



SysMates 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

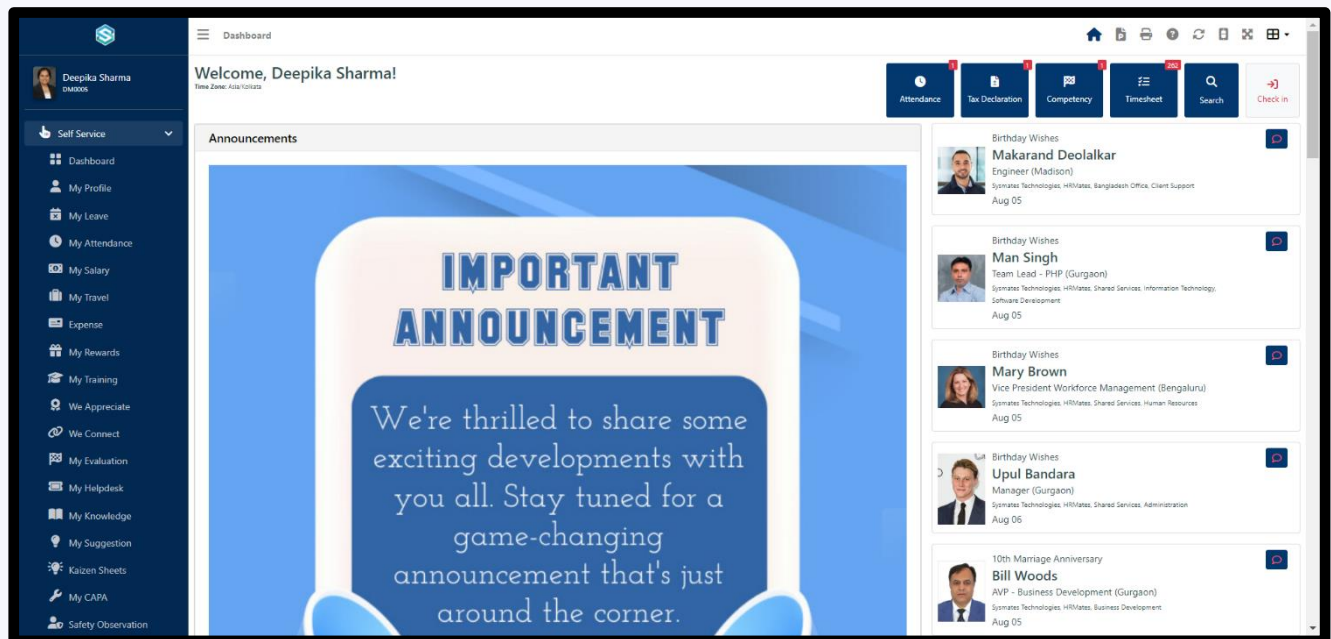


Dashboard

After Login page will look as below

On left side following Menu are available

- My Profile
- My Leave
- My Attendance

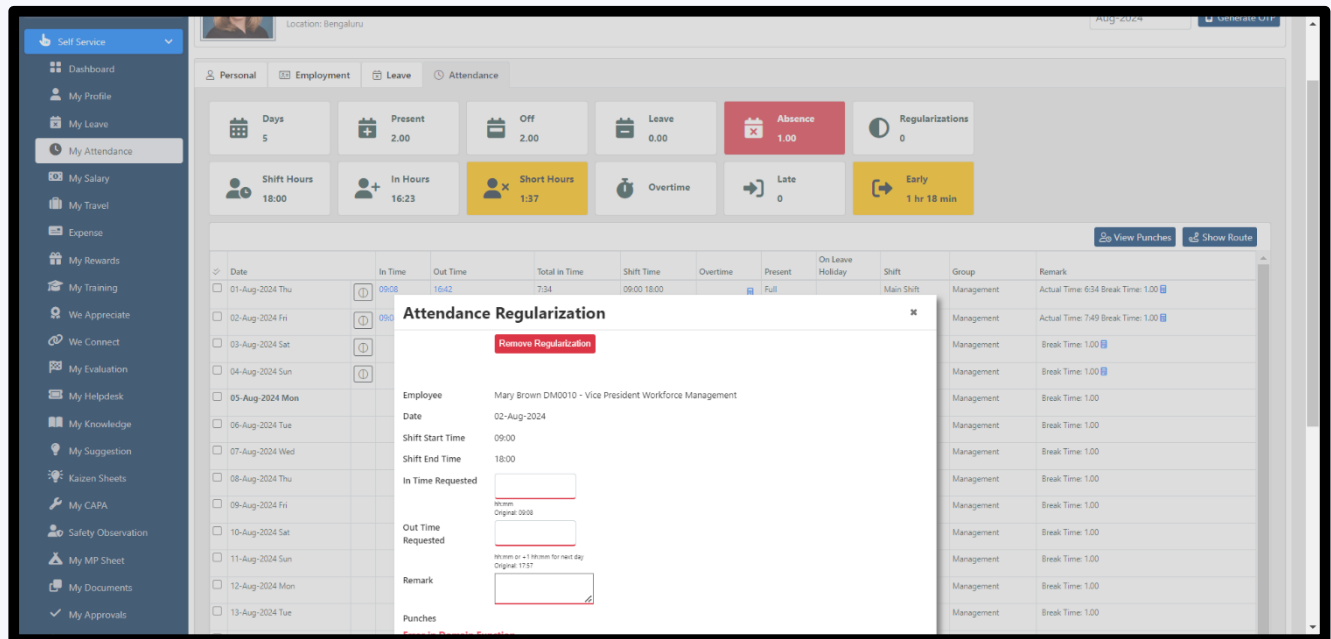


To update your profile and check employment detail click on My Profile

HRMates Self Service

My Attendance

Employees can view attendance, shift and regularize attendances

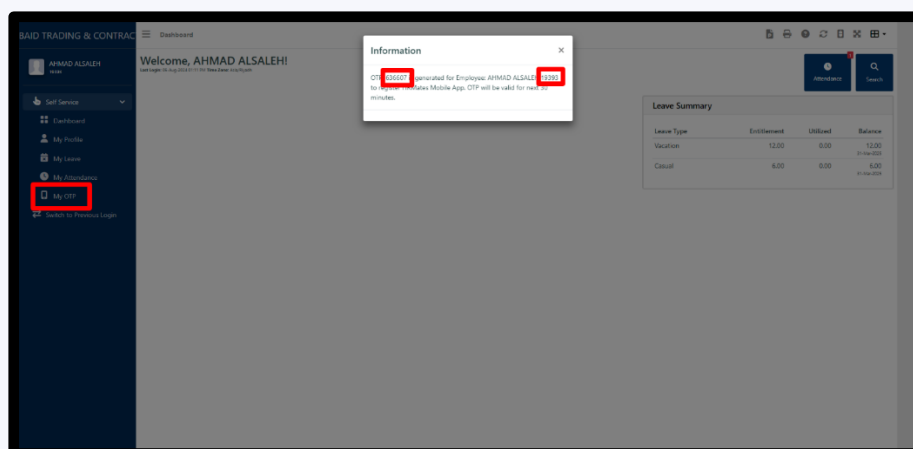


HRMates Mobile App

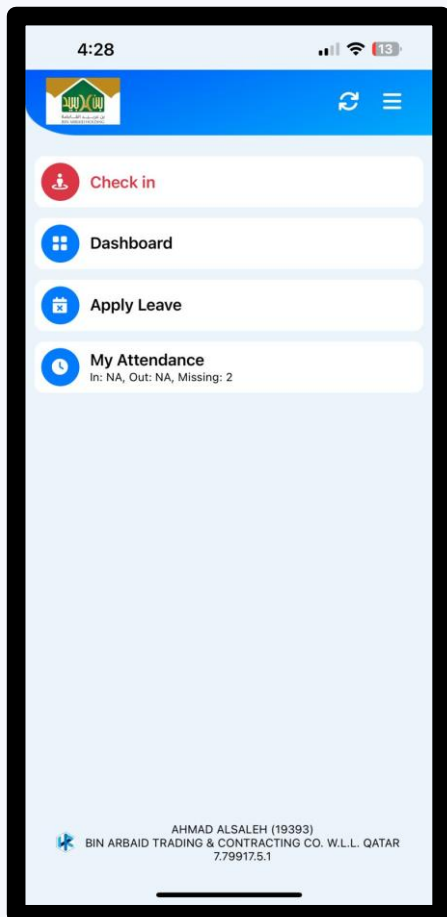
- Download "HRMATES" from app store or play store
- To register app use your staffid and OTP

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

Department: Shared Services, Location: Bengaluru,
HR Coordinators: Mary Brown, Reporting Manager: Ian Thomas,
DOI: 01-Jan-2017

Personal Employment Leave Attendance

Apply Leave Apply Short Leave

Type	Entitlement	Utilized	Balance	31-Aug-2024
Casual Leave	-2.00		-2.00	
Earned Leave	-1.50		-1.50	

Applied Leave Details

Team Leave

Select Team Level: Leave Planner Team Leave Level 1 Month: Aug

Leave Application

Type: [Dropdown] Days: [Input]

Dates: [Input]

Reason: [Input]

Apply

Holiday: 01-Apr-2024 To 31-Mar-2025 (Area: Bengaluru)

Date	Day	Name
01-Apr-2024	Mon	Gopindra Chand DM00206 Later 22 min
02-Apr-2024	Tue	Mohamed Feroz DM00091 Later 26 min
03-Apr-2024	Wed	Nithin Daniel Sathya DM00204 Absent
04-Apr-2024	Thu	Harishchandra Bant DM00052 Absent
05-Apr-2024	Fri	Nishagett Team DM00091 Absent
06-Apr-2024	Sat	Pratham Awasthi DM0175 Absent
07-Apr-2024	Sun	Robert Shankar DM00779 Later 27 min