

New Features of Spine HRMS Version 6.0.7

Table of Contents

1. Dashboard	3
1.1. Mobile IN Punches For approval in Attendance Dashboard	4
1.2. Remark and Employee List in Attendance Dashboard	5
1.3. Info icon in Attendance Dashboard	5
2. Admin	6
2.1. Company Name Filter in Manage User Profile	7
2.2. Additional Filter Provided for Leave and Swipe Request	8
2.3. Preview option provided in Tax Declaration Approvals	9
2.4. New setup provided in Mobile HR	9
2.5. New macros provided in Email Notification Config	11
2.6. Muster Fields provided in Email Notification Config	12
2.7. New Employee Info macros provided in Email notification Config	13
2.8. User IP Address field provided in Web Statistics Reports	14
2.9. Moodo Meter Report in Admin	15
3. Self Service	16
3.1. Re-apply provided for Previous Employer Form16	17
3.2. Widower option in Marital Status	18
3.3. Search option provided in My Documents	18
4. Leave	19
4.1. New setup provided in OD List Report	19
4.2. Allow manager to change Leave Category setup in Leave Settings	20
5. Time	22
5.1. Muster Report Writer - Manager new menu provided	22
5.2. Muster Report Writer Grouping - Manager new menu provided	23
5.3. Machine name multiple selection provided	24
5.4. Company Name Filter Option provided	25
5.5. Option provided to view archive data	26
5.6. Export to Excel provided	27
5.7. Assign Fence to employee option provided	28
5.8. Data Access Control provided for Delete Reconciliation	30
5.9. New setup provided in Attendance Setting	31
5.10. Latemark legends in My Attendance	31
5.11. Minute Limit change for Yearly in Short Time Off Settings	32
5.12. Shift change approval - Remark of Employee provided	32
6. Claims	33
6.1. Remark column added in Expense Approve page	34
6.2. New report added in Flexi Basket	34
6.3. Monthly balance amount display provided in Flexi Basket	35
6.4. Exp. Category On Approve Voucher page filter	35
7. PMS	36
7.1. PMS Setting "Employee Report Card Setup" section provided	37
7.2. Utility - Past Appraisal Info utility provided (Key Based Feature)	41
7.3. Rating Slab new PMS Settings added (Key Based Feature)	42
7.4. Update Remark Utility provided (Key Based Feature)	44
7.5. Correction factor processing for HOD1 to HOD5 added (Key Based Feature)	48
7.6. Changes in Copy approver rating (Key Based Feature)	49

New Features of Spine HRMS Version 6.0.7

8. Mobile HR	50
8.1. Moodo Meter Provided in Mobile HR	51
8.2. City Search Option In Mobile HR	52
8.3. In-Out punches displayed in My Attendance	53
8.4. In My Attendance portion total displayed	54
8.5. Select All checkbox provided for final submit Expense voucher	55
8.6. Leave Cancellation menu provided	56
8.7. Note provided for Swipe, OD, CO+	57

1. Dashboard

New Features of Spine HRMS Version 6.0.7

1.1. Mobile IN Punches For approval in Attendance Dashboard

“Mobile IN Punches For approval” option provided in *Attendance -> Total No. of Employee(s)*, as shown in below figure:

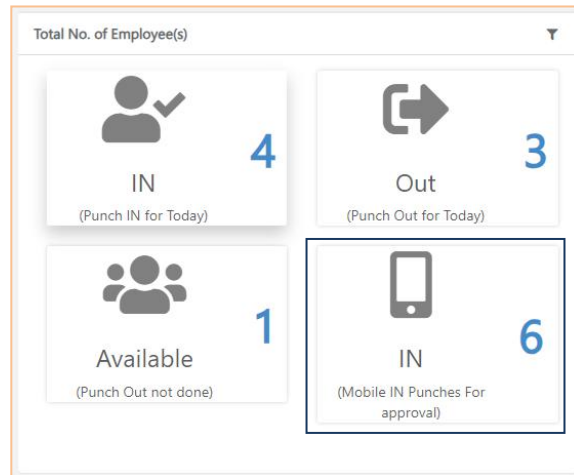


Figure 1

New option “Mobile IN Punches For approval” provided in Total No. of Employee(s). It will display the pending Mobile In Punches for approval.

Pending “Employee list” will be displayed after clicking on count.

“Employee List” is now also available in existing options i.e. IN (Punch IN for Today), Out (Punch Out for Today) and Available (Punch Out not done) and user can export the same.

New Features of Spine HRMS Version 6.0.7

1.2. Remark and Employee List in Attendance Dashboard

Remark and Employee List provided in *Attendance -> Shift Wise Employee Count (Today/Tomorrow)*, as shown in below figure:

Shift Wise Employee Count (Today/Tomorrow)		Today	Tomorrow
G (9:30 AM - 6:30 PM)	This is General Shif...	30	30
B (2:00 PM - 10:00 PM)		2	2
A (6:00 AM - 2:00 PM)	This is First Shift.	3	3
D (9:30 AM - 6:30 PM)		1	1
C (10:00 PM - 6:00 AM)		5	5
F (9:30 AM - 6:30 PM)		13	13

Figure 2

“Remark of Shift definition” will be displayed beside Shift Code in Shift Wise Employee Count (Today/Tomorrow). After mouse hover on remark, full remark will be display. After clicking on count, employee list will be display with Employee Code and Employee Name and user can export the same.

1.3. Info icon in Attendance Dashboard

“Info” icon provided in *Attendance -> Top 10 Employees having Latemarks (Current month)*, as shown in below figure:


Top 10 Employees having Latemarks (Current month)		
Grade - Grade B		
Employee Name	Employee Code	Count
 Anupam Ashok Shah	A00001	25
Approver: Virat Ajay Pandey-V0001		

Figure 3

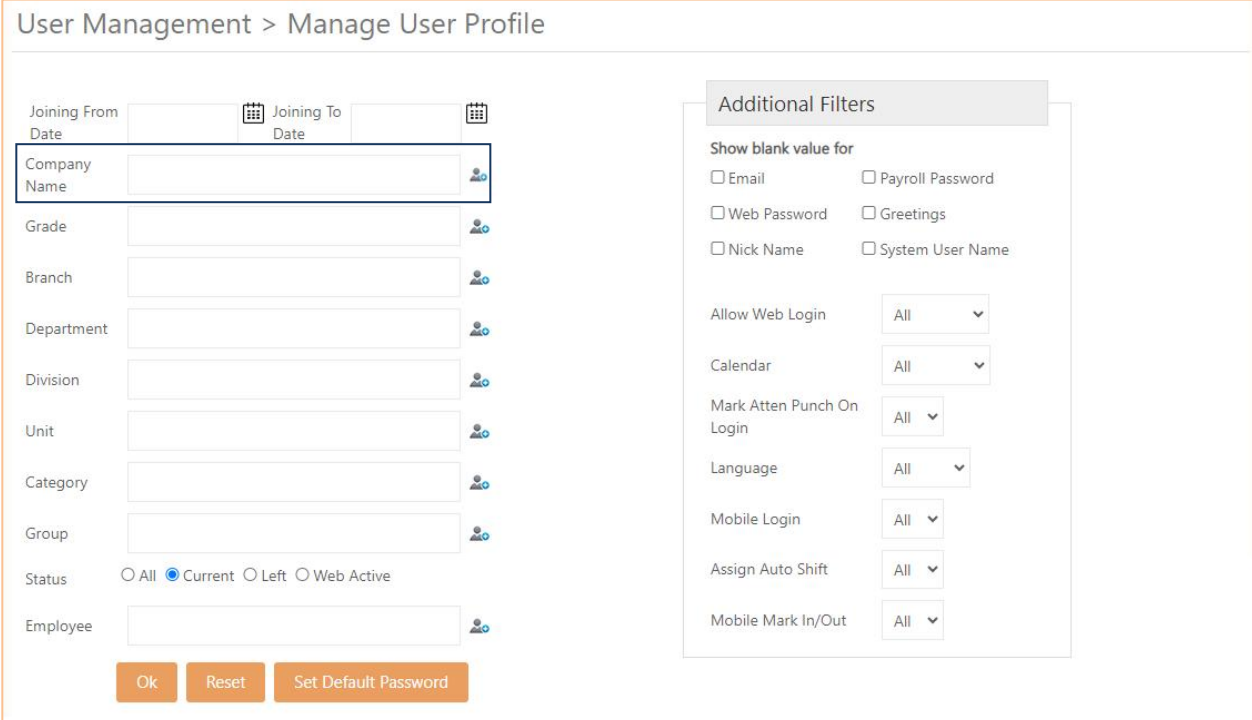
In Top 10 Employees having Latemarks (Current month), new "info" icon provided beside name of the employee. It will show Attendance Workflow first approver (Primary) name.

2.Admin

New Features of Spine HRMS Version 6.0.7


2.1. Company Name Filter in Manage User Profile


Company Name filter provided in *User Management -> Manage User Profile*, as shown in below figure:





User Management > Manage User Profile


Joining From Date Joining To Date


Company Name 


Grade 


Branch 

Department 


Division 

Unit 

Category 

Group 

Status All Current Left Web Active

Employee 

Ok Reset Set Default Password


Additional Filters


Show blank value for


Email Payroll Password


Web Password Greetings


Nick Name System User Name


Allow Web Login 

Calendar 

Mark Atten Punch On Login 

Language 

Mobile Login 

Assign Auto Shift 


Mobile Mark In/Out 

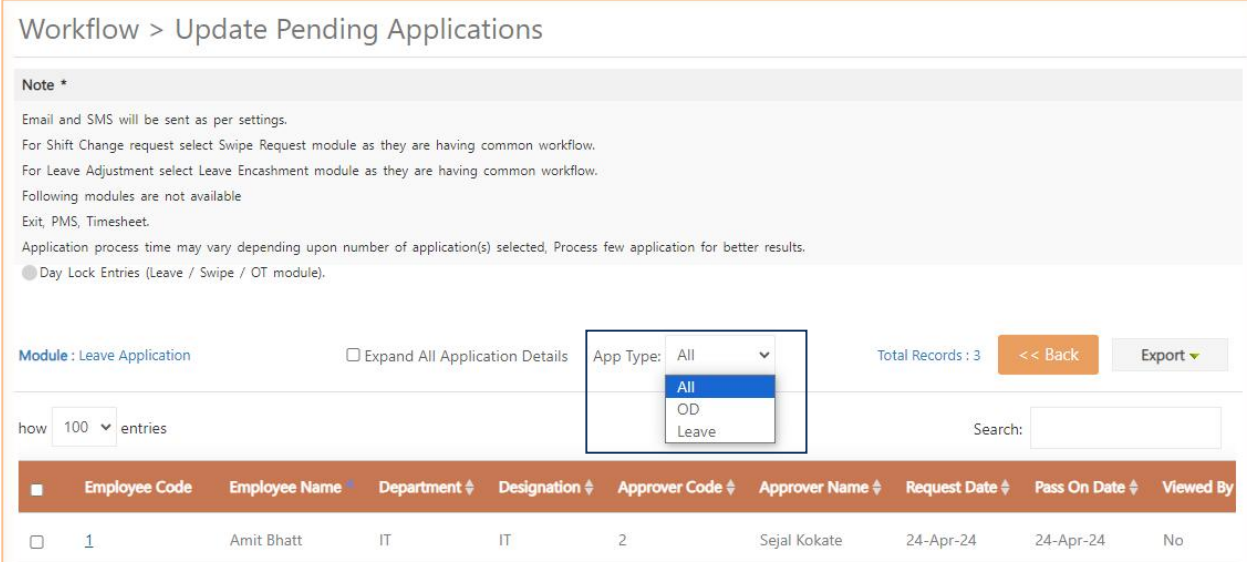
Figure 4

“Company Name” Filter provided in Manage User Profile, Based on Company selection data will be display.

New Features of Spine HRMS Version 6.0.7

2.2. Additional Filter Provided for Leave and Swipe Request

Additional Filter provided for Leave and Swipe request in *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).

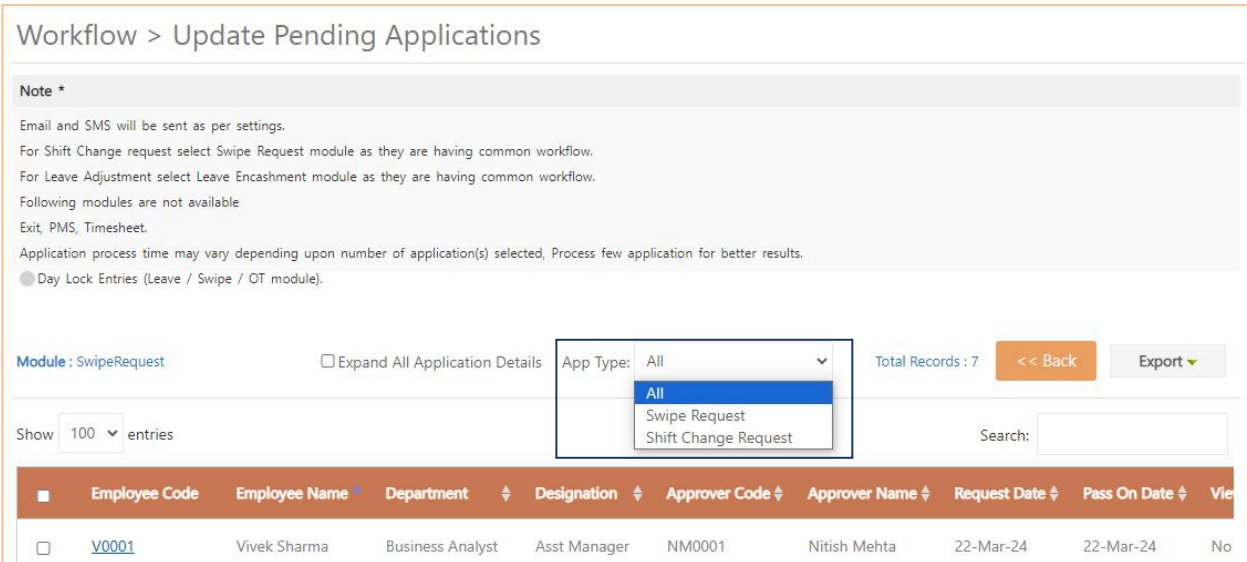
Module: Leave Application Expand All Application Details App Type: All Total Records : 3 << Back Export

how 100 entries Search:

Employee Code	Employee Name	Department	Designation	Approver Code	Approver Name	Request Date	Pass On Date	Viewed By
<input type="checkbox"/> 1	Amit Bhatt	IT	IT	2	Sejal Kokate	24-Apr-24	24-Apr-24	No

Figure 5

In Leave Application Module, provided All/OD/Leave Filter in App Type dropdown. Selecting "Leave" from this dropdown will display only leave applications.



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: SwipeRequest Expand All Application Details App Type: All Total Records : 7 << Back Export

Show 100 entries Search:

Employee Code	Employee Name	Department	Designation	Approver Code	Approver Name	Request Date	Pass On Date	Viewed By
<input type="checkbox"/> V0001	Vivek Sharma	Business Analyst	Asst Manager	NM0001	Nitish Mehta	22-Mar-24	22-Mar-24	No

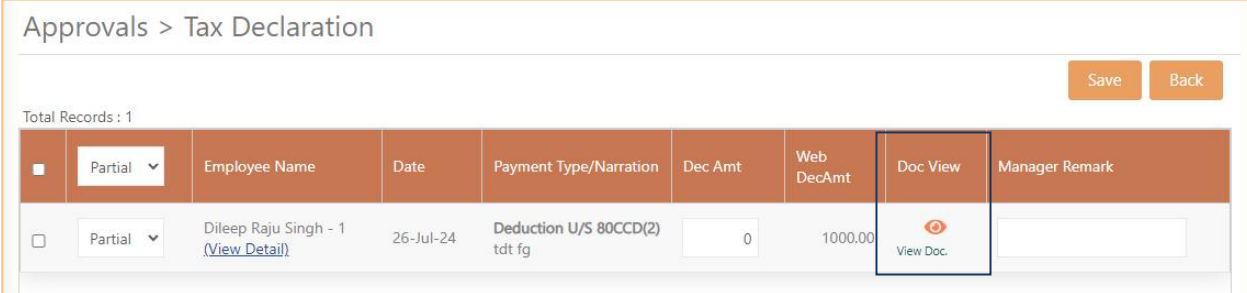
Figure 6

In Swipe Request Module, Provided All/Swipe Request/ Shift Change Request Filter in App Type dropdown. Selecting "Swipe Request" from this dropdown will display only Swipe applications.

New Features of Spine HRMS Version 6.0.7

2.3. Preview option provided in Tax Declaration Approvals

Preview option provided for PDF Attached document in *Approvals -> Tax Declaration*, as shown in below figure:



Approvals > Tax Declaration

Total Records : 1

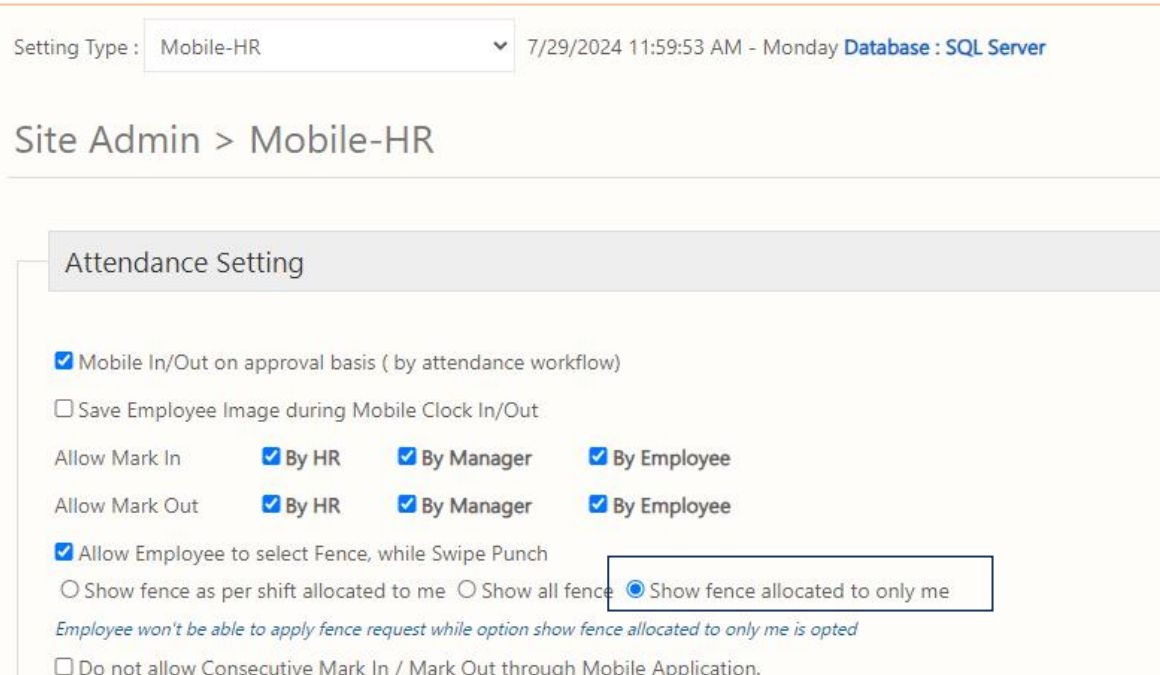
	Partial	Employee Name	Date	Payment Type/Narration	Dec Amt	Web DecAmt	Doc View	Manager Remark
<input type="checkbox"/>	Partial	Dileep Raju Singh - 1 (View Detail)	26-Jul-24	Deduction U/S 80CCD(2) tdt fg	0	1000.00	View Doc.	

Figure 7

Approver can View/Download PDF attached by employee while approve tax declaration record by clicking on View Doc. option.

2.4. New setup provided in Mobile HR

New setup provided "Show fence allocated to only me" in *Site Admin -> Standard Settings -> Mobile-HR*.



Setting Type : Mobile-HR 7/29/2024 11:59:53 AM - Monday Database : SQL Server

Site Admin > Mobile-HR

Attendance Setting

- Mobile In/Out on approval basis (by attendance workflow)
- Save Employee Image during Mobile Clock In/Out
- Allow Mark In By HR By Manager By Employee
- Allow Mark Out By HR By Manager By Employee
- Allow Employee to select Fence, while Swipe Punch
 - Show fence as per shift allocated to me
 - Show all fence
 - Show fence allocated to only me

Employee won't be able to apply fence request while option show fence allocated to only me is opted
- Do not allow Consecutive Mark In / Mark Out through Mobile Application.

Figure 8

By using this setup, only assigned fence will be available to employee for selection. User can assign fence to employee from *Time -> Define -> Shift Definition -> Utility -> Define Fence -> Assign Fence*.

New Features of Spine HRMS Version 6.0.7

Define > Shift Definition > Import Employee Wise Fence

Show entries Search:

<input type="checkbox"/>	Employee Code	Employee Name	Fence Name
<input type="checkbox"/>	1	Dileep Singh	B
<input type="checkbox"/>	1	Dileep Singh	A

Figure 9

Assigned fence to employee will be available for selection while Clock In/Out from Mobile HR, as shown in below figure:

SPINE -- TECH -- 001
Welcome:Dileep

Remark for Clock In

100 characters left.

Location 📍

Select fence *

--Select-- ▲

B

A

Non Containment Containment

Figure 10

New Features of Spine HRMS Version 6.0.7

2.5. New macros provided in Email Notification Config

Todays macro added in *Site Admin -> Email Notification Config*, as shown in below figure:

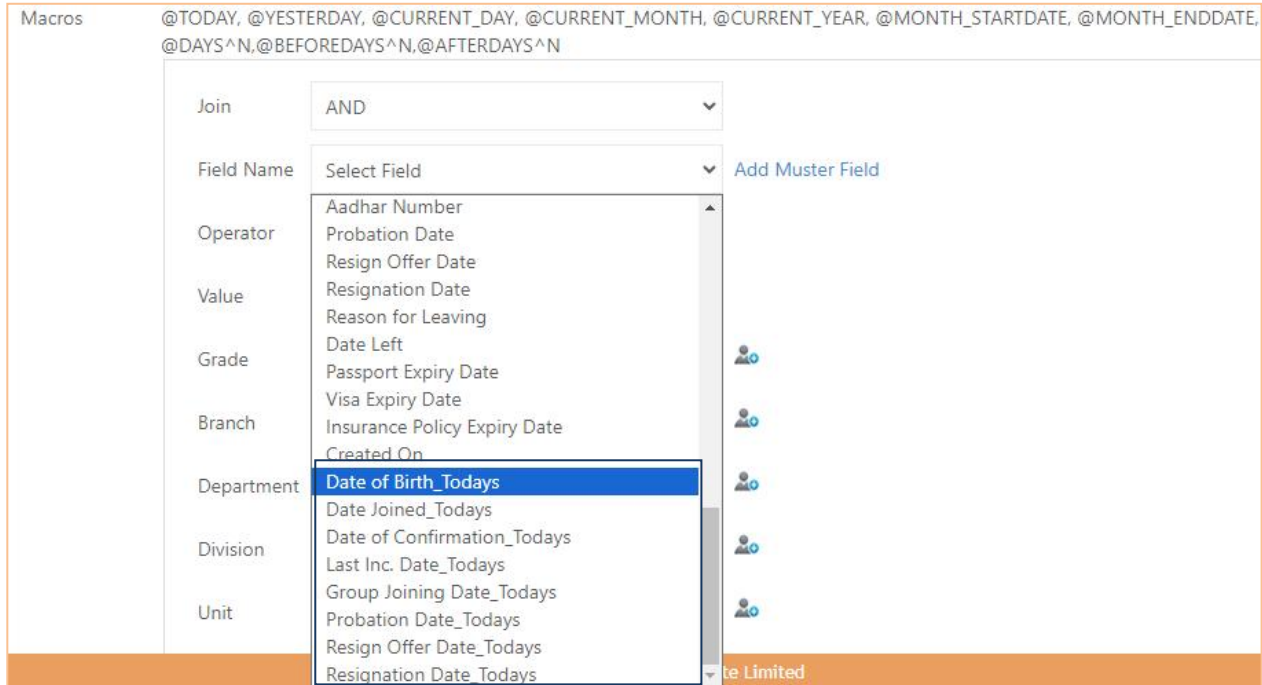


Figure 11

In Field Name new macros are added in Email Notification Config. By using these macros user can send list of employee in email notification.

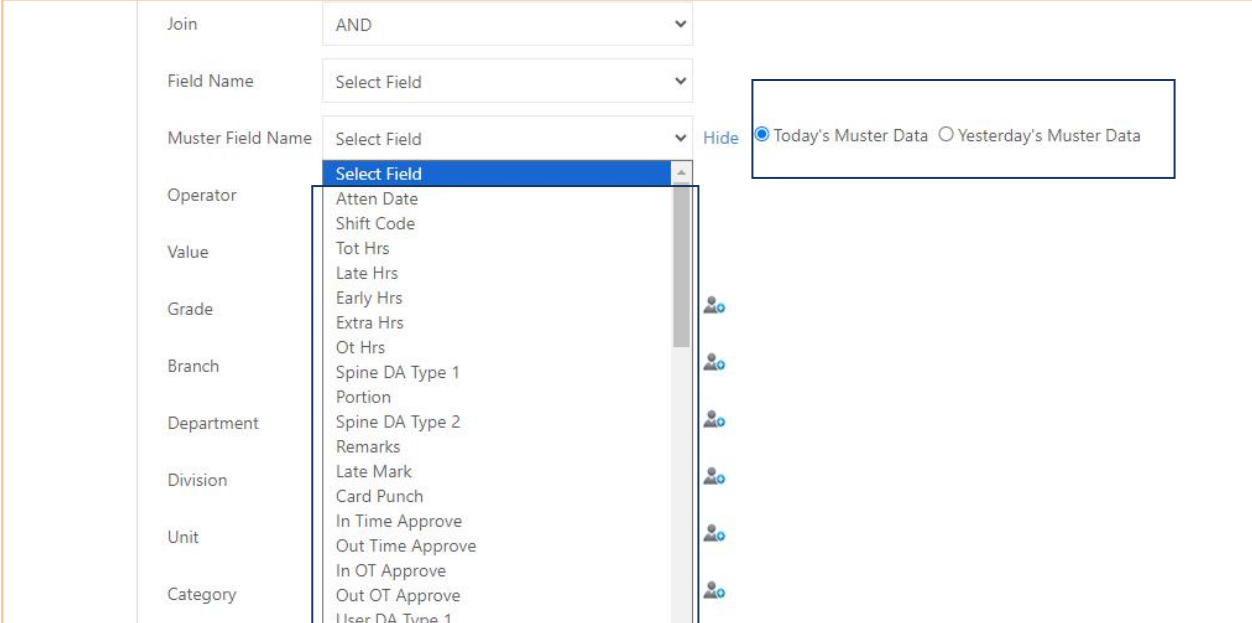
1. Date of Birth_Todays - Employee list having birth day on current day will send in email notification as per "Send To" option selected. In Condition Filter it display "AND MASTER1.DO_BIRTH_TODAY=@TODAY".
2. Date Joined_Todays - Employee list having join date on current day will send in email notification as per "Send To" option selected.
3. Date of Confirmation_Todays - Employee list having confirmation day on current day will send in email notification.
4. Last Inc.Date_Todays - Employee list having last Inc.Date day on current day will send in email notification.
5. Group Joining Date_Todays- Employee list having group Joining on current day will send in email notification.
6. Probation Date_Todays - Employee list having probation day on current day will send in email notification.
7. Resign Offer Date_Todays - Employee list having resign offer on current day will send in email notification.
8. Resignation Date_Todays - Employee list having last working on current day will send in email notification.

By using this macro user can send list of employee in email for current date birthday, join date, confirm date, probation, resign offer, resignation date .

New Features of Spine HRMS Version 6.0.7

2.6. Muster Fields provided in Email Notification Config

Add Muster Field option provided next to Field Name in *Site Admin -> Email Notification Config*, as shown in below figure:



The screenshot shows a configuration form for email notifications. The 'Muster Field Name' dropdown is open, displaying a list of macros. To the right, there are radio buttons for 'Today's Muster Data' (selected) and 'Yesterday's Muster Data'. The macros listed include: Atten Date, Shift Code, Tot Hrs, Late Hrs, Early Hrs, Extra Hrs, Ot Hrs, Spine DA Type 1, Portion, Spine DA Type 2, Remarks, Late Mark, Card Punch, In Time Approve, Out Time Approve, In OT Approve, Out OT Approve, and User DA Type 1.

Figure 12

After clicking on “Add Muster Field”, “Today's Muster Data” and “Yesterday Muster Data” radio buttons are available for selection. Tot Hrs, User DA Type 1, Ot Hrs, Late Hrs, Early Hrs etc. muster macros are provided.

Today's Muster Data - Current date muster data as per macro selection will be send as per “Send to” setup.

Yesterday Muster Data - Previous date muster data as per macro selection will be send as per “Send to” setup.

After clicking on “Add Muster Field” Muster fields macros are available for selection.

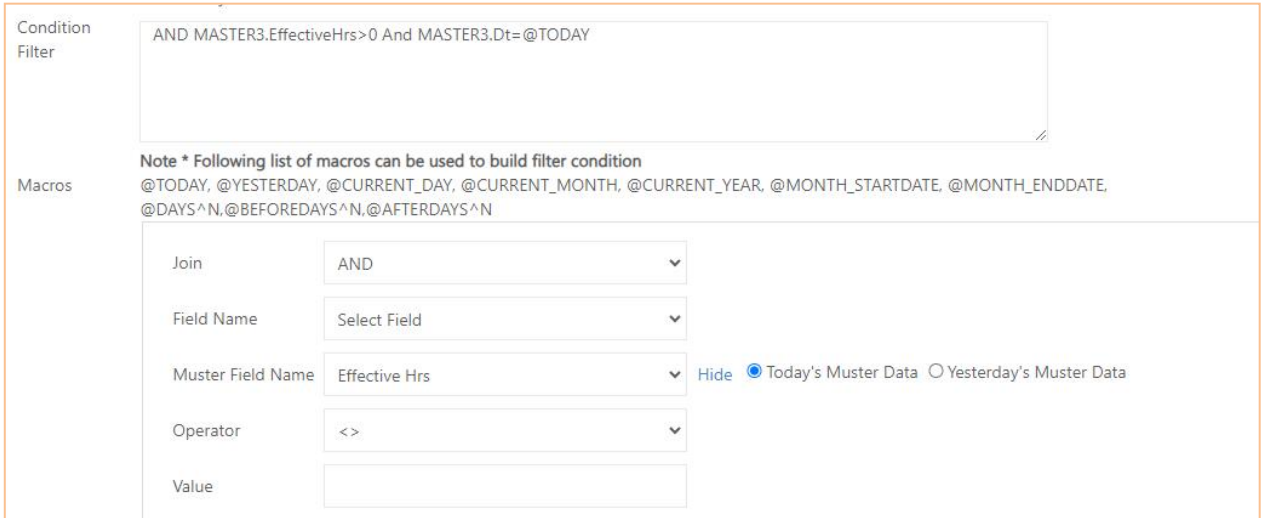
After selection of macros, selected macros muster data will be send in email as per setup.

E.g.

To send today's Absent employee list, condition will be “AND MASTER3.DAType1='ABS' And MASTER3.Dt=@TODAY”.

To send Effective hours greater than 5, condition will be “ AND MASTER3.EffectiveHrs>5 And MASTER3.Dt=@TODAY”.

New Features of Spine HRMS Version 6.0.7

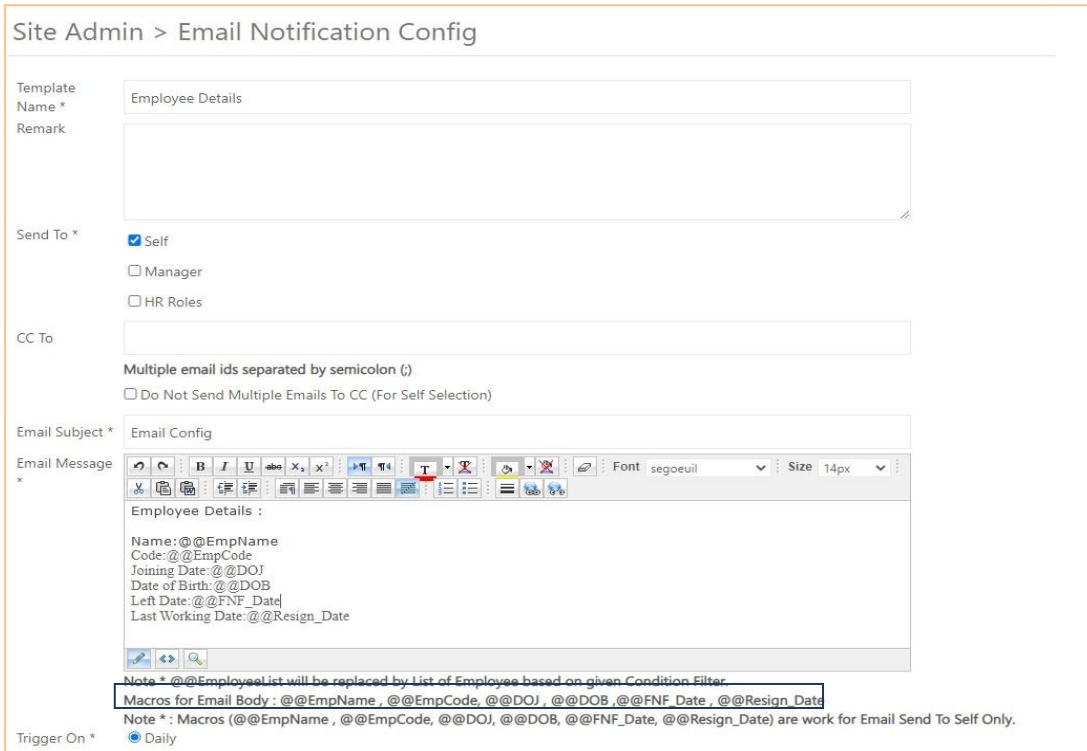


The screenshot shows the 'Condition Filter' and 'Macros' configuration sections. The 'Condition Filter' field contains the text: 'AND MASTER3.EffectiveHrs>0 And MASTER3.Dt=@TODAY'. Below this, a 'Note *' states: 'Following list of macros can be used to build filter condition'. The 'Macros' section lists: '@TODAY, @YESTERDAY, @CURRENT_DAY, @CURRENT_MONTH, @CURRENT_YEAR, @MONTH_STARTDATE, @MONTH_ENDDATE, @DAYS^N, @BEFOREDAYS^N, @AFTERDAYS^N'. Below the macros list is a form with the following fields: 'Join' (dropdown set to 'AND'), 'Field Name' (dropdown set to 'Select Field'), 'Muster Field Name' (dropdown set to 'Effective Hrs'), 'Operator' (dropdown set to '<>'), and 'Value' (empty text field). To the right of the 'Muster Field Name' dropdown are radio buttons: 'Hide', 'Today's Muster Data' (selected), and 'Yesterday's Muster Data'.

Figure 13

2.7. New Employee Info macros provided in Email notification Config

Additional Macro related to employee information provided in *Site Admin -> Email Notification Config*, as shown in below figure:



The screenshot shows the 'Site Admin > Email Notification Config' interface. The 'Template Name *' field is set to 'Employee Details'. The 'Send To *' section has 'Self' checked, with 'Manager' and 'HR Roles' unchecked. The 'Email Subject *' field is set to 'Email Config'. The 'Email Message *' field contains a rich text editor with the following text: 'Employee Details :', 'Name: @@EmpName', 'Code: @@EmpCode', 'Joining Date: @@DOJ', 'Date of Birth: @@DOB', 'Left Date: @@FNF_Date', and 'Last Working Date: @@Resign_Date'. Below the editor, there are two notes: 'Note * @@EmployeeList will be replaced by List of Employee based on given Condition Filter.' and 'Macros for Email Body : @@EmpName , @@EmpCode, @@DOJ , @@DOB, @@FNF_Date , @@Resign_Date'. A third note states: 'Note * : Macros (@@EmpName , @@EmpCode, @@DOJ, @@DOB, @@FNF_Date, @@Resign_Date) are work for Email Send To Self Only.' The 'Trigger On *' section has 'Daily' selected.

Figure 14

New Macro's for Email Body as listed below with description:

1. @@EmpName : This micro will show Employee Name in Email.
2. @@EmpCode : This micro will show Employee Code in Email.
3. @@DOJ : This micro will show Joining date of employee in Email.
4. @@DOB : This micro will show Date of Birth in Email.

New Features of Spine HRMS Version 6.0.7

5. @@FNF_Date : This macro will show FNF(Left Date) Date in Email.

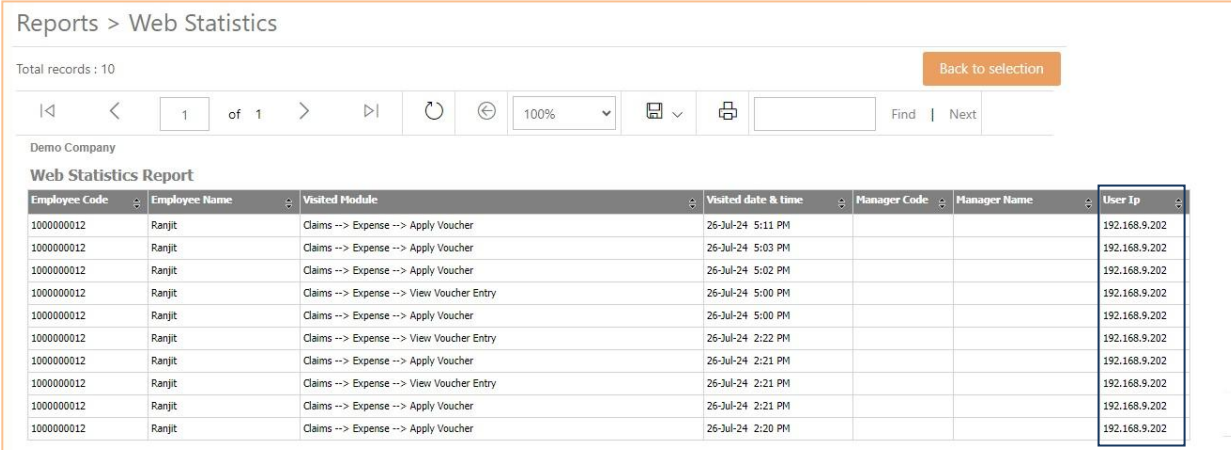
6. @@Resign_Date : This macro will show Last Working Date in Email.

Above macro will work only with Email Send To “Self” option i.e email will be sent to employees on there individual email address with there details.

To send auto Email kindly create Template in *Site Admin -> Email Notification Config*.

2.8. User IP Address field provided in Web Statistics Reports

“User IP” column provided in *Reports -> Web Statistics -> Web Statistics List Report*, as shown in below figure:



Reports > Web Statistics

Total records : 10 Back to selection

1 of 1 100% Find | Next

Demo Company

Web Statistics Report

Employee Code	Employee Name	Visited Module	Visited date & time	Manager Code	Manager Name	User Ip
1000000012	Ranjit	Claims --> Expense --> Apply Voucher	26-Jul-24 5:11 PM			192.168.9.202
1000000012	Ranjit	Claims --> Expense --> Apply Voucher	26-Jul-24 5:03 PM			192.168.9.202
1000000012	Ranjit	Claims --> Expense --> Apply Voucher	26-Jul-24 5:02 PM			192.168.9.202
1000000012	Ranjit	Claims --> Expense --> View Voucher Entry	26-Jul-24 5:00 PM			192.168.9.202
1000000012	Ranjit	Claims --> Expense --> Apply Voucher	26-Jul-24 5:00 PM			192.168.9.202
1000000012	Ranjit	Claims --> Expense --> View Voucher Entry	26-Jul-24 2:22 PM			192.168.9.202
1000000012	Ranjit	Claims --> Expense --> Apply Voucher	26-Jul-24 2:21 PM			192.168.9.202
1000000012	Ranjit	Claims --> Expense --> View Voucher Entry	26-Jul-24 2:21 PM			192.168.9.202
1000000012	Ranjit	Claims --> Expense --> Apply Voucher	26-Jul-24 2:21 PM			192.168.9.202
1000000012	Ranjit	Claims --> Expense --> Apply Voucher	26-Jul-24 2:20 PM			192.168.9.202

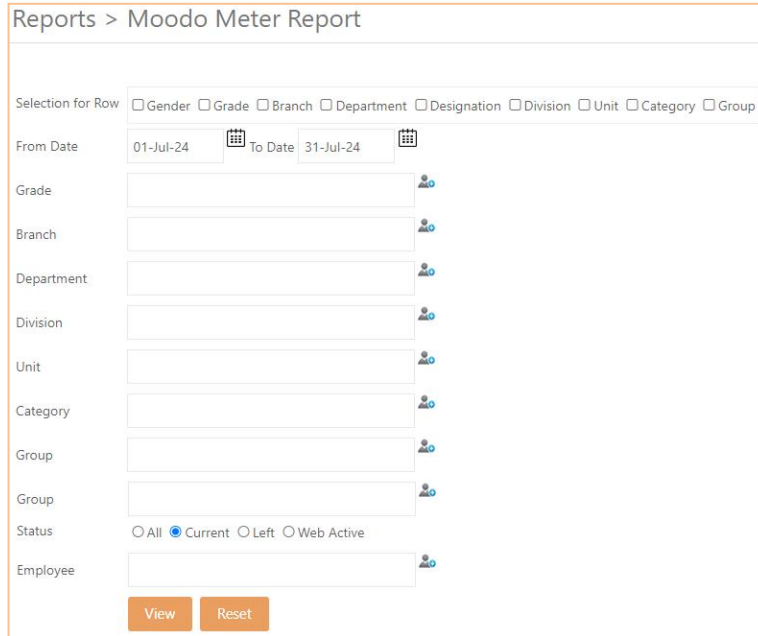
Figure 15

IP address of user machine will be reflect in this column.

New Features of Spine HRMS Version 6.0.7

2.9. Moodo Meter Report in Admin

“Moodo Meter Report” provided in *Reports*, as shown in below figure:



The screenshot shows the 'Reports > Moodo Meter Report' interface. It features a breadcrumb trail at the top. Below it is a 'Selection for Row' section with checkboxes for Gender, Grade, Branch, Department, Designation, Division, Unit, Category, and Group. The 'From Date' is set to 01-Jul-24 and 'To Date' is 31-Jul-24, both with calendar icons. There are eight input fields for Grade, Branch, Department, Division, Unit, Category, Group, and another Group field, each with a user icon. The 'Status' section has radio buttons for All, Current (selected), Left, and Web Active. An 'Employee' input field is at the bottom, followed by 'View' and 'Reset' buttons.

Figure 16

New report provided in Reports as "Moodo Meter Report". It will display the report of Moodo meter.

3. Self Service

New Features of Spine HRMS Version 6.0.7

3.1. Re-apply provided for Previous Employer Form16

Re-apply functionality provided for *Taxation* -> *Previous Employer Form16*, as shown in below figure:

Taxation > Previous Employer Form16

Note *

Once the details is entered you cannot edit the details.

For Financial Year * To *

Salary Structure for * Months

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

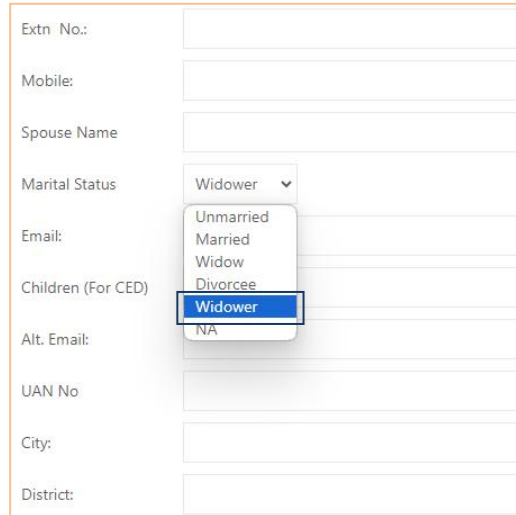
Figure 17

If HR user rejects request of previous employer form 16 then Employee can re-apply after rejection and submit the same.

New Features of Spine HRMS Version 6.0.7

3.2. Widower option in Marital Status

“Widower” option provided in *Edit -> Contact*, as shown in below figure:



The screenshot shows a form with the following fields: Extn No., Mobile, Spouse Name, Marital Status, Email, Children (For CED), Alt. Email, UAN No, City, and District. The Marital Status dropdown menu is open, showing options: Unmarried, Married, Widow, Divorcee, Widower (highlighted), and NA.

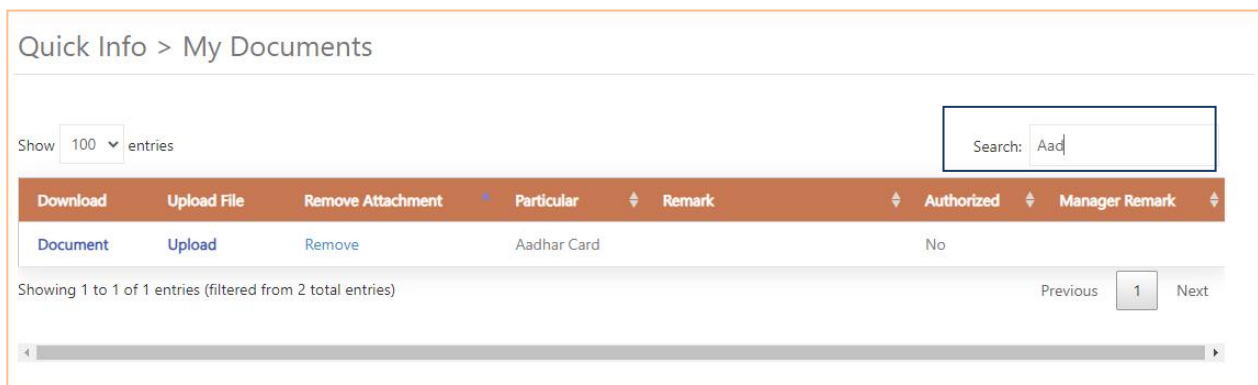
Figure 18

New option “Widower” added for Marital Status field in Contact and same will be displayed in *Self Service -> View -> Personal*.

Note: Same changes done with Mobile-HR also.

3.3. Search option provided in My Documents

Search option provided in *Quick Info -> My Documents*, as shown in below figure:



The screenshot shows the 'Quick Info > My Documents' page. It includes a search bar with the text 'Aad' and a dropdown menu set to '100 entries'. Below the search bar is a table with columns: Document, Upload, Remove, Particular, Remark, Authorized, and Manager Remark. The table contains one entry: Document: Aadhar Card, Upload: Upload, Remove: Remove, Particular: Aadhar Card, Remark: No, Authorized: No, Manager Remark: No. The page also shows 'Showing 1 to 1 of 1 entries (filtered from 2 total entries)' and navigation buttons for 'Previous', '1', and 'Next'.

Figure 19

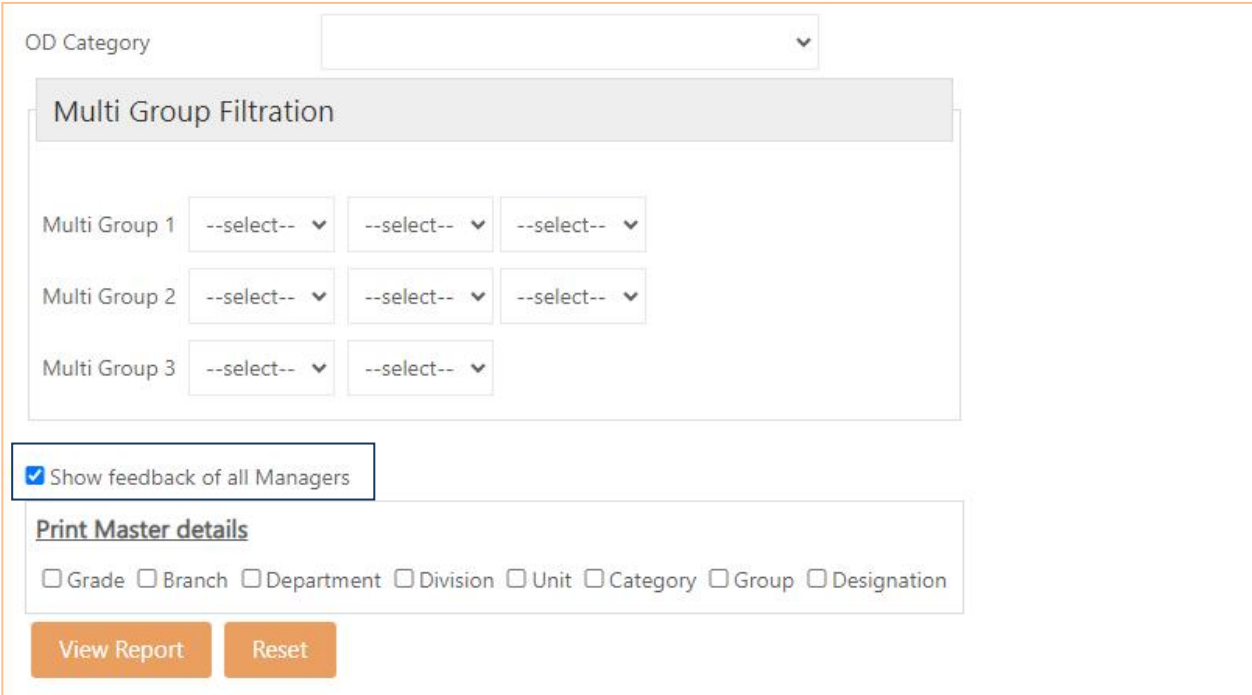
“Search” option provided in Self Service, user can find document by typing initials.

4. Leave

4.1. New setup provided in OD List Report

New Features of Spine HRMS Version 6.0.7

New setup "Show feedback of all Managers" provided in, *Outdoor Duty -> Reports HR/Manager*, as shown in below figure:



OD Category

Multi Group Filtration

Multi Group 1

Multi Group 2

Multi Group 3

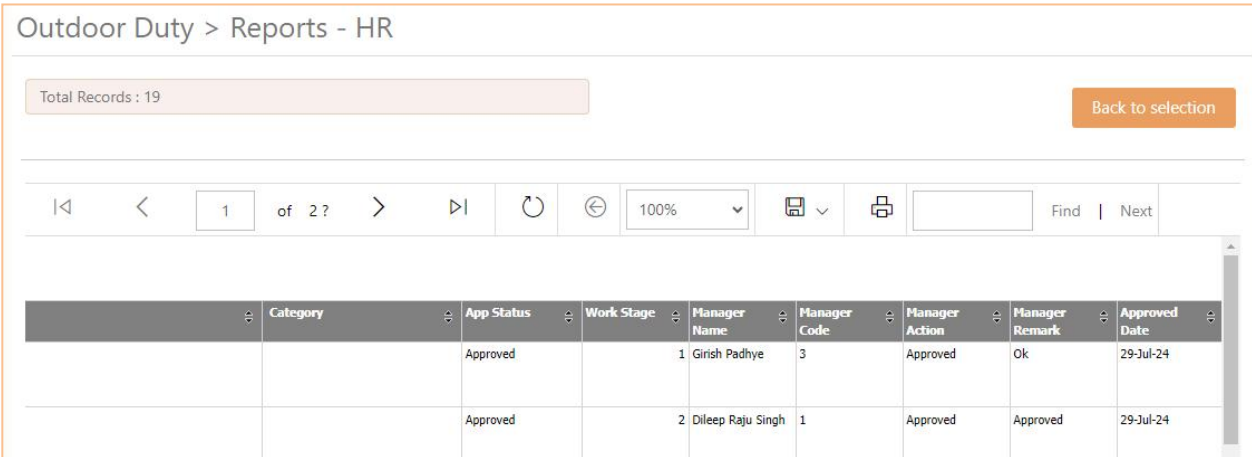
Show feedback of all Managers

Print Master details

Grade Branch Department Division Unit Category Group Designation

Figure 20

After opting setup user can view Manager Remark, Manager Action, Manager Code, Work Stage column same as Leave report, as shown in below figure:



Outdoor Duty > Reports - HR

Total Records : 19

1 of 2? 100% Find | Next


Category	App Status	Work Stage	Manager Name	Manager Code	Manager Action	Manager Remark	Approved Date
	Approved	1	Girish Padhye	3	Approved	Ok	29-Jul-24
	Approved	2	Dileep Raju Singh	1	Approved	Approved	29-Jul-24

Figure 21

4.2. Allow manager to change Leave Category setup in Leave Settings

New Features of Spine HRMS Version 6.0.7

“Allow manager to change Leave Category” setup provided in *Configuration -> Settings -> Leave Application - General Settings*, as shown in below figure:



Allow Leave\OD\CO Application without Category

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

Allow manager to change Leave Category

For Manager keep Reason for Approval / Rejection mandatory.

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

Figure 22

New setup "Allow manager to change Leave Category" provided in Leave Settings. Now it will allow manager to change Leave Category while approving leave application.

5. Time

5.1. Muster Report Writer - Manager new menu provided

New Features of Spine HRMS Version 6.0.7

Muster Report Writer - Manager new menu provided in *Attendance Reports* -> *Muster Report Writer - Manager*, as shown in below figure:

Attendance Reports > Muster Report Writer - Manager

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

Settings: File -

Selection for Row Gender Grade Branch Department Designation Division Unit Category Group

From Date * To Date *

Gender

Shift Code

Atten Type Group

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

Show Lock Records

Title 1

Title 2

Title 3

Figure 23

New menu provided for Approver in Attendance Reports as Muster Report Writer - Manager. Managers are authorized to access and utilize report templates that have been created by the HR. Managers are not allowed to create new templates or delete existing ones.

5.2. Muster Report Writer Grouping - Manager new menu provided

Muster Report Writer Grouping - Manager new menu provided in *Attendance Reports* -> *Muster Report Writer Grouping - Manager*, as shown in below figure:

New Features of Spine HRMS Version 6.0.7

Attendance Reports > Muster Report Writer Grouping - Manager

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

Settings File

Select Grouping:

Selection for Row: Gender Grade Branch Department Designation Division Unit Category Group

From Date * To Date *

Gender:

Shift Code:

Atten Type Group:

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

Show Lock Records:

Title 1:

Title 2:

Title 3:

Figure 24

New menu provided for Approver in Attendance Reports as Muster Report Writer Grouping - Manager. Managers are authorized to access and utilize report templates that have been created by the HR. Managers are not allowed to create new templates or delete existing ones.

5.3. Machine name multiple selection provided

Machine name multiple selection is provided in *Attendance Reports > Reports - HR > Daily In/out report*, as shown in below figure:

New Features of Spine HRMS Version 6.0.7

Attendance Reports > Reports - HR

Report Type: Daily InOut Detail Report

From Date: 29-Jul-24 To Date: 29-Jul-24

Company Name:

Grade:

Branch:

Department:

Division:

Unit:

Category:

Group:

Status: All Current Left Web Active

Employee:

Multi Group Filtration

Multi Group 1:

Multi Group 2:

Multi Group 3:

Gender:

Order By:

IP Address:

[Fetch Existing IP Address](#)

Machine Name:

[Allow User to Enter Machine Name Manually](#)

In / Out:

Figure 25

Previously, "Machine Name" field in the Daily In Out report only allowed selection of a single entry at a time. Now, it will allow selection of multiple Machine Names simultaneously and based on selection data will be displayed.

5.4. Company Name Filter Option provided

Company Name Filter Selection provided in *Lock Data - Unlock Data*, *Mark - Revoke In-Out as X – HR*, etc.... menus as shown in below figure:

New Features of Spine HRMS Version 6.0.7

Attendance Utilities > Lock Data - Unlock Data

From Date * 29-Jul-24 To Date * 29-Jul-24

Lock Data Unlock Data

Company Name

Grade

Branch

Department

Division

Unit

Category

Group

Status All Current Left Web Active

Employee

Multi Group Filtration

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

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

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

Figure 26

Company Name Filter Selection is provided in below menus :

- 1.Lock Data - Unlock Data
- 2.Mark - Revoke In-Out as X – HR
- 3.MISC Utilities
- 4.Publish Holiday Calendar
- 5.Card Punch Setup
- 6.Weekly Off
- 7.Import Daily Attendance
- 8.Mobile Swipe Report - HR
- 9.Recalculation Muster
- 10.Muster Update – Bulk

Based on Company Name selection data will be displayed or action will be taken.

5.5. Option provided to view archive data

New setup option “Get Report From Archive Data” provided for below menu’s:

1. Time -> Attendance Reports -> Muster Report Writer
2. Time -> Attendance Reports -> Muster Report Writer Grouping

New Features of Spine HRMS Version 6.0.7

3. Time -> Attendance Reports -> Reports-HR ->Daily InOut Detail Report
4. Time -> Attendance Reports -> Reports-HR ->Monthly Attendance Report
5. Time -> Attendance Reports -> Reports-HR ->Daily Attendance Report
6. Time -> Attendance -> My Attendance
7. Time -> Attendance -> View Attendance -Manager
8. Time -> Attendance -> View Attendance -HR
9. Admin -> Reports->Web Statistics
10. Admin -> Reports -> Log of Settings Edit-Update

Attendance > My Attendance

Notes :
 Day Lock Entry

Employee : * Employee Code : 1

For The Period Get Report From Archive Data

DP 13
 NP 2
 WO 7
 WOP 1

Date	Day	Shift Code	Shift InTime	Shift OutTime	InTime	OutTime	User Type1	User Type2	Portion	CardPunch	Tot. Hrs.	Remarks
01-Feb-24	Thu	A	9:00 AM	6:00 PM	8:45 AM	8:05 PM	● DP	---	1.00	2.00	20.00	Attendance Muster
02-Feb-24	Fri	A	9:00 AM	6:00 PM	8:45 AM	8:05 PM	● DP	---	1.00	2.00	11.20	Attendance Muster
03-Feb-24	Sat	A	9:00 AM	6:00 PM			● WO	---	1.00	0.00	0.00	Attendance Muster
04-Feb-24	Sun	A	9:00 AM	6:00 PM			● WO	---	1.00	0.00	0.00	Attendance Muster
05-Feb-24	Mon	A	9:00 AM	6:00 PM	8:45 AM	8:05 PM	● DP	---	1.00	2.00	11.20	Attendance Muster

Figure 27

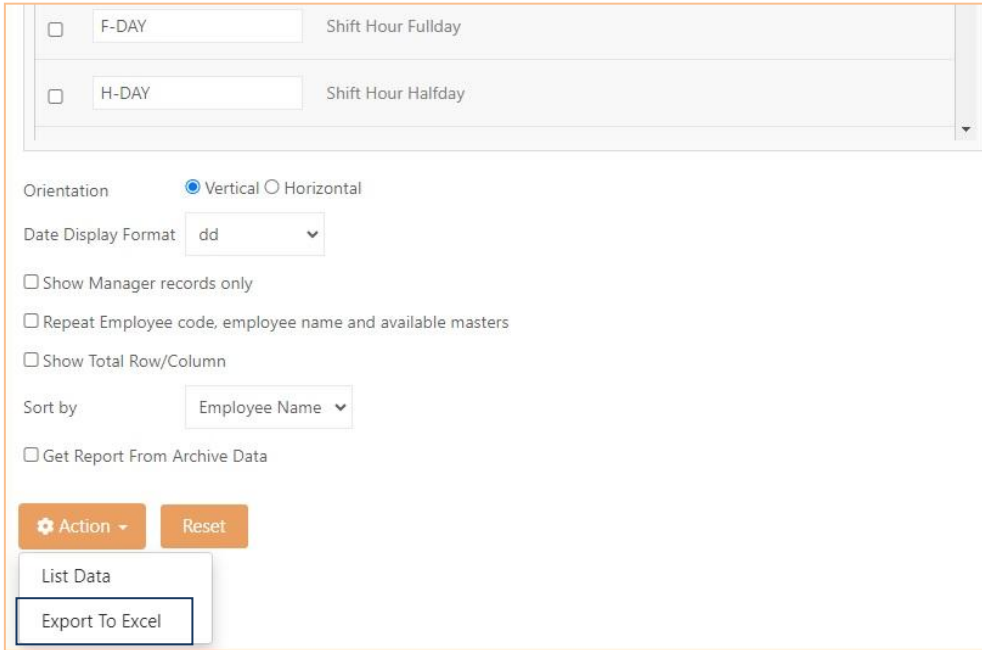
If option is opted then it will show data as below:

1. For Muster Report Writer, Muster Report Writer Grouping, Daily InOut Detail Report, Monthly Attendance Report and Daily Attendance Report data till 31-Mar-2023 will be displayed.
2. For Web Statistics and Log of Settings Edit-Update data till 31-Dec-2023 will be displayed.
3. If data archived through Admin -> ESS Config -> Data Archive Utility then reports for that archived period can also be viewed with above setup.

5.6. Export to Excel provided

“Export To Excel” option provided in *Attendance Report -> Muster Report Writer* and *Muster Report Writer Grouping*, as shown in below figure:

New Features of Spine HRMS Version 6.0.7



The screenshot shows a configuration panel for a report. At the top, there are two rows of options: 'F-DAY' with 'Shift Hour Fullday' and 'H-DAY' with 'Shift Hour Halfday', each with an unchecked checkbox. Below this, the 'Orientation' is set to 'Vertical' (selected with a radio button) and 'Horizontal' (unselected). The 'Date Display Format' is set to 'dd'. There are three unchecked checkboxes: 'Show Manager records only', 'Repeat Employee code, employee name and available masters', and 'Show Total Row/Column'. The 'Sort by' dropdown is set to 'Employee Name'. There is an unchecked checkbox for 'Get Report From Archive Data'. At the bottom, there are two buttons: 'Action' (with a gear icon and a dropdown arrow) and 'Reset'. A dropdown menu is open under the 'Action' button, showing 'List Data' and 'Export To Excel' (which is highlighted with a blue border).

Figure 28

It will allow user to export report of selected fields and date range in excel format.

Action button provided and View button renamed to "List Data"

5.7. Assign Fence to employee option provided

Assign fence to employee option provide in *Define -> Shift Definition -> Utility -> Define Fence -> Assign Fence*, as shown in below figure:

New Features of Spine HRMS Version 6.0.7

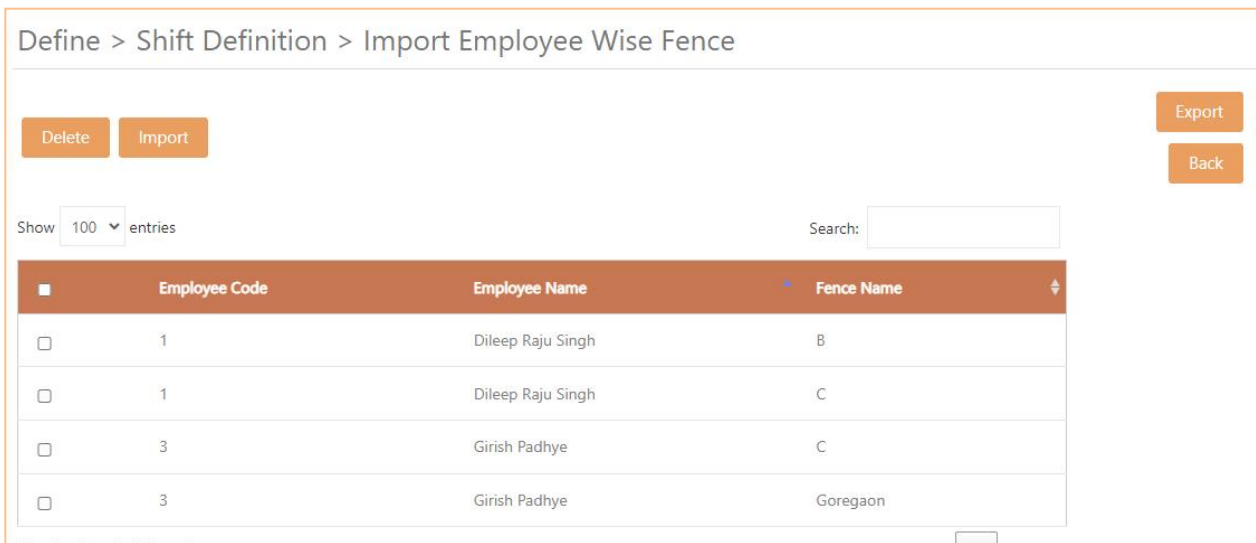


Figure 29

With this option User can assign employeewise fence.

At Import employee wise fence page Delete, Import, Export options are provided.

User can assign fence to employee by using import option.

In import option Employee Code and Fence Name columns are available. User log is available for view import errors.



Figure 30

Only .csv And .txt file format will be allowed to import.

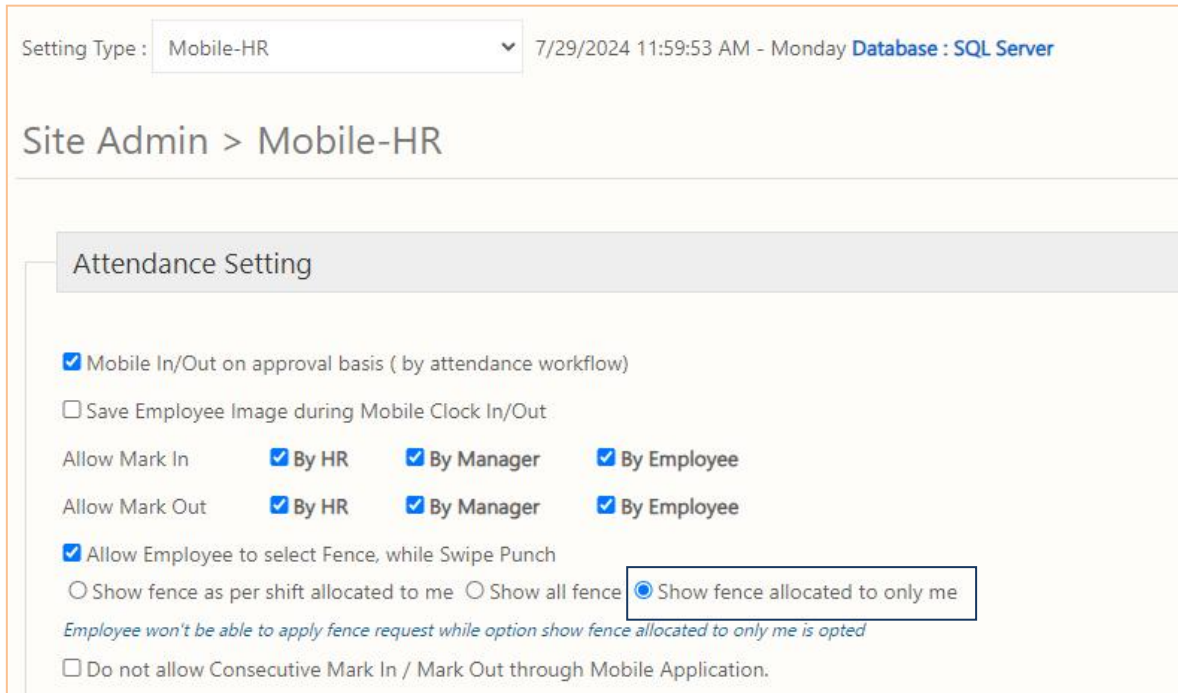
In import "Delete Existing Record" option provided. By opt this option existing fence record will be deleted and new records will be saved.

User can export existing record by using Export option.

With Delete option user can delete existing records.

Assigned Fence will be available to employee while punch from mobile by opting setup from Admin -> Site Admin -> Mobile-HR -> Show fence allocated to only me, as shown in below figure:

New Features of Spine HRMS Version 6.0.7



Setting Type : Mobile-HR 7/29/2024 11:59:53 AM - Monday Database : SQL Server

Site Admin > Mobile-HR

Attendance Setting

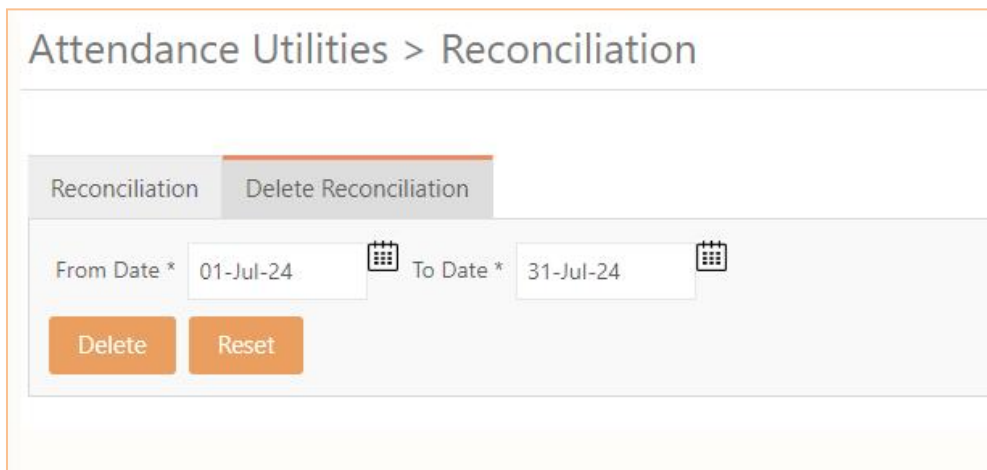
- Mobile In/Out on approval basis (by attendance workflow)
- Save Employee Image during Mobile Clock In/Out
- Allow Mark In By HR By Manager By Employee
- Allow Mark Out By HR By Manager By Employee
- Allow Employee to select Fence, while Swipe Punch
 - Show fence as per shift allocated to me
 - Show all fence
 - Show fence allocated to only me

Employee won't be able to apply fence request while option show fence allocated to only me is opted
- Do not allow Consecutive Mark In / Mark Out through Mobile Application.

Figure 31

5.8. Data Access Control provided for Delete Reconciliation

In Attendance Utilities -> Reconciliation (Delete Reconciliation) Data Access will work, as shown in below figure:



Attendance Utilities > Reconciliation

Reconciliation Delete Reconciliation

From Date * 01-Jul-24 To Date * 31-Jul-24

Delete Reset

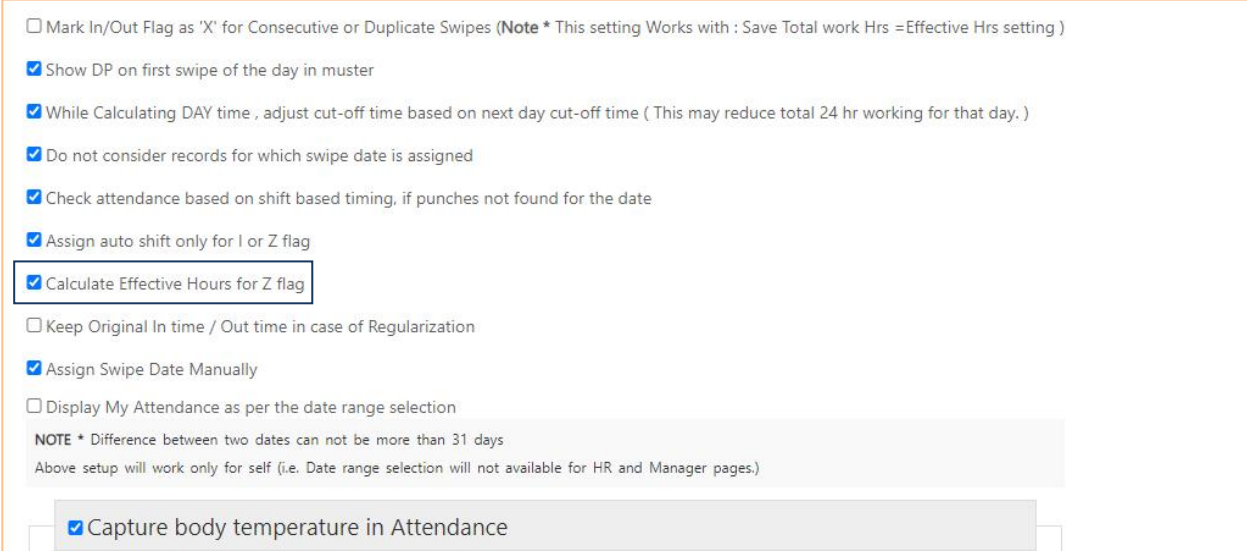
Figure 32

Previously Data Access Control not working for “Delete Reconciliation”. Now Data Access Control will work for “Delete Reconciliation”.

New Features of Spine HRMS Version 6.0.7

5.9. New setup provided in Attendance Setting

New setup provided to calculate effective hours for Z flag in *Configuration -> Attendance Settings*, as shown in below figure:



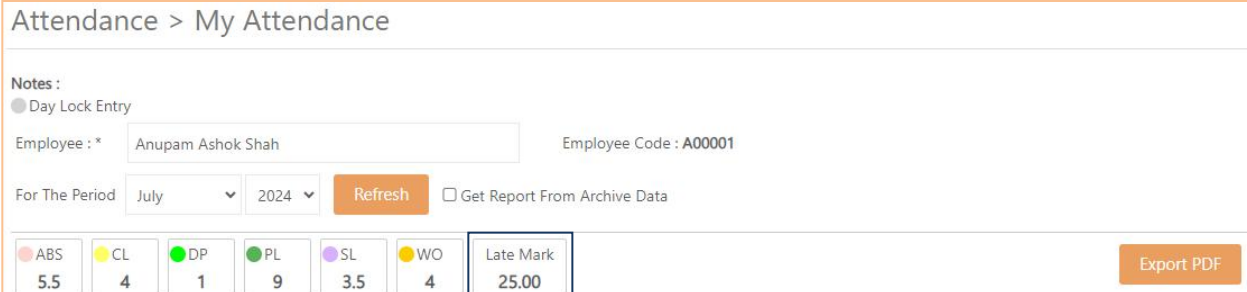
Mark In/Out Flag as 'X' for Consecutive or Duplicate Swipes (**Note** * This setting Works with : Save Total work Hrs =Effective Hrs setting)
 Show DP on first swipe of the day in muster
 While Calculating DAY time , adjust cut-off time based on next day cut-off time (This may reduce total 24 hr working for that day.)
 Do not consider records for which swipe date is assigned
 Check attendance based on shift based timing, if punches not found for the date
 Assign auto shift only for I or Z flag
 Calculate Effective Hours for Z flag
 Keep Original In time / Out time in case of Regularization
 Assign Swipe Date Manually
 Display My Attendance as per the date range selection
NOTE * Difference between two dates can not be more than 31 days
 Above setup will work only for self (i.e. Date range selection will not available for HR and Manager pages.)
 Capture body temperature in Attendance

Figure 33

Previously Effective Hours were calculated for In/Out punches. Now using this setup user can calculate effective hours for Z flag. If setup is not opted then effective hours will not calculated for Z flag.

5.10. Latemark legends in My Attendance

“Latemark” legends provided in *Attendance -> My Attendance*, as shown in below figure:



Attendance > My Attendance

Notes :
 Day Lock Entry

Employee : * Anupam Ashok Shah Employee Code : A00001

For The Period July 2024 Refresh Get Report From Archive Data

ABS 5.5	CL 4	DP 1	PL 9	SL 3.5	WO 4	Late Mark 25.00
------------	---------	---------	---------	-----------	---------	--------------------

Export PDF

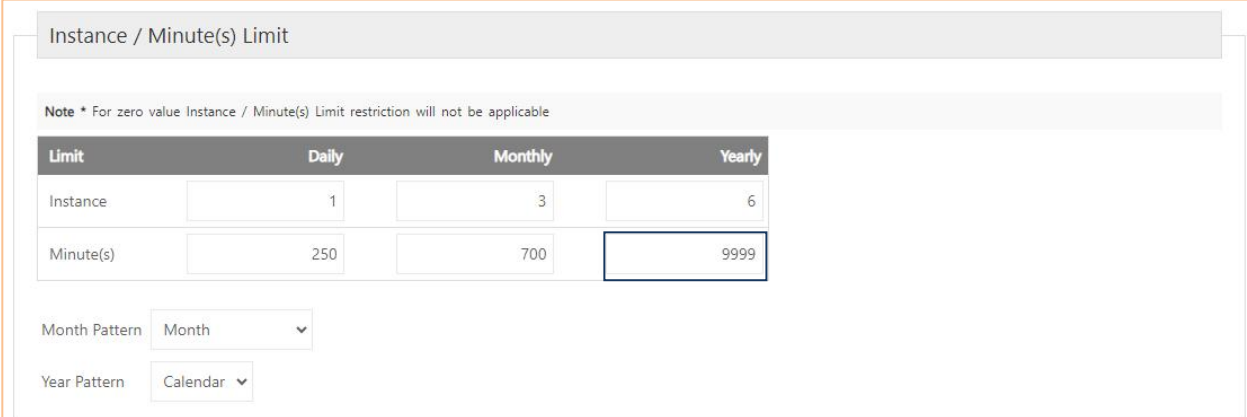
Figure 34

“Latemark” legends provided in My Attendance, View Attendance - Manager and View Attendance - HR. Now user is able to view latemarks for a particular month.

New Features of Spine HRMS Version 6.0.7

5.11. Minute Limit change for Yearly in Short Time Off Settings

Minute Limit change for Yearly in *Configuration -> Short Time Off Settings -> Attendance Group Wise Settings*, as shown in below figure:



Instance / Minute(s) Limit

Note * For zero value Instance / Minute(s) Limit restriction will not be applicable

Limit	Daily	Monthly	Yearly
Instance	1	3	6
Minute(s)	250	700	9999

Month Pattern: Month

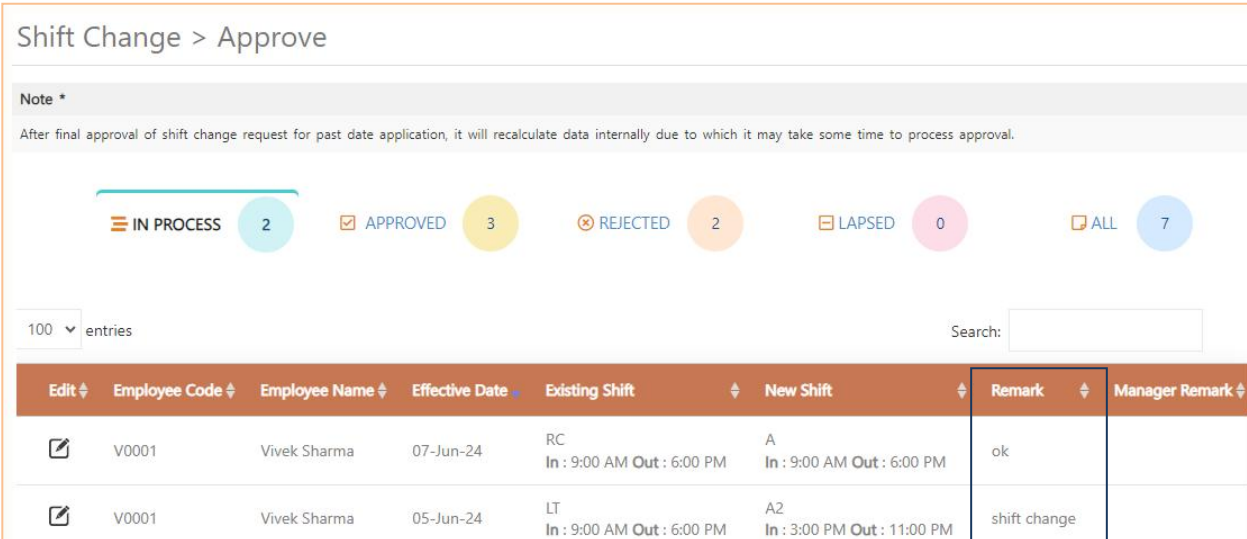
Year Pattern: Calendar

Figure 35

Yearly Minute limit increased to 9999 in Short Time Off Settings. Now user is able to set yearly limit upto 9999.

5.12. Shift change approval - Remark of Employee provided

Shift Change Request Remark is provided in *Shift Change -> Approve*, as shown in below figure:



Shift Change > Approve

Note *

After final approval of shift change request for past date application, it will recalculate data internally due to which it may take some time to process approval.

IN PROCESS 2 | APPROVED 3 | REJECTED 2 | LAPSED 0 | ALL 7

100 entries | Search:

Edit	Employee Code	Employee Name	Effective Date	Existing Shift	New Shift	Remark	Manager Remark
<input checked="" type="checkbox"/>	V0001	Vivek Sharma	07-Jun-24	RC In : 9:00 AM Out : 6:00 PM	A In : 9:00 AM Out : 6:00 PM	ok	
<input checked="" type="checkbox"/>	V0001	Vivek Sharma	05-Jun-24	LT In : 9:00 AM Out : 6:00 PM	A2 In : 3:00 PM Out : 11:00 PM	shift change	

Figure 36

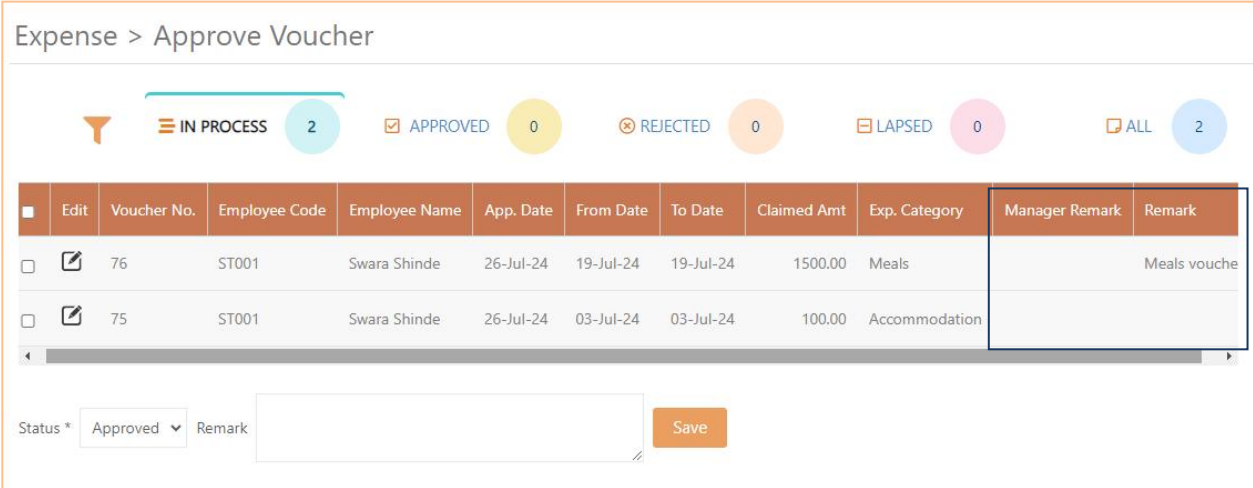
Shift Change Approval page, managers can view remark added by employees regarding shift change requests in the list view.

6. Claims

New Features of Spine HRMS Version 6.0.7

6.1. Remark column added in Expense Approve page

Remark column added in *Expense -> Approve Voucher*, as shown in below figure:



Expense > Approve Voucher

IN PROCESS 2 APPROVED 0 REJECTED 0 LAPSED 0 ALL 2

	Edit	Voucher No.	Employee Code	Employee Name	App. Date	From Date	To Date	Claimed Amt	Exp. Category	Manager Remark	Remark
<input type="checkbox"/>		76	ST001	Swara Shinde	26-Jul-24	19-Jul-24	19-Jul-24	1500.00	Meals		Meals vouche
<input type="checkbox"/>		75	ST001	Swara Shinde	26-Jul-24	03-Jul-24	03-Jul-24	100.00	Accommodation		

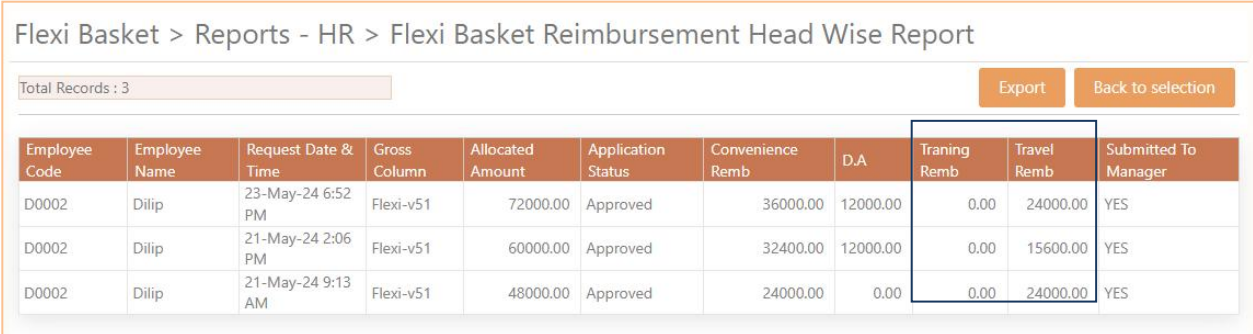
Status * Approved Remark Save

Figure 37

In Remark column, expense narration added by employee will be displayed. Existing label Narration is changed to Manager Remark.

6.2. New report added in Flexi Basket

New report added in Flexi Basket Reports as "Flexi Basket Reimbursement Head Wise Report" in *Reports - HR -> Flexi Basket Reimbursement Head Wise Report*, as shown in below figure:



Flexi Basket > Reports - HR > Flexi Basket Reimbursement Head Wise Report

Total Records : 3 Export Back to selection

Employee Code	Employee Name	Request Date & Time	Gross Column	Allocated Amount	Application Status	Convenience Remb	D.A	Training Remb	Travel Remb	Submitted To Manager
D0002	Dilip	23-May-24 6:52 PM	Flexi-v51	72000.00	Approved	36000.00	12000.00	0.00	24000.00	YES
D0002	Dilip	21-May-24 2:06 PM	Flexi-v51	60000.00	Approved	32400.00	12000.00	0.00	15600.00	YES
D0002	Dilip	21-May-24 9:13 AM	Flexi-v51	48000.00	Approved	24000.00	0.00	0.00	24000.00	YES

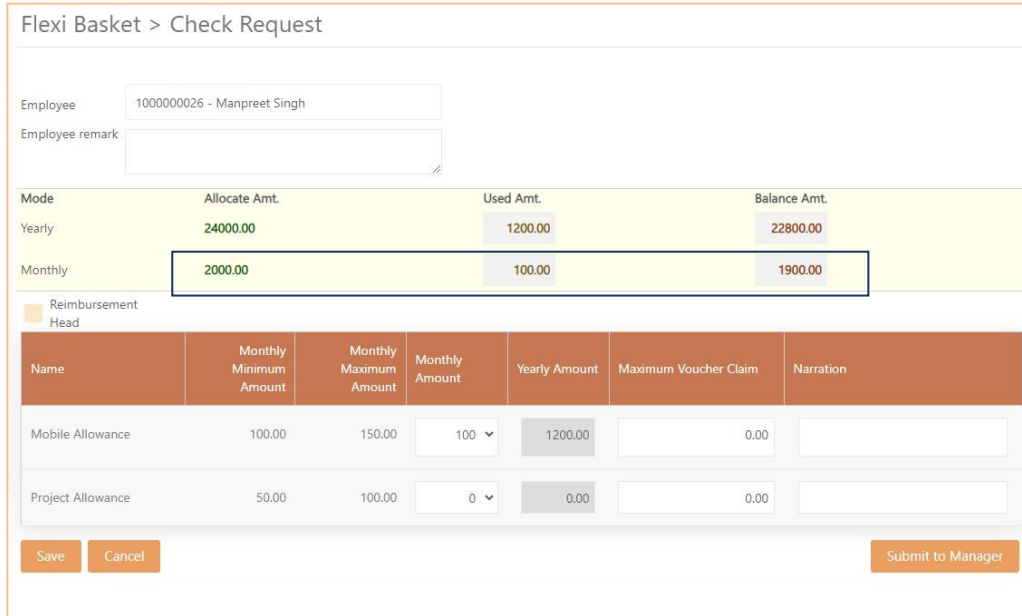
Figure 38

Previously in Flexi Basket Report only allocated amount was getting displayed. Now in "Flexi Basket Reimbursement Head Wise Report" Reimbursement head wise applied amount will be displayed in report.

New Features of Spine HRMS Version 6.0.7

6.3. Monthly balance amount display provided in Flexi Basket

Monthly Amount field is provided in *Flexi Basket -> Check Request/ Approve Request*, as shown in below figure:



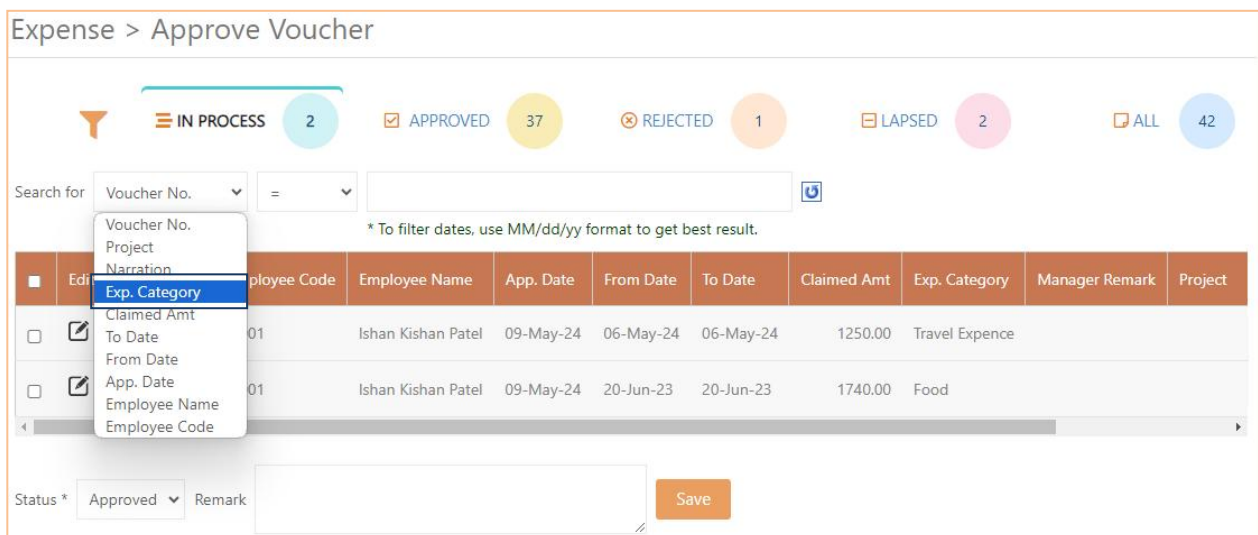
The screenshot shows the 'Flexi Basket > Check Request' form. It includes fields for Employee (1000000026 - Manpreet Singh) and Employee remark. Below these are summary rows for Allocate Amt., Used Amt., and Balance Amt. for Yearly and Monthly periods. The Monthly Allocate Amt. is 2000.00, Used Amt. is 100.00, and Balance Amt. is 1900.00. A table below lists Reimbursement Heads with columns for Name, Monthly Minimum Amount, Monthly Maximum Amount, Monthly Amount, Yearly Amount, Maximum Voucher Claim, and Narration. Two rows are visible: Mobile Allowance and Project Allowance. At the bottom are Save, Cancel, and Submit to Manager buttons.

Figure 39

It will show value of Yearly Amount/12 for Allocate Amt., User Amt. And Balance Amt. For e.g. If Yearly amount is 24000 then $24000/12 = 2000$ will be shown in Monthly Amount.

6.4. Exp. Category On Approve Voucher page filter

“Exp. Category” option provided in *Expense -> Approve Voucher*, as shown in below figure:



The screenshot shows the 'Expense > Approve Voucher' page. It features a top navigation bar with filters for IN PROCESS (2), APPROVED (37), REJECTED (1), LAPSED (2), and ALL (42). Below this is a search bar with a dropdown menu for 'Voucher No.' and an equals sign. A table lists expense entries with columns for Employee Code, Employee Name, App. Date, From Date, To Date, Claimed Amt, Exp. Category, Manager Remark, and Project. Two entries are visible: one for Travel Expense and one for Food. A dropdown menu is open over the search bar, showing options like Voucher No., Project, Narration, Exp. Category, Claimed Amt, To Date, From Date, App. Date, Employee Name, and Employee Code. At the bottom, there is a Status dropdown (set to Approved) and a Remark field, followed by a Save button.

Figure 40

“Exp. Category” option provided On Approve Voucher Page filter in Search for field. Now user is able to search Exp. Category by selecting this.

7.PMS

New Features of Spine HRMS Version 6.0.7

7.1. PMS Setting "Employee Report Card Setup" section provided

PMS Setting "Employee Report Card Setup" section provided in *Configuration -> PMS Settings*, As show in below figure:

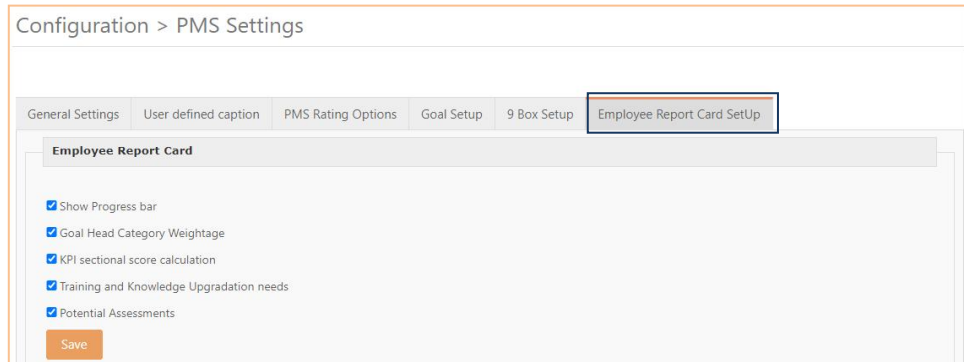


Figure 41

PMS Setting "Employee Report Card Setup" section provided. Employee Report Card - HR / Manager data will be displayed based on setup opted.

Following setups are provided :

1. Show Progress bar

If Setup is opted then data will be displayed as shown in below figure:

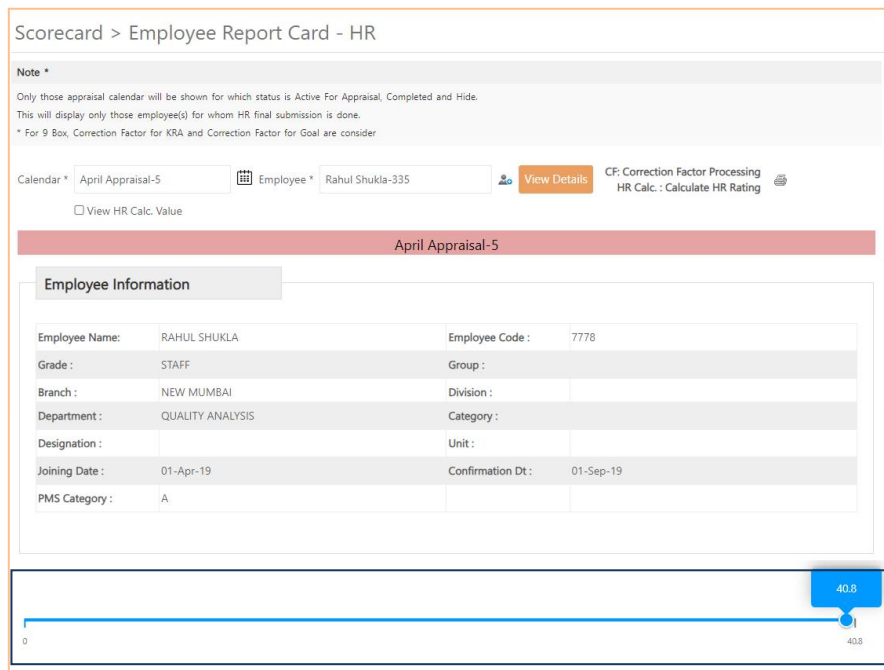


Figure 42

2. Goal Head Category Weightage

3. If Setup is opted then data will be displayed as shown in below figure:

New Features of Spine HRMS Version 6.0.7

Scorecard > Employee Report Card - HR

Note *
Only those appraisal calendar will be shown for which status is Active For Appraisal, Completed and Hide.
This will display only those employee(s) for whom HR final submission is done.
* For 9 Box, Correction Factor for KRA and Correction Factor for Goal are consider

Calendar * April Appraisal-5 Employee * Rahul Shukla-335 [View Details](#) CF: Correction Factor Processing
HR Calc. : Calculate HR Rating

View HR Calc. Value

April Appraisal-5

Employee Information

Employee Name:	RAHUL SHUKLA	Employee Code :	7778
Grade :	STAFF	Group :	
Branch :	NEW MUMBAI	Division :	
Department :	QUALITY ANALYSIS	Category :	
Designation :		Unit :	
Joining Date :	01-Apr-19	Confirmation Dt :	01-Sep-19
PMS Category :	A		

Goal Head Category	Weightage	Section Score	Weightage Score
DefaultHead	100.00	418.87	418.87

Figure 43

4. KPI sectional score calculation

If Setup is opted then data will be displayed as shown in below figure:

Scorecard > Employee Report Card - HR

Note *
Only those appraisal calendar will be shown for which status is Active For Appraisal, Completed and Hide.
This will display only those employee(s) for whom HR final submission is done.
* For 9 Box, Correction Factor for KRA and Correction Factor for Goal are consider

Calendar * April Appraisal-5 Employee * Rahul Shukla-335 [View Details](#) CF: Correction Factor Processing
HR Calc. : Calculate HR Rating

View HR Calc. Value

April Appraisal-5

Employee Information

Employee Name:	RAHUL SHUKLA	Employee Code :	7778
Grade :	STAFF	Group :	
Branch :	NEW MUMBAI	Division :	
Department :	QUALITY ANALYSIS	Category :	
Designation :		Unit :	
Joining Date :	01-Apr-19	Confirmation Dt :	01-Sep-19
PMS Category :	A		

KPI Sectional Score Calculation

DefaultHead						
Goal Category	Goal Title	Evaluation Parameter	Weightage	CF	Max. Score	Weightage Score
DEFAULT	KRA Add by HR		100.00	172.50	100.00	172.50
DEFAULT	Goal Add by HR		100.00	66.25	50.00	66.25
DEFAULT	KRA Add by HR		100.00	17.02	10.00	17.02
DEFAULT	Goal Add by HR		100.00	101.40	50.00	101.40
DEFAULT	Goal Add by HR for manager 1		100.00	52.45	25.00	52.45
DEFAULT	Self Goal Added		50.00	18.49	10.00	9.25
			550.00		245.00	418.87

Figure 44

New Features of Spine HRMS Version 6.0.7

5. Training and Knowledge Upgradation needs

New Section provided as “Training List” in Employee Report Card - HR / Manager, It will show Training needs added for Employee.

Training needs details can be updated from *Appraisals -> Self*, *Appraisal -> By Manager*, *Appraisal -> By HR* in Add Training Request tab, as shown in below figure:

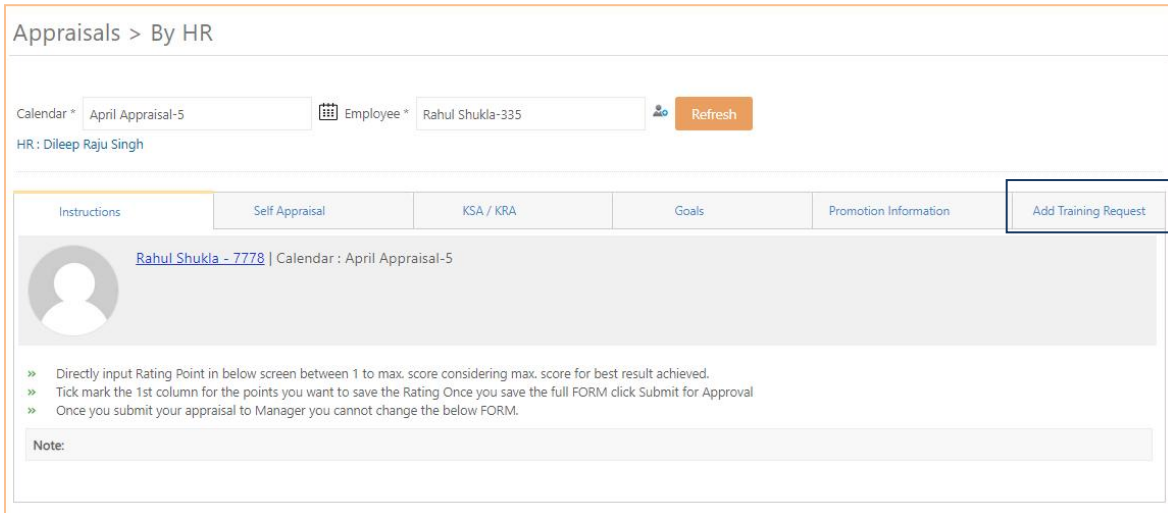
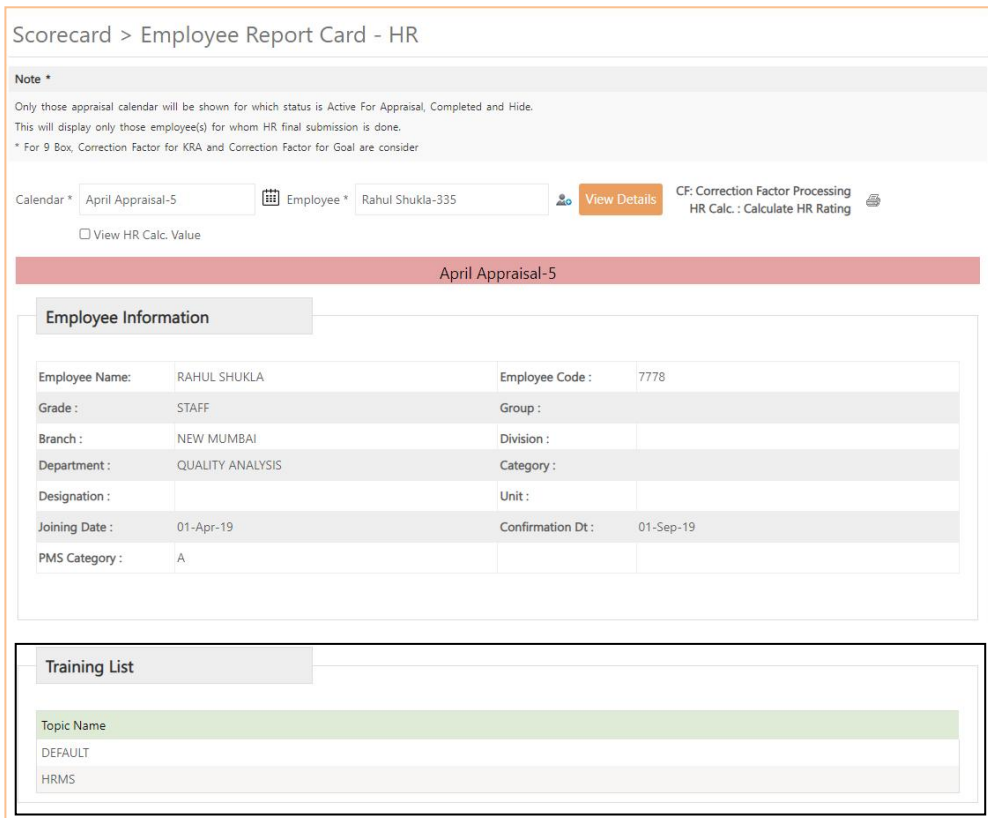


Figure 45

If Setup is opted then data will be displayed as shown in below figure:



Employee Information

Employee Name:	RAHUL SHUKLA	Employee Code :	7778
Grade :	STAFF	Group :	
Branch :	NEW MUMBAI	Division :	
Department :	QUALITY ANALYSIS	Category :	
Designation :		Unit :	
Joining Date :	01-Apr-19	Confirmation Dt :	01-Sep-19
PMS Category :	A		

Training List

Topic Name	DEFAULT
	HRMS

Figure 46

New Features of Spine HRMS Version 6.0.7

6. Potential Assessments

New Section provided as “Potential Assessments” in Employee Report Card - HR / Manager, It will show Promotion Information added for Employee.

Promotion Information update from *Appraisal -> By Manager* , *Appraisal -> By HR* in Promotion Information tab, as shown in below figure:

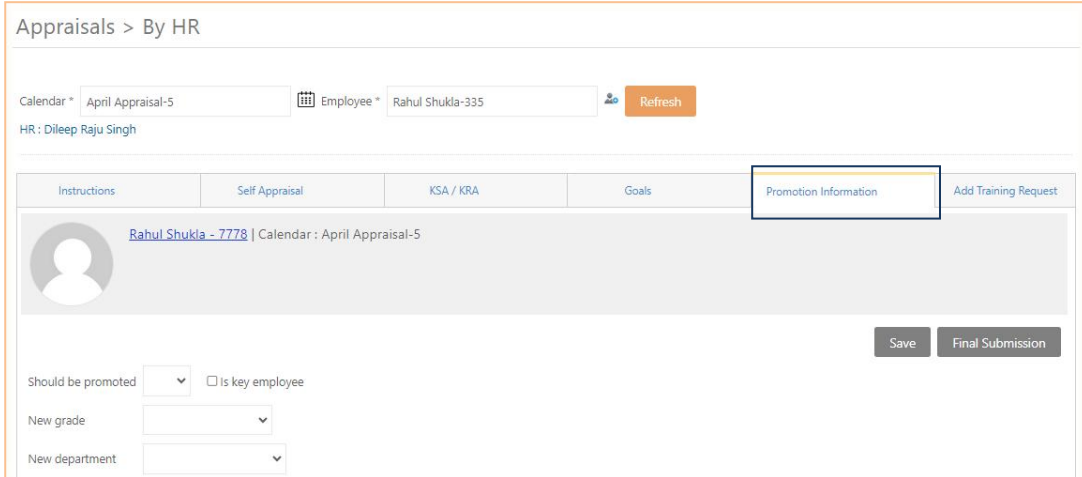
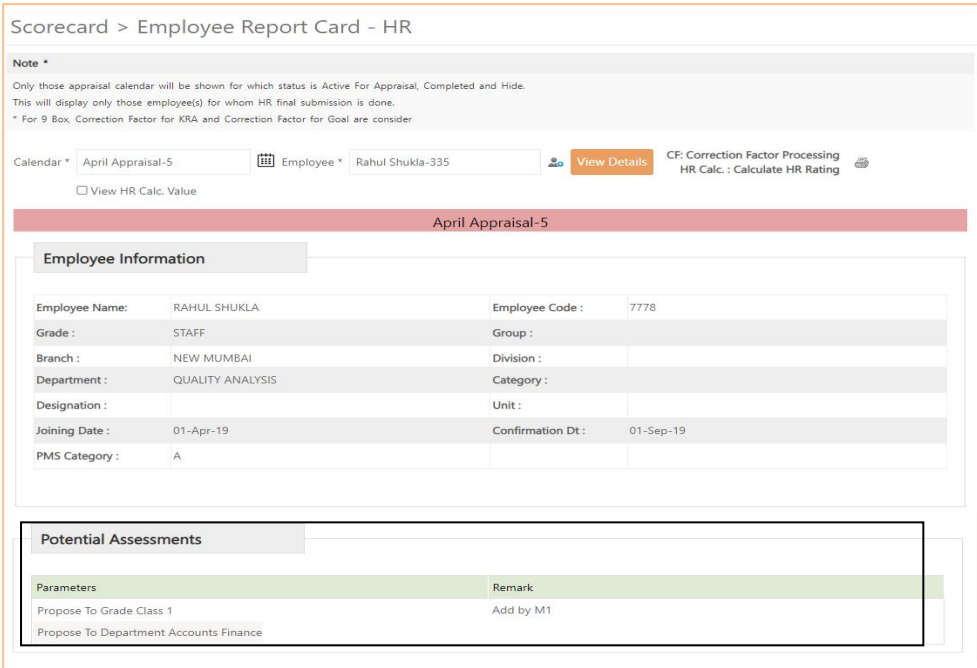


Figure 47

If Setup is opted then data will be displayed as shown in below figure:



Parameters	Remark
Propose To Grade Class 1	Add by M1
Propose To Department Accounts Finance	

Figure 48

New Features of Spine HRMS Version 6.0.7

7.2. Utility - Past Appraisal Info utility provided (Key Based Feature)

Utility - Past Appraisal Info utility is provided in *Scorecard -> Employee Report Card - HR / Manager*, as shown in below figure:

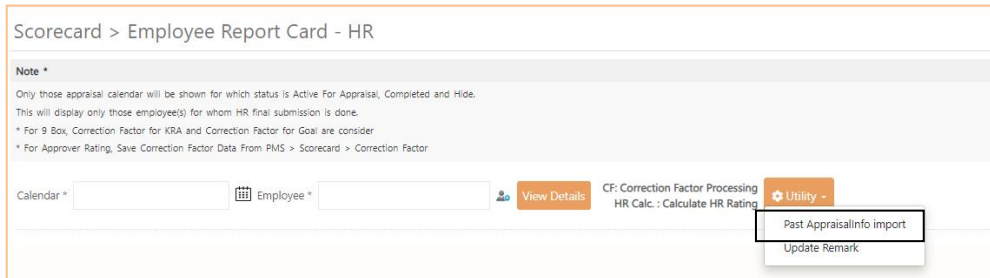


Figure 49

Employee Report Card - HR / Manager Utility provided "Past AppraisalInfo import" in which HR/Manager can import Appraisal Info for employee.

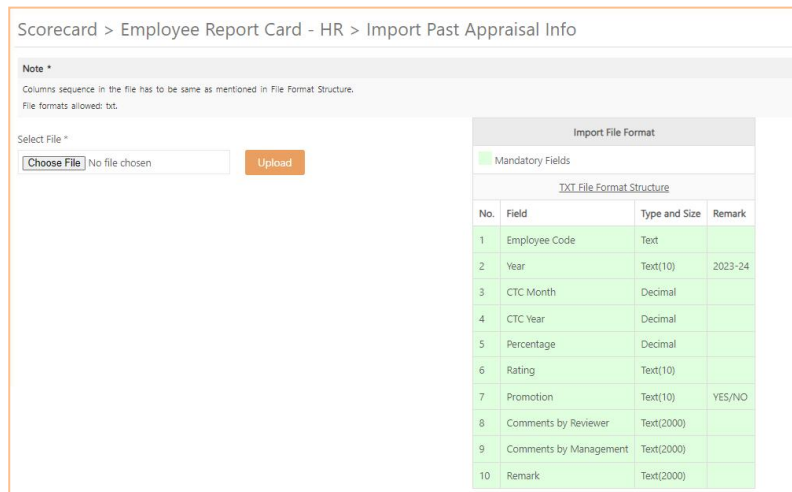


Figure 50

PMS Setting "Employee Report Card Setup" section "Show past appraisal data" setup provided. If setup opted then in Employee Report Card - HR / Manager "Past Appraisal Info" Section will be displayed.

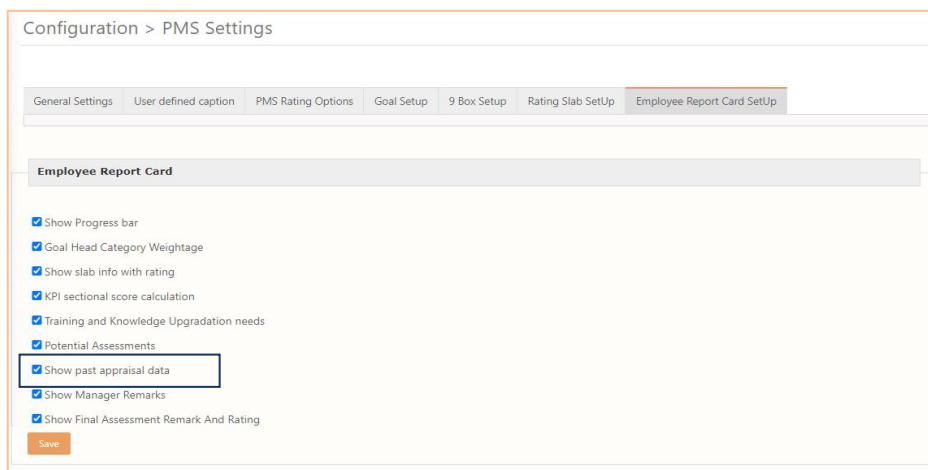
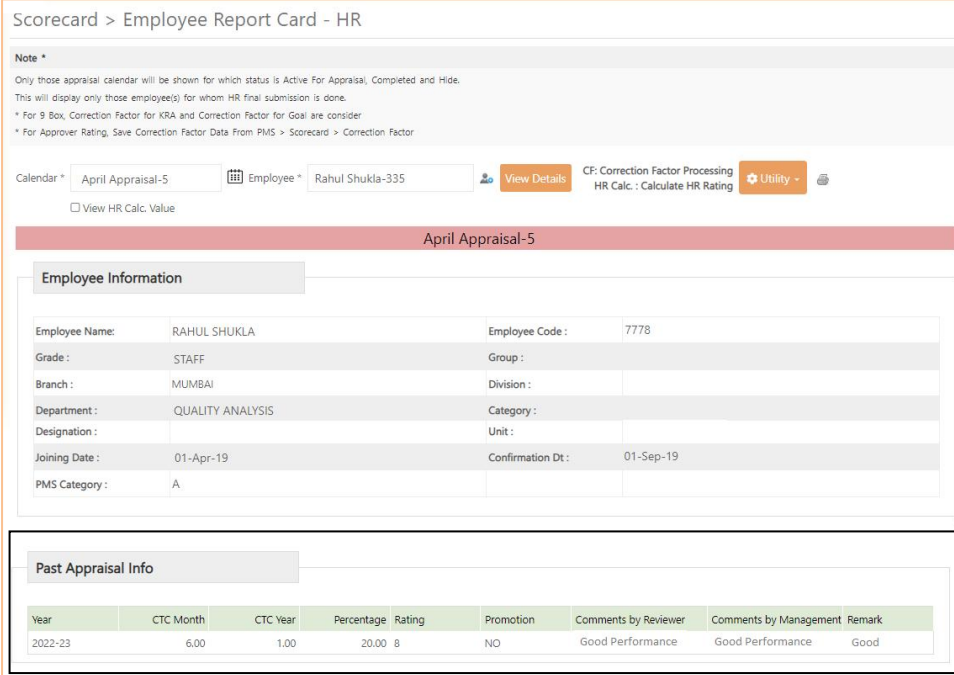


Figure 51

New Features of Spine HRMS Version 6.0.7

Uploaded details will be displayed in "Past Appraisal Info" Section as shown in below figure:



Scorecard > Employee Report Card - HR

Note *
Only those appraisal calendar will be shown for which status is Active For Appraisal, Completed and Hide.
This will display only those employee(s) for whom HR final submission is done.
* For 9 Box, Correction Factor for KRA and Correction Factor for Goal are consider
* For Approver Rating, Save Correction Factor Data From PMS > Scorecard > Correction Factor

Calendar * April Appraisal-5 Employee * Rahul Shukla-335 [View Details](#) CF: Correction Factor Processing HR Calc.: Calculate HR Rating [Utility](#)

View HR Calc. Value

April Appraisal-5

Employee Information

Employee Name:	RAHUL SHUKLA	Employee Code :	7778
Grade :	STAFF	Group :	
Branch :	MUMBAI	Division :	
Department :	QUALITY ANALYSIS	Category :	
Designation :		Unit :	
Joining Date :	01-Apr-19	Confirmation Dt :	01-Sep-19
PMS Category :	A		

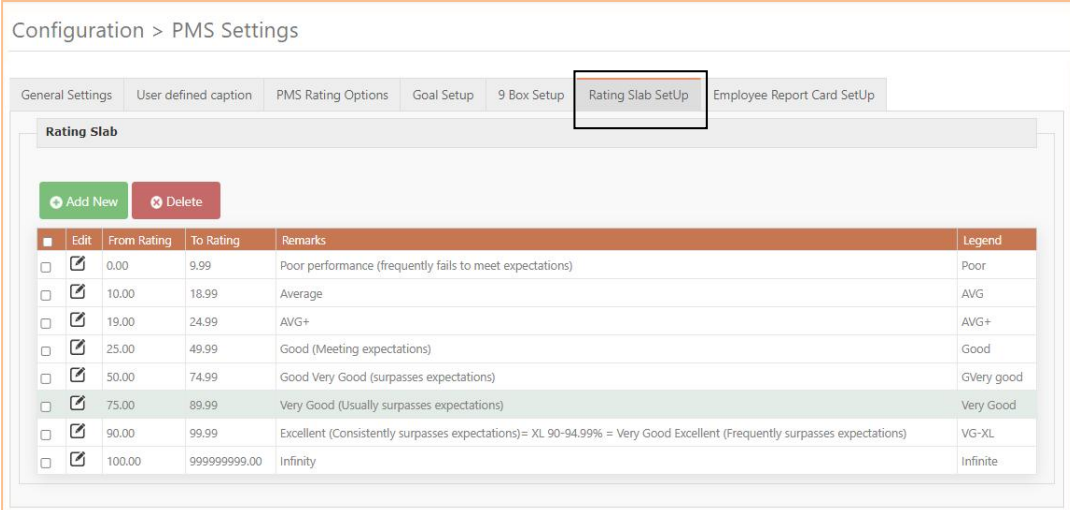
Past Appraisal Info

Year	CTC Month	CTC Year	Percentage	Rating	Promotion	Comments by Reviewer	Comments by Management	Remark
2022-23	6.00	1.00	20.00	8	NO	Good Performance	Good Performance	Good

Figure 52

7.3. Rating Slab new PMS Settings added (Key Based Feature)

Rating Slab new PMS Settings added in *Configuration -> PMS Settings*, As show in below figure:



Configuration > PMS Settings

General Settings | User defined caption | PMS Rating Options | Goal Setup | 9 Box Setup | **Rating Slab Setup** | Employee Report Card Setup

Rating Slab

[Add New](#) [Delete](#)

	Edit	From Rating	To Rating	Remarks	Legend
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.00	9.99	Poor performance (frequently fails to meet expectations)	Poor
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10.00	18.99	Average	AVG
<input type="checkbox"/>	<input checked="" type="checkbox"/>	19.00	24.99	AVG+	AVG+
<input type="checkbox"/>	<input checked="" type="checkbox"/>	25.00	49.99	Good (Meeting expectations)	Good
<input type="checkbox"/>	<input checked="" type="checkbox"/>	50.00	74.99	Good Very Good (surpasses expectations)	GVery good
<input type="checkbox"/>	<input checked="" type="checkbox"/>	75.00	89.99	Very Good (Usually surpasses expectations)	Very Good
<input type="checkbox"/>	<input checked="" type="checkbox"/>	90.00	99.99	Excellent (Consistently surpasses expectations)= XL 90-94.99% = Very Good Excellent (Frequently surpasses expectations)	VG-XL
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.00	99999999.00	Infinity	Infinite

Figure 53

"Rating Slab Setup" tab is added in PMS Settings. User will add different rating slab and provide legend and remark for the same.

New Features of Spine HRMS Version 6.0.7

Configuration > PMS Settings

General Settings | User defined caption | PMS Rating Options | Goal Setup | 9 Box Setup | Rating Slab SetUp | **Employee Report Card SetUp**

Employee Report Card

- Show Progress bar
- Goal Head Category Weightage
- Show slab info with rating
- KPI sectional score calculation
- Training and Knowledge Upgradation needs
- Potential Assessments
- Show past appraisal data
- Show Manager Remarks
- Show Final Assessment Remark And Rating

Save

Figure 54

In PMS Setting "Employee Report Card Setup" section, "Show slab info with rating" setup is provided. If this setup is opted then in Approver Rating section will be displayed in Employee Report Card - HR / Manager.

Approver Rating will show Total score of KRA+Goal, Slab wise rating based on Total score add by each level managers .

Based on Slabs defined, Employee Report Card - HR / Manager -> "Approver Rating" Section data will be displayed as shown in below figure:

New Features of Spine HRMS Version 6.0.7

Scorecard > Employee Report Card - HR

Note *
Only those appraisal calendar will be shown for which status is Active For Appraisal, Completed and Hide.
This will display only those employee(s) for whom HR final submission is done.
* For 9 Box, Correction Factor for KRA and Correction Factor for Goal are consider
* For Approver Rating, Save Correction Factor Data From PMS > Scorecard > Correction Factor

Calendar * April Appraisal-15 Employee * Rakesh Kadam-1772 View Details CF: Correction Factor Processing HR Calc.: Calculate HR Rating Utility -

View HR Calc. Value

April Appraisal-15

Employee Information

Employee Name:	RAKESH KADAM	Employee Code:	30
Grade:	PMS	Group:	
Branch:	MUMBAI	Division:	
Department:	QUALITY ANALYSIS	Category:	
Designation:		Unit:	
Joining Date:	01-Apr-22	Confirmation Dt:	30-Jun-22
PMS Category:	A		

Approver Rating

Hod Level	KRA	GOAL	Total	Rating Given
PMS1	5.25	24.50	29.75	Good
PMS2	6.00	28.00	34.00	Good
PMS3	2.25	10.50	12.75	AVG
PMS4	3.00	14.00	17.00	AVG
PMS5	132.00	362.50	494.50	Infinite

0.0000 - 9.99 % = Poor performance (frequently fails to meet expectations) = Poor
10 - 18.99 % = Average = AVG
19 - 24.99 % = AVG+ = AVG+
25 - 49.99 % = Good (Meeting expectations) = Good
50 - 74.99 % = Good Very Good (surpasses expectations) = GVery good
75 - 89.99 % = Very Good (Usually surpasses expectations) = Very Good
90 - 99.99 % = Excellent (Consistently surpasses expectations) = XL 90-94.99% = Very Good Excellent (Frequently surpasses expectations) = VG-XL
100 - 999999999 % = Infinity = Infinite

Figure 55

7.4. Update Remark Utility provided (Key Based Feature)

Update Remark Utility is provided in *Scorecard -> Employee Report Card - HR / Manager*, as shown in below figure:

Scorecard > Employee Report Card - HR

Note *
Only those appraisal calendar will be shown for which status is Active For Appraisal, Completed and Hide.
This will display only those employee(s) for whom HR final submission is done.
* For 9 Box, Correction Factor for KRA and Correction Factor for Goal are consider
* For Approver Rating, Save Correction Factor Data From PMS > Scorecard > Correction Factor

Calendar * Employee * View Details CF: Correction Factor Processing HR Calc.: Calculate HR Rating Utility -

Figure 56

Employee Report Card - HR / Manager-> Update Remark provided to add Remark for employee. Levelwise Final rating and remark will be displayed.

Final Assessment Remark section will be displayed based on setup opted in PMS Setting "Employee Report Card Setup" section "Show final assessment remark and rating" as shown in below figure:

New Features of Spine HRMS Version 6.0.7

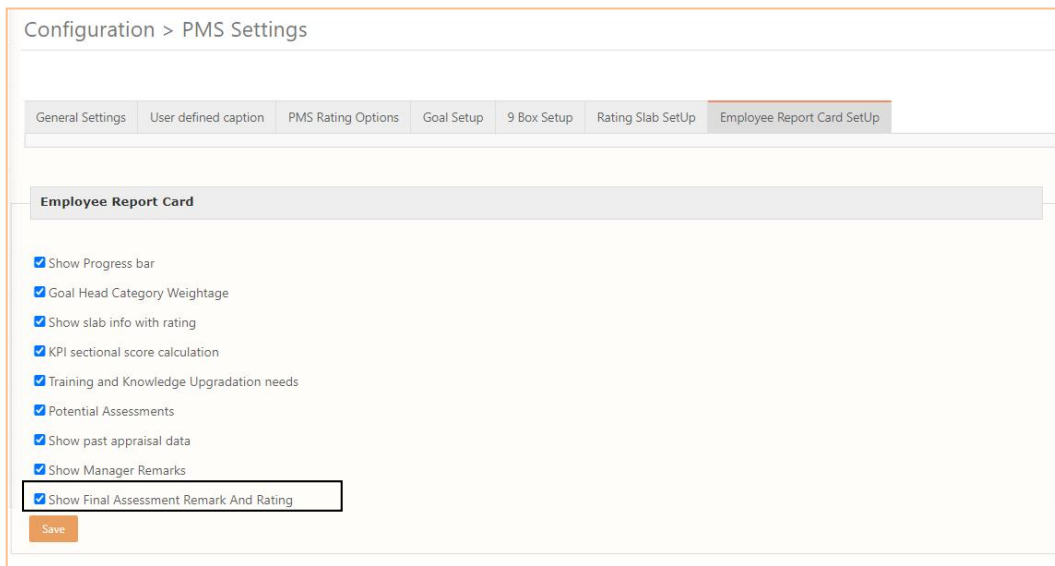


Figure 57

In HR Remark - Utility -> Update Remark, HR can update remark based on Slab wise Rating and dropdown selection will be displayed for ratings. Also HOD Level rating will be displayed to HR.

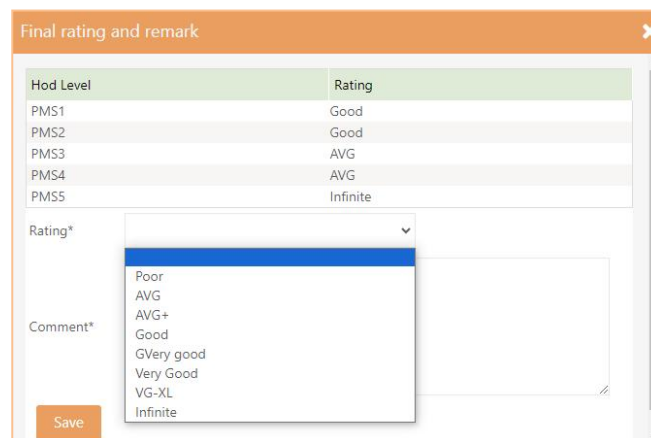


Figure 58

Updated remark by HR will be displayed in "Final Assessment Remarks by Top Management" section as shown in below figure:

New Features of Spine HRMS Version 6.0.7

Scorecard > Employee Report Card - HR

Note *
Only those appraisal calendar will be shown for which status is Active For Appraisal, Completed and Hide.
This will display only those employee(s) for whom HR final submission is done.
* For 9 Box, Correction Factor for KRA and Correction Factor for Goal are consider
* For Approver Rating, Save Correction Factor Data From PMS > Scorecard > Correction Factor

Calendar * April Appraisal-15 Employee * Rakesh Kadam-1772 View Details CF: Correction Factor Processing HR Calc.: Calculate HR Rating Utility -

View HR Calc. Value

April Appraisal-15

Employee Information

Employee Name:	RAKESH KADAM	Employee Code :	30
Grade :	PMS	Group :	
Branch :	MUMBAI	Division :	
Department :	QUALITY ANALYSIS	Category :	
Designation :		Unit :	
Joining Date :	01-Apr-22	Confirmation Dt :	30-Jun-22
PMS Category :	A		

Final Assessment Remarks by Top Management

Remark	Rating
Average	AVG+

Figure 59

Manager Remark section will be displayed based on setup opted in PMS Setting "Employee Report Card Setup" section "Show Manager Remark" as shown in below figure:

Configuration > PMS Settings

General Settings User defined caption PMS Rating Options Goal Setup 9 Box Setup Rating Slab Setup Employee Report Card Setup

Employee Report Card

- Show Progress bar
- Goal Head Category Weightage
- Show slab info with rating
- KPI sectional score calculation
- Training and Knowledge Upgradation needs
- Potential Assessments
- Show past appraisal data
- Show Manager Remarks
- Show Final Assessment Remark And Rating

Save

Figure 60

Manager Remark - Based on define slab Legends will be displayed to manager with read only format as shown in below figure :

New Features of Spine HRMS Version 6.0.7

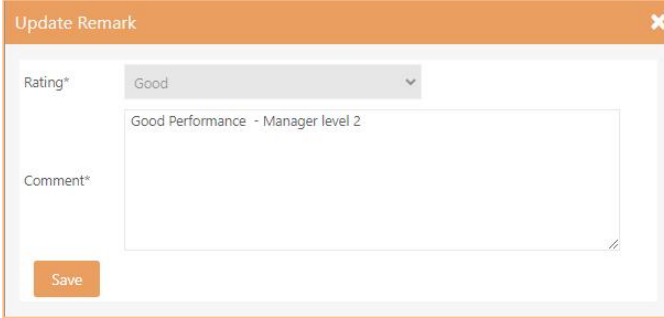
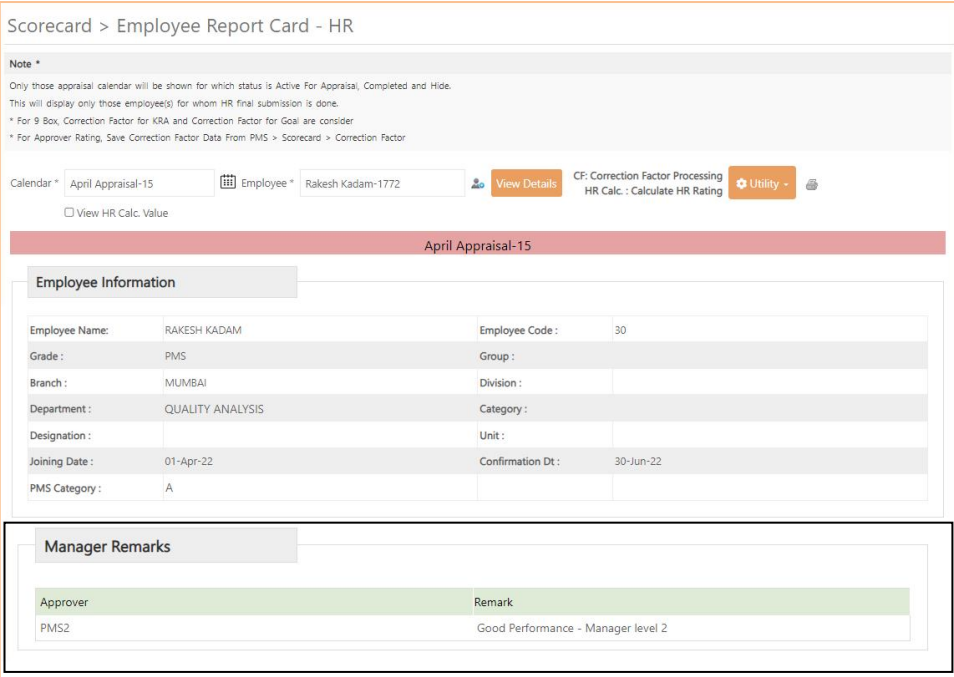


Figure 61

Updated remark by Manager will be displayed in "Manager Remark" section. Manager can view only update remark by themselves, as shown in below figure:



Scorecard > Employee Report Card - HR

Note *
Only those appraisal calendar will be shown for which status is Active For Appraisal, Completed and Hide.
This will display only those employee(s) for whom HR final submission is done.
* For 9 Box, Correction Factor for KRA and Correction Factor for Goal are consider
* For Approver: Rating, Save Correction Factor Data From PMS > Scorecard > Correction Factor

Calendar: * April Appraisal-15 Employee: * Rakesh Kadam-1772 View Details CF: Correction Factor Processing HR Calc.: Calculate HR Rating Utility -

View HR Calc. Value

April Appraisal-15

Employee Information

Employee Name:	RAKESH KADAM	Employee Code:	30
Grade:	PMS	Group:	
Branch:	MUMBAI	Division:	
Department:	QUALITY ANALYSIS	Category:	
Designation:		Unit:	
Joining Date:	01-Apr-22	Confirmation Dt:	30-Jun-22
PMS Category:	A		

Manager Remarks

Approver	Remark
PMS2	Good Performance - Manager level 2

Figure 62

New Features of Spine HRMS Version 6.0.7

7.5. Correction factor processing for HOD1 to HOD5 added (Key Based Feature)

Correction factor processing for HOD1 to HOD5 added in *Configuration -> PMS Settings -> General Setting*, as show in below figure:

Configuration > PMS Settings

Correction factor processing/Calculate HR Rating

Abbreviation :

Self : SE Rating : RA Grace Rating : GR Weightage : WE HR : HR HOD1 : H1 HOD2 : H2 HOD3 : H3 HOD4 : H4 HOD5 : H5

HOD Count : HC Head Goal Percentage : HGP

Example : $((SE*25/100) + (H1*35/100) + H2 + H3 + H4 + H5 + RA) * (WE/100)$

Correction factor processing: $(SE*25/100) + (H1*35/100)$

	Correction Factor for KRA	Correction Factor for Goal
HR	$(SE*25/100)$	$(SE*25/100)$
HOD 1	$(SE*35/100)$	$(SE*35/100)$
HOD 2	$(SE*40/100)$	$(SE*40/100)$
HOD 3	$(SE*15/100)$	$(SE*15/100)$
HOD 4	$(SE*20/100)$	$(SE*20/100)$
HOD 5	$H1+H2 + H3 + H4$	$H1+H2 + H3 + H4$
Calculate HR Rating	$(SE*45/100)$	

Special Characters Allowed along with Abbreviation(s) are as follows
+ - * / ()

Save

Figure 63

In General Setting Correction factor processing/Calculate HR Rating : HOD1 to HOD5 is provided. Based on defined formula Approval Rating will be displayed In Employee Report Card HR/Manager and Correction Factor as shown in below figure:

Scorecard > Correction Factor

Note: system will show correction factor for KRA/Goal Of HOD 1 to 5 if Formula is defined. Dynamic Data (As per formula) will display for all the below Correction factor.

Correction Factor For KRA HOD1	Correction Factor For Goal HOD1	Correction Factor For KRA HOD2	Correction Factor For Goal HOD2	Correction Factor For KRA HOD3	Correction Factor For Goal HOD3	Correction Factor For KRA HOD4	Correction Factor For Goal HOD4	Correction Factor For KRA HOD5	Correction Factor For Goal HOD5
5.25	24.50	6.00	28.00	2.25	10.50	3.00	14.00	132.00	362.50

Save Cancel

Figure 64

New Features of Spine HRMS Version 6.0.7

7.6. Changes in Copy approver rating (Key Based Feature)

New option provided to copy approver rating in *Scorecard* -> *Normalization* -> *Utility* -> *Copy Approver Rating*, as given in below figure:

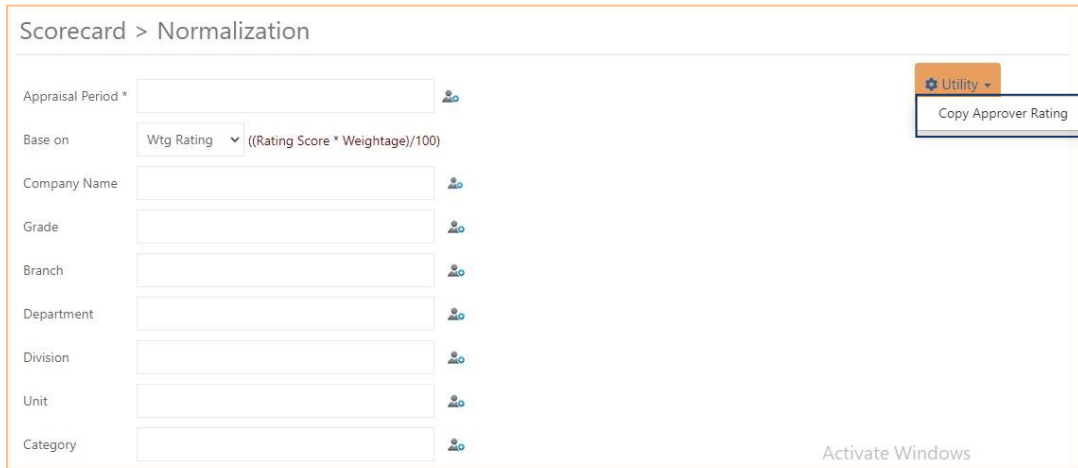


Figure 65

It will allow to copy approver rating from higher to lower level when current rating is 0. It will copy for only those levels where approvers are the same.

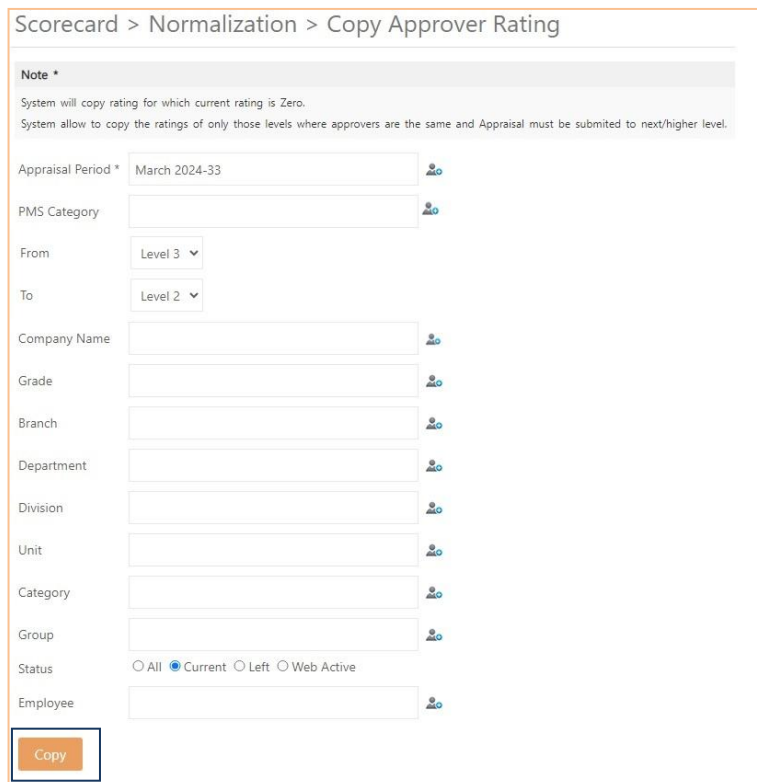


Figure 66

For Eg. If 4 Approver levels are defined in PMS workflow and same approver(Code:1001) is assigned at Level1, Level2 and Level3 then "Copy Approver Rating" will allow to copy Level 3 value to Level2 and Level1 after appraisal submitted by Approver(Code:1001).

8. Mobile HR

New Features of Spine HRMS Version 6.0.7

8.1. Moodo Meter Provided in Mobile HR

Moodo Meter provided in *Dashboard*, as shown in below figure:

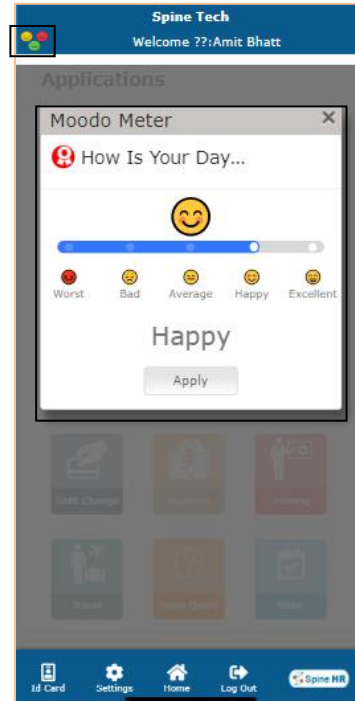


Figure 67

Moodo Meter is provided in Mobile HR, allowing employees to log their mood mobil

New Features of Spine HRMS Version 6.0.7

8.2. City Search Option In Mobile HR

Provided Search option for City while apply expense voucher in *Applications -> Expense -> Add Expense*, as shown in below figure:

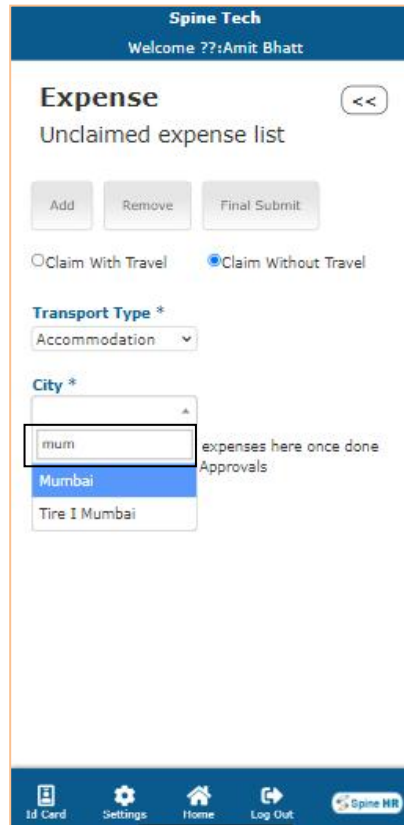


Figure 68

While applying Expense voucher from mobile, Search option provided for City field.

New Features of Spine HRMS Version 6.0.7

8.3. In-Out punches displayed in My Attendance

In-Out punches displayed in *View -> My Attendance*, as shown in below figure:

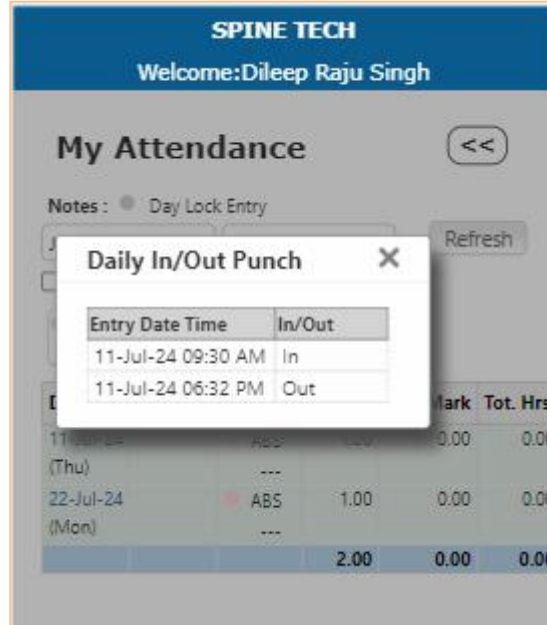


Figure 69

In My Attendance In-Out punches detail will be displayed after clicking on date as per HRMS.

New Features of Spine HRMS Version 6.0.7

8.4. In My Attendance portion total displayed

In View -> My Attendance, portion total will be displayed, as shown in below figure:



Date	I/O Time	DA Type	Portion	Late Mark	Tot. Hrs.
01-Jul-24 (Mon)		ABS	1.00	0.00	0.00
02-Jul-24 (Tue)		WO	1.00	0.00	0.00
03-Jul-24 (Wed)		ABS	1.00	0.00	0.00
04-Jul-24 (Thu)		ABS	1.00	0.00	0.00
05-Jul-24 (Fri)		ABS	1.00	0.00	0.00
06-Jul-24 (Sat)		ABS	1.00	0.00	0.00
07-Jul-24 (Sun)		ABS	1.00	0.00	0.00
08-Jul-24 (Mon)		ABS	1.00	0.00	0.00
09-Jul-24 (Tue)		WO	1.00	0.00	0.00
10-Jul-24 (Wed)		ABS	1.00	0.00	0.00
22-Jul-24 (Mon)		ABS	1.00	0.00	0.00
			11.00	0.00	0.00

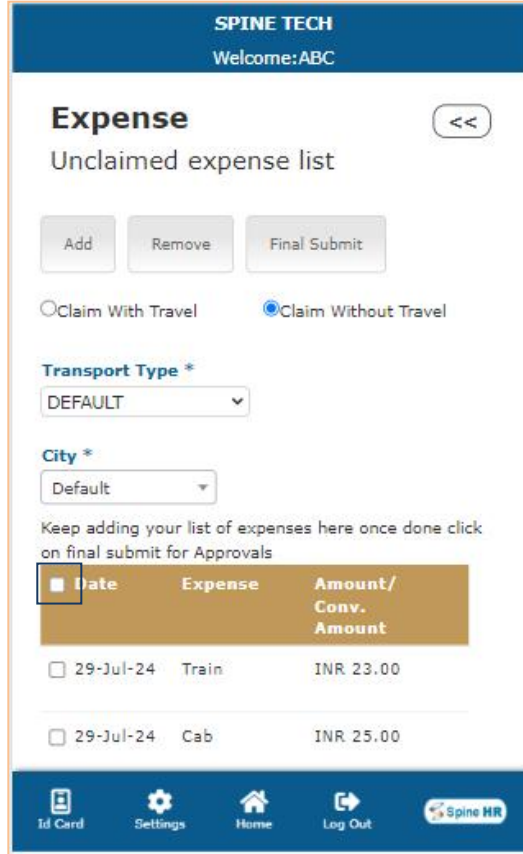
Figure 70

In My Attendance Portion column total count will be displayed at bottom.

New Features of Spine HRMS Version 6.0.7

8.5. Select All checkbox provided for final submit Expense voucher

“Select All” checkbox option provided while final submit in *Application -> Expense -> Add Expense*, as shown in below figure:



The screenshot shows the 'Expense' form in the Spine HRMS application. The form is titled 'Expense' and displays 'Unclaimed expense list'. It includes buttons for 'Add', 'Remove', and 'Final Submit'. There are radio buttons for 'Claim With Travel' and 'Claim Without Travel', with 'Claim Without Travel' selected. Below these are dropdown menus for 'Transport Type' (set to 'DEFAULT') and 'City' (set to 'Default'). A message states: 'Keep adding your list of expenses here once done click on final submit for Approvals'. A table lists expenses with columns for 'Date', 'Expense', and 'Amount/Conv. Amount'. A checkbox in the 'Date' column header is highlighted with a red box, indicating the 'Select All' feature. The table contains two entries: one for 'Train' on '29-Jul-24' for 'INR 23.00' and one for 'Cab' on '29-Jul-24' for 'INR 25.00'. The bottom navigation bar includes 'Id Card', 'Settings', 'Home', 'Log Out', and 'Spine HR'.

<input type="checkbox"/>	Date	Expense	Amount/ Conv. Amount
<input type="checkbox"/>	29-Jul-24	Train	INR 23.00
<input type="checkbox"/>	29-Jul-24	Cab	INR 25.00

Figure 71

While doing final submission of expense voucher, select all checkbox is provided. User can select all added records by using “Select All” checkbox.

New Features of Spine HRMS Version 6.0.7

8.6. Leave Cancellation menu provided

Leave Cancellation menu provided in Mobile HR as shown in below figure:



Figure 72

Same as HRMS “Leave Cancellation” menu in mobile HRMS will allow employee to add cancellation request for approved leave application of past 6 months.



Figure 73

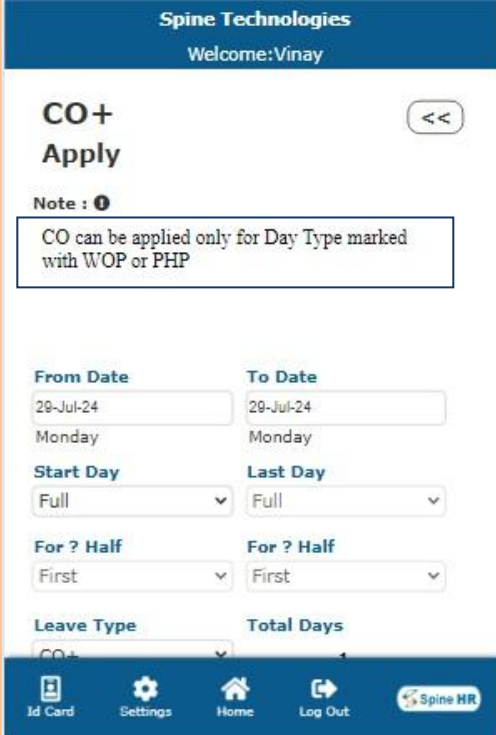
New Features of Spine HRMS Version 6.0.7

8.7. Note provided for Swipe, OD, CO+

Note for OD, CO+ and Swipe is provided in Mobile HRMS version same as HRMS, as shown in below figure:

If note is available in *HRMS* -> *Leave* -> *Configuration* -> *Leave Notes and Time* -> *Configuration* -> *Swipe Notes* then same will be visible in *OD/CO+/Swipe* -> *Apply* page.

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



The screenshot shows the mobile application interface for applying CO+ leave. At the top, it says "Spine Technologies" and "Welcome: Vinay". Below that, the title is "CO+ Apply" with a back arrow icon. A note is displayed in a box: "Note : (!) CO can be applied only for Day Type marked with WOP or PHP". The form includes fields for "From Date" (29-Jul-24, Monday), "To Date" (29-Jul-24, Monday), "Start Day" (Full), "Last Day" (Full), "For ? Half" (First), and "Leave Type" (CO+). The "Total Days" field is empty. At the bottom, there is a navigation bar with icons for "Id Card", "Settings", "Home", "Log Out", and "Spine HR".

Figure 74