

eHRM -

(Step-by-step User Manual)

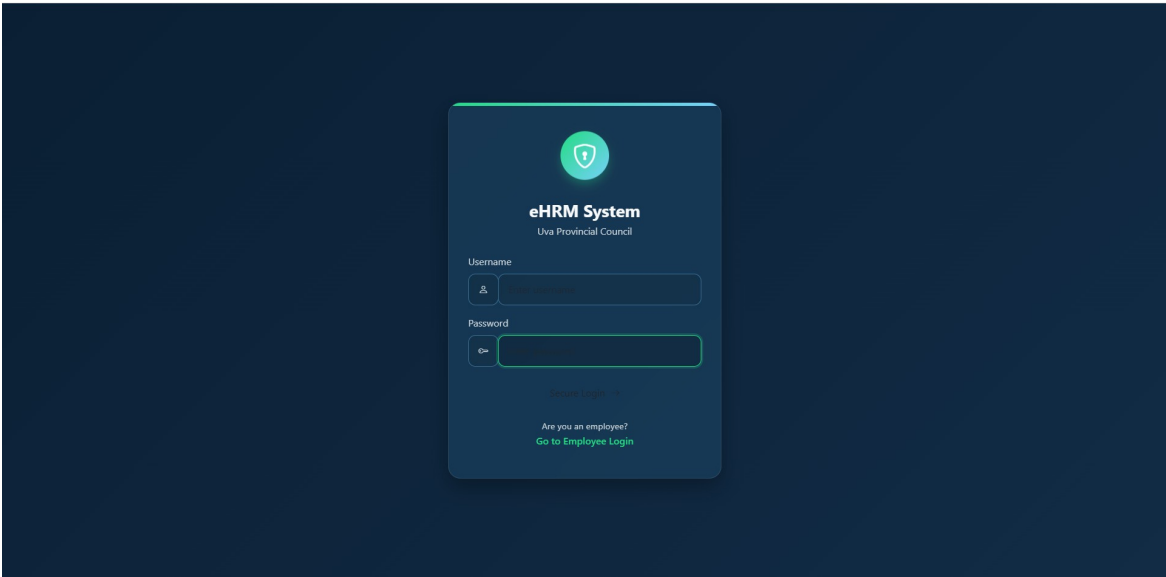
[!NOTE]

eHRM (Electronic Human Resource Management)

1. (Login) (Logout)

1.1

1. Web Browser eHRM .
2. Login Username Password .
3. [Login] Click .



1.2

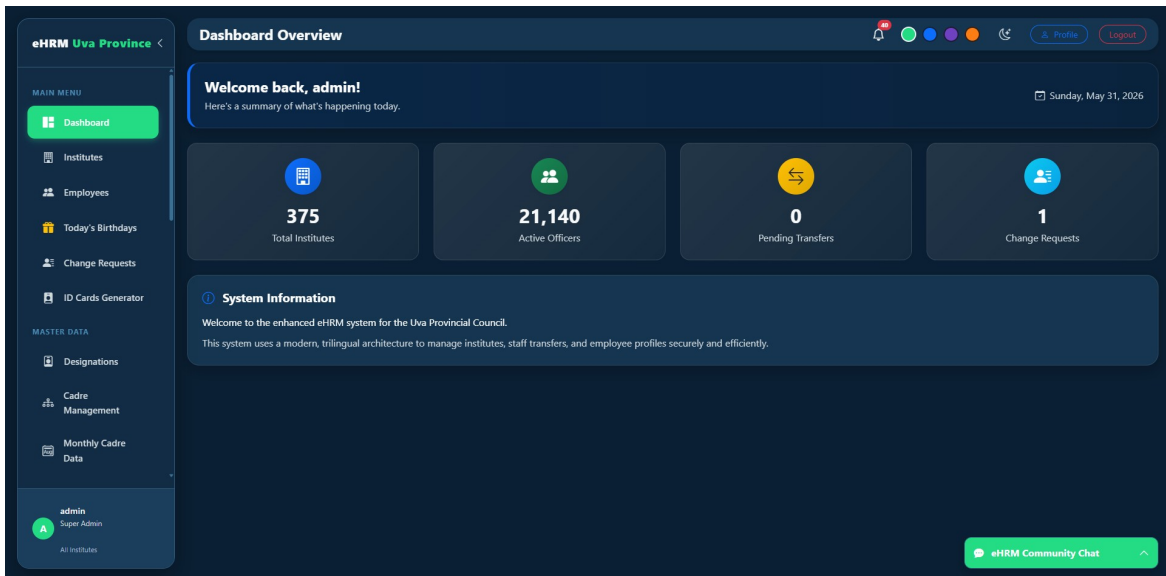
1. , (Sidebar)
Profile Click .
2. [Logout] .

2. (Dashboard Overview)

- Dashboard
1. Main Menu

2. (Cadre)

3. Quick Actions (: [+ Add New Employee])



3. (Institutes Management)

3.1 (Add New Institute)

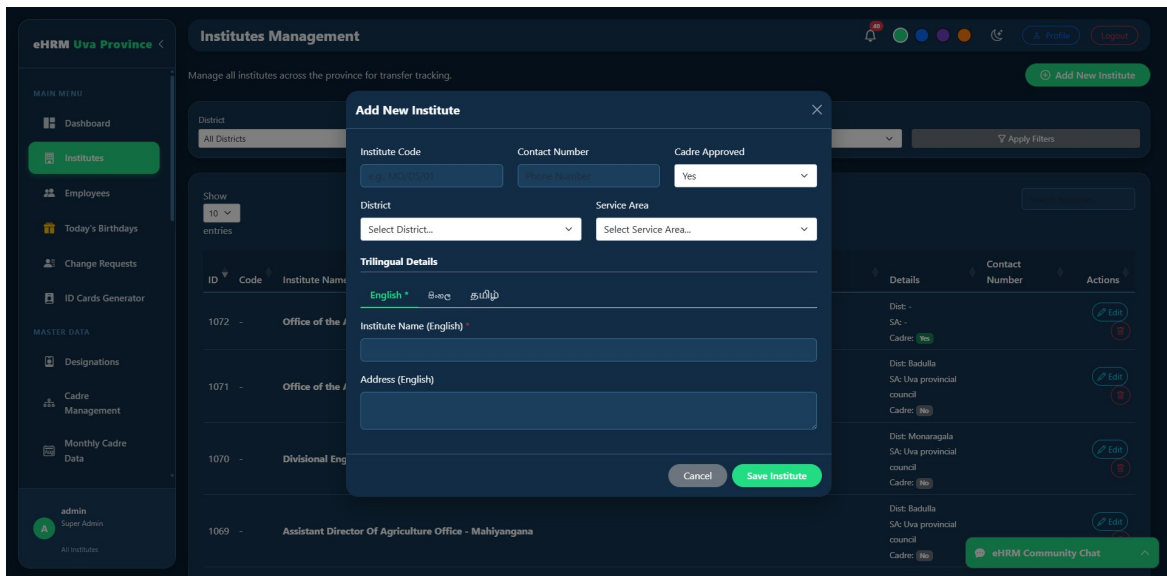
1. Main Menu

2. Institutes [+ Add New Institute]

3. Form (Institute Code)

4. "Trilingual Details" (Textboxes)

5. [Save Institute] Click .



[!TIP]

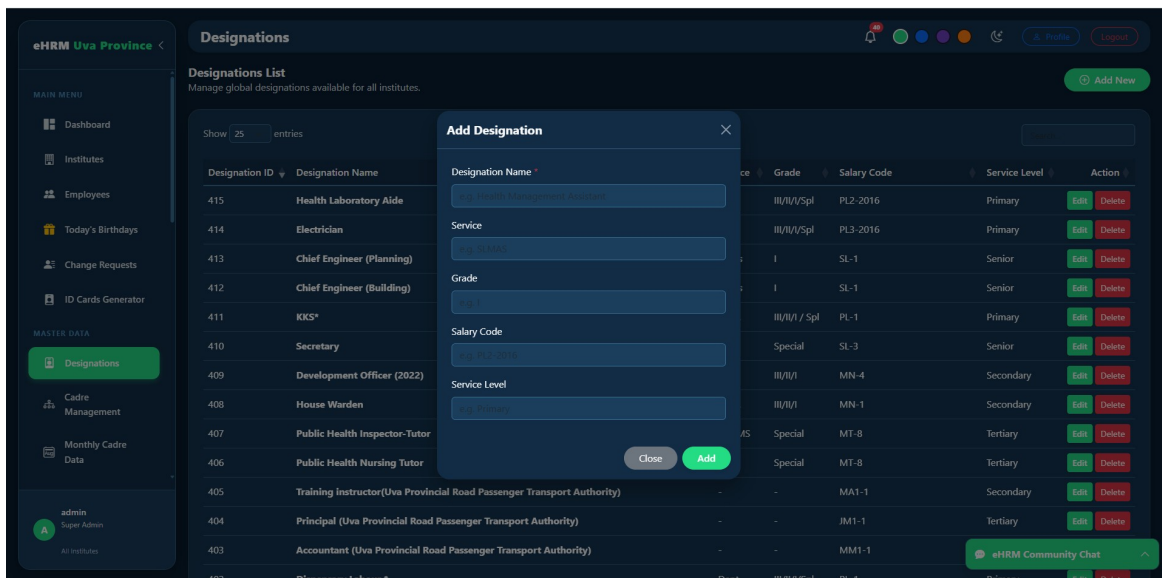
[Edit

]

4. (Master Data Management)

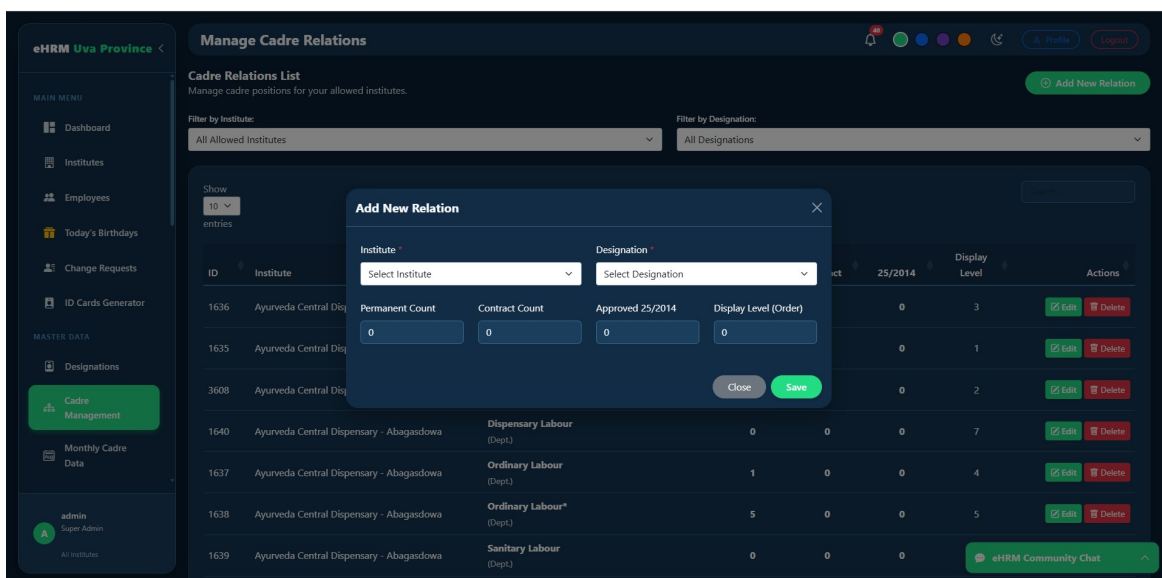
4.1 (Designations)

1. Master Data Designations .
2. [+ Add New Designation] .
3. (Designation Name) (Service) [Save Designation]



4.2 (Cadre Management)

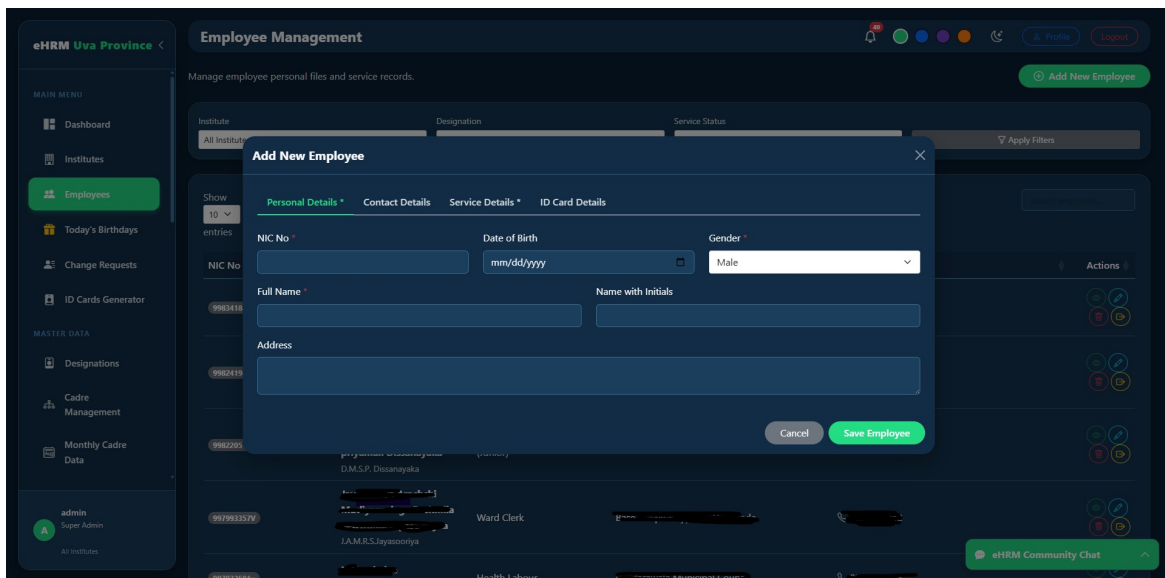
1. Master Data
2. (Institute) Cadre Management
3. (Contract Cadre) (Permanent Cadre) [Save Cadre]



5. (Employee Management)

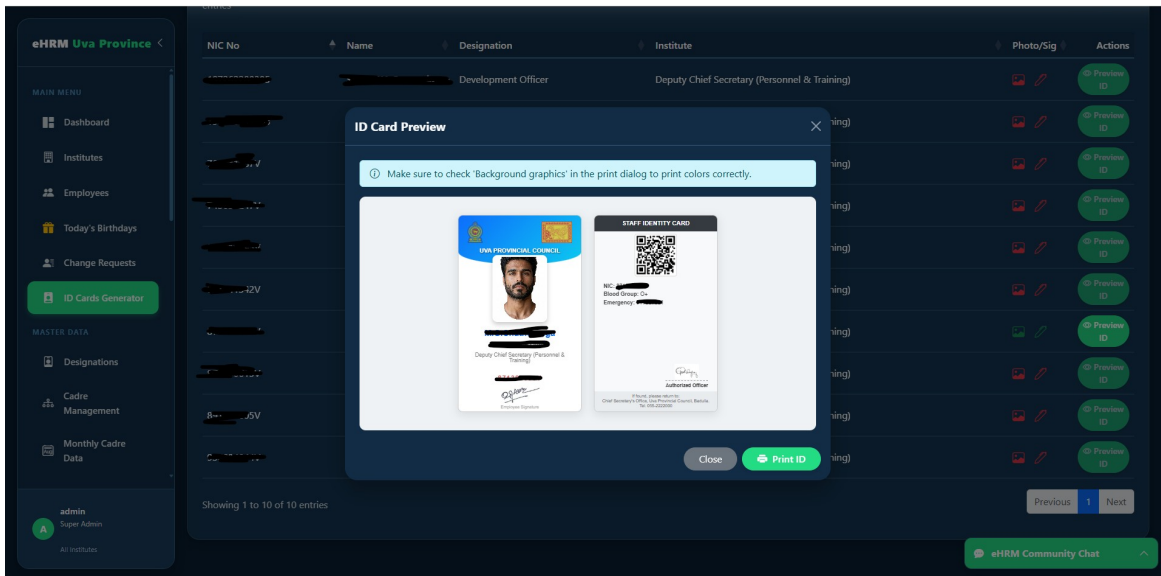
5.1

1. **Main Menu** -> **Employees** .
2. **[+ Add New Employee]** .
3. **Personal Details** : (NIC) .
4. **Contact Details** : .
5. **Service Details** : (Institute) (Designation)
Drop-down .
6. **ID Card Details** : (Photo) **[Choose File]**
Upload .
7. **[Save Employee]** Click .



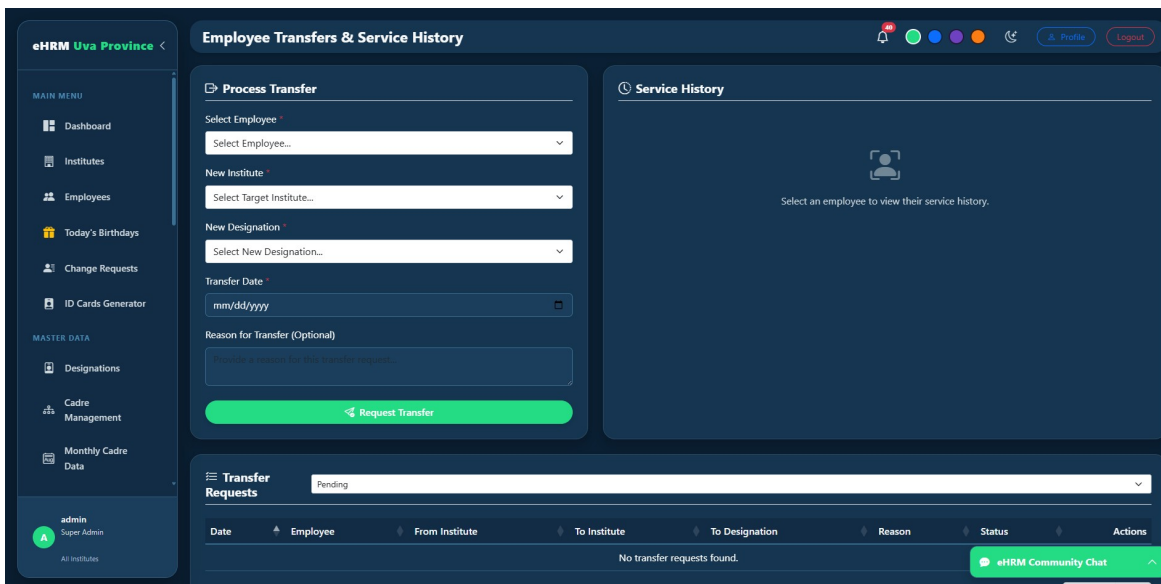
5.2 (ID Cards Generator)

1. **Main Menu** -> **ID Cards Generator** .
2. ☐ (Tick) .
3. **[Generate ID Cards]** .
4. PDF Print .



6. (Transfers Management)

1. **Transfers** **Manage Transfers** .
2. **Transfer Type** (: Internal Transfer) .
3. **Employee Name** .
4. **To Institute** .
5. **[Process Transfer]** .



7. (Change Requests)

7.1 (Employee Role)

1.

2.
- Request Change

Type [Submit Request]

eHRM Uva Province

MAIN MENU

Dashboard

Request Change

Community Hub

Logout

Request Profile Update

Update your information below. Your changes will be reviewed by an administrator before taking effect.

Full Name

Name with Initials

NIC Number

Date of Birth

Permanent Address

Mobile Number

WhatsApp Number

Email Address

Emergency Contact Name

Emergency Contact Phone

Cancel

Submit Request

eHRM Community Chat

7.2 Admin

1. Admin

2.

Click

3.
- Change Requests

[View]

[Approve] [Reject]

eHRM Uva Province

MAIN MENU

Dashboard

Institutes

Employees

Today's Birthdays

Change Requests

ID Cards Generator

MASTER DATA

Designations

Cadre Management

Monthly Cadre Data

admin

Super Admin

All Institutes

Change Requests

Pending Requests

Showing 1 to 6 of 6 entries

ID	Employee
7	
5	
4	
3	
2	
1	

Showing 1 to 6 of 6 entries

Review Change Request

Employee: Basnayake Mudiyanselage Chanaka NIC: 720414953V
Senarath Bandara

Field	Requested Value
FULL NAME	
NAME WITH INITIALS	
NIC NO	
DATE OF BIRTH	
ADDRESS	
MOBILE	
WHATSAPP	
EMAIL	
EMERGENCY CONTACT NAME	
EMERGENCY CONTACT PHONE	

Close

Reject

Approve & Apply

Search:

Status	Date Requested	Actions
Approved	2026-05-30 14:06:20	
Approved	2026-05-20 15:18:51	
Rejected	2026-05-20 15:16:57	
Approved	2026-05-20 15:16:03	
Approved	2026-05-20 15:09:30	
Pending	2026-05-20 15:08:49	

Previous

1

Next

Review

eHRM Community Chat

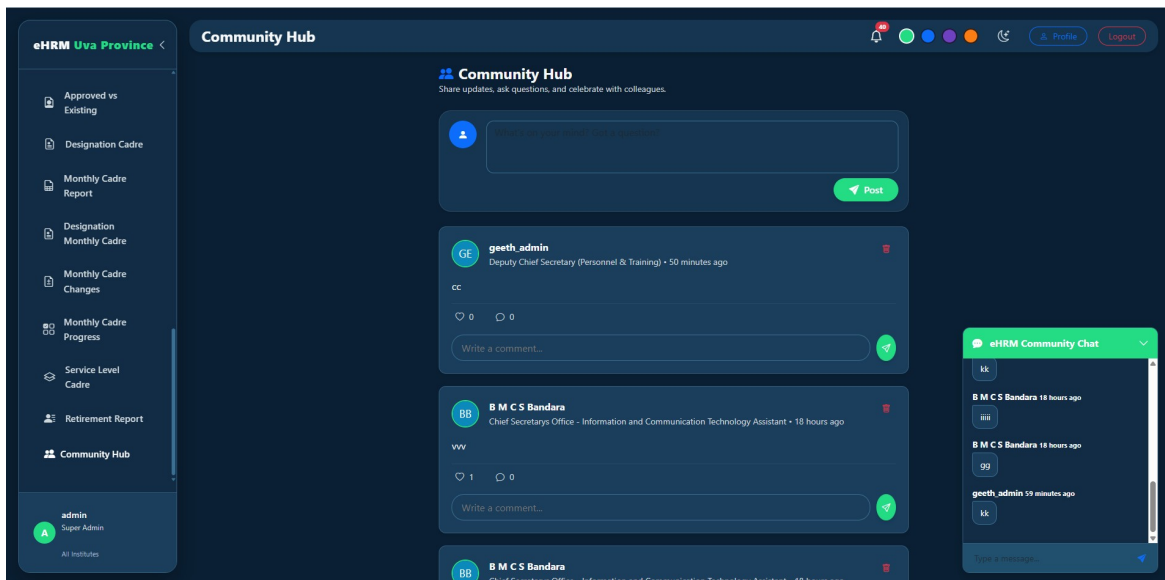
8. (Community Hub)

1.

Community Hub

Click

2. "What's on your mind?"
- Type [Post]
3. Posts [Like] [Comment]
4. [Community Chat] Click



9. (Reports)

1. Reports (: Approved Cadre)
2. Drop-down [Filter]
3. [Export Excel] [Export PDF] Click

eHRM Uva Province

MAIN MENU

Dashboard

Institutes

Employees

Today's Birthdays

Change Requests

ID Cards Generator

Designations

Cadre Management

Monthly Cadre Data

admin

Super Admin

All Institutes

Reports / Approved Cadre

Select Institute

Deputy Chief Secretary (Personnel & Training)

Search

Report Preview

Print

Export PDF

Export Excel

The Approved Cadre Report

Approved Cadre for Deputy Chief Secretary (Personnel & Training) and its sub-institutes

Sec. No	Designation / Institute	Service	Grade	Salary Code	Service Level	Approved Cadre				Existing Cadre												Total Existing (P+C+Other)	Deficit / Excess	
						Perm.	Cont.	25/2014	Total Appr.	Permanent (P)			Contract (C)			Other/Foreign			Temporary/Casual					
										M	F	T	M	F	T	M	F	T	M	F	T			
1	Deputy Chief Secretary (Personnel & Training)	SLAS	Special	SL-3	Senior	1	0	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0
2	Assistant Chief Secretary	SLAS	III/II	SL-1	Senior	1	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	1	0
3	Administrative Officer	PPMAS	Supra	MN-7	Tertiary	1	0	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0
4	Development Officer	DOS	III/II/I	MN-4	Secondary	12	0	0	12	5	5	10	0	0	0	0	0	0	0	0	0	0	10	2
5	Development Officer (2022)	DOS	III/II/I	MN-4	Secondary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Management Service Officer	PPMAS	III/II/I	MN-2	Secondary	12	0	0	12	4	6	10	0	0	0	0	0	0	0	0	0	0	10	2
7	Driver	PDS	III/II/I / Spl	PL-3	Primary	3	0	0	3	3	0	3	0	0	0	0	0	0	0	0	0	0	3	0
8	KKS	OES	III/II/I / Spl	PL-1	Primary	4	0	0	4	2	2	4	0	0	0	0	0	0	0	0	0	0	4	0
GRAND TOTAL						34	0	0	34	16	14	30	0	0	0	0	0	0	0	0	0	30	4	0

eHRM Community Chat

