

National Water Supply and Drainage Board

Strategic Human Resource Management System

Guidelines for Updating Employee Profiles

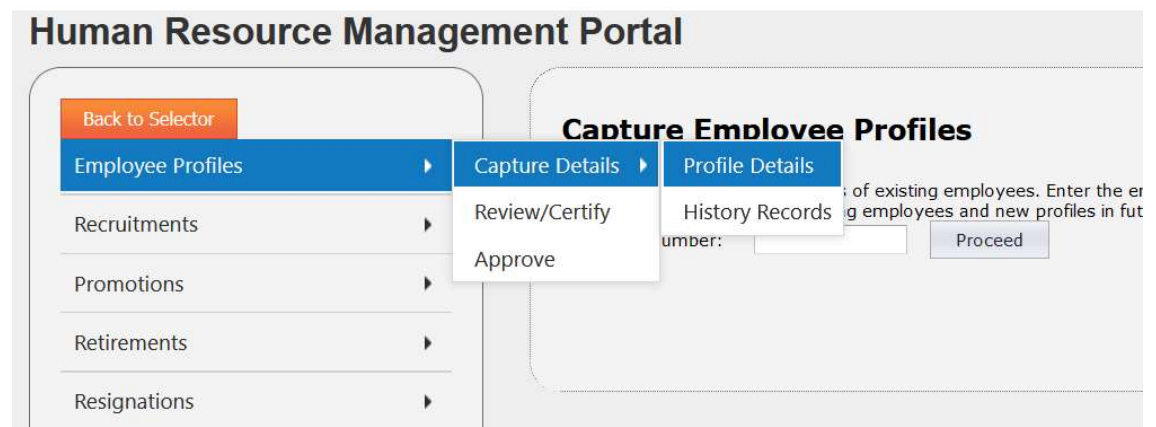
To access the solution use URLs:

1. Through VPN – 10.0.0.179/shrm
2. Through Internet – ebis.waterboard.lk/shrm

Employee Profile contains the following details:

1. Basic Details
2. Official Profile
3. Educational Qualifications
4. Professional Qualifications
5. Experience Records
6. Skill Sets
7. Achievements
8. Special Contributions
9. History Records

In order to enter the above details, use **Employee Profiles** menu item in the Human Resource Management portal.



Enter the Employee Number and click on [[Proceed]] button to display the profile data entry screen. Please note that there are two menu options Profile Details and History Records. For completeness, you have to enter details of both these menu options.

Capture Employee Profiles

Use this screen to capture profiles of existing employees. Enter the employee number and click on [Proceed] button. Please note that this function is available only for capturing profiles of the existing employees and new profiles in future will be created through the recruitment process.

Employee Number:

Review and Update Profile

Chandradasa, J. (2027941)

← **Basic Details** Official Profile Education Qualifications Professional Qualifications Experience Records Skill Set Achievements Contri →

Employee Basic Details

Review and update the basic details of employee. Please remember to click on [Save Details] button to save the changes.

Employee Number:

Title:

Name with Initials:

Names Denoted by Initials:

Other Names:

National Identity Card (NIC) No:

EPF/ETF No:

Personal Identification No (PIN):

Date of Birth:

Sex:

Marital Status:

Assessment No:

Permanent Address:

Street Name:

Postal Area:

Postal Code:

Assessment No:

Present Address:

Street Name:

Postal Area:

Postal Code:

Nationality:

Religion:

Ethnicity:

Mobile No:

Mobile No(2):

Fixed Tel. No:

District:

Divisional Secretariat:

Grama Niladhari Division:

Email Address:

Language Preference:

Photograph: (Existing)



Replce with:

Upload



Use the Tabs in the above screen to update the details. Remember to click [Save Details] button after entering the details. You can upload a photograph as a profile item. To upload a photograph, use [Delete] button to remove any existing photograph and select the new photograph using

[Browse] button. After selecting the file, click [Upload] link to transfer the file to the system. Once it is uploaded, you can see the new photograph on your screen.

Official Profile:

The details related to employee's official profile is updated using the [Official Profile] tab.

Review and Update Profile

Chandrasa, J. (2027941)

Human Resources Management

Date Joined to NWSDB:	11/26/2006
Employment Type:	Permanent
Board Grade:	G2
Category:	HM2-2
Basic Salary:	1,504.45
Designation:	D.G.M. (INFORMATION TECHNOLOGY)
Work Location:	DGM (Information Technology)
Contact Details:	
Mobile No:	0773487649
Fixed Tel. No:	0112623964
Fax No:	0112626284
Intercom No:	1421
Email Address:	dgmit@waterboard.lk
Date Appointed to Position:	11/26/2006
Date of Permanency:	
Is Job Confirmation?:	<input type="checkbox"/>
Probation Period:	(In Months)
Signature:	<input type="text" value="Browse..."/>
<input type="button" value="Save Details"/>	

Note: In all the below screens, you can use [New ...] button to add an entry to the grid or to update or delete already entered items by clicking on the relevant row in the grid. A side panel will be displayed to enter, update or delete the record.

Educational Qualifications:

Use the [Educational Qualifications] tab to enter all the qualifications achieved by the employee. Use the [New Qualification] button to enter a new qualification to the system and you can click on any row to display an edit screen where you can change or delete the entry. A side panel will be displayed, so that you can enter new qualification or update/delete the existing details.

Review and Update Profile

Chandrasa, J. (2027941)

← Basic Details Official Profile **Education Qualifications** Professional Qualifications Experience Records Skill Set Achievements Contri →

Educational Qualifications

Manage the qualifications list using this screen. You can add new qualifications, change the details of the already entered qualifications or remove any entry from the list.
To add a new qualification click on the **[New Qualification]** button. To change or delete an entry, click on the row containing the definition in the list below.

Course Name	Institute Name	Year of Exam	Results
Bachelor of Science in Engineering	University of Peradeniya	1990	Pass

← Basic Details Official Profile **Education Qualifications** Professional Qualifications Experience Records Skill Set Achievements Contri →

Educational Qualifications

Manage the qualifications list using this screen. You can add new qualifications, change the details of the already entered qualifications or remove any entry from the list.
To add a new qualification click on the **[New Qualification]** button. To change or delete an entry, click on the row containing the definition in the list below.

Course Name	Institute Name	Year of Exam	Results
Bachelor of Science in Engineering	University of Peradeniya	1990	Pass

Change/Delete Qualification

Course Type:

Institution:

Course Name:

Year of Exam:

Effective Date:

Result:

Professional Qualifications:

[Professional Qualifications] tab is used to enter the professional qualifications achieved by the employee. Similar to the [Educational Qualifications] entry screen above, you can add, edit or delete entries. A side panel allows you to enter the new qualification, change/delete existing entries.

Human Resources Management **SHRM**

Chandradasa, J. (2027941)

Basic Details | Official Profile | Education Qualifications | **Professional Qualifications** | Experience Records | Skill Set | Achievements | Contributions

Professional Qualifications

Manage the professional qualifications list using this screen. You can add new qualifications, change the details of the already entered qualifications or remove any entry from the list.

To add a new qualification click on the **[New Qualification]** button. To change or delete an entry, click on the row containing the definition in the list below.

Institution Name	Membership Level Name	Year Enrolled	Validity Type	Certificate Link
Institution of Engineers Sri Lanka	Professional	2004	Annual	[View]
British Computer Society	Professional	2012	Annual	[View]

New Qualification Entry

Profession:

Institution:

Membership Category:

Year Enrolled:

Validity Type:

Certificate:

Basic Details | Official Profile | Education Qualifications | **Professional Qualifications** | Experience Records | Skill Set | Achievements | Contributions

Professional Qualifications

Manage the professional qualifications list using this screen. You can add new qualifications, change the details of the already entered qualifications or remove any entry from the list.

To add a new qualification click on the **[New Qualification]** button. To change or delete an entry, click on the row containing the definition in the list below.

Institution Name	Membership Level Name	Year Enrolled	Validity Type
Institution of Engineers Sri Lanka	Corporate	2001	Annual

New Qualification Entry

Institution:

Membership Category:

Year Enrolled:

Validity Type:

Experience Records:

Same descriptions as given above will be applicable for experience records capture screen.

Review and Update Profile

Chandradasa, J. (2027941)

Basic Details | Official Profile | Education Qualifications | Professional Qualifications | **Experience Records** | Skill Set | Achievements | Contributions

Experience Records

Manage the experience records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list.

To add a new experience record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

Record Type	Organization	From Date	To Date	Position	Appointment Type
Outside	Central Engineering Consultancy Bureau	7/1/2019	7/31/2019	Systems Engineer	Permanent

Skill Sets:

Review and Update Profile

Chandradasa, J. (2027941)

[←](#)
[Basic Details](#)
[Official Profile](#)
[Education Qualifications](#)
[Professional Qualifications](#)
[Experiace Records](#)
[Skill Set](#)
[Achievements](#)
[Contrib](#)
[→](#)

Skill Set Records

Manage the skill records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list. To add a new skill record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

[New Record](#)

Field Specialized	Competancy Level	Subject Areas
Water Treatment	Excellent	bbbb
Software Development	Excellent	aaa

Achievements:

Review and Update Profile

Chandradasa, J. (2027941)

[←](#)
[Basic Details](#)
[Official Profile](#)
[Education Qualifications](#)
[Professional Qualifications](#)
[Experiace Records](#)
[Skill Set](#)
[Achievements](#)
[Contrib](#)
[→](#)

Special Achievements

Manage the achievement records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list. To add a new achievement record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

[New Record](#)

Description	Date Achieved	Remarks
ssdsdd	7/10/2019	dddssd

Special Contributions:

Review and Update Profile

Chandradasa, J. (2027941)

← Official Profile Education Qualifications Professional Qualifications Experience Records Skill Set Achievements **Contributions** →

Special Contributions

Manage the contribution records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list. To add a new contribution record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

Contribution Type	Description	Remarks
Prestige	asdddee	ffdfdfd

After completing all the above details, you can go to 'History Details' menu option to capture historical records related to the profile.

History Records Menu:

Transfer Records:

Capture History Records

Use this screen to capture past records of existing employees. Enter the employee number and click on [Proceed] button. Please note that this function is available only for capturing history records of the existing employees and new records in future will be created through the other processes in the system.

Employee Number:

Review and Update Records

Chandradasa, J. (2027941)

Transfer History | Promotion History | Disciplinary Actions | Special Leave Records | Suspensions | Increment Records

Transfer Records

Manage the transfer records list using this screen. You can add new transfer record, change the details of the already entered record or remove any entry from the list.

To add a new transfer record click on the [New Record] button. To change or delete an entry, click on the row containing the definition in the list below.

Transfer From	Transfer To	Transfer Date	Transfer Type	Duty Report Date	Remarks
Commercial Division	Corporate Services Division	7/16/2019	Exegency of Service	7/16/2019	ddfdfdf

Promotion History:

Review and Update Records

Chandradasa, J. (2027941)

Transfer History | Promotion History | Disciplinary Actions | Special Leave Records | Suspensions | Increment Records

Promotion History

Enter the Promotion History Records of the Employee using this screen. You can add new record, change the details of the already entered records or remove any entry from the list.

To add a new record click on the [New Record] button. To change or delete an entry, click on the row containing the definition in the list below.

From Designation	From Grade	To Designation	To Grade	Date Promoted	Promotion Type
A.G.M. (IT/IS)	4	D.G.M. (INFORMATION TECHNOLOGY)	3	7/15/2019	Position

Disciplinary Actions:

Review and Update Records

Chandradasa, J. (2027941)

Transfer History Promotion History **Disciplinary Actions** Special Leave Records Suspensions Increment Records

Disciplinary Action Records

Manage the disciplinary action records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list.

[New Record](#)

To add a new disciplinary action record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

Description	Inquiry Commenced Date	Decision Date	Conclusion
sample	7/1/2019	7/16/2019	asasas

Special Leave Records:

Review and Update Records

Chandradasa, J. (2027941)

Transfer History Promotion History Disciplinary Actions **Special Leave Records** Suspensions Increment Records

Special Leave Records

Manage the special leave records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list.

[New Record](#)

To add a new leave record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

Leave Type	Purpose	Payment Type	Approved Date	Leave Start Date	Leave End Date
Full Pay	Foreign Training	Full Pay	7/1/2019	7/8/2019	7/23/2019

Suspensions:

Review and Update Records

Chandradasa, J. (2027941)

Transfer History Promotion History Disciplinary Actions Special Leave Records **Suspensions** Increment Records

Suspension History Records

Manage the suspension history records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list.

To add a new suspension record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

[New Record](#)

Reason	Effective Date	Finalized Status	Reinstated Date	Reinstated Type
ghdghsdgh	7/9/2019	Suspended	7/17/2019	Backwages Payable

Increment Records:

Review and Update Records

Chandradasa, J. (2027941)

Transfer History Promotion History Disciplinary Actions Special Leave Records Suspensions **Increment Records**

Increment History Records

Manage the increment history records using this screen. You can add new records, change the details of the already entered records or remove any entry from the list.

To add a new increment record click on the **[New Record]** button. To change or delete an entry, click on the row containing the definition in the list below.

[New Record](#)

Increment Date	Granted Date	Revision Reference	Scale Code	Salary Point
7/1/2019	7/10/2019	2015 Revision	HM2-3	80,000.00

National Water Supply and Drainage Board

Strategic Human Resource Management System

Employee Profile Details

Basic Details:

Title – Mr./Mrs./Ms./Dr./Eng./

Marital Status - Married/Single/Widow

Language Preference - Sinhala/Tamil/English

Gender – Male/Female

Employee Number		Title	
Name with Initials		Names Denoted by Initials	
Other Names		NIC No.	
EPF/ETF No.		PIN No.	
Date of Birth		Gender	
Marital Status			
Permanent Address			
Present Address			
Nationality		Religion	
Ethnicity			
Mobile Numbers		Language Preference	
Fixed Line Numbers		Email Address	
District		DS Division	
GN Division			

Official Profile:

Employment Type - Permanent/Contract/Casual/Appointed

Date Joined		Employment Type	
Board Grade		Category	
Designation		Work Location	
Mobile No.		Fixed Line No.	
Fax No.		Intercom No.	
Email Address		Date Appointed to Present Position	
Date of Permanency		Job Confirmation Date:	
Next Increment Date			

Primary Education (Below Ordinary Level):

Grade/Standard	School Name	Year of Exam	Results

Professional Qualifications:

Membership Level – Fellow/Corporate/General/Associate/Student/Other

Profession	Institution Name	Membership Level	Year of Enrollment	Validity Type (Annual/Lifetime)	Present Status (Valid/Expired)

Experience Records:

Type of Appointment – Permanent/Board Contract/Project Contract/Casual/Assignment/Other

Experience Type (Board/Outside)	Organization Name	Position Held	From Date	To Date	Type of Appointment	Detailed Tasks

Skill Set:

Field of Specialization	Competency Level	Subject Areas	Remarks

Special Achievements:

Achievement/Description	Date Achieved	Remarks

Special Contributions:

Contribution Type (Prestige/Financial Gain/Goodwill/Other)

Contribution Type	Description	Date Achieved	Remarks

History Records:

Transfer History:

Transfer Type (Annual/Mutual/Exigency/Voluntary/Punishment)

Transfer From	Transfer To	Transfer Type	Transfer Date	Duty Report Date	Remarks

Promotion History:

Promotion Type (Grade/Position)

From Designation	From Board Grade	To Designation	To Board Grade	Date of Promotion	Promotion Type

Disciplinary Actions:

Promotion Type (Grade/Position)

Description	Inquiry Start Date	Inquiry Finish Date	Inquiry Conclusion	Recommendation	Implemented Date

Special Leave Records:

Leave Type (Local Study/Foreign/Employment/Medical)

Payment Type (Full/Half/No Pay)

Leave Type	Purpose of Leave	Payment Type	Date Approved	Start Date	End Date

Suspensions:

Finalized Status (Suspended/Compulsory Leave/Dismissed)

Reinstatement Type (Back-wages Payable/Charged Damages/Punishment Transferred)

Reason of Suspension	Effective Date	Finalized Status	Reinstated Date	Reinstatement Type	Remarks

Increment Records:

Salary Scale Code (Ref. Attachment)

Increment Date	Increment Date	Effective Date	Salary Scale Code	Salary Point	Salary

Prepared By:

Certified By: