Data Entry/Validation Process on HR-MIS 2.0

1. Log in to the system through <u>https://hrmis.pmrugb.gov.pk/login</u> or, through PMRU's website at <u>https://pmrugb.gov.pk/services/</u> and select HR-MIS 2.0. Existing ID/Password will work on this system.

Services				
HR-MIS	Asset Management System	Vehicle Management System	Task Management System	
KPIs Dashboard	Biometric Attendance System	Zakat Distribution Management System	Dispatch Diary System	
Court Cases Information System	Emergency Works Management System	Posting Transfer System	HR-MIS 2.0	

2. Enter the Login ID/Password.

3. The landing page shows the following information:

HRMIS 2.0	😭 Dashboard 🛛 😫	SNE Details 🛛 😤 Employees Details	G	
Total Posts 0 View SNE Details €	Total Employees 14 View Employees Details €	Regular Permanent O View Employees Details €	Regular Contract O View Employees Details €	
Project Employees 12 View Employees Details	CPS Employees 2 View Employees Details €	Other Employees O View Employees Details 🕏	Verified Employees 0 View Employees Details →	
Un Verified Employees 14 View Employees Details 🗲	Attached Employees 5 Verified: 0 Un Verified: 5 View Employees Details			
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- Total Posts
- Total Employees (all types/status)
- Regular Permanent
- Regular Contract
- Project Employees

- CPS Employees
- Other Employees
- Verified Employees
- Un-verified Employees
- Attached Employees

4. For the entry/validation process, click on Employee Details (option provided in the header, or the second card).

HRMIS 2.0	😤 Dashboard 🛛 🖪 S	SNE Details 🛛 🐣 Employees Details	(-
Total Posts O View SNE Details ●	Total Employees 14 View Employees Details •	Regular Permanent O View Employees Details •	Regular Contract O View Employees Details ©
Project Employees 12 View Employees Details •	CPS Employees 2 View Employees Details 3	Other Employees 0 View Employees Details €	Verified Employees 0 View Employees Details €
Un Verified Employees 14 View Employees Details •	Attached Employees 5 Verified: 0 Un Verified: 5 View Employees Details •		
© 2024 PMRU CS Office GB			Version: 1.0.0

5. This page shows the following information for both the existing and attached employees:

	5 2.0		ጽ (Dashboard	SNE D	etails	🐣 Employees Det	ails		G
Stepson Employees	s States									+
Search by Name	or CNIC	Q Sta	atus All	¢						+ Add Employee
Existing Emp	loyess At	tached Employess								
First Name	Last Name	Father Name	CNIC No.	DOB	Gender	Disable	Employment Type	Personnel No.	Vendor No.	Designation
Ijlal	Hussain	Abdul Jalil	7150102113837	13th Feb, 1969	Male	No	Project Contract			Store Keeper BPS-
Sohail Ahmed	Lone	Khushi Muhammad	7160105844607	9th Jun, 1991	Male	No	Project Contract			Office Assistant BPS-16
Shah	Farman	Mussa Khan	7150110489683	6th May, 1984	Male	No	Project Contract			Driver BPS-5

- First Name
- Last Name
- Father Name
- CNIC No.
- Date of Birth
- Gender
- Disable (Yes/No)
- **Employment Type**
- Personnel No.
- Vendor No.
- 6. You can take the following actions here:
- If all the details are correct and complete. •
 - Click the "verify" toggle button given at the end of the row.
- If any of the details are incorrect or incomplete.
 - Click the "edit" button, and correct/fill the required filled.
- If the employee data is not available.
 - Click the "Add Employee" button given on top-right of the table and enter complete details.
- In case the post is not available in SNE.
 - Contact PMRU and provide details of the sanctioned post with evidence to add it to the system.
- For attached employees. •
 - Go to the "Attached Employees" tab on the table (2nd tab) and click the "verify" toggle button if the mentioned employee(s) is working in your office against the given details. If not, keep it unverified and inform PMRU/contact concerned department.

Once all details are verified, the entry/validation process of your office is complete.

Please note that in the next phase, same data will also be used for biometric verification through NADRA.

	Action	Status
	Edit	Un Verified
•	Edit	Un Verified
	Edit	Un Verified

Designation

(Yes/No)

• Office

• Designation

changed/edited)

Cadre

If yes:



• Edit (If any detail is required to be

Physically working at the same office?

Verification Status (Verified/Unverified)