

USER MANUAL



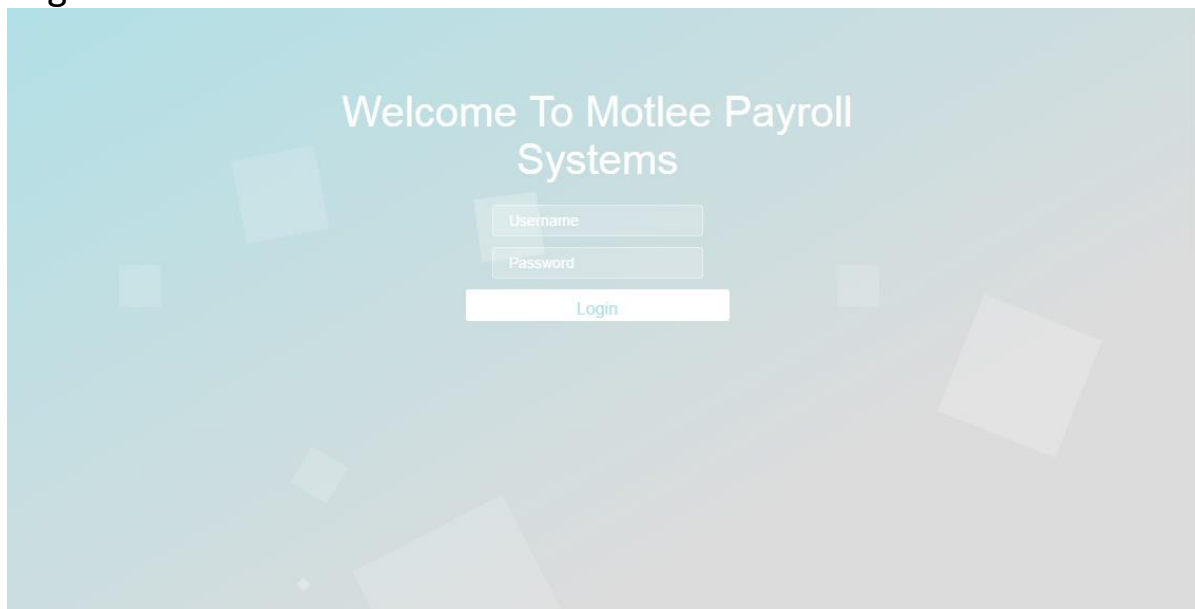
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SYSTEM USER

Login Screen



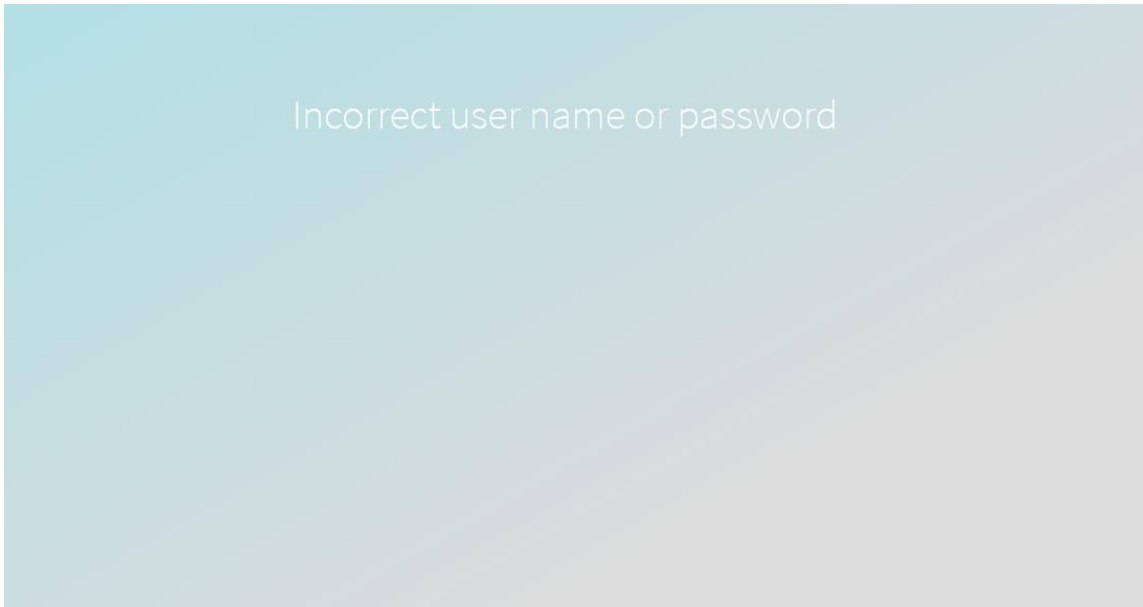
Welcome To Motlee Payroll Systems

Username

Password

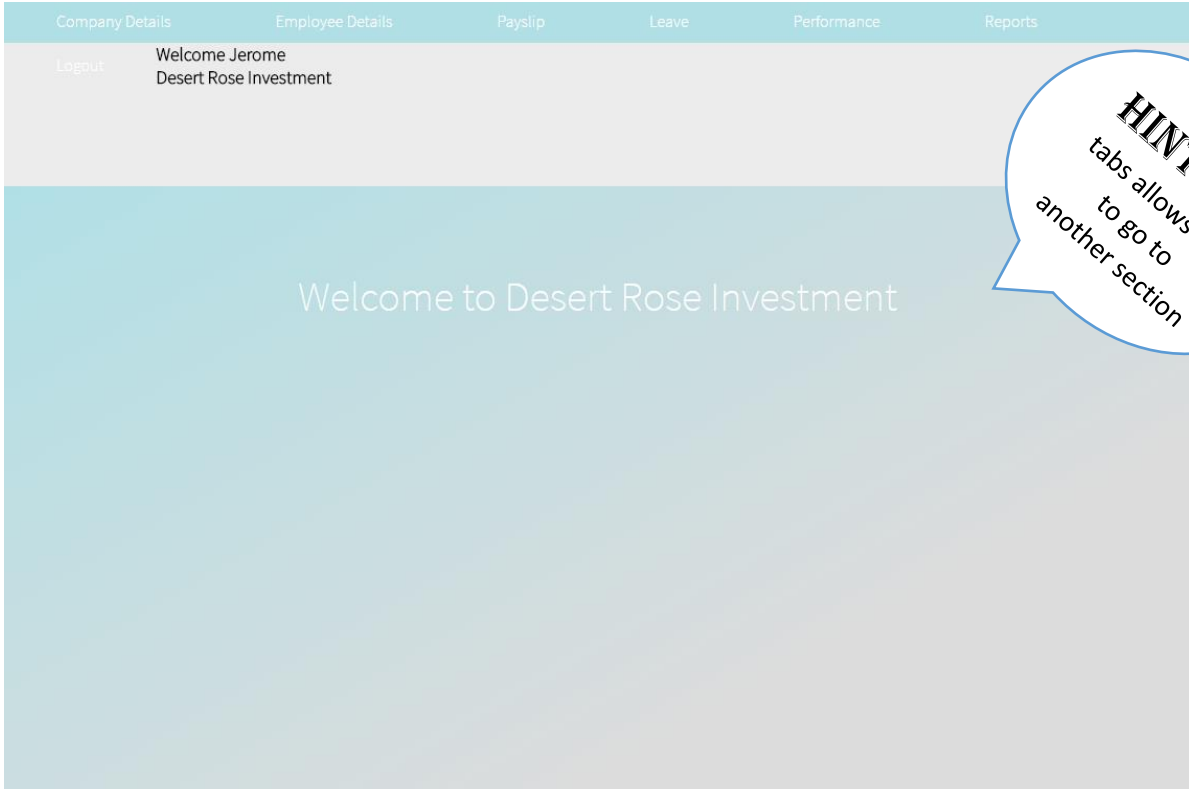
Login

The screenshot shows a login interface with a teal-to-gray gradient background. The text 'Welcome To Motlee Payroll Systems' is centered at the top. Below it are two input fields: 'Username' and 'Password'. A 'Login' button is positioned below the password field. The background features several faint, semi-transparent squares of varying sizes.



The above page means you either entered an incorrect employee number or password.

The Login Success screen



Company Details Section

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Please Enter Employer Details

Employer Registration Number : 654
Employer Tax Number : 654
Employer Name : Desert Rose Investment
Employer Residential Address : iyg
Employer Postal Address : u
Employer Contact Details : ygi
Social Security Number :
VET Levy Number :
Save

Employer Registration Number – registration number of Company (Blue form Number)

Employee Tax Number – Income tax certificate number

Employer Name – Name of Company

Employer Residential Number – Physical address of Company

Employer Postal Address – Postal address of company

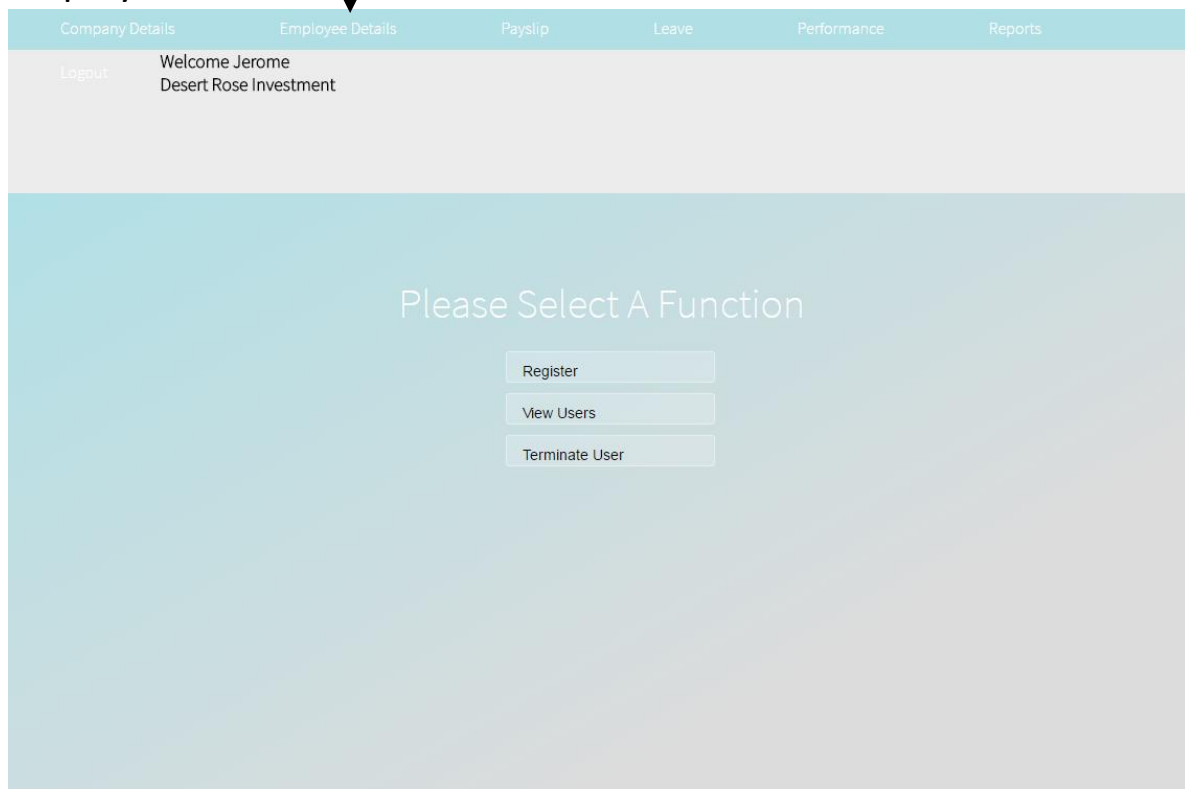
Employer Contact Details – Telephone number of company

Social Security Number – Social Security Commission Number of employer

VET Levy Number – VET number of company

Save Button – Save inputted information

Employee Details



Register – Add new employee

View Users – View/Amend existing employees

Terminate User – Terminate employee

Register User

HINT. Normal
Employee 5
Digits. System
User 3 Digits.
Managers 6 Digits

Employee Type	<input type="text" value="System User"/>
Tax Number	<input type="text"/>
Employee Name	<input type="text"/>
Employee Surname	<input type="text"/>
Initials	<input type="text"/>
Initials Of Spouse	<input type="text"/>
Date Of Birth	<input type="text"/>
Identification Number	<input type="text"/>
Employee Address	<input type="text"/>
Postal Address	<input type="text"/>
Pay Point	<input type="text"/>
Job Title	<input type="text"/>
Pay Grade	<input type="text"/>
Bank	<input type="text"/>
Account Number	<input type="text"/>
Account Number	<input type="text"/>
Branch Code	<input type="text"/>
Date Engaged	<input type="text"/>
Employer Registration Number	<input type="text"/>
Sex	<input type="text" value="Male"/>
Marital Status	<input type="text" value="Single"/>
Demographic Status	<input type="text" value="African"/>
Nationality	<input type="text" value="Afghanistan"/>
Username	<input type="text"/>
Email	<input type="text"/>
Supervisor	<input type="text"/>
Supervisor Email	<input type="text"/>
Password	<input type="text"/>
Retype Password	<input type="text"/>
	<input type="button" value="Register User"/>
	<input type="button" value="View Users"/>

Employee Type – Pick between employee, Supervisor or System User

Tax Number – Income tax number of employee

Employee Name – Name of employee

Employee Surname – Surname of the employee

Initials – Initials of employee

Initials of Spouse – Initials of employee's Spouse

Date of Birth – Day employee was born

Identification Number – The Namibian identification number of employee

Employee Address – Physical address of employee

Postal Address – The Postal Address of employee

Pay Point – Town where you get paid.

Job Title – Employee’s job title

Pay Grade – Grade of employee’s income

Bank – Bank employee choose

Account Number – Account number of employee’s bank account

Date Engage – Date employee was employed

Gender – Gender of employee

Marital Status – marital status of employee

Demographic Status – Demographic status of employee

Nationality – Country employee is of citizenship

Username – Username of employee

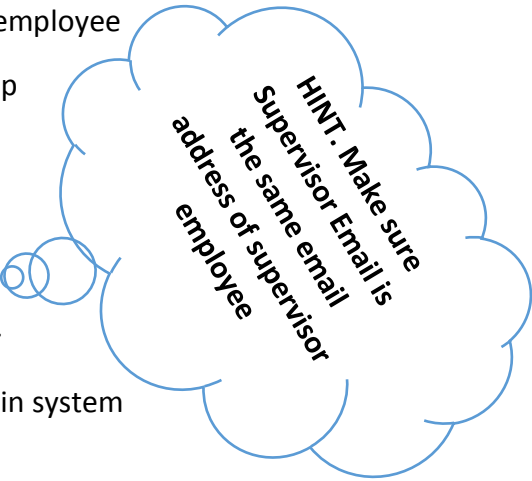
Email – Email address of employee

Supervisor – Name of employee’s supervisor

Supervisor Email – Email address of supervisor

Password – password employee will use to login system

To add system user, just enter Employee Number, Employee Name, Employee Surname, ID, Email, Username and Password.



View Users/Amend user

Please Select A User

Employee:

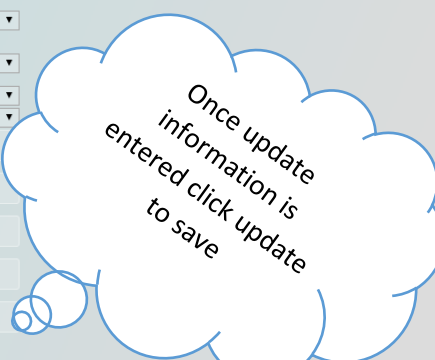
Employee – Select the employee you would like to view or amend

Please Enter New Details

Employee Number	: 98745
Employee Name	: Jerome
Employee Surname	: Xoagub
Initials	:
Initials Of Spouse	:
Date Of Birth	: 01-03-2000
Identification Number	: 90112400337
Employee Address	: 79 A Auasblick
Postal Address	:
Pay Point	: hhguhj
Job Title	: programmer
Pay Grade	: C
Bank	: Nedbank
Account Number	: 465484
Date Engaged	: 07-28-2016

You cannot amend Employee Number

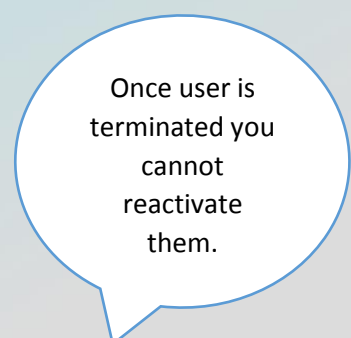
Job Title :	programmer
Pay Grade :	C
Bank :	Nedbank
Account Number :	465484
Date Engaged :	07-28-2016
Employer Registration Number :	645646
Branch Code :	64654
Tax Number :	46548
Marital Status :	Single
Demographic Status :	African
Gender :	Male
Nationality :	Namibia
Supervisor :	jeomex@gmail.com
Supervisor Email :	jeomex@gmail.com
Username :	Jerome
Password :
	Update User



Terminate User

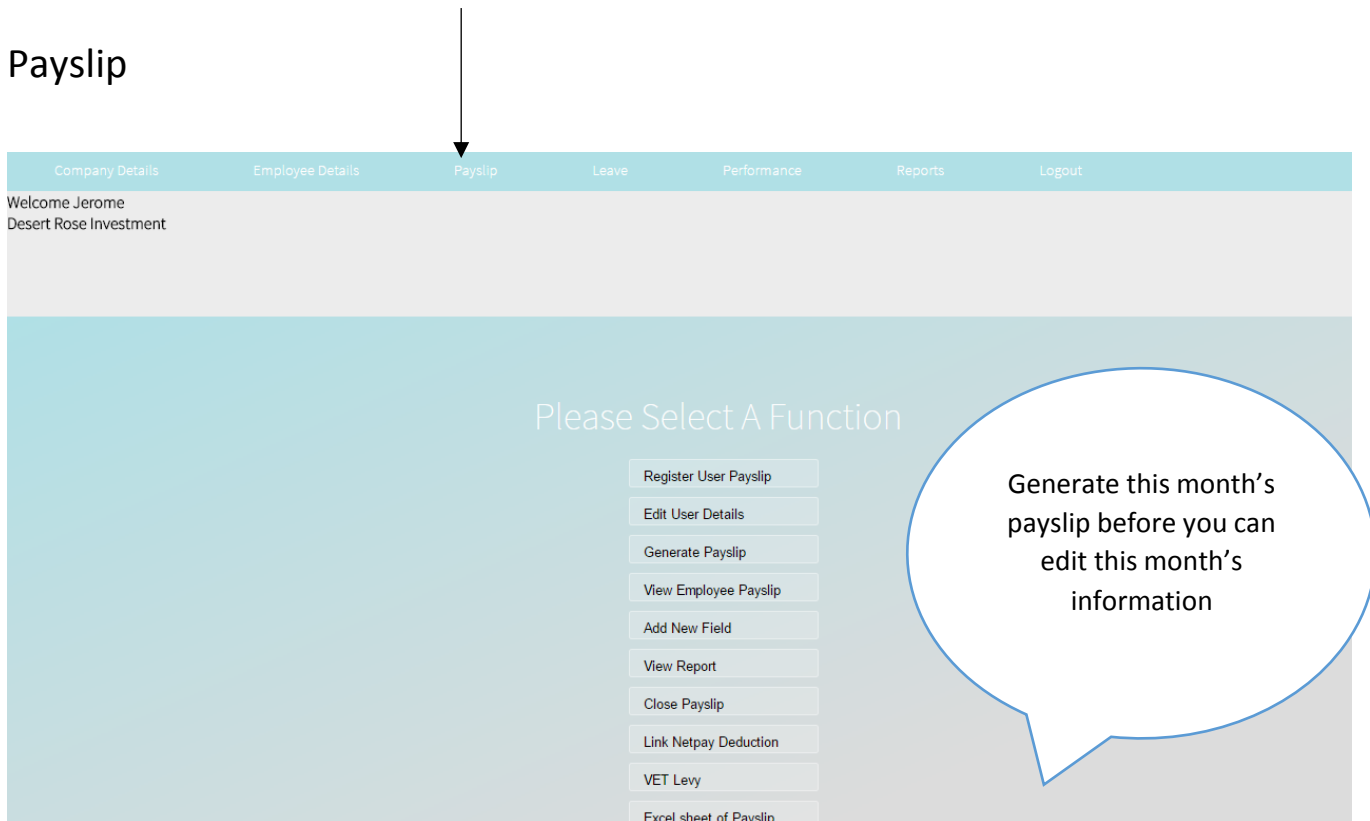
Please Select A User

Employee:



Employee – Select employee you would like to terminate and click terminate

Payslip



Register User Payslip – to register new employee payslip

Edit User Details – Edit payslip of employee

Generate Payslip – Generate payslips for current month

View Employee Payslip – View payslip of employee

Add New Field – Add a new field to employee payslip

View Report – View income reports

Close payslip – Close payslip from being able to be edited

Link Netpay Deduction – Determine which deductions are part of net pay (**please note: this needs to be entered for every employee separately to view payslip**)

VET Levy – to view your VET levy

Excel Sheet Of Payslip – Export Payslip information to excel sheet

Register User Payslip

Please Enter Payslip Details

Tax Number	<input type="text"/>
Payment cycle	Weekly
Employee	Pakote Voko
Payday	0
<hr/>	
Income	Income
Basic Salary	0
Bonus	0
Commission	0
	Normal Overtime Hours
	0
Did Employee Work Overtime ?	Sunday Overtime Hours
<input type="text"/>	0
	Night Shift Overtime
	0
Housing	0
Hint	HINT
Transport	0

Please click hints on page for further advice

Vehicle	HINT	
Cellphone	0	
Entertainment	0	
	Enter Value Of Car	
Do You Have Company Car ?	0	
<input type="text"/>	1.4%	
	HINT	
Medical	0	
Pension	0	
Other	0	
Leave Pay Out	0	
<hr/>		
Tax Deductions	Tax Deductions	
Cellphone	0	0
Provident Fund	0	
	Enter Value of Monthly Mortgage Or Rent	
Proof Of Mortgage Or Rent ?	0	
<input type="text"/>		
Company Car	0	0
Retirement Annuity	0	
Entertainment	0	0
Medical (If Company Contributes)	0	

Pension	0
Study Policy	0
Other	0
<hr/>	
Non Tax Deductions	Non Tax Deductions
Social Security	0
Pension (If Company Pay Over)	0
Transport	0
Travel	0
Medical (If Company Pay Over)	0
Loans	0
Trade Union	0
Fines	0
Advances	0
Garnish	0
Canteen	0
Parking	0
Other	0
<input type="button" value="Register User Payslip"/>	

Tax Number – Employee income tax number

Payment cycle – is employee paid weekly, monthly or yearly

Employee Number – Name of employee payslip belongs to

Payday – The day employee gets paid

Basic Salary – Basic salary of employee

Bonus – Bonus employee obtained

Commission – Commission of employee

Did Employee work overtime – click this button of employee worked overtime

Housing – Housing allowance of employee

Transport – Transport allowance of employee

Travel – travel allowance of employee

Vehicle – Vehicle allowance of employee

Cellphone – Cellphone allowance of employee

Entertainment – Entertainment allowance of employee

Medical – Medical allowance of employee

Pension – Pension allowance of employee

Leave Payout- Employees leave paid out

Tax Deduction

Cellphone – Cellphone deduction of employee (**The textbox next to it is for the percentage deduction. Either enter total deduction or just enter percentage of income deductible**)

Provident Fund – Provident fund deduction of employee

Proof of mortgage – (**Housing deduction based of proof of mortgage contract**)

Company Car – Company car deduction of employee (**The textbox next to it is for the percentage deduction. Either enter total deduction or just enter percentage of income deductible**)

Retirement Annuity – Retirement annuity of employee

Entertainment Deduction - Entertainment deduction of employee (**The textbox next to it is for the percentage deduction. Either enter total deduction or just enter percentage of income deductible**)

Medical – Medical deduction if company pays over

Pension – Pension deduction (**Please note if employee has Pension allowance, the Pension deduction will be automatically calculated, this field is if the employee pays extra**)

Study Policy – Study Policy deduction

Other – other taxable deductions

Non Taxable deductions

Social Security – Social Security deducted

Pension – Non-taxable Pension deduction

Transport – Non-taxable transport deduction

Travel - Non-taxable travel deduction

Medical – Non-taxable medical deduction

Loans – loans employee took

Trade Unions – Trade union deduction

Fines – Has employee been fined?

Advances- Advances employee took

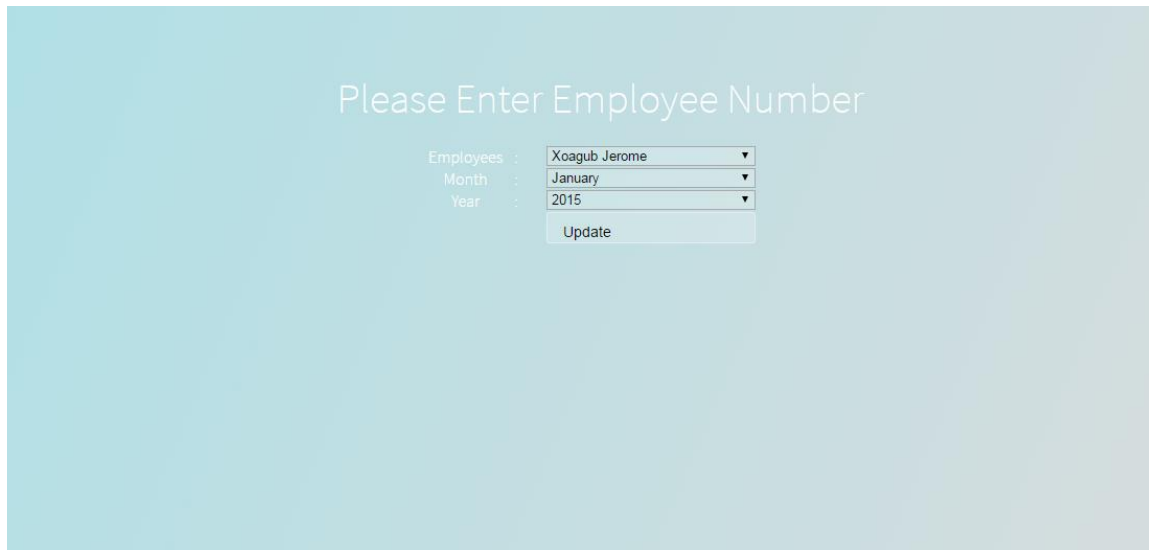
Garnish – Garnish employee took

Canteen- Canteen deductions

Parking – parking deduction

Other- other non-taxable deductions

Payslip Amend



Please Enter Employee Number

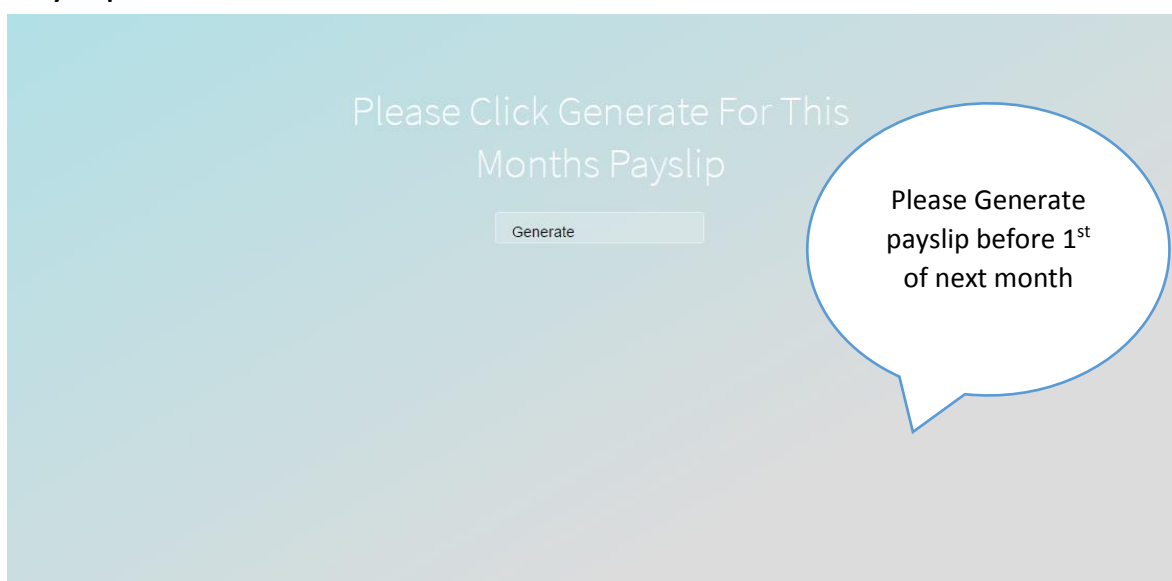
Employees : Xoagub Jerome ▼
Month : January ▼
Year : 2015 ▼
Update

Employee – Employee you would like to amend

Month – Month of payslip you would like to amend

Year – Year of payslip you would like to amend

Payslip Generate



Please Click Generate For This Months Payslip

Generate

Please Generate payslip before 1st of next month

To generate this month's Payslip.

View Employee Payslip

Please Select The Month And Year

Employee : Xoagub Jerome
January
2015
Generate

Once payslip is loaded refresh the page once

Employee – Employee payslip you would like to view

Month – You would like to view

Year – you would like to view

Add New Field

Please Enter New Fields Details

Current Field Available : ID
Added Income Fields : ID
Added PAYE Deductions : ID
Non Taxable Deductions : ID
Employee : Xoagub Jerome
First Field :
Value :
Type : Income
Register New Fields
Field Already Exists

Current field – fields currently existing

Added Income Field – Income field available

Added P.A.Y.E deduction – Taxable deduction fields available

Non-taxable Deduction – Non-taxable deductions available

Employee – Employee you would like to add the field to

First Field – Name of new field you would like to add

Value – Value of employee

Type – Indicate whether new field is Income, Taxable deduction or Non-taxable deduction

Already New Field

The screenshot shows a web form titled "Please Select A Field" on a light blue background. The form contains several fields:

- Employee : Xoagub Jerome (dropdown)
- Added Income Fields : ID (dropdown)
- Added P.A.Y.E Deductions : ID (dropdown)
- Non Taxable Deductions : ID (dropdown)
- Value : (text input)
- Type : Income (dropdown)

Below the Type dropdown is a button labeled "Register New Field".

A callout bubble on the right side of the form contains the text: "Please select from Added Income Field or Added P.A.Y.E deduction or Non-taxable Deduction the field you would like to amend".

Employee – Employee for which action is for

Added Income Field – Income field available

Added P.A.Y.E deduction – Taxable deduction fields available

Non-taxable Deduction – Non-taxable deductions available

Value – Amount

Type – Indicate whether new field is Income, Taxable deduction or Non-taxable deduction

Link netpay Deduction

Company Details Employee Details Payslip Leave Performance Reports Logout

Welcome Jerome
Desert Rose Investment

Please Select Details

Employees : [Dropdown Menu]

Taxable Deductions : [Dropdown Menu]

Non Taxable Deductions : [Dropdown Menu]

Register

If more than 1 value,
hold Shift and select
rest

Employee – The employee you would link to link net deductions too

Taxable Deduction – Select the net deduction that are taxable (**Please note: if more than 1 hold the shift button and select rest**)

Non Taxable Deduction – Select the net deduction that are non-taxable (**Please note: if more than 1 hold the shift button and select rest**)

Reports

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Please Select A Function.

Monthly

Since Start

To view how much you have in Allowances

Close Payslip

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Please Select Month To Close

Month : January

Year : 2016

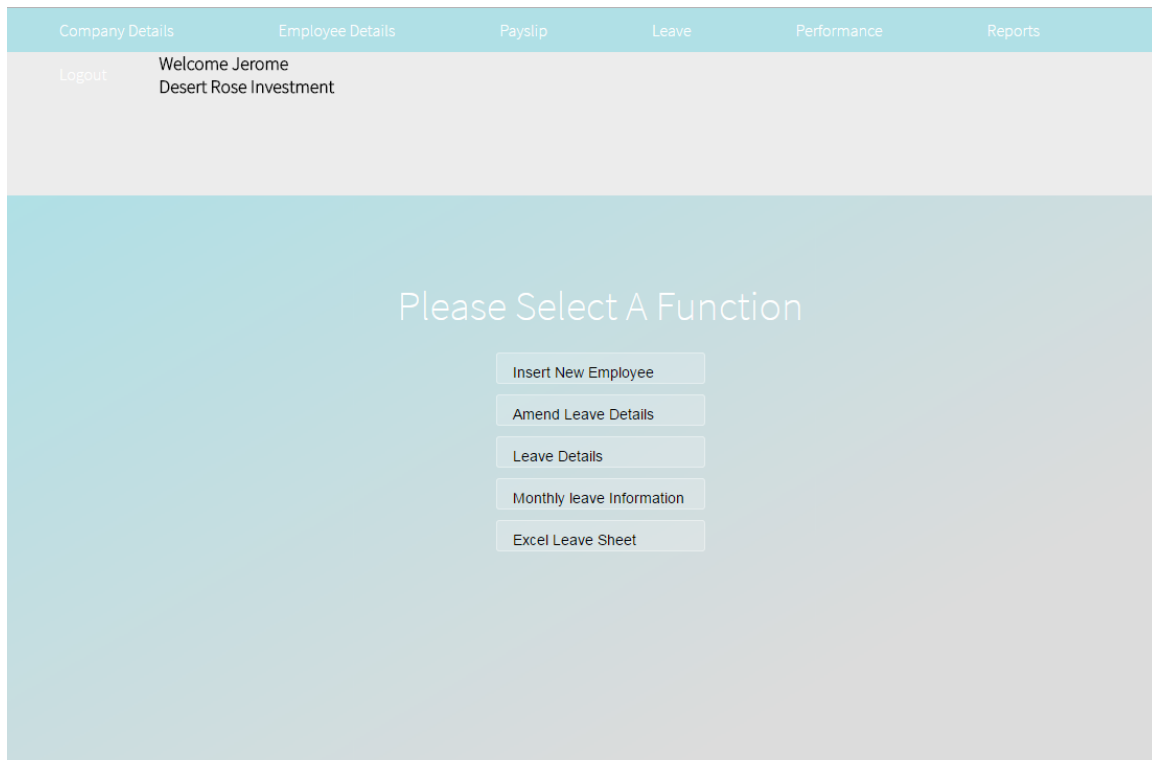
Close Payslip

Closes payslip and you may not edit that months' payslips.



Leave

Insert New Employee



Insert New Employee – Insert a new employee’s leave information

Amend Leave Details – Change details of employee

Leave Details – view details of leave

Monthly Leave Information – Insert how many leave day’s employees get per month.

Excel Leave Sheet – Get excel sheet of leave information

Please Enter Employee Details

Employee	:	<input type="text" value="Pakote Voko"/>
Days Taken	:	<input type="text"/>
Sick Leave	:	<input type="text"/>
Study Leave	:	<input type="text"/>
Annual Leave	:	<input type="text"/>
Compassionate Leave	:	<input type="text"/>
Maternity Leave	:	<input type="text"/>
Paternity Leave	:	<input type="text"/>
Extended Maternity Leave	:	<input type="text"/>
		<input type="button" value="Insert"/>

Employee – employee you would like to insert

Days Taken – Number of annual leave days taken

Sick Leave – Number of sick leave employee is entitled yearly

Study Leave – Number of study leave employee is entitled to

Annual Leave – Annual leave day's employee has accumulated before usage of this system

Compassionate Leave – Number of compassionate leave day's employee is entitled to

Maternity Leave – Number of maternity leave day's employee is entitled to

Paternity Leave – Number of paternity leave day's employee is entitled to

Extended Maternity Leave - Extended Maternity Leave employee is entitled to

Leave Amend

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Please Select Employee

Employee :

To Amend Leave information ,
select employee and click Update

Monthly Leave Information

Company Details Employee Details Payslip Leave Performance Reports

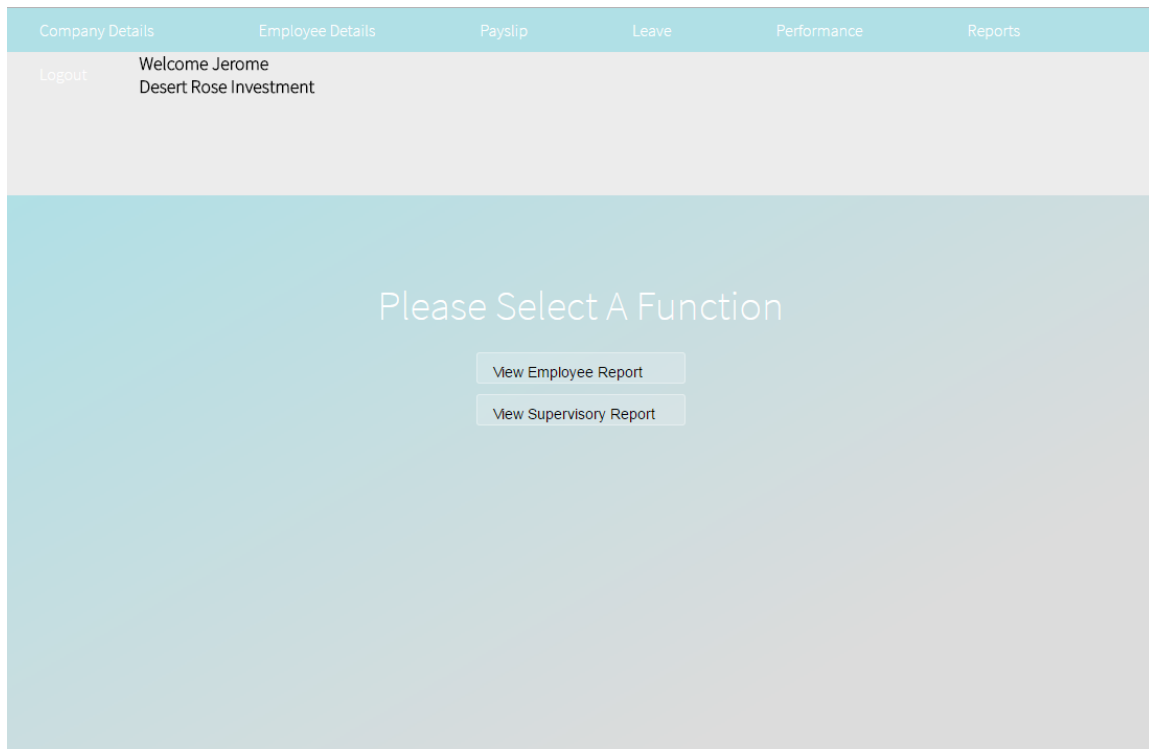
Logout Welcome Jerome
Desert Rose Investment

Please Enter Leave Details of
Company

Monthly Annual Days :

Insert how many leave day's
employees get per month

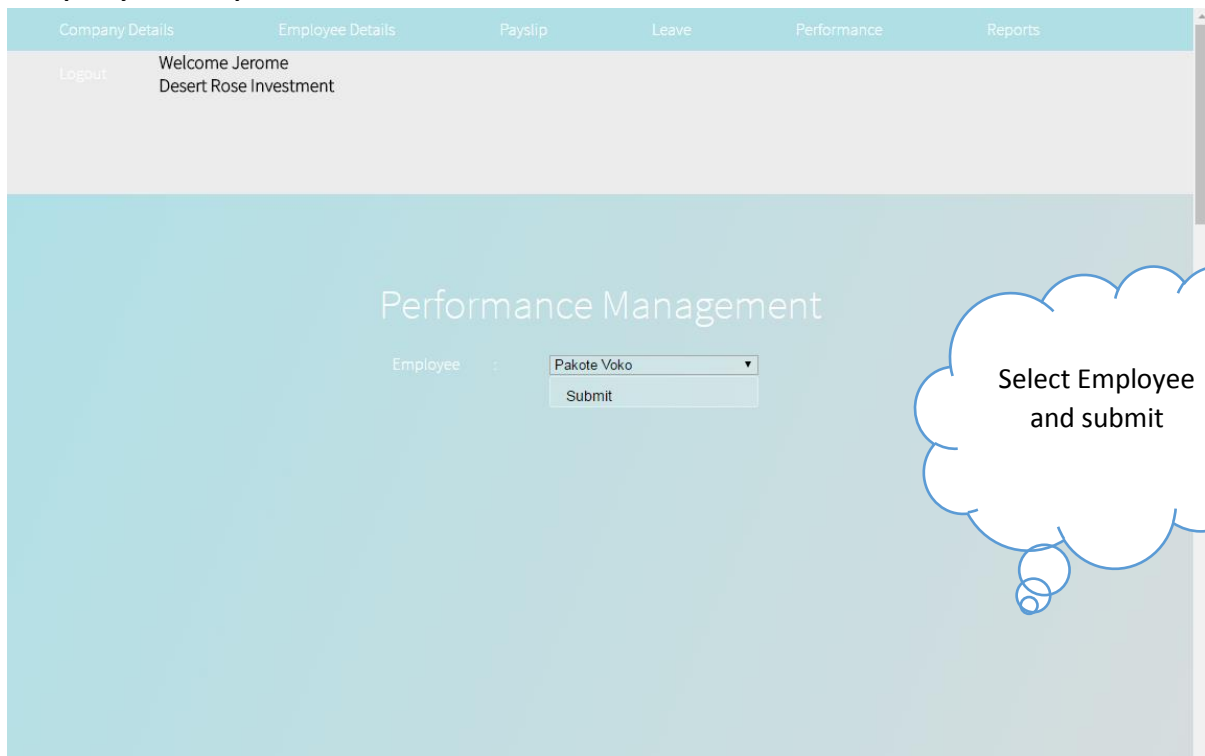
Performance Management



View Employee Report – View reports of employees

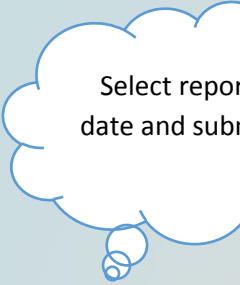
View Supervisory Report – View Supervisors reports

Employee Report



Performance Management

Report Date :



Select report date and submit

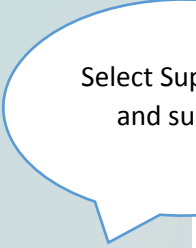
Supervisors Report

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Performance Management

Employee :



Select Supervisor and submit

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Performance Management

Report Date : 16-10-10 to 16-10-24

Submit

Select report date and submit

Reports



Company Details Employee Details Payslip Leave Performance Reports Logout

Welcome Jerome
Desert Rose Investment

Please Select Report

- Aggregated Payslips
- Diversity Reports
- Employee P.A.Y.E
- Monthly Payslip
- Excel Sheet Of Users
- Vacant Job Positions
- Other Reports

Aggregated Payslips – Summary of payslips

Diversity Reports – reports on employees diversity

Monthly Payslip – Payslips for a particular month

Vacant Job position – To view or upload PDF document of Job Vacancy

Excel Sheet Of Users – Export

Aggregated Payslip

The screenshot shows a web application interface for 'Aggregated Payslip'. At the top, there is a navigation menu with the following items: 'Company Details', 'Employee Details', 'Payslip', 'Leave', 'Reports', and 'Logout'. Below the menu, a grey bar contains the text 'Welcome Jerome' and 'Desert Rose Investment'. The main content area is light blue and features the heading 'Please Select Financial Year'. Below this heading, there is a form with a label 'Year :', a dropdown menu currently showing '2015', and a 'Generate' button. To the right of the form, a blue thought bubble contains the text: 'Select Year of Summarised payslips you would like to view. Once PDF page is loaded refresh page'.

Diversity Report

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Please Select A Report

- Demographic Status
- Nationality
- Job Grade
- Gender
- Bank
- Marital Status
- Supervisors
- All Employees

Select diversity report you would like to view. Once PDF page is loaded refresh page

Employee P.A.Y.E

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Please Select A Report

- All P.A.Y.E
- Monthly P.A.Y.E
- Yearly P.A.Y.E

Select which P.A.Y.E report you would like to view. Once PDF page is loaded refresh page

Monthly Payslip

The screenshot shows a web application interface for generating payslips. At the top, there is a navigation bar with tabs: Company Details, Employee Details, Payslip, Leave, Performance, and Reports. Below the navigation bar, a user is logged in as Jerome at Desert Rose Investment. The main content area has a heading "Please Select Month And Year" and two dropdown menus: one for the month (currently set to "January") and one for the year (currently set to "2015"). Below these dropdowns is a "Generate" button. A callout bubble on the right side of the page contains the following text:

Select which month of all employee payslips you would like to view at once (In batch)

Once PDF page is loaded, refresh the page

Upload Vacant Job Position

The screenshot shows a web application interface for uploading a vacant job position. At the top, there is a navigation bar with tabs: Company Details, Employee Details, Payslip, Leave, Performance, Reports, and Logout. The main content area has a heading "Please Select File To Upload" and a file selection interface. The file selection interface includes a "Choose File" button, a text field showing "No file chosen", and an "upload" button. Below the file selection interface, there is a link that says "Try to upload any files(PDF)". A callout bubble on the right side of the page contains the following text:

Please make sure the name of the document is Job title

Choose File – This button lets you choose the document you would like to upload.

Upload – Once you have chosen the correct file, click this button to upload it.

View Vacant Job Position

Company Details Employee Details Payslip Leave Performance Reports Logout

Please Select File To View

your uploads: [upload new files...](#)

File Name	File Type	File Size(KB)	View
17870-its.jpg	image/jpeg	30	view file
52655-dn-structure.jpg	image/jpeg	9	view file
77502-running-videocache.docx	applicatio	15	view file
76020-system-actecture.jpg	image/jpeg	15	view file
67771-its.jpg	image/jpeg	30	view file

View file – This link opens the file for view or download.

Other Reports

Company Details Employee Details Payslip Leave Performance Reports Logout

Welcome Jerome
Desert Rose Investment

Please Select Report

- Social Security
- Medical Aid
- Pension
- Garnishes
- Third Party Payments

Please select which other yearly report you would like to view

EMPLOYEE

Use Menu tabs to go to different sections

Login Success

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Voko
Desert Rose Investment

Welcome To Desert Rose Investment
Motlee HR Systems

Company Details

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Voko
Desert Rose Investment

Employer Details

Registration Number : 654

Tax number : 654

Name : Desert Rose Investment

Address : lyg

Postal Address :

Contact Details :

Social Security Number :

VET Levy Number :

View Company Information

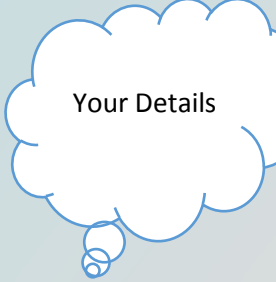
Employee Details

Company Details Employee Details Payslip Leave Performance Reports


Logout Welcome Voko
Desert Rose Investment

Your Details

Employee Number	12987
Employee Name	Voko
Employee Surname	Pakote
Initials	
Initials Of Spouse	
Date Of Birth	03-06-25
Identification Number	90112466557
Employee Address	79 A Ausblick
Postal Address	
Pay Point	Windhoek



Job Title	programmer
Pay Grade	c1
Bank	FNB
Account Number	326589746
Date Engaged	16-01-13
Employer Registration Number	4778
Branch Code	5448
Tax Number	6555
Gender	Male
Marital Status	Single
Demographic Status	African
Nationality	Namibia
Supervisor	Jerome
Supervisor Email	xoagub@motlee-systems.c
Username	voko
Password
	Change password



Payslip

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Voko
Desert Rose Investment

Please Select The Month And Year

Month : January
Year : 2015

View

Please select month and year of the payslip you would like to view

Leave

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Voko
Desert Rose Investment

Please Select A Function

Apply For Leave
Leave Details
Cancel leave

Please select whether you would like to apply for leave, view your leave details or cancel a leave request

Apply For Leave

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Voko
Desert Rose Investment

Please Enter Details

Date Start :

Date End :

Reason : Sick Leave ▼

Leave details :

Apply

Once you submit and email will be send to your email address and your supervisor for confirmation

Date Start – The day your Leave will begin

Date End – The last day of your leave

Reason – Please select a reason from drop box

Leave details – Please explain your leave reason

Cancel Leave

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Voko
Desert Rose Investment

Please Enter ID

Leave ID Number

Cancel

Please note, you cannot cancel leave the same day it starts, has to be 1 day in advance.

Leave ID Number – The number send to your email address once your manager has authorized your leave application.

Performance Management

Company Details Employee Details Payslip Leave Performance Reports

Logout Welcome Voko
Desert Rose Investment

Please Select A Function

Rate Supervisor

View Performance Report

Rate Supervisor – To rate the performance of your supervisor

View Performance Report – To view how your supervisor has rated your performance

Rate Supervisor

Performance Management

Employee: Xoagub Jerome

From: []

To: []

Provides Feedback: 1

Receptive To New Ideas: 1

Encourages Initiative And Innovation: 1

Motivates Workers: 1

Understands Employee Workload: 1

Acknowledges Own Limitations And Mistakes: 1

Provides Direction Of Work: 1

Tactful And Considerate: 1

Recognises Contributions: 1

Promotes Teamwork And Good Working Relationships: 1

Suggestion For Supervisor: [Enter your comment here...]

Submit

Employee – Name of your Supervisor

From – Day performance rating started

To – Last day of performance rating

Provide feedback – Does your supervisor give feedback to work you submit?

Receptive To New Ideas – How open is your supervisor to new ideas?

Encouraged Initiative And Innovation – How much does your supervisor encourage innovation?

Motivates Workers – How well does your supervisor encourage you to work?

Understand Employee Workload – Does your supervisor understand your workload?

Acknowledges Own Limitations And Mistakes – Does your supervisor admit his mistakes?

Provides Direction Of Work – Does your supervisor assist you to inform you in which direction to go with your work?

Tactful And Considerate – is your supervisor considerate?

Recognises Contribution – Does your supervisor recognize your contribution?

Promotes Teamwork And Good Working Relationships – does your supervisor promote teamwork?

Reports

Welcome Jerome
Desert Rose Investment

Your Yearly Reports

PDF View

P.A.Y.E 5

View Vacant Job Position

PDF View – View your yearly income Summarised

P.A.Y.E – View your P.A.Y.E

View Vacant Job Position – To view uploaded Job description of vacant positions

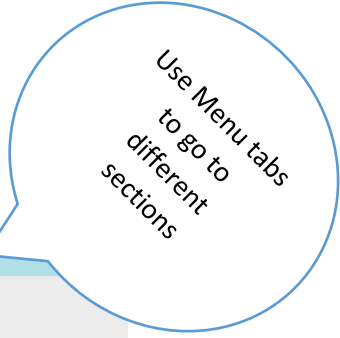
MANAGER

Login Success

Company Details Manager Details Payslip Leave Performance Reports

Logout
Welcome Jerome
Desert Rose Investment

Welcome to Desert Rose Investment



Company Details

Company Details Manager Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Details Of Employer

Registration Number : 654

Tax Number : 654

Name : Desert Rose Investment

Address : lyg

Postal Address : u

Contact Details : ygi

Social Security Number :

VET Levy Number :

View Company Information

Manager Details

Company Details Manager Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Please Select A Function

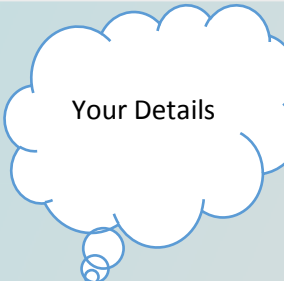
Own Details

Employee Details

Select to View your information or the employees you are supervisor

Own Details


Company Details	Manager Details	Payslip	Leave	Performance	Reports
Logout	Welcome Jerome Desert Rose Investment				



Your Details

Employee Number	123586
Employee Name	Jerome
Employee Surname	Xoagub
Initials	
Initials Of Spouse	
Date Of Birth	24-11-1990
Identification Number	90112400337
Employee Address	79A Ausblick
Postal Address	
Pay Point	Windhoek

Job Title	Manager
Pay Grade	C
Bank	FNB
Account Number	2154789638
Date Engaged	11-03-2015
Employer Registration Number	874552
Branch Code	4124
Tax Number	1245
Gender	Male
Marital Status	Single
Demographic Status	African
Nationality	Nambia
Supervisor	James
Supervisor Email	xoagub@motlee-systems.t
Username	Jerome
Password	*****
Change Password	



Change your password

Employee Details

Company Details Manager Details **Payslip** Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Please Select A User

Employee:

Select employee you would like to view

Payslip

Company Details Manager Details **Payslip** Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

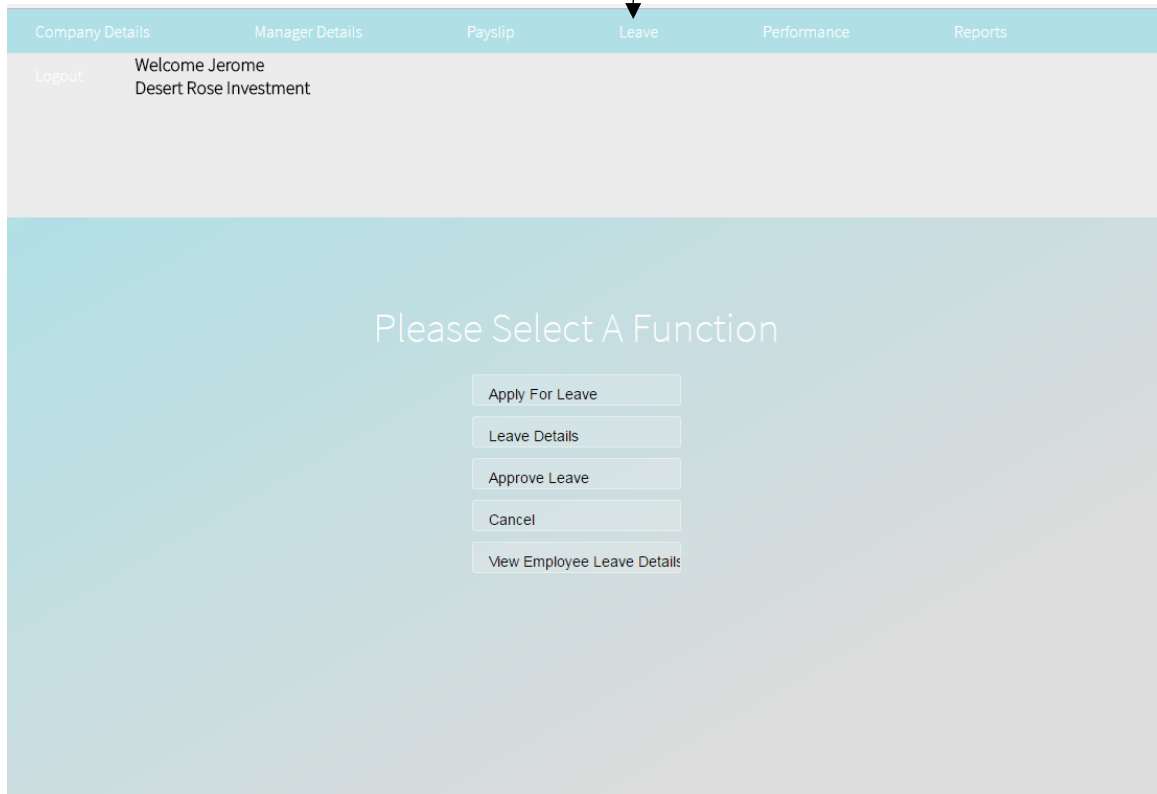
Please Select The Month And Year

Month :

Year :

Please select month and year of the payslip you would like to view

Leave



Apply For Leave – To apply for leave

Leave Details – View your leave information

Approve Leave – Approve Leave of employee you are supervising

Cancel – To cancel leave request

View Employee Leave Details – View the leave details of employees you are supervising

Apply For Leave

Company Details Manager Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Please Enter Details

Date Start :

Date End :

Reason :

Leave Details :

Once you submit and email will be send to your email address and your supervisor for confirmation

Date Start – The day your Leave will begin

Date End – The last day of your leave

Reason – Please select a reason from drop box

Leave details – Please explain your leave reason

Approve Leave

Company Details Manager Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Please Select Employee To Authorize Leave

Employees :

Status :

Select employee and whether you approve or decline the leave request

Leave Cancel

Company Details Manager Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Please Enter ID

Leave ID number :

Once you submit and email will be send to your email address and your supervisor for confirmation

Leave ID Number – The number send to your email address once your manager has authorized your leave application.

View Employee Leave Details

Company Details Manager Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Please Select A User

Employee:

Please select the employee you would like to view

Performance Management

Company Details Manager Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Please Select A Function

Rate Employee – Rate employee you are supervising

Rate Supervisor – Rate your supervisor

View Management Report- View how the employee you are supervising rated you

View Employee Report - View how your supervisor rated you

Rate Employee

Performance Management

Employee : Pakote Voko

From :

To :

Quality Of Work : 1

Quantity Of Work : 1

Job Knowledge : 1

How Initiative Is Employee : 1

Planning And Organising : 1

Team Work : 1

Dependability : 1

Time Ethic : 1

Flexibility : 1

Suggestion For Employee :

Submit

Employee – Name of employee you are rating

From – The first day rating started

To – The last day rating ending

Quality Of Work – How was the quality of work the employee presented

Quantity Of Work – How much quantity of work did employee present

Job Knowledge – how well does employee know how to complete their tasks

How Initiative Is Employee – How well does employee think outside of the box

Planning And Organising – How organised is the employee

Team Work – How does employee work with co-workers

Dependability – How dependable is employee

Time Ethic - Does employee hand work in on time

Flexibility – How flexible is employee

Suggestion For Employee – Any comment to improve employee

Rate Supervisor

The screenshot shows a web-based form titled "Performance Management". It includes a dropdown menu for "Employee" with "Xoagub Jerome" selected. Below are two empty date input fields for "From" and "To". A list of 15 performance criteria follows, each with a dropdown menu set to "1":

- Provides Feedback
- Receptive To New Ideas
- Encourages Initiative And Innovation
- Motivates Workers
- Understands Employee Workload
- Acknowledges Own Limitations And Mistakes
- Provides Direction Of Work
- Tactful And Considerate
- Recognises Contributions
- Promotes Teamwork And Good Working Relationships

At the bottom, there is a text area labeled "Suggestion For Supervisor" with the placeholder text "Enter your comment here..." and a "Submit" button.

Employee – Name of your Supervisor

From – Day performance rating started

To – Last day of performance rating

Provide feedback – Does your supervisor give feedback to work you submit

Receptive To New Ideas – How open is your supervisor to new ideas

Encouraged Initiative And Innovation – How much does your supervisor encourage innovation

Motivates Workers – How well does your supervisor encourage you to work?

Understand Employee Workload – Does your supervisor understand your workload

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Promotes Teamwork And Good Working Relationships – does your supervisor promote teamwork

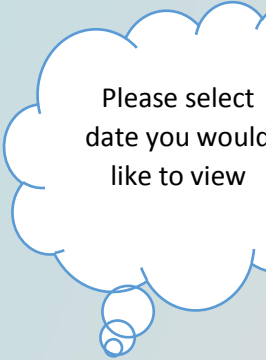
View Management Report

Company Details Manager Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Performance Management

Report Date :



Please select date you would like to view


View Employee Report

Company Details Manager Details Payslip Leave Performance Reports

Logout Welcome Jerome
Desert Rose Investment

Performance Management

Report Date :



Please select date you would like to view

Reports



Company Details Manager Details Payslip Leave Performance Reports Logout

Welcome Jerome
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Your Yearly Reports

PDF View

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View Vacant Job Position

PDF View – View your yearly income Summarised

P.A.Y.E – View your P.A.Y.E

View Vacant Job Position – To view uploaded Job description of vacant positions

Appendices

Payslip structure

Enter user payslip -> link the net deduction (**please link net pay deductions before viewing payslip**).

Before the first of the following month, make sure to generate the payslip or else you will have to do it manually, one by one.

Please note: All extra fields inserted into payslip needs to be entered manually every month.

Performance Management

For performance management. Make sure for all employees that the field **supervisors email** address is the same as the email address entered under the supervisor's details.

Back Button

