

NepalHRM - Customer Booklet

What this is. A self-contained tour of every module in your NepalHRM workspace, with real screenshots from the live product, setup steps you'll follow once, and the day-to-day operations checklist your HR team will run.

How to read it. The left sidebar mirrors the menu inside the app - your personal shortcuts (Home, Inbox, Tasks, My Time, My Pay...) at the top, then every module grouped exactly as you see it in NepalHRM: People, Time & Attendance, Leave, Payroll, Talent, Workplace and Administration. Each section has the same shape: what the module does → a screenshot of the actual screen → setup steps (you do once) → day-to-day operations (the running flow). New to the product? Follow the "Quick start" order just below. Print to PDF via `Cmd-P` for a hand-off-able copy.

Quick start in 5 steps

1. **Setup → System Health:** all configuration lives here, and you can't add employees until its Tier 1 "Must-have" checks pass - so start here.
2. **Settings → Clear demo data,** then company profile, fiscal year (Shrawan → Asar) and operating hours.
3. **Org structure:** departments, job positions and work types, then import or invite your **Employees.**
4. **Time & Attendance + Leave:** shifts, attendance & leave policies, holidays.
5. **Payroll:** salary structures, pay cycle, PF / CIT / tax slabs - then you're ready for your first payroll run.

Dashboard

Every sign-in lands on the Dashboard - the single page that answers "what needs my attention?". HR / admin roles see the Command Center with hero metrics, pending approvals, risk radar, hiring funnel, and the People Pulse strip (new hires, birthdays, anniversaries, top performers). Regular employees see a personal home with attendance streak, leave balance, payroll status, goals, and upcoming holidays.

The screenshot shows the NepalHRM dashboard for an HR Admin user. The interface includes a sidebar with navigation links: Home, Inbox (1), Tasks, My Time, My Pay, My Job Description, Reports, Standup, People (4), Time & Attendance, Attendance, Leave, Overtime, Attendance Settings, Payroll (6), and Talent (3). The main content area is titled "Home" and displays a greeting "Good morning, Sulochana" with 280 items waiting. Key metrics include: HEADCOUNT (68, +41 this month), PAYROLL MTD (Rs. 0, -0.0% vs last month), ATTENDANCE (28%, Low today), and ATTRITION (66.2%, 45 left in last 30d). A "Workspace setup" section offers options to "Start tour" or "Clear demo data". An "Action needed" section lists pending approvals and items across modules, including Overtime requests (264 items waiting), Leave requests (13 items waiting), and Payroll periods (2 items waiting).

The screenshot shows the NepalHRM dashboard for an HR Admin user, focusing on the Command Center. The sidebar is identical to the previous screenshot. The main content area is titled "Home" and displays four key sections: 1. Risk radar (15 flagged): A list of people-level risks categorized by attendance, contract, probation, and performance. 2. Compliance calendar (1 overdue): A list of deadlines for SSF/PF/IRD and other documents, including "Finalize Baisakh 2083" (overdue) and "PF deposit to EPF Nepal" (14d left). 3. Hiring (All openings): A funnel showing the recruitment pipeline with metrics for OPEN (3), CANDIDATES (1), INTERVIEWS WK (0), and HIRES MTD (0). 4. People pulse (8 this period): A list of new hires, birthdays, and anniversaries, including "Callio Sales" (3 Ashar), "Jesha" (31 Jesha), and "Callio Support" (27 Jesha).

SETUP

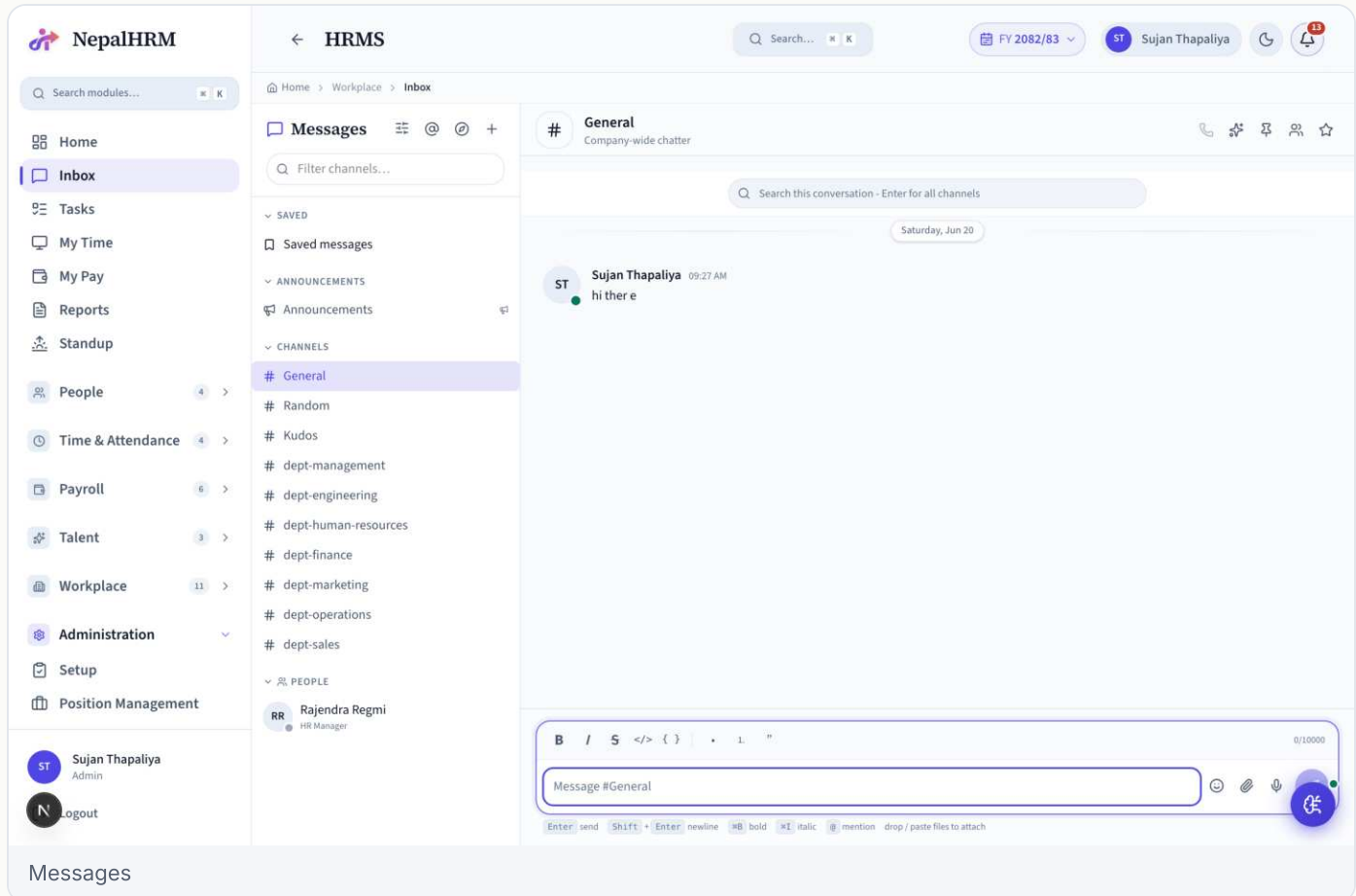
1. Nothing to switch on - the Dashboard builds itself from your live data the moment the tenant is activated.
2. Tune what shows: admins use Settings → Module Toggles to hide tiles for modules you don't use (e.g. Recruitment), so the page only surfaces what's relevant.
3. Roles set the layout automatically - HR/admin get the Command Center, employees get the personal home; no manual config.

DAY-TO-DAY OPERATIONS

1. Open every morning to scan Action Needed (pending leaves, overtime, reimbursements) and click straight into each module from there.
2. Click any number tile to drill into the underlying list pre-filtered to that pending state.
3. Use the "Wish" button on celebration cards (birthdays / anniversaries) to post to #kudos with one click.

Messages

Built-in chat keeps company conversations off external Slack / WhatsApp where HR has no audit trail. Every tenant ships with #general, #announcements, #random, and #kudos channels auto-created; HR can add team / department / private channels. Direct messages, threads, reactions, file attachments, and @mentions are all supported. Archived employees still appear in historical messages but show as "Former employee" - no leak of contact info.



SETUP

1. Default channels are seeded on signup - no action needed.
2. Create a new channel: Messages → "+" → pick kind (team / announcement / private).
3. Invite teammates: open the channel → Members → Invite, or @mention them in a message.

DAY-TO-DAY OPERATIONS

1. Use the per-conversation search bar above the message list to filter the current channel's messages.
2. React to a message with 🎉 / ❤️ / 🍰 from the hover toolbar.

3. Pin important messages (Channel → Pinned) so the next person on call doesn't dig through scroll-back.
4. Use @here for online members, @channel for everyone, @<employee_code> for a single person.

Tasks

Lightweight task management - assign to-dos to people or teams, set due dates and track status across the company.

Acme.pvt.ltd

HRMS

Search modules...

Home

Inbox

Tasks

My Time

My Location

My Pay

Reports

Standup

People

Time & Attendance

Attendance

Leave

Logout

Home > Workplace > Tasks

Good afternoon, QA · Wednesday, July 1, 2026

All tasks 10

Overdue 6

Due today 0

Completed 3

My Tasks All Everyone

Search tasks...

+ New task

All 10 Not Started 7 Overdue 6 Due Today 0 Upcoming 1 Completed 3

DUE Today Tomorrow This week Custom

To-do 7

- test test v2
Overdue · 2083-02-21 1 comment
Medium FV
- Test
Overdue · 2083-02-22
High TT
- Notification test 2
Overdue · 2083-02-22
Medium FV

SETUP

1. Create task lists or projects.
2. Assign owners and set due dates / priorities.

DAY-TO-DAY OPERATIONS

1. Assignees update status as work moves.
2. Reminders fire on due dates; managers see the rollup.

My Time

Your own time and activity - the employee-facing counterpart to the HR Attendance module. Check in and out, see today's worked hours and this month's attendance, and - if your team runs the desktop Activity Tracker - review your own captured timeline and activity score. Everyone has this; no admin rights needed.

The screenshot shows the 'My Time' section of the HRMS application. The top navigation bar includes the company name 'Yoddha Lab Pvt...', a search bar, a clock showing '06:49:06 WORKED', and a fiscal year dropdown 'FY 2082/83'. The left sidebar lists various modules: Home, Inbox (2), Tasks, My Time (selected), My Location, My Pay, My Job Description, Standup, Time & Attendance (3), Payroll (3), and Talent (5). The main content area is titled 'Rumisha's productivity' and includes a 'Download Tracker v2.2.2' button. It shows 'Tracking Active' with a status of 'ACTIVE' and a summary: 'Last capture: 38m ago · 51 captures today · 98% active'. Below this are tabs for Dashboard, Insights, Screenshots (selected), and Timesheet. The 'Screenshots' tab displays a date filter for '17 Ashar ...' and a list of 58 screenshots. A row of four screenshot thumbnails is visible at the bottom, with a blue circular button containing a plus sign on the right.

SETUP

1. It's on for every employee - open My Time from the top of the sidebar to see today's hours.
2. For activity capture, click **Download Tracker** and install the desktop agent once; sign in and it starts recording your timeline and screenshots.
3. No tracker? You still get check-in/out and your attendance here - the activity tiles just stay empty.

DAY-TO-DAY OPERATIONS

1. Check in / out; watch today's hours and the month's attendance build up.
2. If the Activity Tracker is installed, review your own captures and activity score here.

My Location

Your own location insight - for field and mobile staff. Shows the GPS check-ins, trips, routes and stops recorded against you for the day from mobile attendance, so you can confirm what the system logged. The personal view of the HR Locations module.

The screenshot displays the 'My Location' interface within the HRMS system. The top navigation bar includes the company name 'Acme.pvt.ltd', the 'HRMS' title, a search bar, and user status indicators like '17:27:06 WORKED' and 'FY 2082/83'. The left sidebar lists various modules: Home, Inbox, Tasks, My Time, My Location, My Pay, Reports, Standup, People (4), Time & Attendance (4), Payroll (6), Talent (8), and Workplace. The main content area is titled 'Employee Tracking' and shows a list of employees with their names, IDs, and status (e.g., 'no fix'). A map displays a route with a stop labeled 'Stop - 22m'. Below the map is a timeline for the day from 5:59:47 PM to 6:42:44 PM, with a legend for Stationary, Walking, Driving, and Speeding. A 'Day summary' section shows 'First seen' at 05:59 PM. A 'Stops (1)' section shows 'Stop #1' at 77m. The page is titled 'My Location' at the bottom.

SETUP

1. Install the NepalHRM mobile app and allow location permission - that's what feeds this page.
2. Clock in/out from the app while on site or in the field; each punch drops a GPS point.
3. Nothing to configure on the web - your day's route and stops appear here automatically.

DAY-TO-DAY OPERATIONS

1. See your day's check-ins and route on the map.
2. Flag a wrong or missing location to HR.

My Pay

Your own payslips - self-service. Every paid employee can open any month's slip, download it as a PDF, and see their earnings, deductions, tax and year-to-date totals - without going through HR.

The screenshot displays the 'My Pay' section of an HRMS system. The interface includes a sidebar with navigation options like Home, Inbox, Tasks, My Time, My Location, My Pay (selected), My Job Description, Standup, Time & Attendance, Payroll, Talent, Workplace, Feedback & Support, and Assets. The main content area is titled 'Payslip' and shows a salary history entry for 'CHAITRA PAYROLL CALCULATION' with a net amount of 'Rs. 25,000' marked as 'Paid'. It also includes a 'Download PDF' button and a note about tax savings. Below this, there are summary cards for 'LATEST NET' (Rs. 25,000), 'TOTAL EARNED' (Rs. 25,000), 'TOTAL TAX PAID' (Rs. 0), and 'PAYSLIPS' (1). A 'HISTORY' section at the bottom shows a 'Chaitra payroll calculation' entry for the same amount.

Yoddha Lab Pvt... HRMS

Search modules... Search...

03:19:00 WORKED FY 2082/83

Home > Payroll > My Pay

Payslip

Your salary history at Yoddha Lab Pvt.Ltd., oldest at the bottom.

PAYSIP - CHAITRA PAYROLL CALCULATION

Rs. 25,000 Paid

Paid - 2083-01-03

Credited to Prime Commercial Bank ****8369

Download PDF

Filed as Yoddha Lab Pvt.Ltd.

You can save **Rs. 1,750** in tax this year

Based on Nepal Income Tax Act, FY 2081/82. Tap to see how.

LATEST NET **Rs. 25,000**

TOTAL EARNED **Rs. 25,000**

TOTAL TAX PAID **Rs. 0**

PAYSLIPS **1**

HISTORY

Chaitra payroll calculation

Paid 2083-01-03 - Prime Commercial Bank ****8369

Rs. 25,000 Paid

Net salary

My Pay

SETUP

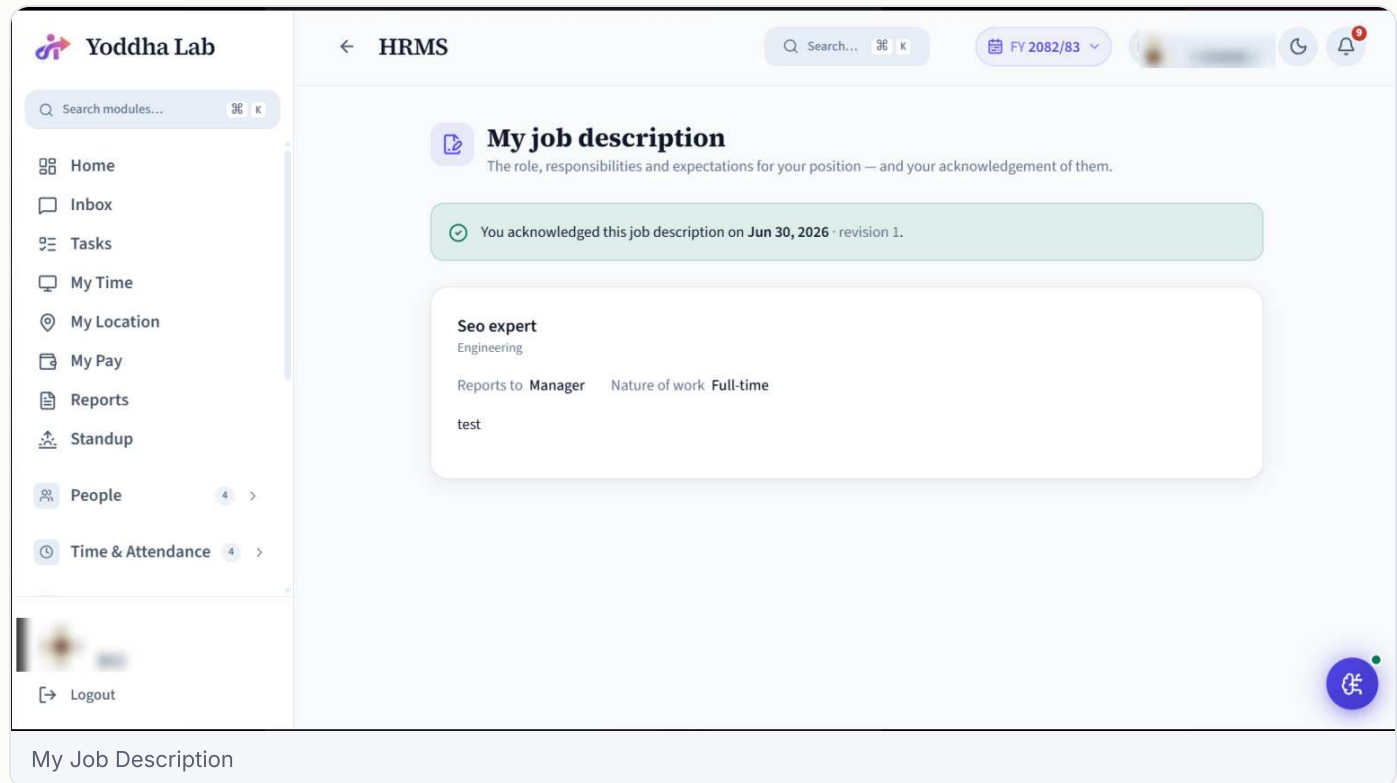
1. No setup - once HR runs a payroll that includes you, your slips appear here.
2. Add your bank account in My Profile so the "Credited to" line and bank transfer are correct.
3. Open any month → **Download PDF** for a shareable copy.

DAY-TO-DAY OPERATIONS

1. Open a month → view or download the payslip (PDF).
2. Check your year-to-date earnings and tax.

My Job Description

Your own job description - the employee-facing view of the JD attached to your position (responsibilities, requirements, skills, KPIs). Read it, and acknowledge that you've understood it; HR can see who has and hasn't signed off. The personal counterpart to the admin Position Management module.



SETUP

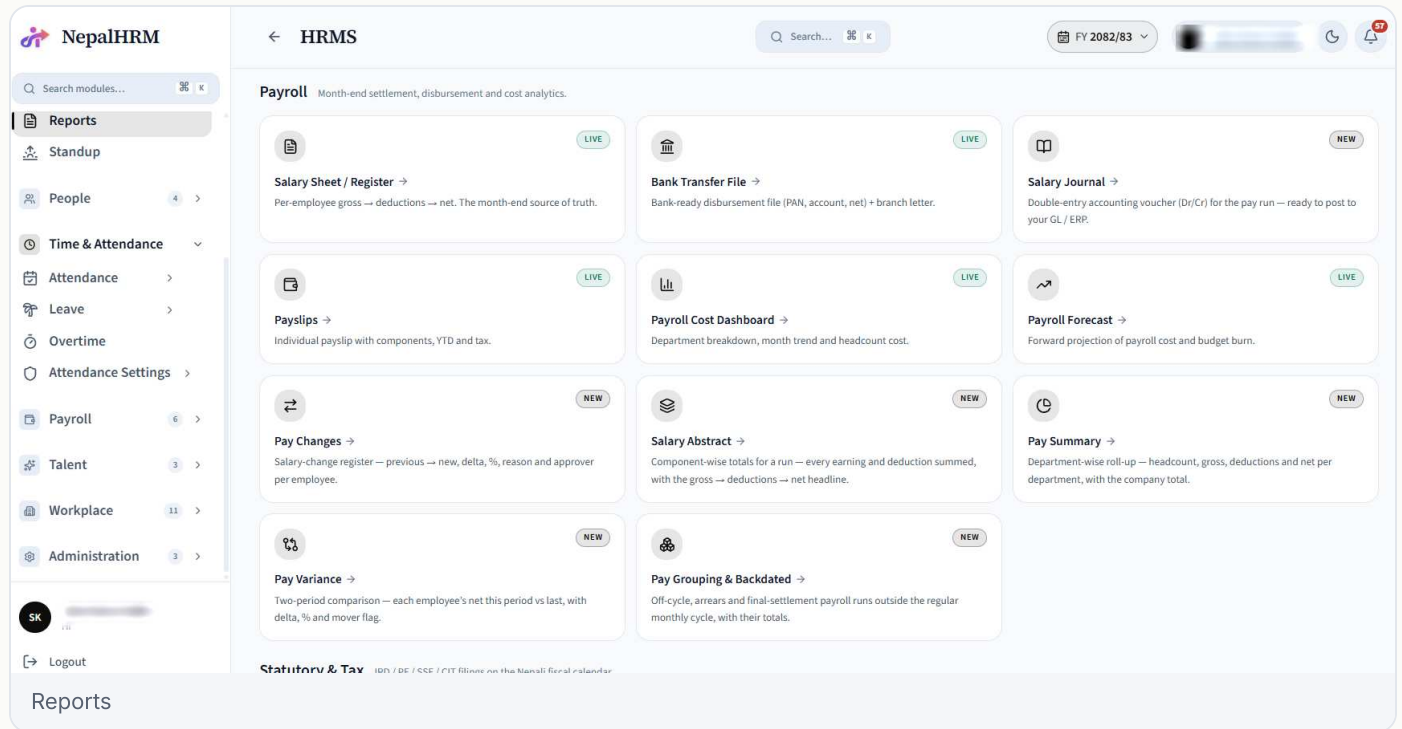
1. Nothing for you to set up - it appears once HR attaches a JD to your position (they do that in Position Management).
2. Don't see one? Ask HR to publish the JD for your job position.
3. Open it once and click **Acknowledge** so your sign-off is on record.

DAY-TO-DAY OPERATIONS

1. Read your responsibilities, requirements, skills and KPIs.
2. Click Acknowledge to confirm you've read it; HR tracks the sign-off.

Reports

The reports hub - a single index of every report: payroll (salary sheet, PF / SSF / eTDS), attendance & leave, loans and HR. Each destination enforces its own role gate.



SETUP

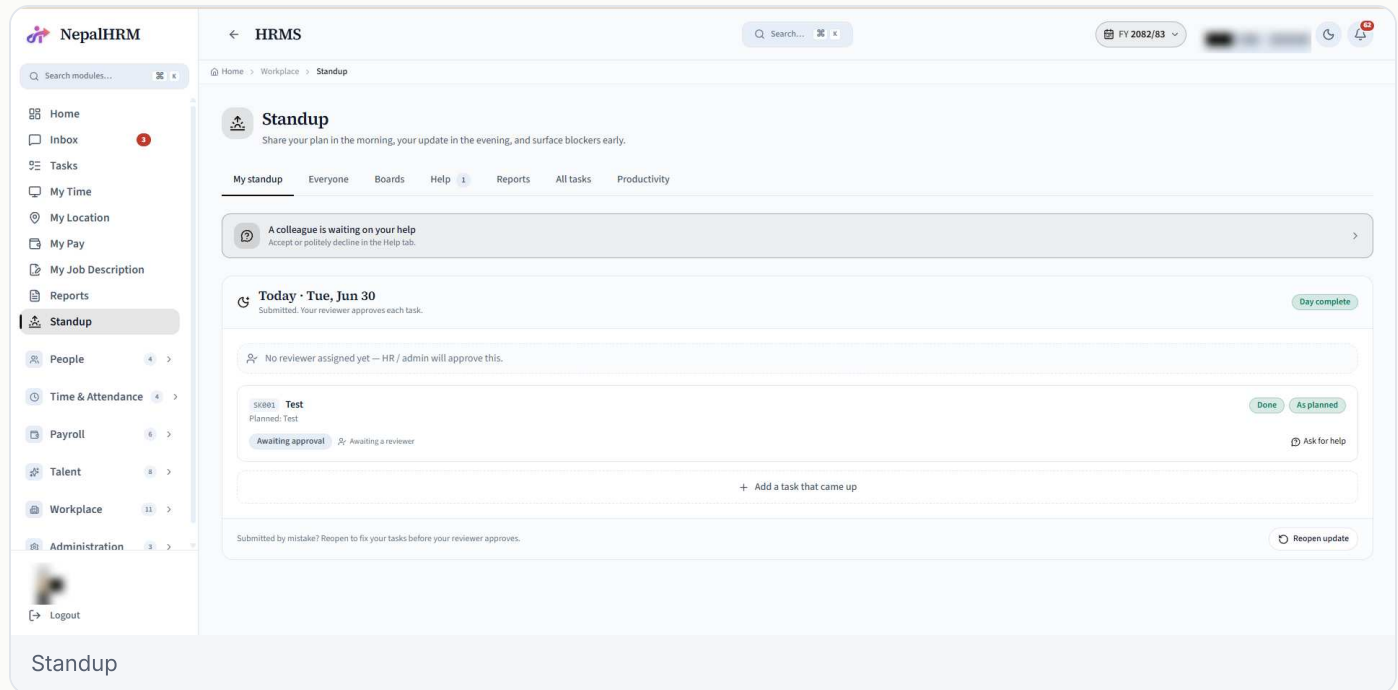
1. Nothing to build - every report is pre-wired; the hub just indexes them.
2. Make sure the source modules have run (payroll, attendance, leave) so the reports have data to pull.
3. Access is by role - HR/Finance see statutory and payroll reports, managers see their team's; grant extra access in Settings → Permissions.

DAY-TO-DAY OPERATIONS

1. Pick a report, set the period and filters, then export to Excel / PDF.

Standup

A twice-a-day plan / update ritual - each person posts a morning plan and an end-of-day update with per-task verification, blockers and a “seek a solution” help thread, plus weekly / monthly rollups and a productivity score.



SETUP

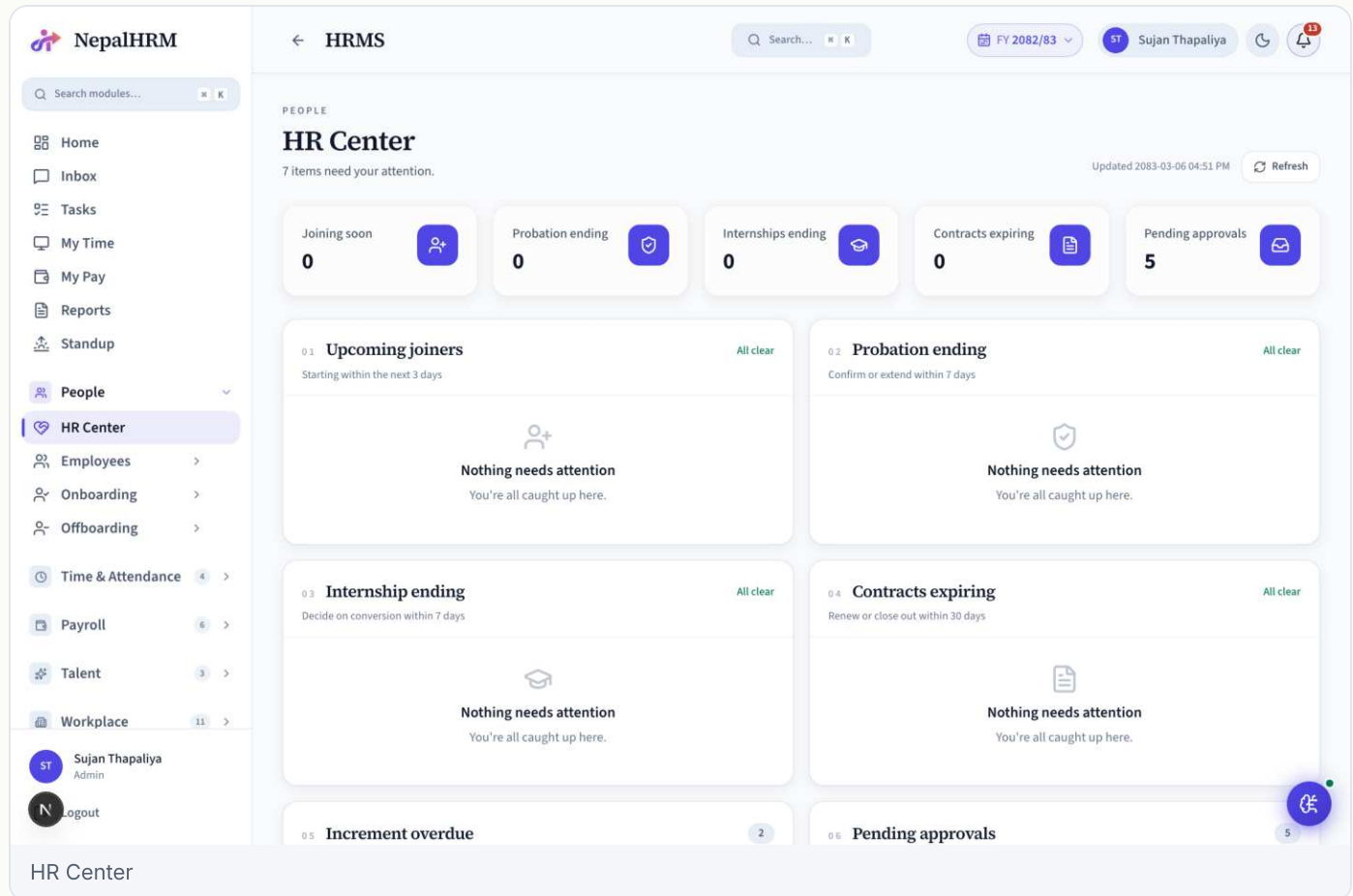
1. Turn Standup on for the team (Workplace → Standup) so it shows in everyone's sidebar.
2. Set the daily windows - a morning plan time and an evening update time - so reminders fire on schedule.
3. Assign reviewers (reporting managers) so each person's tasks have someone to approve them.
4. Optional: use Boards to group standups by team, and the Help tab to route "stuck" requests to a teammate.

DAY-TO-DAY OPERATIONS

1. Post a plan in the morning, an update in the evening.
2. Managers review blockers; the Productivity tab rolls up output.

HR Center

An HR-only lifecycle command surface - joiners, probation endings, contract / internship expiries, offboarding, increments due, certificate expiry, data-hygiene gaps, retirement and pending approvals, all in one attention queue.



SETUP

1. Nothing to switch on - HR Center reads your live employee, contract and leave data and surfaces what needs attention.
2. Keep the source data clean (hire dates, probation end, contract end, reporting managers) so its alerts fire on time.
3. HR-tier role required - it's hidden for regular employees.

DAY-TO-DAY OPERATIONS

1. Work the alert cards daily; each links straight to the screen that resolves it.

Employees

The single source of truth for every person in the company. List view supports search, department filter, status filter (active / on-leave / resigned / terminated), and bulk actions (import, archive, send email). Clicking a row opens the profile drawer with tabs for About, Work Info, Attendance, Leave, Overtime, Payroll, Finance Profile, Assets, Documents, Bonus Points, and History.

The screenshot shows the 'Employees' page in the NepalHRM system. The sidebar on the left contains navigation links for various HR functions. The main content area features a search bar, filters for status and department, and a grid of employee cards. Each card displays the employee's name, ID, status, position, department, and join date. The status 'UNVERIFIED' is highlighted in orange for several employees.

Name	ID	Status	Position	Department	Join Date
Hari Adhikari	EMP0007	active	No position	No department	Joined 8 Ashar 2083
Rajendra Regmi	EMP0006	active	No position	No department	Joined 8 Ashar 2083
Rumisha sharma	EMP0005	active	No position	Marketing	Joined 8 Ashar 2083
Roshan Khadka	EMP0004	active	No position	Finance	Joined 8 Ashar 2083
Rajesh Regmi	EMP0003	active	No position	Finance	Joined 8 Ashar 2083
Rajendra Regmi	EMP0002	active	No position	Finance	Joined 30 Jetha 2077
Sujan Thapaliya	EMP0001	active	Chief Executive Officer	Management	Joined 1 Ashar 2079

SETUP

1. Import employees: Employees → Import → upload CSV/XLSX, map columns, run.
2. Invite an existing person: Invitations → Invite → email + role; they click the link to set a password.
3. Add manually: Employees → "Add" → fill the form (department, job position, hire date, salary).

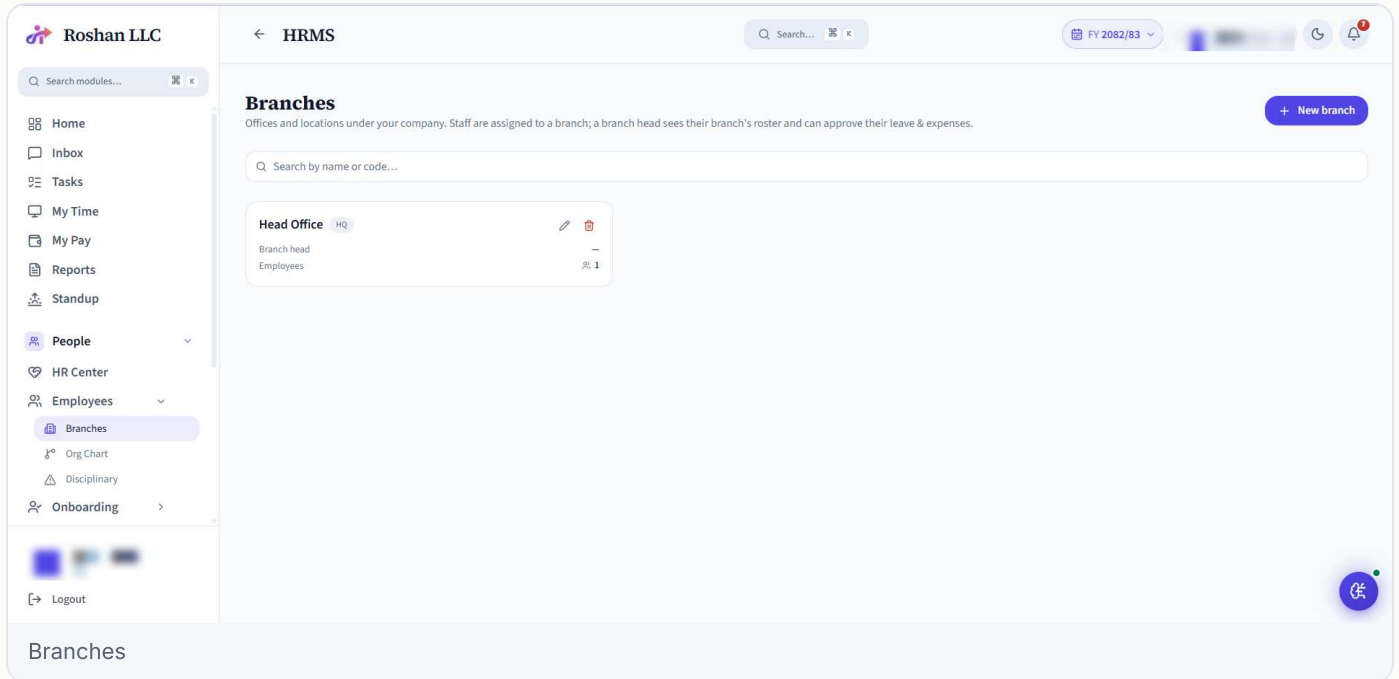
DAY-TO-DAY OPERATIONS

1. Filter by department / status from the toolbar; use Search for name / employee ID / email.
2. Open profile → History tab to see the lifecycle timeline (joined → salary changes → role changes → resignation → offboarding).
3. Reset password (HR): profile → Security → Reset password; an email goes to the employee.

4. Archive a leaver: profile → Archive (admin-only). Their history stays intact, login disabled, email freed for reuse.

Branches

Multiple worksites / branches under one company - each with its own address, employees and, optionally, its own attendance rules.



SETUP

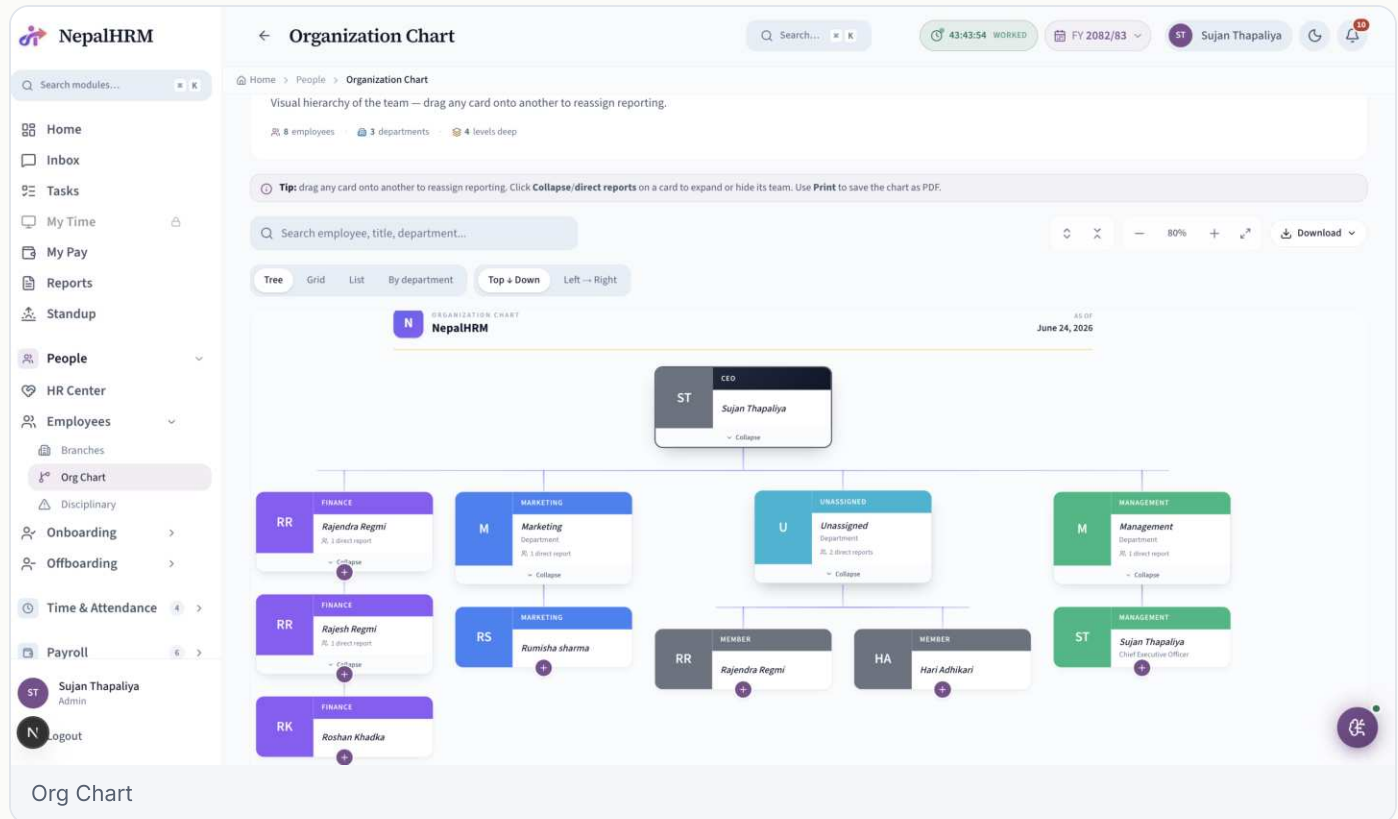
1. Add each branch with an address and a branch manager.

DAY-TO-DAY OPERATIONS

1. Assign employees to branches; filter attendance and payroll by branch.

Org Chart

Visual hierarchy of every reporting line, built automatically from each employee's assigned reporting manager. Useful for showing new hires who their skip-level is, and for HR to spot odd lines - a manager reporting to their own report, or a team with no head.



SETUP

1. Set each employee's reporting manager on their profile → Work Info → Reporting Manager.
2. Departments and Job Positions populate the lateral grouping; configure them in Settings → Departments.

DAY-TO-DAY OPERATIONS

1. Expand / collapse nodes by clicking a manager.
2. Click a face to jump to the profile drawer.
3. Export the org chart (top-right "Download") as PDF for printing or sharing with new hires.

Disciplinary

Record warnings, suspensions, and dismissals with audit-grade trail. HR captures the action type, the issued title + description, the start date, and any supporting attachment URL. Status moves through Active → Completed or Appealed so the same row tracks the full lifecycle.

Yoddha Lab

Search modules... K

Disciplinary

Projects

Onboarding >

Offboarding >

Time & Attendance 4 >

Payroll 6 >

Talent 8 >

Workplace 11 >

Administration 5 >

Logout

Disciplinary Actions

Track and manage employee disciplinary records

+ New Action

Total Actions 2

Warnings 1

Suspensions 1

Dismissals 0

Repeat Offenders 0

Employee	Action Type	Title	Stage	Mode	ACTIONS
[Employee]	Suspension	don't smoke	Show-cause served by 2026-07-08	Transparent	View Record decision Revoke
[Employee]	Warning	don't play phone	Show-cause served by 2026-07-08	Transparent	View Record decision Revoke

SETUP

1. Ready out of the box - no catalog to build.
2. Agree your action types up front (Warning / Suspension / Dismissal) so HR records them consistently.
3. Optional: add an approval chain so dismissals need an admin co-sign before they take effect.

DAY-TO-DAY OPERATIONS

1. HR opens: Disciplinary → New → pick employee + action type (Warning / Suspension / Dismissal) + title + description.
2. Set the start date + duration; the record auto-marks Completed once the duration elapses (or HR closes it manually).
3. Attach evidence: upload a PDF / image to the record.
4. Appeal flow: employee disputes → HR sets the status to Appealed → admin reviews → resolves.

Projects

Track the projects or programmes your organisation runs - common for NGOs and donor-funded teams - and allocate each employee's time and payroll cost to them. A project carries a name, code, donor / funder, period and budget. Assigning employees splits their cost across projects, so finance can report spend per project and per donor.

The screenshot shows the HRMS interface for Acme.pvt.ltd. The left sidebar contains navigation links: Home, Inbox, Tasks, My Time, My Location, My Pay, Reports, Standup, People (expanded), HR Center, Employees, and Branches. The main content area is titled 'Projects' and includes a description: 'Donor-funded work streams. Book staff to a project with a fixed monthly amount — staff are still paid once, in full; this only splits the salary cost for your reports.' A '+ New project' button is visible. Below this is a search bar labeled 'Search by name, code or donor...'. A project card for 'Health Awareness Campaign' is displayed, showing details: H302 (ARCHIVED), Donor: UNICEF, dfghfgm, Focal person: Safal Dangol, Staff allocated: 2, Monthly cost: Rs. 70,000, and Period: 2026-06-29 → 2026-06-30. A 'Manage staff' button is at the bottom of the card. The top of the interface shows the HRMS logo, a search bar, a clock showing 05:19:24 WORKED, and a fiscal year dropdown set to FY 2082/83. A bottom bar contains the word 'Projects'.

SETUP

1. Projects → Add: name + code + donor / funder + period + budget.
2. Assign employees and their cost share (e.g. 60% Project A, 40% Project B).

DAY-TO-DAY OPERATIONS

1. Update allocations when people move between projects.
2. Pull cost-per-project / cost-per-donor figures for funder reports.
3. Closed projects stay on record for the audit trail.

Onboarding

The pipeline a new hire walks through between offer-accepted and Day-30. Stages (Pre-boarding / Day 1 / Week 1 / Month 1) are configurable; each stage holds tasks (Sign offer, Provision Workspace, Intro 1:1, etc.). Tasks can be marked Confirmed or Not - the dashboard widget reads from these to remind HR what's pending.

The screenshot displays the 'Onboarding' dashboard for 'Acme.pvt.ltd'. The sidebar on the left contains navigation links: Home, Inbox, Tasks, My Time, My Location, My Pay, Reports, Standup, People, HR Center, Employees, and Onboarding. The main content area is titled 'Onboarding' and includes a search bar, a dropdown for 'FY 2082/83', and a notification bell. Below the header, there's a section for 'Onboarding · Test' with a 'Test' dropdown, a 'Template' button, and a '+ Stage' button. A progress bar shows five stages: 1. Pre-Joining (0 candidates), 2. Day 1 — Account Setup (0 candidates), 3. Day 1 — Policy Signing (0 candidates), 4. First Week (0 candidates), and 5. First Month — Training (0 candidates). The 'Pre-Joining' stage is expanded, showing tasks like 'Send welcome email + first-day instruct...', 'Prepare workspace + desk allocation', and 'Procure laptop + accessories'. The 'Day 1 — Account Setup' stage shows tasks like 'Create company email account', 'Create HRMS login + assign role', 'Add to Slack / Teams workspace', and 'Issue laptop + assign equipment'. The 'Day 1 — Policy Signing' stage shows tasks like 'Sign Employment Contract', 'Sign NDA / Confidentiality Agreement', 'Sign Code of Conduct + Anti-Harassmen...', and 'Acknowledge IT Security Policy'.

SETUP

1. Stages auto-seed when the first recruitment opens. Customize: Onboarding → Stages → edit/add.
2. Add a default task to a stage: Onboarding → Stage → Tasks → "+".
3. Assign tasks to a specific user / role so the right person gets the to-do.

DAY-TO-DAY OPERATIONS

1. When a candidate accepts an offer, their onboarding case auto-creates with the default tasks.
2. Tick tasks off as they complete; the pipeline progress bar updates and the new hire's dashboard reflects it.
3. Use the kanban view to see all in-flight onboardings at a glance.

New Joiners

The onboarding board - every new hire and direct joiner with their checklist progress at a glance.

The screenshot displays the 'Onboarding' section of the NepalHRM system. The interface includes a sidebar with navigation options like Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, HR Center, Employees, Onboarding (selected), Offboarding, Time & Attendance, Payroll, and Talent. The main content area shows the 'Onboarding' title and a description: 'Everyone currently being onboarded — hired through a job posting or added directly — in one place.' Below this, there are four status filters: Active (2), Not started (2), In progress (0), and Completed (0). A search bar and filters for sources and departments are also present. The list of new joiners includes Rajendra Regmi (HR Manager - Human Resources) and Sujan Thapaliya (Chief Executive Officer - Management), both with 0/20 done and 'Not started' status. The bottom of the page shows the user profile of Sujan Thapaliya (Admin) and a 'Logout' button.

NepalHRM

Search modules...

Home

Inbox

Tasks

My Time

My Pay

Reports

Standup

People

HR Center

Employees

Onboarding

New Joiners

Offboarding

Time & Attendance

Payroll

Talent

Sujan Thapaliya Admin

Logout

Onboarding

Search...

FY 2082/83

Sujan Thapaliya

Home > People > Onboarding

PEOPLE

Onboarding

Everyone currently being onboarded — hired through a job posting or added directly — in one place.

Recruitment pipeline

Manage checklist

Add someone

Active 2

Not started 2

In progress 0

Completed 0

Active Not started In progress Completed Cancelled

Search name or email...

All sources

All departments

Rajendra Regmi Direct hire

HR Manager - Human Resources

0/20 done 0% Not started

Sujan Thapaliya Direct hire

Chief Executive Officer - Management

0/20 done 0% Not started

New Joiners

SETUP

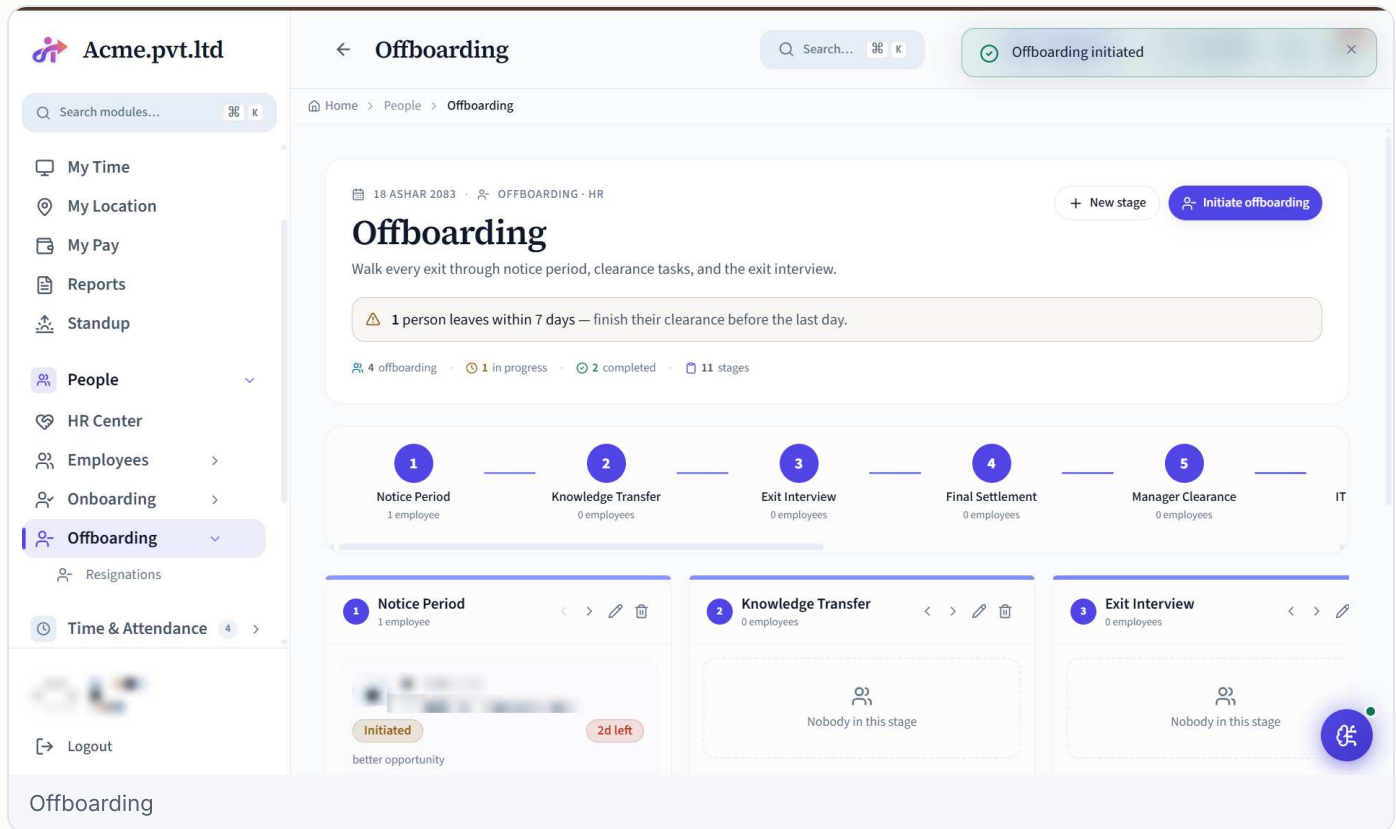
1. Define onboarding stages first (see Onboarding).

DAY-TO-DAY OPERATIONS

1. Track each joiner through the stages; nudge any incomplete tasks.

Offboarding

Mirror of Onboarding for departures. Stages (Notice Period / Knowledge Transfer / Exit Interview / Final Settlement) hold tasks each employee must complete before their last working day. Once every task is marked Completed, the system sets the employee's status to Resigned, signs them out of every device, and stops their app notifications automatically.



SETUP

1. Default stages auto-seed on the first kickoff. Customize: Offboarding → Stages.
2. Add stage-default tasks (Return laptop, Revoke email, Final 1:1, etc.).
3. Stages are sequence-ordered - drag to reorder.

DAY-TO-DAY OPERATIONS

1. Initiate from a resignation: Resignations → Approve → "Initiate offboarding".
2. Drag a case to a different stage column to move them through the funnel.
3. Tick tasks off; pipeline auto-advances to the next stage when all tasks in the current one are done.
4. Force-finalize (HR-only): Offboarding → Case → "Finalize" - flips remaining tasks to done and disables login immediately.

Resignations

Employees submit a resignation with last-working-date + reason; HR reviews, approves, or rejects. Approving auto-creates an offboarding case in the kanban.

The screenshot shows the 'Resignations' module in the Acme.pvt.ltd HR system. The left sidebar contains navigation links: My Location, My Pay, Reports, Standup, People (selected), HR Center, Employees, Onboarding, Offboarding, Resignations (active), Time & Attendance, and Payroll. The main content area has a header with a search bar, filters (28:41:58 WORKED, FY 2082/83), and a '+ File on behalf' button. Below the header, there's a summary section for '17 ASHAR 2083' with a 'RESIGNATIONS - HR' link. The title 'Resignations' is followed by a description: 'Review pending requests, approve, and hand them off to offboarding. You can also file a resignation on behalf of an employee.' Below this, a status summary shows '3 total', '0 pending', and '3 approved'. A filter bar shows 'All 3', 'Requested 0', 'Approved 3', and 'Rejected 0'. A table lists three resignation requests, all with 'Approved' status. Each row has 'Cancel' and 'View offboarding' actions.

Employee Name	Resignation Date	Last Working Date	REASON	Status	ACTIONS
[REDACTED]	2083-02-27	2083-02-27	test	Approved	Cancel View offboarding
[REDACTED]	2083-02-15	2083-02-17	dgfhgjhklk	Approved	Cancel View offboarding
[REDACTED]	2083-02-13	2083-02-14	xzcvbnm,	Approved	Cancel View offboarding

SETUP

1. Works out of the box - employees can file a resignation immediately.
2. Set the notice period on your contracts / attendance policy so the last-working-date math is right.
3. Choose the approval flow: HR-only by default, or add reporting-manager review via the approval-chain configurator.

DAY-TO-DAY OPERATIONS

1. Employee files: My Profile → Resign → fill form.
2. HR review: Resignations → row → Approve / Reject (with note).
3. On approval, the offboarding kanban gets a new card; the employee's status changes to Resigned on the last working day automatically.

Attendance

Daily attendance summary built from biometric punches, web / mobile check-ins, and manual entries. Stat tiles show Total (all active employees), Unmapped (employees not linked to a biometric device), Present, Late, Half Day, Missing Checkout, Flagged, and total worked Hours. Source icons next to each row's first-in / last-out times show whether the punch came from Biometric / Web / Mobile / Manual / Regularized.

The screenshot displays the NepalHRM Attendance module. The left sidebar contains navigation links: My Pay, My Job Description, Reports, Standup, People, Time & Attendance (selected), Attendance (selected), Live Board, Timesheets, Leave, Overtime, Attendance Settings, Payroll, Talent, and Workplace. The main content area shows the 'Attendance' page for the date 2083-02-31. It includes a 'NOT CLOCKED IN' status at 12:53:55 PM, a 'CHECK IN' button, and tabs for Daily, Regularization, Flagged punches, and Devices & Mapping. A 'Live now' section shows who is on the clock. A 'RANGE PULSE' section shows 939 present and 7162.6h logged. A table lists 1628 rows of attendance data with columns for STATE, EMPLOYEE, DATE, FIRST IN, LAST OUT, BREAK, WORKED, FLAGS, and ACTIONS. The table shows rows for 'absent' and 'present' statuses. On the right, a 'AT A GLANCE - TAP TO FILTER' section shows summary statistics: PRESENT (939), LATE (None), NO OUT (All out), FLAGGED (All clear), ABSENT (964), and WEEKLY (215). Below this is an 'ACTIONS' section with buttons for Recompute, Import, and Export.

SETUP

1. Register a biometric device: Attendance → Devices & Mapping → Add Device. Enter serial number + assign to office location.
2. Map device users to employees: Devices & Mapping → click an unmapped row → pick employee.
3. Set the attendance policy: Attendance Policies → choose default working hours, grace minutes, overtime rules.

DAY-TO-DAY OPERATIONS

1. Filter by date range from the toolbar. Use Quick Range chips: Today / Yesterday / Last 7 days / This month.
2. Click "Unmapped" stat tile → jumps to Devices & Mapping with HR's queue of unlinked device users.
3. Approve / reject pending rows in bulk: tick checkboxes → Approve / Reject.
4. Recompute from punches: rebuilds the day's summary if biometric events landed late.

5. **Bulk upload (Import):** upload a CSV / XLSX of punches or day records to backfill offline days or migrate history in one go - summaries recompute automatically. Use the template so columns map cleanly.
6. Export: Excel / PDF / CSV button on the toolbar - async, you'll be notified when ready.

Live Board

A real-time who's-in board - see who is currently clocked in, on break, late or absent across branches, updating live through the day.

The screenshot displays the NepalHRM Live Board interface. The left sidebar contains navigation links: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People (4), Time & Attendance (expanded), Attendance (expanded), Live Board (selected), Timesheets, Leave, Overtime, Attendance Settings, Payroll (6), and user profile (Sujan Thapaliya, Admin) and Logout. The main content area is titled 'Live attendance' and includes a description: 'Who's on the clock, on break, on leave or checked out right now — computed straight from the punch stream and refreshed every 30 seconds. You see your department; team leaders and managers see the whole company.' It features a 'Refresh' button and an 'Updated 04:51 PM' timestamp. Below this are five summary cards: Active employees (2), On the clock (0), On break (0), On leave (0), and Checked out (0). A filter bar shows 'All' selected, with options for 'On the clock', 'On break', 'On leave', 'Checked out', and 'Not punched'. A search bar is labeled 'Search name, code, department'. A table lists employees with columns: EMPLOYEE, STATE, CHECK-IN, LAST OUT, WORKED, and BREAKS. The table shows two employees: Rajendra Regmi (EMP0002 - Human Resources) and Sujan Thapaliya (EMP0001 - Management), both with a state of 'Not punched'. The bottom of the interface shows the user profile and a 'Logout' button.

Live attendance

Who's on the clock, on break, on leave or checked out right now — computed straight from the punch stream and refreshed every 30 seconds. You see your department; team leaders and managers see the whole company.

Refresh Updated 04:51 PM

Active employees: 2, On the clock: 0, On break: 0, On leave: 0, Checked out: 0

Filter: All, On the clock, On break, On leave, Checked out, Not punched

Search name, code, department

EMPLOYEE	STATE	CHECK-IN	LAST OUT	WORKED	BREAKS
Rajendra Regmi EMP0002 - Human Resources	Not punched	—	—	—	0 breaks
Sujan Thapaliya EMP0001 - Management	Not punched	—	—	—	0 breaks

Live Board

SETUP

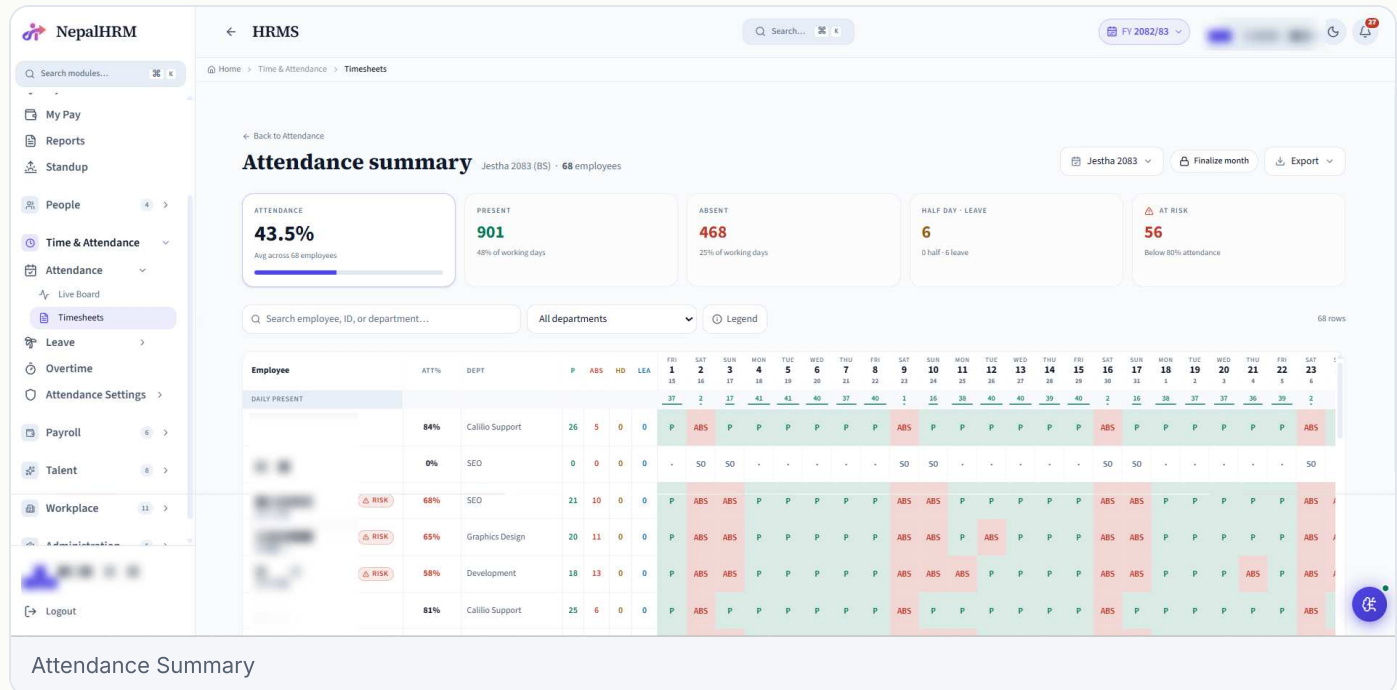
1. Nothing to configure - the Live Board reads punches as they land.
2. Prerequisite: employees must be clocking in (biometric, web or mobile) for anyone to appear.
3. Map device users to employees (Attendance Settings → Device Fleet) so rows show names, not device IDs.

DAY-TO-DAY OPERATIONS

1. Monitor during working hours; spot gaps and follow up immediately.

Attendance Summary

Per-day, per-employee attendance matrix. Letters across the row show P=Present, HD=Half-day, ABS=Absent, SO=Weekly off, WH=Holiday, AL/UPL=Leave. Useful for the monthly payroll review and HR's manager scorecards. Daily totals across the bottom show the head-count present each day.



SETUP

1. No separate setup - the matrix is computed live from daily attendance.
2. It only reads correctly once Attendance Policies, Shifts and Holidays are set (they define P / HD / leave / weekly-off).
3. Use it for the month-end attendance review before each payroll run.

DAY-TO-DAY OPERATIONS

1. Pick From / To dates (defaults to current month).
2. Filter by Department or Search by employee name / ID.
3. Click Download to grab a CSV for spreadsheet work.

Leaves

Self-service leave requests with HR oversight. Employees apply (type, dates, reason); managers approve (or HR overrides); the balance debits automatically. Approved leave shows on the daily attendance summary and reduces payroll for unpaid types. Pending leave requests are private to the requester + their reporting manager + HR - colleagues only see approved leaves.

Leaves

Approve, adjust, and audit company-wide leave activity.

ANNUAL LEAVE 18 PAID of 18

SICK LEAVE 12 PAID of 12

CASUAL LEAVE 6 PAID of 6

MATERNITY LEAVE 98 PAID of 98

UNPAID LEAVE 30 PAID of 30

DISABILITY LEAVE 15 PAID of 15

4 requests

Timeline **Requests** Workday Summary Adjustment Current Balances Monthly Balances Annual Balances Adjustment Report Leave Logs

Every leave request, with approve / reject / cancel.

My Leaves 3 Company 5 To approve 3 All Statuses Filters

EMPLOYEE	LEAVE TYPE	FROM	TO	DAYS	BALANCE	REASON	STATUS	ACTIONS
Sujan Thapaliya Requested 2083-03-06 09:12 AM	Annual Leave	12 Jul 2026	13 Jul 2026	2 days	12 / 18 days left for 2083/84	Vacation	Pending	Awaiting HR final approval Cancel
Sujan Thapaliya Requested 2083-03-06 09:12 AM	Annual Leave	16 Aug 2026	16 Aug 2026	1 day	12 / 18 days left for 2083/84	Festival	Pending	Awaiting HR final approval Cancel

SETUP

1. Define leave types: Leave Types → Add (name, accrual cadence, days per year).
2. Configure policies per type: Leave Policies (carry-forward, encashment, attachment rules, gender filter, min tenure).
3. Set up the approval chain: Leave Policies → Approval Chains → ordered list of approvers (manager → HR).

DAY-TO-DAY OPERATIONS

1. Employee applies: My Leave → Apply → type + dates + reason; manager gets a notification.
2. Approver opens: Leaves → row → Approve / Reject (with rejection reason - visible to the employee).
3. Half-day, hourly, and compensatory leave supported via the type-config.
4. Cancel an approved leave (employee or HR) restores the balance.

Leave Types

The catalog HR draws from when configuring leave: Annual, Sick, Casual, Maternity, Paternity, etc. Each type has its own quota, gender filter, and accrual rule.

The screenshot displays the NepalHRM HRMS interface. The left sidebar contains navigation links: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, Time & Attendance (expanded), Attendance, Leave, Overtime, and Attendance Settings. The main content area is titled 'Leave Types' and includes a sub-header 'LEAVE TYPES' and a description: 'How each leave type accrues, who pays for it, and what happens to unused balance at year end.' Below this, there are four summary cards: 'ANNUAL ENTITLEMENT' showing 194 days / full-timer, 'PAID TYPES' showing 7 (100% of active), 'UNPAID TYPES' showing 0 (No unpaid policies set), and 'WITH TIER OVERRIDES' showing 0 (0/7 have per-employment-type quotas). A '+ Add leave type' button is in the top right. The main list shows six leave types: Annual Leave (18 days/yearly, Unused), Sick Leave (12 days/yearly, Unused), Casual Leave (6 days/yearly, Unused), Maternity Leave (98 days/yearly, Unused, FEMALE ONLY), Paternity Leave (15 days/yearly, Unused, MALE ONLY), and Unpaid Leave (30 days/yearly, Unused). The bottom of the page has a 'Leave Types' label and a user profile for Sujan Thapaliya (Admin) with a logout button.

SETUP

1. Leave Types → Add: name + code + days per year + accrual cadence + paid/unpaid.
2. Toggle Active off to retire a type without deleting historical leaves.

DAY-TO-DAY OPERATIONS

1. Renaming a type updates everywhere it's displayed (forms, reports, balances).
2. Use the per-type policy editor to adjust carry-forward limits without touching the type itself.

Leave Policies

Per-leave-type rule sheet covering carry-forward, encashment, blackout dates, approval chains, gender / location filters, attachment requirements, and minimum tenure. Each leave type has one policy; HR edits in place rather than creating duplicates.

The screenshot shows the NepalHRM interface for managing Leave Policies. The sidebar on the left contains navigation links: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, Time & Attendance (selected), Attendance, Leave, Overtime, and Attendance Settings. The main content area is titled 'Leave Policies' and includes a search bar, a filter for 'FY 2082/83', and a user profile for 'Sujan Thapaliya'. The 'LEAVES' section shows a summary of leave types (0/7), approval steps (0), blackout days (0), and pending encashment (0). Below this, the 'POLICIES' section lists three leave types: Annual Leave, Sick Leave, and Casual Leave, each with a 'Set up policy' button.

SETUP

1. Leave Policies → Add Policy → pick the leave_type.
2. Configure carry-forward: how many days roll over, when they expire.
3. Configure encashment: how many days can be cashed out + amount per day.
4. Add Blackout Dates: ranges where leave can't be taken (year-end close, audit week).
5. Build the Approval Chain: ordered approvers with escalation timeouts.

DAY-TO-DAY OPERATIONS

1. Re-run policy after a change: HR → Recompute Leave Balances to apply new carry-forward rules retroactively.
2. Encashment requests appear in the Encashments tab → approve → amount lands in the next payslip.

Leave Balance Report

Per-employee leave entitlement, taken, remaining and encashable balance for every leave type.

← Leave

Q Search... K

FY 2082/83 ST Sujan Thapaliya

Home > Time & Attendance > Leave

LEAVE REPORTS · HR LEAVE YEAR 2082/83 - 2025-26

Excel PDF CSV Print

Leave balance report

Entitled, used & remaining days per employee — the source of truth for leave audits and year-end encashment.

Leave year

Department

Search

2082/83 · 2025-26

All departments

Name or employee ID

EMPLOYEES
2

ENTITLED
358 days

USED
1 days

LOW BALANCE
0 <3d

Leave balances

Leave year 2082/83 - 2025-26 - 2 employees - all values in days

Remaining = Entitled - Used · amber < 3d · red = exhausted · NA = not applicable to gender

EMPLOYEE				ANNUAL LEAVE			SICK LEAVE			CASUAL LEAVE			MATERNITY LEAVE Female only			PATERNITY LEAVE Male only			UNPAID LEAVE			DISABILITY LEAVE			TC			
SN	EMP ID	NAME	DEPT	ENT	USED	REM	ENT	USED	REM	ENT	USED	REM	ENT	USED	REM	ENT	USED	REM	ENT	USED	REM	ENT	USED	REM	U			
1	EMP0002	Rajendra Regmi	Human Resources	18	0	18	12	0	12	6	0	6	98	0	98	NA			30	0	30	15	1	14	179			
2	EMP0001	Sujan Thapaliya	Management	18	0	18	12	0	12	6	0	6	98	0	98	NA			30	0	30	15	0	15	179			
TOTAL (2)				36	0	36	24	0	24	12	0	12	196	0	196	0	0	0	60	0	60	30	1	29	358			

ST Sujan Thapaliya Admin

N Logout

Leave Balance Report

SETUP

1. Leave types and policies must be configured first.

DAY-TO-DAY OPERATIONS

1. Review before approvals and at year-end; export for payroll encashment.

Financial Year Close

Year-end leave processing - carry forward, lapse or encash balances as the Nepali fiscal year rolls over.

Acme.pvt.ltd

Search modules...

My Location

My Pay

Reports

Standup

People

Time & Attendance

Attendance

Leave

Leave Types

Leave Policies

Leave Balance Report

Financial Year Close

Overtime

Logout

HRMS

Search...

28:44:41 WORKED

FY 2082/83

Home > Time & Attendance > Financial Year Close

Financial Year Close

Carry forward, encash or lapse each employee's unused leave at the fiscal year-end, then seal the year. Loans & advances carry over automatically.

Fiscal year (AD start)

2026

Preview

Tax & TDS year-to-date **reset** each fiscal year (income tax is computed fresh against the slab) — they are not carried forward. Only leave balances, loans and advances persist across the boundary.

Year 2026

Open

7 balances across 3 employees to dispose.

Carried forward

96d

Encashed

38d . NPR 76,000

Lapsed

143.66d

Opening obligations

NPR 1,12,000

Close year 2026

Leave disposition

What happens to each employee's unused balance when the year closes.

Employee	Leave type	Opening	Carried	Encashed	Lapsed
	Maternity Leave	67.33d	—	—	67.33d

SETUP

1. Set carry-forward / lapse / encashment rules per leave type.

DAY-TO-DAY OPERATIONS

1. Run the close at year-end; reconcile carried and encashed balances into payroll.

Overtime

Employees log overtime hours against pre-configured categories; HR approves; approved hours flow into payroll as a separate earning. Reports show overtime spend per department / per employee.

Acme.pvt.ltd

Overtime Management

Search modules... K

My Location

My Pay

Reports

Standup

People 4

Time & Attendance

Attendance

Leave

Overtime

Attendance Settings

Payroll 6

Logout

Home > Time & Attendance > Overtime

17 ASHAR 2083 · OVERTIME - HR

Overtime management

Configure categories and rates, approve requests, and watch the Employee → TL → HR flow.

3 requests · 0 pending · 3 approved · 10.0h approved this month

All requests 3 · Pending approval · OT review · Policies 1 · Categories & rates

Search requests by emp

PERIOD: Nepali month Date range: Ashar 2083 Jun 15, 2026 – Jul 16, 2026

All 3 · Pending 0 · TL approved 0 · Approved 3 · Rejected 0 · Cancelled 0

ved NIGHT - 1.75X

17 Ashar 2083 · 10h (09:53 AM – 07:53 PM)

zxcvbnm

Submitted · TL review · HR review

APPROVER NO

no or no

SETUP

1. Overtime → Categories → define types (Weekend, Public Holiday, Night Shift) with multiplier rates.
2. Attendance Policy → Overtime → enable + set daily/weekly thresholds.

DAY-TO-DAY OPERATIONS

1. Employee logs: My Overtime → Add → date + hours + category + reason.
2. Manager approves; approved entries flow into the next payroll run.
3. Reports: Overtime → Reports → spend per department over the last 6 months.

Attendance Settings

The single hub for every attendance config knob - operating hours, attendance policies, shifts, holidays and devices - that used to be scattered across Settings.

The screenshot displays the 'Attendance Settings' page in the NepalHRM system. The interface includes a left sidebar with navigation options: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, Time & Attendance (expanded), Attendance, Leave, Overtime, and Attendance Settings (selected). The main content area features a top navigation bar with tabs for Overview, Policies, Shifts, Holidays, and Operating Hours. Below this, a section titled 'Attendance setup' provides an overview of the configuration options. The main content area is divided into four panels: Policies (Working hours, weekly off days, late-deduction tiers and overtime eligibility), Schedule (Weekly roster grid, Paint shifts, mark day-offs/time-offs per cell), Holidays (Company holiday calendar, Drives attendance status (Holiday vs Absent) and payroll roll-overs that fall on a non-working day), and Operating Hours (When the business is open to customers (helpdesk SLAs, public storefront)).

NepalHRM

Attendance Settings

Search modules...

Home
Inbox
Tasks
My Time
My Pay
Reports
Standup
People
Time & Attendance
Attendance
Leave
Overtime
Attendance Settings

Overview Policies Shifts Holidays Operating Hours

One place for every attendance rule, shift, schedule, holiday, and business-hours setting. Each tab edits its own backend resource — changes here replace the duplicate editors that used to live in [Settings](#).

6 ASHAR 2083 ATTENDANCE SETUP - HR

Attendance setup

The single place to configure how attendance, shifts and the business calendar work. Pick a section below — each one owns its own backend resource, so there is only ever one writer per value.

Policies
Working hours, weekly off days, late-deduction tiers and overtime eligibility — plus the shift templates, employee → shift assignments, change requests and work-type labels that the attendance engine consumes.
0 policies

Schedule
Weekly roster grid. Paint shifts, mark day-offs/time-offs per cell, then publish the week to make it visible to employees.
0 planned cells

Holidays
Company holiday calendar. Drives attendance status (Holiday vs Absent) and payroll roll-overs that fall on a non-working day.
8 holidays

Operating Hours
When the business is open to customers (helpdesk SLAs, public storefront). NOT the employee attendance calendar — that lives in Policies → weekly off days.

ST Sujan Thapaliya Admin
Logout

Attendance Settings

SETUP

1. Work through each tab once: operating hours → policies → shifts → holidays → devices.

DAY-TO-DAY OPERATIONS

1. Revisit whenever a rule changes (new shift, holiday, late-mark policy).

Attendance Policies

Rule sheet for what counts as present, late, half-day, full-day. Working hours per day, grace minutes, overtime thresholds, late-deduction ladder, weekly off days - all configurable. Multiple policies supported; each employee belongs to one.

The screenshot shows the 'Attendance Policies' page in the Acme.pvt.ltd system. The sidebar on the left contains navigation links for various HR modules. The main content area is titled 'Attendance Policies' and includes a search bar, a clock showing '28:47:00 WORKED', and a fiscal year dropdown set to 'FY 2082/83'. Below this, a summary card for '17 ASHAR 2083' shows '1 policy' covering '14 employees' with '1 with OT enabled'. A detailed view of the 'Standard' policy is displayed, showing working hours of 8h/day, weekly off days on Saturdays, a 15-minute grace period, and overtime rules that are enabled after 8 hours. The policy also includes a late rule: 'Every 3 late = 1 day cut'.

SETUP

1. Attendance Policies → Add: name + working_hours_per_day + grace_minutes + full_day_min_hours + half_day_max_hours.
2. Configure late deduction: enable + rules ladder (e.g. "3 lates / month = 0.5 day deducted").
3. Configure overtime: enable + daily threshold + weekly threshold + max OT hours per month.

DAY-TO-DAY OPERATIONS

1. Set the default policy (HR-wide); override per employee from Employees → profile → Work Info.
2. Recompute Attendance retroactively after a policy change to back-fill existing day summaries.

Shifts

Working-hour patterns the company supports - Day Shift (9–6), Night Shift (10pm–6am), Split shifts - and the weekly roster that puts people on them. Each employee is assigned to a shift; their attendance is evaluated against that shift's expected window. The weekly schedule grid (draft → publish) now lives inside Shifts, so the catalog and the roster are one screen.

Attendance Policies

6 ASHAR 2083 · SHIFTS · HR

Shift management

Define shifts, assign employees to rosters, and approve shift-change requests.

4 shifts · 1 night · 2 assignments · 0 pending requests · 4 work types

Shifts 4 · Assignments 2 · Schedule · Requests · Setup

Shift Name	Start Time	End Time	Grace (min)	TYPE	ACTIONS
Evening Shift	2:00 PM	10:00 PM	10 min	Evening	Edit
Flexible	8:00 AM	6:00 PM	30 min	Morning	Edit
Morning Shift	9:00 AM	5:00 PM	15 min	Morning	Edit
Night Shift	10:00 PM	6:00 AM	10 min	Night	Edit

Work Types

Field Work · Hybrid · Work From Home · Work From Office

SETUP

1. Shifts → Add: name + start time + end time + mark as night shift.
2. Activate the shift catalog so it's available on the roster.

DAY-TO-DAY OPERATIONS

1. Assign employees: Shifts → row → "Assign Employees" → multi-select.
2. Weekly roster: open the schedule grid → drag a shift onto a (day × employee) cell, or bulk-select cells → apply → Publish. Published shifts show on each employee's My Time and the mobile app.
3. Night shifts auto-handle midnight crossover: a 23:00 → 07:00 shift is attributed to the day it STARTED, so HR's attendance review reads naturally.

Holidays

Company-recognized holidays - Dashain, Tihar, Republic Day, etc. - automatically suppress attendance expectations and show on the calendar.

Holidays

LEAVES

Holiday calendar

Public holidays and company observances — by Nepali month.

< BS 2083 > Year List + Add holiday

BS 2083 HOLIDAYS
5
18 days off total

WORKING-DAY BONUS
15
3 fall on Saturday

UP NEXT
In 112d
Dashain · Ashwin 24

MIX
4 religious 1 other

Count sandwiched holidays as leave OFF
Holiday bracketed by approved leave is charged to the balance.

Forfeit weekly-offs sandwiched by absence ON
Rest day docked when unauthorised absence brackets it.

BS 2083 · year at a glance

Hover a chip for the AD date · click to edit

BAISAKH	JESTHA	ASHAR	SHRAWAN	BHADRA	ASHWIN	KARTIK	MANGSIR	POUSH	MAGH	FALGUN	CHAITRA
1 Nep... Tue	—	—	—	—	24 Das... Sat - weekend - G	12 Tihar Thu - G	—	18 Chri... Fri - G	—	—	—
29 Bud... Tue											

SETUP

1. Holidays → Add: name + start date + end date (multi-day for Dashain, Tihar).
2. Import preset: "Add Nepali Calendar" loads the standard public holidays for the year.

DAY-TO-DAY OPERATIONS

1. The dashboard's Upcoming Holidays widget surfaces the next 5.
2. Employees see them on My Calendar; payroll skips them for daily-wage workers.

Device Fleet

Biometric device management - pair ZKTeco / eSSL machines by serial, provision them per branch, monitor online / offline status and pull users without console pasting.

NepalHRM

HRMS

Search modules...

Home

Inbox

Tasks

My Time

My Pay

Reports

Standup

People

Time & Attendance

Attendance

Leave

Overtime

Attendance Settings

Device Fleet

Branch Managers

Sujan Thapaliya Admin

Logout

TIME & ATTENDANCE

Device Fleet

Provision biometric machines across your branches and watch them come online.

Import devices

Devices 1	Online 0	Offline 0	Unprovisioned 1
---------------------	--------------------	---------------------	---------------------------

Updated 0s ago

Unassigned

0 online 0 offline

Not yet seen

Mock Test Device

no serial · Seen — · Punch — · 0 mapped

Set up

Device Fleet

SETUP

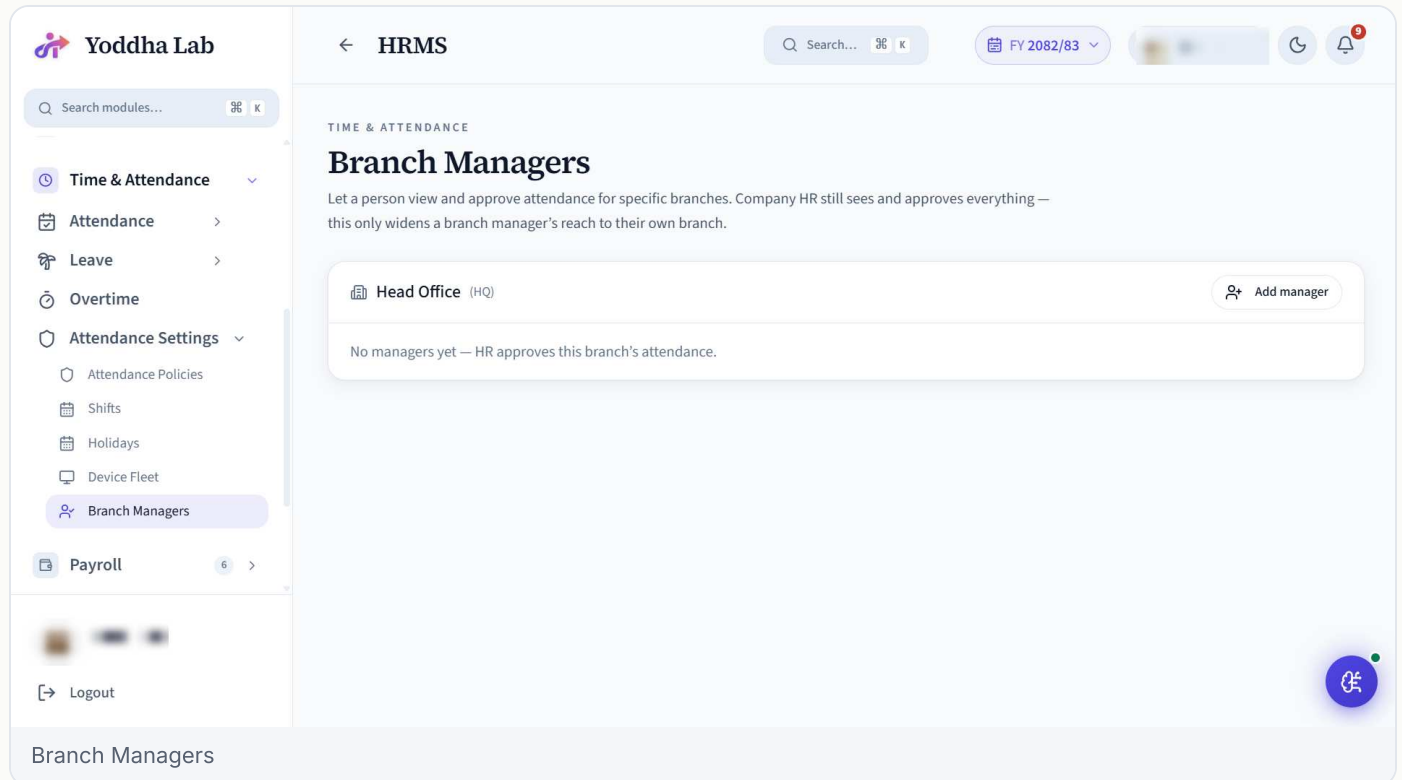
1. Add each device, assign it to a branch, and generate its setup URL / QR.

DAY-TO-DAY OPERATIONS

1. Monitor fleet health; "Pull Users from Device"; reconcile offline punches.

Branch Managers

Assign branch managers as attendance approvers - who can approve attendance and regularization for which branch.



SETUP

1. Map each manager to the branch(es) they approve for.

DAY-TO-DAY OPERATIONS

1. Approvals route to the right manager automatically; adjust as the org changes.

Team Activity

The manager view of the Desktop Activity Tracker - team focus, active-app time and (with consent) productivity, rolled up by person and day.

Search modules...

Home

Inbox

Tasks

My Time

My Pay

Reports

Standup

People

Time & Attendance

Payroll

Talent

Workplace

Administration

Setup

Position Management

ST

Sujan Thapaliya

Admin

N

Logout

HRMS

Search...

FY 2082/83

ST

Sujan Thapaliya

Refresh

Home

Time & Attendance

Team Activity

Team Activity

Monitor your team members' work activity and performance

Quick day: Today Yesterday 2 days ago 3 days ago Last week (Mon) Start of month

Date

6 Ashar 2... AD BS

AD: Jun 20, 2026

15

Team Health

1 low engagement

Team Members

1

Active Today

0

Team Avg Activity

0%

Not Active

1

Team Insights

1 Team Members Inactive Today

Rajendra have no activity today. They may be on leave, or their tracker is not running.

Team Members (1)

Member	Department	Captures	Active %	Intensity	Top App	Risk	Last Seen	Agent	Action
Rajendra Regmi EMP0002	Human Resources	0	0%	0%	-	Inactive	-	No	Detail

Team Activity

SETUP

1. The tracker agent must be installed (see Activity Tracker).

DAY-TO-DAY OPERATIONS

1. Review team productivity; spot idle or over-work patterns.

Payroll

The monthly payroll run. Draft → Reviewed → Approved → Paid lifecycle. Each period generates per-employee payslips with earnings, deductions, tax, PF / SSF, CIT, and net pay. Every payslip now shows a full **tax breakdown** - cumulative (year-to-date) TDS, insurance rebate, and day-rate working - and lists the employer PF/SSF contribution (ER) directly beneath the employee's own (EE) in Deductions, so both halves are clear. Bulk pay marks everyone paid; email-payslips sends each employee their slip.

The screenshot displays the Payroll system interface. On the left is a sidebar with navigation options: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, Time & Attendance, Payroll, Pay Runs, Payroll Dashboard, Finance Reports, Forecast, Budgets, Payroll Settings, and Salary Structure. The main content area is titled 'Payroll' and shows the current period as 'March 2026'. It includes a 'New period' button and a 'Resume run' button. The dashboard displays the following summary:

NET PAYOUT	HEAD	TAX	NEEDS REVIEW
Rs. 255,000	2	Rs. 45,000	0
2 of 2 paid - 100%	Avg Rs. 127,500	15% of gross	All clear

Below the summary, there is a 'Payslips' section with filters for 'All - 2', 'Paid - 2', and 'Generated - 0'. A search bar is available to search by employee. The table below shows the payroll details for two employees:

Employee	Present	Gross	Deductions	Tax	Net	Status
Rajendra Regmi	0	100,000	-15,000	15,000	85,000	Paid
Sujan Thapaliya	0	200,000	-30,000	30,000	170,000	Paid

SETUP

1. Payroll Settings → enable PF, CIT, tax slabs.
2. Salary Structures → assign employees to a structure so the run knows what to pay them.
3. Pay Groups → group employees by pay schedule if not everyone runs monthly.

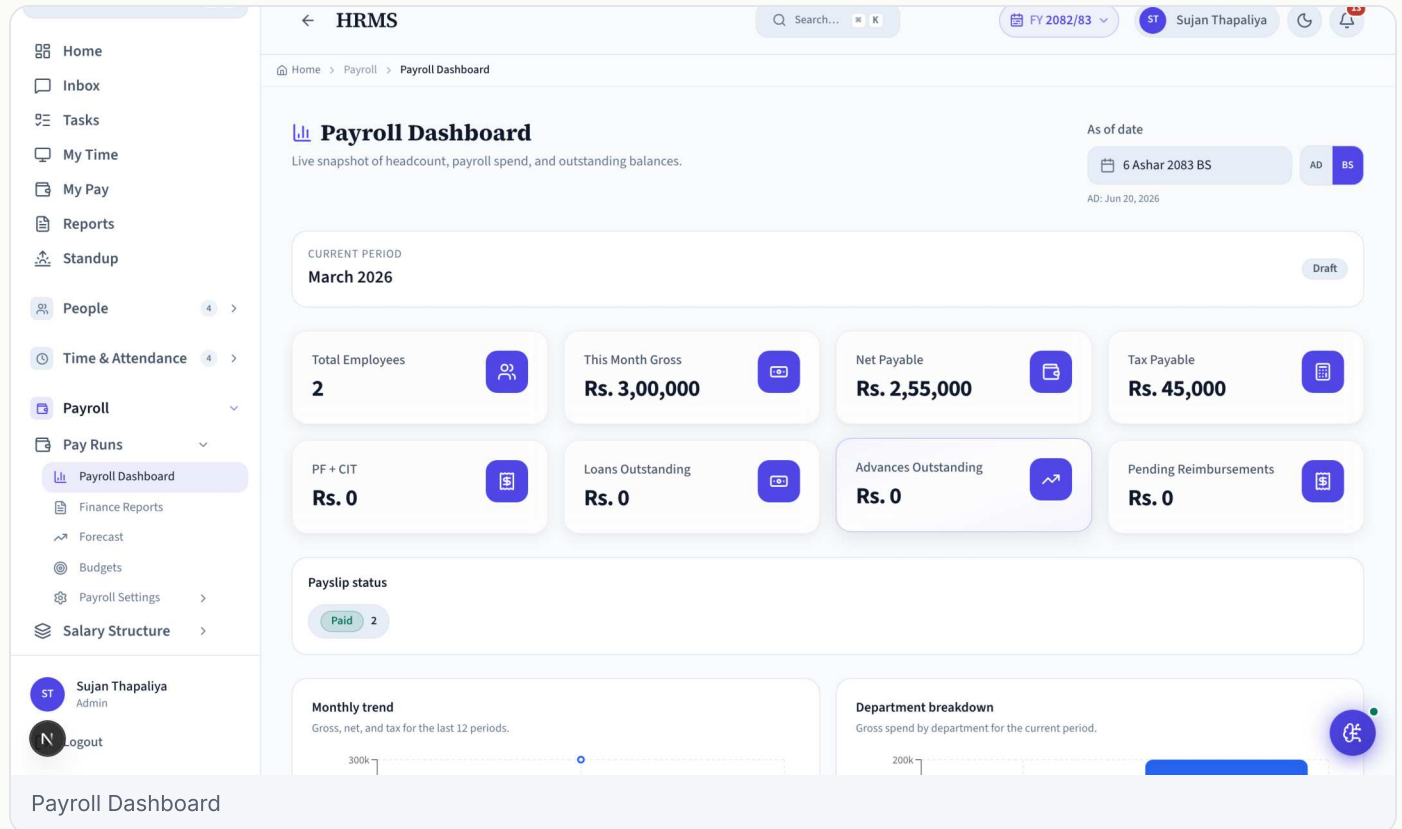
DAY-TO-DAY OPERATIONS

1. Run payroll: Payroll → New Period → pick month → Generate.
2. Review draft: every row recomputes earnings + deductions; open any payslip → **Tax breakdown** to check cumulative TDS, insurance rebate and day-rate.

3. Approve → Mark Paid → Email Payslips. Each step is auditable. (A period with no payslips can't be approved - the system warns and blocks it.)
4. Adjustments: per-payslip overrides for one-off bonuses or corrections.

Payroll Dashboard

Top-level payroll metrics: month-over-month cost, headcount trend, salary distribution, top earners, deductions breakdown, year-to-date spend.



SETUP

1. No setup - it renders from your completed payroll periods.
2. Run at least one payroll (Pay Runs) so the charts have data; the more months you run, the better the trends.

DAY-TO-DAY OPERATIONS

1. Use the period selector to compare two months.
2. Click a bar in the trend chart to drill into that month's payslips.

Finance Reports

Statutory reports HR submits to government / auditors: PF returns, CIT statements, tax breakdowns, salary register, bank file for the disbursement run.

The screenshot displays the HRMS Finance Reports interface. The top navigation bar includes the company name 'Yodha Lab Pvt.Ltd.', a search bar, and the current time '05:50:54'. The left sidebar lists various modules: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, Time & Attendance, Payroll, and Pay Runs. The main content area is titled 'Finance reports' and provides a summary of the current month's financial status. Key metrics are shown in a grid: Net payout (Rs. 13,52,308), TDS withheld (Rs. 14,961), PF deposit (Rs. 87,300), and Employees (84). Below this, a section titled 'What's due this month' lists four upcoming tasks: Salary settlement (Rs. 13,52,308), eTDS filing (Rs. 14,961), PF deposit (Rs. 87,300), and Bank transfer (Rs. 13,52,308). Each task includes a due date and a link to open the relevant report or document.

SETUP

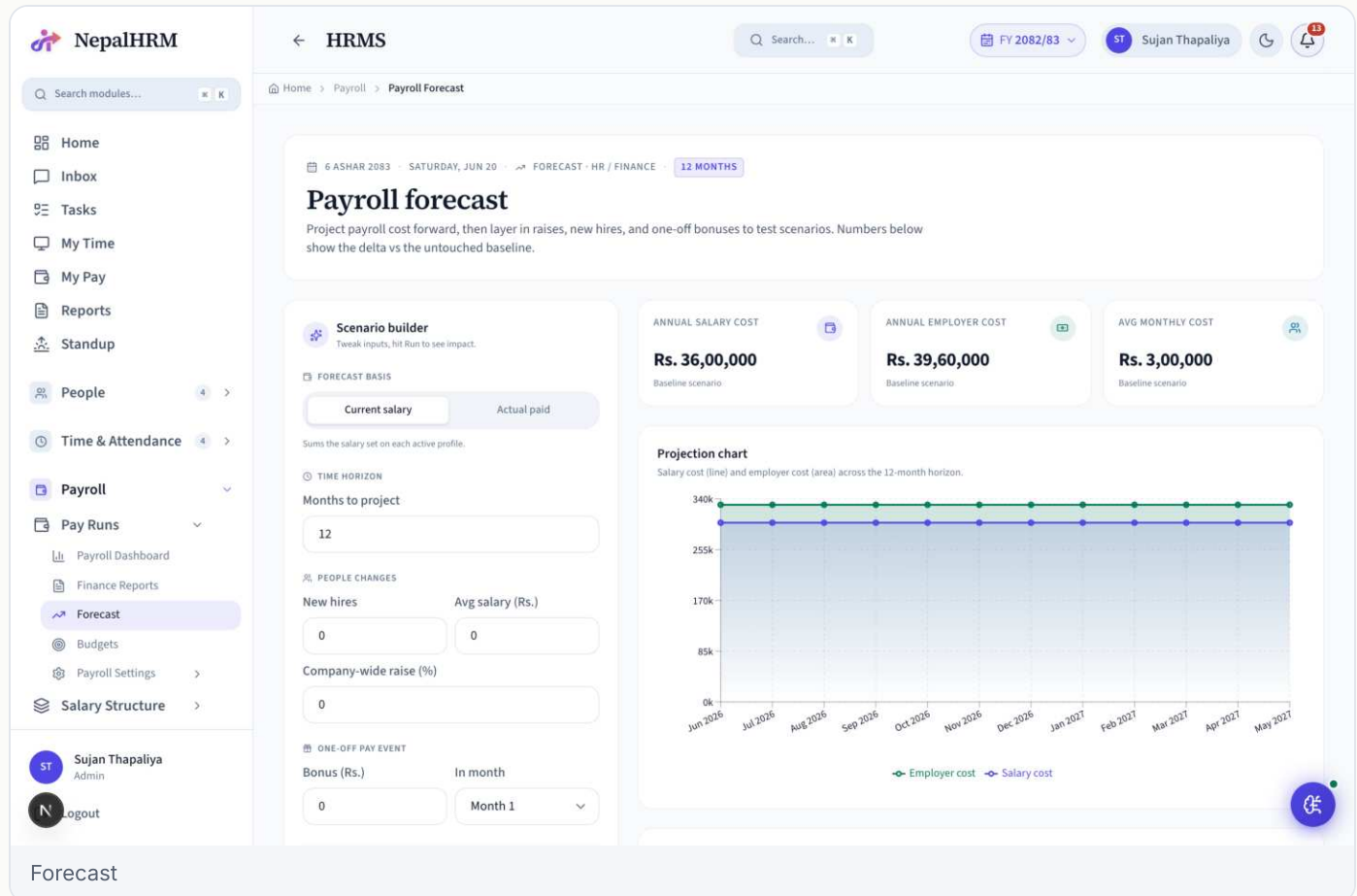
1. Payroll Settings → fill organisation PAN, PF account, CIT account.

DAY-TO-DAY OPERATIONS

1. Pick the report + period → Download (PDF / CSV / XLSX).
2. Bank file: includes bank account number, IFSC, amount per employee - ready to upload to net-banking.

Forecast

Projects next-period payroll cost based on current salary structures + hiring plan. Useful for finance to budget for next month before it runs.



SETUP

1. Add planned hires: Recruitment → Hiring Plan.

DAY-TO-DAY OPERATIONS

1. Pick the forecast month → see projected cost vs current month.
2. Scenarios: add/remove planned hires to see impact.

Budgets

Department-level annual / monthly budgets. The actual spend (from payroll + reimbursements + procurement) shows alongside the planned amount so HR / finance can spot drift early.

The screenshot displays the NepalHRM HRMS interface. The left sidebar contains navigation links: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, Time & Attendance, Payroll, Pay Runs, Forecast, Budgets, Payroll Settings, and Salary Structure. The main content area is titled 'Budgets' and includes a section for 'Budget configuration — FY 2082/83' with a message 'No budgets yet for FY 2082/83' and an 'Add budget' button. Below this is a 'Budget vs actual' section with a message 'No actuals or budgets to compare for this fiscal year.' The top right of the page shows the user 'Sujan Thapaliya' and the fiscal year 'FY 2082/83'.

SETUP

1. Budgets → Add: pick department, fiscal year, annual amount.
2. A company-wide budget row is auto-created from the sum of department budgets.

DAY-TO-DAY OPERATIONS

1. Review at month-end: planned vs actual variance per department.
2. Lock budgets once approved by leadership to prevent edits.

Payroll Settings

Tenant-level toggles for PF, CIT, tax slabs, payment terms, pay cycle, increment cadence. One-time setup at the start of the fiscal year + occasional tweaks.

The screenshot displays the 'Payroll Settings' page in the HRMS system for 'Acme.pvt.ltd'. The left sidebar contains navigation links: Home, Inbox, Tasks, My Time, My Location, My Pay, Reports, Standup, People, Time & Attendance, Payroll, and Logout. The main content area is titled 'Tax & payroll settings' and includes a sidebar with links to 'Income tax', 'Retirement & relief', 'Attendance & cycle', 'Salary increments', and 'Reporting & payout'. The 'Income tax' section is active, showing '6 slabs - couple on'. The 'Income tax slabs' section is expanded, displaying a table of tax rates for individual and couple filers. The table has two columns: 'Individual filer' and 'Couple (joint filing)'. Each column has a 'Up to NP...' row with a slider and a '1%' rate, and an 'NPR 5,00,000' row with a slider and a '10%' rate. A note states: 'This schedule is your payroll's tax engine. Every payslip's Tax (TDS) line is computed from these slabs at each payroll run — there is no fixed tax amount to enter. That is why the Tax component on a salary structure appears as Auto-computed rather than an editable rupee value. Open Salary structure →'. A toggle for 'Couple (joint filing)' is set to 'On'.

Individual filer	Couple (joint filing)
Up to NP... SST	Up to NP... SST
1%	1%
NPR 5,00,000	NPR 6,00,000
10%	10%

SETUP

1. Fill organisation PAN, PF account, CIT account.
2. Set tax slabs (or import the Nepal standard preset).
3. Set pay cycle: monthly / fortnightly / weekly.
4. Set increment cycle: anniversary-based or January cohort.

DAY-TO-DAY OPERATIONS

1. Test: run a sample payroll preview to verify deductions look right after each settings change.
2. Audit: every settings change is logged in Audit Log.

Fiscal Years

Nepali fiscal years (Bikram Sambat) and their tax slabs - the BS calendar that drives tax brackets, reports and year-end.

The screenshot displays the NepalHRM HRMS interface. On the left is a sidebar with a search bar and a list of modules: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, Time & Attendance, Payroll (with a dropdown arrow), Pay Runs, Fiscal Years (highlighted), TDS Adjustments, Salary Structure, Loans, Reimbursements, and Contracts. At the bottom of the sidebar are user avatars for Sujan Thapaliya (Admin) and a Logout button. The main content area is titled 'Fiscal Years' and includes a search bar, a dropdown for 'FY 2082/83', and a user profile for Sujan Thapaliya. A '+ New fiscal year' button is in the top right. Below the title, a descriptive text states: 'The Nepal Bikram Sambat fiscal year runs Shrawan 1 → Asar end (mid-July to mid-July). The **active** year drives payroll, TDS and reports. Only an admin can change which year is active.' Two fiscal year entries are listed: 'FY 2083/84' with a 'Draft' status and 'No tax brackets' warning, and 'FY 2082/83' with an 'Active' status. Each entry shows the range 'Shrawan 2083 → Asar 2084' and 'AD 17 Jul 2026 - 16 Jul 2027'. The 'FY 2082/83' entry has a 'Set active' button and a trash icon. A bottom bar shows 'Fiscal Years' and a Nepali flag icon.

SETUP

1. Confirm the active FY (e.g. 2082/83) and its tax brackets.

DAY-TO-DAY OPERATIONS

1. Roll over at year-end; the platform pushes updated statutory slabs.

TDS Adjustments

Year-end TDS true-up - reconcile over- or under-withheld tax per employee and post adjustments before the final payroll run.

The screenshot displays the Yoddha Lab HRMS interface. The left sidebar contains a search bar and a list of modules: Time & Attendance, Payroll (selected), Pay Runs, Fiscal Years, TDS Adjustments (highlighted), TDS Opening Balances, Salary Structure, Loans, Reimbursements, Contracts, and My Tax Planner. The main content area is titled 'Year-End TDS Adjustment' under the 'PAYROLL - TAX' section. It includes a description: 'Reconcile each employee's actual annual tax against the TDS withheld through the year, then post the true-up onto the fiscal year's final payslip.' A fiscal year dropdown is set to '2082/83'. A summary box explains the process: 'Each month withholds an estimate → year-end gives the actual annual tax → the gap is the true-up on the final payslip.' It also defines positive and negative balances. Below this, four summary cards show: 24 EMPLOYEES, COMPUTED ANNUAL TAX of Rs. 2,45,000, TDS WITHHELD of Rs. 2,20,000, and OUTSTANDING for 6 employees. A note states 'Adjustments post onto Baisakh 2083'. At the bottom, a message says 'No payslips found for FY 2082/83. Run payroll for the year before reconciling TDS.' A 'Logout' button is in the bottom left, and a 'TDS Adjustments' label is at the bottom of the sidebar.

Yoddha Lab HRMS

Search modules... K

Time & Attendance 4 >

Payroll >

Pay Runs >

Fiscal Years

TDS Adjustments

TDS Opening Balances

Salary Structure >

Loans >

Reimbursements >

Contracts

My Tax Planner

Logout

Year-End TDS Adjustment

Reconcile each employee's actual annual tax against the TDS withheld through the year, then post the true-up onto the fiscal year's final payslip.

Fiscal year 2082/83

Each month withholds an **estimate** → year-end gives the **actual annual tax** → the gap is the **true-up** on the final payslip.

A **positive** balance = under-withheld (deduct the shortfall). A **negative** balance = over-withheld (refund the excess, added to net pay — never lost). A true-up only applies once the year is complete; while a year is still running, rows show whether withholding is **on track** against the projected annual tax. Click any row for the month-by-month withholding and the full tax calculation.

EMPLOYEES	COMPUTED ANNUAL TAX	TDS WITHHELD	OUTSTANDING
24	Rs. 2,45,000	Rs. 2,20,000	6 employees

Adjustments post onto **Baisakh 2083**

No payslips found for FY 2082/83.
Run payroll for the year before reconciling TDS.

TDS Adjustments

SETUP

1. Nothing to configure up front - it works off the year's payroll data.
2. Finish Payroll Settings (PAN, tax slabs) and all monthly runs before you reconcile.
3. Run it near fiscal year-end, before the final payroll, so refunds / recoveries post in the right month.

DAY-TO-DAY OPERATIONS

1. Review the annexure, post refunds / recoveries, then finalize eTDS.

TDS Opening Balances

For tenants going live partway through a fiscal year. Enter each employee's tax already deducted and earnings to date from their old system, so NepalHRM's cumulative (year-to-date) TDS picks up from the correct figure on day one instead of taxing them as if the year started fresh. A one-time migration step at go-live.

 Yoddha Lab

Search modules...  K

Time & Attendance 4 >

Payroll >

Pay Runs >

Fiscal Years

TDS Adjustments

TDS Opening Balances

Salary Structure >

Loans >

Reimbursements >

Contracts

My Tax Planner


Logout

HRMS

Search...  K

FY 2082/83

PAYROLL · TAX

TDS Opening Balances

Started using the system part-way through the year? Enter the salary already paid and TDS already withheld before go-live, so cumulative TDS is computed correctly from the first in-system payslip.

Fiscal year 2082/83  [Export to Excel](#) [Import from Excel](#)

 **Opening gross** = total taxable salary earned this fiscal year *before* go-live. **Opening TDS** = income tax already withheld in those months. **Months** = how many months were paid outside the system. These fold into the projection and the year-end reconciliation — leave them 0 for anyone whose first payslip is already in the system.

Tip: for many staff, use **Export to Excel**, fill the columns, then **Import from Excel** — rows are matched by Employee Code, and blank numbers leave that employee unchanged.

EMPLOYEE	OPENING GROSS	OPENING TDS	MONTHS	SAVED
	5,20,000	15,600	3	—
	4,80,000	12,000	3	—
	6,10,000	22,000	4	—
	0	0	0	—

TDS Opening Balances

SETUP

1. Enter, per employee, the prior-months gross + TDS already withheld this fiscal year (import or type).
2. Set the as-of month so the running totals continue from the right point.

DAY-TO-DAY OPERATIONS

1. Once set, leave it - the next payroll run blends these openings into each cumulative tax calculation.
2. Only revisit if you correct a migration figure.

Salary Structures

Templates that assemble a paycheck from components (Basic, HRA, DA, Transport, PF, Tax). One structure per role / band; assign employees to a structure to inherit its components.

The screenshot shows the 'Salary Structures' configuration page in the NepalHRM system. The left sidebar contains a navigation menu with options like Time & Attendance, Payroll, Pay Runs, Salary Structure (selected), Salary Bands, Salary Increments, Compensation Review, Loans, Reimbursements, Contracts, My Tax Planner, Talent, and Workplace. The main content area is titled 'Salary structure' under the 'PAYROLL' section. It includes a description: 'Set the rates that split each employee's total salary into payslip line items — Basic, allowances, and the statutory contributions (PF, SSF, CIT, TDS) every payroll run depends on.' Below this, a note states: 'Everything here is a percentage of total salary. HR enters each employee's total salary on their profile; this wizard sets the rates that break it down (Basic, Allowance, PF, ...). Fixed rupee amounts — like CIT — belong on the Employee record, not here.' The 'Earnings' section shows two active components: 'Basic' at 60% and 'Allowance' at 40%. A '+ Add allowance' button is present, and a summary bar at the bottom indicates 'Total of active earnings' as 100.00% / 100%.

SETUP

1. Components: Salary Structures → Components → define Basic / HRA / DA / Transport / PF / Tax with calculation type (fixed or % of basic/gross/ctc).
2. Pay Groups: bundle employees by pay schedule (monthly full-time, monthly contractor).
3. Employee Salary: assign each person a structure + CTC; components compute on every payroll run.
4. Advance Salary: handles ad-hoc advances that get deducted from a future payslip.

DAY-TO-DAY OPERATIONS

1. Edit a structure → next payroll run picks up the new component automatically.
2. Bulk assign: Salary Structures → row → "Apply to All" or filter by department.

Salary Bands

Grade-based pay scales - define bands and ranges per position so salaries stay consistent and within policy.

ZZ Billing — Tr...

HRMS

Search... K

FY 2082/83

Search modules... K

Home

Inbox

Tasks

My Time

My Location

My Pay

Reports

Standup

People 4 >

Time & Attendance 4 >

Payroll

Logout

Salary Bands

Define the grade (ग्रेड) + level (लेवल) ladders and map (position, grade) to a salary structure.

+ New grade

Grades (ग्रेड) Levels (लेवल) Bands

Grade	Rank	Grade pay	STATUS
L3/Senior	1	Rs. 500	Active

SETUP

1. Create bands with min / mid / max per grade or position.

DAY-TO-DAY OPERATIONS

1. Check offers and increments against the band before approving.

Salary Increments

Yearly + performance + promotion increments. Workflow: Requested → Approved → Applied. The dashboard surfaces increments overdue (more than N days past the proposed effective date) so HR doesn't miss them.

Acme.pvt.ltd

HRMS

Search modules...

Home, Inbox, Tasks, My Time, My Location, My Pay, Reports, Standup, People, Time & Attendance, Payroll

17 ASHAR 2083 · COMPENSATION REVIEWER - HR

Salary increments

Triage anniversary raises, review performance increments, and apply approvals into payroll. Cost impact surfaces below before you sign off.

Anniversary scan, New increment

Maker-checker on. HR proposes salary increments; a different HR approves. The same person cannot propose and approve.

2 overdue increments — past effective date and not yet applied. Click to review.

2 increments pending review — open the overdue queue.

PENDING REVIEW (2, Awaiting your call), APPROVED (READY) (1, Ready for payroll apply), OVERDUE (2, Past effective date), APPLIED (30 D) (2, Trailing 30-day), AVG INCREMENT % (12.4%, No applied / approved data)

Upcoming, Requests, Overdue 2, Recent, All 2

SETUP

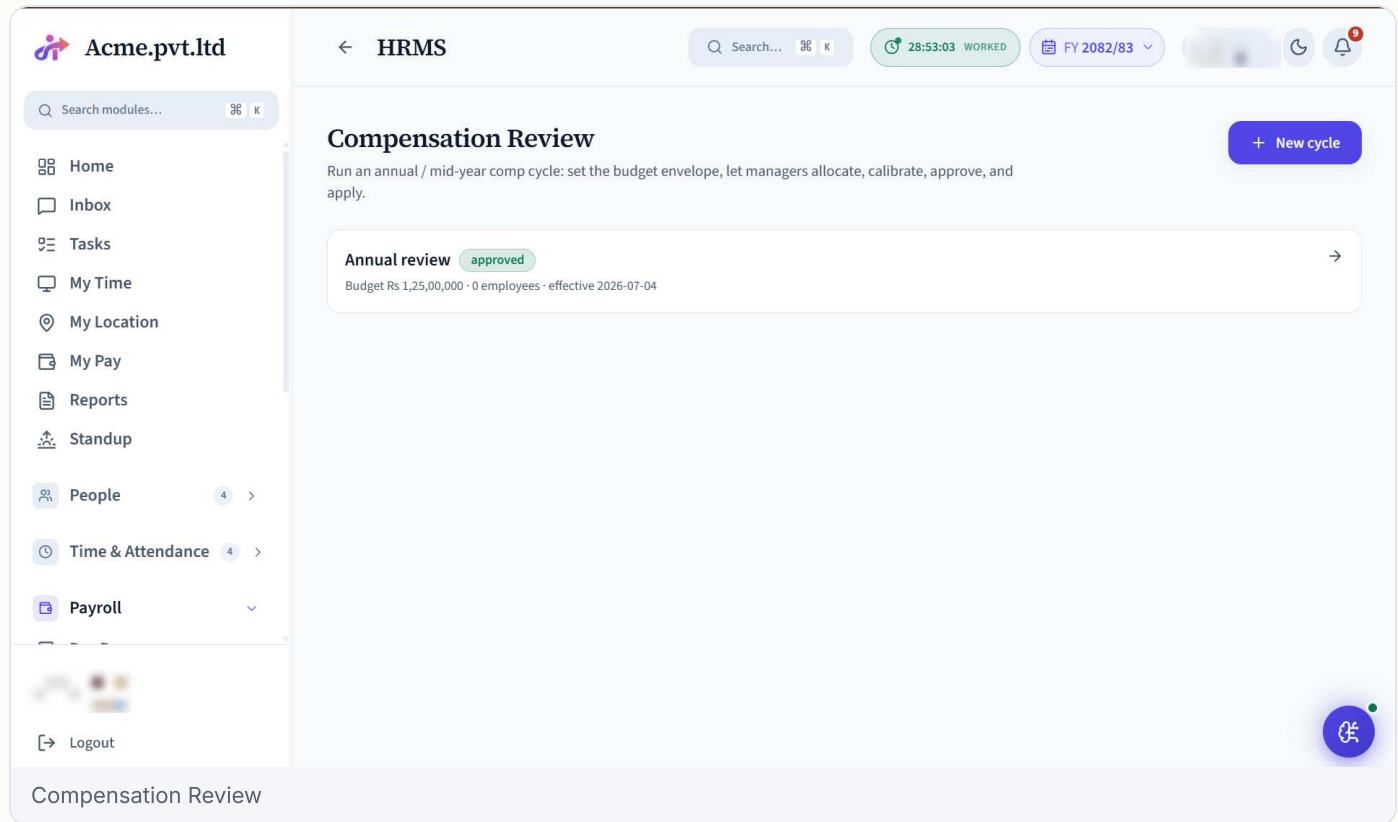
1. Payroll Settings → set the increment cycle (anniversary-based or January cohort).

DAY-TO-DAY OPERATIONS

1. Run Anniversary Scan: surfaces every employee whose increment is due in the next 30 days.
2. Request Increment: HR / manager files with old + new salary + effective date.
3. Approve → Apply: the new salary takes effect from the proposed date; old contract supersedes.

Compensation Review

The increment / calibration cycle - run a comp review against a budget envelope, calibrate raises across the team, then approve.



SETUP

1. Open a cycle and set the budget envelope.

DAY-TO-DAY OPERATIONS

1. Managers propose, HR calibrates, approve → increments post to payroll.

Loans

Employee loans (housing, education, family medical) with monthly EMI deductions. HR approves; payroll deducts the monthly amount automatically until the remaining balance hits zero.

NepalHRM Loans

6 ASHAR 2083 LOAN ADMINISTRATOR - ACCOUNTANT

Employee loans
Review applications, track outstanding principal across the loan book, and forecast next payroll's deduction load.

OUTSTANDING PRINCIPAL
Rs. 0
100% repaid lifetime

MONTHLY EMI COMMIT.
Rs. 0
Next payroll deduction load

PENDING REVIEW
0
No applications to review

ACTIVE LOANS
0
Across 4 total in history

Filters: All 4, Pending 0, Active 0, Completed 4, Rejected 0

Rajendra Regmi (bfjk) - Completed
REPAID: 100% of Rs. 1,00,000
PRINCIPAL: Rs. 1,00,000
MONTHLY EMI: Rs. 8,333
OUTSTANDING: Rs. 0
CLEARED: -

Rajendra Regmi (jgkdl) - Completed
REPAID: 100% of Rs. 5,00,000
PRINCIPAL: Rs. 5,00,000
MONTHLY EMI: Rs. 41,667
OUTSTANDING: Rs. 0
CLEARED: -

Sujan Thapaliya (jfskijg) - Completed
REPAID: 100% of Rs. 1,00,000
PRINCIPAL: Rs. 1,00,000
MONTHLY EMI: Rs. 6,667
OUTSTANDING: Rs. 0
CLEARED: -

Rajendra Regmi (k'ho kura) - Completed
REPAID: 100% of Rs. 10,000
PRINCIPAL: Rs. 10,000
MONTHLY EMI: -
OUTSTANDING: Rs. 0
CLEARED: -

SETUP

1. Salary Structures → enable Loan Deduction component if not already.

DAY-TO-DAY OPERATIONS

1. Employee applies: My Loans → Request → amount + reason + repayment period.
2. HR approves; the EMI starts in the next payroll run.
3. Track remaining balance per employee from the Loans list.

Loan Policies

The catalogue of loan types and the per-type caps the apply form enforces - home, personal, festival advance, medical, education.

NepalHRM HRMS

Search modules... K

Home > Payroll > Loan Policies

6 ASHAR 2083 FINANCE - POLICY MODULE

Loan policies

Define the loan types your employees can apply for, and the caps each type enforces. The apply form routes a request to the matching policy and rejects anything outside its bounds before the accountant ever sees it.

LOAN TYPES 6 active

WITH POLICY 0 Caps configured

HARD-CAPPED 0 Have rupee/% ceilings

UNCAPPED TYPES 6 No rupee/% ceiling

Personal Loan PERSONAL No caps
Unsecured personal loan for any approved purpose.

MAX AMOUNT: — % OF GROSS: — MIN TENURE: — MAX TERM: —

INTEREST P.A.: — GRADES: All

Edit Disable Delete

Home Loan HOME No caps
Loan towards home purchase, construction, or major renovation.

MAX AMOUNT: — % OF GROSS: — MIN TENURE: — MAX TERM: —

INTEREST P.A.: — GRADES: All

Edit Disable Delete

Vehicle Loan VEHICLE No caps
Loan for purchasing a personal vehicle (two- or four-wheeler).

MAX AMOUNT: — % OF GROSS: — MIN TENURE: — MAX TERM: —

INTEREST P.A.: — GRADES: All

Edit Disable Delete

Loan Policies

SETUP

1. Define each loan type with its caps, tenure and interest.

DAY-TO-DAY OPERATIONS

1. Employees apply within policy; approvals enforce the caps automatically.

Collateral Register

Finance's secured-lending control list - the collateral pledged against loans.

Collateral register

Every loan under a collateral-required policy, split into secured (a pledge is on file) and unsecured (should be backed, but is not). Configure which loan types require collateral on the Loan Policies page.

Summary:

- ON REGISTER: 6 Collateral-required loans
- SECURED: 4 Pledge on file
- UNSECURED: 2 Missing collateral
- SECURED VALUE: Rs. 6,20,000 Declared pledge value

Filters: Loan type: All collateral-required types; Status: All statuses

EMPLOYEE	LOAN TYPE	PRINCIPAL	STATUS
EMP0021	Home loan	Rs. 4,50,000	Secured
EMP0034	Vehicle loan	Rs. 2,10,000	Secured
EMP0047	Personal loan	Rs. 1,20,000	Unsecured

SETUP

1. Nothing to configure - it's a register you fill as secured loans are issued.
2. Use it with Loans: when a loan is backed by collateral, record the pledged item here.

DAY-TO-DAY OPERATIONS

1. Record collateral per secured loan; track it and release on settlement.

Reimbursements

Out-of-pocket expense claims: client lunches, taxi, mobile recharge, training, software subscriptions. Employee uploads receipt; HR approves; amount lands in the next payslip OR via direct bank transfer.

Acme.pvt.ltd

Reimbursements

Search modules... K

Home > Payroll > Reimbursements

17 ASHAR 2083 · REIMBURSEMENT OFFICER · FINANCE

Export CSV + Request

Reimbursements

Review employee expense claims, check receipts, and route payouts through next payroll or a separate transfer.

1 reimbursement pending review — Rs. 5,000 waiting on finance.

PENDING AMOUNT	APPROVED AMOUNT	TOTAL SUBMITTED	AVG TICKET SIZE
Rs. 5,000 1 claim awaiting review	Rs. 13,000 1 claim cleared	Rs. 18,000 2 requests lifetime	Rs. 9,000 Per-claim mean

All 2 Pending 1 Approved 1 Rejected 0

All departments

business trip to pokhara Rs. 5,000
P...
TRAVEL Manager review WITH PAYROLL
sdfghjksdfghj,
View receipt

Business Trip Rs. 13,000
taw...
TRAVEL Manager review IN PAYROLL
ZKCV
No receipt attached
Linked to Magh 2083

SETUP

1. Salary Structures → ensure Reimbursement component is in the structure for affected employees.

DAY-TO-DAY OPERATIONS

1. Employee files: My Reimbursements → Request → title + amount + receipt photo.
2. The reporting manager / team leader can approve or reject from their queue before it reaches HR.
3. HR approves with payout method (With Payroll | Direct Transfer).
4. Approved reimbursements show on the next payslip; rejected come with a reason note.

Expense Claims

Travel and out-of-pocket expense claims - per diem, mileage and trip costs - with approval and payout through reimbursement / payroll.

Expense Claims
File and track multi-line travel and business expense reports.

Summary:

- Total: 8
- Open: 2
- Paid: 5
- Open value: NPR 42,500

My claims | Pending my review | All claims

STATUS: All | Draft | Submitted | In review | Approved | Paid | Rejected | Cancelled

CLAIM	CATEGORY	AMOUNT	STATUS
Kathmandu client visit	Travel	NPR 12,500	Paid
Team offsite lunch	Meals	NPR 4,200	Approved
Bike fuel - field work	Mileage	NPR 3,800	In review
Stationery purchase	Supplies	NPR 2,600	Submitted

SETUP

1. Define expense categories and the approval chain.

DAY-TO-DAY OPERATIONS

1. Employees file with receipts; approve; pay out with the next run.

Contracts

Employment contracts (Permanent, Fixed-term, Probation) with start / end dates, basic salary, allowances, and a link to the signed copy. One active contract per employee; older ones are marked superseded automatically when a new one is created.

The screenshot shows the 'Contracts' management interface. On the left is a sidebar with navigation options: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, Time & Attendance, Payroll (selected), Pay Runs, Salary Structure, Loans, Reimbursements, Contracts (highlighted), and My Tax Planner. The main content area is titled 'Contracts' with a subtitle 'Manage employee contracts, allowances, and deductions'. It features a '+ Add Contract' button and four summary cards: Total Contracts (2), Active (2), Expired (0), and Terminated (0). Below these are tabs for 'All Contracts', 'Active', 'Expired', and 'Terminated'. A table lists the active contracts:

Employee	Contract Type	Basic	GROSS	NET (PRE-TAX)	Status	Start Date	End Date	Signed copy
RR Rajendra Regmi	Permanent	Rs. 1,00,000	Rs. 1,00,000	Rs. 89,000	Active	2077-02-30	-	Not uploaded
ST Sujan Thapaliya	Permanent	Rs. 2,00,000	Rs. 2,00,000	Rs. 1,78,000	Active	2079-03-01	-	Not uploaded

The bottom of the interface shows the user 'Sujan Thapaliya Admin' and a 'Logout' button.

SETUP

1. Contracts → Add Contract → pick employee + type + dates + salary.
2. Upload PDF: link the signed copy.

DAY-TO-DAY OPERATIONS

1. Track expiring fixed-terms from the Contracts → Expired tab.
2. Renew: "Add Contract" with same employee → old one auto-supersedes on save.

My Tax Planner

Your own tax planner - self-service. Project your annual income tax for the fiscal year, model the rebates and investments you plan to declare (insurance premium, CIT / retirement contributions, donations), and see the effect on your monthly take-home before you submit declarations to payroll.

The screenshot shows the 'My Tax Planner' interface within the HRMS system. The top navigation bar includes the company logo 'Acme.pvt.ltd', the 'HRMS' title, a search bar, a clock showing '05:21:20 WORKED', and a dropdown for the fiscal year 'FY 2082/83'. The left sidebar contains a search bar and a list of modules: Home, Inbox, Tasks, My Time, My Location, My Pay, Reports, Standup, People, Time & Attendance, and Payroll. The main content area is titled 'QA's tax planner' and includes a date '16 ASHAR 2083 - TUESDAY, JUN 30' and a 'PERSONAL TAX PLANNER' label. It explains that under Section 63 of the Income Tax Act 2058, users can deduct PF/SSF + CIT (up to NPR 5,00,000) from taxable income. A slider below allows users to find the CIT level that saves the most. A section titled 'STILL CAPTURABLE THIS YEAR - 1 MONTH LEFT' highlights a 'Save Rs. 800 more' opportunity by raising the CIT to Rs. 79,992 a year, which would reduce the TDS on the next payslip from Rs. 2,160 to Rs. 1,360. A 'MONTHLY TAKE-HOME BOOST' of '+Rs. 800' is also shown. The bottom of the interface has a 'Logout' button and a 'My Tax Planner' label.

SETUP

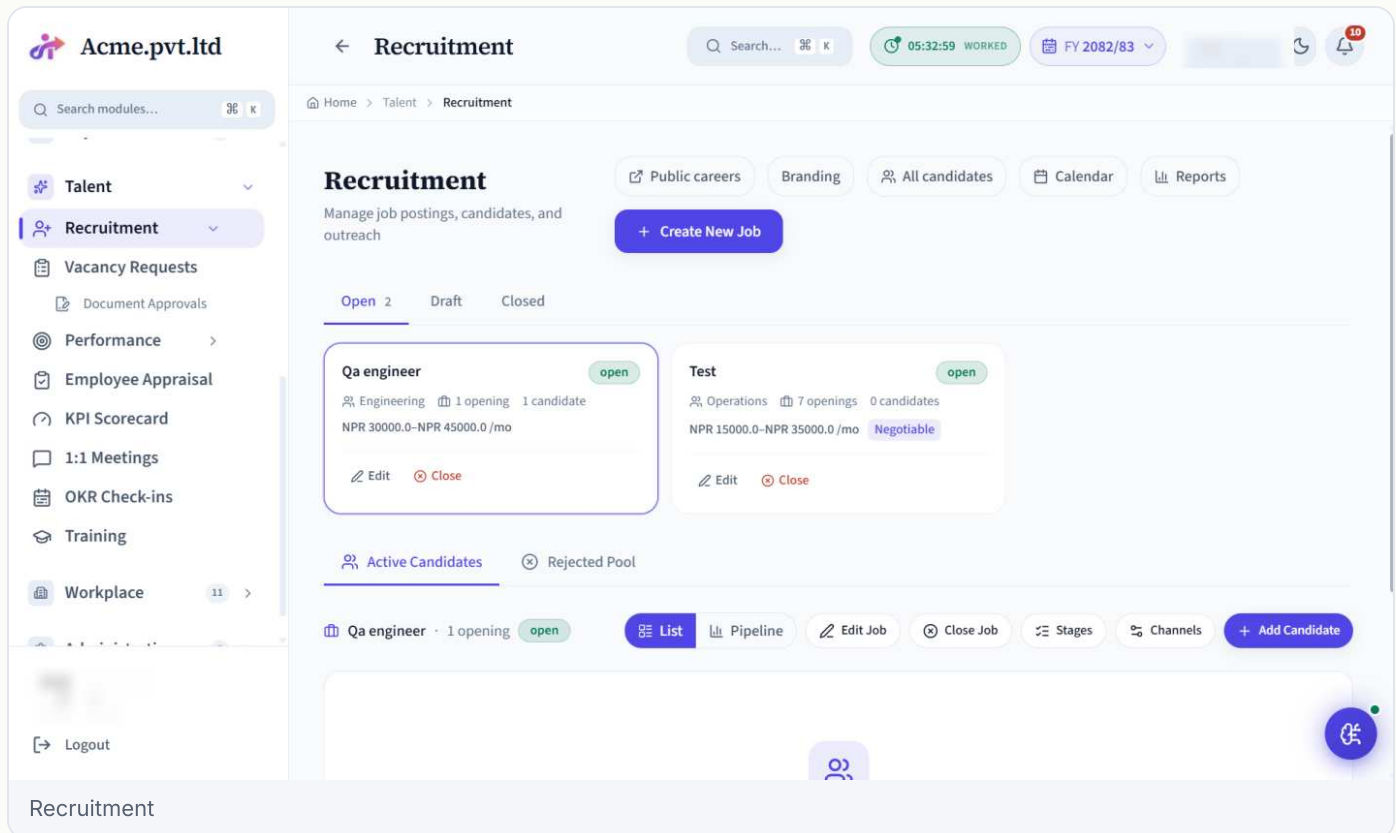
1. No setup - open it any time during the fiscal year.
2. Have your planned figures ready (insurance premium, CIT / retirement, donations) to model the rebate.

DAY-TO-DAY OPERATIONS

1. Enter planned deductions / investments → see projected annual tax and monthly take-home.
2. Submit declarations so payroll picks them up in the cumulative tax calculation.

Recruitment

Hiring pipeline. Open requisitions, candidate kanban (Applied → Screening → Interview → Offer → Hired), interview scheduling with calendar integration, evaluation forms with criteria scoring, offer letters, public career page. A new **Resume Insights** panel reads each uploaded CV and suggests field values - name, email, skills, experience - that you accept one-by-one to fill the candidate record fast.



SETUP

1. Public career page: Settings → Career Page → enable + branding + about-us copy.
2. Add a job: Recruitment → New Job → title + JD + posting period.
3. Configure stages: Recruitment → Stages (defaults are Applied / Screening / Interview / Offer / Hired).

DAY-TO-DAY OPERATIONS

1. Candidates apply via your public career page, or HR adds them manually.
2. Open a candidate → **Resume Insights** → accept the auto-filled suggestions per field.
3. Drag candidates across stages on the kanban.
4. Schedule interview → interviewers get a calendar invite.

5. Send offer → candidate accepts → onboarding case auto-creates.

Document Approvals

HR's cross-candidate review queue for uploaded documents (citizenship, PAN, certificates) during hiring and onboarding.

Document Approvals

Every candidate document across the tenant — oldest waiting first · 5 awaiting review.

Search candidate name / email...

Needs review | Awaiting upload | Approved | Rejected | All

CANDIDATE	DOCUMENT	STATUS	WAITING	FILE	ACTIONS
[Candidate Name]	Government-issued ID Required due 2083-03-03 (overdue)	uploaded	21d	WhatsApp Image 2026-06-0...	Approve Reject
[Candidate Name]	Signed offer letter Required due 2083-03-03 (overdue)	uploaded	21d	WhatsApp Image 2026-06-0...	Approve Reject
[Candidate Name]	Government-issued ID Required due 2083-03-16 (overdue)	uploaded	8d	WhatsApp Image 2026-06-0...	Approve Reject
[Candidate Name]	Signed offer letter Required due 2083-03-16 (overdue)	uploaded	8d	WhatsApp Image 2026-06-0...	Approve Reject

Document Approvals

SETUP

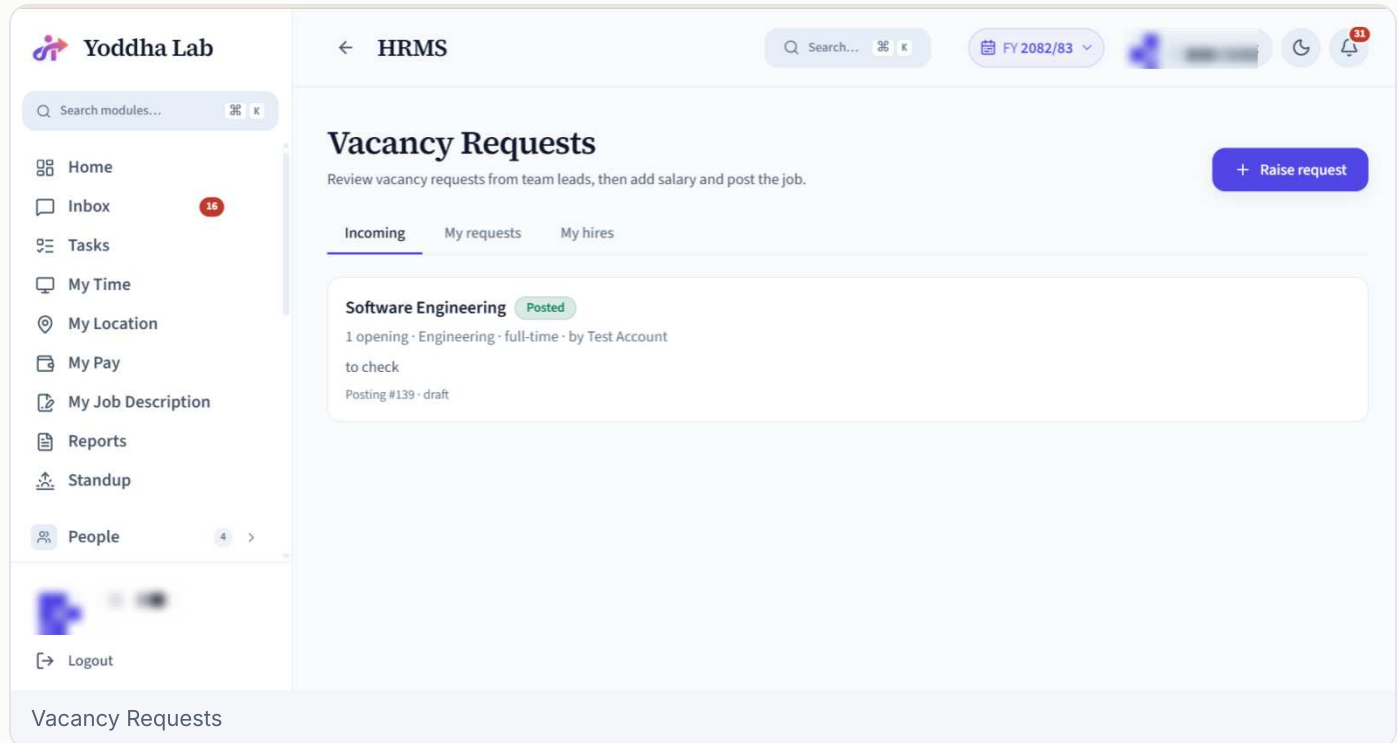
1. Define the required document requests on the role / candidate.

DAY-TO-DAY OPERATIONS

1. Review and approve uploads; request a re-upload when something is wrong.

Vacancy Requests

The intake step before a job is posted. A manager raises a request to open a position - role, headcount and justification - and HR reviews it in one inbox. Approving turns the request into a draft job posting (add salary, then publish to the pipeline); HR can also reject or request changes, which bounces it back to the requester to edit and resubmit. Managers see only their own requests; HR sees the whole queue.



SETUP

1. Ships with Recruitment - no separate switch.
2. Set reporting lines (Employees → Work Info) so the right managers can raise and track requests.
3. Access: HR sees the full inbox; any team manager sees and raises their own.

DAY-TO-DAY OPERATIONS

1. Manager raises: Vacancy Requests → New → position + headcount + reason.
2. HR reviews the inbox → Approve / Reject / Request changes (with a note).
3. On approve, a draft job is created - add salary, then post it to the candidate pipeline / career page.
4. Rejected or change-requested items return to the requester to edit and resubmit.
5. Use the "Mine" tab to follow your own requests and the hires they lead to.

Performance

Quarterly performance reviews with manager / self / peer feedback. Each performance period (e.g. Q1 2026) holds multiple review_types per employee. Reviews go through Pending → Submitted → Acknowledged so HR can see who's behind on the cycle and chase manager reviewers.

The screenshot displays the NepalHRM Performance dashboard. The sidebar on the left contains navigation links: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, Time & Attendance, Payroll, Talent, Recruitment, and Performance. The main content area is titled 'Performance' and shows a summary for '6 ASHAR 2083' with a dropdown for 'Q1 2026' and buttons for '+ New Period' and '+ Objective'. Below this, there are two goal cards: 'Rajendra Regmi - Q1 Goals' with a progress bar at 76% and 'Sujan Thapaliya - Q1 Goals' with a progress bar at 60%. Both cards show 'Not Started' status and 'Deliver key project milestones for Q1' as the goal. The bottom of the dashboard shows user avatars for Sujan Thapaliya (Admin) and a Logout button.

SETUP

1. Define periods: Performance → New Period → name + start + end + status.
2. Define evaluation criteria once per period.
3. Auto-launch on Day 1 of each period - managers see pending reviews on their dashboard.

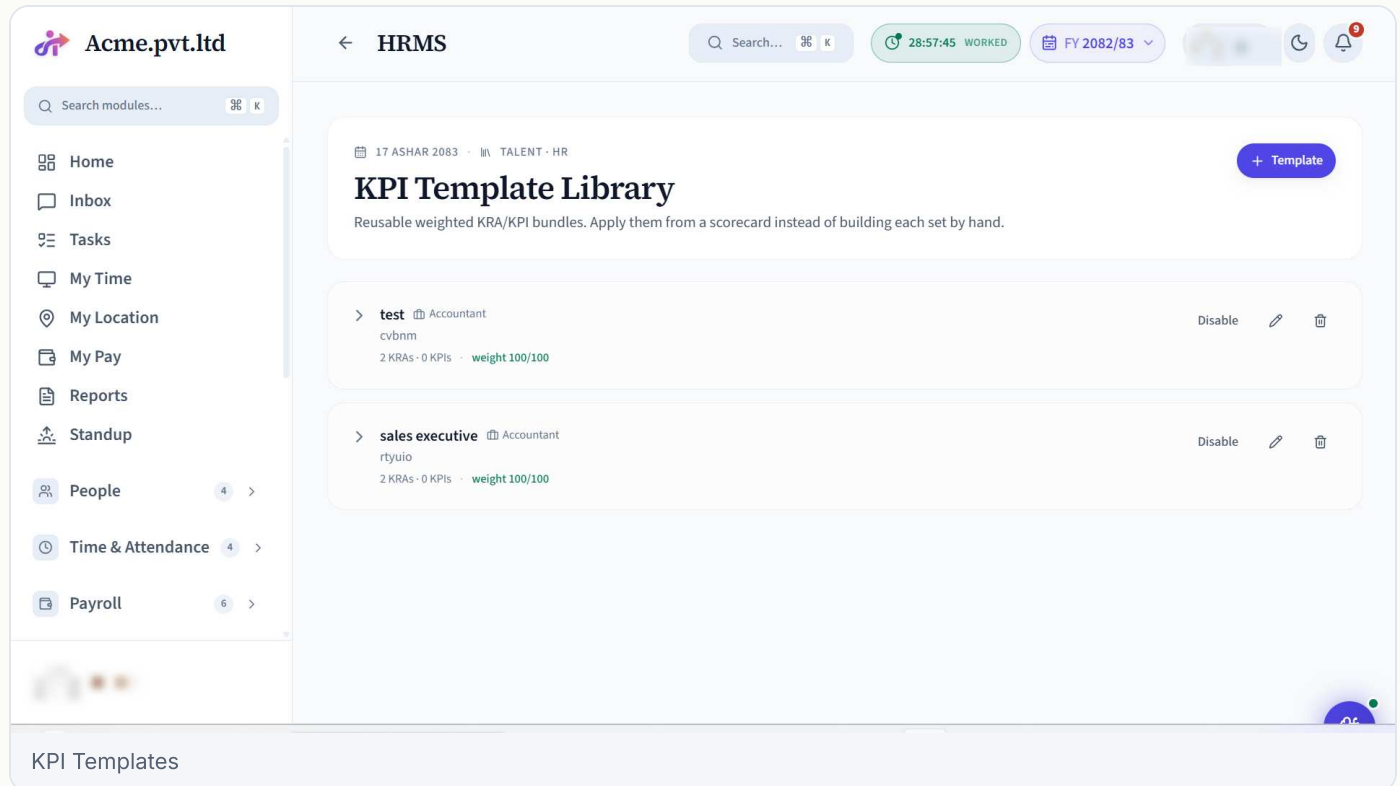
DAY-TO-DAY OPERATIONS

1. Reviewer fills the form → Submit.
2. Employee acknowledges the review (or appeals).
3. Performance Reviews list filters by status / period - chase outliers from there.

4. Export for HR records: per-period CSV.

KPI Templates

Reusable KRA / KPI bundles - a goal library HR maintains so scorecards are built from consistent, role-based templates.



SETUP

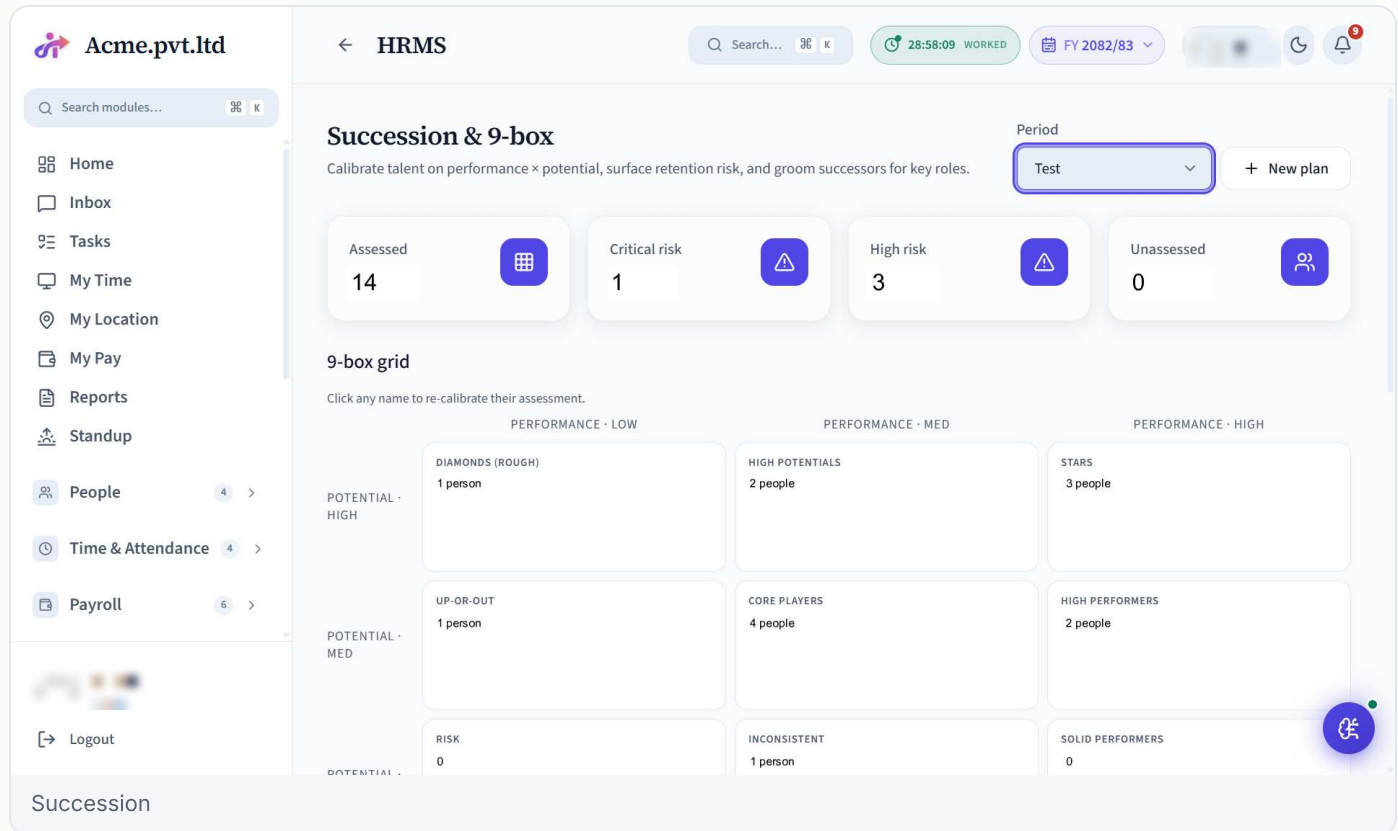
1. Author templates per role or track.

DAY-TO-DAY OPERATIONS

1. Apply a template when assigning KPIs to save re-keying.

Succession

9-box talent mapping - plot people on performance × potential to spot successors, retention risk and development needs.



SETUP

1. Nothing to configure - the 9-box grid reads your performance and potential ratings.
2. Run at least one Performance cycle so people have ratings to plot.
3. HR-only; tag the key roles you want succession cover for.

DAY-TO-DAY OPERATIONS

1. Place people on the grid; flag risk; plan development moves.

Employee Appraisal

Evaluation forms and scoring within a performance cycle - rate against criteria, leave comments and roll up to a final rating.

The screenshot displays the 'Calibration center' interface within the HRMS system. The top navigation bar includes the 'ZZ Billing — Tr...' logo, a search bar, and a fiscal year selector set to 'FY 2082/83'. The left sidebar lists various modules: Home, Inbox, Tasks, My Time, My Location, My Pay, Reports, Standup, People (4 items), Time & Attendance (4 items), and Payroll (6 items). The main content area is titled 'Calibration center' and shows a review period from 'JUN 6, 2026' to 'JUN 7, 2026'. It features four key metrics: 14 eligible employees, 0% submitted self-assessments, 0% manager reviews completed, and 0% published results. A 'Cycle progress' section tracks four stages: self-assessment submitted, manager review complete, and published to employees, all at 0%. A 'Nudge late participants' section offers options to nudge employees or managers. The bottom of the interface has a tab labeled 'Employee Appraisal'.

ZZ Billing — Tr... HRMS

Search... FY 2082/83

REVIEW · JUN 6, 2026 - JUN 7, 2026

Calibration center

Track participation, calibrate ratings across the cohort, and publish results when the picture is clear.

Close cycle

Metric	Value
Eligible employees	14
Submitted self-assessment	0%
Manager review done	0%
Published	0%

Cycle progress

Tracks the four stages across all eligible employees.

Stage	Progress
Self-assessment submitted	0%
Manager review complete	0%
Published to employees	0%

Nudge late participants

Logs a reminder audit entry for everyone still pending. Email delivery hooks into the existing notification system.

Nudge employees Nudge managers

Nudge all

Employee Appraisal

SETUP

1. Build the appraisal form and attach it to a cycle.

DAY-TO-DAY OPERATIONS

1. Managers score, employees acknowledge, then finalize ratings.

KPI Scorecard

The weighted KRA / KPI engine - assign weighted key result areas, run the assign → acknowledge handshake, and track a rollup scorecard per person.

The screenshot displays the 'KPI Scorecard' interface within the 'HRMS' system for 'Acme.pvt.ltd'. The left sidebar contains a navigation menu with categories: Talent (Recruitment, Vacancy Requests, Performance, Employee Appraisal), KPI Scorecard (selected), 1:1 Meetings, OKR Check-ins, Training, Workplace (11 items), and Administration (5 items). The main content area shows a 'QA's scorecard' for '17 ASHAR 2083'. It includes a 'Test' dropdown, a 'Re-sync from template' button, and a '+ KRA' button. The scorecard details include: 'KPI ROLLUP' with 'KRA-weighted progress', 'APPRAISAL SCORE' with 'not scored yet', and 'KRAS' with '2 0 KPIs'. A progress bar for 'KRA weight allocation' shows '100/100'. Below, there are sections for 'test2' (50% weight, Draft) and 'test1' (50% weight, Draft), each with '+ KPI', 'Edit', and 'Delete' options. A note states 'No KPIs under this KRA yet.' and a 'KRA score' is indicated. The bottom of the interface shows 'KPI Scorecard'.

SETUP

1. Build KRAs / KPIs (or apply a template), then assign and weight them.

DAY-TO-DAY OPERATIONS

1. Employees acknowledge and track their own; scores roll up automatically.

1:1 Meetings

Structured one-on-ones - a shared agenda, talking points, action items and notes between a manager and their report.

NepalHRM HRMS

Search modules... K

Home
Inbox
Tasks
My Time
My Pay
Reports
Standup
People
Time & Attendance
Payroll
Talent
Recruitment
Performance
Employee Appraisal
KPI Scorecard
KPI Templates
1:1 Meetings

1:1 Meetings
Shared agenda, manager-private notes, and action items that carry forward across check-ins.

+ Schedule 1:1

Upcoming **2**

Open actions **0**

Overdue actions **0**

1:1 with Rajendra Regmi scheduled
Jul 4, 2026, 10:00 AM • Sujan Thapaliya ↔ Rajendra Regmi

1:1 with Sujan Thapaliya scheduled
Jun 27, 2026, 10:00 AM • Sujan Thapaliya ↔ Sujan Thapaliya

Open across team
Nothing open. Clear inbox.

Open Performance dashboard →

Sujan Thapaliya Admin
Logout

1:1 Meetings

SETUP

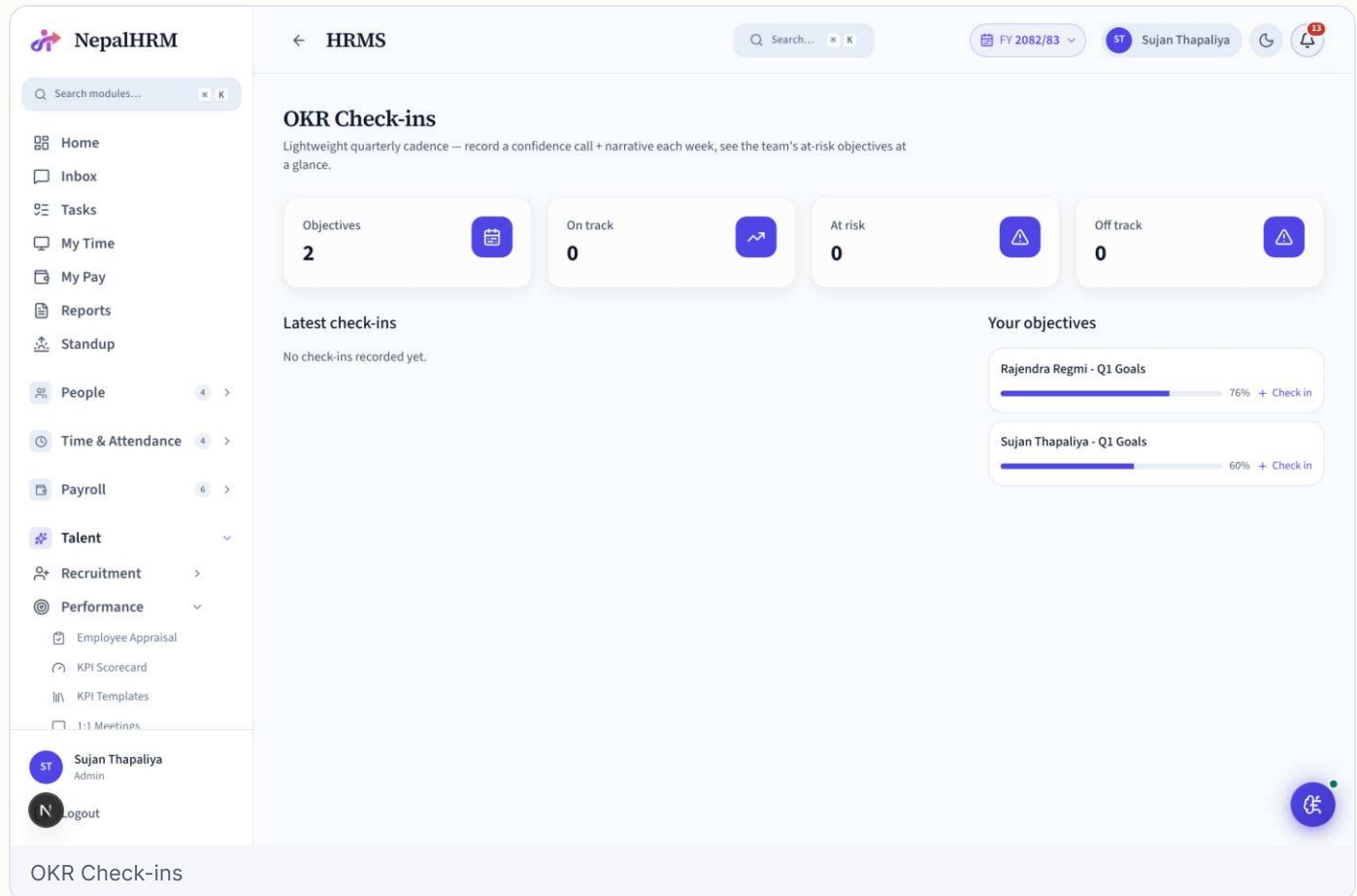
1. Nothing to configure - any manager and report can start a 1:1 immediately.
2. Pair each employee with a reporting manager (Employees → Work Info) so the right people are matched.
3. Optional: agree a cadence (weekly / fortnightly) with your team.

DAY-TO-DAY OPERATIONS

1. Schedule, build the agenda, capture action items and track follow-through.

OKR Check-ins

Objective check-ins on a cadence - record progress against OKRs each quarter or period with a confidence signal.



SETUP

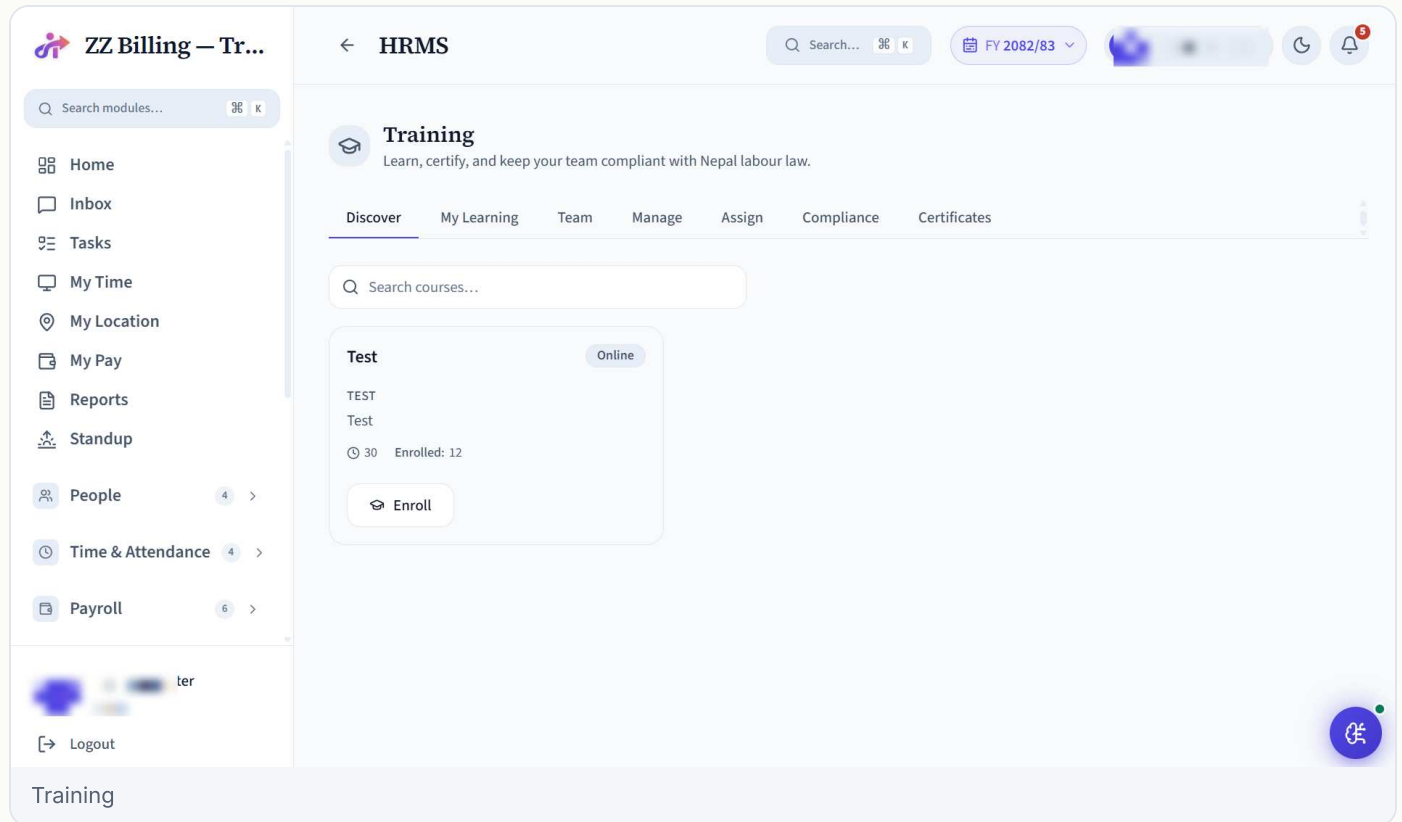
1. Define objectives and key results.

DAY-TO-DAY OPERATIONS

1. Log check-ins; track progress and confidence across the cycle.

Training

Learning & development - a course catalogue, enrolment and per-employee training records, with team progress for managers.



SETUP

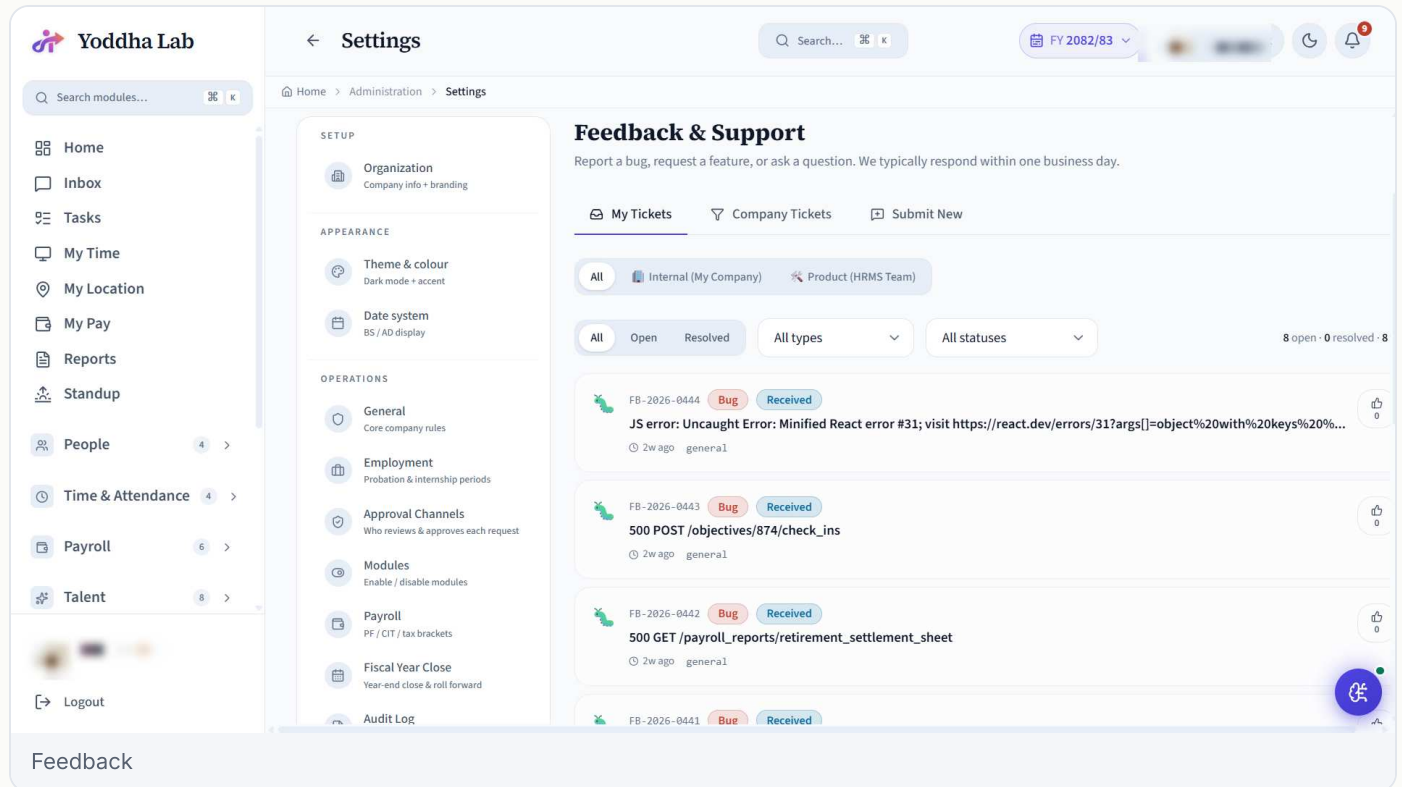
1. Build the catalogue and mark any required courses.

DAY-TO-DAY OPERATIONS

1. Employees enrol and complete; track completion and L&D coverage.

Feedback

System / app feedback channel - bug reports and feature requests from every user surface here as tickets. Platform team triages by priority (urgent / high / medium / low), assigns owners, and resolves with audit trail.



SETUP

1. Built-in and open to everyone - the Feedback & Support button sits in the header and in Settings.
2. No config to send feedback; the platform team works the incoming queue to triage it.
3. Tell staff it's the channel for bugs and feature requests (keeps them out of email).

DAY-TO-DAY OPERATIONS

1. User clicks Feedback → describes issue + screenshot.
2. Platform team: Feedback → triage → status (new / in_progress / resolved).
3. Status updates email the original reporter so they know it landed.

Assets

Track every laptop, phone, badge, headset, and physical asset the company owns: serial number, purchase date, warranty, current assignment, and condition. Assignments to / unassignments from employees show on each profile's Assets tab. Useful for IT operations and the offboarding return checklist.

The screenshot displays the 'Assets' section of the NepalHRM system. The interface includes a sidebar with navigation options like Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, Time & Attendance, Payroll, Talent, Workplace, Feedback & Support, Assets (selected), Procurement, and Documents. The main content area shows a summary of assets with four cards: Total assets (12), In use (6), Available (6), and Needs attention (0). Below this, there are tabs for All Assets, Assigned, Available, and Requests. A search bar and filters for states and categories are present. A grid of asset cards is shown, each with details like name, serial number, status (Available), condition (Good), category (Access Card, Chair, Mobile Phone, Headset, Keyboard & Mouse, Monitor), and value. The bottom of the screen shows the user's profile (Sujan Thapaliya) and a logout button.

Asset Name	Serial Number	Status	Condition	Category	Value
Access Card Badge	AST-0012	Available	Good	Access Card	Rs. 500
Herman Miller Aeron	AST-0011	Available	Good	Chair	Rs. 1,20,000
iPhone 15	AST-0010	Available	Good	Mobile Phone	Rs. 1,30,000
Sony WH-1000XM5	AST-0009	Available	Good	Headset	Rs. 30,000
Logitech MX Keys + MX Master 3	AST-0008	Available	Good	Keyboard & Mouse	Rs. 18,000
LG 32UN880	AST-0007	Available	Good	Monitor	Rs. 55,000

SETUP

1. Categories: Assets → Categories → Add (Laptops / Phones / Monitors / Furniture / ID Cards).
2. Bulk import: Assets → Import → CSV with serial / category / purchase_date / cost.
3. Add one at a time: Assets → New → fill the form.

DAY-TO-DAY OPERATIONS

1. Assign to employee: row → Assign → pick employee → effective date.
2. Unassign on return: row → Unassign → adds the return note + condition.
3. Filter by status (Available / Assigned / Retired / Lost) from the toolbar.

4. Offboarding kanban surfaces "Return laptop" tasks automatically when an employee with assigned assets is offboarded.

Procurement

Request → Approve → Order → Receive workflow for assets and supplies. Employees raise procurement requests; HR / admin approve; approved requests turn into purchase orders against vendors; receiving marks them delivered.

The screenshot shows the NepalHRM HRMS interface for the Procurement module. The left sidebar contains navigation links: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, Time & Attendance, Payroll, Talent, Workplace, Feedback & Support, Assets, Procurement (selected), and Documents. The main content area is titled 'Procurement' and includes a subtitle 'Raise asset and service requests, run them through approval, and keep your vendor directory current.' Below this is a navigation bar with links to Dashboard, Requests (selected), Purchase orders, Bills, Budgets, Ledger, and Vendors. A summary section displays four status boxes: PENDING (1), APPROVED (0), REJECTED (0), and PURCHASED (0). A search bar and filters (All statuses, All requests, My requests) are present. A table lists a single request with the following data:

TITLE	REQUESTER	ITEMS	BUDGET	STATUS	NEEDED BY	ACTIONS
some one	Sujan Thapaliya	1	Rs. 2	Submitted	Jul 15	Approve Reject Cancel

The bottom of the interface shows the user profile for Sujan Thapaliya (Admin) and a Logout button.

SETUP

1. Vendors: Procurement → Vendors → Add (name + contact + payment terms + rating).
2. Approval policy: who approves over what amount (one-step or two-step).

DAY-TO-DAY OPERATIONS

1. Employee: Procurement → New Request → title + quantity + expected cost + preferred vendor + needed-by date.
2. Approver reviews; on approve, a draft PO is created against the chosen vendor.
3. Issue PO to vendor → mark Issued.
4. On delivery: mark Delivered + upload invoice.

Documents

Central library of company documents + per-employee document requests. HR requests a document from an employee (PAN, citizenship, signed offer); employee uploads; HR reviews + approves. Audit trail per upload.

The screenshot shows the 'Documents' management interface in NepalHRM. The left sidebar contains navigation links: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, Time & Attendance, Payroll, Talent, Workplace, Feedback & Support, Assets, Procurement, and Documents (selected). The main content area is titled 'Document Management' with a subtitle 'Manage document requests and approvals'. It features a summary section with four cards: Total Documents (5), Pending (3), Approved (2), and Rejected (0). Below this is a tabbed interface with 'All Documents' selected. A table lists document requests with columns for Title, Employee, Format, Status, Issue Date, Expiry Date, and Actions. The table contains five rows of data. At the bottom right, there is a circular icon with a document symbol.

Title	Employee	Format	Status	Issue Date	Expiry Date	ACTIONS
Citizenship Certificate	Sujan Thapaliya	PDF	Requested	—	—	Upload Edit Cancel
Experience Letter	Rajendra Regmi	PDF	Approved	—	—	
Academic Transcript	Sujan Thapaliya	PDF	Requested	—	—	Upload Edit Cancel
PAN Card	Sujan Thapaliya	PDF	Requested	—	—	Upload Edit Cancel
Citizenship Certificate	Rajendra Regmi	PDF	Approved	—	—	

SETUP

1. Documents → Templates seeds the common types (Offer, Joining, Experience, Relieving, Salary Cert, NDA).

DAY-TO-DAY OPERATIONS

1. Request: Documents → New Request → pick template + employee.
2. Employee uploads from their My Documents tab.
3. HR reviews → Approve / Reject (with reason). Approved docs stay in the employee's profile permanently.

Policies

Company policy documents (Code of Conduct, Anti-harassment, Travel Reimbursement, IT Acceptable Use). HR uploads; employees acknowledge; HR sees who's pending.

NepalHRM

Search modules... K

Home > Workplace > Policies

Company Policies
Manage organizational policies and guidelines

+ Add Policy

Total Policies **4**

Active **4**

Inactive **0**

Anti-Harassment Policy All Employees Active
The company has zero tolerance for harassment of any kind. All complaints will be investigated thoroughly. Employees can report incidents to HR or use the anonymous helpdesk ticket system.

Code of Conduct All Employees Active
All employees are expected to maintain professional behavior, respect colleagues, protect company assets, and maintain confidentiality of company information. Violations may result in disciplinary act...

Leave Policy All Employees Active
All employees are entitled to 18 days annual leave, 12 days sick leave, and 6 days casual leave per year. Leave must be applied at least 3 days in advance for planned leaves. Emergency leaves require ...

Work From Home Policy All Employees Active
Employees may work from home up to 2 days per week with manager approval. A stable internet connection and dedicated workspace are required. All WFH days must be logged in the attendance system.

Policies

SETUP

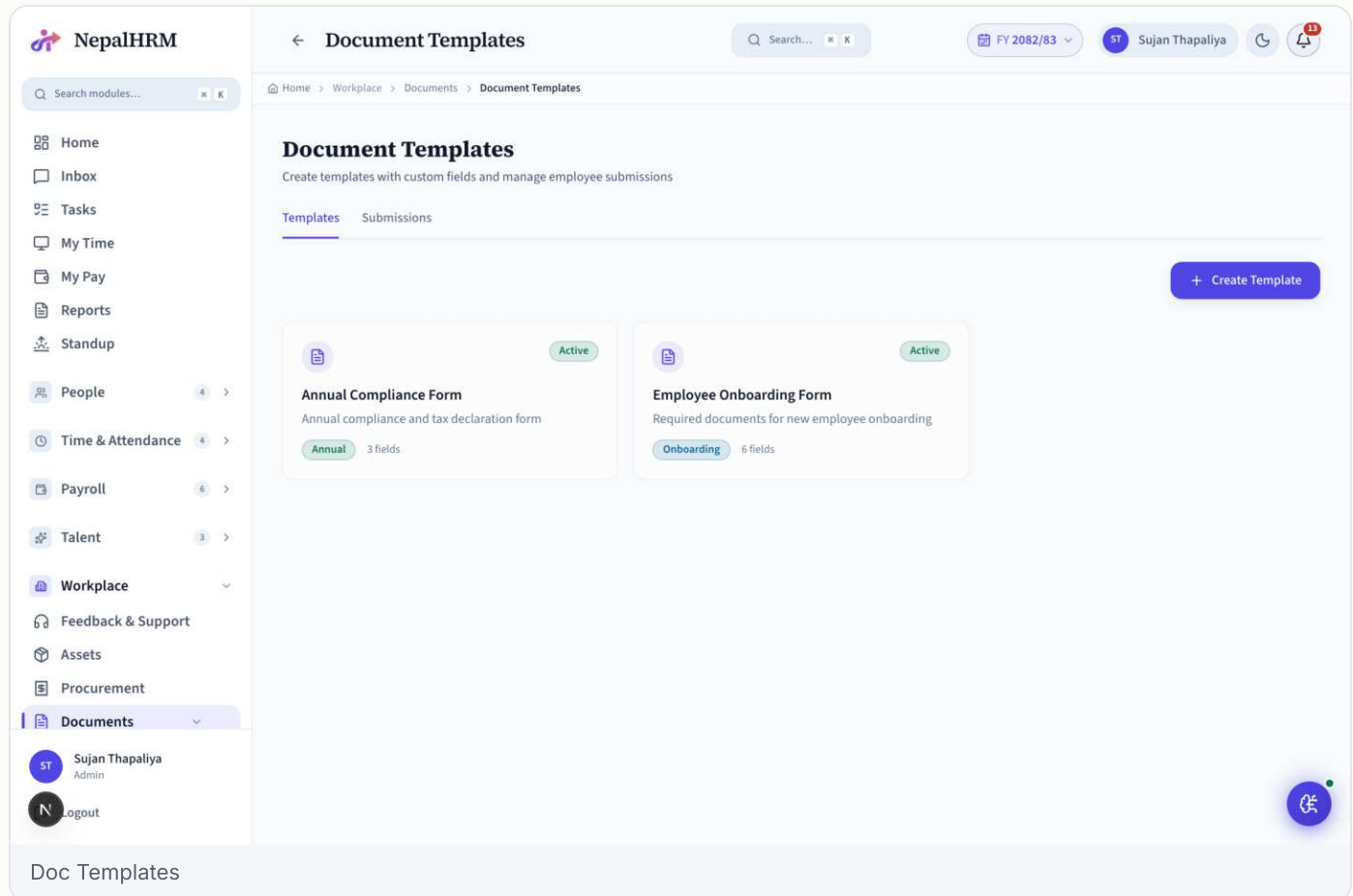
1. Policies → Add: title + body (markdown) + effective_from.
2. Set acknowledgement deadline if you want HR to chase non-readers.

DAY-TO-DAY OPERATIONS

1. Employees see new policies in their dashboard's Action Needed strip.
2. Acknowledge with one click.
3. HR's Policies → "Pending Acknowledgements" lists who hasn't read yet.

Doc Templates

Letterhead templates with variable placeholders ({{employee_name}}, {{joining_date}}, {{salary}}) that HR uses to generate offer letters, experience certificates, relieving letters, salary certificates, NDAs on demand.



SETUP

1. Doc Templates → Add: name + category (onboarding / offboarding / general / annual) + body (HTML with {{vars}}).
2. Test render: "Preview" with a sample employee to see the filled output.

DAY-TO-DAY OPERATIONS

1. Generate from a profile: Employees → row → "Generate Letter" → pick template → preview, then export as **PDF or DOCX**.
2. Bulk-generate: Doc Templates → Generate Bulk → pick employees → zip of files.
3. Letters carry an e-document disclaimer noting they're system-generated; track issued letters in the employee's Documents tab.

Helpdesk

Internal tickets - employees raise IT / facilities / payroll-query tickets; the right team picks them up, comments, and resolves. Each ticket has priority (low → urgent), status (new → in_progress → on_hold → resolved), assignee, and a deadline. Audit trail per ticket so HR / IT can prove SLA.

NepalHRM

Search modules... K

Home
Inbox
Tasks
My Time
My Pay
Reports
Standup
People
Time & Attendance
Payroll
Talent
Workplace
Feedback & Support
Assets
Procurement
Documents

Sujan Thapaliya Admin
Logout

Helpdesk

← Helpdesk

Search... K

FY 2082/83 Sujan Thapaliya

Home > Workplace > Helpdesk

Helpdesk
Manage support tickets and FAQs

+ Create Ticket

Total Tickets 4
Open 0
In Progress 1
Resolved 1
Overdue 0

Search tickets... All Statuses All Priorities All Assignees

C-00001 **AC not working properly**
Complaint by Sujan Thapaliya High Resolved

S-00001 **Suggestion: Flexible work hours**
Suggestion by Rajendra Regmi Low Open

SR-00002 **Request for standing desk**
Service Request by Rajendra Regmi Medium Open

SR-00001 **WiFi not working in conference room**
Service Request by Sujan Thapaliya High In Progress

Frequently Asked Questions

Leave How do I apply for leave?
General What is the dress code policy?

SETUP

1. Define ticket types: Helpdesk → Settings → Ticket Types (IT Support, Facilities, Payroll Query).
2. Assign default owners per type so tickets route automatically.
3. Optional: SLA per priority (e.g. urgent = respond in 1h).

DAY-TO-DAY OPERATIONS

1. Employee raises: Helpdesk → New Ticket → type + title + description + priority.
2. Owner takes ownership → status In progress → comment thread.
3. Resolve with a resolution note; the ticket archives.
4. Reports: backlog by type, SLA breach count, top contributors.

Grievances

A confidential grievance channel - employees raise complaints (including harassment) routed to the right committee, with case tracking.

The screenshot displays the HRMS interface for the 'Grievances' module. The left sidebar shows the company logo 'Acme.pvt.ltd' and a navigation menu with options: Home, Inbox, Tasks, My Time, My Location, My Pay, Reports, Standup, People (4), Time & Attendance (4), and Payroll (6). The main header includes a search bar, a clock showing '29:02:51 WORKED', and a fiscal year dropdown 'FY 2082/83'. The breadcrumb trail is 'Home > Workplace > Grievances'. The main content area is titled 'Grievances' under the sub-header 'WORKPLACE - HR / COMMITTEE'. It features a '+ File a grievance' button, a description 'File, triage and resolve workplace grievances — and export the register for the committee.', and filters for 'Status' (All statuses) and 'Subject' (All subjects). Export options for Excel, PDF, and CSV are available. A summary section shows 'Total 3', 'Open 2', and 'Resolved 1' with corresponding icons. Below this is a table of grievance records.

FILED	SUBJECT	STATUS	COMPLAINANT	RESPONDENT	ACTION
2026-06-30	Harassment	FILED	[REDACTED]	[REDACTED]	Triage Delete
2026-06-29	Harassment	RESOLVED	[REDACTED]	[REDACTED]	Triage Delete
2026-06-25	Harassment	FILED	[REDACTED]	[REDACTED]	Triage Delete

SETUP

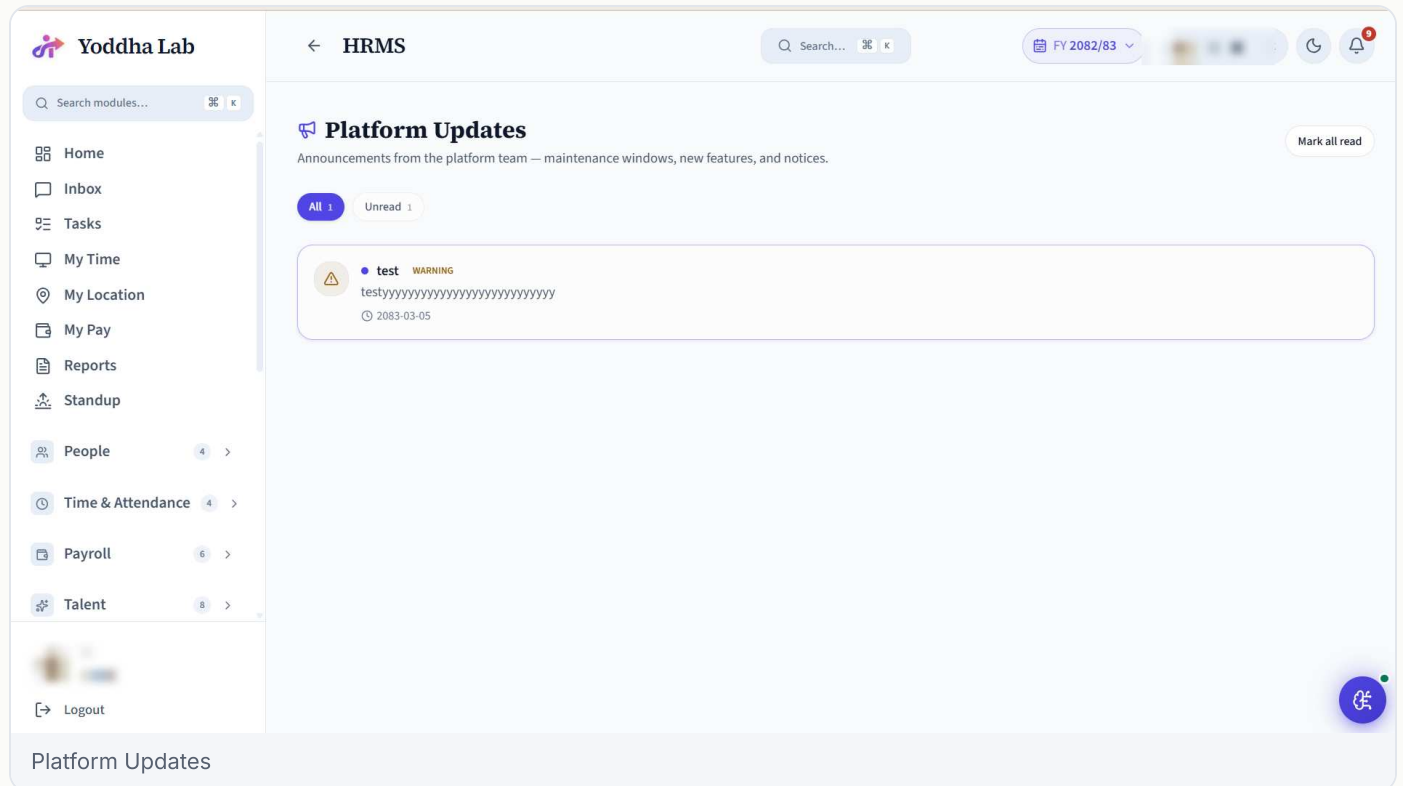
1. Define grievance categories and the committee.

DAY-TO-DAY OPERATIONS

1. Employees file; the committee investigates and resolves with a full audit trail.

Platform Updates

The inbox for platform-wide notices from NepalHRM - maintenance windows and feature announcements - that the notification bell deep-links to.



SETUP

1. Nothing to configure - platform updates arrive from the NepalHRM team automatically.
2. Check it for maintenance windows and new-feature notices; use Mark all read to clear them.

DAY-TO-DAY OPERATIONS

1. Read updates as they arrive; awareness only, nothing to action.

Surveys

Engagement and pulse surveys - eNPS, sentiment and custom questionnaires with anonymous responses and trend reporting.

The screenshot shows the HRMS Surveys module interface. The top navigation bar includes the company logo 'Acme.pvt.ltd', a search bar, and system status indicators like '29:03:32 WORKED' and 'FY 2082/83'. The left sidebar lists various HR modules: Home, Inbox, Tasks, My Time, My Location, My Pay, Reports, Standup, People, Time & Attendance, and Payroll. The main content area is titled 'Surveys' under the 'ENGAGEMENT · HR' section. It features a '+ New survey' button and filters for Status (All statuses) and Type (All types). Below these are three summary cards: 'Surveys 5', 'Active 3', and 'Responses 9'. A table lists the surveys with columns for Survey, Type, Status, Responses, and Action.

SURVEY	TYPE	STATUS	RESPONSES	ACTION
wedtest	eNPS	ACTIVE	2 / 14 · 14.3%	Results Close Delete
Engagement pulse	eNPS	CLOSED	1 / 1 · 100%	Results Delete
take2 Anonymous	Custom	ACTIVE	0 / 14 · 0%	Results Close Delete
testy Anonymous	Pulse	ACTIVE	2 / 14 · 14.3%	Results Close Delete

SETUP

1. Build a survey, set the audience and anonymity.

DAY-TO-DAY OPERATIONS

1. Launch, collect responses, then read the rollup and trend.

Announcements

Company-wide broadcasts: holiday notices, policy updates, all-hands invites. HR posts to #announcements channel (write-restricted to HR/admin) and the message also surfaces as a dashboard banner for the duration HR specifies.

NepalHRM

Search modules... K

Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People, Time & Attendance, Payroll, Talent, Workplace, Feedback & Support, Assets, Procurement, Documents

Sujan Thapaliya Admin, Logout

Announcements

Company-wide announcements and updates

Mark all read + Create Announcement

Total Announcements 3, Active 3, Unread (you) 3, Total Views 0

All, Unread 3, Expired 0

- Engineering All-Hands Meeting** (New, Departments)
Join us for the monthly engineering all-hands on April 10th at 3 PM in the main conference room.
2083-03-06, 0 views, Expires: 2083-04-04
- Office Renovation Notice** (New, All Employees)
The 3rd floor will be under renovation from April 15-30. Please use the 2nd floor meeting rooms during this period.
2083-03-06, 0 views, Expires: 2083-04-04
- Welcome to Q2 2026!** (New, All Employees)
We are excited to kick off Q2 with new goals and initiatives. Please check your OKRs and align with your managers.
2083-03-06, 0 views, Expires: 2083-04-04

SETUP

1. Built-in - the Announcements space is created for you; only HR/admin can post.
2. Decide who may post and whether an announcement needs acknowledgement before you send the first one.

DAY-TO-DAY OPERATIONS

1. HR: Announcements → New → title + body + (optional) acknowledge-required + expiry.
2. Acknowledge-required announcements track who's read them; HR sees the gap.
3. Reactions / comments allowed; reduces the email-blast follow-up clutter.

Activity Tracker

Optional desktop agent that captures screenshots + keyboard / mouse activity at 30-minute intervals for tracked employees (typically remote / contractor staff). HR sees per-employee daily timelines, screenshot galleries, and activity scores. Captures are attributed to the day the shift STARTED (so night-shift screenshots land under Friday when the shift started Friday 23:00).

The screenshot displays the HRMS Activity Tracker interface. The left sidebar shows the navigation menu with options like Home, Inbox, Tasks, Reports, Standup, People, Time & Attendance, Payroll, Talent, Workplace, Feedback & Support, and QA TEST. The main content area is titled 'Activity Tracker' and includes a search bar, a filter for 'FY 2082/83', and a user profile for 'QA TEST'. Below the title, there are tabs for 'Overview', 'Company Pulse', 'Timeline', 'Gallery', 'Charts', 'Insights', 'Heatmap', 'Compare', 'Alerts', and 'Agent Status'. A section titled 'Looking for screenshots?' provides instructions on how to view employee activity. Below this, there are filters for 'Month', 'Day', and 'Range', along with buttons for 'Excel', 'PDF', 'CSV', and 'Detailed CSV'. A summary section shows 'Employees: 1', 'Total Work Hours: 23h 42m', 'Total Captures: 59', and 'Working Days: 22'. At the bottom, there is a table with columns for Employee, Department, First In, Last Out, Work Hours, and Captures. The table shows one employee, 'Test Test', with a department of 'test2', first in at '10:15 AM', last out at '04:09 PM', work hours of '23h 42m', and 59 captures.

Employee	Department	First In	Last Out	Work Hours	Captures
Test Test FMP000R	test2	10:15 AM	04:09 PM	23h 42m	59

SETUP

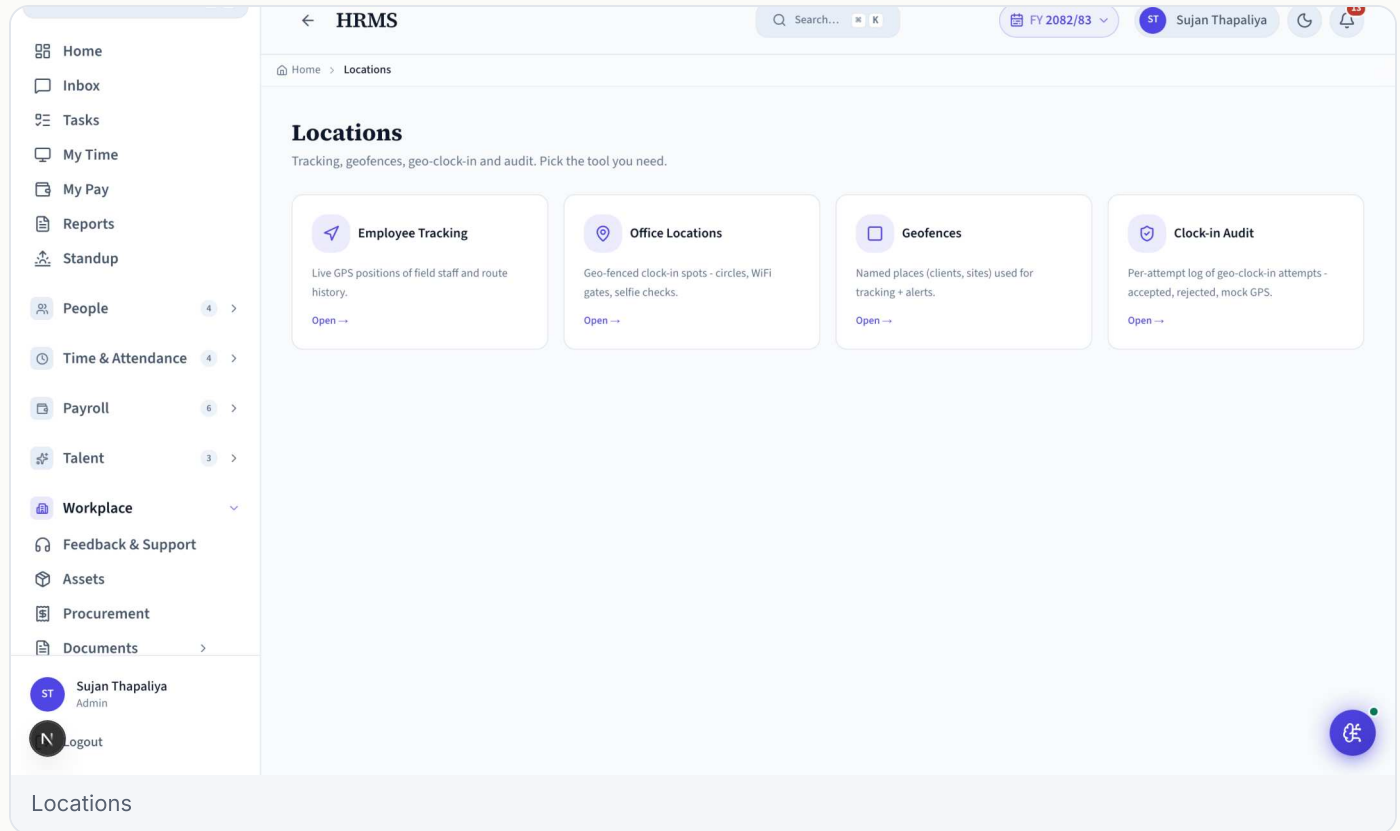
1. Activity Tracker → Settings → enable for the tenant.
2. Issue per-employee agent tokens: Activity Tracker → Employees → row → "Generate Token".
3. Employee installs the macOS / Windows agent and pastes the token at first launch.

DAY-TO-DAY OPERATIONS

1. Daily review: open an employee → see screenshots in 30-min buckets across the shift.
2. Activity score (0–100) summarises engagement; <30 flags low activity.
3. Privacy: each employee can pause capture during personal time; screenshots redacted for archived employees.

Locations

Office locations with GPS coordinates + radius. Used by mobile attendance check-in to verify the employee is on-site (geofence), and by HR for the company directory.



SETUP

1. Locations → Add: name + lat / lng + radius (default 100m) + address.
2. Toggle "Require selfie" on the location to force a face capture during mobile check-in.

DAY-TO-DAY OPERATIONS

1. Mobile users see their nearest office; check-in if inside the radius.
2. Outside-radius punches get flagged for HR review.

Field Visits

For field and sales staff - plan and assign client visits, check in on-site with GPS, and track routes and outcomes.

Search modules...

Home

Inbox

Tasks

My Time

My Location

My Pay

Reports

Standup

People

Time & Attendance

Payroll

Talent

Log out

HRMS

Field Visits

Assign and monitor sales visits across your team.

Sales rep

Date

07/02/2026

Status

All

Planned

Arrived

Completed

Skipped

Cancelled

Legend

HR-assigned - pending

Self-reported - pending

Arrived (in progress)

Completed

Skipped

Cancelled

+

-

#	VISIT	STATUS	SOURCE	PLANNED	LINK
1	lazimpat client visit	Planned	HR	7/2/2026, 11:59:00 PM	—

SETUP

- ### 1. Enable GPS tracking and define visit types.

DAY-TO-DAY OPERATIONS

1. Assign visits; reps check in / out on mobile; review routes and outcomes.

Setup - start here

Every NepalHRM workspace is configured from one place: the **Setup → System Health** module. It is a tiered pre-flight checklist - Identity, Org Structure, Time & Attendance, Leave and Payroll - with a live readiness score. This is always your first stop: the system **blocks employee creation until the Tier 1 “Must-have” checks pass**, so you cannot add a single employee until setup is complete. Every item links straight to the screen that fixes it, and the score updates as you go.

The screenshot shows the NepalHRM interface. On the left is a sidebar with a search bar and a list of modules: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People (4), Time & Attendance (4), Payroll (6), Talent (3), Workplace (11), Administration, Setup (selected), and Position Management. The main content area is titled 'HRMS' and features a 'System Health' section with a 'Needs Attention' status and a score of 63/100. Below this is the 'Tier 1 - Must-have' section, which is divided into 'IDENTITY' and 'ORG STRUCTURE'. The 'IDENTITY' section includes 'Company profile' (Done), 'Fiscal year' (Done), and 'Operating hours' (Pending). The 'ORG STRUCTURE' section includes 'Departments' (Done) and 'Job positions' (Done). Each item has a 'Configure' button. The bottom of the screen shows a breadcrumb trail: 'Setup → System Health'.

SETUP

1. Open **Setup** from the sidebar and review your System Health score.
2. Clear the demo data first (**Settings → Clear demo data**) so you start from a clean slate.
3. Work top-down through **Tier 1 • Must-have**: Identity → Org Structure → Time & Attendance → Leave → Payroll. Use each item's **Configure** → button; the check flips to *Done* automatically.
4. Then complete **Tier 2 • Recommended** (approvals, lifecycle, policies, communication, access) and **Tier 3 • Advanced** (module-specific).

DAY-TO-DAY OPERATIONS

1. Tier 1 must read 100% before you can add employees or run payroll - finish it before anything else.
2. Re-run checks before each payroll run, onboarding batch, or go-live.
3. The sections that follow mirror this Setup flow, in the exact order you work through it.

Position Management

The company's job positions and their structured job descriptions - responsibilities, requirements, skills, KPIs and revision history - that employees are assigned to. The management screen is data-rich: headline metrics (filled vs open roles, headcount per position), switchable list / grid views, search + filters, and bulk actions.

NepalHRM

HRMS

Search...

FY 2082/83

ST Sujan Thapaliya

Position Management

Titles employees can be assigned to. Each carries a structured job description (responsibilities, requirements, skills, KPIs) and keeps a version history.

+ New position

Total Roles: 20

Unassigned Descriptions: 20

Pending Acknowledgments: 0

Recent Updates (30d): 20

Search by title...

All departments

All employment types

Compliance: all

List Grid

☐	TITLE ↑	DEPARTMENT ↑	EMPLOYMENT TYPE ↑	PAY BAND ↑	UPDATED ↑	ACTIONS
☐	Account Executive	Sales	—	—	6/20/2026	
☐	Accountant	Finance	—	—	6/20/2026	
☐	Chief Executive Officer	Management	—	—	6/20/2026	
☐	Content Writer	Marketing	—	—	6/20/2026	
☐	DevOps Engineer	Engineering	—	—	6/20/2026	
☐	Finance Manager	Finance	—	—	6/20/2026	
☐	Financial Analyst	Finance	—	—	6/20/2026	
☐	HR Executive	Human Resources	—	—	6/20/2026	
☐	HR Manager	Human Resources	—	—	6/20/2026	
☐	Marketing Manager	Marketing	—	—	6/20/2026	
☐	Office Administrator	Operations	—	—	6/20/2026	

Position Management

SETUP

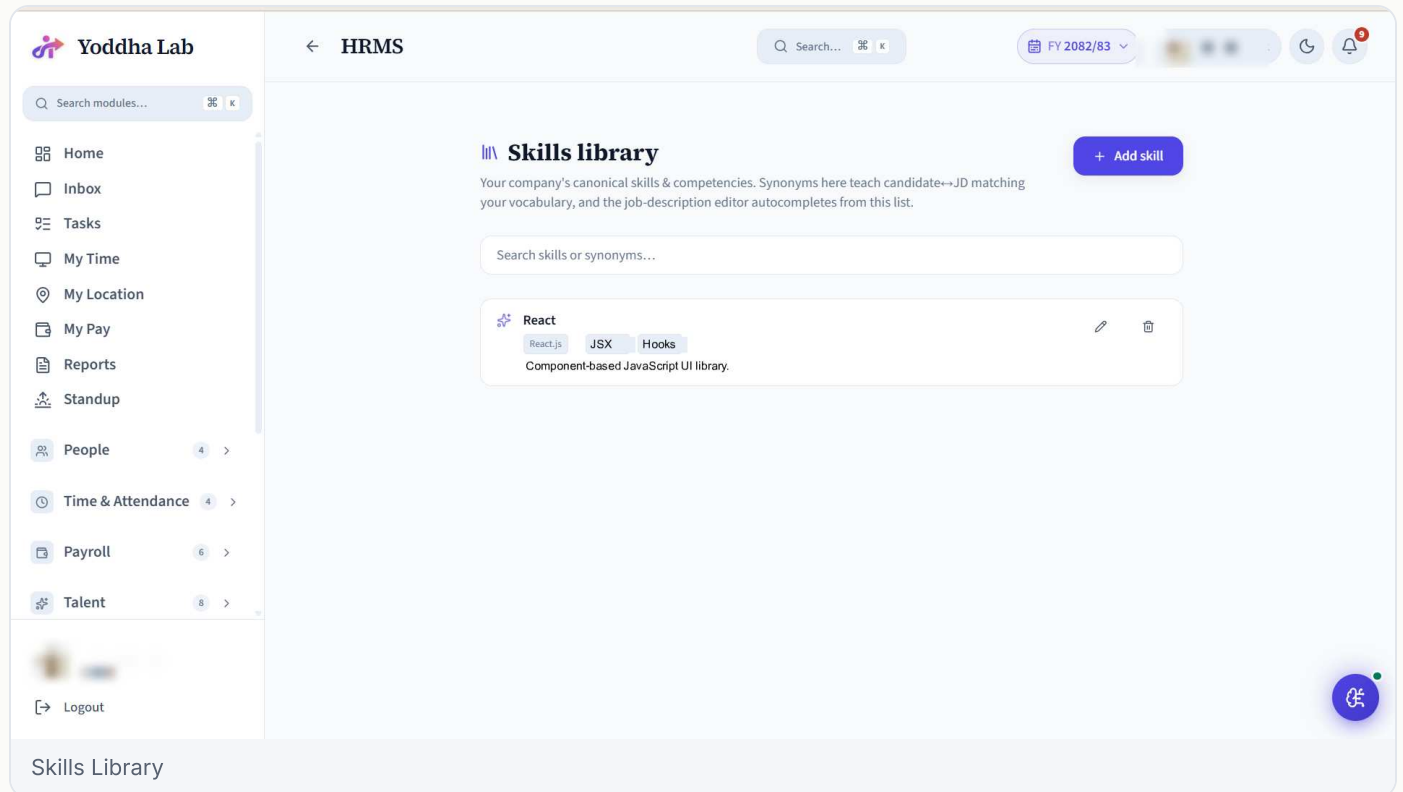
1. Define positions and their JDs before importing employees.
2. Switch between list and grid view, filter by department / status, and bulk-edit or export from the toolbar.

DAY-TO-DAY OPERATIONS

1. Maintain JDs over time; employees acknowledge their own from My Profile.

Skills Library

The company skill / competency taxonomy - it powers JD-editor autocomplete and the candidate ↔ JD matcher's synonyms.



SETUP

1. Seed your skills and competencies plus their aliases.

DAY-TO-DAY OPERATIONS

1. Reuse them across JDs and recruitment matching.

Billing

Your subscription and invoices - current plan, payment method (Khalti / eSewa) and full billing history. Plan cards show **volume-discount tiers** (bigger teams pay less per seat), and checkout suggests the best-value plan for your headcount.

The screenshot displays the 'Billing & Subscription' page for 'Acme.pvt.ltd'. The interface includes a sidebar with navigation links (Home, Inbox, Tasks, My Time, My Location, My Pay, Reports, Standup, People, Time & Attendance, Payroll, Talent, Workplace, Logout) and a top navigation bar with a search bar, status indicators (29:04:27 WORKED, FY 2082/83), and user profile. The main content area is divided into three sections:

- Quick estimate:** Shows three plan options based on employee count:
 - 10 EMPLOYEES: Free Forever (Free on Free)
 - 50 EMPLOYEES: NPR 2,800 / mo (50 x NPR 56 · Essential)
 - 300 EMPLOYEES: NPR 23,700 / mo (300 x NPR 79 · Business)A note indicates '+ 13% VAT on every invoice.'
- Free (Active):** Details the 'Free' plan for teams up to 10 employees. It includes a table with subscription details:

RENEWS IN	EMPLOYEES	BILLING CYCLE	NEXT RENEWAL
—	14	Monthly	—

Below the table, 'What's included' lists features: Employees · Attendance · Leave · Shifts, Recruitment (ATS), OKRs & goals, Tasks & projects, Nepal payroll · PF · CIT · SSF · eTDS, Performance reviews, Training & LMS, and Expense claims.
- Payment Method:** Offers two options: 'Khalti' (AVAILABLE) for wallet, card, or mobile banking, and 'eSewa' (COMING SOON) for eSewa wallet. A 'Choose a plan to pay' button and a note 'Or email sales for an invoice' are also present.

SETUP

1. Choose a plan and add a payment method.
2. Review and sign the service agreement when prompted - it's saved against your account.

DAY-TO-DAY OPERATIONS

1. View invoices, upgrade or downgrade, and pay online or request an invoice.

Settings

Tenant-level configuration. Company name + logo, address, timezone, currency, SMTP, branding, integrations, billing, language. The single page admins go to for everything else.

The screenshot displays the 'Settings' page for 'Acme.pvt.ltd'. The interface includes a sidebar with navigation options: Home, Inbox, Tasks, My Time, My Location, My Pay, Reports, Standup, People (4), Time & Attendance (4), Payroll (6), and a Logout button. The main content area is titled 'Settings' and features a search bar, a date/time/status bar (29:04:51 WORKED, FY 2082/83), and a 'Workspace Settings' section. The 'Workspace Settings' section has a header 'Acme.pvt.ltd' and a description 'Every knob and dial for your tenant — branding, calendar, payroll, email, and the safety locks. Search below or jump straight into a category.' Below this, there are three main sections: 'SETUP' (Organization, Appearance, Operations), 'Member Invitations' (Total Invites: 1, Pending: 0, Accepted: 1, Expired / Revoked: 1), and a list of invitations with details like 'Invited by QA TEST', 'Created 2083-02-19', and 'Accepted 2083-02-19'.

SETUP

1. Settings → General → company info + logo (stored privately for your company).
2. Settings → Email → SMTP credentials + sender address verification.
3. Settings → Localisation → timezone (Asia/Kathmandu default) + currency + date format (AD / BS).

DAY-TO-DAY OPERATIONS

1. Adjust as needed; most settings take effect immediately, a couple (SMTP, branding) require a re-login to fully propagate.

Invitations

Invite a new person to join the workspace by email. They click the tokenized link, set a password, and a User + Employee row is created in one transaction.

The screenshot shows the 'Settings' page for 'Yoddha Lab'. The left sidebar contains navigation links: Home, Inbox (with a red notification badge), Tasks, My Time, My Location, My Pay, Reports, Standup, People (with a count of 4), Time & Attendance (with a count of 4), Payroll (with a count of 6), Talent (with a count of 8), and a Logout button. The main content area is titled 'Settings' and includes a search bar and a breadcrumb trail: Home > Administration > Settings. Below this, there's a 'Workspace Settings' section for 'Yoddha Lab' with a description: 'Every knob and dial for your tenant — branding, calendar, payroll, email, and the safety locks. Search below or jump straight into a category.' A search bar for settings is also present. The 'Member Invitations' section is highlighted, showing a '+ Invite' button and a summary of invitation status: Total Invites (1), Pending (0), Accepted (1), and Expired / Revoked (1). Below this, a table lists individual invitations with columns for ID, Role, Status, and Date. One invitation is shown for 'JEMO-025' with the role 'Employee' and status 'Accepted', created on 2083-02-25 and accepted on 2083-02-25. Action buttons 'Generate Password' and 'Reset' are available for this invitation. A 'Logout' button is visible in the bottom right corner of the main content area.

SETUP

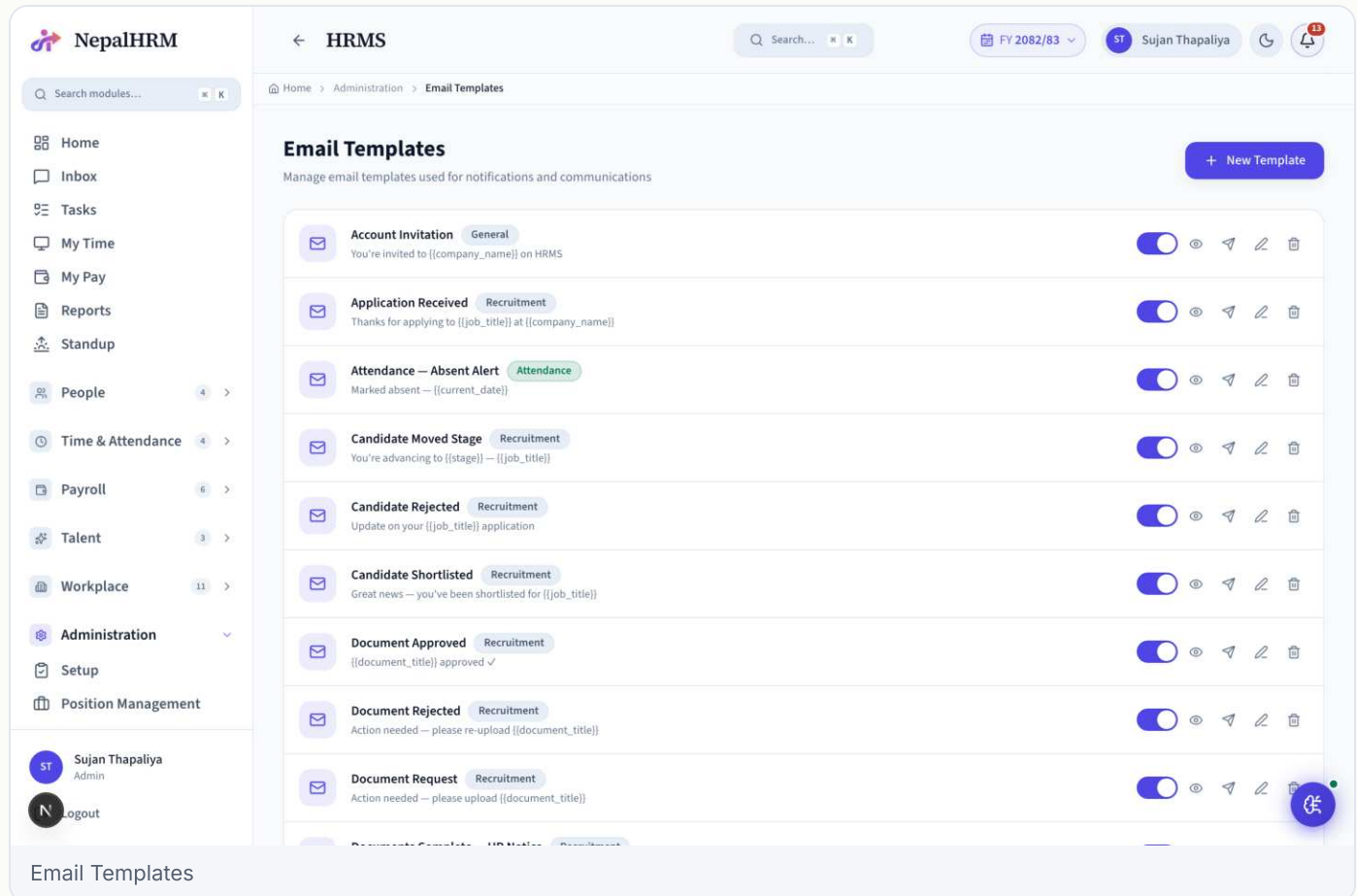
1. Built-in - no setup to send invites.
2. Set up Roles / Permissions first so you can pick the right role when inviting.
3. Verify your sender email (Settings → Email) so invite links don't land in spam.

DAY-TO-DAY OPERATIONS

1. Invite individually: Invitations → New → email + role + (optional) department.
2. Bulk import: Invitations → Bulk → paste CSV (email,first_name,last_name,role,department).
3. Resend an invite that expired: Invitations → row → Resend.
4. Generate a one-off password (instead of letting them set one): Invitations → row → Generate Password - surfaces a one-time secret HR can share verbally.

Email Templates

Reusable email bodies the system sends on triggers (leave approved, payslip published, joining reminder, absent alert). Per-tenant editable, with `{{variables}}` that the trigger fills in.



SETUP

1. Email Templates → pre-seeded with the standard set (Welcome, First-day reminder, Payslip published, etc.).
2. Customize per tenant: edit subject + body HTML.
3. Test: "Send to me" sends the rendered email to your address so you can preview.

DAY-TO-DAY OPERATIONS

1. Adjust tone / wording when feedback comes in.
2. Toggle Active off to silence a trigger entirely.
3. Email log: Email Templates → Logs → every email sent in the last 30 days with delivery status.

Email Automations

Trigger → Template wiring. Defines which event fires which template to which recipient (employee, manager, HR users, all). The system ships with sensible defaults; HR can override per tenant.

NepalHRM

HRMS

Search modules...

Home > Administration > Email Automations

Email Automations

Configure automated email rules triggered by system events

+ New Rule

Total Rules: 24

Active Rules: 24

NAME	TRIGGER	TEMPLATE	RECIPIENT	ACTIVE	ACTIONS
Auto: 24-hour interview reminder → candidate	Interview Reminder (24h before)	Interview Reminder	custom email	☒	Edit Delete
Auto: Absent alert → employee	Attendance — Absent	Attendance — Absent Alert	employee	☒	Edit Delete
Auto: Application acknowledgement → candidate	Application Received	Application Received	custom email	☒	Edit Delete
Auto: Document approved → candidate	Document Approved	Document Approved	employee	☒	Edit Delete
Auto: Document rejected → candidate	Document Rejected	Document Rejected	employee	☒	Edit Delete
Auto: Document request → candidate	Document Requested	Document Request	employee	☒	Edit Delete
Auto: Documents complete → HR	All Documents Uploaded (summary)	Documents Complete — HR Notice	hr users	☒	Edit Delete
Auto: Employee onboarded → welcome email	Employee Onboarded	Welcome Email	employee	☒	Edit Delete

Email Automations

SETUP

1. Email Automations → review defaults → enable / disable per row.

DAY-TO-DAY OPERATIONS

1. Add a custom automation: pick the event + who receives it + which template. E.g. "When a payslip is published, send Payslip Available to the employee."
2. Audit: every fired automation logged with timestamp + delivery status.

Permissions

Fine-grained permission catalog. Roles (employee / manager / team_leader / hr / admin / super_admin) have default permission sets; HR can grant / revoke individual permissions per user without changing their role.

The screenshot displays the 'Permissions' page in the NepalHRM system. The interface is divided into a sidebar and a main content area. The sidebar contains navigation links for various modules, with 'Administration' currently selected. The main content area is titled 'Permissions' and includes a search bar, filters for risk level (All Risk, High, Medium, Low) and modules (All modules), and a list of roles (Admin, HR, Manager, Team Leader, Accountant, Employee) with their respective permissions. The 'Employees' role is selected, showing permissions for Profile, Attendance, Leaves, and Payroll.

Role	Permissions
Admin	All permissions
HR	People ops - employees, leaves, payroll, recruitment.
Manager	Team lead - approvals & team visibility.
Team Leader	Sub-manager - read access to direct team, no approvals.
Accountant	Finance - payroll, loans, reports, bank export.
Employee	Default - self-service only.

Role	Permissions
Employees	- View Employees - Create Employees - Edit Employees - Delete Employees
Attendance	- View Attendance - Manage Attendance
Leaves	- View Leaves - Approve Leaves - Configure Leaves
Payroll	

SETUP

1. Roles + default permissions are seeded.
2. Per-tenant: Permissions → Roles → review what each role gets out of the box.

DAY-TO-DAY OPERATIONS

1. Grant a one-off: Permissions → User → Add Permission → pick permission key + scope.
2. Revoke same way; effective permissions are computed live on the next request.
3. Audit: every grant / revoke logged.

Company Access

Multi-company support. A user can hold memberships in multiple companies (e.g. a consultant working with two tenants); the company switcher in the header changes which tenant they're operating in.

The screenshot displays the NepalHRM HRMS interface. The left sidebar contains a navigation menu with options: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People (4), Time & Attendance (4), Payroll (6), Talent (3), Workplace (11), Administration (Setup, Position Management), and a user profile for Sujan Thapaliya (Admin). The main content area is titled 'Company Access Control' and includes a search bar, role filters (All, Employee, Team Leader, Manager, Accountant, HR, Admin), and a list of users with their roles: Rajendra Regmi (HR), Sujan Thapaliya (Admin), and Super Admin (Super Admin). A 'Select a person' dialog box is open, prompting the user to pick someone from the list to view and manage their company access and roles. The bottom of the interface shows a 'Company Access' tab.

SETUP

1. Add a membership: Company Access → User → Add Company → pick role for that company.
2. Default company: the first one a user is granted access to.

DAY-TO-DAY OPERATIONS

1. User switches via the header dropdown.
2. Revoking a membership terminates their access to that tenant on the next request.

Module Toggles

Per-tenant feature flags. Disable Recruitment if you don't hire through the platform; disable Activity Tracker for non-remote teams. Hidden modules don't appear in the sidebar or count toward billing.

The screenshot shows the NepalHRM Settings interface. The left sidebar contains a search bar and a list of modules: Home, Inbox, Tasks, My Time, My Pay, Reports, Standup, People (4), Time & Attendance (4), Payroll (6), Talent (3), Workplace (11), Administration (expanded), Setup, and Position Management. The user profile at the bottom shows 'Sujan Thapaliya' as Admin and a 'Logout' button. The main content area is titled 'Settings' and shows the 'Workspace Settings' for '6 ASHAR 2083 - SATURDAY, JUN 20'. The 'Module & feature toggles' section is active, displaying a list of modules that can be enabled or disabled. The 'CORE HR' section includes toggles for Employees, Attendance, Leaves, Onboarding, and Offboarding, all of which are currently enabled and overridden. The 'PAYROLL & FINANCE' section is partially visible at the bottom.

Module & feature toggles

Turn off modules your team doesn't use. Disabled modules are hidden from the sidebar for everyone in this company.

Enable all · Disable all · Save

Module	Status	Action
Employees	enabled (overridden)	Default
Attendance	enabled (overridden)	Default
Leaves	enabled (overridden)	Default
Onboarding	enabled (overridden)	Default
Offboarding	enabled (overridden)	Default

PAYROLL & FINANCE

Enable all · Disable all · Save

SETUP

1. Module Toggles → review the catalog → toggle each module on / off.

DAY-TO-DAY OPERATIONS

1. Changes take effect on the user's next page load.
2. Audit: every toggle change logged with who flipped it.

Audit Log

Append-only log of every state-changing action: who did what, when, with what before / after.
Compliance-grade trail; can't be edited from the UI.

NepalHRM HRMS

Search modules... Search... FY 2082/83 Sujan Thapaliya

Home > Administration > Audit Log

Audit Log

All actions performed in the system, filterable by actor, action and date. 67 entries

Search by actor name or email All actions From To

DATE	ACTION	ACTOR	DESCRIPTION
> 2083-03-06 2083-03-06 04:30 PM	auth.login.success	Sujan Thapaliya Admin	ip=127.0.0.1 remember=true
> 2083-03-06 2083-03-06 04:08 PM	auth.login.success	Sujan Thapaliya Admin	ip=127.0.0.1 remember=true
> 2083-03-06 2083-03-06 04:07 PM	auth.login.success	Sujan Thapaliya Admin	ip=127.0.0.1 remember=true
> 2083-03-06 2083-03-06 02:51 PM	auth.login.success	Sujan Thapaliya Admin	ip=127.0.0.1 remember=true
> 2083-03-06 2083-03-06 02:50 PM	auth.login.success	Sujan Thapaliya Admin	ip=127.0.0.1 remember=true
> 2083-03-06 2083-03-06 12:07 PM	auth.login.success	Super Admin Super_admin	ip=127.0.0.1 remember=true
> 2083-03-06 2083-03-06 10:15 AM	standup.help_request.reply	Sujan Thapaliya Admin	Replied on 'hi'
> 2083-03-06 2083-03-06 10:15 AM	standup.help_request.update	Sujan Thapaliya Admin	Help request 'hi' → accepted
> 2083-03-06 2083-03-06 10:15 AM	standup.help_request.create	Rajendra Regmi Hr	Asked Sujan Thapaliya for help: 'hi'
> 2083-03-06		Sujan Thapaliya	

Audit Log

SETUP

1. Built-in - every change is recorded automatically; nothing to switch on.
2. Just make sure the right people have access to read it (Settings → Permissions).

DAY-TO-DAY OPERATIONS

1. Filter by user / module / action / date range.
2. Export to CSV for auditor handover.
3. Drill into a row to see the JSON before / after diff.