Pass Module- User Manual for Unit Admin and Pass Admin

1. Go to HRMS Web Application URL and login using HRMS ID & Password
2. Enter OTP received on registered Mobile No.

# Unit Admin

A. Pass Admin user creation

1. Login To HRMS application with Unit Admin's ID
2. If the user is not already created for HRMS application, go to *Admin Section > Create User*.
3. Enter the *IPAS ID/ HRMS ID* of the user and click on '*Go*' button
4. Enter the mobile number of the employee and select user type as '*Pass Admin*' from the drop-down and click on '*Create User*'.
5. If user already exists in HRMS application, Go to *Admin Section > Change Role*.
6. Add role of '*Pass Admin*' to user.

Pass Admin

B. Pass clerk & Pass Issuing Authority creation

7. Login To HRMS application with Pass Admin's ID
8. If the user is not already created for HRMS application, go to *Admin Section > Create User*.
9. Enter the *IPAS ID/ HRMS ID* of the user and click on '*Go*' button
10. Enter the mobile number of the employee and select user type as '*Pass Clerk*'/'PIA' from the drop-down and click on '*Create User*'.
11. If user already exists in HRMS application, Go to *Admin Section > Change Role*.
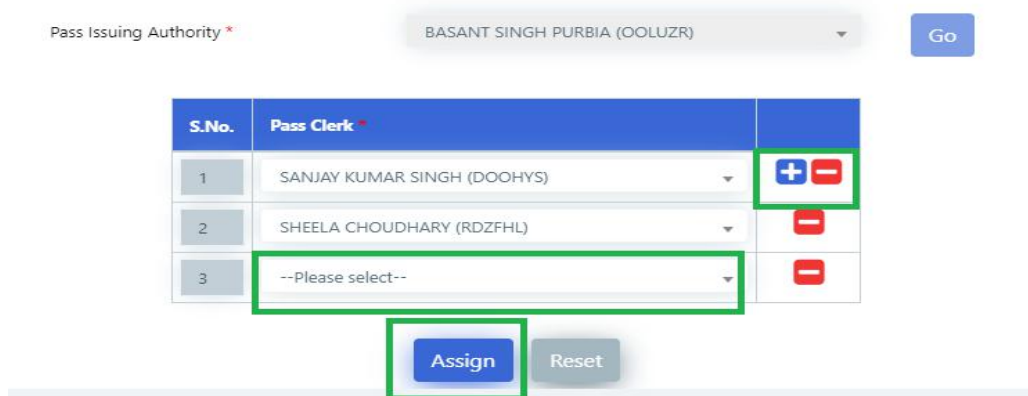12. Add role of '*Pass Clerk*'/'PIA' to user.
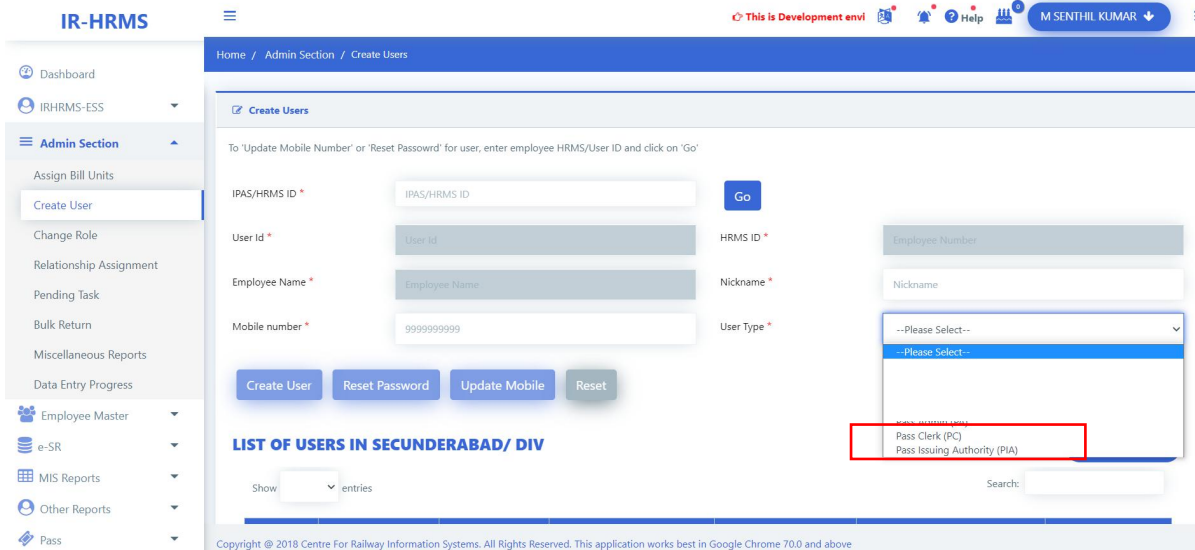
C. Pass clerk Assignment to PIA

1. Login To HRMS application with Pass Admin's ID
2. Click on *Pass > Assign Pass clerk*
3. Select Pass issuing Authority from the list to which pass clerks needs to be assigned and click on 'Go' button. List of already assigned pass clerks (if any) will be fetched and shown.
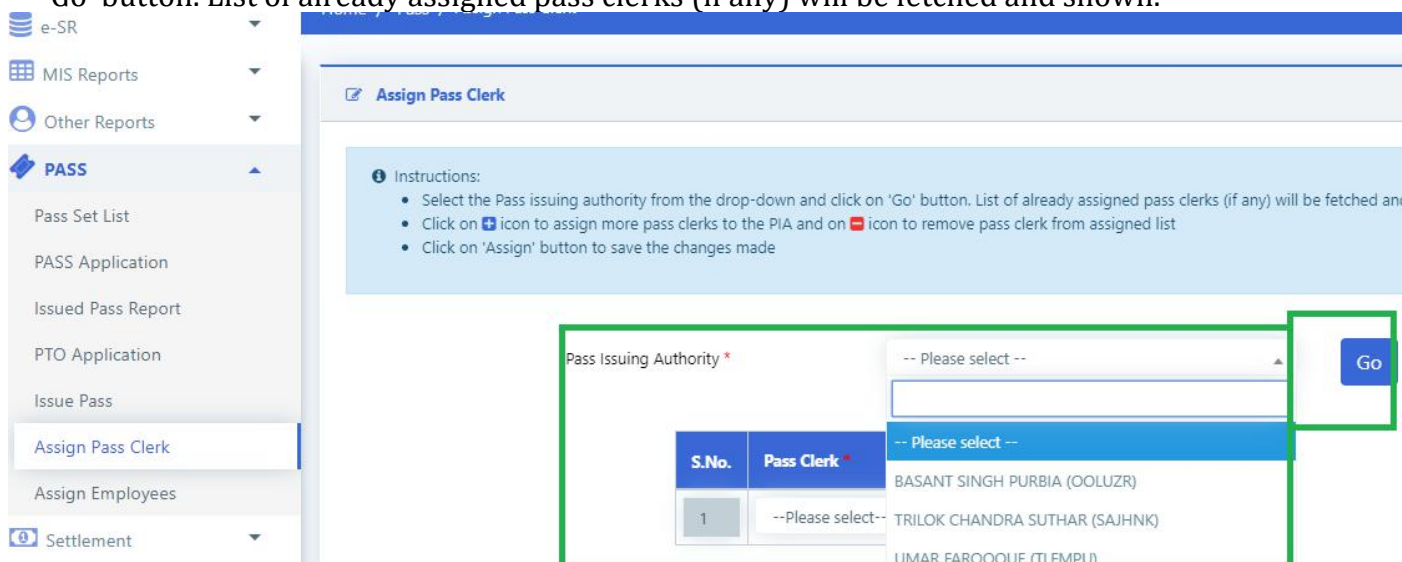
4. Select the pass clerk to be assigned from the drop down list. If more than one Pass clerk needs to be assigned, click on '+' icon to add more Pass clerks. To remove any incorrect assignment click on '-' icon to remove pass clerk

5. Click on '*Assign'* button to save the changes made.

D. Employee assignment to PIA

1. Login To HRMS application with Pass Admin's ID
2. Click on *Pass* > *Assign Employees*
3. Select Pass issuing Authority from the list to whom Employees needs to be assigned and click on '*Go'* button.

4. **For bulk assignment**, select the billunit, department & designation combination. The count of to be assigned employees and those employees which are already assigned to some PIA will be shown. Add more rows by clicking on '+' and remove rows by clicking on '-' icon

5. Click on '*Assign Employees*' button to assign selected employees to the PIA.
6. For Assignment based on employee ID, click on the icon shown in below image

7. Enter the HRMS ID/IPAS Employee ID of the employee and press 'Tab' key

8. Add more rows by clicking on '+' and remove rows by clicking on '-' icon.
9. Click on '*Assign Employees'* button to assign the employees to the selected PIA and '*Unassign Employees*' button to unassign employees from the PIA(if any assigned to them).

Note: If employee who is being assigned to a PIA is already assigned to some other PIA, then the previous assignment will be overwritten automatically. There is no need to first unassign the employee from the current PIA and then assign to new PIA.

10. To see the list of all employees assigned to PIA, click on '*Load List*' button. List of all assigned employees will be fetched.

11. To unassign all employees from PIA, click on '*Unassign All*'. All the employees will be removed from selected PIA.