

# WHITE PAPER USER MANUAL FOR – EMPLOYEE MASTER

## Module – Human Resource

**Author** : Sourav Suman  
**Creation Date** : 18-Oct-2024  
**Last Updated** : 18-Oct-2024  
**Version** : 1.0

## MII ERP+ Practice Solution Document

### 1. What is Employee Master?

The Employee Master database component stores comprehensive employee and Applicant information, which is crucial for HR management. In which we can store the basic and employment-related information of the employee or applicant as well as we can store some other information of the employee or applicant such as family details, Contact details, Previous employment details, education details etc.

### 2. When can it be used?

The Employee Master is used in several key scenarios:

- **Onboarding:** Recording new employee information.
- **Employee Management:** Updating records for promotions, transfers, and exits.
- **Payroll Processing:** Providing data for accurate salary and benefits calculations.
- **Performance Evaluations:** Tracking reviews and training.

Overall, it supports efficient HR operations and strategic workforce management.

### 3. where it is used?

The Employee Master is used in various systems and departments within an organization, including:

- **Human Resources Management Systems (HRMS):** Central repository for employee data.
- **Payroll Systems:** For salary calculations and benefits administration.
- **Performance Management Systems:** Tracking employee performance and evaluations.
- **Learning Management Systems (LMS):** Managing employee training and development records.
- **Reporting and Analytics Tools:** Generating workforce metrics and insights.

Overall, it supports various HR functions across the organization.

### 4. why it is used?

The Employee Master is used for several important reasons:

- **Centralized Information:** Provides a single source of truth for all employee data, ensuring consistency and accuracy.
- **Efficient HR Management:** Facilitates streamlined HR processes like onboarding, promotions, and terminations.
- **Accurate Payroll Processing:** Ensures precise salary calculations and benefits management.
- **Performance Tracking:** Helps monitor employee performance, development, and training needs.
- **Enhanced Communication:** Provides easy access to employee information for managers and HR personnel.

Overall, it supports effective human resource management and strategic decision-making.

## MII ERP+ Practice Solution Document

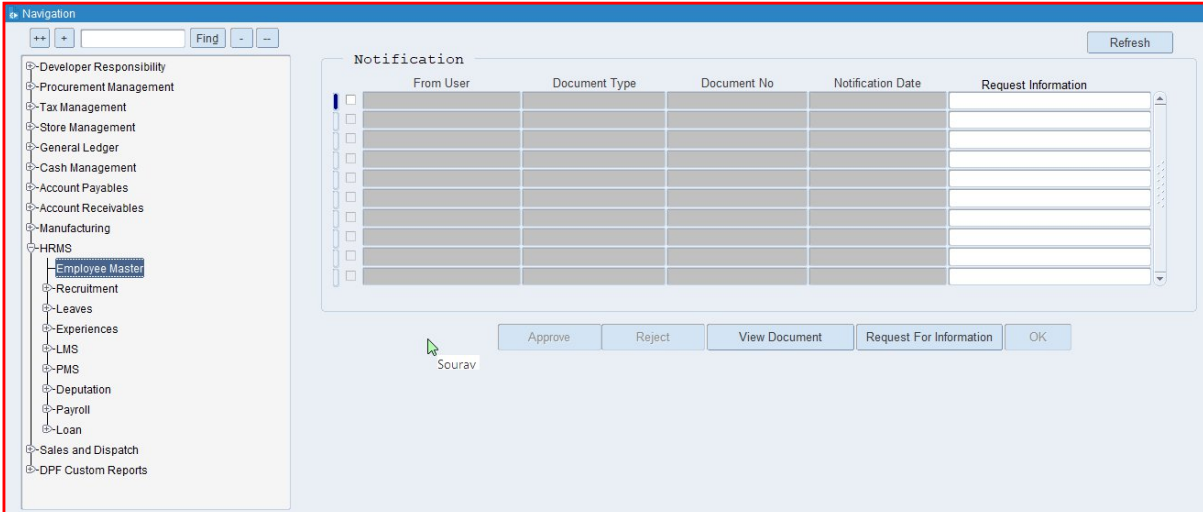
### 5. Who used it?

The Employee Master is primarily used by:

- **HR Professionals:** For managing employee records, onboarding, and compliance.
- **Payroll Administrators:** To process salaries and benefits accurately.
- **Managers and Supervisors:** For performance tracking and team management.
- **Data Analysts:** For workforce analytics and reporting.
- **Training and Development Coordinators:** To manage employee training and development programs.

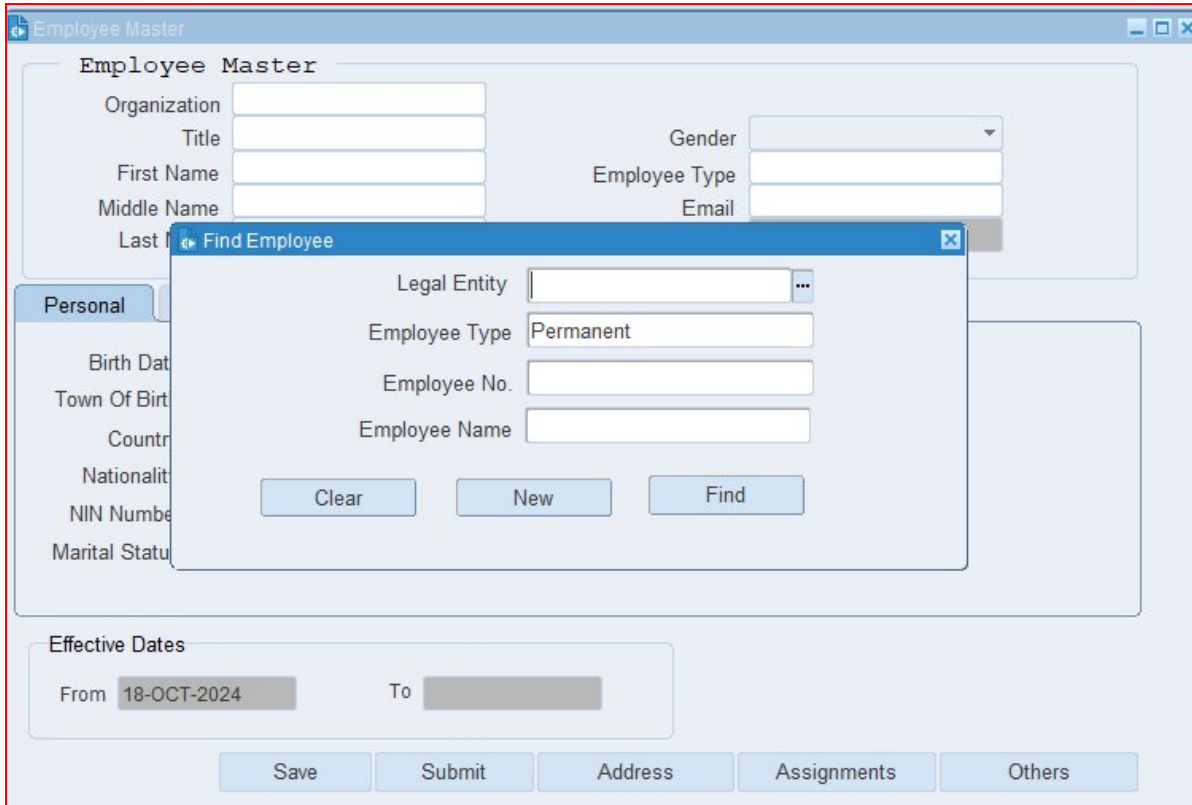
Overall, it is utilized by various roles within an organization that require access to employee information.

### Navigation – HRMS – Employee Master



The screenshot shows the 'Navigation' window in the MII ERP+ HRMS system. On the left, a tree view lists various modules, with 'HRMS' expanded and 'Employee Master' selected. The main content area is titled 'Notification' and contains a table with the following columns: 'From User', 'Document Type', 'Document No', 'Notification Date', and 'Request Information'. The table is currently empty. Below the table, there are five buttons: 'Approve', 'Reject', 'View Document', 'Request For Information', and 'OK'. A 'Refresh' button is located in the top right corner of the notification area. The user's name 'Sourav' is visible at the bottom of the interface.

## MII ERP+ Practice Solution Document

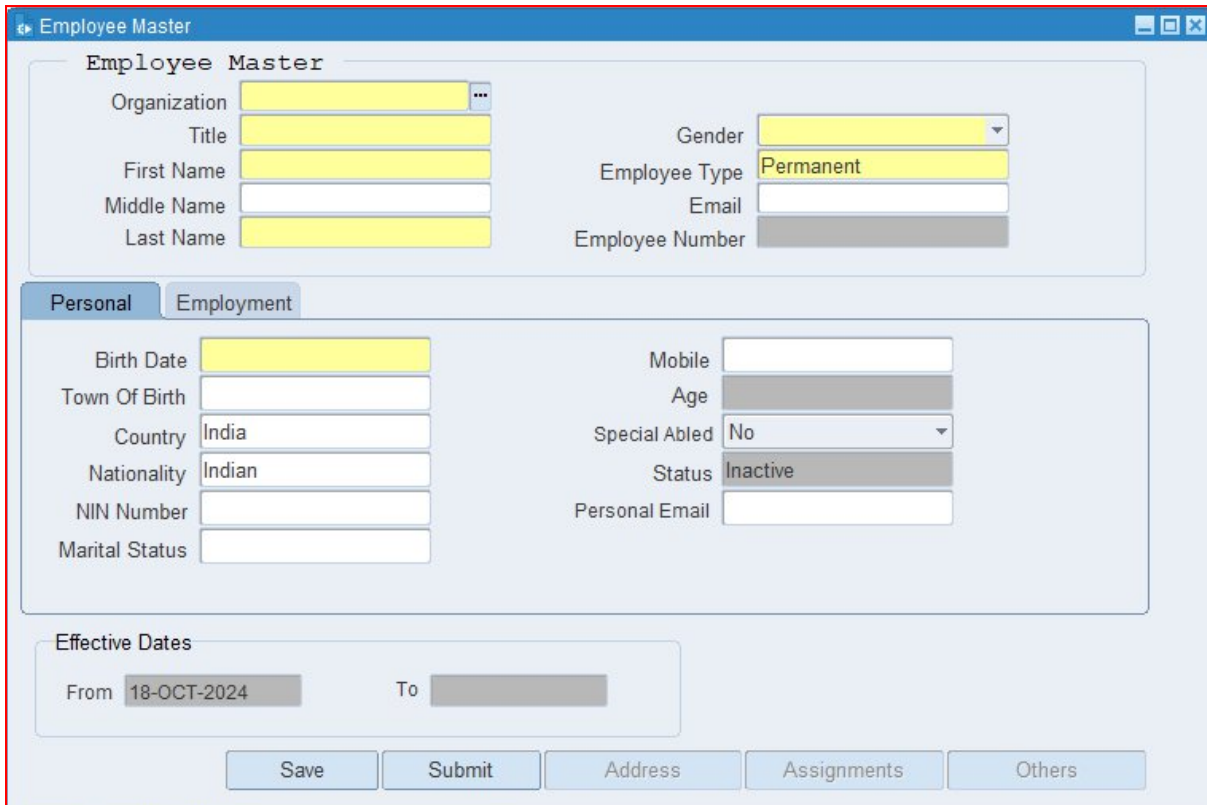


Find – Using the Find button, we can locate existing employees and applicants.

New – Using the New button, we can create a New Employee and Applicant.

Clear – By using the Clear button, we can remove the specified data.

### MII ERP+ Practice Solution Document



**Employee Master**

Organization  ...

Title

First Name

Middle Name

Last Name

Gender

Employee Type

Email

Employee Number

---

**Personal** | **Employment**

Birth Date

Town Of Birth

Country

Nationality

NIN Number

Marital Status

Mobile

Age

Special Abled

Status

Personal Email

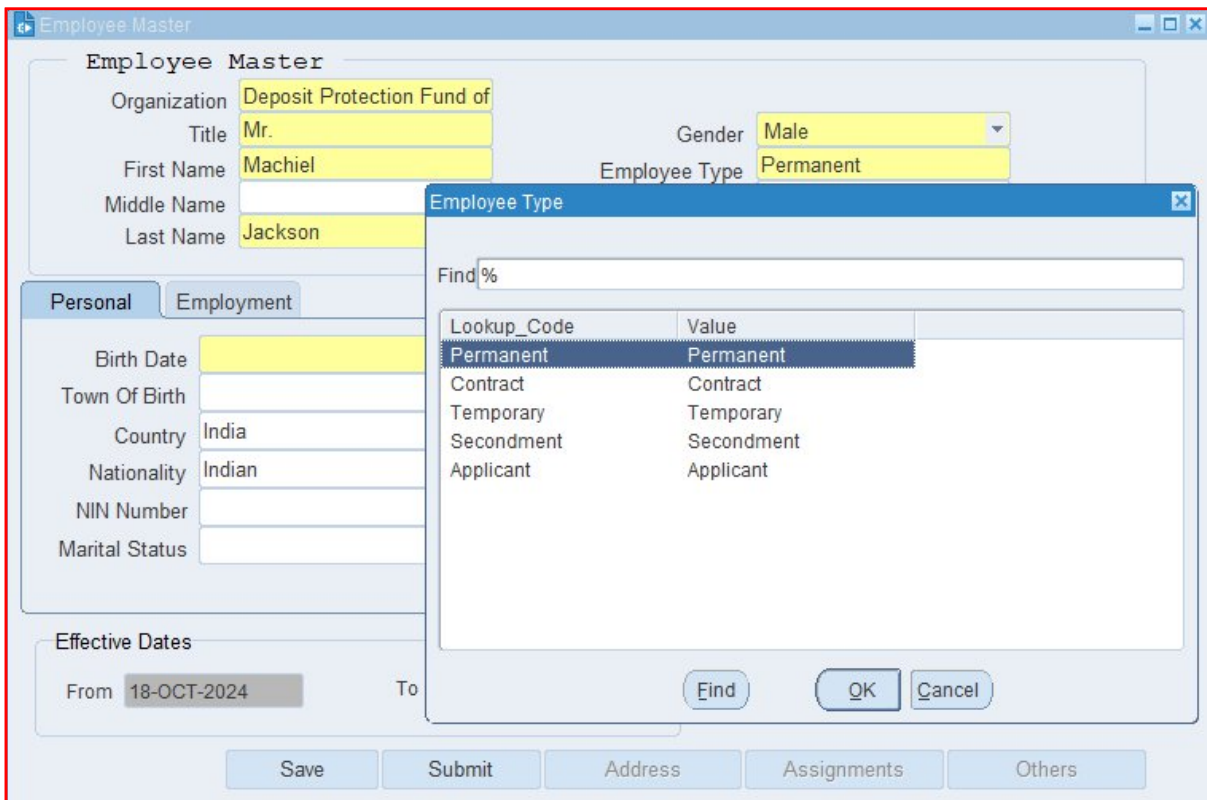
---

**Effective Dates**

From  To

Save Submit Address Assignments Others

Put the Organization Name, Title, First name, Last name, DOB, and Employee Type. Then click on the save button.



**Employee Master**

Organization

Title

First Name

Middle Name

Last Name

Gender

Employee Type

---

**Personal** | **Employment**

Birth Date

Town Of Birth

Country

Nationality

NIN Number

Marital Status

---

**Effective Dates**

From  To

Save Submit Address Assignments Others

**Employee Type**

Find %

Lookup_Code	Value
Permanent	Permanent
Contract	Contract
Temporary	Temporary
Secondment	Secondment
Applicant	Applicant

Find OK Cancel

## MII ERP+ Practice Solution Document

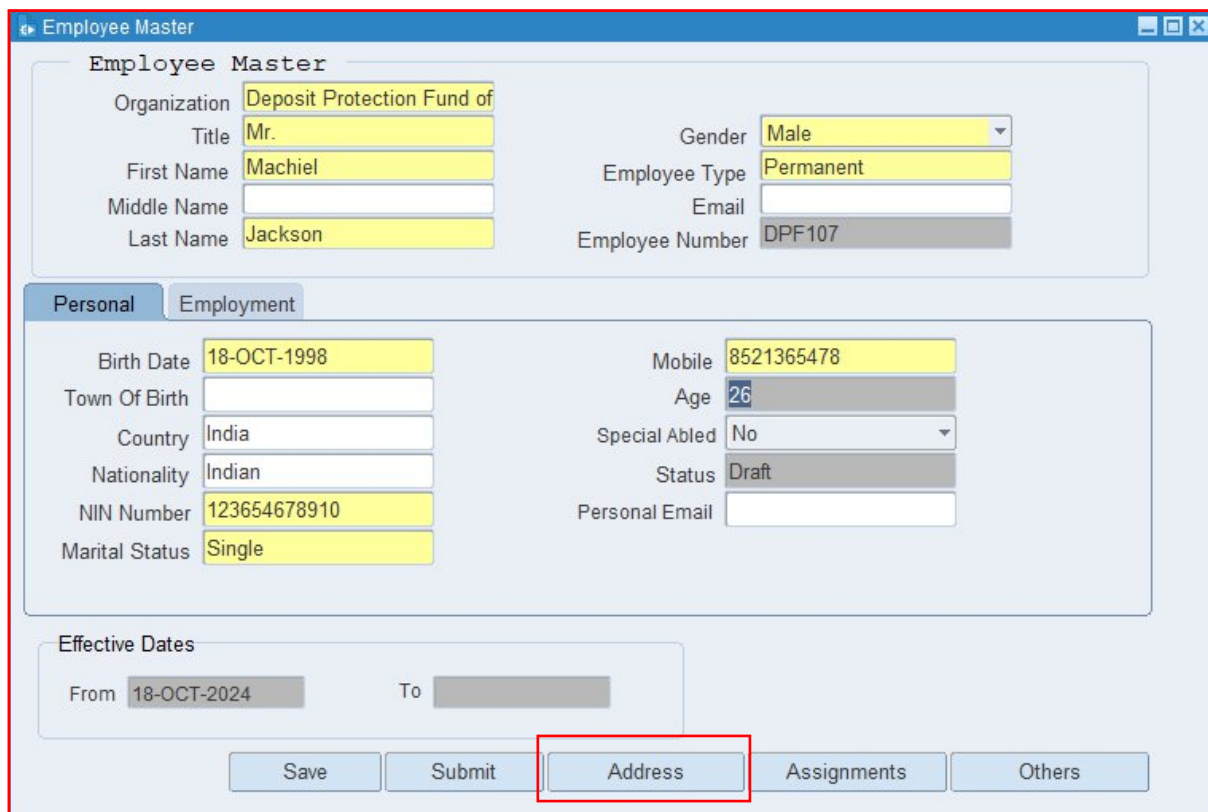
**Permanent Employee** - A permanent employee is someone who is hired on a long-term basis and is typically not subject to an end date in their employment contract.

**Contract Employee** - A contract employee is an individual hired to perform specific tasks or projects for a predetermined period, typically defined by a contract.

**Temporary Employee** - A temporary employee is hired for a short-term period to meet specific needs within an organization.

**Secondment** - Secondment refers to a temporary transfer of an employee from their usual role or location to another position or department, often within the same organization or between organizations.

**Applicant** - An applicant is an individual who applies for a job or position within an organization.



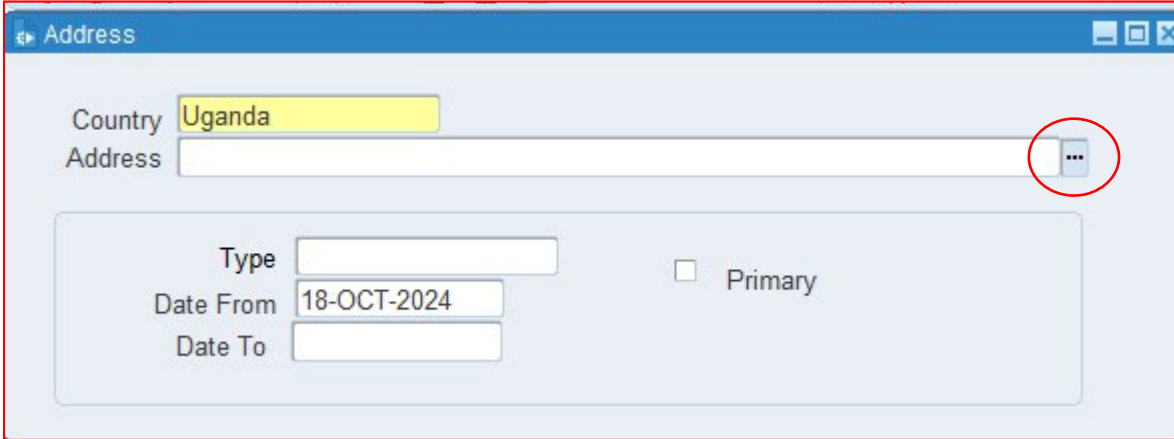
Employee Master

Organization: Deposit Protection Fund of  
Title: Mr.  
Gender: Male  
First Name: Machiel  
Employee Type: Permanent  
Middle Name:   
Email:   
Last Name: Jackson  
Employee Number: DPF107

Personal | Employment

Birth Date: 18-OCT-1998  
Mobile: 8521365478  
Town Of Birth:   
Age: 26  
Country: India  
Special Abled: No  
Nationality: Indian  
Status: Draft  
NIN Number: 123654678910  
Marital Status: Single  
Personal Email:   
Effective Dates: From 18-OCT-2024 To:   
Buttons: Save, Submit, Address, Assignments, Others

Click on Address



Address

Country

Address

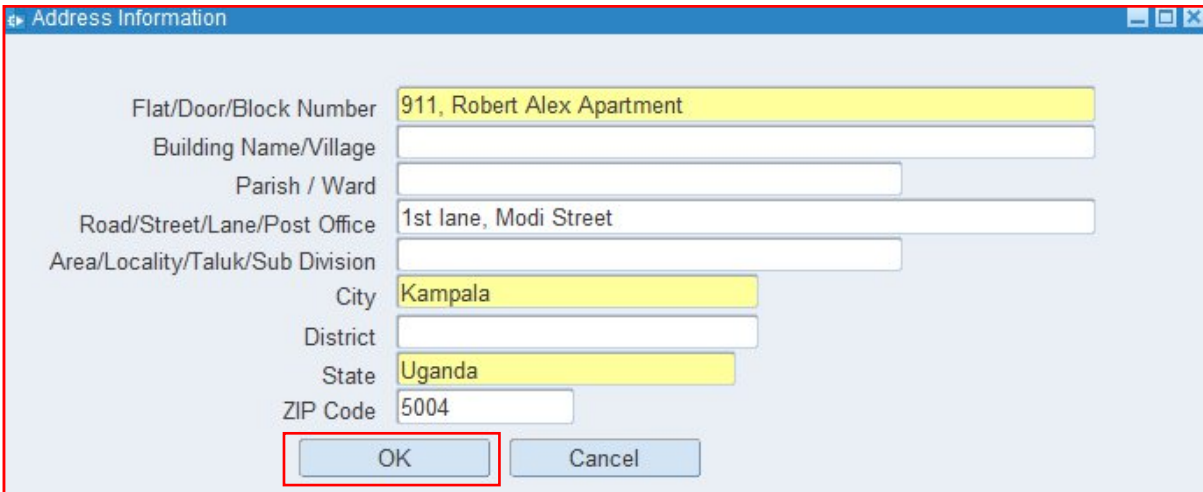
Type

Date From

Date To

Primary

Click on LOV



Address Information

Flat/Door/Block Number

Building Name/Village

Parish / Ward

Road/Street/Lane/Post Office

Area/Locality/Taluk/Sub Division

City

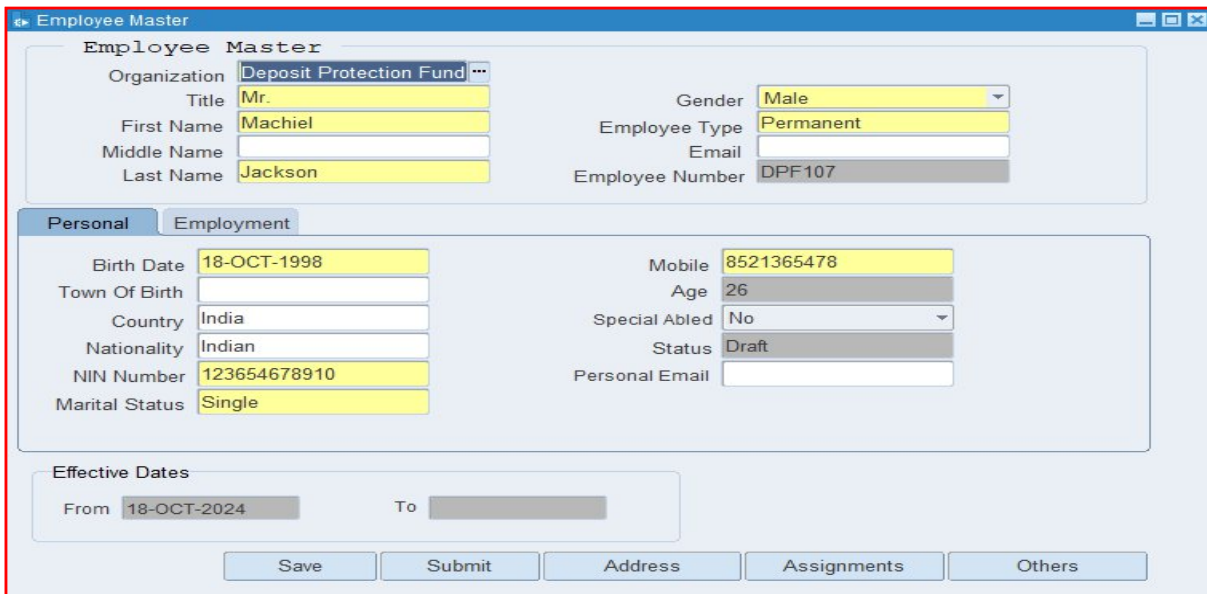
District

State

ZIP Code

Put the necessary Information then click on Ok.

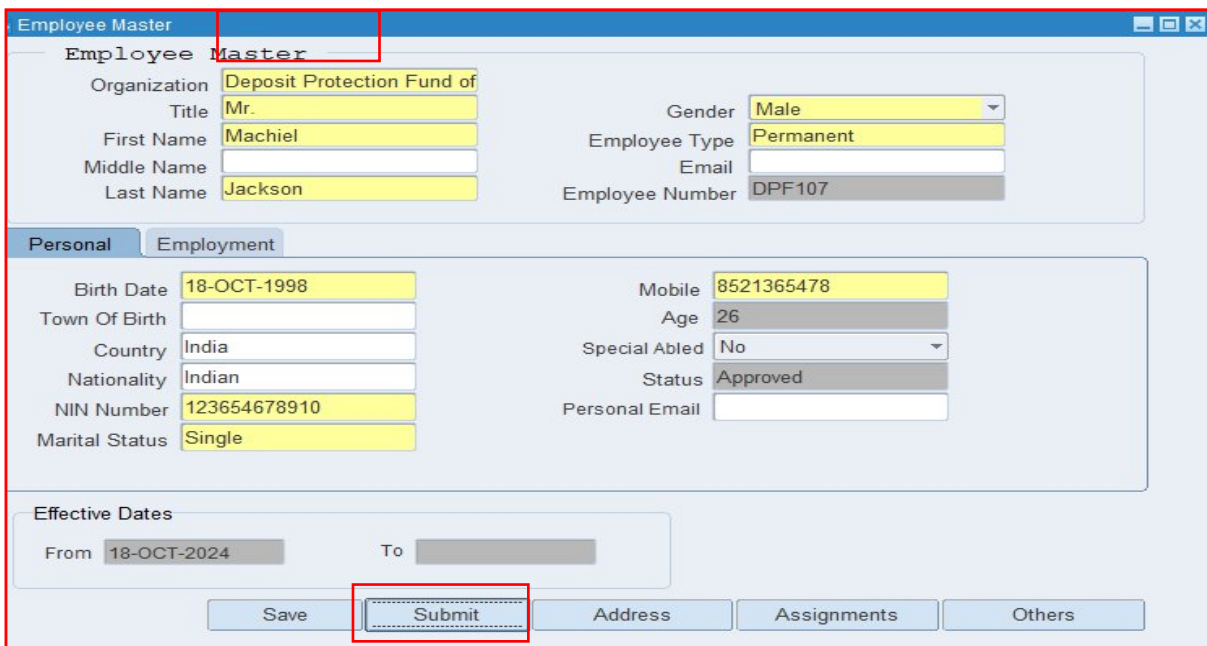
### MII ERP+ Practice Solution Document



The screenshot shows the 'Employee Master' form with the following data:

Field	Value
Organization	Deposit Protection Fund
Title	Mr.
First Name	Machiel
Middle Name	
Last Name	Jackson
Gender	Male
Employee Type	Permanent
Email	
Employee Number	DPF107
Birth Date	18-OCT-1998
Town Of Birth	
Country	India
Nationality	Indian
NIN Number	123654678910
Marital Status	Single
Mobile	8521365478
Age	26
Special Abled	No
Status	Draft
Personal Email	
Effective Dates From	18-OCT-2024
Effective Dates To	

Click on Save.



This screenshot is identical to the previous one, but the 'Submit' button at the bottom of the form is highlighted with a red dashed box.

Click on Submit.

The Employee has been created.

XX END XX