ERP Portal

For Employees of HMC IIT Kharagpur

Introducing to ERP

- business automation software which helps to integrate core business processes in one single application
- helps different departments in the organization to communicate, share information, manage, and analyze data from various business activities.
- very important tool to any organization to integrate various business operations and improve productivity
- ERP software is implemented in order to increase production, reduce cost, and save time.

What is this talk about?

This talk is about introducing ERP System that is being used at HMC Office and asking Employees to login into the systems and use the software for applying leave, applying children education allowance and for downloading payslips to startwith.



Hall Management Center





Home Section: There are 3 Items available to work on

User Profile

Change Password

Dashboard



Employee Section: There are 3 Items available to work on

- Leave Entry
- Claims (Children Education Allowance)
- Viewing of Pay Slip

IIT Kharagpur hmcERP v1.0 Assigned Halls	HMC AMITABH TIWARY		
A Home Employee			AMITABH TIWARY Logout
View Uploaded Documents			
HALL		НМС	
DESIG		ВМС	
EC		00000	
NAME		AMITABH TIWARY	
GENDER		м	
FATHER_NAME			
CATEGORY		OBC	
BLOODGROUP			
HIGHEST_QUALIFICATION			
PRESENT_ADDRESS			

Hall Management Center

hmcERP v1.0

А.

Change Password Old Password Enter Old Password	
Old Password Enter Old Password	
Enter Old Password	
New Password	
New Password	
Re-type New Password to confirm	
Confirm New Password	
Submit	

Hall Management Center

Fwd: Details of employe∈ × → C	x R #HMC Portal # x G v howDash/10021	enter	
Assigned Halls : HM			AMI
AMITABH TIWARY Welcome to hmcERP Syste	em		
eCard	Leave Details		Dependants
Name: AMITABH TIWARY Hall Name: HMC Registered Email: pdpdp@gmam.com Registered Mobile: 600000001	Earned Leave: 135 Half Pay Leave: 0 Casual Leave Taken: 1.50 (C	Current Year)	1. Dep-1 (0 M, Husband) 2. Dep-2 (0 M, Mother)
Warden		Auditors	
Dummy Warden		Suman SarkarSamir Kumar Ghosh	
Note: Contact your hall/hmc auditor for a	ny discrepancy in your information.		H3 View
3/16/2018	hmcERP-v1.0		Dashboard

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IIT Kharagpur	all Mana	age	em	ent	Center					
Home V	Employee	C AMITA	ABH TIWA	ARY					AMITABH 1	TIWARY Logout
Leave Detai	ls (EC 00000)									
Fields marked in *are mand ECode	latory.		ID	ECode	Type of Leave	From	То	Days	Status	Actions
GUID*	10021									Add New
Leave Type *										
From *	CL		CL	-> Cas	ual Leave					
Session			EL	-> Earı	ned Leave					
To *			CN	/IL -> C	ommutated	Leave				
Session	•		VL	-> Vac	ation Leave					
Weekly Off-Day	Sunday •									

erh	allivialia	gen	nei	nt Ce	enter				
Home	RP v1.0 Assigned Halls : HMC	AMITABH	TIWARY					AMITABH TI	WARY Logout
Leave Detai	Is (EC 00000)								
ECode	00000	ID	ECode	Type of Leave	From	То	Days	Status	Actions
GUID*	10021	2	00000	CL	2018-01-01 FN	2018-01-02 FN	1.50	APPROVED	
	10021	3	00000	CL	2018-01-10 FN	2018-01-11 FN	1.50	APPLICATION PRINTED	a
Leave Type *	CL 🔻	4	00000	CL	2018-01-18 FN	2018-01-20 AN	3.00	RECOMMENDED	
From *		5	00000	CL	2018-02-20 FN	2018-02-21 AN	2.00	APPLY	🗾 💼 😑
Session									Andet Name
To *									Add New
-									
Session	•								



HALL MANAGEMENT CENTER Indian Institute of Technology Kharagpur - 721302 (CL) Leave Application (Form: ERP-101)

AMITABH TIWARY (ec: 00000 | Aadhar Card:)

BMC, Hall Management Centre

Leave Applied From : 2018-01-10 FN To : 2018-01-11 FN	Leave Balance Opening Balance:8.00 Closing Balance:6.50
Station Leave From : 2018-01-03 FN To : 2018-01-18 FN	
Station Leave Details Staying at :	

Signature of Employee Date:

Cignature of Hall Wardon

								ri l'Eogout
Employee Code :		GUID :			Month :		Year :	
00000		1002	1		December		• 2017	•
Employee Code Designation Bank Account		: 00000 : B/M/0 : 3016	0 Name C Hall Name 5549040 PAN Card	: BORAI : ZKH : ANXPA	ANKET SWAMI 0306R			
ncome			Deduction			Deduction		
Basic Pay	:	7950.00	L.Fees	:	0.00	HBA.	:	0.00
Grade Pay	:	1900.00	GPF.	:	0.00	Festival Advance	:	450.00
Dearness Allowance (DA)	:	13692.00	LIC.	:	5049.00	PF Loan	:	0.00
Travel Allowance	:	1912.00	Food Charge	:	0.00	EOL/HPL	:	0.00
HRA	:	985.00	GIS	:	72.00	Hall Loan	:	0.00
SFA	:	0.00	Professional Tax	:	150.00	IT	:	0.00
Arrears	:	0.00	New Pension Scheme (NPS)	:	2354.00	Others	:	0.00
NH Pay.	:	0.00	Miscellaneous	:	0.00			
Others.	:	0.00	NCS	:	0.00			
Gross Pay		26439.00	Gross Deduction		8075.00	Net Pay		18364.00
lease Print this PaySlip only if necessary IC, IIT Kharagpur 2017	r. Save Trees & Go Gree	n						



Hall Management Center



Hall Management Center

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hmcERP v1.0

A Home Employed American					ck to Ac Subite	dd/Edit ms		AMITABH TIV	/ARY Logout
Data saved successfully		Claim ID	ECode	Dep ID	Name	Acad. Yr	stel	Actions	
		C18001 C18002	00000	1002101	DEP-1 DEP-2	2017	N		
ECode	00000	Current/Selecter	d ClaimID - C18	3002				Add/Edit Par	ticulars
Dependant Name	Select Dependant 🔻	PARTICULARS		BILLNO	BILL	DATE	AMT	CLAIMED	
GUID*	10021	Tuition Fee	•	12345	17	Dec, 2017	550	00	
CLAIM ID*	C18003	Text Books	•	12321					×
Date *		Claim ID C400	00						
Academic Year *		ClaimID: C180	02			/	+A	dd Item R Save Items	H Final Submit
Hostel Facility*	N T	Items b	being	Add/Edit	ed				
School in which studying		Clic	k Add	Item for	New It	em.			
Class in which studying	T	Click	k Save	Itoms fo	r Savin	σ			
Remarks (if Any)		Click	k Fina	I Submit	to com	ہ iplete S	ubmiss	sion	

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IIT Kharagpur

Reimbursement of Children Education Allowances (Form: CEA/1/C18002/Application)

1. Certified that the children/child mentioned below in respect of whom reimbursement of Children Education Allowance claimed is wholly dependent upon me.

Particulars of Dependant:

Child Name	DEP-2	Date of Birth	06-10-2017	Acad. Year	2000-01
School	SC	Class	7	Hos. Fac.	Ν

Particulars of Claim:

Particulars	Bill Details		Amt Claimed	Amt Admissible				
Tuition Fee	12345 dated 17 Dec, 2017	5 In the ou	ont of any change	in the particular	re given above which effect my eligibility for childrens educational			
Text Books	12321 dated 11 Dec 2017	allowance, I undertake to intimate the same promptly and also to refund the excess payments, if any made.						
AMOUNT CLAIMED (<i>Rup</i> Note: Tuition fee means tuitions fee fees charged for practical work und library fee, games/sports fee and fee 2. Certified that the Education A	ees Seven Thousand Five Hur , admission fee, lab fee, special fee ch ler the programme of work experience e for extracurricular activities. Allowance indicated against the cl	Enclo. : O Date: FORWAR Signature	riginal receipt (DED of the Warden	Nos. duly	endorsed) (Signature of the Hall Employee) Name : AMITABH TIWARY (00000) Hall : Hall Management Centre Desig : BMC [Form: CEA/1/Application] Generated by hmcERP on : 2018-02-21 20:08:19			



HALL MANAGEMENT CENTER Indian Institute of Technology Kharagpur - 721302

<u>Reimbursement of Children Education Allowances</u> (Form: CEA/1/C18001/Approval)

Particulars of Employee:

ECode	00000	Name	AMITABH TIWARY
Designation	BMC	Hall	Hall Management Centre

Particulars of Dependant:

Child Name	DEP-1	Date of Birth	12-09-2017	Acad. Year	2017
School	DAV SCHOOL	Class	12	Hos. Fac.	Ν

Particulars of Claim:

Particulars	Bill Details	Amt Claimed	Amt Admissible
Tuition Fee	12345 dated 12-JUN-2017	5500	4000
Text Books	12346 dated 12-JUN-2017	500	500
AMOUNT TO BE APPROVED (Rupees Four Thousand Five Hundred Only)		6000	4500

Submitted for approval

Superintendant

Assistant Registrar

Chairman

Approved Application Amount To be sent for Bill Processing

