# Sybrid

SALU TMS

Contents

1. Introduction

1.2 Overview of the TMS

The Time Management System (TMS) helps employees and managers efficiently manage work schedules, leave requests, attendance, and time adjustments. TMS simplifies time tracking and ensures accurate recording of attendance and time-related activities.

2 Getting Started

2.2 Logging in to the System

- Open the HRMS (https://hrms.salu.edu.pk)
- Enter your username and password.
- Click Login.
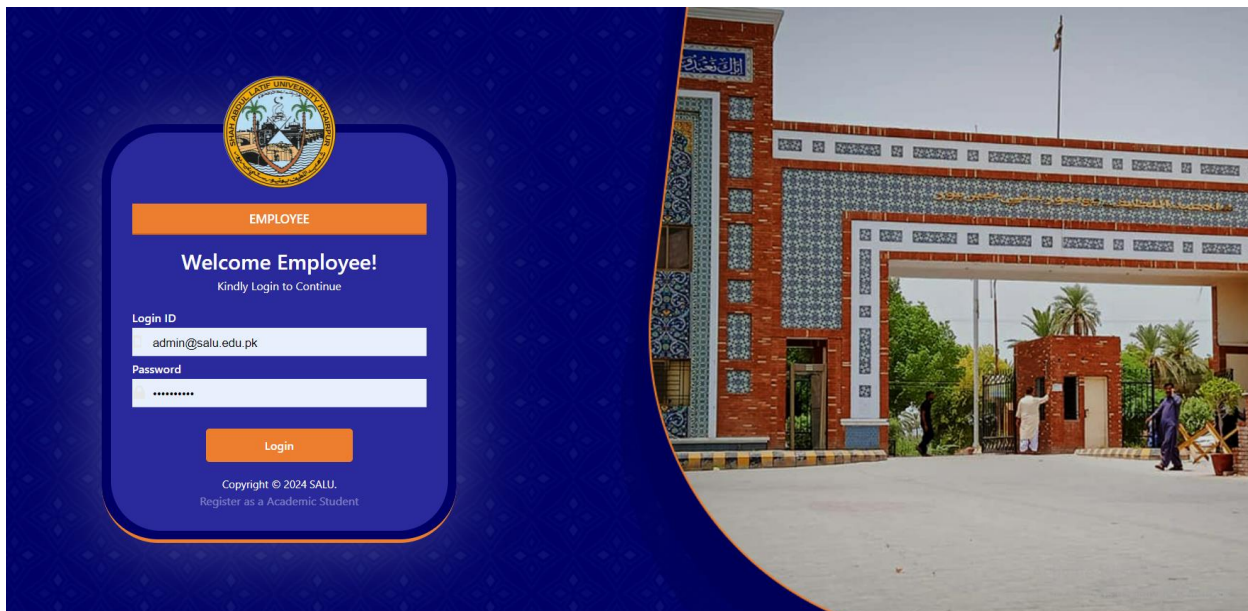
- Then scroll to the left-hand side menu and click on TMS. The following features are available in TMS:

    - **View Calendar**: Easily view work schedules and leave.
    - **Apply Leave**: Submit leave requests.
    - **Time Adjustment**: Request adjustments for incorrect time entries.
    - **Update Calendar**: Update calendar events related to work shifts and leave.
    - **In/Out Timing**: Record daily attendance.
    - **Leave Approval**: Managers can approve or reject leave requests.
    - **Leave History**: View past leave details.
    - **Attendance Stats**: Check attendance records and stats.

o **Web Sign in/Out**: Web-based signing in and out for attendance.
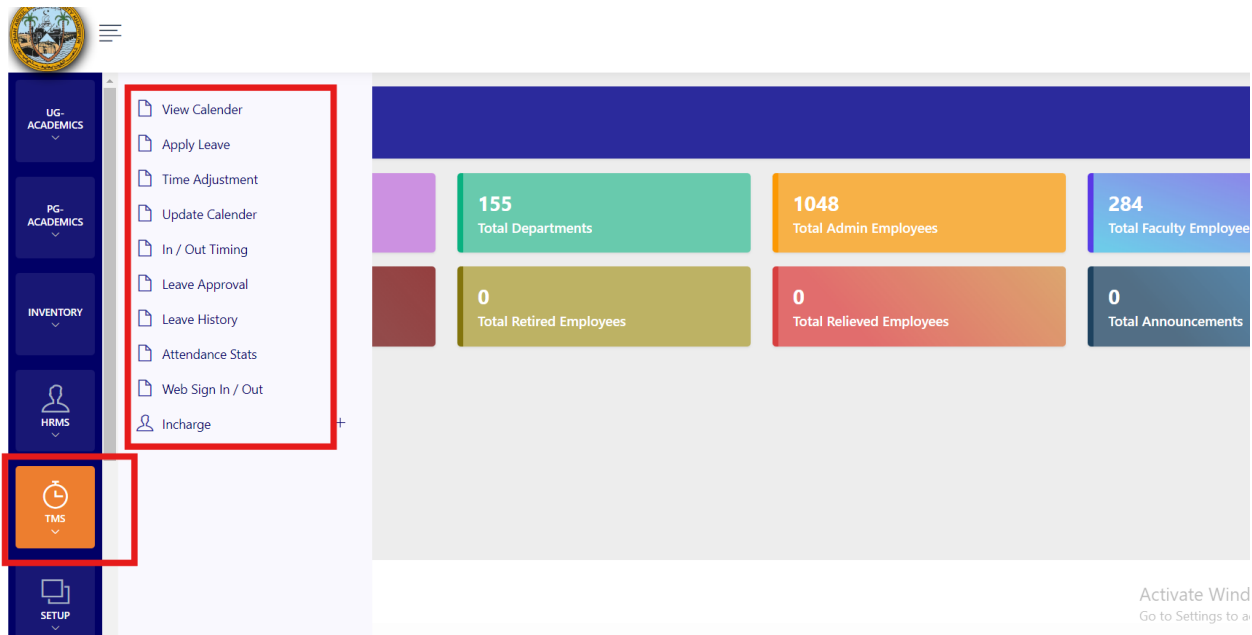
2.3 View Calendar

- You can search the view Calendar by month and year to retrieve records.
- Simply select month and year and click get records button.
- The calendar displays shift days and time, and any scheduled Public holidays and other events.
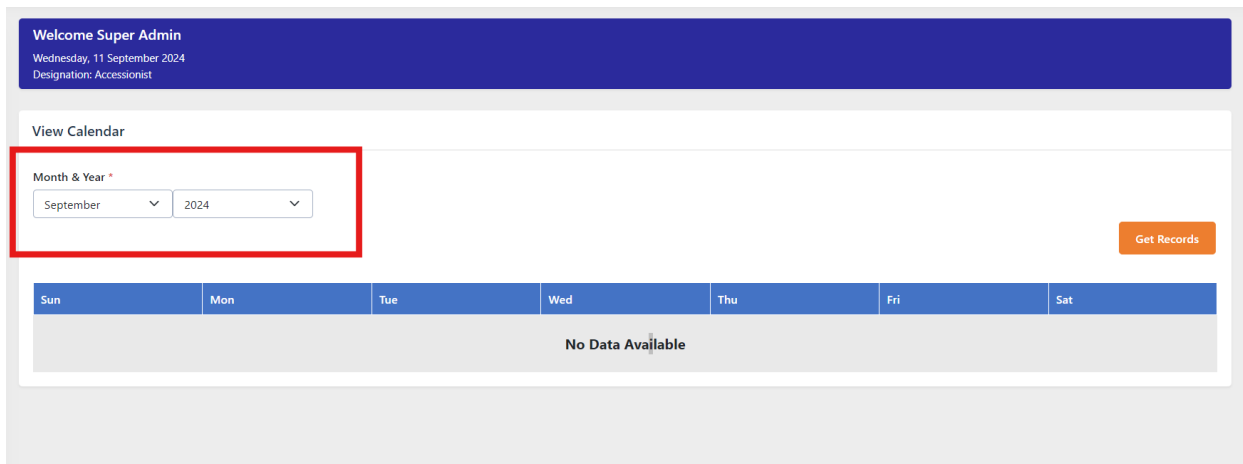
2.4 Apply Leave

Apply Leave allows employees to submit leave requests electronically, specifying the type, duration, and reason for their leave

- Go to the Leave section.
- Click Apply for Leave.
- Select the leave type (e.g., sick leave, vacation).
- Choose the start date and end date for your leave and add reason for the leave.
- Click Submit.
- Once submitted, the leave request will be sent to your manager for approval.

2.5 Time Adjustment

If there is an error in your attendance record (e.g., missed punch in/out), you can request a time adjustment:

- Go to the Time Adjustment tab.
- Select the date for the adjustment.
- Enter the correct in time and out time.
- Add a reason for the adjustment.
- Submit the request for approval.

Search List

Select From Date

dd/mm/yyyy

Select To Date

dd/mm/yyyy

Search   Cancel

List List

S.No.	Applied Date	Applied For	Original Time	Request Time	Type	Reason	Comment	Applied By	Status	Action
				No Data Available						

2.6   Update Calendar

Admin can update work calendars:

- Go to the Update Calendar tab.
- Choose the date and shift that needs updating.
- Add, remove, or modify calendar events such as shifts, training sessions, or holidays.
- Click Save to update the calendar.

2.7   In/Out Timing

To record daily attendance:

- In the 'In-Out Timings' screen, users manage their daily in and out time.
- Employees can only view their own timings, while managers have the ability to oversee and manage the in-out timings of all employees.
- Choose the period from and period to for your in/ out timings and click search.

Search Discrepancy Request

Period From
02/09/2024

Period To
11/09/2024

Search Cancel

Discrepancy Request List

S.No.	Time In	Time Out	ShiftTimings
1	Absent	Absent	N/A
2	Absent	Absent	N/A
3	Absent	Absent	N/A
4	Absent	Absent	N/A
5	Absent	Absent	N/A

2.8 Leave Approval

Admin can approve or reject leave requests:

- Go to the Leave Approval section.
- Review pending leave requests.
- Click on a request to view details.
- Choose to Approve or Reject the request.

Welcome Super Admin
Wednesday, 11 September 2024
Designation: Accessionist

Search Leave

Campus Type*
Select

Campus City*
Select

Department*
Select

Employees
Select...

Search Cancel

Add +

⚠ No Data Found

2.9 Leave History

All leaves applied throughout the years are managed on this screen, displaying the applied leaves history along with their status.

To view leave details:

- Navigate to the Leave History section.
- Here, you can view approved, rejected and pending leaves.
- As long as the leave request is in pending status, the user can take back the leave request. Once the leave is approved or rejected, the take back button will be disabled.

Welcome Super Admin
Wednesday, 11 September 2024
Designation: Accessionist

Search Leave History

From Date*
dd/mm/yyyy

To Date*
dd/mm/yyyy

Search   Cancel

Leave History List

S.No.	Applied Date	From Date	To Date	Leave Type	No Of Days	Reason Of Leave	Status	Action
1	27-Aug-2024	05-Aug-2024	06-Aug-2024	Medical	2	need leave to take rest at home as per doctor advise	Pending	Take Back
2	12-Aug-2022	08-Aug-2022	08-Aug-2022	Casual	1	work at home	Pending	Take Back
3	04-Aug-2022	09-Aug-2022	10-Aug-2022	Casual	2	CASUAL	Pending	Take Back
4	27-Jul-2022	25-Jul-2022	27-Jul-2022	Casual	3	Annual	Approved	Take Back

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2.10 Attendance Stats

To view attendance records:

- Go to the Attendance Stats tab.
- Users can view their total presents, late arrivals, timesheet, overtime stats for today, week, and the month. They can also check remaining hours, punch in and out times, holidays, and more.

TotalPresent	0	TotalAbsent	1	LateArrival	0

Timesheet
Punch In at

0 hrs

Overtime

Statistics

Today   / hrs
This Week   / hrs
This Month   / hrs
Remaining   / hrs
Overtime   hrs

Today's Activity
Punch In at
Punch Out at

Attendance List

S.No.	Date	Shift Time	Punch In	Punch Out	Worked Hours	Excess/Less Hours
			No Data Available			

Holidays   Recent Leaves

2.11 Web Sign in /Out

If the employee is allowed to use a web-based system for attendance, then:

- From the dashboard, click Web Sign in at the start of the workday.
- Click Web Sign Out when your shift ends.
- The system will track your work hours based on these inputs.

If you do not have permission, you cannot mark attendance from the website

Welcome sarib iqbal
Wednesday, 11 September 2024
Designation: Accessionist

You Cannot Mark Attendance From the Website, You dont have a Permission.

Activate Windows
Go to Settings to activate Windows.

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