



ShCT HRMS USERS' MANUAL

I. SYSTEM OVERVIEW

A. How to access the ShCT HRMS.

- Login to your staff portal account and look for the icon below in the staff portal main screen.



Click this icon
to open ShCT
HRMS

SHCT HUMAN RESOURCE
MANAGEMENT SYSTEM

B. Dashboard View of the HRMS

- Understanding HRMS dashboard

The screenshot displays the ShCT HRMS dashboard for a user named Mr. Elvin Arango. The dashboard includes a navigation menu on the left, a main content area with several widgets, and a footer with HR documents.

Navigation Menu:

- Dashboard
- View Personal Details
- HR SERVICES
- HR Documents
- Leave Application
- Other Forms
- Salary Certificate
- Back to Staff Portal
- Logout ShCT HRMS

Main Content Area:

- Home / Dashboard / Welcome Mr. Elvin Arango [Technician-ETC.]
- Normal Leave: 0 Day(s)
- Emergency Leave: 4 Day(s)
- 2 Hours Leave: 6 Hours
- HR Notification(s)
- Staff Personal Leave Panel: Your Pending Leave Request / Your Leaves
- Table: No data available in table
- Staff Qualifications: Bar chart showing the number of staff by educational qualification.
- Employee / Department: Pie chart showing the distribution of staff by department.
- HR Documents: List of documents including Staff Guide for Clearance, Civil Services Law - Arabic, CS Implementing Regulations - Arabic, and Dress Code Policy.

Staff Qualifications Data:

Qualification	No. of Staff
Doctorate	40
Masteral	240
Bachelors	100
Diploma	40
Secondary Educ	20

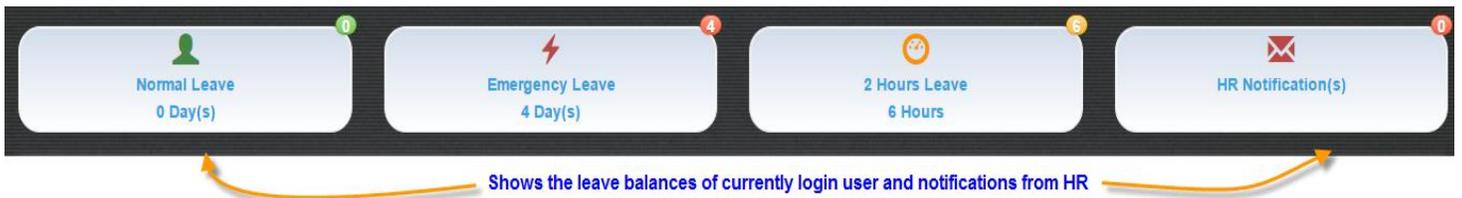
Employee / Department Data:

Department	Percentage
Administration	18%
Business	11%
Engineering	22%
Information Technology	19%
English Language Center	20%
ETC	10%

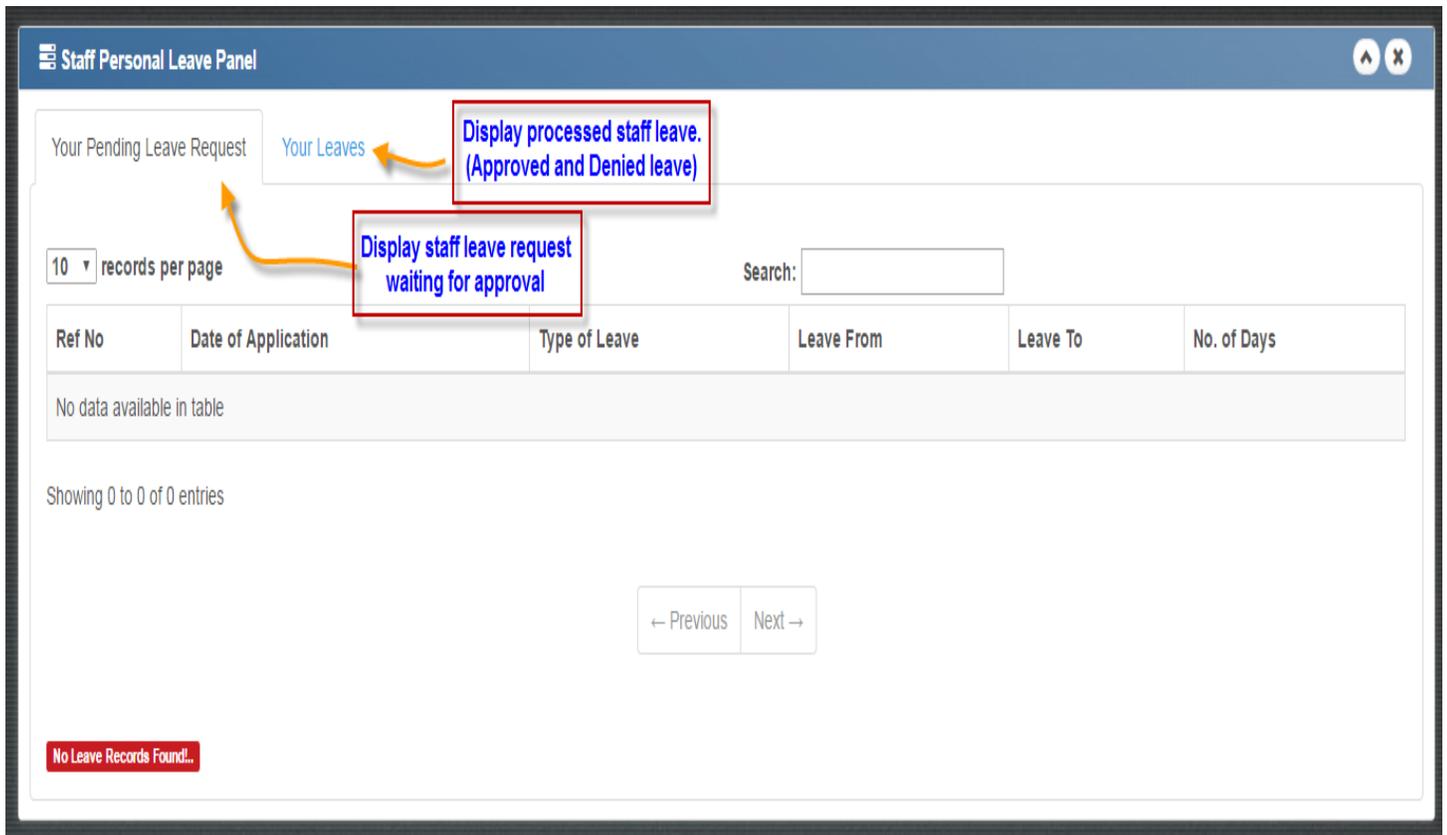
C. Notification toolbar contains information of currently logged in user



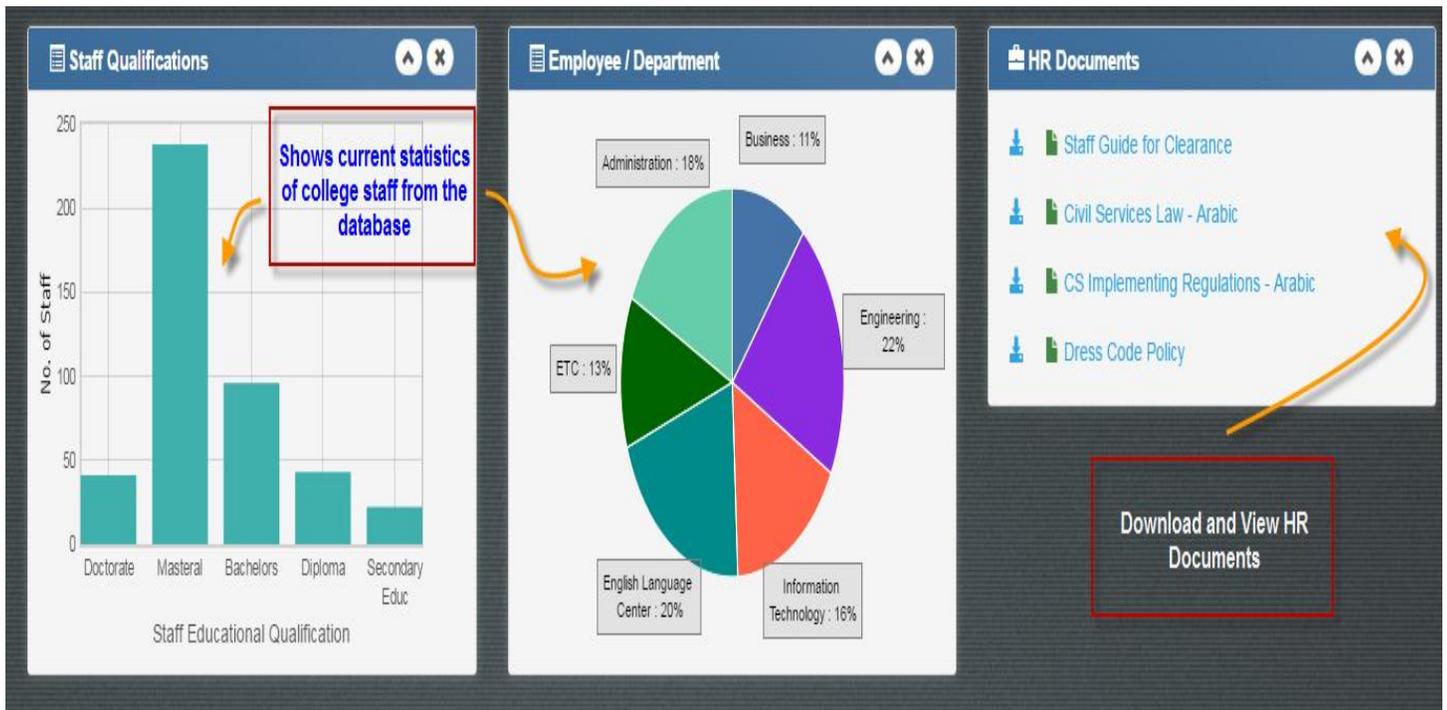
D. Palettes contain all leave balances of staff



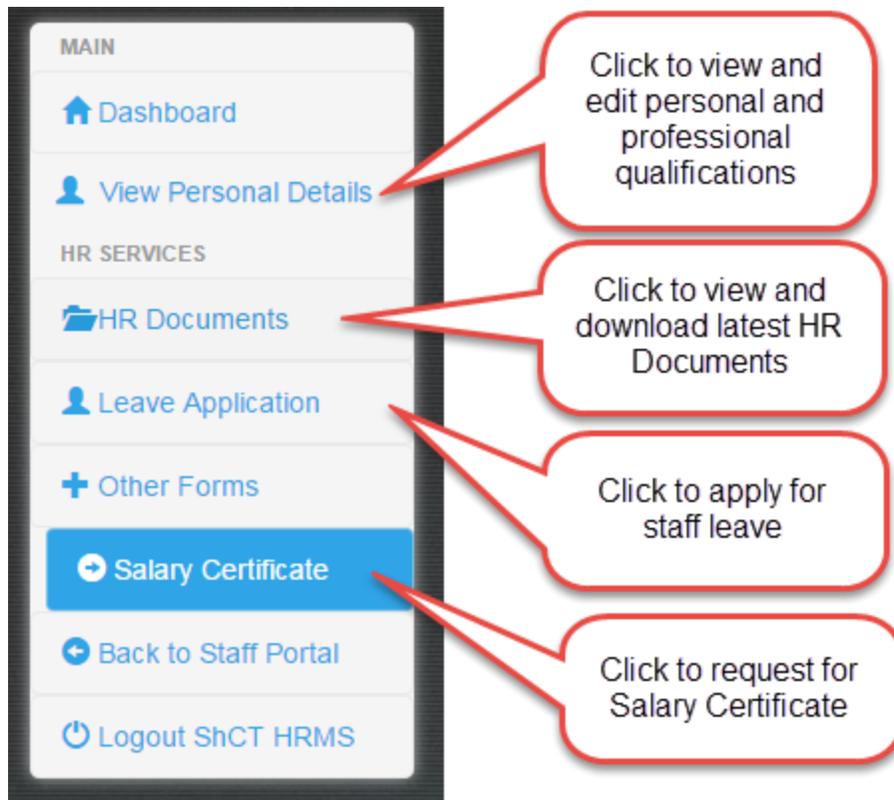
E. Staff Personal Leave Panel – display all pending, approved and denied leave of staff



F. Statistics Chart Panel – shows the actual statistics of staff in the college.
 You can also download important HR Documents from this panel



G. Menu Panel – contains HR services like leave application, request for salary certificate, download HR Documents, View and Edit staff personal and professional qualifications, and other HR services forms



II. HR SERVICES

A. Leave Application Services

- Type of leave application (covered by the HRMS)
 - Normal Leave or Compensation Leave
 - Leave earned when staff officially render services beyond duty hours.
 - Emergency Leave
 - Leave given to each staff for every academic year which is usually 5 days. Please see HR guidelines for emergency leave.
 - Two Hour Leave
 - Short leave given to each staff which is usually a maximum of 6 hours a month.

B. Apply for a Normal Leave

- a. Guidelines before you apply for a Normal Leave
 - i. Make sure that you still have enough normal leave balance. You can view your normal leave balance in the leave balance palette in the dashboard.
 - ii. The system will display warning or error messages for any discrepancies in the leave application
 - iii. Please refer to the figure below for guidelines

Leave Application Form
استمارة طلب إجازة

Sultanate of Oman
Ministry of Manpower
Directorate General of Technological Education
Shinas College of Technology Human Resources Department

سلطنة عُمان
وزارة القوى العاملة
المديرية العامة للتعليم التقني
الكلية التقنية بشناس
قسم الموارد البشرية

Click Leave Application to Apply for leave

Click the type of leave option to select type of leave to apply

This Leave Application Form Panel will be displayed once you clicked on the Leave Application Option from the menu bar

Default date of application is the day when you apply for the leave

Staff information from the HRMS database will be loaded automatically on this panel. Information is displayed in English and Arabic language

Type of Leave: [Dropdown menu]
Application No.: Normal Leave, Emergency Leave, Two hours Leave
Date of Application: 01/05/2016

Staff Name: Elvin Arango | اسم الموظف: إيلين أرنجو
Staff ID: 1765301 | الرقم الوظيفي: 1765301
Job Title: Technician | المسمى الوظيفي: فني
Department: ETC | القسم/المركز: مركز تقنيات التعليم
Sponsor: MOM | جهة التوظيف: وزارة القوى العاملة

Upon choosing the Normal Leave from the select box, the Normal Leave Options panel will be displayed just below the leave application form panel. Choose your desired normal leave options. Please see figure below.

Department: ETC | القسم/المركز: مركز تقنيات التعليم
Sponsor: MOM | جهة التوظيف: وزارة القوى العاملة

Normal Leave Details

Duration of Leave in Day(s): Normal Leave | مدة الإجازة

From: [Datepicker] To: [Datepicker]

Number of days auto computed based from the start and end of leave

Choose start date of your normal leave from the datepicker

Choose end date of your normal leave from the

Submit Normal Leave Application

Click submit once done filling up details of your normal leave application. This will be subject for HOD /HOC approval

May 2016						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Below is a sample image of a normal leave application with system warning.

The screenshot shows a web form titled "Normal Leave Details". It includes a dropdown menu for "Duration of Leave in Day(s)" set to "Normal Leave", and two date pickers for "From" and "To", both set to "02/05/2016". A green button labeled "Submit Normal Leave Application" is visible. A red speech bubble points to a warning message at the bottom of the form: "Warning! A problem has occurred. Sorry your leave credits is not enough for this leave application. Please contact or send a message to HR Department." The warning message is displayed in a red box with a close button (X).

Once the Normal leave application is submitted the system will display a message that your application is successful. Please see image below.

The screenshot shows a successful submission message overlay on a "Leave Application Form". The message box is titled "ShCT HRMS" and contains the text "Request Submitted Successfully..". A blue "Close" button is located at the bottom right of the message box. A red speech bubble points to the message box with the text: "System message that you leave application is successful". The background shows the "Leave Application Form" with a sidebar menu on the left and a header with the ShCT logo and name in Arabic and English.

Please note that the system will send an auto email notification once you have submitted your leave application

C. Apply for an Emergency Leave

The first steps to apply for an emergency leave is almost the same with the normal leave application. Once you are in the leave application form panel, choose emergency leave from the select box of type of leave option. An emergency leave panel will appear just below the leave panel. Fill up all the details of your emergency leave application. Please see image below.

The screenshot shows the 'Emergency Leave Details' form. The 'Duration of Leave in Day(s)' dropdown is set to 'Emergency Leave'. The 'Attachment' field shows 'File to Upload' with a folder icon. The 'From' date field is empty, with a callout bubble stating 'Start date of emergency leave'. The 'To' date field is also empty. The 'Reason' field contains the placeholder text 'Enter your reason here' and a green-bordered box with the text 'Enter full details of your emergency leave here'. A calendar widget is open, showing the month of May 2016. A blue arrow points to the 'Submit Emergency Leave Application' button, with a callout bubble saying 'Click button to submit emergency leave'. Another callout bubble points to the 'File to Upload' button, saying 'Click to upload supporting document for your emergency leave application'. A third callout bubble points to the 'Emergency Leave' dropdown, saying 'No of emergency leave is auto computed based from start date and end date of emergency leave'.

An emergency leave warning message displayed by the system.

The screenshot shows the 'Emergency Leave Details' form with a warning message. The 'Duration of Leave in Day(s)' dropdown is set to 'Emergency Leave'. The 'Attachment' field shows '2nd-Apr-2016_card_state' with a folder icon. The 'From' date field is set to '04/05/2016' and the 'To' date field is set to '02/05/2016', both dates circled in green. The 'Reason' field contains the text 'This is a test reason for emergency leave'. The 'Submit Emergency Leave Application' button is visible. A callout bubble points to the button, saying 'Warning message from the system because date from is greater than the date to'. At the bottom of the form, a red warning message is displayed: 'Warning! A problem has occurred. Please make sure that your date FROM is greater than your date TO.'

D. Apply for a Two Hour Leave

The first steps to apply for a two hour leave is almost the same with the normal leave application. Once you are in the leave application form panel, choose two hour leave from the select box of type of leave option. A two hour leave panel will appear just below the leave panel. Fill up all the details of your two hour leave application. Please see image below.

2 Hours Leave Details

Dear Sir / Madam:
This is to request permission to leave on

01/05/2016

Date of two hour leave

Start time and end time.
Maximum of two hours

Time From 7:00 AM Time To 7:00 AM

No. Hours

Number of hours auto computed

Choose Type of 2 Hours Leave

- Reporting late to the official working hours
التأخر عن ساعات العمل الرسمي
- Permission to take leave during the official working hours
إذن مغادرة خلال ساعات العمل الرسمي
- Permission to leave work early
إذن مغادرة العمل مبكرا

Reasons

Enter your reason here

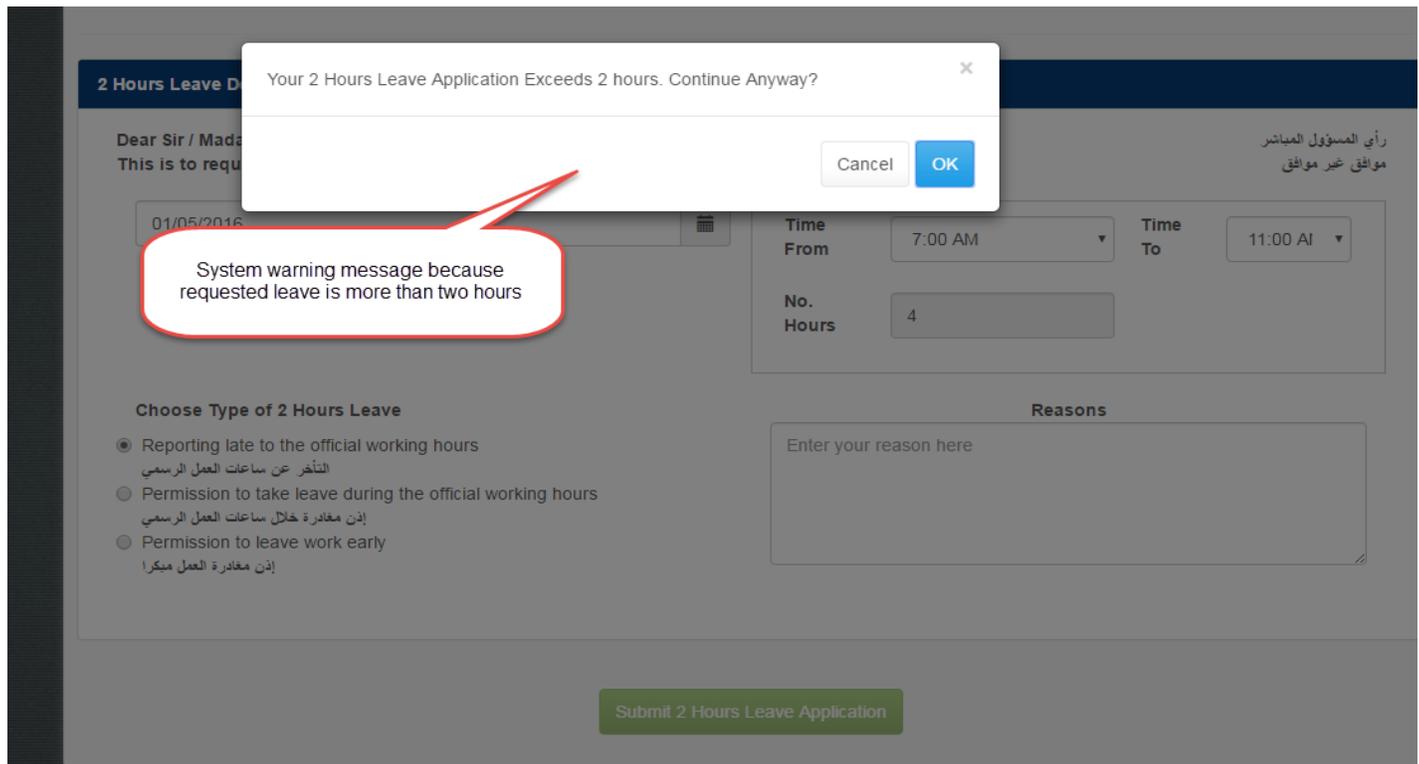
Enter your reason here for your two hour leave application. Application is subject to HOD / HOC approval

رأي المسؤول المعين موافق غير موافق

Click to submit two hour

Submit 2 Hours Leave Application

A sample system warning message for a two hour leave is in the image below.



E. Request for Salary Certificate.

Requesting for a salary certificate is just as simple as a click. Just click the option Salary Certificate from the menu side bar. And the Request for Salary Certification Panel will appear. All information is automatically fetch and fill up for you by the system. Just choose the type of language for the certificate. It's either English or Arabic or you can request for both. You will receive an email notification once the certificate is ready for pick up at the HR department.

For any comments and suggestions. Please feel free to contact us at.

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Prepared by: ETC Web and Software Development Team 2016