BAMA FOUNDATION HR PORTAL DOCUMENTATION

The BAMA Human Resource Information Management System developed by the GSK computer services is a robust computerized system capable of managing all HR related information with less effort, security conscious and provide real time storage and retrieval of data as per the user/organization requirements.

The BAMA HRMIS is Web based, mobile and desktop application that provides the following features

- Online registration for employees and submission of other related documents.
- Supports login for employees, supervisors and human resource manager ensuring Realtime access to employee information as well as ensuring confidentiality.
- Allows entry and tracking of employee weekly schedules.
- Allows for electronically recording working hours and activities for every employee.
- Generation of time and attendance reports.
- Generation of electronic time sheets.
- Allows for managing different departments and supervisors.
- Support employee leave application and management.
- Employee appraisals
- Online projects workplan trackers
- Real time generation of vital HR reports as deemed based on the user requirements.
- Real time communication via emails and SMS using the HR portal.
- Internal meeting management
- Other requests as per the customer requirements

TERMS USED IN THIS DOCUMENTATION

HRM – Human Resource Manager

HR – Human Resource

GETTING STARTED

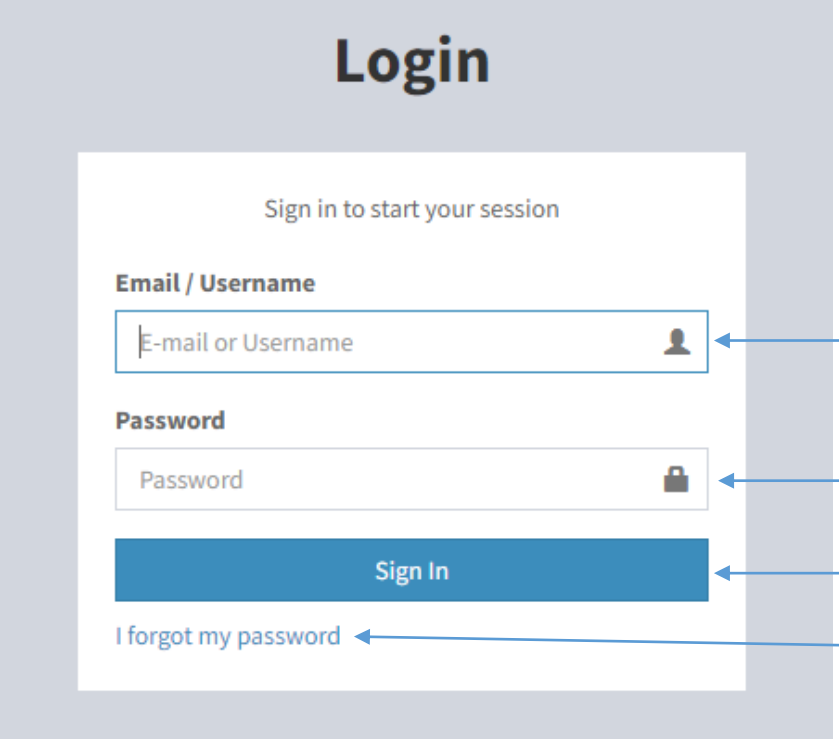
Login

Open the application from your computer or phone, a login page like in the figure below will be displayed for you to enter your account details.

Provide your username or email and click login.

NOTE:

If you try to login and your email is not registered please consult the HR for help



Enter your email or username here

Enter your password here

Click / tap button to sign in

Use this option to reset a forgotten password

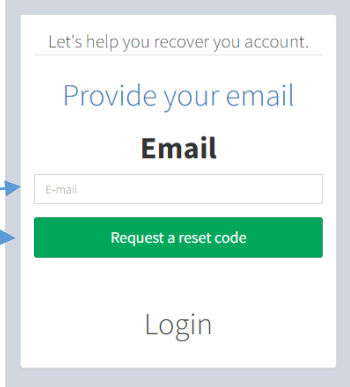
Reset your password

On the login page click / tap forgot password

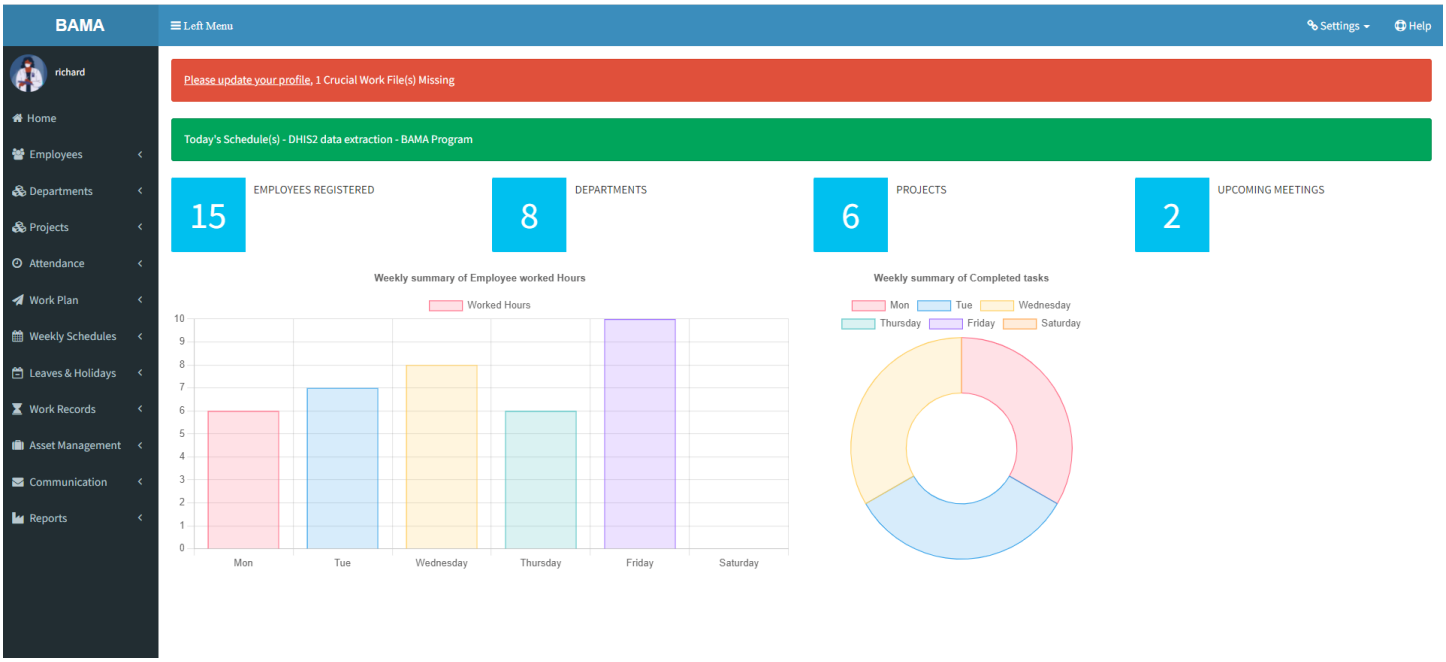
Provide your email address and click / tap request reset code

Enter your email and click / tap Request a reset Code.

An email with a reset code will be sent to your email provided.

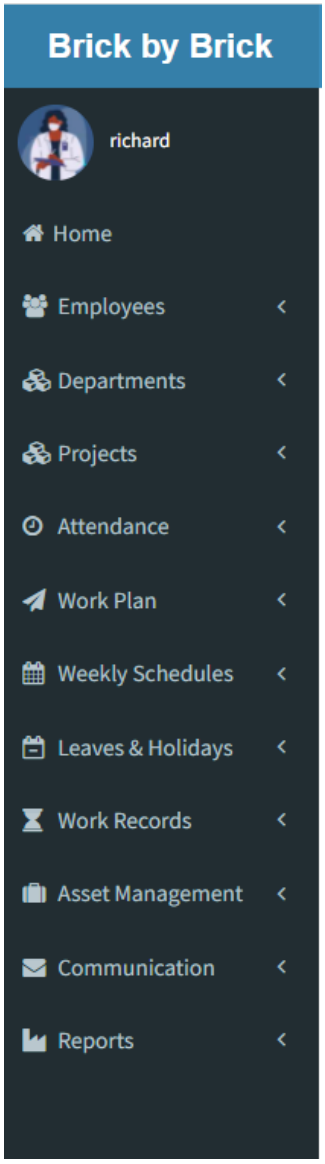


DASHBOARD AND THE MENU



The HRMIS dashboard provides summarized data about employees, departments projects/programs, scheduled meetings and summary of hours worked in a week disaggregated daily as extracted from the work records/ timesheet

THE MENU

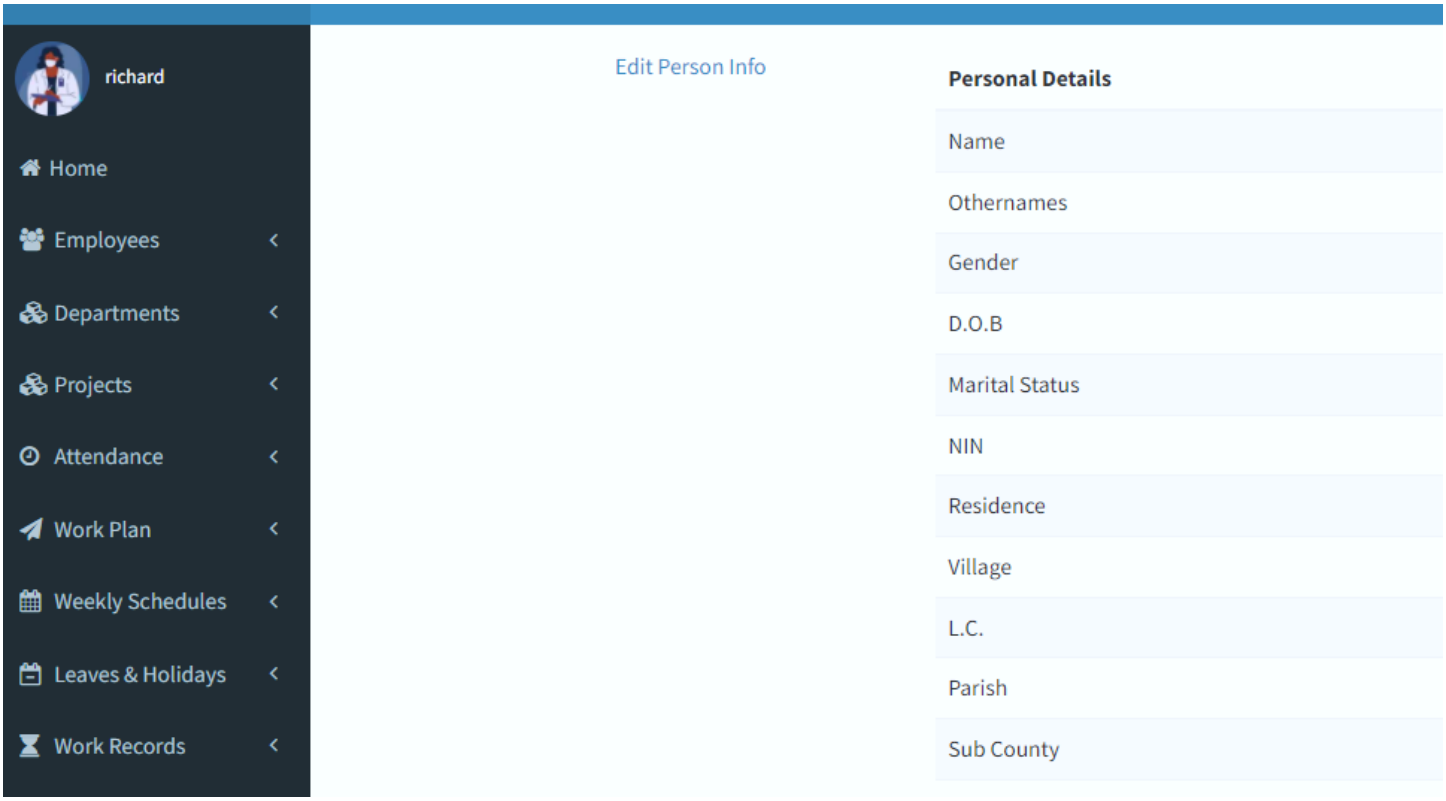


At the left side there is panel for the Menu which includes

- User profile: -for updating user profile
- Home: -Accessing main dashboard
- Employees-For managing employees
- Departments-For managing
- Projects- For managing projects
- Attendance- Tracking employee attendance
- Workplan- For managing workplans
- Weekly schedules- For management of weekly schedules
- Leaves & Holidays – For leave & public holiday management
- Work record – For tracking employee activities and timesheet
- Asset management –For asset management
- Communication – For internal communication & meeting scheduling
- Reports – For generation of different user defined reports

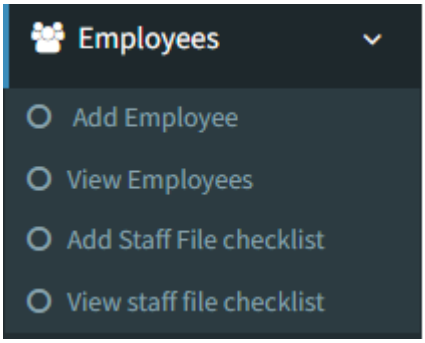
User profile

Click the user profile photo to allow you review/ update your profile information including uploading of all relevant documents such as Application letter, CV, academic documents etc.



Employees panel

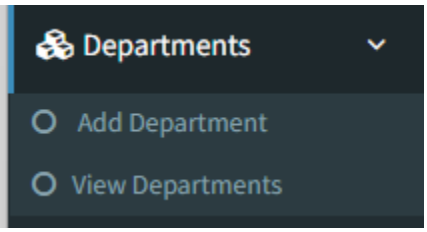
The employee panel allows the HR/System administrator to: -



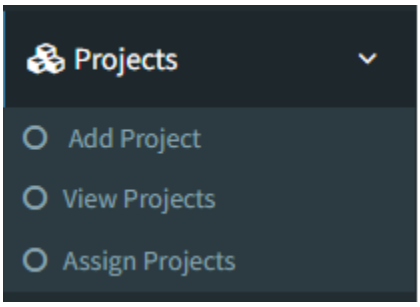
- Add new employees to the system using the **Add Employee** tab
- View a list of employees with the organization registered on the system. This will also be used to edit employee information as well as suspend employees in case an employee is terminated/leaves the organization. This is embedded in the **View Employees** tab
- **Add Staff file checklist**; a list of filles/ documents an employee is entitled to submit to the HR department
- **View staff file checklist**; for viewing all the required files to be submitted by the employees

Departments Panel

This is used to add names of departments that are within the organization. It also used to display all registered departments



Projects panel

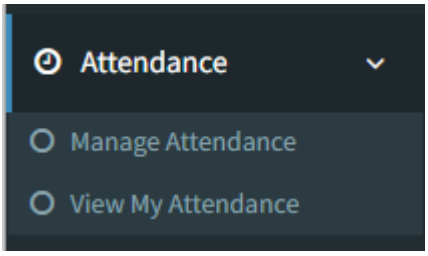


The Projects panel allows the user to: -

- Add projects to the system by clicking the **Add Project** button
- View the existing registered projects by clicking the **View projects** tab
- Assign employees / Staff to different projects using the **Assign projects** tab

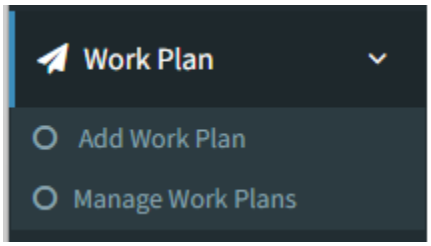
Attendance Panel

The attendance panel allows manual upload of staff attendance, clock-in and out statistics extracted from the biometric time and attendance machine. The attendance stats will be uploaded using the **Manage Attendance** tab.



Users can use the **View My Attendance** tab embedded within the Attendance panel to view user specific attendance records

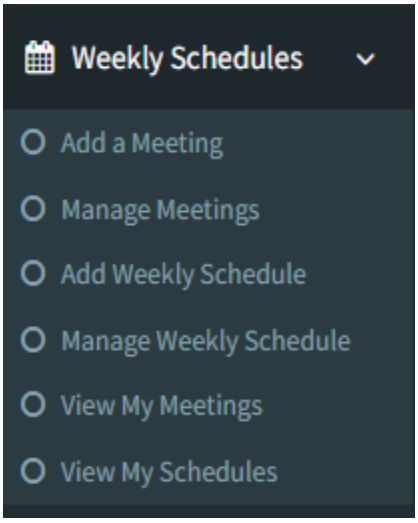
Workplan Panel



Under the workplan panel, users can add their projects' quarterly / Annual workplan by feeding in data for all activities scheduled in a year / quarter. This is done using the **Add Work plan** tab. The Manage Work Plans tab allows uses to edit workplan activities as well as editing the activity status i.e., marking it as Ongoing, Pending or Completed

Weekly schedules Panel

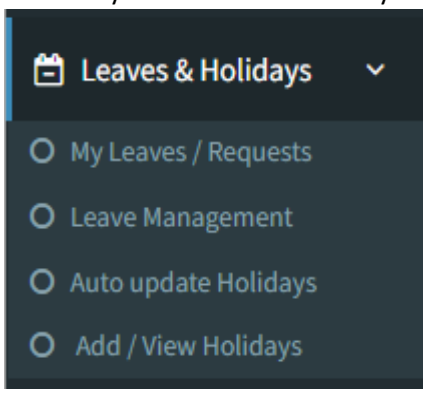
The Weekly schedules panel provides the following features with their functionality: -



- **Add a meeting**; This allows the user to schedule meeting. Once a meeting is scheduled an automated email with the meeting details will be generated by the system and sent out to the selected attendees. A meeting notification will also pop up on the employee dashboard.
- **Manage Meetings**; This provides an editing option for the scheduled meeting as well as the option to indicate the status of the meeting i.e., whether completed or pending.
- **Add Weekly Schedule**; Allows heads of departments / Project and program coordinators add all activities scheduled in a week and assign responsible staff to accomplish the activities. When an activity is scheduled, employees assigned to the activity receive both email and system notifications on their respective dashboards.
- **Manage Weekly Schedule**; Allows editing of activities scheduled.
- **View My Meetings** tab shows all meetings scheduled into which a Staff is / was entitled to attend
- View **My Schedules** tab provides a summary of scheduled activities assigned to an employee to be accomplish in a week.

Leaves & Holidays Panel

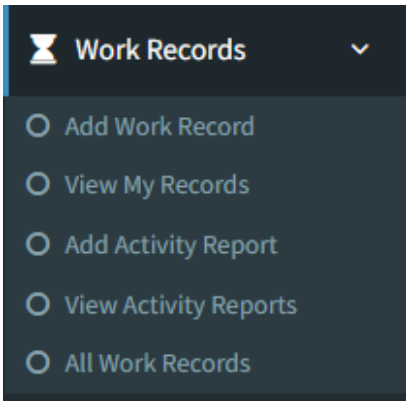
According to the Organization HR policy, an employee is entitled to 24 leave days annually. The Leaves & Holidays Panel provides users with ability to apply for leaves and keep track of their remaining leave days through the **My leaves / Requests** tab. Once a leave request is submitted, a supervisor will receive a notification on his system dashboard and on email requesting for his approval. Supervisors will use the **Leave Management** tab to approve Leave request from the subordinates.



The HR manager will use the **Auto Update Holidays** tab to automatically update the public holidays information as fetched from the Ugandan google calendar. A list of approved public holidays can be manually updated in-case of a missing holiday and an updated list displayed accessed by clicking the **Add / View Holidays** tab.

Work record Panel

The Work record Panel will aid recording of employee activities performed on a daily basis with the amount of time spent on each activity and output attained.



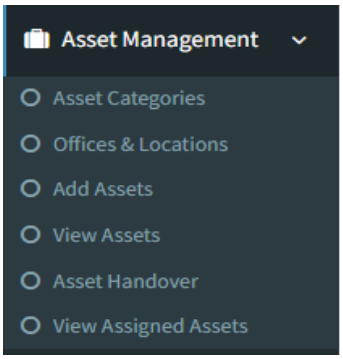
Information on activities handled daily will be entered from the **Add work record** tab.

Viewing of summary list of activities performed will be possible by clicking the **View My Records** tab.

Activity reports compiled and stored in drobox will be submitted through provision of links to the created reports pasted under the **Add Activity Reports** tab. A list of compiled activity reports will be accessible from the **View Activity Reports** tab.

Asset Management Panel

Organization assets will be managed from the Asset Management panel. Registration of new assets will be done from tabs- Asset Categories, Office & Location and Add Assets.



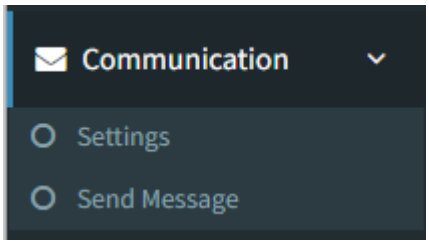
Assets procured and registered will be accessed from the **View Assets** tab.

Asset handover aids assignment of assets to employees.

To view assets as assigned to different employees, click the **View Assigned Assets**.

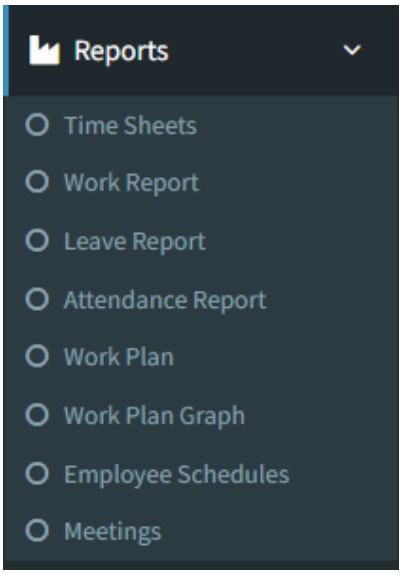
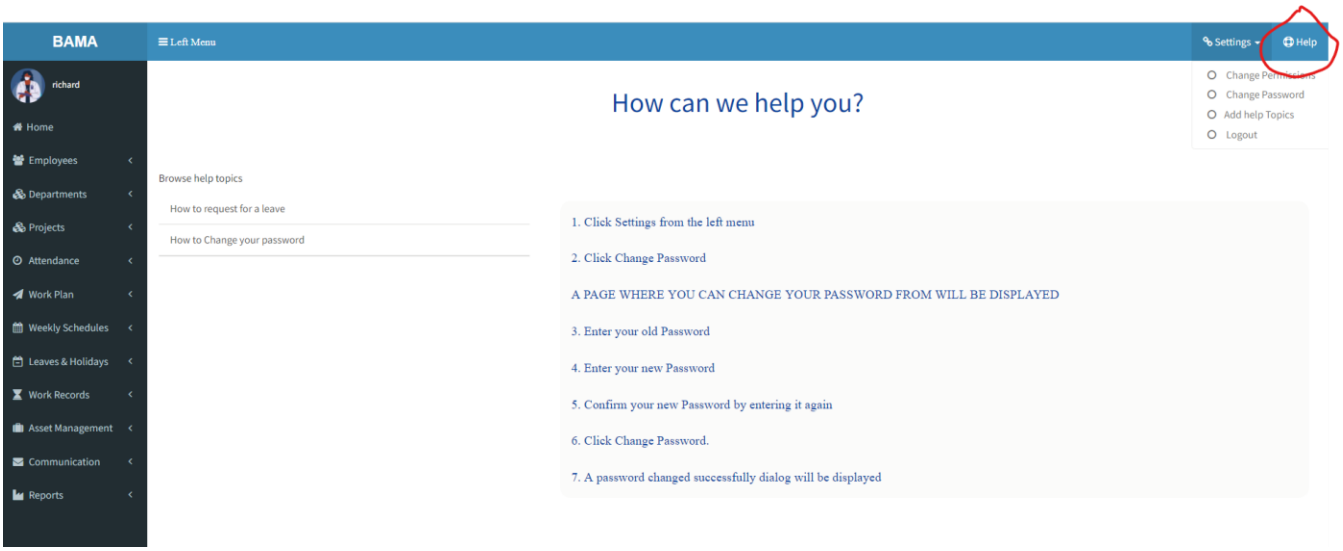
Communication Panel

The communication panel allows defined system users to convey crucial information to Staff/ employees through both emails and text SMS. Click the **Send Message** tab to draft a message, select communication medium and recipient(s) to proceed with the communication.



Reports

The reports panel allows access to various system reports generated based on the user required period.



For further guidance and support use the system support help panel in the top right corner of the HR portal or reach out to the Human Resource Manager.