

# WORKPERMITCLOUD

YOUR VIRTUAL HR MANAGER



## Training and Operation Manual

Release Version: 1.0

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## PREFACE

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## PREFACE

**W**elcome to Release 1.0 of the Work Permit Cloud Training Operation & Guide Book.

This guide contains the information you need to set up and use WPC Virtual HR Manager to meet the training requirements and operation guidance of your organisation. It enables you to define activities for any recruitment, employee database management, attendance, leave, RTW, Change of circumstances and set up of this system as well as HR operation within the organisation.

### *About this*

### *User Guide Book:*

This guide is all about how you can use WPC- HRMS for your organisation's HR activities and transactions requirements.

- The Chapter 1 & 2 explain how a user can setup Organisation profile and can enrolled employee in the organisation employee database department designation, employment type payment type etc.
- Chapter 4 define and guide an user how to update employee Profile, create change of circumstances, and download contract agreement & employee information while Chapter 5 define user access & roll management.
- From Chapter 6-10 defines how to manage and track employee's daily transaction and history of the same.
- The Chapter 11 explain how a user can get access of all type of documents for employee as well as for organisation. Chapter 12 explain about the right to work check process and monitoring of visa expire for migrant employee majorly.
- The Chapter one explain and define about employee's digital access into information that related with his employment and enjoy the freedom of self service.

**Assumption :** This guide assumes user has a working knowledge of the followings

- The principal and customary practice of business area.
- Required High-Speed internet connection
- Browser like- Google Chrome, Mozilla, Microsoft Edge, Safari latest version
- User should have laptop/desktop

### **About Work Permit: Cloud**

WorkPermitCloud Limited provides professional service to aid businesses in implementing a robust Human Resource (HR) Management System. Our software and services is an outcome of in-depth research based on customer feedback and user analytics.

As a HR-Tech start-up company, WorkPermitCloud is catering the unmet need of registered license sponsors. From inception in 2020, our virtual HR platform gained the trust of many clients. It helped them to secure and maintain their Sponsorship License. After an organization is successful in getting a sponsorship license, they must comply with sponsorship duties. With this cloud-based platform, sponsoring organisations can easily recruit world class professionals from within and outside of the UK while also adhering to sponsorship compliance rules. This helps both recruiters and job seekers to attain their personal and business objectives such as finding the right job with a UKVI regulated employer, selecting the very best candidates without limiting the choice of local boundary and gain a long-term commitment from the employee to accelerate business performance.

In addition to the sponsorship application and recruitment function, employers can manage their employee database, monitor and create all kinds of reports related to settled or non-settled workers. For example, right to work checks, record changes of circumstances, proof of ID, next of kin details, duty roster, holiday, sick leave, absence, role management, payroll, alert management and finally get access to multi-functional communication tools. A strong adherence to these HR processes helps organisations to follow Home Office guidance of sponsorship compliance.

All these functionalities can be accessed by end-users through a web browser or mobile phone. Our specialist team supports employers to harness full benefits of the specialised software and its functionalities.

**Thank You:**

Thank you for using WPC-HRMS training and operation guide book. We value your comments and feedback. At the end of this guide is a Reader's Comment Form you can use to explain what you like or dislike this user's guide. Mail your comments to at [info@workpermitcloud.co.uk](mailto:info@workpermitcloud.co.uk), or call us directly at 020 8087 2343

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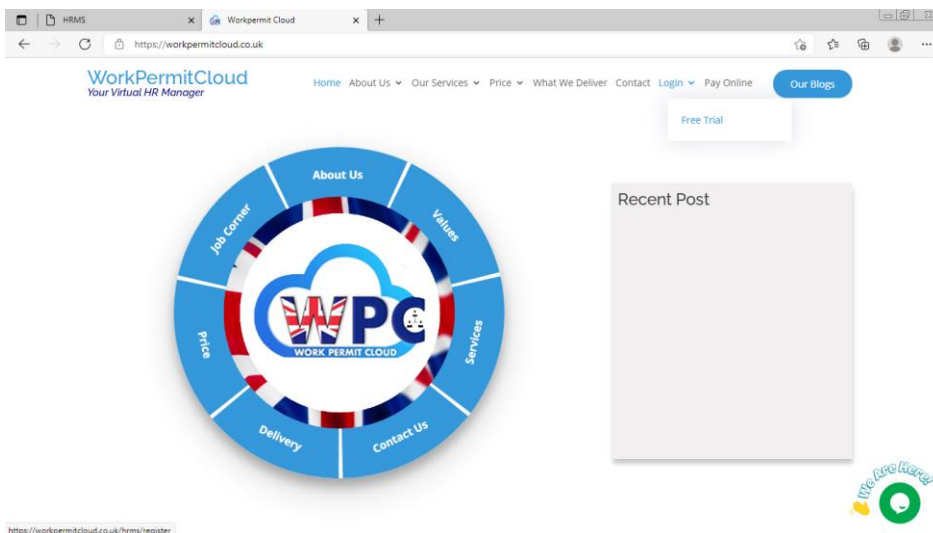
## CHAPTER 1

# How To Register And Login With WPC-HRMS

This part explains how to sign up with WPC-HRMS following-

- *Registered with WPC-HRMS*
- *Login process with WPC-HRMS*
- *Forgot password*

### Registered with WPC-HRMS



At first one has to visit corporate website of work permit cloud and from there check login menu and click free trial option. It will take a user to another page where user will get option to register him/her.

One can also click this <https://workpermitcloud.co.uk/hrms> link to go to **Register Page**.

A screenshot of the WPC HRMS registration form. The page header includes the WPC logo and the text 'Your Virtual HR Manager'. The registration form is titled 'Register Here' and contains the following fields: Company Name, First Name, Last Name, Email, and Your Contact Number. It also includes 'Create New Password' and 'Confirm New Password' fields. Below these fields are two checkboxes: 'I confirm that I have read the Privacy Policy and I agree to the website Terms of Use and License Agreement' and 'I understand that they do not, in any way, replace immigration advice'. A blue 'REGISTER' button is positioned below the checkboxes, with a note 'All fields are mandatory' underneath. At the bottom of the form, there is a link for 'Already have an account?' and a blue 'LOGIN' button. The background of the page features an illustration of three people in a professional setting.

After clicking the “Register Now” option in red, registration form will open where a user has to fill up all mandatory fields like. In this section

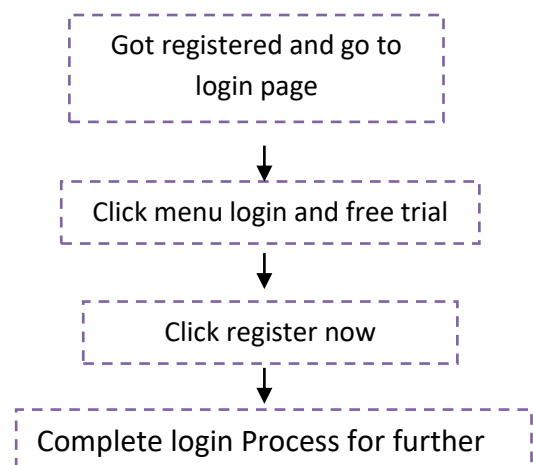
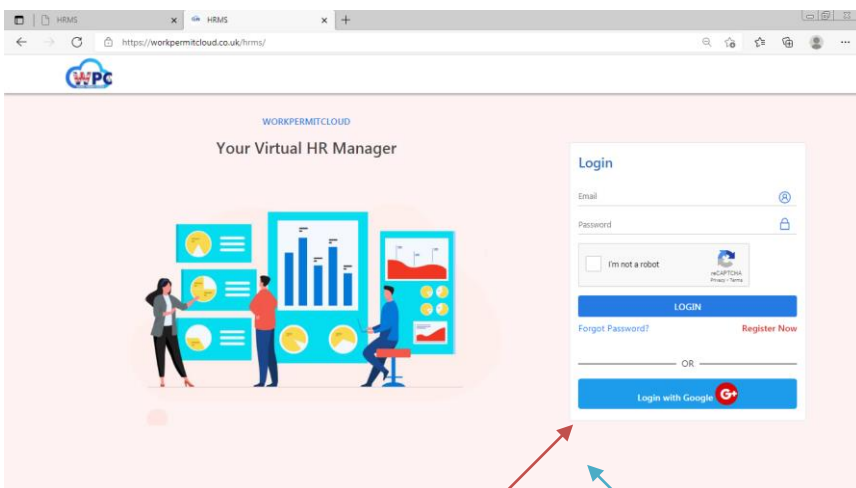
user need to provide below mentioned points:

- Company Name
- Key person's name
- Key person's contact number
- Key person's email id
- Create safe password for future login.

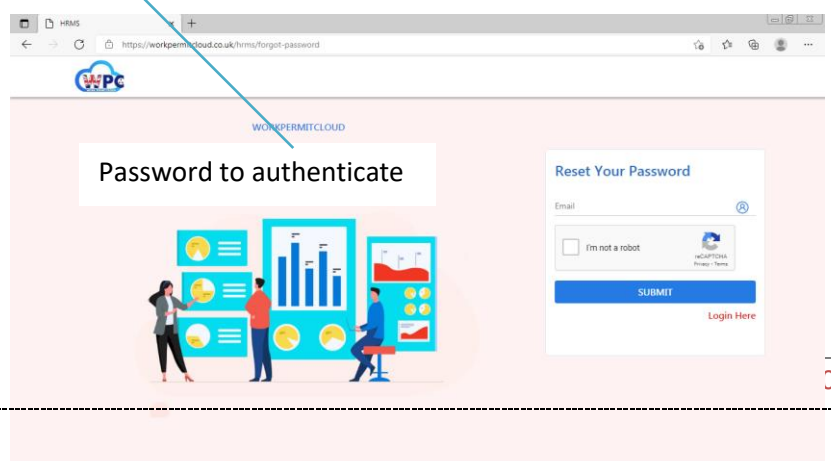
Once registered, the user will now able to login "WPC- Virtual HR- Manager system." With the registration, the user can enjoy his/her free trial period with "WPC- Virtual HR- Manager system."

### Login Process with WPC-HRMS

After login user can see whole "Dashboard & Features" of the system. Now the user is ready to login into "WPC- Virtual HR- Manager system" using his/her registered email id and password which sent to user's registered email id. A user can check below to understand this process visually.



**For** Put your registered email id



If a user forgets his/her login password, he/she needs to provide **registered email id** where link will be sent to **Reset password**.

## CHAPTER 2

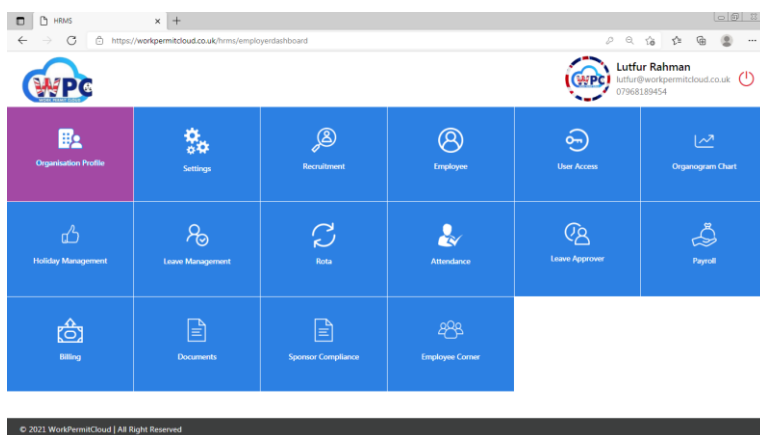
# Create Your Organisation Profile & Generate Employee Links

This part will help to understand how to create

- Organisation profile
- Employee creation link

As per our discussion we have seen how a user can register with WPC-Virtual HR Manager System and then how to login. It is important to note that at this stage one cannot have full access system. But user can have access of organisation module and setting module. Now we will see how a user can set do this activities in WPC- Virtual HR Manager System.

### Organisation profile set up and employee link creation

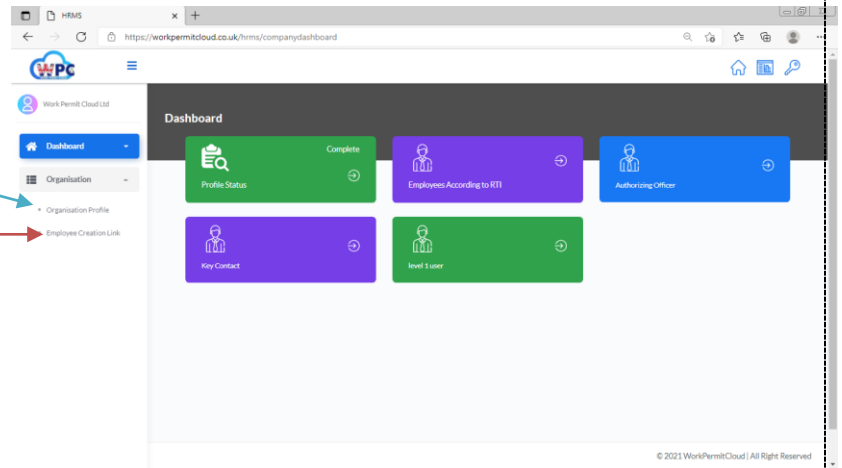


From main dashboard, user need to select organisation module (here shows in violet). This selection will help the user to get into **Organisation** module.

Fig: 2.0

After clicking, the user will see a dashboard along with

- organisation profile
- Employee creation link.



Once the user will click at organisation, then the user will be able to show the below screen...

Fig: 2.1

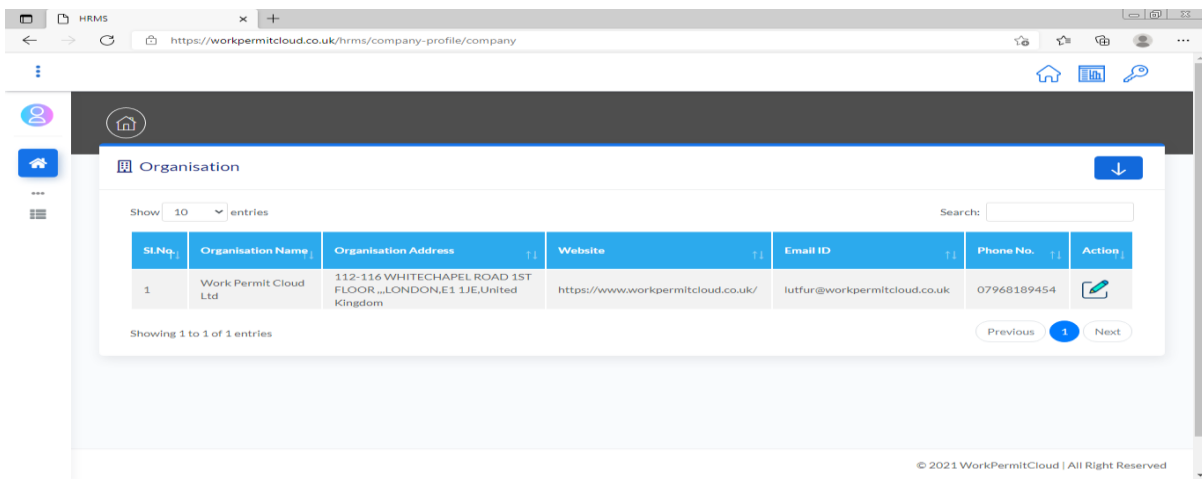


Fig: 2.3

This is the dashboard of organisation. Here user can view all the previously provide details of his/her organisation but initially it will be incomplete. To complete the organisation profile user need to click pen icon under action column.

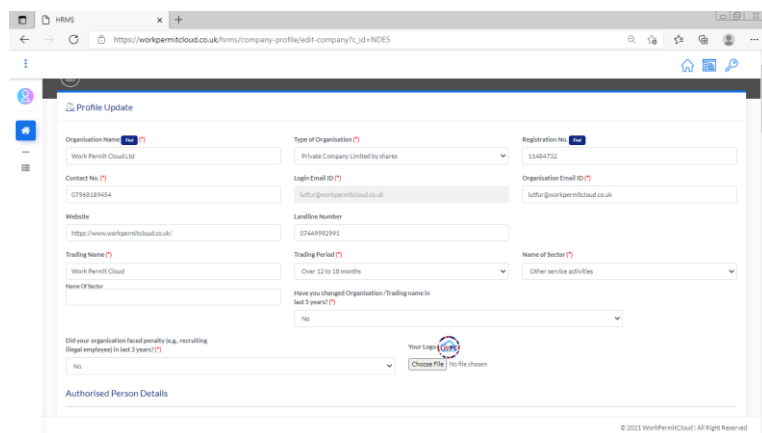


Fig: 2.4

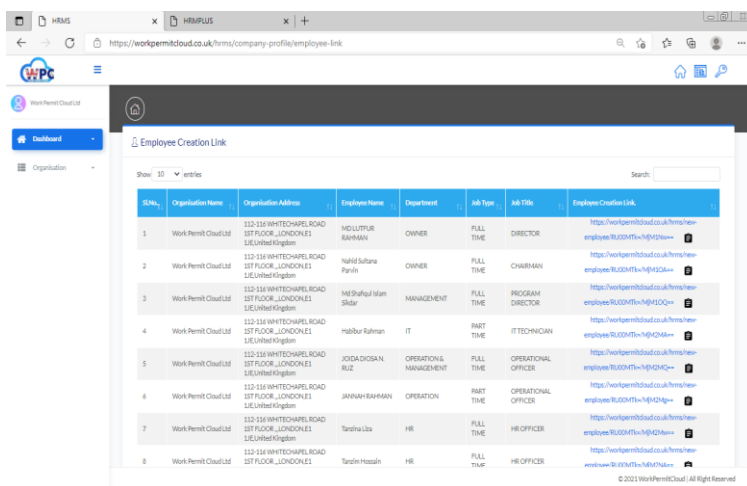
At first user need to provide all information related to the organisation, (\*) marked field are mandatory. The main information that the system captured under organisation profile are:

- Profile update
- Authorised person details
- Key contact
- Level 1 user
- Organisation address
- Employee address
- Trading hours
- Upload documents

**NOTEABLE DOCUMENT REQUIRED**

- Payee and account reference letter from HMRC
- Latest RTI from accounts
- Employer liability insurance certificate
- Proof of business premises (Tenancy/Agreement)
- Copy of lease/Freehold property
- Business bank statement for 1 month
- Signed annual account (if the business is 18 months old)
- VAT Certificate (If registered)
- Copy of health and safety star rating (Applicable for food business only)
- Registered business license/certificate
- Franchise agreement
- Governing body registration
- Audited annual report
- Regulatory body certificate
- Other documents

## Employee creation link

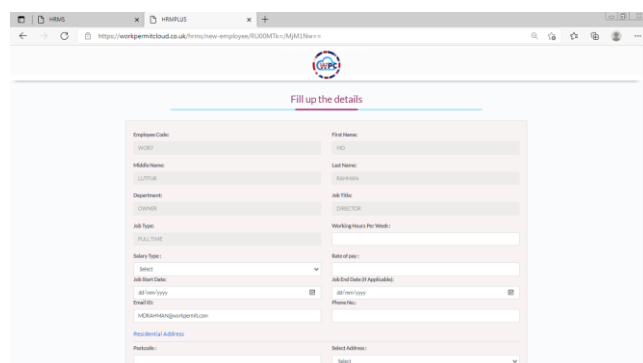


SNo.	Organization Name	Organization Address	Employee Name	Department	Job Type	HR Title	Employee Creation Link
1	Work Permit Cloud Ltd	112-118 WHITECHAPLE ROAD 1ST FLOOR, LONDON E1 25 0UNB84gphg	MUJITPUR BAHMAN	OWNER	FULL TIME	DIRECTOR	<a href="https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw">https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw</a>
2	Work Permit Cloud Ltd	112-118 WHITECHAPLE ROAD 1ST FLOOR, LONDON E1 25 0UNB84gphg	Najid Subhan Parvin	OWNER	FULL TIME	CHAIRMAN	<a href="https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw">https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw</a>
3	Work Permit Cloud Ltd	112-118 WHITECHAPLE ROAD 1ST FLOOR, LONDON E1 25 0UNB84gphg	Muhammad Islam Slidar	MANAGEMENT	FULL TIME	PROGRAM DIRECTOR	<a href="https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw">https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw</a>
4	Work Permit Cloud Ltd	112-118 WHITECHAPLE ROAD 1ST FLOOR, LONDON E1 25 0UNB84gphg	Mubbar Rahman	IT	PART TIME	ITTECHNICIAN	<a href="https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw">https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw</a>
5	Work Permit Cloud Ltd	112-118 WHITECHAPLE ROAD 1ST FLOOR, LONDON E1 25 0UNB84gphg	JOIDA DIOGAN RUZ	OPERATIONS MANAGEMENT	FULL TIME	OPERATIONAL OFFICER	<a href="https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw">https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw</a>
6	Work Permit Cloud Ltd	112-118 WHITECHAPLE ROAD 1ST FLOOR, LONDON E1 25 0UNB84gphg	JANNAH BAHMAN	OPERATION	PART TIME	OPERATIONAL OFFICER	<a href="https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw">https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw</a>
7	Work Permit Cloud Ltd	112-118 WHITECHAPLE ROAD 1ST FLOOR, LONDON E1 25 0UNB84gphg	Tarsha Liba	HR	FULL TIME	HR OFFICER	<a href="https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw">https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw</a>
8	Work Permit Cloud Ltd	112-118 WHITECHAPLE ROAD 1ST FLOOR, LONDON E1 25 0UNB84gphg	Tarbin Hossain	HR	FULL TIME	HR OFFICER	<a href="https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw">https://workpermitcloud.co.uk/frms/new-employee?UJ004T5x=N@M12xw</a>

Fig: 2.5

In WPC HRMS, employee creation link is one the unique feature that enables employees to fill up information of their own. Once admin completes the organisation profile, the link is generated automatically from the system. Admin then need to send the link to respective employee by clicking.

This form will allow employees to fill up their initial data which then get saved in employee module.



Fill up the details

Employee Code:	First Name:
WORK	MOJIB
Middle Name:	Last Name:
MOJIB	MUHAMMAD
Department:	Job Title:
OWNER	DIRECTOR
Job Type:	Working Hours Per Week:
FULL TIME	
Salary Type:	Rate of pay:
Select	
Job Start Date:	Job End Date (If Applicable):
01/01/2020	
Email:	Phone No.:
MUHAMMAD@workpermitcloud.com	
Residential Address:	Select Address:
	Select
Address Line 1:	Address Line 2:

## CHAPTER 3

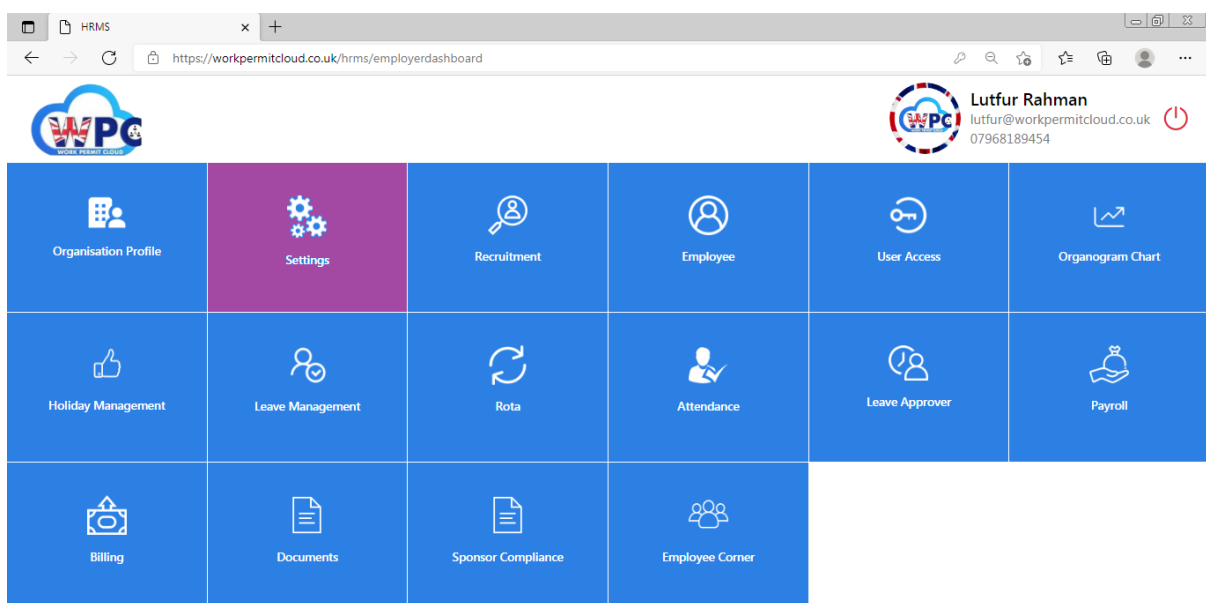
# Setting up Department, Designation, Employment type, Bank master, Bank short code, Payment type

This chapter will help user to set up

- Department master
- Designation
- Employment type
- Bank of employee
- Bank short code
- Payment type

The setting module basically allows admin to set up all the above option which will allow admin to operate the system seamlessly. This chapter also explain how a user can define department, designation, employment type, payment type which are the key pillar of any HRMS.

From the main dashboard of WPC HRMS, user need to select “**Setting**” module (here shows in violet)



## Department Master

A user can access department master after clicking HCM master. Below form will open when a user will want to add new department.

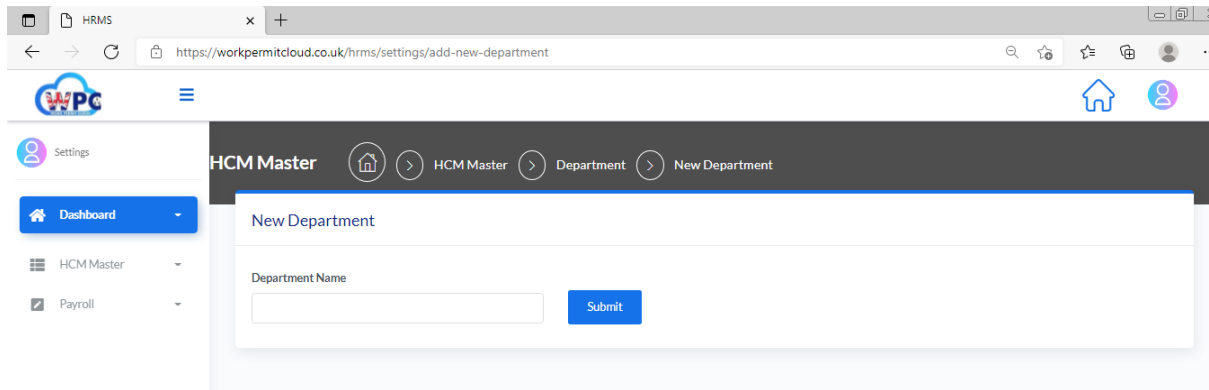
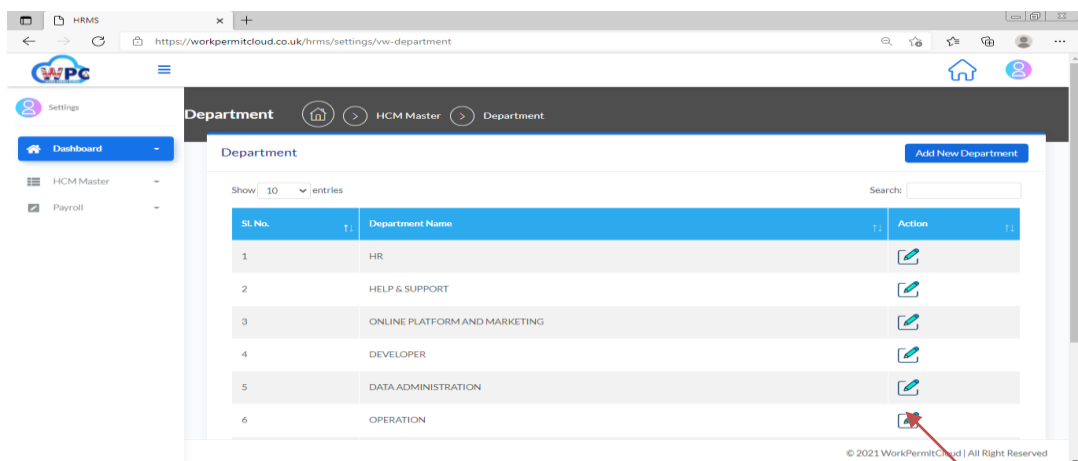


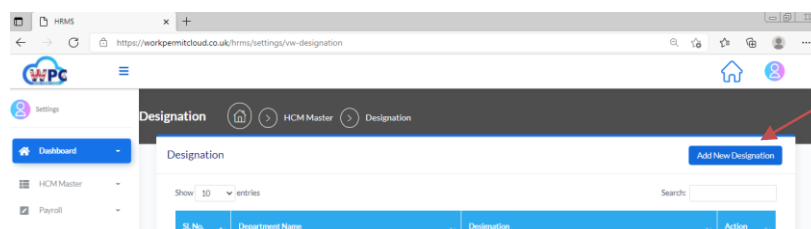
Fig: 3.2

Below screen will give us an understanding how all can be viewed in this system



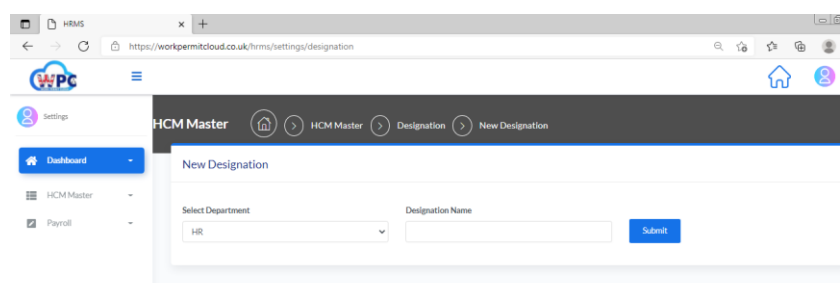
Click To edit department

## Designation Master



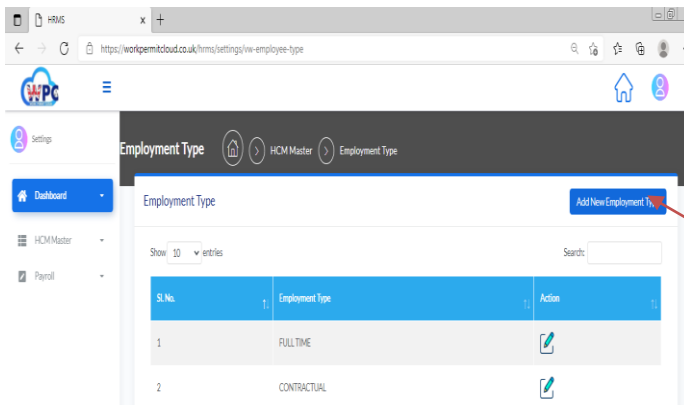
To add new designation user need click "Add New Designation."

After that user need to select department and add new



designation and submit as shown in fig 3.3 and 3.4.

## Employment type



The “Employment Type” master helps a user to define different type of employee categorically, like- full time, part time etc. This part will also help to edit employment type. To add new employment type, user need to click add new Employment Type as shown in the figure 3.5.

**Add New Employment Type**

Fig 3.5

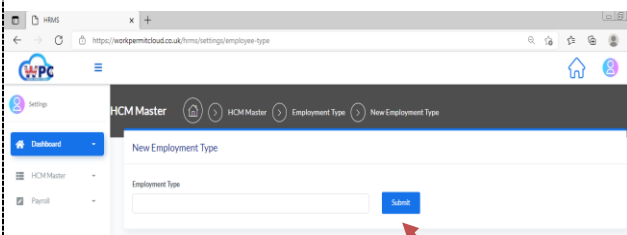


Fig 3.6

**Click submit to add new**

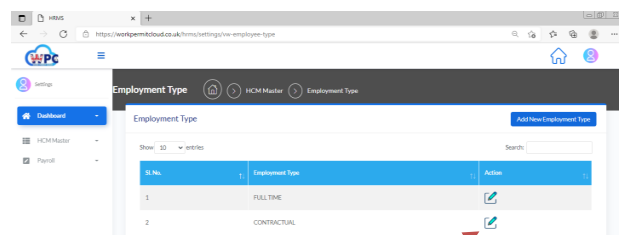


Fig 3.7

**Click to edit existant employment type**

## Payment Type

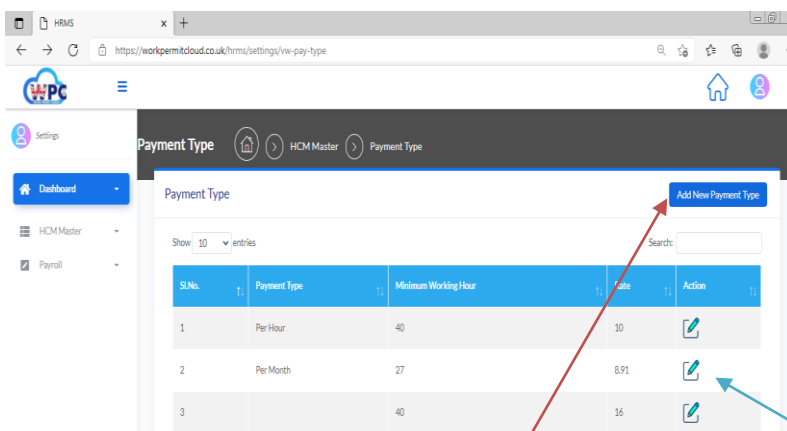


Fig: 3,8

**add new payment type**

Payment type is a key part of WPC HRMS as it's defined different payment type for employee according to their working hours and rate.

The user can also edit payment type whenever necessary.

**Click to edit existant payment type**

This form helps admin/user to add payment type in WPC HRMS.

The screenshot shows a web form titled "Add Payment Type". It contains three input fields: "Payment Type", "Min. Working Hour", and "Rate". Below these fields is a blue "Submit" button. The form is presented in a light gray box with a blue header bar.

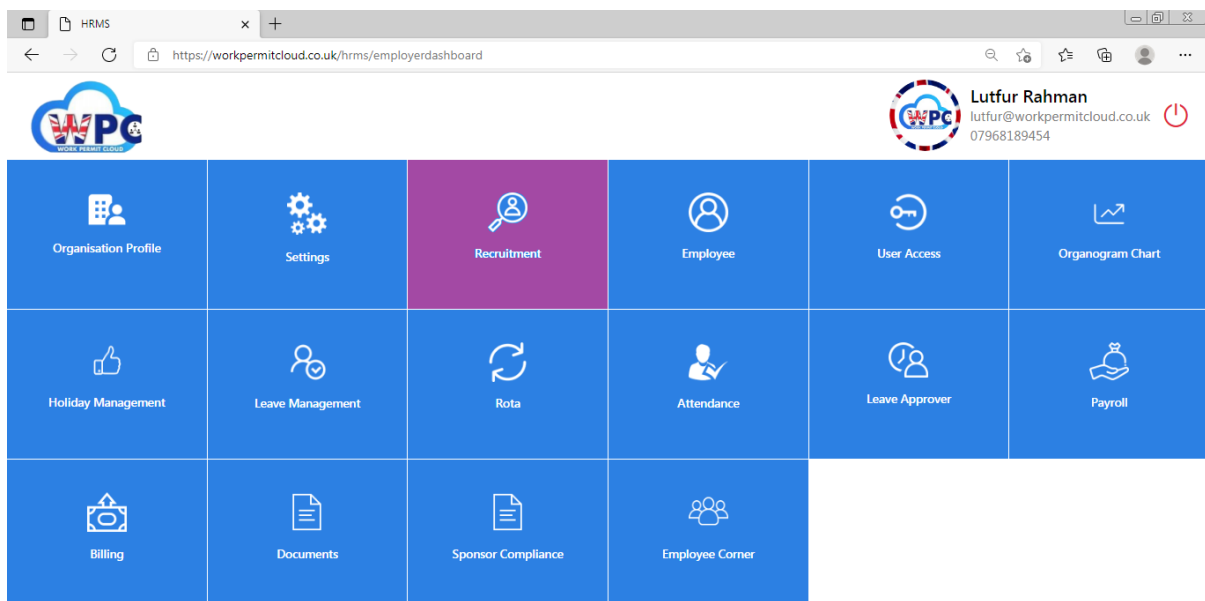
Fig 3.9

## CHAPTER 4

# Recruitment: New Job Listing, Job Posting, setting up Interviews and Generate Offer Letter

This chapter will define and explain how organisation can always meet their resource requirement following

- Job List
- Job Posting
- Job Published
- Job Applied
- Shortlisting
- Interview
- Hired
- Generate offer letter
- Status Search
- Rejected
- Message Centre



This is the dedicated dashboard for **Recruitment module**.

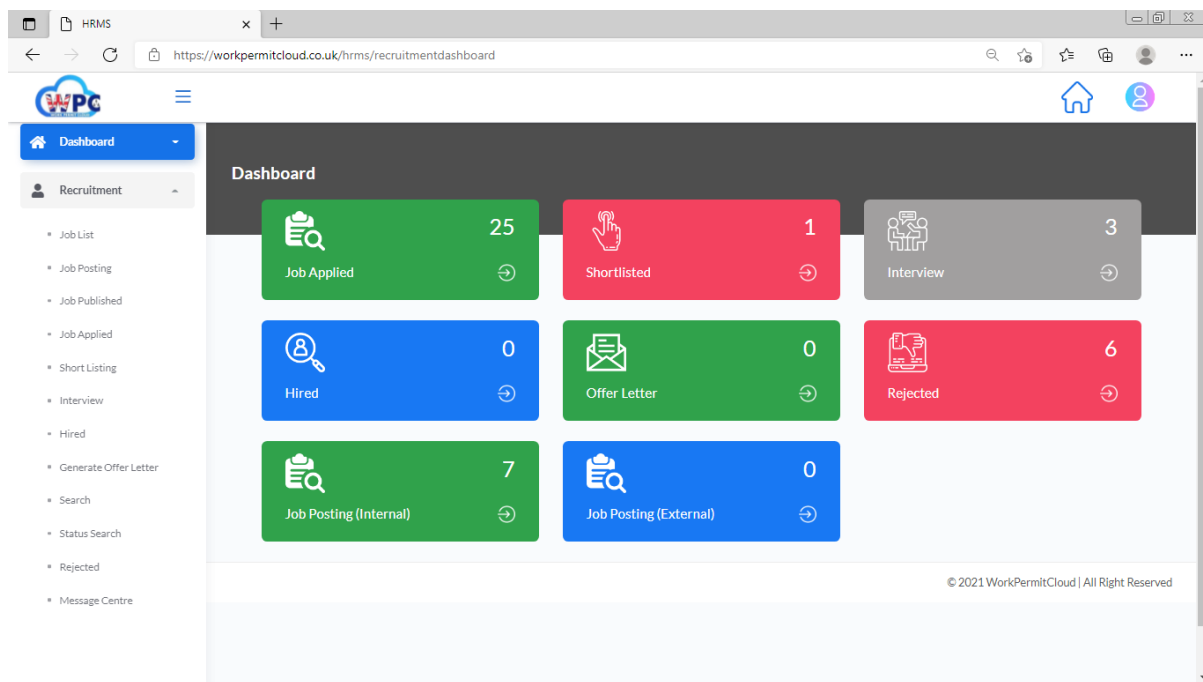


Fig: 4.2

**Job list:** A job list require to capture job description, job title with respective SOC code.

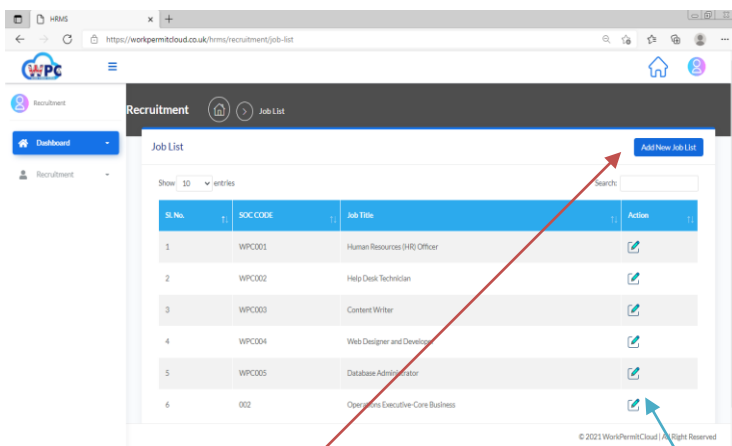


Fig 4.3

In WPC HRMS, job list is the first step for entire recruitment. User/admin can define all type of job list for recruitment by simple click “**Add New Job List**” as shown in the fig: 4.3. After creating a job list, admin can view all job list from **Job List** .

User/admin also can edit job description by clicking pen icon in action column. The edit page also look very alike

the add new page but the only difference is that in edit user/admin has to **Update**, instead of **Submit**. For reference please check the **fig 4.3**

Add New Job List

Edit Job List

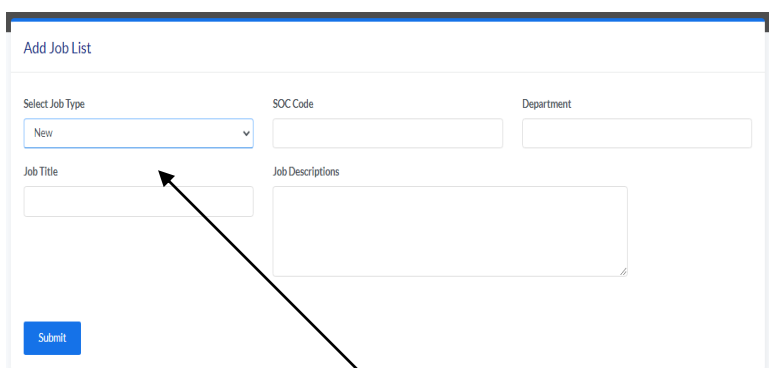


Fig 4.4

**Choose new from drop down to create fresh job list**

A user needs to define first whether he/she wants to create a **new** job list with new **SOC Code**. This type of job means it was not in the system previously.

Fig 4.5

### Job Posting:

Every organization require relevant resources and that is the reason they hire relevant human resources. In WPC-HRMS, user can do this action from **Job Posting** by publishing new job to fulfil their vacancy.

To publish a new job, user need to click **Add New Job** first.

ID No.	SOC Code	Job Title	Job Link	Version	Job Location	Job Posted Date	Closing Date	Email	Phone No.	Status	Action
1	WPC002	Human Resources (HR) Officer	<a href="https://workpermcloud.co.uk/hrms/career/MT02">https://workpermcloud.co.uk/hrms/career/MT02</a>	1	2nd Floor, 112-114 Whitechapel Road, London, E1 1LE	19/03/2021	21/04/2021	mt.aldar@workpermcloud.co.uk	0794992091	Job Created	<a href="#">Edit</a>
2	WPC002	Help Desk Technician	<a href="https://workpermcloud.co.uk/hrms/career/MT02">https://workpermcloud.co.uk/hrms/career/MT02</a>	1	2nd Floor, 112-114 Whitechapel Road, London, E1 1LE	19/03/2021	21/04/2021	mt.aldar@workpermcloud.co.uk	0794992091	Job Created	<a href="#">Edit</a>
3	WPC002	Content Writer	<a href="https://workpermcloud.co.uk/hrms/career/MT04">https://workpermcloud.co.uk/hrms/career/MT04</a>	1	2nd Floor, 112-114 Whitechapel Road, London, E1 1LE	19/03/2021	21/04/2021	mt.aldar@workpermcloud.co.uk	0794992091	Job Created	<a href="#">Edit</a>
4	WPC002	Human Resources (HR) Officer	<a href="https://workpermcloud.co.uk/hrms/career/MT02">https://workpermcloud.co.uk/hrms/career/MT02</a>	1	2nd Floor, 112-114 Whitechapel Road, London, E1 1LE	19/03/2021	21/04/2021	mt.aldar@workpermcloud.co.uk	0794992091	Job Created	<a href="#">Edit</a>
5	WPC002	Database Administrator	<a href="https://workpermcloud.co.uk/hrms/career/MT04">https://workpermcloud.co.uk/hrms/career/MT04</a>	1	2nd Floor, 112-114 Whitechapel Road, London, E1 1LE	19/03/2021	21/04/2021	mt.aldar@workpermcloud.co.uk	0794992091	Job Created	<a href="#">Edit</a>

Fig 4.6

Fig 4.7

In new job posting form, user need to select **SOC code** which will then allowed to populate **Job Title** as created in Job List. **Submit** button allows to post a job successfully which can be viewed in Job List page as shown in fig 4.8.

Job posting link

ID No.	SOC Code	Job Title	Job Link	Version	Job Location	Job Posted Date	Closing Date	Email	Phone No.
1	WPC002	Human Resources (HR) Officer	<a href="https://workpermcloud.co.uk/hrms/career/MT02">https://workpermcloud.co.uk/hrms/career/MT02</a>	1	2nd Floor, 112-114 Whitechapel Road, London, E1 1LE	19/03/2021	21/04/2021	mt.aldar@workpermcloud.co.uk	0794992091
2	WPC002	Help Desk Technician	<a href="https://workpermcloud.co.uk/hrms/career/MT02">https://workpermcloud.co.uk/hrms/career/MT02</a>	1	2nd Floor, 112-114 Whitechapel Road, London, E1 1LE	19/03/2021	21/04/2021	mt.aldar@workpermcloud.co.uk	0794992091
3	WPC002	Content Writer	<a href="https://workpermcloud.co.uk/hrms/career/MT04">https://workpermcloud.co.uk/hrms/career/MT04</a>	1	2nd Floor, 112-114 Whitechapel Road, London, E1 1LE	19/03/2021	21/04/2021	mt.aldar@workpermcloud.co.uk	0794992091
4	WPC002	Human Resources (HR) Officer	<a href="https://workpermcloud.co.uk/hrms/career/MT02">https://workpermcloud.co.uk/hrms/career/MT02</a>	1	2nd Floor, 112-114 Whitechapel Road, London, E1 1LE	19/03/2021	21/04/2021	mt.aldar@workpermcloud.co.uk	0794992091

Fig 4.8

### Share job a social media

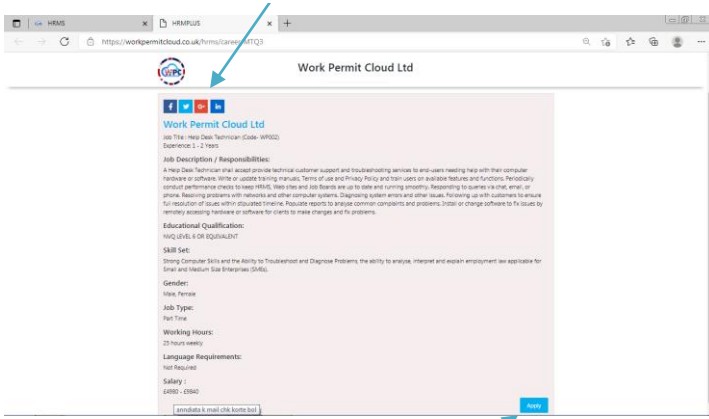


Fig 4.9

Click to apply job

The new posted job then will be automatically published in organisation's website's career page if the organisation has any website. The job can be shared at the social media platform like- Facebook, LinkedIn etc. as it is shown in fig 4.9. Once a applicant will find the vacancy from career page, the applicant need to click on **Apply** button to processed for job application.

Then the applicant need to fill up the concern form as shown in fig 4.10 following **Submit Application** for successful job apply. The applicant need to **upload Resume with Cover page** which is mandatory.

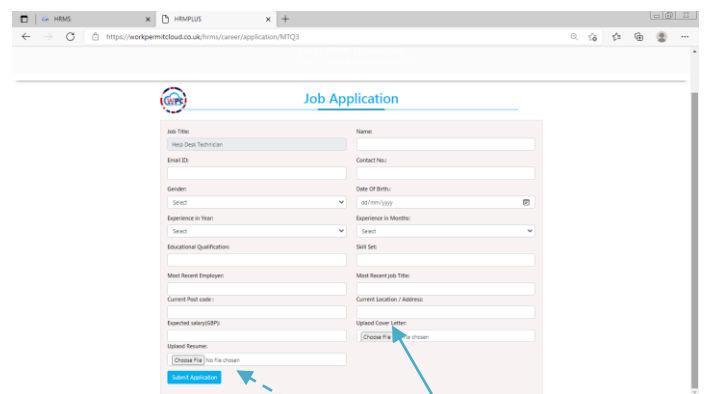


Fig 4.10

Click to submit application

Job application form

Upload Resume & Cover Letter

### Job Published:

Job Published section helps users to post their job in any third party hob portal. Like others, here also a users need to click **Add New Job Published** to post a new job following **Submit**.

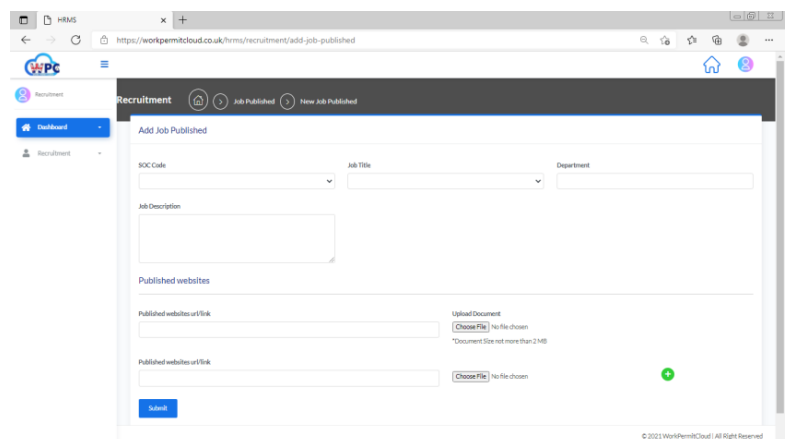


Fig 4.11

## Job Applied:

This section helps HR to find the applied candidate application with resume. **Click on Action** will allow user to edit the application form where the user can view candidature. If the candidature is suitable for the vacant position, then user need to select **Shortlisting** from **Current Stage of Recruitment**, then the candidate will be shortlisted for interview round and the candidature will move into shortlisting section.

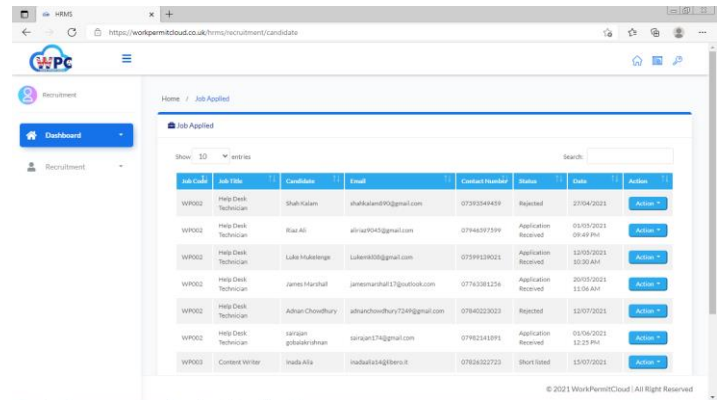


Fig 4.12

## Shortlisting:

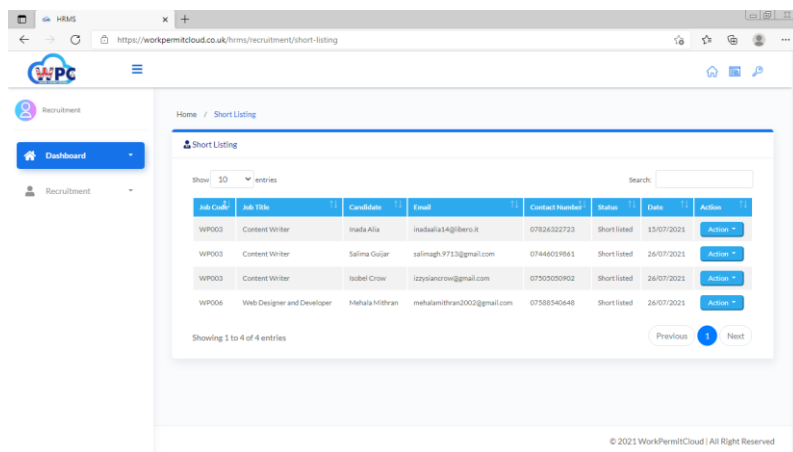


Fig 4.13

User also need to specify interview details, like- **date and time** of interview including **location** as shown in fig 4.14

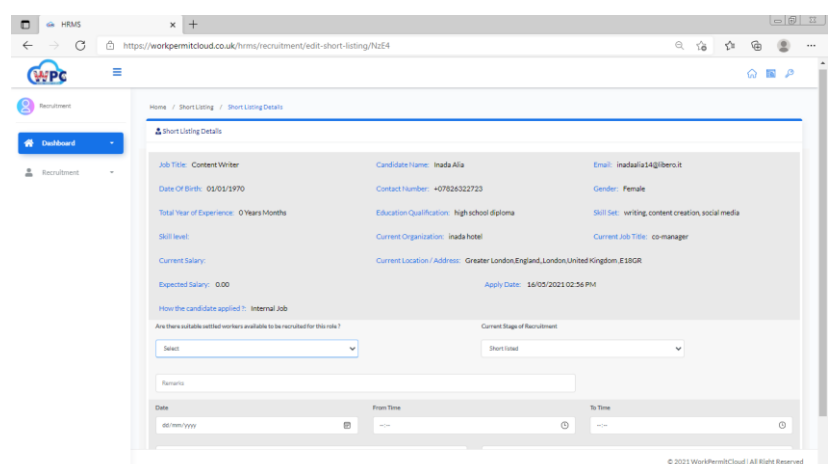


Fig 4.14

### Interview:

Interview section in recruitment module helps user to track and manage all interview details. Once a candidature's is shortlisted for interview, user will find the candidature from interview section. User need to click on **edit**, after select **action** to get the interview tracking page as shown in fig 4.15. Interview can select different stages of interview round from the drop down of **Current stage of recruitment** still the candidature is not get a selection/rejection. Interviewer also can upload interview sheet for the details.

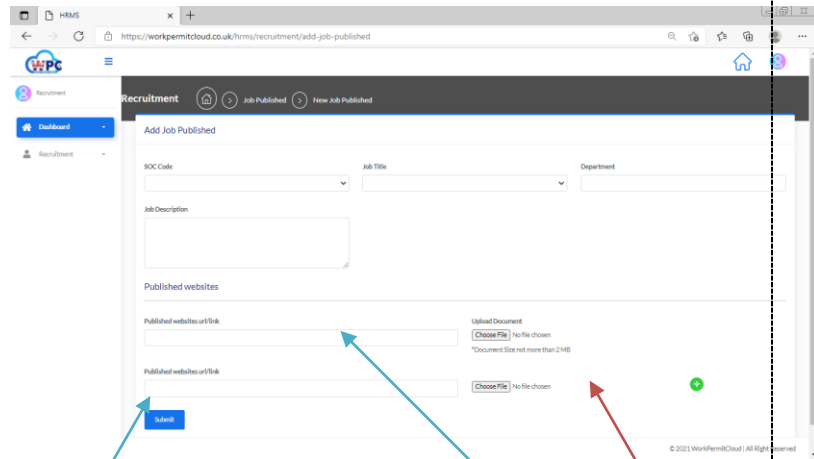


Fig 4.15

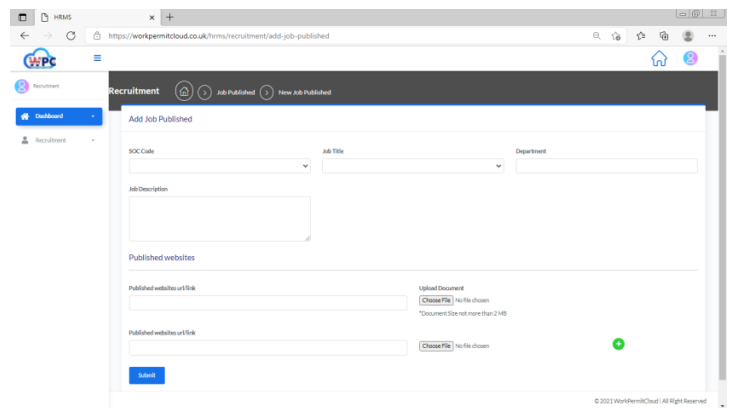
Click to upload interview sheet

Click to select rounds interview round from drop down

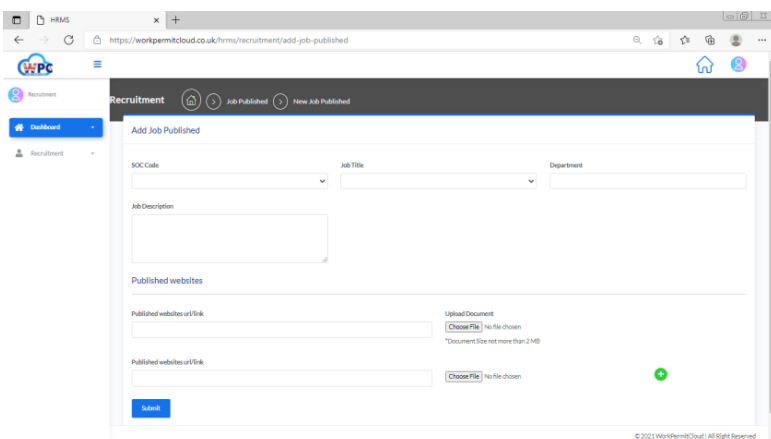
Click to choose interview date

### Hired:

This section allows an user to view all the **Hired candidate list**.

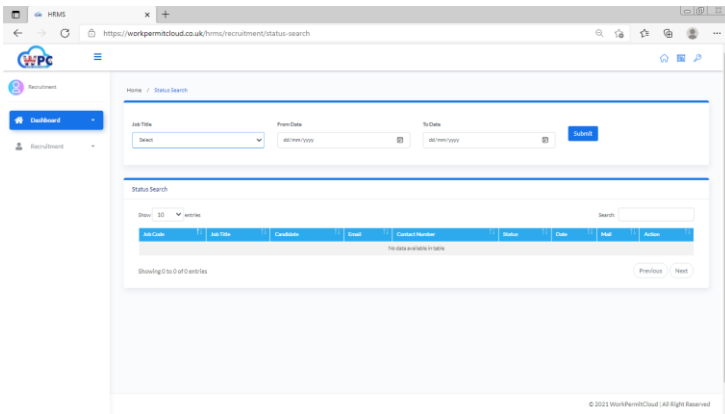


### Generate offer letter:



This section allows an user to generate all offered letter for candidate who are been **Offered**.

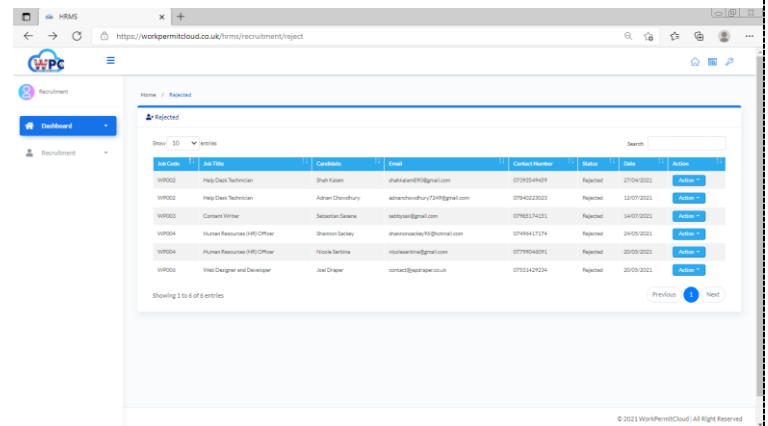
## Status Search:



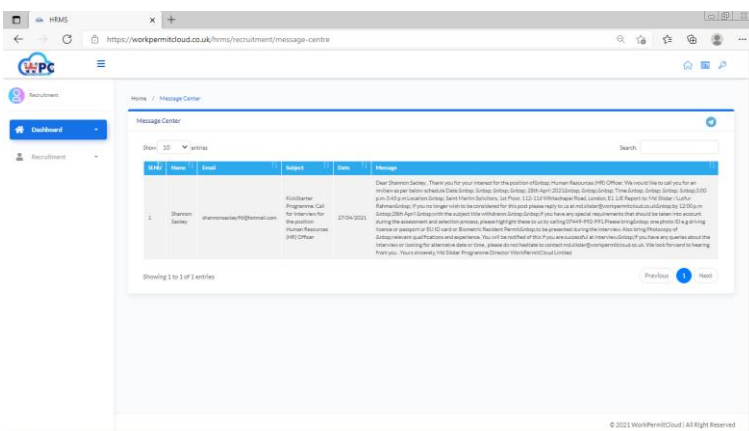
This section helps user to search status of interview for all applied candidate. User need to select **Job Title and Date** before **Submit** the form. Once it is submitted then list of candidature will be shown in below table.

## Rejected:

This section allows user to view list of rejected candidate at once.



## Message Centre:



This section allows user to send message to the candidate for updating information of their candidature.

## CHAPTER 5

# Employee Management: Keep Track Your Employee Information

This chapter will explain how a user can manage all employee information successfully while providing **managers with insights into their workforce**, and helps them to better plan and manage work hours to easily control labor costs and increase productivity.

- Employee
- Change of Circumstance
- Contract Agreement

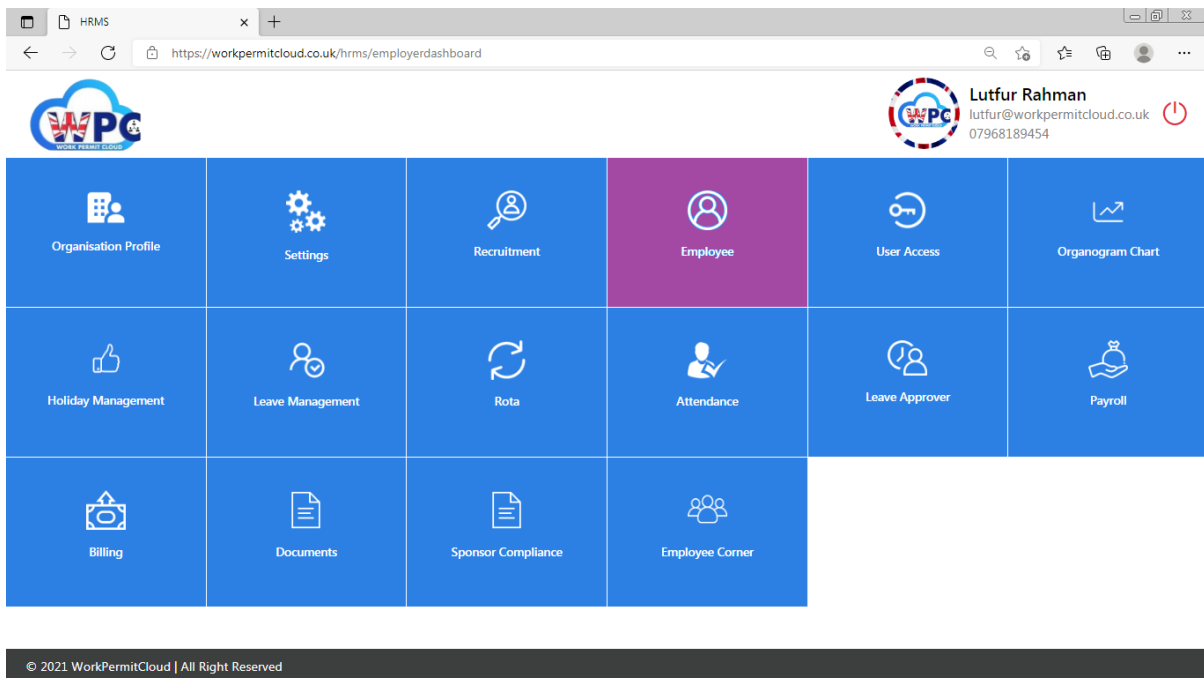


Fig: 5.1

**Employee Dashboard:** One of the helpful inclusions in WPC-HRMS is its uniqueness for employee dashboard. Once a user will enter in the employee management module from the main dashboard, first he/she will find three things- **1) Number of active employees, 2) Staff Report, 3) Number of Migrant Employees.** At left side user will find three menu such as

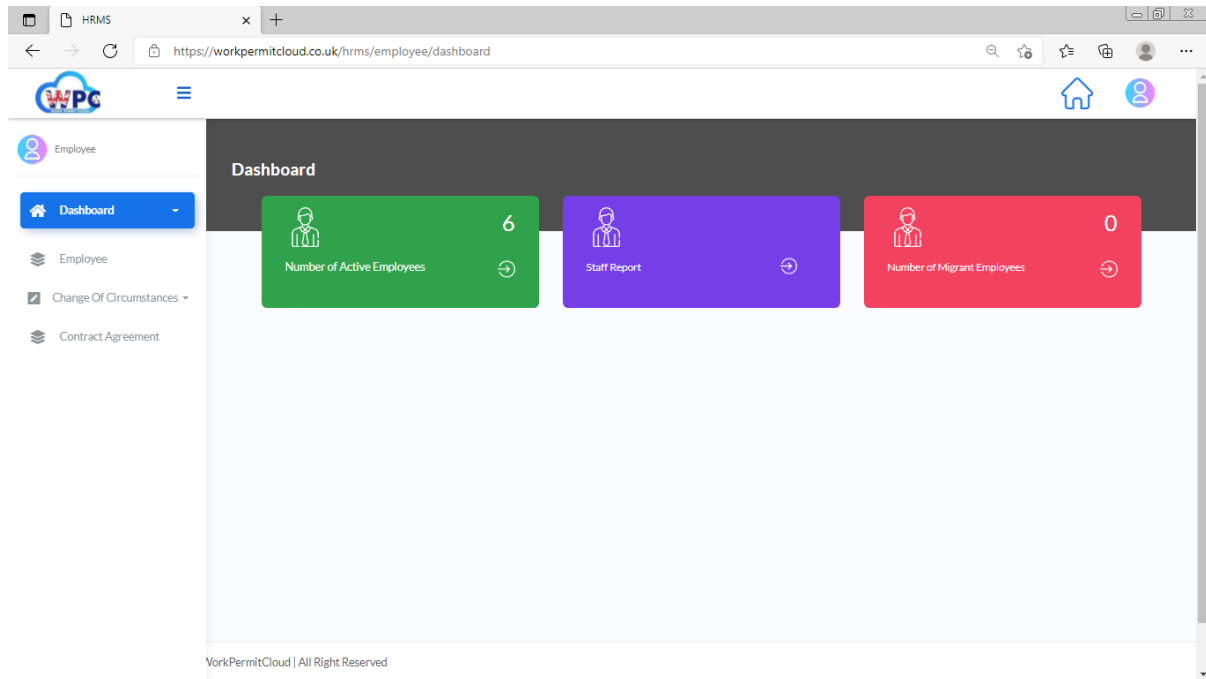

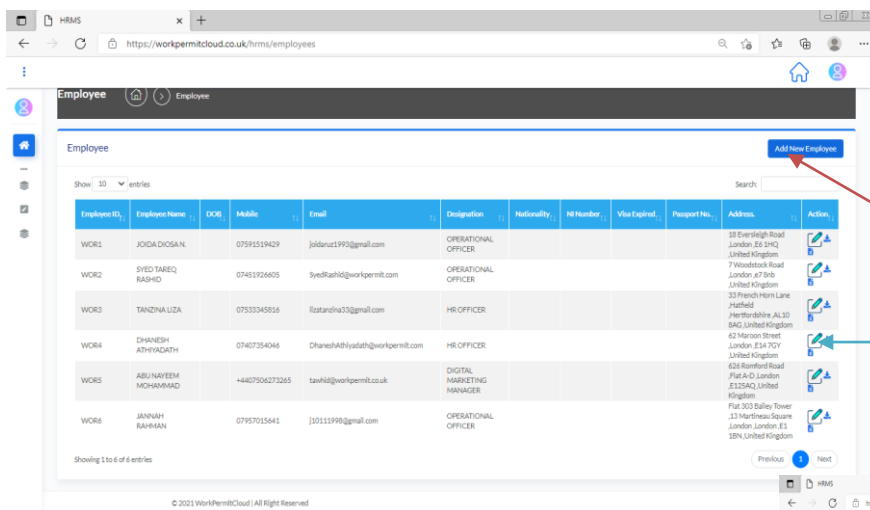


Fig: 5.2

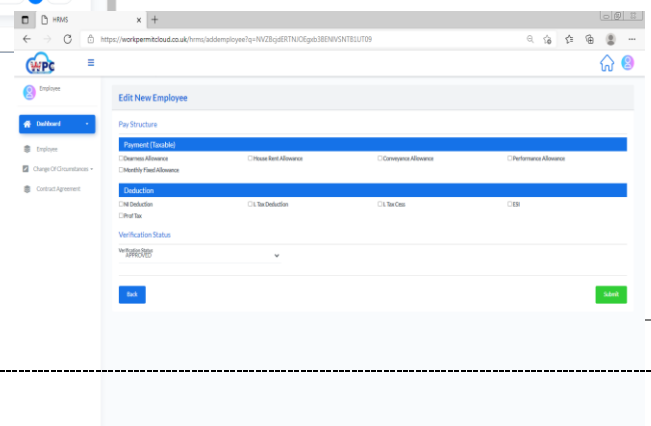
**Employee:** User will first view the employee listing page shown in below. In the listing table he/she will be able to view all employee initial details that has been saved from the **Employee Creation Link**. To complete the full employee information user, need to click  icon



User also can new employee from **Add New Employee**. For reference please check fig 5.3.

Add New Employee.

Edit New Employee.



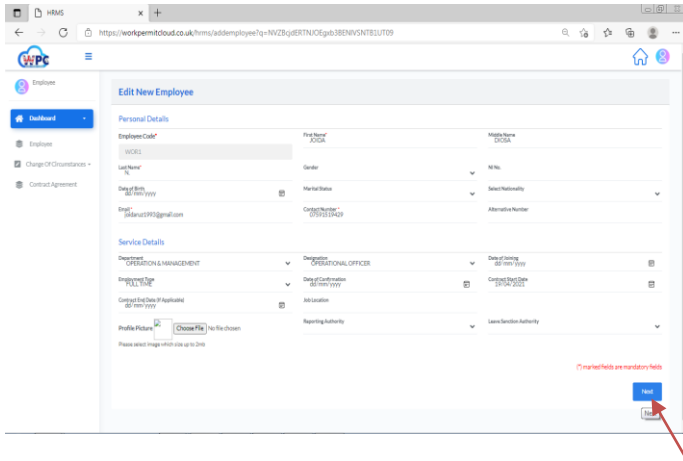


Fig: 5.3A

In employee section, the information keep in records are:

Click next to move forward

- Personal details
- Service Details
- Educational details
- Training details
- Emergency/Next to keen details
- Correspondence address
- Immigration details
- Pay details
- Pay structure

In every case user need to click **Next** to move to next slide and at the end user need to click **Submit** to save the details.

**N.B. BEFORE SUBMITTING THE FORM USER SHOULD ENBLE VERIFICATION STATUS AS APPROVED .**

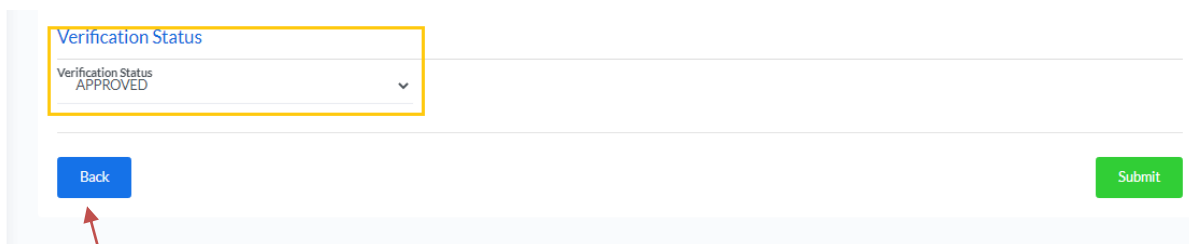


Fig: 5.3C

Click Back to go previous page

User can download and keep hard copy of employee information by clicking **Download** from action button.

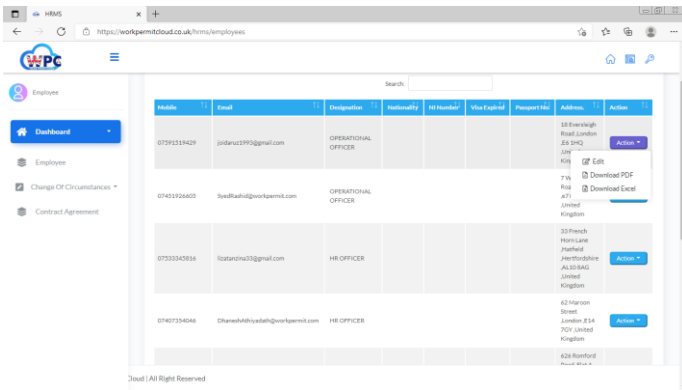


Fig: 5.4A

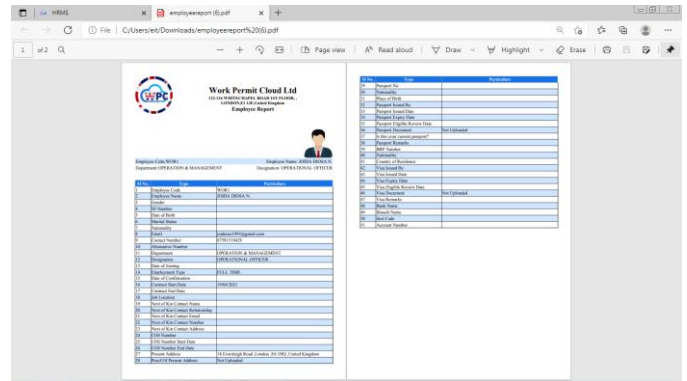


Fig: 5.4B

**Change of Circumstance:** Change of Circumstance section enable user to update existing employee's information regarding **address change, passport & visa expiry change** also enable to update **Settlement Letter status change** in WPC-HRMC. The below fig will explain how this entire activities can be done..

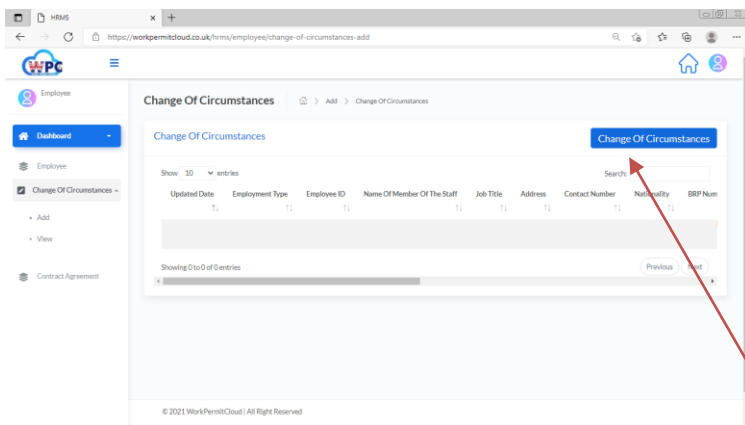


Fig: 5.5

User require to go to the **Change of Circumstance** section where he/she will get **Add** and **View** option. User can click add option to create a new change of circumstance. After that need to click **Change of Circumstance** as shown in fig 5.6.

Click here to add new

To **View** any employee's change of circumstances user need select **Employment Type** following **Employee Code** which automatically shown in respective field as shown in fig 5.7 and then click **Go** to view.

User can download the report from **Download** option in PDF as well as Excel format.

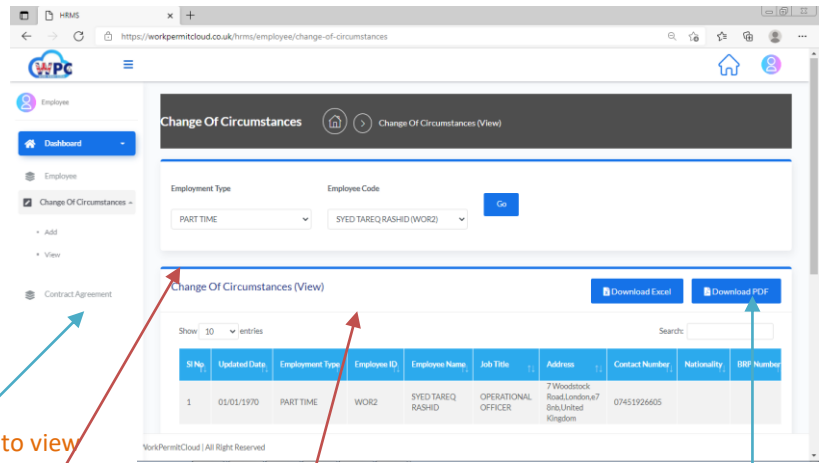


Fig: 5.6

Select employment type

Select employee code

Download report

**Contract Agreement:** From this section user can generate employee contract by simple following below mention step:

Click to **Employment Type** >>> Click to **Employee Code** >>> **Go**

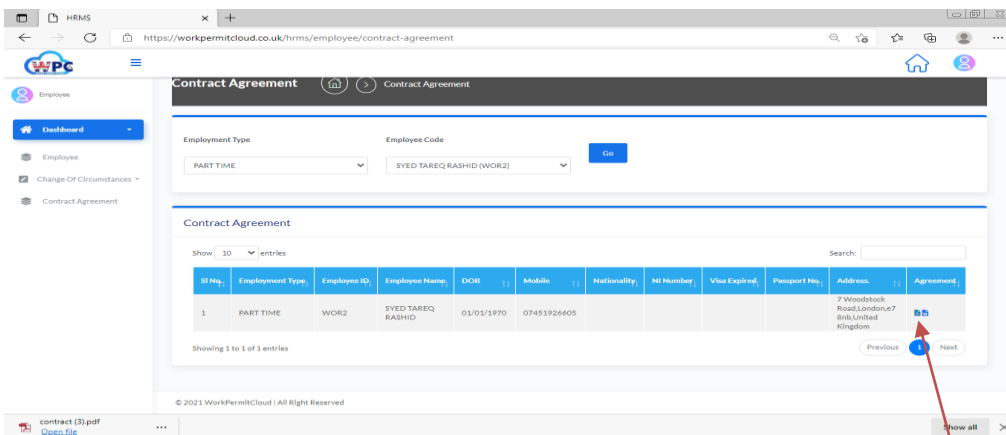


Fig: 5.7

Download Contract Agreement


**Employee Contract Agreement** is System Generated. All user has to do to click the PDF/Excel icon to download. A reference has shown in **fig 5.9**

HRMS x contract (3).pdf x +

File | C:/Users/eit/Downloads/contract%20(3).pdf

1 of 5

Page view | Read aloud | Draw | Highlight | Erase



**Work Permit Cloud Ltd**

**Contract of Employment**

Between the Employer, Work Permit Cloud Ltd  
112-116 WHITECHAPEL ROAD 1ST FLOOR ,LONDON ,E1 1JE ,United Kingdom  
and the Employee, SYED TAREQ RASHID  
7 Woodstock Road ,London ,e7 8nb ,United Kingdom

**Start of Employment and Duration of Contract**

The employment will start on 19/04/2021 and the Initial duration of work is a 3 year period. This contract may be extended in future subject to your performance and subject to immigration control if it is required for your visa condition.

**Probationary Period**

The employment is subject to the completion of a 3months probationary period.

If, at the end of the probationary period, the Employee's performance is considered to be of a satisfactory standard, the appointment will be made permanent.

During the probationary period, one week's notice may be given by either party to terminate this contract

## CHAPTER 6

# Configure Your User and Assign Role

This chapter will define how a user can set and configure following

- User Access
- Role Management

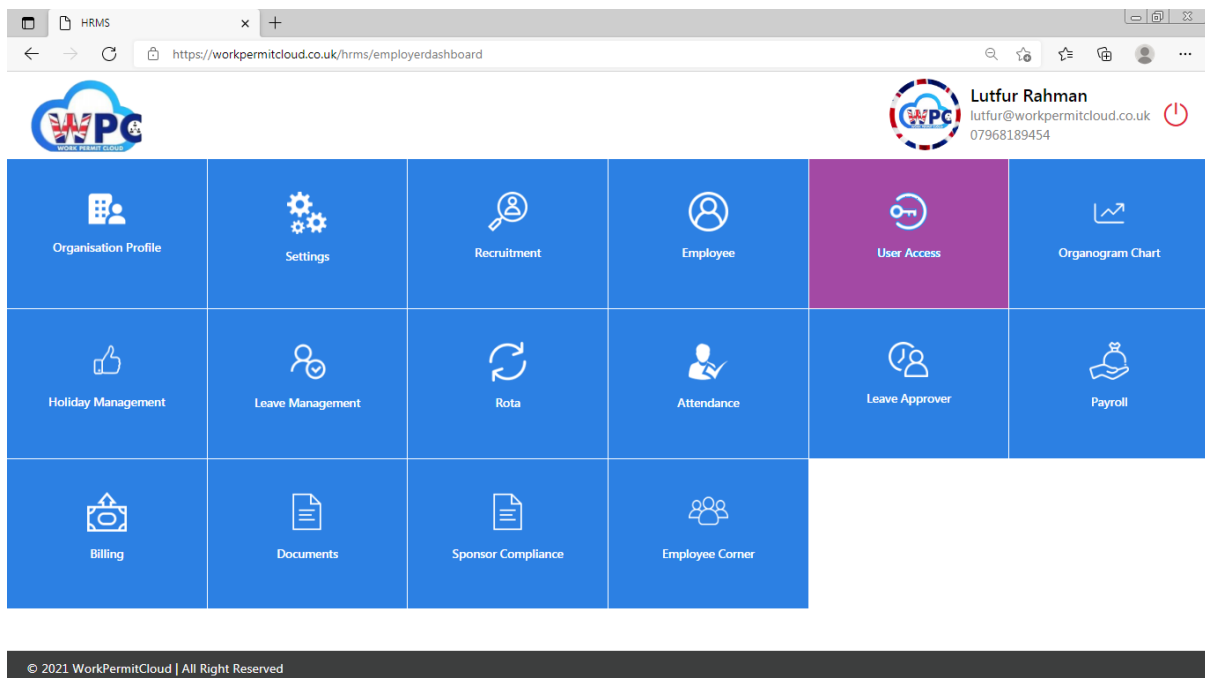



Fig: 6

From the main dashboard a user need to select **User Access** module to start. The next obvious slide he/she will view is shown below

**User Configuration:** In WPC-HRMS to configure user to give them access to self service portal, admin need to click **User Configuration** to get into **User Configuration** listing.

This will allow admin to view all user with their **Login Credential** that is a system generated process. Admin also can create new user from **Add New User** or can update existing user's login credential by simple clicking this  icon

It is always recommended that the status should be **Active** in a successful

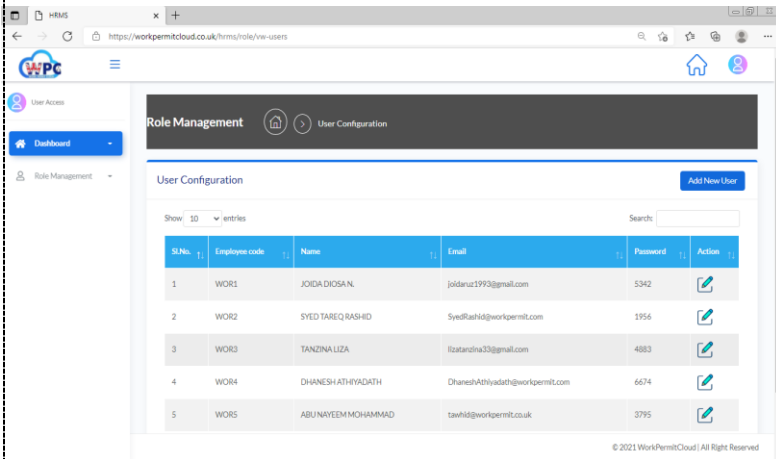


Fig: 6.1

submission. To add or edit, both cases the form will look same in every time admin need to click **Submit** to save the date or changes.

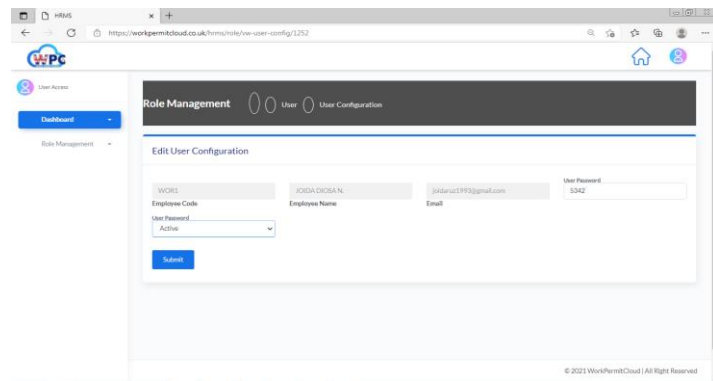


Fig: 6.2

**Role Management:** This part helps admin to assign different role to user such as **Leave Approver, Attendance, Rota, Employee managing, etc** across the WPC-HRMS. Admin first go to **Role Management** to

view the Role Management listing page. To assign new role to a user, admin need to click **Add New Role** and following steps mention below

**Add new role >> Select module from drop down >> Select sub menu >> Give rights >> Select user id**

To save user need to click **Submit**

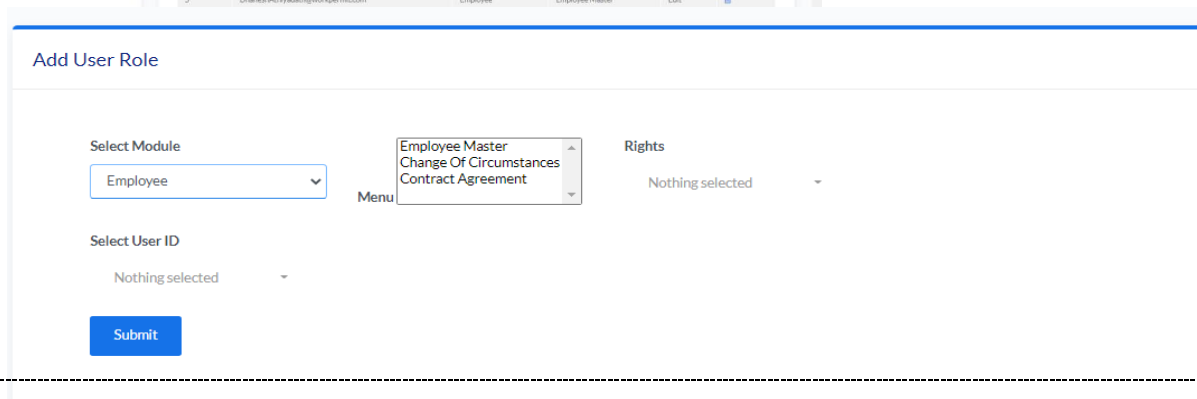
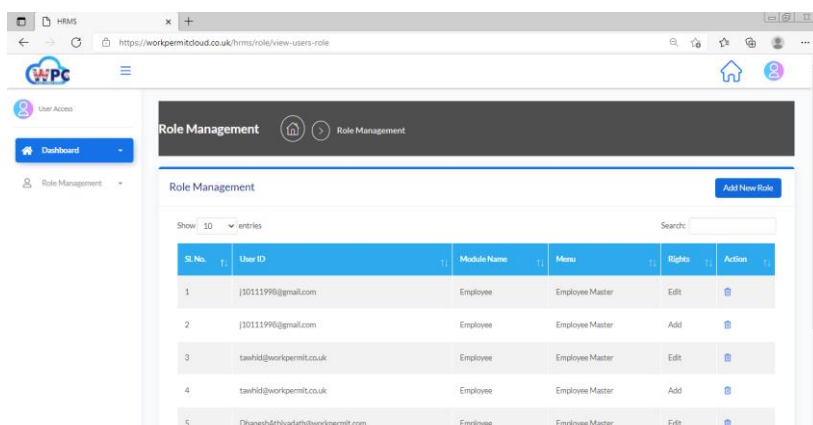


Fig: 6.4

## CHAPTER 7

# Manage Organisation Holiday Calendar Year Wise

This chapter will explain how a user can manage holiday of the organisation calendar year wise following-

- Holiday type
- Holiday list

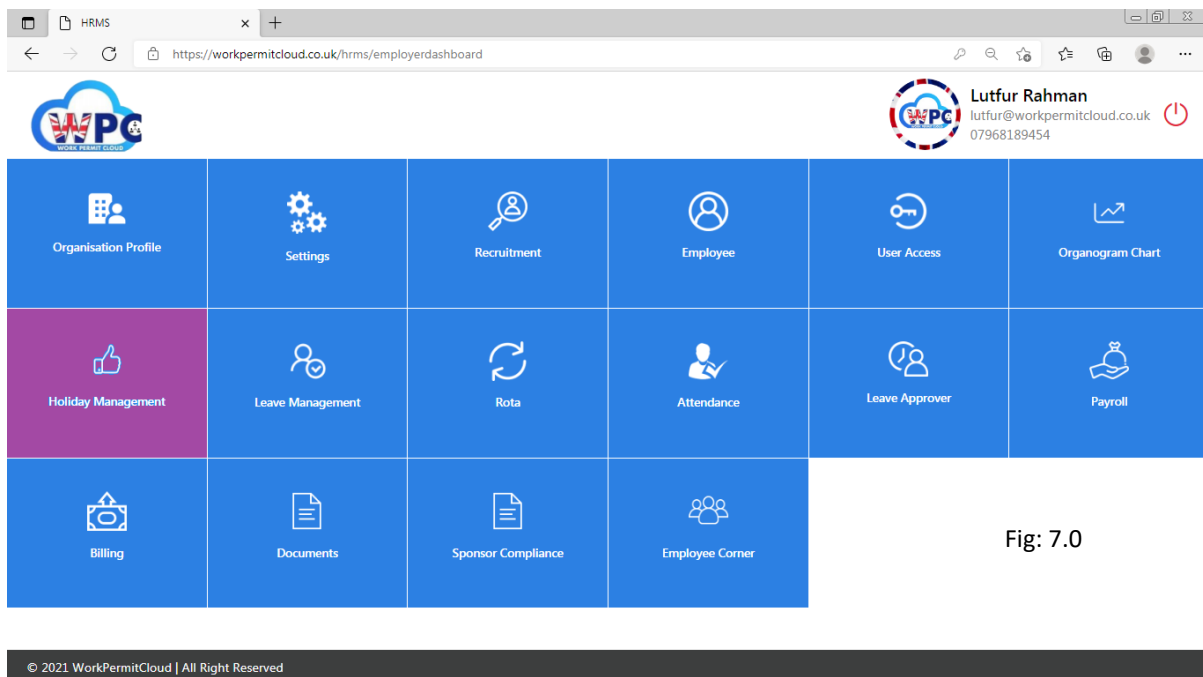


Fig: 7.0

Once a user enters in **Holiday Management module** from main dashboard the next thing he/she will view is the dedicated dashboard for holiday management. The dashboard contain with **1) Number of Holiday Type, 2) Annual Holiday List, 3) Pro Rata Holiday Calculator**. Refer to fig.7.1. It helps a user to view the respective section details directly from dashboard.

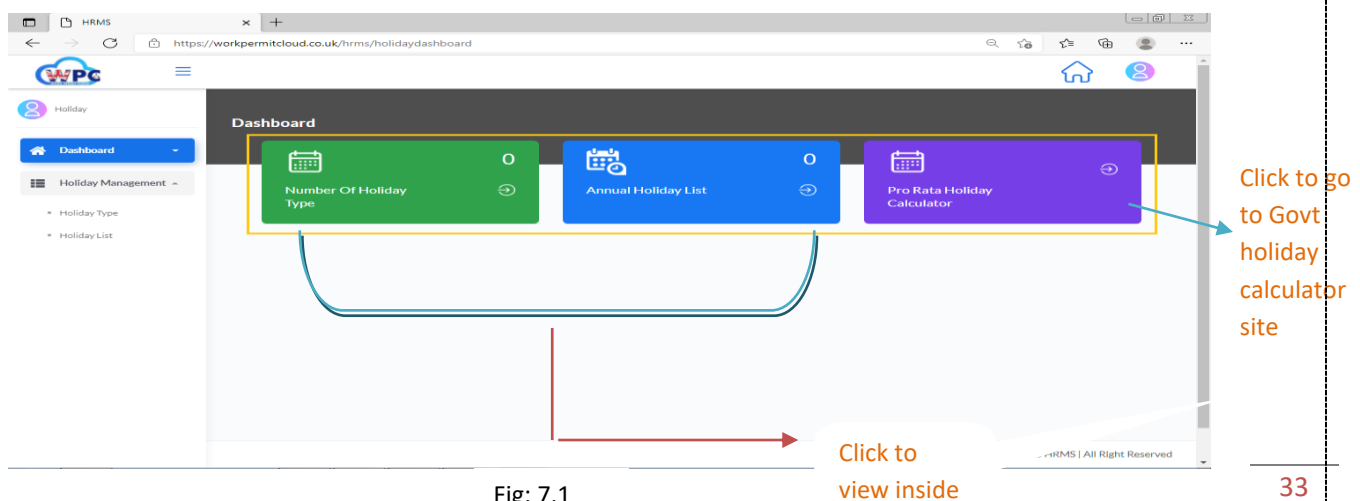


Fig: 7.1

The **Pro Rata Holiday Calculator** helps user or organisation as a whole to accurately calculate employee's leave for a full calendar year as it is integrated with UK Government holiday management site. Meanwhile in left side user can view 2 sections as holiday type and holiday list. Now let's see how a user can effectively manage holiday.

### Holiday Type:

In this module we can add and edit the holiday type. First we have to click the → (arrow) button in **NUMBER OF HOLIDAY TYPE** module. After clicking that we can see another button named **ADD NEW HOLIDAY TYPE**. After clicking the **ADD NEW HOLIDAY TYPE** button we can now add the holiday type from the provided holiday list. We have to add the holiday type and then click the **SUBMIT** button.

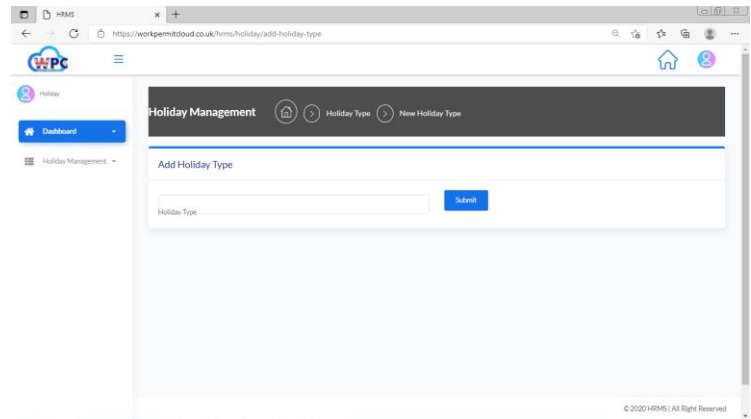
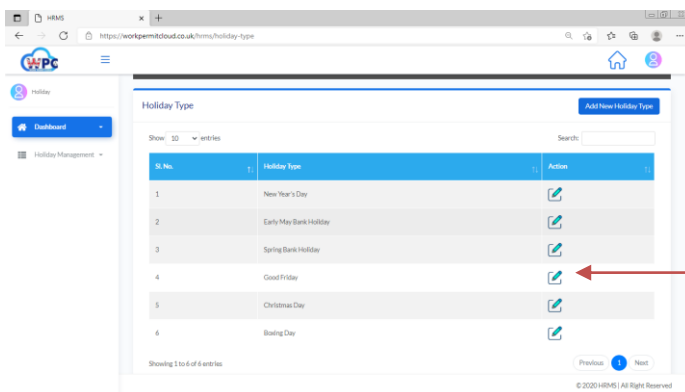


Fig: 7.2



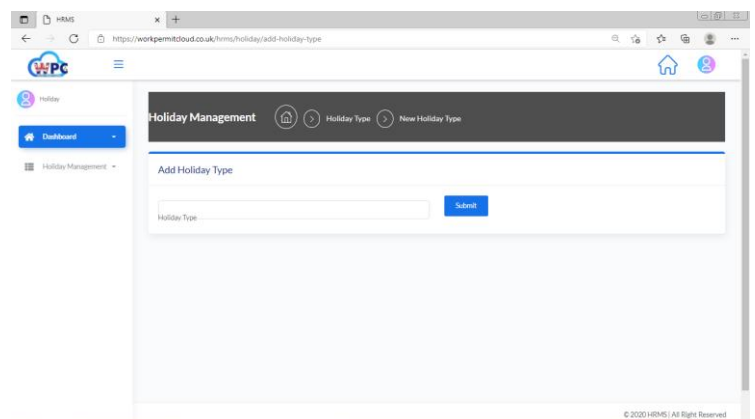
After saving the holiday type user can view the same from **Holiday Type Listing** page. User can also edit holiday type from same listing page by clicking pen icon as shown in fig: 7.3.

Click to edit holiday type

Fig: 7.3

### Holiday List:

In this module we can add, edit and delete the holiday list. First we have to click the → (arrow) button in **ANNUAL HOLIDAY LIST** module. Then we can see another button named Add New Holiday List. After clicking the **ADD NEW HOLIDAY LIST** we can add the date in from date box and add the same date in the to date box. Then select the day on which the holiday is from the

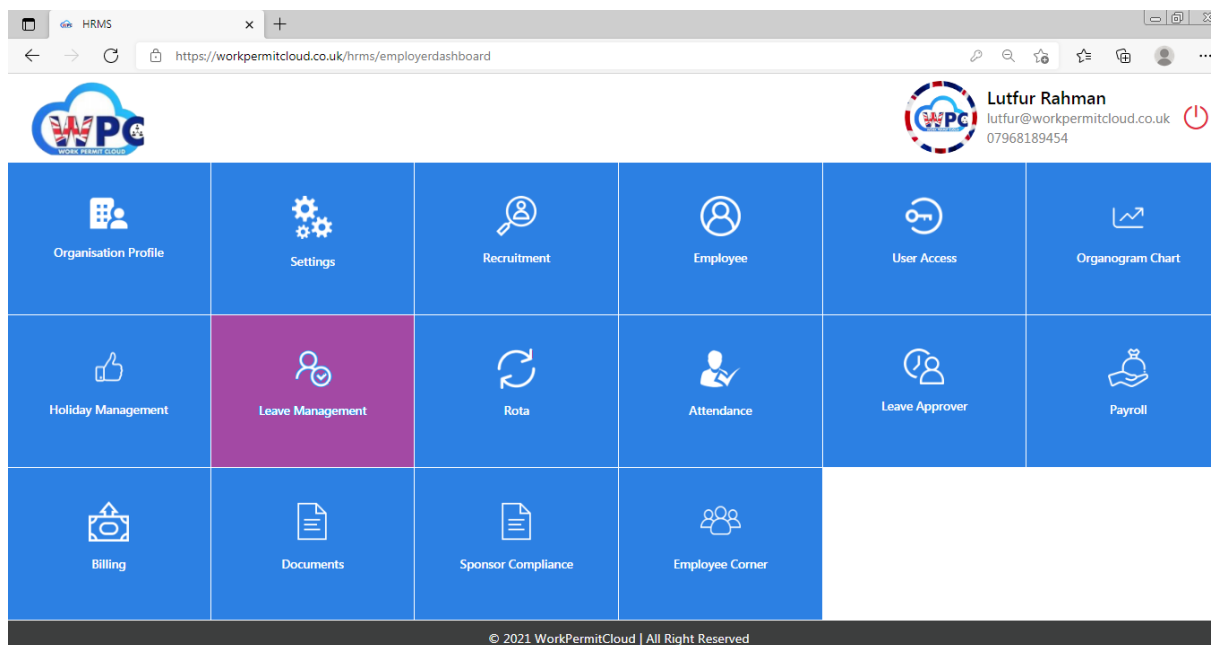


dropdown list in the Day box. Then select the Holiday Type from the dropdown list in the Holiday Type box. Then write the Holiday Description in the Holiday Description Box and after that click the submit box. After that the added Holiday will appear.

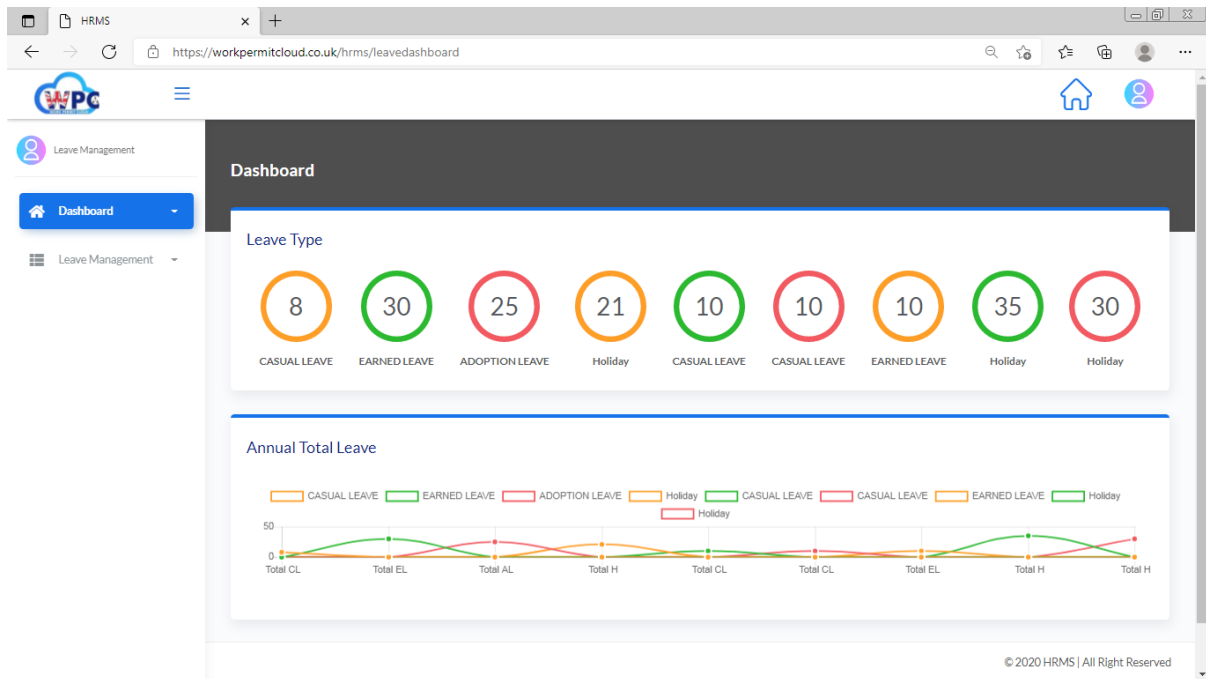
# Manage employee's leave seamlessly

If the organisation wants to control and manage employee leave, this chapter will show the same following-

- Manage leave type
- Leave rule
- Leave allocation
- Leave balance
- Leave report
- Leave report employee wise
- 



**Dashboard:** The main dashboard of **Leave Management** allows a user for a comprehensive view of number of different Leave Type and Annual Total Leave. The comparison graph also gives a insight of employee nature towards leave application.



**Manage Leave Type:**

A user can simple click **Manage leave type** from left panel to go to leave type listing page. By clicking **Manage Leave Type**, user will be able to add new leave type like- Adoption Leave, Bereavement Leave, Maternity Leave etc. Add new leave type form will appear where a user need to put name of leave type and by **Submitting** user will be able to save leave type which can be viewed from **Leave Type Listing** page. Please check fig 8.2 & 8.3

S.No.	Leave Type	Leave Type Sort Code	Remarks	Action
1	CASUAL LEAVE	CL	CASUAL LEAVE	[Edit]
2	EARNED LEAVE	EL	EARNED LEAVE	[Edit]
3	ADOPTION LEAVE	AL	Adoption Leave	[Edit]
4	Authorised Absence	A	Authorised Absence	[Edit]
5	Adoption Leave	AL	Adoption Leave	[Edit]

To add new leave type user need to put leave type name with sort code following remarks if any require before **Submit**.

### Leave Rule:

After clicking the **LEAVE RULE**, we can see the dashboard and extreme right a button named **ADD NEW LEAVE RULE**. After clicking that button, we can add the particular number of leave is fixed for the full time and part time employers for a particular calendar year. First, we click the **ADD NEW LEAVE RULE** button and then we have to select the employment type from the dropdown box, then select Leave type from the dropdown list (i.e., Holiday), then put the Maximum No. Annual (example: 30), then put the date in effective from box (i.e., 01.01.2020) and also put the date in effective to dialogue box (i.e., 31.12.2020) and just click the submit button.

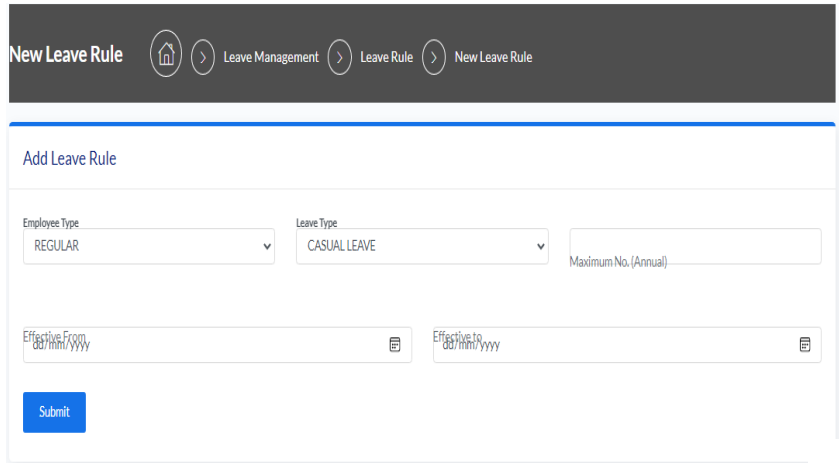


Fig 8.4

We need to fill up these boxes for both **FULL TIME** and **PART TIME** employers.

The **EDIT** process is same like other edit scenario throughout system.

### Leave Allocation:

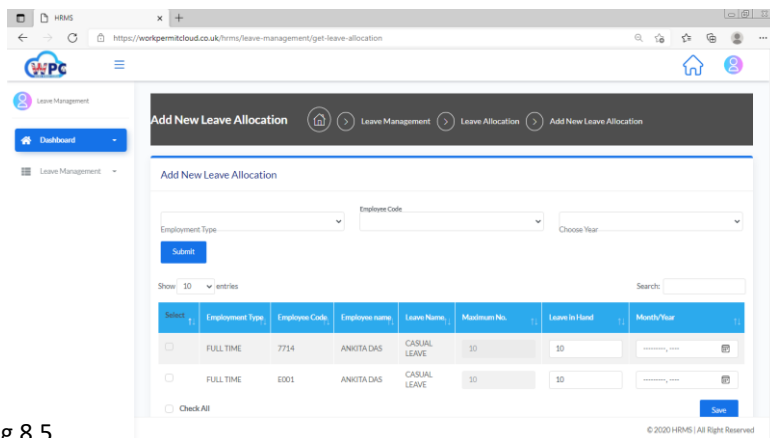


Fig 8.5

In this module we can decide how many leave will get an employee for a calendar year. By clicking the **LEAVE ALLOCATION** button we can see a page where extreme right **ADD NEW LEAVE ALLOCATION** button is there. By clicking that button we need to fill up the boxes from the dialog box which appears in the module. We have to select the employment type from the dropdown list, next we have to select the

employee code from the dropdown list, after that we have to select the year in the chose year box and then just click the submit button. After doing the above mentioned steps the filled details will appear below of that screen. Now we can decide how many leave will be allowed to that particular employee whom we have just filled up now.

Here a box will come named LEAVE IN HAND, we have to put the calculated number of days and then click the MONTH/YEAR button and put the first Month of the year, and then put ‘,’ (**comma**) and then just put the year in which year that particular employee will get the holiday. After then just tick (**v**) the check all and click the save button. By all these above steps we can allocate the holiday for a particular employee.

### Leave Balance:

In WPC-HRMS, one can view which employee has taken the leave and how many leave has taken from **Leave Balance listing**.

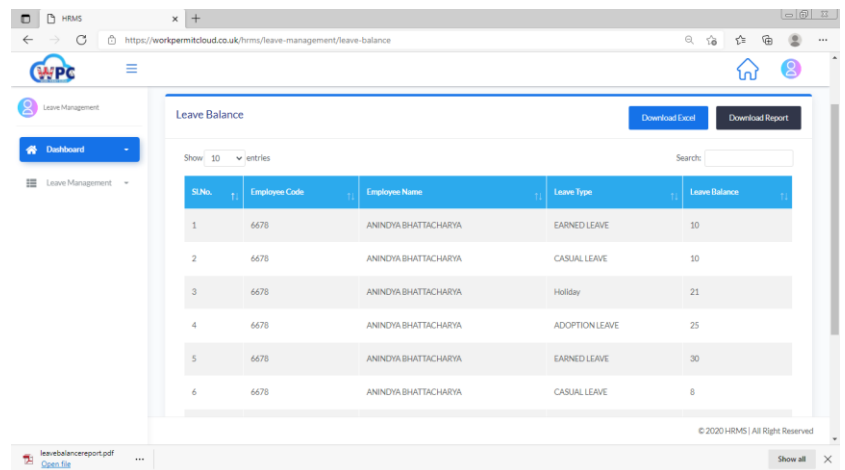


Fig 8.6

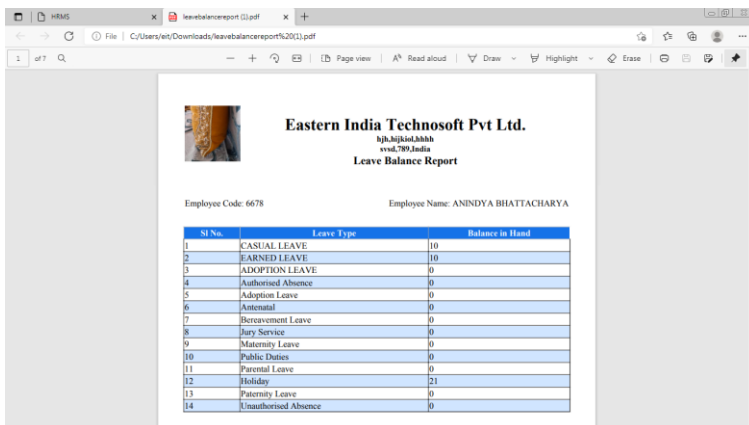
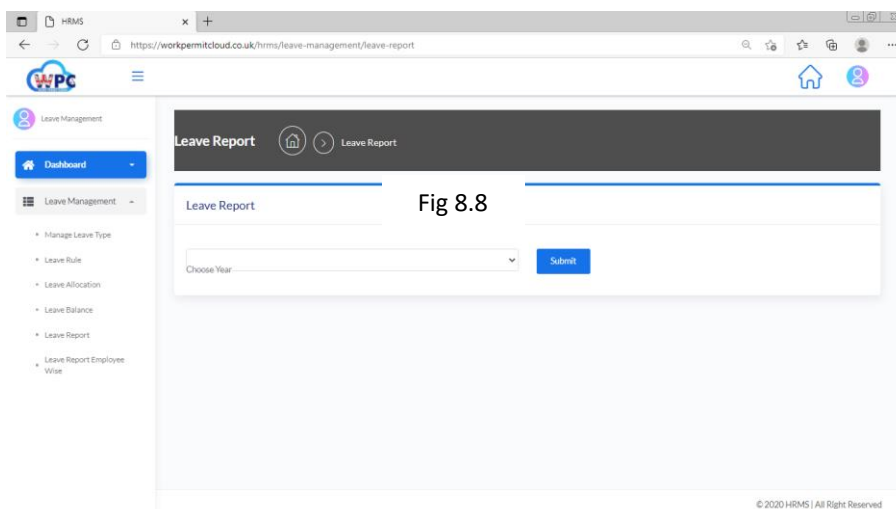


Fig 8.7

We also can download the report in excel and PDF as we want. Here a PDF report format has been shown in fig 8.7

### Leave Report:



This section helps employer to keep track of employee leave history as whole.

A user need to select year of which he/she wants to view leave history and then **Submit** as a whole as show in fig 8.8

A comprehensive report will be downloaded in PDF format as shown in fig 8.9

**Eastern India Technosoft Pvt Ltd.**  
hjh,hjjkioi,hhhh  
svsd,789,India  
**Leave Register Of 2020**

Sl No.	EMPLOYEE ID	EMPLOYEE NAME	DESIGNATION	LEAVE TYPE														
				CASUAL LEAVE	EARNED LEAVE	ADOPTION LEAVE	Authorised Absence	Adoption Leave	Antenatal	Bereavement Leave	Jury Service	Maternity Leave	Public Duties	Parental Leave	Holiday	Paternity Leave	Unauthorised Absence	
1	6678	ANINDYA BHATTACHARYA	ASSISTANT DIRECTOR-II	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	1471	ASHIM GHOSH	MANAGER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	8237	SAMIR KUMAR DAS	MULTI TASKING STAFF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	1384	SOMMIT BANERJEE		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	5024	SUBRATA MUKHERJEE	LOWER DIVISION CLERK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	7714	ANKITA DAS	ASSISTANT DIRECTOR-II	0	4	1	0	0	0	0	0	0	0	0	0	0	0	0
7	RM85	TDFGH DAS	MANAGER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	A11325	SWAGATO ROY	MANAGER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	9090	HABIB RAHAMAN	ASSISTANT DIRECTOR-II	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	EB01	ANKITA DAS	ASSISTANT DIRECTOR-II	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	8762	DGVFD DGVDF		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	EAS12	SUDEV BHROWMIK		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	EAS13	BSBZBZN BSNZBNZ		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Fig 8.9

### Leave Report Employee wise:

This section helps a employer to track leave history employee wise. The user need to select **Leave Report Employee Wise** from left hand panel to go to search option. After selecting **Year** and **Employee Code** , user need to click **View button** to see leave report for that particular employee.

**Leave Management** | Leave Report Employee Wise

Choose Year:  Employee Code:  **View** **Reset**

**Leave Report Employee Wise**

Show: 10 entries | Search:

Sl No.	Employee Code	Employee Name	Leave Type	Date Of Application	Duration	No. Of Days
No data available in table						

Showing 0 to 0 of 0 entries | **Previous** **Next**

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Fig 8.10

**Leave Approver:** This section allows user to validate applicant employee leave balance to approve/reject leave application. User first need to click **Leave Approver** from main dashboard to view **Leave Request List**. In leave request list, user will view all leave request made by applicant employee. Initially every leave request will be in **Unapproved** status. By clicking **edit** button user/leave approver will be able to update leave request status either **Approved/Reject**. Once this action has been done, the applicant employee will be able to view the same in **Employee Corner Dabsboard**. For reference please check the fig 8.11

Type	Employee Code	Name	Leave Type	From Date	To Date	Date Of Application	No. Of Leave	Status	Remarks(If any)
4E	MAL6	JEGARKHOON KHAN MUHAMMAD	Holiday	14-09-2021	05-10-2021	18-06-2021	22	APPROVED	
4E	MAL5	ANISUL HAQUE	Holiday	15-10-2021	05-11-2021	17-06-2021	22	APPROVED	
4E	MAL2	EMMA SUE CABLE	Holiday	16-07-2021	06-08-2021	01-06-2021	22	APPROVED	
4E	MAL1	EMDADUL HOQUE	Holiday	14-10-2021	04-11-2021	16-05-2021	22	APPROVED	
4E	MAL3	HAMIDUL HAQUE	Holiday	03-11-2021	24-11-2021	15-05-2021	22	APPROVED	
4E	MAL4	AHASANUL KARIM	Holiday	18-06-2021	30-06-2021	09-05-2021	13	APPROVED	
4E	MAL6	JEGARKHOON KHAN MUHAMMAD	Holiday	27-03-2021	27-03-2021	08-03-2021	1	REJECTED	
4E	MAL3	HAMIDUL HAQUE	Holiday	28-02-2021	28-02-2021	03-02-2021	1	REJECTED	
4E	MAL4	AHASANUL KARIM	Holiday	06-02-2021	06-02-2021	17-01-2021	1	REJECTED	
4E	MAL1	EMDADUL HOQUE	Holiday	18-02-2021	18-02-2021	13-01-2021	1	REJECTED	

Fig 8.11

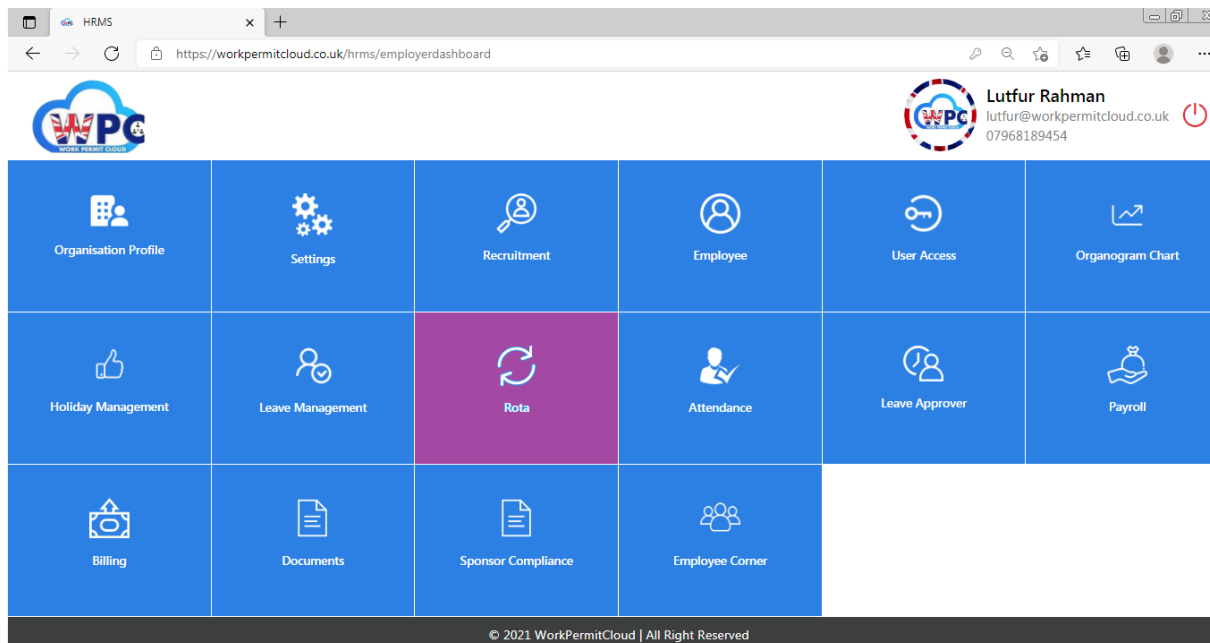
Leave status update

## CHAPTER 9

# Late Policy, Grace Period, and Employee Duty Roster to Run Seamless Operation

This chapter will explain how a user can set rota following-

- Shift management
- Late policy
- Day off
- Grace period
- Duty roster
- Visitor register



**Shift Management:** Creating shift is required to generate duty roster for employee. Fig 9.2

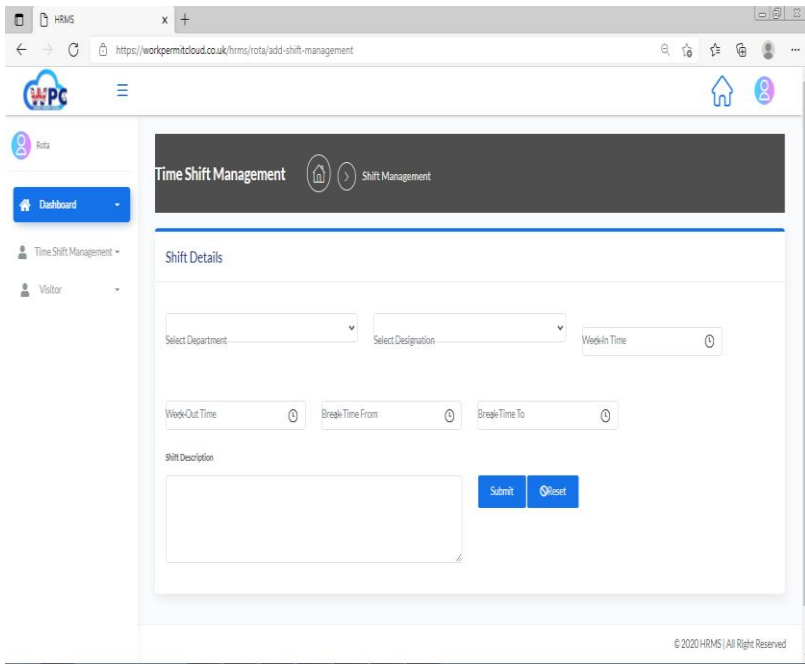


Fig: 9.2

explain how to capture following details for successful shift creation-

- Select Department: From dropdown
- Select designation: From dropdown
- Work in Time: Manual input of time(24 hours format)
- Work out Time: Manual input of time(24 hours format)
- Break Time From: Manual input in minutes
- Break Time To: Same as above
- Shift description: Manual input like morning shift

To save the input user need to click **Submit, Restore** to get back blank form

The user can **View** shift details from **Shift Management** listing page fig 9.3

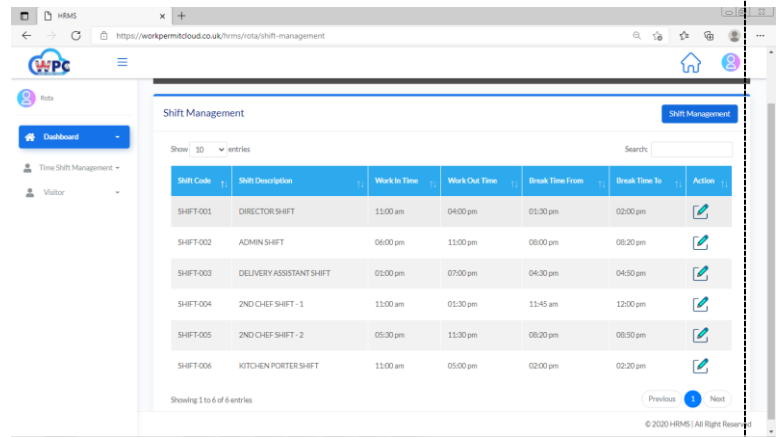
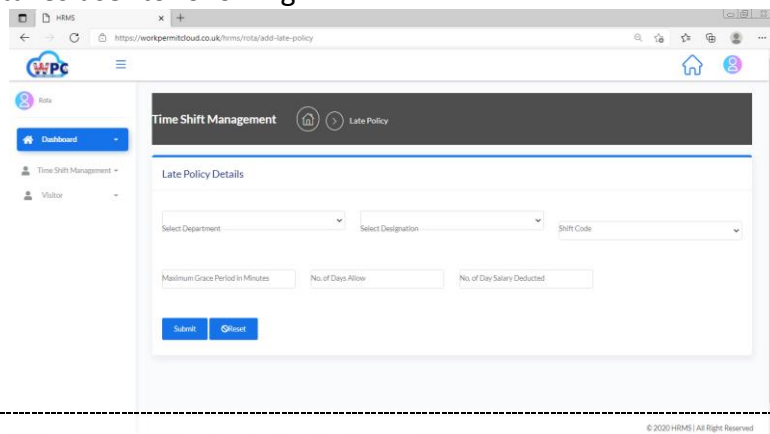


Fig: 9.3

**Late Policy:** This section helps to create late policy shift wise. By clicking **Late Policy** from listing page takes user to following

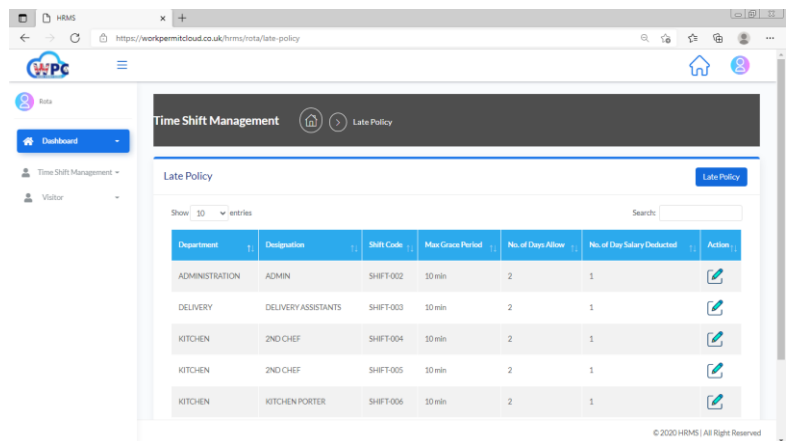


- Select Department: From dropdown
- Select Designation: From dropdown
- Select Shift Code: From dropdown
- Maximum Grace: Will populate automatically
- period
- No of days allow: Manual input
- No of salary Deducted: Manual input

Fig: 9.4

To save the input user need to click **Submit, Restore** to get back blank form.

The user can **View** shift details from **Shift Management** listing page fig 9.5



**Day off:** Day Off section helps users to allocate **Day Off** shift wise. Fig 9.5 explain how to capture following details for day off.

- Select Department: From dropdown
- Select Designation: From dropdown
- Select Shift Code: From dropdown

Tick day to allocate day-off under that shift.

To save the input user need to click **Submit, Restore** to get back blank form.

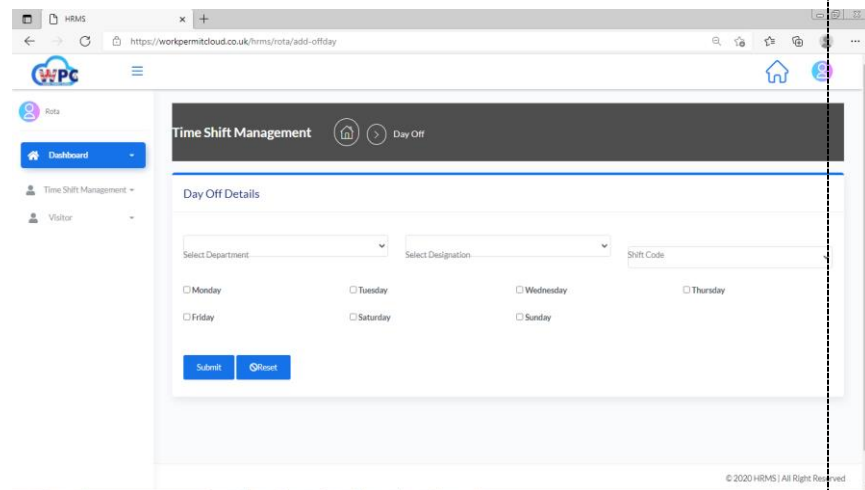


Fig: 9.5

After creating Day-Off, it can be visible from day off listing page. One can **Edit** day off simple by clicking pen icon which will takes user to page shown in fig 9.5

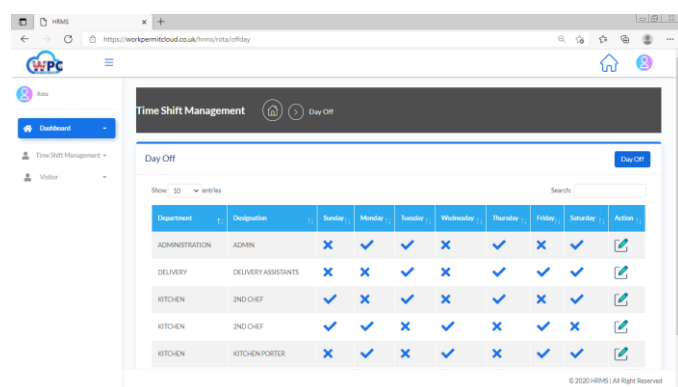


Fig: 9.6

## Duty Roster:

Select Department: From dropdown  
 Select Designation: From dropdown  
 Select Employee Code: From dropdown

From date & To date:  
 Select from

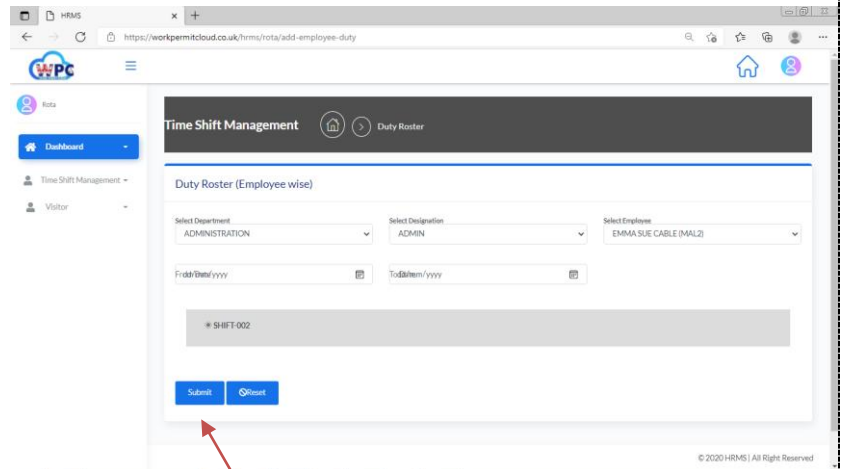


Fig: 9.7

Click Submit to save

## To View Duty Roster

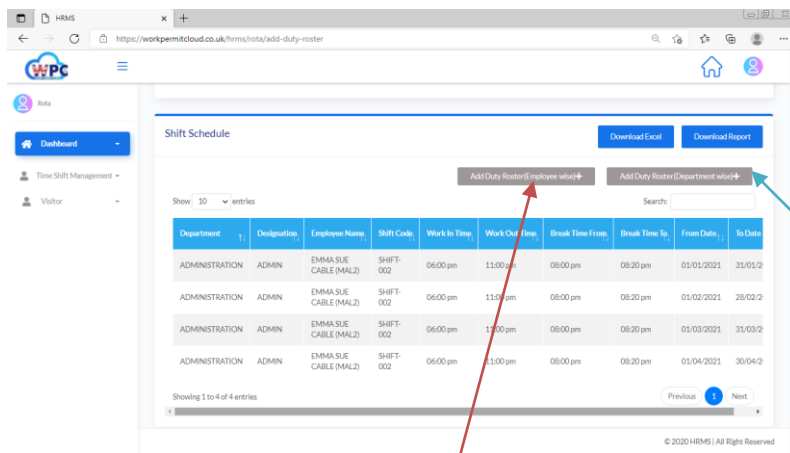


Fig: 9.8

Click to add new duty roster

Select Department: From dropdown  
 Select Designation: From dropdown  
 Select Employee Code: From dropdown

From date & To date: Select from

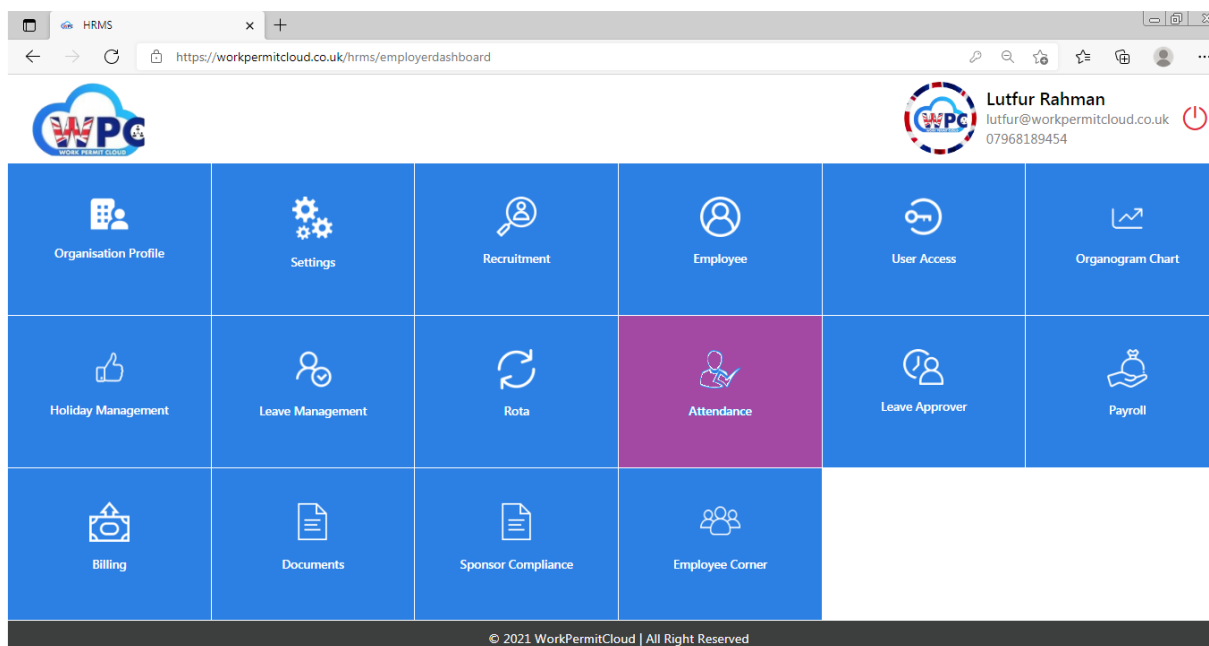
Click download report



# Track Employee, Their Attendance and Absentism

This chapter will explain how a user can store employee attendance

- Upload Attendance
- Daily Attendance
- Attendance History
- Absent report



**Dashboard:** The main dashboard of Attendance module reflects three basic parameter, such as 1) Total No Of Employee Present, 2) Total No Of Employee Absent, and 3) Total No Of Employee on leave as shown in fig 10.1

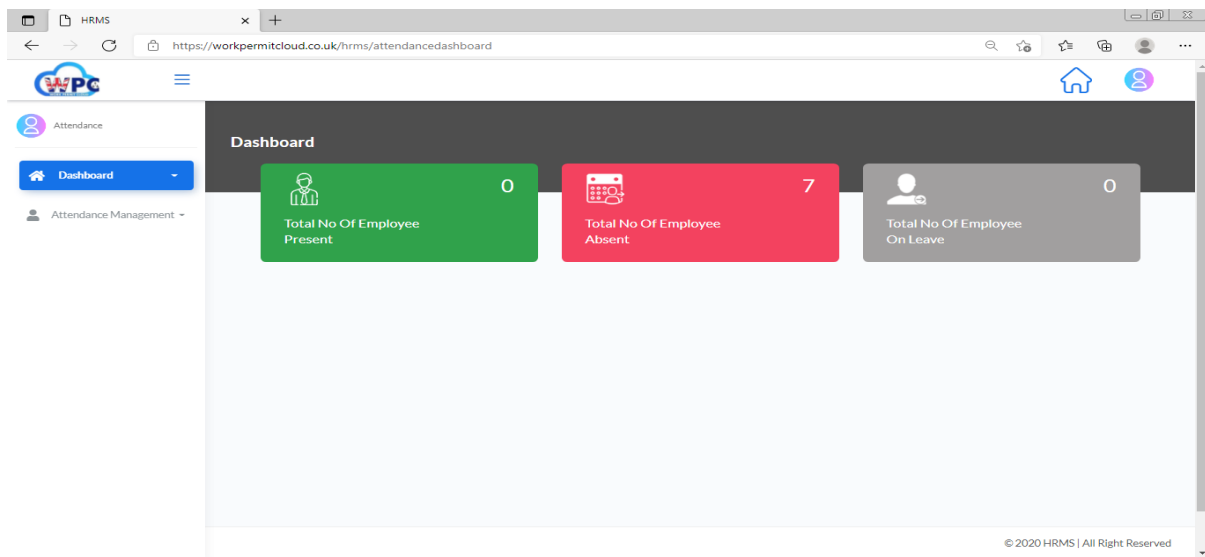


Fig 10.1

**Upload Attendance:** This section helps to upload attendance sheet in **csv format** from your attendance device and upload the same using **Upload Attendance** section.

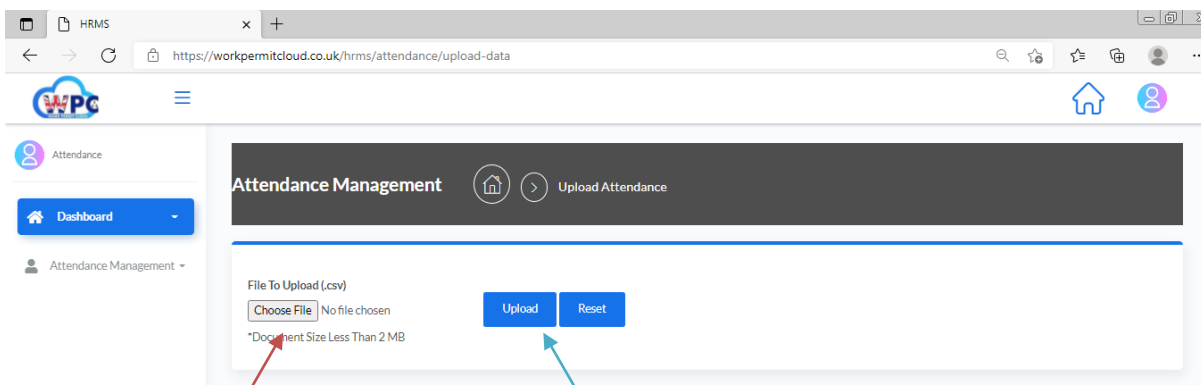
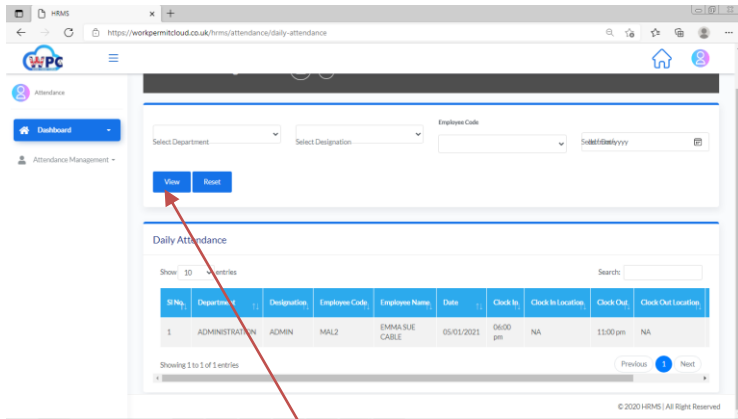


Fig 10.2

Click choose file to browse attendance sheet

Click upload to update attendance in WPC-HRMS

**Daily Attendance:** This section helps to manage employee daily attendance. To view employee's daily attendance a user should follow the mention steps below-



Click View daily attendance

Select Department: From dropdown  
 Select Designation: From dropdown  
 Select Employee Code: From dropdown  
 Select date from

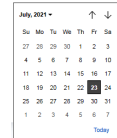
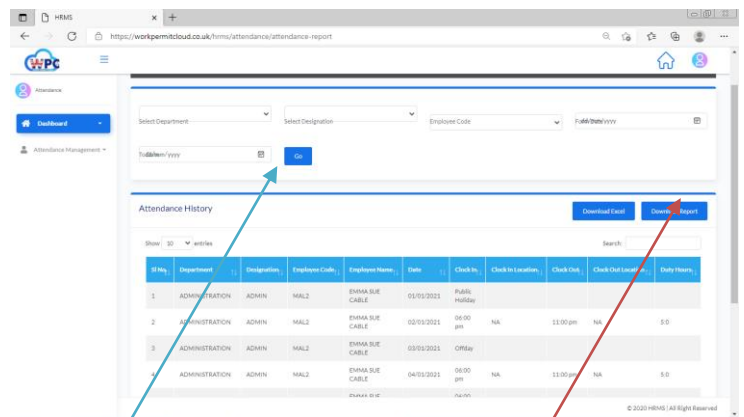
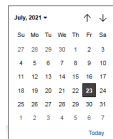


Fig 10.3

**Attendance History:** A attendance history basically a section in WPC-HRMS where a user can view and record employee's attendance and also can download the same. To do that user should follow the mention steps below-

Select Department: From dropdown  
 Select Designation: From dropdown  
 Select Employee Code: From dropdown

Select date range from



Click Go to generate attendance history

Click to download report in PDF/ Excel format

Fig 10.4

**Absent Card:** This section helps user to generate absent report in WPC-HRMS where a user can view and record employee’s absentism and also can download the same. User also can view absent record without downloading by clicking **View** button on right top of the listing table. To do that user should follow the mention steps below.

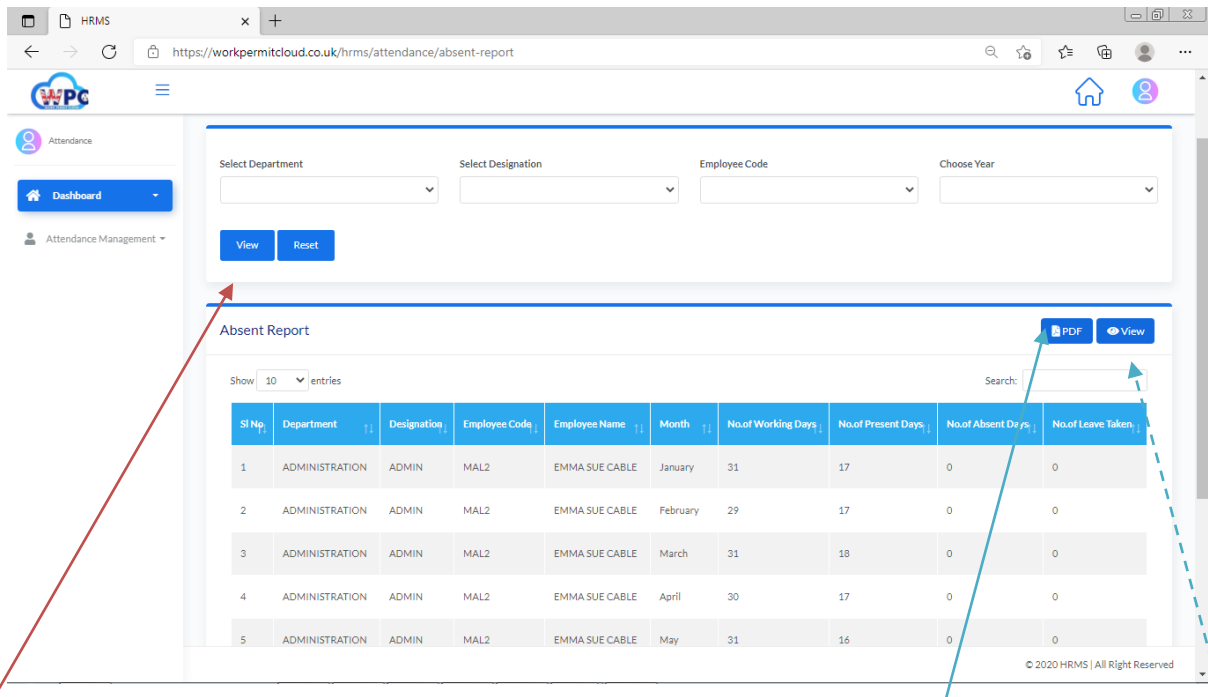


Fig 10.5

Click Go to generate absent history

Click Go to generate absent record

Online view of absent record

Select Department: From dropdown

Select Designation: From dropdown

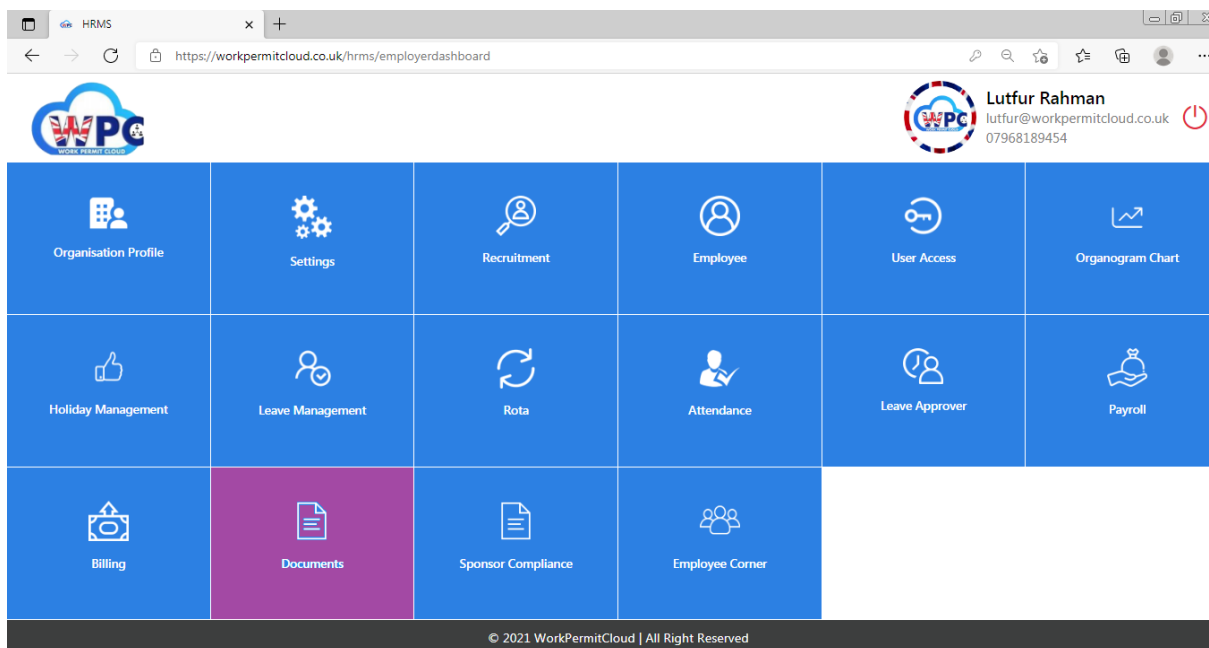
Select Employee Code: From dropdown

Select Year: From dropdown

# Manage Employee Document Organisation's Document, Staff list

This chapter will help a User to know how employee can be store and view with following-

- Staff Report
- Organisation Report
- Employee Report



**Staff List:** In WPC-HRMS, Staff list under document module is a section where an employer can view the entire staff list of the organisation by simply clicking at the staff list option in the left panel. An employer can also download the same report in PDF/Excel format.

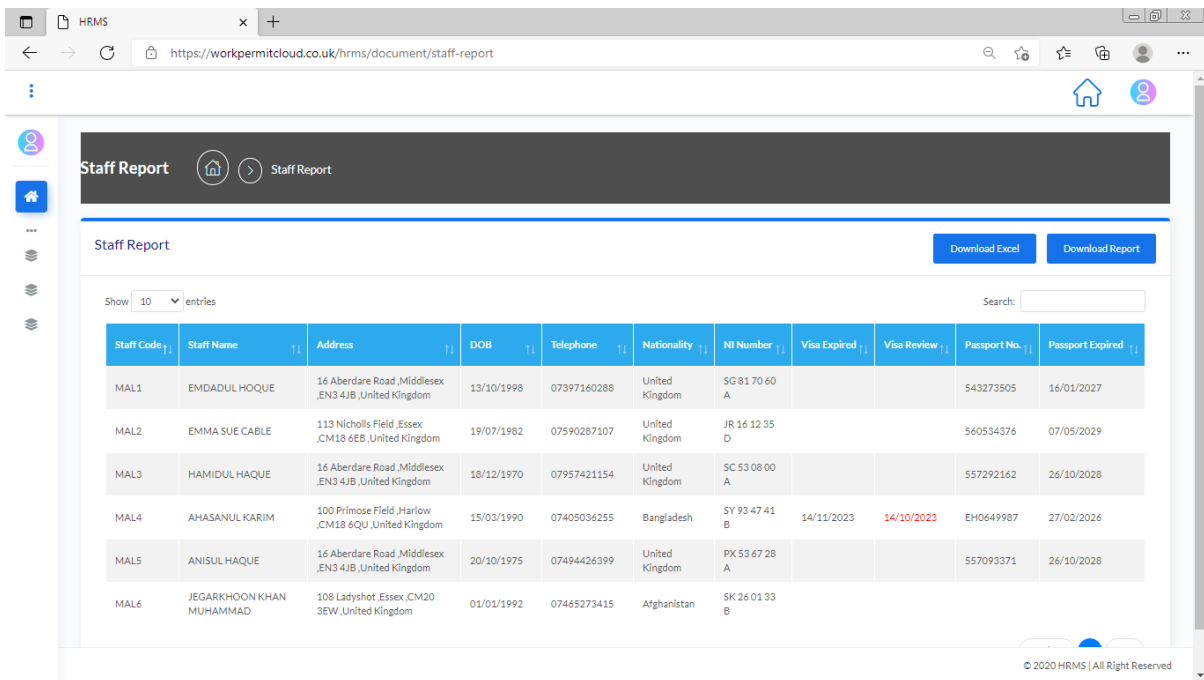


Fig: 11.1

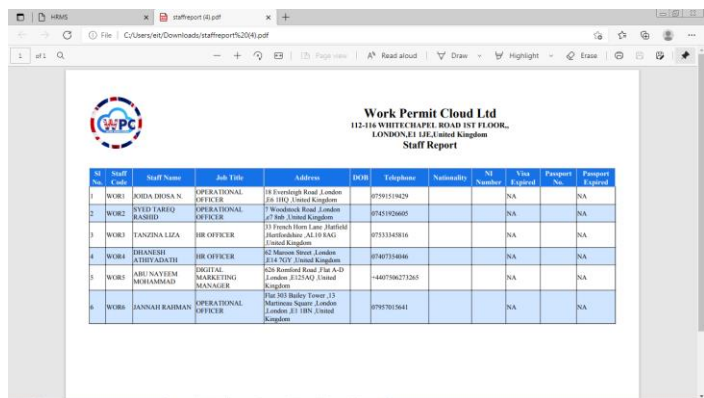


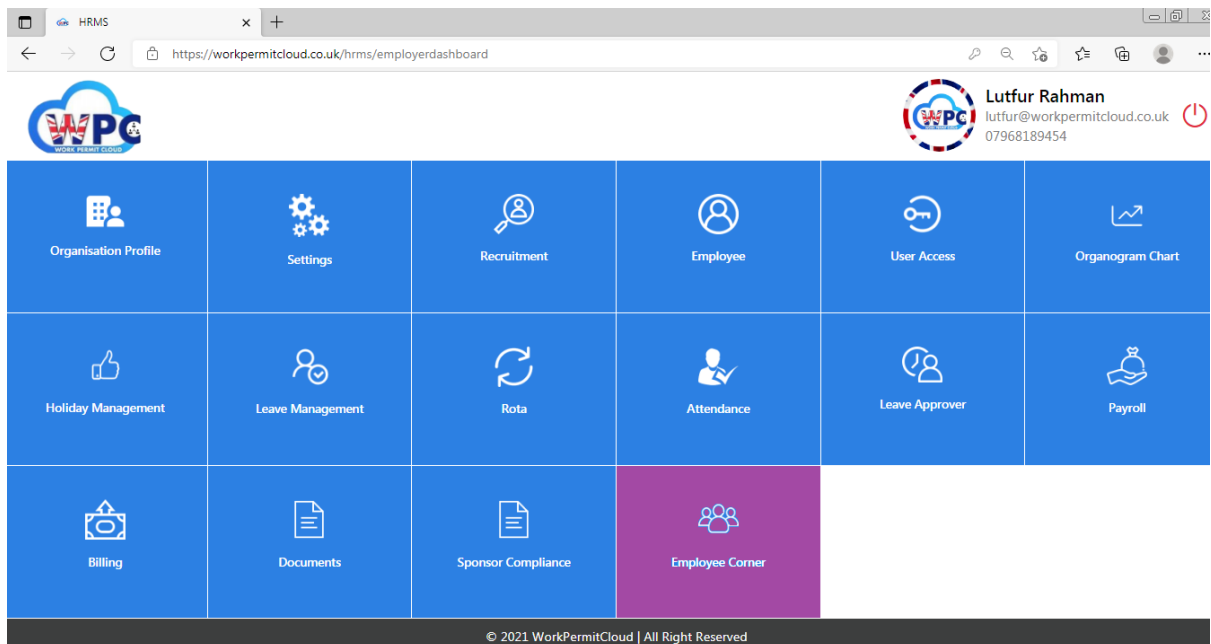
Fig: 11.2



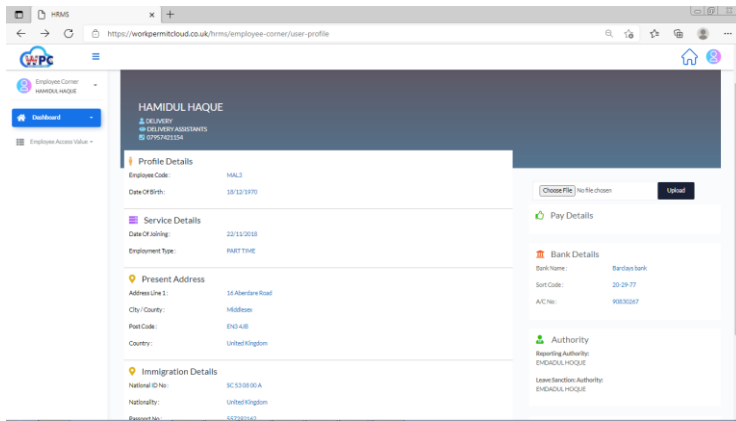
# Let Your Employee to Control Personal Nitti-Gritty

This chapter will help to know how a employee can manage their personal

- View & Update Profile
- Holiday Calendar
- Leave Application
- Attendance Status
- Change of Circumstances
- Contract Agreement



## View & Update profile:



This section helps employee to view their existing profile with present information like Service details, Address, Immigration details, Bank details, Role.

Fig: 12.1

## Holiday Calendar:

This section allows employee to keep track on organisation's holiday. If there is a holiday in any month, it will be shown in **violet** in colour. To move to next month, user simple need to click arrow icon.

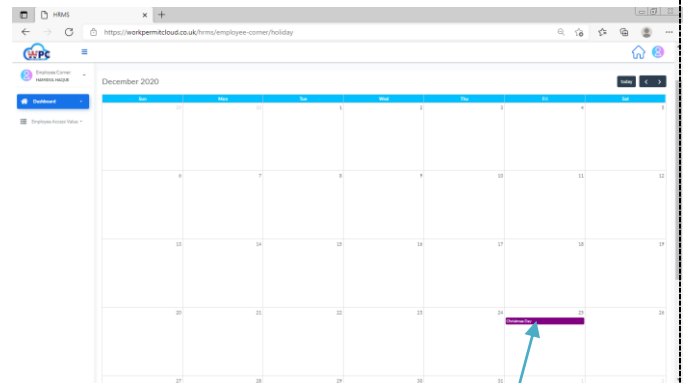
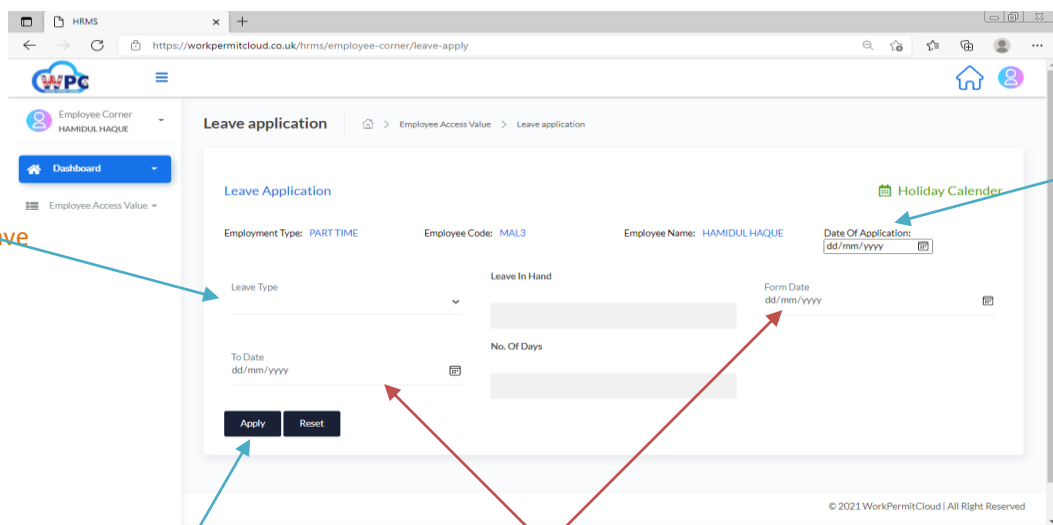


Fig: 12.2

Holiday marked in Calendar by violet colour

## Leave Application:

In WPC-HRMS, Leave Application helps an employee to apply for a leave.



Click to select leave type of leave application

Click to entry date of application

Fig: 12.3

Click to entry leave from date to To date

Click apply button to submit leave request to leave approver

**Attendance Status:** In WPC-HRMS, an employee can view his/her attendance status from this section. The process the employee needs to follow as-

Click on **Attendance Status** from left panel to check status. Below form will appear first.

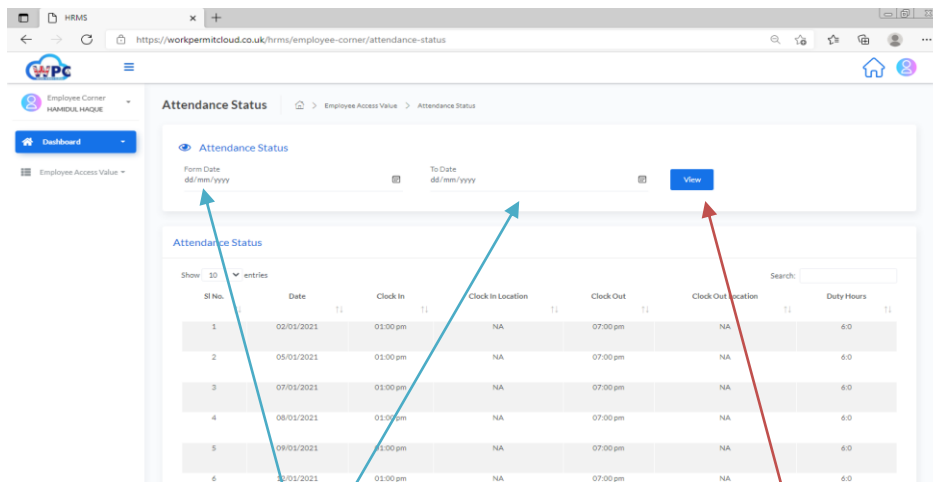


Fig: 12.4

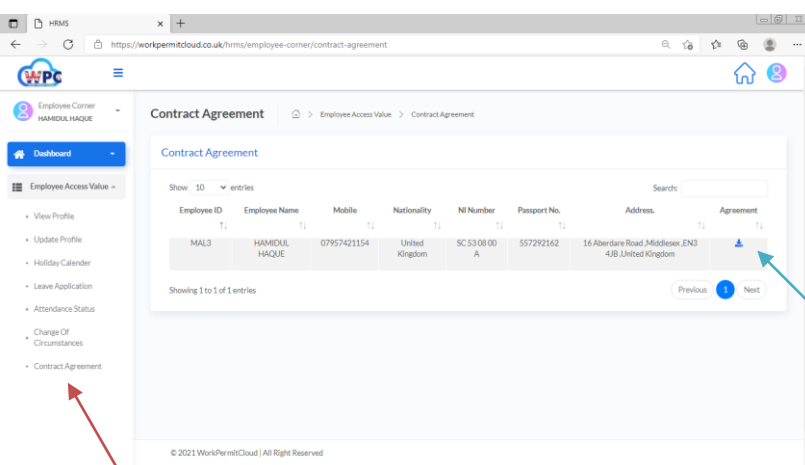
Click to entry From-date to To-date to view attendance

Click view to see attendance

View attendance

**Change of Circumstances:** This section helps an employee to create own change of circumstance when there is any change like- Passport renew, BRP renew etc. The process of do change of circumstances will remain same as it is mentioned in **chapter 3**, under **Employee module** where in this case employee will be able to do change of circumstances only.

**Contract Agreement:** In “Employee Corner” of WPC-HRMS, the Contract Agreement section is facilitated an Employee to **download** his/her contract by themselves. To do so, an employee simple has to



click the **Contract Agreement** where a screen will appear same as shown in fig 12.5. Then the employee needs to click download button to download contract agreement in PDF format. Follow fig 12.5 for reference.

Click to download Contract Agreement

Click to go to Contract Agreement

# Manage Your Organisation from a Single Point

**T**his chapter will help a User to know how to manage entire organisation from Sponsor Compliance by followings

- Organisation Profile
- All Employee List
- Migrant Employee List
- Right to Work Checks
- Recruitment Process
- Leave Management
- Key Contact
- Sponsor Migrant Dossier
- Monitoring & Reporting
- Message Centre
- Staff Report
- Absent Report
- Change of Circumstances
- Contract Agreement

An user need to click Sponsor Compliance from the main dashboard to view the dedicated dashboard of sponsor compliance. In this case shows in violet in fig: 13.0

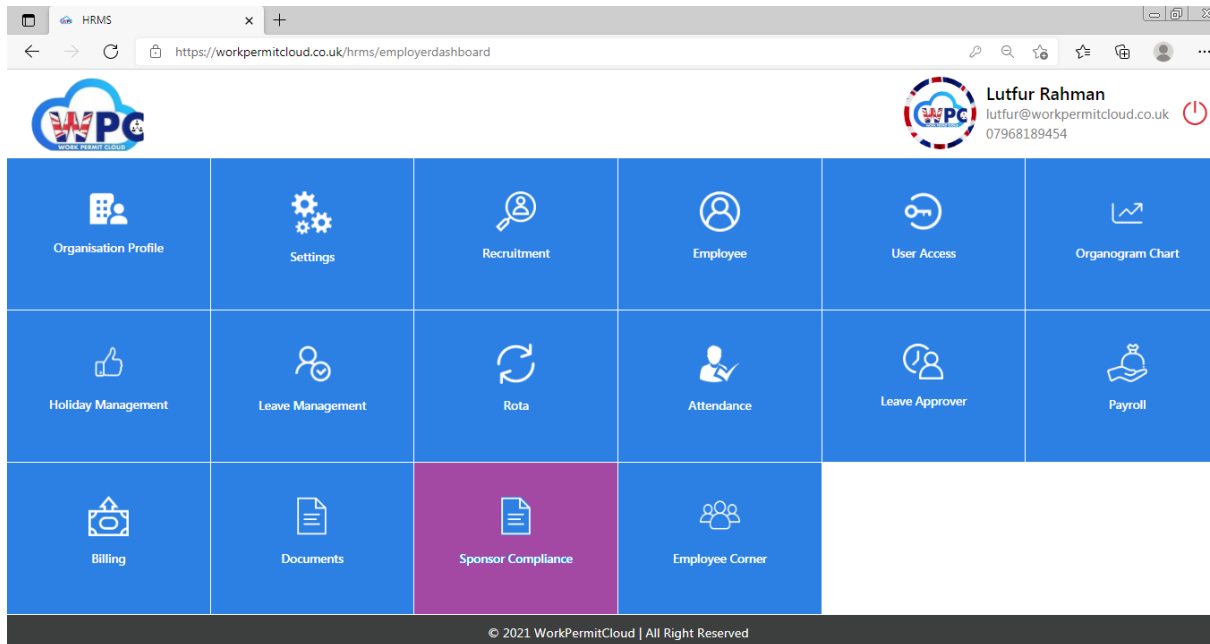


Fig: 13

The next obvious screen he/she will be able to view is the main dedicated dashboard of Sponsor Compliance as shown in fig: 13.1

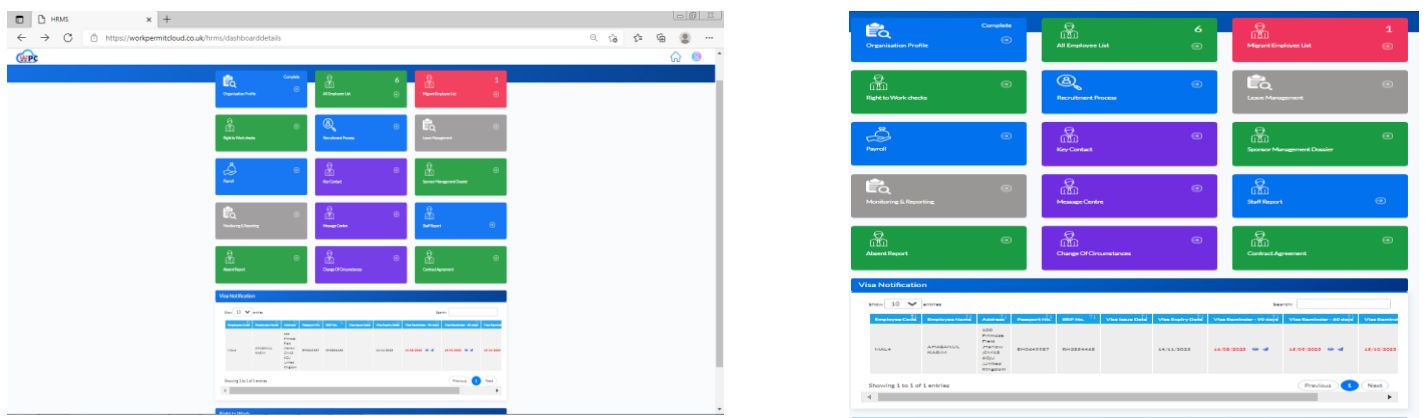


Fig: 13.1

**Organisation Profile:**

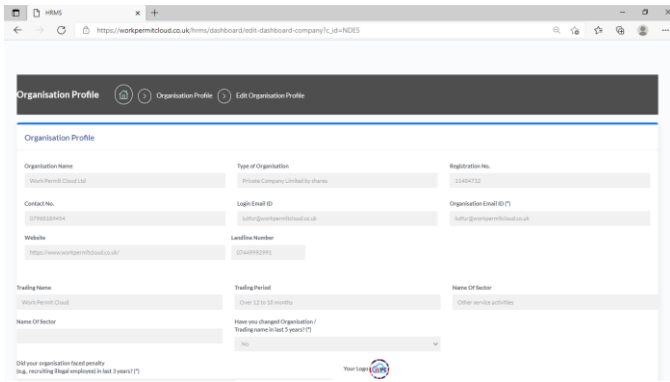


Fig: 13.2

In organisation profile of **Sponsor Compliance** module the admin will be able to view a complete organisation profile, a replica of organisation profile from chapter 2. The only difference is that the user will not be allow to do any edit here.

### All Employee Staff:

This section of Sponsor Compliance helps admin/user to get a full list of employees with their information as shown in fig 13.3 and 13.4

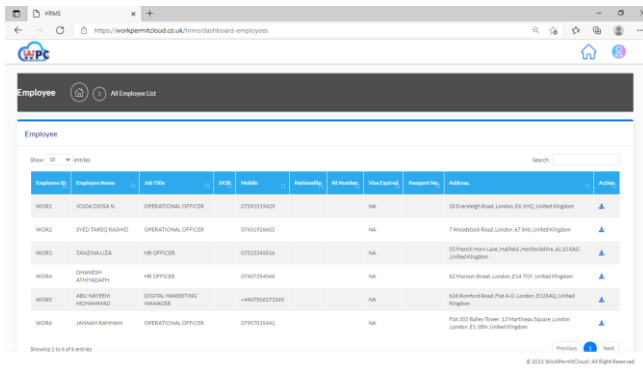


Fig: 13.3

All employee list

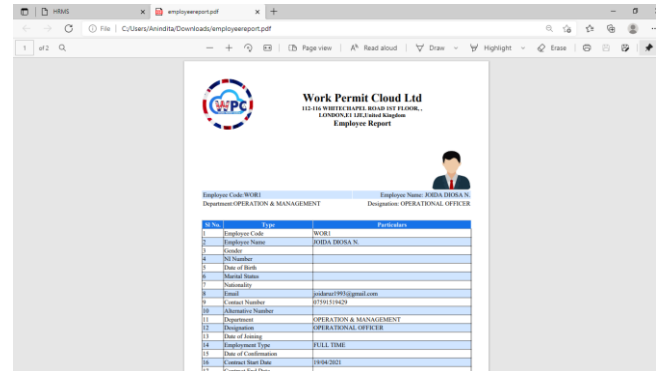


Fig: 13.4

Employee information report

### Migrant Employee List:

This section in WPC-HRMS helps to view number of migrant employees working in the organisation. A quick view of **Migrant Employee List** is shown in fig 13.5

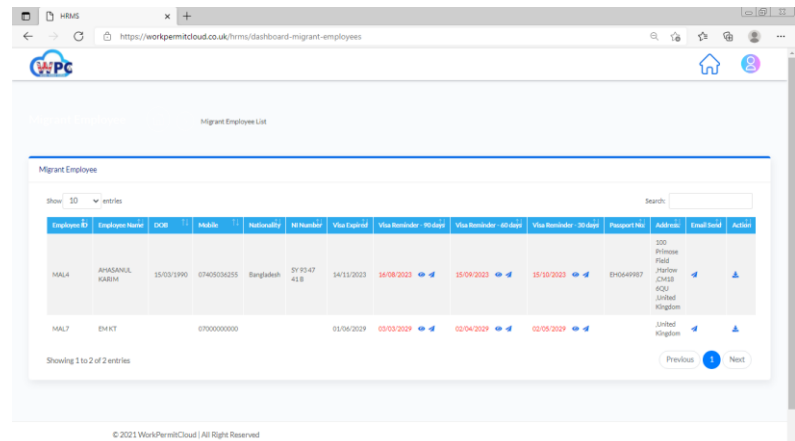


Fig: 13.4

**Right To Work Check:** One of the interesting and key part of HR operation is to verify of rightfulness to work in UK for their employees. WPC-HRMS' helps HRs' by simplifying this

brainstorming job through **Right to Work Check** section. This section completely allows to keep track of everything of any employee related to right to work check. To do that user needs to click

**Right To Work Check** from dedicated dashboard of sponsor compliance. That will allow him/her to add employee from the dropdown for whom he/she wants to make

**Right to work check.** For a successful completion of RTW, **SIX** steps need to be done. The noticeable points which should be captured during this operation are listed below-

- Employee name
- Date of Check (This has to be prior to joining date)
- Work start time (will come automatically)
- Evidence presented (recommended to choose between passport/BRP/Settlement & pre-settlement letter as applicable)
- Time of check

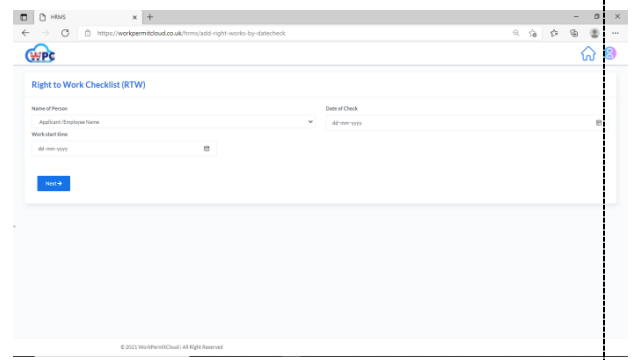
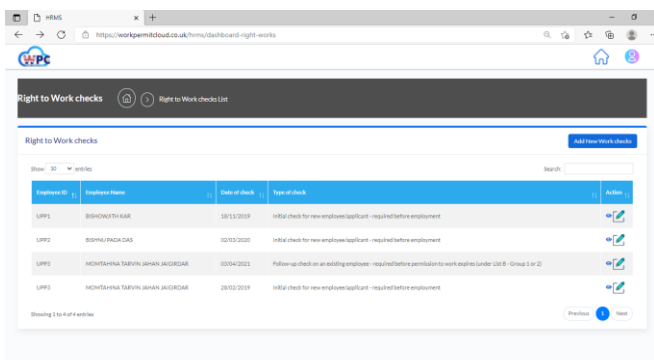
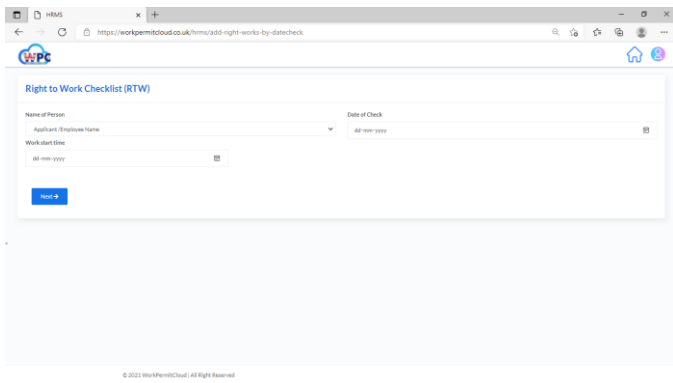


Fig: 13.5

Fig: 13.6

**STEP 1** Click to add new

**STEP 2** Choose name, date of check & evidence

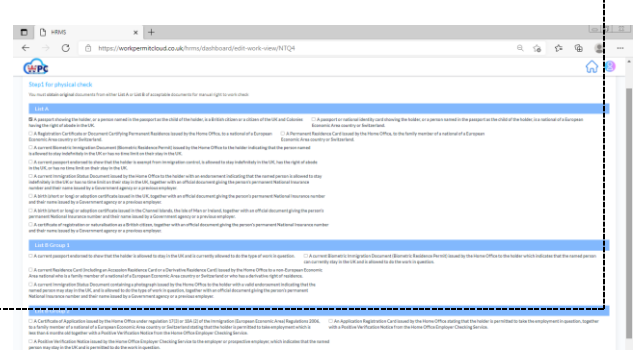
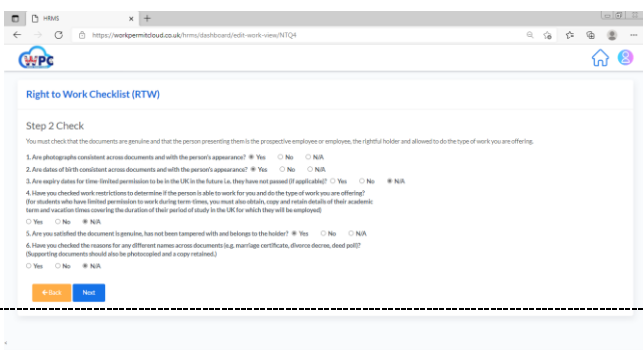


Fig: 13.8

**STEP 4-** Fig: 13.7 mark one out of 6 points mentioned

**STEP 3-** choose and mark point from list-A, list B GRP1/GRP2

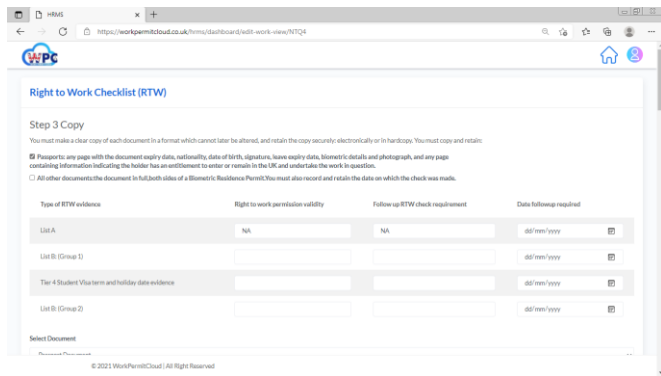


Fig: 13.9

**STEP 5-** choose documents type as recorded, followed by work permission validity, RTW check requirement, Date follow up required

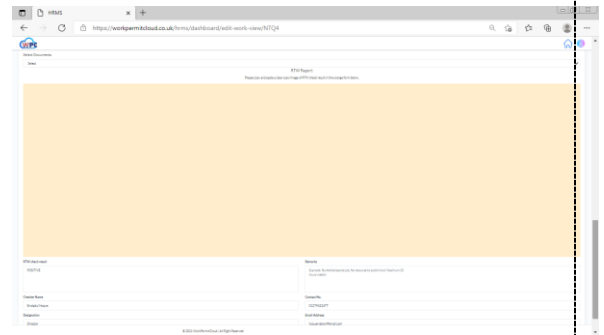
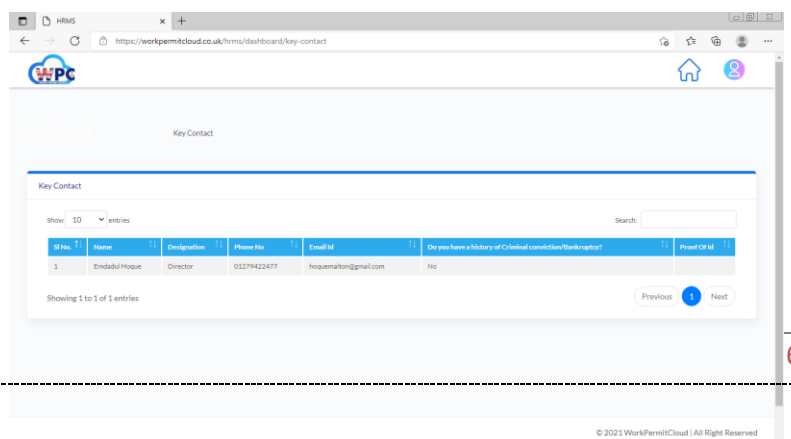


Fig: 13.10

**STEP 6-** Select document type followed by RTW check result.

N.B- From step 1 to step 5, user needs to click **Next** to go to next slide. Step 6 user need to click **Submit** to save record.

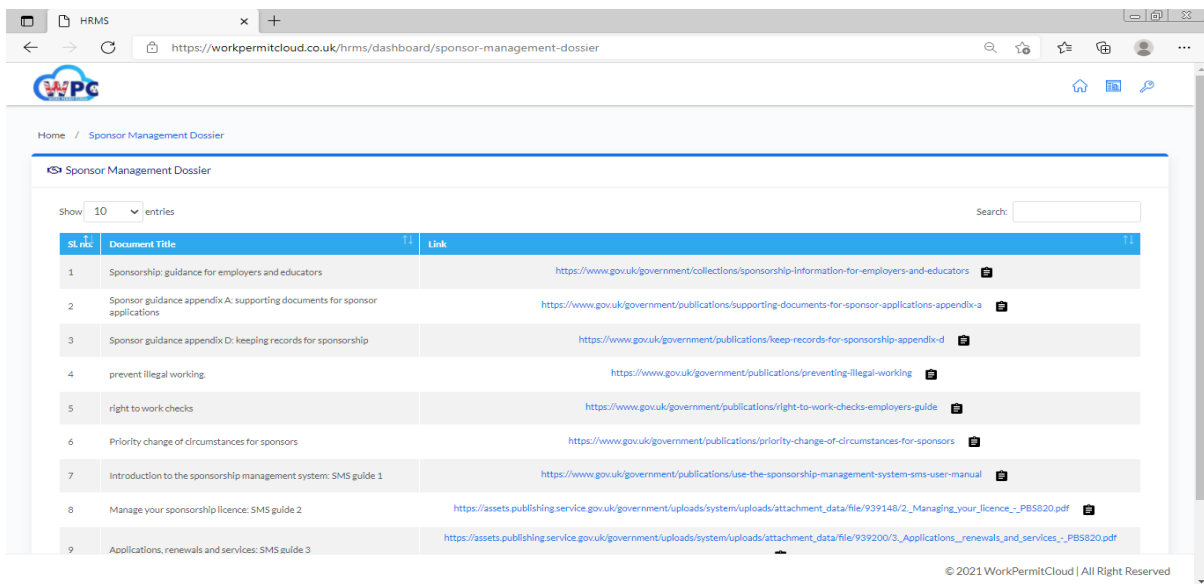
**Key Contact:** This section helps admin to view the **Key Contact Person** with his/her



contact details like contact number and email address as well as designation of key contact person like- **Director/ Manager** etc.

Fig: 13.11



**Sponsorship Dossier:** This section helps user to view all type of link to Government of UK guidelines. Like- user can Government of UK guideline link for prevent illegal working, Sponsor guidance appendix D: keeping records for sponsorship etc. Reference fig 13.12

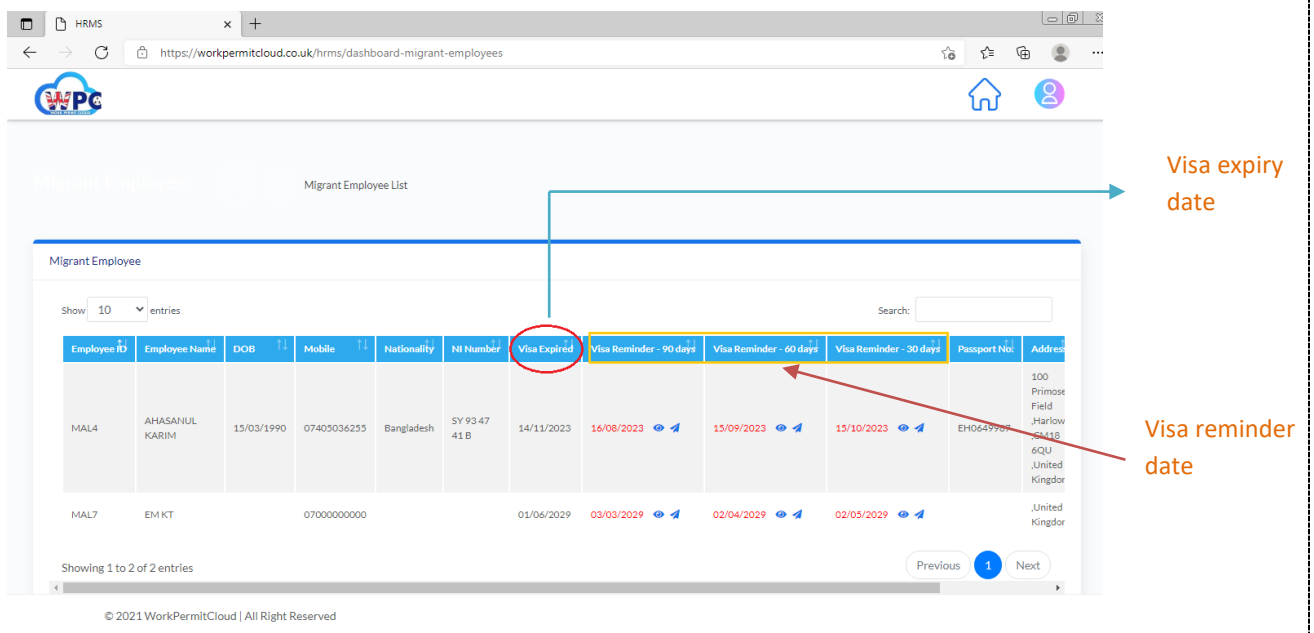


The screenshot shows a web browser window with the URL <https://workpermitcloud.co.uk/hrms/dashboard/sponsor-management-dossier>. The page title is "Sponsor Management Dossier". Below the title, there is a search bar and a "Show 10 entries" dropdown. The main content is a table with 9 rows and 3 columns: "Sl. no.", "Document Title", and "Link". Each row contains a number, a document title, and a corresponding URL. The table is followed by a copyright notice: "© 2021 WorkPermitCloud | All Right Reserved".

Sl. no.	Document Title	Link
1	Sponsorship: guidance for employers and educators	<a href="https://www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators">https://www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators</a>
2	Sponsor guidance appendix A: supporting documents for sponsor applications	<a href="https://www.gov.uk/government/publications/supporting-documents-for-sponsor-applications-appendix-a">https://www.gov.uk/government/publications/supporting-documents-for-sponsor-applications-appendix-a</a>
3	Sponsor guidance appendix D: keeping records for sponsorship	<a href="https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d">https://www.gov.uk/government/publications/keep-records-for-sponsorship-appendix-d</a>
4	prevent illegal working.	<a href="https://www.gov.uk/government/publications/preventing-illegal-working">https://www.gov.uk/government/publications/preventing-illegal-working</a>
5	right to work checks	<a href="https://www.gov.uk/government/publications/right-to-work-checks-employers-guide">https://www.gov.uk/government/publications/right-to-work-checks-employers-guide</a>
6	Priority change of circumstances for sponsors	<a href="https://www.gov.uk/government/publications/priority-change-of-circumstances-for-sponsors">https://www.gov.uk/government/publications/priority-change-of-circumstances-for-sponsors</a>
7	Introduction to the sponsorship management system: SMS guide 1	<a href="https://www.gov.uk/government/publications/use-the-sponsorship-management-system-sms-user-manual">https://www.gov.uk/government/publications/use-the-sponsorship-management-system-sms-user-manual</a>
8	Manage your sponsorship licence: SMS guide 2	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939148/2_Managing_your_licence_-_PBS820.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939148/2_Managing_your_licence_-_PBS820.pdf</a>
9	Applications, renewals and services: SMS guide 3	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939200/3_Applications_renewals_and_services_-_PBS820.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939200/3_Applications_renewals_and_services_-_PBS820.pdf</a>

Fig: 13.12

**Monitoring & Reporting:** In WPC-HRMS, Monitoring and reporting section use to keep track of visa expiry for migrant employee. By clicking on the “Monitoring & Reporting” section from main dashboard, user can view the fig. 13.12 where user will find **Visa Expiry Date** marked in red and reminder for visa expiry marked in orange. The user will also able to view  and send reminder mail by clicking the aeroplane  icon. User will also able to send reminder mail at 90, 60 and 30 days prior of expiry date.



The screenshot displays the 'Migrant Employee List' interface. The table contains the following data:

Employee ID	Employee Name	DOB	Mobile	Nationality	NI Number	Visa Expiry	Visa Reminder - 90 days	Visa Reminder - 60 days	Visa Reminder - 30 days	Passport No.	Address
MAL4	AHASANUL KARIM	15/03/1990	07405036255	Bangladesh	SY 93 47 41 B	14/11/2023	16/08/2023	15/09/2023	15/10/2023	EH0649906	100 Primrose Field, Harlow, Essex, SSM1B 6QU, United Kingdom
MAL7	EM KT		07000000000			01/06/2029	03/03/2029	02/04/2029	02/05/2029		.United Kingdom

Annotations in the image:

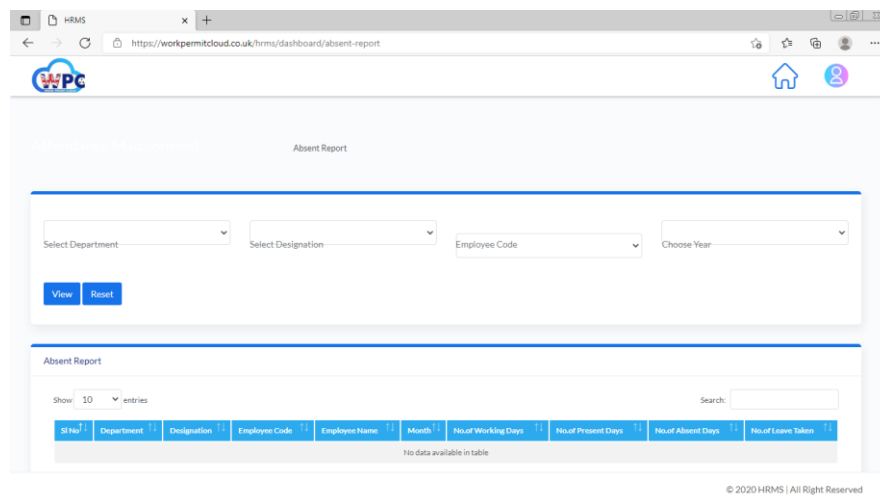
- A red circle highlights the 'Visa Expiry' column header.
- A blue arrow points from the 'Visa Expiry' column to the date '16/08/2023' in the first row.
- A red arrow points from the 'Visa Reminder - 60 days' column to the date '15/09/2023' in the first row.

Fig: 13.13

**Message Centre:** This section allows to view history to whom all type of message

**Staff Report:** This section helps admin/user to download staff report in excel file.

**Absent Report:** The absent report helps user/admin to track absent of employee with out going into attendance management module. User/admin can view absent report employee wise, year wise.



**Change of Circumstances:** This section helps user to view change of circumstances report employee wise without going into **employee module**.

**Contract Agreement:** This section helps user to view change of circumstances report employee wise without going into **employee module**.