



# Sys Mates Technologies

Strategic Solutions for Organizations

## HRMATES SELF SERVICE MODULE

Version 2.1

Date: 26th July 2024



# HRMates

Your Strategic Partner

## Login to HRMates web portal

You would have received login url, username and password on email



# Dashboard

After Login page will look as below

On left side following Menu are available

- My Profile
- My Leave
- My Attendance

The screenshot shows the HRMates Self Service dashboard. At the top, a welcome message reads "Welcome, Deepika Sharma! Time Zone: Asia/Kolkata". The top navigation bar includes links for Attendance, Tax Declaration, Competency, Timesheet, Search, and Check in. On the left, a sidebar menu under "Self Service" lists various options: Dashboard, My Profile, My Leave, My Attendance, My Salary, My Travel, Expense, My Rewards, My Training, We Appreciate, We Connect, My Evaluation, My Helpdesk, My Knowledge, My Suggestion, Kaizen Sheets, My CAPA, and Safety Observation. The main content area features a large "IMPORTANT ANNOUNCEMENT" box with the text: "We're thrilled to share some exciting developments with you all. Stay tuned for a game-changing announcement that's just around the corner." To the right, there is a list of birthday wishes for five employees: Makarand Deolalkar, Man Singh, Mary Brown, Upul Bandara, and Bill Woods, each with a small profile picture and their details.

# My Profile

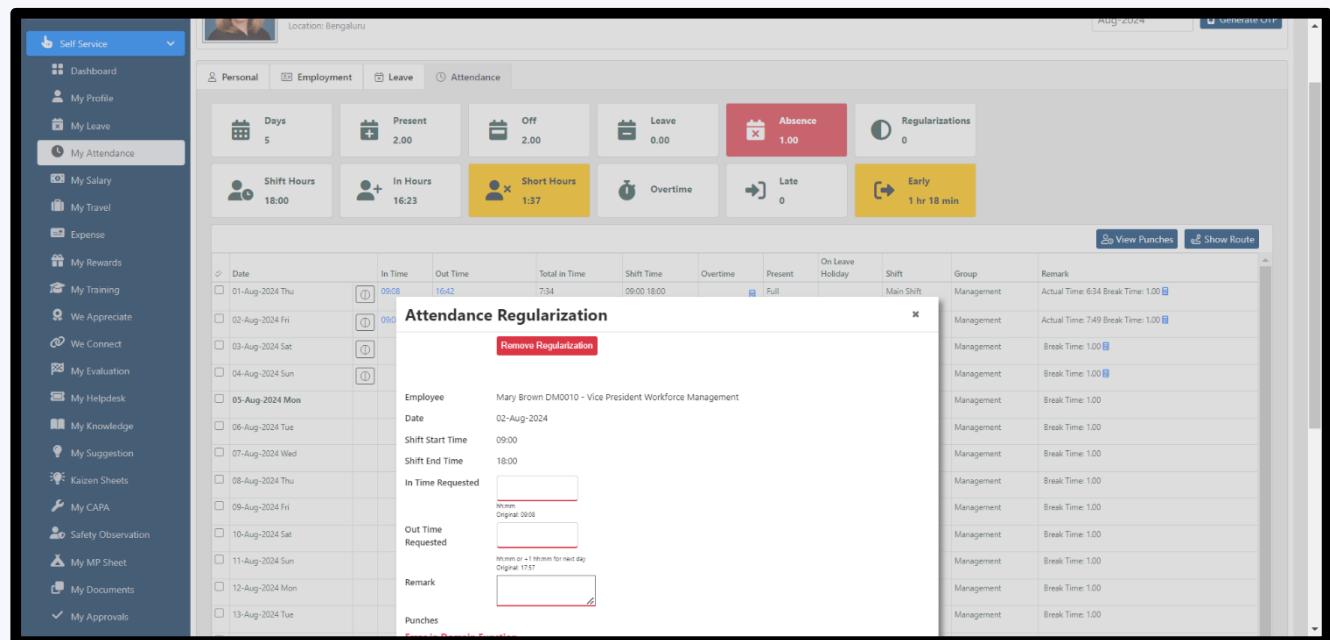
To update your profile and check employment detail click on My Profile

The screenshot shows the 'My Profile' page for Mary Brown. The page is divided into several sections:

- Personal Information:** Employee Code (D00010), Title (Mrs), First Name (Mary), Middle Name (Brown), Last Name (Brown), Gender (Male), Date of Birth (21-Jun-1982), Corporate Email (mary@myhrmatescompany.com), Personal Email (mary.3434@gmail.com), Marital Status (Married), Date of Marriage (10-Nov-2005), Social Category (Mobile Number (8234567616), Alternate Contact Number (8234567616), Blood Group (No Data)).
- Identity Details:** Document Type (No Data), Number (WTHWRFHSTN), Name on Document (No Data), Issue Date (01-Jun-2015), Valid Till (No Data), Country (India), File (No Data).
- Emergency Contacts:** Name (No Data), Relationship (No Data), Relationship Other (No Data), Number (No Data), Alternate Number (No Data), Email (No Data), Contact Address (No Data).
- Family Details:** Relationship (No Data), Name (Avni Singh DED0001), Date of Birth (15-Dec-1990), Age (11), Email (No Data), Phone Number (No Data), Blood Group (No Data), Org Employee (No Data).
- Present Address:** Address Line 1 (Salvia Surgeon Road), Address Line 2 (No Data), Address Line 3 (No Data), City (Surgeon), State (No Data), Zipcode (122101), Country (India), Landline Number (4083407).
- Permanent Address:** Address Line 1 (Salvia Surgeon Road), Address Line 2 (No Data), Address Line 3 (No Data), City (Surgeon), State (No Data), Zipcode (122101), Country (India), Landline Number (No Data).
- Academics:** Qualification (No Data), Field of Study (No Data), Year (No Data), Institution (No Data), Board (No Data), Enrollment (No Data), CGPA (No Data), Status (No Data), Country of issuance (No Data), Academics (No Data).
- Organizations:** Organization (No Data), Industry (No Data), Date From (11-Mar-2011), Date to (31-Mar-2013), Experience (2 years), Designation (HR), Location (No Data), Job Responsibility (No Data), Designation of Immediate Superior (No Data), Gross Salary Drawn (No Data), Reason for Leaving (No Data), Remarks (No Data), Last Employment File (No Data).
- Language:** Language (Hindi, English), Read (Yes, Yes), Write (Yes, Yes), Speak (Yes, Yes), Certified (Yes, Yes), Proficiency (Advanced, Advanced), File (No Data).
- Certifications:** Certification Name (No Data), Certification Body (No Data), Certification Date (No Data), Valid Till (No Data), Certification Number (No Data), Certification Reference (No Data).
- Social Profiles:** Media (No Data), Profile Link (No Data).
- Community Detail:** Mode of Transport (No Data), Community Route (No Data), Distance to the Office from your home (No Data), Distance to the Office from temporary address (if applicable) (No Data), Remarks (No Data).
- Personal Outfit:** What is your Shirt / Blouse collar size? (No Data), What is your T-Shirt size? (No Data), What is your Shoe / Safety shoe size? (No Data), What is your Overall, Overcoat or Uniform size? (No Data), Remarks (No Data).
- Interest and Hobbies:** What is your most favorite color? (No Data), What are your hobbies? (No Data), What is your most favorite sport? (No Data), Where do you like to travel most? (No Data), Remarks (No Data).
- Personal Preferences:** Are you a Vegetarian? (No Data), Do you prefer Company Transport? (No Data), Where do you like to work most in the Company? (No Data), Remarks (No Data).
- Approvals:** (No Data).

# My Attendance

Employees can view attendance, shift and regularize attendances

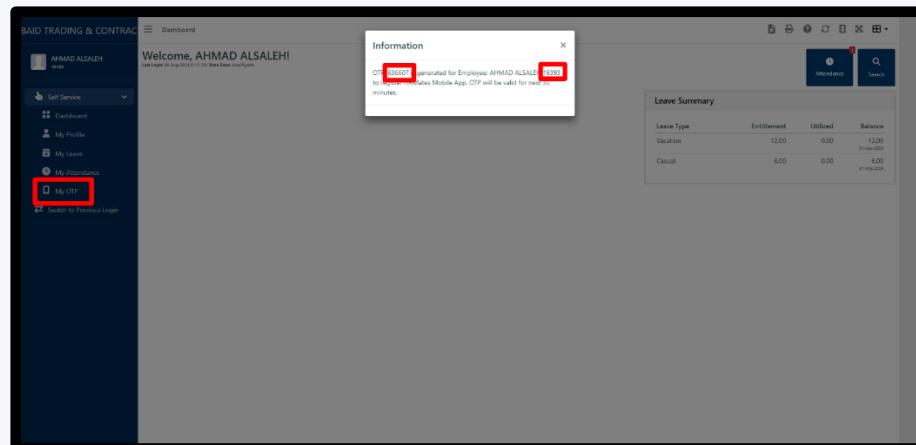


# HRMates Mobile App

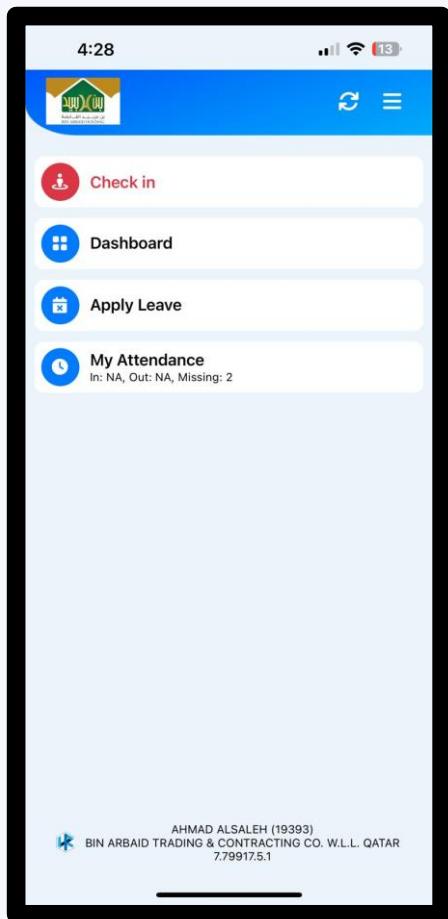
- Download " HRMATES" from app store or play store
- To register app use your staffId and OTP

## Get staff Id and OTP

- Login to HRMates on browser using the credentials provided
- Click on My OTP from left menu
- Click "Yes" on the Prompt
- Then use check in to mark attendance



After registering app home screen will look like below



# My Leave

Employee can see leave summary, Holiday, Team leaves and Apply leave

The screenshot shows the 'My Leave' section of the HRMates Self Service. The left sidebar has a 'Self Service' header and a list of modules: Dashboard, My Profile, **My Leave**, My Attendance, My Salary, My Travel, Expense, My Rewards, My Training, We Appreciate, We Connect, My Evaluation, My Helpdesk, My Knowledge, My Suggestion, Kaizen Sheets, My CAPA, Safety Observation, My MP Sheet, My Documents, and My Approvals. The 'My Leave' module is currently selected. The main content area includes a header with department, location, and HR coordinators information, and tabs for Personal, Employment, Leave, and Attendance. Under the Leave tab, there are buttons for 'Apply Leave' and 'Apply Short Leave'. Below these are tables for 'Applied Leave Details' (Casual Leave: Entitlement -2.00, Utilized -2.00, Balance -1.50) and 'Earned Leave' (Entitlement -1.50, Utilized -1.50, Balance -1.50). A 'Leave Application' dialog is open, showing fields for 'Type' (selected: Casual Leave), 'Days' (1), 'Dates' (28-Aug-2024 to 29-Aug-2024), and 'Reason' (Reason is required). To the right of the dialog is a 'Holiday' section for the period 01-Apr-2024 to 31-Mar-2025, showing a table with columns for Date, Day, and Name. A 'Team Leave' section is also visible. At the bottom is a calendar for August 2024, with specific leave entries highlighted for certain dates.