense Head & JV

“Add Account Code” option provided in *Manage Expense ->Expense Head*, as shown in below figure:



Manage Expense > Expense Head

Name \*

Order \*

Account Code

Opposite Account Code

Is Doc. Mandatory

Add Account Code

Save | Cancel

Figure 50

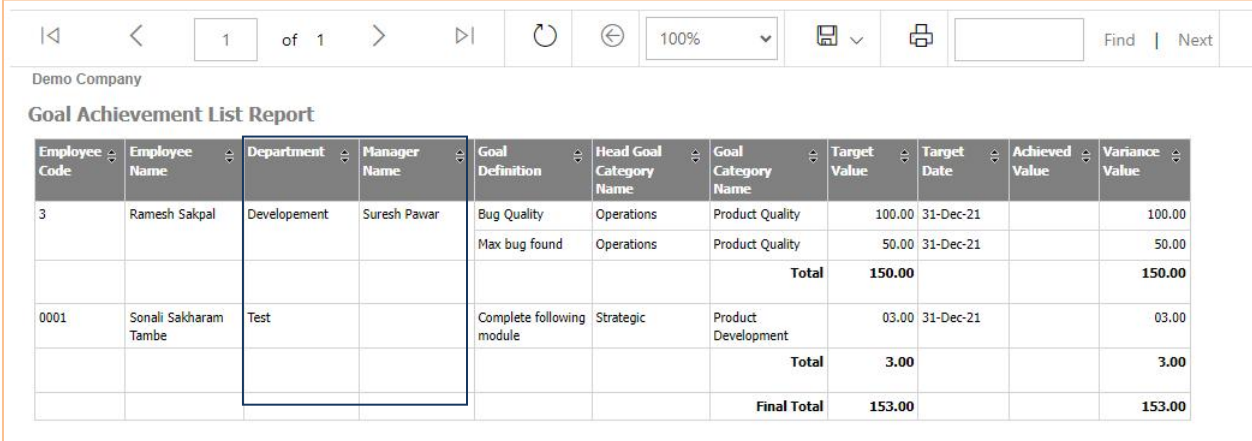
Add Account Code field is provided in Expense Head.Same "Add Account code" column will be available in JV List Report."Add Account code" will be pushed to SQL Expense JV View table as a new column.

# 7.PMS

## New Features of Spine HRMS Version 6.0.6

### 7.1. New Columns provided in Goal Achievement List Report

Department and Approver column provided in PMS-> Goal Achievement List Report , as shown in below figure:



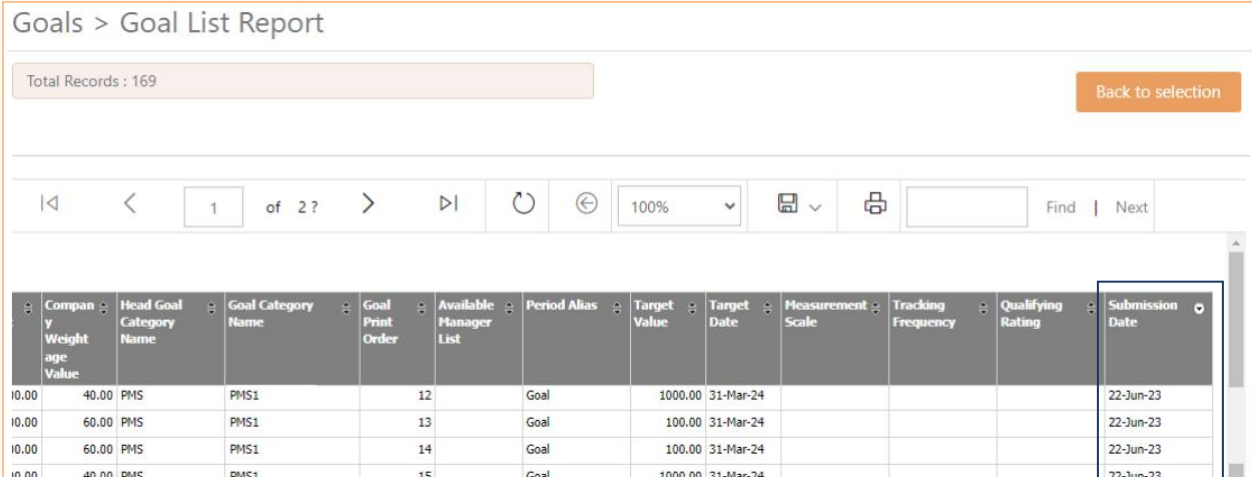
Employee Code	Employee Name	Department	Manager Name	Goal Definition	Head Goal Category Name	Goal Category Name	Target Value	Target Date	Achieved Value	Variance Value
3	Ramesh Sakpal	Development	Suresh Pawar	Bug Quality	Operations	Product Quality	100.00	31-Dec-21		100.00
				Max bug found	Operations	Product Quality	50.00	31-Dec-21		50.00
						<b>Total</b>	<b>150.00</b>			<b>150.00</b>
0001	Sonali Sakharam Tambe	Test		Complete following module	Strategic	Product Development	03.00	31-Dec-21		03.00
						<b>Total</b>	<b>3.00</b>			<b>3.00</b>
						<b>Final Total</b>	<b>153.00</b>			<b>153.00</b>

Figure 51

In Goal Achievement List Report, Employee Department and Manager Name column provided.

### 7.2. Submission Date provided in Goal List Report

“Submission Date” provided in PMS -> Goal -> Goal List Report, as shown in below figure:



Company Weightage Value	Head Goal Category Name	Goal Category Name	Goal Print Order	Available Manager List	Period Alias	Target Value	Target Date	Measurement Scale	Tracking Frequency	Qualifying Rating	Submission Date
10.00	40.00	PMS	PMS1	12	Goal	1000.00	31-Mar-24				22-Jun-23
10.00	60.00	PMS	PMS1	13	Goal	100.00	31-Mar-24				22-Jun-23
10.00	60.00	PMS	PMS1	14	Goal	100.00	31-Mar-24				22-Jun-23
10.00	40.00	PMS	PMS1	15	Goal	1000.00	31-Mar-24				22-Jun-23

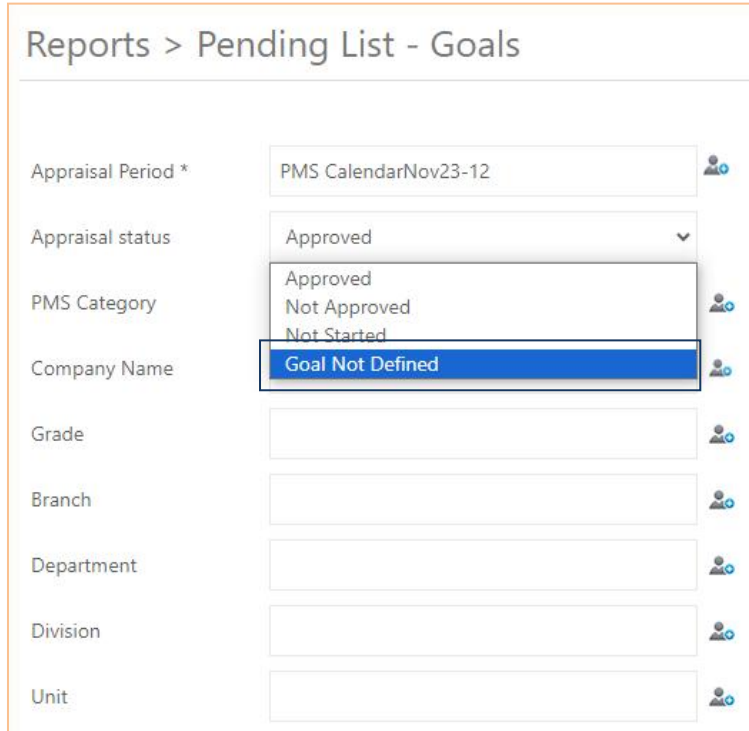
Figure 52

New column "Submission Date" provided in Goal List Report. Goal Submission Date will be display here only if Goal submitted by employee.

## New Features of Spine HRMS Version 6.0.6

### 7.3. Goal Not Defined option provided in Pending List Goals Report

New filter option “Goal Not Defined” provided for Appraisal Status in *Reports -> Pending List-Goals*, as shown in below figure:



Reports > Pending List - Goals










Appraisal Period *	PMS CalendarNov23-12	
Appraisal status	Approved	
PMS Category	Approved Not Approved Not Started	
Company Name	Goal Not Defined	
Grade		
Branch		
Department		
Division		
Unit		

Figure 53

## New Features of Spine HRMS Version 6.0.6

### 7.4. Goal Achievement Status Report Provided

New Report Type provided with name “Goal Achievement Status Reports” under *Reports -> Appraisal Reports*, as shown in below figure:



The screenshot shows a web interface titled "Reports > Appraisal Reports". It features a form with several fields. The "Report Type" field is a dropdown menu currently displaying "Goal Achievement Status Reports" and is highlighted with a blue border. Below it are text input fields for "Appraisal Period \*", "Company Name", "Grade", "Branch", "Department", "Division", "Unit", and "Category". Each of these text input fields has a small icon of a person with a plus sign to its right, indicating a selection or search function.

Figure 54

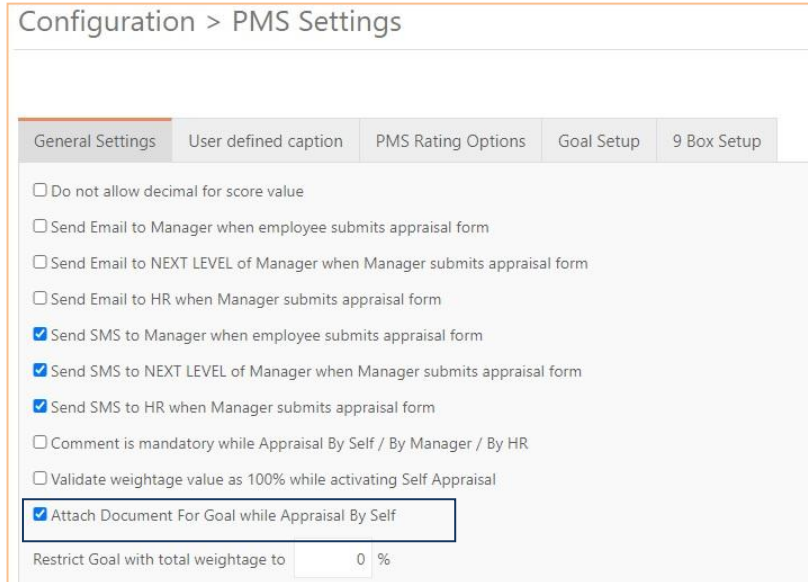
This report will provide list of employees who have not added achievement or count of achievements added for goals as per filter selection.



## New Features of Spine HRMS Version 6.0.6

### 7.5. Attachment field in Appraisal by Self is provided on setup base

New setup provided in *Configuration -> PMS Settings* 'Attach Document For Goal while Appraisal By Self' as shown in below figure:



Configuration > PMS Settings

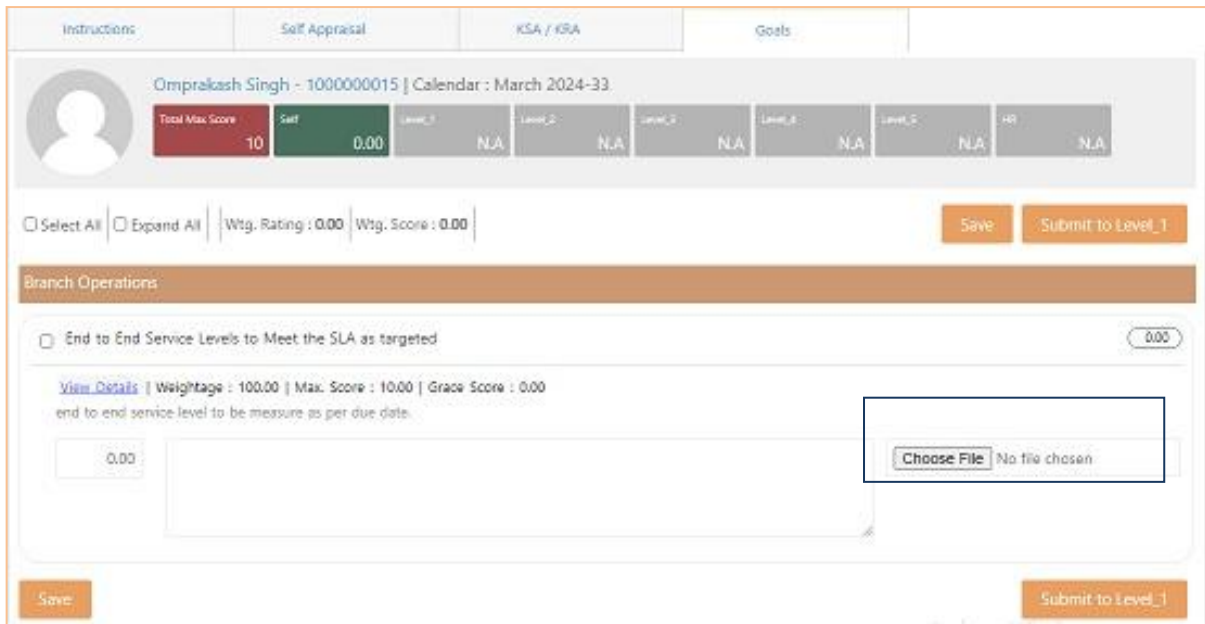
General Settings | User defined caption | PMS Rating Options | Goal Setup | 9 Box Setup

- Do not allow decimal for score value
- Send Email to Manager when employee submits appraisal form
- Send Email to NEXT LEVEL of Manager when Manager submits appraisal form
- Send Email to HR when Manager submits appraisal form
- Send SMS to Manager when employee submits appraisal form
- Send SMS to NEXT LEVEL of Manager when Manager submits appraisal form
- Send SMS to HR when Manager submits appraisal form
- Comment is mandatory while Appraisal By Self / By Manager / By HR
- Validate weightage value as 100% while activating Self Appraisal
- Attach Document For Goal while Appraisal By Self

Restrict Goal with total weightage to  %

Figure 55

If this setup is opted then Attach Document field will be available to Employee in Appraisal by Self. Employee can attach the document while doing Appraisal by Self and Approver/Manager/HR can view the attached document, as shown in below figure:



Instructions | Self Appraisal | KSA / KRA | Goals

Omrakash Singh - 1000000015 | Calendar : March 2024-33

Total Max Score	Self	Level_1	Level_2	Level_3	Level_4	Level_5	HR
10	0.00	N.A	N.A	N.A	N.A	N.A	N.A

Select All |  Expand All | Wtg. Rating : 0.00 | Wtg. Score : 0.00

Save | Submit to Level\_1

Branch Operations

End to End Service Levels to Meet the SLA as targeted (0.00)

[View Details](#) | Weightage : 100.00 | Max. Score : 10.00 | Grade Score : 0.00  
end to end service-level to be measure as per due date.

0.00

Choose File | No file chosen

Save | Submit to Level\_1

Figure 56

## New Features of Spine HRMS Version 6.0.6

### 7.6. Attachment option is provided in Add Achievements, Add Sickness and Add Offence

Attachment option is provided in Add Offence in *e - Records -> Offence*, as shown in below figure:

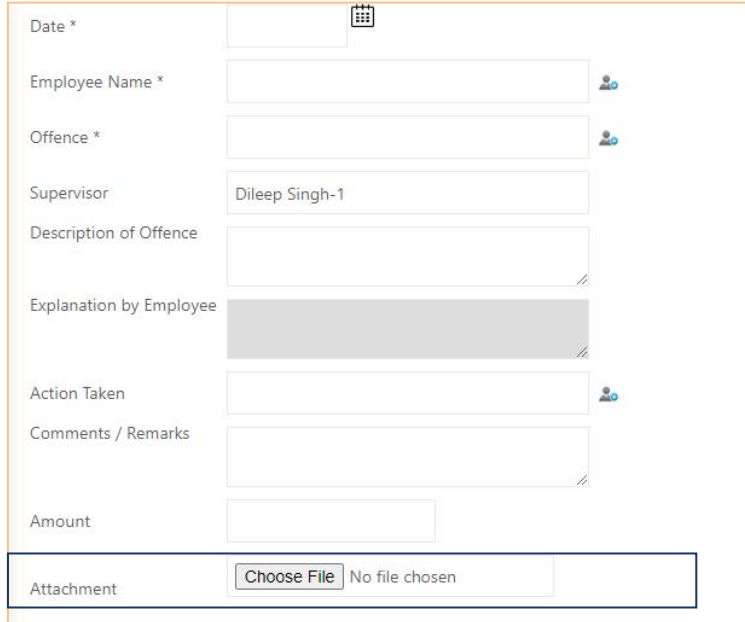
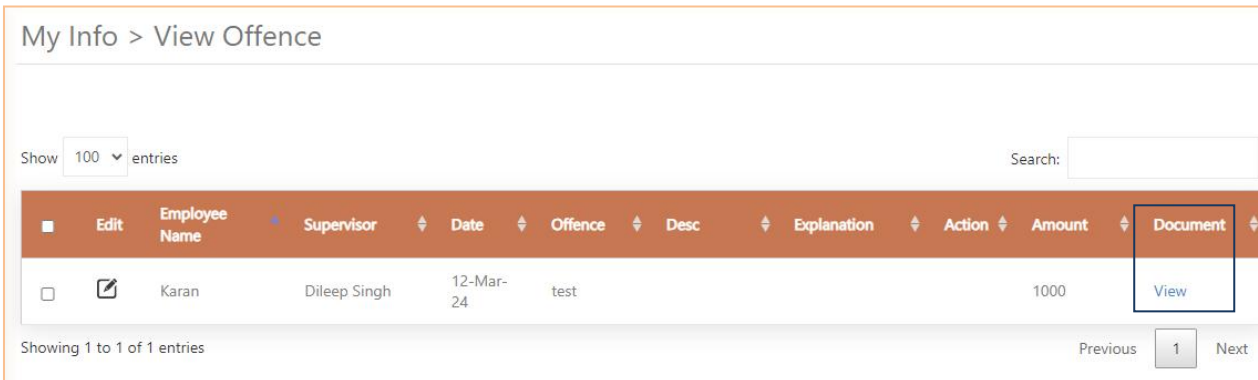


Figure 57

Added Offence Employee can view in *My Info -> View Offence* as shown in below figure:



Edit	Employee Name	Supervisor	Date	Offence	Desc	Explanation	Action	Amount	Document
<input type="checkbox"/>	Karan	Dileep Singh	12-Mar-24	test				1000	View

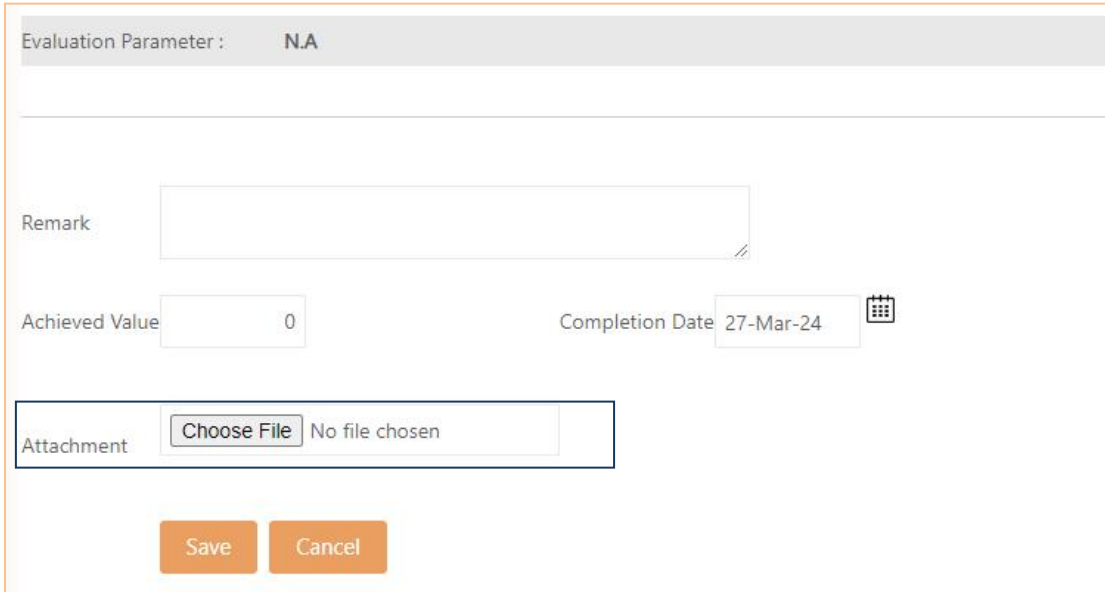
Figure 58

Same Attachment upload facility provided in Add Achievements, Add Sickness. And It can be viewed in View Achievements and View Sickness menu.

### 7.7. Attachment option is provided in Achievements

Attachment option is provided in Achievements while add achievements by Self, By Manager & By HR in *Achievements -> By Self/Manager/HR*, as shown in below figure:

## New Features of Spine HRMS Version 6.0.6



Evaluation Parameter : N.A

Remark

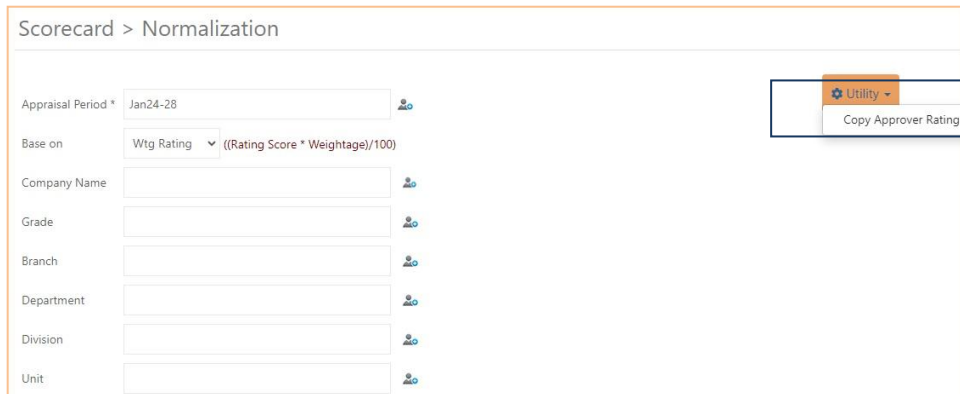
Achieved Value  Completion Date

Attachment  No file chosen

Figure 59

### 7.8. Copy Approver Rating option provided in Normalization (Key Based Feature)

“Copy Approver Rating” option is provided in *Score Card -> Normalization -> Utility*, as shown in below figure:



Scorecard > Normalization

Appraisal Period \*

Base on   ((Rating Score \* Weightage)/100)

Company Name

Grade

Branch

Department

Division

Unit

Utility

Figure 60

In Copy Approver Rating user will be able to copy Rating of higher level approver to lower level approver.

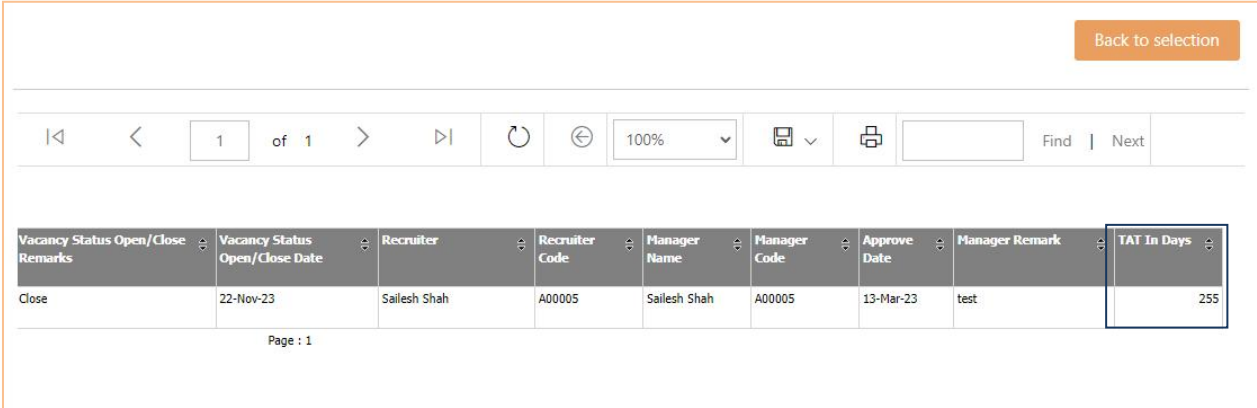
Rating only copied into 'To' level if existing rating is 0.

# 8. Recruitment

## New Features of Spine HRMS Version 6.0.6

### 8.1. Vacancy TAT column provided in Vacancy List Report

Vacancy TAT column provided in *Recruitment -> Vacancies -> Reports -HR*, as shown in below figure:



Vacancy Status Open/Close Remarks	Vacancy Status Open/Close Date	Recruiter	Recruiter Code	Manager Name	Manager Code	Approve Date	Manager Remark	TAT In Days
Close	22-Nov-23	Sailesh Shah	A00005	Sailesh Shah	A00005	13-Mar-23	test	255

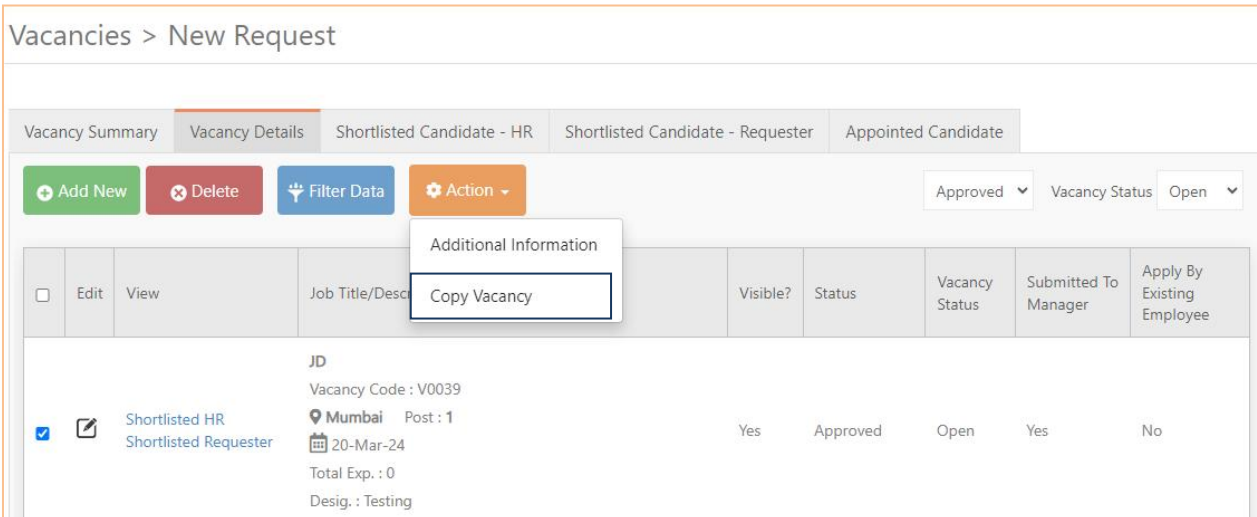
Page : 1

Figure 61

TAT Column will be display in vacancy List report. For Approved/Close vacancy TAT data will be displayed.TAT will be calculated as Vacancy Approve Date - Vacancy Close Date

### 8.2. Copy Vacancy option provided

Copy Vacancy option provided in *Recruitment -> Vacancies -> New Request*, as shown in below figure:



Vacancies > New Request

Vacancy Summary | **Vacancy Details** | Shortlisted Candidate - HR | Shortlisted Candidate - Requester | Appointed Candidate

Approved | Vacancy Status: Open

	Edit	View	Job Title/Desc	Visible?	Status	Vacancy Status	Submitted To Manager	Apply By Existing Employee
<input checked="" type="checkbox"/>	<input type="checkbox"/>		JD Vacancy Code : V0039 Mumbai Post : 1 20-Mar-24 Total Exp. : 0 Desig. : Testing	Yes	Approved	Open	Yes	No

Figure 62

Copy Vacancy option will be display in Action button of Vacancy Details tab.Using this button user can create a copy of any vacancy (Approved / In Process / Rejected).Copy Vacancy will work for Type:New Head Count Only.After copy vacancy, user can submit the same and send it for Approval.

### 8.3. Confirmation Date Macro in Recruitment Letter Writing

Provided Confirmation Date macro in *Recruitment -> Appointments -> Letter Writing*, as shown in below figure:

## New Features of Spine HRMS Version 6.0.6

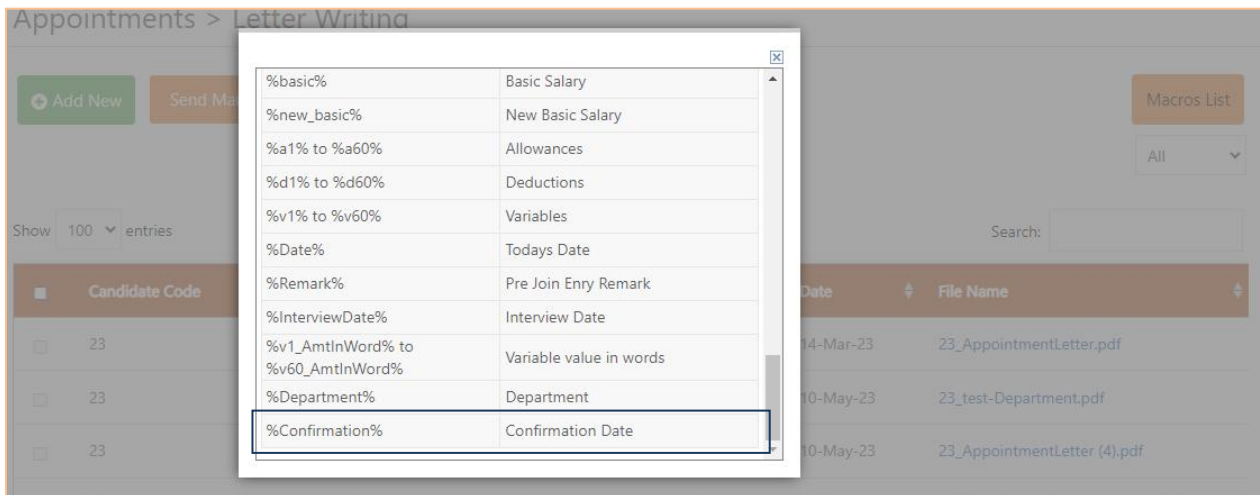
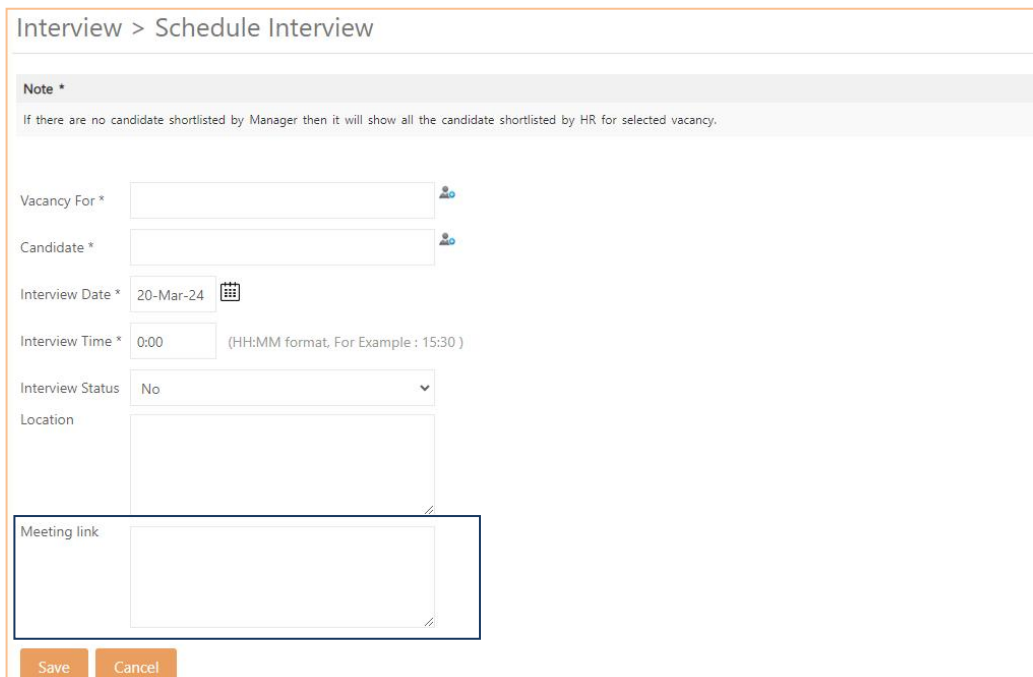


Figure 63

Provided Confirmation Date macro in recruitment - Appointment Letter writing.

### 8.4. Meeting Link provided in Schedule Interview

“Meeting Link” provided in *Recruitment -> Interview -> Schedule Interview*, as shown in below figure:



Interview > Schedule Interview

**Note \***  
If there are no candidate shortlisted by Manager then it will show all the candidate shortlisted by HR for selected vacancy.

Vacancy For \*

Candidate \*

Interview Date \* 20-Mar-24

Interview Time \* 0:00 (HH:MM format, For Example : 15:30)

Interview Status No

Location

Meeting link

Save Cancel

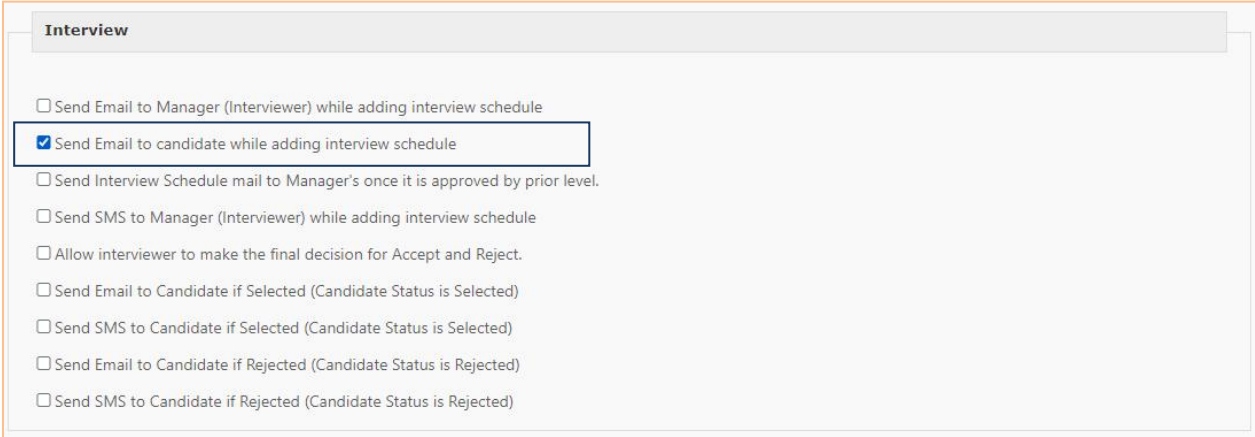
Figure 64

New textbox “Meeting Link” provided in schedule interview. Now, user can send Meeting link to respective Candidate and Interviewer for interview.

## New Features of Spine HRMS Version 6.0.6

### 8.5. New setup provided in Recruitment Setting

New setup provided in *Recruitment -> Configuration -> Setting -> General Setting*, as shown in below figure:



**Interview**

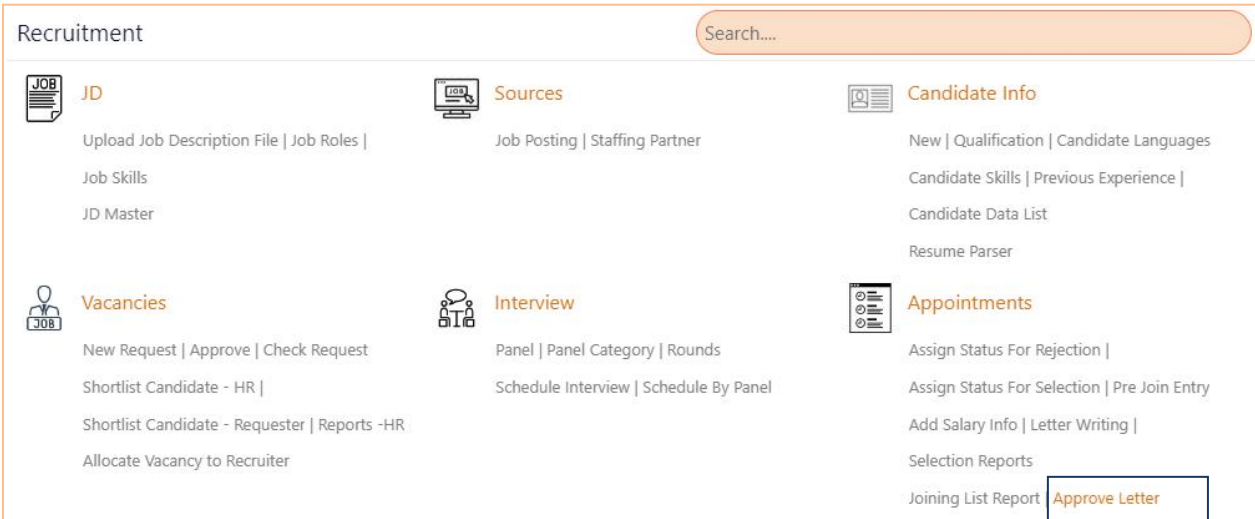
- Send Email to Manager (Interviewer) while adding interview schedule
- Send Email to candidate while adding interview schedule
- Send Interview Schedule mail to Manager's once it is approved by prior level.
- Send SMS to Manager (Interviewer) while adding interview schedule
- Allow interviewer to make the final decision for Accept and Reject.
- Send Email to Candidate if Selected (Candidate Status is Selected)
- Send SMS to Candidate if Selected (Candidate Status is Selected)
- Send Email to Candidate if Rejected (Candidate Status is Rejected)
- Send SMS to Candidate if Rejected (Candidate Status is Rejected)

Figure 65

New setup "Send Email to candidate while adding interview schedule" provided in Recruitment. Now user can send Email to the respective candidate for scheduled interview.

### 8.6. New menu provided in Recruitment Approve Letter

New menu provided in *Recruitment -> Appointments -> Approve Letter* this menu is available for HR and HR Recr. It display as shown in below figure:



**Recruitment** Search...

<p><b>JD</b></p> <ul style="list-style-type: none"> <li>Upload Job Description File   Job Roles  </li> <li>Job Skills</li> <li>JD Master</li> </ul>	<p><b>Sources</b></p> <ul style="list-style-type: none"> <li>Job Posting   Staffing Partner</li> </ul>	<p><b>Candidate Info</b></p> <ul style="list-style-type: none"> <li>New   Qualification   Candidate Languages</li> <li>Candidate Skills   Previous Experience  </li> <li>Candidate Data List</li> <li>Resume Parser</li> </ul>
<p><b>Vacancies</b></p> <ul style="list-style-type: none"> <li>New Request   Approve   Check Request</li> <li>Shortlist Candidate - HR  </li> <li>Shortlist Candidate - Requester   Reports -HR</li> <li>Allocate Vacancy to Recruiter</li> </ul>	<p><b>Interview</b></p> <ul style="list-style-type: none"> <li>Panel   Panel Category   Rounds</li> <li>Schedule Interview   Schedule By Panel</li> </ul>	<p><b>Appointments</b></p> <ul style="list-style-type: none"> <li>Assign Status For Rejection  </li> <li>Assign Status For Selection   Pre Join Entry</li> <li>Add Salary Info   Letter Writing  </li> <li>Selection Reports</li> <li>Joining List Report <b>Approve Letter</b></li> </ul>

Figure 66

Approve Letter menu is available for HR and HR Recr.

In Process and Approved filter given. Approve button provided to approve selected letter.

After Letter Writing generation, approval will be required for the same.

Till then Employee selection checkbox for sending Email will be disabled.

Generated letter will be shown in In process filter of Approve letter menu. HR can approve the In process records as shown in below figure:

## New Features of Spine HRMS Version 6.0.6

Appointments > Approve Letter

Show  entries Search:

In Process ▾  
 Approved  
 In Process

	Candidate Code	Candidate Name	Template	Date	File Name
<input type="checkbox"/>	1	Amey Wagh	OfferLetter	13-Apr-22	1_OfferLetter.pdf
<input type="checkbox"/>	3	Priti Singh	AppointmentLetter	09-May-23	3_AppointmentLetter.pdf
<input type="checkbox"/>	4	Sarthak Modi	AppointmentLetter (4)	11-May-23	4_AppointmentLetter (4).pdf

Showing 1 to 3 of 3 entries Previous  Next

Figure 67

After Approval Employee selection checkbox for sending Email will be enabled in Letter writing menu. For Inprocess letter sending Email will be disable as shown in below figure:

Appointments > Letter Writing

In Process ▾

Show  entries Search:

	Candidate Code	Candidate Name	Template	Date	File Name
<input type="checkbox"/>	1	Amey Wagh	OfferLetter	13-Apr-22	1_OfferLetter.pdf
<input type="checkbox"/>	3	Priti Singh	AppointmentLetter	09-May-23	3_AppointmentLetter.pdf
<input type="checkbox"/>	4	Sarthak Modi	AppointmentLetter (4)	11-May-23	4_AppointmentLetter (4).pdf

Showing 1 to 3 of 3 entries Previous  Next

Figure 68

HR can revise the Letter from " Approved" filter using Revise button on Approved page as shown in below figure:



## New Features of Spine HRMS Version 6.0.6

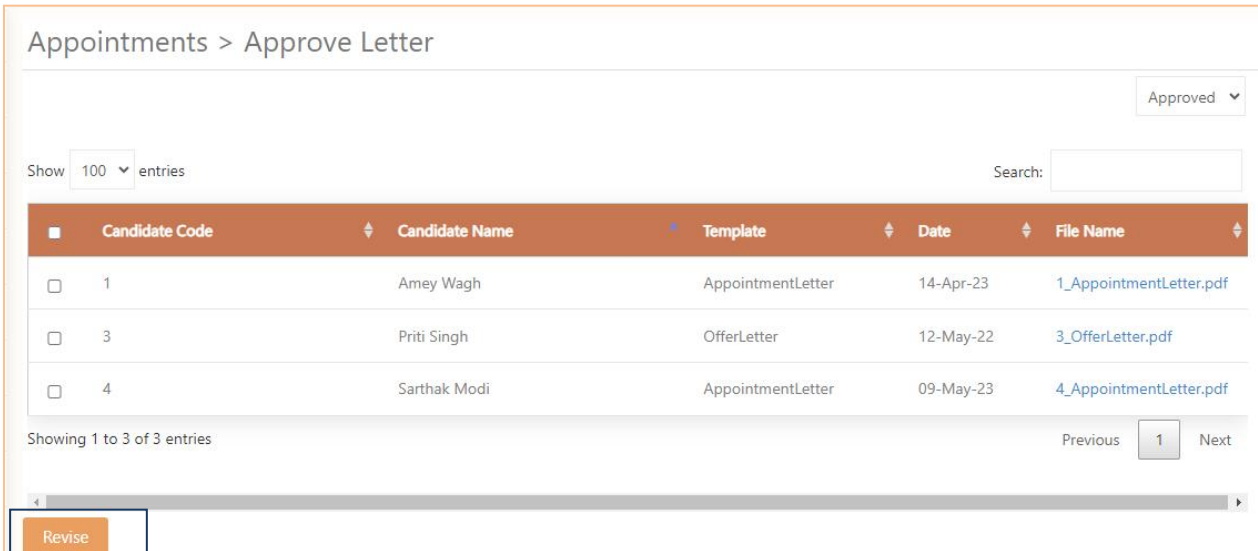


Figure 69

Popup will be display for confirmation to Revise letter. After click on Ok button letter will be revise.

After clicking on revise, Letter writing entry will be removed and user can regenerate it again as per requirement.

## 8.7. Send mail notification option provided for Schedule Interview

“Send Mail” button provided in *Schedule Interview*-> *Send Email*, as shown in below figure:

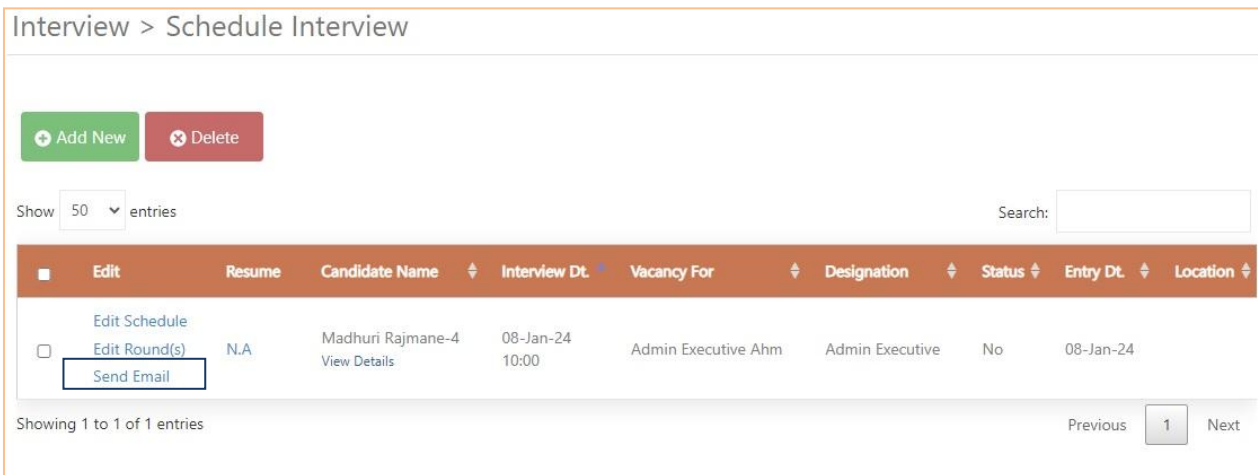


Figure 70

With this button Schedule Interview Email notification will be sent to Candidate and Manager/Interviewer Panel wise as per selection.

This option is available only with Interview Status: No and Interview Taken: No  
One Attachment will be sent in email “event.ics” which will add schedule in calendar.

Note: Below setup should be opted to send Email to Candidate and Interviewer:

Recruitment -> Configuration -> Settings

1. Send Email to Manager (Interviewer) while adding interview schedule
2. Send Email to candidate while adding interview schedule

# 9. Training

## New Features of Spine HRMS Version 6.0.6

### 9.1. Remark option provided Online Training

Remark option provided in *Training -> Course -> Online Content*, as shown in below figure:

Course > Online Content

Topic Name:	PMS	Sub Topic Name:	PMS Sub Topic
Training Code:	T001	Program Title:	PMS Training
Course:	N.A	Conducted By:	N.A
Total Hrs:	5.00	Credit Min(s):	0.00
Training Level:	1	Presentation Order:	

Training Description:  
Online

[Click here to view Training.](#)

Remark	<input style="width: 95%;" type="text"/>
--------	--

I am ready to complete training

Figure 71

And Remark column provided *Training Reports -> Reports - HR -> Training Report List* where this remark can be viewed.

# 10. Travel Desk

## New Features of Spine HRMS Version 6.0.6

### 10.1. New fields provided in Reports - HR

New fields provided in *More -> Travel Desk -> Reports - HR*, as shown in below figure:

Travel Desk > Reports - HR

Total Records : 18 Back to selection

1 of 1 100% Find | Next

Voucher No	Cancel Date	Accommodation Required	Pickup Facility Required	Drop Facility Required	Advance Required in Rupees	Advance Required in Foreign Currency
		YES	YES	YES	10,000.00	0.00
		YES	YES	YES	10,000.00	0.00
		NO	YES	YES	2,000.00	0.00
		NO	NO	NO	0.00	0.00
		NO	NO	NO	0.00	0.00
		NO	NO	NO	0.00	0.00
		NO	NO	NO	0.00	0.00
		NO	NO	NO	0.00	0.00

Figure 72

New columns "Accommodation Required, Pickup Facility Required, Drop Facility Required, Advance Required in Rupees and Advance Required in Foreign Currency" provided in Report - HR for Report Type - Travel Request.

# 11. Asset Booking

## New Features of Spine HRMS Version 6.0.6

### 11.1. Weekdays short name in Asset Availability Report

Weekdays short name will be displayed below date in *Assets Booking -> Reports - HRAsset Availability Report* as shown in below figure:

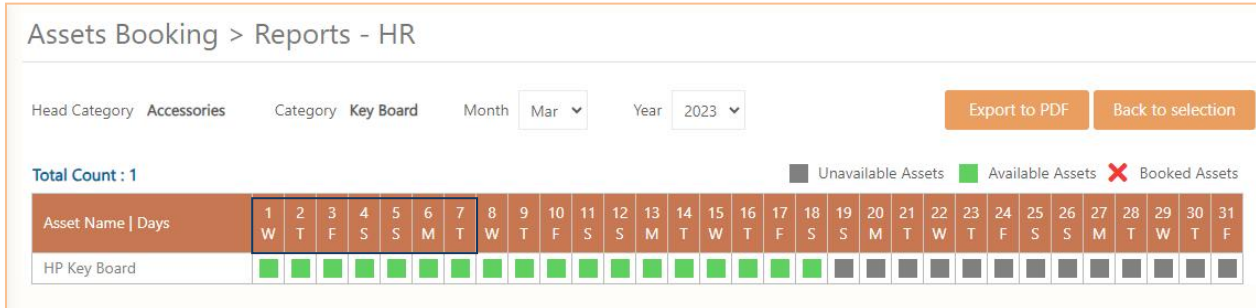


Figure 73

Weekdays short name will be displayed below date in Asset Availability Report.

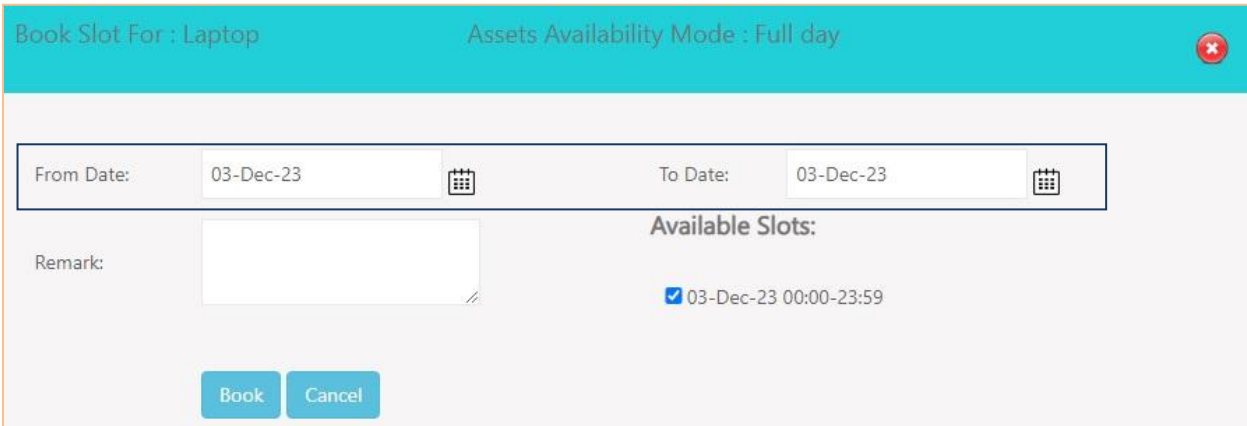
e.g S,M.

While asset booking by employee, manager and HR by clicking on Availability Report week days short name will be displayed.

### 11.2. From and To date selection provided for Asset Booking

From and To Date selection is provided for Assets with Availability Mode = Full day in below menu's:

- 1.Assets Booking By Emp
- 2.Assets Booking By Manager
- 3.Assets Booking By HR



Book Slot For : Laptop    Assets Availability Mode : Full day

From Date: 03-Dec-23    To Date: 03-Dec-23

Remark:

Available Slots:

03-Dec-23 00:00-23:59

Book    Cancel

Figure 78

Using this Asset can be booked for multiple days.


### 11.3. Remark provided in tooltip for Asset Booking menu

1.Remark field provided in tooltip of Booked & Cancel Booking for below menu's :

- Assets Booking By Manager
- Assets Booking By HR

## New Features of Spine HRMS Version 6.0.6

Assets Booking > Assets Booking By HR

Employee \*  

Head Category \*  ▼

Category \*  ▼

Assets Name \*  ▼

Assets Description : Laptop for full day  
Mode : Full Day  
00:00-23:59 Full Day Booking Available

NOVEMBER 2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1			4
Available   Full day	Available   Full day	Booked	Available   Full day	Available   Full day	Available   Full day

Booked Slots

Booked on : 02-Nov-23  
By : 100000012-Ranjit  
Selected Slots :  
00:00-23:59  
Remark : [Entry by HR]

Figure 79

In Reports-HR -> Assets Availability Report, Remark field is provided in tooltip of Booked Assets of respective date (Red Cross sign) which is entered while Asset Booking.



# 12. Request Desk

## New Features of Spine HRMS Version 6.0.6

### 12.1. User Defined Caption setup provided in Request Desk Settings.

User Defined Caption setup provided. For Text, Number and Date (3 for each) fields are provided with check box selection in *Configuration -> Request Desk Settings*, as shown in below figure:

User defined caption			
Is Visible	Data Type		Caption
<input checked="" type="checkbox"/>	Text (100)		Remark 1 <input type="text"/>
<input checked="" type="checkbox"/>	Text (100)		Remark 2 <input type="text"/>
<input checked="" type="checkbox"/>	Text (100)		Remark 3 <input type="text"/>
<input checked="" type="checkbox"/>	Number (max 2 decimal can be allowed)		Value 1 <input type="text"/>
<input checked="" type="checkbox"/>	Number (max 2 decimal can be allowed)		Value 2 <input type="text"/>
<input checked="" type="checkbox"/>	Number (max 2 decimal can be allowed)		Value 3 <input type="text"/>
<input checked="" type="checkbox"/>	Date		Date 1 <input type="text"/>
<input checked="" type="checkbox"/>	Date		Date 2 <input type="text"/>
<input checked="" type="checkbox"/>	Date		Date 3 <input type="text"/>

Figure 74

Only selected field will be available in add request and display in report.

For Add Request : In Remark field user can enter remark upto 100 character

User can enter value field up to 2 decimal value.

In date field calendar will be available for date selection.

## New Features of Spine HRMS Version 6.0.6

Request Desk > Add Request

Request Date: 21-Mar-24 10:58 AM

Category \* Accounts Sub Category \* Accounts A

Subject \*

Request \*

Remark 1

Remark 2

Remark 3

Value 1

Value 2

Value 3

Date 1

Date 2

Date 3

Template

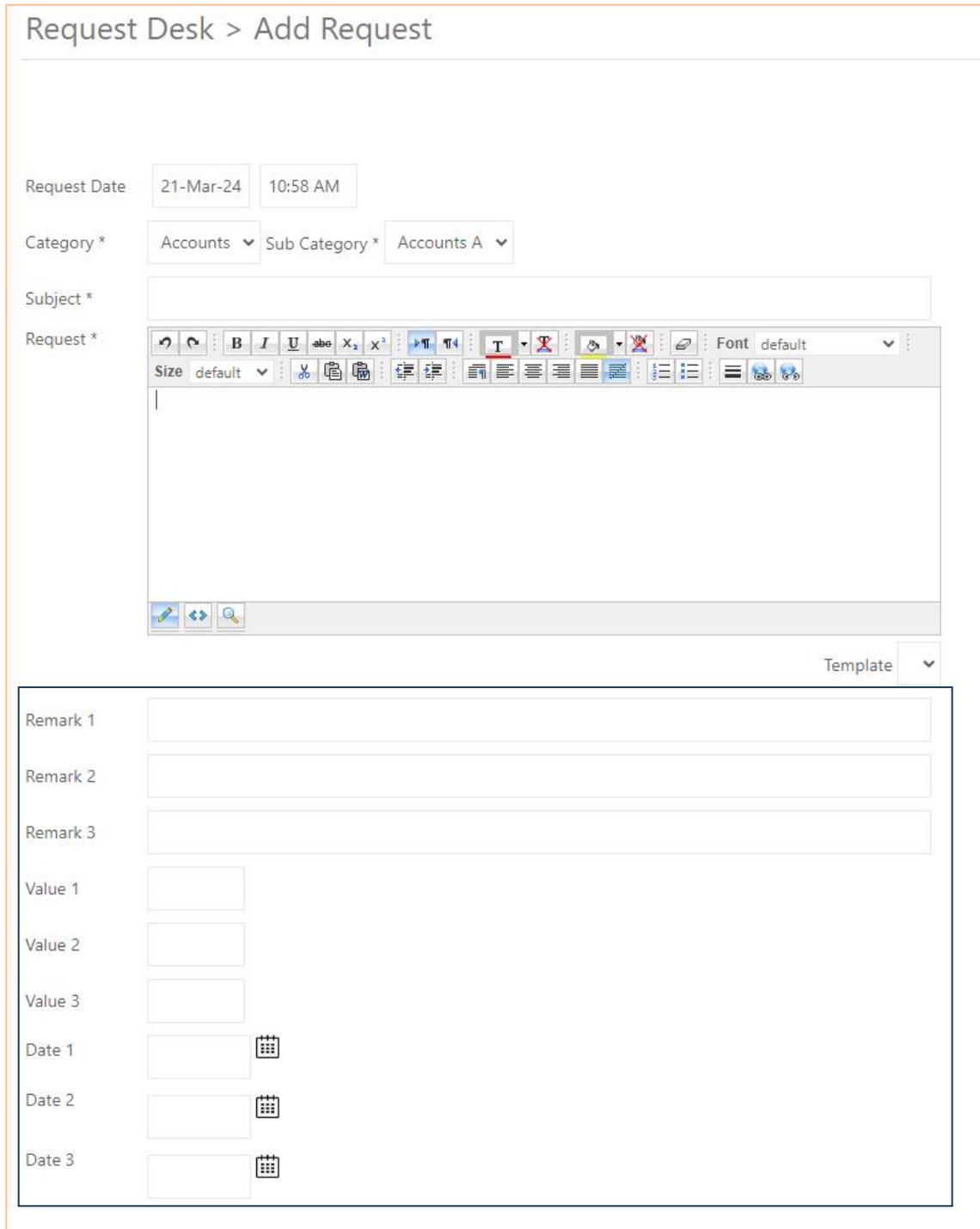


Figure 75

Only selected field will be available in add request and display in report.

# 13. Help Desk

## New Features of Spine HRMS Version 6.0.6

### 13.1. Standard filter selection is provided

Standard filter selection is provided on *Query Mgmt -> Reply To Query*, as shown in below figure:

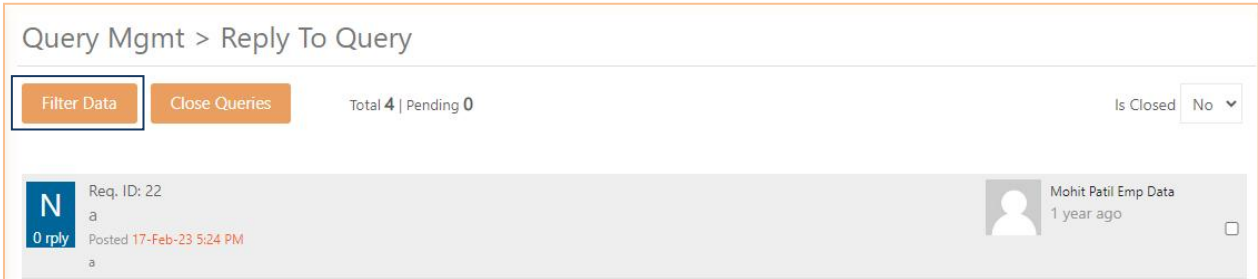


Figure 80

Previously on Reply Query Page Category, Sub Category, Is Closed filter were available. Now Filter Data button is provided. In this Standard filter selection is provided as shown in below figure:

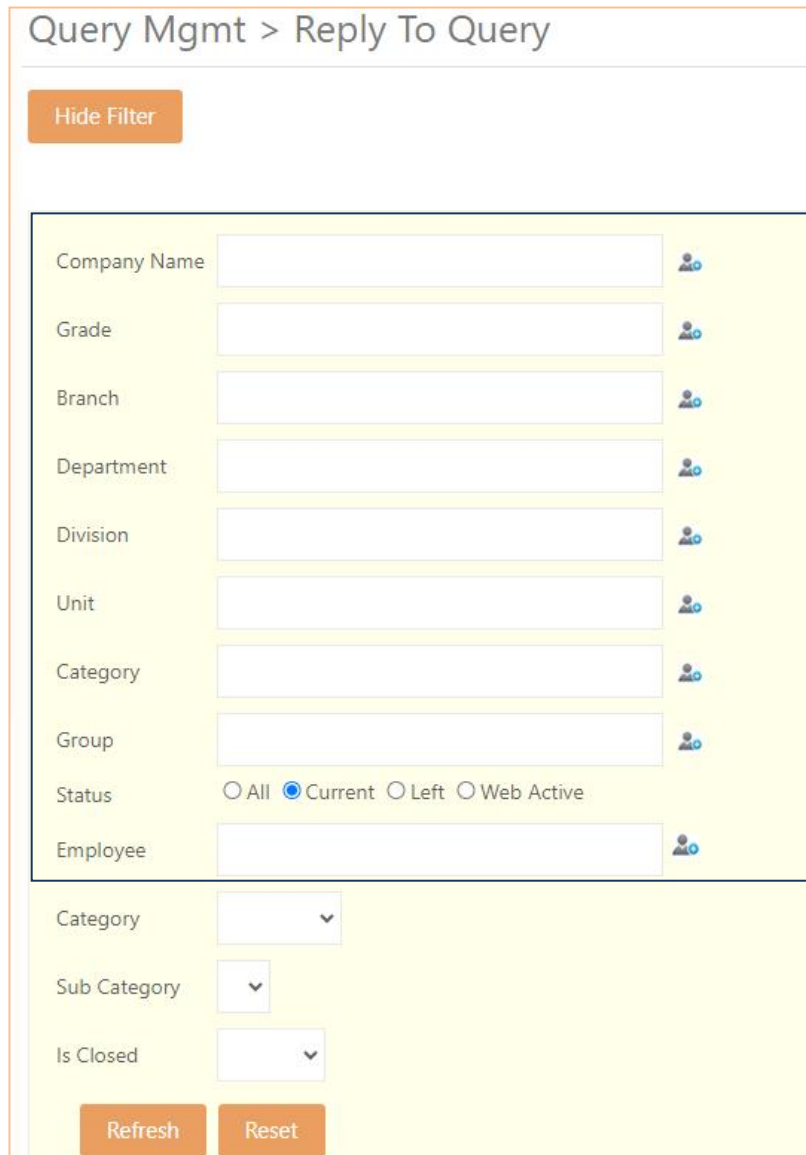


Figure 81

# 14. Mobile HR

## New Features of Spine HRMS Version 6.0.6

### 14.1. Previous Experience view self-service

Previous Job Experience view option Provided in *Mobile -> View -> Self Service -> Previous Experience*, as shown in below figure:



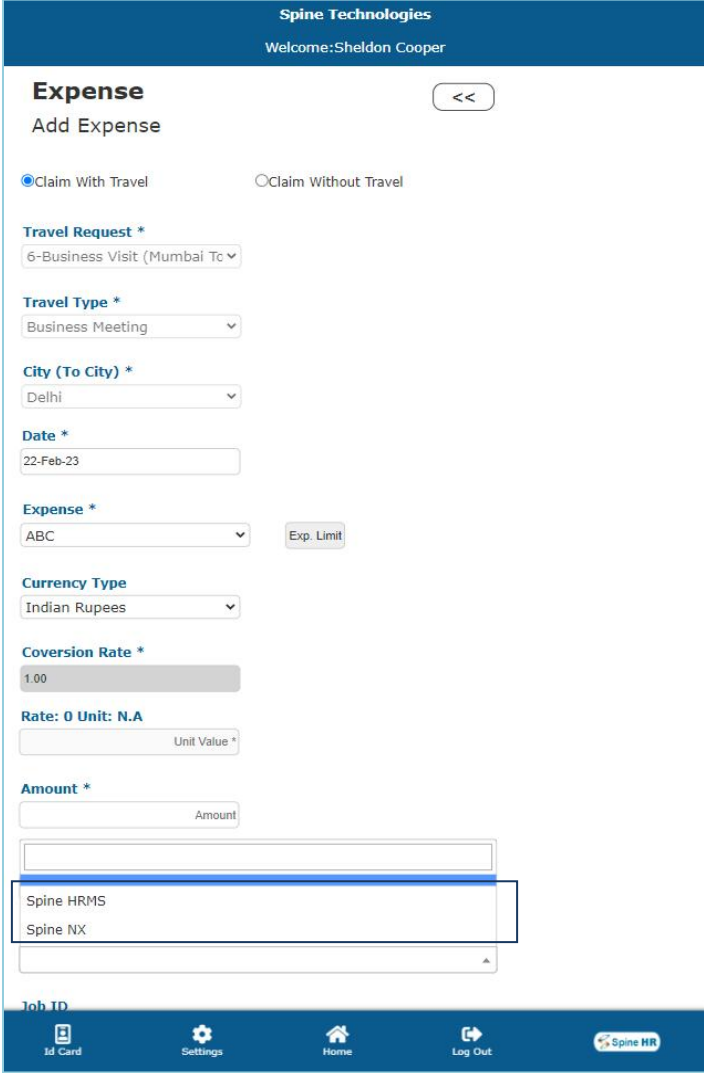
Figure 82

Previous Job Experience view option Provided in Mobile HR - View - Self Service.

## New Features of Spine HRMS Version 6.0.6

### 14.2. Search option provided in Expense while applying claims

“Search” option provided in *Applications -> Claims -> Expense -> Apply Voucher*, as shown in below figure:



The screenshot displays the 'Expense' form in the Spine HRMS mobile application. The form is titled 'Expense' and includes a 'Welcome: Sheldon Cooper' message. The form contains several fields and options:

- Expense** (Title)
- Add Expense** (Action)
- Claim With Travel** (Selected) and **Claim Without Travel** (Unselected)
- Travel Request \*** (Dropdown: 6-Business Visit (Mumbai To...))
- Travel Type \*** (Dropdown: Business Meeting)
- City (To City) \*** (Dropdown: Delhi)
- Date \*** (Text: 22-Feb-23)
- Expense \*** (Dropdown: ABC) and **Exp. Limit** (Text: Exp. Limit)
- Currency Type** (Dropdown: Indian Rupees)
- Conversion Rate \*** (Text: 1.00)
- Rate: 0 Unit: N.A** (Text: Rate: 0 Unit: N.A)
- Unit Value \*** (Text: Unit Value \*)
- Amount \*** (Text: Amount)
- Search Dropdown** (Open, showing 'Spine HRMS' and 'Spine NX')
- Job ID** (Text: Job ID)

The bottom navigation bar includes icons for Id Card, Settings, Home, Log Out, and Spine HR.

Figure 83

“Search” option provided in Mobile HR as well. Here user can “Search Project” through Mobile HR.



## New Features of Spine HRMS Version 6.0.6

### 14.3. My Documents menu provided in Quick Info

“My Documents” provided in *View -> Quick Info*, as shown in below figure:

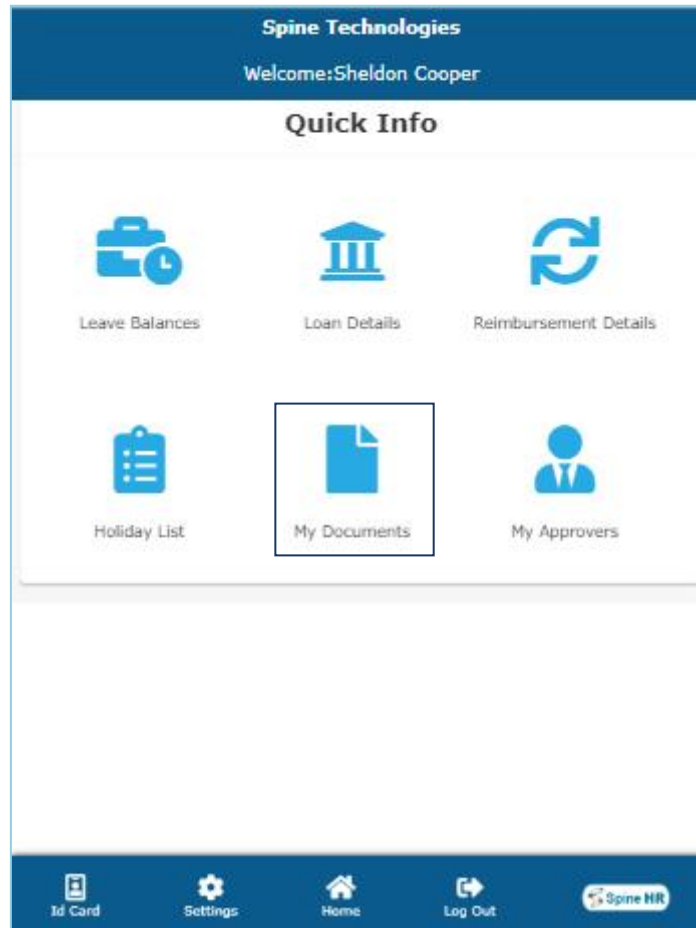


Figure 84

New menu “My Documents” provided in Quick Info. Now user can view and upload all the documents here.

## New Features of Spine HRMS Version 6.0.6

### 14.4. Pending counts provided in Atten Mgr

Pending Counts provided in *Approvals* -> *Atten Mgr*, as shown in below figure:

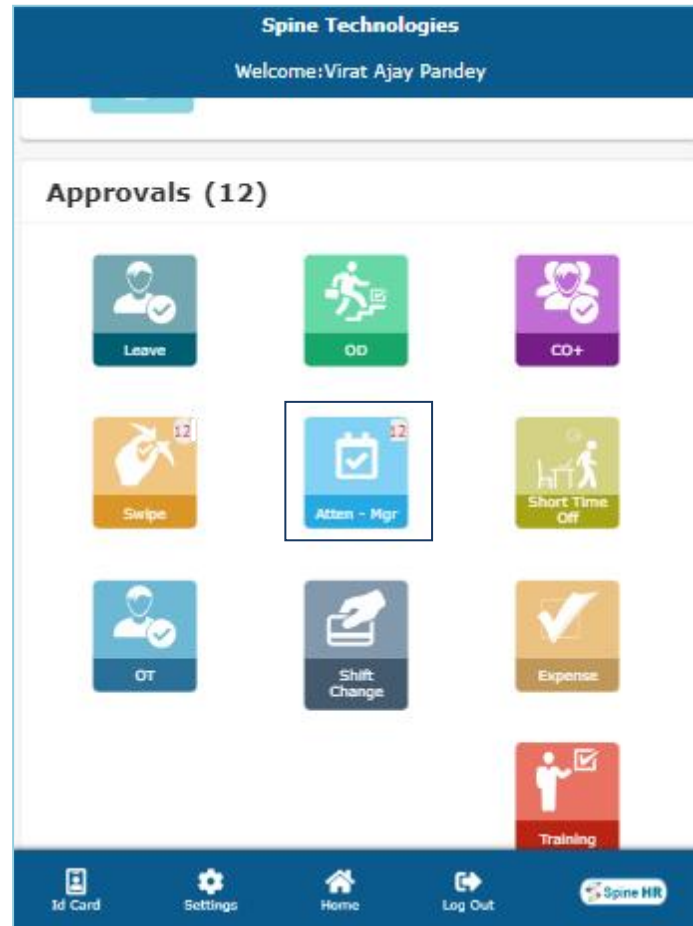


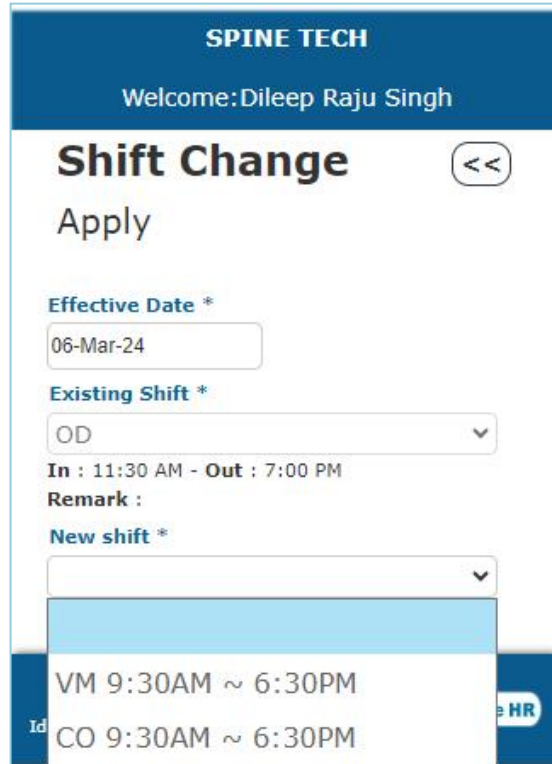
Figure 85

Now user can view pending applications count for Atten Mgr as same as Leave and Swipe module.

## New Features of Spine HRMS Version 6.0.6

### 14.5. Shift details provided while adding shift change request

Shift time will be display along with shift code while adding shift change request in *Application -> Shift Change*, as shown in below figure:



The screenshot shows a mobile application interface for a 'Shift Change' request. At the top, it says 'SPINE TECH' and 'Welcome: Dileep Raju Singh'. The main title is 'Shift Change' with a back arrow icon. Below the title is an 'Apply' button. The form contains several fields: 'Effective Date \*' with the value '06-Mar-24'; 'Existing Shift \*' with a dropdown menu showing 'OD' and 'In : 11:30 AM - Out : 7:00 PM'; 'Remark :'; and 'New shift \*' with a dropdown menu. A list of shift options is displayed below the 'New shift \*' field, with 'VM 9:30AM ~ 6:30PM' and 'CO 9:30AM ~ 6:30PM' visible. The list has a blue header bar and a blue footer bar with 'HR' on the right. The 'Id' label is visible on the left side of the list.

Figure 86

## 14.6. Shift Change Approval Menu provided in Mobile-HR

Shift Change Approval Menu provided in *Approvals* -> *Shift Change* as shown in below figure:

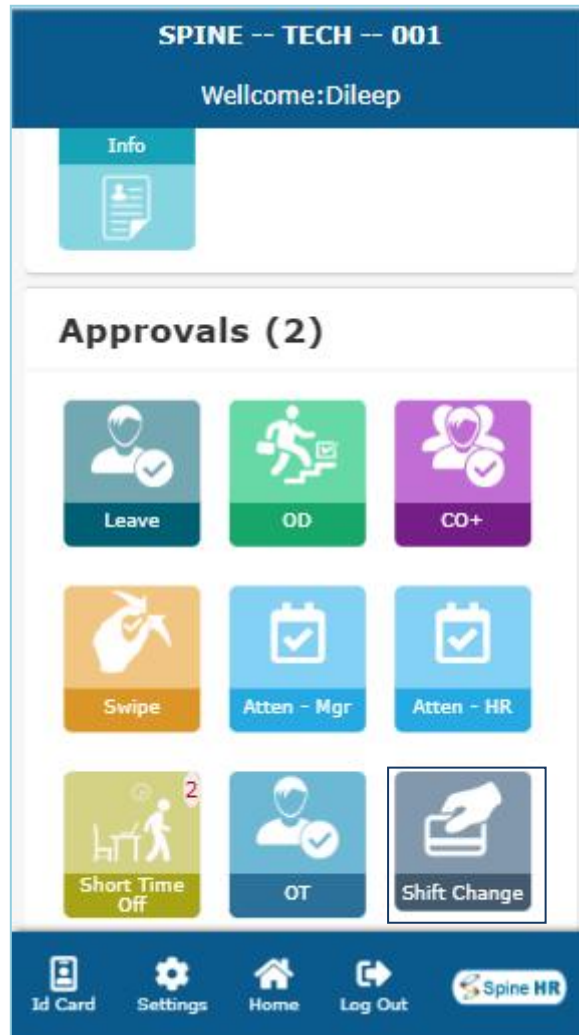


Figure 87

## New Features of Spine HRMS Version 6.0.6

### 14.7. Late Mark column and Late Mark count provided in My Attendance

Late Mark column and Late Mark count will be display in *View -> My Attendance*, as shown in below figure:

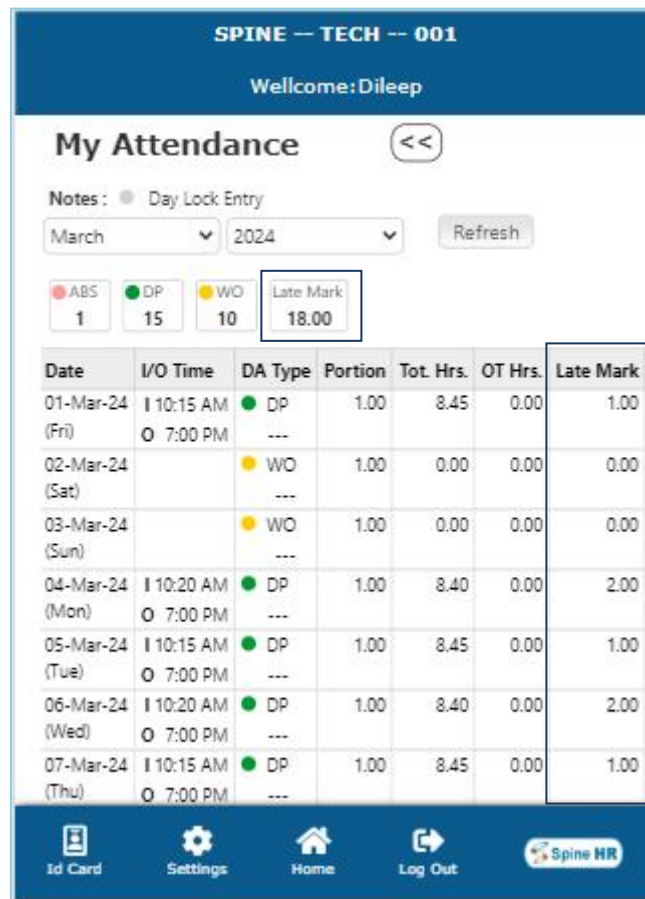


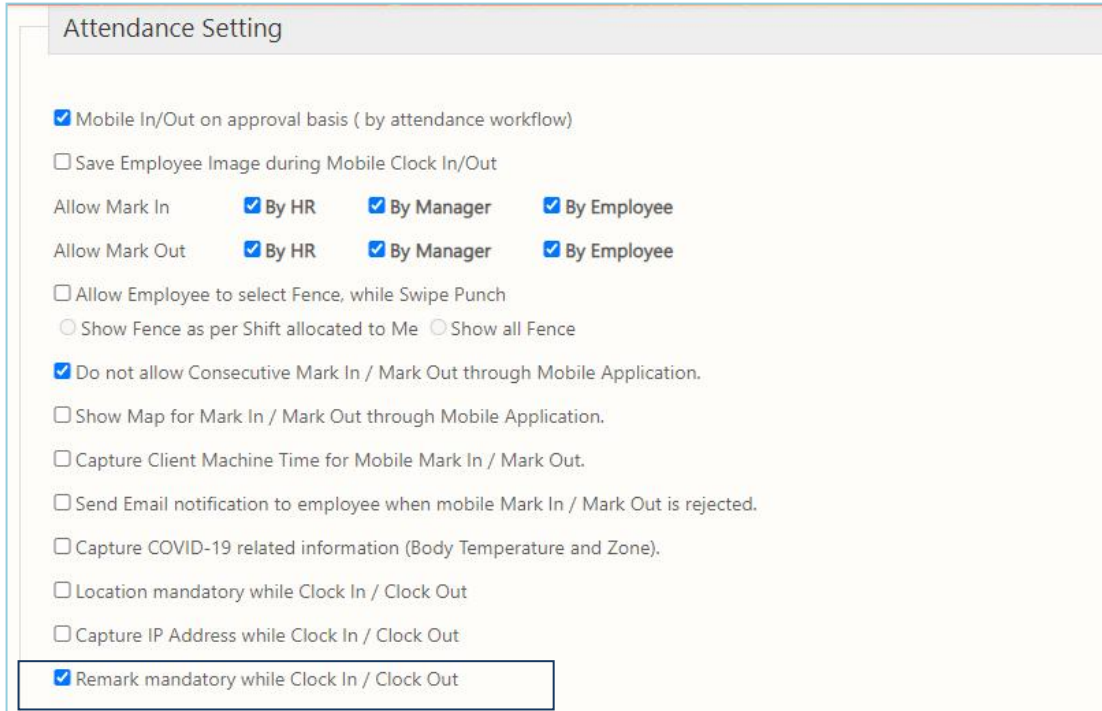
Figure 88

Provided Late Mark column in My Attendance. Provided Late Mark to view Total Count of Late Mark in a Month.

## New Features of Spine HRMS Version 6.0.6

### 14.8. Remark mandatory while Mark Clock In/Out setup provided.

Remark mandatory while Mark Clock In/Out setup provided in HRMS -> Admin -> Site Admin -> Standard Setting -> Mobile-HR, as shown in below figure:

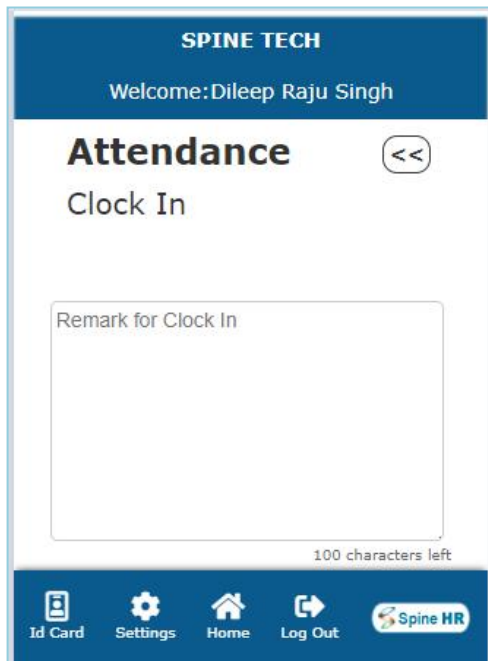


**Attendance Setting**

- 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
- Capture IP Address while Clock In / Clock Out
- Remark mandatory while Clock In / Clock Out

Figure 89

"Remark mandatory while Clock In / Clock Out" setup provided If setup opted then while apply Clock In/Clock Out from Mobile Remark field will be mandatory.



**SPINE TECH**  
Welcome: Dileep Raju Singh

**Attendance** <<<

**Clock In**

Remark for Clock In

100 characters left

Id Card Settings Home Log Out Spine HR

Figure 91

New Features of Spine HRMS Version 6.0.6

## 14.9. Captcha Authentication provided

Captcha Authentication provided in *Mobile HR -> Setting -> Standard Setting*, as shown in below figure:

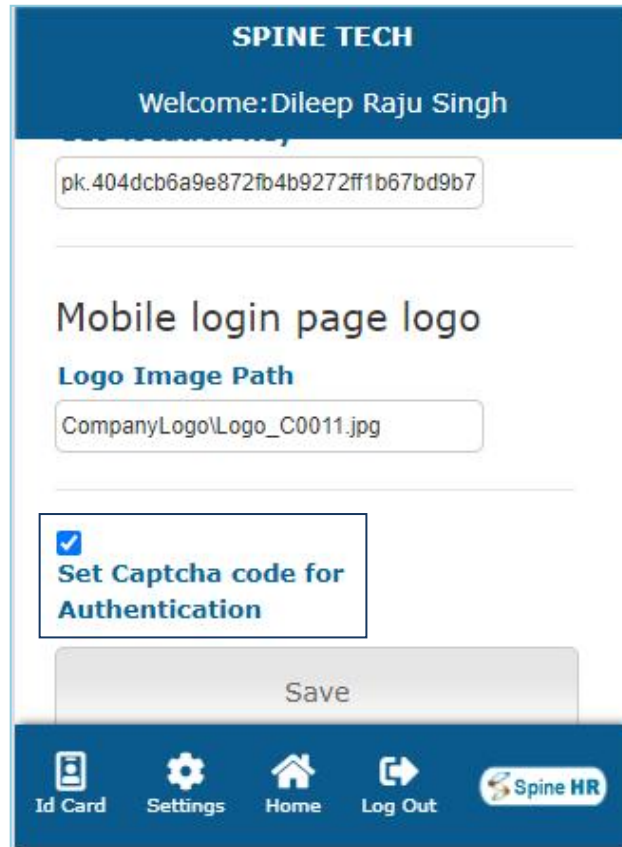


Figure 92

"Set Captcha code for Authentication" set up will work for Mobile.

New Features of Spine HRMS Version 6.0.6

## 14.10. Short Time Off Request & Approve Module provided

Short Time Off Request & Approve Module provided In Mobile HR, as shown in below figure:

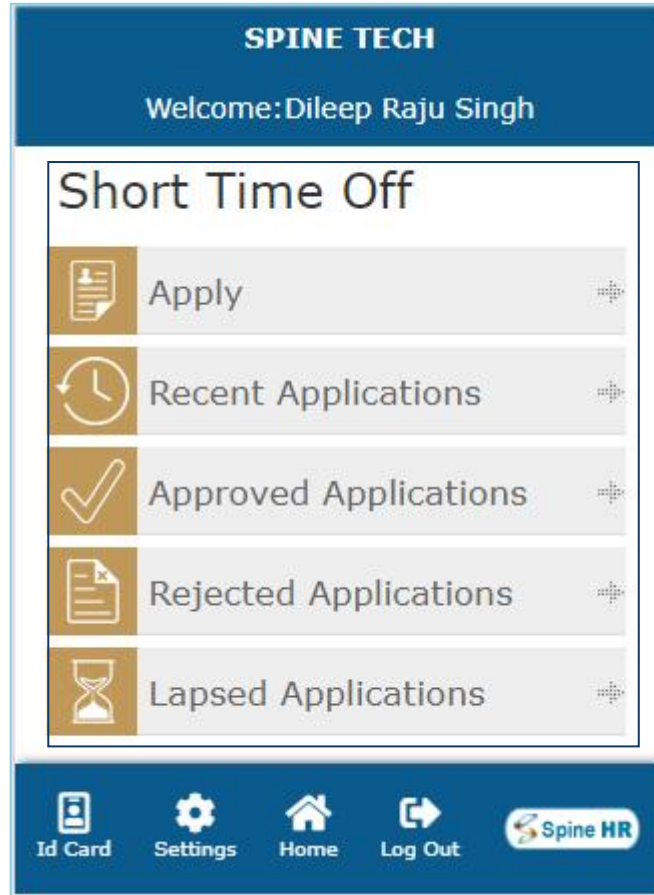


Figure 93

Short Time Off Request apply & Approve Module provided In Mobile HR.



New Features of Spine HRMS Version 6.0.6

### 14.11. OD Option provided in My Team

New option Actual OD has been provided in *View ->My Team*, as shown in below figure:








SPINE TECH		
Welcome: Dileep Raju Singh		
03-Mar-24 >		
Actual Leaves	Weekly Off	Card Punch Done
Actual OD	Abse	
<b>Total Count : 6</b>		
Employees   Days		03-Mar-2
		Sunday
	Dileep Raju Singh 1	
	Girish Padhye 3	
	Nayan Rane 4	
	Nishita Revandkar N0001	
	Nishita Revandkar 5	

Figure 94

It shows details of Actual OD which are approved.

New Features of Spine HRMS Version 6.0.6

## 14.12. Contact Number provided on Virtual ID

Office Tel No. field now display in mobile app *virtual ID*, as shown in below figure:

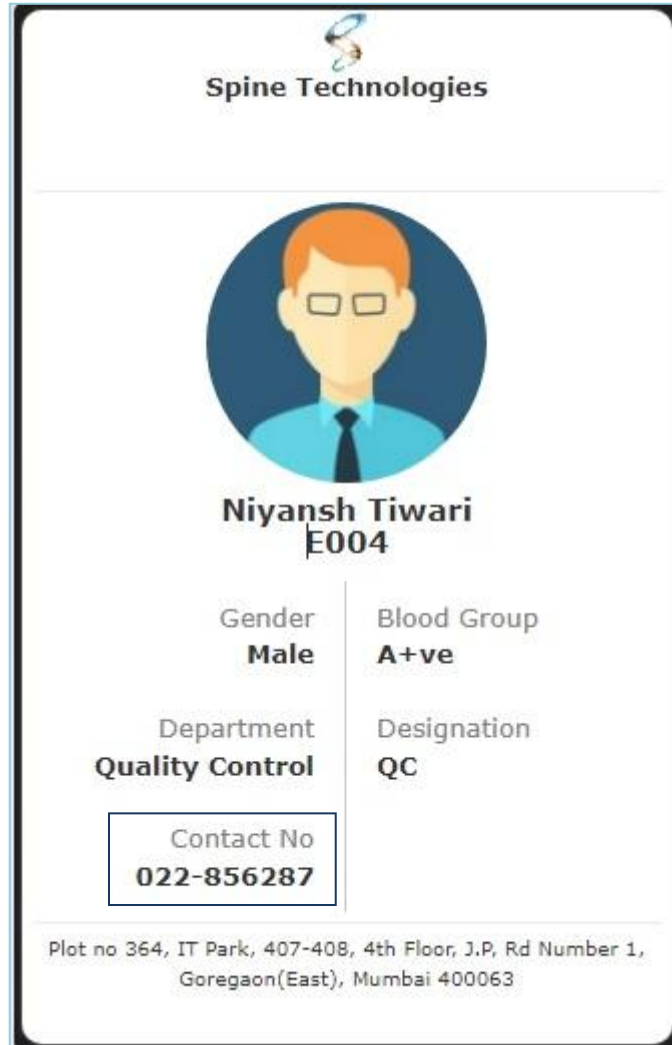


Figure 95

Caption will be "Contact " for office tel no.

Office No. field will now allow (+, space, ( , ) ) character.